

CITY OF SIMI VALLEY

FISCAL YEAR 2012-13



PRELIMINARY BASE BUDGET **SUPPORTING DOCUMENT**

**FISCAL YEAR 2012-13 PRELIMINARY BASE BUDGET
SUPPORTING DOCUMENT**

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**CAPITAL ASSET REQUESTS
FY 2012-13**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
Sanitation Fund (Page S249)			
1 Replace One All Weather Refrigerated Sampler	\$0	\$6,500	\$6,500
Total - Sanitation Fund	0	6,500	6,500
VC Waterworks District No. 8 (Page S278)			
1 Two Replacement Natural Gas Engine Controllers	0	25,000	25,000
Total - Waterworks District	\$0	\$25,000	\$25,000

**POLICY ITEMS
FY 2012-13**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
City Administration (Page S12)			
1 Economic Development Activities	\$188,800	\$0	\$188,800
Subtotal - City Administration	188,800	0	188,800
City Attorney (Page S23)			
1 Convert Two Part-Time Regular Legal Clerk Positions to One Full-Time Regular Legal Clerk Position	0	0	0
Subtotal - City Attorney	0	0	0
Department of Community Services (Page S50)			
1 Funding for Broadcast Services	0	0	0
Subtotal - Community Services	0	0	0
Department of Public Works (Page S91)			
1 Update of the Pavement Management System	25,000	0	25,000
2 Simi Valley Library Maintenance	289,900	0	289,900
3 Landscape Beautification Projects	0	0	0
4 Landscape Improvements at Various Locations	320,000	0	320,000
Subtotal - Public Works	634,900	0	634,900
Police Department Page S126)			
1 Costs related to the Closure of the East Valley Traffic Court	86,500	0	86,500
Subtotal - Police	86,500	0	86,500
Non-Departmental (Page S181)			
1 Memberships and Dues Previously Paid for by the Simi Valley Community Development Agency	25,600	0	25,600
Subtotal - Non-Departmental	25,600	0	25,600
Total - General Fund Departments	\$935,800	\$0	\$935,800
Simi Valley Transit (Page S216)			
1 Voice Announcement System and Replacement Bus Engines	\$0	\$123,000	\$123,000
2 Three Replacement Paratransit Vans With Fareboxes	0	300,000	300,000
3 Replacement of Three 40-Foot Fixed-Route Buses	0	1,460,700	1,460,700
4 Supplemental Funding to Replace In-Ground Hydraulic Lifts	0	115,300	115,300
5 Fixed-Route Bus Front and Rear Axle Tool Kits	0	17,000	17,000
6 Replacement of One Utility Van	35,000	0	35,000
Total - Simi Valley Transit	35,000	2,016,000	2,051,000
Sanitation Fund (Page S250)			
1 Supplemental Funding for Replacement of One General Utility Vehicle	0	5,000	5,000
2 New General Utility Vehicle	0	15,000	15,000
3 Sewer System Inspection Video Camera	0	44,000	44,000

**POLICY ITEMS
FY 2012-13**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
4 Security Upgrade at Water Quality Control Plant Admin. Bldg.	\$0	\$50,000	\$50,000
5 Supplemental Funding for Replacement of One Front Loader Vehicle	0	106,000	106,000
6 Sanitation Rate Study	0	50,000	50,000
Total - Sanitation Fund	0	270,000	270,000
Waterworks District (Page S279)			
1 Fixed Base Meter Reading Network Pilot Program	0	75,000	75,000
Total - Waterworks District	\$0	\$75,000	\$75,000

**REVERSE PRIORITIES
FY 2012-13**

<u>Department/Agency/Fund</u>	<u>Total</u>
City Administration (Page S14)	
1 Eliminate Funding for One Recording Secretary Position (Vacant)	\$70,700
2 Eliminate Funding for One Human Resources Technician Position (Vacant)	68,700
3 Reduce Funding for Outside Legal Counsel	10,000
4 Eliminate Funding for Part-Time Temporary Human Resources Analyst (Filled)	49,400
5 Eliminate Funding for Strategic Planning and Organizational Development	5,000
Subtotal - City Administration	203,800
City Attorney (Page S25)	
1 Eliminate Funding for Part-Time Legal Clerk Position (Vacant)	35,600
2 Eliminate Funding for One Deputy City Attorney (Filled)	153,100
Subtotal - City Attorney	188,700
Department of Administrative Services (Page S35)	
1 Eliminate Funding for One Full-Time Account Clerk II Position (Vacant)	70,400
2 Reclassify One Accounting Technician Position (Vacant) from Full-Time to Half-Time	37,700
3 Eliminate funding for one Enterprise Systems Analyst Position (Vacant)	154,600
4 Eliminate Funding for One Budget Officer Position (Vacant)	149,000
5 Eliminate funding for one Enterprise Systems Analyst Position (Vacant)	154,600
Subtotal - Department of Administrative Services	566,300
Department of Community Services (Page S52)	
1 Eliminate Funding For One Full-Time Clerk (Vacant) at the Senior Center	63,500
2 Reduce Code Enforcement Counter Technician (Filled) From Full-Time to Part-Time	15,600
3 Reduce Funding for the City Focus Newsletter	47,400
4 Eliminate the City's Funding for the Ventura Intercity Services Transit Authority (VISTA)	123,100
5 Realignment of Youth Services Division in conjunction with Simi Valley Task Force On Heroin Prevention Recommendations	28,700
6 Eliminate Funding For Temporary Assistance for Code Enforcement	41,000
7 Eliminate One Administrative Secretary Position (Vacant)	88,100
Subtotal - Department of Community Services	407,400
Department of Environmental Services (Page S66)	
1 Eliminate Funding for Preparation of a Noise Mitigation Study	90,000
2 Eliminate Funding for Preparation of a Scenic Roadway Standards Study	59,500
3 Eliminate Funding for Preparation of a Tree Master Plan	52,900
4 Eliminate Funding for Two Clerk Positions (Vacant)	127,000
5 Eliminate Funding for Two Full-Time, Temporary Planning Intern Positions (Vacant)	67,400
6 Eliminate Funding for One Recording Secretary Position (Vacant)	72,900
7 Eliminate Funding for One Senior Planner Position (Vacant)	148,700
Subtotal - Department of Environmental Services	618,400
Department of Public Works (Page S97)	
1 Eliminate Funding for Street Sweeping Services	534,300
2 Eliminate Funding for One Deputy Director/City Engineer Position (Vacant)	178,800
3 Eliminate Funding for One Deputy Director/Traffic Engineer Position (Vacant)	178,800
4 Eliminate Funding for One Management Analyst Position (Vacant)	119,200
5 Eliminate Funding for One Public Works Inspector (Vacant)	92,900
6 Eliminate Funding for One Maintenance Worker II Position (Vacant)	71,500

**REVERSE PRIORITIES
FY 2012-13**

<u>Department/Agency/Fund</u>	<u>Total</u>
7 Eliminate Funding for One Custodian Position (Vacant)	\$66,700
8 Eliminate Funding for One Custodian Position (Vacant)	66,700
9 Eliminate Funding for One Mechanic II Position (Vacant)	87,400
10 Eliminate Six Months of Funding for One Deputy Director/Maint Services Position (Vacant)	82,300
11 Eliminate Funding for the Seasonal Flags and Banners Program	17,000
12 Eliminate Funding for Self Help Tree Replacement Program	10,500
13 Eliminate Funding for the Armed Forces Banners Program	40,000
14 Eliminate Funding for the Tapo Street Lighting Program	16,000
15 Reduce Funding for Contract Engineering Services	25,000
16 Reduction of Funding for Curb, Gutter and Sidewalk Program	15,000
17 Reduce Funding for the Landscape Maintenance Contract for City-Owned Properties	95,400
18 Reduction of Tree Maintenance Funds	20,000
19 Reduction of Funding for the Street Tree Removal and Replacement Program	25,000
Subtotal - Department of Public Works	1,742,500
Police Department (Page S127)	
1 Elimination of Funding for the Honor Guard Program	6,700
2 Eliminate Six Months of Funding for One Victim Advocate Position (Vacant)	19,000
3 Eliminate Six Months of Funding for One Crime Analyst Technician Position (Vacant)	44,000
4 Reduction the Number of Shooting Range Days	15,100
5 Elimination of the Explorer Program	20,000
6 Eliminate Six Months of Funding for One Police Services Assistant Position (Vacant)	35,900
7 Eliminate of the On-Site District Attorney Community Prosecution Program	60,000
8 Eliminate Six Months of Funding for One Dispatcher Position (Vacant)	43,000
9 Eliminate Funding for Fourth of July Special Event Overtime	15,000
10 Eliminate Funding for Simi Valley Days Event Overtime	20,000
11 Eliminate Funding for New Reserve Officers	15,000
12 Elimination of the Technical Services Team	7,000
13 Eliminate Six Additional Months of Funding for One Victim Advocate Position (Vacant)	19,000
14 Eliminate Six Months of Additional Funding for One Crime Analyst Technician (Vacant)	44,000
15 Eliminate Six Additional Months of Funding for One Police Services Assistant Position (Vacant)	35,900
16 Eliminate Six Additional Months of Funding for One Dispatcher Position (Vacant)	43,000
17 Eliminate One Police Maintenance Technician Position (Filled)	63,300
18 Eliminate One Crime Scene Investigator Position (Filled)	90,000
19 Eliminate One Community Services Specialist Position in Volunteer Coordination (Filled)	104,300
20 Eliminate One Community Services Specialist Position in Crime Prevention (Filled)	104,300
21 Eliminate One Community Services Specialist Position in Traffic (Filled)	104,300
22 Eliminate One Police Services Assistant Position in Traffic (Filled)	54,600
23 Eliminate One Lieutenant Position in Traffic (Filled)	186,200
24 Eliminate One Police Officer Position in Youth Services (Filled)	139,300
25 Eliminate One Police Officer (K-9) Position (Filled)	176,500
26 Eliminate One School Resource Officer Position (Filled)	132,800
27 Eliminate One School Resource Officer Position (Filled)	132,800
28 Eliminate Three Motor Officer Positions in Traffic (Filled)	511,200
29 Eliminate Three Police Officer Positions in the Special Enforcement Section (Filled)	422,400
30 Eliminate One Motor Officer Positions in Traffic (Filled)	162,100
Subtotal - Police Department	\$2,826,700

**REVERSE PRIORITIES
FY 2012-13**

<u>Department/Agency/Fund</u>	<u>Total</u>
Police Department - Emergency Services (Page S169)	
1 Eliminate EOC Computer Funding	\$3,000
2 Eliminate Automated Telephone Notification System Funding	4,000
3 Eliminate CPR/First Aid Funding	3,700
4 Eliminate Disaster Service Worker Team Funding	3,700
Subtotal - Police Department Emergency Services	14,400
Transit Fund (Page S222)	
1 Eliminate Fixed-Route and ADA/DAR Service on Five City-Observed Holidays	21,100
2 Eliminate Saturday Service on Route C	32,300
3 Completely Eliminate Service on Route D	282,400
4 Eliminate Saturday Fixed-Route and Dial-A-Ride Service	408,000
Subtotal - Simi Valley Transit	743,800
Total - General Fund	<u>\$7,312,000</u>
Sanitation Fund (Page S256)	
1 Reduce Sludge Disposal Fees	\$250,000
2 Reduce Plant Equipment Reserve Transfer	300,000
3 Reduce Other Contract Services Account	40,000
4 Reduce Maintenance of Equipment Account	25,000
Total - Sanitation Fund	615,000
Waterworks District No. 8 (Page S280)	
1 Discontinue Main Line Valve Replacement Program	\$125,000
2 Eliminate Funding for Water Meter Change Out Program	452,100
3 Eliminate Refurbishment/Installation of District Pumping Facilities	55,000
4 Eliminate Landscaping Improvements at Tank Sites	20,000
5 Reduce Funding for Painting the Exterior of Water Tanks	50,000
Total - Waterworks District	702,100

CITY ADMINISTRATION
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 12,300

FY 2011-12 Approved Budget/Estimated Actual	\$11,500/\$11,800
FY 2010-11 Actual Expenditures	\$11,830

This account includes \$7,300 for general office supplies for City Administration and \$5,000 for service awards.

Justification for increase over FY 2011-12 Budget and Estimated Actual:

It was necessary during FY 2011-12 to also purchase office supplies for use by Community Development Agency staff due to dissolution of redevelopment agencies in California. For FY 2012-13, office supplies previously budgeted in Community Development Agency budget have been moved to the City Administration budget.

Account 42420: Special Department Expense \$ 62,900

FY 2011-12 Approved Budget/Estimated Actual	\$21,000/\$21,000
FY 2010-11 Actual Expenditures	\$22,366

This account provides for election expenses, land leases, and contributions to Simi Valley Days and the Fourth of July Fireworks Celebration and a \$400 annual lease payment for property at the corner of Tapo Canyon Road and Los Angeles Avenue.

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Anticipated expenses for the 2012 election have been added, and a land lease payment previously budgeted in the Simi Valley Community Development Agency has been added.

Account 42440: Memberships and Dues \$ 4,000

FY 2011-12 Approved Budget/Estimated Actual	\$2,200/\$2,600
FY 2010-11 Actual Expenditures	\$1,159

This account provides for participation in the following organizations:

Ventura County City Manager’s Group	\$	200
International City Management Association (ICMA)		1,400

FY 2012-13
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BUDGET

California City Management Foundation (CCMF)	400
California Society of Municipal Finance Officers (CSMFO)	100
Municipal Management Association of Southern California (MMASC)	200
City Clerks Association of California (CCAC)	300
National Notary Association (NNA)	100
Society for Human Resource Management (SHRM)	200
Chartered Property and Casualty Underwriters (CPCU)	300
International Personnel Management Association (IPMA)	400
California Public Employers Labor Relations Association (CALPELRA)	400

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The International City Management Association and California City Management Foundation memberships were formerly budgeted in the Community Development Agency Administration Fund.

Account 42450: Subscriptions and Books \$ 800

FY 2011-12 Approved Budget/Estimated Actual	\$900/\$700
FY 2010-11 Actual Expenditures	\$531

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

Los Angeles Times	\$ 200
Ventura County Star	300
Liebert training workbooks	100
California Public Employees Relations (CPER) Guide	200

Account 42460: Advertising \$ 27,700

FY 2011-12 Approved Budget/Estimated Actual	\$30,000/\$26,600
FY 2010-11 Actual Expenditures	\$24,173

This account provides for recruitment advertising, various notices and other legal advertising in the following publications:

Ventura County Star (Legal)	\$ 14,700
Ventura County Star (Personnel)	7,000
Jobs Available	1,000
Simi Valley Acorn	1,000
Specialized publications and websites	4,000

Justification for increase over FY 2011-12 Estimated Actual:

Recruitment and hiring activity was less than projected in FY 2011-12.

Account 42720: Travel, Conferences, Meetings \$ 22,500

FY 2011-12 Approved Budget/Estimated Actual	\$22,200/\$15,500
FY 2010-11 Actual Expenditures	\$9,849

This account provides funding for Council Members and staff to attend the following conferences and meetings:

3 - National League of Cities Congressional Cities Conference, Washington DC	\$ 5,400
4 - League of Cal. Cities Conference, San Diego, CA	4,800
3 - League of Cal. Cities - Channel Counties Division Meetings	500
1 - League of Cal. Cities - City Manager's Meeting	700
2 - Employee and Labor Relations Conference (Employment Law), Southern California	1,500
1 - California Public Labor Relations Conference, Monterey, CA	1,200
Legislative meetings and hearings	6,900
Oral board meal expenses	1,500

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Many conferences and meetings were not attended during FY 2011-12 due to a suspension of all non-essential travel and training.

Account 42730: Training \$ 29,200

FY 2011-12 Approved Budget/Estimated Actual	\$20,100/\$17,600
FY 2010-11 Actual Expenditures	\$18,848

This account provides funding for the following training activities:

Citywide harassment prevention	\$ 7,000
Supervisory development	5,000
Citywide Tuition Reimbursement Program (Professional Development and credit courses)	14,500
Leadership Simi Valley	1,800
Human Resources and Risk Management training	900

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Biennial harassment prevention training must legally be provided in FY 2012-13, and supervisory development training budgeted in FY 2011-12 is being deferred to FY 2012-13. Additionally, Citywide Tuition Reimbursement Program funding has been increased by \$2,500 due to increased interest in the program.

Account 42790: Mileage \$ 32,400

FY 2011-12 Approved Budget/Estimated Actual	\$35,300/\$32,400
FY 2010-11 Actual Expenditures	\$32,577

This account is used to reimburse staff for use of their personal vehicles on City business.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 191,800

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$ 277,800

FY 2011-12 Approved Budget/Estimated Actual	\$247,700/\$246,800
FY 2010-11 Actual Expenditures	\$96,904

This account provides for the following:

Legislative consultant services (General Fund Portion)	\$ 30,600
Special legal counsel	40,000
Living Green Expo	5,000
Chamber of Commerce Visitor Information Services	70,000
Municipal Code services	5,000
Written exam costs	1,200
Strategic Planning and Organizational Development	5,000
CalOpps Recruitment Program	1,500
Outside recruitment services	44,000
Employee Appeals hearing expenses	4,000
Labor Relations Consortium	4,000
Outside personnel investigations, expert witness fees, records management expenses	10,000
Employee Assistance Program	33,500
PARS administration	13,500
Retiree medical actuarial study	10,000
Executive physicals	500

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Funding for the Chamber of Commerce Visitor Information Services programs, formerly contained in the Community Development Agency budget, have been moved to City Administration.

Account 44310: Maintenance of Equipment \$ 500

FY 2011-12 Approved Budget/Estimated Actual	\$500/\$500
FY 2010-11 Actual Expenditures	\$504

This account provides for as needed repairs of furniture, equipment, and filing systems.

SUBTOTAL - SERVICES \$ 278,300

TOTAL - CURRENT EXPENSES \$ 470,100

CITY ADMINISTRATION
POLICY ITEM

PROGRAM JUSTIFICATION: Economic Development Activities - \$188,800

PRIORITY: 1

As the Simi Valley Community Development Agency (CDA) was dissolved effective January 31, 2012, a number of economic development activities previously funded by the CDA can now only be funded by the City's General Fund. Staff has reduced or eliminated funding for multiple line items that were previously included in the CDA budget. However, the following budget items are critical to the City's economic development program and are recommended for funding in the City Administration General Fund budget for FY 2012-13:

Professional/Special Services Account - \$179,900

Shop Simi Valley First Program - \$100,000
Business Attraction Marketing Program - \$50,000
Simi Valley Business Forum - \$11,000
Advertising in the San Fernando Valley Business Journal - \$18,900

Travel, Conferences, and Meetings Account - \$7,900

International Council of Shopping Centers Conference - \$7,500
International Council of Shopping Centers local events - \$200
Simi Valley Chamber of Commerce Breakfasts - \$200

Subscriptions and Books Account - \$1,000

Subscription to the Pacific Coast Business Times - \$100
Retail Tenant Directory - \$900

FISCAL YEAR 2012-13 COSTS

Current Expenses

Professional/Special Services	\$ 179,900	
Travel, Conferences, and Meetings	7,900	
Subscriptions and Books	1,000	
	<u> </u>	
Total		<u>\$ 188,800</u>

RECURRING ANNUAL COSTSCurrent Expenses

Professional/Special Services	\$ 179,900	
Travel, Conferences, and Meetings	7,900	
Subscriptions and Books	<u>1,000</u>	
Total		<u>\$ 188,800</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Recording Secretary Position (Vacant) - \$70,700 (2.0% of Budget)

PRIORITY: 1

The City Clerk’s Office is comprised of one Assistant City Clerk, two Recording Secretaries, and one Clerk II. Since FY 2009-10, the Office has been operating with only one Recording Secretary. The Recording Secretaries are responsible for preparing agendas and minutes, serving as clerks to the City Council during City Council meetings, assisting with responses to public information requests, archiving and retrieving City records, and providing passport information services to the public.

Continued elimination of funding for the Recording Secretary position will result in a continued shift of work to management-level positions. The Assistant City Clerk will continue to assist and serve as a backup to the lone remaining Recording Secretary for City Council meetings, minutes, record keeping, and archiving. In turn, responsibility for election-related activities will be shifted from the Assistant City Clerk to the Senior Management Analyst/Government Affairs in the City Manager’s Office. This shift in workloads will slow the ability of the City Clerk’s Office to prepare minutes, respond to the public, and archive records, and also limit the ability of the City Manager’s Office to complete new policy and legislative matters.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Salary and Benefits	\$ 70,700	
	<u>Total</u>	<u>\$ 70,700</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Human Resources Technician Position (Vacant) - \$68,700 (1.9% of Budget)

PRIORITY: 2

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

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

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Salary and Benefits	<u>\$ 68,700</u>	
	Total	<u>\$ 68,700</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Outside Legal Counsel - \$10,000 (0.3% of Budget)

PRIORITY: 3

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

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

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Professional/Special Services	\$ 10,000	
	<u>Total</u>	<u>\$ 10,000</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Part-Time Temporary Human Resources Analyst (Filled) - \$49,400 (1.4% of Budget)

PRIORITY: 4

The Temporary Human Resources Analyst is responsible for research and analysis on a variety of personnel and labor relations matters, such as classification and compensation, preparing the City's Workforce Diversity Report, researching critical, time-sensitive labor relations issues, and conducting exit interviews. The position also assists the Deputy Director/Human Resources researching a variety of spontaneous issues that arise. The position has been extremely valuable in being able to address human resource issues that could not otherwise be anticipated.

Eliminating this position would result in staff assuming additional duties. Staff is currently working consistent extra hours in order to meet deadlines. Reducing staff and thereby impacting the ability to respond to issues in a timely manner could create legal liabilities and jeopardize the City's ability to ensure organizational excellence. In this legal and regulatory environment it is critical that cities properly administer personnel policies and handle employee issues in a timely manner. The technical assistance provided by this position supports the City's human resource staff in adhering to legal and professional standards and ensures legally defensible human resources practices.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Temporary Salaries	\$ 49,400	
	<u>Total</u>	<u>\$ 49,400</u>

RECURRING ANNUAL SAVINGS

Current Expenses	\$ 49,400	
	<u>Total</u>	<u>\$ 49,400</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Strategic Planning and Organizational Development - \$5,000 (0.1% of Budget)

PRIORITY: 5

The City's Executive Management Team periodically convenes for strategic discussions on how to most effectively direct the organization toward implementation of City Council goals and priorities. The Team employs the services of a management consultant to facilitate consensus-driven problem solving, enhance communication, and encourage team building.

The impacts of eliminating funding for strategic planning and organizational development would be the loss of the opportunity to discuss City goals and operational issues and enhance working relationships among the Executive Team in a focused, facilitated setting.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Professional/Special Services	\$ 5,000	
	Total	\$ 5,000

RECURRING ANNUAL SAVINGS

None

CITY ATTORNEY
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 2,300

FY 2011-12 Approved Budget/Estimated Actual	\$2,300/\$2,000
FY 2010-11 Actual Expenditures	\$1,339

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

Account 42440: Memberships and Dues \$ 2,100

FY 2011-12 Approved Budget/Estimated Actual	\$2,100/\$2000
FY 2010-11 Actual Expenditures	\$1,970

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

California State Bar (4 Attorneys)	\$ 1,925
Tri-Counties Government Attorneys Association (4 Attorneys)	140
SCAN NATOA Annual Membership	35

Justification for increase over FY 2011-12 Estimated Actual:

The California State Bar provided a one-time reduction of \$10 for 2012 dues. Additionally, Tri-Counties dues for four attorneys will increase by \$20.00 in FY 2012-13.

Account 42450: Subscriptions and Books..... \$ 8,000

FY 2011-12 Approved Budget/Estimated Actual	\$8,400/\$7,800
FY 2010-11 Actual Expenditures	\$8,185

This account is used to maintain ongoing subscriptions and supplements required to update print publications necessary for legal research. It also provides for the purchase of new legal publications as necessary. The budget for each of the publications listed below has been adjusted to accommodate vendor estimates of increases/decreases occurring in 2012-13, with a few publications being discontinued. The Office is currently under a 3-year Subscriber Agreement with Thomson/West “Westlaw” for the use of their on-line legal research program and will continue to receive a 50% discount on Thomson/West print publications. The Subscriber Agreement will end in July 2013.

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

ACEC publications	\$ 200
CEB Regents	3,100
Daily Journal (includes Court Rules)	900
James Publishing	100
Local Government Publications	150
Lexis Nexis/Matthew Bender	750
Specialized legal publications	300
Solano Press	200
Thomson/West	2,300

Justification for increase over FY 2011-12 Estimated Actual:

Increases or decreases for the publications received from various vendors as listed above are based on estimates given. Thus, the estimated actual fluctuates from year to year. The account has been increased by \$200 over the estimated actual, while the total requested budget has been decreased by \$400.

Account 42720: Travel, Conferences, Meetings \$ 3,000

FY 2011-12 Approved Budget/Estimated Actual	\$2,100/\$1,000
FY 2010-11 Actual Expenditures	\$2,371

This account is used to cover costs of conferences and meetings that provide educational sources for the attorneys to continue to update their knowledge of municipal law, as well as their individual expertise as it relates to local government. The League of California Cities Spring Conference provides valuable municipal law training, as well as eight or more hours of credit toward State Bar Mandatory Continuing Legal Education (MCLE).

2 – League of California Cities City Attorneys Spring Conference
 (May 2013), Northern location (City Attorney and Senior
 Assistant City Attorney) \$ 3,000

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Although, the City Attorney and Senior Assistant City Attorney were both scheduled to attend the League’s City Attorneys Spring Conference, in Los Angeles, one of the Deputy City Attorney’s attended in their place. The budget for this account is being increased for FY 2012-13 because the League’s 2013 City Attorneys Spring Conference will be held in Northern California.

Account 42730: Training \$ 4,100

FY 2011-12 Approved Budget/Estimated Actual	\$4,700/\$2,400
FY 2010-11 Actual Expenditures	\$2,823

This account is used for the following seminars and workshops that help staff stay informed and up-to-date in the areas of law and local government:

4 - Tri-Counties Attorneys Monthly Meetings	\$	700
4 - Annual Training Resources: UCLA Extension Seminars, State Bar of CA Webinar Programs, & CPOA Educational Courses		1,000
1 - League of California Cities Annual City Attorney's Conference Minimum Continuing Legal Education (Sept. 5-7, 2012), San Diego		1,400
1 - Liebert Public Sector Employment Law Conference (March 21-22, 2013), Newport Beach Marriott Hotel & Spa		1,000

Justification for increase over the FY 2011-12 Estimated Actual:

The Attorneys were unable to attend budgeted training activities in FY 2011-12 due to workload restrictions. Additionally, they were able to attend cost-free or low cost training opportunities during the year, such as the workshops put on by the Ventura/Santa Barbara Relations Consortium. The 2012 League of California Cities Annual City Attorneys' Conference and the 2013 Liebert Public Sector Employment Law Conference will both be held in Southern California in FY 2012-13 and the budget was decreased accordingly. The budget for Tri-Counties Meetings was increased by \$200 due to increases in the amounts charged for lunches. These meetings, in addition to other training resources listed above, provide the attorneys with mandatory MCLE credits required by the State Bar.

Account 42790: Mileage \$ 10,100

FY 2011-12 Approved Budget/Estimated Actual	\$9,100/\$8,200
FY 2010-11 Actual Expenditures	\$7,374

This account includes reimbursement for use of personal vehicles for City business by staff.

Justification for increase over the FY 2011-12 Budget and Estimated Actual:

Mileage savings in FY 2011-12 were generated due to a staff vacancy in the latter part of the fiscal year. The budget for this account fluctuates from year to

year depending on the volume of noticed depositions and various court appearances attended by staff attorneys. At the end of January 2012, all East County Civil Law Judges and Clerk’s operations were reassigned to the Hall of Justice in Ventura, which increased the frequency of attorneys traveling to Ventura for court appearances and accruing mileage expense. The pending closure of the East County Division of the Ventura County Superior Court on June 30, 2012, will require additional travel to and from Ventura. The City Attorney’s Office is working to create a more efficient criminal citation scheduling system to reduce mileage cost. Until such time as a scheduling system is put into place, it is anticipated that an additional \$1,000 for mileage reimbursement will be needed in FY 2012-13.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 29,600

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 18,100

FY 2011-12 Approved Budget/Estimated Actual	\$17,300/\$16,600
FY 2010-11 Actual Expenditures	\$15,783

This account provides funding for on-line legal research and the hiring of specialized attorney services on short notice.

WestlawPRO - CA WestlawNEXT Gov. Select LVL (4 Attorneys)	\$ 17,200
On-line Research Outside of CA Gov. Select	500
Messenger and Service of Process	400

Justification for increase over the FY 2010-11 Budget and Estimated Actual:

Beginning in July 2012, charges for the on-line use of the WestlawPRO and WestlawNEXT programs will increase by 5% for the third 12-month period, as provided for in the 3-Year subscriber agreement with Thomson/West. The Office will continue to receive a 50% discount on its existing Thomson/West print subscriptions as part of the Subscriber Agreement. At the time the budget was being prepared, there were no outside research services, consulting or other legal services required as of March 2012. The need for these services varies from year to year, and will continue to be budgeted for accordingly.

SUBTOTAL – SERVICES \$ 18,100

TOTAL – CURRENT EXPENSES \$ 47,700

CITY ATTORNEY
POLICY ITEM

PROGRAM JUSTIFICATION: Convert Two Part-Time Regular Legal Clerk Positions to One Full-Time Regular Legal Clerk Position - \$0

PRIORITY: 1

The City Attorney's Office is currently staffed with four attorneys and three support positions. The support positions include one full-time Legal Secretary and two part-time Legal Clerks. One part-time Legal Clerk position has been kept vacant since February 2011 as a salary savings measure. The second part-time Legal Clerk position is vacant due to a recent retirement. It is recommended that the two part-time positions be combined into one full-time position at no additional cost to the City.

On September 15, 2008, the full-time position of Legal Clerk became vacant due to a resignation. Due to budget constraints, the position was subsequently downgraded to a part-time regular Legal Clerk position. The vacant part-time Legal Clerk position was subsequently filled on December 7, 2009 with a temporary employee without benefits due to budgetary concerns. On February 15, 2011, that position became vacant.

Current support staff in the City Attorney's Office is comprised of one Legal Secretary who supports and assists the City Attorney and three staff attorneys. There is currently no backup staff support for the Legal Secretary due to the two part-time vacancies.

In the past year, the City Attorney's Office has experienced a dramatic increase in workload for all attorneys due to increased requests by the City Council and City Departments for opinions and advice; review of staff reports, contracts, and various other documents; meetings; Municipal Code filings; and court appearances for both criminal and civil matters.

The full-time Legal Clerk's duties would include: answering all incoming telephone calls; providing information and referral to citizens and City staff inquiries; filing legal documents with the court; processing settlement and claim payments and preparing the requisitions for all liability-related vendors; distributing incoming mail; assisting in setting-up meetings for all attorneys; entering and reconciling business travel; providing assistance in updating the law library; complying with the City's records retention policy; providing support to the attorneys; and acting as a backup when the Legal Secretary is not at work. This will result in the attorneys and the Legal Secretary having consistent support each working day.

Having a second full-time support staff person available on a full-time basis will provide the following benefits over two part-time positions:

- A better daily working knowledge of current office workload on a continual basis and to be able to provide uninterrupted assistance to the attorneys as required

- Ability to assist the Legal Secretary more effectively due to comprehensive knowledge of current legal issues being addressed by the attorneys
- Need for less direction, as the full-time Legal Clerk would be present during the hours that the office is functioning

Should this Policy Item be approved, Reverse Priority No. 1 for eliminate of funding for one part-time Legal Clerk position cannot be approved, as the funds would need to remain in the budget to fund this request.

FISCAL YEAR 2012-13 COSTS

Personnel

Add: Salary and Benefits – One Full-Time Legal Clerk	\$ 69,300	
Delete: Salary and Benefits – Two Part-Time Legal Clerks	<u>(69,300)</u>	
Total		<u>\$ 0</u>

RECURRING ANNUAL COSTS

Personnel

Add: Salary and Benefits – One Full-Time Legal Clerk	\$ 69,300	
Delete: Salary and Benefits – Two Part-Time Legal Clerks	<u>(69,300)</u>	
Total		<u>\$ 0</u>

CITY ATTORNEY
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Part-Time Legal Clerk Position (Vacant) - \$35,600
(0.4% of Budget)

PRIORITY: 1

The part-time Legal Clerk Position performs a variety of functions including typing confidential memoranda, letters and legal documents; providing primary clerical support and assistance to the Legal Secretary, and assisting with various duties as needed by the attorneys. This position also answers telephone calls, responds to inquiries from the public, files legal documents, maintains office files and confidential records, photocopies, scans litigation files onto CD's pertaining to Record Retention Schedules, and assists in maintaining the law library.

Elimination of this position would greatly reduce the efficiency of the Legal Secretary and the attorneys, cause delays in word processing, filing, photocopying, scanning, and timely preparing files for destruction in keeping with the City's Record Retention Schedules. Additionally, elimination of this position would cause the loss of a backup person in the mornings or afternoons for the Legal Secretary when the other Part-Time Legal Clerk is not scheduled to work, during vacations, unscheduled and unexpected absences. During any absences of the Legal Secretary, only one part-time support person in the office for four attorneys, creating a burden and hardship for all.

It should be noted that Policy Item No. 1, combining two part-time Legal Clerk positions into one full-time position, and this reverse priority are mutually exclusive. If the City Council has taken action to approve the Policy Item, but desires to also approve a budget reduction by eliminating funding for this vacant position, it will be necessary to first rescind its approval of the Policy Item and then approve the Reverse Priority.

FISCAL YEAR 2012-13 SAVINGS Budget
Reductions

Personnel

Salary and Benefits	\$ 35,600	
	<u>Total</u>	<u>\$ 35,600</u>

RECURRING ANNUAL SAVINGS

None

CITY ATTORNEY
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Deputy City Attorney (Filled) - \$153,100
(15% of Budget)

PRIORITY: 2

A Deputy City Attorney position prosecutes infractions and misdemeanors involving Municipal Code violations, conducts in-house office conferences with Municipal Code violators to resolve code violations that may have otherwise been prosecuted, defends civil actions on behalf of the City, oversees tort claims handled by the City, recommends adjustment and settlement of claims as appropriate, litigates personal injury cases brought against the City through trial and appeals, and works with the City's Workers' Compensation staff on subrogation actions to recover monetary damages from third parties responsible for injuries to City employees. This attorney also works closely with outside legal counsel to cut costs by supervising outside counsel, drafting pleadings, responding to discovery, attending depositions, and making court appearances, and performs other duties as assigned.

In FY 2010-11, the Assistant City Attorney position was reclassified to a Deputy City Attorney position and the job description was rewritten.

Elimination of this position would severely impact the ability of the City Attorney's office to prosecute infractions and misdemeanors cited by the Police Department and code enforcement complaints, in addition to impacting the City's defense in civil legal actions, which include various court and deposition appearances. It would also result in a decreased ability for the City Attorney and other staff attorneys to respond in a timely manner to requests by City Departments for legal assistance. The remaining Deputy City Attorney position would have to take on the duties of the eliminated Deputy City Attorney position, and that would result in sending all litigation to outside law firms for defense at rates that range from \$150 to \$300 per hour, thereby creating additional costs to the City in the legal services category of the Liability Insurance Fund budget.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salary and Benefits	\$	160,500	
Annual Leave Cash-Out		(12,000)	
		Subtotal	\$ 148,500

Current Expenses

Office Supplies	\$	350	
Mileage		1,500	
Conference		1,150	
Training		1,100	
Memberships and Dues		500	
		Subtotal	\$ 4,600
		Total	<u>\$ 153,100</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 160,500

Subtotal

\$ 160,500

Current Expenses

Office Supplies

\$ 350

Mileage

1,500

Conference

1,150

Training

1,100

Memberships and Dues

500Subtotal

\$ 4,600

Total\$ 165,100

DEPARTMENT OF ADMINISTRATIVE SERVICES
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 6,800

FY 2011-12 Approved Budget/Estimated Actual	\$8,600/\$7,900
FY 2010-11 Actual Expenditures	\$6,049

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

W-2's, 1099's for vendors, and W-2 envelopes	\$ 700
Banking supplies (includes Transit coin deposit bags)	700
General Office Supplies	2,900
Storage Media (Backup Tapes, CDs, DVDs, Memory Cards)	2,500

Account 42440: Memberships and Dues \$ 3,300

FY 2011-12 Approved Budget/Estimated Actual	\$3,100/\$2,600
FY 2010-11 Actual Expenditures	\$2,735

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

Administration:	\$ 700
Association of Public Treasurers of the United States and Canada (1 Staff)	300
California Municipal Treasurers Association (1 Staff)	100
California Society of Municipal Finance Officers (1 Staff)	100
Government Finance Officers Association (1 Staff)	200
Customer Services:	200
California Public Parking Association (1 Staff)	100
California Municipal Business Tax Association (1 Staff)	100

Fiscal Services:	1,000
American Institute of Certified Public Accountants (1 Staff)	200
Association of Government Accountants (1 Staff)	100
California Society of Municipal Finance Officers (1 Staff)	200
Government Finance Officers Association (2 Staff)	400
Municipal Management Assoc. of Southern California (1 Staff)	100
Information Services:	500
Municipal Information Services Assoc. of California (1 Staff)	400
Southern California Oracle Users Group (1 Staff)	100
Support Services:	600
Association of Public Safety Communications Officials (1 Staff)	100
California Association of Public Purchasing Officials (2 Staff)	300
Southern California Telecom Network Association (1 Staff)	100
Municipal Management Assoc. of Southern California (1 Staff)	100
Treasury Services:	300
California Municipal Treasurers Association (1 Staff)	100
Government Finance Officers Association (1 Staff)	200

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The requested Membership and Dues budget exceeds the prior Budget and Estimated Actual to accommodate an increase in CSMFO membership cost and to add one GFOA membership for the Budget Officer position.

Account 42450: Subscriptions and Books..... \$ 1,900

FY 2011-12 Approved Budget/Estimated Actual	\$1,600/\$1500
FY 2010-11 Actual Expenditures	\$830

This account provides for professional and technical publications including:

Fiscal Services:	\$ 1,400
Governmental Accounting, Auditing, and Financial Reporting Publications	200
Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Update for FY 2012-13	500
Payroll Manager's Newsletter	400
Governmental Accounting Standards Board (GASB) Publications	200
GAAFR Review	100

Support Services:	300
Creative Designer	100
Inside Photoshop	100
Dynamic Graphics and Inside Adobe In-Design	100

Treasury Services:	200
Treasury Service Publications for Quarterly Economic Reports	200

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Additional funding is requested to acquire new GAAFR update and supplements due to be published on July 12, 2012.

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

FY 2011-12 Approved Budget/Estimated Actual	\$300/\$300
FY 2010-11 Actual Expenditures	\$178

This account provides for newspaper publication of public notices for unclaimed funds related to trust funds and is offset by the General Fund revenues generated.

Account 42560: Operating Supplies \$ 5,000

FY 2011-12 Approved Budget/Estimated Actual	\$5,000/\$4,100
FY 2010-11 Actual Expenditures	\$7,602

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

Justification for increase over FY 2011-12 Estimated Actual:

The conversion from Groupwise to Outlook e-mail service and required electronic records retention will require purchase of additional storage media in FY 2012-13.

Account 42720: Travel, Conferences, Meetings \$ 10,500

FY 2011-12 Approved Budget/Estimated Actual	\$3,900/\$3,500
FY 2010-11 Actual Expenditures	\$1,216

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

Administration:

Government Finance Officers Association Annual Meeting, San Francisco, CA (1 Staff)	\$ 1,800
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California Society of Municipal Finance Officers Annual Meeting, Oakland, CA (1 Staff)	1,100
California Society of Municipal Finance Officers Monthly Meetings (1 Staff)	300
Customer Services:	
California Municipal Business Tax Association Conference, Walnut Creek, CA (1 Staff)	500
Fiscal Services:	
California Society of Municipal Finance Officers Annual Meeting, Oakland, CA (1 Staff)	1,100
Information Services:	
Versadex Annual Training Conference Ontario, Canada (2 Staff)	5,000
Support Services:	
California Public Safety Radio Association Monthly Meetings (1 Staff)	100
Southern California Telecom Network Association Monthly Meetings (1 Staff)	100
Treasury Services:	
California Municipal Treasurers Association Annual Conference Anaheim, CA (1 Staff)	300
California Municipal Treasurers Association Monthly Meetings	200

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Information Services Division staff attendance at the annual Versadex Conference has been included in the Police Department Budget in prior years. Additionally, funding is being requested in the event that the Budget Officer position is filled.

Account 42730: Training \$ 24,600

FY 2011-12 Approved Budget/Estimated Actual	\$35,900/\$32,300
FY 2010-11 Actual Expenditures	\$43,106

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

Administration:	\$ 500
Advanced Public Sector Budgeting (1 Staff)	500

Customer Services		300	
Revenue and taxation Law Training (1 staff)	300		
Fiscal Services:		2,200	
GFOA Training (8 Training Sessions)	1,000		
CSMFO Training (2 Training Sessions)	200		
CSMFO Training (6 Training Sessions)	400		
White Diehl Evans Government Tax Seminar (1 Staff)	300		
Rockhurst University - Star12 Program Webinar (6 Training Sessions)	300		
Information Services:		19,100	
System Management Training (3 Staff)	7,500		
Network Management Training (3 Staff)	3,600		
Data Storage Training (2 Staff)	3,000		
Backup Up Systems Training (2 Staff)	5,000		
Support Services:		2,000	
Motorola Training (Radio Frequency and System Upgrade Implications) (1 Staff)	2,000		
Treasury Services:		500	
Ongoing Debt Administration – Long Beach, CA (1 Staff)	300		
Investing Public Funds – Pomona, CA (1 Staff)	200		
Account 42790: Mileage			\$ 9,300
FY 2011-12 Approved Budget/Estimated Actual		\$9,300/\$8,300	
FY 2010-11 Actual Expenditures		\$8,465	

This account provides reimbursement to staff for use of their personal vehicle for City business.

Justification for increase over FY 2011-12 Estimated Actual:

Information Services Division vacancies during the year resulted in less staff use of personal vehicles and reduced mileage reimbursement cost.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 61,600

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 183,100

FY 2011-12 Approved Budget/Estimated Actual	\$172,000/\$149,500
FY 2010-11 Actual Expenditures	\$131,447

This account provides for the following services:

Audit fees	\$ 53,900
Banking fees and services	36,000
Investment services (Sympro) (shared with Sanitation and WWD)	4,300
Banking credit card services (shared with Sanitation and WWD)	12,600
Brinks (shared with Sanitation and WWD)	9,300
Bulk mail services/on-line billpay hosting (Business Tax Renewals)	10,000
CAFR Award review by GFOA	600
California municipal statistics (Needed for CAFR Preparation)	500
CSMFO Budget and CIP Award review	400
External technical services (includes urgent backup support and technical support for various systems)	10,000
Merchant Fees for Online Billpay	2,400
PARS Benefits Actuarial	7,000
Special projects and programming for Citywide personal computer applications	10,000
Investment custodial and securities safekeeping services	3,500
Investment Policy review (APT US&C)	200
Recall (bulk shredding container pickup 13 times per year)	400
State-mandated cost recovery application preparation (SB 90 claims)	10,000
Parking Citations Hearing Officer	3,000
IRS Compliant Trust Documents	9,000

Justification for increase over FY 2011-12 Budget and Estimated Actual:

FY 2011-12 expenditures were below the budget amount due to less than anticipated need for external technical services and special projects associated with personal computer applications. These needs vary from year-to-year and funds are rebudgeted for FY 2012-12. Brinks services are projected to increase by \$3,900 when daily pickup from the Senior Center is added (grant condition). The PARS benefits actuarial report is a required biannual expense that was not budgeted in FY 2010-11. Additionally, funds have been added for the preparation of IRS compliant trust documents.

Account 44310: Maintenance of Equipment..... \$ 539,500

FY 2011-12 Approved Budget/Estimated Actual	\$555,000/\$555,000
FY 2010-11 Actual Expenditures	\$540,049

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

Computer Equipment:

Hardware (servers, printers, plotters, scanners, peripherals,
 Mobile Data Terminals, and UPS devices) \$ 76,500

Security and Infrastructure Equipment (firewalls, VPN,
 routers, switches, electrical system, emergency repairs on
 critical equipment) 97,800

Licenses and Maintenance:

Software and Licenses
 SAP 77,500
 Versaterm 204,000
 Other Software (e.g. Oracle, HP, Cognos, LaserFiche) 72,000
 WebEOC Support 9,000

Vehicle Maintenance:

Support Services 2,700

SUBTOTAL – SERVICES \$ 722,600

TOTAL – CURRENT EXPENSES \$ 784,200

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Full-Time Account Clerk II Position (Vacant) - \$70,400 (1.3% of Budget)

PRIORITY: 1

The Support Services Division of the Administrative Services Department provides a variety of centralized services for the City’s operating departments. The Division’s one clerical position has been vacant since 2009, negatively impacting the other City operating departments. The support services that have been eliminated or shifted to the operating departments include:

- Providing centrally supplied office supplies (non-contract items, ergonomic tools, signs, and printed supplies such as letterhead and envelopes).
- Assigning and managing vendor profiles in SAP (assigning new accounts and changes).
- Coordinating express and package delivery services (such as FedEx and UPS).
- Coordinating supplies and maintenance services for City office machines (fax machines and copiers).
- Maintaining City bid files and copying bid documents.
- Preparing credit applications needed for new vendors by City departments.
- Filing and distributing vendor information.

Other duties have been reassigned within the Administrative Services Department. Some of these duties include preparing purchase requisitions, processing goods receipts, and tracking and managing payments for all Support Services work including City telephone, radio, and cellular systems, utilities, print shop and graphics supplies, etc. Eliminating the full-time staff funding will have a significant impact on the Department’s ability to be responsive to the operating departments.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2009-10 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 70,400</u>	
	Total	<u>\$ 70,400</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Reclassify One Accounting Technician Position (Vacant) from Full-Time to Half-Time - \$37,700 (0.7% of Budget)

PRIORITY: 2

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

Reducing funding for the Accounting Technician position would provide an annual savings to the City in the amount of \$37,700. A half-time Accounting Technician could assist the Fiscal, Treasury and Support Services divisions with needed accounting backup. However, since these divisions have no discretionary tasks, the frequency of processing vital tasks will continue to be affected. The reduced staffing level affects the level of internal controls, as there are currently only four Accounting Technicians, reduced from a fully staffed level of six. When one Accounting Technician is out of the office, the entire workload must be re-allocated to ensure that the same person creating a payment in the City's financial system is not also approving it.

The Accounting Technicians already have very heavy workloads, processing and tracking thousands of transactions monthly and over \$100 million in deposits and expenditures annually. Some of the tasks performed by this position have been distributed to the management positions in the division. In addition, certain non-routine tasks instituted at the auditors' recommendation that have been delegated a lower priority will not get completed, such as fixed asset inventory, and reconciliation of the utility billing subsidiary ledger to general ledger accounts. Outside assistance may be required at year-end for preparing the Comprehensive Annual Financial Report (CAFR), or CAFR preparation would need to be outsourced to the City's outside auditors at an additional cost.

There has been significant staff turnover in the past two years with retirements and promotions, creating learning curves in several areas including payroll processing. Because certain management positions in the division already accrue significant levels of management compensation time to deal with the current workload, this situation will be aggravated if the position remains vacant.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salary and Benefits

\$ 37,700
Total

\$ 37,700

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate funding for one Enterprise Systems Analyst Position (Vacant) - \$154,600 (2.8% of Budget)

PRIORITY: 3

On February 28, 2011, the City Council approved four Enterprise Analyst positions within the Information Services division of the Department of Administrative Services to improve technology system management in the City. One of the positions has been filled with an existing staff person. The other three positions remain vacant.

The four Enterprise Systems Analyst positions are responsible for managing and enhancing the SAP, Hansen, SCADA, Versaterm, and Acella Permits systems. Currently one Enterprise Systems Analyst is managing the Versaterm System and assisting with the SAP system. The City is in the process of issuing a request for proposals to upgrade or replace three of the City's five Enterprise Resource Planning (ERP) systems:

- SAP software used Citywide for budgeting, financial management, purchasing, and human resources/payroll applications;
- Hansen software used for materials and asset management in the Waterworks District and Sanitation division of the Department of Public Works; and,
- Acella Permits Plus software is used by the Community Services, Environmental Services, and Public Works departments for planning case tracking, code enforcement case tracking, and permit issuance and tracking.

As part of the needs assessment process, one of the most critical needs identified by all City departments was for highly skilled staff in Information Services to manage the technical operation of these systems, thereby allowing Process Owners (mostly division managers in various departments) to concentrate on applying the systems' functions to their daily tasks.

Issuance of a request for proposals for major upgrades or replacement of these systems has been deferred due to the lack of staffing to carry out the various upgrade projects. Leaving the Enterprise Analyst position vacant will further delay replacement or upgrade of the Enterprise System software needed to enhance staff productivity and information transparency Citywide.

Each of the Enterprise Systems Analyst positions will be responsible for managing an aspect of the proposed upgrade/replacement project. This position would be responsible for the Hansen software used for materials and asset management in the Waterworks District and Sanitation division of the Department of Public Works. The position will also be responsible for working with each department to ensure that manual, standalone spreadsheet, and database processes are migrated to current and newly implemented enterprise systems to eliminate duplication of effort, improve overall efficiencies, and enhance reporting capabilities both internally and to the public.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 150,100	
<u>Current Expense</u>		
Training	\$ 4,500	
	<u>Total</u>	<u>\$ 154,600</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Budget Officer Position (Vacant) - \$149,000 (2.7% of Budget)

PRIORITY: 4

The Budget Officer prepares the City’s preliminary and final budgets; coordinates assigned activities with other divisions, departments and outside agencies; prepares regular financial reports and analysis; and provides highly responsible and complex administrative support to the Director of Administrative Services. The Budget Officer position has been vacant since February 2008, and the Citywide duties of the position have been managed by the Assistant City Manager and the Director of Administrative Services.

Aside from Citywide duties, the Budget Officer also assists in the development and implementation of goals, objectives, policies and priorities within the Administrative Services Department. The Budget Officer acts in administrative capacity for the Director of Administrative Services in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures, developing the Department budget, and monitoring expenditures versus budget Department-wide.

The Budget Officer is also responsible for coordinating the State and Federal reimbursement processes for natural disasters and coordinating with project managers and State and Federal disaster assistance agencies. As a financial analyst, the Budget Officer develops forecasts of revenues and expenditures needed for staffing, equipment, materials and supplies, monitors and approves expenditures, implement budget adjustments. The Assistant City Manager has been tasked with additional responsibilities in the City Manager’s Office. The vacant Deputy City Manager position has been filled at the Senior Management Analyst level, further reducing the level of resources available for budget development. Leaving this position vacant will further impact all staff associated with the budget development process as well as ongoing administration with Administrative Services.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 147,000	
<u>Current Expense</u>		
Training	<u>\$ 2,000</u>	
	Total	<u>\$ 149,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate funding for one Enterprise Systems Analyst Position (Vacant) - \$154,600 (2.8% of Budget)

PRIORITY: 5

On February 28, 2011, the City Council approved four Enterprise Analyst positions within the Information Services division of the Department of Administrative Services to improve technology system management in the City. One of the positions has been filled with an existing staff person. The other three positions remain vacant.

The four Enterprise Systems Analyst positions are responsible for managing and enhancing the SAP, Hansen, SCADA, Versaterm, and Acella Permits systems. Currently one Enterprise Systems Analyst is managing the Versaterm System and assisting with the SAP system. The City is in the process of issuing a request for proposals to upgrade or replace three of the City's five Enterprise Resource Planning (ERP) systems:

- SAP software used Citywide for budgeting, financial management, purchasing, and human resources/payroll applications;
- Hansen software used for materials and asset management in the Waterworks District and Sanitation division of the Department of Public Works; and,
- Acella Permits Plus software is used by the Community Services, Environmental Services, and Public Works departments for planning case tracking, code enforcement case tracking, and permit issuance and tracking.

As part of the needs assessment process, one of the most critical needs identified by all City departments was for highly skilled staff in Information Services to manage the technical operation of these systems, thereby allowing Process Owners (mostly division managers in various departments) to concentrate on applying the systems' functions to their daily tasks.

Issuance of a request for proposals for major upgrades or replacement of these systems has been deferred due to the lack of staffing to carry out the various upgrade projects. Leaving the Enterprise Analyst position vacant will further delay replacement or upgrade of the Enterprise System software needed to enhance staff productivity and information transparency Citywide.

Each of the Enterprise Systems Analyst positions will be responsible for managing an aspect of the proposed upgrade/replacement project. This position would be responsible for the SAP software used Citywide for budgeting, financial management, purchasing, and human resources/payroll applications. The position will also be responsible for working with each department to ensure that manual, standalone spreadsheet, and database processes are migrated to current and newly implemented enterprise systems to eliminate duplication of effort, improve overall efficiencies, and enhance reporting capabilities both internally and to the public.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 150,100	
<u>Current Expense</u>		
Training	<u>\$ 4,500</u>	
	Total	<u>\$ 154,600</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

DEPARTMENT OF COMMUNITY SERVICES
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42130: Postage \$ 26,400

FY 2011-12 Approved Budget/Estimated Actual	\$19,500/\$15,500
FY 2010-11 Actual Expenditures	\$10,074

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

City Focus Newsletter mailings (3 times/year)	\$ 23,700
Senior Center Newsletter mailings (monthly)	2,700

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The proposed FY 2012-13 Budget restores funding for mailing of one issue of the City Focus Newsletter suspended in June 2011. The Senior Center Newsletter has continued to transition to partial electronic distribution, reducing the number of newsletters mailed out.

Account 42230: Office Supplies \$ 5,000

FY 2011-12 Approved Budget/Estimated Actual	\$5,000/\$4,200
FY 2010-11 Actual Expenditures	\$2,676

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

Justification for proposed increase over the FY 2011-12 Estimated Actual:

The FY 2011-12 Estimated Actual reflects staff’s ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible. The proposed FY 2012-13 Budget rebudgets funds for supplies required to support activity in Departmental programs as well as increased attendance at the Senior Center.

FY 2012-13
REQUESTED
BUDGET

Account 42410: Uniforms and Clothing \$ 1,200

FY 2011-12 Approved Budget/Estimated Actual	\$1,200/\$1,200
FY 2010-11 Actual Expenditures	\$950

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

Account 42440: Memberships and Dues \$ 1,400

FY 2011-12 Approved Budget/Estimated Actual	\$1,500/\$1,000
FY 2010-11 Actual Expenditures	\$689

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

California Association of Code Enforcement Officers	\$ 300
American Association of Code Enforcement	100
Southern California Association of Telecommunications Officers and Advisors	200
Municipal Management Association of Southern California	300
California Park and Recreation Society	200
Ventura County Homelessness and Housing Coalition	100
California Association of Senior Service Centers	100
Simi Valley Community Council	100

Justification for proposed increase over the FY 2011-12 Estimated Actual:

Funds are budgeted at expected renewal fees for FY 2012-13, which in several instances reflects savings as a result of organizational memberships in lieu of individual memberships, and include a new membership with the California Association of Senior Service Centers. The estimated actual FY 2011-12 budget reflects staff's efforts to defer or delay membership renewals whenever possible.

FY 2012-13
REQUESTED
BUDGET

Account 42450: Subscriptions and Books \$ 700

FY 2011-12 Approved Budget/Estimated Actual	\$700/\$400
FY 2010-11 Actual Expenditures	\$302

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

Department's share of subscription with Environmental Services Department to Ventura County Star	\$ 100
Senior Center periodicals and resource guides	200
Youth Services publications and resource guides	200
Compliance program resources	100
Administrative resource materials	100

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The proposed FY 2012-13 Budget reflects staff's efforts to delay or defer subscription renewals and book purchases whenever possible. Funds are budgeted at expected renewal fees for FY 2012-13.

Account 42560: Operating Supplies \$ 55,000

FY 2011-12 Approved Budget/Estimated Actual	\$64,700/\$63,700
FY 2010-11 Actual Expenditures	\$31,251

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

Certified copies of legal documents from the Secretary of State, County Recorder, and County Clerk for Code Enforcement	\$ 400
Supplies and equipment needed for Code Enforcement operations	2,000
Senior Center Annual Volunteer Recognition Program supplies	1,000
Senior Center operating supplies	8,000
Supplies for Neighborhood Council orientations, meetings, and activities	200
Supplies for the annual Youth Summit	1,200

FY 2012-13
REQUESTED
 BUDGET

Printing of youth crisis telephone numbers on student identification cards	600	
Supplies for the annual YES Job and Career Expo and other Youth Services activities	1,000	
Supplies for Teen Assistance and Resource Program (TARP) activities/workshops	200	
Crossing Guard supplies (e.g., whistles, stop signs, street safety cones, and first aid kits)	1,000	
Supplies for the Meals On Wheels Program (fully reimbursed with grant funds)	15,200	
Supplies for the Congregate Meals Program (fully reimbursed with grant funds)	2,700	
Supplies for administrative/program activities and equipment	5,000	
Supplies for the State Beverage Container Recycling and Litter Reduction Program (fully reimbursed with grant funds)	16,500	
Account 42720: Travel, Conferences, and Meetings.....	\$	3,200

FY 2011-12 Approved Budget/Estimated Actual	\$2,500/\$2,200
FY 2010-11 Actual Expenditures	\$75

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

1 – California Code Enforcement Association Conference, (So. Cal.)	\$ 900
1 - National Conference to End Family Homelessness, (So. Cal.)	600
1 – California Association of Student Councils, (So. Cal.)	700
1 – California Association of Senior Services Centers, (So. Cal.)	900
Director’s attendance at local meetings and events	100

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The proposed FY 2012-13 Budget reflects expected costs for attendance at the itemized professional events, and includes additional funds for attendance at the 2012 CASC Youth Action Summit in Southern California. The estimated actual FY 2011-12 budget reflects savings as a result of staff’s efforts to achieve cost saving on travel and accommodations related to conference attendance whenever possible.

FY 2012-13
REQUESTED
BUDGET

Account 42730: Training \$ 4,000

FY 2011-12 Approved Budget/Estimated Actual	\$4,000/\$1,800
FY 2010-11 Actual Expenditures	\$284

This account provides funds for staff attendance at specialized workshops and training seminars and for materials (e.g., audio and video training tapes/CDs) that contribute to professional growth, professional development, and improved Department effectiveness for the Department’s approximately 70 full and part-time General Fund staff.

Administration	\$ 1,300
Citizen Services Division	1,600
Community Programs and Facilities Division	1,100

Justification for proposed increase over the FY 2011-12 Estimated Actual:

The FY 2011-12 estimated actual reflects decreased training activity related to Departmental workload impacts, as well as staff’s effort to curtail costs by deferring attendance at planned training whenever feasible. The requested FY 2012-13 budget will accommodate funding for program-specific training and provides the Department-wide Training Initiative Program.

Account 42790: Mileage \$ 31,000

FY 2011-12 Approved Budget/Estimated Actual	\$29,700/\$29,100
FY 2010-11 Actual Expenditures	\$26,059

This account provides for staff travel related to the performance of City business using personal vehicles when City vehicles are unavailable, as well as mileage reimbursement for Meals On Wheels volunteers.

Justification for proposed increase over the FY 2011-12 Budgeted and Estimated Actual:

The proposed FY 2012-13 Budget reflects the significant growth of the Senior Center’s Meals On Wheels Program.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 127,900

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 152,900

FY 2011-12 Approved Budget/Estimated Actual	\$140,900/\$140,800
FY 2010-11 Actual Expenditures	\$129,947

This account provides for the following Professional and Special Services:

Contract Services for the annual Youth Summit Provides for professional services related to facilitator training and a speaker for the annual Youth Summit.	\$ 2,000
Contract Services Related to Teen Assistance and Resource Program Provides for contract specialists (including services and all related materials) for workshops focusing on self-esteem, communication, and conflict resolution for the Teen Assistance and Resource Program (TARP).	1,000
Nationwide public record information database for Code Enforcement case investigations.	100
Annual music licensing fee for materials used by the City for special events and presentations. The fee is based on population.	3,000
Professional Services for the production of the City Focus Newsletter.	23,700
Ventura Intercity Services Transit Authority (VISTA) Provides for Simi Valley’s prorated share of the countywide transit system.	123,100

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The proposed FY 2012-13 Budget reflects restores of one issue of the City Focus Newsletter that was eliminated in the FY 2011-12 Budget. Additionally, an increase in the prorated share to VISTA for operation of a countywide transit project that connects individual transit systems due to fuel costs has been included.

FY 2012-13
REQUESTED
BUDGET

Account 44210: Animal Regulation Contract..... \$ 240,000

FY 2011-12 Approved Budget/Estimated Actual	\$240,800/\$239,800
FY 2010-11 Actual Expenditures	\$256,351

This account funds the following programs:

Base Services	\$ 154,600
Supplemental Services Contract	85,400

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The proposed FY 2011-12 Budget reflects the increased cost of shelter operations requested by Ventura County Animal Services. The City of Santa Paula will not be renewing its contract with Ventura County Animal Services, likely resulting in increased contract costs to the remaining cities.

Account 44310: Maintenance of Equipment \$ 11,900

FY 2011-12 Approved Budget/Estimated Actual	\$14,500/\$12,000
FY 2010-11 Actual Expenditures	\$12,683

This account provides for reimbursement to the Department of Public Works for maintenance and repair of Department vehicles.

Account 44490: Other Contract Services..... \$ 150,000

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

This account funds the annual Community Projects Grant Program that allocates funding to tax exempt, non-profit organizations that provides services to City residents.

SUBTOTAL – SERVICES \$ 554,800

TOTAL – CURRENT EXPENSES \$ 682,700

RECURRING ANNUAL COSTS

City Broadcast Services	\$ 19,200	
Equipment Maintenance	2,400	
Outside Agency Broadcast Services	4,800	
Video Production Services	3,000	
Community Bulletin Board Services	5,200	
Public Education G Fees	<u>(34,600)</u>	
	Total	<u>\$ 34,600</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For One Full-Time Clerk (Vacant) at the Senior Center - \$63,500 (1.4% of Budget)

PRIORITY: 1

The Simi Valley Senior Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for special events, and served approximately 190,000 participants in 2011. The Senior Center offers a wide variety of senior service programs, including congregate noontime meal service, adult classes and activities offered by the Simi Valley Adult School and Career Institute, legal, health, and social services, videos, support groups, several senior clubs, and recreational activities. During the evenings and weekends, the Senior Center is available for rent. The complement of regular, full-time staff assigned to the Senior Center consists of the Senior Services Manager, two Assistant Senior Services Managers, and two Clerks.

The Community Services Department currently has a Clerk assigned to the busy reception station at both the southwest and southeast entrances to the Senior Center. With the assistance of volunteers, the Clerks greet and assist seniors and volunteers; answer telephone calls; take applications for services; schedule appointments on behalf of service providers; make reservations for classes, excursions, and programs; maintain facility use records; track revenues and expenses; maintain office supply inventories; and perform a variety of other clerical duties. Even with volunteer assistance, however, it is challenging for staff to effectively monitor both entrances that provide public access to 31 rooms and spaces. In addition, the Senior Center operates extensive meal, recreation, and assistance programs.

One of the two Clerk positions has been vacant since the second half of FY 2009-10 when the incumbent retired. Elimination of funding for this position for FY 2012-13 will continue to necessitate a reduction to the level of clerical coverage time and assistance staff is able to provide to patrons at the Center and those who call the facility.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>	

Personnel

Salaries and Benefits	<u>\$ 63,500</u>	
	Total	<u>\$ 63,500</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Reduce Code Enforcement Counter Technician (Filled) From Full-Time to Part-Time - \$15,600 (0.3% of Budget)

PRIORITY: 2

The Community Services Department's Code Enforcement Section enforces municipal ordinances and regulations pertaining to property maintenance, signs, cargo containers, temporary uses, building and safety permit issues, animals, trash-related matters, business tax delinquencies, and public nuisance abatement; processes regulatory referrals from other City departments; and performs the City's tumbleweed, trash, and sign abatement programs. The Section is comprised of a Code Enforcement Manager, two Senior Code Enforcement Officers, four Code Enforcement Officers, and a Counter Technician.

Beginning in FY 2008-09, the Counter Technician took a "voluntary" reduction in hours and her duties were distributed throughout the Code Enforcement Section and the Department's Administrative Support Team. This voluntary reduction in hours continued throughout FY 2009-10, 2010-11 and 2011-12. It is recommended to remain in place through FY 2012-13, resulting in a savings of \$15,600 in salaries and benefits.

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 15,600
	<u>Total</u>
	<u>\$ 15,600</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for the City Focus Newsletter - \$47,400 (1.0% of Budget)

PRIORITY: 3

The City Focus Newsletter is a communication tool that provides residents with timely and helpful information on City services, programs, projects, and policies. The newsletter is published three times each year and distributed to all Simi Valley postal residents. A total of \$47,400 is included in the proposed budget for production, publishing, and distribution of the City Focus Newsletter. The publication is mailed to all City postal addresses, including residences, post office boxes, and businesses. In addition, printed copies are distributed to various City facilities, the Simi Valley Library, and the Chamber of Commerce. Elimination of the subject funding would require that residents obtain information regarding the City via the local media, the City’s website, staff reports, the annual budget document, departmental literature and other resources.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>	
<u>Current Expenses</u>	
Postage	\$ 23,700
Professional and Special Services	<u>23,700</u>
	Total
	<u>\$ 47,400</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate the City Funding for the Ventura Intercity Services Transit Authority (VISTA) - \$123,100 (2.7% of Budget)

PRIORITY: 4

VISTA East is part of a countywide intercity fixed route transportation service that is operated by the Ventura County Transportation Commission (VCTC). The services have been in place since 1993 through an annually approved Cooperative Agreement between the cities of Simi Valley, Moorpark, Thousand Oaks and the VCTC. Residents may access the service at the Simi Valley Town Center or the Farmer's Insurance property parking lot and utilize it for fixed route service to and from other East County cities and connecting services to destinations in and throughout Ventura County and Santa Barbara. Simi Valley college students attending Moorpark College heavily use the service.

As part of a Ventura County Regional Transportation Plan process currently underway and expected to conclude later this year, the VCTC will be considering the future of the County's VISTA service and whether this service should continue to be operated by the VCTC or whether regional fixed route service needs should be determined, funded and operated at a more local level. While the Regional Plan review will not be concluded by the City's FY 2012-13 Budget adoption, staff is presenting this reduction option to the City Council so it may be considered prior to its approval of the FY 2012-13 VISTA East Cooperative Agreement with other East County cities and the VCTC. The new VISTA East Cooperative Agreement will commence on July 1, 2012.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Supplies and Professional/Special Services	<u>\$ 123,100</u>	
	Total	<u>\$ 123,100</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Supplies and Professional/Special Services	<u>\$ 123,100</u>	
	Total	<u>\$ 123,100</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Realignment of Youth Services Division in conjunction with Simi Valley Task Force On Heroin Prevention Recommendations - \$28,700 (0.6% of Budget)

PRIORITY: 5

A vacancy in the City's Teen Assistance and Resource Program (TARP) Coordinator position due to a recent retirement, provides an opportunity for the Department of Community Services to realign its youth services programs to better address emerging community needs and potential recommendations that will be coming forward from the Simi Valley Task Force on Heroin Prevention. Staff is proposing to temporarily leave the Department's TARP position vacant until the Task Force finalizes their recommendations. At that time, any adjustments can be made to the position prior to filling the position. In recent years, the Department has observed an increasing need and community advocacy for enhanced resource and referral efforts, public education and information, and work with local youth-serving agencies and non-profit organizations. The City has a wealth of resources and organizations for youth, however parents and youth in crisis often have difficulty finding and connecting with those resources when they need it.

It is also anticipated that realignment of this position could facilitate an increased emphasis and centralization of many of the City and Community Services Department's volunteer efforts and work with services organizations and community groups. In the past two years, the Department's use of volunteers has increased significantly to over 55,000 hours annually. In addition, the City has added a Community Volunteer Day, a volunteer fair where local non-profits recruit volunteers, and the selection of a community and City volunteer of the year to promote and highlight the importance of volunteers.

During FY 2012-13, over 3,300 local youth participated in the Department's Youth Services programs, events, and activities that include Youth Employment Service, Youth Council, and the TARP. These programs provide interview skills counseling and workshops, job referrals, leadership opportunities, a youth summit, resource referral, and assistance to high school and middle school teens and their families, and close work with the Simi Valley Unified School District, the Rancho Simi Recreation and Park District and other local agencies. Due to the establishment of the Police Department Youth Section, and activities associated with the Task Force On Heroin Prevention and youth advocacy groups, the Department proposes to realign one of its Community Services Specialist positions, to maximize services to the public, increase its public education, resource and referral efforts and work with youth agencies, community service organizations and volunteers. It is estimated that temporarily maintaining the position vacant until the Task Force completes its recommendations will result in savings of \$28,700.

Budget
ReductionsFISCAL YEAR 2012-13 SAVINGSPersonnel

Salaries and Benefits \$ 27,000

Current Expenses

Supplies and Professional/Special Services 1,700

Total

\$ 28,700

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For Temporary Assistance for Code Enforcement - \$41,000 (0.9% of Budget)

PRIORITY: 6

As part of the FY 2009-10 Budget process, the City Council approved a Reverse Priority Item recommending the elimination of a Senior Planner in the Environmental Services Department and the consolidation and transfer of the City’s Development Code Enforcement activities to the Department of Community Services. As a result of this action, Code Enforcement took over all planning and zoning enforcement activity. In order to achieve maximum budget savings in light of the current fiscal climate, rather than retain a full time Code Enforcement Officer, the Community Services Department requested an increase in funding for Temporary Salaries to try to accommodate the additional workload. As part of the approved reverse priority, Community Services was authorized to employ a Temporary, Limited Term Code Enforcement Officer to work approximately 20 hours per week (960 hours per year) in each budget cycle since FY 2009-2010.

Such assistance is used for designated projects and activities such as the annual Public Nuisance Abatement Program (PNAP), and planning, zoning and planning permit enforcement activity. While the elimination of funding for temporary assistance would result in a savings \$41,000, it would substantially impact Code Enforcement’s ability, turn around time and overall effectiveness in responding to Code Enforcement requests from the public and planning, zoning, and permit compliance issues.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Temporary Salaries	<u>\$ 41,000</u>	
	Total	<u>\$ 41,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 5,200

FY 2011-12 Approved Budget/Estimated Actual	\$5,000/\$5,000
FY 2010-11 Actual Expenditures	\$4,485

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

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The FY 2012-13 Budget includes \$200 in funding for office supplies needed to support the CDBG Program, which was previously budgeted in the Community Development Agency’s Housing Administration Fund.

Account 42410: Uniform/Clothing \$ 1,100

FY 2011-12 Approved Budget/Estimated Actual	\$1,100/\$1,100
FY 2010-11 Actual Expenditures	\$232

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

Account 42420: Special Departmental Expense \$ 900

FY 2011-12 Approved Budget/Estimated Actual	\$3,900/\$500
FY 2010-11 Actual Expenditures	\$309

This account provides funding for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$	200
Filing fees to the County Recorder’s Office for legal posting of Notices of Determination and Exemptions		200

Printing of temporary sign permit decals	500
Certified copies of legal documents from the County Recorder's Office for enforcement of MUSTS cases	100

Justification for increase over FY 2011-12 Estimated Actual:

The FY 2012-13 Budget includes \$500 for the purchase of decals to be affixed to temporary signs when temporary sign permits are issued. The decals were last purchased in 2008.

Account 42440: Memberships and Dues..... \$ 10,900

FY 2011-12 Approved Budget/Estimated Actual	\$10,700/\$9,400
FY 2010-11 Actual Expenditures	\$9,632

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

American Planning Association (14)	\$ 5,700
Certifications earned by Planners through the American Institute of Certified Planners (6)	1,000
Southern California Association of Environmental Professionals (2)	300
International Society of Arboriculture	200
American Society of Landscape Architects	400
Landscape Architect license	400
International Code Council	400
California Building Officials	200
International Association of Plumbing and Mechanical Officials	300
International Association of Electrical Inspectors	100
Structural Engineers Association of Southern California (2)	600
Professional Engineer Registration (2)	300
ICC Certifications earned by Building and Safety staff (13)	800
Certified Access Specialist	200

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The FY 2012-13 Budget includes funding for one professional membership for one staff member working in support of the CDBG Program. This membership was previously budgeted in the Community Development Agency's Housing Administration Fund. Savings were achieved in the FY 2011-12 Budget because fewer ICC certifications required renewal than were budgeted for.

Account 42450: Subscriptions and Books..... \$ 1,800

FY 2011-12 Approved Budget/Estimated Actual	\$2,400/\$2,000
FY 2010-11 Actual Expenditures	\$6,646

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

Planning publications, including legal guides and updates (CEQA and Subdivision Map Act)	\$ 400
2012 International Building Model Code books	1,000
Building and Safety handbooks and interpretive manuals	200
Ventura County Star subscription	200

Account 42460: Advertising..... \$ 5,700

FY 2011-12 Approved Budget/Estimated Actual	\$20,800/\$7,200
FY 2010-11 Actual Expenditures	\$3,516

This account provides for legal advertisements for Planning Commission public hearings, the cost of which is reimbursed by applicants. Funding in FY 2011-12 was higher due to the inclusion of \$20,800 for public notification costs relating to the General Plan Update process. These GPU-related expenditures will not be required for FY 2012-13.

Account 42550: Small Tools and Equipment..... \$ 1,000

FY 2011-12 Approved Budget/Estimated Actual	\$500/\$300
FY 2010-11 Actual Expenditures	\$367

This account provides for the purchase of safety gear required by OSHA when the Electrical Inspector is inspecting “live” electrical panels.

Justification for increase over FY 2011-12 Budget and Estimated Actual:

This account normally provides for the replacement of Building Inspector tools; however, the FY 2012-13 Budget includes funding for the one-time purchase of safety gear that is newly required by OSHA.

Account 42720: Travel, Conferences, and Meetings \$ 7,200

FY 2011-12 Approved Budget/Estimated Actual	\$6,200/\$4,800
FY 2010-11 Actual Expenditures	\$160

This account provides for essential staff training at association conferences and chapter meetings. Funds in this account are allocated as follows:

In-State Planning Commission Travel:

3 - American Planning Association CA Chapter Conference \$ 3,600
 (Rancho Mirage) or League of California Cities’
 Planners Institute, (So. California)

In-State Staff Travel:

1 - American Planning Association CA Chapter Conference 1,200
 (Rancho Mirage)
 American Planning Association Regional Chapter Meetings 200
 1 - California Building Officials (CALBO) Annual Conference 1,700
 (Napa)
 ICC, CALBO, CEI, and IAPMO Chapter Meetings 500

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Funding for all non-essential training was suspended in November 2008, and travel budgets were substantially reduced from FY 2008-09 through FY 2010-11. The FY 2012-13 Budget is higher because the Planning and Building conferences in FY 2011-12 were held in the Los Angeles/Santa Barbara area but are being offered at more distant locations (Rancho Mirage and Napa) where lodging is required in FY 2012-13. Savings were achieved in FY 2011-12 because only one of three Planning Commissioners attended a budgeted Planning conference.

Account 42730: Training \$ 3,600

FY 2011-12 Approved Budget/Estimated Actual	\$3,600/\$2,100
FY 2010-11 Actual Expenditures	\$1,790

This account provides for essential training to enable staff to comply with various laws and to enforce codes consistently. Funding for all non-essential training was suspended in November 2008, and training budgets were substantially reduced from FY 2008-09 through FY 2010-11. While the training budget freeze was lifted in January 2011, staff continues to closely review training expenditures and to keep this budget low.

Funds in this account are allocated as follows:

ICC-sponsored courses to comply with AB 717 training requirements and Building Code training	3,000
Customer Service training	300
Landscape workshops	300

Justification for increase over FY 2011-12 Estimated Actual:

Of the \$3,000 budgeted for Building Code training in FY 2011-12, only \$1,800 was spent. Additionally, only \$300 of the \$600 budgeted for Planner training was spent.

Account 42790: Mileage \$ 4,900

FY 2011-12 Approved Budget/Estimated Actual	\$5,000/\$4,900
FY 2010-11 Actual Expenditures	\$4,922

This account provides reimbursement to staff for use of their personal vehicles for City business.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 42,300

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 203,300

FY 2011-12 Approved Budget/Estimated Actual	\$101,100/\$101,100
FY 2010-11 Actual Expenditures	\$6,050

This account provides for the following consultant services and studies:

General Plan Implementation Measures (April 1989)	\$ 203,300
Noise Mitigation Study	\$ 90,900
Scenic Roadway Standards	59,500
Tree Master Plan	52,900

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

The FY 2011-12 Budget included funding for consultant services for the General Plan Update and EIR and the Arroyo Simi Greenway Specific Plan, including unspent funds that were reappropriated from FY 2010-11. The FY 2011-12 Budget did not include funding for the General Plan Implementation Measures because the funding was deferred by the City Council, as was done in prior fiscal years.

The FY 2012-13 Budget includes funding for the 1988 General Plan Implementation Measures. If these measures are eliminated prior to the adoption of a new General Plan Update, a General Plan Amendment would be needed to officially delete them. Additionally, funds that remain unspent for the General Plan Update will be reappropriated for use in FY 2012-13.

Account 44310: Maintenance of Equipment..... \$ 20,900

FY 2011-12 Approved Budget/Estimated Actual	\$21,300/\$21,300
FY 2010-11 Actual Expenditures	\$22,250

This account provides for maintenance of Departmental equipment as follows:

Maintenance and repair of nine Building and Safety vehicles	\$ 19,900
Washing of Building and Safety vehicles	400
Maintenance and repair of office equipment, such as cash register, transcriber, and projectors	600

Account 44490: Other Contract Services \$ 50,000

FY 2011-12 Approved Budget/Estimated Actual	\$37,500/\$37,500
FY 2010-11 Actual Expenditures	\$25,774

This account provides funding for contractors to perform review of residential, commercial, and industrial building plans during periods of high demand for such review. These expenditures are fully offset by plan check revenues deposited by applicants. Contract services will only be retained in instances where the workload is at such a high level that in-house Plan Check Engineers cannot guarantee that initial plan reviews will accomplish the City’s turn-around goals.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

Due to an increase in permit applications and plan review submittals, specifically with regard to small business and commercial improvements requiring very short turn-around times, contract plan review services were retained to maintain project turn-around times. A total of \$50,000 is being requested for FY 2012-13 to ensure these turn-around times will be met.

SUBTOTAL – SERVICES \$ 274,200

TOTAL – CURRENT EXPENSES \$ 316,500

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Scenic Roadway Standards Study - \$59,500 (1.1% of Budget)

PRIORITY: 2

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

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

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

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

In April 1989, the City Council approved a package of General Plan Implementation Measures, which included a recommendation for consultant services to prepare a series of design standards that could be incorporated into the Development Code relating to design of scenic roadways and development adjacent to designated scenic roadways. Funding for these consultant services was included in the FY 1991-92 through FY 2011-12 Preliminary Base Budgets but was deferred by the City Council each year. This project has been included in the FY 2012-13 Preliminary Budget to ensure implementation of the measures in the 1988 General Plan. Deferral of this study reduces the City's ability to advise developers and condition projects in these areas. If eliminated prior to the adoption of a new General Plan Update, a corresponding General Plan Amendment would be needed to delete Implementation Measure VII-T.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Professional and Special Services	\$ 59,500	
	Total	\$ <u>59,500</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Tree Master Plan - \$52,900
(0.9% of Budget)

PRIORITY: 3

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

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

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

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

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

Such a plan would provide the City with a coherent design-based policy on street trees, which would incorporate the experience of the Public Works Department in dealing with maintenance and replacement of street trees. Funding for this project was included in the FY 1991-92 through FY 1998-99 Preliminary Base Budgets, but was deferred by the Council each year. In the FY 1999-00 Preliminary Base Budget, this project was incorporated within the duties assigned to the newly authorized Landscape Architect position. It was anticipated that the Landscape Architect, working in conjunction with the Public Works Department, would be able to develop a City Street Tree Master Plan as identified in the General Plan. However, with the intense workload generated by high priority development projects and code compliance activity, it became necessary to defer this project. Funding for this project was also included in the FY 2000-01 through FY 2011-12 Preliminary Budgets, but this item was again deferred by the City Council. Funding for this project has again been included in the FY 2012-13 Preliminary Budget to use consultant assistance, with coordination to be provided by the Landscape Architect.

Deferral of this item reduces the City's ability to advise developers and to effectively condition projects to provide street trees that meet both the design objectives as well as the long-term cost objectives of the community. Elimination of this project prior to the adoption of a new General Plan Update would require a corresponding General Plan Amendment to delete Implementation Measure IV-V.

Budget
ReductionsFISCAL YEAR 2012-13 SAVINGSCurrent Expenses

Professional and Special Services

\$ 52,900

Total

\$ 52,900RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Two Clerk Positions (Vacant) - \$127,000 (2.3% of Budget)

PRIORITY: 4

The Department has had four authorized Clerk I/II positions since FY 1999-00, when the fourth was added to enable staff to address critical development-supported and City-initiated workload demands in a more timely and effective manner. Prior to this authorization, there were frequent work processing delays relating to development-supported projects. Furthermore, as limited Clerk staffing resources were assigned to time-critical, development-supported projects, backlogs on non-development supported projects were created. These backlogs resulted in overcrowded records storage areas and delays in the accomplishment of the City's fiduciary responsibility to determine if funds held in trust were eligible to be returned to the depositor.

Having these four Clerk positions filled for a period of time resulted in the elimination of both development-supported and non-development supported work backlogs. Two of the four authorized Clerk positions have been vacant since early FY 2008-09. Given the elimination of prior work backlogs and the streamlining of administrative processes in the intervening years, it is not anticipated that the Department will need to fill these two Clerk positions in the foreseeable future.

If funding for these two Clerk positions were to be eliminated, the Department would likely have difficulty achieving its required annual level of salary savings, but the following savings would be achieved:

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and benefits	\$ 127,000	
	Total	\$ 127,000

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Two Full-Time, Temporary Planning Intern Positions (Vacant) - \$67,400 (1.2% of Budget)

PRIORITY: 5

The City's staffing plan includes authorization for three full-time, temporary Planning Interns positions. Two have historically been funded in the General Fund, and the third had been reimbursed by Community Development Agency Housing funds. With the dissolution of the Community Development Agency, this alternative funding source is no longer available.

Planning Interns are recruited to conduct various Planning and Housing related tasks. They provide essential support services by updating Planning and Housing and Special Projects handouts, making sure that adequate supplies are available at the Planning Counter, preparing and updating zoning and vicinity maps for the Planning Division, preparing 300' radius maps and related compilation and verification of property owners lists for City-initiated projects, conducting surveys relating to Planning and Housing issues, ensuring that public hearing notice signs are properly posted and removed, and working with GIS data and preparing computer maps in connection with the General Plan Update. Interns also gather data for Planning and Housing projects, assist with the preparation of Planning Commission and City Council presentations, assist with the Census programs, make phone calls to affordable housing participants to clarify borrower information for escrow and homeowners insurance, research apartment rents and vacancies, create and maintain the databases, and provide assistance to applicants of the First Time Homebuyer Program. The Interns assist the Planning Counter during times of need and also provide customer service support for planning and housing related matters.

At \$12.80 per hour, the cost of Planning Interns is relatively low as compared to the benefits derived from their work. Planning Interns have also been a source of candidates for recruitment efforts to fill full-time, regular positions, and several current staff members started their careers as Planning Interns with the City.

Elimination of funding for two General-funded Planning Intern positions will impact the Department's ability to provide assistance and services in a timely manner, but would result in the following budget reductions:

Budget
ReductionsFISCAL YEAR 2012-13 SAVINGSPersonnel

Salaries and Benefits

\$ 67,400
Total\$ 67,400RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Recording Secretary Position (Vacant) - \$72,900 (1.3% of Budget)

PRIORITY: 6

The Department has had two authorized Recording Secretary positions since FY 1987-88, when the last General Plan Update was considered. At that time, the Recording Secretaries shared responsibility for covering the large number of Planning Commission meetings, as the Commission concurrently reviewed development proposals and General Plan-related issues.

In the intervening years, the second Recording Secretary position was underfilled at the Secretary level, and the Secretary was cross-trained to serve as the Recording Secretary's backup in the event of absence and to provide secretarial assistance to other City Council-appointed Boards and Committees. It was anticipated that the underfilled position would be restored to its full Recording Secretary title when the Planning Commission was due to consider the next General Plan Update.

When the General Plan Advisory Committee (GPAC) was formed in mid-2007, the Secretary was assigned as Acting Recording Secretary and recorded the development-related Planning Commission meetings (as well as the various Committee meetings) while the Recording Secretary assisted at GPAC meetings and at staff hearings.

The underfilled Recording Secretary position became vacant in mid-2009, and the Department has held this position vacant since that time in order to meet the Department's annual salary savings goals. Since that time, the GPAC has completed its work, and the responsibility for providing support to the various Committees (Sustainable Simi Valley Committee, Tree Advisory Board, and Arroyo Simi Committee) has been reassigned to other Secretaries.

Responsibility for coverage at the Planning Commission meetings has reverted to the Recording Secretary (with the Department's Administrative Secretary trained to provide backup in the event of absence), and the number of Planning Commission meetings has been reduced due to decreased development activity. Therefore, unless the number of Planning Commission meetings addressing both development proposals and General Plan-related issues becomes inordinate, existing administrative staff can accommodate this Commission support workload.

If the development-supported workload increases, the Department's professional staff may be impacted by having to perform the more routine and time-consuming tasks that the Recording Secretary position has handled in the past.

If funding for this Recording Secretary position were to be eliminated, the Department would likely have difficulty achieving its required annual level of salary savings, but the following savings would be achieved:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 72,900</u>	
	Total	<u>\$ 72,900</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate One Senior Planner Position (Vacant) - \$148,700 (2.6% of Budget)

PRIORITY: 7

The Planning Division's new development application workload has been steady for the past 12 months and is expected to remain steady through at least the end of the year. Once the economy improves, the workload is expected to increase. However, this Senior Planner's position focuses primarily on the General Plan Update, which is expected to be adopted by the City Council during May 2012. In addition to the processing of billable development projects, the Division is also responsible for providing excellent customer service at the public Planning counter and for the preparation of a broad variety of studies and reports on City-initiated projects. These range from the preparation of background information on existing projects, to ordinance amendments, to research studies on new or improved processes or development controls. Further, the Planning Division has experienced an increase in non-billable projects, such as the City's extra-territorial development review process and coordination of the Sustainable Simi Valley Committee. The elimination of a Senior Planner position could negatively impact staff's ability to respond to the workload of the development community and City-initiated projects in a timely matter.

If funding for this Senior Planner position were to be eliminated, the Department would likely have difficulty achieving its required annual level of salary savings, but the following savings would be achieved:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 148,300</u>	
	Subtotal	\$ 148,300
<u>Current Expenses</u>		
Memberships and Dues	<u>\$ 400</u>	
	Subtotal	<u>\$ 400</u>
	Total	<u>\$ 148,700</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 1,479,500

FY 2011-12 Approved Budget/Estimated Actual	\$258,000/\$234,900
FY 2010-11 Actual Expenditures	\$239,525

This account provides electricity and water costs for the following:

Parkway and Tree Maintenance \$278,600
 Funding for both electricity and water costs associated with maintaining lawns, groundcover, street trees, shrubs, etc., within Landscape District No. 1 -Zone 39 (City-owned and maintained properties).

Lighting Maintenance 1,200,900
 Funding for electricity cost associated with City-owned traffic signals and streetlights.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

This FY 2012-13 budget contains projected combined utility rate increases of 8%. Additional funding is also requested for energy costs associated with traffic signals and streetlights. These costs were previously funded in the Simi Valley Lighting Maintenance District Fund, which was dissolved effective July 1, 2012.

Account 42150: Communications \$ 8,500

FY 2011-12 Approved Budget/Estimated Actual	\$800/\$800
FY 2010-11 Actual Expenditures	\$584

This account includes the monthly rental for pagers for Public Works personnel (\$800) and telecommunication lines for monitoring traffic signal systems (\$7,700).

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

Additional funding is requested for traffic signal telecommunication expenses previously funded in the Simi Valley Lighting Maintenance District Fund, was dissolved effective July 1, 2012.

Account 42230: Office Supplies \$ 8,000

FY 2011-12 Approved Budget/Estimated Actual	\$10,000/\$8,000
FY 2010-11 Actual Expenditures	\$6,386

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

Account 42310: Rentals \$ 4,000

FY 2011-12 Approved Budget/Estimated Actual	\$29,000/\$3,000
FY 2010-11 Actual Expenditures	\$2,664

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

Justification for proposed increase over FY 2011-12 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the Maintenance Section. A minimum amount is budgeted each year to cover anticipated needs.

Account 42410: Uniform/Clothing Supplies \$ 27,000

FY 2011-12 Approved Budget/Estimated Actual	\$27,000/\$27,000
FY 2010-11 Actual Expenditures	\$20,830

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

Parkway and Tree Maintenance	\$ 5,700
Street Maintenance	5,600
Building Maintenance	6,700
Traffic Maintenance	1,500
Vehicle Maintenance	3,000
Secondary Drain Maintenance	1,500
Graffiti Abatement	400
Environmental Compliance	1,700
Public Works Inspection	900

Account 42420: Special Departmental Expense \$ 130,000

FY 2011-12 Approved Budget/Estimated Actual	\$100,000/\$119,500
FY 2010-11 Actual Expenditures	\$127,523

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

Justification for proposed increase over FY 2011-12 Approved Budget and Estimated Actual:

This FY 2012-13 budget contains a projected rate increase of 8% for energy costs. Additionally, FY 2011-12 energy costs were greater than anticipated.

Account 42440: Memberships and Dues \$ 10,800

FY 2011-12 Approved Budget/Estimated Actual	\$10,800/\$10,800
FY 2010-11 Actual Expenditures	\$8,334

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

American Public Works Association	\$ 1,800
Municipal Management Association of Southern California	200
American Society of Civil Engineers	1,700
Institute of Transportation Engineers	1,400
National Safety Council	400
Professional Engineer Registrations	1,200
Maintenance Superintendents Association	100
Municipal Equipment Maintenance Association	100
International Society of Arboriculture	1,100
Irrigation and Irrigation Tech Associations	500
Pesticide Applicators Professional Association	100
Society of Municipal Arborists	100
Street Tree Incorporated	100
California Pesticide Regulation	500
California Association of Pest Control Advisors	300
Floodplain Management Association of California	100
California Water Environment Association Memberships and Certificates	900
Office of Environmental Health, Hazard Assessment - Registered Environmental Assessor	200

Account 42450: Subscriptions and Books..... \$ 1,700

FY 2011-12 Approved Budget/Estimated Actual	\$2,000/\$1,700
FY 2010-11 Actual Expenditures	\$780

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

Technical books, Standard Specifications and plan books	\$ 900
Trade journals	400
Environmental Compliance publications (Federal Register, technical books, manuals, and Best Management Practices Handbooks)	400

Account 42460: Advertising..... \$ 1,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,500/\$1,000
FY 2010-11 Actual Expenditures	\$1,404

This account funds advertising for the Household Hazardous Waste Program, Electronic Waste events, and other environmental outreach programs.

Account 42500: Fuel and Lubricants \$ 412,600

FY 2011-12 Approved Budget/Estimated Actual	320,000/\$340,000
FY 2010-11 Actual Expenditures	\$295,957

These funds provide for gasoline, diesel fuel, and lubricants for City vehicles (except Police Department and Transit vehicles).

Justification for increase over FY 2011-12 Budget and Estimated Actual:

In FY 2011-12, gasoline was budgeted at \$3.33 per gallon and diesel fuel at \$3.63 per gallon. Increasing prices, currently at \$3.97 per gallon for gasoline and \$3.98 for diesel fuel, resulted in an average price higher than anticipated. The Department's average usage is 71,000 gallons of gas and 22,000 gallons of diesel per fiscal year. For FY 2012-13, gasoline and diesel fuel is budgeted at an average of \$4.35 per gallon. An additional \$8,000 is budgeted for lubricants.

Account 42510: Tires..... \$ 51,400

FY 2011-12 Approved Budget/Estimated Actual	\$50,000/\$50,000
FY 2010-11 Actual Expenditures	\$49,903

This account funds the purchase of tires and tubes required to maintain City vehicles and equipment that may be purchased through a Cooperative Purchasing Program.

Justification for proposed increase over FY 2011-12 Budget:

The FY 2012-13 budget increase includes a projected contract Consumer Price Increase of 2.7%.

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

FY 2011-12 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2010-11 Actual Expenditures	\$6,346

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

Account 42560: Operating Supplies \$ 510,600

FY 2011-12 Approved Budget/Estimated Actual	\$635,900/\$514,700
FY 2010-11 Actual Expenditures	\$354,248

This account funds the purchase of all supplies required by the following Divisions of the Department:

<u>Parkway and Tree Maintenance</u>		\$ 20,000
Street Tree Self-Help Replacement Program	\$ 5,000	
Supplies for Self-Help Program (stakes, ties, amendment, fertilizer, etc.)	5,500	
Tree and roadside supplies	9,000	
Arbor Day supplies	500	
 <u>Street Maintenance</u>		 150,000
Asphalt	\$ 70,600	
Concrete	65,600	
Aggregate Base	2,000	
Other supplies (including sand, form lumber, nails, propane, plywood, stakes, and bagged concrete)	11,800	
 <u>Building Maintenance</u>		 85,000
Miscellaneous building materials and custodial supplies needed to maintain City buildings and parking lot lights at the facilities listed below:		
City Hall		
Cultural Arts Center		
Cypress Street Fire Station		

Department of Motor Vehicles building		
Developmental Services Building		
Former Print Shop		
Former Sheriff's Station		
Mt. McCoy and Stow radio equipment buildings		
Police Facility		
Public Services Center - maintenance buildings		
Public Services Center - office buildings		
Rail Station		
Sanitation Operations building		
Senior Center		
Transit Maintenance Facility		
<u>Traffic Maintenance</u>		55,000
Raised pavement markers, reflectorized pavement markers, paint, beads, signposts, street name signs, guide signs, stencils, banners, flags, and other supplies.		
<u>Vehicle Maintenance – All City Vehicles and Equipment</u>		128,600
Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.		
<u>Secondary Drain Maintenance</u>		6,200
Miscellaneous expenses for the purchase of concrete, asphalt, grates, manhole covers, catch basin guards, forms, and nails. Also provides for the purchase of hardware and filters for installation in catch basins at the Public Services Center to meet Stormwater Quality Management Program requirements.		
<u>City Engineering/Traffic Engineering</u>		7,300
Engineering and drafting supplies	\$ 3,000	
Stacking record file boxes, plan hold files	300	
Mylar paper	1,000	
Engineering copier print paper	2,000	
Safety equipment and measuring tools	1,000	
<u>Graffiti Abatement</u>		10,000
Provides for graffiti removal supplies, which include paint, towels, and chemicals.		
<u>Environmental Compliance</u>		48,500
Supplies and equipment for Stormwater and Hazardous Materials Management Programs such as safety equipment, fire extinguishers,		

containers for sampling, beakers, pH meter replacement parts, spill cleanup equipment, spill dikes, drain blocks, overpack containers, spill kits, and anti-spark tools. Included are funds for fluorescent tube disposal supplies, brochures, supplies to be used in the training and education of the local business community in environmental regulations, pollution prevention, waste reduction and effective resource management practices, and supplies to support community and Arroyo cleanup projects. Also included is the purchase of curb markers to meet NPDES storm drain stenciling requirements, and maintenance supplies and replacements for catch basin trash excluders and trash/recycle receptacles.

Account 42720: Travel, Conferences, Meetings \$ 5,800

FY 2011-12 Approved Budget/Estimated Actual	\$4,100/\$4,100
FY 2010-11 Actual Expenditures	\$3,854

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

Training Related Travel \$ 3,300
 1 - CWEA Pretreatment Prevention and Stormwater Conference,
 or CASQA, Cal (Management Staff) \$ 1,000

1 - Used Oil Recycling/Household Hazardous Waste/
 Western Sustainability and Pollution Prevention
 Network Conference (Management Staff) 1,300

1 - Maintenance Superintendents Assoc. Conference
 (Maintenance Superintendent), September 24-28,
 2012 (Indio, CA) 1,000

Other Travel, Conference, and Meetings 2,500

12 - American Public Works Assoc. Meetings (APWA)
 (Admin./Eng.)(Limited to 5 per month) \$ 1,000
 3 - Municipal Mgmt. Association of So. Cal. Conference
 (Management Analyst/Deputy Dir./Admin.) 100
 5 - Institute of Transportation Engineers Bi-monthly
 Meetings, CA 200
 2 - Maintenance Superintendents Assoc. Meetings
 (Maintenance), CA 400

- 1 – Municipal Equipment Maintenance Assoc. Conference
 (Maintenance, CA 300
- 1 – International Society of Arboriculture Conference
 (Maintenance), CA 500

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

Additional funds are requested to attend the Maintenance Superintendents Association Conference and to adequately fund attendance and cost increases for APWA meetings.

Account 42730: Training \$ 6,500

FY 2011-12 Approved Budget/Estimated Actual	\$8,500/\$8,500
FY 2010-11 Actual Expenditures	\$3,442

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

- 1 – Subdivision Map Act and Land Surveyors Training (Eng.) \$ 200
- 6 – Forklift Certification Training (Maintenance) 800
- 15 – Electrical Hazardous Awareness Training (Maintenance) 1,600
- 3 – Pest Control Advisor Certification Training (Maintenance) 300
- 2 – Pesticide Application Certification Training (Maintenance) 300
- 6 – Arboriculture Techniques and Certification Training (Maint.) 1,000
- 3 – Irrigation Tech Training 300
- 2 – Project Management (Landscape) 200
- 6 – CWEA Short School/Training Workshop (Tri-Counties Locations)
 and Stormwater Program Meetings/Workshops, CA 500
- 50 – California Specialized Training Institute (CSTI)
 Certification Program for First Responder Awareness/
 Operation Refresher Training (In-House Training Program) 300
- 2 – Household Hazardous Waste Info Exchange 200
- 8 – Mandatory NPDES Training 800

Account 42790: Mileage \$ 6,400

FY 2011-12 Approved Budget/Estimated Actual	\$6,400/\$6,400
FY 2010-11 Actual Expenditures	\$5,176

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

SUBTOTAL – SUPPLIES AND MATERIALS \$ 2,673,800

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 281,000

FY 2011-12 Approved Budget/Estimated Actual	\$443,800/\$317,700
FY 2010-11 Actual Expenditures	\$137,037

This account provides for the following consultant services and studies, some of which are reimbursable from developer fees:

City Engineering \$ 181,000

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

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

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

Consultant Services to update the Drainage Study Guidelines and Geotechnical Guidelines to incorporate the new MS4 permit requirements. 15,000

Consultant services to investigate various right-of-way issues associated with easements and land acquisition. 6,000

Traffic Engineering 10,000

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

Environmental Compliance 90,000

Funds are requested for implementation of stormwater runoff monitoring for the Total Maximum Daily Load (TMDL) limits including pesticides, metals, toxicity, and nutrients. Federal and state law mandates compliance

with the adopted TMDL limits. Funds are also requested for the Principal Permittee Implementation Agreement costs related to the new Countywide NPDES permit.

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

FY 2011-12 Approved Budget/Estimated Actual	\$64,700/\$49,700
FY 2010-11 Actual Expenditures	\$65,942

This account provides for maintenance of Departmental equipment as follows:

Parkway and Tree Maintenance \$ 3,700

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

Vehicle Maintenance 60,000

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

City Engineering

Reader/printer maintenance 1,000

Justification for proposed increase over FY 2011-12 Estimated Actual:

Maintenance costs were lower than anticipated due to reduced outside work required in FY 2011-12. Funding is requested at the same level to cover anticipated work.

Account 44450: Landscape Maintenance Contract..... \$ 951,800

FY 2011-12 Approved Budget/Estimated Actual	\$962,100/\$949,800
FY 2010-11 Actual Expenditures	\$1,069,939

This account funds contract maintenance of lawns, groundcover, street trees, shrubs, etc., within Landscape District No. 1 - Zone 39 (City-owned and maintained properties).

- a) Contract maintenance of Landscape District No. 1, Zone 39 (City-owned and maintained properties) including the County Courthouse, DMV, and City-owned and undeveloped parcels. \$ 645,100

- b) Contract maintenance of trees 15 feet in height and above in the Landscape District No. 1, Zone 39 (City-owned and maintained properties) areas. 285,500
- c) Newly landscaped areas to be added in FY 2012-13 (Cypress Street Fire Station). 2,000
- d) Smart irrigation controller wireless communication service for 130 sites in the Landscape District No. 1, Zone 39. 19,200

Justification for proposed increase over FY 2011-12 Estimated Actual:

Additional funds are requested for a newly landscaped area to be added in FY 2012-13.

Account 44490: Other Contract Services \$ 1,379,300

FY 2011-12 Approved Budget/Estimated Actual	\$1,039,900/\$915,700
FY 2010-11 Actual Expenditures	\$879,924

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

- Parkway and Tree Maintenance \$ 446,200
- a) Contract maintenance for street trees that are beyond staff and equipment capability, to accommodate requests for street tree services and the overlay/slurry seal program, and for new trees in the right-of-way. \$ 300,000
- b) Contract maintenance and watering of 500 not yet established street trees in conjunction with the Street Tree Replacement Program. 31,200
- c) Roadside and street tree herbicide/pesticide applications (parkways, enhanced parkways and Landscape District). 56,200
- d) Projected cost of landfill disposal fees for roadside and street tree debris. 4,000
- e) Outside services for printing and miscellaneous color copies (educational brochures, pamphlets, etc.). 500
- f) Safety kits, related first aid items, and bagged ice. 1,500

g) Contract arborists' reviews and reports of preserved street trees.	5,700
h) Removal and replacement of diseased eucalyptus trees.	5,300
i) Removal and replacement of non-conforming street trees.	40,000
j) Arbor Pro Tree inventory software upgrade, maintenance, and support.	1,800
<u>Street Maintenance</u>	35,000
Costs associated with street, curb, gutter, and sidewalk repairs to support street tree and asphalt overlay programs.	
a) Curb, Gutter, and Sidewalk Replacement Program	\$ 25,000
b) Access road maintenance (Lost Canyons)	10,000
<u>Building Maintenance</u>	110,500
Provides contractual maintenance items and services for City buildings.	
a) Air conditioning and heating system repairs for all City buildings, excluding Police Facility.	27,500
b) Miscellaneous painting for City buildings.	5,000
c) Pesticide applications around City buildings.	2,500
d) Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) for all City buildings excluding the Police Facility, Sanitation, and Waterworks.	15,000
e) Contract monitoring of fire alarm systems for all City buildings excluding the Police Facility, Sanitation, and Waterworks.	13,000
f) Roof repairs for City buildings.	8,000
g) Custodial equipment servicing/maintenance (floor buffers, vacuum cleaners, etc.).	2,500
h) Electrical system repairs and maintenance.	4,000

i) Cultural Arts Center auditorium and Multipurpose Room hardwood floor maintenance.	2,500
j) Senior Center grease trap maintenance.	2,500
k) Roll-up door and motorized gate maintenance, repairs, and replacement (1 freight door, 14 rollup doors, 2 motorized gates, and 6 automatic doors).	10,000
l) Cultural Arts Center and Senior Center/HVAC Management System repair and maintenance.	5,000
m) Emergency generator, preventive maintenance, and repairs for City Hall.	3,000
n) Miscellaneous services - repair/replacement of water heaters, interior/exterior drinking fountains, sump pumps, dishwasher, ice makers, ovens, refrigerators, exterior signs, windows, drains, locksmith services, bicycle lockers, and parking lot poles.	10,000
<u>Traffic Maintenance</u>	108,000
a) Street striping, sandblasting, pavement markers, and painting of school crosswalks.	\$ 40,000
b) Installation of flag banners.	12,000
c) Armed Forces Banner Program	40,000
d) Tapo Street Holiday Lighting	16,000
<u>Vehicle Maintenance</u>	11,400
a) Ventura County oversight and consultant testing of underground fuel tanks (mandatory)	\$ 2,500
b) Permit Fees for Garage Operations:	
Statewide portable equipment registration	600
Ventura County APCD (portable engines)	2,800
Ventura County APCD (emergency generator)	600
Ventura County APCD (underground fuel tanks)	500
Ventura County EHD (emergency generator)	500
Ventura County EHD (underground fuel tanks)	3,900

Secondary Drain Maintenance 155,000

This allocation is for the projected cost of landfill disposal fees for street sweeping, supplemental contract street sweeping, the contract cleaning of various drainage pipes throughout the City, and herbicide spraying of channels.

City Engineering/Traffic Engineering 7,000

Provides engineering copying services to accommodate sets of construction plans specifications and provides microfilming of maps for use by the reader/printer. Also provides for copying mylars.

Lighting Maintenance 303,500

Provides maintenance contract services for 121 City-owned traffic signals.

Graffiti Abatement 40,000

Contract graffiti abatement.

Environmental Compliance 162,700

- a) Provides for first aid supplies, Arroyo Simi Clean-Up event costs, printing costs for brochures and pamphlets and outreach materials in association with the Pollution Prevention Program and Stormwater Management Program. \$ 3,200
- b) Contract services for hazardous waste packing and disposal removed from City streets as a result of spills and/or illegal disposal activity. 9,000
- c) NPDES stormwater permit fee 35,000
- d) Contract services for the HHW Program 65,500
- e) Contract services for maintenance of basin trash excluders (NPDES permit requirement). 50,000

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

The FY 2012-13 budget includes increased funding is for Consumer Price Index increases for the pest control and tree maintenance contracts, and an increase in the cost of State NPDES permit fees. Additional funds are requested to adequately accommodate requests for street tree services and removal and replacement of non-conforming street trees. Restoration funding is also

requested to complete a curb, gutter, and sidewalk replacement project for which funding was previously reduced in FY 2009-10 as a midyear reverse priority. Finally, increased funding is requested for the Armed Forces Banner Program previously supported by the Redevelopment Agency, and for traffic signal maintenance formerly funded by the Simi Valley Lighting Maintenance District, which was dissolved effective July 1, 2012.

Account 44355: Reimbursement for Vehicle Maintenance \$ (887,000)

FY 2011-12 Approved Budget/Estimated Actual	(\$965,400)/(\$965,400)
FY 2010-11 Actual Expenditures	(\$980,100)

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

SUBTOTAL - SERVICES \$ 1,789,800

TOTAL - CURRENT EXPENSES \$ 4,463,600

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Update of the Pavement Management System - \$25,000

PRIORITY: 1

A Pavement Management System (PMS) is a programming tool that collects and monitors information on current pavement, forecasts future conditions, and evaluates and prioritizes alternative reconstruction, rehabilitation, and maintenance strategies for system preservation at a predetermined level of performance. The condition data in a PMS database can also be used as an engineering tool to evaluate the real-life conditions. These PMS tools rely on economic as well as engineering principles.

The Surface Transportation Program (STP) was established by the 1991 Federal Intermodal Surface Transportation Efficiency Act (ISTEA). Preventive maintenance projects are eligible for Federal-aid participation as long as the local agency certifies that it has a PMS. In addition, the decision process used by the local agency to determine project strategies must be based on the established PMS. Finally, the California Department of Transportation (Caltrans) requires each local agency to update and certify its PMS on a biennially basis if it is to receive Federal and State reimbursement.

The Department of Public Works maintains approximately 300 miles of paved streets. However, the PMS is outdated and does not meet Federal or State criteria. The current methodology relies on subjective observations by City staff that does not result in the most effective use of resources. The City also faces the possibility that it might no longer be eligible for future Federal and State transportation funding.

The current PMS software program has not been updated for eight years. Data has not been collected on a regular basis and staff lacks current training in both PMS and modern industry standard maintenance strategies. Local agencies typically hire professional engineers with expertise in PMS to conduct annual inspections, manage the data and develop project priorities. However, such professional services can cost as much as \$50,000 per year for 300 miles of street. Moreover, staff forfeits a tangible and very valuable understanding of its street infrastructure when a consultant performs these functions.

A more cost effective solution would be to train Department staff to administer the PMS in lieu of hiring outside consultants. Various small cities and counties have successfully taken this route. Although the up-front costs to update the software, purchase data collection devices, and train staff, the long-term savings are significant.

The Department proposes to retain a qualified consultant to assist in updating its PMS. The goal would be to have in-house staff trained and capable of performing the necessary surveys and making accurate Pavement Management decisions based on this information.

FISCAL YEAR 2012-13 COSTSCurrent Expense

Professional/Special Services

\$ 25,000

Total

\$ 25,000RECURRING ANNUAL COSTSCurrent Expenses

Equipment Maintenance

\$ 1,500

Total

\$ 1,500

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Simi Valley Library Maintenance - \$289,900

PRIORITY: 2

The Department of Public Works is requesting personnel and current expenses funding for staffing, materials, supplies, and services to provide building and landscape maintenance service for the Simi Valley Library. The Simi Valley Library building contains appropriately 35,000 square feet of building area. The surrounding grounds are landscaped with ground cover, trees, and flowering shrubs. In order to maintain the building and grounds to City standards, three new Custodian positions, \$52,000 for building maintenance, and \$37,800 for landscape related services are requested.

The requested funding for building maintenance will be sufficient to maintain the Library structure and parking lot lighting, including air conditioning and heating repairs, miscellaneous painting, pesticide applications, fire alarm monitoring, fire extinguisher maintenance, roof repairs, and to fix other problems as they arise. The Library grounds will require routine landscape maintenance, tree trimming, irrigation system repair, and periodic plant material replacement.

FISCAL YEAR 2012-13 COSTS

Personnel

Salaries and Benefits (3 Custodians)	\$ 200,100	
	Subtotal	\$ 200,100

Current Expenses

Operating Supplies	\$10,500	
Maintenance Contracts	41,500	
Landscape Maintenance Contract	30,300	
Other Contract Services	5,000	
Utilities	2,500	
	Subtotal	89,800
		Total
		<u>\$289,900</u>

RECURRING ANNUAL COSTS

Personnel

Salaries and Benefits (3 Custodians)	\$ 200,100	
	Subtotal	\$ 200,100

Current Expenses

Operating Supplies	\$10,500		
Maintenance Contracts	41,500		
Landscape Maintenance Contract	30,300		
Other Contract Services	5,000		
Utilities	<u>2,500</u>		
	Subtotal	<u>89,800</u>	
		Total	<u>\$289,900</u>

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Landscape Beautification Projects - \$0

PRIORITY: 3

The Memorandum of Understanding between Waste Management and the City regarding expansion of the Simi Valley Landfill provides that the City will receive \$80,000 per year for 12 years to be used for City beautification projects, including the planting and maintaining of a grove of aromatic trees on the east side of the landfill property near the Big Sky residential development. The Department of Public Works is requesting budgetary authority in FY 2012-13 to initiate tree-planting activities near the Big Sky development in consultation with the Big Sky Homeowners' Association.

FISCAL YEAR 2012-13 COSTS

Revenue

Other Contract Services	\$ 80,000	
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Current Expenses

Other Contract Services	<u>(80,000)</u>	
	Total	<u>\$ 0</u>

RECURRING ANNUAL COSTS

Revenue

Other Contract Services	\$ 80,000	
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Current Expenses

Other Contract Services	<u>(80,000)</u>	
	Total	<u>\$ 0</u>

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Various Landscape Projects - \$320,000

PRIORITY: 4

Funding is recommended for three high priority landscape projects. Should funding be allocated, these projects would be incorporated into the FY 2012-13 Streets and Roads Program. A brief description of each project follows:

Flanagan Drive Landscape Project - \$85,000

Installation of trees and groundcover in the parkway along the south side of Flanagan Drive from Yosemite Avenue to the Montaire Estates area.

Stearns Street Median Landscape Project - \$35,000

Installation of landscaping in the Stearns Street median between the westbound and eastbound off ramps of the 118 Freeway.

Los Angeles Avenue Landscape Project - \$200,000

Removal and replacement of diseased plant materials as required along the north side of Los Angeles Avenue from Erringer Road to Ralston Avenue.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Maintenance Contracts	<u>\$ 320,000</u>	
	Total	<u>\$320,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Street Sweeping Services - \$534,300 (3.73% of Budget)

PRIORITY: 1

The City annually provides Street Sweeping Services to the City of Simi Valley. Funds in the amount of \$514,300 are budgeted for this expense for the annual requirement to provide Street Sweeping services throughout Simi Valley. With the initiation of the Waste Management contract to provide these services \$514,300 could be eliminated for services, including salaries and benefits for two Heavy Equipment Operators, dump and fuel fees, additional contract sweeping costs and a reimbursement of accumulated Vehicle Replacement Funds for Street sweeping vehicles.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits (Two Heavy Equipment Operators - Filled)	\$ 147,100	
	<u>Subtotal</u>	\$ 147,100
<u>Current Expenses</u>		
Dump Fees, Fuel, Etc.	\$ 80,000	
Contract Street Sweeping	20,000	
Accumulated Vehicle Replacement Funds	<u>267,200</u>	
	<u>Subtotal</u>	<u>\$ 367,200</u>
	Total	<u>\$ 514,300</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits (Two Heavy Equipment Operators - Filled)	\$ 147,100	
	<u>Subtotal</u>	\$ 147,100

Current Expenses

Dump Fees, Fuel, Etc.	\$ 80,000		
Contract Street Sweeping	20,000		
Contribution to Vehicle Replacement Fund	<u>\$ 30,400</u>		
	Subtotal	<u>\$ 130,400</u>	
		Total	<u>\$ 277,500</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Deputy Director/City Engineer Position (Vacant) - \$178,800 (1.3% of Budget)

PRIORITY: 2

The Deputy Director/City Engineer position is currently vacant. It is proposed that the duties of the Deputy Director/City Engineer remain the temporary responsibility of the Assistant Director of Public Works for FY 2012-13. In review of the operations for the past fiscal year, it was determined the present staffing level may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a permanent reduction of the Deputy Director/City Engineer position might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored

The elimination of funding for this position would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and Benefits	\$ 178,800	
	<u>Total</u>	<u>\$ 178,800</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Deputy Director/Traffic Engineer Position (Vacant) - \$178,800 (1.3% of Budget)

PRIORITY: 3

The Deputy Director/Traffic Engineer position is currently vacant. It is proposed that the duties of the Deputy Director/Traffic Engineer remain the temporary responsibility of the Assistant Director of Public Works for FY 2012-13. In review of the operation for the past fiscal year, it was determined this present staffing level may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a permanent reduction of the Deputy Director/Traffic Engineer position might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored

The elimination of funding for this position would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and Benefits	\$ 178,800	
	Total	\$ <u>178,800</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Management Analyst Position (Vacant) - \$119,200 (0.9% of Budget)

PRIORITY: 4

One Management Analyst position is currently vacant in the Administration Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

The elimination of funding for this position would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and Benefits	\$ 119,200	
	<u>Total</u>	<u>\$ 119,200</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Maintenance Worker II Position (Vacant) - \$71,500 (0.5% of Budget)

PRIORITY: 6

One Maintenance Worker II position is currently vacant in the Street Maintenance Section. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

The elimination of funding for this position would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and Benefits	\$ 71,500	
	Total	\$ 71,500

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Custodian Position (Vacant) - \$66,700 (0.5 % of Budget)

PRIORITY: 7

One Custodian position is currently vacant in the Building Maintenance Section. In reviewing the Section’s operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

The elimination of funding for this position would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 66,700</u>	
	Total	<u>\$ 66,700</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Custodian Position (Vacant) - \$66,700 (0.5 % of Budget)

PRIORITY: 8

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

The elimination of funding for this position would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 66,700</u>	
	Total	<u>\$ 66,700</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Mechanic II Position (Vacant) - \$87,400
 (0.6% of Budget)

PRIORITY: 9

One Mechanic II position is currently vacant in the Vehicle Maintenance Section. In reviewing the Section's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

The elimination of funding for this position would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 87,400</u>	
	Total	<u>\$ 87,400</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for One Deputy Director/Maintenance Services Position (Vacant) - \$82,300 (0.6% of Budget)

PRIORITY: 10

The Deputy Director/Maintenance Services position is currently vacant. In reviewing the Section's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

The elimination of funding for this position for six months would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 82,300</u>	
	Total	<u>\$ 82,300</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the Seasonal Flags and Banners Program - \$17,000 (0.1% of Budget)

PRIORITY: 11

The City annually places seasonal flags and banners along portions of Los Angeles Avenue, First Street, Tapo Canyon Road and Tapo Street. Funds in the amount of \$17,000 are budgeted for this contracted expense. Elimination of these funds will eliminate the annual flags and banners program.

Elimination of these funds would provide the following budget reductions.

	<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>	

Current Expense

Other Contract Services	\$ 12,000	
Operating Supplies	<u>5,000</u>	
	Total	<u>\$ 17,000</u>

RECURRING ANNUAL SAVINGS

Current Expense

Other Contract Services	\$ 12,000	
Operating Supplies	<u>5,000</u>	
	Total	<u>\$ 17,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Self Help Tree Replacement Program - \$10,500
 (0.1 % of Budget)

PRIORITY: 12

The City has an annual program to provide street trees to residents who request a street tree in front of their home. The tree is provided by the City at no cost to the resident, and the resident agrees to water and care for the tree until it is established. Funds in the amount of \$10,500 are budgeted for this program. Elimination of these funds will eliminate the Self Help Tree Replacement program.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Operating Supplies	<u>\$ 10,500</u>	
	Total	<u>\$ 10,500</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expense</u>		
Operating Supplies	<u>\$ 10,500</u>	
	Total	<u>\$ 10,500</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the Armed Forces Banners Program - \$40,000
(0.3% of Budget)

PRIORITY: 13

The City annually places banners along various main City streets honoring residents who serve or have served in the Armed Forces. Funds in the amount of \$40,000 are budgeted for this contracted expense. Elimination of these funds will eliminate the annual Armed Forces banners program.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 40,000</u>	
	Total	<u>\$ 40,000</u>

RECURRING ANNUAL SAVINGS

Current Expense

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the Tapo Street Lighting Program - \$16,000
 (0.1% of Budget)

PRIORITY: 14

The City annually decorates 61 trees with miniature white lights along a section of Tapo Street between Los Angeles Avenue and Cochran Street. Funds in the amount of \$17,000 are budgeted for this contracted expense. Elimination of these funds will eliminate the annual Tapo Street lighting program.

Elimination of these funds would provide the following budget reductions.

		<u>Budget</u> <u>Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 16,000</u>	
	Total	<u>\$ 16,000</u>

RECURRING ANNUAL SAVINGS

Current Expense

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Contract Engineering Services - \$25,000 (0.2% of Budget)

PRIORITY: 15

The Department annually budgets funds to contract for City Engineering Professional and Special Services. Funds in the amount of \$181,000, much of which is reimbursed through developer fees, are budgeted for these services. A reduction of these funds will reduce engineering contract services, which include such items as public improvement plan review, inspection services, and surveying for general engineering purposes.

Reduction of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Professional and Special Services	\$ 25,000	
	<u>Total</u>	<u>\$ 25,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduction of Funding for Curb, Gutter and Sidewalk Program - \$15,000
 (0.1 % of Budget)

PRIORITY: 16

The City contracts for the maintenance of curb, gutter and sidewalk program. The FY 2012-13 proposed budget for this item is \$25,000.

This reduction would result in reduction of the proposed curb, gutter and sidewalk program to support the street tree and asphalt overlay programs. It may also increase liability exposure for the City due to potential tripping concerns.

Reduction of funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for the Landscape Maintenance Contract for City-Owned Properties - \$95,400 (0.7% of Budget)

PRIORITY: 17

Funds in the amount of \$953,800 are budgeted for maintenance of City-owned and maintained properties. Reduction in the level of landscape maintenance for some City-owned and maintained properties would reduce the cost for landscape maintenance by a total of \$95,400. This 10% reduction would result in minimal maintenance of City property and elimination of necessary upgrade items. This would create substandard City landscape areas.

Reduction of funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Landscape Maintenance Contract	<u>\$ 95,400</u>	
	Total	<u>\$ 95,400</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expense</u>		
Landscape Maintenance Contract	<u>\$ 95,400</u>	
	Total	<u>\$ 95,400</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduction of Tree Maintenance Funds - \$20,000 (0.2% of Budget)

PRIORITY: 18

The City contracts for the maintenance of approximately 2,600 trees that are beyond staff and equipment capabilities to maintain. The annual cost of this item is \$300,000.

Reduction of this program would result in inability of road equipment utilized for the Annual Minor Overlay and Slurry Seal Program to have the proper clearance. It would also increase liability exposure for the City due to potential hazards.

Reduction of the program would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduction of Funding for the Street Tree Removal and Replacement Program - \$25,000 (0.1% of Budget)

PRIORITY: 19

The City contracts for the removal and replacement of non-conforming street trees. The annual cost of this item is \$40,000.

Reduction of this program would result in inability to remove and replace non-conforming street trees. This would create substandard City landscape areas. It may also increase liability exposure for the City due to potential tree concerns.

Reduction of funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>

 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>

POLICE DEPARTMENT
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications \$ 22,100

FY 2011-12 Approved Budget/Estimated Actual	\$20,300/\$21,800
FY 2010-11 Actual Expenditures	\$22,133

This account provides for:

Department of Justice CLETS access	\$ 8,000
County of Ventura CLETS access	12,600
Satellite TV for Mobile Command Post	600
Language translation at switchboard	300
Replacement helmet microphone parts	600

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The cost for the T1 line used for County of Ventura CLETS access increased for FY 2012-13.

Account 42200: Computers (Non-Capital) \$ 9,700

FY 2011-12 Approved Budget/Estimated Actual	\$8,700/\$8,700
FY 2010-11 Actual Expenditures	\$6,504

This account is for the following software:

Legal Sourcebook site license	\$ 2,400
Annual support for investigative software; i2 & Isys	3,600
Pen Link annual support	1,400
On-Line Drug Identification System	100
Training management software support	600
EnCase Forensic Support	1,600

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The cost for the Legal Sourcebook site license increased by \$1,000.

Account 42230: Office Supplies \$ 18,300

FY 2011-12 Approved Budget/Estimated Actual	\$24,200/\$24,200
FY 2010-11 Actual Expenditures	\$10,951

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

Account 42310: Rentals \$ 17,500

FY 2011-12 Approved Budget/Estimated Actual	\$17,500/\$17,300
FY 2010-11 Actual Expenditures	\$13,584

This account is used for the following rentals:

Vehicle rental for covert operations	\$ 2,000
Rental of judgmental firearms training simulator	3,500
Rental of Angeles, VSO, etc. for SWAT and Outdoor Rifle Range	12,000

Justification for increase over FY 2011-12 Estimated Actual:

FY 2011-12 rental vehicles for covert operations costs were less than budgeted.

Account 42410: Uniform/Clothing Supplies \$ 304,500

FY 2011-12 Approved Budget/Estimated Actual	\$316,800/\$301,700
FY 2010-11 Actual Expenditures	\$225,917

This account is used for the following:

Honor Guard uniform and equipment	\$ 1,700
Spit masks	300
Bicycle officer uniforms	400
S.E.S./S.P.S. officer gear	1,500
S.W.A.T. officer uniform	1,300
C.N.T. officer uniform	300
Detective Equipment	500
Coveralls with booties	400
Respirator Filters	100
Annual uniform allowance	193,600
Police Services Assistant and Dispatch cleaning allowance	9,400
Maintenance Worker uniforms	800
Maintenance Worker boot allowance	300
Uniform replacement and badge repair	7,000
New Officer Equipment – Lateral	16,200
New Officer Equipment – Entry	26,000

New Officer Equipment – Reserve	15,000
Civilian uniforms	6,000
Replacement helmets	4,000
Citizens on Patrol, Volunteer, and Chaplain uniforms	6,900
Replacement Vests	8,300
Replacement Vest Covers	600
Replacement motorcycle uniforms	1,100
Replacement motorcycle helmets	400
New Motor Officer Gear	2,400

Justification for increase over FY 2011-12 Estimated Actual:

In FY 2011-12, expenditures were under budget due to partial year payments of uniform allowance for staff hired during the budget year. Payments of uniform allowance are based upon actual time served. Officers that are hired or leave the Department during the year receive partial allowances.

Account 42440: Memberships and Dues \$ 8,600

FY 2011-12 Approved Budget/Estimated Actual	\$8,300/\$7,600
FY 2010-11 Actual Expenditures	\$6,280

International Chiefs of Police	\$ 300
California Peace Officers Association (Lieutenants, Deputy Director, Captains, and Chief)	700
California Police Chiefs Association	2,100
Municipal Management Association of Southern California	300
International Association of Police Chaplains	700
Law Enforcement Intelligence Unit	600
National Emergency Number Association	400
Associated Public Communication Official	100
California Public Safety Radio Association	100
National Technical Investigators Association	300
California Narcotics Officers Association	450
California Tactical Officers Association	100
California Association of Hostage Negotiators	250
California Gang Investigators Association	300
California Law Enforcement Association of Records Supervisors	150
California CLETS Users Group	150
International Association Crime Analysts	150
Southern California Crime and Intelligence Analysis Association	150
California Association of Police Training Officer	50
California Crime Prevention Officers	50
California Association of Property & Evidence	150
California Background Investigators Association	50
California Reserve Police Officers Association	900
Ventura County Volunteer Coordinator Council	100

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The FY 2012-13 request includes \$300 to fund membership in the International Association Crime Analysts and the Southern California Crime and Intelligence Analysts Association. Additionally, the California Rangemaster Association and the Law Enforcement Intelligence Unit memberships were not renewed in FY 2011-12.

Account 42450: Subscriptions and Books..... \$ 2,400

FY 2011-12 Approved Budget/Estimated Actual	\$2,900/\$2,800
FY 2010-11 Actual Expenditures	\$1,508

Chaplain books	\$ 300
Annual newspaper subscriptions	400
AT&T Cross Directory	200
Dispatcher training manuals	200
Thomas Guides	200
Printed reference material	1,000
Crime Analysis Books	100

Account 42500: Fuel and Lubricants \$ 491,600

FY 2011-12 Approved Budget/Estimated Actual	\$376,300/\$376,300
FY 2010-11 Actual Expenditures	\$317,058

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

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The Department anticipates continued higher fuel costs during FY 2012-13. Gasoline was budgeted at \$3.33 per gallon in FY 2011-12. For FY 2012-13, gas is budgeted at \$4.35 per gallon. The Department's average usage is 113,000 gallons per fiscal year.

Account 42650: Operating Supplies \$ 225,200

FY 2011-12 Approved Budget/Estimated Actual	\$207,700/\$207,700
FY 2010-11 Actual Expenditures	\$191,948

The Operating Supplies Account is used for the purchase of ammunition, vehicle and motorcycle replacement equipment, K-9 food and supplies, surveillance supplies, accident investigation supplies, and other items necessary for the effective operation of the Police Department.

Administration Supplies	\$1,500
Dispatch	3,100
Patrol	36,200
Special Operations Unit	3,600
Detectives	4,300
Maintenance	19,900
Equipment for Replacement Vehicles	39,100
Auxiliary Services	105,700
Traffic	11,800

Justification for increase over FY 2011-12 Budget and Estimated Actual:

This account increased by \$18,500 due to new line items for transitional training ammunition and Taser training ammunition and increased funding for Leopard System Discs and trophies and plaques. Funding approved in FY 2011-12 for a replacement K-9 Bite Suit, replacement of defensive tactics mats, and a GPS Tracking Device was not rebudgeted.

Account 42720: Travel, Conferences, Meetings \$ 39,000

FY 2011-12 Approved Budget/Estimated Actual	\$39,000/\$39,000
FY 2010-11 Actual Expenditures	\$29,831

This account provides for attendance at selected professional association meetings and conferences to enhance staff's knowledge of current information in each specialty.

The following travel and conferences are projected for FY 2012-13:

1 - California Peace Officers Association (CA)	\$ 1,000
4 - Versaterm Conference (Niagara, Canada)	6,000
8 - Versa-West Conference (CA)	1,500
1 - Law Enforcement Intelligence Unit Conference (San Diego, CA)	1,500
2 - California Peace Officer Memorial (Sacramento, CA)	500
3 - Women Leadership in Law Enforcement (Irvine, CA)	1,500
2 - National Emergency Number Association (Long Beach, CA)	1,000
4 - California Association Tactical Dispatchers Meetings	200
1 - California Public Radio Association Meetings (So. CA)	100
2 - Police K-9 Conference (Seattle, WA)	1,100
2 - Calif. Narcotics Officers Assoc. (CNOA) Conf. (Anaheim, CA)	1,500
2 - California Assoc. of Tactical Officers Conf.	1,500
3 - California Association of Hostage Negotiators (Berkeley, CA)	700
2 - California Gang Investigators Conference (So. CA)	1,500
1 - In-Custody Death Conference (Las Vegas, NV)	1,300
1 - Homicide Investigators Conference	1,200
1 - Robbery Investigators Conference (Reno, NV)	1,000
1 - International Association for Identification Conf. (San Diego CA)	1,000

1 - Calif. Law Enf. Assoc. Records Supervisors Conf. (Ventura, CA)	600
2 - California CLETS Users Groups Conference (San Diego, CA)	1,600
1 - So. Calif. Crime and Intelligence Analyst Assoc. Conference (San Luis Obispo, CA)	1,300
1 - California Association of Property and Evidence Conf. (So. CA)	1,200
1 - California Law Enforcement Background Investigators Conference (So. CA)	1,200
1 - California Crime Prevention Officer Association Conference (San Bernardino, CA)	1,200
9 - Calif. Reserve Police Officer Assoc. Conf. (San Diego, CA)	7,800

Account 42730: Training \$ 16,000

FY 2011-12 Approved Budget/Estimated Actual	\$22,800/\$22,800
FY 2010-11 Actual Expenditures	\$14,739

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

4 - Chief and Division manager training	\$ 1,000
2 - Chaplain training (So. CA)	600
8 - Lieutenant Training	1,600
Dispatch training	1,000
Crisis Intervention Team (CIT) training	200
3 - K-9 Competitions	1,700
Technical Services High Voltage training	1,500
1 - Sage Instructor training (Miami, FL)	2,800
Special Weapons Team training	2,000
1 - Voice Stress Analyst training (San Francisco, CA)	1,500
4 - Calif. Law Enforcement Telecommunications System (CLETS) training (So. CA)	600
2 - Crime Analysis Online Training	900
PSA training (CA)	600

Account 42760: P.O.S.T. Training \$ 90,000

FY 2011-12 Approved Budget/Estimated Actual	\$85,000/\$85,000
FY 2010-11 Actual Expenditures	\$84,187

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

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The Department anticipates an increase in P.O.S.T. training as a result of increased movement within the organization and the need for developmental training to include the Supervisor Leadership Institute and Command College.

Account 42770: Recruitment..... \$ 35,900

FY 2011-12 Approved Budget/Estimated Actual	\$40,900/\$40,900
FY 2010-11 Actual Expenditures	\$28,088

This account provides funding for the following activities conducted prior to the employment of new Police Department staff and volunteers:

Pre-employment physicals	\$ 12,500
Pre-employment psychological exams	6,400
Polygraph exams	5,000
Credit checks	500
Background Investigator travel	2,000
Recruitment advertising & supplies	500
Outside background investigations for volunteers	9,000

Account 42780: Out of County Investigation \$ 6,500

FY 2011-12 Approved Budget/Estimated Actual	\$8,500/\$6,500
FY 2010-11 Actual Expenditures	\$5,310

These funds provide for travel in pursuit of evidence and suspects who have committed major crimes in Simi Valley and have fled from the area. Out-of-County investigations vary from year to year based on the amount of investigations that require travel outside the county.

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

FY 2011-12 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2010-11 Actual Expenditures	\$1,262

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

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,288,300

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 109,000

FY 2011-12 Approved Budget/Estimated Actual	\$124,200/\$121,100
FY 2010-11 Actual Expenditures	\$79,396

This account provides for the following:

Team building and wellness training	\$ 6,000
Canine vet, boarding and clipping fees	5,000

K-9 professional services contract	3,800
K-9 tactical training	1,000
Towing, storage, and unlocking for seized vehicles	500
Locksmith services for search warrants	500
Surveillance services	15,000
Legal medicals	6,000
Specialized services (towing and impounding evidence)	2,000
DNA analysis	2,000
Accurint service	5,700
High Tech Task Force	47,700
CSI certification testing	500
Photo Labs	100
Cell phone search warrant fees	500
Covert audio/video interview equipment upgrade	800
DOJ fingerprint processing	3,000
CPR class material	500
Sec. 22852 CVC refunds	1,000
Towing of abandoned vehicles	1,000
Drug screening	600
Blood extractions for DUI's	4,800
Compelled blood draws by American Medical Response	1,000

Account 44310: Maintenance of Equipment..... \$ 390,300

FY 2011-12 Approved Budget/Estimated Actual	\$340,700/\$323,400
FY 2010-11 Actual Expenditures	\$295,322

Communications maintenance	\$ 20,000
Equipment maintenance	18,800
Elevator maintenance	3,000
Gate maintenance	5,000
Fire sprinkler maintenance	2,000
Fire alarm maintenance	6,000
Emergency generator maintenance	6,000
ASCO switch maintenance	1,800
Office equipment maintenance	1,900
Security system maintenance agreement & hardware	16,000
Fleet maintenance	64,200
Installation of equipment in vehicles	13,000
Public Works Department maintenance of vehicles	158,200
Air Pollution Control District annual permit	500
State Board of Equalization permit	800
Underground storage tank permit	500
Emergency generator permit	500
Underground storage tank testing	900
Gasoline dispenser testing	900
Environmental Health permit (hazardous materials)	2,100

Freezer Maintenance	500
Air filtration system maintenance (Property Room)	1,200
HVAC system preventive maintenance	61,600
Trane system upgrade	4,900

Justification for increase over FY 2011-12 Estimated Actual:

The Department spent less than the amount budgeted in FY 2011-12 for Police Facility security recording equipment maintenance. Additionally, the vehicle maintenance reimbursement increased by \$2,500 in FY 2012-13 and Police Facility HVAC preventive maintenance in the amount of \$61,600 was transferred from the Public Works Department budget.

SUBTOTAL – SERVICES \$ 499,300

TOTAL – CURRENT EXPENSES \$ 1,787,600

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment (Capital) \$ 6,000

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

Replacement of Department-Identification Card Software and Printer

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Costs related to the Closure of the East Valley Traffic Court - \$86,500

PRIORITY: 1

The East County Courthouse is expected to discontinue operations by the end of June unless additional funds are allocated by the State to the Ventura County Superior Court. The closure of this facility would require the transfer of traffic offense cases to Ventura Traffic Court, resulting in a significant increase in overtime and vehicle related expenses for the Police Department.

In FY2010-11, the overtime expenses for Officers appearing in Traffic Court at the East County Courthouse totaled \$32,200. A study of the September 2011 to January 2012 deployment period for Traffic Court overtime showed a total of 86 Officers appeared for cases at a total cost of \$12,700. The increase in travel time, potential delays in cases being heard, and in adherence to the Memorandum of Understanding with the Simi Valley Police Officers Association which affords Officers a 4 1/2-hour minimum for out-of-town court appearances, it is expected that overtime expenses for court time alone will double. There will also be impacts on minimum Patrol staffing levels due to court appearances, which will require backfill overtime posting.

The additional travel time and distance incurred for Officers to attend court in Ventura will also impact vehicle mileage, maintenance, and fuel costs. It is estimated that at 90 miles roundtrip, a minimum of 24,000 extra fleet miles will be incurred, increasing all associated costs.

FISCAL YEAR 2012-13 COSTS

<u>Personnel</u>			
Overtime	\$ 80,500		
	<u>Subtotal</u>	\$ 80,500	
 <u>Current Expenses</u>			
Fuel and Lubricants	6,000		
	<u>Subtotal</u>	<u>6,000</u>	
		<u>Total</u>	<u>\$ 86,500</u>

RECURRING ANNUAL COSTS

<u>Personnel</u>			
Overtime	\$ 80,500		
	<u>Subtotal</u>	\$ 80,500	
 <u>Current Expenses</u>			
Fuel and Lubricants	6,000		
	<u>Subtotal</u>	<u>6,000</u>	
		<u>Total</u>	<u>\$ 86,500</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Elimination of Funding for the Honor Guard Program – \$6,700 (0.1% of Budget)

PRIORITY: 1

The Honor Guard attends police funerals and public events to post the flag and honor our country and the Department. The Honor Guard is the source of significant pride within the agency and the community. Taking this item would eliminate the Honor Guard completely.

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

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 5,000	
 <u>Current Expenses</u>		
Uniforms and Equipment	<u>1,700</u>	
	Total	<u>\$ 6,700</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 5,000	
 <u>Current Expenses</u>		
Uniforms and Equipment	<u>1,700</u>	
	Total	<u>\$ 6,700</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Victim Advocate Position (Vacant) for Six Months – \$19,000 (0.1% of Budget)

PRIORITY: 2

The part-time Victim Advocate position provides victims of crime, mostly serious crime, support and assistance with court proceedings, counseling, and insight into the criminal justice system. Having a Victim Advocate at the Department provides a better quality of service and local control over the entire function. Freezing this position would require victims to seek assistance through the County. In addition, other collateral duties such as subpoena tracking and registering sex offenders would have to be deferred to other employees. This will be difficult since the Police Services Assistant position assigned to Detectives has already been eliminated.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and Benefits

\$ 19,000

Total

\$ 19,000

RECURRING ANNUAL SAVINGS

None

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for One Crime Analysis Technician Position (Vacant) – \$44,000 (0.1% of Budget)

PRIORITY: 3

The Crime Analysis Technician performs a variety of specialized computer searches accessing automated police records and reports and researches and assimilates information in the records management system. This position is responsible for updating records involving parolees and probationers as well as officer safety alerts. With the passage of the 2011 Public Safety Realignment Act, this position works closely with the Department’s Special Operations Unit to ensure all of the parolees released to County Probation are tracked in Versaterm, and that this information is disseminated to the Department.

This position works with other Crime Analysis staff to organize and summarize crime information, create maps and charts, and respond to requests from other law enforcement agencies. This position also assists in determining linking factors in criminal activity such as method, crime type, suspect description, and weapons used in order to assist management. Freezing this position for six months would require the Crime Analyst to take over these duties, thus leaving less time for crime analysis.

This reduction would result in the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 44,000	
	<u>Total</u>	<u>\$ 44,000</u>

RECURRING ANNUAL SAVINGS
None

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Reduction the Number of Shooting Range Days – \$15,100 (0.1% of Budget)

PRIORITY: 4

The Department currently schedules six range qualifications per month for personnel to qualify with their duty handgun and Department shotgun. The Department pays on average \$100 per day for the rental of the range facility at Angeles Crest Range in Tujunga. Each range day requires two range masters who run the range qualification course and oversee the handling of the firearms to ensure safety practices are not compromised. The cost for two range masters on overtime for one day averages approximately \$1,160. Reducing twelve range days per year would save approximately \$15,100. The remaining five scheduled ranges per month will provide sufficient opportunity for Department personnel to qualify and remain within Department policy. Due to primary assignment constraints, range masters are rarely able to handle range duties on regular time.

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

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 13,900	
<u>Current Expenses</u>		
Rentals	<u>1,200</u>	
	Total	<u>\$ 15,100</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 13,900	
<u>Current Expenses</u>		
Rentals	<u>1,200</u>	
	Total	<u>\$ 15,100</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Elimination of the Explorer Program - \$20,000 (0.1% of Budget)

PRIORITY: 5

The Explorer Program is used to assist with numerous community events throughout the year, as well as many events that occur at the Ronald Reagan Presidential Library. The Explorers generally assist with parking and providing directions to persons attending these events. Some of the larger events include Presidents Day, Fourth of July, the Cajun Festival, the Green Living Expo, the Gator Run, car shows, drug drop-off events at the Police Station, as well as many smaller events around the City. The cost of deploying the Explorers is the needed equipment and overtime for the Explorer Advisors who must be present to supervise and ensure safety practices are maintained. If this item was taken the Explorer Program would be eliminated and there would be no overtime expended by Explorer Advisors for this program. If Police Department staff was required for any of these events Reserves or paid staff would have to be used.

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

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for One Police Services Assistant Position (Vacant) – \$35,900 (0.1% of Budget)

PRIORITY: 6

The Police Services Assistant (PSA) is a civilian employee assigned to the Police Department's Traffic Unit. The responsibilities of the position include front desk coverage, enforcement of parking violations, towing of abandoned vehicles, and responding to traffic accident scenes and/or other special events for traffic control duties. A reduction in PSA staffing will result in an increased delay in response to citizen generated parking and abandoned vehicle complaints. Additionally, the Department's sworn Police Officers may be tasked with responding to in-progress parking complaints, reducing the level of available police services for other non-life-threatening calls for service. The lack of PSA traffic control support at accident scenes and during special events will also negatively impact Patrol services, as additional Police Officers will have to be assigned to these duties.

This reduction would result in the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 35,900	
	<u>Total</u>	<u>\$ 35,900</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
None		

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate of the On-Site District Attorney Community Prosecution Program – \$60,000 (0.2% of Budget)

PRIORITY: 7

The cost of the Community Prosecutor Program for the East County area is shared between Thousand Oaks, Moorpark, and Simi Valley. The Community Prosecutor is a senior level Deputy District Attorney with whom Department personnel can consult with for ongoing cases or to seek assistance with search warrant preparation. Some cases can be filed locally which streamlines the prosecution/case filing process. The Community Prosecutor also acts as a liaison between the Simi Valley Police Department and the District Attorney's Office, improving communication on issues of importance. Elimination of this program would require negotiations with the Cities of Moorpark and Thousand Oaks and limit the amount of one-on-one time the Department receives on cases.

This reduction would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	\$ 60,000	
	<u>Total</u>	<u>\$ 60,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	\$ 60,000	
	<u>Total</u>	<u>\$ 60,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for One Dispatcher Position (Vacant) – \$43,000 (0.2% of Budget)

PRIORITY: 8

The Police Dispatcher position receives and processes calls for service to the Police Department including emergency calls on 911. The Dispatcher also tracks and provides assistance and information to Police Officers in the field. They operate a highly technical telephone and radio system, as well as make inquiries into a wide variety of computer databases in response to requests from Officers.

A vacant position in the Dispatch Center causes staffing levels to fall below ideal, which can result in a delay in answering incoming calls from citizens in a timely manner. This delay can ultimately result in a slowed response to a citizen in the field or an Officer’s request for information. When Dispatch Center staffing levels fall short, fewer Dispatchers are available to answer incoming telephone calls. This increased workload may prevent them from having the option to keep callers on the line longer to obtain critical, up-to-the-minute Officer safety information as the Officer responds to a scene of an event in progress. Lower staffing levels can lead to mistakes and oversights by Dispatchers. To prevent these scenarios, the Dispatcher vacancies are posted for overtime, resulting in higher operating costs, employee burnout, and lowered morale.

In addition, electing to defer filling the current vacant position will result in delaying the training to develop a new Dispatcher and further prolong the need to fill the vacancy with experienced Dispatchers and/or dispatch qualified Officers on overtime.

This reduction would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 43,000	
	<u>Total</u>	<u>\$ 43,000</u>

RECURRING ANNUAL SAVINGS

None

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Fourth of July Special Event Overtime – \$15,000
 (0.1 % of Budget)

PRIORITY: 9

For many years the Police Department has assigned staff for the Fourth of July special event. This event requires overtime, as patrol and other police functions must be managed at the same time. If the Department eliminated overtime funding for this event, the organizer would need to reimburse the City for staffing costs and/or hire private security.

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

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 15,000	
	<u>Total</u>	<u>\$ 15,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 15,000	
	<u>Total</u>	<u>\$ 15,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Simi Valley Days Event Overtime – \$20,000
 (0.1 % of Budget)

PRIORITY: 10

For many years the Police Department has contributed overtime staffing for the Simi Valley Days special event. This event uses a large number of Police Officers to close streets for the parade and 5k/10k run, as well as to provide security at the carnival and music events. If the Department discontinued this service, the organizer would need to reimburse the City for staffing costs and/or hire additional private security.

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

		<u>Budget</u> <u>Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for New Reserve Officers – \$15,000 (0.1% of Budget)

PRIORITY: 11

Reserve Officers provide added resources during special events, natural disasters and unusual occurrences. They are deployed as extra patrol cars during the holiday season to provide added security around shopping centers and the Simi Valley Town Center. They are used for traffic control at the Simi Valley Days parade and the 5K run as well as other special events. They routinely operate as the second officer in a regularly deployed patrol car, adding to officer safety and reducing the number of other patrol cars needed to respond to multiple officer calls or incidents. Freezing this funding would keep our Reserve staffing at the current level of six during FY 2012-13.

Freezing this funding would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expenses</u>		
Uniforms and Equipment	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

RECURRING ANNUAL SAVINGS

None

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Elimination of the Technical Services Team - \$7,000 (0.1% of Budget)

PRIORITY: 12

The Technical Services Team (TST) is a group of Police Department employees who serve on the team as an ancillary assignment. TST members are called upon for the following services:

- Install/maintain temporary alarms
- Install/maintain temporary video and still surveillance cameras
- Install/maintain covert traffic speed survey equipment
- Program Police Department Radios
- Maintain Mobile Fingerprint Identification equipment

The majority of the requests for TST are for cameras and alarms. The camera systems allow the Department the ability to remotely monitor suspect locations for criminal activity such as graffiti problem locations, narcotics sales cases, traffic complaints etc. The alarms can be installed with varying sensors including motion detectors and “panic” buttons at commercial or residential locations. These services support investigative efforts and are beneficial to the community at large. The elimination of the TST will reduce the investigative effectiveness of the Police Department and reduce services to victims of property and violent crimes.

This reduction would result in the following budget savings:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expenses</u>	
Communications	\$ 3,000
Operating Supplies	2,500
Training (High Voltage)	1,500
Total	<u>\$ 7,000</u>

RECURRING ANNUAL SAVINGS

<u>Current Expenses</u>	
Communications	\$ 3,000
Operating Supplies	2,500
Training (High Voltage)	1,500
Total	<u>\$ 7,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Additional Months of Funding for One Victim Advocate Position (Vacant) – \$19,000 (0.1% of Budget)

PRIORITY: 13

The Victim Advocate provides victims of crime, mostly serious crime, support and assistance with court proceedings, counseling, and insight into the criminal justice system. Having a Victim Advocate at the Department provides a better quality of service and local control over the entire function. Freezing this position would require victims to seek assistance through the County. In addition, other collateral duties such subpoena tracking and registering sex offenders would have to be deferred to other employees. This will be difficult since the Police Service Assistant assigned to Detectives has already been eliminated.

This reduction in funding would result in the position remaining vacant for the entire fiscal year and generate the following additional savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 19,000	
	<u>Total</u>	<u>\$ 19,000</u>

RECURRING ANNUAL SAVINGS
None

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Additional Funding for One Crime Analysis Technician (Vacant) – \$44,000 (0.2% of Budget)

PRIORITY: 14

The Crime Analysis Technician performs a variety of specialized computer searches accessing automated police records and reports and researches and assimilates information in the records management system. This position is responsible for updating records involving parolees and probationers as well as officer safety alerts. With the passage of the 2011 Public Safety Realignment Act, this position works closely with the Department’s Special Operations Unit to ensure all of the parolees released to County Probation are tracked in Versaterm, and that this information is disseminated to the Department.

This position works with other Crime Analysis staff to organize and summarize crime information, create maps and charts, and respond to requests from other law enforcement agencies. This position also assists in determining linking factors in criminal activity such as method, crime type, suspect description, and weapons used in order to assist management. Freezing this position for six months would require the Crime Analyst to take over these duties, thus leaving less time for crime analysis.

This reduction in funding would result in the position remaining vacant for the entire fiscal year and generate the following additional savings:

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

<u>Personnel</u>		
Salaries and Benefits	\$ 44,000	
	<u>Total</u>	<u>\$ 44,000</u>

RECURRING ANNUAL SAVINGS

None

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Additional Months of Funding for One Police Services Assistant Position (Vacant) – \$35,900 (0.1% of Budget)

PRIORITY: 15

The Police Services Assistant (PSA) is a civilian employee assigned to the Police Department’s Traffic Unit. The responsibilities of the position include front desk coverage, enforcement of parking violations, towing of abandoned vehicles, and responding to traffic accident scenes and/or other special events for traffic control duties. A reduction in PSA staffing will result in an increased delay in response to citizen generated parking and abandoned vehicle complaints. Additionally, the Department’s sworn Police Officers may be tasked with responding to in-progress parking complaints, reducing the level of available police services for other non-life-threatening calls for service. The lack of PSA traffic control support at accident scenes and during special events will also negatively impact Patrol services, as additional Police Officers will have to be assigned to these duties.

This reduction in funding would result in the position remaining vacant for the entire fiscal ear and generate the following additional savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 35,900	
	<u>Total</u>	<u>\$ 35,900</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Additional Months of Funding for One Dispatcher Position (Vacant) – \$43,000 (0.2% of Budget)

PRIORITY: 16

The Police Dispatcher position receives and processes calls for service to the Police Department including emergency calls on 911. The Dispatcher also tracks and provides assistance and information to Police Officers in the field. They operate a highly technical telephone and radio system, as well as make inquiries into a wide variety of computer databases in response to requests from Officers.

A vacant position in the Dispatch Center causes staffing levels to fall below ideal, which can result in a delay in answering incoming calls from citizens in a timely manner. This delay can ultimately result in a slowed response to a citizen in the field or an Officer's request for information. When Dispatch Center staffing levels fall short, fewer Dispatchers are available to answer incoming telephone calls. This increased workload may prevent them from having the option to keep callers on the line longer to obtain critical, up-to-the-minute Officer safety information as the Officer responds to a scene of an event in progress. Lower staffing levels can lead to mistakes and oversights by Dispatchers. To prevent these scenarios, the Dispatcher vacancies are posted for overtime, resulting in higher operating costs, employee burnout, and lowered morale.

In addition, electing to defer filling the current vacant position will result in delaying the training to develop a new Dispatcher and further prolong the need to fill the vacancy with experienced Dispatchers and/or dispatch qualified Officers on overtime.

This reduction in funding would result in the position remaining vacant for the entire fiscal year and generate the following additional savings:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 43,000
Total	<u>\$ 43,000</u>

RECURRING ANNUAL SAVINGS

None

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Maintenance Technician Position (Filled) – \$63,300 (0.2% of Budget)

PRIORITY: 17

The Police Maintenance Technician position is responsible for the maintenance of all police vehicles. This includes light bars, computers, unitrols, sirens, lights, and other types of equipment.

In addition, all police vehicles require service on a regular basis. The Police Maintenance Technician position keeps track of service dates and addresses all vehicle problems identified by Police Department staff. The position is also responsible for making minor repairs to the Police Facility and vehicles and troubleshooting problems before outside vendors are contacted.

Elimination of this position would transfer maintenance responsibility for the Police Facility and the entire fleet of Police vehicles to the Senior Police Maintenance Technician and the Police Maintenance Supervisor. This would also require increased use of outside contractors to perform minor building repairs and install equipment in police vehicles. Elimination of this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 66,800	
Annual Leave Cash-Out	<u>(4,500)</u>	
	Subtotal	\$ 62,300
 <u>Current Expenses</u>		
Operating Supplies		<u>1,000</u>
		Total <u>\$ 63,300</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
Salaries and Benefits	<u>\$ 66,800</u>	
	Subtotal	\$ 66,800
 <u>Current Expenses</u>		
Operating Supplies		<u>\$ 1,000</u>
		Total <u>\$ 67,800</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position (Filled) – \$104,300 (0.4% of Budget)

PRIORITY: 19

The Community Services Specialist position in charge of Volunteer Coordination is currently responsible for hiring and placing volunteers in various Units within the Police Department. These assignments range from data entry to Citizens on Patrol. Volunteers contributed 4,830 hours in 2011, which represents a great savings to the City.

In addition, this position is an Explorer Advisor and runs the Citizens Academy, a very popular educational program exposing citizens to all facets of police work. The Community Services Specialist position also assists with the Crime Prevention program.

Elimination of the Community Services Specialist position in Volunteer Coordination would eliminate the Volunteer Program as well as the Citizen's Academy and provide the following budget savings:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 116,300
Annual Leave Cash-Out	<u>(12,000)</u>
Total	<u>\$ 104,300</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salaries and Benefits	\$ 116,300
Total	<u>\$ 116,300</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position in Crime Prevention (Filled) – \$104,300 (0.4% of Budget)

PRIORITY: 20

The Community Services Specialist position in Crime Prevention is currently responsible for the following programs: Every 15-Minutes; Neighborhood Watch; Business Watch; Business Alerts; Home Security Surveys; National Night Out; Community Crime Prevention Education; public appearances with McGruff; and school, senior, and personal safety programs.

The Community Services Specialist position is also in charge of overseeing the Police Department’s Crime Free Multi-Housing Program. This program is in use nationwide and has proven to produce dramatic results in the area of reducing calls for service and crime overall.

Elimination of the Community Services Specialist position in Crime Prevention would virtually eliminate all proactive crime prevention efforts and result in the following budget savings:

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

<u>Personnel</u>		
Salaries and Benefits	\$ 116,300	
Annual Leave Cash-Out	<u> (12,000)</u>	
	Total	<u>\$ 104,300</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salaries and Benefits	<u>\$ 116,300</u>	
	Total	<u>\$ 116,300</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position in Traffic (Filled)
 - \$104,300 (0.4% of Budget)

PRIORITY: 21

The Vehicle Abatement Program in Traffic is staffed with one Community Services Specialist and one Police Services Assistant. These employees manage the Private Property Vehicle Abatement Program, Oversized Vehicle/Recreational Vehicle On-Street Parking Abatement Program, Parking Enforcement Program, and the Abandoned Vehicle Program. All of these programs are designed to maintain an attractive community and to remove vehicles from streets where they create safety problems or become a public nuisance.

The Community Services Specialist also supervises all Police Services Assistants (PSAs), conducts mandated hearings on contested parking citations, evaluates and issues permits for temporary recreational vehicle parking, delegates various parking complaints to the PSAs, and oversees placement requests for the traffic radar trailers.

Elimination of this position would eliminate any organized Vehicle Abatement Program. Additionally, all parking complaints could no longer be accepted through the Traffic Unit and would need to be accepted through the dispatch center and handled by a PSA in the field. Continuity regarding the parking complaint process would be eliminated, since the follow-up for each complaint would likely fall on different PSAs, each unaware of previous attempts to rectify the problem. Parking ticket hearings would have to be assigned to a Traffic Supervisor, increasing their responsibilities and diminishing the amount of time they have available to supervise personnel. Supervision of the PSAs would fall under a sworn Traffic Supervisor, causing an excessive span of control.

Elimination of this position would result in the following budget savings:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 116,300
Annual Leave Cash-Out	<u>(12,000)</u>
	Total <u>\$ 104,300</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salaries and Benefits	\$ 116,300
	Total <u>\$ 116,300</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Services Assistant Position in Traffic (Filled) – \$54,600 (0.2% of Budget)

PRIORITY: 22

The Vehicle Abatement Program in Traffic is currently staffed with one Community Services Specialist and one Police Services Assistant. These employees manage the Private Property Vehicle Abatement Program, Oversized Vehicle/Recreational Vehicle On-Street Parking Abatement Program, Parking Enforcement Program, and the Abandoned Vehicle Program. All of these programs are designed to maintain an attractive community and to remove vehicles from streets where they create safety problems or become a public nuisance.

Elimination of this position would eliminate all staff for this program and leave one less Police Services Assistant to help in the field and during emergencies and special events.

Elimination of this position would result in the following budget savings:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 59,100
Annual Leave Cash-Out	<u>(4,500)</u>
Total	<u>\$ 54,600</u>
 <u>RECURRING ANNUAL SAVINGS</u>	
<u>Personnel</u>	
Salaries and Benefits	<u>\$ 59,100</u>
Total	<u>\$ 59,100</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Lieutenant Position in Traffic (Filled) – \$186,200 (0.7% of Budget)

PRIORITY: 23

The Lieutenant in Traffic is responsible for supervising two Sergeants and one Community Services Specialist. This position manages the overall mission of the Traffic Unit, including public safety education, Driving Under the Influence details, Office of Traffic Safety related grants, the Vehicle Abatement Program, the Oversized Vehicle Program, Traffic Accident Investigation, special event permits, parking enforcement, and vehicle code enforcement.

Elimination of this position would require the Administrative Lieutenant in Patrol to manage the Traffic Unit in addition to being responsible for the Watch Commander's desk two days a week. The scheduling of Patrol deployments, as well as the ongoing roll call training, currently assigned to the Administrative Lieutenant in Patrol, would need to be transferred to a Patrol Sergeant assigned to Watch Commander duties. Doing so would cause a reduction in the direct management and supervision on many Patrol watches, increasing potential liability to the City.

Elimination of this position would result the following budget reductions:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 195,600
Annual Leave Cash-Out	<u>(12,000)</u>
	Subtotal <u>\$ 183,600</u>
 <u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	<u>1,000</u>
	Subtotal <u>2,600</u>
	Total <u>\$ 186,200</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 195,600

Subtotal

\$ 195,600

Current Expenses

Uniforms and Clothing

\$ 1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 198,200

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer Position in Youth Services (Filled) – \$139,300 (0.5% of Budget)

PRIORITY: 24

The Youth Services Officer works with at-risk youth in the community and provides intervention and counseling for at-risk youth and their parents. The Youth Services Officer is responsible for managing the Department's Juvenile Diversion Program, which provides first-time juvenile offenders the opportunity to participate in a diversion effort, rather than being subjected to the Juvenile Justice System. This position is pivotal in addressing issues early, so that juveniles do not become involved in more aberrant behavior. If this position were eliminated, the program would be discontinued and the following savings would be realized.

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 148,500
Annual Leave Cash-Out	<u>(11,800)</u>
	Subtotal \$ 136,700
<u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	<u>1,000</u>
	Subtotal <u>2,600</u>
	Total <u>\$ 139,300</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>	
Salaries and Benefits	\$ <u>148,500</u>
	Subtotal \$148,500
<u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	<u>1,000</u>
	Subtotal <u>2,600</u>
	Total <u>\$ 151,100</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer (K-9) Position (Filled) – \$176,500 (0.6% of Budget)

PRIORITY: 25

There are currently three K-9 Officers assigned to the Patrol Unit. Canines are used to search for drugs as well as apprehend violent, non-compliant suspects. If a Canine Officer position were eliminated, it would decrease canine coverage and reduce their availability on all watches. It would also expose Patrol Officers to greater danger in situations now faced by the canine, especially when searching for armed subjects.

Elimination of this position will provide the following budget reductions:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 153,000
Annual Leave Cash-Out	<u>(11,800)</u>
	Subtotal \$ 141,200
<u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	1,000
Fuel and Lubricants	1,500
Operating Supplies	<u>1,000</u>
	Subtotal 5,100
<u>Transfer to Vehicle Fund</u>	
Accumulated Vehicle Funds	\$ 22,400
Contribution to Vehicle Replacement Fund	<u>4,800</u>
	Subtotal 27,200
<u>Revenue</u>	
Sale of Surplus Property (Vehicle)	<u>\$ 3,000</u>
	Subtotal 3,000
	Total <u>\$ 176,500</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 153,000

Subtotal \$ 153,000

Current Expenses

Uniforms and Clothing

\$ 1,600

P.O.S.T. Training

1,000

Fuel and Lubricants

1,500

Operating Supplies

1,000

Subtotal 5,100

Transfer to Vehicle Fund

Contribution to Vehicle

Replacement Fund

\$ 4,800

Subtotal 4,800

Total \$ 162,900

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One School Resource Officer Position (Filled) – \$132,800
(0.5% of Budget)

PRIORITY: 26

The School Resource Officer (SRO) Program maintains a direct relationship with staff and students on middle school and high school campuses. The two Officers that staff this program are involved in counseling, intervention, and arrest when appropriate. The presence of the SROs in the schools has helped to reduce the number of weapons on campus, solve juvenile crimes, develop gang and graffiti information, and provide students with a trusted person in whom they can confide.

Currently, each SRO handles between 10 and 20 juvenile incidents each day that have been generated by a call for police services. Additionally the SROs devote time to counseling of students not involved in criminal activity, and participate in parent-teacher conferences as requested by school staff. If this Reverse Priority is taken and one SRO Officer position eliminated, it is anticipated that there will be an increase in juvenile criminal activity, as well as other juvenile problems on and off campus. The reduction of one SRO would require Patrol Officers to handle problems at half of the schools, thus reducing time spent by the remaining SRO at individual schools and impacting time available for patrol activities.

Elimination of these positions would result in the following budget savings:

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and Benefits	\$ 142,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	\$ 130,200

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>

	Total	<u>\$ 132,800</u>
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RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 142,000

Subtotal

\$ 142,000

Current Expenses

Uniforms and Clothing

\$ 1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 144,600

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One School Resource Officer Position (Filled) - \$132,800
(0.5% of Budget)

PRIORITY: 27

The School Resource Officer (SRO) Program maintains a direct relationship with staff and students on middle school and high school campuses. The two Officers that staff this program are involved in counseling, intervention, and arrest when appropriate. The presence of the SROs in the schools has helped to reduce the number of weapons on campus, solve juvenile crimes, develop gang and graffiti information, and provide students with a trusted person in whom they can confide.

Currently, each SRO handles between 10 and 20 juvenile incidents each day that have been generated by a call for police services. Additionally the SROs devote time to counseling of students not involved in criminal activity, and participate in parent-teacher conferences as requested by school staff. If this Reverse Priority is taken the SRO Program will be eliminated. It is anticipated that there will be an increase in juvenile criminal activity, as well as other juvenile problems on and off campus. Elimination of this Program would require Patrol Officers to handle problems at the schools, thus reducing available time for patrol activities.

Elimination of these positions would result in the following budget savings:

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 142,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	\$ 130,200
 <u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 132,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 142,000

Subtotal \$ 142,000

Current Expenses

Uniforms and Clothing

\$ 1,600

P.O.S.T. Training

1,000

Subtotal 2,600

Total \$ 144,600

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Three Motor Officer Positions in Traffic (Filled) – \$511,200
(1.8% of Budget)

PRIORITY: 28

The Department currently has five Motor Officer positions assigned to the Traffic Unit. Motor Officers are primarily responsible for the enforcement of traffic laws. They also assist with the investigation of traffic collisions and traffic safety public education. In addition, the Officers investigate traffic-related complaints and provide speed enforcement in residential areas and at school crossing guard sites.

Elimination of three Motor Officer positions in the Traffic Division would cause a proportionate decrease in proactive enforcement of traffic laws and a possible increase in emergency response times. In addition, traffic fine revenue would also be reduced. Eliminating these positions would result in the following budget savings:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget</u> <u>Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 450,000
Annual Leave Cash-Out	<u>(35,400)</u>
	Subtotal \$ 414,600
<u>Current Expenses</u>	
Uniforms and Clothing	\$ 4,800
P.O.S.T. Training	3,000
Fuel and Lubricants	3,000
Operating Supplies	<u>3,000</u>
	Subtotal 13,800
<u>Services</u>	
Maintenance of Equipment	<u>\$ 7,500</u>
	Subtotal 7,500
<u>Transfer to Vehicle Fund</u>	
Accumulated Vehicle Funds	\$ 81,600
Contribution to Vehicle Replacement Fund	<u>25,200</u>
	Subtotal 106,800

Revenue

Sale of Surplus Property	\$ 6,000		
Reduction in Citation Revenue	<u>(37,500)</u>		
Subtotal		<u>(31,500)</u>	
		Total	<u>\$ 511,200</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits	\$ 450,000		
Subtotal		\$ 450,000	

Current Expenses

Uniforms and Clothing	\$ 4,800		
P.O.S.T. Training	3,000		
Fuel and Lubricants	3,000		
Operating Supplies	<u>3,000</u>		
Subtotal		<u>13,800</u>	

Services

Maintenance of Equipment	\$ 7,500		
Subtotal		<u>7,500</u>	

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 25,200		
Subtotal		<u>25,200</u>	

Revenue

Reduction in Citation Revenue	\$ <u>(37,500)</u>		
Subtotal		<u>(37,500)</u>	
		Total	<u>\$ 459,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Three Police Officer Positions in the Special Enforcement Section (Filled) – \$422,400 (1.5% of Budget)

PRIORITY: 29

The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention. Currently the Department has six SES Officers who regularly conduct compliance checks and patrol the parks and other areas of the City that attract the criminal element, including alcohol and drug abusers. SES Officers assigned to this detail do most of the high-risk warrant service, as well as crime suppression through directed patrol and surveillance. The Department views Officers assigned to SES as a flexible resource to be used as needed in all types of special enforcement activities.

One of the most important functions of SES Officers is to track and monitor parolees. Parolees have a greater than 70% probability of re-offending while on parole. The SES Officers' efforts in tracking and monitoring parolees have had a great impact on preventing crime. When parolees do re-offend, their whereabouts are usually known by the SES Officers who rapidly arrest and remove them from the community. Eliminating of one-half of the staffing in SES will reduce its presence in the community and reduce efforts in tracking and monitoring of parolees.

Eliminating these positions would result in the following budget savings:

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 450,000	
Annual Leave Cash-Out	<u>(35,400)</u>	
	Subtotal	\$ <u>414,600</u>
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 4,800	
P.O.S.T. Training	<u>3,000</u>	
	Subtotal	<u>7,800</u>
	Total	\$ <u><u>422,400</u></u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 450,000

Subtotal \$ 450,000

Current Expenses

Uniforms and Clothing

\$ 4,800

P.O.S.T. Training

3,000Subtotal 7,800Total \$ 457,800

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Motor Officer Positions in Traffic (Filled) - \$162,100
(0.6% of Budget)

PRIORITY: 30

The Department currently has five Motor Officer positions assigned to the Traffic Unit. Motor Officers are primarily responsible for the enforcement of traffic laws. They also assist with the investigation of traffic collisions and traffic safety public education. In addition, the Officers investigate traffic-related complaints and provide speed enforcement in residential areas and at school crossing guard sites.

Elimination of one additional Motor Officer position would cause a proportionate decrease in proactive enforcement of traffic laws and a possible increase in emergency response times. In addition, traffic fine revenue would also be reduced.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Personnel

Salaries and Benefits	\$ 150,000	
Annual Leave Cash-Out	(11,800)	
	Subtotal	\$ 138,200

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	1,000	
Fuel and Lubricants	1,000	
Operating Supplies	1,000	
	Subtotal	4,600

Services

Maintenance of Equipment	\$ 2,500	
	Subtotal	2,500

Transfer to Vehicle Fund

Accumulated Vehicle Funds	\$ 16,800	
Contribution to Vehicle Replacement Fund	8,500	
	Subtotal	25,300

Revenue

Sale of Surplus Property	\$ 4,000		
Reduction in Citation Revenue	<u>(12,500)</u>		
Subtotal		<u>(8,500)</u>	
		Total	<u>\$ 162,100</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits	\$ 150,000		
Subtotal		\$150,000	

Current Expenses

Uniforms and Clothing	\$ 1,600		
P.O.S.T. Training	1,000		
Fuel and Lubricants	1,000		
Operating Supplies	<u>1,000</u>		
Subtotal		4,600	

Services

Maintenance of Equipment	\$ 2,500		
Subtotal		2,500	

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 8,500		
Subtotal		8,500	

Revenue

Reduction in Citation Revenue	\$ <u>(12,500)</u>		
Subtotal		<u>(12,500)</u>	
		Total	<u>\$ 153,100</u>

POLICE EMERGENCY SERVICES
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications \$ 3,800

FY 2011-12 Approved Budget/Estimated Actual	\$4,000/\$3,800
FY 2010-11 Actual Expenditures	\$6,237

This account provides for the City’s automated telephone notification system (Rapid Notify) annual contract.

Account 42200: Computer (Non Capital)..... \$ 3,000

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

This account provides for the maintenance of EOC computer equipment. The EOC maintains 29 laptop computers, one desktop computer, two wireless network access points and two printers for EOC activations, critical incident support and training.

Replace five EOC laptops that were purchased in 2004	\$ 2,100
Replace batteries for six-year old laptop computers	400
Flash Drives for EOC staff members	500

Justification for increase over FY 2011-12 Budget and Estimated Actual:

This account is being added for the first time this fiscal year. Previously, these types of purchases were made from the Operating Supplies Account. The laptop purchase is requested to replace obsolete laptop computers that are not supported by the Computer Equipment Replacement Fund (CERF).

Account 42230: Office Supplies \$ 400

FY 2011-12 Approved Budget/Estimated Actual	\$400/\$400
FY 2010-11 Actual Expenditures	\$217

This account provides for the office supplies for the Emergency Services Program staff.

Account 42440: Memberships and Dues \$ 200

FY 2011-12 Approved Budget/Estimated Actual	\$200/\$200
FY 2010-11 Actual Expenditures	\$175

This account provides for Emergency Services Staff memberships in the Southern California Emergency Services Association.

Account 42410: Uniform/Clothing Supplies \$ 500

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

This item provides for uniform purchases and replacements for Disaster Service Worker team members.

Justification for increase over FY 2011-12 Budget and Estimated Actual:

This account is being added for the first time this fiscal year. Previously, these purchases were made from the Operating Supplies Account.

Account 42560: Operating Supplies \$ 17,000

FY 2011-12 Approved Budget/Estimated Actual	\$10,200/\$10,200
FY 2010-11 Actual Expenditures	\$6,209

This account provides for the following:

Disaster Supplies Program \$ 1,500

This program incrementally increases the City's stock of pop up canopies, shelter blankets and cots, shelf-stable food supplies, batteries and water storage supplies.

Satellite Phone Batteries 1,100

The City's eight satellite phones purchased with a grant in 2003 are due to have their batteries replaced.

Community Emergency Response Training (CERT) Program 1,000

This item funds student manuals, helmets, vests, and gloves issued to community members who complete the class.

Disaster Services Worker (DSW) Program 2,500

The following items are requested for the Team: 40 OSHA compliant helmets, a DSW network base station radio, 10 fire extinguishers, emergency placards for DSW vehicles, DOT Emergency Response Guidebooks, a tabletop emergency response training kit and two-way radio maintenance.

<u>Mass Casualty Unit (MCU)</u>	300
This item funds the replacement of perishable first aid supplies kept in the MCU and light repairs to trailer unit.	
<u>Emergency Operations Center/Community Room</u>	9,600
<u>EOC Patio Fence Gate Hardware</u>	\$ 2,400
This item will fund the addition of fire code mandated panic hardware on the gate of the EOC patio fence.	
<u>Audio System</u>	3,000
This item will provide for an audio system in the EOC. The purchase will include two wireless microphones and receiver, wall mounted speakers, an amplifier/receiver. The current system is inadequate to support the needs of the various classes, staff meetings, community meetings and tactical briefings held in the room.	
<u>Multi-Media Podium</u>	3,500
This item will provide for a podium that will contain the room's audio/visual components (personal computer, media player and audio system). This will allow the speaker to control the audio/visual aspects of their presentation from the front of room. The current configuration prevents the speaker from controlling the presentation technology.	
<u>Chair Dollies</u>	700
This item will for three chair dollies for the 150 EOC chairs. Currently, unused chairs are stacked in the back of the room blocking access to EOC equipment. The dollies will allow for the easy movement and compact storage of the unused chairs.	
<u>Emergency Expo</u>	1,000
This item will provide for chair and table rentals and the purchase of public education materials for the Annual Emergency Preparedness Expo.	

Justification for increase over FY 2011-12 Budget and Estimated Actual:

This account includes the one-time purchase an audio system and podium for the EOC/Community Room and the addition of mandated panic hardware to the existing patio fence. The audio-visual items are being requested as a result of continuing criticism over the last ten years by presenters and audience members in the facility. The gate modification is required to comply with building codes.

Account 42720: Travel, Conferences, Meeting..... \$ 2,600

FY 2011-12 Approved Budget/Estimated Actual	\$2,600/\$1,500
FY 2010-11 Actual Expenditures	\$1,228

- 1 - California Emergency Services Association Training Conference, (Sacramento, CA) \$ 1,300
- 1 - WebEOC Users Conference, (Augusta, Georgia) 1,300

Justification for increase over FY 2010-11 Estimated Actual:

Due to workload demands related to the Operation Golden Guardian Exercise and the rollout of WebEOC software, the Emergency Services Coordinator did not attend a budgeted conference. The Emergency Services Coordinator is expected to attend the budgeted conference in FY 2012-13. The Emergency Services Coordinator alternates attendance at the IAEM Conference and the WebEOC Conference each year.

Account 42730: Training \$ 4,400

FY 2011-12 Approved Budget/Estimated Actual	\$3,000/\$3,000
FY 2010-11 Actual Expenditures	\$1,281

- DSW Team training supplies and fees \$ 700
- CPR/First Aid Program student fees 2,700
- CPR/First Aid Program instructor materials 1,000

Justification for increase over FY 2011-12 Estimated Actual:

The American Red Cross increased their fee of \$27.00 per student in FY 2011-12. Additional funding is requested to provide for student certification. An analysis of the program concluded that in-house training remains the most cost effective method to provide City staff with this training, despite the fee increase.

Account 42790: Mileage..... \$ 800

FY 2011-12 Approved Budget/Estimated Actual	\$1,000/\$800
FY 2010-11 Actual Expenditures	\$547

This account provides for reimbursement for use of personal vehicles for City business by Emergency Services staff.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 32,700

CURRENT EXPENSES – SERVICES

Account 44310: Maintenance of Equipment..... \$ 2,800

FY 2011-12 Approved Budget/Estimated Actual	\$2,800/\$2,800
FY 2010-11 Actual Expenditures	\$2,300

This account reimburses the Department of Public Works for the City vehicle assigned to the Office of Emergency Services.

SUBTOTAL – SERVICES \$ 2,800

TOTAL – CURRENT EXPENSES \$ 35,500

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate EOC Computer Funding - \$3,000 (0.1% of Budget)

PRIORITY: 1

The City's Emergency Operation Center (EOC) is equipped with 30 computers, two printers, four digital projectors and networking technologies. The EOC also uses server-based crisis management software (WebEOC). This item funds the maintenance of this equipment.

Elimination of funding for this item will reduce the ability of EOC staff the effectively operate in the EOC. The development of situation reports, action plans, mutual aid requests, damage assessment, countywide communications, and the development and delivery of emergency public information is all dependent upon the effective operation of these systems.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Operating Supplies	\$ <u>3,000</u>	
	Total	\$ <u>3,000</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Operating Supplies	\$ <u>3,000</u>	
	Total	\$ <u>3,000</u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Automated Telephone Notification System Funding - \$4,000
(0.1 % of Budget)

PRIORITY: 2

The City has operated an automated telephone notification system for emergency public information and internal staff communications since 1999. Emergency Services and the Police Department use the web-based system to deliver timely recorded telephone messages to specific locations in the City that are being impacted by an event and to recall emergency staff.

The system was recently used to notify residents of a neighborhood search for robbery suspects and the search for a walk away dementia patient and another search for a missing teenager. The system was also used activate the DSW Team for those searches. Earlier in the year, the system was used to activate the SWAT Team for a barricaded suspect.

Elimination of funding for this item will reduce the ability of the City to effectively deliver emergency public information and would require the use of other technologies to activate the SWAT and DSW Teams.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Communications	\$ 4,000	
	<u>Total</u>	<u>\$ 4,000</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Operating Supplies	\$ 4,000	
	<u>Total</u>	<u>\$ 4,000</u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate CPR/First Aid Funding - \$3,700 (0.1% of Budget)

PRIORITY: 3

Emergency Services has provided American Red Cross CPR/First Aid training to civilian staff since 1988. Both sworn and civilian personnel are trained by a cadre of Police employees who are Red Cross certified instructors. This program funds the training of civilian employees by the Police instructors. Approximately 200 civilian employees are trained each year. Most of these employees are required to have this training under OSHA requirements.

Elimination of funding for this item will end this training program. The City will have to find alternative methods to comply with the CPR/First Aid training requirement for Public Works, Waterworks, Sanitation employees, as well as DSW Team members and Crossing Guards.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Operating Supplies	\$ 3,700	
	Total	\$ 3,700

RECURRING ANNUAL SAVINGS

Current Expenses

Operating Supplies	\$ 3,700	
	Total	\$ 3,700

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Disaster Service Worker Team Funding - \$3,700 (0.1% of Budget)

PRIORITY: 4

The Disaster Service Worker (DSW) Program was developed in 2003 to supplement professional responders such as police officers, firefighters and medical providers during large incidents and disasters. The 32-team members are Simi Valley residents who volunteer their time to participate in the program.

They train regularly to develop and maintain their skills and respond to actual incidents and events. The DSW Team has served in numerous incidents and events, including the 2003, 2007 and 2008 City brush fires, the 2009 Moorpark Fire, and Hurricane Katrina. They served as drivers in President Bush's motor pool and assisted the Ronald Reagan Library in each of its major events since 2003. In FY 2011-12, the DSW Team provided more the 3,100 hours of community service.

In a large-scale disaster, such as an earthquake, the members respond according to standing orders and begin providing services to the community. For other emergencies, such as flooding, or a lost child, the members will respond and be functionally organized in the manner best suited for that operation (search teams, sandbagging, etc.) The DSW Team is also a vital resource in disaster preparedness outreach programs, EOC operations and the maintenance of the Simi Valley DSW radio system.

Elimination of funding for this item will result in the termination of this program. The City's overall disaster response and preparedness capabilities will be significantly reduced, as the variety of skills and services that the team has developed over the last ten years is lost.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>	

Current Expenses

Operating Supplies	\$ 3,700	
	Total	\$ 3,700

RECURRING ANNUAL SAVINGS

Current Expenses

Operating Supplies	\$ 3,700	
	Total	\$ 3,700

NON-DEPARTMENTAL
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
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CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 645,000

FY 2011-12 Approved Budget/Estimated Actual	\$655,100/\$640,000
FY 2010-11 Actual Expenditures	\$651,738

This account provides for electricity, natural gas, and water charges.

Justification for increase over FY 2011-12 Estimated Actual:

While the proposed budget is a reduction of \$10,100 from the FY 2011-12 budget amount, it includes an increase over the Estimated Actual to account for anticipated additional power usage during construction of the City Hall expansion and below normal usage during FY 2011-12 due to mild weather.

Account 42130: Postage \$ 61,000

FY 2011-12 Approved Budget/Estimated Actual	\$64,000/\$63,000
FY 2010-11 Actual Expenditures	\$66,742

This account provides for all City postage, with the exception of Business Tax mailings, which are handled through a Bulk Mail Services contract.

Account 42150: Communications \$ 767,300

FY 2011-12 Approved Budget/Estimated Actual	\$777,000/\$684,000
FY 2010-11 Actual Expenditures	\$545,187

This account provides funding for:

Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts	\$ 96,600
Maintenance Contract for Nortel Telephone System	72,500
Telephone system moves, adds, changes – labor	20,000
Parts, headsets, cabling, batteries, other miscellaneous	10,500
Replacement telephones	15,000
Emergency Services satellite telephone charges	4,500

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Wireless telephone charges	61,500
Replacement of wireless telephones and accessories	7,000
Lease costs for the radio system	39,600
Police GPRS and frame relay services for mobile data units	46,100
Radio system maintenance:	304,000
Maintenance contract with Motorola	232,900
Other maintenance contracts – UPS, generators, HVAC	58,400
Permits and licensing	10,100
Fuel, batteries, accessories, and other supplies	2,600
Consulting Services for radio licensing, interference testing and mitigation, and frequency acquisition	90,000

Justification for increase over FY 2011-12 Estimated Actual:

The FY 2012-13 requested budget amount includes one-time costs for consulting services for \$90,000 to address FCC-mandated narrow-banding of all radio frequencies used for the City’s two-way radio system.

Account 42230: Office Supplies \$ 12,100

FY 2011-12 Approved Budget/Estimated Actual	\$12,300/\$12,100
FY 2010-11 Actual Expenditures	\$12,535

This account provides for supplies for Graphics Unit supplies, central office supplies, a holiday tree for the Senior Center, City plaques, ergonomic supplies, security access cards and key fobs, and frames for City certificates and proclamations in the following amounts:

Graphics supplies	\$ 3,000
Central office supplies, holiday tree, City plaques, security cards and key fobs, and frames	6,100
Ergonomic supplies (e.g., adjustable chair arms and keyboard trays)	3,000

Account 42235: Furnishings and Equipment (Non-Capital) \$ 8,000

FY 2011-12 Approved Budget/Estimated Actual	\$14,000/\$13,200
FY 2010-11 Actual Expenditures	\$1,527

This account provides for departmental office furnishings and equipment financed through the General Fund that do not meet the City’s criteria for capital assets. All office furnishings and equipment with unit prices of \$5,000 or less are included in the Non-Departmental budget. All requests are evaluated by the Department of Administrative Services for conformance with Citywide standards. Requests for office furnishings and equipment by the special funds and districts are also reviewed

by Administrative Services for conformance with Citywide replacement and acquisition standards. However, funding for these purchases is provided directly in the specific budgets for each of these funds.

Criteria for the replacement of existing furnishings and equipment include age, maintenance history, and physical condition. The following standard estimated useful lives have been established, which may vary depending on usage and the quality of the original item purchased:

Chairs	8 years
Desks, credenzas, and tables	15 years
Filing cabinets.....	15 years
Herman Miller office furnishings.....	15 years

The following is a summary of the recommended General Fund budget for office furnishings and equipment by requesting department:

Administrative Services Department	\$ 500
Community Services Department.....	1,000
Police Department.....	9,500
Workstations.....	<u>2,000</u>
Total	\$ 13,000

Justification for the proposed purchases is as follows:

Administrative Services Department

One City standard replacement desk chair for Fiscal Services	\$ 500
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Community Services Department

One replacement desk chair for Code Enforcement with Ergonomic and lumbar support	\$ 1,000
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Police Department

Three City standard replacement desk chairs for the Captains' offices	\$ 1,500
Four City standard replacement desk chairs without Arms for the Report Writing Area	2,000
Two City standard replacement desk chairs for The Fiscal Services Unit	1,000

Workstations

Reconfigure two work stations that do not have computer
 Corner work surfaces in response to requests that are received
 throughout the year for situations that need to be corrected to
 prevent injury to employees

\$ 2,000

Account 42300: Copiers \$ 144,000

FY 2011-12 Approved Budget/Estimated Actual	\$148,700/\$144,300
FY 2010-11 Actual Expenditures	\$131,107

This account provides funding for the lease and maintenance of 20 black-and-white copiers at the locations listed below, Print Shop equipment including black-and-white and color copiers, finishing and job control network equipment for the Print Shop copiers, miscellaneous supplies, and property tax for the Citywide copiers.

City Hall	\$ 22,800
Development Services Building	14,200
Police Department	15,400
Public Services Center	4,300
Sanitation/Waterworks	4,000
Transit	2,100
Senior Center	4,500
Cultural Arts Center	2,100
Print Shop	70,600
Miscellaneous supplies and property tax	4,000

Account 42310: Rentals \$ 1,100

FY 2011-12 Approved Budget/Estimated Actual	\$1,000/\$1,100
FY 2010-11 Actual Expenditures	\$1,006

This account provides for the rental costs of the postage meter on the City's postage machine.

Account 42440: Membership and Dues \$ 70,400

FY 2011-12 Approved Budget/Estimated Actual	\$73,200/\$82,200
FY 2010-11 Actual Expenditures	\$72,284

This account provides for Citywide memberships as follows:

Local Agency Formation Commission (LAFCO)	18,200
League of California Cities (LCC)	26,100
League of California Cities - Channel Counties Division	100

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Southern California Association of Governments (SCAG)	11,100
Ventura Council of Governments (VCOG)	6,100
National League of Cities	8,800

Account 42560: Operating Supplies \$ 54,000

FY 2011-12 Approved Budget/Estimated Actual	\$72,700/\$72,000
FY 2010-11 Actual Expenditures	\$45,464

This account is comprised of the following supplies:

Print Shop supplies	\$ 5,000
Negatives and film used in the Print Shop	800
Paper stock including copier paper and envelopes,	42,200
Cash Register Replacement Project	6,000

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,762,900

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 96,600

FY 2011-12 Approved Budget/Estimated Actual	\$86,400/\$83,200
FY 2010-11 Actual Expenditures	\$70,889

This account provides for sales and property tax auditing services, the annual volunteers’ dinner, bi-annual employee luncheons, video streaming and archiving services, the Rancho Simi Recreation and Park District annual assessment, Ventura County 2-1-1 line, and other Citywide functions.

Justification for increase over FY 2011-12 Estimated Actual and Budget:

City subscriptions for real estate listing services and website hosting for the Shop Simi Valley First Program, which were all previously included as part of the Simi Valley Community Development Agency budget, have been moved to this account following the dissolution of the Agency. Additionally, the Summer Employee Luncheon was not held in FY 2011-12 but has been budgeted in FY 2012-13.

Account 44015: Ventura County Property Tax Collection Fee \$ 381,800

FY 2011-12 Approved Budget/Estimated Actual	\$264,700/\$264,700
FY 2010-11 Actual Expenditures	\$305,891

This account provides for the annual County of Ventura property tax administration fee.

Justification for increase over FY 2011-12 Estimated Actual and Budget:

The FY 2012-13 Budget includes the Collection Fee for former Lighting Maintenance District property taxes now budgeted in the General Fund.

Account 44310: Maintenance of Equipment..... \$ 5,500

FY 2011-12 Approved Budget/Estimated Actual	\$3,400/\$2,300
FY 2010-11 Actual Expenditures	\$2,035

This account includes maintenance agreements for the following equipment:

Mail/postage machine	\$ 1,500
Cash Register Maintenance	3,200

This account also provides for as-needed maintenance of the following equipment not covered under a maintenance agreement:

Print Shop equipment	400
Office machines	200
Kitchen equipment	200

Justification for increase over FY 2011-12 Estimated Actual and Budget:

Cash register maintenance has been added for FY 2012-13.

Account 44490: Other Contract Services \$ 191,000

FY 2011-12 Approved Budget/Estimated Actual	\$93,900/\$93,000
FY 2010-11 Actual Expenditures	\$90,418

This account provides for City Internet services, a high-speed data connection between City Hall and the Public Services Center, web-hosting, website enhancements, and 50% of the cost of a Deputy District Attorney position assigned to the Ventura County Courthouse in Simi Valley as follows:

Internet services	\$ 5,000
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High-speed data connection (shared with Sanitation and Waterworks)	20,000
Web-hosting (shared with Sanitation and Waterworks)	1,000
Website enhancements (shared with Sanitation and Waterworks)	5,000
City's share of funding for a Deputy District Attorney position	60,000
Simi Valley Courthouse Funding	100,000

Justification for increase over FY 2011-12 Estimated Actual and Budget:

Funding has been added to assist in keeping the Simi Valley Courthouse open.

Account 44590: Insurance Charges \$ 950,400

FY 2011-12 Approved Budget/Estimated Actual	\$748,700/\$748,700
FY 2010-11 Actual Expenditures	\$882,400

This account provides for the Liability Insurance Fund premium charges allocated to the City's General Fund.

Justification for increase over FY 2011-12 Estimated Actual and Budget:

The FY 2012-13 budget for insurance charges now includes coverage for the Successor Community Development Agency and the Successor Housing Agency.

Account 44491: FIS Operations \$ 85,100

FY 2011-12 Approved Budget/Estimated Actual	\$73,300/\$73,300
FY 2010-11 Actual Expenditures	\$0

This account provides for payments to the Financial Information Systems Operations Fund.

Account 44492: GIS Operations \$ 29,500

FY 2011-12 Approved Budget/Estimated Actual	\$22,300/\$22,300
FY 2010-11 Actual Expenditures	\$0

This account provides for payments to the Geographic Information Systems Operations Funds.

SUBTOTAL – SERVICES \$ 1,739,900

TOTAL – CURRENT EXPENSES \$ 3,502,800

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment (Capital) \$ 53,400

FY 2011-12 Approved Budget/Estimated Actual	\$59,900/\$0
FY 2010-11 Actual Expenditures	\$0

This request will provide funding for Phase III of a three phase Two-Way Radio System Interoperability Project to allow the Simi Valley Police Department to communicate with other local, state, and federal public safety agencies in response to day-to-day calls for assistance; special operations; and large-scale emergencies such as wildfires, floods, and earthquakes. A policy item was approved in FY 2010-11 for a three-year funding program to accumulate funding for this project. Per FCC requirements, the project must be completed by January 1, 2013, at which time all two-way radio frequencies need to be licensed and operating as narrowband frequencies. Staff continues to pursue public safety grant funding for this project.

TOTAL – CAPITAL OUTLAY \$ 53,400

NON-DEPARTMENTAL
POLICY ITEM

PROGRAM JUSTIFICATION: Memberships and Dues Previously Paid for by the Simi Valley Community Development Agency - \$25,600

PRIORITY: 1

On June 28, 2011, the Governor signed legislation that, following a ruling by the California Supreme Court on December 29, 2011, dissolved all redevelopment agencies in California. As such, the Simi Valley Community Development Agency was dissolved, effective on January 31, 2012. The Simi Valley Community Development Agency budget has historically included several Citywide memberships with regional organizations that advance the City's economic development goals, as follows:

Economic Development Collaborative – Ventura County (EDCVC) - \$23,000

The City's membership in this organization enables the City to participate in regional discussions concerning economic development in Ventura County. Prior regional discussions have included regional business marketing/recruitment efforts, identification of barriers to business growth and retention, film industry preservation and attraction efforts, expansion of the foreign trade zone, and collaboration with other economic development organizations. In addition to this regional participation, membership allows Simi Valley businesses access to low and no cost counseling services through the Small Business Development Center (SBDC). The SBDC provides a wide range of services from financial management and cash flow analysis, business marketing, business loan packaging, access to capital, assistance with international trade, e-commerce, and social media. In addition, the SBDC provides assistance to business start-ups by providing step-by-step assistance to entrepreneurs seeking to start their own business venture. Finally, the Economic Development Collaborative – Ventura County provides a forum for Economic Development Professionals at the local, County, and State level to collaborate on shared challenges.

International Council of Shopping Centers (ICSC) - \$400

The International Council of Shopping Centers is a worldwide membership organization that reaches all levels of professional involved in retail. Membership allows the City access to retail tenants, developers, and industry professionals and attendance at regional and international retail events, including a well-attended annual Convention. The City's membership also provides access to proprietary information that assists with business recruitment efforts.

Ventura County Economic Development Association (VCEDA) - \$1,500

California Association for Local Economic Development (CALED) - \$700

These organizations promote regional economic development activities. Memberships help the City to maintain and improve communication with the local business community, obtain current information on legislative matters affecting economic development, and allow for numerous educational and professional development opportunities.

FISCAL YEAR 2012-13 COSTSCurrent Expenses

Memberships and Dues

\$ 25,600

Total\$ 25,600RECURRING ANNUAL COSTSCurrent Expenses

Memberships and Dues

\$ 25,600

Total\$ 25,600

LIABILITY INSURANCE FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
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CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 43010: Liability Insurance Premiums \$ 276,000

FY 2010-11 Approved Budget/Estimated Actual	\$267,000/\$265,000
FY 2009-10 Actual Expenditures	\$254,028

This account provides funding for the following insurance policies:

Faithful performance bond/dishonesty, disappearance, and destruction	\$ 7,000
Excess liability for public officials and errors & omissions Coverage for \$10 million, in excess of \$1 million	269,000

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The liability insurance premiums are based on the amount of the City payroll and liability exposure.

Account 43040: Property Insurance Premiums \$ 118,300

FY 2010-11 Approved Budget/Estimated Actual	\$112,000/\$112,000
FY 2009-10 Actual Expenditures	\$93,662

This account provides for the following property insurance premiums:

Property package	\$ 111,300
Boiler and machinery policy	7,000

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The increase in property insurance premiums is due to an increase in the replacement cost value of City property.

Account 43170: Unemployment Claims..... \$ 35,000

FY 2010-11 Approved Budget/Estimated Actual	\$65,000/\$30,000
FY 2009-10 Actual Expenditures	\$22,404

This account provides for quarterly payments to the California Employment Development Department for unemployment insurance.

Account 43200: Claims and Legal Reserves \$ 797,200

FY 2010-11 Approved Budget/Estimated Actual	\$797,200/\$600,000
FY 2009-10 Actual Expenditures	\$500,292

This account provides for claims, adjusting services, and legal services that may be incurred for lawsuits and claims made against the City and special districts within the City’s self-insured retention.

Justification for proposed increase over the FY 2011-12 Estimated Actual:

The budget amount is established by actuarial review.

Account 44590: Other Insurance Services \$ 3,700

FY 2010-11 Approved Budget/Estimated Actual	\$3,700/\$1,500
FY 2009-10 Actual Expenditures	\$3,245

This account provides for loss prevention, property appraisals and actuarial reviews.

Justification for proposed increase over the FY 2011-12 Estimated Actual:

An actuarial review is required during FY 2012-13.

Account 46100: Reimbursement to General Fund..... \$ 215,400

FY 2010-11 Approved Budget/Estimated Actual	\$195,900/\$195,900
FY 2009-10 Actual Expenditures	\$220,000

This account provides for reimbursement to the General Fund for payroll and associated costs of administering the Liability Insurance Fund in accordance with the Cost Allocation Plan.

Account 49648: Transfer to Computer Equipment Replacement Fund \$ 4,000

FY 2010-11 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2009-10 Actual Expenditures	\$4,000

This account provides for transfer to the Computer Equipment Replacement Fund.

TOTAL - CURRENT EXPENSES \$ 1,449,600

WORKERS' COMPENSATION INSURANCE FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 1,200

FY 2011-12 Approved Budget/Estimated Actual	\$1,200/\$1,200
FY 2010-11 Actual Expenditures	\$725

This account is used for the purchase of various office supplies.

Account 42310: Rentals \$ 2,400

FY 2011-12 Approved Budget/Estimated Actual	\$2,400/\$2,400
FY 2010-11 Actual Expenditures	\$2,420

This account provides for the rental of off-site storage space for inactive Workers' Compensation and Risk Management records.

Account 42440: Memberships and Dues \$ 100

FY 2011-12 Approved Budget/Estimated Actual	\$100/\$0
FY 2010-11 Actual Expenditures	\$0

This account provides for participation in the Council of Self-Insured Public Agencies (COSIPA).

Justification for increase over FY 2011-12 Estimated Actual:

The Workers' Compensation Manager served on the COSIPA Board during FY 2010-11 and FY 2011-12 and the membership fee was waived.

Account 42450: Subscriptions and Books \$ 700

FY 2011-12 Approved Budget/Estimated Actual	\$700/\$700
FY 2010-11 Actual Expenditures	\$264

This account provides funding for various professional and technical publications related to Workers' Compensation including WorkComp Central, an on-line reference service.

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

FY 2011-12 Approved Budget/Estimated Actual	\$200/\$100
FY 2010-11 Actual Expenditures	\$40

This account provides for attendance at the Southern California Orthopedic Institute (SCOI) and Council of Self-Insured Public Agencies (COSIPA).

Account 42730: Training \$ 1,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,000/\$600
FY 2010-11 Actual Expenditures	\$675

This account provides funding for the following professional and technical training:

Council of Self-Insured Public Agencies (COSIPA)	\$	150
State-mandated training (minimum 15 hours of training per employee)		850

Justification for increase over FY 2011-12 Estimated Actual:

One staff position was vacant for part of the year and therefore not all budgeted training was attended.

Account 42790: Mileage \$ 600

FY 2011-12 Approved Budget/Estimated Actual	\$600/\$500
FY 2010-11 Actual Expenditures	\$365

This account provides for miscellaneous mileage reimbursement for staff, including attendance at training workshops, COSIPA meetings, and Workers' Compensation Appeals Board (WCAB) hearings.

Justification for increase over FY 2011-12 Estimated Actual:

Additional budgeted funds are requested to reimburse staff for travel to defend medical liens at the Oxnard WCAB in lieu of using outside counsel.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 6,100

CURRENT EXPENSES – SERVICES

Account 43070: Workers' Compensation Insurance Premiums \$ 205,000

FY 2011-12 Approved Budget/Estimated Actual	\$205,000/\$198,000
FY 2010-11 Actual Expenditures	\$192,540

The Workers' Compensation Insurance Premiums provides insurance coverage for claims exceeding \$500,000 as well as funding for the State of California's Self-Insurance Plans. The amount for insurance coverage is largely based on the City's payroll as well as the volatility in the insurance marketplace, which is impacted by the economy. The funding for the State of California's Self-Insurance Plans is based on the coverage requirements of the State and the actual workers' compensation payments made by the City.

Justification for increase over FY 2011-12 Estimated Actual:

Based on quoted insurance premium, the estimated actual includes a prior year rebate credit.

Account 43200: Claims Payments and Reserves \$ 2,181,800

FY 2011-12 Approved Budget/Estimated Actual	\$2,280,000/\$1,785,700
FY 2010-11 Actual Expenditures	\$1,488,135

This account provides for claim reserves and for the payment of medical expenses, temporary and permanent disability benefits, legal services, and investigation services.

Justification for increase over FY 2011-12 Estimated Actual:

The budget is based on an actuarial study, while the Estimated Actual expenditure is based on claims experience projected out through the end of the Fiscal Year, with a set-aside for reserves based on outstanding workers' compensation claims.

Account 44010: Professional and Special Services \$ 88,700

FY 2011-12 Approved Budget/Estimated Actual	\$88,700/\$89,900
FY 2010-11 Actual Expenditures	\$67,617

This account provides for bill review services to adjust medical bills to the California Official Medical Fee Schedule; bill paying services; employee flu shots; and work-related physical examination costs, including fitness-for-duty physicals, respiratory exams, and hearing exams.

Account 44540: Professional Safety Services and Training \$ 5,000

FY 2011-12 Approved Budget/Estimated Actual	\$7,100/\$5,400
FY 2010-11 Actual Expenditures	\$801

This account provides for professional loss control/safety consultant services and safety training.

Account 44590: Other Insurance Services \$ 2,500

FY 2011-12 Approved Budget/Estimated Actual	\$2,500/\$2,500
FY 2010-11 Actual Expenditures	\$2,500

This account provides for the preparation of an actuarial analysis of the Workers' Compensation Fund.

SUBTOTAL – SERVICES \$ 2,483,000

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 566,000

FY 2011-12 Approved Budget/Estimated Actual	\$2,451,500/\$2,451,500
FY 2010-11 Actual Expenditures	\$756,900

This account provides for reimbursement to the General Fund for indirect costs associated with administering the Workers' Compensation Program and return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 49648: Transfer to Computer Equipment Replacement Fund \$ 4,000

FY 2011-12 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2010-11 Actual Expenditures	\$3,600

This account provides for the future replacement of computers and related equipment used by Workers' Compensation Division staff.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 570,000

TOTAL – CURRENT EXPENSES \$ 3,059,100

GEOGRAPHIC INFORMATION AND PERMITS SYSTEM OPERATING FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42200: Computer Non-Capital..... \$ 4,500

FY 2011-12 Approved Budget/Estimated Actual	\$4,500/\$4,500
FY 2010-11 Actual Expenditures	\$4,499

This account is used for the purchase of computers equipment with unit prices less than \$5,000.

Account 42560: Operating Supplies \$ 4,000

FY 2011-12 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2010-11 Actual Expenditures	\$3,964

This account provides for toner, paper, and other operating supplies for the GIS Plotter not included in general printer maintenance or office supplies.

Account 42720: Travel, Conferences, and Meetings \$ 1,400

FY 2011-12 Approved Budget/Estimated Actual	\$1,400/\$1,400
FY 2010-11 Actual Expenditures	\$0

This account provides for attendance at the annual ESRI users Conference in San Diego.

Account 42730: Training \$ 3,000

FY 2011-12 Approved Budget/Estimated Actual	\$3,100/\$0
FY 2010-11 Actual Expenditures	\$0

This account provides funding for professional and technical training for staff involved in GIS and Permits applications.

Justification for increase over FY 2011-12 Estimated Actual:

Due to an ongoing vacancy, staff was unable to attend training classes. With the planned implementation of new Permits software in FY 2012-13, additional staff training will be needed.

FY 2012-13
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BUDGET

Account 42790: Mileage \$ 100

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

This account provides for mileage reimbursement for staff attendance at training workshops.

Justification for increase over FY 2011-12 Budget and Estimated Actual:

Funding was moved from the Training Account budget to cover mileage expense for travel to training classes.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 13,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 25,000

FY 2011-12 Approved Budget/Estimated Actual	\$25,000/\$20,000
FY 2010-11 Actual Expenditures	\$0

This account provides for services related to development of a needs assessment, issuance of a Request for Proposals, and consultant selection assistance for replacement of Permits System software.

Account 44310: Equipment Maintenance \$ 55,000

FY 2011-12 Approved Budget/Estimated Actual	\$52,600/\$53,700
FY 2010-11 Actual Expenditures	\$50,308

This account provides software licensing for the GIS and Permits software packages used by all City Departments.

Justification for increase over FY 2011-12 Budget and Estimated Actual:

The cost of enhanced support for the Permits software, which is no longer covered under standard support, has increased.

SUBTOTAL – SERVICES \$ 80,000

TOTAL – CURRENT EXPENSES \$ 93,000

FINANCIAL INFORMATION SYSTEM OPERATING FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 60,000

FY 2011-12 Approved Budget/Estimated Actual	\$25,000/\$0
FY 2010-11 Actual Expenditures	\$8,835

This account provides for services related to required configuration changes to the existing financial system and development of a needs assessment, issuance of a Request for Proposals, and consultant selection assistance for replacement of the City’s Enterprise Resource Planning System.

Justification for increase over FY 2011-12 Estimated Actual:

Budgeted funds for the needs assessment were not expended during FY 2011-12 due to network and e-mail conversion activities. Additionally, required financial systems configuration changes were completed in-house without the need for consultant services. The FY 2012-13 budget request is for issuance of a Request for Proposals and consultant assistance in the selection of a replacement Enterprise Resource Planning System.

Account 44310: Equipment Maintenance \$ 70,000

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

SAP, owner of the City’s Enterprise Resource Planning System, has announced a required upgrade to a new software version that would need to be implemented during FY 2012-13 at a cost of between \$1,000,000 and \$2,000,000. As the City is currently investigating options for replacement of the SAP system, funding is requested only for enhanced support of the existing system.

Justification for increase over FY 2011-12 Budget and Estimated Actual:

If the City elects to not participate in the required upgrade, SAP will require purchase of an enhanced annual support package.

SUBTOTAL – SERVICES \$ 130,000

TOTAL – CURRENT EXPENSES \$ 130,000

COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42790: Mileage \$ 5,200

FY 2011-12 Approved Budget/Estimated Actual	\$5,500/\$5,200
FY 2010-11 Actual Expenditures	\$5,082

This account is used to reimburse staff for use of their personal vehicles on City business.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 5,200

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$ 7,200

FY 2011-12 Approved Budget/Estimated Actual	\$503,900/\$117,800
FY 2010-11 Actual Expenditures	\$515,855

This account provides for funding to pay for legal services regarding redevelopment activities as contained in the Recognized Obligations Payment Schedule.

Account 45900: Transfer to Debt Service \$2,099,200

FY 2011-12 Approved Budget/Estimated Actual	\$3,617,200/\$3,613,600
FY 2010-11 Actual Expenditures	\$3,638,495

This account funds for interest and principal payments for outstanding redevelopment Certificates of Participation.

SUBTOTAL - SERVICES \$ 2,106,400

TOTAL - CURRENT EXPENSES \$ 2,111,600

HOUSING SUCCESSOR AGENCY
 HOUSING ADMINISTRATION FUND
 SUPPORTING INFORMATION

FY 2012-13
REQUESTED
 BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 800

FY 2011-12 Approved Budget/Estimated Actual	\$1,000/\$400
FY 2010-11 Actual Expenditures	\$802

Various office and related supplies needed to support affordable housing activities.

Justification for proposed increase over the FY 2011-12 Estimated Actual:

The FY 2011-12 Estimated Actual is lower than the budget due to legislation and court action to dissolve all redevelopment agencies in California, which greatly restricted affordable housing activities during the second half of the fiscal year.

Account 42420: Special Departmental Expense \$ 100

FY 2011-12 Approved Budget/Estimated Actual	\$100/\$100
FY 2010-11 Actual Expenditures	\$0

This account provides funding for the payment of filing fees to the County Recorder’s Office for legal posting of Notices of Determination and Notices of Exemption.

Account 42440: Memberships and Dues \$ 700

FY 2011-12 Approved Budget/Estimated Actual	\$3,000/\$2,300
FY 2010-11 Actual Expenditures	\$1,275

This account provides for memberships to professional organizations including:

American Planning Association (1 staff)	\$ 400
Urban Land Institute	300

FY 2012-13
REQUESTED
BUDGET

Account 42450: Subscriptions and Books \$ 500

FY 2011-12 Approved Budget/Estimated Actual	\$2,900/\$600
FY 2010-11 Actual Expenditures	\$2,769

This account is used to purchase materials that assist staff in monitoring foreclosures of affordable units in order to preserve the City's/Agency's investment.

Compliance Program Resources License (Foreclosure Radar) \$ 500

Account 42460: Advertising \$ 500

FY 2011-12 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2010-11 Actual Expenditures	\$1,356

This account provides advertisements for legal noticing of programs.

Account 42560: Operating Supplies \$ 200

FY 2011-12 Approved Budget/Estimated Actual	\$500/\$200
FY 2010-11 Actual Expenditures	\$64

This account provides for supplies needed to perform affordable housing activities.

Account 42790: Mileage \$ 100

FY 2011-12 Approved Budget/Estimated Actual	\$200/\$0
FY 2010-11 Actual Expenditures	\$98

This account provides for employee reimbursement for business-related use of their personal vehicles when City vehicles are unavailable.

Justification for proposed increase over FY 2011-12 Estimated Actual:

The FY 2011-12 Estimated Actual is lower than the budget due to legislation and court action to dissolve all redevelopment agencies in California, which greatly restricted affordable housing activities during the second half of the fiscal year.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 2,900

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 285,400

FY 2011-12 Approved Budget/Estimated Actual	\$105,300/\$128,800
FY 2010-11 Actual Expenditures	\$214,953

This account provides for funding regarding housing activities as contained in the Recognized Obligations Payment Schedule. FY 2012-13 funding is requested for litigation involving an affordable housing unit in the Verandas development.

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

FY 2012-13 funding is requested for litigation involving an affordable housing unit.

Account 44140: Affordable and Senior Housing Programs \$ 13,403,500

FY 2011-12 Approved Budget/Estimated Actual	\$11,545,500/\$519,300
FY 2010-11 Actual Expenditures	\$740,159

This program provides incentives for affordable and senior housing projects. The FY 2011-12 Estimated Actual includes funding to acquire one affordable unit in order to preserve its affordability and anticipated gap financing to be provided with the sale of affordable units.

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The FY 2011-12 Estimated Actual is substantially lower than the budget amount because several affordable housing projects have been approved, but have not gone forward. The FY 2012-13 Budget reflects affordable agreements in place as approved by the State auditor and County Oversight Board.

Account 44410: Maintenance of Buildings & Grounds \$ 21,100

FY 2011-12 Approved Budget/Estimated Actual	\$17,600/\$21,000
FY 2010-11 Actual Expenditures	\$11,524

Provides for incidental expenditures incurred with Agency-owned property, including homeowner association dues and utilities.

Justification for proposed increase over the FY 2011-12 Approved Budget and Estimated Actual:

The FY 2011-12 Budget provides for incidental expenditures for an average of four units for the entire year. As many as six affordable units were owned at certain times during the fiscal year. The FY 2012-13 Budget provides funding as approved by the State auditor and County Oversight Board.

SUBTOTAL - SERVICES \$ 13,710,000

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 49297: Transfer to the Retiree Medical Benefits Fund \$ 27,300

FY 2011-12 Approved Budget/Estimated Actual	\$18,000/\$18,000
FY 2010-11 Actual Expenditures	\$27,400

Funding for current and future medical benefits for retired employees as approved by the State auditor and County Oversight Board.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 27,300

TOTAL - CURRENT EXPENSES.....\$ 13,740,200

LOCAL HOUSING FUND
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 5,000

FY 2011-12 Approved Budget/Estimated Actual	\$50,300/\$50,300
FY 2010-11 Actual Expenditures	\$12,840

Special legal counsel for housing-related projects and potential affordable unit foreclosures \$ 5,000

Account 44130: Home Rehabilitation Loan Assistance \$ 164,800

FY 2011-12 Approved Budget/Estimated Actual	\$230,600/\$68,700
FY 2010-11 Actual Expenditures	\$6,190

This allocation provides funding for energy efficiency home rehabilitation loans for very low-, low-, median-, or moderate-income households and soft costs pertaining to all home rehabilitation loans. Soft costs paid by the City include lead-based paint abatement and testing, asbestos testing, and termite testing.

Justification for proposed increase over the FY 2011-12 Estimated Actual:

The FY 2012-13 Budget includes soft costs for CalHome and Energy Efficiency & Conservation Block Grant (EECBG) loans, which were previously funded from the Community Development Agency Housing Administration Fund. Four EECBG loans are anticipated in FY 2012-13.

Account 44150: Rental Assistance Program..... \$ 246,700

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

Rental Assistance for 26 seniors at an average of \$17,500/month \$ 210,000

Administrative Contract with Area Housing Authority of Ventura County for Senior Rental Assistance (\$80.48/unit/month) 25,100

Rental Assistance for an average of 23 Mobile Home Seniors at an average of \$42.00/month 11,600

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The FY 2012-13 Budget provides funding for the Senior Rent Subsidy Program and the Mobile Home Rent Subsidy Program for Seniors, which were previously funded from the Community Development Agency Housing Administration Fund.

TOTAL - CURRENT EXPENSES

\$ 416,500

CALHOME GRANT FUND
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES

Account 44130: Home Rehabilitation Loan Assistance \$ 870,000

FY 2011-12 Approved Budget/Estimated Actual	\$300,000/\$30,000
FY 2010-11 Actual Expenditures	\$0

This allocation will provide funding for CalHome loans for low-income households. These expenditures will be reimbursed from the CalHome grant. Expenditures were not incurred in FY 2010-11, as the program manual had not yet been approved.

Justification for proposed increase over the FY 2011-12 Budget and Estimated Actual:

The FY 2011-12 Estimated Actual was lower than anticipated due to delays in obtaining program manual approval.

TOTAL – CURRENT EXPENSES \$ 870,000

COMPUTER EQUIPMENT REPLACEMENT FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES

Account 42720: Training \$ 36,400

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

This account provides for the following training related to the implementation and maintenance of a newly installed Microsoft Network and E-mail System:

Administrative Tools Training	(3 Staff)	8,400
Desktop Management Training	(5 Staff)	13,000
Enterprise Applications Training	(6 Staff)	15,000

Account 44010: Professional and Special Services..... \$ 190,800

FY 2011-12 Approved Budget/Estimated Actual	\$312,200/\$246,400
FY 2010-11 Actual Expenditures	\$33,073

This account provides for engineering, design, and implementation services for replacement computer systems technology, as well as technical assistance with the network and E-mail conversion from Novell to Microsoft. Information security assessments, recommendations, and remedies are also funded from this account.

Account 47028: Computers (Capital) \$ 375,100

FY 2011-12 Approved Budget/Estimated Actual	\$469,000/\$464,200
FY 2010-11 Actual Expenditures	\$175,661

This account provides for the purchase of computer equipment that meets the City’s criteria for capital assets. For FY 2012-13, budgeted funds are requested for the replacement of 13 mobile data terminals used in Police vehicles, 12 Servers, 2 core switches, and 2 tape backup units, all of which are at least 7 years old.

Account 48800: Application Software \$ 208,000

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$210,050

This account provides for the ongoing licensing of the Microsoft Enterprise Citywide.

Justification for increase over FY 2011-12 Estimated Actual and Budget:

This is a new line item for ongoing licensing of the Microsoft Enterprise System acquired during FY 2011-12.

Account 48840: System Hardware \$ 219,000

FY 2011-12 Approved Budget/Estimated Actual	\$273,300/\$197,100
FY 2010-11 Actual Expenditures	\$187,352

Funds are requested for the replacement of 174 desktop computers, 9 laptop computers, 26 black and white laser printers, and 10 storage units that have been in use for more than 6 years.

Justification for increase over FY 2011-12 Estimated Actual:

No printers were replaced during FY 2011-12.

TOTAL – CURRENT EXPENSES \$ 1,029,200

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications \$ 33,800

FY 2011-12 Approved Budget/Estimated Actual	\$32,600/\$32,600
FY 2010-11 Actual Expenditures	\$28,591

This account is used for the monthly payment of seven pagers and two cellular phones to support Transit operational requirements at an estimated annual cost of \$1,200 for the pagers and \$900 for the cellular phones. Also included is \$31,700 as Transit’s allocation for service of the two-way radio system maintenance.

Justification for the proposed increase over FY 2011-12 Budget and Estimated Actual:

The Transit Division’s share of two-way radio system maintenance will increase by \$1,100 in FY 2012-13. Additionally, the annual cellular phone cost will increase by \$100.

Account 42200: Computers (Non Capital)..... \$ 6,000

FY 2011-12 Approved Budget/Estimated Actual	\$0/\$0
FY 2010-11 Actual Expenditures	\$0

This account provides for the replacement of desktop computers and necessary software.

Justification for the proposed increase over FY 2011-12 Budget and Estimated Actual:

Due to the Transit Maintenance Facility Expansion project, staff was able to defer replacement of desktop computers in FY 2011-12. Staff is requesting funds in FY 2012-13 to replace three Transit Dispatch desktop computers. The three computers to be replaced were purchased in October 2007 and no longer meet City standards. Requested replacements are in accordance with the City’s current computer replacement policy.

Account 42230: Office Supplies \$ 3,200

FY 2011-12 Approved Budget/Estimated Actual	\$4,000/\$3,200
FY 2010-11 Actual Expenditures	\$2,416

This account provides for the purchase of various office and related supplies, including pens, pencils, paper, folders, etc. used for the management and administration of the Transit System.

Account 42410: Uniform/Clothing Supply \$ 18,000

FY 2011-12 Approved Budget/Estimated Actual	\$25,000/\$13,000
FY 2010-11 Actual Expenditures	\$14,428

Bus Operations \$ 9,800

This account funds Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs, and replacement uniforms for current TCOs of the fixed-route bus service.

Van Operations 6,800

This account funds TCO monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs, and replacement uniforms for current TCOs who operate ADA Paratransit/Dial-A-Ride vans.

Bus Maintenance 1,400

This account funds the rental, cleaning and replacement of uniforms for three Transit mechanics, and the rental/cleaning of shop towels.

Justification for the proposed increase over FY 2011-12 Estimated Actual:

The local uniform vendor that was used for the purchase of TCO uniforms sold the business during FY 2011-12. Staff was able to purchase remaining TCO uniform inventory substantially below vendor cost. The requested FY 2012-13 budget request restores funding for the continued purchase of TCO uniforms.

Account 42440: Memberships and Dues \$ 12,800

FY 2011-12 Approved Budget/Estimated Actual	\$12,800/\$12,200
FY 2010-11 Actual Expenditures	\$12,213

This account covers annual membership as follows:

California Transit Association (CTA)	\$ 3,000
American Public Transit Association (APTA)	9,500
National Safety Council (NSC)	300

CTA and APTA provide resources, information, and analyses for the City’s Transit System relative to research, reports, and state/federal requirements and initiatives. Memberships in these organizations provide a resource for legislative updates, information on federal laws/programs pertaining to federal financial assistance for Transit, and networking opportunities with other public transit agencies. Membership in the NSC provides access to essential safety program materials and information.

Justification for the proposed increase over FY 2011-12 Estimated Actual:

Annual expenditure for CTA and APTA membership dues for FY 2011-12 were less than budgeted, resulting in a savings in this account. However, funding for FY 2012-13 covers the anticipated increase in CTA and APTA dues.

Account 42450: Subscriptions and Books..... \$ 700

FY 2011-12 Approved Budget/Estimated Actual	\$400/\$700
FY 2010-11 Actual Expenditures	\$328

This account is used for required publications to keep staff abreast of the latest technical information, including Code of Federal Regulations Title 13 Updates, Transit Access News, grant regulations, special transit studies, and other management information tools.

Justification for the proposed increase over FY 2011-12 Budget:

Transit Access News provided a free subscription for FY 2010-11. The renewal fee for this publication, which provides ADA updates and information, was paid during FY 2011-12. The budget request for FY 2012-13 provides for continued renewal fees.

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

FY 2011-12 Approved Budget/Estimated Actual	\$1,300/\$1,300
FY 2010-11 Actual Expenditures	\$1,501

This account provides for the cost of materials to promote the City’s Transit system at the Annual Street Fair/Emergency Expo, Earth Day, and Senior Center Health Expo. It also provides funds for advertising fixed-route and Dial-A-Ride services in local publications, as well as for federally mandated advertising costs for publication of the Transit Division’s Disadvantaged Business Enterprise (DBE) goal.

Account 42500: Fuel and Lubricants \$ 215,000

FY 2011-12 Approved Budget/Estimated Actual	\$235,000/\$196,000
FY 2010-11 Actual Expenditures	\$202,763

Bus Operations/Utility Vans \$ 180,000

This account provides compressed natural gas (CNG) fuel for 13 CNG buses used on four fixed-routes and unleaded gasoline for three operator relief utility vans, one supervisor van and two supervisor sedans. This account also includes fueling of Moorpark Transit buses based on a reimbursable cooperative agreement, as well as electrical expenses associated with operation of the natural gas compressor.

Van Operations 20,000

This account provides for CNG fuel used to operate the ADA Paratransit/Dial-A-Ride fleet, which includes 13 vans and one sedan.

Bus Maintenance 10,000

This account provides for the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining fixed-route vehicles. It also includes recycling fees associated with fuel filters.

Van Maintenance 5,000

This account provides for the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining ADA Paratransit/Dial-A-Ride vehicles. It also includes recycling fees associated with fuel filters.

Justification for the proposed increase over FY 2011-12 Estimated Actual:

The FY 2012-13 budget request includes funds to accommodate anticipated increase in fuel costs during the coming fiscal year.

Account 42510: Tires..... \$ 61,200

FY 2011-12 Approved Budget/Estimated Actual	\$49,000/\$47,800
FY 2010-11 Actual Expenditures	\$40,789

Bus Maintenance \$ 50,000

This account is used to purchase recapped and new tires for the fixed-route buses. Tires can be recapped a maximum of three times and are used on the rear wheels of the vehicles, while new tires are used on the front wheels of the vehicles. The cost of a recapped tire is \$160 and the cost of a new tire is \$425.

Van Maintenance 11,200

This account is used to purchase new tires for 13 ADA Paratransit/Dial-A-Ride vans and one Crown Victoria sedan at a cost of approximately \$115 per tire.

Justification for the proposed increase over FY 2011-12 Approved Budget and Estimated Actual:

Tire manufacturers on the Western States Contracting Alliance (WSCA) agreement, which expired on March 31, 2012, have held their prices firm for the last 13-months. During the past year, the industry has experienced a substantial increase in the cost of raw materials, resulting in the need to increase tire prices 25-30% during the upcoming year. The FY 2012-13 budget request includes a 25% increase to accommodate the anticipated increase in tire prices.

Account 42550: Small Tools/Equipment..... \$ 3,500

FY 2011-12 Approved Budget/Estimated Actual	\$3,500/\$3,100
FY 2010-11 Actual Expenditures	\$3,150

This account is used for the purchase of updated computer diagnostic software/cartridges for specialized calibration tools and equipment, which are used to perform maintenance and safety inspections on Transit's CNG fleet. In addition, funds from this account are used to replace, on an as-needed basis, small hand tools such as sockets, torque wrenches, and other light tools for Transit mechanics.

Justification for the proposed increase over FY 2011-12 Estimated Actual:

Small tools are purchased on an as-needed basis. Fewer tools than anticipated needed to be replaced in FY 2011-12. The FY 2011-12 budgeted amount is re-budgeted in FY 2012-13 in anticipation of the need for specialized tools and equipment that are required to service/maintain Transit's three newer model buses.

Account 42560: Operating Supplies \$ 132,000

FY 2011-12 Approved Budget/Estimated Actual	\$132,000/\$129,500
FY 2010-11 Actual Expenditures	\$94,117

Bus Operations 4,000

This account provides for the printing of bulkhead signs and the purchase of miscellaneous supplies for the Transit garage, such as rubber gloves, dust masks, professional hand soap, etc. Funds are included in this account for repair/service to the two-way mobile radios that are not covered by the City's contract. This account also funds DMV license and certification renewals for 38 Transit staff members.

Van Operations 1,000

This account provides for the purchase of supplies and materials not available through Central Supply that are needed for the day-to-day operation of the ADA Paratransit/Dial-A-Ride service. Included is funding for the purchase of mobility device restraint straps, fastening equipment, and other supplies related to operational safety.

Bus Maintenance/Utility Van Maintenance 100,000

This account is used for the purchase of specialized parts for maintenance and repair of 13 CNG engines, such as electronic components related to fuel and emission systems; hydraulic components related to steering and cooling controls; components for wheelchair ramps and lifts; components related to the anti-lock brake systems; components for repairing GFI fareboxes; and parts/supplies for the bus washer. This account is also used for the purchase of small replacement parts, such as gaskets, brakes, filters, shock absorbers, belts, hoses, and other miscellaneous auto parts and materials required for routine repairs and preventive maintenance on buses, utility vans and sedans. Six of the 13 buses are over 12 years old, and are scheduled for replacement at the latter part of FY 2012-13. Each of these buses will have averaged in excess of 531,200 miles by the time of replacement. Three fixed-route buses were replaced in FY 2011-12, while two buses are due for replacement in FY 2013-14 and the remaining two fixed-route buses will be replaced in FY

2017-18. Replacement route schedule holders/displays for the inside of the bus are also purchased from this account.

Van Maintenance 27,000

This account is used for the purchase of specialized parts for maintenance and repair of 11 CNG engines, such as electronic components related to fuel and emission systems, hydraulic components related to steering and cooling controls, components for wheelchair lifts, components related to the anti-lock brake systems, and replacement passenger information displays for the inside of the van. This account is also used for the purchase of replacement parts such as gaskets, brakes, filters, shocks, belts, hoses and other materials necessary for routine repairs, as well as preventive maintenance on ADA Paratransit/Dial-A-Ride vehicles.

Justification for the proposed increase over FY 2011-12 Estimated Actual:

Six fixed-route buses are over 12 years old and have accumulated in excess of 531,200 miles. These buses are scheduled for replacement at the latter part of FY 2012-13. The requested amount for FY 2012-13 has been increased to allow for the cost of additional replacement parts, as necessary, for these aging vehicles.

Account 42720: Travel, Conferences, Meetings \$ 3,300

FY 2011-12 Approved Budget/Estimated Actual	\$3,600/\$2,600
FY 2010-11 Actual Expenditures	\$1,789

This account is used for staff attendance at governmental and Transit related conferences and seminars, which provides staff with knowledge of current trends and concepts in the transit industry. The following amounts are requested for the Deputy Director/Transit, the Transit Finance Manager, the Transit Superintendent, and other appropriate staff to attend meetings and conferences associated with Transit funding, planning, and grant management:

1 – FTA/Grant Training, (CA)	\$ 700
1 – National Transit Database Training, (CA)	700
2 – CTA/CalAct Annual Conference, (Palm Desert, CA)	1,900

Justification for the proposed increase over FY 2011-12 Estimated Actual:

During FY 2011-12, there were no opportunities in California to attend FTA Grant Training or National Transit Database training. The FY 2012-13 budget request is based on California trainings being resumed.

Account 42730: Training \$ 1,500

FY 2011-12 Approved Budget/Estimated Actual	\$1,700/\$1,700
FY 2010-11 Actual Expenditures	\$0

Dispatch Training	\$ 300
Safety Training Videos	300
Accident Prevention/Safety Training Materials	500
Transportation Safety Institute Updates	400

Account 42790: Mileage \$ 2,700

FY 2011-12 Approved Budget/Estimated Actual	\$2,700/\$2,500
FY 2010-11 Actual Expenditures	\$2,114

This account provides for employee mileage reimbursement when City vehicles are not available or their use is not practical, for attendance at out-of-town meetings, trainings and various events staff is required to attend.

Justification for the proposed increase over FY 2011-12 Estimated Actual:

The Transit Superintendent position was vacant during FY 2011-12.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 495,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 500

FY 2011-12 Approved Budget/Estimated Actual	\$600/\$500
FY 2010-11 Actual Expenditures	\$484

This account provides for the City’s participation in the State of California’s Unified Certification Process to satisfy the Transit Division’s requirement to perform certification activities under the Disadvantaged Business Enterprise (DBE) program that ensures nondiscrimination in Transit’s federally funded programs. Also included is funding for a service to pick up, shred, and dispose of confidential information.

Account 44310: Maintenance of Equipment..... \$ 543,500

FY 2011-12 Approved Budget/Estimated Actual	\$643,900/\$625,000
FY 2010-11 Actual Expenditures	\$534,152

Administration \$ 2,000

Coin and currency counter maintenance and repair \$ 1,600
 Maintenance of the date/time clock 400

Bus Maintenance/Utility Van Maintenance 496,500

Maintenance work beyond the service provided by City maintenance staff, such as air conditioning repairs, window replacements, radio service, body damage repair, seat repairs, relining of brake shoes, wheel alignments, exhaust system repairs, alternator and starter repairs, radiator service, and major component failures such as engine and transmission rebuilds are funded from this account, as well as the FY 2011-12 Public Works allocation for the maintenance of Transit vehicles. Additionally, this account provides funding for towing services of fixed-route vehicles that are unable to be driven. Also included are funds for preventive maintenance and repairs of the CNG Fueling Facility. Listed below are the estimated annual costs for highly specialized bus repair services and fueling facility maintenance:

Public Works maintenance allocation	\$ 394,400
CNG fueling facility preventive and non-routine maintenance and repairs	52,000
Generator maintenance	2,400
Maintenance and calibration of the fire suppression system (\$150 per bus)	2,000
Maintenance and calibration of methane detection system	1,000
Rebuilt transmission (1)	5,000
Turbochargers (2)	11,000
Rear end gear assembly (1)	5,000
Exhaust manifold (1)	3,000
Air conditioning repairs	5,000
Window replacements	500
Radio service	500
Body damage/seat repairs	5,000
Relining of brake shoes	1,500
Wheel alignments	800
Alternator/starter repairs	3,800
Radiator service	2,000
Replacement filters for bus washer	600
Towing Services	1,000

Van Maintenance

45,000

These funds are used for contracted maintenance work performed on the ADA Paratransit/Dial-A-Ride vans, such as body damage repair work, upholstery repairs, gas detection service, machine work, window replacements, radio service, wheel alignments, relining brake shoes, exhaust system repairs, alternator and starter repairs, radiator service, air conditioning repairs, and major repairs to vehicle drive trains. This account also provides funding for towing services of paratransit vehicles that are unable to be driven. Currently, the City operates as many as 11 Dial-A-Ride vans, Monday-Friday, and as many as three vans on Saturday from approximately 4:30 a.m. to 8:00 p.m.

Account 44410: Maintenance of Building/Grounds \$ 2,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,500/\$1,400
FY 2010-11 Actual Expenditures	\$1,440

This account is used for the purchase of materials required to maintain existing bus stop locations with such items as concrete pads for ADA accessibility, bus stop targets, poles and pole caps, information tubes, installation of bus benches, and other small items.

Justification for the proposed increase over FY 2011-12 Budget and Estimated Actual:

Staff is requesting additional funding in FY 2012-13 to accommodate any unanticipated repairs required to new bus stop shelters during the upcoming fiscal year.

Account 44490: Other Contract Services. \$ 23,400

FY 2011-12 Approved Budget/Estimated Actual	\$23,400/\$23,400
FY 2010-11 Actual Expenditures	\$25,390

This account provides for services associated with the following:

FTA drug/alcohol testing	\$ 3,000
DMV medical	1,800
Ventura County APCD Permit fee (CNG Generator)	500
Reprinting of Transit bus schedules, maps and transfers	14,000
Reprinting of bus and ADA/DAR Passes	4,100

Account 44590: Insurance Charges \$ 133,900

FY 2011-12 Approved Budget/Estimated Actual	\$133,300/\$133,300
FY 2010-11 Actual Expenditures	\$157,800

This account provides for the Transit share of premiums paid out of the City's Liability Insurance Fund.

Account 44491: Transfer to Financial Information Systems Fund - Operations \$ 2,600

FY 2011-12 Approved Budget/Estimated Actual	\$2,600/\$2,600
FY 2010-11 Actual Expenditures	\$0

These funds are to be transferred to the Financial Information Systems to pay for ongoing system operations to the City's Enterprise Resource and Planning system software.

SUBTOTAL – SERVICES \$ 705,900

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,376,900

FY 2011-12 Approved Budget/Estimated Actual	\$1,111,800/\$1,111,800
FY 2010-11 Actual Expenditures	\$1,200,300

This account is for reimbursement to the General Fund for costs to support the operation of the Transit system. The amount of reimbursement is established annually in the City's Cost Allocation Plan.

Account 49297: Transfer to Retiree Medical Benefits Fund \$ 42,800

FY 2011-12 Approved Budget/Estimated Actual	\$47,400/\$47,400
FY 2010-11 Actual Expenditures	\$108,500

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to retired City employees.

Account 49656: Transfer to Financial Information Systems Fund - Capital..... \$ 3,400

FY 2011-12 Approved Budget/Estimated Actual	\$3,400/\$3,400
FY 2010-11 Actual Expenditures	\$0

These funds are to be transferred to the Financial Information Systems to pay for ongoing system modifications and enhancements to the City’s Enterprise Resource and Planning system software as required by changing regulations, legislation, Generally Accepted Accounting Principles, or business practices.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 1,423,100

TOTAL – CURRENT EXPENSES \$ 2,624,000

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment (Capital) \$ 35,200

FY 2011-12 Approved Budget/Estimated Actual	\$4,272,500/\$2,054,800
FY 2010-11 Actual Expenditures	\$3,551,871

This request will provide funding for renewal of the Trapeze PASS scheduling and dispatching software used by the Americans With Disabilities/Dial-A-Ride (ADA/DAR) Paratransit Program. In 2007, Ventura County Transportation Commission initiated a shared hosted environment for Countywide paratransit services and provided the cost of purchasing, implementing, and training for implementation of the Trapeze PASS software for a five-year period. The five-year period will conclude on October 1, 2012 and each paratransit operator in the County is responsible for renewal of all licenses, fees and costs associated with the continued use of the Trapeze PASS system.

TOTAL – CAPITAL OUTLAY \$ 35,200

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Voice Announcement System and Replacement Bus Engines - \$123,000 (Federal Grant Funds)

PRIORITY: 1

The Transit Division is requesting authorization to purchase a voice announcement system to be installed in Simi Valley Transit's fleet of fixed-route buses. This system provides ADA-compliant presentation of next stop audio and visual information to passengers, replacing or enhancing the vehicle's existing Public Address (PA) system.

The voice announcement system is automated through a Global Positioning System (GPS) and provides automation of route message triggering, in both English and Spanish, with minimal driver interaction. As the vehicle travels its route and encounters an announcement location, as determined by GPS, the corresponding stop announcement is played over the PA system's speakers. Simultaneously, data is sent to an internal sign, which displays the corresponding visual message.

External announcements, which meet the Federal ADA requirement for route identification, are used to announce the designated route and destination of the vehicle to curbside passengers preparing to board. This occurs each time the vehicle's door is opened.

The system can also be programmed in English and Spanish, to announce special events, promote Shop Simi campaign, as well as any other personalized message the City deems appropriate.

Authorization is requested to purchase a voice announcement system and replacement bus engines in the amount of \$123,000 from the FY 2012-13 Budget.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Voice Announcement System	\$ 95,000	
Replacement Bus Engines	28,000	
	<u>Total</u>	<u>\$ 123,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Three Replacement Paratransit Vans With Fareboxes - \$300,000 (Federal Grant Funds)

PRIORITY: 2

The Transit Division is requesting funding for the replacement of three Compressed Natural Gas-powered Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) Paratransit vans that have reached the end of their useful service life. The Federal Transit Administration (FTA) Rolling Stock Service Life Policy states that an FTA funded 25-foot paratransit van must remain in transit use for a minimum service life of at least 5-years or an accumulation of at least 150,000 miles.

Two of the vans due for replacement were purchased in 2004 and the third van was purchased in 2007. One van was retired in 2011 and by the time of replacement, one van will have accumulated in excess of 195,000 and the remaining van will exceed the minimum service life. Replacement of the vans will ensure continued reliability of service while reducing maintenance costs. Providing service without disruptions due to mechanical failures will ensure compliance with Federal ADA regulations. These regulations allow no tolerance for denials, as FTA regulations do not provide for "capacity constraint" arguments due to mechanical failures when denying a request for transportation.

The current ADA/DAR service operates Monday through Saturday for a weekly total of 428 hours, transporting approximately 1,000 passengers per week. The requirement for sufficient equipment/capacity necessary to meet demands for service is crucial to ensuring that the City is compliant with Federal ADA regulations.

Therefore, staff is requesting authorization to replace three ADA/DAR vans in FY 2012-13 utilizing CMAQ funding in the amount of \$300,000.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Three CNG ADA/DAR Vans	<u>\$ 300,000</u>	
	Total	<u>\$ 300,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Replacement of Three 40-Foot Fixed-Route Buses - \$1,460,700 (Federal Grant Funds)

PRIORITY: 3

The Transit Division is requesting authorization to purchase three replacement fixed-route buses that are eligible for replacement under FTA guidelines. FTA Rolling Stock Service Life Policy requires that any FTA funded 40-foot Transit bus remain in transit service for at least 12-years or an accumulation of at least 500,000 miles.

In accordance with FTA policy, each of the three buses scheduled for replacement have reached the end of their useful service life by accumulating in excess of 533,000 miles each. Replacement of the buses will be funded with 100% of Congestion Mitigation Air Quality (CMAQ) funds and will ensure continued reliability of service while reducing maintenance costs. The Ventura County Transportation Commission has approved Federal funding for this project.

In FY 2011-12, Simi Valley Transit is estimating to transport over 401,400 passengers on the fixed-route system.

Authorization to utilize Federal funding in the amount of \$1,460,700 (CMAQ) is requested in the FY 2012-13 Budget to purchase three fixed-route replacement buses.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Three Replacement Fixed-Route Buses	<u>\$ 1,460,700</u>	
	Total	<u>\$ 1,460,700</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Supplemental Funding to Replace In-Ground Hydraulic Lifts - \$115,300 (Federal Funds)

PRIORITY: 4

As part of Fiscal Year 2010-11 Budget Process, the Transit Division was approved to receive Federal Congestion Mitigation Air Quality (CMAQ) funds in the amount of \$130,000 for the replacement of two 1988 heavy vehicle, in-ground, hydraulic lifts for maintenance of Transit's fleet of Compressed Natural Gas buses. This project was originally included in the Garage Modernization project, which was completed last year. However, as the project progressed it became necessary to change the scope of work; related additional changes impacted funding for the replacement hydraulic lifts.

Current hydraulic lift safety features include a mechanical lockout feature that activates as the lift rises. The lockout feature on Transit's current 24-year old hydraulic lifts only activates when maximum height is achieved. Additionally, Transit's existing hydraulic lifts have begun to leak hydraulic fluid, which could result in the potential for ground soil contamination if not replaced.

Staff has researched hydraulic lifts that would best serve Simi Valley Transit's needs and determined that in addition to the lift equipment, outside engineering and soils testing may be also required. Staff is seeking authorization to utilize an additional \$115,300 of federal funds for two heavy vehicle hydraulic lifts in the maintenance garage, and for related engineering and soils tests.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Heavy Vehicle In-Ground Hydraulic Lifts	\$ 115,300	
	Total	\$ 115,300

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Fixed-Route Bus Front and Rear Axle Tool Kits - \$17,000
(Federal Grant Funds)

PRIORITY: 5

Staff is requesting funds for the purchase of specialized tools required to work on the front and rear axle assemblies of three 2011 New Flyer buses, which differ in size from the rest of the fixed-route fleet.

The tools required are specifically designed for the disassembly/assembly of the front and rear drive axles, which must be adjusted to ensure the bearings, gears, and axle shafts remain within manufacturer-required tolerances. The bus manufacturer has notified staff if the proper tools are not used and the manufacturer procedures followed correctly, the axle warranty will be void.

Authorization in the amount of \$17,000 is requested in the FY 2012-13 Budget to purchase front and rear axle tool kits.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Front and Rear Axle Tools	\$ 17,000	
	Total	\$ <u>17,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Replacement of One Utility Van - \$35,000 (General Fund)

PRIORITY: 6

The Transit Division is requesting funds to replace one of its three existing utility vans that were purchased in 1999. At the time of replacement, the van will have accumulated in excess of 108,000 miles.

Utility vans are required to provide reliable transportation for fixed-route operator shift changes; travel to and from appointments for medical certificate renewals; and provide transportation for employees who get called to participate in the City's Drug/Alcohol Testing Program. The vans are also used for travel to the Department of Motor Vehicle office to obtain Transit Coach Operator Verification of Transit Training renewal certificates.

On an occasional basis, a utility van may be used to mitigate ADA service denials when no time slots are available on regular ADA Paratransit/DAR schedules, as well as assisting the fixed-route system during vehicle breakdowns and/or route detours.

Due to the age of the existing utility van, funding in the amount of \$35,000 is requested in the FY 2012-13 Transit Budget to purchase one replacement utility van.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Replacement Utility Van	\$ 35,000	
	<u>Total</u>	<u>\$ 35,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Fixed-Route and ADA/DAR Service on Five City-Observed Holidays - \$21,100 (1.0 of Budget)

PRIORITY: 1

The City of Simi Valley observes 11 annual holidays. Simi Valley Transit provides fixed-route and paratransit services on five City-observed holidays; Martin Luther King Jr. Day, Presidents' Day, Veterans Day, Day After Thanksgiving, and Christmas Eve. Transportation service on these holidays is provided from 4:45 a.m. to 8:15 p.m.; however, ridership on these holidays is well below average due to many individuals not having to work, and the closure of schools, businesses and the Simi Valley Senior Center.

Daily holiday ridership currently averages 633 trips on the fixed-route service and an average of 94 trips on ADA/DAR. Ridership on operational holidays is 32% lower on the fixed-route and 11% lower on ADA/DAR than on non-holidays. In accordance with ADA regulations, the City's ADA service is complementary to the fixed-route service in terms of the days, hours, and areas of service. Therefore, by eliminating the fixed-route service on the identified City-observed holidays, ADA service on City-observed holidays could also be eliminated.

The proposed reduction of service would provide the following budget savings by eliminating service on five City-observed holidays:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
0.35 Full-time Equivalent Transit Coach Operators	\$ 24,700	
Transit Dispatcher Hours	<u>1,300</u>	
	Subtotal	\$ 26,000
<u>Current Expenses</u>		
Maintenance	3,500	
Fuel and Lubricants	<u>1,200</u>	
	Subtotal	4,700
<u>Revenue Loss and Expense</u>		
Fare Revenue	(5,000)	
Reprint Fixed-Route Schedules	<u>(4,600)</u>	
	Subtotal	<u>(9,600)</u>
	Net General Fund Savings	<u>\$ 21,100</u>

RECURRING ANNUAL SAVINGSPersonnel

0.35 Full-time Equivalent Transit Coach Operators	\$ 24,700	
Transit Dispatcher Hours	<u>1,300</u>	
	Subtotal	\$ 26,000

Current Expenses

Maintenance	3,500	
Fuel and Lubricants	<u>1,200</u>	
	Subtotal	4,700

Revenue Loss

Fare Revenue	<u>(5,000)</u>	
	Subtotal	<u>(5,000)</u>

Net General Fund Savings \$ 25,700

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Service on Route C - \$32,300 (1.4% of Budget)

PRIORITY: 2

Route C provides bus service between Simi Valley and Chatsworth for transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (METRO). Saturday service on Route C is provided from 5:15 a.m. to 8:30 p.m. Saturday ridership for FY 2011-12 is estimated at 8,200 trips with revenue estimated at \$10,100. Route C service comprises 21% of Simi Valley Transit's overall Saturday service, compared to Route A at 43%, and Route B at 36%.

Elimination of Saturday service on Route C could result in transit-dependent individuals working or living in Simi Valley not having local public transportation service to Chatsworth. The greatest impact would be to individuals who use the bus to make connections with METRO to get to work.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
.41 Full-time Equivalent Transit Coach Operator	\$ 19,700	
	Subtotal	\$ 19,700
<u>Current Expenses</u>		
Maintenance	20,300	
Fuel and Lubricants	6,000	
	Subtotal	26,300
<u>Revenue Loss and Expense</u>		
Route C Fares	(10,100)	
Reprint Route C Schedule/Info Tubes	(3,600)	
	Subtotal	(13,700)
Net General Fund Savings		\$ <u>32,300</u>

RECURRING ANNUAL SAVINGSPersonnel

.41 Full-time Equivalent Transit Coach Operators

\$ 19,700

Subtotal \$ 19,700

Current Expenses

Maintenance

20,300

Fuel and Lubricants

6,000

Subtotal 26,300

Revenue Loss

Route C Fares

(10,100)Subtotal (10,100)Net General Fund Savings \$ 35,900

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Completely Eliminate Service on Route D - \$282,400 (12.3% of Budget)

PRIORITY: 3

Route D provides connecting bus service between Wood Ranch, Simi Valley Hospital, the Civic Center, the Simi Valley Town Center, and the Ronald Reagan Presidential Library. Route D also provides transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (METRO), Metrolink, and the Ventura Intercity Service Transit Authority (VISTA). Service on Route D is provided Monday through Friday from 4:45 a.m. to 8:15 p.m. Annual ridership for FY 2010-11 was 27,295 trips with revenue totaling \$35,800. Ridership for FY 2011-12 is estimated at 28,058 trips with revenue estimated at \$31,100. Route D is Simi Valley Transit's lowest performing route, comprising 18% of the overall ridership compared to Route A with 29%, Route B with 34% and Route C with 19%.

Elimination of service on Route D would eliminate public transportation service for Wood Ranch students and the transit-dependent that do not qualify to use the City's Dial-A-Ride service. It would also eliminate any local public transportation service to the Ronald Reagan Presidential Library, a frequent destination for tourists and local school children. The greatest impact would be on those who use buses to travel to and from work, to medical appointments, to access local businesses, and to and from school (students comprise a large percentage of Route D passengers). In addition, a portion of the rapidly growing senior transit-dependent population lives in this area and uses the service for medical and shopping trips. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Personnel</u>		
2.0 Full-Time Transit Coach Operators	\$ 192,000	
	Subtotal	\$ 192,000
 <u>Current Expenses</u>		
Maintenance	99,300	
Fuel and Lubricants	29,200	
	Subtotal	128,500

Revenue Loss and Expenses

Route D Fares	\$ (34,500)	
Reprint Route D Schedule	<u>(3,600)</u>	
	Subtotal	<u>(38,100)</u>

Net General Fund Savings \$ 282,400

RECURRING ANNUAL SAVINGSPersonnel

2.0 Full-Time Equivalent Transit Coach Operators	\$ <u>192,000</u>	
	Subtotal	\$192,000

Current Expenses

Maintenance	\$ 99,300	
Fuel/Lubricants	<u>29,200</u>	
	Subtotal	128,500

Revenue Loss

Route D Fares	\$ <u>(34,500)</u>	
	Subtotal	<u>(34,500)</u>

Net General Fund Savings \$ 286,000

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Fixed-Route and Dial-A-Ride Service - \$408,000
(17.8% of Budget)

PRIORITY: 4

Routes A and B serve the City of Simi Valley, and Route C provides bus service between Simi Valley and Chatsworth on Saturday. An average of 38,800 trips are provided each Saturday, with an average Saturday fare revenue of \$47,700. American with Disabilities Act/Dial-A-Ride (ADA/DAR) paratransit vans also provide service on Saturday. ADA/DAR service averages 2,200 Saturday trips with revenue averaging \$5,000.

In accordance with ADA regulations, the City's ADA service is complementary to the fixed-route service in terms of the days, hours, and areas of service. Therefore, by eliminating the fixed-route Saturday service, the ADA Saturday service could also be eliminated. The issues that may arise might be those of unmet transit needs. Elimination of Saturday service on the fixed-route and ADA service will negatively affect transit-dependent individuals who require the service for work, recreation, and shopping. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

<u>FISCAL YEAR 2012-13 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
2.50 Full-time Equivalent Transit Coach Operators	\$ 303,000
	Subtotal \$ 303,000
<u>Current Expenses</u>	
Maintenance	125,400
Fuel/Lubricants	36,900
	Subtotal 162,300
<u>Revenue Loss and Expenses</u>	
Saturday Fares	(52,700)
Reprint Bus Schedules	(4,600)
	Subtotal (57,300)
Net General Fund Savings	\$ <u>408,000</u>

RECURRING ANNUAL SAVINGSPersonnel

2.50 Full-time Equivalent Transit Coach Operators	<u>\$ 303,000</u>	
	Subtotal	\$ 303,000

Current Expenses

Maintenance	125,400	
Fuel/Lubricants	<u>36,900</u>	
	Subtotal	162,300

Revenue Loss

Saturday Fares	<u>(52,700)</u>	
	Subtotal	<u>(52,700)</u>

Net General Fund Savings	<u>\$ 412,600</u>
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SANITATION FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2012-13
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

42100: Utilities \$ 850,000

FY 2011-12 Approved Budget/Estimated Actual	\$848,000/\$800,000
FY 2010-11 Actual Expenditures	\$798,746

This account provides for electricity, natural gas, and domestic water at the Water Quality Control Plant. The major expense in this account is electricity used in the treatment process.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

This amount includes a projected 8% combined energy increase over the Estimated Actual amount for FY 2011-12.

Account 42110: Lift Utilities \$ 4,900

FY 2011-12 Approved Budget/Estimated Actual	\$5,400/\$4,500
FY 2010-11 Actual Expenditures	\$4,560

This account funds electrical costs associated with operating the Big Sky, Wood Ranch, and Arroyo Simi Lift Stations. The costs for the Big Sky and for Wood Ranch Lift Stations are reimbursed.

Justification for proposed increase over FY 2011-12 Estimated Actual:

This amount includes a projected 8% combined energy increase over the Estimated Actual amount for FY 2011-12.

Account 42150: Communications \$ 38,400

FY 2011-12 Approved Budget/Estimated Actual	\$37,400/\$37,400
FY 2010-11 Actual Expenditures	\$32,911

This account provides for the Sanitation Fund share of \$32,300 of two-way radio system maintenance and the monthly cost of pagers and cellular phones.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

The Sanitation share for two-way radio system support increased by \$1,000.

Account 42230: Office Supplies..... \$ 9,800

FY 2011-12 Approved Budget/Estimated Actual	\$9,800/\$9,800
FY 2010-11 Actual Expenditures	\$6,279

This account provides for normal office operating expenses including paper supplies/computer supplies, minor personal computer maintenance, CD's, and related items.

Water Quality Control Plant	\$ 8,800
Environmental Compliance	1,000

Account 42310: Rentals..... \$ 6,000

FY 2011-12 Approved Budget/Estimated Actual	\$6,000/\$1,000
FY 2010-11 Actual Expenditures	\$3,596

This account provides for the rental of specialized equipment that is periodically required to support the operation and maintenance of plant equipment, buildings, and grounds. Such rentals may include scaffolding, temporary pumping systems, specialized landscape machinery, and other equipment that is not available in-house. The account is also used to rent critical equipment or vehicles due to breakdowns of City equipment.

Justification for proposed increase over FY 2011-12 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by Sanitation and the condition of equipment items. A minimum amount is budgeted each year to cover anticipated needs.

Account 42410: Uniform/Clothing Supply \$ 25,500

FY 2011-12 Approved Budget/Estimated Actual	\$25,500/\$25,500
FY 2010-11 Actual Expenditures	\$19,869

This account provides for employee uniforms, boots, and other related personal protective equipment.

FY 2012-13
REQUESTED
BUDGET

Account 42440: Memberships and Dues..... \$ 12,100

FY 2011-12 Approved Budget/Estimated Actual	\$10,800/\$9,800
FY 2010-11 Actual Expenditures	\$9,512

This account provides for memberships, dues, and certification renewals in the following organizations:

Administration

American Public Works Association (APWA)	\$ 900
Water Environment Federation (WEF)	200
American Society of Civil Engineers (ASCE)	300

Treatment Plant

Water Environment Federation (WEF)	\$ 800
California Water Environment Association (CWEA)	5,300
Instrument Society of America (ISA)	300
State Wastewater Treatment Operator Certification Renewals	2,000
CWEA Technical Certification Renewals	900

Environmental Compliance

California Water Environment Association	\$ 600
Water Environment Association (WEF)	200
CWEA Technical Certification Renewals	400
Office of Environmental Health, Hazard Assessment/ State Environmental Assessor Registration	200

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

The proposed increase includes additional memberships for WEF, increased CWEA dues, Collection System Tech certifications, and Environmental Compliance staff certification.

Account 42450: Subscriptions and Books \$ 2,100

FY 2011-12 Approved Budget/Estimated Actual	\$2,300/\$2,100
FY 2010-11 Actual Expenditures	\$2,111

This account provides for the following journals and other reference materials related to the operation of the Sanitation Division:

Water Quality Control Plant

Safety bulletins and subscriptions	\$ 200
Manuals on activated sludge, nitrogen removal, and trihalomethane reduction	300
Manuals on chemical analyses of water and wastewater	300
Sanitation manuals, reports, updates, and subscriptions	400
Books and journals to support the in-house staff development and training program that focuses in the areas of process control, energy efficiency, emergency preparedness, and resource conservation	400

Environmental Compliance

Subscriptions, books, manuals, codes, regulations	500
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Account 42530: Chemicals \$ 440,000

FY 2011-12 Approved Budget/Estimated Actual	\$480,000/\$440,000
FY 2010-11 Actual Expenditures	\$438,152

This account is used to purchase the following chemicals used in the treatment process at the Water Quality Control Plant:

Chlorine (sodium hypochlorite)	\$ 160,000
Sodium bisulfite	127,000
Alum - tertiary filters	5,000
Polymers - (belt press and flotation thickeners)	87,000
Ferric and ferrous chloride - digesters	24,000
Aqueous ammonia - trihalomethane reduction	37,000

Account 42541: Recycled Water Utilities \$ 10,000

FY 2011-12 Approved Budget/Estimated Actual	\$9,000/\$9,600
FY 2010-11 Actual Expenditures	\$8,945

This account provides for electrical costs associated with the Calleguas Municipal Water District pumping facilities located at the WQCP. These facilities are operated and maintained by Sanitation staff.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

An approximate 4% increase is requested in anticipation of Southern California Edison's proposed 8% increase effective January 2013. The estimated actual reflects additional usage by the Simi Valley Landfill and is offset by revenue.

Account 42550: Small Tools/Equipment..... \$ 1,500

FY 2011-12 Approved Budget/Estimated Actual	\$1,500/\$1,500
FY 2010-11 Actual Expenditures	\$794

This account provides for the purchase of small tools utilized at the Water Quality Control Plant, by the Collection System Section, and by the Environmental Compliance Division.

Water Quality Control Plant \$ 700

The budgeted amount will provide for the purchase of wrenches and other hand tools, saws and blades, drills and bits, small pumps, shovels, and related equipment.

Line Maintenance 600

This amount is for the regular purchase of small tools and safety equipment for the line maintenance function.

Environmental Compliance 200

These funds are provided for the purchase of hand tools such as wrenches, screwdrivers, flashlights, shovels, etc.

Account 42560: Operating Supplies \$ 168,000

FY 2011-12 Approved Budget/Estimated Actual	\$140,300/\$118,000
FY 2010-11 Actual Expenditures	\$95,491

This account provides for the following operating supplies:

Administration \$ 25,000

This account includes supplies to enhance the Water Control Plant frontage. Supplies will consist of concrete materials, additional soil, landscaping plant and irrigation material, and disposal costs to remove the existing chain link fencing on the north side of the Water Quality Control Plant along West Los Angeles Avenue in

front of the Sanitation Plant to meet current City frontage standards. In addition, City staff will replace a 10-foot wide sidewalk and the slope will be regraded to provide safer passage for pedestrians and bicyclists.

Treatment Plant \$ 125,000

This account supplies the Water Quality Control Plant with oil and grease lubrication items, housekeeping supplies, welding gases, mobile pump suction and discharge hoses, boiler soft water, building supplies, and first aid/safety items such as first aid supplies, portable gas detectors, fall protection, self-contained breathing apparatus, and personal protective equipment. Laboratory and instrumentation supplies include, but are not limited to: test kit equipment; reagent chemicals; laboratory glassware; laboratory gases; bioassay testing materials; materials used in field monitoring for the reclaimed water and groundwater monitoring programs; plant analyzer equipment and reagents; and repair of streets.

Line Maintenance 16,500

This account provides for vector hoses, jet-rodding and root-cutting nozzles, mending couplings, manhole equipment, safety equipment and supplies, and other related items.

Environmental Compliance (Pretreatment) 1,500

This account provides for supplies and equipment for the Pretreatment Program, including, but not limited to: safety equipment, fire extinguishers, bottles with caps, containers for sampling, beakers, pH meter replacement parts, cleaning supplies, reagents, oxygen meter replacement parts, and separator funnels.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

Some expenditure savings were realized in FY 2011-12 at the Water Quality Control Plant through reducing of inventory and maintaining lower inventory levels. Two one-time appropriation items in the amount of \$50,000 have been added for FY 2012-13 to remove chain link fencing along Easy Street and replace a 10-foot wide sidewalk and grade and landscape a slope area, and to repave streets within the Plant.

Account 42720: Travel, Conferences, Meetings \$ 11,000

FY 2011-12 Approved Budget/Estimated Actual	\$11,700/\$11,000
FY 2010-11 Actual Expenditures	\$8,056

This account provides funding for attendance at conferences and meetings with local, state, and federal agencies that provide guidance and training relative to compliance with regulations affecting the Sanitation divisions. Selected staff attends seminars and workshops that provide training regarding proper and legal methods to monitor, collect, analyze, treat, reuse, and dispose of wastewater. The conferences also focus on current and proposed regulations, and emerging issues in the industry affecting wastewater management.

Administration

- 1 - California Water Environment Association (CWEA) Annual State Conference, Palm Springs, CA (Principal, Senior or Associate Engineer), April 16-19, 2013 \$ 1,000
- 2 - Tri-State Conference, Primm, Nevada 700

Treatment Plant

- 2 - California Water Environment Association (CWEA) Annual State Conference, Palm Springs, CA (managers and General Unit employees), April 16-19, 2013 2,000
- 5 - Tri-State Conference, Primm, NV (managers and General Unit employees), Sept. 16-19, 2012 1,700
- 1 - WEFTEC Annual Conference, New Orleans, LA (Deputy Director or manager), Oct. 15-19, 2012 2,800

Environmental Compliance (Pretreatment)

- 1 - Tri-State Conference, Primm, NV (Environmental Compliance management staff) 300
- 1 - California Water Environment Association (CWEA) Annual State Conference, Palm Springs, CA (Environmental Compliance management staff), April 16-19, 2013 1,000
- 2 - CWEA Northern California Pretreatment Conference, Northern California (Environmental Compliance management and General Unit staff) 1,500

FY 2012-13
REQUESTED
BUDGET

Account 42730: Training \$ 9,600

FY 2011-12 Approved Budget/Estimated Actual	\$9,100/\$9,000
FY 2010-11 Actual Expenditures	\$7,201

This account provides for attendance of selected personnel at specialized short courses and workshops to obtain the skills and knowledge necessary to manage, operate, and maintain the Sanitation Division:

Administration

- 10 - American Public Works Association (APWA) local workshops \$ 1,400
- 2 - Mgmt/supervisor training (fundamentals of supervision, delegation, monitoring and evaluating work, setting goals and objectives, hiring, discipline, increasing productivity, and time management 400

Treatment Plant/Line Maintenance

- 10 - CWEA Tri-County Local Workshops, CA (managers and General Unit employees) \$ 1,500
- 40 - OSHA required training, CA (confined space entry, lockout/tagout, electrical safety, forklift safety, lab safety, hazard communication, etc.) (plant employees) 2,500
- 10 - Equipment Training, CA (operation, maintenance, and trouble-shooting of plant equipment, such as pumps, motors, electrical systems, etc. (plant employees) 1,000
- 3 - Management training (motivating and leading employees, problem solving techniques, conflict resolution principles, and written and verbal communication skills), CA 1,500
- 4 - Supervisor training, CA 900

Environmental Compliance (Pretreatment)

- 5 - CWEA tri-county workshops (management and General Unit staff), CA 400

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

Recent promotions and focus on supervision have prompted the need to provide additional management/supervisory training. A one-day, on-site CMMS training session for eight staff members is requested (the Waterworks District budget also proposes this training that can be done simultaneously).

FY 2012-13
REQUESTED
BUDGET

Account 42790: Mileage \$ 600

FY 2011-12 Approved Budget/Estimated Actual	\$600/\$500
FY 2010-11 Actual Expenditures	\$620

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,589,500

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 224,600

FY 2011-12 Approved Budget/Estimated Actual	\$302,100/\$286,000
FY 2010-11 Actual Expenditures	\$183,092

This account provides for professional services that are required for effective operation of the Sanitation Division:

Legislative Consultant Services \$ 30,600
Services to assist the City with regulatory compliance legislation and other issues affecting sanitation operations.

Implementation of Total Maximum Daily Loads (TMDL) 194,000
The adopted TMDL’s (Pesticides, PCBs, Nitrogen Compounds, Metals, Selenium and Salts) require that monitoring, analysis, reporting, and related studies to be implemented to comply with the regulatory mandates. The Calleguas Creek TMDL Consortium member agencies, bound by a Memorandum of Understanding, contribute to the implementation efforts based upon a formula that fairly apportions the work responsibility by agency/party and determines the monetary share. As the City has non-point discharges to the Arroyo Simi from stormwater and a point discharge at the Water Quality Control Plant (WQCP), there are responsibilities within both programs. The Sanitation Fund share is specific to the point discharge at the WQCP.

FY 2012-13
REQUESTED
BUDGET

Account 44310: Maintenance of Equipment \$ 529,100

FY 2011-12 Approved Budget/Estimated Actual	\$584,100/\$550,000
FY 2010-11 Actual Expenditures	\$546,069

This account provides for the maintenance and operation of piping systems; blowers; structures; vehicles; mechanical, electrical, and electronic equipment; and other equipment items necessary for wastewater facility operation and maintenance. The major expenditures are proposed for the Water Quality Control Plant, with additional costs in the Collection System Section and the Environmental Compliance Division.

Administration

Vehicle Maintenance Charges 178,600

Treatment Plant

Mechanical and electrical equipment and parts \$ 140,000
 Electronic components 20,000
 Electrical vault repairs 45,000
 Pipe and pipe fittings 30,000
 Portable equipment replacement and repairs 10,000
 Coating supplies, paints, etc. 7,000
 Building supplies and materials 7,500
 Hardware 20,000
 Headworks (barscreens and appurtenances, channel) 20,000
 Dewatering process (belt-press feed, drives, belts) 25,000
 Primary treatment (pumps, drives) 10,000

Line Maintenance

Mechanical, electrical, and electronic equipment 15,000

Environmental Compliance

Samplers and gas detectors 1,000

Justification for proposed increase over FY 2011-12 Estimated Actual:

Expenditure levels were evaluated and some savings were realized in FY 2011-12, as existing inventories of some items were utilized and inventory levels reduced. As a result of these operational changes, a reduced budget appropriation is requested for FY 2012-13.

FY 2012-13
REQUESTED
BUDGET

Account 44410: Maintenance of Buildings and Grounds \$ 6,000

FY 2011-12 Approved Budget/Estimated Actual	\$8,000/\$6,200
FY 2010-11 Actual Expenditures	\$7,213

This account provides funding for materials used in maintaining landscaped areas of the WQCP such as shrubs, soil conditioners, and seeding. Additionally, this account provides for cultivation and maintenance of oak trees.

Chemical (fertilizers, pre-emergence, and systemic treatment)	\$ 2,000
Oak tree maintenance and landscape replacement of grass and shrub areas with drought tolerant plants.	4,000

Account 44490: Other Contract Services \$ 883,600

FY 2010-11 Approved Budget/Estimated Actual	\$912,400/\$843,500
FY 2009-10 Actual Expenditures	\$686,548

This account provides for various contracted services that are required throughout the year:

<u>Administration</u>	\$ 70,500
Zone 39 – Contribution to City-owned landscape	24,600
High-speed data connection (Sanitation Share)	20,000
Website hosting (Sanitation Share)	1,000
Internet services (Sanitation Share)	5,000
Website Enhancements	5,000
Investment Services (SymPro) (Sanitation Share)	2,100
Brinks (Sanitation Share)	2,800
SB709 – Administrative fees	10,000
 <u>Annual Permit Fees</u>	 79,500
Ventura County Fire Department - hazardous materials	5,000
NPDES permit and renewal application	45,000
 <u>Wastewater Discharge Requirements Collection</u>	
System Permit	8,500
RWQCB – Environmental Compliance	10,000
Air Pollution Control District permit to operate	5,000
Department of Health Services – laboratory renewal	4,000
Air Pollution Control District – air toxic hot spots	2,000

<u>WQCP</u>		647,700
Technical assistance	10,000	
For specialized machinery, motors, and pump equipment, and related equipment, such as control valves, pressure regulating valves, emergency shut-off valves, pressure differential regulators, pressure gauges, and metering equipment, as needed.		
Consulting services	17,000	
To provide in-stream sampling analysis for bioassessment monitoring requirements in the Treatment Plant's NPDES permit.		
Outside laboratory work	70,000	
Acute chronic bioassay, toxicity identification evaluations, special organic solvent analysis, and gas content testing required by the RWQCB in the WQCP's NPDES permit.		
Outside annual electrical evaluation and maintenance	13,000	
for all main motor control center switchgear performed by a licensed electrical contractor. This evaluation tests motor control panel and load center functioning with trip set points. It detects weak links in the system through infrared scans and sets alarm set points on electrical switchgear and breaker switch equipment against load. It also provides Arc Flash analysis when changes or additions to the study are necessary.		
Uninterruptible Power Supply (UPS) stations	7,500	
Provides technical support and annual upkeep on five stations.		
Repairs and replacement of HVAC equip/ducting	50,000	
Fire and burglar alarm monitoring service	5,500	
Disposal fees	300,000	
Backflow prevention device testing	700	
Landscape Maintenance Contract for lawns and planters at the WQCP	8,000	

Laboratory equipment calibration	2,000
Crane inspection/certification	4,000
Annual certification (required) of one mobile crane and a number of fixed cranes throughout the Plant	
Emergency Generator Preventative maintenance	5,000
Contract welding services	10,000
WQCP minor repairs, including replacing/repairing buried plant drain lines, water line repairs, concrete repair/replacement, and leak repair	10,000
Tripod winch safety certification	3,000
Fire extinguisher and quarterly testing of fire alarms and sprinkler systems, annual fire extinguisher certification, recharge, testing, and training.	2,200
<p>Predictive Maintenance Program that factors in equipment maintenance and repair history in order to anticipate equipment that is due for overhaul and scheduled work. The following list includes WQCP process and plant equipment that is scheduled for on-going maintenance:</p>	
1 – Flow equalization basin pumps	6,000
2- Vertical turbine pumps	18,000
Digesters (gas compressors, hex units)	25,000
Aeration diffusers	10,000
HVAC system maintenance	5,000
Submersible pumps	10,000
Building ceiling repairs	5,000
<p>Potential emergency repairs may be required for the following equipment based on equipment age and increasing unplanned maintenance needs:</p>	
One Applied Pump	12,000
Blowers (motors/compressors)	5,000
Secondary process pumps and drives	5,000

SCADA/CMMS

SCADA administration and documentation technical support	10,000
Computerized Maintenance Management System annual renewal of inventory support license	10,900
Computerized Maintenance Management System inventory software technical support	7,500
Win 911 SCADA alarming annual renewal of support license	400

Line Maintenance 65,900

Emergency sewer line repairs and contingencies: Gas detector maintenance	900
Emergency manhole and sewer line repairs	50,000
Sewer line root killer applications	10,000
Sewer line contract roach spraying	5,000

Environmental Compliance (Pretreatment) 20,000

Outside laboratory work for volatile organics analysis and split sampling for the Quality Control Program, analyses for monitoring industrial and commercial discharges, and trunkline monitoring program. Continued local limit monitoring for nitrates, nitrites, and sulfates, total dissolved solids, and halomethanes.

Justification for proposed increase over FY 2011-12 Estimated Actual:

Various minor increases and decreases to accounts are reflected and an additional \$50,000 has been added to replace the failing HVAC system in the Administration Building.

Account 44590: Insurance Charges \$ 182,100

FY 2011-12 Approved Budget/Estimated Actual	\$185,900/\$185,900
FY 2010-11 Actual Expenditures	\$195,700

This account provides for premium payments to the Liability Insurance Fund.

FY 2012-13
REQUESTED
BUDGET

Account 44491: Transfer to FIS Operations \$ 19,600

FY 2011-12 Approved Budget/Estimated Actual	\$19,600/\$19,600
FY 2010-11 Actual Expenditures	\$0

This account provides for transfers to the internal service fund that supports the City's Financial Information Systems.

Account 44492: Transfer to GIS Operations \$ 28,500

FY 2011-12 Approved Budget/Estimated Actual	\$14,600/\$14,600
FY 2010-11 Actual Expenditures	\$0

This account provides for payments to the Financial Information Systems Operations and Capital Funds.

SUBTOTAL – SERVICES \$ 1,825,400

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund \$ 2,313,600

FY 2011-12 Approved Budget/Estimated Actual	\$1,978,000/\$1,978,000
FY 2010-11 Actual Expenditures	\$2,229,000

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads \$ 210,000

FY 2011-12 Approved Budget/Estimated Actual	\$70,000/\$70,000
FY 2010-11 Actual Expenditures	(\$111,224)

A. Streets and Roads Program

This account provides funding for the raising of manholes associated with the Streets and Roads Program.

FY 2012-13
REQUESTED
BUDGET

Account 49648: Transfer to Computer Equipment Replacement Fund..... \$ 67,200

FY 2011-12 Approved Budget/Estimated Actual	\$67,200/\$67,200
FY 2010-11 Actual Expenditures	\$57,700

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49807: Transfer to GIS/Permits Capital Fund..... \$ 57,000

FY 2011-12 Approved Budget/Estimated Actual	\$57,000/\$57,000
FY 2010-11 Actual Expenditures	\$0

This account provides for transfer to the Geographic Information Systems and Permits Fund.

Account 49809: Transfer to FIS Capital Fund..... \$ 26,800

FY 2011-12 Approved Budget/Estimated Actual	\$26,800/\$26,800
FY 2010-11 Actual Expenditures	\$0

This account provides for transfer to the Financial Information Systems Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund \$ 105,500

FY 2011-12 Approved Budget/Estimated Actual	\$81,900/\$81,900
FY 2010-11 Actual Expenditures	\$199,700

This account is for transfer to the Retiree Benefits Fund. Proceeds are used to pay for post-retirement benefits granted to retired City employees.

Account 49702: Transfer to Plant Equipment Reserve..... \$ 2,010,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,010,000/\$1,010,000
FY 2010-11 Actual Expenditures	\$1,010,000

This account provides funding for replacement of equipment in the Water Quality Control Plant.

FY 2012-13
REQUESTED
BUDGET

Account 49702: Transfer to Vehicle Replacement Reserve \$ 159,800

FY 2011-12 Approved Budget/Estimated Actual	\$297,600/\$297,600
FY 2010-11 Actual Expenditures	\$193,200

This account provides funding for replacement of vehicles and other rolling stock used by the Sanitation Division.

Account 49702: Transfer to Sewerline Replacement Reserve..... \$ 965,000

FY 2011-12 Approved Budget/Estimated Actual	\$5,965,000/\$5,965,000
FY 2010-11 Actual Expenditures	\$965,000

This account provides funding for sewerline rehabilitation and replacement activities.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 5,914,900

SUBTOTAL – CURRENT EXPENSES \$ 9,329,800

TOTAL – OPERATIONS FUND \$ 15,410,900

WATER QUALITY CONTROL PLANT (WQCP) REPLACEMENT RESERVE PROJECTS

Account 48500: WQCP Replacement Reserve Projects..... \$ 1,787,000

FY 2011-12 Approved Budget/Estimated Actual	\$3,601,300/\$2,505,800
FY 2010-11 Actual Expenditures	\$591,483

B. Applied Water Pumps Upgrade \$ 387,000

Replacement of the existing 24-year old applied pumps and associated equipment. These pumps are critical to the delivery of secondary effluent to the tertiary filter system. The Asset Reliability Assessment recommends replacing the pumps as well as upgrading electrical conduit and wiring, and electrical equipment. Design is scheduled for completion in January 2013 and construction is expected to be completed in November 2013.

C. Electrical Equipment Replacement \$ 1,400,000

Replace the electrical power distribution equipment at the Water Quality Control Plant. A 2011 Arc Flash Study determined that the equipment, which has been in service for more than 40 years, must be replaced. The first phase involves preliminary engineering and

developing a design strategy. Design for the first phase of the construction is scheduled to be completed in May 2012 and construction for the first phase is expected to be completed in March 2013. The second phase design is scheduled to be completed in October 2012 and its construction is expected to be completed in September 2013 at an estimated cost of \$1,475,000 in FY 2013-14 and \$1,475,000 in FY 2014-15 The entire project may be completed by mid-2015.

TOTAL - WQCP REPLACEMENT RESERVE PROJECTS \$ 1,787,000

SEWERLINE REPLACEMENT RESERVE PROJECTS

Account 48600: Sewerline Replacement Projects \$ 2,184,000

FY 2011-12 Approved Budget/Estimated Actual	\$8,239,700/\$6,334,700
FY 2010-11 Actual Expenditures	\$1,843,706

D. Annual Sewerline Assessment \$ 100,000

The approved Sanitation Asset Reliability Assessment and Financial Plan recommended inspecting and reviewing sewerlines every five years in order to evaluate replacement priorities. The original sewer system was installed in the early 1960's and has been in service for approximately 50 years. The proposed program would inspect and evaluate one-fifth the City's sewer system each year. While the majority of the camera inspection and evaluation work is proposed to be done with City staff, the larger sewer trunk lines require specialized equipment and skills that are more cost-effective to accomplish by contract.

E. Manhole Rehabilitation 84,000

Repair and rehabilitation of 24 manholes that have groundwater infiltration problems. Stopping the infiltration of groundwater will reduce the maintenance required to remove calcium buildup inside of the manhole, reduce treatment costs at the City's Water Quality Control Plant, extend the service life of each manhole, and reduce the concentration of minerals and salts such as chlorides, sulfates, and total dissolved solids entering the collection system in order to help meet permit requirements. Design is scheduled for completion in November 2012 and construction is scheduled for completion in May 2013.

FY 2012-13
 REQUESTED
 BUDGET

F. <u>Shopping Lane (Tapo Cyn-Lucky) Sewerline</u>	1,000,000
Rehabilitation of 2,800 feet of 15-inch to 20-inch asbestos cement sewer trunk line in Shopping Lane and easements between Tapo Canyon Road and Lucky Lane. The primary rehabilitation mode will be cured-in-place slip liner, although some open trenching may be required to correct sags. Design is completed, but project is held over from FY 2011-12 because of CDA funding unavailability.	
G. <u>West Los Angeles Avenue Sewerline</u>	1,000,000
Rehabilitation of 2,000 feet of 33-inch asbestos cement sewer trunk line within an easement on West Los Angeles Avenue. The primary rehabilitation mode will be cured-in-place slip liner, although some open trenching may be required to correct sags. Design is complete and funding is requested for construction activities.	
TOTAL - SEWERLINE REPLACEMENT RESERVE PROJECTS	<u>\$ 2,184,000</u>

SANITATION FUND
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION: Replace One All Weather Refrigerated Sampler - \$6,500

PRIORITY: 1

Refrigerated samplers are used in four locations within the Water Quality Control Plant to collect and preserve composite samples required by regulatory permits. Composite samples are samples collected over a 24-hour period that are analyzed for many constituents, such as suspended solids, biochemical oxygen demand, ammonia, nitrite, and nitrate. Composite samples are taken to meet daily, monthly, quarterly, semi-annual, and annual monitoring requirements. The samples taken must be continuously refrigerated to follow the monitoring protocol.

In each of the past two fiscal years, one refrigerated sampler unit was replaced. Funds are requested to authorize replacing a third unit. It is anticipated that funds will be requested in FY 2013-14 to replace the fourth unit.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

All Weather Refrigerated Sampler	\$ 6,500	
	Total	\$ 6,500

RECURRING ANNUAL COSTS

None

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Supplemental Funding for Replacement of One General Utility Vehicle – \$5,000

PRIORITY: 1

The Sanitation Division requests funding to purchase replace one twelve year-old electric general utility vehicle for use by Sanitation Division staff within the Water Quality Control Plant, including areas where a standard-size vehicle could not access. The carts are used to transport tools, parts, and equipment items within the Plant in lieu of utilizing a pickup truck.

Vehicle #476 is a Gem electric flatbed vehicle acquired in 2003. The vehicle has reached the end of its useful life and requires constant repair. Replacement funds in the amount of \$10,000 have accrued in the Sanitation Vehicle Replacement Fund for this vehicle. However, the estimated replacement cost for a new vehicle is \$15,000. Accordingly, supplemental funding in the amount of \$5,000 is needed to replace the vehicle.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

General Utility Vehicle	<u>\$ 5,000</u>	
	Total	<u>\$ 5,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: New General Utility Vehicle – \$15,000

PRIORITY: 2

The Sanitation Division requests authorization and funding to purchase a new general utility vehicle. The requested vehicle is one-ton rated and would be used by the Plant Instrumentation Technicians and Electrical Technicians to transport equipment and tools within the Plant, eliminate the need for staff to carry tools and other items throughout the 32-acre Water Quality Control Plant.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Two General Utility Vehicles	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Sewer System Inspection Video Camera – \$44,000

PRIORITY: 3

The Sanitation Services Division/Collection System Section requests the purchase of a second video inspection camera for the Collection System Inspection Vehicle. The camera currently in use is routinely exposed to harsh, wet, and submerged conditions and has video-inspected over 950 miles of sewer line. The Video Inspection Vehicle needs a second camera to provide video inspection in different pipe terrains and when the other camera is temporarily out of service.

The Collection System Vehicle is equipped with two types of crawlers that are mechanically attached to the camera, one for smaller diameter sewer lines and the other for larger sewer lines. The one camera is used with both crawlers and must frequently be disconnected and reconnected, causing wear and tear on the harnesses. Additionally, a minimum of two or more hours is required to disassemble and assemble the crawler and harness. So far this fiscal year, it was necessary to repair the video inspection camera eight times, mostly due to wear and tear caused by changing out crawlers and harnesses. In addition, the down time and repairs cost the City money and impact the efficiency video inspections.

The video inspection camera is also used with inspection of storm drainpipes, open drain channels, and new sewer line construction. A second camera would allow this additional work to be accomplished without delay.

FISCAL YEAR 2012-13 COST

Capital Outlay

Video Inspection Camera	<u>\$ 44,000</u>	
	Total	<u>\$ 44,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Security Upgrade at Water Quality Control Plant
Administration Building - \$50,000

PRIORITY: 4

Funding is requested for a security upgrade, including cameras and installation of a keyless entry system for the Water Quality Control Plant (WQCP) Administration Building. Events since 9/11 have increased the focus and attention on protection of national water and wastewater utilities. Many cities and counties who operate water and wastewater treatment plants have increasingly relied upon video surveillance systems. Security threats are relatively new to the majority of wastewater treatment facilities and, as a result, are discovering that their antiquated security systems are inadequate for the potential threats that may exist. The WQCP surveillance system is over 10 years old and lacks recording clarity and necessary coverage of all buildings and grounds.

The Administration Building houses the main control room for the WQCP that contains the Plant's Supervisory Control and Data Acquisition (SCADA) system, which controls the Plant's unit processes. A keyless entry system would record those who enter the building, including entry and exit times. It would also eliminate keys which can become lost or stolen or are often not returned when an employee separates from employment.

Funds in the amount of \$50,000 are requested for the installation of a keyless entry system and to upgrade the existing surveillance camera system to assure that employees, customers and the general public are protected.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Security Upgrade	<u>\$ 50,000</u>	
	Total	<u>\$ 50,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Supplemental Funding for Replacement of One Front Loader Vehicle - \$106,000

PRIORITY: 5

This request is for the first of a two-year funding plan to provide supplemental funding for the replacement of a Front Loader vehicle. The Front Loader is used to load biosolids that are hauled to the Simi Valley Landfill. It is also used throughout the Water Quality Control Plant for large construction and repair jobs.

Replacement of Vehicle #448, a John Deere Model 644G Front Loader 644G, has been deferred that last three years but will need to be replaced within the next two years. The Sanitation Vehicle Replacement Fund contains \$38,000 allocated for replacement of the Front Loader that was purchased in 1996. The estimated purchase price of a replacement Front Loader is \$250,000.

FISCAL YEAR 2012-13 COSTS

Reimbursements and Transfers

Transfer to Vehicle Replacement Reserve	<u>\$ 106,000</u>	
	Total	<u>\$ 106,000</u>

RECURRING ANNUAL COSTS

Reimbursements and Transfers

Transfer to Vehicle Replacement Reserve (FY 2013-14)	<u>\$ 106,000</u>	
	Total	<u>\$ 106,000</u>

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Sanitation Rate Study - \$50,000

PRIORITY: 6

Funding is requested to conduct a rate study to evaluate existing sewer rates and charges to determine if they are sufficient to fully fund the financial needs of the City's wastewater collection and treatment system. In April 2011, the Sanitation Asset Reliability Assessment and Financial Plan was approved, which established identified capital needs and established priorities for infrastructure rehabilitation projects for the next 20 years. The rate study would identify the financial structure necessary to accomplish those capital needs and also provide funding to continue ongoing operations.

FISCAL YEAR 2012-13 COSTS

Professional Services

Sanitation Rate Study	\$ 50,000	
	<u>Total</u>	<u>\$ 50,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Sludge Disposal Fees - \$250,000 (1.7% of Budget)

PRIORITY: 1

The City annually disposes of sludge in the Simi Valley Landfill. Funds in the amount of \$300,000 are budgeted for this expense. The Memorandum of Understanding with Waste Management, projected to go into effect in July 2012, provides that Waste Management will annually waive the first \$250,000 of these fees. It is recommended that \$50,000 be retrained in the budget in the event that the \$250,000 fee waiver limit is exceeded.

Approval of this item will provide the following budget reduction.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Disposal Fees	\$ 250,000	
	<u>Total</u>	<u>\$ 250,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expense</u>		
Disposal Fees	\$ 250,000	
	<u>Total</u>	<u>\$ 250,000</u>

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Plant Equipment Reserve Transfer - \$300,000 (2.1% of Budget)

PRIORITY: 2

Reductions in this account by the amount indicated above will negatively impact the Sanitation Division's ability to plan for and replace equipment that has failed or is no longer maintainable. The end result will be an increase in costs for emergency repairs and fast-track replacement in order to avoid permit violations and potential fines.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Reimbursements and Transfers

Transfer to Plant Equipment Reserve	\$ 300,000	
	<u>Total</u>	<u>\$ 300,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Other Contract Services Account - \$40,000 (0.3% of Budget)

PRIORITY: 3

This account provides for various contractor services associated with maintaining and repairing sanitation infrastructure. The actual costs for those services varies from year-to-year because equipment failures cannot be accurately predicted.

A reduction in this account could adversely affect the ability to maintain equipment through predictive maintenance, obtain needed technical assistance, complete Water Quality Control Plant (WQCP) repair projects on schedule, contract for emergency WQCP repairs, and address emergency sewerline repairs.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Other Contract Services	\$ 40,000	
	<u>Total</u>	<u>\$ 40,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Maintenance of Equipment Account - \$25,000 (0.2% of Budget)

PRIORITY: 4

This account provides for the maintenance and operation of: piping systems; blowers; structures; vehicles; mechanical, electrical, and electronic equipment; and other areas related to wastewater facility operation and maintenance.

A reduction in this account could affect the operation of the Water Quality Control Plant due to insufficient funding for the purchase needed electronic components, paints, nuts and bolts, seals and bearings, pipe and fittings, building supplies, hardware, electrical systems, equipment replacement parts, and building supplies. A large amount of Plant equipment is beyond its predicted useful life, but is required to operate around the clock.

Budget
Reductions

FISCAL YEAR 2012-13 SAVINGS

Current Expenses

Maintenance of Equipment	\$ 50,000	
	Total	\$ 50,000

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2012-13
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 766,800

FY 2011-12 Approved Budget/Estimated Actual	\$876,000/\$710,000
FY 2010-11 Actual Expenditures	\$706,238

This account funds electrical and natural gas costs for the various pumping facilities that are operated by the District. The major expense in this account relates to the purchase of power.

Justification for proposed increase over FY 2011-12 Estimated Actual:

An 8% increase over the estimated actual amount is requested for FY 2012-13 due to anticipated electrical rate increases and unknown fluctuations in pumping requirements for the Tapo Canyon Water Treatment Plant.

Account 42150: Communications \$ 36,100

FY 2011-12 Approved Budget/Estimated Actual	\$35,200/\$34,900
FY 2010-11 Actual Expenditures	\$29,347

This account provides for the cost of telecommunications lines, cellular phone monthly billings, and field communication devices as follows:

Cellular telephones	\$ 3,600
Field communication devices	1,800
Telecommunications lines	1,800
Two-Way Radio System Support	28,900

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

The Waterworks share for two-way radio system maintenance support increased for FY 2012-13.

Account 42230: Office Supplies \$ 11,000

FY 2011-12 Approved Budget/Estimated Actual	\$11,000/\$11,000
FY 2010-11 Actual Expenditures	\$4,450

This account provides for normal office operating expenses, paper stock and related supplies, computer supplies, minor personal computer maintenance, repairs, etc.

Administration	\$ 5,000
Utility Billing (doorhangers and supplies)	6,000

Account 42235: Furnishings and Equipment (non-capital) \$ 19,100

FY 2011-12 Approved Budget/Estimated Actual	\$2,400/\$2,400
FY 2010-11 Actual Expenditures	\$6,165

Additional Funds for light bar, truck bed and lift gate for Replacement Vehicle #428	\$ 19,100
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Account 42310: Rentals \$ 2,000

FY 2011-12 Approved Budget/Estimated Actual	\$2,000/\$1,700
FY 2010-11 Actual Expenditures	\$325

This account provides for the rental of specialized equipment. The infrequent use of this equipment makes it more cost effective to rent than purchase. Air compressors, generators, concrete saws, vibraplates, portable pumps, piping, compactors, and trenchers are examples of equipment that is rented.

Justification for proposed increase over FY 2011-12 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the District. A minimum amount is budgeted each year to cover anticipated needs.

Account 42410: Uniform/Clothing Supply \$ 11,400

FY 2011-12 Approved Budget/Estimated Actual	\$11,400/\$10,400
FY 2010-11 Actual Expenditures	\$7,805

This account provides for the purchase and cleaning of uniforms and the purchase of safety boots. The account also provides for rain gear, uniform shorts, rubber boots, and other safety equipment.

Justification for increase over FY 2011-12 Estimated Actual:

Safety boot reimbursements and safety equipment expenditures were lower than anticipated in FY 2011-12. Funding is requested at the same level as FY 2011-12 to cover anticipated boot and safety equipment expenses FY 2012-13.

Account 42440: Memberships and Dues \$ 16,500

FY 2011-12 Approved Budget/Estimated Actual	\$13,200/12,500
FY 2010-11 Actual Expenditures	\$11,929

This account provides for memberships and licenses in the following:

California Urban Water Conservation Council	\$ 3,800
American Public Works Association (APWA)	400
American Society of Civil Engineers	300
American Water Works Association (AWWA)	1,200
Association of Water Agencies (AWA)	5,000
Operator Certificates	1,600
AWA Annual Meeting Sponsorship	400
California Board of Professional Engineers license	400
Watersheds Coalition of Ventura County (WCVC)	3,300
Utility Billing Groups	100

Justification for proposed increase over FY 2011-12 Estimated Actual:

California Urban Water Conservation Council and AWWA memberships fees were lower than anticipated for FY 2011-12. Additionally, the membership fee for the Watersheds Coalition of Ventura County (WCVC) was waived in FY 2011-12. The District expects to pay a WCVC membership fee in FY 2012-13.

Account 42450: Subscriptions and Books..... \$ 1,800

FY 2011-12 Approved Budget/Estimated Actual	\$1,800/\$1,700
FY 2010-11 Actual Expenditures	\$791

This account provides for journals and other reference materials related to the operation of the District.

Water system hydraulic analyses	\$ 100
Safe drinking water books	100
AWWA water standards subscription	300
Water quality manuals	100
Water Use Efficiency Guidebooks	100

Technical CD-ROMs	600
AWWA Manual of Water Practice updates	200
Water Law Reporter	200
Utility Billing/Customer Relations publications	100

Justification for proposed increase over FY 2012-13 Estimated Actual:

Funding is requested at the same level as FY 2011-12. Updated publications of Standard Specifications will be purchased in FY 2012-13.

Account 42520: Meters \$ 452,100

FY 2011-12 Approved Budget/Estimated Actual	\$452,100/\$450,100
FY 2010-11 Actual Expenditures	\$451,382

This account provides for meters and appurtenant items that are required to meet the development and operational needs of the Water District. Operational needs include a meter replacement program that increases the accuracy of meters in the system. A total of 1,694 meters are identified for replacement in FY 2012-13. New developments will require 40 new meters. For FY 2012-13 an allocation is also included for retrofitting of existing meters with automated meter reading mechanisms. The proposed meter purchases are as follows:

4 Large meters @ \$1,725 each	\$ 6,900
50 1½" Replacement meters @ \$484 each	24,200
100 1" Replacement meters @ \$299 each	29,900
1,500 ¾" Replacement meters @ \$253 each	379,500
40 ¾" - 2" Meters for new developments @ \$290 each (to be recovered from developer fees)	11,600

Justification for proposed increase over FY 2011-12 Estimated Actual:

Meter prices were slightly less than projected in FY 2011-12. Funding is requested at the same level as FY 2011-12 in anticipation of a slight price increase.

Account 42540: Water Purchase \$ 24,564,800

FY 2011-12 Approved Budget/Estimated Actual	\$22,672,000/\$23,395,000
FY 2010-11 Actual Expenditures	\$20,798,449

This account provides for the purchase of imported water supply from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

Calleguas increased its rates by 7.65% for 2012 and estimated a 3% increase for 2013. Thus, this account has been increased by 5% for FY 2012-13. Increased expenditures may be offset by revenue.

Account 42541: Recycled Water Purchase \$ 48,400

FY 2011-12 Approved Budget/Estimated Actual	\$34,300/\$46,400
FY 2010-11 Actual Expenditures	\$35,002

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2011-12 Estimated Actual:

An increase over the FY 2011-12 Budget and Estimated Actual is projected for additional recycled water use by the landfill offset by corresponding revenue.

Account 42550: Small Tools/Equipment..... \$ 16,500

FY 2011-12 Approved Budget/Estimated Actual	\$16,500/\$16,500
FY 2010-11 Actual Expenditures	\$11,741

This account provides for the purchase of tools, fittings, and safety items.

Account 42560: Operating Supplies \$ 168,000

FY 2011-12 Approved Budget/Estimated Actual	\$218,000/\$203,000
FY 2010-11 Actual Expenditures	\$22,061

This account provides for supplies used in the maintenance and operation of the District's facilities, including chemicals, oils, grease, and related items for operation of pumps, and motors as follows:

Operations

Maintenance of facilities	\$ 23,000
Treatment Plant	65,000

Administration

<u>Public Information, Education and Outreach Program</u>	30,000
Funding to develop public information and outreach materials, such as media advertising, bill inserts, direct mailers, newsletter, brochures, workbooks, handouts, demonstration tools, water use	

metrics, and to provide for water conservation landscape workshop instruction, promotional and outreach items, home energy/water use efficiency audit materials, and renewal fees for certifications.

Landscape Water use Efficiency Program 50,000

Funding for water-wise demonstration gardening plants and signage, as well as water use efficiency devices such as smart controllers, automatic rain shut-off valves, flow sensors and rotating sprinkler head nozzles. This equipment could be provided to high water use customers such as golf courses, cemeteries, schools, parks and City Hall, Library and Landscape Districts.

Account 42720: Travel, Conferences, and Meetings \$ 4,500

FY 2011-12 Approved Budget/Estimated Actual	\$4,100/\$3,300
FY 2010-11 Actual Expenditures	\$1,771

This account provides funds for meetings with local, state, and related entities relative to the District's operations, engineering, regulations, and grant programs. This account also provides for attendance by selected personnel at conferences, seminars, and workshops that pertain directly to operations, engineering, and reclaimed water issues.

Administration:

1 – AWWA Fall 2012 Conference San Diego, CA (Deputy Director) \$ 1,500

District Engineering:

1 - APWA International Public Works Congress, Anaheim, CA 1,000
 18 – AWA Workshops/Seminars, local 600
 2 – AWA or APWA Symposium/Workshop, local 400
 1 – EPA Water Sense-Water Smart Conference, Las Vegas, NV 1,000

Justification for proposed increase over FY 2012-13 Estimated Actual:

During FY 2011-12, several workshops and seminars were deferred as a cost savings measure. Additionally, the APWA International Public Works Congress has been added, as it will be held in Southern California in FY 2012-13.

Account 42730: Training \$ 11,200

FY 2011-12 Approved Budget/Estimated Actual	\$20,300/\$7,400
FY 2010-11 Actual Expenditures	\$4,430

This account provides for attendance of selected personnel at specialized short courses to obtain expertise and training of direct benefit to District operations.

Administration:

Management and safety related training including fundamentals of supervision, delegation, monitoring, employee evaluation, goal setting, hiring, discipline, productivity, time management and customer service. \$ 500

Operations and Maintenance:

Safety training (on-site required OSHA training) 3,000
 AWWA on-site seminars and on-site California
 Department of Public Health training 3,000
 SCADA Radio Training (on-site) 1,500
 Generator Transfer switch Training (on-site) 1,500

District Engineering:

AWWA certification seminars (4) (Principal, Senior, Associate, and Assistant Engineers) 300
 AWWA engineering seminars (3) (Senior, Associate, and Assistant Engineers (up to 3 local training courses each) 1,000

Customer Service and Utility Billing:

Customer relations training 400

Justification for proposed increase over FY 2012-13 Estimated Actual:

During FY 2011-12, several workshops and seminars were deferred for cost savings. Staff training needs to continue to keep updated and maintain system changes as software changes occur. Additionally, SCADA radio and generator electrical switch on site training is therefore requested.

Account 42790: Mileage \$ 1,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,000/\$500
FY 2010-11 Actual Expenditures	\$181

This account provides for employee mileage reimbursement for personal vehicle usage on District business.

Justification for proposed increase over FY 2012-13 Estimated Actual:

Travel and training restrictions resulted in reduced mileage usage in FY 2011-12.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 26,130,800

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 197,800

FY 2011-12 Approved Budget/Estimated Actual	\$185,500/\$185,600
FY 2010-11 Actual Expenditures	\$233,500

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration/Engineering \$ 74,600

Engineering services and special studies \$ 30,000

This amount provides for mapping updates, geodatabase data conversion, map drawer conversion, GIS mapping, special studies, and water use audits needed to assist staff in the coordination and administration of District projects, District mapping and analysis of proposed development projects and programs.

Plan check and construction inspection 5,000

This amount provides for plan checks and construction inspections needed to support the review of design and construction of residential and commercial land development projects. This also provides for computer hydraulic analysis of the impacts of proposed new developments and for sizing required water facilities. This item is funded from revenues previously collected from development projects for this purpose.

Legislative consultant services 30,600

District share of costs

Rights-of-Way consulting services 6,000

This item provides the District Engineering Section with real estate services on an as-needed basis that are necessary to resolve a wide variety of easement and property ownership issues. Real estate

issues routinely occur as a result of requests from citizens and developers that the District vacate or accept easements necessary for the completion of development projects. Real estate services are also required from time to time by District staff to research titles, easements, and chain of title for the construction of capital projects including the District's earthquake repair project.

Consumer Confidence Report 3,000

This account will provide funds for assistance in preparation of a federally mandated annual report.

Operations 60,200

Cross connections 20,000

This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.

Surveying and Engineering services 13,000

Funds will be used to continue a time of use program for energy conservation and off-peak pumping. This program is integrated into the SCADA system that controls the pumps and monitors electricity usage. Survey and GPS water assets, such as water meters, fire hydrants and valves.

Large water systems fee 20,000

This amount will provide for fees required by the California Health Department.

Ventura County Public Works Encroachment Permit 1,200

This account will provide for the County of Ventura Public Works Agency annual permit for utility work done in unincorporated areas of the District.

Water sampling 6,000

This amount provides for water sampling required by the State of California Health Department. Water samples are collected monthly and quarterly as prescribed by Title 22 of the Administrative Code. New regulations require sixteen samples to be collected every 60 days.

Utility Billing 63,000

Pay mode services 6,000
 This service serves as a link between the City of Simi Valley and the payment networks that route electronically initiated payments such as home banking. This amount reflects the cost of utilizing electronic processing services via the customer's banking institutions.

On-line bill pay 14,000
 This service allows District customers to pay their utility bills on-line and review billing and consumption history. This amount reflects the cost of utilizing electronic processing services via the District's banking institutions.

Credit Card Services 16,200
 This service allows District customers to pay their utility bills via credit card in person or over the telephone.

Regulus Lockbox Services 21,900
 This service processes the majority of District payments and provides customers with a non-electronic payment method.

Sympro Software Maintenance 2,100
 Annual maintenance for interest income software

Brinks Armored Service 2,800
 Armored car service for bank deposits

Justification for proposed increase over FY 2011-12 Estimated Actual:

The proposed increase reflects \$7,700 increase for legislative services, \$7,000 for large water system fees, and for the utility billing section; \$1,200 for pay mode services, \$3,000 for on line bill pay and \$4,200 for credit card services.

Account 44310: Maintenance of Equipment..... \$ 440,700

FY 2011-12 Approved Budget/Estimated Actual	\$459,700/\$433,100
FY 2010-11 Actual Expenditures	\$448,271

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

Pipeline materials \$ 169,600
 Sand, gravel, asphalt, and concrete 25,000

Electrical parts and materials	25,000
Construction and welding contractors	50,000
Equipment repair	44,600
Radio maintenance	4,500
Reimbursement for vehicle maintenance	122,000

Account 44410: Maintenance of Buildings/Grounds \$ 15,000

FY 2011-12 Approved Budget/Estimated Actual	\$5,000/\$4,800
FY 2010-11 Actual Expenditures	\$4,650

This account provides for materials used in the maintenance of buildings and grounds such as wood, crushed rock, paint, cleaning materials, and fence materials.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

A one-time expense in the amount of \$10,000 is included to purchase fencing material to be installed at the Public Services Center. The balance of funding for this project is contained in the Sanitation Division budget.

Account 44490: Other Contract Services \$ 281,300

FY 2011-12 Approved Budget/Estimated Actual	\$289,200/\$269,000
FY 2010-11 Actual Expenditures	\$226,223

This account provides for contract maintenance of District facilities including:

<u>Administration/Engineering</u>	\$ 55,600
High-speed data connection (Waterworks Share)	20,000
Internet services (Waterworks Share)	5,000
Website Hosting (Waterworks Share)	1,000
Website Enhancements	5,000
Zone 39 improvement support	24,600
 <u>Operations</u>	 146,700
Underground service alert	2,900
Landscaping	50,000
After hours emergency call services	2,000
Landfill	6,000
Pump repair	20,000
Pipelines	25,000
Annual maintenance of meter reading system	10,200
Annual renewal of SCADA software license	12,300
Annual renewal of CMMS software license	10,800

Monitoring of intrusion alarms	1,000	
Annual renewal of Water Model software license	1,500	
Annual renewal of mapping software license	5,000	
<u>Utility Billing</u>		79,000
Utility Billing bulk mail services and postage	79,000	

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

Landscaping costs were lower than anticipated in FY 2011-12. For FY 2012-13, website enhancements in the amount of \$5,000 and website hosting services in the amount of \$1,000 has been added.

Account 44590: Insurance Charges \$ 113,200

FY 2011-12 Approved Budget/Estimated Actual	\$99,300/\$99,300
FY 2010-11 Actual Expenditures	\$123,600

This account provides for premium payments made to the Liability Insurance Fund.

Account 44491: FIS Operations \$ 23,700

FY 2011-12 Approved Budget/Estimated Actual	\$23,700/\$23,700
FY 2010-11 Actual Expenditures	\$0

This account provides for payments to the Financial Information Systems Operations and Capital Funds.

Account 44492: GIS Operations \$ 33,500

FY 2011-12 Approved Budget/Estimated Actual	\$21,000/\$21,000
FY 2010-11 Actual Expenditures	\$0

This account provides for payments to the Financial Information Systems Operations and Capital Funds.

SUBTOTAL – SERVICES \$ 1,105,200

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,783,900

FY 2011-12 Approved Budget/Estimated Actual	\$1,584,800/\$1,584,800
FY 2010-11 Actual Expenditures	\$1,786,500

This account provides for the cost allocation reimbursement to the General Fund.

Account 49297: Transfer to Retiree Benefits Fund \$ 39,900

FY 2011-12 Approved Budget/Estimated Actual	\$71,900/\$71,900
FY 2010-11 Actual Expenditures	\$145,700

This account provides for transfer to the Retiree Benefits Fund.

Account 49648: Transfer to Computer Equipment Replacement \$ 87,000

FY 2011-12 Approved Budget/Estimated Actual	\$87,000/\$87,000
FY 2010-11 Actual Expenditures	\$54,100

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49600: Transfer to Streets and Roads \$ 190,000

FY 2011-12 Approved Budget/Estimated Actual	\$100,000/\$100,000
FY 2010-11 Actual Expenditures	\$60,000

This account provides for transfer to the Streets and Roads Fund in support of the Major Street Rehabilitation and Minor Street Overlay programs.

Account 49649: Transfer to GIS/Permits Fund..... \$ 82,700

FY 2011-12 Approved Budget/Estimated Actual	\$82,700/\$82,700
FY 2010-11 Actual Expenditures	\$0

This account provides for transfer to the Geographic Information Systems and Permits Operations and Capital Funds.

Account 49656: Transfer to FIS Fund..... \$ 32,100

FY 2011-12 Approved Budget/Estimated Actual	\$32,100/\$32,100
FY 2010-11 Actual Expenditures	\$0

This account provides for transfer to the Financial Information Systems Operations and Capital Funds.

Account 49763: Transfer to Vehicle Replacement Reserve \$ 116,400

FY 2011-12 Approved Budget/Estimated Actual	\$144,900/\$144,900
FY 2010-11 Actual Expenditures	\$100,200

This account provides for transfer to the Waterworks Vehicle Replacement Reserve.

Account 49763: Transfer to Facilities Replacement Reserve \$ 1,460,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,460,000/\$1,460,000
FY 2010-11 Actual Expenditures	\$7,960,000

This account provides for transfer to the Waterworks Facilities Replacement Reserve.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 3,792,000

TOTAL – CURRENT EXPENSES \$ 31,028,000

CAPITAL PROJECTS - REPLACEMENT RESERVE FUND

Account 48500: Maintenance Projects \$ 760,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,505,500/\$1,505,500
FY 2010-11 Actual Expenditures	\$480,212

A. Paving and Slurry Seal at Tank Sites \$ 25,000
 Annual program for crack sealing and seal coat work at Waterworks Tanks Sites and Pumping facilities.

B. Landscaping/Noise Barrier at District Facilities 20,000
 Annual program for landscaping to visually enhance the area around water tanks and for the installation of fence screening. It is anticipated that the funds will be used for new plant material to replace existing landscaping that is failing or has been damaged by vandalism or weather.

C. Painting of Water Facilities 50,000
 Annual program for repainting exteriors of water tanks and pump stations throughout the District based on physical inspections by staff. Repainting prolongs the life of water tanks and pump stations. The funds are also expended for the removal of graffiti.

- | | |
|---|---------|
| D. <u>Refurbishment/Installation of District Pumping Facilities</u> | 55,000 |
| Annual program for ongoing refurbishment of pumps and motors that are inefficient to operate and are in need of repair or replacement. | |
| E. <u>Valve Box Replacements</u> | 15,000 |
| Annual program for ongoing valve box replacements throughout the District. | |
| F. <u>Main Line Valve Replacement Program</u> | 135,000 |
| Annual program for ongoing replacement of main line valves throughout the District. It is anticipated that 30 valves will need to be replaced in FY 2012-13. Many of these valves are broken and others do not shut tightly. Cost includes all labor and material. | |
| G. <u>District Telemetry Systems</u> | 100,000 |
| Annual program for ongoing maintenance and modifications to security systems and for support to the District's SCADA system. Maintenance and modifications are performed on an as-needed basis for field equipment that fails or needs replacement for systems upgrades and software revisions. | |
| H. <u>Vulnerability Assessment Upgrades</u> | 40,000 |
| Implementation of security measures as outlined in the Vulnerability Assessment Study. Work is also performed on an as-needed basis to security equipment that fails or needs replacement due to obsolescence. | |
| I. <u>Interior Tank Recoating</u> | 320,000 |
| Annual program for recoating and repairing, as needed, the interiors of District water tanks. Numerous tanks were constructed in the 1960s with coal-tar enamel coatings that are now exceeding their life expectancies and beginning to deteriorate. This deterioration could adversely affect water quality and cause corrosion resulting in a shortened tank life. These tanks have been inspected and evaluated to prioritize the schedule for their recoating and replacement of corroded roof ties, braces, and other internal framework. Based on the evaluation, Marr Ranch Tank No. 1 will be repaired and recoated in FY 2012-13. | |

Account 48600: Improvement Projects..... \$ 1,835,000

FY 2011-12 Approved Budget/Estimated Actual	\$1,670,900/\$1,670,900
FY 2010-11 Actual Expenditures	\$0

J. Recycled Water Projects \$ 1,000,000

Funding is requested to (1) complete the construction of a portion of a 20-inch recycled water pipeline for the West Simi Valley Water Recycling Project in conjunction with the West Los Angeles Avenue Improvements, (2) develop recycled water agreements with customers along Cochran Street, Westhills Court, and Park Center Drive, and (3) complete the design of 12-inch and 6-inch recycled water pipelines in Cochran Street and Westhills Court. The Project, which was recommended in the Recycled Water Master Plan adopted by the Board in 2008, consists of facilities to expand the existing recycled water distribution system to serve more than 20 District customers and increase recycled water use by up to 1,170 acre-feet per year to improve water supply reliability by reducing dependence on purchased imported water supply. The Mitigated Negative Declaration for the Project was adopted by the Board in FY 2011-12. Applications for low-interest loans/grant funding and for regulatory approvals have been submitted.

K. Los Angeles Avenue Pipeline Replacement 375,000

Funding is requested to replace approximately 2,700 feet of existing 16-inch water main in Los Angeles Avenue from Madera Road to Sinaloa Road. This water line is corroded and has begun to leak. A portion of this water main was to be constructed in prior years in conjunction with a development on the southeast corner of Madera Road and Los Angeles Avenue, but the development did not proceed.

L. Stearns Street Storage Structure (previously Walnut Yard) 60,000

Additional funding is requested for construction of a four bay storage building to house portable emergency generators and other sensitive equipment/materials at the District's Stearns street Storage Yard. As the portable generators are critical to maintaining water service and fire protection during electrical power outages, the generators must be protected from the elements to ensure that they will function properly when needed. \$60,000 was budgeted in FY 2011-12. Project completion is scheduled for February of 2013.

- M. Small Tank Replacements 400,000
 Funding is requested to replace four existing small bolted-steel tanks located at Pump Station No. 2, Pump Station No. 3, Well 31, and Aerator Tank located at the Tapo Canyon Water Treatment Plant site. These tanks are old and have begun to leak.

TOTAL – REPLACEMENT RESERVE FUND \$ 1,835,000

CAPITAL PROJECTS – CAPITAL IMPROVEMENT FUND

Account 48600: Capital Improvement Fund Projects \$ 370,000

FY 2011-12 Approved Budget/Estimated Actual	\$2,667,900/\$2,667,900
FY 2010-11 Actual Expenditures	\$1,144,900

- O. Oversizing of Proposed Water Mains and Other Facilities 125,000

This program funds the oversizing or replacement of selected, obsolete water mains and other facilities to address isolated distribution system hydraulic deficiencies and/or to enhance the District's operational reliability and flexibility. Oversizing can also be proposed for water facilities associated with new private development to address deficiencies and enhance operations when opportunities become available.

- P. Emergency Generators 120,000

Funding is requested to (1) complete the installation of a gas-driven emergency generator at Smith Road Pump Station, which consists of Alta Vista Pump Station serving the Susana Knolls area and Station No. 1 Pump Station serving the Box Canyon Area and (2) complete the site preparation for generator installations at Pump Station No. 2 and No. 3 serving the Box Canyon area. An emergency generator was installed at Oak Knolls Pump Station in FY 2011-12. Remaining approved funding from prior years will also be used to complete the proposed installations that will improve water supply reliability for the Susana Knolls and Box Canyon areas in an electrical power outage.

- Q. Water Storage Mixing Systems 125,000

Funding is requested to expand the installation of water storage mixing devices to circulate the stored water reducing water quality degradation by limiting nitrification and loss of chloramines disinfectant. Mixing systems were installed in Marr

Ranch Tank No. 1, Greystone Tank, and Upper McCoy Tank in FY 2011-12 and will be installed in Walnut Tanks No. 1 and No. 2 in FY 2012-13.

TOTAL – CAPITAL IMPROVEMENT FUND

\$ 370,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
POLICY ITEM

PROGRAM JUSTIFICATION: Fixed Base Meter Reading Network Pilot Program - \$75,000

PRIORITY: 1

Funding is requested for first phase implementation of an automated radio based meter reading system. If approved, the pilot system will be installed on the west side of the City. An additional \$25,000 is budgeted in the annual water meter replacement program to install a 130 unit pilot program in Wood Ranch. Installation would require no changes to billing system data.

If the pilot program were successful, radio collection sites would be installed over a ten-year period at a cost of \$20,000 per site. The District plans on installation at one or two sites per year. Current meter reading systems are manual, touch and radio drive-by system combinations. Additional fixed-base receivers would need to be installed in subsequent phases, in future years to expand the system District-wide. First year costs would include both software and training.

The pilot system would collect daily reads at midnight and contain historical usage information for each meter. Features include the ability to track usage flows for residential, commercial, and landscape areas, as well as detect leaks and support the District's water conservation program. Additionally, move-in and move-out reads can be taken care of without a visit to the site. The system could also be programmed to provide leak notification on customer bills or by email. Usage graphs that have current and historical information can be easily emailed to customer upon request.

Purchase of the infrastructure software, hardware, and support for the project over 10 years is estimated at \$300,000.

FISCAL YEAR 2012-13 COSTS

Capital Outlay

Phase I Meter Reading System	\$ 55,000	
Pilot Meters	<u>20,000</u>	
	Total	<u>\$ 75,000</u>

RECURRING ANNUAL COSTS

Current Expense

Software hosting	<u>\$ 5,000</u>	
	Total	<u>\$ 5,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
 REVERSE PRIORITY

ITEM TITLE: Discontinue Main Line Valve Replacement Program - \$125,000 (1.8% of Budget)

PRIORITY: 1

The main line valve replacement program is an ongoing program to replace old main line valves throughout the District. These valves are broken or do not close tightly. This program is beneficial in reducing water losses and reduces the number of homes that are without water when a main line is closed for repairs.

Discontinuing the main line valve replacement program will result in continued use of old valves that do not hold tight during main line shut downs, requiring more valves to be shut off and more homes to be without water during the shut down. This will also result in additional water loss, based on the additional footage of water mains that will be shut off.

Discontinuing this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 125,000	
	<u>Total</u>	<u>\$ 125,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 125,000	
	<u>Total</u>	<u>\$ 125,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Water Meter Change Out Program - \$452,100
 (6.9% of Budget)

PRIORITY: 2

The District has an ongoing program to replace all the water meters that are 20 years or older.

The purpose of the program is to replace the older meters with new ones that are more accurate. A total of 1,694 meters have been identified for replacement in FY 2011-12. It is projected that new meters will recover their initial costs within two years due to their improved accuracy. The continuing higher rate of accuracy should continue for a 15- to 20-year period. The actual loss of additional revenues cannot be estimated due to the unknown accuracy of each existing water meter.

The proposed program reductions would delete funding for the replacement of all 1,694 meters and would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expenses</u>		
Meters	\$ 452,100	
	<u>Total</u>	<u>\$ 452,100</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Eliminate Refurbishment/Installation of District Pumping Facilities - \$55,000 (0.8 of Budget)

PRIORITY: 3

The District has an on-going program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Discontinuing this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs.

Discontinuing this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 55,000	
	<u>Total</u>	<u>\$ 55,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Eliminate Landscaping Improvements at Tank Sites - \$20,000 (0.3% of Budget)

PRIORITY: 4

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2009-10 projects include planting new trees and drought-tolerant shrubs at various water tanks and pump stations. The program utilizes outside contractors, and all planting is done by contract labor.

Discontinuance of this program would result in no further landscaping improvements around existing water tanks or pump stations.

Discontinuance of this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 20,000	
	Total	\$ <u>20,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Painting the Exterior of Water Tanks - \$50,000
 (0.7% of Budget)

PRIORITY: 5

The District has a program to paint the exterior of water tanks in order to provide both a protective coating on the exterior shell of old water tanks and improve the aesthetics of the site. In many cases, water tanks are located on knolls within housing tracts. Almost every tank within the District is visible to the public. The water tanks are constructed of steel, and over time, the exterior paint becomes chalky and begins to peel. If the exterior is not maintained properly, water leaks may eventually occur.

The results of total discontinuance of this program could lead to considerable deterioration of the steel water tanks.

Discontinuing this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 50,000	
	<u>Total</u>	<u>\$ 50,000</u>

RECURRING ANNUAL SAVINGS

None