

CITY OF SIMI VALLEY • PRELIMINARY BASE BUDGET • FY 2009-10

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CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

June 1, 2009

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the Fiscal Year 2009-10 Preliminary Base Budget for review by the City Council/Boards of Directors. This Preliminary Base Budget is the basis for the upcoming budget discussions that will take place with the City Council/Boards of Directors in public sessions. Budgets for all funds, with the exception of the Community Development Block Grant Fund and Simi Valley Landscape District No.1, are incorporated within this document. The budgets for the Community Development Block Grant Fund and Simi Valley Landscape District No. 1 are submitted to the City Council as separate documents.

The Fiscal Year 2009-10 Preliminary Base Budget was prepared in accordance with policy guidelines established by the City Council/Boards of Directors that require departments to provide justification for any proposed line item increase above Fiscal Year 2008-09 current budget amounts or estimated actual expenditure levels. Personnel costs in the Preliminary Base Budget reflect current staffing levels, but do not include those 40.5 vacant positions that were deleted or for which funding was restricted (frozen) in the Fiscal Year 2008-09 Budget. In prior years, funding for the frozen positions was included in the Preliminary Base Budget and considered for elimination during City Council review.

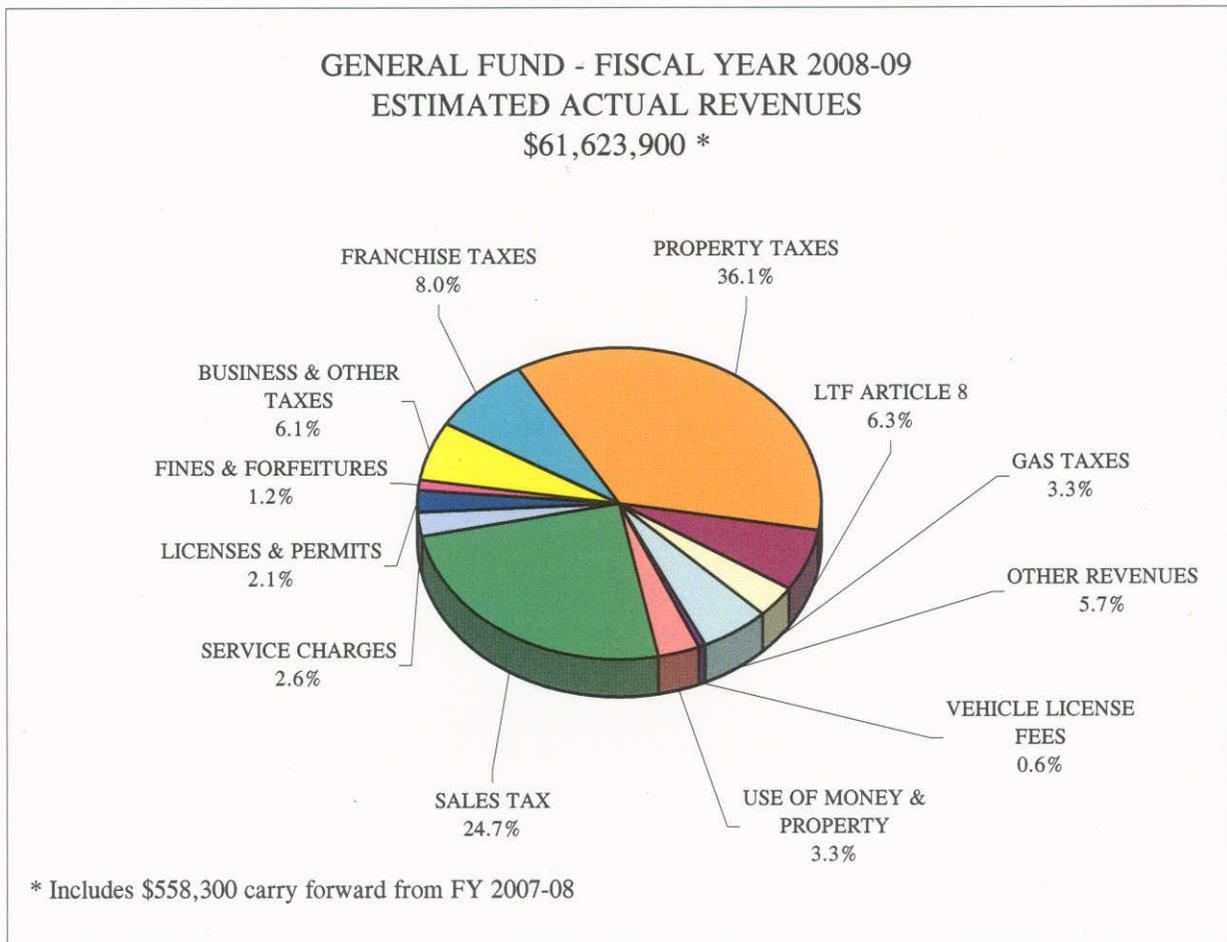
Projections for salary savings reflect historical trends for personnel turnover. It should be noted that personnel costs do not include salary or benefit adjustments for management level and Police Unit employees. However, an amount for salary and benefit adjustments for General Unit employees has been included in the Preliminary Base Budget, since a firm amount has already been negotiated as part of a multi-year contract with that bargaining unit.

Capital Asset Requests and Policy Items have been limited to budgetary needs that previously received support from the City Council/Boards of Directors, relieve a workload backlog, or have a significant potential for expenditure savings or revenue enhancement. Capital Asset Requests and Policy Items are not included in the Preliminary Base Budget. Reverse Priority Items, prioritized recommendations for reducing expenditures, identify the impacts on existing programs and service levels and are likewise not included in the Preliminary Base Budget. Capital Asset Requests, Policy Items and Reverse Priority Items are contained in the Supporting Document and presented for consideration by the City Council/Boards of Directors.

GENERAL FUND

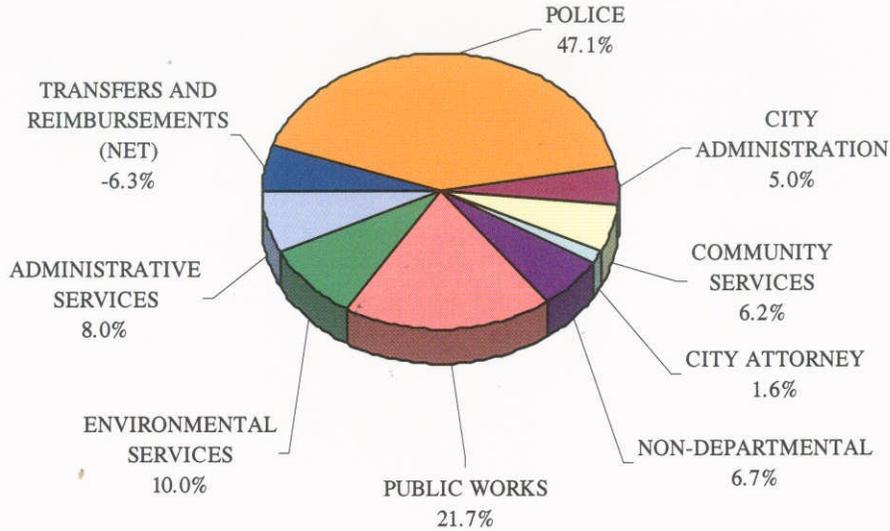
Fiscal Year 2008-09 Estimated Actual Revenues and Expenditures

General Fund revenues are projected to reach \$61,623,900 by year-end, which includes \$558,300 in surplus revenue carried forward from the previous fiscal year. Excluding this carry-forward revenue, Fiscal Year 2008-09 revenues are estimated to be \$61,065,600, which is \$1,123,100 under budgeted revenues of \$62,188,700. The Fiscal Year 2008-09 projected amount (excluding carry-forward) is \$1,667,600 less than the amount of revenue received in Fiscal Year 2007-08. The following graph shows a breakdown of estimated revenues by category.



General Fund net expenditures for Fiscal Year 2008-09, taking into consideration all new appropriations and expenditure reductions approved by the City Council, are estimated at \$61,766,600. This amount includes all transfers to and reimbursements from other funds. The graph on the following page depicts the breakdown of estimated actual expenditures by department and includes the net impact of transfers to and reimbursements from other funds.

**GENERAL FUND FISCAL YEAR 2008-09
ESTIMATED ACTUAL EXPENDITURES
\$61,766,600**



The General Fund Balance is expected to be \$37,404,835 as of June 30, 2009 (end of Fiscal Year 2008-09). Of this amount, \$29,375,135 would be reserved for encumbrances, advances, and loans. The balance of \$8,029,700 represents the Prudent Reserve for Economic Uncertainty.

Fiscal Year 2009-10 Revenues

Excluding carry forward amounts, Fiscal Year 2009-10 General Fund revenues are budgeted at \$56,293,400. This amount is \$5,895,300 less than the Fiscal Year 2008-09 revenue budget and \$4,772,200 less than Fiscal Year 2008-09 estimated actual revenues.

The following page contains a comparison of Fiscal Year 2009-10 General Fund budgeted revenues to Fiscal Year 2008-09 estimated actual revenues for each revenue category, followed by an analysis of each category. The table on the following page excludes the carry-forward amounts that are included in the Fiscal Year 2009-10 Total General Fund revenue budget and Fiscal Year 2008-09 Estimated Actual projection.

| <u>Revenue Category</u> | <u>FY 2008-09 Estimated Actual</u> | <u>FY 2009-10 Annual Budget</u> | <u>% Change Increase/ (Decrease)</u> |
|---|--|---|--|
| Taxes and Franchises | \$45,700,200 | \$43,298,700 | -5.3% |
| Revenue From Other governments (including Transfers In and Grants) | 8,855,000 | 7,082,100 | -20.0% |
| Licenses and Permits | 1,301,300 | 1,347,400 | 3.5% |
| Use of Money and Property | 2,030,800 | 1,692,800 | -16.6% |
| Service Charges | 1,603,800 | 1,455,500 | -9.2% |
| Fines and Forfeitures | 727,800 | 749,600 | 3.0% |
| Other Revenues | 846,700 | 667,300 | -21.2% |
| Total General Fund Revenues | \$61,065,600 | \$56,293,400 | -7.8% |

Taxes and Franchises

This category of revenue sources comprises 76.9% of the General Fund revenue budget. The two major revenue sources within the Taxes and Franchises category are Property Tax and Sales and Use Tax. Fiscal Year 2009-10 revenues in the Taxes and Franchises category are expected to decrease 5.3% from estimated Fiscal Year 2008-09 receipts. Property Taxes are projected to decrease by 3.9%, primarily based on mandatory lowering of assessments on certain residential properties and foreclosures. Sales and Use Tax revenues are expected to decrease by 9.1% due to continuing consumer confidence issues, a high unemployment rate, and the difficulty of obtaining credit for major purchases such as new vehicles.

Licenses and Permits

This category comprises 2.4% of the General Fund revenue budget. The major revenue sources in this category are Building Permits and Plan Check Services, which have continued to deteriorate as new construction in the City has greatly declined. The \$1,200,000 in Building Permits and Plan Check Services budgeted for Fiscal Year 2009-10 represents a very modest \$24,100 or 2.0% projected increase over Fiscal Year 2008-09 estimated revenues. These revenues are significantly less than the funds received in prior fiscal years when the City experienced strong residential and commercial growth.

Fines and Forfeitures

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

Use of Money and Property

This category comprises 3.0% of the General Fund revenue budget. The major revenue sources in this category are Interest on Investments and Interest on Advances from the General Fund to the Community Development Agency. Fiscal Year 2009-10 Interest on Investments income is expected to decrease by 24.3% due to interest rate reductions resulting from actions taken by the Federal Reserve.

Revenues From Other Governments

This category of revenue sources (excluding Transfers In and Grants), received from the State of California, comprises 1.8% of the General Fund revenue budget. The major revenue source in this category is Motor Vehicle In-Lieu (Vehicle License Fees) receipts. For Fiscal Year 2009-10, revenues from Vehicle License Fees are expected to increase by 37.7% based on estimates provided through the League of California Cities.

Grants

Funds from this category are received from local, county, state, and federal government agencies. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities. Grant receipts comprise 0.5% of the Fiscal Year 2009-10 General Fund revenue budget. Revenues from this category are expected to be 141.8% less than the prior year due to the closure of all remaining 1994 Northridge Earthquake claims in Fiscal Year 2008-09.

Service Charges

This category of revenue sources, generated from the local economy, comprises 2.6% of the General Fund revenue budget. Fiscal Year 2009-10 revenues are expected to decrease by 9.2% as a result of a trust fund clearing project completed in Fiscal Year 2008-09.

Other Revenues

This category, also generated from the local economy, comprises 1.2% of the General Fund revenue budget. Fiscal Year 2009-10 revenues are projected to be 21.2% less than the Fiscal Year 2008-09 estimated amount, primarily due to the one-time receipt of funds from the Rancho Simi Recreation and Park District for joint funding of an Arroyo Simi Greenway Master Plan.

Transfers In

This revenue category comprises 10.3% of the General Fund revenue budget. The funds are deposited into special revenue funds and then transferred to the General Fund. Fiscal Year 2009-10 revenues are projected to be 23.5% less than the Fiscal Year 2008-09 estimated amount due to the one-time return of unexpended capital project funds from several multi-year projects completed in Fiscal Year 2008-09 and an expected reduction in LTF Article 8 (Local Transportation Funds).

Fiscal Year 2009-10 Expenditures

The Fiscal Year 2009-10 Preliminary General Fund net expenditure budget is proposed at \$61,103,500 including anticipated underexpenditures of \$800,000 and anticipated reappropriations of \$800,000. Fiscal Year 2008-09 estimated actual expenditures are \$61,766,600. **Therefore, the Fiscal Year 2009-10 Preliminary Base Budget represents a \$663,100 (1.1%) decrease in General Fund budgeted expenditures from the Fiscal Year 2008-09 estimated actual expenditures.** The following page contains a summary of the Preliminary Fiscal Year 2009-10 Base Expenditure Budget compared with Fiscal Year 2008-09 estimated actual expenditures by department and including transfers to and reimbursements from other funds:

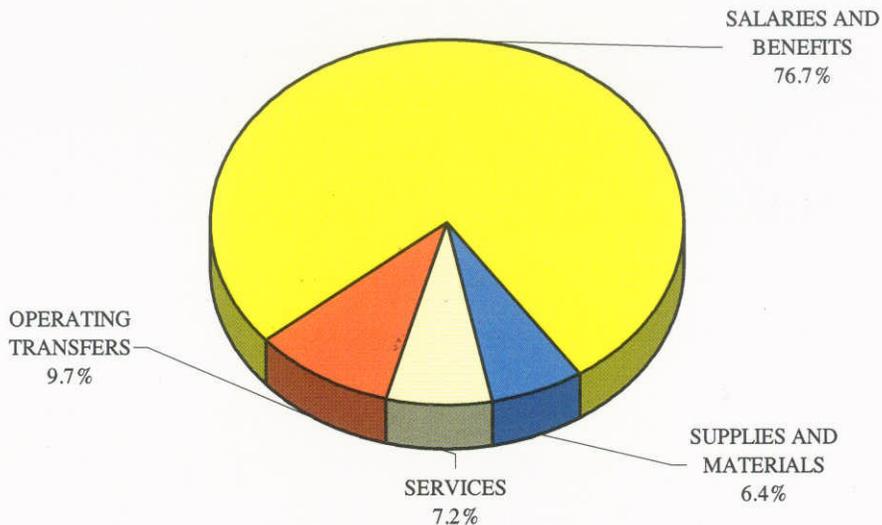
| <u>Department</u> | <u>FY 2008-09 Estimated Actual</u> | <u>FY 2009-10 Annual Budget</u> | <u>% Change Increase/ (Decrease)</u> |
|--|--|---|--|
| City Administration | \$3,092,600 | \$3,139,800 | 1.5% |
| City Attorney | 975,900 | 1,043,400 | 6.9% |
| Administrative Services | 4,942,700 | 5,096,200 | 3.1% |
| Community Services | 3,851,900 | 4,034,100 | 4.7% |
| Environmental Services | 6,194,500 | 5,830,700 | -5.9% |
| Public Works | 13,412,500 | 13,081,700 | -2.5% |
| Police Department | 29,094,900 | 28,722,300 | -1.3% |
| Non-Departmental | 4,142,300 | 3,906,100 | -5.7% |
| Transfers To Other Funds | 6,425,800 | 6,993,900 | 8.8% |
| Reimbursed Expenditures | (10,366,500) | (10,744,700) | 3.6% |
| Anticipated Underexpenditures | -- | (800,000) | -- |
| Anticipated Reappropriations | -- | 800,000 | -- |
| Total General Fund Expenditures | \$61,766,600 | \$61,103,500 | -1.1% |

Several factors contribute to the net \$663,100 (1.1%) decrease in the proposed expenditure budget. Decreases in expenditure budgets are due to departments' continuing efforts to reduce spending while maintaining the current level of service to the public. Those departments whose Preliminary Base Budgets indicate an increase in proposed expenditures have presented a series of Reverse Priority items that would, if approved, maintain funding at the Fiscal Year 2008-09 level. The Transfers to Other Funds category is proposed to increase by \$568,100 due to increased augmentation funding needs for the Landscape Maintenance Zones and Simi Valley Transit. These increased transfers are partially offset by an increase in Reimbursed Expenditures as staff continues to fully identify the General Fund cost of providing services to other funds.

General Fund vehicle expenditures are scheduled through the Vehicle Replacement Program and financed from the Vehicle Replacement Fund. A total of 59 vehicles were initially scheduled for replacement in Fiscal Year 2009-10 at a cost of \$1,213,235. Departments reviewed each vehicle to determine if replacement can be deferred for an additional year, which resulted in a deferral of 41 vehicles. Additionally, one Police vehicle is proposed for early replacement due to a collision. Further, one Public Works vehicle is proposed for replacement one year early due to high mileage and poor condition. As a result, funding is contained in the Preliminary Base Budget for the replacement of 20 vehicles at a cost of \$384,300, a reduction of \$828,935. Additionally, Fiscal Year 2009-10 replacement contributions have been decreased from \$730,100 to \$612,400, a savings of \$117,700.

As noted previously, the Preliminary Base Budget does not include salary adjustments for management level employees and Police Unit employees. The Preliminary Base Budget does, however, include salary and benefit adjustments for General Unit employees pursuant to a four-year Memorandum of Agreement that will expire on June 30, 2010 (end of Fiscal Year 2009-10). The graph on the following page depicts the proposed expenditure budget by category, excluding reimbursements.

GENERAL FUND - FISCAL YEAR 2009-10
EXPENDITURE BUDGET BY CATEGORY
BEFORE REIMBURSEMENTS
\$71,848,200



The Preliminary Base Budget does not include \$303,400 for requested General Fund Capital Asset Requests and Policy Items as summarized in the table below. Note that a more detailed summary of these requested items is presented in the Supporting Document.

| <u>Department</u> | <u>Amount</u> |
|---|---------------|
| City Administration | \$0 |
| City Attorney | 0 |
| Administrative Services | 0 |
| Community Services | 0 |
| Environmental Services | 0 |
| Public Works | 263,800 |
| Police Department | 33,600 |
| Police Department - Emergency Services | 0 |
| Non-Departmental | 0 |
| Simi Valley Transit | 6,000 |
| Total Policy Items & Capital Asset Requests | \$303,400 |

Capital improvement projects are included in the Preliminary Base Budget and also in the Five-Year Capital Improvement Program for Fiscal Years 2009-10 to 2013-14. The General Fund budget includes a proposed transfer of \$1,328,800 for capital outlay activities including vehicle replacement, computer equipment replacement, Geographic Information and Permits Systems improvements, and Financial Information System improvements.

Reverse Priority Items in the amount of \$7,381,900 identify possible expenditure reductions in the General Fund as follows:

| <u>Department</u> | <u>Amount</u> |
|--|--------------------|
| City Administration | \$251,500 |
| City Attorney | 336,500 |
| Administrative Services | 759,600 |
| Community Services | 439,100 |
| Environmental Services | 748,400 |
| Public Works | 1,114,600 |
| Police Department | 2,916,500 |
| Police Department - Emergency Services | 102,000 |
| Simi Valley Transit | 713,700 |
| Total General Fund | <u>\$7,381,900</u> |

The impacts of these various expenditure reduction alternatives are sometimes dramatic and are fully discussed in the Reverse Priority Items contained in each department's section of the Supporting Document.

Fund Balance

Based on the revenue and expenditure amounts in the Preliminary Base Budget, the June 30, 2010 (end of Fiscal Year 2009-10) General Fund Balance is projected to decrease by \$4,952,800 and will total \$32,452,035. As this would represent a significant use of fund balance to provide for ongoing programs, staff strongly recommends that the City Council reduce expenditures to align with revenues during budget deliberations. This would be consistent with City Council actions in past fiscal year budget deliberations. Staff will provide specific recommendations to facilitate those actions during review and adoption of the Fiscal Year 2009-10 Annual Budget by the City Council.

Three factors are affecting the projected decrease in fund balance. First, at the national level, an economic downturn that is primarily the result of a falling housing market, a credit crunch, and low consumer confidence has negatively impacted many of the City's sources of tax revenue. While cyclical in nature, this factor is expected to impact the City's major revenue sources of property tax, sales tax, and Local Transportation Funds through Fiscal Year 2011-12.

The second factor involves the transition from large-scale residential development to build-out, and the expectation that a large percentage of future development will entail redevelopment of existing property and in-fill projects. This factor is local in nature and represents a more fundamental and permanent shift due to greatly reduced development-related revenues. Organizational change is required to restructure and modify the way in which the City delivers services in order to live within moderate economic growth.

The third factor involves ongoing annual cost increases for employee benefits such as health insurance and retirement contributions for active employees, as well as health insurance for retired employees. The third factor is being addressed with fiscal restructuring that began in early 2008 with a Five-Year General Fund Projection that signaled a structural budget issue that will need to be addressed on a multi-year basis. Staff began the process of developing

and, with City Council approval, implementing needed structural changes to the budget in December of 2008. That process has continued with development of the Fiscal Year 2009-10 Preliminary Base Budget and will further continue over the course of the next fiscal year. Staff will undertake a more in-depth critical review of organization structure and methods of service delivery focused on opportunities to resize and more cost-effectively provide services.

Projects and Accomplishments

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

- **Law enforcement efforts continued to provide our citizenry a safe environment in which to live, work, and play.** The partnership between the Police Department and an involved and vigilant community resulted in a 14.9% decrease in Part I crimes in 2008, as compared to the previous year. The Department contributed to this effort by focused suppression techniques and reassigning resources to proactively address crime. Additionally, the Department maintained a response time of 4.6 minutes for emergency calls for service and 14.6 minutes for non-emergency calls for service.
- **An update of the City General Plan, the City's map to the future, continued.** This long-range planning project, which involves extensive public input to address the community's planning challenges and opportunities over the next twenty years, is scheduled for completion in 2009. Another long-range planning effort, development of the Arroyo Simi Visioning process, is also proceeding. Preliminary design concepts have been developed, and the final study will consider visual, recreational, and educational enhancements along the Arroyo Simi's entire 11.9-mile length from Corriganville Park in the east to the western City limits.
- **The City continues to work with homeowners and developers to assure that affordable housing programs provide opportunities for low-income households and seniors.** In Fiscal Year 2008-09, the City committed or expended \$12,677,400 toward affordable housing programs. The Home Rehabilitation Program awarded six new loans and seven new loans were initiated under the First Time Homebuyer Program. Also, the City's Rent Subsidy Program assisted an average of 40 senior households per month and an additional 37 households per month received assistance under the Mobile Home Rent Subsidy Program.
- **More than 500 City volunteers contributed in excess of 73,000 hours, the equivalent of more than 35 full-time positions, to assist with City programs and activities.** These individuals support efforts such as the Neighborhood Council's annual Arroyo Clean-up event, provide reception and front counter support at City facilities, serve as ushers at the Cultural Arts Center, support the Police Department's law enforcement and emergency planning activities, and perform a wide variety of duties at the Senior Center.
- **The City's transit services continued to provide safe, efficient, and high-quality transportation on its fixed-route and Americans with Disabilities Act (ADA)/Dial-A-Ride (DAR) services.** For the third straight year, Simi Valley Transit provided in excess of one-half million fixed-route and ADA/DAR trips.

- **Major infrastructure improvement projects continued to be a high priority.** Construction has been completed by Caltrans on a major project to widen the eastbound lanes of the 118 Freeway from Tapo Canyon Road to the Los Angeles County line. During Fiscal Year 2008-09 the City also completed the repaving and realignment of Erringer Road between Royal Avenue and Fitzgerald Road. The project also consisted of new landscaping along the east side of the roadway and the installation of bicycle lanes.
- **A new and improved City website was put into use in July of 2008.** The new website makes it easier for the public to obtain information regarding the services that are provided to its residents. In Fiscal Year 2009-10, the website will continue to be enhanced to increase the amount of online services available to the public
- **The Tapo Canyon Water Treatment Plant is nearing completion and will be put into operation during the summer of 2009.** When fully operational, this facility will have the capability to generate up to one million gallons per day of drinkable groundwater, thus reducing the City's dependence on imported water.
- **The City continues to plan for and provide recreational and commuter bicycle facilities.** On January 26, 2009, the City Council approved an updated Bicycle Master Plan that established priorities and identified projects for future expansion of recreational and commuter bicycle routes, lanes, and paths throughout the City.
- **Efforts to reduce traffic congestion by synchronizing traffic signals throughout the City continue.** This ongoing program to provide continuous traffic flows entails the synchronization of a series of traffic signals to allow groups of vehicles traveling along major arterial streets to receive green lights for the length of the system, providing that speed limits are adhered to.

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

TRANSIT FUND

Fiscal Year 2008-09 Transit fare revenues are projected to be 8.5% above the budget. Additionally, Fiscal Year 2008-09 operating expenditures are estimated to be 9.6% below the budget. Transit Fund Fiscal Year 2009-10 fare revenues are projected to increase by a modest 0.6% over Fiscal Year 2008-09 estimated actual revenues. The proposed expenditure budget for Fiscal Year 2009-10 is projected to decrease by 8.1% from Fiscal Year 2008-09 estimated actual expenditures.

SANITATION FUND

Sanitation Fund operating revenues for Fiscal Year 2008-09 are estimated to exceed the budget by 0.1%, while operating expenditures are projected to be 3.1% below the budget. Fiscal Year 2009-10 revenues are expected to decrease by 0.5% from Fiscal Year 2008-09 estimated actual revenues due to a projected reduction in interest income. Fiscal Year 2009-10 Operating Fund expenditures, excluding proposed transfers from Operations Fund Balance to replacement reserves, are anticipated to decrease by 2.4% as compared to Fiscal Year 2008-09 estimated actual amounts. Fiscal Year 2009-10 Sanitation Operating Fund projected revenues exceed all projected expenditures by \$425,000 due to the need to provide funding for high priority sewerline replacement projects as identified in the Sewer System Management Plan adopted by the City Council on April 20, 2009.

The Sanitation Fund consolidated working capital balance for June 30, 2009 is projected to be \$16,595,726. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Plant Expansion Fund. The Replacement Reserves Fund is further divided into Vehicle Replacement Reserves, Sanitation Facilities and Equipment Replacement Reserves, and Sewerline Replacement Reserves. With City Council approval of proposed revenues and expenditures, the consolidated working capital balance for June 30, 2010 is projected to be \$14,071,726, excluding Policy Items.

WATERWORKS DISTRICT

Fiscal Year 2008-09 Waterworks District Operating Fund revenues are estimated to meet budget expectations. Operating expenditures are estimated to be 3.3% below the budget. Fiscal Year 2009-10 Operating Fund revenues are projected to increase by 4.8% over Fiscal Year 2008-09 estimated actual revenues. Fiscal Year 2009-10 Operating Fund expenditures, excluding proposed transfers from Operations Fund Balance to capital replacement reserves and for capital improvement projects, are anticipated to increase by 5.8%, as compared to Fiscal Year 2008-09 estimated actual amounts due to the increased wholesale cost of potable water. Fiscal Year 2009-10 Waterworks District Operating Fund projected revenues exceed all projected expenditures by \$4,280,200 due to the need to provide funding for upcoming capital projects to maintain and expand the water distribution system.

The Waterworks District consolidated working capital balance for June 30, 2009 is projected to be \$16,569,511. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Capital Improvement Fund. The Replacement Reserves Fund is further divided into Vehicle Reserves and Facilities Replacement Reserves. With District Board approval of proposed revenues and expenditures, the consolidated working capital balance for June 30, 2010 is projected to increase to \$18,879,611.

CAPITAL IMPROVEMENTS

The total Streets and Roads Program for Fiscal Year 2009-10 includes projected expenditures of \$6,125,000 for various capital improvements. Major funding sources for this program include Community Development Agency funds; County, State, and Federal grant funds; and Community Development Block Grant funds. An additional \$1,380,900 in expenditures is proposed for other capital improvements including computer equipment replacement, vehicle replacement, the

Geographic Information System, and the Financial Information System. The level of capital improvement projects proposed in the Fiscal Year 2009-10 Preliminary Base Budget continues to reflect support by the City Council toward improvement of the City's infrastructure.

ACCOUNTING SYSTEM AND BUDGETARY CONTROL

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

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

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

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

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

SUMMARY

The Preliminary Base Budget provides the basis for City Council/Boards of Directors budget deliberations. Submitted separately from this document are Policy, Capital Asset, and Reverse Priority items, which are included in the Supporting Document. These items represent potential increases and decreases in budgeted expenditures and service levels for Fiscal Year 2009-10. Also submitted separately is the City's Preliminary Five-Year Capital Improvement Program for Fiscal Years 2009-10 to 2013-14. The Preliminary Capital Improvement Program provides detailed information regarding proposed improvement projects for the forthcoming fiscal year and future years.

The Fiscal Year 2009-10 Preliminary Base Budget represents the work of many individuals. This document is presented as a point of departure from which discussions among the City Council, Boards of Directors, staff and the public can take place. As in past fiscal years, it is expected that these discussions will lead to policy decisions by the City Council/Boards of Directors that will result in the adoption of a balanced budget. A public meeting has been scheduled for citizens to discuss the Preliminary Base Budget with City staff prior to the City Council/Boards of Directors review of the Budget.

The Budget is a living document that enables the City's policy body to respond to changes in revenue projections and the needs of the community. Therefore, additional appropriation requests or expenditure reductions may be presented to the City Council/Boards of Directors over the next year as the need arises and as revenues dictate.

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



Mike Sedell
City Manager/Executive Director

CHANGES IN GENERAL FUND BALANCE

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

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

The Reserved General Fund balance is comprised of the following:

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

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

CHANGES IN GENERAL FUND BALANCE

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | BUDGET <u>2009-10</u> | PROJECTION <u>2010-11</u> | PROJECTION <u>2011-12</u> |
|---|----------------------------------|--|--|----------------------------------|--------------------------------------|--------------------------------------|
| BEGINNING GENERAL FUND BALANCE | \$37,404,835 | \$37,404,835 | \$37,404,835 | \$37,404,835 | \$32,452,035 | \$27,080,235 |
| Current Revenues | 62,733,200 | 62,188,700 | 61,065,600 | 56,293,400 | 57,696,200 | 59,735,300 |
| Carry Forward from Prior Fiscal Year | 731,600 | 558,300 | 558,300 | (142,700) | 0 | 0 |
| Total Revenues | 63,464,800 | 62,747,000 | 61,623,900 | 56,150,700 | 57,696,200 | 59,735,300 |
| Expenditures | 62,906,500 | 64,024,200 | 61,766,600 | 61,103,500 | 63,068,000 | 65,072,600 |
| Anticipated Underexpenditures (1) | 0 | (1,300,000) | 0 | (800,000) | (800,000) | (800,000) |
| Anticipated Reappropriations (1) | 0 | 0 | 0 | 800,000 | 800,000 | 800,000 |
| Net Expenditures | 62,906,500 | 62,724,200 | 61,766,600 | 61,103,500 | 63,068,000 | 65,072,600 |
| Revenues less Net Expenditures (2) | 558,300 | 22,800 | (142,700) | (4,952,800) | (5,371,800) | (5,337,300) |
| ENDING GENERAL FUND BALANCE | <u>\$37,404,835</u> | <u>\$37,404,835</u> | <u>\$37,404,835</u> | <u>\$32,452,035</u> | <u>\$27,080,235</u> | <u>\$21,742,935</u> |
| Prudent Reserve for Economic Uncertainty | \$8,177,800 | \$8,323,100 | \$8,029,700 | \$7,943,500 | \$8,198,800 | \$8,459,400 |
| Reserved | <u>\$29,227,035</u> | <u>\$29,081,735</u> | <u>\$29,375,135</u> | <u>\$24,508,535</u> | <u>\$18,881,435</u> | <u>\$13,283,535</u> |
| Encumbrance Reserve | 911,269 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 |
| CDA Loans | 7,919,100 | 15,025,500 | 11,367,100 | 13,451,500 | 13,451,500 | 13,451,500 |
| Advances to Other Funds (Various) | 19,993,132 | 12,852,701 | 16,804,501 | 9,853,501 | 4,226,401 | (1,371,499) |
| Loans Receivable (Various) | 403,534 | 403,534 | 403,534 | 403,534 | 403,534 | 403,534 |

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

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

GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. FY 2008-09 General Fund revenues are expected to be 2.7% less than the prior year. For FY 2009-10, revenues are projected to decrease an additional 7.8%.

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

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

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

Fiscal Year 2009-10, and projections for Fiscal Years 2010-11 and 2011-12.

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

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

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources comprises 76.9% of the General Fund revenue budget. Major revenue sources within the Taxes and Franchises category are Property Taxes, Sales and Use Tax, and Franchise Taxes. Fiscal Year 2009-10 revenues in the Taxes and Franchises category are expected to decrease by 5.3% over estimated Fiscal Year 2008-09 receipts. Within the Taxes and Franchises category, Property Taxes are projected to decrease by 3.9%, based on mandatory reassessments of residential properties

and foreclosures. Sales and Use Tax revenues, which include in-lieu Sales Tax revenues resulting from State “Triple Flip” legislation that exchanges Sales Tax for Property Tax, are expected to further decrease by 9.1% due to continued consumer confidence issues, a high unemployment rate, and the difficulty of obtaining credit for major purchases such as new vehicles. State “Triple Flip” legislation provided for the State of California to take one-fourth of the City’s 1% of sales tax revenues. The lost sales taxes are to be paid back by the County of Ventura from property tax proceeds. The in-lieu funds to be passed through to the City by the County of Ventura are budgeted in the Sales Tax revenue source.

Licenses and Permits

This category comprises 2.4% of the General Fund revenue budget. The major revenue sources in this category are Building Permits and Plan Check Services, which have continued to deteriorate as new construction in the City has greatly declined. The \$1,200,000 in Building Permits and Plan Check Services budgeted for Fiscal Year 2009-10 represents a very modest \$24,100 or 2.0% projected increase over FY 2008-09 estimated revenues. These revenues are significantly less than the funds received in prior fiscal years when the City experienced strong residential and commercial growth. The pace of that growth moderated significantly in Fiscal Years 2006-07, 2007-08, and 2008-09 as the City approached build-out in undeveloped areas. It is expected that the majority of development activities in future years will be comprised of redevelopment and in-fill projects.

Fines and Forfeitures

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

Use of Money and Property

This category comprises 3.0% of the General Fund revenue budget. The major revenue sources in this category are Interest on Investments and Interest on Advances from the General Fund to the Community Development Agency, Simi Valley’s redevelopment agency. FY 2008-09 interest income decreased by 5.9% over the prior year due to interest rate reductions resulting from actions taken by the Federal Reserve to stimulate private investment. FY 2009-10 interest income is expected to further decrease by 24.3%.

Revenues From Other Governments

This category of revenue sources, received from the State of California, comprises 1.8% of the General Fund revenue budget. The major revenue source in this category is Motor Vehicle In-Lieu (Vehicle License Fees) receipts, which are allocated to local governments on a per-capita basis. With the majority of Vehicle License Fees now retained by the State and replaced by State General Fund in-lieu payments, revenue from this source has been significantly less in recent years. For Fiscal Year 2009-10, revenues from Vehicle License Fees are expected to increase by 37.7% based on estimates provided through the League of California Cities. Reimbursements for mandated costs (SB90 Claims) are expected at this time to increase substantially in FY 2009-10 based on a commitment from the State of California to accelerate reimbursement for prior year claims. However, these funds are at risk due to the State’s ongoing financial and budgetary issues.

Grants

Funds from this category are received from local, county, state, and federal government agencies. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City’s ability to incorporate grant programs into its operations and activities. Grant receipts comprise

0.5% of the General Fund revenue budget. FY 2009-10 revenues from this category are expected to be 58.7% less than the prior year due to the closure of all remaining 1994 Northridge Earthquake claims in FY 2008-09.

Service Charges

This category of revenue sources, generated from the local economy, comprises 2.6% of the General Fund revenue budget. FY 2009-10 revenues are expected to decrease by 9.2% as a result of a trust fund clearing project completed in FY 2008-09. The major revenues in this category include development-related Planning Fees, Public Works Plan Check Fees, Public Works Inspection Services Fees, and Public Works Soils/Hydrology Fees. Revenues from these fees are expected to increase slightly in FY 2009-10 after three consecutive years of decreases.

Other Revenues

This category, also generated from the local economy, comprises 1.2% of the General Fund revenue budget. The category contains sources of revenue that do not apply to any of the other revenue categories. Fiscal Year 2009-10 revenues are projected to be 21.2% less than the FY 2008-09 estimated amount due to one-time receipt of funds from the Rancho Simi Recreation and Park District for joint funding of an Arroyo Simi Greenbelt Master Plan.

Transfers In

This revenue category comprises 10.3% of the General Fund revenue budget. The funds are deposited into special revenue funds and then transferred to the General Fund. Fiscal Year 2009-10 revenues are projected to be 23.5% less than the FY 2008-09 estimated amount due to the one-time return of unexpended capital project funds from several multi-year projects completed in FY 2008-09. The two major revenue sources in this category are Gasoline Tax and LTF Article 8 (Local Transportation Funds). Use

of the funds is restricted to transportation related purposes. Fiscal Year 2009-10 Gas Tax revenues are projected to be 3.0% higher than the Fiscal Year 2008-09 estimate. Fiscal Year 2009-10 LTF Article 8 funds are projected to decrease by 8.4% from Fiscal Year 2008-09 estimated revenues based on information received by the Ventura County Transportation Commission, the agency that disburses the funds to the City.

GENERAL FUND REVENUES

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|-------------------------------------|---------------------------------|---|---|---------------------------------|-------------------------------------|-------------------------------------|
| <u>TAXES AND FRANCHISES</u> | | | | | | |
| 31101 Property Taxes | \$21,923,014 | \$21,495,600 | \$22,023,300 | \$21,155,500 | \$21,578,700 | \$22,010,300 |
| 31111 Sales and Use Tax | 16,894,319 | 15,566,100 | 15,073,200 | 13,704,000 | 14,389,200 | 15,252,500 |
| 31112 Transient Lodging Tax | 1,487,374 | 1,695,600 | 1,364,100 | 1,487,400 | 1,532,000 | 1,578,000 |
| 31113 Franchise Taxes | 3,708,972 | 4,732,300 | 4,892,500 | 4,514,700 | 4,650,100 | 4,789,600 |
| 31114 Business Taxes | 1,851,630 | 1,970,000 | 1,836,500 | 1,901,000 | 1,958,000 | 2,016,700 |
| 31115 Documentary Transfer Tax | 452,242 | 525,800 | 510,600 | 536,100 | 562,900 | 591,000 |
| Subtotal Taxes and Franchises | <u>46,317,551</u> | <u>45,985,400</u> | <u>45,700,200</u> | <u>43,298,700</u> | <u>44,670,900</u> | <u>46,238,100</u> |
| <u>LICENSES AND PERMITS</u> | | | | | | |
| 32301 Building Permits | 1,120,108 | 1,100,000 | 834,100 | 850,000 | 875,500 | 901,800 |
| 32302 Record Retention Fee | 6,911 | 6,200 | 5,000 | 5,000 | 5,200 | 5,400 |
| 32303 Plan Check Services | 555,811 | 575,000 | 341,800 | 350,000 | 360,500 | 371,300 |
| 32402 Encroachment Permits | 117,460 | 120,300 | 55,000 | 75,000 | 77,300 | 79,600 |
| 32503 Bicycle Licenses | 57 | 100 | 100 | 100 | 100 | 100 |
| 32604 Other Licenses and Permits | 62,858 | 70,000 | 65,300 | 67,300 | 69,300 | 71,400 |
| Subtotal Licenses and Permits | <u>1,863,205</u> | <u>1,871,600</u> | <u>1,301,300</u> | <u>1,347,400</u> | <u>1,387,900</u> | <u>1,429,600</u> |
| <u>FINES AND FORFEITURES</u> | | | | | | |
| 33501 Vehicle Code Fines | 479,859 | 500,000 | 497,000 | 511,900 | 527,300 | 543,100 |
| 33502 Parking Citations | 160,008 | 94,200 | 230,800 | 237,700 | 244,800 | 252,100 |
| Subtotal Fines and Forfeitures | <u>\$639,867</u> | <u>\$594,200</u> | <u>\$727,800</u> | <u>\$749,600</u> | <u>\$772,100</u> | <u>\$795,200</u> |

GENERAL FUND REVENUES (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|---|---------------------------------|---|---|---------------------------------|-------------------------------------|-------------------------------------|
| <u>USE OF MONEY & PROPERTY</u> | | | | | | |
| 34001 Interest on Investments | \$1,507,054 | \$1,300,000 | \$1,419,700 | \$1,074,100 | \$1,106,300 | \$1,139,500 |
| 34002 Interest on Advances | 401,457 | 653,200 | 427,400 | 423,600 | 423,600 | 423,600 |
| 34104 DMV Building Lease | 182,431 | 169,500 | 141,600 | 152,800 | 152,800 | 152,800 |
| 34206 Senior Center Rental | 41,113 | 48,500 | 42,100 | 42,300 | 43,600 | 44,900 |
| Subtotal Use of Money & Property | <u>2,132,055</u> | <u>2,171,200</u> | <u>2,030,800</u> | <u>1,692,800</u> | <u>1,726,300</u> | <u>1,760,800</u> |
| <u>REVENUES FROM OTHER GOVERNMENTS</u> | | | | | | |
| 35101 Motor Vehicle License Fees | 552,184 | 400,000 | 349,300 | 480,900 | 495,300 | 510,200 |
| 35410 From Other Governments | 5,000 | 0 | 0 | 0 | 0 | 0 |
| 35501 POST Reimbursement | 13,844 | 19,000 | 17,000 | 17,000 | 17,500 | 18,000 |
| 35502 911 Reimbursement | 2,725 | 0 | 0 | 0 | 0 | 0 |
| 35601 Homeowners Subvention | 124,605 | 127,800 | 127,100 | 130,400 | 129,600 | 133,000 |
| 35602 SB 90 Claims | 54,773 | 84,400 | 84,500 | 374,200 | 171,200 | 171,200 |
| Subtotal Other Governments | <u>753,131</u> | <u>631,200</u> | <u>577,900</u> | <u>1,002,500</u> | <u>813,600</u> | <u>832,400</u> |
| <u>GRANTS</u> | | | | | | |
| 36001 Federal Assistance | 0 | 0 | 555,600 | 60,000 | 0 | 0 |
| 36002 State Grants | 0 | 0 | 0 | 50,000 | 0 | 0 |
| 36210 Curbside Recycling Reimbursement | 32,612 | 32,800 | 32,700 | 32,700 | 32,600 | 33,600 |
| 36340 Household Waste Program | 52,271 | 53,700 | 50,000 | 38,600 | 39,800 | 41,000 |
| 36503 Emergency Services Planning | 17,664 | 11,300 | 19,700 | 57,000 | 58,700 | 60,500 |
| 36601 Other Grants | 65,124 | 57,600 | 57,600 | 57,600 | 57,600 | 62,800 |
| Subtotal Grants | <u>\$167,671</u> | <u>\$155,400</u> | <u>\$715,600</u> | <u>\$295,900</u> | <u>\$188,700</u> | <u>\$197,900</u> |

GENERAL FUND REVENUES (CONT'D)

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

GENERAL FUND REVENUES (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|--|---|--|--|---|---|---|
| <u>OTHER REVENUES</u> | | | | | | |
| 38001 Sale of Surplus Property | \$31,306 | \$30,500 | \$57,300 | \$30,000 | \$30,900 | \$31,800 |
| 38003 Miscellaneous | 11,795 | 32,100 | 10,900 | 11,200 | 11,500 | 11,800 |
| 38004 Damage Recovery | 66,202 | 45,000 | 31,100 | 32,000 | 33,000 | 34,000 |
| 38006 Jury/Witness Fees | 5,059 | 5,000 | 4,300 | 4,400 | 4,500 | 4,600 |
| 38010 Landfill Facility Agreement Fees | 380,532 | 298,600 | 232,800 | 239,800 | 247,000 | 254,400 |
| 38015 Sale of Land | 327,000 | 0 | 0 | 0 | 0 | 0 |
| 38019 Deposit Refund | 0 | 100,000 | 120,000 | 0 | 0 | 0 |
| 38050 Contributions | 22,864 | 37,300 | 36,600 | 24,000 | 24,700 | 25,400 |
| 38201 Meals-On-Wheels Donations | 43,226 | 38,000 | 53,000 | 54,900 | 56,500 | 58,200 |
| 38203 Cultural Center Reimbursement | 92,662 | 12,000 | 12,500 | 70,000 | 72,100 | 74,300 |
| 38401 Developer Contributions | 0 | 260,000 | 85,000 | 0 | 0 | 0 |
| 38403 Adopt-a-Landscape Program | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 |
| 38408 Stormwater Management | 234,640 | 190,800 | 185,400 | 185,400 | 185,400 | 185,400 |
| 38409 Stormwater Monitoring Fee | 11,533 | 18,200 | 9,200 | 9,200 | 9,500 | 9,800 |
| 38501 Unclaimed Police Dept Property | 141 | 200 | 200 | 200 | 200 | 200 |
| 38702 Assessment Tax Roll Collections | 0 | 0 | 4,700 | 2,500 | 0 | 0 |
| 38706 Assessment Pay-Off Fees | 84 | 300 | 100 | 100 | 100 | 100 |
| Subtotal Other Revenues | \$1,230,644 | \$1,071,600 | \$846,700 | \$667,300 | \$679,000 | \$693,600 |

GENERAL FUND REVENUES (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|-----------------------------------|---|--|--|---|---|---|
| <i><u>TRANSFERS IN</u></i> | | | | | | |
| 39215 From Gas Tax | \$2,237,560 | \$2,322,300 | \$2,038,300 | \$2,099,200 | \$2,161,900 | \$2,226,400 |
| 39238 From LTF Article 8 | 4,466,572 | 4,334,800 | 3,845,900 | 3,524,400 | 3,700,600 | 3,922,600 |
| 39280 From Forfeited Assets | 0 | 123,900 | 123,900 | 0 | 0 | 0 |
| 39500 From Debt Service | 546,953 | 0 | 0 | 0 | 0 | 0 |
| 39287 From Law Enforcement Grants | 61,857 | 181,700 | 64,100 | 87,600 | 50,000 | 50,000 |
| 39600 From Capital Projects | 527,090 | 1,246,800 | 1,489,300 | 72,500 | 75,000 | 75,000 |
| Subtotal Transfers In | <u>7,840,032</u> | <u>8,209,500</u> | <u>7,561,500</u> | <u>5,783,700</u> | <u>5,987,500</u> | <u>6,274,000</u> |
| TOTAL GENERAL FUND REVENUE | <u>\$62,733,200</u> | <u>\$62,188,700</u> | <u>\$61,065,600</u> | <u>\$56,293,400</u> | <u>\$57,696,200</u> | <u>\$59,735,300</u> |

GENERAL FUND EXPENDITURES

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

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

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

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

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

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

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

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

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

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | BUDGET <u>2009-10</u> | PROJECTION <u>2010-11</u> | PROJECTION <u>2011-12</u> |
|---------------------------------------|----------------------------------|--|--|----------------------------------|--------------------------------------|--------------------------------------|
| <u>CITY ADMINISTRATION</u> | | | | | | |
| Personnel | \$2,707,210 | \$2,709,400 | \$2,662,300 | \$2,768,900 | \$2,772,500 | \$2,833,800 |
| Current Expenses | 390,040 | 570,700 | 430,300 | 370,900 | 370,900 | 374,600 |
| Subtotal | 3,097,250 | 3,280,100 | 3,092,600 | 3,139,800 | 3,143,400 | 3,208,400 |
| <u>CITY ATTORNEY</u> | | | | | | |
| Personnel | 994,786 | 952,400 | 938,500 | 1,001,800 | \$999,200 | \$1,031,500 |
| Current Expenses | 43,287 | 39,500 | 37,400 | 41,600 | 41,600 | 41,800 |
| Subtotal | 1,038,073 | 991,900 | 975,900 | 1,043,400 | 1,040,800 | 1,073,300 |
| <u>ADMINISTRATIVE SERVICES</u> | | | | | | |
| Personnel | 4,298,363 | 4,167,400 | 4,154,600 | 4,190,000 | 4,200,700 | 4,345,800 |
| Current Expenses | 915,167 | 936,000 | 788,100 | 906,200 | 906,200 | 915,100 |
| Capital Outlay | 2,503 | 0 | 0 | 0 | 0 | 0 |
| Subtotal | \$5,216,033 | \$5,103,400 | \$4,942,700 | \$5,096,200 | \$5,106,900 | \$5,260,900 |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|--------------------------------------|---|--|--|---|---|---|
| <u>COMMUNITY SERVICES</u> | | | | | | |
| Personnel | \$3,495,824 | \$3,599,700 | \$3,420,200 | \$3,507,600 | \$3,483,300 | \$3,596,100 |
| Current Expenses | 493,174 | 500,700 | 431,700 | 526,500 | 526,500 | 531,700 |
| Subtotal | 3,988,998 | 4,100,400 | 3,851,900 | 4,034,100 | 4,009,800 | 4,127,800 |
| <u>ENVIRONMENTAL SERVICES</u> | | | | | | |
| Personnel | 5,767,347 | 5,588,300 | 5,586,600 | 5,539,100 | 5,568,600 | 5,770,300 |
| Current Expenses | 501,086 | 1,126,000 | 607,900 | 291,600 | 291,600 | 294,500 |
| Subtotal | 6,268,433 | 6,714,300 | 6,194,500 | 5,830,700 | 5,860,200 | 6,064,800 |
| <u>PUBLIC WORKS</u> | | | | | | |
| Personnel | 10,798,757 | 10,397,500 | 10,460,400 | 10,125,600 | 10,212,000 | 10,592,100 |
| Current Expenses | 3,436,355 | 3,060,700 | 2,952,100 | 2,956,100 | 2,692,300 | 2,719,100 |
| Capital Outlay | 82,848 | 5,000 | 0 | 0 | 0 | 0 |
| Subtotal | \$14,317,960 | \$13,463,200 | \$13,412,500 | \$13,081,700 | \$12,904,300 | \$13,311,200 |

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

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | BUDGET <u>2009-10</u> | PROJECTION <u>2010-11</u> | PROJECTION <u>2011-12</u> |
|--|----------------------------------|--|--|----------------------------------|--------------------------------------|--------------------------------------|
| <u>POLICE DEPARTMENT</u> | | | | | | |
| Personnel | \$26,770,050 | \$27,369,000 | \$27,193,900 | \$26,953,700 | \$26,916,700 | \$27,693,700 |
| Current Expenses | 1,651,316 | 1,770,800 | 1,611,700 | 1,491,300 | 1,491,300 | 1,506,200 |
| Capital Outlay | 0 | 16,900 | 11,100 | 0 | 0 | 0 |
| Subtotal | 28,421,366 | 29,156,700 | 28,816,700 | 28,445,000 | 28,408,000 | 29,199,900 |
| <u>POLICE DEPT - EMERGENCY SERVICES</u> | | | | | | |
| Personnel | 245,533 | 252,000 | 250,400 | 253,100 | 256,400 | 265,700 |
| Current Expenses | 28,522 | 28,200 | 27,800 | 24,200 | 24,200 | 24,400 |
| Capital Outlay | 10,720 | 0 | 0 | 0 | 0 | 0 |
| Subtotal | 284,775 | 280,200 | 278,200 | 277,300 | 280,600 | 290,100 |
| <u>NON-DEPARTMENTAL</u> | | | | | | |
| Personnel | 1,054,425 | 1,131,600 | 1,056,600 | 760,700 | 760,700 | 768,300 |
| Current Expenses | 2,812,553 | 3,151,100 | 3,071,500 | 3,145,400 | 3,145,400 | 3,145,400 |
| Capital Outlay | 0 | 14,000 | 14,200 | 0 | 0 | 0 |
| Subtotal | \$3,866,978 | \$4,296,700 | \$4,142,300 | \$3,906,100 | \$3,906,100 | \$3,913,700 |

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

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | BUDGET <u>2009-10</u> | PROJECTION <u>2010-11</u> | PROJECTION <u>2011-12</u> |
|--|----------------------------------|--|--|----------------------------------|--------------------------------------|--------------------------------------|
| <i>TRANSFERS TO OTHER FUNDS</i> | | | | | | |
| Streets And Roads Program | \$106,971 | \$40,000 | \$40,000 | \$0 | \$0 | \$0 |
| Police Special Problems Section | 611,483 | 887,700 | 716,500 | 729,700 | 737,000 | 760,500 |
| Computer Equipment Replacement | 413,700 | 592,200 | 592,200 | 584,300 | 644,300 | 676,500 |
| Geographic Information Systems | 31,600 | 34,400 | 34,400 | 12,100 | 37,900 | 39,500 |
| Vehicle Replacement Reserve: | | | | | | |
| Administrative Services | 2,100 | 2,700 | 2,700 | 2,800 | 2,900 | 3,000 |
| Community Services | 9,400 | 9,600 | 9,600 | 6,700 | 6,900 | 7,100 |
| Environmental Services | 24,000 | 24,400 | 24,400 | 19,600 | 20,200 | 20,800 |
| Public Works | 0 | 154,800 | 154,800 | 172,400 | 177,600 | 182,900 |
| Police Department | 420,400 | 400,600 | 400,600 | 394,800 | 406,600 | 418,800 |
| Landscape Zones Augmentation | 820,000 | 980,000 | 980,000 | 1,345,000 | 1,354,000 | 1,421,700 |
| Transit | 2,649,321 | 2,762,400 | 2,461,900 | 2,797,000 | 2,807,000 | 2,952,500 |
| Retiree Medical Benefits | 144,700 | 482,200 | 482,200 | 192,500 | 850,000 | 1,010,000 |
| Transfer to Debt Service | 625,094 | 371,200 | 361,400 | 617,000 | 617,000 | 617,000 |
| Financial Information Systems | 60,000 | 165,100 | 165,100 | 120,000 | 120,000 | 120,000 |
| Subtotal | 5,918,769 | 6,907,300 | 6,425,800 | 6,993,900 | 7,781,400 | 8,230,300 |
| Total Expend. Net of Reimbursements | \$72,418,635 | \$74,294,200 | \$72,133,100 | \$71,848,200 | \$72,441,500 | \$74,680,400 |

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

| | ACTUAL 2007-08 | FINAL BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | BUDGET 2009-10 | PROJECTION 2010-11 | PROJECTION 2011-12 |
|--|----------------------------|-------------------------------------|---|----------------------------|-------------------------------|-------------------------------|
| <i>REIMBURSED EXPENDITURES & TRANSFERS IN</i> | | | | | | |
| Workers' Compensation Fund | \$150,800 | \$202,400 | \$202,400 | \$442,000 | \$453,100 | \$464,400 |
| Workers' Comp Fund - (Surplus) | 950,000 | 783,200 | 783,200 | 0 | 0 | 0 |
| Liability Insurance Fund | 290,400 | 296,300 | 296,300 | 266,500 | 273,200 | 280,000 |
| Liability Insurance Fund (Surplus) | 1,011,600 | 0 | 0 | 0 | 0 | 0 |
| CDBG Fund | 55,295 | 52,500 | 52,500 | 111,900 | 114,700 | 117,600 |
| CDA Administration Fund | 541,100 | 967,800 | 1,064,300 | 1,143,600 | 1,172,200 | 1,201,500 |
| CDA Housing Fund | 504,000 | 839,000 | 839,000 | 744,500 | 763,100 | 782,200 |
| Lighting Maintenance District Fund | 465,900 | 460,500 | 460,500 | 482,100 | 494,200 | 506,600 |
| Landscape District No. 1 | 100,040 | 104,300 | 104,300 | 113,800 | 116,600 | 119,500 |
| Local Housing Fund | 0 | 78,400 | 78,400 | 96,000 | 98,400 | 100,900 |
| Building Improvement Fund | 0 | 0 | 0 | 600,000 | 0 | 0 |
| Vehicle Replacement Fund (Surplus) | 0 | 450,000 | 450,000 | 1,000,000 | 0 | 0 |
| Transit Fund | 1,010,200 | 1,256,600 | 1,256,600 | 1,230,200 | 1,261,000 | 1,292,500 |
| Sanitation Fund | 1,927,800 | 2,639,600 | 2,639,600 | 2,506,600 | 2,569,300 | 2,633,500 |
| Waterworks District No. 8 Fund | 2,505,000 | 2,139,400 | 2,139,400 | 2,007,500 | 2,057,700 | 2,109,100 |
| Subtotal | 9,512,135 | 10,270,000 | 10,366,500 | 10,744,700 | 9,373,500 | 9,607,800 |
| Total General Fund Expenditures | <u>\$62,906,500</u> | <u>\$64,024,200</u> | <u>\$61,766,600</u> | <u>\$61,103,500</u> | <u>\$63,068,000</u> | <u>\$65,072,600</u> |

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|---|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$31,997,982 | \$33,488,600 | \$31,970,400 | \$1,518,200 | \$33,254,400 |
| 41020 Temporary Salaries | 400,375 | 531,900 | 411,400 | 120,500 | 436,000 |
| 41030 Boards and Commissions | 34,578 | 121,200 | 121,400 | (200) | 126,100 |
| 41040 Overtime | 3,355,223 | 3,277,700 | 3,049,300 | 228,400 | 3,223,700 |
| 42200 Deferred Compensation (401k) | 981,465 | 958,300 | 929,200 | 29,100 | 938,700 |
| 42210 Deferred Compensation (457) | 13,955 | 46,200 | 30,600 | 15,600 | 67,000 |
| 41050 Outside Assistance | 108,318 | 60,400 | 77,400 | (17,000) | 54,400 |
| 41300 Vision Care | 107,054 | 108,300 | 110,000 | (1,700) | 107,900 |
| 41350 Disability | 274,447 | 292,900 | 290,000 | 2,900 | 287,500 |
| 41400 Group Ins/Health | 5,580,353 | 5,719,300 | 5,696,700 | 22,600 | 5,714,600 |
| 41450 Life Insurance | 116,621 | 117,300 | 117,200 | 100 | 107,800 |
| 41500 Group Ins/Dental | 458,124 | 485,900 | 482,400 | 3,500 | 470,900 |
| 41600 Retirement (PERS) | 7,967,427 | 8,448,500 | 8,292,500 | 156,000 | 8,252,200 |
| 41610 Retirement (PARS) | 81,344 | 87,200 | 82,500 | 4,700 | 87,600 |
| 41650 Medicare | 449,630 | 464,000 | 465,900 | (1,900) | 483,600 |
| 41660 FICA | 19,574 | 21,300 | 18,600 | 2,700 | 22,100 |
| 41700 Workers' Compensation | 3,131,400 | 2,521,400 | 2,521,400 | 0 | 2,156,900 |
| 41800 Leave Accrual | 1,054,425 | 1,131,600 | 1,056,600 | 75,000 | 1,071,500 |
| 41900 Personnel Savings | 0 | (1,714,700) | 0 | (1,714,700) | (1,762,400) |
| Subtotal - Personnel | 56,132,295 | 56,167,300 | 55,723,500 | 443,800 | 55,100,500 |
| <u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u> | | | | | |
| 42100 Utilities | 917,525 | 917,200 | 940,200 | (23,000) | 960,900 |
| 42130 Postage | 106,705 | 110,400 | 85,000 | 25,400 | 101,000 |
| 42150 Communications | 589,375 | 893,000 | 874,800 | 18,200 | 746,800 |
| 42200 Computer (Non-Capital) | 28,456 | 22,000 | 21,000 | 1,000 | 20,000 |

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

| | ACTUAL 2007-08 | FINAL BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | VARIANCE 2008-09 | BUDGET 2009-10 |
|--|---------------------------|-------------------------------------|---|-----------------------------|---------------------------|
| <u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u> | | | | | |
| 42230 Office Supplies | \$107,121 | \$123,800 | \$111,500 | \$12,300 | \$116,900 |
| 42235 Furnishings (Non-Capital) | 48,136 | 55,200 | 46,100 | 9,100 | 6,300 |
| 42300 Copiers | 133,496 | 163,400 | 152,000 | 11,400 | 97,000 |
| 42310 Rentals | 17,690 | 23,500 | 22,200 | 1,300 | 22,800 |
| 42410 Uniform/Clothing Supply | 283,395 | 298,300 | 278,300 | 20,000 | 267,300 |
| 42420 Special Departmental Expense | 115,931 | 182,100 | 171,700 | 10,400 | 142,000 |
| 42440 Memberships & Dues | 112,361 | 114,400 | 101,700 | 12,700 | 102,800 |
| 42450 Subscriptions & Books | 45,521 | 23,800 | 22,300 | 1,500 | 22,400 |
| 42460 Advertising | 64,425 | 94,300 | 30,700 | 63,600 | 46,200 |
| 42500 Fuel and Lubricants | 698,591 | 663,500 | 609,000 | 54,500 | 630,800 |
| 42510 Tires | 38,857 | 37,000 | 37,000 | 0 | 40,000 |
| 42550 Small Tools/Equipment | 10,889 | 12,600 | 12,600 | 0 | 10,500 |
| 42560 Operating Supplies | 863,744 | 910,000 | 866,000 | 44,000 | 810,600 |
| 42790 Mileage | 65,655 | 91,700 | 81,700 | 10,000 | 86,600 |
| 42780 Investigations | 3,204 | 5,000 | 4,000 | 1,000 | 3,500 |
| 42770 Recruitment | 30,406 | 31,300 | 26,000 | 5,300 | 24,300 |
| 42760 P.O.S.T. Training | 86,769 | 83,000 | 79,000 | 4,000 | 78,700 |
| 42730 Training | 221,059 | 202,200 | 129,600 | 72,600 | 172,000 |
| 42720 Travel, Conferences, Meetings | 71,364 | 80,900 | 62,100 | 18,800 | 66,900 |
| 42545 Trip Reduction Program | 7,448 | 7,000 | 6,900 | 100 | 0 |
| Subtotal - Supplies/Materials | 4,668,123 | 5,145,600 | 4,771,400 | 374,200 | 4,576,300 |
| <u>CURRENT EXPENSES - SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 1,377,932 | 1,965,700 | 1,456,800 | 508,900 | 1,162,800 |
| 44015 County Property Tax Collection Fee | 281,801 | 294,700 | 294,700 | 0 | 294,700 |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>CURRENT EXPENSES - SERVICES (CONT'D)</u> | | | | | |
| 44210 Animal Regulation | \$210,021 | \$216,400 | \$185,900 | \$30,500 | \$225,300 |
| 44310 Maintenance of Equipment | 1,051,083 | 1,131,500 | 1,041,100 | 89,000 | 1,092,300 |
| 44360 Refurbishment of Vehicles | 1,700 | 0 | 0 | 0 | 0 |
| 44450 Landscape Maintenance Contract | 1,151,436 | 1,232,000 | 1,232,000 | 0 | 1,198,000 |
| 44460 Tumbleweed Abatement | 22 | 1,000 | 800 | 200 | 1,000 |
| 44490 Other Contract Services | 1,761,382 | 1,480,800 | 1,259,800 | 221,000 | 1,298,700 |
| 44590 Insurance Charges | 728,700 | 721,900 | 721,900 | 0 | 892,500 |
| 44355 Vehicle Maintenance Reimbursement | (960,700) | (1,005,900) | (1,005,900) | 0 | (987,800) |
| Subtotal - Services | <u>5,603,377</u> | <u>6,038,100</u> | <u>5,187,100</u> | <u>849,600</u> | <u>5,177,500</u> |
| Subtotal - Current Expenses | 10,271,500 | 11,183,700 | 9,958,500 | 1,223,800 | 9,753,800 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 47020 Furnishings and Equipment | 10,720 | 19,000 | 14,200 | 4,800 | 0 |
| 47028 Computers | 0 | 13,200 | 11,100 | 2,100 | 0 |
| 47030 Vehicles | 82,848 | 3,700 | 0 | 3,700 | 0 |
| 48840 System Hardware | 2,503 | 0 | 0 | 10,800 | 0 |
| Subtotal - Capital Outlay | <u>96,071</u> | <u>35,900</u> | <u>25,300</u> | <u>21,400</u> | <u>0</u> |
| <u>TRANSFERS TO OTHER FUNDS</u> | | | | | |
| 49600 Streets And Roads Program | 106,971 | 40,000 | 40,000 | 0 | 0 |
| 49286 Police Special Problems Section | 611,483 | 887,700 | 716,500 | 171,200 | 729,700 |
| 49648 Computer Equipment Replacement | 413,700 | 592,200 | 592,200 | 0 | 584,300 |
| 49649 Geographic Information Systems | 31,600 | 34,400 | 34,400 | 0 | 12,100 |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | |
|--|-------------------------------------|---|---|-----------------------------------|---------------------------------|------------|
| <u>TRANSFERS TO OTHER FUNDS (CONT'D)</u> | | | | | | |
| Vehicle Replacement Reserve: | | | | | | |
| 49651 | Administrative Services | \$2,100 | \$2,700 | \$2,700 | \$0 | \$2,800 |
| 49651 | Community Services | 9,400 | 9,600 | 9,600 | 0 | 6,700 |
| 49651 | Environmental Services | 24,000 | 24,400 | 24,400 | 0 | 19,600 |
| 49651 | Public Works | 0 | 154,800 | 154,800 | 0 | 172,400 |
| 49651 | Police | 420,400 | 400,600 | 400,600 | 0 | 394,800 |
| 49300 | Landscape Zones Augmentation | 820,000 | 980,000 | 980,000 | 0 | 1,345,000 |
| 49750 | Transit | 2,649,321 | 2,762,400 | 2,461,900 | 300,500 | 2,797,000 |
| 49297 | Retiree Medical Benefits | 144,700 | 482,200 | 482,200 | 0 | 192,500 |
| 49500 | Transfer to Debt Service | 625,094 | 371,200 | 361,400 | 9,800 | 617,000 |
| 49656 | Financial Information Systems | 60,000 | 165,100 | 165,100 | 0 | 120,000 |
| | Subtotal Transfers to Other Funds | 5,918,769 | 6,907,300 | 6,425,800 | 481,500 | 6,993,900 |
| | Total Expend. Net of Reimbursements | 72,418,635 | 74,294,200 | 72,133,100 | 2,170,500 | 71,848,200 |
| <u>REIMBURSED EXPENDITURES & TRANSFERS IN</u> | | | | | | |
| 45805 | Workers' Compensation Fund | 150,800 | 202,400 | 202,400 | 0 | 442,000 |
| 45805 | Workers' Comp Fund (Surplus) | 950,000 | 783,200 | 783,200 | 0 | 0 |
| 45803 | Liability Insurance Fund | 290,400 | 296,300 | 296,300 | 0 | 266,500 |
| 45803 | Liability Insurance Fund (Surplus) | 1,011,600 | 0 | 0 | 0 | 0 |
| 45290 | CDBG Fund | 55,295 | 52,500 | 52,500 | 0 | 111,900 |
| 45200 | CDA Administration Fund | 541,100 | 967,800 | 1,064,300 | (96,500) | 1,143,600 |
| 45202 | CDA Housing Fund | 504,000 | 839,000 | 839,000 | 0 | 744,500 |
| 45270 | Lighting Maintenance District Fund | 465,900 | 460,500 | 460,500 | 0 | 482,100 |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---|--|--|---|---|
| <i><u>REIMBURSED EXPENDITURES & TRANSFERS IN (CONT'D)</u></i> | | | | | |
| 45300 Landscape District No. 1 | \$100,040 | \$104,300 | \$104,300 | \$0 | \$113,800 |
| 45202 Local Housing Fund | 0 | 78,400 | 78,400 | 0 | 96,000 |
| 45655 Building Improvement Fund | 0 | 0 | 0 | 0 | 600,000 |
| 45651 Vehicle Replacement Fund (Surplus) | 0 | 450,000 | 450,000 | 0 | 1,000,000 |
| 45750 Transit Fund | 1,010,200 | 1,256,600 | 1,256,600 | 0 | 1,230,200 |
| 45700 Sanitation Fund | 1,927,800 | 2,639,600 | 2,639,600 | 0 | 2,506,600 |
| 45760 Waterworks District No. 8 Fund | 2,505,000 | 2,139,400 | 2,139,400 | 0 | 2,007,500 |
| Subtotal Reimbursed Expenses | 9,512,135 | 10,270,000 | 10,366,500 | (96,500) | 10,744,700 |
| Total General Fund Expenditures | \$62,906,500 | \$64,024,200 | \$61,766,600 | \$2,267,000 | \$61,103,500 |

CITY ADMINISTRATION

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

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

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

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

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

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

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

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

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

HUMAN RESOURCES (Including Risk Management)

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

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

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

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

CITY CLERK

FY 2008-09 Goals and Achievements

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

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

CITY ADMINISTRATION

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$1,699,132 | 1,666,500 | \$1,583,600 | \$82,900 | \$1,681,200 |
| 41020 Temporary Salaries | 51,310 | 60,000 | 69,100 | (9,100) | 72,500 |
| 41030 Boards & Commissions | 600 | 87,500 | 87,800 | (300) | 92,500 |
| 41040 Overtime | 1,753 | 4,000 | 2,700 | 1,300 | 3,500 |
| 41200 Deferred Compensation - 401k | 93,006 | 87,500 | 83,800 | 3,700 | 85,200 |
| 41210 Deferred Compensation - 457 | 870 | 1,800 | 1,700 | 100 | 2,700 |
| 41300 Vision Care | 5,999 | 5,700 | 5,500 | 200 | 5,600 |
| 41350 Disability | 16,006 | 16,000 | 15,700 | 300 | 16,800 |
| 41400 Group Ins/Health | 366,218 | 325,300 | 337,900 | (12,600) | 338,100 |
| 41450 Life Insurance | 8,077 | 7,600 | 7,500 | 100 | 7,100 |
| 41500 Group Ins/Dental | 19,667 | 21,600 | 18,800 | 2,800 | 19,000 |
| 41600 Retirement/PERS | 336,960 | 350,200 | 330,800 | 19,400 | 373,500 |
| 41610 Retirement/PARS | 35,244 | 39,200 | 36,800 | 2,400 | 39,600 |
| 41650 Medicare | 25,099 | 24,500 | 26,400 | (1,900) | 26,500 |
| 41660 FICA | 2,469 | 1,500 | 3,900 | (2,400) | 2,100 |
| 41700 Workers' Compensation | 44,800 | 50,300 | 50,300 | 0 | 44,100 |
| 41900 Personnel Savings | 0 | (39,800) | MET | (39,800) | (41,100) |
| Subtotal - Personnel | 2,707,210 | 2,709,400 | 2,662,300 | 47,100 | 2,768,900 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42230 Office Supplies | 13,398 | 10,400 | 8,400 | 2,000 | 14,300 |
| 42420 Special Departmental Expense | 10,450 | 50,500 | 45,300 | 5,200 | 15,500 |
| 42440 Memberships & Dues | 3,150 | 2,900 | 1,900 | 1,000 | 2,000 |

CITY ADMINISTRATION (CONT'D)

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|---|----------------------------------|--|--|------------------------------------|----------------------------------|
| <u>SUPPLIES AND MATERIALS (CONT'D)</u> | | | | | |
| 42450 Subscriptions & Books | 1,848 | 1,700 | 1,300 | 400 | 1,400 |
| 42460 Advertising | 50,728 | 56,700 | 20,700 | 36,000 | 37,200 |
| 42720 Travel, Conferences, Meetings | 27,400 | 33,300 | 25,600 | 7,700 | 29,100 |
| 42730 Training | 82,860 | 110,800 | 90,200 | 20,600 | 93,300 |
| 42790 Mileage | 18,784 | 39,600 | 34,600 | 5,000 | 35,000 |
| Subtotal - Supplies/Materials | 208,618 | 305,900 | 228,000 | 77,900 | 227,800 |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 180,998 | 214,300 | 151,800 | 62,500 | 142,600 |
| 44310 Maintenance of Equipment | 424 | 500 | 500 | 0 | 500 |
| 44490 Other Contract Services | 0 | 50,000 | 50,000 | 0 | 0 |
| Subtotal - Services | 181,422 | 264,800 | 202,300 | 62,500 | 143,100 |
| Subtotal Current Expenses | 390,040 | 570,700 | 430,300 | 140,400 | 370,900 |
| Total | 3,097,250 | 3,280,100 | 3,092,600 | 187,500 | 3,139,800 |

**CITY ADMINISTRATION
AUTHORIZED POSITIONS**

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

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

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

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

CITY ATTORNEY

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

FY 2008-09 Goals and Achievements

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

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

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

FY 2009-10 Goals

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

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

CITY ATTORNEY

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---|--|--|---|---|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$694,035 | \$669,300 | \$644,000 | \$25,300 | \$705,200 |
| 41040 Overtime | 0 | 100 | 0 | 100 | 100 |
| 41200 Deferred Compensation - 401k | 25,620 | 25,000 | 24,700 | 300 | 25,500 |
| 41210 Deferred Compensation - 457 | 260 | 200 | 300 | (100) | 100 |
| 41300 Vision Care | 1,426 | 1,300 | 1,300 | 0 | 1,200 |
| 41350 Disability | 7,111 | 7,400 | 7,300 | 100 | 7,600 |
| 41400 Group Ins/Health | 85,004 | 69,500 | 87,100 | (17,600) | 74,200 |
| 41450 Life Insurance | 1,901 | 1,900 | 1,800 | 100 | 1,800 |
| 41500 Group Ins/Dental | 5,216 | 4,500 | 4,900 | (400) | 4,500 |
| 41600 Retirement/PERS | 138,754 | 137,200 | 131,600 | 5,600 | 144,300 |
| 41610 Retirement/PARS | 10,596 | 10,400 | 9,100 | 1,300 | 11,000 |
| 41650 Medicare | 7,863 | 7,400 | 8,200 | (800) | 10,100 |
| 41700 Workers' Compensation | 17,000 | 18,200 | 18,200 | 0 | 16,200 |
| Subtotal - Personnel | <u>994,786</u> | <u>952,400</u> | <u>938,500</u> | <u>13,900</u> | <u>1,001,800</u> |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42230 Office Supplies | 2,331 | 3,200 | 3,000 | 200 | 3,000 |
| 42310 Rentals | 0 | 0 | 600 | (600) | 0 |
| 42440 Memberships & Dues | 1,855 | 2,000 | 1,400 | 600 | 2,100 |
| 42450 Subscriptions & Books | 18,715 | 9,300 | 10,500 | (1,200) | 10,800 |
| 42720 Travel, Conferences, Meetings | 3,216 | 5,100 | 4,600 | 500 | 2,900 |
| 42730 Training | 2,120 | 1,900 | 1,200 | 700 | 4,600 |
| 42790 Mileage | 3,785 | 4,500 | 4,200 | 300 | 4,200 |
| Subtotal - Supplies/Materials | <u>\$32,022</u> | <u>\$26,000</u> | <u>\$25,500</u> | <u>\$500</u> | <u>\$27,600</u> |

CITY ATTORNEY (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---|--|--|---|---|
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | \$11,265 | \$13,500 | \$11,900 | \$1,600 | \$14,000 |
| Subtotal - Services | 11,265 | 13,500 | 11,900 | 1,600 | 14,000 |
| Subtotal Current Expenses | 43,287 | 39,500 | 37,400 | 2,100 | 41,600 |
| Total | <u>\$1,038,073</u> | <u>\$991,900</u> | <u>\$975,900</u> | <u>\$16,000</u> | <u>\$1,043,400</u> |

**CITY ATTORNEY
AUTHORIZED POSITIONS**

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

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

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

CUSTOMER SERVICES

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

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

FISCAL SERVICES

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

FY 2008-09 Goals

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

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

INFORMATION SERVICES

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

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

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

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

SUPPORT SERVICES

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

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

TREASURY SERVICES

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

WORKERS' COMPENSATION

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

FY 2008-09 Goals and Achievements

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

claims review meetings with each City Department at least quarterly.

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

Other Accomplishments

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

FY 2009-10 Goals

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

DEPARTMENT ADMINISTRATION

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

FY 2008-09 Goals and Achievements

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

- Goal: Provide efficient and responsive secretarial and administrative support to all Divisions within the Department. **Achievement: Efficient and responsive secretarial and administrative support was provided to all Divisions within the Department.**

Other Accomplishments

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

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

FY 2009-10 Goals

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

DEPARTMENT OF ADMINISTRATIVE SERVICES

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|------------------------------------|---|--|--|---|---|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$2,860,762 | \$2,795,500 | \$2,687,400 | \$108,100 | \$2,875,300 |
| 41020 Temporary Salaries | 851 | 96,800 | 96,800 | 0 | 0 |
| 41040 Overtime | 1,276 | 3,700 | 1,700 | 2,000 | 1,700 |
| 41050 Outside Assistance | 103,357 | 60,400 | 77,400 | (17,000) | 49,400 |
| 41200 Deferred Compensation - 401k | 127,335 | 119,900 | 119,700 | 200 | 124,300 |
| 41210 Deferred Compensation - 457 | 790 | 2,500 | 1,300 | 1,200 | 3,900 |
| 41300 Vision Care | 8,880 | 8,100 | 8,500 | (400) | 8,500 |
| 41350 Disability | 27,176 | 27,200 | 33,600 | (6,400) | 27,600 |
| 41400 Group Ins/Health | 435,534 | 397,500 | 413,900 | (16,400) | 431,400 |
| 41450 Life Insurance | 10,156 | 9,300 | 9,600 | (300) | 9,200 |
| 41500 Group Ins/Dental | 30,464 | 28,700 | 30,200 | (1,500) | 32,000 |
| 41600 Retirement/PERS | 569,255 | 566,700 | 545,300 | 21,400 | 590,500 |
| 41610 Retirement/PARS | 8,826 | 9,300 | 9,400 | (100) | 9,300 |
| 41650 Medicare | 38,901 | 37,200 | 38,000 | (800) | 38,900 |
| 41700 Workers' Compensation | 74,800 | 81,800 | 81,800 | 0 | 67,700 |
| 41900 Personnel Savings | 0 | (77,200) | MET | (77,200) | (79,700) |
| Subtotal - Personnel | \$4,298,363 | \$4,167,400 | \$4,154,600 | \$12,800 | \$4,190,000 |

DEPARTMENT OF ADMINISTRATIVE SERVICES (CONT'D)

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|--------------------------------------|--|--|--|--|--|
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42150 Communications | \$326 | \$0 | \$0 | \$0 | \$0 |
| 42200 Computers (Non-Capital) | 13,375 | 13,000 | 13,000 | 0 | 13,000 |
| 42230 Office Supplies | 11,099 | 12,900 | 12,300 | 600 | 9,900 |
| 42310 Rentals | 1,860 | 0 | 0 | 0 | 0 |
| 42440 Memberships & Dues | 2,925 | 3,800 | 3,200 | 600 | 3,600 |
| 42450 Subscriptions & Books | 2,781 | 2,800 | 2,000 | 800 | 2,300 |
| 42460 Advertising | 2,324 | 0 | 1,300 | (1,300) | 1,300 |
| 42560 Operating Supplies | 23,808 | 17,000 | 17,000 | 0 | 17,000 |
| 42720 Travel, Conferences, Meetings | 3,485 | 7,200 | 1,400 | 5,800 | 4,700 |
| 42730 Training | 60,885 | 46,700 | 13,500 | 33,200 | 48,500 |
| 42790 Mileage | 8,383 | 6,100 | 9,400 | (3,300) | 8,600 |
| Subtotal - Supplies/Materials | <u>131,251</u> | <u>109,500</u> | <u>73,100</u> | <u>36,400</u> | <u>108,900</u> |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 240,005 | 215,500 | 187,900 | 27,600 | 194,800 |
| 44310 Maintenance of Equipment | 543,911 | 611,000 | 527,100 | 83,900 | 602,500 |
| Subtotal - Services | <u>783,916</u> | <u>826,500</u> | <u>715,000</u> | <u>111,500</u> | <u>797,300</u> |
| Subtotal Current Expenses | 915,167 | 936,000 | 788,100 | 147,900 | 906,200 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 48440 System Hardware | 2,503 | 0 | 0 | 0 | 0 |
| Subtotal - Capital Outlay | <u>2,503</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL | <u>\$5,216,033</u> | <u>\$5,103,400</u> | <u>\$4,942,700</u> | <u>\$160,700</u> | <u>\$5,096,200</u> |

**DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS**

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

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

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

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

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

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

DEPARTMENT OF COMMUNITY SERVICES

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

COMPLIANCE DIVISION

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

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

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

CODE ENFORCEMENT

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

WASTE/FRANCHISE SERVICES

FY 2008-09 Goals and Achievements

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

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

FY 2009-10 Goals

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

CITIZEN SERVICES DIVISION

SENIOR SERVICES

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

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

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

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

NEIGHBORHOOD COUNCIL

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

YOUTH EMPLOYMENT SERVICE (YES)

FY 2008-09 Goals and Achievements

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

Workforce Workshops, and the 23rd Annual Job and Career Expo.

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

TEEN ASSISTANCE AND RESOURCE PROGRAM (TARP)

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

CITIZEN ADVISOR PROGRAM

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

CROSSING GUARD PROGRAM

FY 2008-09 Goals and Achievements

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

FY 2009-10 Goals

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

CULTURAL ARTS CENTER

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

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

DEPARTMENT ADMINISTRATION

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

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

TRANSIT DIVISION

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

DEPARTMENT OF COMMUNITY SERVICES

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---|--|--|---|---|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$2,170,051 | \$2,363,600 | \$2,147,100 | \$216,500 | \$2,276,200 |
| 41020 Temporary Salaries | 179,514 | 166,900 | 136,000 | 30,900 | 226,400 |
| 41040 Overtime | 1,718 | 4,500 | 1,800 | 2,700 | 4,500 |
| 41050 Outside Assistance | 2,547 | 0 | 0 | 0 | 5,000 |
| 41200 Deferred Compensation - 401k | 121,144 | 126,800 | 114,700 | 12,100 | 118,100 |
| 41210 Deferred Compensation - 457 | 705 | 2,800 | 2,100 | 700 | 4,000 |
| 41300 Vision Care | 7,683 | 8,800 | 8,000 | 800 | 8,100 |
| 41350 Disability | 21,194 | 23,100 | 21,100 | 2,000 | 21,400 |
| 41400 Group Ins/Health | 382,833 | 366,700 | 372,700 | (6,000) | 351,900 |
| 41450 Life Insurance | 9,224 | 10,100 | 9,400 | 700 | 8,400 |
| 41500 Group Ins/Dental | 23,867 | 30,500 | 23,300 | 7,200 | 25,600 |
| 41600 Retirement/PERS | 434,006 | 478,200 | 435,100 | 43,100 | 461,200 |
| 41610 Retirement/PARS | 8,641 | 9,200 | 9,200 | 0 | 9,100 |
| 41650 Medicare | 32,173 | 35,100 | 34,000 | 1,100 | 36,000 |
| 41660 FICA | 10,724 | 11,600 | 8,600 | 3,000 | 14,000 |
| 41700 Workers' Compensation | 89,800 | 97,100 | 97,100 | 0 | 67,600 |
| 41900 Personnel Savings | 0 | (135,300) | MET | (135,300) | (129,900) |
| Subtotal - Personnel | <u>3,495,824</u> | <u>3,599,700</u> | <u>3,420,200</u> | <u>179,500</u> | <u>3,507,600</u> |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42100 Utilities | 207 | 200 | 200 | 0 | 200 |
| 42130 Postage | 31,011 | 26,800 | 20,000 | 6,800 | 32,700 |
| 42200 Computer (Non-Capital) | 1,390 | 0 | 0 | 0 | 0 |

DEPARTMENT OF COMMUNITY SERVICES (CONT'D)

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|---|--|--|--|--|--|
| <u>SUPPLIES AND MATERIALS (CONT'D)</u> | | | | | |
| 42230 Office Supplies | \$5,511 | \$13,000 | \$10,000 | \$3,000 | \$12,900 |
| 42235 Furn & Equip (Non-Capital) | 14,168 | 0 | 0 | 0 | 0 |
| 42410 Uniform/Clothing Supply | 1,280 | 1,800 | 1,100 | 700 | 1,600 |
| 42440 Memberships & Dues | 1,595 | 2,300 | 1,400 | 900 | 1,800 |
| 42450 Subscriptions & Books | 798 | 1,300 | 600 | 700 | 600 |
| 42460 Advertising | 493 | 0 | 0 | 0 | 0 |
| 42560 Operating Supplies | 45,626 | 43,200 | 36,000 | 7,200 | 47,500 |
| 42720 Travel, Conferences, Meetings | 3,371 | 2,900 | 2,000 | 900 | 2,000 |
| 42730 Training | 1,575 | 2,500 | 100 | 2,400 | 1,500 |
| 42790 Mileage | 20,683 | 26,400 | 19,300 | 7,100 | 25,100 |
| Subtotal - Supplies/Materials | <u>127,708</u> | <u>120,400</u> | <u>90,700</u> | <u>29,700</u> | <u>125,900</u> |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 138,763 | 142,200 | 134,000 | 8,200 | 153,000 |
| 44210 Animal Regulation | 210,021 | 216,400 | 185,900 | 30,500 | 225,300 |
| 44310 Maintenance of Equipment | 16,660 | 20,700 | 20,300 | 400 | 21,300 |
| 44460 Public Nuisance Abatement | 22 | 1,000 | 800 | 200 | 1,000 |
| Subtotal - Services | <u>365,466</u> | <u>380,300</u> | <u>341,000</u> | <u>39,300</u> | <u>400,600</u> |
| Subtotal - Current Expenses | 493,174 | 500,700 | 431,700 | 69,000 | 526,500 |
| Total | <u><u>\$3,988,998</u></u> | <u><u>\$4,100,400</u></u> | <u><u>\$3,851,900</u></u> | <u><u>\$248,500</u></u> | <u><u>\$4,034,100</u></u> |

**DEPARTMENT OF COMMUNITY SERVICES
AUTHORIZED POSITIONS**

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

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

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

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

DEPARTMENT OF ENVIRONMENTAL SERVICES

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

PLANNING DIVISION

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

CURRENT PLANNING

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

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

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

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

FY 2009-10 Goals

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

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

COUNTER SERVICES

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

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

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

FY 2009-10 Goals

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

LANDSCAPE SERVICES

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

PERMIT COMPLIANCE

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

FY 2009-10 Goals

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

GENERAL PLAN

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

FY 2009-10 Goals

- Continue processing the comprehensive update of the General Plan.

ENVIRONMENTAL PLANNING

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

APPLIED TECHNOLOGY

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

FY 2009-10 Goals

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

HOUSING AND SPECIAL PROJECTS DIVISION

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

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

HOUSING PROGRAMS

FY 2008-09 Goals and Achievements

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

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

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

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

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

SPECIAL PROJECTS

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

BUILDING AND SAFETY DIVISION

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

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

PLAN REVIEW/PERMIT CENTER SERVICES

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

- Served 7,100 customers at the permit center.
- Issued 607 simple building permits via the permit-by-fax service, resulting in reduced customer trips to City Hall.
- Reviewed, approved, and issued 3,700 building permits.
- Developed and implemented plan check and inspection status internet search pages, allowing project owners, designers, and contractors to track building permit approvals via the City's web site.
- Conducted 261 plan checks by appointment for retail and office tenant improvement projects, saving each applicant/business owner a minimum of 10-15 working days per project.

FY 2009-10 Goals

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

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

INSPECTION/CODE COMPLIANCE SERVICES

FY 2008-09 Goals and Achievements

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

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

Commercial/Industrial Inspection Unit

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

Code Compliance Unit

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

Other Accomplishments

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

Residential/Tract Inspection Unit

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

Commercial/Industrial Inspection Unit

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

Code Compliance Unit

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

FY 2009-10 Goals

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

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

DEPARTMENT ADMINISTRATION

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

- Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups.
- Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires.
- Continue to increase the use of technology within the Department in order to streamline processes and information retrieval.

DEPARTMENT OF ENVIRONMENTAL SERVICES

| | ACTUAL 2007-08 | FINAL BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | VARIANCE 2008-09 | BUDGET 2009-10 |
|------------------------------------|---------------------------|-------------------------------------|---|-----------------------------|---------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$3,895,766 | \$3,878,900 | \$3,744,600 | \$134,300 | \$3,884,100 |
| 41020 Temporary Salaries | 15,022 | 74,700 | 23,000 | 51,700 | 26,600 |
| 41030 Boards & Commissions | 33,978 | 33,700 | 33,600 | 100 | 33,600 |
| 41040 Overtime | 7,966 | 7,500 | 3,700 | 3,800 | 6,000 |
| 41200 Deferred Compensation - 401k | 151,457 | 144,200 | 142,900 | 1,300 | 144,000 |
| 41210 Deferred Compensation - 457 | 2,150 | 6,000 | 3,800 | 2,200 | 8,000 |
| 41300 Vision Care | 12,860 | 12,600 | 12,700 | (100) | 12,100 |
| 41350 Disability | 31,294 | 31,900 | 30,800 | 1,100 | 31,700 |
| 41400 Group Ins/Health | 574,370 | 571,000 | 574,700 | (3,700) | 625,400 |
| 41450 Life Insurance | 13,502 | 13,100 | 13,200 | (100) | 12,000 |
| 41500 Group Ins/Dental | 44,957 | 47,100 | 46,300 | 800 | 44,900 |
| 41600 Retirement/PERS | 768,506 | 809,600 | 751,700 | 57,900 | 794,000 |
| 41610 Retirement/PARS | 8,645 | 9,200 | 8,300 | 900 | 8,700 |
| 41650 Medicare | 55,476 | 59,000 | 55,800 | 3,200 | 56,200 |
| 41660 FICA | 2,498 | 7,600 | 3,600 | 4,000 | 4,000 |
| 41700 Workers' Compensation | 148,900 | 137,900 | 137,900 | 0 | 112,100 |
| 41900 Personnel Savings | 0 | (255,700) | MET | (255,700) | (264,300) |
| Subtotal - Personnel | <u>\$5,767,347</u> | <u>\$5,588,300</u> | <u>\$5,586,600</u> | <u>\$1,700</u> | <u>\$5,539,100</u> |

DEPARTMENT OF ENVIRONMENTAL SERVICES (CONT'D)

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|--------------------------------------|--|--|--|--|--|
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42230 Office Supplies | \$11,011 | \$9,700 | \$8,400 | \$1,300 | \$8,100 |
| 42235 Furn & Equip (Non-Capital) | 933 | 2,000 | 1,400 | 600 | 0 |
| 42410 Uniform/Clothing Supply | 1,012 | 1,800 | 1,700 | 100 | 1,500 |
| 42420 Special Departmental Expense | 1,172 | 1,600 | 1,200 | 400 | 1,500 |
| 42440 Memberships & Dues | 9,235 | 9,700 | 10,200 | (500) | 11,500 |
| 42450 Subscriptions & Books | 16,288 | 3,000 | 2,600 | 400 | 2,300 |
| 42460 Advertising | 6,317 | 34,100 | 5,200 | 28,900 | 5,200 |
| 42550 Small Tools/Equipment | 142 | 2,600 | 2,600 | 0 | 500 |
| 42560 Operating Supplies | 5,493 | 4,600 | 2,900 | 1,700 | 0 |
| 42720 Travel, Conferences, Meetings | 12,202 | 11,500 | 11,500 | 0 | 9,100 |
| 42730 Training | 21,638 | 4,800 | 5,500 | (700) | 4,700 |
| 42790 Mileage | 4,122 | 6,600 | 5,600 | 1,000 | 5,200 |
| Subtotal - Supplies/Materials | <u>89,565</u> | <u>92,000</u> | <u>58,800</u> | <u>33,200</u> | <u>49,600</u> |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 256,440 | 869,000 | 485,000 | 384,000 | 171,000 |
| 44310 Maintenance of Equipment | 39,083 | 40,000 | 39,100 | 900 | 41,000 |
| 44490 Other Contract Services | 115,998 | 125,000 | 25,000 | 100,000 | 30,000 |
| Subtotal - Services | <u>411,521</u> | <u>1,034,000</u> | <u>549,100</u> | <u>484,900</u> | <u>242,000</u> |
| Subtotal - Current Expenses | 501,086 | 1,126,000 | 607,900 | 518,100 | 291,600 |
| Total | <u><u>\$6,268,433</u></u> | <u><u>\$6,714,300</u></u> | <u><u>\$6,194,500</u></u> | <u><u>\$519,800</u></u> | <u><u>\$5,830,700</u></u> |

**DEPARTMENT OF ENVIRONMENTAL SERVICES
AUTHORIZED POSITIONS**

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

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

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

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

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

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

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

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION

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

PARKWAY AND TREE MAINTENANCE

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

FY 2008-09 Goals and Achievements

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

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

FY 2009-10 Goals

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

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

STREET MAINTENANCE

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

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

FY 2009-10 Goals

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

BUILDING MAINTENANCE

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

EQUIPMENT MAINTENANCE

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

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

STORM DRAIN MAINTENANCE

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

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

FY 2009-10 Goals

- Maintain secondary drains and secondary channels throughout the City.

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

GRAFFITI ABATEMENT PROGRAM

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

FY 2008-09 Goals and Achievements

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

FY 2009-10 Goals

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

TRAFFIC ENGINEERING AND CITY ENGINEERING

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

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

TRAFFIC ENGINEERING

FY 2008-09 Goals and Achievements

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

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

FY 2009-10 Goals

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

CITY ENGINEERING

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

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

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

FY 2009-10 Goals

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

between Presidential Drive and the westerly City limits.

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

ENVIRONMENTAL COMPLIANCE

Stormwater Management

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

FY 2008-09 Goals and Achievements

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

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

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

FY 2009-10 Goals

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

Hazardous Materials

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

DEPARTMENT OF PUBLIC WORKS

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---|--|--|---|---|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$6,955,301 | \$7,197,800 | \$6,866,200 | \$331,600 | \$7,101,300 |
| 41020 Temporary Salaries | 29,573 | 33,000 | 13,500 | 19,500 | 10,000 |
| 41040 Overtime | 115,905 | 104,000 | 78,400 | 25,600 | 104,000 |
| 41050 Outside Assistance | 2,414 | 0 | 0 | 0 | 0 |
| 41200 Deferred Compensation - 401k | 182,656 | 179,100 | 171,900 | 7,200 | 172,400 |
| 41210 Deferred Compensation - 457 | 5,885 | 20,200 | 12,200 | 8,000 | 29,200 |
| 41300 Vision Care | 26,245 | 27,300 | 27,000 | 300 | 27,000 |
| 41350 Disability | 39,161 | 40,000 | 38,200 | 1,800 | 37,900 |
| 41400 Group Ins/Health | 1,183,286 | 1,304,700 | 1,199,800 | 104,900 | 1,226,900 |
| 41450 Life Insurance | 23,073 | 23,900 | 22,500 | 1,400 | 21,900 |
| 41500 Group Ins/Dental | 97,557 | 106,500 | 101,900 | 4,600 | 100,400 |
| 41600 Retirement/PERS | 1,348,203 | 1,411,700 | 1,352,400 | 59,300 | 1,424,300 |
| 41610 Retirement/PARS | 9,392 | 9,900 | 9,700 | 200 | 9,900 |
| 41650 Medicare | 84,734 | 89,500 | 88,900 | 600 | 102,800 |
| 41660 FICA | 472 | 600 | 600 | 0 | 600 |
| 41700 Workers' Compensation | 694,900 | 477,200 | 477,200 | 0 | 406,100 |
| 41900 Personnel Savings | 0 | (627,900) | UNMET | (627,900) | (649,100) |
| Subtotal - Personnel | <u>10,798,757</u> | <u>10,397,500</u> | <u>10,460,400</u> | <u>(62,900)</u> | <u>10,125,600</u> |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42100 Utilities | 226,612 | 237,000 | 250,000 | (13,000) | 250,000 |
| 42150 Communications | 659 | 800 | 800 | 0 | 800 |
| 42230 Office Supplies | 12,341 | 13,000 | 13,000 | 0 | 13,000 |

DEPARTMENT OF PUBLIC WORKS (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | |
|---|---|--|--|---|---|--------------------|
| <u>SUPPLIES AND MATERIALS (CONT'D)</u> | | | | | | |
| 42235 | Furn & Equip (Non-Capital) | \$8,044 | \$8,600 | \$8,600 | \$0 | \$0 |
| 42310 | Rentals | 1,956 | 5,000 | 2,800 | 2,200 | 4,000 |
| 42410 | Uniform/Clothing Supply | 26,395 | 30,300 | 30,300 | 0 | 31,800 |
| 42420 | Special Departmental Expense | 99,309 | 125,000 | 120,000 | 5,000 | 125,000 |
| 42440 | Memberships & Dues | 10,399 | 10,800 | 10,800 | 0 | 10,800 |
| 42450 | Subscriptions & Books | 1,883 | 3,000 | 3,000 | 0 | 3,000 |
| 42460 | Advertising | 4,563 | 3,500 | 3,500 | 0 | 2,500 |
| 42500 | Fuel & Lubricants | 360,536 | 300,000 | 300,000 | 0 | 300,000 |
| 42510 | Tires | 38,857 | 37,000 | 37,000 | 0 | 40,000 |
| 42550 | Small Tools/Equipment | 9,818 | 10,000 | 10,000 | 0 | 10,000 |
| 42560 | Operating Supplies | 446,616 | 462,600 | 447,600 | 15,000 | 478,900 |
| 42720 | Travel, Conferences, Meetings | 7,626 | 4,600 | 4,600 | 0 | 4,600 |
| 42730 | Training | 11,113 | 8,200 | 6,000 | 2,200 | 8,200 |
| 42790 | Mileage | 5,414 | 6,400 | 6,400 | 0 | 6,400 |
| | Subtotal - Supplies/Materials | <u>1,272,141</u> | <u>1,265,800</u> | <u>1,254,400</u> | <u>11,400</u> | <u>1,289,000</u> |
| <u>SERVICES</u> | | | | | | |
| 44010 | Professional/Special Services | 296,631 | 238,600 | 212,400 | 26,200 | 212,400 |
| 44310 | Maintenance of Equipment | 73,172 | 74,400 | 74,400 | 0 | 64,700 |
| 44450 | Landscape Maintenance Contract | 1,151,436 | 1,232,000 | 1,232,000 | 0 | 1,198,000 |
| 44490 | Other Contract Services | 1,603,675 | 1,255,800 | 1,184,800 | 71,000 | 1,179,800 |
| 44355 | Reimbursement for Vehicle Mtce | (960,700) | (1,005,900) | (1,005,900) | 0 | (987,800) |
| | Subtotal - Services | <u>2,164,214</u> | <u>1,794,900</u> | <u>1,697,700</u> | <u>97,200</u> | <u>1,667,100</u> |
| | Subtotal - Current Expenses | \$3,436,355 | \$3,060,700 | \$2,952,100 | \$108,600 | \$2,956,100 |

DEPARTMENT OF PUBLIC WORKS (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---|--|--|---|---|
| <u>CAPITAL OUTLAY</u> | | | | | |
| 47020 Furnishings & Equipment | \$0 | \$5,000 | \$0 | \$5,000 | \$0 |
| 47030 Vehicles | 82,848 | 0 | 0 | 0 | 0 |
| Subtotal - Capital Outlay | 82,848 | 5,000 | 0 | 5,000 | 0 |
| Total | <u>\$14,317,960</u> | <u>\$13,463,200</u> | <u>\$13,412,500</u> | <u>\$50,700</u> | <u>\$13,081,700</u> |

**DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS**

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

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

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

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

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

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

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

POLICE DEPARTMENT

DEPARTMENT ADMINISTRATION

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

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

DISPATCH

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

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

PATROL

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

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

SPECIAL OPERATIONS UNIT

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

FY 2008-09 Goals and Achievements

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

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

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

FY 2009-10 Goals

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

DETECTIVES

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

FY 2008-09 Goals and Achievements

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

FY 2009-10 Goals

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

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

RECORDS

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

FY 2008-09 Goals and Achievements

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

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

FY 2009-10 Goals

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

CRIME ANALYSIS

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

FY 2008-09 Goals and Achievements

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

FY 2009-10 Goals

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

FISCAL SERVICES

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

MAINTENANCE

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

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

AUXILIARY SERVICES

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

TRAFFIC

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

FY 2008-09 Goals and Achievements

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

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

FY 2009-10 Goals

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

POLICE DEPARTMENT

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$13,562,831 | \$14,753,200 | \$14,134,900 | \$618,300 | \$14,567,200 |
| 41020 Temporary Salaries | 124,105 | 100,500 | 73,000 | 27,500 | 100,500 |
| 41040 Overtime | 3,226,605 | 3,153,900 | 2,961,000 | 192,900 | 3,103,900 |
| 41200 Deferred Compensation - 401k | 270,313 | 265,900 | 261,700 | 4,200 | 259,300 |
| 41210 Deferred Compensation - 457 | 3,295 | 12,700 | 9,200 | 3,500 | 19,100 |
| 41300 Vision Care | 43,486 | 44,000 | 46,500 | (2,500) | 44,900 |
| 41350 Disability | 130,643 | 145,300 | 141,400 | 3,900 | 142,600 |
| 41400 Group Ins/Health | 2,523,258 | 2,653,400 | 2,679,700 | (26,300) | 2,633,900 |
| 41450 Life Insurance | 50,049 | 50,800 | 52,500 | (1,700) | 46,800 |
| 41500 Group Ins/Dental | 234,881 | 245,300 | 255,300 | (10,000) | 242,800 |
| 41600 Retirement/PERS | 4,339,219 | 4,661,100 | 4,712,000 | (50,900) | 4,741,000 |
| 41650 Medicare | 202,954 | 208,900 | 212,000 | (3,100) | 210,800 |
| 41660 FICA | 3,411 | 0 | 1,900 | (1,900) | 1,400 |
| 41700 Workers' Compensation | 2,055,000 | 1,652,800 | 1,652,800 | 0 | 1,437,800 |
| 41900 Personnel Savings | 0 | (578,800) | MET | (578,800) | (598,300) |
| Subtotal - Personnel | <u>26,770,050</u> | <u>27,369,000</u> | <u>27,193,900</u> | <u>175,100</u> | <u>26,953,700</u> |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42150 Communications | 23,387 | 25,000 | 24,800 | 200 | 20,600 |
| 42200 Computer (Non-Capital) | 13,691 | 9,000 | 8,000 | 1,000 | 7,000 |
| 42230 Office Supplies | 32,269 | 36,800 | 36,000 | 800 | 35,300 |
| 42310 Rentals | 11,273 | 18,500 | 18,300 | 200 | 17,800 |
| 42410 Uniform/Clothing Supply | 254,708 | 264,400 | 245,200 | 19,200 | 232,400 |

POLICE DEPARTMENT (CONT'D)

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|---|--|--|--|--|--|
| <u>SUPPLIES AND MATERIALS (CONT'D)</u> | | | | | |
| 42420 Special Departmental Expense | \$5,000 | \$5,000 | \$5,200 | (\$200) | \$0 |
| 42440 Memberships & Dues | 4,928 | 5,200 | 4,800 | 400 | 5,100 |
| 42450 Subscriptions & Books | 3,208 | 2,700 | 2,300 | 400 | 2,000 |
| 42500 Fuel and Lubricants | 338,055 | 363,500 | 309,000 | 54,500 | 330,800 |
| 42550 Small Tools/Equipment | 929 | 0 | 0 | 0 | 0 |
| 42560 Operating Supplies | 265,975 | 295,700 | 285,800 | 9,900 | 192,800 |
| 42780 Out-Of-County Investigations | 3,204 | 5,000 | 4,000 | 1,000 | 3,500 |
| 42770 Recruitment | 30,406 | 31,300 | 26,000 | 5,300 | 24,300 |
| 42760 POST Training | 86,769 | 83,000 | 79,000 | 4,000 | 78,700 |
| 42720 Travel, Conferences, Meetings | 13,142 | 15,500 | 11,600 | 3,900 | 13,700 |
| 42730 Training | 36,738 | 23,300 | 9,300 | 14,000 | 8,700 |
| 42790 Mileage | 1,676 | 1,000 | 1,000 | 0 | 1,000 |
| Subtotal - Supplies/Materials | 1,125,358 | 1,184,900 | 1,070,300 | 114,600 | 973,700 |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 156,770 | 163,000 | 172,200 | (9,200) | 162,400 |
| 44310 Maintenance of Equipment | 367,488 | 372,900 | 369,200 | 3,700 | 355,200 |
| 44360 Vehicle Refurbishment | 1,700 | 0 | 0 | 0 | 0 |
| 44490 Other Contract Services | 0 | 50,000 | 0 | 50,000 | 0 |
| Subtotal - Services | 525,958 | 585,900 | 541,400 | 44,500 | 517,600 |
| Subtotal - Current Expenses | \$1,651,316 | \$1,770,800 | \$1,611,700 | \$159,100 | \$1,491,300 |

POLICE DEPARTMENT (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|-------------------------------|---|--|--|---|---|
| <u>CAPITAL OUTLAY</u> | | | | | |
| 47028 Computers (Capital) | \$0 | \$13,200 | \$11,100 | \$2,100 | \$0 |
| 47020 Furnishings & Equipment | 0 | 0 | 0 | 0 | 0 |
| 47030 Vehicles | 0 | 3,700 | 0 | 3,700 | 0 |
| Subtotal - Capital Outlay | 0 | 16,900 | 11,100 | 5,800 | 0 |
| Total | <u>\$28,421,366</u> | <u>\$29,156,700</u> | <u>\$28,816,700</u> | <u>\$340,000</u> | <u>\$28,445,000</u> |

**POLICE DEPARTMENT
AUTHORIZED POSITIONS**

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

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

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

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

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

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

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

| | <u>2007-08</u> | <u>2008-09</u> | <u>2009-10</u> |
|--|----------------|----------------|----------------|
| <u>Fiscal Services:</u> | | | |
| Senior Management Analyst | 1.0 | 1.0 | 1.0 |
| Management Analyst | 1.0 | 1.0 | 1.0 |
| Community Services Specialist | 2.0 | 1.0 | 1.0 |
| Accounting Technician | 2.0 | 2.0 | 2.0 |
| Secretary | 1.0 | 1.0 | 1.0 |
| SUBTOTAL | <hr/> 7.0 | <hr/> 6.0 | <hr/> 6.0 |
| <u>Maintenance:</u> | | | |
| Police Maintenance Supervisor | 1.0 | 1.0 | 1.0 |
| Senior Police Maintenance Technician | 1.0 | 1.0 | 1.0 |
| Police Maintenance Technician | 1.0 | 1.0 | 1.0 |
| SUBTOTAL | <hr/> 3.0 | <hr/> 3.0 | <hr/> 3.0 |
| TOTAL - REGULAR POSITIONS | 188.0 | 180.5 | 178.5 |
| TOTAL SWORN | 123.0 | 118.0 | 117.0 |
| TOTAL NON SWORN | 65.0 | 62.5 | 61.5 |
| <u>TEMPORARY POSITIONS</u> | | | |
| Work Experience/Custodial | 0.5 | 0.5 | 0.5 |
| Work Experience/Clerical | 0.5 | 0.5 | 0.5 |
| Temporary Dispatcher | 5.0 | 5.0 | 5.0 |
| Reserve Officer | 10.0 | 10.0 | 10.0 |
| TOTAL - TEMPORARY POSITIONS | <hr/> 16.0 | <hr/> 16.0 | <hr/> 16.0 |
| TOTAL - POLICE DEPARTMENT POSITIONS | 204.0 | 196.5 | 194.5 |

POLICE DEPARTMENT – EMERGENCY SERVICES

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

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

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

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

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

FY 2009-10 Goals

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

POLICE DEPARTMENT
EMERGENCY SERVICES

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

POLICE DEPARTMENT
EMERGENCY SERVICES (CONT'D)

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

**POLICE DEPARTMENT
EMERGENCY SERVICES PROGRAM
AUTHORIZED POSITIONS**

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

POLICE DEPARTMENT – SPECIAL PROBLEMS SECTION

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

FY 2008-09 Goals and Achievements

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

FY 2009-10 Goals

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

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION

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

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION (CONT'D)

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

**POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION
AUTHORIZED POSITIONS**

REGULAR POSITIONS:

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

NON-DEPARTMENTAL

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

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

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41600 PERS Prepayment Reduction | \$0 | \$0 | \$0 | \$0 | (\$310,800) |
| 41800 Annual Leave Pay Out | 1,054,425 | 1,131,600 | 1,056,600 | 75,000 | 1,071,500 |
| Subtotal - Personnel | 1,054,425 | 1,131,600 | 1,056,600 | 75,000 | 760,700 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42100 Utilities | 690,706 | 680,000 | 690,000 | (10,000) | 710,700 |
| 42130 Postage | 75,694 | 83,600 | 65,000 | 18,600 | 68,300 |
| 42150 Communications | 559,223 | 860,800 | 842,800 | 18,000 | 716,000 |

NON-DEPARTMENTAL (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|---|---|--|--|---|---|
| <u>SUPPLIES AND MATERIALS (CONT'D)</u> | | | | | |
| 42230 Office Supplies | \$18,817 | \$24,400 | \$20,000 | \$4,400 | \$20,000 |
| 42235 Furn & Equip (Non-Capital) | 22,116 | 41,400 | 33,100 | 8,300 | 6,300 |
| 42300 Copiers | 133,496 | 163,400 | 152,000 | 11,400 | 97,000 |
| 42310 Rentals | 2,601 | 0 | 500 | (500) | 1,000 |
| 42440 Memberships and Dues | 78,114 | 77,600 | 67,800 | 9,800 | 65,700 |
| 42560 Operating Supplies | 67,323 | 77,500 | 67,400 | 10,100 | 67,400 |
| 42545 Trip Reduction Program | 7,448 | 7,000 | 6,900 | 100 | 0 |
| Subtotal - Supplies/Materials | <u>1,655,538</u> | <u>2,015,700</u> | <u>1,945,500</u> | <u>70,200</u> | <u>1,752,400</u> |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 97,060 | 109,600 | 101,600 | 8,000 | 112,600 |
| 44015 County Property Tax Collection Fee | 281,801 | 294,700 | 294,700 | 0 | 294,700 |
| 44310 Maintenance of Equipment | 7,745 | 9,200 | 7,800 | 1,400 | 4,300 |
| 44490 Other Contract Services | 41,709 | 0 | 0 | 0 | 88,900 |
| 44590 Insurance Charges | 728,700 | 721,900 | 721,900 | 0 | 892,500 |
| Subtotal - Services | <u>1,157,015</u> | <u>1,135,400</u> | <u>1,126,000</u> | <u>9,400</u> | <u>1,393,000</u> |
| Subtotal - Current Expenses | \$2,812,553 | \$3,151,100 | \$3,071,500 | \$79,600 | \$3,145,400 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 47020 Furnishings & Equipment | \$0 | \$14,000 | \$14,200 | (\$200) | \$0 |
| Subtotal - Capital Outlay | <u>0</u> | <u>14,000</u> | <u>14,200</u> | <u>(200)</u> | <u>0</u> |
| Total | <u><u>\$3,866,978</u></u> | <u><u>\$4,296,700</u></u> | <u><u>\$4,142,300</u></u> | <u><u>\$154,400</u></u> | <u><u>\$3,906,100</u></u> |

LIABILITY INSURANCE FUND

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

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

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

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

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

LIABILITY INSURANCE FUND (CONT'D)

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

WORKERS' COMPENSATION INSURANCE FUND

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

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

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

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

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---|--|--|---|---|
| Beginning Net Fund Assets (Excluding General Fund Advance) | \$12,727,408 | \$13,158,897 | \$13,158,897 | | \$12,863,297 |
| <u>REVENUES</u> | | | | | |
| 37110 Premiums/CDA Housing | 17,000 | 20,100 | 20,100 | 0 | 18,600 |
| 37111 Premiums/General Fund | 3,131,400 | 2,521,400 | 2,521,400 | 0 | 2,156,900 |
| 37112 Premiums/CDA Admin | 10,000 | 11,100 | 11,100 | 0 | 9,600 |
| 37115 Premiums/Sanitation | 366,900 | 313,700 | 313,700 | 0 | 266,600 |
| 37116 Premiums/Transit | 150,400 | 107,500 | 107,500 | 0 | 97,100 |
| 37117 Premiums/Waterworks | 152,000 | 145,500 | 145,500 | 0 | 131,200 |
| 37118 Premiums/Sup. Law Enforcement | 75,800 | 61,900 | 61,900 | 0 | 51,300 |
| 37119 Premiums/Workers' Compensation | 4,700 | 5,900 | 5,900 | 0 | 5,000 |
| 34001 Interest on Investments | 549,715 | 518,700 | 501,600 | (17,100) | 426,400 |
| Total Revenues | 4,457,915 | 3,705,800 | 3,688,700 | (17,100) | 3,162,700 |
| <u>EXPENDITURES</u> | | | | | |
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | 187,122 | 212,600 | 208,400 | 4,200 | 212,600 |
| 41300 Vision Care | 663 | 700 | 700 | 0 | 700 |
| 41350 Disability | 2,242 | 2,500 | 2,500 | 0 | 2,500 |
| 41400 Group Ins/Health | 34,549 | 41,300 | 40,200 | 1,100 | 49,200 |
| 41450 Life Insurance | 905 | 1,000 | 1,000 | 0 | 1,000 |
| 41500 Group Ins/Dental | 1,804 | 2,000 | 2,600 | (600) | 2,500 |
| 41600 Retirement/PERS | 38,039 | 43,900 | 43,100 | 800 | 44,300 |
| 41650 Medicare | 2,899 | 3,100 | 3,400 | (300) | 3,000 |
| 41700 Workers' Compensation | 4,700 | 5,900 | 5,900 | 0 | 5,000 |
| 41800 Payroll Accruals | 16,768 | 9,200 | 16,900 | (7,700) | 17,400 |

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

| | ACTUAL | FINAL | ESTIMATED | VARIANCE | BUDGET |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | <u>2007-08</u> | <u>2008-09</u> | <u>2008-09</u> | <u>2008-09</u> | <u>2009-10</u> |
| <i>PERSONNEL (CONT'D.)</i> | | | | | |
| 41200 Deferred Compensation - 401k | \$13,916 | \$14,800 | \$14,700 | \$100 | \$14,800 |
| Subtotal - Personnel | <u>\$303,607</u> | <u>\$337,000</u> | <u>\$339,400</u> | <u>(\$2,400)</u> | <u>\$353,000</u> |
| <i><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></i> | | | | | |
| 42230 Office Supplies | 1,777 | 2,000 | 2,000 | 0 | 1,200 |
| 42310 Rentals | 1,925 | 2,100 | 2,300 | (200) | 2,600 |
| 42440 Memberships and Dues | 100 | 600 | 100 | 500 | 100 |
| 42450 Subscriptions and Books | 222 | 2,200 | 3,300 | (1,100) | 600 |
| 42790 Mileage | 781 | 1,000 | 400 | 600 | 600 |
| 42730 Training | 992 | 1,200 | 1,700 | (500) | 1,600 |
| 42720 Travel, Conferences, Meetings | 915 | 1,200 | 300 | 900 | 300 |
| Subtotal - Supplies/Materials | <u>6,712</u> | <u>10,300</u> | <u>10,100</u> | <u>200</u> | <u>7,000</u> |
| <i><u>CURRENT EXPENSES - SERVICES</u></i> | | | | | |
| 43070 Workers' Comp. Insurance Premiums | 204,276 | 225,000 | 195,200 | 29,800 | 210,000 |
| 43200 Claims Payments | 2,336,890 | 2,891,000 | 2,388,800 | 502,200 | 2,838,300 |
| 44010 Professional and Special Services | 66,587 | 65,000 | 55,400 | 9,600 | 56,800 |
| 44540 Loss Control/Safety Consultant Services | 3,154 | 5,300 | 5,300 | 0 | 5,300 |
| 44590 Other Insurance Services | 2,500 | 2,800 | 2,500 | 300 | 2,500 |
| Subtotal - Services | <u>2,613,407</u> | <u>3,189,100</u> | <u>2,647,200</u> | <u>541,900</u> | <u>3,112,900</u> |
| <i><u>CURRENT EXPENSES - /REIMBURSEMENTS AND TRANSFERS</u></i> | | | | | |
| 46100 Reimbursement to General Fund | 150,800 | 202,400 | 202,400 | 0 | 442,000 |
| 46100 Reimbursement to General Fund - Surplus | 950,000 | 783,200 | 783,200 | 0 | 0 |
| 49648 Transfer to Computer Equipment Replacement | 1,900 | 2,000 | 2,000 | 0 | 3,600 |
| Subtotal - Services | <u>1,102,700</u> | <u>987,600</u> | <u>987,600</u> | <u>0</u> | <u>445,600</u> |

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---|--|--|---|---|
| Subtotal - Current Expenses | \$3,722,819 | \$4,187,000 | \$3,644,900 | \$542,100 | \$3,565,500 |
| Total Expenditures | \$4,026,426 | \$4,524,000 | \$3,984,300 | \$539,700 | \$3,918,500 |
| Net Cashflow | 431,489 | (818,200) | (295,600) | 522,600 | (755,800) |
| Ending Net Fund Assets (Excluding Advance) | \$13,158,897 | \$12,340,697 | \$12,863,297 | \$522,600 | \$12,107,497 |
| Reserve Requirement per Actuarial Analysis | 9,125,167 | 8,567,744 | 8,567,744 | | 8,546,061 |
| Net Asset Balance Less Actuarial Reserve Requirement | \$4,033,730 | \$3,772,953 | \$4,295,553 | | \$3,561,436 |
| General Fund Advance | 2,344,000 | 2,344,000 | 2,344,000 | | 2,344,000 |

COMMUNITY DEVELOPMENT AGENCY

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

ADMINISTRATIVE FUND

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

FY 2008-09 Goals and Achievements

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

Other Accomplishments

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

FY 2009-10 Goals

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

HOUSING ADMINISTRATION FUND

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

COMMUNITY DEVELOPMENT AGENCY

ADMINISTRATIVE FUND

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|------------------------------------|---|--|--|---|---|
| <u>REVENUES</u> | | | | | |
| 39205 Transfer from Tax Increment | \$1,357,385 | \$1,971,000 | \$2,044,800 | \$73,800 | \$2,139,800 |
| Total - Revenues | <u>1,357,385</u> | <u>1,971,000</u> | <u>2,044,800</u> | <u>73,800</u> | <u>2,139,800</u> |
| <u>EXPENDITURES</u> | | | | | |
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | 317,776 | 399,500 | 385,800 | 13,700 | 406,700 |
| 41030 Boards & Commissions | 2,880 | 3,600 | 2,900 | 700 | 3,600 |
| 41300 Vision Care | 545 | 800 | 800 | 0 | 800 |
| 41350 Disability | 3,603 | 4,700 | 4,600 | 100 | 4,800 |
| 41400 Group Ins/Health | 25,045 | 34,300 | 34,100 | 200 | 39,500 |
| 41450 Life Insurance | 873 | 1,200 | 1,300 | (100) | 1,200 |
| 41500 Group Ins/Dental | 1,027 | 2,500 | 1,700 | 800 | 1,700 |
| 41600 Retirement/PERS | 63,175 | 82,400 | 78,900 | 3,500 | 84,800 |
| 41610 Retirement/PARS | 9,278 | 9,800 | 9,600 | 200 | 9,800 |
| 41650 Medicare | 4,535 | 5,900 | 6,000 | (100) | 5,800 |
| 41700 Workers' Compensation | 10,000 | 11,100 | 11,100 | 0 | 9,600 |
| 41800 Payroll Accruals | 6,210 | 18,800 | 22,700 | (3,900) | 23,000 |
| 41200 Deferred Compensation - 401k | 12,151 | 15,600 | 15,300 | 300 | 19,200 |
| Subtotal - Personnel | <u>\$457,098</u> | <u>\$590,200</u> | <u>\$574,800</u> | <u>\$15,400</u> | <u>\$610,500</u> |

COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND (CONT'D)

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|---|----------------------------------|--|--|------------------------------------|----------------------------------|
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42230 Office Supplies | \$1,466 | \$2,500 | \$300 | \$2,200 | \$2,000 |
| 42440 Memberships & Dues | 11,065 | 14,400 | 14,400 | 0 | 15,200 |
| 42450 Subscriptions & Books | 413 | 1,100 | 1,000 | 100 | 800 |
| 42790 Mileage | 3,365 | 4,800 | 2,000 | 2,800 | 2,500 |
| 42720 Travel, Conf, Meetings | 9,643 | 14,400 | 13,700 | 700 | 11,300 |
| Subtotal - Supplies/Materials | <u>25,952</u> | <u>37,200</u> | <u>31,400</u> | <u>5,800</u> | <u>31,800</u> |
| <u>SERVICES/REIMBURSEMENTS/TRANSFERS</u> | | | | | |
| 44010 Professional/Special Services | 269,938 | 302,400 | 300,900 | 1,500 | 280,300 |
| 44590 Insurance Charges | 40,000 | 43,800 | 43,800 | 0 | 53,200 |
| 46100 Reimbursement to General Fund | 541,100 | 967,800 | 1,064,300 | (96,500) | 1,143,600 |
| 49648 Transfer to Computer Equip | 3,900 | 8,100 | 8,100 | 0 | 7,200 |
| 49649 Transfer to GIS Fund | 13,900 | 16,000 | 16,000 | 0 | 9,800 |
| 49656 Transfer to FIS Fund | 5,500 | 5,500 | 5,500 | 0 | 3,400 |
| Subtotal - Services | <u>874,338</u> | <u>1,343,600</u> | <u>1,438,600</u> | <u>(95,000)</u> | <u>1,497,500</u> |
| Subtotal - Current Expenses | 900,290 | 1,380,800 | 1,470,000 | (89,200) | 1,529,300 |
| Total - Expenditures | <u>\$1,357,388</u> | <u>\$1,971,000</u> | <u>\$2,044,800</u> | <u>(\$73,800)</u> | <u>\$2,139,800</u> |

**COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND
AUTHORIZED POSITIONS**

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

MERGED TAPO CANYON/WEST END TAX INCREMENT FUND

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---|--|--|---|---|
| BEGINNING DEBT TO GENERAL FUND (Note 1) | \$6,714,847 | \$7,840,993 | \$7,840,993 | \$0 | \$11,314,593 |
| <u>REVENUES</u> | | | | | |
| 31121 Gross Tax Increment | 20,055,215 | 19,580,600 | 20,600,500 | 1,019,900 | 20,709,200 |
| 34001 Interest on Investments | 164,025 | 203,000 | 96,800 | (106,200) | 82,000 |
| 34101 Rents and Leases | 59,548 | 59,500 | 59,500 | 0 | 59,500 |
| Total Revenues | 20,278,788 | 19,843,100 | 20,756,800 | 913,700 | 20,850,700 |
| <u>PASS THROUGH TO OTHER AGENCIES</u> | | | | | |
| 31141 County of Ventura | (4,358,147) | (4,065,400) | (4,532,100) | (466,700) | (4,568,800) |
| 31142 Rancho Simi Rec. & Park Dist. | (643,020) | (604,700) | (674,700) | (70,000) | (680,100) |
| 31143 Simi Valley Unified School Dist. | (1,042,349) | (931,300) | (1,071,200) | (139,900) | (1,079,900) |
| 31144 Ventura County Comm. Coll. Dist. | (265,513) | (247,200) | (278,100) | (30,900) | (280,400) |
| 31145 Cemetery District | (7,949) | (7,500) | (8,400) | (900) | (8,500) |
| 31146 Ventura County Schools | (55,853) | (45,400) | (47,400) | (2,000) | (47,800) |
| 31147 Calleguas Water District | (1,982) | (1,900) | (2,100) | (200) | (2,100) |
| 31148 Lighting Maintenance District | (6,689) | (5,500) | (5,800) | (300) | (5,800) |
| 31149 City | (26,796) | (22,800) | (25,800) | (3,000) | (26,000) |
| Total Pass Thru Increment | (6,408,298) | (5,931,700) | (6,645,600) | (713,900) | (6,699,400) |
| Total Net Tax Increment to CDA | \$13,870,490 | \$13,911,400 | \$14,111,200 | \$199,800 | \$14,151,300 |

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

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <i>EXPENDITURES</i> | | | | | |
| 42150 Communications | \$5,441 | \$0 | \$0 | \$0 | \$0 |
| 44010 Professional/Special Services | 8,092 | 15,700 | 13,600 | 2,100 | 213,600 |
| 44015 County Tax Collection Fee | 137,809 | 205,600 | 205,600 | 0 | 207,100 |
| 44016 State ERAF | 0 | 1,295,300 | 1,289,000 | 6,300 | 0 |
| 44160 Econ. Development Assistance | 23,300 | 10,000 | 10,000 | 0 | 10,000 |
| 47020 Furnishings & Equipment | 0 | 0 | 1,295,300 | (1,295,300) | 0 |
| 47010 Land | 729,945 | 0 | 0 | 0 | 0 |
| 49200 Transfer to Administrative Fund | 1,357,385 | 1,971,000 | 2,044,800 | (73,800) | 2,139,800 |
| 49201 Transfer to Housing Admin Fund | 4,011,043 | 3,916,100 | 4,120,100 | (204,000) | 4,141,800 |
| 49500 Transfer to Debt Service | 3,525,082 | 3,624,100 | 3,507,000 | 117,100 | 3,609,100 |
| 49600 Transfer to Streets and Roads | 4,607,845 | 8,007,400 | 4,834,300 | 3,173,100 | 4,943,000 |
| 49643 Transfer to Cultural Arts | 78,380 | 0 | 0 | 0 | 0 |
| 49654 Transfer to Tapo Street Revit. | 3,000 | 358,300 | 67,000 | 291,300 | 0 |
| 49662 Transfer to L A Ave Revit. | 0 | 588,800 | 141,300 | 447,500 | 0 |
| 49655 Transfer to Building Improv. | 0 | 56,800 | 56,800 | 0 | 0 |
| 49702 Transfer to Sanitation | 0 | 1,000,000 | 0 | 1,000,000 | 1,000,000 |
| Total Expenditures | 14,487,322 | 21,049,100 | 17,584,800 | 3,464,300 | 16,264,400 |
| | | | | | |
| 44710 Interest on Loans (Note 2) | 509,314 | 768,700 | 540,800 | 227,900 | 538,600 |
| | | | | | |
| Total Expenditures and Interest | 14,996,636 | 21,817,800 | 18,125,600 | 3,692,200 | 16,803,000 |
| | | | | | |
| ENDING DEBT TO GENERAL FUND | <u>\$7,840,993</u> | <u>\$14,978,693</u> | <u>\$11,314,593</u> | <u>\$3,892,000</u> | <u>\$13,427,693</u> |

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

MADERA ROYALE TAX INCREMENT FUND

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

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

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

COMMUNITY DEVELOPMENT AGENCY

HOUSING ADMINISTRATION FUND

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

COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)

| | ACTUAL 2007-08 | FINAL BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | VARIANCE 2008-09 | BUDGET 2009-10 |
|--|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <i>PERSONNEL (CONT'D)</i> | | | | | |
| 41600 Retirement/PERS | \$124,524 | \$149,100 | \$147,700 | \$1,400 | \$152,700 |
| 41650 Medicare | 7,754 | 10,500 | 9,900 | 600 | 10,400 |
| 41700 Workers' Compensation | 17,000 | 20,100 | 20,100 | 0 | 18,600 |
| 41800 Payroll Accruals | 31,002 | 20,200 | 39,300 | (19,100) | 41,200 |
| 41200 Deferred Compensation - 401k | 36,399 | 39,500 | 39,500 | 0 | 39,500 |
| 41210 Deferred Compensation - 457 | 0 | 100 | 100 | 0 | 200 |
| Subtotal - Personnel | 932,707 | 1,084,400 | 1,096,400 | (12,000) | 1,128,200 |
| <i>SUPPLIES AND MATERIALS</i> | | | | | |
| 42230 Office Supplies | 1,381 | 1,600 | 1,600 | 0 | 1,600 |
| 42235 Furnishings and Equip. (Non-Capital) | 5,703 | 0 | 500 | (500) | 0 |
| 42420 Special Departmental Expense | 0 | 100 | 100 | 0 | 100 |
| 42440 Memberships and Dues | 1,000 | 1,600 | 1,200 | 400 | 1,700 |
| 42450 Subscriptions and Books | 1,624 | 2,100 | 2,000 | 100 | 2,100 |
| 42460 Advertising | 159 | 300 | 200 | 100 | 300 |
| 42560 Operating Supplies | 34 | 500 | 400 | 100 | 300 |
| 42720 Travel, Conferences, Meetings | 925 | 3,900 | 3,500 | 400 | 6,400 |
| 42730 Training | 5,167 | 5,200 | 1,200 | 4,000 | 600 |
| 42790 Mileage | 526 | 600 | 300 | 300 | 400 |
| Subtotal - Supplies/Materials | \$16,519 | \$15,900 | \$11,000 | \$4,900 | \$13,500 |

COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)

| | ACTUAL 2007-08 | FINAL BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | VARIANCE 2008-09 | BUDGET 2009-10 |
|---|----------------------------|-------------------------------------|---|------------------------------|---------------------------|
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | \$78,983 | \$95,300 | \$80,600 | \$14,700 | \$123,300 |
| 44120 First Time Homebuyer Program Loans | 895,197 | 1,156,200 | 1,019,500 | 136,700 | 2,466,200 |
| 44130 Home Rehabilitation Program | 68,075 | 243,000 | 74,100 | 168,900 | 253,500 |
| 44140 Affordable and Senior Housing Program | 525,000 | 12,677,400 | 907,500 | 11,769,900 | 12,030,000 |
| 44150 Rental Assistance Program | (158,422) | 375,500 | 316,700 | 58,800 | 359,600 |
| 44410 Maintenance of Buildings and Grounds | 0 | 2,100 | 1,600 | 500 | 0 |
| Subtotal - Services | <u>1,408,833</u> | <u>14,549,500</u> | <u>2,400,000</u> | <u>12,149,500</u> | <u>15,232,600</u> |
| <u>REIMBURSEMENTS AND TRANSFERS</u> | | | | | |
| 45204 Reimbursement from HOME Fund | (10,543) | (13,000) | (6,000) | (7,000) | (800) |
| 45290 Reimbursement from CDBG Fund | (104,462) | (108,100) | (108,100) | 0 | (81,200) |
| 46100 Reimbursement to General Fund | 504,000 | 839,000 | 839,000 | 0 | 744,500 |
| 49649 Transfer to GIS and Permits Fund | 0 | 0 | 0 | 0 | 8,900 |
| 49297 Transfer to Retiree Medical Fund | 6,500 | 6,200 | 6,200 | 0 | 7,700 |
| 49648 Transfer to Computer Replacement Fund | 4,300 | 8,100 | 8,100 | 0 | 7,200 |
| Subtotal - Reimb./Transfers | <u>399,795</u> | <u>732,200</u> | <u>739,200</u> | <u>(7,000)</u> | <u>686,300</u> |
| Subtotal - Current Expenses | 1,825,147 | 15,297,600 | 3,150,200 | 12,147,400 | 15,932,400 |
| Total - Expenditures | 2,757,854 | 16,382,000 | 4,246,600 | (12,135,400) | 17,060,600 |
| ENDING BALANCE FOR HOUSING PROGRAMS | <u>\$13,355,811</u> | <u>\$1,948,211</u> | <u>\$13,716,211</u> | <u>(\$12,128,300)</u> | <u>\$1,277,311</u> |

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

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

LOCAL HOUSING FUND

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

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

HOME PROGRAM FUND

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

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

NEW DWELLING FEES FUND

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

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|--------------------------------------|---------------------------------|---|---|---------------------------------|-------------------------------------|-------------------------------------|
| BEGINNING FUND BALANCE | \$524,049 | \$617,630 | \$617,630 | \$887,630 | \$907,630 | \$597,630 |
| <u>REVENUES</u> | | | | | | |
| 34001 Interest | 17,212 | 19,100 | 10,200 | 8,600 | 8,600 | 8,600 |
| 37410 New Dwelling Fees | 53,527 | 75,000 | 10,000 | 20,000 | 25,000 | 560,000 |
| 39600 Transfer from Capital Projects | 100,054 | 0 | 800,000 | 0 | 0 | 0 |
| Total Revenues | 153,581 | 75,000 | 810,000 | 20,000 | 25,000 | 560,000 |
| <u>EXPENDITURES</u> | | | | | | |
| 49600 Transfer to Streets & Roads | 60,000 | 540,000 | 540,000 | 0 | 335,000 | 700,000 |
| Total Expenditures | 60,000 | 540,000 | 540,000 | 0 | 335,000 | 700,000 |
| ENDING FUND BALANCE | \$617,630 | \$152,630 | \$887,630 | \$907,630 | \$597,630 | \$457,630 |

TRAFFIC CONGESTION RELIEF FUND

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

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

DEVELOPMENT AGREEMENTS FUND

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

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

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

TRAFFIC IMPACT FEES FUND

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

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

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

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

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

LAW ENFORCEMENT GRANTS FUND

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

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

FORFEITED ASSETS FUND

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

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---------------------------------|---|---|-----------------------------------|---------------------------------|
| BEGINNING WORKING CAPITAL BALANCE | \$289,696 | \$248,556 | \$248,556 | \$0 | \$165,456 |
| <i><u>REVENUES</u></i> | | | | | |
| 34001 Interest | 12,411 | 1,000 | 7,300 | 6,300 | 6,200 |
| 36001 Federal Assistance | 810 | 6,000 | 10,000 | 4,000 | 6,000 |
| 36002 State Assistance | 7,390 | 1,000 | 36,000 | 35,000 | 1,000 |
| Total Revenues | <u>20,611</u> | <u>8,000</u> | <u>53,300</u> | <u>45,300</u> | <u>13,200</u> |
| <i><u>EXPENDITURES</u></i> | | | | | |
| 42420 Special Department Expense | 0 | 10,500 | 10,500 | 0 | 18,000 |
| 42560 Operating Supplies | 1,887 | 2,000 | 2,000 | 0 | 0 |
| 42720 Travel, Conf, Meetings | 1,472 | 0 | 0 | 0 | 0 |
| 47020 Furnishings & Equipment | 44,396 | 0 | 0 | 0 | 0 |
| 47030 Vehicles | 13,996 | 0 | 0 | 0 | 0 |
| 49100 Transfer to General Fund Revenue | 0 | 123,900 | 123,900 | 0 | 0 |
| Total Expenditures | <u>61,751</u> | <u>136,400</u> | <u>136,400</u> | <u>0</u> | <u>18,000</u> |
| ENDING WORKING CAPITAL BALANCE | <u>\$248,556</u> | <u>\$120,156</u> | <u>\$165,456</u> | <u>\$45,300</u> | <u>\$160,656</u> |

RETIREE BENEFITS FUND

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|---|---------------------------------|---|---|---------------------------------|-------------------------------------|-------------------------------------|
| BEGINNING FUND BALANCE | \$2,354,749 | \$2,397,641 | \$2,397,641 | \$2,811,541 | \$2,960,641 | \$3,127,841 |
| <u>REVENUES</u> | | | | | | |
| 34001 Interest on Investments | 110,622 | 113,000 | 65,300 | 55,300 | 55,300 | 55,300 |
| 39100 Transfer from General Fund | 144,700 | 482,200 | 482,200 | 192,500 | 207,900 | 224,500 |
| 39201 Transfer From CDA Housing | 6,500 | 6,200 | 6,200 | 7,700 | 7,900 | 8,100 |
| 39285 Transfer from Special Problems Sect. | 13,700 | 3,600 | 3,600 | 3,700 | 3,800 | 3,900 |
| 39750 Transfer from Transit | 10,900 | 23,000 | 23,000 | 13,800 | 14,200 | 14,600 |
| 39700 Transfer from Sanitation | 31,400 | 41,400 | 41,400 | 63,700 | 65,600 | 67,600 |
| 39761 Transfer from Waterworks Dist. No. 8 | 2,000 | 3,800 | 3,800 | 14,200 | 14,600 | 15,000 |
| Total Revenues | <u>209,200</u> | <u>560,200</u> | <u>560,200</u> | <u>295,600</u> | <u>314,000</u> | <u>333,700</u> |
| <u>EXPENDITURES</u> | | | | | | |
| 41400 Group Insurance Health - Sworn | 29,052 | 0 | 0 | 0 | 0 | 0 |
| 41400 Group Insurance Health - General Unit | 48,223 | 66,700 | 56,500 | 56,500 | 56,500 | 56,500 |
| 41400 Dental and Vision - Sworn Mgmt | 4,033 | 8,200 | 4,800 | 5,000 | 5,300 | 5,600 |
| 41400 Dental and Vision - Sworn | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 |
| Total Expenditures | <u>166,308</u> | <u>159,900</u> | <u>146,300</u> | <u>146,500</u> | <u>146,800</u> | <u>147,100</u> |
| ENDING FUND BALANCE | <u>\$2,397,641</u> | <u>\$2,797,941</u> | <u>\$2,811,541</u> | <u>\$2,960,641</u> | <u>\$3,127,841</u> | <u>\$3,314,441</u> |

LOCAL TRANSPORTATION FUND

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

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

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

GASOLINE TAX FUND

There are four types of gasoline taxes received by the City. Each is described by the section of the Street and Highway Code that provides the authority for the distribution of the tax proceeds. The four types of gasoline tax revenues are: Section 2105 funds; Section 2106 funds; Section 2107 funds; and Section 2107.5 funds. Section 2105, 2106 and 2107 funds may be used for any streets or roads purpose. Section 2107.5 funds are designated for traffic engineering support uses. All gasoline tax revenues are transferred to the General Fund. This approach reduces auditing requirements and maximizes the use of resources available to the City in meeting citywide streets and roads maintenance improvement expenditure priorities.

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

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

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

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

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

LANDSCAPE ZONES AUGMENTATION FUND

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

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

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

SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

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

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

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

SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

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

STREETS AND ROADS PROGRAM

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

Annual Major Street Rehabilitation Program

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

Major street projects for FY 2009-10 include:

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

Major streets projects for future fiscal years include:

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

Annual Minor Street Overlay Program

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

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

118 Freeway Interchange Tree Planting

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

Bicycle and Pedestrian Facilities

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

Traffic Signal Synchronization

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

New Traffic Signals and Traffic Signal Upgrades

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

STREETS AND ROADS PROGRAM

REVENUES

| <u>REVENUE SOURCE</u> | <u>FINAL BUDGET 2008-09</u> | <u>ESTIMATED ACTUAL 2008-09</u> | <u>BUDGET 2009-10</u> | <u>ESTIMATE 2010-11</u> | <u>ESTIMATE 2011-12</u> |
|------------------------------------|-------------------------------------|---|---------------------------|-----------------------------|-----------------------------|
| General Fund | \$40,000 | \$40,000 | \$0 | \$1,170,000 | \$4,420,000 |
| Fund Balance Carry Over | 30,000 | 30,000 | 0 | 0 | 0 |
| New Dwelling Fees | 540,000 | 540,000 | 0 | 335,000 | 700,000 |
| County/State/Federal Funding | 10,635,900 | 4,232,800 | 2,923,600 | 3,600,000 | 4,200,000 |
| Traffic Impact Fees | 0 | 0 | 0 | 300,000 | 300,000 |
| Air Quality Mitigation Trust Funds | 298,500 | 0 | 235,000 | 0 | 0 |
| Community Development Agency | 7,584,100 | 4,834,300 | 1,770,000 | 1,500,000 | 2,000,000 |
| Lighting Maintenance District | 488,000 | 488,000 | 270,000 | 350,000 | 405,000 |
| Sanitation Fund | 247,000 | 247,000 | 120,000 | 200,000 | 175,000 |
| Waterworks District | 277,000 | 277,000 | 190,000 | 245,000 | 220,000 |
| Community Development Block Grants | 1,234,900 | 621,000 | 616,400 | 500,000 | 500,000 |
| Total | <u>\$21,375,400</u> | <u>\$11,310,100</u> | <u>\$6,125,000</u> | <u>\$8,200,000</u> | <u>\$12,920,000</u> |

STREETS AND ROADS PROGRAM
REVENUE SOURCE NARRATIVE

| | <u>REVENUE SOURCE</u> | <u>FINAL BUDGET 2008-09</u> | <u>ESTIMATED ACTUAL 2008-09</u> | <u>BUDGET 2009-10</u> | <u>FY 2009-10 PROGRAM</u> |
|----|---|-----------------------------|---------------------------------|-----------------------|---|
| A. | General Fund (Including Fund Balance Carry Over) | \$ 70,000 | \$ 70,000 | \$ 0 | General Fund monies are not proposed for use in FY 2009-10. |
| B. | New Dwelling Fees | \$ 540,000 | \$ 540,000 | \$ 0 | New Dwelling Fees are not proposed for use in FY 2009-10. |
| C. | County/State/Federal Funding | \$ 10,635,900 | \$ 4,232,800 | \$ 2,923,600 | Funds will be utilized for the Annual Major Street Rehabilitation Program, the Annual Minor Streets Overlay Program, Bicycle and Pedestrian Facilities, and 118 Freeway Interchange Tree Planting. |
| D. | Traffic Impact Fees | \$ 0 | \$ 0 | \$ 0 | Traffic Impact Fees are not proposed for use in FY 2009-10. |
| E. | Lighting Maintenance District | \$ 488,000 | \$ 488,000 | \$ 270,000 | Lighting Maintenance District funds will be used to fund traffic signal upgrades and Traffic Signal Synchronization. |
| F. | Sanitation Fund | \$ 247,000 | \$ 247,000 | \$ 120,000 | Sanitation Fund participation in the Streets and Roads Program includes the raising of manhole covers associated with the Annual Minor Street Overlay Program and the Annual Major Street Rehabilitation Program. |
| G. | Waterworks District | \$ 277,000 | \$ 277,000 | \$ 145,000 | Waterworks District participation in the Streets and Roads Program the raising of water valve covers associated with the Annual Minor Street Overlay Program and the Annual Major Street Rehabilitation Program. |
| H. | Community Development Block Grants | \$ 1,234,900 | \$ 621,000 | \$ 616,400 | CDBG funds will be used for the Annual Minor Street Overlay Program. |
| I. | Community Development Agency | \$ 7,584,100 | \$ 4,834,300 | \$ 1,770,000 | CDA funds are proposed for the Annual Major Street Rehabilitation Program. |
| J. | Air Quality Mitigation | \$ 298,500 | \$ 0 | \$ 235,000 | Air Quality Mitigation Trust Funds are not proposed for use in FY 2009-10. |

STREETS AND ROADS PROGRAM
REVENUE SOURCE DETAIL

| PROJECT | TOTAL REQUIRED REVENUE | FY 2009-10 REVENUE SOURCE | | | | | | | | | |
|---------------------------------|------------------------------|---------------------------|-----------------|----------------------------------|---------------------------|---|----------------------------|-------------------------|--------------------------------|-------------------------|-----------------------------|
| | | BUDGET 2009-10 | GENERAL FUND | FUND BALANCE CARRY OVER | TRAFFIC IMPACT FEES | COUNTY/ STATE/ FEDERAL FUNDING | AIR QUAL TRUST FUNDS | COMM. DEV. AGENCY | LIGHTING MAINT. DISTRICT | SANI- TATION FUND | WATER- WORKS DISTRICT |
| Annual Major Street Program | \$3,250,000 | \$0 | \$0 | \$0 | \$1,350,000 | \$0 | \$1,770,000 | \$0 | \$65,000 | \$65,000 | \$0 |
| Annual Minor Street Overlay | 1,985,000 | 0 | 0 | 0 | 1,188,600 | 0 | 0 | 0 | 55,000 | 125,000 | 616,400 |
| Bicycle & Pedestrian Facilities | 70,000 | 0 | 0 | 0 | 35,000 | 35,000 | 0 | 0 | 0 | 0 | 0 |
| Traffic Signal Synchronization | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 |
| Traffic Signals - New | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Traffic Signal Upgrades | 120,000 | 0 | 0 | 0 | 0 | 0 | 0 | 120,000 | 0 | 0 | 0 |
| 118 Fwy Interchange Trees | 550,000 | 0 | 0 | 0 | 350,000 | 200,000 | 0 | 0 | 0 | 0 | 0 |
| Total Revenue | \$6,125,000 | \$0 | \$0 | \$0 | \$2,923,600 | \$235,000 | \$1,770,000 | \$270,000 | \$120,000 | \$190,000 | \$616,400 |

STREETS AND ROADS PROGRAM
EXPENDITURE PLAN

| | TOTAL PROJECT BUDGET | ACTUAL TO 2007-08 | BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | BUDGET 2009-10 | ESTIMATE 2010-11 | ESTIMATE 2011-12 |
|--|-------------------------------------|----------------------------------|---------------------------|---|---------------------------|-----------------------------|-----------------------------|
| Annual Major Streets Program | * | * | \$3,712,000 | \$35,000 | \$3,250,000 | \$4,900,000 | \$4,700,000 |
| Annual Minor Streets Program | * | * | 2,452,000 | 80,000 | 1,985,000 | 3,000,000 | 3,000,000 |
| Bicycle and Pedestrian Facilities | * | * | 397,000 | 75,000 | 70,000 | 120,000 | 120,000 |
| Traffic Signal Synchronization | * | * | 1,200,100 | 775,000 | 150,000 | 150,000 | 150,000 |
| Storm Drain Improvements | * | * | 0 | 0 | 0 | 200,000 | 200,000 |
| Traffic Signals - New | * | * | 0 | 0 | 0 | 300,000 | 300,000 |
| Traffic Signals - Upgrades | * | * | 110,000 | 110,000 | 120,000 | 130,000 | 140,000 |
| 118 Fwy Interchange Trees | 550,000 | 0 | 0 | 0 | 550,000 | 0 | 0 |
| Los Angeles Avenue Widening | 3,000,000 | 0 | 0 | 0 | 0 | 0 | 3,000,000 |
| Tapo Street Road/Drainage Improvements | 300,000 | 0 | 0 | 0 | 0 | 0 | 300,000 |
| Tapo Channel Bridge | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 1,000,000 |
| Reimbursement to General Fund | * | 0 | 1,246,800 | 1,489,300 | 72,500 | 75,000 | 75,000 |
| Total | \$4,850,000 | \$0 | \$9,117,900 | \$2,564,300 | \$6,197,500 | \$8,875,000 | \$12,985,000 |

* Ongoing Project

COMPUTER EQUIPMENT REPLACEMENT FUND

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|--|---------------------------------|---|---|---------------------------------|-------------------------------------|-------------------------------------|
| BEGINNING BALANCE | \$601,907 | \$551,541 | \$551,541 | \$438,741 | \$451,741 | \$503,641 |
| <u>REVENUES</u> | | | | | | |
| 34001 Interest | 37,788 | 25,000 | 22,300 | 12,900 | 14,000 | 16,000 |
| 39100 Transfer/General Fund | 413,700 | 592,200 | 592,200 | 584,300 | 644,300 | 676,500 |
| 39200 Transfer/CDA Admin Fund | 3,900 | 8,100 | 8,100 | 7,200 | 7,900 | 8,300 |
| 39201 Transfer/CDA Housing Fund | 4,300 | 8,100 | 8,100 | 7,200 | 7,900 | 8,300 |
| 39270 Transfer/Lighting Maint District | 1,900 | 4,100 | 4,100 | 3,800 | 4,000 | 4,200 |
| 39700 Transfer/Sanitation Fund | 41,600 | 60,800 | 60,800 | 57,700 | 63,600 | 66,800 |
| 39761 Transfer/Waterworks District No. 8 | 38,200 | 64,800 | 64,800 | 54,100 | 59,700 | 62,700 |
| 39803 Transfer/Liability Insurance Fund | 1,900 | 4,100 | 4,100 | 3,600 | 4,000 | 4,200 |
| 39805 Transfer/Workers' Comp Fund | 1,900 | 2,000 | 2,000 | 3,600 | 4,000 | 4,200 |
| Total Revenues | 545,188 | 769,200 | 766,500 | 734,400 | 809,400 | 851,200 |
| <u>EXPENDITURES</u> | | | | | | |
| 44010 Professional/Special Services | 0 | 20,000 | 9,700 | 0 | 0 | 0 |
| 47028 Computers (Capital) | 361,092 | 520,700 | 421,100 | 421,100 | 442,200 | 487,500 |
| 48800 Application Software | 25,184 | 0 | 0 | 0 | 0 | 0 |
| 48840 System Hardware | 209,278 | 341,300 | 305,500 | 300,300 | 315,300 | 347,700 |
| Total Expenditures | 595,554 | 882,000 | 736,300 | 721,400 | 757,500 | 835,200 |
| ENDING BALANCE | \$551,541 | \$438,741 | \$581,741 | \$451,741 | \$503,641 | \$519,641 |

VEHICLE REPLACEMENT FUND

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | <u>PROJECTION</u> <u>2010-11</u> | <u>PROJECTION</u> <u>2011-12</u> |
|-------------------------------|---------------------------------|---|---|---------------------------------|-------------------------------------|-------------------------------------|
| BEGINNING BALANCE | \$3,974,274 | \$3,799,378 | \$3,799,378 | \$3,533,978 | \$2,809,978 | \$2,920,078 |
| <u>CONTRIBUTIONS</u> | | | | | | |
| 39100 Administrative Services | 2,100 | 2,700 | 2,700 | 2,800 | 2,900 | 3,000 |
| 39100 Community Services | 9,400 | 9,600 | 9,600 | 6,700 | 6,900 | 7,100 |
| 39100 Environmental Services | 24,000 | 24,400 | 24,400 | 19,600 | 20,200 | 20,800 |
| 39100 Public Works | 0 | 154,800 | 154,800 | 172,400 | 177,600 | 182,900 |
| 39100 Police | 420,400 | 400,600 | 400,600 | 394,800 | 406,600 | 418,800 |
| 39285 Police SPS | 0 | 15,300 | 15,300 | 16,100 | 16,600 | 17,100 |
| 39950 Developer Contributions | 0 | 200,000 | 27,900 | 47,900 | 124,200 | 124,200 |
| Total Revenues | 455,900 | 807,400 | 635,300 | 660,300 | 614,200 | 632,600 |
| <u>EXPENDITURES</u> | | | | | | |
| 46100 Return to General Fund | 0 | 450,000 | 450,000 | 1,000,000 | 0 | 0 |
| 47030 Community Services | 0 | 0 | 0 | 0 | 63,200 | 30,400 |
| 47030 Environmental Services | 0 | 0 | 0 | 28,000 | 0 | 49,500 |
| 47030 Public Works | 220,581 | 205,600 | 205,600 | 53,900 | 198,000 | 172,600 |
| 47030 Police | 410,215 | 245,100 | 245,100 | 302,400 | 242,900 | 190,200 |
| Total Expenditures | 630,796 | 900,700 | 900,700 | 1,384,300 | 504,100 | 442,700 |
| ENDING BALANCE | \$3,799,378 | \$3,706,078 | \$3,533,978 | \$2,809,978 | \$2,920,078 | \$3,109,978 |

BUILDING IMPROVEMENT FUND

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

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

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM FUND

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

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

FINANCIAL INFORMATION SYSTEM FUND

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

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

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

DEPARTMENT OF COMMUNITY SERVICES – TRANSIT FUND

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

FY 2008-09 Goals and Achievements

- Goal: Achieve farebox recovery ratios of 20% for the fixed-route system and 10% for the ADA/DAR service. **Achievement: The FY 2008-09 fixed-route farebox recovery ratio (FBRR) is estimated to be 21%. The FY 2008-09 ADA/DAR service FBRR is estimated to be 11%.**
- Maintain full compliance with federally mandated ADA Paratransit service regulations. **Achievement: Maintained full compliance with federally-mandated ADA Paratransit service regulations. Provided an estimated 47,356-combined ADA Paratransit/Dial-A-Ride (DAR) trips to the disabled and elderly. Of the combined trips, 37,374 (79%) were ADA passenger trips, while DAR trips are estimated at 9,982 (21%).**
- Goal: Hold monthly safety meetings with fixed-route operators, ADA/DAR operators, and Transit dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services. **Achievement: Conducted safety meetings monthly, which enhanced the efficient and cost-effective delivery of fixed-route and ADA/DAR service.**
- Goal: Hold quarterly ADA Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities. Typical issues include service policies, service availability, accessibility, safety, and training. **Achievement: Conducted ADA Paratransit Advisory Committee meetings on**

July 17, 2008, October 16, 2008, January 15, 2009, and April 16, 2009 to discuss and address public paratransit issues affecting individuals with disabilities.

- Goal: Work with Senior Services staff to develop and implement a Senior Travel training program geared toward increasing senior awareness of the benefits of public transportation in Simi Valley. **Achievement: Conducted a community outreach presentation at a Council On Aging meeting to promote the use of the fixed-route system. In addition, staff worked with the City's ADA Paratransit Advisory Committee to develop a Riders' Guide and passenger survey.**
- Goal: In conjunction with Adult Day Health Care facilities staff, develop a presentation outlining effective practices of scheduling Paratransit/ADA trips, securement of passenger mobility devices, and establish sensitivity training topics/techniques to be used during Transit Coach Operator training sessions. **Achievement: Conducted an ADA Operators' meeting on December 19, 2008 utilizing information provided by Adult Day Health Care professionals to address effective Paratransit/ADA scheduling practices, securing of mobility devices, and sensitivity training.**
- Goal: Actively seek and maximize the use of federal and state grant funds for Simi Valley Transit operations. **Achievement: Secured \$3.4 million dollars in State JARC funds, State Prop 1B funds, and Economic Stimulus funds.**

Other Accomplishments

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

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

FY 2009-10 Goals

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

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND REVENUES

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|---|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>FARE REVENUES</u> | | | | | |
| 37211 Route A Fares | \$107,356 | \$108,600 | \$123,300 | \$14,700 | \$127,000 |
| 37212 Route B Fares | 106,370 | 112,500 | 122,100 | 9,600 | 125,800 |
| 37213 Route C Fares | 35,312 | 38,800 | 40,500 | 1,700 | 41,700 |
| 37214 Route D Fares | 16,516 | 16,500 | 19,000 | 2,500 | 19,600 |
| 37215 Bus Fare Passes | 103,658 | 95,100 | 119,000 | 23,900 | 123,200 |
| 37216 Dial-A-Ride Fares | 61,511 | 70,000 | 60,300 | (9,700) | 62,100 |
| 37217 Dial-A-Ride County Reimb. | 36,197 | 36,000 | 35,500 | (500) | 22,100 |
| 37221 Route A-3 Peak Service Fares | 25,692 | 27,200 | 29,500 | 2,300 | 30,400 |
| 37222 Route B-3 Peak Service Fares | 27,915 | 31,000 | 32,000 | 1,000 | 33,000 |
| Subtotal | <u>520,527</u> | <u>535,700</u> | <u>581,200</u> | <u>45,500</u> | <u>584,900</u> |
| <u>OTHER REVENUES</u> | | | | | |
| 37299 SCRRRA Metrolink Agreement | 4,168 | 6,000 | 4,200 | (1,800) | 4,300 |
| 38001 Sale of Surplus Property | 262 | 0 | 500 | 500 | 0 |
| 38003 CNG Excise Tax Refund | 150,425 | 160,000 | 109,600 | (50,400) | 48,000 |
| 38004 Damage Recovery | 162 | 0 | 0 | 0 | 0 |
| Subtotal | <u>155,017</u> | <u>166,000</u> | <u>114,300</u> | <u>(51,700)</u> | <u>52,300</u> |
| <u>OPERATING ASSISTANCE REVENUES</u> | | | | | |
| 36201 FTA Operating | 1,477,000 | 2,623,600 | 2,529,600 | (94,000) | 2,407,600 |
| 34102 Bus Shelter Advertising | 41,856 | 33,000 | 33,800 | 800 | 33,000 |
| 39751 Trans from GF/Operating | 2,600,933 | 2,732,300 | 2,452,400 | (279,900) | 2,786,300 |
| Subtotal | <u>4,119,789</u> | <u>5,388,900</u> | <u>5,015,800</u> | <u>(373,100)</u> | <u>5,226,900</u> |
| <u>PLANNING ASSISTANCE REVENUES</u> | | | | | |
| 36202 FTA Planning | 29,108 | 34,300 | 34,300 | 0 | 37,600 |
| 39752 Trans From GF/Planning | 7,278 | 8,600 | 8,600 | 0 | 9,400 |
| Subtotal | <u>36,386</u> | <u>42,900</u> | <u>42,900</u> | <u>0</u> | <u>47,000</u> |
| <u>CAPITAL ASSISTANCE REVENUES</u> | | | | | |
| 36002 State Proposition 1B | 0 | 80,000 | 80,000 | 0 | 200,000 |
| 36203 FTA Capital | 1,013,455 | 2,034,300 | 784,000 | (1,250,300) | 5,200 |
| 38401 Developer Contributions | 62,283 | 271,700 | 39,500 | (232,200) | 0 |
| 39753 Trans From GF/Capital | 41,110 | 21,500 | 900 | (20,600) | 1,300 |
| Subtotal | <u>1,116,848</u> | <u>2,407,500</u> | <u>904,400</u> | <u>(1,503,100)</u> | <u>206,500</u> |
| Total Revenues | \$5,948,567 | \$8,541,000 | \$6,658,600 | (\$1,882,400) | \$6,117,600 |

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND EXPENDITURES

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$1,979,319 | 2,314,700 | \$2,083,300 | \$231,400 | \$2,297,000 |
| 41040 Overtime | 67,465 | 90,000 | 68,600 | 21,400 | 71,600 |
| 41300 Vision Care | 9,300 | 10,400 | 10,200 | 200 | 10,000 |
| 41350 Disability | 5,617 | 8,700 | 6,800 | 1,900 | 7,100 |
| 41400 Group Ins/Health | 342,007 | 411,400 | 378,300 | 33,100 | 368,700 |
| 41450 Life Insurance | 7,579 | 8,700 | 8,700 | 0 | 8,300 |
| 41500 Group Ins/Dental | 36,551 | 41,200 | 39,300 | 1,900 | 38,000 |
| 41600 Retirement/PERS | 379,032 | 462,900 | 407,900 | 55,000 | 443,400 |
| 41650 Medicare | 30,064 | 32,800 | 33,000 | (200) | 34,200 |
| 41700 Workers' Compensation | 150,400 | 107,500 | 107,500 | 0 | 97,100 |
| 41800 Payroll Accruals | 79,169 | 50,500 | 64,900 | (14,400) | 73,500 |
| 41200 Deferred Compensation - 401k | 32,874 | 49,400 | 39,200 | 10,200 | 39,500 |
| 41210 Deferred Compensation - 457 | 2,930 | 8,800 | 6,000 | 2,800 | 10,400 |
| Subtotal - Personnel | <u>3,122,307</u> | <u>3,597,000</u> | <u>3,253,700</u> | <u>343,300</u> | <u>3,498,800</u> |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42150 Communications | 21,637 | 31,200 | 31,200 | 0 | 31,300 |
| 42230 Office Supplies | 4,242 | 6,000 | 5,800 | 200 | 5,600 |
| 42235 Furniture (Non-Capital) | 2,026 | 0 | 0 | 0 | 0 |
| 42410 Uniform/Clothing Supply | 15,531 | 26,800 | 21,000 | 5,800 | 25,000 |
| 42440 Memberships and Dues | 12,807 | 16,000 | 13,000 | 3,000 | 13,800 |
| 42450 Subscriptions and Books | 464 | 700 | 500 | 200 | 500 |
| 42460 Advertising | 158 | 2,000 | 1,500 | 500 | 1,500 |
| 42500 Fuel and Lubricants | 290,430 | 355,500 | 251,500 | 104,000 | 298,000 |
| 42510 Tires | 34,479 | 37,000 | 37,000 | 0 | 41,000 |
| 42550 Small Tools/Equipment | 4,806 | 3,500 | 3,500 | 0 | 3,500 |
| 42560 Operating Supplies | 116,591 | 163,600 | 115,000 | 48,600 | 119,900 |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|---|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>SUPPLIES AND MATERIALS (CONT'D)</u> | | | | | |
| 42730 Training | \$2,313 | 4,900 | \$300 | \$4,600 | \$3,000 |
| 42720 Travel, Conferences, Meetings | 3,613 | 5,900 | 3,400 | 2,500 | 4,200 |
| 42790 Mileage | 2,239 | 2,700 | 2,700 | 0 | 2,500 |
| Subtotal - Supplies and Materials | <u>511,336</u> | <u>655,800</u> | <u>486,400</u> | <u>169,400</u> | <u>549,800</u> |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 1,625 | 2,000 | 2,000 | 0 | 3,000 |
| 44020 Planning Projects | 36,386 | 42,900 | 42,900 | 0 | 47,000 |
| 44310 Maintenance of Equipment | 545,148 | 601,300 | 515,600 | 85,700 | 577,000 |
| 44410 Maintenance of Buildings/Grounds | 1,094 | 10,000 | 500 | 9,500 | 2,500 |
| 44490 Other Contract Services | 18,044 | 33,600 | 30,000 | 3,600 | 32,800 |
| 44590 Insurance Charges | 131,700 | 138,500 | 138,500 | 0 | 149,400 |
| Subtotal - Services | <u>733,997</u> | <u>828,300</u> | <u>729,500</u> | <u>98,800</u> | <u>811,700</u> |
| <u>REIMBURSEMENTS AND TRANSFERS</u> | | | | | |
| 46100 Reimbursement to General Fund | 1,010,200 | 1,256,600 | 1,256,600 | 0 | 1,230,200 |
| 49297 Transfer to Retiree Medical Fund | 10,900 | 23,000 | 23,000 | 0 | 13,800 |
| 49656 Transfer to FIS Project | 5,000 | 5,000 | 5,000 | 0 | 6,800 |
| Subtotal - Reimb./Transfers | <u>1,026,100</u> | <u>1,284,600</u> | <u>1,284,600</u> | <u>0</u> | <u>1,250,800</u> |
| Subtotal - Current Expenses | 2,271,433 | 2,768,700 | 2,500,500 | 268,200 | 2,612,300 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 470289 Computers (Capital) | 5,231 | 7,500 | 4,400 | 3,100 | 6,500 |
| 48600 Capital Outlay Projects | 549,596 | 2,167,800 | 900,000 | 1,267,800 | 0 |
| Subtotal - Capital Outlay | <u>554,827</u> | <u>2,175,300</u> | <u>904,400</u> | <u>1,270,900</u> | <u>6,500</u> |
| Total Expenditures | <u><u>\$5,948,567</u></u> | <u><u>\$8,541,000</u></u> | <u><u>\$6,658,600</u></u> | <u><u>\$1,882,400</u></u> | <u><u>\$6,117,600</u></u> |

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND CAPITAL OUTLAY

| | <u>TOTAL PROJECT BUDGET</u> | <u>FINAL BUDGET 2008-09</u> | <u>ESTIMATED ACTUAL 2008-09</u> | <u>VARIANCE 2008-09</u> | <u>BUDGET 2009-10</u> |
|---------------------------------------|--|--|--|------------------------------------|----------------------------------|
| <u>CAPITAL OUTLAY PROJECTS</u> | | | | | |
| Replacement DAR Vans (2) | 200,000 | 220,000 | 220,000 | 0 | 0 |
| Design - TMF Expansion | 272,200 | 277,200 | 124,100 | 153,100 | 0 |
| Construction - TMF Expansion | 1,135,000 | 1,135,000 | 40,300 | 1,094,700 | 0 |
| Bus Stop Sign Replacement | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Replacement DAR Vans (3) | 267,400 | 267,400 | 267,400 | 0 | 0 |
| GFI Farebox Upgrade (13) | 168,200 | 168,200 | 168,200 | 0 | 0 |
| Security Improvements | 80,000 | 80,000 | 80,000 | 0 | 0 |
| Replacement Computers (4) | 7,500 | 7,500 | 4,400 | 3,100 | 0 |
| Replacement Computers (5) | 6,500 | 0 | 0 | 0 | 6,500 |
| Total | \$2,156,800 | \$2,175,300 | \$904,400 | \$1,270,900 | \$6,500 |

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

| | ACTUAL 2007-08 | FINAL BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | VARIANCE 2008-09 | BUDGET 2009-10 |
|---|---------------------------|-------------------------------------|---|-----------------------------|---------------------------|
| <i>REVENUES</i> | | | | | |
| Fare Revenues | \$520,527 | \$535,700 | \$581,200 | \$45,500 | \$584,900 |
| Other Revenues | 155,017 | 166,000 | 114,300 | (51,700) | 52,300 |
| Operating Assistance Revenues | 4,119,789 | 5,388,900 | 5,015,800 | (373,100) | 5,226,900 |
| Planning Assistance Revenues | 36,386 | 42,900 | 42,900 | 0 | 47,000 |
| Capital Assistance Revenues | 1,116,848 | 2,407,500 | 904,400 | (1,503,100) | 206,500 |
| Total Revenues | \$5,948,567 | \$8,541,000 | \$6,658,600 | (\$1,882,400) | \$6,117,600 |
| <i>EXPENDITURES</i> | | | | | |
| Personnel Expense | \$3,122,307 | \$3,597,000 | \$3,253,700 | \$343,300 | \$3,498,800 |
| Supplies, Materials, & Services Expense | 1,245,333 | 1,484,100 | 1,215,900 | 268,200 | 1,361,500 |
| Reimbursements Expense | 1,026,100 | 1,284,600 | 1,284,600 | 0 | 1,250,800 |
| Capital Outlay Expense | 554,827 | 2,175,300 | 904,400 | 1,270,900 | 6,500 |
| Total Expenditures | \$5,948,567 | \$8,541,000 | \$6,658,600 | \$1,882,400 | \$6,117,600 |

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
AUTHORIZED POSITIONS

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

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

SANITATION FUND

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

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

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

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

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

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

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

CAPITAL IMPROVEMENTS

FY 2008-09 Goals and Achievements

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

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

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

Other Accomplishments

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

FY 2009-10 Goals

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

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

ENVIRONMENTAL COMPLIANCE

Environmental Compliance

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

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

FY 2008 – 2009 Goals and Achievements

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

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

FY 2009-2010 Goals

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

SANITATION OPERATIONS FUND REVENUE

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------|---|--|--|---|---|
| <u>OPERATING FUND</u> | | | | | |
| 34001 Interest | \$768,160 | \$534,200 | \$453,200 | (\$81,000) | \$384,100 |
| 34101 Rents and Leases | 25,440 | 26,000 | 26,700 | 700 | 28,000 |
| 37002 Maps & Publications | 5,453 | 0 | 1,200 | 1,200 | 1,200 |
| 37401 Engineering Fees | 14,692 | 10,000 | 3,000 | (7,000) | 3,000 |
| 37405 Inspection Service Fees | 11,309 | 10,000 | 8,500 | (1,500) | 9,000 |
| 37410 Service Charges | 13,865,065 | 14,296,700 | 14,300,000 | 3,300 | 14,300,000 |
| 37413 Late Fees and Penalties | 42,008 | 25,000 | 90,000 | 65,000 | 90,000 |
| 37432 Source Control Program | 318,167 | 250,000 | 270,000 | 20,000 | 270,000 |
| 37434 Sewer Frontage & Lateral | 0 | 5,000 | 0 | (5,000) | 0 |
| 37499 Other | 23,711 | 8,000 | 20,000 | 12,000 | 15,000 |
| 37412 Recycled Water Charges | 8,086 | 8,000 | 8,500 | 500 | 9,000 |
| TOTAL REVENUE | \$15,082,091 | \$15,172,900 | \$15,181,100 | \$8,200 | \$15,109,300 |

SANITATION OPERATIONS FUND EXPENDITURES

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--------------------------------------|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$3,365,680 | \$3,959,600 | \$3,380,800 | \$578,800 | \$4,054,500 |
| 41020 Temporary Salaries | 11,098 | 0 | 0 | 0 | 0 |
| 41040 Overtime | 325,575 | 221,800 | 314,800 | (93,000) | 251,800 |
| 41300 Vision Care | 12,434 | 14,000 | 13,000 | 1,000 | 14,600 |
| 41350 Disability | 14,329 | 17,700 | 15,000 | 2,700 | 18,100 |
| 41400 Group Ins/Health | 536,682 | 605,700 | 570,400 | 35,300 | 686,400 |
| 41450 Life Insurance | 10,530 | 11,900 | 10,000 | 1,900 | 12,200 |
| 41500 Group Ins/Dental | 46,288 | 54,400 | 49,400 | 5,000 | 55,100 |
| 41600 Retirement/PERS | 646,963 | 769,300 | 663,700 | 105,600 | 818,400 |
| 41650 Medicare | 46,381 | 53,100 | 50,800 | 2,300 | 61,500 |
| 41700 Workers' Compensation | 366,900 | 313,700 | 313,700 | 0 | 266,600 |
| 41800 Payroll Accruals | 101,102 | 93,000 | 125,600 | (32,600) | 118,200 |
| 41200 Deferred Compensation - 401k | 64,972 | 79,000 | 65,500 | 13,500 | 79,000 |
| 41210 Deferred Compensation - 457 | 3,575 | 11,500 | 7,500 | 4,000 | 16,800 |
| 41900 Personnel Savings | 0 | (158,100) | 0 | (158,100) | (162,400) |
| Subtotal - Personnel | <u>5,552,509</u> | <u>6,046,600</u> | <u>5,580,200</u> | <u>466,400</u> | <u>6,290,800</u> |
| <u>SUPPLIES AND MATERIALS</u> | | | | | |
| 42100 Utilities | 918,363 | 860,000 | 810,000 | 50,000 | 835,000 |
| 42110 Lift Utilities | 3,386 | 4,200 | 5,000 | (800) | 5,100 |
| 42130 Postage | 0 | 5,000 | 0 | 5,000 | 0 |
| 42150 Communications | 27,506 | 42,500 | 36,200 | 6,300 | 36,200 |
| 42230 Office Supplies | 12,465 | 11,500 | 11,500 | 0 | 11,500 |
| 42235 Furn & Equip (Non-Capital) | 0 | 3,300 | 3,300 | 0 | 1,800 |
| 42310 Rentals | 24,461 | 6,500 | 6,500 | 0 | 6,000 |
| 42410 Uniform/Clothing Supply | 20,571 | 23,000 | 23,000 | 0 | 25,500 |
| 42440 Memberships and Dues | 20,074 | 19,200 | 7,200 | 12,000 | 7,200 |

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|--|----------------------------------|--|--|------------------------------------|----------------------------------|
| <u>SUPPLIES AND MATERIALS (CONT'D.)</u> | | | | | |
| 42450 Subscriptions and Books | \$1,993 | \$3,000 | \$3,000 | \$0 | \$2,500 |
| 42530 Chemicals | 495,898 | 605,000 | 550,000 | 55,000 | 549,000 |
| 42541 Recycled Water Utilities | 7,739 | 7,500 | 8,000 | (500) | 12,000 |
| 42550 Small Tools and Equipment | 3,102 | 5,200 | 5,200 | 0 | 2,200 |
| 42560 Operating Supplies | 125,551 | 170,300 | 165,000 | 5,300 | 150,000 |
| 42720 Travel, Conferences, Meetings | 16,614 | 55,900 | 40,400 | 15,500 | 10,600 |
| 42730 Training | 18,669 | 25,300 | 14,000 | 11,300 | 9,000 |
| 42790 Mileage | 627 | 3,000 | 600 | 2,400 | 600 |
| Subtotal - Supplies/Materials | <u>1,697,019</u> | <u>1,850,400</u> | <u>1,688,900</u> | <u>161,500</u> | <u>1,664,200</u> |
| <u>SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 458,852 | 637,700 | 637,700 | 0 | 190,400 |
| 44310 Maintenance of Equipment | 652,576 | 726,200 | 700,000 | 26,200 | 705,000 |
| 44410 Maint. of Buildings and Grounds | 13,608 | 16,100 | 16,100 | 0 | 8,600 |
| 44490 Other Contract Services | 684,235 | 1,047,700 | 900,000 | 147,700 | 943,400 |
| 44590 Insurance Charges | 170,000 | 163,400 | 163,400 | 0 | 187,600 |
| Subtotal - Services | <u>\$1,979,271</u> | <u>\$2,591,100</u> | <u>\$2,417,200</u> | <u>\$173,900</u> | <u>\$2,035,000</u> |

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>REIMBURSEMENTS AND TRANSFERS</u> | | | | | |
| 46100 Reimbursement to General Fund | \$1,649,900 | \$1,908,900 | \$1,908,900 | \$0 | \$1,985,900 |
| 49648 Transfer to Computer Equip. | 41,600 | 60,800 | 60,800 | 0 | 57,700 |
| 49649 Transfer to GIS | 17,600 | 17,000 | 17,000 | 0 | 18,800 |
| 49656 Transfer to FIS | 18,800 | 18,800 | 18,800 | 0 | 30,000 |
| 49297 Transfer to Retiree Benefits Fund | 31,400 | 41,400 | 41,400 | 0 | 63,700 |
| 49702 Transfer to Plant Equip Reserve | 510,000 | 1,010,000 | 1,010,000 | 0 | 1,010,000 |
| 49702 Transfer to Vehicle Repl Reserve | 159,600 | 122,800 | 122,800 | 0 | 143,200 |
| 49702 Transfer to Sewerline Repl Res. | 1,465,000 | 965,000 | 965,000 | 0 | 2,465,000 |
| Subtotal Reimb/Transfers | 3,893,900 | 4,144,700 | 4,144,700 | 0 | 5,774,300 |
| Subtotal - Current Expenses | 7,570,190 | 8,586,200 | 8,250,800 | 335,400 | 9,473,500 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 46600 Transfer to Streets and Roads | 174,000 | 247,000 | 247,000 | 0 | 120,000 |
| 47020 Furnishings & Equipment | 0 | 21,200 | 21,200 | 0 | 0 |
| 47030 Vehicles | 0 | 206,800 | 206,800 | 0 | 0 |
| 48500 Maintenance Projects | 0 | 10,000 | 0 | 10,000 | 0 |
| Subtotal - Capital Outlay | 174,000 | 485,000 | 475,000 | 10,000 | 120,000 |
| Anticipated Underexpenditures | 0 | (350,000) | 0 | (350,000) | (350,000) |
| TOTAL EXPENDITURES | \$13,296,699 | \$14,767,800 | \$14,306,000 | \$461,800 | \$15,534,300 |

SANITATION PROJECTS LISTING

| | <u>TOTAL PROJECT BUDGET</u> | <u>FINAL BUDGET 2008-09</u> | <u>ESTIMATED ACTUAL 2008-09</u> | <u>VARIANCE 2008-09</u> | <u>BUDGET 2009-10</u> |
|--|-------------------------------------|-------------------------------------|---|-----------------------------|---------------------------|
| <u>OPERATIONS FUND MAINTENANCE PROJECTS</u> | | | | | |
| 9710 (A) Raising of Manholes for Streets and Roads Projects | -- | \$247,000 | \$247,000 | \$0 | \$115,000 |
| 9710 Soil Amendment Site | -- | 10,000 | 0 | 10,000 | 0 |
| Total - Operations Fund Projects | -- | 257,000 | 247,000 | 10,000 | 115,000 |
| <u>REPLACEMENT RESERVE FUND PROJECTS</u> | | | | | |
| 9712 Dewatering Building Ceiling | 20,000 | 20,000 | 20,000 | 0 | 0 |
| 9712 Dewatering Building Ventilation | 350,000 | 335,300 | 335,300 | 0 | 0 |
| 9712 Lagoon 2 Storage Lining | 1,000,000 | 951,600 | 951,600 | 0 | 0 |
| 9712 SCADA PLC Project | 1,250,000 | 344,700 | 344,700 | 0 | 0 |
| 9712 Trihalomethane Control Station | 350,000 | 344,700 | 344,700 | 0 | 0 |
| 9712 (B) Digested Sludge Line Repl | 360,000 | 0 | 0 | 0 | 360,000 |
| 9712 (C) Grit Chamber Splitter Box | 296,000 | 107,500 | 107,500 | 0 | 125,000 |
| 9712 (D) Primary Influent Piping Repl | 100,000 | 0 | 0 | 0 | 100,000 |
| 9712 (E) Primary Clairifier Channel Repair | 30,000 | 0 | 0 | 0 | 30,000 |
| 9712 (F) Primary Sludge Line Rplcmnt | 200,000 | 0 | 0 | 0 | 200,000 |
| 9712 (G) Slide Gates Rehabilitation | 335,000 | 135,000 | 135,000 | 0 | 200,000 |
| 9712 (H) WQCP Entry Sign | 25,000 | 0 | 0 | 0 | 25,000 |
| 9712 (I) Wood Ranch Lift Station Rehab | 370,000 | 100,000 | 100,000 | 0 | 270,000 |
| Subtotal - Replacement Projects | 4,686,000 | 2,338,800 | 2,338,800 | 0 | 1,310,000 |
| <u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u> | | | | | |
| 47020 Furnishings & Equipment | 0 | 0 | 0 | 0 | 0 |
| Subtotal - Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 |

SANITATION PROJECTS LISTING (CONT'D)

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

SANITATION OPERATIONS FUND
WORKING CAPITAL SUMMARY

| | <u>BUDGET</u> <u>2008-09</u> | ESTIMATED <u>ACTUAL</u> <u>2008-09</u> | VARIANCE <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | PROJECTION <u>2010-11</u> |
|--|---|---|--|---|--|
| BEGINNING OPERATIONS FUND WORKING CAPITAL | \$7,186,143 | \$7,186,143 | \$0 | \$8,061,243 | \$7,636,243 |
| <u>REVENUES</u> | | | | | |
| Enterprise | 15,172,900 | 15,181,100 | 8,200 | 15,109,300 | 15,623,000 |
| <u>EXPENDITURES</u> | | | | | |
| Operations and Maintenance | <u>(14,767,800)</u> | <u>(14,306,000)</u> | <u>461,800</u> | <u>(15,534,300)</u> | <u>(16,078,000)</u> |
| ENDING OPERATIONS FUND WORKING CAPITAL | <u>\$7,591,243</u> | <u>\$8,061,243</u> | <u>\$470,000</u> | <u>\$7,636,243</u> | <u>\$7,181,243</u> |

SANITATION REPLACEMENT RESERVE FUND
WORKING CAPITAL SUMMARY

| | BUDGET 2008-09 | ESTIMATED ACTUAL 2008-09 | VARIANCE 2008-09 | BUDGET 2009-10 | PROJECTION 2010-11 |
|--|---------------------------|---|-----------------------------|---------------------------|-------------------------------|
| <u>VEHICLE REPLACEMENT RESERVE</u> | | | | | |
| BEGINNING BALANCE | \$1,259,403 | \$1,259,403 | \$0 | \$1,048,103 | \$1,020,603 |
| <u>REVENUES</u> | | | | | |
| Allocation | 122,800 | 122,800 | 0 | 143,200 | 150,300 |
| <u>EXPENDITURES</u> | | | | | |
| Vehicle Purchases | (334,100) | (334,100) | 0 | (170,700) | (274,000) |
| ENDING BALANCE | <u>1,048,103</u> | <u>1,048,103</u> | <u>0</u> | <u>1,020,603</u> | <u>896,903</u> |
| <u>SANITATION REPLACEMENT RESERVE</u> | | | | | |
| BEGINNING BALANCE | 3,419,635 | 3,419,635 | 0 | 1,670,735 | 1,133,035 |
| <u>REVENUES</u> | | | | | |
| Allocation | 1,010,000 | 1,010,000 | 0 | 1,010,000 | 1,010,000 |
| Total Revenues | <u>1,010,000</u> | <u>1,010,000</u> | <u>0</u> | <u>1,010,000</u> | <u>1,010,000</u> |
| <u>EXPENDITURES</u> | | | | | |
| Reimbursement to the Gen Fund | (420,100) | (420,100) | 0 | (237,700) | (246,000) |
| Projects | (2,338,800) | (2,338,800) | 0 | (1,310,000) | (655,000) |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 |
| Total Expenses | <u>(2,758,900)</u> | <u>(2,758,900)</u> | <u>0</u> | <u>(1,547,700)</u> | <u>(901,000)</u> |
| ENDING BALANCE | <u>\$1,670,735</u> | <u>\$1,670,735</u> | <u>\$0</u> | <u>\$1,133,035</u> | <u>\$1,242,035</u> |

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

| | <u>BUDGET</u> <u>2008-09</u> | ESTIMATED <u>ACTUAL</u> <u>2008-09</u> | VARIANCE <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> | PROJECTION <u>2010-11</u> |
|---|---|---|--|---|--|
| <u>SEWERLINE REPLACEMENT RESERVE</u> | | | | | |
| BEGINNING BALANCE | \$4,721,235 | \$4,721,235 | \$0 | \$1,516,635 | (\$118,365) |
| <u>REVENUES</u> | | | | | |
| Allocation | 965,000 | 965,000 | 0 | 2,465,000 | 965,000 |
| Transfer from Tapo/West End TIF | 1,000,000 | 1,000,000 | 0 | 0 | 0 |
| Total Revenues | 1,965,000 | 1,965,000 | 0 | 2,465,000 | 965,000 |
| <u>EXPENDITURES</u> | | | | | |
| Projects | (5,169,600) | (5,169,600) | 0 | (4,100,000) | (6,210,000) |
| Total Expenditures | (5,169,600) | (5,169,600) | 0 | (4,100,000) | (6,210,000) |
| ENDING BALANCE | <u>\$1,516,635</u> | <u>\$1,516,635</u> | <u>\$0</u> | <u>(\$118,365)</u> | <u>(\$5,363,365)</u> |

SANITATION SYSTEM EXPANSION/UPGRADE FUND
WORKING CAPITAL SUMMARY

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

SANITATION FUNDS
CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

| | BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> | PROJECTION <u>2010-11</u> |
|---|----------------------------------|--|------------------------------------|----------------------------------|--------------------------------------|
| Ending Operations Fund Working Capital | \$7,591,243 | \$8,061,243 | \$470,000 | \$7,636,243 | \$7,181,243 |
| Reserves: | | | | | |
| Vehicle Replacement Reserve | 1,048,103 | 1,048,103 | 0 | 1,020,603 | 896,903 |
| Sanitation Replacement Reserve | 1,670,735 | 1,670,735 | 0 | 1,133,035 | 1,242,035 |
| Sewerline Replacement Reserve | 1,516,635 | 1,516,635 | 0 | (118,365) | (5,363,365) |
| Ending Replacement Reserve Fund Working Capital | 4,235,473 | 4,235,473 | 0 | 2,035,273 | (3,224,427) |
| Ending Sanitation System Expansion/ Upgrade Fund Working Capital | 4,808,510 | 4,299,010 | (509,500) | 4,400,210 | 4,256,510 |
| TOTAL SANITATION FUNDS WORKING CAPITAL | <u>\$16,635,226</u> | <u>\$16,595,726</u> | <u>(\$39,500)</u> | <u>\$14,071,726</u> | <u>\$8,213,326</u> |

**SIMI VALLEY SANITATION FUND
AUTHORIZED POSITIONS**

| <u>REGULAR POSITIONS:</u> | <u>FY 2007-08</u> | <u>FY 2008-09</u> | <u>FY 2009-10</u> |
|--------------------------------------|--------------------------|--------------------------|--------------------------|
| <u>Administration:</u> | | | |
| Assistant Public Works Director | 1.0 | 1.0 | 1.0 |
| Principal Engineer | 1.0 | 1.0 | 1.0 |
| Senior Engineer | 1.0 | 1.0 | 1.0 |
| Associate Engineer | 1.0 | 1.0 | 1.0 |
| Assistant Engineer | 1.0 | 1.0 | 1.0 |
| Engineering Technician | 1.0 | 1.0 | 1.0 |
| Secretary | 2.0 | 2.0 | 2.0 |
| SUBTOTAL | 8.0 | 8.0 | 8.0 |
| <u>Plant Operations:</u> | | | |
| Deputy Director/Sanitation Services | 1.0 | 1.0 | 1.0 |
| Plant Support Systems Manager | 1.0 | 1.0 | 1.0 |
| Plant Operations Manager | 1.0 | 1.0 | 1.0 |
| Plant Operations Supervisor | 1.0 | 1.0 | 1.0 |
| Plant Maintenance Supervisor | 1.0 | 1.0 | 1.0 |
| Laboratory Supervisor | 1.0 | 1.0 | 1.0 |
| Laboratory Chemist | 1.0 | 1.0 | 1.0 |
| Senior Laboratory Technician | 1.0 | 1.0 | 1.0 |
| Laboratory Technician | 2.0 | 2.0 | 2.0 |
| Senior Instrumentation Technician | 0.0 | 1.0 | 1.0 |
| Instrumentation Technician | 3.0 | 2.0 | 2.0 |
| Plant Maintenance Program Technician | 1.0 | 1.0 | 1.0 |
| Plant Maintenance Technician III | 3.0 | 3.0 | 3.0 |
| Plant Maintenance Technician II | 2.0 | 3.0 | 3.0 |
| Plant Maintenance Technician I | 2.0 | 1.0 | 1.0 |
| Plant Operator III (Lead Worker) | 2.0 | 2.0 | 2.0 |

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

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

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

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

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

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

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

FY 2008-09 Goals and Achievements

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

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

Other Accomplishments

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

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

FY 2009-10 Goals

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

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
OPERATIONS FUND REVENUES

| | ACTUAL <u>2007-08</u> | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | VARIANCE <u>2008-09</u> | BUDGET <u>2009-10</u> |
|---------------------------------------|--|--|--|--|--|
| <u>OPERATING FUND REVENUES</u> | | | | | |
| 34001 Interest | \$349,234 | \$445,000 | \$313,400 | (\$131,600) | \$250,000 |
| 34101 Rents & Leases | 222,607 | 250,000 | 250,000 | 0 | 250,000 |
| 37401 Engineering Fees | 11,088 | 10,000 | 400 | (9,600) | 5,000 |
| 37405 Inspection Service Fees | 6,701 | 10,000 | 500 | (9,500) | 2,000 |
| 37410 Service Charges | 25,879,314 | 27,992,800 | 28,083,000 | 90,200 | 29,600,600 |
| 37452 Water Sales To District #17 | 1,109,110 | 1,139,500 | 1,156,000 | 16,500 | 1,237,000 |
| 37453 Water Standby Charges | 9,088 | 6,000 | 5,200 | (800) | 5,500 |
| 37454 Sale of Meters | 65,406 | 50,000 | 50,000 | 0 | 28,800 |
| 37456 Water Lift Charges | 944,263 | 950,000 | 950,000 | 0 | 950,000 |
| 37461 Doorhanger Charges | 166,343 | 150,000 | 150,000 | 0 | 150,000 |
| 37499 Other Service Charges | 19,099 | 10,000 | 18,000 | 8,000 | 10,000 |
| 38001 Sale of Surplus Property | 0 | 0 | 1,400 | 1,400 | 0 |
| 38004 Damage Recovery | (1,383) | 0 | 18,000 | 18,000 | 0 |
| 37412 Recycled Water Charges | 37,199 | 30,000 | 48,000 | 18,000 | 40,000 |
| TOTAL - REVENUES | <u>\$28,818,069</u> | <u>\$31,043,300</u> | <u>\$31,043,900</u> | <u>\$600</u> | <u>\$32,528,900</u> |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|---|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>PERSONNEL</u> | | | | | |
| 41010 Regular Salaries | \$2,161,614 | \$2,568,700 | \$2,299,900 | \$268,800 | \$2,645,600 |
| 41040 Overtime | 72,887 | 71,700 | 51,000 | 20,700 | 61,000 |
| 41050 Outside Assistance | 9,067 | 0 | 0 | 0 | 0 |
| 41300 Vision Care | 8,712 | 10,700 | 10,400 | 300 | 10,900 |
| 41350 Disability | 11,015 | 12,100 | 10,700 | 1,400 | 13,200 |
| 41400 Group Ins/Health | 354,763 | 461,100 | 423,600 | 37,500 | 477,300 |
| 41450 Life Insurance | 7,622 | 8,900 | 8,100 | 800 | 9,200 |
| 41500 Group Ins/Dental | 33,104 | 41,700 | 38,400 | 3,300 | 39,800 |
| 41600 Retirement/PERS | 415,464 | 501,200 | 450,400 | 50,800 | 523,900 |
| 41650 Medicare | 26,401 | 31,000 | 31,000 | 0 | 39,000 |
| 41700 Workers' Compensation | 152,000 | 145,500 | 145,500 | 0 | 131,200 |
| 41800 Payroll Accruals | 53,621 | 60,700 | 61,400 | (700) | 63,500 |
| 41200 Deferred Compensation - 401k | 53,010 | 54,400 | 50,000 | 4,400 | 59,300 |
| 41210 Deferred Compensation - 457 | 2,030 | 8,600 | 5,800 | 2,800 | 12,500 |
| 41900 Personnel Savings | 0 | (172,900) | 0 | (172,900) | (179,800) |
| Subtotal - Personnel | 3,361,310 | 3,803,400 | 3,586,200 | 217,200 | 3,906,600 |
| <u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u> | | | | | |
| 42100 Utilities | 830,980 | 900,000 | 850,500 | 49,500 | 876,000 |
| 42150 Communications | 24,207 | 32,200 | 35,300 | (3,100) | 35,300 |
| 42200 Computers (Non-Cap) | 0 | 6,000 | 6,000 | 0 | 0 |
| 42230 Office Supplies | 20,319 | 30,000 | 20,200 | 9,800 | 20,200 |
| 42235 Furnishings and Equip (Non-Cap) | 4,437 | 18,700 | 18,700 | 0 | 0 |
| 42310 Rentals | 1,953 | 5,500 | 1,000 | 4,500 | 3,000 |
| 42410 Uniform/Clothing Supply | 8,268 | 10,500 | 10,500 | 0 | 11,400 |
| 42440 Memberships and Dues | 8,383 | 18,900 | 18,900 | 0 | 19,200 |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u> | | | | | |
| 42450 Subscriptions and Books | \$1,083 | \$1,600 | \$1,600 | \$0 | \$4,000 |
| 42460 Advertising | 0 | 200 | 0 | 200 | 0 |
| 42520 Water Meters | 463,457 | 489,200 | 467,500 | 21,700 | 472,700 |
| 42540 Water Purchase | 17,892,552 | 19,951,000 | 19,077,000 | 874,000 | 20,699,000 |
| 42541 Recycled Water Purchases | 14,593 | 20,000 | 14,000 | 6,000 | 20,000 |
| 42550 Small Tools/Equipment | 12,366 | 15,500 | 13,000 | 2,500 | 15,500 |
| 42560 Operating Supplies | 7,198 | 13,000 | 10,000 | 3,000 | 88,000 |
| 42790 Mileage | 1,314 | 1,000 | 1,000 | 0 | 1,000 |
| 42730 Training | 7,696 | 14,900 | 8,100 | 6,800 | 14,400 |
| 42720 Travel, Conferences, Meetings | 4,961 | 7,500 | 3,500 | 4,000 | 5,000 |
| Subtotal Supplies and Materials | 19,303,767 | 21,535,700 | 20,556,800 | 978,900 | 22,284,700 |
| <u>CURRENT EXPENSES - SERVICES</u> | | | | | |
| 44010 Professional/Special Services | 138,581 | 285,200 | 223,700 | 61,500 | 179,100 |
| 44310 Maintenance of Equipment | 355,033 | 442,900 | 413,800 | 29,100 | 433,600 |
| 44410 Maint of Buildings/Grounds | 4,543 | 6,800 | 6,800 | 0 | 6,800 |
| 44490 Other Contract Services | 222,523 | 251,700 | 225,000 | 26,700 | 251,800 |
| 44590 Insurance Charges | 75,200 | 89,900 | 89,900 | 0 | 110,900 |
| Subtotal - Services | 795,880 | 1,076,500 | 959,200 | 117,300 | 982,200 |
| <u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY</u> | | | | | |
| 46100 Reimb to General Fund | 2,121,400 | 1,598,000 | 1,598,000 | 0 | 1,538,400 |
| 49600 Reimb to Streets & Roads | 240,000 | 277,000 | 277,000 | 0 | 190,000 |
| 49648 Transfer to Computer Equip. | 38,200 | 64,800 | 64,800 | 0 | 54,100 |
| 49649 Transfer to GIS | 28,900 | 27,100 | 27,100 | 0 | 25,500 |

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

| | <u>ACTUAL</u> <u>2007-08</u> | <u>FINAL</u> <u>BUDGET</u> <u>2008-09</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>VARIANCE</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---------------------------------|---|---|-----------------------------------|---------------------------------|
| <i><u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY (CONT'D)</u></i> | | | | | |
| 49297 Transfer to Retiree Medical Fund | \$2,000 | \$3,800 | \$3,800 | \$0 | \$14,200 |
| 49656 Transfer to FIS Project | 18,800 | 18,800 | 18,800 | 0 | 30,400 |
| 49763 Transfer to Vehicle Replacement | 96,000 | 85,600 | 85,600 | 0 | 173,000 |
| 49762 Transfer to Capital Improv Fund | 0 | 0 | 0 | 0 | 6,500,000 |
| 49763 Transfer to Facilities Replacement | 1,460,000 | 1,460,000 | 1,460,000 | 0 | 1,460,000 |
| Subtotal - Reimbursements, Transfers and Capital Outlay | 4,005,300 | 3,535,100 | 3,535,100 | 0 | 9,985,600 |
| Subtotal - Current Expenses | 24,104,947 | 26,147,300 | 25,051,100 | 1,096,200 | 33,252,500 |
| <i><u>CAPITAL OUTLAY</u></i> | | | | | |
| 47020 Furnishings & Equipment | 0 | 21,200 | 21,200 | 0 | 0 |
| Subtotal - Capital Outlay | 0 | 21,200 | 21,200 | 0 | 0 |
| Anticipated Underexpenditures | 0 | (350,000) | 0 | (350,000) | (350,000) |
| TOTAL - EXPENDITURES | \$27,466,257 | \$29,621,900 | \$28,658,500 | \$963,400 | \$36,809,100 |

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

| | <u>PROJECT BUDGET</u> | <u>FINAL BUDGET 2008-09</u> | <u>ESTIMATED ACTUAL 2008-09</u> | <u>VARIANCE 2008-09</u> | <u>BUDGET 2009-10</u> |
|---|-----------------------------------|-------------------------------------|---|-----------------------------|---------------------------|
| <u>MAINTENANCE PROJECTS</u> | | | | | |
| 9763 | LA Ave Pipeline Replacement | \$325,000 | \$325,000 | \$325,000 | \$0 |
| 9763 | Mt Sinai Mixing System | 140,000 | 58,800 | 58,800 | 0 |
| 9763 | TCWTP Water Pipeline Repl | 299,970 | 266,400 | 266,400 | 0 |
| 9763 | Work Order System | 145,000 | 7,300 | 0 | 7,300 |
| 9763 (A) | Paving/Slurry Seal at Tank Sites | -- | 18,200 | 18,000 | 200 |
| 9763 (B) | Landscaping/Noise Barrier | -- | 20,000 | 18,000 | 2,000 |
| 9763 (C) | Painting Water Tanks/Facilities | -- | 50,000 | 0 | 50,000 |
| 9763 (D) | Refurbish Pumping Facilities | -- | 105,600 | 103,600 | 2,000 |
| 9763 (E) | Valve Box Replacement | -- | 15,000 | 0 | 15,000 |
| 9763 (F) | Main Line Valve Replacement | -- | 75,000 | 14,600 | 60,400 |
| 9763 (G) | District Telemetry System | -- | 151,500 | 151,500 | 0 |
| 9763 (H) | Vulnerability Assessment Upgrade | -- | 55,000 | 45,000 | 10,000 |
| 9763 (I) | Interior Tank Recoating | -- | 306,800 | 306,800 | 0 |
| 9763 (J) | Patricia Ave Supply Line (Design) | 50,000 | 0 | 0 | 50,000 |
| | Subtotal - Maintenance Projects | 959,970 | 1,454,600 | 1,307,700 | 146,900 |
| <u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u> | | | | | |
| 47020 | Furnishings & Equipment | -- | 35,000 | 35,000 | 0 |
| 47028 | Computers | -- | 9,000 | 9,000 | 0 |
| | Subtotal - Capital Outlay | -- | 44,000 | 44,000 | 0 |
| TOTAL - REPLACEMENT RESERVE FUND PROJECTS | | -- | \$1,498,600 | \$1,351,700 | \$146,900 |
| | | -- | \$813,000 | \$146,900 | \$813,000 |

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

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

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

| | <u>FINAL BUDGET 2008-09</u> | <u>ESTIMATED ACTUAL 2008-09</u> | <u>BUDGET 2009-10</u> | <u>PROJECTION 2010-11</u> | <u>PROJECTION 2011-12</u> |
|----------------------------------|--|--|----------------------------------|--------------------------------------|--------------------------------------|
| BEGINNING WORKING CAPITAL | \$10,413,228 | \$10,413,228 | \$12,798,628 | \$8,518,428 | \$9,119,028 |
| <u>REVENUES</u> | | | | | |
| Operating Revenues | 31,043,300 | 31,043,900 | 32,528,900 | 33,667,400 | 34,845,800 |
| <u>EXPENDITURES</u> | | | | | |
| Operating Expenditures | <u>(29,621,900)</u> | <u>(28,658,500)</u> | <u>(36,809,100)</u> | <u>(33,066,800)</u> | <u>(34,843,500)</u> |
| ENDING WORKING CAPITAL | <u>\$11,834,628</u> | <u>\$12,798,628</u> | <u>\$8,518,428</u> | <u>\$9,119,028</u> | <u>\$9,121,328</u> |

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

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

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

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

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
CONSOLIDATED WORKING CAPITAL SUMMARY

| | FINAL BUDGET <u>2008-09</u> | ESTIMATED ACTUAL <u>2008-09</u> | BUDGET <u>2009-10</u> | PROJECTION <u>2010-11</u> | PROJECTION <u>2011-12</u> |
|--|--|--|----------------------------------|--------------------------------------|--------------------------------------|
| Total - Operations Fund | \$11,834,628 | \$12,798,628 | \$8,518,428 | \$9,119,028 | \$9,121,328 |
| Vehicle Replacement Reserve | 707,975 | 707,975 | 721,075 | 723,275 | 810,175 |
| Facilities Replacement Reserve | 1,873,917 | 2,020,817 | 2,407,417 | 3,380,917 | 4,106,017 |
| Total - Replacement Reserves | 2,581,892 | 2,728,792 | 3,128,492 | 4,104,192 | 4,916,192 |
| Total - Capital Improvements Fund | 729,191 | 1,042,091 | 7,232,691 | 6,061,191 | (2,986,809) |
| TOTAL ENDING CONSOLIDATED WORKING CAPITAL | <u>\$15,145,711</u> | <u>\$16,569,511</u> | <u>\$18,879,611</u> | <u>\$19,284,411</u> | <u>\$11,050,711</u> |

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
AUTHORIZED POSITIONS

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

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

COMBINED EXPENDITURES AND DISBURSEMENTS
(Net of Transfers and Reimbursements)

| <u>FUND</u> | <u>ACTUAL</u> <u>2007-08</u> | <u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u> | <u>BUDGET</u> <u>2009-10</u> |
|--|---|--|---|
| General Fund | \$66,499,866 | \$65,707,300 | \$64,854,300 |
| Police Dept - Special Problems Section Fund | 839,502 | 821,600 | 909,700 |
| Liability Insurance Fund | 1,945,599 | 1,266,000 | 1,364,100 |
| Workers' Compensation Fund | 2,620,119 | 2,996,700 | 3,119,900 |
| CDA - Administrative Fund | 792,988 | 376,100 | 365,300 |
| CDA - Tax Increment Funds | 911,597 | 1,531,400 | 2,820,200 |
| CDA - Housing Administration Fund | 2,358,059 | 3,507,400 | 16,383,200 |
| HOME Grant Fund | 161,311 | 30,000 | 65,000 |
| Local Housing Fund | 259,243 | 236,000 | 681,000 |
| Simi Valley Lighting Maintenance District Fund | 1,409,573 | 1,360,600 | 1,509,000 |
| Development Agreements Fund | 414,000 | 700,000 | 466,200 |
| Law Enforcement Grants Fund | 8,615 | 29,900 | 202,600 |
| Forfeited Assets Fund | 61,751 | 136,400 | 18,000 |
| Retiree Medical Benefits Fund | 166,308 | 146,300 | 146,500 |
| Streets & Roads Program Fund | 6,950,400 | 7,137,100 | 6,197,500 |
| Computer Equipment Replacement Fund | 595,554 | 736,300 | 721,400 |
| Vehicle Replacement Fund | 630,796 | 900,700 | 1,384,300 |
| Building Improvement Fund | 78,853 | 68,300 | 600,000 |
| Geographic Information System Optimization Fund | 73,761 | 90,400 | 75,200 |
| Financial Information Systems Optimization Fund | 3,595 | 209,300 | 200,000 |
| Transit Fund | 4,922,467 | 5,374,000 | 4,866,800 |
| Sanitation Funds | 13,950,900 | 14,703,300 | 15,165,000 |
| Ventura County Waterworks District No. 8 Funds | 27,226,400 | 30,433,500 | 28,881,800 |
| Total Combined Expenditures and Disbursements | <u>\$132,881,257</u> | <u>\$138,498,600</u> | <u>\$150,997,000</u> |