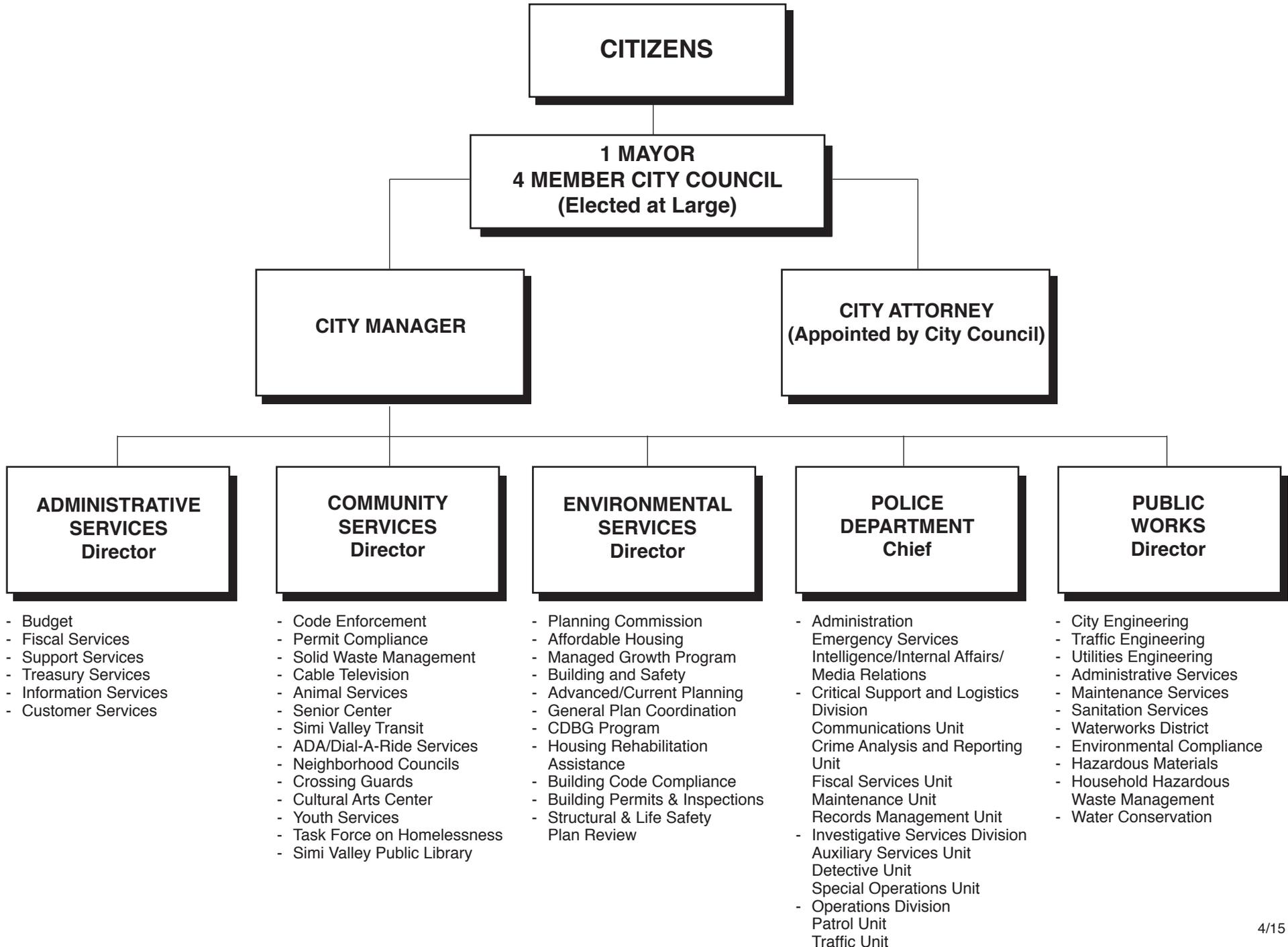
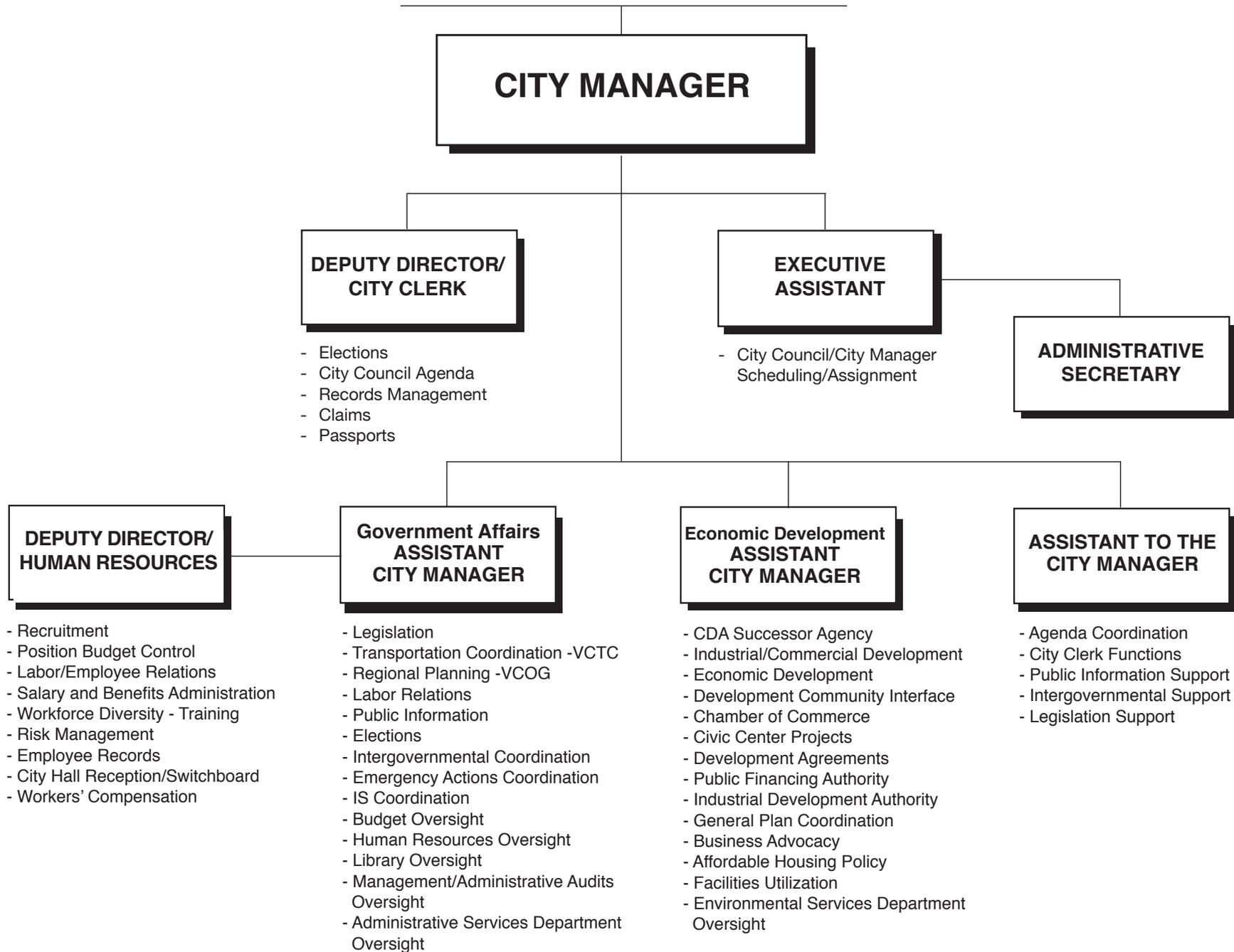


# ORGANIZATION of the City of SIMI VALLEY



# SIMI VALLEY CITY COUNCIL



# SIMI VALLEY CITY COUNCIL

**CITY ATTORNEY**

**LEGAL  
SECRETARY**

**LEGAL  
TECHNICIAN**

**ASSISTANT  
CITY ATTORNEY**

- Administrative Services
- Code Enforcement
- Community Services
- Elections
- Police Department
- Public Records Act
- Public Works
- Telecommunications

**ASSISTANT  
CITY ATTORNEY**

- Affordable Housing
- CEQA
- Claims
- General Litigation
- Planning Commission
- Planning/Land Use
- Subpoenas
- Workers' Compensation

**ASSISTANT  
CITY ATTORNEY**

- Brown Act
- City Manager Projects
- Environmental Law
- Human Resources
- Outside Counsel Management
- Real Estate
- Water Law

# SIMI VALLEY CITY COUNCIL

## CITY MANAGER

### ADMINISTRATIVE SERVICES Director

#### BUDGET OFFICER

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

- Administrative Support
- Travel Management
- Special Programs

#### ADMINISTRATIVE SECRETARY

#### TREASURY OFFICER

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

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

#### CUSTOMER SERVICES MANAGER

#### DEPUTY DIRECTOR/ FISCAL SERVICES

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

#### DEPUTY DIRECTOR/ INFORMATION SERVICES

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

#### DEPUTY DIRECTOR/ SUPPORT SERVICES

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

# SIMI VALLEY CITY COUNCIL

CITY MANAGER

**COMMUNITY SERVICES**  
Director

**ADMINISTRATIVE OFFICER**

**ADMINISTRATIVE SECRETARY**

**DEPUTY DIRECTOR/  
CITIZEN SERVICES**

**DEPUTY DIRECTOR/  
COMMUNITY PROGRAMS  
& FACILITIES**

**DEPUTY DIRECTOR/  
TRANSIT**

- Cable Television
- Community Projects and Grant Programs
- Trash Franchises

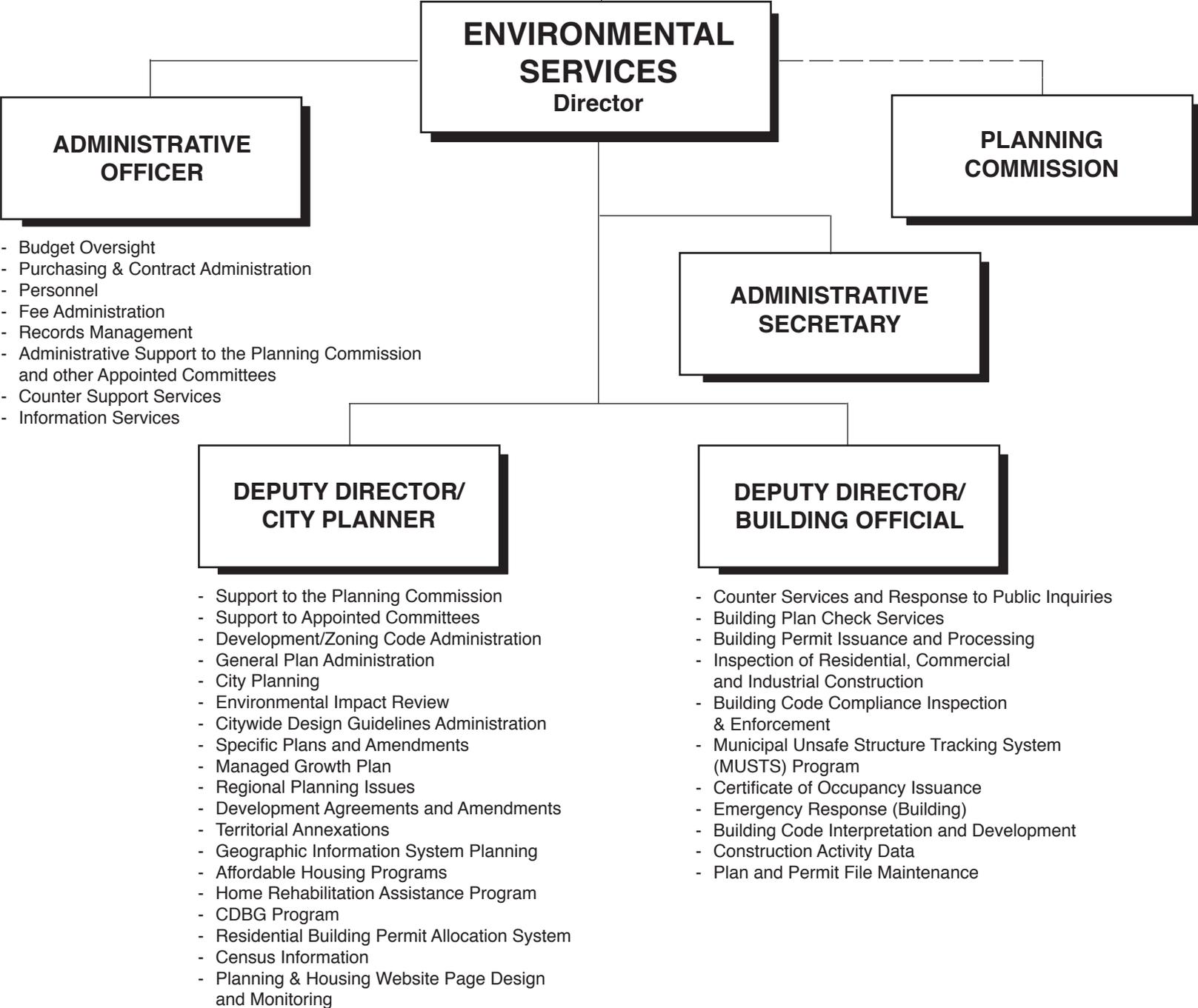
- Neighborhood Councils
- Code Enforcement
- Citizen Advisor Resources
- Crossing Guards
- Task Force on Homelessness
- Animal Services

- Senior Center
- Senior Nutrition Programs
- Council On Aging
- Teen Assistance and Resources
- Cultural Arts Center
- Simi Valley Arts Commission
- Youth Council
- Youth Employment Service
- Community Volunteer Day
- Simi Valley Public Library

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

# SIMI VALLEY CITY COUNCIL

## CITY MANAGER



# SIMI VALLEY CITY COUNCIL

CITY MANAGER

**POLICE DEPARTMENT**  
**Chief of Police**

**EMERGENCY SERVICES  
MANAGER**

**ADMINISTRATIVE  
SECRETARY**

**COMMANDER**  
(Chief's Executive Officer)

- General Orders
- Intelligence
- Internal Affairs
- Property and Evidence
- Public Information/Social Media
- Liaison to Ronald Reagan Presidential Library

**OPERATIONS DIVISION**  
**Deputy Police Chief**

- Patrol Unit
- Traffic Unit
  - Abandoned Vehicles
  - Accident Investigations
  - Parking Enforcement
  - Traffic Enforcement
- Chaplain Program
- Defensive Tactics Program
- FTO Program
- K-9 Program
- Bicycle Patrol Team
- Crisis Intervention Team
- Front Desk Services
- Reserve Officers
- Liaison to City Information Services

**INVESTIGATIVE SERVICES  
DIVISION**  
**Deputy Police Chief**

- Auxiliary Services Unit
- Community Liaison Program
- Crime Prevention
- Explorer Program
- Jail Management
- Recruitment and Background
- School Resource Officers
- Training
- Volunteer Services
- Youth Services
- Detective Unit
  - Crime Scene Investigators
  - Criminal Investigations
  - Technical Services
- Special Operations Unit
  - Gang Suppression
  - Narcotics Enforcement/Task Forces
  - Special Enforcement

**CRITICAL SUPPORT AND  
LOGISTICS DIVISION**  
**Deputy Director**

- Communications Unit (Dispatch)
  - 911 Center
- Crime Analysis Unit
- Fiscal Services Unit
  - Alarm Ordinance
  - Budget
  - Business Permits
  - Grant Management/Accounting
  - Payroll
  - Purchasing
- Maintenance Unit
  - Police Vehicle Fleet
  - Police Facility
- Records Management Unit

# SIMI VALLEY CITY COUNCIL

**CITY MANAGER**

**PUBLIC WORKS  
Director**

**ADMINISTRATIVE  
SECRETARY**

**ASSISTANT DIRECTOR OF  
PUBLIC WORKS**

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

**DEPUTY DIRECTOR  
WATERWORKS  
SERVICES**

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

**DEPUTY DIRECTOR  
SANITATION  
SERVICES**

- Plant Operations
- Laboratory
- Maintenance
- Sewer Maintenance

**DEPUTY DIRECTOR  
ENVIRONMENTAL  
COMPLIANCE**

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

**DEPUTY DIRECTOR  
PW ADMIN**

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

**DEPUTY DIRECTOR  
MAINTENANCE  
SERVICES ENGINEER**

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

**DEPUTY DIRECTOR  
ENGINEERING  
SERVICES**

- Capital Improvements
- Project Engineering
- Traffic Engineering
- Traffic Planning
- Traffic Modeling
- Traffic Impact Analysis
- Signal Operations
- Street Lighting
- Public Works Inspection

**DEPUTY DIRECTOR  
DEVELOPMENT  
SERVICES**

- Development/Subdivision Engineering
- NPDES MS4 Permit
- FEMA NFIP Communication Rating System
- Staff Support to Planning Commission