

City of Simi Valley

ANNUAL BUDGET

Fiscal Year 2008-09



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Fiscal Year 2008-09



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

California Society of Municipal Finance Officers

Certificate of Award
For
Excellence in Operating Budgeting

Fiscal Year 2007-2008

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

City of Simi Valley

For meeting the criteria established to achieve the Excellence Award in the OPERATING BUDGET CATEGORY.

March 6, 2008



Bradley Robert

Brad Grant
CSMFO President

Cindy Guziak

Cindy Guziak, Chair
Budgeting & Financial Reporting

CITY OF SIMI VALLEY • ANNUAL BUDGET • FISCAL YEAR 2008-09

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CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

July 1, 2008

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the adopted Fiscal Year 2008-09 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 25, 2008. After extensive staff review, City Council review of the Preliminary Base budget began in late May and the Annual Budget was adopted on June 11, 2008.

The Fiscal Year 2008-09 Annual Budget was prepared in accordance with policy guidelines established by the City Council which required departments to provide justification for any proposed line item increase above current budget amounts or estimated actual expenditure levels for Fiscal Year 2007-08.

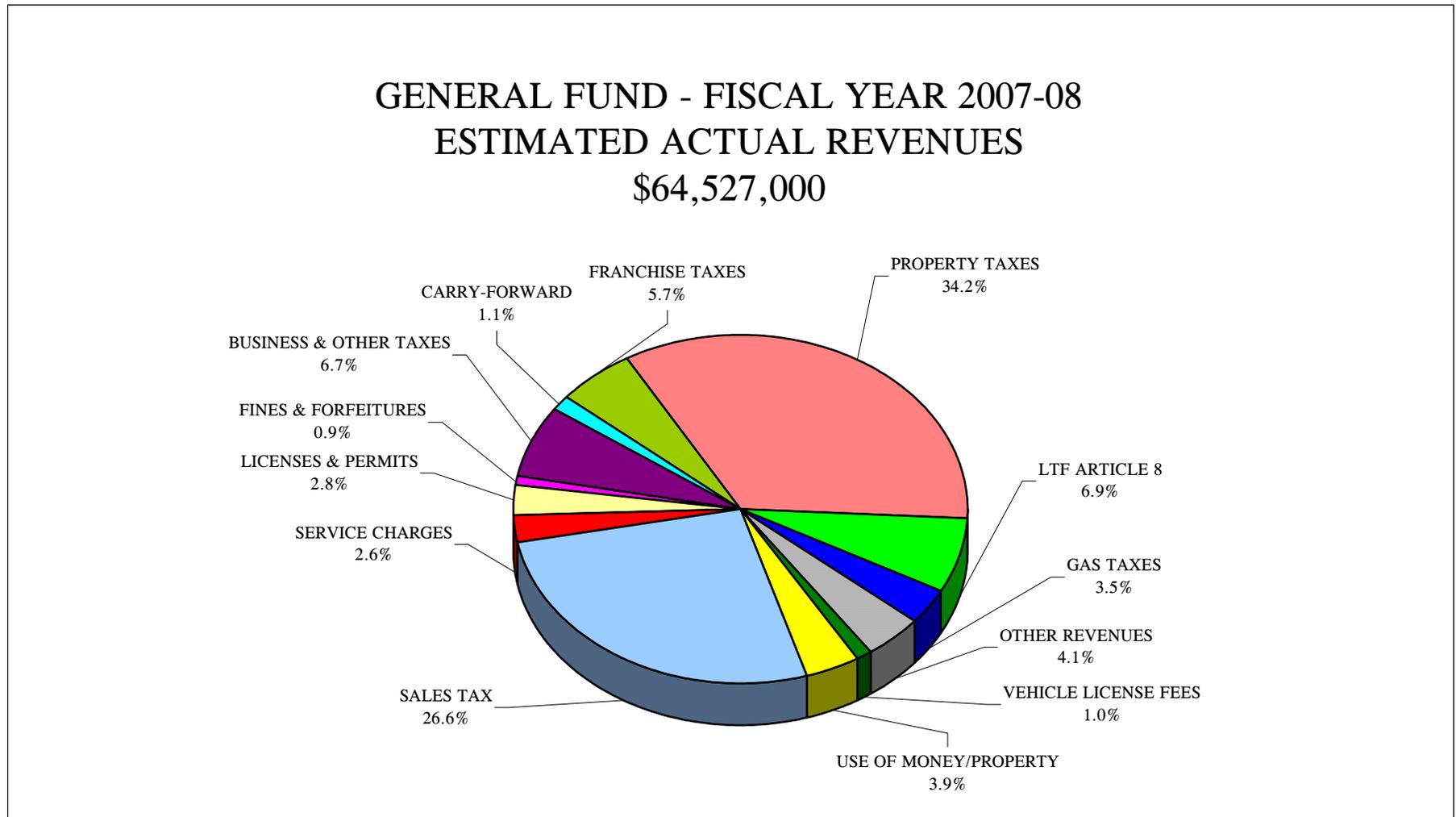
In accordance with the policy guidelines, requests for replacement of capital items (Capital Asset Requests) were presented separately in the Supporting Document. Policy Item Requests that were limited to budgetary needs that previously received support from the City Council, relieved a workload backlog,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

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

GENERAL FUND

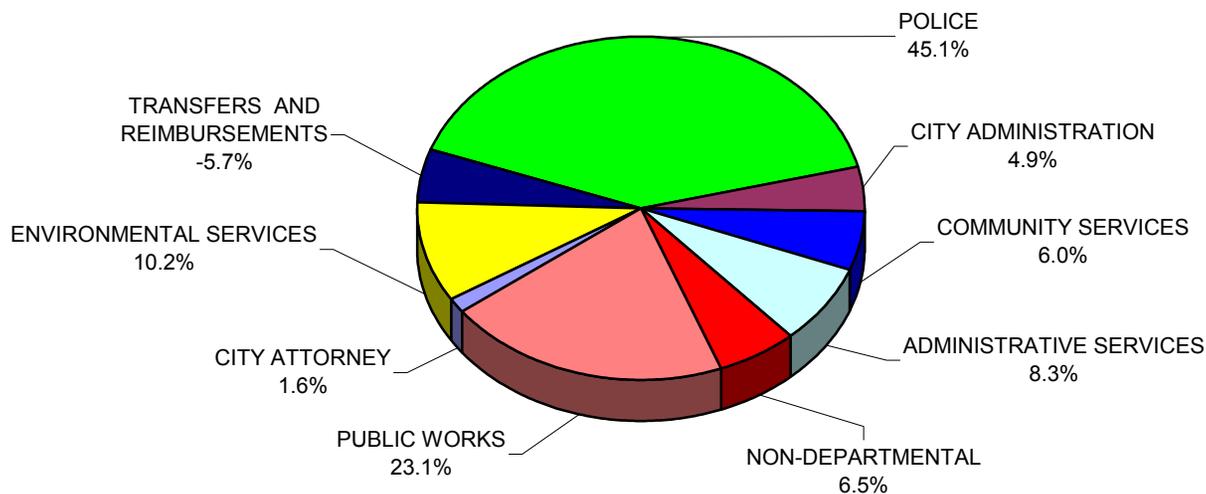
Fiscal Year 2007-08 Estimated Actual Revenues and Expenditures

General Fund revenues are projected to reach \$64,527,000 by year-end, which includes \$731,600 in surplus revenue carried forward from the previous fiscal year. Excluding this carry-forward revenue, Fiscal Year 2007-08 revenues are estimated to be \$63,795,400, which is \$1,213,700 under budgeted revenues of \$65,009,100. The projected amount (excluding carry-forward) is \$305,263 greater than the amount of revenue received in Fiscal Year 2006-07. The following shows a breakdown of estimated revenues by category.



General Fund net expenditures for Fiscal Year 2007-08 are estimated at \$64,047,200. This amount includes all reimbursements into and transfers out of the General Fund, and reflects all appropriations approved by the City Council as part of the Mid-Year Financial Report. The following graph depicts the breakdown of estimated actual expenditures:

**GENERAL FUND - FISCAL YEAR 2007-08
ESTIMATED ACTUAL EXPENDITURES
\$64,047,200**



FY 2007-08 Fund Balance

The General Fund Balance is expected to be \$37,329,060 as of June 30, 2008 (end of Fiscal Year 2007-08). Of this amount, \$29,002,960 would be reserved for encumbrances, advances, and loans to other funds. The balance of \$8,326,100 represents the Prudent Reserve for Economic Uncertainty.

Fiscal Year 2008-09 Revenues

Fiscal Year 2008-09 General Fund revenues, including \$479,800 in revenue carried forward from a projected Fiscal Year 2007-08 surplus, are budgeted at \$64,840,600. Excluding this carry-forward revenue, the Fiscal Year 2008-09 revenue budget is \$64,360,800. Again, excluding carry-forward revenues, projected revenues are \$648,300 less than the Fiscal Year 2007-08 revenue budget and \$565,400 higher than Fiscal Year 2007-08 estimated actual revenues.

The table below is a comparison of Fiscal Year 2008-09 General Fund budgeted revenues to Fiscal Year 2007-08 estimated actual revenues for each revenue category, excluding the \$479,800 in carry-forward revenue. A detailed discussion of General Fund revenues by category and major revenue sources is contained in the General Fund Revenues section of the Annual Budget.

<u>Revenue Category</u>	<u>FY 2007-08 Estimated Actual</u>	<u>FY 2008-09 Annual Budget</u>	<u>% Change Increase/ (Decrease)</u>
Taxes and Franchises	\$47,136,200	\$48,321,200	2.5%
Revenue From Other governments (including Transfers In and Grants)	8,361,000	8,478,700	1.4%
Licenses and Permits	1,796,600	1,871,600	4.2%
Use of Money and Property	2,542,200	2,621,200	3.1%
Service Charges	1,680,800	1,498,600	-10.8%
Fines and Forfeitures	580,200	594,200	2.4%
Other Revenues	1,698,400	975,300	-42.6%
Total General Fund Revenues	\$63,795,400	\$64,360,800	0.9%

Fiscal Year 2008-09 Expenditures

The Fiscal Year 2008-09 General Fund net expenditure budget is \$64,816,200 including anticipated underexpenditures of \$1,300,000 and anticipated reappropriations of \$800,000. Fiscal Year 2007-08 estimated actual expenditures are \$64,047,200. **Therefore, the Fiscal Year 2008-09 Annual Budget represents a 1.2% increase in General Fund budgeted expenditures from Fiscal Year 2007-08 estimated actual expenditures.** The following page contains a summary of the Fiscal Year 2008-09 net expenditure budget compared with Fiscal Year 2007-08 estimated actual expenditures by department:

<u>Department</u>	FY 2007-08 Estimated Actual	FY 2008-09 Annual Budget	% Change Increase/ (Decrease)
City Administration	\$3,124,400	\$3,217,000	3.0%
City Attorney	1,036,800	1,037,300	0.0%
Administrative Services	5,309,700	5,058,400	-4.7%
Community Services	3,832,700	4,172,500	8.9%
Environmental Services	6,557,300	6,149,900	-6.2%
Public Works	14,790,200	13,379,000	-9.5%
Police Department	28,887,100	28,084,500	-2.8%
Non-Departmental	4,174,300	5,882,900	40.9%
Transfers To Other Funds	5,847,000	7,030,900	20.2%
Reimbursed Expenditures	(9,512,300)	(8,696,200)	-8.6%
Anticipated Underexpenditures	--	(1,300,000)	
Anticipated Reappropriations	--	800,000	
Total General Fund Expenditures	\$64,047,200	\$64,816,200	1.2%

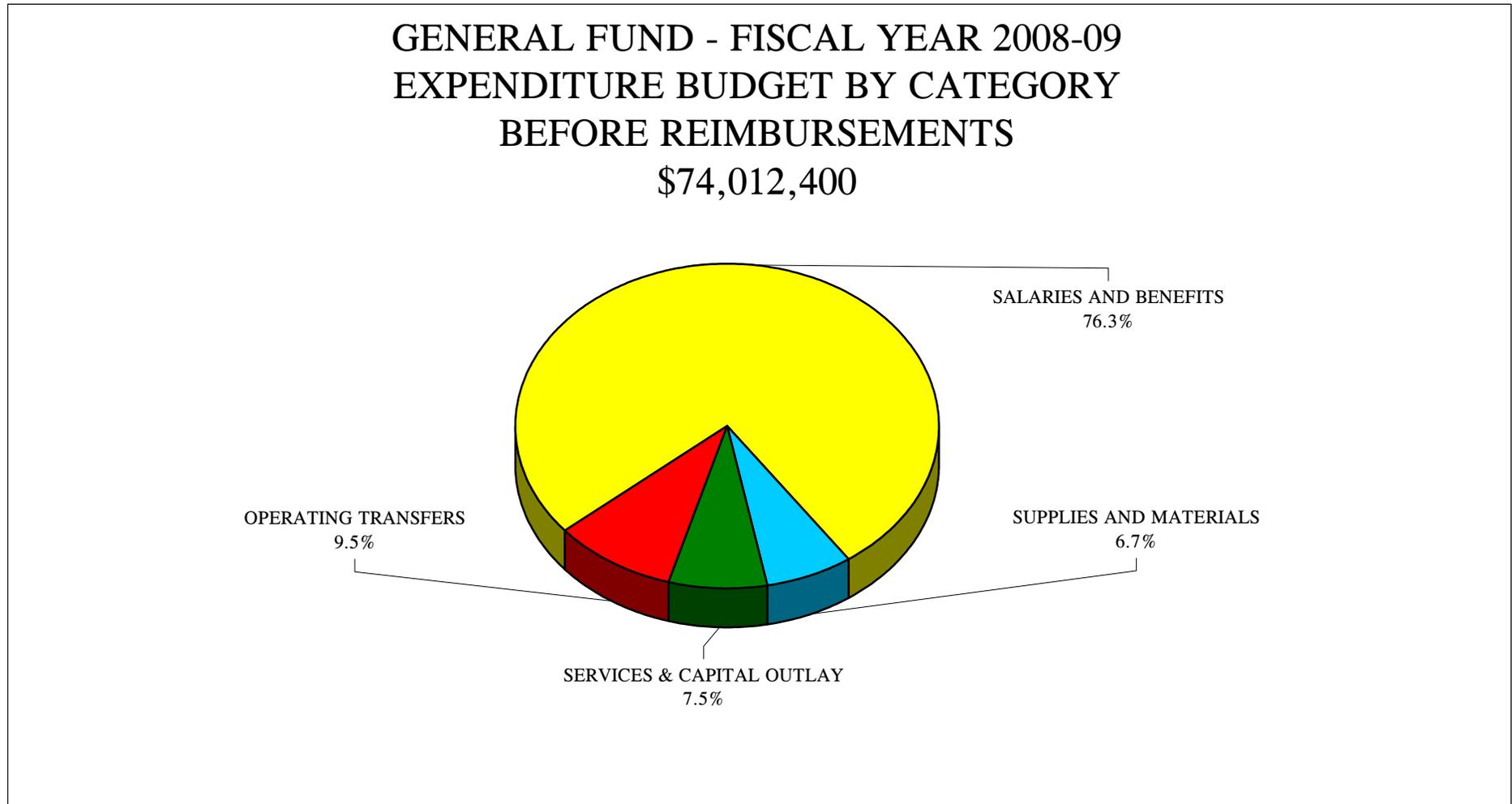
The slight overall increase in expenditures is due to offsetting increases and decreases in various components of General Fund spending. Many department budgets show a slight decrease from the prior year estimated actual amounts. However, cost-of-living-adjustments (COLA) previously approved for management employees and sworn employee COLA's will not be distributed to individual department budgets until completion of discussions regarding the results of a salary and benefit survey that establishes Simi Valley Police Officer Association COLA increases. Funds have been reserved in the Non-Departmental budget for this purpose. Capital Asset Requests and Policy Items approved during budget deliberations have been included in the department budgets, as have approved Reverse Priorities that remove funding for positions and current expenses in several departments.

Budgeted Transfers to Other Funds are \$282,000 higher than in Fiscal Year 2007-08 primarily due to an increase in the amount transferred to the Police Special Problems Section. The FY 2007-08 transfer amount is lower because a decision was made to spend down accumulated fund

balance. The budget reduction of \$816,100 in Reimbursed Expenses is due primarily to the return in Fiscal Year 2007-08 of accumulated savings in the Liability Insurance Fund and Workers' Compensation Insurance Fund.

General Fund vehicle expenditures are scheduled through the Vehicle Replacement Program and financed from the Vehicle Replacement Fund. A total of 14 vehicles are approved for replacement at a cost of \$401,100. Additionally, \$450,000 of accumulated cost savings generated since the Vehicle Replacement Fund was established will be transferred back to the General Fund in Fiscal Year 2008-09.

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



FY 2008-09 Fund Balance

Based on the revenue and expenditure amounts in the Annual Budget, the June 30, 2009 (end of Fiscal Year 2008-09) General Fund Balance is projected to increase by \$24,400 and will total \$37,353,460. Of this amount, \$28,927,360 will be reserved for loans, advances and encumbrances. The balance of \$8,426,100 will represent the Prudent Reserve for Economic Uncertainty. The Prudent Reserve for Economic Uncertainty, established by the City Council on May 1, 1995, is equivalent to 13% of budgeted expenditures.

Three factors are affecting the very modest projected increase in fund balance. At the national level, an economic downturn that is primarily the result of a falling housing market, a mortgage crisis, and all-time high crude oil prices has negatively impacted many of the City's sources of tax revenue. Locally, the transition from large-scale residential development to build-out, and the expectation that a large percentage of future development will entail redevelopment of existing property and in-fill projects, portends a permanent reduction in development-related revenues.

The first factor is cyclical in nature, but is expected to continue through Fiscal Year 2008-09 and well into Fiscal Year 2009-10. The second factor is local in nature and represents a more fundamental and permanent shift that will require organizational change to restructure and modify the way in which the City delivers services in order to live within moderate economic growth. The third factor involves ongoing annual cost increases for such items as employee salaries and benefits (medical insurance and retirement), street resurfacing, and landscape maintenance activities. Fiscal restructuring began in early 2008 with a Five-Year General Fund Projection that signaled a structural budget issue that will need to be addressed on a multi-year basis. Staff began the process of developing and, with City Council approval, implementing needed structural changes to the budget with the FY 2007-08 Mid-Year Financial Report. That process has continued with development of the FY 2008-09 Annual Budget and will proceed further in future years. Over the course of the next fiscal year, staff will undertake a more in-depth critical review of organization structure and methods of service delivery focused on opportunities to resize and more cost-effectively provide services.

While the Fiscal Year 2008-09 Annual Budget is balanced between projected revenues and expenditures, the California Legislature continues to debate the State's annual budget, which may adversely impact the City's budget. In the event that the State acts to reduce its level of funding to local governments, staff will present a series of recommended budget revisions to realign City revenues with expenditures.

PROJECTS AND ACCOMPLISHMENTS

During Fiscal Year 2007-08, the City was involved in numerous significant events and projects. Following are some of the major accomplishments:

Law enforcement efforts continued to provide our citizenry a safe environment in which to live, work, and play. The partnership between the Police Department and an involved and vigilant community resulted in a 9 percent decrease in Part I crimes in 2007, as compared to the

previous year. The Department contributed to this effort by focused suppression techniques and reassigning resources to proactively address crime. Additionally, the Department maintained a response time of 4.4 minutes for emergency calls for service and 16.2 minutes for non-emergency calls for service.

An update of the City General Plan, the City's map to the future, was initiated. This long-range planning project, which involves extensive public input to address the community's planning challenges and opportunities over the next twenty years, is scheduled for completion in 2009. Another long-range planning effort, development of the Arroyo Simi Visioning process, is also proceeding. Preliminary design concepts have been developed, and the final study will consider visual, recreational, and educational enhancements along the Arroyo Simi's entire 11.9-mile length from Corriganville Park in the east to the western City limits.

The City continues to work with homeowners and developers to assure that affordable housing programs provide opportunities for low-income households and seniors. In FY 2007-08, the City committed or expended \$12,293,000 toward affordable housing programs. The Home Rehabilitation Program completed 10 projects and awarded six new loans. Twelve new loans were initiated under the First Time Homebuyer Program. Also, the City's Rent Subsidy Program assisted an average of 26 senior households per month. An average of 39 households per month received assistance under the Mobile Home Rent Subsidy Program. Additionally, the City was successful in requiring developers to include in their proposed residential developments 70 owner-occupied affordable dwelling units for low- and moderate-income individuals and families.

More than 500 City volunteers contributed in excess of 71,500 hours, the equivalent of more than 37.5 full-time positions, to assist with City programs and activities. These individuals support efforts such as the Neighborhood Council's annual Arroyo Clean-up event, provide reception and front counter support at City facilities, serve as ushers at the Cultural Arts Center, support the Police Department's law enforcement and emergency planning activities, and perform a wide variety of duties at the Senior Center.

The City's transit services continued to provide safe, efficient, and high-quality transportation on its fixed-route and Americans with Disabilities Act (ADA)/Dial-A-Ride (DAR) services. For the second straight year, Simi Valley Transit provided in excess of one-half million fixed-route and ADA/DAR trips.

Major infrastructure improvement projects continued to be a high priority. Residents along the westbound portion of the 118 Freeway between Sycamore Drive and Erringer Road now benefit from the recently completed construction of freeway soundwalls. Construction continues on a major project to widen the 118 Freeway from Tapo Canyon Road to the Los Angeles County Line. In April 2008, construction of the Tapo Canyon Water Treatment Plant started. When complete, this project will reduce the City's reliance on imported water.

In December 2007, the City Council formed the Sustainable Simi Valley Committee to develop a citywide program to address the issues of sustainable development, or “green technology development.” Sustainability for Simi Valley will allow the City to meet the needs of its current residents and provide equal or better opportunities for future residents. The Committee will look at sustainable development aspects including green buildings, energy and water conservation, open space, and waste reduction and recycling.

In April 2008, the California Water Environment Association announced that the Simi Valley Water Quality Control Plant received the statewide “Plant of the Year Award” for mid-size treatment plants. The City’s Water Quality Control Plant treats an average of nearly 10 million gallons of raw sewage daily and operates 24 hours a day, 7 days a week.

Fiscal Year 2008-09 promises to be a year of continuing accomplishments. In its ongoing mission to deliver excellent service to the community, City staff will focus on economic development initiatives, a continued emphasis on public safety, additional infrastructure improvements, and offering a range of programs that serve the needs and interests of the community to make Simi Valley an even better and safer place to live, work, and enjoy life.

TRANSIT FUND

Fiscal Year 2007-08 Transit fare revenues are projected to be 6.2% less than the budget. Likewise, Fiscal Year 2007-08 operating expenditures are estimated to be 9.9% below the budget. Transit Fund Fiscal Year 2008-09 fare revenues are projected to increase by 10.1% over Fiscal Year 2007-08 estimated actual revenues. The proposed operating expenditure budget for Fiscal Year 2008-09 is projected to increase by 8.4% from Fiscal Year 2007-08 estimated actual expenditures.

SANITATION FUND

Sanitation Operations Fund revenues for Fiscal Year 2007-08 are estimated to exceed the budget by 6.5%, while operating expenditures are projected to be 5.2% below the budget. Fiscal Year 2008-09 revenues are expected to increase by 2.9% over Fiscal Year 2007-08 estimated actual revenues. Total budgeted Operations Fund expenditures are expected to increase by 6.0% as compared to Fiscal Year 2007-08 estimated actual expenditures. FY 2008-09 Sanitation Operations Fund budgeted revenues exceed budgeted expenditures by \$783,600.

The Sanitation Fund consolidated working capital balance for June 30, 2008 is projected to be \$9,285,660. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a System Expansion/Upgrade Fund. The Replacement Reserves Fund is further divided into Vehicle Replacement Reserves, Facilities and Equipment Replacement Reserves, and Sewerline Replacement Reserves. Based on budgeted revenues and expenditures, the consolidated working capital balance for June 30, 2009 is projected to be \$12,374,260.

WATERWORKS DISTRICT

Fiscal Year 2007-08 Waterworks District Operations Fund revenues are estimated to be 10.0% above the budget. Operating expenditures are estimated to be 5.9% over budget due to higher-than-anticipated water purchases and higher-than expected costs for utilities. Correspondingly higher revenues from services charges offset the higher costs for water purchases and utilities. Fiscal Year 2008-09 Operations Fund revenues are projected to increase by 6.2% over Fiscal Year 2007-08 estimated actual revenues. Fiscal Year 2008-09 Operations Fund expenditures are anticipated to increase by 5.9%, as compared to Fiscal Year 2007-08 estimated actual amounts. FY 2008-09 Waterworks District Operations Fund budgeted revenues exceed budgeted expenditures by \$1,063,500.

The Waterworks District consolidated working capital balance for June 30, 2008 is projected to be \$11,751,668. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Capital Improvement Fund. The Replacement Reserves Fund is further divided into Vehicle Replacement Reserves and Facilities Replacement Reserves. Based on budgeted revenues and expenditures, the consolidated working capital balance for June 30, 2009 is projected to increase to \$11,959,368.

CAPITAL IMPROVEMENTS

The Streets and Roads Program for Fiscal Year 2008-09 includes projected expenditures of \$12,439,500 for transportation related capital improvements. Major funding sources for this program include the Community Development Agency; county, state, and federal grant funds; and Community Development Block Grant funds. An additional \$1,537,000 in expenditures is proposed for other capital improvements including computer equipment replacement, vehicle replacement, building improvements, the Geographic Information System, and the Financial Information System. The level of capital improvement projects proposed in the Fiscal Year 2008-09 Annual Budget continues to reflect support by the City Council toward improvement of the City's infrastructure.

STAFFING LEVEL CHANGES

During review of the Preliminary Base Budget, the City Council approved funding for 1.0 full-time equivalent new position, deleted 7.5 full-time equivalent positions, reclassified 37.0 full-time equivalent positions, and removed funding for 31.5 full-time equivalent vacant positions. As a result of these actions, the number of authorized and budgeted positions decreased from 677.8 to 654.3.

The changes in positions are detailed as follows:

New Positions:

Public Works Department

Waterworks Plant Operator - Waterworks

Deleted Positions:

Environmental Services Department

- Building Inspector I – Building and Safety (Effective January 1, 2009)
- Building Inspector II (2) - Building and Safety (Effective January 1, 2009)

Public Works Department

- GIS Technician – Waterworks

Police Department

- Community Services Specialist – Fiscal (Effective January 1, 2009)
- Police Records Manager – Records (Effective March 1, 2009)
- Property Room Technician - Auxiliary Services
- Part-Time Secretary - Traffic

Reclassified Positions:

Public Works Department

- Tree Trimmer to Tree Trimmer I/II (2) - Parkway/Tree Maintenance
- Maintenance Worker I and II to Maintenance Worker I/II (19) - Parkway/Tree Maintenance, Street Maintenance, and Sanitation
- Maintenance Worker I and II to Custodian and Senior Custodian (14) - Building Maintenance
- Instrumentation Technician to Senior Instrumentation Technician - Sanitation

Police Department

- Administrative Aide to Property Officer - Auxiliary Services

Restricted Funding:

City Administration

- Secretary - City Manager's Office
- Administrative Aide - Human Resources

Community Services Department

- Management Analyst (2) - Franchise Management
- Clerk - Administration
- Code Enforcement Officer - Code Enforcement
- Technical Coordinator - Cultural Arts Center

Environmental Services Department

- Principal Planner - Planning
- Senior Planner - Planning
- Associate Planner (4) - Planning

Planning Intern (2) - Planning
Work Experience Clerk - Administration
Public Works Department
Assistant Public Works Director - Administration
Account Clerk II – Administration (July 1, 2008 to December 31, 2008)
Part-Time Secretary - Administration
Deputy Director - Traffic Engineering
Associate Engineer - Traffic Engineering
Engineering Technician - Traffic Engineering
Deputy Director - City Engineering
Senior Engineer (2) - City Engineering
Assistant Engineer - City Engineering
Utilities Specialist - Environmental Compliance
Deputy Director - Maintenance Services (July 1, 2008 to December 31, 2008)
Building Maintenance Superintendent - Building Maintenance
Maintenance Worker (2) - Street Maintenance

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 Fiscal Year 2007-08. This certificate reflects a highly professional budget document and the underlying budgeting process through which the budget is implemented. In order to be awarded this certificate, the City must publish an easily readable and efficiently organized budget whose contents conform to program standards established by the Society.

APPROPRIATION (GANN) LIMIT

The Gann Spending Limitation (Article XIII B of the State Constitution) sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. **On November 6, 1979, California voters approved the Gann Spending Limitation Initiative (Proposition 4) establishing Article XIII B of the State Constitution.** Article XIII B sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. Its basic provisions are as follows:

Each year, the State and local governments must adopt a resolution establishing an appropriations limit. Fiscal Year 1978-79 appropriations serve as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and financial responsibility transfers.

Only tax proceeds are subject to the limit. Charges for services, regulatory fees, grants, loans, donations and other non-tax proceeds are not subject to the limit. Exemptions are also made for voter-approved debt and debt that existed prior to January 1, 1979, and for the cost of compliance with court or Federal government mandates.

An increase in the appropriations limit may be approved by the voters. For the increase to remain in effect, however, it must be re-approved by voters at four-year intervals.

On June 5, 1990, California voters approved the Traffic Congestion Relief and Spending Limitation Act (Proposition 111), which made various amendments to Article XIII B of the State Constitution. The major changes, which became effective July 1, 1990, are as follows:

The change in the cost of living is defined to be either the change in California per capita personal income or the change in assessed valuation due to the addition of non-residential new construction. Previously, the change in the cost of living was defined as the lesser of the change in the U.S. Consumer Price Index or the change in California per capita personal income.

The change in population is defined to be the greater of the change in the City's population or the change in the County population as a whole.

Qualified capital outlay projects were added to the items exempted from the appropriations limit. Qualified capital outlay projects must have a useful life of ten or more years and a cost that equals or exceeds \$100,000.

Tax revenues received in excess of the appropriations limit must be refunded to taxpayers only if the limit is exceeded over a two-year period.

The annual calculation of the appropriations limit must be reviewed as part of the City's annual financial audit.

Each year the City is required to adopt a Resolution establishing a limit on its appropriations of tax proceeds. As outlined above, Proposition 111 allows this limit to be adjusted each year. The City continues to be substantially under its appropriations limit as indicated by the following table:

<u>FISCAL</u> <u>YEAR</u>	<u>APPROPRIATION</u> <u>LEGAL LIMIT</u>	<u>APPROPRIATIONS</u> <u>SUBJECT TO LIMIT</u>	<u>AMOUNT</u> <u>UNDER</u>
2008-09	\$55,309,442	\$48,594,690	\$6,714,752
2007-08	52,401,177	47,680,400	4,720,777
2006-07	49,411,765	43,109,800	6,301,965
2005-06	45,190,932	37,785,400	7,405,532
2004-05	42,112,508	33,773,100	8,339,408

SUMMARY

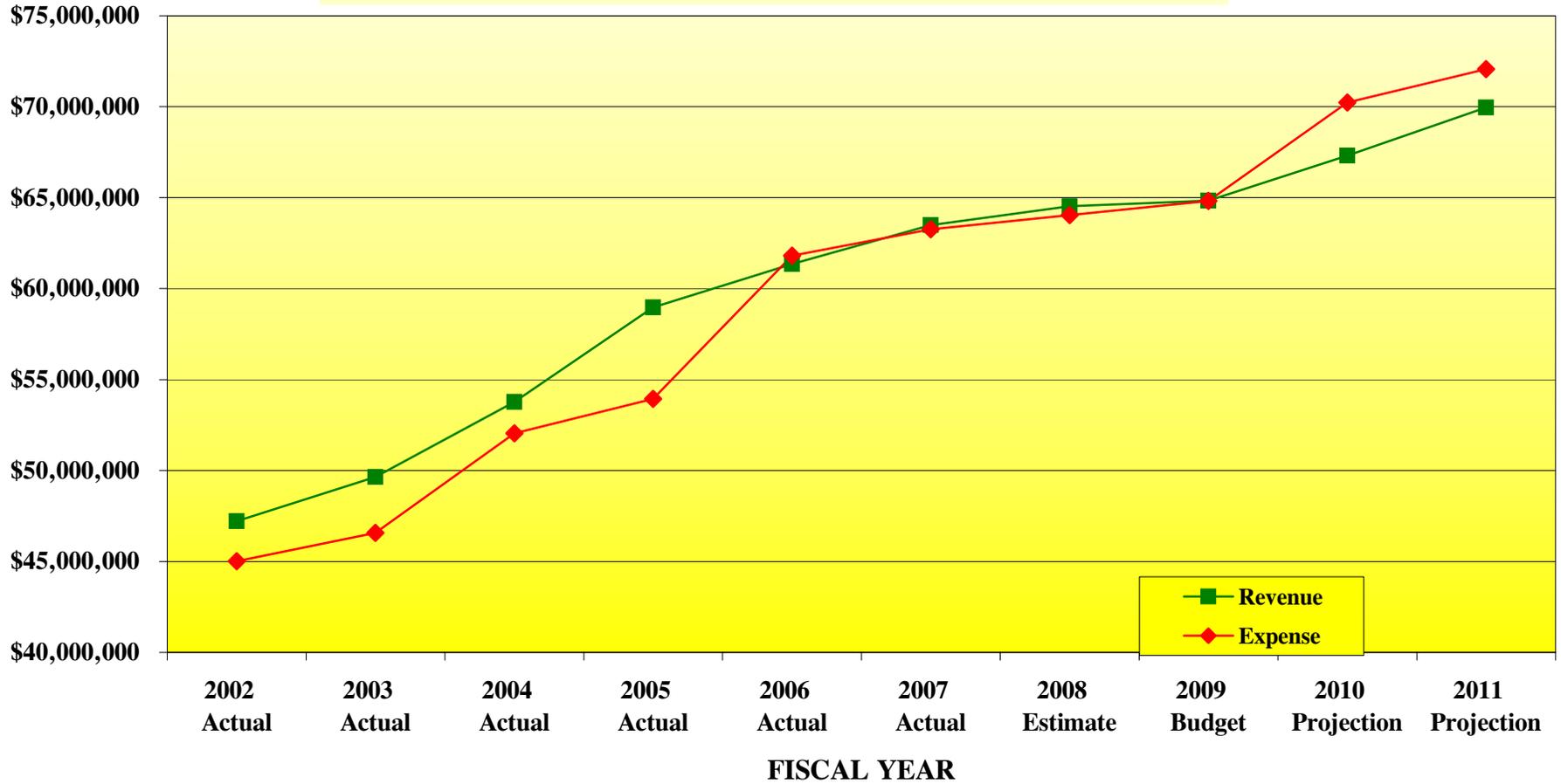
As the City Council is aware, the Annual Budget is a living document that enables the City's policy body to respond to changes in revenue projections and the needs of the community. Therefore, additional appropriations requests may be presented to the City Council over the next year as the need arises.

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

Mike Sedell
City Manager/Executive Director

*Changes in General
Fund Balance*

GENERAL FUND
TEN YEAR REVENUE AND EXPENSE HISTORY/PROJECTION



CHANGES IN GENERAL FUND BALANCE

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

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

The Reserved General Fund balance is comprised of the following:

- The Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations.
- The unpaid balance of loans made from the General Fund to the Community Development Agency.
- The unpaid balance of advances made from the General Fund to other City funds.
- Loans receivable from various sources.
- A loan from the Development Agreements Fund to the General Fund for the General Fund share of the Unified Two-Way Radio System Replacement Project.

As in previous years, General Fund balance projections reflect anticipated underexpenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For Fiscal Year 2008-09, the amount is \$1,300,000, based on an analysis of prior years.

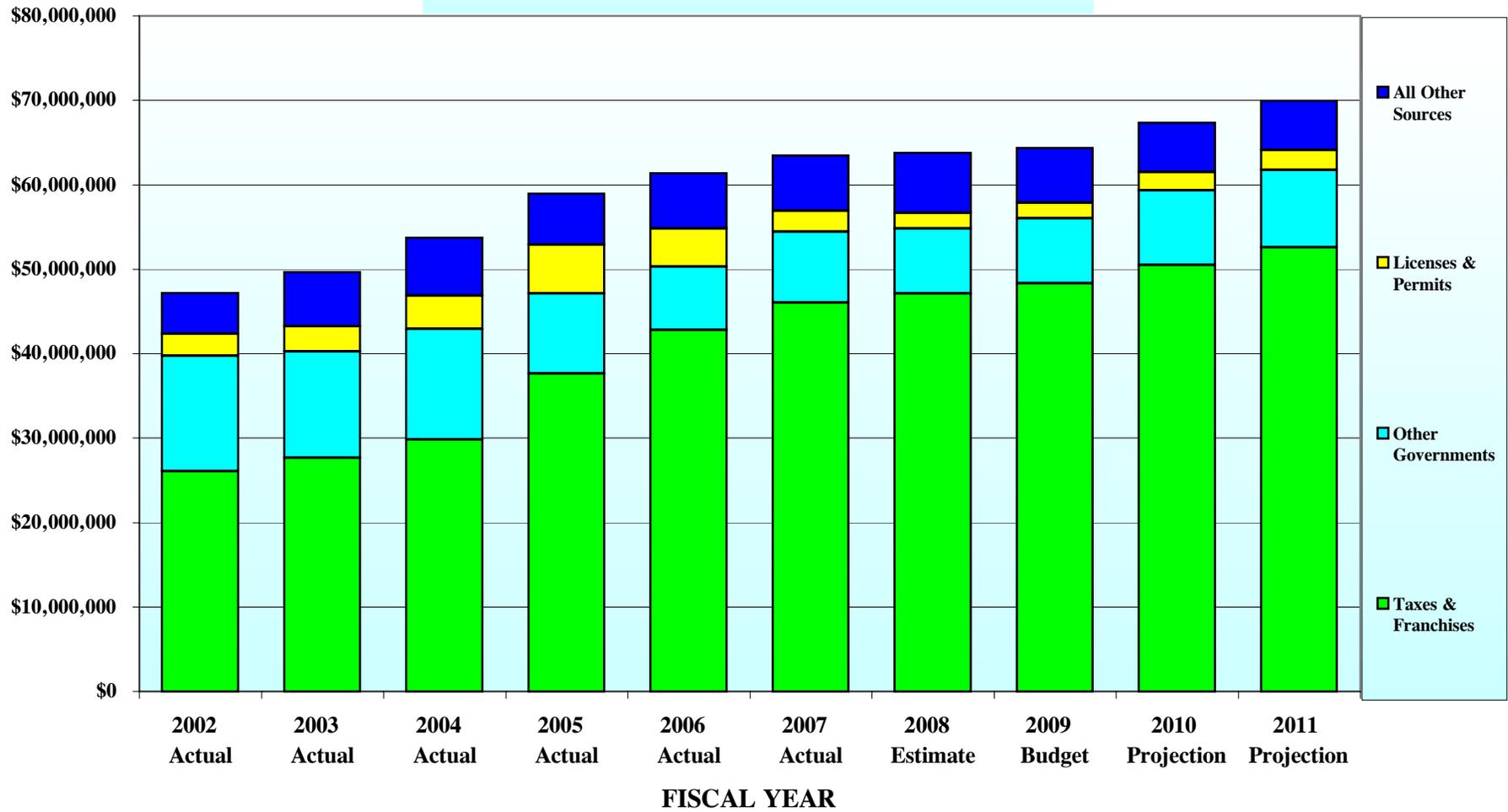
CHANGES IN GENERAL FUND BALANCE

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING GENERAL FUND BALANCE	\$37,329,060	\$37,329,060	\$37,329,060	\$37,329,060	\$37,353,460	\$34,432,660
Current Revenues	63,490,137	65,009,100	63,795,400	64,360,800	67,316,300	69,962,600
Carry Forward from Prior Fiscal Year	1,803,500	731,600	731,600	479,800		
Total Revenues	65,293,637	65,740,700	64,527,000	64,840,600	67,316,300	69,962,600
Expenditures	62,758,537	66,748,500	64,047,200	65,316,200	70,737,100	72,566,700
Anticipated Underexpenditures (1)		(1,300,000)		(1,300,000)	(1,300,000)	(1,300,000)
Anticipated Reappropriations (1)				800,000	800,000	800,000
Net Expenditures	62,758,537	65,448,500	64,047,200	64,816,200	70,237,100	72,066,700
Excess/(Deficit) Revenues Over Expenditures	731,600	292,200	479,800	24,400	(2,920,800)	(2,104,100)
Carry Forward to Next Fiscal Year	(731,600)		(479,800)			
ENDING GENERAL FUND BALANCE	\$37,329,060	\$37,621,260	\$37,329,060	\$37,353,460	\$34,432,660	\$32,328,560
Prudent Reserve for Economic Uncertainty	\$8,034,200	\$8,508,300	\$8,326,100	\$8,426,100	\$9,130,800	\$9,368,700
Reserved	\$29,294,860	\$29,112,960	\$29,002,960	\$28,927,360	\$25,301,860	\$22,959,860
Encumbrance Reserve	1,416,179	800,000	800,000	800,000	800,000	800,000
CDA Loans	6,894,400	15,948,700	13,068,300	12,491,300	12,491,300	12,491,300
Advances to Other Funds (Various)	18,469,298	9,799,460	12,899,860	13,401,260	9,775,760	7,433,760
Loans Receivable (Various)	411,483	461,300	456,300	456,300	456,300	456,300
Advance from Development Agreements	2,103,500	2,103,500	1,778,500	1,778,500	1,778,500	1,778,500

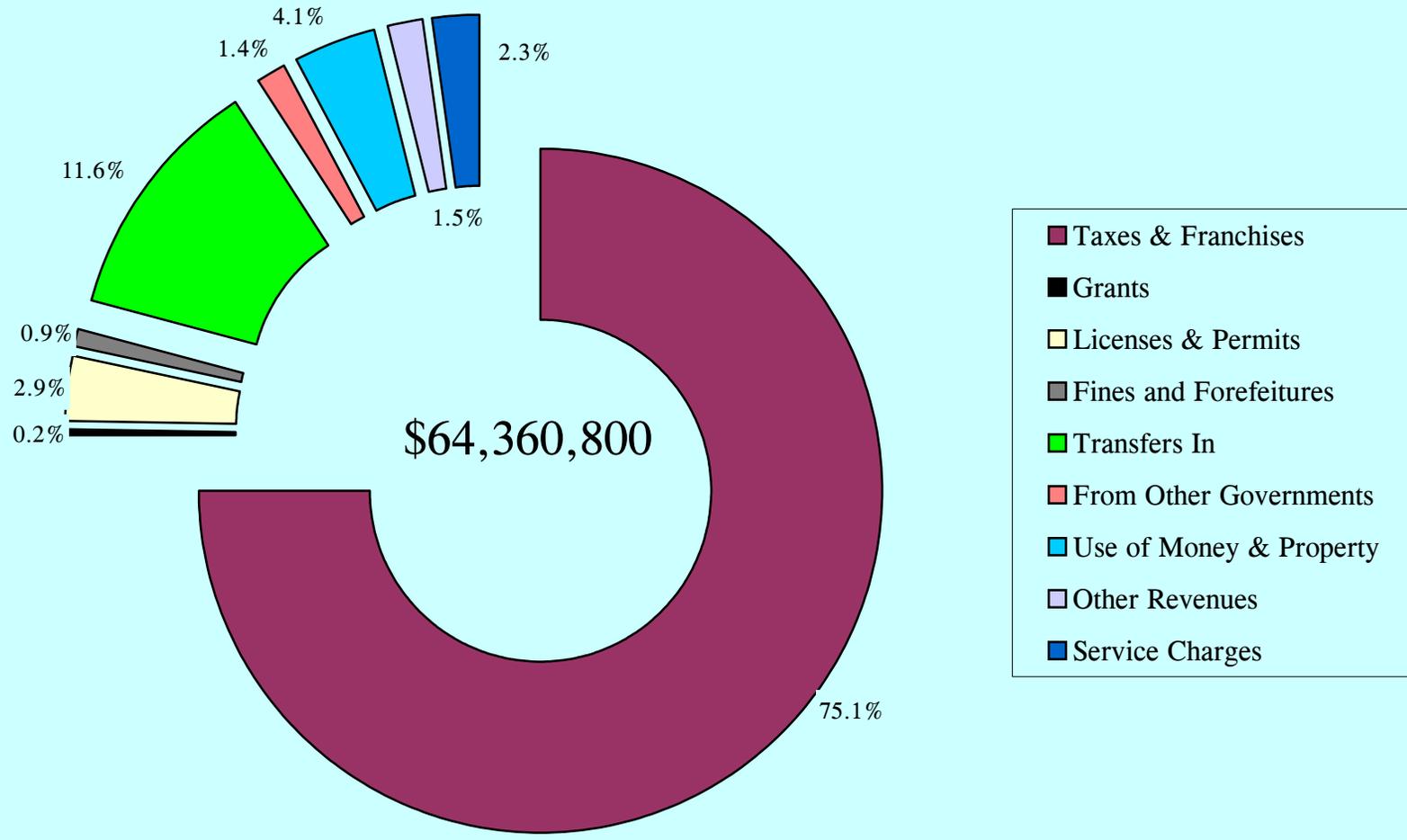
(1) Based on a review of past fiscal years, amounts of anticipated underexpenditures and reappropriations in the General Fund operating Budgets have been estimated in order to refine projected ending General Fund balance.

General Fund Revenues

GENERAL FUND TEN YEAR REVENUE HISTORY/PROJECTION



GENERAL FUND REVENUES BY CATEGORY FISCAL YEAR 2008-09



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.

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

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

Detailed revenue projections for sources of revenue within each category reflect only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change, as has occurred in Fiscal Year 2007-08 due to the nationwide mortgage and credit crisis. Projections for each source of revenue are contained in the following General Fund Revenue schedule. This schedule provides actual revenue data for Fiscal Year 2006-07, budgeted and estimated actual revenue data for Fiscal Year 2007-08, budgeted revenue for Fiscal Year 2008-09, and projections for Fiscal Years 2009-10 and 2010-11.

Fiscal Year 2008-09 revenue estimates were developed in a variety of ways. A sales tax analysis 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 Fiscal Year 2008-09 were developed by taking into consideration current trends and historical data. A percentage multiplier based on projected inflation was utilized in instances where no clear trend line could be identified from current and historical data.

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources comprises 75.2% of the General Fund revenue budget. Major revenue sources within the Taxes and Franchises category are Property Taxes, Sales and Use Tax, and Franchise Taxes. Fiscal Year 2008-09 revenues in the Taxes and Franchises category are expected to increase by a modest 2.5% over estimated Fiscal Year 2007-08 receipts. Within the Taxes and Franchises category, Property Taxes are projected to grow by 3.5%, based on a modest increase in property valuation due to the provisions of Proposition 13 and limited new construction and resale of residential and commercial properties. Sales and Use Tax revenues, which include in-lieu Sales Tax revenues resulting from State "Triple Flip" legislation that exchanges Sales Tax for

Property Tax, are expected to increase by 2.6% on the basis of limited growth in the City's sales tax base, the impact of the downturn in the housing market, and the attendant increase in the rate of unemployment. State "Triple Flip" legislation provided for the State of California to take one-fourth of the City's 1% of sales tax revenues. The lost sales taxes are to be paid back by the County of Ventura from property tax proceeds. The in-lieu funds to be passed through to the City by the County of Ventura are budgeted in the Sales Tax revenue source.

Licenses and Permits

This category comprises 2.9% of the General Fund revenue budget. The major revenue sources in this category are Building Permits and Plan Check Services. The \$1,675,000 in Building Permits and Plan Check Services budgeted for Fiscal Year 2008-09 represents a projected \$75,000 or 4.7% increase over FY 2007-08 estimated actual revenues. These revenues are significantly less than the \$5.6 million and \$4.3 million in Building Permit revenue the City received in Fiscal Years 2004-05 and 2005-06, respectively. During those years, the City experienced strong residential and commercial growth, causing revenue from Building Permits, Plan Check Services, and other sources derived from development activity to increase. The pace of that growth moderated significantly in Fiscal Years 2006-07 and 2007-08 as the City approached build-out in undeveloped areas. It is expected that the majority of development activities in future years will be comprised of redevelopment and in-fill projects.

Fines and Forfeitures

This revenue category is comprised of Vehicle Code Fines and Parking Citations. The two revenue sources represent 0.9% of the General Fund revenue budget. Fiscal Year 2008-09 Fines and Forfeitures are projected to remain consistent with the levels of revenue collected in Fiscal Year 2007-08.

Use of Money and Property

This category comprises 4.1% of the General Fund revenue budget. The major revenue sources in this category are Interest on Investments and Interest on Advances from the General Fund to the Community Development Agency, Simi Valley's redevelopment organization. FY 2007-08 interest income increased by 22% over the prior year due to increased yields and an added emphasis on maximizing investment income. FY 2008-09 interest income is expected to increase by 2.1% in FY 2007-08.

Revenues From Other Governments

This category of revenue sources, received from the State of California, comprises 1.4% of the General Fund revenue budget. The major revenue source in this category is Motor Vehicle In-Lieu receipts, which are allocated to local governments on a per-capita basis. With the Vehicle License Fee rate now set at 0.65% and the majority of funds reclaimed by the state and replaced by General Fund in-lieu payments from the State General Fund, revenue from the Motor Vehicle In-Lieu tax is significantly less than it has been historically. For Fiscal Year 2008-09, revenues from Vehicle License Fees are expected to increase 2.3% over Fiscal Year 2007-08 estimated revenues.

Grants

Funds from this category are received from local, county, state, and federal government agencies. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities. Fiscal Year 2008-09 grant receipts are anticipated to be 0.2% of the General Fund revenue budget, as they were in FY 2007-08.

Service Charges

This category of revenue sources, generated from the local economy, comprises 2.3% of the General Fund revenue budget. Within the Service Charges category, FY 2008-09 revenues are expected to decrease by 10.8%, a reduction of \$182,200 from the FY 2007-08 estimated actual amount. The major revenues in this category include development-related Planning Fees, Plan Check Fees, Inspection Services Fees, and Soils/Hydrology Fees. FY 2008-09 Service Charges are expected to decrease for the fourth consecutive year, as development activity in the City continues to approach build-out in undeveloped areas and transition to a greater percentage of in-fill and re-use projects.

Other Revenues

This category, also generated from the local economy, comprises 1.5% of the General Fund revenue budget. The category contains sources of revenue that do not apply to any of the other revenue categories. Fiscal Year 2008-09 revenues are projected to be 42.6% less than the FY 2007-08 estimated amount due to one-time receipt of funds resulting from the closure of an assessment district, receipt of a lump sum payment to resurface a street that enters the City's landfill, and an audit of City trust funds conducted in Fiscal Year 2007-08.

Transfers In

This revenue category comprises 11.5% of the General Fund revenue budget. The funds are deposited into special revenue funds and then transferred to the General Fund. The two major revenue sources in this category are Gasoline Tax and LTF Article 8 (Local Transportation Funds). Use of the funds is restricted to transportation related purposes. Fiscal Year 2008-09 Gas Tax revenues are projected to be 2.5% higher than the Fiscal Year 2007-08 estimated actual amount. Simi Valley plans to accrue in Fiscal Year 2007-08 those Gas Tax revenues for the months of April, May, and June of 2008 that are to be withheld by the State of California and repaid in September of 2008, as provided in

Section 2107 of the Streets and Highways Code. Fiscal Year 2008-09 LTF Article 8 funds are projected to decrease by 3.0% from Fiscal Year 2007-08 estimated actual revenues based on information received by the Ventura County Transportation Commission, the agency that disburses the funds to the City.

GENERAL FUND REVENUES

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<u>TAXES AND FRANCHISES</u>						
31101 Property Taxes	\$20,474,794	\$21,731,600	\$21,994,300	\$22,764,000	\$23,669,800	\$24,612,300
31111 Sales and Use Tax	17,705,750	18,951,600	17,137,000	17,586,300	18,465,600	19,388,900
31112 Transient Lodging Tax	1,546,043	1,800,000	1,625,600	1,695,600	1,909,600	1,966,900
31113 Franchise Taxes	3,686,160	3,669,800	3,669,800	3,779,500	3,893,300	4,010,100
31114 Business Taxes	1,778,116	1,869,100	2,212,700	1,970,000	1,990,000	2,010,000
31115 Documentary Transfer Tax	871,510	735,800	496,800	525,800	545,000	585,000
Subtotal Taxes and Franchises	46,062,373	48,757,900	47,136,200	48,321,200	50,473,300	52,573,200
<u>LICENSES AND PERMITS</u>						
32301 Building Permits	1,610,776	2,500,000	1,050,000	1,100,000	1,400,000	1,500,000
32302 Record Retention Fee	9,245	10,000	6,200	6,200	10,200	10,500
32303 Plan Check Services	634,334	0	550,000	575,000	625,000	660,000
32402 Encroachment Permits	134,212	62,000	120,300	120,300	122,000	125,000
32503 Bicycle Licenses	41	100	100	100	100	100
32604 Other Licenses and Permits	57,441	62,200	70,000	70,000	53,800	55,500
Subtotal Licenses and Permits	2,446,049	2,634,300	1,796,600	1,871,600	2,211,100	2,351,100
<u>FINES AND FORFEITURES</u>						
33501 Vehicle Code Fines	547,260	500,000	490,000	500,000	544,800	561,900
33502 Parking Citations	61,373	100,000	90,200	94,200	106,300	109,600
Subtotal Fines and Forfeitures	\$608,633	\$600,000	\$580,200	\$594,200	\$651,100	\$671,500

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<u>USE OF MONEY & PROPERTY</u>						
34001 Interest on Investments	\$1,365,817	\$1,447,800	\$1,750,000	\$1,750,000	\$1,700,000	\$1,700,000
34002 Interest on Advances	603,239	360,500	603,200	653,200	603,000	603,000
34101 Rents & Leases	2,001	0	0	0	0	0
34104 DMV Building Lease	160,038	165,500	140,500	169,500	175,400	181,600
34206 Senior Center Rental	48,299	48,500	48,500	48,500	42,300	43,600
Subtotal Use of Money & Property	<u>2,179,394</u>	<u>2,022,300</u>	<u>2,542,200</u>	<u>2,621,200</u>	<u>2,520,700</u>	<u>2,528,200</u>
<u>REVENUES FROM OTHER GOVERNMENTS</u>						
35101 Motor Vehicle License Fees	711,694	854,300	654,800	670,000	685,000	700,000
35501 POST Reimbursement	30,369	10,000	16,000	19,000	22,700	22,700
35502 911 Reimbursement	16,592	800	0	0	0	0
35601 Homeowners Subvention	122,409	127,500	125,300	127,800	132,900	138,200
35602 SB 90 Claims	248,673	100,000	29,500	75,400	116,700	116,700
Subtotal Other Governments	<u>1,129,737</u>	<u>1,092,600</u>	<u>825,600</u>	<u>892,200</u>	<u>957,300</u>	<u>977,600</u>
<u>GRANTS</u>						
36001 Federal Assistance	1,101	0	0	0	0	0
36210 Curbside Recycling Reimbursement	32,583	33,900	32,600	32,800	34,000	34,200
36340 Household Waste Program	48,024	47,800	49,200	53,700	53,700	53,700
36503 Emergency Services Planning	19,000	10,000	17,600	11,300	11,300	11,300
36601 Other Grants	59,539	61,400	55,000	57,600	57,600	57,600
Subtotal Grants	<u>\$160,247</u>	<u>\$153,100</u>	<u>\$154,400</u>	<u>\$155,400</u>	<u>\$156,600</u>	<u>\$156,800</u>

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<i>SERVICE CHARGES</i>						
37001 Duplication Services	\$2,937	\$2,600	\$4,100	\$5,700	\$5,900	\$6,100
37002 Maps & Publications	22,625	21,800	21,300	22,000	23,000	24,000
37003 NSF Check Charges	616	800	1,100	800	800	800
37004 Passports Acceptance	38,850	23,500	27,400	27,000	27,000	27,000
37101 Program Participation	2,812	0	3,500	3,500	3,500	3,500
37201 Tumbleweed Abatement	(116)	1,200	(800)	100	800	800
37299 Other Community Services Fees	4,650	5,200	1,700	6,800	7,000	7,200
37301 Planning Fees	414,142	500,000	520,000	500,000	500,000	500,000
37302 Tenancy Certificate Fees	12,840	10,000	9,800	10,300	10,600	10,900
37303 Permit Automation Fee	53,477	50,000	33,000	34,000	36,000	37,000
37399 Other Environmental Services Fees	3,021	3,100	4,500	3,200	3,300	3,400
37402 Soils/Hydrology Fees	132,491	100,000	126,900	112,000	123,700	127,600
37403 Slurry Seal Fees	4,412	10,000	11,000	11,000	7,600	7,800
37404 Public Works Plan Check Fees	513,667	220,000	353,900	250,000	278,600	287,400
37405 Public Works Inspection Svcs. Fees	341,701	120,000	171,100	125,000	245,600	253,300
37406 Waste Management Fee	46,162	48,800	44,800	47,100	48,300	49,600
37411 County Landscape Charges	15,519	14,800	49,000	33,600	35,000	37,000
37432 Source Control Program	33,446	35,100	18,400	20,000	22,000	24,000
37499 Other Public Works Fees	9,154	2,000	7,200	3,500	3,600	3,700
37501 Police Reports	29,232	29,100	27,500	28,000	30,000	32,000
37502 Police Photos	1,039	1,000	1,200	1,200	1,200	1,300
37503 Fingerprints	10,396	10,800	10,000	10,500	10,700	11,000
37504 Alarm Fees	131,920	92,900	91,000	100,000	119,500	123,300
37505 Emergency Response/DUI	14,536	10,000	31,500	30,000	26,300	27,100
37599 Other Police Department Fees	112,958	105,000	110,000	112,000	115,000	120,000
37699 Other Service Charges	2,085	2,300	1,700	1,300	1,300	1,300
Subtotal Service Charges	\$1,954,572	\$1,420,000	\$1,680,800	\$1,498,600	\$1,686,300	\$1,727,100

GENERAL FUND REVENUES (CONT'D)

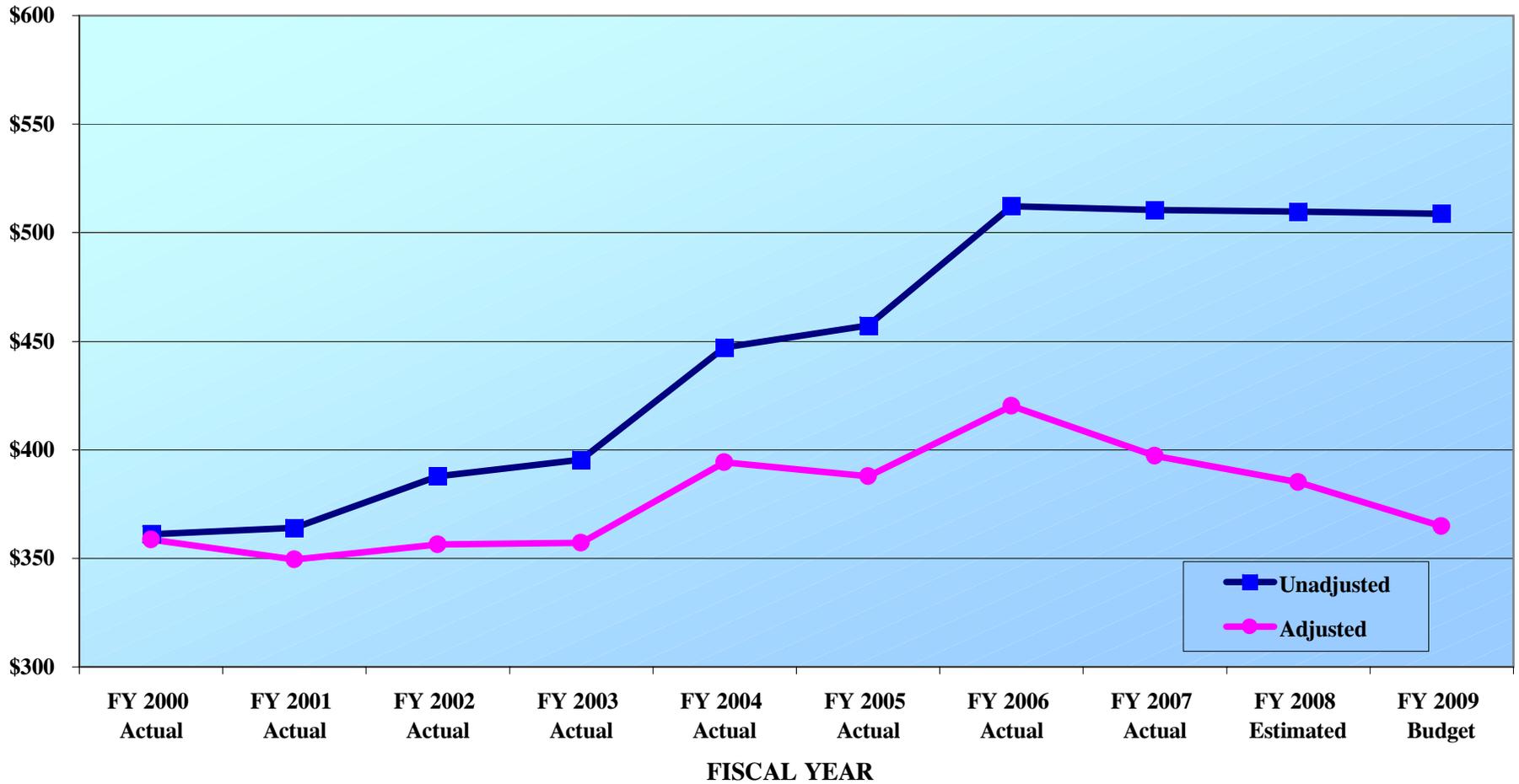
	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<i><u>OTHER REVENUES</u></i>						
38001 Sale of Surplus Property	\$54,715	\$52,400	\$34,100	\$30,500	\$30,500	\$30,500
38003 Miscellaneous	61,046	60,900	32,100	32,100	33,000	34,000
38004 Damage Recovery	51,527	38,000	44,900	45,000	46,000	47,000
38006 Jury/Witness Fees	4,114	5,000	4,700	5,000	5,000	5,000
38010 Landfill Facility Agreement Fees	256,334	272,300	423,900	298,600	308,000	318,000
38015 Sale of Land	0	327,000	327,000	0	0	0
38019 Deposit Refund	0	10,400	467,200	100,000	39,900	41,200
38050 Contributions	28,833	6,200	21,000	26,000	26,000	26,000
38201 Meals-On-Wheels Donations	32,698	41,000	37,500	38,000	38,500	39,000
38203 Cultural Center Reimbursement	69,977	12,000	99,600	12,000	14,000	15,400
38401 Developer Contributions	250,000	0	0	175,000	50,000	50,000
38403 Adopt-a-Landscape Program	3,600	3,700	3,600	3,600	3,600	3,600
38408 Stormwater Management	184,266	184,700	184,300	190,800	197,500	204,400
38409 Stormwater Monitoring Fee	22,341	12,000	18,200	18,200	18,300	18,900
38501 Unclaimed Police Dept Property	25	0	200	200	300	300
38706 Assessment Pay-Off Fees	42	1,800	100	300	300	300
Subtotal Other Revenues	\$1,019,518	\$1,027,400	\$1,698,400	\$975,300	\$810,900	\$833,600

GENERAL FUND REVENUES (CONT'D)

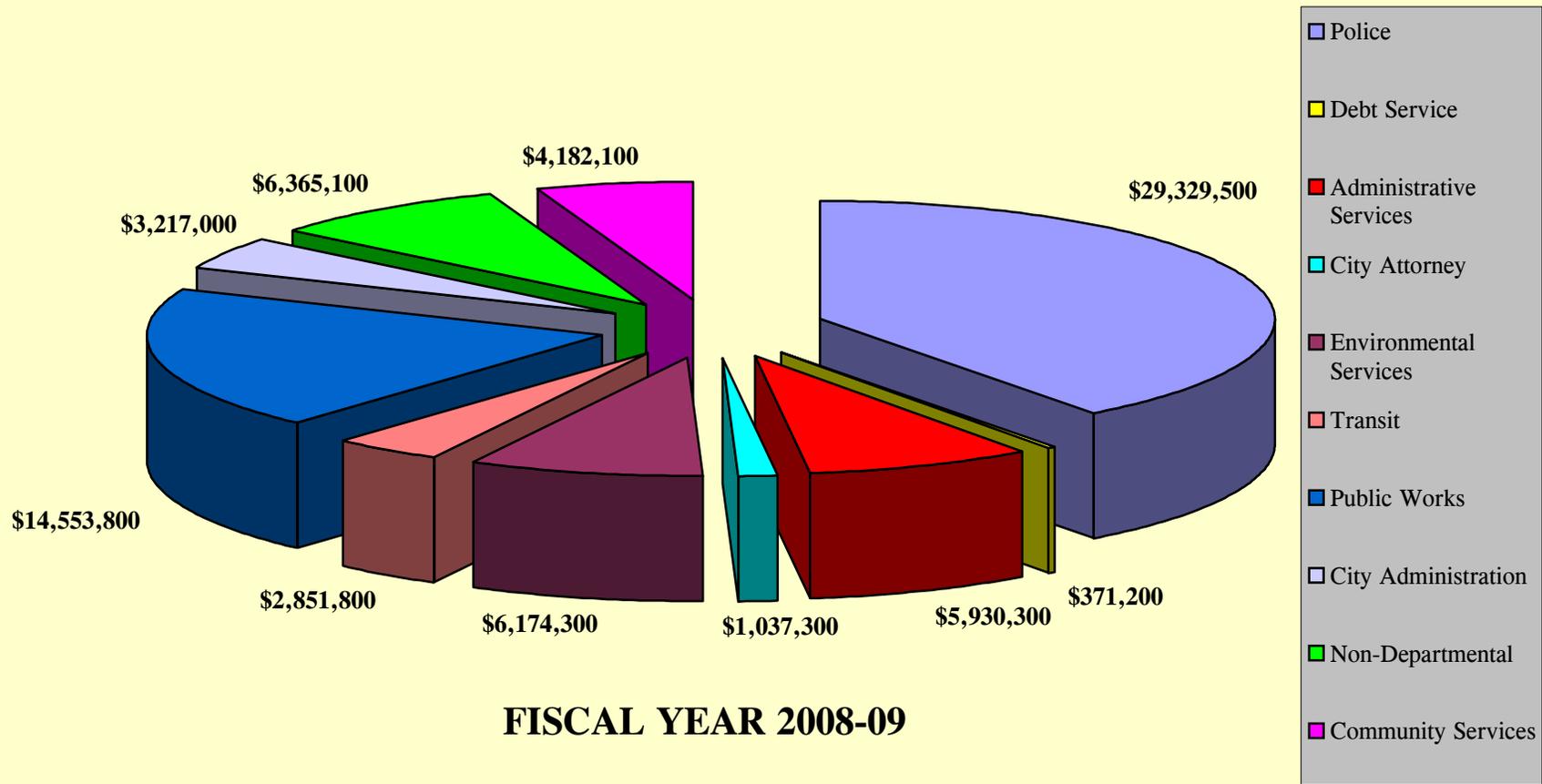
	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<i>TRANSFERS IN</i>						
39215 From Gas Tax	\$2,251,558	\$2,299,300	\$2,265,900	\$2,322,300	\$2,345,500	\$2,369,000
39238 From LTF Article 8	4,834,856	4,672,200	4,466,600	4,334,800	5,369,400	5,658,500
39287 From Law Enforcement Grants	43,200	108,100	108,100	0	0	0
39600 From Capital Projects	800,000	221,900	540,400	774,000	134,100	116,000
Subtotal Transfers In	<u>7,929,614</u>	<u>7,301,500</u>	<u>7,381,000</u>	<u>7,431,100</u>	<u>7,849,000</u>	<u>8,143,500</u>
TOTAL GENERAL FUND REVENUE	<u>\$63,490,137</u>	<u>\$65,009,100</u>	<u>\$63,795,400</u>	<u>\$64,360,800</u>	<u>\$67,316,300</u>	<u>\$69,962,600</u>

General Fund Expenditures

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



GENERAL FUND EXPENDITURE PROGRAM BY ACTIVITY



FISCAL YEAR 2008-09

GENERAL FUND EXPENDITURES

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

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

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

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

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

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

General Fund departmental budget sections contain narratives, budget schedules, and listings of authorized positions. The narratives include a description of the responsibilities of the department and its divisions, Fiscal Year 2007-08 goals and accomplishments, Fiscal Year 2008-09 goals, and summary budget information by division. 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 year and two prior years.

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

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

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2001-11</u>
<u>CITY ADMINISTRATION</u>						
Personnel	\$2,694,379	\$2,804,700	\$2,631,900	\$2,725,500	\$2,697,700	\$2,793,600
Current Expenses	406,453	628,800	492,500	491,500	491,500	491,500
Subtotal	3,100,832	3,433,500	3,124,400	3,217,000	3,189,200	3,285,100
<u>CITY ATTORNEY</u>						
Personnel	1,003,068	991,100	989,000	997,800	1,013,700	1,022,700
Current Expenses	43,012	57,400	47,800	39,500	39,500	39,500
Subtotal	1,046,080	1,048,500	1,036,800	1,037,300	1,053,200	1,062,200
<u>ADMINISTRATIVE SERVICES</u>						
Personnel	4,212,585	4,348,900	4,311,000	4,188,900	4,418,800	4,293,600
Current Expenses	880,565	1,044,800	998,700	869,500	869,500	869,500
Capital Outlay	242,179	0	0	0	0	0
Subtotal	\$5,335,329	\$5,393,700	\$5,309,700	\$5,058,400	\$5,288,300	\$5,163,100

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<u>COMMUNITY SERVICES</u>						
Personnel	\$3,206,832	\$3,919,500	\$3,248,300	\$3,641,200	\$3,329,500	\$3,732,200
Current Expenses	484,165	668,200	584,400	531,300	531,300	531,300
Subtotal	3,690,997	4,587,700	3,832,700	4,172,500	3,860,800	4,263,500
<u>ENVIRONMENTAL SERVICES</u>						
Personnel	5,833,707	6,078,300	5,738,200	5,392,700	5,881,700	5,527,500
Current Expenses	564,451	870,900	819,100	757,200	757,200	757,200
Subtotal	6,398,158	6,949,200	6,557,300	6,149,900	6,638,900	6,284,700
<u>PUBLIC WORKS</u>						
Personnel	10,553,135	11,044,000	10,890,600	10,347,600	11,162,900	11,442,000
Current Expenses	2,826,413	3,894,100	3,817,200	3,026,400	3,026,400	3,026,400
Capital Outlay	28,883	82,400	82,400	5,000	0	0
Subtotal	\$13,408,431	\$15,020,500	\$14,790,200	\$13,379,000	\$14,189,300	\$14,468,400

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<i><u>POLICE DEPARTMENT</u></i>						
Personnel	\$25,305,417	\$26,908,700	\$26,901,200	\$25,955,300	\$27,842,700	\$26,863,700
Current Expenses	1,665,563	1,739,700	1,700,400	1,838,200	1,838,200	1,838,200
Capital Outlay	108,913	0	0	16,900	17,100	17,300
Subtotal	27,079,893	28,648,400	28,601,600	27,810,400	29,698,000	28,719,200
<i><u>POLICE DEPT - EMERGENCY SERVICES</u></i>						
Personnel	235,693	245,200	245,000	245,900	251,100	252,000
Current Expenses	27,480	30,800	29,800	28,200	28,200	28,200
Capital Outlay	0	10,700	10,700	0	0	0
Subtotal	263,173	286,700	285,500	274,100	279,300	280,200
<i><u>NON-DEPARTMENTAL</u></i>						
Personnel	0	1,120,200	1,066,800	2,951,600	1,093,500	1,159,900
Current Expenses	2,574,593	2,964,900	3,048,900	2,931,300	2,931,300	2,960,600
Capital Outlay	0	58,600	58,600	0	0	0
Subtotal	\$2,574,593	\$4,143,700	\$4,174,300	\$5,882,900	\$4,024,800	\$4,120,500

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<i><u>TRANSFERS TO OTHER FUNDS</u></i>						
Streets And Roads Program	\$1,653,100	\$289,000	\$289,000	\$40,000	\$2,722,000	\$5,070,000
Police Special Problems Section	455,863	506,800	506,800	829,100	625,400	656,700
Computer Equipment Replacement	342,900	413,700	413,700	656,300	656,300	656,300
Geographic Information Systems	79,300	31,600	31,600	40,000	66,900	69,600
Vehicle Replacement Reserve:						
Administrative Services	2,100	2,100	2,100	2,700	2,800	2,900
Community Services	11,500	9,400	9,400	9,600	9,900	10,200
Environmental Services	38,100	36,900	36,900	24,400	25,100	25,900
Public Works	180,500	187,100	187,100	154,800	159,400	164,200
Police Department	351,100	220,400	220,400	415,900	428,400	441,300
Landscape Zones Augmentation	686,800	820,000	820,000	980,000	1,155,000	1,155,000
Transit	2,472,792	2,956,500	2,500,200	2,851,800	2,950,000	3,100,000
Retiree Medical Benefits	580,700	144,700	144,700	482,200	715,200	772,400
Transfer to Debt Service	1,027,796	1,070,700	625,100	371,200	1,071,200	1,071,200
Financial Information Systems	80,000	60,000	60,000	172,900	175,000	180,000
Subtotal	7,962,551	6,748,900	5,847,000	7,030,900	10,762,600	13,375,700
Total Expend. Net of Reimbursements	\$70,860,037	\$76,260,800	\$73,559,500	\$74,012,400	\$78,984,400	\$81,022,600

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
<i><u>REIMBURSED EXPENDITURES</u></i>						
Workers' Compensation Fund	\$137,800	\$1,100,800	\$1,100,800	\$202,400	\$0	\$0
Liability Insurance Fund	272,000	290,400	290,400	306,700	314,400	322,300
Liability Insurance Fund (Surplus)	600,000	1,011,600	1,011,600	0	0	0
CDBG Fund	58,600	55,300	55,300	52,500	53,800	55,100
CDA Administration Fund	499,800	541,100	541,100	1,022,400	1,048,000	1,074,200
CDA Housing Fund	471,900	504,000	504,000	516,500	529,400	542,600
Lighting Maintenance District Fund	428,400	465,900	465,900	455,100	468,800	482,900
Landscape District No. 1	60,800	100,200	100,200	104,300	106,900	109,600
Vehicle Replacement Fund (Surplus)	0	0	0	450,000	0	0
Transit Fund	950,900	1,010,200	1,010,200	1,040,900	1,066,900	1,093,600
Sanitation Fund	2,251,100	1,927,800	1,927,800	1,975,300	2,024,700	2,075,300
Waterworks District No. 8 Fund	2,370,200	2,505,000	2,505,000	2,570,100	2,634,400	2,700,300
Subtotal	8,101,500	9,512,300	9,512,300	8,696,200	8,247,300	8,455,900
Total General Fund Expenditures	<u>\$62,758,537</u>	<u>\$66,748,500</u>	<u>\$64,047,200</u>	<u>\$65,316,200</u>	<u>\$70,737,100</u>	<u>\$72,566,700</u>

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$30,053,738	\$34,397,100	\$31,904,800	\$2,492,300	\$32,714,500
41020 Temporary Salaries	436,453	451,000	393,700	57,300	531,900
41030 Boards and Commissions	114,789	119,800	117,900	1,900	118,900
41040 Overtime	3,337,315	3,053,700	3,402,700	(349,000)	3,022,800
42200 Deferred Compensation (401k)	917,617	1,020,600	974,600	46,000	970,100
42210 Deferred Compensation (457)	12,280	24,500	17,600	6,900	46,800
41050 Outside Assistance	47,959	124,200	142,800	(18,600)	50,500
41300 Vision Care	106,793	115,400	112,900	2,500	109,500
41350 Disability	260,604	280,200	281,100	(900)	283,500
41400 Group Ins/Health	5,044,583	5,642,000	5,334,900	307,100	5,541,900
41450 Life Insurance	116,403	124,300	123,200	1,100	118,500
41500 Group Ins/Dental	427,937	520,900	471,100	49,800	490,500
41550 Section 125 Admin	1,099	300	800	(500)	500
41600 Retirement (PERS)	7,499,465	8,356,300	7,987,500	368,800	8,215,000
41610 Retirement (PARS)	70,880	78,100	82,300	(4,200)	85,400
41650 Medicare	417,987	453,200	456,500	(3,300)	454,400
41660 FICA	26,232	32,500	19,400	13,100	21,100
41700 Workers' Compensation	3,024,800	3,131,400	3,131,400	0	2,433,800
41800 Leave Accrual	1,142,600	1,120,200	1,066,800	53,400	1,131,600
41860 Salary Reimbursement	(14,718)	0	0	0	0
41900 Personnel Savings	0	(1,585,100)	0	(1,585,100)	(1,714,700)
Management & POA COLA Incr.	0	0	0	0	1,820,000
Subtotal - Personnel	<u>53,044,816</u>	<u>57,460,600</u>	<u>56,022,000</u>	<u>1,438,600</u>	<u>56,446,500</u>
<u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u>					
42100 Utilities	960,523	930,300	905,200	25,100	917,200
42130 Postage	100,898	119,500	114,800	4,700	119,900
42150 Communications	600,796	800,200	766,400	33,800	706,600
42200 Computer (Non-Capital)	37,365	30,600	30,600	0	22,000

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u>					
42230 Office Supplies	\$108,262	\$139,700	\$129,900	\$9,800	\$121,100
42235 Furnishings (Non-Capital)	34,705	71,300	71,700	(400)	33,100
42300 Copiers	137,488	171,800	158,900	12,900	154,600
42310 Rentals	28,180	29,800	28,600	1,200	23,500
42410 Uniform/Clothing Supply	262,946	298,100	292,800	5,300	298,300
42420 Special Departmental Expense	147,483	150,200	144,400	5,800	181,400
42440 Memberships & Dues	95,620	123,600	116,600	7,000	114,400
42450 Subscriptions & Books	32,459	47,800	46,800	1,000	23,800
42460 Advertising	104,681	122,700	114,700	8,000	65,200
42500 Fuel and Lubricants	552,447	566,400	675,000	(108,600)	753,500
42510 Tires	41,858	42,000	42,000	0	37,000
42550 Small Tools/Equipment	9,753	14,700	13,400	1,300	10,800
42560 Operating Supplies	923,022	968,300	938,200	30,100	894,100
42790 Mileage	58,600	69,600	62,100	7,500	65,000
42780 Investigations	8,027	6,500	4,000	2,500	5,000
42770 Recruitment	44,811	40,800	40,800	0	31,300
42760 P.O.S.T. Training	77,172	83,000	83,000	0	83,000
42730 Training	230,886	305,500	272,900	32,600	218,700
42720 Travel, Conferences, Meetings	83,383	116,300	96,400	19,900	92,200
42545 Trip Reduction Program	5,765	6,000	6,800	(800)	7,000
Subtotal - Supplies/Materials	4,687,130	5,254,700	5,156,000	98,700	4,978,700
<u>CURRENT EXPENSES - SERVICES</u>					
44010 Professional/Special Services	1,394,314	2,076,700	1,819,100	257,600	1,563,500
44015 County Property Tax Collection Fee	0	138,600	281,800	(143,200)	294,700
44210 Animal Regulation	225,680	299,000	270,000	29,000	231,400
44310 Maintenance of Equipment	1,041,546	1,143,000	1,123,700	19,300	1,115,300
44360 Refurbishment of Vehicles	2,540	2,000	2,000	0	0

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>CURRENT EXPENSES - SERVICES (CONT'D)</u>					
44450 Landscape Maintenance Contract	\$981,320	\$1,150,200	\$1,150,200	\$0	\$1,232,000
44460 Tumbleweed Abatement	508	2,500	0	2,500	1,000
44490 Other Contract Services	1,314,857	2,113,700	2,016,800	96,900	1,380,500
44590 Insurance Charges	752,400	728,700	728,700	0	721,900
44355 Vehicle Maintenance Reimbursement	(927,600)	(1,009,500)	(1,009,500)	0	(1,005,900)
Subtotal - Services	<u>4,785,565</u>	<u>6,644,900</u>	<u>6,382,800</u>	<u>262,100</u>	<u>5,534,400</u>
Subtotal - Current Expenses	9,472,695	11,899,600	11,538,800	360,800	10,513,100
<u>CAPITAL OUTLAY</u>					
47020 Furnishings and Equipment	109,286	69,300	69,300	0	5,000
47028 Computers	242,179	0	0	0	13,200
47030 Vehicles	72,556	82,400	82,400	0	3,700
48500 Maintenance Contracts	(44,046)	0	0	0	0
Subtotal - Capital Outlay	<u>379,975</u>	<u>151,700</u>	<u>151,700</u>	<u>0</u>	<u>21,900</u>
<u>TRANSFERS TO OTHER FUNDS</u>					
49600 Streets And Roads Program	1,653,100	289,000	289,000	0	40,000
49286 Police Special Problems Section	455,863	506,800	506,800	0	829,100
49648 Computer Equipment Replacement	342,900	413,700	413,700	0	656,300
49649 Geographic Information Systems	79,300	31,600	31,600	0	40,000
Vehicle Replacement Reserve:					
49651 Administrative Services	2,100	2,100	2,100	0	2,700
49651 Community Services	11,500	9,400	9,400	0	9,600
49651 Environmental Services	38,100	36,900	36,900	0	24,400
49651 Public Works	180,500	187,100	187,100	0	154,800
49651 Police	351,100	220,400	220,400	0	415,900

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<i>TRANSFERS TO OTHER FUNDS (CONT'D)</i>					
49300 Landscape Zones Augmentation	\$686,800	\$820,000	\$820,000	\$0	\$980,000
49750 Transit	2,472,792	2,956,500	2,500,200	456,300	2,851,800
49297 Retiree Medical Benefits	580,700	144,700	144,700	0	482,200
49500 Transfer to Debt Service	1,027,796	1,070,700	625,100	445,600	371,200
49656 Financial Information Systems	80,000	60,000	60,000	0	172,900
Subtotal Transfers to Other Funds	7,962,551	6,748,900	5,847,000	901,900	7,030,900
Total Expend. Net of Reimbursements	70,860,037	76,260,800	73,559,500	2,701,300	74,012,400
<i>REIMBURSED EXPENSES</i>					
45805 Workers' Compensation Fund	137,800	1,100,800	1,100,800	0	202,400
45803 Liability Insurance Fund	272,000	290,400	290,400	0	306,700
45803 Liability Insurance Fund (Surplus)	600,000	1,011,600	1,011,600	0	0
45290 CDBG Fund	58,600	55,300	55,300	0	52,500
45200 CDA Administration Fund	499,800	541,100	541,100	0	1,022,400
45202 CDA Housing Fund	471,900	504,000	504,000	0	516,500
45270 Lighting Maintenance District Fund	428,400	465,900	465,900	0	455,100
45300 Landscape District No. 1	60,800	100,200	100,200	0	104,300
45651 Vehicle Replacement Fund (Surplus)	0	0	0	0	450,000
45750 Transit Fund	950,900	1,010,200	1,010,200	0	1,040,900
45700 Sanitation Fund	2,251,100	1,927,800	1,927,800	0	1,975,300
45760 Waterworks District No. 8 Fund	2,370,200	2,505,000	2,505,000	0	2,570,100
Subtotal Reimbursed Expenses	8,101,500	9,512,300	9,512,300	0	8,696,200
Total General Fund Expenditures	\$62,758,537	\$66,748,500	\$64,047,200	\$2,701,300	\$65,316,200

City Administration

CITY ADMINISTRATION

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

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

The City Council is also the Board of Directors of the Ventura County Waterworks District No. 8, the Simi Valley Community Development Agency, the Simi Valley Industrial Development Authority, the Simi Valley Public Financing Authority, and is the legislative authority for the 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 the City and District's revenues, transportation, housing, water quality and various other federal and state programs impacting Simi Valley.

Significant activity during FY 2007-08 included: the continued coordination of legislative activity on a variety of issues during the State's legislative session, regarding local government revenues, local agency formation policies, and water issues; participation in several local and regional committees covering such issues as library services, water quality and supply, economic growth, location filming, transportation systems, housing needs, and regional governance; and, the coordination of several special events and

location permit application reviews, including Simi Valley Days and the Chamber of Commerce Street Fair.

In FY 2008-09, the City Manager's Office will continue to coordinate with the Regional Quality Control Board on a new Stormwater Permit for runoff in the City and the Ventura County Transportation Commission on various transportation related projects. Other activities will include the coordination of capital projects, press relations activities, labor negotiations, legislative and lobbying activities, special projects and events, and financial planning. The fiscal task before the City will be to balance service levels within available revenue sources. This task will be very difficult during FY 2008-09. The City Manager's Office continues to welcome these important challenges and is determined to effectively manage the City's total operations and provide quality services within budgetary constraints.

HUMAN RESOURCES (Including Risk Management)

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

FY 2007-08 Goals and Achievements

- Goal: Process all health insurance billings and generate payment by the 15th of the month. **Achievement: All insurance billing reconciliations and payment generations were completed by the 15th of the month. Human Resources staff also streamlined the insurance reconciliation process, which is saving staff time and minimizing duplication of work.**
- Goal: Initiate recruitment services within five days of the City Manager's/Deputy Director/Human Resources' approval of department request. **Achievement: All requests were processed within five days of approval.**
- Goal: Negotiate health insurance rates and renew contracts for health insurance by November 2007. **Achievement: Staff worked with the City's consultant/broker and employee representatives to negotiate health insurance rates and renewed contracts for the health insurance programs. A new Blue Cross plan was added for retirees over 65, which is expected to save the City money and has been well-received by those in the plan.**
- Goal: Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2008. **Achievement: Staff successfully completed open enrollment for health insurance and the Section 125 Plan, which included providing individual employee Benefit Summary Sheets.**
- Goal: Work with the Safety Advisory Committee on safety programs. **Achievement: The Safety Advisory Committee met quarterly to review the City's safety programs and to make recommendations on safety issues.**
- Goal: Implement the provisions of the Memorandum of Agreement with the Police Officers' Association (POA).

Achievement: Staff implemented the third year provisions of a four-year agreement.

- Goal: Implement the provisions of the Memorandum of Agreement with the General Unit. **Achievement: Staff implemented the second year provisions of a four-year agreement.**
- Goal: Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions. **Achievement: Staff coordinated lunchtime brown bag workshops on Medicare/Social Security benefits.**
- Goal: Provide employee relations support and policy clarification to City staff as needed. **Achievement: Employee relations support and policy clarifications were provided to all City departments throughout the year.**
- Goal: Provide employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly "Employee Newsletter." **Achievement: Staff provided employee benefits information and safety articles to employees in conjunction with the City's monthly "Employee Newsletter."**
- Goal: Prepare RFP and select an insurance consultant/broker for the City's health insurance programs by June 2008. **Achievement: Staff renewed its contract with the current insurance consultant/broker.**
- Goal: Update 401(k) Deferred Compensation Plan document to incorporate Economic Growth and Tax Relief Reconciliation Act (EGTRRA) provisions. **Achievement: The 401(k) Deferred Compensation Plan document has been updated.**
- Goal: Enhance office worker safety through e-training. **Achievement: Safety articles have been provided to employees**

in conjunction with the City's monthly "Employee Newsletter." Also, the Office Safety Manual was electronically submitted to all employees.

- Goal: Rollout Employee Self Service (ESS) to a minimum of two departments. **Achievement: The Employee Self Service (ESS) rollout was postponed. However, the configuration was completed to distribute employees' pay slips electronically.**

Other Accomplishments

- Initiated 63 recruitments, processed 2,533 employment applications, conducted 44 oral appraisal boards, and provided employment orientations to 48 new employees.
- Coordinated health screenings for employees.
- Provided 401(k) training on Financial Engines.
- Coordinated harassment prevention training for newly-hired supervisors and managers in accordance with AB1825.
- Completed an actuarial study for the Executive Management post-retirement plan.
- Implemented modifications to the Management-designated employee compensation package.
- Coordinated 14 Americans with Disabilities Act interactive processes with City employees.
- Conducted seven internal personnel investigations.
- Completed the actuarial review of workers' compensation claims.

- Obtained an insurance property appraisal of City Hall, the Development Services Building, the Senior Center, and the Police Station.
- Implemented an employee driver's license tracking system that complies with CHP requirements.
- Completed a legal review and update of the City's background check process for designated new hires.
- Coordinated training in team building for the Police Department.
- Implemented an on-line employment application program that makes it easier to apply for City positions.
- Coordinated the emergency annual leave donation program on behalf of five employees.
- Completed a review/audit of the Human Resources Division's records management program and prepared items for destruction.
- Conducted classification/compensation studies of 16 classifications.
- Developed and provided a training class on interviewing skills for the City's Transit employees.
- Provided substance abuse training for the City's commercial drivers.
- Revised and distributed the General Unit Employee Manual.
- Distributed a revised employee dress code policy.
- Assisted the City's SAP process owners with problem resolution, thereby increasing workplace efficiency and reducing the need for outside consultants.

FY 2008-09 Goals

- Process all health insurance billings and generate payment by the 15th of the month.
- Initiate recruitment services within five days of the City Manager's/Deputy Director/Human Resources' approval of department request.
- Negotiate health insurance rates and renew contracts for health insurance by November 2008.
- Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2009.
- Work with the Safety Advisory Committee on safety programs.
- Provide support for the negotiations process with the Police Officers' Association (POA) during Spring 2009.
- Implement the provisions of the Memorandum of Agreement with the General Unit.
- Conduct Employee Assistance Program brown bag lunchtime training sessions.
- Provide employee relations support and policy clarification to City staff as needed.
- Provide employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly "Employee Newsletter."
- Provide assistance to SAP users to streamline their processes and reduce the need for outside consultants.
- Enhance the efficiency of Human Resources' computer applications for end users.

CITY CLERK

FY 2007-08 Goals and Achievements

- Goal: Prepare Candidate's Notebook and all documents relative to the upcoming November 2008 General Municipal Election. **Achievement: Completed Notebook and related documents in May 2008.**
- Goal: Coordinate voter outreach project for the Simi Valley Unified School District's graduating seniors. **Achievement: Assisted the Simi Valley Unified School District's staff to continue the outreach project.**
- Goal: Coordinate activities associated with video streaming of City Council meetings and making City Council minutes available on-line. **Achievement: Coordinated all activities, including the addition of Closed Session Agendas on-line since January 2008.**
- Goal: Coordinate activities associated with the November 2008 General Municipal Election. **Achievement: Coordinated efforts with the Ventura County Registrar of Voters and provided an orientation for new members of the Citizens' Election Advisory Commission.**
- Goal: Maintain Simi Valley Municipal Code and process amendments as adopted. **Achievement: Processed two amendments to the Simi Valley Municipal Code.**
- Goal: Prepare and distribute agenda packets for weekly City Council/Special District meetings. **Achievement: Prepared and distributed 29 City Council/Special District agenda packets with a total of 193 agenda items.**
- Goal: Attend City Council, Special Agency, and Tri-Agency meetings; prepare minutes; and complete follow-up of meetings

within two weeks of meeting date. **Achievement: Prepared approximately 282 pages of minutes and completed follow-up of 14 ordinances, 53 resolutions, and 129 contracts/agreements.**

- Goal: Continue indexing of meetings and other various documents. **Achievement: Indexed over 534 records, for a total of 30,834 pages since inception of program.**
- Goal: Coordinate the Financial Campaign Statement filings. **Achievement: Processed two semi-annual statements pursuant to the Political Reform Act and updated filing logs.**
- Goal: Coordinate the filing of Conflict of Interest Statements. **Achievement: Filed all Conflict of Interest Statements for elected and appointed officials, designated employees, and consultants by the April 1st deadline.**
- Goal: Prepare and update documents for the list of City Council Appointments to Boards, Commissions and Committees and the Maddy Act List. **Achievement: Completed lists on December 3, 2007.**
- Goal: Coordinate continued implementation of the Citywide Records Management Program and records destruction and prepare update to retention/destruction schedule. **Achievement: Coordinated two citywide records destruction events and documented changes for future revisions to the Records Retention Schedule.**
- Goal: Process requests for information and documents, Public Records Act requests, passport processing information, claims, complaints, and subpoenas. **Achievement: Processed all requests in accordance with Code requirements.**
- Goal: Coordinate the Passport Application Program. **Achievement: Processed 1,192 passport applications.**

Other Accomplishments

- Responded to approximately 3,070 requests for information and documents and 2,837 passport information requests.
- Processed 79 legal ads and 437 public notice mailings.
- Posted documents in compliance with the Brown Act.
- Processed Code of Ethics filings on an ongoing basis.
- Conducted recruitment and appointments to Citizens' Election Advisory Commission.
- Maintained audio, television, and recording equipment located in the City Council Chambers.

FY 2008-09 Goals

- Coordinate activities associated with the November 2008 General Municipal Election.
- Coordinate activities associated with video streaming of City Council meetings and making City Council minutes available on-line.
- Maintain the Simi Valley Municipal Code and process amendments as adopted.
- Prepare and distribute agenda packets for weekly City Council/Special District meetings.
- Attend City Council, Special Agency, Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date.
- Continue indexing of meetings and other various documents.

- Coordinate the filing of Financial Campaign Statements.
- Coordinate the filing of Conflict of Interest Statements.
- Prepare and update documents for the list of City Council appointments to Boards, Commissions and Committees and the Maddy Act List. Provide updated Maddy List for applicants not appointed by Council for consideration to serve on another Board, Commission or Committee.
- Coordinate continued implementation of the Citywide Records Management Program and records destruction and prepare update to the retention/destruction schedule.
- Process requests for information and documents, Public Records Act requests, passport processing information, claims, complaints, and subpoenas.
- Prepare an update to City's Conflict of Interest Code.
- Coordinate the Passport Application Program.

CITY ADMINISTRATION

	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$1,547,096	\$1,734,000	\$1,596,700	\$137,300	\$1,671,200
41020 Temporary Salaries	7,824	60,000	56,400	3,600	60,000
41030 Boards & Commissions	86,311	87,500	86,500	1,000	87,500
41040 Overtime	1,929	4,000	4,900	(900)	4,000
41200 Deferred Compensation - 401k	88,917	94,900	91,800	3,100	90,300
41210 Deferred Compensation - 457	840	1,000	900	100	1,800
41300 Vision Care	6,138	6,200	5,100	1,100	5,800
41350 Disability	15,485	17,100	16,100	1,000	16,200
41400 Group Ins/Health	341,471	349,600	331,300	18,300	332,800
41450 Life Insurance	8,157	8,200	8,200	0	7,800
41500 Group Ins/Dental	18,543	22,600	20,400	2,200	22,100
41550 Section 125 Admin	180	100	200	(100)	300
41600 Retirement/PERS	339,911	355,200	305,000	50,200	351,100
41610 Retirement/PARS	29,816	31,600	35,200	(3,600)	38,000
41650 Medicare	23,028	24,200	25,900	(1,700)	24,500
41660 FICA	1,791	800	2,500	(1,700)	1,500
41700 Workers' Compensation	42,300	44,800	44,800	0	50,400
41800 Leave Accrual	134,642	0	0	0	0
41900 Salary Savings	0	(37,100)	MET	(37,100)	(39,800)
Subtotal - Personnel	<u>2,694,379</u>	<u>2,804,700</u>	<u>2,631,900</u>	<u>172,800</u>	<u>2,725,500</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	17,060	17,900	14,900	3,000	10,400
42420 Special Departmental Expense	18,615	10,500	10,500	0	50,500
42440 Memberships & Dues	2,549	3,600	3,400	200	2,900

CITY ADMINISTRATION (CONT'D)

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42450 Subscriptions & Books	\$1,871	\$2,700	\$2,200	\$500	\$1,700
42460 Advertising	92,831	81,200	73,000	8,200	56,700
42720 Travel, Conf, Meetings	28,118	45,400	37,900	7,500	33,300
42730 Training	95,750	100,700	98,400	2,300	110,800
42790 Mileage	18,278	23,400	18,600	4,800	20,400
Subtotal - Supplies/Materials	<u>275,072</u>	<u>285,400</u>	<u>258,900</u>	<u>26,500</u>	<u>286,700</u>
<u>SERVICES</u>					
44010 Professional/Special Services	131,185	342,900	233,200	109,700	154,300
44310 Maintenance of Equipment	196	500	400	100	500
44490 Other Contract Services	0	0	0	0	50,000
Subtotal - Services	<u>131,381</u>	<u>343,400</u>	<u>233,600</u>	<u>109,800</u>	<u>204,800</u>
Subtotal Current Expenses	406,453	628,800	492,500	136,300	491,500
Total	<u>\$3,100,832</u>	<u>\$3,433,500</u>	<u>\$3,124,400</u>	<u>\$309,100</u>	<u>\$3,217,000</u>

**CITY ADMINISTRATION
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>City Manager:</u>			
City Manager	1.0	1.0	1.0
Assistant City Manager	1.0	2.0	2.0
Deputy City Manager	1.0	0.0	0.0
Executive Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Deputy Director/City Clerk	1.0	1.0	1.0
Assistant City Clerk	0.0	0.0	1.0
Recording Secretary	2.0	2.0	2.0
Clerk II	1.0	1.0	1.0
SUBTOTAL	10.0	10.0	11.0
<u>Human Resources:</u>			
Deputy Director/Human Resources	1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0
Senior Human Resources Analyst	2.0	2.0	2.0
SAP Applications Support Analyst	1.0	1.0	1.0
Human Resources Analyst	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Secretary	0.0	1.0	1.0
Human Resources Technician	0.0	2.0	2.0
Senior Human Resources Technician	0.0	1.0	1.0
Account Clerk II	2.0	0.0	0.0
Clerk II	2.0	0.0	0.0
SUBTOTAL	11.0	11.0	11.0
TOTAL - CITY ADMINISTRATION POSITIONS	21.0	21.0	22.0

City Attorney

CITY ATTORNEY

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

FY 2007-08 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 265 staff reports, contracts, and other writings.**
- Goal: Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents; keeping current with changes in sanitation, hazardous materials, public contracts, public meetings, conflict of interest, the Public Records Act, personnel law, California Environmental Quality Act, and environmental impact reports. **Achievement: Provided timely responses to approximately 100 review items, providing legal review, legal opinions, and recommendations.**
- Goal: Respond to City Council and staff concerns with respect to existing ordinances and, as requested, implement amendment to or adoption of new ordinances. **Achievement: Staff worked with various departments in developing and amending various ordinances. Staff finalized an Ordinance Repealing Chapter 24, Chapter 6, and Chapter 11 of Title 4; Chapter 23 and Chapter 26 of Title 5, and Sections 6-5.02 through 6-5.22 of Chapter 5 of Title 6, Relating to Ambulances, Open Burning, Posting of Hours of Gasoline Sales, Smoking, Drug Paraphernalia, and House Courts and Tent Camps (Ordinance No. 1124, adopted 1/15/08).**
- Goal: Provide operational departments with current legislative information and court decisions, which may have a direct impact on the interpretation of law. **Achievement: This is accomplished on an ongoing basis as new laws are adopted and cases impacting the City are decided by the state and federal courts.**
- Goal: Continue attendance at Planning Commission meetings, sub-committee meetings, and advisory meetings to provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections. **Achievement: Continued to participate and provide legal advice when appropriate and as requested at Planning Commission meetings, subcommittee, and advisory meetings.**
- Goal: Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials. **Achievement: In this Fiscal Year, the City was served with 8 lawsuits. Currently, 5 cases are being litigated in-house by the Assistant City Attorney/Civil with outside counsel assisting on 2 cases through trial. Additionally, 6 cases are being handled by outside counsel, which individual**

attorneys or firms were selected for their expertise in the area of law pertaining to each specific lawsuit.

- Goal: Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial. **Achievement: The Assistant City Attorney and Deputy City Attorney for criminal matters prosecuted 13 violations from Code Enforcement and 110 violations cited from the Police Department. The Police Department was also represented in 7 Pitchess Motions.**
- Goal: Conduct thorough investigations of claims filed against the City to rule out any potential liability issues and determine those claims, which should be rejected due to lack of merit or returned due to late filings or insufficiencies. **Achievement: A total of 74 claims were filed; 58 claims were denied; and 2 claims were referred to outside contractors.**
- Goal: Evaluate claims and civil lawsuits to determine where City liability issues *may exist*, assess damages and when City Council approval is required, make recommendations to the City Council as to the most cost effective resolutions. Where settlements are recommended negotiate terms most favorable to the City. Also, apply the settlement method to those cases within the City Attorney's settlement authority. **Achievement: Resolved 9 claims in the most cost effective terms available to the City.**
- Goal: Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code. **Achievement: City Staff was provided with updated materials and memoranda relative to C.E.Q.A., the**

Political Reform Act, the Brown Act, the Map Act, and the Government Code.

FY 2008-09 Goals

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

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

CITY ATTORNEY

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$659,987	\$703,700	\$688,300	\$15,400	\$700,200
41040 Overtime	0	100	100	0	100
41200 Deferred Compensation - 401k	23,075	25,500	25,600	(100)	25,500
41210 Deferred Compensation - 457	240	100	300	(200)	400
41300 Vision Care	1,346	1,500	1,500	0	1,500
41350 Disability	6,688	7,400	8,300	(900)	7,400
41400 Group Ins/Health	68,981	69,300	83,800	(14,500)	74,400
41450 Life Insurance	1,794	2,000	2,200	(200)	2,000
41500 Group Ins/Dental	4,336	5,500	5,200	300	5,400
41550 Section 125 Admin	90	0	0	0	0
41600 Retirement/PERS	133,635	139,800	137,700	2,100	142,900
41610 Retirement/PARS	10,222	11,100	10,800	300	11,000
41650 Medicare	8,199	8,100	8,200	(100)	7,900
41700 Workers' Compensation	17,500	17,000	17,000	0	19,100
41800 Leave Accrual	66,975	0	0	0	0
Subtotal - Personnel	<u>1,003,068</u>	<u>991,100</u>	<u>989,000</u>	<u>2,100</u>	<u>997,800</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	3,012	3,500	3,200	300	3,200
42440 Memberships & Dues	1,435	2,000	1,900	100	2,000
42450 Subscriptions & Books	17,317	20,700	18,000	2,700	9,300
42720 Travel, Conf, Meetings	5,783	7,800	5,800	2,000	5,100
42730 Training	1,581	3,000	2,000	1,000	1,900
42790 Mileage	3,340	4,500	4,500	0	4,500
Subtotal - Supplies/Materials	<u>\$32,468</u>	<u>\$41,500</u>	<u>\$35,400</u>	<u>\$6,100</u>	<u>\$26,000</u>

CITY ATTORNEY (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$10,544	\$15,900	\$12,400	\$3,500	\$13,500
Subtotal - Services	10,544	15,900	12,400	3,500	13,500
Subtotal Current Expenses	43,012	57,400	47,800	9,600	39,500
Total	<u>\$1,046,080</u>	<u>\$1,048,500</u>	<u>\$1,036,800</u>	<u>\$11,700</u>	<u>\$1,037,300</u>

**CITY ATTORNEY
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	1.0	1.0
Assistant City Attorney	2.0	1.0	1.0
Deputy City Attorney	0.0	1.0	1.0
Legal Secretary	1.0	1.0	1.0
Legal Clerk	1.0	1.0	1.0
SUBTOTAL	6.0	6.0	6.0
<u>PART-TIME POSITIONS</u>			
Legal Clerk	0.5	0.5	0.5
SUBTOTAL	0.5	0.5	0.5
TOTAL - CITY ATTORNEY POSITIONS	6.5	6.5	6.5

*Department of
Administrative Services*

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

CUSTOMER SERVICES

The Customer Services Division is responsible for processing utility bills, parking citations, business tax and transient occupancy tax receipts. 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 2007-08 Goals and Achievements

- Goal: Process all utility bills within three working days of receipt of billing data from the Department of Public Works. **Achievement: Processed all (185,150) utility bills within three working days of receipt of billing data from the Department of Public Works.**
- Goal: Process all parking citation dismissal requests within three days from receipt of request. **Achievement: Processed all (487) parking citation dismissal requests within three days of request.**
- Goal: Process all utility billing, parking citation, and business tax payments within one workday of receipt of payment. **Achievement: Processed all utility billing, parking citation, and business tax payments within one workday of receipt of payment.**

Other Accomplishments

- Conducted a business tax amnesty program resulting in \$155,000 additional revenue.
- Coordinated and processed 12 special event applications and 47 location filming requests.
- Processed 424 permit applications and 3,069 parking citation billings for the Police Department.
- Processed 2,987 new applications for water service and 3,167 requests to terminate water service for Waterworks District No. 8 within two days of request.
- Processed 745 water service orders for Waterworks District No. 8.
- Continued expansion of the program to accept credit card payments for City services at various locations.

FY 2008-09 Goals

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

FISCAL SERVICES

The Fiscal Services Division is responsible for the accounting and financial reporting functions for all City funds, including the Community Development Agency and Special Districts. Fiscal Services' functions include Accounts Payable, Accounts Receivable,

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), supplemental reports including Community Development Agency, State Controller's Reports, and the Statements of Indebtedness. The Division is responsible for coordinating financial audits. It also provides compliance oversight for the Federal Transportation Administration and Police Department grants.

FY 2007-08 Goals

- Goal: Process all City accounts payable checks within the City's "net 30" policy on a weekly basis. **Achievement: Consistently processed the City's accounts payable checks within 30 days.**
- Goal: Process payroll for all City employees on a bi-weekly basis. **Achievement: Consistently processed the City's bi-weekly payroll on a timely basis.**
- Goal: Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices. **Achievement: Processed accounts receivable invoices on a monthly basis, as well as handled follow-up and collection of unpaid invoices.**
- Goal: Process month-end close transactions on a monthly basis. **Achievement: Processed month-end close transactions 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 28, 2007. **Achievement: Completed the Statements of Indebtedness for each CDA project area by the scheduled deadline.**

- Goal: Prepare and complete the State Controller's Reports by October 19, 2007. **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, 2007. **Achievement: Completed the annual financial audit and CAFR by the scheduled deadline.**
- Goal: Complete retroactive infrastructure reporting of governmental infrastructure in compliance with Governmental Accounting Standards Board (GASB) Statement No. 34 by December 31, 2007. **Achievement: Completed retroactive infrastructure reporting of governmental infrastructure by the scheduled deadline.**
- Goal: Process and complete the CDA Annual Report by December 31, 2007. **Achievement: Completed the CDA Annual Report by the scheduled deadline.**
- Goal: Publish the City's summarized financial data in the prescribed newspaper, in compliance with California Government Code Section 40804 by January 31, 2008. **Achievement: Published the City's summarized financial data on February 5, 2008.**

Other Accomplishments

- Awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award for the FY 2006-07 Comprehensive Annual Financial Report.
- Coordinated an independent audit of the Local Transportation Development Act for Articles 3 and 8a.
- Coordinated an independent audit of the gas tax and congestion mitigation funds.

- Computed the Community Development Agency loan repayment to the City and Special Districts.

FY 2008-09 Goals

- Process all City accounts payable checks within the City's "net 30" policy on a weekly basis.
- Process bi-weekly payroll for all City employees on a timely basis.
- Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices.
- Process month-end close transactions on a monthly basis.
- Prepare and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 30, 2008.
- Prepare and complete the State Controller's Reports by October 20, 2008.
- Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2008.
- Prepare and complete the CDA Annual Report by December 31, 2008.
- Publish the City's summarized financial data in the prescribed newspaper, in compliance with California Government Code Section 40804 by October 31, 2008.

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 2007-08 Goals and Achievements

- Goal: Complete review of the City's *Computer Usage Policy* and implement the new policies by September 2007. **Achievement: The draft *Computer Usage Policy* has been completed and submitted for review. However, the new Deputy Director/Information Services has requested an opportunity to provide additional input to keep in line with business best practices.**
- Goal: Change the City's computer architecture to include increased levels of redundancy for data accessibility and improved disaster recovery capabilities. **Achievement: Many of the City's mission critical servers are now attached to the SAN, and this has helped with performance and scalability issues.**
- Goal: Support the website redesign project. **Achievement: Information Services assisted with gathering hardware requirements for the City's new website.**
- Goal: Initiate a complete evaluation of City permitting processes and align the processes with the proper technology to support increased public access. **Achievement: Technology has been developed and put in place to extract the required information and provide public access through the Internet.**

- Goal: Provide ongoing Financial Information System (FIS) training for Accounts Payable, Accounts Receivable, Fixed Assets, Internal Orders, Payroll, and Travel Management. **Achievement: The Information Services Division created a web portal with extensive training manuals and documentation.**

Other Accomplishments

- Deployed 140 desktop computers.
- Deployed 40 new mobile computers in Police vehicles.
- Replaced the Computer Aided Dispatch and Records Management System in the Police Department with new hardware, software, databases, and business processes.
- Created an Enterprise Application Assessment to evaluate the total cost of ownership of SAP, Permits Plus, and the Hansen inventory system.
- Evaluated enterprise computer information security, and recommended and implemented changes to the enterprise perimeter security including new firewalls and intrusion detection and prevention systems.
- Installed replacement PC's in the Senior Center computer training room. Collaborated with staff, instructors, students, and external vendors to implement a quality system that is supportable, stable, and consistent.
- Replaced the fiber optic line between Development Services Building (DSB) and City Hall to increase the speed and reliability between the 2 buildings.

- Implemented network monitoring tools, reducing the time needed to troubleshoot network connectivity issues and down time by up to 90%.
- Implemented a standardized desktop with the replacement computers.

FY 2008-09 Goals

- Increase the City's ability to secure systems from external and internal threats.
- Increase the stability of the City's computing systems.
- Reduce the amount of time it takes to repair or replace systems in the event of disasters.
- Provide the appropriate level of service to users and constituents.
- Provide value to the City and community by promoting and implementing technology and educating users.

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: oversight of the City's purchasing program, review of City contracts, printing, graphics, planning and furnishing City office space, central office supplies program, deployment of office equipment, telecommunications, radio communications, mail and messenger services, records management services for the Department, surplus equipment disposal, management of Financial Information System (FIS) Materials Management, and budget administration of the Support Services and Non-Departmental Budgets.

FY 2007-08 Goals and Achievements

- Goal: Issue an RFP, award a contract, and provide user training for a new office supplies contract by February 2008. **Achievement: Issued RFP, evaluated proposals received, implemented a contract with a new vendor, and provided user training by February 2008.**
- Goal: Issue an RFP, award a contract, and oversee installation of new mail processing equipment for the City by December 31, 2007. **Achievement: The RFP process was completed, new equipment was purchased, and the mail processing equipment is scheduled for installation by July 2008.**
- Goal: Obtain approval from the City Council and Ventura County to share two-way radio resources between the City and the Ventura County Fire Department, to improve interoperability between the two jurisdictions, and to obtain resources and transmission capacity that is otherwise difficult and costly to acquire by June 30, 2008. **Achievement: The Agreement between the jurisdictions was approved in September 2007, and implementation of the system changes has begun.**

Other Accomplishments

- Assisted with graphics, photos, images, and formats for all departments for the new City website.
- Completed the City Purchasing Program page for the new City website.
- Designed covers, produced layouts, and printed major City documents including the FY 2007-08 Annual Budget, Adopted Five-Year Capital Improvement Program, Schedule of Service Charges, and FY 2006-07 Comprehensive Annual Financial Report (CAFR).
- Designed, produced, and printed materials for the Citywide Volunteer Recognition Dinner.
- Designed and printed promotional materials for the Electronic Waste Disposal Event.
- Provided graphic materials and printing for the City's monument sign dedication event and Pre-treatment Water Facility groundbreaking event.
- Designed a new logo for Simi Valley Neighborhood Council.
- Designed and printed materials for the Health and Wellness Fair, Arbor Day, and the Arroyo Simi Visioning Study. Also designed and printed mailers informing Waterworks District customers of the new fluoridated water treatment.
- Completed the design and installation of workstation reconfigurations in Administrative Services, Environmental Services, Police Department, Public Works, and the City Manager's Office. Additionally, relocated telephone services for the workstations.
- Upgraded the City's telephone system and system management component to latest software release to ensure continuity of system maintenance.
- Upgraded the City's two-way radio system network software to latest software release at all City communication sites.
- Added new interoperability capability for Police two-way radio communications between the City, Los Angeles County, Ventura County, State of California, and federal public safety agencies.
- Administered bid process and awarded contracts for maintenance of the City's back-up power systems utilized for the two-way radio communication equipment.

- Completed the bid process, contract award, and disposal of obsolete analog radio equipment.
- Reviewed development applications for commercial wireless facilities and major commercial and residential developments to ensure that City two-way radio communication coverage will be provided and not negatively impacted.
- Implemented cutover to a new cellular telephone service provider for all City cellular telephones.
- Completed the bid process, purchase, and distribution of 60 new wireless telephone headsets for City staff.
- Processed 294 telephone, cellular telephone, and two-way radio repair orders, change orders, and new service requests, and coordinated all maintenance and installation activity requested by City departments for voice communication needs.
- Implemented new security measures in the Materials Management module of FIS.

FY 2008-09 Goals

- Complete implementation of Agreement with Ventura County for sharing two-way radio resources to improve interoperability and achieve cost savings by June 2009.
- Issue an RFP, award a contract, install new equipment, and provide user training for replacement walk-up copiers Citywide by April 2009.
- Implement new features Citywide on replacement walk-up copiers and coordinate required cabling, network configuration, and training by May 2009. New features include scan-to-file, remote printing, and faxing.
- Provide ongoing FIS training for Materials Management.

TREASURY SERVICES

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

FY 2007-08 Goals and Achievements

- Goal: Achieve an average rate of return on the investment of City funds that exceeds that paid by the State Treasurer's Local Agency Investment Fund (L.A.I.F). **Achievement: During FY 2007-08 the City's weighted average rate of return (through April) was 4.66%, versus 4.66% for L.A.I.F. and 3.95% for the City's benchmark. To improve the City's overall portfolio return, as investments mature or are called, they will be reinvested in the highest yielding securities available while remaining in compliance with the City's Statement of Investment Policy.**
- Goal: Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments on a daily basis. **Achievement: Actively managed the City's cash by investing all available funds in L.A.I.F., U.S. Treasuries, and U.S. Government Agency securities.**
- Goal: Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review. **Achievement: Prepared a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City**

Manager review that analyzed monetary policies and economic trends impacting the City's investment strategy.

- Goal: Complete compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues. **Achievement: Completed compliance requirements.**
- Goal: Prepare the annual update to the Statement of Investment Policy and submit for City Council approval by January 2008; following City Council approval, submit the Policy to the Association of Public Treasurers of the United States and Canada for review and certification. **Achievement: Provided recommendations regarding allowed and prohibited investments, California Government Code, collateralization level, broker/dealer branch office requirements, non-competitive par value securities, credit to entities for wording and terms, Glossary terms, and the List of Primary Dealers per the Federal Reserve Bank of New York, which were approved by the City Council on January 28, 2008 and implemented. The City's benchmark remains 50% L.A.I.F. and 50% one-year Constant Maturity Treasury (CMT). The Policy has been submitted for certification.**
- Goal: Provide bond administration, including payment requisitions (draw-downs) of funds representing capital improvement project costs, tax roll levies, timely debt service payments, and payoff calculations as required on all bond issues. **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 2008. **Achievement: State-Mandated Cost Recovery (SB 90) claims were completed and submitted to the State in January 2008.**

Other Accomplishments

- Received the *Investment Policy Certificate of Excellence* award from the Association of Public Treasurers of the United States and Canada for the Statement of Investment Policy.
- Provided administrative support for the levy of special taxes for the Community Facilities District (CFD) 2004-1 (Simi Valley Town Center Project) and the levy of assessments for Assessment District (AD) 98-1 Madera Royal and AD 89-1 Royal Corto for FY 2007-08.
- Provided the cash analysis for AD 87-1 Sycamore Village/Wood Ranch (1994 Refi) FY 2007-08 and determined that no assessment or future levy would be required to cover all remaining debt service, call all outstanding bonds, cover all remaining expenditures, and close the District.

FY 2008-09 Goals

- Achieve an average rate of return on the investment of City funds that exceeds that paid by the State Treasurer's Local Agency Investment Fund (L.A.I.F).
- 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 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 and submit for City Council approval by January 2009; following City Council approval, submit the Policy to the Association of Public Treasurers of the United States and Canada for review and certification.
- Provide bond administration, including payment requisitions (draw-downs) of funds representing capital improvement project costs, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements.
- Complete the closure of Assessment District (AD) 87-1 Sycamore Village/Wood Ranch (1994 Refi).
- Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2009.

WORKERS' COMPENSATION

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

FY 2007-08 Goals and Achievements

- Goal: Continue to provide a high level of customer service to our injured workers. **Achievement: Handled all claims in a time manner. Staff worked directly with injured workers to ensure all benefits and rights were explained and care/compensation was received. Also published informational articles in the City's Employee Newsletter.**
- Goal: Continue to conduct regular meetings with Departments to review the status of open claims. **Achievement: Conducted claims review meetings every four months.**

- Goal: Continue to aggressively mitigate Workers' Compensation medical bills to contain costs. **Achievement: All medical bills are reviewed by a third-party bill review service to ensure that the City does not pay more than the California Fee Schedule.**
- Goal: Work with the City's Risk Manager to identify safety/loss control measures to reduce the City's exposure to Workers' Compensation claims. **Achievement: This is an ongoing effort in conjunction with the City's Safety Committee.**
- Goal: Obtain self-insured certification through the State for all Workers' Compensation staff. **Achievement: Staff is certified to adjust workers' compensation claims for self-insured entities.**
- Goal: Continue on-going educational training mandated by Senate Bill 899 for all Workers' Compensation staff. **Achievement: Staff continues to seek educational training to stay in compliance with Senate Bill 899.**

Other Accomplishments

- Processed 100 new Workers' Compensation claims.
- Closed 100 Workers' Compensation claims.
- Litigation continues to decrease each year due to good employee-level communication.
- Careful tracking and management of the excess workers' compensation claims resulted in a recovery of over \$900,000 for the City.

FY 2008-09 Goals

- Prepare a Workers' Compensation Procedure Manual to assist staff with adjusting the workers' compensation claims.

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

DEPARTMENT ADMINISTRATION

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

FY 2007-08 Goals and Achievements

- Goal: Assist and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June 2008, including preparation of the City's *Gann Limit* calculation. **Achievement: Provided assistance to all City Departments in preparing their Annual Budgets and Capital Improvement Programs. Prepared the Gann Limit calculation by June 2008.**
- Goal: Prepare the First Quarter and Mid-Year Financial Reports for FY 2007-08 for submittal to the City Council by November 2007 and February 2008 respectively. **Achievement: Reports were submitted on November 19, 2007 and February 25, 2008, respectively.**

- Goal: Update the Cost Allocation Plan for the FY 2008-09 budget process by February 2008. **Achievement: The Cost Allocation Plan is under ongoing review.**
- Goal: Provide ongoing Financial Information System (FIS) training in Financial Reporting. **Achievement: Ongoing training was provided during the fiscal year.**
- Goal: Provide efficient and responsive secretarial and administrative support to all Divisions within the Department. **Achievement: Efficient and responsive secretarial and administrative support was provided to all Divisions within the Department.**

Other Accomplishments

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Operational Budgeting* for the City's FY 2007-08 Annual Budget.
- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Capital Budgeting* for the City's FY 2007-08 Capital Improvement Program.
- Completed and presented the FY 2007-08 Long Range General Fund Projections.
- Provided management oversight for the Financial Information System (FIS) upgrade and enhancements.
- Coordinated the City's United Way Campaign.
- Coordinated the City's blood drive.

FY 2008-09 Goals

- Prepare and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June of

each year, including preparation of the City's *Gann Limit* calculation.

- Prepare the First Quarter and Mid-Year Financial Reports for FY 2008-09 for submittal to the City Council by November 2008 and February 2009 respectively.
- Update the Cost Allocation Plan for the FY 2009-10 budget process by March 2009.
- Provide ongoing Financial Information System (FIS) training in Financial Reporting.
- Provide efficient and responsive secretarial and administrative support to all Divisions within the Department.

DEPARTMENT OF ADMINISTRATIVE SERVICES

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$2,788,592	\$2,961,500	\$2,862,500	\$99,000	\$2,805,400
41020 Temporary Salaries	20,930	0	0	0	96,800
41040 Overtime	2,984	3,900	3,700	200	3,700
41050 Outside Assistance	36,443	124,200	140,200	(16,000)	50,500
41200 Deferred Compensation - 401k	119,311	129,400	123,900	5,500	123,100
41210 Deferred Compensation - 457	840	1,300	800	500	2,600
41300 Vision Care	8,970	8,800	9,100	(300)	8,400
41350 Disability	26,463	28,600	27,300	1,300	27,200
41400 Group Ins/Health	397,205	413,200	404,600	8,600	412,200
41450 Life Insurance	10,205	10,300	10,300	0	9,600
41500 Group Ins/Dental	28,455	32,100	30,100	2,000	29,600
41550 Section 125 Admin	270	200	300	(100)	200
41600 Retirement/PERS	563,701	586,300	574,000	12,300	568,200
41610 Retirement/PARS	6,444	8,700	8,800	(100)	9,000
41650 Medicare	38,913	39,700	40,600	(900)	37,500
41660 FICA	1,265	0	0	0	0
41700 Workers' Compensation	73,000	74,800	74,800	0	82,100
41800 Leave Accrual	103,312	0	0	0	0
41860 Salary Reimbursement	(14,718)	0	0	0	0
41900 Salary Savings	0	(74,100)	MET	(74,100)	(77,200)
Subtotal - Personnel	<u>4,212,585</u>	<u>4,348,900</u>	<u>4,311,000</u>	<u>37,900</u>	<u>4,188,900</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$399	\$400	\$400	\$0	\$0
42200 Computers (Non-Capital)	14,365	13,000	13,000	0	13,000
42230 Office Supplies	13,600	9,600	12,300	(2,700)	12,900
42235 Furn & Equip (Non-Capital)	1,533	0	0	0	0
42310 Rentals	1,883	1,600	1,900	(300)	0
42440 Memberships & Dues	3,996	4,800	4,200	600	3,800
42450 Subscriptions & Books	2,656	3,000	2,700	300	2,800
42460 Advertising	0	0	2,300	(2,300)	0
42560 Operating Supplies	16,136	18,000	17,600	400	17,000
42790 Mileage	6,709	6,300	6,000	300	6,100
42730 Training	71,387	83,900	82,300	1,600	46,700
42720 Travel, Conferences, Meetings	4,695	12,100	10,600	1,500	7,200
Subtotal - Supplies/Materials	<u>137,359</u>	<u>152,700</u>	<u>153,300</u>	<u>(600)</u>	<u>109,500</u>
<u>SERVICES</u>					
44010 Professional/Special Services	191,082	298,400	268,300	30,100	165,200
44310 Maintenance of Equipment	552,124	593,700	577,100	16,600	594,800
Subtotal - Services	<u>743,206</u>	<u>892,100</u>	<u>845,400</u>	<u>46,700</u>	<u>760,000</u>
Subtotal Current Expenses	880,565	1,044,800	998,700	46,100	869,500
<u>CAPITAL OUTLAY</u>					
47028 Computers	242,179	0	0	0	0
Subtotal - Capital Outlay	<u>242,179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$5,335,329</u>	<u>\$5,393,700</u>	<u>\$5,309,700</u>	<u>\$84,000</u>	<u>\$5,058,400</u>

**DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Administration:</u>			
Director, Administrative Services	1.0	1.0	1.0
Budget Officer	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
SUBTOTAL	3.0	3.0	3.0
 <u>Customer Services: (Note 1)</u>			
Customer Services Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Senior Customer Services Representative	1.0	1.0	1.0
Customer Services Representative	4.0	4.0	4.0
SUBTOTAL	7.0	7.0	7.0
 <u>Fiscal Services:</u>			
Deputy Director/Fiscal Services	1.0	1.0	1.0
Accounting Supervisor	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Staff Accountant	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0
Accounting Technician	5.0	6.0	6.0
SUBTOTAL	10.0	11.0	11.0

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

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Information Services:</u>			
Deputy Director/Information Services	1.0	1.0	1.0
Principal Information Services Analyst	1.0	1.0	1.0
Senior Information Services Analyst	3.0	3.0	3.0
Geographic Information Systems Coordinator	1.0	1.0	1.0
Information Services Analyst II	4.0	5.0	5.0
Information Services Analyst I	3.0	2.0	2.0
SUBTOTAL	13.0	13.0	13.0
<u>Support Services:</u>			
Deputy Director/Support Services	1.0	1.0	1.0
Senior Management Analyst	2.0	2.0	2.0
Graphics Media Coordinator	1.0	1.0	1.0
Graphics/Support Services Technician	1.0	1.0	1.0
Printer	1.0	1.0	1.0
Support Services Worker	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	8.0	8.0	8.0
<u>Treasury Services:</u>			
Treasury Officer	1.0	1.0	1.0
Accounting Technician	1.0	1.0	1.0
SUBTOTAL	2.0	2.0	2.0
TOTAL REGULAR POSITIONS	43.0	44.0	44.0

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>TEMPORARY POSITIONS</u>			
Accounting Technician	1.0	0.0	0.0
Information Services Analyst I	1.0	1.0	1.0
TOTAL - TEMPORARY POSITIONS	2.0	1.0	1.0
TOTAL - ADMINISTRATIVE SERVICES POSITIONS	45.0	45.0	45.0

*Department of
Community Services*

DEPARTMENT OF COMMUNITY SERVICES

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

COMPLIANCE DIVISION

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

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

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

CODE ENFORCEMENT

FY 2007-08 Goals and Achievements

- Goal: Continue to refine compliance programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts. **Achievement: Initiated and participated in 57 strategy meetings and 23 office conferences with the City Attorney's office, other Departments, and the public to resolve code violations. Assisted the City Attorney's Office and Environmental Services Department with amendments to various City ordinances, including the civil fine and administrative hearing process and the sign ordinance.**
- Goal: Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases to the MUSTS program. **Achievement: Provided a proactive and reactive response to the MUSTS program and referred 32 potential life and safety cases to the Environmental Services Department for follow-up.**
- Goal: Continue to respond to violations of the Municipal Code. **Achievement: Responded to over 1,630 violations of the Municipal Code, which resulted in over \$12,087 in permit/court adjudicated fines from July 2007 through April 2008. A total of 300 violations included the areas of special use, planned development, home occupation, building and safety, business tax, temporary uses, temporary signs, encroachment permits, special events, illegal uses, and required rubbish services.**
- Goal: Continue the Trash Abatement, the Property Maintenance, and the Public Nuisance Abatement Programs. **Achievement: Provided a proactive and reactive Trash Abatement Program that caused the abatement of 524 cases of trash accumulation and trash receptacles visible from the public right-of-way; the Property Maintenance Program**

which caused the inspection and improvement of 118 commercial, industrial, and residential properties; and, the Public Nuisance Abatement Program which caused the inspection and clearing of 312 parcels of tumbleweeds and debris from July 2007 through December 2007.

Other Accomplishments

- Processed 11 Formal Complaint Requests from July 2007 through February 2008.
- Responded to over 56 sign cases, addressing violations of temporary signs on private property in response to the City's new sign ordinance.

FY 2008-09 Goals

- Continue to refine the compliance programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts.
- Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases to the MUSTS program.
- Continue to respond to violations of the Municipal Code.
- Continue the proactive/reactive Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs.

WASTE/FRANCHISE SERVICES

FY 2007-08 Goals and Achievements

- Goal: Continue administering the City's solid waste franchises and submit a report to the City Council on the performance of the franchisees and renew the discard service rate in December 2007. **Achievement: Processed a rate adjustment and**

franchise performance at a City Council public hearing in December 2007.

- Goal: Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements. **Achievement: Submitted a report to the State indicating that the City had achieved a good faith effort with a 55% waste diversion rate for calendar year 2006.**
- Goal: Continue administering the cable television franchise and transfer agreements and administer any new State franchises under the new Digital Infrastructure and Video Competition Act of 2006. **Achievement: Provided contract administration for the City's Cable Television Franchise Agreement with Time Warner Cable, and monitored AT&T's operation in the City as a State Video Franchisee.**
- Goal: Continue oversight of the City's contract with Ventura County for Animal Regulation services. **Achievement: Administered the Animal Regulation Agreement with the County of Ventura, and received approval of a Supplemental Agreement for leash law and licensing services for FY 2007-08.**

FY 2008-09 Goals

- Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements.
- Continue administering the solid waste franchises and submit a report to the City Council on the performance of the franchisees and renew the discard service rate in December 2008.

- Continue administering the cable television franchise and transfer agreements and administer any new State franchisees under the new Digital Infrastructure and Video Competition Act of 2006.
- Continue oversight and administration of the City's contract with Ventura County for Animal Regulation services.

CITIZEN SERVICES DIVISION

SENIOR SERVICES

The Simi Valley Senior Center offers a wide variety of senior services and programs. An expansion project completed in 2006 increased the size of the Senior Center to 26,000 square feet and created a Senior Resource Center, a fitness classroom, a Senior Computer Lab, classrooms, and additional meeting rooms to meet the needs of the City's growing senior population.

The Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for classes and special events. Programs and activities currently offered include: The Rendezvous Café congregate noontime meal service; adult classes and activities offered by the Simi Valley Adult School and Career Institute, the Rancho Simi Recreation and Park District, the Osher Institute, Simi Valley Hospital; legal, health, and social services; videos; support groups; regular meetings of several senior clubs; recreational activities such as aerobics, yoga, Tai Chi, bridge, Mah-Jongg, canasta, chess, and pinochle; AARP Driver Safety Program classes; income tax preparation assistance; and a Wellness and Information Expo featuring more than 60 senior service providers. During the evenings and weekends, the Senior Center is heavily used and available for rental use.

The Simi Valley Council On Aging, which operates out of the Senior Center, is an advisory body to the City Council. The Council On Aging is active in promoting and funding programs and activities for senior citizens such as the Lifeline Program that provides home

emergency response to low-income seniors without charge. The Council On Aging also provides funding for recreational programs and supports a Brown Bag Program, in conjunction with FOOD Share, Inc., that distributes supplemental groceries to needy seniors each week. Special events of the Council On Aging include Friday evening dances with live music twice each month; arts and crafts fairs, pancake breakfasts, an annual fashion show, Wellness and Information Expo, and an Italian dinner.

FY 2007-08 Goals and Achievements

- Goal: Continue to provide expanded physical fitness, recreation, social, and educational classes and seminars in partnership with the Simi Valley Adult School, Rancho Simi Recreation and Park District, and Ventura County Community College District to address the needs of baby boomers and the older seniors. **Achievement: Partnered with the Osher Institute of Lifelong Learning, to provide university-level classes, and Simi Valley Hospital, to coordinate a Community Health Series at the Senior Center, serving the needs of baby boomers and older seniors.**
- Goal: Develop new marketing strategies to promote and increase participation in Senior Center activities, including an updated Senior Center brochure. **Achievement: Developed and distributed a Senior Center brochure to raise public awareness of the Simi Valley Senior Center and the available opportunities.**
- Goal: In coordination with the Emergency Services staff, develop and maintain a Senior Center Emergency Plan in accordance with AB 2990. **Achievement: Collaborated with the Emergency Operations staff at the Police Department to develop and implement a Senior Center Emergency Plan in accordance with AB2990.**
- Goal: Expand the number of volunteers at the Senior Center and implement volunteer tracking software. **Achievement: Installed**

and implemented volunteer tracking software and recruited a volunteer to input the data and a Volunteer Coordinator to recruit individuals interested in donating their time at the Senior Center. Expanded the Ambassador program to two levels, allowing for seniors with varying skills to assist at the two reception desks. Developed a Volunteer Manual, which describes the opportunities available at the Senior Center and expectations of volunteer performance. The number of volunteers donating 10 hours or more of service has increased from 207 to 233 volunteers to date.

- Goal: Investigate funding sources and the feasibility of including a salad bar to entice more seniors to participate in the Congregate Dining element of the Senior Nutrition Program. **Achievement: Located various funding sources and enlisted a graduate student in gerontology to research the costs, predicted usage, and best practices at other Senior Centers, resulting in the information necessary to implement a salad bar next fiscal year.**

Other Accomplishments

- Coordinated with the Recreation Coordinator to assume responsibility for trip registrations, resulting in enhanced customer service and profitability for the Senior Excursion Program.
- Collaborated with Simi Valley Hospital, Echo Tech Imaging and Regal Medical Group to offer free bone density, carotid artery, peripheral artery, and diabetes screening for seniors.
- Completed the installation of a new floor, enhanced lighting, and an additional handicap accessible door in the Multi-purpose room.
- Installed phones in both lobbies with enlarged numbers and a direct line to Dial-a-Ride for the convenience of seniors.

- Added a notary service and the Home Energy Assistance Program (HEAP) to the Senior Resource Center services.

FY 2008-09 Goals

- Work with the Council on Aging and the Ventura County Area Agency on Aging to purchase and implement salad bar service twice a week at the Senior Center.
- Collaborate with existing agencies and utilize various marketing strategies to increase the usage of the Senior Center Resource Center.
- Partner with various agencies to provide a variety of classes and training in the area of health and wellness including: fall prevention, diabetes education, memory retention, senior nutrition, and other senior related issues.
- Explore the option of expanding the Meals On Wheels program to accommodate the increasing demand.

NEIGHBORHOOD COUNCIL

FY 2007-08 Goals and Achievements

- Goal: Continue to increase public awareness and promotion of the Neighborhood Council Program through increased recruitment efforts and visible volunteer programs and events such as supporting the Emergency Preparedness Expo and sponsoring a Neighborhood Council Arroyo Cleanup Day. **Achievement: Organized and conducted the 2008 Arroyo Cleanup on Saturday, April 26, 2008, with strong citizen involvement and leadership by Neighborhood Council members. Promoted the Neighborhood Council Program resulting in two successful Neighborhood Council Executive Board recruitments; recruited 55 applicants to fill 35 positions.**

- Goal: Provide ongoing training to Neighborhood Council Executive Board members regarding City services and proper parliamentary procedures to ensure the smooth and successful operation of the Neighborhood Council Program. **Achievement: Neighborhood Councils received presentations regarding National Night Out, Neighborhood Watch, the Simi Valley Police Foundation, Many Mansions, Coastal Cleanup, the Senior 50+ Community Games, Overview of the Development Review Checklist and Planning Process, the Environmental Compliance Division, City Department Presentations including Environmental Services, Administrative Services, Public Works and Community Services, 2008 Arroyo Cleanup, Rebuilding Together Ventura County, Hands-Free Law Overview, Water Conservation, and Neighborhood Council meeting facilitation.**
- Goal: Work cooperatively with Environmental Services Department staff and project applicants to effectively facilitate development presentations at Neighborhood Council meetings. **Achievement: Coordinated with Environmental Services staff and project applicants for the Neighborhood Council's completion of over 15 development review summaries. Staff liaison attended Development Advisory Committee, Planning Commission, and City Council meetings when appropriate to facilitate communication with the Neighborhood Council Executive Boards throughout the development process.**

Other Accomplishments

- Participated in the City's newly developed extraterritorial development review process.
- Provided quarterly presentations to the City Council.
- Seated Neighborhood Council Executive Board members as representatives on the General Plan Advisory Committee, Community Development Block Grant Advisory Committee, Task Force on Homelessness, Gang Task Force, and the selection committee for the Citizen Election Advisory Committee.

- Promoted awareness of citywide issues and the Neighborhood Council Program through participation in the Arbor Day and Earth Day Celebrations.

FY 2008-09 Goals

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

YOUTH SERVICES

FY 2007-08 Goals and Achievements

- Goal: Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 22nd Annual Job and Career Fair. **Achievement: Provided services to over 3,000 youths through job counseling, job referrals, Interview Skills Workshops, Entering the Workforce Workshops, and the 22nd Annual Job and Career Fair.**
- Goal: Work with the Simi Valley Youth Council and various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to

develop leadership skills and a working knowledge of City and local government process. **Achievement: Coordinated the efforts of the Simi Valley Youth Council and hosted presentations by the City Manager's Office, City Council, Simi Valley Police Department Graffiti Abatement Program, the Task Force on Homelessness, Rancho Simi Recreation and Park District, Simi Valley Unified School District, the Teen Assistance and Resource Program, Public Works Environmental Compliance Division, and Sustainable Simi Valley Committee.**

- Goal: Host the 7th Annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District. **Achievement: Organized and facilitated the 2008 Youth Summit on February 21, 2008 in cooperation with the Rancho Simi Recreation and Park District and Simi Valley Unified School District with more than 150 students in attendance.**

Other Accomplishments

- Worked with the Simi Valley Youth Council to facilitate the printing of updated crisis telephone numbers on the back of associated student body identification cards for students at Royal High School, Simi Valley High School, and Santa Susana High School.
- Worked with the Simi Valley Youth Council to participate in the Earth Day Celebration at the Simi Valley Town Center to promote environmental awareness.
- Worked with the Simi Valley Youth Council to provide monthly updates to the City Council.
- Revised and updated the Youth Employment Service's Interview Skills Workshop Workbook to better address the needs of youth seeking employment.

FY 2008-09 Goals

- Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 23rd Annual Job and Career Fair.
- Work with the Simi Valley Youth Council and various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government process.
- Host the 8th Annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.

TEEN ASSISTANCE AND RESOURCE PROGRAM (TARP)

FY 2007-08 Goals and Achievements

- Goal: Continue to provide outreach and crisis intervention counseling to high-risk teens and their families along with referrals to public agencies and non-profit organizations to assist TARP participants in areas of behavior, communications, and building self-development skills. **Achievement: Registered 125 clients to receive individual and/or peer group counseling services and made 140 referrals to outside agencies including Interface Children and Family Services, Action Family Counseling, Free Clinic of Simi Valley, and County agencies.**

Other Accomplishments

- Contracted with Art Trek and Community Action Theatre to offer 12 workshops on such topics as self-esteem, communication, anger management, and goal setting throughout the year.

- Updated the program name from Teens At-Risk Program to Teen Assistance and Resource Program to better reflect the services provided.

FY 2008-09 Goals

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

CITIZEN ADVISOR PROGRAM

FY 2007-08 Goals and Achievements

- Goal: Continue to develop service delivery information systems to assist and advise the community on citizen issues and available resources. **Achievement: Updated and distributed the *Directory of Services for the Homeless and Needy* with current and accurate information. Developed and distributed pocket-sized *Homeless Services Referral Cards*.**
- Goal: Continue to work closely with service providers on Task Force on Homelessness recommended strategies to address services for the homeless in Simi Valley. **Achievement: Worked cooperatively with the Samaritan Center, Ventura County Behavioral Health, the Task Force on Homelessness, service providers, and religious organizations to enhance services for Simi Valley homeless.**
- Goal: Continue to work with the Ventura County Homeless and Housing Coalition and an alliance of local service providers to implement a *10-Year Plan to End Homelessness* to address the issue of homelessness in Simi Valley. **Achievement: Conducted two Faith Community Roundtables, a Mental Health Roundtable, a Business Roundtable, and a Housing Roundtable. Developed the Simi Valley Alliance to House the**

Homeless with representatives from non-profit organizations, religious organizations, and government to provide collaboration, case management and documentation of successes in housing the homeless.

FY 2008-09 Goals

- Continue to work with local non-profit and public agencies to inform and advise citizens on 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 Ventura County Homeless and Housing Coalition and an alliance of local service providers to implement a *10-Year Plan to End Homelessness* to address the issue of homelessness in Simi Valley.

CROSSING GUARD PROGRAM

FY 2007-08 Goals and Achievements

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

FY 2008-09 Goals:

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

CULTURAL ARTS CENTER

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

FY 2007-08 Goals and Achievements

- Goal: Add two classical music concerts and two jazz concerts to the Cultural Arts Center's musical programming in order to offer a more diversified concert selection. **Achievement: Added two classical music concerts and two jazz concert performances within the fiscal year.**
- Goal: Increase the amount of space and resources dedicated to fulfilling the educational component of the Center's "mission statement" by offering performance opportunities, training, artist in residence, etc. **Achievement: Increased opportunities for youth educational programming by hosting two musical conservatories and initiated negotiations for an artist in residence program.**
- Goal: Maintain the quality and quantity of the Main Stage productions. In 2007-08 produce or host at least six major productions, each giving a minimum of 18 performances. **Achievement: Presented 7 productions with 18 public performances and two additional productions with at least 10 performances each.**

- Goal: Increase the availability of main stage time to expand its use for community recitals, talent shows, meetings, etc. **Achievement: Expanded the use of the main stage by hosting two new graduation ceremonies.**
- Goal: Conduct a yearlong campaign to increase the Center's e-mail "buddy list" by enrolling 1,500 participants. The campaign shall consist of direct mail, point of sale invitations, multiple in-house opportunities and discounts. **Achievement: Increased the Center's e-mail buddy list to more than 1,600 participants.**

Other Accomplishments

- Completed a major renovation of the Cultural Arts Center by constructing a new main stage thrust, elevating the back four rows of seats and installing carpeting and new flooring throughout the Center.
- Assisted the Cultural Arts Center Foundation in presenting the 4th Annual Vino Jazz Festival at the Simi Valley Town Center.
- Conducted outreach to the Ventura Music Festival, Ventura Arts Council, and Ventura Cultural Association.

FY 2008-09 Goals

- Goal: Increase the use of the Multi-purpose Room for meetings, shows, social events, and community events.
- Goal: Maintain the quality and quantity of Main Stage productions in 2008-09 by providing a minimum of six productions, with an average of 18 public performances each.
- Increase the amount of space and resources dedicated to fulfilling the educational component of the Center's "mission statement" by offering performance opportunities, training, and artist in residence.

DEPARTMENT ADMINISTRATION

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

FY 2007-08 Goals and Achievements

- Goal: Continue to actively participate in activities related to the efficient use of the City's Enterprise Resource Program (ERP) and other e-tools available to staff. **Achievement: Successfully continued partnership with Administrative Services Department staff on the efficient use of the ERP's purchasing, time keeping, and reporting modules.**
- Goal: Continue to work with the City Manager's Office staff to ensure Departmental compliance with the Citywide Records Management Program (RMP). **Achievement: Successfully partnered with all impacted staff to ensure that Community Services record keeping is in conformance with the City's RMP.**

Other Accomplishments

- Successfully completed bidding and purchasing functions related to furnishings and equipment for the Senior Center Expansion Project.

- Facilitated the bidding/purchasing process for the materials, goods, and/or services required to support all Departmental programs and activities in a fiscally conscientious and timely manner.
- Processed 13 recruitments for available positions in all Community Services Divisions including the Deputy Director/Citizen Services, Transit Coach Operator (full- and part-time), Transit Operations Assistant, Senior Code Enforcement Officer, Code Enforcement Officer, Counter Services Technician, Senior Services Assistant Manager, Senior Services Aide, and Crossing Guard classifications.

FY 2008-09 Goals

- Enhance the Department's customer service through expanded staff training and orientation efforts.
- Continue to actively participate in activities related to the efficient use of the City's Enterprise Resource Program and other e-tools available to staff.
- Continue to work with the City Manager's Office staff to ensure Departmental compliance with the Citywide Records Management Program.

TRANSIT DIVISION

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

DEPARTMENT OF COMMUNITY SERVICES

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$1,905,121	\$2,519,600	\$2,009,500	\$510,100	\$2,388,000
41020 Temporary Salaries	197,277	178,200	168,000	10,200	166,900
41040 Overtime	2,351	4,500	2,400	2,100	4,500
41050 Outside Assistance	0	0	2,600	(2,600)	0
41200 Deferred Compensation - 401k	98,555	126,000	112,900	13,100	129,500
41210 Deferred Compensation - 457	600	1,500	700	800	2,900
41300 Vision Care	7,123	10,800	7,600	3,200	9,000
41350 Disability	17,932	22,500	22,400	100	23,100
41400 Group Ins/Health	342,095	423,300	350,500	72,800	374,700
41450 Life Insurance	8,330	11,500	10,100	1,400	10,400
41500 Group Ins/Dental	21,537	41,300	21,600	19,700	31,700
41550 Section 125 Admin	197	0	200	(200)	0
41600 Retirement/PERS	384,865	522,900	399,500	123,400	482,500
41610 Retirement/PARS	8,013	8,600	8,900	(300)	8,900
41650 Medicare	28,836	40,700	31,400	9,300	35,500
41660 FICA	11,786	15,900	10,200	5,700	11,600
41700 Workers' Compensation	79,600	89,800	89,800	0	97,300
41800 Leave Accrual	92,614	0	0	0	0
41900 Salary Savings	0	(97,600)	MET	(97,600)	(135,300)
Subtotal - Personnel	<u>3,206,832</u>	<u>3,919,500</u>	<u>3,248,300</u>	<u>671,200</u>	<u>3,641,200</u>
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	205	300	200	100	200
42130 Postage	23,108	37,500	33,100	4,400	36,300
42200 Computer (Non-Capital)	0	2,100	2,100	0	0

DEPARTMENT OF COMMUNITY SERVICES (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42230 Office Supplies	\$6,776	\$16,000	\$12,000	\$4,000	\$13,000
42235 Furn & Equip (Non-Capital)	4,895	17,500	17,500	0	0
42410 Uniform/Clothing Supply	1,272	1,800	1,800	0	1,800
42440 Memberships & Dues	1,455	2,300	1,800	500	2,300
42450 Subscriptions & Books	947	1,600	1,000	600	1,300
42460 Advertising	174	500	500	0	0
42560 Operating Supplies	61,490	67,900	60,000	7,900	43,200
42790 Mileage	20,793	23,700	23,200	500	24,000
42730 Training	1,312	3,000	2,500	500	2,500
42720 Travel, Conf, Meetings	2,950	3,900	2,900	1,000	2,900
Subtotal - Supplies/Materials	<u>125,377</u>	<u>178,100</u>	<u>158,600</u>	<u>19,500</u>	<u>127,500</u>
<u>SERVICES</u>					
44010 Professional/Special Services	112,107	156,900	126,800	30,100	150,700
44210 Animal Regulation	225,680	299,000	270,000	29,000	231,400
44310 Maintenance of Equipment	20,493	31,700	29,000	2,700	20,700
44460 Public Nuisance Abatement	508	2,500	0	2,500	1,000
Subtotal - Services	<u>358,788</u>	<u>490,100</u>	<u>425,800</u>	<u>64,300</u>	<u>403,800</u>
Subtotal - Current Expenses	484,165	668,200	584,400	83,800	531,300
Total	<u><u>\$3,690,997</u></u>	<u><u>\$4,587,700</u></u>	<u><u>\$3,832,700</u></u>	<u><u>\$755,000</u></u>	<u><u>\$4,172,500</u></u>

**DEPARTMENT OF COMMUNITY SERVICES
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS (1)</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Administration:</u>			
Director, Community Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Secretary	1.0	2.0	2.0
Secretary	2.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
Clerk I/II	4.0	4.0	4.0
SUBTOTAL	10.0	10.0	10.0
<u>Compliance:</u>			
Deputy Director/Compliance	1.0	1.0	1.0
Environmental Programs Manager	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Code Enforcement Supervisor	1.0	1.0	1.0
Senior Code Enforcement Officer	2.0	2.0	2.0
Counter Services Technician	1.0	1.0	1.0
Code Enforcement Officer	5.0	5.0	5.0
SUBTOTAL	13.0	13.0	13.0

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Citizen Services:</u>			
Deputy Director/Citizen Services	1.0	1.0	1.0
Senior Services Manager	1.0	1.0	1.0
Neighborhood Council Coordinator	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Community Services Specialist	3.0	3.0	3.0
Senior Services Assistant Manager	2.0	2.0	2.0
Clerk I/II	2.0	2.0	2.0
Cultural Arts Center Manager	1.0	1.0	1.0
Cultural Arts Center Assistant Manager	1.0	1.0	1.0
Cultural Arts Center Technical Coordinator	0.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	14.0	15.0	15.0
TOTAL - REGULAR POSITIONS	37.0	38.0	38.0
 <u>PART-TIME POSITIONS (Note 1)</u>			
<u>Citizen Services:</u>			
Senior Center Aide/Rental Monitor	1.50	1.50	1.50
Senior Center Aide/Meals on Wheels Coordinator	0.50	0.63	0.63
Senior Center Aide/Mealsite Coordinator	0.63	0.63	0.63
Nutrition Services Worker	0.63	0.63	0.63
Crossing Guard, including Lead Crossing Guard	9.50	9.50	9.50
TOTAL - PART-TIME POSITIONS	12.76	12.89	12.89
TOTAL - COMMUNITY SERVICES POSITIONS	49.76	50.89	50.89

*Department of
Environmental Services*

DEPARTMENT OF ENVIRONMENTAL SERVICES

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

Beginning with the City's General Plan, which serves as a master plan for future development, through the application review process, and concluding with construction and occupancy as well as rehabilitation of the City's lower-income housing stock, the Department strives to provide assistance to developers and the general public alike to create a community of which all can be proud.

PLANNING DIVISION

This Division is comprised of seven functional areas: Current Planning, Counter Services, Landscape Services, Permit Compliance, General Plan, Environmental Planning, and Applied Technology. The Division provides staff support to the Planning Commission, administers the Small Business Program, and coordinates with other Departments, agencies, and developers to ensure high quality development and to coordinate regional planning efforts and environmental issues.

The **Current Planning** staff processes commercial, industrial and residential development applications through a formal review and hearing process. Applications are reviewed for conformance with the General Plan, Municipal Code, City guidelines and policies, and accepted planning practices. The Current Planning section is divided into five development teams, each comprised of a Senior Planner working directly with an Associate Planner. These teams work with project applicants to process all forms of development applications through the formal review and hearing process in a professional, expeditious manner. Because these teams are comprised of senior

level staff, they are able to provide applicants with experienced guidance, which often enables applicants to get to hearing faster, with better, more approvable project designs. These teams also guide projects through the construction phase by plan checking construction drawings for consistency with project approvals and by coordinating the integration of competing requirements from City Departments and outside agencies.

The **Counter Services** staff is an experienced three-member team, comprised of a Senior Planner, Associate Planner and Planning Technician, which offers timely and responsive planning information services and exercises substantial decision-making authority, including over-the-counter approvals, when applicable and appropriate.

The **Landscape Services** staff is responsible for performing the plan review and site inspection of development project landscaping to ensure adherence to City landscaping standards, developing the landscape plans for City-initiated projects, and preparing guidelines for Planning Commission and City Council approval.

The **Permit Compliance** staff attempts, through direct contact and sending of notifications of violations, to obtain voluntary compliance when a complaint is received about a failure to comply with a condition of permit approval. This includes processing complaints regarding the Municipal Unsafe Structure Tracking System (MUSTS) program. If voluntary compliance cannot be achieved, background information is collected for the case, attached to a complaint file, and forwarded to the Community Services Department's Compliance Division for their assistance in gaining compliance.

The **General Plan** team: manages the General Plan Program and Updates; processes applications for the regular, quarterly General Plan Amendment (GPA) pre-screening hearings; maintains land use statistics for planning and traffic modeling purposes; comments on land use policies/programs of regional interest (e.g., greenbelts); and assists on a limited basis with the processing of project applications.

The **Environmental Planning** team conducts an environmental review of all development activities occurring within the City and prepares other environmental documents for projects related to General Plan implementation measures and City-initiated projects.

The **Applied Technology** function utilizes the City's Geographic Information System (GIS) and Accela Permits Plus software programs to enhance the availability of Planning and Building information for use in evaluating development proposals and tracking projects through the development review process.

CURRENT PLANNING

FY 2007-08 Goals and Achievements

- Goal: Continue to process development permit applications to public hearing within established timeframes through the streamlined interdepartmental review procedure, including: a Musashi Japanese restaurant at the Town Center; 138 senior townhome units in Runkle Canyon; 266 townhome units at Madera Road and Los Angeles Avenue (Casden Development); a new 140,000 square foot Target at Madera Road and Los Angeles Avenue (Kmart site); and the extensive redesign of the existing Toyota facility at First and Cochran Streets. **Achievement: Presented to, and obtained approval from, the Planning Commission and City Council for the 266-unit townhome development, including 67 affordable units, located at Los Angeles Avenue and Madera Road (Casden), and Musashi Restaurant located in the Town Center. These applications were all processed within the established timeframes (from 60 to 90 days from deemed complete to the hearing) and often processed in less time (from 45 to 60 days from deemed complete to the hearing). Staff also continued to process the 138-unit senior townhome project in Runkle Canyon, the new 140,000 square foot Target at Madera Road and Los Angeles Avenue (Kmart site), and the redesign of the existing Toyota facility, with the goal to bring these projects to hearing as expeditiously as possible.**

- Goal: Update the City's Commercial and Industrial Design Guidelines by identifying "generic" project photographs to replace Simi Valley project photographs, and draft text changes to the commercial and industrial lighting design provisions. **Achievement: Continued to accumulate photographs of commercial and industrial projects and drafted additional language for lighting fixture design, to be used in the update of the Citywide Design Guidelines.**

Other Accomplishments

- Presented to, and obtained approval from, the Planning Commission and City Council of plans for a pharmacy with a drive-through facility, located on Sycamore Drive (Walgreens), an RV repair/storage facility for 118 recreational vehicles located on West Los Angeles Avenue (Donley RV Storage), and a 16-unit townhome project located at Los Angeles Avenue and Stow Street (Humkar).
- Managed and inspected the following projects, which are under construction or have been completed: Musashi Restaurant located in the Town Center; the Tapo Street Market (mixed-use development at Tapo and Eileen Streets); a multi-building office complex on Madera Road; Yolanda's restaurant located at 590 Los Angeles Avenue; the remodel of the former Hudson's Grill restaurant in the Sycamore Village into a Panera Bread restaurant/bakery; two multi-tenant industrial buildings located at the westerly terminus of Chambers Lane; an office building located at the northwest corner of First Street and Enchanted Way; the Sunrise senior assisted living facility located at 136 Tierra Rejada Road; a Del Taco drive-through restaurant located at the northwest corner of the 118 Freeway and First Street; the Simi Valley Hospital expansion; nine single-family homes located on Cochran Street, west of Stearns Street; nine single-family homes located south of Leeds Street; the 771-unit Big Sky Ranch/Sand Canyon/Whiteface community (which has five neighborhoods occupied, two neighborhoods under construction, and five of 42 estate lots occupied and two under construction); and four multi-family communities within the Patricia Avenue and Heywood Street vicinity.

- Continued 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 the respective Facade Renovation programs, including the Los Angeles Square center located at 1955 First Street and the Kobe Center located at 1727-37 Los Angeles Avenue.
- Presented City-initiated Development Code text amendments to the Planning Commission and City Council to limit self-storage facilities and to create a New Vehicle Dealer Overlay Zoning District within the City.

FY 2008-09 Goals

- Continue to process the 138-unit senior townhome project in Runkle Canyon, the new 140,000 square foot Target at Madera Road and Los Angeles Avenue (Kmart site), the redesign of the existing Toyota facility, two fire stations located at Los Angeles Avenue, east of Yosemite Avenue, and on Erringer Road (White Face Specific Plan); a 45,000-square foot expansion of the Aspen Center medical office building located on Sycamore Drive; a multi-building industrial park located on West Los Angeles Avenue (C.A. Rasmussen); and a new commercial retail center located in place of the Oakridge Athletic Club in the Simi Valley Town Center.
- Finalize the accumulated photographs of commercial and industrial projects and additional language for lighting fixture design, to be used to update the Citywide Design Guidelines.
- Continue to work with the City Manager's Office and business owners in renovating a number of existing commercial centers on both Tapo Street and Los Angeles Avenue under their respective Facade Renovation programs.

COUNTER SERVICES

FY 2007-08 Goals and Achievements

- Goal: Continue to review the functioning and processes of the Counter Service Team to ensure swift, thorough, and consistent responses to all requests for service at the front counter. **Achievement: Updated forms and procedures to streamline customer service including: created new applications and handouts for Temporary Signs and Temporary Use Permits; revised and reorganized the Major Zoning Clearance forms and contact information for large-scale new construction; updated handouts to reflect Development Code changes; created new handouts to assist homeowners in the preparation of floor plans and elevations; created a submittal guide for Permanent Sign Permits; and updated and improved staff policy and procedures manuals for counter services staff.**
- Goal: Utilize technology to enhance and improve the functioning of the Counter Service Team. **Achievement: Updated and computerized the Major Zoning Clearance, and updated the computerized Amusement Device Permit. Updated all of the computerized permits with the Development Code and fee changes. Scanned and made electronic copies of all Specific Plans to make them available to the public by e-mail and disk, saving staff time and reducing copying expenses. Updated historical case information in computerized logs to facilitate customer service. Worked with Economic Development staff to consider enhancements to the Simi Valley Prospector Economic Development Tool to include additional planning and zoning data. Worked with Administrative Services staff to put the Zoning Maps on the City's website.**

Other Accomplishments

- Responded to over 4,200 public inquiries at the public counter (through March 2008, in addition to phone call and e-mail inquiries) for the Planning Division.
- Processed the following over-the-counter applications through March 31, 2008: 709 Zoning Clearances, 442 Home Occupation Permits, 151 Sign Permits, two Amusement Device Permits, and 70 Temporary Use Permit applications. Accepted 47 formal applications.
- Provided additional miscellaneous routine customer services, including accepting zoning complaints, checking ABC licenses for zoning purposes, reviewing Business Tax Certificate applications for zoning, writing zoning verification and temporary sign expiration letters, and researching case files.
- Continued review and processing of additional Business Tax Certificates (BTC) for zoning review as a result of the BTC amnesty program.

FY 2008-09 Goals

- Continue streamlining and enhancing customer service at the counter by updating and providing additional handouts outlining the Zoning Clearance and Planning entitlement processes.
- Utilize technology to enhance and improve the functioning of the Counter Service Team by providing more on-line/self-serve information through the City's updated website and staff-initiated public education during contact at the counter or by phone.

LANDSCAPE SERVICES

FY 2007-08 Goals and Achievements

- Goal: Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program (including the Arbor Day Poster Coloring Contest program), implement the "Don't Lop the Top" tree pruning program, and seek re-certification status as a Tree City USA and Tree Growth Community from the National Arbor Day Foundation. **Achievement: Conducted six Tree Advisory Board meetings. Applied for and received, for the eighth consecutive year, the National Arbor Day Foundation Tree City USA Award. Also received, for the fourth year, the National Arbor Day Foundation Tree Growth Award. Successfully conducted the 2008 Arbor Day program and Arbor Day Poster Contest program. Staff continued to refine a proposed no-topping ordinance for the Board's review and comment and ultimate City Council consideration.**
- Goal: Continue to provide high quality landscape review services by: (1) reviewing and approving preliminary landscape plan submittals and final construction plan documents for compliance with the Landscape Design Guidelines, the General Plan, and City policy; (2) issuing Tree Removal Permits consistent with the conditions of an approved project; and (3) monitoring and inspecting landscape installations to ensure compliance with approved project conditions. **Achievement: Reviewed and/or approved landscape plans for 45 development projects. Issued 12 Tree Removal Permits, allowing for the removal of 147 mature trees, the relocation of four trees, and the planting of 189 trees to replace the loss value of the removed trees. Monitored 15 construction projects and performed more than 50 site inspections. Provided assistance on three code enforcement projects.**

- Goal: Continue to work with the Landscape Guidelines and Standards Review Committee for purposes of reviewing and revising the City’s Landscape Design Guidelines, complete all revisions, and publish a revised Manual. **Achievement: Staff continues to revise text and to incorporate the City’s “sustainable” and “water conservation” goals and anticipates completing the project by the end of 2008.**
- Goal: Complete the preparation of the Arroyo Simi Visioning Study. Promote the Visioning Study by attending and participating in community and service club meetings. **Achievement: Completed and presented the Study results on October 23, 2007 at a joint meeting of the City Council, Planning Commission, Rancho Simi Recreation and Park Department, and Simi Valley Unified School District. Commenced work on obtaining funding to outsource development of a Master Plan.**
- Goal: Continue to assist the Public Works Department in preparing landscape designs and construction plans for the proposed landscape improvements along the Ronald Reagan Freeway at the First Street and Erringer Road intersections. **Achievement: The Ronald Reagan Freeway Interchange Enhancement Project was reviewed by the City Council in November 2007. Continued to revise plans as directed by City Council. Saw the construction of the Erringer Road Widening Project commence. Assisted Ventura County Waterworks District No. 8 with monitoring and inspecting landscape installation and plant establishment contracts for five service areas.**

FY 2008-09 Goals

- Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program (including the Arbor Day Poster Coloring Contest program), implementing the “Don’t Lop the Top” tree pruning program, and seeking re-certification status as

a Tree City USA and Tree Growth Community from the National Arbor Day Foundation.

- Continue to provide high quality landscape review services by: (1) reviewing and approving preliminary landscape plan submittals and final construction plan documents for compliance with the Landscape Design Guidelines, the General Plan, and City policy; (2) issuing Tree Removal Permits consistent with the conditions of an approved project; and (3) monitoring and inspecting landscape installations to ensure compliance with approved project conditions.
- Continue to assist the Landscape Guidelines and Standards Review Committee for purposes of reviewing and, if appropriate, making revisions to the Landscape Design Guidelines.
- Assist Public Works in preparing landscape designs and construction plans for landscape improvements along the Ronald Reagan Freeway.

PERMIT COMPLIANCE

FY 2007-08 Goals and Achievements

- Goal: Continue to respond within three days of receipt of a complaint about a failure to comply with a permit condition of approval by making a direct staff contact or sending a letter requesting voluntary compliance. In instances where compliance is not forthcoming, prepare a background of the case and forward it to the Compliance Division for the Community Services Department for further enforcement action. **Achievement: Continued to respond within three days of receiving a complaint and to send referrals to the Compliance Division when Planning staff could not gain compliance. Staff received 211 new zoning/permit compliance cases. During this period, which includes compliance cases carried over from the previous fiscal year, 116 cases were successfully resolved, 52 cases were referred to Code Enforcement for further action,**

and 58 cases are pending review. With each case closure, the compliance effort provides an opportunity to educate the public on the City's planning process and requirements and to implement the General Plan/Development Code.

Other Accomplishments

- Continued to coordinate with the City Attorney's Office to gain compliance on cases by participating in office conferences, acting as an "expert witness" for certain cases, and continuing to coordinate with the Building and Safety Division regarding MUSTS cases.

FY 2008-09 Goals

- Continue to respond within three days of receipt of complaint about a failure to comply with a permit condition of approval by making a direct staff contact or sending a letter requesting voluntary compliance. In instances where compliance is not forthcoming, prepare a background of the case and forward it to the Compliance Division for the Community Services Department for further enforcement action.

GENERAL PLAN

FY 2007-08 Goals and Achievements

- Goal: Continue processing the comprehensive update of the Simi Valley General Plan. **Achievement: Convened and conducted 11 meetings with the newly-appointed General Plan Advisory Committee (GPAC), a 17-member body formed to ensure public participation, provide representation from various interests in the community, and provide input on the Draft General Plan throughout the update process. At these meetings, the GPAC reviewed the Community Profile and Issues Papers addressing Economics, Traffic, Housing, Fiscal/Infrastructure, and Infill Development to better**

understand the existing conditions in the City and important issues that need to be addressed in the update. Completed the Technical Background Report for the General Plan Update, which will be used as a basis for the General Plan environmental impact report. Worked with the GPAC to draft a Vision Statement and Guiding Principles. Reviewed 13 Land Use Alternative Area discussion papers to identify potential areas for transition and change to be further evaluated in the General Plan Update. Conducted two Community Workshops and one Joint Planning Commission/City Council meeting for the General Plan Update. Reviewed and approved the Vision Statement and Guiding Principles to address future development of the City. Reviewed and approved the Alternative Land Use Areas for further evaluation.

Other Accomplishments

- Established an Outreach Program for the General Plan Update consisting of cable announcements of major events and community workshops; internet-based announcements through the City website and the Simi Valley 2030 General Plan Update website; articles in the City Focus newsletter; posters and flyers; and direct mailing.
- Continued to complete tenant improvements at the Simi Valley Town Center to enable the following businesses to open: Massage Envy; Souplantation; and Red Fish restaurant. Continued to work with Famous Footwear, Peach Beach Yogurt Shop, and Gymboree during the ongoing construction of their respective projects.

FY 2008-09 Goals

- Continue processing the comprehensive update of the General Plan and meet the following objectives: (1) select the preferred Land Use Plan; (2) prepare and adopt the Housing Element; (3) formulate the General Plan policies and prepare the updated

General Plan document; (4) prepare the Environmental Impact Report for the General Plan Update; and (5) adopt the General Plan/EIR.

ENVIRONMENTAL PLANNING

FY 2007-08 Goals and Achievements

- Goal: Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects. **Achievement: Completed the preparation of approximately 63 environmental documents, for developer- and City-initiated projects, meeting the requirements of the California Environmental Quality Act by disclosing the potential environmental impacts of projects to decision makers and the public.**
- Goal: Coordinate the preparation of the General Plan Environmental Impact Report in conjunction with the General Plan Update. **Achievement: Participated in the review of the technical background reports for the General Plan Update.**
- Goal: Complete the environmental review on the CDBG program for FY 2008-09 and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans. **Achievement: Completed the environmental review for the CDBG program. In addition, completed the environmental review for applications to use HOME and Community Development Block Grant (CDBG) program income for housing rehabilitation and First Time Homebuyer loans. Compliance with the federal environmental regulations allows qualified individuals to legally obtain low interest loans for the rehabilitation or purchase of residential structures.**
- Goal: Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department to make sure that all the City's resources are

available to interested property owners, realtors, and lenders. **Achievement: Completed 75 flood zone determination letters. The majority of these determinations were requested by homeowners with a desire to stop paying for flood insurance. Provided information based on GIS and aerial photography resources to educate the public regarding the special flood hazard areas that may affect their property and what their options are for removal from a flood zone or reduction of flood zone.**

- Goal: Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions. **Achievement: Monitored the Larwin project at Kuehner Drive and the 118 Freeway and the Steadfast project on Madera Road for compliance with the applicable 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 all questions regarding environmental issues at the front counter and on the telephone.**

Other Accomplishments

- Assisted the City Manager's Office with review and response to environmental concerns regarding contamination at the Runkle Canyon Specific Plan project.
- Provided a report on Green Building issues to the City Council, initiated the formation of a Sustainable Simi Valley Committee at the direction of the Council, and coordinated an audit of the City's own Green Building practices.
- Prepared and submitted an Abstract proposal for a Local Government Partnership with the Public Utilities Commission and Southern California Edison. The Abstract was accepted, and

the City was selected to participate further in the Partnership program with Edison.

- Coordinated the City’s review of the Landfill Expansion project, consistent with the City Council’s adoption of the extra-territorial development review process. The Notice of Preparation of a Draft EIR was taken to the City Council, Planning Commission, and Neighborhood Councils for comment. All of the comments were sent to the County of Ventura for consideration.

FY 2008-09 Goals

- Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects.
- Coordinate the preparation of the General Plan Environmental Impact Report in conjunction with the General Plan Update.
- Complete the environmental review of the CDBG program for FY 2009-10 and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans.
- Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department to make sure that all the City’s resources are available to interested property owners, realtors, and lenders.
- Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions.
- Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley.
- Continue to provide staff support to the Sustainable Simi Valley Committee, including attending additional training to assist in the

development of workable City policies, and leading a “green team” of staff members to respond to requests made by the Committee.

APPLIED TECHNOLOGY

FY 2007-08 Goals and Achievements

- Goal: Initiate a connection between the Permits Plus and GIS systems, as funding allows. **Achievement: Due to budgetary constraints, funding was not provided for this project during this period.**
- Goal: Increase the availability of public information by placing the following documents on the City’s website: zoning maps; counter handouts (i.e., submittal requirements); and development summaries. **Achievement: Placed the Zoning Maps and Residential Design Guidelines on the City’s website and made others available by e-mail. Prepared additional handouts, including formal applications and submittal checklists, Development Code handouts and the Development Summaries, which will be made available on the City’s updated website in 2008.**
- Goal: Initiate minor Planning counter applications to a “paperless” form. **Achievement: Reformatted and enhanced computerized forms, eliminated “cut and paste” of the site plan, and centralized filing and record keeping in efforts toward going “paperless.” Funding was not provided for scanning stations necessary to complete this work.**

Other Accomplishments

- Worked with Economic Development staff to consider enhancements to the City’s “Zoom” Prospector Tool to add planning and zoning layers and development summaries (project status information).

- Computerized Landscape Plan Check processing and tracking on the Permits Plus system to improve customer service and streamline plan check procedures.
- Worked with IS staff to upgrade the Permit system's T-32 database tool and system features, to work toward the integration of GIS zoning and Planning Permit layers into the Citywide Permits Plus system expected in 2008. This project will result in an increase in the availability of information to the public on the City's website.
- Continued to deploy the Department's existing project database ("ES Logs") to other City departments and new users. These ES Logs are used by Public Works, the Police Department's Crime Prevention Division, and the Community Services Department's Compliance Division and Neighborhood Council staff.
- Continued to use the City's GIS to prepare and distribute updates of the City's zoning maps and homeowners' associations list. Continued to add and expand data layers into the GIS including flood zone determinations, Letters of Map Amendment, and shopping center and overlay district boundaries.

FY 2008-09 Goals

- Monitor and update Division web pages to incorporate updated and requested documents, notices, and frequently asked questions sections.
- Continue to update GIS layers to incorporate PD, CUP, Wireless Telecommunications Permit, and other project boundaries.
- Initiate minor Planning counter applications to a "paperless" form.

HOUSING AND SPECIAL PROJECTS DIVISION

This Division is comprised of two sections: Housing Programs and Special Projects. The **Housing Programs Section** provides coordination for the City's Affordable Housing, First Time Home Buyer Assistance, Rental Assistance, Home Rehabilitation and Community Development Block Grant (CDBG) Programs. The Affordable Housing Programs provide: incentives for the development of new housing at affordable rates; rental assistance for low-income households; Home Rehabilitation Program loan assistance to qualifying low- and moderate-income homeowners to make home improvements; and First Time Homebuyer down payment assistance loans. The CDBG Program provides funding for a variety of eligible public service and economic development activities. The Housing staff provides support to the Affordable Housing Subcommittee, the Mobile Home Rent Mediation Board, the Home Rehabilitation Program's Administrative Review Committee, the Loan Review Committee, and the Community Development Block Grant Advisory Committee.

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

HOUSING PROGRAMS

FY 2007-08 Goals and Achievements

- Goal: Process an affordable housing agreement application for the 266-unit Casden Properties project, with 67 units affordable to low-income households. **Achievement: Negotiated an Affordable Housing Agreement that was approved by the City**

Council in January 2008. The project will provide 27 affordable units for lower-income seniors and 40 affordable units for lower-income families.

- Goal: Continue to implement the Home Rehabilitation Program and initiate 12 new loans for very low-, low- or median-income households. **Achievement: During the first three quarters of the fiscal year, six loans were awarded, and ten rehabilitation projects were completed.**
- Goal: Continue to implement the First Time Homebuyer Program and provide assistance to eight low-, median- or moderate-income households. **Achievement: During the first three quarters of the Fiscal Year, ten First Time Homebuyer loans were awarded, and an additional two received loan approval.**
- Goal: Complete and submit an application for a 2007 HOME award up to \$800,000 for funding of the First Time Homebuyer Program, the Home Rehabilitation Program, and the Senior Rent Subsidy Program. **Achievement: Submitted an application in August 2007; however, the City's application was not funded due to increased competition for the funds.**
- Goal: Continue to implement the Community Development Block Grant (CDBG) Program. **Achievement: Completed the preparation of the 2006-07 Consolidated Annual Performance and Evaluation Report (CAPER) and the 2007-08 Action Plan; solicited proposals for the 2008-09 CDBG program; and participated in the HUD monitoring of the City's CDBG program.**
- Goal: Monitor non-profit CDBG subrecipients in accordance with HUD regulations. **Achievement: Conducted on-site monitoring of eight and off-site monitoring of approximately 42 CDBG subrecipients to ensure continued compliance with program regulations.**

- Goal: Coordinate and conduct one or more workshops for local managers and other interested groups on fair housing rules and regulations. **Achievement: Approximately ten workshops and presentations were conducted by the City's fair housing consultant to: Simi Valley seniors; the Simi Valley ARC; Simi Valley Community Care Center staff; Cabrillo Economic Development Corporation management staff; the local Area Housing Authority staff; the Simi Valley/Moorpark Association of Realtors; and Simi Valley Adult School staff.**
- Goal: Continue to implement the following rental assistance programs: Senior Rent Subsidy Program; Mobile Home Rent Subsidy Program for Seniors; Eviction Prevention Program; and Security Deposit Assistance Program. **Achievement: Assisted an average of 67 households per month under four subsidy programs: Senior Rent Subsidy Program (26 households per month); Mobile Home Rent Subsidy Program (39 households per month); Eviction Prevention Assistance Program (one household per month); and Security Deposit Assistance Program (one household per month).**

Other Accomplishments

- Processed a request by Mehdi Humkar to provide three affordable condominium units for moderate-income buyers within a 16-unit development located at the southwest corner of Los Angeles Avenue and Stow Street.
- Processed a request by SMV Patricia, LLC (Good People USA) for review of a draft affordable housing agreement for four affordable units in a proposed 26-unit condominium development located at 1260 and 1270 Patricia Avenue.
- Processed a request for reassignment of the Affordable Housing Agreement and the Development Agreement for Archstone Simi Valley Apartments to the new owners, Tishman Speyer Archstone Smith at Simi Valley, LLC.

- Processed a request by Habitat for Humanity, Ventura County, Inc. for amendments to their affordable housing agreement and loan agreement to allow more time to commence construction of the 3-unit single-family detached project near the southeast corner of Royal and Sequoia Avenues and to extend the term of affordability for very low-income families purchasing the units from 45 to 50 years.
- Completed modifications to the First Time Homebuyer Program to strengthen the lending criteria used to make loans by upgrading the FICO scores, buyer down payment requirements, and bankruptcy discharge dates.
- Completed the 2007 Citywide Apartment Survey and distributed the results showing increased market rents and vacancy rates from the previous year.

FY 2008-09 Goals

- Continue to implement the Home Rehabilitation Program and initiate ten new loans for very low-, low- or median-income households.
- Continue to implement the First Time Homebuyer Program and provide assistance to ten low-, median- or moderate-income households.
- Complete and submit an application for a 2007 HOME award up to \$800,000 for funding of the First Time Homebuyer Program, the Home Rehabilitation Program, and the Senior Rent Subsidy Program.
- Continue to implement the Community Development Block Grant (CDBG) Program.

- Monitor non-profit CDBG subrecipients in accordance with HUD regulations.
- Coordinate and conduct one or more workshops for local managers and other interested groups on fair housing rules and regulations.
- Continue to implement the following rental assistance programs: Senior Rent Subsidy Program; Mobile Home Rent Subsidy Program for Seniors; Eviction Prevention Program; and Security Deposit Assistance Program.
- Prepare a draft Housing Element to reflect the requirements of current State law.

SPECIAL PROJECTS

FY 2007-08 Goals and Achievements

- Goal: Finalize for adoption a revised Density Bonus Ordinance to reflect the requirements of current State law. **Achievement: Prepared a draft ordinance, and it is anticipated that the public hearing process will begin in Fall 2008.**
- Goal: Continue the implementation of the Residential Building Permit Allocation System. **Achievement: Awarded a total of 147.8 grants this fiscal year, and reserved an additional 395.6 grants for projects with development agreements.**
- Goal: Continue to monitor compliance with existing Development Agreements. **Achievement: Monitored four Development Agreements and presented annual reports for all active development agreements to the Planning Commission in Spring 2008. Additionally, the annual report on the development agreement funds received was presented to the City Council pursuant to the requirements of State law.**

- Goal: Continue to implement the Department's Internship Program and provide direct supervision of Intern staff. **Achievement: Filled one funded Planning Intern position in December 2007. This Intern has provided invaluable staff assistance with the address audit for the upcoming 2010 Census, flood determinations, data collection, preparing vicinity maps, front counter assistance, filing, and other duties.**

Other Accomplishments

- Applied for and received a grant award of \$70,000 (2006 Workforce Housing Reward Grant) to initiate steps to purchase computer hardware and/or software to allow public access to property record information, project approval status, building permit issuance and inspection status via the Internet.
- Prepared 2040 population projections for the Ventura Council of Governments for use in their Decapolis study of the County's population characteristics.
- Initiated the process of annexing the Ronald Reagan Presidential Library.
- Completed the Local Update of Census Addresses for the Census Bureau in preparation for the 2010 census.

FY 2008-09 Goals

- Continue to implement the 2010 Census through collaboration with the U.S. Census Bureau.
- Continue to process the Ronald Reagan Presidential Library annexation into the City boundaries.

- Schedule a public hearing in Fall 2008 for the Planning Commission to consider a revised Density Bonus Ordinance to reflect the requirements of current State law.
- Continue the implementation of the Residential Building Permit Allocation System.
- Continue to monitor compliance with existing Development Agreements.
- Continue to implement the Department's Internship Program and provide direct supervision of Intern staff.

BUILDING AND SAFETY DIVISION

The City is located in an area considered extremely high in seismic activities, and high risk for wild fire and landslide. 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. This is accomplished through implementation and enforcement of Building, Plumbing, Electrical and Mechanical Codes and Ordinances. The Building and Safety Division is comprised of two sections: Plan Review/Permit Center and Inspection/Code Compliance Services. Both are essential for the protection of life and property of the citizens.

Safety of structural design, adequacy of fire resistance, exiting, and location of structures on a site are examples of some of the major issues being carefully reviewed during the plan check process. The high level of plan check quality, in conjunction with field inspection, ensures conformance with codes and standards to minimize property damage and loss of life.

The **Plan Review/Permit Center Section** conducts reviews of all plans for compliance with the following Codes: Building, Electrical, Plumbing, Mechanical, and Energy, as mandated by the State of California. These codes provide the body of regulations governing:

architectural and structural designs; disabled access; energy conservation; plumbing; mechanical; and electrical installations as necessary for each project. Within this Section, the Counter Services group interfaces with all walk-in customers to respond to their questions, receives Plan Check applications, and issues permits. When appropriate, plans are reviewed over-the-counter and permits are issued instantly.

Staff in this section assign street addresses to new developments, file plans and documents, produce statistical reports, and review and advise developers as a member of the Development Advisory Committee review process. Finally, this Section coordinates with other City departments and County agencies in the processing and issuance of construction permits.

The Inspection Services Section is divided into three units: Residential/Tract, Commercial/Industrial, and Code Compliance.

The Residential/Tract Inspection Unit conducts on-site building, electrical, plumbing, energy, and mechanical inspections of: single-family dwellings; single-family housing developments and tracts; additions and remodels of one- and two-family dwellings; and all accessory structures and swimming pools for compliance to City Building Codes.

The Commercial/Industrial Inspection Unit conducts on-site inspections of commercial, industrial, and multi-family residential buildings. Commercial/Industrial Inspectors conduct building, electrical, plumbing, energy, and mechanical inspections of a more complex nature; verify that all construction projects are built in compliance with approved plans and specifications; ensure the use of approved products and materials; coordinate and process Certificates of Occupancy; and ensure compliance with all Disabled Access laws and requirements.

The Code Compliance Unit responds to all complaints and referrals of illegal construction and usage as well as conditions of overcrowding; conducts assessment of fire damage to buildings and structures; conducts investigation of all complaints; works closely

with the City Attorney's Office to obtain Inspection Warrants; and prepares documents for legal action by the City Attorney's Office.

PLAN REVIEW/PERMIT CENTER SERVICES

FY 2007-08 Goals and Achievements

- Goal: Provide improved first point of customer contact at the permit counter by reconfiguring the counter to accommodate a staff workstation. This staff person will be in an improved position to immediately assess customer needs, provide the appropriate service, and better manage customer queuing to reduce customer wait time. **Achievement: Developed enhanced customer check-in procedures, trained permit counter staff to implement procedures, and produced counter reconfiguration construction plans and specifications in preparation for construction.**
- Goal: Expand existing over-the-counter plan review services for small business tenant improvements by offering pre-plan check meetings and project coordination directed at assuring the small business owners have all the necessary process and compliance information prior to plan submittal. This will provide opportunities to speed up project timelines and lower the applicant's project carrying costs. **Achievement: Implemented the Building and Safety Pre-Application Review service, available to all projects prior to a complete plan check submittal, offering an opportunity for project owners and design professionals to submit early design proposals for specific code analysis by plan review staff.**
- Goal: Provide extensive staff training to prepare for the adoption of the new 2007 California Building Codes, effective January 2008. These new codes are a significant departure from the previous model codes, and all Building and Safety Division staff will need to have an expert level of understanding in order to accurately apply these new codes. **Achievement: Provided a minimum of 60 hours of code classes and seminars to help**

prepare staff for the significant Building Code changes that went into effect January 1, 2008.

- Goal: Develop and implement a public outreach and information program to advise and educate design professionals, contractors and property owners about the significant changes in the 2007 California Building Codes and the resulting changes in construction practices. **Achievement: Produced new code information, Internet notification of new codes, handouts, and procedures for designers, contractors and property owners.**
- Goal: Continue to provide mandated plan reviews for all new construction, additions, and alterations of buildings. **Achievement: Conducted over 1,500 reviews during the first nine months of this fiscal year.**
- Goal: Continue to maintain a ten working-day turnaround time for first cycle plan checks; and continue to maintain a five working-day turnaround time for re-submittals. **Achievement: Maintained plan check turnaround time goals for all types of reviews and provided over-the-counter reviews for business tenant improvements with same working-day turnaround time for projects.**
- Goal: Continue to monitor the fees charged by Building and Safety and the fee structure to ensure full and equitable recovery of costs for services rendered. **Achievement: Reviewed and updated service costs and fee structure for the newly adopted *Schedule of Service Charges*.**

Other Accomplishments

- Prepared and amended Title 8 Building Codes of the Simi Valley Municipal Code. Prepared for the adoption of the 2007 California Building Standards Codes and International Code by the City Council.

- Prepared for the 2007 Fire Code adoption and ratification of the Ventura County Fire Protection District Ordinance #26.
- Initiated a Building Permit by Fax program in September 2007, which allows certain electrical, mechanical, plumbing, and roofing permits to be applied for via fax. Since implementation, a total of 20 permit applications have been received, and permits were issued. Additionally, registrations for 30 Deputy Building Inspector renewals have been processed via fax.

FY 2008-09 Goals

- Continue to maintain a ten working-day turnaround time for first cycle plan checks; and continue to maintain a five working-day turnaround time for re-submittals.
- Continue to provide in-depth staff training to expertly apply the new 2007 California Building Codes, and continue to assist the construction industry and public to smoothly transition to these new State requirements.
- Continue to provide mandated plan reviews for all new construction, additions, and alterations of buildings.
- Develop new permit counter procedures and processes to further integrate multi-agency approvals, and work toward a one-stop permit processing system.
- Continue to monitor the fees charged by Building and Safety and the fee structure to ensure full and equitable recovery of costs for services rendered.
- Implement features of an on-line permit payment system for simple building permits.

INSPECTION/CODE COMPLIANCE SERVICES

FY 2007-08 Goals and Achievements

Residential/Tract Inspection Unit

- Goal: Continue to provide all mandated inspection services within 24 hours for all new construction, additions, and alterations of buildings. **Achievement: Performed 16,768 building, electrical, plumbing and mechanical inspections (100% of requested inspections) within the 24-hour goal in the first nine months of the fiscal year.**
- Goal: Continue to distribute an Inspection Service Questionnaire whereby feedback is obtained from homeowners and contractors regarding their satisfaction with customer service provided by field personnel at building construction sites. **Achievement: Mailed questionnaires to owners and contractors to elicit their feedback regarding the inspection services. Additionally, the “How Are We Doing?” customer service questionnaires are given to contractors and homeowners by the inspection staff at the time of final inspection.**
- Goal: Prepare and train staff for the transition to the International Codes adopted in 2007 and for the State’s building codes (based on the International Codes) that are scheduled for adoption in 2008. **Achievement: Prepared staff for the January 2008 adoption of the 2007 California Building Codes. Attended a minimum of 40 hours per person of ICC and CALBO code training classes and seminars. Provided weekly in-house code instruction and training.**
- Goal: Motivate and provide study guides for all Inspection personnel to aid in obtaining professional ICC certifications, with the goal of having 100% of staff certified in a minimum of one code discipline. **Achievement: Of the 15 inspection section staff, all but one obtained ICC certifications. Of these 14, 13 of the inspection staff have two or more certifications.**

- Goal: Provide advance notification and information to contractors, and designers about the 2007 adopted change to the International Codes. **Achievement: Advised local contractors, superintendents, developers, and owners about the change in building codes prior to implementation on January 1, 2008.**

Commercial/Industrial Inspection Unit

- Goal: Continue to work and communicate closely with other departments and agencies to provide final approval and occupancy of projects in a timely manner. **Achievement: Improved project coordination by distributing the Division’s final approval sign-off forms to property owners, developers, and contractors early in the construction stage.**
- Goal: Continue to assist the City Manager’s Office economic development efforts through site visitation for proposed City-assisted projects and training of staff regarding California Building Code accessibility requirements. **Achievement: Worked with the City Manager’s Office staff and met with building owners to advise them of code requirements and permit/inspection procedures. Implemented a policy of requiring disabled access improvements to building exterior on building façade upgrades.**

Code Compliance Unit

- Goal: Respond to all complaints and referrals with site investigations within 48 hours. **Achievement: Investigated and initiated appropriate action within 48 hours of receiving a citizen complaint or a referral from other departments for the 256 investigations performed during the first nine months of FY 2007-08.**
- Goal: Continue to work closely with the City Attorney’s Office when court warrants are required or as enforcement action must be taken to gain compliance. **Achievement: Provided**

consultation regarding cases referred for prosecution and attended follow-up meetings prior to court action. Attended meetings with Compliance Division staff and the City Attorney's Office to assist with Building Code related issues.

Other Accomplishments

- Initiated closer communication and coordination with property owners by sending a letter identifying the name and telephone number of the Building Inspector assigned to their project along with a "How Are We Doing?" customer service questionnaire immediately after building permits are issued.
- Performed over 22,000 building, electrical, plumbing, or mechanical inspections in the entire Section during the first nine months of FY 2007-08. Performed 1,289 investigations and follow-up inspections.
- Reorganized inspection staff in order to devote greater attention to the increasing volume of complaints and referrals, particularly MUSTS complaints (which reflected a 24% increase over the first nine months of FY 2006-07). The Unit was increased to three inspectors to respond to this volume in a timely and effective manner.
- Assigned one Senior Building Inspector for half day to check residential plans in-house and significantly reduce the need to utilize plan check consultant services. One additional Building Inspector II was assigned to the Plan Check Section to provide swimming pool plan checks and Pre-Pool on-site inspections. Additionally, the Division's Electrical Inspector and Plumbing/Mechanical Inspector began dedicating 50% of their work time to plan checking activities.
- Reduced the backload of open, inactive building permits. Many of these projects required final inspections, while others were halted during the construction process. During the first nine

months of FY 2007-08, 740 old permits have been addressed and closed.

- Reorganized the Division's archived building plans by relocating older commercial/industrial project plans to an off-site storage unit. This major relocation effort entailed cataloging, boxing, tagging, and transferring plans, providing much-needed vault space for active and newer building plans while at the same time protecting vital older building plans.
- Provided technical expertise to the City of Simi Valley's Americans with Disabilities Act (ADA) Committee.

Residential/Tract Inspection Unit

- Inspected and approved 37 new single-family dwellings in the Big Sky Development and 14 in the Brentwood Estates subdivision on Fitzgerald Road during the first eight months of the fiscal year.

Commercial/Industrial Inspection Unit

- Completed 70% construction on major projects, including: Corporate Point, an office building at First Street and the 118 Freeway; Market Place, a mixed-use multi-family/senior apartment/retail development on Tapo and Eileen Streets; Korean Baptist Church at 4868 Cochran Street; Paseo de las Flores, a multi-family senior project at Stearns Street and Los Angeles Avenue; Arroyo Run – a 48-unit multi-family development of Heywood Street; the final three buildings in the Ish Street Business Park; Wood Ranch Professional Center, a multi-building professional office complex on Madera Road; Musashi restaurant at the Town Center Mall; and a 28-unit senior apartment complex at 4866 Cochran Street.
- Issued Certificates of Occupancy for: Jefferson Apartments (17 apartment buildings, 2 swimming pools, cabana, and clubhouse); Famous Dave's BBQ, Souplantation, and Red Fish restaurants, all at the Town Center Mall; a multi-tenant retail building at 153 Cochran Street including the Lockheed Credit Union, It's a Grind

Coffee House and Panda Express; Vitello's Wholesale Bakery at 2257 Ward Street; Gold's Gym on Los Angeles Avenue; Chambers Lane Business Park (three tilt-up buildings); U.S. Storage, a three building self-storage development at 2073 Royal Avenue; Del Taco Restaurant on First Street and Enchanted Way; Fresh and Easy Market at 4427 Alamo Street; and Panera Bread in Sycamore Village.

Code Compliance Unit

- Investigated 256 complaints and referrals during the first nine months of the fiscal year. Of these, 178 were Municipal Unsafe Structure Tracking System (MUSTS) cases, of which 153 cases were closed with compliance.

FY 2008-09 Goals

- Update the Building and Safety Division's emergency response manual, adding tools and resource information to help Inspectors begin the safety assessment process as quickly as possible following a disaster.
- Continue with in-house training and seminars on the newly adopted 2007 California Building Codes.
- Continue cross training of inspection staff in code enforcement techniques and procedures to prepare for the continued rotation and reassignment of staff to the Code Compliance Unit.
- Conduct monthly safety meetings, both in the field and in the office. Inspection staff will use safety tailgate handouts to create a "Code of Safe Practices Manual."

Residential/Tract Inspection Unit

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

- Continue to reduce the number of inactive and expired building permits with a proactive progress inspection approach.

Commercial/Industrial Inspection Unit

- Utilize Senior Building Inspectors to field train Building Inspector I and II staff in the inspection of commercial and industrial projects.
- Continue to conduct training sessions on the newly adopted 2007 Building Codes, technical bulletins, and manuals.
- Continue pre-construction, on-site meetings with developers, contractors, and superintendents. Additionally, to provide high quality communication and customer service, Inspectors will meet with all trade sub-contractors to discuss inspection procedures.

Code Compliance Unit

- Prepare a Code Compliance Reference Manual to outline all State and local code sections applicable to the Code Compliance program.
- Continue to respond to all citizen complaints within 48 hours of their receipt.
- Provide training to all inspection staff on the MUSTS computer software program.

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 2007-08 Goals and Achievements

- Goal: Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups to achieve swifter and less costly processing methods, wherever possible. **Achievement: After soliciting input from the local auto dealerships, initiated the creation of an New Vehicle Dealer Overlay Zoning District that provides special development standards for permanent and temporary signage, promotional activities, and corporate architecture.**
- 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 96.6% overall satisfaction rate with the customer service received at the front counter as well as during the plan review and inspection processes, as evidenced by the Questionnaires returned to the Department in the first nine months of FY 2007-08.**
- Goal: Continue to monitor Division costs, revenues, and workload indicators to ensure the Department is staffed to provide the expected quality and timeliness of service. **Achievement: Monitored these indicators and made staffing adjustments and case assignments, as needed, to ensure high-quality and timely service.**
- Goal: Continue to increase the use of technology within the Department in order to streamline processes and information retrieval and to enhance our service to the public. **Achievement: Continued to coordinate such technology improvements within the Department as the updating of information and maps on the City's website, the implementation of Building and Safety's Permit by Fax Program, and the preparation of an application that resulted in a Workforce Housing Reward Grant award to increase public access to City development**

project information, the implementation of which should begin in FY 2008-09.

- Goal: Continue to conduct a careful and systematic purging of all Departmental documents authorized for destruction to become fully compliant with the City's adopted *Records Retention and Destruction Schedule*; and explore methods for improved storage and retrieval of the records that are required to be retained. **Achievement: Completed an audit of all of Planning's over-the-counter permit files and over half of Building and Safety's 48,000 address files; purged files as necessary, and organized the files for destruction and/or future electronic imaging.**

Other Accomplishments

- Responded to 26 requests to review public Departmental records, requiring approximately 28 hours of staff time to retrieve files and plans and to assist the public during their review.

FY 2008-09 Goals

- Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups to achieve swifter and less costly processing methods, wherever possible.
- Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires.
- Continue to monitor Division costs, revenues, and workload indicators to ensure the Department is staffed to provide the expected quality and timeliness of service.
- Continue to increase the use of technology within the Department in order to streamline processes and information retrieval and to enhance our service to the public.

- Continue to audit all Departmental documents to achieve full compliance with the City's adopted *Records Retention and Destruction Schedule*, purging non-records, removing official records whose retention periods have been exceeded and are now eligible for destruction, and organizing files to facilitate future electronic imaging.

DEPARTMENT OF ENVIRONMENTAL SERVICES

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$3,858,864	\$4,223,100	\$3,872,600	\$350,500	\$3,730,300
41020 Temporary Salaries	48,277	74,300	20,300	54,000	74,700
41030 Boards & Commissions	28,478	32,300	31,400	900	31,400
41040 Overtime	4,129	16,000	6,700	9,300	7,500
41200 Deferred Compensation - 401k	149,909	167,000	144,700	22,300	144,200
41210 Deferred Compensation - 457	1,805	3,100	2,200	900	5,800
41300 Vision Care	13,276	13,500	13,300	200	12,400
41350 Disability	31,617	35,800	31,600	4,200	30,800
41400 Group Ins/Health	555,241	613,600	574,200	39,400	566,400
41450 Life Insurance	14,313	14,500	13,400	1,100	13,000
41500 Group Ins/Dental	42,696	51,000	45,500	5,500	46,100
41550 Section 125 Admin	210	0	100	(100)	0
41600 Retirement/PERS	771,857	851,400	765,800	85,600	780,200
41610 Retirement/PARS	8,313	8,600	8,900	(300)	8,900
41650 Medicare	53,494	56,300	56,300	0	57,000
41660 FICA	3,897	7,400	2,300	5,100	7,400
41700 Workers' Compensation	155,600	148,900	148,900	0	132,300
41800 Leave Accrual	91,731	0	0	0	0
41900 Salary Savings	0	(238,500)	MET	(238,500)	(255,700)
Subtotal - Personnel	<u>\$5,833,707</u>	<u>\$6,078,300</u>	<u>\$5,738,200</u>	<u>\$340,100</u>	<u>\$5,392,700</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<i><u>SUPPLIES AND MATERIALS</u></i>					
42230 Office Supplies	\$11,749	\$14,700	\$10,900	\$3,800	\$10,400
42235 Furn & Equip (Non-Capital)	0	3,000	3,900	(900)	0
42410 Uniform/Clothing Supply	1,324	2,300	1,800	500	1,800
42420 Special Departmental Expense	600	4,700	3,900	800	900
42440 Memberships & Dues	8,783	11,100	10,800	300	9,700
42450 Subscriptions & Books	4,262	13,100	16,500	(3,400)	3,000
42460 Advertising	8,417	37,500	35,400	2,100	5,000
42550 Small Tools/Equipment	1,650	2,600	2,300	300	800
42560 Operating Supplies	1,749	4,300	5,500	(1,200)	4,600
42790 Mileage	3,725	4,200	4,200	0	4,200
42730 Training	14,696	48,700	25,600	23,100	11,000
42720 Travel, Conf, Meetings	14,686	17,300	12,900	4,400	15,800
Subtotal - Supplies/Materials	<u>71,641</u>	<u>163,500</u>	<u>133,700</u>	<u>29,800</u>	<u>67,200</u>
<i><u>SERVICES</u></i>					
44010 Professional/Special Services	302,431	515,500	530,500	(15,000)	525,000
44310 Maintenance of Equipment	37,058	41,900	40,000	1,900	40,000
44490 Other Contract Services	153,321	150,000	114,900	35,100	125,000
Subtotal - Services	<u>492,810</u>	<u>707,400</u>	<u>685,400</u>	<u>22,000</u>	<u>690,000</u>
Subtotal - Current Expenses	564,451	870,900	819,100	51,800	757,200
Total	<u><u>\$6,398,158</u></u>	<u><u>\$6,949,200</u></u>	<u><u>\$6,557,300</u></u>	<u><u>\$391,900</u></u>	<u><u>\$6,149,900</u></u>

**DEPARTMENT OF ENVIRONMENTAL SERVICES
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Administration:</u>			
Director, Environmental Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Secretary	2.5	2.5	2.5
Clerk	4.0	4.0	4.0
SUBTOTAL	12.5	12.5	12.5
 <u>Planning: (Note 1)</u>			
Deputy Director/City Planner	1.0	1.0	1.0
Principal Planner	2.0	2.0	2.0
Landscape Architect	1.0	1.0	1.0
Senior Planner	8.0	8.0	8.0
Associate Planner	11.0	11.0	11.0
Planning Technician	1.0	1.0	1.0
SUBTOTAL	24.0	24.0	24.0

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

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Housing and Special Projects: (Note 2)</u>			
Deputy Director/Housing and Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
Secretary	0.5	0.5	0.5
SUBTOTAL	8.5	8.5	8.5
<u>Building and Safety:</u>			
Deputy Director/Building Official	1.0	1.0	1.0
Deputy Building Official	2.0	2.0	2.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Assistant Engineer/Plan Check	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Electrical Inspector	1.0	1.0	1.0
Plumbing/Mechanical Inspector	1.0	1.0	1.0
Building Inspector I/II	8.0	8.0	8.0
Permit Services Coordinator	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
SUBTOTAL	22.0	22.0	22.0
TOTAL - REGULAR POSITIONS	67.0	67.0	67.0

Note 2: All but one Associate Planner position are budgeted in the Community Development Agency's Housing Administration Fund.

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>LIMITED-TERM POSITIONS (Note 3)</u>			
<u>Building and Safety:</u>			
Building Inspector	5.0	1.0	0.0
SUBTOTAL - LIMITED-TERM POSITIONS	5.0	1.0	0.0
 <u>PART-TIME POSITIONS (Note 4)</u>			
<u>Administration:</u>			
Work Experience	0.6	0.6	0.6
Planning Intern	3.0	3.0	3.0
TOTAL - PART-TIME POSITIONS	3.6	3.6	3.6
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	75.6	71.6	70.6

Note 3: Limited-term positions are budgeted as full-time through the accelerated construction period.

Note 4: Part-time positions are shown as full-time equivalents.

*Department of
Public Works*

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION

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

PARKWAY AND TREE MAINTENANCE

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

FY 2007-08 Goals and Achievements

- Goal: Continue to upgrade landscaping of designated areas within the public right-of-way with drought tolerant plant material. **Achievement: Accomplished upgrading as program continues and as funds are available.**
- Goal: Continue use of reclaimed water in lieu of potable water for every feasible application. **Achievement: Continued to use as reasonable and feasible. Used reclaimed water in lieu of potable water, including landscaping at the Public Services Center, Transit Facility, and Animal Shelter.**
- Goal: Continue use of soil surface mulch to help retain soil moisture through the use of brush chipper produced chips. **Achievement: Used mulching, including a program to provide wood chips to residents and businesses upon request.**
- Goal: Complete Annual Landscape District Assessment process for FY 2007-08. **Achievement: Completed Annual Landscape District Assessment FY 2007-08.**

- Goal: Continue in-house and contractual street tree trimming and tree removal/replacement projects. **Achievement:**

	<u>In-House</u>	<u>Contractual</u>
Work orders completed:	3,450	N/A
Emergency tree trims:	2,626	N/A
Routine tree trims:	4,653	1,545
Private property trims:	236	N/A
Tree removals:	900	121
Tree stump removals:	216	125
Self Help tree replants:	542	169
Young tree watering:	265,380 gal	169,000 gal
Roadside debris removal:	592 loads	N/A

- Goal: Planning reviews of landscape plans. **Achievement: Completed and ongoing.**
- Goal: Complete and update plans and specifications for Street Tree Contractual Maintenance. **Achievement: Completed plans and specifications. Currently in process of receiving bids and awarding.**
- Goal: Complete the update of plans and specifications for the Landscape Maintenance District No. 1 maintenance contract. **Achievement: Accomplished goal. Completed two separate sets of plans and specifications, solicited bids, and awarded two maintenance services contracts (each covering approximately one half of the Landscape Maintenance District No. 1).**

Other Accomplishments

- Initiated and completed the update of plans and specifications, and solicited bids for the Citywide Street Tree Maintenance Services Contract.
- Initiated and completed the repair of traffic collision-related damages to City landscape areas.

- Initiated and completed numerous small landscape repair/replacement projects for related utilities.
- Provided tree trimming and landscape clean-up at the Auxiliary Parking Lot for the Ronald Reagan Presidential Library.
- Completed application for the “Greentrees for Golden State Grant” Tree Planting project.
- Provided for planting of 542 trees under the City’s “Self Help” Parkway Tree Planting Program.

FY 2008-09 Goals

- Continue to upgrade the landscaping of designated areas within the public right-of-way with drought-tolerant plant material, as funds are available.
- Continue the use of reclaimed water in lieu of potable water for every feasible application.
- Continue the use of soil surface mulch to help retain soil moisture through the use of brush chipper produced chips.
- Complete the Annual Landscape District Assessment process for FY 2008-09.
- Continue in-house and contractual street tree trimming and tree removal/replacement projects, as funds are available.
- Consider awarding a contract and complete planting for the “Greentrees for Golden State Grant” Tree Planting project.
- Negotiate and consider renewing the two Landscape District No. 1 contracts prior to February 28, 2009.
- Negotiate and consider renewal of the Street Tree and Roadside Pest Control Contract prior to June 2009.

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 2007-08 Goals and Achievements

- Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City. **Achievement: Performed concrete repairs including the removal and replacement of approximately 650 linear feet of curb and gutter, and 21,000 square feet of sidewalk.**
- Continue to clean algae from City sidewalks. **Achievement: Continued to clean algae from City sidewalks. Need is ongoing.**
- Continue to contract out weed abatement for City streets and to inspect and evaluate contractor performance. **Achievement: Accomplished goal. Need is ongoing.**
- Continue the comprehensive maintenance and repair of asphalt streets throughout the City. **Achievement: Accomplished goal. Performed street repairs that required approximately 1,000 tons of asphalt.**
- Continue the contractual maintenance and repair of parkway tree lighting on Tapo Street. **Achievement: Accomplished goal.**

Other Accomplishments

- Repaired over 400 linear feet of guardrail on Viewline Drive.
- Completed all curb/gutter and sidewalk concrete repairs within the Orchid Tract.

FY 2008-09 Goals

- Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City.
- Continue to clean algae from City sidewalks.
- Continue to contract out weed abatement for City streets and to inspect and evaluate contractor performance.
- 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.
- Continue to complete all concrete repairs prior to minor street overlay projects.

BUILDING MAINTENANCE

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

FY 2007-08 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: Accomplished goal. The ongoing programs will continue.**
- Goal: Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware, and roofs. **Achievement: Accomplished goal. The ongoing programs will continue.**

- Goal: Continue to maintain and monitor established power and water conservation programs. **Achievement: Accomplished goal. The ongoing programs will continue.**
- Goal: Upgrade the air conditioning/filtration systems in City buildings with ultra violet technology. **Achievement: Stopped installation on a temporary basis due to building expansion and remodeling.**
- Goal: Continue the standardization of locks and locking hardware in City buildings. **Achievement: Continued and ongoing.**

Other Accomplishments

- Continued in-house cross training of Building Maintenance Technicians to ensure a high quality of service in all trade disciplines.
- Assumed responsibility of furnishing custodial maintenance services to the Metrolink Railway station by purchasing a steel storage container for storage of custodial supplies and equipment.

FY 2008-09 Goals

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

- Continue to upgrade the air conditioning/filtration systems in City buildings with ultra violet technology.
- Supervise the replacement of the Old Garage roof at the PSC.
- Supervise the refurbishment of the wood patio covers at the DSB facility and City Hall.
- Continue the standardization of locks and locking hardware in City buildings.
- Repaint the exterior trim on Senior Center.
- Install new high efficiency lighting for performances at the Senior Center auditorium.
- Initiate a preventive maintenance program for refrigeration equipment serving the walk-in freezer at the Police Department facility.
- 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 Local Government Partnership with Southern California Edison to develop and implement energy saving and energy efficient projects and programs for City facilities.

TRAFFIC MAINTENANCE

The Traffic Maintenance Section provides for the installation and maintenance of street name signs, regulatory signing, and street striping.

FY 2007-08 Goals and Achievements

- Install street name signs and traffic signs as needed. **Achievement: Installed 60 new street name signs and replaced over 250 existing regulatory and warning signs.**
- Re-stripe City streets, including crosswalks, as needed. **Achievement: Completed repainting of crosswalks. Department awarded contract for re-striping of City streets.**
- Maintain seasonal and special event banners. **Achievement: Goal accomplished.**
- Purchase American flags and patriotic banners to display on select holidays. **Achievement: Goal accomplished.**
- Contract for installation and maintenance of American flags. **Achievement: Goal accomplished.**
- Inspect and repair damaged street signs on City streets. **Achievement: Goal accomplished. Replaced damaged and missing street name signs, warning signs, and regulatory signs.**

Other Accomplishments

- Replaced traffic signs, with the new State-required (High Intensity Prismatic) sheeting throughout the city.

FY 2008-09 Goals

- Install street name signs and traffic signs as needed.
- Re-stripe City streets, including crosswalks, as needed.
- Maintain seasonal and special event banners.
- Purchase American flags and patriotic banners to display on select holidays.

- Contract for installation and maintenance of American flags.
- Inspect and repair damaged street signs on City streets.

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 2007-08 Goals and Achievements

- Goal: Continue to provide maintenance on all City vehicles and related equipment. **Achievement: Accomplished goal. The ongoing programs will continue.**
- Goal: Provide for contract repainting of City vehicles that have deteriorated or missing paint. **Achievement: Completed spot painting for six City vehicles.**

Other Accomplishments

- Passed the California Highway Patrol inspections at the PSC Transit Terminal with a satisfactory rating.
- Initiated maintenance program for 18 new vehicles.
- Prepared 22 vehicles for surplus auction.
- Installed factory re-built transmission in one Police Department vehicle.
- Installed factory re-built Allison transmissions in two New-Flyer buses.
- Complied with California Air Resources Board (CARB) Diesel Emission Control Strategy by removing 4 diesel engine vehicles

from service and retrofitting two diesel engine vehicle exhaust systems.

FY 2008-09 Goals

- Continue to provide maintenance for all City vehicles and related equipment.
- Provide for contract repainting of City vehicles with deteriorated or missing paint.
- Provide Fork-Lift Operator training for 2 Mechanics.
- Continue to comply with CARB Diesel Emission Control Strategy by removing diesel engine vehicles from service and retrofitting diesel engine vehicle exhaust systems.
- Comply with CARB Enhanced Vapor Recovery (EVR) Phase II gasoline fueling system upgrade.

STORM DRAIN MAINTENANCE

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

FY 2007-08 Goals and Achievements

- Maintain secondary drains and secondary channels throughout the City. **Achievement: Maintained approximately 1,000 secondary drains and 250,000 square feet of secondary channels.**
- Sweep 8,500 curb miles of City streets. **Achievement: Swept approximately 8,500 curb miles of City streets.**
- Contract supplemental street sweeping as needed to achieve 100% coverage (approximately 8,500 curb miles). **Achievement: Accomplished goal.**

- Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning, channel cleaning, and street sweeping. **Achievement: Accomplished goal. The ongoing program will continue.**

Other Accomplishments

- Contracted supplemental street sweeping as needed.
- Hauled approximately 600 loads of debris to the landfill.

FY 2008-09 Goals

- Maintain secondary drains and secondary channels throughout the City.
- Sweep 8,500 curb miles of City streets.
- Contract supplemental street sweeping as needed to achieve 100% coverage (approximately 8,500 curb miles).
- Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning, channel cleaning, and street sweeping.
- Initiate the installation of trash excluders on all catch basins within commercial and school zones.

GRAFFITI ABATEMENT PROGRAM

This program in the Maintenance Division has historically addressed an average of approximately 700 incidents of graffiti in the City each year. A private contractor performs graffiti abatement.

FY 2007-08 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 approximately 3,000 graffiti**

incidents and removed approximately 160,000 square feet of graffiti citywide. On-going.

- Goal: Continue to remove illegal signs within the City right-of-way. **Achievement: Removed approximately 10,000 illegal signs from within the public right-of-way in support of the City's sign ordinance. On-going.**

FY 2008-09 Goals

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

TRAFFIC ENGINEERING AND CITY ENGINEERING

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

TRAFFIC ENGINEERING

FY 2007-08 Goals and Achievements

- Goal: Design and construct new traffic signals and/or existing signal phasing upgrades as approved by the City Council at its annual review of the Traffic Signal Construction List.

Achievement: Completed design work. The construction of a new traffic signal at the intersection of Tapo Canyon Road and Township Avenue is currently out to bid and will be completed in the summer to avoid school traffic.

- Goal: Replace traffic signal controllers and cabinets at six locations, and modify the signal phasing operations at two intersections. **Achievement: Completed.**
- Goal: Continue the Traffic Signal Synchronization Program using grant and City funds. **Achievement: Awarded contract, and construction is beginning.**
- Goal: Continue the development of the Citywide Traffic Model in conjunction with the update of the City's General Plan. **Achievement: Continued development. Ongoing task.**

FY 2008-09 Goals

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

CITY ENGINEERING

FY 2007-08 Goals and Achievements

- Goal: Complete construction of the FY 2005-06 Annual Major

Street Rehabilitation: Tapo Canyon Road (Cochran Street to Avenida Simi), and Alamo Street (Tapo Canyon Road to Lemon Drive). **Achievement: Completed.**

- Goal: Complete construction of FY 2006-07 Major Street Rehabilitation Program: First Street (Royal Avenue to Los Angeles Avenue) and Sinaloa Road (Highland Road to Valley Gate Road). **Achievement: Completed**
- Goal: Complete construction of FY 2006-07 Annual Minor Street Slurry Seal and Overlay Program. **Achievement: Completed.**
- Goal: Complete construction of FY 2006-07 Annual Curb and Gutter, and Sidewalk Replacement Program. **Achievement: Completed.**

Goal: Complete design and initiate construction of FY 2007-08 Major Street Rehabilitation Program. **Achievement: Completed the design and initiated construction.**

- Goal: Complete design and initiate construction of FY 2007-08 Annual Minor Street Overlay Program. **Achievement: Completed the design and initiated construction.**
- Goal: Complete the design of Madera Road Widening Project between Presidential Drive and the westerly City limits. **Achievement: Progressed with design.**
- Goal: Complete the design and construction of the First Street 118 Freeway Interchange Landscaping Project. **Achievement: Progressed with design**
- Goal: Secure Transportation Development Act funds for FY 2007-08. **Achievement: Completed.**
- Goal: Update the annual DBE goal. **Achievement: Completed.**

- Goal: Complete the Street Mile Report. **Achievement: Completed.**
- Goal: Update the street construction improvement list. **Achievement: Completed.**

Other Accomplishments

- Completed the construction of curb ramps at various locations.

FY 2008-09 Goals

- Complete construction of the FY 2007-08 Annual Major Street Rehabilitation.
- Complete construction of FY 2007-08 Annual Minor Street Overlay Program.
- Complete construction of Erringer Road Improvement Project between Royal Avenue and Fitzgerald Road.
- Complete the design and construction of the First Street 118 Freeway Interchange Landscaping Project.
- Complete the design and construction of Madera Road Widening Project between Presidential Drive and the westerly City limits.
- Complete the design and construction of West Los Angeles Improvements between Easy Street and the City's Public Services Center.
- Complete the construction of Bike Trail along Arroyo Simi between Kadota Fig Drain and Corriganville Park.
- Complete design and initiate construction of FY 2008-09 Major Street Rehabilitation Program.
- Complete design and initiate construction of FY 2008-09 Annual Minor Street Overlay Program.

- Secure Transportation Development Act funds for FY 2008-09.
- Update the annual DBE goal.
- Complete the Street Mile Report.
- Update the street construction improvement list.

ENVIRONMENTAL COMPLIANCE

Stormwater Management

The City's Stormwater Management Program is operated under the Environmental Compliance Division with support from other City Divisions, within and outside of the Department of Public Works. FY 2004-05 was the last year in the current Ventura Countywide Stormwater NPDES Permit five-year term, which continues until our next five-year permit is approved. 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 2007-08 Goals and Achievements

- Represent the City, through the Ventura Countywide Stormwater Program, in the new National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Five-Year Permit negotiations with the Regional Water Quality Control Board. **Achievement: Attended and spoke on the City's behalf at several permit negotiation meetings and Board Workshops. Each subsequent draft of the MS4 permit has been more realistic, but considerable challenges remain.**

- Continue implementation of the current NPDES permit requirements for Public Outreach, Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections, and Industrial Outreach programs. **Achievement: Responded to two hundred and thirty-five illicit discharge complaints. Several hundred industrial/commercial inspections were performed with stormwater education as the emphasis.**
- Continue implementation and improvement of the stormwater stencil and signage program. New curb markers are to be installed on the high traffic areas throughout the City this year. **Achievement: Installed over 540 stormwater curb markers in high traffic areas and completed the project in-house in two months.**

FY 2008-09 Goals

- Continue to represent the City, through the Ventura Countywide Stormwater Program, in the new National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Five-Year Permit negotiations with the Regional Water Quality Control Board.
- Educate City departments and divisions regarding the new MS4 Permit requirements and help establish their roles and responsibilities in maintaining compliance.
- Continue and enhance public/business outreach through Arroyo Cleanup events, on-site support during inspections and requested responses, HHW events, staffing of booths at public events, and providing speakers to present the Stormwater Management Program objectives and goals to citizens and business groups.
- Continue implementation of the current NPDES permit requirements for Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections and Industrial Outreach programs.

- Continue implementation of an ongoing storm drain stenciling, and maintenance program. This program will be augmented by extending stenciling activities and maintenance to the signage at all designated public access points to channels as outlined in the current NPDES permit.

Hazardous Materials

FY 2007-08 Goals

- Goal: Implement a viable no-cost Electronic Waste Program using external resources to enable residents to comply with new Universal Waste disposal requirements resulting from the expiration of residential exemptions. **Achievement: Completed and continuing. Electronic Waste events were executed in July 2007 and January 2008 at no cost to the City or users. The January event collected in excess of 104,000 pounds servicing 1,060 vehicles, a record for Ventura County, representing a savings of at least \$37,000 compared to conventional contract costs for this service.**
- Goal: Implement a low cost household battery recycling program using Public Works resources to comply with new Universal Waste disposal requirements resulting from the expiration of residential exemptions. **Achievement: Completed and continuing through a pilot program, which is in operation at the Senior Center. Use of the service is growing rapidly.**
- Goal: Continue to increase the level of hazardous materials disclosure awareness in the business community through the Business Tenancy Certificate Program. **Achievement: Completed and continuing. Researched, identified and contacted, by mail, 167 new businesses that had not returned a completed BTC application after obtaining a Business Tax Certificate. Staff continues to integrate screening devices and procedures to identify these new businesses.**

- Goal: Continue successful operation of the Household Hazardous Waste Program and increase public outreach to include Stormwater Program, Electronic Waste, and Medical Waste disposal awareness. **Achievement: Completed and continuing. Provided eleven monthly collection events that served 1,617 residents, collecting 163,777 pounds of hazardous waste from July 2007 projected to June 2008 representing a 7.5% increase over the previous Fiscal Year.**

Other Accomplishments

- Initiated a partnership between the Simi Valley Town Center Mall, CJ Seto Support Services and the City to simultaneously hold a regional community based Earth Day event providing a coordinated community outreach opportunity and an electronic waste collection event at the mall. The City's ongoing Household Hazardous Waste Program Collection event will also occur at the same time, offsite.

FY 2008-2009 Goals

- Continue as an ongoing service, a no-cost Electronic Waste Program using external resources to comply with Universal Waste disposal requirements resulting from the expiration of residential exemptions.
- Continue to increase the level of hazardous materials disclosure awareness in the business community through the Business Tenancy Certificate Program.
- Continue successful operation of the Household Hazardous Waste Program and increase public outreach to include Stormwater Program, Electronic Waste, and Medical Waste disposal awareness.

DEPARTMENT OF PUBLIC WORKS

	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$6,656,797	\$7,504,700	\$7,020,800	\$483,900	\$7,143,900
41020 Temporary Salaries	41,658	38,000	33,000	5,000	33,000
41040 Overtime	127,670	124,200	118,000	6,200	104,000
41050 Outside Assistance	11,516	0	0	0	0
41200 Deferred Compensation - 401k	170,884	191,300	185,100	6,200	181,500
41210 Deferred Compensation - 457	5,085	11,000	5,900	5,100	20,500
41300 Vision Care	26,403	28,600	27,600	1,000	27,700
41350 Disability	38,507	41,800	44,200	(2,400)	39,000
41400 Group Ins/Health	1,088,526	1,320,100	1,167,100	153,000	1,320,400
41450 Life Insurance	23,369	24,500	26,300	(1,800)	24,100
41500 Group Ins/Dental	93,065	120,400	100,300	20,100	107,800
41600 Retirement/PERS	1,304,088	1,435,700	1,365,400	70,300	1,399,800
41610 Retirement/PARS	8,072	9,500	9,700	(200)	9,600
41650 Medicare	80,974	82,500	91,800	(9,300)	89,100
41660 FICA	2,402	2,500	500	2,000	600
41700 Workers' Compensation	685,500	694,900	694,900	0	474,500
41800 Leave Accrual	188,619	0	0	0	0
41900 Salary Savings	0	(585,700)	MET	(585,700)	(627,900)
Subtotal - Personnel	<u>10,553,135</u>	<u>11,044,000</u>	<u>10,890,600</u>	<u>153,400</u>	<u>10,347,600</u>
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	259,565	250,000	225,000	25,000	237,000
42150 Communications	685	900	800	100	800
42230 Office Supplies	12,196	15,000	15,000	0	13,000

DEPARTMENT OF PUBLIC WORKS (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42235 Furn & Equip (Non-Capital)	\$6,193	\$9,500	\$9,500	\$0	\$7,200
42310 Rentals	6,287	5,500	5,000	500	5,000
42410 Uniform/Clothing Supply	23,112	30,300	30,300	0	30,300
42420 Special Departmental Expense	123,268	130,000	125,000	5,000	125,000
42440 Memberships & Dues	9,759	10,800	10,800	0	10,800
42450 Subscriptions & Books	2,577	3,000	3,000	0	3,000
42460 Advertising	3,259	3,500	3,500	0	3,500
42500 Fuel & Lubricants	288,920	300,000	365,000	(65,000)	365,000
42510 Tires	41,858	42,000	42,000	0	37,000
42550 Small Tools/Equipment	7,244	11,000	10,000	1,000	10,000
42560 Operating Supplies	432,063	514,800	498,500	16,300	460,500
42790 Mileage	4,025	5,000	4,000	1,000	4,000
42730 Training	10,903	11,200	10,500	700	11,200
42720 Travel, Conf, Meetings	6,903	11,500	7,500	4,000	8,600
Subtotal - Supplies/Materials	<u>1,238,817</u>	<u>1,354,000</u>	<u>1,365,400</u>	<u>(11,400)</u>	<u>1,331,900</u>
<u>SERVICES</u>					
44010 Professional/Special Services	352,987	396,300	369,800	26,500	238,500
44310 Maintenance of Equipment	63,175	84,400	84,400	0	74,400
44450 Landscape Maintenance Contract	981,320	1,150,200	1,150,200	0	1,232,000
44490 Other Contract Services	1,117,714	1,918,700	1,856,900	61,800	1,155,500
44355 Reimbursement for Vehicle Mtce	(927,600)	(1,009,500)	(1,009,500)	0	(1,005,900)
Subtotal - Services	<u>1,587,596</u>	<u>2,540,100</u>	<u>2,451,800</u>	<u>88,300</u>	<u>1,694,500</u>
Subtotal - Current Expenses	\$2,826,413	\$3,894,100	\$3,817,200	\$76,900	\$3,026,400

DEPARTMENT OF PUBLIC WORKS (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	\$0	\$0	\$0	\$0	\$5,000
47030 Vehicles	28,883	82,400	82,400	0	0
Subtotal - Capital Outlay	28,883	82,400	82,400	0	5,000
 Total	<u>\$13,408,431</u>	<u>\$15,020,500</u>	<u>\$14,790,200</u>	<u>\$230,300</u>	<u>\$13,379,000</u>

**DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Administration:</u>			
Director, Public Works	1.0	1.0	1.0
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/Public Works Administration	1.0	1.0	1.0
Deputy Director/Maintenance Services Engineer	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Administrative Secretary	2.0	2.0	2.0
Account Clerk II	2.0	2.0	2.0
Public Works Dispatcher	1.0	1.0	1.0
Secretary	0.5	0.5	0.5
Clerk II	1.0	1.0	1.0
SUBTOTAL	12.5	12.5	12.5
<u>Maintenance:</u>			
Maintenance Superintendent	4.0	4.0	4.0
Maintenance Supervisor	4.0	4.0	4.0
Heavy Equipment Operator	2.0	2.0	2.0
Building Maintenance Technician	4.0	4.0	4.0
Tree Trimmer	2.0	2.0	0.0
Tree Trimmer I/II	0.0	0.0	2.0
Senior Tree Trimmer	2.0	2.0	2.0
Mechanic II	5.0	5.0	5.0
Mechanic I	2.0	2.0	2.0
Maintenance Worker I	12.0	12.0	0.0
Senior Custodian	0.0	0.0	1.0
Custodian	0.0	0.0	11.0
Maintenance Worker II	22.0	22.0	0.0
Maintenance Worker I/II	0.0	0.0	22.0
Maintenance Worker III	4.0	4.0	4.0
Community Services Specialist	1.0	1.0	1.0
Public Works Inspector	3.0	3.0	3.0
SUBTOTAL	67.0	67.0	67.0

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Engineering & Traffic Engineering:</u>			
Deputy Director/Traffic Engineer	1.0	1.0	1.0
Deputy Director/City Engineer	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Principal Engineer	4.0	4.0	4.0
Senior Engineer	10.0	10.0	10.0
Associate Engineer	3.0	3.0	4.0
Assistant Engineer	3.0	3.0	2.0
Senior Engineering Technician	5.0	5.0	5.0
Engineering Technician	2.0	2.0	2.0
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
	<hr/>	<hr/>	<hr/>
SUBTOTAL	39.0	39.0	39.0
<u>Environmental Compliance (Note 1):</u>			
Environmental Compliance Program Coordinator	2.0	2.0	2.0
Environmental Compliance Inspector	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0
Environmental Compliance Programs Analyst	0.5	0.5	0.5
Utilities Specialist	2.0	2.0	2.0
	<hr/>	<hr/>	<hr/>
SUBTOTAL	7.5	7.5	7.5
TOTAL - REGULAR POSITIONS	126.0	126.0	126.0

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

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>TEMPORARY/LIMITED TERM POSITIONS (2)</u>			
<u>Maintenance:</u>			
Work Experience/Custodial (Part-Time)	2.0	1.5	1.5
Community Services Specialist (Graffiti Program)	0.0	1.0	1.0
Maintenance Worker I (Custodial)	2.0	1.5	1.5
TOTAL - TEMPORARY POSITIONS	4.0	4.0	4.0
TOTAL - PUBLIC WORKS POSITIONS	130.0	130.0	130.0

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

Police Department

POLICE DEPARTMENT

DEPARTMENT ADMINISTRATION

Department Administration is responsible for the administration and 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 2007-08 Goals and Achievements

- Goal: Audit the operations of the Department to review service levels. **Achievement: Asked Division managers to audit their own areas and bring back recommendations for changes in their Units to improve efficiency. This resulted in the reorganization of staff in the Records and Auxiliary Services Units.**
- Goal: Prepare for future retirements and maintain an aggressive hiring program. **Achievement: Hired eight Police Officers utilizing overfill positions.**
- Goal: Implement the Mobile Report Entry and Case Management Modules of the Versaterm Software System. **Achievement: Completed implementation of Mobile Report Entry (MRE) in June 2007. The Case Management Module of Versaterm is currently being modeled for implementation in the Fall of 2008.**
- Goal: Pursue additional grant funding from the Office of Homeland Security. **Achievement: Obtained \$52,000 in Homeland Security Grant funding to offset overtime costs of mandated first responder training and Mobile Command Center electronic equipment and supplies.**
- Goal: Fully develop a succession-mentoring program. **Achievement: Completed hiring and promotional projections for the next 10 years. Strategy to meet future needs still to be developed.**

- Goal: In conjunction with the Police Foundation utilize the Every 15-Minutes and STTOP Programs to focus on teen driving safety. **Achievement: Assisted with the organization of the Every 15-Minutes Program, held in March 2008 at Simi Valley High School. The STTOP trailer was displayed at community events and various high school functions.**

Other Accomplishments

- Formed the Youth Services Section comprised of two SRO's, three DARE Officers, one Youth Officer and one Sergeant.
- Responded to three anti-immigration rallies held at the United Church of Christ.
- Provided Team Building Workshops to members of the Police Department's Civilian and Sworn Management Team.
- Instituted the History Committee in order to document Department events through pictures, exhibits, and videos.
- Provided Law Enforcement support to the Ronald Reagan Presidential Library for the 2008 Presidential GOP Debates.

FY 2008-09 Goals

- Develop and implement a "Customer Satisfaction" Survey to seek input from the community on our delivery of service, responsiveness, and meeting their needs.
- Continue to develop a succession plan with emphasis on individual employee career development through mentoring, training, and work experience.
- Give high priority in responding to the property crime rate the City is experiencing through statistical analysis or crime trends, directed enforcement, education, and community involvement.

- Involve Department staff in responding to the challenges associated with meeting the needs of the community with reduced fiscal resources through creative solutions and reinventing the Department's delivery of service.
- Complete the implementation of the Case Management Module of Versaterm.

DISPATCH

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

FY 2007-08 Goals and Achievements

- Goal: Provide professional and courteous service at all times to citizens, Officers and co-workers. **Achievement: Dispatched Officers to approximately 32,000 calls for service as of March 20, 2008. Also, received approximately 13,700 911 emergency telephone calls and handled over 110,000 contacts with the public with very few incidents of complaint.**
- 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 maintaining reasonable response times of 4.4 minutes for emergency calls and 16.2 minutes for non-emergency calls for service.**
- Goal: Assist with implementation of the Mobile Report Entry Project (MRE), from a dispatch perspective. **Achievement: Provided Dispatch perspective by participating on the Mobile Report Entry Implementation Team.**

- Goal: Provide Civilian Supervision Course for two newest Senior Dispatchers. **Achievement: Provided Civilian Supervision Course for two newest Senior Dispatchers, and provided an extra Supervision Course for all four Senior Dispatchers.**
- Goal: Participate in Leadership Simi Valley, Every 15-Minute Program, and Citizens Academy. **Achievement: Represented Dispatch at Leadership Simi Valley in February 2008, Every 15-Minute Program in March 2008, and Citizen Academy in October 2007 and May 2008.**

Other Accomplishments

- Conducted 911 Presentation for the Boys and Girls Club and ARC Facility for challenged adults.
- Deployed Tactical Dispatchers to special events such as DUI Checkpoints, Presidential Candidates Debates, and Anti-Immigration Rally Response.
- Accepted and increased the number of wireless calls to the Dispatch Center by accepting calls from more cell towers. Wireless calls now account for approximately 49% of all telephone calls received.
- Hosted a 911 Managers Meeting for Communications Center Managers from Ventura and Santa Barbara Counties.
- Developed new schedule for Dispatch staff to manage overtime.

FY 2008-09 Goals

- Provide professional and courteous service at all times to citizens, Officers and co-workers.

- Assist in maintaining an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls.
- Participate in Leadership Simi Valley, Every 15-Minute Program, and Citizens Academy.
- Secure language translation services for emergency calls.
- Update CAD to next version of software.

PATROL

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

FY 2007-08 Goals and Achievements

- Goal: Maintain an average response time of less than 5 minutes for emergency calls for service and 15 minutes for routine calls for service. **Achievement: Handled approximately 32,000 incidents as of March 20, 2008, with a response time of 4.4 minutes for 419 emergency calls and 16.2 minutes for non-emergency calls for service.**
- Goal: Emphasize traffic enforcement, including DUI arrests. **Achievement: Arrested 319 impaired drivers and issued 8,927 citations and traffic warnings as of March 20, 2008.**
- Goal: Provide professional and courteous service at all times and maintain a low citizen complaint rate. **Achievement: Handled 32,000 telephone calls, 13,844 traffic stops, 3,025 arrests and 3,181 field interviews (a total of approximately 52,000 contacts) with only eight citizen complaints received. Six**

were either unfounded or ended with the Officers exonerated, and two are still under investigation.

- Goal: Complete the implementation of the Mobile Report Entry (MRE) and Case Management modules of the Versaterm system. In addition, complete the required training for all Officers using the system in order for the Department to recognize new workflow efficiencies. **Achievement: Trained virtually all Field Officers and PSAs, who are now utilizing MRE. Efforts to complete the Case Management System are ongoing and will require additional effort in the upcoming fiscal year.**
- Goal: Ensure Officers are successfully using the VCIJIS interface to check the various Federal, State, and Local systems for parole and probation status, restraining orders, DMV information, and wants and warrants on suspected violators from their MDT, unless the tactical considerations dictate otherwise. **Achievement: Continued to utilize the VCIJIS interface on a significant portion of all queries, which are currently being done in the field. This remains an ongoing goal to increase the use of the interface and requires a shift in safety practices by most Officers.**

Other Accomplishments

- Provided roll call training six days a week for all three shifts that included Department policy updates, new case law, equipment updates, perishable skills training, and tactical debriefs.
- Patrol successfully participated in the Department-wide Operation Safer Streets and implemented procedural changes in handling low-priority calls and in jail operations that afforded additional patrol time.

FY 2008-09 Goals

- Maintain an average response time of less than 5 minutes for emergency calls for service and 15 minutes for routine calls for service.
- Emphasize traffic enforcement, including DUI arrests.
- Provide professional and courteous service at all times and maintain a low citizen complaint rate.
- Maintain and update the Mobile Report Entry (MRE) and Case Management modules of the Versatarm system as necessary. In addition, complete the required training for all newly hired Officers and update training for in-service Officers and Civilian personnel.
- Ensure Officers continue to use the VCIJIS interface to check the various Federal, State, and Local systems for parole and probation status, restraining orders, DMV information, and wants and warrants on suspected violators from their MDT, unless the tactical considerations dictate otherwise.

SPECIAL OPERATIONS UNIT

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

FY 2007-08 Goals and Achievements

- Goal: Target repeat criminal offenders, known criminal locations and observed crime trends in an effort to reduce the crimes related to these individuals and locations. **Achievement: Arrested numerous individuals related to known criminal locations and began pursuing new strategies to identify and pursue offenders.**
- Goal: Track and assure due-diligence compliance on all City arrest warrants and clear them by arrest where possible. **Achievement: Arrested dozens of at-large suspects for outstanding warrants and continued to meet the due-diligence requirements for arrest warrants assigned to the agency for service.**
- Goal: Work closely with Federal, State, and Regional Narcotics Enforcement Units to combat major narcotics dealers as well as address local dealers who impact the quality of life in Simi Valley. **Achievement: Continued to work cases with DEA and other agencies while also conducting local investigations, which resulted in several search warrants and arrests.**
- Goal: Conduct bi-monthly SWAT training, quarterly SWAT/CNT exercises, and provide Officer safety, tactical and WMD training for the entire Department. **Achievement: Fulfilled all SWAT and CNT training requirements. The Department is investigating combining WMD training with the Ventura Sheriff's Office to be more efficient.**
- Goal: Continue to enhance the Technical Services Team and make it a more viable resource for the entire Department. **Achievement: Purchased and successfully deployed new video surveillance equipment. Trained new team members on the radio alarm systems and installed them on numerous cases.**

FY 2008-09 Goals

- Conduct Alcoholic Beverage Control “stings” on both the on-sale and off-sale licensed businesses to ensure compliance.
- Dedicate a portion of the Special Enforcement Section’s time to the enforcement of street level narcotics violations.
- Target repeat criminal offenders, known criminal locations, and observed crime trends in an effort to reduce the crimes related to these individuals and locations.
- Track and assure due-diligence compliance on all City arrest warrants and clear them by arrest when possible.
- Work closely with Federal, State and Regional Narcotics Enforcement Units to combat major narcotics dealers as well as address local dealers who impact the quality of life in Simi Valley.

DETECTIVES

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

FY 2007-08 Goals and Achievements

- Goal: Continue proactive monitoring of registered sex offenders. **Achievement: Monitored the City’s 55 registered sex offenders to ensure compliance with state law. Between July 1, 2007 and March 25, 2008, this effort resulted in five of the City’s registrants being arrested for registrant requirements. Currently, Simi Valley has a 98% compliance rate for sex registrants. In contrast, only 77% of the total registrants in Ventura County are in compliance.**

- Goal: Actively investigate unsolved homicides and unresolved missing person cases. **Achievement: Reviewed unsolved homicides and unresolved missing person cases routinely. However, there is no updated activity on any of these cases.**
- Goal: Continue to provide investigative resources to the Ventura County High Technology Crimes Task Force. **Achievement: Assisted the Ventura County High Technology Task Force twice a month during the fiscal year.**
- Goal: Clear approximately 30% of the criminal cases assigned to the Detective Unit by arrest. **Achievement: Cleared approximately 38% of the 1,099 criminal cases that were assigned to the Detective Unit by arrest between July 1, 2007 and March 24, 2008.**
- Goal: Work cooperatively with the Special Operations Unit in an effort to target known offenders and crime patterns. **Achievement: Worked closely with Special Operations to identify patterns and suspects to target.**
- Goal: Update the Department’s Amber Alert Response Plan. **Achievement: Evaluated the current Amber Alert Response Plan and determined that the needed revisions will be implemented in FY 2008-09.**

Other Accomplishments

- Provided educational presentations on identity theft and elder abuse as requested.

FY 2008-09 Goals

- Continue proactive monitoring of registered sex offenders.
- Update the Department’s Amber Alert Response Plan.

- Implement a community satisfaction protocol for the Detective Unit.
- Implement the Case Management module of the Versaterm Software System.

RECORDS

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

FY 2007-08 Goals and Achievements

- Goal: Provide excellent customer service to all external and internal customers. **Achievement: Provided excellent customer assistance to all external and internal customers.**
- Goal: Continue archival scanning. **Achievement: Continued archival scanning while placing heavy emphasis on plans to reduce the backlog of existing police records needing to be scanned and/or purged.**

FY 2008-09 Goals

- Continue transcription training of MRE (Mobile Report Entry) police reports to ensure integrity of data going into the RMS.
- Work cooperatively with IS and Versaterm staff to resolve ongoing computer and workflow issues related to imaging, CLETS interface, and Adobe PDF Reader interfaces.

- Move forward with the Case Management implementation phase of Versaterm and ensure staff is properly trained and prepared to utilize this new feature.
- Establish new Records Unit documentation that identifies step-by-step procedures detailing all tasks and associated responsibilities.

CRIME ANALYSIS

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

FY 2007-08 Goals and Achievements

- Goals: Implement Versaterm's newest Windows version of their Records Management System (RMS), Genero 7.1, and identify all database changes in the product. Devise a rollout plan for loading the new version on desktops. Develop a training schedule to address any changes in the new version. **Achievement: Developed a training schedule for Versaterm's newest upgrade, Genero 7.1. Successfully trained staff in the transition to this Windows application.**
- Goals: As Mobile Report Entry is implemented, train Crime Analysis Unit staff on Transcription Queue and focus on quality assurance versus data entry. Help establish policies for Officers to maintain and protect data integrity within the Records Management System. **Achievement: Trained staff on transcription as MRE was implemented. Established training**

documentation and developed procedures on how to audit police report data and ensure consistent and uniform data entry standards were kept intact as much as possible.

- Goals: Reinstate internal monthly Department statistics for dissemination. This will include crimes, arrests, clearances, calls for service, response times, and traffic statistics. **Achievement: Reinstated the Officer Workload Statistical Summary that captures Officer statistics for citations, reports, arrests, accidents, and calls for service by assigned, assisted, and self-initiated.**
- Goals: Reinstate the 7-Beat Plan by incorporating changes that include recent developments and City annexations. **Achievement: Delayed the re-introduction of a 7-Beat Plan due to patrol staffing issues.**
- Goals: Continue enhancing the existing criminal and intelligence software packages such as ISYS, Critical Reach (TRAK), i2, and AutoTrack to better track crime trends and patterns. Increase tactical analysis productivity. **Achievement: Delayed the enhancement of existing criminal and intelligence software packages crucial to Crime Analysis due to the implementation of the MRE portion of Versaterm. Staff has been diverted to the MRE process full-time, and other objectives have been put on hold.**

FY 2008-09 Goals

- Continue to assist Records staff in RMS, MRE, Case Management, and other workflow processes.
- Shift transcription workload to Records and free up staff assigned in Crime Analysis to begin preparation of analytical applications.
- Look at crime mapping software to monitor and record crime activity and patterns within the city. Disseminate necessary crimes trends to patrol to assist in directed patrol, thus helping to

suppress criminal activity while focusing on reducing the crime rate.

- Prepare for the Case Management implementation of Versaterm, which will automatically distribute cases via electronic work queues. Establish procedures to identify changes in electronic data and monitor as appropriate.
- Complete all training documentation that pertains to hard copy data entry, CLETS integrated data, and imaging workflow procedures. Assure all Records Technicians are trained on these procedures and ultimately transfer this responsibility from Crime Analysis to Records.

FISCAL SERVICES

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

FY 2007-08 Goals and Achievements

- Goal: Process all reported false alarms and permits/licenses in a timely manner. **Achievement: Processed 2,071 false alarm billings and 262 permits/licenses in calendar year 2007.**
- Goal: Process all updates to the Department General Orders in a timely manner. **Achievement: Processed revisions to four General Orders during the Fiscal Year.**
- Goal: Create new and updated Fiscal Services Unit Orders as needed. **Achievement: Updated all Fiscal Services Unit Orders and revised orders as changes occur. Also created a**

centralized folder for all Department Unit Orders on the Department's shared computer network.

- Goal: Fully train the new Volunteer Coordinator. **Achievement: Trained the new Volunteer Coordinator, who has now assumed full responsibility for the Volunteer Program and Citizen Academy.**
- Goal: Complete the Department's reappropriations, First Quarter and Mid-Year Reports, and the Budget. **Achievement: Completed the Department's reappropriations, First Quarter and Mid-Year Reports for FY 2007-08 Budget, and the FY 2008-09 Budget.**

Other Accomplishments

- Provided logistical support for the Anti-Immigration Rally and GOP Presidential Debates and the Ronald Reagan Library.
- Surveyed other Law Enforcement agencies' Volunteer Programs to put together a comprehensive strategy to improve the program.

FY 2008-09 Goals

- Process all reported false alarms and permits/licenses in a timely manner.
- Process all updates to the Department General Orders in a timely manner.
- Complete the Department's reappropriations, First Quarter and Mid-Year Reports, and the Budget.
- Process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.
- Present two Citizen Academies in the Spring and Fall.

MAINTENANCE

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

FY 2007-08 Goals and Achievements

- Goal: Auction surplus vehicles and equipment. **Achievement: Completed the auction of surplus vehicles and equipment in March 2008.**
- Goal: Install emergency equipment into 14 replacement vehicles. **Achievement: Completed installation of emergency equipment into all 14 replacement vehicles.**
- Goal: Install emergency equipment into new Command Post vehicle. **Achievement: Installed emergency equipment into the new Mobile Command Center (MRC) in September 2007.**
- Goal: Install protective cage extensions in all patrol vehicles. **Achievement: Completed installation of protective cage extensions in all Patrol vehicles in September 2007.**

Other Accomplishments

- Installed all replacement laptop computers and equipment in the Patrol Fleet.
- Installed metal screens on ten Patrol vehicles to determine if this addition will decrease the number of damaged windows that are kicked out in Patrol Vehicles.

FY 2008-09 Goals

- Auction surplus vehicles and equipment.
- Install equipment into 13 replacement vehicles.
- Repair drainage problem in the emergency generator area.
- Install protective rear window barriers in all Patrol vehicles.
- Implement an Enhanced Vapor Recovery Phase II Upgrade System.

AUXILIARY SERVICES

The Auxiliary Services Unit is responsible for planning, research, personnel, recruitment, background investigations, internal affairs, training, property, evidence, IS supervision, Jail Management, and Grant Management. The Unit also manages crime prevention, environmental design, the Drug Abuse Resistance Education (D.A.R.E.) Program, the Explorer Program, and Department Media relations.

FY 2007-08 Goals and Achievements

- Goal: Develop a scheduling strategy for California Police Officers Standard Training (P.O.S.T) Perishable Skills Training mandates in order to minimize the scheduling and budget impact of “out of compliance” deadlines. **Achievement: Established a practice of monitoring the minimum required training needs of all the Department’s personnel by forecasting at least six months ahead. This has resulted in none of our Officers becoming “out of compliance.”**
- Goal: Implement and refine the Department’s Intranet System in order to provide a meaningful and functional information resource for all personnel. **Achievement: Completed the Proof of Concept of the system. The system is designed and ready to**

go for Auxiliary Services. Production of the system for Traffic, Detectives, and Special Operations is in progress.

- Goal: Conduct an annual review of the Department’s Temporary Holding Facility Manual and General Orders to ensure compliance with the California Corrections Services Agency (CCSA). **Achievement: Reviewed, updated, and re-published the THF Manual to be consistent with current state laws and guidelines of the California Board of Corrections.**
- Goal: Enhance and execute the strategic marketing plan to recruit and hire new Officers. This will include participation in recruitment fairs, improvements to Department open house/informational meetings, the use of the Department Recruitment video and the enhancement of the Department web page. **Achievement: Enhanced recruitment efforts including a Police Officer informational meeting prior to the start of each testing process allowing applicants the ability to learn about a career in law enforcement. Participated in numerous recruitment fairs throughout the year and utilized the new recruitment video.**
- Goal: Advance the Business Academy Program for business crime prevention by developing a marketing plan that will inform both large and small companies of the opportunity for presentations on relevant topics. **Achievement: Developed a “Business Watch” brochure, which gives businesses information on business crime prevention presentations, as well as basic crime prevention tips.**
- Goal: Develop a crime prevention strategy that includes the use of the reverse 911 system and an informational pamphlet targeting thefts from motor vehicles in order to reduce the likelihood of residents being victimized. **Achievement: Utilized the Teleminder system throughout the year, advising citizens of upcoming Neighborhood Watch meetings and events.**

Other Accomplishments

- Hosted a Neighborhood Watch barbeque in the Ventura Ave./Ashland Ave. area.
- Created and distributed the Crime Prevention Violation pamphlet.
- Utilized a kiosk at Simi Town Center during the Holiday season, which was staffed with Crime Prevention personnel, Officers, and Explorers.
- Organized a cinemedia campaign with local theaters, which presented a crime prevention video prior to the movie beginning.
- Developed an “Alert” (business and citizen) e-mail program.

FY 2008-09 Goals

- Advance the “Business Watch” Program to next phase. Organize two business watch meetings with local businesses, focusing on teamwork and reporting procedures. Enroll these businesses in the Business Alert Program.
- Continue Business Alert Program. Prepare periodic press releases to advertise the program to citizens and businesses for increased participation. Prepare Alert e-mails weekly with varying topics relating to current events and seasonal crime.
- Expand and develop the Youth Services Program, including defining the responsibilities and duties of the new Youth Services Officer.
- Analyze the duties and responsibilities of the School Resource Officers (SRO) and DARE Officers. Look into the feasibility of making the DARE Officers more responsible for SRO type of activities in Middle Schools.

- Continue to give timely and worthwhile training to our Officers, while keeping them within POST required training compliance minimums.
- Continue to move forward with the implementation of the Department’s Intranet system.

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 RV 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 2007-08 Goals and Achievements

- Goal: Focus on safety in high volume traffic areas such as schools, business districts, and through streets by employing targeted enforcement efforts. **Achievement: Conducted 215 Directed Enforcement Details in identified problem areas resulting in 432 traffic citations, 160 Traffic Warning Cards, 24 parking citations, 12 towed vehicles, and five arrests.**
- Goal: Continue to aggressively enforce the abandoned and nuisance vehicle statutes. **Achievement: Issued 1,430 citations for parking violations since July 1, 2007. Handled 1,015**

abandoned vehicle complaints compared to 446 in 2006, a 227% increase.

- Goal: Further develop traffic safety and education programs for teen drivers and elementary school aged pedestrians through use of STTOP Programs. **Achievement: Completed development of the STTOP Program and took delivery of the STTOP Trailer. Displayed the STTOP Trailer at local high schools and other events.**
- Goal: Increase enforcement of off-road violations. **Achievement: Authorized additional off-road details. Conducted three details resulting in nine citations.**
- Goal: Improve the effectiveness of enforcement of those assigned to the Traffic Unit. **Achievement: Implemented goal oriented enforcement tactics directed at citizen complaints and known problem areas. Worked numerous Team Enforcement Details and began tracking each Officer's uncommitted time while on duty in the field.**
- Goal: Conduct two sobriety checkpoints. **Achievement: Conducted one DUI Checkpoint in July 2007, one in September 2007, and two in December 2007. The Department was awarded an Office of Traffic Safety (OTS) DUI Checkpoint Grant.**
- Further develop traffic and bicycle safety education programs for teen drivers and elementary/middle school students through the use of the STTOP Program and presentations in conjunction with the Youth Services Unit.
- Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur.
- Conduct two sobriety checkpoints.
- Obtain an Office of Traffic Safety (OTS) Seatbelt Enforcement Grant and Drivers under the Influence (DUI) Checkpoint Grant for FY 2008-09 as they become available.

FY 2008-09 Goals

- Continue to monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations, and take enforcement action as appropriate.
- Continue to aggressively enforce the abandoned and nuisance vehicle statutes.

POLICE DEPARTMENT

	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$12,486,879	\$14,590,700	\$13,694,500	\$896,200	\$14,116,500
41020 Temporary Salaries	120,487	100,500	116,000	(15,500)	100,500
41040 Overtime	3,198,252	2,901,000	3,266,900	(365,900)	2,899,000
41200 Deferred Compensation - 401k	257,703	276,600	280,700	(4,100)	266,100
41210 Deferred Compensation - 457	2,870	6,500	6,800	(300)	12,800
41300 Vision Care	43,072	45,500	48,200	(2,700)	44,200
41350 Disability	122,255	125,100	129,300	(4,200)	137,900
41400 Group Ins/Health	2,222,444	2,422,600	2,394,000	28,600	2,429,800
41450 Life Insurance	49,649	52,700	52,100	600	51,000
41500 Group Ins/Dental	218,013	246,500	246,500	0	246,100
41550 Section 125 Admin	152	0	0	0	0
41600 Retirement/PERS	3,970,360	4,432,800	4,407,600	25,200	4,457,500
41650 Medicare	182,280	199,400	199,700	(300)	200,600
41660 FICA	5,091	5,900	3,900	2,000	0
41700 Workers' Compensation	1,966,500	2,055,000	2,055,000	0	1,572,100
41800 Leave Accrual	459,410	0	0	0	0
41900 Salary Savings	0	(552,100)	MET	(552,100)	(578,800)
Subtotal - Personnel	<u>25,305,417</u>	<u>26,908,700</u>	<u>26,901,200</u>	<u>7,500</u>	<u>25,955,300</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	20,573	27,400	26,900	500	25,000
42200 Computer (Non-Capital)	23,000	15,500	15,500	0	9,000
42230 Office Supplies	33,509	40,000	39,300	700	36,800
42310 Rentals	16,001	19,500	18,500	1,000	18,500
42410 Uniform/Clothing Supply	237,238	263,700	258,900	4,800	264,400

POLICE DEPARTMENT (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42420 Special Departmental Expense	\$5,000	\$5,000	\$5,000	\$0	\$5,000
42440 Memberships & Dues	4,843	5,500	5,400	100	5,200
42450 Subscriptions & Books	2,829	3,700	3,400	300	2,700
42500 Fuel and Lubricants	263,527	266,400	310,000	(43,600)	388,500
42550 Small Tools/Equipment	859	1,100	1,100	0	0
42560 Operating Supplies	335,313	278,900	272,300	6,600	284,400
42790 Mileage	1,439	1,500	800	700	1,000
42780 Investigations	8,027	6,500	4,000	2,500	5,000
42770 Recruitment	44,811	40,800	40,800	0	31,300
42760 POST Training	77,172	83,000	83,000	0	83,000
42730 Training	27,497	50,000	46,600	3,400	30,600
42720 Travel, Conf, Meetings	18,644	15,500	16,200	(700)	18,200
Subtotal - Supplies/Materials	<u>1,120,282</u>	<u>1,124,000</u>	<u>1,147,700</u>	<u>(23,700)</u>	<u>1,208,600</u>
<u>SERVICES</u>					
44010 Professional/Special Services	185,013	235,000	169,700	65,300	206,700
44310 Maintenance of Equipment	357,728	378,700	381,000	(2,300)	372,900
44360 Vehicle Refurbishment	2,540	2,000	2,000	0	0
44490 Other Contract Services	0	0	0	0	50,000
Subtotal - Services	<u>545,281</u>	<u>615,700</u>	<u>552,700</u>	<u>63,000</u>	<u>629,600</u>
Subtotal - Current Expenses	\$1,665,563	\$1,739,700	\$1,700,400	\$39,300	\$1,838,200

POLICE DEPARTMENT (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>CAPITAL OUTLAY</u>					
47028 Computers (Capital)	\$0	\$0	\$0	\$0	\$13,200
47020 Furnishings & Equipment	65,240	0	0	0	0
47030 Vehicles	43,673	0	0	0	3,700
Subtotal - Capital Outlay	108,913	0	0	0	16,900
 Total	<u>\$27,079,893</u>	<u>\$28,648,400</u>	<u>\$28,601,600</u>	<u>\$46,800</u>	<u>\$27,810,400</u>

**POLICE DEPARTMENT
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Administration:</u>			
Chief of Police	1.0	1.0	1.0
Captain	3.0	3.0	3.0
Deputy Director/Police Administration	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
SUBTOTAL	8.0	8.0	8.0
<u>Dispatch:</u>			
Communications Manager	1.0	1.0	1.0
Police Dispatcher/Dispatcher Trainee	9.0	9.0	9.0
Senior Police Dispatcher	4.0	4.0	4.0
SUBTOTAL	14.0	14.0	14.0
<u>Patrol:</u>			
Lieutenant	4.0	4.0	4.0
Sergeant	8.0	8.0	8.0
Senior Police Officer	9.0	9.0	9.0
Police Officer	45.0	44.0	44.0
Police Services Assistant	4.0	0.0	0.0
SUBTOTAL	70.0	65.0	65.0

Does not include two authorized Dispatch overfill positions.
 Does not include eight authorized Police Officer overfill positions.
 Does not include one authorized Sergeant overfill position.

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Special Operations Unit</u>			
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	8.0	6.0
	<hr/>		
SUBTOTAL	15.0	16.0	14.0
<u>Detectives:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	12.0	12.0	12.0
Crime Scene Investigator	1.0	2.0	2.0
Police Service Assistant	1.0	1.0	1.0
Court Liaison	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Victim Advocate	0.5	0.5	0.5
Crime Scene Investigator Trainee	1.0	0.0	0.0
	<hr/>		
SUBTOTAL	20.5	20.5	20.5
<u>Records:</u>			
Police Records Manager	1.0	1.0	1.0
Police Records Technician I/II	8.0	8.0	7.0
Senior Police Records Technician	1.0	1.0	2.0
	<hr/>		
SUBTOTAL	10.0	10.0	10.0

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Auxiliary Services:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Police Officer	4.0	4.0	7.0
Administrative Aide	2.0	2.0	1.0
Property Officer	0.0	0.0	1.0
Property Technician	2.0	2.0	2.0
Community Services Specialist	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
SUBTOTAL	14.0	14.0	17.0
<u>Crime Analysis:</u>			
Police Information and Analysis Manager	0.0	0.0	1.0
Senior Crime Analyst	1.0	1.0	0.0
Crime Analyst	1.0	1.0	1.0
Police Records Technician I/II	3.0	3.0	3.0
Senior Police Records Technician	1.0	1.0	1.0
SUBTOTAL	6.0	6.0	6.0
<u>Traffic:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Senior Police Officer	1.0	1.0	1.0
Police Officer	9.0	9.0	8.0
Police Service Assistant	4.0	8.0	8.0
Community Services Specialist	1.0	1.0	1.0
Secretary	0.5	0.5	0.5
SUBTOTAL	18.5	22.5	21.5

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

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Fiscal Services</u>			
Senior Management Analyst	1.0	1.0	1.0
Accounting Technician	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0
Community Services Specialist	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
SUBTOTAL	7.0	7.0	7.0
<u>Maintenance</u>			
Police Maintenance Supervisor	1.0	1.0	1.0
Senior Police Maintenance Technician	1.0	1.0	1.0
Police Maintenance Technician	1.0	1.0	1.0
SUBTOTAL	3.0	3.0	3.0
TOTAL - REGULAR POSITIONS	186.0	186.0	186.0
TOTAL SWORN	120.0	120.0	120.0
TOTAL NON SWORN	66.0	66.0	66.0
<u>TEMPORARY POSITIONS</u>			
Work Experience/Custodial	0.5	0.5	0.5
Work Experience/Clerical	0.5	0.5	0.5
Temporary Dispatcher	5.0	5.0	5.0
Reserve Officer	30.0	30.0	10.0
TOTAL - TEMPORARY POSITIONS	36.0	36.0	16.0
TOTAL - POLICE DEPARTMENT POSITIONS	222.0	222.0	202.0

*Police Department
Emergency Services*

POLICE DEPARTMENT EMERGENCY SERVICES

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

FY 2007-08 Goals and Achievements

- Goal: Ensure City compliance with all aspects of the National Incident Management System (NIMS). **Achievement: Conducted NIMS, SEMS, and ICS training with City EOC and field level staff.**
- Goal: Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained. **Achievement: Maintained formal relations through meetings and exercises.**
- Goal: Implement all aspects of the Community Emergency Response Team program. **Achievement: Implemented the Community Emergency Response Team program. Three basic academies were conducted, and the Disaster Service Worker Team was fully operational. The Team was activated for the Magic Fire, the Presidential debate held at the Reagan Library, and a winter storm sandbagging detail.**
- Goal: Provide community education programs to ensure that residents, businesses and schools are prepared for disasters. **Achievement: Conducted education programs through public presentations and the Emergency Preparedness Expo.**
- 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 exercises to test all EOC systems. Conducted three communications exercises.**
- Goal: Maintain the readiness of the City Emergency Operations Center and Alternate Emergency Operations Center. **Achievement: The facility and equipment were exercised, evaluated, and maintained.**
- Goal: Maintain the readiness of the City Emergency Operations Center staff. **Achievement: Conducted various training sessions with EOC staff.**
- Goal: Continue training City employees in CPR/First Aid. **Achievement: Trained over 200 City employees in CPR/First Aid.**
- Goal: Continue to coordinate public safety participation in the City's annual Emergency Expo. **Achievement: Coordinated the City's annual Emergency Expo. Over 20,000 residents attended the event, which provided safety and preparedness information.**
- Goal: Review emergency plans and coordinate revisions, as necessary. **Achievement: Reviewed and contributed to the development of the Senior Center Emergency Plan, the Ventura County Nuclear Explosion Response Plan, and the Ventura County Pandemic Plan. Reviewed the National Response Framework and provided comments through the International Association of Emergency Managers. Continued the development of the City's Pandemic Response Plan.**
- Goal: Continue to manage the operations of the City's Travelers Information Service A.M. radio station. **Achievement: Installed a new antenna to improve broadcast quality.**

Other Accomplishments

- Coordinated the Emergency Management Assistance (EMPG) grant program. Applied for \$16,000 in Federal Emergency Management Agency Grant funds. Since 1987, over \$372,000 has been awarded to the City.
- Replaced the Disaster Supplies Cache at Royal High School.
- Updated the Emergency Services webpage as part of the City's webpage upgrade.
- Participated in the Ventura County Public Health Pandemic Influenza Planning Committee.
- Participated in the Ventura County Office of Emergency Services Strategic Planning Steering Committee.
- Conducted Amber Alert training for Disaster Service Worker staff.
- Relocated the Amber Alert/Public Hotline System from the EOC to a dedicated room in the Police Building.
- Participated on the countywide planning committee for the care and shelter of disabled persons and the elderly.
- Participated in the Ventura County Public Health medical surge exercise at the Camarillo Airport. The Mass Casualty Trailer and the Disaster Service Worker Team were deployed.
- Participated in the East County Drive-Up Mass Prophylaxis Exercise coordinated by the Ventura County Public Health Department.
- Completed Department of Homeland Security grant request applications.

- Participated on the General Plan update team.
- Activated the EOC and provided coordination during the "Magic Fire" incident.
- Participated in the Ventura County Public Information Officers group where the development of a countywide Joint Information System was initiated.

FY 2008-09 Goals

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

- Review emergency plans and coordinate revisions, as necessary.
- Continue to manage the operations of the City's Travelers Information Service A.M. radio station.

POLICE DEPARTMENT
EMERGENCY SERVICES

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$150,402	\$159,800	\$159,900	(\$100)	\$159,000
41200 Deferred Compensation - 401k	9,263	9,900	9,900	0	9,900
41300 Vision Care	465	500	500	0	500
41350 Disability	1,657	1,900	1,900	0	1,900
41400 Group Ins/Health	28,620	30,300	29,400	900	31,200
41450 Life Insurance	586	600	600	0	600
41500 Group Ins/Dental	1,292	1,500	1,500	0	1,700
41600 Retirement (PERS)	31,048	32,200	32,500	(300)	32,800
41650 Medicare	2,263	2,300	2,600	(300)	2,300
41700 Workers' Compensation	4,800	6,200	6,200	0	6,000
41800 Leave Accrual	5,297	0	0	0	0
Subtotal - Personnel	235,693	245,200	245,000	200	245,900
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	3,959	6,400	6,400	0	6,400
42230 Office Supplies	424	400	400	0	400
42235 Furn & Equip (Non-Capital)	0	3,000	2,500	500	3,200
42440 Memberships & Dues	100	100	200	(100)	100
42560 Operating Supplies	10,842	9,400	9,300	100	9,400
42790 Mileage	291	1,000	800	200	800
42730 Training	7,760	5,000	5,000	0	4,000

POLICE DEPARTMENT
EMERGENCY SERVICES (CONT'D)

	ACTUAL 2006-07	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42720 Travel, Conf, Meetings	\$1,604	\$2,800	\$2,600	\$200	\$1,100
Subtotal - Supplies/Materials	24,980	28,100	27,200	900	25,400
<u>SERVICES</u>					
44310 Maintenance of Equipment	2,500.00	2,700	2,600	100.00	2,800
Subtotal - Services	2,500	2,700	2,600	100	2,800
Subtotal - Current Expenses	27,480	30,800	29,800	1,000	28,200
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	0	10,700	10,700	0	0
Subtotal - Capital Outlay	0	10,700	10,700	0	0
Total	\$263,173	\$286,700	\$285,500	\$1,200	\$274,100

**POLICE DEPARTMENT
EMERGENCY SERVICES PROGRAM
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
Emergency Services Coordinator	1.0	1.0	1.0
Community Services Specialist	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0

*Police Department
Special Problems Section*

POLICE DEPARTMENT SPECIAL PROBLEMS SECTION

The Special Problems Section (SPS) is funded by a State grant and a contribution from the City's General Fund. The State Citizens' Option for Public Safety Program awarded the City a total of \$238,300 in FY2007-08. It is unknown whether State Funding will continue in future years, but in the interim, the State is anticipating funding to stay at the same level for FY2008-09.

FY 2007-08 Goals and Achievements

- Goal: Continue the close working relationship with Juvenile Probation and conduct several probation sweeps per month, targeting gang members and at-risk youth. **Achievement: Continued to sponsor regular meetings for probation and all East County Gang Officers. Participated with Juvenile Probation in exercising the search terms of several juvenile probationers during the Department's Operation Safer Streets Program.**
- Goal: Monitor and track known gang members, local taggers, newly developing 'crews,' and those youth that are at risk of entering that lifestyle. **Achievement: Continued to document new gang members and taggers. Had numerous successes with arresting taggers, while there have been few gang related incidents.**
- Goal: Develop new strategies and techniques for addressing and reducing gang, tagger, and special problems. **Achievement: Developed strategies and techniques for addressing and reducing gang and tagger problems, which resulted in numerous arrests. The Community Gang Task Force is also pursuing new strategies for the long-term reduction of gangs in the City.**
- Goal: Develop the School Resource Officers to work more closely with the Gang Officers and to provide more intervention strategies for at-risk youth. **Achievement: Transferred the School Resource Officers to the new Youths Services Section**

in the Auxiliary Services Unit, which will be able to address at-risk youth issues.

- Goal: Continue to respond to and abate complaints regarding trespassing by the homeless. **Achievement: Addressed complaints as they occurred.**

FY 2008-09 Goals

- Continue the close working relationship with Juvenile Probation and conduct several probation sweeps per month, targeting gang members and at-risk youth.
- Monitor and track known gang members, local taggers, newly developing 'crews,' and those youth that are at risk of entering that lifestyle.
- Continue to aggressively investigate and enforce gang, tagger, and special problems.
- Continue to respond to and abate complaints regarding trespassing by the homeless.
- Continue to enhance the Technical Services Team and make it a more viable resource for the entire Department.

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION

	ACTUAL 2006-07	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
BEGINNING FUND BALANCE	(\$5,856)	\$2,361	\$2,361	\$0	(\$177,939)
<u>REVENUES</u>					
39100 Transfer from General Fund	455,863	506,800	506,800	0	829,100
36002 State Grant	238,835	238,300	238,300	0	239,500
34001 Interest	1,369	0	2,200	2,200	2,000
Total - Revenues	696,067	745,100	747,300	2,200	1,070,600
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	295,308	425,500	400,000	25,500	426,300
41040 Overtime	120,956	126,300	130,000	(3,700)	120,000
41300 Vision	901	1,200	1,200	0	1,200
41350 Disability	3,424	4,700	4,700	0	5,000
41400 Group Ins/Health	42,732	44,600	46,000	(1,400)	54,500
41450 Life Insurance	1,181	1,600	1,600	0	1,600
41500 Group Ins/Dental	5,522	7,500	7,500	0	8,000
41600 Retirement/PERS	110,271	147,900	140,000	7,900	152,400
41650 Medicare	6,205	6,200	6,500	(300)	6,200
41700 Workers' Compensation	71,300	75,800	75,800	0	58,200
41800 Payroll Accruals	8,654	41,500	51,600	(10,100)	21,600
41200 Deferred Compensation - 401k	4,714	6,000	6,000	0	6,000
Subtotal - Personnel	\$671,168	\$888,800	\$870,900	\$17,900	\$861,000

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$536	\$500	\$500	\$0	\$300
42230 Office Supplies	574	500	500	0	0
42410 Uniform/Clothing Supply	7,910	9,300	9,300	0	8,800
42440 Memberships & Dues	0	600	600	0	300
42450 Subscriptions & Books	0	400	400	0	100
42560 Operating Supplies	4,261	7,000	7,000	0	0
42730 Training	164	1,900	0	1,900	200
42720 Travel, Conferences, Meetings	237	3,800	4,900	(1,100)	3,000
Subtotal - Supplies/Materials	13,682	24,000	23,200	800	12,700
<u>SERVICES</u>					
44310 Equipment Maintenance	0	2,600	1,500	1,100	0
49297 Transfer to Retiree Medical	3,000	13,700	13,700	0	3,600
49651 Vehicle Replacement Reserve	0	18,300	18,300	0	15,300
Subtotal - Services	3,000	34,600	33,500	1,100	18,900
Subtotal - Current Expenses	16,682	58,600	56,700	1,900	31,600
Total - Expenditures	687,850	947,400	927,600	19,800	892,600
ENDING FUND BALANCE	\$2,361	(\$199,939)	(\$177,939)	\$22,000	\$61

**POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
Sergeant	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0
TOTAL	5.0	5.0	5.0

Non-Departmental

NON-DEPARTMENTAL

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

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

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

NON-DEPARTMENTAL

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL</u>					
----- Management & POA COLA Incr.	\$0	\$0	\$0	\$0	\$1,820,000
41800 Leave Accrual	0	1,120,200	1,066,800	53,400	1,131,600
Subtotal - Personnel	0	1,120,200	1,066,800	53,400	2,951,600
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	700,753	680,000	680,000	0	680,000
42130 Postage	77,790	82,000	81,700	300	83,600
42150 Communications	575,579	765,500	732,300	33,200	674,400
42230 Office Supplies	9,936	22,600	21,900	700	21,000
42235 Furn & Equip (Non-Capital)	22,084	38,300	38,300	0	22,700
42300 Copiers	137,488	171,800	158,900	12,900	154,600
42310 Rentals	4,009	3,200	3,200	0	0
42440 Memberships and Dues	62,700	83,400	78,100	5,300	77,600
42560 Operating Supplies	65,429	75,000	75,000	0	75,000
42545 Trip Reduction Program	5,765	6,000	6,800	(800)	7,000
Subtotal - Supplies/Materials	1,661,533	1,927,800	1,876,200	51,600	1,795,900
<u>SERVICES</u>					
44010 Professional/Special Services	108,566	115,400	108,000	7,400	109,600
44015 County Property Tax Collection F	0	138,600	281,800	(143,200)	294,700
44310 Maintenance of Equipment	8,272	9,400	9,200	200	9,200
44490 Other Contract Services	43,822	45,000	45,000	0	0
44590 Insurance Charges	752,400	728,700	728,700	0	721,900
Subtotal - Services	913,060	1,037,100	1,172,700	(135,600)	1,135,400
Subtotal - Current Expenses	\$2,574,593	\$2,964,900	\$3,048,900	(\$84,000)	\$2,931,300

NON-DEPARTMENTAL

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	\$44,046	\$58,600	\$58,600	\$0	\$0
48500 Maintenance Contracts	(44,046)	0	0	0	0
Subtotal - Capital Outlay	0	58,600	58,600	0	0
 Total	 <u>\$2,574,593</u>	 <u>\$4,143,700</u>	 <u>\$4,174,300</u>	 <u>(\$30,600)</u>	 <u>\$5,882,900</u>

Internal Service Funds

LIABILITY INSURANCE FUND

The Liability Insurance Fund was created in Fiscal Year 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 at least \$3.5 million for contingencies.

LIABILITY INSURANCE FUND

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>REVENUES</u>					
37111 Premiums/General Fund	\$752,400	\$728,700	\$728,700	\$0	\$721,900
37112 Premiums/CDA	46,600	40,000	40,000	0	43,800
37114 Premiums/Lighting Maintenance	133,900	126,400	126,400	0	130,600
37115 Premiums/Sanitation	190,500	170,000	170,000	0	163,400
37116 Premiums/Transit	130,800	131,700	131,700	0	138,500
37117 Premiums/Waterworks	88,800	75,200	75,200	0	89,900
34001 Interest on Investments	211,118	115,000	227,700	112,700	188,800
Total Revenues	1,554,118	1,387,000	1,499,700	112,700	1,476,900
<u>EXPENDITURES</u>					
43010 Liability Insurance Premiums	312,600	319,000	295,000	24,000	308,500
43040 Property Insurance Premiums	95,130	147,000	115,000	32,000	117,000
43170 Unemployment Claims	30,097	45,000	45,000	0	45,000
43200 Claims & Legal Reserves	178,886	585,000	520,000	65,000	626,500
44590 Other Insurance Services	3,540	3,700	1,500	2,200	3,700
46100 Reimbursement to General Fund	272,000	290,400	290,400	0	306,700
46100 Reimbursement to General Fund - Supplement	600,000	1,011,600	1,011,600	0	0
49648 Transfer to Computer Equip Replacement	1,300	1,900	1,900	0	4,100
Total Expenditures	1,493,553	2,403,600	2,280,400	123,200	1,411,500
Beginning Balance (Excluding General Fund Advance)	2,795,663	2,856,228	2,856,228	0	2,075,528
Excess (Deficit) of Revenue Over (Under) Expenditures	60,565	(1,016,600)	(780,700)	235,900	65,400
Ending Balance (Excluding General Fund Advance)	2,856,228	1,839,628	2,075,528	235,900	2,140,928
Advance Balance From the General Fund	\$2,334,000	\$2,334,000	\$2,334,000	\$0	\$2,334,000
Ending Balance (Including General Fund Advance)	5,190,228	4,173,628	4,409,528	235,900	4,474,928
Reserve Requirement per Actuarial Analysis	967,159	1,154,594	1,154,594	0	1,401,500
Excess (Deficit) of Ending Balance to Actuarial Reserve Requirement	\$4,223,069	\$3,019,034	\$3,254,934	\$235,900	\$3,073,428

WORKERS' COMPENSATION INSURANCE FUND

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

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

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

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

WORKERS' COMPENSATION INSURANCE FUND

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>REVENUES</u>					
37110 Premiums/CDA Housing	\$16,200	\$17,000	\$18,100	\$1,100	\$20,100
37111 Premiums/General Fund	2,983,300	3,086,600	3,086,600	0	2,383,400
37112 Premiums/CDA Admin	9,400	10,000	10,000	0	11,100
37115 Premiums/Sanitation	345,600	366,900	366,900	0	313,700
37116 Premiums/Transit	137,100	150,400	150,400	0	107,500
37117 Premiums/Waterworks	162,100	152,000	152,000	0	145,500
37118 Premiums/Sup. Law Enforcement	71,300	75,800	75,800	0	58,200
37119 Premiums/Workers' Compensation	4,500	4,700	4,700	0	5,900
34001 Interest on Investments	488,914	175,000	531,600	356,600	518,700
Total Revenues	<u>4,218,414</u>	<u>4,038,400</u>	<u>4,396,100</u>	<u>357,700</u>	<u>3,564,100</u>
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	183,551	203,100	177,700	25,400	212,600
41040 Overtime	1,562	500	0	500	0
41300 Vision Care	713	700	700	0	700
41350 Disability	1,734	2,000	1,700	300	2,500
41400 Group Ins/Health	25,210	32,200	32,300	(100)	41,300
41450 Life Insurance	799	900	900	0	1,000
41500 Group Ins/Dental	2,385	2,800	1,600	1,200	2,000
41600 Retirement/PERS	37,074	40,700	36,100	4,600	43,900
41650 Medicare	2,811	3,000	2,900	100	3,100

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL (CONT'D)</u>					
41700 Workers' Compensation	\$4,500	\$4,700	\$4,700	\$0	\$5,900
41800 Payroll Accruals	22,635	14,500	12,400	2,100	9,200
41200 Deferred Compensation - 401k	9,344	10,700	13,600	(2,900)	14,800
41210 Deferred Compensation - 457	120	100	0	100	0
Subtotal - Personnel	<u>292,438</u>	<u>315,900</u>	<u>284,600</u>	<u>31,300</u>	<u>337,000</u>
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42230 Office Supplies	1,931	2,000	2,000	0	2,000
42310 Rentals	1,925	2,100	1,900	200	2,100
42440 Memberships and Dues	75	500	100	400	600
42450 Subscriptions and Books	2,786	3,100	400	2,700	2,200
42790 Mileage	834	1,200	900	300	1,000
42730 Training	1,390	1,200	1,300	(100)	1,200
42720 Travel, Conferences, Meetings	522	1,000	1,200	(200)	1,200
Subtotal - Supplies/Materials	<u>9,463</u>	<u>11,100</u>	<u>7,800</u>	<u>3,300</u>	<u>10,300</u>
<u>CURRENT EXPENSES - SERVICES/REIMBURSEMENTS/TRANSFERS</u>					
43070 Workers' Comp. Insurance Premiums	199,434	250,000	250,000	0	225,000
43200 Claims & Legal Reserves	1,062,654	2,177,300	1,777,700	399,600	2,891,000
44010 Professional and Special Services	49,611	65,000	65,000	0	65,000
44540 Loss Control/Safety Consultant Services	3,842	5,000	2,300	2,700	3,500
44590 Other Insurance Services	2,500	3,200	3,300	(100)	2,800
46100 Reimbursement to General Fund	137,800	1,100,800	1,100,800	0	202,400

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

	ACTUAL 2006-07	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
<i>CURRENT EXPENSES - SERVICES/REIMBURSEMENTS/TRANSFERS (CONT'D)</i>					
49297 Transfer to Retiree Medical	\$1,400	\$0	\$0	\$0	\$0
49648 Transfer to Computer Equipment Replacement	2,500	1,900	1,900	0	2,000
Subtotal - Services	1,459,741	3,603,200	3,201,000	402,200	3,391,700
Subtotal - Current Expenses	1,469,204	3,614,300	3,208,800	405,500	3,402,000
Total Expenditures	1,761,642	3,930,200	3,493,400	436,800	3,739,000
Beginning Balance (Excluding General Fund Advance)	6,087,650	8,544,422	8,544,422	0	9,447,122
Excess (Deficit) of Revenue Over (Under) Expenditures	2,456,772	108,200	902,700	794,500	(174,900)
Ending Balance (Excluding General Fund Advance)	<u>\$8,544,422</u>	<u>\$8,652,622</u>	<u>\$9,447,122</u>	<u>\$794,500</u>	<u>\$9,272,222</u>
Advance Balance From the General Fund	2,334,000	2,334,000	2,334,000	0	2,334,000
Ending Balance (Including General Fund Advance)	10,878,422	10,986,622	11,781,122	794,500	11,606,222
Reserve Requirement per Actuarial Analysis	9,239,155	9,125,167	9,125,167	0	9,354,615
Excess (Deficit) of Ending Balance to Actuarial Reserve Requirement	\$1,639,267	\$1,861,455	\$2,655,955	\$794,500	\$2,251,607

WORKERS' COMPENSATION INSURANCE FUND
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
Workers' Compensation Manager	1.0	1.0	1.0
Administrative Aide	1.0	2.0	2.0
Account Clerk I/II	1.0	0.0	0.0
TOTAL REGULAR POSITIONS	3.0	3.0	3.0

*Community
Development Agency*

COMMUNITY DEVELOPMENT AGENCY

The Simi Valley Community Development Agency (CDA) is primarily responsible for managing the redevelopment project areas created by the City Council, increasing the supply of affordable housing units in Simi Valley, and for carrying out the City's economic development programs. These functions are accomplished through the Administrative Fund and the Housing Administration Fund.

ADMINISTRATIVE FUND

During FY 2007-08, the Agency worked towards increasing commercial and industrial employment opportunities in Simi Valley. Agency activities in the Administrative Fund included the following:

FY 2007-08 Goals and Achievements

- Increase participation in the Los Angeles Avenue Facade Renovation Program, through marketing and direct contact with key property owners, and fund eight (8) new projects. **Achievement: Increased participation in the Los Angeles Avenue Facade Renovation Program by working with eight Los Angeles Avenue Facade Renovation participants through the permit and construction phase of their projects. Held meetings with five new applicants and assisted in preparing their scopes of work.**
- Increase shopper usage of the Shop Simi Valley First website and increase participation in the program by Simi Valley businesses. **Achievement: In coordination with the Small Business Advisory Committee, worked with a marketing consultant to rejuvenate the Shop Simi Valley First campaign website and program, including conducting a community survey and reviewing options for a new marketing campaign and beginning a marketing campaign during FY 2007-08. During the first eight months of the fiscal year, visits to the ShopSimiValleyFirst.com website increased by 13% over the previous year, with over 56,000 visits.**

- Provide budgetary assistance to the Department of Public Works for various capital improvement projects located within the Agency's Merged Project area. **Achievement: Funded the relocation of mature palm trees on Agency-owned property to enhance the streetscape of Alamo Street, within the project area. Funded building enhancements at the Cultural Arts Center, which is located within the project area.**

Other Accomplishments

- Completed the annual Loan Agreement between the City, the Simi Valley Lighting Maintenance District, and the Agency for FY 2007-08.
- Administered one previously-approved Tapo Street Façade Renovation Program grant and worked with four new applicants interested in pursuing new applications.
- Coordinated preparation and completion of the Agency's Statement of Indebtedness.
- Coordinated a study to determine the feasibility of developing a five-star hotel at the former sheriff substation on Madera Road. The hotel concept would coordinate with the Ronald Reagan Presidential Library and Museum to accommodate visitors and guests of the facility.
- Completed the Agency's Annual Report for FY 2006-07 and transmitted it to the State Controller's Office.

FY 2008-09 Goals

- Enact a new marketing campaign for the Shop Simi Valley First program.
- Increase participation in the Tapo Street and Los Angeles Avenue Façade Renovation Programs, and work with at least ten property owners to fully participate in the programs.

- Increase community participation with the Simi Valley Prospector website.

The Agency will continue to provide funding contributions to staffing in the Departments of Administrative Services and Public Works and the City Manager's Office.

HOUSING ADMINISTRATION FUND

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

COMMUNITY DEVELOPMENT AGENCY

ADMINISTRATIVE FUND

	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>
<u>REVENUES</u>					
39205 Transfer from Tax Increment	\$1,288,447	\$1,531,200	\$1,347,100	(\$184,100)	\$2,025,600
Total - Revenues	<u>1,288,447</u>	<u>1,531,200</u>	<u>1,347,100</u>	<u>(184,100)</u>	<u>2,025,600</u>
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	355,847	412,600	307,100	105,500	399,500
41030 Boards & Commissions	2,880	3,600	2,900	700	3,600
41300 Vision Care	673	700	500	200	800
41350 Disability	4,152	4,800	3,600	1,200	4,700
41400 Group Ins/Health	38,679	46,700	24,200	22,500	34,200
41450 Life Insurance	1,061	1,200	900	300	1,200
41500 Group Ins/Dental	1,649	2,300	1,200	1,100	2,500
41550 Section 125 Admin	84	0	100	(100)	100
41600 Retirement/PERS	71,853	82,500	61,000	21,500	82,400
41610 Retirement/PARS	8,923	13,700	9,300	4,400	9,800
41650 Medicare	5,187	6,000	4,700	1,300	5,900
41700 Workers' Compensation	9,400	10,000	10,000	0	11,100
41800 Payroll Accruals	8,938	15,300	7,300	8,000	18,800
41200 Deferred Compensation - 401k	13,637	16,000	11,800	4,200	15,600
Subtotal - Personnel	<u>\$522,963</u>	<u>\$615,400</u>	<u>\$444,600</u>	<u>\$170,800</u>	<u>\$590,200</u>

COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND (CONT'D)

	ACTUAL 2006-07	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	\$0	\$2,500	\$1,000	\$1,500	\$2,500
42440 Memberships & Dues	10,840	13,900	13,600	300	14,400
42450 Subscriptions & Books	375	600	500	100	1,100
42790 Mileage	2,804	4,800	3,000	1,800	4,800
42720 Travel, Conf, Meetings	6,823	13,800	10,800	3,000	14,400
Subtotal - Supplies/Materials	<u>20,842</u>	<u>35,600</u>	<u>28,900</u>	<u>6,700</u>	<u>37,200</u>
<u>SERVICES/REIMBURSEMENTS/TRANSFERS</u>					
44010 Professional/Special Services	177,143	275,800	269,200	6,600	302,400
44590 Insurance Charges	46,600	40,000	40,000	0	43,800
46100 Reimbursement to General Fund	499,800	541,100	541,100	0	1,022,400
49648 Transfer to Computer Equip	3,000	3,900	3,900	0	8,100
49649 Transfer to GIS	15,600	13,900	13,900	0	16,000
49656 Transfer to FIS	2,500	5,500	5,500	0	5,500
Subtotal - Services	<u>744,643</u>	<u>880,200</u>	<u>873,600</u>	<u>6,600</u>	<u>1,398,200</u>
Subtotal - Current Expenses	765,485	915,800	902,500	13,300	1,435,400
Total - Expenditures	<u>\$1,288,448</u>	<u>\$1,531,200</u>	<u>\$1,347,100</u>	<u>\$184,100</u>	<u>\$2,025,600</u>

**COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
Director of Economic Development/Assistant City Manager	1.0	1.0	1.0
Deputy City Manager	1.0	1.0	1.0
Administrative Officer	0.0	1.0	1.0
Senior Management Analyst	1.0	0.0	0.0
TOTAL	3.0	3.0	3.0

MERGED TAPO CANYON/WEST END TAX INCREMENT FUND

	ACTUAL 2006-07	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
BEGINNING DEBT TO GENERAL FUND (Note 1)	\$9,567,664	\$6,764,894	\$6,764,894	\$0	\$12,975,794
<u>REVENUES</u>					
31121 Gross Tax Increment	18,876,168	16,181,000	19,640,600	3,459,600	19,580,600
34001 Interest on Investments	260,741	65,000	229,400	164,400	203,000
34101 Rents and Leases	59,548	59,500	59,500	0	59,500
Total Revenues	19,196,457	16,305,500	19,929,500	3,624,000	19,843,100
<u>PASS THROUGH TO OTHER AGENCIES</u>					
31141 County of Ventura	(4,288,479)	(3,558,400)	(4,360,200)	(801,800)	(4,346,900)
31142 Rancho Simi Rec. & Park Dist.	(621,531)	(537,800)	(648,100)	(110,300)	(646,200)
31143 Simi Valley Unified School Dist.	(990,144)	(821,100)	(1,001,700)	(180,600)	(998,600)
31144 Ventura County Comm. Coll. Dist.	(258,035)	(196,600)	(265,100)	(68,500)	(264,300)
31145 Cemetery District	(7,699)	(6,700)	(8,100)	(1,400)	(8,000)
31146 Ventura County Schools	(41,882)	(14,000)	(49,100)	(35,100)	(49,000)
31147 Calleguas Water District	(1,531)	(700)	(2,000)	(1,300)	(2,000)
31148 Lighting Maintenance District	(5,170)	(2,400)	(5,900)	(3,500)	(5,900)
31149 City	(20,687)	(9,400)	(24,600)	(15,200)	(24,500)
Total Pass Thru Increment	(6,235,158)	(5,147,100)	(6,364,800)	(1,217,700)	(6,345,400)
Total Net Tax Increment to CDA	\$12,961,299	\$11,158,400	\$13,564,700	\$2,406,300	\$13,497,700

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

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>EXPENDITURES</u>					
42150 Communications	\$8,055	\$8,000	\$5,400	\$2,600	\$0
44010 Professional/Special Services	351	13,600	7,400	6,200	13,600
44015 County Tax Collection Fee	181,777	184,500	206,200	(21,700)	205,600
44160 Econ. Development Assistance	18,000	28,000	23,600	4,400	10,000
47020 Furnishings & Equipment	24,120	0	0	0	0
49200 Transfer to Administrative Fund	1,288,447	1,531,200	1,347,100	184,100	2,025,600
49201 Transfer to Housing Admin Fund	3,775,234	3,236,200	3,928,100	(691,900)	3,916,100
49500 Transfer to Debt Service	3,477,499	3,629,100	3,526,800	102,300	3,624,100
49600 Transfer to Streets and Roads	0	9,547,800	8,680,800	867,000	3,122,000
49262 Transfer to Development Agr.	0	100	100	0	0
49643 Transfer to Cultural Arts	0	100,000	100,000	0	0
49654 Transfer to Tapo Street Revit.	73,000	361,300	361,300	0	0
49662 Transfer to L A Ave Revit.	82,815	588,800	588,800	0	0
49655 Transfer to Building Improv.	313,193	6,500	0	6,500	35,000
49702 Transfer to Sanitation	0	1,000,000	1,000,000	0	0
49762 Transfer to Waterworks	206,000	0	0	0	0
Total Expenses	<u>9,448,491</u>	<u>20,235,100</u>	<u>19,775,600</u>	<u>459,500</u>	<u>12,952,000</u>
44710 Interest on Loans (Note 2)	710,038	423,900	718,100	(294,200)	772,500
Total Expenditures and Interest	10,158,529	20,659,000	20,493,700	165,300	13,724,500
ENDING DEBT TO GENERAL FUND	<u>\$6,764,894</u>	<u>\$15,841,594</u>	<u>\$12,975,794</u>	<u>\$2,571,600</u>	<u>\$12,430,094</u>

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

MADERA ROYALE TAX INCREMENT FUND

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
BEGINNING DEBT TO GENERAL FUND (Note 1)	\$152,792	\$129,506	\$129,506	\$0	\$92,506
<u>REVENUES</u>					
31121 Gross Tax Increment	69,072	66,600	99,400	32,800	80,500
34001 Interest on Investments	888	600	1,000	400	1,000
Total Revenues	69,960	67,200	100,400	33,200	81,500
<u>PASS THROUGH TO OTHER AGENCIES:</u>					
31141 County of Ventura	(17,697)	(17,100)	(25,500)	(8,400)	(20,600)
31142 Rancho Simi Rec. & Park Dist.	(2,335)	(2,200)	(3,400)	(1,200)	(2,700)
31143 Simi Valley Unified School Dist.	(3,454)	(3,300)	(5,000)	(1,700)	(4,000)
31144 Ventura County Comm. Coll. Dist	(1,691)	(1,600)	(2,400)	(800)	(2,000)
Total Pass Thru Increment	(25,177)	(24,200)	(36,300)	(12,100)	(29,300)
Total Net Increment to CDA	44,783	43,000	64,100	21,100	52,200
<u>EXPENDITURES</u>					
44015 County Tax Admin Fee	732	700	1,100	(400)	1,000
49201 Transfer to Housing Admin Fund	13,814	13,300	19,900	(6,600)	16,100
Total Expenses	14,546	14,000	21,000	(7,000)	17,100
Interest to General Fund (Note 2)	6,951	6,600	6,100	500	3,800
Total Expenditures and Interest	21,497	20,600	27,100	(6,500)	20,900
ENDING DEBT TO GENERAL FUND	\$129,506	\$107,106	\$92,506	\$14,600	\$61,206

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

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

COMMUNITY DEVELOPMENT AGENCY

HOUSING ADMINISTRATION FUND

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
BEGINNING BALANCE FOR HOUSING PROGRAMS	\$8,963,719	\$11,184,995	\$11,184,995	\$0	\$3,980,595
<u>REVENUES</u>					
34001 Interest on Investments	483,812	415,600	500,000	84,400	472,400
34301 Home Rehab. Prin. Repayments	32,803	32,100	17,200	(14,900)	33,000
34302 Home Rehabilitation Interest	3,980	7,000	1,200	(5,800)	8,200
34303 First Time Home Buyer Prin. Repay.	32,036	76,900	72,700	(4,200)	75,900
34304 First Time Home Buyer Interest/Equity	28,162	95,500	64,600	(30,900)	70,200
37101 Program Participation Fees	18,995	14,700	9,000	(5,700)	8,000
39206 Tran. from Tapo Canyon/West End	3,775,234	3,236,200	3,928,100	691,900	3,916,100
39208 Transfer from Madera Royale	13,814	13,300	19,900	6,600	16,100
Subtotal - Revenues	4,388,836	3,891,300	4,612,700	721,400	4,599,900
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	618,539	699,200	639,400	59,800	725,400
41300 Vision Care	1,901	2,000	1,900	100	2,000
41350 Disability	7,344	7,900	7,100	800	8,300
41400 Group Insurance/Health	85,288	94,100	91,900	2,200	99,900
41450 Life Insurance	2,516	2,600	2,400	200	2,600
41500 Group Insurance/Dental	4,947	6,600	6,100	500	6,700

COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<u>PERSONNEL (CONT'D)</u>					
41600 Retirement/PERS	\$127,377	\$141,300	\$129,100	\$12,200	\$149,100
41650 Medicare	7,920	8,700	8,600	100	10,500
41700 Workers' Compensation	16,200	17,000	18,100	(1,100)	20,100
41800 Payroll Accruals	19,099	35,000	36,600	(1,600)	20,200
41200 Deferred Compensation - 401k	36,795	39,500	35,600	3,900	39,500
41210 Deferred Compensation - 457	0	0	0	0	100
Subtotal - Personnel	<u>927,926</u>	<u>1,053,900</u>	<u>976,800</u>	<u>77,100</u>	<u>1,084,400</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	940	1,600	1,600	0	1,600
42235 Furnishings and Equip. (Non-Capital)	0	5,000	5,700	(700)	0
42420 Special Departmental Expense	50	100	100	0	100
42440 Memberships and Dues	970	1,100	1,000	100	1,600
42450 Subscriptions and Books	1,587	1,700	1,600	100	2,100
42460 Advertising	205	600	200	400	300
42560 Operating Supplies	168	500	100	400	500
42790 Mileage	477	800	800	0	600
42730 Training	4,763	4,800	4,800	0	5,200
42720 Travel, Conferences, Meetings	1,443	1,500	1,500	0	3,900
Subtotal - Supplies/Materials	<u>\$10,603</u>	<u>\$17,700</u>	<u>\$17,400</u>	<u>\$300</u>	<u>\$15,900</u>

COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)

	ACTUAL 2006-07	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
<u>SERVICES</u>					
44010 Professional/Special Services	\$40,629	\$55,300	\$56,000	(\$700)	\$95,300
44120 First Time Home Buyer Program (Loans)	414,189	1,050,700	1,003,400	47,300	1,000,700
44130 Home Rehabilitation Program	79,063	242,600	122,300	120,300	243,000
44140 Affordable/Sr. Housing Program	197,024	9,730,000	9,430,000	300,000	300,000
44150 Rental Assistance Program	126,134	329,400	(176,500)	505,900	373,600
44410 Maintenance of Buildings and Grounds	3,085	0	0	0	0
Subtotal - Services	<u>860,124</u>	<u>11,408,000</u>	<u>10,435,200</u>	<u>972,800</u>	<u>2,012,600</u>
<u>REIMBURSEMENTS AND TRANSFERS</u>					
45204 Reimb. from HOME Grant Fund	(9,479)	(13,000)	(8,700)	(4,300)	(13,000)
45290 Reimbursement from CDBG	(102,514)	(118,400)	(118,400)	0	(123,200)
46100 Reimbursement to General Fund	471,900	504,000	504,000	0	516,500
49297 Transfer to Retiree Medical Fund	5,800	6,500	6,500	0	6,200
49648 Transfer to Computer Replacement	3,200	4,300	4,300	0	8,100
Subtotal - Reimb./Transfers	<u>368,907</u>	<u>383,400</u>	<u>387,700</u>	<u>(4,300)</u>	<u>394,600</u>
Subtotal - Current Expenses	1,239,634	11,809,100	10,840,300	968,800	2,423,100
Total - Expenditures	2,167,560	12,863,000	11,817,100	(1,045,900)	3,507,500
ENDING BALANCE FOR HOUSING PROGRAMS	<u>\$11,184,995</u>	<u>\$2,213,295</u>	<u>\$3,980,595</u>	<u>(\$324,500)</u>	<u>\$5,072,995</u>

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

<u>REGULAR POSITIONS: (Note 1)</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
Deputy Director/Housing & Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
Secretary	0.5	0.5	0.5
TOTAL	8.5	8.5	8.5

Note 1: One Associate Planner is budgeted in the Environmental Services Department General Fund budget.

LOCAL HOUSING FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
BEGINNING FUND BALANCE	\$3,097,474	\$3,624,790	\$3,624,790	\$0	\$2,522,590
<u>REVENUES</u>					
34001 Interest	149,250	227,700	150,000	(77,700)	100,000
34301 HOME Rehab Repayments (Prin.)	20,189	3,600	3,400	(200)	3,600
34302 HOME Rehab Repayments (Int.)	1,767	1,600	800	(800)	800
34303 FTHB Repayments (Principal)	234,661	0	0	0	0
34304 FTHB Repayments (Interest)	8,664	0	0	0	0
37101 Program Participation Fees	332,047	1,100	2,100	1,000	1,100
38402 Development Agreements	30,000	22,000	0	(22,000)	22,000
Total Revenues	776,578	256,000	156,300	(99,700)	127,500
<u>EXPENDITURES</u>					
44010 Professional/Special Services	0	105,000	75,000	30,000	0
44120 First Time Homebuyer (Loans)	237,306	331,000	331,000	0	331,000
44130 Home Rehabilitation (Loans)	11,956	338,600	330,000	8,600	338,600
44140 Affordable Senior Housing	0	520,000	520,000	0	0
44490 Other Contract Services	0	2,500	2,500	0	0
Total Expenditures	249,262	1,297,100	1,258,500	38,600	669,600
ENDING FUND BALANCE	\$3,624,790	\$2,583,690	\$2,522,590	(\$61,100)	\$1,980,490

HOME PROGRAM FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
BEGINNING FUND BALANCE	\$863,612	\$615,043	\$615,043	\$0	\$139,543
<i><u>REVENUES</u></i>					
34001 Interest	17,897	900	1,000	100	100
34301 HOME Rehab Repayments (Prin.)	41,074	50,000	20,800	(29,200)	30,000
34302 HOME Rehab Repayments (Int.)	7,746	8,000	4,500	(3,500)	5,000
34303 FTHB Repayments (Principal)	80,605	40,700	28,200	(12,500)	40,000
34304 FTHB Repayments (Interest)	55,971	31,000	35,000	4,000	30,000
36310 HOME Grant Award	266,026	0	0	0	0
Total Revenues	<u>469,319</u>	<u>130,600</u>	<u>89,500</u>	<u>(41,100)</u>	<u>105,100</u>
<i><u>EXPENDITURES</u></i>					
44120 First Time Homebuyer Prog. (Loans)	612,700	100,000	100,000	0	0
44130 Home Rehab. Program (Loans)	95,709	30,000	55,800	(25,800)	90,000
44150 Rental Assistance	0	400,900	400,500	400	0
46201 Reimbursement to CDA Housing	9,479	13,000	8,700	4,300	13,000
Total Expenditures	<u>717,888</u>	<u>543,900</u>	<u>565,000</u>	<u>(21,100)</u>	<u>103,000</u>
ENDING FUND BALANCE	<u>\$615,043</u>	<u>\$201,743</u>	<u>\$139,543</u>	<u>(\$62,200)</u>	<u>\$141,643</u>

*Community Development
Block Grant Fund*

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

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

The City conducted two mandatory applicant workshops in October of 2007 to review the City’s application process and requirements, and to respond to questions from prospective applicant agencies. On May 5, 2008 the City Council adopted a Fiscal Year 2008-09 expenditure program in the amount of \$1,072,572.

	BUDGET
	<u>2008-09</u>
<u>PUBLIC SERVICE ACTIVITIES</u>	
Boys & Girls Club of Simi Valley	\$14,764
Coalition to End Family Violence	1,442
Community Action of Ventura County	2,768
Council on Aging	7,480
FOOD Share	14,958
Hospice of the Conejo	7,500
Long Term Care Services Ombudsman	14,025
Loving Heart Hospice Foundation	2,161
RAIN -County of Ventura Human Services Agency	1,508
Samaritan Center - Case Manager	15,013
Samaritan Center - P.A.D.S.	7,591
Senior Concerns	13,716
Wellness Community	5,025
Subtotal - Public Services	<u>107,951</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CONT'D)

	BUDGET
	<u>2008-09</u>
<u>HOUSING/COMMUNITY DEVELOPMENT</u>	
ARC of Ventura County	68,000
Boys & Girls Club of Simi Valley	38,000
Home Rehabilitation Administration	42,676
Minor Street Rehabilitation Program	652,010
Simi Valley Historical Society/R.S.R.P.D.	20,000
Subtotal - Housing/Community Development	<u>\$820,686</u>
 <u>PROGRAM ADMINISTRATION/PLANNING</u>	
CDBG Program Administration	\$65,395
Fair Housing Program	26,000
General Program Administration	52,540
Subtotal - Program Administration/Planning	<u>143,935</u>
 TOTAL - FY 2008-09 CDBG PROGRAM	 <u><u>\$1,072,572</u></u>

Special Revenue Funds

NEW DWELLING FEES FUND

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

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$1,268,379	\$608,708	\$608,708	\$634,708	\$188,808	\$124,808
<i><u>REVENUES</u></i>						
37410 New Dwelling Fees	114,266	150,000	60,000	75,000	100,000	110,000
34001 Interest	26,063	22,000	26,000	19,100	11,000	8,600
Total Revenues	<u>140,329</u>	<u>172,000</u>	<u>86,000</u>	<u>94,100</u>	<u>111,000</u>	<u>118,600</u>
<i><u>EXPENDITURES</u></i>						
49600 Transfer to Streets & Roads	<u>800,000</u>	<u>60,000</u>	<u>60,000</u>	<u>540,000</u>	<u>175,000</u>	<u>150,000</u>
Total Expenditures	<u>800,000</u>	<u>60,000</u>	<u>60,000</u>	<u>540,000</u>	<u>175,000</u>	<u>150,000</u>
ENDING FUND BALANCE	<u>\$608,708</u>	<u>\$720,708</u>	<u>\$634,708</u>	<u>\$188,808</u>	<u>\$124,808</u>	<u>\$93,408</u>

TRAFFIC CONGESTION MITIGATION FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$429,984	\$20,016	\$20,016	\$20,916	\$21,916	\$22,916
<u>REVENUES</u>						
34001 Interest	4,744	0	1,000	1,000	1,000	1,000
35410 Proposition 42 Funds	882,288	0	0	1,200,000	0	0
Total Revenues	887,032	0	1,000	1,201,000	1,000	1,000
<u>EXPENDITURES</u>						
49600 Transfer to Streets & Roads	1,297,000	100	100	1,200,000	0	0
Total Expenditures	1,297,000	100	100	1,200,000	0	0
ENDING FUND BALANCE	\$20,016	\$19,916	\$20,916	\$21,916	\$22,916	\$23,916

DEVELOPMENT AGREEMENTS FUND

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

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$14,234,198	\$15,369,791	\$15,369,791	\$16,949,091	\$17,941,191	\$19,745,691
<i><u>REVENUES</u></i>						
38402 Development Agreements	968,659	828,200	840,300	857,100	874,300	170,500
39600 Transfer from Bldg. Improvements	0	325,000	325,000	0	0	0
34001 Interest	633,134	674,000	828,000	835,000	930,200	996,900
Total Revenues	<u>1,601,793</u>	<u>1,827,200</u>	<u>1,993,300</u>	<u>1,692,100</u>	<u>1,804,500</u>	<u>1,167,400</u>
<i><u>EXPENDITURES</u></i>						
49661 Transfer to Two-Way Radio Project	466,200	0	0	0	0	0
49500 Transfer to Debt Service	0	414,000	414,000	700,000	0	0
Total Expenditures	<u>466,200</u>	<u>414,000</u>	<u>414,000</u>	<u>700,000</u>	<u>0</u>	<u>0</u>
WORKING CAPITAL BALANCE	13,047,591	14,460,791	14,951,891	15,943,991	17,748,491	18,915,891
Total Advance to the General Fund	2,103,500	2,103,500	1,778,500	1,778,500	1,778,500	1,778,500
Total Advance to the Transit Fund	218,700	218,700	218,700	218,700	218,700	218,700
ENDING FUND BALANCE	<u>\$15,369,791</u>	<u>\$16,782,991</u>	<u>\$16,949,091</u>	<u>\$17,941,191</u>	<u>\$19,745,691</u>	<u>\$20,913,091</u>

TRAFFIC IMPACT FEES FUND

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

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

Current Traffic Impact Fee rates are \$30.00 for each projected daily trip for residential development and \$14.50 for each projected daily trip for non-residential development. The rates are adjusted periodically based on increases in construction costs.

As required by the State Government Code, all Traffic Impact Fees are deposited into the Traffic Impact Fund and used solely for the purpose of funding projects identified in the Traffic Impact Fee Project List. Projects contained in the list are incorporated into the City's Streets and Roads Program. Funds are transferred from the Traffic Impact Fund into the Streets and Roads Fund each year to finance the cost of new traffic signals and signal upgrades.

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$1,041,114	\$907,126	\$907,126	\$702,926	\$808,926	\$631,926
<u>REVENUES</u>						
37410 Traffic Impact Fees	126,905	140,000	80,000	75,000	100,000	110,000
34001 Interest	39,107	20,000	40,800	31,000	23,000	15,200
Total Revenues	166,012	160,000	120,800	106,000	123,000	125,200
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	300,000	325,000	325,000	0	300,000	300,000
Total Expenditures	300,000	325,000	325,000	0	300,000	300,000
ENDING FUND BALANCE	\$907,126	\$742,126	\$702,926	\$808,926	\$631,926	\$457,126

LAW ENFORCEMENT GRANTS FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
BEGINNING FUND BALANCE	\$24,516	(\$8,240)	(\$8,240)	\$0	\$4,460
<u>REVENUES</u>					
34001 Interest	84	100	100	0	100
36001 Federal Assistance	348,728	202,100	200,000	(2,100)	0
36002 State Assistance	0	79,100	50,000	(29,100)	0
39280 Transfer from Forfeited Assets Fund	9,848	0	0	0	0
Total Revenues	358,660	281,300	250,100	(31,200)	100
<u>EXPENDITURES</u>					
42200 Computer (Non-Capital)	15,594	1,600	1,300	300	0
42560 Operating Supplies	167,377	172,100	140,000	32,100	0
42730 Training	1,595	0	0	0	0
44310 Equipment Maintenance	1,297	0	0	0	0
47020 Furnishing/Equipment (Capital)	31,791	0	0	0	0
47030 Vehicles	128,966	0	0	0	0
49653 Transfer to IPS Project	1,596	0	0	0	0
49100 Transfer to General Fund	43,200	108,100	96,100	12,000	0
Total Expenditures	391,416	281,800	237,400	44,400	0
ENDING FUND BALANCE	(\$8,240)	(\$8,740)	\$4,460	\$13,200	\$4,560

FORFEITED ASSETS FUND

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

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
BEGINNING FUND BALANCE	\$450,479	\$289,904	\$289,904	\$0	\$234,504
<u>REVENUES</u>					
34001 Interest	13,437	1,000	5,000	4,000	1,000
36001 Federal Assistance	58,399	25,000	1,500	(23,500)	6,000
36002 State Assistance	3,179	1,000	9,000	8,000	1,000
36005 Local Assistance	25,000	0	0	0	0
Total Revenues	100,015	27,000	15,500	(11,500)	8,000
<u>EXPENDITURES</u>					
42420 Special Department Expense	0	10,500	10,500	0	10,500
42560 Operating Supplies	163,132	2,000	2,000	0	2,000
42730 Training	0	3,000	0	3,000	0
44010 Professional/Special Services	66,665	0	0	0	0
47020 Furn and Equip (Capital)	20,945	43,300	44,400	(1,100)	0
47030 Vehicles	0	14,000	14,000	0	0
49287 Transfer to Law Enforcement Grants	9,848	0	0	0	0
Total Expenditures	260,590	72,800	70,900	1,900	12,500
ENDING FUND BALANCE	\$289,904	\$244,104	\$234,504	(\$9,600)	\$230,004

RETIREE BENEFITS FUND

The Retiree Benefits Fund was created in Fiscal Year 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.

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$1,545,307	\$2,244,128	\$2,244,128	\$2,399,628	\$2,912,928	\$3,684,728
<u>REVENUES</u>						
39100 Transfer from General Fund	580,700	144,700	144,700	482,200	715,200	772,400
39201 Transfer From CDA Housing	5,800	6,500	6,500	6,200	6,400	6,600
39285 Transfer from Special Problems Sect.	3,000	13,700	13,700	3,600	3,700	3,800
39750 Transfer from Transit	18,600	10,900	10,900	23,000	23,700	24,400
39700 Transfer from Sanitation	59,000	31,400	31,400	41,400	42,600	43,900
39761 Transfer from Waterworks Dist. No. 8	15,400	2,000	2,000	3,800	3,900	4,000
39805 Transfer from Workers' Compensation	1,400	0	0	0	0	0
34001 Interest on Investments	103,154	75,000	106,000	113,000	136,300	173,100
Total Revenues	787,054	284,200	315,200	673,200	931,800	1,028,200
<u>EXPENDITURES</u>						
41400 Group Insurance Health - Sworn	0	144,800	0	0	0	0
41400 Group Insurance Health - Sworn Mgmt	0	27,100	0	0	0	0
41400 Group Insurance Health - Management	0	219,900	0	0	0	0
41400 Group Insurance Health - General Unit	0	97,000	71,200	71,200	71,200	71,200
41400 Dental and Vision - Sworn Mgmt	3,233	13,600	3,500	3,700	3,800	3,900
41400 Dental and Vision - Sworn	85,000	85,000	85,000	85,000	85,000	85,000
Total Expenditures	88,233	587,400	159,700	159,900	160,000	160,100
ENDING FUND BALANCE	\$2,244,128	\$1,940,928	\$2,399,628	\$2,912,928	\$3,684,728	\$4,552,828

LOCAL TRANSPORTATION FUND

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

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
<i><u>REVENUES</u></i>						
35410 Article 8: Streets & Roads	4,834,856	4,672,200	4,466,600	4,334,800	5,369,400	5,658,500
Total Revenues	4,834,856	4,672,200	4,466,600	4,334,800	5,369,400	5,658,500
<i><u>EXPENDITURES</u></i>						
49100 Transfer To General Fund	4,834,856	4,672,200	4,466,600	4,334,800	5,369,400	5,658,500
Total Expenditures	4,834,856	4,672,200	4,466,600	4,334,800	5,369,400	5,658,500
ENDING FUND BALANCE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

GASOLINE TAX FUND

There are four types of gasoline taxes received by the City. Each is described by the section of the Street and Highway Code that provides the authority for the distribution of the tax proceeds. The four types of gasoline tax revenues are: Section 2105 funds; Section 2106 funds; Section 2107 funds; and Section 2107.5 funds. Section 2105, 2106 and 2107 funds may be used for any streets or roads purpose. Section 2107.5 funds are designated for traffic engineering support uses.

All gasoline tax revenues are transferred to the General Fund. This approach reduces auditing requirements and maximizes the use of resources available to the City in meeting citywide streets and roads maintenance improvement expenditure priorities.

Section 2105 Funds - Added by Proposition 111 on the June 1990 Ballot, Section 2105 of the Streets and Highways Code provides that cities receive apportioned amounts equal to 11.5% of the gasoline taxes above \$.09 per gallon. Apportionment is to each city in the State based on population.

Section 2106 Funds - Section 2106 of the Streets and Highways Code provides that each county in the State shall receive \$800 per month (\$9,600 per year) and each city in the State shall receive a fixed monthly apportionment of \$400 (\$4,800 per year). The balance of the Statewide fund is then apportioned as follows: first, the total is divided among the counties in the State on the basis of automobile registration; second, the total county allocation is divided between the county and the cities based on assessed valuation in the incorporated areas as compared to the assessed valuation of the unincorporated areas of the county; lastly, the resulting cities' shares are apportioned based upon population.

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

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

GASOLINE TAX FUND

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
<u>REVENUES</u>						
35401 Section 2105	744,759	759,000	751,000	763,000	776,000	780,000
35402 Section 2106	501,396	516,000	509,000	524,000	527,000	532,000
35403 Section 2107	995,403	1,014,300	995,900	1,025,300	1,032,500	1,047,000
35404 Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000
Total Revenues	2,251,558	2,299,300	2,265,900	2,322,300	2,345,500	2,369,000
<u>EXPENDITURES</u>						
49100 Transfer to General Fund	2,251,558	2,299,300	2,265,900	2,322,300	2,345,500	2,369,000
Total Expenditures	2,251,558	2,299,300	2,265,900	2,322,300	2,345,500	2,369,000
ENDING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0

LANDSCAPE ZONES AUGMENTATION FUND

This fund was established in Fiscal Year 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 Fiscal Year 2007-08 was \$1,021,000. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for Fiscal Year 2008-09 will be \$980,000.

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$98,910	\$159,365	\$159,365	\$166,965	\$10,865	\$18,365
<u>REVENUES</u>						
34001 Interest	16,928	1,000	7,500	7,500	7,500	7,500
38401 Developer Contribution	0	200,000	200,000	0	0	0
39100 Transfer from General Fund	686,800	820,000	820,000	980,000	1,155,000	1,155,000
Total Revenues	<u>703,728</u>	<u>1,021,000</u>	<u>1,027,500</u>	<u>987,500</u>	<u>1,162,500</u>	<u>1,162,500</u>
<u>EXPENDITURES</u>						
49300 Transfer to Landscape Zones	643,273	1,019,900	1,019,900	1,143,600	1,155,000	1,155,000
Total Expenditures	<u>643,273</u>	<u>1,019,900</u>	<u>1,019,900</u>	<u>1,143,600</u>	<u>1,155,000</u>	<u>1,155,000</u>
ENDING FUND BALANCE	<u>\$159,365</u>	<u>\$160,465</u>	<u>\$166,965</u>	<u>\$10,865</u>	<u>\$18,365</u>	<u>\$25,865</u>

SIMI VALLEY LANDSCAPE DISTRICT NO. 1

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

Fallback zones are annexed to the District but maintained by respective homeowners' associations. The annexation of a fallback zone occurs in order to allow assumption of responsibility by the Landscape District should a homeowners association fail to properly maintain the landscaped areas for any reason. On May 12, 2008, the City Council approved the Landscape Assessments for FY 2008-09. Assessments for the active zones are included in the following pages:

Zone 2, (Tract 2025-4, 5, 6, 2259 - Larwin)

This zone covers the maintenance of the Encore Greenbelt. The assessment for FY 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 is \$51 per lot.

Zone 9 (Tract 2629 - JBR)

This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 is \$167 per lot.

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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 is \$183 per lot.

Zone 26 (Tract 2683 - Midtown)

This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2008-09 is \$92 per lot.

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 2008-09 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 2008-09 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 2008-09 is \$349 per lot.

Zone 32 (Tract 2970 - Deerwood)

This zone covers the maintenance of parkways along Alamo Street, the freeway buffer zone, and the medians on Gum, Butternut, and Nutmeg Circles and the perimeter strip on Sojka Drive. The assessment for FY 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 is \$431 per lot.

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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 is \$98 per lot.

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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 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 2008-09 is \$130 per lot.

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$950,864	\$966,956	\$966,956	\$940,956	\$1,034,356	\$1,039,656
<u>REVENUES</u>						
37410 Service Charges	786,203	788,600	788,600	788,600	788,600	788,600
39300 From Landscape Augmentation Fund	643,273	1,019,900	1,019,900	1,143,600	1,155,000	1,155,000
34001 Interest	44,151	31,600	46,000	30,600	45,000	45,000
Total Revenues	1,473,627	1,840,100	1,854,500	1,962,800	1,988,600	1,988,600
<u>EXPENDITURES</u>						
42100 Utilities	479,851	417,200	415,900	458,900	472,700	486,900
44450 Landscape Maintenance	942,580	1,272,900	1,272,900	1,259,800	1,311,100	1,389,800
44490 Other Contract Services	6,503	43,700	89,400	46,400	92,100	94,900
46100 Reimbursement to General Fund	60,785	100,300	102,300	104,300	107,400	110,600
Total Expenditures	1,489,719	1,834,100	1,880,500	1,869,400	1,983,300	2,082,200
ENDING FUND BALANCE	\$966,956	\$972,956	\$940,956	\$1,034,356	\$1,039,656	\$946,056

SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

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

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

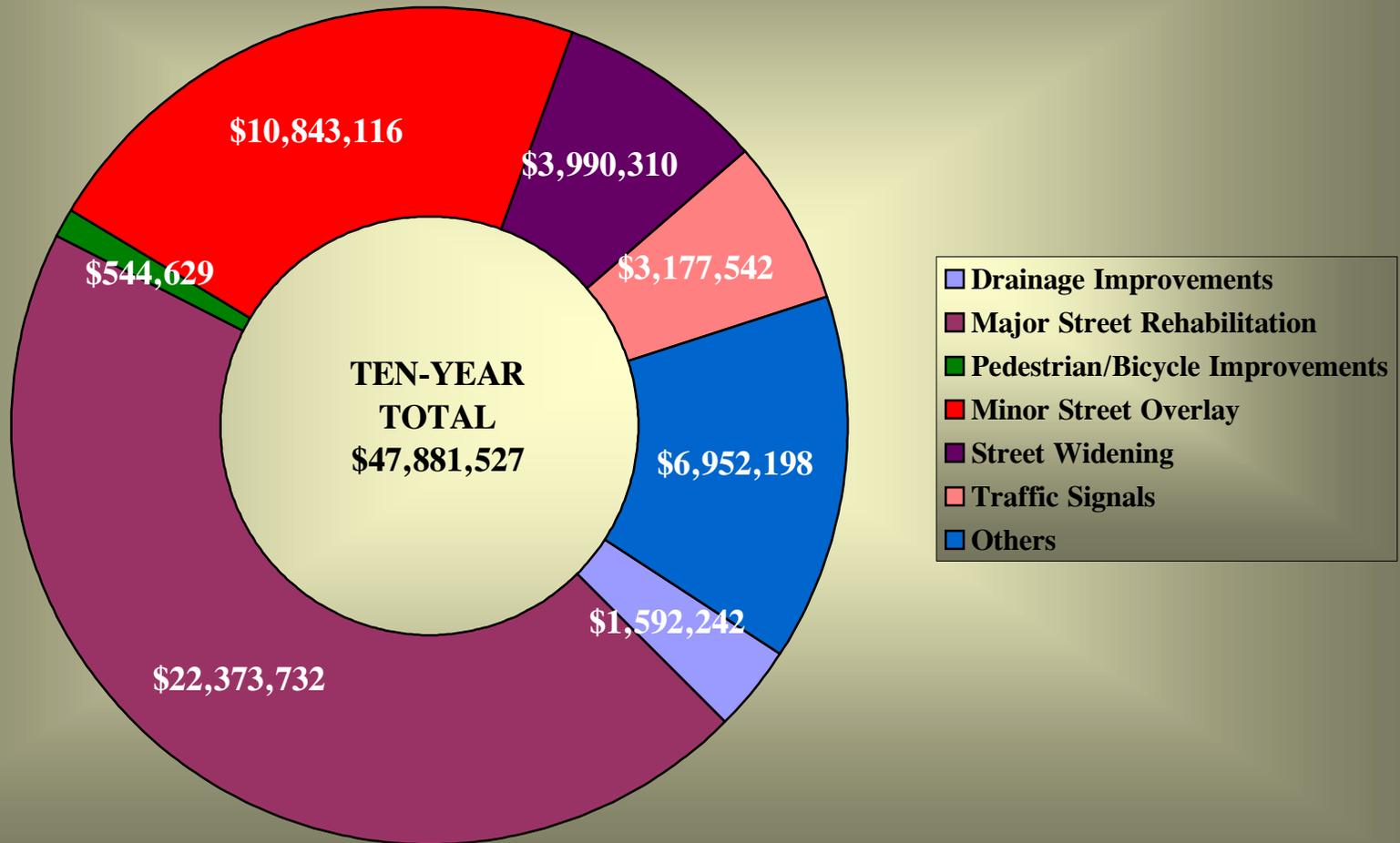
SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$6,382,631	\$6,949,852	\$6,949,852	\$7,608,752	\$8,191,752	\$8,728,852
<u>REVENUES</u>						
31101 Property Taxes	2,243,044	2,150,000	2,320,000	2,320,000	2,389,600	2,461,300
34001 Interest on Investments	183,319	137,500	225,000	238,500	237,200	244,300
34002 Interest on Advances	113,750	70,000	121,000	119,300	119,300	119,300
35601 Homeowner Subventions	24,584	24,500	25,400	25,400	26,200	27,000
37410 Service Charges	239	400	3,700	1,000	1,000	1,000
Total Revenues	2,564,936	2,382,400	2,695,100	2,704,200	2,773,300	2,852,900
<u>EXPENDITURES</u>						
42100 Utilities	869,339	780,000	890,000	900,000	927,000	954,800
44015 County Tax Collection Fee	0	22,700	25,000	25,000	25,800	26,600
44490 Other Contract Services	278,576	305,000	305,000	305,000	314,200	323,600
44590 Insurance Charges	133,900	126,400	126,400	130,600	134,500	138,500
49648 Transfer to Computer Equip	1,300	1,900	1,900	4,100	4,100	4,100
49600 Transfer to Streets & Roads	285,000	221,000	221,000	300,000	356,000	320,000
49656 Transfer to FIS	1,200	1,000	1,000	1,400	5,800	10,500
46100 Reimbursement to General Fund	428,400	465,900	465,900	455,100	468,800	482,900
Total Expenditures	1,997,715	1,923,900	2,036,200	2,121,200	2,236,200	2,261,000
Loan Balance to CDA	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Reserved Balance for Cash Flow	400,000	400,000	400,000	400,000	400,000	400,000
ENDING FUND BALANCE	\$6,949,852	\$7,408,352	\$7,608,752	\$8,191,752	\$8,728,852	\$9,320,752

Capital Improvement Funds

Streets and Roads Program

STREETS & ROADS PROGRAM EXPENDITURES FY 1998-99 TO 2007-08



STREETS AND ROADS PROGRAM

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

Annual Major Street Rehabilitation Program

This program involves ongoing pavement reconstruction, resurfacing, and roadway maintenance for major streets throughout the City. Major street projects for FY 2008-09 include:

- W. Los Angeles Ave. (Madera Rd to City limit)
- Alamo St. (Tapo St. to Texas Ave.)
- Royal Ave. (Corto Dr. to the Arroyo Simi)
- Cochran St. (Westbound from Galena Ave. to Sycamore Dr.)

Major streets projects for future fiscal years include:

- Cochran St. (Sycamore Dr. to Erringer Rd.)
- Madera Rd. (Strathearn Pl. to 200' So. Of Royal Ave.)
- Erringer Rd. (Fitzgerald Rd. to south end)
- Fitzgerald Rd (Sequoia Ave. to Appleton Rd.)
- Cochran St. (Stearns St. to 118 Freeway)

- Alamo St. (Tapo Canyon Rd. to Tapo St.)
- Los Angeles Ave. (Kuehner Dr. to Emory Ave.)
- Sycamore Dr. (Los Angeles Ave. to Royal Ave.)
- Erringer Rd. (Cochran St. to Royal Ave.)
- Alamo St. (Gage Ave. to Lemon Dr.)

Annual Minor Street Overlay Program

This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City.

Yosemite Avenue Bridge

This project will reimburse the Ventura County Watershed Protection District (District) for the replacement of the Yosemite Avenue Bridge over the Arroyo Simi after the completion of channel improvements by the District. The District's improvement project is scheduled for completion in FY 2008-09. The Cooperative Agreement and reimbursement was approved by the City Council on June 7, 2004, and then amended on August 13, 2007.

118 Freeway Interchange Landscaping

This project includes landscaping various interchanges along the Ronald Reagan Freeway. The project will be constructed in two phases to three phases. Phase I includes the First Street interchange. Other interchanges for consideration include Madera Road, Erringer Road, Sycamore Drive, Stearns Street and/or Yosemite Avenue interchanges in future years.

Madera Road/Olsen Road Improvements

This project includes the widening of the north side of Madera/Olsen Road from Presidential Drive to the Thousand Oaks city limits. The improvements include widening of the roadway to General Plan designation, and curb, gutter and sidewalk. A retaining wall will also be constructed below the former East Valley Sheriff's Station.

West Los Angeles Avenue Improvement

This project includes the Phase I widening of West Los Angeles Avenue to install on-street bicycle lanes, and curb, gutter and sidewalk. The project improvements will be constructed from Easy Street to the City's Public Services Center (PSC).

Bicycle and Pedestrian Facilities

This annual program involves the implementation of projects recommended in the Bicycle Master Plan to enhance conditions for bicyclists throughout the City. This category also includes other miscellaneous pedestrian enhancements. Projects include the implementation/construction of off-street bicycle paths, on-street bicycle lanes, on-street bicycle routes, and pedestrian facilities such as accessible curb ramps. For FY 2008-09, the City's Bicycle Master Plan will be updated, bicycle lanes will be installed along Country Club Drive, and new sidewalks will be constructed near schools in the western portion of the City.

Traffic Signal Synchronization

This is an annual program to implement recommendations contained in the Traffic Signal Synchronization Master Plan. Projects include the construction of additional interconnect facilities. Construction began in FY 2007-08 and will continue in FY 2008-09 on five new signal systems including portions of Los Angeles Avenue, Cochran Street, Alamo Street, Royal Avenue, and Sycamore Drive.

New Traffic Signals and Upgrades

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

STREETS AND ROADS PROGRAM

REVENUES

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2007-08</u>	<u>ESTIMATED ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>ESTIMATE 2009-10</u>	<u>ESTIMATE 2010-11</u>
General Fund	\$289,000	\$289,000	\$40,000	\$2,722,000	\$5,070,000
Fund Balance Carry Over	1,683,000	1,683,000	30,000	0	0
New Dwelling Fees	60,000	60,000	540,000	175,000	150,000
County/State/Federal Funding	7,672,100	7,672,100	6,131,000	3,100,000	3,985,000
Traffic Impact Fees	325,000	325,000	0	300,000	300,000
Air Quality Mitigation Trust Funds	0	0	298,500	0	0
Community Development Agency	8,680,800	8,680,800	3,122,000	1,300,000	2,070,000
Lighting Maintenance District	221,000	221,000	488,000	356,000	320,000
Sanitation Fund	174,000	174,000	247,000	196,000	180,000
Waterworks District	240,000	240,000	277,000	241,000	225,000
Community Development Block Grants	1,011,900	1,011,900	652,000	500,000	500,000
Total	<u>\$20,356,800</u>	<u>\$20,356,800</u>	<u>\$11,825,500</u>	<u>\$8,890,000</u>	<u>\$12,800,000</u>

STREETS AND ROADS PROGRAM
REVENUE SOURCE NARRATIVE

	<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2007-08</u>	<u>ESTIMATED ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>FY 2008-09 PROGRAM</u>
A.	General Fund (Including Fund Balance Carry Over)	\$ 289,000	\$ 289,000	\$ 40,000	The allocation from the General Fund is for the Bicycle and Pedestrian Facilities Project
B.	New Dwelling Fees	\$ 60,000	\$ 60,000	\$ 540,000	New Dwelling Fees are used to fund a portion of the Annual Major Street Rehabilitation Program.
C.	State/Federal Funding	\$ 8,177,900	\$ 8,177,900	\$ 6,131,000	Funds will be utilized for the Annual Minor Street Overlay Program, Madera/Olsen Road Improvements, Bicycle and Pedestrian Facilities, West Los Angeles Avenue Improvements, Yosemite Avenue Bridge and Freeway Interchange Landscaping.
D.	Traffic Impact Fees	\$ 325,000	\$ 325,000	\$ 0	Traffic Impact Fees are not designated for use in FY2008-09.
E.	Lighting Maintenance District	\$ 221,000	\$ 221,000	\$ 488,000	Lighting Maintenance District funds will be used to fund traffic signal upgrade and maintenance projects, to upgrade detector loops on repaved streets, for the Annual Major Street Rehabilitation Program, Annual Minor Street Overlay Program, and Traffic Signal Synchronization.
F.	Sanitation Fund	\$ 174,000	\$ 174,000	\$ 247,000	Sanitation Fund participation in the Streets and Roads Program includes \$120,000 for the raising of manhole covers associated with the Annual Minor Street Overlay and Slurry Seal Program and \$127,000 for the Annual Major Street Rehabilitation Program.
G.	Waterworks District	\$ 240,000	\$ 240,000	\$ 277,000	Waterworks District participation in the Streets and Roads Program includes \$150,000 for the raising of water valve covers associated with the Annual Minor Street Overlay & Slurry Program and \$127,000 for the Annual Major Street Rehabilitation Program.
H.	CDBG	\$ 1,011,900	\$ 1,011,900	\$ 652,000	CDBG funds will be used for the Annual Minor Street Overlay Program.
I.	CDA	\$ 6,572,400	\$ 6,572,400	\$ 3,122,000	CDA funds are proposed for the Annual Minor Street Overlay Project and West Los Angeles Ave. Improvements projects.
J.	Air Quality Mitigation	\$ 0	\$ 0	\$ 298,500	Air Quality Mitigation Trust Funds are proposed for the Freeway Interchange Landscaping Project.

STREETS AND ROADS PROGRAM
REVENUE SOURCE DETAIL

PROJECT	TOTAL REQUIRED REVENUE	FY 2008-09 REVENUE SOURCE									
		BUDGET 2008-09	GENERAL FUND	FUND BALANCE CARRY OVER	NEW DWELLING FEES	COUNTY/ STATE/ FEDERAL FUNDING	AIR QUAL TRUST FUNDS	COMM. DEV. AGENCY	LIGHTING MAINT. DISTRICT	SANI- TATION FUND	WATER- WORKS DISTRICT
Annual Major Street Program	\$3,712,000	\$0	\$0	\$540,000	\$0	\$0	\$2,870,000	\$48,000	\$127,000	\$127,000	\$0
Annual Minor Street Overlay	2,452,000	0	0	0	1,500,000	0	0	30,000	120,000	150,000	652,000
Storm Drain Improvements	0	0	0	0	0	0	0	0	0	0	0
Madera/Olsen Rd Improvements	1,865,000	0	0	0	1,865,000	0	0	0	0	0	0
Bicycle & Pedestrian Facilities	377,000	40,000	30,000	0	307,000	0	0	0	0	0	0
Traffic Signal Synchronization	300,000	0	0	0	0	0	0	300,000	0	0	0
Traffic Signal Upgrades	110,000	0	0	0	0	0	0	110,000	0	0	0
West Los Angeles Ave Improv	1,580,000	0	0	0	1,328,000	0	252,000	0	0	0	0
Yosemite Ave Bridge	350,000	0	0	0	350,000	0	0	0	0	0	0
Freeway Interchange Landscaping	1,079,500	0	0	0	781,000	298,500	0	0	0	0	0
Total Revenue	\$11,825,500	\$40,000	\$30,000	\$540,000	\$6,131,000	\$298,500	\$3,122,000	\$488,000	\$247,000	\$277,000	\$652,000

STREETS AND ROADS PROGRAM

EXPENDITURE PLAN

	<u>TOTAL PROJECT COST</u>	<u>ACTUAL TO 2006-07</u>	<u>BUDGET 2007-08</u>	<u>ESTIMATED ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>ESTIMATE 2009-10</u>	<u>ESTIMATE 2010-11</u>
Annual Major Streets Program	*	*	\$4,200,000	\$4,200,000	\$3,712,000	\$5,000,000	\$4,600,000
Annual Minor Streets Program	*	*	2,563,000	2,563,000	2,452,000	3,000,000	3,000,000
Bicycle and Pedestrian Facilities	*	*	111,000	111,000	377,000	120,000	120,000
Storm Drain Improvements	*	*	75,000	651,100	0	200,000	200,000
Traffic Signal Synchronization	*	*	550,000	1,131,600	300,000	150,000	150,000
Traffic Signals - New	*	*	325,000	325,600	0	300,000	300,000
Traffic Signals - Upgrades	*	*	100,000	100,000	110,000	120,000	130,000
118 Freeway Interchange Landscaping	1,079,500	22,600	0	1,458,400	1,079,500	0	0
Madera Road/Olson Road Improvements	1,865,000	0	0	0	1,865,000	0	0
West Los Angeles Avenue Improvements	1,580,000	0	0	0	1,580,000	0	0
Yosemite Avenue Bridge	350,000	0	0	0	350,000	0	0
Tapo Street Road/Drainage Improvements	300,000	0	0	0	0	0	300,000
Los Angeles Avenue Widening	3,000,000	0	0	0	0	0	3,000,000
Los Angeles-Tapo Channel Widening	1,000,000	0	0	0	0	0	1,000,000
Reimbursement to General Fund	*	0	0	0	614,000	0	0
Total	\$9,174,500	\$22,600	\$7,924,000	\$10,540,700	\$12,439,500	\$8,890,000	\$12,800,000

* Ongoing Project

Other Capital Projects

COMPUTER EQUIPMENT REPLACEMENT FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$359,486	\$578,332	\$578,332	\$333,032	\$385,532	\$443,632
<u>REVENUES</u>						
34001 Interest	34,479	10,000	34,000	25,000	29,000	33,000
39100 Transfer/General Fund	342,900	413,700	413,700	656,300	656,300	656,300
39200 Transfer/CDA Admin Fund	3,000	3,900	3,900	8,100	8,300	8,500
39201 Transfer/CDA Housing Fund	3,200	4,300	4,300	8,100	8,300	8,500
39270 Transfer/Lighting Maint District	1,300	1,900	1,900	4,100	4,200	4,300
39700 Transfer/Sanitation Fund	32,300	41,600	41,600	60,800	62,600	64,500
39761 Transfer/Waterworks District No. 8	27,800	38,200	38,200	64,800	66,700	68,700
39803 Transfer/Liability Insurance Fund	1,300	1,900	1,900	4,100	4,200	4,300
39805 Transfer/Workers' Comp Fund	2,500	1,900	1,900	2,000	2,100	2,200
Total Revenues	448,779	517,400	541,400	833,300	841,700	850,300
<u>EXPENDITURES</u>						
44010 Professional/Special Services	0	0	0	20,000	0	0
47028 Computers (Capital)	69,967	140,800	140,800	520,700	536,300	552,400
48840 System Hardware	159,966	621,900	621,900	240,100	247,300	254,700
Total Expenditures	229,933	762,700	762,700	780,800	783,600	807,100
ENDING FUND BALANCE	\$578,332	\$333,032	\$357,032	\$385,532	\$443,632	\$486,832

VEHICLE REPLACEMENT FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$3,857,954	\$3,962,914	\$3,962,914	\$3,947,214	\$3,703,514	\$3,666,714
<u>CONTRIBUTIONS</u>						
39100 Administrative Services	2,100	2,100	2,100	2,700	2,800	2,900
39100 Community Services	11,500	9,400	9,400	9,600	9,900	10,200
39100 Environmental Services	38,100	36,900	36,900	24,400	25,100	25,900
39100 Public Works	180,500	187,100	187,100	154,800	159,400	164,200
39100 Police	351,100	220,400	220,400	415,900	428,400	441,300
39950 Developer Contributions	0	200,000	200,000	0	0	0
Total Revenues	<u>583,300</u>	<u>655,900</u>	<u>655,900</u>	<u>607,400</u>	<u>625,600</u>	<u>644,500</u>
<u>EXPENDITURES</u>						
46100 Reimbursement to General Fund	0	0	0	450,000	0	0
47030 Community Services	0	0	0	0	0	73,300
47030 Environmental Services	0	0	0	0	73,200	0
47030 Public Works	64,189	283,100	283,100	156,000	58,000	193,300
47030 Police	414,151	388,500	388,500	245,100	531,200	291,000
Total Expenditures	<u>478,340</u>	<u>671,600</u>	<u>671,600</u>	<u>851,100</u>	<u>662,400</u>	<u>557,600</u>
ENDING FUND BALANCE	<u>\$3,962,914</u>	<u>\$3,947,214</u>	<u>\$3,947,214</u>	<u>\$3,703,514</u>	<u>\$3,666,714</u>	<u>\$3,753,614</u>

BUILDING IMPROVEMENT FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING FUND BALANCE	\$9,425,596	\$8,601,010	\$8,601,010	\$8,562,010	\$8,882,010	\$9,216,010
<u>REVENUES</u>						
34001 Interest	230,116	216,000	320,000	320,000	334,000	343,000
39206 Transfer from Tapo Cyn/West End	313,193	0	0	35,000	0	0
39500 Transfer from 2004 COPS	994,110	18,700	18,700	0	0	0
Total Revenues	<u>1,537,419</u>	<u>234,700</u>	<u>338,700</u>	<u>355,000</u>	<u>334,000</u>	<u>343,000</u>
<u>EXPENDITURES</u>						
42235 Furn & Equipment (Non-Capital)	0	0	10,700	0	0	0
44010 Professional/Special Services	90,823	3,400	5,800	0	0	0
47015 Buildings	0	0	0	35,000	0	0
47040 Building Improvements	12,134	167,500	31,900	0	0	0
48150 Permits and Fees	498	0	0	0	0	0
48220 Design/Architectural	12,621	249,400	0	0	0	0
48410 Construction Management	4,097	2,300	0	0	0	0
48600 Improvement Contract	1,432,329	264,600	4,200	0	0	0
48990 Contingency	9,503	0	100	0	0	0
49100 Transfer to General Fund	800,000	0	0	0	0	0
49262 Transfer to Dev Agreements	0	325,000	325,000	0	0	0
Total Expenditures	<u>2,362,005</u>	<u>1,012,200</u>	<u>377,700</u>	<u>35,000</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$8,601,010</u>	<u>\$7,823,510</u>	<u>\$8,562,010</u>	<u>\$8,882,010</u>	<u>\$9,216,010</u>	<u>\$9,559,010</u>
Includes Advances from the General Fund	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM FUND

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
BEGINNING FUND BALANCE	\$73,495	\$104,695	\$104,695	\$0	\$102,495
<u>REVENUES</u>					
34001 Interest	7,663	0	8,500	8,500	6,900
39100 Transfer/General Fund	79,300	31,600	31,600	0	40,000
39200 Transfer/CDA Admin Fund	15,600	13,900	13,900	0	16,000
39700 Transfer/Sanitation Fund	19,900	17,600	17,600	0	17,000
39761 Transfer/Waterworks District No. 8	31,900	28,900	28,900	0	27,100
Total Revenues	154,363	92,000	100,500	8,500	107,000
<u>EXPENDITURES</u>					
42200 Computers (Non-Capital)	4,470	4,500	4,500	0	4,500
42230 Office Supplies	949	0	0	0	0
42560 Operating Supplies	1,598	4,000	4,000	0	4,000
42720 Travel, Conferences, Meetings	1,631	2,400	2,200	200	2,600
42730 Training	7,375	14,400	14,000	400	12,700
44010 Professional/Special Services	41,018	36,000	24,000	12,000	12,000
44310 Maintenance of Equipment	66,122	76,100	54,000	22,100	64,300
Total Expenditures	123,163	137,400	102,700	34,700	100,100
ENDING FUND BALANCE	\$104,695	\$59,295	\$102,495	\$43,200	\$109,395

FINANCIAL INFORMATION SYSTEM FUND

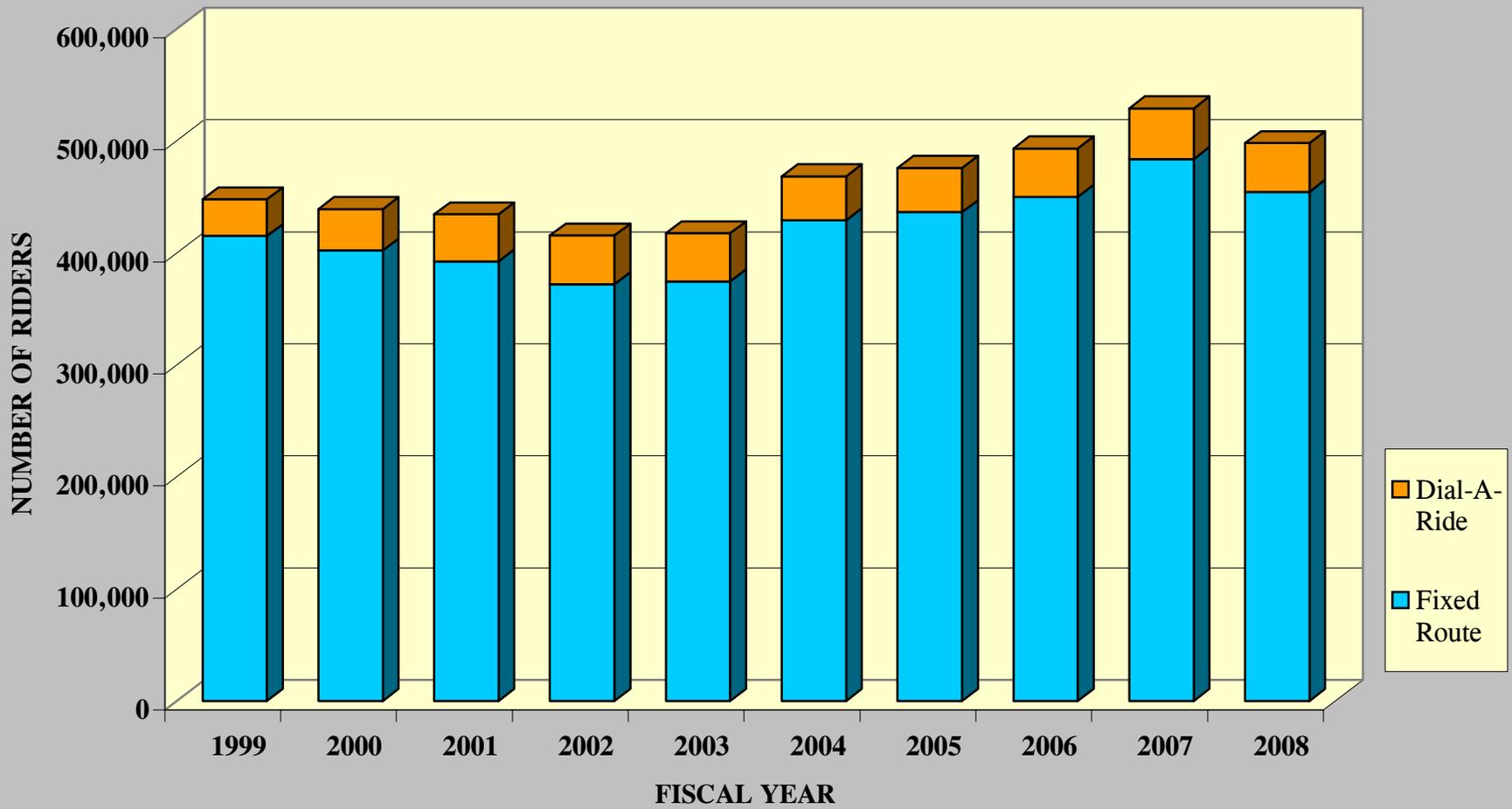
The City utilizes a Financial Information System (FIS) that was purchased from SAP Public Services, Inc. (SAP) in March 2000. The SAP system includes components such as Budgetary Control, General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Business Tax, Parking Citations, Utility Billing,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

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

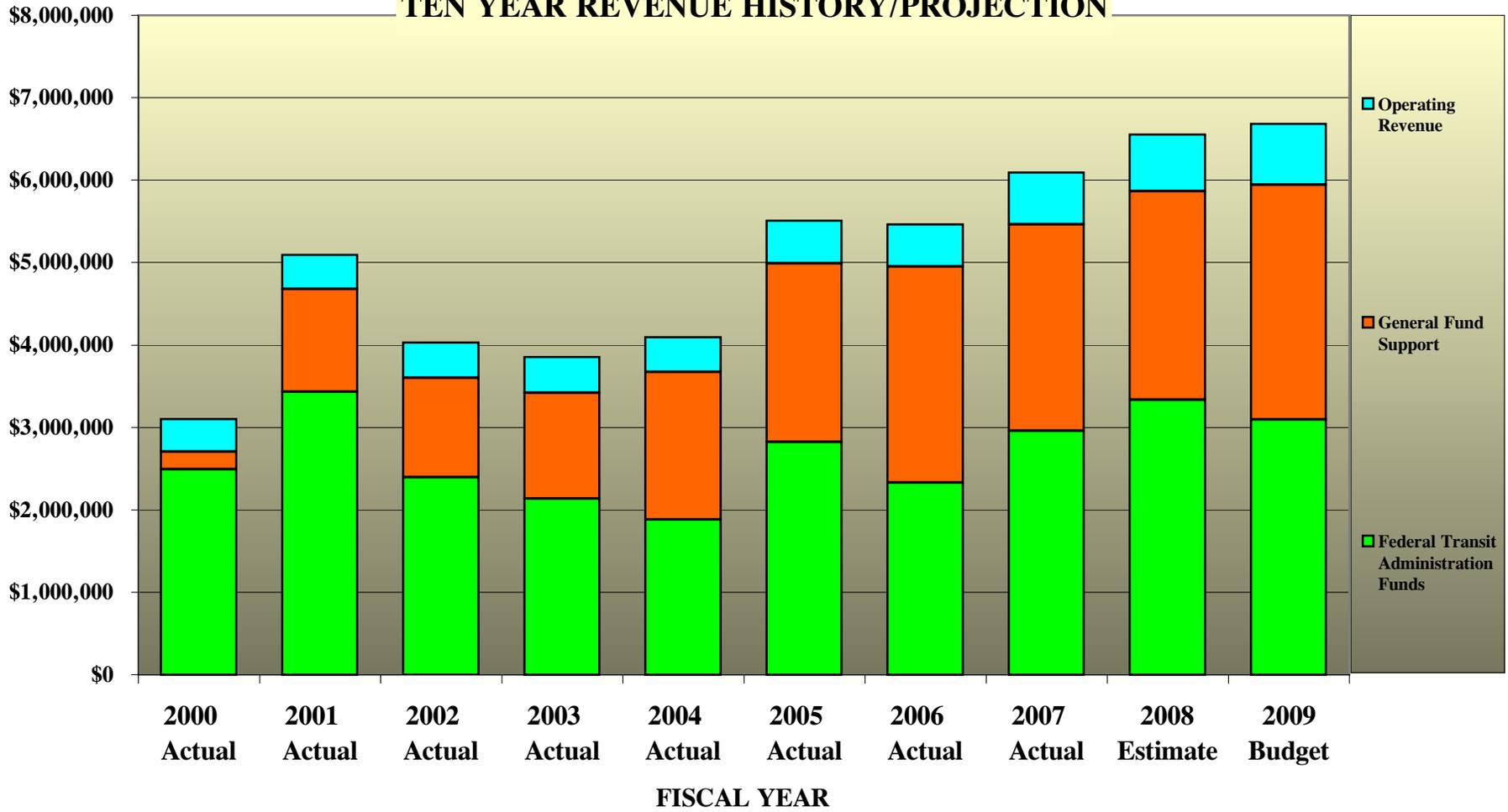
	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
BEGINNING FUND BALANCE	\$350,869	\$598	\$598	\$0	(\$5,602)
<u>REVENUES</u>					
38001 Sale of Surplus Assets	3,725	0	0	0	0
38003 Miscellaneous	270	0	0	0	0
39100 Transfer/General Fund	80,000	31,600	31,600	0	180,000
39200 Transfer/CDA Admin	2,500	13,900	13,900	0	5,500
39270 Transfer/Lighting Maintenance District	1,200	1,000	1,000	0	1,400
39700 Transfer/Sanitation Fund	18,800	18,800	18,800	0	18,800
39750 Transfer/Transit Fund	66,000	5,000	5,000	0	5,000
39761 Transfer/Waterworks Dist. 8 Fund	22,500	18,800	18,800	0	18,800
Total Revenues	194,995	89,100	89,100	0	229,500
<u>EXPENDITURES</u>					
41050 Outside Assistance	1,118	0	35,000	(35,000)	180,000
42310 Rentals	2,396	0	2,400	(2,400)	0
42730 Training	14,977	20,000	2,900	17,100	0
44010 Professional/Special Services	211,588	97,600	55,000	42,600	25,000
47028 Computers (Capital)	0	0	0	0	15,000
48600 Improvement Contract	315,187	0	0	0	0
Total Expenditures	545,266	117,600	95,300	22,300	220,000
ENDING FUND BALANCE	\$598	(\$27,902)	(\$5,602)	\$22,300	\$3,898

*Department of Community Services
Transit Fund*

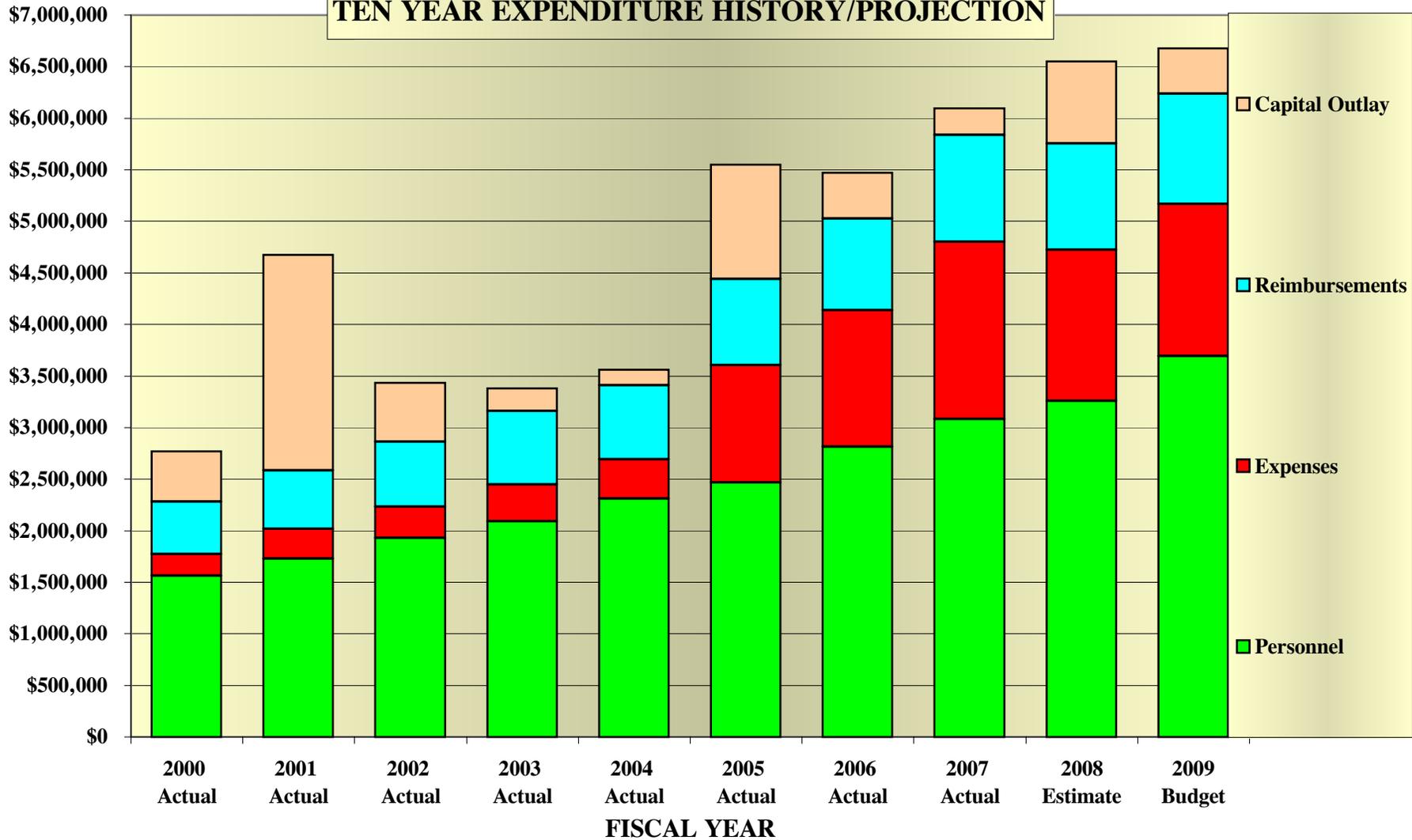
SIMI VALLEY TRANSIT TEN YEAR RIDERSHIP HISTORY



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



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



DEPARTMENT OF COMMUNITY SERVICES – TRANSIT FUND

Simi Valley Transit (SVT) provides quality fixed-route service to the community and Dial-A-Ride service to the elderly and disabled under the auspices of the Americans with Disabilities Act (ADA). SVT'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 2007-08 Goals and Achievements

- Goal: Maintain full compliance with federally-mandated ADA Paratransit service regulations. **Achievement: Maintained full compliance with federally-mandated ADA Paratransit service regulations. Provided an estimated 45,552-combined ADA Paratransit/Dial-A-Ride (DAR) trips to the disabled and elderly. Of the combined trips, 36,441 (80%) were ADA passenger trips, while DAR trips are estimated at 9,110 (20%).**
- Goal: Achieve farebox recovery ratios of 20% for the fixed-route system and 10% for the ADA/DAR service. **Achievement: The FY 2007-08 fixed-route farebox recovery ratio (FBRR) is estimated to be 20%. The FY 2007-08 ADA/DAR service FBRR is estimated to be 10%.**
- Goal: Hold monthly safety meetings with fixed-route operators, ADA/DAR operators, and Transit dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services. **Achievement: Safety meetings have been held on the first Thursday of every month, which have enhanced the efficient and cost-effective delivery of fixed-route and ADA/DAR service.**
- Goal: Hold quarterly ADA Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities. Typical issues include service policies, service availability, accessibility, safety, and training. **Achievement: ADA Paratransit Advisory Committee meetings were conducted on July 19, 2007, October 18, 2007, January 17,**

2008, and April 17, 2008 to discuss and address public paratransit issues affecting individuals with disabilities.

- Goal: Work with Senior Services staff to develop and implement a Senior's Travel Training program geared toward increasing Senior awareness of the benefits of public transportation in Simi Valley. **Achievement: Simi Valley Transit staff conducted a community outreach presentation at a Council On Aging meeting to promote the use of the fixed-route system. In addition, staff worked with the City's ADA Paratransit Advisory Committee to develop a Riders Guide and passenger survey.**
- Goal: In conjunction with Adult Day Health Care facilities staff, develop a presentation outlining effective practices of scheduling Paratransit/ADA trips, securement of passenger mobility devices, and establish sensitivity training topics/techniques to be used during Transit Coach Operator training sessions. **Achievement: Due to staff shortages, work on this objective was deferred to FY 2008-09.**

Other Accomplishments

- During FY 2007-08, for the second straight year, Simi Valley Transit is expected to provide over one-half million fixed-route and ADA trips.
- Completed the transition of all of Simi Valley Transit's fixed-route diesel buses to compressed natural gas (CNG). Delivery of the last converted CNG bus was received in April 2008.
- Received a "Satisfactory" rating after a terminal inspection conducted by the California Highway Patrol on December 19 and 20, 2007.
- Provided an estimated total of 453,360 passenger trips on Transit's fixed-route system in 2007.

- 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.

FY 2008-09 Goals

- Achieve farebox recovery ratios of 20% for the fixed-route system and 10% for the ADA/DAR service.
- Maintain full compliance with federally-mandated ADA Paratransit service regulations.
- Hold monthly safety meetings with fixed-route operators, ADA/DAR operators and Transit dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services.
- Hold quarterly American with Disabilities Act (ADA) Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities. Typical issues include service policies, service availability, accessibility, safety, and training.
- In conjunction with Adult Day Health Care facilities staff, develop a presentation outlining effective practices of scheduling Paratransit/ADA trips, securement of passenger mobility devices, and establish sensitivity training topics/techniques to be used during Transit Coach Operator training sessions.
- Actively seek and maximize the use of federal and state grant funds for Simi Valley Transit operations.

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND REVENUES

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>FARE REVENUES</u>					
37211 Route A Fares	\$107,360	\$106,900	\$105,600	(\$1,300)	\$108,600
37212 Route B Fares	112,568	110,600	106,500	(4,100)	112,500
37213 Route C Fares	36,612	36,800	34,600	(2,200)	38,800
37214 Route D Fares	16,480	16,800	16,300	(500)	16,500
37215 Bus Fare Passes	110,065	98,400	74,800	(23,600)	95,100
37216 Dial-A-Ride Fares	61,024	64,100	62,200	(1,900)	70,000
37217 Dial-A-Ride County Reimb.	45,330	34,100	33,500	(600)	36,000
37221 Route A-3 Peak Service Fares	25,484	25,800	24,700	(1,100)	27,200
37222 Route B-3 Peak Service Fares	26,073	25,300	28,200	2,900	31,000
Subtotal	540,996	518,800	486,400	(32,400)	535,700
<u>OTHER REVENUES</u>					
37299 Other CS Fees	5,449	5,500	5,000	(500)	6,000
38003 Miscellaneous	53,827	175,000	150,000	(25,000)	160,000
Subtotal	59,276	180,500	155,000	(25,500)	166,000
<u>OPERATING ASSISTANCE REVENUES</u>					
36201 FTA Operating	1,983,895	2,651,200	2,651,200	0	2,623,600
34102 Bus Shelter Advertising	33,743	33,000	41,900	8,900	33,000
39751 Trans from GF/Operating	2,332,454	2,920,700	2,493,200	(427,500)	2,843,200
Subtotal	4,350,092	5,604,900	5,186,300	(418,600)	5,499,800
<u>PLANNING ASSISTANCE REVENUES</u>					
36202 FTA Planning	41,872	38,300	38,300	0	28,200
39752 Trans From GF/Planning	10,468	7,000	7,000	0	7,100
Subtotal	52,340	45,300	45,300	0	35,300
<u>CAPITAL ASSISTANCE REVENUES</u>					
36203 FTA Capital	933,129	1,809,900	647,400	(1,162,500)	441,600
38401 Developer Contributions	28,405	271,700	31,000	(240,700)	0
39753 Trans From GF/Capital	129,870	28,800	0	(28,800)	1,500
Subtotal	1,091,404	2,110,400	678,400	(1,432,000)	443,100
Total Revenues	\$6,094,108	\$8,459,900	\$6,551,400	(\$1,908,500)	\$6,679,900

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND EXPENDITURES

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$1,973,374	\$2,461,600	\$2,079,400	\$382,200	\$2,409,100
41040 Overtime	81,889	116,500	68,600	47,900	90,000
41300 Vision Care	9,314	10,800	10,000	800	10,400
41350 Disability	6,161	7,100	7,400	(300)	8,700
41400 Group Ins/Health	312,605	396,100	355,400	40,700	411,400
41450 Life Insurance	8,019	8,500	8,100	400	8,700
41500 Group Ins/Dental	35,167	47,500	39,100	8,400	41,200
41600 Retirement/PERS	379,752	464,900	400,400	64,500	462,900
41650 Medicare	30,287	35,200	32,800	2,400	32,800
41700 Workers' Compensation	137,100	150,400	150,400	0	107,500
41800 Payroll Accruals	68,919	89,000	67,300	21,700	50,500
41200 Deferred Compensation - 401k	35,010	39,700	35,400	4,300	49,400
41210 Deferred Compensation - 457	2,530	5,700	1,600	4,100	8,800
Subtotal - Personnel	<u>3,080,127</u>	<u>3,833,000</u>	<u>3,255,900</u>	<u>577,100</u>	<u>3,691,400</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	4,054	30,200	30,200	0	31,200
42230 Office Supplies	4,861	6,000	6,000	0	6,000
42235 Furniture (Non-Capital)	16,453	0	0	0	0
42410 Uniform/Clothing Supply	19,416	21,500	21,500	0	26,800
42440 Memberships and Dues	11,665	15,000	13,000	2,000	16,000
42450 Subscriptions and Books	700	700	700	0	700
42460 Advertising	984	2,000	200	1,800	2,000
42500 Fuel and Lubricants	262,888	345,000	325,000	20,000	355,500
42510 Tires	37,505	37,000	37,000	0	37,000
42550 Small Tools/Equipment	5,423	5,000	3,600	1,400	3,500
42560 Operating Supplies	147,268	164,100	164,100	0	163,600

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42730 Training	\$3,290	\$5,400	\$2,000	\$3,400	\$4,900
42720 Travel, Conferences, Meetings	4,405	5,900	4,300	1,600	5,900
42790 Mileage	3,199	2,700	2,700	0	2,700
Subtotal - Supplies and Materials	<u>522,111</u>	<u>640,500</u>	<u>610,300</u>	<u>30,200</u>	<u>655,800</u>
<u>SERVICES</u>					
44010 Professional/Special Services	1,814	3,000	1,700	1,300	2,000
44020 Planning Projects	52,340	45,300	45,300	0	35,300
44310 Maintenance of Equipment	520,443	626,300	600,300	26,000	601,300
44410 Maintenance of Buildings/Ground	2,654	10,000	10,000	0	10,000
44490 Other Contract Services	24,697	33,600	33,600	0	33,600
44590 Insurance Charges	130,800	131,700	131,700	0	138,500
48500 Maintenance Contracts	466,200	37,200	37,200	0	0
Subtotal - Services	<u>1,198,948</u>	<u>887,100</u>	<u>859,800</u>	<u>27,300</u>	<u>820,700</u>
<u>REIMBURSEMENTS AND TRANSFERS</u>					
46100 Reimbursement to General Fund	950,900	1,010,200	1,010,200	0	1,040,900
49297 Transfer to Retiree Medical Fund	18,600	10,900	10,900	0	23,000
49656 Transfer to FIS Project	66,000	5,000	5,000	0	5,000
Subtotal - Reimb./Transfers	<u>1,035,500</u>	<u>1,026,100</u>	<u>1,026,100</u>	<u>0</u>	<u>1,068,900</u>
Subtotal - Current Expenses	2,756,559	2,553,700	2,496,200	57,500	2,545,400
<u>CAPITAL OUTLAY</u>					
42200 Computers (Non-Capital)	9,686	0	0	0	7,500
48600 Capital Outlay Projects	247,736	2,073,200	799,300	1,273,900	435,600
Subtotal - Capital Outlay	<u>257,422</u>	<u>2,073,200</u>	<u>799,300</u>	<u>1,273,900</u>	<u>443,100</u>
Total Expenditures	<u><u>\$6,094,108</u></u>	<u><u>\$8,459,900</u></u>	<u><u>\$6,551,400</u></u>	<u><u>\$1,908,500</u></u>	<u><u>\$6,679,900</u></u>

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND CAPITAL OUTLAY

	TOTAL PROJECT BUDGET	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
<i>CAPITAL OUTLAY PROJECTS</i>					
Replacement DAR Vans (3)	\$260,000	\$247,700	\$247,600	\$100	\$0
Replacement DAR Vans (2)	220,000	220,000	220,000	0	0
Replacement DAR Vans (3)	267,400	0	0	0	0
GFI Farebox Replacement	168,200	0	0	0	0
Bus Rehabilitation	354,000	301,300	295,500	5,800	0
Architectural/Constr. - TMF Expansion	1,235,000	1,235,000	0	1,235,000	0
Luminator Destination Sign Replacement	30,000	30,000	22,400	7,600	0
Replacement Computers (4)	7,200	7,200	5,200	2,000	0
Driver Seat Replacement (6)	12,000	12,000	8,600	3,400	0
Bus Stop Sign Replacement	20,000	20,000	0	20,000	0
Replacement Computers (3)/Printers (2)	7,500	0	0	0	7,500
Replacement DAR Vans (3)	267,400	0	0	0	267,400
GFI Farebox Upgrade (13)	168,200	0	0	0	168,200
Total	\$3,016,900	\$2,073,200	\$799,300	\$1,273,900	\$443,100

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

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<u>REVENUES</u>					
Fare Revenues	\$540,996	\$518,800	\$486,400	(\$32,400)	\$535,700
Other Revenues	59,276	180,500	155,000	(25,500)	166,000
Operating Assistance Revenues	4,350,092	5,604,900	5,186,300	(418,600)	5,499,800
Planning Assistance Revenues	52,340	45,300	45,300	0	35,300
Capital Assistance Revenues	1,091,404	2,110,400	678,400	(1,432,000)	443,100
Total Revenues	\$6,094,108	\$8,459,900	\$6,551,400	(\$1,908,500)	\$6,679,900
<u>EXPENDITURES</u>					
Personnel Expense	\$3,080,127	\$3,833,000	\$3,255,900	\$577,100	\$3,691,400
Supplies, Materials, & Services Expense	1,721,059	1,527,600	1,470,100	57,500	1,476,500
Reimbursements Expense	1,035,500	1,026,100	1,026,100	0	1,068,900
Capital Outlay Expense	257,422	2,073,200	799,300	1,273,900	443,100
Total Expenditures	\$6,094,108	\$8,459,900	\$6,551,400	\$1,908,500	\$6,679,900

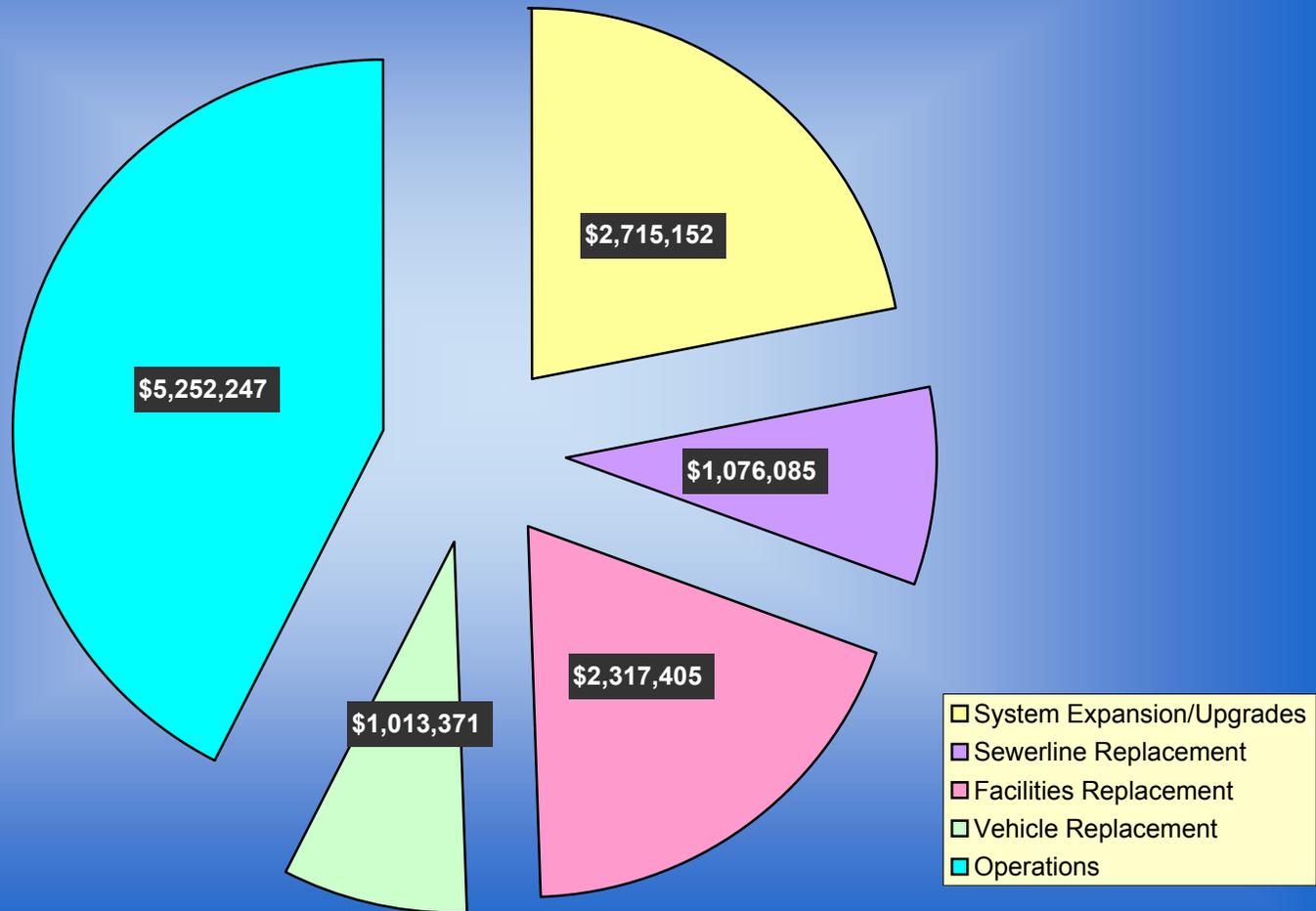
**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
Deputy Director/Transit	1.0	1.0	1.0
Transit Finance Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Transit Superintendent	1.0	1.0	1.0
Transit Supervisor	4.0	4.0	4.0
Transit Operations Assistant	1.0	1.0	1.0
Transit Coach Operator	17.0	17.0	17.0
Secretary	1.0	1.0	1.0
Transit Dispatcher	2.0	2.0	2.0
SUBTOTAL	29.0	29.0	29.0
 <u>REGULAR PART-TIME POSITIONS (NOTE 1)</u>			
Transit Coach Operator (Part-Time)	11.3	12.8	12.8
Dispatcher (Part-Time)	0.5	0.5	0.5
SUBTOTAL	11.8	13.3	13.3
 TOTAL	 40.8	 42.3	 42.3

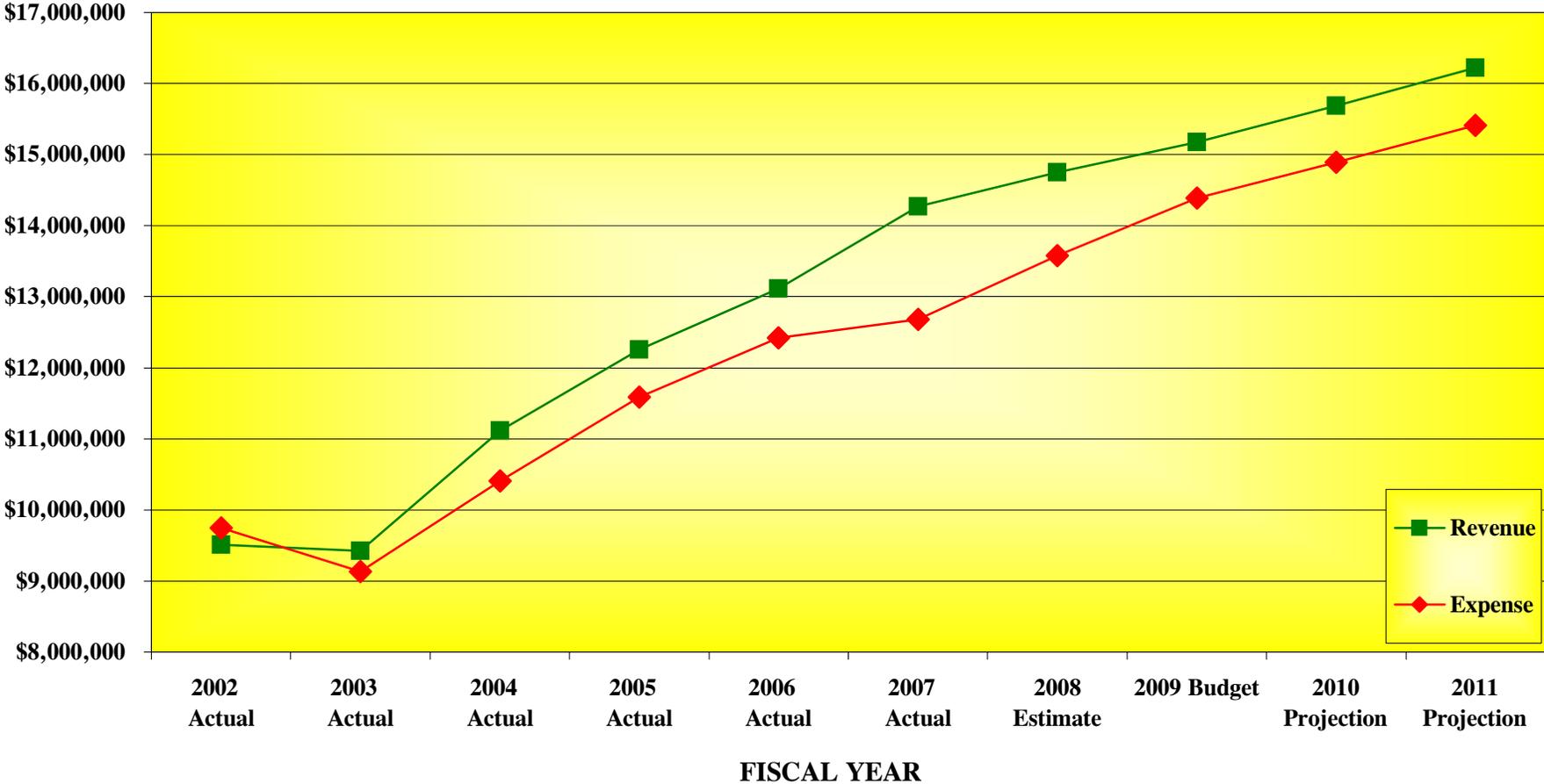
Note 1: Temporary and regular part-time positions are shown as full-time equivalents.

Sanitation Fund

SANITATION FUNDS RESERVE BALANCES PROJECTED TO JUNE 30, 2009



SANITATION OPERATIONS FUND TEN YEAR FINANCIAL HISTORY/PROJECTION



SANITATION FUNDS

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

The Nitrification/Denitrification (NDN) Facility, one of the City's largest recent capital improvement projects has been in operation for more than three years. Although start-up problems have been resolved, the issue of consistent compliance with upcoming permit requirements remains a challenge. Design improvements were completed in 2007, and construction is underway and expected to be completed during FY 2009-10.

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

The Water Quality Control Plant is an aging facility. An examination is essential to identify needed replacement of equipment and/or structures to avoid catastrophic failures that could result in significant permit violations. A consultant will be selected to perform a study and submit a plan that will prioritize upcoming Capital Improvement Program projects.

In addition to the City-initiated assessment of the sewer system, the State Water Resources Control Board implemented the new Statewide General Waste Discharge Requirements last year requiring a Sewer System Management Plan be prepared for the City's wastewater collection system with a focus on sewer planning, spill reporting, response times, sewer rehabilitation and replacement, and other stipulations. A consultant is currently preparing the Sewer System Management Plan.

The Plant continues to find ways to streamline its operations and improve efficiencies wherever possible through the use of new technology and training.

CAPITAL IMPROVEMENTS

FY 2007-08 Goals and Achievements

- Goal: Continue to participate in the Joint Power Authority (JPA) with the cities of Camarillo and Thousand Oaks, County of Ventura, the Camrosa Water District, and the Calleguas Municipal Water District to resolve total maximum daily load (TMDL) issues within the Calleguas Creek Watershed. **Achievement: Participated in the Joint Power Authority (JPA) with other agencies.**
- Goal: Continue the upgrade of the SCADA System at the Water Quality Control Plant. **Achievement: Completed Phase I (design and fiber optics installation). Phases II, III and IV comprise the areas of the Plant that will interconnect the various unit processes to the SCADA System. Phase II has been completed. Phase III is in construction, and Phase IV is under design, with completion planned for FY2009-10.**
- Goal: Complete the replacement of boilers at the Water Quality Control Plant and evaluate whether energy recovery/cogeneration can be feasibly implemented. **Achievement: Completed the construction.**
- Goal: Complete the design and initiate construction of Modifications to the Nitrification and Denitrification project at the Water Quality Control. **Achievement: Completed the design, and the construction project is in progress.**
- Complete construction of Sewer Line Rehabilitation for the following projects:
 1. 27-inch trunk sewer main at Los Angeles Avenue from Fifth Street to Madera Road and Madera Road from Los Angeles Avenue to Strathearn Place.
 2. 8-inch sewer main at Lysander Avenue.**Achievement: Completed the rehabilitation of the 27-inch sewer main from Fifth Street to Sinaloa Road.**

Rehabilitations of sewer main from Sinaloa Road to Madera and Lysander Avenue are in progress.

- Complete the rehabilitation of sewer manholes located in the high groundwater areas in the west end of the City. **Achievement: Postponed project until FY 2009-10.**
- Complete the design and construction specifications for sewer line rehabilitation for the following projects:
 1. Belhaven Avenue
 2. Deacon Street
 3. Fourth Street
 4. Sutter Avenue Sewer Line Replacement
 5. Buckskin Avenue from Roan Street to Royal Avenue
 6. Replacement of Asbestos Concrete Pipe, Phase II Project
 7. Stearns Street at Los Angeles Avenue.

Achievement: Design and specifications completed for all but Replacement of Asbestos Concrete Pipe, Phase II project. This project will be constructed in phases over the next 10 years.

- Complete the design and construction specifications for the Los Angeles Avenue Sewer Line Rehabilitation from Galt Street to First Street. **Achievement: Completed design and construction.**
- Complete the design and construction for lining of Lagoon No. 2 at the Water Quality Control Plant. **Achievement: Completed design, and construction will be initiated.**
- Continue providing review of sewer line projects submitted by various development projects throughout the City. **Achievement: Reviewed 102 new development projects and 33 proposed sewer facilities last year.**
- Complete the design for the Restoration and Improvement of Arroyo Simi Embankment at Water Quality Control Plant. **Achievement: Completed preliminary design. Staff is currently obtaining required permits.**

- Complete the design for the Grit Chamber Splitter Box and the Slide Gate Rehabilitation Project. **Achievement: Continued designing improvements.**

Other Accomplishments

- Completed Rehabilitation of approximately 290 feet of an existing 10-inch sewer main located at Chambers Lane/Railroad Easement.
- Completed the Emergency Standby Generator Replacement Project.

FY 2008-09 Goals

- Complete the design of Primary Channel Air Piping Rehabilitation Project.
- Complete the design of Primary Raw Sludge Line Rehabilitation Project.
- Complete the design of Dewatering Building Ceiling Rehabilitation Project.
- Complete the design of Sodium Bisulfite Process Access Road Project.
- Complete the design of Primary Influent Channel Concrete Project.
- Complete the design of Plant Parts Storage Warehouse Project.

ENVIRONMENTAL COMPLIANCE

Environmental Compliance

The Environmental Compliance Division (ECD) provides the Pretreatment Program through the federally-mandated National

Pollutant Discharge Elimination System permit issued by the State. The program is designed to protect the Wastewater Treatment Plant by preventing the discharge of toxic and hazardous materials to the Sanitation collection system and assuring the ongoing plant performance and compliance by permitting and monitoring commercial and industrial waste discharges and to provide support to the customers and dischargers that may need assistance to maintain compliance with their permit.

- Complete the ECD Enforcement Response Plan and adopt the plan in conjunction with the revised Ordinance.

FY 2007-08 Goals and Achievements

- Goal: Evaluate the Local Limit versus the Categorical Discharge Limit to determine more representative locations for Compliance Monitoring for both limits. **Achievement: Conducted a Local Limit Study with Larry Walker and Associates and made recommendations for discharge limits to be included for ordinance revision.**
- Goal: Evaluate the Fat Oil and Grease Control Program and determine effectiveness and make recommendations if needed for improvement. **Achievement: Conducted a Fat Oil and Grease Study and found that the existing limits and methods to determine compliance with the support of Best Management Practices are effective.**
- Goal: Review the Environmental Compliance Division Enforcement Response Plan and Guide and make recommendations to incorporate the Stormwater Ordinance and required enforcement action with those in the Pretreatment program. **Achievement: Continued negotiations with the Regional Board.**

FY 2008-2009 Goals

- Evaluate the need for training and reporting requirements for ECD personnel to comply with recent reporting requirements for Sanitary Sewer Overflows.
- Complete the Revision of the ECD Pretreatment Ordinance

SANITATION OPERATIONS FUND REVENUE

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>OPERATING FUND</u>					
34001 Interest	\$534,977	\$394,400	\$510,200	\$115,800	\$534,200
34101 Rents and Leases	480	0	26,000	26,000	26,000
37002 Maps & Publications	2,095	0	5,000	5,000	0
37401 Engineering Fees	52,932	15,000	7,000	(8,000)	10,000
37405 Inspection Service Fees	26,552	10,000	12,000	2,000	10,000
37410 Service Charges	13,334,910	13,172,200	13,840,000	667,800	14,296,700
37413 Late Fees and Penalties	30,026	20,000	28,000	8,000	25,000
37432 Source Control Program	241,011	220,000	290,000	70,000	250,000
37434 Sewer Frontage & Lateral	22,226	5,000	0	(5,000)	5,000
37499 Other	8,705	8,000	20,600	12,600	8,000
37412 Recycled Water Charges	7,026	6,000	8,100	2,100	8,000
38001 Sale of Surplus Property	7,222	0	0	0	0
TOTAL REVENUE	\$14,268,162	\$13,850,600	\$14,746,900	\$896,300	\$15,172,900

SANITATION OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$3,285,072	\$3,844,600	\$3,347,000	\$497,600	\$3,959,600
41020 Temporary Salaries	0	0	11,100	(11,100)	0
41040 Overtime	275,690	251,800	305,500	(53,700)	221,800
41300 Vision Care	12,494	14,100	12,700	1,400	14,000
41350 Disability	15,885	17,500	16,400	1,100	17,700
41400 Group Ins/Health	466,761	573,100	511,100	62,000	605,700
41450 Life Insurance	10,672	11,800	11,900	(100)	11,900
41500 Group Ins/Dental	44,136	60,600	46,900	13,700	54,400
41600 Retirement/PERS	641,788	733,800	645,800	88,000	769,300
41650 Medicare	43,615	44,700	47,800	(3,100)	53,100
41700 Workers' Compensation	345,600	366,900	366,900	0	313,700
41800 Payroll Accruals	119,570	103,200	86,700	16,500	93,000
41200 Deferred Compensation - 401k	66,147	74,200	65,000	9,200	79,000
41210 Deferred Compensation - 457	2,915	5,800	3,600	2,200	11,500
41900 Salary Savings	0	(147,500)	MET	(147,500)	(158,100)
Subtotal - Personnel	5,330,345	5,954,600	5,478,400	476,200	6,046,600
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	963,402	824,100	810,000	14,100	860,000
42110 Lift Utilities	3,918	4,200	4,200	0	4,200
42130 Postage	0	0	0	0	5,000
42150 Communications	5,253	39,600	30,000	9,600	42,500
42230 Office Supplies	11,257	15,000	12,500	2,500	11,500
42235 Furn & Equip (Non-Capital)	0	0	0	0	3,300
42310 Rentals	2,044	9,000	25,000	(16,000)	6,500
42410 Uniform/Clothing Supply	19,217	24,000	21,500	2,500	23,000
42440 Memberships and Dues	19,163	19,300	19,000	300	19,200

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>SUPPLIES AND MATERIALS (CONT'D.)</u>					
42450 Subscriptions and Books	\$2,161	\$2,000	\$2,000	\$0	\$3,000
42530 Chemicals	516,727	615,000	580,000	35,000	605,000
42541 Recycled Water	10,777	6,000	7,000	(1,000)	7,500
42550 Small Tools and Equipment	5,260	5,200	5,200	0	5,200
42560 Operating Supplies	131,057	170,300	170,300	0	170,300
42790 Mileage	1,551	3,500	2,500	1,000	3,000
42730 Training	12,656	27,800	19,500	8,300	20,300
42720 Travel, Conferences, Meetings	8,313	20,100	18,500	1,600	15,900
Subtotal - Supplies/Materials	<u>1,712,756</u>	<u>1,785,100</u>	<u>1,727,200</u>	<u>57,900</u>	<u>1,805,400</u>
<u>SERVICES</u>					
44010 Professional/Special Services	363,603	661,100	350,000	311,100	486,300
44310 Maintenance of Equipment	595,220	755,100	715,000	40,100	724,000
44410 Maint. of Buildings and Grounds	18,441	16,100	16,100	0	16,100
44490 Other Contract Services	594,454	998,900	800,000	198,900	1,087,700
44590 Insurance Charges	190,500	170,000	170,000	0	163,400
Subtotal - Services	<u>\$1,762,218</u>	<u>\$2,601,200</u>	<u>\$2,051,100</u>	<u>\$550,100</u>	<u>\$2,477,500</u>

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>REIMBURSEMENTS AND TRANSFERS</u>					
46100 Reimbursement to General Fund	\$1,542,800	\$1,649,900	\$1,649,900	\$0	\$1,689,000
49648 Transfer to Computer Equip.	32,300	41,600	41,600	0	60,800
49649 Transfer to GIS	19,900	17,600	17,600	0	17,000
49656 Transfer to FIS	18,800	18,800	18,800	0	18,800
49297 Transfer to Retiree Benefits Fund	59,000	31,400	31,400	0	41,400
49702 Transfer to Plant Equip Rsrv	1,010,000	1,010,000	1,010,000	0	1,010,000
49702 Transfer to Vehicle Repl Rsrv	96,200	159,600	159,600	0	122,800
49702 Transfer to Sewerline Repl Rsrv	965,000	965,000	965,000	0	965,000
Subtotal Reimb/Transfers	<u>3,744,000</u>	<u>3,893,900</u>	<u>3,893,900</u>	<u>0</u>	<u>3,924,800</u>
Subtotal - Current Expenses	7,218,974	8,280,200	7,672,200	608,000	8,207,700
<u>CAPITAL OUTLAY</u>					
46600 Transfer to Streets and Roads	132,000	174,000	174,000	0	247,000
47020 Furnishings & Equipment	0	0	0	0	5,000
47021 Furnishings & Equipment (Cap)					16,200
47030 Vehicles	0	0	0	0	206,800
48500 Maintenance Projects	0	260,000	250,000	10,000	10,000
Subtotal - Capital Outlay	<u>132,000</u>	<u>434,000</u>	<u>424,000</u>	<u>10,000</u>	<u>485,000</u>
Anticipated Underexpenditures	<u>0</u>	<u>(350,000)</u>	<u>0</u>	<u>(350,000)</u>	<u>(350,000)</u>
TOTAL EXPENDITURES	<u><u>\$12,681,319</u></u>	<u><u>\$14,318,800</u></u>	<u><u>\$13,574,600</u></u>	<u><u>\$744,200</u></u>	<u><u>\$14,389,300</u></u>

SANITATION PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2007-08</u>	<u>ESTIMATED ACTUAL 2007-08</u>	<u>VARIANCE 2007-08</u>	<u>BUDGET 2008-09</u>
<u>OPERATIONS FUND MAINTENANCE PROJECTS</u>					
9710 (A) Raising of Manholes for Streets and Roads Projects	--	\$174,000	\$174,000	\$0	\$247,000
9710 (B) Soil Amendment Site	--	10,000	0	10,000	10,000
9710 (C) Plant Oper. & Mtce. Manual	250,000	250,000	250,000	0	0
Total - Operations Fund Projects	250,000	434,000	424,000	10,000	257,000
<u>REPLACEMENT RESERVE FUND PROJECTS</u>					
9712 Work Order System	180,000	63,700	63,700	0	0
9712 Boiler Rehabilitation Project	266,200	137,500	137,500	0	0
9712 Lagoon 3 Storage Lining	1,000,000	1,000,000	1,000,000	0	0
9712 Replace Emergency Generator	458,000	438,000	438,000	0	0
9712 SCADA PLC Project	1,250,000	849,100	849,100	0	0
9712 Grit Chamber Splitter Box	107,500	107,500	107,500	0	0
9712 Slide Gates Rehabilitation	135,000	135,000	135,000	0	0
9712 Dewatering Building Ventilation	350,000	350,000	350,000	0	0
9712 Trihalomethane Control Station	350,000	350,000	350,000	0	0
9712 (C) Dewatering Building Ceiling	20,000	0	0	0	20,000
9712 (D) Wood Ranch Lift Station Rehab	100,000	0	0	0	100,000
Subtotal - Replacement Projects	4,216,700	3,430,800	3,430,800	0	120,000
<u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	--	111,500	111,500	0	0
Subtotal - Capital Outlay	\$0	\$111,500	\$111,500	\$0	\$0

SANITATION PROJECTS LISTING (CONT'D)

	TOTAL PROJECT BUDGET	FINAL BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	VARIANCE 2007-08	BUDGET 2008-09
<u>REPLACEMENT RESERVE FUND SEWERLINE PROJECTS</u>					
9712 (E) Manhole Rehab Project	--	\$100,000	\$100,000	\$0	\$100,000
9712 Deacon Street Sewerline	250,000	250,000	250,000	0	0
9712 Fourth Street Sewerline	450,000	450,000	450,000	0	0
9712 Sutter Avenue Sewerline	220,000	220,000	220,000	0	0
9712 Buckskin Ave Sewerline	250,800	250,800	250,800	0	0
9712 Sheri Drive Sewerline	210,000	210,000	210,000	0	0
9712 Sterns/LA Sewerline	474,600	474,600	474,600	0	0
9712 Los Angeles Av/Madera Rd. Lysander Ave Sewerline	4,450,000	4,447,800	4,447,800	0	0
9712 (F) Sewer Trunk - LA Ave/MetroInk	100,000	0	0	0	100,000
9712 (G) Sewer Trunk - LA Ave/Tapo Cyn	50,000	0	0	0	50,000
9712 (H) Sewer Trunk - Strathearn Place	50,000	0	0	0	50,000
Subtotal - Sewerline Projects	6,505,400	6,403,200	6,403,200	0	300,000
 Total - Replacement Reserve Fund Projects & Capital Outlay	<u>10,722,100</u>	<u>9,945,500</u>	<u>9,945,500</u>	<u>0</u>	<u>420,000</u>
<u>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</u>					
9711 Plant Arroyo Simi Rip-Rap	2,500,000	2,500,000	2,500,000	0	0
9711 Nitrification/Denitrification Facility Upgrade	5,000,000	5,000,000	5,000,000	0	0
9711 Collection System Rehab - Phase II	200,000	46,200	46,200	0	0
Total Plant Expansion/Upgrade Fund Projects	<u>\$7,700,000</u>	<u>\$7,546,200</u>	<u>\$7,546,200</u>	<u>\$0</u>	<u>\$0</u>

SANITATION OPERATIONS FUND
WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2007-08</u>	ESTIMATED <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
BEGINNING OPERATIONS FUND WORKING CAPITAL	\$3,296,347	\$3,296,347	\$4,468,647	\$5,252,247	\$6,048,147
<u>REVENUES</u>					
Enterprise	13,850,600	14,746,900	15,172,900	15,688,800	16,222,200
<u>EXPENDITURES</u>					
Operations and Maintenance	14,318,800	13,574,600	14,389,300	14,892,900	15,414,200
ENDING OPERATIONS FUND WORKING CAPITAL	<u>\$2,828,147</u>	<u>\$4,468,647</u>	<u>\$5,252,247</u>	<u>\$6,048,147</u>	<u>\$6,856,147</u>

SANITATION REPLACEMENT RESERVE FUND
WORKING CAPITAL SUMMARY

	BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	BUDGET 2008-09	PROJECTION 2009-10	PROJECTION 2010-11
<u>VEHICLE REPLACEMENT RESERVE</u>					
BEGINNING BALANCE	\$1,192,971	\$1,192,971	\$896,771	\$1,013,371	\$1,046,271
<u>REVENUES</u>					
Allocation	159,600	159,600	122,800	156,300	156,300
<u>EXPENDITURES</u>					
Vehicle Purchases	455,800	455,800	6,200	123,400	307,600
ENDING BALANCE	<u>896,771</u>	<u>896,771</u>	<u>1,013,371</u>	<u>1,046,271</u>	<u>894,971</u>
<u>SANITATION REPLACEMENT RESERVE</u>					
BEGINNING BALANCE	4,601,005	4,601,005	1,499,105	2,317,405	2,088,195
<u>REVENUES</u>					
Allocation	1,010,000	1,010,000	1,010,000	1,010,000	1,010,000
Total Revenues	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>
<u>EXPENDITURES</u>					
Reimbursement to the Gen Fund	69,600	69,600	71,700	74,210	76,807
Transfer to Sewerline Reserve	500,000	500,000	0	0	0
Projects	3,430,800	3,430,800	120,000	1,165,000	380,000
Capital Outlay	111,500	111,500	0	0	0
Total Expenses	<u>4,111,900</u>	<u>4,111,900</u>	<u>191,700</u>	<u>1,239,210</u>	<u>456,807</u>
ENDING BALANCE	<u>\$1,499,105</u>	<u>\$1,499,105</u>	<u>\$2,317,405</u>	<u>\$2,088,195</u>	<u>\$2,641,388</u>

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

	BUDGET 2007-08	ESTIMATED ACTUAL 2007-08	BUDGET 2008-09	PROJECTION 2009-10	PROJECTION 2010-11
<u>SEWERLINE REPLACEMENT RESERVE</u>					
BEGINNING BALANCE	\$4,349,285	\$4,349,285	\$411,085	\$1,076,085	(\$2,458,915)
<u>REVENUES</u>					
Allocation	965,000	965,000	965,000	965,000	965,000
Transfer from San Repl. Reserve	500,000	500,000	0	0	0
Transfer from Tapo/West End TIF	1,000,000	1,000,000	0	0	0
Total Revenues	2,465,000	2,465,000	965,000	965,000	965,000
<u>EXPENDITURES</u>					
Projects	6,403,200	6,403,200	300,000	4,500,000	6,340,000
ENDING BALANCE	\$411,085	\$411,085	\$1,076,085	(\$2,458,915)	(\$7,833,915)

SANITATION SYSTEM EXPANSION/UPGRADE FUND
WORKING CAPITAL SUMMARY

	BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	BUDGET <u>2008-09</u>	PROJECTION <u>2009-10</u>	PROJECTION <u>2010-11</u>
BEGINNING BALANCE	\$8,513,652	\$8,513,652	\$2,010,052	\$2,715,152	\$3,414,952
<u>REVENUES</u>					
Connection Fees	500,000	850,000	500,000	500,000	500,000
Interest	160,000	400,900	419,700	421,900	434,500
Total Revenues	660,000	1,250,900	919,700	921,900	934,500
<u>EXPENDITURES</u>					
Reimbursement to the General Fund	208,300	208,300	214,600	222,100	229,900
Plant Expansion/Upgrade and Trunkline Projects	7,546,200	7,546,200	0	0	200,000
Total Expenditures	7,754,500	7,754,500	214,600	222,100	429,900
ENDING BALANCE	\$1,419,152	\$2,010,052	\$2,715,152	\$3,414,952	\$3,919,552

SANITATION FUNDS
CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2007-08</u>	ESTIMATED <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>
Ending Operations Fund Working Capital	\$2,828,147	\$4,468,647	\$5,252,247	\$6,048,147	\$6,856,147
Reserves:					
Vehicle Replacement Reserve	896,771	896,771	1,013,371	1,046,271	894,971
Sanitation Replacement Reserve	1,499,105	1,499,105	2,317,405	2,088,195	2,641,388
Sewerline Replacement Reserve	411,085	411,085	1,076,085	(2,458,915)	(7,833,915)
Ending Replacement Reserve Fund Working Capital	2,806,961	2,806,961	4,406,861	675,551	(4,297,556)
Ending Sanitation System Expansion/ Upgrade Fund Working Capital	1,419,152	2,010,052	2,715,152	3,414,952	3,919,552
TOTAL SANITATION FUNDS WORKING CAPITAL	<u>\$7,054,260</u>	<u>\$9,285,660</u>	<u>\$12,374,260</u>	<u>\$10,138,650</u>	<u>\$6,478,143</u>

**SIMI VALLEY SANITATION FUNDS
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Administrative/Engineering:</u>			
Assistant Public Works Director	1.0	1.0	1.0
Senior Engineer	2.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Associate Engineer	0.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
SUBTOTAL	8.0	8.0	8.0
<u>Plant Operations:</u>			
Deputy Director/Sanitation Services	1.0	1.0	1.0
Plant Support Systems Manager	1.0	1.0	1.0
Plant Operations Manager	1.0	1.0	1.0
Plant Operations Supervisor	1.0	1.0	1.0
Plant Maintenance Supervisor	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0
Laboratory Chemist	1.0	1.0	1.0
Laboratory Technician	2.0	2.0	2.0
Senior Laboratory Technician	1.0	1.0	1.0
Instrumentation Technician	2.0	3.0	2.0
Senior Instrumentation Technician	0.0	0.0	1.0
Plant Maintenance Technician III	3.0	3.0	3.0
Plant Maintenance Technician II	2.0	2.0	2.0
Plant Maintenance Technician I	2.0	2.0	2.0
Plant Maintenance Program Technician	1.0	1.0	1.0
Plant Operator III (Lead Worker)	2.0	2.0	2.0
Plant Operator III	6.0	7.0	7.0
Plant Operator II	4.0	2.0	2.0
Plant Operator I	1.0	1.0	1.0

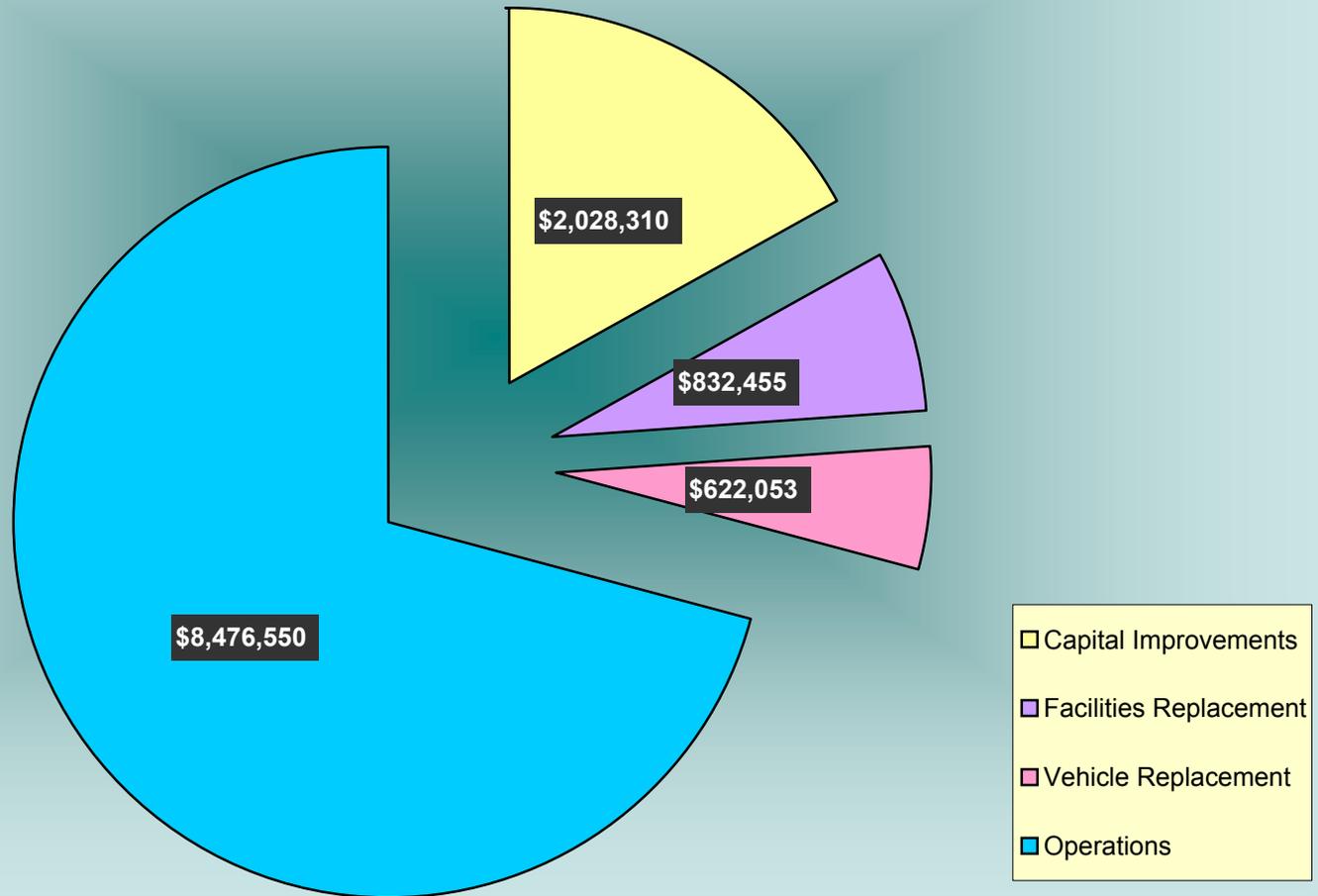
**SIMI VALLEY SANITATION FUNDS
AUTHORIZED POSITIONS (CONT'D)**

	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
<u>Plant Operations (Cont'd)</u>			
Maintenance Worker II	1.0	1.0	0.0
Maintenance Worker I/II	0.0	0.0	1.0
Inventory Support Technician	0.0	1.0	1.0
Industrial Painter	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
SUBTOTAL	36.0	37.0	37.0
<u>Sewer Line Maintenance</u>			
Collection Systems Supervisor	1.0	1.0	1.0
Collection Systems Technician	6.0	8.0	8.0
SUBTOTAL	7.0	9.0	9.0
<u>Environmental Compliance (Note 1):</u>			
Deputy Director/Environmental Compliance	1.0	1.0	1.0
Environmental Compliance Program Coordinator	1.0	1.0	1.0
Environmental Compliance Programs Analyst	0.5	0.5	0.5
Environmental Compliance Inspector	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	5.5	5.5	5.5
TOTAL	56.5	59.5	59.5

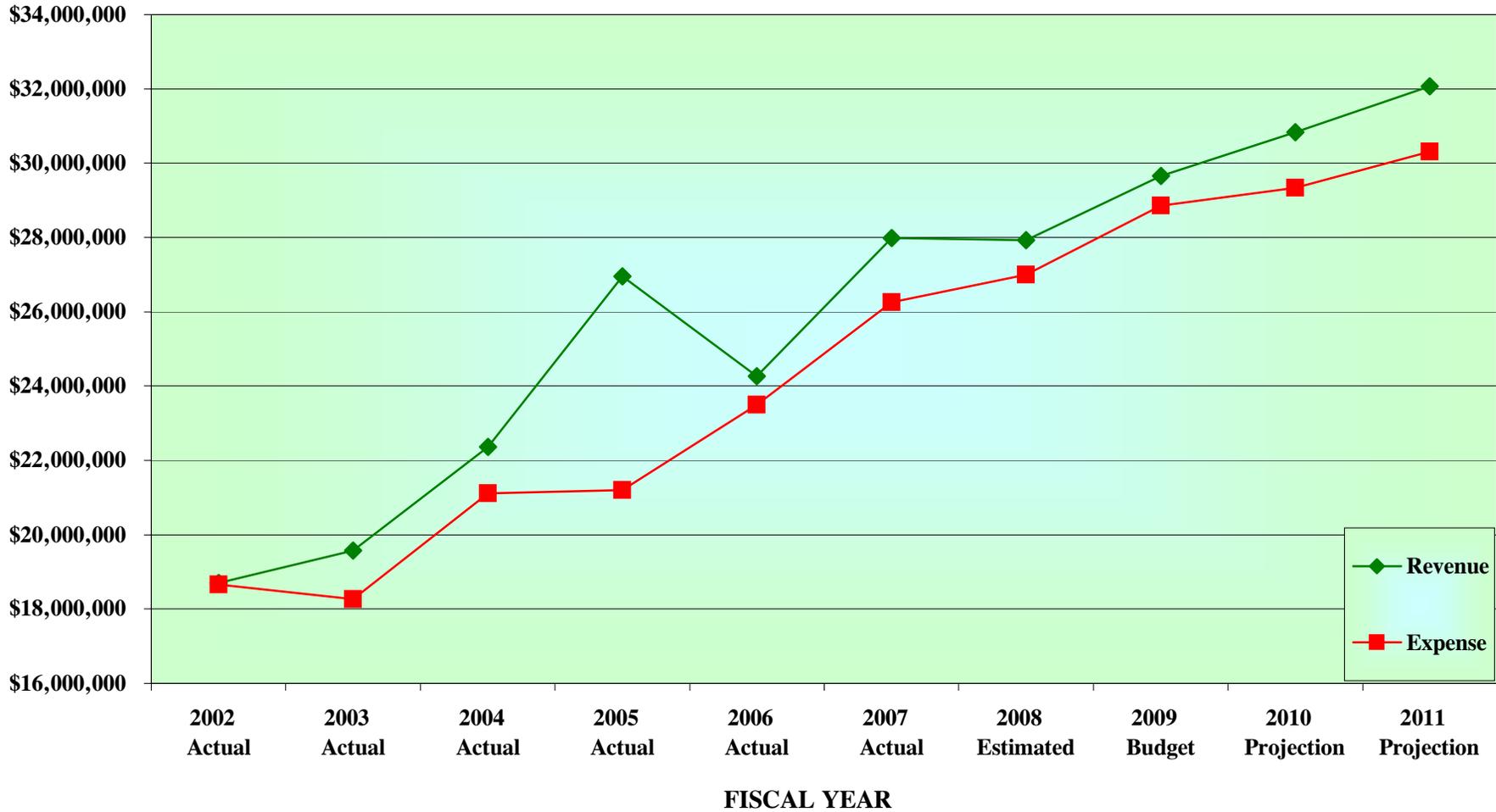
Note 1: Additional Environmental Compliance positions are budgeted in the Public Works Department, General Fund budget.

*Ventura County
Waterworks District No. 8*

**WATERWORKS DISTRICT FUNDS
RESERVE BALANCES
PROJECTED TO JUNE 30, 2009**



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



VENTURA COUNTY WATERWORKS DISTRICT NO. 8

The Ventura County Waterworks District No. 8 (District) provides reliable and safe water services to customers. In 2007, the District delivered 8,385 million gallons of water (23 million gallons each day).

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

Planning continued to further develop local water resources to reduce the District's reliance on imported water supplies.

FY 2007-08 Goals and Achievements

- Goal: Implement security measures as outlined in the Vulnerability Assessment Study. **Achievement: Installed new security cameras at three sites and new security gate controls at four sites.**
- Goal: Complete the interior recoating of two water storage tanks. **Achievement: Recoated the interior of Stow Tank No. 1.**
- Goal: Incorporate recommended improvements identified in the updated Water Master Plan and the Recycled Water Master Plan into the Capital Improvement Program. **Achievement: Continued making progress with the Water and Recycled Water Master Plans.**
- Goal: Design and construct an 8-inch water pipeline under the Arroyo Simi at Yosemite Avenue in conjunction with the County Flood Control Improvement Project. **Achievement: Completed the pipeline construction.**
- Complete the water model and hydraulic analyses of various service zones for the development of the updated Water Master

Plan. **Achievement: Completed water model and hydraulic analysis.**

- Goal: Complete an updated Water Master Plan. **Achievement: Made progress updating the Water Master Plan.**
- Goal: Complete a Recycled Water Master Plan. **Achievement: Secured Proposition 50 grant funding from the California Department of Water Resources in March 2006 for the Recycled Water Master Plan, which is in progress.**
- Goal: Complete the feasibility study for the non-potable use of concentrate waste from the proposed Tapo Canyon Water Treatment Plant. **Achievement: Completed feasibility study.**
- Goal: Initiate construction of the proposed Tapo Canyon Water Treatment Plant upon establishing and implementing the long-term non-potable use for the concentrate waste. Maintain funding grants from FEMA and the Metropolitan Water District – Local Resources Program for the treatment plant. **Achievement: Began construction in January 2008.**

Other Accomplishments

- Upgraded and modernized 11 SCADA sites in the easternmost part of the District.
- Replaced 1,800 old water meters that are 20 years and older with new meters equipped with AMR radio reading devices.
- Conducted a materials inventory utilizing the Work Order and Materials Inventory System.
- Completed the construction of the new Radio System for the City and the District. New radio repeaters were constructed at the Stow Tank site and the McCoy Tank site.
- Completed the aquifer study of the Tapo Canyon Well Field area.

- Completed the Urban Water Management Plan update.

FY 2008-09 Goals

- Install security cameras and electronic keypads at four pump stations and four water tanks.
- Recoat the interior of Stow Street Tank No. 3.
- Design and construct a 12-inch water pipeline in Long Canyon Road to interconnect 1330 and 1172 Pressure Zones.
- Install a tank-mixing system in the Mount Sinai 5.0 million-gallon water tank.
- Complete construction of the Tapo Canyon Water Treatment Plant.
- Begin design of a new water well to serve the Tapo Canyon Water Treatment Plant.
- Begin design for the installation of natural gas standby generators at Pump Stations No. 2 & 3.

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
OPERATIONS FUND REVENUE

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<u>OPERATING FUND REVENUES</u>					
34001 Interest	\$425,917	\$270,000	\$425,000	\$155,000	\$445,000
34101 Rents & Leases	290,619	200,000	240,000	40,000	250,000
37401 Engineering Fees	26,535	20,000	12,000	(8,000)	10,000
37405 Inspection Service Fees	48,769	30,000	8,000	(22,000)	10,000
37410 Service Charges	24,874,652	22,978,000	24,900,000	1,922,000	26,600,000
37452 Water Sales To District #17	1,080,838	910,000	1,065,000	155,000	1,139,500
37453 Water Standby Charges	6,514	6,000	6,500	500	6,000
37454 Sale of Meters	77,700	80,000	80,000	0	50,000
37456 Water Lift Charges	953,010	750,000	953,000	203,000	950,000
37461 Doorhanger Charges	140,813	100,000	167,000	67,000	150,000
37499 Other Service Charges	14,754	10,000	12,000	2,000	10,000
38001 Sale of Surplus Property	3,890	0	0	0	0
38003 Miscellaneous	0	0	0	0	0
38004 Damage Recovery	21,998	0	10,000	10,000	0
37412 Recycled Water Charges	21,757	23,000	45,000	22,000	30,000
TOTAL - REVENUES	<u>\$27,987,766</u>	<u>\$25,377,000</u>	<u>\$27,923,500</u>	<u>\$2,546,500</u>	<u>\$29,650,500</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$2,079,828	\$2,469,100	\$2,151,300	\$317,800	\$2,568,700
41020 Temporary Salaries	12,671	0	0	0	0
41040 Overtime	64,235	57,000	73,800	(16,800)	71,700
41050 Outside Assistance	0	5,000	9,100	(4,100)	0
41300 Vision Care	8,880	2,900	9,200	(6,300)	10,700
41350 Disability	10,161	11,700	12,500	(800)	12,100
41400 Group Ins/Health	323,797	442,400	350,700	91,700	461,100
41450 Life Insurance	7,653	8,600	8,900	(300)	8,900
41500 Group Ins/Dental	32,909	44,300	34,200	10,100	41,700
41600 Retirement/PERS	405,573	471,900	414,100	57,800	501,200
41650 Medicare	25,537	26,500	27,800	(1,300)	31,000
41700 Workers' Compensation	162,100	152,000	152,000	0	145,500
41800 Payroll Accruals	75,192	64,800	51,700	13,100	60,700
41200 Deferred Compensation - 401k	46,139	54,300	51,700	2,600	54,400
41210 Deferred Compensation - 457	1,345	4,200	1,900	2,300	8,600
41900 Salary Savings	0	(161,300)	MET	(161,300)	(172,900)
Subtotal - Personnel	3,256,020	3,653,400	3,348,900	304,500	3,803,400
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42100 Utilities	937,684	800,000	867,000	(67,000)	900,000
42150 Communications	2,757	29,600	25,500	4,100	32,200
42200 Computers (Non-Cap)	4,116	0	0	0	6,000
42230 Office Supplies	27,600	33,400	29,000	(4,400)	30,000
42235 Furnishings and Equip (Non-Cap)	0	13,500	13,500	0	16,600
42310 Rentals	1,992	5,500	5,500	0	5,500
42410 Uniform/Clothing Supply	8,774	10,500	9,500	1,000	10,500
42440 Memberships and Dues	10,107	12,900	10,500	2,400	18,900

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

	<u>ACTUAL</u> <u>2006-07</u>	<u>FINAL</u> <u>BUDGET</u> <u>2007-08</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>VARIANCE</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u>					
42450 Subscriptions and Books	\$953	\$2,200	\$1,400	\$800	\$1,600
42460 Advertising	0	0	0	0	200
42520 Water Meters	536,530	516,000	516,000	0	486,000
42540 Water Purchase	17,030,601	15,700,000	17,200,000	(1,500,000)	18,400,000
42541 Recycled Water Purchases	18,690	20,000	18,500	1,500	20,000
42550 Small Tools/Equipment	14,970	15,500	15,500	0	15,500
42560 Operating Supplies	10,831	13,000	12,400	600	13,000
42790 Mileage	635	500	1,100	(600)	1,000
42730 Training	8,994	15,900	13,800	2,100	12,900
42720 Travel, Conferences, Meetings	5,816	8,200	6,500	1,700	7,500
Subtotal Supplies and Materials	18,621,050	17,196,700	18,745,700	(1,557,800)	19,977,400
<u>CURRENT EXPENSES - SERVICES</u>					
44010 Professional/Special Services	102,452	261,000	210,000	51,000	206,800
44310 Maintenance of Equipment	379,573	416,900	415,400	1,500	442,900
44410 Maint of Buildings/Grounds	5,100	6,800	6,800	0	6,800
44490 Other Contract Services	172,264	240,600	185,000	55,600	251,700
44590 Insurance Charges	88,800	75,200	75,200	0	89,900
Subtotal - Services	748,189	1,000,500	892,400	108,100	998,100
<u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY</u>					
46100 Reimb to General Fund	1,986,600	2,121,400	2,121,400	0	2,174,800
49600 Reimb to Streets & Roads	177,000	240,000	240,000	0	277,000
49648 Transfer to Computer Equip.	27,800	38,200	38,200	0	64,800
49649 Transfer to GIS	31,900	28,900	28,900	0	27,100

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

	ACTUAL <u>2006-07</u>	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	VARIANCE <u>2007-08</u>	BUDGET <u>2008-09</u>
<i>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY (CONT'D)</i>					
49297 Transfer to Retiree Medical Fund	\$15,400	\$2,000	\$2,000	\$0	\$3,800
49656 Transfer to FIS Project	22,500	18,800	18,800	0	18,800
49763 Transfer to Vehicle Replacement	84,600	96,000	96,000	0	85,600
49763 Transfer to Facilities Replacement	1,460,000	1,460,000	1,460,000	0	1,460,000
Subtotal - Reimbursements, Transfers and Capital Outlay	3,805,800	4,005,300	4,005,300	0	4,111,900
Subtotal - Current Expenses	23,175,039	22,202,500	23,643,400	(1,449,700)	25,087,400
47020 Furnishings & Equipment	0	0	0	0	5,000
47021 Furnishings & Equipment (Cap)	0	0	0	0	25,000
47030 Vehicles	0	0	0	0	16,200
Subtotal - Capital Outlay	0	0	0	0	46,200
Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
TOTAL - EXPENDITURES	\$26,431,059	\$25,505,900	\$26,992,300	(\$1,495,200)	\$28,587,000

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

	<u>PROJECT BUDGET</u>	<u>FINAL BUDGET 2007-08</u>	<u>ESTIMATED ACTUAL 2007-08</u>	<u>VARIANCE 2007-08</u>	<u>BUDGET 2008-09</u>
<u>MAINTENANCE PROJECTS</u>					
9763 (A) Paving/Slurry Seal at Tank Sites	--	\$15,000	\$15,000	\$0	\$18,200
9763 (B) Landscaping/Noise Barrier	--	20,000	18,800	1,200	20,000
9763 (C) Painting Water Tanks/Facilities	--	50,000	45,000	5,000	50,000
9763 (D) Refurbish Pumping Facilities	--	55,000	23,000	32,000	55,000
9763 (F) Valve Box Replacement	--	15,000	15,000	0	15,000
9763 (G) Main Line Valve Replacement	--	75,000	74,800	200	75,000
9763 (H) District Telemetry System	--	200,000	175,000	25,000	100,000
9763 (I) Vulnerability Assessment Upgrade	--	55,000	55,000	0	55,000
9763 (J) Interior Tank Recoating	--	370,000	370,000	0	275,000
9763 (K) LA Avenue Pipeline Replacement	325,000	0	0	0	325,000
9763 (L) Alta Vista Tank Repl/Upgrade	1,100,000	0	0	0	1,100,000
Subtotal - Maintenance Projects	1,425,000	855,000	791,600	63,400	2,088,200
<u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u>					
47030 Vehicles	--	388,700	388,700	0	18,900
47028 Computers	--	0	0	0	9,000
Subtotal - Capital Outlay		388,700	388,700	0	27,900
TOTAL - REPLACEMENT RESERVE FUND PROJECTS	--	\$1,243,700	\$1,180,300	\$63,400	\$2,116,100

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

	<u>PROJECT BUDGET</u>	<u>FINAL BUDGET 2007-08</u>	<u>ESTIMATED ACTUAL 2007-08</u>	<u>VARIANCE 2007-08</u>	<u>BUDGET 2008-09</u>	
<u>CAPITAL IMPROVEMENTS FUND PROJECTS</u>						
9762	Sand Cyn Water Facility Oversizing	\$900,000	\$868,500	\$868,500	\$0	\$0
9762	Parker Ranch Water Tank Oversizing	1,080,000	124,200	124,200	0	0
9762	Marr Ranch Water Facility Oversizing	300,000	14,300	14,300	0	0
9762	Sand Canyon Access Road	180,000	180,000	180,000	0	0
9762	Tract 4313 Tank	825,000	754,500	754,500	0	0
9762	Marr Ranch Pipeline Replacement	300,000	300,000	300,000	0	0
9762	Water Master Plan Update	209,000	47,300	47,300	0	0
9762	Royal Avenue Waterline Extension	300,000	200,000	200,000	0	0
9762	Arroyo Simi Pipeline Extension	140,000	165,000	165,000	0	0
9762	System Pressure Zone Interconnect	250,000	250,000	250,000	0	0
9762	Patricia Ave Supply Line	20,000	20,000	0	20,000	0
9762	Tapo Canyon Water Treatment Plant Earthquake Repairs	6,658,500	6,658,500	6,658,500	0	0
9762 (M)	Oversizing of Water Facilities	625,000	125,000	125,000	0	125,000
9762 (N)	Tapo Canyon Aquifer Study/ Groundwater Basin Improv	412,100	130,800	130,800	0	200,000
9762 (O)	Recycled Water Projects	1,000,000	631,200	631,200	0	250,000
9762 (P)	Emergency Generators	120,000	0	0	0	120,000
9762 (Q)	Walnut Tank #1 Mixing System	70,000	0	0	0	70,000
TOTAL - CIP FUND PROJECTS		<u>\$13,389,600</u>	<u>\$10,469,300</u>	<u>\$10,449,300</u>	<u>\$20,000</u>	<u>\$765,000</u>

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

	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	BUDGET <u>2008-09</u>	PROJECTION <u>2009-10</u>	PROJECTION <u>2010-11</u>
BEGINNING WORKING CAPITAL	\$6,481,850	\$6,481,850	\$7,413,050	\$8,476,550	\$9,981,050
<i><u>REVENUES</u></i>					
Enterprise	25,377,000	27,923,500	29,650,500	30,836,500	32,070,000
<i><u>EXPENDITURES</u></i>					
Operations and Maintenance	25,505,900	26,992,300	28,587,000	29,332,000	30,212,000
ENDING WORKING CAPITAL	<u>\$6,352,950</u>	<u>\$7,413,050</u>	<u>\$8,476,550</u>	<u>\$9,981,050</u>	<u>\$11,839,050</u>

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

	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	BUDGET <u>2008-09</u>	PROJECTION <u>2009-10</u>	PROJECTION <u>2010-11</u>
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Vehicle Replacement	\$848,053	\$848,053	\$555,353	\$622,053	\$639,953
<u>REVENUES</u>					
Contributions	96,000	96,000	85,600	132,400	136,400
<u>EXPENDITURES</u>					
Vehicle Purchases	388,700	388,700	18,900	114,500	179,500
Ending Vehicle Replacement	<u>555,353</u>	<u>555,353</u>	<u>622,053</u>	<u>639,953</u>	<u>596,853</u>
<u>FACILITIES REPLACEMENT RESERVE</u>					
Beginning Facilities Replacement	1,968,855	1,968,855	1,864,955	832,455	42,355
<u>REVENUES</u>					
Allocation of Base Rate	1,460,000	1,460,000	1,460,000	1,460,000	1,460,000
Total Revenues	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>
<u>EXPENDITURES</u>					
Furnishings and Equipment	388,700	388,700	9,000	0	0
General Fund Reimbursements	383,600	383,600	395,300	409,100	423,400
Projects	855,000	791,600	2,088,200	1,841,000	753,000
Total Expenditures	<u>1,627,300</u>	<u>1,563,900</u>	<u>2,492,500</u>	<u>2,250,100</u>	<u>1,176,400</u>
Ending Facilities Replacement	<u>\$1,801,555</u>	<u>\$1,864,955</u>	<u>\$832,455</u>	<u>\$42,355</u>	<u>\$325,955</u>

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

	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	BUDGET <u>2008-09</u>	PROJECTION <u>2009-10</u>	PROJECTION <u>2010-11</u>
BEGINNING WORKING CAPITAL	\$10,642,610	\$10,642,610	\$1,918,310	\$2,028,310	\$1,888,310
<u>REVENUES</u>					
Capital Improvement Charges	500,000	500,000	400,000	400,000	400,000
Federal/State Earthquake Relief	509,000	0	0	0	0
State Prop 50 Funding	875,000	875,000	125,000	125,000	1,000,000
Interest	288,400	350,000	350,000	250,000	100,000
Total Revenues	2,172,400	1,725,000	875,000	775,000	1,500,000
<u>EXPENDITURES</u>					
Capital Improvements Projects	10,469,300	10,449,300	765,000	915,000	995,000
Total Expenditures	10,469,300	10,449,300	765,000	915,000	995,000
ENDING WORKING CAPITAL	\$2,345,710	\$1,918,310	\$2,028,310	\$1,888,310	\$2,393,310

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
CONSOLIDATED WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2007-08</u>	ESTIMATED ACTUAL <u>2007-08</u>	BUDGET <u>2008-09</u>	PROJECTION <u>2009-10</u>	PROJECTION <u>2010-11</u>
<u>Ending Working Capital</u>					
Operating Fund	\$6,352,950	\$7,413,050	\$8,476,550	\$9,981,050	\$11,839,050
Vehicle Replacement Reserve	555,353	555,353	622,053	639,953	596,853
Facilities Replacement Reserve	1,801,555	1,864,955	832,455	42,355	325,955
Subtotal - Replacement Reserves	2,356,908	2,420,308	1,454,508	682,308	922,808
Capital Improvements Fund	2,345,710	1,918,310	2,028,310	1,888,310	2,393,310
TOTAL ENDING CONSOLIDATED WORKING CAPITAL	<u>\$11,055,568</u>	<u>\$11,751,668</u>	<u>\$11,959,368</u>	<u>\$12,551,668</u>	<u>\$15,155,168</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>
Deputy Director/Waterworks Services	1.0	1.0	1.0
Assistant Waterworks Services Manager	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0
Water Distribution Supervisor	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0
Waterworks Services Worker III	3.0	3.0	3.0
Waterworks Services Worker II	6.0	8.0	8.0
Waterworks Services Worker I	7.0	7.0	7.0
Waterworks Services Worker Trainee	4.0	2.0	2.0
Waterworks Meter Reader	2.0	2.0	2.0
Waterworks Systems Technician	1.0	1.0	1.0
Customer Services Manager (Note 1)	1.0	1.0	1.0
Administrative Aide (Note 1)	1.0	1.0	1.0
Senior Customer Services Representative (Note 1)	1.0	1.0	1.0
Customer Services Representative (Note 1)	4.0	4.0	4.0
Secretary	1.0	1.0	1.0
Clerk II	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	1.0	1.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Geographic Information Systems Technician	1.0	1.0	0.0
Waterworks Plant Operator	0.0	0.0	1.0
Engineering Technician	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
TOTAL	44.0	44.0	44.0

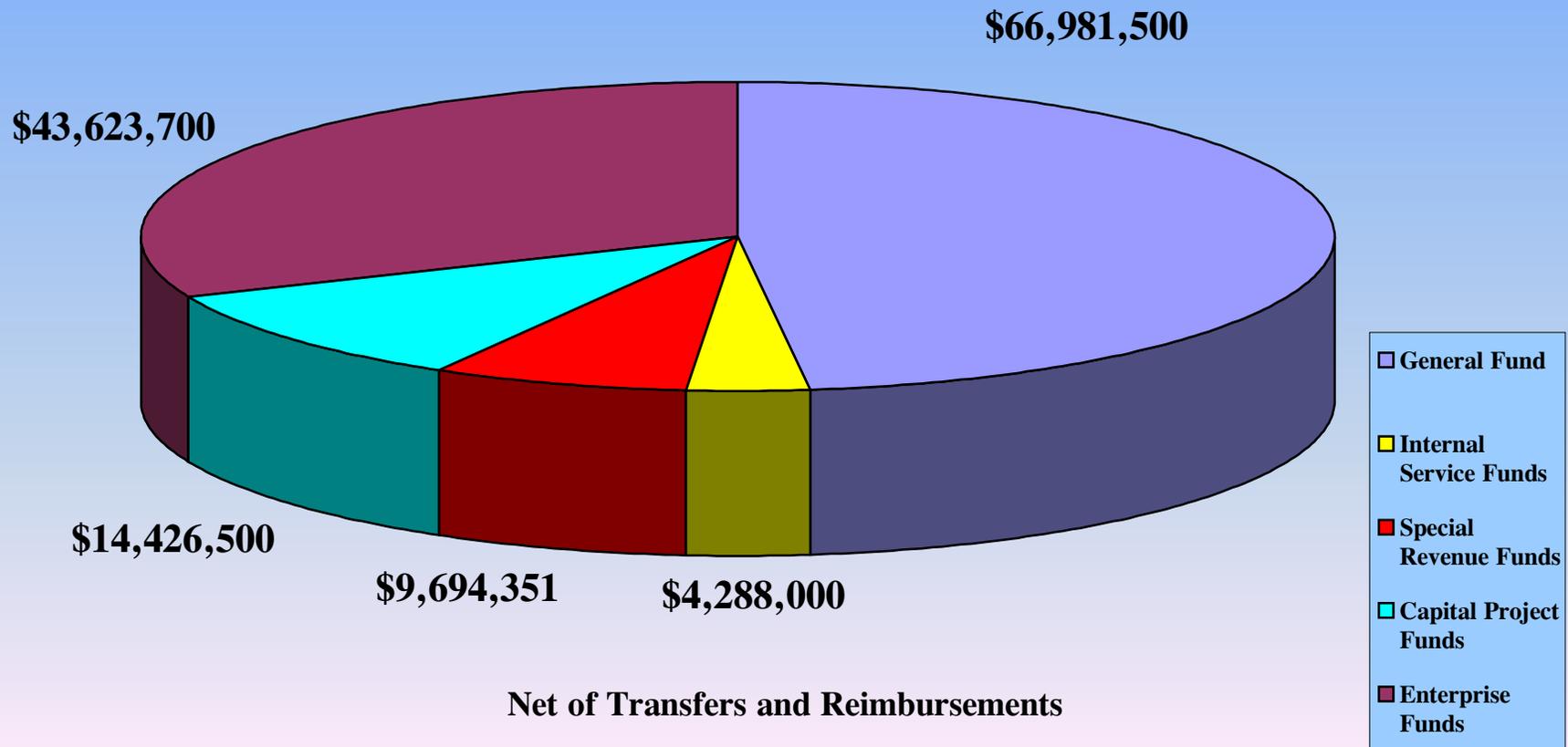
Note 1: These positions are administered by the Customer Services Division of the Department of Administrative Services

*Supplemental Schedules
and Information*

*Combined Expenditures
and Disbursements*

COMBINED EXPENDITURES AND DISBURSEMENTS SUMMARIZED BY FUND TYPE - FY 2008-09 BUDGET

\$139,014,051



COMBINED EXPENDITURES AND DISBURSEMENTS
(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>General Fund</u>	\$62,897,486	\$67,712,500	\$66,981,500
<u>Internal Service Funds:</u>			
Liability Insurance Fund	620,253	976,500	1,100,700
Workers' Compensation Fund	1,619,942	2,390,700	3,187,300
Total - Internal Service Funds	2,240,195	3,367,200	4,288,000
<u>Special Revenue Funds:</u>			
CDA - Administrative Fund	767,548	338,100	383,400
CDA - Housing Administration Fund	1,798,653	11,429,400	3,112,900
CDA - Tax Increment Funds	239,986	241,400	249,800
CDBG Fund	431,000	340,300	233,951
Development Agreements Fund	466,200	414,000	700,000
Forfeited Assets Fund	250,742	70,900	12,500
HOME Grant Fund	605,564	556,300	90,000
Landscape Maintenance District No. 1 Fund	1,428,934	1,778,200	1,765,100
Law Enforcement Grants Fund	346,620	141,300	0
Local Housing Fund	249,262	1,258,500	669,600
Police Dept - Special Problems Section	684,850	895,600	873,700
Retiree Medical Benefits Fund	88,233	159,700	159,900
Simi Valley Lighting Maintenance District Fund	1,281,815	1,346,400	1,443,500
Total - Special Revenue Funds	\$8,639,407	\$18,970,100	\$9,694,351

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

<u>FUND</u>	<u>ACTUAL</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
<u>Capital Project Funds:</u>			
Building Improvement Fund	\$1,562,005	\$52,700	\$35,000
Computer Equipment Replacement Fund	229,933	762,700	780,800
Financial Information Systems Optimization Fund	545,266	95,300	220,000
Geographic Information System Optimization Fund	123,163	102,700	100,100
Streets & Roads Program Fund	8,641,900	10,540,700	12,439,500
Vehicle Replacement Fund	478,340	671,600	851,100
Total - Capital Project Funds	11,580,607	12,225,700	14,426,500
<u>Enterprise Funds:</u>			
Sanitation Funds	11,724,819	27,906,600	10,656,500
Transit Fund	5,058,608	5,525,300	5,611,000
Ventura County Waterworks District No. 8 Funds	25,029,500	34,616,600	27,356,200
Total - Enterprise Funds	41,812,927	68,048,500	43,623,700
Total Combined Expenditures and Disbursements	\$127,170,622	\$170,324,000	\$139,014,051

*Summary of Revenues and
Expenditures by Fund*

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

<u>FUND</u>	<u>ACTUAL</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
General Fund	\$63,490,137	\$63,795,400	\$64,360,800
Liability Insurance Fund	1,554,118	1,499,700	1,476,900
Workers' Compensation Fund	4,260,714	4,440,900	3,614,500
CDA - Administrative Fund	1,288,447	1,347,100	2,025,600
CDA - Merged Tapo Cyn/West End Tax Increment Fund	12,961,299	13,564,700	13,497,700
CDA - Madera/Royale Tax Increment Fund	44,783	43,000	52,200
CDA - Housing Administration Fund	4,388,836	4,612,700	4,599,900
Home Grant Fund	469,319	89,500	105,100
Local Housing Fund	776,578	156,300	127,500
Community Development Block Grants Fund	627,367	766,709	1,072,572
Simi Valley Lighting Maintenance District Fund	2,564,936	2,695,100	2,704,200
Landscape District No. 1	1,473,627	1,854,500	1,962,800
Landscape Zones Augmentation Fund	703,728	1,027,500	987,500
Local Transportation Fund	4,834,856	4,466,600	4,334,800
Gasoline Tax Fund	2,251,558	2,265,900	2,322,300
New Dwelling Fees Fund	140,329	86,000	94,100
Development Agreements Fund	1,601,793	1,993,300	1,692,100
Traffic Congestion Mitigation Fund	887,032	1,000	1,201,000
Traffic Impact Fees Fund	166,012	120,800	106,000
Law Enforcement Grants	358,660	250,100	100
Forfeited Assets Fund	100,015	15,500	8,000
Retiree Benefits Fund	787,054	315,200	673,200
Streets & Roads Program	10,594,052	20,356,800	11,825,500

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

<u>FUND (CONT'D)</u>	<u>ACTUAL</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
Computer Equipment Replacement Fund	\$448,779	\$541,400	\$833,300
Vehicle Replacement Fund	583,300	655,900	607,400
Building Improvement Fund	1,537,419	338,700	355,000
Geographic Information System Optimization Fund	154,363	100,500	107,000
Financial Information Systems Fund	194,995	89,100	229,500
Transit Fund	6,094,108	6,551,400	6,679,900
Sanitation Operations Fund	14,268,162	14,746,900	15,172,900
Sanitation System Expansion/Upgrade Fund	1,063,072	1,250,900	919,700
Sanitation Plant Replacement Reserve Fund	3,071,200	3,634,600	2,097,800
Waterworks District No. 8 Operations Fund	27,987,766	27,923,500	29,650,500
Waterworks District No. 8 Capital Improvement Fund	1,291,750	1,725,000	875,000
Waterworks District No. 8 Replacement Reserve Fund	1,554,600	1,556,000	1,545,600
Total Revenues, All Funds	<u>\$174,574,764</u>	<u>\$184,878,209</u>	<u>\$177,917,972</u>

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

<u>FUND</u>	<u>ACTUAL</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
General Fund	\$62,758,537	\$64,047,200	\$65,316,200
Liability Insurance Fund	1,493,553	2,280,400	1,411,500
Workers' Compensation Fund	1,761,642	3,493,400	3,739,000
CDA - Administrative Fund	1,288,448	1,347,100	2,025,600
CDA - Tax Increment Funds	10,180,026	20,520,800	13,745,400
CDA - Housing Administration Fund	2,167,560	11,817,100	3,507,500
Home Grant Fund	717,888	139,543	141,643
Local Housing Fund	249,262	1,258,500	669,600
Community Development Block Grants Fund	586,315	895,828	1,072,572
Simi Valley Lighting Maintenance District Fund	1,997,715	2,036,200	2,121,200
Landscape District No. 1	1,489,719	1,880,500	1,869,400
Landscape Zones Augmentation Fund	643,273	1,019,900	1,143,600
Local Transportation Fund	4,834,856	4,466,600	4,334,800
Gasoline Tax Fund	2,251,558	2,265,900	2,322,300
New Dwelling Fees Fund	800,000	60,000	540,000
Development Agreements Fund	466,200	414,000	700,000
Traffic Congestion Mitigation Fund	1,297,000	100	1,200,000
Traffic Impact Fees Fund	300,000	325,000	0
Law Enforcement Grants	391,416	237,400	0
Forfeited Assets Fund	260,590	234,504	12,500
Retiree Medical Benefits Fund	88,233	159,700	159,900
Streets & Roads Program	8,641,905	10,540,700	12,439,500

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

<u>FUND (CONT'D)</u>	<u>ACTUAL</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-08</u>	<u>BUDGET</u> <u>2008-09</u>
Computer Equipment Replacement Fund	\$229,933	\$762,700	\$780,800
Vehicle Replacement Fund	478,340	671,600	851,100
Building Improvement Fund	2,362,005	377,700	35,000
Geographic Information System Optimization Fund	123,163	102,700	100,100
Financial Information Systems Fund	545,266	95,300	220,000
Transit Fund	6,094,108	6,551,400	6,679,900
Sanitation Operations Fund	12,681,319	13,574,600	14,389,300
Sanitation System Expansion/Upgrade Fund	2,050,048	7,754,500	214,600
Sanitation Plant Replacement Reserve Fund	1,131,072	10,970,900	497,900
Waterworks District No. 8 Operations Fund	26,431,059	26,992,300	28,587,000
Waterworks District No. 8 Capital Improvement Fund	1,006,734	10,449,300	765,000
Waterworks District No. 8 Replacement Reserve Fund	1,573,830	1,180,300	2,116,100
Total Expenditures, All Funds	<u>\$159,372,573</u>	<u>\$208,923,675</u>	<u>\$173,709,015</u>

City Profile

CITY PROFILE

GENERAL INFORMATION

The City of Simi Valley, with a population of 125,657, is the third largest of Ventura County's ten cities. It is located on the County's southeastern border, nestled between the Santa Susana Mountains and the Simi Hills. The site of the present-day city was part of a 1795 Spanish land grant. The name Simi is believed to have been derived from *Shimiji*, a village of the Chumash people. The City, which covers a land area of 38.9 square miles with a mean elevation of 765 feet, was incorporated in 1969.

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

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

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

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	38.9 Square Miles
Growth Area	100.0 Square Miles

Population (January 1, 2007)

City Residents	125,657
Growth Area Residents	128,590

Population Distribution By Age *

Under 5 years	7.30%
05 to 09 years	8.60%
10 to 14 years	8.10%
15 to 19 years	7.00%
20 to 24 years	5.40%
25 to 34 years	14.10%
35 to 44 years	18.80%
45 to 54 years	14.70%
55 to 59 years	5.00%
60 to 64 years	3.40%
65 to 74 years	4.50%
75 to 84 years	2.40%
85 years and older	0.70%

* SOURCE: 2000 U.S. Census

STATISTICAL OVERVIEW (CONT'D.)

Population Distribution By Ethnicity *

Caucasian	63.80%
Hispanic or Latino	16.80%
Black or African American	1.70%
American Indian or Alaskan Native	1.60%
Asian	7.60%
Pacific Islander	0.40%
Other	8.10%

* SOURCE: 2000 U.S. Census

Housing Characteristics

Single Family Units	32,654	77.73%
1-4 Unit Structures	1,869	4.45%
5 or More Unit Structures	6,611	15.74%
Mobile Homes	874	2.08%
Total	42,008	100.00%

Households By Type

Family Households (children under 18 years)	17,251	42.51%
Family Households (no children under 18 years)	15,197	36.99%
Non-Family Households (less than 65 Years)	6,571	15.64%
Non-Family Households (65 years or older)	2,053	4.86%
Total	41,072	100.00%

STATISTICAL OVERVIEW (CONT'D.)

Streets & Lights Fiscal Year 2007-08

Miles of Paved Streets	321
Number of Street Lights	7,751

* SOURCE: 2000 U.S. Census

Building Permits Issued Fiscal Year 2007-08

Number of Permits	4,393
Value of Permits	\$75,000,000

Business Tax Fiscal Year 2007-08

Applications/Renewals Processed	8,735
Receipts Issued	8,211

Simi Valley Transit Fiscal Year 2007-08

Fixed-Route Bus Ridership	454,440
Paratransit/Dial-A-Ride Passengers	43,457

STATISTICAL OVERVIEW (CONT'D.)

Sanitation Services
(Wastewater Collection & Treatment)
Fiscal Year 2007-08

Customer Accounts	35,451	
Sewer Lines	360.0	Miles
Treatment Plant Capacity	12.5	MGD
Average Daily Plant Flows	9.5	MGD

Water Services
(Retail Sale of Water)
Fiscal Year 2007-08

Customer Accounts	25,452	
Water Delivered to Customer Accounts	8,110	MG
Sales to Other Agencies	2	
Water Delivered to Other Agencies	524	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 2007

Secured	\$13,749,651,553
Unsecured	361,949,212
Utility	3,821,485
Total	<u>\$14,115,422,250</u>

STATISTICAL OVERVIEW (CONT'D.)

Computation of Legal Debt Margin
Tax Roll Year 2007

Gross Assessed Valuation	\$14,115,422,250
Legal Debt Limit - 3.75% of Gross Assessed Valuation	529,328,334
General Obligation Bond Debt	0
Total Debt Applicable to Computed Limit	\$0

Long-Term Debt
Fiscal Year 2006-07

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.	29,320,000
City of Simi Valley 2004 Certificates of Participation, interest rates 3.75% to 5.0%, maturing September 1, 2006-2034	25,495,000
Simi Valley Public Financing Authority 1995 Variable Rate Lease Revenue Bonds, interest rates at 4.00% - 5.75%, maturing September 1, 1998-2015.	6,690,000
Claims and Legal Services Payable	9,004,981
Accrued Benefits	<u>5,934,032</u>
Total	\$76,444,013

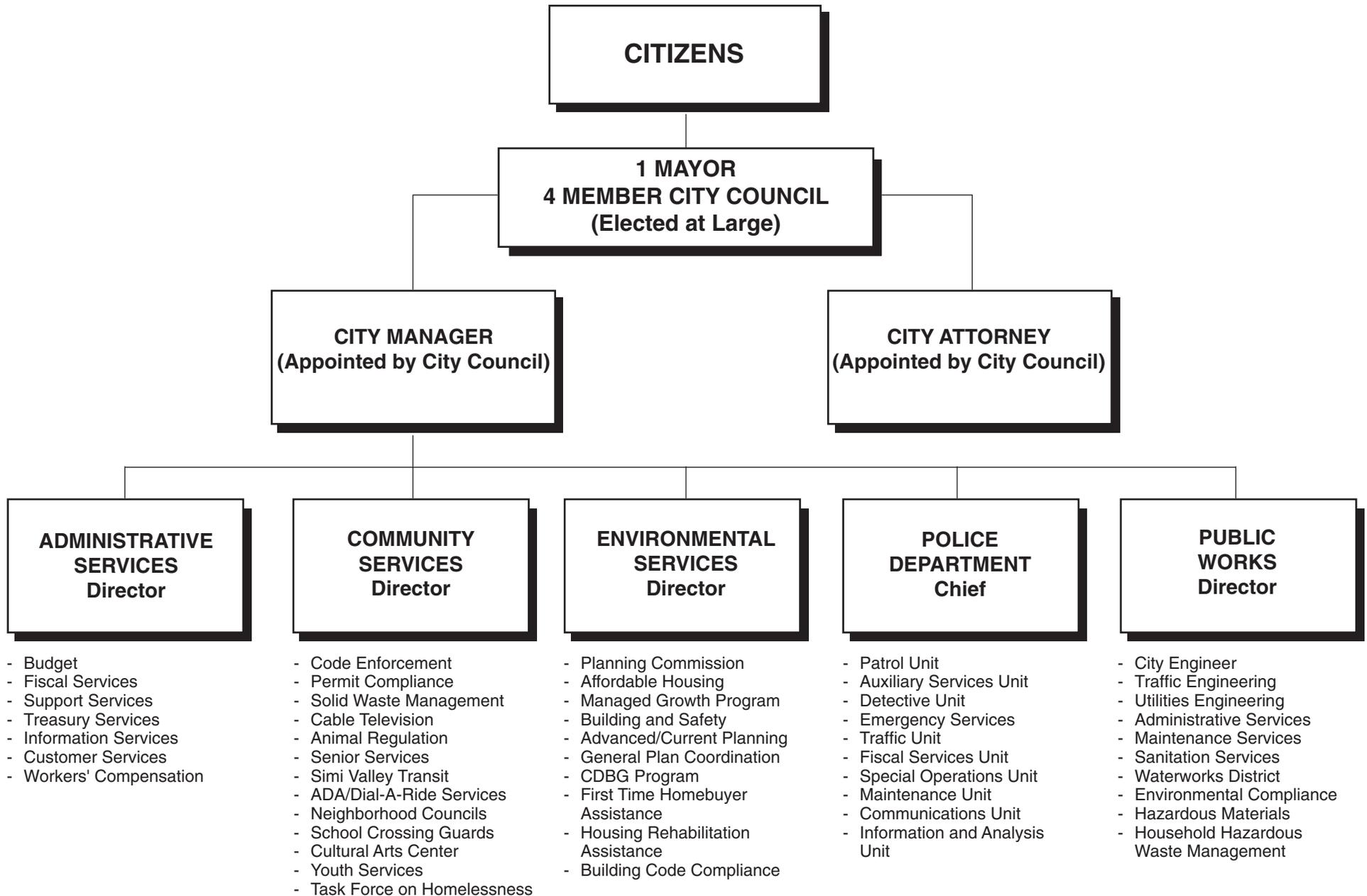
FY 2008-09 GENERAL FUND COMPARISONS WITH NEARBY CITIES OF SIMILAR SIZE

City	Population	General Fund Authorized FTE Positions	General Fund Budgeted Expenditures	Citywide Capital Budget
Burbank	108,029	623	\$91,731,319 (1)	\$52,830,000 (3)
Ventura	108,261	541	\$92,748,812 (2)	\$58,163,800
Thousand Oaks	128,650	528	\$73,270,832	\$30,456,300
<i>Simi Valley</i>	<i>125,657</i>	<i>520</i>	<i>\$65,316,200</i>	<i>\$16,320,200</i>

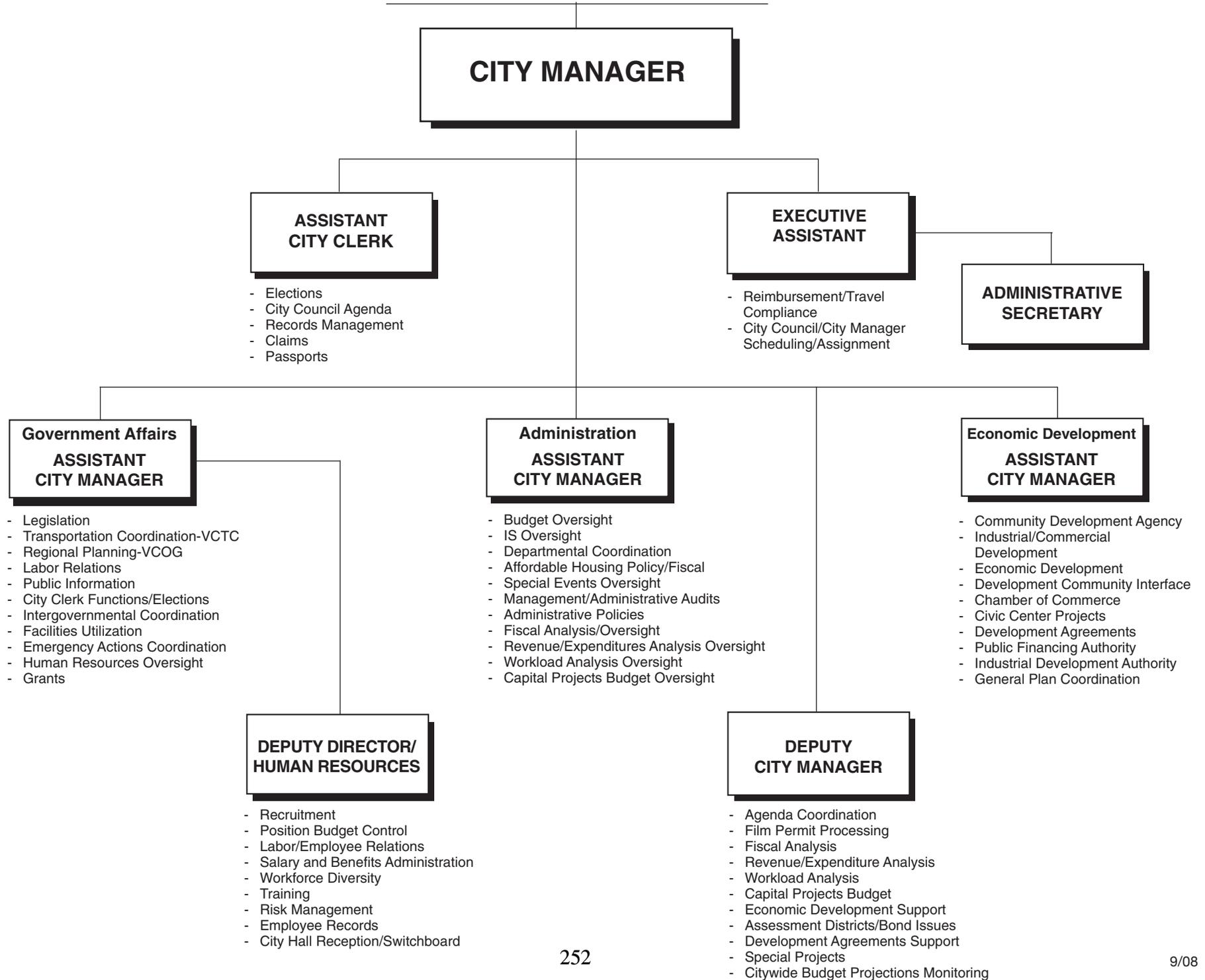
- (1) Excludes Fire, Library Services, and Parks & Recreation Departments
- (2) Excludes Fire Department, includes parks and recreation services
- (3) Proposed

Organization Chart

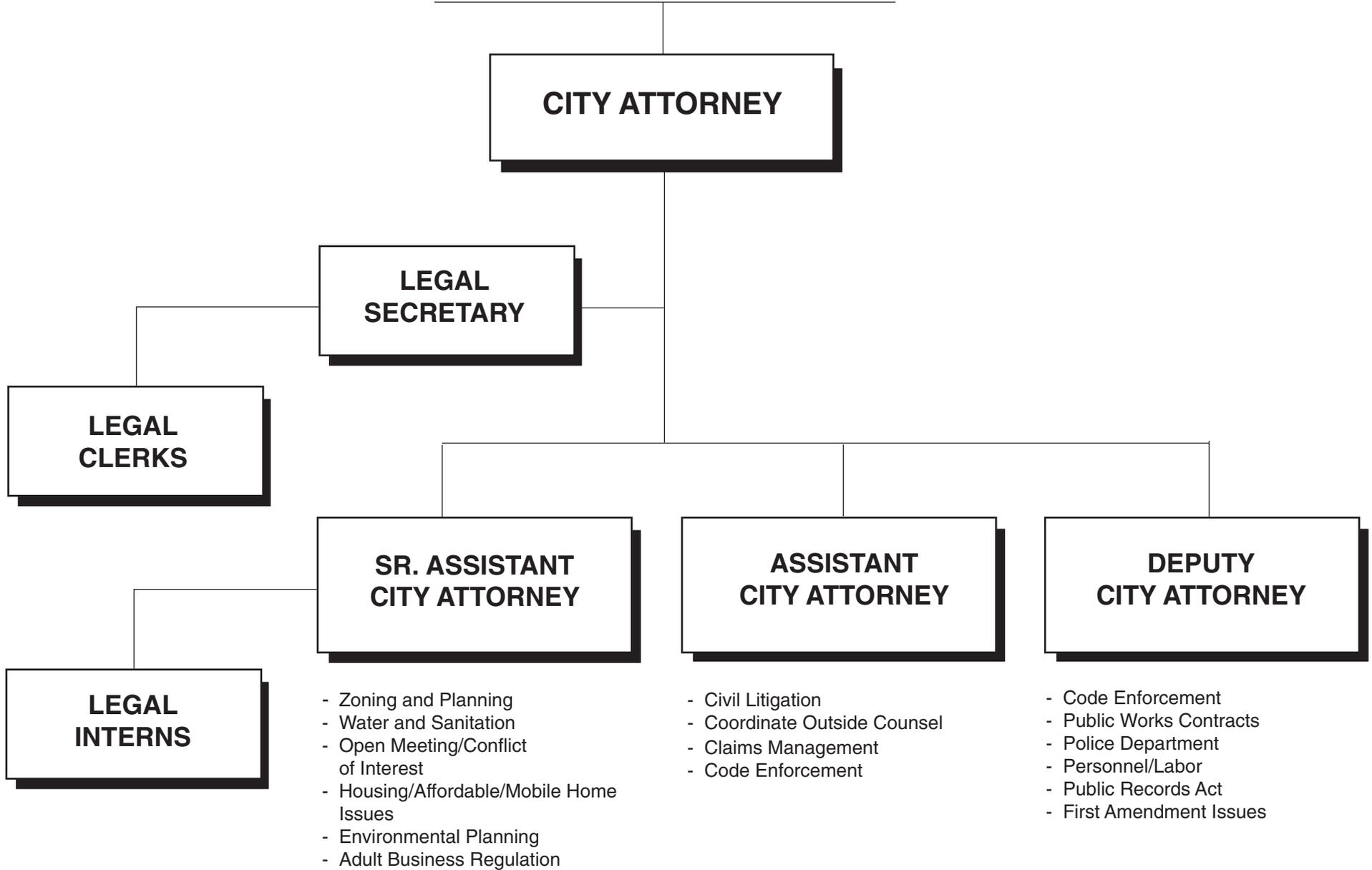
ORGANIZATION of the City of SIMI VALLEY



SIMI VALLEY CITY COUNCIL



SIMI VALLEY CITY COUNCIL



SIMI VALLEY CITY COUNCIL

CITY MANAGER

ADMINISTRATIVE SERVICES

BUDGET OFFICER

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

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

ADMINISTRATIVE SECRETARY

TREASURY OFFICER

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

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

CUSTOMER SERVICES MANAGER

DEPUTY DIRECTOR/ FISCAL SERVICES

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

DEPUTY DIRECTOR/ INFORMATION SERVICES

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

DEPUTY DIRECTOR/ SUPPORT SERVICES

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

WORKERS' COMPENSATION MANAGER

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

COMMUNITY SERVICES

ADMINISTRATIVE OFFICER

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

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ COMPLIANCE

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

DEPUTY DIRECTOR/ CITIZEN SERVICES

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

DEPUTY DIRECTOR/ TRANSIT

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ENVIRONMENTAL SERVICES

ADMINISTRATIVE OFFICER

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

PLANNING COMMISSION

ADMINISTRATIVE SECRETARY

**DEPUTY DIRECTOR/
CITY PLANNER**

- Staff Support to the Planning Commission
- Development Code Administration
- General Plan Administration
- Current Development Application Processing
- Environmental Review
- Plan Check and Site Inspection
- Small Business Office
- Long Range Planning
- Specific Plans and Amendments
- Regional Planning Issues
- Landscape Plan Review and Site Inspection
- Geographic Information System Planning

**DEPUTY DIRECTOR/
HOUSING &
SPECIAL PROJECTS**

- Staff Support to the Affordable Housing Subcommittee and Mobile Home Rent Mediation Board
- Affordable Housing Programs
- First Time Homebuyer Assistance Program
- Home Rehabilitation Program
- CDBG Program
- Residential Building Permit Allocation System
- Census Information
- Development Agreements and Amendments
- Territorial Annexations

**DEPUTY DIRECTOR/
BUILDING OFFICIAL**

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

POLICE DEPARTMENT

**ADMINISTRATIVE
SECRETARY**

**OPERATIONS
DIVISION
Captain**

- Patrol
- Traffic
- Off Road Program
- Reserves
- Chaplain Program
- Canine Unit
- Field Training Program
- P.S.A. Front Desk Program
- Parking Enforcement

**INVESTIGATIVE
DIVISION
Captain**

- Detectives
- Special Enforcement
- Gang Prevention
- Narcotics Enforcement
- Problem Oriented Policing
- Criminal Intelligence

**SUPPORT SERVICES
DIVISION
Captain**

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

**ADMINISTRATIVE
DIVISION
Deputy Director**

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**PUBLIC WORKS
Director**

**ADMINISTRATIVE
SECRETARY**

**ASSISTANT DIRECTOR OF
PUBLIC WORKS-UTILITIES**

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

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

- City Engineering
- Traffic Engineering
- Maintenance Services

**DEPUTY DIRECTOR
WATERWORKS
SERVICES**

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

**DEPUTY DIRECTOR
SANITATION
SERVICES**

- Plant Operations
- Laboratory
- Maintenance
- Sewer Maintenance

**DEPUTY DIRECTOR
ENVIRONMENTAL
COMPLIANCE**

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

**DEPUTY DIRECTOR
PW ADMIN**

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

**DEPUTY DIRECTOR
MAINTENANCE
SERVICES
ENGINEER**

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

**DEPUTY DIRECTOR
CITY ENGINEER**

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

**DEPUTY DIRECTOR
TRAFFIC ENGINEER**

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

*Personnel Classifications
and Salary Ranges*

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Account Clerk I	\$2,617.33	- \$3,336.67	\$31,408.00	- \$40,040.00
Account Clerk II	2,879.07	- 3,674.67	34,548.80	- 44,096.00
Accounting Projects Analyst	5,513.43	- 7,068.95	66,161.16	- 84,827.34
Accounting Specialist	4,437.49	- 5,670.19	53,249.82	- 68,042.26
Accounting Supervisor	6,144.82	- 7,889.70	73,737.82	- 94,676.40
Accounting Technician	3,166.80	- 4,042.13	38,001.60	- 48,505.60
Administrative Aide	4,222.40	- 5,390.62	50,668.80	- 64,687.48
Administrative Intern	2,132.00	- 2,660.67	25,584.00	- 31,928.00
Administrative Officer	6,743.79	- 8,668.38	80,925.52	- 104,020.54
Administrative Secretary	3,979.89	- 5,075.35	47,758.62	- 60,904.22
Assistant City Attorney	8,863.51	- 11,424.12	106,362.10	- 137,089.42
Assistant City Clerk	5,650.85	- 7,346.14	67,810.08	- 88,153.78
Assistant City Manager	10,624.84	- 13,812.33	127,498.02	- 165,747.92
Assistant Engineer	5,631.73	- 7,222.76	67,580.76	- 86,673.08
Assistant Planner	4,845.43	- 6,200.52	58,145.10	- 74,406.28
Assistant Public Works Director	9,712.13	- 12,527.26	116,545.52	- 150,327.06
Assistant to the City Manager	7,735.93	- 9,958.22	92,831.18	- 119,498.60
Assistant Waterworks Services Manager	6,403.37	- 8,225.90	76,840.40	- 98,710.82
Associate Engineer	6,162.39	- 7,912.60	73,948.68	- 94,951.22
Associate Planner	5,522.55	- 7,080.75	66,270.62	- 84,969.04
Budget Officer	7,008.21	- 9,012.14	84,098.56	- 108,145.70
Building Inspector I	3,756.13	- 4,792.67	45,073.60	- 57,512.00
Building Inspector II	4,130.53	- 5,269.33	49,566.40	- 63,232.00
Building Maintenance Technician	3,064.53	- 3,912.13	36,774.40	- 46,945.60

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Chief of Police	\$11,059.30	- \$14,377.05	\$132,711.54	- \$172,524.56
City Attorney		Contract		Contract
City Manager		Contract		Contract
Clerk I	2,470.00	-	29,640.00	-
Clerk II	2,470.00	- 3,135.60	29,640.00	- 37,627.20
Code Enforcement Officer	4,505.28	- 5,758.39	54,063.36	- 69,100.72
Code Enforcement Supervisor	5,850.43	- 7,507.09	70,205.20	- 90,085.06
Code Enforcement Technician	3,260.40	- 4,160.00	39,124.80	- 49,920.00
Collection System Supervisor	5,130.75	- 6,571.50	61,569.04	- 78,858.00
Collection System Technician	3,128.67	- 3,988.40	37,544.00	- 47,860.80
Communications Manager	5,884.58	- 7,551.46	70,614.96	- 90,617.54
Community Services Specialist	4,735.32	- 6,057.39	56,823.78	- 72,688.72
Computer Operator	3,005.60	- 3,837.60	36,067.20	- 46,051.20
Contract Compliance Technician	3,906.93	- 4,985.07	46,883.20	- 59,820.80
Counter Services Technician	3,456.27	- 4,407.87	41,475.20	- 52,894.40
Counter Technician	4,012.67	- 5,118.53	48,152.00	- 61,422.40
Court Liaison	4,735.32	- 6,057.39	56,823.78	- 72,688.72
Crime Analyst	4,993.26	- 6,392.77	59,919.08	- 76,713.26
Crime Scene Investigator	3,783.87	- 4,830.80	45,406.40	- 57,969.60
Crime Scene Investigator Trainee	3,028.13	- 3,860.13	36,337.60	- 46,321.60
Crossing Guard	1,778.40	- 2,154.53	21,340.80	- 25,854.40
Cultural Arts Center Assistant Manager	4,566.51	- 5,837.95	54,798.12	- 70,055.44
Cultural Arts Center Manager	6,153.38	- 7,900.92	73,840.52	- 94,811.08
Cultural Arts Center Technical Coordinator	4,354.33	- 5,565.24	52,251.94	- 66,782.82

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Custodian	\$2,655.47	- \$3,390.40	\$31,865.60	- \$40,684.80
Customer Service Representative	2,821.87	- 3,601.87	33,862.40	- 43,222.40
Customer Services Manager	6,247.19	- 8,022.86	74,966.32	- 96,274.36
Deputy Building Official	6,669.59	- 8,571.90	80,035.02	- 102,862.76
Deputy Building Official/Plan Check	7,333.65	- 9,435.23	88,003.76	- 113,222.72
Deputy City Attorney	7,323.16	- 9,520.10	87,877.92	- 114,241.14
Deputy City Manager	9,150.72	- 11,797.39	109,808.66	- 141,568.70
Deputy Director/Building Official	8,126.00	- 10,465.28	97,511.96	- 125,583.38
Deputy Director/Citizen Services	7,958.08	- 10,247.01	95,496.96	- 122,964.14
Deputy Director/City Clerk	6,164.95	- 7,916.00	73,979.36	- 94,992.04
Deputy Director/City Engineer	8,849.62	- 11,406.11	106,195.44	- 136,873.36
Deputy Director/City Planner	8,266.70	- 10,648.17	99,200.40	- 127,778.04
Deputy Director/Compliance	7,958.08	- 10,247.01	95,496.96	- 122,964.14
Deputy Director/Economic Development	8,479.32	- 10,924.62	101,751.78	- 131,095.38
Deputy Director/Environmental Compliance	8,026.70	- 10,336.24	96,320.38	- 124,034.82
Deputy Director/Fiscal Services	7,984.51	- 10,281.35	95,814.16	- 123,376.24
Deputy Director/Housing & Special Projects	7,958.08	- 10,247.01	95,496.96	- 122,964.14
Deputy Director/Human Resources	8,677.57	- 11,182.34	104,130.78	- 134,188.08
Deputy Director/Information Services	8,913.67	- 11,489.25	106,964.00	- 137,870.98
Deputy Director/Maintenance Services Engineer	8,071.72	- 10,394.80	96,860.66	- 124,737.60
Deputy Director/Police Administration	8,135.21	- 10,477.33	97,622.46	- 125,727.94
Deputy Director/Public Works Administration	8,135.21	- 10,477.33	97,622.46	- 125,727.94
Deputy Director/Sanitation Services	8,026.05	- 10,335.46	96,312.58	- 124,025.46
Deputy Director/Support Services	7,321.58	- 9,419.54	87,858.94	- 113,034.48

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Deputy Director/Traffic Engineer	\$8,849.62	- \$11,406.11	\$106,195.44	- \$136,873.36
Deputy Director/Transit	7,958.08	- 10,247.01	95,496.96	- 122,964.14
Deputy Director/Waterworks Services	8,026.05	- 10,335.46	96,312.58	- 124,025.46
Director, Administrative Services	10,117.49	- 13,152.66	121,409.86	- 157,831.96
Director, Community Services	9,901.95	- 12,872.54	118,823.38	- 154,470.42
Director, Environmental Services	9,899.41	- 12,869.18	118,792.96	- 154,430.12
Director, Public Works	10,787.64	- 14,023.92	129,451.66	- 168,287.08
Electrical Inspector	4,336.80	- 5,532.80	52,041.60	- 66,393.60
Emergency Services Coordinator	5,922.58	- 7,600.93	71,071.00	- 91,211.12
Engineering Aide	3,132.13	- 3,995.33	37,585.60	- 47,944.00
Engineering Technician	3,906.93	- 4,985.07	46,883.20	- 59,820.80
Environmental Compliance Inspector	3,983.20	- 5,085.60	47,798.40	- 61,027.20
Environmental Compliance Program Analyst	5,191.12	- 6,649.96	62,293.40	- 79,799.46
Environmental Compliance Program Coordinator	5,850.43	- 7,507.09	70,205.20	- 90,085.06
Environmental Programs Manager	6,296.94	- 8,087.56	75,563.28	- 97,050.72
Executive Assistant	5,150.49	- 6,597.15	61,805.90	- 79,165.84
Field Laboratory Technician	3,282.93	- 4,192.93	39,395.20	- 50,315.20
Geographic Information System Tech	4,735.47	- 6,038.93	56,825.60	- 72,467.20
GIS Coordinator	6,923.50	- 8,897.09	83,081.96	- 106,765.10
Graphics Media Coordinator	4,412.81	- 5,638.14	52,953.68	- 67,657.72
Graphics/Support Services Tech	3,211.87	- 4,102.80	38,542.40	- 49,233.60
Heavy Equipment Operator	3,211.87	- 4,102.80	38,542.40	- 49,233.60
Home Rehabilitation Coordinator	5,173.16	- 6,626.58	62,077.86	- 79,518.92
Human Resources Analyst	5,528.51	- 7,088.60	66,342.12	- 85,063.16

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Human Resources Technician	\$2,879.07	- \$3,678.13	\$34,548.80	- \$44,137.60
Industrial Painter	3,697.20	- 4,721.60	44,366.40	- 56,659.20
Information and Analysis Manager	6,743.77	- 8,668.38	80,925.26	- 104,020.54
Information Services Analyst I	5,541.38	- 7,105.35	66,496.56	- 85,264.14
Information Services Analyst II	6,020.30	- 7,727.76	72,243.60	- 92,733.16
Instrumentation Technician	4,487.60	- 5,726.93	53,851.20	- 68,723.20
Inventory Support Technician	2,710.93	- 3,461.47	32,531.20	- 41,537.60
Laboratory Chemist	5,819.78	- 7,467.18	69,837.30	- 89,606.14
Laboratory Supervisor	6,397.21	- 8,217.82	76,766.56	- 98,613.84
Laboratory Technician	3,809.87	- 4,863.73	45,718.40	- 58,364.80
Landscape Architect	6,871.71	- 8,834.74	82,460.56	- 106,016.82
Lead Crossing Guard	2,040.13	- 2,473.47	24,481.60	- 29,681.60
Legal Clerk	2,892.93	- 3,690.27	34,715.20	- 44,283.20
Legal Secretary	4,160.54	- 5,310.26	49,926.50	- 63,723.14
Maintenance Superintendent	6,331.76	- 8,132.82	75,981.10	- 97,593.86
Maintenance Supervisor	5,130.75	- 6,571.50	61,569.04	- 78,858.00
Maintenance Worker I	2,655.47	- 3,390.40	31,865.60	- 40,684.80
Maintenance Worker II	2,929.33	- 3,738.80	35,152.00	- 44,865.60
Maintenance Worker III	3,222.27	- 4,113.20	38,667.20	- 49,358.40
Management Analyst	5,398.27	- 6,919.25	64,779.26	- 83,031.00
Mechanic I	3,005.60	- 3,835.87	36,067.20	- 46,030.40
Mechanic II	3,832.40	- 4,891.47	45,988.80	- 58,697.60
Neighborhood Council Coordinator	5,157.17	- 6,605.82	61,885.98	- 79,269.84
Nutrition Services Worker	2,454.40	- 3,135.60	29,452.80	- 37,627.20

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Paralegal	\$3,279.47	- \$4,184.27	\$39,353.60	- \$50,211.20
Permit Services Coordinator	4,968.23	- 6,459.33	59,618.78	- 77,511.98
Planning Intern	2,164.93	- 2,660.67	25,979.20	- 31,928.00
Planning Technician	3,411.20	- 4,352.40	40,934.40	- 52,228.80
Plant Maintenance Program Technician	4,293.47	- 5,475.60	51,521.60	- 65,707.20
Plant Maintenance Supervisor	5,533.93	- 7,095.64	66,407.12	- 85,147.66
Plant Maintenance Technician I	3,373.07	- 4,303.87	40,476.80	- 51,646.40
Plant Maintenance Technician II	3,712.80	- 4,738.93	44,553.60	- 56,867.20
Plant Maintenance Technician III	4,088.93	- 5,215.60	49,067.20	- 62,587.20
Plant Operations Manager	6,536.73	- 8,399.26	78,440.70	- 100,791.08
Plant Operations Supervisor	5,533.93	- 7,095.64	66,407.12	- 85,147.66
Plant Operator I	3,406.00	- 4,348.93	40,872.00	- 52,187.20
Plant Operator II	3,744.00	- 4,778.80	44,928.00	- 57,345.60
Plant Operator III	4,120.13	- 5,257.20	49,441.60	- 63,086.40
Plant Operator Trainee	2,780.27	- 3,555.07	33,363.20	- 42,660.80
Plant Support Systems Manager	6,536.73	- 8,399.26	78,440.70	- 100,791.08
Plumbing/Mechanical Inspector	4,336.80	- 5,532.80	52,041.60	- 66,393.60
Police Captain	9,411.16	- 12,135.98	112,933.86	- 145,631.72
Police Dispatcher	3,835.87	- 4,893.20	46,030.40	- 58,718.40
Police Dispatcher Trainee	3,395.60	-	40,747.20	-
Police Lieutenant	8,227.07	- 10,596.69	98,724.86	- 127,160.28
Police Maintenance Coordinator	3,787.33	- 4,832.53	45,448.00	- 57,990.40
Police Maintenance Supervisor	4,711.68	- 6,026.74	56,540.12	- 72,320.82
Police Maintenance Technician	2,929.33	- 3,738.80	35,152.00	- 44,865.60

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Police Officer *	\$4,723.33	- \$6,515.60	\$56,680.00	- \$78,187.20
Police Officer Trainee *	4,137.47	-	49,649.60	-
Police Records Manager	5,411.92	- 6,936.93	64,943.06	- 83,243.16
Police Records Technician I	2,582.67	- 3,295.07	30,992.00	- 39,540.80
Police Records Technician II	2,814.93	- 3,600.13	33,779.20	- 43,201.60
Police Sergeant *	6,177.60	- 8,512.40	74,131.20	- 102,148.80
Police Services Assistant	2,880.80	- 3,681.60	34,569.60	- 44,179.20
Principal Engineer	8,070.03	- 10,392.57	96,840.38	- 124,710.82
Principal Information Services Analyst	7,232.68	- 9,303.99	86,792.16	- 111,647.90
Principal Planner/Zoning Admin.	7,199.08	- 9,260.33	86,388.90	- 111,124.00
Printer	2,672.80	- 3,409.47	32,073.60	- 40,913.60
Property Officer	3,614.00	- 4,612.40	43,368.00	- 55,348.80
Property Technician	3,175.47	- 4,050.80	38,105.60	- 48,609.60
Public Works Dispatcher	2,768.13	- 3,534.27	33,217.60	- 42,411.20
Public Works Inspector	4,151.33	- 5,297.07	49,816.00	- 63,564.80
Recording Secretary	3,022.93	- 3,854.93	36,275.20	- 46,259.20
Risk Manager	7,009.47	- 9,013.81	84,113.64	- 108,165.72
SAP Applications Support Analyst	7,185.82	- 9,243.07	86,229.78	- 110,916.78
Secretary	2,892.93	- 3,690.27	34,715.20	- 44,283.20
Senior Accountant	6,179.29	- 7,934.55	74,151.48	- 95,214.60
Senior Administrative Officer	7,383.70	- 9,500.31	88,604.36	- 114,003.76
Senior Assistant City Attorney	9,739.54	- 12,562.85	116,874.42	- 150,754.24

* FY 2007-08 Salary Range

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Senior Building Inspector	\$4,541.33	- \$5,798.00	\$54,496.00	- \$69,576.00
Senior Center Aide	2,454.40	- 3,135.60	29,452.80	- 37,627.20
Senior Code Enforcement Officer	5,131.97	- 6,573.02	61,583.60	- 78,876.20
Senior Crime Analyst	6,222.56	- 7,985.92	74,670.70	- 95,831.06
Senior Custodian	3,222.27	- 4,113.20	38,667.20	- 49,358.40
Senior Customer Service Rep.	3,279.47	- 4,184.27	39,353.60	- 50,211.20
Senior Engineer	7,040.15	- 9,053.66	84,481.80	- 108,643.86
Senior Engineering Technician	4,302.13	- 5,491.20	51,625.60	- 65,894.40
Senior Human Resources Analyst	6,308.32	- 8,101.97	75,699.78	- 97,223.62
Senior Human Resources Technician	3,166.80	- 4,042.13	38,001.60	- 48,505.60
Senior Information Services Analyst	6,593.75	- 8,473.36	79,125.02	- 101,680.28
Senior Instrumentation Technician	4,936.53	- 6,298.93	59,238.40	- 75,587.20
Senior Laboratory Technician	4,208.53	- 5,375.07	50,502.40	- 64,500.80
Senior Management Analyst	6,216.45	- 7,982.89	74,597.38	- 95,794.66
Senior Planner	6,301.66	- 8,093.61	75,619.96	- 97,123.26
Senior Police Dispatcher	4,387.07	- 5,596.93	52,644.80	- 67,163.20
Senior Police Maintenance Tech	3,215.33	- 4,104.53	38,584.00	- 49,254.40
Senior Police Officer *	5,120.27	- 6,935.07	61,443.20	- 83,220.80
Senior Police Records Technician	3,310.67	- 4,217.20	39,728.00	- 50,606.40
Senior Services Assistant Manager	4,566.06	- 5,837.35	54,792.66	- 70,048.16
Senior Services Manager	5,925.99	- 7,605.26	71,111.82	- 91,263.12
Senior Tree Trimmer	3,548.13	- 4,529.20	42,577.60	- 54,350.40

* FY 2007-08 Salary Range

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Staff Accountant	\$5,425.98	- \$6,955.37	\$65,111.80	- \$83,464.42
Supervising Building Inspector	5,616.43	- 7,202.85	67,397.20	- 86,434.14
Supervising Public Works Inspector	5,616.43	- 7,202.85	67,397.20	- 86,434.14
Support Services Worker	2,546.27	- 3,250.00	30,555.20	- 39,000.00
Transit Coach Operator	3,083.60	- 3,939.87	37,003.20	- 47,278.40
Transit Dispatcher	2,704.00	- 3,452.80	32,448.00	- 41,433.60
Transit Finance Manager	6,149.85	- 7,896.31	73,798.14	- 94,755.70
Transit Operations Assistant	3,685.07	- 4,695.60	44,220.80	- 56,347.20
Transit Superintendent	6,497.31	- 8,347.97	77,967.76	- 100,175.66
Transit Supervisor	4,790.35	- 6,128.98	57,484.18	- 73,547.76
Treasury Officer	6,157.32	- 7,906.04	73,887.84	- 94,872.44
Tree Trimmer I	2,929.33	- 3,742.27	35,152.00	- 44,907.20
Tree Trimmer II	3,222.27	- 4,116.67	38,667.20	- 49,400.00
Tree Trimmer II	3,144.27	- 4,016.13	37,731.20	- 48,193.60
Utilities Specialist	4,090.67	- 5,219.07	49,088.00	- 62,628.80
Utility Services Specialist	4,938.27	- 6,326.67	59,259.20	- 75,920.00
Victim Advocate	3,211.87	- 4,102.80	38,542.40	- 49,233.60
Water Distribution Supervisor	5,614.42	- 7,200.29	67,373.02	- 86,403.46
Water Operations Supervisor	5,614.42	- 7,200.29	67,373.02	- 86,403.46
Waterworks Meter Reader	2,676.27	- 3,412.93	32,115.20	- 40,955.20
Waterworks Services Worker I	2,941.47	- 3,759.60	35,297.60	- 45,115.20
Waterworks Services Worker II	3,237.87	- 4,135.73	38,854.40	- 49,628.80
Waterworks Services Worker III	3,657.33	- 4,673.07	43,888.00	- 56,076.80
Waterworks Services. Worker Trainee	2,679.73	- 3,419.87	32,156.80	- 41,038.40

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2008-09**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Waterworks Systems Technician	\$4,487.60	- \$5,728.67	\$53,851.20	- \$68,744.00
Work Experience/Clerical	1,386.67	-	16,640.00	-
Work Experience/Maintenance	1,386.67	-	16,640.00	-
Workers' Compensation Manager	6,144.34	- 7,889.16	73,732.10	- 94,669.90

*Budget Formulation
and Adoption*

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 approved 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

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 to offset economic uncertainty. This balance has been established by City Council policy at 13% of General Fund budgeted expenditures.

C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.

D. One-time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one-time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.

E. One-time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.

II. Budget Development Guidelines: To direct staff in the preparation of the Preliminary Base Budget, the following budget development guidelines have been established by the City Council:

A. Performance objectives will be incorporated in each department's budget, including the result achieved for each

objective established in the prior fiscal year. Performance objectives should emphasize providing and maintaining a high level of service to the City's residents, businesses, and other constituents. The use of measurable performance objectives is encouraged.

B. Line items in the Preliminary Base Budget will not be greater than the current year budget unless full justification is provided. A general inflation factor will not be appropriate justification for any across-the-board increase.

C. Policy Items are to be submitted only for budgetary needs that have previously received support from the City Council or have a significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement. Policy Items will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with detailed justification.

D. Capital Asset Requests, for replacement of capital items, will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with expanded justification.

E. Departments are to develop and prioritize Reverse Priority Items, which are recommendations for reducing expenditures should budget reductions be necessary. These Reverse Priority Items should total 10% of the upcoming fiscal year departmental base budget and should identify impacts on existing programs and service levels if approved.

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

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

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

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

IV. Accounting System and Budgetary Control

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

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

C. Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised only at the fund level, except for the City's General Fund, where control is exercised at the department level. The City Council has the legal authority to

amend the budget at any time during the fiscal year. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

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

V. Financial Reporting

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

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

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

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

i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unqualified opinion. (Note: auditors express an unqualified opinion on the client's financial statements when they have no material exceptions as to the fairness of the application of

accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unqualified opinion is the most desirable report from the client's point of view.)

ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.

iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.

VI. User Fees and Rates

A. Purpose: User fees are established by the City Council to achieve the following objectives:

i. To establish an equitable basis for costing services to the public;

ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;

iii. To provide for reasonable cost recovery for providing these services, including the direct cost of providing each service and the indirect costs as identified in the City's Cost Allocation Plan;

iv. To ensure that fees do not exceed the cost of providing services.

B. Adoption: User fees are adopted biennially by City Council resolution. Any new fees or fee modifications may also be presented to the City Council for consideration on an "as needed" basis.

C. External Review: The City's proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City's goal that proposed user fees are supported by these organizations before being adopted by the City Council.

COST ALLOCATION PLAN

COST ALLOCATION PLAN

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

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

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

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

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

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

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

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for Fiscal Year 2008-09 is available upon request from the Department of Administrative Services.

Acronyms and Abbreviations

ACRONYMS AND ABBREVIATIONS

ADA

Americans With Disabilities Act

APCD

Air Pollution Control District

BTC

Business Tenancy Certificate

CAC

Simi Valley Cultural Arts Center

CAFR

Comprehensive Annual Financial Report

CDA

Simi Valley Community Development Agency

CDB

Continuing Education of the Bar

CDBG

Federal Community Development Block Grants Program

CDIAC

California Debt and Investment Advisory Commission

CEQA or C.E.Q.A.

California Environmental Quality Act

CERT

City Emergency Response Team

CHP

California Highway Patrol

CIP

Capital Improvement Program

CIT

Crisis Intervention Team

CLETS

California Law Enforcement Telecommunications System

CMWD

Calleguas Municipal Water District

COA

Simi Valley Council on Aging

CSMFO

California Society of Municipal Finance Officers

DAR

Dial-A-Ride Service

DARE or D.A.R.E

Drug Abuse Resistance Education Program

DBE

Disadvantaged Business Enterprise

DMV

California Department of Motor Vehicles

EIR

Environmental Impact Report

EMA

Emergency Management Assistance Program

EOC

Emergency Operations Center

ERP

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

ESRI

Environmental Systems Research Institute

EVSO

East Valley Office of the Ventura County Sheriff's Department

FBRR

Simi Valley Transit Fare Box Recovery Ratio

FEMA

Federal Emergency Management Agency

FIS

Simi Valley Financial Information System

GFOA

Government Finance Officers Association

GIS

Simi Valley Geographic Information System

HUD

Federal Department of Housing and Urban Development

IACG

Ventura County Inter-agency Coordination Group

IPS

Integrated Police Systems

LAFCO

Local Agency Formation Commission

LAIF

State Treasurer's Local Agency Investment Fund

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

NEPA

National Environmental Policy Act

NPDES

National Pollutant Discharge Elimination System

OES

California Office of Emergency Services

PERS

California Public Employees Retirement System

PSA

Police Services Assistant

PSAP

Primary System Answering Point

POA

Simi Valley Police Officers' Association

POST or P.O.S.T.

Police Officer Standardized Training

PSC

Simi Valley Public Services Center

RFP

Request for Proposals

RSOSCA

Rancho Simi Valley Open Space Conservation Agency

SAP

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

SCAG

Southern California Association of Governments

SEP

Simplified Express Permitting

SRO

School Resource Officer

YES
Youth Employment Services Program

SVMC
Simi Valley Municipal Code

SWT
Special Weapons and Tactics

TARP
Teens At Risk Program

TEA
Tax Equity Allocation

TRAK
Technology to Recover Abducted Kids
System

USEPA
United States Environmental Protection
Agency

VCIJIS
Ventura County Integrated Justice
Information System

VCTC
Ventura County Transportation Commission

VPN
Virtual Private Network

WAN
Wide Area Network

Glossary

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) which 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 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.

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.

Objective

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

Operating Budget

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

Personnel Savings

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. However, past experience indicates that personnel expenditures for salaries and benefits are consistently less than budgeted amounts,

due at least in part to this costing methodology. Accordingly, the Personnel Savings account is used to account for this factor in preparing fund balance projections.

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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