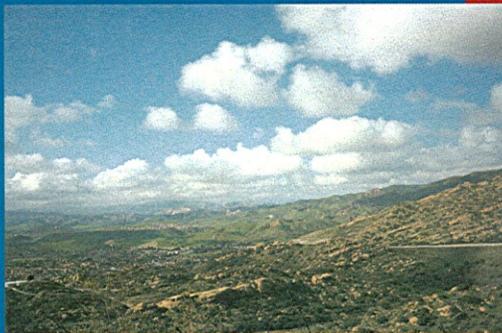
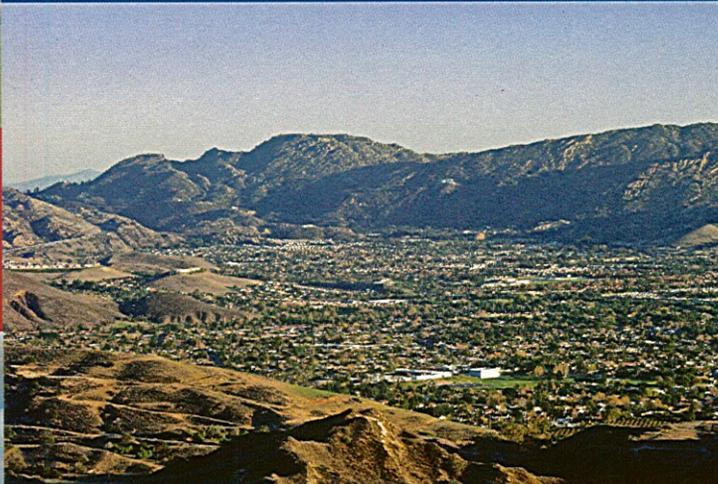
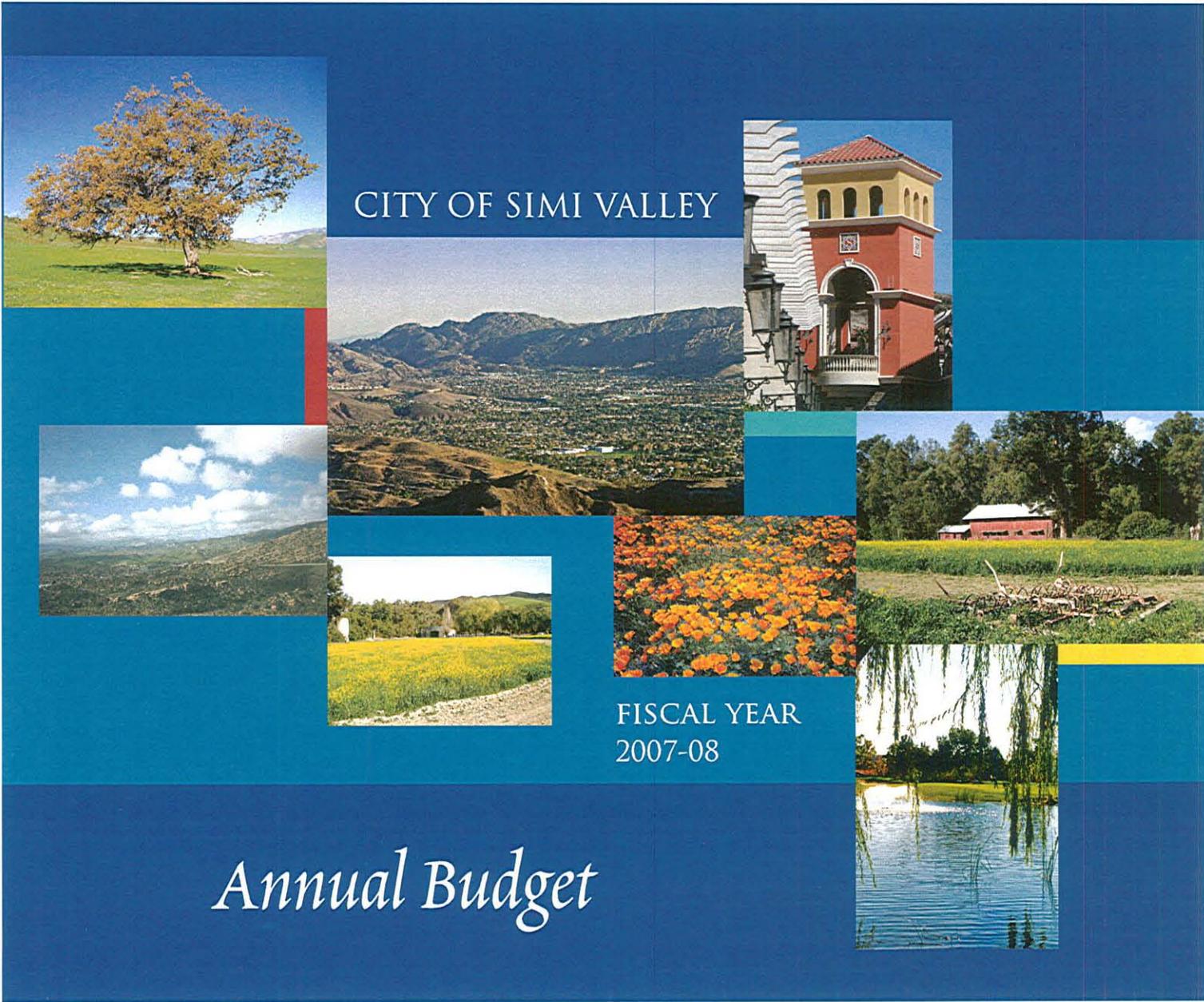


CITY OF SIMI VALLEY



FISCAL YEAR
2007-08

Annual Budget



CITY OF SIMI VALLEY

FISCAL YEAR
2007-08

Annual Budget

Paul Miller, Mayor Steven T. Sojka, Mayor Pro Tem Barbra Williamson, Council Member Glen T. Becerra, Council Member Michelle S. Foster, Council Member

California Society of Municipal Finance Officers

Certificate of Award

Excellence in Operating Budgeting 2006-07

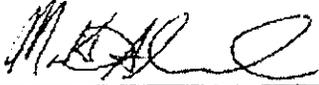
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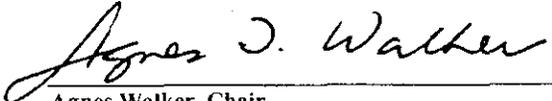
City of Simi Valley

This certificate recognizes Excellent Achievement in Operational Budgeting and reflects an outstanding budget document and the underlying budgeting process through which the budget is implemented.

March 6, 2007




Mark Alvarado
CSMFO President


Agnes Walker, Chair
Budgeting & Financial Management

Dedicated to Excellence in Municipal Financial Management

CITY OF SIMI VALLEY • ANNUAL BUDGET • FISCAL YEAR 2007-08

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CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

July 1, 2007

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the adopted Fiscal Year 2007-08 Annual Budget for the City of Simi Valley. The appropriation levels reflect the City Council's direction to balance the City's operating budget and maintain a conservative budgeting approach.

The budgeting process began with the preparation of the Preliminary Base Budget, which was initiated in February and completed in May, utilizing the guidelines established by the City Council on February 12, 2007. After extensive staff review, City Council review of the Preliminary Base budget began in late May and the Annual Budget was adopted on June 11, 2007.

The Fiscal Year 2007-08 Annual Budget was prepared in accordance with policy guidelines established by the City Council which required departments to provide justification for any proposed line item increase above current budget amounts or estimated actual expenditure levels for Fiscal Year 2006-07.

In accordance with the policy guidelines, requests for replacement of capital items (Capital Asset Requests) were presented separately in the Supporting Document. Policy Item Requests that were limited to budgetary needs that previously received support from the City Council, relieved a workload backlog, had a significant potential for expenditure savings or revenue enhancement, or promoted public safety were also included in the Supporting Document. Further, each department developed prioritized recommendations for reducing expenditures (Reverse Priority Items) and identified the impacts on existing programs and service levels. Reverse Priority Items were, likewise, included in the Supporting Document.

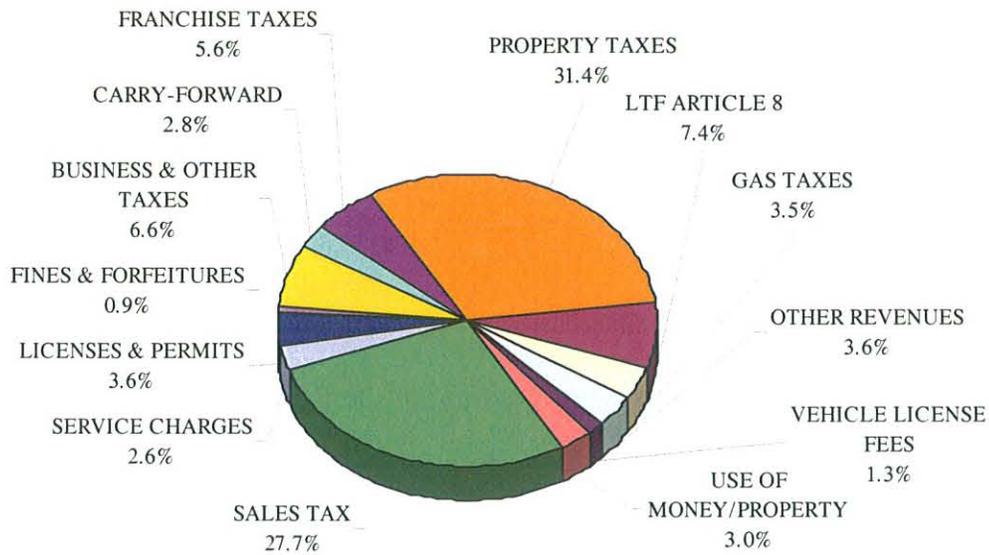
The Annual Budget document includes those Capital Asset Requests, Policy Items, Reverse Priority Items, compensation adjustments, and all other modifications that were approved by the City Council as part of its June deliberations.

GENERAL FUND

Fiscal Year 2006-07 Estimated Actual Revenues and Expenditures

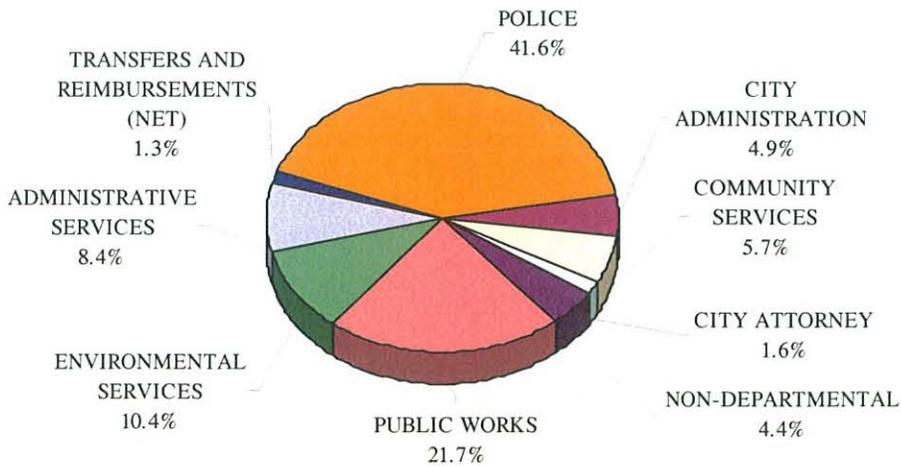
General Fund revenues are projected to reach \$65,462,400 by year-end, which includes \$1,803,500 in surplus revenue carried forward from the previous fiscal year. Excluding this carry-forward revenue, Fiscal Year 2006-07 revenues are estimated to be \$63,658,900, which is \$397,800 under budgeted revenues of \$64,056,700. The projected amount (excluding carry-forward) is \$2,307,191 greater than the amount of revenue received in Fiscal Year 2005-06. The graph on the following page shows a breakdown of estimated revenues by category.

GENERAL FUND - FISCAL YEAR 2006-07
ESTIMATED ACTUAL REVENUES
\$65,462,400



General Fund net expenditures for Fiscal Year 2006-07 are estimated at \$65,433,800. This amount includes all transfers into and out of the General Fund, and reflects all appropriations approved by the City Council as part of both the First Quarter Financial Report and the Mid-Year Financial Report. The following graph depicts the breakdown of estimated actual expenditures.

GENERAL FUND FISCAL YEAR 2006-07
ESTIMATED ACTUAL EXPENDITURES
\$65,433,800



The General Fund Balance is expected to be \$35,231,448 as of June 30, 2007 (end of Fiscal Year 2006-07). Of this amount, \$26,725,048 is reserved for encumbrances, advances, and loans to

other funds. The balance of \$8,506,400 represents the Prudent Reserve for Economic Uncertainty.

Fiscal Year 2007-08 Revenues

Fiscal Year 2007-08 General Fund revenues, including \$28,600 in revenue carried forward from a projected Fiscal Year 2006-07 surplus, are budgeted at \$64,559,500. Excluding this carry-forward revenue, the Fiscal Year 2007-08 revenue budget is \$64,530,900. This amount is \$474,200 above the Fiscal Year 2006-07 revenue budget and \$872,000 above Fiscal Year 2006-07 estimated actual revenues.

Below is a comparison of Fiscal Year 2007-08 General Fund budgeted revenues to Fiscal Year 2006-07 estimated actual revenues for each revenue category, followed by a discussion of each category. The table below excludes the \$28,600 in carry-forward revenue that is included in the total Fiscal Year 2007-08 General Fund revenue budget.

<u>Revenue Category</u>	<u>FY 2006-07 Estimated Actual</u>	<u>FY 2007-08 Annual Budget</u>	<u>% Change Increase/ (Decrease)</u>
Taxes and Franchises	\$46,648,600	\$48,757,900	4.5%
Revenue From Other governments (including Transfers In and Grants)	9,349,700	8,397,200	-10.2%
Licenses and Permits	2,375,300	2,634,300	10.9%
Use of Money and Property	1,963,400	2,022,300	3.0%
Service Charges	1,726,700	1,420,000	-17.8%
Fines and Forfeitures	600,000	600,000	0.0%
Other Revenues	995,200	699,200	-29.7%
Total General Fund Revenues	\$63,658,900	\$64,530,900	1.4%

Within the Taxes and Franchises category, Property Taxes are projected to grow by 5.95%, based on a continued increase in property valuation due to new construction and resale of residential and commercial properties. Sales and Use Tax revenues, which include in-lieu Sales Tax revenues resulting from State “Triple Flip” legislation that exchanges Sales Tax for Property Tax, are expected to increase by 4.4% on the basis of projected moderate but steady growth in the City’s sales tax base.

Revenue From Other Governments (including Transfers In and Grants) includes revenues received from the State of California and the federal government, as well as internal fund transfers. The major revenue source in this category is LTF Article 8 (Local Transportation Funds), the use of which is restricted to transportation related purposes. LTF funds are projected to decrease by 3.4% from last year based on information received by the Ventura County Transportation Commission, the agency that disburses these funds to the City. This decrease, together with a \$600,000 reduction in the level of internal fund transfers, accounts for most of the projected 10.2% drop in this revenue category overall from the previous year.

For the Licenses and Permits category, the major revenue source is Building Permits. The \$2,500,000 in Building Permits revenue budgeted for Fiscal Year 2007-08 represents a projected \$300,000 increase over FY 2006-07 estimated actual revenues from this source. However, this is significantly less than the \$5.6 million and \$4.3 million in Building Permit revenue the City received in Fiscal Years 2004-05 and 2005-06, respectively. During those years, the City

experienced strong residential and commercial growth, causing revenue from Building Permits and other sources derived from commercial and residential development to increase. The pace of that growth moderated significantly in Fiscal Year 2006-07, and this lower level of revenue from certain development-related sources is expected to continue in Fiscal Year 2007-08.

Within the Service Charges category, FY 2007-08 revenues overall are expected to decrease by 17.8%, a reduction of \$306,700 from the FY 2006-07 estimated actual amount. The major revenues in this category include development-related Planning Fees, Plan Check Fees, Inspection Services Fees, and Soils/Hydrology Fees. Most of the projected decrease in this category is in Plan Check Fees and Inspection Service Fees, which is due to an expectation that the level of commercial and residential development will decline in the upcoming year.

The Use of Money and Property category consists primarily of Interest on Investments and Interest on Advances from the General Fund. Revenues from this category are expected to increase by 3.0% in Fiscal Year 2007-08 due to a projected increase in returns on invested cash.

The Fines and Forfeitures category is comprised of Vehicle Code Fines and Parking Citations. Fiscal Year 2007-08 Fines and Forfeitures are projected to remain consistent with levels of revenue collected from these sources in Fiscal Year 2006-07.

Finally, Other Revenues includes sources that do not apply to any of the other revenue categories. Fiscal Year 2007-08 revenues are projected to be 29.7% lower than Fiscal Year 2006-07 estimated amounts due to reduced transfers of previously collected developer contributions from trust funds. Aside from these reduced transfers, Fiscal Year 2007-08 revenues in this category are projected to be approximately equal to the level collected in Fiscal Year 2006-07.

Fiscal Year 2006-07 Expenditures

The Fiscal Year 2007-08 General Fund net expenditure budget is proposed at \$64,532,300 including anticipated underexpenditures of \$1,300,000 and anticipated reappropriations of \$800,000. Fiscal Year 2006-07 estimated actual expenditures are \$65,433,800. **Therefore, the Fiscal Year 2007-08 Preliminary Base Budget represents a 1.4% decrease in General Fund budgeted expenditures from the Fiscal Year 2006-07 estimated actual expenditures.** Below is a summary of the Fiscal Year 2007-08 net expenditure budget compared with the Fiscal Year 2006-07 estimated actual expenditures by department:

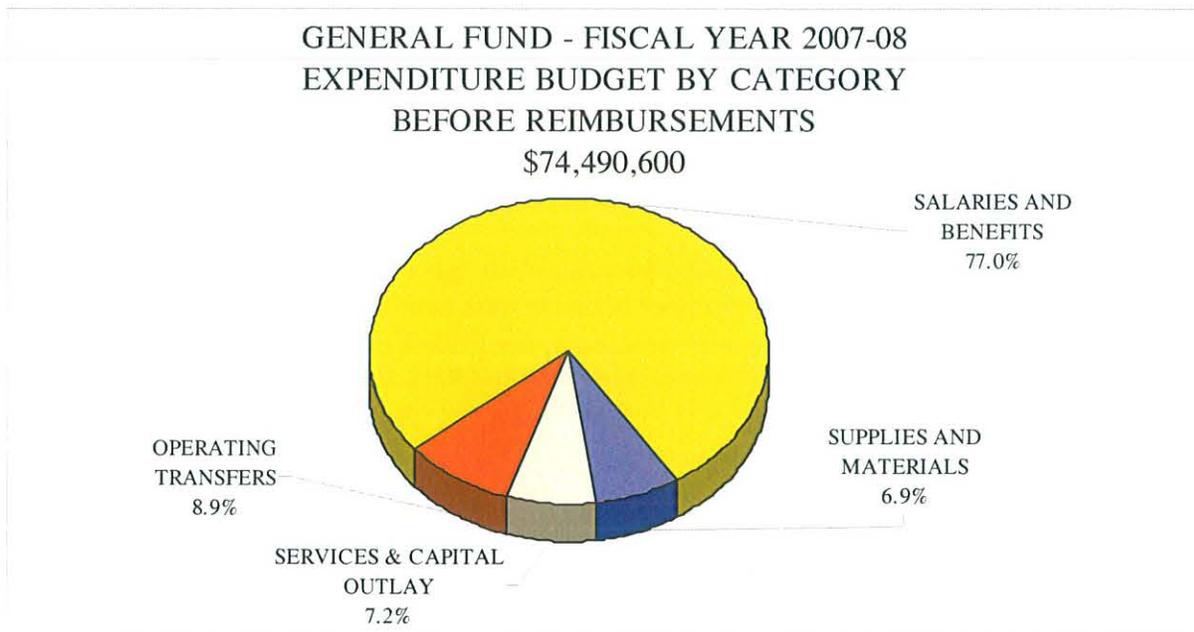
<u>Department</u>	<u>FY 2006-07 Estimated Actual</u>	<u>FY 2007-08 Annual Budget</u>	<u>% Change Increase/ (Decrease)</u>
City Administration	\$3,192,300	\$3,393,300	6.3%
City Attorney	1,026,400	1,077,000	4.9%
Administrative Services	5,484,800	5,438,000	-0.9%
Environmental Services	6,795,100	6,636,100	-2.3%
Community Services	3,699,900	4,634,800	25.3%
Public Works	14,194,700	14,471,800	2.0%
Police Department	27,279,000	29,227,200	7.1%
Non-Departmental	2,909,900	2,945,500	1.2%
Transfers To Other Funds	8,484,000	6,666,900	-21.4%
Reimbursed Expenditures	(7,632,300)	(9,458,300)	23.9%
Anticipated Underexpenditures	--	(1,300,000)	
Anticipated Reappropriations	--	800,000	
Total General Fund Expenditures	\$65,433,800	\$64,532,300	-1.4%

The slight overall decrease in expenditures is due to offsetting increases and decreases in various components of General Fund spending. The increase in several department budgets is primarily due to cost-of-living salary adjustments and non-discretionary increases in medical insurance rates, as well as Capital Asset Requests and Policy Items approved during budget deliberations. These increases are offset by a reduction in anticipated costs for current expenses and capital outlay, and by approved Reverse Priorities that remove funding for positions in several departments.

Outside the department budgets, Transfers to Other Funds are \$1,847,900 less than in Fiscal Year 2006-07. Most of that decrease is due to reductions in transfers to the Streets and Roads Program. In addition, the level of Reimbursed Expenses is significantly higher than in Fiscal Year 2006-07, which has the effect of decreasing net General Fund expenditures. This one-time increase in Reimbursed Expenses is due primarily to savings achieved from lower-than-anticipated workers' compensation costs incurred over the past two years.

General Fund vehicle expenditures are scheduled through the Vehicle Replacement Program and financed from the Vehicle Replacement Fund. A total of 21 vehicles are scheduled for replacement at a cost of \$382,400.

The following graph depicts the proposed expenditure budget by category, excluding reimbursements.



Fund Balance

Based on the revenue and expenditure amounts in the Preliminary Base Budget, the June 30, 2008 (end of Fiscal Year 2007-08) General Fund Balance is projected to increase by \$27,200 and will total \$35,258,648. Of this amount, \$26,804,448 will be reserved for loans, advances and encumbrances. The balance of \$8,454,200 will represent the Prudent Reserve for Economic Uncertainty. The Prudent Reserve for Economic Uncertainty, established by the City Council on May 1, 1995, is equivalent to 13% of budgeted expenditures.

Projects and Accomplishments

During Fiscal Year 2006-07, the City was involved in numerous significant events and projects. Following are some of the major accomplishments:

- **Law enforcement efforts continued to provide our citizenry a safe environment in which to live, work, and play.** The partnership between the Police Department and an involved and vigilant community resulted in a 9.2 percent decrease in Part I crimes in 2006, as compared to the previous year. The Department contributed to this effort by focused suppression techniques and reassigning resources to proactively address crime.
- **An update of the City General Plan, the City's map to our future, was initiated.** This long-range project will involve extensive public input to address the community's planning challenges and opportunities over the next twenty years. Another long-range planning effort, the Arroyo Simi Visioning process, was also launched during the fiscal year. This project, in cooperation with the Rancho Simi Recreation and Park District and with the public's input, will maximize the Arroyo Simi as a community resource, providing enhanced aesthetics and leisure opportunities along this significant community feature.
- **The City's affordable housing programs continued to provide housing opportunities for low-income households and seniors.** The Home Rehabilitation Program initiated 14 new loans, and up to 15 loans were initiated under the First Time Homebuyer Program. The City's Senior Rent Subsidy Program assisted an average of 24 senior households per month, and approximately 40 households per month received assistance under the Mobile Home Rent Subsidy Program for Seniors.
- **Senior Service programs continued to expand to meet the needs and interests of an active senior community.** The number of classes and activities offered through the Senior Center increased by 41 percent as compared to the prior Fiscal Year, with many of these services made possible through partnerships with the Simi Valley Council on Aging, Simi Valley Adult School, Rancho Simi Recreation and Park District, Ventura County Community College District, and various other service providers.
- **The City's transit services continued to provide safe, efficient, and high-quality transportation on its fixed-route and Dial-A-Ride (DAR)/Americans with Disabilities Act (ADA) services.** For the first time in the City's history, Simi Valley Transit provided in excess of one-half million fixed-route and DAR/ADA trips.
- **Major infrastructure improvement projects were completed.** Major street rehabilitation projects were completed on Wood Ranch Parkway from Madera Road to the south end and on Walnut Street from Lemon Drive to Tapo Canyon Road. The reconstruction and restoration of the Tapo Canyon Road embankment between Presidio Drive and Lost Canyons Drive was also accomplished.
- **Two significant freeway construction projects occurred in Fiscal Year 2006-07.** Residents along the westbound portion of the 118 Freeway between Sycamore Drive and Erringer Road benefited from the construction of freeway soundwalls; and construction

began on a major project to widen the 118 Freeway from Tapo Canyon Road to the Los Angeles County Line.

Fiscal Year 2007-08 promises to be a year of continuing accomplishments. In its ongoing mission to deliver excellent service to the community, City staff will focus on economic development initiatives, technology improvements designed to enhance the delivery of services to the public, a continued emphasis on public safety, and offering a range of programs that serve the needs and interests of our community.

TRANSIT FUND

Transit Fund Fiscal Year 2007-08 fare revenues are projected to increase by 4.3% over Fiscal Year 2006-07 estimated actual revenues. Fiscal Year 2006-07 operating expenditures are estimated to be 8.6% below the budget. The proposed operating expenditure budget for Fiscal Year 2007-08 is projected to increase by 15.3% from Fiscal Year 2006-07 estimated actual expenditures.

SANITATION FUND

Sanitation Fund operating revenues for Fiscal Year 2006-07 are estimated to exceed the budget by 1.3%, while operating expenditures are projected to be 1.6% below the budget. Fiscal Year 2007-08 revenues are expected to increase by 3.1% over Fiscal Year 2006-07 estimated actual revenues. Total budgeted operating expenditures are expected to increase by 5.4% as compared to Fiscal Year 2006-07 estimated actual expenditures.

The Sanitation Fund consolidated working capital balance for June 30, 2007 is projected to be \$12,989,583. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Plant Expansion Fund. The Replacement Reserves Fund is further divided into Vehicle Reserves, Sanitation Facilities and Equipment Reserves, and Sewerline Replacement Reserves. Due to City Council approved planned fund expenditures, the consolidated working capital balance for June 30, 2008 is projected to be \$6,299,283.

WATERWORKS DISTRICT

Fiscal Year 2006-07 Waterworks District Operating Fund revenues are estimated to be 3.5% above the budget. Operating expenditures are estimated to be 1.5% over budget due to higher-than-anticipated costs for water purchases and for utilities. The higher cost for water purchases is offset by correspondingly higher revenues from services charges. Fiscal Year 2007-08 Operating Fund revenues are projected to increase by 3.1% over Fiscal Year 2006-07 estimated actual revenues. Fiscal Year 2007-08 Operating Fund expenditures are anticipated to increase by 3.6%, as compared to Fiscal Year 2006-07 estimated actual amounts. Waterworks District Operating Fund projected expenditures slightly exceed projected revenues for Fiscal Year 2007-08, and staff may propose rate adjustments later in the fiscal year to address this imbalance.

The Waterworks District consolidated working capital balance for Fiscal Year 2006-07 is projected to be \$9,110,292. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Capital Improvement Fund. The Replacement Reserves Fund is further divided into Vehicle Reserves and Facilities Replacement Reserves. Due to District Board approved planned fund expenditures, the consolidated working capital balance for June 30, 2008 is projected to be \$8,906,492.

CAPITAL IMPROVEMENTS

The total Streets and Roads Program for Fiscal Year 2007-08 includes projected expenditures of \$7,924,000 for various capital improvements. Major funding sources for this program include the General Fund; the Community Development Agency; county, state, and federal grant funds; and Community Development Block Grant funds. An additional \$2,370,800 is proposed for other capital improvements (not including Transit, Sanitation, and Waterworks projects) including computer equipment replacement, vehicle replacement, building improvements, the Geographic Information System, and the Financial Information System. The level of capital improvement projects adopted in the Fiscal Year 2007-08 Budget continues to reflect support by the City Council toward improvement of the City's infrastructure.

STAFFING LEVEL CHANGES

During review of the Preliminary Base Budget, the City Council approved funding for five full-time equivalent new positions, one temporary position, and removed funding for 16.5 full-time equivalent vacant positions. As a result of these actions, the number of authorized permanent positions at the City increased from 655 to 660.

The changes in positions are as follows:

New Positions

Administrative Services

Accounting Technician (Limited-term to Regular)

Community Services

Clerk I/II (Senior Center)

Public Works (Sanitation)

Inventory Support Technician

(2) Collection Systems Technician

Temporary Positions

Public Works

Community Services Specialist (Graffiti Abatement)

Restricted Funding

Community Services

(2) Management Analyst (Compliance)

Clerk (Administration)

Environmental Services

Part-Time Planning Intern (GIS)

Part-Time Work Experience Clerk (Administration)

Associate Planner

Planning Intern

Associate Planner – Six Months

Public Works

Deputy Director (Traffic Engineer)

(2) Associate Engineer (Traffic Engineering)
Engineering Technician (Traffic Engineering)
Assistant Engineer (Subdivisions)
Senior Engineer (Subdivisions)
Utility Services Specialist (Source Control)
Senior Engineering Technician (City Engineering)
Part-Time Secretary (Administration)
Deputy Director/City Engineer (City Engineering)

ACCOUNTING SYSTEM AND BUDGETARY CONTROL

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

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

Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised only at the fund level, except for the City's General Fund, where control is exercised at the department level. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances. A full list of the City's Budget and Fiscal Policies can be found in the "Supplemental Schedules" section.

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

As in past years, the California Society of Municipal Finance Officers awarded to the City a *Certificate of Award for Excellence in Operational Budgeting* for Fiscal Year 2006-07. This certificate reflects a highly professional budget document and the underlying budgeting process through which the budget is implemented. In order to be awarded this certificate, the City must publish an easily readable and efficiently organized budget whose contents conform to program standards established by the Society.

APPROPRIATION (GANN) LIMIT

The Gann Spending Limitation (Article XIII B of the State Constitution) sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. **On November 6, 1979, California voters approved the Gann Spending Limitation Initiative (Proposition 4) establishing Article XIII B of the State Constitution.** Article XIII B sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. Its basic provisions are as follows:

- Each year, the State and local governments must adopt a resolution establishing an appropriations limit. Fiscal Year 1978-79 appropriations serve as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and financial responsibility transfers.
- Only tax proceeds are subject to the limit. Charges for services, regulatory fees, grants, loans, donations and other non-tax proceeds are not subject to the limit. Exemptions are also made for voter-approved debt and debt that existed prior to January 1, 1979, and for the cost of compliance with court or Federal government mandates.
- An increase in the appropriations limit may be approved by the voters. For the increase to remain in effect, however, it must be re-approved by voters at four-year intervals.

On June 5, 1990, California voters approved the Traffic Congestion Relief and Spending Limitation Act (Proposition 111), which made various amendments to Article XIII B of the State Constitution. The major changes, which became effective July 1, 1990, are as follows:

- The change in the cost of living is defined to be either the change in California per capita personal income or the change in assessed valuation due to the addition of non-residential new construction. Previously, the change in the cost of living was defined as the lesser of the change in the U.S. Consumer Price Index or the change in California per capita personal income.
- The change in population is defined to be the greater of the change in the City's population or the change in the County population as a whole.
- Qualified capital outlay projects were added to the items exempted from the appropriations limit. Qualified capital outlay projects must have a useful life of ten or more years and a cost that equals or exceeds \$100,000.
- Tax revenues received in excess of the appropriations limit must be refunded to taxpayers only if the limit is exceeded over a two-year period.
- The annual calculation of the appropriations limit must be reviewed as part of the City's annual financial audit.

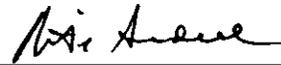
Each year the City is required to adopt a Resolution establishing a limit on its appropriations of tax proceeds. As outlined above, Proposition 111 allows this limit to be adjusted each year. The City continues to be substantially under its appropriations limit as indicated by the following table:

<u>FISCAL</u> <u>YEAR</u>	<u>APPROPRIATION</u> <u>LEGAL LIMIT</u>	<u>APPROPRIATIONS</u> <u>SUBJECT TO LIMIT</u>	<u>AMOUNT</u> <u>UNDER</u>
2007-08	52,401,177	47,680,400	4,720,777
2006-07	49,411,765	43,109,800	6,301,965
2005-06	45,190,932	37,785,400	7,405,532
2004-05	42,112,508	33,773,100	8,339,408
2003-04	40,080,430	32,275,000	7,805,430

SUMMARY

As the City Council is aware, the Annual Budget is a living document that enables the City's policy body to respond to changes in revenue projections and the needs of the community. Therefore, additional appropriations requests may be presented to the City Council over the next year as the need arises.

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



Mike Sedell
City Manager

CHANGES IN GENERAL FUND BALANCE

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

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

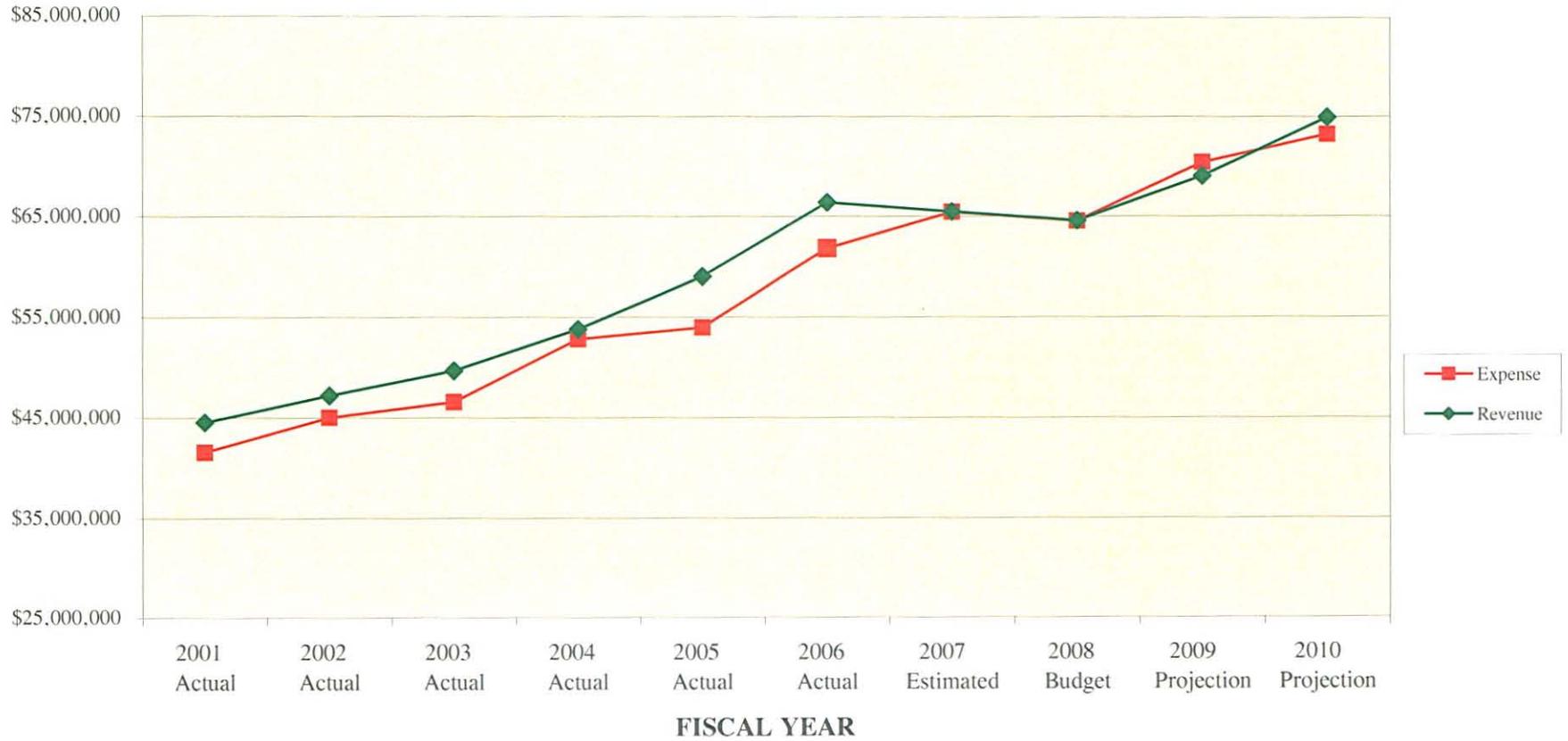
The Reserved General Fund balance is comprised of the following:

- The Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations.
- The unpaid balance of loans made from the General Fund to the Community Development Agency.
- The unpaid balance of advances made from the General Fund to other City funds.
- Loans receivable from various sources.
- A loan from the Development Agreements Fund to the General Fund for the General Fund share of the Unified Two-Way Radio System Replacement Project.

As in previous years, General Fund balance projections reflect anticipated underexpenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For Fiscal Year 2007-08, the amount is \$1,300,000, based on an analysis of prior years.

GENERAL FUND

TEN YEAR REVENUE AND EXPENSE HISTORY/PROJECTION



PROJECTED CHANGES IN GENERAL FUND BALANCE

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING GENERAL FUND BALANCE	\$32,451,724	\$35,231,448	\$35,231,448	\$35,231,448	\$35,258,648	\$33,974,148
Current Revenues	61,351,709	64,056,700	63,658,900	64,530,900	69,048,300	74,917,400
Carry Forward from Previous Fiscal Year	5,033,000	1,803,500	1,803,500	28,600		
Total Revenues	66,384,709	65,860,200	65,462,400	64,559,500	69,048,300	74,917,400
Expenditures	61,801,485	68,215,800	65,433,800	65,032,300	70,832,800	73,631,500
Anticipated Underexpenditures (1)		(1,300,000)		(1,300,000)	(1,300,000)	(1,300,000)
Anticipated Reappropriations (1)				800,000	800,000	800,000
Net Expenditures	61,801,485	66,915,800	65,433,800	64,532,300	70,332,800	73,131,500
Excess/(Deficit) Revenues Over Expenditures	4,583,224	(1,055,600)	28,600	27,200	(1,284,500)	1,785,900
Carry Forward to Next Fiscal Year	(1,803,500)		(28,600)			
ENDING GENERAL FUND BALANCE	\$35,231,448	\$34,175,848	\$35,231,448	\$35,258,648	\$33,974,148	\$35,760,048
Prudent Reserve for Economic Uncertainty	\$8,034,200	\$8,868,100	\$8,506,400	\$8,454,200	\$9,208,300	\$9,572,100
Reserved	\$27,197,248	\$25,307,748	\$26,725,048	\$26,804,448	\$24,765,848	\$26,187,948
Encumbrance Reserve	708,251	800,000	800,000	800,000	800,000	800,000
CDA Loans	11,363,138	15,002,236	12,947,800	13,232,200	13,232,200	13,232,200
Advances to Other Funds (Various)	12,579,685	6,959,338	10,431,074	10,226,074	8,187,474	9,609,574
Loans Receivable (Various)	442,674	442,674	442,674	442,674	442,674	442,674
Advance from Development Agreements	2,103,500	2,103,500	2,103,500	2,103,500	2,103,500	2,103,500

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

GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities.

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

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

In many cases, detailed revenue projections for sources of revenue within each category reflect only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change. Revenue projections for each source of revenue are contained in the following General Fund Revenue schedule. This schedule provides actual revenue data for Fiscal Year 2005-06, budgeted and estimated actual revenue data for Fiscal Year 2006-07, budgeted revenue for Fiscal Year 2007-08, and projections for Fiscal Years 2008-09 and 2009-10.

Fiscal Year 2007-08 revenue estimates were developed in a variety of ways. A sales tax analysis and consulting service was employed to develop sales tax estimates. City staff in departments whose activities generate the funds estimated many local sources of revenue. Other local sources of revenue are based on existing agreements with other governmental entities and private sector organizations. Information and projections provided by the California Department of Finance and the California Controller were utilized to estimate future revenues passed through from the State of California.

Revenue estimates for years beyond Fiscal Year 2007-08 were developed by taking into consideration current trends and historical data. A percentage multiplier based on projected inflation was utilized in instances where no clear trend line could be identified from current and historical data.

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources comprises 75.5% of the General Fund revenue budget. Major revenue sources within the Taxes and Franchises category are Property Taxes, Sales and Use Tax, and Franchise Taxes. Fiscal Year 2007-08 revenues in the Taxes and Franchises category are expected to increase by 4.4% over estimated Fiscal Year 2005-06 receipts. Within the Taxes and Franchises category, Property Taxes are projected to grow by 5.95%, based on a continued increase in property valuation due to new construction and resale of residential and commercial properties. Sales and Use Tax revenues, which include in-lieu Sales Tax revenues resulting from State "Triple Flip" legislation that exchanges Sales Tax for Property Tax, are expected to increase by 4.4% on the basis of projected moderate but steady growth in

the City's sales tax base. State "Triple Flip" legislation provides for the State of California to take one-fourth of the City's 1% of sales tax revenues. The lost sales taxes are to be paid back by the County of Ventura from property tax proceeds on a dollar-for-dollar basis. The funds to be received by the County of Ventura have been budgeted in the Sales Tax revenue source.

Licenses and Permits

This category of revenue sources comprises 4.1% of the General Fund revenue budget. The major revenue source in this category is Building Permits. The \$2,500,000 in Building Permits revenue budgeted for Fiscal Year 2007-08 represents a projected \$300,000 increase over FY 2006-07 estimated actual revenues from this source. However, this is significantly less than the \$5.6 million and \$4.3 million in Building Permit revenue the City received in Fiscal Years 2004-05 and 2005-06, respectively. During those years, the City experienced strong residential and commercial growth, causing revenue from Building Permits and other sources derived from commercial and residential development to increase. The pace of that growth moderated significantly in Fiscal Year 2006-07, and this lower level of revenue from certain development-related sources is expected to continue in Fiscal Year 2007-08.

Fines and Forfeitures

This revenue category is comprised of Vehicle Code Fines and Parking Citations. The two revenue sources represent about 0.9% of the General Fund revenue budget. Fiscal Year 2007-08 Fines and Forfeitures are projected to remain consistent with levels of revenue collected from these sources in Fiscal Year 2006-07.

Use of Money and Property

This category of revenue sources comprises 3.1% of the General Fund revenue budget. The major revenue sources in this category are Interest on Investments and Interest on Advances from the General Fund, which are expected to increase by 3.0% in Fiscal

Year 2007-08 due to a projected increase in returns on invested cash.

Revenues From Other Governments

This category of revenue sources, received from the State of California, comprises 1.7% of the General Fund revenue budget. The major revenue source in this category is Motor Vehicle In-Lieu receipts, which are allocated to local governments on a per-capita basis. With the Vehicle License Fee rate now set as 0.65%, revenue from the Motor Vehicle In-Lieu tax is significantly less than it was historically. For Fiscal Year 2007-08, revenues from Vehicle License Fees are expected to increase 3.0% over Fiscal Year 2006-07 estimated revenues.

Grants

Funds from this category of revenue sources are received from local, county, state, and federal government agencies. Revenue levels in this category vary greatly from year-to-year, with Fiscal year 2007-08 receipts anticipated to be 0.21% of the General Fund revenue budget.

Service Charges

This category of revenue sources, generated from the local economy, comprises 2.2% of the General Fund revenue budget. Within the Service Charges category, FY 2007-08 revenues overall are expected to decrease by 17.8%, a reduction of \$306,700 from the FY 2006-07 estimated actual amount. The major revenues in this category include development-related Planning Fees, Plan Check Fees, Inspection Services Fees, and Soils/Hydrology Fees. Most of the projected decrease in this category is in Plan Check Fees and Inspection Service Fees, which is due to an expectation that the level of commercial and residential development will decline in the upcoming year.

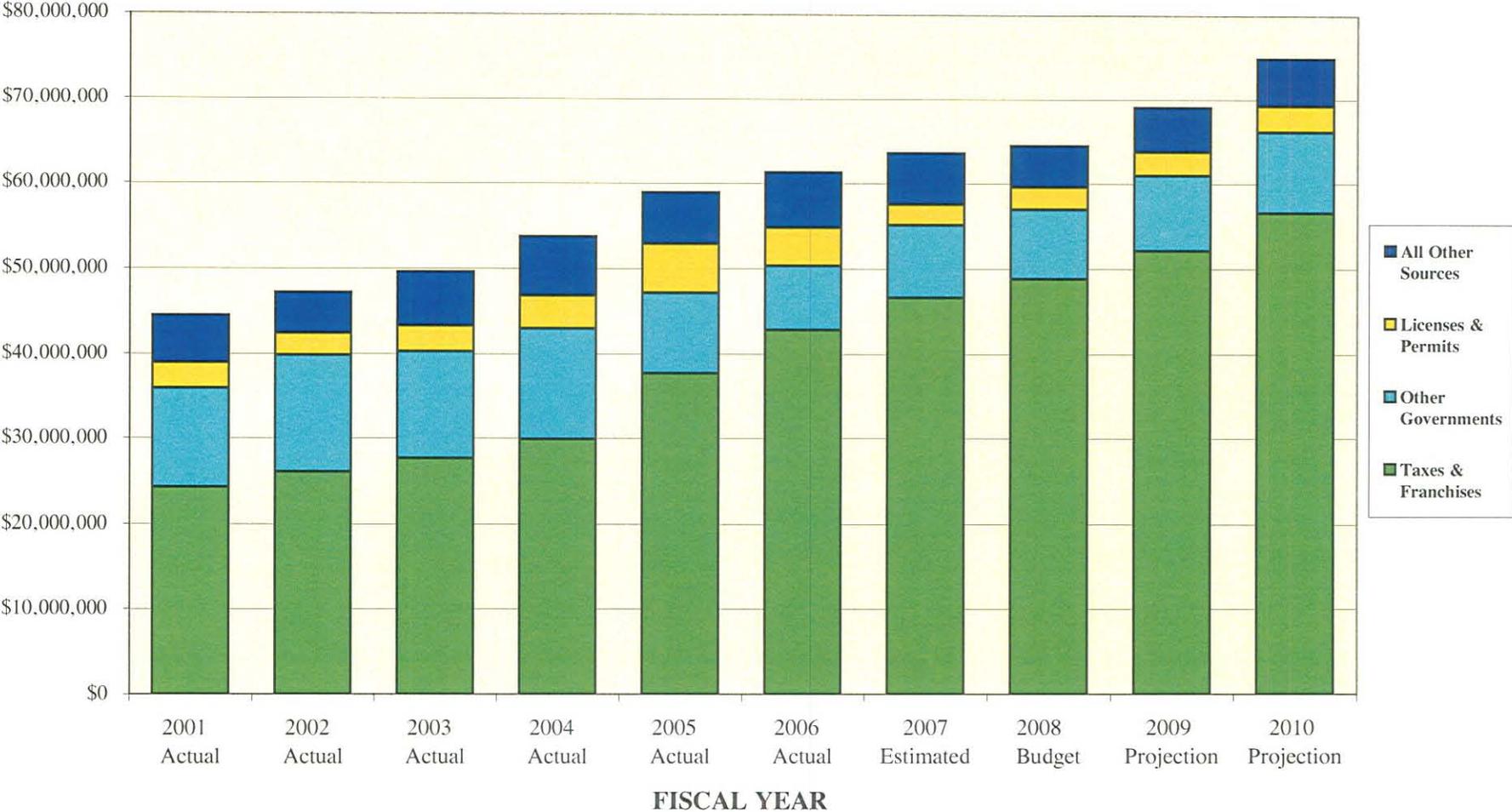
Other Revenues

This category of revenue sources, also generated from the local economy, comprises 1.1% of the General Fund revenue budget. The category contains sources of revenue that do not apply to any of the other revenue categories. Fiscal Year 2007-08 revenues are projected to be 29.7% lower than Fiscal Year 2006-07 estimated amounts due to a reduced allocation of previously collected developer contributions.

Transfers In

This revenue category comprises 11.1% of the General Fund revenue budget. The funds are deposited into special revenue funds and then transferred to the General Fund. The two major revenue sources in this category are Gasoline Tax and LTF Article 8 (Local Transportation Funds). Use of the funds is restricted to transportation related purposes. Fiscal Year 2007-08 Gas Tax revenues are projected to remain unchanged from the Fiscal Year 2006-07 estimated actual amount, and to be 3.0% higher than the Fiscal Year 2005-06 actual amount. LTF funds are projected to decrease by 3.4% from last year based on information received by the Ventura County Transportation Commission, the agency that disburses these funds to the City.

GENERAL FUND TEN YEAR REVENUE HISTORY/PROJECTION



GENERAL FUND REVENUES

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	BUDGET 2007-08	PROJECTION 2008-09	PROJECTION 2009-10
<u>TAXES AND FRANCHISES</u>						
31101 Property Taxes	\$17,727,698	\$19,380,300	\$20,511,100	\$21,731,600	\$23,252,800	\$25,229,300
31111 Sales and Use Taxes	16,301,320	19,172,600	18,161,400	18,951,600	20,278,200	22,001,900
31112 Transient Lodging Taxes	1,552,600	1,478,700	1,655,800	1,800,000	1,926,000	2,089,700
31113 Franchise Taxes	4,062,464	3,425,600	3,669,800	3,669,800	3,926,700	4,260,500
31114 Business Taxes	1,831,590	1,850,000	1,814,700	1,869,100	1,999,900	2,169,900
31115 Documentary Transfer Taxes	1,317,767	1,050,000	835,800	735,800	787,300	854,200
Subtotal Taxes and Franchises	<u>42,793,439</u>	<u>46,357,200</u>	<u>46,648,600</u>	<u>48,757,900</u>	<u>52,170,900</u>	<u>56,605,500</u>
<u>LICENSES AND PERMITS</u>						
32301 Building Permits	4,329,166	3,500,000	2,200,000	2,500,000	2,675,000	2,902,400
32302 Record Retention Fee	19,708	20,000	9,000	10,000	10,700	11,600
32402 Encroachment Permits	81,008	62,000	106,400	62,000	66,300	71,900
32503 Bicycle Licenses	52	100	100	100	100	100
32604 Other Permits	59,810	52,500	59,800	62,200	66,600	72,300
Subtotal Licenses and Permits	<u>4,489,743</u>	<u>3,634,600</u>	<u>2,375,300</u>	<u>2,634,300</u>	<u>2,818,700</u>	<u>3,058,300</u>
<u>FINES AND FORFEITURES</u>						
33501 Vehicle Code Fines	520,566	525,000	500,000	500,000	535,000	580,500
33502 Parking Citations	109,609	210,000	100,000	100,000	107,000	116,100
Subtotal Fines and Forfeitures	<u>\$630,175</u>	<u>\$735,000</u>	<u>\$600,000</u>	<u>\$600,000</u>	<u>\$642,000</u>	<u>\$696,600</u>

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<i><u>USE OF MONEY & PROPERTY</u></i>						
34001 Interest on Investments	\$1,084,558	\$950,000	\$1,405,600	\$1,447,800	\$1,549,100	\$1,680,800
34002 Interest on Advances	417,275	350,000	350,000	360,500	385,700	418,500
34104 DMV Lease	131,925	159,400	160,700	165,500	177,100	192,200
34206 Senior Center Rental	22,497	30,000	47,100	48,500	51,900	56,300
Subtotal Use of Money & Property	<u>1,656,255</u>	<u>1,489,400</u>	<u>1,963,400</u>	<u>2,022,300</u>	<u>2,163,800</u>	<u>2,347,800</u>
<i><u>REVENUES FROM OTHER GOVERNMENTS</u></i>						
35101 Motor Vehicle License Fees	888,988	1,000,000	829,400	854,300	914,100	991,800
35102 Off-Hwy Vehicle License Fees	1,851	1,800	0	0	0	0
35501 POST Reimbursement	9,466	10,000	28,000	10,000	10,700	11,600
35502 911 Reimbursement	76,047	13,400	14,100	0	0	0
35601 Homeowners Subvention	124,586	123,200	122,600	127,500	136,400	148,000
35602 SB 90 Claims	64,541	75,000	250,000	100,000	107,000	116,100
Subtotal Other Governments	<u>1,165,480</u>	<u>1,223,400</u>	<u>1,244,100</u>	<u>1,091,800</u>	<u>1,168,200</u>	<u>1,267,500</u>
<i><u>GRANTS</u></i>						
36001 Federal Assistance	0	15,300	0	0	0	0
36210 Curbside Recycling Reimb.	32,467	32,500	32,600	33,900	36,300	39,400
36340 Household Waste Prog	20,783	57,900	45,000	47,800	51,100	55,400
36503 Emerg Services Planning	0	6,000	10,000	10,000	10,700	11,600
36601 Other Grants	55,519	40,600	40,600	42,200	45,200	49,000
Subtotal Grants	<u>108,769</u>	<u>152,300</u>	<u>128,200</u>	<u>133,900</u>	<u>143,300</u>	<u>155,400</u>

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<i><u>SERVICE CHARGES</u></i>						
37001 Duplication Services	\$7,629	\$4,000	\$2,500	\$2,600	\$2,800	\$3,000
37002 Maps & Publications	16,579	15,300	21,000	21,800	23,300	25,300
37003 Returned Check NSF	851	200	800	800	900	1,000
37004 Passports Acceptance	20,010	15,700	22,600	23,500	25,100	27,200
37101 Program Participation	0	0	2,400	0	0	0
37201 Tumbleweed Abatement	1,323	1,200	1,200	1,200	1,300	1,400
37299 Other CS Fees	11,614	4,400	5,000	5,200	5,600	6,100
37301 Planning Fees	763,988	575,000	300,000	500,000	535,000	580,500
37302 Tenancy Certificate	4,660	7,000	13,000	10,000	10,700	11,600
37303 Permit Automation Fee	28,702	0	50,000	50,000	53,500	58,000
37399 Other ES Fees	3,120	1,700	3,000	3,100	3,300	3,600
37402 Soils/Hydrology Fee	165,263	100,000	100,000	100,000	107,000	116,100
37403 Slurry Seal Fees	9,679	33,000	3,000	10,000	10,700	11,600
37404 Plan Check Fees	417,688	200,000	500,000	220,000	235,400	255,400
37405 Inspection Serv Fees	448,492	300,000	300,000	120,000	128,400	139,300
37406 Waste Management Fee	48,040	54,000	48,800	48,800	52,200	56,600
37411 County Landscape Charges	12,870	14,800	16,000	14,800	15,800	17,100
37432 Source Control Program	15,175	0	35,100	35,100	37,600	40,800
37499 Other PW Fees	2,832	2,400	2,100	2,000	2,100	2,300
37501 Police Reports	32,950	35,000	28,300	29,100	31,100	33,700
37502 Police Photos	710	800	1,100	1,000	1,100	1,200
37503 Fingerprints	11,815	12,000	10,800	10,800	11,600	12,600
37504 Alarm Fees	81,222	40,000	146,500	92,900	99,400	107,800
37505 Emergency Response/DUI	5,981	10,000	10,000	10,000	10,700	11,600
37599 Other PD Fees	141,832	140,000	101,300	105,000	112,400	122,000
37699 Other Service Charges	1,222	1,600	2,200	2,300	2,500	2,700
Subtotal Service Charges	2,254,246	1,568,100	1,726,700	1,420,000	1,519,500	1,648,500
<i><u>OTHER REVENUES</u></i>						
38001 Sale of Surplus Prop	33,189	25,000	52,400	52,400	56,100	60,900
38003 Miscellaneous	53,587	56,400	58,600	60,900	65,200	70,700
38004 Damage Recovery	99,484	36,700	38,000	38,000	40,700	44,200

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<i><u>OTHER REVENUES (CONT'D)</u></i>						
38006 Jury/Witness Fees	\$7,018	\$8,000	\$4,600	\$5,000	\$5,400	\$5,900
38010 Landfill Agreement	287,464	300,000	261,800	272,300	291,400	316,200
38019 Deposit Refunds	6,600	10,000	10,000	10,400	11,100	12,000
38050 Contributions	58,751	31,700	25,000	5,000	5,400	5,900
38201 Meals-On-Wheels	19,643	32,100	39,400	41,000	43,900	47,600
38203 Cultural Arts Reimbursement	15,473	11,500	11,500	12,000	12,800	13,900
38401 Developer Contributions	781,301	294,100	294,100	0	0	0
38403 Adopt-A-Landscape	3,600	3,600	3,600	3,700	4,000	4,300
38408 Storm Water Management	177,141	174,400	181,000	184,700	197,600	214,400
38409 Storm Water Program Fee	26,448	12,000	13,500	12,000	12,800	13,900
38501 Unclaimed Police Property	19,412	5,000	0	0	0	0
38706 Assessment Pay-Off Fees	483	200	1,700	1,800	1,900	2,100
Subtotal Other Revenues	1,589,592	1,000,700	995,200	699,200	748,300	812,000
<i><u>TRANSFERS IN</u></i>						
39215 Transfer from Gas Tax	2,232,497	2,218,000	2,299,300	2,299,300	2,460,300	2,669,400
39238 Transfer from LTF/Art 8	4,017,212	4,834,800	4,834,900	4,672,200	4,999,300	5,424,200
39287 Transfer fr Law Enforce. Grants	0	43,200	43,200	0	0	0
39600 Trans from Capital Project	414,300	800,000	800,000	200,000	214,000	232,200
Subtotal Transfers In	6,664,009	7,896,000	7,977,400	7,171,500	7,673,600	8,325,800
TOTAL GENERAL FUND REVENUE	\$61,351,709	\$64,056,700	\$63,658,900	\$64,530,900	\$69,048,300	\$74,917,400

GENERAL FUND EXPENDITURES

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

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

Also included in the Summary of General Fund Expenditures by Department schedule is a listing of transfers to other funds. For Fiscal Year 2007-08, this includes an operating transfer to the Simi Valley Transit Fund.

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

The second summary schedule entitled, Summary of General Fund Expenditures by Account, contains a summarization of General Fund monies allocated to department budgets by appropriation account, a listing of transfers to other funds, and a listing of reimbursed expenditures.

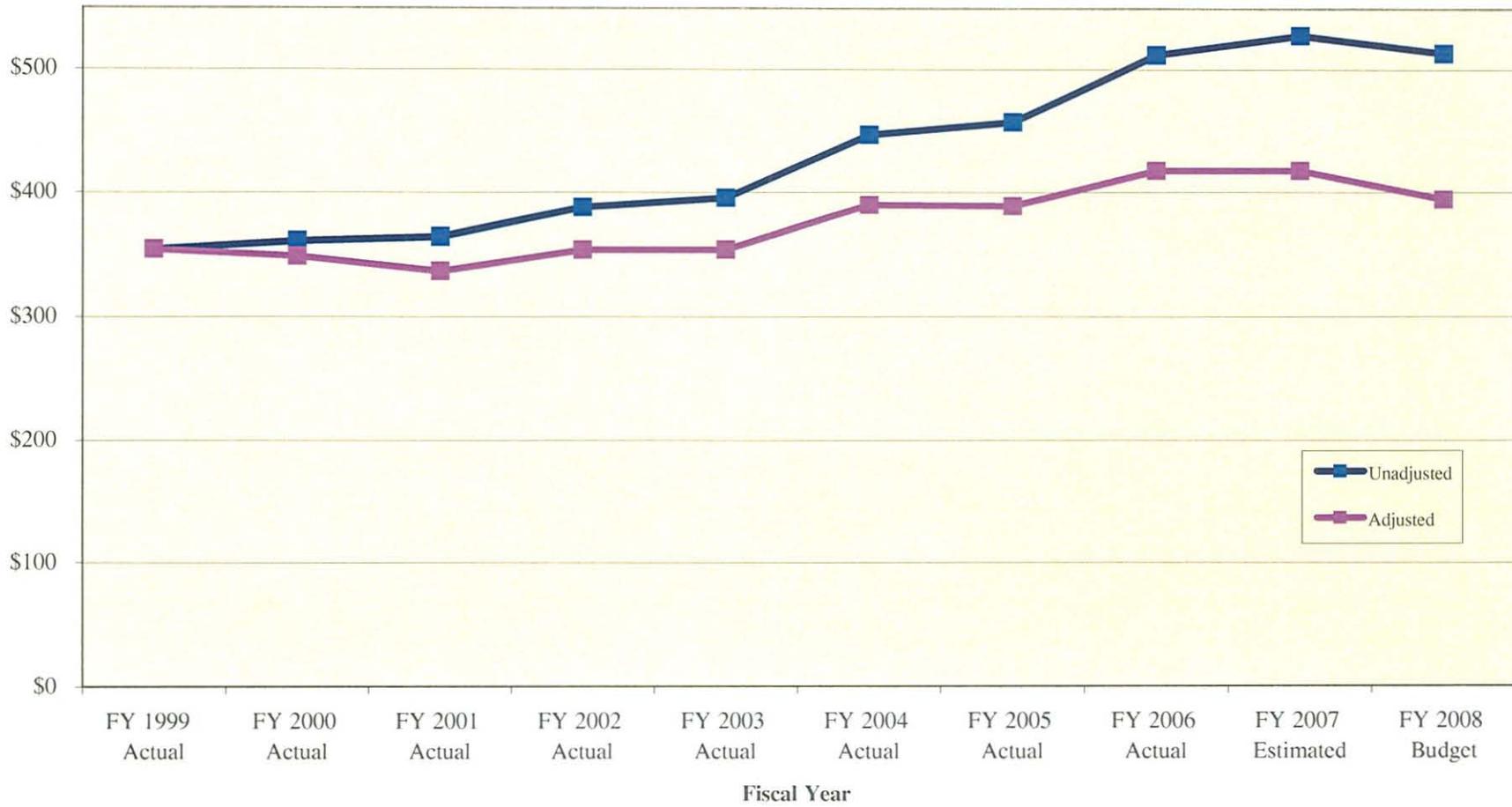
General Fund departmental budget sections contain narratives, budget schedules, and listings of authorized positions. The narratives include a description of the responsibilities of the department and its divisions, Fiscal Year 2006-07 goals and accomplishments, Fiscal Year 2007-08 goals, and summary budget information by division. The budget schedules contain financial data by appropriation account with subtotals for personnel costs, supplies/materials, services, and capital outlay. The listings of authorized positions identify staffing levels, by classification, for the current year and two prior years.

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

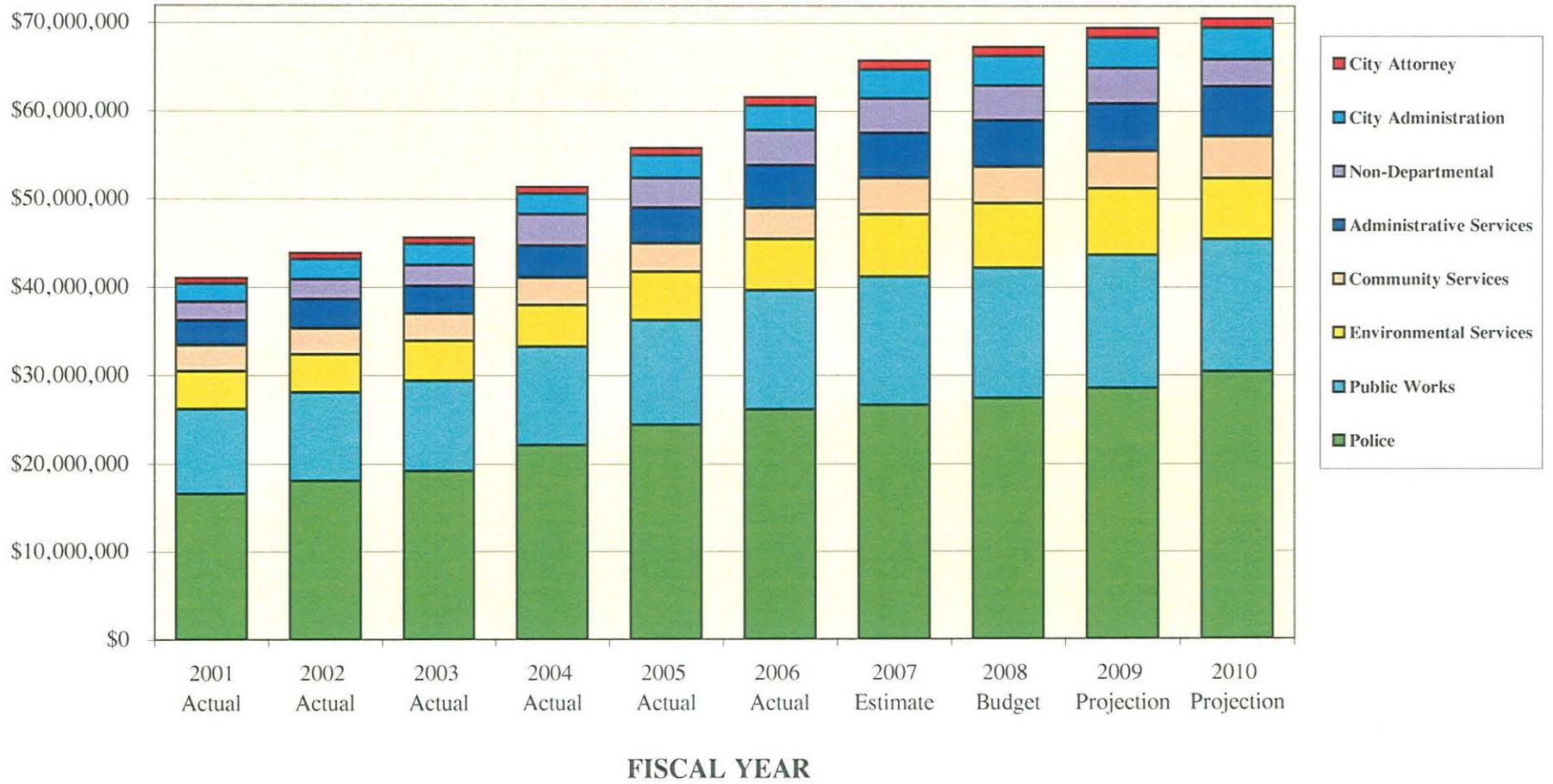
Future year projections, summarized by department and expenditure category, take into consideration both known and anticipated factors. Personnel cost projections are based on either multi-year labor agreements that are in place or estimated inflation. Current expenses and capital outlay cost projections are based on estimated inflation. Changes in the amounts of transfers to other

funds for capital improvement projects are based on pre-established multi-year budgets. Changes in the amounts of transfers to internal services funds are based on actuarial studies. Changes in the amount of reimbursed expenditures are based on both estimated inflation and an analysis of historical expenditure patterns.

GENERAL FUND EXPENDITURES PER RESIDENT Unadjusted and Adjusted For Inflation



GENERAL FUND TEN YEAR DEPARTMENTAL EXPENSE HISTORY/PROJECTION



SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<u>CITY ADMINISTRATION</u>						
Personnel	\$2,440,989	\$2,694,800	\$2,618,000	\$2,891,500	\$2,949,300	\$3,008,300
Current Expenses	398,682	660,600	574,300	501,800	511,800	522,000
Subtotal	2,839,671	3,355,400	3,192,300	3,393,300	3,461,100	3,530,300
<u>CITY ATTORNEY</u>						
Personnel	959,159	1,012,200	980,000	1,019,600	1,040,000	1,060,800
Current Expenses	45,208	49,500	46,400	57,400	58,500	59,700
Subtotal	1,004,367	1,061,700	1,026,400	1,077,000	1,098,500	1,120,500
<u>ADMINISTRATIVE SERVICES</u>						
Personnel	3,959,727	4,222,000	4,198,700	4,490,400	4,580,200	4,671,800
Current Expenses	877,464	1,089,500	1,034,100	947,600	966,600	985,900
Capital Outlay	14,468	252,700	252,000	0	0	0
Subtotal	\$4,851,660	\$5,564,200	\$5,484,800	\$5,438,000	\$5,546,800	\$5,657,700

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<u>COMMUNITY SERVICES</u>						
Personnel	\$3,085,543	\$3,632,500	\$3,073,300	\$3,922,100	\$4,000,500	\$4,080,500
Current Expenses	508,010	557,900	529,600	611,100	623,300	635,800
Subtotal	3,593,553	4,190,400	3,602,900	4,533,200	4,623,800	4,716,300
<u>MEALS ON WHEELS/LIFELINE/ CONGREGATE MEALS</u>						
Personnel	67,708	70,500	74,600	77,700	79,300	80,900
Current Expenses	37,324	14,300	22,400	23,900	24,400	24,900
Subtotal	105,032	84,800	97,000	101,600	103,700	105,800
<u>ENVIRONMENTAL SERVICES</u>						
Personnel	5,572,783	6,345,800	5,800,100	6,194,800	6,318,700	6,445,100
Current Expenses	321,923	1,086,400	995,000	441,300	450,100	459,100
Subtotal	\$5,894,705	\$7,432,200	\$6,795,100	\$6,636,100	\$6,768,800	\$6,904,200

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<u>PUBLIC WORKS</u>						
Personnel	\$10,135,507	\$11,370,900	\$10,292,500	\$11,274,600	\$11,500,700	\$11,730,900
Current Expenses	2,202,952	3,999,900	3,822,800	3,187,200	3,250,900	3,315,900
Capital Outlay	10,633	79,400	79,400	10,000	0	0
Subtotal	12,349,092	15,450,200	14,194,700	14,471,800	14,751,600	15,046,800
<u>POLICE DEPARTMENT</u>						
Personnel	24,880,657	25,182,100	25,172,800	27,232,600	27,777,300	28,332,800
Current Expenses	1,419,339	1,734,800	1,729,600	1,717,100	1,751,400	1,786,400
Capital Outlay	27,601	103,100	108,700	0	0	0
Subtotal	26,327,598	27,020,000	27,011,100	28,949,700	29,528,700	30,119,200
<u>POLICE DEPT - EMERGENCY SERVICES</u>						
Personnel	219,075	230,500	228,700	246,700	251,600	256,600
Current Expenses	25,382	39,100	39,200	30,800	31,400	32,000
Subtotal	244,457	269,600	267,900	277,500	283,000	288,600
<u>NON-DEPARTMENTAL</u>						
Current Expenses	2,475,625	2,898,000	2,891,200	2,924,500	2,983,000	3,042,700
Capital Outlay	80,984	37,600	18,700	21,000	21,400	21,800
Subtotal	\$2,556,609	\$2,935,600	\$2,909,900	\$2,945,500	\$3,004,400	\$3,064,500

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<i>TRANSFERS TO OTHER FUNDS</i>						
Police Special Problems Section	\$245,065	\$430,400	\$430,400	\$506,800	\$516,900	\$527,200
Retiree Benefits	751,700	580,700	580,700	144,700	149,000	153,500
Landscape Zones Augmentation	200,000	691,600	691,600	820,000	836,400	853,100
Debt Service	0	1,070,700	1,070,700	1,070,700	1,070,700	1,070,700
Streets and Roads	996,088	1,653,100	1,653,100	203,000	4,500,000	6,000,000
Computer Equipment Replacement	277,500	342,900	342,900	413,700	453,700	453,700
Geographic Information Systems	130,500	79,300	79,300	31,600	32,200	32,800
Vehicle Replacement Reserve	546,700	583,300	583,300	455,900	675,600	695,900
Building Improvements	2,000,000	0	0	0	0	0
Financial Information System	666,000	80,000	80,000	60,000	61,200	62,400
Police Capital Projects	50,000	0	0	0	0	0
Two-Way Radio	1,043,400	0	0	0	0	0
Transit	2,463,092	2,972,000	2,972,000	2,960,500	3,019,700	3,080,100
Subtotal	9,370,045	8,484,000	8,484,000	6,666,900	11,315,400	12,929,400
Total Expenses Before Reimbursements	\$69,136,789	\$75,848,100	\$73,066,100	\$74,490,600	\$80,485,800	\$83,483,300

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<u>REIMBURSED EXPENDITURES</u>						
CDA Administration Fund	(\$458,600)	(\$499,800)	(\$499,800)	(\$531,000)	(\$541,600)	(\$552,400)
CDA Housing Administration Fund	(233,000)	(471,900)	(471,900)	(501,300)	(511,300)	(521,500)
Local Housing Fund	(200,000)	0	0	0	\$0	\$0
Lighting Maintenance District Fund	(393,100)	(428,400)	(428,400)	(455,100)	(468,800)	(482,900)
CDBG Fund	(83,343)	(58,600)	(58,600)	(55,300)	(56,400)	(57,500)
Landscape District No. 1	(56,061)	(60,800)	(60,800)	(100,200)	(103,200)	(106,300)
Sanitation Fund	(1,425,000)	(1,804,400)	(1,804,400)	(1,917,000)	(1,955,300)	(1,994,400)
Transit Fund	(872,500)	(950,900)	(950,900)	(1,010,200)	(1,030,400)	(1,051,000)
Waterworks Fund	(1,730,300)	(2,347,700)	(2,347,700)	(2,494,200)	(2,544,100)	(2,595,000)
Liability Insurance Fund	(1,757,000)	(872,000)	(872,000)	(1,297,600)	(1,323,600)	(1,350,100)
Workers' Compensation Fund	(126,400)	(137,800)	(137,800)	(1,096,400)	(1,118,300)	(1,140,700)
Subtotal	(7,335,304)	(7,632,300)	(7,632,300)	(9,458,300)	(9,653,000)	(9,851,800)
Total General Fund Expense	<u>\$61,801,485</u>	<u>\$68,215,800</u>	<u>\$65,433,800</u>	<u>\$65,032,300</u>	<u>\$70,832,800</u>	<u>\$73,631,500</u>

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$29,508,543	\$33,265,700	\$30,065,500	\$3,200,200	\$34,521,700
41020 Temporary Salaries	246,460	417,000	353,500	63,500	451,000
41030 Boards & Commissions	27,932	114,400	116,000	(1,600)	119,800
41040 Overtime	2,666,261	2,566,900	3,079,000	(512,100)	2,966,000
41050 Outside Assistance	29,273	101,700	80,500	21,200	124,200
41200 Deferred Compensation - 401k	850,251	967,400	908,400	59,000	1,020,600
41210 Deferred Compensation - 457	0	30,200	13,800	16,400	24,500
41300 Vision Care	106,538	119,900	108,400	11,500	115,400
41350 Disability	247,573	313,900	268,400	45,500	280,200
41400 Group Ins/Health	4,265,606	4,925,900	4,774,800	151,100	5,642,000
41450 Life Insurance	116,711	126,800	118,300	8,500	124,300
41500 Group Ins/Dental	418,151	496,700	432,300	64,400	520,900
41550 Section 125 Admin	1,521	0	700	(700)	300
41600 Retirement	7,696,271	8,034,600	7,659,900	374,700	8,434,400
41650 Medicare	396,488	436,800	429,500	7,300	453,200
41660 FICA	16,098	16,900	20,300	(3,400)	32,500
41700 Workers' Compensation	3,889,500	3,024,800	2,974,100	50,700	3,131,400
41800 Payroll Accruals	941,587	1,200,000	1,050,000	150,000	1,120,200
41860 Salary Reimbursement	(60,405)	0	(14,700)	14,700	(147,500)
41900 Personnel Savings	0	(1,398,300)	0	(1,398,300)	(1,585,100)
Subtotal - Personnel	51,364,358	54,761,300	52,438,700	2,322,600	57,350,000
<u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u>					
42100 Utilities	776,485	787,900	923,500	(135,600)	930,300
42130 Postage	97,346	118,000	112,000	6,000	119,500
42150 Communications	535,772	836,100	701,300	134,800	789,000
42200 Computer Non-Capital	74,818	55,000	52,600	2,400	30,600
42230 Office Supplies	112,336	150,300	146,500	3,800	135,900
42235 Furn & Equip (NonCap)	94,718	73,800	75,500	(1,700)	33,400

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<i><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></i>					
42300 Copiers	\$132,190	\$173,800	\$168,000	\$5,800	\$163,000
42310 Rentals	23,953	30,500	31,400	(900)	29,800
42410 Uniform/Clothing	274,751	286,800	263,300	23,500	298,100
42420 Special Departmental Expense	126,120	207,000	149,800	57,200	150,200
42440 Memberships & Dues	83,865	112,300	100,900	11,400	123,600
42450 Subscriptions & Books	33,316	42,800	36,100	6,700	43,700
42460 Advertising	113,779	85,200	112,400	(27,200)	122,700
42500 Fuel and Lubricants	526,685	564,000	571,000	(7,000)	566,400
42510 Tires	37,377	42,000	42,000	0	42,000
42545 210 Plan Incentives	4,218	8,000	6,000	2,000	6,000
42550 Small Tools/Equipmnt	10,965	11,900	11,900	0	14,700
42560 Operating Supplies	767,083	973,800	989,200	(15,400)	950,200
42720 Travel, Conferences, Meetings	75,739	119,800	99,800	20,000	116,300
42730 Training	204,645	282,400	261,300	21,100	305,500
42760 POST Training	78,442	78,000	78,000	0	83,000
42770 Recruitment	41,213	47,800	47,000	800	40,800
42780 Investigations	3,308	4,500	6,800	(2,300)	6,500
42790 Mileage	48,212	59,800	62,700	(2,900)	69,600
43200 Claim Payments	665	0	0	0	0
Subtotal - Supplies/Materials	4,278,002	5,151,500	5,049,000	102,500	5,170,800
<i><u>CURRENT EXPENSES - SERVICES</u></i>					
44010 Professional/Special Services	1,029,435	2,365,400	2,171,100	194,300	1,323,900
44015 County Tax Collection Fee	119,316	132,000	132,000	0	138,600
44210 Animal Regulation	264,380	249,000	249,000	0	299,000
44310 Equipment Maintenance	1,004,482	1,122,600	1,120,000	2,600	1,143,000
44355 Vehicle Maintenance Charge	(841,600)	(927,600)	(927,600)	0	(1,009,500)
44360 Vehicle Refurbishment	1,450	2,000	2,000	0	2,000
44450 Landscape Maintenance Contract	488,460	1,101,600	1,101,600	0	1,128,000
44460 Tumbleweed Abatement	1,208	2,500	500	2,000	2,500

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>CURRENT EXPENSES - SERVICES (CONT'D)</u>					
44490 Other Contract Services	\$1,250,812	\$2,175,600	\$2,034,600	\$141,000	\$1,515,700
44590 Other Insurance Services	711,800	752,400	752,400	0	728,700
Subtotal - Services	<u>4,029,743</u>	<u>6,975,500</u>	<u>6,635,600</u>	<u>339,900</u>	<u>5,271,900</u>
Subtotal - Current Expenses	8,307,745	12,127,000	11,684,600	442,400	10,442,700
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	75,172	100,100	83,700	16,400	21,000
47028 Computers	14,468	252,700	252,000	700	0
47030 Vehicles	5,000	123,000	123,100	(100)	10,000
Subtotal - Capital Outlay	<u>94,641</u>	<u>475,800</u>	<u>458,800</u>	<u>17,100</u>	<u>31,000</u>
<u>TRANSFERS TO OTHER FUNDS</u>					
49285 Police Special Problems Section	245,065	430,400	430,400	0	506,800
49297 Retiree Benefits	751,700	580,700	580,700	0	144,700
49300 Landscape Zones Augmentation	200,000	691,600	691,600	0	820,000
49500 Debt Service	0	1,070,700	1,070,700	0	1,070,700
49600 Streets and Roads	996,088	1,653,100	1,653,100	0	203,000
49648 Computer Equipment Replacement	277,500	342,900	342,900	0	413,700
49649 Geographic Information Systems	130,500	79,300	79,300	0	31,600
49651 Vehicle Replacement Reserve	546,700	583,300	583,300	0	455,900
49655 Building Improvements	2,000,000	0	0	0	0
49656 Financial Information System	666,000	80,000	80,000	0	60,000
49660 Police Capital Projects	50,000	0	0	0	0
49661 Two-Way Radio	1,043,400	0	0	0	0
49750 Transit	2,463,092	2,972,000	2,972,000	0	2,960,500
Subtotal Transfers to Other Funds	<u>9,370,045</u>	<u>8,484,000</u>	<u>8,484,000</u>	<u>0</u>	<u>6,666,900</u>
Total Expenditures	\$69,136,789	\$75,848,100	\$73,066,100	\$2,782,100	\$74,490,600

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>REIMBURSED EXPENSES</u>					
45200 CDA Administration Fund	(\$458,600)	(\$499,800)	(\$499,800)	\$0	(\$531,000)
45201 CDA Housing Administration Fund	(233,000)	(471,900)	(471,900)	0	(501,300)
45202 Local Housing Fund	(200,000)	0	0	0	0
45270 Lighting Maintenance District Fund	(393,100)	(428,400)	(428,400)	0	(455,100)
45290 Reimb from CDBG Fund	(83,343)	(58,600)	(58,600)	0	(55,300)
45300 Landscape District No. 1	(56,061)	(60,800)	(60,800)	0	(100,200)
45700 Sanitation Fund	(1,425,000)	(1,804,400)	(1,804,400)	0	(1,917,000)
45750 Transit Fund	(872,500)	(950,900)	(950,900)	0	(1,010,200)
45760 Waterworks Fund	(1,730,300)	(2,347,700)	(2,347,700)	0	(2,494,200)
45803 Liability Insurance Fund	(1,757,000)	(872,000)	(872,000)	0	(1,297,600)
45805 Workers' Compensation Fund	(126,400)	(137,800)	(137,800)	0	(1,096,400)
Subtotal Reimbursed Expenses	(7,335,304)	(7,632,300)	(7,632,300)	0	(9,458,300)
Total General Fund Expense	<u>\$61,801,485</u>	<u>\$68,215,800</u>	<u>\$65,433,800</u>	<u>\$2,782,100</u>	<u>\$65,032,300</u>

CITY ADMINISTRATION

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

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

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

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

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

Significant activity during FY 2006-07 included: the continued coordination of legislative activity on a variety of issues during the State's legislative session, regarding local government revenues,

local agency formation policies, and water issues; participation in several local and regional committees covering such issues as library services, water quality and supply, economic growth, location filming, transportation systems, housing needs, and regional governance; and, the coordination of several special events and location permit application reviews, including Simi Valley Days and the Chamber of Commerce Street Fair.

In FY 2007-08, the City Manager's Office will continue to coordinate with the Regional Quality Control Board on TMDL's for various pollutants of concern and the Ventura County Transportation Commission on various transportation related projects. Other activities will include the coordination of capital projects, press relations activities, labor negotiations, legislative and lobbying activities, special projects and events, and financial planning. The fiscal task before the City will be to balance service levels within available revenue sources. This task will continue to be difficult during FY 2007-08. The City Manager's Office continues to welcome these important challenges and is determined to effectively manage the City's total operations and provide quality services within budgetary constraints.

HUMAN RESOURCES (Including Risk Management)

The Human Resources Division is responsible for providing and coordinating personnel and risk management services for all City-administered departments, funds, and special districts. Human Resources' functions include recruitment, testing, employee selection, employee records, employment policies, new employee orientation, employee exit interviews, compensation plan administration, labor relations support, employer/employee relations, employee training, and workforce diversity programs. Human Resources also manages all employee benefit plans,

specifically, medical, dental, vision, and life insurance plans, as well as a Section 125 plan, retirement, disability and two deferred compensation programs. Risk Management functions include administering an employee safety program in compliance with Federal and State requirements, administering a drug and alcohol program in compliance with U.S. Department of Transportation requirements, coordinating the Employee Assistance Program, coordinating liability and property claims, purchasing property/casualty insurance, and recommending loss control strategies.

FY 2006-07 GOALS AND ACHIEVEMENTS

- Goal: Process all health insurance billings and generate payment by the 15th of the month. **Achievement: All insurance billing reconciliations and payment generation were completed by the 15th of the month.**
 - Goal: Initiate recruitment services within five days of the City Manager's/Deputy Director/Human Resources' approval of department request. **Achievement: All requests were processed within five days of approval.**
 - Goal: Negotiate health insurance rates and renew contracts for health insurance by November 2006. **Achievement: Staff worked with the City's benefits consultant/broker and employee representatives to negotiate health insurance rates and renewed contracts for the health insurance programs.**
 - Goal: Coordinate Health Insurance and Section 125 Plan Open Enrollment for coverages effective January 2007. **Achievement: Staff successfully completed Open Enrollment for health insurance and the Section 125 Plan, which included providing individual employee Benefit Summary Sheets.**
 - Goal: Work with the Safety Advisory Committee on safety programs. **Achievement: The Safety Advisory Committee met quarterly to review the City's safety programs and to make recommendations on safety issues.**
- Goal: Implement the provisions of the Memorandum of Agreement with the Police Officers' Association (POA). **Achievement: Staff implemented the second year provisions of a four-year agreement.**
 - Goal: Implement the provisions of a new Memorandum of Agreement with the General Unit. **Achievement: Staff implemented the first-year provisions of a four-year agreement.**
 - Goal: Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions. **Achievement: Staff coordinated lunchtime brown bag workshops on Preparation for Retirement, Medicare/Social Security benefits, and Being a Smart Consumer of Professional Services.**
 - Goal: Provide employee relations support and policy clarification to City staff as needed. **Achievement: Employee relations support and policy clarifications were provided to all City departments throughout the year.**
 - Goal: Provide employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly "Employee Newsletter." **Achievement: Staff provided employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly "Employee Newsletter."**
 - Goal: Provide training on Preventing Workplace Harassment and Retaliation. **Achievement: Citywide Workplace Harassment and Retaliation Prevention training was conducted in March 2007.**

- Goal: Prepare the RFP and select a provider for the City's 457 Deferred Compensation Plan by December 2006. **Achievement: Staff prepared an RFP and the 457 Committee selected Hartford Life to continue as the City's 457 Plan Administrator.**
- Goal: Conduct an employee benefit survey in order to assess provider satisfaction prior to insurance renewals by September 2006. **Achievement: Staff completed an employee benefit survey that resulted in the City's Insurance Committee agreeing to continue with the current health providers.**
- Goal: Rollout on-line employee benefits resource program available through the City's insurance broker/consultant by August 2006. **Achievement: Staff rolled out the employee benefits resource program during the City's open enrollment process in November 2006.**
- Goal: Complete revisions to the Management Employees' Manual and distribute to all Management employees by May 2007. **Achievement: Currently, the Management Employee's Manual is being reviewed by staff.**

Other Accomplishments

- Initiated 77 recruitments, processed 1,486 employment applications, conducted 40 oral appraisal boards, and provided employment orientations to 43 new employees.
- Provided support for the conclusion of the negotiations process with the Service Employees International Union (SEIU).
- Implemented modifications to the Management-designated employee compensation package.
- Updated and distributed the Comprehensive Memorandum of Agreement with the General Unit.
- Coordinated a Police Captain promotional examination.
- Provided Employee Self Service (ESS) training to Administrative Services Department and the Human Resources Division.
- Provided Americans with Disabilities Act (ADA) training for Police and Public Services Center employees who work with the public.
- Conducted driver safety training for Building Inspectors and Public Works Inspectors.
- Assisted the City's SAP Process Owners with problem resolution for the upgraded SAP system.
- Coordinated five ADA interactive processes with City employees.
- Coordinated two small claims cases.
- Completed the actuarial review of liability and workers' compensation claims.
- Conducted two fire drills at City facilities.
- Coordinated the emergency annual leave donation program on behalf of one employee.
- Completed review and made revisions to the 401(k) and 457 deferred compensation investment funds.
- Coordinated target-date retirement fund training for employees related to the City's 457 deferred compensation plan.
- Coordinated asset allocation training for employees in the City's 457 deferred compensation plan.

- Completed the annual State financial report for workers' compensation, CalOSHA report, and Department of Transportation drug and alcohol report.

FY 2007-08 Goals

- Goal: Process all health insurance billings and generate payment by the 15th of the month.
- Goal: Initiate recruitment services within five days of the City Manager's/Deputy Director/Human Resources' approval of department request.
- Goal: Negotiate health insurance rates and renew contracts for health insurance by November 2007.
- Goal: Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2008.
- Goal: Work with the Safety Advisory Committee on safety programs.
- Goal: Implement the provisions of the Memorandum of Agreement with the Police Officers' Association (POA).
- Goal: Implement the provisions of the Memorandum of Agreement with the General Unit.
- Goal: Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions.
- Goal: Provide employee relations support and policy clarification to City staff as needed.
- Goal: Provide employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly "Employee Newsletter."

- Goal: Prepare RFP and select an insurance consultant/broker for the City's health insurance programs by June 2008.
- Goal: Update 401(k) Deferred Compensation Plan document to incorporate Economic Growth and Tax Relief Reconciliation Act (EGTRRA) provisions.
- Goal: Enhance office worker safety through e-training.
- Goal: Rollout Employee Self Service (ESS) to a minimum of two departments.

CITY CLERK

FY 2006-07 Goals and Achievements

- Goal: Prepare Candidate's Notebook and all documents relative to the November 2006 General Municipal Election. **Achievement: Completed notebook in June 2006.**
- Goal: Coordinate Candidate's Orientation for the November 2006 General Municipal Election. **Achievement: Completed handbook in July 2006.**
- Goal: Coordinate activities associated with the November 2006 General Municipal Election. **Achievement: Activities completed by December 2006.**
- Goal: Prepare and distribute agenda packets for City Council/Special District meetings. **Achievement: Prepared and distributed 24 City Council/Special District packets with a total of 314 agenda items.**
- Goal: Attend City Council/Special Agency/Tri-Agency meetings, prepare minutes, and complete follow-up within two weeks of meeting date. **Achievement: Prepared approximately 234 pages of minutes, and completed**

follow-up for 22 ordinances, 74 resolutions, and 153 contracts within three weeks of meeting date.

- Goal: Continue indexing minutes and various documents. **Achievement: Indexed over 620 records for a total of over 30,220 records indexed since inception of program.**
- Goal: Coordinate Financial Campaign Statement filings. **Achievement: Processed two Pre-Election and two Semi-Annual Statements pursuant to the Political Reform Act and updated filing logs.**
- Goal: Coordinate the filing of Conflict of Interest Statements. **Achievement: All Conflict of Interest Statements for elected and appointed officials, designated employees, and consultants were filed by the April 3, 2007 deadline.**
- Goal: Prepare and update documents for the list of City Council Appointments to Boards, Commissions, and Committees and the Maddy Act List. **Achievement: Lists were approved on December 12, 2006.**
- Goal: Maintain Simi Valley Municipal Code and process amendments as adopted. **Achievement: Processed three amendments to the Simi Valley Municipal Code.**
- Goal: Coordinate continued implementation of the Citywide Records Management Program and records destruction and prepare update to retention/destruction schedule. **Achievement: Coordinated two Citywide records destruction events.**
- Goal: Process requests for information and documents, Public Records Act requests, claims, complaints, and subpoenas. **Achievement: Completed in accordance with Code requirements.**

- Goal: Prepare update to City's Conflict of Interest Code. **Achievement: City Council adopted the updated Conflict of Interest Code on October 9, 2006.**

- Goal: Coordinate the Passport Application Process. **Achievement: Processed 910 Passport Applications.**

Other Accomplishments:

- Responded to approximately 2,920 requests for information and documents and 950 passport information requests.
- Processed 125 legal ads and 3,195 public notice mail outs.
- Processed 12 Public Records Act requests, 17 subpoenas, 61 claims and 4 complaints.
- Posted documents in compliance with Brown Act requirements.
- Processed Code of Ethics filings on an ongoing basis.
- Maintained audio, television, and recording equipment located in the City Council Chambers and assisted with planning for improvements to Chambers and equipment.
- Conducted recruitment and appointments to Citizens' Election Advisory Commission.
- Attended and prepared minutes for one Ventura Council of Governments (VCOG) meeting.
- Assisted with implementation of web-casting City Council meetings.

FY 2007-08 Goals

- Prepare Candidate's Notebook and all documents relative to the upcoming November 2008 General Municipal Election.
 - Coordinate voter outreach project for the Simi Valley Unified School District's graduating seniors.
 - Coordinate activities associated with video streaming of City Council meetings and making City Council minutes available on-line.
 - Coordinate activities associated with the November 2008 General Municipal Election.
 - Maintain Simi Valley Municipal Code and process amendments as adopted.
 - Prepare and distribute agenda packets for weekly City Council/Special District meetings.
 - Attend City Council/Special Agency/Tri-Agency meetings, prepare minutes, and complete follow-up of meetings within two weeks of meeting date.
 - Continue indexing of meetings and other various documents.
 - Coordinate the Financial Campaign Statement filings.
 - Coordinate the filing of Conflict of Interest Statements.
 - Prepare and update documents for the list of City Council Appointments to Boards, Commissions and Committees and the Maddy Act List.
 - Coordinate continued implementation of the Citywide Records Management Program and records destruction and prepare update to retention/destruction schedule.
- Process requests for information and documents, Public Records Act requests, passport processing information, claims, complaints, and subpoenas.
 - Prepare update to City's Conflict of Interest Code.
 - Coordinate the Passport Application Program.

CITY ADMINISTRATION

	ACTUAL <u>2005-06</u>	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	VARIANCE <u>2006-07</u>	BUDGET <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$1,576,006	\$1,636,000	\$1,553,400	\$82,600	\$1,734,000
41020 Temporary Salaries	14,770	15,000	15,000	0	60,000
41030 Boards & Commissions	0	85,900	84,600	1,300	87,500
41040 Overtime	3,071	7,000	3,000	4,000	4,000
41200 Deferred Compensation - 401k	75,696	87,500	88,900	(1,400)	94,900
41210 Deferred Compensation - 457	0	1,000	900	100	1,000
41300 Vision Care	5,819	6,200	6,200	0	6,200
41350 Disability	14,441	18,100	15,700	2,400	17,100
41400 Group Ins/Health	260,467	317,800	304,700	13,100	349,600
41450 Life Insurance	7,834	8,200	8,100	100	8,200
41500 Group Ins/Dental	17,091	20,500	18,600	1,900	22,600
41550 Section 125 Admin	(2,610)	0	200	(200)	100
41600 Retirement	328,918	363,700	369,700	(6,000)	386,800
41650 Medicare	22,188	22,500	24,100	(1,600)	24,200
41660 FICA	2,448	0	1,900	(1,900)	800
41700 Workers' Compensation	41,500	42,300	41,600	700	44,800
41800 Payroll Accruals	73,349	93,000	81,400	11,600	86,800
41900 Personnel Savings	0	(29,900)	MET	(29,900)	(37,100)
Subtotal - Personnel	2,440,989	2,694,800	2,618,000	76,800	2,891,500
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	15,025	17,900	16,900	1,000	17,900
42420 Special Departmental Expense	450	40,500	18,700	21,800	10,500
42440 Memberships & Dues	2,442	3,600	3,000	600	3,600
42450 Subscriptions & Books	1,064	2,600	1,900	700	2,700
42460 Advertising	105,570	73,500	101,500	(28,000)	81,200
42720 Travel, Conferences, Meetings	36,549	54,800	37,600	17,200	45,400
42730 Training	83,845	121,000	102,600	18,400	100,700
42770 Recruitment	0	500	0	500	0
42790 Mileage	9,477	17,200	20,700	(3,500)	23,400
Subtotal - Supplies/Materials	\$254,423	\$331,600	\$302,900	\$28,700	\$285,400

CITY ADMINISTRATION (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$143,830	\$328,500	\$270,900	\$57,600	\$215,900
44310 Equipment Maintenance	429	500	500	0	500
Subtotal - Services	<u>144,259</u>	<u>329,000</u>	<u>271,400</u>	<u>57,600</u>	<u>216,400</u>
Subtotal Current Expenses	398,682	660,600	574,300	86,300	501,800
Total	<u>\$2,839,671</u>	<u>\$3,355,400</u>	<u>\$3,192,300</u>	<u>\$163,100</u>	<u>\$3,393,300</u>

**CITY ADMINISTRATION
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>City Manager:</u>			
City Manager	1.0	1.0	1.0
Assistant City Manager	1.0	1.0	2.0
Deputy City Manager	1.0	1.0	0.0
Executive Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Deputy Director/City Clerk	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Clerk II	1.0	1.0	1.0
SUBTOTAL	10.0	10.0	10.0
<u>Human Resources:</u>			
Deputy Director/Human Resources	1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0
Senior Human Resources Analyst	2.0	2.0	2.0
SAP Applications Support Analyst	1.0	1.0	1.0
Human Resources Analyst	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Secretary	0.0	0.0	1.0
Human Resources Technician	0.0	0.0	2.0
Senior Human Resources Technician	0.0	0.0	1.0
Account Clerk II	2.0	2.0	0.0
Clerk II	2.0	2.0	0.0
SUBTOTAL	11.0	11.0	11.0
TOTAL	21.0	21.0	21.0

CITY ATTORNEY

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

FY 2006-07 Goals and Achievements

- Goal: Continue emphasis on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings. **Achievement: Provided timely legal review and comments on approximately 290 staff reports, contracts, and other writings.**
- Goal: Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents; keeping current with changes in sanitation, hazardous materials, public contracts, public meetings, conflict of interest, the Public Records Act, personnel law, California Environmental Quality Act, and environmental impact reports. **Achievement: Provided timely responses to approximately 138 review items, providing legal review, legal opinions, and recommendations.**
- Goal: Respond to City Council and staff concerns with respect to existing ordinances and, as requested, implement amendment to or adoption of new ordinances. **Achievement: Staff worked with various departments in developing and amending various ordinances. In particular, staff finalized numerous ordinances, including: An Interim Ordinance extended the moratorium prohibiting the conversion of rental housing into condominiums, as an urgency measure (Ordinance No. 1099, adopted 8/28/06). An Ordinance amending Chapter 35 of Title 5 and Related Provisions in Title 9 relating to Wireless Telecommunication Facilities (Ordinance No. 1102, adopted 10/23/06). An Ordinance adding Chapter 14 to Title 4 concerning the Seizure and Forfeiture of Vehicles used to Participate in Motor Vehicle Speed Contests (Ordinance No. 1104, adopted 11/13/06). An Ordinance Adding Chapter 41 of Title 5 to Prevent the Establishment of Medical Marijuana Dispensaries in the City (Ordinance No. 1106, adopted 12/18/06), and an Ordinance Amending Chapter 12 of Title 5 Relating to Peddling (Ordinance No. 1109, adopted 2/12/07 and amended 5/14/07).**
- Goal: Provide operational departments with current legislative information and court decisions, which may have a direct impact on the interpretation of law. **Achievement: This is accomplished on an ongoing basis as new laws are adopted and cases impacting the City are decided by the state and federal courts.**
- Goal: Continue attendance at Planning Commission meetings, sub-committee meetings, and advisory meetings to provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections. **Achievement: Continued to participate and provide legal advice when appropriate and**

as requested at Planning Commission meetings, subcommittee, and advisory meetings.

- Goal: Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials. **Achievement: In this Fiscal Year, the City was served with 8 lawsuits. Currently, 5 cases are being litigated in-house by the Assistant City Attorney/Civil. Additionally, 3 cases are being handled by outside counsel, which individual attorneys or firms were selected for their expertise in the area of law pertaining to each specific lawsuit.**
- Goal: Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial. **Achievement: The Assistant City Attorney and Deputy City Attorney for criminal matters prosecuted 4 violations from Code Enforcement and 82 violations cited from the Police Department. The Police Department was also represented in 8 Pitchess Motions.**
- Goal: Conduct thorough investigations of claims filed against the City to rule out any potential liability issues and determine those claims, which should be rejected due to lack of merit or returned due to late filings or insufficiencies. **Achievement: A total of 45 claims were filed; 36 claims were denied; and 2 claims were referred to outside contractors.**
- Goal: Evaluate claims and civil lawsuits to determine where City liability issues *may exist*, assess damages and when City Council approval is required, make recommendations to the City Council as to the most cost effective resolutions. Where settlements are recommended negotiate terms most favorable to the City. Also, apply the settlement method to those cases

within the City Attorney's settlement authority. **Achievement: Resolved 13 claims and 2 lawsuits in the most cost effective terms available to the City.**

- Goal: Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code. **Achievement: City Staff was provided with updated materials and memoranda relative to C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.**

FY 2007-08 Goals

- Continue emphasis on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings.
- Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents; keeping current with changes in sanitation, hazardous materials, public contracts, public meetings, conflict of interest, the Public Records Act, personnel law, California Environmental Quality Act, and environmental impact reports.
- Respond to City Council and staff concerns with respect to existing ordinances and, as requested, implement amendment to or adoption of new ordinances.
- Provide operational departments with current legislative information and court decisions, which may have a direct impact on the interpretation of law.
- Continue attendance at Planning Commission meetings, subcommittee meetings, and advisory meetings to provide legal

advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections.

- Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials.
- Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial.
- Conduct thorough investigations of claims filed against the City to rule out any potential liability issues and determine those claims that should be rejected due to lack of merit or returned due to late filings or insufficiencies.
- Evaluate claims and civil lawsuits to determine where City liability issues *may exist*, assess damages and when City Council approval is required, make recommendations to the City Council as to the most cost effective resolutions. Where settlements are recommended negotiate terms most favorable to the City. Also, apply this settlement method to those cases within the City Attorney's settlement authority.
- Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.

CITY ATTORNEY

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$669,137	\$706,400	\$675,400	\$31,000	\$703,700
41040 Overtime	0	0	100	(100)	100
41200 Deferred Compensation - 401k	21,389	23,600	23,600	0	25,500
41210 Deferred Compensation - 457	0	300	200	100	100
41300 Vision Care	1,426	1,400	1,400	0	1,500
41350 Disability	6,839	8,400	6,800	1,600	7,400
41400 Group Ins/Health	58,530	57,900	64,100	(6,200)	69,300
41450 Life Insurance	1,901	2,100	1,800	300	2,000
41500 Group Ins/Dental	4,345	4,300	4,300	0	5,500
41550 Section 125 Admin	108	0	0	0	0
41600 Retirement	143,034	151,600	148,800	2,800	150,900
41650 Medicare	8,212	8,200	9,300	(1,100)	8,100
41700 Workers' Compensation	17,000	17,500	17,500	0	17,000
41800 Payroll Accruals	27,238	30,500	26,700	3,800	28,500
Subtotal - Personnel	959,159	1,012,200	980,000	32,200	1,019,600
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	1,962	3,500	3,200	300	3,500
42440 Memberships & Dues	1,865	2,000	1,500	500	2,000
42450 Subscriptions & Books	17,520	20,200	18,900	1,300	20,700
42720 Travel, Conferences, Meetings	7,290	7,400	6,400	1,000	7,800
42730 Training	2,081	2,500	2,500	0	3,000
42790 Mileage	4,926	3,700	3,700	0	4,500
Subtotal - Supplies/Materials	\$35,645	\$39,300	\$36,200	\$3,100	\$41,500

CITY ATTORNEY (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>SERVICES</u>					
43200 Claim Payments	\$665	\$0	\$0	\$0	\$0
44010 Professional/Special Services	8,898	10,200	10,200	0	15,900
Subtotal - Services	9,563	10,200	10,200	0	15,900
Subtotal Current Expenses	45,208	49,500	46,400	3,100	57,400
Total	<u>\$1,004,367</u>	<u>\$1,061,700</u>	<u>\$1,026,400</u>	<u>\$35,300</u>	<u>\$1,077,000</u>

**CITY ATTORNEY
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	1.0	1.0
Assistant City Attorney	2.0	2.0	1.0
Deputy City Attorney	0.0	0.0	1.0
Legal Secretary	1.0	1.0	1.0
Legal Clerk	1.0	1.0	1.0
TOTAL - REGULAR POSITIONS	6.0	6.0	6.0
 <u>PART-TIME POSITIONS</u>			
Legal Clerk	0.5	0.5	0.5
TOTAL - PART-TIME POSITIONS	0.5	0.5	0.5
TOTAL - CITY ATTORNEY POSITIONS	6.5	6.5	6.5

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

CUSTOMER SERVICES

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

FY 2006-07 Goals and Achievements

- Goal: Process all utility bills within three working days of receipt of billing data from the Department of Public Works. **Achievement: Processed all (181,200) utility bills within three working days of receipt of billing data from the Department of Public Works.**
- Goal: Process all parking citation dismissal requests within three days from receipt of request. **Achievement: Processed all (537) parking citation dismissal requests within three days of request.**

- Goal: Process all utility billing, parking citation, and business tax payments within one workday of receipt of payment. **Achievement: Processed all utility billing, parking citation, and business tax payments within one workday of receipt of payment.**

Other Accomplishments

- Implemented on-line banking/bill pay service for Waterworks District No. 8 customers.
- Expanded the pilot program to accept credit card payments for City services.
- Coordinated and processed 16 special event applications and 43 location filming requests.
- Processed 285 permit applications and 3,237 parking citation billings for the Police Department.
- Processed 3,396 new applications for water service and 3,051 requests to terminate water service for Waterworks District No. 8 within two days of request.
- Processed 1,125 water service orders for Waterworks District No. 8.
- Outsourced utility payment processing for a more cost effective method of payment processing which allows staff to provide more efficient customer service.

FY 2007-08 Goals

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

FISCAL SERVICES

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

FY 2006-07 Goals

- Goal: Process all City accounts payable checks within the City's "net 30" policy on a weekly basis. **Achievement: Consistently processed the City's accounts payable checks within 30 days.**
- Goal: Process payroll for all City employees on a bi-weekly basis. **Achievement: Consistently processed the City's bi-weekly payroll on a timely basis.**
- Goal: Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices. **Achievement: Processed accounts receivable invoices on a monthly basis, as well as handling follow-up and collection of unpaid invoices.**
- Goal: Process month-end close transactions on a monthly basis. **Achievement: Processed month-end close transactions for monthly financial data to be accessed on-line.**
- Goal: Process and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 29, 2006. **Achievement: Completed the Statements of Indebtedness for each CDA project area by the scheduled deadline.**
- Goal: Process and complete the State Controller's Reports by October 20, 2006. **Achievement: Completed the State Controller's Reports by the scheduled deadline.**
- Goal: Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 11, 2006. **Achievement: Completed the annual financial audit and CAFR by the scheduled deadline.**
- Goal: Process and complete the CDA Annual Report by December 29, 2006. **Achievement: Completed the CDA Annual Report by the scheduled deadline.**
- Goal: Publish the City's summarized financial data in the prescribed newspaper, in compliance with California Government Code Section 40804 by February 26, 2007. **Achievement: Published the City's summarized financial data on January 12, 2007.**
- Goal: Provide ongoing Financial Information System (FIS) training for Accounts Payable, Accounts Receivable, Fixed Assets, Internal Orders, Payroll, and Travel Management.

Achievement: Training was provided for Accounts Payable, Accounts Receivable, Fixed Assets, Internal Orders, Payroll, and Travel Management on an as-needed basis.

- Goal: Upgrade the City's Financial Information System (FIS) for Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger, Internal Orders, Payroll, and Travel Management functional areas by July 3, 2006. **Achievement:** The upgrade of all functional areas of the City's Financial Information System was completed by the scheduled deadline.

Other Accomplishments

- Awarded the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting* award for the FY 2005-06 Comprehensive Annual Financial Report.
- Coordinated an independent audit of the Local Transportation Development Act for Articles 3 and 8a.
- Computed the Community Development Agency loan repayment to the City and Special Districts.
- Provided support for the implementation of the Projects System module of the City's Financial Information System.

FY 2007-08 Goals

- Process all City accounts payable checks within the City's "net 30" policy on a weekly basis.
- Process bi-weekly payroll for all City employees on a timely basis.
- Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices.

- Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices.
- Process month-end close transactions on a monthly basis.
- Prepare and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 28, 2007.
- Prepare and complete the State Controller's Reports by October 19, 2007.
- Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2007.
- Complete retroactive infrastructure reporting of governmental infrastructure in compliance with Governmental Accounting Standards Board (GASB) Statement No. 34 by December 31, 2007.
- Prepare and complete the CDA Annual Report by December 31, 2007.
- Publish the City's summarized financial data in the prescribed newspaper, in compliance with California Government Code Section 40804 by January 31, 2008.

INFORMATION SERVICES

The Information Services Division provides centralized management and planning of computer resources and services for all City Departments. The Division has responsibility for technical support of the Financial Information System (FIS), Integrated Police System (IPS), Geographic Information System (GIS), Permits System, Wide Area Network (WAN), and Internet connections. The Division coordinates all computer hardware, software, and network architectures. The Division is also

responsible for hardware maintenance, equipment replacement, software licensing and maintenance, development of new systems, system infrastructure, and training on City-standard PC software.

FY 2006-07 Goals and Achievements

- Goal: Complete *Technology Usage Policy* reviews and implement the new policies by June 2007. **Achievement: A number of policies were updated and submitted for management review.**
- Goal: Install a Storage Area Network (SAN) and connect eight servers to the SAN. This will increase the levels of redundancy available in the data to the City. **Achievement: The SAN has performed flawlessly since September 2006, and the City has increased system reliability and performance of major applications because of the SAN.**
- Goal: Complete the upgrade of the Financial Information System. Add two applications to the system that will enhance public sector accounting duties and enable on-line capabilities for City staff. **Achievement: The upgrade of the Financial, Human Resources, Purchasing, Environmental Services, and Utility Billing systems was on-time and under budget with an expanded scope of work. The public sector enhancements have increased the functionality of our system for the Fiscal Services Division and Budget Office.**
- Goal: Expand technical support for the FIS to include portal support for *Employee Self-Service*. **Achievement: Support for the internal operation of a portal was implemented and *Employee Self-Service* is in production for some Departments in the City.**

Other Accomplishments

- Transitioned the City's Internet connection from a single wired connection to a wired plus a wireless connection. This creates a higher level of service reliability.
- Enhanced security of the Internet connection to keep pace with industry best practices; initiated anti-SPAM filtering.
- Installed a major upgrade to the City's permitting software giving the Environmental Services Department greater functionality.
- Developed management reporting capabilities for Environmental Services permitting functions.
- Increased the performance and reliability of the free Internet access available at the Senior Center in the common areas and in the training room.
- Implemented e-mail backup and recovery procedures to ensure compliance with the records retention policy and enabled immediate restoration of e-mail less than 30 days old.
- Completed street address ranges and address points for new developments and updated the Police Department dispatch systems with the information.

FY 2007-08 Goals

- Complete review of *Computer Usage Policies* and implement the new policies by September 2007.
- Change the City's computer architecture to include increased levels of redundancy for data accessibility and improved disaster recovery capabilities.
- Support the website redesign project.

- Initiate a complete evaluation of City permitting processes and align the processes with the proper technology to support increased Public access.
- Provide ongoing Financial Information System (FIS) training for Accounts Payable, Accounts Receivable, Fixed Assets, Internal Orders, Payroll, and Travel Management.

SUPPORT SERVICES

The Support Services Division is responsible for providing centralized support services to the City's operating Departments. The services provided are as follows: oversight of the City's purchasing program, review of City contracts, printing, graphics, planning and furnishing City office space, central office supplies program, deployment of office equipment, telecommunications, radio communications, mail and messenger services, records management services for the Department, surplus equipment disposal, management of Financial Information System (FIS) Materials Management, and budget administration of the Support Services and Non-Departmental Budgets.

FY 2006-07 Goals and Achievements

- Goal: Provide training for all staff members who utilize City radios, and complete installation of radios in all City vehicles for the cutover to the new Two-Way Radio System in July 2006. **Achievement: Training was provided in June and July 2006. Installation of all radios was completed for the cutover to the new system.**
- Goal: Issue a Request for Proposals (RFP), award a contract, and install a new leased color copier by January 2007. **Achievement: The RFP process was completed, a new color copier was leased and the copier was installed February 2, 2007.**
- Goal: Complete all necessary follow-up to the Materials Management Module for the Financial Information System

(FIS) Upgrade Project, including testing the system to ensure that it is working correctly, and training City staff on how to use the new functionality. **Achievement: All follow-up issues related to the Materials Management Module for the Financial Information System (FIS) Upgrade Project were completed by July 20, 2006.**

Other Accomplishments

- Implemented production of City Council agenda items in portable document format (PDF) for posting on the City's website in September 2006.
- Installed and implemented a new telephone system at the Simi Valley Cultural Arts Center to provide more reliable service.
- Printed the FY 2006-07 Annual Budget, the Adopted Five-Year Capital Improvement Program and the FY 2005-06 Comprehensive Annual Financial Report (CAFR).
- Completed the design and installation of workstation reconfigurations in Administrative Services, Transit, and the City Manager's Office.
- Designed, produced, and printed materials for the City-wide Volunteer Recognition Dinner.
- Designed materials to launch Automatic Bill Pay for Waterworks District No. 8 utility bills.
- Designed materials to market the Shop Simi Valley First campaign including posters, flyers, newspaper ads, cable service commercials, and mailers.

FY 2007-08 Goals

- Issue an RFP, award a contract, and provide user training for a new office supplies contract by February 2008.

- Issue an RFP, award a contract, and oversee installation of new mail processing equipment for the City by December 31, 2007.
- Obtain approval from the City Council and Ventura County to share two-way radio resources between the City and the Ventura County Fire Department, to improve interoperability between the two jurisdictions, and to obtain resources and transmission capacity that is otherwise difficult and costly to acquire by June 30, 2008.

TREASURY SERVICES

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

FY 2006-07 Goals and Achievements

- Goal: Achieve an average rate of return on the investment of City funds that exceeds that paid by the State Treasurer's Local Agency Investment Fund (L.A.I.F). **Achievement: During FY 2006-07 the City's weighted average rate of return (through March) was 4.86%, versus 5.11% for L.A.I.F. As older investments mature – typically with lower yields due to the interest rate environment at the time of purchase – they will be reinvested in higher yielding securities to improve the City's overall portfolio return.**
- Goal: Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments on a daily basis. **Achievement: Actively**

managed the City's cash by investing all available funds in L.A.I.F., U.S. Treasuries, and U.S. Government Agency securities.

- Goal: Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review. **Achievement: Prepared a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review that analyzed monetary policies and economic trends impacting the City's investment strategy.**
- Goal: Complete compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues. **Achievement: Completed compliance requirements in March 2007.**
- Goal: Provide bond administration, including payment requisitions (draw-downs) of funds representing capital improvement project costs, tax roll levies, timely debt service payments, and payoff calculations as required on all bond issues. **Achievement: Completed bond administration for all bond issues as needed during the fiscal year.**
- Goal: Prepare the annual update to the Statement of Investment Policy and submit for City Council approval by January 2007; following City Council approval, submit the Policy to the Association of Public Treasurers of the United States and Canada for review and certification. **Achievement: Provided recommendations including changes or clarification to the L.A.I.F. limits, broker/dealers designated primary dealers by the Federal Reserve Bank of New York, requirements of broker/dealers and the benchmark, which were approved by the City Council on January 22, 2007 and implemented. The City's benchmark has changed from the two-year U.S. Treasury**

note to 50% L.A.I.F. and 50% one-year Constant Maturity Treasury (CMT).

- Goal: Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2007. **Achievement: State-Mandated Cost Recovery (SB 90) claims were completed and submitted to the State in January 2007.**

Other Accomplishments

- Received the *Investment Policy Certificate of Excellence* award from the Association of Public Treasurers of the United States and Canada for the 2007 Statement of Investment Policy.
- Provided administrative support for the levy of special taxes for the Community Facilities District (CFD) 2004-1 (Simi Valley Town Center Project) and the levy of assessments for Assessment District (AD) 98-1 Madera Royal, AD 89-1 Royal Corto, and AD 87-1 Sycamore/Wood Ranch for FY 2006-07.
- Submitted eleven Claim Affirmation Forms to John Chiang, California State Controller, in an attempt to recover Unclaimed Property from the State of California.
- Assisted the Customer Services and Fiscal Services Divisions with the implementation of Bankcard (credit card acceptance), Regulus/Lockbox (outsource of water utility payments), and Brinks (cash handling and armored transportation of City funds).
- Transferred one Accounting Technician to Treasury Services from Fiscal Services. While the Accounting Technician worked in Fiscal Services for two years, this position was created for and has been budgeted through Treasury since 2004.

- Assisted with the determination and resolution of the July 2002 AD 98-1 Madera/Royal parcel payoff without a bond call and the related liability of over \$201,000.
- Issued a Request for Proposals and awarded a five-year contract for arbitrage rebate compliance services.

FY 2007-08 Goals

- Achieve an average rate of return on the investment of City funds that exceeds that paid by the State Treasurer's Local Agency Investment Fund (L.A.I.F).
- Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments.
- Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review.
- Complete compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues.
- Provide bond administration, including payment requisitions (draw-downs) of funds representing capital improvement project costs, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements.
- Prepare the annual update to the Statement of Investment Policy and submit for City Council approval by January 2008; following City Council approval, submit the Policy to the Association of Public Treasurers of the United States and Canada for review and certification.

- Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2008.
- Coordinate the biennial update to the Schedule of Services Charges, with the new fee schedule taking effect Spring 2008.
- Coordinate the Department of Administrative Services Annual Budget.

WORKERS' COMPENSATION

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

FY 2006-07 Goals and Achievements

- Goal: Continue to conduct regular meetings with Departments to review the status of open claims. **Achievement: Completed on an ongoing basis. Meetings are scheduled every four months.**
- Goal: Continue to aggressively mitigate Workers' Compensation medical bills to contain costs. **Achievement: Completed on an ongoing basis. All medical bills are reviewed by a third-party bill review service to ensure that the City does not pay more than the Official Medical Fee Schedule.**
- Goal: Implement Medical Provider Network (MPN) for better medical control. **Achievement: MPN was not established since law did not mandate it and other entities have undergone increased litigation due to MPN restrictions.**

- Goal: Work with the City's Risk Manager to identify safety/loss control measures to reduce the City's exposure to Workers' Compensation claims. **Achievement: This is an ongoing effort in conjunction with the City's Safety Committee.**
- Goal: Have all Workers' Compensation staff gain certification through the Insurance Educational Association (IEA). **Achievement: Both of the assistant staff members were designated as claims adjusters in accordance with State Insurance code 11761.**

Other Accomplishments

- Processed 79 new Workers' Compensation claims.
- Closed 133 Workers' Compensation claims.
- Litigation has continued to decrease each year due to the implementation of various safety/loss control measures and the rapport established with City employees.

FY 2007-08 Goals

- Continue to provide a high level of customer service to our injured workers.
- Continue to conduct regular meetings with Departments to review the status of open claims.
- Continue to aggressively mitigate Workers' Compensation medical bills to contain costs.
- Work with the City's Risk Manager and the Safety Committee to identify safety/loss control measures to reduce the City's exposure to workers' compensation claims.

- Obtain self-insured certification through the State for all Workers' Compensation staff.
- Continue on-going educational training mandated by Senate Bill 899 for all Workers' Compensation staff.

DEPARTMENT ADMINISTRATION

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

FY 2006-07 Goals and Achievements

- Goal: Prepare and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June 2007, including preparation of the City's *Gann Limit* calculation. **Achievement: The Annual Budget, CIP, and Gann Limit calculation were prepared and submitted in June 2007.**
- Goal: Prepare the First Quarter and Mid-Year Financial Reports for FY 2006-07 for submittal to the City Council by November 2006 and February 2007 respectively. **Achievement: Reports were submitted on November 20, 2006 and February 12, 2007, respectively.**
- Goal: Update the Cost Allocation Plan for the FY 2007-08 budget process by February 2007. **Achievement: The Cost Allocation Plan was updated by March 2007.**

- Goal: Provide ongoing coordination of the cost recovery effort from FEMA/OES for the 2003 Wildfires and the 2005 Floods. **Achievement: Coordination was provided on an ongoing basis. FEMA funding for the project ended on December 31, 2006.**
- Goal: Provide ongoing Financial Information System (FIS) training in Financial Reporting. **Achievement: Ongoing training was provided during the fiscal year.**
- Goal: Provide efficient and responsive secretarial and administrative support to all Divisions within the Department. **Achievement: Efficient and responsive secretarial and administrative support was provided to all Divisions within the Department.**

Other Accomplishments

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Operational Budgeting* for the City's FY 2006-07 Annual Budget.
- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Capital Budgeting* for the City's FY 2006-07 Capital Improvement Program.
- Provided management oversight for the Financial Information System (FIS) upgrade and enhancements.
- Coordinated the City's United Way Campaign.
- Coordinated the City's blood drive.

FY 2007-08 Goals

- Prepare and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June of

each year, including preparation of the City's *Gann Limit* calculation.

- Prepare the First Quarter and Mid-Year Financial Reports for FY 2007-08 for submittal to the City Council by November 2007 and February 2008 respectively.
- Update the Cost Allocation Plan for the FY 2008-09 budget process by February 2008.
- Provide ongoing Financial Information System (FIS) training in Financial Reporting.
- Provide efficient and responsive secretarial and administrative support to all Divisions within the Department.

DEPARTMENT OF ADMINISTRATIVE SERVICES

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$2,706,159	\$2,794,100	\$2,748,700	\$45,400	\$2,961,500
41040 Overtime	3,983	3,700	3,900	(200)	3,900
41050 Outside Assistance	0	71,700	69,000	2,700	124,200
41200 Deferred Compensation - 401k	108,809	119,300	119,500	(200)	129,400
41210 Deferred Compensation - 457	0	1,600	800	800	1,300
41300 Vision Care	8,910	9,100	9,000	100	8,800
41350 Disability	24,067	29,700	26,000	3,700	28,600
41400 Group Ins/Health	349,561	385,600	382,900	2,700	413,200
41450 Life Insurance	10,192	10,500	10,200	300	10,300
41500 Group Ins/Dental	27,608	30,200	28,700	1,500	32,100
41550 Section 125 Admin	252	0	300	(300)	200
41600 Retirement	536,802	573,800	568,200	5,600	595,000
41650 Medicare	37,830	36,700	40,600	(3,900)	39,700
41700 Workers' Compensation	73,800	73,000	73,000	0	74,800
41800 Payroll Accruals	132,160	151,600	132,600	19,000	141,500
41860 Salary Reimbursement	(60,405)	0	(14,700)	14,700	0
41900 Personnel Savings	0	(68,600)	MET	(68,600)	(74,100)
Subtotal - Personnel	3,959,727	4,222,000	4,198,700	23,300	4,490,400
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	368	400	400	0	400
42200 Computer Non-Capital	57,707	37,300	32,200	5,100	13,000
42230 Office Supplies	15,130	18,500	17,800	700	8,400
42235 Furn & Equip (NonCap)	0	3,000	1,500	1,500	0
42310 Rentals	1,340	1,600	1,900	(300)	1,600
42440 Memberships & Dues	4,043	4,800	4,800	0	4,800
42450 Subscriptions & Books	2,603	2,700	2,900	(200)	3,000
42560 Operating Supplies	18,975	19,000	17,600	1,400	18,000

DEPARTMENT OF ADMINISTRATIVE SERVICES (CONT'D)

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42720 Travel, Conferences, Meetings	\$2,024	\$8,000	\$7,500	\$500	\$12,100
42730 Training	61,742	84,900	82,700	2,200	\$83,900
42790 Mileage	6,008	6,100	5,300	800	6,300
Subtotal - Supplies/Materials	<u>169,940</u>	<u>186,300</u>	<u>174,600</u>	<u>11,700</u>	<u>151,500</u>
<u>SERVICES</u>					
44010 Professional/Special Services	115,201	326,100	282,600	43,500	202,400
44310 Equipment Maintenance	592,323	577,100	576,900	200	593,700
Subtotal - Services	<u>707,524</u>	<u>903,200</u>	<u>859,500</u>	<u>43,700</u>	<u>796,100</u>
Subtotal Current Expenses	877,464	1,089,500	1,034,100	55,400	947,600
<u>CAPITAL OUTLAY</u>					
47028 Computers	14,468	252,700	252,000	700	0
Subtotal - Capital Outlay	<u>14,468</u>	<u>252,700</u>	<u>252,000</u>	<u>700</u>	<u>0</u>
TOTAL	<u><u>\$4,851,660</u></u>	<u><u>\$5,564,200</u></u>	<u><u>\$5,484,800</u></u>	<u><u>\$79,400</u></u>	<u><u>\$5,438,000</u></u>

**DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Administration:</u>			
Director, Administrative Services	1.0	1.0	1.0
Budget Officer	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
SUBTOTAL	3.0	3.0	3.0
<u>Customer Services:</u>			
Customer Services Manager (Note 1)	1.0	1.0	1.0
Administrative Aide (Note 1)	1.0	1.0	1.0
Senior Customer Services Representative (Note 1)	1.0	1.0	1.0
Customer Services Representative (Note 1)	5.0	4.0	4.0
SUBTOTAL	8.0	7.0	7.0
<u>Fiscal Services:</u>			
Deputy Director/Fiscal Services	1.0	1.0	1.0
Accounting Supervisor	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Staff Accountant	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0
Accounting Technician	5.0	5.0	5.0
SUBTOTAL	10.0	10.0	10.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Information Services:</u>			
Deputy Director/Information Services	1.0	1.0	1.0
Principal Information Services Analyst	1.0	1.0	1.0
Senior Information Services Analyst	3.0	3.0	3.0
Geographic Information Systems Coordinator	1.0	1.0	1.0
Information Services Analyst II	4.0	4.0	4.0
Information Services Analyst I	3.0	3.0	3.0
SUBTOTAL	13.0	13.0	13.0
<u>Support Services:</u>			
Deputy Director/Support Services	1.0	1.0	1.0
Senior Management Analyst	2.0	2.0	2.0
Graphics Media Coordinator	1.0	1.0	1.0
Graphics/Support Services Technician	1.0	1.0	1.0
Printer	1.0	1.0	1.0
Support Services Worker	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	8.0	8.0	8.0
<u>Treasury Services:</u>			
Treasury Officer	1.0	1.0	1.0
Accounting Technician	1.0	1.0	1.0
SUBTOTAL	2.0	2.0	2.0
TOTAL REGULAR POSITIONS	44.0	43.0	43.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>TEMPORARY POSITIONS</u>			
Accounting Technician	1.0	1.0	0.0
Information Services Analyst I	0.0	1.0	1.0
<hr/>			
TOTAL - TEMPORARY POSITIONS	1.0	2.0	1.0
TOTAL - ADMINISTRATIVE SERVICES POSITIONS	45.0	45.0	44.0

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

DEPARTMENT OF COMMUNITY SERVICES

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

COMPLIANCE DIVISION

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

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

The Waste/Franchise Services Section administers the City's solid waste programs including the discards ordinance, franchise agreements, the Integrated Solid Waste Program, curbside recycling, multifamily and commercial recycling, composting, and

landfill diversion. The Section also administers the City's cable television franchises, monitors the Vector Control services contract with the County, and administers the Animal Regulation ordinance and associated contracts.

CODE ENFORCEMENT

FY 2006-07 Goals and Achievements

- Goal: Continue the refinement of compliance programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts. **Achievement: Assisted the City Attorney's Office and the Department of Environmental Services Planning Division with the development of amendments to various City ordinances, including the civil fine and administrative hearing process and the sign ordinance.**
- Goal: Continue to respond to violations of the Municipal Code. **Achievement: Responded to over 1,060 violations of the Municipal Code, which resulted in over \$13,871 in permit/court adjudicated fines from July 2006 through February 2007. A total of 359 violations included the areas of special use, planned development, home occupation, building and safety, business tax, temporary uses, temporary signs, encroachment permits, special events, illegal uses, and required rubbish services.**
- Goal: Continue the Trash Abatement Program, the Property Maintenance Program, and the Public Nuisance Abatement Program. **Achievement: Provided a proactive and reactive Trash Abatement Program that caused the abatement of 260 cases of trash accumulation and trash receptacles visible**

from the public right-of-way; the Property Maintenance Program which caused the inspection and improvement of 71 commercial, industrial and residential properties; and the Public Nuisance Abatement Program which caused the inspection and clearing of 302 parcels of tumbleweeds from July 2006 through February 2007.

Other Accomplishments

- Worked with the Environmental Services Department to proactively identify and report potential life and safety issues of the Municipal Unsafe Structure Tracking System (MUSTS) program and referred 31 potential life and safety cases to the Environmental Services Department for follow up through February 2007.
- Processed six Formal Complaint Requests from July 2006 through February 2007.
- Presented two staff reports to the City Council, one recommending the adoption of a resolution declaring certain properties within the City as Public Nuisances due to the presence of tumbleweeds, weeds, and debris, and one confirming program costs and authorizing the placement of special assessments on the County Tax Roll to recover costs.
- Responded to over 612 sign issues addressing violations of temporary signs on private property in response to the City's new sign ordinance.

FY 2007-08 Goals

- Continue to refine the compliance programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts.

- Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases to the MUSTS program.
- Continue to respond to violations of the Municipal Code.
- Continue the proactive/reactive Trash Abatement and Property Maintenance Programs, and the Public Nuisance Abatement Program.

WASTE/FRANCHISE SERVICES

FY 2006-07 Goals and Achievements

- Goal: Continue administering the City's solid waste franchise agreements. **Achievement: Processed a rate adjustment and franchise performance public hearing before the City Council in December 2006.**
- Goal: Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements. **Achievement: Submitted a report to the State indicating that the City had achieved a good faith effort with a 52% waste diversion rate for calendar year 2005.**
- Goal: Continued administering the cable television franchise and transfer agreements to Time Warner required as part of the sale of Adelphia. **Achievement: Provided contract administration for the Cable Television Franchise Agreement and coordinated the transfer of the City's franchise from Adelphia to Time Warner in August 2006.**
- Goal: Continue oversight of the City's contract with Ventura County for Animal Regulation services. **Achievement: Administered the Animal Regulation Agreement with the**

County of Ventura; received approval of a Supplemental Agreement for leash law and licensing services for FY 2006-07; and assisted with the implementation of a dog licensing program and additional door-to-door dog license canvassing.

FY 2007-08 Goals

- Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements.
- Continue administering the solid waste franchises and submit a report to the City Council on the performance of the franchisees and renew the discard service rate in December 2007.
- Continue administering the cable television franchise and transfer agreements and administer any new State franchisees under the new Digital Infrastructure and Video Competition Act of 2006.
- Continue oversight and administration of the City's contract with Ventura County for Animal Regulation services.

CITIZEN SERVICES DIVISION

SENIOR SERVICES

The Simi Valley Senior Center offers a wide variety of senior services and programs. An expansion project completed in 2006 increased the size of the Senior Center to 26,000 square feet and created a Senior Resource Center, a fitness classroom, a Senior Computer Lab, classrooms, and additional meeting rooms to meet the needs of the City's growing senior population.

The Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for classes and special events. Programs and activities currently offered include: congregate noontime meal service; adult classes and activities offered by the Simi Valley Adult School and Career Institute, the Rancho Simi Recreation and Park District, and the Ventura Community College District; legal, health, and social services; videos; support groups; regular meetings of several senior clubs; recreational activities such as aerobics, yoga, Tai Chi, bridge, Mah-Jongg, canasta, chess, and pinochle; AARP Driver Safety Program classes; income tax preparation assistance; and an Open House and Information Fair featuring more than 40 senior service providers. During the evenings and weekends, the Senior Center is heavily used and available for rental use.

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

FY 2006-07 Goals and Achievements:

- Goal: Continue to provide expanded physical fitness, recreation, social, and educational classes and seminars in partnership with the Simi Valley Adult School, Rancho Simi Recreation and Park District, and Ventura County Community College District to address the needs of baby boomers and the older seniors.
Achievement: Increased the number of activities and classes

offered during weekdays and on evenings and weekends by 41%, as compared to FY 2005-06.

- Goal: Acquire and implement a computerized system to schedule appointments for seniors and register seniors for classes and seminars. **Achievement:** Purchased room-scheduling software that can also be used to schedule appointments.
- Goal: Work with the Simi Valley Council On Aging in implementing new programs and special events for seniors. **Achievement:** The Council On Aging conducted a Senior Health and Wellness Fair held at the Senior Center in October of 2006. This will be an annual event.
- Goal: Increase Senior Resource Center services offered to seniors by developing new partnership arrangements with service providers. **Achievement:** Established a partnership with the Ventura County Area Agency on Aging that resulted in the presence of a County social worker on site two days each week. In addition, representatives from the Alzheimer's Association, Parkinson's Association, Veterans Administration, Decibel Hearing Service and Ventura County Public Health, now provide on site services at the Center.
- Goal: Work with Adult School Senior Center arts instructors and local professional artists to provide monthly visual art exhibits and to showcase the work of Senior Center artists. **Achievement:** Initiated, in April of 2006, monthly art exhibits featuring a series of local senior artists, as well as instructors and students from the various art classes held at the Senior Center.
- Goal: Develop new marketing strategies to promote and increase participation in Senior Center activities. **Achievement:**

Updated *Senior News*, the Senior Center Newsletter, with more photographs and a user-friendly calendar of activities. Also, established *Senior Sound Bytes*, a weekly marketing program, whereby e-mails containing information regarding targeted activities are sent on a weekly basis.

- Goal: Expand volunteer opportunities and increase volunteer participation through an Ambassador Program and other Senior Center volunteer efforts. **Achievement:** Established an Ambassador program in April 2006. In February 2007, a Volunteer was recruited to serve as a Volunteer Coordinator for the Senior Center. This individual contacts seniors who have expressed interest in volunteering at the Center and matches them to appropriate assignments.

Other Accomplishments:

- Conducted the first annual Simi 50+ Community Games in October 2006 in partnership with the Rancho Simi Recreation and Park District. More than 125 seniors participated in a wide variety of events.
- Developed a large font version of *Senior News* for the Visually Impaired.
- Instituted the Q system of tracking data for the Senior Nutrition Program, which provides a more accurate and efficient method of reporting information to the Ventura County Area Agency On Aging.

FY 2007-08 Goals:

- Continue to provide expanded physical fitness, recreation, social, and educational classes and seminars in partnership with the Simi Valley Adult School, Rancho Simi Recreation and Park

District, and Ventura County Community College District to address the needs of baby boomers and the older seniors.

- Develop new marketing strategies to promote and increase participation in Senior Center activities, including an updated Senior Center brochure.
- In coordination with the Emergency Services staff, develop and maintain a Senior Center Emergency Plan in accordance with AB 2990.
- Expand the number of volunteers at the Senior Center and implement volunteer tracking software.
- Investigate funding sources and the feasibility of including a salad bar to entice more seniors to participate in the Congregate Dining element of the Senior Nutrition Program.

NEIGHBORHOOD COUNCIL

FY 2006-07 Goals and Achievements

- Goal: Continue to increase public awareness and promotion of the Neighborhood Council program through increased recruitment efforts and visible volunteer programs and events such as supporting the Emergency Preparedness Expo and sponsoring a Neighborhood Council Arroyo Clean-up Day. **Achievement: Conducted the Arroyo Clean-up on April 28, 2007 with strong citizen involvement and leadership by the Neighborhood Councils. Conducted a successful Neighborhood Council Executive Board recruitment; recruited 41 applicants to fill 18 positions.**
- Goal: Provide ongoing training to Neighborhood Council Executive Board members regarding City services and proper parliamentary procedure to ensure the smooth and successful

operation of the Neighborhood Council Program. **Achievement: Conducted Neighborhood Council presentations regarding Economic Development, Low Income Housing Programs, the Citizens Police Academy Program, Temporary Sign Regulations, Simi Valley Youth Council, Employment Development Department, Coalition for Simi Valley Youth and Community, Universal Design, and the Pandemic Flu.**

- Goal: Work cooperatively with Environmental Services Department staff and project applicants to effectively facilitate development presentations at Neighborhood Council meetings. **Achievement: Coordinated with Environmental Services staff and project applicants for the Neighborhood Councils review of over 15 development projects. Attended Development Advisory Committee and Planning Commission meetings when appropriate.**

Other Accomplishments:

- Participated in a panel for the Ventura County Leadership Academy session on local government and civic engagement.
- Provided a presentation to the FY 2006-07 Leadership Simi Valley class regarding the Neighborhood Council program.
- Worked cooperatively with the Environmental Services Department to develop a Neighborhood Council “Community Congress” to review and comment on the General Plan update.

FY 2007-08 Goals:

- Continue to increase public awareness and promotion of the Neighborhood Council program through increased recruitment efforts and visible volunteer programs and events such as supporting the Emergency Preparedness Expo and sponsoring a

Neighborhood Council Arroyo Clean-up Day.

- Provide ongoing training to Neighborhood Council Executive Board members regarding City services and proper parliamentary procedure to ensure the smooth and successful operation of the Neighborhood Council Program.
- Work cooperatively with Environmental Services Department staff and project applicants to effectively facilitate development presentations at Neighborhood Council meetings.
- Work cooperatively with the Environmental Services Department to educate citizens about the purposes, processes, and products of the General Plan Update and provide opportunities for citizen input in the General Plan Update through the Neighborhood Councils.

YOUTH SERVICES

FY 2006-07 Goals and Achievements

- Goal: Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 21st Annual Job and Career Fair. **Achievement: Provided services to over 3,500 youth through job counseling, job referrals, Interview Skills Workshops, and the 21st Annual Job and Career Fair.**
- Goal: Work with the Simi Valley Youth Council and various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government processes. **Achievement: Coordinated the efforts of the Simi Valley Youth Council and hosted presentations by the City Manager's office, Department of Environmental Services CDBG staff, Simi Valley Police**

Department Graffiti Abatement and K-9 units, Neighborhood Councils, Council on Aging, Taskforce on Homelessness, Rancho Simi Recreation and Park District, and Simi Valley Unified School District.

- Goal: Host the 6th annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District. **Achievement: Organized and facilitated the 2007 Youth Summit on February 22nd, 2007, in cooperation with the Rancho Simi Recreation and Park District, with more than 150 students in attendance.**

Other Accomplishments:

- Collaborated with the Simi Valley Unified School District and Simi Valley Education Foundation to co-sponsor a motivational speaker series serving more than 6,600 students from Royal High School, Simi Valley High School, Santa Susana High School, and Apollo High School in January 2007.
- Updated crisis telephone numbers and had them printed on the back of associated student body identification cards for students at Royal High School, Simi Valley High School, and Santa Susana High School.

FY 2007-08 Goals:

- Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 22nd Annual Job and Career Fair.
- Work with the Simi Valley Youth Council and various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government processes.

- Host the 7th Annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.

TEENS AT RISK PROGRAM (TARP)

FY 2006-07 Goals and Achievements

- Goal: Continue to provide outreach and crisis intervention counseling to high-risk teens and their families along with referrals to public agencies and non-profit organizations to assist TARP participants in areas of behavior, communications, and building self-development skills. **Achievement: Registered 125 clients to receive individual and/or peer group counseling services and made 135 referrals to outside agencies. In addition, contracted with Art Trek and Community Action Theatre to offer workshops throughout the year.**

FY 2007-08 Goals:

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

CITIZEN ADVISOR PROGRAM

FY 2006-07 Goals and Achievements

- Goal: Continue to develop service delivery information systems to assist and advise the community on citizen issues and available resources. **Achievement: Updated and distributed the *Directory of Services for the Homeless and Needy* with**

current and accurate information. Developed and distributed listings of housing options for the homeless.

- Goal: Continue to work closely with service providers on Task Force on Homelessness recommended strategies to address services for the homeless in Simi Valley. **Achievement: Worked cooperatively with the Samaritan Center, Ventura County Behavioral Health, Task Force on Homelessness, service providers, and religious organizations to enhance services for Simi Valley homeless and adopt recommendations related to the *10-Year Strategy*.**

Other Accomplishments:

- Participated in the development of a *10-Year Plan to End Homelessness* along with Ventura County service providers and other cities within Ventura County.
- Participated in completion of the *Homeless Street Count* with the County of Ventura, other cities, service providers, and religious organizations.
- Organized an interagency outreach team to visit homeless campsites to offer services prior to campsite sweeps.

FY 2007-08 Goals:

- Continue to develop service delivery information systems to assist and advise the community on citizen issues and available resources.
- Continue to work closely with service providers on Task Force on Homelessness recommended strategies to address services for the homeless in Simi Valley.

- Continue to work with the Ventura County Homeless and Housing Coalition and an alliance of local service providers to implement Task Force recommendations related to the *10-Year Strategy to End Homelessness* and reduce and prevent homelessness in Simi Valley.

CROSSING GUARD PROGRAM

FY 2006-07 Goals and Achievements

- Goal: Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the safety of pedestrians at busy intersections staffed by Crossing Guards. **Achievement: Provided for the weekly safe crossing of 6,400 Simi Valley elementary school children at 18 busy intersections throughout the 2006-07 school year.**

FY 2007-08 Goals:

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

CULTURAL ARTS CENTER

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

Multipurpose Room for business meetings, wedding receptions, and other community events.

FY 2006-07 Goals and Achievements:

- Goal: Expand the Community Concert Series to ten concerts per year offered in two subscription series of five concerts each. **Achievement: Presented a series of twelve musical performances.**
- Goal: Continue to expand the number of performances for youth supporting the production abilities of *Pinki's Playhouse*, *ARTS Youth Conservatory*, and *Actors for Children*. **Achievement: Presented three productions of *Pinki's Playhouse* and other performances targeted for the 11-14 age group.**
- Goal: Maintain the quality and quantity of Main Stage productions by providing a minimum of six productions, with an average of 18 public performances each. **Achievement: Presented eight productions with an average of 16 public performances each.**
- Goal: Increase usage of the Cultural Arts Center by 10%, or approximately 4,000 additional attendees. **Achievement: During calendar year 2006, Cultural Arts Center usage increased by 9%, or 3,380 visitors.**

Other Accomplishments:

- Implemented a program to provide sign language interpreters for the hearing-impaired at selected performances in conjunction with the Cultural Arts Center Foundation.

FY 2007-08 Goals:

- Add two classical music concerts and two jazz concerts to our musical programming in order to offer a more diversified concert selection.
- Increase the amount of space and resources dedicated to fulfilling the educational component of the Center's 'mission statement' by offering performance opportunities, training, artist in residence, etc.
- Maintain the quality and quantity of the main stage productions. In 2007-08 produce or host at least six major productions, each giving a minimum of 18 performances.
- Increase the availability of main stage time to expand its use for community recitals, talent shows, meetings, etc.
- Conduct a yearlong campaign to increase the Center's e-mail 'buddy list' by enrolling 1500 participants. The campaign shall consist of direct mail, point of sale invitations, multiple in-house opportunities and discounts.

DEPARTMENT ADMINISTRATION

This Division includes the Department's Administrative Team that is comprised of the Director, Deputy Director/Citizen Services, Deputy Director/Compliance, Administrative Officer, and the Administrative Secretary, as well as the seven members of the Department's Administrative Support Team. The Division provides general administrative coordination between Community Services Divisions, the City Manager's Office, other City Departments, and various outside agencies; ensures that the Department is fulfilling its responsibilities in a timely and effective manner; is responsible for budget preparation and control, as well as personnel management, purchasing, facility management,

contract/fee/asset administration; coordinating the maintenance of all Departmental equipment; and providing all operating and program specific supplies.

FY 2006-07 Goals and Achievements

- Goal: Continue to actively participate in activities related to the efficient use of the City's Enterprise Resource Program (ERP) and other e-tools available to staff. **Achievement: Successfully continued partnership with Administrative Services Department staff on the efficient use of the ERP's purchasing, time keeping, and reporting modules.**
- Goal: Continue to work with the City Manager's Office staff to ensure Departmental compliance with the Citywide Records Management Program (RMP). **Achievement: Successfully partnered with all impacted staff to ensure that Community Services record keeping is in conformance with the City's RMP.**

Other Accomplishments

- Successfully completed bidding and purchasing functions related to furnishings and equipment for the Senior Center Expansion Project.
- Facilitated the bidding/purchasing process for the materials, goods, and/or services required to support all Departmental programs and activities in a fiscally conscientious and timely manner.
- Processed 13 recruitments for available positions in all Community Services Divisions including the Deputy Director/Citizen Services, Transit Coach Operator (full- and part-time), Transit Operations Assistant, Senior Code Enforcement Officer, Code Enforcement Officer, Counter Services

Technician, Senior Services Assistant Manager, Senior Services Aide, and Crossing Guard classifications.

FY 2007-08 Goals

- Enhance the Department's customer service through expanded staff training and orientation efforts.
- Continue to actively participate in activities related to the efficient use of the City's Enterprise Resource Program and other e-tools available to staff.
- Continue to work with the City Manager's Office staff to ensure Departmental compliance with the Citywide Records Management Program.

TRANSIT DIVISION

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

DEPARTMENT OF COMMUNITY SERVICES

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>PERSONNEL</u>					
41010 Regular Salaries	\$1,951,635	\$2,306,200	\$1,815,900	\$490,300	\$2,610,000
41020 Temporary Salaries	136,471	194,300	193,800	500	178,200
41040 Overtime	1,650	2,500	2,000	500	4,500
41050 Outside Assistance	0	0	0	0	0
41200 Deferred Compensation - 401k	99,363	115,100	99,000	16,100	126,000
41210 Deferred Compensation - 457	0	5,100	700	4,400	1,500
41300 Vision Care	7,227	9,500	6,900	2,600	10,500
41350 Disability	18,344	23,500	17,400	6,100	22,500
41400 Group Ins/Health	274,357	335,300	324,700	10,600	416,300
41450 Life Insurance	8,855	10,300	8,000	2,300	11,200
41500 Group Ins/Dental	21,654	31,900	20,900	11,000	40,400
41550 Section 125 Admin	216	0	100	(100)	0
41600 Retirement	386,801	470,100	385,900	84,200	521,100
41650 Medicare	27,303	33,400	32,600	800	39,900
41660 FICA	8,704	9,900	11,400	(1,500)	15,900
41700 Workers' Compensation	98,300	78,700	78,700	0	88,900
41800 Payroll Accruals	44,663	86,000	75,300	10,700	80,300
41860 Salary Reimbursement	0	0	0	0	(147,500)
41900 Personnel Savings	0	(79,300)	MIET	(79,300)	(97,600)
Subtotal - Personnel	3,085,543	3,632,500	3,073,300	559,200	3,922,100
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	142	400	300	100	300
42130 Postage	29,350	36,000	36,000	0	37,500
42200 Computer Non-Capital	1,862	0	0	0	2,100
42230 Office Supplies	11,069	14,300	14,300	0	16,000
42410 Uniform/Clothing	1,298	1,300	1,300	0	1,800
42440 Memberships & Dues	1,430	2,000	2,000	0	2,300

DEPARTMENT OF COMMUNITY SERVICES (CONT'D)

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42450 Subscriptions & Books	\$836	\$1,600	\$1,400	\$200	\$1,600
42460 Advertising	145	500	200	300	500
42560 Operating Supplies	46,013	56,000	53,000	3,000	56,000
42720 Travel, Conferences, Meetings	2,474	3,500	2,100	1,400	3,900
42730 Training	1,838	3,000	2,300	700	3,000
42790 Mileage	8,093	10,000	9,800	200	10,000
Subtotal - Supplies/Materials	104,548	128,600	122,700	5,900	135,000
<u>SERVICES</u>					
44010 Professional/Special Services	110,020	151,600	127,700	23,900	142,900
44210 Animal Regulation	264,380	249,000	249,000	0	299,000
44310 Equipment Maintenance	14,200	26,200	29,700	(3,500)	31,700
44460 Tumbleweed Abatement	1,208	2,500	500	2,000	2,500
44490 Other Contract Services	13,654	0	0	0	0
Subtotal - Services	403,462	429,300	406,900	22,400	476,100
Subtotal - Current Expenses	508,010	557,900	529,600	28,300	611,100
Total	<u>\$3,593,553</u>	<u>\$4,190,400</u>	<u>\$3,602,900</u>	<u>\$587,500</u>	<u>\$4,533,200</u>

DEPARTMENT OF COMMUNITY SERVICES (CONT'D)

MEALS ON WHEELS PROGRAM

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>PERSONNEL</u>					
41010 Regular Salaries	\$14,596	\$14,400	\$18,700	(\$4,300)	\$19,700
41040 Overtime	72	0	100	(100)	0
41210 Deferred Compensation - 457	0	100	0	100	0
41300 Vision Care	118	100	100	0	100
41400 Group Ins/Health	2,071	2,300	3,000	(700)	3,000
41450 Life Insurance	80	100	100	0	100
41500 Group Ins/Dental	323	400	300	100	300
41600 Retirement	2,712	2,500	3,300	(800)	3,500
41650 Medicare	188	200	300	(100)	300
41700 Workers' Compensation	1,100	300	300	0	300
Subtotal - Personnel	21,260	20,400	26,200	(5,800)	27,300
<u>SUPPLIES AND MATERIALS</u>					
42560 Operating Supplies	10	0	200	(200)	0
42790 Mileage	8,841	10,000	11,900	(1,900)	13,100
Subtotal - Supplies/Materials	8,851	10,000	12,100	(2,100)	13,100
Subtotal - Current Expenses	8,851	10,000	12,100	(2,100)	13,100
Total Meals On Wheels	30,111	30,400	38,300	(7,900)	40,400

SENIOR LIFELINE PROGRAM

<u>SUPPLIES AND MATERIALS</u>					
42200 Computer Non-Capital	4,500	0	0	0	0
42790 Mileage	0	500	0	500	500
Total Lifeline	\$4,500	\$500	\$0	\$500	\$500

DEPARTMENT OF COMMUNITY SERVICES (CONT'D)

CONGREGATE MEAL PROGRAM

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$31,404	\$35,000	\$35,500	(\$500)	\$37,400
41040 Overtime	198	0	200	(200)	0
41300 Vision Care	260	300	200	100	200
41400 Group Ins/Health	4,813	6,100	4,000	2,100	4,000
41450 Life Insurance	171	200	200	0	200
41500 Group Ins/Dental	842	1,200	600	600	600
41600 Retirement	5,644	6,200	6,600	(400)	6,900
41650 Medicare	416	500	500	0	500
41700 Workers' Compensation	2,700	600	600	0	600
Subtotal - Personnel	46,448	50,100	48,400	1,700	50,400
<u>SUPPLIES AND MATERIALS</u>					
42560 Operating Supplies	6,952	3,500	10,200	(6,700)	10,200
42235 Furn & Equip (NonCap)	16,878	0	0		0
42790 Mileage	143	300	100	200	100
Subtotal - Supplies/Materials	23,973	3,800	10,300	(6,500)	10,300
Subtotal - Current Expenses	23,973	3,800	10,300	(6,500)	10,300
Total Congregate Meal Program	\$70,421	\$53,900	\$58,700	(\$4,800)	\$60,700

**DEPARTMENT OF COMMUNITY SERVICES
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS (1)</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Administration:</u>			
Director, Community Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
Clerk I/II	4.0	4.0	4.0
SUBTOTAL	10.0	10.0	10.0
<u>Compliance:</u>			
Deputy Director/Compliance	1.0	1.0	1.0
Environmental Programs Manager	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Code Enforcement Supervisor	1.0	1.0	1.0
Senior Code Enforcement Officer	2.0	2.0	2.0
Counter Technician	1.0	1.0	1.0
Code Enforcement Officer	5.0	5.0	5.0
SUBTOTAL	13.0	13.0	13.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Citizen Services:</u>			
Deputy Director/Citizen Services	1.0	1.0	1.0
Senior Services Manager	1.0	1.0	1.0
Neighborhood Council Coordinator	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Community Services Specialist	3.0	3.0	3.0
Senior Services Assistant Manager	1.0	2.0	2.0
Clerk I/II	1.0	2.0	2.0
SUBTOTAL	9.0	11.0	11.0
<u>Cultural Arts Center:</u>			
Cultural Arts Center Manager	1.0	1.0	1.0
Cultural Arts Center Assistant Manager	1.0	1.0	1.0
Cultural Arts Center Technical Coordinator	0.0	0.0	1.0
Account Clerk II	1.0	1.0	1.0
TOTAL - Cultural Arts Center	3.0	3.0	4.0
TOTAL - REGULAR POSITIONS	35.0	37.0	38.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>PART-TIME POSITIONS (Note 1)</u>			
<u>Citizen Services:</u>			
Senior Center Aide/Rental Monitor	0.75	0.75	0.75
Senior Center Aide/Meals on Wheels Coordinator	0.50	0.50	0.63
Senior Center Aide/Mealsite Coordinator	0.00	0.63	0.63
Nutrition Services Worker	0.00	0.63	0.63
Crossing Guard, including Lead Crossing Guard	9.50	9.50	9.50
TOTAL - PART-TIME POSITIONS	10.75	12.01	12.14
TOTAL - COMMUNITY SERVICES POSITIONS	45.75	49.01	50.14

DEPARTMENT OF ENVIRONMENTAL SERVICES

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

Beginning with the City's General Plan, which serves as a master plan for future development, through the application review process, and concluding with construction and occupancy as well as rehabilitation of the City's lower income housing stock, the Department strives to provide assistance to developers and the general public alike in order to create a community of which all can be proud.

PLANNING DIVISION

This Division is comprised of seven functional areas: Current Planning, Counter Services, Landscape Services, Permit Compliance, General Plan, Environmental Planning, and Applied Technology. The Division provides staff support to the Planning Commission, administers the Small Business Program, and coordinates with other Departments, agencies and developers, as appropriate, to ensure high quality development and to coordinate regional planning efforts and environmental issues.

The Current Planning staff processes commercial, industrial and residential development applications through a formal review and hearing process. Applications are reviewed for conformance with the General Plan, Municipal Code, City guidelines and policies, and accepted planning practices. The Current Planning section is divided

into five development teams, each comprised of a Senior Planner working directly with an Associate Planner. These teams work with project applicants to process all forms of development applications through the formal review and hearing process in a professional, expeditious manner. Because these teams are comprised of senior level staff, they are able to provide applicants with experienced guidance, which often enables applicants to get to hearing faster, with better, more approvable, project designs. These teams also guide projects through the construction phase by plan checking construction drawings for consistency with project approvals and by coordinating the integration of competing requirements from City Departments and outside agencies.

The Counter Services staff is an experienced three-member team, comprised of a Senior Planner, Associate Planner and Planning Technician, which offers timely and responsive planning information services and exercises substantial decision-making authority, including over-the-counter approvals, when applicable and appropriate.

The Landscape Services staff is responsible for performing the plan review and site inspection of development project landscaping to ensure adherence to City landscaping standards, developing the landscape plans for City-initiated projects, and preparing guidelines for Planning Commission and City Council approval.

The Permit Compliance staff attempts, through direct contact and sending of notifications of violations, to obtain voluntary compliance in all zoning and planning-related matters for which a complaint is received. This includes processing complaints regarding the new Municipal Unsafe Structure Tracking System (MUSTS) program. If voluntary compliance cannot be achieved, background information is collected for the case, attached to a complaint file and forwarded to the Community Services

Department's Compliance Division for their assistance in gaining compliance.

The General Plan team manages the General Plan Program and Updates; processes applications for the regular, quarterly General Plan Amendment (GPA) pre-screening hearings; maintains land use statistics for planning and traffic modeling purposes; comments on land use policies/programs of regional interest (e.g., greenbelts); and assists on a limited basis with the processing of project applications.

The Environmental Planning team conducts an environmental review of all development activities occurring within the City and prepares other environmental documents for projects related to General Plan implementation measures and City-initiated projects.

The Applied Technology function utilizes the City's Geographic Information System (GIS) and Accela Permits Plus software programs to enhance the availability of Planning and Building information for use in evaluating development proposals and tracking projects through the development review process.

CURRENT PLANNING

FY 2006-07 Goals and Achievements

- Goal: Continue to process development permit applications to public hearing within established timeframes through the streamlined interdepartmental review procedure. **Achievement: Completed and processed 44 public hearing applications subject to interdepartmental review. Of the 44 applications, 37 were completed within the required 60 days for projects exempt from CEQA, and seven were completed within the Department's goal of 90 days for projects with Negative Declarations under CEQA.**

- Goal: Update the City's Commercial and Industrial Design Guidelines by identifying "generic" project photographs to replace with Simi Valley project photographs and drafting text changes to the commercial and industrial lighting design provisions. **Achievement: Staff continues to accumulate photographs of commercial and industrial projects and has drafted additional language for lighting fixture design.**

Other Accomplishments

- Presented to and obtained approval from the Planning Commission and City Council, respectively, of plans for the following projects: a 37-unit townhome project located south side of Los Angeles Avenue, east of Madera Road; a 92-bed residential care facility to be located on Cochran Street (behind Paul's Italian Villa); a 94-bed residential care facility to be located on the south side of Tierra Rejada Road, west of Madera Road; and a multi-building office park located on the east side of Madera Road, north of the Sinaloa Golf Course.
- Managed and inspected the following projects currently under construction: the 763-unit Big Sky Ranch/Sand Canyon/Whiteface community, which has several phases occupied and several more under construction; three multi-family communities within the Patricia Avenue/Heywood Street vicinity; the Tapo Street Marketplace mixed-use project (72 townhomes, 36 senior apartments and 12,500 square feet of retail/office space); improvements per Phase II of the Sycamore Plaza remodel, including the opening of the Home Goods store and approvals for the remodel of the existing Del Taco restaurant; the 26-unit single-family Kuehner Homes community; the car wash at the intersection of Madera and Tierra Rejada Roads; the Simi Valley Hospital expansion; two industrial buildings on Chambers Lane; an office building at 2787 Tapo Street; a service station at Madera Road and Cochran Street; a self-storage facility at Royal Avenue, east of

Erringer Road; five residential projects (consisting of a total of 152 townhomes, 36 senior townhomes and nine single-family residences) that are in plan check; four additional residential projects (consisting of 33 single-family residences and 15 townhomes) that are in various stages of construction; and nine wireless telecommunications facilities located throughout the City.

- Approved 14 zone text amendments to help further refine and clarify the new Development Code requirements, with presentations of the amendments to the Planning Commission and City Council held in early 2007. Initiated zone text amendments regarding a new vehicle overlay zone and regulations for self-storage facilities.

FY 2007-08 Goals

- Continue to process development permit applications to public hearing within established timeframes through the streamlined interdepartmental review procedure, including: a Musashi Japanese restaurant at the Town Center; 138 senior townhome units in Runkle Canyon; 266 townhome units at Madera Road and Los Angeles Avenue (Casden Development); a new 140,000 square foot Target at Madera Road and Los Angeles Avenue (Kmart site); and the extensive redesign of the existing Toyota facility at First and Cochran Streets.
- Update the City's Commercial and Industrial Design Guidelines by identifying "generic" project photographs to replace Simi Valley project photographs, and draft text changes to the commercial and industrial lighting design provisions.

COUNTER SERVICES

FY 2006-07 Goals and Achievements

- Goal: Continue to review the functioning and processes of the Counter Service Team to ensure swift, thorough and consistent responses to all requests for service at the front counter. **Achievement: Issued 373 Home Occupation Permits, 967 Zone Clearances, 70 Temporary Use Permits, and 195 Sign Permits. Continued to: respond promptly to all telephone calls; respond in writing to all requests for zoning verifications; process all formal development and business tax certificate applications submitted to the Planning Division; and update all handouts as necessary.**
- Goal: Utilize technology to enhance and improve the functioning of the Counter Service Team. **Achievement: Implemented updated Zoning Clearances and other computerized forms; updated the records within the Permits Plus system; and uploaded Zoning and Planning Permit information from GIS to Permits Plus to facilitate customer service at the counter.**

FY 2007-08 Goals

- Continue to review the functioning and processes of the Counter Service Team to ensure swift, thorough and consistent responses to all requests for service at the front counter.
- Utilize technology to enhance and improve the functioning of the Counter Service Team.

LANDSCAPE SERVICES

FY 2006-07 Goals and Achievements

- Goal: Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program (including the Arbor Day Poster Coloring Contest program), implementing the “Don’t Lop the Top” tree pruning program, and seek re-certification status as a Tree City USA and Tree Growth Community from the National Arbor Day Foundation. **Achievement: Conducted five Tree Advisory Board meetings. Applied for and received, for the seventh consecutive year, the Tree City USA Award. Completed the 2007 Arbor Day program and began working on developing a no-topping Tree Pruning Ordinance.**
- Goal: Continue to provide high quality landscape review services by: (1) reviewing and approving preliminary landscape plan submittals and final construction plan documents for compliance with the Landscape Design Guidelines, the General Plan and City policy; (2) issuing Tree Removal Permits consistent with the conditions of an approved project; and (3) monitoring and inspecting landscape installations to ensure compliance with approved project conditions. **Achievement: Reviewed and/or approved landscape plans for more than 90 development projects. Issued seven Tree Removal Permits allowing for the removal of 310 mature trees, the relocation of 63 mature trees, and the planting of 396 trees to replace the loss value of the removed trees. Monitored 30 construction projects and performed 165 site inspections. Provided assistance on four code enforcement projects.**
- Goal: Continue to assist the Landscape Guidelines and Standards Review Committee for purposes of reviewing and, if appropriate, make revisions to the Landscape Design

Guidelines. **Achievement: Conducted two meetings to review the City’s Landscape Guidelines and Standards.**

- Goal: Assist the Arroyo Simi Ad Hoc Committee in the preparation of the Arroyo Simi “Visioning” Study. **Achievement: Developed a Request for Proposals and sent more than 50 packets to interested firms. Conducted, interviewed, and selected a consultant. The Committee has met four times (including the Town Hall meeting) to review and critique development of the “Visioning” Study, which is anticipated to be completed by Fall 2007.**
- Goal: Assist Public Works in preparing landscape designs and construction plans for the proposed landscape improvements along the Ronald Reagan Freeway at the First Street and Erringer Road intersections. **Achievement: Conducted preliminary site visits for the Freeway Off-Ramp Intersection Enhancement projects.**

Other Accomplishments

- Assisted the Ventura County Waterworks District No. 8 in monitoring and inspecting landscape installation and plant establishment contracts for five service areas.
- Assisted the Public Works Department in developing landscape plans for Tapo Canyon/Alamo Street Widening Project, Erringer Street Widening Project, and First Street Median Rehabilitation Project.

FY 2007-08 Goals

- Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program (including the Arbor Day Poster Coloring Contest program), implement the “Don’t Lop the Top” tree pruning program, and seek re-certification status as

a Tree City USA and Tree Growth Community from the National Arbor Day Foundation.

- Continue to provide high quality landscape review services by: (1) reviewing and approving preliminary landscape plan submittals and final construction plan documents for compliance with the Landscape Design Guidelines, the General Plan, and City policy; (2) issuing Tree Removal Permits consistent with the conditions of an approved project; and (3) monitoring and inspecting landscape installations to ensure compliance with approved project conditions.
- Continue to work with the Landscape Guidelines and Standards Review Committee for purposes of reviewing and revising the City's Landscape Design Guidelines, complete all revisions, and publish a revised Manual.
- Complete the preparation of the Arroyo Simi "Visioning" study. Promote the "Visioning" study by attending and participating in community and service club meetings.
- Continue to assist the Public Works Department in preparing landscape designs and construction plans for the proposed landscape improvements along the Ronald Reagan Freeway at the First Street and Erringer Road intersections.

PERMIT COMPLIANCE

FY 2006-07 Goals and Achievements

- Goal: Continue to respond within three days of receipt of a complaint of zoning violation or failure to comply with a permit condition of approval by making a direct staff contact or sending a letter requesting voluntary compliance. In instances where compliance is not forthcoming, prepare a background of the case and forward it to the Compliance

Division of the Community Services Department for further enforcement action. **Achievement: Implemented a revised compliance program wherein the compliance duties were transferred from one Associate Planner to all of the Assistant/Associate/Senior Planners (except those assigned to work at the public counter). In conjunction with the revised program, designed, programmed, and implemented a Permits Plus-based Planning Compliance tracking system and trained all staff on its use, which integrated the compliance files into the Citywide Planning, Building and Safety, and Code Compliance Divisions' compliance-related files in Permits Plus. Continued to respond within three days of receiving a complaint and continued to send referrals to the Compliance Division when Planning staff could not gain compliance. Staff received 112 new zoning/permit compliance cases. During this period, 194 cases were successfully resolved, 28 cases were referred to Code Enforcement for further action, and 56 cases are pending review. With each case closure, the compliance effort provides an opportunity to educate the public on the City's planning process and requirements and to implement the General Plan/Zoning Ordinance.**

Other Accomplishments

- Converted the Access-based MUSTS system to Permits Plus and trained Building and Safety staff to lead the utilization of the system, which integrated the MUSTS system files into the Citywide Planning, Building and Safety, and Code Compliance Divisions' MUSTS System files in Permits Plus.

FY 2007-08 Goals

- Continue to respond within three days of receipt of a complaint of zoning violation or failure to comply with a permit condition of approval by making a direct staff contact

or sending a letter requesting voluntary compliance. In instances where compliance is not forthcoming, prepare a background of the case and forward it to the Compliance Division for the Community Services Department for further enforcement action.

GENERAL PLAN

FY 2006-07 Goals and Achievements

- Goal: Complete the processing, plan checking and inspection of previously assigned Town Center projects. **Achievement:** Conducted final inspections for Wells Fargo Bank, Union Bank, and four mall tenants; approved construction plans for nine tenant improvements and the changes to convert the former Robinsons-May building into a second Macy's store in the Mall District of the Simi Valley Town Center. Conducted final inspections for three satellite pads (Famous Dave's restaurant, a jewelry store, and a multi-tenant retail building in the Town & Country District). Conducted the final inspection for the Jefferson Apartments' clubhouse and seven residential buildings. Initiated processing of an application for a freestanding restaurant at the easternmost pad of the Town Center.
- Goal: Continue the processing of the comprehensive update of the Simi Valley General Plan. **Achievement:** Completed the consultant selection process and awarded a contract for consultant services to EIP Associates, a division of PBS&J; selected a preliminary design for the Update logo; transmitted substantial amounts of background data to the consultant team for use in preparing the Technical Background Reports and issue papers; initiated the processes to establish an Update website and to select a General Plan Advisory Committee.

Other Accomplishments

- Completed four General Plan Amendment pre-screening requests.
- Completed Citywide inventories of public and private open space, vacant land, and land use using the General Plan Section land use database; provided updated land use information to the Department of Public Works to assist with the development of the City's new computer traffic model.
- Prepared PowerPoint presentations about Departmental services and programs for the Simi Valley Leadership class and the Mayor's State of the City address.
- Prepared updated GIS maps depicting the General Plan Land Use Map, School District facilities, and Park District properties.
- Completed the annual report on the status of the Simi Valley General Plan and the conformance of the proposed Capital Improvement Budget with the General Plan, as required by State law.

FY 2007-08 Goals

- Continue processing the comprehensive update of the Simi Valley General Plan.

ENVIRONMENTAL PLANNING

FY 2006-07 Goals and Achievements

- Goal: Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects. **Achievement:** Completed the preparation of approximately 116 environmental

documents (including 96 Notices of Exemption and 20 Initial Studies), meeting the requirements of the California Environmental Quality Act (CEQA) by disclosing the potential environmental impacts of projects to decision makers and the public.

- Goal: Coordinate selection of the consultant and the preparation of the General Plan Environmental Impact Report in conjunction with the General Plan Update. **Achievement: Participated in review of the proposals submitted by potential consultants, and provided information to the selected consultant to assist in the commencement of the project.**
- Goal: Complete the environmental review on the CDBG program for FY 2007-08. **Achievement: Completed the NEPA documents for the CDBG program in April 2007.**
- Goal: Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department to make sure that all the City's resources are available to interested property owners, realtors, and lenders. **Achievement: Completed 110 flood zone determination letters. The majority of these determinations were requested by homeowners with a desire to stop paying for flood insurance. Provided an extensive amount of information based on GIS and aerial photography resources to educate the public regarding the special flood hazard areas that may affect their property and what their options are for removal from a flood zone or for reduction of the flood zone. Coordinated extensively with the Public Works Department to make sure that all of the City's information was available to interested property owners, realtors, and lenders.**

- Goal: Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions. **Achievement: Monitored the construction of approximately six projects under construction subject to special environmental conditions.**
- Goal: Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley. **Achievement: Responded to inquiries at the front counter and on the telephone regarding environmental conditions in Simi Valley, including questions regarding flood zones, environmental conditions, as well as questions from developers regarding submittal requirements.**

Other Accomplishments

- Completed environmental documents for a variety of City-initiated projects, such as Public Works infrastructure improvements as well as new and amended City ordinances.
- Completed the environmental review for applications to use HOME money and Community Development Block Grant (CDBG) program income for housing rehabilitation. Compliance with the federal environmental regulations allows qualified individuals to legally obtain low-interest loans for rehabilitation of residential structures.

FY 2007-08 Goals

- Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects.
- Coordinate the preparation of the General Plan Environmental Impact Report in conjunction with the General Plan Update.

- Complete the environmental review on the CDBG program for FY 2008-09 and the environmental documents for housing rehabilitation projects and first time homebuyer loans.
- Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department to make sure that all the City's resources are available to interested property owners, realtors, and lenders.
- Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions.
- Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley.

APPLIED TECHNOLOGY

FY 2006-07 Goals and Achievements

- Goal: Implement a system upgrade to Permits Plus and install new, available features. **Achievement: Installed the system-wide Permits Plus upgrade in February 2007.**
- Goal: Continue development of Project- and Development-level Permits Plus data structures for the Planning Division and begin development of workflows. **Achievement: Installed Planning permit boundary and City zoning data into Permits Plus.**
- Goal: Continue the implementation of the attachment of electronic documents to the OfficeLink portion of the Permits Plus parcel database in order to increase availability of information to all staff. **Achievement: With the establishment of the Planning Compliance database, Administrative staff commenced saving all compliance-related correspondence electronically to the OfficeLink area of the Permits Plus system.**
- Goal: Streamline building permits by combining composition screens, forms, and data to improve customer service. **Achievement: Streamlined the building permit process by development and implementation of a new Permits Plus composition for Building Permits that took seven separate electronic permits and 21 forms and created one permit with three forms. Implemented a Building Permit Fee Estimate form. Designed and implemented an electronic building plan check system with trackable status through the Permits Plus Inspections module.**
- Goal: Design customized reporting for the Department through the use of the Cognos reporting software. **Achievement: Commenced designing basic reports with Cognos reporting software. However, additional upgrades to the Cognos software will be required to implement customized reporting fully. Therefore, temporarily commenced reporting with Crystal Reports software until Cognos upgrades are made.**
- Goal: Participate in the Citywide pilot program to accept credit cards and to implement integrated point-of-sale cashiering systems, subject to funding approval. **Achievement: Implemented credit card acceptance at the front counter during August 2006.**
- Goal: Initiate the use of permit application and issuance by fax for minor building permits, such as re-roofs and water heaters. **Achievement: Initiated the design for the implementation of permits-by-fax in February 2007.**

- Goal: Initiate a connection between the Permits Plus and GIS systems, as funding allows. **Achievement: Unable to initiate a connection between Permits Plus and GIS systems due to lack of funding. Will initiate the connection once funding is provided.**
- Goal: Investigate future expansion of the Permits Plus system in the areas of integrated voice response and/or mobile field inspection units for the Building and Safety Division, subject to funding approval. **Achievement: Suspended while the City considers new options for permitting activities and funding.**

Other Accomplishments

- Updated all Planning over-the-counter Permits Plus-based forms.
- Implemented use of Planning Compliance Inspection Calendar and email system for enhancements to routing and management of caseload.

FY 2007-08 Goals

- Initiate a connection between the Permits Plus and GIS systems, as funding allows.
- Increase the availability of public information by placing the following documents on the City's website: zoning maps; counter handouts (i.e., submittal requirements); and development summaries.
- Initiate minor Planning counter applications to a "paperless" form.

HOUSING AND SPECIAL PROJECTS DIVISION

HOUSING PROGRAMS

FY 2006-07 Goals and Achievements

- Goal: Commence preliminary work for the preparation of the Housing Element as part of the General Plan Update. **Achievement: Participated in review of the proposals submitted by potential consultants, and provided information to the selected consultant to assist in the commencement of the project.**
- Goal: Process disbursements of loan funds that are to be drawn down during the fiscal year. **Achievement: Processed the qualification process for the purchase of 11 affordable units in the 26-unit Kuehner Homes project located on the east side of Kuehner Drive, south of the 118 Freeway.**
- Goal: Process an affordable housing agreement application for the 266-unit Casden Properties project, with 67 units affordable to low-income households. **Achievement: Received a formal Affordable Housing application, and an Affordable Housing Agreement should be developed for consideration by the City Council in Fiscal Year 2007-08.**
- Goal: Process an affordable housing agreement application for a 26-unit townhome project by Cabrillo Economic Development Corporation with 7 units affordable to low-income households. **Achievement: Processed a Preliminary Review application during Fall 2006, but a formal application has not yet been submitted.**
- Goal: Review and approve the outreach and marketing program for the 36-unit Haven at Tapo Street senior apartment project and the Larwin Company 66-unit townhome

development, both containing affordable units. **Achievement:** Requested an outreach and marketing program; however, Haven at Tapo Street LLC has delayed submittal since the project is not expected to be completed until the end of 2007. The Larwin Company has met with staff to discuss the preparation of their Outreach and Marketing Plan, which they plan to prepare within one year.

- Goal: Continue to implement the Home Rehabilitation Program and initiate eight new loans for very low-, low- or median-income households. **Achievement:** Exceeded the goal of eight new loans, and it is projected that up to 14 loans will be initiated during FY 2006-07.
- Goal: Continue to implement the First Time Homebuyer Program and provide assistance to five low-, median- or moderate-income households. **Achievement:** Exceeded the goal of five new loans (as a result of increased program demand and additional funding appropriated during the FY 2006-07 Mid-Year Budget Review), and it is projected that up to 15 loans will be initiated during the FY 2006-07.
- Goal: Process the draw down of funds from the 2003 HOME award for the Home Rehabilitation and First Time Homebuyer Programs. **Achievement:** Drew down the final portion of the 2003 HOME award through the processing of a significant number of Home Rehabilitation and First Time Homebuyer loans.
- Goal: Continue to implement the Community Development Block Grant (CDBG) Program. **Achievement:** Continued to implement the CDBG program, including the creation and implementation of a CDBG Advisory Committee, conducting two workshops for potential programs and projects for the 2007-08 Program Year, and preparing

materials for all required public hearings and the orientation meeting for the new Committee.

- Goal: Monitor non-profit CDBG subrecipients in accordance with HUD regulations. **Achievement:** Monitored the progress of CDBG subrecipients through submitted quarterly reports, back-up documentation review, and ongoing communication to verify adherence to committed goals outlined in their applications.
- Goal: Coordinate and conduct one or more workshops for local managers and other interested groups on fair housing rules and regulations. **Achievement:** Conducted a workshop in Simi Valley for seniors at the Simi Valley Senior Center in April 2007. A workshop for non-seniors will be held in June 2007 at the Simi Second Missionary Baptist Church.
- Goal: Continue to implement the following rental assistance programs: Senior Rent Subsidy Program; Mobile Home Rent Subsidy Program for Seniors; Eviction Prevention Program; and Security Deposit Assistance Program. **Achievement:** Assisted an average of 24 senior households per month under the Senior Rent Subsidy Program, approximately 40 households per month under the Mobile Home Rent Subsidy Program for Seniors, nine households under the Eviction Prevention Assistance Program, and six households under the Security Deposit Assistance Program.

Other Accomplishments

- Processed a conceptual proposal by the Olsen Company to construct an 81-unit townhome development containing eight affordable units near the southwest corner of Erringer Road and Heywood Street.

- Processed a feasibility analysis to determine if affordable units could be incorporated into a 37-unit townhome development proposed by Trumark Companies at the southwest corner of Los Angeles Avenue and Simi Village Drive. It was determined to be infeasible at that location.
- Processed and completed amendments to the Affordable Housing Agreement for the Kuehner Homes project developed by Cabrillo Economic Development Corporation on the east side of Kuehner Drive, south of the 118 Freeway, which resolved regulatory matters caused by the use of HOME grant funds by the developer for the project.
- Processed a conceptual proposal by VC Developers, Inc., to build a 10-unit townhome project containing two affordable units at 6105 Katherine Road.
- Completed modifications to the First-Time Homebuyer Assistance Program establishing additional guidelines to limit the City's risk when providing down payment assistance loans.
- Completed the 2006 Citywide Apartment Survey of 4,708 market rate rental units and released its results in November 2006.
- Processed a request by Habitat for Humanity, Ventura County, Inc., to amend their Affordable Housing Agreement to modify the deadline for "commencement of construction" in exchange for extending the Agreement's term from 45 to 50 years.
- Prepared a manual for the City's Senior Rent Subsidy Program and made modifications to the manuals for both the First-Time Homebuyer Assistance Program and the Home Rehabilitation Assistance Program. These actions will ensure consistency with HOME Program guidelines in preparation of the 2007 HOME Program Notice of Funding Availability (NOFA).

FY 2007-08 Goals

- Process an affordable housing agreement application for the 266-unit Casden Properties project, with 67 units affordable to low-income households.
- Continue to implement the Home Rehabilitation Program and initiate 12 new loans for very low-, low- or median-income households.
- Continue to implement the First Time Homebuyer Program and provide assistance to eight low-, median- or moderate-income households.
- Complete and submit an application for a 2007 HOME award up to \$800,000 for funding of the First Time Homebuyer's Program, the Home Rehabilitation Program, and the Senior Rent Subsidy Program.
- Continue to implement the Community Development Block Grant (CDBG) Program.
- Monitor non-profit CDBG subrecipients in accordance with HUD regulations.
- Coordinate and conduct one or more workshops for local managers and other interested groups on fair housing rules and regulations.
- Continue to implement the following rental assistance programs: Senior Rent Subsidy Program; Mobile Home Rent Subsidy Program for Seniors; Eviction Prevention Program; and Security Deposit Assistance Program.

SPECIAL PROJECTS

FY 2006-07 Goals and Achievements

- Goal: Finalize for adoption a revised Density Bonus Ordinance to reflect the requirements of current State law. **Achievement: Prepared a draft Density Bonus Ordinance; however, staff anticipates waiting until Fall 2007 to forward the proposed ordinance for City Council consideration in order to incorporate any requirements that may be adopted through pending 2007 “clean-up” legislation as well as changes that were adopted during 2006.**
 - Goal: Finalize for adoption a Condominium Conversion Ordinance to reflect the procedures for how rental units may be converted to units for sale. **Achievement: Established procedures and standards to regulate the conversion of existing multi-family rental apartment units to condominiums through the City Council adoption of a Condominium Conversion Ordinance.**
 - Goal: Continue the implementation of the Residential Building Permit Allocation System. **Achievement: Processed an application for the Spring 2007 Allocation Grant Hearing for the allocation of 37 grants to Trumark Companies for a 37-unit townhome project located at Los Angeles Avenue and Simi Village Drive.**
 - Goal: Continue to monitor compliance with existing Development Agreements. **Achievement: Monitored compliance of four Development Agreements to determine adherence to their requirements, and collected and tracked the payments of appropriate City fees.**
- Goal: Continue to implement the Department’s Internship Program and provide direct supervision of Intern staff. **Achievement: Improved customer service during the fiscal year by utilizing the Interns to: update GIS data; enter historical data for project logs; input apartment rental data into Excel files for the rental housing guide; and create GIS maps for the affordable housing guide.**

Other Accomplishments

- Received policy direction from the City Council regarding the application of a universal design condition for residential rental projects and senior for-sale.

FY 2007-08 Goals

- Finalize for adoption a revised Density Bonus Ordinance to reflect the requirements of current State law.
- Continue the implementation of the Residential Building Permit Allocation System.
- Continue to monitor compliance with existing Development Agreements.
- Continue to implement the Department’s Internship Program and provide direct supervision of Intern staff.

BUILDING AND SAFETY DIVISION

The City is located in an area considered extremely high in seismic activities, and high risk for wild fire and landslide. The mission of the Building and Safety Division is to protect the lives and safety of the citizens and contribute to the City’s economic development. This is accomplished through implementation and enforcement of Building, Plumbing, Electrical and Mechanical Codes and

Ordinances. The Building and Safety Division is comprised of two sections: Plan Review/Permit Center and Inspection/Code Compliance Services. Both are essential for the protection of life and property of the citizens.

Safety of structural design, adequacy of fire resistance, exiting, and location of structures on a site, are examples of some of the major issues being carefully reviewed during the plan check process. The high level of plan check quality, in conjunction with field inspection, ensures conformance with codes and standards to minimize property damage and loss of life.

The Plan Review/Permit Center Section conducts reviews of all plans for compliance with the following Codes: Building, Electrical, Plumbing, Mechanical, and Energy, as mandated by the State of California. These codes provide the body of regulations governing architectural and structural designs; disabled access; energy conservation; plumbing; mechanical; and electrical installations as necessary for each project. Within this Section, the Counter Services group interfaces with all walk-in customers to respond to their questions, receives Plan Check applications, and issues permits. When appropriate, plans are reviewed over-the-counter and permits are issued instantly.

Staff in this Section assign street addresses to new developments, file plans and documents, produce statistical reports, and review and advise developers as a member of the Development Advisory Committee review process. Finally, this Section coordinates with other City departments and County agencies in the processing and issuance of construction permits.

The Inspection Services Section is divided into three units: Residential/Tract, Commercial/Industrial, and Code Compliance.

The Residential/Tract Inspection Unit conducts on-site building, electrical, plumbing, energy, and mechanical inspections of: single-family dwellings; single-family housing developments and tracts;

additions and remodels of one- and two-family dwellings; and all accessory structures and swimming pools for compliance to City Building Codes.

The Commercial/Industrial Inspection Unit conducts on-site inspections of commercial, industrial, and multi-family residential buildings. Commercial/Industrial Inspectors conduct building, electrical, plumbing, energy, and mechanical inspections of a more complex nature; verify that all construction projects are built in compliance with approved plans and specifications; ensure the use of approved products and materials; coordinate and process Certificates of Occupancy; and ensure compliance with all Disabled Access laws and requirements.

The Code Compliance Unit responds to all complaints and referrals of illegal construction and usage as well as conditions of overcrowding; conducts assessment of fire damage to buildings and structures; conducts investigation of all complaints; works closely with the City Attorney's Office to obtain Inspection Warrants; and prepares documents for legal action by the City Attorney's Office.

PLAN REVIEW/PERMIT CENTER SERVICES

FY 2006-07 Goals and Achievements

- Goal: Continue to provide mandated plan reviews for all new construction, additions, and alterations of buildings. **Achievement: Completed plan reviews of 1,427 building, electrical, mechanical, and plumbing plans and issued 4,244 permits within the first nine months of this fiscal year.**
- Goal: Continue to maintain a ten working-day turnaround time for first cycle plan checks 85% of the time; and continue to maintain a five working-day turnaround time for re-submittals 85% of the time. **Achievement: Accomplished a ten working-day turnaround for the first cycle of plan**

review and a five working-day turnaround for re-submittals, approximately 85% of the time.

- Goal: Continue the distribution of the “How Are We Doing?” service questionnaires whereby feedback is obtained from homeowners and contractors regarding their satisfaction with customer service provided by office staff during the plan check and permit issuance processes. **Achievement: Realized a 94% overall satisfaction rate with the service received from the Plan Check and Permit Issuance staff, as evidenced by the Questionnaires returned to the Department in the first nine months of FY 2006-07.**
- Goal: Develop and implement a Permit-by-Appointment program for use by licensed design professionals who prepare plans for residential remodels and additions. **Achievement: Provided plan review verification and permit issuance by appointment for design professionals and project owners.**
- Goal: Expand Simplified Express Permit (SEP) program to provide for over-the-counter reviews of commercial building plans by appointment. **Achievement: Expanded and restructured the Simplified Express Program to provide comprehensive building, electrical, mechanical, and plumbing over-the-counter review by appointment for business and retail occupancies under 3,000 square feet in area. Twenty-seven projects have been reviewed and approved within the first nine months of FY 2006-07.**
- Goal: Continue to advise the Development Advisory Committee to provide timely and current Code interpretations, prevent major non-conformances, and eliminate delays in building plan review. **Achievement: Attended and provided needed building code information to Development Advisory Committee applicants.**

- Goal: Continue to work with regional Building Officials’ organizations to develop training programs on the International Codes, new materials and techniques, and accessibility regulations for City staff. **Achievement: Provided support for code training classes, including hosting the Ventura County Chapter of the International Code Council seminars in our City Council Chambers.**
- Goal: Continue to update the Building and Safety website pages on general procedures and plan check services. Additional procedures and forms will be developed and posted to allow customers with access to City forms and services to reduce customer-waiting time. **Achievement: Continued to update and develop additional public information and forms including construction information handouts.**
- Goal: Continue to collaborate with the City’s Information Services staff to improve the Accela Permits Plus program to provide more concise and accurate reports. **Achievement: Developed and implemented a plan review status report. Upgraded and implemented Permits Plus Version 5.**
- Goal: Continue to monitor the fees charged by Building and Safety and the fee structure to ensure full and equitable recovery of expenses for services rendered. **Achievement: More accurately monitored plan review services by implementing individual plan check time tracking logs to assess cost recovery for services rendered.**
- Goal: Continue to explore various document imaging methods to find a way to reduce document storage space in the vault, to improve reliability and efficiency for retrieving important and archived documents, and to possibly link with the Accela Permits Plus system. **Achievement: Continued to work with Information Systems staff in evaluating available technologies for document imaging such as Laserfiche.**

Other Accomplishments

- Recommended and received City Council approval to establish the position of Permit Services Coordinator to provide enhanced customer service for project status and permit issuance.

FY 2007-08 Goals

- Provide improved first point of customer contact at the permit counter by reconfiguring the counter to accommodate a staff workstation. This staff person will be in an improved position to immediately assess customer needs, provide the appropriate service, and better manage customer queuing to reduce customer wait time.
- Expand existing over-the-counter plan review services for small business tenant improvements by offering pre-plan check meetings and project coordination directed at assuring the small business owners have all the necessary process and compliance information prior to plan submittal. This will provide opportunities to decrease project timelines and lower the applicant's project carrying costs.
- Provide extensive staff training to prepare for the adoption of the new 2007 California Building Codes, effective January 2008. These new codes are a significant departure from the previous model codes, and all Building and Safety Division staff will need to have an expert level of understanding in order to accurately apply these new codes.
- Develop and implement a public outreach and information program to advise and educate design professionals, contractors and property owners about the significant changes in the 2007 California Building Codes and the resulting changes in construction practices.

- Continue to provide mandated plan reviews for all new construction, additions, and alterations of buildings.
- Continue to maintain a ten working-day turnaround time for first cycle plan checks 85% of the time; and continue to maintain a five working-day turnaround time for re-submittals 85% of the time.
- Continue to monitor the fees charged by Building and Safety and the fee structure to ensure full and equitable recovery of costs for services rendered.

INSPECTION/CODE COMPLIANCE SERVICES

FY 2006-07 Goals and Achievements

- Goal: Continue to provide all mandated inspection services within 24 hours for all new construction, additions, and alterations of buildings and structures. **Achievement: Performed 32,137 building, electrical, plumbing and mechanical inspections, 99% of which were made within 24 hours of the request; and managed over \$239 million in construction valuation during the same period.**
- Goal: Continue to update the Building and Safety Inspection website pages relating to inspection and construction standards and code requirements. **Achievement: Provided informational updates and changes for posting on the website as code changes were adopted and new policies were implemented.**
- Goal: Continue the Division's public outreach with handouts and information dealing with safety and building codes available through home improvement and construction supply establishments as well as through participation during "Building and Safety Week" and in the "Simi Valley Street

Fair.” **Achievement:** Continued to provide updated permit and contact information bulletins to local construction supply businesses. In May 2007, staff presented displays of building construction procedures, photographs of construction projects, home emergency and safety tips in the lobby of the City’s Development Services Building in recognition of the City Council-proclaimed “Building Safety Week.” Additionally, established a booth at the “Simi Valley Street Fair,” where staff provided handouts, flyers, and children’s coloring books and pencils giving tips on safety, construction, and emergency preparedness. Over 200 people visited the booth, and children were deputized as “Junior Building Safety Inspectors.”

- Goal: Continue the distribution of the Inspection service questionnaires whereby feedback is obtained from homeowners and contractors regarding their satisfaction with customer service provided by field personnel at building construction sites. **Achievement:** Realized a 94% overall satisfaction rate with the service received from the Inspection staff, as evidenced by the Questionnaires returned to the Department in the first nine months of FY 2006-07.

Commercial/Industrial Inspection Unit

- Goal: Develop and provide site training to Inspection staff for compliance with Senate Bill 1025 dated July 1, 2006. This Senate Bill addresses the change in multi-family building regarding disabled access to the building site. This goal will include a handout for staff and the public. **Achievement:** Implemented SB 1025 by having the Commercial/Industrial Inspection Unit staff attend ICC training specifically addressing disabled access for multi-family buildings, providing field training for Inspectors, and developing and distributing a handout to staff as well as to customers at the front counter.

- Goal: Continue to provide Building and Safety assistance to the City Manager’s Office of Economic Development, including site visitation for proposed City-assisted projects and training of staff regarding California Building Code accessibility requirements. **Achievement:** Assisted the City Manager’s staff and attended meetings with business owners to provide guidance and code requirements for City financial assistance programs. During the construction process, staff kept the City Manager’s Office updated with project progress reports.

Residential/Tract Inspection Unit

- Goal: Continue to provide training, mentoring, and guidance to prepare inspection staff to earn professional certificates through the International Code Council (ICC). **Achievement:** In November 2006, 19 staff members attended CALBO Education Week seminars that provided 240 hours of code training. Currently, 14 of the 15 Inspection staff members have earned ICC certification, and many have obtained multiple certifications in various disciplines.
- Goal: Provide training for the newly-hired, residential Building Inspector I staff to offer additional inspection service capability for the City. **Achievement:** Provided one-on-one site training by our Senior Building Inspectors and Supervising Building Inspectors as well as in-house training. As a result, both Building Inspector I staff obtained their ICC Building Inspector certification.

Code Compliance Unit

- Goal: Investigate and take appropriate action in response to complaints and referrals within 48 hours. **Achievement:** Investigated and initiated appropriate action within 48

hours of receiving a citizen complaint or referral from another department or jurisdiction.

- Goal: Continue to work with the Housing Division to provide technical assistance to the City's Home Rehabilitation Program. **Achievement: Worked closely with the Housing Division to perform inspection evaluations of residential structures that may be candidates for the rehabilitation program. Inspection staff has helped Housing staff determine the safety of structures and ensure that the use and occupancy of dwelling units in question meet all applicable codes and ordinances.**
- Goal: Establish policies and procedures to efficiently and productively gain compliance on all citizen complaints. **Achievement: Continued to have two Building Inspectors working full time, swiftly responding to complaints about building code violations and referrals to the MUSTS program and closely tracking compliance deadlines for timely reinspection. Received and investigated over 300 complaints and referrals during FY 2006-07, and closed over 200 cases by achieving compliance.**
- Goal: Continue working with the City Attorney's Office to develop a fast track system to obtain administrative warrants when compliance is not gained voluntarily. **Achievement: Established a direct contact hotline with the Ventura County Court system that has expedited the City's ability to obtain inspection warrants for the compliance program.**

Other Accomplishments

Commercial/Industrial Inspection Unit

- Promoted two Building Inspector II employees to the two newly created Senior Building Inspector positions in August

2006. The two lead Building Inspectors are assigned to the Commercial/Industrial Inspection Unit and are the Inspectors of Record for the Division's more complex and high profile projects and provide training and in the field guidance to the Division's two Building Inspector I employees.

- Conducted final inspections in the Simi Valley Town Center area and approved the use and occupancy of: Macy's East (formerly Robinsons-May); Gelato Ice Cream; Exotic Thai Restaurant; Limon Latin Grill; Jewel Time; Fuji Sushi; Angel Women's Apparel; Michelle D Woman's Apparel; Cinnabon; Famous Dave's BBQ; Chipotle Restaurant; Cingular Phone; BBQs Galore; Active Ride Sports Clothing; Wells Fargo Bank; Jared Jewelers; and 17 multi-unit buildings, a Club House, and swimming pools at the Jefferson Apartments complex at the Town Center Mall.
- Conducted final inspections and approved the use and occupancy of: a 108-unit assisted living facility on Sunset Garden Drive; a 78-unit condominium complex on Country Club Drive in Wood Ranch; a 15-unit apartment project on Patricia Street; Home Goods, Carvel Ice Cream, and Cinnabon in Sycamore Plaza; 24-Hour Fitness on Tapo Street; Gold's Gym in the Mountaingate Plaza; Aaron Brothers in the Paseo Simi shopping center; a multi-tenant commercial building next to the Marriott Hotel and Wal-Mart; and California Speed-Wash on Madera Road.
- Provided inspection services for current construction projects, such as a multi-building condominium development on Heywood Street; six tilt-up buildings on Chambers Lane; seven industrial buildings (totaling 67,392 square feet) built by Gluck Development on Cochran Street; a major seismic upgrade, administrative addition, and remodel at the Countrywide campus on Madera Road; and a multi-building senior condominium development at Stearns Street and Los Angeles Avenue.

Residential/Tract Inspection Unit

- Inspected and approved occupancy for six custom homes and four of the five major residential developments in the “Big Sky” project.
- Certified all inspection staff as Emergency Response personnel by FEMA after attending NIMS (National Incident Management System) and ICS (Incident Command System) training, as required by the State Office of Emergency Services.
- Resolved and closed over 5,000 old “open” permits and entered results in the Permits Plus system. Inspection staff contacted owners in order to gain access to determine whether to: (a) close the file when all work had been done and was safe; (b) expire the permit when no work was done; or (c) have the owner/contractor renew the permit and continue work to completion.

Code Compliance Unit

- Integrated the MUSTS program into the Citywide Permits Plus System, providing immediate “flagging and notation” of properties cited by Code Compliance Inspectors and the information needed by counter staff in helping to legalize cited properties.

FY 2007-08 Goals

Commercial/Industrial Inspection Unit

- Continue to work and communicate closely with other departments and agencies to provide final approval and occupancy of projects in a timely manner.

- Continue to assist the City Manager’s Office economic development efforts through site visitation for proposed City-assisted projects and training of staff regarding California Building Code accessibility requirements.

Residential/Tract Inspection Unit

- Continue to provide all mandated inspection services within 24 hours for all new construction, additions, and alterations of buildings.
- Continue to distribute an Inspection Service Questionnaire whereby feedback is obtained from homeowners and contractors regarding their satisfaction with customer service provided by field personnel at building construction sites.
- Prepare and train staff for the transition to the International Codes adopted in 2007 and for the State’s building codes (based on the International Codes) that are scheduled for adoption in 2008.
- Motivate and provide study guides for all Inspection personnel to aid in obtaining professional ICC certifications, with the goal of having 100% of staff certified in minimum of one code discipline.
- Provide advance notification and information to contractors and designers about the 2007 adopted change to the International Codes.

Code Compliance Unit

- Respond to all complaints and referrals with site investigations within 48 hours.
- Continue to work closely with the City Attorney's Office when court warrants are required or as enforcement action must be taken to gain compliance.

DEPARTMENT ADMINISTRATION

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

FY 2006-07 Goals and Achievements

- Goal: Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups to achieve swifter and less costly processing methods, wherever possible. **Achievement: Accommodated all written requests for expedited processing of Planning applications through the development review process. Implemented plan review verification and permit issuance by appointment in the Building and Safety Division whereby licensed design professionals meet with a City Plan Check Engineer to review plans for residential remodels and additions to achieve expedited approval. Enhanced development services by using the newly-approved Permit Services Coordinator position to more effectively manage the permit review process.**
- Goal: Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires. **Achievement: Realized a 94% overall satisfaction rate with the customer service received at the front counter as well as during the plan review and inspection processes, as evidenced by the Questionnaires returned to the Department in the first nine months of FY 2006-07.**
- Goal: Continue to monitor Division costs, revenues, and workload indicators to ensure the Department is staffed to provide the expected quality and timeliness of service. **Achievement: Continued to closely monitor these indicators, and made staffing adjustments and case assignments, as needed, to ensure high-quality and timely service.**
- Goal: Continue to increase the use of technology within the Department in order to streamline processes and information retrieval and to enhance our service to the public. **Achievement: Developed enhancements to the existing Permits Plus system by producing database reports to track plan check status for enhanced customer project coordination.**
- Goal: Continue to conduct a careful and systematic purging of all Departmental documents authorized for destruction, and explore methods for improved storage and retrieval of the records required to be retained. **Achievement: Continued to conduct a careful audit of all Environmental Services source documents, and developed a detailed inventory of records authorized for destruction under the provisions of the City's adopted Records Retention and Destruction Schedule. After receipt of Director and City Attorney approval, staff participated in two City Clerk-sponsored**

records destruction events, resulting in the elimination of 247 boxes of authorized Departmental records. Staff continues to organize two off-site units for optimal storage of Departmental records requiring long-term retention.

FY 2007-08 Goals

- Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups to achieve swifter and less costly processing methods, wherever possible.
- Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires.
- Continue to monitor Division costs, revenues, and workload indicators to ensure the Department is staffed to provide the expected quality and timeliness of service.
- Continue to increase the use of technology within the Department in order to streamline processes and information retrieval and to enhance our service to the public.
- Continue to conduct a careful and systematic purging of all Departmental documents authorized for destruction to become fully compliant with the City's adopted Records Retention and Destruction Schedule; and explore methods for improved storage and retrieval of the records that are required to be retained.

DEPARTMENT OF ENVIRONMENTAL SERVICES

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$3,736,647	\$4,353,600	\$3,863,200	\$490,400	\$4,223,100
41020 Temporary Salaries	40,804	69,200	43,700	25,500	74,300
41030 Boards & Commissions	27,932	28,500	31,400	(2,900)	32,300
41040 Overtime	7,331	16,000	4,800	11,200	16,000
41200 Deferred Compensation - 401k	137,472	164,700	143,800	20,900	167,000
41210 Deferred Compensation - 457	0	3,500	1,600	1,900	3,100
41300 Vision Care	13,223	14,800	13,300	1,500	13,500
41350 Disability	28,593	39,700	31,300	8,400	35,800
41400 Group Ins/Health	446,564	551,500	510,900	40,600	613,600
41450 Life Insurance	14,236	15,600	14,300	1,300	14,500
41500 Group Ins/Dental	42,421	50,700	42,700	8,000	51,000
41550 Section 125 Admin	213	0	100	(100)	0
41600 Retirement	731,755	876,500	775,000	101,500	860,000
41650 Medicare	53,059	58,300	54,900	3,400	56,300
41660 FICA	2,235	7,000	4,300	2,700	7,400
41700 Workers' Compensation	192,100	155,600	155,600	0	148,900
41800 Payroll Accruals	98,199	124,800	109,200	15,600	116,500
41900 Personnel Savings	0	(184,200)	MET	(184,200)	(238,500)
Subtotal - Personnel	<u>5,572,783</u>	<u>6,345,800</u>	<u>5,800,100</u>	<u>545,700</u>	<u>6,194,800</u>
<u>SUPPLIES AND MATERIALS</u>					
42200 Computer Non-Capital	0	0	200	(200)	0
42230 Office Supplies	12,121	15,500	14,700	800	14,700
42235 Furn & Equip (NonCap)	1,090	0	0	0	3,000
42410 Uniform/Clothing	0	2,300	2,300	0	2,300
42420 Special Departmental Expense	590	1,100	1,100	0	4,700

DEPARTMENT OF ENVIRONMENTAL SERVICES (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42440 Memberships & Dues	\$8,297	\$11,100	\$10,500	\$600	\$11,100
42450 Subscriptions & Books	5,819	9,200	4,600	4,600	9,000
42460 Advertising	4,960	7,700	7,200	500	37,500
42550 Small Tools/Equipmnt	1,355	1,800	1,800	0	2,600
42560 Operating Supplies	10,548	3,800	5,500	(1,700)	4,300
42720 Travel, Conferences, Meetings	9,229	17,800	15,200	2,600	17,300
42730 Training	7,685	19,000	19,000	0	48,700
42790 Mileage	3,061	3,800	4,200	(400)	4,200
Subtotal - Supplies/Materials	64,754	93,100	86,300	6,800	159,400
<u>SERVICES</u>					
44010 Professional/Special Services	31,286	702,900	723,500	(20,600)	90,000
44310 Equipment Maintenance	35,402	40,400	37,100	3,300	41,900
44490 Other Contract Services	190,480	250,000	148,100	101,900	150,000
Subtotal - Services	257,168	993,300	908,700	84,600	281,900
Subtotal - Current Expenses	321,923	1,086,400	995,000	91,400	441,300
Total	<u>\$5,894,705</u>	<u>\$7,432,200</u>	<u>\$6,795,100</u>	<u>\$637,100</u>	<u>\$6,636,100</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Administration:</u>			
Director, Environmental Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Secretary	2.5	2.5	2.5
Clerk	4.0	4.0	4.0
SUBTOTAL	12.5	12.5	12.5
<u>Planning:</u>			
Deputy Director/City Planner	1.0	1.0	1.0
Principal Planner	2.0	2.0	2.0
Landscape Architect	1.0	1.0	1.0
Senior Planner	8.0	8.0	8.0
Associate Planner	11.0	11.0	11.0
Planning Technician	1.0	1.0	1.0
SUBTOTAL	24.0	24.0	24.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Housing and Special Projects: (Note 1)</u>			
Deputy Director/Housing and Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
Secretary	0.5	0.5	0.5
SUBTOTAL	8.5	8.5	8.5
<u>Building and Safety:</u>			
Deputy Director/Building Official	1.0	1.0	1.0
Deputy Building Official	2.0	2.0	2.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Assistant Engineer/Plan Check	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	0.0	2.0	2.0
Electrical Inspector	1.0	1.0	1.0
Plumbing/Mechanical Inspector	1.0	1.0	1.0
Building Inspector I/II	10.0	8.0	8.0
Permit Services Coordinator	0.0	1.0	1.0
Counter Technician	1.0	0.0	0.0
Counter Services Technician	1.0	2.0	2.0
SUBTOTAL	21.0	22.0	22.0
TOTAL - REGULAR POSITIONS	66.0	67.0	67.0

Note 1: All but one Associate Planner position are budgeted in the Community Development Agency's Housing Administration Fund.

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>LIMITED-TERM POSITIONS (Note 2)</u>			
<u>Building and Safety:</u>			
Senior Engineer/Plan Check	1.0	1.0	0.0
Associate Engineer/Plan Check	1.0	0.0	0.0
Supervising Building Inspector	1.0	1.0	0.0
Building Inspector	6.0	3.0	1.0
Counter Services Technician	1.0	0.0	0.0
SUBTOTAL - LIMITED-TERM POSITIONS	10.0	5.0	1.0
 <u>PART-TIME POSITIONS (Note 3)</u>			
<u>Administration:</u>			
Work Experience	0.6	0.6	0.6
 <u>Housing and Special Projects:</u>			
Planning Intern	3.0	3.0	3.0
TOTAL - PART-TIME POSITIONS	3.6	3.6	3.6
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	79.6	75.6	71.6

Note 2: Limited-term positions are budgeted as full-time through the accelerated construction period.

Note 3: Part-time positions are shown as full-time equivalents.

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION

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

PARKWAY AND TREE MAINTENANCE

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

FY 2006-07 Goals and Achievements

- Goal: Continue to upgrade landscaping of designated areas within the public right-of-way with drought tolerant plant material. **Achievement: Upgrading being accomplished as program continues and as funds are available.**
- Goal: Continue use of reclaimed water in lieu of potable water for every feasible application. **Achievement: Use of reclaimed water in lieu of potable water is being accomplished, including landscape at the Public Services Center.**
- Goal: Continue use of soil surface mulch to help retain soil moisture through the use of brush chipper produced chips. **Achievement: Mulching is being accomplished, including a**

program to provide wood chips to residents and businesses upon request.

- Goal: Complete Annual Landscape District Assessment process for FY 2006-07. **Achievement: Annual Landscape District Assessment completed for FY 2006-07.**
- Goal: Continue in-house and contractual street tree trimming and tree removal/replacement projects. **Achievement: Trimmed 8,250 street trees, removed 338 dead or non-conforming street trees, and replaced 297 street trees with contractual forces; trimmed 11,200 street trees, removed 64 street trees, and replaced 49 street trees with City forces.**
- Goal: Award a contract for the Proposition 12 Grant Tree Planting project. **Achievement: Goal accomplished.**
- Goal: Complete the update of plans and specifications for the Landscape Maintenance District No. 1 maintenance contract. **Achievement: Goal accomplished. Completed two separate sets of plans and specifications, bid and awarded two maintenance services contracts (each covering approximately one half of the Landscape Maintenance District No. 1).**

Other Accomplishments

- Initiated and completed the update of plans and specifications, and solicited bids for the Citywide Street Tree Maintenance Services Contract.
- Initiated and completed the repair of traffic collision related damages to City landscape areas.

- Initiated and completed numerous small landscape repair/replacement projects for related utilities.
- Provided tree trimming and landscape clean up at the Auxiliary Parking Lot for the Ronald Reagan Library.
- Completed application for the “Greentrees for Golden State Grant” Tree Planting project.
- Solicited bids and awarded a contract for installation of “Smart Controllers” that adjust irrigation throughout the day by radio signal. Installed 22 controllers in the Landscape Maintenance District.
- Provided for planting of 149 trees under the City’s “Self Help” Parkway Tree Planting Program.

FY 2007-08 Goals

- Continue to upgrade the landscaping of designated areas within the public right-of-way with drought-tolerant plant material, as funds are available.
- Continue the use of reclaimed water in lieu of potable water for every feasible application.
- Continue the use of soil surface mulch to help retain soil moisture through the use of brush chipper produced chips.
- Complete the Annual Landscape District Assessment process for FY 2007-08.
- Continue in-house and contractual street tree trimming and tree removal/replacement projects, as funds are available.
- Award a contract and complete planting for the “Greentrees for Golden State Grant” Tree Planting project.
- Award a contract for the Citywide Street Tree Maintenance Services Contract.

STREET MAINTENANCE

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

FY 2006-07 Goals and Achievements

- Goal: Continue a comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City. **Achievement: Performed concrete repairs including the removal and replacement of approximately 600 linear feet of curb and gutter, and 20,000 square feet of sidewalk.**
- Goal: Continue to clean algae from City sidewalks. **Achievement: Continued to clean algae from City sidewalks. Need is ongoing.**
- Goal: Continue to contract out weed abatement for City streets and to inspect and evaluate contractor performance. **Achievement: Goal completed.**
- Goal: Continue the comprehensive maintenance and repair of asphalt streets throughout the City. **Achievement: Goal accomplished. Performed street repairs requiring approximately 900 tons of asphalt.**
- Goal: Continue the contractual maintenance and repair of parkway tree lighting on Tapo Street. **Achievement: Goal accomplished.**

Other Accomplishments

- Constructed 240’ of concrete sidewalk on Circle Knoll Drive for children access to school.
- Contracted re-lining of 130’ of failed storm drain pipeline and outlet structure reconstruction.

- Installed clarifier structure in PD parking lot storm drain for NPDES permit compliance.

FY 2007-08 Goals

- Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City.
- Continue to clean algae from City sidewalks.
- Continue to contract out weed abatement for City streets and to inspect and evaluate contractor performance.
- Continue the comprehensive maintenance and repair of asphalt streets throughout the City.
- Continue the contractual maintenance and repair of parkway tree lighting on Tapo Street.

BUILDING MAINTENANCE

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

FY 2006-07 Goals and Achievements

- Goal: Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmithing, painting and custodial maintenance services for twelve City buildings with in-house labor and contractual services. **Achievement: Goal accomplished. The ongoing programs will continue.**
- Goal: Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware, and roofs. **Achievement: Goal accomplished. The ongoing programs will continue and shall include new equipment at the expanded Senior Center facility in addition to those serving Stow Tank and Mt. McCoy radio buildings.**

- Goal: Continue to maintain and monitor established power and water conservation programs. **Achievement: Goal accomplished. The ongoing programs will continue.**

- Goal: Provide technical input and monitor the remodel of the DMV facility. **Achievement: Goal accomplished. Ongoing work related to the completion of punch list items as well as the establishment of preventive maintenance programs.**

- Goal: Upgrade the air conditioning/filtration systems in City building with ultra violet technology. **Achievement: Installation was stopped on a temporary basis due to building expansion and remodeling. Project due for completion in the summer of 2007.**

- Goal: Supervise the remodel of the Old Garage roof at the PSC. **Achievement: Ongoing. Construction delayed due to reconsideration of roofing options related to the specific needs of the building.**

- Goal: Supervise the refurbishment of the wood patio covers at City Hall and the DSB facility. **Achievement: Project at City Hall not economically practical since cover will be removed as part of the expansion project. Refurbishment of DSB covers remains an on-going project due to be completed in the summer of 2007.**

- Goal: Continue the standardization of locks and locking hardware in City buildings. **Achievement: Ongoing programs will include the DMV and Senior Center facilities once the expansion and remodel projects are completed.**

Other Accomplishments

- Continued in-house cross training of Building Maintenance Technicians to ensure a high quality of service in all trade disciplines.

- Assisted in the Transit office configuration by electrifying cubicles and providing conduit for communication lines.
- Assumed responsibility for providing electrical power service to newly installed walk-in freezer at the Police Department facility.
- Assisted General Contractor in the completion of punch-list items related to the construction of the Senior Center Expansion and existing facility remodel.
- Assisted General Contractor in the completion of punch-list items related to the remodel of the DMV facility.
- Assumed responsibility of furnishing custodial maintenance services to the Metro link Railway station.
- Assumed maintenance related responsibilities of buildings housing the City's new radio system facilities at the Mt. McCoy Tank and Stow Tank site locations.

FY 2007-08 Goals

- Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmithing, painting and custodial maintenance services for twelve City buildings with in-house labor and contractual services.
- Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware and roofs.
- Continue to maintain and monitor established power and water conservation programs.
- Continue to upgrade the air conditioning/filtration systems in City buildings with ultra violet technology to include equipment at the newly completed Senior Center expansion.
- Assist with selection of roof type, and supervise the replacement of the Old Garage roof at the PSC.

- Supervise the refurbishment of the wood patio covers at the DSB facility.
- Continue the standardization of locks and locking hardware in City buildings to include the newly remodeled DMV and Senior Center expansion.
- Initiate preventive maintenance programs for air conditioning equipment and emergency generators serving the buildings which house the City's new radio system at the Mt. McCoy Tank and Stow Tank locations.
- Initiate a preventive maintenance program for refrigeration equipment serving the walk-in freezer at the Police Department facility.
- Provide technical input as required to City Departments regarding plans for projected office reconfigurations and issues related to compliance with current ADA laws.

TRAFFIC MAINTENANCE

The Traffic Maintenance Section provides for the installation and maintenance of street name signs, regulatory signing, and street striping.

FY 2006-07 Goals and Achievements

- Goal: Install street name and traffic signs as needed.
Achievement: Installed 50 new street name signs and maintained over 200 existing regulatory and warning signs.
- Goal: Restripe City streets, including crosswalks, as needed.
Achievement: Completed repainting of crosswalks. Department awarded contract for restriping of City streets.
- Goal: Maintain seasonal and special event banners.
Achievement: Maintained banners on Tapo Street, Tapo Canyon Road, and Alamo Street.

- Goal: Purchase American flags and patriotic banners to display on select holidays. **Purchased 150 American flags and 50 replacement banners.**
- Goal: Contract for installation and maintenance of American flags. **Achievement: Goal accomplished.**
- Goal: Inspect and repair damaged street signs on City streets. **Achievement: Goal accomplished. Replaced damaged and missing street name signs, warning signs, and regulatory signs.**

Other Accomplishments

- Provided signage at the Auxiliary Parking Lot for the Ronald Reagan Library.

FY 2007-08 Goals

- Install street name signs and traffic signs as needed.
- Re-stripe City streets, including crosswalks, as needed.
- Maintain seasonal and special event banners.
- Purchase American flags and patriotic banners to display on select holidays.
- Contract for installation and maintenance of American flags.
- Inspect and repair damaged street signs on City streets.

EQUIPMENT MAINTENANCE

The Equipment Maintenance Section provides for maintenance for all City vehicles and related equipment for Public Works, Environmental Services, Administrative Services, Police

Department, Sanitation Fund, Waterworks District No. 8, and Simi Valley Transit.

FY 2006-07 Goals and Achievements

- Goal: Continue to provide maintenance on all City vehicles and related equipment. **Achievement: Goal accomplished. The ongoing programs will continue.**
- Goal: Provide for contract repainting of City vehicles that have deteriorated or missing paint. **Achievement: Completed spot painting for two City vehicles.**
- Goal: Provide Fork-Lift Operator training for four Mechanics. **Achievement: Goal accomplished.**

Other Accomplishments

- Passed the California Highway Patrol inspections at the PSC Transit Terminal, and PSC Maintenance Garage with a satisfactory rating.
- Initiated maintenance program for six new vehicles.
- Disposed of 11 surplus vehicles through auction.
- Installed factory re-built transmission in one PD vehicle.
- Installed factory re-built Allison transmissions in one New-Flyer bus and one Dial-A-Ride Van.

FY 2007-08 Goals

- Continue to provide maintenance for all City vehicles and related equipment.
- Provide for contract repainting of City vehicles with deteriorated or missing paint.

- Provide Fork-Lift Operator training for 1 Mechanic.

STORM DRAIN MAINTENANCE

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

FY 2006-07 Goals and Achievements

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

Other Accomplishments

- Contracted supplemental street sweeping as needed.
- Hauled approximately 600 loads of debris to the landfill.

FY 2007-08 Goals

- Maintain secondary drains and secondary channels throughout the City.
- Sweep 8,500 curb miles of City streets.
- Contract supplemental street sweeping as needed to achieve 100% coverage (approximately 8,500 curb miles).

- Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning, channel cleaning and street sweeping.

GRAFFITI ABATEMENT PROGRAM

This program in the Maintenance Division has historically addressed an average of approximately 700 incidents of graffiti in the City each year. A private contractor performs graffiti abatement.

FY 2006-07 Goals and Achievements

- Goal: Continue to coordinate with the City's contractor for the removal of graffiti on public and private property. **Achievement: On-going. Contractor and City staff responded to approximately 2,750 graffiti incidents and removed approximately 180,800 square feet of graffiti citywide.**
- Goal: Continue to remove illegal signs within the City right-of-way. **Achievement: On-going. Removed approximately 12,900 illegal signs from within the public right-of-way in support of the new sign ordinance.**

FY 2007-08 Goals

- Continue to coordinate with the City's contractor for the removal of graffiti on public and private property.
- Continue to remove illegal signs within the City right-of-way.

TRAFFIC ENGINEERING AND CITY ENGINEERING

The Traffic Engineering and City Engineering Divisions provide engineering services for subdivisions, land development projects, traffic programs, capital improvement projects, and assessment districts. Service functions include public improvements plan checking; inspection of all public improvements construction; administration of certain public works contracts; vehicular and pedestrian traffic management; maintenance of City maps, plans,

records, and survey data; and the initial installation of street name and regulatory signs. Service functions also include engineering support to the Department's Maintenance Division for the Streets and Roads Program; engineering and administration of assessment districts and special projects; issuance and monitoring of grading, paving, and right-of-way encroachment permits and providing related inspection services.

TRAFFIC ENGINEERING

FY 2006-07 Goals and Achievements

- Goal: Design and construct new traffic signals and/or existing signal phasing upgrades as approved by the City Council at its annual review of the Traffic Signal Construction List. **Achievement: Construction of a new traffic signal at the intersection of Tapo Street and Walnut Street will be completed by September 2007.**
- Goal: Replace traffic signal controllers and cabinets at six locations. **Achievement: Complete.**
- Goal: Continue the Traffic Signal Synchronization Program using grant and City funds. **Achievement: Design complete, construction in FY 2007-08.**
- Goal: Complete the Simi Valley-Thousand Oaks Bike Path Study using Article 3 funds and City matching funds. **Achievement: Project withdrawn, curb ramps were constructed.**

FY 2007-08 Goals

- Goal: Design and construct new traffic signals and/or existing signal phasing upgrades as approved by the City Council at its annual review of the Traffic Signal Construction List. For FY 2007-08 a new signal at the intersection of Tapo Canyon Road and Township Avenue will be constructed.

- Goal: Replace traffic signal controllers and cabinets at six locations, and modify the signal phasing operations at two intersections.
- Goal: Continue implementation of the City's Traffic Signal Synchronization Program using grant funds and City funds.
- Goal: Continue the development of the Citywide Traffic Model in conjunction with the update of the City's General Plan.

CITY ENGINEERING

FY 2006-07 Goals and Achievements

- Goal: Complete construction of the FY 2005-06 Annual Major Street Rehabilitation. Wood Ranch Parkway (Madera Road to south end), Walnut Street (Lemon Drive to Tapo Canyon Road). **Achievement: Complete.**
- Goal: Complete the construction of 118 Freeway Soundwalls westbound from Sycamore Drive to Erringer Road. **Achievement: Complete.**
- Goal: Complete design and initiate construction of FY 2006-07 Major Street Rehabilitation Program: First Street (Royal Avenue to Los Angeles Avenue and Sinaloa Road (Highland Road to Valley Gate Road). **Achievement: Completed design; initiated construction.**
- Goal: Complete design and initiate construction of FY 2006-07 Annual Minor Street Slurry Seal and Overlay Program. **Achievement: Completed design; initiated construction.**
- Goal: Complete design and initiate construction of FY 2006-07 Annual Curb and Gutter, and Sidewalk Replacement Program. **Achievement: Completed design; progressed with construction.**

- Goal: Complete design and initiate construction of Dry Canyon Regional Stormwater Detention Basin. **Achievement: Due to high bids received and budget shortfall, this project was deferred.**
- Goal: Secure Transportation Development Act funds for FY 2006-07. **Achievement: Complete.**
- Goal: Update the annual DBE goal. **Achievement: Complete.**
- Goal: Complete the Street Mile Report. **Achievement: Complete.**
- Goal: Update the street construction improvement list. **Achievement: Complete.**

Other Accomplishments

Completed the reconstruction/restoration of the Tapo Canyon Road embankment between Presidio Drive and Lost Canyons Drive.

Completed the construction of curb ramps at various locations.

Progressed with the design of the Erringer Road Improvements.

Progressed with the design of First Street and 118 Freeway landscaping improvements.

FY 2007-08 Goals

- Goal: Complete construction of the FY 2006-07 Annual Major Street Rehabilitation.
- Goal: Complete design and initiate construction of FY 2007-08 Major Street Rehabilitation Program.

- Goal: Complete design and initiate construction of FY 2007-08 Annual Minor Street Overlay Program.
- Goal: Complete the design and construction of Erringer Road Improvement Project between Royal Avenue and Fitzgerald Road.
- Goal: Complete the design and construction of the First Street 118 Freeway Interchange Landscaping Project.
- Goal: Complete the design of Madera Road Widening Project between Presidential Drive and the westerly City limits.
- Goal: Complete design and initiate construction of FY 2007-08 Annual Curb and Gutter, and Sidewalk Replacement Program.
- Goal: Secure Transportation Development Act funds for FY 2007-08.
- Goal: Update the annual DBE goal.
- Goal: Complete the Street Mile Report.
- Goal: Update the street construction improvement list.

ENVIRONMENTAL COMPLIANCE

Stormwater Management

The City's Stormwater Management Program is operated under the Environmental Compliance Division with support from other City Divisions, within and outside of the Department of Public Works. FY 2004-05 was the last year in the current Ventura Countywide Stormwater NPDES Permit five-year term, which continues until our next five-year permit is approved. The Stormwater Management Program includes programs for administration, construction, planning and land development, public outreach, industrial/commercial business inspections, illicit discharge control, and public infrastructure. An integral part of the Stormwater Program is education and training of the City's employees, industry personnel, the general public, and other affected groups. The Environmental Compliance Division coordinates the City's efforts towards compliance with the Countywide Program, Federal urban runoff regulations, and the State and Regional Water Quality Control Board permit requirements.

FY 2006-07 Goals and Achievements

- Goal: Continue public/business outreach through Arroyo Cleanup events, on-site support during inspections and requested responses, staffing of booths at public events, and providing speakers to present the Stormwater Management Program objectives and goals to citizens and business groups. **Achievement: Hundreds of volunteers removed thousands of pounds of waste during our two very successful Arroyo Cleanup events this year. Staff spoke on stormwater issues in local venues as well as at regional conferences.**
- Goal: Continue implementation of the current NPDES permit requirements for Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections and Industrial Outreach programs. **Achievement: Staff responded**

to over two hundred and eighty illicit discharge complaints. Several hundred industrial/commercial inspections were performed with stormwater education as the emphasis.

- Goal: Continue implementation of an ongoing storm drain stenciling, and maintenance program. This program will be augmented by extending stenciling activities and maintenance to the signage at all designated public access points to channels as outlined in the current NPDES permit. **Achievement: All public access points to the Arroyo Simi have been fitted with the appropriate signage. Staff continued to maintain the stenciling program.**

FY 2007-08 Goals

- Represent the City, through the Ventura Countywide Stormwater Program, in the new National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Five (5) Year Permit negotiations with the Regional Water Quality Control Board.
- Continue implementation of the current NPDES permit requirements for Public Outreach, Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections and Industrial Outreach programs.
- Continue implementation and improvement of the stormwater stencil and signage program. New curbmarkers are to be installed on the high traffic areas throughout the City this year.

Hazardous Materials

FY 2006-07 Goals and Achievements

- Goal: Demonstrate significant contaminant concentration reduction of Methyl Tertiary Butyl Ether (MTBE) at the PSC contaminated groundwater remediation site. **Achievement: Fenton's Reagent treatment has resulted in reducing the**

MTBE concentration from 758 to 201 µg per liter or 73% in the most contaminated well by the fourth quarter of FY 2006-07.

- Goal: Continue to increase the level of hazardous materials disclosure awareness in the business community through the Business Tenancy Certificate Program. **Achievement: The Business Tenancy Certificate (BTC) program increased business hazardous material use disclosure by identifying almost 500 businesses that had not completed the BTC application process.**
- Goal: Continue successful operation of the Household Hazardous Waste Program and increase public outreach. **Achievement: Provided eleven monthly collection events that served 1,385 residents, collecting 151,491 pounds of hazardous waste from July 2006 projected to June 2007.**

Other Accomplishments

- Coordinated the selection, issuance and startup of new radio communications equipment to the Division.
- Completed a time & duty study for the Hazardous Materials Section.

FY 2007-08 Goals

- Goal: Implement a viable no cost Electronic Waste Program using external resources to enable residents to comply with new Universal Waste disposal requirements resulting from the expiration of residential exemptions.
- Goal: Implement a low cost household battery recycling program using Public Works resources to comply with new Universal Waste disposal requirements resulting from the expiration of residential exemptions.

- Continue to increase the level of hazardous materials disclosure awareness in the business community through the Business Tenancy Certificate Program.
- Continue successful operation of the Household Hazardous Waste Program and increase public outreach to include Stormwater Program, Electronic Waste and Medical Waste disposal awareness.

DEPARTMENT OF PUBLIC WORKS

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$6,345,504	\$7,578,300	\$6,491,000	\$1,087,300	\$7,504,700
41020 Temporary Salaries	23,191	38,000	38,000	0	38,000
41040 Overtime	89,191	102,500	116,400	(13,900)	124,200
41050 Outside Assistance	29,275	30,000	11,500	18,500	0
41200 Deferred Compensation - 401k	148,742	184,600	169,900	14,700	191,300
41210 Deferred Compensation - 457	0	11,200	4,900	6,300	11,000
41300 Vision Care	25,483	31,500	26,400	5,100	28,600
41350 Disability	34,030	46,900	38,000	8,900	41,800
41400 Group Ins/Health	928,289	1,236,400	1,025,200	211,200	1,320,100
41450 Life Insurance	22,511	27,100	23,200	3,900	24,500
41500 Group Ins/Dental	90,827	120,400	92,400	28,000	120,400
41600 Retirement	1,227,366	1,476,700	1,316,500	160,200	1,445,200
41650 Medicare	76,852	88,500	84,800	3,700	82,500
41660 FICA	1,363	0	2,700	(2,700)	2,500
41700 Workers' Compensation	919,500	685,500	635,500	50,000	694,900
41800 Payroll Accruals	173,383	247,000	216,100	30,900	230,600
41900 Personnel Savings	0	(533,700)	MET	(533,700)	(585,700)
Subtotal - Personnel	10,135,507	11,370,900	10,292,500	1,078,400	11,274,600
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	192,213	237,500	223,200	14,300	250,000
42150 Communications	663	900	900	0	900
42230 Office Supplies	10,825	15,000	15,000	0	15,000
42235 Furn & Equip (NonCap)	4,424	9,000	9,200	(200)	6,500
42310 Rentals	6,570	6,500	6,500	0	5,500
42410 Uniform/Clothing	24,096	26,500	26,500	0	30,300
42420 Special Departmental Expense	115,579	160,400	125,000	35,400	130,000

DEPARTMENT OF PUBLIC WORKS (CONT'D)

	ACTUAL <u>2005-06</u>	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	VARIANCE <u>2006-07</u>	BUDGET <u>2007-08</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42440 Memberships & Dues	\$8,545	\$10,800	\$10,800	\$0	\$10,800
42450 Subscriptions & Books	1,903	3,000	2,700	300	3,000
42460 Advertising	3,104	3,500	3,500	0	3,500
42500 Fuel and Lubricants	257,952	300,000	300,000	0	300,000
42510 Tires	37,377	42,000	42,000	0	42,000
42550 Small Tools/Equipmnt	8,659	9,000	9,000	0	11,000
42560 Operating Supplies	378,091	452,300	452,300	0	514,800
42720 Travel, Conferences, Meetings	7,568	11,500	9,200	2,300	11,500
42730 Training	8,150	10,500	10,500	0	11,200
42790 Mileage	4,780	5,700	4,900	800	5,000
Subtotal - Supplies/Materials	<u>1,070,499</u>	<u>1,304,100</u>	<u>1,251,200</u>	<u>52,900</u>	<u>1,351,000</u>
<u>SERVICES</u>					
44010 Professional/Special Services	436,901	550,900	465,800	85,100	312,600
44310 Equipment Maintenance	45,213	90,300	90,300	0	84,400
44355 Vehicle Maintenance Charge	(841,600)	(927,600)	(927,600)	0	(1,009,500)
44450 Landscape Maintenance Contract	488,460	1,101,600	1,101,600	0	1,128,000
44490 Other Contract Services	1,003,479	1,880,600	1,841,500	39,100	1,320,700
Subtotal - Services	<u>1,132,453</u>	<u>2,695,800</u>	<u>2,571,600</u>	<u>124,200</u>	<u>1,836,200</u>
Subtotal - Current Expenses	2,202,952	3,999,900	3,822,800	177,100	3,187,200
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	10,633	0	0	0	0
47030 Vehicles	0	79,400	79,400	0	10,000
Subtotal - Capital Outlay	<u>10,633</u>	<u>79,400</u>	<u>79,400</u>	<u>0</u>	<u>10,000</u>
Total	<u>\$12,349,092</u>	<u>\$15,450,200</u>	<u>\$14,194,700</u>	<u>\$1,255,500</u>	<u>\$14,471,800</u>

**DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Administration:</u>			
Director, Public Works	1.0	1.0	1.0
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/Public Works Administration	1.0	1.0	1.0
Deputy Director/Maintenance Services Engineer	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Administrative Secretary	2.0	2.0	2.0
Word Processing Operator	0.5	0.0	0.0
Account Clerk II	2.0	2.0	2.0
Public Works Dispatcher	1.0	1.0	1.0
Secretary	1.0	0.5	0.5
Clerk II	0.0	1.0	1.0
SUBTOTAL	12.5	12.5	12.5
<u>Maintenance:</u>			
Maintenance Superintendent	4.0	4.0	4.0
Maintenance Supervisor	4.0	4.0	4.0
Heavy Equipment Operator	2.0	2.0	2.0
Building Maintenance Technician	4.0	4.0	4.0
Tree Trimmer	2.0	2.0	2.0
Senior Tree Trimmer	2.0	2.0	2.0
Mechanic II	5.0	5.0	5.0
Mechanic I	2.0	2.0	2.0
Maintenance Worker I	10.0	12.0	14.0
Maintenance Worker II	22.0	22.0	22.0
Maintenance Worker III	4.0	4.0	4.0
Community Services Specialist	1.0	1.0	1.0
Public Works Inspector	3.0	3.0	3.0
SUBTOTAL	65.0	67.0	69.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Engineering & Traffic Engineering:</u>			
Deputy Director/Traffic Engineer	1.0	1.0	1.0
Deputy Director/City Engineer	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Principal Engineer	4.0	4.0	4.0
Senior Engineer	10.0	10.0	10.0
Associate Engineer	3.0	3.0	4.0
Assistant Engineer	3.0	3.0	2.0
Senior Engineering Technician	4.0	5.0	5.0
Engineering Technician	3.0	2.0	2.0
Contract Compliance Technician	1.0	1.0	1.0
Clerk II	1.0	0.0	0.0
Engineering Aide	1.0	1.0	1.0
Counter Services Technician	1.0	1.0	1.0
Supervising Public Works Inspector	1.0	1.0	1.0
Public Works Inspector	5.0	5.0	5.0
SUBTOTAL	40.0	39.0	39.0
<u>Environmental Compliance (Note 1):</u>			
Environmental Compliance Program Coordinator	2.0	2.0	2.0
Environmental Compliance Inspector	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0
Environmental Compliance Programs Analyst	0.5	0.5	0.5
Utility Services Specialist	1.0	0.0	0.0
Utilities Specialist	1.0	2.0	1.0
SUBTOTAL	7.5	7.5	6.5
TOTAL - REGULAR POSITIONS	125.0	126.0	127.0

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

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>TEMPORARY POSITIONS</u>			
<u>Maintenance:</u>			
Work Experience/Custodial (Part-Time)	1.0	2.0	1.0
Community Services Specialist (Graffiti Program)	0.0	0.0	1.0
Maintenance Worker I (Custodial)	4.0	2.0	2.0
TOTAL - TEMPORARY POSITIONS	5.0	4.0	4.0
TOTAL - PUBLIC WORKS POSITIONS	130.0	130.0	131.0

POLICE DEPARTMENT

DEPARTMENT ADMINISTRATION

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

FY 2006-07 Goals and Achievements

- Goal: Implement a seven-beat plan. **Achievement: Implemented the seven beat plan in May 2006. However, the plan was modified in an effort to reassign existing resources to proactively suppress crime.**
- Goal: Recruit and hire two new Captains. **Achievement: Hired a new Captain in December. The next recruitment will take place this fall.**
- Goal: Implement the Versaterm Personnel Module in Administration. **Achievement: Continued to evaluate this product to determine its usefulness and effectiveness.**
- Goal: Pursue a Homeland Security Grant for 2006. **Achievement: Received \$91,849 from the 2006-07 Homeland Security Grant.**
- Goal: Install the new Radio System. **Achievement: Installed new radio system and staff continues to monitor issues or problems as they develop.**
- Goal: Provide a Community Based Recognition Program for Police Department Staff. **Achievement: Provided a Recognition Program on September 13, 2006.**

Other Accomplishments

- Hosted Versaterm California User Group.
- Acquired a new ID Card System for Department Employees.

FY 2007-08 Goals

- Audit the operations of the Department to review service levels.
- Prepare for future retirements and maintain an aggressive hiring program.
- Implement the Module Report Entry and Case Management Modules of the Versaterm Software System.
- Pursue additional grant funding from the Office of Homeland Security.
- Fully develop a succession mentoring program.
- In conjunction with the Police Foundation utilize the Every 15-Minutes and STTOP Programs to focus on teen driving safety.

DISPATCH

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

FY 2006-07 Goals and Achievements

- Goal: Provide professional and courteous service at all times to citizens, officers and co-workers. **Achievement: Dispatched officers to 32,694 calls for service from July 1, 2006, through March 12, 2007. Received approximately 13,450 911 emergency telephone calls and handled over 86,500 contacts with the public with very few incidents of complaint during the same period.**
- Goal: Assist with maintaining an average response time of less than 4 minutes for emergency calls and less than 12 minutes for routine calls. **Achievement: As of March 12, 2007, response to emergency calls averaged 3.9 minutes. Routine calls for service had an average response time of 14.1 minutes.**
- Goal: Begin to accept Voice Over Internet Protocol (VOIP) calls in the Dispatch Center. **Achievement: Received a limited amount of VOIP calls, totaling less than 1% of the calls received in the Dispatch Center.**
- Goal: Expand the Tactical Dispatcher Team by two members. **Achievement: Expanded the Tactical Dispatcher Team by two members.**
- Goal: Improve mapping capabilities in the Dispatch Center for wireless calls. **Achievement: Tested and implemented the ability to map Phase II Wireless calls in the Dispatch Center.**
- Goal: Reconstruct Dispatcher Orientation format. **Achievement: Improved the orientation and added two new Senior Dispatchers to the program.**

Other Accomplishments

- Accepted and increased number of wireless calls to the Center. Wireless calls now account for 34% of all telephone calls received.
- Hosted 911 Managers Meeting for Communication Managers from Ventura and Santa Barbara Counties.
- Trained 9 sworn personnel members of the Department to work as call-takers in the Dispatch Center.
- Completed implementation and training for new radio system.
- Drafted and implemented new policy and procedures to monitor City bus emergency buttons.

FY 2007-08 Goals

- Provide professional and courteous service at all times to citizens, officers and co-workers.
- Assist with maintaining an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls.
- Assist with implementation of the Mobile Reporting Writing Project, from a dispatch prospective.
- Provide civilian Supervision Course for two newest Senior Dispatchers.
- Participate in Leadership Simi Valley, Every 15-Minutes Program, and Citizens Academy.

PATROL

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

FY 2006-07 Goals and Achievements

- Goal: Provide continued timely, professional, and courteous service at all times. **Achievement: Responded to 32,694 calls for service from July 1, 2006, through March 12, 2007. Of these, 382 were emergency (code 3) responses.**
- Goal: Maintain an average response time for emergency calls of less than 4 minutes and less than 12 minutes for non-emergency calls. **Achievement: Maintained an average response time to emergency calls for service from July 1, 2006 through March 12, 2007, of 3.9 minutes and 14.1 minutes to non-emergency calls for service.**
- Goal: Proactively commit resources to identified crime trends. **Achievement: Committed two Patrol Officers to the Special Operation Unit Career Enrichment positions in the Special Enforcement and Special Problems Sections. In addition, one vacant Special Enforcement Position (SES) was filled with a Patrol Officer. A sixth position was moved from Patrol to SES and filled. This movement has completely filled these proactive units. In addition, the Department's Command Staff and Unit Managers meet weekly to discuss crime trends and resources are redirected in response to any identified trends.**
- Goal: Emphasize proactive traffic enforcement, including DUI arrests. **Achievement: Arrested 246 impaired drivers from July 1, 2006, through March 12, 2007. In addition,**

Patrol Officers contributed to the issuance of 7,032 citations during the same period.

- Goal: Increase proactive enforcement while maintaining a low citizen complaint rate. **Achievement: Increased proactive enforcement while receiving only six citizen complaints from July 1, 2006, through March 12, 2007.**
- Goal: Continue to assign Patrol Officers to positions in the Department's Career Enrichment Program as staffing levels permit. **Achievement: Assigned two Patrol Officers to the Department's Special Operations Unit.**

Other Accomplishments

- Completed the VCIJIS interface, allowing access to Federal, State, and local county warrant information through the mobile computers (MDT) in each of the Patrol, Traffic, and Special Operations police cars.
- Completed the first phase of the VCIJIS training for all uniformed officers.
- Hired eight new police officers since July 1, 2006. The Operations Division now has 53 Officers, 8 Sergeants, and 4 Lieutenants.
- Provided roll call training six days a week for all three shifts that included Department policy updates, new case law, equipment updates, perishable skills training, and tactical debriefs.
- Provided appropriate personnel to instruct at the Citizens Academy and the annual Leadership Simi Valley class.

FY 2007-08 Goals

- Maintain an average response time of less than 5 minutes for emergency calls for service and 15 minutes for routine calls for service.

- Emphasize traffic enforcement, including DUI arrests.
- Provide professional and courteous service at all times and maintain a low citizen complaint rate.
- Complete the implementation of the Mobile Report Entry (MRE) and Case Management modules of the Versaterm system. In addition, complete the required training for all officers using the system in order for the Department to recognize new workflow efficiencies.
- Ensure officers are successfully using the VCIJIS interface to check the various Federal, State, and local systems for parole and probation status, restraining orders, DMV information, and wants and warrants on suspected violators from their MDT, unless the tactical considerations dictate otherwise.

SPECIAL OPERATIONS UNIT

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

FY 2006-07 Goals and Achievements

- Goal: Target repeat criminal offenders and known criminal locations in an effort to reduce crime. **Achievement: Identified, surveilled, and initiated enforcement action on numerous individuals and locations resulting in the seizure of numerous stolen vehicles and stolen property, the**

execution of search warrants, and the arrests of dozens of offenders.

- Goal: Work closely with the Probation and Parole Departments to aggressively monitor individuals in the City that are under their supervision. **Achievement: Continued to meet regularly with both Departments, shared information, and accompanied them on searches.**
- Goal: Track and assure Due Diligence compliance on all City arrest warrants and clear them by arrest where possible. **Achievement: Arrested dozens of at-large suspects for outstanding warrants, and successfully met the due-diligence requirements for all arrest warrants assigned to the agency for service.**
- Goal: Direct available resources to street narcotics offenders and crime patterns within the City. **Achievement: Worked closely with Crime Analysis and Detectives to identify patterns and suspects to target.**
- Goal: Work closely with Federal, State, and regional narcotics enforcement units to combat major narcotics dealers. **Achievement: Continued to work several major cases with DEA and Ventura and Los Angeles County agencies, resulting in multiple arrests and spin-off investigations.**
- Goal: Conduct bi-monthly SWAT training, quarterly SWAT/CNT exercises, and provide officer safety, tactical, and Weapons of Mass Destruction training for the entire Department. **Achievement: Fulfilled all SWAT and CNT training requirements and conducted WMD update training and Immediate Response Training for most of the Department's sworn staff to better prepare officers for an "active shooter" situation at a school or business.**

- Goal: Enhance the Technical Services Team and make it a more viable resource for the whole department. **Achievement: Assembled and trained the team on the newly acquired radio alarms. Began assigning radio programming duties to the team.**

Other Accomplishments

- Coordinated an aggressive enforcement approach toward fireworks during the July 4th Holiday, issuing 40 citations (at \$845 each), and making seizures, at dozens of locations.
- Integrated the Intelligence position into the Special Investigations Section, which allowed for more efficient use of resources and personnel.

FY 2007-08 Goals

- Target repeat criminal offenders, known criminal locations, and observed crime trends in an effort to reduce the crimes related to these individuals and locations.
- Track and assure Due Diligence compliance on all City arrest warrants and clear them by arrest where possible.
- Work closely with Federal, State, and regional narcotics enforcement units to combat major narcotics dealers as well as address local dealers who impact the quality of life in Simi Valley.
- Conduct bi-monthly SWAT training, quarterly SWAT/CNT exercises, and provide officer safety, tactical, and WMD training for the entire Department.
- Continue to enhance the Technical Services Team and make it a more viable resource for the entire department.

DETECTIVES

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

FY 2006-07 Goals and Achievements

- Goal: Continue proactive monitoring of registered sex offenders. **Achievement: Continued to actively monitor local registered sex offenders to ensure compliance with the law. Currently the Megan's Law Website indicates that there is one Simi Valley registrant who is in violation out of 57 listed.**
- Goal: Actively investigate unsolved homicides and unresolved missing person cases. **Achievement: Continued participating on the Ventura County DNA Cold Case Task Force. Cleared the 2002 Carol Lawson missing person case after it was determined that she had committed suicide in Los Angeles in 2002.**
- Goal: Continue to respond to community requests for presentations on identity theft and elder abuse. **Achievement: Presented an "Identity Theft" prevention seminar as part of the Department's crime prevention efforts.**
- Goal: Continue to provide investigative resources to the Ventura County High Technology Crimes Task Force. **Achievement: Participated on the Ventura County High Technology Crimes Task Force by providing over 100 hours of computer forensic examinations. Detectives also participated in a search warrant in the City of Ventura on behalf of the Task Force.**

- Goal: Clear approximately 30% of the criminal cases assigned to the Detective Unit by arrest. **Achievement: Cleared approximately 37% of criminal cases by arrest. During the 2006 calendar year there were 1,138 cases assigned to the Detective Unit.**

Other Accomplishments

- Completed the two-year training program for the Crime Scene Investigator Trainee. During the past summer, the Trainee processed a homicide scene as the sole Crime Scene Investigator.

FY 2007-08 Goals

- Continue proactive monitoring of registered sex offenders.
- Actively investigate unsolved homicides and unresolved missing person cases.
- Continue to provide investigative resourced to the Ventura County High Technology Crimes Task Force.
- Clear approximately 30% of the criminal cases assigned to the Detective Unit by arrest.
- Work cooperatively with the Special Operations Unit in an effort to target known offenders and crime patterns.
- Update the Department's Amber Alert Response Plan.

RECORDS

The Records Section provides mandatory custody, coordination and control of the reports and records generated by the Police Department.

FY 2006-07 Goals and Achievements

- Goal: Provide excellent customer service to all external and internal customers. **Achievement: Provided excellent customer assistance with no known complaints.**
- Goal: Continue archival scanning. **Achievement: Continued archival scanning for the first half of one archival year. Second half in progress. This includes taking microfilmed reports, printing these reports, and scanning them into the Laserfiche document imaging system.**

FY 2007-08 Goals

- Provide excellent customer service to all external and internal customers.
- Continue archival scanning.

CRIME ANALYSIS

The Crime Analysis Unit is the hub of the data entry process and is responsible for the timely and accurate input of recordable information. Crime Analysis is the systematic and analytical approach to criminal identification and prediction of criminal behavior for the purpose of reducing and preventing crime in a cost effective manner. With this in mind, data is analyzed and various crime analysis applications are implemented. Some of these applications include administrative, operational, and tactical analyses that reflect noticeable crime trends with similar modus operandi. Parolee and known offender monitoring, graphics and detailed statistics calculated for Department, state and federal reporting requirements is also performed.

Crime Analysis provides information to assist operations personnel (patrol and investigative officers) in the identification of specific and immediate crime problems and the arrest of criminal offenders.

Analyzed data is used to promote a quick response to field situations. The Unit actively researches and flags special circumstances related to criminal activity such as gang and hate crime, crimes of abuse, officers killed and assaulted, violent crimes against senior citizens, domestic violence, and sex, narcotic and arson registrants. In addition, the Unit Manager is the administrator of various technological databases such as Critical Reach (known formerly as TRAK), Parole LEADS, and a variety of intelligence and tracking software such as i2 Link Analysis, ISYS, Autotrak and Merlin.

All of these systems allow analysts and other police personnel to quickly and easily create photo wanted bulletins, and share criminal information electronically with other police agencies and the community. These systems also allow for the creation of photo line-ups and time line charts for the identification and suppression of criminal activity. The Unit can also immediately access DMV photos in cases where an emergency or urgent situation arises and link specific information and common denominators that tie multiple violent crimes perpetrated by the same suspect.

FY 2006-07 Goals and Achievements

- Goals: Implement Versaterm's newest window version of their Records Management System (RMS), Genero 7.1. **Achievement: Implemented Versaterm's newest window version of their Records Management System, Genero (Version 7.0)**
- Goals: Implement the Versonnel (personnel data screen) module, the Flag and Gang modules and evaluate the Telephone Reporting Center in Genero. Decide who will administer the module and effectively train appropriate personnel. **Achievement: Implemented the Flag Module in Versaterm to identify and track all known offenders such as active parolees, sex registrants and those individuals that warrant special officer notification.**

- Goals: Implement the selected Beat 7 Plan by ensuring all affected databases have the corrected changes and allow for accurate Calls for Service analysis. **Achievement: Removed the Beat 7 Plan and temporarily converted back to Beat 6. Successfully had Versaterm convert all Beat 7 records affected back to Beat 6 in order to record accurate Calls for Service data.**
- Goals: Convert all existing Lotus crime analysis and statistical worksheets into Excel. **Achievement: Converted all Lotus spreadsheets that housed statistical and crime analysis information into Excel. Successfully converted all appropriate formulas that calculate percent changes and trend variations.**
- Goals: Continue enhancing the existing criminal and intelligence software packages such as ISYS, Critical Reach (TRAK), i2 and AutoTrack to better track crime trends and patterns. Increase tactical analysis productivity. **Achievement: Worked toward enhancing the existing criminal and intelligence software packages by upgrading the software and evaluating their compatibility with our Versaterm System.**

FY 2007-08 Goals

- Implement Versaterm's newest window version of their Records Management System (RMS), Genero 7.1, and identify all database changes in the product. Devise a rollout plan for loading the new version on desktops. Develop a training schedule to address any changes in the new version.
- As Mobile Report Entry is implemented, train Crime Analysis Unit staff on Transcription Queue and focus on quality assurance versus data entry. Help establish policies for officers to maintain and protect data integrity within the Records Management System.

- Reinstated internal monthly Department statistics for dissemination. This will include crimes, arrests, clearances, calls for service, response times and traffic statistics.
- Reinstated the 7 Beat Plan by incorporating changes that include recent developments and City annexations.
- Continue enhancing the existing criminal and intelligence software packages such as ISYS, Critical Reach (TRAK), i2 and AutoTrack to better track crime trends and patterns. Increase tactical analysis productivity.

FISCAL SERVICES

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

FY 2006-07 Goals and Achievements

- Goal: Process all reported false alarms and permits/licenses in a timely manner. **Achievement: Processed 471 false alarm billings and 327 permits/licenses in calendar year 2006.**
- Goal: Process all updates to the Department General Orders in a timely manner. **Achievement: Processed and distributed thirteen revisions to the Department General Orders and created two new General Orders.**
- Create and distribute Fiscal Services Unit Orders. **Achievement: Continued to update Fiscal Services Unit Orders as changes occur.**

Other Accomplishments

- Completed the Department's Reappropriations, First Quarter and Mid-Year Reports for FY 2006-07 Budget and the FY 2007-08 Budget.

FY 2007-08 Goals

- Process all reported false alarms and permits/licenses in a timely manner.
- Process all updates to the Department General Orders in a timely manner.
- Create new and updated Fiscal Services Unit Orders as needed.
- Fully train the new Volunteer Coordinator.
- Complete the Department's Reappropriations, First Quarter and Mid Year Reports and the Annual Budget.

MAINTENANCE

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

FY 2006-07 Goals and Achievements

- Goal: Auction surplus vehicles and equipment. **Achievement: Completed auction in May 2007.**

- Goal: Install emergency equipment into 14 replacement vehicles. **Achievement: Completed 4 of the 14 vehicles. Waiting delivery of 10 vehicles; completion expected by June 2007.**
- Goal: Implement the new City wide radio system. **Achievement: Completed the implementation of the new City-wide radio system August 2006.**
- Goal: Perform SB 989 testing of fuel tanks per the State Air Resources Board guidelines. **Achievement: Completed testing February 2007.**

FY 2007-08 Goals

- Auction surplus vehicles and equipment.
- Install emergency equipment into 14 replacement vehicles.
- Install emergency equipment into new Command Post vehicle.
- Install protective cage extensions in all patrol vehicles.

AUXILIARY SERVICES

The Auxiliary Services Unit is responsible for planning, research, personnel, recruitment, background investigations, internal affairs, training, property, evidence, IS supervision, Jail Management and Grant Management. The Unit also manages crime prevention, environmental design, and the Drug Abuse Resistance Education (D.A.R.E.) Program, the Explorer Program and Department Media relations.

FY 2006-07 Goals and Achievements

- Goal: Implement the Crime Free Lifestyles Program by providing three instructional sessions this year. **Achievement: Evaluated this program and determined that conflicts with**

existing programs existed and interest level was low. The feasibility of this program will be re-assessed at a future date.

- Goal: Present Crime Prevention Seminar for seniors. **Achievement: Presented two (2) lectures for the senior citizen community, focusing on elder abuse and senior financial abuse.**
- Goal: Continue a Business Academy Program for business crime prevention by offering short but informative classes at times and locations convenient to both large and small companies in the City. **Achievement: Presented crime prevention topics to specific retailers. A reevaluation of this program is pending an interest survey to be conducted among local retail establishments.**
- Goal: Develop and implement a strategic marketing plan to recruit and hire new Officers. This will include the production of a Department DVD, radio advertising, new flyers, brochures, recruitment tactics, and input from members of the Police Department. **Achievement: Developed a Department recruitment video, participated in numerous recruiting fairs, hosted a Department open house event, produced various flyers and brochures, and developed a recruiting strategy with input from the Department Recruitment Team.**

FY 2007-08 Goals

- Develop a scheduling strategy for California Police Officers Standard Training (P.O.S.T) Perishable Skills Training mandates in order to minimize the scheduling and budget impact of "out of compliance" deadlines.
- Implement and refine the Department's Intranet system in order to provide a meaningful and functional information resource for all personnel.

- Conduct an annual review of the Department's Temporary Holding Facility Manual and General Orders to ensure compliance with the California Corrections Services Agency (CCSA).
- Enhance and execute the strategic marketing plan to recruit and hire new Officers. This will include participation in recruitment fairs, improvements to Department open house/informational meetings, the use of the Department Recruitment video, and the enhancement of the Department web page.
- Advance the Business Academy Program for business crime prevention by developing a marketing plan that will inform both large and small companies of the opportunity for presentations on relevant topics.
- Develop a crime prevention strategy that includes the use of the reverse 911 system, and an informational pamphlet targeting thefts from motor vehicles in order to reduce the likelihood of residents being victimized.

TRAFFIC

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

Detail is responsible for providing patrol and enforcement services for all of the undeveloped off-road areas of the City.

FY 2006-07 Goals and Achievements

- Goal: Focus on collision reduction at the top five intersections at which traffic collisions are most frequent by employing targeted enforcement efforts. **Achievement: Installed Public Safety Signal Indicator lights in September at the top five intersections at which traffic collisions are most frequent. Issued 208 citations at the targeted intersections since the installation of the lights.**
- Goal: Continue to aggressively enforce the abandoned and nuisance vehicle statutes. **Achievement: Issued 2,237 citations for parking violations since July 1, 2007. Reduced abandoned vehicle complaints from 1,678 to 679, a decrease of 59.6%.**
- Goal: Develop and implement focused traffic safety programs for teen drivers and elementary school aged pedestrians. **Achievement: Implemented the STTOP teen driver program, conducted school safety programs at SVUSD elementary schools, and presented driver safety information to PTSA.**
- Goal: Improve the enforcement productivity of those assigned to the Traffic Unit. **Achievement: Increased citations by sworn personnel for Vehicle Code violations by 9.43% overall.**
- Goal: Conduct two sobriety checkpoints. **Achievement: Conducted the first DUI Check-Point on December 15, 2006. Officers stopped 940 vehicles, arrested three people for DUI, seven people for driving while their licenses were suspended, and one for possession of marijuana. Cited 19 people for being unlicensed drivers and three for other minor violations. Towed 26 vehicles. Scheduled the second checkpoint for May 2007.**

FY 2007-08 Goals

- Focus on safety in high volume traffic areas such as schools, business districts and through streets by employing targeted enforcement efforts.
- Continue to aggressively enforce the abandoned and nuisance vehicle statutes.
- Further develop traffic safety and education programs for teen drivers and elementary school aged pedestrians through use of STOPP Programs.
- Increase enforcement of off-road violations.
- Improve the effectiveness of enforcement of those assigned to the Traffic Unit.
- Conduct two (2) sobriety checkpoints.

POLICE DEPARTMENT

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$12,293,279	\$13,687,700	\$12,714,400	\$973,300	\$14,567,800
41020 Temporary Salaries	30,795	100,500	63,000	37,500	100,500
41040 Overtime	2,560,766	2,435,200	2,948,500	(513,300)	2,813,300
41200 Deferred Compensation - 401k	250,294	263,500	254,300	9,200	276,600
41210 Deferred Compensation - 457	0	7,100	4,700	2,400	6,500
41300 Vision Care	43,596	46,500	44,400	2,100	45,500
41350 Disability	119,642	145,600	131,600	14,000	125,100
41400 Group Ins/Health	1,919,628	2,008,200	2,127,500	(119,300)	2,422,600
41450 Life Insurance	50,292	52,100	51,800	300	52,700
41500 Group Ins/Dental	211,720	235,800	222,500	13,300	246,500
41550 Section 125 Admin	162	0	0	0	0
41600 Retirement	4,304,753	4,082,500	4,054,900	27,600	4,432,800
41650 Medicare	168,281	186,400	180,000	6,400	199,400
41660 FICA	1,313	0	0	0	5,900
41700 Workers' Compensation	2,536,100	1,966,500	1,966,500	0	2,055,000
41800 Payroll Accruals	390,035	467,100	408,700	58,400	434,500
41900 Personnel Savings	0	(502,600)	MET	(502,600)	(552,100)
Subtotal - Personnel	24,880,657	25,182,100	25,172,800	9,300	27,232,600
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	16,577	21,300	20,500	800	27,400
42200 Computer Non-Capital	9,761	17,700	20,200	(2,500)	15,500
42230 Office Supplies	31,034	44,200	44,200	0	40,000
42310 Rentals	13,756	19,500	19,500	0	19,500
42410 Uniform/Clothing	249,359	256,700	233,200	23,500	263,700

POLICE DEPARTMENT (CONT'D)

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42420 Special Departmental Expense	\$9,500	\$5,000	\$5,000	\$0	\$5,000
42440 Memberships & Dues	4,191	4,500	5,500	(1,000)	5,500
42450 Subscriptions & Books	3,570	3,500	3,700	(200)	3,700
42500 Fuel and Lubricants	268,733	264,000	271,000	(7,000)	266,400
42550 Small Tools/Equipmnt	952	1,100	1,100	0	1,100
42560 Operating Supplies	228,200	332,800	346,000	(13,200)	262,500
42720 Travel, Conferences, Meetings	10,516	15,500	20,200	(4,700)	15,500
42730 Training	33,835	37,000	37,200	(200)	50,000
42760 POST Training	78,442	78,000	78,000	0	83,000
42770 Recruitment	41,213	47,300	47,000	300	40,800
42780 Investigations	3,308	4,500	6,800	(2,300)	6,500
42790 Mileage	2,017	1,500	1,300	200	1,500
Subtotal - Supplies/Materials	<u>1,004,963</u>	<u>1,154,100</u>	<u>1,160,400</u>	<u>(6,300)</u>	<u>1,107,600</u>
<u>SERVICES</u>					
44010 Professional/Special Services	105,948	202,700	193,800	8,900	228,800
44310 Equipment Maintenance	306,979	376,000	373,400	2,600	378,700
44360 Vehicle Refurbishment	1,450	2,000	2,000	0	2,000
Subtotal - Services	<u>414,376</u>	<u>580,700</u>	<u>569,200</u>	<u>11,500</u>	<u>609,500</u>
Subtotal - Current Expenses	1,419,339	1,734,800	1,729,600	5,200	1,717,100
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	27,601	59,500	65,000	(5,500)	0
47030 Vehicles	0	43,600	43,700	(100)	0
Subtotal - Capital Outlay	<u>27,601</u>	<u>103,100</u>	<u>108,700</u>	<u>(5,600)</u>	<u>0</u>
Total	<u><u>\$26,327,598</u></u>	<u><u>\$27,020,000</u></u>	<u><u>\$27,011,100</u></u>	<u><u>\$8,900</u></u>	<u><u>\$28,949,700</u></u>

POLICE DEPARTMENT
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Administration:</u>			
Chief of Police	1.0	1.0	1.0
Captain	3.0	3.0	3.0
Deputy Director/Police Administration	1.0	1.0	1.0
Police Officer	1.0	0.0	0.0
Administrative Secretary	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
SUBTOTAL	9.0	8.0	8.0
<u>Dispatch:</u>			
Communications Manager	1.0	1.0	1.0
Police Dispatcher/Dispatcher Trainee	9.0	9.0	9.0
Senior Police Dispatcher	4.0	4.0	4.0
SUBTOTAL	14.0	14.0	14.0
<u>Patrol:</u>			
Lieutenant	4.0	4.0	4.0
Sergeant	8.0	8.0	8.0
Senior Police Officer	8.0	9.0	9.0
Police Officer	39.0	45.0	44.0
Police Services Assistant	4.0	4.0	0.0
SUBTOTAL	63.0	70.0	65.0

Does not include two authorized Dispatch overfill positions.
 Does not include five authorized Police Officer overfill positions.
 Does not include two authorized Sergeant overfill positions.
 Does not include two authorized Lieutenant overfill position.

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Special Operations Unit</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	5.0	5.0	5.0
Police Officer	7.0	7.0	8.0
Secretary	0.0	0.0	0.0
SUBTOTAL	15.0	15.0	16.0
<u>Detectives:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	12.0	12.0	12.0
Crime Scene Investigator	1.0	1.0	2.0
Police Service Assistant	1.0	1.0	1.0
Court Liaison	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Victim Advocate	0.5	0.5	0.5
Crime Scene Investigator Trainee	1.0	1.0	0.0
SUBTOTAL	20.5	20.5	20.5
<u>Records:</u>			
Police Records Manager	1.0	1.0	1.0
Police Records Technician I/II	8.0	8.0	8.0
Senior Police Records Technician	1.0	1.0	1.0
SUBTOTAL	10.0	10.0	10.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Auxiliary Services:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Police Officer	4.0	4.0	4.0
Administrative Aide	2.0	2.0	2.0
Police Services Assistant	1.0	0.0	0.0
Property Technician	0.0	2.0	2.0
Community Services Specialist	3.0	2.0	2.0
Secretary	1.0	1.0	1.0
SUBTOTAL	14.0	14.0	14.0
<u>Crime Analysis:</u>			
Senior Crime Analyst	1.0	1.0	1.0
Crime Analyst	1.0	1.0	1.0
Police Records Technician II	3.0	3.0	3.0
Senior Police Records Technician	1.0	1.0	1.0
SUBTOTAL	6.0	6.0	6.0
<u>Traffic:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Senior Police Officer	2.0	1.0	1.0
Police Officer	10.0	9.0	9.0
Police Service Assistant	4.0	4.0	8.0
Community Services Specialist	1.0	1.0	1.0
Secretary	0.5	0.5	0.5
SUBTOTAL	20.5	18.5	22.5

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Fiscal Services</u>			
Senior Management Analyst	1.0	1.0	1.0
Accounting Technician	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0
Community Services Specialist	1.0	2.0	2.0
Secretary	1.0	1.0	1.0
SUBTOTAL	6.0	7.0	7.0
<u>Maintenance</u>			
Police Maintenance Supervisor	1.0	1.0	1.0
Senior Police Maintenance Technician	1.0	1.0	1.0
Police Maintenance Technician	1.0	1.0	1.0
SUBTOTAL	3.0	3.0	3.0
TOTAL - REGULAR POSITIONS	181.0	186.0	186.0
TOTAL SWORN	116.0	120.0	120.0
TOTAL NON SWORN	65.0	66.0	66.0
<u>TEMPORARY POSITIONS</u>			
Work Experience/Custodial (PT)	0.5	0.5	0.5
Work Experience/Clerical	0.5	0.5	0.5
Temporary Dispatcher	5.0	5.0	5.0
Reserve Officer	30.0	30.0	30.0
TOTAL - TEMPORARY POSITIONS	36.0	36.0	36.0
TOTAL - POLICE DEPARTMENT POSITIONS	217.0	222.0	222.0

POLICE DEPARTMENT
EMERGENCY SERVICES

POLICE DEPARTMENT EMERGENCY SERVICES

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

FY 2006-07 Goals and Achievements

- Goal: Ensure City compliance with all aspects of the National Incident Management System (NIMS). **Achievement: Conducted NIMS, SEMS and ICS training with City EOC and field level staff.**
- Goal: Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained. **Achievement: Maintained formal relations through attendance at meetings and participation in emergency exercises.**
- Goal: Implement all aspects of the Community Emergency Response Team program. **Achievement: Implemented the Community Emergency Response Team program. Two basic academies were conducted and the Disaster Service Worker Team was fully operational. The Team was certified by the Ventura County Fire Department as an Urban Search and Rescue Team. The Team was activated for the Presidential debate held at the Reagan Library.**
- Goal: Provide community education programs to ensure that residents, businesses and schools are prepared for disasters. **Achievement: Conducted education programs through public presentations and the Emergency Preparedness Expo.**
- Goal: Plan, coordinate and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley. **Achievement: Conducted four EOC setup exercises to test all EOC systems. Conducted four communications exercises.**
- Goal: Maintain the readiness of the City Emergency Operations Center and Alternate Emergency Operations Center. **Achievement: The facility and equipment were exercised, evaluated, and maintained.**
- Goal: Maintain the readiness of the City Emergency Operations Center staff. **Achievement: Conducted various training sessions with EOC staff.**
- Goal: Continue training City employees in CPR/First Aid. **Achievement: Trained over 200 City employees in CPR/First Aid.**
- Goal: Continue to coordinate public safety participation in the City's annual Emergency Expo. **Achievement: Coordinated the City's annual Emergency Expo. Over 10,000 residents attended the event that provided safety and preparedness information.**

- Goal: Review emergency plans and coordinate revisions, as necessary. **Achievement: Began a revision of the City Emergency Plan and produced a first draft of a City Pandemic Flu Plan.**
- Goal: Continue to manage the operations of the City's Travelers Information Service A.M. radio station. **Achievement: Updated messages and replaced worn components of the radio station.**

Other Accomplishments

- Coordinated the Emergency Management Assistance (EMPG) grant program. Applied for \$12,000 in Federal Emergency Management Agency Grant funds. Since 1987, over \$360,000 has been awarded to the City.
- Implemented a video conferencing system for the Emergency Operations Center with a DHS grant.
- Redesigned the Emergency Services webpage.
- Implemented a comprehensive Pandemic Flu planning program including: Planning Committee, presentations, and a Public Service Announcement.

FY 2007-08 Goals

- Ensure City compliance with all aspects of the National Incident Management System (NIMS)
- Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained.
- Implement all aspects of the Community Emergency Response Team and Disaster Service Worker programs.

- Provide community education programs to ensure that residents, businesses and schools are prepared for disasters.
- Plan, coordinate and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley.
- Maintain the readiness of the City Emergency Operations Center and Alternate Emergency Operations Center.
- Maintain the readiness of the City Emergency Operations Center staff.
- Continue training City employees in CPR/First Aid.
- Continue to coordinate public safety participation in the City's annual Emergency Expo.
- Review emergency plans and coordinate revisions, as necessary.
- Continue to manage the operations of the City's Travelers Information Service A.M. radio station.

POLICE DEPARTMENT
EMERGENCY SERVICES

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$145,752	\$152,800	\$147,900	\$4,900	\$159,800
41200 Deferred Compensation - 401k	8,486	9,100	9,400	(300)	9,900
41300 Vision Care	475	500	500	0	500
41350 Disability	1,617	2,000	1,600	400	1,900
41400 Group Ins/Health	21,328	24,800	27,800	(3,000)	30,300
41450 Life Insurance	639	600	600	0	600
41500 Group Ins/Dental	1,319	1,300	1,300	0	1,500
41600 Retirement	28,516	31,000	31,000	0	32,200
41650 Medicare	2,158	2,100	2,400	(300)	2,300
41700 Workers' Compensation	7,400	4,800	4,800	0	6,200
41800 Payroll Accruals	1,386	1,500	1,400	100	1,500
Subtotal - Personnel	<u>219,075</u>	<u>230,500</u>	<u>228,700</u>	<u>1,700</u>	<u>246,700</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	3,435	4,700	4,700	0	6,400
42230 Office Supplies	254	400	400	0	400
42235 Furn & Equip (NonCap)	0	0	0	0	3,000
42440 Memberships & Dues	100	100	100	0	100
42560 Operating Supplies	8,274	24,400	24,400	0	9,400
42720 Travel, Conferences, Meetings	90	1,300	1,600	(300)	2,800
42730 Training	4,818	4,500	4,500	0	5,000
42790 Mileage	1,011	1,000	800	200	1,000
Subtotal - Supplies/Materials	<u>\$17,982</u>	<u>\$36,400</u>	<u>\$36,500</u>	<u>(\$100)</u>	<u>\$28,100</u>

POLICE DEPARTMENT
EMERGENCY SERVICES (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>SERVICES</u>					
44310 Equipment Maintenance	\$2,400	\$2,700	\$2,700	\$0	\$2,700
47030 Vehicles	5,000	0	0	0	0
Subtotal - Services	7,400	2,700	2,700	0	2,700
Subtotal - Current Expenses	25,382	39,100	39,200	(100)	30,800
Total	<u>\$244,457</u>	<u>\$269,600</u>	<u>\$267,900</u>	<u>\$1,600</u>	<u>\$277,500</u>

**POLICE DEPARTMENT
EMERGENCY SERVICES PROGRAM
AUTHORIZED POSITIONS**

REGULAR POSITIONS

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Emergency Services Coordinator	1.0	1.0	1.0
Community Services Specialist	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION

POLICE DEPARTMENT

SPECIAL PROBLEMS SECTION

The Special Problems Section (SPS) is funded by a State grant and a contribution from the City's General Fund. The State Citizens' Option for Public Safety Program awarded the City a total of \$238,835 in FY2006-07. It is unknown whether State Funding will continue in future years, but in the interim, the State is anticipating funding to stay at the same level for FY2007-08.

FY 2006-07 Goals and Achievements

- Goal: Continue the close working relationship with Juvenile Probation, conduct several probation sweeps a month targeting gang members and at-risk youth. **Achievement: Continued to do sweeps each month with probation officers and sponsored regular meetings for probation and all east County gang officers. Also worked with the Federal Immigration & Customs Enforcement, resulting in numerous arrests and deportations.**
 - Goal: Monitor and track known gang members, local taggers, newly developing 'crews' and those youth that are at risk of entering that lifestyle. **Achievement: Compiled a comprehensive gang book detailing all known gang members and associates in the City to better track these members. Registered numerous individuals as court recognized gang members and validated a third gang in the City.**
 - Goal: Coordinate at least three Community Gang Task Force meetings during the year. **Achievement: Coordinated four such meetings during the year and set a permanent schedule with one meeting every quarter.**
- Goal: Develop new strategies and techniques for addressing and reducing gang, tagger, and special problems. **Achievement: Moved this goal for completion during Fiscal Year 2007-08. Staff has begun examining alternative approaches and held a Community Forum to discuss gang issues and how to address them.**
 - Goal: Increase the SRO's involvement with the School Attendance Review Board (SARB) in an effort to provide enforcement incentive to both parents and students to reduce truancy. **Achievement: Attended every regular SARB meeting this year and issued numerous citations for truants at the meetings.**
 - Goal: Department staffing permitting, bring the Special Problems Section up to full staffing and utilize the Career Enhancement position to spread the expertise to Patrol. **Achievement: Filled all positions in the Special Problems Section in November 2006, including a career enhancement position filled by an officer on loan from Patrol.**
 - Goal: Monitor and prosecute retail establishments regarding illegal alcohol and tobacco sales and use. **Achievement: Transferred this goal to the Special Enforcement Section for completion during Fiscal Year 2007-08.**

Other Accomplishments

- Conducted a major gang investigation resulting in two kidnapping, torture and mayhem arrests. The Special Problems Section also made numerous arrests, breaking-up

two high-profile tagging crews responsible for hundreds of graffiti vandalism incidents and almost a \$100,000 in damages.

- Handled numerous concerns related to homeless/transient issues, including assisting the Rancho Simi Recreation and Park District with the removal of dozens of trespassers who had illegally set up camps on park district property.

FY 2007-08 Goals

- Continue the close working relationship with Juvenile Probation, conduct several probation sweeps per month, targeting gang members and at-risk youth.
- Monitor and track known gang members, local taggers, newly developing 'crews' and those youth that are at risk of entering that lifestyle.
- Develop new strategies and techniques for addressing and reducing gang, tagger, and special problems.
- Develop the School Resource Officers to work more closely with the gang officers and to provide more intervention strategies for at-risk youth.
- Continue to respond and abate complaints regarding trespassing by the homeless.

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING FUND BALANCE	\$176,869	(\$5,859)	(\$5,859)	\$0	\$201,141
<u>REVENUES</u>					
39100 Transfer from General Fund	245,064	641,500	641,500	0	506,800
36002 State Grant	175,205	175,000	238,000	63,000	238,300
Total - Revenues	420,269	816,500	879,500	63,000	745,100
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	234,010	388,800	288,000	100,800	425,500
41040 Overtime	71,575	120,000	100,000	20,000	126,300
41200 Deferred Compensation - 401k	3,732	6,000	4,000	2,000	6,000
41300 Vision Care	743	1,200	1,000	200	1,200
41350 Disability	2,728	5,100	4,700	400	4,700
41400 Group Ins/Health	27,592	61,600	45,000	16,600	44,600
41450 Life Insurance	998	1,600	1,200	400	1,600
41500 Group Ins/Dental	4,281	7,300	5,000	2,300	7,500
41600 Retirement	95,444	130,100	110,000	20,100	147,900
41650 Medicare	4,621	7,500	6,500	1,000	6,200
41700 Workers' Compensation	95,300	71,300	71,300	0	75,800
41800 Payroll Accruals	28,930	10,800	10,000	800	41,500
Subtotal - Personnel	\$569,953	\$811,300	\$646,700	\$164,600	\$888,800

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$0	\$500	\$500	\$0	\$500
42230 Office Supplies	0	500	500	0	500
42410 Uniform/Clothing	6,303	9,300	9,300	0	9,300
42440 Memberships & Dues	225	600	600	0	600
42450 Subscriptions & Books	0	400	400	0	400
42460 Advertising	342	5,800	5,800	0	5,800
42720 Travel, Conferences, Meetings	4,705	3,800	3,800	0	3,800
42730 Training	70	1,900	1,900	0	1,900
Subtotal - Supplies/Materials	11,644	22,800	22,800	0	22,800
<u>SERVICES</u>					
44310 Equipment Maintenance	0	0	0	0	2,600
49297 Retiree Benefits	4,100	3,000	3,000	0	13,700
49651 Vehicle Replacement Reserve	17,300	0	0	0	18,300
Subtotal - Services	21,400	3,000	3,000	0	34,600
Subtotal - Current Expenses	33,044	25,800	25,800	0	57,400
Total - Expenditures	602,997	837,100	672,500	164,600	946,200
ENDING FUND BALANCE	(\$5,859)	(\$26,459)	\$201,141	\$227,600	\$41

**POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Sergeant	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0
TOTAL	5.0	5.0	5.0

NON-DEPARTMENTAL

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

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

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

NON-DEPARTMENTAL

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	\$584,130	\$550,000	\$700,000	(\$150,000)	\$680,000
42130 Postage	67,996	82,000	76,000	6,000	82,000
42150 Communications	514,729	808,800	674,800	134,000	753,900
42230 Office Supplies	14,915	21,000	20,000	1,000	20,000
42235 Furn & Equip (NonCap)	72,327	64,800	64,800	0	20,900
42300 Copiers	132,190	173,800	168,000	5,800	163,000
42310 Rentals	2,287	2,900	3,500	(600)	3,200
42440 Memberships & Dues	52,952	73,400	62,700	10,700	83,400
42560 Operating Supplies	70,029	82,000	80,000	2,000	75,000
42545 210 Plan Incentives	4,218	8,000	6,000	2,000	6,000
42730 Training	651	0	0	0	0
Subtotal - Supplies/Materials	1,516,424	1,866,700	1,855,800	10,900	1,887,400
<u>SERVICES</u>					
44010 Professional/Special Services	77,351	92,500	96,600	(4,100)	115,400
44015 County Tax Collection Fee	119,316	132,000	132,000	0	138,600
44310 Equipment Maintenance	7,536	9,400	9,400	0	9,400
44490 Other Contract Services	43,198	45,000	45,000	0	45,000
44590 Other Insurance Services	711,800	752,400	752,400	0	728,700
Subtotal - Services	959,201	1,031,300	1,035,400	(4,100)	1,037,100
Subtotal - Current Expenses	2,475,625	2,898,000	2,891,200	6,800	2,924,500
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	36,938	37,600	18,700	18,900	21,000
48500 Maintenance Contracts	44,046	0	0	0	0
Subtotal - Capital Outlay	80,984	37,600	18,700	18,900	21,000
Total	\$2,556,609	\$2,935,600	\$2,909,900	\$25,700	\$2,945,500

LIABILITY INSURANCE FUND

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

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

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

On July 1, 1992, the City discontinued its membership in the risk-sharing pool with the Coachella Valley Joint Powers Insurance Authority and established a claim-funding program to finance potential losses up to \$1 million per loss. To mitigate exposure to the Fund, the City has purchased a \$10 million excess liability insurance policy to cover most losses exceeding \$1 million. Since the insurance marketplace is subject to sizeable premium swings, the purchase of excess insurance may not always be feasible.

To provide for potential payments not covered by insurance or in the event of inadequate reserved fund balances, the Fund retains at least \$3.5 million for contingencies.

LIABILITY INSURANCE FUND

	ACTUAL <u>2005-06</u>	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	VARIANCE <u>2006-07</u>	BUDGET <u>2007-08</u>
<u>REVENUES</u>					
37111 Premiums/General Fund	\$711,800	\$752,400	\$752,400	\$0	\$728,700
37112 Premiums/CDA	43,900	46,600	46,600	0	40,000
37114 Premiums/Lighting Maintenance	125,600	133,900	133,900	0	126,400
37115 Premiums/Sanitation	191,000	190,500	190,500	0	170,000
37116 Premiums/Transit	126,300	130,800	130,800	0	131,700
37117 Premiums/Waterworks	85,500	88,800	88,800	0	75,200
38019 Deposit Refunds	55,900	0	15,598	15,598	0
34001 Interest on Investments	139,393	115,000	115,000	0	115,000
Total Revenues	<u>1,479,393</u>	<u>1,458,000</u>	<u>1,473,598</u>	<u>15,598</u>	<u>1,387,000</u>
<u>EXPENDITURES</u>					
43010 Liability Insurance Premiums	314,628	319,000	314,000	5,000	319,000
43040 Property Insurance Premiums	222,012	157,000	150,000	7,000	147,000
43170 Unemployment Claims	34,088	45,000	42,000	3,000	45,000
43200 Claims Payments	819,933	666,000	300,000	366,000	585,000
44590 Other Insurance Services	3,135	3,700	3,000	700	3,700
46100 Reimbursement to General Fund	257,000	272,000	272,000	0	286,000
46100 Reimbursement to General Fund - Supplement	1,500,000	600,000	600,000	0	1,011,600
49648 Transfer to Computer Equip Repl.	1,300	1,300	1,300	0	1,900
Total Expenditures	<u>3,152,096</u>	<u>2,064,000</u>	<u>1,682,300</u>	<u>381,700</u>	<u>2,399,200</u>
Beginning Balance (Excluding General Fund Advance)	\$5,342,976	\$3,670,273	\$3,670,273	\$0	\$3,461,571
Excess (Deficit) of Revenue Over (Under) Expenditure	<u>(1,672,703)</u>	<u>(606,000)</u>	<u>(208,702)</u>	<u>397,298</u>	<u>(1,012,200)</u>
Ending Balance (Excluding General Fund Advance)	<u>\$3,670,273</u>	<u>\$3,064,273</u>	<u>\$3,461,571</u>	<u>\$397,298</u>	<u>\$2,449,371</u>
Advance Balance From the General Fund	\$2,334,000	\$2,334,000	\$2,334,000	\$0	\$2,334,000
Ending Balance (Including General Fund Advance)	6,004,273	5,398,273	5,795,571	397,298	4,783,371
Reserve Requirement per Actuarial Analysis	967,159	1,154,594	1,154,594	0	1,263,644
Excess (Deficit) of Ending Balance to Actuarial Reserve Requirement	5,037,114	4,243,679	4,640,977	397,298	3,519,727

WORKERS' COMPENSATION INSURANCE FUND

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

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

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

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

WORKERS' COMPENSATION INSURANCE FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<i>REVENUES</i>					
37110 Premiums/CDA Housing	\$15,800	\$16,200	\$16,200	\$0	\$17,000
37111 Premiums/General Fund	3,889,500	3,024,000	3,024,000	0	3,131,400
37112 Premiums/CDA Admin	9,400	9,400	9,400	0	10,000
37115 Premiums/Sanitation	584,500	345,600	345,600	0	353,300
37116 Premiums/Transit	143,600	137,100	137,100	0	150,400
37117 Premiums/Waterworks	377,100	162,100	162,100	0	152,000
37118 Premiums/Sup. Law Enforcement	95,300	71,300	71,300	0	75,800
37119 Premiums/Workers' Compensation	4,500	4,500	4,500	0	4,700
34001 Interest on Investments	159,028	80,000	200,000	120,000	175,000
Total Revenues	5,278,728	3,850,200	3,970,200	120,000	4,069,600
<i>EXPENDITURES</i>					
<i>PERSONNEL</i>					
41010 Regular Salaries	177,743	183,100	182,400	700	203,100
41040 Overtime	593	1,500	1,600	(100)	500
41200 Deferred Compensation - 401k	8,486	9,100	9,400	(300)	10,700
41210 Deferred Compensation - 457	0	100	100	0	100
41300 Vision Care	713	700	700	0	700
41350 Disability	1,568	1,900	1,800	100	2,000
41400 Group Ins/Health	20,521	25,300	25,100	200	32,200
41450 Life Insurance	800	800	800	0	900
41500 Group Ins/Dental	2,143	2,400	2,500	(100)	2,800
41600 Retirement	35,896	36,300	37,400	(1,100)	40,700
41650 Medicare	2,787	2,500	3,000	(500)	3,000
41700 Workers' Compensation	4,500	4,500	4,600	(100)	4,700
41800 Payroll Accruals	6,539	13,400	14,600	(1,200)	14,500
Subtotal - Personnel	\$262,289	\$281,600	\$284,000	(\$2,400)	\$315,900

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

	<u>ACTUAL</u> 2005-06	<u>FINAL</u> <u>BUDGET</u> 2006-07	<u>ESTIMATED</u> <u>ACTUAL</u> 2006-07	<u>VARIANCE</u> 2006-07	<u>BUDGET</u> 2007-08
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42230 Office Supplies	\$1,725	\$2,000	\$2,000	\$0	\$2,000
42310 Rentals	1,925	2,100	2,100	0	2,100
42440 Memberships & Dues	185	400	400	0	500
42450 Subscriptions & Books	2,825	2,600	2,800	(200)	3,100
42720 Travel, Conferences, Meetings	459	500	500	0	1,000
42730 Training	3,819	1,400	1,400	0	1,200
42790 Mileage	306	600	600	0	1,200
Subtotal - Supplies/Materials	11,244	9,600	9,800	(200)	11,100
<u>CURRENT EXPENSES - SERVICES</u>					
43070 Workers' Comp. Insurance Premiums	172,873	195,000	250,000	(55,000)	250,000
43200 Claim Payments	2,079,271	2,000,000	1,400,000	600,000	2,177,300
44010 Professional/Special Services	43,242	90,000	60,000	30,000	65,000
44540 Loss Control/Safety Consultant Services	4,192	5,000	5,000	0	5,000
44590 Other Insurance Services	5,300	3,000	5,300	(2,300)	3,200
46100 Reimb to General Fund	126,400	137,800	137,800	0	1,096,400
49297 Retiree Benefits	1,400	1,400	1,400	0	0
49648 Computer Equipment Replacement	2,700	2,500	2,500	0	1,900
Subtotal - Services	2,435,378	2,434,700	1,862,000	572,700	3,598,800
Subtotal - Current Expenses	2,446,622	2,444,300	1,871,800	572,500	3,609,900
Total Expenditures	\$2,708,911	\$2,725,900	\$2,155,800	\$570,100	\$3,925,800

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
Beginning Balance (Excluding General Fund Advance)	\$2,940,878	\$5,510,695	\$5,510,695	\$0	\$7,325,095
Excess (Deficit) Revenues Over Expenditures	2,569,817	1,124,300	1,814,400	690,100	143,800
Ending Balance (Excluding General Fund Advance)	\$5,510,695	\$6,634,995	\$7,325,095	\$690,100	\$7,468,895
Advance Balance From the General Fund	\$2,334,000	\$2,334,000	\$2,334,000	\$0	\$2,334,000
Ending Balance (Including General Fund Advance)	7,844,695	8,968,995	9,659,095	690,100	9,802,895
Reserve Requirement per Actuarial Analysis	9,504,383	9,239,155	9,239,155	0	9,125,167
Excess (Deficit) of Ending Balance to Actuarial Reserve Requirement	(1,659,688)	(270,160)	419,940	690,100	677,728

WORKERS' COMPENSATION INSURANCE FUND
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Workers' Compensation Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	2.0
Account Clerk I/II	1.0	1.0	0.0
TOTAL REGULAR POSITIONS	3.0	3.0	3.0

COMMUNITY DEVELOPMENT AGENCY

The Simi Valley Community Development Agency (CDA) is primarily responsible for managing the redevelopment project areas created by the City Council, increasing the supply of affordable housing units in Simi Valley, and for carrying out the City's economic development programs. These functions are accomplished through the Administrative Fund and the Housing Administration Fund.

ADMINISTRATIVE FUND

During FY 2006-07, the Agency worked towards increasing commercial and industrial employment opportunities in Simi Valley. Agency activities in the Administrative Fund included the following:

FY 2006-07 Goals and Achievements

- Increase participation in the Los Angeles Avenue Facade Renovation Program through marketing and direct contact with key property owners. **Achievement: Increased participation in the Los Angeles Avenue Facade Renovation Program by working with five Los Angeles Avenue Facade Renovation participants through the permit and construction phase of their projects. Held meetings with eight new applicants and assisted in preparing their scope of work.**
- Facilitate development of the Agency owned property located at the northwest corner of Eileen Street and Tapo Street. **Achievement: Facilitated the issuance of grading permits for the Tapo Street mixed-use project located at the northwest corner of Eileen Street and Tapo Street.**
- Increase usage of the Simi Valley Prospector website by the real estate brokerage community. **Achievement: Generated over 29,700 page views to the SimiValleyProspector.com website, which facilitates the lease/sale of commercial and industrial properties, the majority of which are located within the Merged Project Area. A total of 174,463 square feet of commercial and industrial space has been leased as a result of this website.**
- Increase shopper usage of the Shop Simi Valley First website and increase participation in the program by Simi Valley businesses. **Achievement: In coordination with the Small Business Advisory Committee, implemented a new marketing program for the ShopSimiValleyFirst.com website to educate Simi Valley residents on the community benefits of shopping locally and to encourage local shopping habits. During the Fiscal Year the website received over 75,000 site visits, and 104,000 pages were viewed.**

Other Accomplishments

- Completed the annual Loan Agreement among the City, Waterworks District No. 8, the Simi Valley Lighting Maintenance District, and the Agency for FY 2006-07.
- Coordinated preparation and completion of the Agency's Statement of Indebtedness.
- Completed the Agency's Annual Report for FY 2005-06 and transmitted it to the State Controller's Office.

- Coordinated the expansion of the Shop Simi Valley First marketing and public awareness campaign.

FY 2007-08 Goals

- Increase participation in the Los Angeles Avenue Facade Renovation Program, through marketing and direct contact with key property owners, and fund eight (8) new projects.
- Increase shopper usage of the Shop Simi Valley First website and increase participation in the program by Simi Valley businesses.
- Provide budgetary assistance to the Department of Public Works for various capital improvement projects located within the Agency's Merged Project area.

The Agency will continue to provide funding contributions to staffing in the Departments of Administrative Services and Public Works and the City Manager's Office.

HOUSING ADMINISTRATION FUND

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

COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>REVENUES</u>					
39205 Transfer from Merged Tapo/WE	\$1,275,522	\$1,361,600	\$1,328,200	(\$33,400)	\$1,479,800
Total - Revenues	1,275,522	1,361,600	1,328,200	(33,400)	1,479,800
<u>EXPENSES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	375,579	385,600	360,800	24,800	412,600
41030 Boards & Commissions	0	3,600	3,600	0	3,600
41200 Deferred Compensation - 401k	12,904	14,500	13,700	800	16,000
41300 Vision Care	713	700	700	0	700
41350 Disability	4,176	5,000	4,200	800	4,800
41400 Group Ins/Health	37,427	43,500	37,900	5,600	46,700
41450 Life Insurance	1,114	1,100	1,100	0	1,200
41500 Group Ins/Dental	1,979	2,000	1,900	100	2,300
41550 Section 125 Admin	72	0	100	(100)	0
41600 Retirement	83,857	95,400	82,600	12,800	96,200
41650 Medicare	5,702	6,400	5,500	900	6,000
41700 Workers' Compensation	9,400	9,400	9,400	0	10,000
41800 Payroll Accruals	15,144	5,000	15,000	(10,000)	15,300
Subtotal - Personnel	\$548,067	\$572,200	\$536,500	\$35,700	\$615,400

COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND (CONT'D)

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	\$1,310	\$2,500	\$2,400	\$100	\$2,500
42440 Memberships & Dues	9,410	12,600	10,700	1,900	13,900
42450 Subscriptions & Books	686	600	600	0	600
42720 Travel, Conferences, Meetings	7,288	13,800	12,400	1,400	13,800
42790 Mileage	3,375	4,800	4,000	800	4,800
Subtotal - Supplies/Materials	22,069	34,300	30,100	4,200	35,600
<u>SERVICES</u>					
44010 Professional/Special Services	148,686	232,200	194,000	38,200	234,600
44590 Other Insurance Services	43,900	46,600	46,600	0	40,000
46100 Reimb to General Fund	458,600	499,800	499,800	0	531,000
49297 Retiree Benefits	2,600	0	0	0	0
49648 Computer Equipment Replacement	3,200	3,000	3,000	0	3,900
49649 Geographic Information Systems	17,800	15,600	15,600	0	13,900
49656 Financial Information System	30,600	2,500	2,500	0	5,500
Subtotal - Services	705,386	799,700	761,500	38,200	828,900
Subtotal - Current Expenses	727,455	834,000	791,600	42,400	864,500
Total - Expenses	<u>\$1,275,522</u>	<u>\$1,406,200</u>	<u>\$1,328,100</u>	<u>\$78,100</u>	<u>\$1,479,900</u>

**COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Director of Economic Development/Ass't City Manager	1.0	1.0	1.0
Deputy City Manager	1.0	1.0	1.0
Administrative Officer	0.0	0.0	1.0
Senior Management Analyst	1.0	1.0	0.0
TOTAL	3.0	3.0	3.0

MERGED TAPO CANYON/WEST END TAX INCREMENT FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING DEBT TO GENERAL FUND (Note 1)	\$11,132,576	\$11,145,520	\$11,145,520	\$0	\$12,752,083
<u>REVENUES</u>					
31121 Gross Tax Increment	12,467,127	13,598,600	18,570,000	4,971,400	16,181,000
34001 Interest on Investments	78,379	27,000	65,000	38,000	65,000
34101 Rents and Leases	64,511	59,500	59,500	0	59,500
Total Revenues	12,610,017	13,685,100	18,694,500	5,009,400	16,305,500
<u>PASS THROUGH TO OTHER AGENCIES</u>					
31141 County of Ventura	(2,661,971)	(2,965,880)	(4,366,006)	1,400,126	(3,558,385)
31142 Rancho Simi Rec & Park Dist.	(404,080)	(452,962)	(624,658)	171,696	(537,769)
31143 Simi Valley Unified School Dist.	(626,357)	(685,120)	(987,198)	302,078	(821,147)
31144 Ventura County Comm Coll. Dist.	(147,532)	(161,987)	(253,275)	91,288	(196,589)
31145 Cemetery District	(5,022)	(5,650)	(7,745)	2,095	(6,699)
31146 Ventura County Schools	(18,574)	(3,500)	(37,758)	34,258	(14,026)
31147 Calleguas Water District	(610)	(422)	(1,365)	943	(697)
31148 Lighting Maintenance District	(2,062)	(2,743)	(4,610)	1,867	(2,355)
31149 City	(8,182)	(5,634)	(18,447)	12,813	(9,361)
Total Pass Thru Increment	(3,874,390)	(4,283,898)	(6,301,063)	2,017,165	(5,147,027)
Total Net Tax Increment to CDA	\$8,735,627	\$9,401,202	\$12,393,437	\$2,992,235	\$11,158,473

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

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

	<u>ACTUAL</u> 2005-06	<u>FINAL</u> <u>BUDGET</u> 2006-07	<u>ESTIMATED</u> <u>ACTUAL</u> 2006-07	<u>VARIANCE</u> 2006-07	<u>BUDGET</u> 2007-08
<u>EXPENSES</u>					
42150 Communications	\$0	\$14,000	\$6,300	\$4,500	\$0
44010 Professional/Special Services	13,467	5,000	500	4,500	38,600
44015 County Tax Collection Fee	129,766	163,200	211,800	(48,600)	184,500
44016 State ERAF	751,267	0	0	0	0
44160 Econ. Development Assistance	300	19,700	18,000	1,700	28,000
44490 Other Contract Services	24,946	206,000	0	206,000	0
47020 Furnishings & Equipment	0	25,000	32,000	(7,000)	75,000
47040 Building Improvement	1,000	0	0	0	0
49200 Transfer to Administrative Fund	1,275,522	1,361,600	1,328,200	33,400	1,479,800
49201 Transfer to Housing Admin Fund	2,493,426	2,719,700	3,714,000	(994,300)	3,236,200
49500 Transfer to Debt Service Funds	3,538,317	3,637,300	3,637,300	0	3,629,100
49600 Transfer to Streets and Roads	18,631	4,361,000	4,361,000	0	2,444,000
49655 Transfer to Building Improvements	0	340,900	340,900	0	0
Total Expenses	8,246,642	12,853,400	13,650,000	(799,800)	11,115,200
44710 Interest to General Fund (Note 2)	501,929	210,000	350,000	(140,000)	350,000
Total Expenses and Interest	8,748,571	13,063,400	14,000,000	(939,800)	11,465,200
ENDING DEBT TO GENERAL FUND	<u>\$11,145,520</u>	<u>\$14,807,718</u>	<u>\$12,752,083</u>	<u>(\$2,055,635)</u>	<u>\$13,058,810</u>

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

MADERA ROYAL TAX INCREMENT FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING DEBT TO GENERAL FUND (Note 1)	\$174,207	\$217,618	\$217,618	\$0	\$195,756
<u>REVENUES</u>					
31121 Gross Tax Increment	64,247	65,800	65,262	(538)	66,600
34001 Interest on Investments	579	400	600	200	600
Total Revenues	66,200	66,200	65,862	(338)	67,200
<u>PASS THROUGH TO OTHER AGENCIES:</u>					
31141 County of Ventura	(16,511)	(16,700)	(16,700)	0	(17,100)
31142 Rancho Simi Rec. & Park Dist.	(2,176)	(2,200)	(2,200)	0	(2,200)
31143 Simi Valley Unified School Dist.	(3,221)	(3,300)	(3,300)	0	(3,300)
31144 Ventura County Comm Coll. Dist.	(1,577)	(1,600)	(1,600)	0	(1,600)
Total Pass Thru Increment	(23,485)	(23,800)	(23,800)	0	(24,200)
Total Net Increment to CDA	(23,485)	42,400	42,062	(338)	43,000
<u>EXPENSES</u>					
44015 County Tax Admin Fee	695	900	700	200	700
49201 Transfer to Housing Admin Fund	12,885	13,200	13,100	100	13,300
Total Expenses	13,580	14,100	13,800	300	14,000
Interest to General Fund (Note 2)	6,346	5,200	6,400	(1,200)	6,600
Total Expenses and Interest	19,926	19,300	20,200	(900)	20,600
ENDING DEBT TO GENERAL FUND	\$217,618	\$194,518	\$195,756	(\$1,238)	\$173,356

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

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

COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING BALANCE FOR HOUSING PROGRAMS	\$4,139,563	\$8,919,441	\$8,919,441	\$0	\$10,608,741
<u>REVENUES</u>					
34001 Interest on Investments	134,151	158,700	296,400	137,700	415,600
34301 Home Rehab. Prin. Repayments	26,293	32,500	32,900	400	32,100
34302 Home Rehabilitation Interest	6,961	11,900	7,000	(4,900)	7,000
34303 First Time Home Buyer Prin. Repay.	292,790	227,100	31,900	(195,200)	76,900
34304 First Time Home Buyer Interest/Equity	439,742	285,600	28,600	(257,000)	95,500
37101 Program Participation Fees	13,594	15,000	13,000	(2,000)	14,700
38015 Sale of Land	3,446,150	0	0	0	0
39206 Transfer from Tapo Cyn/West End	2,493,426	2,719,700	3,460,000	740,300	3,236,200
39208 Transfer from Madera Royal	12,885	13,200	13,100	(100)	13,300
Subtotal - Revenues	<u>\$6,865,992</u>	<u>\$3,463,700</u>	<u>\$3,882,900</u>	<u>\$419,200</u>	<u>\$3,891,300</u>

**COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)**

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	\$594,607	\$655,600	\$607,300	\$48,300	\$699,200
41200 Deferred Compensation - 401k	33,458	36,400	37,100	(700)	39,500
41300 Vision Care	1,884	2,000	1,900	100	2,000
41350 Disability	6,291	8,000	7,300	700	7,900
41400 Group Ins/Health	75,479	86,900	82,100	4,800	94,100
41450 Life Insurance	2,475	2,700	2,500	200	2,600
41500 Group Ins/Dental	4,928	5,800	4,900	900	6,600
41550 Section 125 Admin	84	0	0	0	0
41600 Retirement	116,571	132,300	126,800	5,500	141,300
41650 Medicare	7,758	7,800	8,000	(200)	8,700
41700 Workers' Compensation	15,800	16,200	16,200	0	17,000
41800 Payroll Accruals	19,432	0	31,200	(31,200)	35,000
Subtotal - Personnel	<u>878,766</u>	<u>953,700</u>	<u>925,300</u>	<u>28,400</u>	<u>1,053,900</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	1,180	1,600	1,600	0	1,600
42235 Furn & Equip (NonCap)	0	0	0	0	5,000
42420 Special Departmental Expense	98	0	100	(100)	100
42440 Memberships & Dues	789	1,100	1,100	0	1,100
42450 Subscriptions & Books	176	1,600	1,700	(100)	1,700
42460 Advertising	222	400	400	0	600
42560 Operating Supplies	411	300	300	0	500
42720 Travel, Conferences, Meetings	1,541	1,500	900	600	1,500
42730 Training	4,748	4,800	4,600	200	4,800
42790 Mileage	339	800	800	0	800
Subtotal - Supplies/Materials	<u>\$9,505</u>	<u>\$12,100</u>	<u>\$11,500</u>	<u>\$600</u>	<u>\$17,700</u>

COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$13,968	\$55,300	\$46,000	\$9,300	\$55,300
44120 First Time Home Buyer	75,607	885,700	350,600	535,100	400,700
44130 Home Rehab Loan Assistance	65,919	190,000	107,600	82,400	242,600
44140 Affordable/Sr Housing Program	824,387	1,534,500	197,100	1,337,400	1,625,000
44150 Rental Assistance Program	93,784	286,400	185,200	101,200	329,400
44410 Maintenance of Buildings/Grounds	1,137	0	0	0	0
Subtotal - Services	1,074,802	2,951,900	886,500	2,065,400	2,653,000
<u>REIMBURSEMENTS AND TRANSFERS</u>					
45204 Reimb from HOME Grant Fund	(26,641)	(120,000)	(9,400)	(110,600)	(13,000)
45290 Reimb from CDBG Fund	(101,218)	(102,500)	(101,200)	(1,300)	(159,700)
46100 Reimb to General Fund	233,000	471,900	471,900	0	501,300
49297 Retiree Benefits	14,300	5,800	5,800	0	6,500
49648 Computer Equipment Replacement	3,600	3,200	3,200	0	4,300
Subtotal - Reimb./Transfers	123,041	258,400	370,300	(111,900)	339,400
Subtotal - Current Expenses	1,207,348	3,222,400	1,268,300	1,954,100	3,010,100
Total - Expenses	2,086,114	4,176,100	2,193,600	1,982,500	4,064,000
ENDING BALANCE FOR HOUSING PROGRAMS	\$8,919,441	\$8,207,041	\$10,608,741	\$2,401,700	\$10,436,041

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

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Deputy Director/Housing & Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
Secretary	0.5	0.5	0.5
TOTAL	8.5	8.5	8.5

LOCAL HOUSING FUND

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

LOCAL HOUSING FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING FUND BALANCE	\$3,267,134	\$4,969,833	\$4,969,833	\$0	\$4,728,233
 <i><u>REVENUES</u></i>					
34001 Interest on Investments	120,224	76,100	93,800	17,700	227,700
34301 Home Rehabilitation Principal	3,640	3,600	3,400	(200)	3,600
34302 Home Rehabilitation Interest	2,008	2,000	1,700	(300)	1,600
34303 FTHB Repayments Principal	0	0	171,000	171,000	0
34304 FTHB Repayments Interest	0	0	8,700	8,700	0
37101 Program Participation Fees	17,433	1,800	7,500	5,700	1,100
37301 Planning Fees	701	0	0	0	0
38402 Development Agreements	1,972,000	56,000	18,000	(38,000)	22,000
Total Revenues	<u>2,116,006</u>	<u>139,500</u>	<u>304,100</u>	<u>164,600</u>	<u>256,000</u>
 <i><u>EXPENDITURES</u></i>					
42450 Subscriptions and Books	1,367	0	0	0	0
44010 Professional/Special Services	0	90,000	90,000	0	15,000
44120 First Time Homebuyer Program	178,821	490,000	433,200	56,800	331,000
44130 Home Rehab and Loan Assistance	33,119	182,500	20,000	162,500	338,600
44490 Other Contract Services	0	2,500	2,500	0	2,500
46100 Reimbursement to General Fund	200,000	0	0	0	0
Total Expenditures	<u>413,307</u>	<u>765,000</u>	<u>545,700</u>	<u>219,300</u>	<u>687,100</u>
ENDING FUND BALANCE	<u>\$4,969,833</u>	<u>\$4,344,333</u>	<u>\$4,728,233</u>	<u>\$383,900</u>	<u>\$4,297,133</u>

HOME PROGRAM FUND

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

HOME PROGRAM FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING WORKING CAPITAL	\$745,769	\$863,612	\$863,612	\$0	\$447,112
 <i><u>REVENUES</u></i>					
34001 Interest on Investments	23,621	21,000	10,500	(10,500)	900
34301 HOME Rehab Repayments (Prin.)	94,288	100,000	32,700	(67,300)	50,000
34302 HOME Rehab Repayments (Int.)	21,604	18,000	7,800	(10,200)	8,000
34303 FTHB Repayments (Principal)	80,647	40,000	40,700	700	40,700
34304 FTHB Repayments (Interest)	53,873	25,400	30,900	5,500	31,000
36310 HOME Grant Award	0	284,800	266,600	(18,200)	0
Total Revenues	<u>274,033</u>	<u>489,200</u>	<u>389,200</u>	<u>(100,000)</u>	<u>130,600</u>
 <i><u>EXPENDITURES</u></i>					
44120 First Time Homebuyer Prog. Loans	100,000	615,000	612,700	2,300	100,000
44130 Home Rehab Program Loans	29,549	90,000	183,600	(93,600)	30,000
44150 Rental Assistance	0	0	0	0	400,900
46201 Reimbursement to CDA Housing	26,641	120,000	9,400	110,600	13,000
Total Expenditures	<u>156,190</u>	<u>825,000</u>	<u>805,700</u>	<u>19,300</u>	<u>543,900</u>
 ENDING WORKING CAPITAL	 <u>\$863,612</u>	 <u>\$527,812</u>	 <u>\$447,112</u>	 <u>(\$80,700)</u>	 <u>\$33,812</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant Fund records revenue and expenditures of monies received from the Federal Department of Housing and Urban Development under the Housing and Community Development Block Grant Act of 1974.

The City conducted two mandatory applicant workshops in November of 2006 to review the City's application process and requirements, and to respond to questions from prospective applicant agencies. On May 11, 2007 the City Council adopted a Fiscal Year 2006-07 expenditure program in the amount of \$976,468.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

**BUDGET
2007-08**

PUBLIC SERVICE ACTIVITIES

Simi Valley Council on Aging (CO)	\$7,200
Assistance League of Conejo Valley (CO)	4,200
Boys & Girls Club of Simi Valley (OT)	13,500
Cabrillo Economic Development Corp. (SU)	1,634
Catholic Charities OASIS (CO)	3,500
Coalition to End Family Violence (CO)	5,000
Conejo Hospice/Child Bereavement (SU)	900
Conejo Hospice/ Senior Bereavement (CO)	7,000
Conejo Valley Senior Concerns/Specialist on Aging (CO)	6,109
Conejo Valley Senior Concerns/Transportation (CO)	1,948
County of Ventura Human Services Agency RAIN	600
FOOD Share (CO)	14,000
Long Term Care Services Ombudsman (CO)	10,800
Samaritan Center - Case Manager (CO)	11,122
Samaritan Center - P.A.D.S. (CO)	4,500
Simi Valley Community Care Center (CO)	15,032
Volunteers 4 You! (CO)	4,433
Subtotal - Public Services	<u>111,478</u>

HOUSING/COMMUNITY DEVELOPMENT

Home Rehabilitation Administration	37,120
Minor Street Rehabilitation Program	587,468
Boys & Girls Club of Simi Valley (OT)	8,800
Rebuilding Together Ventura County (SU)	12,000

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CONT'D)

	BUDGET
	<u>2007-08</u>
<u>HOUSING/COMMUNITY DEVELOPMENT (CONT'D)</u>	
Simi Valley Community Care Center (OT)	\$46,960
Simi Valley Historical Society/R.S.R.P.D. (OT)	24,000
Subtotal - Housing/Community Development	<u>716,348</u>
<u>PROGRAM ADMINISTRATION/PLANNING</u>	
CDBG Program Administration	67,342
Fair Housing Program	26,000
General Program Administration	55,300
Subtotal - Program Administration/Planning	<u>148,642</u>
TOTAL - FY 2006-07 CDBG PROGRAM	<u><u>\$976,468</u></u>

SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

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

The District funds a signal maintenance contract that provides signal maintenance services for 107 City-owned signals. The District also funds utility expenses for signals and the upgrading of existing streetlights and traffic signals.

SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-010</u>
BEGINNING FUND BALANCE	\$6,201,480	\$6,576,667	\$6,576,667	\$6,913,567	\$7,383,867	\$7,781,667
<u>REVENUES</u>						
31101 Property Taxes	1,995,775	1,977,700	1,977,700	2,150,000	2,214,500	2,280,900
34001 Interest on Investments	129,610	102,500	133,500	137,500	141,600	145,800
34002 Interest on Advances	91,000	70,000	91,000	70,000	70,000	70,000
35601 Homeowner Subventions	25,045	24,500	24,500	24,500	25,200	26,000
37410 Service Charges	110	500	400	400	400	400
Total Revenues	2,241,540	2,175,200	2,227,100	2,382,400	2,451,700	2,523,100
<u>EXPENDITURES</u>						
42100 Utilities	759,080	780,000	760,000	780,000	803,400	827,500
44015 County Tax Collection Fee	19,938	21,600	21,600	22,700	23,400	24,100
44016 State ERAF	75,436	0	0	0	0	0
44490 Other Contract Services	221,899	275,000	260,000	305,000	314,200	323,600
44590 Insurance Charges	125,600	133,900	133,900	126,400	130,200	134,100
49648 Transfer to Computer Equip	1,300	1,300	1,300	1,900	1,900	1,900
49600 Transfer to Streets & Roads	270,000	285,000	285,000	221,000	312,000	318,000
46100 Reimbursement to General Fund	393,100	428,400	428,400	455,100	468,800	482,900
Total Expenditures	1,866,353	1,925,200	1,890,200	1,912,100	2,053,900	2,112,100
Loan Balance to CDA	2,000,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Reserved Balance for Cash Flow	400,000	400,000	400,000	400,000	400,000	400,000
ENDING FUND BALANCE	<u>\$6,576,667</u>	<u>\$6,826,667</u>	<u>\$6,913,567</u>	<u>\$7,383,867</u>	<u>\$7,781,667</u>	<u>\$8,192,667</u>

SIMI VALLEY LANDSCAPE DISTRICT NO. 1

The City formed Landscape District No. 1 in 1973 under authority of the State of California Landscaping and Lighting Act of 1972 in order to provide maintenance of special landscape areas within the City. It has been City policy to provide for maintenance in this fashion for all new planned development tracts. The District has a current total of 99 zones consisting of 47 active, 51 contingency/fallback and one non-assessable zone (the sixty-four City maintained landscape areas).

Fallback zones are annexed to the District but maintained by respective homeowners' associations. The annexation of a fallback zone occurs in order to allow assumption of responsibility by the Landscape District should a homeowners association fail to properly maintain the landscaped areas for any reason. On June 11, 2007, the City Council approved the Landscape Assessments for FY 2007-08. Assessments for the active zones are included in the following pages:

Zone 2, (Tract 2025-4, 5, 6, 2259 - Larwin)

This zone covers the maintenance of the Encore Greenbelt. The assessment for FY 2007-08 is \$60 per lot.

Zone 3, (Tract 2025-1, 2, 3, 7 - Larwin)

This zone covers the maintenance of the Tempo Greenbelt. The assessment for FY 2007-08 is \$30 per lot.

Zone 4 (Tract 2207-1, 2, 3, 4, 5 - Griffin)

This zone covers the maintenance of parkways at Alamo, Sequoia, Lemon and Avenida Simi. The assessment for FY 2007-08 is \$175 per lot.

Zone 5 (Tract 2628 - Fenmore)

This zone covers the maintenance of the parkways at Sequoia Avenue and Cochran Street. The assessment for FY 2007-08 is \$183 per lot.

Zone 7 (Tract 2203 - Larwin)

This zone covers the maintenance of the parkways at Los Angeles Avenue and Darrah Avenue and Royal Avenue and Darrah Avenue. The assessment for FY 2007-08 is \$51 per lot.

Zone 9 (Tract 2629 - JBR)

This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2007-08 is \$114 per lot.

Zone 12 (Tract 2332-1, 2, - Larwin)

This zone covers the maintenance of the parkways at Sycamore Drive and Alamo Street. The assessment for FY 2007-08 is \$118 per lot.

Zone 13 (Tracts 2646 & 2725 - Lesny)

This zone covers the maintenance of the parkways at Royal Avenue and Sinaloa Road. The assessment for FY 2007-08 is \$115 per lot.

Zone 14A (Tract 2622-1, 2 - Pacific Coast Properties; Tract 2622-3 - Casden)

This zone covers the maintenance of all parkways and slopes within the Indian Hills development. The assessment for FY 2007-08 is \$337 for Category A lots, \$931 for Category A and B lots, and \$634 for Category A and C lots.

Zone 14B (Tract 2622 -4 - Casden)

This zone covers the maintenance of the parkway on the west side of Yosemite Avenue, north of Indian Hills Drive and the slopes north of Seneca Drive. The assessment for FY 2007-08 is \$478 per lot.

Zone 15 (Tract 2608-1, 2, - JBR)

This zone covers maintenance of the Alamo Street parkway, the Sequoia Street parkway, and the Ivory and Topaz Street medians. The assessment for FY 2007-08 is \$163 per lot.

Zone 16 (Tracts 2615-1, 2, 3 - Stonecraft)

This zone covers the maintenance of the Alamo Street parkway, Galena Avenue median and parkway, and Emerald Avenue parkway. The assessment for FY 2007-08 is \$105 per lot.

Zone 17 (Tract 2584 - Larwin)

This zone covers the maintenance of parkways between the curb and the perimeter wall along Los Angeles Avenue and interior parkways and screen plantings along Dry Canyon Channel. The landscaped areas and walls are contained within public rights-of-way or easements to the City. The assessment for FY 2007-08 is \$167 per lot.

Zone 18 (Tract 2889 - Resnick)

This zone covers the maintenance of parkway areas between the walls along Tapo Street and Presidio Drive. The landscaped areas and walls are contained within public rights-of-way. The assessment for FY 2007-08 is \$93 per lot.

Zone 19 (Tract 2740 - Guardian, Tracts 2772-1, 2 - Carlsberg)

This zone covers the maintenance of parkway areas between the curb and the perimeter wall along Los Angeles Avenue, Kuehner Drive, and Sandalwood Street, and maintenance of the perimeter walls. The landscape areas and walls are contained within the public rights-of-way. The assessment for FY 2007-08 is \$114 per lot.

Zone 20 (Tracts 2771-1, 2, & 3 - Calmark)

This zone covers the maintenance of the one acre landscaped area located on Lubbock Drive. The assessment for FY 2007-08 is \$97 per lot.

Zone 21 (Tract 2626 - Calgind)

This zone covers the maintenance of the parkways along the west side of Tapo Canyon Road and north side of Township Avenue at Sheri Drive. The assessment for FY 2007-08 is \$154 per lot.

Zone 22 (Tract 2894 - Valley View Homes)

This zone covers the maintenance of the parkways along the west side of Yosemite Avenue at Nutwood Circle. The assessment for FY 2007-08 is \$105 per lot.

Zone 24 (Tract 2762 - Lesny)

This zone covers the maintenance of the parkways along the north side of Royal Avenue at Crocker Street. The assessment for FY 2007-08 is \$79 per lot.

Zone 25 (Tract 2816 - Mayer)

This zone covers the maintenance of the parkways along Presidio Drive and Township Avenue. The assessment for FY 2007-08 is \$183 per lot.

Zone 26 (Tract 2683 - Midtown)

This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2007-08 is \$92 per lot.

Zone 28 (Tract 2852-1, 2 & 3 - Larwin)

This zone covers the maintenance of the parkways along Sequoia Avenue, Alamo Street, and Cooperfield Street and the medians on Glencove Avenue. The assessment for FY 2007-08 is \$211 per lot.

Zone 29 (Tract 2637 - Griffin)

This zone covers the maintenance of the perimeter parkway on the west side of Stow Street and on the north side of Los Angeles Avenue to the entrance of Emory Street. The assessment for FY 2007-08 is \$202 per lot.

Zone 31 (Tract 3163-1, 2 & 3 - Standard Pacific)

This zone covers the maintenance of parkways along Alamo Street, Sequoia Avenue, and Galena Street, the freeway buffer zone, and the medians on Sasha and Georgette Streets. The assessment for FY 2007-08 is \$349 per lot.

Zone 32 (Tract 2970 - Deerwood)

This zone covers the maintenance of parkways along Alamo Street, the freeway buffer zone, and the medians on Gum, Butternut, and Nutmeg Circles and the perimeter strip on Sojka Drive. The assessment for FY 2007-08 is \$190 per lot.

Zone 34 (Tract 2879-1 & 2 - Ceeco)

This zone covers the maintenance of parkways and slopes on Cochran Street and medians on Caldwell Street. The assessment for FY 2007-08 is \$93 per lot.

Zone 35 (Tract 3269 - Larwin)

This zone covers the maintenance of parkways along the south side of Alamo Street west of Reservoir Drive and the freeway buffer zone. The assessment for FY 2007-08 is \$127 per lot.

Zone 37 (Tract 2504 - McKeon)

This zone covers the maintenance of the parkways on Cochran, Orangewood, and Pinewood Streets and medians on Pennygrove Street. The assessment for FY 2007-08 is \$101 per lot.

Zone 41A (Tract 3549-1 & 3 - Great West)

This zone covers the maintenance of landscaping along the north and south sides of Fitzgerald Road and along the west side of Sequoia Avenue. The assessment for FY 2007-08 is \$106 per lot.

Zone 41B (Tract 3456-2)

This zone sets up the six-month reserve account for maintenance of parkway landscaping east of Sequoia Avenue adjacent to Tract 3456-2 and the area east of Cinnabar Place. The assessment for FY 2007-08 is \$431 per lot.

Zone 42 (Tract 3535 - Larwin)

This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place. The assessment for FY 2007-08 is \$179 per lot.

Zone 45 (Tract 3785 - Griffin)

This zone covers the maintenance of the parkways along the south side of Cochran Street and the east side of Stearns Street. The assessment for FY 2007-08 is \$34 per lot.

Zone 51 (Tract 2648 - JBR)

This zone covers the maintenance of landscaping along the east side of Lemon Drive between Avenida Simi and Township Avenue. The assessment for FY 2007-08 is \$159 per lot.

Zone 55 (Tract 2992-1 & 2 - Casden)

This zone covers the maintenance of landscaping at the corner of Alamo Street and San Joaquin Street. The assessment for FY 2007-08 is \$19 per lot.

Zone 61 (Tract 3654 - American)

This zone covers the maintenance of landscaping on the south side of Alamo Street at Golf Lane. The assessment for FY 2007-08 is \$88 per lot.

Zone 62 (Tract 3549 - Suburban)

This zone covers the maintenance of landscaping on the north side of Township Avenue west of Sequoia Avenue. The assessment for FY 2007-08 is \$225 per lot.

Zone 64 (Tract 2622 - Casden)

This zone covers the maintenance of landscaping on the north side of Flanagan Drive east of Yosemite Avenue. The assessment for FY 2007-08 is \$208 per lot.

Zone 65 (Tract 4165 - Griffin)

This zone covers the maintenance of landscaping along Emory Avenue between Los Angeles Avenue and Huntly Street, and along Huntly Street and Rainwood Street. The assessment for FY 2007-08 is \$22 per lot.

Zone 74 (Tract 2992-93 - Casden)

This zone covers the maintenance of landscaping on the west side of Yosemite Avenue south of Alamo Street. The assessment for FY 2007-08 is \$98 per lot.

Zone 83 (Tract 4125)

This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street. The assessment for FY 2007-08 is \$62 per lot.

Zone 85 (Tract 3236 - Torgerson)

This zone covers the maintenance of landscaping at the northwest corner of Presidio Drive and Township Avenue. The assessment for FY 2007-08 is \$187 per lot.

Zone 95 (LD-S-444 & LD-S-56B)

This zone covers the maintenance of the landscaped parkway on the south side of Alamo Street opposite Shannon Drive. The assessment for FY 2007-08 is \$323 per lot.

Zone 96 (Tract 4213)

This zone covers maintenance of parkways along the south side of Tierra Rejada Road and both sides of Mandan Place and Stargaze Place; the median on Stargaze Place; the slopes adjoining Bentel Avenue and Burlingame Court; and the slope behind Burlingame Court. The assessment for FY 2007-08 is \$202 per lot.

Zone 99 (Tract 4783)

This zone includes the maintenance of landscaping on the south side of Alamo Street at Santa Lucia Street. The assessment for FY 2007-08 is \$66 per lot.

Zone 100 (Tract 4612 & LD-S-549)

This zone covers the maintenance of the north side of Alamo Street east of Reservoir Drive. The assessment for FY 2007-08 is \$262 per lot.

Zone 104 (Tracts 4887 & 4888)

This zone covers the maintenance of landscaping on the southwest corner of Alamo Street and Erringer Road. The assessment for FY 2007-08 is \$146 per lot.

Zone 108 (Tracts 4582 & 3851)

This zone covers the maintenance of landscaping on the north side of Alamo Street at Cimmaron Avenue. The Assessment for FY 2007-08 is \$130 per lot.

SIMI VALLEY LANDSCAPE DISTRICT NO. 1
(All Active Zones)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$866,906	\$973,625	\$973,625	\$957,725	\$1,008,325	\$1,058,425
<u>REVENUES</u>						
37410 Service Charges	781,995	797,400	786,200	788,600	820,100	852,900
39300 From Landscape Augmentation Fund	210,534	643,200	643,200	1,021,000	1,041,400	1,062,200
34001 Interest	38,644	26,700	44,200	31,600	32,900	34,200
Total Revenues	1,031,173	1,467,300	1,473,600	1,841,200	1,894,400	1,949,300
<u>EXPENDITURES</u>						
42100 Utilities	309,017	350,600	479,800	417,200	429,700	442,600
44450 Landscape Maintenance	554,846	1,029,000	942,500	1,232,800	1,269,800	1,307,900
44490 Other Contract Services	4,530	41,200	6,500	40,400	41,600	42,800
46100 Reimbursement to General Fund	56,061	60,700	60,700	100,200	103,200	106,300
Total Expenditures	924,454	1,481,500	1,489,500	1,790,600	1,844,300	1,899,600
ENDING FUND BALANCE	\$973,625	\$959,425	\$957,725	\$1,008,325	\$1,058,425	\$1,108,125

LANDSCAPE ZONES AUGMENTATION FUND

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

The transfer from the General Fund to the Landscape Zones Augmentation Fund for Fiscal Year 2007-08 is \$820,000. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for Fiscal Year 2007-08 will be \$1,021,000. This is a significant increase compared to FY 2006-07, the result of maintenance costs that continue to rise at a rate greater than that of revenue derived from service charges.

LANDSCAPE ZONES AUGMENTATION FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$267,424	\$260,016	\$260,016	\$309,816	\$309,816	\$309,816
<u>REVENUES</u>						
34001 Interest	3,126	1,000	1,400	1,000	1,000	1,000
38401 Developer Contribution	0	0	0	200,000	204,000	208,100
39100 Transfer from General Fund	200,000	691,600	691,600	820,000	836,400	853,100
Total Revenues	203,126	692,600	693,000	1,021,000	1,041,400	1,062,200
<u>EXPENDITURES</u>						
49300 Transfer to Landscape Zones	210,534	643,200	643,200	1,021,000	1,041,400	1,062,200
Total Expenditures	210,534	643,200	643,200	1,021,000	1,041,400	1,062,200
ENDING FUND BALANCE	\$260,016	\$309,416	\$309,816	\$309,816	\$309,816	\$309,816

GASOLINE TAX FUND

There are four types of gasoline taxes received by the City. Each is described by the section of the Street and Highway Codes that provides the authority for the distribution of the tax proceeds. The four types of gasoline tax revenues are: Section 2105 funds; Section 2106 funds; Section 2107 funds; and Section 2107.5 funds. Section 2105, 2106 and 2107 funds may be used for any streets or roads purpose. Section 2107.5 funds are designated for traffic engineering support uses.

All gasoline tax revenues are transferred to the General Fund. This approach reduces auditing requirements and maximizes the use of resources available to the City in meeting citywide streets and roads maintenance improvement expenditure priorities.

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

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

Section 2107 Funds - Streets and Highways Code Section 2107 provides for the monthly apportionment of a sum equal to \$0.039 per gallon of the gasoline tax among all cities in the State based upon population.

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

GASOLINE TAX FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
<u>REVENUES</u>						
35401 Section 2105	740,195	721,400	732,800	732,800	747,500	762,500
35402 Section 2106	496,165	490,200	491,200	491,200	501,000	511,000
35403 Section 2107	986,137	996,400	976,300	976,300	995,800	1,015,700
35404 Section 2107.5	100,000	10,000	99,000	99,000	99,000	99,000
Total Revenues	<u>2,322,497</u>	<u>2,218,000</u>	<u>2,299,300</u>	<u>2,299,300</u>	<u>2,343,300</u>	<u>2,388,200</u>
<u>EXPENDITURES</u>						
49100 Transfer to General Fund	<u>2,322,497</u>	<u>2,218,000</u>	<u>2,299,300</u>	<u>2,299,300</u>	<u>2,343,300</u>	<u>2,388,200</u>
Total Expenditures	<u>2,322,497</u>	<u>2,218,000</u>	<u>2,299,300</u>	<u>2,299,300</u>	<u>2,343,300</u>	<u>2,388,200</u>
ENDING FUND BALANCE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

LOCAL TRANSPORTATION FUND

The State Transportation Development Act created a Local Transportation Fund (LTF) in each county for the transportation purposes specified in the Act. Revenues to the LTF are derived from $\frac{1}{4}\text{¢}$ (one quarter of one cent) of the sales tax collected on gasoline. The State Board of Equalization returns the $\frac{1}{4}\text{¢}$ to each county according to the amount of tax collected in that county.

Revenues to Ventura County's Local Transportation Fund must be apportioned by population to entities within the County. Allocations to a given entity may not exceed its specific apportionment. The City of Simi Valley deposits these receipts into its Local Transportation Fund.

Payments from the City's LTF are made by the County Auditor in accordance with written allocation instructions issued in compliance with the Transportation Development Act by the County's transportation planning agency. In Ventura County this agency is the Ventura County Transportation Commission.

Receipts into the Local Transportation Fund are transferred to the General Fund. This approach reduces auditing and farebox return requirements for the General Fund support of Simi Valley Transit Operations.

LOCAL TRANSPORTATION FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
 <i><u>REVENUES</u></i>						
35410 Article 8: Streets & Roads	<u>4,017,212</u>	<u>4,834,800</u>	<u>4,834,800</u>	<u>4,672,200</u>	<u>4,765,600</u>	<u>4,860,900</u>
Total Revenues	4,017,212	4,834,800	4,834,800	4,672,200	4,765,600	4,860,900
 <i><u>EXPENDITURES</u></i>						
49100 Transfer To General Fund	<u>4,017,212</u>	<u>4,834,800</u>	<u>4,834,800</u>	<u>4,672,200</u>	<u>4,765,600</u>	<u>4,860,900</u>
Total Expenditures	4,017,212	4,834,800	4,834,800	4,672,200	4,765,600	4,860,900
 ENDING FUND BALANCE	 <u>\$0</u>	 <u>\$0</u>	 <u>\$0</u>	 <u>\$0</u>	 <u>\$0</u>	 <u>\$0</u>

NEW DWELLING FEES FUND

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

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

NEW DWELLING FEES FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$1,022,091	\$1,268,379	\$1,268,379	\$633,379	\$505,379	\$377,379
<u>REVENUES</u>						
34001 Interest	44,902	25,000	25,000	22,000	22,000	22,000
37410 New Dwelling Fees	501,386	300,000	140,000	150,000	150,000	150,000
Total Revenues	546,288	325,000	165,000	172,000	172,000	172,000
<u>EXPENDITURES</u>						
49600 Transfer to Streets & Roads	300,000	800,000	800,000	300,000	300,000	300,000
Total Expenditures	300,000	800,000	800,000	300,000	300,000	300,000
ENDING FUND BALANCE	\$1,268,379	\$793,379	\$633,379	\$505,379	\$377,379	\$249,379

DEVELOPMENT AGREEMENTS FUND

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

Prior to Fiscal Year 1996-97, fees from Development Agreements were transferred to support General Fund programs and capital improvements. From Fiscal Year 1996-97 to Fiscal Year 2005-06, Development Agreement fees were used for repayment of debt and direct construction costs of public facilities.

DEVELOPMENT AGREEMENTS FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$15,217,574	\$15,786,277	\$15,786,277	\$17,555,577	\$19,382,777	\$20,954,577
 <i><u>REVENUES</u></i>						
34001 Interest	456,311	328,300	516,300	674,000	727,000	766,000
38402 Development Agreements	2,987,166	791,200	1,005,500	828,200	844,800	861,700
39655 Transfer From Building Improvements	0	0	0	325,000	0	0
39750 Transfer From Transit	0	0	247,500	0	0	0
Total Revenues	<u>3,443,477</u>	<u>1,119,500</u>	<u>1,769,300</u>	<u>1,827,200</u>	<u>1,571,800</u>	<u>1,627,700</u>
 <i><u>EXPENDITURES</u></i>						
44010 Professional and Special Services	0	0	0	0	0	0
49500 Transfer to 1995 Lease Rev Bonds	603,774	0	0	0	0	0
49500 Transfer to 2004 COPs	0	0	0	0	0	0
49655 Transfer to Building Improvements	1,600,000	0	0	0	0	0
49661 Transfer to Two-Way Radio Proj	671,000	0	0	0	0	0
Total Expenditures	<u>2,874,774</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 WORKING CAPITAL BALANCE	 13,216,577	 13,216,577	 13,464,077	 15,233,377	 17,060,577	 18,632,377
Total Advance to the General Fund	2,103,500	2,103,500	2,103,500	2,103,500	2,103,500	2,103,500
Total Advance to the Transit Fund	466,200	466,200	218,700	218,700	218,700	218,700
 ENDING FUND BALANCE	 <u>\$15,786,277</u>	 <u>\$16,905,777</u>	 <u>\$17,555,577</u>	 <u>\$19,382,777</u>	 <u>\$20,954,577</u>	 <u>\$22,582,277</u>

TRAFFIC CONGESTION RELIEF FUND

In March 2002, California voters passed Proposition 42, which permanently dedicated the state's share of the sales tax on gasoline to transportation projects. The Traffic Congestion Relief Fund receives the City's share of these state monies. Receipts into the Traffic Congestion Relief Fund are transferred to the Streets and Road Program. For Fiscal Year 2007-08, no revenues are anticipated, but funds are anticipated in FY 2008-09.

TRAFFIC CONGESTION RELIEF FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$2,517	\$430,784	\$430,784	\$12,833	\$12,833	\$12,833
<u>REVENUES</u>						
34001 Interest	5,797	0	4,400	0	0	0
37410 Proposition 42 Funds	542,970	898,700	875,449	0	1,260,200	0
Total Revenues	548,767	898,700	879,849	0	1,260,200	0
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	120,500	1,297,800	1,297,800	0	1,260,200	0
Total Expenditures	120,500	1,297,800	1,297,800	0	1,260,200	0
ENDING FUND BALANCE	<u>\$430,784</u>	<u>\$31,684</u>	<u>\$12,833</u>	<u>\$12,833</u>	<u>\$12,833</u>	<u>\$12,833</u>

TRAFFIC IMPACT FEES FUND

On August 12, 1991, the City Council adopted Resolution 91-93 establishing a Traffic Impact Fee applicable to all new development approved after October 11, 1991. The fee replaced the older Traffic Signal Improvement Fee that was applicable to projects approved prior to October 11, 1991. The Traffic Impact Fee was extended for an additional year on October 8, 2001 and for an additional five years on September 23, 2002.

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

Current Traffic Impact Fee rates are \$28.00 for each projected daily trip for residential development and \$13.00 for each projected daily trip for non-residential development. The rates are adjusted periodically based on increases in construction costs.

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

TRAFFIC IMPACT FEES FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$1,274,583	\$1,041,113	\$1,041,113	\$904,113	\$694,113	\$558,313
<u>REVENUES</u>						
34001 Interest	33,482	20,000	23,000	20,000	20,000	20,000
37410 Traffic Impact Fees	136,648	200,000	140,000	140,000	144,200	148,500
Total Revenues	170,130	220,000	163,000	160,000	164,200	168,500
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	403,600	300,000	300,000	370,000	300,000	300,000
Total Expenditures	403,600	300,000	300,000	370,000	300,000	300,000
ENDING FUND BALANCE	<u>\$1,041,113</u>	<u>\$961,113</u>	<u>\$904,113</u>	<u>\$694,113</u>	<u>\$558,313</u>	<u>\$426,813</u>

LAW ENFORCEMENT GRANTS FUND

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

LAW ENFORCEMENT GRANTS

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING FUND BALANCE	\$33,626	\$24,517	\$24,517	\$6,048
 <i><u>REVENUES</u></i>				
34001 Interest	955	0	100	100
36001 Federal Assistance	1,908	121,900	297,831	150,000
36002 State Assistance	22,127	67,148	9,800	1,000
Total Revenues	<u>24,990</u>	<u>189,048</u>	<u>307,731</u>	<u>151,100</u>
 <i><u>EXPENDITURES</u></i>				
42200 Computer Non-Capital	1,882	17,200	1,300	0
42410 Uniforms/Clothing	0	10	0	0
42560 Operating Supplies	0	199,400	162,600	150,000
42470 Travel Conf Meeting	0	2,400	0	0
47020 Furn/Equip (Capital)	0	25,000	31,800	0
47030 Vehicles	0	129,900	128,900	0
49653 Transfer to IPS Project	32,217	1,596	1,600	0
49100 Transfer to General Fund	0	43,200	0	0
Total Expenditures	<u>34,099</u>	<u>418,706</u>	<u>326,200</u>	<u>150,000</u>
 ENDING FUND BALANCE	 <u>\$24,517</u>	 <u>(\$205,141)</u>	 <u>\$6,048</u>	 <u>\$7,148</u>

FORFEITED ASSETS FUND

As authorized by the City Council, the Police Department is participating in a program whereby assets that are seized from narcotic violators and forfeited through legal action are returned to participating law enforcement agencies for enhancement of enforcement-related programs. To date, the City of Simi Valley has received more than \$6,000,000 in Forfeited Assets funds.

Funds have been authorized for the enhancement of the Police Department's Drug Enforcement Program, Special Weapons Team, communications system, computer system, and crime scene investigations program.

A portion of the accumulated monies in the Forfeited Assets Fund are being used to partially finance a new Integrated Police Systems Project that will fund a new Computer-Aided Dispatch, Records Management, and Mobile Data Computer System. Other accumulated monies are budgeted for Police Department equipment.

The Police Department may receive additional funds under this program. As the funds are received, the Police Department will request approval for their disbursement as part of the Annual Budget development program.

FORFEITED ASSET FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING FUND BALANCE	\$479,767	\$450,477	\$450,477	\$237,129
 <i><u>REVENUES</u></i>				
34001 Interest	16,582	2,000	3,700	1,000
36001 Federal Assistance	37,918	100,000	52,500	25,000
36002 State Assistance	11,067	1,000	3,200	1,000
Total Revenues	<u>65,567</u>	<u>103,000</u>	<u>59,400</u>	<u>27,000</u>
 <i><u>EXPENDITURES</u></i>				
42410 Uniforms/Clothing	8,400	0	0	0
42560 Operating Supplies	47,756	151,200	165,000	2,000
42420 Special Department Expense	5,000	10,500	10,500	10,500
42700 Travel Conf Meeting	1,334	2,000	0	3,000
44010 Professional/Special Services	25,000	83,600	64,500	0
47020 Furn/Equip (Capital)	0	51,000	21,000	18,300
47028 Computer (Capital)	1,872	44,900	1,900	0
47030 Vehicles	0	0	0	14,000
49287 Transfer to Law Enforcement Grants	0	9,848	9,848	0
Total Expenditures	<u>89,362</u>	<u>353,048</u>	<u>272,748</u>	<u>47,800</u>
 ENDING FUND BALANCE	 <u>\$455,972</u>	 <u>\$200,429</u>	 <u>\$237,129</u>	 <u>\$216,329</u>

RETIREE BENEFITS FUND

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

RETIREE MEDICAL BENEFITS FUND

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
BEGINNING FUND BALANCE	\$781,509	\$1,537,963	\$1,537,963	\$1,769,863	\$1,466,663	\$1,154,663
<u>REVENUES</u>						
34001 Interest on Investments	53,069	20,000	75,000	75,000	75,000	75,000
39100 Transfer from General Fund	751,700	580,700	580,700	144,700	149,000	153,500
39200 Transfer From CDA Administration	2,600	0	0	0	0	0
39201 Transfer From CDA Housing	14,300	5,800	5,800	6,500	6,700	6,900
39285 Transfer from Special Problems Sect.	4,100	3,000	3,000	13,700	14,100	14,500
39700 Transfer from Sanitation	61,400	59,000	59,000	31,400	32,300	33,300
39750 Transfer from Transit	18,600	18,600	18,600	10,900	11,200	11,500
39761 Transfer from Waterworks Dist. No. 8	20,100	15,400	15,400	2,000	2,100	2,200
39805 Transfer from Workers' Compensation	1,400	1,400	1,400	0	0	0
Total Revenues	927,269	703,900	758,900	284,200	290,400	296,900
<u>EXPENDITURES</u>						
41400 Group Insurance Health - Sworn	0	125,900	125,900	144,800	149,100	153,600
41400 Group Insurance Health - Sworn Mgmt	0	23,600	23,600	27,100	27,900	28,700
41400 Group Insurance Health - Management	0	191,200	191,200	219,900	226,500	233,300
41400 Group Insurance Health - General Unit	73,115	120,000	88,200	97,000	99,900	102,900
41400 Dental and Vision - Sworn Mgmt	12,700	13,100	13,100	13,600	14,000	14,400
41400 Dental and Vision Trust - Sworn	85,000	85,000	85,000	85,000	85,000	85,000
Total Expenditures	170,815	558,800	527,000	587,400	602,400	617,900
ENDING FUND BALANCE	<u>\$1,537,963</u>	<u>\$1,683,063</u>	<u>\$1,769,863</u>	<u>\$1,466,663</u>	<u>\$1,154,663</u>	<u>\$833,663</u>

STREETS AND ROADS PROGRAM

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

- Annual Major Street Rehabilitation Program

This program involves ongoing pavement reconstruction, resurfacing, and roadway maintenance for major streets throughout the City. Major street projects for FY 2007-08 include:

Sinaloa Road (Royal Avenue to Highland Road)

Royal Avenue (Madera Road to First Street)

Madera Road (Strathearn Place to Royal Avenue)

Yosemite Avenue (Alamo Street to Anasazi Way)

Major streets projects for future fiscal years include:

Los Angeles Avenue (Kuehner Drive to Emory Avenue)

Royal Avenue (Darrah Avenue to Corto Drive)

Alamo Street (Tapo Street to Texas Avenue)

Erringer Road (Fitzgerald Road to South End)

Cochran Street (Galena Avenue to Sycamore Drive)

Fitzgerald Road (Sequoia Avenue to Appleton Road)

West Los Angeles Avenue (Madera Road to West End)

- Annual Minor Street Overlay Program

This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City.

- Erringer Road Landscape and Roadway Improvements

This project includes the widening of Erringer Road between Royal Avenue and Arcane Street, the narrowing of Erringer Road between Arcane Street and Fitzgerald Road, and landscaping along the east side of the roadway. Erringer Road between Royal and Arcane will be constructed to the full General Plan street width. Erringer Road between Arcane and Fitzgerald will be narrowed by one traffic lane to allow the construction of a sidewalk and landscaping (none existing). The project also includes the installation of bike lanes.

- 118 Freeway Interchange Landscaping

This project includes landscaping interchanges along the Ronald Reagan Freeway. The first project includes the First Street interchange in FY 2007-08. Subsequent interchanges will be determined based upon future available resources.

- Storm Drain Improvements

This program involves ongoing drainage improvements at various locations throughout the City. Emergency storm drain repairs are included in the program.

- Bicycle and Pedestrian Facilities

This annual program involves the implementation of projects recommended in the Bicycle Master Plan to enhance conditions for bicyclists throughout the City. This category also includes other miscellaneous pedestrian enhancements. Projects include the implementation/construction of off-street bicycle paths, on-street bicycle lanes, on-street bicycle routes, and pedestrian facilities such as accessible curb ramps.

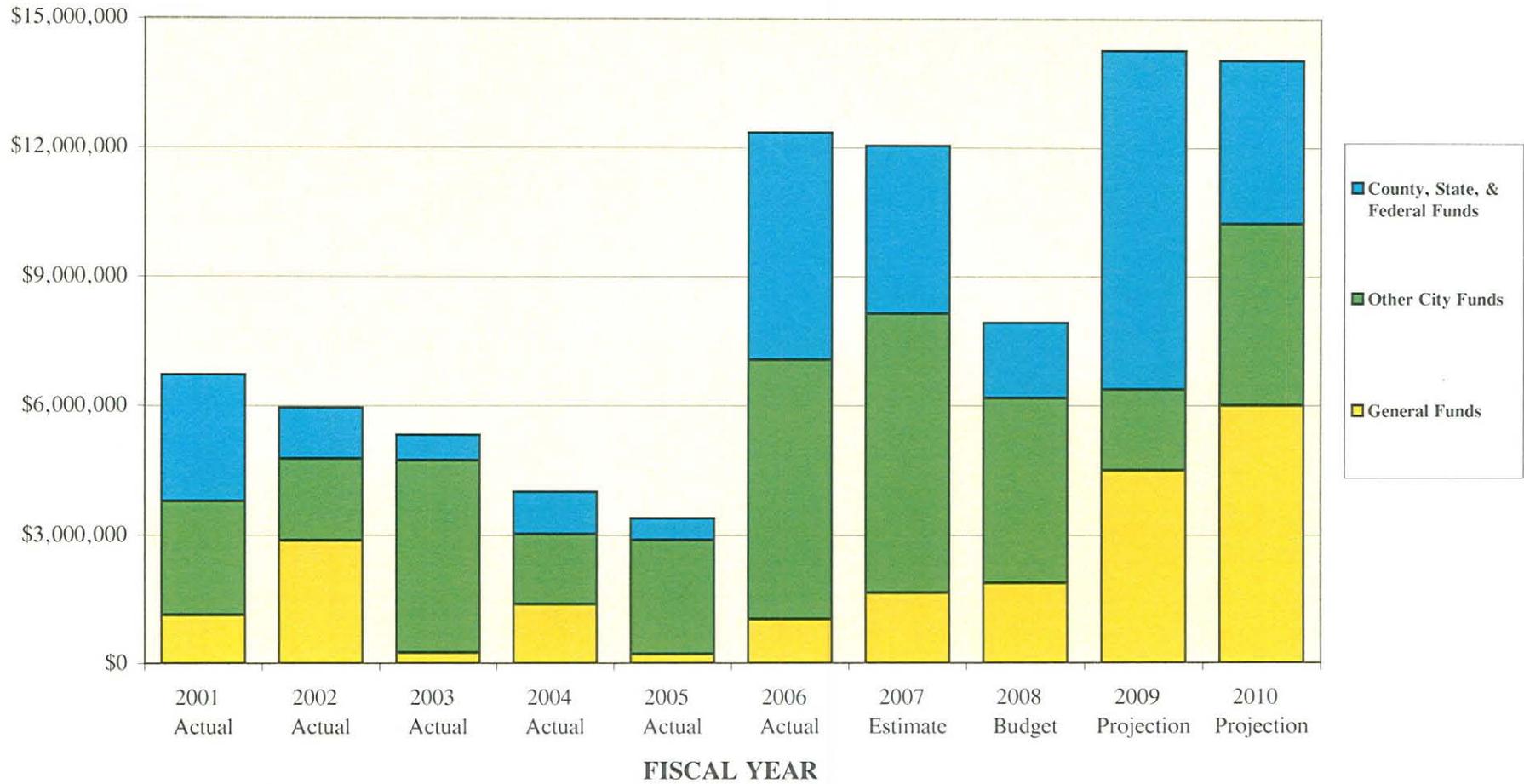
- Traffic Signal Synchronization

This is an annual program to implement recommendations contained in the Traffic Signal Synchronization Master Plan. Projects include the construction of additional interconnect facilities. In FY 2007-08 construction will begin on five new signal systems including portions of Los Angeles Avenue, Cochran Street, Alamo Street, Royal Avenue, and Sycamore Drive.

- New Traffic Signals and Upgrades

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

STREETS AND ROADS PROGRAM TEN YEAR FUNDING HISTORY/PROJECTION



STREETS AND ROADS PROGRAM
REVENUES

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2006-07</u>	<u>ESTIMATED ACTUAL 2006-07</u>	<u>BUDGET 2007-08</u>	<u>ESTIMATE 2008-09</u>	<u>ESTIMATE 2009-10</u>
General Fund	\$1,653,100	\$1,653,100	\$203,000	\$4,500,000	\$6,000,000
Fund Balance Carry Over	0	0	1,683,000	0	0
New Dwelling Fees	800,000	800,000	300,000	300,000	300,000
County/State/Federal Funding	3,916,700	3,916,700	1,746,500	7,887,000	3,819,000
Community Development Agency	4,361,000	4,361,000	2,444,000	0	2,400,000
Traffic Impact Fees	300,000	300,000	325,000	350,000	375,000
Lighting Maintenance District	285,000	285,000	221,000	312,000	318,000
Sanitation Fund	132,000	132,000	174,000	185,000	144,000
Waterworks District	177,000	177,000	240,000	234,000	189,000
Community Development Block Grants	424,400	424,400	587,500	500,000	500,000
Total	<u>\$12,049,200</u>	<u>\$12,049,200</u>	<u>\$7,924,000</u>	<u>\$14,268,000</u>	<u>\$14,045,000</u>

STREETS AND ROADS PROGRAM
REVENUE SOURCE NARRATIVE

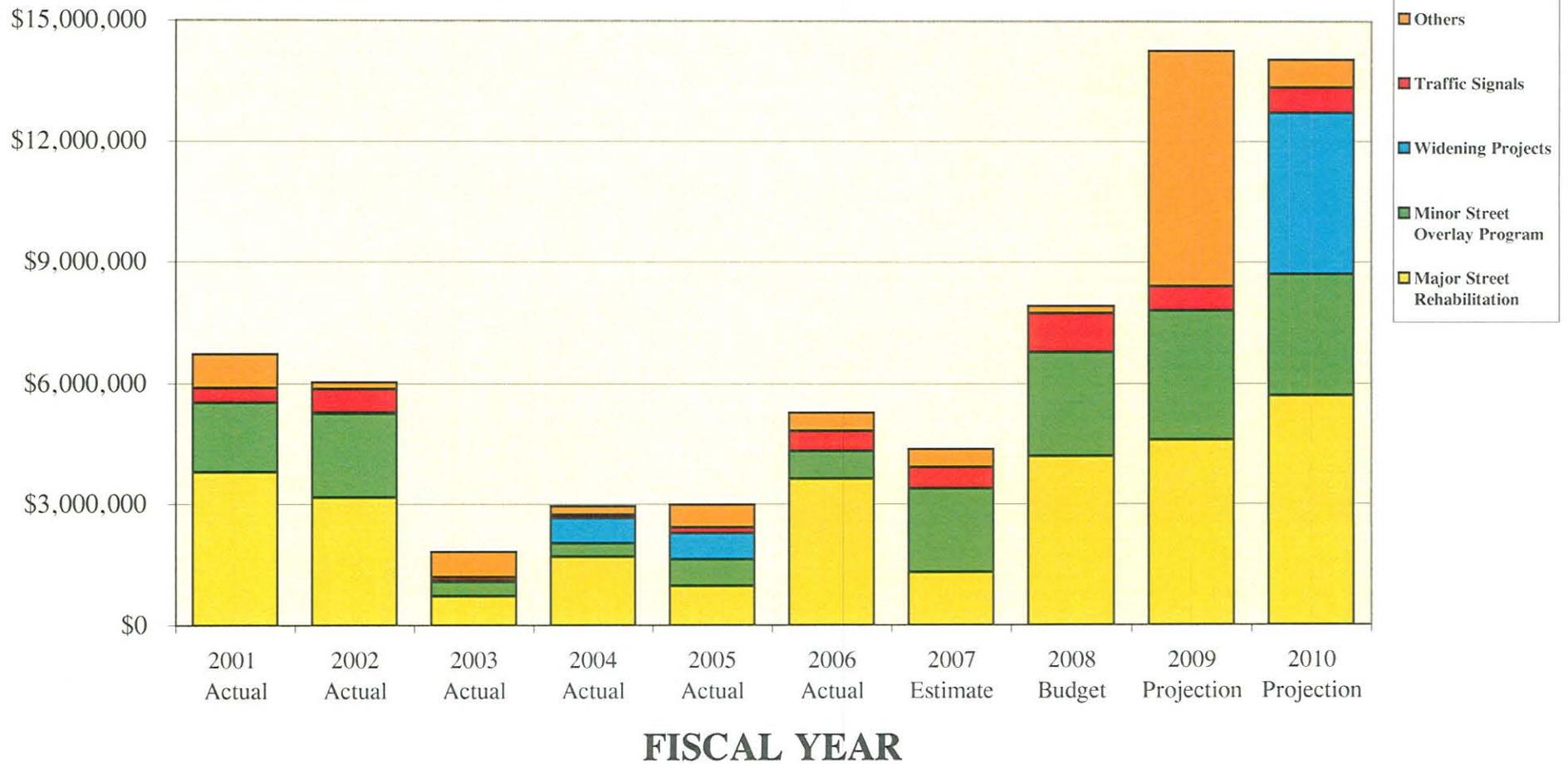
	<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2006-07</u>	<u>ESTIMATED ACTUAL 2006-07</u>	<u>BUDGET 2007-08</u>	
A.	General Fund (Including Fund Balance Carry Over)	\$ 1,653,100	\$ 1,653,100	\$ 1,886,000	The FY 2007-08 allocation from the General Fund is for the Annual Minor Street Program, Storm Drain Improvements, Bicycle Facilities,
B.	New Dwelling Fees	\$ 800,000	\$ 800,000	\$ 300,000	New Dwelling Fees are used to fund a portion of the Annual Major Street Rehabilitation Program.
C.	State/Federal Funding	\$ 3,916,700	\$ 3,916,700	\$ 1,746,500	Funds in the amount of \$1,746,500 will be provided for the Annual Major Street Program, Traffic Signal Synchronization, and Bicycle and Pedestrian Facilities.
D.	Traffic Impact Fees	\$ 300,000	\$ 300,000	\$ 325,000	Traffic Impact Fees are used to fund new traffic signals and signal upgrades as designated by the City Council.
E.	Lighting Maintenance District	\$ 285,000	\$ 285,000	\$ 221,000	Lighting Maintenance District funds will be used to fund traffic signal upgrade and maintenance projects, to upgrade detector loops on repaved streets, for the Annual Major Street Rehabilitation Program, Annual Minor Street Overlay Program, and Traffic Signal Synchronization, and Traffic Signal Upgrades.
F.	Sanitation Fund	\$ 132,000	\$ 132,000	\$ 174,000	Sanitation Fund participation in the Streets and Roads Program includes \$108,000 for the raising of manhole covers associated with the Annual Minor Street Overlay and Slurry Seal Program and \$66,000 for the Annual Major Street Rehabilitation Program.
G.	Waterworks District	\$ 177,000	\$ 177,000	\$ 240,000	Waterworks District participation in the Streets and Roads Program includes \$108,000 for the raising of water valve covers associated with the Annual Minor Street Overlay & Slurry Program and \$132,000 for the Annual Major Street Rehabilitation Program.
H.	CDBG	\$ 424,400	\$ 424,400	\$ 587,500	CDBG participation in the Streets and Roads Program includes \$587,500 for the Annual Minor Street Overlay Project.
I.	CDA	\$ 4,361,000	\$ 4,361,000	\$ 2,444,000	CDA funds in the amount of \$2,444,000 are included for the Annual Major Street Program.

STREETS AND ROADS PROGRAM
REVENUE SOURCE DETAIL

<u>PROJECT</u>	<u>TOTAL REQUIRED REVENUE</u>	<u>FY 2007-08 REVENUE SOURCE</u>									
		<u>GENERAL FUND</u>	<u>FUND BALANCE CARRY OVER</u>	<u>NEW DWELLING FEES</u>	<u>COUNTY/ STATE/ FEDERAL FUNDING</u>	<u>TRAFFIC IMPACT FEES</u>	<u>COMM. DEV. AGENCY</u>	<u>LIGHTING MAINT. DISTRICT</u>	<u>SANI- TATION FUND</u>	<u>WATER- WORKS DISTRICT</u>	<u>CDBG</u>
Annual Major Street Program	4,200,000	\$0	\$0	\$300,000	\$1,204,000	\$0	\$2,444,000	\$36,000	\$108,000	\$108,000	\$0
Annual Minor Street Overlay	2,563,000	72,500	1,683,000	0	0	0	0	22,000	66,000	132,000	587,500
Storm Drain Improvements	75,000	75,000	0	0	0	0	0	0	0	0	0
Bicycle and Ped. Facilities	111,000	55,500	0	0	55,500	0	0	0	0	0	0
Traffic Signal Synchronization	550,000	0	0	0	487,000	0	0	63,000	0	0	0
New Traffic Signals	325,000	0	0	0	0	325,000	0	0	0	0	0
Traffic Signal Upgrades	100,000	0	0	0	0	0	0	100,000	0	0	0
Total Revenue	\$7,924,000	\$203,000	\$1,683,000	\$300,000	\$1,746,500	\$325,000	\$2,444,000	\$221,000	\$174,000	\$240,000	\$587,500

* Includes total Local Surface Transportation Program (LSTP) funds for the next four years.

STREETS AND ROADS PROGRAM TEN YEAR EXPENDITURE HISTORY/PROJECTION



STREETS AND ROADS PROGRAM
EXPENDITURE PLAN

	<u>TOTAL PROJECT COST</u>	<u>ACTUAL TO 2005-06</u>	<u>ESTIMATED ACTUAL 2006-07</u>	<u>BUDGET 2007-08</u>	<u>ESTIMATE 2008-09</u>	<u>ESTIMATE 2009-10</u>
Annual Major Street Rehab Program	*	*	\$1,310,000	\$4,200,000	\$4,600,000	\$5,700,000
Annual Minor Street Overlay Program	*	*	2,078,000	2,563,000	3,200,000	3,000,000
Storm Drain Improvements	*	*	350,000	75,000	350,000	350,000
Bicycle and Pedestrian Facilities	*	*	99,800	111,000	140,000	150,000
Traffic Signal Synchronization	*	*	110,000	550,000	140,000	150,000
New Traffic Signals	*	*	325,000	325,000	350,000	375,000
Traffic Signal Upgrades			100,000	100,000	110,000	120,000
Roadside Landscape Improvements	200,000	0	0	0	200,000	200,000
Madera/Olsen Road Improvements	1,970,000	0	0	0	1,970,000	0
West Los Angeles Ave. Improvements	1,580,000	0	0	0	1,580,000	0
Yosemite Avenue Bridge	300,000	0	0	0	300,000	0
Tapo Street Drainage Improvements	250,000	0	0	0	250,000	0
118 Freeway Interchange Landscaping	2,900,000	0	0	0	1,078,000	0
Los Angeles Ave. Widening	3,000,000	0	0	0	0	3,000,000
Los Angeles-Tapo Channel Widening	1,000,000	0	0	0	0	1,000,000
Total	--	--	\$4,372,800	\$7,924,000	\$14,268,000	\$14,045,000

* Ongoing Project

OTHER CAPITAL PROJECTS

COMPUTER EQUIPMENT REPLACEMENT FUND

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

COMPUTER EQUIPMENT REPLACEMENT FUND

	ACTUAL <u>2005-06</u>	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
BEGINNING FUND BALANCE	\$719,500	\$110,100	\$110,100	\$290,400	\$45,100	\$89,200
<u>REVENUES</u>						
34001 Interest	16,100	10,000	10,000	10,000	10,000	10,000
39100 Transfer/General Fund	277,500	342,900	342,900	413,700	453,700	453,700
39200 Transfer/CDA Admin Fund	3,200	3,000	3,000	3,900	4,400	4,400
39201 Transfer/CDA Housing Fund	3,600	3,200	3,200	4,300	4,800	4,800
39270 Transfer/Lighting Maint District	1,300	1,300	1,300	1,900	2,200	2,200
39700 Transfer/Sanitation Fund	28,200	32,300	32,300	41,600	43,600	43,600
39761 Transfer/Waterworks District No. 8	30,600	27,800	27,800	38,200	40,000	40,000
39803 Transfer/Liability Insurance Fund	1,300	1,300	1,300	1,900	2,200	2,200
39805 Transfer/Workers' Comp Fund	2,700	2,500	2,500	1,900	2,200	2,200
Total Revenues	364,500	424,300	424,300	517,400	563,100	563,100
<u>EXPENDITURES</u>						
47028 Computer (Capital)	0	100,600	100,000	140,800	154,900	140,800
48840 System Hardware	559,600	144,500	144,000	621,900	364,100	301,900
49100 Trans. to General Fund	414,300	0	0	0	0	0
Total Expenditures	973,900	245,100	244,000	762,700	519,000	442,700
ENDING FUND BALANCE	<u>\$110,100</u>	<u>\$289,300</u>	<u>\$290,400</u>	<u>\$45,100</u>	<u>\$89,200</u>	<u>\$209,600</u>

VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund was established in Fiscal Year 1996-97 with General Fund reserve monies, subsequent to the completion of a consultant study regarding vehicle replacement needs. The fund is used to set aside monies for the replacement of rolling stock used by General Fund departments. Reserving funds in this manner eliminates the need to appropriate considerable amounts of operating funds during years when many vehicles are in need of replacement. The City's Sanitation and Waterworks enterprise funds maintain their own vehicle reserves, financed from their revenues.

Annual contributions are made to the fund based on the estimated replacement cost and useful life of each vehicle. An annual appropriation to purchase replacement vehicles is established based on the cost of proposed vehicles due for replacement, less those vehicles that can be deferred until future years.

VEHICLE REPLACEMENT FUND

	ACTUAL <u>2005-06</u>	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
BEGINNING FUND BALANCE	\$3,653,518	\$3,857,259	\$3,857,259	\$3,647,859	\$3,911,359	\$4,182,759
<u>CONTRIBUTIONS</u>						
39100 Administrative Services	2,000	2,100	2,100	2,100	2,200	2,300
39100 Community Services	13,500	11,500	11,500	9,400	9,700	10,000
39100 Environmental Services	32,000	38,100	38,100	36,900	38,000	39,100
39100 Public Works	163,400	180,500	180,500	187,100	192,700	198,500
39100 Police	335,800	351,100	351,100	420,400	433,000	446,000
39285 Police - Special Problems	17,300	0	0	0	0	0
Total Revenues	564,000	583,300	583,300	655,900	675,600	695,900
<u>EXPENDITURES</u>						
47030 Community Services	0	0	0	0	0	0
47030 Environmental Services	28,902	18,400	18,400	0	0	0
47030 Public Works	0	315,600	315,600	31,700	32,700	33,700
47030 Police	331,357	458,700	458,700	360,700	371,500	382,600
Total Expenditures	360,259	792,700	792,700	392,400	404,200	416,300
ENDING FUND BALANCE	<u>\$3,857,259</u>	<u>\$3,647,859</u>	<u>\$3,647,859</u>	<u>\$3,911,359</u>	<u>\$4,182,759</u>	<u>\$4,462,359</u>

BUILDING IMPROVEMENTS FUND

The Building Improvements Fund was created in Fiscal Year 1997-98 with General Fund reserve monies. The fund is used for major improvements to existing public buildings and to partially finance the construction of new public buildings in the City. Revenues into the Fund are generated from a portion of the City's annual General Fund surplus.

BUILDING IMPROVEMENTS FUND

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	BUDGET 2007-08	PROJECTION 2008-09	PROJECTION 2009-10
BEGINNING FUND BALANCE	\$2,980,242	\$5,995,353	\$5,995,353	\$4,830,475	\$4,062,875	\$4,279,875
<u>REVENUES</u>						
34001 Interest	164,303	120,000	209,100	216,000	217,000	229,000
36001 Federal Assistance	0	0	0	0	0	0
39206 Transfer from Merged Tapo/WE	0	340,900	0	0	0	0
39262 Transfer from Dev Agreements	1,600,000	0	0	0	0	0
39100 Transfer from General Fund	2,000,000	0	0	0	0	0
39500 Transfer from COP Proceeds	3,780,982	0	975,322	18,700	0	0
Total Revenues	7,545,285	460,900	1,184,422	234,700	217,000	229,000
<u>EXPENDITURES</u>						
44010 Professional/Special Services	6,021	100,000	75,700	0	0	0
44490 Other Contract Services	118,997	0	0	0	0	0
45290 Reimbursement From CDBG	(104,000)	0	0	0	0	0
47010 Land	1,050,000	0	0	0	0	0
47021 Furnishings and Equipment	131,303	123,700	52,100	0	0	0
47029 Computer	54,699	0	8,900	0	0	0
47040 Building Improvements	50,392	177,500	10,000	167,500	0	0
48150 Permits and Fees	(1,190)	20,400	2,600	0	0	0
48220 Design/Architectural	45,471	268,400	15,500	249,400	0	0
48410 Construction Management	53,588	0	11,500	0	0	0
48420 Construction Surveys and Tests	25,391	4,300	0	0	0	0
48440 Contingency	35,496	361,100	9,300	0	0	0
48601 Construction Contracts	3,064,006	1,220,600	1,363,700	260,400	0	0
49262 Transfer to Dev Agreements	0	0	0	325,000	0	0
49100 Transfer to General Fund	0	800,000	800,000	0	0	0
Total Expenditures	4,530,174	3,076,000	2,349,300	1,002,300	0	0
Ending Fund Balance	\$5,995,353	\$3,380,253	\$4,830,475	\$4,062,875	\$4,279,875	\$4,508,875
Advances from the General Fund	7,911,685	2,291,338	5,763,074	5,558,074	3,558,074	2,058,074

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM FUND

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

Various enhancement and optimization projects are currently underway to improve functionality and increase user knowledge of the system.

**GEOGRAPHIC INFORMATION AND PERMIT SYSTEM FUND
OPTIMIZATION**

	ACTUAL <u>2005-06</u>	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>
BEGINNING FUND BALANCE	\$57,288	\$111,974	\$111,974	\$61,974
<u>REVENUES</u>				
34001 Interest	1,954	0	2,100	0
39100 Transfer/General Fund	130,500	79,300	79,300	31,600
39200 Transfer/CDA Admin Fund	17,800	15,600	15,600	13,900
39700 Transfer/Sanitation Fund	22,600	19,900	19,900	17,600
39761 Transfer/Waterworks District No. 8	30,600	31,900	31,900	28,900
Total Revenues	203,454	146,700	148,800	92,000
<u>EXPENDITURES</u>				
41020 Temporary Salaries	9,577	0	0	0
41650 Medicare	841	0	0	0
42200 Computer-Non Capital	3,062	4,500	4,500	4,500
42560 Operating Supplies	1,255	4,000	4,000	4,000
42720 Travel, Conf, Meetings	1,640	2,400	2,400	2,400
42730 Training	4,740	13,700	13,700	14,400
44010 Professional/Special Services	41,109	73,700	73,700	12,000
44310 Maintenance of Equipment	79,268	89,100	80,500	76,100
44490 Other Contract Services	0	20,000	20,000	0
47028 Computer Equipment	7,276	0	0	0
Total Expenditures	148,768	207,400	198,800	113,400
ENDING FUND BALANCE	\$111,974	\$51,274	\$61,974	\$40,574

FINANCIAL INFORMATION SYSTEM FUND

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

In FY 2002-03, an FIS Optimization Fund was established in order to pay for ongoing optimization of the FIS system. These optimizations include system changes required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system. Various enhancement and optimization projects are ongoing to improve functionality and organizational productivity resulting from the use of this integrated system.

FINANCIAL INFORMATION SYSTEM (FIS) FUND OPTIMIZATION

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
BEGINNING FUND BALANCE	\$299,200	\$150,900	\$150,900	\$34,400
<u>REVENUES</u>				
39100 Transfer/General Fund	666,000	80,000	80,000	60,000
39761 Transfer/Waterworks Dist. 8	275,800	22,500	22,500	18,800
39700 Transfer/Sanitation Fund	229,800	18,800	18,800	18,800
39750 Transfer/Transit Fund	0	5,000	5,000	5,000
39200 Transfer/CDA Fund	30,600	2,500	2,500	5,500
39270 Transfer/Lighting Maint. Dist.	15,300	1,200	1,200	0
Total Revenues	1,217,500	130,000	130,000	108,100
<u>EXPENDITURES</u>				
41050 Outside Assistance	27,600	1,100	1,100	0
42200 Computer (Non-Capital)	15,200	0	0	0
42310 Rentals	23,000	0	2,400	0
42730 Training	32,000	25,000	22,000	20,000
44010 Professional/Special Services	1,102,800	221,600	221,000	80,000
47028 Computer (Capital)	84,200	0	0	0
48990 Contingency	81,000	0	0	0
Total Expenditures	1,365,800	247,700	246,500	100,000
ENDING FUND BALANCE	\$150,900	\$33,200	\$34,400	\$42,500

DEPARTMENT OF COMMUNITY SERVICES – TRANSIT FUND

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

FY 2006-07 Goals and Achievements

- Goal: Achieve farebox recovery ratios of 20% for the fixed-route system and 10% for the ADA/DAR service. **Achievement: The FY 2006-07 fixed-route farebox recovery ratio (FBRR) is estimated to be 20%. The FY 2006-07 ADA/DAR service FBRR is estimated to be 11%.**
- Goal: Maintain full compliance with Federally-mandated ADA Paratransit service regulations. **Achievement: Maintained full compliance with Federally-mandated ADA Paratransit service regulations. Wheelchair ridership has increased approximately 11% from the previous year, while overall ridership increased approximately 9%.**
- Goal: Implement the use of the fourth Transit Supervisor position to assist with the recent expansion of service. **Achievement: Successfully completed the recruitment/hiring and training of the additional Transit Supervisor position.**
- Goal: Hold monthly safety meetings with fixed-route operators, ADA/DAR operators and Transit dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services. **Achievement: Safety meetings have been held on the first Thursday of every month, which have enhanced the efficient**

and cost-effective delivery of fixed-route and ADA/DAR service.

- Goal: Hold quarterly ADA Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities. Typical issues include service policies, service availability, accessibility, safety and training. **Achievement: ADA Paratransit Advisory Committee meetings were conducted on July 20, 2006, October 19, 2006, January 18, 2007 and April 19, 2007 to discuss public paratransit issues affecting individuals with disabilities.**

Other Accomplishments

- During FY 2006-07, for the first time in the City's history, Simi Valley Transit provided over one-half million fixed-route and ADA trips.
- Hired and trained a Transit Operations Assistant to assist current Transit Supervisory staff with field observations and to improve staff response time to accidents/incidents, passenger-related issues/complaints, as well as ensuring on-time performance.
- Recruited, hired and trained two part-time Transit Coach Operators for the fixed-route service, as well as ADA/DAR service.
- Initiated the purchase of three replacement CNG-powered paratransit vehicles. Delivery of the vehicles is anticipated in April 2007.
- Received a "Satisfactory" rating after a terminal inspection

conducted by the California Highway Patrol on December 20, 2006.

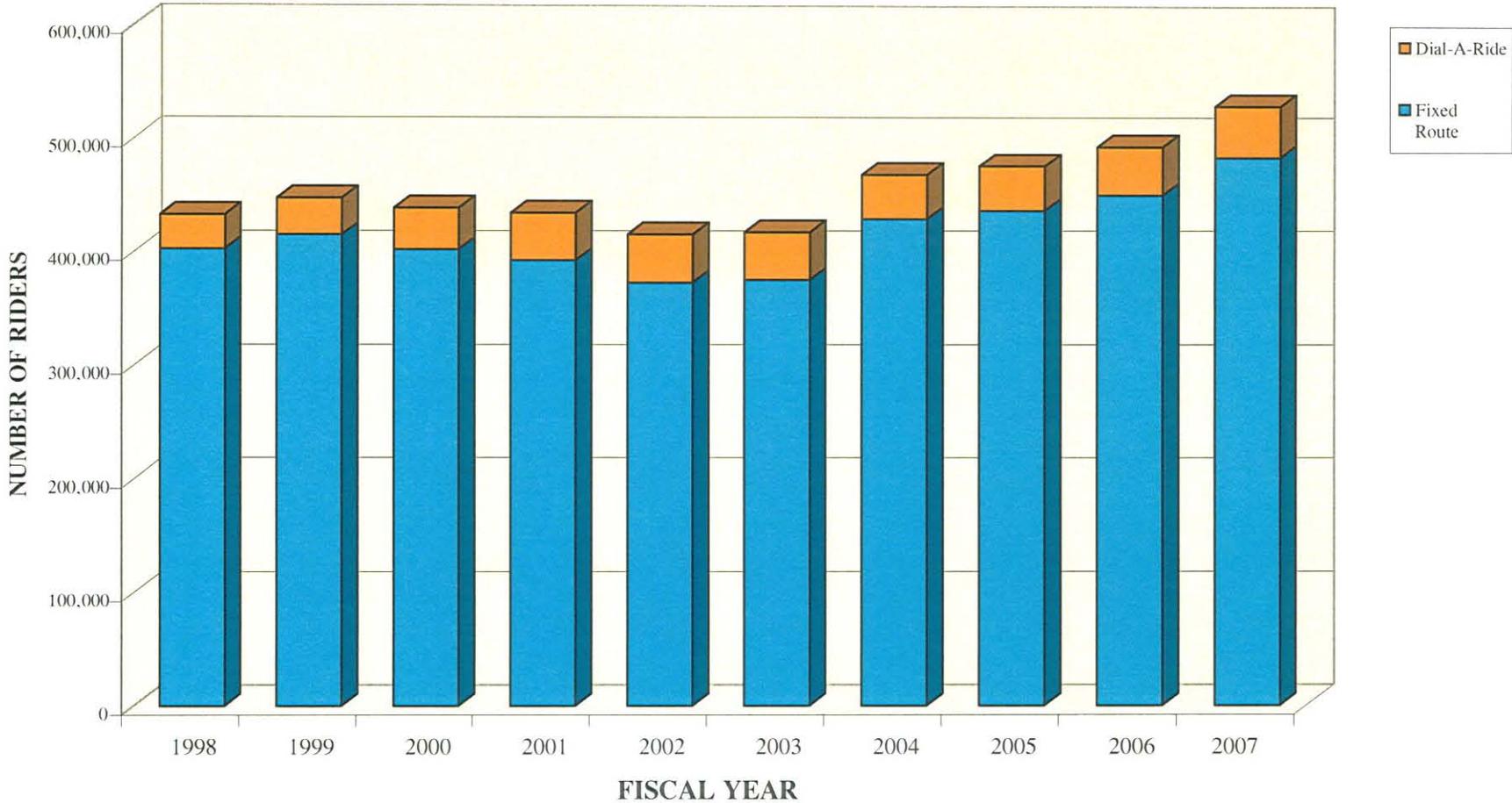
- Provided an estimated 45,897-combined ADA Paratransit/Dial-A-Ride (DAR) trips to the disabled and elderly. Of the combined trips, 36,259 (79%) were ADA passenger trips while DAR trips are estimated at 9,638 (21%).
- Provided an estimated total of 481,716 passenger trips on Transit's fixed-route system.
- Participated in the Ventura County Transportation Commission's TRANSCOM, Citizens Transportation Advisory Committee, and ad hoc committees to enhance paratransit and senior nutrition transportation in the County.

FY 2007-08 Goals

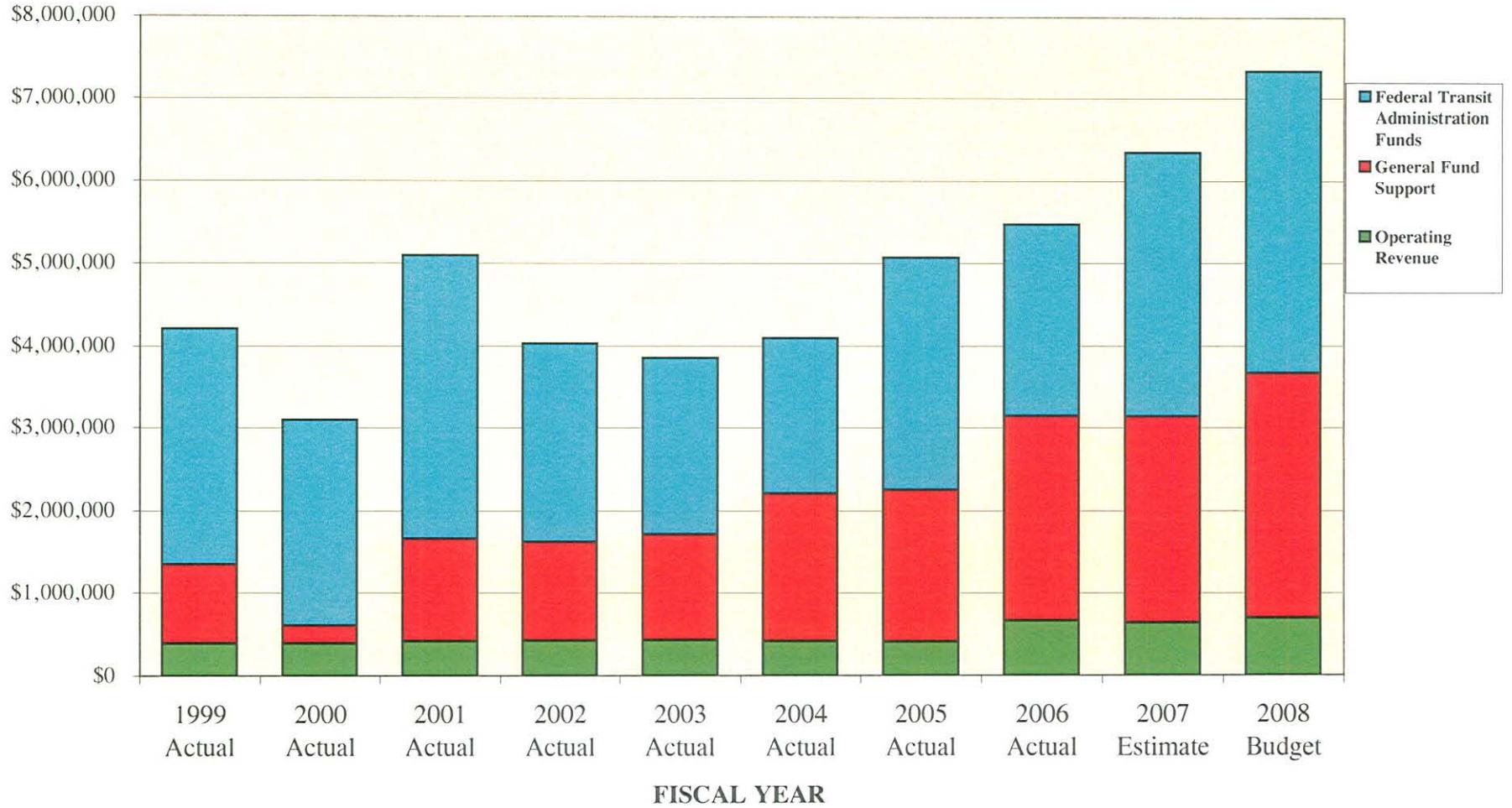
- Achieve farebox recovery ratios of 20% for the fixed-route system and 10% for the ADA/DAR service.
- Maintain full compliance with Federally-mandated ADA Paratransit service regulations.
- Hold monthly safety meetings with fixed-route operators, ADA/DAR operators and Transit dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services.
- Hold quarterly American with Disabilities Act (ADA) Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities. Typical issues include service policies, service availability, accessibility, safety and training.

- Work with Senior Services staff to develop and implement a Senior's Travel Training program geared toward increasing Senior awareness of the benefits of public transportation in Simi Valley.
- In conjunction with Adult Day Health Care facilities staff, develop a presentation outlining effective practices of scheduling Paratransit/ADA trips, securement of passenger mobility devices and establish sensitivity training topics/techniques to be used during Transit Coach Operator training sessions.

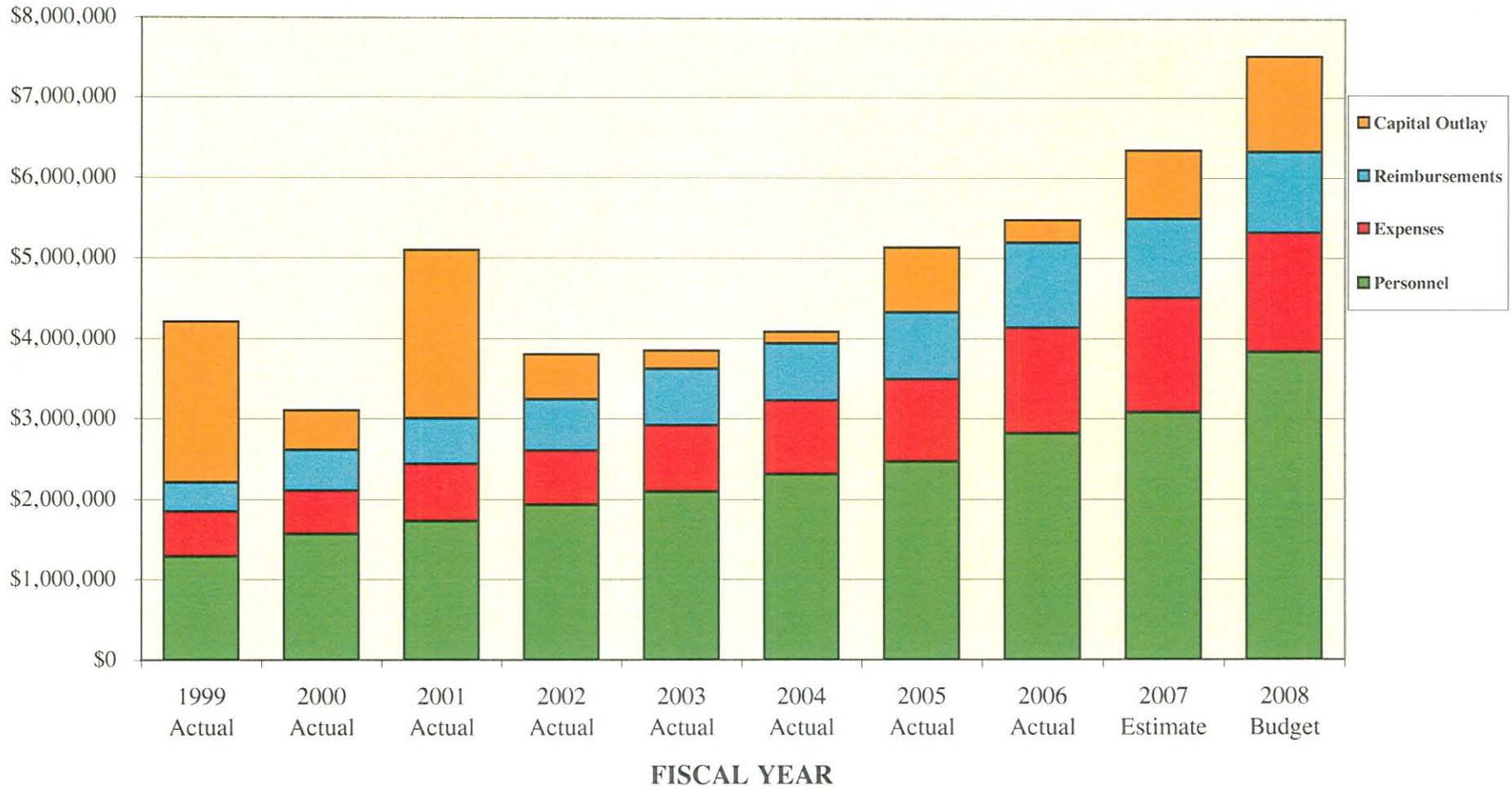
SIMI VALLEY TRANSIT TEN YEAR RIDERSHIP HISTORY



SIMI VALLEY TRANSIT TEN YEAR REVENUE HISTORY/PROJECTION



SIMI VALLEY TRANSIT TEN YEAR EXPENDITURE HISTORY/PROJECTION



DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND REVENUES

	ACTUAL 2005-06	BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>FARE REVENUES</u>					
37211 Route A-1 Fares	\$51,297	\$50,300	\$53,900	\$3,600	\$56,100
37212 Route B-1 Fares	48,910	49,300	48,500	(800)	50,400
37213 Route C Fares	29,406	29,200	35,400	6,200	36,800
37214 Route D Fares	16,087	16,100	16,200	100	16,800
37215 Bus Fare Passes	101,552	89,800	93,700	3,900	98,400
37216 Dial-A-Ride Fares	59,110	62,700	60,500	(2,200)	64,100
37217 Dial-A-Ride County Reimb.	24,692	34,100	34,100	0	34,100
37219 Route A-2 Fares	54,087	55,600	48,800	(6,800)	50,800
37220 Route B-2 Fares	57,749	59,300	57,300	(2,000)	60,200
37221 Route A-3 Peak Service Fares	16,478	16,400	24,800	8,400	25,800
37222 Route B-3 Peak Service Fares	16,307	15,600	24,300	8,700	25,300
Subtotal	<u>475,675</u>	<u>478,400</u>	<u>497,500</u>	<u>19,100</u>	<u>518,800</u>
<u>OTHER REVENUES</u>					
37299 Other CS Fees	3,701	5,000	5,500	500	5,500
38004 Damage Recovery	1,390	0	0	0	0
Subtotal	<u>5,091</u>	<u>5,000</u>	<u>5,500</u>	<u>500</u>	<u>5,500</u>
<u>OPERATING ASSISTANCE REVENUES</u>					
36201 FTA Operating	571,213	2,321,600	2,321,600	0	2,635,800
34102 Bus Shelter Advertising	33,475	33,000	33,000	0	33,000
39751 Trans from GF/Operating	2,472,865	3,084,600	2,484,200	(600,400)	2,936,600
Subtotal	<u>3,077,553</u>	<u>5,439,200</u>	<u>4,838,800</u>	<u>(600,400)</u>	<u>5,605,400</u>
<u>PLANNING ASSISTANCE REVENUES</u>					
36202 FTA Planning	0	56,800	56,800	0	28,000
39752 Trans From GF/Planning	0	14,200	14,200	0	7,000
Subtotal	<u>0</u>	<u>71,000</u>	<u>71,000</u>	<u>0</u>	<u>35,000</u>
<u>CAPITAL ASSISTANCE REVENUES</u>					
36203 FTA Capital	1,758,107	883,600	825,100	(58,500)	1,010,800
38003 Miscellaneous	0	0	0	0	175,000
38401 Developer Contribution	156,466	160,600	106,500	(54,100)	172,000
39753 Trans From GF/Capital	0	3,000	0	(3,000)	21,400
Subtotal	<u>1,914,573</u>	<u>1,047,200</u>	<u>931,600</u>	<u>(115,600)</u>	<u>1,379,200</u>
Total	<u>\$5,472,892</u>	<u>\$7,040,800</u>	<u>\$6,344,400</u>	<u>(\$696,400)</u>	<u>\$7,543,900</u>

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND EXPENDITURES

	<u>ACTUAL</u> <u>2005-06</u>	<u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$1,811,031	\$2,334,800	\$1,958,400	\$376,400	\$2,461,600
41040 Temporary Salaries	18,882	0	0	0	0
41040 Overtime	78,462	104,300	100,500	3,800	116,500
41300 Vision Care	8,104	11,100	9,100	2,000	10,800
41350 Long Term Disability	4,667	7,200	5,900	1,300	7,100
41400 Group Ins/Health	239,980	344,400	294,900	49,500	396,100
41450 Life Insurance	7,076	8,600	7,900	700	8,500
41500 Group Ins/Dental	32,958	46,300	34,800	11,500	47,500
41600 Retirement	349,964	395,500	383,100	12,400	464,900
41650 Medicare	29,790	35,700	31,800	3,900	35,200
41660 FICA	1,090	0	0	0	0
41700 Workers' Compensation	143,600	137,100	137,100	0	150,400
41800 Payroll Accruals	62,980	71,200	71,200	0	89,000
41200 Deferred Compensation - 401k	25,765	36,200	34,200	2,000	39,700
41210 Deferred Compensation - 457	0	5,800	2,500	3,300	5,700
Subtotal - Personnel	2,814,349	3,538,200	3,071,400	466,800	3,833,000
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	1,397	4,300	4,000	300	30,200
42200 Computer (Non-Capital)	11,993	11,100	9,700	1,400	0
42230 Office Supplies	3,416	6,000	6,000	0	6,000
42235 Furniture-Non Capital	1,221	18,600	18,600	0	0
42410 Uniform/Clothing Supply	15,898	17,000	17,000	0	21,500
42440 Memberships and Dues	8,961	12,000	11,700	300	15,000
42450 Subscriptions and Books	669	700	700	0	700
42460 Advertising	608	1,000	1,000	0	2,000
42500 Fuel and Lubricants	274,407	345,300	329,300	16,000	345,000
42510 Tires	33,298	40,000	40,000	0	37,000
42550 Small Tools/Equipment	2,362	6,500	6,500	0	5,000
42560 Operating Supplies	122,067	168,800	146,500	22,300	161,000

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

	<u>ACTUAL</u> <u>2005-06</u>	<u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<i>SUPPLIES AND MATERIALS (CONT'D)</i>					
42720 Travel, Conferences, Meetings	\$3,474	\$4,900	\$4,900	\$0	\$5,900
42730 Training	675	8,000	6,200	1,800	5,400
42790 Mileage	1,555	2,700	2,700	0	2,700
Subtotal - Supplies and Materials	<u>482,001</u>	<u>646,900</u>	<u>604,800</u>	<u>42,100</u>	<u>637,400</u>
<i>SERVICES</i>					
44010 Professional/Special Services	193	3,000	2,500	500	3,000
44020 Planning Projects	167,908	71,000	71,000	0	35,000
44310 Maintenance of Equipment	520,344	590,600	590,600	0	614,000
44410 Maintenance of Buildings/Grounds	638	10,000	10,000	0	10,000
44490 Other Contract Services	25,339	33,600	28,600	5,000	33,600
44590 Insurance Charges	126,300	130,800	130,800	0	131,700
Subtotal - Services	<u>840,722</u>	<u>839,000</u>	<u>833,500</u>	<u>5,500</u>	<u>827,300</u>
<i>REIMBURSEMENT AND TRANSFERS</i>					
46100 Reimbursement to General Fund	872,500	950,900	950,900	0	1,010,200
47015 Buildings	156,466	0	0	0	0
49297 Transfer to Retiree Medical Fund	18,600	18,600	18,600	0	10,900
49656 Transfer to FIS Project	0	5,000	5,000	0	5,000
Subtotal - Reimb./Transfers	<u>1,047,566</u>	<u>974,500</u>	<u>974,500</u>	<u>0</u>	<u>1,026,100</u>
Subtotal - Current Expenses	2,370,289	2,460,400	2,412,800	47,600	2,490,800
<i>CAPITAL OUTLAY</i>					
47028 Computer (Capital)	0	0	0	0	7,200
48600 Furnishings & Equipment	288,254	1,042,200	860,200	182,000	1,197,000
Subtotal - Capital Outlay	<u>288,254</u>	<u>1,042,200</u>	<u>860,200</u>	<u>182,000</u>	<u>1,204,200</u>
Total	<u>\$5,472,892</u>	<u>\$7,040,800</u>	<u>\$6,344,400</u>	<u>\$696,400</u>	<u>\$7,528,000</u>

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND CAPITAL OUTLAY

	TOTAL PROJECT BUDGET	BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
Automatic Calibration Methane	\$16,000	\$15,900	\$0	\$15,900	\$0
Bus Rehabilitation (Bus 4512)	260,000	260,000	188,600	71,400	0
Bus Rehabilitation (Bus 4514)	354,400	142,300	142,300	0	0
Computer-Aided Dispatch	54,100	47,900	0	47,900	0
Audio Visual Training Aids	10,000	8,400	0	8,400	0
Replacement DAR Vans (3)	330,000	247,700	247,700	0	0
Replacement DAR Vans (2)	220,000	220,000	181,600	38,400	0
Architectural Services for TMF Expansion	100,000	100,000	100,000	0	0
Construction of Transit Maintenance Facility	1,135,000	0	0	0	1,135,000
Luminator Destination Sign Replacement	37,000	0	0	0	30,000
Driver Seat Replacement (6)	12,000	0	0	0	12,000
Bus Stop Sign Replacement	20,000	0	0	0	20,000
Total	\$2,548,500	\$1,042,200	\$860,200	\$182,000	\$1,197,000

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
REVENUES/EXPENDITURES SUMMARY

	ACTUAL 2005-06	BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<i>REVENUES</i>					
Fare Revenues	\$475,675	\$478,400	\$497,500	\$19,100	\$518,800
Other Revenue	5,091	5,000	5,500	500	5,500
Operating Assistance Revenues	3,077,553	5,439,200	4,838,800	(600,400)	5,605,400
Planning Assistance Revenues	0	71,000	71,000	0	35,000
Capital Assistance Revenues	1,914,573	1,047,200	931,600	(115,600)	1,379,200
Total	\$5,472,892	\$7,040,800	\$6,344,400	(\$696,400)	\$7,543,900
<i>EXPENSE</i>					
Personnel Expense	\$2,814,349	\$3,538,200	\$3,071,400	\$466,800	\$3,833,000
Supplies, Materials, & Services Expense	1,322,723	1,485,900	1,438,300	47,600	1,464,700
Reimbursements Expense	1,047,566	974,500	974,500	0	1,026,100
Capital Outlay Expense	288,254	1,042,200	860,200	182,000	1,204,200
Total	\$5,472,892	\$7,040,800	\$6,344,400	\$696,400	\$7,528,000

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Deputy Director/Transit	1.0	1.0	1.0
Transit Finance Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Transit Superintendent	1.0	1.0	1.0
Transit Supervisor	4.0	4.0	4.0
Transit Operations Assistant	1.0	1.0	1.0
Transit Coach Operator	17.0	17.0	17.0
Secretary	1.0	1.0	1.0
Transit Dispatcher	2.0	2.0	2.0
SUBTOTAL	29.0	29.0	29.0
<u>REGULAR PART-TIME POSITIONS (NOTE 1)</u>			
Transit Coach Operator (Part-Time)	15.0	15.0	17.0
Dispatcher (Part-Time)	1.0	1.0	1.0
SUBTOTAL	16.0	16.0	18.0
TOTAL	45.0	45.0	47.0

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

SANITATION FUND

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

The Nitrification/Denitrification (NDN) Facility, one of the City's largest recent capital improvement projects has been in operation for more than two years. Although start-up problems have been resolved, the issue of consistent compliance with upcoming permit requirements remains a challenge. Design improvements to meet this challenge and optimize the treatment process are underway with construction expected to be completed during FY 2008-09.

Although the NDN Facility is relatively new, recent corrective maintenance throughout the remainder of the Plant reflects an aging facility. A condition assessment is essential to identify and schedule any needed replacement of equipment and/or structures to avoid catastrophic failures that could result in significant permit violations. Some needed improvements are listed in the Capital Improvement Program.

A comprehensive examination of the wastewater collection system by a consulting team during FY 2007-08 will identify and prioritize areas of the system that require attention. Some of the results of this review are incorporated into the proposed Capital Improvement Program.

In addition to the City-initiated assessment of the sewer system, the State Water Resources Control Board implemented the new Statewide General Waste Discharge Requirements last year requiring a significant amount of additional work in managing the City's wastewater collection system. With a focus on sewer

planning, spill reporting, response times, sewer rehabilitation and replacement, and other stipulations, the demands of this new mandate will exceed existing resources.

The Plant continues to find ways to streamline its operations and improve efficiencies wherever possible through the use of new technology and training.

CAPITAL IMPROVEMENTS

FY 2006-07 Goals and Achievements

- Goal: Continue to active participation in the Joint Power Authority (JPA) with the cities of Camarillo and Thousand Oaks, County of Ventura the Carmosa Water District, and the Calleguas Municipal Water District to resolve total maximum daily load (TMDL) issues within the Calleguas Creek Watershed. **Achievement: participated in the Joint Power Authority (JPA) with other agencies.**
- Goal: Complete the design and construction specification for the Sewer Line Rehabilitation for 10' sewer main and 30' storm drain at intersection of First Street and Los Angeles Avenue. **Achievement: Completed construction.**
- Goal: Complete the design and construction specification for the rehabilitation of 33 sewer manholes located in the high groundwater areas in the west end of the City. **Achievement: Completed construction.**
- Goal: Complete the design and construction specification for the rehabilitation of the Final Filters at the Water Quality Control Plant. **Achievement: Completed construction.**

- Goal: Complete the design and construction of the lining of Lagoon No. 1 at the Water Quality Control Plant. **Achievement: Completed construction.**
- Goal: Complete the upgrade of the SCADA System at the Water Quality Control Plant. **Achievement: Completed Phase I Fiber Optic Upgrade Project, proceeding with Phase II PLC Replacement Project.**
- Goal: Complete the replacement of boilers at the Water Quality Control Plant and evaluate whether energy recovery/cogeneration can be feasibly implemented. **Achievement: Completed the design and initiated the construction.**

Other Accomplishments

- Updated the Sewerage Design Manual and Construction Standard plans.
- Continue providing review of sewer line projects submitted by various development projects throughout the City.
- Completed Sewer System CCTV Inspection.
- Currently working on Phase II Sewer Trunk System Rehabilitation Plan.
- Completed the design of the Emergency Standby Generator Replacement Project. Project currently under construction.
- Completed the design for the Grit Chamber Splitter Box and the Slide Gate Rehabilitation Project.
- Initiated Request for Proposal for Design, Build, Own, and Operate a Cogeneration System.
- Currently working on the Design Modification of Nitrification and Denitrification Project.

FY 2007-08 Goals

- Continue active participation in the Joint Powers Authority (JPA) with the cities of Camarillo and Thousand Oaks, County of Ventura, the Carmosa Water District, and the Calleguas Municipal Water District to resolve total maximum daily load (TMDL) issues within the Calleguas Creek Watershed.
- Complete construction of Sewer Line Rehabilitation for the following projects:
 1. 12" sewer main at Emerald Avenue and Onyx Circle.
 2. 27" trunk sewer main at Los Angeles Avenue from Fifth Street to Madera Road and Madera Road from Los Angeles Avenue to Strathearn Place.
 3. 8" sewer main at Lysander Avenue.
- Complete the rehabilitation of 30 sewer manholes located in the high groundwater areas in the west end of the City.
- Complete the design and construction specifications for sewer line rehabilitation for the following projects:
 1. Belhaven Avenue
 2. Deacon Street
 3. Fourth Street
 4. Sutter Avenue Sewer Line Replacement
 5. Buckskin Avenue from Roan St. to Royal Avenue
 6. Replacement of Asbestos Concrete pipe, Phase II Project
 7. Stearns St. at Los Angeles Ave.
- Complete the design and construction specification for the Los Angeles Avenue Sewer Line Rehabilitation from Galt Street to First Street.
- Complete the design and construction for lining of Lagoon No. 3 at the Water Quality Control Plant.

- Continue providing review of sewer line projects submitted by various development projects through out the City.
- Complete the design and construction for the Restoration and Improvement of Arroyo Simi Embankment and Streambed Stabilizer.
- Complete the design and construction specifications for the City's sewer trunk line rehabilitation.
- Complete construction for the Grit Chamber Splitter Box and the Slide Gate Rehabilitation Project.

ENVIRONMENTAL COMPLIANCE

Environmental Compliance

The Environment Compliance Division provides the Pretreatment Program through the Federally-mandated National Pollutant Discharge Elimination System permit issued by the State. The program is designed to protect the Wastewater Treatment Plant by preventing the discharge of toxic and hazardous materials to the Sanitation collection system and assuring the ongoing plant performance and compliance by permitting and monitoring commercial and industrial waste discharges and to provide support to the customers and dischargers that may need assistance to maintain compliance with their permit.

FY 2006-07 Goals and Achievements

- Goal: Evaluate the new State Sanitary Sewer Overflow Program and assure that the City is meeting the milestones and reporting requirements. Achievements: The Sanitation Division is meeting all requirements of the **State Sanitary Sewer Overflow Program**.
- Goal: Hold informational meetings with the Categorical Industrial Users covering the new U.S. EPA Streamlining Regulations and their impact on dischargers in Simi Valley. **Achievement: Meetings have been held with all**

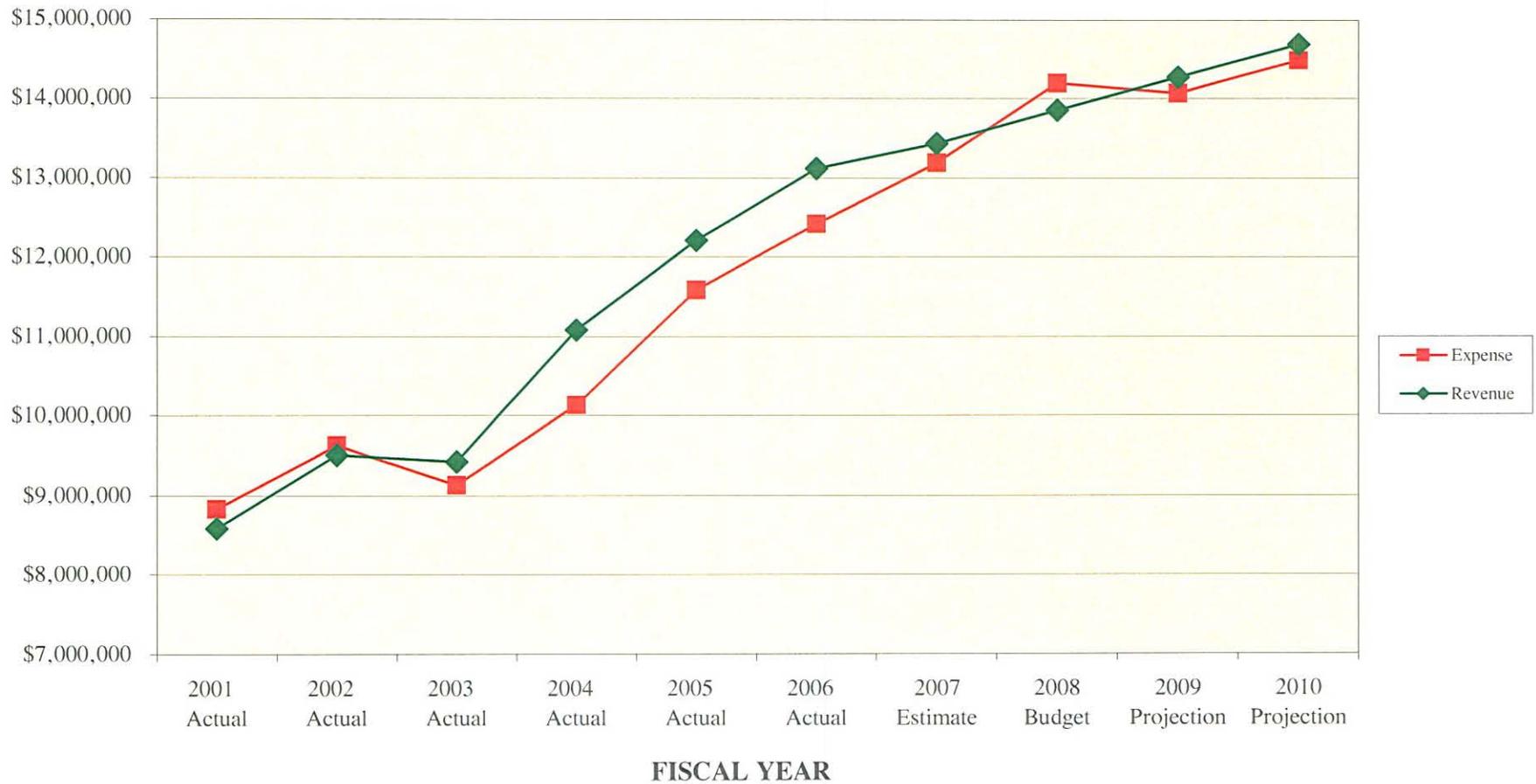
Categorical Industrial Users, and the new Streamlining Regulations and discharge requirements are all being achieved.

- Goal: Conduct a cost analysis of the Pretreatment Program and derive the true cost of each part of the program, making recommendations for needed changes. **Achievement: Cost analysis of the Pretreatment Program is being done and adjustments are being implemented.**

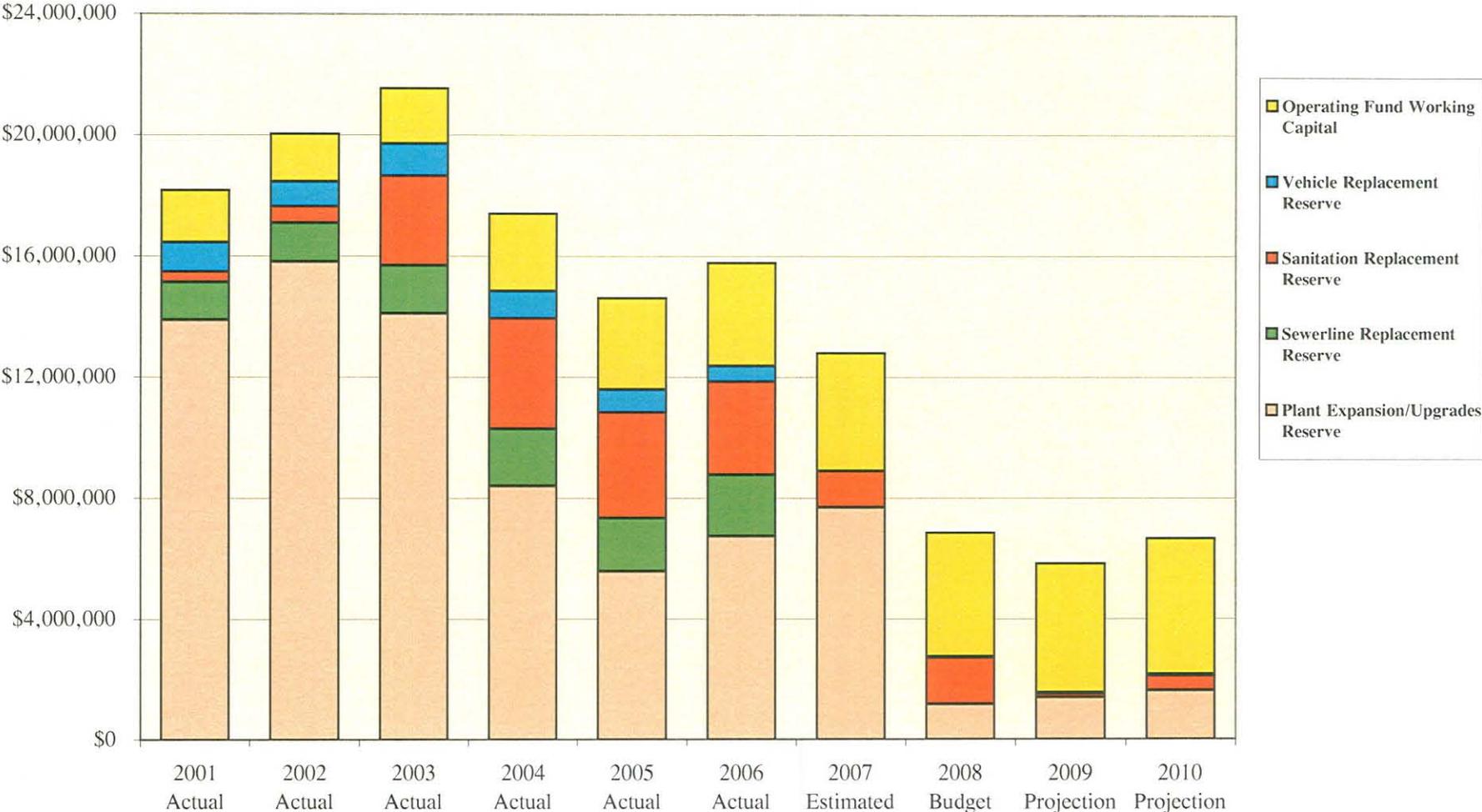
FY 2007-08 Goals

- Evaluate the Local Limit versus the Categorical Discharge Limit to determine more representative locations for Compliance Monitoring for both limits.
- Evaluate the Fat Oil and Grease Control Program and determine effectiveness and make recommendations if needed for improvement.
- Review the Environmental Compliance Division Enforcement Response Plan and Guide and make recommendations to incorporate the Stormwater Ordinance and required enforcement action with those in the Pretreatment program.

SANITATION FUND TEN YEAR OPERATIONS HISTORY/PROJECTION



SANITATION FUND TEN YEAR WORKING CAPITAL HISTORY/PROJECTION



SANITATION OPERATIONS FUND REVENUE

	ACTUAL <u>2005-06</u>	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	VARIANCE <u>2006-07</u>	BUDGET <u>2007-08</u>
<u>OPERATING FUND</u>					
34001 Interest	\$371,725	\$225,500	\$382,900	\$157,400	\$394,400
37401 Engineering Fees	32,902	10,000	37,000	27,000	15,000
37405 Inspection Services Fees	28,932	35,000	8,500	(26,500)	10,000
37410 Service Charges	12,383,713	12,726,800	12,726,800	0	13,172,200
37413 Late Fees and Penalties	16,279	20,000	20,400	400	20,000
37432 Source Control Program	254,508	220,000	220,000	0	220,000
37434 Sewer Frontage & Lateral	9,584	5,000	22,300	17,300	5,000
37499 Other	11,610	10,000	7,500	(2,500)	8,000
37412 Recycled Water Charges	6,862	7,000	5,200	(1,800)	6,000
TOTAL REVENUE	\$13,116,115	\$13,259,300	\$13,430,600	\$171,300	\$13,850,600

SANITATION OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$3,241,048	\$3,592,400	\$3,280,200	\$312,200	\$3,844,600
41020 Temporary Salaries	0	0	0	0	0
41040 Overtime	212,311	201,800	252,600	(50,800)	251,800
41050 Outside Assistance	19,399	0	0	0	0
41300 Vision Care	12,939	13,800	12,600	1,200	14,100
41350 Long Term Disability	14,733	18,500	16,200	2,300	17,500
41400 Group Ins/Health	407,205	469,300	443,000	26,300	573,100
41450 Life Insurance	10,940	11,400	10,800	600	11,800
41500 Group Ins/Dental	45,040	54,700	44,100	10,600	60,600
41600 Retirement	622,218	688,500	650,600	37,900	733,800
41650 Medicare	42,767	42,200	44,600	(2,400)	44,700
41700 Workers' Compensation	584,500	345,600	345,600	0	366,900
41800 Payroll Accruals	90,486	135,400	101,300	34,100	103,200
41200 Deferred Compensation - 401k	62,821	68,300	67,200	1,100	74,200
41210 Deferred Compensation - 457	0	5,400	2,700	2,700	5,800
41900 Personnel Savings	0	(140,600)	MET	(140,600)	(147,500)
Subtotal - Personnel	5,366,407	5,506,700	5,271,500	235,200	5,954,600
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	825,248	824,500	824,100	400	824,100
42110 Lift Utilities	2,982	4,200	3,200	1,000	4,200
42150 Communications	4,948	5,500	5,500	0	34,600
42130 Postage	0	0	0	0	5,000
42230 Office Supplies	11,293	16,000	12,900	3,100	15,000
42310 Rentals	4,245	10,000	7,200	2,800	9,000
42410 Uniform/Clothing Supply	21,272	23,000	23,000	0	23,500
42440 Memberships and Dues	14,176	16,000	16,800	(800)	19,300
42450 Subscriptions and Books	1,059	2,000	1,800	200	2,000

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

		<u>ACTUAL</u>	<u>FINAL</u>	<u>ESTIMATED</u>	<u>VARIANCE</u>	<u>BUDGET</u>
		<u>2005-06</u>	<u>2006-07</u>	<u>2006-07</u>	<u>2006-07</u>	<u>2007-08</u>
<u>SUPPLIES AND MATERIALS (CONT'D.)</u>						
42530	Chemicals	\$495,539	\$587,000	\$557,000	\$30,000	\$615,000
42541	Recycled Water	4,767	7,000	6,000	1,000	6,000
42550	Small Tools and Equipment	5,097	6,200	4,500	1,700	5,200
42560	Operating Supplies	104,560	172,800	155,000	17,800	170,800
42790	Mileage	1,520	4,000	2,500	1,500	3,500
42730	Training	3,052	17,300	17,200	100	24,800
42720	Travel, Conferences, Meetings	11,708	13,400	12,200	1,200	20,100
	Subtotal - Supplies/Materials	1,511,466	1,708,900	1,648,900	60,000	1,782,100
<u>SERVICES</u>						
44010	Professional/Special Services	586,222	749,500	594,700	154,800	638,600
44310	Maintenance of Equipment	465,706	713,000	693,400	19,600	723,700
44410	Maint. of Buildings and Grounds	15,880	16,100	16,100	0	16,100
44490	Other Contract Services	601,229	984,800	900,000	84,800	940,000
44590	Insurance Charges	191,000	190,500	190,500	0	170,000
	Subtotal - Services	1,860,037	2,653,900	2,394,700	259,200	2,488,400
<u>REIMBURSEMENTS AND TRANSFERS</u>						
46100	Reimbursement to General Fund	1,185,000	1,542,800	1,542,800	0	1,639,100
49648	Transfer to Computer Equip.	28,200	32,300	32,300	0	41,600
49649	Transfer to GIS	22,600	19,900	19,900	0	17,600
49656	Transfer to FIS	229,800	18,800	18,800	0	18,800
49297	Transfer to Retiree Medical Fund	61,400	59,000	59,000	0	31,400
49702	Transfer to Plant Equipment Reserve	1,010,000	1,010,000	1,010,000	0	1,010,000
49702	Transfer to Vehicle Replacement Reserve	114,400	138,300	138,300	0	159,600
49702	Transfer to Sewerline Replacement Reserve	965,000	922,900	922,900	0	965,000
	Subtotal Reimb/Transfers	3,616,400	3,744,000	3,744,000	0	3,883,100
	Subtotal - Current Expenses	\$6,987,903	\$8,106,800	\$7,787,600	\$319,200	\$8,153,600

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	
<u>CAPITAL OUTLAY</u>						
9710	Transfer to Streets and Roads	\$66,000	\$132,000	\$132,000	\$0	\$174,000
9710	Soil Amendment Site	0	10,000	0	10,000	10,000
9710	Plant Operations Manual	0	0	0	0	250,000
	Subtotal - Capital Outlay	<u>66,000</u>	<u>142,000</u>	<u>132,000</u>	<u>10,000</u>	<u>434,000</u>
	Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
	TOTAL EXPENSE	<u><u>\$12,420,310</u></u>	<u><u>\$13,405,500</u></u>	<u><u>\$13,191,100</u></u>	<u><u>\$214,400</u></u>	<u><u>\$14,192,200</u></u>

SANITATION PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2006-07</u>	<u>ESTIMATED ACTUAL 2006-07</u>	<u>VARIANCE 2006-07</u>	<u>BUDGET 2007-08</u>
<u>OPERATIONS FUND MAINTENANCE PROJECTS</u>					
9710 (A) Raising of Manholes for Streets and Roads Projects	--	\$132,000	\$132,000	\$0	\$174,000
9710 (B) Soil Amendment Site	--	10,000	0	10,000	10,000
9710 Plant Operations Manual		0	0	0	250,000
Total - Operations Fund Projects		142,000	132,000	10,000	434,000
<u>REPLACEMENT RESERVE FUND PROJECTS</u>					
9712 Work Order System	180,000	107,100	107,100	0	0
9712 Sanitation Building Roofing	25,000	25,000	25,000	0	0
9712 SCADA PLC Project	1,250,000	1,169,800	1,169,800	0	0
9712 Lagoon 3 Storage Lining	1,000,000	1,000,000	1,000,000	0	0
9712 Boiler Rehap Project	266,200	266,200	266,200	0	0
9712 Grit Chamber Splitter Box	107,500	107,500	107,500	0	0
9712 Slide Gates Rehabilitation	135,000	135,000	135,000	0	0
9712 (C) Dewatering Building Ventilation	350,000	0	0	0	350,000
9712 (D) Trihalomethane Control Station	350,000	0	0	0	350,000
Subtotal - Replacement Projects	3,663,700	2,810,600	2,810,600	0	700,000
<u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u>					
44490 Other Contract Services	0	0	0	0	0
47020 Furnishings & Equipment	--	530,900	530,900	0	0
47028 Computers	0	0	0	0	0
Subtotal - Capital Outlay	\$0	\$530,900	\$530,900	\$0	\$0

SANITATION PROJECTS LISTING (CONT'D)

		TOTAL PROJECT BUDGET	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>REPLACEMENT RESERVE FUND/SEWERLINE PROJECTS</u>						
9712	Lysander Avenue Sewerline	\$450,000	\$450,000	\$450,000	\$0	\$0
9712	LA Ave (5th to Madera)	1,000,000	1,000,000	1,000,000	0	0
9712	LA Ave (First to Galt)	2,000,000	2,000,000	2,000,000	0	0
9712	First and LA Sewerline	338,800	338,800	338,800	0	0
9712	Emerald/Onyx Sewerline	300,000	300,000	300,000	0	0
9712	Sutter Avenue Sewerline	220,000	220,000	220,000	0	0
9712	Fourth Street Sewerline	450,000	450,000	450,000	0	0
9712	Deacon Street Sewerline	250,000	250,000	250,000	0	0
9712	Belhaven Avenue Sewerline	350,000	350,000	350,000	0	0
9712 (E)	Buckskin Ave. Sewerline	*	300,000	300,000	0	250,800
9712 (F)	Manhole Rehab Project	200,000	300,000	100,000	0	100,000
9712 (G)	Sheri Dr. Sewerline	210,000	0	0	0	210,000
9712 (H)	Stearn/LA Sewerline	474,600	0	0	0	474,600
	Subtotal - Sewerline Projects	6,243,400	5,958,800	5,758,800	0	1,035,400
	Total - Replacement Reserve Fund Projects	<u>9,907,100</u>	<u>9,300,300</u>	<u>9,100,300</u>	<u>0</u>	<u>1,735,400</u>
<u>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</u>						
9711	Nitrification Facility	15,371,000	86,000	86,000	0	0
9711	Tertiary Filters Upgrade Project	640,000	640,000	640,000	0	0
9711	Filtrate Sidestream Treatment	1,000,000	1,000,000	0	1,000,000	0
9711	Master Plan Sewer Repl Program	200,000	200,000	200,000	0	0
9711	Lagoon 1 Storage Lining	800,000	800,000	800,000	0	0
9711	Video Inspection Master Plan	325,000	325,000	325,000	0	0
9711 (I)	Plant Arroyo Simi Rip Rap Project	2,500,000	500,000	500,000	0	2,000,000
9711 (J)	Dual 7-Pass Nitrif Upgrade	5,000,000	0	0	0	5,000,000
	Total Plant Expansion Projects	<u>\$25,836,000</u>	<u>\$3,551,000</u>	<u>\$2,551,000</u>	<u>\$1,000,000</u>	<u>\$7,000,000</u>

SANITATION OPERATIONS FUND
WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
BEGINNING OPERATIONS FUND WORKING CAPITAL	\$3,659,045	\$3,659,045	\$3,898,545	\$3,556,945	\$3,205,045
<i>REVENUES</i>					
Enterprise	13,259,300	13,430,600	13,850,600	14,266,100	14,694,100
<i>EXPENDITURES</i>					
Operations and Maintenance	13,405,500	13,191,100	14,192,200	14,618,000	15,056,500
ENDING OPERATIONS FUND WORKING CAPITAL	<u>\$3,512,845</u>	<u>\$3,898,545</u>	<u>\$3,556,945</u>	<u>\$3,205,045</u>	<u>\$2,842,645</u>

SANITATION PLANT REPLACEMENT RESERVE FUND
WORKING CAPITAL SUMMARY

	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	BUDGET 2007-08	PROJECTION 2008-09	PROJECTION 2009-10
<u>VEHICLE REPLACEMENT RESERVE</u>					
BEGINNING BALANCE	\$477,112	\$477,112	\$11,512	\$41,112	\$41,112
<u>REVENUES</u>					
Allocation	138,300	138,300	159,600	0	114,900
<u>EXPENDITURES</u>					
Vehicle Purchases	603,900	603,900	130,000	0	102,600
ENDING BALANCE	<u>11,512</u>	<u>11,512</u>	<u>41,112</u>	<u>41,112</u>	<u>53,412</u>

SANITATION PLANT REPLACEMENT RESERVE

BEGINNING BALANCE	4,168,312	4,168,312	2,302,212	2,042,612	508,412
<u>REVENUES</u>					
Allocation	1,010,000	1,010,000	1,010,000	1,010,000	1,010,000
State and Federal Grants	0	0	0	0	0
Total Revenues	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>
<u>EXPENDITURES</u>					
Reimbursement to the General Fund	60,100	65,500	69,600	72,000	74,500
Transfer to Sewerline Repl. Res. Projects	0	0	500,000	0	0
Capital Outlay	2,810,600	2,810,600	700,000	2,472,200	422,200
Total Expenses	<u>2,870,700</u>	<u>2,876,100</u>	<u>1,269,600</u>	<u>2,544,200</u>	<u>496,700</u>
ENDING BALANCE	<u>\$2,307,612</u>	<u>\$2,302,212</u>	<u>\$2,042,612</u>	<u>\$508,412</u>	<u>\$1,021,712</u>

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

	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>	<u>PROJECTION</u> <u>2008-09</u>	<u>PROJECTION</u> <u>2009-10</u>
<u>SEWERLINE REPLACEMENT RESERVE</u>					
BEGINNING BALANCE	\$3,934,619	\$3,934,619	(\$901,281)	(\$471,681)	(\$388,681)
<u>REVENUES</u>					
Allocation	922,900	922,900	965,000	465,000	465,000
Transfer from San Repl. Reserve	0	0	500,000	0	0
<u>EXPENDITURES</u>					
Projects	5,958,800	5,758,800	1,035,400	382,000	608,800
ENDING BALANCE	<u>(\$1,101,281)</u>	<u>(\$901,281)</u>	<u>(\$471,681)</u>	<u>(\$388,681)</u>	<u>(\$532,481)</u>

SANITATION SYSTEM EXPANSION/UPGRADE FUND
WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
BEGINNING BALANCE	\$9,583,695	\$9,583,695	\$7,678,595	\$1,130,295	\$1,362,695
<u>REVENUES</u>					
Connection Fees	1,000,000	600,000	500,000	400,000	400,000
Interest	179,400	242,000	160,000	48,000	48,000
Total Revenues	<u>1,179,400</u>	<u>842,000</u>	<u>660,000</u>	<u>448,000</u>	<u>448,000</u>
<u>EXPENDITURES</u>					
Reimbursement to the General Fund	196,100	196,100	208,300	215,600	223,100
Sanitation System Expansion/ Upgrade and Trunkline Projects	3,551,000	2,551,000	7,000,000	0	0
Professional Services	0	0	0	0	0
Total Expenditures	<u>3,747,100</u>	<u>2,747,100</u>	<u>7,208,300</u>	<u>215,600</u>	<u>223,100</u>
ENDING BALANCE	<u>\$7,015,995</u>	<u>\$7,678,595</u>	<u>\$1,130,295</u>	<u>\$1,362,695</u>	<u>\$1,587,595</u>

SANITATION FUNDS
CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
Ending Operations Fund Working Capital	\$3,512,845	\$3,898,545	\$3,556,945	\$3,205,045	\$2,842,645
Reserves:					
Vehicle Replacement Reserve	11,512	11,512	41,112	41,112	53,412
Sanitation Replacement Reserve	2,307,612	2,302,212	2,042,612	508,412	1,021,712
Sewerline Replacement Reserve	<u>(1,101,281)</u>	<u>(901,281)</u>	<u>(471,681)</u>	<u>(388,681)</u>	<u>(532,481)</u>
Ending Replacement Reserve Fund Working Capital	1,217,843	1,412,443	1,612,043	160,843	542,643
Ending Sanitation System Expansion/ Upgrade Fund Working Capital	<u>7,015,995</u>	<u>7,678,595</u>	<u>1,130,295</u>	<u>1,362,695</u>	<u>1,587,595</u>
TOTAL SANITATION FUNDS WORKING CAPITAL	<u>\$11,746,683</u>	<u>\$12,989,583</u>	<u>\$6,299,283</u>	<u>\$4,728,583</u>	<u>\$4,972,883</u>

**SIMI VALLEY SANITATION FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Administrative/Engineering:</u>			
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/District Engineer	0.0	0.0	0.0
Senior Engineer	2.0	2.0	2.0
Principal Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Secretary	1.0	2.0	2.0
SUBTOTAL	7.0	8.0	8.0
<u>Plant Operations:</u>			
Deputy Director/Sanitation Services	1.0	1.0	1.0
Plant Support Systems Manager	1.0	1.0	1.0
Plant Operations Manager	1.0	1.0	1.0
Plant Operations Supervisor	1.0	1.0	1.0
Plant Maintenance Supervisor	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0
Laboratory Chemist	1.0	1.0	1.0
Laboratory Technician	2.0	2.0	2.0
Senior Laboratory Technician	1.0	1.0	1.0
Instrumentation Technician	3.0	2.0	3.0
Plant Maintenance Technician III	3.0	3.0	3.0
Plant Maintenance Technician II	2.0	2.0	2.0
Plant Maintenance Technician I	2.0	2.0	2.0
Plant Maintenance Program Technician	1.0	1.0	1.0
Plant Operator III (Lead Worker)	2.0	2.0	2.0
Plant Operator III	8.0	6.0	7.0
Plant Operator II	1.0	4.0	2.0
Plant Operator I	1.0	1.0	1.0

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

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<u>Plant Operations (Cont'd)</u>			
Maintenance Worker II	1.0	1.0	1.0
Senior Engineering Technician	0.0	0.0	0.0
Industrial Painter	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
SUBTOTAL	36.0	36.0	36.0
<u>Line Operations:</u>			
Collection Systems Supervisor	1.0	1.0	1.0
Collection Systems Technician	6.0	6.0	6.0
SUBTOTAL	7.0	7.0	7.0
<u>Environmental Compliance (Note 1):</u>			
Deputy Director/Environmental Compliance	1.0	1.0	1.0
Environmental Compliance Program Coordinator	1.0	1.0	1.0
Environmental Compliance Programs Analyst	0.5	0.5	0.5
Environmental Compliance Inspector	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	5.5	5.5	5.5
TOTAL	55.5	56.5	56.5

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

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

The Ventura County Waterworks District No. 8 (District) provides reliable and safe water services to customers. In 2006, the District delivered 7,880 million gallons of water (22 million gallons each day).

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

The District and land developers completed the construction and full implementation of four water tanks, five pump stations, and two pump station upgrades in conjunction with the Big Sky, Marr Ranch, and Simi Valley Town Center (Mall) developments.

Planning continued to further develop local water resources to reduce the District's reliance on imported water supplies.

FY 2006-07 Goals and Achievements

- Goal: Fully implement a Work Order and Materials Inventory System. **Achievement: Full implementation was completed.**
- Goal: Implement security measures as outlined in the Vulnerability Assessment Study. **Achievement: The District installed new cameras, intrusion alarms, and additional SCADA monitoring equipment at many of the older tank sites and pump stations. This work will continue through the next two years.**
- Goal: Complete the slope repair at the Anderson Tank site and secure full funding for the repair from the Federal Emergency Management Agency (FEMA). **Achievement: The slope repair and construction was completed.**

- Goal: Design and construct an 8-inch water pipeline under the Arroyo Simi at Yosemite Avenue in conjunction with the County Flood Control Improvement Project. **Achievement: The District will support the project when it proceeds with scheduling to be determined by the County.**
- Goal: Complete an updated Water Master Plan. **Achievement: The water model and updated Water Master Plan are in progress.**
- Goal: Complete a Recycled Water Master Plan. **Achievement: Proposition 50 grant funding was secured from the California Department of Water Resources in March 2006 for the Recycled Water Master Plan, which is in progress.**
- Goal: Complete pump station and water reservoir developments at Marr Ranch and Big Sky tracts; complete pump station and inertia improvements at the Regional Mall site. **Achievement: Completed the upgrades at the Chumash and Madera Pump Stations.**

Other Accomplishments

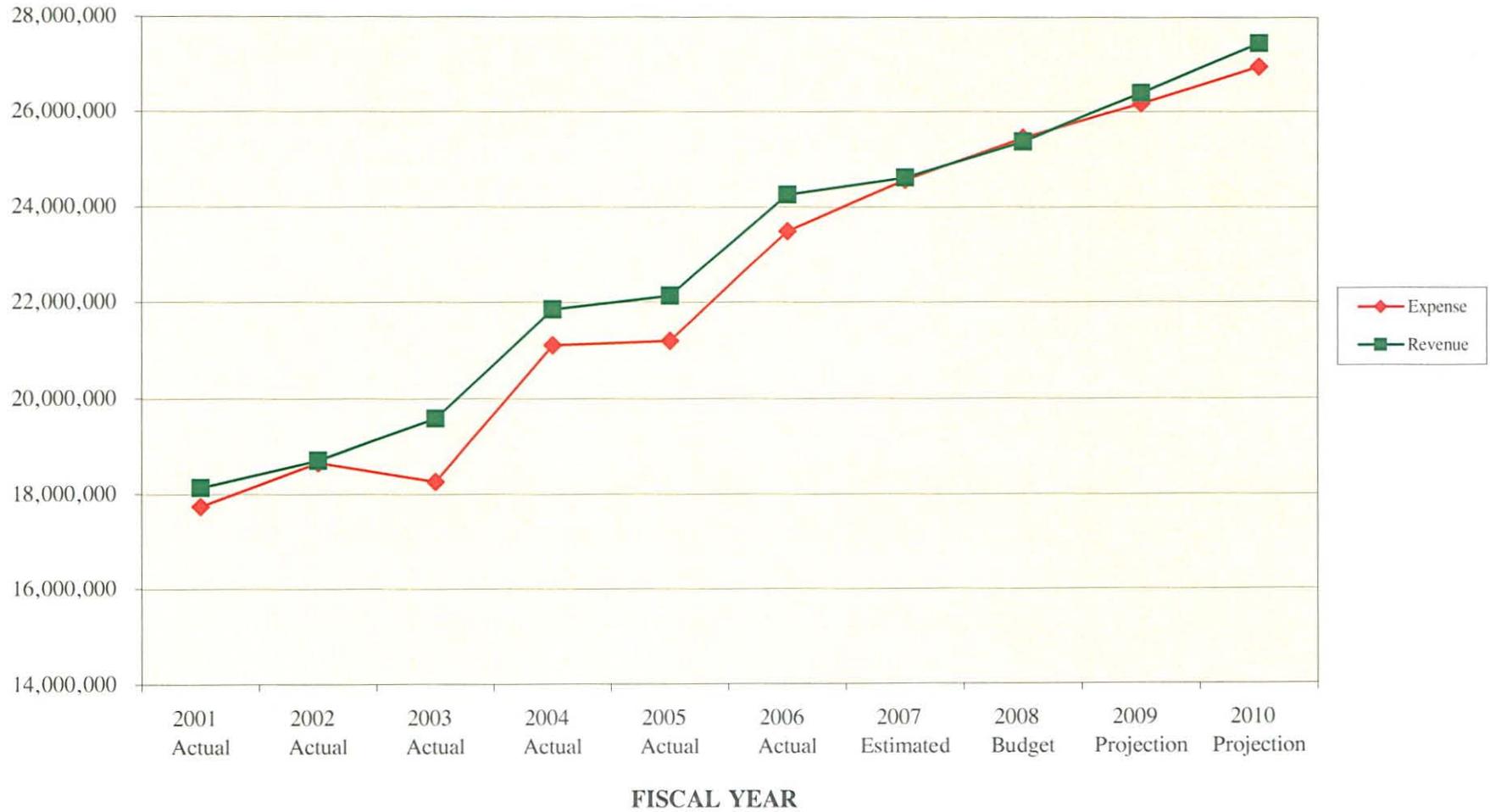
- Upgraded and modernized 20 SCADA sites in the easternmost part of the District.
- Replaced 1,800 old water meters that are 20 years and older with new meters equipped with AMR radio reading devices.
- Conducted a materials inventory utilizing the Work Order and Materials Inventory System.
- Completed the construction of the new Radio System for the City and the District. New radio repeaters were constructed at the Stow Tank site and the McCoy Tank site.

- Completed the interior recoating of the First Street (NE) Tank.
- Initiated an aquifer study of the Tapo Canyon Well Field area.
- Completed the Urban Water Management Plan update.

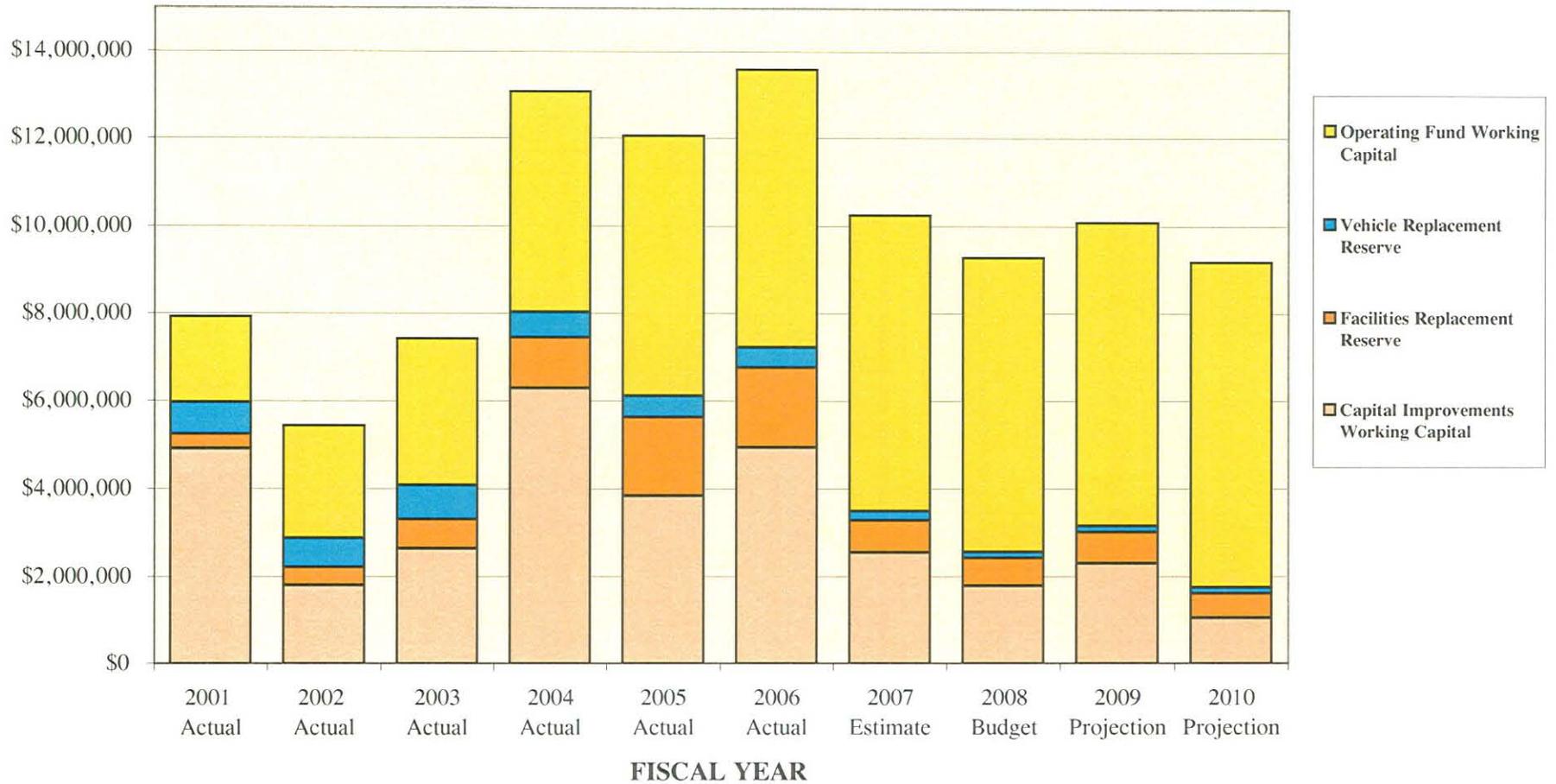
FY 2007-08 Goals

- Implement security measures as outlined in the Vulnerability Assessment Study.
- Complete the interior recoating of two water storage tanks.
- Incorporate recommended improvements identified in the updated Water Master Plan and the Recycled Water Master Plan into the Capital Improvement Program.
- Design and construct an 8-inch water pipeline under the Arroyo Simi at Yosemite Avenue in conjunction with the County Flood Control Improvement Project.
- Complete the water model and hydraulic analyses of various service zones for the development of the updated Water Master Plan.
- Complete the updated Water Master Plan.
- Complete the Recycled Water Master Plan.
- Complete the feasibility study for the non-potable use of concentrate waste from the proposed Tapo Canyon Water Treatment Plant.
- Initiate construction of the proposed Tapo Canyon Water Treatment Plant upon establishing and implementing the long-term non-potable use for the concentrate waste. Maintain funding grants from FEMA and the Metropolitan Water District – Local Resources Program for the treatment plant.

WATERWORKS DISTRICT NO. 8 TEN YEAR OPERATIONS HISTORY/PROJECTION



WATERWORKS DISTRICT NO. 8 TEN YEAR WORKING CAPITAL HISTORY/PROJECTION



VENTURA COUNTY WATERWORKS DISTRICT NO. 8
OPERATIONS FUND REVENUE SUMMARY

	<u>ACTUAL</u> <u>2005-06</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>OPERATING FUND REVENUES</u>					
34001 Interest	\$267,064	\$205,000	\$270,000	\$65,000	\$270,000
34101 Rents & Leases	235,611	200,000	200,000	0	200,000
37401 Engineering Fees	44,204	20,000	20,000	0	20,000
37410 Service Charges	21,659,554	21,526,000	22,201,000	675,000	22,978,000
37452 Water Sales To District #17	905,382	918,000	910,000	(8,000)	910,000
37453 Water Standby Charges	5,699	6,300	5,700	(600)	6,000
37454 Sale of Meters	208,665	100,000	80,000	(20,000)	80,000
37456 Water Lift Charges	736,765	660,000	750,000	90,000	750,000
37461 Doorhanger Charges	115,901	85,000	110,000	25,000	100,000
37499 Other Service Charges	13,693	10,000	10,000	0	10,000
38001 Sale of Surplus Property	0	0	3,890	3,890	0
38004 Damage Recovery	3,904	0	11,000	11,000	0
37405 Inspection Services Fees	50,709	30,000	30,000	0	30,000
37412 Recycled Water Charges	20,609	25,000	23,000	(2,000)	23,000
TOTAL - REVENUES	<u>\$24,267,760</u>	<u>\$23,785,300</u>	<u>\$24,624,590</u>	<u>\$839,290</u>	<u>\$25,377,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
OPERATIONS FUND EXPENDITURE SUMMARY

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<u>PERSONNEL</u>					
41010 Regular Salaries	\$2,038,846	\$2,369,400	\$2,078,200	\$291,200	\$2,469,100
41020 Temporary Salaries	0	0	12,700	(12,700)	0
41040 Overtime	68,399	47,000	44,200	2,800	57,000
41050 Outside Assistance	0	0	0	0	5,000
41300 Vision Care	9,276	10,700	9,000	1,700	2,900
41350 Long Term Disability	9,092	12,100	10,100	2,000	11,700
41400 Group Ins/Health	258,393	369,600	308,700	60,900	442,400
41450 Life Insurance	7,731	8,600	7,700	900	8,600
41500 Group Ins/Dental	33,912	42,400	33,100	9,300	44,300
41600 Retirement	387,697	450,500	412,200	38,300	471,900
41650 Medicare	25,629	27,400	26,800	600	26,500
41700 Workers' Compensation	377,100	162,100	162,100	0	152,000
41800 Payroll Accruals	42,320	55,100	44,400	10,700	64,800
41200 Deferred Compensation 401k	54,611	54,400	46,400	8,000	54,300
41210 Deferred Compensation 457	0	4,300	1,200	3,100	4,200
41900 Personnel Savings	0	(156,300)	MET	(156,300)	(161,300)
Subtotal - Personnel	3,313,006	3,457,300	3,196,800	260,500	3,653,400
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42100 Utilities	569,702	695,000	800,000	(105,000)	800,000
42150 Communications	2,276	3,500	3,000	500	29,600
42200 Computers	1,469	4,200	4,200	0	0
42230 Office Supplies	18,171	33,400	30,000	3,400	33,400
42310 Rentals	4,452	5,500	5,500	0	5,500
42410 Uniform/Clothing Supply	8,858	10,500	10,500	0	10,500
42440 Memberships and Dues	6,993	11,400	11,000	400	12,900
42450 Subscriptions and Books	2,114	2,200	2,200	0	2,200
42460 Advertising	0	0	0	0	0
42520 Water Meters	525,706	536,000	516,000	20,000	516,000
42540 Water Purchase	14,498,059	14,908,500	15,200,000	(291,500)	15,700,000
42541 Recycled Water Purchases	12,352	20,000	18,500	1,500	20,000
42550 Small Tools/Equipment	10,896	15,500	15,500	0	15,500

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

	ACTUAL 2005-06	FINAL BUDGET 2006-07	ESTIMATED ACTUAL 2006-07	VARIANCE 2006-07	BUDGET 2007-08
<i>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</i>					
42560 Operating Supplies	\$8,475	\$13,000	\$12,500	\$500	\$13,000
42235 Furnishings and Equipment	2,937	11,400	11,400	0	2,100
42790 Mileage	217	500	400	100	500
42730 Training	8,662	16,400	10,000	6,400	12,900
42720 Travel, Conferences, Meetings	4,504	11,600	8,600	3,000	8,200
Subtotal Supplies and Materials	15,685,843	16,298,600	16,659,300	(360,700)	17,182,300
<i>CURRENT EXPENSES - SERVICES</i>					
44010 Professional/Special Services	585,865	267,600	200,000	67,600	240,300
44310 Maintenance of Equipment	326,006	413,900	413,900	0	416,900
44410 Maint of Buildings/Grounds	4,702	6,800	6,800	0	6,800
44490 Other Contract Services	191,186	233,000	210,000	23,000	240,600
44590 Insurance Charges	85,500	88,800	88,800	0	75,200
Subtotal - Services	1,193,259	1,010,100	919,500	90,600	979,800
<i>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY</i>					
46100 Reimb to General Fund	1,399,000	1,986,600	1,986,600	0	2,110,600
49600 Reimb to Streets and Roads	0	177,000	177,000	0	240,000
49648 Transfer to Computer Equip.	30,600	27,800	27,800	0	38,200
49649 Transfer to GIS	30,600	31,900	31,900	0	28,900
49656 Transfer to FIS	275,800	22,500	22,500	0	18,800
49297 Transfer to Retiree Medical Fund	20,100	15,400	15,400	0	2,000
49763 Transfer to Vehicle Replacement	83,300	84,600	84,600	0	96,000
49763 Transfer to Facilities Replacement	1,460,000	1,460,000	1,460,000	0	1,460,000
Subtotal - Reimbursements, Transfers and Capital Outlay	3,299,400	3,805,800	3,805,800	0	3,994,500
Subtotal - Current Expenses	20,178,502	21,114,500	21,384,600	(270,100)	22,156,600
Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
TOTAL - EXPENDITURES	\$23,491,508	\$24,221,800	\$24,581,400	(\$359,600)	\$25,460,000

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

	<u>PROJECT</u>	<u>FINAL</u>	<u>ESTIMATED</u>	<u>VARIANCE</u>	<u>BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>2006-07</u>	<u>2007-08</u>	
		<u>2006-07</u>	<u>2006-07</u>			
<u>MAINTENANCE PROJECTS</u>						
9763	Anderson Tank Slope Repair	--	\$81,800	\$81,800	\$0	\$0
9763	Work Order System	--	75,800	75,800	0	0
9763	TCWTP Pipeline Repair	--	266,400	266,400	0	0
9763	Seismic Retrofit	--	582,500	582,500	0	0
9763	Building Expansion	--	106,500	106,500	0	0
9763	(A) Paving/Slurry Seal at Tank Sites	--	15,000	15,000	0	15,000
9763	(B) Landscaping/Noise Barrier	--	20,000	20,000	0	20,000
9763	(C) Painting Water Tanks/Facilities	--	50,000	50,000	0	50,000
9763	(D) Refurbish Pumping Facilities	--	152,900	152,900	0	55,000
9763	(E) Water Facilities/Street Overlay	--	177,000	177,000	0	240,000
9763	(F) Valve Box Replacement	--	15,000	15,000	0	15,000
9763	(G) Main Line Valve Replacement	--	75,000	75,000	0	75,000
9763	(H) District Telemetry System	--	200,000	200,000	0	200,000
9763	(I) Vulnerability Assessment Study	--	101,400	101,400	0	55,000
9763	(J) Interior Tank Re-Coating	--	359,000	359,000	0	370,000
9763	(K) Water Storage Mixing Sys.	--	70,000	70,000	0	70,000
	Subtotal - Maintenance Projects		2,348,300	2,348,300	0	1,165,000
<u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u>						
47020	Furnishings & Equipment	--	20,500	20,100	400	0
47028	Computers	--	0	0	0	0
	Subtotal - Capital Outlay		20,500	20,100	400	0
	TOTAL - REPLACEMENT					
	RESERVE FUND PROJECTS	--	\$2,368,800	\$2,368,400	\$400	\$1,165,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
CAPITAL IMPROVEMENTS FUND PROJECTS (CIP) LISTING

	<u>PROJECT</u> <u>BUDGET</u>	<u>FINAL</u> <u>BUDGET</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>VARIANCE</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
<u>CAPITAL IMPROVEMENTS FUND PROJECTS</u>					
9762	Greystone Tank	\$500,000	\$38,200	\$38,200	\$0
9762	Mt Sinai Water Tank	1,965,000	140,200	140,200	0
9762	Marr Ranch Water Facility Oversizing	900,000	14,300	14,300	0
9762	Marr Ranch Pipeline Replacement	300,000	300,000	300,000	0
9762	Parker Ranch Water Tank Oversizing	1,080,000	124,200	124,200	0
9762	Sand Canyon Water Facility Oversizing	900,000	868,500	868,500	0
9762	Sand Canyon Access Road	180,000	180,000	180,000	0
9762	Tapo Canyon Water Treatment Plant Tank	580,000	580,000	580,000	0
9762	Tract 4313 1.0 Million Gal. Tank	825,000	754,500	754,500	0
9762	Tapo Street Waterline Extension	206,000	206,000	206,000	0
9762	Water Master Plan	175,000	160,400	160,400	0
9762	Net Software Project	9,000	0	0	9,000
9762 (L)	Oversizing of Proposed Water Facilities	*	193,700	193,700	0
9762 (M)	Arroyo Simi Pipeline Extension	140,000	140,000	140,000	0
9762 (N)	Tapo Canyon Aquifer Study/ Groundwater Basin Impr	215,000	49,900	49,900	0
9762 (O)	System Pressure Zone Interconnect	250,000	0	0	250,000
9762 (P)	Patricia Ave Supply Line	20,000	0	0	20,000
9762 (Q)	Tapo Canyon Water Treatment Plant Earthquake Repairs	6,658,500	4,458,500	4,458,500	0
9762 (R)	Recycled Water Projects	750,000	413,100	413,100	0
TOTAL - CIP FUND PROJECTS		\$15,653,500	\$8,621,500	\$8,621,500	\$0
* Annual project					\$2,944,000

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

	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
BEGINNING WORKING CAPITAL	\$6,708,822	\$6,708,822	\$6,752,012	\$6,669,012	\$6,837,312
 <i><u>REVENUES</u></i>					
Enterprise	23,785,300	24,624,590	25,377,000	26,392,100	27,447,800
 <i><u>EXPENDITURES</u></i>					
Operations and Maintenance	24,221,800	24,581,400	25,460,000	26,223,800	27,010,500
ENDING WORKING CAPITAL	\$6,272,322	\$6,752,012	\$6,669,012	\$6,837,312	\$7,274,612

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

	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Vehicle Replacement	\$325,200	\$325,200	\$218,500	\$80,400	\$85,700
<u>REVENUES</u>					
Contributions	84,600	84,600	96,000	50,600	46,500
<u>EXPENDITURES</u>					
Vehicle Purchases	191,300	191,300	234,100	45,300	42,300
Ending Vehicle Replacement	<u>218,500</u>	<u>218,500</u>	<u>80,400</u>	<u>85,700</u>	<u>89,900</u>
<u>FACILITIES REPLACEMENT RESERVE</u>					
Beginning Facilities Replacement	1,964,644	1,964,644	725,044	586,444	665,444
<u>REVENUES</u>					
Allocation of Base Rate	1,460,000	1,460,000	1,460,000	1,460,000	1,460,000
Total Revenues	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>
<u>EXPENDITURES</u>					
Furnishings and Equipment	20,500	20,100	50,000	0	0
General Fund Reimbursements	311,100	311,100	383,600	397,000	410,900
PC Applications	0	0	0	0	0
Projects	2,368,800	2,368,400	1,165,000	984,000	1,189,000
Total Expenditures	<u>2,700,400</u>	<u>2,699,600</u>	<u>1,598,600</u>	<u>1,381,000</u>	<u>1,599,900</u>
Ending Facilities Replacement	<u>\$724,244</u>	<u>\$725,044</u>	<u>\$586,444</u>	<u>\$665,444</u>	<u>\$525,544</u>

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

	<u>FINAL BUDGET 2006-07</u>	<u>ESTIMATED ACTUAL 2006-07</u>	<u>BUDGET 2007-08</u>	<u>PROJECTION 2008-09</u>	<u>PROJECTION 2009-10</u>
BEGINNING WORKING CAPITAL	\$10,337,536	\$10,337,536	\$2,546,036	\$1,774,436	\$2,281,436
<u>REVENUES</u>					
Capital Improvement Charges	500,000	550,000	500,000	500,000	500,000
Federal/State Earthquake Relief	509,000	0	509,000	0	0
Prop 50 Funding	0	0	875,000	875,000	1,100,000
Interest	100,000	280,000	288,400	297,000	305,000
Total Revenues	1,109,000	830,000	2,172,400	1,672,000	1,905,000
<u>EXPENDITURES</u>					
Capital Improvements Projects	8,621,500	8,621,500	2,944,000	1,165,000	3,170,000
Total Expenditures	8,621,500	8,621,500	2,944,000	1,165,000	3,170,000
ENDING WORKING CAPITAL	\$2,825,036	\$2,546,036	\$1,774,436	\$2,281,436	\$1,016,436

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
CONSOLIDATED WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2006-07</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>	PROJECTION <u>2008-09</u>	PROJECTION <u>2009-10</u>
<u>Ending Working Capital</u>					
Operating Fund	\$6,272,322	\$6,752,012	\$6,669,012	\$6,837,312	\$7,274,612
Vehicle Replacement Reserve	218,500	218,500	80,400	85,700	89,900
Facilities Replacement Reserve	724,244	725,044	586,444	665,444	525,544
Subtotal - Replacement Reserves	942,744	943,544	666,844	751,144	615,444
Capital Improvements Fund	2,825,036	2,546,036	1,774,436	2,281,436	1,016,436
TOTAL ENDING CONSOLIDATED WORKING CAPITAL	<u>\$10,040,102</u>	<u>\$10,241,592</u>	<u>\$9,110,292</u>	<u>\$9,869,892</u>	<u>\$8,906,492</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Deputy Director/Waterworks Services	1.0	1.0	1.0
Assistant Waterworks Services Manager	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0
Water Distribution Supervisor	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0
Waterworks Services Worker III	4.0	3.0	4.0
Waterworks Services Worker II	7.0	6.0	7.0
Waterworks Services Worker I	7.0	7.0	4.0
Waterworks Services Worker Trainee	3.0	4.0	5.0
Waterworks Meter Reader	2.0	2.0	2.0
Waterworks Systems Technician	1.0	1.0	1.0
Customer Services Manager (Note 1)	1.0	1.0	1.0
Administrative Aide (Note 1)	1.0	1.0	1.0
Senior Customer Services Representative (Note 1)	1.0	1.0	1.0
Customer Services Representative (Note 1)	4.0	4.0	4.0
Secretary	1.0	1.0	1.0
Clerk II	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	1.0	1.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Geographic Information Systems Technician	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
TOTAL	45.0	44.0	44.0

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

COMBINED EXPENDITURES AND DISBURSEMENTS
(Net of Transfers and Reimbursements)

<u>FUND</u>	ACTUAL <u>2005-06</u>	ESTIMATED ACTUAL <u>2006-07</u>	BUDGET <u>2007-08</u>
General Fund	\$59,766,744	\$64,582,400	\$67,823,700
Police Dept - Special Problems Section	581,597	669,500	914,200
Liability Insurance Fund	1,393,796	809,000	1,099,700
Workers' Compensation Fund	2,578,411	2,014,100	2,827,500
CDA - Administrative Fund	762,722	807,200	925,600
CDA - Tax Increment Funds	4,772,100	6,546,600	5,449,600
CDA - Housing Administration Fund	1,963,073	1,823,300	3,724,600
Home Grant Fund	129,549	796,300	530,900
Local Housing Fund	213,307	545,700	687,100
Community Development Block Grants Fund	254,000	431,300	240,400
Simi Valley Lighting Maintenance District Fund	1,201,953	1,175,500	1,234,100
Landscape District No. 1	868,393	1,428,800	1,690,400
Forfeited Assets Fund	89,362	262,900	47,800
Police Department Grants Fund	1,882	324,600	150,000
Retiree Medical Benefits Fund	170,815	527,000	587,400
Streets & Roads Program	6,666,119	4,372,800	7,924,000
Computer Equipment Replacement Fund	559,600	244,000	762,700
Vehicle Replacement Fund	360,259	792,700	392,400
Building Improvements Fund	4,530,174	1,549,300	677,300
Geographic Information System Optimization Fund	148,768	198,800	113,400
Financial Information Systems Fund	1,365,800	246,500	100,000
Transit Fund	4,581,792	5,369,900	6,501,900
Sanitation Fund	13,104,566	13,518,400	17,260,900
Ventura County Waterworks District No. 8	21,344,785	24,876,200	25,841,100
Total Combined Expenditures and Disbursements	<u>\$127,409,567</u>	<u>\$133,912,800</u>	<u>\$147,506,700</u>

SUMMARY OF REVENUES AND
EXPENDITURES BY FUND

EXPENDITURE SUMMARY BY FUND
(Including Transfers and Reimbursements to Other Funds)

<u>FUND</u>	<u>ACTUAL</u> <u>2005-06</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
General Fund	\$61,801,485	\$65,433,800	\$64,532,300
Police Dept - Special Problems Section	602,997	672,500	946,200
Liability Insurance Fund	3,152,096	1,682,300	2,399,200
Workers' Compensation Fund	2,708,911	2,155,800	3,925,800
CDA - Administrative Fund	1,275,522	1,328,100	1,479,900
CDA - Tax Increment Funds	8,768,497	14,020,200	11,485,800
CDA - Housing Administration Fund	2,086,114	2,193,600	4,064,000
Home Grant Fund	156,190	805,700	543,900
Local Housing Fund	413,307	4,728,233	687,100
Community Development Block Grants Fund	1,444,647	586,300	976,400
Simi Valley Lighting Maintenance District Fund	1,866,353	1,890,200	1,912,100
Landscape District No. 1	924,454	1,489,500	1,790,600
Landscape Zones Augmentation Fund	210,534	643,200	1,021,000
Gasoline Tax Fund	2,322,497	2,299,300	2,299,300
Local Transportation Fund	4,017,212	4,834,800	4,672,200
New Dwelling Fees Fund	300,000	800,000	300,000
Development Agreements Fund	2,874,774	0	0
Traffic Impact Fees Fund	403,600	300,000	370,000
Traffic Congestion Relief Fund	120,500	1,297,800	0
Forfeited Assets Fund	89,362	272,748	47,800
Police Department Grants Fund	34,099	326,200	150,000
Retiree Medical Benefits Fund	170,815	527,000	587,400
Streets & Roads Program	6,666,119	4,372,800	7,924,000
Computer Equipment Replacement Fund	973,900	244,000	762,700
Vehicle Replacement Fund	360,259	792,700	392,400
Building Improvements Fund	4,530,174	2,349,300	1,002,300
Geographic Information System Optimization Fund	103,449	246,200	146,700

EXPENDITURE SUMMARY BY FUND (CONT'D)
(Including Transfers and Reimbursements to Other Funds)

<u>FUND (CONT'D)</u>	<u>ACTUAL</u> <u>2005-06</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
Financial Information Systems Fund	\$1,365,800	\$246,500	\$100,000
Transit Fund	5,472,892	6,344,400	7,528,000
Sanitation Fund	15,740,228	15,806,500	19,100,000
Ventura County Waterworks District No. 8	27,525,630	28,200,600	29,560,400
Total Expenditures, All Funds	<u>\$158,482,417</u>	<u>\$166,890,281</u>	<u>\$170,707,500</u>

REVENUE SUMMARY BY FUND
(Including Transfers In From Other Funds)

<u>FUND</u>	<u>ACTUAL</u> <u>2005-06</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
General Fund	\$61,351,709	\$63,658,900	\$64,530,900
Police Dept - Special Problems Section	420,269	879,500	745,100
Liability Insurance Fund	1,479,393	1,473,598	1,387,000
Workers' Compensation Fund	5,278,728	3,970,200	4,069,600
CDA - Administrative Fund	1,275,522	1,328,200	1,479,800
CDA - Tax Increment Funds	8,712,142	12,435,499	11,201,473
CDA - Housing Administration Fund	6,865,992	3,882,900	3,891,300
Home Grant Fund	274,033	389,200	130,600
Local Housing Fund	2,116,006	304,100	256,000
Simi Valley Lighting Maintenance District Fund	2,241,540	2,227,100	2,382,400
Landscape Districts No. 1	1,031,173	1,473,600	1,841,200
Landscape Zones Augmentation Fund	203,126	693,000	1,021,000
Gasoline Tax Fund	2,322,497	2,299,300	2,299,300
Local Transportation Fund	4,017,212	4,834,800	4,672,200
New Dwelling Fees Fund	546,288	165,000	172,000
Development Agreements Fund	3,443,477	1,769,300	1,827,200
Traffic Impact Fees Fund	170,130	163,000	160,000
Traffic Congestion Relief Fund	548,767	879,849	0
Forfeited Assets Fund	65,567	59,400	27,000
Police Department Grants Fund	24,990	307,731	151,100
Retiree Medical Benefits Fund	927,269	758,900	284,200
Streets & Roads Program	4,202,959	4,567,500	7,924,000
Computer Equipment Replacement Fund	364,500	424,300	517,400
Vehicle Replacement Fund	564,000	583,300	655,900
Building Improvements Fund	7,545,285	1,184,422	234,700
Geographic Information System Optimization Fund	203,454	148,800	92,000

REVENUE SUMMARY BY FUND (CONT'D)
(Including Transfers In From Other Funds)

<u>FUND (CONT'D)</u>	<u>ACTUAL</u> <u>2005-06</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2006-07</u>	<u>BUDGET</u> <u>2007-08</u>
Financial Information Systems Fund	\$1,217,500	\$130,000	\$108,100
Transit Fund	5,472,892	6,344,400	7,528,000
Sanitation Fund	15,814,510	16,576,152	19,500,000
Ventura County Waterworks District No. 8	25,373,870	28,625,000	29,900,000
Total Revenus, All Funds	\$164,074,800	\$162,536,951	\$168,989,473

CITY PROFILE

CITY PROFILE

The City of Simi Valley, with a population of 124,524, is the third largest of Ventura County's ten cities. It is located on the County's southeastern border, nestled between the Santa Susana Mountains and the Simi Hills. The site of the present-day city was part of a 1795 Spanish land grant. The name Simi is believed to have been derived from *Shimiji*, a village of the Chumash people. The City, which covers a land area of 38.9 square miles with a mean elevation of 765 feet, was incorporated in 1969.

The City operates under the Council-Manager form of government. The City's four Council Members are elected at-large to four-year terms in alternate slates of two, every two years. The City's Mayor is elected at-large every two years. The Mayor presides over Council meetings and has one vote. Council members also serve as Board members of the Ventura County Waterworks District No. 8 and the Simi Valley Community Development Agency.

The City Council appoints both the City Manager and the City Attorney. The City Manager heads the executive branch of the government, implements City Council directives and policies, and manages the administration and operational functions through the various department heads. The City Manager is responsible for the appointment of department heads, and also serves as the City Clerk and City Treasurer.

City government is divided into five departments: Police, Public Works, Administrative Services, Environmental Services, and Community Services. The City has its own water agency (Ventura County Waterworks District No. 8) and its own Sanitation Division that collects and treats wastewater. Simi Valley also provides cultural arts and senior services at facilities managed by the Department of Community Services.

Fire, paramedic, and animal regulation services are provided by Ventura County. The Rancho Simi Recreation and Park District provides leisure service activities.

STATISTICAL OVERVIEW

Physical Size

Incorporated Area	38.9 Square Miles
Growth Area	100.0 Square Miles

Population (January 1, 2007)

City Residents	124,524
Growth Area Residents	126,372

Population Distribution By Age *

Under 5 years	7.30%
05 to 09 years	8.60%
10 to 14 years	8.10%
15 to 19 years	7.00%
20 to 24 years	5.40%
25 to 34 years	14.10%
35 to 44 years	18.80%
45 to 54 years	14.70%
55 to 59 years	5.00%
60 to 64 years	3.40%
65 to 74 years	4.50%
75 to 84 years	2.40%
85 years and older	0.70%

* SOURCE: 2000 U.S. Census

Population Distribution By Ethnicity *

Caucasian		63.80%
Hispanic or Latino		16.80%
Black or African American		1.70%
American Indian or Alaskan Native		1.60%
Asian		7.60%
Pacific Islander		0.40%
Other		8.10%

Housing Characteristics

Single Family Units	31,557	79.64%
1-4 Unit Structures	1,614	4.07%
5 or More Unit Structures	5,607	14.15%
Mobile Homes	849	2.14%
Total	<u>39,627</u>	<u>100.00%</u>

Households By Type

Family Households (children under 18 years)	16,845	42.51%
Family Households (no children under 18 years)	14,658	36.99%
Non-Family Households (less than 65 Years)	6,198	15.64%
Non-Family Households (65 years or older)	1,926	4.86%
Total	<u>39,627</u>	<u>100.00%</u>

Streets & Lights

Miles of Paved Streets	308.03
Number of Street Lights	7,645

* SOURCE: 2000 U.S. Census

Building Permits Issued
Fiscal Year 2005-06

Number of Permits	8,108
Value of Permits	\$284,661,000

Business Tax
Fiscal Year 2006-07

Applications/Renewals Processed	8,696
Receipts Issued	8,273

Simi Valley Transit
Fiscal Year 2006-07

Motor Bus Ridership	483,653
Paratransit/Dial-A-Ride Passengers	45,210

Sanitation Services
(Wastewater Collection & Treatment)
Fiscal Year 2006-07

Customer Accounts	25,193
Sewerlines	400.0 Miles
Treatment Plant Capacity	12.5 MGD
Average Daily Plant Flows	9.5 MGD

Water Services
(Retail Sale of Water)
 Fiscal Year 2006-07

Customer Accounts	34,952
Water Delivered to Customer Accounts	7,556 MG
Sales to Other Agencies	2
Water Delivered to Other Agencies	573 MG

Note: The balance of the community (approximately 13,000 customers) is serviced by the Golden State Water Company

Assessed Value of Taxable Property
 Tax Roll Year 2006

Secured	\$10,657,955,181
Unsecured	300,722,955
Utility	4,468,429
Total	<u>\$10,963,146,565</u>

Computation of Legal Debt Margin
 Tax Roll Year 2006

Gross Assessed Valuation	\$10,963,146,565
Legal Debt Limit - 3.75% of Gross Assessed Valuation	411,117,996
General Obligation Bond Debt	0
Total Debt Applicable to Computed Limit	\$0

Long-Term Debt

General obligation bonded indebtedness.	\$0
Simi Valley Public Financing Authority 2003 Tax Allocation Refunding Bonds, interest rates at 2.0% - 5.25%, maturing on September 1, 2003-2030.	29,320,000
City of Simi Valley 2004 Certificates of Participation, interest rates 3.75% to 5.0%, maturing September 1, 2006-2034	25,495,000
Simi Valley Public Financing Authority 1995 Variable Rate Lease Revenue Bonds, interest rates at 4.00% - 5.75%, maturing September 1, 1998-2015.	6,690,000
Advances Payable	9,004,981
Accrued Benefits	<u>5,934,032</u>
Total	\$76,444,013

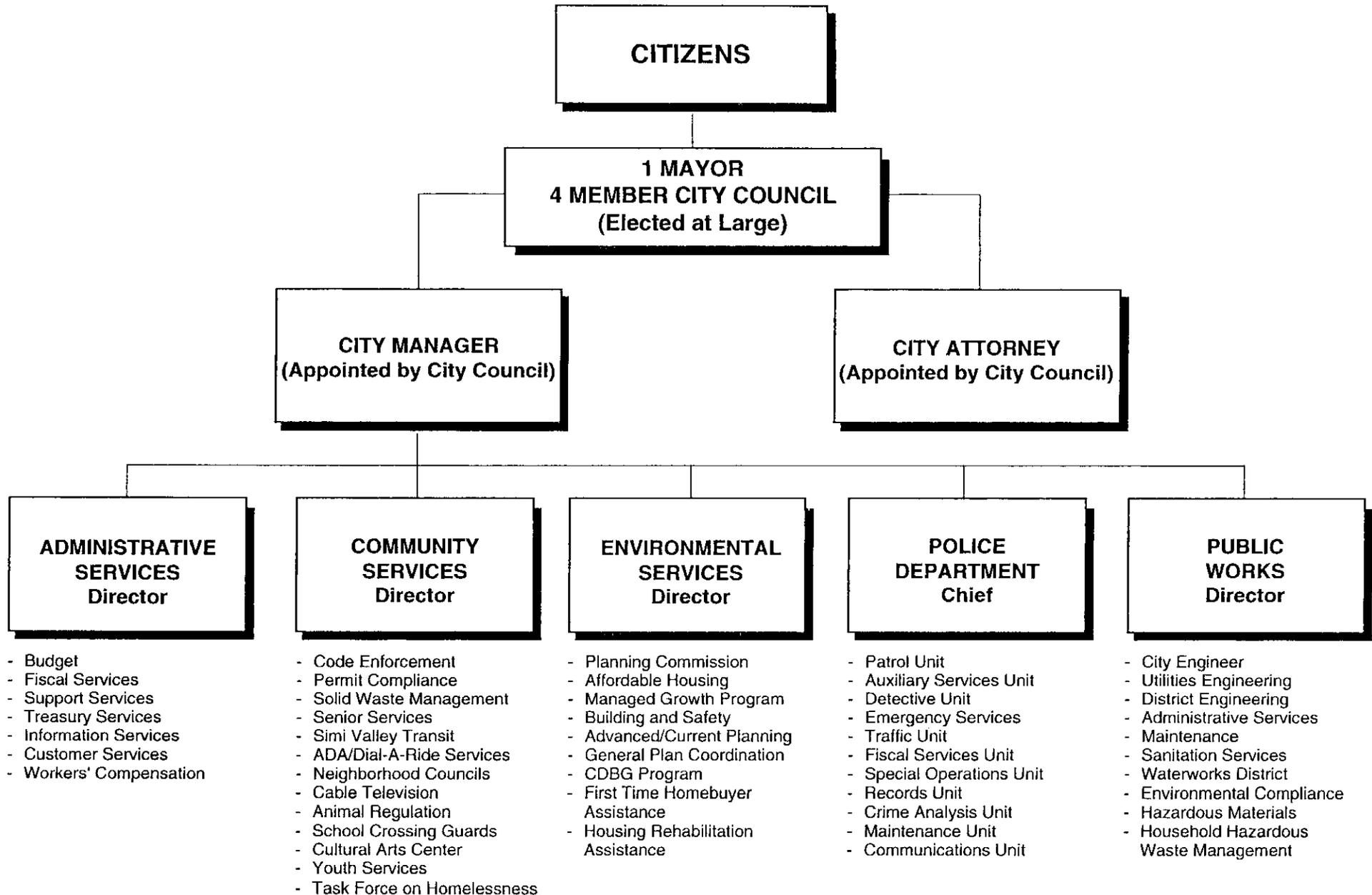
FY 2007-08 General Fund Comparisons With Nearby Cities of Similar Size

City	Population	Budgeted Expenditures
Burbank (1)	107,921	\$89,065,373
Ventura (2)	107,490	72,409,076
Thousand Oaks (3)	127,739	71,642,480
<i>Simi Valley</i>	<i>124,524</i>	<i>64,532,300</i>

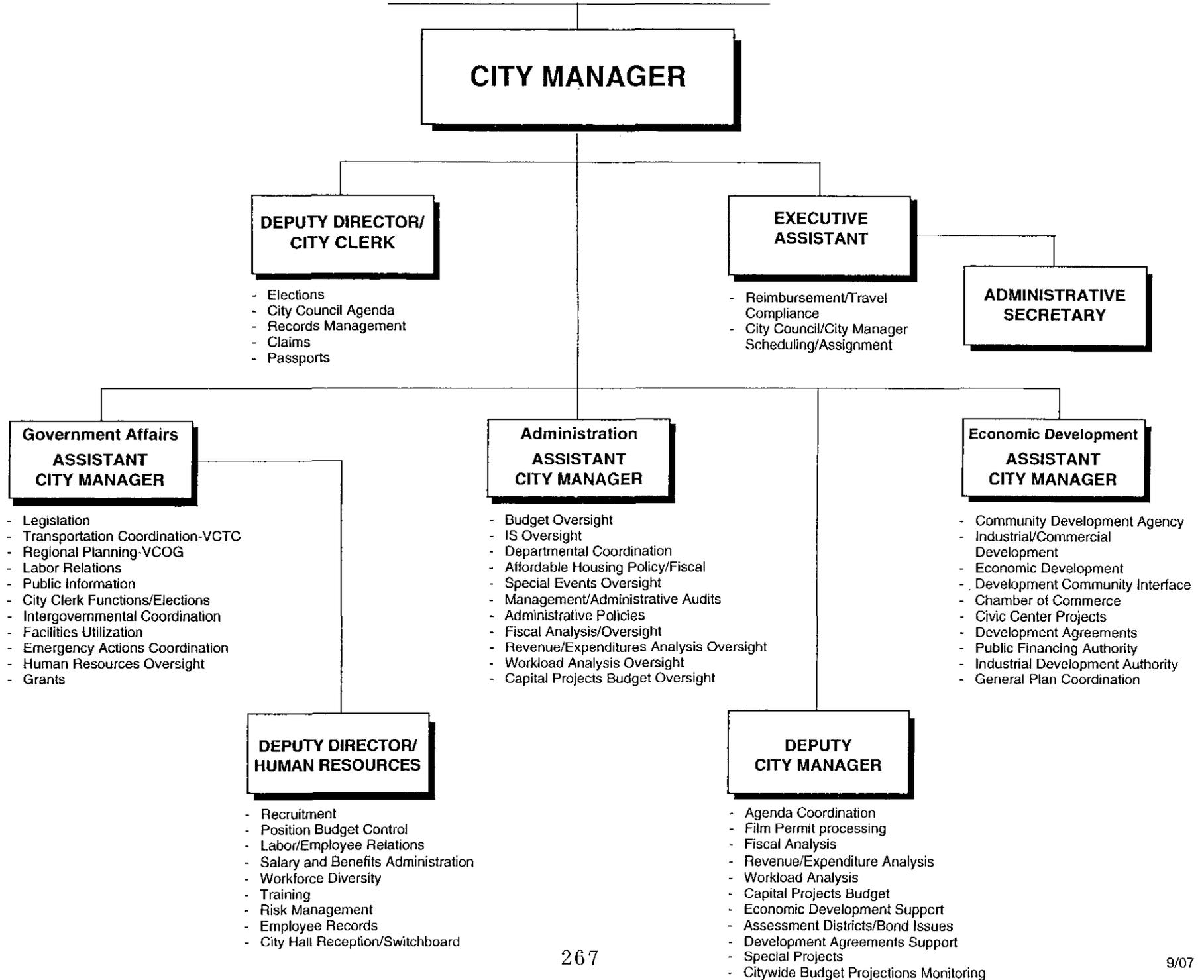
- (1) Excludes Fire, Library Services, and Parks & Recreation Departments
- (2) Excludes Fire Department
- (3) Excludes Library Services Department

ORGANIZATION CHART

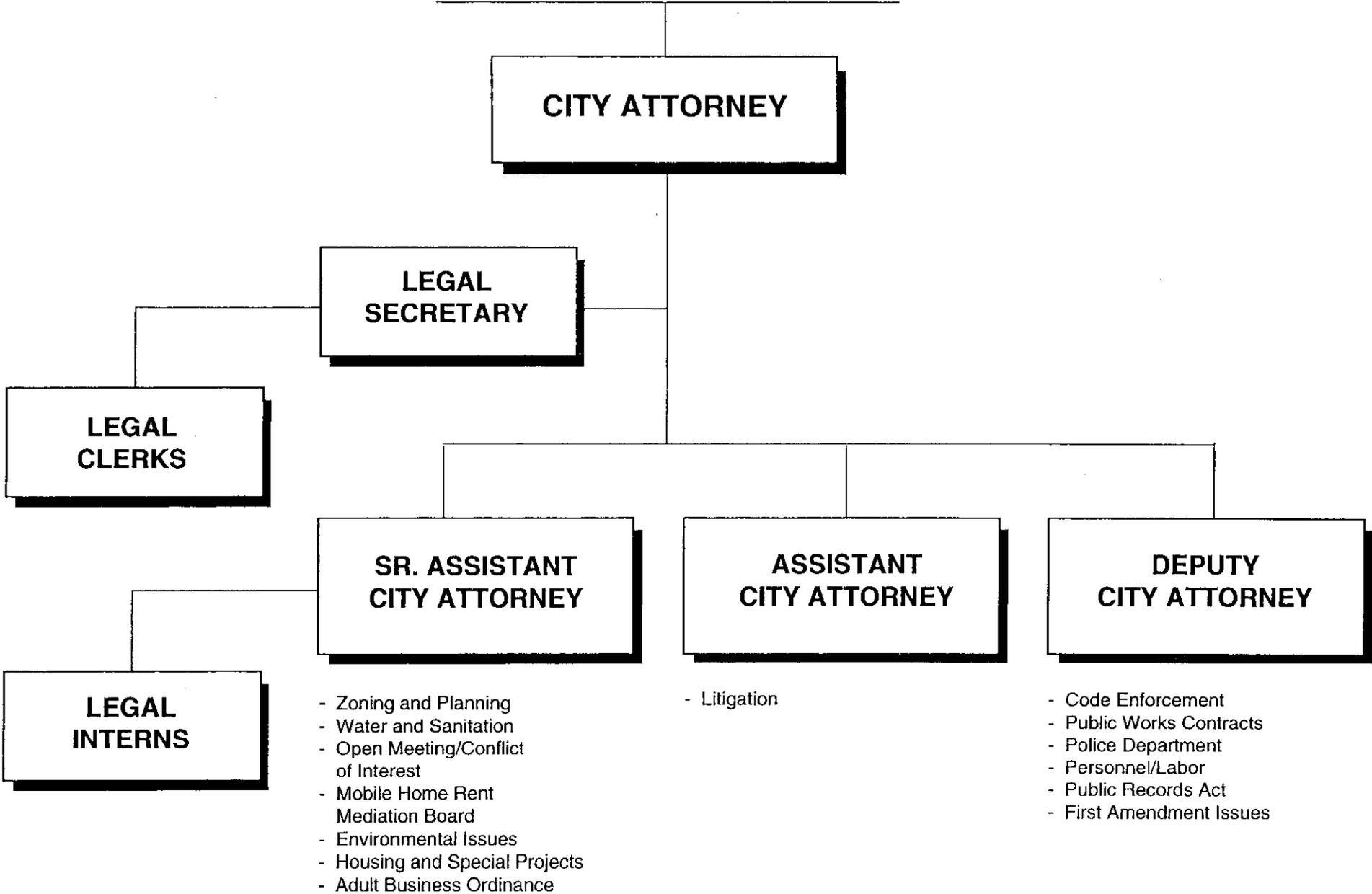
ORGANIZATION of the City of SIMI VALLEY



SIMI VALLEY CITY COUNCIL



SIMI VALLEY CITY COUNCIL



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 (United Way; Blood Drive)

ADMINISTRATIVE SECRETARY

TREASURY OFFICER

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

- Utility Billing
- Business Tax
- Transient Occupancy Tax
- Parking Citations
- Special Events & Filming
- Cashiering

CUSTOMER SERVICES MANAGER

DEPUTY DIRECTOR/ FISCAL SERVICES

- Accounts Payable
- Accounts Receivable
- 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

DEPUTY DIRECTOR/ SUPPORT SERVICES

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

WORKERS' COMPENSATION MANAGER

- Benefits Administration
- Review & Processing of Claims & Litigation
- Return-to-Work Programs
- Establishment of Reserves

SIMI VALLEY CITY COUNCIL

CITY MANAGER

COMMUNITY SERVICES
Director

ADMINISTRATIVE OFFICER

- Budget
- Purchasing
- Personnel
- Fee Administration
- Records Management
- Information Services
- Administrative/Customer Service Support
- Facilities Management

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ COMPLIANCE

- Municipal Code Enforcement
- Permit Compliance
- Solid Waste Management
- Animal Regulation
- Cable Television
- Vector Control

DEPUTY DIRECTOR/ CITIZEN SERVICES

- Senior Center and Programs
- Council on Aging
- Neighborhood Councils
- Teens at Risk Program
- Citizen Advisor Program
- School Crossing Guards
- Welcome Corner
- Cultural Arts Center
- Cultural Arts Commission
- Youth Council
- Youth Employment Service
- Task Force on Homelessness

DEPUTY DIRECTOR/ TRANSIT

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ENVIRONMENTAL SERVICES
Director

ADMINISTRATIVE OFFICER

- Budget
- Purchasing
- Personnel
- Fee Administration
- Records Management
- Information Services
- Counter Support Services
- Administrative Support to the Planning Commission

PLANNING COMMISSION

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ CITY PLANNER

- Staff Support to the Planning Commission
- Development Code Administration
- General Plan Administration
- Current Development Application Processing
- Environmental Review
- Plan Check and Site Inspection
- Small Business Office
- Long Range Planning
- Specific Plans and Amendments
- Regional Planning Issues
- Landscape Plan Review and Site Inspection
- Geographic Information System Planning

DEPUTY DIRECTOR/ HOUSING & SPECIAL PROJECTS

- Staff Support to the Affordable Housing Subcommittee and Mobile Home Rent Mediation Board
- Affordable Housing Programs
- First Time Homebuyer Assistance Program
- Home Rehabilitation Program
- CDBG Program
- Residential Building Permit Allocation System
- Census Information
- Development Agreements and Amendments
- Territorial Annexations

DEPUTY DIRECTOR/ BUILDING OFFICIAL

- Preparation & Response to Emergencies
- Building Plan Check Services
- Code Interpretation and Development
- Building Permit Issuance and Processing
- Inspection of Residential, Commercial and Industrial Construction
- Building Code Compliance Inspection & Enforcement
- Certificate of Occupancy Issuance
- Collection of Fees & Construction Activity Data
- Plan and Permit File Maintenance
- Counter Services and Response to Public Inquiries

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**PUBLIC WORKS
Director**

**ADMINISTRATIVE
SECRETARY**

**ASSISTANT DIRECTOR OF
PUBLIC WORKS-UTILITIES**

**ASSISTANT DIRECTOR OF
PUBLIC WORKS ENGINEERING/
MAINTENANCE**

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

- City Engineering
- Traffic Engineering
- Maintenance Services

**DEPUTY DIRECTOR
WATERWORKS
SERVICES**

**DEPUTY DIRECTOR
SANITATION
SERVICES**

**DEPUTY DIRECTOR
ENVIRONMENTAL
COMPLIANCE**

**DEPUTY DIRECTOR
PW ADMIN**

**DEPUTY DIRECTOR
MAINTENANCE
SERVICES
ENGINEER**

**DEPUTY DIRECTOR
CITY ENGINEER**

**DEPUTY DIRECTOR
TRAFFIC ENGINEER**

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

- Plant Operations
- Laboratory
- Maintenance
- Sewer Maintenance

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

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

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

- Capital Improvements
- Assessment District Engineering
- Development
- Public Works Inspection
- Project Engineering
- Staff Support to Planning Commission

- Traffic Engineering
- Traffic Planning
- Signal Operations
- Street Lighting Administration
- Traffic Modeling
- Traffic Impact Analysis

SIMI VALLEY CITY COUNCIL

CITY MANAGER

POLICE DEPARTMENT
Chief of Police

**ADMINISTRATIVE
SECRETARY**

**OPERATIONS
DIVISION**
(Captain)

**INVESTIGATIVE
DIVISION**
(Captain)

**SUPPORT SERVICES
DIVISION**
(Captain)

**ADMINISTRATIVE
DIVISION**
(Deputy Director)

- Patrol
- Traffic
- Off Road Program
- Reserves
- Chaplain Program
- Canine Unit
- Field Training Program
- P.S.A. Front Desk Program
- Parking Enforcement

- Detectives
- Special Enforcement
- Gang Prevention
- Narcotics Enforcement
- Problem Oriented Policing
- Criminal Intelligence

- Dispatch
- Explorer Program
- Crime Prevention
- Planning & Research
- Property & Evidence
- DARE
- School Resource Officers
- Recruitment & Background
- Internal Affairs
- Emergency Services
- Jail Management
- Public Information Services
- Training
- Homeland Security
- Information Services
- Youth Services Program

- Budget
- Purchasing
- General Orders
- Maintenance
- Records
- Crime Analysis
- Personnel Liaison
- Volunteer Services
- Payroll
- Business Solicitor Permits
- Alarm Ordinance

PERSONNEL CLASSIFICATIONS
AND SALARY RANGES

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Account Clerk I	\$2,509.87 -	\$3,201.47	\$30,118.40 -	\$38,417.60
Account Clerk II	\$2,759.47 -	\$3,522.13	\$33,113.60 -	\$42,265.60
Accounting Projects Analyst	\$5,352.84 -	\$6,863.05	\$64,234.04 -	\$82,356.56
Accounting Specialist	\$4,308.24 -	\$5,505.05	\$51,698.92 -	\$66,060.54
Accounting Supervisor	\$5,965.85 -	\$7,659.90	\$71,590.22 -	\$91,918.84
Accounting Technician	\$3,038.53 -	\$3,880.93	\$36,462.40 -	\$46,571.20
Administrative Aide	\$4,099.42 -	\$5,233.61	\$49,193.04 -	\$62,803.26
Administrative Officer	\$6,547.36 -	\$8,415.90	\$78,568.36 -	\$100,990.76
Administrative Secretary	\$3,863.97 -	\$4,927.52	\$46,367.62 -	\$59,130.24
Assistant City Attorney	\$8,605.35 -	\$11,091.38	\$103,264.20 -	\$133,096.60
Assistant City Manager	\$10,315.37 -	\$13,410.02	\$123,784.44 -	\$160,920.24
Assistant Engineer	\$5,467.69 -	\$7,012.40	\$65,612.30 -	\$84,148.74
Assistant Planner	\$4,704.29 -	\$6,019.93	\$56,451.46 -	\$72,239.18
Assistant Public Works Director	\$9,429.25 -	\$12,162.39	\$113,150.96 -	\$145,948.66
Assistant to the City Manager	\$7,510.62 -	\$9,668.17	\$90,127.44 -	\$116,017.98
Assistant Waterworks Services Manager	\$6,216.86 -	\$7,986.31	\$74,602.32 -	\$95,835.74
Associate Engineer	\$5,982.90 -	\$7,682.13	\$71,794.84 -	\$92,185.60
Associate Planner	\$5,361.70 -	\$6,874.51	\$64,340.38 -	\$82,494.10
Budget Officer	\$6,804.09 -	\$8,749.65	\$81,649.10 -	\$104,995.80
Building Inspector I	\$3,652.13 -	\$4,660.93	\$43,825.60 -	\$55,931.20
Building Inspector II	\$4,016.13 -	\$5,123.73	\$48,193.60 -	\$61,484.80
Building Maintenance Technician	\$2,990.00 -	\$3,816.80	\$35,880.00 -	\$45,801.60
Chief of Police	\$10,737.18	\$13,958.30	\$128,846.12	\$167,499.54
City Attorney		Contract		Contract

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
City Manager		Contract		Contract
Clerk I	\$2,341.73 -		\$28,100.80 -	
Clerk II	\$2,341.73 -	\$2,974.40	\$28,100.80 -	\$35,692.80
Code Enforcement Officer	\$4,374.07 -	\$5,590.67	\$52,488.80 -	\$67,088.06
Code Enforcement Supervisor	\$5,680.03 -	\$7,288.43	\$68,160.30 -	\$87,461.14
Code Enforcement Technician	\$3,180.67 -	\$4,057.73	\$38,168.00 -	\$48,692.80
Collection System Supervisor	\$4,981.32 -	\$6,380.10	\$59,775.82 -	\$76,561.16
Collection System Technician	\$3,052.40 -	\$3,891.33	\$36,628.80 -	\$46,696.00
Communications Manager	\$5,713.18 -	\$7,331.52	\$68,558.10 -	\$87,978.28
Community Services Specialist	\$4,597.39 -	\$5,880.96	\$55,168.62 -	\$70,571.54
Computer Operator	\$2,932.80 -	\$3,744.00	\$35,193.60 -	\$44,928.00
Contract Compliance Technician	\$3,685.07 -	\$4,700.80	\$44,220.80 -	\$56,409.60
Counter Services Technician	\$3,288.13 -	\$4,194.67	\$39,457.60 -	\$50,336.00
Counter Technician	\$3,896.53 -	\$4,969.47	\$46,758.40 -	\$59,633.60
Court Liaison	\$4,597.39 -	\$5,880.96	\$55,168.62 -	\$70,571.54
Crime Analyst	\$4,847.83 -	\$6,206.57	\$58,173.96 -	\$74,478.82
Crime Scene Investigator	\$3,652.13	\$4,662.67	\$43,825.60	\$55,952.00
Crime Scene Investigator Trainee	\$2,922.40 -	\$3,726.67	\$35,068.80 -	\$44,720.00
Cultural Arts Center Assistant Manager	\$4,433.50 -	\$5,667.91	\$53,201.98 -	\$68,014.96
Cultural Arts Center Manager	\$5,974.15 -	\$7,670.80	\$71,689.80 -	\$92,049.62
Cultural Arts Center Technical Coordinator	\$4,227.51 -	\$5,403.15	\$50,730.16 -	\$64,837.76
Customer Service Representative	\$2,723.07 -	\$3,475.33	\$32,676.80 -	\$41,704.00
Customer Services Manager	\$6,065.24 -	\$7,789.19	\$72,782.84 -	\$93,470.26
Deputy Building Official	\$6,475.32 -	\$8,322.23	\$77,703.86 -	\$99,866.78

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Deputy Building Official/Plan Check	\$7,120.04 -	\$9,160.41	\$85,440.42 -	\$109,924.88
Deputy City Attorney	\$7,109.87 -	\$9,242.81	\$85,318.48 -	\$110,913.66
Deputy City Manager	\$8,884.20 -	\$11,453.78	\$106,610.40 -	\$137,445.36
Deputy Director/Building Official	\$7,889.31 -	\$10,160.48	\$94,671.72 -	\$121,925.70
Deputy Director/Citizen Services	\$7,726.29 -	\$9,948.55	\$92,715.48 -	\$119,382.64
Deputy Director/City Clerk	\$5,985.40 -	\$7,685.45	\$71,824.74 -	\$92,225.38
Deputy Director/City Engineer	\$8,591.87 -	\$11,073.90	\$103,102.48 -	\$132,886.78
Deputy Director/City Planner	\$8,025.92 -	\$10,338.03	\$96,311.02 -	\$124,056.40
Deputy Director/Compliance	\$7,726.29 -	\$9,948.55	\$92,715.48 -	\$119,382.64
Deputy Director/Economic Development	\$8,232.34 -	\$10,606.42	\$98,788.04 -	\$127,277.02
Deputy Director/Environmental Compliance	\$7,792.92 -	\$10,035.18	\$93,514.98 -	\$120,422.12
Deputy Director/Fiscal Services	\$7,751.97 -	\$9,981.90	\$93,023.58 -	\$119,782.78
Deputy Director/Housing & Special Projects	\$7,726.29 -	\$9,948.55	\$92,715.48 -	\$119,382.64
Deputy Director/Human Resources	\$8,424.82 -	\$10,856.65	\$101,097.88 -	\$130,279.76
Deputy Director/Information Services	\$8,654.04 -	\$11,154.61	\$103,848.42 -	\$133,855.28
Deputy Director/Maintenance Services Engine	\$7,836.62 -	\$10,092.03	\$94,039.40 -	\$121,104.36
Deputy Director/Police Administration	\$7,898.26 -	\$10,172.15	\$94,779.10 -	\$122,065.84
Deputy Director/Public Works Administration	\$7,898.26 -	\$10,172.15	\$94,779.10 -	\$122,065.84
Deputy Director/Sanitation Services	\$7,792.29 -	\$10,034.42	\$93,507.44 -	\$120,413.02
Deputy Director/Support Services	\$7,108.34 -	\$9,145.18	\$85,300.02 -	\$109,742.10
Deputy Director/Traffic Engineer	\$8,591.87 -	\$11,073.90	\$103,102.48 -	\$132,886.78
Deputy Director/Transit	\$7,726.29 -	\$9,948.55	\$92,715.48 -	\$119,382.64
Deputy Director/Waterworks Services	\$7,792.29 -	\$10,034.42	\$93,507.44 -	\$120,413.02
Director, Administrative Services	\$9,822.80 -	\$12,769.58	\$117,873.60 -	\$153,234.90

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Director, Community Services	\$9,613.54 -	\$12,497.62	\$115,362.52 -	\$149,971.38
Director, Environmental Services	\$9,611.07 -	\$12,494.34	\$115,332.88 -	\$149,932.12
Director, Public Works	\$10,473.43 -	\$13,615.46	\$125,681.14 -	\$163,385.56
Electrical Inspector	\$4,217.20 -	\$5,380.27	\$50,606.40 -	\$64,563.20
Emergency Services Coordinator	\$5,750.07 -	\$7,379.54	\$69,000.88 -	\$88,554.44
Engineering Aide	\$2,958.80 -	\$3,773.47	\$35,505.60 -	\$45,281.60
Engineering Technician	\$3,685.07 -	\$4,700.80	\$44,220.80 -	\$56,409.60
Environmental Compliance Inspector	\$3,853.20 -	\$4,919.20	\$46,238.40 -	\$59,030.40
Environmental Compliance Program Analyst	\$5,039.93 -	\$6,456.28	\$60,479.12 -	\$77,475.32
Environmental Compliance Program Coordina	\$5,680.03 -	\$7,288.43	\$68,160.30 -	\$87,461.14
Environmental Programs Manager	\$6,113.53 -	\$7,852.00	\$73,362.38 -	\$94,224.00
Executive Assistant	\$5,000.47 -	\$6,405.01	\$60,005.66 -	\$76,860.16
Field Laboratory Technician	\$3,203.20 -	\$4,090.67	\$38,438.40 -	\$49,088.00
Geographic Information System Tech	\$4,461.60 -	\$5,690.53	\$53,539.20 -	\$68,286.40
GIS Coordinator	\$6,721.85 -	\$8,637.96	\$80,662.14 -	\$103,655.50
Graphics Media Coordinator	\$4,284.28 -	\$5,473.93	\$51,411.36 -	\$65,687.18
Graphics/Support Services Tech	\$3,133.87 -	\$4,002.27	\$37,606.40 -	\$48,027.20
Heavy Equipment Operator	\$3,133.87 -	\$4,002.27	\$37,606.40 -	\$48,027.20
Home Rehabilitation Coordinator	\$5,022.49 -	\$6,433.57	\$60,269.82 -	\$77,202.84
Human Resources Analyst	\$5,367.48 -	\$6,882.14	\$64,409.80 -	\$82,585.62
Human Resources Technician	\$2,762.93 -	\$3,530.80	\$33,155.20 -	\$42,369.60
Industrial Painter	\$3,591.47 -	\$4,588.13	\$43,097.60 -	\$55,057.60
Information Services Analyst I	\$5,379.99 -	\$6,898.39	\$64,559.82 -	\$82,780.62
Information Services Analyst II	\$5,844.95 -	\$7,502.69	\$70,139.42 -	\$90,032.28

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Instrumentation Technician	\$4,378.40 -	\$5,586.53	\$52,540.80 -	\$67,038.40
Inventory Support Technician	\$2,645.07 -	\$3,376.53	\$31,740.80 -	\$40,518.40
Laboratory Chemist	\$5,650.28 -	\$7,249.69	\$67,803.32 -	\$86,996.26
Laboratory Supervisor	\$6,210.88 -	\$7,978.47	\$74,530.56 -	\$95,741.62
Laboratory Technician	\$3,536.00 -	\$4,517.07	\$42,432.00 -	\$54,204.80
Landscape Architect	\$6,671.56 -	\$8,577.42	\$80,058.68 -	\$102,929.06
Legal Clerk	\$2,787.20 -	\$3,556.80	\$33,446.40 -	\$42,681.60
Legal Secretary	\$4,039.36 -	\$5,155.58	\$48,472.32 -	\$61,867.00
Maintenance Superintendent	\$6,147.33 -	\$7,895.94	\$73,767.98 -	\$94,751.28
Maintenance Supervisor	\$4,981.32 -	\$6,380.10	\$59,775.82 -	\$76,561.16
Maintenance Worker I	\$2,591.33 -	\$3,307.20	\$31,096.00 -	\$39,686.40
Maintenance Worker II	\$2,858.27 -	\$3,646.93	\$34,299.20 -	\$43,763.20
Maintenance Worker III	\$3,144.27	\$4,012.67	\$37,731.20	\$48,152.00
Management Analyst	\$5,241.04 -	\$6,717.73	\$62,892.44 -	\$80,612.74
Mechanic I	\$2,870.40 -	\$3,662.53	\$34,444.80 -	\$43,950.40
Mechanic II	\$3,738.80 -	\$4,771.87	\$44,865.60 -	\$57,262.40
Neighborhood Council Coordinator	\$5,006.95 -	\$6,413.42	\$60,083.40 -	\$76,961.04
Nutrition Services Worker	\$2,322.67 -	\$2,967.47	\$27,872.00 -	\$35,609.60
Paralegal	\$3,199.73 -	\$4,082.00	\$38,396.80 -	\$48,984.00
Permit Services Coordinator	\$4,823.52 -	\$6,271.20	\$57,882.24 -	\$75,254.40
Planning Technician	\$3,277.73 -	\$4,182.53	\$39,332.80 -	\$50,190.40
Plant Maintenance Program Technician	\$4,189.47 -	\$5,342.13	\$50,273.60 -	\$64,105.60
Plant Maintenance Supervisor	\$5,372.75 -	\$6,888.96	\$64,472.98 -	\$82,667.52
Plant Maintenance Technician I	\$3,291.60 -	\$4,198.13	\$39,499.20 -	\$50,377.60

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Plant Maintenance Technician II	\$3,622.67 -	\$4,622.80	\$43,472.00 -	\$55,473.60
Plant Maintenance Technician III	\$3,988.40 -	\$5,089.07	\$47,860.80 -	\$61,068.80
Plant Operations Manager	\$6,346.34	\$8,154.62	\$76,156.08	\$97,855.42
Plant Operations Supervisor	\$5,372.75 -	\$6,888.96	\$64,472.98 -	\$82,667.52
Plant Operator I	\$3,322.80 -	\$4,243.20	\$39,873.60 -	\$50,918.40
Plant Operator II	\$3,652.13 -	\$4,662.67	\$43,825.60 -	\$55,952.00
Plant Operator III	\$4,019.60 -	\$5,128.93	\$48,235.20 -	\$61,547.20
Plant Operator Trainee	\$2,712.67 -	\$3,468.40	\$32,552.00 -	\$41,620.80
Plant Support Systems Manager	\$6,346.34 -	\$8,154.62	\$76,156.08 -	\$97,855.42
Plumbing/Mechanical Inspector	\$4,217.20	\$5,380.27	\$50,606.40	\$64,563.20
Police Captain	\$9,137.05 -	\$11,782.51	\$109,644.60 -	\$141,390.08
Police Dispatcher	\$3,742.27 -	\$4,773.60	\$44,907.20 -	\$57,283.20
Police Dispatcher Trainee	\$3,312.40 -		\$39,748.80 -	
Police Lieutenant	\$7,987.44 -	\$10,288.05	\$95,849.26 -	\$123,456.58
Police Maintenance Coordinator	\$3,695.47 -	\$4,714.67	\$44,345.60 -	\$56,576.00
Police Maintenance Supervisor	\$4,574.44 -	\$5,851.19	\$54,893.28 -	\$70,214.30
Police Maintenance Technician	\$2,858.27 -	\$3,646.93	\$34,299.20 -	\$43,763.20
Police Officer	\$4,723.33 -	\$6,515.60	\$56,680.00 -	\$78,187.20
Police Officer Trainee	\$4,137.47 -		\$49,649.60 -	
Police Records Manager	\$5,254.30 -	\$6,734.89	\$63,051.56 -	\$80,818.66
Police Records Technician I	\$2,284.53 -	\$2,915.47	\$27,414.40 -	\$34,985.60
Police Records Technician II	\$2,541.07 -	\$3,248.27	\$30,492.80 -	\$38,979.20
Police Sergeant	\$6,177.60 -	\$8,512.40	\$74,131.20 -	\$102,148.80
Police Services Assistant	\$2,782.00 -	\$3,555.07	\$33,384.00 -	\$42,660.80

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Principal Engineer	\$7,834.99 -	\$10,089.86	\$94,019.90 -	\$121,078.36
Principal IS Analyst	\$7,022.02 -	\$9,033.01	\$84,264.18 -	\$108,396.08
Principal Planner/Zoning Admin.	\$6,989.39 -	\$8,990.61	\$83,872.62 -	\$107,887.26
Printer	\$2,601.73 -	\$3,319.33	\$31,220.80 -	\$39,832.00
Property Officer	\$3,269.07 -	\$4,172.13	\$39,228.80 -	\$50,065.60
Property Technician	\$3,066.27 -	\$3,912.13	\$36,795.20 -	\$46,945.60
Public Works Dispatcher	\$2,700.53 -	\$3,447.60	\$32,406.40 -	\$41,371.20
Public Works Inspector	\$4,030.00 -	\$5,141.07	\$48,360.00 -	\$61,692.80
Recording Secretary	\$2,894.67 -	\$3,693.73	\$34,736.00 -	\$44,324.80
Risk Manager	\$6,805.31 -	\$8,751.28	\$81,663.66 -	\$105,015.30
SAP Applications Support Analyst	\$6,976.52 -	\$8,973.86	\$83,718.18 -	\$107,686.28
Secretary	\$2,787.20 -	\$3,556.80	\$33,446.40 -	\$42,681.60
Senior Accountant	\$5,999.31 -	\$7,703.45	\$71,991.66 -	\$92,441.44
Senior Administrative Officer	\$7,168.63 -	\$9,223.61	\$86,023.60 -	\$110,683.30
Senior Assistant City Attorney	\$9,455.85 -	\$12,196.95	\$113,470.24 -	\$146,363.36
Senior Building Inspector	\$4,416.53 -	\$5,636.80	\$52,998.40 -	\$67,641.60
Senior Center Aide	\$2,322.67 -	\$2,967.47	\$27,872.00 -	\$35,609.60
Senior Code Enforcement Officer	\$4,982.49 -	\$6,381.57	\$59,789.86 -	\$76,578.84
Senior Crime Analyst	\$6,041.32 -	\$7,753.33	\$72,495.80 -	\$93,039.96
Senior Customer Service Rep.	\$3,199.73 -	\$4,082.00	\$38,396.80 -	\$48,984.00
Senior Engineer	\$6,835.10 -	\$8,789.95	\$82,021.16 -	\$105,479.40
Senior Engineering Technician	\$4,052.53 -	\$5,175.73	\$48,630.40 -	\$62,108.80
Senior Human Resources Analyst	\$6,124.58 -	\$7,866.00	\$73,494.98 -	\$94,391.96
Senior Human Resources Technician	\$3,038.53 -	\$3,880.93	\$36,462.40 -	\$46,571.20

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2007-08**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Senior Information Services Analyst	\$6,401.70 -	\$8,226.55	\$76,820.38 -	\$98,718.62
Senior Laboratory Technician	\$3,938.13 -	\$5,028.40	\$47,257.60 -	\$60,340.80
Senior Management Analyst	\$6,035.38 -	\$7,750.38	\$72,424.56 -	\$93,004.60
Senior Planner	\$6,118.13 -	\$7,857.87	\$73,417.50 -	\$94,294.46
Senior Police Dispatcher	\$4,250.13 -	\$5,423.60	\$51,001.60 -	\$65,083.20
Senior Police Maintenance Tech	\$3,137.33 -	\$4,004.00	\$37,648.00 -	\$48,048.00
Senior Police Officer	\$5,120.27 -	\$6,935.07	\$61,443.20 -	\$83,220.80
Senior Police Records Technician	\$2,834.00 -	\$3,612.27	\$34,008.00 -	\$43,347.20
Senior Services Assistant Manager	\$4,433.07 -	\$5,667.33	\$53,196.78 -	\$68,007.94
Senior Services Manager	\$5,753.39 -	\$7,383.74	\$69,040.66 -	\$88,604.88
Senior Tree Trimmer	\$3,461.47 -	\$4,418.27	\$41,537.60 -	\$53,019.20
Staff Accountant	\$5,267.95 -	\$6,752.79	\$63,215.36 -	\$81,033.42
Supervising Building Inspector	\$5,452.85 -	\$6,993.05	\$65,434.20 -	\$83,916.56
Supervising Public Works Inspector	\$5,452.85 -	\$6,993.05	\$65,434.20 -	\$83,916.56
Support Services Worker	\$2,483.87 -	\$3,170.27	\$29,806.40 -	\$38,043.20
Transit Coach Operator	\$3,005.60 -	\$3,839.33	\$36,067.20 -	\$46,072.00
Transit Dispatcher	\$2,563.60 -	\$3,274.27	\$30,763.20 -	\$39,291.20
Transit Finance Manager	\$5,970.73 -	\$7,666.32	\$71,648.72 -	\$91,995.80
Transit Operations Assistant	\$3,589.73 -	\$4,576.00	\$43,076.80 -	\$54,912.00
Transit Superintendent	\$6,308.08 -	\$8,104.83	\$75,696.92 -	\$97,257.94
Transit Supervisor	\$4,650.82 -	\$5,950.47	\$55,809.78 -	\$71,405.62
Treasury Officer	\$5,977.99 -	\$7,675.76	\$71,735.82 -	\$92,109.16

BUDGET FORMULATION
AND ADOPTION

BUDGET FORMULATION AND ADOPTION

Each year, the City of Simi Valley develops and adopts a balanced budget, which serves as a guide for providing City services. The budget contains detailed goals and objectives, a working financial plan, and financial projections for the departments and agencies that comprise the City's governmental structure.

The City's fiscal year runs from July 1 to June 30. In November, departments and agencies are instructed to identify and submit requests for new positions and position reclassifications to the Human Resources office. Departments are instructed to identify and submit requests for capital office furniture and communications equipment to the Support Services office in early March. Requests for new and non-standard computer hardware and software are due to the Information Services office in early April.

In February, the City Council adopts budget development guidelines, which provide overall direction for development of the Preliminary Base Budget and Supporting Document. Subsequent to the City Council's action, in late February, the Budget Office issues detailed budget development instructions to departments and agencies.

Departments and agencies submit current level expense budgets, requests for budget increases (Policy Items), requests for replacement of equipment items (Capital Asset Requests), and possible budget reductions (Reverse Priority Items) to the Budget Office in early April. Concurrently, the Human Resources office, Information Services office, and Support Services office issue their recommendations for new and reclassified positions, non-standard computer hardware and software, office furniture, and communications equipment. The Budget Office, with assistance from departments and agencies, also develops preliminary revenue projections during this period.

The City Manager and his staff conduct a series of budget review meetings with departments and agencies in April. The City Manager also reviews revenue projections during this period.

A Preliminary Base Budget for all operating and capital improvement funds, containing the current level proposed budget, is prepared and distributed during the last week of May. A Supporting Document that contains line item budget information, Policy Items, Capital Asset Requests, and Reverse Priority Items is also prepared and distributed during the last week of May.

In early June, the Budget Office develops recommendations for City Council consideration, which are submitted in the form of a staff report approved by the City Manager. One or more budget hearings are held by the City Council in June. The adopted budget, which incorporates changes made by the City Council during the budget hearings, goes into effect on July 1.

BUDGET AND FISCAL POLICIES

BUDGET AND FISCAL POLICIES

I) Policy Framework: The following policies have been established by the City Council to guide the administration of the City's budgetary/fiscal functions:

A. The City will adopt and maintain a balanced budget by ensuring that annual operating revenues meet or exceed operating expenses.

B. The City will maintain a prudent General Fund balance to offset economic uncertainty. This balance has been established by City Council policy at 13% of General Fund budgeted expenditures.

C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.

D. One-time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one-time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.

E. One-time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.

II. Budget Development Guidelines: To direct staff in the preparation of the Preliminary Base Budget, the following budget development guidelines have been established by the City Council:

A. Performance objectives will be incorporated in each department's budget, including the result achieved for each

objective established in the prior fiscal year. Performance objectives should emphasize providing and maintaining a high level of service to the City's residents, businesses, and other constituents. The use of measurable performance objectives is encouraged.

B. Line items in the Preliminary Base Budget will not be greater than the current year budget unless full justification is provided. A general inflation factor will not be appropriate justification for any across-the-board increase.

C. Policy Items are to be submitted only for budgetary needs that have previously received support from the City Council or have a significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement. Policy Items will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with detailed justification.

D. Capital Asset Requests, for replacement of capital items, will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with expanded justification.

E. Departments are to develop and prioritize Reverse Priority Items, which are recommendations for reducing expenditures should budget reductions be necessary. These Reverse Priority Items should total 10% of the upcoming fiscal year departmental base budget and should identify impacts on existing programs and service levels if approved.

F. Public participation in the City's budget process is to be encouraged by providing an opportunity for public review and comment on the Preliminary Base Budget.

III. Budget Organization and Administration: The following policies will guide the organization and structure of the City budget:

A. Operating Budget: The City Council will adopt an annual City budget for the ensuing fiscal year (July 1 through June 30) no later than June 30 of each year.

B. Capital Budget: The City will adopt a separate Five-Year Capital Improvement Program by June 30 of each year. This document will identify the City's short- and medium-range capital improvement needs. Projects requested for funding in the ensuing fiscal year are also contained in the Preliminary Base Budget and Supporting Document. The projects proposed for the following four years are provided as information to assist the City Council in making informed budget decisions and to advise them of future capital needs.

IV. Accounting System and Budgetary Control

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

B. The City budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP). Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds.

C. Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised only at the fund level, except for the City's General Fund, where control is exercised at the department level. The City Council has the legal authority to

amend the budget at any time during the fiscal year. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

D. The City's capitalization threshold is \$5,000 for property, plant, equipment, and \$25,000 for infrastructure assets. The assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and depreciated using the straight-line method over their estimated useful lives.

V. Financial Reporting

A. Monthly: Following each month-end close (generally occurring within 15 days of month end), on-line financial statements are available in the City's financial reporting system.

B. First Quarter: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, is submitted to the City Council following the end of the first quarter of each fiscal year.

C. Mid Year: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, as well as projected fiscal year-end results, is submitted to the City Council following the end of the second quarter of each fiscal year.

D. Year End: The City will prepare year-end financial reports as follows:

i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unqualified opinion. (Note: auditors express an unqualified opinion on the client's financial statements when they have no material exceptions as to the fairness of the application of

accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unqualified opinion is the most desirable report from the client's point of view.)

ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.

iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.

VI. User Fees and Rates

A. Purpose: User fees are established by the City Council to achieve the following objectives:

- i. To establish an equitable basis for costing services to the public;
- ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;
- iii. To provide for reasonable cost recovery for providing these services, including the direct cost of providing each service and the indirect costs as identified in the City's Cost Allocation Plan;
- iv. To ensure that fees do not exceed the cost of providing services.

B. Adoption: User fees are adopted biennially by City Council resolution. Any new fees or fee modifications may also be presented to the City Council for consideration on an "as needed" basis.

C. External Review: The City's proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City's goal that proposed user fees are supported by these organizations before being adopted by the City Council.

COST ALLOCATION PLAN

COST ALLOCATION PLAN

The Cost Allocation Plan was developed in order to identify the total program costs of providing municipal services to the citizens of Simi Valley. As is the case with most organizations, both private and public, the costs of providing services or products can be classified into two categories: direct costs and indirect costs. Direct costs are those which can be specifically identified with a particular cost objective, such as street maintenance, police protection, landscape maintenance, public transportation, water services, and sewage treatment. Indirect costs are not readily identifiable with a particular operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective. Common examples of indirect costs are accounting, purchasing, human resources, building maintenance, and utilities. Although indirect costs are generally not readily identifiable with direct operating programs, they are nevertheless incurred by the organization in providing a service or product. As such, if the total costs of a program are to be identified, it is essential that some method be utilized to distribute indirect costs to operating programs.

Theoretically, all indirect costs could be charged directly to specific cost objectives; however, practical difficulties generally preclude such an approach for organizational and accounting reasons. As such, most organizations budget and account for direct and indirect costs separately. However, in order to accurately reflect the total cost of providing a service or product, some methodology of identifying and allocating indirect costs to specific cost objectives must be developed. The purpose of a Cost Allocation Plan is to identify indirect costs and to allocate them to particular cost objectives in a logical and uniform manner.

As direct and indirect costs are generally budgeted separately by organizational unit, the direct and indirect cost concept can be

related to departmental functions. In a municipal enterprise, the cost of agencies or departments that primarily provide services to the public can be considered direct costs and the cost of departments or programs that primarily provide services to the organization can be considered indirect costs. This concept, of service to the public as opposed to service to the organization, is the basis of identifying direct and indirect costs in the City's Cost Allocation Plan.

Based on this identification of direct and indirect costs, an indirect cost rate can be developed. By applying this indirect cost rate against direct program costs, the total cost can be derived. The Cost Allocation Plan provides an overall indirect cost rate for the City as well as unique indirect cost rates for each major program area.

Through the identification of total program costs, the City's Cost Allocation Plan can be utilized as a basic information tool in a number of financial and budgetary decision-making situations. For example, the Cost Allocation Plan can be used to recover the indirect costs associated with administering federal grant programs. Additionally, the Cost Allocation Plan can be used to identify the cost incurred by the City in administering and providing support services to special districts and funds. For example, although the Office of the City Manager, City Attorney, and Department of Administrative Services are organized and budgeted in the General Fund, these departments provide support services to other funds and districts such as Sanitation, Waterworks, Lighting Maintenance, and Transit. The Cost Allocation Plan, by identifying total program costs, can be used to determine this level of support and to reimburse the General Fund through interfund transfers for the indirect costs incurred. The Cost Allocation Plan can also be used in billing for City services and in establishing

service fees designed for cost recovery by ensuring that all costs - direct and indirect - are included in the cost analysis.

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for Fiscal Year 2006-07 is available upon request from the Department of Administrative Services.

ACRONYMS AND ABBREVIATIONS

ACRONYMS AND ABBREVIATIONS

ADA

Americans With Disabilities Act

APCD

Air Pollution Control District

BTC

Business Tenancy Certificate

CAC

Simi Valley Cultural Arts Center

CAFR

Comprehensive Annual Financial Report

CDA

Simi Valley Community Development Agency

CDB

Continuing Education of the Bar

CDBG

Federal Community Development Block Grants Program

CDIAC

California Debt and Investment Advisory Commission

CEQA or C.E.Q.A.

California Environmental Quality Act

CERT

City Emergency Response Team

CHP

California Highway Patrol

CIP

Capital Improvement Program

CIT

Crisis Intervention Team

CLETS

California Law Enforcement Telecommunications System

CMWD

Calleguas Municipal Water District

COA

Simi Valley Council on Aging

CSMFO

California Society of Municipal Finance Officers

DAR

Dial-A-Ride Service

DARE or D.A.R.E

Drug Abuse Resistance Education Program

DBE

Disadvantaged Business Enterprise

DMV

California Department of Motor Vehicles

EIR

Environmental Impact Report

EMA

Emergency Management Assistance Program

EOC

Emergency Operations Center

ERP

Enterprise Resources Program (City of Simi Valley Integrated Financial System)

ESRI

Environmental Systems Research Institute

EVSO

East Valley Office of the Ventura County Sheriff's Department

FBRR

Simi Valley Transit Fare Box Recovery Ratio

FEMA

Federal Emergency Management Agency

FIS

Simi Valley Financial Information System

GFOA

Government Finance Officers Association

GIS

Simi Valley Geographic Information System

HUD

Federal Department of Housing and Urban Development

IACG

Ventura County Inter-agency Coordination Group

LAFCO

Local Agency Formation Commission

LAIF

State Treasurer's Local Agency Investment Fund

LTF

Local Transportation Funds

MCC

Mortgage Credit Certificate Program

MCLE

Minimum Continuing Legal Education

MOU

Memorandum of Understanding

MOW

Meals-On-Wheels Program

NEPA

National Environmental Policy Act

NPDES

National Pollutant Discharge Elimination System

OES

California Office of Emergency Services

PERS

California Public Employees Retirement System

PSA

Police Services Assistant

PSAP

Primary System Answering Point

POA

Simi Valley Police Officers' Association

POST or P.O.S.T.

Police Officer Standardized Training

PSC

Simi Valley Public Services Center

RFP

Request for Proposals

RSOSCA

Rancho Simi Valley Open Space Conservation Agency

SAP

Fully integrated computer business software program used by the City of Simi Valley

SCAG

Southern California Association of Governments

SEP

Simplified Express Permitting

SRO

School Resource Officer Program

SVMC

Simi Valley Municipal Code

SWAT

Special Weapons and Tactics

TARP

Teens At Risk Program

TEA

Tax Equity Allocation

TRAK

Technology to Recover Abducted Kids
System

USEPA

United States Environmental Protection
Agency

VCIJIS

Ventura County Integrated Justice
Information System

VCTC

Ventura County Transportation Commission

VPN

Virtual Private Network

WAN

Wide Area Network

YES

Youth Employment Services Program

GLOSSARY

Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

Anticipated Underexpenditures

An amount that is used to reduce budgeted expenditure amounts to increase the accuracy of year-end fund balance projections.

Appropriation

An authorization made by the City Council that permits the City to incur obligations and to make expenditures. An appropriation is usually limited in amount and as to the time when it may be expended.

Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

Audit

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Bonds

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services. The City of Simi Valley uses a financial plan covering one fiscal year, with adjustments to budget appropriations made at mid-year if necessary.

Budget Supplemental Appropriations

Under City Ordinance, the City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Budget Message

Included in the opening section of the budget, the Budget Message provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendation of the City Manager.

Budget Policies

General and specific guidelines adopted by the City Council that govern budget preparation and administration.

Capital Improvement Program (CIP)

A plan to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

Capital Project Funds

This fund type is used to account for financial resources used in the acquisition or construction of major capital facilities other than those financed by Proprietary Funds.

Certificates of Participation

Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

Debt Instrument

Methods of borrowing funds, including general obligations (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation (COP's), and assessment district bonds. (See Bonds and Revenue Bonds)

Debt Service

Payments of principal and interest on borrowed funds such as bonds.

Debt Service Funds

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

Department

A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Division

A group of cost centers within a department that has responsibility for one or more program areas.

Enterprise Funds

These funds are used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Three enterprise funds have been established by the City: Sanitation, Waterworks, and Transit.

Expenditure

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. An encumbrance is not an expenditure; but rather it reserves funds to be expended at a later date.

Fiscal Year

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$2,500.

Fund

An accounting entity that records all financial transactions for specific activities or government functions. The fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Internal Service and Agency Funds.

Fund Balance

Fund balance is the difference between assets and liabilities.

General Fund

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund.

Goal

A statement of broad direction, purpose, or intent.

Objective

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

Operating Budget

A budget for general expenditures such as salaries, utilities, and supplies.

Reserve

An account used to indicate that a portion of a fund's balance is restricted for a specific purpose and is, therefore, not available for general appropriation.

Revenue

Sources of income that finance the operations of government.

Salary Savings

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. However, past experience indicates that personnel expenditures are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the Salary Savings account is used to account for this factor in preparing fund balance projections.

Special Revenue Funds

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Subventions

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, and gasoline taxes.

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