



**ANNUAL BASE BUDGET
SUPPORTING DOCUMENT**

FISCAL YEAR 2013-14

SUPPORTING DOCUMENT

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CAPITAL ASSET REQUESTS

FY 2013-14

Department/Agency/Fund	General Fund Amount	Non- General Fund Amount
Sanitation Fund		
1 Two digester gas flow meters and one natural gas flow meter		\$25,000
2 Replace sewer system video inspection camera		\$50,000
3 Completion of funding for the all weather refrigerated samplers		\$6,500
Total Sanitation Fund:		\$81,500
Waterworks District No. 8		
1 Replace four hand-held meter reading devices and upgrade software		\$25,000
2 Replace one portable message board		\$24,000
3 Replace one Waterworks security server		\$9,000
Total Waterworks District No. 8:		\$58,000

POLICY ITEMS

FY 2013-14

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>
City Administration		
1 Funding for Recording Secretary in the City Clerk's Office	\$53,400	
Total City Administration:	\$53,400	
Administrative Services		
1 Firewall management and monitoring services	\$75,000	
2 Services to conduct study on City user fees and Cost Allocation Plan	\$35,000	
3 Restore funding for Enterprise Systems Analyst	\$165,000	
Total Administrative Services:	\$275,000	
Community Services		
1 Restore Management Analyst position and eliminate CSS position	\$12,000	
Total Community Services:	\$12,000	
Public Works		
1 Military Banner Replacement Program	\$40,000	
2 Increase for Street Maintenance Program	\$295,000	
3 Bridge Maintenance Program	\$25,000	
4 Cultural Arts Facility Projects	\$42,500	
5 Senior Center Air Conditioner	\$15,000	
Total Public Works:	\$417,500	
Police Department		
1 Reinstate fourth Police K-9 assignment	\$30,365	
2 Expand Defensive Tactics training to accommodate P.O.S.T. requirements	\$14,592	
Total Police Department:	\$44,957	
Police Department - Emergency Services		
1 DSW Team vehicle	\$30,000	
2 EOC display system upgrade	\$25,000	
Total Emergency Services:	\$55,000	
Sanitation Fund		
1 Purchase two general utility vehicles		\$34,000
2 Security upgrade of surveillance cameras and installation of keyless entries		\$50,000
Total Sanitation Fund:		\$84,000
Waterworks District No. 8		
1 Drinking water information management software		\$36,000
Total Waterworks District No. 8:		\$36,000
TOTALS:	\$857,857	\$120,000

REVERSE PRIORITIES

FY 2013-14

For the FY 13-14 budget process, departments were asked to consider reductions of entire programs as well as general cost reductions. Program eliminations are noted by "P" in the numbering scheme below and, because they are a different type, should not be considered lower priority than other non-program reverse priorities.

Department/Agency/Fund	General Fund Amount	Non-General Fund Amount
City Administration		
1 Reduce funding for Shop Simi Valley First program	\$90,000	
2 Eliminate One Senior Management Analyst position (vacant)	\$133,900	
3 Reduce funding for outside legal counsel and actuarial services	\$34,500	
4 Eliminate funding for outside recruitment services	\$44,000	
5 Eliminate funding for Simi Valley Business Forum	\$11,000	
6 Eliminate funding for Economic Development advertising	\$18,900	
Total City Administration:	\$332,300	
Administrative Services		
1 Eliminate funding for one full-time senior management analyst (filled)	\$146,100	
2 Eliminate funding for Information Services Analyst I (filled)	\$132,713	
3 Eliminate one full-time Support Services Worker position (filled)	\$69,900	
4 Eliminate one full-time Graphics/Support Services Technician position (filled)	\$71,600	
Total Administrative Services:	\$420,313	
Community Services		
1 Suspend funding for the City Focus newsletter	\$47,400	
2 Eliminate funding for mailing the Senior Center newsletter	\$4,200	
3 Reduce hours for one Community Services Specialist (filled) - one year only	\$8,000	
4 Eliminate funding for the annual Youth Summit	\$3,200	
5 Eliminate funding for one full-time Clerk II (filled)	\$65,500	
Total Community Services	\$128,300	
Environmental Services		
1 Eliminate funding for one Secretary position (vacant)	\$73,000	
Transfer funding for one Home Rehab. Coordinator from GF to Local Housing		
2 Fund - one year only	\$118,300	
Transfer funding for one Management Analyst position from GF to Local Housing		
3 Fund - one year only	\$8,000	
4 Streamline CDBG program/eliminate one Senior Planner position at mid-year	\$73,800	
Streamline Floodplain Management Program/eliminate funding for one Associate		
5 Planner (filled)	\$133,600	
Total Environmental Services:	\$406,700	
Public Works		
1 Reduce funding for operating supplies for Street Maintenance	\$10,000	
2 Reduce funding for operating supplies for Building Maintenance	\$10,000	
3 Reduce funding for operating supplies for Fleet Maintenance	\$10,000	
4 Reduce funding for professional and special services for Engineering	\$20,000	
5 Reduce funding for maintenance of equipment for Fleet Maintenance	\$10,000	
6 Reduce funding for contract tree maintenance for Landscape Maintenance	\$50,000	
7 Reduce funding for contract street tree maintenance and watering	\$15,000	

REVERSE PRIORITIES (continued)

Department/Agency/Fund	General Fund Amount	Non- General Fund Amount
8 Reduce funding for street tree and right-of-way herbicide spraying	\$25,000	
9 Eliminate funding for replacement of street sweeper (vehicle #492)	\$155,000	
10 Eliminate funding for one Management Analyst position (vacant)	\$59,600	
11 Eliminate funding for one Deputy Director/Maintenance Services position (vacant)	\$168,100	
1P Eliminate funding for Self Help Tree program	\$10,500	
2P Eliminate funding for the removal and replacement of Eucalyptus Trees program	\$5,300	
3P Eliminate funding for removal and replacement of Nonconforming Trees Program	\$40,000	
4P Eliminate funding for cub, gutter, and sidewalk replacement program	\$25,000	
5P Eliminate funding for street striping and school crosswalks program	\$40,000	
6P Eliminate funding for the City's flags and banners program	\$17,000	
7P Eliminate funding for the Tapo Street Lighting program	\$16,000	
8P Reduce funding for contract Graffiti Abatement program	\$10,000	
Total Public Works:	\$696,500	
Police Department		
1 Eliminate funding for Simi Valley Days event overtime	\$23,000	
2 Eliminate funding for Fourth of July special event overtime	\$11,000	
3 Eliminate funding for Ronald Reagan Presidential Library special events overtime	\$15,000	
4 Eliminate funding for new reserve officers	\$15,000	
5 Eliminate funding for one Police Records Technician position (vacant)	\$65,400	
6 Eliminate funding for one Police Services Assistant position (vacant)	\$66,500	
7 Eliminate one Police Maintenance Technician position (filled)	\$68,000	
8 Eliminate funding for one Crime Analyst Position (filled)	\$122,700	
9 Eliminate one Community Services Specialist position in Traffic (filled)	\$98,300	
10 Eliminate one Police Officer position in Youth Services (filled)	\$13,200	
11 Eliminate one School Resource Officer position (filled)	\$113,200	
12 Eliminate one Crime Scene Investigator position (filled)	\$81,000	
13 Eliminate one Community Services Specialist in Volunteer Coordinator (filled)	\$98,300	
14 Eliminate one Community Services Specialist position in Crime Prevention (filled)	\$98,300	
15 Eliminate funding for Sergeant position for Auxiliary Services (filled)	\$141,200	
16 Eliminate a second School Resource Officer position (filled)	\$113,200	
17 Eliminate funding for one Detective position from the Special Investigations (filled)	\$114,400	
1P Eliminate the vehicle abatement program in Traffic (filled)	\$164,800	
2P Eliminate the Community Services Program in Auxiliary Services (filled)	\$676,500	
3P Eliminate the Motor Officer Program in Traffic (filled)	\$595,800	
Total Police Department:	\$2,694,800	
Police Department - Emergency Services		
1 Eliminate Emergency Notification System program funding	\$15,000	
2 Eliminate CPR/First Aid funding	\$3,700	
3 Eliminate disaster supplies and Mass Casualty Unit funding	\$1,800	
4 Eliminate EOC Computer Maintenance Funding	\$3,000	
5 Eliminate Disaster Service Worker team funding	\$6,500	
Total Emergency Services:	\$30,000	

REVERSE PRIORITIES (continued)

Department/Agency/Fund	General Fund Amount	Non-General Fund Amount
Transit		
1 Eliminate fixed-route and ADA/DAR services on five City-observed holidays		\$21,600
2 Eliminate funding for Transit Operations Assistant (vacant)		\$86,900
3 Eliminate one Transit Supervisor Position (vacant)		\$101,000
4 Eliminate funding for Administrative Aide/Transit (filled)		\$92,700
1P Completely eliminate service on Route D		\$330,800
2P Eliminate Saturday service on Route C		\$58,100
3P Eliminate Saturday fixed-route and Dial-A-Ride service		\$404,600
Total Transit Fund:		\$1,095,700
Sanitation		
1 Accept reduction of plant operational accounts (already in base budget)		\$208,500
2 Reduce plant equipment reserve transfer		\$796,200
3 Eliminate funding for one Management Analyst position (vacant)		\$59,600
Total Sanitation Fund:		\$1,064,300
Waterworks District No. 8		
1 Eliminate funding for the main line valve replacement program		\$125,000
2 Defer funding for the meter change out program		\$452,100
3 Defer funding for the refurbishment/installation of District pumping facilities		\$55,000
4 Reduce landscaping improvements at tank sites		\$20,000
Total Waterworks District No. 8:		\$652,100
TOTALS:	\$4,708,913	\$2,812,100

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CITY ADMINISTRATION

CITY ADMINISTRATION
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

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

FY 2012-13 Approved Budget/Estimated Actual	\$12,300/\$13,300
FY 2011-12 Actual Expenditures	\$11,593

This account includes \$7,900 for general office supplies for City Administration and \$5,000 for service awards.

Justification for increase over FY 2012-13 Budget:

A shift of funding in FY 2012-13 for office supplies for staff previously employed by and included in the Simi Valley Community Development Agency budget following the dissolution of the Community Development Agency was insufficient, and the FY 2013-14 Budget has been updated to reflect actual usage.

Account 42420: Special Department Expense..... \$ 20,500

FY 2012-13 Approved Budget/Estimated Actual	\$62,900/\$66,200
FY 2011-12 Actual Expenditures	\$20,500

This account provides for election expenses and contributions to Simi Valley Days and the Fourth of July Fireworks Celebration.

Account 42440: Memberships and Dues \$ 5,000

FY 2012-13 Approved Budget/Estimated Actual	\$4,000/\$2,700
FY 2011-12 Actual Expenditures	\$2,512

This account provides for participation in the following organizations:

Ventura County City Manager's Group	\$ 200
International City/County Management Association	1,400
California City Management Foundation	400
Municipal Management Association of Southern California (MMASC)	200
California Public Employers Labor Relations Association (CALPELRA)	800
City Clerks Association of California (CCAC)	200
National Notary Association (NNA)	600
International Institute of Municipal Clerks (IIMC)	200
Society for Human Resource Management (SHRM)	200
Chartered Property and Casualty Underwriters (CPCU)	300
International Personnel Management Association (IPMA)	400
Public Agency Risk Managers Association (PARMA)	100

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Some memberships budgeted in FY 2012-13 were not renewed during FY 2012-13 due to vacancies in the City Manager position. For FY 2013-14, memberships have been added for IIMC, PARMA, and CALPELRA, and dues for National Notary Association have been increased in FY 2013-14 to provide initial certifications for new employees.

Account 42450: Subscriptions and Books \$ 1,800

FY 2012-13 Approved Budget/Estimated Actual	\$1,800/\$1,500
FY 2011-12 Actual Expenditures	\$919

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

Los Angeles Times	\$	200
Ventura County Star		300
Pacific Coast Business Times		100
Retail Tenant Directory		900
Liebert training workbooks		100
California Public Employees Relations (CPER) Guide		200

Justification for increase over FY 2012-13 Estimated Actual:

Funding for the Retail Tenant Directory was applied to a different, cheaper publication during FY 2012-13, but staff anticipates purchasing the full Retail Tenant Directory during FY 2013-14.

Account 42460: Advertising \$ 26,500

FY 2012-13 Approved Budget/Estimated Actual	\$27,700/\$27,700
FY 2011-12 Actual Expenditures	\$22,200

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)		4,500
Jobs Available		1,300
Simi Valley Acorn		1,200
Online advertising		800
Specialized publications and websites		4,000

Account 42720: Travel, Conferences, Meetings..... \$ 31,900

FY 2012-13 Approved Budget/Estimated Actual	\$30,400/\$24,000
FY 2011-12 Actual Expenditures	\$20,999

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

3 - National League of Cities Conf., Seattle, WA	\$ 5,400
4 - League of Cal. Cities Conference, Sacramento, CA	4,800
5 - Int'l. Council of Shopping Centers Conf., Las Vegas, NV	7,500
2 - California Public Labor Relations Conference, Monterey, CA	2,800
1 - League of Cal. Cities - City Manager's Meeting	700
3 - League of Cal. Cities - Channel Counties Division Meetings	500
3 - Employee and Labor Relations Conference (Employment Law), Southern California	1,400
International Council of Shopping Centers Local Meetings	200
Chamber of Commerce meetings	200
Legislative meetings and hearings	6,900
Oral board meal expenses	1,500

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Many conferences and meetings were not attended during FY 2012-13 due to a suspension of all non-essential travel and training, and one additional attendee for the California Public Labor Relations Conference has been added to the budget for FY 2013-14.

Account 42730: Training \$ 27,200

FY 2012-13 Approved Budget/Estimated Actual	\$29,200/\$27,500
FY 2011-12 Actual Expenditures	\$16,181

This account provides funding for the following training activities:

Training on Municipal Bond Issuance	\$ 1,500
Citywide harassment prevention and succession training	7,000
Citywide Tuition Reimbursement Program (professional Development and credit courses)	14,100
Leadership Simi Valley	1,800
Human Resources and Risk Management training	2,300
City Clerk's Office Training	500

Account 42790: Mileage..... \$ 32,100

FY 2012-13 Approved Budget/Estimated Actual	\$32,400/\$28,600
FY 2011-12 Actual Expenditures	\$30,337

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

Justification for increase over FY 2012-13 Estimated Actual:

Mileage reimbursements during FY 2012-13 were lower than anticipated due to staff vacancies, and the FY 2013-14 Budget reflects full staffing levels.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 157,900

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services..... \$ 395,000

FY 2012-13 Approved Budget/Estimated Actual	\$502,200/\$435,700
FY 2011-12 Actual Expenditures	\$212,234

This account provides for the following:

Legislative consultant services (General Fund Portion)	\$ 11,100
Shop Simi Valley First Program	100,000
Chamber of Commerce Visitor Information Services	70,000
Economic Development Advertising	18,900
Simi Valley Business Forum	11,000
Outside legal counsel	40,000
Municipal Code services	5,000
Records Retention Schedule Update	800
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	12,000
Employee Assistance Program	35,000
PARS administration	12,000
Human Resources actuarial studies	19,000
Executive physicals	500

Account 44310: Maintenance of Equipment \$ 500

FY 2012-13 Approved Budget/Estimated Actual	\$500/\$600
FY 2011-12 Actual Expenditures	\$504

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

SUBTOTAL - SERVICES \$ 395,500

TOTAL - CURRENT EXPENSES \$ 553,400

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for the Shop Simi Valley First Program - \$90,000 (2.6% of Budget)

PRIORITY: 1

The Shop Simi Valley First Program is the City's award-winning campaign to encourage residents to shop locally within Simi Valley, enabling sales tax on those purchases to stay in Simi Valley to fund services for City residents. The original backbone of the Program was the Shop Simi Valley First website, which allows Simi Valley business to list themselves, their products and services, and advertising/coupons for free. Users of the site can then search for local businesses that can provide them with desired products and services.

In FY 2008-09, funding for the Shop Simi Valley First Program was \$100,000 annually. With growth of the Program, advertising media to promote the campaign grew from the website to adding television advertising, direct business outreach, newspaper advertising, bus shelter advertising, and other expanded advertising efforts. A 2010 survey showed that the marketing campaign was successful, as the proportion of people saying they were aware of the Program increased from 46% to 72% and the number of people saying it changed their shopping behavior increased from 34% to 49%.

A reduction of funding from \$100,000 to \$10,000 will still provide funding for website hosting and maintenance, but also eliminate advertising of the Shop Simi Valley First Program. It is expected that traffic to the website and the effectiveness of the Program will erode without advertising support.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Professional/Special Services	\$ <u>90,000</u>	
Total		\$ <u>90,000</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate One Senior Management Analyst Position (Vacant) - \$133,900
(3.9% of Budget)

PRIORITY: 2

The current organizational chart of the City Manager’s Office provides for one Senior Management Analyst assigned to each of the three sections of the Office: Economic Development, Government Affairs, and Administration. Elimination of one of the three Senior Management Analyst positions would limit the ability of the City Manager’s Office to complete both ongoing programmatic and individual special projects in a timely manner.

Programmatically, the Senior Management Analysts help implement the City’s economic development policies; liaison between the business/development communities and the City; administer the City Manager’s Office Departmental Budget; review and maintain all content on the City’s website; administer the City’s Special Event and Location Filming Permitting processes; prepare and review press releases; act as a liaison between the City and other governmental bodies such as Ventura County agencies and other cities; conduct policy and legislative analysis; coordinate the City’s sustainability programs; and assist members of the public with special inquiries and requests.

The Senior Management Analysts are also responsible for many special projects that either require coordination among multiple City Departments or do not fall within the areas of expertise of any individual City Department. During the current fiscal year, for example, the Analysts developed of the City’s Economic Development website; oversaw the 2012 election; produced the City’s Living Green Expo; launched upgrades to the City’s website; coordinated posting of contracts on the City’s website; and oversaw the creation of the Simi Valley Municipal Library system.

Elimination of one of the Senior Management Analyst positions would negatively impact the ability of the City Manager’s Office to address policy and programmatic issues in a timely manner, with certain projects such as the 2012 Living Green Expo and website enhancements potentially being cancelled or deferred.

Budget
Reductions

FISCAL YEAR 2013-14 SAVING

Personnel

Salary and Benefits	<u>\$ 133,900</u>	
	Total	<u>\$ 133,900</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Outside Legal Counsel and Actuarial Services - \$34,500 (1.0% of Budget)

PRIORITY: 3

The City Administration Budget provides for outside legal counsel, beyond that provided by the City Attorney’s Office, and actuarial studies to properly estimate retirement liabilities.

The Human Resources Division is responsible for ensuring that the City conforms to all relevant employment, labor, and benefits laws, regulations, and codes as well as ensure the proper accounting of retirement benefits. 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. Human Resources also relies on actuarial services to estimate the impact of outstanding and future retirement benefits. Reducing funding for these legal resources (from \$25,000 to \$12,500) and actuarial services (from \$19,000 to \$7,000) would limit the Human Resources Division’s ability to limit liability of personnel issues as they arise and properly estimate retirement funding. 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. Internal staff does not have the expertise to conduct actuarial studies. As such, estimates for retirement liabilities would not be accurate. There is no direct impact in services to the public, however, there could be liabilities by relying on in-house staff who may not have the expertise or specialized training.

Additionally, the City Manager’s Office uses outside legal firms to provide legal counsel on issues where full-time in-house legal expertise is not warranted. For example, legal issues related to the dissolution of redevelopment agencies were addressed by outside legal experts on redevelopment issues. Reducing the City Manager’s Office outside legal counsel budget from \$15,000 to \$5,000 would place additional workload on the City Attorney’s Office and thereby reduce the ability of the City Manager’s Office to receive expert and timely advice on some specialized issues.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Professional/Special Services	\$ 34,500	
	Total	<u>\$ 34,500</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Outside Recruitment Services - \$44,000 (1.3% of Budget)

PRIORITY: 4

The Human Resources Division is responsible for ensuring recruitment of the most qualified candidates for City executive positions. To accomplish this, Human Resources relies on outside recruiters with the expertise to assist in the obtaining the highest qualified candidates and screening them to ensure a proper fit for the City's needs.

There is no direct impact on service to the public, except that it would potentially impair recruiting and retaining the most highly qualified candidates for executive positions within the City. Reducing funding for these recruitment resources would limit the Human Resources Division's ability to reach out and actively recruit candidates. In limiting these recruitment services, staff would be limited to trade and related publications to conduct the required research for candidates. The time required for these recruitments would also impact staff's ability to address other Human Resources priorities.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Professional/Special Services

\$ 44,000

Total

\$ 44,000

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate funding for Simi Valley Business Forum - \$11,000 (0.3% of Budget)

PRIORITY: 5

The Economic Development Section of the City Manager’s Office presented its initial Simi Valley Business Forum in 2008 as a free service to all business owners and prospective business owners in Simi Valley. After the success of the first event, the City Council made it an annual event beginning in 2010. By 2011, attendance at the event had doubled to attract nearly 200 attendees. However, the 2012 Simi Valley Business Forum was canceled after the State of California dissolved redevelopment agencies in California, including the Simi Valley Community Development Agency, which funded the Forum.

The Business Forum includes a free networking breakfast, followed by a Keynote Address and multiple breakout sessions. Each session/workshop covers different areas of interest such as marketing, financing, hiring, and licensing. Additionally, business advisers and consultants are present during the Forum to meet with and offer free one-on-one counseling and consultations to attendees.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Professional/Special Services

\$ 11,000

Total

\$ 11,000

CITY ADMINISTRATION

REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Economic Development Advertising in Regional Business Publications - \$18,900 (0.6% of Budget)

PRIORITY: 6

The experience of the City's Economic Development Office is that businesses located in the surrounding suburban valleys are the most likely to relocate to Simi Valley, and the City has particularly experienced great success in attracting businesses in the San Fernando Valley to Simi Valley. The City's has regularly placed advertisements in regional business publications, most frequently the San Fernando Valley Business Journal, to advance the City's brand as a business-friendly community that is very close to the urban infrastructure of the greater Los Angeles area while offering a desirable suburban lifestyle, lower cost of doing business, and a responsive government. Because of these benefits, advertising the City in regional business publications, including the San Fernando Valley Business Journal and the Los Angeles Business Journal, was also provided for in the City's Economic Strategic Plan.

The elimination of funding for FY 2013-14 would harm the City's branding as a destination for business.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Professional/Special Services	<u>\$ 18,900</u>	
	Total	<u>\$ 18,900</u>

CITY ATTORNEY

CITY ATTORNEY
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 2,300

FY 2012-13 Approved Budget/Estimated Actual	\$2,300/\$2,300
FY 2011-12 Actual Expenditures	\$1,384

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

Account 42440: Memberships and Dues \$ 2,100

FY 2012-13 Approved Budget/Estimated Actual	\$2,100/\$2,100
FY 2011-12 Actual Expenditures	\$1,800

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

California State Bar (4 Attorneys)	\$ 1,880
Tri-Counties Government Attorneys Association (4 Attorneys)	140
SCAN Annual Membership (City Attorney)	80

In August 2012, dues for Membership in Scan for Non-Natoa Members increased by \$55. California State Bar Membership dues for 4 Attorneys decreased slightly from the 2012 dues. Dues for Tri-Counties membership remained at \$35 for each attorney. The budgeted amounts in this account were adjusted accordingly, but the budgeted amount remains the same.

Account 42450: Subscriptions and Books \$ 13,000

FY 2012-13 Approved Budget/Estimated Actual	\$8,000/\$7,900
FY 2011-12 Actual Expenditures	\$7,800

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 2013-14. The Office is budgeting for another 3-year Subscriber Agreement with Thomson/West “Westlaw” for the use of their on-line legal research program. This will enable

the office to continue to benefit from a 50% discount on Thomson/West print publications. The current Subscriber Agreement ends in July 2013. The Office is also seeking to renew its print subscription to West's California Reporters, which was discontinued in 2011. The office will be able to update the Reporters and receive a 50% discount upon renewing the Thomson/West Subscriber Agreement. Also, several new modules have been added to the Westlaw program which will further aid and expand the legal research available to the attorneys on Westlaw. Bringing the Reporters current and receiving future volumes will increase the budget for Thomson/West print publications by *\$4,539. (The cost per month is \$378.25, which includes a 15% discount in conjunction with the 3-year Subscriber Agreement. In years two and three the West's California Reporters print subscription will be increased by 5%.)

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

ACEC publications	\$ 200
CEB Regents	3,500
Daily Journal (includes Court Rules)	800
Local Government Publications	200
Lexis Nexis/Matthew Bender	800
Specialized legal publications	400
Solano Press	200
Thomson/West	*6,900

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Increases or decreases for the publications received from the various vendors as listed above are based on estimates given. Thus, the estimated actual fluctuates from year to year, and is one of the hardest accounts to forecast. The account has been increased by \$5,000 over the budget for FY 2014, for the cost of bringing up-to-date the print subscription to the West's California Reporters so the attorneys can quickly access case law while engaged in legal research.

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

FY 2012-2013 Approved Budget/Estimated Actual	\$1,500/\$1,500
FY 2011-12 Actual Expenditures	\$1,061

This account is used to cover costs of conferences and meetings that provide educational sources for the attorneys to continue to stay current on 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 towards State Bar Mandatory Continuing Legal Education (MCLE).

Justification for increase over FY 2012-13 Budget and Estimated Actual:

In Fiscal Year 2013, the budget in this account was reduced to balance the City’s budget from \$3,000 (2-attorneys attending) to \$1,500 (City Attorney attending). The League’s Spring Conference was held in Napa, California in FY 2012-13. In 2014, the Spring Conference will be held in an unknown Southern location. The City Attorney is requesting that 3-attorneys be scheduled to attend in order to take advantage of the valuable legal training provided at the Conference on a variety of municipal law topics, as well as for the mandatory MCLE credits available. Due to the Southern location, the attorneys can attend at a more reasonable travel expense due to the closer proximity. This is a benefit to the attorneys and to the City as a whole. Education and training is one of the most valuable resources in particular for attorneys to be able to adequately represent and protect the City. Therefore, it is requested that the budget for this account be increased to accommodate attendance by 3 attorneys.

- 3 - League of California Cities City Attorneys Spring Conference (May 2014), Southern location (City Attorney, Assistant City Attorney, Deputy City Attorney)\$3,000

Account 42730: Training \$ 5,500

FY 2012-13 Approved Budget/Estimated Actual	\$3,000/\$3,000
FY 2011-12 Actual Expenditures	\$2,472

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. 18–20, 2013), Sacramento 1,400
- 2 – Liebert Public Sector Employment Law Conference (March 2014), (Northern location) 2,400

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

The Attorneys attended several training activities in FY 2012-13, budgeted for in this account. The Attorneys took advantage of attending cost-free or low cost training programs, such as the workshops put on by the Ventura/Santa Barbara Relations Consortium. In FY 2013, this account was reduced by \$1,100 to balance the City’s budget. In order to take advantage of training opportunities that occurred during the year, some of the attorneys paid out of pocket to be able to continue their education and earn

their required State Bar MCLE credits. The City Attorney and two Assistant City Attorneys attended the Liebert Employment Law Conference each paying some of the expenses to be able to attend. In this FY 2014, it is being requested that 2-attorneys be budgeted to attend the Liebert conference in order to be able to provide Human Resources with the legal expertise needed in this area of the law. These meetings, in addition to other training resources listed above, provide the attorneys with mandatory MCLE credits required by the State Bar. The account is being adjusted by an increase of \$2,500, to accommodate 2 attorneys attending the Liebert conference and the increased costs of traveling to a Northern location.

Account 42790: Mileage..... \$ 10,100

FY 2012-13 Approved Budget/Estimated Actual	\$10,100/\$9,000
FY 2011-12 Actual Expenditures	\$8,386

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

Justification for increase over the FY 2012-13 Estimated Actual:

The budget for this account fluctuates from year to year depending on the volume of various court appearances and noticed depositions attended by the staff attorneys. The mileage includes travel to various locations when attending depositions or court appearances in Ventura and Los Angeles. While impacted by increased driving to Ventura to attend both criminal and civil legal court proceedings, due to the decreased court services in Simi Valley, the Office worked with the Police Department and developed a system. Criminal citations issued by the Police Department are now being scheduled for appearance on the same court day each week. This will help the Attorneys to more effectively manage their court appearances thus reducing the expense of mileage back and forth to Ventura. If the system continues to work, by this time next year, the budget in this account may be able to be reduced. The account will continue to be monitored to be able to more accurately reflect future mileage costs.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 36,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional Services..... \$ 36,600

FY 2012-13 Approved Budget/Estimated Actual	\$18,100/\$17,600
FY 2011-12 Actual Expenditures	\$19,141

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)	\$ 18,000
On-line Research Outside of CA Gov. Select	500
Consulting/Legal Services	18,100

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

In July 2013, the office will renew its 3-year Subscriber Agreement with Thomson/West for the continued on-line use of WestlawPRO and WestlawNEXT programs. The new Agreement will be increased by 5% for the first year and for each year thereafter. In addition, West's California Reporters that the Office is requesting be renewed, will increase the print subscription cost to Thomson/West, but the Office can do so at a 15% savings due to renewing the Westlaw Subscriber Agreement. Additionally, the Office will continue to receive a 50% discount on its existing Thomson/West print subscriptions as part of the Subscriber Agreement. It is noted for informational purposes that in FY 2010-2011, the budget was exceeded due to payment of Special Counsel Services as approved by the City Manager's Office. At the time this budget was being prepared, there were no consulting or other legal services required as of the latter part of March 2013. The need for these services varies from year to year, and will continue to be budgeted for accordingly.

This line item also includes funds for additional consulting legal services to cover a portion of anticipated leave for one staff attorney; the salaries line item has been reduced by the same amount.

SUBTOTAL – SERVICES	<u>\$ 36,600</u>
TOTAL – CURRENT EXPENSES	<u>\$ 72,600</u>

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ADMINISTRATIVE SERVICES

DEPARTMENT OF ADMINISTRATIVE SERVICES
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 8,600

FY 2012-13 Approved Budget/Estimated Actual	\$6,800/\$6,200
FY 2010-11 Actual Expenditures	\$7,105

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	\$ 300
Banking supplies (includes Transit coin deposit bags)	900
Check Stock	2,000
General Office Supplies	2,900
Storage Media (Backup Tapes, CDs, DVDs, Memory Cards)	2,500

Justification for increase over FY 2012-13 Estimated Actual:

The requested Office Supplies budget exceeds the prior Estimated Actual to include purchasing check stock and additional general office supplies needed for new staff in FY 2013-14.

Account 42440: Memberships and Dues \$ 3,700

FY 2012-13 Approved Budget/Estimated Actual	\$3,300/\$3,100
FY 2011-12 Actual Expenditures	\$2,225

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:	\$ 900
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 (2 Staff)	400

Customer Services: 200

California Public Parking Association (1 Staff) 100
 California Municipal Business Tax Association (1 Staff) 100

Fiscal Services: 1,100

American Institute of Certified Public Accountants (1 Staff) 200
 Association of Government Accountants (1 Staff) 200
 California Society of Municipal Finance Officers (1 Staff) 100
 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) 300
 Southern California Oracle Users Group (2 Staff) 200

Support Services: 600

Association of Public Safety Communications Officials (1 Staff) 100
 California Association of Public Purchasing Officials (2 Staff) 300
 International Avaya Users Group (1 Staff) 100
 California Engineering License (1 Staff) 100

Treasury Services: 400

California Municipal Treasurers Association (1 Staff) 200
 Government Finance Officers Association (1 Staff) 200

Justification for increase over FY 2012-13 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, to add one GFOA and CSMFO membership for the Budget Officer position, to add Engineering License which is a two-year license, and to add Information Services memberships that were not purchased in FY 2011-12.

Account 42450: Subscriptions and Books \$ 1,300

FY 2012-13 Approved Budget/Estimated Actual	\$1,900/\$1300
FY 2011-12 Actual Expenditures	\$1247

This account provides for professional and technical publications including:

Fiscal Services:	\$ 800
Governmental Accounting, Auditing, and Financial Reporting Publications	100
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

Account 42460: Advertising \$ 200

FY 2012-13 Approved Budget/Estimated Actual	\$200/\$200
FY 2011-12 Actual Expenditures	\$227

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 2012-13 Approved Budget/Estimated Actual	\$5,000/\$2,000
FY 2011-12 Actual Expenditures	\$3,656

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 2012-13 Estimated Actual:

The conversion from GroupWise to Outlook e-mail service and required electronic records retention will require purchase of additional storage media above the prior Estimated Actual.

Account 42720: Travel, Conferences, Meetings..... \$ 11,700

FY 2012-13 Approved Budget/Estimated Actual	\$10,500/\$7,900
FY 2011-12 Actual Expenditures	\$4,206

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

Administration:

Government Finance Officers Association Annual Meeting, Minneapolis, MN (1 Staff)	\$ 2,700
California Society of Municipal Finance Officers Monthly Meetings (1 Staff)	300
State of the City and SVPF Luncheons (1 Staff)	100
Investment Training (1 Staff)	100

Customer Services:

California Municipal Business Tax Association Conference, Walnut Creek, CA (1 Staff)	500
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Fiscal Services:

California Society of Municipal Finance Officers Annual Meeting, Palm Springs, CA (1 Staff)	1,000
California Society of Municipal Finance Officers Monthly Meetings (1 Staff)	300
Government Finance Officers Association Meeting, Intermediate Accounting (1 Staff)	1,000

Information Services:

Versadex Annual Training Conference Portland, Oregon (2 Staff)	5,000
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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 2012-13 Budget and Estimated Actual:

Administration added a staff member for FY 2013-14. Administration staff attendance at the budgeted meetings did not occur this last year due to staff turnover. Additionally, one conference for Information Services had savings over the budgeted amount.

Account 42730: Training \$ 16,100

FY 2012-13 Approved Budget/Estimated Actual	\$15,900/\$16,200
FY 2011-12 Actual Expenditures	\$21,354

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:	1,700
GFOA Training (8 Training Sessions)	1,000
CSMFO Training (1 Training Session)	100
CSMFO Training (6 Training Sessions)	300
White Diehl Evans Government Tax Seminar (1 Staff)	300
Rockhurst University - Webinars (6 Training Sessions)	300
Information Services:	11,100
System Management Training (3 Staff)	7,500
Network Management Training (3 Staff)	3,600
Support Services:	2,000
Motorola Training (Radio Frequency Licensing Administration/Upgrade Implications) (1 Staff)	2,000

Treasury Services:	500
On-Going Debt Administration –	
Long Beach, CA (1 Staff)	300
Investing Public Funds –	
Pomona, CA (1 Staff)	200

Justification for increase over FY 2012-13 Budget:

Training added for new staff in Administration for FY 2013-14.

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

FY 2012-13 Approved Budget/Estimated Actual	\$9,300/\$7,700
FY 2011-12 Actual Expenditures	\$7,617

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

Justification for increase over FY 2012-13 Estimated Actual:

Mileage budget exceeds the prior year Estimated Actual to accommodate estimated travel needed once two Enterprise Analyst positions are filled and the Budget Officer position is filled for the entire Fiscal Year.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 55,200

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 179,700

FY 2012-13 Approved Budget/Estimated Actual	\$187,100/\$151,100
FY 2011-12 Actual Expenditures	\$150,598

This account provides for the following services:

Audit fees	\$ 55,500
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)	9,900
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)	400
CSMFO Budget and CIP Award review	400
External technical services (includes urgent backup support and technical support for various systems)	7,500
Merchant Fees for Online Billpay	6,000
PARS Biannual Actuarial	3,500
Special projects and programming for Citywide personal computer applications	7,500
Investment custodial and securities safekeeping services	9,000
Investment Policy review (APT US&C)	200
Recall (bulk shredding container pickup 13 times per year)	300
State-mandated cost recovery application preparation (SB 90 claims)	13,000
Parking Citations Hearing Officer	3,000

Justification for increase over FY 2012-13 Estimated Actual:

Increases are anticipated in Audit fees, on-line hosting and merchant fees, investment custodial fees, and State-mandated cost recovery application preparation fees (SB 90 claims). Additionally, the budget for unforeseen external technology service needs was not fully expended in FY 2012-13.

Account 44310: Maintenance of Equipment \$ 2,700

FY 2012-13 Approved Budget/Estimated Actual	\$546,800/\$546,700
FY 2011-12 Actual Expenditures	\$505,790

This account provides funding for vehicle maintenance on the delivery van. This account previously included licenses and maintenance contracts on the City's computer hardware/software. Those costs were moved to the Non-Departmental Account since the licenses and contracts are City-wide and support all City operations.

Account 44490: Other Contract Services \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$696

This account previously provided payment for Web-Hosting and maintenance.

SUBTOTAL – SERVICES \$ 182,400

TOTAL – CURRENT EXPENSES \$ 237,600

ADMINISTRATIVE SERVICES
POLICY ITEM

PROGRAM JUSTIFICATION: Firewall Management and Monitoring Services - \$75,000

PRIORITY: 1

The City's network computer systems are protected from unauthorized access via the Internet through the use of a complex set of firewalls and other security devices. This equipment is critical to the security and stability of all of the City's computer systems including e-mail, financial, permitting, utility, police dispatch and records. Unauthorized access to any of these systems could wreak havoc to the daily operations of the City. Computer hackers and hacking techniques have become more sophisticated over the last 10 years, to the point that many hackers do not need to target an individual organization to gain access. They now have the ability to attack thousands of organizations at a time.

As technology becomes more complex, the need to utilize specialized resources becomes more critical. Information Services staff recommends that the City utilize a specialized service company to monitor, update, support, assess and remedy security threats to the City's computer systems. These services would be functional 24 hours per day and would provide up-to-date remedies for the latest security threats. City staff does not have the skill set or availability to provide these services cost effectively. Contract services are recommended over addition of staff.

FISCAL YEAR 2013-14 COSTS

Professional Services	<u>\$ 75,000</u>	
	Total	<u>\$ 75,000</u>

ADMINISTRATIVE SERVICES
POLICY ITEM

PROGRAM JUSTIFICATION: Services to Conduct Study on City User Fees and Cost Allocation Plan - \$35,000

PRIORITY: 2

The City's Schedule of Service Charges needs to be updated. Proposition 26 became effective in 2010, and the measure limits a local government's ability to alter fees. However, the City has not reviewed its fees since March 2008, and changes to the current fee structure must be reviewed in light of this legislation. Therefore, City staff recommends hiring a consultant familiar with the requirements now in place due to Proposition 26 to review the City's fees and to determine the proper amount of the fees. Staff believes that it is now necessary for the City to work with a consultant who has studied the issues to determine the proper fee structure in light of the new requirements.

Additionally, the City's Cost Allocation Plan is utilized in conjunction with the Schedule of Service Charges to calculate costs to provide services. This Plan needs to be updated, as well, in accordance with the Schedule of Service Charges. To be in conformance with the law, the City must ensure that the rates and assumptions are uniformly applied to the fees structure.

Projects of this complexity require the City to utilize consulting services. Other jurisdictions that have recently conducted such studies spent between \$27,000 and \$35,000.

FISCAL YEAR 2013-14 COSTS

Professional Services	<u>\$ 35,000</u>	
	Total	<u>\$ 35,000</u>

ADMINISTRATIVE SERVICES
POLICY ITEM

PROGRAM JUSTIFICATION: Restore Funding for Enterprise Systems Analyst - \$165,000

PRIORITY: 3

As part of Midyear budget deliberations in February 2011, the City Council approved a Policy Item to create Enterprise Systems Analyst positions to update and modernize the City's Enterprise Resource Planning (ERP) systems. The City utilizes five ERP systems to manage various functions throughout the City:

- SAP for finance, purchasing, and human resource management Citywide;
- Hansen for materials and asset management in Waterworks and Sanitation;
- Supervisory Control and Data Acquisition (SCADA) system which operates the City's water system and the wastewater treatment plant;
- Acella Permits Plus for Community Development (case tracking for planning and code enforcement, permit issuance and tracking, parcel information, and contractor/engineer/architect information tracking); and
- Versaterm for records management and crime analysis in the Police Department.

Four Enterprise Systems Analyst positions were approved by the City Council to support the existing systems and to upgrade and/or replace the systems that do not support features requested by the City Council and constituents or that are no longer supported by the software developer. The systems that are no longer supported by the software developer include the City's financial management and planning system and the City's permitting system. The City's ability to manage effectively will be at risk if upgrade or replacement of these critical systems is not addressed this coming fiscal year.

Projects of this complexity and magnitude require the City to have adequate resources to manage the implementation and the on-going operation. Without the appropriate internal resources the City risks failed implementations, cost overruns, or even purchasing systems that do not meet the needs of the City. By investing in new systems the City will improve processes, provide transparency, save time and resources while improving services to the community.

FISCAL YEAR 2013-14 COSTS

Salary and Benefits Enterprise Systems Analyst	<u>\$ 165,000</u>	
	Total	<u>\$ 165,000</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Full-Time Senior Management Analyst Position (Filled) - \$146,100 (3.2% of Department Budget)

PRIORITY: 1

This Senior Management Analyst position evaluates, develops, implements, and maintains the City's Purchasing Information System, approves all purchases exceeding \$5,000 for which bids are required, reviews and approves all bid documents and contracts, administers City-wide purchase contracts, and performs other central purchasing tasks. Responsibilities include updating and maintaining the SAP workflow and the associated data information for 150 users, updating, testing, and maintaining the SAP Material Management Module for department users, approving purchase orders on-line, and providing on-going training to departments in the use of the SAP Material Management module. This position also centrally contracts for office copiers, discount pricing on office supplies, various mailing services required throughout the year, and other miscellaneous services and equipment. This position reviews all City-issued bid documents and contracts for conformance with the City's Purchasing Ordinance.

Elimination of the funding for the Senior Management Analyst position would provide an annual savings to the City in the amount of \$146,100. However, management of the City's Purchasing Information System would be minimal as other staff is not available to take on these duties. All purchases would be handled at the department level without any central review by a Purchasing Agent, and would require increased administrative resources in the operating departments. The City would not benefit from discount pricing on centralized contracts, resulting in an increase in operating costs at the department level as well as additional administrative overhead for the departments in procuring these contracts and services. While the departments would need to use the City's Purchasing Information System, there would not be in-house training available. Training costs may increase due to the need to provide outside resources. Updating the SAP basic data would be delayed as new users or account numbers are required and other programming needs would also be negatively impacted.

The planned Financial Information System capital acquisition project that is in the planning stages will require this staff resource for the project to be successful. Outside resources to provide assistance with planning the Material Management portion of the project will need to be procured for this system implementation project.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Salary and Benefits	\$ <u>146,100</u>	
	Total	\$ <u>146,100</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For Information Services Analyst I (Filled) - \$132,713
(2.9% of Budget)

PRIORITY: 2

This Information Services Analyst I position provides the majority of helpdesk support and PC deployment assistance for the City Hall campus. This position was established to support staff and to maintain over 500 PC's distributed throughout the City. This position shares maintenance responsibility for all the hardware and software on the City's desktops and for other applications. In addition, this position provides after-hours assistance on critical computer support issues, and serves as a backup to other Information Services staff in support of all the City's computer systems.

Eliminating funding for this Information Services Analyst I position would provide annual savings to the City in the amount of \$132,713. However, computer system support throughout City offices would be dramatically reduced. The City depends on desktop computers for most routine business functions in all City Departments, and this position is the front line support for those who rely on their computers for their daily work. Productivity may suffer due to desktop computer systems not operating efficiently or being repaired in a timely manner. Extended time to repair computers may affect customer service, permits and other externally facing public services. Additionally, this staff resource would not be available to assist in deploying new and replacement technology in City Departments, resulting in delaying the implementation of computing functionality needed by City staff to meet the demand for producing increasing amounts and types of information for the public.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Salaries & Benefits	\$ <u>132,713</u>	
	Total	\$ <u>132,713</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate One (1) Full Time Support Services Worker Position (Filled) and All In-House Mail Services- \$69,900 (1.5% of Budget)

PRIORITY: 3

The Support Services Division of the Administrative Services Department provides interoffice and other mail services to all City operating departments. Eliminating in-house mail services can be considered due to improved technologies available.

Specifically, there are mail service companies that will pick-up out-going mail and apply postage to the mail at the same cost the City pays to frank the mail in-house. The City's Utility Bills are currently processed in this manner on a weekly basis. A contractor will need to be hired to provide the service. Additionally, interoffice mail has been reduced with the advent of scanning and e-mailing documents.

To handle incoming mail, the City will need to utilize the actual addresses of the City facilities so that the Post Office can deliver the mail directly to the various City buildings. New letterhead with each appropriate address will be printed for each Department and building location. Certain interoffice mail that cannot be handled as e-mails will require Department staff to physically deliver or pick-up certain interoffice mail such as checks and print jobs.

Other impacts from this budget action include:

- The task of sorting incoming mail at all City buildings, including City Hall, will need to be assigned to remaining staff in all City Departments, impacting the workload of the Departments.
- Late mail will not be processed.
- Departments will need to perform all of their own shipping and receiving functions, impacting Department workload.
- Some interoffice mail shipments may require extra trips by staff to City Hall if the items are critical, resulting in increased mileage or fuel costs and staff time to make the trip.
- Coordination of many interoffice functions will be more difficult and impact other staff including, for example, disposing of obsolete equipment, moving boxes of files to storage, filling out United Parcel Service logs, picking up print jobs, and receiving furniture and supplies.
- Outgoing mail may be delayed and some critical postmark timeframes may be missed, such as public hearing notices, if pick-up times are missed due to the elimination of in-house mail processing.

FISCAL YEAR 2013-14 SAVINGS

Budget
Reductions

Current Expenses

Salary and Benefits	\$ 64,600	
Maintenance of Equipment	1,500	
Rentals	1,100	
Vehicle Replacement	<u>2,700</u>	
Total		<u>\$ 69,900</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate One (1) Full Time Graphics/Support Services Technician Position (Filled) - \$71,600 (1.6% of Budget)

PRIORITY: 4

The Support Services Division of the Administrative Services Department provides graphics and other support services to all City operating departments. Eliminating this position will reduce in-house capability to produce graphics arts projects for the Departments and will impact internal controls for processing vendor payments.

Specifically, the Graphics/Support Services Technician is responsible for all of the graphics and print support functions including ordering and receiving supplies, completing and issuing bids for supplies and equipment, writing equipment specifications required for equipment purchases, ensuring print equipment is maintained, troubleshooting computer issues, adding vendors to the City's Finance Information System, approving Department payments, as well as producing graphics designs and preparing the artwork for the production of a variety of print and web materials. The Administrative Services Department has in-house staff to design and produce graphics for a variety of print and web materials, and the Graphics/Support Services Technician produces approximately 25% of the production design work. The graphics design work is more complex and requires additional work per project due to the technical aspects of producing artwork for distribution channels that include both print and digital media. This work requires greater attention to detail and a greater amount of staff resource per project. The Department has two positions to produce graphics requests including the Graphics Media Coordinator who also supervises the City's printing and the Graphics/Support Services Technician who assists with the design production.

Layoff of the Graphics/Support Services Technician would result in fewer graphics requests produced, increased turn-around times for graphics designs, delays in Department requests for new vendors, the compromise of internal controls without reassigning duties to other staff already working at capacity, delays in the production of print work, and other operational impacts within the Administrative Services Department for the other administrative work completed by the position. Other staff within the Department would need to be assigned some of these administrative duties, resulting in additional delays and workload for other Administrative Services staff.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Current Expenses</u>		
Salary and Benefits	\$ 71,600	
	Total	<u>\$ 71,600</u>

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COMMUNITY SERVICES

DEPARTMENT OF COMMUNITY SERVICES
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42130: Postage \$ 27,200

FY 2012-13 Approved Budget/Estimated Actual	\$18,500/\$17,700
FY 2011-12 Actual Expenditures	\$16,696

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)	3,500

Justification for proposed increase over the FY 2012-13 Budget and Estimated Actual:

The proposed FY 2013-14 Budget restores funding for mailing of one issue of the City Focus newsletter suspended in FY 2012-13. The Senior Center Newsletter has continued to transition to partial electronic distribution, reducing the number of newsletters mailed out. This also includes increased postage costs.

Account 42230: Office Supplies \$ 5,000

FY 2012-13 Approved Budget/Estimated Actual	\$5,000/\$4,400
FY 2011-12 Actual Expenditures	\$2,687

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 2012-13 Budget and Estimated Actual:

The FY 2012-13 Estimated Actual reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible. The proposed FY 2013-14 Budget reflects increases in supplies required to support activity in Departmental programs as well as increased attendance at the Senior Center.

Account 42410: Uniforms and Clothing..... \$ 1,200

FY 2012-13 Approved Budget/Estimated Actual	\$1,200/\$1,200
FY 2011-12 Actual Expenditures	\$193

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 \$ 1,300

FY 2012-13 Approved Budget/Estimated Actual	\$1,400/\$1,200
FY 2011-12 Actual Expenditures	\$710

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

California Association of Code Enforcement Officers	300
American Association of Code Enforcement	100
National Association of Telecommunications Officers and Advisors	200
Municipal Management Association of Southern California	400
California Association for Counseling & Development	100
California Association of Senior Service Centers	100
Simi Valley Community Council	100

Justification for proposed increase over the FY 2012-13 Estimated Actual:

Funds are budgeted at expected renewal fees for FY 2013-14, which in several instances reflects savings as a result of organizational memberships in lieu of individual memberships. The estimated actual FY 2012-13 budget reflects staff's efforts to defer or delay membership renewals whenever possible.

Account 42450: Subscriptions and Books \$ 800

FY 2012-13 Approved Budget/Estimated Actual	\$700/\$700
FY 2011-12 Actual Expenditures	\$206

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:

Senior Center periodicals and resource guides	300
Youth Services publications and resource guides	200
Compliance program resources	100
Administrative resource materials	200

Justification for proposed increase over the FY 2012-13 Budget and Estimated Actual:

The proposed FY 2013-14 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 2013-14.

Account 42560: Operating Supplies \$ 66,400

FY 2012-13 Approved Budget/Estimated Actual	\$69,400/\$66,900
FY 2011-12 Actual Expenditures	\$29,750

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	\$ 2,000	
Supplies and equipment needed for Code Enforcement operations		500
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	
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)	27,800	

This account reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible. The cost for printing of the youth crisis telephone numbers on student identification cards (initiated by the Youth Council to disseminate resource information) is shared with the Simi Valley Unified School District. The budget reflects grant fully reimbursable costs for the Meals On Wheels and Congregate Meals Programs, and the inclusion of funds for the State Beverage Container Recycling and Litter Reduction Program. Supplies for the State Beverage Container Recycling and Litter Program will be targeted to fund proposed actions in the City's Green Community Action Plan and will be fully offset by a reimbursement to the City via payment from the California Department of Resources Recycling and Recovery.

Account 42720: Travel, Conferences, and Meetings..... \$ 4,100

FY 2012-13 Approved Budget/Estimated Actual	\$3,200/\$3,300
FY 2011-12 Actual Expenditures	\$2,232

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:

2 – California Code Enforcement Association Conference, Northern California	\$ 2,600
1 – California Association of Senior Services Centers, Northern California	1,300
Director’s attendance at local meetings and events	200

Justification for proposed increase over the FY 2012-13 Budget and Estimated Actual:

The proposed FY 2013-14 Budget reflects expected costs for attendance at the itemized professional events and reflects restoring a minimum level of funding to ensure staff keeps current on updated compliance changes.

Account 42730: Training..... \$ 3,500

FY 2012-13 Approved Budget/Estimated Actual	\$4,000/\$2,500
FY 2011-12 Actual Expenditures	\$1,305

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	\$ 1,500
Citizen Services Division	1,100
Community Programs and Facilities Division	900

Justification for proposed increase over the FY 2012-13 Estimated Actual:

The FY 2012-13 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 2013-14 budget will accommodate funding for program-specific training and provides the Department-wide Training Initiative Program.

Account 42790: Mileage.....\$31,600

FY 2012-13 Approved Budget/Estimated Actual	\$31,000/\$29,700
FY 2011-12 Actual Expenditures	\$27,452

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 2012-13 Budgeted and Estimated Actual:

The proposed FY 2013-14 Budget reflects the continued growth of the Senior Center’s Meals On Wheels Program.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 141,100

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 50,300

FY 2013-14 Approved Budget/Estimated Actual	\$177,200/\$176,400
FY 2011-12 Actual Expenditures	\$135,152

This account provides for the following Professional and Special Services:

Contract Services for the annual Youth Summit \$ 2,000
 Provides for professional services related to facilitator training and a speaker for the annual Youth Summit.

Contract Services Related to Teen Assistance and Resource Program 1,000
 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).

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. 3,500

Professional Services for the production of the City Focus Newsletter. 23,700

Broadcasting services for City Council, Planning Commission, and School Board meetings 20,000

This proposed FY 2013-14 Budget restores one issue of the City Focus Newsletter that was eliminated in the FY 2012-13 Budget.

Account 44210: Animal Regulation Contract..... \$ 250,400

FY 2012-13 Approved Budget/Estimated Actual	\$240,000/\$250,400
FY 2011-12 Actual Expenditures	\$242,296

This account funds the following programs:

Base Services	\$ 162,600
Supplemental Services Contract	87,800

Justification for proposed increase over the FY 2012-13 Budget:

The proposed FY 2012-13 Budget reflects the increased costs of shelter operations requested by Ventura County Animal Services.

Account 44310: Maintenance of Equipment \$ 8,900

FY 2012-13 Approved Budget/Estimated Actual	\$14,300/\$11,700
FY 2011-12 Actual Expenditures	\$11,780

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

Account 44460: Public Nuisance Abatement \$ 2,000

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

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

Justification for proposed increase over the FY 2012-13 Approved Budget and Estimated Actual:

The FY 2012-13 Estimated Actual reflects Code Enforcement's efforts to achieve voluntary compliance. The proposed FY 2013-14 Budget accommodates potential program activity and anticipated increases in contractor bids, should voluntary compliance not be achieved and the shift of responsibility to the City for abatement previously completed by the Ventura County Fire Department.

SUBTOTAL – SERVICES \$ 311,600

TOTAL – CURRENT EXPENSES \$ 452,700

DEPARTMENT OF COMMUNITY SERVICES

POLICY ITEM

ITEM TITLE: Restore Management Analyst Position and Eliminate Community Services Specialist Position - \$12,000

PRIORITY: 1

The Department of Community Services is requesting to restore a Management Analyst Position and eliminate a Community Services Specialist position. The Management Analyst position will assume responsibilities assigned to the Community Services Specialist such as providing outreach, resource referral, and assistance to high school and middle school teens and their families. This position provides resource and referral efforts, public education and information, and work with local youth-serving agencies and non-profit organizations in cooperation with the Simi Valley Unified School District, Simi Valley Police Department, the Ventura County Probation Department, and other local agencies (e.g., substance abuse, mental health, child protective services, etc.) in serving local youth.

This position also facilitates 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 three 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.

The Management Analyst would also be responsible for administrative oversight of the City's contracts including the newly acquired Library and coordination of the Department's special projects.

FISCAL YEAR 2013-14 COSTS

Personnel

Salaries and Benefits	<u>\$12,000</u>	
	Total	<u>\$12,000</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Suspend Funding for the City Focus Newsletter - \$47,400 (1.17% of Budget)

PRIORITY: 1

The City Focus newsletter is a communication tool that provides residents with information on City services, programs, projects, and policies. The newsletter is published three times each year and 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 Recreation and Park District, and the Chamber of Commerce. A total of \$47,400 is included in the proposed budget for production, publishing, and distribution of the City Focus newsletter. The newsletter’s lengthy production schedule hinders the publication’s effectiveness and timeliness. Suspending the newsletter for one year will require that residents obtain information regarding the City via the local media, the City’s website, staff reports, e-mail distribution lists, the annual budget document, departmental literature, community presentations, Simi Valley Television’s Community Bulletin Board, and other resources. These communication outlets have recently been enhanced to provide timely information to the community.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Postage	\$	23,700	
Professional and Special Services		<u>23,700</u>	
		Total	<u>\$ 47,400</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Reduction of hours for One Community Services Specialist (Filled) for One Year - \$8,000 (.20% of budget)

PRIORITY: 3

The Community Programs and Facilities Division has one Community Services Specialist position dedicated to two programs: Youth Council and Youth Employment Services (YES). This position coordinates the efforts of a 24-member Youth Council comprised of middle school and high school students. The Youth Council meets twice per month during the school year to discuss issues in the community related to youth and acts as an advisory board to the City Council. The position plans and facilitates a series of informational presentations to fulfill Youth Council directives and provides opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government processes. The position facilitates the Youth Council’s planning and activities for the Youth Summit, a leadership and civic engagement project seminar for local high school students. As the YES Coordinator, the position provides staff support to an 18-member Youth Employment Service Advisory Board comprised of various professionals from the community, youth, School District, Chamber of Commerce, area businesses, a Youth Council representative and Neighborhood Council representative. The position coordinates and presents Interview Skills Workshops at the high schools and coordinates an annual Job and career Expo. In addition, the position works with YES clients ages 13–14 years of age, holding pre-employment skills workshops in addition to individualized appointments for 15–21 year old clients to assess job skills and refer them to local job opportunities.

If this position were reduced during the summer recess, when both Boards are dark, there would be a slight temporary reduction in service levels to the YES program. To accommodate the reduction of availability of YES one-on-one interviews, more group sessions would be offered to meet needs in this area.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Personnel

Salaries and Benefits	\$ 8,000	
	Total	<u>\$8,000</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the Annual Youth Summit - \$3,200 (.08% of budget)

PRIORITY: 4

The Youth Council hosts an annual Youth Summit designed to inspire high school students to become more involved in their city through community service and to explore their leadership potential. Participants of the Youth Summit listen to a motivational speaker and participate in leadership activities and breakout sessions. Participants also have lunch with local dignitaries to discuss their community concerns with decision-makers. The City would need to either obtain additional donations to sustain this activity or eliminate the Youth Summit entirely. Elimination of the Youth Summit would result in a savings of approximately \$3,200 to the City and would require that students obtain leadership opportunities and contact with their elected officials on their own. In addition, the Youth Council would no longer have a community outreach event.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Operating Supplies	\$1,200	
Professional and Special Services	<u>2,000</u>	
	Total	<u>\$3,200</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For One Full-Time Clerk II (Filled) - \$65,500 (1.62% of Budget)

PRIORITY: 5

The Clerk II position supports all of the Department's programs by efficiently performing a variety of clerical assignments including general typing; filing; duplicating/distributing documents; processing facsimile transmissions; managing multi-line telephone traffic; responding to inquiries from the public and program clients; transporting miscellaneous items to and from City Hall; making appointments for and registering program clients; processing correspondence to and from staff; assisting with materials preparation and distribution for special programs or projects such as the Volunteer Appreciation Dinner, Youth Leadership Summit, YES Job and Career Fair; and tracking time and attendance for Crossing Guards. This position also monitors two-way radio communications in support of the Crossing Guards. Eliminating the Clerk II position would necessitate the reassignment of related responsibilities to other AST members, thus impacting the support of Departmental programs, clients, and related activities.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Personnel

Salaries and Benefits	<u>\$ 65,500</u>	
	Total	<u>\$65,500</u>

ENVIRONMENTAL SERVICES

DEPARTMENT OF ENVIRONMENTAL SERVICES
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 4,500

FY 2012-13 Approved Budget/Estimated Actual	\$5,200/\$5,200
FY 2011-12 Actual Expenditures	\$3,929

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

Account 42410: Uniform/Clothing \$ 1,600

FY 2012-13 Approved Budget/Estimated Actual	\$1,100/\$1,100
FY 2011-12 Actual Expenditures	\$792

This account provides for a safety boot allowance for:

Building Inspectors, as approved in the General Unit Memorandum of Agreement	\$ 100
Supervising Building Inspectors and Deputy Director/ Building Official for conducting field inspections	500

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The FY 2013-14 Budget includes funding for the purchase of safety boots for three Building and Safety management employees to provide protection when performing field inspections in construction areas as well as investigations of unsafe buildings.

Account 42420: Special Departmental Expense \$ 900

FY 2012-13 Approved Budget/Estimated Actual	\$900/\$900
FY 2011-12 Actual Expenditures	\$3,298

This account provides funding for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$ 600
Filing fees to the County Recorder's Office for legal posting of Notices of Determination and Exemptions	300

Account 42440: Memberships and Dues. \$ 9,900

FY 2012-13 Approved Budget/Estimated Actual	\$10,900/\$8,700
FY 2011-12 Actual Expenditures	\$8,577

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

American Planning Association (12)	\$ 4,800
Certifications earned by Planners through the American Institute of Certified Planners (6)	1,100
So. California Association of Environmental Professionals (2)	300
Urban Land Institute	200
International Code Council	300
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 renewal	100
Certifications earned by Building and Safety staff through the International Code Council (23)	1,400
Certified Access Specialist	200
California Code Enforcement Officers	100
Certified Public Accountant license renewal	200

Justification for increase over FY 2012-13 Estimated Actual:

While the proposed budget is a reduction of \$1,000 from the FY 2012-13 budget amount, it reflects an increase over the Estimated Actual because 23 ICC certifications are scheduled for renewal, compared with the eight ICC certifications renewed in FY 2012-13.

Account 42450: Subscriptions and Books \$ 9,200

FY 2012-13 Approved Budget/Estimated Actual	\$1,800/\$1,800
FY 2011-12 Actual Expenditures	\$687

This account is used for the purchase of code books, 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
ForeclosureRadar	500
2013 California Building Standards Code books	8,000
Ventura County Star subscription	300

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The triennial adoption of the 2013 California Building Standards Codes becomes effective January 1, 2014. The purchase of the 2013 California Building Code books and referenced Standards is required to prepare staff for their enforcement.

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

FY 2012-13 Approved Budget/Estimated Actual	\$5,700/\$7,700
FY 2011-12 Actual Expenditures	\$4,761

This account provides for legal advertisements for Planning Commission public hearings, the cost of which is reimbursed by applicants. Legal ad expenses in FY 2012-13 were higher due to the processing of many more City-initiated Development Code text amendments than were anticipated.

Account 42550: Small Tools and Equipment \$ 400

FY 2012-13 Approved Budget/Estimated Actual	\$1,000/\$500
FY 2011-12 Actual Expenditures	\$463

This account provides for replacement of Inspectors' tools and safety equipment.

Account 42720: Travel, Conferences, and Meetings..... \$ 7,100

FY 2012-13 Approved Budget/Estimated Actual	\$7,200/\$4,000
FY 2011-12 Actual Expenditures	\$3,949

Funding for all non-essential training was suspended in November 2008, and travel budgets were substantially reduced from FY 2008-09 through FY 2012-13. 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
 (Visalia) or League of California Cities' Planning Commissioners Academy (Northern California)

In-State Staff Travel:

1 - American Planning Association CA Chapter Conference 1,400
 (Visalia)
 American Planning Association Regional Chapter Meetings 200
 1 - California Building Officials (CALBO) Annual Conference 1,400
 (Anaheim)
 ICC, CALBO, CEI, and IAPMO Chapter Meetings 500

Justification for increase over FY 2012-13 Estimated Actual:

Savings were achieved in FY 2012-13 because the Building Official did not attend the CALBO Annual Conference in Napa and the Planning Commissioners Academy was held locally and lodging was not required. Funding has been included in the FY 2013-14 Budget for attendance at the same conferences budgeted for in FY 2012-13.

Account 42730: Training \$ 4,800

FY 2012-13 Approved Budget/Estimated Actual	\$3,600/\$3,000
FY 2011-12 Actual Expenditures	\$2,393

Funding for all non-essential training was suspended in November 2008, and training budgets were substantially reduced from FY 2008-09 through FY 2012-13. This account provides for essential training to enable staff to comply with various laws and to enforce codes consistently. 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
Lead-based Paint Abatement and Testing training for Home Rehabilitation Coordinator	1,800

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Savings were achieved in FY 2012-13 because \$300 had been included for Landscape Architect training to maintain proper certification, and this position was eliminated as of December 1, 2012. Additionally, \$300 in Customer Service training was not spent as staffing reductions limited the time available to attend such training. The FY 2013-14 Budget includes \$1,800 for the training needed for the City's Home Rehabilitation Coordinator to obtain the required State certification as a Lead Inspector/Assessor.

Account 42790: Mileage \$ 4,900

FY 2012-13 Approved Budget/Estimated Actual	\$4,900/\$4,900
FY 2011-12 Actual Expenditures	\$4,800

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

SUBTOTAL – SUPPLIES AND MATERIALS \$ 49,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional Services..... \$ 0

This account has provided for consultant services and studies in the past. There are no such services or studies required in FY 2013-14.

Account 44310: Maintenance of Equipment \$ 18,500

FY 2012-13 Approved Budget/Estimated Actual	\$20,900/\$20,900
FY 2011-12 Actual Expenditures	\$20,714

This account provides for maintenance of Departmental equipment as follows:

Maintenance and repair of nine Building and Safety vehicles	\$ 17,400
Washing of Building and Safety vehicles	100
Maintenance and repair of office equipment, such as shredder, date-time stamp, transcriber, and projectors	1,000

Account 44490: Other Contract Services \$ 50,000

FY 2012-13 Approved Budget/Estimated Actual	\$50,000/\$2,900
FY 2011-12 Actual Expenditures	\$37,500

This account provides funding for plan check consultants to perform review of residential, commercial, and industrial building plans during periods of high demand for such review. Contract services are only 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. These expenditures are fully offset by plan check revenues deposited by applicants.

Justification for proposed increase over FY 2012-13 Estimated Actual:

Minimal funds were expended in FY 2012-13 since Plan Review staff was able to maintain the turn-around goals given the number and timing of plan submittals. The short turn-around goals require weekly assessment of the number of plans in the queue and the determination of whether contractor assistance is required. The requested budget amount is necessary to maintain current levels of service.

SUBTOTAL – SERVICES \$ 68,500

TOTAL – CURRENT EXPENSES \$ 117,500

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Secretary Position (Vacant) - \$73,000 (1.4% of Budget)

PRIORITY: 1

The Department has had three authorized Secretary positions since FY 2003-04. These three staff provide important administrative support to the professional staff in the Department’s Planning and Building and Safety Divisions, helping to address time-critical development-supported and City-initiated workload demands (including support to City Council-appointed Committees) in a timely and effective manner. In addition, the Secretaries have primary responsibility for the organization and management of official City records in each of these Divisions and for producing records in response to subpoenas and public records requests as well as for working toward achieving full compliance with the City’s Records Retention and Destruction Schedule since its adoption in 2003.

One of these three Secretary positions became vacant in early FY 2010-11, when the incumbent accepted a retirement incentive package. As required, the Department has held this position vacant since that time.

Having these three Secretary positions filled over this period has helped to address the Department’s peak workload demands, relieve overcrowded records storage areas, make significant progress toward achieving full compliance with the City’s Records Schedule, and streamline many administrative processes. The Department’s pending relocation from the City’s Development Services Building to City Hall to join with Public Works staff in offering one-stop permitting services to the public, provides a consolidation of administrative support resources and achieves operational efficiencies that now make filling the vacant Secretary position unnecessary.

If the Department’s development-supported workload increases, staff may be impacted by having to perform the more routine and time-consuming tasks that the Secretary position has handled in the past. If funding for this Secretary position is eliminated, the Department would likely have difficulty achieving its required annual level of salary savings, but the following savings would be realized:

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and benefits for Secretary position	\$ <u>73,000</u>
	Total \$ <u>73,000</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Transfer Funding for One Home Rehabilitation Coordinator Position (Filled) from the General Fund to the Local Housing Fund for the Period that Grants Are Available to Fully Fund Home Rehabilitation Loans – \$118,300 (2.3% of Budget)

PRIORITY: 2

Prior to the dissolution of redevelopment agencies, funding for the Home Rehabilitation Coordinator position was provided by Simi Valley Community Development Agency. However, due to the elimination of this funding source, the position is now budgeted in the General Fund for FY 2013-14. Since the Home Rehabilitation Coordinator position performs duties that preserve and promote affordable housing, staffing costs are eligible to be funded from the Local Housing Fund.

Since the dissolution of the redevelopment agency, Home Rehabilitation Program loan costs have been paid solely through grant funds. An Energy Efficiency and Conservation Block Grant provided \$190,900 used to fund loans for residential energy efficiency improvements. In addition, the City was successful in competing for and receiving two CalHome grant awards totaling \$1.4 million. The 2008 grant of \$900,000 expires in September 2013, and the 2011 grant of \$500,000 expires in April 2015. While the CalHome grants provide for program costs, they do not directly cover the cost of salaries; however, the grant does provide for an Activity Delivery Fee (ADF), which is a per-loan subsidy that offsets the cost to manage the project and perform underwriting services. The City has traditionally chosen to not draw an ADF as this would reduce the amount of funds available for loans and there were sufficient Set-Aside funds to provide for personnel expenditures.

Since CDA funds are no longer available to provide for salaries, staff obtained authorization from the California Department of Housing and Community Development to charge an ADF. The FY 2013-14 budget includes an ADF reimbursement of \$30,000, which would be used to offset the personnel costs of the Home Rehabilitation Coordinator position. As the 2011 grant award expires in April 2015, funding for the position should be provided through June 2015 in order to ensure completion of final grant closeout and reporting to HCD.

Currently, the Local Housing Fund has a cash balance of \$3.4 million, and two years of staffing costs, offset by Activity Delivery Fees, represent 5% of the cash balance. Use of Local Housing Funds for personnel costs and CalHome grant funds to provide for home rehabilitation loans ensures the preservation of affordable housing within the community. The Home Rehabilitation Program is the only remaining Housing program that preserves the City's existing affordable housing stock. Since this is a reimbursement grant, funds are drawn from HCD after having been expended by the City. The CalHome grant is restricted to first-time homebuyer assistance or home rehabilitation loans for low-income households. The City's First Time Homebuyer Assistance Program was discontinued in FY 2011-12.

Therefore, it is recommended that personnel costs for the Home Rehabilitation Coordinator position and related ADFs be transferred from the General Fund to the Local Housing Fund until CalHome grant funds are exhausted or expire.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Personnel

Salary and benefits for Home Rehabilitation Coordinator position	\$ 116,400
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Current Expenses

Office Supplies	100
Training: Lead Based Paint Abatement and Testing for State Lead Inspector/Assessor Certification	<u>1,800</u>

Total	<u>\$ 118,300</u>
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DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Transfer Funding for One Management Analyst Position (Filled) from the General Fund to the Local Housing Fund for One Year – \$130,300 (2.5% of Budget)

PRIORITY: 3

Prior to the dissolution of redevelopment agencies, funding for a Management Analyst position was provided by the Simi Valley Community Development Agency. However, due to the elimination of this funding source, it is now budgeted in the General Fund for FY 2013-14. The Management Analyst position performs duties that preserve and promote affordable housing including: monitoring affordable agreements, calculating loan payoffs, preparing loan subordinations, and qualifying applicants to purchase City-owned and affordable units. Since this position supports affordable housing activities, staffing costs are eligible to be funded from the Local Housing Fund.

In addition to performing activities that promote and preserve affordable housing, this position will use FY 2013-14 to explore options for streamlining the required monitoring process and the ongoing maintenance of the loan portfolio. Currently, ongoing monitoring is performed to ensure that rental rates for affordable units are in compliance with rental agreements and that purchased units are still owner-occupied. Maintenance of the loan portfolio includes preparing loan subordinations for homeowners who are refinancing their first trust deed loans, calculating loan payoffs, and preparing loan documents for resales – all to protect the City’s investments. This position will continue to perform affordable housing activities and will explore opportunities for streamlining the monitoring and maintenance of the loan portfolio with the intent of reducing staffing costs in future years. It is anticipated that program recommendations will be provided for City Council consideration by the end of FY 2013-14.

Therefore, it is recommended that one Management Analyst position be transferred from the General Fund to the Local Housing Fund for one year while an analysis is conducted that would consider selling the City’s loan portfolio and/or outsourcing monitoring. Currently, the Local Housing Fund has a cash balance of \$3.4 million, and one year of Management Analyst personnel costs represents 3.8% of the cash balance.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Personnel		
Salary and benefits for Management Analyst	\$	130,000
<u>Current Expenses</u>		
Office Supplies	100	
Memberships and Dues	200	
Total	\$	130,300

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Streamline the City's CDBG Program Operation by Eliminating the CDBG Advisory Committee, Accepting Applications Once Every Two Years, and Restricting the Number of Subrecipients; and Eliminate One Senior Planner Position (Filled) at Mid-Year - \$73,800 (1.4% of Budget)

PRIORITY: 4

In August 2006, the City Council established a five-member Community Development Block Grant (CDBG) Advisory Committee, which has been responsible for reviewing applications for Public Service funds (15% of the City's total entitlement) to the CDBG Program and providing recommendations to the City Council on the allocation of funds to be awarded to non-profit organization subrecipients. The U.S. Department of Housing and Urban Development requires two public hearings to discuss the allocation of CDBG funds. Currently, the CDBG Advisory Committee conducts two public hearings and offers recommendations to the City Council, which then holds a third public hearing.

In addition to the public hearings, staff conducts an orientation and a de-briefing meeting with the CDBG Advisory Committee. If the Advisory Committee were eliminated, then the two required public hearings would be conducted by the City Council, and the need for orientation and de-briefing meetings would be eliminated, which would result in a savings of staff time.

The City's CDBG entitlement has been steadily declining over the years, and this trend is expected to continue. Given entitlement reductions, it is further recommended that the CDBG application process be streamlined by: 1) only accepting applications once every two years, rather than every year; and 2) limiting the number of subrecipients. Currently, the CDBG Program provides assistance to 19 subrecipients; each of these subrecipients requires considerable staff assistance in monitoring ongoing program compliance, processing payments, and preparing status reports for HUD. In prior years, the CDBG program required 1.3 full-time equivalent staff positions to administer. Due to staffing reductions that resulted from the dissolution of redevelopment agencies, it has become increasingly challenging to administer the Program without back-up support. If the number of subrecipients were restricted, staff time to administer the Program could be reduced to a manageable level.

As the CDBG FY 2013-14 funding cycle is already underway, it is recommended that these changes be implemented for the FY 2014-15/FY 2015-16 funding cycle. Further, it is recommended that the allocations for the first two-year funding cycle be restricted to the "Under One Roof" Program and the City's Public Works projects for CDBG's Housing and Community Development category and the Administration category. This would mean that no CDBG funds would be allocated to local non-profit organizations under the Public Service category, as has traditionally been done. HUD does not require an allocation for Public Service projects, but does require a minimum allocation of 65% for Housing and Community Development projects. The allocation for Administration is limited to a maximum of 20% of the entitlement.

Therefore, it is recommended that the CDBG program process be streamlined by eliminating the CDBG Advisory Committee, curtailing the application process to once every two years, and restricting the number of subrecipients. By adopting all of these recommended CDBG program changes, the staff time required to administer the CDBG Program will be reduced, and one Senior Planner position will be able to be eliminated as of December 31, 2013.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS (January through June 2014)

Personnel

Salary and benefits for Senior Planner position (1/2 year)	<u>\$ 73,800</u>	
	Total	<u>\$ 73,800</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Streamline the City's Floodplain Management Program by Transferring Flood Zone Determinations to Public Works; Discontinue the City's Sustainability Efforts; and Eliminate Funding for One Associate Planner Position (Filled) - \$133,600 (2.6% of Budget)

PRIORITY: 5

The Planning Division oversees various technical and administrative functions of the land use planning process. Through the formal review and public hearing process, the Planning Division implements, as adopted by the City Council, the City's General Plan, which is the City's vision for future development, Zoning Ordinance, and Design Guidelines. Planning Division responsibilities, in coordination with other departments and agencies, include: evaluating land development as well as commercial and industrial tenant improvements; wireless telecommunication facilities; environmental assessment; affordable housing program; signage; temporary events; annexations; and long range planning. The Division provides support to the City Council, Planning Commission, and various City Council-appointed committees and is responsible for providing excellent customer service at the public Planning counter.

In addition to performing environmental review of development proposals, two programs currently being managed by the Planning Division include the Flood Zone Determination Program and the Sustainable and Green Building Program. Both of these programs are administered by an Associate Planner.

Under the Flood Zone Determination Program, the Associate Planner assists property owners, contractors, and developers in determining the flood zone of their property. For purposes of obtaining a building permit and/or a mortgage loan, the determination of the property's flood zone is required.

The Sustainability Initiatives and Green Building Programs now administered by the Associate Planner include implementation of the Green Community Action Plan, Energy Action Plan, and substantial support for the Climate Action Plan. Without this focus, it is likely that the goals and successful ongoing implementation of these programs will not be realized or will be significantly delayed.

The elimination of funding for this Associate Planner position would likely result in delays for environmental reviews of development proposals and would also result in Planning Division's having to discontinue offering the services of the Flood Zone Determination and Sustainability Programs. However, to mitigate the impact, administration of the Flood Zone Determination Program could be transferred to the City's Flood Zone Administrator, who is the Director of Public Works, and responsibility for the Sustainability Initiatives and Green Building Programs could be transferred to the City Manager's Office.

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PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities..... \$ 1,450,300

FY 2012-13 Approved Budget/Estimated Actual	\$1,479,500/\$1,405,100
FY 2011-12 Actual Expenditures	\$283,512

This account provides electricity and water costs for the following:

Parkway and Tree Maintenance \$288,400

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 1,158,900

Funding for electricity cost associated with City-owned traffic signals and streetlights.

Library Maintenance 3,000

Funding for water costs associated with landscape maintenance for Simi Valley Library grounds.

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

This FY 2013-14 budget contains projected utility rate increase of 3%, and utility costs for the Simi Valley Library acquired effective July 1, 2013.

Account 42150: Communications..... \$ 10,800

FY 2012-13 Approved Budget/Estimated Actual	\$8,500/\$4,800
FY 2011-12 Actual Expenditures	\$489

This account includes the monthly rental for pagers for Public Works personnel (\$800) and telecommunication lines for monitoring traffic signal system (\$10,000).

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

The upgrade to DSL lines for the traffic signal system was implemented late in the fiscal year and budgeted funds were not fully expended. Additional funding is also requested for additional DSL lines to be completed in FY 2013-14.

Account 42230: Office Supplies..... \$ 8,000

FY 2012-13 Approved Budget/Estimated Actual	\$8,000/\$8,000
FY 2011-12 Actual Expenditures	\$7,196

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 42235: Furnishings and Equipment (non-capital)..... \$ 5,000

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides funding to purchase flow recording equipment required for the Stormwater program. Two storm water flow meters at \$2,500 each.

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

FY 2012-13 Approved Budget/Estimated Actual	\$4,000/\$3,600
FY 2011-12 Actual Expenditures	\$1,047

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 2012-13 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 2012-13 Approved Budget/Estimated Actual	\$27,000/\$27,000
FY 2011-12 Actual Expenditures	\$20,867

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	6,100
Library Maintenance	600
Traffic Maintenance	1,700
Vehicle Maintenance	3,000
Secondary Drain Maintenance	1,500
Graffiti Abatement	200
Environmental Compliance	1,700
Public Works Inspection	900

Account 42420: Special Departmental Expense..... \$ 133,900

FY 2012-13 Approved Budget/Estimated Actual	\$130,000/\$130,000
FY 2011-12 Actual Expenditures	\$122,647

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 2012-13 Budget and Estimated Actual:

This FY 2013-14 budget contains a projected rate increase of 3% for energy costs.

Account 42440: Memberships and Dues \$ 11,100

FY 2012-13 Approved Budget/Estimated Actual	\$10,800/\$10,800
FY 2011-12 Actual Expenditures	\$8,761

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

American Public Works Association	\$ 2,000
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
International Society of Arboriculture	1,900
Irrigation and Irrigation Tech Associations	500
Pesticide Applicators Professional Association	100
Society of Municipal Arborists	100
California Association of Pest Control Advisors	400
Floodplain Management Association of California	100
California Water Environment Association Memberships and Certificates (Environmental Compliance)	1,000

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

This FY 2013-14 budget includes an increase in dues for the American Public Works Association and the California Water Environment Association, and an increase to the International Society of Arboriculture to accommodate two new staff members.

Account 42450: Subscriptions and Books \$ 1,700

FY 2012-13 Approved Budget/Estimated Actual	\$1,700/\$1,200
FY 2011-12 Actual Expenditures	\$1,538

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 (Technical books, manuals, and Best Management Practices Handbooks)		400

Justification for proposed increase over FY 2012-13 Estimated Actual:

Some publications are only renewed every two years.

Account 42460: Advertising \$ 1,000

FY 2012-13 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2011-12 Actual Expenditures	\$1,274

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

Account 42500: Fuel and Lubricants \$ 404,600

FY 2012-13 Approved Budget/Estimated Actual	438,600/\$415,100
FY 2011-12 Actual Expenditures	\$352,472

These funds provide for gasoline, diesel fuel, and lubricants for City vehicles (except Police Department and Transit vehicles). The Department's average usage is 73,000 gallons of gasoline and 23,000 gallons of diesel per fiscal year. The estimated price per gallon for both for FY 2013-14 is \$4.11. An additional \$10,000 is budgeted for lubricants.

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

FY 2012-13 Approved Budget/Estimated Actual	\$51,400/\$51,400
FY 2011-12 Actual Expenditures	\$49,718

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.

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

FY 2012-13 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2011-12 Actual Expenditures	\$9,748

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 \$ 522,100

FY 2012-13 Approved Budget/Estimated Actual	\$510,600/\$473,200
FY 2011-12 Actual Expenditures	\$453,604

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>		 165,000
Asphalt	\$ 70,600	
Concrete	80,600	
Aggregate Base	2,000	
Other supplies (including sand, form lumber, nails, propane, plywood, stakes, and bagged concrete)	11,800	

Building Maintenance 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
- Development 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

Library Maintenance 10,000

Paper products, cleaning products, lighting supplies, electrical and plumbing supplies.

Traffic Maintenance 55,000

Raised pavement markers, reflectorized pavement markers, paint, beads, signposts, street name signs, guide signs, stencils, banners, flags, and other supplies.

Vehicle Maintenance – All City Vehicles and Equipment 128,600

Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.

Secondary Drain Maintenance 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	

Graffiti Abatement 10,000
 Provides for graffiti removal supplies, which include paint, towels, and chemicals.

Environmental Compliance 35,000
 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, gas detector 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.

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

FY 2013-14 budget contains costs for the Simi Valley Library acquired July 1, 2013. New catch basin trash excluders and trash/recycle receptacles for Environmental Compliance were purchased with carry over funds and funds for replacements were not expended in FY 2012-13.

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

FY 2012-13 Approved Budget/Estimated Actual	\$5,800/\$5,800
FY 2011-12 Actual Expenditures	\$4,368

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.

<u>Training Related Travel</u>	\$	4,500
1 - CWEA Pretreatment Prevention and Stormwater Conference, or CASQA, Cal (Environmental Compliance Management Staff)	\$	1,000
1 – Used Oil Recycling/Household Hazardous Waste/ Western Sustainability and Pollution Prevention Network Conference (Environmental Compliance Management Staff)		1,300
1 – Maintenance Superintendents Assoc. Conference (Maintenance Superintendent), September 9-13, 2013 (Ventura, CA)		0
2 – FEMA Floodplain Administer Training/Certification (Assistant Director of Public Works and Management Analyst), (Maryland - travel accommodations and training fully reimbursed by FEMA)		200
1 – Qualified Stormwater Pollution Prevention Plans Practitioner (QSP) Training and Certification (Public Works Inspector, Engineering)		1,100
1 - Certified Inspector of Sediment and Erosion Control (CISEC) Training and Certification (Public Works Inspector, Engineering)		900
<u>Other Travel, Conference, and Meetings</u>		2,700
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
1 – American Society of Civil Engineers Meetings		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 2012-13 Budget and Estimated Actual:

Additional funds are requested to attend FEMA Floodplain, Stormwater Pollution Prevention, and Sediment and Erosion Control certification training.

Account 42730: Training \$ 10,300

FY 2012-13 Approved Budget/Estimated Actual	\$6,500/\$5,500
FY 2011-12 Actual Expenditures	\$6,929

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:

2 – Caltrans Resident Engineers Academy Training (Eng.)	\$ 800
3 – Stormwater Pollution Prevention Training (Eng.)	1,500
1 – Subdivision Map Act and Land Surveyors Training (Eng.)	200
6 – Forklift Certification Training (Maintenance)	800
15 – Electrical Hazardous Awareness Training (Maintenance)	1,600
40 – Metrolink Certification Training (Maintenance)	600
3 – Pest Control Advisor License Training (Maintenance)	1,000
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
11 – CWEA Short School/Training Workshop (Tri-Counties Locations) and Stormwater Program Meetings/Workshops, CA	600
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
9 – Mandatory NPDES Training	900

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

Additional funds are requested for Engineering staff to attend Caltrans Resident Engineers Academy and Stormwater Pollution Prevention training. Additional funds are also requested for Pest Control Advisor License training to provide sufficient training to maintain licenses.

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

FY 2012-13 Approved Budget/Estimated Actual	\$6,400/\$6,400
FY 2011-12 Actual Expenditures	\$5,330

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

SUBTOTAL – SUPPLIES AND MATERIALS \$ 2,664,800

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 276,000

FY 2012-13 Approved Budget/Estimated Actual	\$345,400/\$330,400
FY 2011-12 Actual Expenditures	\$280,288

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

City Engineering \$ 191,000

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. 40,000

Engineering contract services, which include such items as providing funding for contracted public improvement plan review, plan check services for review of private land development related projects, 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. This account also provides for Landscape Architect services. 70,000

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

75,000

The City is a stakeholder in the “Parties Implementing Total Maximum Daily Loads (TMDLs) on the Calleguas Creek Watershed.” The TMDLs limits include pesticides, metals, toxicity, salts and nutrients; identified as having impacted the surface water and requiring monitoring and clean-up efforts. The City’s cost is calculated based upon a formula that fairly allocates costs to the twelve stakeholders in the MOA.

Account 44310: Maintenance of Equipment \$ 64,700

FY 2012-13 Approved Budget/Estimated Actual	\$64,700/\$54,700
FY 2011-12 Actual Expenditures	\$55,003

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 2012-13 Estimated Actual:

Maintenance costs were lower than anticipated due to reduced outside work required in FY 2012-13. Funding is requested at the same level to cover anticipated work.

Account 44450: Landscape Maintenance Contract..... \$ 976,800

FY 2012-13 Approved Budget/Estimated Actual	\$951,800/\$951,800
FY 2011-12 Actual Expenditures	\$786,777

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

Parkway and Tree Maintenance

\$951,800

- 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.

\$ 807,300

- 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 125,000
- c) Smart irrigation controller wireless communication service for 132 sites in the Landscape District No. 1, Zone 39. 19,500

Library Maintenance 25,000
 Contract maintenance of lawns, groundcover, trees, shrubs, etc., for the Simi Valley Library.

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

FY 2013-14 budget includes maintenance costs for the Simi Valley Library acquired effective July 1, 2013.

Account 44490: Other Contract Services..... \$ 1,312,100

FY 2012-13 Approved Budget/Estimated Actual	\$1,231,300/\$1,130,000
FY 2011-12 Actual Expenditures	\$877,908

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

Street Maintenance 35,000

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

- a) Curb, Gutter, and Sidewalk Replacement Program \$ 25,000
- b) Access road maintenance (Lost Canyons) 10,000

Building Maintenance \$171,500

Provides contractual maintenance items and services for City buildings.

- a) Air conditioning and heating system repairs for all City buildings, excluding the Library and Police Facilities. \$ 82,500
- 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
o) Service contract for the City Hall Building HVAC Automation system.	6,000
<u>Library Maintenance</u>	42,000
Provides contractual maintenance items and services for the Simi Valley Library.	
a) Air conditioning and heating system repairs and HVAC management system repair and maintenance.	\$25,000
b) Building maintenance contract services such as roof repairs, painting, door repairs and refinishing, locksmith services, floor and carpet repairs, plumbing services, and pesticide applications.	15,000
c) Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) and monitoring of fire alarm systems.	2,000
<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

Vehicle Maintenance 11,700

- 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) 4,200

Secondary Drain Maintenance 55,000

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

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 92,200

- a) Provides for first aid supplies, Arroyo Simi Clean-Up event costs, printing costs for brochures and pamphlets and outreach materials in association with the Pollution Prevention Program and Stormwater Management Program. \$ 3,200
- b) Contract services for hazardous waste packing and disposal removed from City streets as a result of spills and/or illegal disposal activity. 9,000
- c) NPDES stormwater permit fee 35,000
- d) Contract services for maintenance of basin trash excluders (NPDES permit requirement). 45,000

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

The FY 2013-14 budget includes costs for the Simi Valley Library acquired effective July 1, 2013. Additional funds are requested for anticipated increase in contract costs for air conditioning and heating system repairs and a service contract for HVAC Automation system required for City Hall.

Account 44355: Reimbursement for Vehicle Maintenance \$ (923,300)

FY 2012-13 Approved Budget/Estimated Actual	(\$887,000)/(\$887,000)
FY 2011-12 Actual Expenditures	(\$965,400)

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

SUBTOTAL – SERVICES \$ 1,706,300

TOTAL – CURRENT EXPENSES \$ 4,371,100

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Military Banner Replacement Program - \$40,000

PRIORITY: 1

The Department of Public Works is requesting funds to replace several damaged or worn military banners that are currently installed throughout the City. There are over 300 banners installed at various locations and many have been up since the program's inception in late 2010. The banners are handmade of the highest quality materials but have a 2 - 3 year lifespan before they worn and weathered to the degree that they are no longer presentable.

FISCAL YEAR 2013-14 COSTS

Current Expense

Contract Services	<u>\$ 40,000</u>	
	Total	<u>\$ 40,000</u>

DEPARTMENT OF PUBLIC WORKS

POLICY ITEM

PROGRAM JUSTIFICATION: Increase for Street Maintenance Program - \$295,000

PRIORITY: 2

The Department of Public Works is requesting additional funding and equipment to enable the Street Maintenance Section to accomplish more diverse and difficult residential street pavement repairs. Funding for the Annual Minor Streets Program has substantially diminished, which transfers more responsibility to the Department to maintain the City's street pavement, especially residential streets.

The Street Maintenance Section is responsible for asphalt re-construction and repairs of City streets. Purchase of a pavement grinder and crack sealing machine will allow the Streets crew to complete smaller street reconstruction projects themselves with the paving machine currently in our inventory. The Section currently rents this equipment with an operator when undertaking a pavement job. However, staff is capable of operating its own grinder and crack sealing machine if it was available. Over the past year, the crews have increased their paving reconstruction productivity and efficiency, which also results in a greater demand for equipment and materials. The purchase of a pavement grinder and crack sealing machine will enhance the efficiency and effectiveness of the Section while reducing long term budget costs to meet the current and future needs.

The Section also requests an increase in contract services to fund slurry and fog sealing for maintenance needs. This area of funding has been severely restricted over the past 5 years for the City's Minor Streets Program. Necessary maintenance of these streets has been curtailed to such a level that staff's ability to preserve the normal operable lifetime for those previously constructed streets is entering a critical phase. Added funds are necessary at this time to save deteriorating infrastructure before it reaches a service level that cannot be preserved through normal maintenance action and reasonable costs.

These funds will be used in conjunction with increased maintenance measures assisted with purchase of the crack sealing and grinder machines to preserve the City's minor streets. Maintaining the streets in this manner also assists with improved response to reducing resident complaints and a reduction to liability claims.

Staff has encountered increasing complaints from citizens on the conditions and repair of local minor streets within the City. Staff has evaluated the current maintenance level of service and funding and concludes that improving the current under funding in this area over the previous 5 years will avoid extraordinary and unavoidable expenditures for major road rehabilitations in the future.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

Pavement Grinder	\$ 20,000	
Crack Filler Machine	<u>65,000</u>	
	Sub Total	<u>\$ 85,000</u>

Current Expense

Operating Supplies	\$ 85,000	
Contract Services	<u>125,000</u>	
	Sub Total	<u>\$ 210,000</u>
	Total	<u>\$ 295,000</u>

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Bridge Maintenance Program - \$25,000

PRIORITY: 3

The Department of Public Works Street Maintenance Section requests funds to implement a formal bridge maintenance program.

The City has 42 bridge structure crossings identified in the National Bridge Structure Inventory. A formal Bridge Preventive Maintenance Program (BPMP) is being developed to enhance the City's maintenance of bridges, which will also enable the City to submit applications and secure eligibility for Federal BPMP funds.

Routine bridge maintenance includes, but is not limited to, repair or replacement of damaged bridge railing, transition railing and approach guardrails, graffiti removal, repair/replacement of warning signs and object markers at approaches, clearing of brush and overgrowth at bridge ends, and minor concrete repairs. It also includes cleaning and flushing of deck drain, and removal of debris from deck surfaces, sidewalks and curbs, debris removal from channel waterway, and resealing deck joints.

State Law requires local agencies to maintain any bridge structures that were either built with Federal funds or rehabilitated with Federal funds per Section 116 of Title 23, United States Code. Under the current maintenance level of service and funding, the City would not be eligible to receive Federal bridge funding to address the needs of these aging bridges. Furthermore, failure to perform the required maintenance may result in deductions from future apportionments from Highway Users Tax allocations to the City.

FISCAL YEAR 2013-14 COSTS

Current Expenses

Supplies and Equipment	<u>\$ 25,000</u>	
	Total	\$ <u>25,000</u>

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Cultural Arts Facility Projects - \$42,500

PRIORITY: 4

Funding is requested for two Cultural Arts Center projects to replace the roof and kitchen sink as follows:

Roof Replacement Project - \$35,000

The existing roof and drainage system is failing. The roof was replaced in 1996 and has surpassed its 15-year life expectancy. Further prolonged replacement may cause extensive interior damage.

Kitchen Sink Replacement Project - \$7,500

Currently the kitchen has a two basin sink set up. The Ventura County Health Department requires a three-basin sink to bring it to code. This would enable the kitchen to be used for catering events.

FISCAL YEAR 2013-14 COSTS

Current Expense

Other Contract Services	<u>\$ 42,500</u>	
	Total	<u>\$ 42,500</u>

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Senior Center Air Conditioner - \$15,000

PRIORITY: 5

Funding is requested for an additional air conditioning system dedicated solely for the electrical room at the Senior Center. The electrical room cooling system was not designed for the additional computer equipment. Currently a single vent from a main unit, which is also used to cool/heat various other rooms occupied by senior citizens, cools the room. When the thermostat is switched to heating, the electrical room also receives heat. Portable air conditioning units have been used in the past, but are not adequate. Potential negative effects would result in expensive electrical/computer components overheating, which could damage the equipment. It would also be more energy efficient to have a dedicated air conditioning system versus using the large main air conditioning unit, because it has to be left on when the facility is not in use.

FISCAL YEAR 2012-13 COSTS

Current Expense

Professional/Special Services	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduction of Funding for Operating Supplies for Street Maintenance -
 \$10,000 (0.1% of Budget)

PRIORITY: 1

The Department budgets \$150,000 in Operating Supplies for supplies and materials needed to repair and maintain City Streets. Reduction of this account would reduce the funds available for needed supplies and materials required for the repair and maintenance of City Streets and sidewalks for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

		<u>Budget</u> <u>Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
Current Expense		
Operating Supplies	\$ <u>10,000</u>	
	Total	\$ <u>10,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduction of Funding for Operating Supplies for Building Maintenance - \$10,000 (0.1% of Budget)

PRIORITY: 2

The Department budgets \$85,000 in Operating Supplies for supplies and materials needed to maintain City buildings and facilities. Reduction of these accounts would reduce the funds available for building materials and custodial supplies needed to adequately maintain City facilities for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>	

Current Expense

Operating Supplies	\$ <u>10,000</u>	
	Total	\$ <u>10,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduction of Funding for Professional and Special Services for Engineering - \$20,000 (0.2% of Budget)

PRIORITY: 4

The Department annually budgets funds to contract for City Engineering Professional and Special Services. Funds in the amount of \$166,000, 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 for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expense

Professional and Special Services	\$ <u>20,000</u>	
	Total	\$ <u>20,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduction of Funding for Maintenance of Equipment for Fleet Maintenance - \$10,000 (0.1% of Budget)

PRIORITY: 5

The Department budgets \$60,000 in Maintenance of Equipment for cost associated with outside sublet work for Fleet Maintenance, which cannot be performed in-house such as welding, specialized equipment repairs, front-end alignments, differential repairs, transmission repairs, and vehicle glass replacements. Reduction of these accounts would reduce the funds available for sublet work for FY 2013-14.

Reduction of funds would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expense

Maintenance of Equipment	<u>\$ 10,000</u>	
	Total	<u>\$ 10,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Contract Tree Maintenance for Landscape Maintenance - \$50,000 (0.4% of Budget)

PRIORITY: 6

The Department budgets \$300,000 for the maintenance of street trees that are beyond staff and equipment capability. This program operates in conjunction with requests for street tree services and with the overlay/slurry seal program, and for new street trees. Reduction of these funds would reduce the required routine landscape maintenance and could create substandard appearance and additional tree removal costs for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 50,000</u>	
	Total	<u>\$ 50,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Contract Street Tree Maintenance and Watering - \$15,000 (0.1% of Budget)

PRIORITY: 7

The Department contracts for the maintenance and watering of approximately 500 not yet established street trees in conjunction with the Street Tree Replacement Program and other trees planted by the City that are beyond staff and equipment capabilities to maintain and water. The annual cost of this item is \$31,200. Reduction of these funds would reduce required routine watering during the most critical time in a trees life and result in loss of trees for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Street Tree and Right-Of-Way Herbicide Spraying - \$25,000 (0.2% of Budget)

PRIORITY: 8

The Department contracts for the roadside herbicide and insecticide spraying in the public street right-of-way. The annual cost of this item is \$56,200. This reduction would result in the reduction of herbicide/pesticide applications within the City street right-of-way causing an increase to weed issues, potential vision issues, unsightly City appearance and trees that are infested with insects and dripping. Current levels of in-house staff cannot cover the demands of weed and insect abatement for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Replacement of Street Sweeper (Vehicle #492) - \$155,000 (1.3% of Budget)

PRIORITY: 9

There is a total of \$139,400 in accumulated funds for the replacement of Vehicle #492, a 2004 Street Sweeper, and \$15,600 is budgeted for the FY 2013-14 contributions, for a total of \$155,000. The City's street sweeping program was acquired by Waste Management effective FY 2012-13. With the initiation of the Waste Management contract, the street sweeper will not need to be replaced and the \$155,000 could be eliminated.

Elimination of these funds would provide the following budget reductions.

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Current Expense</u>	
Accumulated Vehicle Replacement Funds	\$ 139,400
Contribution to the Vehicle Replacement Fund	<u>15,600</u>
	Total <u>\$ 155,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Deputy Director/Maintenance Services Position (Vacant) - \$168,100 (1.4% of Budget)

PRIORITY: 11

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 one year would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Personnel

Salaries and Benefits

\$ 168,100

Total

\$ 168,100

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

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

PRIORITY: 1

The Department has an annual program to provide street trees to residents who request a street tree in the parkway 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 Program for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 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 Removal and Replacement of Eucalyptus Trees Program - \$5,300 (less than 0.1% of Budget)

PRIORITY: 2

The Department has an annual program to remove and replace Eucalyptus trees that are unhealthy and subject failure. Funds in the amount of \$5,300 are budgeted for this program. Elimination of these funds will eliminate the Removal and Replacement of Eucalyptus Trees Program for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>	
<u>Current Expense</u>	
Operating Supplies	<u>\$ 5,300</u>
Total	<u>\$ 5,300</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Removal and Replacement of Nonconforming Trees Program - \$40,000 (0.3% of Budget)

PRIORITY: 3

The Department has an annual program to remove and replace non-conforming trees, including trees that are unhealthy or have overgrown the parkway and are causing damage to the adjacent curb, gutter and sidewalk. Funds in the amount of \$40,000 are budgeted for this program. Elimination of these funds will eliminate the Removal and Replacement of Nonconforming Trees Program for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expense

Operating Supplies	<u>\$ 40,000</u>	
	Total	<u>\$ 40,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Curb, Gutter and Sidewalk Replacement Program - \$25,000 (0.2% of Budget)

PRIORITY: 4

The Department has an annual program to repair/replace damaged curb, gutter and sidewalk throughout the City. The FY 2013-14 proposed budget for this item is \$25,000.

Elimination of the program will reduce the Department's ability to maintain curb, gutter and sidewalk in a timely manner and may increase liability exposure due to potential tripping concerns. Elimination of these funds will eliminate the curb, gutter and sidewalk replacement program of FY 2013-14.

Elimination of these funds would provide the following budget reductions.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>	
<u>Current Expense</u>	
Other Contract Services	<u>\$ 25,000</u>
Total	<u>\$ 25,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Street Striping and School Crosswalks Program - \$40,000 (0.3% of Budget)

PRIORITY: 5

The Department has an annual to repaint faded street striping and school crosswalks. The annual cost of this item is \$40,000. Each year the Traffic Engineering staff evaluates the condition of the school crosswalks, the Slow School Xing markings and any other major street striping that may be faded. A list is compiled and a contractor completes the painting. Elimination of funds for street striping and school crosswalks may result in less visible markings on the street system during FY 2013-14.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	\$ 40,000	
	Total	<u>\$ 40,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

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

PRIORITY: 6

The City has an annual program to place 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 for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
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 the Tapo Street Lighting Program - \$16,000 (0.1% of Budget)

PRIORITY: 7

The City has an annual program to decorate 61 trees with miniature white lights along a section of Tapo Street between Los Angeles Avenue and Cochran Street. Funds in the amount of \$16,000 are budgeted for this contracted expense. Elimination of these funds will eliminate the annual Tapo Street Lighting Program for FY 2013-14.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Current Expense</u>		
Other Contract Services	<u>\$ 16,000</u>	
	Total	<u>\$ 16,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Contract Graffiti Abatement Program - \$10,000 (0.1% of Budget)

PRIORITY: 8

The Department has an annual budget for contract services for Graffiti Abatement. Funds in the amount of \$40,000 are budgeted for these services. A reduction of these funds may reduce graffiti abatement services and response times for FY 2013-14.

Reduction of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Current Expense</u>		
Professional and Special Services	<u>\$ 10,000</u>	
	Total	<u>\$ 10,000</u>

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POLICE

POLICE DEPARTMENT
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications..... \$ 22,100

FY 2012-13 Approved Budget/Estimated Actual	\$22,100/\$21,816
FY 2011-12 Actual Expenditures	\$22,463

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

Account 42200: Computers (Non-Capital)..... \$ 9,100

FY 2012-13 Approved Budget/Estimated Actual	\$9,700/\$9,100
FY 2011-12 Actual Expenditures	\$9,087

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	1,000

Account 42230: Office Supplies..... \$ 18,300

FY 2012-13 Approved Budget/Estimated Actual	\$18,300/\$17,295
FY 2011-12 Actual Expenditures	\$16,275

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 2012-13 Estimated Actual:

The FY 2012-13 Estimated Actual reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible.

Account 42310: Rentals..... \$ 15,500

FY 2012-13 Approved Budget/Estimated Actual	\$16,300/\$14,809
FY 2011-12 Actual Expenditures	\$12,698

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	10,000

Justification for increase over FY 2012-13 Estimated Actual:

FY 2012-13 rental vehicles for covert operations costs were less than budgeted.

Account 42410: Uniform/Clothing Supplies \$ 338,100

FY 2012-13 Approved Budget/Estimated Actual	\$307,000/\$290,000
FY 2011-12 Actual Expenditures	\$284,856

This account is used for the following:

Honor Guard uniform and equipment	\$ 1,700
Spit masks	300
Bicycle officer uniforms	400
High Voltage gloves	300
S.E.S./S.P.S. officer gear	1,500
S.W.A.T. officer uniform	1,800
C.N.T. officer uniform	300
Detective Equipment	500
Annual uniform allowance	193,600
Replacement Raid Jackets	1,300
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	28,300
New Officer Equipment – Entry	52,000
New Officer Equipment – Reserve	15,000
Civilian uniforms	6,000

Replacement helmets	5,300
Citizens on Patrol, Volunteer, and Chaplain uniforms	3,000
Replacement Vests	4,300
Replacement Vest Covers	600
Replacement motorcycle pants	700
Replacement motorcycle gloves	100
Night safety glasses for motor officers	300
Replacement motorcycle helmets	700
New Motor Officer Gear	2,600

Justification for increase over FY 2012-13 Estimated Actual:

In FY 2012-13 expenditures were under budget due to the low number of new hires. The Department anticipates hiring more new personnel during FY 2013-14 than were hired in FY 2012-13 due to retirements. The proposed FY 2013-14 budget reflects costs related to equipment for 7 new lateral, 8 entry-level and 3 reserve officers.

Account 42440: Memberships and Dues \$ 9,800

FY 2012-13 Approved Budget/Estimated Actual	\$8,600/\$8,100
FY 2011-12 Actual Expenditures	\$6,059

International Chiefs of Police/California Peace Officers Association	\$ 300
California Peace Officers Association (Lieutenants, Captains)	1,300
California Police Chiefs Association	2,100
Municipal Management Association of Southern California	300
International Association of Police Chaplains	700
Law Enforcement Intelligence Unit	600
FBI National Academy	200
National Emergency Number Association	400
Associated Public Communication Official/California Public Safety Radio	200
National Technical Investigators Association	200
California Narcotics Officers Association	500
California Tactical Officers Association	100
California Association of Hostage Negotiators	400
California Gang Investigators Association	400
California Law Enforcement Association of Records Supervisors	200
California CLETS Users Group	100
International Association Crime Analysts	200
Southern California Crime and Intelligence Analysis Association	200
California Association of Police Training Officer	100
California Crime Prevention Officers	100
California Association of Property & Evidence	100
California Background Investigators Association	100
California Reserve Police Officers Association	800
Ventura County Volunteer Coordinator Council	100

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Funds are budgeted at expected renewal fees for FY 2013-14 and include a new membership in the FBI National Academy as well as an increase in some dues.

Account 42450: Subscriptions and Books \$ 2,500

FY 2012-13 Approved Budget/Estimated Actual	\$2,400/\$2,200
FY 2011-12 Actual Expenditures	\$1,965

Professional Reference books	\$ 500
Chaplain books	300
Annual newspaper subscriptions	400
AT&T Cross Directory	200
Dispatcher training manuals	200
Thomas Guides	200
Vehicle/Penal Codes	500
Crime Analysis Reference Materials	100
Records Reference Materials	100

Justification for increase over FY 2012-13 Estimated Actual:

The proposed 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 2013-14.

Account 42500: Fuel and Lubricants \$ 472,700

FY 2012-13 Approved Budget/Estimated Actual	\$491,600/\$381,500
FY 2011-12 Actual Expenditures	\$376,079

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

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Gas is budgeted at \$4.11 per gallon for FY 2013-14. The Department's average usage in FY 2012-13 was 113,000 gallons. The average projected for FY 2013-14 is projected at 115,000 gallons as a result of new vehicle additions to the Police fleet.

Account 42650: Operating Supplies \$ 287,500

FY 2012-13 Approved Budget/Estimated Actual	\$231,200/\$219,750
FY 2011-12 Actual Expenditures	\$181,165

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	46,900
Special Operations Unit	10,400
Detectives	5,500
Maintenance	36,400
Equipment for Replacement Vehicles	4,500
Equipment for New Vehicles	65,800
Auxiliary Services	99,000
Traffic	14,400

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The proposed FY 2013-14 budget in this account reflects an increase due to costs related to: equipment for eleven new vehicles, including K-9 vehicle set-ups; replacement Tasers and ammunition; replacement covert and PSA camera equipment; replacement SWAT rifles; replacement inventory scanning equipment for the Property Room; crime scene, evidence, first aid and bio-hazard supplies; hardware supplies and maintenance for the Police Station; and, a retirement stipend for one additional K-9. The FY 2012-13 Estimated Actual reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible.

Account 42720: Travel, Conferences, Meetings..... \$ 64,700

FY 2012-13 Approved Budget/Estimated Actual	\$39,000/\$38,631
FY 2011-12 Actual Expenditures	\$37,330

This account provides for attendance at selected professional association information in each specialty.

The following travel and conferences are projected for FY 2013-14:

1 - California Peace Officers Association (CA)	\$ 1,500
3 - Versaterm Conference (Portland, OR)	6,000
8 - Versa-West Conference (CA)	1,500
2 - Law Enforcement Intelligence Unit Conference (Atlanta, GA)	3,700
2 - Int'l Assoc. of Chiefs of Police (IACP) Conference (Philadelphia, PA)	4,500

2 – California Peace Officers Assoc. (CPOA) Conference (Monterey, CA)	4,500
1 – CPOA Meetings (9 – Sacramento, CA)	2,300
1 – California Chief of Polices’ Association Executive Assistant Conference (Irvine, CA)	900
2 – California Peace Officer Memorial (Sacramento, CA)	500
9 – Women Leadership in Law Enforcement (San Jose, CA)	4,500
1 – National Emergency Number Association (San Diego, CA)	1,000
4 – California Association Tactical Dispatchers Meetings	200
1 – California Public Radio Association Meetings (So. CA)	100
2 – Police K-9 Conference (St. Louis, MO)	3,500
6 – Calif. Reserve Police-Officer Assoc. Conf. (San Jose, CA)	5,700
2– National Technical Investigators Association Conf. (TBD)	4,000
2 – Calif. Narcotics Officers Assoc. (CNOA) Conf. (Sparks, NV)	2,100
3 – California Assoc. of Tactical Officers Conference (San Diego, CA)	2,200
3 – California Association of Hostage Negotiators (Anaheim, CA)	1,200
2 – California Gang Investigators Conference (Anaheim CA)	1,800
1 – In-Custody Death Conference (Las Vegas, NV)	1,700
1 – Homicide Investigators Conference (Las Vegas, NV)	1,200
1 – Robbery Investigators Conference (Reno, NV)	1,000
1 – Calif. Law Enf. Assoc. Records Supervisors Conf. (Monterey, CA)	1,000
2 – California CLETS Users Groups Conference (Ontario, CA)	1,600
1 – So. Calif. Crime and Intelligence Analyst Assoc. Conf. (Anaheim, CA)	1,100
1 – International Assoc. of Crime Analyst Assoc. Conf. (Fort Lauderdale, FL)	1,800
1 – California Association of Property and Evidence Conf. (So. CA)	1,200
1 – California Law Enforcement Background Investigator Conf. (So. CA)	1,200
1 – California Crime Prevention Officer Assoc. Conf. (TBD)	1,200

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The proposed FY 2013-14 budget includes the addition of funds for the Chief of Police to attend nine COPA meetings in Sacramento, six Officers to attend the CRPOA conference in San Jose, travel and lodging costs related to initial K-9 training in Red Bluff, California, two Officers to attend the National Technical Investigators Association conference, one employee to attend the International Association of Crime Analyst Association Conference in Fort Lauderdale, Florida, and the Administrative Secretary’s attendance at the California Chief of Polices’ Association Executive Assistant Conference in Irvine, California.

Account 42730: Training\$ \$17,800

FY 2012-13 Approved Budget/Estimated Actual	\$19,000/\$14,842
FY 2011-12 Actual Expenditures	\$8,277

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

4 – Chief and Division Manager training	\$ 1,000
1 – National Academy – FBI (Quantico, VA)	1,500
2 – Chaplain training (So. CA)	600

8 – Lieutenant Training	1,600
Dispatch Training (15)	1,000
1 – Initial K-9 Training (Red Bluff, CA)	2,000
3 – K-9 Competitions	1,700
3 – Technical Services High Voltage training	300
Special Weapons Team training	3,000
1 – Voice Stress Analyst training (Sacramento, CA)	1,300
4 – CA Law Enforcement Telecommunications System (CLETS) Training (Buelton, CA)	600
2 – Crime Analysis Online Training	900
PSA Training (CA)	600
Fiscal Staff Training	600
Maintenance Staff Training	600
Motor Officers Skills Training	500

Justification for increase over FY 2012-13 Estimated Actual:

The FY 2012-13 Estimated Actual reflects decreased training activity related to Departmental staffing availability and workload impacts, as well as staff's effort to curtail costs by deferring attendance at planned training whenever feasible. The proposed FY 2013-14 budget includes new training requests for staff in the Department's Fiscal and Maintenance divisions, one Captain to attend the National Academy – FBI in Quantico, Virginia, and five motor officers to attend annual skills training.

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

FY 2012-13 Approved Budget/Estimated Actual	\$90,000/\$90,000
FY 2011-12 Actual Expenditures	\$85,240

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.).

Account 42770: Recruitment \$ 30,600

FY 2012-13 Approved Budget/Estimated Actual	\$35,900/\$11,055
FY 2011-12 Actual Expenditures	\$26,369

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

Pre-employment physicals	\$ 14,000
Pre-employment psychological exams	6,400
Polygraph exams	5,000
Credit checks	500
Background Investigator travel	2,000
Outside background investigations for volunteers	2,700

Justification for increase over FY 2012-13 Estimated Actual:

The FY 2012-13 Estimated Actual reflects the low level of new hires during the fiscal year.

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

FY 2012-13 Approved Budget/Estimated Actual	\$6,500/\$4,391
FY 2011-12 Actual Expenditures	\$8,594

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 2012-13 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2011-12 Actual Expenditures	\$1,270

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 \$ 1,386,200

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 106,100

FY 2012-13 Approved Budget/Estimated Actual	\$134,000/\$109,100
FY 2011-12 Actual Expenditures	\$85,572

This account provides for the following:

Strategic Plan training	\$ 3,000
Canine vet, boarding and clipping fees	5,000
K-9 professional services contract	2,700
Aerial Lift Truck Annual OSHA Inspection	1,100
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)	3,000
DNA analysis	2,000
Lexis-Nexis	3,600
High Tech Task Force	48,500

CSI certification testing	500
Photo Labs	100
Cell phone search warrant fees	900
Covert audio/video interview equipment upgrades	800
DOJ fingerprint processing	3,000
CPR class material	1,000
Survey Monkey	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

Justification for increase over FY 2012-13 Estimated Actual:

The proposed budget reflects the addition of funds for Survey Monkey and the annual OSHA inspection of the Department's aerial lift truck, as well as increases in costs related to specialized services (towing and impounding evidence), the High Tech Task Force, cell phone search warrants, and CPR materials.

Account 44310: Maintenance of Equipment \$ 376,900

FY 2012-13 Approved Budget/Estimated Actual	\$390,300/\$331,560
FY 2011-12 Actual Expenditures	\$306,787

Communications maintenance	\$ 15,000
Dispatch Equipment maintenance	300
Alco-Sensor maintenance	1,000
Taser refurbishment	6,800
Aerial Lift Truck maintenance and repair	1,000
General Equipment maintenance and repair	500
Fire extinguisher (in cars) servicing	1,500
Gas Pump service, repair and inspection	5,000
Auto Body repair	17,000
Vehicle washing and detailing	15,000
Motorcycle maintenance	24,200
Towing	3,000
Radar repair and certification	3,000
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 and hardware	7,000
Security Camera Monitoring System maintenance	9,000
Installation of equipment in vehicles	9,000
Public Works Department maintenance of vehicles	158,200
Air Pollution Control District annual permit	600
State Board of Equalization permit	800
Underground storage tank permit	600
Emergency Generator permit	600
Underground Storage Tank testing	1,300
Gasoline Dispenser testing	1,000
Environmental Health permit (hazardous materials)	2,300
Freezer Maintenance	1,000
Air Filtration System maintenance (Property Room)	1,200
HVAC system preventive maintenance	51,500
Fire/Heat Station Alarm	10,100
Paint new Citizen Patrol car	1,500
Maintenance of pistols, shotguns and equipment	3,200

Justification for increase over FY 2012-13 Estimated Actual:

Expenses for many items in this account vary from year to year based on need. The FY 2012-13 Estimated Actual reflects expenses for equipment maintenance activity during the year. The proposed FY 2013-14 budget reflects anticipated maintenance activity, new funds for repair and maintenance of the aerial lift truck and painting the new Citizen Patrol vehicle, and increases in fixed permit fees.

Account 44490: Other Contract Services \$ 34,600

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides payment of the City’s prorated share of the County of Ventura Crisis Intervention Team (CIT) and has previously been paid via the Department’s Auxiliary Services Operating Supplies account.

SUBTOTAL – SERVICES \$ 517,600

TOTAL – CURRENT EXPENSES \$ 1,903,800

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Reinstatement of Fourth Police K-9 Assignment - \$30,365

PRIORITY: 1

The Police Department is interested in reinstating the Police K-9 assignment that was eliminated during the Mid-Year 2009-10 budget process. The Department currently has three K-9 Teams assigned to the Patrol Unit. Each team is comprised of a highly trained K-9 Officer and their certified canine partner. These teams are used to track lost or missing persons, provide crowd control, locate discarded articles and to locate and apprehend non-compliant suspects who present significant risk to the community and Police Department personnel. The K-9 Teams also serve as a force multiplier and deterrent to illegal activity during significant events where available law enforcement resources are significantly outnumbered. Our current K-9 Teams are also certified in the detection of a number of different illegal drug and narcotic substances in furtherance of the Department's efforts to combat illegal narcotics activity in our community.

The new K-9 Team would be trained and certified with the same basic skills as our other K-9 Teams. However, instead of training the new dog to detect the scent of illegal drugs, the new K-9 Team would be trained and certified in the detection of explosive materials. The City has never had an explosives detection dog and by expanding our K-9 Unit's capabilities to include the detection of explosive materials we would be able to enhance our service delivery to the community. This would allow us to conduct safety sweeps and searches of areas for explosive materials, providing an increased level of public safety at high profile locations and events throughout the community.

A fourth K-9 Team would increase K-9 availability and provide an increased level of safety for our field personnel. The presence and availability of a K-9 Team plays a significant role in maintaining public order, apprehending dangerous suspects, locating hidden contraband and enhancing the safety of our personnel.

The Department's K-9 vendor has a Basic Handler's Course scheduled in Red Bluff Ca., from September 2, 2013 through October 4, 2013. If authorized, the Department will request funding from the Simi Valley Police Foundation for the purchase of the new K-9 dog and for the initial 5-week training for the new K-9 Team. The initial cost of the K-9 vehicle and the necessary equipment to outfit the K-9 vehicle will be funded utilizing a combination of private donations and funds from the Department's Asset Forfeiture account.

DONATIONS AND ASSET FORFEITURE EXPENSES

Canine Costs

New K-9 Dog (Police Foundation Funds)	\$ 9,000
Initial 5-Week K-9 Training (Police Foundation Funds)	\$ 5,800

Vehicle Costs

K-9 Vehicle Cost (Donations and Asset Forfeiture Funds)	\$29,000
K-9 Vehicle Equipment (Donations and Asset Forfeiture Funds)	\$10,000

The costs to the City will include the Monthly K-9 Allowance, travel and lodging expenses for the initial training; food, supplies and veterinarian services for the dog, on-going maintenance training and vehicle maintenance and replacement costs. Utilizing a variety of funding sources and donations will provide the opportunity for the City to enhance police services to the community while minimizing fiscal impact.

FISCAL YEAR 2013-14 COSTS

Personnel Costs

Monthly K-9 Allowance – 10 months @ \$589/month	\$ 5,900
Travel Expenses for Initial Training	\$ 4,300
Initial K-9 Equipment and Supplies	<u>\$ 5,800</u>
Subtotal	\$ 16,000

Canine Costs

Food and Supplies	\$ 1,000
Veterinarian Costs	\$ 1,000
Canine Maintenance Training – 9 @ \$75 per month	<u>\$ 700</u>
Subtotal	\$ 2,700

Vehicle Costs

Vehicle Replacement Fund	\$ 9,900
Vehicle Maintenance	<u>\$ 1,800</u>
Subtotal	\$ 11,700
Total	<u>\$ 30,400</u>

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Expansion of Defensive Tactics Training to Accommodate P.O.S.T. Requirements \$14,592

PRIORITY: 2

Since the advent of the P.O.S.T. Perishable Skills Training Program, the Police Department has been tasked with ensuring all sworn members of the Department receive the required Defensive Tactics training every two years. It was determined the most efficient way to provide this training was through an in-house course taught by our own instructors. A course was created and P.O.S.T. approval was granted. Currently the Department provides one Defensive Tactics class every six months, one of which has been the P.O.S.T. required curriculum every other year. The Defensive Tactics Team has determined it is problematic to only offer the P.O.S.T. required class during one six month cycle. The reason for this is the fact that during any given cycle it is unknown how many officers will miss classes due to illness, injury, family emergencies, and work related mandates such as court appearances, or emergent cases.

The Defensive Tactics Team is requesting approval to provide five Defensive Tactics classes over the course of the two-year P.O.S.T. training cycle as opposed to the four classes currently being offered. This will increase the yearly training to approximately two and a half classes as related to personnel cost. The Department currently trains approximately 114 officers in Defensive Tactics each year. The increase in cost to provide the P.O.S.T. curriculum to approximately half of our officers each year in addition to other regularly scheduled classes is outlined below. Every year the Defensive Tactics Team has to prioritize the curriculum it offers our officers due to the fact that training time is limited. The increase in the program by a half class each year will not only solve logistical problems related to ensuring compliance with P.O.S.T. mandates, but will also provide valuable training to ensure officers stay safe and conduct themselves within policy when it comes to combative or use of force situations.

FISCAL YEAR 2013-14 COSTS

Personnel

Overtime – 57 officers	\$	<u>14,600</u>
-		Average overtime of \$64 per hour
4 hours per class		
	Total	\$ <u>14,600</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Simi Valley Days Event Overtime – \$23,000 (0.08% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 1

For many years the Police Department has contributed overtime staffing for the Simi Valley Days special event. This event uses a 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 Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ <u>23,000</u>	
	Total	\$ <u><u>23,000</u></u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Fourth of July Special Event Overtime – \$11,000 (0.04% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 2

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 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 11,000	
	Total	\$ 11,000

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Ronald Reagan Presidential Library Special Events Overtime – \$15,000 (0.05% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 3

The Police Department assigns staff for special events at the Ronald Reagan Presidential Library, including the Fourth of July, President Reagan’s birthday celebration, Presidents’ Day and other unique occasions. This support requires overtime, as patrol and other police functions must be managed at the same time. If the Department eliminated overtime funding for these events, the Library 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>FISCAL YEAR 2013-14 SAVINGS</u>		<u>Budget Reductions</u>
<u>Personnel</u>		
Overtime	\$ 15,000	
	Total	<u>\$ 15,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for New Reserve Officers – \$15,000 (0.05% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 4

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, the Cajun Festival 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 five during FY 2013-14.

Freezing this funding would result in the following budget savings:

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Uniforms, Equipment and Training	\$ 15,000	
	Total	\$ 15,000

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Police Records Technician Position (Vacant) – \$65,400 (0.2% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 5

Currently, there are seven Police Records Technicians I/II and two Senior Police Records Technicians in the Department's Records Unit. The Police Records Technicians I/II positions electronically process transcribe and audit over 40,000 police reports annually that include arrest, crime, incidents, street contacts, stolen/lost property, names, locations and offense codes. Accuracy of these reports and data fields is vital to a healthy and clean Records Management System (RMS), thereby ensuring accurate investigative data extraction and facilitating the identification of suspects, ultimately leading to arrests and case clearances. Maintaining the integrity of the RMS also controls the buildup of duplicate names and corrupt locations.

If this position were eliminated, transcription and access to instantaneous police data could be delayed, the hours of internal and external customer service would be curtailed, and the Senior Police Records Technicians would need to cover additional shifts and assume more of the day-to-day duties to keep up with the workload. Without sufficient Records Division staff, would result in Dispatchers assuming more CLETS/NCIC responsibilities, and other Records Division tasks piling up, resulting in backlogs.

This reduction would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ <u>65,400</u>	
	Total	\$ <u><u>65,400</u></u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Police Services Assistant Position (Vacant) - \$66,500
(0.2% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 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, responding to traffic accident scenes, and/or other special events for traffic control duties.

Elimination of funding for this position 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 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ <u>66,500</u>	
	Total	\$ <u>66,500</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Maintenance Technician Position (Filled) – \$68,000 (0.2% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 7

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>FISCAL YEAR 2013-14 SAVINGS</u>		<u>Budget Reductions</u>
<u>Personnel</u>		
Salaries and Benefits	\$ <u>68,000</u>	
	Total	\$ <u>68,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Crime Analyst Position (Filled) – \$122,700 (0.4% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 8

There is one Crime Analyst position in the Police Department. This position collects, compiles, collates, analyzes, and summarizes carious data from a variety of public safety systems and intelligence databases. The Crime Analyst also provides timely and accurate information regarding noticeable crime trends, crime patterns, bulletins and crime summaries for both the Police department and surrounding law enforcement jurisdictions.

The Crime Analyst assists in monitoring the City’s active parole population, while extensively using the RMS system and other applications to collect accurate information on known offenders’ modus operandi, associates, addresses, vehicles, and criminal history. Tactical analysis is provided in order to assist Patrol and Investigation staff in the identification of specific and immediate crime problems to assist in the arrest of known criminal offenders.

There could be delays in providing timely crime summaries crucial to investigations; provision of statistics to the public regarding crime in their area would be reduced; assistance to other law enforcement personnel with crime inquiries and sharing information regarding like-crimes would be reduced, and the provision of fliers regarding hot crimes, violent offenders and crime patterns and/or trends would be very restricted.

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

<u>FISCAL YEAR 2013-14 SAVINGS</u>		<u>Budget Reductions</u>
<u>Personnel</u>		
Salary and Benefits	\$ <u>122,700</u>	
	Total	\$ <u>122,700</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position in Traffic (Filled) – \$98,300 (0.3% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 9

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 have to be reassigned.

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

<u>FISCAL YEAR 2013-14 SAVINGS</u>		<u>Budget Reductions</u>
<u>Personnel</u>		
Salaries and Benefits	\$ <u>98,300</u>	
	Total	\$ <u>98,300</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer Position in Youth Services (Filled) – \$113,200
(0.4% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 10

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 and the Parent Project. 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.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Personnel

Salaries and Benefits

\$ 113,200
Subtotal

Total

\$ 113,200

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One School Resource Officer Position (Filled) – \$113,200 (0.4% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 11

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. 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:

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 113,200
	<u>Subtotal</u>
Total	<u>\$ 113,200</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Crime Scene Investigator Position (Filled) – \$81,000 (0.3% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 12

The Crime Scene Investigation (CSI) Program is a pivotal part of documenting and collecting physical evidence used to convict suspects in court. Two civilians staff the Department's CSI Unit. This specialty requires a huge amount of technical training as well as experience in the field.

The Department added a second Crime Scene Investigator in FY 2004-05 due to the number of cases that were processed each year to ensure that there was always a dedicated resource when one had to attend training, testify in court, take time off, or manage a large complex crime scene. Crime Scene Investigators are called in on all major crimes such as homicides and Officer involved shootings. The Crime Scene Investigator also helps to back-up the subpoena process and the sex offender registration program in the Detective Division since the elimination of the Police Service Assistant that managed these programs.

Elimination of this position would result the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ <u>81,000</u>	
	Total	\$ <u>81,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position (Filled) – \$98,300 (0.3% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 13

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 5,091 hours in 2012, 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>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 98,300	
	Total	<u>\$ 98,300</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position in Crime Prevention (Filled) – \$98,300 (0.3% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 14

The Community Services Specialist position in Crime Prevention is currently responsible for the following programs: Every 15-Minutes; Neighborhood Watch; Business Watch; 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.

The Community Services Specialist responsible for Crime Prevention also assists the Community Services Specialist responsible for the Volunteer Program and serves as an Explorer Advisor.

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:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 98,300	
	Total	\$ <u>98,300</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Sergeant Position from Auxiliary Services (Filled) – \$141,200 (0.5% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 15

The Sergeant on Auxiliary Services is responsible for supervising personnel that are responsible for the Volunteer Program, Crime Prevention, Explorer Post, Youth Services, School Resource Officers, and Neighborhood Council liaison functions. All of these areas are critical to the proper and efficient operation of the Department. None of these functions would be deleted entirely. Accordingly, if this position is eliminated, related duties and responsibility for supervising personnel including two Community Services Specialists, one Youth Officer and two School resource Officers would have to be distributed to other Sergeants within the Department.

This reduction would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ <u>141,200</u>	
	Total	\$ <u>141,200</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate A Second School Resource Officer Position (Filled) – \$113,200 (0.4% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 16

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. 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 Item is taken and two SRO Officer positions eliminated, the Program will be eliminated and Patrol Officers will have to handle all incidents at the schools thereby reducing their available patrol time. It will also result in a reduction of services offered to the schools due to time constraints of patrol officers.

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

			<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>			
<u>Personnel</u>			
Salaries and Benefits		\$ <u>113,200</u>	
	Subtotal		
		Total	\$ <u>113,200</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Detective Position from the Special Investigations Section (Filled) – \$114,400 (0.4% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 17

The Special Investigations section (SIS) is responsible for the enforcement of all narcotics and vice activity within the City. The unit is involved in ongoing investigations in cooperation with Local, County, State and Federal agencies. These investigations require long hours of surveillance and coordination with several other Detectives in order to successfully track suspects.

This Detective is currently assigned to a Drug Enforcement Agency (DEA) Task Force. Elimination of this position would reduce the City's participation in the Task Force, resulting in reduced seizures and apprehensions. This in turn would reduce the potential for forfeited asset seizures associated with those activities.

This reduction would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ <u>114,400</u>	
	Total	\$ <u><u>114,400</u></u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for a Second Detective Position from the Special Investigations Section (Filled) – \$114,400 (0.4% of Budget)

PRIORITY: PROGRAMS AND SERVICES - 18

The Special Investigations section (SIS) is responsible for the enforcement of all narcotics and vice activity within the City. The unit is involved in ongoing investigations in cooperation with Local, County, State and Federal agencies. These investigations require long hours of surveillance and coordination with several other Detectives in order to successfully track suspects. If one additional SIS Detective position is eliminated it would be difficult to carry on major drug investigations due to the number of people required to coordinate surveillances. It would also completely eliminate the City's participation in the Drug Enforcement Agency (DEA) Task Force, thereby eliminating the potential for forfeited assets associated with the Task Force.

This reduction would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ <u>114,400</u>	
	Total	\$ <u>114,400</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate The Vehicle Abatement Program in Traffic (Filled) – \$164,800
(0.6% of Budget)

PRIORITY: PROGRAMS - 1

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

Elimination of this program would result in related complaints having to be received through the Dispatch Center of the Police Department and handled by personnel in the field as time permitted. Additionally, the reduced level of expertise regarding these of quality-of-life issues would impact the citizens of the City.

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ <u>164,800</u>
Total	\$ <u>164,800</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate The Community Services Program in Auxiliary Services (Filled) – \$676,500 (2.3% of Budget)

PRIORITY: PROGRAMS - 2

The Community Services Program in the Auxiliary Services Unit of the Police Department is currently staffed with one Sergeant, one Youth Officer, one Community Service Specialist responsible for Crime Prevention, one Community Service Specialist that functions as the Volunteer Coordinator, and two School Resource Officers.

Impacts of the elimination of this program would include, but not be limited to, discontinuing the Volunteer Program, all Crime Prevention Activities including the Every 15 Minutes Program, The Parent Project, Juvenile Diversion Program, officers on campus at the schools, and The Citizens' Academy.

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	<u>\$ 676,500</u>
Total	<u>\$ 676,500</u>
 <u>Personnel</u>	
Salaries and Benefits	<u>\$ 676,500</u>
Total	<u>\$ 676,500</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate The Motor Officer Program in Traffic (Filled) – \$595,800
(2% of Budget)

PRIORITY: PROGRAMS -3

The Department currently has five Motor Officer and one Sergeant 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 the Motor Officer program 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 2013-14 SAVINGS</u>		<u>Budget</u> <u>Reductions</u>
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 595,800</u>	
	Total	<u>\$ 595,800</u>

EMERGENCY SERVICES

POLICE EMERGENCY SERVICES
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET _____

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications..... \$ 15,000

FY 2012-13 Approved Budget/Estimated Actual	\$4,000/\$3,800
FY 2011-12 Actual Expenditures	\$3,780

This account provides for the City’s Emergency Notification System (VC-Alert) annual contract with the Ventura County Sheriff’s Department.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The City transitioned to the Ventura County sponsored Emergency Notification System “VC-Alert” in FY2012-13 per City Council direction. The VC-Alert system costs \$11,100 per year more than the previous system.

Account 42230: Office Supplies \$ 400

FY 2012-13 Approved Budget/Estimated Actual	\$400/\$400
FY 2011-12 Actual Expenditures	\$143

This account provides for the office supplies for the Emergency Services Program staff.

Account 42440: Memberships and Dues \$ 200

FY 2012-13 Approved Budget/Estimated Actual	\$200/\$200
FY 2011-12 Actual Expenditures	\$170

This account provides for Emergency Services Staff memberships in the Southern California Emergency Services Association.

Account 42410: Uniform/Clothing Supplies \$ 3,000

FY 2012-13 Approved Budget/Estimated Actual	\$500/\$500
FY 2011-12 Actual Expenditures	\$0

This item provides for uniform purchases and replacements for Disaster Service Worker team members.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The 32 member DSW Team uniform is being upgraded to a standardized search and rescue team uniform. The additional cost will fund this one time purchase.

Account 42560: Operating Supplies \$ 13,800

FY 2012-13 Approved Budget/Estimated Actual	\$17,000/\$17,000
FY 2011-12 Actual Expenditures	\$9,071

This account provides for the following:

Emergency Operations Center Technology Maintenance \$ 3,000

This provides for the maintenance of EOC computer equipment. The EOC maintains 45 laptop computers, one desktop computer, two wireless network access points and two printers for EOC activations, critical incident support and training. This account will fund memory upgrades, charger adapters, replacement batteries, repairs, and a replacement digital projector.

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.

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 item funds equipment, supplies, tools, and personal protective equipment and other incidental team expenses.

Mass Casualty Unit (MCU) 300

This item funds the replacement of perishable first aid supplies kept in the MCU and light repairs to trailer unit.

Emergency Operations Center/Community Room 4,500

Supplies and equipment to keep the EOC operational, including: audio-visual equipment repair/replacement, scheduled equipment repair or replacement, facility maintenance, office supplies used in EOC, two-way radio maintenance. This will also fund the running of subfloor cabling to the recently acquired multi-media lectern and the purchase and installation of casters on EOC tables.

Emergency Expo 1,000

This item will provide for chair and table rentals and the purchase of public education materials for the Annual Emergency Preparedness Expo.

Account 42720: Travel, Conferences, Meeting \$ 2,600

FY 2012-13 Approved Budget/Estimated Actual	\$2,600/\$2,000
FY 2011-12 Actual Expenditures	\$0

- 1 - California Emergency Services Association Training Conference,
Napa, CA. \$ 1,300
- 1 - IAEM Conference, Reno, NV. \$ 1,300

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Workload demands resulted in one of the scheduled conferences not being attended in FY2012-13.

Account 42730: Training \$ 4,700

FY 2012-13 Approved Budget/Estimated Actual	\$4,400/\$4,400
FY 2011-12 Actual Expenditures	\$2,600

- DSW Team training supplies and fees \$ 1,000
- CPR/First Aid Program student fees 2,700
- CPR/First Aid Program instructor materials 1,000

Justification for increase over FY 2012-13 Estimated Actual:

Ten DSW Team members are scheduled to attend FCC amateur radio classes this year, increasing the DSW line item by \$300.00.

Account 42790: Mileage \$ 1,200

FY 2012-13 Approved Budget/Estimated Actual	\$1,000/\$1,200
FY 2011-12 Actual Expenditures	\$611

This account provides for reimbursement for use of personal vehicles for City business by Emergency Services staff.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The unavailability of City vehicles has resulted in more DSW team members using personal cars to attend training and City events.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 40,900

CURRENT EXPENSES – SERVICES

Account 44310: Maintenance of Equipment \$ 2,800

FY 2012-13 Approved Budget/Estimated Actual	\$2,800/\$2,800
FY 2011-12 Actual Expenditures	\$0

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 \$ 43,700

POLICE DEPARTMENT – EMERGENCY SERVICES
POLICY ITEM

PROGRAM JUSTIFICATION: DSW Team Vehicle - \$30,000

PRIORITY: 1

This item requests funding for a crew cab truck to be used by the Disaster Service Worker (DSW) Team and Office Emergency Services personnel.

The Disaster Service Worker (DSW) Team is supervised by Office of Emergency Services personnel, who coordinate their recruitment, training, exercises and activations. Approximately 32 volunteers are participating in the program. DSW members receive training in areas such as:

- Communications
- Evacuation Operations
- Shelter Operations
- CERT Program Instruction
- Emergency Operations Center Support
- First Aid/CPR
- Mass Casualty Emergencies
- Teaching Community Disaster Preparedness
- Amber Alert Operations
- Crime Scene Searches
- Missing Person Searches
- Traffic and Crowd Control
- Cribbing and Shoring of Collapsed Structures
- Hazardous Materials Response
- Flood Control Operations, and more.

The team trains monthly, participates in numerous community and training events and responds to emergencies. The Team also maintains and operates the City's Mass Casualty Unit trailer.

As a field level operational unit, the Team has a significant need for an appropriate vehicle to transport personnel and equipment to emergency scenes, community events, training events and exercises. The DSW Team's equipment and tools are stored in the MCU trailer at the Police Facility. Emergency Services staff is therefore requesting a tow-capable vehicle that can carry up to six members.

The DSW Team attempts to fill their vehicle needs by borrowing Police and Public Works towing vehicles. The use of these resources is best for special events where arrangements can be made well ahead of time. However, during critical events, these vehicles are already in use and not available to the Team. This leaves one of the City's most valuable response resources without transportation for its equipment.

The acquisition of a DSW Team truck will result in the enhancement of several Emergency Services and Police Department capabilities and services, including:

1. Serve as a vehicle to transport DSW team personnel and equipment to training activities, special events, incidents, evacuation shelters, and meetings.
2. Serve as a tow vehicle for the Emergency Services mass casualty and search and rescue trailer;
3. Serve as a vehicle for the Emergency Services staff to attend community events and move equipment and supplies;
4. Serve as an additional tow vehicle for the Police Department's CNT and motorcycle trailers.

Other Cities

The cities of Thousand Oaks and Camarillo both have Disaster Service Worker programs like Simi Valley's. Known as Disaster Assistance Response Teams (DART), both programs have dedicated vehicles as described above. The City of Thousand Oaks purchased a full-sized sports utility vehicle and a crew cab tow truck for their program. The City of Camarillo purchased a crew cab truck in 2011 to replace their previous vehicle. The Simi Valley DSW Team is the only Ventura County Team without a vehicle.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

Crew Cab Truck	\$ 30,000	
	Total	<u>\$ 30,000</u>

POLICE DEPARTMENT
EMERGENCY SERVICES PROGRAM
POLICY ITEM

PROGRAM JUSTIFICATION: EOC Display System Upgrade - \$25,000

PRIORITY: 2

The Office of Emergency Services (OES) is requesting funding to complete the Emergency Operations Center Information Display System upgrade.

OES has completed three of four phases in the project. In FY 2009-10 the software package WebEOC was acquired through a DHS grant. WebEOC is EOC information management software that enables the displaying of EOC status boards through projectors. In FY 2011-12 another DHS grant was used to purchase and install three digital projectors, mounts, wiring and screens in the EOC. In FY 2012-13 a multimedia podium and audio system was purchased and installed with a General Fund appropriation after grant sources were exhausted.

The fourth (and final) phase of the project is the installation of a System Integrator/Controller that connects the WebEOC computers (as well as TV, and other inputs) with the digital projectors. A system with a touch screen user interface on the multimedia lectern has been determined to be the best solution. The touch screen display allows the user to easily control all aspects of the display system, including projector control, volume control, input source and which projector displays it. The components are installed in the lectern to prevent the user from accidentally reconfiguring cables.

The EOC/Community room was not equipped with a display system when the facility opened. This has hampered EOC operations and the numerous instruction-oriented events in the room, such as POST training, Human Resources training, Disaster Training, Citizen's Academy, recruitment presentations, probation meetings, etc. and drove the need for this system.

Funding this item will complete this project (capitalizing on the previous investments) and enhance the ability of EOC staff to manage emergencies while also enhancing the room's presentation capabilities for instructional uses.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

Equipment Purchase – A/V System Integrator/Controller with touch screen user interface	\$25,000	
	Total	<u>\$ 25,000</u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Emergency Notification System Program Funding - \$15,000 (5% of Budget)

PRIORITY: 1

The City has operated an emergency 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 is also used to activate the SWAT Team.

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 2013-14 SAVINGS

Current Expenses

Communications	\$ <u>15,000</u>	
	Total	<u>\$ 15,000</u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate CPR/First Aid Funding - \$3,700 (1% of Budget)

PRIORITY: 2

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.

<u>FISCAL YEAR 2013-14 SAVINGS</u>		<u>Budget Reductions</u>
<u>Current Expenses</u>		
Training	\$ <u>3,700</u>	
	Total	\$ <u>3,700</u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Disaster Supplies and Mass Casualty Unit Funding - \$1,800 (.5% of Budget)

PRIORITY: 3

These line items maintain supplies needed in a disaster such as pop up canopies, shelter blankets, shelter cots, shelf-stable food supplies, batteries, water storage supplies and supplies in the Mass Casualty Unit.

Emergency Services is programmed to purchase replacement Meals Ready to Eat (MRE's) for FY2013-14. These food stocks continually expire and need to be replaced. The City maintains one day of MRE's to feed emergency responders in the initial phase of a disaster before other food sources are established. Elimination of this funding will reduce the number of available responder meals.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Operating Supplies	\$ <u>1,800</u>	
	Total	\$ <u>1,800</u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate EOC Computer Maintenance Funding - \$3,000 (1% of Budget)

PRIORITY: 4

The City's Emergency Operation Center (EOC) is equipped with 45 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 2013-14 SAVINGS

Current Expenses

Computer (Non Capital)	\$ <u>3,000</u>	
	Total	\$ <u><u>3,000</u></u>

POLICE DEPARTMENT

EMERGENCY SERVICES

REVERSE PRIORITY

ITEM TITLE: Eliminate Disaster Service Worker Team Funding - \$6,500 (2% of Budget)

PRIORITY: 5

The Disaster Service Worker 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 FY2012-13, 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.

Budget
Reductions

FISCAL YEAR 2013-14 SAVINGS

Current Expenses

Uniform/Clothing Supplies	3,000	
Training	1,000	
Operating Supplies	<u>\$ 2,500</u>	
Total		<u>\$ 6,500</u>

NON-DEPARTMENTAL

NON-DEPARTMENTAL
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 749,300

FY 2012-13 Approved Budget/Estimated Actual	\$645,000/\$666,300
FY 2011-12 Actual Expenditures	\$621,775

This account provides for electricity, natural gas, and water charges.

Justification for increase over FY 2012-13 Estimated Actual and Budget:

The proposed budget includes \$83,000 funding for utilities for the Library and higher than anticipated power usage required to include utilities for the City Hall expansion while the Development Services Building is still in use.

Account 42130: Postage \$ 52,000

FY 2012-13 Approved Budget/Estimated Actual	\$61,000/\$52,000
FY 2011-12 Actual Expenditures	\$62,063

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..... \$ 690,000

FY 2012-13 Approved Budget/Estimated Actual	\$838,000/\$677,300
FY 2011-12 Actual Expenditures	\$634,211

This account provides funding for:

<i>Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts</i>	\$ 84,400
Maintenance Contract for Nortel Telephone System	58,400

Telephone system moves, adds, changes – labor	20,000
Parts, headsets, cabling, batteries, other miscellaneous	4,000
Replacement telephones	2,000
Emergency Services satellite telephone charges	4,600
Wireless telephone charges	55,000
Replacement of wireless telephones and accessories	1,200
Lease costs for the radio system	39,300
Police GPRS and frame relay services for mobile data units	56,800
Radio system maintenance:	304,300
Maintenance contract with Motorola	255,000
Other maintenance contracts – UPS, generators, HVAC	45,500
Permits and licensing	2,200
Fuel, batteries, accessories, and other supplies	1,600
Consulting Services for radio licensing, interference testing and mitigation, and frequency acquisition	15,000
Library Phone Service	6,000
Clean-up DSB Telephone and Cabling	39,000

Justification for increase over FY 2012-13 Estimated Actual:

The FY 2013-14 requested budget amount includes a new one-time cost of \$39,000 to clean-up telephone and cabling at the Development Services Building.

Account 42230: Office Supplies \$ 8,000

FY 2012-13 Approved Budget/Estimated Actual	\$12,100/\$8,000
FY 2011-12 Actual Expenditures	\$11,812

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	\$ 2,000
Central office supplies, holiday tree, City plaques, security cards and key fobs, and frames	2,500
Ergonomic supplies (e.g., adjustable chair arms and keyboard trays)	3,500

Account 42235: Furnishings and Equipment (Non-Capital) \$ 11,200

FY 2012-13 Approved Budget/Estimated Actual	\$8,000/\$7,600
FY 2011-12 Actual Expenditures	\$10,114

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:

City Manager’s Office	\$ 1,000
Administrative Services Department	3,900
Environmental Services Department	2,300
Workstations	<u>4,000</u>
Total	\$ 11,200

Justification for the proposed purchases is as follows:

City Manager’s Office

Two desk chairs for staff \$ 1,000

The City Manager’s Office is requesting funds to replace two chairs that are over ten years old, ripped and worn, and cannot be repaired. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Administrative Services Department

Seven replacement chairs for Information Services \$ 3,900

The Administrative Services Department is requesting funds to replace seven desk chairs in the Information Services unit that are worn out and cannot be repaired. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Environmental Services Department

Four replacement chairs for Planning \$ 2,300

The Environmental Services Department is requesting funds to replace four desk chairs for the Planning staff. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Workstations

Reconfigure two work stations \$ 4,000

This request is for the reconfiguration of two workstations that do not have computer corner worksurfaces. Corner work surfaces provide an ergonomically correct workstation for staff members who work on a computer. Requests are received throughout the year for situations that need to be corrected to prevent injury to a City employee.

Account 42300: Copiers \$ 125,500

FY 2012-13 Approved Budget/Estimated Actual	\$144,000/\$141,500
FY 2011-12 Actual Expenditures	\$131,051

This account provides funding for the lease and maintenance of 16 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	\$ 22,100
Development Services Building	14,200
Police Department	14,400
Public Services Center	4,300
Sanitation/Waterworks	4,000
Transit	2,000
Senior Center	4,500
Cultural Arts Center	2,000
Print Shop	54,000
Miscellaneous supplies and property tax	4,000

Account 42310: Rentals..... \$ 1,100

FY 2012-13 Approved Budget/Estimated Actual	\$1,100/\$1,100
FY 2011-12 Actual Expenditures	\$1,060

This account provides for the rental costs of the postage meter on the City's postage machine.

Account 42440: Membership and Dues..... \$ 85,900

FY 2012-13 Approved Budget/Estimated Actual	\$96,000/\$95,000
FY 2011-12 Actual Expenditures	\$82,207

This account provides for Citywide memberships as follows:

Local Agency Formation Commission (LAFCO)	17,500
League of California Cities (LCC)	27,900
League of California Cities - Channel Counties Division	100
National League of Cities	9,700
Southern California Association of Governments (SCAG)	11,100
Ventura Council of Governments (VCOG)	8,800
Economic Development Collaborative of Ventura County	7,000
Ventura County Economic Development Association	1,500
California Association for Local Economic Development	700
International Council of Shopping Centers	400
Climate Registry	1,200

Account 42560: Operating Supplies \$ 48,000

FY 2012-13 Approved Budget/Estimated Actual	\$71,800/\$50,000
FY 2011-12 Actual Expenditures	\$48,856

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

Account 42730: Training \$ 3,000

FY 2012-13 Approved Budget/Estimated Actual	\$3,000/\$3,000
FY 2011-12 Actual Expenditures	\$0

This account provides for training on use of the video and recording equipment in the Council Chamber.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,774,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 113,300

FY 2012-13 Approved Budget/Estimated Actual	\$96,200/\$79,500
FY 2011-12 Actual Expenditures	\$89,578

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 2012-13 Estimated Actual and Budget:

The Business Enhancement Program for the Economic Development Collaborative of Ventura County has been included in this account. Additionally, one-time discounts for the Holiday Train and 2-1-1 Social Services Program reduced payments during FY 2012-13 and are not expected to continue in FY 2013-14.

Account 44015: Ventura County Property Tax Collection Fee..... \$ 330,400

FY 2012-13 Approved Budget/Estimated Actual	\$381,800/\$323,900
FY 2011-12 Actual Expenditures	\$381,800

This account provides for the annual County of Ventura property tax administration fee.

Account 44310: Maintenance of Equipment \$ 784,300

FY 2012-13 Approved Budget/Estimated Actual	\$5,500/\$3,200
FY 2011-12 Actual Expenditures	\$2,358

This account includes maintenance agreements and as-needed maintenance for City equipment including:

Mail/postage machine	\$ 1,500
Cash Register Maintenance	1,000
Print Shop equipment	300
Other office machines	400
Computer Equipment	781,100
Finance System – Miscellaneous Support	50,500
Police System	238,000
General Systems (E-mail, File/Print)	365,000
Infrastructure Systems	124,000
Maintenance Systems	3,600

Justification for increase over FY 2012-13 Estimated Actual and Budget:

Funds previously included in the Administrative Services Budget to support the City's computer system are moved for FY 2013-14 to Non-Departmental Budget, resulting in an increase in this line item of \$781,100.

Account 44490: Other Contract Services \$ 243,000

FY 2012-13 Approved Budget/Estimated Actual	\$196,300/\$196,300
FY 2011-12 Actual Expenditures	\$83,768

This account provides for City Internet services, a high-speed data connection between City Hall and the Public Services Center, web-hosting, website enhancements, 50% of the cost of a District Attorney position assigned to the Ventura County Courthouse in Simi Valley, and funds for retaining the East County Courthouse as follows:

Internet services	\$ 5,000
High-speed data connection	60,000
Web-hosting	3,000
Website enhancements	15,000
City's share of funding for 50% of a Deputy District Attorney	60,000
Funds for East County Courthouse Retention	100,000

Justification for increase over FY 2012-13 Estimated Actual and Budget:

The charges for the high-speed data connection, web-hosting, and website enhancements have been included entirely in the Non-Departmental Budget. In previous years, only one-third of the charges were included in the Non-Departmental Budget, and the remaining costs were included in Waterworks and Sanitation Budgets. The contributions required for these services from other funds will be handled through the Cost Allocation Plan.

Account 44590: Insurance Charges\$ 934,900

FY 2012-13 Approved Budget/Estimated Actual	\$950,400/\$950,400
FY 2011-12 Actual Expenditures	\$748,700

This account provides for the Liability Insurance Fund premium charges allocated to the City's General Fund.

Account 44491: FIS Operations..... \$ 85,100

FY 2012-13 Approved Budget/Estimated Actual	\$85,100/\$85,100
FY 2011-12 Actual Expenditures	\$73,300

This account provides for payments to the Financial Information Systems Operations and Capital Funds.

Account 44492: GIS Operations..... \$ 29,500

FY 2012-13 Approved Budget/Estimated Actual	\$29,500/\$29,500
FY 2011-12 Actual Expenditures	\$22,300

This account provides for payments to the Geographic Information Systems Operations and Capital Funds.

SUBTOTAL – SERVICES \$ 2,520,500

TOTAL – CURRENT EXPENSES \$ 4,294,500

INTERNAL SERVICE FUNDS

LIABILITY INSURANCE FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 43010: Liability Insurance Premiums \$ 291,000

FY 2012-13 Approved Budget/Estimated Actual	\$276,000/\$270,000
FY 2011-12 Actual Expenditures	\$254,563

This account provides funding for the faithful performance bond/dishonesty, disappearance, and destruction policy as well as the excess liability for public officials.

Justification for increase over FY 2012-13 Estimated Actual and Budget:

The liability insurance premiums are based on the amount of the City payroll and liability exposure.

Account 43040: Property Insurance Premiums \$ 132,000

FY 2012-13 Approved Budget/Estimated Actual	\$118,300/\$123,000
FY 2011-12 Actual Expenditures	\$111,642

This account pays for the City’s property and boiler and machinery policies.

Justification for increase over FY 2012-13 Estimated Actual and Budget:

The increase in property insurance premiums is due to an increase in the replacement cost value of City property.

Account 43170: Unemployment Claims..... \$ 40,000

FY 2012-13 Approved Budget/Estimated Actual	\$35,000/\$20,000
FY 2011-12 Actual Expenditures	\$19,072

This account provides for quarterly payments to the California Employment Development Department for unemployment insurance

Account 43200: Claims and Contributions to Legal Reserves \$ 833,600

FY 2012-13 Approved Budget/Estimated Actual	\$797,200/\$800,000
FY 2011-12 Actual Expenditures	\$591,567

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 increase over FY 2012-13 Estimated Actual and Budget:

The budget amount is established by actuarial review.

Account 44590: Other Insurance Services..... \$ 3,700

FY 2012-13 Approved Budget/Estimated Actual	\$3,700/\$3,700
FY 2011-12 Actual Expenditures	\$1,347

This account provides for loss prevention, property appraisals, and actuarial reviews.

Account 46100: Reimbursement to the General Fund..... \$ 215,400

FY 2012-13 Approved Budget/Estimated Actual	\$215,400/\$215,400
FY 2011-12 Actual Expenditures	\$195,900

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 2012-13 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2011-12 Actual Expenditures	\$4,000

This account provides for transfer to the Computer Equipment Replacement Fund.

TOTAL – CURRENT EXPENSES \$ 1,519,700

WORKERS' COMPENSATION INSURANCE FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 1,200

FY 2012-13 Approved Budget/Estimated Actual	\$1,200/\$1,200
FY 2011-12 Actual Expenditures	\$1,034

This account is used for the purchase of various office supplies.

Account 42310: Rentals \$ 2,400

FY 2012-13 Approved Budget/Estimated Actual	\$2,400/\$2,400
FY 2011-12 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 2012-13 Approved Budget/Estimated Actual	\$100/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides for participation in the Council of Self-Insured Public Agencies (COSIPA).

Justification for increase over FY 2012-13 Estimated Actual:

The Workers' Compensation Manager served on the COSIPA Board during FY 2011-12 and FY 2012-13, so the membership fee was waived.

Account 42450: Subscriptions and Books \$ 700

FY 2012-13 Approved Budget/Estimated Actual	\$700/\$100
FY 2011-12 Actual Expenditures	\$0

This account provides funding for various professional and technical publications related to Workers' Compensation including WorkComp Central, an on-line reference service.

Justification for increase over FY 2012-13 Estimated Actual:

Workers' Compensation reference material will be required next fiscal year to document changes in the law.

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

FY 2012-13 Approved Budget/Estimated Actual	\$100/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides for attendance at the Southern California Orthopedic Institute (SCOI) and Council of Self-Insured Public Agencies (COSIPA).

Justification for increase over FY 2012-13 Estimated Actual:

Attendance at Workers' Compensation meetings was delayed since association meetings were available locally at no cost.

Account 42730: Training..... \$ 1,000

FY 2012-13 Approved Budget/Estimated Actual	\$1,000/\$600
FY 2011-12 Actual Expenditures	\$245

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 2012-13 Estimated Actual:

Unexpected audits required considerable staff time and therefore not all available training classes were attended.

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

FY 2012-13 Approved Budget/Estimated Actual	\$600/\$400
FY 2011-12 Actual Expenditures	\$163

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 2012-13 Estimated Actual:

Mileage budget exceeds Estimated Actual to accommodate travel needed for staff to defend medical liens at the Oxnard WCAB and to attend depositions. Fewer trips were required than anticipated.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 6,100

CURRENT EXPENSES – SERVICES

Account 43070: Workers' Compensation Insurance Premiums \$ 260,000

FY 2012-13 Approved Budget/Estimated Actual	\$205,000/\$222,900
FY 2011-12 Actual Expenditures	\$192,270

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 2012-13 Budget and Estimated Actual:

Due to changes in the Workers' Compensation excess insurance market and loss developments, there will be insurance premium increases.

Account 43200: Claims Payments and Reserves..... \$ 2,343,900

FY 2012-13 Approved Budget/Estimated Actual	\$2,181,800/\$2,160,000
FY 2011-12 Actual Expenditures	\$2,605,238

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 2012-13 Budget and Estimated Actual:

The FY 2013-14 Budget request is based on findings contained in the City's Actuarial Study prepared by Glickman Consulting, LLC and existing serious injury claims. Due to changes in State law and claim developments within the City, there is a projected need for these increases.

Account 44010: Professional and Special Services..... \$ 88,700

FY 2012-13 Approved Budget/Estimated Actual	\$88,700/\$88,700
FY 2011-12 Actual Expenditures	\$98,151

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 2012-13 Approved Budget/Estimated Actual	\$5,000/\$5,000
FY 2011-12 Actual Expenditures	\$3,620

This account provides for professional loss control/safety consultant services and safety training.

Account 44590: Other Insurance Services..... \$ 2,500

FY 2012-13 Approved Budget/Estimated Actual	\$2,500/\$2,500
FY 2011-12 Actual Expenditures	\$2,550

This account provides for the preparation of an actuarial analysis of the Workers' Compensation Fund.

SUBTOTAL – SERVICES \$ 2,700,100

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 601,300

FY 2012-13 Approved Budget/Estimated Actual	\$566,000/\$566,000
FY 2011-12 Actual Expenditures	\$2,451,500

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 46700: Transfer to Sanitation Fund - Surplus \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$210,000

This account provides for the return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 49761: Transfer to Waterworks Fund - Surplus \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$110,100

This account provides for the return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 49648: Transfer to Computer Equipment Replacement Fund..... \$ 4,200

FY 2012-13 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2011-12 Actual Expenditures	\$4,000

This account provides for the future replacement of computers and related equipment used by Workers' Compensation staff.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 605,500

TOTAL – CURRENT EXPENSES \$ 3,311,700

GEOGRAPHIC INFORMATION AND PERMITS SYSTEM OPERATING FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42200: Computers Non-Capital..... \$ 4,500

FY 2012-13 Approved Budget/Estimated Actual	\$4,500/\$4,500
FY 2011-12 Actual Expenditures	\$1,142

This account is used for the purchase of computers and computer supplies under \$5,000.

Account 42560: Operating Supplies \$ 2,500

FY 2012-13 Approved Budget/Estimated Actual	\$4,000/\$2,500
FY 2011-12 Actual Expenditures	\$2,978

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..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$1,400/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides for attendance at the annual ESRI users Conferences.

Account 42730: Training \$ 4,500

FY 2012-13 Approved Budget/Estimated Actual	\$3,000/\$4,400
FY 2011-12 Actual Expenditures	\$2,250

This account provides funding for professional and technical training for staff involved in GIS and Permits applications.

Justification for increase over FY 2012-13 Estimated Actual and Budget:

With the planned implementation of a new Permits software in FY 2013-14, additional staff training was required in FY 2012-13 and will continue to be necessary.

Account 42790: Mileage..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$100/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides for mileage reimbursement for staff attendance at training workshops held at Ventura College.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 11,500

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 25,000

FY 2012-13 Approved Budget/Estimated Actual	\$25,000/\$0
FY 2011-12 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 the Permits software.

Justification for increase over FY 2012-13 Estimated Actual:

The project has been delayed during FY 2012-13 resulting in not expending the necessary funds for professional services to assist with replacement of the Permits software. The funds will be required in FY 2013-14.

Account 44310: Equipment Maintenance..... \$ 65,200

FY 2012-13 Approved Budget/Estimated Actual	\$55,000/\$55,600
FY 2011-12 Actual Expenditures	\$53,707

This account provides software licensing for the GIS and Permits software packages used by all City Departments.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The proposed budget is increased due to the need to purchase enhanced support for the Permits software, which is no longer covered under standard support.

SUBTOTAL – SERVICES \$ 90,200

TOTAL – CURRENT EXPENSES \$ 101,700

FINANCIAL INFORMATION SYSTEM OPERATING FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$6,000/\$6,000
FY 2011-12 Actual Expenditures	\$0

In FY 2012-13, this account provided for services related to required configuration changes to the City’s existing Enterprise Resource Planning (ERP) system and development of a needs assessment, issuance of a Request for Proposals, and consultant selection assistance for replacement of the ERP system. These costs are included with the Financial Information System Capital Fund.

Account 44310: Equipment Maintenance..... \$ 53,000

FY 2012-13 Approved Budget/Estimated Actual	\$64,000/\$64,000
FY 2011-12 Actual Expenditures	\$0

SAP, the City’s ERP system, has announced a required upgrade. Maintenance services need to continue until the upgrade or replacement of the system is accomplished.

SUBTOTAL – SERVICES \$ 53,000

TOTAL – CURRENT EXPENSES \$ 53,000

FORMER CDA FUNDS

COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42790: Mileage..... \$ 4,800

FY 2012-13 Approved Budget/Estimated Actual	\$5,200/\$4,800
FY 2011-12 Actual Expenditures	\$5,009

This account is used to compensate staff for car allowances and use of their personal vehicles on Agency business.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 4,800

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services..... \$ 7,200

FY 2012-13 Approved Budget/Estimated Actual	\$7,200/\$19,700
FY 2011-12 Actual Expenditures	\$26,721

This account provides for legal and accounting services regarding redevelopment activities as contained in the Agency's Recognized Obligations Payment Schedule.

Account 45900: Transfer to Debt Service \$ 2,100,800

FY 2012-13 Approved Budget/Estimated Actual	\$2,099,200/\$2,099,200
FY 2011-12 Actual Expenditures	\$0

This account funds interest and principal payments for outstanding redevelopment Certificates of Participation.

SUBTOTAL - SERVICES \$ 2,108,000

TOTAL - CURRENT EXPENSES \$ 2,112,800

HOUSING SUCCESSOR AGENCY
HOUSING ADMINISTRATION FUND
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$800/\$300
FY 2011-12 Actual Expenditures	\$477

This account provided for various office and related supplies needed to support affordable housing activities.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

Account 42420: Special Departmental Expense..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$100/\$100
FY 2011-12 Actual Expenditures	\$0

This account provided funding for the payment of filing fees to the County Recorder’s Office for legal posting of Notices of Determination and Notices of Exemption.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

Account 42440: Memberships and Dues \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$700/\$600
FY 2011-12 Actual Expenditures	\$2,326

This account provided for memberships in professional organizations.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

Account 42450: Subscriptions and Books \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$500/\$500
FY 2011-12 Actual Expenditures	\$917

This account was used to purchase materials that assist staff in monitoring foreclosures of affordable units in order to preserve the City’s investment.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

Account 42460: Advertising \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$500/\$0
FY 2011-12 Actual Expenditures	\$538

This account provided advertisements for legal noticing of programs.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

Account 42560: Operating Supplies \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$200/\$100
FY 2011-12 Actual Expenditures	\$0

This account provided for supplies needed to perform affordable housing activities.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

Account 42720: Travel, Conference, Meetings \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$18

This account provided for travel expenditures incurred by staff attending conferences.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

Account 42790: Mileage \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$100/\$0
FY 2011-12 Actual Expenditures	\$33

This account provided for employee reimbursement for business-related use of their personal vehicles when City vehicles are unavailable.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the General Fund.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 0

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 0

FY 2011-12 Approved Budget/Estimated Actual	\$290,000/\$294,400
FY 2009-10 Actual Expenditures	\$11,899

This account provided for special legal counsel for housing-related projects and affordable agreements.

Due to the dissolution of redevelopment agencies, this expenditure is now budgeted in the Local Housing Fund.

Account 44015: County of Ventura Administration Fee \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$5,720

This fee represented payment for services performed by the County of Ventura for the collection and distribution of tax increment funds.

Due to the dissolution of redevelopment agencies, the City no longer receives tax increment revenue; hence, no administrative fees are paid to the County.

Account 44120: First Time Homebuyer Assistance..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$44,400/\$44,800
FY 2011-12 Actual Expenditures	\$379,830

This account provided down payment assistance for applicants to the First Time Homebuyer (FTHB) Program.

Due to the dissolution of redevelopment agencies, the FTHB Program was discontinued in FY 2011-12. Expenditures incurred in FY 2012-13 were to complete loan applications that had been approved prior to the dissolution.

Account 44130: Home Rehabilitation Loan Assistance \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$50,724

This account provided funding for home rehabilitation loans to very low- and low-income households.

Due to the dissolution of redevelopment agencies, this Program is no longer funded from the Housing Successor Agency. CalHome grants currently provide funding for home rehabilitation loans.

Account 44140: Affordable and Senior Housing Programs \$12,261,400

FY 2012-13 Approved Budget/Estimated Actual	\$13,403,500/\$1,237,300
FY 2011-12 Actual Expenditures	\$200,217

This program provides incentives for affordable and senior housing projects. The FY 2012-13 Estimated Actual includes: down payment assistance for the sale of five affordable units and five City-owned units; escrow fees for the sale of City-owned units; and the rehabilitation of one City-owned unit.

Justification for increase over FY 2012-13 Estimated Actual:

The FY 2013-14 Budget is substantially higher than FY 2012-13 Estimated Actual because several approved affordable housing projects did not commence construction when anticipated. Projects approved by the State auditor and County Oversight Board have been re-budgeted in FY 2013-14.

Account 44150: Rental Assistance Program..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$298,158

This account provided funding for the Senior Rent Subsidy Program and the Mobile Home Rent Subsidy Program for Seniors. Recipients of the Senior Rent Subsidy Program successfully transferred onto Section 8 in FY 2011-12.

Due to the dissolution of redevelopment agencies, the Mobile Home Rent Subsidy Program for Seniors has been funded from the Local Housing Fund since FY 2012-13.

Account 44410: Maintenance of Buildings & Grounds..... \$ 2,600

FY 2012-13 Approved Budget/Estimated Actual	\$21,100/\$19,100
FY 2011-12 Actual Expenditures	\$20,261

This account provides for incidental expenditures incurred for City-owned properties, including homeowner association dues and utilities. The FY 2013-14 Budget anticipates the need for maintenance of one City-owned unit for half a year until it is sold. The FY 2012-13 Budget provided for the maintenance of six City-owned units. Expenditures incurred for City-owned units were approved by the State auditor and County Oversight Board.

Account 44490: Other Contract Services \$ 200

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$100
FY 2011-12 Actual Expenditures	\$0

This account includes funds for the Mortgage Credit Certificate Program with the County of Ventura, which provides tax credits to qualifying first-time homebuyers. This expenditure was not included on the Recognized Obligation Payment Schedule and will be funded from program income.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Previously, this Program was funded from the First Time Homebuyer account; however, that Program was eliminated in FY 2011-12.

Account 44491: Financial Information System Operations \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$3,092

These funds were transferred to the Financial Information System to pay for ongoing system operations of the City's Enterprise Resource and Planning system software.

Due to the dissolution of redevelopment agencies, this reimbursement is no longer funded from the Housing Successor Agency.

Account 44492: Geographic Information System Operations \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$100
FY 2011-12 Actual Expenditures	\$0

These funds were transferred to the Geographic Information System to pay for ongoing GIS system operations.

Due to the dissolution of redevelopment agencies, this reimbursement is no longer funded from the Housing Successor Agency.

SUBTOTAL - SERVICES \$ 12,264,200

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 45204: Reimbursement from HOME Grant Fund..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/(\$80,500)
FY 2011-12 Actual Expenditures	(\$15,784)

This account provides reimbursement of administrative costs to maintain the loan portfolio that was funded from the 1998 and 2003 HOME grants. The FY 2012-13 Estimated Actual was higher than anticipated due to a developer loan payoff.

Due to the dissolution of redevelopment agencies, administrative reimbursement will be used to offset staff costs that are now budgeted in the General Fund.

Account 45290: Reimbursement from Community Development Block Grant Fund ... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	(\$78,648)

This account provided reimbursement of administrative costs to maintain the loan portfolio that was funded from Community Development Block Grants (CDBG).

Due to reductions in CDBG allocations from the Department of Housing and Urban Development, administrative costs are no longer reimbursed.

Account 46100: Reimbursement to General Fund..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$491,575

This account provided reimbursement to the General Fund in accordance with the City’s Cost Allocation Plan.

Due to the dissolution of redevelopment agencies, the Housing Successor Agency no longer contributes to the Cost Allocation Plan.

Account 49297: Transfer to the Retiree Medical Benefits Fund \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$27,300/\$27,300
FY 2011-12 Actual Expenditures	\$18,000

This account provided funding for current and future medical benefits for retired employees as approved by the State auditor and County Oversight Board.

Due to the dissolution of redevelopment agencies, the Housing Successor Agency no longer contributes to this medical benefits fund.

Account 49649: Transfer to the Computer Equipment Replacement Fund..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$10,000

This account provided funding for replacement of personal computers and network equipment.

Due to the dissolution of redevelopment agencies, the Housing Successor Agency no longer contributes to this replacement fund.

Account 49649: Transfer to the Geographic Information System/Permits Plus Fund ... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$16,625

This account provided funding for the Geographic Information System and the Permits Plus Fund.

Due to the dissolution of redevelopment agencies, the Housing Successor Agency no longer contributes to this fund.

Account 49656: Transfer to the Financial Information Systems Fund..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$1,458

This account provided funding for Financial Information Systems Fund.

Due to the dissolution of redevelopment agencies, the Housing Successor Agency no longer contributes to this fund.

Account 49209: Transfer to the Low & Moderate Income Housing Fund..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$12,433,831

This account was created as a result of the dissolution of redevelopment agencies. Actual Expenditures for FY 2011-12 represent cash transferred from the Housing Successor Agency to the Low & Moderate Income Housing Fund. Of this amount, \$8.5 million was subsequently transferred to the County for distribution to districts in accordance with the Dissolution Act (AB 1X26).

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS..... \$ 0

TOTAL - CURRENT EXPENSES \$ 12,264,200

LOCAL HOUSING FUND
SUPPORTING INFORMATION

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 5,000

FY 2012-13 Approved Budget/Estimated Actual	\$82,900/\$40,200
FY 2011-12 Actual Expenditures	\$7,488

This account provides for special legal counsel for housing-related projects and potential affordable unit foreclosures.

Account 44120: First Time Homebuyer Assistance \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$600

This account provides down payment assistance for applicants to the First Time Homebuyer (FTHB) Program. Actual Expenditures for FY 2011-12 are additional fees to complete a loan that was approved prior to discontinuance of the FTHB Program in FY 2011-12.

Account 44130: Home Rehabilitation Loan Assistance \$ 5,600

FY 2012-13 Approved Budget/Estimated Actual	\$164,800/\$107,100
FY 2011-12 Actual Expenditures	\$89,590

This account provides for soft costs incurred in processing CalHome-funded home rehabilitation loans including lead-based paint abatement and testing, asbestos testing, termite testing, credit report, and title insurance. The FY 2012-13 Budget and Estimated Actual amounts also include loans funded from the Energy Efficiency & Conservation Block Grant, which has now been fully expended.

Account 44150: Rental Assistance Program..... \$ 12,600

FY 2012-13 Approved Budget/Estimated Actual	\$246,700/\$12,100
FY 2011-12 Actual Expenditures	\$0

Rental Assistance for an average of 23 Mobile Home Seniors at an average of \$46.00/month \$ 12,600

Justification for increase over FY 2012-13 Estimated Actual:

The FY 2013-14 Budget provides for potential increases in the monthly subsidy for the Mobile Home Rent Subsidy Program for Seniors.

Account 41860: Salary Reimbursement to Community Development Agency Housing... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$2,551

This account provides reimbursement of administrative costs to implement the Energy Efficiency Home Rehabilitation Program. The administrative portion of this grant was exhausted in FY 2011-12.

TOTAL – CURRENT EXPENSES \$ 23,200

CALHOME GRANT FUND
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES

Account 44130: Home Rehabilitation Loan Assistance \$ 400,000

FY 2012-13 Approved Budget/Estimated Actual	\$870,000/\$102,900
FY 2011-12 Actual Expenditures	\$48,602

This allocation will provide funding for ten CalHome loans for low-income households. These expenditures will be reimbursed from the CalHome grant.

Justification for increase over FY 2012-13 Estimated Actual:

The FY 2012-13 Estimated Actual was lower than anticipated as loans were partially funded with the Energy Efficiency & Conservation Block Grant, which had an expenditure deadline of FY 2012-13. The FY 2013-14 Budget reflects greater interest in the program, anticipated increases in the maximum loan amount, and the elimination of partial funding from EECBG.

SUBTOTAL - SERVICES \$ 400,000

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to the General Fund..... \$ 30,000

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

The reimbursement reflects the inclusion of an Activity Delivery Fee, which is a per-loan subsidy that offsets the City’s cost of underwriting and project management. This fee will be drawn from the CalHome grant and transferred to the General Fund to offset Home Rehabilitation Coordinator personnel costs.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The FY 2012-13 Budget and Estimated Actual do not include Activity Delivery Fees as program overhead costs have traditionally not been drawn from grant awards. The elimination of redevelopment agencies has created the need to seek this additional grant reimbursement.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 30,000

TOTAL – CURRENT EXPENSES \$ 430,000

HOME GRANT FUND
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to the General Fund..... \$ 3,900

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$80,500
FY 2011-12 Actual Expenditures	\$15,784

HOME regulations allow for up to 10% of program income to be used for administration purposes, including overhead. The amount of reimbursement reflects 10% of anticipated loan payoffs funded from the 1998 and 2003 HOME grants.

Justification for increase over FY 2012-13 Budget:

The FY 2012-13 Budget did not anticipate any loan payoffs; however, the Estimated Actual reflects administrative program income from a developer loan payoff.

TOTAL – CURRENT EXPENSES \$ 3,900

SPECIAL REVENUE AND CAPITAL FUNDS

DEPARTMENT OF COMMUNITY SERVICES – PEG FUND
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42235: Furnishings and Equipment (Non- Capital) \$ 500

FY 2012-13 Approved Budget/Estimated Actual	\$300/\$200
FY 2011-12 Actual Expenditures	\$907

*The prior years' amounts were paid from General Fund non-departmental.

This account provides for departmental office furnishings and equipment that do not meet the City's criteria for capital assets. All requests for office furnishings and equipment by the special funds and districts are evaluated by the Department of Administrative Services for conformance with Citywide replacement and acquisition standards.

Account 42320: Capital Leases \$ 15,000

FY 2012-13 Approved Budget/Estimated Actual	\$15,000/\$15,000
FY 2011-12 Actual Expenditures	\$0

*The prior years' amounts were paid from General Fund non-departmental.

This account includes funds for leasing the infrastructure to provide for the web streaming of public meetings on the City's website through the use of the Granicus system.

Account 42560: Operating Supplies \$ 2,500

FY 2012-13 Approved Budget/Estimated Actual	\$2,800/\$1,100
FY 2011-12 Actual Expenditures	\$0

This account provides for the purchase of materials and supplies related to the broadcast services equipment.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 18,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional & Special Services..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$1,700/\$1,700
FY 2011-12 Actual Expenditures	\$7,866

Account 44310: Maintenance of Equipment \$ 26,400

FY 2012-13 Approved Budget/Estimated Actual	\$12,300/\$12,300
FY 2011-12 Actual Expenditures	\$0

This account provides for the maintenance of the broadcast services equipment. Costs in this account are distributed as follows:

Broadcast software license fees/maintenance	\$ 5,000
Broadcast equipment maintenance (Oct-June)	3,600
Broadcast equipment maintenance (troubleshooting)	1,800
Broadcast equipment maintenance agreement	16,000

Equipment warranty will expire, necessitating a maintenance agreement.

Account 47020: Furnishings & Equipment (Capital)..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$15,000/\$13,700
FY 2011-12 Actual Expenditures	\$0

Account 47040: Building Improvement \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$1,000/\$600
FY 2011-12 Actual Expenditures	\$0

Account 48840: System Hardware \$ 85,500

FY 2012-13 Approved Budget/Estimated Actual	\$5,500/\$2,300
FY 2011-12 Actual Expenditures	\$0

Equipment failure contingency	\$ 65,000
Miscellaneous improvement to equipment	5,500
Audio Video System Upgrade	15,000

This account provides contingency for equipment failure of multiple pieces of equipment and for miscellaneous improvement to the broadcast services equipment.

SUBTOTAL – SERVICES..... \$ 111,900

Account 49648: Transfer to Computer Equipment Replacement Fund \$ 12,800

FY 2012-13 Approved Budget/Estimated Actual	\$12,800/\$12,800
FY 2011-12 Actual Expenditures	\$0

This account provides for transfer to the Computer Equipment Replacement Fund to provide the replacement of computer equipment and infrastructure utilized to provide for broadcast services as follows:

Microsoft server operating systems	\$ 4,000
Netbackup software maintenance fees	4,000
Ethernet switches	4,000
Replacement of ancillary servers, desktops, and software	800

Account 49655: Transfer to Public Facility Improvement \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$463,689

SUBTOTAL – REIMBURSEMENT AND TRANSFERS \$ 12,800

TOTAL – CURRENT EXPENSES \$ 142,700

LIBRARY FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET _____

CURRENT EXPENSES

Account 44490: Other Contract Services \$ 1,431,700

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$60,000
FY 2011-12 Actual Expenditures	\$0

This account provides for the City’s contract for library services management by provide provider LSSI.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. This line item pays for the contract cost but is offset by library tax revenues which now will come to the City.

Account 49100: Transfer to General Fund \$ 449,800

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides that any tax revenues in excess of the costs of the library management contract will be returned to the General Fund.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

This is the first year of the new funding mechanism for library services in Simi Valley. Any surplus tax revenues in excess of the costs of the library management contract will be returned to the General Fund. It should be noted that in FY 13-14 this will be \$60,000 than typical in order to repay the General Fund for \$60,000 in front monies approved by Council for library start-up costs in FY 12-13.

TOTAL – CURRENT EXPENSES \$ 1,881,500

COMPUTER EQUIPMENT REPLACEMENT FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42200: Computers Non-Capital..... \$ 167,900

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

This account is used for the purchase of computers and computer supplies under \$5,000.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The proposed budget is necessary due to the decline in price for personal computers and the need to represent the budget and expenditures in a non-capital account.

Account 42720: Training \$ 8,000

FY 2012-13 Approved Budget/Estimated Actual	\$36,400/\$8,000
FY 2011-12 Actual Expenditures	\$0

This account is used for training on the operation and maintenance of new computer systems, sub-systems, and components purchased.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 175,900

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 110,000

FY 2012-13 Approved Budget/Estimated Actual	\$431,800/\$276,000
FY 2011-12 Actual Expenditures	\$71,154

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.

Account 48840: System Hardware \$ 368,900

FY 2012-13 Approved Budget/Estimated Actual	\$322,900/\$413,000
FY 2011-12 Actual Expenditures	\$169,352

This account is used for the purchase of network infrastructure equipment and supplies that are not capital assets or are under \$5,000.

Justification for increase over FY 2012-13 Budget:

The proposed budget is necessary due to the decline in price for computer network equipment and the need to represent the budget and expenditures in a non-capital account.

SUBTOTAL – SERVICES \$ 478,900

TOTAL – CURRENT EXPENSES \$ 654,800

CAPITAL OUTLAY

Account 47028: Computers (Capital) \$ 554,900

FY 2012-13 Approved Budget/Estimated Actual	\$516,000/\$238,000
FY 2011-12 Actual Expenditures	\$132,955

This request will provide funding for servers, routers, switches, and other network devices that have a unit cost over \$5,000, which is the City’s capital asset threshold amount.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Equipment replacements are cyclical and thus the expenditures are not consistent annually. Additionally, some equipment replacements in FY 2012-13 were delayed while higher priority projects were completed.

Account 47070: Intangibles \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$208,000/\$195,130
FY 2011-12 Actual Expenditures	\$195,130

This account is used for software purchases that must be capitalized. No purchases are planned for FY 2013-14.

TOTAL – CAPITAL OUTLAY \$ 554,900

TRANSIT

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications..... \$ 34,400

FY 2012-13 Approved Budget/Estimated Actual	\$33,800/\$31,300
FY 2011-12 Actual Expenditures	\$29,381

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 \$1,300 for the pagers and \$900 for the cellular phones. Also included is \$32,200 as Transit’s allocation for service of the City’s two-way radio system maintenance. Beginning with FY 2013-14, the annual costs of \$36,900 associated with the dispatching software rental and hosting communication fee for the ADA/DAR paratransit service will become the financial responsibility of Simi Valley Transit.

Justification for the proposed increase over FY 2012-13 Budget and Estimated Actual:

The FY 2013-14 budget request also reflects a 2% increase in Transit’s allocation of the City’s two-way radio system maintenance.

Account 42200: Computers (Non Capital) \$ 8,700

FY 2012-13 Approved Budget/Estimated Actual	\$6,000/\$4,200
FY 2011-12 Actual Expenditures	\$0

This account provides for the replacement of desktop and laptop computers. Transit is scheduled to replace four desktop computers and two laptop computers in FY 2013-14. The desktop computers to be replaced were purchased in 2008 and the laptops in 2006.

Justification for the proposed increase over FY 2012-13 Budget and Estimated Actual:

The proposed FY 2013-14 budget reflects the replacement of four desktop and two laptop computers that no longer meet City standards. The desktop computers requested for replacement are for the Transit Finance Manager, two Transit Supervisors, and the Administrative Aide. In addition, one laptop computer that is utilized by Transit staff for presentations and safety training sessions and one laptop computer that is used by garage maintenance staff for diagnostics on Transit vehicles are also scheduled for replacement. The replacement of these computers is in accordance with the City’s current computer replacement policy.

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

FY 2012-13 Approved Budget/Estimated Actual	\$3,200/\$3,000
FY 2011-12 Actual Expenditures	\$2,874

This account provides for the purchase of various office and related supplies used for the management and administration of the Transit System.

Account 42235: Furniture/Equipment Non Capital..... \$ 0

FY 2012-13 Approved Budget/Estimated Actual	\$17,000/\$16,200
FY 2011-12 Actual Expenditures	\$9,938

This account provides for the purchase of furniture and/or equipment that is less than the Capital Asset threshold of \$5,000.

Account 42410: Uniform/Clothing Supply..... \$ 15,000

FY 2012-13 Approved Budget/Estimated Actual	\$18,000/\$14,000
FY 2011-12 Actual Expenditures	\$11,253

Bus Operations \$ 5,000

This account funds the Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs, and replacement uniforms for current TCOs of the fixed-route bus service.

Van Operations 8,600

This account funds the TCO monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs and replacement uniforms for current TCOs of the ADA Paratransit/Dial-A-Ride (ADA/DAR) 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 2012-13 Estimated Actual:

During FY 2012-13, staff began purchasing uniforms from a new vendor that does not provide sweaters. During FY 2012-13, staff was unsuccessful in locating a vendor that supplies uniform sweaters. Therefore, the requested FY 2013-14 budget request includes funds for the purchase of new, as well as replacement, uniform sweaters during the upcoming fiscal year.

Account 42440: Memberships and Dues \$ 12,900

FY 2012-13 Approved Budget/Estimated Actual	\$12,800/\$12,800
FY 2011-12 Actual Expenditures	\$12,213

This account covers annual membership as follows:

California Transit Association (CTA)	\$ 3,000
American Public Transit Association (APTA)	9,600
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 2012-13 Budget and Estimated Actual:

Funding over FY 2012-13 Budget and Estimated Actual covers the anticipated increase in CTA and APTA dues.

Account 42450: Subscriptions and Books \$ 700

FY 2012-13 Approved Budget/Estimated Actual	\$700/\$700
FY 2011-12 Actual Expenditures	\$674

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.

Account 42460: Advertising \$ 1,500

FY 2012-13 Approved Budget/Estimated Actual	\$1,300/\$1,300
FY 2011-12 Actual Expenditures	\$1,314

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 system’s Disadvantaged Business Enterprise (DBE) goal.

Justification for the proposed increase over FY 2012-13 Budget and Estimated Actual:

Additional funds are requested in anticipation of cost increases to replace current inventory of promotional materials.

Account 42500: Fuel and Lubricants..... \$ 210,000

FY 2012-13 Approved Budget/Estimated Actual	\$215,000/\$202,500
FY 2011-12 Actual Expenditures	\$195,724

Bus Operations/Utility Vans \$ 167,000

This account provides Compressed Natural Gas (CNG) fuel for 11 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 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 11 vans and one sedan.

Bus Maintenance 17,000

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 6,000

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 2012-13 Estimated Actual:

Additional funds are budgeted to accommodate anticipated increases in fuel costs during the coming fiscal year.

Account 42510: Tires..... \$ 63,000

FY 2012-13 Approved Budget/Estimated Actual	\$61,200/\$61,200
FY 2011-12 Actual Expenditures	\$48,430

Bus Maintenance \$ 51,000

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 \$175 and the cost of a new tire is \$470.

Van Maintenance 12,000

This account is used to purchase new tires for 11 ADA Paratransit/Dial-A-Ride vans and one Crown Victoria sedan at a cost of approximately \$120 per tire.

Justification for the proposed increase over FY 2012-13 Budget and Estimated Actual:

The requested increase over FY 2012-13 Budget and Estimated Actual amount is to accommodate the anticipated increase in tire prices during the fiscal year. Prices increased 10% for fixed-route tires and 9% for ADA Paratransit/Dial-A-Ride during FY 2012-13.

Account 42550: Small Tools/Equipment..... \$ 3,500

FY 2012-13 Approved Budget/Estimated Actual	\$3,500/\$2,900
FY 2011-12 Actual Expenditures	\$3,425

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. Also included for FY 2013-14 is a replacement currency counting machine to prepare the daily deposit of fare revenue. 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 and Transit Supervisor vehicles.

Justification for the proposed increase over FY 2012-13 Estimated Actual:

Small tools are purchased on an as-needed basis. Fewer tools than anticipated needed to be replaced in FY 2012-13. The FY 2013-14 budget request includes \$700 for the purchase of a replacement currency counting machine that is used for preparing the daily deposit of fare revenue.

Account 42560: Operating Supplies \$ 112,000

FY 2012-13 Approved Budget/Estimated Actual	\$132,000/\$131,200
FY 2011-12 Actual Expenditures	\$116,992

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. 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 90,000

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 ramps and lifts; components related to the anti-lock brake systems; components for repairing GFI fareboxes; and 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, graffiti guards, and other miscellaneous auto parts and materials required for routine repairs and preventive maintenance on buses, utility vans and sedans. Six of the 11 buses are over 13 years old, and will be replaced by mid-year of FY 2013-14, thereby reducing the expenditures in this account.

Van Maintenance 17,000

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.

Account 42720: Travel, Conferences, Meetings..... \$ 3,300

FY 2012-13 Approved Budget/Estimated Actual	\$3,300/\$2,600
FY 2011-12 Actual Expenditures	\$2,122

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, and other appropriate staff to attend meetings and conferences associated with Transit funding, planning, and grant management:

1 – FTA/Grant Training, CA	\$	600
1 – National Transit Database Training, CA		600
2 – CTA/CalAct Annual Conference, Anaheim, CA		2,100

Justification for the proposed increase over FY 2012-13 Estimated Actual:

During FY 2012-13, there were no opportunities in California to attend FTA Grant Training or National Transit Database training. The FY 2013-14 budget request is based on California trainings being resumed.

Account 42730: Training..... \$ 1,000

FY 2012-13 Approved Budget/Estimated Actual	\$1,500/\$1,000
FY 2011-12 Actual Expenditures	\$727

Dispatch Training	\$	200
Safety Training Videos		300
Accident Prevention/Safety Training Materials		500

Account 42790: Mileage..... \$ 2,700

FY 2012-13 Approved Budget/Estimated Actual	\$2,700/\$2,600
FY 2011-12 Actual Expenditures	\$2,955

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 2012-13 Estimated Actual:

FY 2012-13 Estimated Actual is based on the vacancy of the Transit Superintendent position during the fiscal year.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 471,700

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services \$ 123,600

FY 2012-13 Approved Budget/Estimated Actual	\$500/\$500
FY 2011-12 Actual Expenditures	\$483

This account provides for Simi Valley’s prorated share of the Ventura Intercity Services Transit Authority (VISTA) countywide transit system (\$123,100). It also provides for the City’s participation in the State of California’s Unified Certification Process (UCP) to satisfy Transit’s requirement to perform certification in the Disadvantaged Business Enterprise (DBE) program that ensures nondiscrimination in Transit’s federally funded programs, and the charge for an outside vendor to pick up and shred confidential information that is disposed of in a secured container.

Justification for the proposed increase over FY 2012-13 Estimated Actual:

Moving the VISTA costs into the Transit budget from Community Services.

Account 44310: Maintenance of Equipment \$ 520,000

FY 2012-13 Approved Budget/Estimated Actual	\$543,500/\$535,000
FY 2011-12 Actual Expenditures	\$570,453

<u>Administration</u>	\$ 2,000
Coin counter/currency counter maintenance/repair	\$ 1,600
Maintenance of date/time clock	400
<u>Bus Maintenance/Utility Van Maintenance</u>	478,000

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 2013-14 Public Works allocation for the maintenance of Transit vehicles. Additionally, this account provides funds for repair/service to the two-way mobile radios that are not covered by the City’s contract, preventive maintenance and repairs of the CNG Fueling Facility, and towing services of fixed-route vehicles that are unable to be driven. Listed below are the estimated annual costs for highly specialized bus repair services and fueling facility maintenance:

Public Works maintenance allocation	\$ 371,300
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)	1,700
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	600
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/parts for bus washer	5,400
Towing Services	1,000

Van Maintenance

40,000

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 \$ 1,000

FY 2012-13 Approved Budget/Estimated Actual	\$2,000/\$1,000
FY 2011-12 Actual Expenditures	\$1,174

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.

Account 44490: Other Contract Services. \$ 23,400

FY 2012-13 Approved Budget/Estimated Actual	\$23,400/\$23,400
FY 2011-12 Actual Expenditures	\$25,052

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 44491: Transfer to Financial Information Systems Fund - Operations..... \$ 2,600

FY 2012-13 Approved Budget/Estimated Actual	\$2,600/\$2,600
FY 2011-12 Actual Expenditures	\$2,600

These funds are to be transferred to the Financial Information Systems to pay for ongoing system operations of the City's Enterprise Resource and Planning system software.

Account 44590: Insurance Charges \$ 157,200

FY 2012-13 Approved Budget/Estimated Actual	\$133,900/\$133,900
FY 2011-12 Actual Expenditures	\$133,300

This account provides for the Transit share of premiums paid out of the City's Liability Insurance Fund.

SUBTOTAL – SERVICES \$ 827,800

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,409,300

FY 2012-13 Approved Budget/Estimated Actual	\$1,376,900/\$1,376,900
FY 2011-12 Actual Expenditures	\$1,111,800

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..... \$ 43,100

FY 2012-13 Approved Budget/Estimated Actual	\$42,800/\$42,800
FY 2011-12 Actual Expenditures	\$47,400

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to currently retired City employees.

Account 49656: Transfer to Financial Information Systems Fund - Capital..... \$ 3,400

FY 2012-13 Approved Budget/Estimated Actual	\$3,400/\$3,400
FY 2011-12 Actual Expenditures	\$3,400

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 \$ 1,455,800

TOTAL – CURRENT EXPENSES \$ 2,755,300

CAPITAL OUTLAY

Account 48800: Application Software..... \$ 36,900

FY 2012-13 Approved Budget/Estimated Actual	\$35,200/\$25,715
FY 2011-12 Actual Expenditures	\$0

Beginning with FY 2013-14, the annual costs associated with the dispatching software rental and hosting communication fee for the ADA/DAR paratransit service will become the financial responsibility of Simi Valley Transit. This fee has previously been paid by the Ventura County Transportation Commission (VCTC).

TOTAL – CAPITAL OUTLAY \$ 36,900

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Fixed-Route and Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) Services on Five City-Observed Holidays - \$21,600 (0.4% of Budget)

PRIORITY: 1

Simi Valley Transit provides fixed-route and paratransit services on five (5) City-observed holidays; Martin Luther King Jr. Day, Presidents' Day, Veterans Day, Day After Thanksgiving, and Christmas Eve. Transit employees assigned to work Operational Holidays receive holiday pay, as well as premium pay, at time-and-a-half, for hours worked.

Transportation services on these holidays are provided from 4:45 a.m. to 8:30 p.m.; however, ridership is well below average. This reduction in ridership is due, in part, to many individuals not having to work, the closure of schools, medical facilities, businesses and the Simi Valley Senior Center.

Daily holiday ridership averages 728 trips on the fixed-route service; and, an average of 95 trips on the ADA/DAR, compared to 1,545 trips and 172 trips, respectively, on non-holiday service days. In accordance with ADA regulations, the City's ADA service is complementary to its fixed-route service in terms of days, hours, and service area. Therefore, by eliminating 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 2013-14 SAVINGS</u>		
<u>Personnel</u>		
0.41 Full-time Equivalent Transit Coach Operators	\$ 28,200	
Transit Dispatcher Hours	<u>1,300</u>	
	Subtotal	\$ 29,500
<u>Current Expenses</u>		
Maintenance	3,000	
Fuel and Lubricants	<u>900</u>	
	Subtotal	3,900
<u>Revenue Loss and Expense</u>		
Fare Revenue	(5,500)	
Reprint Fixed-Route Schedules and Inserts	<u>(6,300)</u>	
	Subtotal	(11,800)
	Total	<u>\$ 21,600</u>

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Transit Operations Assistant (Vacant) - \$86,900 (1.4%
% of Budget)

PRIORITY: 2

The Department of Community Services/Simi Valley Transit (SVT) provides quality public transportation services to the community's general population through its fixed-route bus service and Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) paratransit services to the Senior and disabled population.

Based on the significant growth in SVT operations from 1994 to 2004, and the increased demand for ADA/DAR service, a Transit Operations Assistant position was approved as part of the FY 2004-05 Mid-Year Budget process. The Transit Operations Assistant supports Transit Supervisors in providing prompt customer assistance, assists in the field by responding to Transit-involved accident/incident investigations, responds to customer complaints and performs coach exchanges, when necessary.

On October 31, 2005, SVT implemented service to the Simi Valley Town Center Mall and added regular service to the Ronald Reagan Presidential Library. This expansion resulted in two additional buses placed into revenue service on a Monday through Saturday basis. The expansion also required four additional Transit Coach Operator positions. Due to the continued growth in SVT operations and the expanded services provided, City Council authorized a fourth Transit Supervisor position during the FY 2005-06 Mid-Year Budget process in order to provide appropriate supervision of expanded Transit operations and to ensure on-going compliance with established federal/state laws and regulations.

Staff has not recruited for the Transit Operations Assistant since the incumbent was promoted to Transit Supervisor in April 2007.

Elimination of funding in FY 2013-14 for this position would have no impact on Transit operations; and, would provide the following budget savings:

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 86,900
	<u>Total</u>
	<u>\$ 86,900</u>

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate One Transit Supervisor Position (Vacant) - \$101,000 (1.7% of Budget)

PRIORITY: 3

The Department of Community Services/Simi Valley Transit (SVT) provides quality fixed-route service to the community and Dial-A-Ride (DAR) service to the elderly and disabled under the auspices of the Americans with Disabilities Act (ADA). In providing this service, SVT emphasizes the delivery of safe, efficient, high quality, public transportation for the traveling public sixteen hours per day, six days per week. Fixed-route ridership for FY 2012-13 is estimated at 431,000 trips and ADA/DAR ridership is estimated at 45,800 trips.

The Transit Division is comprised of one Deputy Director, one Transit Superintendent, one Transit Finance Manager, four Transit Supervisors, one Administrative Aide, one Transit Operations Assistant (vacant), two full-time and one part-time Transit Dispatchers, one Secretary, and 30 Transit Coach Operators. The Transit Supervisor position oversees the daily fixed-route and paratransit operations, directly supervises Transit Coach Operators, ensures compliance with established federal/state laws and regulations, trains employees on methods, procedures and techniques of transportation operations, conducts employee evaluations, performs accident investigations, and reviews/maintains Transit Coach Operator driving records.

The incumbent Transit Supervisor retired in April 2013. Elimination of one Transit Supervisor position would result in the three remaining Supervisors absorbing the responsibilities of this position and would provide the following budget savings:

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 101,000
	Total
	<u>\$ 101,000</u>

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Administrative Aide/Transit (Filled) - \$92,700 (1.6% of Budget)

PRIORITY: 4

The Transit Division is comprised of one Deputy Director, one Transit Superintendent, one Transit Finance Manager, four Transit Supervisors, one Administrative Aide, one Transit Operations Assistant (vacant), two full-time and one part-time Transit Dispatchers, one Secretary, and 30 Transit Coach Operators.

The Administrative Aide/Transit's duties include the daily preparation of revenue generated on Simi Valley's Transit's fixed-route and Paratransit systems; processing vendor invoices, creating purchase requisitions, requesting bid quotes related to Transit purchases, and creating weekly time sheets. This position also assists with various Federal and State grant applications and related reporting requirements.

Elimination of funding for this position would require that the Deputy Director, Transit Superintendent, Transit Finance Manager, and Transit Secretary, absorb the job duties and would result in the following budget savings:

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 92,700
	<u>Total</u>
	<u>\$ 92,700</u>

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Completely Eliminate Service on Route D - \$330,800 (5.6% of Budget)

PRIORITY: 5

Simi Valley Transit's Route D provides connecting bus service to Wood Ranch, the 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 services provided by the Los Angeles County Metropolitan Transit Authority (METRO), Metrolink, and the Ventura Intercity Service Transit Authority (VISTA). Route D operates Monday through Friday from 4:45 a.m. to 8:15 p.m. Annual ridership for FY 2011-12 was 29,172 trips with revenue totaling \$37,900. Ridership for FY 2012-13 is estimated at 27,914 trips with revenue estimated at \$29,900. Route D is Simi Valley Transit's lowest performing route, comprising 7% of overall ridership compared to Route A with 39%, Route B with 34% and Route C with 20%.

Elimination of service on Route D would severely impact Wood Ranch students and transit-dependent individuals who do not qualify for the City's Dial-A-Ride service. It would also eliminate local public transportation service to the Ronald Reagan Presidential Library, a frequent destination for tourists and local school children. The greatest impact would be to those who use Route D as a primary mode of transportation to work, school, medical appointments, and to access local businesses. Additionally, a high percentage of a rapidly growing transit-dependent Senior population live in this area and use the service for medical and shopping trips. According to Federal Transit Administration requirements, any reduction in fixed-route service greater than 10% 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 2013-14 SAVINGS</u>		
<u>Personnel</u>		
2.0 Full-Time Transit Coach Operators	\$ 168,400	
	<u>Subtotal</u>	\$ 168,400
<u>Current Expenses</u>		
Maintenance	153,400	
Fuel and Lubricants	<u>45,200</u>	
	<u>Subtotal</u>	198,600
<u>Revenue Loss and Expenses</u>		
Route D Fares	(29,900)	
Reprint Fixed-Route Schedules and Inserts	<u>(6,300)</u>	
	<u>Subtotal</u>	<u>(36,200)</u>
	<u>Total</u>	<u>\$ 92,700</u>

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Service on Route C - \$58,100 (1.0% of Budget)

PRIORITY: 6

Simi Valley Transit's Route C provides bus service between Simi Valley and Chatsworth, connecting with transit services provided by the Los Angeles County Metropolitan Transit Authority (METRO). Saturday's Route C operates between the hours of 5:15 a.m. and 8:15 p.m. Saturday ridership on Route C comprises 23% of Simi Valley Transit's overall Saturday ridership, compared to Route A at 41% and Route B at 37%. For FY 2012-13, Saturday Route C ridership is estimated at 8,400 trips, with revenue estimated at \$9,000.

The elimination of Route C Saturday service would result in no public transportation travel options for transit-dependent individuals, commuting to work in either Simi Valley or Chatsworth. The greatest impact would be to individuals who use Route C to connect with METRO to get to/from work.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Personnel</u>		
.40 Full-time Equivalent Transit Coach Operator	\$ 19,400	
	Subtotal	\$ 19,400
<u>Current Expenses</u>		
Maintenance	41,700	
Fuel and Lubricants	12,300	
	Subtotal	54,000
<u>Revenue Loss and Expense</u>		
Route C Fares	(9,000)	
Reprint Fixed-Route Schedules and Inserts	(6,300)	
	Subtotal	(15,300)
	Total	\$ 58,100

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Fixed-Route and Dial-A-Ride Service - \$404,600 (6.8% of Budget)

PRIORITY: 7

Simi Valley Transit's Routes A and B serve Simi Valley, while Route C provides bus service between Simi Valley and Chatsworth. On an annual basis, Simi Valley Transit provides an average of 38,500 Saturday trips and generates roughly \$41,200 in Saturday fare revenue. Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) paratransit vans also provide service on Saturday. Annually, ADA/DAR Saturday service averages 2,300 trips, generating approximately \$7,800 in revenue.

In accordance with the ADA regulations, the City's ADA service is complementary to its fixed-route service in terms of the days, hours and service area. Therefore, by eliminating the fixed-route Saturday service, the ADA Saturday service could also be eliminated. Issues that may arise could include the creation of Unmet Transit Needs. Elimination of Saturday fixed-route and ADA/DAR services 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 greater than 10% 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 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
2.50 Full-time Equivalent Transit Coach Operators	\$ 342,700
	<u>Subtotal</u> \$ 342,700
<u>Current Expenses</u>	
Maintenance	125,200
Fuel/Lubricants	<u>36,900</u>
	<u>Subtotal</u> 162,100
<u>Revenue Loss and Expenses</u>	
Saturday Fares	(93,900)
Reprint Fixed-Route Schedules and Inserts	<u>(6,300)</u>
	<u>Subtotal</u> <u>(100,200)</u>
	<u>Total</u> \$ <u>404,600</u>

SANITATION

SANITATION FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

42100: Utilities..... \$ 835,000

FY 2012-13 Approved Budget/Estimated Actual	\$850,000/\$810,000
FY 2011-12 Actual Expenditures	\$730,746

This account provides for electricity, natural gas, and domestic water at the Public Services Center. The major expense in this account is electricity used by the Water Quality Control Plant. The Plant continues to implement all opportunities to reduce utility costs.

Justification for proposed increase over FY 2012-13 Estimated Actual:

This amount includes a projected 3% electricity increase.

Account 42110: Lift Utilities..... \$ 4,900

FY 2012-13 Approved Budget/Estimated Actual	\$4,900/\$4,900
FY 2011-12 Actual Expenditures	\$4,797

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.

Account 42150: Communications..... \$ 39,000

FY 2012-13 Approved Budget/Estimated Actual	\$38,400/\$38,400
FY 2011-12 Actual Expenditures	\$33,519

This account provides funding for the Sanitation share of two-way radio system maintenance (\$ 32,900) and the monthly cost of pagers and cellular phones.

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

The Sanitation share for two-way radio system support increased by \$600.

Account 42230: Office Supplies..... \$ 9,800

FY 2012-13 Approved Budget/Estimated Actual	\$9,800/\$9,800
FY 2011-12 Actual Expenditures	\$6,811

This account provides for normal office operating expenses including paper supplies/computer supplies, office supplies CD's, and related items.

Water Quality Control Plant	\$ 8,800
Environmental Compliance	1,000

Account 42310: Rentals..... \$ 6,000

FY 2012-13 Approved Budget/Estimated Actual	\$6,000/\$1,500
FY 2011-12 Actual Expenditures	\$3,080

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 2012-13 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. The higher proposed budget includes coverage for unanticipated emergency rentals.

Account 42410: Uniform/Clothing Supply..... \$ 25,500

FY 2012-13 Approved Budget/Estimated Actual	\$25,500/\$25,500
FY 2011-12 Actual Expenditures	\$21,418

This account provides for employee uniforms, boots, and other related personal protective equipment.

Account 42440: Memberships and Dues \$ 11,200

FY 2012-13 Approved Budget/Estimated Actual	\$12,100/\$11,200
FY 2011-12 Actual Expenditures	\$10,692

This account provides for memberships, dues, application fees, and certification renewals in the following divisions:

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)	5,600
Instrument Society of America (ISA)	300
State Wastewater Treatment Operator Certification Renewals	700

Line Maintenance

CWEA Technical Certification Renewals	\$ 1,300
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Environmental Compliance

California Water Environment Association	\$ 500
Water Environment Association (WEF)	200
CWEA Technical Certification Renewals	400

Account 42450: Subscriptions and Books \$ 2,000

FY 2012-13 Approved Budget/Estimated Actual	\$2,100/\$2,100
FY 2011-12 Actual Expenditures	\$2,081

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 professional journal subscriptions	\$ 200
Manuals on water and wastewater microorganisms	200
References on standard methods for chemical analyses of water and wastewater	300
Instrumentation reference manuals	400
Books used for reference to support in-house staff development and training that focuses in the areas of process control, safety, 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 2012-13 Approved Budget/Estimated Actual	\$440,000/\$420,000
FY 2011-12 Actual Expenditures	\$372,710

This account is used to purchase the following chemicals required 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

Justification for proposed increase over FY 2012-13 Estimated Actual:

It is anticipated that California Department of Public Health will impose increased disinfection requirements associated with the proposed West Simi Valley Water Recycling Project that may increase chemical dosing levels.

Account 42541: Recycled Water Utilities \$ 10,000

FY 2012-13 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2011-12 Actual Expenditures	\$8,897

This account provides funding for power costs required to operate the Calleguas Municipal Water District pumping facilities located at the WQCP. These facilities are operated and maintained by Sanitation staff.

Account 42550: Small Tools/Equipment..... \$ 1,500

FY 2012-13 Approved Budget/Estimated Actual	\$1,500/\$1,500
FY 2011-12 Actual Expenditures	\$1,065

This account provides funding for the purchase of small tools utilized at the Water Quality Control Plant, by the Collection System Section, and by the Environmental Compliance Division.

<u>Water Quality Control Plant</u>	\$ 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.	
<u>Line Maintenance</u>	600
This amount is for the regular purchase of small tools and safety equipment for the line maintenance function.	
<u>Environmental Compliance</u>	200
These funds are provided for the purchase of hand tools such as wrenches, screwdrivers, flashlights, shovels, etc.	

Account 42560: Operating Supplies \$ 138,000

FY 2012-13 Approved Budget/Estimated Actual	\$169,000/\$169,000
FY 2011-12 Actual Expenditures	\$121,128

This account provides funding for the following operating supplies:

Treatment Plant \$ 120,000

This account supplies the Water Quality Control Plant with lubricants, 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.

Account 42720: Travel, Conferences, Meetings..... \$ 12,900

FY 2012-13 Approved Budget/Estimated Actual	\$11,000/\$11,000
FY 2011-12 Actual Expenditures	\$10,538

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, Santa Clara, CA (Principal, Senior or Associate Engineer), April 29-May 2, 2014 \$ 1,400

2 - Tri-State Seminar, Las Vegas, Nevada, Sept. 23-25, 2013 900

Treatment Plant

2 - California Water Environment Association (CWEA) Annual State Conference, Santa Clara, CA (managers and General Unit employees), April 29-May 2, 2014 2,800
 4 - Tri-State Seminar, Las Vegas, NV (managers and General Unit employees), Sept. 23-25, 2012 1,700
 1 - WEFTEC Annual Conference, Chicago, IL, (Deputy Director or manager), Oct. 5-9, 2013 2,800

Environmental Compliance (Pretreatment)

1 - Tri-State Conference, Las Vegas, NV (Environmental Compliance management staff) Sept 23-25, 2013 400
 1 - California Water Environment Association (CWEA) Annual State Conference, Santa Clara, CA (Environmental Compliance management staff), April 29-May 2, 2014 1,400
 2 - CWEA Northern California Pretreatment Conference, Northern California (Environmental Compliance Management and General Unit staff) 1,500

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

Slight modifications to lodging and airfare have been made to reflect current costs.

Account 42730: Training \$ 9,600

FY 2012-13 Approved Budget/Estimated Actual	\$9,600/\$9,600
FY 2011-12 Actual Expenditures	\$7,791

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

25 - CWEA Tri-County Local Workshops, CA (managers and General Unit employees) \$ 1,100
 40 - OSHA required training, CA (confined space entry, lockout/tagout, electrical safety, forklift safety, lab safety, hazard communication, etc.) (plant employees) 2,500

4 – Equipment Training, CA (operation, maintenance, and trouble-shooting of plant equipment, such as pumps, motors, electrical systems, etc. (plant employees)	2,500
10 – Managers, supervisors, and leads training, (motivating, and leading employees, problem solving techniques, conflict resolution principles, and written and verbal communication skills), CA	1,300

Environmental Compliance (Pretreatment)

9 - CWEA tri-county workshops (management and General Unit staff), CA	400
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Account 42790: Mileage..... \$ 600

FY 2012-13 Approved Budget/Estimated Actual	\$600/\$600
FY 2011-12 Actual Expenditures	\$594

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,546,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 209,600

FY 2012-13 Approved Budget/Estimated Actual	\$346,600/\$300,000
FY 2011-12 Actual Expenditures	\$279,825

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.

Southern California Edison License Agreement 4,000

Bi-annual payment for license to have an existing 21” sewer line installed on SCE Property located east of Darrah Avenue, south of Los Angeles Avenue.

Implementation of Total Maximum Daily Loads (TMDL) 175,000

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.

Account 44310: Maintenance of Equipment \$ 515,300

FY 2012-13 Approved Budget/Estimated Actual	\$516,800/\$497,400
FY 2011-12 Actual Expenditures	\$535,085

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 and the Vehicle Maintenance Charges, with additional costs in the Collection System Section and the Environmental Compliance Division.

Administration

Vehicle Maintenance Charges 191,800

Treatment Plant

Mechanical and electrical equipment and parts	\$ 140,000
Electronic components	10,000
Electrical vault repairs	28,000
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 2012-13 Estimated Actual:

Expenditure levels were evaluated and some savings were realized in FY 2012-13, as existing inventories of some items were utilized and inventory levels reduced.

Account 44410: Maintenance of Buildings and Grounds..... \$ 6,000

FY 2011-12 Approved Budget/Estimated Actual	\$6,000/\$6,000
FY 2010-11 Actual Expenditures	\$5,914

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 \$ 615,600

FY 2010-11 Approved Budget/Estimated Actual	\$650,400/\$630,000
FY 2009-10 Actual Expenditures	\$686,298

This account provides for various contracted services that are required throughout the year:

<u>Administration</u>		\$ 59,500
Zone 39 – Contribution to City-owned landscape	24,600	
High-speed data connection (Sanitation Share)	20,000	
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	

Wastewater Discharge Requirements Collection		
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>		388,700
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 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.	13,000
Uninterruptible Power Supply (UPS) stations Provides technical support and annual upkeep on five stations.	1,500
Fire and burglar alarm monitoring service	5,500
Disposal fees	50,000
Backflow prevention device testing	800
Landscape Maintenance Contract for lawns and planters at the WQCP	6,000
Laboratory equipment calibration	2,000
Crane inspection/certification Annual certification (required) of one mobile crane and a number of fixed cranes throughout the Plant	5,000
Emergency Generator Preventative maintenance	15,000
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, including repairs	3,000
Fire extinguisher and quarterly testing of fire alarms and sprinkler systems, annual fire extinguisher certification, recharge, and testing.	2,200

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 repair:

2- Vertical turbine pumps	18,000
Digesters (gas compressors, hex units)	25,000
2 – Submersible pumps	15,000
HVAC system maintenance	15,000
Building ceiling repairs	5,000
1 – Hydrogritter	20,000

Potential emergency repairs may be required for the following equipment based on equipment age and increasing unplanned maintenance needs:

1 – Flow Equalization Pump	6,000
1 - One Applied Pump	12,000
2 – Electric Blowers (motors/compressors)	10,000
Secondary clarifier drive	10,000

SCADA/CMMS

SCADA administration and documentation technical support	10,000
Computerized Maintenance Management System annual renewal of inventory support license (Sanitation share)	11,300
Computerized Maintenance Management System inventory software technical support	10,000
Win 911 SCADA alarming annual renewal of support license	400

Line Maintenance 67,900

CUES annual license renewal	2,000
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.

Account 44590: Insurance Charges \$ 258,500

FY 2012-13 Approved Budget/Estimated Actual	\$182,100/\$182,100
FY 2011-12 Actual Expenditures	\$185,900

This account provides for premium payments to the Liability Insurance Fund.

Account 44491: Transfer to FIS Operations \$ 19,600

FY 2012-13 Approved Budget/Estimated Actual	\$19,600/\$19,600
FY 2011-12 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 2012-13 Approved Budget/Estimated Actual	\$28,500/\$28,500
FY 2011-12 Actual Expenditures	\$0

This account provides for payments to the Financial Information Systems Operations and Capital Funds.

SUBTOTAL – SERVICES \$ 1,653,100

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 2,127,800

FY 2012-13 Approved Budget/Estimated Actual	\$2,313,600/\$2,313,600
FY 2011-12 Actual Expenditures	\$1,978,000

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads..... \$ 45,000

FY 2012-13 Approved Budget/Estimated Actual	\$155,000/\$155,000
FY 2011-12 Actual Expenditures	\$70,000

A. Streets and Roads Program

This account provides funding for the raising of manholes associated with the Streets and Roads Program.

Account 49648: Transfer to Computer Equipment Replacement Fund..... \$ 69,200

FY 2012-13 Approved Budget/Estimated Actual	\$67,200/\$67,200
FY 2011-12 Actual Expenditures	\$67,200

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49649: Transfer to GIS/Permits Capital Fund..... \$ 57,000

FY 2012-13 Approved Budget/Estimated Actual	\$57,000/\$57,000
FY 2011-12 Actual Expenditures	\$57,000

This account provides for transfer to the Geographic Information Systems and Permits Fund.

Account 49656: Transfer to FIS Capital Fund..... \$ 26,800

FY 2012-13 Approved Budget/Estimated Actual	\$26,800/\$26,800
FY 2011-12 Actual Expenditures	\$0

This account provides for transfer to the Financial Information Systems Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund \$ 106,300

FY 2012-13 Approved Budget/Estimated Actual	\$105,500/\$105,500
FY 2011-12 Actual Expenditures	\$81,900

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 Vehicle Replacement Reserve \$ 214,700

FY 2012-13 Approved Budget/Estimated Actual	\$265,800/\$265,800
FY 2011-12 Actual Expenditures	\$297,600

This account provides funding for replacement of vehicles and other rolling stock used by the Sanitation Division.

Account 49702: Transfer to Replacement Reserve \$ 1,975,000

FY 2012-13 Approved Budget/Estimated Actual	\$965,000/\$965,000
FY 2011-12 Actual Expenditures	\$5,965,000

This account provides funding for plant and sewerline rehabilitation and replacement activities.

CAPITAL OUTLAY

Account 47030: Vehicles \$ 16,000

FY 2012-13 Approved Budget/Estimated Actual	\$5,000/\$5,000
FY 2011-12 Actual Expenditures	\$0

This account provides for supplemental funding for:

Utility Cart Purchase (V#416)	\$	6,000
To replace the service body on vehicle #479 (existing body was transferred from a previous truck)		10,000

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS	\$	<u>4,621,800</u>
SUBTOTAL – CURRENT EXPENSES	\$	<u>7,820,900</u>
SUBTOTAL – CAPITAL OUTLAY	\$	<u>16,000</u>
TOTAL – OPERATIONS FUND	\$	<u>7,836,900</u>

REPLACEMENT RESERVE PROJECTS - SEWERLINE

Account 48600: Sewerline Replacement Projects \$ 200,000

FY 2012-13 Approved Budget/Estimated Actual	\$6,668,500/\$6,193,500
FY 2011-12 Actual Expenditures	\$3,125,077

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 more than 50 years. The program inspects and evaluates 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. Arroyo Simi Sewerline Rehabilitation 50,000

Rehabilitate 2,500 feet of 20 to 48-inch asbestos cement sewer trunk line along the Arroyo Simi west of Madera Road and south of 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 scheduled to be completed in March 2014 and construction is expected to be completed in April 2015. A Construction budget of \$2,200,000 is schedule for FY 2014-15.

F. Royal Avenue (Crosby-Fair) Sewerline Rehabilitation 50,000

Rehabilitate 3,240 feet of 20-inch asbestos cement sewer trunk line in Royal Avenue between Crosby Avenue and Fair Avenue. The primary rehabilitation mode will be cured-in-place slip liner, although some open trenching may be required to correct sags. Design is scheduled to be completed in March 2014 and construction is expected to be completed in February 2015. A Construction budget of \$1,780,000 is schedule for FY 2014-15.

TOTAL – SEWERLINE REPLACEMENT RESERVE PROJECTS \$ 200,000

REPLACEMENT RESERVE PROJECTS - PLANT

Account 48500: Replacement Reserve Projects \$ 1,650,000

FY 2012-13 Approved Budget/Estimated Actual	\$3,981,500/\$3,981,500
FY 2011-12 Actual Expenditures	\$461,053

B. Electrical Equipment Replacement \$ 1,475,000

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 was completed in February 2013 and construction for the first phase is expected to be completed in March 2014. The second phase design is scheduled to be completed in June 2013 and its construction is expected to be completed in July 2014. The entire project may be completed by mid-2015.

C. WQCP Admin Building HVAC Replacement \$ 175,000

Replace the existing heating, ventilation, and air conditioning (HVAC) system in the Sanitation Operations Building. The HVAC system is a critical component in the building as it provides safe and comfortable air circulation for City employees, as well as necessary cooling for the Sanitation Helm, the hub of the automated plant control (SCADA) system. The existing heating and air conditioning unit is over 30 years old, is energy inefficient, and requires extensive and expensive repairs to continue operating. The ducts are more than 40 years old and are crushed and broken in many areas due to several building modifications that have been done. Furthermore, the system does not meet California Mechanical and Energy Code requirements. The only viable option is to replace the HVAC system. Construction could be completed by January 2014.

TOTAL – WQCP REPLACEMENT RESERVE PROJECTS \$ 1,650,000

SANITATION FUND
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION: Replace Sewer System Video Inspection Camera - \$50,000

PRIORITY: 2

The Sanitation Services Division/Collection System Section requests a replacement of the video inspection camera for the Collection System Inspection Vehicle. The video camera currently in use has spent the last eight years televising sewer lines, a very damp, corrosive, and often rugged environment. The Division has spent \$5,000 and \$11,000 in 2011 and 2012, respectively, for repairs. This creates downtime in performing routine and critical emergency video inspections and causes problems in keeping up with the Collection System's Sewer System Management Plan (SSMP) requirements. One of the SSMP requirements are that the City's entire sewer system (374 miles) must be inspected every five-years.

The Video Inspection Vehicle is equipped with two types of crawlers on which the camera may be mounted, one for smaller diameter and the other for larger diameter pipes. Currently, one camera is used with both crawlers and must frequently be disconnected and reconnected, causing wear and tear on the harnesses and creating a significant amount of inefficiency. The minimum two or more hours that are required to disassemble and reassemble the crawler and harness is added work for the Technician. With the replacement of the Video camera it is anticipated that the older camera would be kept as a backup for emergency use and could prevent delays in scheduling daily work tasks and workload planning for the Collection System Section. The retained camera could also be used to assist other Divisions with emergency inspection of storm drain piping, storm drain channels, new sewer line construction, and CIP projects while it remains functional.

FISCAL YEAR 2013-2014 COST

Capital Outlay

Purchase New Video Inspection Camera	<u>\$ 50,000</u>
Total	<u>\$50,000</u>

SANITATION FUND
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION: Completion of Funding for the All Weather Refrigerated Samplers - \$6,500

PRIORITY: 3

The refrigerated samplers are used in four specific areas throughout the WQCP to collect and preserve the City's National Pollutant Discharge Elimination System (NPDES) permit and process control composite samples. Composite samples are comprised of 24 hours worth of sample and are analyzed for many different constituents such as: Suspended Solids; Biochemical Oxygen Demand; Ammonia; Nitrite; Nitrate, just to name some of the few analyses we are do daily, monthly, quarterly, semi annually, and annually. These samplers need to be purchased to replace 12-year old units that are becoming increasingly difficult to maintain. In FY 2010-11 we started a four-year replacement program and this fourth request will complete the replacement needs at this time.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

Weather Refrigerated Sampler	\$ <u>6,500</u>
	Total \$ <u>6,500</u>

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Purchase of Two General Utility Vehicles – \$34,000

PRIORITY: 1

The Sanitation Division requests funding to purchase two general utility vehicles for use by the Plant Maintenance Technicians for in-plant work assignments. The Sanitation Division has two new employees who are not equipped with carts for hauling their tools over the 33-acre area. It is not optimal to have the employees hand-carry these very large tools throughout the facility.

Funds in the amount of \$34,000 are needed to purchase two one-ton rated carts to transport equipment and tools. The purchase of the two general utility vehicles will maintain the effectiveness and efficiency of Plant Maintenance Sections to meet current and future needs.

FISCAL YEAR 2013-2014 COSTS

Capital Outlay

General Utility Vehicle	\$ 34,000
Total	\$ <u>34,000</u>

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Security Upgrade of Surveillance Cameras and Installation of Keyless Entries - \$50,000

PRIORITY: 2

A Security Upgrade is needed to provide assurance that the City's wastewater utility facility and assets, employees, customers, and the general public are safe and secure. This request is to purchase and install surveillance cameras at the administration building and WQCP grounds. This request also includes the purchase and installation of a Keyless Entry System for the administration building.

The events and aftermath of Sept. 11, 2001, have focused increasing and unprecedented attention on protection of our nation's water and wastewater infrastructure. Cities and counties operating water and wastewater treatment plants are increasingly turning to video surveillance systems. Security threats from terrorist activity are relatively new to the majority of wastewater treatment facilities, and, as a result, many treatment facilities are only equipped with antiquated security equipment if any at all. The existing surveillance system for the WQCP is over twelve years old and lacks adequate cameras, recording equipment, visual clarity and necessary coverage of the WQCP administration building and grounds.

The Sanitation Division administration building and control room is the center of the WQCP. The control room houses the Plant's Supervisory Control and Data Acquisition system (SCADA) which controls the Plant's unit processes. Installing a keyless entry system would keep track of who enters the building and what time they entered. It also eliminates keys that can become lost or stolen or are 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 our employees, customers and the general public that their SCADA program and Plant systems are safe.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

Security Upgrade	<u>\$ 50,000</u>		
		Total	<u>\$ 50,000</u>

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Accept Reduction of Plant Operational Accounts - \$208,500 (2.1% of Budget)

PRIORITY: 1

The below listed accounts have been budgeted lower for FY 2013-14, than FY 2012-13 in an effort to meet the 5% reduction goal of the section. Reductions in these line items have been studied and evaluated and have determined to sustainable for FY 2013-14.

Approval of this item will accept the already programmed budget reductions the section has identified.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2012-13 SAVINGS</u>		
<u>Current Expense</u>		
Utilities	\$	15,000
Memberships and Dues		200
Operating Supplies		<u>310,000</u>
<u>Services</u>		
Professional Services		137,000
Maintenance of Equipment		1,500
Other Contract Services		<u>23,800</u>
	Total	<u>\$ 208,500</u>

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Plant Equipment Reserve Transfer - \$796,200 (7.9% of Budget)

PRIORITY: 2

This account provides funding for replacement of aging equipment at the Water Quality Control Plant. A reduction in this funding source will have a significant adverse impact on plant equipment used to process wastewater. Replacement of equipment that has served its useful life is required for continued effective operation. A number of these replacement projects have already been deferred because of a lack of funding. Continued deferment will increase the risk of National Pollutant Discharge Elimination System (NPDES) permit violations that will result in administrative civil liabilities against the City.

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	\$ <u>796,200</u>	
Total		\$ <u>796,200</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2013-14
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities..... \$ 740,000

FY 2012-13 Approved Budget/Estimated Actual	\$766,800/\$710,000
FY 2011-12 Actual Expenditures	\$653,336

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 2012-13 Estimated Actual:

A 3% increase over the estimated actual amount is requested for FY 2013-14 due to anticipated electrical rate increases and unknown fluctuations in pumping requirements for the Tapo Canyon Water Treatment Plant and Well 32.

Account 42150: Communications..... \$ 36,600

FY 2012-13 Approved Budget/Estimated Actual	\$36,100/\$34,900
FY 2011-12 Actual Expenditures	\$29,868

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	29,400

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

The Waterworks share for two-way radio system maintenance support increased slightly for FY 2013-14. Other communication costs vary slightly dependent on usage.

Account 42200: Computers (non-capital)..... \$ 12,000

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

Replacement of Four Portable Field Computers (Laptops) \$ 12,000

Waterworks requests authorization to replace Four Laptop computers that were purchased in 2008. They are five years old and are not able to run the new versions of the SCADA and mapping software.

Account 42230: Office Supplies..... \$ 11,000

FY 2012-13 Approved Budget/Estimated Actual	\$11,000/\$9,000
FY 2011-12 Actual Expenditures	\$5,755

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

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

Some purchases were deferred during FY 2012-13. Funding is requested at the same level as FY 2012-13 for anticipated purchases.

Account 42235: Furnishings and Equipment (non-capital)..... \$ 800

FY 2012-13 Approved Budget/Estimated Actual	\$19,100/\$19,100
FY 2011-12 Actual Expenditures	\$2,362

Desk Chair for Water Treatment Plant Operator \$ 800

Account 42310: Rentals..... \$ 2,000

FY 2012-13 Approved Budget/Estimated Actual	\$2,000/\$1,000
FY 2011-12 Actual Expenditures	\$552

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 2012-13 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the District. A minimum of \$2,000 is budgeted each year to cover anticipated needs.

Account 42410: Uniform/Clothing Supply..... \$ 11,400

FY 2012-13 Approved Budget/Estimated Actual	\$11,400/\$10,400
FY 2011-12 Actual Expenditures	\$8,348

This account provides for the purchase and cleaning of uniforms and the purchase of safety boots per contract. The account also provides for rain gear, uniform shorts, rubber boots, and other safety equipment.

Justification for increase over FY 2012-13 Estimated Actual:

Safety boot reimbursements and safety equipment expenditures were lower than anticipated in FY 2012-13. Funding is requested at the same level as FY 2012-13 to cover contract costs and anticipated boot and safety equipment expenses in FY 2013-14.

Account 42440: Memberships and Dues \$ 16,500

FY 2012-13 Approved Budget/Estimated Actual	\$16,500/16,500
FY 2011-12 Actual Expenditures	\$9,057

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

Account 42450: Subscriptions and Books \$ 1,800

FY 2012-13 Approved Budget/Estimated Actual	\$1,800/\$600
FY 2011-12 Actual Expenditures	\$817

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:

Some purchases were deferred during FY 2012-13. Funding is requested at the same level as FY 2012-13 for anticipated purchases.

Account 42520: Meters \$ 452,100

FY 2012-13 Approved Budget/Estimated Actual	\$452,100/\$450,100
FY 2011-12 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 2013-14. New developments will require 40 new meters. For FY 2013-14 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 inch Replacement meters @ \$484 each	24,200
100 1 inch Replacement meters @ \$299 each	29,900
1,500 ¾ inch Replacement meters @ \$253 each	379,500
40 ¾ inch – 2 inch Meters for new developments @ \$290 each (to be recovered from developer fees)	11,600

Justification for proposed increase over FY 2012-13 Estimated Actual:

Meter prices were slightly less than projected in FY 2013-14. Funding is requested at the same level as FY 2012-13 in anticipation of a slight price increase.

Account 42540: Water Purchase..... \$ 27,205,000

FY 2012-13 Approved Budget/Estimated Actual	\$24,564,800/\$25,980,000
FY 2011-12 Actual Expenditures	\$23,512,647

This account provides for purchasing imported potable water from Calleguas Municipal Water District (Calleguas).

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

Calleguas forecasts a 6% water rate increase commencing January 1, 2014. Water purchase quantities in FY 2013-14 are forecasted to be: July to December – 12,000 acre-feet; January to June - 9,800 acre-feet, a slight increase in volume over FY 2012-13. Using the Calleguas rate for the remainder of 2013, and the forecasted rate for 2014, costs for water in FY 2013-14 are expected to be \$27,205,000.

Account 42541: Recycled Water Purchase..... \$ 48,000

FY 2012-13 Approved Budget/Estimated Actual	\$48,000/\$46,000
FY 2011-12 Actual Expenditures	\$46,471

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2012-13 Estimated Actual:

An increase over the FY 2012-13 Estimated Actual is projected for additional recycled water use by the landfill offset by corresponding revenue.

Account 42550: Small Tools/Equipment..... \$ 16,500

FY 2012-13 Approved Budget/Estimated Actual	\$16,500/\$16,500
FY 2011-12 Actual Expenditures	\$14,545

This account provides for the purchase of tools, fittings, and safety items.

Account 42560: Operating Supplies \$ 159,500

FY 2012-13 Approved Budget/Estimated Actual	\$229,500/\$168,000
FY 2011-12 Actual Expenditures	\$88,520

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:

Administration

Public Information, Education and Outreach Program 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.

Operations

Maintenance of facilities \$ 23,000
 Treatment Plant 56,500

Account 42720: Travel, Conferences, and Meetings \$ 3,600

FY 2012-13 Approved Budget/Estimated Actual	\$4,500/\$3,000
FY 2011-12 Actual Expenditures	\$3,309

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 Spring 2013 Conference Las Vegas, NV (Deputy Director) \$ 1,600

District Engineering:

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 2012-13, several workshops and seminars were deferred as a cost savings measure.

Account 42730: Training \$ 11,200

FY 2012-13 Approved Budget/Estimated Actual	\$11,200/\$11,200
FY 2011-12 Actual Expenditures	\$9,104

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
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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, once every two years)	0
Generator Transfer Switch Training (on-site, once every two years)	0
GIS Training	3,000

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

FY 2012-13 Approved Budget/Estimated Actual	\$1,000/\$300
FY 2011-12 Actual Expenditures	\$204

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 2013-14.

SUBTOTAL – SUPPLIES AND MATERIALS\$ 28,729,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 314,100

FY 2012-13 Approved Budget/Estimated Actual	\$310,200/\$298,100
FY 2011-12 Actual Expenditures	\$233,500

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration/Engineering \$ 135,000

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 11,100
District share of costs

Rights-of-Way consulting services 10,000

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 (Water Quality) Report 3,000

This account will provide funds for assistance in preparation of a federally mandated annual report.

California Urban Water Conservation Council BMP Implementation Report 20,000

Funding for professional engineering services to evaluate water savings goals, recommend best compliance options, implement new best management practice (BMP) requirements, and prepare the biennial California Urban Water Conservation Council BMP Report due December 01, 2013. The District Board approved this CUWCC Report Policy Item in the FY 2010-11 Budget.

Regional Urban Landscape Efficiency Program Project 56,400

Funding for one-year of the three-year Ventura County Regional Urban Landscape Efficiency (RULE) Program Project Agreement. The RULE Program is one component of a multi-program, three-year, Proposition 84 Integrated Regional Water Management Implementation Grant from the California Department of Water Resources, for Watersheds Coalition of Ventura County water enhancements projects. The RULE Program Project is designed to maximize water savings by bundling landscape surveys with installation of water efficient technologies, including weather-based irrigation or "smart" controllers and low precipitation rate irrigation nozzles. The District Board approved this RULE Program Project on November 19, 2012.

Operations

71,400

Cross connections 22,700

This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.

Surveying and Engineering services 15,000

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 12,500

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, and new weekly sampling of the Tapo Canyon Treatment Plant (\$6,500).

Utility Billing

107,200

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.

EPX/payments 39,600

Processing fees charged by the bank for the online payments. When customers make payments on the online bill payment site, credit/debit or e-check, the banks charges the City processing fees.

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 26,300
 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 Services 3,000
 Amored car service for bank deposits

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

The proposed increase reflects \$6,500 for treatment plant water sampling and a \$2,000 cost increase for surveying, \$20,000 for CUWCC report, \$56,400 for the RULE program and additional.

Account 44310: Maintenance of Equipment \$ 459,800

FY 2012-13 Approved Budget/Estimated Actual	\$440,700/\$440,700
FY 2011-12 Actual Expenditures	\$480,743

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

Pipeline materials	\$ 179,600
Sand, gravel, asphalt, and concrete	35,000
Electrical parts and materials	25,000
Construction and welding contractors	50,000
Equipment repair	44,600
Radio maintenance	4,500
Reimbursement for vehicle maintenance	121,100

Justification for proposed increase over FY 2012-13 Budget and Estimated Actual:

The proposed increase reflects \$10,000 in Asphalt purchases and \$10,000 for Pipeline materials.

Account 44410: Maintenance of Buildings/Grounds \$ 5,000

FY 2012-13 Approved Budget/Estimated Actual	\$15,000/\$12,500
FY 2011-12 Actual Expenditures	\$3,486

This account provides for materials used in the maintenance of buildings and grounds such as wood, crushed rock, paint, cleaning materials, and fence materials.

Account 44490: Other Contract Services \$ 362,700

FY 2012-13 Approved Budget/Estimated Actual	\$295,600/\$279,600
FY 2011-12 Actual Expenditures	\$230,999

This account provides for contract maintenance of District facilities including:

<u>Administration/Engineering</u>		\$ 44,600
High-speed data connection (Waterworks Share)	20,000	
Zone 39 improvement support	24,600	
<u>Operations</u>		239,100
Underground service alert	2,900	
Landscaping	50,000	
After hours emergency call services	2,000	
Landfill	6,000	
Pump repair	20,000	
Pipelines Standard	30,000	
Pipelines Emergency	85,000	
Annual maintenance of meter reading system	10,200	
Annual renewal of SCADA software license	14,200	
Annual renewal of CMMS software license	11,300	
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 2012-13 Budget and Estimated Actual:

A New item for \$85,000 for Pipeline Emergency repair and additional \$5,000 for Standard repair has been added. Funding for these items was moved from Oversizing Water Mains and Facilities account for more appropriate accounting. Additional funding of \$1,900 was also added to SCADA and \$500 added to CMMS.

Account 44590: Insurance Charges \$ 146,000

FY 2012-13 Approved Budget/Estimated Actual	\$113,200/\$113,200
FY 2011-12 Actual Expenditures	\$99,300

This account provides for premium payments made to the Liability Insurance Fund.

Account 44491: FIS Operations..... \$ 23,700

FY 2012-13 Approved Budget/Estimated Actual	\$23,700/\$23,700
FY 2011-12 Actual Expenditures	\$23,700

This account provides for payments to the Financial Information Systems Operations and Capital Funds.

Account 44492: GIS Operations..... \$ 33,500

FY 2012-13 Approved Budget/Estimated Actual	\$33,500/\$33,500
FY 2011-12 Actual Expenditures	\$21,000

This account provides for payments to the Geographic Systems Operations and Capital Funds.

SUBTOTAL – SERVICES \$ 1,344,800

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,635,100

FY 2012-13 Approved Budget/Estimated Actual	\$1,783,900/\$1,783,900
FY 2011-12 Actual Expenditures	\$1,584,800

This account provides for the cost allocation reimbursement to the General Fund.

Account 49297: Transfer to Retiree Benefits Fund \$ 40,200

FY 2012-13 Approved Budget/Estimated Actual	\$39,900/\$39,900
FY 2011-12 Actual Expenditures	\$71,900

This account provides for transfer to the Retiree Benefits Fund.

Account 49648: Transfer to Computer Equipment Replacement..... \$ 89,600

FY 2012-13 Approved Budget/Estimated Actual	\$87,000/\$87,000
FY 2011-12 Actual Expenditures	\$87,000

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49600: Transfer to Streets and Roads..... \$ 45,000

FY 2012-13 Approved Budget/Estimated Actual	\$150,000/\$150,000
FY 2011-12 Actual Expenditures	\$100,000

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 2012-13 Approved Budget/Estimated Actual	\$82,700/\$82,700
FY 2011-12 Actual Expenditures	\$82,700

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 2012-13 Approved Budget/Estimated Actual	\$32,100/\$32,100
FY 2011-12 Actual Expenditures	\$0

This account provides for transfer to the Financial Information Systems Operations and Capital Funds.

Account 49763: Transfer to Vehicle Replacement Reserve \$ 122,100

FY 2012-13 Approved Budget/Estimated Actual	\$116,400/\$116,400
FY 2011-12 Actual Expenditures	\$144,900

This account provides for transfer to the Waterworks Vehicle Replacement Reserve.

Account 49763: Transfer to Facilities Replacement Reserve \$ 1,460,000

FY 2012-13 Approved Budget/Estimated Actual	\$1,460,000/\$1,460,000
FY 2011-12 Actual Expenditures	\$1,460,000

This account provides for transfer to the Waterworks Facilities Replacement Reserve.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 3,506,800

TOTAL – CURRENT EXPENSES \$ 33,580,600

CAPITAL OUTLAY

Account 47030: Vehicles..... \$ 29,100

FY 2012-13 Approved Budget/Estimated Actual	\$0/\$0
FY 2011-12 Actual Expenditures	\$0

This account provides for supplemental funding for the replacement of a trailer mounted, diesel fueled water pump, Vehicle #144.

TOTAL – CAPITAL OUTLAY \$ 29,100

CAPITAL PROJECTS - REPLACEMENT RESERVE FUND

Account 48500: Maintenance Projects \$ 750,000

FY 2012-13 Approved Budget/Estimated Actual	\$1,835,000/\$1,835,000
FY 2011-12 Actual Expenditures	\$506,666

- 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 20,000
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. Refurbishment/Installation of District Pumping Facilities 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. Valve Box Replacements 15,000
Annual program for ongoing valve box replacements throughout the District.

- F. Main Line Valve Replacement Program 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 2013-14. Many of these valves are broken and others do not shut tightly. Cost includes all labor and material.
- G. District Telemetry Systems 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. Vulnerability Assessment Upgrades 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. Interior Tank Recoating 340,000
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, Hilltop Tank and Alta Vista Tank No.1 will be repaired and recoated in FY 2013-14.

Account 48600: Improvement Projects \$ 3,360,000

FY 2012-13 Approved Budget/Estimated Actual	\$4,264,100/\$4,264,100
FY 2011-12 Actual Expenditures	\$11,236

- J. Recycled Water Projects \$ 1,950,000
Increase recycled water use by up to 1,250 acre-feet per year. Upgrade the existing recycled water pump station at the Simi Valley Water Quality Control Plant, construct a storage tank, install up to twelve miles of main pipeline, and construct a small pump station. Recycled water service would then be provided to up to 70 District customers with large irrigation demands, including schools, cemeteries, and recreational facilities along Madera Road, Cochran Street, and Royal Avenue as well as the Simi Valley Town Center and a number of Caltrans freeway intersections. Phase 1 work (estimated to be completed in June 2014) includes 4,000 feet of pipeline to be constructed in conjunction with the West Los Angeles Avenue Improvement Project and 4,300 feet of pipeline to be constructed in Cochran Street, Westhills Court, and Park Center Drive.

K. Los Angeles Avenue Pipeline Replacement 110,000

Replace 2,700 feet of 16-inch deteriorating water main in Los Angeles Avenue from Madera Road to Sinaloa Road. A 1,630-foot section of this water main was to be constructed earlier in conjunction with a development on the southeast corner of Madera Road and Los Angeles Avenue, but the development did not proceed. The budget has increased by \$110,000 because street resurfacing costs are now being included since there is no current developer to construct the pipeline in conjunction with required street improvements. Recently, this water main failed due to corrosion and a short-term repair was performed. The project is scheduled for completion in FY 2013-14.

L. First Street Water Line Replacement 1,100,000

Replace 2,400 feet of 24-inch deteriorating water main in an easement west of First Street. The replacement waterline will be constructed in First Street from Arcane Street to Bennett Street.

M. Water Facility and Cost of Service Evaluation 200,000

Assess the remaining life of the existing water distribution, storage, and pumping facilities; and develop a cost estimate to maintain the system. Also, conduct a cost of service analysis of the water fees currently charged, develop an Engineer's Report that combines the infrastructure investment requirements with annual operational costs, and recommend a revised water rate structure and fee schedule. The assessment report will thoroughly review the water distribution system and operations to determine its reliability, identify system deficiencies, and prioritize and schedule capital improvements.

TOTAL – REPLACEMENT RESERVE FUND \$ 4,110,000

CAPITAL PROJECTS – CAPITAL IMPROVEMENT FUND

Account 48600: Capital Improvement Fund Projects..... \$ 539,000

FY 2012-13 Approved Budget/Estimated Actual	\$2,100,500/\$2,100,500
FY 2011-12 Actual Expenditures	\$825,927

N. Oversize Proposed Water Mains and Other Facilities 15,000

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.

O. Emergency Generators 400,000

Annual program to purchase and install gas-driven generators to provide backup power to maintain water supply at selected pump stations during electrical outages, as recommended in the Water Master Plan. A generator was installed for Oak Knolls Pump Station in FY 2011-12, a generator installation is under design for Smith Road (Station No. 1 and Alta Vista Pump Stations) in FY 2012-13, specifications are complete to purchase portable generators for Pump Stations No. 2 and No. 3 in FY 2013-14, and others are planned for Cottonwood Pump Station in FY 2014-15, Bridle Path Pump Station No. 2 in FY 2015-16, and Library Pump Station in FY 2016-17.

P. Water Storage Mixing Systems 120,000

Annual program to install water-circulation systems in selected tanks to reduce water quality degradation. Water-circulating devices have been installed in Wood Ranch Tank No. 1, Mt. Sinai Tank, Madera 1190 Tank, Marr Ranch Tank No. 2, Greystone Tank, and Upper McCoy Tank. Devices are to be installed for Marr Ranch Tank No. 1, Walnut Tanks Nos. 1 and 2 in FY 2012-13. Devices are proposed for Mine Road and Thompson Tanks in FY 2013-14, Stow Street Tanks Nos. 1, 2, 3 and 4 in FY 2014-15, First Street Tanks Nos. 1, 2, 3, and 4 in FY 2015-16, and Flanagan Tank in FY 2016-17.

Q. Water Line Extension in County Line Road 4,000

Construct 350 feet of 6-inch water line in County Line Road from Dennis Road to Vaughn Street to provide service to the southeast portion of the Box Canyon area, and construct 325 feet of 10-inch water line within an easement in the Box Canyon area. Project completion is dependent on Developer's schedules. An additional \$96,000 will be budgeted in FY 2014-15.

TOTAL – CAPITAL IMPROVEMENT FUND

\$ 539,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
POLICY ITEM

PROGRAM JUSTIFICATION: Drinking Water Information Management – \$36,000

PRIORITY: 2

Waterworks requests authorization to purchase a Drinking Water Information Management software for automating and documenting water quality data. The system will have the ability to store all sampling schedules, data and lab information in one system.

The District's water utility is highly regulated by state and federal agencies for compliance with environmental and public health standards. City staff analyzes over a hundred water samples and records those data points monthly for reporting purposes. A Drinking Water Information Management software supplies proprietary database software for water quality data management, custom regulatory reporting, and report formatting compatible with the California Integrated Water Quality System (CIWQS) database Control Board. The City is also required to submit drinking water quality data monthly reports to the California Department of Public Health for additional items.

The system will interface with the District's SCADA system to provide additional information. The software will help the District in managing water quality data from:

- Source water monitoring for groundwater wells and turnout stations
- Pressure reducing stations, pump stations, and chlorine booster station
- Water treatment plant
- Hydrant/water main flushing
- Distribution system compliance monitoring
- New water main installation
- Reservoirs

The benefits of this system would include accurate data available to staff at all times. All water quality data would be available in one centralized location with automated and consistent data entry formats. This format reduces the number of duplicate reports on water quality data, which will improve our confidence that data is complete and accurate when making decisions, and that data is collected in a timely manner to meet State and EPA reporting requirements.

The Waterworks District is required to monitor its water system under many guidelines, such as the US EPA's Safe Drinking Water Act, US EPA's Consumer Confidence Reports, Drinking Water Quality Management Standard and the CDPH California Department of Public Health. Any non-compliance leaves the District at risk for public notification and costly fines.

A centralized reporting system will allow all sampling schedules, reporting, mapping, data quality monitoring, and Chlorine residuals to be available in one location. Currently, all 1638 yearly sample data are stored and reported on paper copies. These sample points may contain many sampling items under one sample. The new software will be used daily by the District's crew in the field and office to manage and maintain the systems records. Purchase of the infrastructure software and installation on Waterworks computer equipment is estimated to cost \$36,000.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

Drinking Water Information Management software	<u>\$30,000</u>
Computer equipment (server)	<u>\$6,000</u>
Total	<u>\$36,000</u>

WATERWORKS

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
CAPITAL ASSET

PROGRAM JUSTIFICATION: Replace Four Hand Held Meter Reading Devices and Upgrade the Software - \$25,000

PRIORITY: 1

Waterworks requests authorization to replace four hand held meter-reading devices and upgrade the software for the District's Meter Reading System. The existing hand held devices are six years old and have been out of production for the past two years. They have the capability to read water meters by radio transmission and through touch and read magnetic pickup. The old equipment has been repaired and serviced routinely over the past two years. However, due to the age of the existing equipment and technology changes within the device itself, it is more economical to replace the old equipment with new ones at this time rather than to continue to repair it. The new reading devices will be used daily by the meter readers to collect the daily meter reads and to follow-up on Customer Service activities. The new reading devices will be combatable with the District's Radio Reading system and billing software.

Purchase of four new hand held meter reading devices and software for the Waterworks Meter Readers is estimated to cost \$25,000.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

Four Hand Held Meter Reading Devices \$25,000

Total \$25,000

VENTURA COUNTY WATERWORKS DISTRICT NO.8
CAPITAL ASSEST

PROGRAM JUSTIFICATION: Replace one Portable Message Board - \$24,000

PRIORITY: 2

Waterworks requests authorization to replace one Portable Message Board. The current message board is 19 years old. There are no available parts to repair the unit if it goes down. The sign is used daily for driver information and traffic control. This unit was purchased in 1994. The sole use of this Portable Message Board is to provide traffic warning alerting traffic to upcoming lane closures for water main repairs, water flushing and valve exercising. It provides safety for field operations crews working in the street.

It is also used to provide information to the public on planned water outages and planned operational events. It has been used by other sections of the city to provide information on planned events for short periods. The new Portable Message Board would match the current City and Caltrans standards for traffic warning systems.

Purchase of One Portable Message Board for the Waterworks Division is estimated to cost \$24,000.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

One Message Board	<u>\$24,000</u>
Total	<u>\$24,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO.8
CAPITAL ASSEST

PROGRAM JUSTIFICATION: Replace one Waterworks Security Server - \$9,000

PRIORITY: 3

Waterworks requests authorization to replace one SCADA Security File Server. The current machine is not able to run the new versions of our SCADA Security software, and locks up when compiling historical data. This computer was purchased in 2008. The sole use of this file server is to monitor the SCADA Security systems, control the high-speed radios, security monitoring systems, and historical data backup. This computer will allow the automation of a variety of tasks, including daily activity reports, historical data storage and recovery. These capabilities are necessary to allow the Division to conduct business in a more efficient manner and will provide significant assistance in organizing and managing the daily operations of the SCADA system. The new computer would match the current SCADA and City standards.

Purchase of One SCADA server computer and software for the Waterworks Division is estimated to cost \$9,000.

FISCAL YEAR 2013-14 COSTS

Capital Outlay

One SCADA File Server	<u>\$9,000</u>	
	Total	<u>\$9,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the 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.

Deferring 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.

Deferring this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	\$ 125,000	
	Total	<u>\$ 125,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Defer Funding for 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 2012-13. 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:

Budget	<u>Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>	
<u>Current Expenses</u>	
Meters	<u>\$ 452,100</u>
Total	<u>\$ 452,100</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Defer Funding for the 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.

Deferring this program would provide the following budget reductions:

Budget	<u>Reductions</u>
<u>FISCAL YEAR 2013-14 SAVINGS</u>	
<u>Capital Outlay</u>	
Improvements	<u>\$ 55,000</u>
Total	<u>\$ 55,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Reduce 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 2012-13 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.

Deferring this program would result in no further landscaping improvements around existing water tanks or pump stations.

Deferring this program would provide the following budget reductions:

<u>FISCAL YEAR 2013-14 SAVINGS</u>	<u>Budget Reductions</u>
<u>Capital Outlay</u>	
Improvements	<u>\$ 20,000</u>
Total	<u>\$ 20,000</u>