

**FISCAL YEAR 2009-10 PRELIMINARY BASE BUDGET  
SUPPORTING DOCUMENT**

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**CAPITAL ASSET REQUESTS  
FY 2009-10**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
<b>Police Department (Page 138)</b>			
1 Replacement of Voice Logging Equipment and Five-Year Maintenance Agreement	\$ 33,600	\$ -	\$ 33,600
<b>Subtotal</b>	<b>33,600</b>	<b>-</b>	<b>33,600</b>
 <b>TOTAL</b>	 <b>\$ 33,600</b>	 <b>\$ -</b>	 <b>\$ 33,600</b>

**POLICY ITEMS  
FY 2009-10**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
<b>Department of Public Works (Page 112)</b>			
1 Continue Funding for One Limited-Term Community Services Specialist Position (Graffiti Abatement Program)	86,300	0	86,300
2 Implementation of Stormwater Runoff Monitoring Activities	105,000	0	105,000
3 Clean Air Diesel Emission Reduction Program	72,500	58,000	130,500
<b>Subtotal</b>	<b>263,800</b>	<b>58,000</b>	<b>321,800</b>
<b>Simi Valley Transit (Page 229)</b>			
1 Replacement of Three Fixed-Route Buses	\$0	\$ 1,380,000	1,380,000
2 Replacement and Upgrade of Transit Shelters	0	484,000	484,000
3 Transit Garage Improvements	0	867,400	867,400
4 Replacement of One ADA/DAR Paratransit Van	0	91,000	91,000
5 Replacement of One Utility Van	6,000	24,000	30,000
<b>Subtotal</b>	<b>6,000</b>	<b>2,846,400</b>	<b>2,852,400</b>
<b>Sanitation Fund (Page 261)</b>			
1 Completion of Funding for Combination Jet Rodder/Vactor Vehicle	0	200,000	200,000
2 Purchase of General Utility Vehicle	0	12,000	12,000
3 Design of Plant Parts Storage Warehouse	0	250,000	250,000
4 Supplemental Funding for Collection System Jet Rodder	0	123,000	123,000
5 Purchase of Replacement Biosolids Tiller	0	16,500	16,500
<b>Subtotal</b>	<b>0</b>	<b>601,500</b>	<b>601,500</b>
<b>TOTAL</b>	<b>\$ 269,800</b>	<b>\$ 3,505,900</b>	<b>\$ 3,775,700</b>

**REVERSE PRIORITIES  
FY 2009-10**

<u>Department/Agency/Fund</u>	<u>Amount</u>
<b>City Administration (Page 12)</b>	
1 Eliminate Funding for Human Resources Technician (Vacant)	\$70,000
2 Reduce Funding for Recruitment Advertising	10,000
3 Reduce Funding for Training and Travel	600
4 Eliminate Funding for Computer Reimbursement Program	55,000
5 Reduce Attendance at the League of California Cities Conference from 5 to 4	1,200
6 Eliminate Funding for Outside Legal Counsel	30,000
7 Reduce Attendance at the National League of Cities Conference from 5 to 4	1,800
8 Eliminate Funding for City's 40th Anniversary Celebration	5,000
9 Eliminate Funding for Temporary Records Retention Services	3,300
10 Eliminate Funding for One Work Experience Clerk Position (Filled) and One Temporary Clerk II Position (Filled)	13,000
11 Eliminate Funding for Clerk II (Filled)	61,600
<b>Subtotal</b>	<b>251,500</b>
<b>City Attorney (Page 27)</b>	
1 Eliminate Funding for One Assistant City Attorney (Filled)	186,100
2 Eliminate Funding for One Deputy City Attorney (Filled)	150,400
<b>Subtotal</b>	<b>336,500</b>
<b>Department of Administrative Services (Page 39)</b>	
1 Eliminate Thirty Black/White and Color Printers (General Fund Portion \$61,700)	73,500
2 Delay Replacement of Graphic Arts Computer Equipment	20,000
3 Reduce Funding for Maintenance of Computer Hardware and Software	40,000
4 Reduce Department Training and Travel, Conferences, Meetings Funds	10,000
5 Eliminate One Account Clerk II Position (Extended Leave)	66,600
6 Eliminate Funding for One Accounting Technician Position (Filled)	72,300
7 Eliminate Funding for One Information Services Analyst II (Filled)	116,300
8 Convert One Full-Time Support Services Worker Position (Filled) to a Half-Time Position	32,300
9 Eliminate Funding for One Information Services Analyst I (Filled)	110,600
10 Increase Replacement Cycle for Desktop Computers from Four Years to Five Years (General Fund Portion \$176,600)	218,000
<b>Subtotal</b>	<b>759,600</b>
<b>Department of Community Services (Page 59)</b>	
1 Eliminate Funding for Outside Assistance	5,000
2 Eliminate Funding for Cable Television Consultant Services	2,500
3 Reduce Funding for Mileage Reimbursement	8,000
4 Eliminate Funding for Youth Employment Service (YES) Database Maintenance	900
5 Eliminate Funding for Consulting Services for Compliance Computer Applications	2,500
6 Eliminate Funding For Travel, Conferences, and Meetings	2,000
7 Eliminate Funding For Training	1,500
8 Reduce Funding for Maintenance of Equipment	1,400
9 Reduce Funding for Office Supplies	5,000
10 Reduce Funding for Operating Supplies	8,000
11 Eliminate Funding for Mailing the Senior Center Newsletter	6,000

**REVERSE PRIORITIES  
FY 2009-10**

<u>Department/Agency/Fund</u>	<u>Amount</u>
12 Suspend Funding for the City Focus Newsletter	\$50,000
13 Suspend Funding for the Annual Youth Summit	3,300
14 Reduce Funding for Animal Regulation Supplemental Services	79,300
15 Eliminate Funding for Part-Time Senior Center Aide/Mealsite Coordinator Position (Filled)	27,600
16 Eliminate Funding of Up to Five Crossing Guard Posts (Filled)	30,000
17 Eliminate Funding for One Senior Management Analyst Position (Filled)	113,400
18 Reduce Operating Hours at the Senior Center by 8 hours per week	92,700
<b>Subtotal</b>	<b>439,100</b>
<b>Department of Environmental Services (Page 83)</b>	
1 Reduce the Building and Safety Vehicle Fleet by Two Vehicles	61,200
2 Eliminate Funding for Preparation of a Noise Mitigation Study	76,000
3 Eliminate Funding for Preparation of a Scenic Roadway Standards Study	50,000
4 Eliminate Funding for Preparation of a Tree Master Plan	45,000
5 Eliminate Funding for One Clerk Position (Vacant)	72,600
6 Eliminate Funding for a Second Clerk Position (Vacant)	72,600
7 Eliminate Funding for One Deputy Building Official Position (Filled) and One Vehicle	195,600
8 Allocate 0.5 Secretary to Community Development Agency Housing Administration Fund	35,500
9 Eliminate Funding for One Plumbing/Mechanical Inspector (Filled) and One Vehicle	127,100
10 Eliminate Six Months of Funding for One Senior Planner (Filled) in Environmental Services, and Increase Funding for Temporary Salaries in Community Services	12,800
<b>Subtotal</b>	<b>748,400</b>
<b>Department of Public Works (Page 115)</b>	
1 Eliminate Funding for the Flags and Banners Program	23,000
2 Eliminate Funding for Overtime Expenses for Weekend Sign Abatement	14,000
3 Eliminate Funding for Self Help Tree Replacement Program	17,500
4 Reduce Funding for Professional/Special Services for Engineering	25,000
5 Reduce Funding for Department Emergency Overtime Expenses	15,000
6 Eliminate Funding for One Environmental Compliance Division Position (Vacant)	108,000
7 Eliminate Funding for One Maintenance Worker II Position (Vacant)	75,200
8 Eliminate Funding for One Mechanic I Position (Vacant)	70,700
9 Reduce Funding for the Household Hazardous Waste Disposal Program	55,000
10 Reduce Funding for Landscape Maintenance Contract Services	200,000
11 Transfer One Senior Engineer Position (Filled) to Sanitation	163,200
12 Allocate 0.5 Senior Engineer Position (Filled) to the Waterworks District	80,800
13 Transfer One Sr. Engineering Tech. Position (Filled) to Sanitation and Waterworks	96,700
14 Assign One Public Works Inspector Position (Filled) to Sanitation and Waterworks	96,000
15 Eliminate Funding for One Tree Trimmer II Position (Vacant)	62,000
16 Allocate 25% of Graffiti Abatement Program Contract Expenses to the CDA	12,500
<b>Subtotal</b>	<b>1,114,600</b>
<b>Police Department (Page 140)</b>	
1 Eliminate Funding for Linen Services	1,300
2 Eliminate Funding for Part-Time Work Experience Clerk Position in Records	6,500
3 Eliminate Funding for Part-Time Work Experience/Maintenance Position	6,500

**REVERSE PRIORITIES  
FY 2009-10**

<u>Department/Agency/Fund</u>	<u>Amount</u>
4 Reduction in Fleet/DARE Van	\$30,500
5 Reduction in Fleet/One BMW Motorcycle	35,300
6 Reduction in Fleet/Two Off-Road Motorcycles	21,900
7 Reduction in Overtime/Fourth of July	15,000
8 Reduction in Overtime/Simi Valley Days	25,000
9 Reduction in Overtime/Explorer Post	30,000
10 Eliminate Funding for One Police Records Technician Position (Vacant)	70,800
11 Eliminate Funding for One Police Services Assistant Position (Vacant)	66,000
12 Eliminate Funding for One K-9 and Equipment	53,300
13 Reduce Full-Time Court Officer Position to Three-Quarter Time (Filled)	25,700
14 Reduce Full-Time Administrative Aide Position to Three-Quarter Time (Filled)	26,100
15 Eliminate Funding for Part-Time Victim Advocate Position (Filled)	31,500
16 Eliminate Funding for Youth Services Officer Position (Filled)	175,700
17 Eliminate Funding for One Captain Position (Filled)	269,000
18 Eliminate Funding for One Police Maintenance Technician Position (Filled)	70,500
19 Eliminate Funding for One Secretary Position in Administration (Filled)	62,700
20 Eliminate Funding for One Secretary Position in Fiscal Services (Filled)	62,700
21 Eliminate Funding for One Crime Analyst Position (Filled)	102,400
22 Eliminate Funding for One Lieutenant Position in the Operations Division (Filled)	206,500
23 Eliminate Funding for One Sergeant Position in Traffic (Filled)	180,100
24 Eliminate Funding for One Secretary Position in Auxiliary Services (Filled)	62,700
25 Eliminate Funding for One Motor Officer Position, One K-9 and Equipment (Filled)	177,200
26 Eliminate Funding for One K-9 Officer Position (Filled)	199,400
27 Eliminate Funding for Deputy Director/Police Administration Position (Filled)	168,900
28 Eliminate Funding for One Detective Position in the Special Investigations Section (Filled)	180,300
29 Eliminate Funding for One Community Services Specialist in Crime Prevention (Filled)	103,400
30 Eliminate Funding for One Motor Officer Position (Filled)	172,400
31 Eliminate Funding for One Canine Officer Position (Filled)	173,800
32 Eliminate Funding for One Community Services Specialist in Traffic (Filled)	103,400
<b>Subtotal</b>	<b><u>2,916,500</u></b>
 <b>Police Department Emergency Services (Page 185)</b>	
1 Eliminate Funding for One Community Services Specialist Position (Filled)	102,000
<b>Subtotal</b>	<b><u>102,000</u></b>
 <b>Simi Valley Transit (Page 234)</b>	
1 Eliminate Saturday Service on Route D	41,900
2 Eliminate Saturday Service on Route C	42,300
3 Completely Eliminate Service on Route D	294,900
4 Reduce Fixed-Route Service One Hour in the Evening	103,900
5 Eliminate Fixed-Route Peak Service on Routes A-3 and B-3	230,700
<b>Subtotal</b>	<b><u>713,700</u></b>
 <b>Total - General Fund</b>	 <b><u><u>\$7,381,900</u></u></b>

**REVERSE PRIORITIES  
FY 2009-10**

<u>Department/Agency/Fund</u>	<u>Amount</u>
<b>Sanitation Fund (Page 266)</b>	
1 Reduce Funding in the Professional and Special Services Account	\$100,000
2 Reduce Funding in the Maintenance of Equipment Account	175,000
3 Reduce Funding in the Other Contract Services Account	100,000
4 Eliminate Funding for Six Months For One Collection System Technician (Vacant)	38,000
5 Eliminate Funding for Six Months For One Additional Collection System Tech. (Vacant)	38,000
6 Eliminate Funding for One Maintenance Technician I Position (Vacant)	38,400
7 Eliminate Funding for One Industrial Painter Position (Filled)	93,200
8 Eliminate Funding for One Maintenance Worker I Position (Filled)	65,700
9 Eliminate Funding For One Plant Maintenance III/Electrician Position (Filled)	97,000
10 Eliminate Funding for One Laboratory Technician Position (Filled)	85,600
11 Eliminate Funding For One Plant Maintenance Technician II Position (Filled)	85,300
12 Eliminate Funding For One Plant Operator I Position (Filled)	80,300
13 Eliminate Funding For One Plant Operator II Position (Filled)	91,000
<b>Total</b>	<b>1,087,500</b>
<b>Waterworks District No. 8 (Page 294)</b>	
1 Discontinue Main Line Valve Replacement Program	125,000
2 Reduce Funding for Meter Change Out Program	443,900
3 Discontinue Refurbishment/Installation of District Pumping Facilities	55,000
4 Reduce Landscaping Improvements at Tank Sites	20,000
5 Reduce Funding for Painting of Water Tank Exteriors	50,000
6 Reduce District Telemetry System (SCADA) Improvements and Modifications at Six Sites	100,000
7 Defer Interior Tank Recoating for Stearns Street Tanks	315,000
8 Eliminate One Customer Service Representative Position (Filled)	59,400
9 Reduce Funding for Association of Water Agencies Membership	5,000
<b>Total</b>	<b>1,173,300</b>

CITY ADMINISTRATION  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies ..... \$ 14,300

FY 2008-09 Approved Budget/Estimated Actual	\$10,400/\$8,400
FY 2007-08 Actual Expenditures	\$13,398

This account includes \$8,800 for general office supplies for City Administration and \$5,500 for service awards.

Justification for increase over FY 2008-09 Budget and Estimated Actual:

Funding for service awards was removed from the FY 2008-09 Budget because the City had sufficient supplies for that fiscal year. For FY 2009-10, the City must purchase new service awards.

Account 42420: Special Department Expense..... \$ 15,500

FY 2008-09 Approved Budget/Estimated Actual	\$50,500/\$45,300
FY 2007-08 Actual Expenditures	\$10,450

This account provides for election expenses and contributions to Simi Valley Days, the Fourth of July Fireworks, and the City's 40<sup>th</sup> Anniversary Celebration.

Account 42440: Memberships and Dues ..... \$ 2,000

FY 2008-09 Approved Budget/Estimated Actual	\$2,900/\$1,900
FY 2007-08 Actual Expenditures	\$3,150

This account provides for participation in the following organizations:

Ventura County City Manager's Group	\$	300
City Clerks Association of California (CCAC)		300
National Notary Association (NNA)		100
Public Agency Safety Management Association (PASMA)		100
Chartered Property and Casualty Underwriters (CPCU)		300
Public Agency Risk Manager's Association (PARMA)		200
International Personnel Management Association (IPMA)		400
International Foundation of Employee Benefit Plans		300

Justification for increase over FY 2008-09 Estimated Actual:

Annual membership dues have increased for the Ventura County City Manager’s Group, CPCU, and PARMA.

Account 42450: Subscriptions and Books..... \$ 1,400

FY 2008-09 Approved Budget/Estimated Actual	\$1,700/\$1,300
FY 2007-08 Actual Expenditures	\$1,848

This account is used to purchase the following professional books, journals and subscriptions:

Los Angeles Times	\$ 600
Ventura County Star	200
California Political Week	100
Liebert Training Workbooks	300
California Public Employees Relations (CPER) Guide	200

Justification for increase over FY 2008-09 Estimated Actual:

The cost of the Los Angeles Times subscriptions has increased.

Account 42460: Advertising..... \$ 37,200

FY 2008-09 Approved Budget/Estimated Actual	\$56,700/\$20,700
FY 2007-08 Actual Expenditures	\$50,728

This account provides for recruitment advertising and various notices and other legal advertising requirements, including:

Ventura County Star (Legal)	\$ 12,000
Los Angeles Times	2,500
Ventura County Star (Personnel)	10,000
Jobs Available	2,000
Acorn	1,500
Monster.com	2,000
Job Fairs	1,000
Specialized Publications and Websites	5,000
Law Enforcement Jobs.com	1,200

Justification for increase over FY 2008-09 Estimated Actual:

Costs for legal advertising were less than projected due to a reduction in development activity in the City. Additionally, the cost of recruitment advertising was less than projected due to a hiring freeze.

Account 42720: Travel, Conferences, Meetings ..... \$ 29,100

FY 2008-09 Approved Budget/Estimated Actual	\$33,300/\$25,600
FY 2007-08 Actual Expenditures	\$27,400

This account provides funding for Council Members and staff to attend a variety of conferences and meetings including:

5 - National League of Cities Conf., Washington, D.C. @ \$1,800	\$ 9,000
5 - League of Cal. Cities Conference, San Jose, CA @ \$1,200	6,000
3 - League of Cal. Cities - Channel Counties Div. Meetings	500
1 - League of Cal. Cities - City Manager's Meeting	700
Municipal Management Association of Southern California Meetings	100
Legislative Meetings and Hearings	5,900
Elected Official Conferences and Meetings	2,500
Oral Board Meal Expenses	1,700
1 - Employee and Labor Relations (Employment Law Conference), Northern California @ \$1,200	1,200
1 - California Public Labor Relations Conference, Monterey, CA	1,500

Justification for increase over FY 2008-09 Estimated Actual:

Several conferences and meetings were not attended during FY 2008-09 due to workload.

Account 42730: Training ..... \$ 93,300

FY 2008-09 Approved Budget/Estimated Actual	\$110,800/\$90,200
FY 2007-08 Actual Expenditures	\$82,860

This account provides funding for the following training activities:

Continuing Education for Clerk's Office Staff	\$ 500
Election Law Seminar	2,000
Investigation Training	500
City-wide Training	1,000
Tuition Reimbursement (Prof. Development & Credit Courses)	30,000

FY 2009-10  
REQUESTED  
BUDGET

Leadership Simi Valley	1,800
Employee Computer Reimbursement Program	55,000
Public Risk Insurance Management Training	500
SAP Training	2,000

Justification for increase over FY 2008-09 Estimated Actual:

Staff anticipates higher participation in the Tuition Reimbursement Program.

Account 42790: Mileage ..... \$ 35,000

FY 2008-09 Approved Budget/Estimated Actual	\$39,600/\$34,600
FY 2007-08 Actual Expenditures	\$18,784

This account is used to reimburse City Administration staff for the use of their personal vehicles on City business, including the delivery of City Council agenda packets.

Justification for increase over FY 2008-09 Estimated Actual:

The FY 2009-10 Budget has been increased to reflect an anticipated increase in the IRS mileage reimbursement rate.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 227,800

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services..... \$ 142,600

FY 2008-09 Approved Budget/Estimated Actual	\$214,300/\$151,800
FY 2007-08 Actual Expenditures	\$180,998

This account provides for the following services:

Legislative Consultant Services (General Fund Portion)	\$ 22,900
Municipal Code Services	4,500
Written Exam Costs	2,000
CalOpps Recruitment Program	1,500
Employee Appeals Hearing Expenses	6,000
Labor Relations Consortium	4,000
Outside Personnel Investigations, Expert Witness Fees, Records Mgmt.	5,000
Outside Counsel	44,000
Employee Assistance Program	36,200

FY 2009-10  
REQUESTED  
BUDGET

PARS Executive Benefit Costs	14,500	
Executive Physicals	2,000	
Account 44310: Maintenance of Equipment.....	\$	500

FY 2008-09 Approved Budget/Estimated Actual	\$500/\$500
FY 2007-08 Actual Expenditures	\$424

This account includes miscellaneous expenses for the repair of furniture, equipment, and filing systems.

SUBTOTAL - SERVICES	\$	<u>143,100</u>
TOTAL - CURRENT EXPENSES	\$	<u>370,900</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Human Resources Technician Position  
(Vacant) - \$70,000 (2.2% of Budget)

PRIORITY:            1

The Human Resources Technician is responsible for resolution of employee insurance issues, COBRA/Retiree processing, final check preparation, employee verifications, annual leave cash out calculations, time studies/monthly 2080-hour report, and other miscellaneous duties. The position also provides back-up coverage for reception/switchboard duties, payroll processing, insurance reconciliations, tuition and computer reimbursement, time sheet entry, and exit interview preparation.

This position is critical to the Human Resources Division's ability to provide prompt service to the City's employees. The loss of this position will result in additional duties being assigned to other staff members. This will increase other staff members' workload, which, in turn, negatively affects the Human Resources Division's ability to promptly address other critical issues. Ultimately, the loss of this position could also result in additional overtime hours.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>	

Personnel

Salary and Benefits	\$ 70,000	
	<u>Total</u>	<u>\$ 70,000</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits	\$ 70,000	
	<u>Total</u>	<u>\$ 70,000</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:        Reduce Funding for Recruitment Advertising – \$10,000 (0.3% of Budget)

PRIORITY:            2

The Human Resources Division places advertising in various publications and on the Internet for positions for which it is recruiting in order to solicit well-qualified applicants. Funding in the amount of \$25,200 is proposed for FY 2009-10 for this purpose. Currently, General Unit positions are advertised in local newspapers, the City’s website, cable TV, and on other appropriate websites. Management and hard-to-fill positions are advertised in the local newspaper, specialty publications, the City’s website, cable TV, specialty websites, and occasionally in the Los Angeles Times. The cost of advertising for a single recruitment can range from \$250 to \$2,000. A review of recruitments conducted in the past year and one-half indicates the majority of applicants became aware of City jobs through the City Website, the Ventura County Star, or in an unsolicited manner.

Reduction of the advertising budget would severely limit the City’s ability to advertise vacancies in the most efficient manner. This will likely result in fewer applications received, which may result in a reduction in the quality of the applicant pool for City jobs or require multiple recruitment processes.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Advertising	\$ 10,000	
	Total	<u>\$ 10,000</u>

<u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Advertising	\$ 10,000	
	Total	<u>\$ 10,000</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Training and Travel – \$600 (0.02% of Budget)

PRIORITY:            3

The City Manager's Office provides professional development training opportunities to staff in order to develop their skills and expertise. Additionally, the City provides subscriptions and pays membership dues for various professional organizations so that employees may remain current on changing laws and procedures and have the ability to communicate with other professionals in their fields. A reduction in these line items will eliminate the following in FY 2009-10:

Training: Continuing Education for Clerk's Office staff (\$500)

Travel: Municipal Management Association of Southern California Meetings (\$100)

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expenses</u>	
Training	\$        500
Travel, Conferences, and Meetings	100
	Total
	\$        600

RECURRING ANNUAL SAVINGS

Current Expenses

Training	\$        500
Travel, Conferences, and Meetings	100
	Total
	\$        600

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Computer Reimbursement Program – \$55,000  
                                  (1.9% of Budget)

PRIORITY:             4

The Human Resources Division manages the Computer Reimbursement Program. The Computer Reimbursement Program is a management benefit to use towards the purchase of computer equipment and software.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget</u> <u>Reductions</u>
<u>Current Expenses</u>	
Training	<u>\$ 55,000</u>
	<u>Total</u> <u>\$ 55,000</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding and Attendance at the League of California Cities Conference from Five to Four - \$1,200 (0.04% of Budget)

PRIORITY:            5

The City has been a member of the League of California Cities for over 20 years. The League of California Cities holds an annual conference, and Council Members and staff have attended this conference for the past 19 years. The conference offers a unique opportunity for Council Members to receive information about municipal issues with a statewide perspective and to discuss issues with representatives of other cities. The conference also enables Council Members and staff to meet with state officials to discuss impacts of state actions on the City. These meetings with state officials have been extremely advantageous and have produced state funding for local projects.

A decrease in attendance from five to four at the statewide conference would decrease Council Members' and staff's ability to receive information regarding the local impacts of pending state actions, a decrease of the ability to review local issues with representatives of other cities, a decrease in the opportunity to meet with state officials to resolve local issues, and the possible loss of opportunities to obtain state assistance for local projects.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Travel, Conferences, Meetings	<u>\$ 1,200</u>	
	Total	<u>\$ 1,200</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Outside Legal Counsel – \$30,000 (0.9% of Budget)

PRIORITY:            6

The Human Resources Division is responsible for ensuring that the City conforms to all relevant employment, labor, and benefits laws, regulations, and codes. To accomplish this, Human Resources relies on employment law attorneys and other specialists to assist with providing legal opinions on a range of employment issues, conducting sexual harassment and discrimination investigations, and representing the City during labor negotiations processes and court proceedings.

Eliminating these legal resources would limit Human Resources' ability to manage major problems as they arise. In the absence of these professional services, staff would conduct the required research and investigations. The time required for these cases would impact staff's ability to address other human resource priorities. Additionally, there could be liabilities with relying on in-house staff to analyze and provide counsel on complex issues typically addressed by attorneys and other experts with more specialized training.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expenses</u>	
Professional and Special Services	\$ <u>30,000</u>
	Total <u>\$ 30,000</u>

RECURRING ANNUAL SAVINGS

<u>Current Expenses</u>	
Professional and Special Services	\$ <u>30,000</u>
	Total <u>\$ 30,000</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding and Attendance at the National League of Cities Conference from Five to Four – \$1,800 (0.06% of Budget)

PRIORITY:                7

The City has been a member of the National League of Cities for over 20 years. The National League of Cities holds a conference in Washington D.C. each year. The conference offers a unique opportunity for Council Members to receive information about municipal issues with a national perspective and to discuss issues with representatives of other cities. The conference also enables Council Members and staff to meet with federal officials to discuss impacts of federal actions on the City. These meetings with federal officials have been extremely advantageous and have produced federal and state funding for local projects. In FY 2008-09, for example, Council Members and staff were able to meet with federal officials regarding the distribution of federal stimulus dollars under the American Recovery and Reinvestment Act.

A decrease in attendance from five to four at the national conference would decrease Council Members' and staff's ability to receive information regarding the local impacts of pending federal actions, a decrease of the ability to review local issues with representatives of other cities, a decrease in the opportunity to meet with federal officials to resolve local issues, and the possible loss of opportunities to obtain federal assistance for local projects.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Travel, Training, and Conferences	\$ 1,800	
	<u>Total</u>	<u>\$ 1,800</u>

RECURRING ANNUAL SAVINGS

None



CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Temporary Records Retention Services - \$3,300  
(0.1 % of Budget)

PRIORITY:            9

The Temporary Records Retention position inventories, packages, and transports the Human Resources Division's records to an offsite storage facility. This time-consuming task is performed approximately once every quarter and entails performing a thorough inventory of all records designated for storage, determining retention periods, updating the inventory spreadsheet, and labeling all records and boxes going to storage. The position is also responsible for ensuring timely destruction of stored records.

This position relieves regular staff members of records inventory responsibilities. The loss of this position will result in the transfer of this time-consuming activity to another staff member. This will increase the staff member's workload, which, in turn, negatively affects the Human Resources Division's ability to promptly address other critical issues. The loss of this position could also result in additional overtime hours.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget</u>	<u>Reductions</u>
<u>Personnel</u>		
Temporary Salaries	\$ 3,300	
	<u>Total</u>	<u>\$ 3,300</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Temporary Salaries	\$ 3,300	
	<u>Total</u>	<u>\$ 3,300</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Work Experience Clerk Position (Filled) and One Temporary Clerk II Position (Filled) - \$13,000 (0.4% of Budget)

PRIORITY:            10

The Work Experience and Temporary Clerk II positions are primarily responsible for staffing the City's information desk and main switchboard. In addition, these positions collate benefits materials, prepare mass mailings, assist with filing, and perform other basic clerical tasks.

These positions relieve regular staff members of time consuming clerical activities, thereby allowing staff to complete other Human Resources tasks. These positions are critical to the Human Resources Division's ability to provide prompt service to the City's employees. The loss of these positions will result in time consuming, lower-level clerical duties being assigned to other staff members. This will increase staff members' workload, which, in turn, negatively affects the Human Resources Division's ability to promptly address other critical issues. Ultimately, the loss of these positions could also result in additional overtime hours.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Temporary Salaries	\$ 13,000
	Total <u>\$ 13,000</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Temporary Salaries	\$ 13,000
	Total <u>\$ 13,000</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Clerk II (Filled) – \$61,600 (2.1% of Budget)

PRIORITY:            11

The City Clerk’s Office consists of an Acting Assistant City Clerk, a Recording Secretary, and a Clerk II. The City Clerk’s Office is responsible for preparing public notices, agendas, and minutes for all City Council meetings, conducting municipal elections, maintaining City records, codifying the Simi Valley Municipal Code, operating the City’s Passport Services Office, administering the City’s Records Retention/Destruction Schedule, certifying official documents, and receiving summons and subpoenas.

The Clerk II assists in all responsibilities of the City Clerk’s Office and acts as the primary first point of contact for members of the public seeking information or services from the Office. The Clerk II also provides backup support to the City Manager’s Office and City Hall public counters.

Elimination of this position would require remaining staff to assume additional duties. Operation of the City’s Passport Services Office would likely need to be transferred to the Customer Services Division of the Department of Administrative Services, and many recordkeeping and public contact responsibilities would likely need to be transferred to the Customer Services and Human Resources Divisions’ clerical staffs.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 66,100
Annual Leave Cash-Out	\$ <u>(4,500)</u>
	Total            \$ <u><u>61,600</u></u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salary and Benefits	\$ <u>66,100</u>
	Total            \$ <u><u>66,100</u></u>

CITY ATTORNEY  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

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CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies ..... \$ 3,000

FY 2008-09 Approved Budget/Estimated Actual	\$3,200/\$3,000
FY 2007-08 Actual Expenditures	\$2,331

This account is used to purchase various office and computer-related supplies.

Account 42440: Memberships and Dues ..... \$ 2,100

FY 2008-09 Approved Budget/Estimated Actual	\$2,000/\$1,400
FY 2007-08 Actual Expenditures	\$1,855

This account is to cover costs of membership dues to the following organizations:

California State Bar (4 Attorneys)	\$ 1,955
Tri-Counties Government Attorneys Association (4 Attorneys)	120
SCAN NATOA Annual Membership	25

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

Due to the retirement of the City Attorney in December 2008, the amount of \$1,285 was paid in State Bar dues for three attorneys. In FY 2009-10, State Bar dues will be paid on behalf of four attorneys. Also to accommodate increases in State Bar dues in FY 2009-10, the amount budgeted for State Bar dues has been increased by \$100.

Account 42450: Subscriptions and Books ..... \$ 10,800

FY 2008-09 Approved Budget/Estimated Actual	\$9,300/\$10,500
FY 2007-08 Actual Expenditures	\$18,715

This account is used to purchase necessary legal publications and to maintain ongoing subscriptions and supplements required to maintain the law library up-to-date. The budget for each of the publications listed below has been adjusted to accommodate for vendor increases occurring in 2009-10. Overall, the account has been increased by \$1,500.

The following are current publications required by the City Attorney's Office:

CEB Regents	\$ 2,000
Daily Journal (includes Court Rules)	1,200

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James Publishing	100
League of California Cities	450
Local Government Publications	150
Matthew Bender	1,000
Miscellaneous new vendor publications	300
Solano Press (includes Celsoc publications)	400
Thomson/West	5,200

Justification for increase over the FY 2008-09 Budget and Estimated Actual:

Funding for several publications were discontinued in FY 2008-09 as a cost savings measure. However, the subscription to Thomson/West that was proposed to be cancelled was not, as it was needed for ongoing legal research. The budget for Thomson/West has been increased by \$1,200 in FY 2009-10 to fully fund the cost of this reference source. Additionally, the cost of the Matthew Bender subscription increased by \$300.

Account 42720: Travel, Conferences, Meetings ..... \$ 2,900

FY 2008-09 Approved Budget/Estimated Actual	\$5,100/\$4,600
FY 2007-08 Actual Expenditures	\$3,216

This account is used to cover costs and expenses of travel to conferences and meetings that are beneficial in increasing the knowledge of staff members. While providing sources for the attorneys and staff to continue to update their knowledge of municipal law, the League Conferences in particular provide the means for the attorneys to continue their legal education in the area of each of their individual expertise as it relates to cities. This account also provides an opportunity for cross training and is an important resource for the attorneys to earn continuing education credits required by the State Bar. Both the Annual and Spring Conferences provide valuable municipal law training, as well as eight or more hours of credit toward State Bar mandatory continuing legal education (MCLE).

1 - National League of Cities Conference, Spring 2010 (March), Washington D.C.	1,800
2 - League of California Cities City Attorneys Spring Conference (May 5 - 7, 2010), Santa Barbara, CA	1,100

Account 42730: Training ..... \$ 4,600

FY 2008-09 Approved Budget/Estimated Actual	\$1,900/\$1,200
FY 2007-08 Actual Expenditures	\$2,120

This account is used for seminars and workshops available through various organizations that help staff stay informed and up-to-date in the areas of law and management, including:

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2 - League of California Cities Continuing Education Program (February 2010, location to be determined)	\$ 500
2 - League of California Cities Annual Conference and Exposition (Sept. 16 - 19, 2009), San Jose Convention Center, San Jose	3,400
Tri-Counties Attorneys Monthly Luncheon Meetings	700

In addition to the educational topics offered to the attorneys by attendance at the Tri-Counties Local Government Attorneys' Association's monthly meetings, the League of California Cities Continuing Education workshop is included in this year's budget. The League's Continuing Education workshop takes place in February each year, and addresses important current issues pertinent to cities. Thus, \$500 will be budgeted to enable two attorneys to attend the workshop. The budget for this account also provides opportunities to keep legal staff informed and up-to-date in the areas of law and management, provides an avenue for cross-training, while increasing the resources for the attorneys to earn mandatory continuing education credits as required by the State Bar.

Justification for increase over the FY 2008-09 Budget and Estimated Actual:

The League of California Cities Annual Conference and Exposition has been budgeted in the Travel, Conferences, Meetings Account in prior years.

Account 42790: Mileage ..... \$ 4,200

FY 2008-09 Approved Budget/Estimated Actual	\$4,500/\$4,200
FY 2007-08 Actual Expenditures	\$3,785

This account includes a monthly mileage allowance for the Senior Assistant City Attorney, as well as mileage costs expended for City business by departmental staff.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 27,600

CURRENT EXPENSES - SERVICES

Account 44010: Professional Services..... \$ 14,000

FY 2008-09 Approved Budget/Estimated Actual	\$13,500/\$11,900
FY 2007-08 Actual Expenditures	\$11,265

This account is necessary for services such as court reporting or specialized attorney services required on short notice, outside consultant services, legal research, and photographs. This account also includes the WestlawPRO program for on-line legal research.

WestlawPRO - CA Gov GC (4 Attorneys) \$ 13,100

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On-line Research Outside of CA Gov GC	500
Miscellaneous Attorney Services	400

Justification for increase FY 2008-09 Budget and Estimated Actual:

The WestlawPRO contract for on-line legal research with Thomson/West increased by 5% on February 1, 2009, as provided for in the contract. The second scheduled 5% increase will occur in February of 2010. The contract will be renegotiated prior to its expiration date at the end of January 2010, and most likely will remain at the present rates, with the 5% annual increases. During the negotiating period the Office will be looking at canceling some of the bundled publications, substituting other publications to achieve a 50% cost reduction or adding additional online functions. At the same time, in order to budget for any possible increases in the contract, the account will remain the same. The Office will continue to save 50% on its Thomson/West legal print subscriptions during the length of the contract period. These savings transfer to the Office's Subscriptions and Books budget, Account 42450.

SUBTOTAL - SERVICES	\$ <u>14,000</u>
TOTAL CURRENT EXPENSES	\$ <u><u>41,600</u></u>

CITY ATTORNEY  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Assistant City Attorney (Filled) - \$186,100  
(19% of Budget)

PRIORITY:            1

The Assistant City Attorney position defends civil actions on behalf of the City, oversees tort claims handled by the City, recommends adjustment/settlement of claims as appropriate, litigates personal injury cases brought against the City through trial and appeals, and works with the City's Workers' Compensation staff on subrogation actions to recover monetary damages from third parties responsible for injuries to City employees. This attorney also works closely with outside counsel on cases that have been sent out in order to cut costs by supervising outside counsel, drafting pleadings, responding to discovery, attending depositions, and making court appearances.

Elimination of this position would result in a decreased ability to respond in a timely manner to requests by City Departments for legal assistance and claims filed against the City. This would result in sending all litigation to outside counsel, thereby creating higher costs to the Liability Insurance Fund. Elimination of the Assistant City Attorney position would require that lawsuits, currently being handled in-house, be sent to outside law firms for defense at rates that range from \$150 to \$250 per hour.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget</u> <u>Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 194,000
Annual Leave Cash-Out	(12,000)
	Subtotal
	\$ 182,000
 <u>Current Expenses</u>	
Office Supplies	\$ 450
Mileage	1,200
Travel, Conferences, Meetings	1,700
Training	300
Memberships and Dues	450
	Subtotal
	\$ 4,100
	Total
	\$ 186,100

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 194,000	
	Subtotal	\$ 194,000

Current Expenses

Office Supplies	\$ 450	
Mileage	1,200	
Travel, Conferences, Meetings	1,700	
Training	300	
Memberships and Dues	450	
	Subtotal	\$ 4,100
	Total	\$ 198,100

CITY ATTORNEY  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Deputy City Attorney (Filled) - \$150,400  
(15% of Budget)

PRIORITY:            2

The Deputy City Attorney position prosecutes infractions and misdemeanors involving Municipal Code violations, represents police officers in Pitchess Motions, conducts in-house office conferences with Municipal Code violators to resolve code violations that may have otherwise been prosecuted, responds to communications/litigation involving stop notices, assists in code interpretation and drafting of code amendments regarding various issues, and performs other duties as assigned. The volume of cases prosecuted by the Deputy City Attorney has increased by 60% over the last 14-month period, compared to the amount of cases prosecuted during the previous few years.

This position also functions as legal advisor to the Police Department regarding a broad range of issues. Based upon a recent determination, this position will also be handling administrative appeals of police disciplinary matters, which were previously handled by outside counsel. This position is also increasingly involved in reviewing employment law related matters in order to reduce the need for Human Resources Division staff to consult with labor law outside counsel.

Elimination of this position would severely impact the ability of the City Attorney's office to prosecute infractions and misdemeanors cited by the Police Department, as well as code enforcement complaints. It would also result in a decreased ability to respond in a timely manner to requests by City Departments for legal assistance. The Assistant City Attorney would take on the duties of the Deputy City Attorney, which could create potential conflicts between civil court appearances and code violation prosecution appearances, and would most likely result in sending more lawsuits to outside counsel, thereby creating additional costs to the City.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 158,400
Annual Leave Cash-Out	(12,000)
	<u>Subtotal</u> \$ <u>146,400</u>
<u>Current Expenses</u>	
Office Supplies	\$ 350
Mileage	1,200
Travel, Conferences, Meetings	1,700

Training	\$	300	
Memberships and Dues		<u>450</u>	
	Subtotal		\$ <u>4,000</u>
	Total		\$ <u>150,400</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits	\$	<u>158,400</u>	
	Subtotal		\$ <u>158,400</u>

Current Expenses

Office Supplies	\$	350	
Mileage		1,200	
Travel, Conferences, Meetings		1,700	
Training		300	
Memberships and Dues		<u>450</u>	
	Subtotal		\$ <u>4,000</u>
	Total		\$ <u>162,400</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
PRELIMINARY BUDGET  
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CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42200: Computer Supplies (Non-Capital) ..... \$ 13,000

FY 2008-09 Approved Budget/Estimated Actual	\$13,000/\$13,000
FY 2007-08 Actual Expenditures	\$13,375

This account provides for the purchase of computer items costing less than the City's \$5,000 threshold for capital asset items, including the following:

Replacement Computer Parts and Peripheral Equipment	\$ 5,000
Toner for Printers Citywide	8,000

Account 42230: Office Supplies ..... \$ 9,900

FY 2008-09 Approved Budget/Estimated Actual	\$12,900/\$12,300
FY 2007-08 Actual Expenditures	\$10,099

This account provides for the purchase of various office and related supplies as follows:

W-2's, 1099's, W-2 Envelopes	\$ 400
Check Stock	2,700
General Office Supplies for All Divisions	6,800

Account 42440: Memberships and Dues ..... \$ 3,600

FY 2008-09 Approved Budget/Estimated Actual	\$3,800/\$3,200
FY 2007-08 Actual Expenditures	\$2,925

Memberships are determined by administrative policy. Department Directors are allowed a maximum of three memberships and management employees are allowed a maximum of two. This account provides for management participation in the following professional organizations:

American Institute of Certified Public Accountants (AICPA)	\$ 200
Association of Government Accountants	200
Association of Public Safety Communications Officials (APSCO)	100

Association of Public Treasurers of the United States and Canada (APT US&C)	300
California Association of Public Purchasing Officials (CAPPO)	300
California Associations: CMBTA and CPPA	100
California Municipal Treasurers Association (CMTA)	400
California Society of Municipal Finance Officers (CSMFO)	200
Government Finance Officers Association (GFOA)	1,000
Municipal Information Systems Association of California (MISAC)	400
Municipal Management Association of Southern California (MMASC)	100
Southern California Telecom Network Association	100
Urban and Regional Information Systems Association (URISA)	200

Justification for increase over FY 2008-09 Estimated Actual:

SAP Memberships were eliminated in FY 2008-09 to reduce costs, also two memberships for the Budget Officer position were not utilized. A new membership with the Association of Public Treasurers of the United States and Canada (APT US&C) will provide a beneficial professional affiliation related to the City's investment portfolio and reduce the annual Statement of Investment Policy certification fees budget in the Professional and Special Services Account by \$100 each year.

Account 42450: Subscriptions and Books..... \$ 2,300

FY 2008-09 Approved Budget/Estimated Actual	\$2,800/\$2,000
FY 2007-08 Actual Expenditures	\$2,781

This account provides for professional and technical publications including:

Administration:	\$ 200
Investors Business Daily – Monday Edition	\$ 200
Fiscal:	1,600
Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Updates and Supplements	200
Governmental Accounting Standards Board (GASB) Pronouncements	200
Payroll Manager's Letter	300
SAP Professional Journal (FI/CO Expert)	900
Support Services:	300
Graphics/Printing Publications	100
Inside Adobe In-Design	200

Treasury Services: 200  
Miscellaneous Treasury Publications 200

Justification for increase over FY 2008-09 Estimated Actual:

Subscription fees have increased for the SAP Professional Journal, which is now available online for a fee and is more accessible to users.

Account 42460: Advertising..... \$ 1,300

FY 2008-09 Approved Budget/Estimated Actual	\$0/\$1,300
FY 2007-08 Actual Expenditures	\$2,324

This account provides for newspaper publication of public notices for unclaimed property related to Trust Funds, and is offset by the General Fund revenues generated.

Justification for increase over FY 2008-09 Budget:

Funds were not requested in FY 2008-09, as the new project was just beginning the implementation phase.

Account 42560: Operating Supplies ..... \$ 17,000

FY 2008-09 Approved Budget/Estimated Actual	\$17,000/\$17,000
FY 2007-08 Actual Expenditures	\$23,808

This account provides for the general operating supplies required for Citywide computer support including printer supplies, storage media, hardware tools, and maintenance/cleaning supplies.

Account 42720: Travel, Conferences, Meetings ..... \$ 4,700

FY 2008-09 Approved Budget/Estimated Actual	\$7,200/\$1,400
FY 2007-08 Actual Expenditures	\$3,485

This account provides for attendance at the following selected professional association meetings and conferences:

1 - Business Tax Association Conference (Burbank 2009) \$ 300  
California Municipal Treasurers Association Monthly Meetings 400

California Municipal Business Tax Association (CMBTA)	100
Quarterly Meetings	
California Public Radio Association Monthly Meetings	200
California Society of Municipal Finance Officers Monthly Meetings	400
4 - California Society of Municipal Finance Officers Annual	1,400
Conference, Los Angeles,	
1 - Government Finance Officers Association, Seattle, WA	1,800
Southern California Telecom Network Association Monthly Meetings	100

Justification for increase over FY 2008-09 Estimated Actual:

The budget for this line item has been reduced from the prior year. Spending was further reduced during FY 2008-09 due to budget constraints.

Account 42730: Training ..... \$ 48,500

FY 2008-09 Approved Budget/Estimated Actual	\$46,700/\$13,500
FY 2007-08 Actual Expenditures	\$60,885

This account provides funding for professional and technical training, including:

Administration:		\$ 1,000
Certified Government Financial Mgmt. Training	\$1,000	
Fiscal:		2,300
Accounts Payable and Other Accounting Seminars	700	
GAAP Update Video Teleconference	400	
Supervisory Training	300	
Tax Seminar (2 staff members)	600	
Governmental Accounting	300	
Information Services (Technical and Professional):		44,600
Software Development – Value Vision		
Hansen 8.1 Basics	2,500	
Hansen 8.1 Upgrades	1,200	
Sharepoint Architecture, Woodland Hills – 4 days	2,500	
Security Related – Security Vision		
Checkpoint Firewall Security Administration,		
Irvine, CA – 4 Days (2 staff members)	4,600	
Server Interoperability – Stability Vision		
EMC SAN Admin. Snapback, San Jose – 5 days	2,800	
VMWare New Install & Configure V3.5, Woodland		
Hills, CA (2 staff members)	4,600	

VMWare Deploy, Secure & Analyze V3.5 (2 staff members)	5,600	
Designing a Microsoft SQL Server 2005 Infrastructure, San Diego, CA	1,500	
Querying Microsoft SQL Server 2000 and SQL Server 2005 with Transact-SQL	1,500	
Server Interoperability – Resiliency Vision Maintaining a MS SQL Server 2005 Database, San Diego, CA – 3 Days	2,100	
Install, Configure, Troubleshoot SQL Server, Ventura, CA – 2 Days	1,100	
Project Management for IT Professionals, Van Nuys, CA – 1 Day	2,800	
Versadex Education Conference, Phoenix, AZ – 4 Days (2 staff)	3,800	
Southern California Oracle Users Conference, Irvine, CA – 1 Day	1,500	
MISAC Meetings	2,500	
SUSE Linux Enterprise Server 10 Advanced, Pasadena, CA – 5 Days	2,500	
Distributed Application Development with Microsoft Visual Studio 2005, Pasadena, CA	1,500	
Treasury Services:		500
SB90 Workshops, So. Cal. - 1 Day (2 staff members)	200	
CDIAC Debt Admin., Long Beach, CA - 2 Days (2 staff members)	300	
Customer Services:		100
Business Tax Training	100	

Justification for increase over FY 2008-09 Approved Budget and Estimated Actual:

During FY 2008-09, training was reduced due to budget constraints. The Information Services Division currently supports a wide range of operating, hardware, infrastructure, and security systems, and is being tasked with improving or replacing them. Vendors are constantly updating their products with new features and fixes. Staff in other administrative areas must also keep up to date with technology, regulations and state of the art practices in their fields.

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Account 42790: Mileage ..... \$ 8,600

FY 2008-09 Approved Budget/Estimated Actual	\$6,100/\$9,400
FY 2007-08 Actual Expenditures	\$8,383

This account provides for the Director’s auto allowance and for miscellaneous mileage reimbursement for staff attendance at meetings and training.

Justification for increase over FY 2008-09 Approved Budget:

The IRS mileage reimbursement rate increased effective July 1, 2008 from 50.5¢ to 58.5¢ and decreased effective January 1, 2009 from 58.5¢ to 55.0¢. The FY 2008-09 Estimated Actual and the FY 2009-10 Preliminary Base Budget have been adjusted to reflect these IRS mileage reimbursement rates.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 108,900

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services ..... \$ 194,800

FY 2008-09 Approved Budget/Estimated Actual	\$215,500/\$187,900
FY 2007-08 Actual Expenditures	\$240,005

This account provides for the following services:

Assessment District Administration and Delinquency Fees	\$ 2,500
Audit Fees	51,800
Banking Fees and Services	39,600
Investment Services (Sympro)	4,300
Banking Credit Card Services	22,800
Brinks	4,500
Bulk Mail Services (Business Tax Renewals)	6,100
California Municipal Statistics (Needed for CAFR Preparation)	400
CSMFO Budget and CIP Award Review	400
External Technical Services and Special Projects (includes urgent backup support for various systems, urgent technical support, and programming for PC applications)	45,000
CAFR Award Review by GFOA	600
Investment Custodial and Securities Safekeeping Services	3,500
Investment Policy Review (APT US&C)	200
Recall (Bulk Shredding Container)	500

State of California (Confirmation of warrants/checks issued; required for CAFR preparation)	100
State-Mandated Cost Recovery Preparation (SB 90 Claims)	9,500
Traffic Citations Hearing Officer	3,000

Justification for increase over FY 2008-09 Estimated Actual:

The expenses for Banking Credit Card Services, a percentage of the amount paid to the City via credit card, has increased based on usage. Credit card usage is anticipated to increase as customers tend to pay utilities and other fees with credit cards. The Banking Fees and Services are showing as an increase because the interest earned on the City's daily bank balance is now being reflected as revenue rather than as an offset to Banking Fees and Services costs.

Account 44310: Maintenance of Equipment..... \$ 602,500

FY 2008-09 Approved Budget/Estimated Actual	\$611,000/\$527,100
FY 2007-08 Actual Expenditures	\$543,911

This account provides funding for licenses and maintenance contracts on the City's computer hardware/software and vehicle maintenance on the Support Services delivery van.

Equipment

Hardware (servers, printers, plotters, scanners, peripherals, mobiles, unplanned repairs on critical equipment)	\$ 89,400
Security and Infrastructure Equipment (firewalls, VPN, routers, switches)	67,600
Uninterrupted Power Supplies (7)	18,400

Licenses and Maintenance

Software and Licenses	
Microsoft	1,700
Novell	66,200
SAP	97,000
VersaTerm (Integrated Police System)	195,000
Other (e.g. Oracle, HP, FrontRange, PowerHouse, IS West LaserFiche)	64,400
Vehicle Maintenance - Support Services	2,800

## Justification for increase over FY 2008-09 Estimated Actual:

Maintenance and support costs for hardware increased, while the maintenance and support costs for security and infrastructure equipment decreased. The cost for maintenance of Uninterrupted Power Supplies to keep critical systems functioning during a power outage has also increased. License fees for SAP and VersaTerm have increased, while Novell license costs and Microsoft support costs have decreased.

SUBTOTAL – SERVICES	<u>\$ 797,300</u>
TOTAL - CURRENT EXPENSES	<u><u>\$ 906,200</u></u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Thirty Black/White and Color Printers - \$73,500 (General Fund \$61,700; Other Funds \$11,800)

PRIORITY: 1

The Information Services Division purchases, installs, maintains, and disposes of 87 color and black/white printers purchased through the Computer Equipment Replacement Fund (CERF). During April 2009, sixteen copiers were replaced Citywide with networked copiers that have the capability to function as printers, scanners and fax machines in addition to making copies. The cost to print to a networked copier page is less than \$.005, while a page generated by a black & white printer cost \$.04 and a page generated by a color printer costs \$.13 (even if it is in black and white). The cost of printer toner, equipment maintenance, and equipment replacement contributions is \$20,500 annually. Printing the same number of pages on a networked copier would cost \$500 annually.

The impact of this change for FY 2009-10 would be the immediate Citywide savings of \$73,500 (\$61,700 General Fund, \$11,800 other funds) in current expenses, replacement contributions to the CERF, and the return of accumulated replacement contributions from the CERF for the printers to be eliminated. Recurring annual savings through current expense reductions and reduced replacement contributions would be \$20,400 (\$18,700 General Fund, \$1,700 other funds).

To minimize the impact to staff, the focus will be on eliminating printers in close proximity to the networked copiers or other printers. Notwithstanding this effort, the proposed action will result in staff walking further to pick up their printing and waiting in line at times when the copier or printer is busy, which could impact efficiencies during busy periods. For confidential documents, the copiers are password protected to allow users to delay document printing until they are at the machine.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expense</u>		
Operating Supplies	\$ 2,000	
Maintenance Contract	10,000	
Increased Copier Usage	(500)	
	Subtotal	\$ 11,500
<u>Computer Equipment Maintenance Fund</u>		
Accumulated Contributions	\$ 53,100	
Replacement Contributions	8,900	
	Subtotal	<u>62,000</u>
	Total	<u>\$ 73,500</u>

RECURRING ANNUAL SAVINGSCurrent Expense

Operating Supplies	\$ 2,000	
Maintenance Contract	10,000	
Increased Copier Usage	<u>(500)</u>	
	Subtotal	\$ 11,500

Computer Equipment Maintenance Fund

Replacement Contributions	<u>8,900</u>	
	Subtotal	<u>8,900</u>
	Total	<u>\$ 20,400</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Delay Replacement of Graphic Arts Computer Equipment - \$20,000 (0.4% of Budget)

PRIORITY: 2

The Support Services Division of the Administrative Services Department provides in-house graphics design services to all City departments. The Graphics function utilizes Macintosh computer equipment and other specialized printers and scanners to design and output graphic art work in support of department functions. The Macintosh computers and printer are due for replacement in the Computer Equipment Replacement Fund. The total amount required for the equipment is \$20,000.

The existing computers were purchased in 2005 and the printer in 2002. The City standard for replacement of computer equipment is four years for personal computers, including the Macintosh computers, and six years for printers. Graphics' equipment meets the replacement guidelines. However, because the Macintosh computers have been very dependable machines, staff anticipates that a one year delay in replacement will not compromise the computer files stored on the machines or result in a large amount of down-time that impacts the ability of the Division to provide the graphics services in a timely manner. Upgraded equipment also includes hardware components that are not on the existing computers, including the Intel processor. However staff is able to use a regular personal computer when the Intel processing capability is required and other upgrades on new Macintosh computers have not yet become operational issues in providing graphic arts design services to City departments.

The printer, however, is old enough now that replacement parts could become a problem. Delaying the purchase is nonetheless recommended for this budget cycle so that all of the equipment will be compatible when the computers are replaced. In the event that required repairs to the printer cannot be made during FY 2009-10, staff will request replacement of the equipment at that time.

The savings for FY 2009-10 will be \$20,000.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Capital Outlay</u>		
Computers Capital	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE:    Reduce Funding for Maintenance of Computer Hardware and Software - \$40,000 (0.8% of Budget)

PRIORITY:        3

The Information Services Division maintains an account for the ongoing maintenance of hardware and software that is currently used by the City. This account includes all hardware and software maintenance for systems used to conduct City business. Typical maintenance items include hardware and software for the Network, Groupwise email, Financial Information System (FIS), Police Department Integrated Police System (Dispatch, Records, etc.), Geographic Information System (GIS) and the Permits system. Most hardware maintenance contracts specify either a 4-hour or "next business day" response by the vendor. Software maintenance contracts are typically tied to the right to use the software and allow the City to receive updated software each year, rather than repurchasing the software after each upgrade.

Maintenance contracts in this account may be negotiated to a lower response level (e.g., from 4-hour to next business day or from next business day to best effort) or canceled for the remainder of the year. Software contracts often link maintenance with the software license and cannot be changed without losing the right to use the software.

Reducing the funding for this account would cause the Information Services Division to prioritize systems that could operate with reduced hardware or software maintenance coverage, or with no maintenance coverage in some cases. Software maintenance, whose license is tied to the right to use the software, cannot be cancelled. Systems that fail during that time would have to be maintained on a case-by-case basis. The cost of these case-by-case service calls would depend on the problems/failures experienced with the various systems, and cannot be accurately determined at this time. If maintenance payments are terminated, vendors may also charge a premium for reinitiating maintenance the next fiscal year.

If a system were to fail in any way, then all City employees who rely on that system would become unproductive until the system was fixed. For most systems, this would adversely affect several hundred employees at a time.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Maintenance of Equipment	\$ 40,000	
	<u>Total</u>	<u>\$ 40,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Maintenance of Equipment	\$ 40,000	
	<u>Total</u>	<u>\$ 40,000</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Reduce Department Training and Travel, Conferences, Meetings Funds - \$10,000 (0.2% of Budget)

PRIORITY: 4

Training is a key component of maintaining an efficient workforce, particularly at a time when staff must work more efficiently. In order to reduce expenses, the FY 2008-09 Travel and Training budget for Administrative Services was reduced by two-thirds of the FY 2007-08 budget. During FY 2008-09 the Travel and Training, Conferences, Meetings budgets were frozen to further reduce expenditures. While the proposed FY 2009-10 Training and Travel Budget remains at the 2008-09 level, a further reduction of \$10,000 is proposed, reducing the Department's Training and Travel, Conferences, Meetings budgets to nearly half of the FY 2007-08 level. The Information Services Division has been particularly impacted by these reductions.

Approving this item would reduce staff's ability to keep current on changes in technology affecting the City's computer network operability and security. In order to support changes in applications and infrastructure the Information Services Division requires specialized training. Reducing the training available to the Information Services staff will increase the amount of time required to implement, support and troubleshoot the complex systems that are in production and increase the likelihood of system failures. For other divisions, staff certifications, (e.g., CPA's) could be jeopardized unless staff undertakes training courses at their cost.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Training and Travel, Conferences, Meetings	\$ 10,000	
	<u>Total</u>	<u>\$ 10,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Training and Travel, Conferences, Meetings	\$ 10,000	
	<u>Total</u>	<u>\$ 10,000</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Full-Time Account Clerk II Position (Extended Leave) - \$66,600 (1.4% of Budget)

PRIORITY: 5

The Support Services Division of the Administrative Services Department provides a variety of centralized services for the City's operating departments. The Account Clerk II in this Division is on an extended leave and, until recently, the duties of this position were accomplished with a temporary employee. As a cost savings measure, it is proposed that the following duties be reassigned within the Administrative Services Department or assigned to other departments:

- Preparing purchase requisitions; processing goods receipts.
- Tracking and managing payments for all Support Services work including City telephone, radio, and cellular systems; utilities; print shop and graphics supplies; etc.
- Providing centrally supplied office supplies (non-contract items, ergonomic tools, signs, and printed supplies such as letterhead and envelopes).
- Assigning and managing vendor profiles in SAP (assigning new accounts and changes).
- Coordinating express and package delivery services (such as FedEx and UPS).
- Coordinating supplies and maintenance services for City office machines (fax machines and copiers).
- Maintaining City bid files and copying bid documents.
- Preparing credit applications needed for new vendors by City departments.
- Filing and distributing vendor information.

Eliminating funding for the Account Clerk II position in FY 2009-10 will have a significant impact on the Department's ability to be responsive to the operating departments.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 71,100
Annual Leave Cash-Out	<u>(4,500)</u>
	Total <u>\$ 66,600</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salary and Benefits	\$ 71,100
Annual Leave Cash-Out	<u>(4,500)</u>
	Total <u>\$ 66,600</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Accounting Technician Position (Filled) - \$72,300  
(1.4% of Budget)

PRIORITY: 6

This Accounting Technician position processes accounts payable and cash receipts; monthly, quarterly and annual journal entries; prepares the daily cash deposit; assists with payroll functions such as entering payroll changes, timesheet data entry and payroll distribution; processes periodic financial reports; and reconciles bank statements and account balances.

Elimination of the funding for the Accounting Technician position would provide a savings to the City in the amount of \$72,300. However, since there is already one vacant Accounting Technician position in Fiscal Services and the division has no discretionary tasks, the frequency of processing vital tasks will be affected. The reduced staffing level would require several processing changes such as:

- Reverting to processing accounts payable checks bi-weekly rather than weekly, resulting in some vendor payments not meeting the City's net 30 policy, which in turn could result in late payment penalties.
- Adjusting journal entries would need to be processed on a quarterly basis rather than monthly.

The Accounting Technicians of the Fiscal Services Division already have very heavy workloads, processing and tracking thousands of transactions monthly and over \$100 million in deposits and expenditures annually. They could not absorb the entire workload of this position without working significant amounts of overtime. Some of the tasks performed by this position would have to be distributed to the management positions in the division. In addition, certain non-routine tasks instituted at the auditors' recommendation that have been delegated a lower priority will not get completed, such as fixed asset inventory, and reconciliation of the utility billing subsidiary ledger to general ledger accounts. Outside assistance would be required at year-end for preparing the Comprehensive Annual Financial Report (CAFR), or CAFR preparation would need to be outsourced to the City's outside auditors at an additional cost.

The City has applied for stimulus funds made available via the American Recovery and Reinvestment Act of 2009. The reporting requirements for these funds are extremely stringent, which will place an additional burden on the already heavy workloads of the Fiscal Services staff. Because certain management positions in the division already accrue significant levels of management compensatory time to deal with the current workload, this situation would be aggravated by the pending additional workload and staffing reduction.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 76,800	
Annual Leave Cash-Out	<u>(4,500)</u>	
	Total	<u>\$ 72,300</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 76,800</u>	
	Total	<u>\$ 76,800</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE:     Eliminate Funding for One Information Services Analyst II (Filled) - \$116,300 (2.3% of Budget)

PRIORITY:         7

This Information Services Analyst II position develops applications for the City's Geographic Information Systems (GIS) and Permits systems. The Analyst is also scheduled to assist the Police Department in developing reporting applications for the IPS system. This position was added to the Information Services Division during FY 2006-07 in response to a request from Environmental Services (ES) for additional support staff. This position shares maintenance responsibility for all the hardware and software on the ES desktops and for specialized ES applications. In addition, this position provides after-hours support on critical computer support issues, and serves as a backup to other Information Services staff in support of all the City's computer systems.

Eliminating this Information Services Analyst II position would provide FY 2009-10 savings to the City in the amount of \$116,300. However, computer system support in Environmental Services would be dramatically reduced, and special projects involving GIS, Permits, and automated Police reporting would be placed on hold due to lack of staffing with specialized knowledge. Additionally the changes required to integrate with the State's new CalPERS reporting system will require additional outside assistance for the design, architecture and coding of the application. If we require additional external resources for this project, the costs may exceed the budget savings.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 128,300	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 116,300</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salaries and Benefits	\$ 128,300	
	Total	<u>\$ 128,300</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE:    Convert One Full-Time Support Services Worker Position (Filled) to a Half-Time Position - \$32,300 (0.6% of Budget)

PRIORITY:        8

The Support Services Division of the Administrative Services Department provides interoffice and other mail services twice-daily to all City operating departments. Cutting those services in half to once per day would allow the Administrative Services Department to replace one full-time staff position with one part-time staff position, for a savings of \$32,300. There will be several impacts to this action including:

- Delivery of all incoming mail, parcels and packages, supply orders, and completed print jobs to all departments will be delayed until the afternoon and will occur only once daily.
- All interoffice mail shipments that must occur in the morning of City workdays will need to be handled by the operating departments directly.
- Outgoing mail may be delayed and some critical postmark timeframes may be missed, such as public hearing notices.
- Other tasks currently performed by the Support Services Worker will be eliminated, delayed, or may cause other tasks completed by other staff to be delayed or eliminated.

Replacement of the full-time staff operation with part-time service levels will have a significant impact on the Department's ability to be responsive to the operating departments.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 32,300</u>	
	Total	<u>\$ 32,300</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 32,300</u>	
	Total	<u>\$ 32,300</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE:     Eliminate Funding for One Limited-Term Information Services Analyst I (Filled) - \$110,600 (2.2% of Budget)

PRIORITY:        9

This Information Services Analyst I position provides the majority of HelpDesk support and desktop computer deployment assistance for City Hall, the Development Services Building, and the Senior Center. The position was established as limited-term during FY 2005-06 in response to a need for additional support staff to maintain more than 500 desktop computers distributed throughout the City. The position shares maintenance responsibility for all hardware and software on the City's desktops and for other applications. In addition, this position provides after-hours assistance for critical computer support issues, and serves as a backup to other Information Services Division staff in support of all City computer systems.

Eliminating this Information Services Analyst I position would provide FY 2009-10 savings to the City in the amount of \$110,600. However, computer system support in City Hall, the Development Services Building and the Senior Center would be dramatically reduced. The City depends on desktop computers for most routine business functions, and this position provides front line support for those who rely on computers for their daily work output. Productivity may suffer due to desktop computer systems not operating efficiently or being repaired in a timely manner. Extended time to repair computers may affect customer service, permit issuance and other public services.

<u>FISCAL YEAR 2008-09 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 122,600
Annual Leave Cash-Out	<u>(12,000)</u>
	Total
	<u>\$ 110,600</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salaries and Benefits	\$ 122,600
	Total
	<u>\$ 122,600</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Increase Replacement Cycle for Desktop Computers from Four Years to Five Years - \$218,000 (General Fund \$176,600; Other Funds \$41,400)

PRIORITY: 10

The Information Services Division of the Administrative Services Department purchases, installs, maintains, and disposes of desktop computers to all City departments through the Computer Equipment Replacement Fund (CERF). Based on the MIS 2000 study, the City standard for replacement of computer equipment was established at four years for desktop computers. This policy was based on keeping up with rapidly changing technology and the resiliency of desktop computers at the time the policy was adopted.

Staff has reviewed the replacement policy in view of the higher quality of desktop computers and monitors purchased by the City in the past few years and the slowing pace of technological change. Based on that review and the quality of the City current desktop computer inventory, staff proposes modifying the four-year replacement cycle to a five-year cycle. The impact of this change for FY 2009-10 would be the immediate Citywide savings of \$218,000 (\$176,600 General Fund) in replacement contributions to the CERF and accumulated replacement contributions based on a new five-year replacement cycle. Future year annual savings through reduced replacement contributions would be \$36,000 (\$29,200 General Fund).

Extending the replacement cycle from four to five years may result in some desktop computer equipment failures, increasing the frequency of repairs or mid-cycle replacements.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Computer Equipment Replacement Fund</u>		
Accumulated Contributions	\$ 182,000	
Replacement Contributions	<u>36,000</u>	
	Total	<u>\$ 218,000</u>

RECURRING ANNUAL SAVINGS

Computer Equipment Replacement Fund

Replacement Contributions	\$ <u>36,000</u>	
	Total	<u>\$ 36,000</u>

DEPARTMENT OF COMMUNITY SERVICES  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
 REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities ..... \$ 200

FY 2008-09 Approved Budget/Estimated Actual	\$200/\$200
FY 2007-08 Actual Expenditures	\$207

This account provides for electricity at the Records Center.

Account 42130: Postage ..... \$ 32,700

FY 2008-09 Approved Budget/Estimated Actual	\$26,800/\$20,000
FY 2007-08 Actual Expenditures	\$31,011

This account includes funds for mailing the City Focus Newsletter to all residents, businesses, and postal addresses in the City three times per year and monthly distribution of the Senior Center Newsletter to a senior mailing list. Costs in this account are distributed as follows:

City Focus Newsletter mailings (3 times/year)	\$ 26,700
Senior Center Newsletter mailings (monthly)	6,000

Justification for proposed increase over the FY 2008-09 Budget and Estimated Actual:

The proposed FY 2009-10 Budget reflects anticipated postal cost increases for mailing City Focus and the Senior Center Newsletter to the reduced mailing list. It also restores funding for mailing of one issue of the City Focus Newsletter suspended in December 2008.

Account 42230: Office Supplies ..... \$ 12,900

FY 2008-09 Approved Budget/Estimated Actual	\$13,000/\$10,000
FY 2007-08 Actual Expenditures	\$5,511

This account provides for the purchase of materials and supplies essential to the effective management and operation of the Department and its respective programs.

Justification for proposed increase over the FY 2008-09 Estimated Actual:

The FY 2008-09 Estimated Actual reflects savings related to vacancies in all Divisions, as well as staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible. The proposed FY 2009-10 Budget reflects projected increases in supply costs.

Account 42410: Uniforms and Clothing ..... \$ 1,600

FY 2008-09 Approved Budget/Estimated Actual	\$1,800/\$1,100
FY 2007-08 Actual Expenditures	\$1,280

This account provides for the purchase of replacement safety vests, rain gear (boots and rain suits), and wide-brimmed protective reflective hats for Crossing Guards. These items fade and wear out over the course of the year and must be routinely replaced for safety reasons. New items are provided to all new Crossing Guards when they are hired.

Justification for proposed increase over the FY 2008-09 Estimated Actual:

The FY 2008-09 Estimated Actual reflects savings related to staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible. The proposed FY 2009-10 Budget reflects costs anticipated with the need to make purchases delayed during FY 2008-09.

Account 42440: Memberships and Dues ..... \$ 1,800

FY 2008-09 Approved Budget/Estimated Actual	\$2,300/\$1,400
FY 2007-08 Actual Expenditures	\$1,595

This account includes a variety of professional memberships and dues, including:

California Association of Code Enforcement Officers	\$ 300
American Association of Code Enforcement	100
National and Southern California Association of Telecommunications Officers and Advisors	500
California Association of Senior Service Centers	100
Directors of Volunteers in Agencies	100
California Association for Counseling and Development	100
Municipal Management Assistants of Southern California	400
Ventura County Homelessness and Housing Coalition	100
Simi Valley Community Council	100

Justification for proposed increase over the FY 2008-09 Estimated Actual:

The proposed FY 2009-10 Budget reflects staff’s efforts to delay or defer membership renewals whenever possible. Funds are budgeted at expected renewal fees for next year.

Account 42450: Subscriptions and Books..... \$ 600

FY 2008-09 Approved Budget/Estimated Actual	\$1,300/\$600
FY 2007-08 Actual Expenditures	\$798

This account is used for the purchase of materials that allow staff to be informed of the most recent developments in their respective programs and areas of professional involvement. Whenever possible, information is accessed electronically. Materials include:

Compliance Program Resources	\$ 200
Senior Center Periodicals and Resource Guides	100
Youth Service Publications and Resource Guides	200
Citizen Advisor and Crossing Guard Publications	100

Account 42560: Operating Supplies ..... \$ 47,500

FY 2008-09 Approved Budget/Estimated Actual	\$43,200/\$36,000
FY 2007-08 Actual Expenditures	\$45,626

This account provides for the purchase of supplies and materials not available through Central Supply that are necessary to support program and/or volunteer committee functions, including:

Printer Supplies (for processing Code Enforcement investigations)	\$ 800
Certified Copies of Legal Documents from the Secretary of State, County Recorder's and County Clerk’s Offices for Code Enforcement	400
Supplies and Equipment Needed for Code Enforcement Operations	1,200
Senior Center Annual Volunteer Recognition Program Supplies	1,000
Senior Center Operating Supplies	9,000
Supplies for Neighborhood Council Orientations, Meetings, and Activities	600
Supplies for the Annual Youth Summit	1,500
Supplies for the Annual YES Job and Career Fair and Other Youth Services Activities	1,600
Supplies for Teen Assistance and Resource Program (TARP) Activities/Workshops	500
Printing of Crisis Phone Numbers on Associated Student Body Cards	600
Crossing Guard Supplies (e.g., whistles, stop signs, street safety cones, first aid kits)	1,200

FY 2009-10  
REQUESTED  
BUDGET

Supplies for the Meals on Wheels Program (fully reimbursed by grant)	300
Supplies for the Congregate Meals Program (fully reimbursed by grant)	12,400
Supplies for Administrative/Program Activities and Equipment	16,400

Justification for proposed increase over the FY 2008-09 Budget and Estimated Actual:

The FY 2008-09 Estimated Actual reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible, as well as the fact that many positions throughout the Department were vacant during the current year. The proposed FY 2009-10 Budget reflects anticipated actual supply needs and costs for the items required to support program activity throughout the Department and anticipated increases in supply costs.

Account 42720: Travel, Conferences, and Meetings ..... \$ 2,000

FY 2008-09 Approved Budget/Estimated Actual	\$2,900/\$2,000
FY 2007-08 Actual Expenditures	\$3,371

This account is used to increase staff's professional effectiveness through exposure to current trends, developments, and/or concerns in all program-related areas including attendance at the conferences/meetings listed below:

1 – California Code Enforcement Association Conference, San Diego, CA	\$ 900
2 – Southern California Chapter Cable Television Conference, Santa Monica, CA	200
1 – California Consumer Affairs Annual Conference, Southern California	600
1 – California Counseling Association Annual Conference, Southern California	300

Account 42730: Training ..... \$ 1,500

FY 2008-09 Approved Budget/Estimated Actual	\$2,500/\$100
FY 2007-08 Actual Expenditures	\$1,575

This account provides funds for staff attendance at specialized workshops and training seminars and for materials (e.g. audio and video training tapes/discs) that contribute to professional growth, professional development, and improved Department effectiveness. Such workshops/seminars/materials include:

Administrative Support Training	\$ 300
Specialized Enforcement Training for Compliance Division Staff	300

FY 2009-10  
REQUESTED  
BUDGET

Crossing Guard Training	100
Citizen Advisor Training	100
Youth Service and TARP Coordinator Training	300
Neighborhood Council Coordinator Training	100
Senior Center Staff Training	300

Justification for proposed increase over the FY 2008-09 Estimated Actual:

The FY 2008-09 Estimated Actual reflects staff's attendance at limited trainings in compliance with the City's policy limiting travel and training that went into effect during the second quarter of FY 2008-09.

Account 42790: Mileage ..... \$ 25,100

FY 2008-09 Approved Budget/Estimated Actual	\$26,400/\$19,300
FY 2007-08 Actual Expenditures	\$20,683

This account provides for staff travel related to the performance of City business using personal vehicles when City vehicles are unavailable.

Justification for proposed increase over the FY 2008-09 Estimated Actual:

The FY 2008-09 Estimated Actual reflects staff's ongoing efforts to limit travel via personal vehicles and for mileage related to the Senior Center Lifeline, Meals on Wheels, and Congregate Meals Program.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 125,900

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 153,000

FY 2008-09 Approved Budget/Estimated Actual	\$142,200/\$134,000
FY 2007-08 Actual Expenditures	\$138,763

This account provides for the following Professional and Special Services:

Consulting Services Related to Cable Television \$ 2,500

Provides assistance to staff regarding Federal regulations, the 1992 Cable Act, Telecommunications Act of 1996, and subsequent Federal Communications Commission (FCC) certification related to the City's regulation of standards for consumer protection/customer service and new State law regarding video television franchising.

Consulting Services Related to Computer Applications Provides funding for Code Enforcement applications ( <i>PermitsPlus</i> , <i>Choice Point</i> , <i>Accela</i> , <i>Foreclosure Radar</i> , etc.) and Senior Center applications ( <i>Volgistics</i> )	2,500
Contract Services Related to E-mail List Service Provides for contract services for maintenance of the mailing list for the Neighborhood Councils and Citizen Services programs.	600
Contract Services for the Annual Youth Summit Provides for professional services related to facilitator training and a speaker for the Annual Youth Summit.	1,800
Contract Services Related to Teen Assistance and Resource Program Provides for contract specialists (including services and all related materials) for eight workshops focusing on self-esteem, communication, and conflict resolution for the Teen Assistance and Resource Program (TARP).	800
Annual Licensing Fee to American Society of Composers, Authors and Publishers (ASCAP) (for materials used by the City for special events and presentations).	1,000
Professional Services for the Production of the City Focus Newsletter	23,700
Ventura Intercity Services Transit Authority (VISTA) Provides for Simi Valley's prorated share of the countywide cost to operate a transit project that connects individual transit systems.	117,100
Continued Operation of the City's Government Access Channel Provides for continued televising of City Council and Planning Commission meetings, as well as operation of the Community Bulletin Board, upon expiration of the City's cable franchise agreement with Time Warner Cable. Upon expiration of the City's franchise agreement, all cable franchising authority will be transferred to the State as provided in the 2007 California Digital Infrastructure and Video Competition Act.	3,000

Justification for proposed increase over the FY 2008-09 Budget and Estimated Actual:

The FY 2008-09 Estimated Actual reflects staff's effort to reduce costs by limiting the use of professional and special services whenever possible and the impact on programs where funding was suspended in FY 2008-09. The proposed FY 2009-10 Budget proposes to restore this account to the FY 2008-09 budget level prior to reductions taken in December of 2008, and includes anticipated increases for computer application consulting and Teen Assistance and Resource Program workshops. Additionally, funding for continued operation of the City's Government Access Channel is proposed.

Account 44210: Animal Regulation Contract ..... \$ 225,300

FY 2008-09 Approved Budget/Estimated Actual	\$216,400/\$185,900
FY 2007-08 Actual Expenditures	\$210,021

This account funds the following programs:

Base Services	\$ 146,000
Supplemental Contract	79,300

Justification for proposed increase over the FY 2008-09 Budget and Estimated Actual:

The Estimated Actual for 2008-09 reflects a reduction due to the County of Ventura's staff vacancies and revenue efforts such as operation of its periodic Amnesty Program. The proposed FY 2009-10 budget reflects full staffing level costs and increased operating costs by County Animal Regulation due to a significant increase in abandoned animals.

Account 44310: Maintenance of Equipment..... \$ 21,300

FY 2008-09 Approved Budget/Estimated Actual	\$20,700/\$20,300
FY 2007-08 Actual Expenditures	\$16,660

This account provides for maintenance of equipment on an as-needed basis as follows:

Maintenance/Repair of Departmental Vehicles	\$ 19,900
Maintenance/Repair of Departmental Equipment (video camera, office and facility equipment, and film/slide projectors)	1,400

Justification for proposed increase over the FY 2008-09 Budget and Estimated Actual:

The Estimated Actual for 2008-09 reflects a slight savings in maintenance costs. The proposed FY 2009-10 budget reflects anticipated costs for reimbursement to the Department of Public Works for vehicle maintenance.

Account 44460: Public Nuisance Abatement..... \$ 1,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,000/\$800
FY 2007-08 Actual Expenditures	\$22

This account provides for Contractor services for the annual Public Nuisance Abatement Program. All expenses for this program are offset through the violating property owners' voluntary payment of charges or through liens and special assessments for the abatement placed on property tax bills.

Justification for proposed increase over the FY 2008-09 Estimated Actual:

The FY 2008-09 Estimated Actual reflects Code Enforcement's efforts to achieve voluntary compliance. The FY 2009-10 Budget accommodates potential program activity should voluntary compliance not be achieved.

SUBTOTAL – SERVICES \$ 400,600

TOTAL - CURRENT EXPENSES \$ 526,500

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Outside Assistance - \$5,000 (0.1% of budget)

PRIORITY:            1

The Department's FY 2009-10 Budget includes \$5,000 for staff assistance from outside agencies to cover unanticipated or prolonged vacancies in Administration. In previous years, funds in this account were utilized for Administrative Support Team coverage due to vacancies, leaves of absence and promotions. Should funding for outside assistance be eliminated for FY 2009-10, coverage for any unanticipated or prolonged vacancies would be accommodated utilizing personnel cost savings. The proposed reduction would provide the following budget reduction:

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Outside Assistance	<u>\$ 5,000</u>
	<u>Total</u>
	<u>\$ 5,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE                    Eliminate Funding for Cable Television Consultant Services - \$2,500  
(0.1 % of budget)

PRIORITY:                    2

In previous years, the City has budgeted funds for the potential use of consulting services related to cable television issues and concerns. These services have included financial audits of franchise fees paid to the City by the cable television franchisee and technical inspections of the cable television system. Elimination of funds for these services would affect the City's ability to audit franchise fees paid to the City and to review any cable television technical or service related issues as a result of new State franchising laws.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>CURRENT EXPENSES</u>		
Professional/Special Services	<u>\$ 2,500</u>	
	Total	<u>\$ 2,500</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>CURRENT EXPENSES</u>		
None		

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Mileage Reimbursement - \$8,000 (0.2% of budget)

PRIORITY:            3

The proposed FY 2009-10 Budget includes \$25,100 to reimburse staff for use of their personal vehicles in the performance of their professional responsibilities (e.g., field work, site inspections, travel to offsite facilities, attending meetings). Reducing the proposed funding would require that staff use City vehicles whenever possible or curtail travel when City vehicles are not available and would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Mileage	<u>\$ 8,000</u>	
	Total	<u>\$ 8,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Youth Employment Service (YES) Database Maintenance - \$900 (0.1% of budget)

PRIORITY:            4

The YES maintains client files and job orders with a custom database. Funds in the amount of \$900 have been budgeted for consultant services to provide annual maintenance for the database. Elimination of funding for these services would require that Information Services Division staff perform the necessary maintenance and address unanticipated software issues. Any activities beyond the expertise of Information Services Division staff would be deferred until FY 2010-11.

Budget  
Reductions

FISCAL YEAR 2009-10 SAVINGS

Current Expenses

Professional/Special Services

\$ 900  
Total

\$ 900

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Consulting Services for Compliance Computer Applications - \$2,500 (0.1% of budget)

PRIORITY:            5

The Compliance Division budget contains \$2,500 for consultant services to maintain and address software issues relative to computer applications used for Code Enforcement Division activity. Eliminating the funds for FY 2009-10 would require Information Services Division staff to perform these services. Any activities beyond staff's expertise would be deferred until FY 2010-11.

Budget  
Reductions

FISCAL YEAR 2009-10 SAVINGS

Current Expenses

Professional and Special Services	\$ 2,500	
	Total	<u>\$ 2,500</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding For Travel, Conferences, and Meetings - \$2,000  
(0.1 % of budget)

PRIORITY:            6

Funds in the amount of \$2,000 are included in the Community Services Department proposed FY 2009-10 budget for staff to attend conferences and meetings in order to increase professional effectiveness and efficiency by keeping up on current laws, trends, developments, and/or concerns in program-related areas. Suspension of all related funding would preclude staff's ability to attend meetings and conferences during the fiscal year. Whenever possible, staff would seek other ways to obtain necessary information and training through written materials, personal contacts, professional organizations, web-casts, etc.

Budget  
Reductions

FISCAL YEAR 2009-10 SAVINGS

Current Expenses

Travel, Conferences, and Meetings	\$ 2,000	
	<u>Total</u>	<u>\$ 2,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding For Training - \$1,500 (0.1% of budget)

PRIORITY:            7

Funds in the amount of \$1,500 are included in the Community Services Department proposed FY 2009-10 Budget for staff to attend trainings in order to increase professional effectiveness and efficiency by keeping up on current laws, trends, developments, and/or concerns in program-related areas. Suspension of all related funding would preclude staff's ability to attend training programs during the fiscal year. Whenever possible, staff would seek other ways to obtain training through written materials, personal contacts, professional organizations, web-casts, etc.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Training	<u>\$ 1,500</u>	
	Total	<u>\$ 1,500</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Maintenance of Equipment - \$1,400 (0.1% of budget)

PRIORITY:            8

The Community Services Department Budget contains \$1,400 for the maintenance and repair of City equipment such as video cameras, office equipment, tables and chairs, and film/slide projectors. The proposed reduction of \$1,400 would require that the maintenance or repair of equipment be deferred until FY 2010-11.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expenses</u>	
Maintenance of Equipment	<u>\$ 1,400</u>
	Total
	<u>\$ 1,400</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Office Supplies - \$5,000 (0.1% of budget)

PRIORITY:            9

The Department's Office Supplies Account provides for the purchase of materials and supplies essential to the effective management and operation of the Department and its respective programs. Examples of standard items purchased from this account include stock paper, pens and pencils, erasers, staples, paper clips, folders, file dividers, etc. The FY 2009-10 budget includes \$12,900 for this account. Reducing the account by \$5,000 would require that the purchase of many items be postponed, which could potentially impact program activity and efficiency.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expenses</u>	
Office Supplies	<u>\$ 5,000</u>
	<u>Total</u>
	<u>\$ 5,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
 REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Operating Supplies - \$8,000 (0.2% of budget)

PRIORITY: 10

The Department's Operating Supplies Account provides for the purchase of supplies and materials not available through Central Supply that are necessary to support program and volunteer functions. Such purchases include certified copies of legal documents from the Secretary of State and County Recorder Offices for Code Enforcement case processing; supplies for the Senior Center Annual Volunteer Recognition Program; Neighborhood Council meetings and activities; the annual Youth Employment Service Job and Career Fair; Youth Council activities; Teens At Risk Program activities and workshops; printing of crisis phone numbers on Associated Student Body cards; Crossing Guard Program supplies such as whistles, stop signs, street safety cones, and first aid kits; and supplies for personal computers, printers, copiers, faxes, and other equipment. The FY 2009-10 budget includes \$47,500 in this account. Reducing the account by \$8,000 would require that the purchase of many items be postponed, potentially impacting program activities and efficiency.

Budget  
 Reductions

FISCAL YEAR 2009-10 SAVINGS

Current Expenses

Operating Supplies	<u>\$ 8,000</u>	
	Total	<u>\$ 8,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Mailing the Senior Center Newsletter - \$6,000  
(0.1 % of budget)

PRIORITY: 11

The Senior Center Newsletter is published monthly and contains information on programs and activities such as adult education classes, health services, and tax and legal assistance. The newsletter is mailed each month to approximately 2,000 Simi Valley senior households free of charge. The FY 2009-10 Budget includes \$6,000 to cover the cost of addressing and mailing the newsletter. Elimination of funding for the mailed delivery of the newsletter would require that seniors obtain copies from Dial-a-Ride vans, the Senior Center, City Hall, other City buildings, or the City’s website. If funding for mailing of the Senior Center Newsletter is eliminated, staff will explore the option of allowing citizens to purchase a subscription to the Newsletter to pay for the cost of postage. Staff estimates the cost of a subscription for seniors would be approximately \$5 annually.

		<u>Budget</u> <u>Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Postage	<u>\$ 6,000</u>	
	Total	<u>\$ 6,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Suspend Funding for the City Focus Newsletter - \$50,000 (1.2% of budget)

PRIORITY:            12

The City Focus Newsletter is a valuable communication tool that provides residents with timely and helpful information on City services, programs, projects, and policies. The newsletter is published three times each year and distributed to all Simi Valley postal residents. A total of \$50,000 is included in the FY 2009-10 Budget for production, publishing, and distribution of the City Focus Newsletter. The publication is mailed to all City postal addresses, including residences, post office boxes, and businesses. In addition, printed copies are distributed to various City facilities, the Simi Valley Library, and the Chamber of Commerce.

Elimination of the subject funding would require that residents obtain information regarding the City via the local media, the City's website, staff reports, the annual budget document, departmental literature and other resources.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expenses</u>	
Postage	\$ 26,700
Professional and Special Services	<u>23,300</u>
	Total
	<u>\$ 50,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Suspend Funding for the Annual Youth Summit - \$3,300 (0.1% of budget)

PRIORITY:            13

The Youth Council hosts an annual Youth Summit designed to inspire high school students to become more involved in their city through community service and to explore their leadership potential. Participants of the Youth Summit listen to a motivational speaker and participate in leadership activities and breakout sessions. Participants also have lunch with local dignitaries to discuss their community concerns with decision-makers. Either the City would need to obtain donations for this activity or eliminate the Youth Summit. Elimination of the Youth Summit would result in a savings of approximately \$3,300 to the City and would require that students obtain leadership opportunities and contact with their elected officials on their own. In addition, the Youth Council would no longer have a community outreach event.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expenses</u>	
Professional and Special Services	\$ 1,800
Operational Supplies	<u>1,500</u>
	Total <u>\$ 3,300</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Animal Regulation Supplemental Services - \$79,300  
(1.9% of budget)

PRIORITY:            14

The City receives animal regulation services from the County of Ventura under two separate agreements. The Base Services Contract provides for shelter services for animals impounded in Simi Valley (including the feeding and care of impounded animals, veterinary care, reuniting animals with their owners, and the placement of animals with new owners), licensing services (such as computer tracking of expired licenses and notification by mail of the need to renew dog licenses), quarantine, and other field services at an estimated annual cost to the City of \$146,000 for FY 2009-10. Additionally, the City has historically requested the County to provide supplemental services for an Animal Control Officer to be in Simi Valley 32 hours per week for leash law and nuisance animal ordinance enforcement (such as responding to complaints regarding stray and vicious animals, barking dogs, and animal bites), door-to-door canvassing of local neighborhoods for unlicensed dogs, and pickup of owner relinquished animals. Funds in the amount of \$79,300 are included in the FY 2009-10 Budget for the supplemental services. The cost of these services can be adjusted upon notification to the County. Eliminating funds for the supplemental services for the year would result in the elimination of all leash law and nuisance animal ordinance enforcement, door-to-door canvassing of local neighborhoods for unlicensed dogs, and pickup of owner relinquished animals.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Animal Regulation Supplemental Services	<u>\$ 79,300</u>	
	Total	<u>\$ 79,300</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Part-Time Senior Center Aide/Mealsite Coordinator Position (Filled) - \$27,600 (0.7% of budget)

PRIORITY:            15

The Citizen Services Division has one Senior Center Aide position responsible for oversight of the daily operation of the Congregate Meal Program. The position is budgeted at 25 hours per week and includes pro-rated benefits. The duties assigned to this filled position include processing daily meal reservations, ordering food and supplies, supervising, scheduling and training meal site volunteers, collecting and accounting for donations, preparing quarterly reports, and performing other miscellaneous tasks necessary for the smooth operation of the Congregate Meal Program. The position and its tasks are currently fully funded by a \$57,600 Senior Nutrition Grant through the Ventura County Area Agency on Aging. The grant currently supports three part-time positions: the Senior Center Aide/Mealsite Coordinator, the Senior Center Aide/Meals-On-Wheels Coordinator, and the Senior Nutrition Services Worker.

If this filled position were eliminated, the related duties would be redistributed among the remaining two grant-funded positions, Senior Center reception staff, and a Senior Center Assistant Manager. The impact of eliminating this position would necessitate increasing the hours of one part-time staff member to accommodate some of the reassigned duties and would require the Senior Center Assistant Manager to dedicate more time to the Congregate Meal Program. Salary savings would be realized by assigning oversight of the meal site to the Senior Center Assistant Manager and billing a portion of his time to the Senior Nutrition Grant from the Ventura County Area Agency on Aging.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 31,900
Additional Part-Time Staff (5 hours/week)	(4,300)
	Total
	<u>\$ 27,600</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salary and Benefits	\$ 31,900
Additional Part-Time Staff (5 hours/week)	(4,300)
	Total
	<u>\$ 27,600</u>

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding of Up to Five Crossing Guard Posts (Filled) - \$30,000 (0.7% of budget)

PRIORITY: 16

The City maintains 17 Crossing Guard posts at various intersections throughout the City to assist elementary school students to and from school. Many of the City's Crossing Guard posts do not currently meet City or State traffic warrants. Over the past six years the elementary school student pedestrian counts at the five City Crossing Guard posts for possible elimination have declined by approximately 13%. This decrease in the use of Crossing Guard services is primarily due to a combination of an increase in the number of parents transporting their children to school and declining school enrollment.

The FY 2008-09 elementary school student pedestrian counts at each guard post vary widely, from a high of 353 elementary school pedestrian crossings per day at the City's busiest Crossing Guard post, to only 14 elementary student crossings per day at the City's most underutilized post. As part of the approval of the FY 2008-09 budget, the City Council authorized the City Manager to routinely review and, if appropriate, eliminate any Crossing Guard posts that do not meet City and State traffic warrants and fall below a minimum use level of ten elementary school children and/or 20 elementary school crossings per day. The posts being considered for elimination currently do not meet City or State warrants but are above the minimum of 20 elementary school crossings per day. As a result, staff is recommending that the City Council authorize staff to eliminate up to five underutilized Crossing Guard posts that currently do not meet City or State traffic warrants. Up to \$30,000 in savings would be realized in the Crossing Guard program through this action. Authorizing this action does not preclude the Simi Valley Unified School District from electing to implement Crossing Guard services at any of the locations recommended for elimination.

Budget  
Reductions

FISCAL YEAR 2009-10 SAVINGS

Personnel

Temporary Salaries	\$ 30,000	
	Total	<u>\$ 30,000</u>

RECURRING ANNUAL SAVINGS

Personnel

Temporary Salaries	\$ 30,000	
	Total	<u>\$ 30,000</u>

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Senior Management Analyst Position (Filled)  
- \$113,400 (3.1% of budget)

PRIORITY: 17

The Citizen Services Division has one Senior Management Analyst position dedicated to administrative oversight of several citizen program areas, including the City's Teen Assistance and Resource Program, Neighborhood Councils, Youth Council, Youth Employment Service, Crossing Guard Program, Citizen Advisor Program, and Task Force on Homelessness. This position has also been key to ensuring that the Division's ten Citizen Advisory Boards and Commissions and 147 City Council-appointed members function efficiently and effectively; that agenda packets and recruitments are prepared and conducted appropriately; that all meeting agendas are posted on time and consistent with the requirements of the Brown Act; and that customer service issues and requests for information and assistance are handled swiftly and thoroughly. The Senior Management Analyst also provides oversight and staff support for City Focus newsletter, the Senior Center and Cultural Arts Center as needed, special events, and coordination of the City's Volunteer Recognition Dinner; serves as the Department's web content manager; and, handles other general assignments as needed for the Department's highly visible programs and services.

If this filled position were eliminated, the related duties would be redistributed among the the Deputy Director/Citizen Services, Neighborhood Council Coordinator, two Community Services Specialists and Senior Center staff. The impact of eliminating this filled position would necessitate a reduction in the level of service provided by the Department to Boards and Commissions, back up support for public programs and services, Crossing Guard coverage, Citizen Advisor assistance, preparation of agenda packets, other documents on the web site, and would seriously impact the Department's ability to produce the City Focus newsletter.

<u>Personnel Costs</u>		<u>Budget Reductions</u>
Salary and Benefits	\$ 125,400	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 113,400</u>

RECURRING ANNUAL SAVINGS

<u>Personnel Costs</u>		<u>Budget Reductions</u>
Salary and Benefits	\$ 125,400	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 113,400</u>

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Reduce Operating Hours at the Senior Center by 8 hours per week - \$92,700 (2.3% of budget)

PRIORITY: 18

The Senior Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for rentals, classes and special events. The Center has experienced rapid growth in the demand for services over the past two years. The number and scope of programs and services has also been expanded. Senior Center use is currently lightest in the late afternoons and on Fridays. As a result, Senior Center operational hours could be reduced from 40 hours to 32 hours a week to save an estimated \$92,700 annually. If approved, the Center would close at 4:00 p.m. Monday through Thursday and at 1:00 p.m. on Fridays. The staff hours and compensation of four full-time employees would be reduced accordingly.

Daily activities at the Senior Center are managed by one Senior Services Manager, two Assistant Senior Services Managers, and two Clerks. These positions are responsible for managing the Senior Nutrition program and coordinating with partner agencies and the Council On Aging to provide classes, counseling sessions, health screenings, exercise programs, and special events as well as overseeing rental activity at the facility after operational hours.

The impact of reducing hours for four of these positions would result in decreasing the two full-time Assistant Senior Services Managers (Management positions) and the two full-time Clerks (General Unit positions) from 40 hours per week to 32 hours per week. This would also result in a reduction in the level of service provided to senior citizens in our community. In addition, the Senior Services Manager would be responsible for personally overseeing the operation of approximately 15 classes and senior programs provided by partner agencies during the reduced hours of operation.

		<u>Budget Reductions</u>
<u>Personnel Costs</u>		
Salary and Benefits	\$ 92,700	
	<u>Total</u>	<u>\$ 92,700</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel Costs</u>		
Salary and Benefits	\$ 92,700	
	<u>Total</u>	<u>\$ 92,700</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
 REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies ..... \$ 8,100

FY 2008-09 Approved Budget/Estimated Actual	\$9,700/\$8,400
FY 2007-08 Actual Expenditures	\$11,011

This account provides for the purchase of various office and related supplies that are essential to the effective management and operation of the Department and its respective programs.

Account 42410: Uniform/Clothing ..... \$ 1,500

FY 2008-09 Approved Budget/Estimated Actual	\$1,800/\$1,700
FY 2007-08 Actual Expenditures	\$1,012

This account provides for a safety boot allowance for Building Inspectors, as approved in the General Unit Memorandum of Agreement.

Account 42420: Special Departmental Expense ..... \$ 1,500

FY 2008-09 Approved Budget/Estimated Actual	\$1,600/\$1,200
FY 2007-08 Actual Expenditures	\$1,172

This account provides funding for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$ 1,000
Payment of filing fees to the County Recorder’s Office for legal posting of Notices of Determination and Exemptions	500

Justification for proposed increase over FY 2008-09 Estimated Actual:

Only \$100 of the budgeted \$500 was spent on filing fees for the posting of environmental notices in FY 2008-09. However, the full \$500 has been included for FY 2009-10 filing fees as this level of expenses has typically been incurred in prior fiscal years and is likely to be needed in FY 2009-10.

FY 2009-10  
REQUESTED  
BUDGET

Account 42440: Memberships and Dues..... \$ 11,500

FY 2008-09 Approved Budget/Estimated Actual	\$9,700/\$10,200
FY 2007-08 Actual Expenditures	\$9,235

This account includes the following professional certifications, memberships, and dues:

American Planning Association (15 staff)	\$5,300
Certifications earned by Planners through the American Institute of Certified Planners (6 renewals)	800
Southern California Association of Environmental Professionals (2 staff)	300
International Society of Arboriculture	200
American Society of Landscape Architects	400
International Code Council	400
California Building Officials	200
International Association of Plumbing and Mechanical Officials	300
International Association of Electrical Inspectors	100
Structural Engineers Association of Southern California (2 staff)	300
Professional Engineer Registrations (2 renewals)	400
ICC Certifications earned by Building and Safety staff (18 renewals)	1,200
Certified Access Specialist (1 Inspector)	1,600

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

Membership dues in the American Planning Association have increased as the dues are based on staff's salary level, and these higher expenses have impacted both FY 2008-09 and FY 2009-10. Additionally, Senate Bill 1608 requires the City to have an Access Specialist trained, certified, and able to enforce ADA regulations as of July 1, 2010. Thus, \$1,600 in funds has been included in the FY 2009-10 Budget to provide for the testing and certification of one in-house Specialist.

Account 42450: Subscriptions and Books..... \$ 2,300

FY 2008-09 Approved Budget/Estimated Actual	\$3,000/\$2,600
FY 2007-08 Actual Expenditures	\$16,288

This account is used for the purchase of codebooks, legal publications, and subscriptions that enable staff to be informed of the most recent developments in their respective programs and areas of professional concern.

Planning publications, including legal guides and updates (CEQA and Subdivision Map Act)	\$ 200
Building and Safety handbooks and interpretive manuals	200

FY 2009-10  
REQUESTED  
BUDGET

Engineering Design Standards referenced and adopted by the new Codes (including wood, steel, concrete, masonry, seismic, and wind design)	200
Training manuals	200
Marshall and Swift construction valuation manuals	800
2009 International Building Code books	600
Ventura County Star subscription	100

Account 42460: Advertising ..... \$ 5,200

FY 2008-09 Approved Budget/Estimated Actual	\$34,100/\$5,200
FY 2007-08 Actual Expenditures	\$6,317

This account provides for:

Legal advertisements for Planning Commission public hearings	\$ 5,000
Siteserver subscription for the General Plan Update website	200

Funding in FY 2008-09 was higher due to the inclusion of \$29,100 for public notification costs relating to the General Plan Update process. Whatever funds remain unspent as of June 30, 2009 will be reappropriated for use in FY 2009-10.

Account 42550: Small Tools and Equipment..... \$ 500

FY 2008-09 Approved Budget/Estimated Actual	\$2,600/\$2,600
FY 2007-08 Actual Expenditures	\$142

This account provides for the replacement of Inspectors' tools.

Account 42720: Travel, Conferences, and Meetings ..... \$ 9,100

FY 2008-09 Approved Budget/Estimated Actual	\$11,500/\$11,500
FY 2007-08 Actual Expenditures	\$12,202

This account provides for essential staff training at association conferences and chapter meetings. Staff attendance will be limited to courses that are: required to continue City operations; have a legal mandate; and/or are needed to meet professional certification requirements. Funds in this account are allocated as follows:

Planning Commission Travel:

American Planning Association California Chapter Annual Conference, Lake Tahoe; or American Planning Association National Conference, New Orleans	\$4,200
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Staff Travel:

American Planning Association Regional Chapter Meetings	400
1 - International Code Council (ICC) Conference, Baltimore (5 days)	1,800
1 - California Building Officials (CALBO) Annual Conference, Anaheim	1,200
1 - California Electrical Inspectors (CEI) Conference, So. California	1,000
ICC, CALBO, CEI, and IAPMO Chapter Meetings	500

Account 42730: Training ..... \$ 4,700

FY 2008-09 Approved Budget/Estimated Actual	\$4,800/\$5,500
FY 2007-08 Actual Expenditures	\$21,638

This account provides for essential training to enable staff to comply with various laws as well as to enforce codes consistently. Staff attendance will be limited to training courses that are: required to continue City operations; have a legal mandate; and/or are needed to meet professional certification requirements. Funds in this account are allocated as follows:

ICC-sponsored training courses to comply with AB 717 training requirements	\$ 1,900
Certified Access Specialist (SB 1608) training	500
2009 California Energy Code training	600
Code Compliance training for MUSTS/Code Compliance staff	400
832 Penal Code training for MUSTS/Code Compliance staff	200
Zoning and planning law	400
CEQA environmental law training	500
Records management training	200

Funding for Training expenses was \$11,000 at the time of the FY 2008-09 budget adoption and was reduced to \$4,800 when all non-essential training was suspended in November 2008. Later in the year, two staff members were required to attend LEED training to assist with the Transit Maintenance Facility expansion project, causing training expenses to exceed the reduced \$4,800 budget by \$700.

Account 42790: Mileage ..... \$ 5,200

FY 2008-09 Approved Budget/Estimated Actual	\$6,600/\$5,600
FY 2007-08 Actual Expenditures	\$4,122

This account provides for staff travel using personal vehicles for City business, and to provide for the Director's mileage allowance.

SUBTOTAL - SUPPLIES AND MATERIALS ..... \$ 49,600

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services..... \$ 171,000

FY 2008-09 Approved Budget/Estimated Actual	\$869,000/\$485,000
FY 2007-08 Actual Expenditures	\$256,440

This account provides for the following consultant services and studies associated with certain General Plan Implementation measures as outlined in the April 1989 staff report to the City Council, for which funding may not be deleted unless a General Plan Amendment is processed:

Noise Mitigation Study	\$ 76,000
Scenic Roadway Standards	50,000
Tree Master Plan	45,000

Account 44310: Maintenance of Equipment..... \$ 41,000

FY 2008-09 Approved Budget/Estimated Actual	\$40,000/\$39,100
FY 2007-08 Actual Expenditures	\$39,083

This account provides for maintenance of Departmental equipment as follows:

Maintenance and repair of Building and Safety vehicles	\$ 39,000
Washing of Building and Safety vehicles	1,500
Maintenance and repair of office equipment, such as cash register, transcriber, and projectors	500

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

Savings were achieved in FY 2008-09 due to the fact that fewer equipment repairs were required than were anticipated. The FY 2009-10 Budget includes an additional \$1,900 to maintain the vehicle fleet.

Account 44490: Contract Services ..... \$ 30,000

FY 2008-09 Approved Budget/Estimated Actual	\$125,000/\$25,000
FY 2007-08 Actual Expenditures	\$115,998

This account provides funding for contractors to perform review of residential, commercial and industrial building plans during period of high demand for such review. These expenditures are fully offset by plan check revenues deposited by the applicant.

Justification for proposed increase over FY 2008-09 Estimated Actual:

Savings were achieved in FY 2008-09 due to the fact that all authorized Plan Check Engineer positions were filled during the entire year. Contract services will only be retained in instances where the workload is at such a high level that in-house Plan Check Engineers cannot guarantee that initial plan reviews will meet the City's 10-day turn-around goal.

SUBTOTAL - SERVICES	\$ <u>242,000</u>
TOTAL - CURRENT EXPENSES	\$ <u>291,600</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE:    Reduce the Building and Safety Vehicle Fleet by Two Vehicles - \$61,200  
(1.0% of Budget)

PRIORITY:        1

In order to provide efficient, timely, and professional service to contractors, developers, and property owners, each Inspector is assigned with a vehicle from the Building and Safety fleet. The number of staff assigned vehicles is currently 15 (for 11 Inspectors, 2 Supervising Building Inspectors, one Deputy Building Official, and one Building Official).

With the elimination of two Building Inspector II positions at the end of FY 2008-09, the Building and Safety Division will reduce the number of inspection vehicles by two. Of the remaining 13 vehicles, 11 will continue to be assigned to inspection and supervisory staff, one vehicle will remain assigned to the Deputy Building Official, and one vehicle will continue to be assigned to the Building Official.

If this reduction is approved, these 12- to 13-year-old vehicles will be surplus at auction, and the City will receive some compensation from their sale. Elimination of each vehicle will also result in savings that have accumulated in the Vehicle Replacement Fund and annual savings for maintenance and fuel.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Maintenance of Equipment	\$ 5,200	
	Subtotal	\$ 5,200
<u>Transfers and Reimbursements</u>		
Return of Vehicle Replacement Funds	56,000	
	Subtotal	56,000
	Total	\$ 61,200
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Maintenance of Equipment	\$ 5,200	
	Subtotal	\$ 5,200
<u>Transfers</u>		
Transfer to Vehicle Replacement	5,600	
	Subtotal	5,600
	Total	\$ 10,800

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Noise Mitigation Study - \$76,000  
(1.3% of Budget)

PRIORITY: 2

The General Plan Update, adopted in October 1988, contains the following policy and implementation measures relating to nuisance noise impact on residential areas:

Policy X-1.7: The City shall seek to limit the impact of nuisance noise sources upon residential areas.

Implementation Measure X-C: The City shall conduct a program to identify those existing residential areas that do not currently have adequate protection from transportation noise sources to meet the standards of Table 10.1. The City shall identify the most feasible means of providing acceptable interior and exterior noise levels for these areas.

In April 1989, the City Council approved a package of General Plan Implementation Measures which included a recommendation for consultant services to prepare a study which would identify the residential areas in the community which do not currently meet acceptable exterior noise level standards and which would identify those feasible means which could be taken to obtain those levels. Funding for these consultant services was included in the FY 1991-92 through FY 2008-09 Preliminary Base Budgets, but this item was deferred by the City Council. This item has been included in the FY 2009-10 Budget to ensure implementation of the measures contained in the 1988 General Plan. Deferral of this study reduces the City's ability to identify impacted areas and take action in future years to protect those areas. If eliminated, a corresponding amendment to the General Plan would be needed to delete this measure (X-C).

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget</u>	<u>Reductions</u>
<u>Current Expenses</u>		
Professional and Special Services	\$ 76,000	
	Total	\$ <u>76,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Scenic Roadway Standards Study - \$50,000 (0.8% of Budget)

PRIORITY: 3

The General Plan Update, adopted in October 1988, contains the following policies and implementation measures relating to Scenic Roadways:

Policy VII-1.19: - The City should continue efforts to obtain State Scenic Highway designation for the Simi Valley Freeway from Kuehner Drive east to Topanga Canyon Boulevard.

Policy VII-1.20: - The City should continue to pursue a program of its own scenic roads system within its Planning Area.

Implementation Measure VII-T: - Development should comply with the provisions of the Scenic Roads Map and scenic road standards to be developed by the City to preserve existing scenic features. Standards for landscaping, setbacks, medians, pathways, signing, grading, architectural and land use review shall be established as appropriate for each designated street and conform to requirements included in the California Department of Transportation Traffic Manual. The City should continue efforts to obtain a State Scenic Highway designation for Route 118 from Kuehner Drive east to Topanga Canyon Boulevard.

In April 1989, the City Council approved a package of General Plan Implementation Measures, which included a recommendation for consultant services to prepare a series of design standards that could be incorporated into the Development Code relating to design of scenic roadways and development adjacent to designated scenic roadways. Funding for these consultant services was included in the FY 1991-92 through FY 2008-09 Preliminary Base Budgets but was deferred by the City Council. This project has been included in the FY 2009-10 Budget to ensure implementation of the measures in the 1988 General Plan. Deferral of this study reduces the City's ability to advise developers and condition projects in these areas. If deleted, the City would require a corresponding General Plan Amendment to delete this measure (VII-T).

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Professional and Special Services	\$ 50,000	
	<u>Total</u>	<u>\$ 50,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Tree Master Plan - \$45,000 (0.8% of Budget)

PRIORITY: 4

The General Plan Update, adopted in October 1988, contains the following policy and implementation measures relating to a Tree Master Plan:

Policy IV-2.5: - Promote the installation and maintenance of street trees on public and private streets.

Implementation Measure IV-V: - The City shall adopt a master plan for street trees, which catalogues all existing trees, makes recommendations for replacement and establishes criteria for areas of future conservation.

In April 1989, the City Council approved a package of General Plan Implementation Measures, which included a recommendation for consultant services to assist with the following defined tasks:

- 1) Amend the SVMC to require compliance and eliminate obsolete provisions; and
- 2) Develop and adopt by resolution a Street Tree Master Plan.

Such a plan would provide the City with a coherent design-based policy on street trees, which would incorporate the experience of the Public Works Department in dealing with maintenance and replacement of street trees. Funding for this project was included in the FY 1991-92 through FY 1998-99 Preliminary Base Budgets, but was deferred by the Council. In the FY 1999-00 Preliminary Base Budget, this project was incorporated within the duties assigned to the newly authorized Landscape Architect position. It was anticipated that the Landscape Architect, working in conjunction with the Public Works Department, would be able to develop a City Street Tree Master Plan as identified in the General Plan. However, with the intense workload generated by high priority development projects and code compliance activity, it became necessary to defer this project. Funding for this project was also included in the FY 2000-01 through FY 2008-09 Preliminary Budgets, but this item was again deferred by the City Council. Given the expected continuation of this level of development and code compliance activity, funding for this project has again been included in the FY 2009-10 Preliminary Budget to use consultant assistance, with coordination to be provided by the Landscape Architect.

Deferral of this item reduces the City's ability to advise developers and to effectively condition projects to provide street trees, which meet both the design, objectives as well as the long-term cost objectives of the community. Elimination of this project would require a corresponding General Plan Amendment to delete this measure (IV-V).

Budget  
ReductionsFISCAL YEAR 2009-10 SAVINGSCurrent Expenses

Professional and Special Services

\$ 45,000

Total\$ 45,000RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Clerk Position (Vacant) - \$72,600 (1.2% of Budget)

PRIORITY: 5

In February 2000, the City Council approved the addition of one full-time Clerk position to provide an enhanced level of service to the public by addressing development-supported and City-initiated workload demands in a more timely and effective manner. This action brought the total number of authorized Clerk positions within the Department to four.

Prior to the authorization of the Clerk position, there were frequent work processing delays relating to development-supported projects (including application processing, case exhibit labeling, and plan routing as well as filing backlogs). To minimize the impact on the public, the professional and technical staff were often called upon to assume responsibility for the lower level tasks normally performed by clerical staff. This caused Planners and other professional staff to devote time to administrative and often non-billable tasks, rather than focusing on the performance of higher level, billable tasks, which required their unique, technical expertise. The result was that progress on development-supported projects was often delayed.

In an attempt to devote as much effort as possible to time-critical, development-supported projects, the administrative support staff was forced to allow non-development supported projects to go unattended. These non-development supported projects included efforts to improve the City's records management systems (through the creation and implementation of a records retention and destruction schedule and research relating to automated document storage and retrieval systems); the ongoing reorganization and relocation of certain historical and administrative records off-site to ensure adequate room for the new project files, plans, and addresses in the on-site vault; and various efforts to streamline Departmental processing and tracking procedures.

In October 2003, the City Council adopted a Records Retention and Destruction Schedule, representing the first such schedule for Environmental Services Department records. Since that time, in addition to their other duties, the Department's administrative support staff has been actively auditing permit documents and case files to achieve conformance to the Schedule and to relieve the critically overcrowded records storage areas.

The slowdown of development activity has permitted additional time to be spent on auditing original ES source documents that have accumulated for the 40 years since the City's incorporation as well as original pre-incorporation records that were transferred from the County of Ventura. Excellent records auditing progress has been made; however, there is still much more work to be done in anticipation of the day that all permanent ES records are archived in an electronic format.

If funding for this position is eliminated, the workload of the other administrative support staff will be increased, the Department's professional staff may be impacted by having to perform more routine and time-consuming tasks, and the Department's achievement of full compliance with the City's Records Retention and Destruction Schedule will be delayed.

FISCAL YEAR 2009-10 SAVINGSBudget  
ReductionsPersonnel

Salary and Benefits

\$ 72,600  
Total\$ 72,600RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 72,600  
Total\$ 72,600

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for a Second Clerk Position (Vacant) - \$72,600 (1.2% of Budget)

PRIORITY: 6

The Department has had four authorized Clerk positions since February 2000. The Clerks perform a wide variety of tasks, including: providing reception, information and referral, and cash handling at the Department’s front counter; mail processing; City Hall deliveries; office supply inventorying, ordering, and stocking; copying and distribution; typing and data entry; labeling exhibits for the City’s Development Advisory Committee (DAC); and file management and auditing of Departmental records to achieve full compliance with the City’s Records Retention and Destruction Schedule and to relieve the critical overcrowding of records storage areas.

Both of these Clerk positions have been vacant since the beginning of FY 2008-09. To accommodate both vacancies, other administrative support staff has assumed additional responsibilities, and staff has attempted to streamline various Departmental administrative operations. Among the operations streamlined are: reducing City Council-appointed Committee/Board meeting minutes from summary to action; transmitting Committee/Board agendas and staff reports electronically, rather than by hard copy; posting Committee/Board agendas and staff reports on the City’s website; electronic ordering of office supplies; utilizing an electronic folding machine for public notices and other large mailings; and shifting the DAC exhibit labeling function from the City to the developer.

The slowdown of development activity has permitted additional time to be spent on auditing original department source documents that have accumulated for the 40 years since the City’s incorporation as well as original pre-incorporation records that were transferred from the County of Ventura. Excellent records auditing progress has been made; however, there is still much more work to be done in anticipation of the day that all permanent department records are archived in an electronic format.

If funding for this position is eliminated, the workload of the other administrative support staff will be increased, the Department’s professional staff may be impacted by having to perform more routine and time-consuming tasks, and the Department’s achievement of full compliance with the City’s Records Retention and Destruction Schedule will be delayed.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget</u>	<u>Reductions</u>
<u>Personnel</u>		
Salary and Benefits	\$ 72,600	
	<u>Total</u>	<u>\$ 72,600</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits

\$ 72,600

Total

\$ 72,600

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE:     Eliminate Funding for One Deputy Building Official Position (Filled) and One Vehicle - \$195,600 (3.3% of Budget)

PRIORITY:         7

Two Deputy Building Official positions are authorized and filled in the Building and Safety Division. The Deputy Building Official/Plan Check manages the plan check and permit counter operations and directly supervises two Plan Check Engineers, one Permit Services Coordinator, and three Building Inspectors assigned to plan check. Additionally, two Counter Services Technicians are indirectly supervised by the Deputy Building Official/Plan Check via the Permit Services Coordinator. The Deputy Building Official/Inspections manages the Building Inspection and Code Compliance operations. The Deputy Building Official/Inspections directly supervises two Supervising Building Inspectors and indirectly supervises 11 Building Inspectors.

Under the current economic conditions in the development and construction industry, coupled with fiscal constraints, it is possible to eliminate this position and one Building and Safety vehicle. Elimination of the vehicle can be accomplished by sharing of the Building Official's vehicle with the remaining Deputy Building Official position.

Elimination of the funding for one Deputy Building Official position will require some of the existing responsibilities and work to be distributed to other staff, including the Building Official position and subordinate staff positions. Organizational structure and supervisory duties will also need to be re-aligned.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 165,000	
	Subtotal	\$ 165,000
<u>Current Expenses</u>		
Maintenance of Equipment	2,600	
	Subtotal	2,600
<u>Transfers and Reimbursements</u>		
Return of Vehicle Replacement Funds	28,000	
	Subtotal	<u>28,000</u>
	Total	<u>\$ 195,600</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 165,000
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Current Expenses

Maintenance of Equipment	2,600
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Transfers

Transfer to Vehicle Replacement	<u>2,800</u>
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Total	<u>\$ 170,400</u>
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DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Allocate .5 Secretary to Community Development Agency Housing Administration Fund - \$35,500 (0.6% of Budget)

PRIORITY: 8

Since January 2005, one Secretary has been assigned to the Housing Division as well as other Departmental activities. From FY 2005-06 through FY 2008-09, this position's personnel costs were shared by two funds: 50% General Fund and 50% Community Development Agency (CDA) Housing Administration Fund. Over the past fiscal year, the Secretary has begun recording how she has spent her time using the Department's Planner Real-Time Billing (RTB) System. The results show that the Secretary spends almost 100% of her time on Housing-related projects.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 35,500	
	Total	<u>\$ 35,500</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 35,500	
	Total	<u>\$ 35,500</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE:     Eliminate Funding for One Plumbing/Mechanical Inspector (Filled) and One Building and Safety Vehicle - \$127,100 (2.2% of Budget)

PRIORITY:        9

The Plumbing/Mechanical Inspector position is tasked with providing plan reviews and inspections of complex heating, ventilating, and air conditioning systems (HVAC) along with plumbing systems. Historically, this position was necessary to address these specialty sub-trades in commercial and multi-family construction. Single-family mechanical and plumbing inspections are conducted by Building Inspector positions in combination with life safety and structural inspections.

Over the last two years, Senior Building Inspector positions have also been trained to provide combination inspections by including mechanical/plumbing with life safety and structural inspections for complex projects. Given the current economic conditions in the development and construction industry, workload demands for the Plumbing/Mechanical Inspector position have diminished to a level where the workload can be re-tasked to Senior Building Inspector positions. The mechanical and plumbing inspections can be conducted in combination with life-safety and structural inspections for complex projects. This will be consistent with the current inspection practice for single-family construction projects. Complex mechanical and plumbing plan check can be re-tasked to Senior Building Inspector positions and Plan Check Engineer positions.

Elimination of this position will not negatively impact the quality or timeliness of customer service.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 101,000	
Annual Leave Cash-Out	(4,500)	
	Subtotal	\$ 96,500
<u>Current Expenses</u>		
Maintenance of Equipment	\$ 2,600	
	Subtotal	2,600
<u>Transfers and Reimbursements</u>		
Return of Vehicle Replacement Funds	\$ 28,000	
	Subtotal	28,000
	Total	\$ 127,100

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 101,000
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Current Expenses

Maintenance of Equipment	2,600
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Transfers

Transfer to Vehicle Replacement Fund	<u>2,800</u>
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Total	<u>\$ 106,400</u>
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DEPARTMENT OF ENVIRONMENTAL SERVICES  
DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for One Senior Planner (Filled) in Environmental Services, and Increase Funding for Temporary Salaries in Community Services - \$12,800 (0.1% of Budget)

PRIORITY: 10

The Departments of Community Services and Environmental Services recommend streamlining Code Enforcement functions by transferring responsibility for planning-related code enforcement activities from the Planning Division of the Department of Environmental Services to the Code Enforcement Division of the Department of Community Services. The Departments have been examining their respective code enforcement procedures with the goal of centralizing functions to enhance customer service and efficiency. As a result of this review, the Departments have identified a benefit to consolidating the City's Development Code enforcement activities within the Department of Community Services.

Historically, the Community Services Department Code Enforcement Division has been responsible for interpreting and enforcing municipal and regulatory codes relating to quality of life and non-structural code violations. Code Enforcement Officers work to obtain voluntary compliance on zoning and nuisance complaints relating to animals, trash accumulations, noise, and lack of adequate property maintenance. The Environmental Services Department Planning Division has not only been responsible for ensuring compliance with the conditions of entitlement permit approval for the development cases that planners handle, but has also been the City's initial point of citizen contact for questions regarding possible zoning violations and for advising property owners of alleged violations and how to voluntarily comply. If the violation is not corrected after an initial letter, the case is referred to the Code Enforcement Division for further action.

Rather than having Environmental Services staff as the initial point of contact for Development Code issues and alleged violations, both Departments believe there would be a benefit to having all inquiries and complaints relating to non-structural, zoning-related violations directed to the Community Services Code Enforcement Division. To ensure a smooth transition of responsibilities, it is recommended that the Senior Planner currently handling zoning compliance issues conduct a six-month program of cross training for Code Enforcement staff to enable them to assume this responsibility on January 1, 2010.

As part of this program of cross training, Community Services proposes to employ a temporary Code Enforcement Officer to work approximately 20 hours per week (960 hours per year) during FY 2009-10. Additionally, Community Services proposes to increase the hours of its part-time Code Enforcement Counter Technician, from 24 to 32 hours per week, from September 2009 forward to address this additional workload generated by a centralized complaint process.

Although the transfer of compliance-related duties from the Planning Division to the Code Enforcement Division will result in a reduction in planner hours spent on processing compliance referrals, Planning Division staff will continue to play a role in compliance cases by assisting Code Enforcement staff with researching and interpreting the Development Code and project conditions, and assisting the City Attorney's Office in processing violations that have progressed to that point.

Budget  
ReductionsFISCAL YEAR 2009-10 SAVINGSPersonnel

Salary and Benefits for One Senior Planner for 6 months	\$ 70,000	
Annual Leave Cash-Out for One Senior Planner	(12,000)	
Less Temporary Salaries for Code Enforcement Officer (960 hours per year)	(31,900)	
Less Increased Hours of Part-Time Counter Technician from 24 to 32 per week (416 hours per year)	<u>(13,300)</u>	
	Total	<u>\$ 12,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits for One Senior Planner	\$ 140,000	
Less Salary and Benefits for One Code Enforcement Officer	<u>(101,000)</u>	
	Total	<u>\$ 39,000</u>

DEPARTMENT OF PUBLIC WORKS  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities ..... \$ 250,000

FY 2008-09 Approved Budget/Estimated Actual	\$237,000/\$250,000
FY 2007-08 Actual Expenditures	\$226,612

This account funds both electricity and water costs associated with maintaining lawns, groundcover, street trees, shrubs, etc., within Landscape District No.1, Zone 39 (City-owned and maintained properties).

Account 42150: Communications ..... \$ 800

FY 2008-09 Approved Budget/Estimated Actual	\$800/\$800
FY 2007-08 Actual Expenditures	\$659

This account includes the monthly rental for pagers for Public Works personnel.

Account 42230: Office Supplies ..... \$ 13,000

FY 2008-09 Approved Budget/Estimated Actual	\$13,000/\$13,000
FY 2007-08 Actual Expenditures	\$12,341

Basic office supplies for the administration of the Public Works Department are purchased through this account including such consumable items as pens, pencils, erasers, paper stock, and folders.

Account 42310: Rentals ..... \$ 4,000

FY 2008-09 Approved Budget/Estimated Actual	\$5,000/\$2,800
FY 2007-08 Actual Expenditures	\$1,956

This account provides funding for the yearly rental of various types of equipment. Rental equipment includes items such as power augers, cranes, wet vacuums, pumps, sandblasters, drills, compressed gas tanks, bobcats, highlifts, and gradealls.

Justification for proposed increase over FY 2008-09 Estimated Actual:

A minimal level of funding must be maintained for contingencies and emergencies.

Account 42410: Uniform/Clothing Supplies ..... \$ 31,800

FY 2008-09 Approved Budget/Estimated Actual	\$30,300/\$30,300
FY 2007-08 Actual Expenditures	\$26,395

This account provides for the rental, cleaning, and replacement of maintenance worker clothing and for the purchase of safety equipment (boots, glasses, ear protectors, gloves, dust masks, hard hats, rain gear, etc.).

Parkway and Tree Maintenance	\$ 5,100
Street Maintenance	7,600
Building Maintenance	8,200
Traffic Maintenance	1,700
Vehicle Maintenance	3,300
Secondary Drain Maintenance	1,500
Graffiti Abatement	700
Environmental Compliance	2,700
Public Works Inspection	1,000

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

An increase is requested to cover the increased cost of the uniform and boot allowance as provided in the General Unit Memorandum of Understanding.

Account 42420: Special Departmental Expense ..... \$ 125,000

FY 2008-09 Approved Budget/Estimated Actual	\$125,000/\$120,000
FY 2007-08 Actual Expenditures	\$99,309

These funds provide for the operation and maintenance of six groundwater dewatering wells throughout the City. They are used to pay for energy to operate pumps and for pump maintenance and replacement.

Justification for proposed increase over FY 2008-09 Estimated Actual:

An increase is requested to cover the anticipated increased cost of electricity.

FY 2009-10  
REQUESTED  
BUDGET

Account 42440: Memberships and Dues ..... \$ 10,800

FY 2008-09 Approved Budget/Estimated Actual	\$10,800/\$10,800
FY 2007-08 Actual Expenditures	\$10,399

American Public Works Association	\$ 2,200
Municipal Management Association of Southern California	200
American Society of Civil Engineers	2,400
Institute of Transportation Engineers	900
National Safety Council	500
Professional Engineer Registrations	900
Maintenance Superintendents Association	200
Municipal Equipment Maintenance Association	100
International Society of Arboriculture	700
Irrigation and Irrigation Tech Associations	500
Pesticide Applicators Professional Association	100
Society of Municipal Arborists	100
California Pesticide Regulation	500
California Agricultural Products Consultant Association	300
Floodplain Management Association of California	100
Water Environment Federation	200
California Water Environment Association Memberships and Certificates	700
Office of Environmental Health, Hazard Assessment/ Registered Environmental Assessor	200

Account 42450: Subscriptions and Books ..... \$ 3,000

FY 2008-09 Approved Budget/Estimated Actual	\$3,000/\$3,000
FY 2007-08 Actual Expenditures	\$1,883

This account provides for the annual renewal of subscriptions to professional journals and for the purchase of technical reference books for various sections of the Department.

Technical Books, Standard Specifications and Plan Books	\$ 1,800
Trade Journals	700
Environmental Compliance (Fed. Reg., Technical Books, Manuals, BMP Handbooks)	500

FY 2009-10  
REQUESTED  
BUDGET

Account 42460: Advertising..... \$ 2,500

FY 2008-09 Approved Budget/Estimated Actual	\$3,500/\$3,500
FY 2007-08 Actual Expenditures	\$4,563

This account funds the cost of advertising for the Household Hazardous Waste Program through display ads and other outreach programs.

Account 42500: Fuel and Lubricants ..... \$ 300,000

FY 2008-09 Approved Budget/Estimated Actual	\$300,000/\$300,000
FY 2007-08 Actual Expenditures	\$360,536

These funds provide for City vehicle fuel (except Police Department and Transit) and lubricants (except Transit). The estimated cost is \$190,000 for gasoline, \$100,000 for diesel fuel, and \$10,000 for lubricants. It is anticipated that fuel will be purchased through the Cooperative Purchasing Program.

Account 42510: Tires..... \$ 40,000

FY 2008-09 Approved Budget/Estimated Actual	\$37,000/\$37,000
FY 2007-08 Actual Expenditures	\$38,857

Tires and tubes required to maintain City vehicles and equipment are purchased from this account through the Cooperative Purchasing Program.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

An increase is requested to cover the anticipated increased cost of tires.

Account 42550: Small Tools and Equipment..... \$ 10,000

FY 2008-09 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2007-08 Actual Expenditures	\$9,818

This account provides for items such as hand tools, weed whips, drills, saws, axes, torches, shovels, nail guns, levels, pry bars, hoses, nozzles, wrenches, screwdrivers, and small survey tools.

Account 42560: Operating Supplies ..... \$ 478,900

FY 2008-09 Approved Budget/Estimated Actual	\$462,600/\$447,600
FY 2007-08 Actual Expenditures	\$446,616

This account funds the purchase of all supplies required by the following program areas:

<u>Parkway and Tree Maintenance</u>		\$ 26,000
Street Tree Replacement (Self-Help Program)	\$ 12,000	
Supplies for Self-Help Program (Stakes, ties, amendment, fertilizer, etc.)	5,500	
Tree and Roadside Supplies	8,000	
Arbor Day Supplies	500	
<u>Street Maintenance</u>		133,800
Asphalt	\$ 75,000	
Concrete	45,000	
Aggregate Base	2,000	
Other Supplies (including sand, form lumber, nails, propane, plywood, stakes, and bagged concrete)	11,800	
<u>Building Maintenance</u>		105,000
Miscellaneous building materials and custodial supplies needed to maintain parking lot lights and the following City buildings:		
City Hall		
Cultural Arts Center		
Department of Motor Vehicles Building		
Developmental Services Building		
Metrolink Railroad Station		
Mt. McCoy and Stow Radio Equipment Buildings		
Old Print Shop		
Old Sheriff's Station		
Police Facility		
Public Services Center - Maintenance Buildings		
Public Services Center - Office Building		
Sanitation Operations Building		
Senior Center		
Transit Maintenance Facility		

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<u>Traffic Maintenance</u>	55,000
Raised pavement markers, reflectorized pavement markers, paint, beads, signposts, street name signs, guide signs, stencils, banners, flags, and other supplies.	
<u>Vehicle Maintenance</u>	128,600
Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.	
<u>Secondary Drain Maintenance</u>	6,200
Miscellaneous expenses for the purchase of concrete, asphalt, grates, manhole covers, catch basin guards, forms, and nails. Also provides for the purchase of hardware and filters for installation in catch basins at the PSC to meet Stormwater Quality Management Program requirements.	
<u>City Engineering/Traffic Engineering</u>	8,300
Engineering and Drafting Supplies	\$ 3,000
Stacking Record File Boxes, Plan Hold Files	300
Sepia and Mylar Paper	1,000
Engineering Copier Print Paper	2,500
Safety Equipment and Measuring Tools	1,500
<u>Graffiti Abatement</u>	7,500
Provides for graffiti removal supplies, which include paint, towels, and chemicals.	
<u>Environmental Compliance</u>	8,500
Supplies and equipment for Stormwater and Hazardous Materials Management Programs such as safety equipment, fire extinguishers, containers for sampling, beakers, pH meter replacement parts, spill cleanup equipment, spill dikes, drain blocks, overpack containers, spill kits, and anti-spark tools. Also included are funds for fluorescent tube disposal brochures, supplies to be used in the training and education of the local business community in environmental regulations, pollution prevention, waste reduction, and effective resource management practices, and supplies to support community and Arroyo cleanup projects. Also included is the purchase of curb markers to meet NPDES "stenciling" requirements.	

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

An increase in funding for asphalt and concrete is requested to accommodate rising costs of materials and increasing production in the Street Maintenance Section. Funding was reduced in FY 2008-09 as part of a Reverse Priority.

Account 42720: Travel, Conferences, Meetings ..... \$ 4,600

FY 2008-09 Approved Budget/Estimated Actual	\$4,600/\$4,600
FY 2007-08 Actual Expenditures	\$7,626

These funds are for attendance at selected professional association meetings, conferences, and training programs to enhance technical knowledge and to stay current with recent developments in engineering and public works related fields.

<u>Training Related Travel</u>	\$ 2,800
1 - Haz Mat West Conference and Training Workshop, Long Beach, CA	\$ 500
1 - CWEA Pretreatment Prevention and Stormwater Conference So. Cal (EC Coordinator/Stormwater)	1,000
1 - Used Oil Recycling/Household Hazardous Waste Conference (Management Analyst)	1,300
 <u>Other Travel, Conference, and Meetings</u>	 1,800
12 - American Public Works Assoc. Meetings (Admin./Eng.)(Limited to 10 per month)	400
3 - Municipal Mgmt. Association of So. Cal. Conference (Management Analyst/Deputy Dir./Admin.)	100
5 - Institute of Transportation Engineers Bimonthly Meetings, CA	200
1 - Maintenance Superintendents Assoc. Conference (Maintenance), CA	300
1 - Municipal Equipment Maintenance Assoc. Conference (Maintenance), Orange, CA	300
1 - International Society of Arboriculture Conference (Maintenance), CA	500

Account 42730: Training ..... \$ 8,200

FY 2008-09 Approved Budget/Estimated Actual	\$8,200/\$6,000
FY 2007-08 Actual Expenditures	\$11,113

This account provides funds to attend specialized workshops, classes, and seminars and for training materials for the purpose of expanding organizational and job-related development. Courses include:

1 - Subdivision Map Act and Land Surveyors Training (Eng.)	\$ 200
7 - Forklift Certification (Maintenance)	1,000
2 - Vehicle and Equipment Mechanic Training (Maintenance)	200
15 - Electrical Hazardous Awareness Training (Maintenance)	900
3 - Pest Control Advisor Certification Training (Maintenance)	900
2 - Pesticide Application Certification Training (Maintenance)	1,000
6 - Arboriculture Techniques and Certification Training (Maintenance)	1,000
3 - Irrigation Tech Training	300
2 - HVAC, Locksmith and Electrician Training (Maintenance)	400
CWEA Short School/Training Workshop (Tri-Counties Locations) and Stormwater Program Meetings/Workshops, Ventura, CA	800
50 - California Specialized Training Institute (CSTI) Certification Program for First Responder Awareness/ Operation Refresher Training (In-House Training Program)	500
6 - Household Hazardous Waste Info Exchange	200
8 - Mandatory NPDES Training	800

Justification for proposed increase over FY 2008-09 Estimated Actual:

During FY 2008-09, several workshops and seminars were deferred as a result of a temporary Citywide moratorium on training.

Account 42790: Mileage ..... \$ 6,400

FY 2008-09 Approved Budget/Estimated Actual	\$6,400/\$6,400
FY 2007-08 Actual Expenditures	\$5,414

This account provides reimbursement for use of personal vehicles driven on City business.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 1,289,000

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services..... \$ 212,400

FY 2008-09 Approved Budget/Estimated Actual	\$238,600/\$212,400
FY 2007-08 Actual Expenditures	\$296,631

City Engineering \$ 166,000

Review of development project soils reports. This expense is reimbursed through developer revenues. \$ 75,000

Funding for County of Ventura record map checking and right-of-way documents. This expense is reimbursed through developer revenues. 45,000

Engineering contract services, which include such items as providing funding for contracted public improvement plan review, inspection services, surveying for general engineering purposes that, due to technical and/or time constraints cannot be performed by current staff, recording of documents and easement research. Most of these expenses are reimbursed through developer fees. 40,000

Right-of-way investigation and acquisition consultant services to investigate various right-of-way needs 6,000

Traffic Engineering 10,000

This account provides funds for traffic counts for morning and afternoon peak hour traffic at City intersections as required by the State Congestion Management Program and for daily traffic counts (ADT's) to update the City's Traffic Volume Map.

Vehicle Maintenance 36,400

For ongoing monitoring and mitigation for the underground fuel tank at the Public Services Center.

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Account 44310: Maintenance of Equipment..... \$ 64,700

FY 2008-09 Approved Budget/Estimated Actual	\$74,400/\$74,400
FY 2007-08 Actual Expenditures	\$73,172

Parkway and Tree Maintenance \$ 3,700

Provides for parts, repairs, and services of power equipment, brush chipper blades, tree stump grinder teeth, chain saws, weed whips, and air blowers.

Vehicle Maintenance 60,000

Maintenance of equipment costs for outside sublet work that cannot be performed in-house due to staffing, time constraints, and specialized equipment needs. Examples of such work include welding, specialized equipment repairs, front-end alignments, differential repairs, transmission repairs, vehicle glass replacements, and maintenance to vehicle mobile radios. The amount also includes vehicle smog certifications.

City Engineering

Reader/printer maintenance 1,000

Account 44450: Landscape Maintenance Contract ..... \$1,198,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,232,000/\$1,232,000
FY 2007-08 Actual Expenditures	\$1,151,436

This account provides for parkway and tree contractual maintenance of Landscape District No. 1, Zone 39 (City-owned and maintained properties) including the County Courthouse facility and City-owned underdeveloped parcels.

Account 44490: Other Contract Services ..... \$1,179,800

FY 2008-09 Approved Budget/Estimated Actual	\$1,255,800/\$1,184,800
FY 2007-08 Actual Expenditures	\$1,603,675

This account provides for contractual services in the following program areas:

Parkway and Tree Maintenance \$ 468,500

- a) Contract maintenance for street trees that are beyond staff and equipment capability, to accommodate the overlay/slurry seal program, and for new trees in the right-of-way. \$ 265,000

b) Contract maintenance and watering of 500 existing street trees in conjunction with the Street Tree Replacement Program.	60,000
c) Roadside and street tree herbicide/pesticide applications (parkways, enhanced parkways and Landscape District).	50,000
d) Projected cost of landfill disposal fees for roadside debris.	4,000
e) Outside services for printing and miscellaneous color copies (educational brochures, pamphlets, etc.).	500
f) Safety kits, related first aid items, and bagged ice.	1,500
g) Contract arborists' reviews and reports of preserved street trees.	5,700
h) Removal and replacement of diseased eucalyptus trees.	5,300
i) Removal and replacement of non-conforming street trees.	75,000
j) Arbor Pro Tree Inventory Software Upgrade	1,500

Street Maintenance

35,000

Costs associated with street, curb, gutter, and sidewalk repairs to support street tree and asphalt overlay programs.

a) Curb, gutter, and sidewalk replacement program	\$ 25,000
b) Access road maintenance (Lost Canyons)	10,000

Building Maintenance

197,000

Provides contractual maintenance items and services for City buildings.

a) Air conditioning and heating system preventive maintenance services for all City Buildings, including HVAC maintenance contract for the Police Facility.	\$ 66,000
b) Air conditioning and heating system repairs for all City buildings, excluding Police Facility.	40,000
c) Miscellaneous painting for City buildings.	5,000
d) Pesticide applications around City buildings.	2,500
e) Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) for all City buildings, excluding the Police Facility.	15,000

f) Contract monitoring of fire alarm systems for all City buildings, excluding the Police Facility.	3,000	
g) Roof repairs for City buildings.	8,000	
h) Custodial equipment servicing/maintenance (floor buffers, vacuum cleaners, etc.).	2,500	
i) Electrical system repairs and maintenance.	4,000	
j) Cultural Arts Center auditorium and multi-purpose Room hardwood floor maintenance.	2,500	
k) Senior Center grease trap maintenance.	2,500	
l) Roll-up door and motorized gate maintenance, repairs, and replacement (1 freight door, 14 rollup doors, 2 motorized gates, and 6 automatic doors).	15,000	
m) Cultural Arts Center and Senior Center/HVAC Management System repair and maintenance.	5,000	
n) Emergency generator, preventive maintenance, and repairs for City Hall.	6,000	
o) Miscellaneous services - repair/replacement of water heaters, interior/exterior drinking fountains, sump pumps, dishwasher, ice makers, ovens, refrigerators, exterior signs, windows, drains, locksmith services, bicycle lockers, and parking lot poles.	10,000	
<u>Traffic Maintenance</u>		93,500
a) Street striping, sandblasting, pavement markers, and painting of school crosswalks	75,500	
b) Installation of flag banners.	18,000	
<u>Vehicle Maintenance</u>		10,600
a) Ventura County Oversight and Consultant Testing of underground fuel tanks (mandatory)	\$ 2,500	
b) Permit Fees for Garage Operations:		
Ventura County APCD (Portable Engines)	2,800	
Ventura County APCD (Emergency Generator)	500	
Ventura County APCD (Underground Fuel Tanks)	500	
Ventura County EHD (Emergency Generator)	500	
Ventura County EHD (Underground Fuel Tanks)	3,800	
<u>Secondary Drain Maintenance</u>		155,000
This allocation is for the projected cost of landfill disposal fees for street sweeping, supplemental contract street sweeping, the contract cleaning of various drainage pipes throughout the City, and herbicide spraying of channels.		

City Engineering/Traffic Engineering 7,000  
Provides engineering copying services to accommodate sets of construction plans specifications and provides microfilming of maps for use by the reader/printer. Also provides for copying sepias and mylars.

Graffiti Abatement 50,000  
Contract graffiti abatement.

Environmental Compliance 163,200

- a) Provides for first aid supplies, Arroyo Simi Clean-Up event costs, printing costs for brochures and pamphlets and outreach materials in association with the Pollution Prevention Program and Stormwater Management Program. \$ 3,200
- b) Contract services for hazardous waste packing and disposal removed from City streets as a result of spills and/or illegal disposal activity. 9,000
- c) NPDES Stormwater Permit Fee 20,000
- d) Contract services for the HHWP 131,000

Account 44355: Reimbursement for Vehicle Maintenance ..... \$ (987,800)

FY 2008-09 Approved Budget/Estimated Actual	(\$1,005,900)/(\$1,005,900)
FY 2007-08 Actual Expenditures	(\$960,700)

This account represents the reimbursement charges allocated to each Department and Fund for the maintenance of vehicles.

SUBTOTAL - SERVICES \$1,667,100

TOTAL - CURRENT EXPENSES \$2,956,100

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION:      Continue Funding for One Limited-Term Community Services Specialist Position (Graffiti Abatement Program)  
- \$86,300

PRIORITY: 1

The Department of Public Works is requesting authorization to continue funding a limited-term Community Services Specialist in the Graffiti Abatement Program. This continuation of funding will allow for continued seven-day graffiti abatement coverage and continue to relieve excessive workload demands on the one regular status Community Services Specialist position responsible for the program. This position is also involved in enforcing the City's Sign Abatement Program in public areas.

In the beginning of calendar year 2006, the City began experiencing a surge in the number of graffiti incidents. In response to this increase, the City Council authorized a limited-term Community Services Specialist position for FY 2006-07, which was continued in FY 2007-08 and FY 2008-09, to address the situation. Although the number of graffiti incidents increased significantly in 2006, 2007 and again in 2008, the additional position made it possible to maintain the City's goal to eradicate reported incidents of graffiti within 24 hours.

In July 2007, the City's new Sign Ordinance took effect and the abatement of signs in the public street right of way was also assigned to the Graffiti Abatement Program. Since the implementation of the Sign Ordinance, approximately 33,000 non-compliant signs have been removed.

The continuation of funding for a limited-term Community Services Specialist will allow for the continuation of seven-day coverage in the Graffiti Abatement Program to maintain the goals of eliminating graffiti within 24 hours, and addressing abatement of non-compliant signs.

FISCAL YEAR 2009-10 COSTS

Personnel Costs

Salary and Benefits	<u>\$ 86,300</u>	
	Total	<u>\$ 86,300</u>

RECURRING ANNUAL COSTS

Personnel Costs

None

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION:      Implementation of Stormwater Runoff Monitoring  
Activities - \$105,000

PRIORITY: 2

The Department of Public Works is requesting funding to implement four stormwater runoff monitoring plans to address Total Maximum Daily Load (TMDL) limits for Pesticides, Metals, Toxicity, and Nutrients established by the Regional Water Quality Control Board. In prior years, expenses associated with TMDL planning were charged to the Sanitation fund. However, the City General Fund has been the typical source for Stormwater program monitoring expenses.

The TMDL Consortium Management Group, a multi-jurisdictional organization of which the City is a member pursuant to a Memorandum of Agreement, has analyzed costs for FY 2009-10 and provided each member agency with a breakdown of estimated costs related to the TMDL categories of agriculture, effluent discharge, and urban runoff. The two applicable to the City are effluent discharge and urban runoff. The costs associated with urban runoff (stormwater) will be assumed by the General Fund. The costs associated with effluent discharge will remain a responsibility of the Sanitation Fund.

The TMDL Consortium Management Group continues to plan for bacteria, trash and other TMDL limit implementation and monitoring activities, which may have a future impact on the General Fund.

Federal and state law mandates compliance with the adopted TMDL limits. The City is mandated to either comply as an independent agency or as a member of the TMDL Consortium Management Group. The City would face regulatory enforcement, including fines and further discharge restrictions, if the mandates are not met. Staff has analyzed the alternative and determined that complying with the TMDLs by joining and supporting the TMDL Consortium Management Group, including financial support, is recommended as the most beneficial alternative for the City. It should be further noted that these TMDL requirements are in addition to other similar surface water permit requirements such as the stormwater permit, and Water Quality Control Plant effluent discharge permit.

FISCAL YEAR 2009-10 COSTS

Current Expenses

Professional and Special Services	\$ 105,000	
	Total	\$ 105,000

RECURRING ANNUAL COSTS

Current Expenses

Professional and Special Services	\$ 105,000	
	Total	\$ 105,000

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION:      Clean Air Diesel Emission Reduction Program - \$130,500  
(General Fund - \$72,500; Waterworks District - \$14,500;  
Sanitation Fund - \$43,500)

PRIORITY: 3

The Department of Public Works is requesting funding to implement the Clean Air Diesel Emission Reduction Program. On December 8, 2005, the California Air Resources Board (ARB) adopted the Fleet Rule for Public Agencies and Utilities to reduce diesel particulate matter emissions from fleets operated by public agencies and utilities. Public agencies are required to apply Best Available Control Technology (BACT) to diesel-fueled vehicles according to a specified implementation schedule. Vehicles are categorized into three Groups based on engine model-year: Group 1 (1960-1987), Group 2 (1988-2002), and Group 3 (2003-2006). ARB has set compliance deadlines and percentage of each group that must be equipped with BACT by those deadlines.

The next compliance deadline is December 31, 2009 and applies to five City vehicles in Group 2 and four City vehicles in Group 3. Additional annual compliance deadlines involve eight additional City vehicles that will need to be brought into compliance in 2010, four in FY 2011, and four in 2012.

FISCAL YEAR 2009-10 COSTS

Current Expenses

Maintenance of Equipment	\$ 130,500	
	<u>Total</u>	<u>\$ 130,500</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for the Flags and Banners Program - \$23,000 (0.18% of Budget)

PRIORITY:        1

The City annually places seasonal flags and banners along portions of Los Angeles Avenue, First Street, Tapo Canyon Road and Tapo Street. Funds in the amount of \$23,000 are budgeted for this contracted expense. Elimination of these funds will eliminate the annual flags and banners program.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	\$ 18,000	
Operating Supplies	<u>5,000</u>	
	Total	<u>\$ 23,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	\$ 18,000	
Operating Supplies	<u>5,000</u>	
	Total	<u>\$ 23,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for Overtime Expenses for Weekend Sign Abatement - \$14,000 (0.11% of Budget)

PRIORITY:        2

In July 2006, the City adopted a new Sign Ordinance, which included the prohibition of signs in the public street right-of-way. Since the adoption of the Ordinance, the Department has provided staff on the weekends to accomplish sign abatement. Last fiscal year the weekend sign abatement was reduced to one day per weekend. Funds in the amount of \$14,000 are budgeted for this overtime expense. Elimination of these overtime funds will fully eliminate weekend sign abatement.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Overtime	<u>\$ 14,000</u>	
	Total	<u>\$ 14,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel Costs</u>		
Overtime	<u>\$ 14,000</u>	
	Total	<u>\$ 14,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for Self Help Tree Replacement Program - \$17,500 (0.13 % of Budget)

PRIORITY:        3

The City has an annual program to provide street trees to residents who request a street tree in front of their home. The tree is provided by the City at no cost to the resident, and the resident agrees to water and care for the tree until it is established. Funds in the amount of \$17,500 are budgeted for this program. Elimination of these funds will eliminate the Self Help Tree Replacement program.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Operating Supplies	\$ 17,500	
	<u>Total</u>	<u>\$ 17,500</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Operating Supplies	\$ 17,500	
	<u>Total</u>	<u>\$ 17,5000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Reduce Funding for Professional/Special Services for Engineering - \$25,000  
(0.19% of Budget)

PRIORITY:        4

The Department annually budgets funds to contract for City Engineering Professional/Special Services. Funds in the amount of \$166,000 are budgeted for these services. A reduction of these funds will reduce engineering contract services, which include such items as public improvement plan review, inspection services, and surveying for general engineering purposes.

Reduction of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Professional/Special Services	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Professional/Special Services	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Reduce Funding for Department Emergency Overtime Expenses - \$15,000  
(0.11 % of Budget)

PRIORITY:        5

The Department annually budgets funds for overtime expenses related to emergency and extraordinary services outside of normal business hours. Funds in the amount of \$104,000 are budgeted for these expenses. A 14% reduction of these funds may reduce the Department's ability to provide services outside of normal business hours.

Reduction of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Overtime	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel Costs</u>		
Overtime	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for One Environmental Compliance Division Position (Vacant) - \$108,000 (0.82% of Budget)

PRIORITY:        6

It is anticipated that there will be a currently unspecified vacant position in the Environmental Compliance Division as a result of an in-house recruitment to fill the vacant Deputy Director/Environmental Compliance position.

In reviewing the Division's workload activity, it has been determined that present staffing levels may be sufficient to meet the existing workload. Therefore, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. Department staff will continue to monitor the workload associated with this vacancy.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 108,000</u>	
	Total	<u>\$ 108,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 108,000</u>	
	Total	<u>\$ 108,000</u>



DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Mechanic I Position (Vacant) - \$70,700 (0.54% of Budget)

PRIORITY: 8

It is anticipated that there will be a vacant Mechanic I position in the Fleet Maintenance Section as a result of an in-house recruitment to fill the vacant Maintenance Supervisor position.

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

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 70,700</u>	
	Total	<u>\$ 70,700</u>

RECURRING ANNUAL SAVINGS

<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 70,700</u>	
	Total	<u>\$ 70,700</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Reduce Funding for the Household Hazardous Waste Disposal Program - \$55,000 (0.50% of Budget)

PRIORITY:        9

The Environmental Compliance Division conducts the Household Hazardous Waste Disposal Program providing free disposal of household hazardous waste to City residents at 11 events during the year. Simi Valley residents may use the Program to safely and conveniently dispose of their Household Hazardous Waste (HHW). Products deemed "universal waste" by the California Department of Toxic Substance Control could be disposed of at the HHW Collection Events, which are held on the third Saturday of each month (except December). Reduction of funds will reduce the program from 11 events to five or six events during the year. It is anticipated that total hazardous waste disposal volume will remain stable, due to an increase in volume at each of the remaining events.

Reduction of these funds will provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	\$ 65,500	
Loss In Revenue (City of Moorpark Contribution)	<u>(10,500)</u>	
	Total	<u>\$ 55,000</u>

RECURRING ANNUAL SAVINGS

<u>Current Expenses</u>		
Other Contract Services	\$ 65,500	
Loss In Revenue (City of Moorpark Contribution)	<u>(10,500)</u>	
	Total	<u>\$ 55,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Reduce Funding for Landscape Maintenance Contract Services - \$200,000  
(1.52% of Budget)

PRIORITY:        10

Funds in the amount of \$1,198,000 are budgeted for landscape maintenance contract services for City owned and maintained properties. Reduction in the level of landscape maintenance for some City owned and maintained properties would result in minimal maintenance of City properties and elimination of necessary upgrade items. This would create substandard City landscape areas.

Reduction of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Landscape Maintenance Contract	<u>\$ 200,000</u>	
	Total	<u>\$ 200,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Landscape Maintenance Contract	<u>\$ 200,000</u>	
	Total	<u>\$ 200,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:     Transfer One Senior Engineer Position (Filled) to Sanitation - \$163,200 (1.24% of Budget)

PRIORITY:       11

Workload levels in the Sanitation Engineering Section have increased due to the need to implement the recommendations contained in the Sewer Collection System Asset Evaluation and Rehabilitation Plan. Concurrently, the workload and resultant revenue in Citywide development-related activity has decreased. The transfer of one General Fund, fee-supported Senior Engineer position to Sanitation Engineering will reduce General Fund personnel costs and address a need for additional engineering services in the Sanitation Division. It should be noted that a reduction of development-related staffing might result in a lower level of customer service for development projects in the event that development activity in the City increases in future years.

Transfer of one Senior Engineer to Sanitation Engineering would provide the following General Fund budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 163,200</u>	
	Total	<u>\$ 163,200</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
Salaries and Benefits	<u>\$ 163,200</u>	
	Total	<u>\$ 163,200</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:     Allocate 0.5 Full-Time Equivalent Senior Engineer Position (Filled) to the Waterworks District - \$80,800 (0.62% of Budget)

PRIORITY:       12

Workload levels in the Waterworks District Engineering Section have increased due to a goal of implementing additional Waterworks related Capital Projects, including the implementation of the Recycled Water Master Plan. Concurrently, the workload and resultant revenue in Citywide development- related activity has decreased. Assigning a Senior Engineering position to work half-time for the Waterworks District will accelerate the implementation of needed capital projects. It should be noted that a reduction of development-related staffing might result in a lower level of customer service for development projects in the event that development activity in the City increases in future years.

Allocation of 0.5 FTE Senior Engineer to Waterworks Engineering would provide the following General Fund budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 80,800</u>	
	Total	<u>\$ 80,800</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
Salaries and Benefits	<u>\$ 80,800</u>	
	Total	<u>\$ 80,800</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Assign One Senior Engineering Technician Position (Filled) to Sanitation and Waterworks - \$96,700 (0.74% of Budget)

PRIORITY: 13

Workload levels in the Sanitation and Waterworks Engineering Sections have increased due to a goal of implementing additional capital projects. Meanwhile, the workload and resultant revenue in citywide development-related activity has decreased. The assignment of one Senior Engineering Technician to Sanitation and Waterworks District Engineering activities will allow for accelerated implementation of needed capital projects. It should be noted that a reduction of development-related staffing might result in a lower level of customer service for development projects in the event that development activity in the City increases in future years.

Transfer of one Senior Engineering Technician to Sanitation and Waterworks Engineering would provide the following General Fund budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 96,700</u>	
	Total	<u>\$ 96,700</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 96,700</u>	
	Total	<u>\$ 96,700</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:     Assign One Public Works Inspector Position (Filled) to Sanitation and Waterworks - \$96,000 (0.73% of Budget)

PRIORITY:       14

Workload levels in the Sanitation and Waterworks Engineering Sections have increased due to a goal of implementing additional capital projects. Meanwhile, the workload and resultant revenue in citywide development-related activity has decreased. The assignment of one Public Works Inspector to Sanitation and Waterworks District Engineering activities will allow for accelerated implementation of needed capital projects. It should be noted that a reduction of development-related staffing might result in a lower level of customer service for development projects in the event that development activity in the City increases in future years.

Transfer of one Public Works Inspectors to Sanitation and Waterworks District Engineering would provide the following General Fund budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	\$ 96,000	
	Total	<u>\$ 96,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
Salaries and Benefits	\$ 96,000	
	Total	<u>\$ 96,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for One Tree Trimmer II Position (Vacant) - \$62,000  
(0.47% of Budget)

PRIORITY:        15

In reviewing Landscape Maintenance Section workload activity, it was determined that a reduction in staffing can be accomplished while maintaining the current workload. Therefore, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a reduction of staff would result in a lower level of customer service, longer response times for work requests, and fewer trees being trimmed. The workload associated with this position will continue to be monitored.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 62,000</u>	
	Total	<u>\$ 62,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 62,000</u>	
	Total	<u>\$ 62,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:     Allocate 25% of Graffiti Abatement Contract Expenses to the Community Development Agency (CDA) - \$12,500 (0.11% of Budget)

PRIORITY:       16

The Department has determined that 25% of its Graffiti Abatement activity occurs in CDA areas and that these expenses can be allocated to the CDA fund. Accordingly, the cost of salaries and benefits equivalent to 25% of a Community Services Specialist performing graffiti abatement activities is being allocated to the Community Development Agency through the City's Cost Allocation Plan. Staff is of the opinion that it would also be appropriate to allocate 25% of the cost of contract graffiti abatement to the CDA.

Allocation of these funds to CDA would provide the following General Fund budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	<u>\$ 12,500</u>	
	Total	<u>\$ 12,500</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	<u>\$ 12,500</u>	
	Total	<u>\$ 12,500</u>

POLICE DEPARTMENT  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications..... \$ 20,600

FY 2008-09 Approved Budget/Estimated Actual	\$25,000/\$24,800
FY 2007-08 Actual Expenditures	\$23,387

This account provides for:

CLETS access/Department of Justice	\$ 8,000
CLETS access/County of Ventura	10,300
Satellite TV for Mobile Command Post	900
Replacement Special Weapons Team headsets	300
Language translation at switchboard	500
Helmet microphone parts	600

Account 42200: Computer (Non-Capital) ..... \$ 7,000

FY 2008-09 Approved Budget/Estimated Actual	\$9,000/\$8,000
FY 2007-08 Actual Expenditures	\$13,691

This account is for the following software:

Legal Sourcebook – site license	\$ 1,400
Visio software upgrade	1,000
Annual support for investigative software; i2, Crime link & Isys	2,000
Miscellaneous computer non-capital items	500
Pen Link annual support	1,400
On-Line Drug Identification System	100
Training management software support	600

Account 42230: Office Supplies ..... \$ 35,300

FY 2008-09 Approved Budget/Estimated Actual	\$36,800/\$36,000
FY 2007-08 Actual Expenditures	\$32,269

This account provides for the purchase of various office and related supplies including color printer cartridges that are essential to the effective management and operation of the Department and its respective programs.

Account 42310: Rentals ..... \$ 17,800

FY 2008-09 Approved Budget/Estimated Actual	\$18,500/\$18,300
FY 2007-08 Actual Expenditures	\$11,273

This account is used for the following rentals:

Vehicle rental for covert operations	\$ 2,300
Rental of Firearms Training Simulator	3,500
Rental of Angeles, VSO, etc. for SWAT and Outdoor Rifle Range	12,000

Account 42410: Uniform/Clothing Supplies ..... \$ 232,400

FY 2008-09 Approved Budget/Estimated Actual	\$264,400/\$245,200
FY 2007-08 Actual Expenditures	\$254,708

This account is used for the following:

Civilian uniforms	\$ 2,400
Citizens on Patrol and Volunteer uniforms	1,500
New and replacement S.E.S. uniforms and raid gear	1,200
Ballistic vests for new Officers	4,200
Annual Uniform Allowance	188,800
PSA and Dispatch cleaning allowance	10,800
Sworn Officer uniforms	10,000
Motorcycle uniforms	900
Uniform replacement and badge repair	3,500
Replacement motorcycle helmets	800
Helmets and face shields for new officers	1,500
Replacement helmets	3,700
Honor Guard uniform and equipment	600
Maintenance Worker uniform	800
Maintenance Worker boot allowance	300
Safety equipment (gloves & raid jackets)	400
New and replacement CNT/SWT uniforms	1,000

Account 42440: Memberships & Dues ..... \$ 5,100

FY 2008-09 Approved Budget/Estimated Actual	\$5,200/\$4,800
FY 2007-08 Actual Expenditures	\$4,928

Law Enforcement Intelligence Unit	\$ 500
International Association of Police Chaplains	250
International Chiefs of Police	250
California Peace Officers Association (Lieutenants, Deputy Director/	

Police Administration, Captains and Chief)	700
California Police Chiefs Association	600
Municipal Management Assistants of Southern California	100
National Emergency Number Association	400
Associated Public Communication Official	100
California Reserve Police Officers Association	500
California Narcotics Officers Association	250
California Tactical Officers Association	100
California Association of Hostage Negotiators	450
California Law Enforcement Association of Records Supervisors	150
California Association of Police Training Officer	50
California CLETS Users Group	150
California Crime Prevention Officers	50
Crime Analysis Association	100
California Association of Property & Evidence	150
California Background Investigators Association	100
California Rangemaster Association	150

Justification for increase over FY 2008-09 Estimated Actual:

The Department added three memberships in the California Reserve Police Officer Association at a cost of \$300, in anticipation of an increase of three people in the Reserve program.

Account 42450: Subscriptions & Books ..... \$ 2,000

FY 2008-09 Approved Budget/Estimated Actual	\$2,700/\$2,300
FY 2007-08 Actual Expenditures	\$3,208

Dispatcher training manuals	\$ 250
Vehicle/Penal Codes	300
Annual newspaper subscriptions	200
Crime Analysis updates	100
Kelly Blue Books (Annual)	300
K-9 handler periodicals	100
Auxiliary Services subscriptions and books	200
Dispatch 911 Magazine	50
Specialized reference material	100
Chilton Manuals	100
Haines Criss/Cross Directory	300

Account 42500: Fuel and Lubricants ..... \$ 330,800

FY 2008-09 Approved Budget/Estimated Actual	\$363,500/\$309,000
FY 2007-08 Actual Expenditures	\$338,055

This account provides for the gasoline and lubricants needed to operate police vehicles.

Account 42650: Operating Supplies ..... \$ 192,800

FY 2008-09 Approved Budget/Estimated Actual	\$295,700/\$285,800
FY 2007-08 Actual Expenditures	\$265,975

The Operating Supplies Account is used for the purchase of ammunition, vehicle and motorcycle replacement equipment, K-9 food and supplies, surveillance supplies, and accident investigation supplies, etc. The Operating Supplies Account funds the following purchases:

Administration	\$ 500
Dispatch	3,100
Patrol	24,700
Special Operations Unit	9,700
Detectives	5,200
Fiscal Service	1,800
Maintenance	54,500
Auxiliary Services	84,700
Traffic	8,600

Account 42780: Out-of-County Investigation..... \$ 3,500

FY 2008-09 Approved Budget/Estimated Actual	\$5,000/\$4,000
FY 2007-08 Actual Expenditures	\$3,204

These funds provide for travel in pursuit of evidence and suspects who have committed major crimes in Simi Valley and have fled from the area.

Account 42770: Recruitment ..... \$ 24,300

FY 2008-09 Approved Budget/Estimated Actual	\$31,300/\$26,000
FY 2007-08 Actual Expenditures	\$30,406

This account provides for the following:

Outside background investigations for civilians and volunteers	\$ 9,000
Trade fair expos	200
Pre-employment physicals	4,500
Pre-employment psychological exams	4,000
Polygraph exams	3,200
Credit checks	400
Background Investigator travel	2,000
Recruitment Committee advertising and supplies	1,000

Account 42760: P.O.S.T. Training..... \$ 78,700

FY 2008-09 Approved Budget/Estimated Actual	\$83,000/\$79,000
FY 2007-08 Actual Expenditures	\$86,769

This account was established in FY 1983-84 to provide Training courses that are partially or fully reimbursable to the City through the California Commission on Peace Officer Standards and Training (P.O.S.T.).

Account 42720: Travel, Conferences, Meetings ..... \$ 13,700

FY 2008-09 Approved Budget/Estimated Actual	\$15,500/\$11,600
FY 2007-08 Actual Expenditures	\$13,142

This account provides for attendance at selected professional association meetings and conferences to enhance staff's knowledge of current information in each specialty. The following travel and conferences are projected for Fiscal Year 2009-10:

- 1 - California Peace Officers Association (CA) 800
- 1 - California National Emergency Number Association (So. CA) 250
- 1 - California Public Radio Association Conference (So. CA) 250
- 6 - California Narcotics Officer Association Bi-Monthly Mtgs. (Ventura) 600
- 1 - Calif. Law Enf. Assoc. of Records Supervisors Conf. (So. CA) 900
- 1 - California CLETS Users Groups Conference (So. CA) 300
- 1 - California Crime Analysis Conference (CA) 700
- 1 - W.S.I.N (Western States Info. Network) Conference (So. CA) 1,000
- 1 - C.N.O.A. (Calif. Narcotics Officers Assoc.) Conference (CA) 1,000
- 1 - California Association of Tactical Officers Conference 1,000
- 3 - Versaterm Conference (Austin, Texas) 4,900
- 5 - Versa-West (CA) 1,500
- 2 - California Peace Officer Memorial (Sacramento, CA) 500

Justification for increase over FY 2008-09 Estimated Actual:

The increase over FY 2008-09 Estimated Actual is due to the Versaterm Conference for \$4,900 being moved from the Training Account.

Account 42730: Training..... \$ 8,700

FY 2008-09 Approved Budget/Estimated Actual	\$23,300/\$9,300
FY 2007-08 Actual Expenditures	\$36,738

Non-P.O.S.T. Training includes:

- 5 - Chief and Division Manager training \$ 2,100
- 2 - Chaplain training (So. CA) 600

Special Weapons Team training (LAPD Basic and EMT)	1,500
4 - Computer training (So. CA)	200
4 - Dispatch training (So. CA)	500
2 - California Association of Property and Evidence (So. CA)	1,500
5 - Calif. Law Enforcement Telecommunications System (CLETS) (So. CA)	600
1 - Crime Scene Investigator training	600
1 - Crime Analyst training (CA)	600
CIT Program training	200
1 - Voice Stress Analyst Training	300

Account 42790: Mileage ..... \$ 1,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2007-08 Actual Expenditures	\$1,676

This account provides mileage reimbursement when officers are required to appear in court and when City vehicles are not available. Additionally, mileage reimbursement is provided to civilian employees when travel is necessary in their assignment.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 973,700

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services ..... \$ 162,400

FY 2008-09 Approved Budget/Estimated Actual	\$163,000/\$172,200
FY 2007-08 Actual Expenditures	\$156,770

This account provides for the following:

Ventura County District Attorney Witness Coordination	\$ 19,500
Legal medicals and pre-custody medicals	15,500
Specialized services (towing and impounding evidence, evidence analysis, translators)	5,000
DNA analysis	2,000
Drug screening	600
Canine vet, boarding and clipping fees	6,000
Sec. 22852 CVC refunds	3,000
CPR class material	800
Blood extractions for DUI's	4,800
Towing of abandoned vehicles	1,000
Legal assistance with police matters	13,000
DOJ fingerprint processing	5,000
Custom computer programming	1,000

Skip tracing information services	3,000
High Tech Task Force	44,800
CSI certification testing	700
Towing, storage, unlocking for seized vehicles	500
Professional service contract for K-9	5,000
Surveillance services	25,000
Locksmith services for search warrants	500
Forced blood draws with AMR	2,700
AMR court time	3,000

Account 44310: Maintenance of Equipment ..... \$ 355,200

FY 2008-09 Approved Budget/Estimated Actual	\$372,900/\$369,200
FY 2007-08 Actual Expenditures	\$367,488

Communications maintenance	\$ 20,000
Equipment maintenance	21,200
Elevator maintenance	3,000
Gate maintenance	5,000
Fire sprinkler maintenance	2,000
Fire alarm maintenance	6,000
Emergency generator maintenance	6,000
ASCO switch maintenance	1,800
Office equipment maintenance	2,300
Security System maintenance agreement & hardware	16,000
Fleet maintenance	64,200
Installation of equipment in vehicles	11,000
Public Works Department maintenance of vehicles	189,300
Air Pollution Control District annual permit	500
State Board of Equalization permit	800
Underground storage tank permit	500
Emergency generator permit	500
Underground storage tank testing	900
Gasoline dispenser testing	900
Environmental Health permit (hazardous materials)	2,100
Air filtration system maintenance (Property Room)	1,200

SUBTOTAL – SERVICES \$ 517,600

TOTAL – CURRENT EXPENSES \$ 1,491,300

POLICE DEPARTMENT  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     Replacement of the Voice Logging Equipment and Five-Year Maintenance Agreement - \$33,600

PRIORITY:    1

The Department is requesting authorization to replace the Dictaphone Freedom System voice logging equipment. Recording the telephone calls and radio communications associated with the operations of the Police Department, referred to as “liability recording”, is a critical mission without room for error or failure. The Department must take steps necessary to ensure that what is often “best evidence” is preserved and available.

The current equipment was purchased in 2004. This equipment has become obsolete, has required minor repairs, and has experienced significant system failures including total failure of the hard drive requiring replacement.

Staff has also experienced soaring annual maintenance service contract expenditures. For Fiscal Year 2007-08 the cost was \$12,869, and the Fiscal Year 2008-09 cost was \$13,335. Staff has received a quote of \$6,100 for maintenance for the period July 1, 2009 through February 28, 2010, at which time the vendor will discontinue support for this product. It is expected that the maintenance cost for March through June of 2009 from a third-party supplier will cost a minimum of \$6,000.

The requested replacement equipment will combine the latest technology and ease of operation. In addition to current functionality, the Department will be able to obtain secure, browser-based access to recording from any Internet connected PC, thus allowing staff to configure and manage the system, monitor and archive calls, or query and replay recordings at any time.

The cost to purchase the new equipment is approximately \$26,200. This includes a one-year warranty on the hardware and maintenance for one year on the software. Due to the potential liability associated with use of this type of equipment and future cost increases to maintain it, the Department is recommending that an extended maintenance agreement for years 2 through 5 be purchased at an additional cost of \$16,500. The maintenance agreement provides for 24/7 coverage on hardware and software, local on-site technician service, and a four-hour response time.

FISCAL YEAR 2009-10 COSTSCurrent Expense

Maintenance Agreement for unit to be replaced	<u>(\$ 9,100)</u>	
	Subtotal	(\$ 9,100)

Capital Outlay

Voice Logging Hardware and Software	\$ 26,200	
Extended Maintenance Agreement	<u>16,500</u>	
	Subtotal	<u>\$ 42,700</u>
	Total	<u>\$ 33,600</u>

RECURRING ANNUAL COSTS (SAVINGS)Current Expense

Maintenance Agreement for unit to be replaced	<u>\$ 9,100</u>	
	Total	<u>\$ 9,100</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Linen Services - \$1,300 (.01% of Budget)

PRIORITY:            1

The Department has provided linen services in the Police Facility locker room for sworn personnel since September 2003. If this service were eliminated, personnel would be required to provide their own towels and laundry services.

The elimination of funding for this service would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Operating Supplies	\$ <u>1,300</u>	
	Total	\$ <u>1,300</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Operating Supplies	\$ <u>1,300</u>	
	Total	\$ <u>1,300</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Part-Time Work Experience Clerk Position in Records (Filled) - \$6,500 (.03% of Budget)

PRIORITY: 2

The Work Experience/Clerk assigned to the Records Unit files reports and other related paperwork. It has been difficult to keep filing up to date due to vacancies in Records. If this position were eliminated, filing in the Records Unit would be shifted back to the Police Records Technicians and completed when time permitted.

The elimination of funding for this position would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary	<u>\$ 6,500</u>	
	Total	<u>\$ 6,500</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salary	<u>\$ 6,500</u>	
	Total	<u>\$ 6,500</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Part-Time Work Experience Maintenance Worker Position (Filled) - \$6,500 (.03% of Budget)

PRIORITY:            3

The Work Experience/Maintenance position performs a variety of tasks including cleaning up the Police Facility garage area, stocking supplies, assisting with vehicles and other general maintenance duties. If this position were eliminated, the support staff in the Maintenance Unit would complete these tasks.

The elimination of funding for this position would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary	\$     6,500	
	<u>Total</u>	<u>\$     6,500</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salary	\$     6,500	
	<u>Total</u>	<u>\$     6,500</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduction in Fleet/DARE Van - \$30,500 (.11% of Budget)

PRIORITY:            4

The DARE Program was suspended in December 2008 and two DARE positions were eliminated at that time. The Department does not anticipate the return of this program until new funding becomes available; therefore this van could be eliminated from the Police Department's fleet.

This reduction to the fleet would result the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Fuel and Lubricants	\$ 1,000	
	Subtotal	\$ 1,000
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	\$ 22,200	
Contribution to Vehicle Replacement Fund	2,300	
	Subtotal	\$ 24,500
<u>Revenue</u>		
Sale of Surplus Property	\$ 5,000	
	Subtotal	\$ 5,000
	Total	<u>\$ 30,500</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Fuel and Lubricants	\$ 1,000	
	Subtotal	\$ 1,000
<u>Transfer to Vehicle Fund</u>		
Contribution to Vehicle Replacement Fund	\$ 2,300	
	Subtotal	\$ 2,300
	Total	<u>\$ 3,300</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduction in Fleet/One BMW Motorcycle - \$35,300 (.14% of Budget)

PRIORITY:            5

With the creation of the Youth Services Officer in 2007, two Motor Officer positions were eliminated. The City currently has five Motor Officer positions and one Sergeant Motor Officer position. One motorcycle was replaced with a sedan. A second motorcycle can now be eliminated from the fleet.

This reduction to the fleet would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Fuel and Lubricants	\$        500	
	Subtotal	\$        500
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	\$       25,000	
Contribution to Vehicle Replacement Fund	7,800	
	Subtotal	\$      32,800
<u>Revenue</u>		
Sale of Surplus Property	\$       2,000	
	Subtotal	\$       2,000
	Total	<u>\$     35,300</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Fuel and Lubricants	\$        500	
	Subtotal	<u>\$        500</u>
<u>Transfer to Vehicle Fund</u>		
Contribution to Vehicle Replacement Fund	\$       7,800	
	Subtotal	<u>\$       7,800</u>
	Total	<u>\$       8,300</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduction in Fleet/Two Off-Road Motorcycles - \$21,900 (.08% of Budget)

PRIORITY:            6

The Department currently has four off-road motorcycles. Off-road calls for service have diminished in the last few years. Therefore two of the motorcycles could be eliminated from the fleet.

This reduction to the fleet would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	\$ 17,000	
Contribution to Vehicle Replacement Fund	<u>2,900</u>	
	Subtotal	<u>\$ 19,900</u>
<u>Revenue</u>		
Sale of Surplus Property	<u>\$ 2,000</u>	
	Subtotal	<u>\$ 2,000</u>
	Total	<u>\$ 21,900</u>

RECURRING ANNUAL SAVINGS

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	<u>\$ 2,900</u>	
	Subtotal	<u>\$ 2,900</u>
	Total	<u>\$ 2,900</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduction in Overtime/Fourth of July - \$15,000 (.05% of Budget)

PRIORITY:            7

For many years the Police Department has assigned staff for the Fourth of July event. This event requires overtime, as patrol and other police functions must be managed at the same time. If the Department eliminated funding for this event, required staffing and associated costs would be charged to the organizers.

This reduction in overtime would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 15,000	
	Total	<u>\$ 15,000</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Overtime	\$ 15,000	
	Total	<u>\$ 15,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduction in Overtime/Simi Valley Days - \$25,000 (.09% of Budget)

PRIORITY:            8

For many years the Police Department has contributed staffing for Simi Valley Days. This event uses a large number of Officers to close off streets for the parade, as well as to provide security at the carnival and music events. If the Department discontinued this service the event could be staffed through the existing Special Event process with the organizer paying for associated costs.

This reduction in overtime would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 25,000	
	<u>Total</u>	<u>\$ 25,000</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Overtime	\$ 25,000	
	<u>Total</u>	<u>\$ 25,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduction in Overtime/Explorer Post - \$30,000 (.11% of Budget)

PRIORITY:            9

The Police Department's Explorer Program provides young men and women the opportunity to learn all aspects of law enforcement. In order to run this program, Department staff is used to teach explorers in the academy, provide supervision at work assignments, and take them to various competitions and events throughout the year. Since this is an ancillary assignment for most advisors these activities are carried out most often on overtime. If the overtime account is reduced, staff would only hold one meeting per week, any event participation would be while on duty at straight time, and there would be no outside activities or academy unless authorized by the Chief of Police.

This reduction in overtime would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 30,000	
	<u>Total</u>	<u>\$ 30,000</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Overtime	\$ 30,000	
	<u>Total</u>	<u>\$ 30,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Police Records Technician Position (Vacant)  
                                  - \$70,800 (.23% of Budget)

PRIORITY:            10

Currently, there are seven Police Records Technicians I/II and two Senior Police Records Technicians in the Records Unit. The Police Records Technicians I/II positions electronically process, transcribe and audit over 40,000 police reports that include arrests, crimes, incidents, street contacts, stolen/lost property, names, locations and offense codes. Accuracy of these reports and data fields are vital to a healthy and clean RMS system, which ensures extraction of investigative data is correct, allowing for the identification of suspects that ultimately lead to arrests and case clearances. Maintaining the integrity of the RMS system also controls the build up of duplicate names and corrupt locations. If this position were eliminated, transcription and access to instantaneous police data would be delayed, the hours of internal and external customer service would be somewhat curtailed and the Senior Police Records Technicians would need to cover additional shifts and take on more of the day-to-day duties to keep up with the workload. Any lapse in transcription will also delay state and federal reporting such as Uniform Crime Reports, which are used to produce "safe city" statistics. Without sufficient Records Division staff, the impact to Mobile Report Entry could result in Police Officers taking on clerical duties, Dispatchers taking on more CLETS/NCIC responsibilities, and other manual Records Division tasks piling up, resulting in backlogs of filing, imaging and purging.

The elimination of funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 70,800	
	<u>Total</u>	<u>\$ 70,800</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 70,800	
	<u>Total</u>	<u>\$ 70,800</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Police Services Assistant Position (Vacant) - \$66,000 (.22% of Budget)

PRIORITY: 11

The Police Services Assistant position in the Detective Unit monitors sex, arson, and drug offenders who reside in the City of Simi Valley and provides back up to subpoena tracking. If this position were eliminated, these duties would have to be transferred to the Crime Scene Investigation Section. Elimination of this position would delay daily evidence processing and fingerprint comparisons.

The elimination of funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 66,000	
	<u>Total</u>	<u>\$ 66,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 66,000	
	<u>Total</u>	<u>\$ 66,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for One K-9 and Equipment - \$53,300 (.04% of Budget)

PRIORITY:            12

There are currently four K-9 Officers assigned to the Patrol Unit. They are used to search for drugs as well as apprehend violent, non-compliant suspects. If one K-9 and equipment were eliminated, it would decrease canine coverage and reduce their availability on all watches. It would also expose Patrol officers to greater danger in situations now faced by the canine, especially when searching for armed subjects. Reduction of one K-9 and equipment would provide one additional patrol shift per week, through the elimination of the required canine training. The handler would return to Patrol and the K-9 vehicle would be refurbished and returned to the fleet.

This reduction would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$        7,000	
	<u>Subtotal</u>	<u>\$        7,000</u>
<u>Current Expenses</u>		
Operating Supplies	<u>2,300</u>	
	Subtotal	<u>2,300</u>
<u>Professional Services</u>		
Veterinarian Services	<u>2,800</u>	
	Subtotal	<u>2,800</u>
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	30,400	
Contribution to Vehicle Replacement Fund	<u>7,800</u>	
	Subtotal	<u>38,200</u>
<u>Revenue</u>		
Sale of Surplus Property	\$        3,000	
	Subtotal	<u>\$        3,000</u>
	Total	<u>\$    53,300</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 7,000	
	Subtotal	\$ 7,000

Current Expenses

Operating Supplies	2,300	
Maintenance of Equipment	2,500	
	Subtotal	4,800

Professional Services

Veterinarian Services	2,800	
	Subtotal	2,800

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	7,800	
	Subtotal	7,800

Total	\$ 22,400
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POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Reduce Full-Time Court Officer Position to Three-Quarter Time (Filled)  
                                  - \$25,700 (.09% of Budget)

PRIORITY:            13

The Court Officer position is responsible for filing all criminal investigations at the District Attorney's Office. The Court Officer is also responsible for the delivery of criminal evidence to and from the District Attorney's Office and, on occasion, to and from the Medical Examiner's Office, Public Defender's Office, Probation Department, and various Ventura County Sheriff's Department entities (Crime Lab, jail and court facilities, Emergency Services Office, High Tech Task Force, Warrant Detail, Records Unit, Civil Division). In addition, the Court Officer is responsible for the assignment and tracking of all investigative follow-up and completes all warrant declarations requested by the District Attorney's Office. This position requires occasional courtroom testimony. Due to the constant court filing requirements, this position works a five-day workweek.

Approval of this item would reduce this position from 40 hours per week to 30 hours per week with the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ <u>25,700</u>	
	Total	\$ <u>25,700</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ <u>25,700</u>	
	Total	\$ <u>25,700</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Reduce Full-Time Administrative Aide Position to Three-Quarter Time (Filled)- \$26,100 (.09% of Budget)

PRIORITY: 14

The Administrative Aide assigned to Auxiliary Services is responsible for managing all Department training. This includes all Police Officer Standards and Training (POST), which are required in order to stay in compliance with the State standards for all law enforcement personnel. This person also completes all conference and training requests. In addition, as the POST training coordinator, the Administrative Aide must input all information into the Training Management System as required by POST for auditing purposes. If this position were reduced to three-quarter time, tasks that could not be completed within the reduced schedule would be reassigned to other civilian or sworn employees and completed as time permits.

The reduction in funding for this position would result in the following budget savings:

Personnel

Salary and Benefits	\$ <u>26,100</u>	
Total		\$ <u>26,100</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits	\$ <u>26,100</u>	
Total		\$ <u>26,100</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Part-Time Victim Advocate Position (Filled) - \$31,500 (.11% of Budget)

PRIORITY: 15

The Victim Advocate provides a myriad of services to victims of crime including testifying in court, finding safe shelter and transportation, filing civil orders, and family mediation. If this position were eliminated, crime victims would be referred to the Ventura County District Attorney's Office.

The elimination of funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 31,500</u>	
Total		<u>\$ 31,500</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 31,500</u>	
Total		<u>\$ 31,500</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Youth Services Officer Position (Filled) -  
\$175,700 (.61% of Budget)

PRIORITY:            16

The Youth Services Officer works with at-risk youths in the community and provides intervention and counseling for at-risk youth and their parents. The Youth Services Officer is responsible for managing the Department's Juvenile Diversion Program. This Program provides first-time juvenile offenders the opportunity to participate in a diversion program, rather than being subjected to the Juvenile Justice System. This position is pivotal in addressing issues early, so that juveniles do not become involved in other more aberrant behavior. If this position were eliminated, the Program would be discontinued.

The elimination of funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 150,200	
Annual Leave Cash-Out	(11,800)	
	Subtotal	\$ 138,400
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuels and Lubricants	1,000	
	Subtotal	\$ 3,600
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	\$ 26,700	
Contribution to Vehicle Replacement Fund	4,000	
	Subtotal	\$ 30,700
<u>Revenue</u>		
Sale of Surplus Property	\$ 3,000	
	Subtotal	\$ 3,000
	Total	\$ 175,700

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 150,200	
	<u>Subtotal</u>	<u>\$ 150,200</u>

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	<u>1,000</u>	
	<u>Subtotal</u>	<u>\$ 3,600</u>

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 4,000	
	<u>Subtotal</u>	<u>\$ 4,000</u>
	Total	<u>\$ 157,800</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Police Captain Position (Filled) - \$269,000  
(.94% of Budget)

PRIORITY: 17

Each Captain in the Department is assigned a Division of sworn/civilian personnel to manage. These divisions include Support Services, Investigations, and Operations. Each Division is responsible for distinct operational areas of the Department. If one Captain were to be eliminated, the responsibility for the Investigative Division would be transferred to the remaining sworn administrative staff.

The Investigative Division is comprised of the Detective Unit, the Special Operations Unit, and the Special Weapons and Tactics Team (SWAT). This Division has a total of 38 employees, including two Lieutenants, five Sergeants, five civilian support staff, and 26 sworn Officers/Detectives. In addition, the 18 Officers/Sergeants whose ancillary assignment is the SWAT Team are the responsibility of the Investigative Division. The Investigative Division is comprised of the second largest group of employees within the Department and its yearly operations account for approximately 22% of the Department's overall budget.

The Units of this Division are responsible for all felony and specific misdemeanor crime investigations, community policing, gang suppression, street crimes enforcement, narcotics investigation, crime scene investigation, victim services, Department-wide subpoena tracking, registrant of narcotics and sex offenders, and monitoring the Department's participation in the Ventura County Combined Agency Task Force.

The duties of the Investigative Division Captain include serving as the acting Police Chief, recommending and administering Department policies and procedures, developing the divisional budget, setting Division goals and objectives, monitoring Unit progress and accomplishments, controlling budgeted expenditures, coordinating Department activities with other law enforcement agencies and City Departments, interfacing with City staff on community policing projects, overseeing serious or complicated criminal or personnel investigations, representing the Department to elected officials and the media, and providing staff assistance to the Chief of Police.

Additionally, the Investigative Division Captain oversees the Department's Federal and State grant program. This includes identifying grant availability, developing grant applications, and coordinating the application process for government or private assistance funds. This member of the command staff also serves on the Ventura County State Homeland Security Program (SHSP) Recommending Committee, which is responsible for the yearly review and forwarding of recommended SHSP projects to the County's approving body.

If the Department's command staff were to be reduced by one Captain position, those duties would be reassigned to the other two Captains and the Chief of Police. This increased burden of responsibility could result in less scrutiny of daily operations of the Detective Unit, Special Operations Unit, and SWAT Team; delayed responses to community, press, or elected official

inquiries regarding special projects or concerns; reduction in staff support of Department projects; and possible loss of grant revenue funds.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 243,700	
Annual Leave Cash-Out	(12,000)	
	<u>Subtotal</u>	<u>\$ 231,700</u>
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,000	
	<u>Subtotal</u>	<u>\$ 3,600</u>
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	\$ 26,700	
Contribution to Vehicle Replacement Fund	4,000	
	<u>Subtotal</u>	<u>\$ 30,700</u>
<u>Revenue</u>		
Sale of Surplus Vehicle	\$ 3,000	
	<u>Subtotal</u>	<u>\$ 3,000</u>
	Total	<u>\$ 269,000</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salary and Benefits	\$ 243,700	
	<u>Subtotal</u>	<u>\$ 243,700</u>
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,000	
	<u>Subtotal</u>	<u>\$ 3,600</u>
<u>Transfer to Vehicle Fund</u>		
Contribution to Vehicle Replacement Fund	\$ 4,000	
	<u>Subtotal</u>	<u>\$ 4,000</u>
	Total	<u>\$ 251,300</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Police Maintenance Technician Position  
(Filled) - \$70,500 (.25% of Budget)

PRIORITY:            18

The Police Maintenance Technician is responsible for the maintenance of all police vehicles. This includes light bars, computers, unitrols, sirens, lights, and other types of equipment.

All police vehicles require service on a regular basis, and the Police Maintenance Technician keeps track of these service dates and also works with all the operational issues involving vehicles. If more than four vehicles are down at any given time, it impacts Patrol Division deployment. If this position is eliminated, there will be less time to deliver and return vehicles needing maintenance to and from the vehicle maintenance area at the Public Services Center. On a day-to-day basis, this position is also responsible for making minor repairs to both vehicles and the Police Facility building, troubleshooting problems, and contacting outside vendors as needed.

Deletion of this position would result in the Senior Police Maintenance Technician assuming all responsibility for fleet and building maintenance. The result would be an increase in the use of outside contractors and the resultant cost needed to perform installation of equipment in police vehicles. Additionally, there would be longer response times and less staff to respond to multiple demands during emergency situations. It is currently very difficult to keep up with the demands placed on the maintenance staff, and there has been no increase in staffing for more than ten years.

		Budget Reductions
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 74,000	
Annual Leave Cash-Out	(4,500)	
	Subtotal	\$ 69,500
<u>Current Expenses</u>		
Operating Supplies	\$ 1,000	
	Subtotal	\$ 1,000
	Total	\$ 70,500

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 74,000	
	<u>Subtotal</u>	<u>\$ 74,000</u>

Current Expenses

Operating Supplies	\$ 1,000	
	<u>Subtotal</u>	<u>\$ 1,000</u>
	Total	<u>\$ 75,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Secretary Position in Administration (Filled)  
                                  - \$62,700 (.22% of Budget)

PRIORITY:            19

The Police Department currently has two Secretaries and one Administrative Secretary assigned to Administration. This Secretary position provides support to one Captain and the Deputy Director/Police Administration, which includes the processing of employee evaluation, personnel action, and numerous other forms for the staff they supervise. This position also develops graphics, video, and PowerPoint presentations for Department staff and maintains the Department's photograph archive.

This position acts as Recording Secretary for the Community Crime Prevention Task Force, including coordinating mailings to Task Force members, setting up for meetings, and preparing minutes. This position also monitors the Department's section of the City Website, makes changes as required, and posts notices inviting bids, calendar items, and agendas.

This Secretary prepares the draft biweekly Activity Report from the Chief of Police to the City Manager from material taken from daily Watch Commanders' Logs and biweekly Unit Reports and edits and distributes the Report after review. The position also sorts and distributes the daily mail for the entire Department, opens and routes mail for the Records Unit, prepares and submits monthly fax and copier reports for the Department, maintains and distributes the Emergency Operations Center weekly calendar, and oversees quarterly cell phone invoice audits.

If this position were eliminated, secretarial tasks performed by this position would be transferred to the other Secretaries in the Administrative Office and graphics support would be eliminated.

	Budget Reductions
<u>FISCAL YEAR 2009-10 SAVINGS</u>	
<u>Personnel</u>	
Salary and Benefits	\$ 67,200
Annual Leave Cash-Out	(4,500)
	Total
	\$ 62,700

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salary and Benefits	\$ 67,200
	Total
	\$ 67,200

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Secretary Position in Fiscal Services (Filled) - \$62,700 (.22% of Budget)

PRIORITY:            20

The Secretary in the Fiscal Services Unit is responsible for central supplies and providing secretarial services for the five Fiscal Services staff members. In addition, the Secretary enters payroll on a weekly basis and types updates to Unit Orders. This position also takes minutes at the monthly volunteer meeting, tracks volunteer hours, and updates numerous business permit spreadsheets.

If this position were eliminated, these tasks would be transferred to other staff within the Fiscal Services Unit and completed on a priority basis.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 67,200	
Annual Leave Cash-Out	(4,500)	
	Total	\$ 62,700
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 67,200	
	Total	\$ 67,200



POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Lieutenant Position in the Operations Division (Filled) – \$206,500 (.72% of Budget)

PRIORITY:            22

The Operations Division Administrative Lieutenant works as a Watch Commander and is responsible for Patrol purchasing, deployment schedules, and all roll call training. Using a Sergeant to provide Watch Commander coverage and combining the responsibilities of the Traffic Lieutenant and the patrol administrative functions will allow for the reduction of one Operations Division Lieutenant.

Deletion of this position will provide the following budget reductions:

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 215,900
Annual Leave Cash-Out	(12,000)
	Subtotal
	\$ 203,900
 <u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	1,000
	Subtotal
	\$ 2,600
	Total
	\$ 206,500

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salary and Benefits	\$ 215,900
	Subtotal
	\$ 215,900
 <u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	1,000
	Subtotal
	\$ 2,600
	Total
	\$ 218,500

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Sergeant Position (Filled) - \$180,100 (.63% of Budget)

PRIORITY:            23

Currently, two Sergeants supervise nine sworn positions in the Traffic Division. Additionally, a Community Services Specialist supervises eight Police Service Assistants. Eliminating one Sergeant and redistributing the responsibilities would reduce the response time to citizen parking and abandoned vehicle complaints and inquiries, as well as the processing of traffic related data. In addition, the span of control for the remaining Traffic Sergeant would be increased to nine.

Deletion of this position would provide the following savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 189,300	
Annual Leave Cash-Out	(11,800)	
	Subtotal	\$ 177,500
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
	Subtotal	\$ 2,600
	Total	\$ 180,100
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 189,300	
	Subtotal	\$ 189,300
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
	Subtotal	\$ 2,600
	Total	\$ 191,900

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Secretary Position in Auxiliary Services (Filled) - \$62,700 (.22% of Budget)

PRIORITY:            24

The Auxiliary Services Unit Secretary position is responsible for the following: processing of background packets for all prospective employees and volunteers; assisting the Detective who performs background checks with the sorting, mailing and distribution of Personal History Statements; providing clerical support for the Lieutenant and Sergeants; and completing Department Training Bulletins and Unit Orders.

This position also provides clerical support for the Training Coordinator and the Crime Prevention Unit, is being trained to assist the Detective Unit with the transfer of 9-1-1 recordings onto CDs for case filings with the District Attorney's Office, and administers the Cardkey/Pegasys Security System for the Police Department and City Hall, which includes assigning user rights for building access.

Additionally, the position prepares purchase orders and audits invoices for accuracy, works with Administrative Services Department staff on management of the Department of Justice Bulletproof Vest Grant Program, monitors Auxiliary Services Unit budgetary expenditures for accuracy, maintains the equipment inventory for the recruiter/background investigator, and manages the Knox-Box (emergency key) Program.

If this position were eliminated, the only clerical support in the Police Department would be in Administration and Detectives. Clerical assignments would be completed by other civilian and sworn staff on a priority basis.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 67,200
Annual Leave Cash-Out	<u>(4,500)</u>
	Total <u>\$ 62,700</u>
 <u>RECURRING ANNUAL SAVINGS</u>	
<u>Personnel</u>	
Salary and Benefits	<u>\$ 67,200</u>
	Total <u>\$ 67,200</u>



Revenue

Sale of Surplus Property	\$ 2,000	
	Subtotal	\$ 2,000
	Total	\$ 189,700
Reduction in Citation Revenue		\$ (12,500)
	Net Savings	\$ 177,200

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 153,200	
	Subtotal	\$ 153,200

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,000	
Operating Supplies	2,000	
	Subtotal	\$ 5,600

Services

Maintenance of Equipment	\$ 2,500	
	Subtotal	\$ 2,500

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	7,800	
	Subtotal	\$ 7,800

	Total	\$ 169,100
Reduction in Citation Revenue		\$ (12,500)
	Net Savings	\$ 156,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One K-9 Officer Position (Filled) - \$199,400  
                                  (.65% of Budget)

PRIORITY:            26

K-9's are used to search for drugs as well as apprehend violent, non-compliant suspects. If an additional K-9 Officer position were eliminated, it would decrease K-9 coverage and reduce their availability on all watches. It would also expose Patrol officers to greater danger in situations now faced by the K-9, especially when searching for armed subjects. Reduction of an additional canine would provide one additional patrol shift per week, through the elimination of the required canine training. Elimination of this position would reduce the Department K-9 Program to two.

Deletion of this position will provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 160,800	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 149,000</u>
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,500	
Operating Supplies	<u>2,300</u>	
	Subtotal	<u>\$ 6,400</u>
<u>Professional Services</u>		
Veterinarian Services	\$ 2,800	
	Subtotal	<u>\$ 2,800</u>
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	30,400	
Contribution to Vehicle Replacement Fund	<u>7,800</u>	
	Subtotal	<u>38,200</u>

Revenue

Sale of Surplus Property	\$ 3,000	
	<u>Subtotal</u>	\$ <u>3,000</u>
	Total	\$ <u>199,400</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 160,800	
	<u>Subtotal</u>	\$ <u>160,800</u>

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,500	
Operating Supplies	2,300	
	<u>Subtotal</u>	\$ <u>6,400</u>

Professional Services

Veterinarian Services	\$ 2,800	
	<u>Subtotal</u>	\$ <u>2,800</u>

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	7,800	
	<u>Subtotal</u>	<u>7,800</u>
	Total	\$ <u>177,800</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Deputy Director/Police Administration Position (Filled) – \$168,900 (.59% of Budget)

PRIORITY: 27

The Deputy Director/Police Administration is responsible for the management of the Fiscal Services, Maintenance, Records, and Crime Analysis units.

Fiscal Services is responsible for preparation and oversight of the Police Department budget, purchasing, permits, false alarms, payroll, General Orders, Ordinances, and central supplies.

The Records Unit is responsible for transcribing and processing over 40,000 reports a year, answering all incoming business lines, providing front counter services to the public, and providing internal counter services to Department staff. The Unit also processes medical billings, the sealing and expungement of records, Live Scan returns, CLETS entries and certifications, the retrieval of information from Cal-Photo, NCIC validations, and background checks for ride-a-longs. Further, Records Division staff also manages repossessions, tows, citation processing and subpoenas.

The Maintenance Unit is in charge of managing a fleet of 97 vehicles, as well as all the major systems in the buildings. These include the generators, gas pumps, gates, air conditioning, elevators, the security system and cameras. The maintenance staff must also process various permits and monitor all the State requirements for our gas dispensing and generator systems.

Crime Analysis Unit completes all the State and Federal mandated statistics, including the Uniform Crime Reports, Officers Assaulted or Killed in the Line of Duty, Domestic Violence, Violent Crimes involving Senior Citizens, and Hate Crimes. In addition, the Unit is responsible for tactical and operational crime analysis and acts as the clearing-house for most reports emanating from the Department. Crime analysis provides timely and accurate information regarding crime trends, patterns, bulletins and crime summaries for both the Police Department and surrounding law enforcement jurisdictions.

The Deputy Director also chairs the History Committee and is responsible for maintaining archives or old photos and important historical documents. If this position were eliminated, the Fiscal Services Unit would report to the Chief of Police and management of the other three units would be transferred to the three Captains.

The elimination of funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 180,900	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 168,900</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 180,900</u>	
	Total	<u>\$ 180,900</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Detective Position in the Special Investigations Section (Filled) - \$180,300 (.63% of Budget)

PRIORITY:            28

The Special Investigations Section is responsible for the enforcement of all narcotics and vice activity within the City. The Detectives assigned to this Section are involved in local investigations and conduct investigations in cooperation with County, State, and Federal narcotics task forces. The typical duties include investigation of reported narcotics sales activity, interview of all narcotics suspects arrested by Patrol, surveillance of locations at which suspicious activity has been reported, search warrant preparation, moving surveillances of narcotics suspects, and case preparation for offenders arrested for sales and distribution of narcotics.

Narcotics and vice investigations often require long hours of surveillance and coordination with other Detectives in order to successfully track suspects. If one Detective were eliminated, it would lessen the Section's ability to respond to citizen complaints of suspicious activity within a reasonable period of time, limit the effectiveness of surveillance operations, decrease the overall number of narcotics investigations, and reduce the amount of forfeited assets seized as a result of successful prosecutions of narcotics offenders.

Deletion of this position will provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 153,800	
Annual Leave Cash-Out	(11,800)	
	Subtotal	\$ 142,000
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,000	
Operating Supplies	1,000	
	Subtotal	\$ 4,600
<u>Transfer to Vehicle Fund</u>		
Accumulated Vehicle Funds	\$ 26,700	
Contribution to Vehicle Replacement Fund	4,000	
	Subtotal	\$ 30,700

Revenue

Sale of Surplus Property	\$ 3,000	
	Subtotal	\$ 3,000
	Total	\$ 180,300

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 153,800	
	Subtotal	\$ 153,800

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,000	
Operating Supplies	1,000	
	Subtotal	\$ 4,600

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 4,000	
	Subtotal	\$ 4,000
	Total	\$ 162,400

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Community Services Specialist Position in Crime Prevention (Filled) - \$103,400 (.36% of Budget)

PRIORITY:            29

The Community Services Specialist in Crime Prevention is currently responsible for the following programs: Every 15-Minutes; Neighborhood Watch; Business Watch; Business Alerts; Home Security Surveys; Community Crime Prevention Education; public appearances with McGruff; and school, senior, and personal safety programs.

The Crime Prevention Community Services Specialist is also in charge of overseeing the Police Department's Crime Free Multi-Housing Program. This program is in use nationwide and has proven to produce dramatic results in the area of reducing calls for service and crime overall. This program currently targets rental properties, with plans to expand in the near future to include hotels/motels and public storage facilities.

Elimination of the Community Services Specialist position in Crime Prevention would virtually eliminate all proactive crime prevention efforts.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 115,400	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 103,400</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salary and Benefits	\$ 115,400	
	Total	<u>\$ 115,400</u>



Revenue

Sale of Surplus Property	\$ 2,000	
	Subtotal	\$ 2,000
	Total	\$ 184,900
Reduction in Citation Revenue		\$ (12,500)
	Net Savings	\$ 172,400

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 153,200	
	Subtotal	\$ 153,200

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,000	
Operating Supplies	2,000	
	Subtotal	\$ 5,600

Services

Maintenance of Equipment	\$ 2,500	
	Subtotal	\$ 2,500

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 8,500	
	Subtotal	\$ 8,500
	Total	\$ 169,800
Reduction in Citation Revenue		\$ (12,500)
	Net Savings	\$ 157,300



RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	\$ 160,800	
	Subtotal	\$ 160,800

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,500	
Operating Supplies	2,300	
	Subtotal	\$ 6,400

Professional Services

Veterinarian Services	\$ 2,800	
	Subtotal	\$ 2,800

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 4,800	
	Subtotal	\$ 4,800
	Total	\$ 174,800

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Community Services Specialist in Traffic (Filled)  
                                  - \$103,400 (.36% of Budget)

PRIORITY:            32

The Community Services Specialist in Traffic handles the Private Property Vehicle Abatement Program, Oversized Vehicle/Recreational Vehicle On-Street Parking Abatement Program, Parking Enforcement Program, and the Abandoned Vehicle Program. All of these programs are designed to maintain an attractive community and to remove vehicles from streets where they create safety problems or a public nuisance. Additionally, the Community Services Specialist supervises all field Police Services Assistants, conducts mandated hearings on contested parking citations, evaluates and issues permits for temporary recreational vehicle parking, and oversees placement requests for the traffic radar trailers.

Elimination of this position would result in these programs being discontinued or possibly transferred back to the Community Services Department.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 115,400
Annual Leave Cash-Out	<u>(12,000)</u>
	Total <u>\$ 103,400</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salary and Benefits	\$ 115,400
	Total <u>\$ 115,400</u>

POLICE EMERGENCY SERVICES  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications ..... \$ 9,400

FY 2008-09 Approved Budget/Estimated Actual	\$6,400/\$6,400
FY 2007-08 Actual Expenditures	\$5,780

Community Room/EOC Data Service \$ 2,500  
Automated Notification System Annual Service/Support Contract 6,900

Justification for increase over FY 2008-09 Budget and Estimated Actual:

The Automated Notification System capabilities will be enhanced this year to allow self-registration of cellular telephone numbers. The City vendor is charging an additional \$3,000 per annum for this enhancement.

Account 42230: Office Supplies ..... \$ 400

FY 2008-09 Approved Budget/Estimated Actual	\$400/\$400
FY 2007-08 Actual Expenditures	\$344

This account provides for the purchase of materials and supplies essential to the effective management and operation of the Emergency Services Program and the Emergency Operations Center.

Account 42440: Memberships and Dues ..... \$ 200

FY 2008-09 Approved Budget/Estimated Actual	\$100/\$200
FY 2007-08 Actual Expenditures	\$160

Group membership in Southern California Emergency Services Association.

Justification for increase over FY 2008-09 Budget:

The membership category has been enhanced from two single memberships to one group membership. This allows all five Emergency Services staff members to benefit from membership.

Account 42560: Operating Supplies ..... \$ 7,000

FY 2008-09 Approved Budget/Estimated Actual	\$9,400/\$9,300
FY 2007-08 Actual Expenditures	\$8,903

Disaster Supplies Program (batteries, MRE's, water, hand tools, etc.) \$ 1,500

CERT/DSW Program 4,000

This item funds three major programs: maintenance of the Disaster Medical Logistics Trailer, material needs of the CERT program, and material needs of the Disaster Service Worker program. Equipment, supplies, and administrative costs include: helmets, gloves, respirators, eye protection, winter clothing, identification vests, shovels, pry bars, cribbing kits, first aid supplies, batteries, flashlights, headlamps, personal protective equipment, tools, and equipment, DSW fingerprinting, background investigation costs, and other similar items.

Emergency Operations Center 1,500

Supplies and equipment to keep the EOC operational, e.g., audio-visual equipment repair/replacement, scheduled equipment repair or replacement, facility maintenance, office supplies used in EOC, and two-way radio maintenance.

Account 42790: Mileage ..... \$ 800

FY 2008-09 Approved Budget/Estimated Actual	\$800/\$800
FY 2007-08 Actual Expenditures	\$922

Mileage reimbursement for staff and volunteers for meetings and training.

Account 42730: Training ..... \$ 2,500

FY 2008-09 Approved Budget/Estimated Actual	\$4,000/\$3,800
FY 2007-08 Actual Expenditures	\$4,130

CERT and DSW Platoon Training Costs (exercise/drill supplies, transportation fees, instructor fees, and training materials and supplies) \$ 1,000

City-wide CPR First Aid Program (Red Cross fees, instructor training fees, and equipment) 1,500

FY 2009-10  
REQUESTED  
 BUDGET

Account 42720: Travel, Conferences, Meeting.....\$ 1,100

FY 2008-09 Approved Budget/Estimated Actual	\$1,100/\$1,200
FY 2007-08 Actual Expenditures	\$2,808

California Emergency Services Association Training Conference, Central California (Community Services Specialist).

SUBTOTAL - SUPPLIES AND MATERIALS \$ 21,400

CURRENT EXPENSES - SERVICES

Account 44310: Maintenance of Equipment..... \$ 2,800

FY 2008-09 Approved Budget/Estimated Actual	\$2,800/\$2,800
FY 2007-08 Actual Expenditures	\$2,600

This account funds reimbursements to the Department of Public Works for the City vehicle assigned to Emergency Services.

SUBTOTAL - SERVICES \$ 2,800

TOTAL - CURRENT EXPENSES \$ 24,200

POLICE DEPARTMENT  
EMERGENCY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Community Services Specialist Position (Filled) - \$102,000 (23% of Budget)

PRIORITY:            1

The Community Services Specialist position was added to the Office of Emergency Services in FY 1999-00. The position was added because workload demands prevented the accomplishment of core emergency planning projects in a timely manner. This was due to a significant increase in the scope of work in Emergency Services since 1984

The original objectives of the program were to prepare and maintain the City's Multihazard Functional Plan and to conduct emergency management training and disaster exercises. Since the inception of the program, emergency management has evolved to include many other functions that are important to prepare a community for disasters. These additional functions include:

- Community education programs;
- Implementation and training in the Standardized Emergency Management System required by California law;
- Implementation and training in the National Incident Management System required by federal law;
- Implementation of federally-mandated Hazard Mitigation Planning;
- Community Emergency Response Team Program;
- Intergovernmental and public-private planning;
- Disaster recovery coordination;
- Maintenance of a 24-hour AM radio station;
- Maintenance of an emergency operations center;
- Response to multi-agency incidents to represent the City (HazMat, wildfires, structure fires, shootings, SWAT incidents);
- First aid training for City employees;
- Participation in federal and local grant programs;
- Emergency Planning for person with disabilities;
- Supervision of volunteers;
- Maintenance of a disaster supplies cache;
- Implementation of the Standardized Emergency Management System and the Incident Command System;
- Development of standard operating procedures for various City units;
- Incorporation of GIS technology for emergency management;
- Participation in State and County emergency management programs;
- Integration of Homeland Defense measures resulting from the identification of international terrorist threats.

The Community Services Specialist position is responsible for implementing Community Disaster Education, Emergency Management Training, and Emergency Planning functions, including:

- Community Emergency Response Team (CERT) Program
- The CERT Disaster Service Worker Platoon
- Community education programs (Annual Emergency Preparedness Expo)
- EOC and alternate EOC readiness
- Emergency Services facilities management
- Residential, school, and business emergency planning assistance
- Emergency Planning for the Disabled Program
- Volunteer coordination/supervision
- Employee SEMS training/orientation
- City First-Aid Training Program
- Disaster Exercise design and implementation
- Disaster supplies cache maintenance
- Field Incident Command Post preparedness and support

The current staffing pattern permits the timely accomplishment of the Emergency Services programs in a professional manner. This staffing pattern is consistent with the recommended size established by the International City Management Association (1991) and places Simi Valley on par with other similarly-sized cities committed to emergency management, including Burbank, Santa Monica, Beverly Hills, and Santa Clarita.

Discontinuing the Community Services Specialist position will significantly diminish the City’s ability to plan for, respond to, and recover from future disasters and acts of war. The loss of the Community Services Specialist will double the Emergency Services Coordinator’s workload during a time when the scope of domestic preparedness is increasing in response to national homeland defense initiatives.

Other significant impacts would be the reduction of training and readiness of the Community Emergency Response Team (CERT) Program and the Disaster Service Worker Team. Other impacts will include the indefinite postponement of the various exercises and training programs for City staff and the community.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 114,000	
Annual Leave Cash-Out	(12,000)	
	Total	<u>\$ 102,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		

Personnel

Salary and Benefits

\$ 114,000  
Total

\$ 114,000

POLICE DEPARTMENT  
 SPECIAL PROBLEMS SECTION  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
 REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications ..... \$ 300

FY 2008-09 Approved Budget/Estimated Actual	\$300/\$300
FY 2007-08 Actual Expenditures	\$77

This account provides funding for vehicle and personal accessories for new radios.

Account 42410: Uniform/Clothing Supply ..... \$ 8,800

FY 2008-09 Approved Budget/Estimated Actual	\$8,800/\$9,600
FY 2007-08 Actual Expenditures	\$9,297

This account is used for the following:

Uniform Allowance	\$ 8,000
Uniforms	800

Account 42440: Memberships and Dues ..... \$ 300

FY 2008-09 Approved Budget/Estimated Actual	\$300/\$300
FY 2007-08 Actual Expenditures	\$0

5 - California Gang Investigator's Association	\$ 300
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Account 42450: Subscriptions and Books..... \$ 100

FY 2008-09 Approved Budget/Estimated Actual	\$100/\$100
FY 2007-08 Actual Expenditures	\$0

This account provides for purchase of reference materials.

FY 2009-10  
REQUESTED  
BUDGET

Account 42730: Training ..... \$ 200

FY 2008-09 Approved Budget/Estimated Actual	\$200/\$200
FY 2007-08 Actual Expenditures	\$70

Gang and Subculture Update, CA \$ 200

Account 42720: Travel, Conferences, Meetings ..... \$ 2,300

FY 2008-09 Approved Budget/Estimated Actual	\$3,000/\$2,000
FY 2007-08 Actual Expenditures	\$4,862

- 2 - California Gang Investigator Conference, CA \$ 2,000
- 2 - Monthly Ventura County Gang Meetings, Ventura, CA 150
- 3 - Monthly California Gang Investigator's Meetings, CA 150

Justification for increase over FY2008-09 Estimated Actual:

Training was not completed to reduce budget expenditures. Officers are planning to attend gang conference and meetings in FY 2009-10.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 12,000

REIMBURSEMENTS AND TRANSFERS

Account 49297: Transfer to Retiree Medical Benefits Fund ..... \$ 3,700

FY 2008-09 Approved Budget/Estimated Actual	\$3,600/\$3,600
FY 2007-08 Actual Expenditures	\$13,700

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to retired City employees.

Account 49651: Transfer to Vehicle Replacement Fund ..... \$ 16,100

FY 2008-09 Approved Budget/Estimated Actual	\$15,300/\$15,300
FY 2007-08 Actual Expenditures	\$0

This account is for transfers to the Vehicle Replacement Fund. Proceeds are used to accumulate funds for replacement of vehicles.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 19,800

TOTAL – CURRENT EXPENSES \$ 31,800

NON-DEPARTMENTAL  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities..... \$ 710,700

FY 2008-09 Approved Budget/Estimated Actual	\$680,000/\$690,000
FY 2007-08 Actual Expenditures	\$690,706

This account provides for the provision of electricity, natural gas, and water utility charges.

Justification for increase over FY 2008-09 Approved Budget and Estimated Actual:

Water rates increased by 11% in January 2009 and Electric rates increased by 3% in April 2009.

Account 42130: Postage..... \$ 68,300

FY 2008-09 Approved Budget/Estimated Actual	\$83,600/\$65,000
FY 2007-08 Actual Expenditures	\$75,694

This account provides for all City postage, with the exception of Business Tax mailings, which are handled through a Bulk Mail Services contract.

Justification for increase over FY 2008-09 Estimated Actual:

The U.S. Postal Service increased the first class postage rate by 4% effective May 1, 2009, and plans to increase rates again in May 2010. Additionally, Federal Express and United Parcel Service increased their rates by 5.9% effective January 5, 2009.

Account 42150: Communications..... \$ 716,000

FY 2008-09 Approved Budget/Estimated Actual	\$860,800/\$842,800
FY 2007-08 Actual Expenditures	\$559,223

This account provides funding for:

Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts. \$ 125,500

FY 2009-10  
REQUESTED  
BUDGET

Telephone Language Line	200
Maintenance of Nortel Telephone System	45,300
Telephone System Moves, Adds, Changes – Parts and Labor	47,500
Telephone System Voice Mail Upgrade	26,000
Replacement Telephones	20,000
Emergency Services Satellite Telephone Charges	4,200
Wireless Telephone Charges	70,000
Replacement of Wireless Telephones/Accessories	3,000
Lease Costs for Radio System	65,900
Police GPRS and Frame Relay Services for Mobile Data Units	45,600
Radio System Maintenance:	262,800
Maintenance Contract with Motorola	\$ 204,500
Other Maintenance – UPS, Generators, HVAC, etc.	56,300
Permits	1,000
Fuel and Other Supplies	1,000

Account 42230: Office Supplies ..... \$ 20,000

FY 2008-09 Approved Budget/Estimated Actual	\$24,400/\$20,000
FY 2007-08 Actual Expenditures	\$18,817

This account provides for supplies for the City’s facsimile machines, central office supply program, Graphics supplies, and miscellaneous office supplies including a holiday tree for the Senior Center, City plaques, computer keyboard trays, adjustable arms for desk chairs, security access cards/key fobs, and frames for City certificates and proclamations.

The requested appropriations for this account are as follows:

Facsimile Machine Supplies	\$ 1,000
Central Office Supply Program and Other Supplies	8,000
Ergonomic Supplies (e.g., Adjustable Chair Arms and Keyboard Trays)	7,000
Graphics Supplies	3,000
Frames for City Certificates and Proclamations	1,000

Account 42235: Furnishings and Equipment (Non-Capital)..... \$ 6,300

FY 2008-09 Approved Budget/Estimated Actual	\$41,400/\$33,100
FY 2007-08 Actual Expenditures	\$22,116

This account provides for the provision of departmental office furnishings and equipment financed through the General Fund that do not meet the City’s criteria for capital assets. Since FY 1986-87, all departmental requests for office furnishings and equipment, which are non-capital items funded through the

General Fund, have been included in the Non-Departmental budget. All purchases of office furnishings and equipment in the amount of \$5,000 or less are considered non-capital items and are reflected in the Furnishings and Equipment (Non-Capital) account. Office furnishings and equipment exceeding \$5,000 are recorded as capital assets and purchased through the Capital Outlay account.

In FY 1986-87, Citywide standards for replacement and acquisition of office furnishings and equipment were developed, and annually all budget requests are evaluated by the Department of Administrative Services for conformance with these standards. Requests for office furnishings and equipment by the special funds and districts are also reviewed by Administrative Services for conformance with Citywide replacement and acquisition standards. However, funding for these purchases is provided directly in the specific budgets for each of these funds.

Criteria for the replacement of existing furnishings and equipment include age, maintenance history, and physical condition. The following standard estimated useful lives have been established, which may vary depending on usage and the quality of the original item purchased:

Chairs.....	8 years
Desks/Credenzas/Tables.....	15 years
Filing Cabinets .....	15 years
Herman Miller office furnishings.....	15 years

The following is a summary of the recommended General Fund budget for office furnishings and equipment by requesting department:

Environmental Services.....	\$ 1,500
Workstations.....	\$ <u>4,800</u>
Total.....	\$ 6,300

Justification for the purchases is as follows:

**Environmental Services**

Three Replacement Desk Chairs \$ 1,500

The Department of Environmental Services is requesting funds to replace three desk chairs that are over 15 years old, are worn out, and no longer provide adequate back support. Chairs with standard ergonomic features will replace these chairs that are no longer repairable.

**Workstations**

Reconfigure Three Workstations \$ 4,800

This request is for the reconfiguration of three workstations that do not have computer corner worksurfaces. Corner work surfaces provide an ergonomically correct workstation for staff members who work on a computer.

Account 42300: Copiers ..... \$ 97,000

FY 2008-09 Approved Budget/Estimated Actual	\$163,400/\$152,000
FY 2007-08 Actual Expenditures	\$133,496

This account provides funding for the rental of eighteen black-and-white copiers at the locations listed below, and one digital color copier/printer located in the Print Shop.

City Hall (4)	\$ 21,800
Development Services Building (3)	13,200
Police Facility (3)	15,400
Public Services Center (1)	4,300
Sanitation/Waterworks (2)	4,000
Transit (1)	2,100
Senior Center (1)	2,100
Cultural Arts Center (1)	2,100
Print Shop (2)	32,000

Account 42310: Rentals ..... \$ 1,000

FY 2008-09 Approved Budget/Estimated Actual	\$0/\$500
FY 2007-08 Actual Expenditures	\$2,601

This account provides for the rental costs of the postage meter on the City's postage machine.

Justification for increase over FY 2008-09 Approved Budget and Estimated Actual:

The City purchased a new postage machine in December 2008. Rental charges for the postage meter were assessed for only six months of FY 2008-09 and are budgeted for all of FY 2009-10.

FY 2009-10  
REQUESTED  
BUDGET

Account 42440: Membership and Dues..... \$ 65,700

FY 2008-09 Approved Budget/Estimated Actual	\$77,600/\$67,800
FY 2007-08 Actual Expenditures	\$78,114

This account provides for Citywide memberships as follows:

Local Agency Formation Commission (LAFCO)	\$ 20,900
League of California Cities (LCC)	25,300
League of California Cities - Channel Counties	100
Southern California Association of Governments (SCAG)	10,500
Ventura Council of Governments (VCOG)	8,900

Account 42560: Operating Supplies ..... \$ 67,400

FY 2008-09 Approved Budget/Estimated Actual	\$77,500/\$67,400
FY 2008-07 Actual Expenditures	\$67,323

This account is comprised of the following supplies:

Print Shop Supplies	\$ 6,000
Negatives and Film Used in the Print Shop	1,400
Paper Stock Including Copier Paper Citywide and Envelopes	53,000
Paper and Supplies for Color Copier/Printer	7,000

SUBTOTAL - SUPPLIES AND MATERIALS \$ 1,752,400

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 112,600

FY 2008-09 Approved Budget/Estimated Actual	\$109,600/\$101,600
FY 2007-08 Actual Expenditures	\$97,060

This account provides for sales and property tax auditing services, the annual volunteers' dinner, bi-annual employee luncheons, professional video streaming and archiving services, Rancho Simi Recreation and Park District annual assessment, and other miscellaneous Citywide functions.

Justification for increase over FY 2008-09 Approved Budget and Estimated Actual:

The FY 2009-10 request has been increased to cover cost increases in tax auditing services, the volunteers' dinner and the bi-annual employee luncheons.

FY 2009-10  
REQUESTED  
BUDGET

Account 44015: County of Ventura Administrative Fee ..... \$ 294,700

FY 2008-09 Approved Budget/Estimated Actual	\$294,700/\$294,700
FY 2007-08 Actual Expenditures	\$281,801

This account provides for the annual County of Ventura property tax administration fee.

Account 44310: Maintenance of Equipment ..... \$ 4,300

FY 2008-09 Approved Budget/Estimated Actual	\$9,200/\$7,800
FY 2007-08 Actual Expenditures	\$7,745

This account includes maintenance agreements for the following equipment:

Facsimile Machines	\$ 1,000
Mail/Postage Machine	500

This account also provides for maintenance of the following equipment not covered under a maintenance agreement:

Print Shop Equipment	\$ 800
Council Chamber Sound System and Recording Equipment	900
Office Machines	500
Kitchen Equipment	600

Account 44490: Other Contract Services ..... \$ 88,900

FY 2008-09 Approved Budget/Estimated Actual	\$0/\$0
FY 2007-08 Actual Expenditures	\$41,709

This account provides for City Internet services and a high-speed data connection between City Hall and the Public Services Center. The General Fund costs are as follows:

Internet Services	\$ 8,000
High-Speed Data Connection	20,000
Web-Hosting	900
City's share of funding for a Deputy District Attorney position assigned to the Ventura County Courthouse in Simi Valley, financed with grant funds	60,000

Justification for increase over FY 2008-09 Approved Budget and Estimated Actual:

These charges, which were previously budgeted as components in several accounts, are being consolidated in one account to better track City Internet costs. Additionally, the funds for a Deputy District Attorney, budgeted in City Administration in FY 2008-09, is being budgeted in Non-Departmental for FY 2009-10

Account 44590: Insurance Charges..... \$ 892,500

FY 2008-09 Approved Budget/Estimated Actual	\$721,900/\$721,900
FY 2007-08 Actual Expenditures	\$728,700

This account provides for the Liability Insurance Fund premium charges allocated to the City's General Fund.

Justification for increase over FY 2008-09 Approved Budget and Estimated Actual:

The estimated General Fund allocation to liability insurance premiums has increased by 24% for FY 2009-10.

SUBTOTAL – SERVICES \$ 1,393,000

TOTAL – CURRENT EXPENSES \$ 3,145,400

LIABILITY INSURANCE FUND  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 43010: Liability Insurance Premiums ..... \$ 273,500

FY 2008-09 Approved Budget/Estimated Actual	\$308,500/\$265,000
FY 2007-08 Actual Expenditures	\$291,174

This account provides funding for the following insurance policies:

Faithful Performance Bond/Dishonesty, Disappearance, and Destruction	\$ 7,000
Excess Liability/Public Officials' Errors & Omissions Coverage for \$9 million in excess of \$1 million	265,000
Special Events Insurance	1,500

Justification for proposed increase over the FY 2008-09 Estimated Actual:

Increase in payroll value and liability exposure.

Account 43040: Property Insurance Premiums ..... \$ 112,000

FY 2008-09 Approved Budget/Estimated Actual	\$117,000/\$105,000
FY 2007-08 Actual Expenditures	\$84,541

This account provides for the following property premiums:

Property Package	\$ 105,000
Boiler & Machinery Policy	7,000

Justification for proposed increase over the FY 2008-09 Estimated Actual:

Increase in property values.

Account 43170: Unemployment Claims..... \$ 75,000

FY 2008-09 Approved Budget/Estimated Actual	\$45,000/\$52,000
FY 2007-08 Actual Expenditures	\$28,658

This account provides for quarterly payments to the California Employment  
Development Department for unemployment insurance.

Justification for proposed increase over the FY 2008-09 Budget:

Increase in unemployment claims filed and benefits provided.

Account 43200: Claims & Legal Reserves ..... \$ 899,900

FY 2008-09 Approved Budget/Estimated Actual	\$626,500/\$840,300
FY 2007-08 Actual Expenditures	\$1,633,900

This account provides for claims, adjusting services, and legal services that may be incurred for lawsuits and claims made against the City and Special Districts within the City's self-insured retention.

Justification for proposed increase over the FY 2008-09 Budget and Estimated Actual:

Amount is established by actuarial review.

Account 44590: Other Insurance Services ..... \$ 3,700

FY 2008-09 Approved Budget/Estimated Actual	\$3,700/\$3,700
FY 2007-08 Actual Expenditures	\$755

This account provides for loss prevention, property appraisals and actuarial reviews.

Account 46100: Reimbursement to General Fund..... \$266,500

FY 2007-08 Approved Budget/Estimated Actual	\$296,300/\$296,300
FY 2001-02 Actual Expenditures	\$290,400

This account provides for reimbursement to the General Fund for payroll and associated costs of administering the Liability Insurance Fund in accordance with the Cost Allocation Plan.

Account 49648: Transfer to Computer Equipment Replacement Fund ..... \$ 3,600

FY 2008-09 Approved Budget/Estimated Actual	\$4,100/\$4,100
FY 2007-08 Actual Expenditures	\$1,900

This account provides for transfer to the Computer Equipment Replacement Fund.

TOTAL - CURRENT EXPENSES \$ 1,634,200

WORKERS' COMPENSATION INSURANCE FUND  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
 REQUESTED  
BUDGET

SUPPLIES AND MATERIALS

Account 42230: Office Supplies ..... \$ 1,200

FY 2008-09 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2007-08 Actual Expenditures	\$1,777

This account is used for the purchase of various office supplies.

Account 42310: Rentals ..... \$ 2,600

FY 2008-09 Approved Budget/Estimated Actual	\$2,100/\$2,300
FY 2007-08 Actual Expenditures	\$1,925

This account provides for the rental of off-site storage space for inactive Workers' Compensation and Risk Management Records. Stored files are being reduced through scanning to electronic format in order to eliminate the need for additional offsite storage in FY 2009-10.

Justification for increase over FY 2008-09 Approved Budget and Estimated Actual:

The monthly rental fee for the off-site storage space provided by Simi Valley Mini Storage increased from \$175 to \$220 per month, and will be in effect through 2011.

Account 42440: Memberships and Dues ..... \$ 100

FY 2008-09 Approved Budget/Estimated Actual	\$600/\$100
FY 2007-08 Actual Expenditures	\$100

This account provides for participation in the Council of Self-Insured Public Agencies (COSIPA), an on-line reference service.

Account 42450: Subscriptions and Books ..... \$ 600

FY 2008-09 Approved Budget/Estimated Actual	\$2,200/\$3,300
FY 2007-08 Actual Expenditures	\$222

This account provides funding for the Work Comp Central online publication.

Account 42790: Mileage ..... \$ 600

FY 2008-09 Approved Budget/Estimated Actual	\$1,000/\$400
FY 2007-08 Actual Expenditures	\$781

This account provides for miscellaneous mileage reimbursement for staff, including attendance at training workshops and Workers' Compensation Appeals Board (WCAB) hearings.

Justification for increase over FY 2008-09 Estimated Actual:

The Workers' Compensation Manager represented the City at a reduced number of WCAB proceedings in Oxnard than was anticipated.

Account 42730: Training ..... \$ 1,600

FY 2008-09 Approved Budget/Estimated Actual	\$1,200/\$1,700
FY 2007-08 Actual Expenditures	\$992

This account provides funding for the following professional and technical training:

Insurance Education Association Class CA-14 – Return to Work and Disability Management in the Workers' Compensation System	\$ 1,000
Insurance Education Association Class CA-16 – Permanent Disability Rating and AMA Guide	400
State Self-Insured Test	200

Justification for increase over FY 2008-09 Approved Budget:

A new employee began work in the Division at the end of April 2008, and additional training classes and tests are necessary to obtain State Self-Insured Certification, a regulatory requirement for the position.

Account 42720: Travel, Conferences, Meetings ..... \$ 300

FY 2008-09 Approved Budget/Estimated Actual	\$1,200/\$300
FY 2007-08 Actual Expenditures	\$915

This account provides for attendance at the Southern California Orthopedic Institute (SCOI) and Council of Self-Insured Public Agencies (COSIPA).

SUBTOTAL – SUPPLIES AND MATERIALS \$ 7,000

SERVICES

Account 43070: Workers' Compensation Insurance Premiums ..... \$ 210,000

FY 2008-09 Approved Budget/Estimated Actual	\$225,000/\$195,200
FY 2007-08 Actual Expenditures	\$204,276

The Workers' Compensation Insurance Premiums provides insurance coverage for claims exceeding \$500,000 as well as funding for the State of California's Self-Insurance Plans. The amount for insurance coverage is largely based on the City's payroll as well as the volatility in the insurance marketplace, which is impacted by the economy. The funding for the State of California's Self-Insurance Plans is based on the coverage requirements of the State and the actual workers' compensation payments made by the City.

Account 43200: Claims Payments..... \$2,838,300

FY 2008-09 Approved Budget/Estimated Actual	\$2,891,000/\$2,388,800
FY 2007-08 Actual Expenditures	\$2,336,890

This account provides for claim reserves for the payment of medical expenses, temporary and permanent disability benefits, legal services, and investigation services.

Justification for increase over FY 2008-09 Estimated Actual:

This FY 2009-10 budget request is based on findings contained in the City's August 2008 Actuarial Study prepared by Glickman Consulting, LLC.

Account 44010: Professional and Special Services..... \$ 56,800

FY 2008-09 Approved Budget/Estimated Actual	\$65,000/\$55,400
FY 2007-08 Actual Expenditures	\$66,587

This account provides for bill review services to adjust medical bills to the California Official Medical Fee Schedule; bill paying services; and work-related physical examination costs, including mandatory Department of Transportation drug/alcohol testing, pre-employment physicals, fitness-for-duty physicals, mandatory respiratory and hearing examinations, and mandatory commercial driver physicals, and periodic medical examinations. Other services included in this category are for the First Report of Injury and the Subsequent Report of Indemnity to the State of California, and the printing of Safechecks provided to the bill paying service.

Justification for increase over FY 2008-09 Estimated Actual:

The fees for drug/alcohol testing are increasing.

Account 44540: Loss Control/Safety Consultant Services ..... \$ 5,300

FY 2008-09 Approved Budget/Estimated Actual	\$5,300/\$5,300
FY 2007-08 Actual Expenditures	\$3,154

This account provides for professional loss control/safety consultant services and safety training.

Account 44590: Other Insurance Services ..... \$ 2,500

FY 2008-09 Approved Budget/Estimated Actual	\$2,800/\$2,500
FY 2007-08 Actual Expenditures	\$2,500

This account provides for the preparation of an actuarial analysis of the Workers' Compensation Fund provided by Glickman Consulting, LLC.

SUBTOTAL - SERVICES \$3,112,900

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 442,000

FY 2008-09 Approved Budget/Estimated Actual	\$985,600/\$985,600
FY 2007-08 Actual Expenditures	\$1,100,800

This account provides for reimbursement to the General Fund for indirect costs associated with administering the Workers' Compensation Program.

Account 49648: Transfer to Computer Equipment Replacement Fund ..... \$ 3,600

FY 2008-09 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2007-08 Actual Expenditures	\$1,900

This account provides for the future replacement of computers and related equipment.

SUBTOTAL - REIMBURSEMENTS/TRANSFERS \$ 445,600

TOTAL - CURRENT EXPENSES \$ 3,565,500

CDA ADMINISTRATIVE FUND  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
 REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies ..... \$ 2,000

FY 2008-09 Approved Budget/Estimated Actual	\$2,500/\$300
FY 2007-08 Actual Expenditures	\$1,466

Basic office supplies for the administration of the Community Development Agency, including computer supplies, pens, pencils, erasers, paper stock, and folders.

Justification for increase over FY 2008-09 Estimated Actual:

Color toner cartridges purchased during the prior fiscal year did not need replacement in FY 2008-09, but will need to be replaced during FY 2009-10.

Account 42440: Memberships and Dues ..... \$ 15,200

FY 2008-09 Approved Budget/Estimated Actual	\$14,400/\$14,400
FY 2007-08 Actual Expenditures	\$11,065

Memberships in the following organizations:

California Redevelopment Association (CRA)	\$ 11,300
Valley Industry and Commerce Association (VICA)	500
International Conference of Shopping Centers (ICSC)	500
California Association of Local Economic Development (CALED)	900
International City Management Association (ICMA)	1,500
Municipal Management Association of Southern California (MMASC)	100
California City Management Association (CCMA)	400

Justification for increase over FY 2008-09 Budget and Estimated Actual:

Annual membership dues for the California Redevelopment Association (CRA) have increased.

Account 42450: Subscriptions and Books..... \$ 800

FY 2008-09 Approved Budget/Estimated Actual	\$1,100/\$1,000
FY 2007-08 Actual Expenditures	\$413

Loopnet On-Line Commercial Real Estate Listing Service	\$ 400
Pacific Coast Business Times	100
Retail Tenant Directory	300

Account 42790: Mileage..... \$ 2,500

FY 2008-09 Approved Budget/Estimated Actual	\$4,800/\$2,000
FY 2007-08 Actual Expenditures	\$3,365

This account provides for mileage reimbursement and allowance.

Account 42720: Travel, Conference, Meetings..... \$ 11,300

FY 2008-09 Approved Budget/Estimated Actual	\$14,400/\$13,700
FY 2007-08 Actual Expenditures	\$9,643

This account provides funding for City Council Members and staff to attend selected professional association meetings and conferences including:

7 – International Conference of Shopping Centers, Las Vegas, NV	\$ 8,800
1 – ICSC Deal Makers, Los Angeles, CA	200
1 – California Redevelopment Association (two seminars), CA	1,100
1 – ESRI Annual GIS Users Conference, San Diego, CA	1,000
1 – Simi Valley Chamber of Commerce Breakfast Meetings	200

SUBTOTAL - SUPPLIES AND MATERIALS \$ 31,800

CURRENT EXPENSES – SERVICES/REIMBURSEMENTS/TRANSFERS

Account 44010: Professional and Special Services..... \$ 280,300

FY 2008-09 Approved Budget/Estimated Actual	\$302,400/\$300,900
FY 2007-08 Actual Expenditures	\$269,938

This account is used to pay for professional and special services associated with Community Development Agency activities to stimulate commercial activities in the redevelopment areas.

Special Studies and Business Forums	\$ 20,000
Special Legal Counsel	10,000

Legislative Consultant Services	22,900
Chamber of Commerce Information Services Program Advertising	70,000
San Fernando Valley Business Journal (12 ads)	16,100
Simi Valley Chamber of Commerce Directory	2,000
Ventura County Industry Guide	1,900
Shop Simi Valley First Campaign	100,000
Economic Development Collaborative of Ventura County (EDCVC)	25,000
Ventura County Economic Development Association (VCEDA) Business Outlook Conference	1,500
CoStar Real Estate Service	10,900

Account 44590: Insurance Charges .....\$ 53,200

FY 2008-09 Approved Budget/Estimated Actual	\$43,800/\$43,800
FY 2007-08 Actual Expenditures	\$40,000

Provides for premium charges for the Liability Insurance Fund.

Account 46100: Reimbursement to General Fund.....\$ 1,143,600

FY 2008-09 Approved Budget/Estimated Actual	\$967,800/\$967,800
FY 2007-08 Actual Expenditures	\$541,100

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 49648: Computer Equipment Replacement Fund.....\$ 7,200

FY 2008-09 Approved Budget/Estimated Actual	\$8,100/\$8,100
FY 2007-08 Actual Expenditures	\$3,900

Contribution to the Computer Equipment Replacement Fund.

Account 49649: Transfer to GIS and Permits Fund ..... \$ 9,800

FY 2008-09 Approved Budget/Estimated Actual	\$16,000/\$16,000
FY 2007-08 Actual Expenditures	\$13,900

Contribution to the Geographic Information Systems and Permits Fund.

Account 49656: Transfer to FIS Project ..... \$ 3,400

FY 2008-09 Approved Budget/Estimated Actual	\$5,500/\$5,500
FY 2007-08 Actual Expenditures	\$5,500

Contribution to the Financial Information System Fund.

SUBTOTAL - SERVICES/REIMBURSEMENTS/TRANSFERS \$1,497,500

TOTAL - CURRENT EXPENSES \$1,529,300

MERGED TAPO CANYON AND WEST END TAX INCREMENT FUND  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
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BUDGET

EXPENDITURES

Account 44010: Professional and Special Services..... \$ 213,600

FY 2008-09 Approved Budget/Estimated Actual	\$15,700/\$13,600
FY 2007-08 Actual Expenditures	\$8,092

Funding for special studies relating to projects within the Merged Tapo Canyon and West End Project Area. Funds will also be allocated to cover a portion of the cost of a property tax audit.

Account 44015: County Tax Collection Fee ..... \$ 207,100

FY 2008-09 Approved Budget/Estimated Actual	\$205,600/\$205,600
FY 2007-08 Actual Expenditures	\$137,809

Payment to County of Ventura relative to property tax collection based upon assessed valuation of property.

Account 44160: Economic Development Assistance ..... \$ 10,000

FY 2008-09 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2007-08 Actual Expenditures	\$23,300

Provides expedited processing and other assistance to projects targeted by the Office of Economic Development.

Account 49200: Transfer to Administrative Fund ..... \$2,139,800

FY 2008-09 Approved Budget/Estimated Actual	\$2,044,800/\$2,044,800
FY 2007-08 Actual Expenditures	\$1,357,385

Provides funding for administrative expenses relative to Community Development agency activities.

Account 49201: Transfer to Housing Admin Fund \$ 4,141,800

FY 2008-09 Approved Budget/Estimated Actual	\$3,916,100/\$4,120,100
FY 2007-08 Actual Expenditures	\$4,011,403

Transfer of 20% of gross tax increment revenue to finance the Housing Administration Fund's activities and projects.

Account 49500: Transfer to Debt Service Funds ..... \$ 3,609,100

FY 2008-09 Approved Budget/Estimated Actual	\$3,624,100/\$3,507,000
FY 2007-08 Actual Expenditures	\$3,525,082

Annual principal and interest payment for the 2003 CDA Tax Allocation Refunding Bonds, Senior Center Bonds, and Police Facility Bonds.

Account 49600: Transfer to Streets and Roads ..... \$ 4,943,000

FY 2008-09 Approved Budget/Estimated Actual	\$8,007,400/\$4,834,300
FY 2007-08 Actual Expenditures	\$4,607,845

Transfer to the City's Streets and Roads Program for work within CDA jurisdiction. The budget amount includes pending reimbursement for projects approved in prior years and currently under construction.

Account 49702: Transfer to Sanitation Sewerline Reserve ..... \$ 1,000,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,000,000/\$0
FY 2007-08 Actual Expenditures	\$0

Transfer to the Sanitation Sewerline Reserve for sewer replacement work along Los Angeles Avenue within the redevelopment area.

TOTAL - EXPENDITURES \$ 16,264,400

COMMUNITY DEVELOPMENT AGENCY  
HOUSING ADMINISTRATION FUND  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies ..... \$ 1,600

FY 2008-09 Approved Budget/Estimated Actual	\$1,600/\$1,600
FY 2007-08 Actual Expenditures	\$1,381

Various office and related supplies required for the Affordable Housing, First Time Homebuyer, and Home Rehabilitation Programs.

Account 42420: Special Departmental Expense ..... \$ 100

FY 2008-09 Approved Budget/Estimated Actual	\$100/\$100
FY 2007-08 Actual Expenditures	\$0

This account provides funding for the payment of filing fees to the County Recorder’s Office for legal posting of Notices of Determination and Exemption for Agency-initiated projects.

Account 42440: Memberships ..... \$ 1,700

FY 2008-09 Approved Budget/Estimated Actual	\$1,600/\$1,200
FY 2007-08 Actual Expenditures	\$1,000

American Planning Association (2 staff)	\$ 800
Urban Land Institute	200
Southern California Association of Non-Profit Housing	200
Lead-Based Paint Abatement Certification (bi-annual renewal)	300
Certified Public Accountant License (bi-annual renewal)	200

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

The FY 2009-10 Budget includes the bi-annual renewal of a Lead Based Paint Certificate for the Home Rehabilitation Coordinator and the Certified Public Accountant license for the Management Analyst. These were not included in the FY 2008-09 Budget or Estimated Actuals.

FY 2009-10  
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Account 42450: Subscriptions and Books..... \$ 2,100

FY 2008-09 Approved Budget/Estimated Actual	\$2,100/\$2,000
FY 2007-08 Actual Expenditures	\$1,624

This account is used to purchase the following publications and subscriptions:

Housing and Development Report	\$ 1,700
California Planning and Development Report	100
Pro Forma Workbooks	100
Redevelopment in California	100
Ventura County Multi-Family Rental Survey Summary	100

Justification for proposed increase over FY 2008-09 Estimated Actual:

The FY 2009-10 Budget includes anticipated increases in subscription renewals.

Account 42460: Advertising..... \$ 300

FY 2008-09 Approved Budget/Estimated Actual	\$300/\$200
FY 2007-08 Actual Expenditures	\$159

Notices Relating to Various Housing Programs	\$ 100
Legal Advertisements/CDBG Advisory Committee Public Hearing	200

Justification for proposed increase over FY 2008-09 Estimated Actual:

The FY 2009-10 Budget includes advertising for housing programs, which were not expended in FY 2008-09.

Account 42560: Operating Supplies ..... \$ 300

FY 2008-09 Approved Budget/Estimated Actual	\$500/\$400
FY 2007-08 Actual Expenditures	\$34

Various supplies required by the Affordable Housing, First Time Homebuyer and Home Rehabilitation Programs.

Account 42720: Travel, Conference, Meetings..... \$ 6,400

FY 2008-09 Approved Budget/Estimated Actual	\$3,900/\$3,500
FY 2007-08 Actual Expenditures	\$925

1 - American Planning Association National Conference, New Orleans	\$ 2,100
2 - California Redevelopment Association/California Association of Local Housing Finance Agencies, Garden Grove	1,600

1 - Cabrillo Economic Development Corporation's Ventura County Housing Conference (City's pro-rated share; entitles the City to 5 attendees)	2,500
Employee Expenses for CDBG/HOME Meetings/Conferences	200

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

The FY 2009-10 Budget includes added funding for a staff member of the City Attorney's Office to attend the California Redevelopment Association/California Association of Local Housing Finance Agencies meeting and for the Director to attend the American Planning Association National Conference.

Account 42730: Training ..... \$ 600

FY 2008-09 Approved Budget/Estimated Actual	\$5,200/\$1,200
FY 2007-08 Actual Expenditures	\$5,167

1 - Lead-Based Paint Abatement Training course, San Diego (requires bi-annual renewal)	\$ 600
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Account 42790: Mileage ..... \$ 400

FY 2008-09 Approved Budget/Estimated Actual	\$600/\$300
FY 2007-08 Actual Expenditures	\$526

This account provides for employee reimbursement for business-related mileage using personal vehicles for the Housing Planners, Home Rehabilitation Coordinator, and Management Analyst. Carpool vehicles will be encouraged for short trips.

Justification for proposed increase over FY 2008-09 Estimated Actual:

The FY 2009-10 Budget includes mileage for staff to attend training related to grant applications expected as part of the American Recovery and Reinvestment Act of 2009.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 13,500

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 123,300

FY 2008-09 Approved Budget/Estimated Actual	\$95,300/\$80,600
FY 2007-08 Actual Expenditures	\$78,983

Special Legal Counsel for Housing-Related Projects/Potential Affordable Unit Foreclosures	\$ 75,000
Pro Forma Analysis Services	10,000
Continuum of Care Study	15,000
Contract Services for First Time Homebuyer Program	23,000
Translation Services	300

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

Given the downturn in the real estate market, the City has experienced an increase in the number of City-assisted units that are the subject of foreclosure proceedings. In order to protect the City’s investment, outside counsel is contracted to provide assistance with the associated legal proceedings that could result in litigation. In addition, the City is anticipating an increase in First Time Homebuyer Program activity, which will result in the need to contract with an escrow assistant to provide the following services: loan processing and document preparation, collection of legal disclosures, finalization of the escrow file, and escrow correspondence.

Account 44120: First Time Homebuyer Program Loans ..... \$ 2,466,200

FY 2008-09 Approved Budget/Estimated Actual	\$1,156,200/\$1,019,500
FY 2007-08 Actual Expenditures	\$895,197

This allocation will fund approximately 15 loans for low-income households under the First Time Homebuyer (FTHB) Program, including the loan origination costs, which were previously funded from the Local Housing Fund. Additionally, it will provide funding for the Mortgage Credit Certificate Program with the County of Ventura.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

The FY 2009-10 Budget anticipates a full year of First Time Homebuyer loan activity. During the first half of FY 2008-09, loans were not funded as the Program was being modified to an affordable unit acquisition program.

FY 2009-10  
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Account 44130: Home Rehabilitation Loan Assistance ..... \$ 253,500

FY 2008-09 Approved Budget/Estimated Actual	\$243,000/\$74,100
FY 2007-08 Actual Expenditures	\$68,075

This allocation will provide funding for home rehabilitation loans for four very low-, low-, and median-income households to address overall home improvements. In addition, this allocation will provide funding for 10 mobile home rehabilitation loans. The Program was modified and approved by the City Council on January 26, 2009 to include mobile home rehabilitation loans.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

Home rehabilitation activity in FY 2008-09 was slower than anticipated. The FY 2009-10 Budget anticipates an increase in home rehabilitation activity and includes a modification to the Rehabilitation Program that allows for up to \$10,000 for rehabilitation of very low-, low-, and median-income mobile home owners.

Account 44140: Affordable and Senior Housing Program..... \$ 12,030,000

FY 2008-09 Approved Budget/Estimated Actual	\$12,677,400/\$907,500
FY 2007-08 Actual Expenditures	\$525,000

Established per Agency Board resolution for the inducement of affordable and senior housing projects. The FY 2008-09 Estimated Actual includes funding for: the purchase and rehabilitation of three foreclosed affordable units to be sold to a qualified buyer; La Rahada Apartments (Many Mansions); Habitat for Humanity; and Paseo de las Flores (Mid-Valley Properties).

Justification for proposed increase over FY 2008-09 Estimated Actual:

The FY 2009-10 Budget includes the balance of funding for: Casden, Larwin, Simi Valley Investors, Humkar, and Paseo de Las Flores (Mid-Valley Properties) affordable projects.

Account 44150: Rental Assistance Program..... \$ 359,600

FY 2008-09 Approved Budget/Estimated Actual	\$375,500/\$316,700
FY 2007-08 Actual Expenditures	(\$158,422)

Rental Assistance for 41 seniors at Estimated Average of \$569/month	\$ 280,000
Administrative Contract with Area Housing Authority of Ventura County for Senior Rental Assistance (\$80.48/unit/month)	39,600

Rental Assistance for up to 38 Mobile Home Seniors at an Estimated Average of up to \$32/month	15,000
Security Deposit Subsidy Program	12,500
Eviction Prevention Assistance Program	12,500

Justification for proposed increase over FY 2008-09 Estimated Actual:

FY 2008-09 expenditures were lower than anticipated due to delays in the Area Housing Authority's placement of applicants onto the Senior Rental Assistance Program. These delays have been remedied and the current budget anticipates full occupancy for the entire year and includes a modest increase to the monthly average rental assistance. The FY 2009-10 Budget is lower than the FY 2008-09 Budget as the average rental assistance was decreased to reflect current trends.

SUBTOTAL - SERVICES \$ 15,232,600

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 45204: Transfer from HOME Program Fund..... \$ (800)

FY 2008-09 Approved Budget/Estimated Actual	(\$13,000)/(\$6,000)
FY 2007-08 Actual Expenditures	(\$10,543)

Reimbursement represents the administrative portion of the 1998 HOME grant (10% from repaid HOME grant-funded loans allocable to administrative costs) and reimbursement for administration of the Senior Rent Subsidy Program. The Estimated Actual in this account is less than expected due to a significant slow down in the sales and refinancing of homes with HOME loans. This trend is expected to continue and is reflected in the FY 2009-10 Budget.

Account 45290: Reimbursement from CDBG Fund ..... \$ (81,200)

FY 2008-09 Approved Budget/Estimated Actual	(\$108,100)/(\$108,100)
FY 2007-08 Actual Expenditures	(\$104,462)

Home Rehabilitation Administration	(\$ 42,700)
CDBG Program Administration	(38,500)

Account 46100: Reimbursement to General Fund..... \$ 744,500

FY 2008-09 Approved Budget/Estimated Actual	\$839,000/\$839,000
FY 2007-08 Actual Expenditures	\$504,000

Reimbursement to the General Fund in accordance with the City's Cost Allocation Plan.

FY 2009-10  
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Account 46649: Transfer to Geographic Information & Permit Systems ..... \$ 8,900

FY 2008-09 Approved Budget/Estimated Actual	\$0/\$0
FY 2007-08 Actual Expenditures	\$0

Housing Division contribution to the Geographic Information & Permit Systems Fund.

Account 49297: Transfer to the Retiree Medical Benefits Fund ..... \$ 7,700

FY 2008-09 Approved Budget/Estimated Actual	\$6,200/\$6,200
FY 2007-08 Actual Expenditures	\$6,500

Funding for current and future medical benefits to retired employees.

Account 49648: Transfer to the Computer Equipment Replacement Fund ..... \$ 7,200

FY 2008-09 Approved Budget/Estimated Actual	\$8,100/\$8,100
FY 2007-08 Actual Expenditures	\$4,300

Funds allocated for the replacement of personal computers.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS ..... \$ 686,300

TOTAL - CURRENT EXPENSES ..... \$ 15,932,400

LOCAL HOUSING FUND  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES - SERVICES

Account 44130: Home Rehabilitation Loan Assistance..... \$ 65,000

FY 2008-09 Approved Budget/Estimated Actual	\$338,600/\$31,400
FY 2007-08 Actual Expenditures	\$17,738

This allocation will provide funding for two home rehabilitation loans for low- or median-income households to address overall home improvements and to fund grants that are awarded for utilizing a general contractor.

TOTAL - CURRENT EXPENSES \$ 65,000

HOME GRANT FUND  
SUPPORTING INFORMATION

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CURRENT EXPENSES – SERVICES/REIMBURSEMENTS

Account 44130: Home Rehabilitation Loan Assistance ..... \$ 65,000

FY 2008-09 Approved Budget/Estimated Actual	\$90,000/\$30,000
FY 2007-08 Actual Expenditures	\$58,335

This allocation will provide funding for two home rehabilitation loans for low- or median-income households to address overall home improvements.

Justification for proposed increase over FY 2008-09 Estimated Actual:

Only one loan is anticipated to fund in FY 2008-09, whereas the FY 2009-10 budget request includes funding for two rehabilitation loans.

Account 46201: Reimbursement to CDA Housing Admin. Fund..... \$ 800

FY 2008-09 Approved Budget/Estimated Actual	\$13,000/\$6,000
FY 2007-08 Actual Expenditures	\$10,543

HOME regulations allow for up to 10% of program income to be used for administration purposes, including overhead. The requested amount reflects this percentage. Reimbursement represents the administrative portion of the 1998 HOME grant (10% from repaid HOME Grant-funded loans allocable to administrative costs). Both the FY 2008-09 Estimated Actual and FY 2009-10 Budget amounts are less than expected due to the significant slow down in the sales and refinancing of homes with HOME loans, which are the source of program income.

TOTAL - CURRENT EXPENSES \$ 65,800

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
 REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications ..... \$ 31,300

FY 2008-09 Approved Budget/Estimated Actual	\$31,200/\$31,200
FY 2007-08 Actual Expenditures	\$21,637

This account is used for the monthly payment of seven pagers and two cellular phones to support Transit operational requirements at an estimated annual cost of \$1,100 for the pagers and \$700 for the cellular phones. Also included is \$29,500 as Transit’s allocation for service of the two-way radio system covered by the Motorola contract.

Justification for the proposed increase over FY 2008-09 Budget and Estimated Actual:

Funding over FY 2008-09 Budget and Estimated Actual is to provide an additional \$100 to accommodate unanticipated rate increases in the monthly pager/cellular phone costs.

Account 42230: Office Supplies ..... \$ 5,600

FY 2008-09 Approved Budget/Estimated Actual	\$6,000/\$5,800
FY 2007-08 Actual Expenditures	\$4,242

This account provides for the purchase of various office and related supplies, including color printer toner, pens, pencils, paper, folders, etc. used for the management and administration of the Transit System.

Account 42410: Uniform/Clothing Supply ..... \$ 25,000

FY 2008-09 Approved Budget/Estimated Actual	\$26,800/\$21,000
FY 2007-08 Actual Expenditures	\$15,531

Bus Operations ..... \$ 12,500

This account funds the Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs and replacement uniforms for current TCOs of the fixed-route bus service.

Van Operations 10,800

This account funds the Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs and replacement uniforms for current TCOs of the ADA Paratransit/Dial-A-Ride vans.

Bus Maintenance 1,700

This account funds the rental, cleaning and replacement of uniforms for three Transit mechanics, and the rental/cleaning of shop towels.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

Funding over FY 2008-09 Estimated Actual is requested to allow for the purchase of uniforms for new Transit Coach Operators (TCO) that may be hired during the upcoming year due to unforeseen vacancies. The cost to provide uniforms for a newly hired TCO is \$567.

Account 42440: Memberships and Dues ..... \$ 13,800

FY 2008-09 Approved Budget/Estimated Actual	\$16,000/\$13,000
FY 2007-08 Actual Expenditures	\$12,807

This account covers annual membership dues to the California Transit Association (CTA - \$3,500), American Public Transit Association (APTA - \$10,000) and the National Safety Council (NSC - \$300). CTA and APTA provide resources, information, and analyses for the City's Transit System relative to research, reports, and State/Federal requirements and initiatives. Vital information was received from these organizations regarding the Economic Stimulus monies. Also provided is a forum for the exchange of information and ideas on improving transit operations. Membership in the NSC provides access to essential safety program materials and information.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

The requested increase over FY 2008-09 Estimated Actual covers the anticipated increase in CTA and APTA dues, which are based on Transit's FY 2006-07 operating costs.

Account 42450: Subscriptions and Books..... \$ 500

FY 2008-09 Approved Budget/Estimated Actual	\$700/\$500
FY 2007-08 Actual Expenditures	\$464

This account is used for publications to keep staff abreast of the latest technical information, including Code of Federal Regulations Title 13, Transit Access News, grant regulations, special transit studies, and other management information tools.

Account 42460: Advertising..... \$ 1,500

FY 2008-09 Approved Budget/Estimated Actual	\$2,000/\$1,500
FY 2007-08 Actual Expenditures	\$158

This account provides for the cost of materials to promote the City’s Transit system at the Annual Street Fair/Emergency Expo, Earth Day, and Senior Center Health Expo. Funds for advertising fixed-route and Dial-A-Ride services in local publications are provided in this account, as well as route schedule holders and displays for the buses and vans. It also provides for any federally mandated advertising costs for publication of the system's Disadvantaged Business Enterprise (DBE) goal.

Account 42500: Fuel and Lubricants ..... \$ 298,000

FY 2008-09 Approved Budget/Estimated Actual	\$355,500/\$251,500
FY 2007-08 Actual Expenditures	\$290,430

Bus Operations/Utility Vans \$ 238,000

This account provides compressed natural gas (CNG) fuel for 13 CNG buses used on the existing four fixed-routes and unleaded gasoline for the operation of three operator relief utility vans, one supervisor van and two supervisor sedans. This account also includes electrical expenses associated with the natural gas compressor.

Van Operations 40,000

This account provides compressed natural gas fuel used to operate the ADA Paratransit/Dial-A-Ride van service, which includes 13 vans and one sedan.

Bus Maintenance 15,000

This account provides for motor oil and other lubricants for fixed-route vehicles.

Van Maintenance 5,000

This account provides for motor oil and other lubricants for ADA Paratransit/Dial-A-Ride vehicles.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

The requested increase over FY 2008-09 Estimated Actual amount is to allow for the continued fluctuation in fuel costs during the coming fiscal year.

Account 42510: Tires..... \$ 41,000

FY 2008-09 Approved Budget/Estimated Actual	\$37,000/\$37,000
FY 2007-08 Actual Expenditures	\$34,479

Bus Maintenance \$ 33,000

This account is used to purchase recapped and new tires for the fixed-route buses. Tires can be recapped a maximum of three times and are used on the rear wheels of the vehicles, while new tires are used in the front of the vehicles. The cost of a recapped tire is \$145. The cost for a new tire is approximately \$295.

Van Maintenance 8,000

This account is used to purchase new tires for 13 ADA Paratransit/Dial-A-Ride vans and one Crown Victoria sedan at a cost of approximately \$100 per tire.

Justification for the proposed increase over FY 2008-09 Budget and Estimated Actual:

The requested increase over FY 2008-09 Budget and Estimated Actual amount is to allow for potential increases in tire replacement costs.

Account 42550: Small Tools/Equipment..... \$ 3,500

FY 2008-09 Approved Budget/Estimated Actual	\$3,500/\$3,500
FY 2007-08 Actual Expenditures	\$4,806

This account is used to purchase updated diagnostic software/cartridges for specialized calibration tools/equipment, which are used to perform maintenance and safety inspections on Transit's CNG fleet. In addition, funds from this account are used to replace and/or upgrade small hand tools such as sockets, torque wrenches, and other light tools.

Account 42560: Operating Supplies ..... \$ 119,900

FY 2008-09 Approved Budget/Estimated Actual	\$163,600/\$115,000
FY 2007-08 Actual Expenditures	\$116,591

Bus Operations \$ 10,000

This account provides for the purchase of supplies, safety equipment, and materials not available through Central Supply that are necessary to support the day-to-day operation of the Transit system, such as the purchase of hand-held

radios and batteries, miscellaneous hand-tools as needed for the supervisor vehicles, printing of bulk head signs, etc. Also included are the costs of Transit Coach Operator DMV license and certification renewals for thirty-six operators.

Van Operations 5,000

This account provides for the purchase of supplies and materials not available through Central Supply that are needed for the day-to-day operation of the ADA Paratransit/Dial-A-Ride service, such as the purchase of mobility device restraint straps, fastening equipment and other miscellaneous supplies related to operational safety.

Bus Maintenance/Utility Van Maintenance 84,900

This account is used for the purchase of specialized parts for maintenance and repair of 13 CNG engines, such as electronic components related to fuel and emission systems; hydraulic components related to steering and cooling controls; components for the wheelchair ramps/lifts; components related to the anti-lock brake systems; components for repairing GFI fareboxes; purchase of parts/supplies for the bus washer and purchase of rubber gloves, dust masks, and professional hand soap for use by the mechanics. This account is also used for the purchase of replacement parts, such as gaskets, brakes, filters, shocks, belts, hoses, and other miscellaneous auto parts and materials required for routine repairs and preventive maintenance on buses, utility vans and sedans. Four of the thirteen fixed-route buses are over eleven years old with accumulated mileage in excess of 568,000 miles each. Three of these buses are being requested this fiscal year for replacement. Five of the buses are ten years old and have accumulated over 454,900 miles; two of the buses are over three years old with an accumulated mileage of 134,200. The remaining two buses were converted to CNG in 2006 and have an average of less than 50,000 miles.

Van Maintenance 20,000

This account is used for the purchase of specialized parts for maintenance and repair of 13 CNG engines, such as electronic components related to fuel and emission systems, hydraulic components related to steering and cooling controls, components for wheelchair lifts, and components related to the anti-lock brake systems. This account is also used for the purchase of replacement parts such as gaskets, brakes, filters, shocks, belts, hoses and other miscellaneous auto parts and materials required for routine repairs and preventive maintenance on ADA Paratransit/Dial-A-Ride vehicles.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

Based on the age and accumulated mileage of the fixed-route buses, increased servicing costs are required. The requested budget amount also reflects anticipated price increases for the purchase of factory and after-market CNG replacement parts necessary to maintain Transit vehicles.

Account 42730: Training ..... \$ 3,000

FY 2008-09 Approved Budget/Estimated Actual	\$4,900/\$300
FY 2007-08 Actual Expenditures	\$2,313

This account provides for job-related employee training, seminars, instructor training for Federal/State Transit Operator and Safety programs, training for CNG bus operating system diagnostics and CNG bus subsystem maintenance training.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

Due to budgetary training constraints initiated in the second quarter of FY 2008-09, attendance at job related employee training was reduced. The requested budget amount for FY 2009-10 reflects a fully restored training budget.

Account 42720: Travel, Conferences, Meetings ..... \$ 4,200

FY 2008-09 Approved Budget/Estimated Actual	\$5,900/\$3,400
FY 2007-08 Actual Expenditures	\$3,613

This account is used for staff attendance at governmental and Transit related conferences and seminars, which provides staff with knowledge of current trends and concepts in the transit industry. The following amounts are requested for the Deputy Director/Transit, the Transit Finance Manager, the Transit Superintendent, and other appropriate staff to attend meetings and conferences associated with Transit funding, planning, and grant management:

1 - FTA/Grant Training, San Francisco, CA	\$ 900
1 - National Transit Database Training, CA	700
2 - CTA/CalAct Annual Conference, Pasadena, CA	1,000
1 - APTA Bus & Paratransit Conference, Cleveland, OH	1,600

Justification for the proposed increase over FY 2008-09 Estimated Actual:

Due to a restriction on use of the Travel, Conferences and Meetings Account initiated in the second quarter of FY 2008-09, the estimated actual is lower than anticipated. The requested budget amount for FY 2009-10 reflects a fully restored travel, conference and meeting budget.

Account 42790: Mileage ..... \$ 2,500

FY 2008-09 Approved Budget/Estimated Actual	\$2,700/\$2,700
FY 2007-08 Actual Expenditures	\$2,239

This account provides for employee mileage reimbursement when City vehicles are not available or their use is not practical. Funds requested are based on the current mileage reimbursement rate.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 549,800

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 3,000

FY 2008-09 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2007-08 Actual Expenditures	\$1,625

This account includes the mandatory annual fee to the State Water Resources Control Board for possessing a Wastewater Discharge Requirement order as part of the Methyl-Tertiary Butyl Ether (MTBE) project. Also included in this account is a monthly charge of \$32 for an outside vendor to pick up and shred confidential information that is disposed of in a secured container. It also funds the City's participation in the State of California's Unified Certification Process (UCP) to satisfy Transit's requirement to perform certification in the Disadvantaged Business Enterprise (DBE) program that ensures nondiscrimination in Transit's federally funded programs.

Justification for the proposed increase over FY 2008-09 Budget and Estimated Actual:

Additional funding in FY 2009-10 is required to cover the annual increase of the Wastewater Discharge requirement for the MTBE project. Funds for the UCP and DBE program were not expended during FY 2008-09. Staff anticipates expenditures for this process in the upcoming year due to the proposed Transit capital projects.

Account 44020: Planning Project..... \$ 47,000

FY 2008-09 Approved Budget/Estimated Actual	\$42,900/\$42,900
FY 2007-08 Actual Expenditures	\$36,386

This amount represents Transit's share of remediation costs for the MTBE Project for the underground fuel tank at the Public Service Center (PSC).

Justification for the proposed increase over FY 2008-09 Budget and Estimated Actual:

Additional funds proposed in FY 2009-10 are required by the Ventura County Environmental Health Division (EHD) for the continued mitigation monitoring, testing, reporting and remediation of the MTBE project of the underground fuel tank at the Public Service Center (PSC).

Account 44310: Maintenance of Equipment..... \$ 577,000

FY 2008-09 Approved Budget/Estimated Actual	\$601,300/\$515,600
FY 2007-08 Actual Expenditures	\$545,148

Bus Maintenance/Utility Van Maintenance \$ 547,000

This account is used to reimburse Public Works for the maintenance of Transit vehicles. The FY 2009-10 amount is cost allocated at \$444,600. Maintenance work beyond the service provided by City maintenance staff, such as air conditioning repairs; window replacements; radio service; body damage repair work; seat repairs; machine work; and major component failures, such as engine and transmission rebuilds, are also funded from this account. Based on the age and accumulated miles on eight of the thirteen buses, increased repair/replacement costs are required. This account also provides funding for towing services of fixed-route vehicles that are unable to be driven. This account is also used for preventive maintenance expenses for the CNG Fueling Facility for repairs identified during routine preventive maintenance inspections and for technical field support by manufacturer factory trained representatives. Included in this account are oil, seals, rings, and other associated parts not covered in the PM agreement. Described below are the estimated annual costs for contracting highly specialized services:

Fueling Facility Preventive Maintenance	\$ 13,000
Generator Maintenance	3,300
Maintenance and Calibration of the Fire Suppression System (\$150 per bus)	2,000
Rebuilt Engines (2)	40,000
Rebuilt Transmissions (2)	10,000
Turbochargers (4)	22,000

Van Maintenance 30,000

This account is used for contracted maintenance work performed on the ADA Paratransit/Dial-A-Ride vans, such as body damage repair work, machine work, window replacements, radio service, wheel alignments and major repairs to vehicle drivetrains. This account also provides funding for towing services of paratransit vehicles that are unable to be driven. Currently, the City operates up

to twelve Dial-A-Ride vans, Monday-Friday, and four vans on Saturday from approximately 4:30 a.m. to 8:00 p.m.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

Vehicle maintenance allocation increased 4.5% from FY 2008-09. Additional funds to rebuild Cummins engines were not needed during FY 2008-09; therefore, staff is requesting funds to rebuild two engines, should the need arise, in FY 2009-10. Funds are also being requested to rebuild two transmissions during the fiscal year. The last transmission rebuild was during FY 2007-08. Turbochargers on the NABI buses are scheduled for replacement every 50,000. Staff estimates that four turbochargers will need to be replaced during FY 2009-10.

Account 44410: Maintenance of Building/Grounds ..... \$ 2,500

FY 2008-09 Approved Budget/Estimated Actual	\$10,000/\$500
FY 2007-08 Actual Expenditures	\$ 1,094

This account is used for the purchase of materials required to maintain existing bus stop locations with such items as concrete pads for ADA accessibility, bus stop targets, poles and pole caps, information tubes, installation of bus benches, etc.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

Costs for maintaining bus stop locations was deferred during FY 2008-09 due to the proposed Transit Shelter project, which will be funded with Economic Stimulus funds. Staff is requesting limited funds for FY 2009-10 to allow for continued maintenance of bus stop locations during the upcoming year.

Account 44490: Other Contract Services. .... \$ 32,800

FY 2008-09 Approved Budget/Estimated Actual	\$33,600/\$30,000
FY 2007-08 Actual Expenditures	\$18,044

This account provides for services associated with the following:

FTA Drug/Alcohol Testing Program	\$ 4,000
DMV Medical	1,800
Ventura County APCD Permit Fee (to operate Emergency CNG Generator)	500
National Pollutant Discharge Elimination System Storm Water Permit	800
Coin Counter/Currency Counter Biannual Maintenance	600
Reprinting of Transit Bus Schedules/Maps and Transfers	21,600
Reprinting of Bus and ADA/DAR Passes	3,500

Justification for the proposed increase over FY 2008-09 Estimated Actual:

During the second half of FY 2008-09, Simi Valley Transit implemented a Spanish language version of the fixed-route bus schedule. The requested budget amount reflects an annual increase in the cost of printing bus schedules in two languages.

Account 44590: Insurance Charges ..... \$ 149,400

FY 2008-09 Approved Budget/Estimated Actual	\$138,500/\$138,500
FY 2007-08 Actual Expenditures	\$131,700

This account provides for the assigned premiums paid to the City's Liability Insurance Fund.

SUBTOTAL - SERVICES \$ 811,700

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,230,200

FY 2008-09 Approved Budget/Estimated Actual	\$1,256,600/\$1,256,600
FY 2007-08 Actual Expenditures	\$1,010,200

This account is for reimbursement to the General Fund for costs to support the operation of the Transit system. The amount of reimbursement is established annually in the City's Cost Allocation Plan.

Account 49297: Transfer to Retiree Medical Benefits Fund ..... \$ 13,800

FY 2008-09 Approved Budget/Estimated Actual	\$23,000/\$23,000
FY 2007-08 Actual Expenditures	\$10,900

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to retired City employees.

Account 49656: Transfer to Financial Information Systems Fund.....\$ 6,800

FY 2008-09 Approved Budget/Estimated Actual	\$5,000/\$5,000
FY 2007-08 Actual Expenditures	\$5,000

This account provides ongoing system modifications and enhancements to the City's Financial Information System.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$ 1,250,800

TOTAL - CURRENT EXPENSES \$ 2,612,300

CAPITAL OUTLAY

Account 47028: Computers (Capital)..... \$ 6,500

FY 2008-09 Approved Budget/Estimated Actual	\$7,500/\$4,400
FY 2007-08 Actual Expenditures	\$5,231

Transit is scheduled to replace five desktop computers in FY 2009-10.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

Funds were authorized in FY 2008-09 to replace two laser jet printers. However, a new copy machine, which has printing capabilities, was installed during the second half of the fiscal year. Therefore, funds were not expended on the replacement of printers. Staff is requesting funds in FY 2009-10 to replace the desktop computer for the Deputy Director/Transit, three Transit Supervisors and the Transit Secretary. These five computers were purchased in November 2006 and no longer meet City standards. Requested replacements are in accordance with the City’s current computer replacement policy.

TOTAL – CAPITAL OUTLAY \$ 6,500

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:    Replacement of Three Fixed-Route Buses - \$1,380,000  
(American Recovery and Reinvestment Act - ARRA)

PRIORITY:    1

The Transit Division is requesting funds to purchase three replacement fixed-route, 40-foot buses that are eligible for replacement under FTA guidelines.

FTA Rolling Stock Service Life Policy requires any FTA funded 40-foot Transit bus remain in transit service for a minimum service life of at least 12-years or an accumulation of at least 500,000 miles.

In accordance with FTA policy, each of the three buses scheduled for replacement have reached the end of their useful service life by accumulating in excess of 568,000 miles each. Replacement of the buses will ensure continued reliability of service while reducing maintenance costs.

In FY 2007-08, Simi Valley Transit transported over 454,000 passengers on the fixed-route system. An estimated 489,000 passengers will be transported in FY 2008-09.

Funding in the amount of \$1,380,000 (ARRA) is requested in the FY 2009-10 Budget to replace three fixed-route, 40-foot buses.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Three Replacement Fixed-Route 40-Foot Buses	<u>\$ 1,380,000</u>	
	Total	<u>\$ 1,380,000</u>
		\$ 1,380,000 (100% ARRA)

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION: Transit Shelters - \$484,000 (American Recovery and Reinvestment Act - ARRA)

PRIORITY: 2

The Transit Division is requesting funds to replace and upgrade obsolete/deteriorated bus shelters and amenities such as signs, benches and trash receptacles at bus stops throughout the City.

The City currently has 30 shelters that are over fifteen years old. Some of the aging shelters have been dismantled in recent years for public safety and to provide replacement parts for other shelters needing repairs. This project also includes expanding shelter locations to senior living complexes and medical facilities to service frail and vulnerable populations. The project will include costs to complete demolition and removal of the current shelters and replacement of deteriorated concrete benches at many of the City's 187 bus stops.

Simi Valley Transit fixed-route ridership has grown to over 454,000 trips annually. The Simi Valley Transit Shelter project will provide for the replacement of critical public transit infrastructure and provide passengers protection from the wind and elements, as well as provide for a clean, comfortable and secure location to await the arrival of the bus.

Funding in the amount of \$484,000 (ARRA) is requested in the FY 2009-10 Budget to replace and upgrade obsolete/deteriorated bus shelters and amenities.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Transit Shelters	<u>\$ 484,000</u>	
	Total	<u>\$ 484,000</u>
		\$ 484,000 (100% ARRA)

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Transit Garage Improvements - \$867,400 (American Recovery and Reinvestment Act – ARRA)

PRIORITY:     3

The Transit Division is seeking Economic Stimulus funds to modernize and upgrade the Transit garage facility. This project includes reconfiguration of maintenance pits; addition of a hydraulic lift; electrical, natural gas detection and mechanical system upgrades; increased storage area and replacement of the bus washer.

At the time that the Transit garage was constructed in 1989, one five-foot deep vehicle maintenance pit was built for vehicle maintenance staff to perform preventive maintenance and inspect the undercarriage of Transit fleet vehicles. The high floor vehicles used by Simi Valley Transit (SVT) at that time and the depth of the maintenance pit provided vehicle maintenance staff with ample headroom. In 1999, SVT chose an alternative fuel path of clean burning Compressed Natural Gas (CNG) and transitioned to low-floor buses. The lower profile of these buses reduces the workspace in the maintenance pit, requiring maintenance staff to conduct preventive maintenance and undercarriage inspections in a very limited area. The addition of a hydraulic lift will allow Transit vehicles to be lifted in the air so staff can perform routine maintenance on Transits CNG vehicles, such as brake replacements; changing tires, etc. The bus washer is over 25-years old and was not designed to clean low profile vehicles.

Funding in the amount of \$867,400 (ARRA) is requested in the FY 2009-10 Budget to make necessary Transit garage improvements to serve Transit's CNG fleet.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Modernization of Garage Facility	\$ 867,400	
	<u>Total</u>	<u>\$ 867,400</u>
		\$ 867,400 (100% ARRA)

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Replacement of One Americans with Disabilities Act/Dial-A-Ride Paratransit Van - \$91,000 (Federal CMAQ Funding)

PRIORITY:     4

The Transit Division is requesting funding for the replacement of one Compressed Natural Gas-powered Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) Paratransit van that has reached the end of its useful service life. The Federal Transit Administration (FTA) Rolling Stock Service Life Policy states that an FTA funded 25-foot paratransit van must remain in transit use for a minimum service life of at least 5-years or an accumulation of at least 150,000 miles.

The van due for replacement was purchased in 2003 and by the time of replacement will have accumulated in excess of 175,000 miles. Replacement of the van will ensure continued reliability of service while reducing maintenance costs. Providing service without disruptions due to mechanical failures will ensure compliance with Federal ADA regulations. These regulations allow no tolerance for denials, as FTA regulations do not provide for "capacity constraint" arguments due to mechanical failures when denying a request for transportation.

The current ADA/DAR service operates Monday through Saturday for a weekly total of 404 hours, transporting approximately 900 passengers per week. The requirement for sufficient equipment/capacity necessary to meet demands for service is crucial to ensuring that the City is compliant with Federal ADA regulations.

Funding in the amount of \$91,000 (Federal CMAQ) is requested in the FY 2009-10 Budget to purchase one replacement ADA/DAR van.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Replacement CNG Paratransit Van	\$ 91,000	
	Total	<u>\$ 91,000</u>
		\$ 91,000 (100% CMAQ)

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Replacement of One Utility Van - \$30,000 (\$24,000 Federal Funding, \$6,000 General Fund)

PRIORITY:     5

The Transit Division is requesting funds to replace one of its three existing utility vans that was purchased in 1996 and has accumulated in excess of 105,000 miles.

Utility vans are required to provide reliable transportation for fixed-route operator shift changes; travel to and from appointments for medical certificate renewals; and provide transportation for employees who get called to participate in the City's random drug/alcohol testing program. The vans are also used for travel to the Department of Motor Vehicle office to obtain Transit Coach Operator Verification of Transit Training renewal certificates.

In 2004, Simi Valley Transit received two commuter-type vans to be used for Americans With Disabilities Act/Dial-A-Ride (ADA/DAR) service. These vans can only accommodate seven passengers, plus one wheelchair and are no longer conducive to the ADA/DAR service. Therefore, they will be transferred from revenue service vehicles to driver relief vehicles, mitigating the need to replace, at this time, the remaining two utility vans that were purchased in 1999 and have accumulated in excess of 85,000 miles each.

Due to the age of the existing utility van and the mileage it has accumulated, funding in the amount of \$30,000 is requested in the FY 2009-10 Budget to purchase one replacement utility van.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Replacement Utility Van	<u>\$ 30,000</u>	
	Total	<u>\$ 30,000</u>
		\$ 24,000 (80% Federal)
		\$ 6,000 (20% General Fund)

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Service on Route D - \$41,900 (0.68% of Budget)

PRIORITY: 1

Route D provides connecting bus service between Wood Ranch, Simi Valley Hospital, the Civic Center, the Simi Valley Town Center, and the Ronald Reagan Presidential Library. Route D also provides transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (MTA), Metrolink, and the Ventura Intercity Service Transit Authority (VISTA). Saturday service on Route D is provided from 6:45 a.m. to 8:00 p.m. This operational improvement was instituted on a trial basis in November of 2006 shortly following Simi Valley Transit's major service expansion to accommodate the opening of Simi Valley Town Center. Unfortunately, over the past three years, ridership support for this operational improvement has failed to materialize to justify its continued operation. Saturday service on Route D currently represents Simi Valley Transit's highest per passenger cost to operate and its lowest daily ridership level. During FY 2007-08, Saturday Route D service provided 3,234 trips and 3,527 trips are estimated for FY 2008-09. Annual operating costs are estimated at \$48,700 with annual revenues totaling \$4,300.

Mid-week service on Route D would not be affected by this change. Elimination of the Saturday service on Route D will require transit-dependent individuals that do not qualify to use the City's ADA/Dial-A-Ride service to connect with the fixed-route service at Madera Road and Royal Avenue on Saturdays. This service change could also impact visitors and local residents wishing to access the Ronald Reagan Presidential Library or local businesses on Saturdays. If approved, the proposed reduction in service would be subject to a subsequent public hearing per Federal Transit Administration requirements and would provide the following annual budget savings:

	Budget Reductions
<u>FISCAL YEAR 2009-10 SAVINGS</u>	
<u>Personnel</u>	
.40 Full-time Equivalent Transit Coach Operator	\$ 23,300
	Subtotal \$ 23,300
<u>Current Expense</u>	
Fuel and Lubricants	\$ 9,200
Parts	4,400
Maintenance	11,800
	Subtotal \$ 25,400

Revenue Loss and Expense

Route D Fares	\$	(4,300)	
Reprint Route D Schedule		(2,500)	
		<u>Subtotal</u>	\$ <u>(6,800)</u>

Net General Fund Savings \$ 41,900

RECURRING ANNUAL SAVINGSPersonnel

.40 Full-time Equivalent Transit Coach Operator	\$	23,300	
		<u>Subtotal</u>	\$ 23,300

Current Expenses

Fuel and Lubricants	\$	9,200	
Parts		4,400	
Maintenance		11,800	
		<u>Subtotal</u>	\$ 25,400

Revenue Loss

Route D Fares	\$	(4,300)	
		<u>Subtotal</u>	\$ <u>(4,300)</u>

Net General Fund Savings \$ 44,400

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Service on Route C - \$42,300 (0.72% of Budget)

PRIORITY: 2

Route C provides bus service between Simi Valley and Chatsworth for transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (METRO). Saturday service on Route C is provided from 5:15 a.m. to 8:30 p.m. Annual Saturday ridership for FY 2007-08 was 7,387 trips with revenue totaling \$8,000. Saturday ridership for FY 2008-09 is estimated at 7,890 trips with revenue estimated at \$9,600. Route C service comprises 21% of Simi Valley Transit's overall Saturday service, compared to Route A at 33%, Route B at 31% and Route D at 15%.

Elimination of Saturday service on Route C will result in transit-dependent Simi Valley residents not having local public transportation service to Chatsworth. The greatest impact would be to individuals who use the bus to make connections with METRO for work and/or medical appointments. Removing Saturday Route C service may result in unmet Transit needs, which could jeopardize the City's federal funding. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

		Budget Reductions
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
.40 Full-time Equivalent Transit Coach Operator	\$ 23,300	
	Subtotal	\$ 23,300
<u>Current Expenses</u>		
Fuel and Lubricants	\$ 11,300	
Parts	5,400	
Maintenance	14,400	
	Subtotal	\$ 31,100
<u>Revenue Loss and Expense</u>		
Route C Fares	\$ (9,600)	
Reprint Route C Schedule	(2,500)	
	Subtotal	\$ (12,100)
Net General Fund Savings		\$ 42,300

RECURRING ANNUAL SAVINGSPersonnel

.40 Full-time Equivalent Transit Coach Operators	\$	<u>23,300</u>	
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Subtotal	\$	23,300
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Current Expenses

Fuel and Lubricants	\$	11,300
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Parts		5,400
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Maintenance		<u>14,400</u>
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Subtotal	\$	31,100
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Revenue Loss

Route C Fares	\$	<u>(9,600)</u>
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Subtotal	\$	<u>(9,600)</u>
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Net General Fund Savings	\$	<u><u>44,800</u></u>
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DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Completely Eliminate Service on Route D - \$294,900 (4.8% of Budget)

PRIORITY: 3

Route D provides connecting bus service between Wood Ranch, Simi Valley Hospital, the Civic Center, the Simi Valley Town Center, and the Ronald Reagan Presidential Library. Route D also provides transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (METRO), Metrolink, and the Ventura Intercity Service Transit Authority (VISTA). Service on Route D is provided Monday through Friday from 4:45 a.m. to 8:15 p.m. and on Saturday from 6:45 a.m. to 8:00 p.m. Annual ridership for FY 2007-08 was 30,111 trips with revenue totaling \$16,500. Ridership for FY 2008-09 is estimated at 33,100 trips with revenue estimated at \$19,000. Route D is Simi Valley Transit's lowest performing route, comprising 15% of the overall ridership compared to Route A with 33%, Route B with 31% and Route C with 21%.

Elimination of service on Route D would eliminate public transportation service for Wood Ranch students and the transit-dependent that do not qualify to use the City's Dial-A-Ride service. It would also eliminate any local public transportation service to the Ronald Reagan Presidential Library, a frequent destination for tourists and local school children. The greatest impact would be on individuals who use the bus for work, medical appointments, to access local businesses and students, who comprise a large percentage of Route D passengers. In addition, a portion of the rapidly growing senior transit-dependent population lives in this area and uses the service for medical and shopping trips. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

	Budget Reductions
<u>FISCAL YEAR 2009-10 SAVINGS</u>	
<u>Personnel</u>	
2.4 Full-Time Equivalent Transit Coach Operators	\$ 139,500
	Subtotal \$ 139,500
<u>Current Expenses</u>	
Fuel and Lubricants	\$ 72,100
Parts	34,300
Maintenance	91,900
	Subtotal \$ 198,300

Revenue Loss and Expenses

Route D Fares	\$ (40,400)	
Reprint Route D Schedule	(2,500)	
	<u>Subtotal</u>	\$ <u>(42,900)</u>

Net General Fund Savings \$ 294,900

RECURRING ANNUAL SAVINGSPersonnel

2.4 Full-Time Equivalent Transit Coach Operators	\$ 139,500	
	<u>Subtotal</u>	\$ 139,500

Current Expenses

Fuel and Lubricants	\$ 72,100	
Parts	34,300	
Maintenance	91,900	
	<u>Subtotal</u>	\$ 198,300

Revenue Loss

Route D Fares	\$ (40,400)	
	<u>Subtotal</u>	\$ <u>(40,400)</u>

Net General Fund Savings \$ 297,400

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Reduce Fixed-Route Service One Hour in the Evening - \$103,900 (1.7% of Budget)

PRIORITY: 4

This Reverse Priority, if approved, would terminate service on Routes A, B, C, and D, Monday through Saturday between approximately 7:30 p.m. and 8:30 p.m., about 1 hour earlier than the current schedule. Reducing service in the evening is preferred to reducing service in both the morning and evening since it is usually more difficult to arrange travel plans in the morning. Service would continue to start between 4:30 a.m. and 5:00 a.m. each morning.

The reduction of hours on these routes will have a negative effect on ridership and revenues by eliminating 2,352 hours of service annually. It is estimated that this will negatively impact 28,200 annual passenger trips based on current ridership statistics. Eliminating one hour of service would result in three missed connections with Metrolink (one on Route A, one on Route B and one on Route C). In addition, it is estimated that there would be a reduction of an additional 2,800 trips (10%) as a negative reaction to the reduction of service. This historically occurs with schedule reduction changes in a transit system. Elimination of these evening service hours may result in unmet transit needs, which could jeopardize the City's federal funding. A reduction in service hours will also contribute to increased traffic congestion and air pollution. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
1.1 Full-time Equivalent Transit Coach Operators	\$ 64,000
	Subtotal \$ 64,000
<u>Current Expenses</u>	
Fuel and Lubricants	\$ 31,000
Parts	14,700
Maintenance	39,500
	Subtotal \$ 85,200

Revenue Loss and Expenses

Fares	\$	(34,400)	
Fares (10% Negative Impact to Service Reduction)		(3,400)	
Reprint Bus Schedules		(7,500)	
		<u>Subtotal</u>	\$ <u>(45,300)</u>

Net General Fund Savings \$ 103,900

RECURRING ANNUAL SAVINGSPersonnel

1.1 Full-time Equivalent Transit Coach Operators	\$	<u>64,000</u>	
		Subtotal	\$ 64,000

Current Expenses

Fuel and Lubricants	\$	31,000	
Parts		14,700	
Maintenance		<u>39,500</u>	
		Subtotal	\$ 85,200

Revenue Loss

Fares	\$	(34,400)	
Fares (10% Negative Impact to Service Reduction)		<u>(3,400)</u>	
		Subtotal	\$ <u>(37,800)</u>

Net General Fund Savings \$ 111,400

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Fixed-Route Peak Service on Routes A-3 and B-3 - \$230,700 (3.7% of Budget)

PRIORITY: 5

Fixed-route bus service on Routes A-3 and B-3 operate Monday through Friday during peak service from 7:00 a.m. to 12:15 p.m. and 2:00 p.m. to 8:30 p.m. These supplemental bus services are designed to enable Simi Valley Transit to provide consistent 30-minute headways or waiting times between buses on the heavily used A and B Routes during peak service. During FY 2007-08, a total of 82,450 passenger trips were recorded on these two routes and an estimated 87,000 passengers will be transported in FY 2008-09. Routes A-3 and B-3 are primarily used by school children traveling to and from school and residents traveling to and from work.

Elimination of the A-3 and B-3 routes would change the current 30-minute headways between buses during peak service, to alternating 30-minute and 60-minute waits between buses on the popular Routes A and B. The change would require some passengers to wait longer for the next bus and/or leave earlier to get to their destination. It is anticipated that some passengers would opt to find other transportation sources due to the inconvenience of longer headways. However, a significant percentage of riders would likely migrate to the A-1, A-2, B-1, or B-2 Routes, which would increase Simi Valley Transit's overall cost efficiencies on these four routes. While this reduction will result in some extended waits during peak service, it does enable Simi Valley Transit to retain its basic four fixed-route structure (Routes A, B, C, and D) that covers the major portions of the City. The proposed reduction in service would provide the following budget savings:

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
2.9 Full-time Equivalent Transit Coach Operators	\$ 168,600
	Subtotal \$ 168,600
<u>Current Expenses</u>	
Fuel and Lubricants	\$ 63,200
Parts	30,000
Maintenance	80,600
	Subtotal \$ 173,800

Revenue Loss and Expenses

Route A-3 Fares	\$ (55,200)	
Route B-3 Fares	(51,500)	
Reprint Bus Schedules	(5,000)	
	<u>Subtotal</u>	\$ (111,700)

Net General Fund Savings \$ 230,700

RECURRING ANNUAL SAVINGSPersonnel

2.9 Full-time Equivalent Transit Coach Operators	\$ 168,600	
	<u>Subtotal</u>	\$ 168,600

Current Expenses

Fuel and Lubricants	\$ 63,200	
Parts	30,000	
Maintenance	80,600	
	<u>Subtotal</u>	\$ 173,800

Revenue Loss and Expenses

Route A-3 Fares	\$ (55,200)	
Route B-3 Fares	(51,500)	
	<u>Subtotal</u>	\$ (106,700)

Net General Fund Savings \$ 235,700

SANITATION FUND  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

42100: Utilities ..... \$ 835,000

FY 2008-09 Approved Budget/Estimated Actual	\$860,000/\$810,000
FY 2007-08 Actual Expenditures	\$918,363

This account provides for electricity, natural gas, and domestic water at the Water Quality Control Plant (WQCP) and for sewage collection system operations. The major expense in this account is for the purchase of connected load power in the treatment process.

Justification for proposed increase over FY 2008-09 Estimated Actual:

A 3% rate increase in utility costs for water, electricity and natural gas is anticipated

Account 42110: Lift Utilities..... \$ 5,100

FY 2008-09 Approved Budget/Estimated Actual	\$4,200/\$5,000
FY 2007-08 Actual Expenditures	\$3,386

This account funds electrical costs associated with operating the Big Sky, Wood Ranch, and Arroyo Simi Lift Stations. The costs for the Big Sky and Wood Ranch Lift Stations are reimbursed to Sanitation.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

A 3% rate increase in utility costs for water, electricity and natural gas is anticipated

Account 42150: Communications ..... \$ 36,200

FY 2008-09 Approved Budget/Estimated Actual	\$42,500/\$36,200
FY 2007-08 Actual Expenditures	\$27,506

This account provides for the Sanitation Fund share of two-way radio system maintenance contract (\$30,100) and the monthly cost of pagers and cellular phones.

FY 2009-10  
REQUESTED  
BUDGET

Account 42230: Office Supplies ..... \$ 11,500

FY 2008-09 Approved Budget/Estimated Actual	\$11,500/\$11,500
FY 2007-08 Actual Expenditures	\$12,465

This account provides for normal office operating expenses including paper supplies/computer supplies, minor personal computer maintenance, CD's, and related items.

Account 42235: Furnishings and Equipment (Non-Capital) ..... \$ 1,800

FY 2008-09 Approved Budget/Estimated Actual	\$3,300/\$3,300
FY 2007-08 Actual Expenditures	\$0

Funding is requested to purchase two replacement desk chairs and three replacement side chairs for staff at the Sanitation Building. The existing chairs are very old and worn out. The age of the chairs ranges from fifteen to twenty years, and some of the components including arm rests, chair backs, and upholstery are worn out, torn, or broken.

- 2 - Replacement Desk Chairs @ \$525 each = \$1,050
- 3 - Replacement Side Chairs @ \$250 each = 750

Account 42310: Rentals ..... \$ 6,000

FY 2008-09 Approved Budget/Estimated Actual	\$6,500/\$6,500
FY 2007-08 Actual Expenditures	\$24,461

This account provides for the rental of specialized equipment that is needed in the operation and maintenance of plant equipment, such as air compressors, temporary pumping systems, sewer cleaning easement machine and other equipment that is not available in-house. The account is also utilized to rent specialized vehicles, such as dump trucks, when one or more is unavailable due to mechanical failure.

Account 42410: Uniform/Clothing Supply ..... \$ 25,500

FY 2008-09 Approved Budget/Estimated Actual	\$23,000/\$23,000
FY 2007-08 Actual Expenditures	\$20,571

This account provides for employee uniforms, boots, rain gear, and other related personal protective equipment.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

An increase is requested to cover the increased cost of the uniform and boot allowance as provided in the General Unit Memorandum of Understanding.

Account 42440: Memberships and Dues ..... \$ 7,200

FY 2008-09 Approved Budget/Estimated Actual	\$19,200/\$7,200
FY 2007-08 Actual Expenditures	\$20,074

This account provides for memberships in the following organizations:

Water Environment Federation (WEF)	\$ 1,500
California Water Environment (CWEA) Membership	2,500
Instrument Society of America (ISA)	250
American Public Works Association (APWA)	750
State Wastewater Treatment Operator Certification Renewals	1,000
CWEA Technical Certification Renewals	600
Office of Environmental Health, Hazard Assessment/ State Environmental Assessor Registration	300
American Society of Civil Engineers	300

Account 42450: Subscriptions and Books..... \$ 2,500

FY 2008-09 Approved Budget/Estimated Actual	\$3,000/\$3,000
FY 2007-08 Actual Expenditures	\$1,993

This account provides for the following journals and other reference materials related to the operation of the Sanitation Division:

Safety Bulletins and Subscriptions	\$ 300
Manuals on Activated Sludge/Nitrogen Removal	550
Manuals on Chemical Analyses of Water and Wastes	400
Sanitation Manuals, Reports, Updates, and Subscriptions	450
California Code of Regulations on Safety Standards	400
CD-ROM and Handbooks on Municipal, Industrial, and Commercial Waste	400

FY 2009-10  
REQUESTED  
BUDGET

Account 42530: Chemicals ..... \$ 549,000

FY 2008-09 Approved Budget/Estimated Actual	\$605,000/\$550,000
FY 2007-08 Actual Expenditures	\$495,898

This account is used to purchase the following chemicals used in the treatment process at the WQCP:

Chlorine	\$ 250,000
Sodium Bisulfite	120,000
Belt Press Polymer	72,000
Polymer - Tertiary Filters	18,000
Polymer - Flotation Thickeners	19,000
Ferric and Ferrous Chloride - Digesters	32,000
Anhydrous Ammonia – THM Treatment	38,000

Account 42541: Recycled Water Utilities..... \$ 12,000

FY 2008-09 Approved Budget/Estimated Actual	\$7,500/\$8,000
FY 2007-08 Actual Expenditures	\$7,739

This account provides for electrical costs associated the Calleguas Municipal Water District pumping facilities operated by Sanitation staff at the WQCP.

Justification for the proposed increase over FY 2008-09 Budget and Estimated Actual:

This account includes increased pumping charges associated with the use of recycled water program. In addition to electric rate increases, recycling usage has significantly increased at the landfill.

Account 42550: Small Tools/Equipment ..... \$ 2,200

FY 2008-09 Approved Budget/Estimated Actual	\$5,200/\$5,200
FY 2007-08 Actual Expenditures	\$3,102

This account provides for the purchase of small tools and safety equipment utilized at the WQCP by Collection System Environmental Compliance staff.

Treatment Plant \$ 1,000

The budgeted amount will provide for the purchase of wrenches and other hand tools, saws and blades, drills and bits, small pumps, shovels, and related equipment.

Line Maintenance 1,000  
 This amount is for the regular purchase of small tools and safety equipment for the line maintenance function.

Environmental Compliance 200  
 These funds are provided for the purchase of hand tools such as wrenches, screwdrivers, flashlights, shovels, etc.

Account 42560: Operating Supplies ..... \$ 150,000

FY 2008-09 Approved Budget/Estimated Actual	\$170,300/\$165,000
FY 2007-08 Actual Expenditures	\$125,551

This account provides for the following operating supplies:

Treatment Plant \$ 127,500  
 This account supplies the WQCP with oil and grease lubrication items, housekeeping supplies, welding gases, mobile pump station suction and discharge hoses, boiler soft water, building supplies, and first aid/safety items such as portable gas detectors, fall protection, SCBA, and PPE. Laboratory and Instrumentation supplies include, but are not limited to: test kit equipment; reagent chemicals; laboratory glassware; laboratory gases; bioassay testing materials; and materials used in field monitoring for the reclaimed water, soil amendment site, and groundwater monitoring programs and plant analyzer equipment and reagents.

Line Maintenance 21,000  
 This account provides for vector hoses, mending couplings, manhole equipment, safety equipment and supplies, light bulbs, and other related items.

Environmental Compliance (Pretreatment) 1,500  
 This account provides for supplies and equipment for the Pretreatment Program, including safety equipment, fire extinguishers, bottles with caps and containers for sampling, beakers, pH meter replacement parts, wipe-alls, hand cleaner, biocide soap, reagents, oxygen meter replacement parts, and separator funnels.

Account 42720: Travel, Conferences, Meetings ..... \$ 10,600

FY 2008-09 Approved Budget/Estimated Actual	\$55,900/\$40,400
FY 2007-08 Actual Expenditures	\$16,614

This account provides for attendance at meetings with local, State, and Federal agencies relative to Sanitation Division operations and grant programs. It also provides for attendance by selected personnel at seminars and workshops that directly relate to operations and procedures.

Administration

1 - California Water Environment Assoc. (CWEA) Annual State Convention, Sacramento, CA (Engineer) \$ 1,200

Treatment Plant

3 - CWEA Conference, Sacramento, CA (Managers and Gen. Unit Employees) 3,000  
 6 - Annual Tri-State Conference, Primm NV (Managers and General Unit Employees) 1,800  
 1 - WEFTEC Annual Conference, Orlando, FL (Deputy Director) 1,600

Environmental Compliance (Pretreatment)

1 - EPA Tri-State Conference, Primm, NV 300  
 1 - CWEA State Convention, Sacramento, CA (Deputy Director Environmental Compliance) 1,100  
 2 - CWEA Southern California Pretreatment Conference, Long Beach, CA (Pretreatment (Environmental Compliance Coordinator and Analyst) 1,600

Account 42730: Training ..... \$ 9,000

FY 2008-09 Approved Budget/Estimated Actual	\$25,300/\$14,000
FY 2007-08 Actual Expenditures	\$18,699

This account provides for attendance of selected personnel at specialized short courses and workshops to obtain the skills and knowledge necessary to manage, operate, and maintain the Sanitation Division:

Treatment Plant/Line Maintenance

24 - CWEA Tri-County Local Workshops, CA (Managers and General Unit employees) \$ 1,500  
 40 - General OSHA-Required Training, CA (confined space entry, lockout/tagout, electrical safety, lab safety, hazard communication, etc. for plant employees) 2,500

20 - Equipment Training, CA (operation, maintenance, and trouble-shooting of plant equipment, such as pumps, motors, electrical systems, etc. for plant employees)	2,500
2 - Management/Supervisory Training, CA	500

Administration

10 - American Public Works Association (APWA) Local Workshops	1,400
3 - Trenchless Technology Seminar, CA	200

Environmental Compliance (Pretreatment)

5 - CWEA Quarterly Training Workshop (Management and General Unit staff), CA	400
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Account 42790: Mileage ..... \$ 600

FY 2008-09 Approved Budget/Estimated Actual	\$3,000/\$600
FY 2007-08 Actual Expenditures	\$627

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 1,664,200

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 190,400

FY 2008-09 Approved Budget/Estimated Actual	\$637,700/\$637,700
FY 2007-08 Actual Expenditures	\$458,852

This account provides for professional services that are required for effective operation of the Sanitation Division:

Legislative Consultant Services 22,900  
Services to assist the City with regulatory compliance legislation and other issues affecting sanitation operations.

Development of TMDLs 135,000  
With many of the more complex TMDL studies complete or nearly complete, the program is moving toward more specific analytical issues and implementation. In the next year, the consortium will be initiating site-specific studies to further assist the City's compliance with TMDL requirements. In addition, a consortium to conduct the regional TMDL monitoring is

currently forming, and the City will either need to pay a proportionate share for the regional effort or fund an independent effort to satisfy monitoring and reporting requirements.

Fuel Tank at PSC 32,500  
 For ongoing monitoring and mitigation for the underground fuel tank at the PSC.

Account 44310: Maintenance of Equipment..... \$ 705,000

FY 2008-09 Approved Budget/Estimated Actual	\$726,200/\$700,000
FY 2007-08 Actual Expenditures	\$652,576

This account provides for the maintenance and operation of Sanitation Division equipment. The major expenditures are for the WQCP with additional costs in the Collection system, and for Environmental Compliance. These funds provide for repair and maintenance of pumps, motors, piping, blowers, and other equipment that is operated in the wastewater areas as follows.

Mechanical/Electrical Parts	\$ 101,000
Emergency Equipment Repairs	90,000
Electronic Components	73,000
Miscellaneous Items (bearings, seals, sample pumps, etc.)	50,000
Pipe and Pipe Fittings	75,000
Portable Equipment	38,000
Coating Supplies, Paints, etc.	30,000
Building Supplies, Materials	30,000
Hardware (Nuts, Bolts, Fasteners)	23,000
Vehicle Maintenance Charges	165,000
Internet Services (Sanitation Share)	9,000
High Speed data Connection – City Hall to PSC (Sanitation Share)	20,000
Website Hosting (Sanitation Share)	1,000

Account 44410: Maintenance of Buildings and Grounds..... \$ 8,600

FY 2008-09 Approved Budget/Estimated Actual	\$16,100/\$16,100
FY 2007-08 Actual Expenditures	\$13,608

This account provides funding for materials used in maintaining landscaped areas of the Treatment Plant such as drought resistant shrubs, conditioners, and seeding. Additionally, this account provides for cultivating and maintaining oak trees.

Chemical (fertilizers, pre-emergence, and systemics)	\$3,100
Repair Parts (irrigation pipe, valves, sprinklers)	2,500
Landscape Replacement of Shrubs and Oak Tree Maintenance	3,000

Account 44490: Other Contract Services ..... \$ 943,400

FY 2008-09 Approved Budget/Estimated Actual	\$1,047,700/\$900,000
FY 2007-08 Actual Expenditures	\$684,235

This account provides for services that are required throughout the year:

<u>Administration</u>		\$	49,600
Zone 39 – Contribution to City-Owned Landscape Zone	24,600		
SB709 - Administrative Fees	25,000		

<u>Annual Permit Fees</u>			86,200
VCFD - Hazardous Materials	4,000		
RWQCB - NPDES Permit and Renewal Application	60,000		
RWQCB - Source Control Program	5,000		
APCD - Permit to Operate	9,200		
DOHS - Laboratory Renewal	4,000		
APCD - Air Toxic Hot Spots	4,000		

<u>Treatment Plant</u>			706,700
Technical Assistance	30,000		
For specialized machinery, motors, and pump equipment, chlorine/sodium bisulfite system, THM control process, and related equipment, such as control valves, pressure regulating valves, emergency shut-off valves, pressure differential regulators, rupture disks, and metering equipment, as needed.			

Consulting Services	15,000		
To provide in-stream sampling analysis for bioassessment monitoring requirements in the Treatment Plant’s NPDES permit.			

Outside Laboratory Work	75,000		
Acute chronic bioassay, toxicity identification evaluations, special organic solvent analysis, and gas content testing required by the Regional Water Quality Board in the Sanitation Plant’s new NPDES permit.			

Outside Annual Electrical Evaluation and Maintenance	25,000		
For all main MCC switchgear performed by a licensed electrical test contractor. This evaluation tests motor control panel and load center functioning			

with trip set points. It detects weak links in the system through infrared scans and sets alarm set points on electrical switchgear and breaker switch equipment against load.

Uninterruptible Power Supply (UPS) Stations Provides technical support and annual upkeep on five stations.	7,500
Infrared Imaging of Motor Control Center on Annual Contract	1,000
Maintenance of Heating, Boiler, Deionized Water, and air conditioning systems	15,000
Fire and Burglar Alarm and Paging Service	5,500
Disposal Fees	280,000
Backflow Prevention Device Testing	400
Landscape Maintenance Contract for Lawns and Planters at the Sanitation Plant	13,000
Atomic Absorption and Gas Chromatograph Mass Spectrophotometer Maintenance Contract and Other Laboratory Equipment Calibration	8,000
Contract Welding Services	18,000
Small-Scale Plant Operations Projects Such as Plumbing, Concrete Work, and Carpentry	10,000
Tri-Pod Fall Protection	5,000
Water-Champ Bisulfite Induction Unit	12,000
Medical Immunizations, First Aid Kit Supplier, Annual Fire Extinguisher Certification, Recharge, Testing, and Respiratory Protection.	800

Ongoing Plant Process Equipment Repairs not included in annual routine maintenance rehabilitation projects:		
2 - FEB Pumps	6,000	
2 - Product Water Pumps	10,000	
Digesters (gas compressors, hex units)	25,000	
Headworks (barscreens and appurtenances, channel)	20,000	
Dewatering Process (belt-press feed, drives, belts)	25,000	
Primary Treatment (pumps, drives)	5,000	
Filter Process (pumps, actuators, gates)	8,000	
BNR Process (recycle pumps)	5,000	
HVAC System	5,000	
Blowers (motors)	5,000	
Submersible Pumps	5,000	
Secondary Process (WAS pumps, drives)	5,000	
Admin Building Ceiling Repairs	10,000	
SCADA Services Comprehensive Support		
Wonderware's SQL Historian for SCADA Software	4,000	
SCADA Administration/Documentation with Technical Support as Needed (approx. 10 hours per month) PLC Technical Support Training	5,000	
Admin & Lab Addressable Fire Alarm System	10,000	
Maintenance Mgmt. System Technical Support	25,000	
	7,500	
<u>Line Maintenance</u>		75,900
Emergency sewer line repairs and contingencies:		
Gas Detector Maintenance	900	
Trench Line Failures and Broken Sewer Lines	25,000	
Sewer Lateral and Manhole Excavations, Repairs, and Paving	25,000	
Sewer Line Root Killer Applications	10,000	
Sewer line Contract Roach Spraying	5,000	
Granite XP Software (Integration with Maintenance Management System)	10,000	
<u>Environmental Compliance (Pretreatment)</u>		25,000
Outside laboratory work for volatile organics analysis (VOA) and split sampling for Quality Control Program, analyses for monitoring industrial and commercial discharges, and trunkline monitoring program.	15,000	

Local Limit Evaluation for Nitrate/Nitrite, Sulfate, 10,000  
 TDS, and Halomethanes, as additional study for  
 pollutants is required for each significant  
 industrial use to comply with a request from the  
 RWQCB.

Justification for the proposed increase over FY 2008-09 Estimated Actual:

A proposed fire alarm system for the Laboratory and Administrative  
 Offices is estimated to cost \$25,000. Additionally, disposal fees  
 increased by \$15,000.

Account 44590: Insurance Charges ..... \$ 187,600

FY 2008-09 Approved Budget/Estimated Actual	\$163,400/\$163,400
FY 2007-08 Actual Expenditures	\$170,000

This account provides for premium payments to the Liability Insurance Fund.

SUBTOTAL – SERVICES \$ 2,035,000

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,985,900

FY 2008-09 Approved Budget/Estimated Actual	\$1,908,900/\$1,908,900
FY 2007-08 Actual Expenditures	\$1,649,900

This account provides for a reimbursement to the General Fund based on the Cost  
 Allocation Plan.

Account 49648: Transfer to Computer Equipment Replacement Fund ..... \$ 57,700

FY 2008-09 Approved Budget/Estimated Actual	\$60,800/\$60,800
FY 2006-76 Actual Expenditures	\$41,600

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49649: Transfer to GIS and Permits Fund..... \$ 18,800

FY 2008-09 Approved Budget/Estimated Actual	\$17,000/\$17,000
FY 2007-08 Actual Expenditures	\$17,600

This account provides for transfers to the GIS and Permits Fund.

FY 2009-10  
REQUESTED  
BUDGET

Account 49656: Transfer to Financial Information Systems Fund ..... \$ 30,000

FY 2008-09 Approved Budget/Estimated Actual	\$18,800/\$18,800
FY 2007-08 Actual Expenditures	\$18,800

This account provides for transfers to the FIS Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund ..... \$ 63,700

FY 2008-09 Approved Budget/Estimated Actual	\$41,400/\$41,400
FY 2007-08 Actual Expenditures	\$31,400

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to retired City employees.

Account 49702: Transfer to Plant Equipment Reserve ..... \$1,010,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,010,000/\$1,010,000
FY 2007-08 Actual Expenditures	\$1,010,000

Account 49702: Transfer to Vehicle Replacement Reserve ..... \$ 143,200

FY 2008-09 Approved Budget/Estimated Actual	\$122,800/\$122,800
FY 2007-08 Actual Expenditures	\$159,600

Account 49702: Transfer to Sewerline Replacement Reserve..... \$2,465,000

FY 2008-09 Approved Budget/Estimated Actual	\$965,000/\$965,000
FY 2007-08 Actual Expenditures	\$965,000

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS ..... \$5,774,300

TOTAL - CURRENT EXPENSES ..... \$9,473,500

OPERATING FUND MAINTENANCE PROJECTS

Account 48500: Operating Fund Capital Projects ..... \$ 120,000

FY 2008-09 Approved Budget/Estimated Actual	\$247,000/\$247,000
FY 2007-08 Actual Expenditures	\$174,000

A. Raising of manholes for Streets and Roads Projects

Funding is used to raise Sanitation Division sewer manholes in conjunction with the FY 2009-10 Major Street Rehabilitation and Minor Street Overlay Programs.

TOTAL - CAPITAL PROJECTS (OPERATING FUND) ..... \$ 120,000

WQCP REPLACEMENT RESERVE PROJECTS

Account 48500: Replacement Projects ..... \$ 1,310,000

FY 2008-09 Approved Budget/Estimated Actual	\$2,338,800/\$2,338,800
FY 2007-08 Actual Expenditures	\$535,036

B. Digested Sludge Line Replacement \$360,000

Funds are requested to replace the corroded 8-inch digested sludge conveyance line from Anaerobic Digesters 3 & 4 to the Rotary Screen Process Station (RSPS). The line requires intensive cleaning to remove struvite (a hard crystal like structure) accumulation. The line would be replaced with PVC pipe that has shown to be resistant to struvite accumulation. The existing pipe's rough and porous interior of the existing pipe allows struvite to buildup on the surface, reducing its capacity. Cleaning is performed every six months, requiring three days of work for a 5-person crew. In addition to removing the struvite the consistent cleaning has also removed a majority of the protective interior cement lining of the pipeline, resulting in corrosion.

C. Grit Chamber Splitter Box Rehabilitation 125,000

Additional funding is requested for this project that will rehabilitate a 40-year-old Preliminary Grit Chamber concrete splitter box. The splitter box has control slide gates that split incoming flows between two 36-inch lines that lead to the aerated grit chamber. Visible hydrogen sulfide deterioration is noted on the inside of the box with exposed aggregate material decomposing on the chamber walls. Additionally, the splitter box cover has deteriorated and has been removed. This project was originally funded for \$171,000. The City hired a consultant to perform the design and, based on review by the consultant, the project is expected to cost \$296,000, a \$125,000 increase over the original budget.

D. Primary Influent Piping Replacement 100,000

For replacement of 20 year old air piping in the Water Quality Control Plant primary clarifier influent channel. The exterior of the air lines are corroded to the point that they may begin to fail. The air in this channel keeps solids in suspension on the way to the primary clarifiers for treatment, a critical process needed for adequate wastewater treatment. Primary Clarifier Influent channel will be repaired as a separate project.

- E. Primary Clarifier Channel Repair 30,000  
 Funding is requested for engineering services for the repair and application of a coating to the Water Quality Control Plant primary influent channel concrete walls. The concrete walls are corroded and in need of repair, with a more corrosion resistant coating. Naturally occurring hydrogen sulfide released from wastewater collects on the concrete walls forming sulfuric acid that aggressively corrodes concrete. This channel cannot be taken out of service and bypass pumping will be required to lower the channel water level so that repairs can be made above the water line. Construction funding will be requested in FY 2010-11.
- F. Primary Raw Sludge Line Replacement 200,000  
 The Water Quality Control Plant primary clarifier raw sludge Line is over 20 years old and needs rebuilding. There is no redundancy for this line and if it plugs or fails an emergency situation may occur. Constructing a replacement line will add another 20 years to the system and the older line can be used as a standby line in an emergency.
- G. Slide Gates Rehabilitation 200,000  
 Additional funding is requested for this project to replace worn out slide gates in the Headworks Building of the Water Quality Control Plant. After more than 30 years of service the metal rails have failed and no longer allow the insertion of the stop logs to isolate the channel. The rails cannot be repaired and must be replaced. This project was originally funded for \$135,000. The City hired a consultant to perform the design and, based on review by the consultant, the project is expected to cost \$335,000, a \$200,000 increase over the budgeted amount.
- H. WQCP Entry Monument Sign 25,000  
 The existing entrance sign for the Simi Valley Water Quality Control Plant (WQCP) requires replacement. It is antiquated, in poor condition, contains inaccurate wording, and is not representative of this important part of Simi Valley's public works infrastructure. Additionally, the sign is not in conformance with the current City sign design standards.
- I. Wood Ranch Lift Station Rehabilitation 270,000  
 Funding for design of the proposed rehabilitation was provided in FY 2008-09. Construction funding is now requested for this project. The original lift station was constructed in the early 1980's and is in serious need of refurbishment. The pump station concrete structure is failing and needs to be repaired. There are

problems with the ventilation system that affects the operation of the emergency generator. The electrical system does not meet current electrical code requirements. Related items, including pipes and valves need to be replaced and the entrance road needs to be resurfaced.

TOTAL – WQCP REPLACEMENT RESERVE PROJECTS \$1,310,000

SEWERLINE REPLACEMENT RESERVE PROJECTS

Account 48600: Sewerline Replacement Fund..... \$4,100,000

FY 2008-09 Approved Budget/Estimated Actual	\$5,169,600/\$5,169,600
FY 2007-08 Actual Expenditures	\$1,951,183

J. Los Angeles Ave., Erringer Road, Patricia Ave. Sewerline Rehab \$100,000

Funding is requested for engineering services for rehabilitation of 1,800 feet of 33-inch ACP sewer trunk on Los Angeles Avenue, Erringer Road, and Patricia Avenue with a cured-in-place slip liner. Construction funding will be requested in the FY 2010-11 budget.

K. Los Angeles Avenue (Metrolink) Sewerline Rehabilitation 1,150,000

Funding for design of this project was approved in FY 2008-09. Construction funding is now requested to rehabilitate 920 feet of 24-inch ACP sewer trunk, and 1370 feet of 18-inch ACP sewer trunk on east Los Angeles Avenue near the Metrolink Station. The primary rehabilitation mode will be either cured-in-place or rigid inserted slip liner. Open trenching will be required intermittently to correct sags. The City and Time Warner will also resolve a spot repair needed to remove a fiber optic cable traversing the sewerline.

L. Los Angeles Avenue (Tapo Canyon Rd. - 5<sup>th</sup> Street) Rehab 1,770,000

Funding for design of this project was approved in FY 2008-09. Construction funding is now requested to rehabilitate 2,500 feet of 12-inch to 36-inch ACP sewer trunk on Los Angeles Ave, Tapo Canyon Road, and 5th Street. The primary rehabilitation mode will be cured-in-place slipliner. Open trenching will be required intermittently to correct sags.

M. Strathearn Place Sewerline Rehabilitation 800,000

Funding for design of this project was approved in FY 2008-09. Construction funding is now requested to rehabilitate 1800 feet of

10-inch to 33-inch ACP sewer trunk within an easement on north side of Strathearn Place. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags.

N. Royal Ave. (Erringer to Rincon) Sewerline Rehabilitation 100,000

Funding is requested for engineering services to rehabilitate 4200 feet of 20-inch ACP sewer trunk on Royal Avenue between Erringer Road and Rincon Street. The primary rehabilitation mode will be either cured-in-place or rigid inserted slip liner. Open trenching will be required intermittently to correct sags. Construction funding will be requested in FY 2010-11.

O. Easy Street Sewerline Rehabilitation 80,000

Funding is requested for engineering services to rehabilitate 1,500 feet of 10-inch to 39-inch ACP sewer trunk on Easy Street and 270 feet of 10-inch ACP sewer on Galena Avenue. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags. Construction funding will be requested in FY 2010-11.

P. Royal Ave (Hartly to Holley) Sewerline Rehabilitation 100,000

Funding is requested for engineering services to rehabilitate 2400 feet of 20-inch ACP sewer trunk on Royal Avenue between Hartley Avenue and Holley Avenue. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags. Construction funding will be requested in FY 2010-11.

TOTAL - SEWERLINE REPLACEMENT RESERVE PROJECTS

\$4,100,000

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:      Completion of Funding for Combination Jet  
Rodder/Vactor Vehicle - \$200,000

PRIORITY: 1

This request will complete a two-year funding plan for the purchase of combination Jet Rodder/Vactor Vehicle to be used for collection system maintenance. Since 1983, the amount of sewer lines in the City has increased from 200 miles to nearly 500 miles and the number of manholes has increased from 3,900 to more than 6,800. Additionally, demand for storm drain cleaning has tripled while treatment requests for line service has doubled in recent years due to expanding and aging pipeline systems.

Prior to FY 2007-08, a two-person crew utilized the City's one Combination Vehicle to respond to Sanitary Sewer Overflows and to maintain sewer lines and storm drains. A second two-person crew was added in FY 2007-08 to operate a second Combination Vehicle that had been retained, instead of being sold at auction as is customary, after it had been replaced. The retained vehicle has now been in service for more than 19 years, is no longer reliable, is in need of costly diesel exhaust modifications, and needs to be retired from service.

It is imperative that there be at least two Combination Vehicles available at all times for Sanitary Sewer Overflow response to meet Statewide General Waste Discharge Requirements. Current practice requires two combination vehicles for spill response, one above the spill and one below the spill. If sufficient resources are not available for appropriate clean up after a sewer overflow, resulting in raw sewage being discharged into the storm drain system, mandatory regulatory penalties are applicable.

Completion of funding for a second Combination Vehicle will allow staff to comply with Los Angeles Regional Water Quality Control Board requirements and to implement a sound response and preventative maintenance program to minimize sewer overflow events.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Vehicles	<u>\$ 200,000</u>	
	Total	<u>\$ 200,000</u>

RECURRING ANNUAL COSTS

Reimbursements and Transfers

Transfer to Vehicle Replacement Reserve	<u>\$ 40,000</u>	
	Total	<u>\$ 40,000</u>

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Purchase of General Utility Vehicle – \$12,000

PRIORITY:   2

The Sanitation Division is requesting funding to purchase an electric vehicle for use by the Plant Maintenance Technician III/Electrician for in-plant work assignments. The Electrician is currently using a retained vehicle that was replaced and was scheduled for disposal at auction during FY 2008-09. The retained vehicle has reached the end of its useful life and does not operate in a reliable manner.

Funding in the amount of \$12,000 is needed to purchase a 1-ton rated electric cart, with cover, to protect tools and supplies that are carried from job to job throughout the Water Quality Control Plant on a daily basis. The requested vehicle will maintain the effectiveness and efficiency of the Instrumentation/Electrical to meet current and future needs.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Vehicles	<u>\$ 12,000</u>	
	Total	<u>\$ 12,000</u>

RECURRING ANNUAL COSTS

Reimbursements and Transfers

Transfer to Vehicle Replacement Reserve	<u>\$ 1,000</u>	
	Total	<u>\$ 1,000</u>

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Design of Water Quality Control Plant Parts Storage Warehouse – \$250,000

PRIORITY:   3

A single storage location is needed to manage spare parts and other inventory items at the Water Quality Control Plant (WQCP). Parts storage is critical to the WQCP, since equipment failures need to be immediately addressed. Long delivery lead times coupled with unpredictable equipment failure, require that certain parts remain in inventory for extended periods of time. Current inadequate warehousing has led to increased costs and material losses due to inclement weather, duplicate parts ordering, and difficulty in maintaining an accurate inventory. A 10,000 square foot warehouse is proposed to meet current and future needs for proper parts storage and inventory control. Should this request be approved, and upon completion of design, a request for construction funding will be submitted.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Architectural/Engineering Design Services	\$ 250,000	
	Total	<u>\$ 250,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Supplemental Funding for Replacement of Jet Rodder Vehicle - \$123,000

PRIORITY:     4

This request is for additional funding to replace a 1999 Jet Rodder vehicle that is used to perform cleaning and preventive maintenance for 500 miles of sewer line and Water Quality Control Plant process systems. This vehicle is heavily used, has required many repairs in the past two years, and is scheduled for replacement in Fiscal Year 2009-10. Funds in the amount of \$127,000 have accumulated in the Sanitation Vehicle Replacement Reserve, but are insufficient to replace this vehicle at an estimated cost of \$250,000.

FISCAL YEAR 2009-10 COSTS

Capital Outlay

Vehicles	<u>\$ 123,000</u>	
	Total	<u>\$ 123,000</u>

RECURRING ANNUAL COSTS

Contribution to Vehicle Replacement Reserve	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Purchase of Replacement Biosolids Tiller - \$16,500

PRIORITY: 5

Authorization is requested to replace a biosolids tiller that is a critical part of the biosolids (sludge) drying process. The tiller is used to aerate and dry biosolids in order to decrease the weight and cost of disposal at the landfill. Through the use of a tiller, nearly half the total weight of the biosolids are evaporated as weather permits. The tiller is attached to a tractor and is used each day during dry weather.

The current biosolids tiller was purchased in 1997, is at the end of its life expectancy, and must be replaced. Rebuilding this unit would cost as much as a replacement. The rental cost for a biosolids tiller is approximately \$300 per week, if a compatible unit is available.

FISCAL YEAR FY 2009-10 COSTS

Capital Outlay

Equipment (Capital)	<u>\$ 16,500</u>	
	Total	<u>\$ 16,500</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding in the Professional and Special Services Account -  
\$100,000 (0.7% of Budget)

PRIORITY:            1

This account provides for professional services that are required for the operation of the Water Quality Control Plant and for other Sanitation Division functions. A reduction in this account could affect the City's ability to move forward with the timely site-specific studies required to comply with the Total Maximum Daily Load (TMDL) limits imposed by the Regional Water Quality Control Board.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Professional and Special Services	<u>\$ 100,000</u>	
	Total	<u>\$ 100,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding in the Maintenance of Equipment Account - \$175,000  
                                  (1.3% of Budget)

PRIORITY:                2

This account provides for maintenance, operation, and emergency repairs of Sanitation Division equipment. The major expenditures occur at the Water Quality Control Plant, with additional costs for Collection System and for Environmental Compliance equipment.

A reduction in this account would adversely affect the reliability of equipment, the timing of electrical repairs, and the purchase of needed electronic components; seals and bearings; pipe and fittings; building supplies; hardware; electrical parts; and equipment replacement parts; and paints, nuts and bolts. Much of the Plant equipment is more than 25 years old, but must operate properly and continuously to ensure consistent permit compliance. Due to the non-deferrable nature of critical Plant equipment repairs, it may be necessary to secure funding for emergency repairs at mid-year.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Maintenance of Equipment	<u>\$ 175,000</u>	
	Total	<u>\$ 175,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding in the Other Contract Services Account - \$100,000  
(1.5% of Budget)

PRIORITY:            3

This account provides for services that are required throughout the year to pay for regulatory fees, technical assistance, landfill fees, process equipment repairs, SCADA technical support, sewer line maintenance, and environmental compliance needs.

A reduction in this account would severely affect the ability of staff to maintain equipment and sustain effective operations through predictive maintenance at the Water Quality Control Plant. The impact would be a possible increase in the need for emergency repairs, and the ability to secure the services of consultants to provide technical assistance, which could delay much needed Plant repair and replacement projects.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	<u>\$ 100,000</u>	
	Total	<u>\$ 100,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Six Months For One Collection System Technician (Vacant) - \$38,000 (0.6% of Budget)

PRIORITY:            4

In reviewing the workload for the past fiscal year, its was determined that present staffing levels are sufficient to meet existing needs in the short term. However it should be noted that eliminating funding for this position during FY 2009-10 would diminish the amount of collection system preventive maintenance that could be accomplished.

The ability of staff to maintain adequate sewer system flows, schedule preventive maintenance, and respond sanitary sewer overflow emergencies would be impacted.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 38,000</u>	
	Total	<u>\$ 38,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Six Months For One Additional Collection System Technician (Vacant) - \$38,000 (0.6% of Budget)

PRIORITY:            5

In reviewing the workload for the past fiscal year, its was determined that present staffing levels are sufficient to meet existing needs in the short term. However it should be noted that elimination of funding for this position during FY 2009-10 would further diminish the amount of collection system preventive maintenance that could be accomplished.

The ability of staff to maintain adequate sewer system flows, schedule preventive maintenance, and respond sanitary sewer overflow emergencies would be further impacted.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 38,000</u>	
	Total	<u>\$ 38,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Maintenance Technician I Position (Vacant) - \$38,400 (0.6% of Budget)

PRIORITY:            6

In reviewing the workload for the past fiscal year, its was determined that present staffing levels are sufficient to meet existing needs in the short term. However it should be noted that eliminating funding for this position during FY 2009-10 would result in a reduction of amount of preventive maintenance tasks that can be accomplished throughout the year.

The removal of this funding will adversely impact the ability of staff ability to maintain equipment in proper operating condition, would impact the preventive maintenance program at the Water Quality Control Plant, and would require additional overtime to complete critical tasks.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 80,800	
Increase in Overtime	(42,400)	
	Total	<u>\$ 38,400</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Industrial Painter Position (Filled) - \$93,200  
                                  (0.7% of Budget)

PRIORITY:                7

In reviewing the workload for the past fiscal year, its was determined that present staffing levels are sufficient to meet existing needs in the short term. However it should be noted that eliminating funding for this position during FY 2009-10 would result in the postponement protective coatings applications that should be completed during the year. Although this work may be deferred for a short period, the damage to Plant equipment because of the corrosive and moist atmosphere that equipment is exposed to would result in costly future repairs and replacements.

The eliminate of funding for this position will adversely affect the ability of staff to properly maintain protective coatings on equipment and to schedule and perform preventive maintenance at the Water Quality Control Plant.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 93,200</u>	
	Total	<u>\$ 93,200</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Maintenance Worker I Position (Filled) - \$65,700 (0.5% of Budget)

PRIORITY:            8

In reviewing the workload for the past fiscal year, it was determined that the present staffing levels are sufficient to meet the existing workload. It should also be noted that a significant amount of the landscape maintenance workload that would ordinarily be performed by the Maintenance Worker I is accomplished with community service workers that are supervised by this position. On a long-term basis, elimination of this filled position would result in the deferral of landscape maintenance tasks and reduction of the effectiveness of the Community Service Worker Program.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 65,700</u>	
	Total	<u>\$ 65,700</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding For One Plant Maintenance III/Electrician Position  
(Filled) - \$97,000 (0.7% of Budget)

PRIORITY:            9

Currently, the Sanitation Division employs one Plant Maintenance III/Electrician position in the Instrumentation and Electrical Section. This position provides electrical maintenance service for the entire Water Quality Control Plant. Elimination of this position will adversely affect the ability of staff to maintain high voltage electrical systems in a safe and effective manner. If funding were eliminated for this position, contract electrician services would be required for repairs beyond the capabilities of remaining staff.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ <u>97,000</u>
	Total        \$ <u>97,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for One Laboratory Technician Position (Filled) - \$85,600 (0.7% of Budget)

PRIORITY:            10

Currently, the Sanitation Division employs within the Laboratory Section a Laboratory Supervisor, a Laboratory Chemist, and three Laboratory Technicians.

Elimination of funding for one of the Laboratory Technician positions will affect the Laboratory Section's ability to complete daily tasks and place a potentially unmanageable burden on remaining staff. As a result, it is anticipated that overtime will increase by approximately 2,000 hours per year.

Laboratory Technicians perform a variety of tasks including routine chemical and physical analysis of water, wastewater, stormwater and industrial water to ensure compliance with federal environmental compliance regulations; collection of water samples of plant influent at various stages of treatment and of plant effluent; preparation of solutions, reagents, equipment, apparatus and accessories; and other activities needed in the lab seven days a week to meet permit requirements.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 85,600
	<u>Total</u> <u>\$ 85,600</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding For One Plant Maintenance Technician II Position  
(Filled) - \$85,300 (0.6% of Budget)

PRIORITY:            11

Currently, Sanitation Division staffing includes two Plant Maintenance Technician II positions in the Operations Section. The elimination of one of these positions would affect the ability of staff to properly maintain equipment in operating condition and may impact scheduling for preventive maintenance activities at the Water Quality Control Plant. Reliability of process equipment is directly related to the amount of preventive maintenance provided.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	<u>\$ 85,300</u>
	Total <u>\$ 85,300</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding For One Plant Operator I Position (Filled) - \$80,300  
(0.6% of Budget)

PRIORITY:            12

Currently, the Sanitation Division staffing includes one Plant Operator I position within the Operations Section.

Elimination of one filled Plant Operator I position will adversely affect the ability of Operation Section staff to accomplish daily operational tasks at the Water Quality Control Plant without accruing significant overtime.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget</u>	<u>Reductions</u>
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 80,300</u>	
	Total	<u>\$ 80,300</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding For One Plant Operator II Position (Filled) - \$91,000  
(0.7% of Budget)

PRIORITY:            13

Currently, Sanitation Division staffing includes two Plant Operator II positions within the Operations Section.

Elimination of funding for one of the two Plant Operator II positions will adversely affect the ability of Operations Section staff to provide coverage for Water Quality Control Plant daily operational tasks without accruing continuous and significant overtime. Establishment of a practice of routine overtime may lead to reduced productivity and safety concerns.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>	
<u>Personnel</u>	
Salaries and Benefits	<u>\$ 91,000</u>
	Total <u>\$ 91,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2009-10  
 REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities ..... \$ 876,000

FY 2008-09 Approved Budget/Estimated Actual	\$900,000/\$850,500
FY 2007-08 Actual Expenditures	\$830,980

This account provides for electrical and natural gas requirements for the various pumping facilities that are operated by the District. The major expense in this account relates to the purchase of power.

Justification for proposed increase over FY 2008-09 Estimated Actual:

Additional funds are requested for FY 2009-10 due to an anticipated 3% increase in energy costs and for operation of the newly constructed Tapo Canyon Water Treatment Plant. Cell phone costs, previously budgeted in this account, were transferred to the Communications Account.

Account 42150: Communications ..... \$ 35,300

FY 2008-09 Approved Budget/Estimated Actual	\$32,200/\$35,300
FY 2007-08 Actual Expenditures	\$24,207

This account provides for the cost of cellular phone monthly billing and field communication devices. Of the requested amount, \$26,900 is budgeted in support of the two-way radio system.

Justification for proposed increase over FY 2008-09 Budget:

Additional funds are requested for cell phone costs previously budgeted in the Utilities Account.

Account 42230: Office Supplies ..... \$ 20,200

FY 2008-09 Approved Budget/Estimated Actual	\$30,000/\$20,200
FY 2007-08 Actual Expenditures	\$20,319

This account provides for normal office operating expenses, paper stock and related supplies, computer supplies, minor personal computer maintenance, repairs, etc. These items are utilized in Administration (\$10,200) and Utility Billing (\$10,000).

Account 42310: Rentals ..... \$ 3,000

FY 2008-09 Approved Budget/Estimated Actual	\$5,500/\$1,000
FY 2007-08 Actual Expenditures	\$1,953

This account provides for the rental of specialized equipment. The infrequent use of this equipment makes it more cost effective to rent than purchase. Air compressors, generators, concrete saws, vibraplates, portable pumps, piping, compactors, and trenchers are examples of equipment that is rented.

Justification for proposed increase over FY 2008-09 Estimated Actual:

This account provides contingency for rentals for emergency repairs.

Account 42410: Uniform/Clothing Supply ..... \$ 11,400

FY 2008-09 Approved Budget/Estimated Actual	\$10,500/\$10,500
FY 2007-08 Actual Expenditures	\$8,268

This account provides for the purchase and cleaning of uniforms and the purchase of safety boots. The account also provides for rain gear, uniform shorts, rubber boots, and other related safety equipment.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

An increase is requested to cover the increased cost of the uniform and boot allowance as provided in the General Unit Memorandum of Understanding.

Account 42440: Memberships and Dues ..... \$ 19,200

FY 2008-09 Approved Budget/Estimated Actual	\$18,900/18,900
FY 2007-08 Actual Expenditures	\$8,383

This account provides for memberships and licenses in the following:

California Urban Water Conservation Council	\$ 3,800
American Public Works Association (APWA)	400
American Society of Civil Engineers	300
American Water Works Association (AWWA)	500
Association of Water Agencies (AWA)	5,000
Operator Certificates	1,600
Ronald Reagan Presidential Library/AWA Annual Meeting Sponsorship	400
Urban Water Institute	300
California Board of Professional Engineers License	400
Watershed Coalition of Ventura County	6,000
American Welding Society	500

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

The AWA membership has increased by \$2,000 and the California Urban Water Conservation Council membership has increased by \$300.

Account 42450: Subscriptions and Books..... \$ 4,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,600/\$1,600
FY 2007-08 Actual Expenditures	\$1,083

This account provides for journals and other reference materials related to the operation of the Waterworks District.

Water System Hydraulic Analyses	\$ 100
Safe Drinking Water Books	100
AWWA Subscription/Water Standards	2,500
Water Quality Manuals	100
Water Treatment Plant Procedures Manuals	200
Other Subscriptions, Technical CD-ROMs	600
AWWA Manual of Water Practice Updates	200
Water Law Reporter	200

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

An additional \$400 is proposed for water training materials and a one-time cost of \$2,000 is included for the purchase of AWWA Water Standards that have not been updated in fifteen years.

Account 42520: Meters ..... \$ 472,700

FY 2008-09 Approved Budget/Estimated Actual	\$489,200/\$467,500
FY 2007-08 Actual Expenditures	\$463,457

This account provides for meters and appurtenant items that are required to meet the development and operational needs of the Water District. Operational needs include a meter replacement program that increases the accuracy of meters in the system. A total of 1,756 meters are identified for replacement in FY 2009-10. New developments will require 100 new meters, which will be partially recovered from developer fees. For FY 2009-10 an allocation is also included for retrofitting of existing meters with AMR mechanisms. The projected meter purchase includes:

6 - Large Meters @ \$1,725 Each	\$ 10,350
50 - 1½" Replacement Meters @ \$483 Each	24,150
100 - 1" Replacement Meters @ \$299 Each	29,900
1,500 - 3/4" Replacement Meters @ \$253 Each	379,500
100 - 3/4 to 2" Meters for New Developments @ \$288 Each	28,800

Justification for proposed increase over FY 2008-09 Estimated Actual:

Additional funds are requested for FY 2009-10 due to an anticipated 15% increase in meter costs.

Account 42540: Water Purchase ..... \$20,699,000

FY 2008-09 Approved Budget/Estimated Actual	\$19,951,000/\$19,077,000
FY 2007-08 Actual Expenditures	\$17,892,552

This account provides for purchasing the imported water supply from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

This amount includes a 17% cost of water increase effective January 2009. This expenditure will be offset by revenue.

Account 42541: Recycled Water Purchase ..... \$ 20,000

FY 2008-09 Approved Budget/Estimated Actual	\$20,000/\$14,000
FY 2007-08 Actual Expenditures	\$14,593

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2008-09 Estimated Actual:

Fluctuation occurs in the amount of recycled water purchased from year-to-year.

Account 42550: Small Tools/Equipment..... \$ 15,500

FY 2008-09 Approved Budget/Estimated Actual	\$15,500/\$13,000
FY 2007-08 Actual Expenditures	\$12,366

This account provides for the purchase of tools, fittings, and safety items.

Justification for proposed increase over FY 2008-09 Estimated Actual:

This account is requested to be funded at the same level as for FY 2008-09 due to the unknown nature of equipment failure and need.

Account 42560: Operating Supplies ..... \$ 88,000

FY 2008-09 Approved Budget/Estimated Actual	\$13,000/\$10,000
FY 2007-08 Actual Expenditures	\$7,198

This account provides for supplies used in the maintenance and operation of District facilities, including chemicals, oils, grease, small parts, and related items for operation of pumps, motors, and equipment at the newly constructed Tapo Canyon Water Treatment Plant.

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

Additional funds in the amount of \$75,000 are requested for FY 2009-10 due to an anticipated increase in chemical costs for the Tapo Canyon Water Treatment Plant. It is expected that this cost increase will be more than offset with additional revenue from sale of the treated water.

Account 42720: Travel, Conferences, Meetings ..... \$ 5,000

FY 2008-09 Approved Budget/Estimated Actual	\$7,500/\$3,500
FY 2007-08 Actual Expenditures	\$4,961

This account provides funds for meetings with local, State, and related entities relative to the District's operations, engineering, regulations, and grant programs. This account also provides for attendance by selected personnel at conferences, seminars, and workshops that pertain directly to operations, engineering, and reclaimed water issues.

Administration:

- 1 - League of California Cities (Annual Public Works Institute),  
Monterey, CA (Public Works Director) \$ 1,500
- 1 - AWWA Spring 2010 Conference, Los Angeles  
(Deputy Director) 750

Operations and Maintenance:

- 1 - SCADA Training Seminar, Sacramento, CA  
(Systems Technician) 1,000

District Engineering:

- 1 - AWWA Spring 2010 Conference, Los Angeles  
(Principal, Senior, or Associate Engineer) 750

18 – AWA Workshops/Seminars, Local	600
2 – AWA or APWA Symposium/Workshop, Local	400

Justification for proposed increase over FY 2008-09 Estimated Actual:

Vacancies and workload priorities precluded staff from attending all training-related conferences and meetings in FY 2008-09.

Account 42730: Training ..... \$ 14,400

FY 2008-09 Approved Budget/Estimated Actual	\$14,900/\$8,100
FY 2007-08 Actual Expenditures	\$7,696

This account provides for attendance of selected personnel at specialized short courses to obtain expertise and training which is of direct benefit to District operations:

Administration:

Management, Safety and Supervisory Training, Harassment Prevention, Labor Relations, and Customer Service Training	\$ 500
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Operations and Maintenance:

Safety Training (OSHA Required on-site training)	3,000
AWWA Seminars	300
SCADA Training (off-site)	2,000
California Materials Management System Distribution/Operator training (on-site)	3,000

District Engineering:

4 - AWWA Certification Seminars (Prin., Sr., Assoc., Assist. Eng)	300
3 - AWWA Engineering Seminars (Sr. Engineer, Assoc. Engineer Assistant Engineer - up to three local training courses each)	1,000
2 - Water Modeling Training (Sr. Engineer, Asst. Engineer)	3,200
1 - Water Conservation and Certification (Sr. Engineer - Rancho Cucamonga)	800

Customer Service/Utility Billing:

Customer Relations Training for Utility Billing	300
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Justification for proposed increase over FY 2008-09 Estimated Actual:

Several workshops and seminars were deferred during FY 2008-09 due to a Citywide moratorium on travel and training.

Account 42790: Mileage ..... \$ 1,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2007-08 Actual Expenditures	\$1,314

This account provides for employee mileage reimbursement for personal vehicles used on District business.

SUBTOTAL - SUPPLIES AND MATERIALS \$22,284,700

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services..... \$ 179,100

FY 2008-09 Approved Budget/Estimated Actual	\$285,200/\$223,700
FY 2007-08 Actual Expenditures	\$138,581

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration Engineering \$ 85,900

Engineering Services/Special Studies 30,000

This amount provides for mapping updates, geodatabase data conversion, map drawer conversion, special studies, and water use audits needed to assist staff in the coordination and administration of Departmental projects, district mapping and analysis of proposed development projects and programs.

Plan Check/Construction Inspection 20,000

This amount provides for plan checks and construction inspections needed to support the review of design and construction of residential and commercial land development projects. It also provides for computer hydraulic analysis of the impacts of proposed new developments and for sizing required water facilities. This item is funded from revenues previously collected from development projects for this purpose.

Legislative Consultant Services 22,900

Waterworks District share.

Right-of-Way Consulting Services 6,000

This item provides the District Engineering Section with real estate services on an as-needed basis that are necessary to resolve a wide variety of easement and property ownership issues. Real estate issues routinely occur as a result of

requests from citizens and developers that the District vacate or accept easements necessary for the completion of development projects. Real estate services are also required from time to time by District staff to research titles, easements, and chain of title for the construction of capital projects including the District's earthquake repair project.

Consumer Confidence Report (CCR) 3,000  
This account will provide funds for assistance in preparation of a federally mandated annual report.

Water Conservation Program Support 4,000  
This project provides funding to support water conservation programs including water audits, mailers, and other water rebate programs.

Operations

51,500

Cross Connections 15,000  
This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.

Surveying/Engineering Services 2,000  
This amount will provide surveying and engineering services for general engineering GIS, Map Drawer purposes, which cannot be performed by current staff due to technical and/or time constraints. It will also be used to continue a time of use program for energy conservation and off-peak pumping. This program is integrated into the SCADA System to control the pumps and monitor electricity usage.

Large Water Systems Fee 13,000  
This amount will provide for fees required by the State of California Health Department.

Ventura County Public Works Encroachment Permit 1,200  
This account will provide for the County of Ventura Public Works Agency annual permit for utility work done in the County areas of the Waterworks District.

Water Sampling 6,000  
This amount provides for water sampling required by the State of California Health Department. Water samples are collected monthly and quarterly as prescribed by Title 22 of the Administrative Code. New regulations require sixteen samples for THMs and HAA5s to be collected every 60 days.

Fuel Tank at PSC 14,300  
 These funds provide for monitoring/mitigation of the underground fuel tank at the PSC.

Utility Billing 41,700

Pay Mode Services 3,700  
 This service serves as a link between the City of Simi Valley and the payment networks that route electronically initiated payments such as home banking. This amount reflects the cost of utilizing credit card processing services.

On-Line Bill Pay 8,000  
 This service allows District customers to pay their utility bills online and review billing and consumption history.

Regulus/Lockbox 30,000  
 This service processes the majority of District payments.

Account 44310: Maintenance of Equipment..... \$ 433,600

FY 2008-09 Approved Budget/Estimated Actual	\$442,900/\$413,800
FY 2007-08 Actual Expenditures	\$355,033

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

Pipeline Materials	\$ 160,000
Sand, Gravel, Asphalt, and Concrete	25,000
Electrical Parts and Materials	25,000
Construction and Welding Contractors	50,000
Equipment Repair	44,600
Radio Maintenance	4,500
Reimbursement to the General Fund for Vehicle Maintenance	124,500

Justification for proposed increase over FY 2008-09 Estimated Actual:

Funding is requested at the same level for FY 2009-10 due to fluctuations in equipment maintenance needs, with the exception of vehicle maintenance reimbursement charges that decreased from the FY 2008-09 level. Budgeted items also include funding for emergency repair work.

Account 44410: Maintenance of Buildings/Grounds ..... \$ 6,800

FY 2008-09 Approved Budget/Estimated Actual	\$6,800/\$6,800
FY 2007-08 Actual Expenditures	\$4,543

This account provides for materials used in the maintenance of buildings and grounds such as wood, crushed rock, paint, cleaning materials, and fence materials.

Account 44490: Other Contract Services ..... \$ 251,800

FY 2008-09 Approved Budget/Estimated Actual	\$251,700/\$225,000
FY 2007-08 Actual Expenditures	\$222,523

This account provides for contract maintenance of District facilities including:

Underground Service Alert	\$ 3,400
Landscaping	20,000
After Hours Call Back Center	2,000
Landfill	6,000
Pump Repair	20,000
Pipelines	25,000
Zone 39 Improvement Support	24,600
Annual Maintenance of Meter Reading System	10,200
Utility Billing Bulk Mail Services and Postage	83,000
Annual Renewal of SCADA Software License	11,800
Annual Renewal of Inventory Software License	10,800
Monitoring Burglar Alarms	1,000
Annual Renewal of Water Model Software License	1,500
Annual Renewal of Mapping Software License	2,500
Internet Services (District Share)	9,000
High Speed data Connection – City Hall to PSC (District Share)	20,000
Website Hosting (District Share)	1,000

Justification for proposed increase over FY 2008-09 Budget and Estimated Actual:

The Waterworks District share of Internet Services, High Speed Data Connection, and Website Hosting has been moved from the Non-Departmental budget.

Account 44590: Insurance Charges ..... \$ 110,900

FY 2008-09 Approved Budget/Estimated Actual	\$89,900/\$89,900
FY 2007-08 Actual Expenditures	\$75,200

This account provides for premium payments made from the Liability Insurance Fund.

SUBTOTAL – SERVICES \$ 982,200

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,538,400

FY 2008-09 Approved Budget/Estimated Actual	\$1,598,000/\$1,598,000
FY 2007-08 Actual Expenditures	\$2,121,400

This account provides for the reimbursement to the General Fund in accordance with the Cost Allocation Plan.

Account 49600: Transfer to Streets and Roads ..... \$ 190,000

FY 2008-09 Approved Budget/Estimated Actual	\$277,000/\$277,000
FY 2007-08 Actual Expenditures	\$240,000

These funds provide for water services, water mains, mainline valves, and valve boxes installed as part of the FY 2009-10 Annual Minor Street Overlay Program.

Account 49648: Transfer to Computer Equipment Replacement ..... \$ 54,100

FY 2008-09 Approved Budget/Estimated Actual	\$64,800/\$64,800
FY 2007-08 Actual Expenditures	\$38,200

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund..... \$ 14,200

FY 2008-09 Approved Budget/Estimated Actual	\$3,800/\$3,800
FY 2007-08 Actual Expenditures	\$2,000

This account provides for transfer to the Retiree Medical Benefits Fund.

Account 49649: Transfer to GIS and Permits Fund..... \$ 25,500

FY 2008-09 Approved Budget/Estimated Actual	\$27,100/\$27,100
FY 2007-08 Actual Expenditures	\$28,900

This account provides for transfers to the GIS and Permits Fund.

Account 49656: Transfer to FIS..... \$ 30,400

FY 2008-09 Approved Budget/Estimated Actual	\$18,800/\$18,800
FY 2007-08 Actual Expenditures	\$18,800

This account provides for transfers to the Financial Information Systems Fund.

Account 49763: Transfer to Vehicle Replacement Reserve ..... \$ 173,000

FY 2008-09 Approved Budget/Estimated Actual	\$85,600/\$85,600
FY 2007-08 Actual Expenditures	\$96,000

This account provides for transfer to the Waterworks Vehicle Replacement Reserve. Also included are additional funds required to fully fund the replacement of the following equipment items:

Replacement for Unit #146 (250 KW Generator)	\$25,000
Replacement for Unit #144 (DMT Water Pump)	47,000

Account 49763: Transfer to Facilities Replacement Reserve Fund ..... \$ 1,460,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,460,000/\$1,460,000
FY 2007-08 Actual Expenditures	\$1,460,000

This account provides for transfer to the Waterworks Facilities Replacement Reserve.

Account 49762: Transfer to Capital Improvements Fund..... \$ 6,500,000

FY 2008-09 Approved Budget/Estimated Actual	\$0/\$0
FY 2007-08 Actual Expenditures	\$0

This account provides for transfer to the Waterworks Capital Improvements Fund.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 9,985,600

TOTAL – CURRENT EXPENSES \$33,252,500

CAPITAL PROJECTS - REPLACEMENT RESERVE FUND

Account 48500: Maintenance Projects ..... \$ 813,000

FY 2008-09 Approved Budget/Estimated Actual	\$1,454,600/\$1,307,700
FY 2007-08 Actual Expenditures	\$518,021

A. Paving and Slurry Seal Tank Sites and Pump Stations \$ 43,000

The Madera Tank Road Site is programmed for resurfacing in FY 2009-10, including removal and replacement of 1,300-sq. ft. of asphalt, crack sealing and seal coat work. This request also includes funding for general paving and slurry sealing at District sites

- |  |         |
|--|---------|
| B. <u>Landscaping/Noise Barrier at District Facilities</u>   | 20,000  |
| Storage tanks and other District facilities throughout the District are visible to the surrounding neighborhoods. Landscaping has been planted at these sites to enhance the area and reduce visibility of the tanks. It is anticipated that new trees will be needed to replace the existing landscaping that is old or damaged by vandalism or weather.                      |         |
| C. <u>Painting of Water Facilities</u>   | 50,000  |
| The exteriors of water tanks and pump stations throughout the District are painted in accordance with various inspections and surveys. The repainting of the exterior protects and prolongs the life of the tanks and District facilities. This request also will provide for the removal and cover-up of graffiti at District facilities.                                     |         |
| D. <u>Refurbishment/Installation of District Pumping Facilities</u>  | 55,000  |
| This program provides ongoing refurbishment of pumps and motors that are inefficient to operate and are in need of repair or replacement.  |         |
| E. <u>Valve Box Replacements</u>   | 15,000  |
| This program provides for ongoing valve box replacements throughout the District, excluding those replaced as part of the Annual Minor Street Overlay Program.   |         |
| F. <u>Main Line Valve Replacement Program</u>  | 125,000 |
| This program provides ongoing replacement of main line valves throughout the District. It is anticipated that 50 valves need to be replaced each year. Many of these valves are broken and others do not shut tightly. Additional funds are requested for 2009-10 due to an increase in material, and paving cost. The average cost to replace one main line valve is \$2,500. |         |
| G. <u>District Telemetry Systems</u>   | 100,000 |
| This program provides ongoing maintenance and modifications for security and system support provided by the District's SCADA system. Maintenance and modifications are performed on an as-needed basis for field equipment that fails or needs replacement due to required systems upgrades.   |         |
| H. <u>Vulnerability Assessment Upgrades</u>  | 40,000  |
| The requested funds will allow for implementation of security measures as outlined in the Vulnerability Assessment Study. The funds will be used for maintenance and modifications on an as-needed basis for security field equipment that fails or needs replacement. Funds also include consultant costs, systems upgrades, and hardware and software revisions.             |         |

I. Interior Tank Recoating 315,000

The Waterworks District has 40 water tanks throughout the distribution system. Staff has established an ongoing program to recoat the interiors of the older tanks on an as-needed basis. The tanks identified for recoating were constructed in the 1960s utilizing a coal tar type of coating. These coatings have exceeded their life expectancy and are beginning to deteriorate. This deterioration could affect the overall water quality and cause excessive corrosion within the tank interior. The Stearns Street Tank # 1 has been identified for recoating in FY 2009-10.

J. Patricia Avenue Supply Line Design 50,000

Funding is requested to design an upgrade to the existing 6-inch water main between Erringer Road and Williams Street with an 8-inch water main to meet increased water demand and fire-flow requirements.

CAPITAL IMPROVEMENT FUND PROJECTS

Account 48600: Capital Improvement Projects ..... \$ 1,245,300

FY 2008-09 Approved Budget/Estimated Actual	\$9,221,100/\$9,221,100
FY 2007-08 Actual Expenditures	\$2,324,030

K. Knolls Zone Pump-Tank System \$ 80,000

Additional funding is requested to continue land acquisition and design activities for a new one million gallon tank in the Knolls Zone with a high-water elevation of approximately 1496 feet on property to be acquired. This project also includes construction of a pump station on the District's Alta Vista Tank property, approximately 500 feet of 12-inch pipeline, and one pressure reducing station to supply the 1404 Zone. This improvement will increase the storage for the Knolls Zone to satisfy District requirements and provide increased domestic water pressure for high-elevation lots within the Knolls Zone.

L. Oversize Proposed Water Mains and Other Facilities 125,000

Funding is requested to meet identified water system shortages and enhance district capabilities as identified in the Water Master Plan. The funds will be used to replace and upsize water mains in rural areas, to enlarge other facilities such as water lines and pump stations, and for construction of new water mains and inter-ties.

M. Tapo Canyon Groundwater Basin Improvements 450,000

An aquifer study for this basin, completed in September 2006, recommended an additional well to provide supplemental water

and reliability to current irrigation customers. Two existing wells cannot provide the current requirements during high demand periods. A third well is needed to supplement and maintain reliability in the event that an existing well becomes non-operational. The requested funds will provide consulting design and right-of-way acquisition services.

N. Recycled Water 250,000

The recycled Water Master Plan update was completed during FY 2008-09. Staff has initiated environmental documentation and engineering reports for regulatory approval of the recommended project. Design work on distribution facilities is planned for FY 2009-10. When complete, the project will serve major irrigation customers such as the Sinaloa, Wood Ranch, and Sunset Hills Golf Courses. Grant funding will be sought for construction of the needed facilities.

O. Emergency Generators 120,000

Funds are proposed for the installation of gas-driven emergency generators required for water supply reliability at selected pump stations as identified in the Water Master Plan. Installations at the following pump stations are scheduled: Station 2 and Station 3 in 2009-10, Oak Knolls in 2010-11, Cottonwood in 2011-12, and Bridle Path No. 2 in 2012-13.

P. Arroyo Simi Pipeline Extension 50,300

The Ventura County Watershed Protection District completed construction of an 8-inch water line under the Arroyo Simi. The original contract budget was \$140,000. Unforeseen geological conditions, not identified in the original geotechnical report, have resulted in additional cost. The revised total project cost is \$190,300. Therefore an additional \$50,300 is required for project completion.

Q. Tapo Street Pump Station Replacement 45,000

This pump station replaces the existing Tapo Street Pump Station that will serve the proposed Lost Canyon Residential Development. The developer will provide partial funding under a cost-share agreement.

R. Water Storage Mixing System 125,000

Funds are requested to continue installation of a solar powered water circulating system that will reduce degradation of stored water by limiting chloramines loss and nitrification. These funds will allow for the installation of circulation systems at the Walnut Tanks.

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE:            Discontinue Main Line Valve Replacement Program - \$125,000 (1.3% of Budget)

PRIORITY:            1

The main line valve replacement program is an ongoing program to replace old main line valves throughout the District. These valves are broken or do not close tightly. This program is beneficial in reducing water losses and reduces the number of homes that are without water when a main line is closed for repairs.

Discontinuing the main line valve replacement program will result in continued use of old valves that do not hold tight during main line shut downs, requiring more valves to be shut off and more homes to be without water during the shut down. This will also result in additional water loss, based on the additional footage of water mains that will be shut off.

Discontinuing this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 125,000	
	Total	<u>\$ 125,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Meter Change Out Program - \$443,900 (5.4% of Budget)

PRIORITY:            2

The District has an ongoing program to replace all the water meters that are 20 years or older.

The purpose of the program is to replace the older meters with new ones that are more accurate. A total of 1,756 meters have been identified for replacement in FY 2009-10. It is projected that new meters will recover their initial costs within two years due to their improved accuracy. The continuing higher rate of accuracy should continue for a 15- to 20-year period. The actual loss of additional revenues cannot be estimated due to the unknown accuracy of each existing water meter. The proposed program reductions would delete funding for the replacement of 1,756 meters and would provide the following budget savings:

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expense</u>	
Meters	\$ <u>443,900</u>
	Total            \$ <u>443,900</u>
 <u>RECURRING ANNUAL SAVINGS</u>	
None	

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE:            Discontinue Refurbishment/Installation of District Pumping Facilities - \$55,000 (0.6% of Budget)

PRIORITY:            3

The District has an on-going program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Discontinuing this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>	
<u>Capital Outlay</u>	
Improvements	<u>\$ 55,000</u>
Total	<u>\$ 55,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE:            Reduce Landscaping Improvements at Tank Sites - \$20,000 (0.2% of Budget)

PRIORITY:            4

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2009-10 projects include planting new trees and drought-tolerant shrubs at various water tanks and pump stations. The program utilizes outside contractors, and all planting is done by contract labor. Discontinuance of this program would result in no further landscaping improvements around existing water tanks or pump stations.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Painting of Water Tank Exteriors - \$50,000 (0.5% of Budget)

PRIORITY:            5

The District has a program to paint the exterior of water tanks in order to provide both a protective coating on the exterior shell of old water tanks and improve the aesthetics of the site. In many cases, water tanks are located on knolls within housing tracts. Almost every tank within the District is visible to the public. The water tanks are constructed of steel and, over time, the exterior paint becomes chalky and peels. If the exteriors of tanks are not maintained properly, water leaks may eventually occur. The results of removing all funding from this program could lead to considerable deterioration of the steel water tanks.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	<u>\$ 50,000</u>	
	Total	<u>\$ 50,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE:            Reduce District Telemetry System (SCADA) Maintenance, Improvements, and Modifications - \$100,000 (1.0% of Budget)

PRIORITY:            6

The District has a program that provides ongoing maintenance and modifications for security and control systems that support of the District Telemetry System (SCADA). Maintenance and modifications are performed on an as-needed basis for field equipment that fails or is in need of system upgrades and software revisions. Elimination of funding for this program in FY 2009-10 may result in equipment failures and require staff to manually perform tasks that are currently automated.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	<u>\$ 100,000</u>	
	Total	<u>\$ 100,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
 REVERSE PRIORITY

ITEM TITLE:            Defer Interior Tank Recoating for Stearns Street Tank #1 - \$315,000  
                                   (3.2% of Budget)

PRIORITY:                7

The Interior Tank Recoating Program extends the life of the District’s 40 water storage tanks by recoating interiors to prevent rust and corrosion. Many tanks have a coal-tar interior lining that are more than 20 years in age, have deteriorated, and can cause corrosion in the tank floor and shell requiring major repairs or replacement. Other structural members of the tank are examined for corrosion and wear and are replaced during the interior recoating work. Deferring the interior recoating of Stearns Street Tank will result in deferring all other tanks that have been scheduled for interior recoating in subsequent years.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget Reductions</u>
<u>Capital Outlay</u>	
Improvements	<u>\$ 315,000</u>
	<u>Total</u> <u>\$ 315,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
 DEPARTMENT OF ADMINISTRATIVE SERVICES  
 REVERSE PRIORITY

ITEM TITLE: Eliminate One Customer Service Representative Position (Filled) - \$59,400  
(.7%) of Budget)

PRIORITY: 8

There are five Customer Service Representative positions within the Customer Services Division. These positions are responsible for the uploading of water consumption meter readings into the City’s financial system; processing of bi-monthly utility bills; collecting and processing payments, preparing billing adjustments; processing new service connections and disconnections; responding to customer inquires at the public counter or over the telephone; and preparing work orders for field personnel with regard to meter issues such as exchanges, leaks and/or high consumption. Additional functions of the Customer Services Division include the processing of business tax applications, parking citations, hotel occupancy tax, and compiling and processing various permit applications that are issued by the Police Department. Additionally, these positions perform the cashiering function at City Hall, which includes the daily reconciling of cash and checks to payment coupons.

The five Customer Service Representatives currently provide the above services to approximately 25,000 utility customers, 10,000 business tax/permit customers, and process 5,000 parking citations annually. Elimination of this position would reduce the efficiency of the Customer Services Division, causing delays in processing the bi-monthly utility bills, processing business tax/permit applications, processing parking citations, collecting and processing cash payments, preparing billing adjustments, and processing new service connections and service disconnections. Most importantly, the quality of customer service provided to the customers of Waterworks District No. 8, as well as the general public, will decline.

		<u>Budget</u> <u>Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 63,900	
Annual Leave Payout Impact	(4,500)	
	<u>Total</u>	<u>\$ 59,400</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 63,900	
	<u>Total</u>	<u>\$ 63,900</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Funding for Association of Water Agencies (AWA)  
Membership - \$5,000 (0.1% of Budget)

PRIORITY:            9

The District has an ongoing membership with the Association of Water Agencies of Ventura County (AWA). The AWA consists of numerous public and private entities involved with water and wastewater in the County of Ventura. The purpose of the membership is to provide a forum for the exchange of information on local and regional water issues. The AWA provides presentations and current information regarding legislation, regulations, technology, and other issues that affect the State's water supply. Periodic AWA meetings and special events provide the opportunity for the various water agencies and stakeholders to identify and discuss water-related issues and innovative solutions.

The proposed funding reduction would terminate the City's longstanding membership with the Association of Water Agencies and its representation on the Board of Directors. This can result in a loss of opportunity to coordinate with other public and private agencies to discuss and address water-related issues, and would require City attendees at AWA events to pay a higher non-member rate.

<u>FISCAL YEAR 2009-10 SAVINGS</u>	<u>Budget</u> <u>Reductions</u>
<u>Current Expenses</u>	
Memberships and Dues	\$ 5,000
	<u>Total</u> <u>\$ 5,000</u>

<u>RECURRING ANNUAL SAVINGS</u>	<u>Budget</u> <u>Reductions</u>
<u>Current Expenses</u>	
Memberships and Dues	\$ 5,000
	<u>Total</u> <u>\$ 5,000</u>

GEOGRAPHIC INFORMATION SYSTEM & PERMITS OPTIMIZATION FUND  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2009-10  
REQUESTED  
BUDGET

CURRENT EXPENSES

Account 42200: Computer Equipment (Non-Capital) ..... \$ 4,500

FY 2008-09 Approved Budget/Estimated Actual	\$8,100/\$4,500
FY 2007-08 Actual Expenditures	\$817

This account provides for the purchase of computer equipment that does not meet the City’s criteria for capital assets. For FY 2009-10, budgeted funds are requested for the purchase of additional disk drive space for GIS and permitting projects.

Account 42560: Operating Supplies ..... \$ 4,000

FY 2008-09 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2007-08 Actual Expenditures	\$1,584

This account provides for Citywide general operating supplies, including ink and paper for large-format plotters, storage media, hardware tools, maintenance supplies, and cleaning supplies.

Account 42730: Training ..... \$ 3,100

FY 2008-09 Approved Budget/Estimated Actual	\$7,100/\$3,900
FY 2007-08 Actual Expenditures	\$13,643

This account provides funding for professional and technical training, including:

1 - ArcGIS Advanced Training, Redlands, CA – 5 Days \$ 3,100

Account 42720: Travel, Conferences, Meetings ..... \$ 1,700

FY 2008-09 Approved Budget/Estimated Actual	\$2,600/\$1,700
FY 2007-08 Actual Expenditures	\$2,025

This account provides for attendance at the following selected professional meetings and training conferences:

GIS Users Seminars, Various Cities – 1 Day	\$ 300	
1 - ESRI Training, San Diego, CA – 5 Days	1,100	
Site Visits for Permitting Applications – 1 Day	300	
Account 44010: Professional and Special Services .....	\$	15,500

FY 2008-09 Approved Budget/Estimated Actual	\$13,100/\$12,000
FY 2007-08 Actual Expenditures	\$0

This account provides for consulting assistance for State or Federal mandates for fee collection, other programming needs of GIS and permitting systems, and a biennial Aerial Imagery Project.

Account 44310: Maintenance of Equipment .....	\$	46,400
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FY 2008-09 Approved Budget/Estimated Actual	\$64,300/\$64,300
FY 2007-08 Actual Expenditures	\$55,599

This account provides funding for equipment and license maintenance of City computer hardware and software used for GIS and permitting systems, including:

Accela Permits' Plus® 17-Network Licensing and OfficeLink Modules	\$ 20,000
ESRI ArcGIS/ArcView Primary and Secondary Licenses	20,900
Plotter Repair	600
Licensed Professional Data Subscription for Permits	1,200
Ventura County Parcel & Tax Assessor's Information	3,700

TOTAL - CURRENT EXPENSES	\$	<u>75,200</u>
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