

Fiscal Year
2018-19



City of Simi Valley
PROPOSED BUDGET

Fiscal Year
2018-19



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PROPOSED BUDGET

CITY OF SIMI VALLEY • PROPOSED BUDGET • FY 2018-19

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May 16, 2018

Dear Members of the City Council/Boards of Directors:

I am presenting the Proposed Budget for Fiscal Year 2018-19. This budget represents the collective attempt by the Budget Officer, the Administrative Services Director, and City Manager's staff to ensure a sustainable and fiscally responsible budget which funds programs in order of value to the community and within available resources.

As has been the case in recent years, and I expect to continue in future years, the budget has been difficult to balance. While revenues are increasing in some areas, others are reduced or taken away. Despite substantive efforts among departments to reduce their variable costs such as supplies, equipment, and training, other costs such as materials and personnel continue to increase in part due to pension costs increasing. In order to streamline our business processes, we continue to invest in technology and training.

Due to the City Council's concerns with the City's financial resources and the continuing pressure that the pension costs are placing on the organization, the City Council appointed a Budget Advisory Committee. Some of the short-term recommendations of the Committee including personnel reductions and limited fee increases are in the proposed budget. As we continue to move forward in the 2018-2019 Fiscal Year, I intend to continue to bring some of the longer term recommendations of the Committee forward to the City Council for consideration at the mid-Fiscal Year review.

The Proposed Budget as presented is balanced via a combination of revenues, a CDA loan repayment, a proposed limited furlough period (which would need to be worked out with employee bargaining groups) during the December holiday period which would result in City Hall being shut down part of the Holiday Season, a combination of freezing positions and elimination of positions, and implementing fees increases on a phased-in approach based on a 2014/15 fee study. Like last year, all City departments submitted draft budgets along with potential policy items and capital asset requests ("adds") and potential reductions ("cuts").

While the above items, have helped to create a Proposed Budget which meets maintaining the 17% Prudent Reserve, I believe that we need to continue to look at and reduce our expenditures as well as continue to look at revenues as we enter the Mid-Fiscal Year Budget review in January 2019.

Items which are recommended for City Council approval are included in this budget document within the department sections and listed under "Budget Adjustments"; those items that were

proposed but which are not included in the budget are shown at the end of the document after the “Supplemental Schedules” tab.

The Proposed Budget seeks to meet the City Council’s objectives and priorities, as well as my own.

FY 2017-18 ACCOMPLISHMENTS

I believe we should all be proud of the many things our hard-working staff has accomplished over the past year as they have continued to work to meet the goals of the City with fewer resources. Below are just a few examples; additional accomplishments are found within each department’s budget pages.

- Cleaned 600 storm drain catch basins equipped with connector pipe screens removing approximately 30 tons of trash, sediment, and landscape debris from entering the storm drain system four times during the year.
- Submitted a successful modification increase request to FEMA providing a 20% discount for the community’s flood insurance premium of \$316,000 per year beginning May 1, 2018.
- Completed the installation of enhanced “ladder” style crosswalks at 46 intersections in school areas and restriping of 19 streets.
- Initiated a re-evaluation of various landscape maintenance district contracts throughout the City in an effort to reduce long-term maintenance and utility costs, and reduce augmentation from the General Fund.
- Removed and replaced over 1,500 feet of damaged sidewalks and 1,000 feet of curb and gutter.
- Completed replacement of 144 high ceiling light bulbs with LED bulbs at the Simi Valley Public Library ("Library").
- Replaced the multi-purpose room floor at the Senior Center.
- Abated over 2,600 violations of the Simi Valley Municipal Code, which resulted in excess of \$10,000 in permit, civil fine, and court adjudicated fine revenue.
- Increased meal service by 7% over the last fiscal year, serving close to 48,000 meals to seniors in our community.
- Maintained an average response time of less than 4.2 minutes for emergency calls and less than 17.7 minutes for routine calls from July 1, 2017 to February 1, 2018.

FY 2017-18 YEAR END

We project to end FY 2017-18 with a positive year-end budget of approximately \$20,000. This compares with the 2017-18 Amended Budget which had a projected year-end deficit of \$108,133. This turnaround is primarily due to many vacant personnel positions being held open throughout the year. This will maintain the General Fund balance at \$35.4 million.

FY 2017-18 General Fund Revenues

Revenues for FY 2017-18 are projected to end at \$67,356,500 which is \$1,586,500 (2.3%) less than budgeted. Property tax revenues are estimated to end 3.9% below budget, Sales tax revenues are estimated to be right near budget, Transient Occupancy Tax is estimated to end the year 5.6% above budget. Other revenue types such as interest income, Business Registration fees, and Plan Check fees are estimated to end the year above budget.

FY 2017-18 General Fund Expenditures

FY 2017-18 total projected expenditures of \$67,336,400 are \$3,416,600 (4.8%) less than budgeted, most of which (\$3.3 million) is the result of staff vacancies and resulting decreases in personnel and benefits costs. Spending on services is also below budget.

FY 2018-19 GENERAL FUND BUDGET

The FY 2018-19 Proposed Budget projects General Fund operating revenues of \$70,524,200 and expenditures of \$72,067,900 or \$1,543,700 more. This difference will be made up by applying the annual CDA loan repayment to the General Fund.

This budget was developed with a focus on my continuing goal toward ongoing fiscal sustainability. By this I mean ensuring that expenditures are within ongoing revenues. This will be a phased transition as the City is still overcoming the losses of redevelopment funding and the restrictions to Transportation Development Act (TDA) funding, and most recently, receiving notice of significantly increased payments to CalPERS over the next five years due to the phased-in lowering of the discount rate and shortening of the amortization period from thirty to twenty years. Budget strategies being taken include:

- Not utilizing any carryovers from prior fiscal years, per City Council's objectives (This had traditionally occurred in the City and was stopped two years ago)
- Not utilizing any funds from the Economic Stabilization Fund consistent with City Council policy.
- Eliminating 3.0 staff FTE positions and freezing for a period of between 3-9 months, an additional 9 staff FTEs. This action may have some impact upon service delivery.

These measures, while difficult, will help to move the budget to ongoing sustainability and will mitigate the impacts of rising personnel costs.

In addition, to the above measures, the City Manager concurs with Budget Advisory Committee's recommendation that we monitor on a quarterly basis and at mid-year we consider other personnel cost reductions.

While this budget includes the elimination of positions to occur in April of 2019, the City Manager intends to work with the employees to attempt to move them to positions that become vacant over the year to avoid the possibility of a layoff in April.

Expenditures in FY 2018-19 are budgeted as follows:

Department	FY 2017-18 Revised Budget	FY 2018-19 Budget	\$ Change
City Admin.	\$3,969,348	\$4,163,300	\$193,952
City Attorney	\$1,311,903	\$1,293,000	(\$18,903)
Admin. Svcs.	\$5,189,919	\$5,090,200	(\$99,719)
Comm. Svcs.	\$5,246,311	\$5,125,000	(\$121,311)
Env. Svcs.	\$5,668,400	\$4,950,900	(\$717,500)
Public Works	\$16,108,356	\$15,482,400	(\$625,956)
Police Dept.	\$34,339,363	\$35,735,400	\$1,396,037
Emergency Svcs.	\$358,700	\$360,400	\$1,700
Non-Dept.	\$5,394,499	\$6,103,700	\$709,200
Transfers Out	\$3,713,400	\$5,308,600	\$1,595,200
Reimbursements	(\$8,917,100)	(\$8,771,600)	\$145,500
Anticipated Salary and Benefit Savings	(\$1,630,000)	(\$2,773,400)	(\$1,143,400)
TOTAL	\$70,753,000	\$72,067,900	\$1,314,900

City staff members are to be commended for showing considerable fiscal restraint. This was not an easy budget and some pain was felt in all departments and operations.

Change in Fund Balance for 2018-19

The City is projected to begin 2018-19 with a General Fund balance of \$35.4 million. As noted above, we end the year balanced through a combination of revenues and a loan repayment. Despite fiscal restraint, we continue to pursue specific goals and City Council priorities, as illustrated below.

FUNDING OUR INFRASTRUCTURE

This budget allocates an investment of \$5.1 million in resources for a variety of projects in our Streets and Roads program. Of that, \$630,000 comes from the General Fund. The primary revenue source now for street repairs is funding from the state gas tax and County/State/Federal grant funds. In addition, the City is using \$405,000 from Community Development Block funds for the City's streets and roads.

The Proposed Budget includes \$2.9 million in funding for the annual minor streets repair program, as well as funds toward the widening of Los Angeles Avenue from the PSC to Los Alamos Canyon Creek, upgrades to traffic signals, and planting trees on the east side of the landfill.

The budget also includes funding for needed facility improvements at the Senior Center, City Hall, Library, and Cultural Arts Center. In addition, the City is purchasing streetlights from Southern California Edison and will retrofit them with modern LED technology to reduce energy and maintenance costs.

INVESTING IN TECHNOLOGY

The 2018-19 budget continues our goals of investing in staff development and technology in order to make operations more efficient. This budget continues the programs started in FY 2014-15 and invests in a new Enterprise Resource Planning (ERP) system to include a new central financial system, budget module, payroll system, and more. Staff has spent hundreds of hours devoted to implementing the new Fiscal module and work has now begun on installing Executime (time keeping), Energov (land development and permitting) with the Utility Billing module to be completed in January 2019 and the Human Resources/Payroll modules to be completed in spring of 2019.

Other technology improvements include the installation of a new VoIP telephone system for the City Hall and other city facilities.

ENSURING PUBLIC SAFETY

Construction is now completed on the Police Training Facility (shooting range), with installation of fencing remaining to be completed in FY2018-19. This facility provides better training for our officers and a decrease in transportation costs and time to train elsewhere, therefore providing for a reduction in overtime costs. The facility also has the potential of generating additional revenue for the city by leasing the range to other law enforcement groups.

This budget includes the purchase of 13 new police vehicles per our rolling replacement schedule for the City's fleet, as well as four new all band radios.

This budget also includes funding for an upgrade to the WiFi infrastructure in the Police Department building to increase the speed and better availability to access and share data with other law enforcement agencies and resources.

STRENGTHENING OUR COMMUNITY

The General Fund budget continues funding for our many community events such as sponsoring the Fourth of July celebration, hosting the Annual Youth Summit, Annual Volunteer Fair, providing Meals on Wheels and Congregate Meals to seniors, hosting over 180 events at the Simi Valley Cultural Arts Center, and providing Household Hazardous Waste events and Water Conservation programs. The budget also includes \$150,000 in Community Grant funding to be used to provide grants to local non-profit groups.

TRANSIT FUND

FY 2018-19 Transit revenues are estimated at \$10,266,600 which is \$3 million above the FY 2017-18 estimated actual amount. These revenues include funding for planned capital projects of \$2.1 million. Projects include enhancing the paratransit dispatching software, upgrades to the Transit Management System, and short range projects that will be brought to City Council for approval once specific needs are determined.

Transit Fund farebox (customer) revenues for FY 2018-19 are estimated at \$365,000. *No local City funding pays for Transit operations; Transit is funded solely by state and federal funds and farebox revenues from riding passengers.*

SANITATION FUND

Sanitation Operations Fund revenues for FY 2018-19 are estimated at \$20,204,200 which is an increase of \$1,346,900 (7.1%) from FY 2017-18 estimated actuals due primarily to a projected increase in service charge revenues. FY 2018-19 Operations Fund estimated expenditures are \$14,330,000 which is 1.3% more than FY 2017-18 Estimated Actuals.

The Sanitation Fund is comprised of three sub-funds, one for operations, one for replacement of sewer line and vehicles, and one for capital upgrades to the plant. Total working capital for all three has dropped from \$23.6 million at end of FY 2010-11 to a projected \$20.5 million at the end of FY 2018-19. However, new sanitation rates have stabilized the Sanitation fund balances by providing new funding to be applied to necessary infrastructure improvements.

WATERWORKS FUND

Waterworks District No. 8 Operations Fund revenues budgeted for FY 2018-19 are \$38,227,800, an increase of \$2,526,900 (7.1%) more than FY 2017-18 estimated actuals, a direct result of rate increases enacted January 1, 2016. Operations Fund budgeted expenditures for FY 2018-19 are \$38,607,700 which is \$2,756,870 (5.4%) greater than FY 2017-18 estimated actuals. This is due to \$1.3 million in the projected increase in the cost of water purchases.

As in Sanitation, revenues had not been keeping pace with expenditures and reserves are declining with an operating deficit of (\$2,372,500) projected for FY 2018-19. Total working capital for Operations, Replacement, and Capital sub-funds in Waterworks has dropped from \$21.7 million at the end of FY 2010-11 to a projected negative (\$2,688,875) end of FY 2017-18.

GANN APPROPRIATION 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. 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.

Each year the City is required to adopt a resolution establishing a limit on its appropriations of tax proceeds. Although tax proceeds are expected to increase in FY 2018-19 as the economy continues to recover, it is anticipated that the City will remain substantially under its legal appropriation limit as it consistently has in recent years.

The FY 2018-19 limit, as well as the prior four years', is shown in the table below.

GANN APPROPRIATION LIMITS			
Fiscal Year	Legal Limit	Appropriations Subject to Limit	Amount Under Limit
2018-19	\$76,595,354	\$59,607,131	\$16,988,223
2017-18	\$73,604,122	\$55,508,800	\$18,095,322
2016-17	\$70,694,934	\$53,025,100	\$17,669,834
2015-16	\$66,625,709	\$53,003,000	\$13,622,709
2014-15	\$63,753,480	\$54,597,700	\$9,155,780

ACCOUNTING AND BUDGETARY CONTROL

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

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

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

Interim financial reports can be generated on demand by operating departments. Typically, comprehensive financial reviews are prepared and submitted to the City Council/Boards of Directors at the first quarter and at mid-year of each fiscal year and are reviewed publicly at regularly scheduled City Council/Boards of Directors meetings. Interim financial reports are made available to the general public upon request. In FY 2017-18, a mid-year report was not prepared as conversion to the new financial system delayed the ability to provide accurate numbers until late in the fiscal year.

CONCLUSION

While we continue to make strides in moving toward a more sustainable budget, the onset of significant increases in CalPERS costs will prove challenging. The reductions in filled staff positions has caused a recognized stress to the organization. It is our difficult task to prioritize the services and programs the City provides and ensure that revenues are sufficient to sustain them in future budgets.

We are benefiting from some tax growth as the local economy strengthens. We are also benefiting from development revenues; though these are limited, the ongoing benefits from property and sales tax will continue long after all major growth is done. The City Council has increased sanitation and water rates, actions that will help to stabilize the fiscal position of those funds and invest in their infrastructure.

Our recent State of the City reflected on the many positives in Simi Valley. Our high credit rating, **prudent reserves in excess of 17%** of expenditures, positive audit results, and budget and financial awards is proof of conservative, thoughtful management. I continue to look forward to working with the City Council on how the City can structure the budget to maintain its financial position.

One difficulty we continue to face is how to address increasing CalPERS pension costs by trying to balance reducing personnel costs with paying at a competitive level to retain and recruit quality personnel.

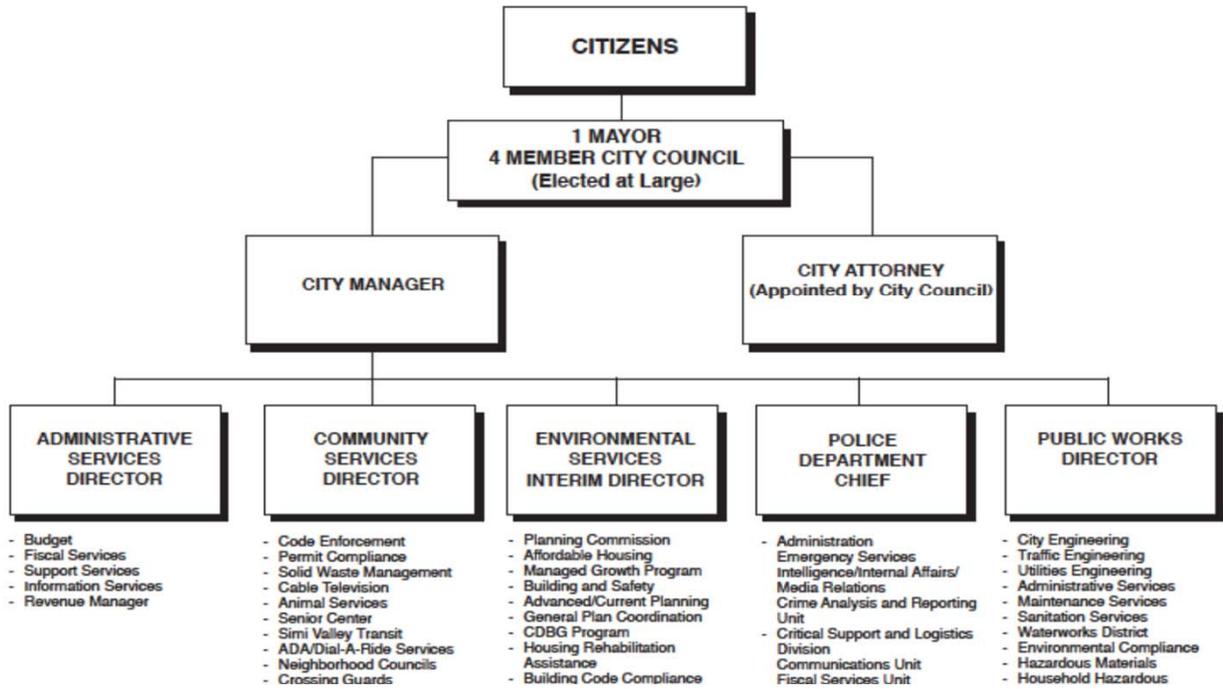
I would like to conclude by thanking all employees in the various departments who diligently worked on the budget and for those providing service to Simi Valley residents on a daily basis. I wish to thank all the departments for their thoughtful approaches to these difficult budget issues again this year and cooperation with our numerous requests. I especially want to thank Carolyn Johnson, Budget Officer; Jody Kershberg, Administrative Services Director; Linda Swan Deputy City Manager; Irene Peterson, Deputy Administrative Services Director/Fiscal Services; Maria Mondala-Duncan, Management Analyst; Lourdes Graney, Graphics Media Coordinator; and Eric Mancilla, Graphics/Support Services Technician, for their work in creating this document.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "E. Levitt", written in a cursive style.

Eric J. Levitt
City Manager

ORGANIZATION of the City of SIMI VALLEY



CITYWIDE SUMMARY OF EXPENDITURES
Expenditures by Fund (including Transfers and Reimbursements)

Fund No.	Fund Title	FY 2017-18		FY 2018-19 Proposed	\$ Budget Change	% Budget Change
		FY 2016-17 Actual	Revised Budget			
100	General Fund	65,040,407	70,753,000	\$ 67,336,400	\$ 70,767,900	\$ 14,900 0.0%
201	Housing Successor Agency	826,324	1,048,700	845,000	1,062,900	\$ 14,200 1.4%
202	Local Housing Fund	22,547	-	-	52,700	\$ 52,700 0.0%
203	CalHome Program Fund	192,475	4,115	4,100	60,000	\$ 55,885 1358.1%
204	HOME Program Fund	181,327	400,200	304,100	400,200	\$ - 0.0%
214	Public Education and Gov't Fund	33,532	1,399,141	98,400	29,100	\$ (1,370,041) -97.9%
215	Gasoline Tax Fund	2,426,967	4,732,732	4,010,673	3,239,500	\$ (1,493,232) -31.6%
216	Gasoline Tax Fund - SB1	-	-	-	2,114,100	\$ 2,114,100 0.0%
233	Bike Lanes Fund	63,168	24,000	24,000	24,000	\$ - 0.0%
238	Local Transportation Fund	4,073,248	7,747,528	4,592,800	7,070,200	\$ (677,328) -8.7%
250	Library Fund	2,272,036	2,751,894	2,167,530	2,213,300	\$ (538,594) -19.6%
260	New Dwelling Fees Fund	70,000	70,000	70,000	70,000	\$ - 0.0%
262	Development Agreement Fund	2,898,518	2,004,300	2,004,300	1,615,300	\$ (389,000) -19.4%
263	Traffic Impact Fees Fund	332,500	124,000	124,000	132,000	\$ 8,000 6.5%
270	Economic Recovery Fund	-	-	1,000,000	-	\$ - 0.0%
280	Forfeited Assets Fund	1,020,845	844,210	151,300	413,700	\$ (430,510) -51.0%
287	Law Enforcement Grants Fund	351,775	372,805	246,500	179,100	\$ (193,705) -52.0%
290	Community Development Block Grant	518,012	510,965	547,200	503,700	\$ (7,265) -1.4%
297	Retiree Benefits Fund	1,734,962	1,314,800	1,314,800	600,000	\$ (714,800) -54.4%
3001	Landscape Augmentation Fund	750,043	760,400	760,400	650,000	\$ (110,400) -14.5%
3002-3499	Landscape Maintenance District No. 1 Funds	1,847,560	1,762,214	1,762,400	1,876,900	\$ 114,686 6.5%
600	Streets and Roads Fund	3,600,278	5,627,163	5,673,260	4,644,100	\$ (983,063) -17.5%
648	Computer Equipment Replacement Fund	590,893	1,277,905	846,000	931,100	\$ (346,805) -27.1%
651	Vehicle Replacement Fund	510,726	786,075	756,075	818,000	\$ 31,925 4.1%
655	Building Improvement Fund	646,663	2,870,594	2,882,594	757,500	\$ (2,113,094) -73.6%
656	Information Systems Capital Fund	664,094	2,316,232	875,500	1,086,800	\$ (1,229,432) -53.1%
660	PD Capital	1,809,184	969,918	998,008	25,000	\$ (944,918) -97.4%
665	City Telephones Capital Project	518,187	1,894,545	1,912,400	-	\$ (1,894,545) -100.0%
667	LED Traffic Light Fund	-	-	1,000,000	-	\$ - 0.0%
700	Sanitation	12,844,832	14,151,019	12,399,455	14,330,000	\$ 178,981 1.3%
701	Sewer Connection Fees Fund	600	174,700	79,700	352,500	\$ 177,800 101.8%
702	Sewer Replacement Reserve	4,485,520	10,342,016	10,546,019	9,404,900	\$ (937,116) -9.1%
750	Transit Fund	7,140,168	10,974,809	155,600	1,844,400	\$ (9,130,409) -83.2%
761	Waterworks District No. 8	35,735,455	36,624,282	35,850,830	38,607,700	\$ 1,983,418 5.4%
762	Water Connection Fees Fund	1,135,228	3,422,582	3,585,146	935,900	\$ (2,486,682) -72.7%
763	Waterworks Replacement Reserve	1,124,479	8,783,303	8,448,650	1,995,600	\$ (6,787,703) -77.3%
803	Liability Insurance Fund	(1,676,442)	1,963,050	2,191,442	1,972,400	\$ 9,350 0.5%
805	Workers' Compensation Insurance Fund	2,380,684	4,287,234	4,287,379	4,087,000	\$ (200,234) -4.7%
807	GIS Operating Fund	171,111	84,436	81,100	134,500	\$ 50,064 59.3%
809	FIS Operating Fund	472,000	131,900	131,900	81,900	\$ (50,000) -37.9%
	TOTALS:	156,809,907	203,306,767	180,064,961	175,083,900	(28,222,867) -13.9%

CITYWIDE SUMMARY OF REVENUES
Revenues by Fund (Including Transfers In)

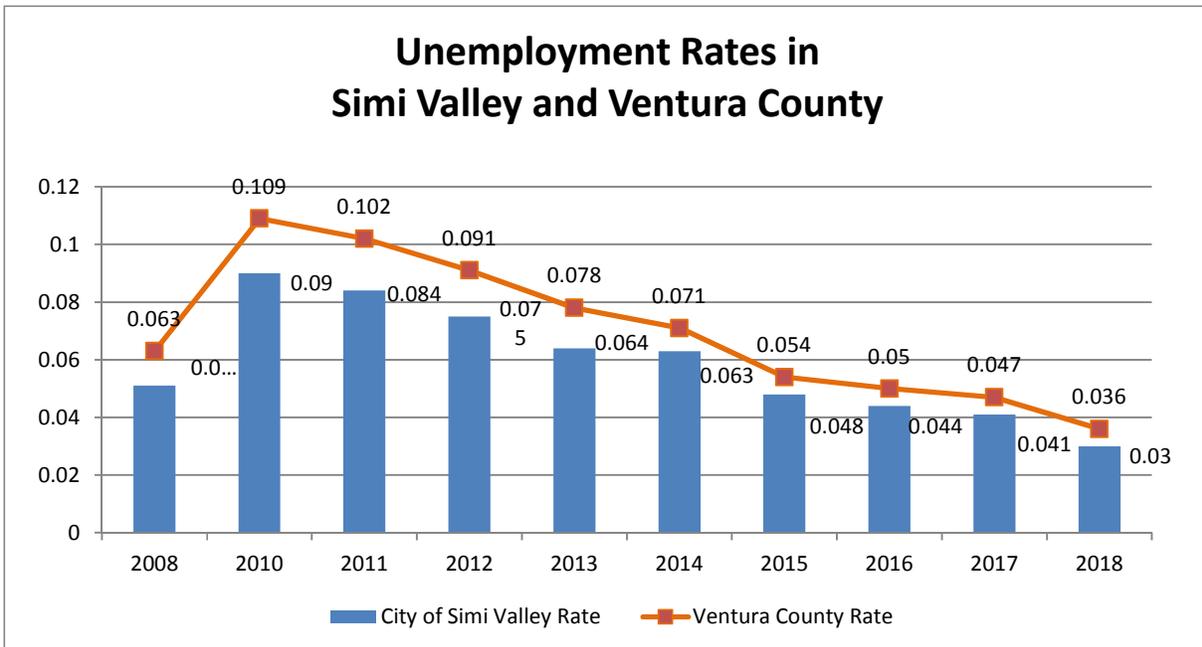
Fund No.	Fund Title	FY 2017-18			FY 2018-19 Proposed	\$ Budget Change	% Budget Change
		FY 2016-17 Actual	Revised Budget	FY 2017-18 Est. Actual			
100	General Fund	\$ 63,656,359	\$ 68,942,991	\$ 66,898,200	\$ 70,524,200	\$ 1,581,209	5.4%
201	Housing Successor Agency	674,273	354,800	144,400	372,500	17,700	158.0%
202	Local Housing Fund	1,184,050	777,300	1,044,700	2,300	(1,042,400)	-99.8%
203	CalHome Program Fund	190,433	-	60,300	-	(60,300)	-100.0%
204	HOME Program Fund	25,400	2,000	305,900	10,000	(295,900)	-96.7%
214	Public Education and Gov't Fund	303,132	276,600	280,000	275,000	(5,000)	-1.8%
215	Gasoline Tax Fund	2,427,000	3,543,000	3,543,000	3,239,500	(303,500)	-8.6%
216	Gasoline Tax Fund - SB 1	-	-	-	2,114,100	2,114,100	0.0%
233	Bike Lanes Fund	51,300	25,100	25,100	25,500	400	1.6%
238	Local Transportation Fund	4,336,800	4,295,800	4,295,800	4,395,400	99,600	2.3%
250	Library Fund	2,387,200	2,443,300	2,436,600	2,467,900	31,300	1.3%
260	New Dwelling Fees Fund	118,200	301,500	301,500	303,700	2,200	0.7%
262	Development Agreement Fund	1,425,200	1,025,000	1,025,000	124,900	(900,100)	-87.8%
263	Traffic Impact Fees Fund	54,600	41,000	41,000	50,000	9,000	22.0%
270	Economic Stabilization Fund	-	-	1,000,000	-	(1,000,000)	0.0%
280	Forfeited Assets Fund	788,700	631,500	145,200	184,700	39,500	27.2%
287	Law Enforcement Grants Fund	351,800	372,800	246,500	179,100	(67,400)	-27.3%
297	Retiree Benefits Fund	1,217,500	1,314,800	1,314,800	1,093,200	(221,600)	-16.9%
3001	Landscape Augmentation Fund	749,795	760,900	760,900	651,200	(109,700)	-14.4%
3002-3499	Landscape Maintenance District No. 1 Funds	1,547,700	1,558,000	1,558,000	1,452,300	(105,700)	-6.8%
600	Streets and Roads Fund	3,014,053	6,572,766	6,515,000	4,644,100	(1,870,900)	-28.7%
648	Computer Equipment Replacement Fund	706,000	598,600	598,600	601,600	3,000	0.5%
651	Vehicle Replacement Fund	-	511,100	498,800	424,600	(74,200)	-14.9%
655	Building Improvement Fund	1,089,400	1,429,000	1,427,800	695,000	(732,800)	-51.3%
656	Information Systems Capital Fund	2,263,300	1,138,500	1,138,500	780,300	(358,200)	-31.5%
660	PD Capital	1,226,600	75,100	75,100	75,500	400	0.5%
665	City Telephones Capital Fund	400,000	-	-	-	-	100.0%
700	Sanitation	17,844,329	18,793,300	18,857,300	20,204,200	1,346,900	7.1%
701	Sewer Connection Fees Fund	1,002,401	(185,000)	215,000	237,500	22,500	10.5%
702	Sewer Replacement Reserve	-	-	-	-	-	0.0%
750	Transit Fund	7,411,248	8,758,737	7,250,430	10,266,600	3,016,170	41.6%
761	Waterworks District No. 8	37,131,481	36,699,500	35,700,900	38,227,800	2,526,900	7.1%
762	Water Connection Fees Fund	294,406	122,000	267,000	125,000	(142,000)	-53.2%
763	Waterworks Replacement Reserve	3,337	3,000	3,000	3,000	-	0.0%
803	Liability Insurance Fund	1,705,230	1,874,300	1,874,300	954,900	(919,400)	-49.1%
805	Workers' Compensation Insurance Fund	4,020,362	4,642,400	4,642,400	4,733,400	91,000	2.0%
807	GIS Operating Fund	110,440	66,900	66,900	67,500	600	0.9%
809	FIS Operating Fund	143,200	142,900	142,900	147,400	4,500	3.1%
	TOTALS:	159,855,229	167,909,494	164,700,830	169,653,900	4,953,070	3.0%

FINANCIAL CONTEXT

In order to understand the City's budget, it is important to understand the overall context and economic conditions in which it is created. This section provides some financial indicators which help to frame this year's budget assumptions and estimates.

Unemployment Rate

As can be seen in the chart below, the unemployment rate in Simi Valley has consistently remained below that in Ventura County. This is an indicator of the strength of the local economy. Unemployment in the City has decreased each year for the past eight years, with a decrease of 0.3% from 2016 to 2017 and a decrease of 1.1% from 2017 to 2018. The current 2018 rate of 3.0% brings the City to a low not seen since before 2006.



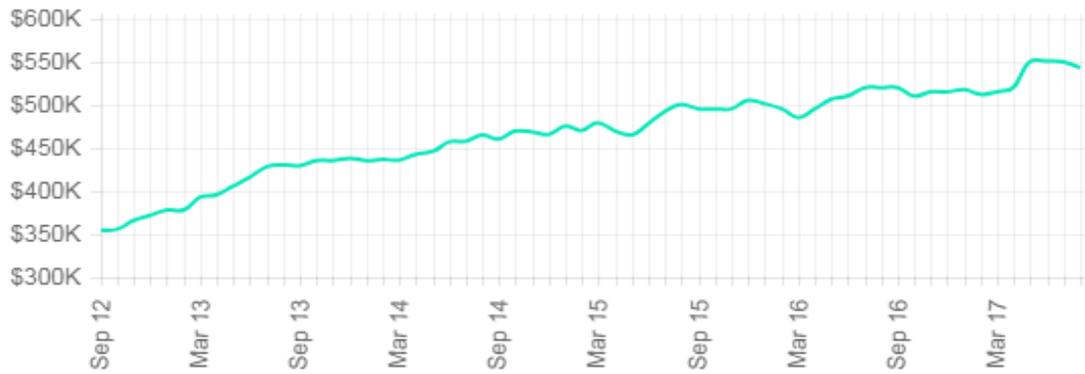
*Source: California Economic Development Department

FINANCIAL CONTEXT (continued)

Real Estate Market

The median sales price for homes in Simi Valley CA for March 2018 was \$569,500. This is an increase of 0.29% over March 2017. The Simi Valley average price per square foot was \$339.

Median Sales Price

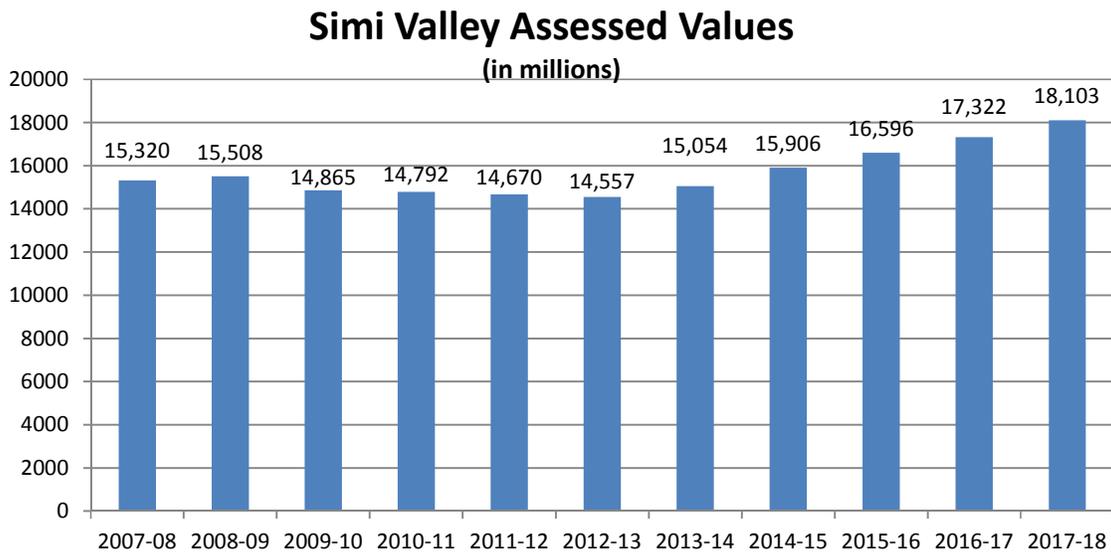


*Source: HDL & Trulia

FINANCIAL CONTEXT (continued)

Simi Valley Assessed Values

The assessed value of property is the basis for property tax, the City's number one revenue source. Thus, fluctuations have a significant impact upon the City's budget. The chart below shows assessed values from the tax roll for the City of Simi Valley since 2007-08. The City's assessed values have increased by 4.3% in 2015-16 from 2014-15, by 4.4% in 2016-17 from 2015-16, and by 4.5% from 2016-17 to 2017-18. This signals a return to strong property values and positive growth for the local economy.



* Source: Ventura County Assessor's Office & HDL

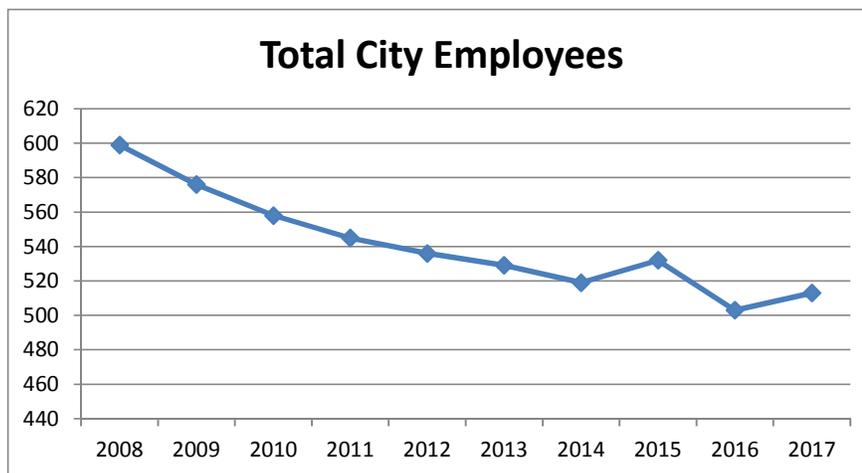
FINANCIAL CONTEXT (continued)

City of Simi Valley Employees by Function

<u>Function</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
General government	68	62	55	57	55	57	57	61	53	58
Community services	35	34	34	32	29	28	29	31	27	24
Planning	60	56	54	51	49	42	40	39	36	36
Public ways and facilities	102	102	97	92	92	89	88	90	87	87
Public safety										
Sworn police personnel	127	122	118	119	123	120	119	123	121	121
Civilians	64	58	57	55	52	52	52	52	49	50
Sanitation	60	54	54	54	53	56	51	54	47	54
Waterworks district no. 8	37	41	43	43	43	44	45	43	45	41
Transit	46	47	46	42	40	41	38	39	38	42
Total	599	576	558	545	536	529	519	532	503	513

NOTE:

1. Totals do not include temporary employees or part-time crossing guards.



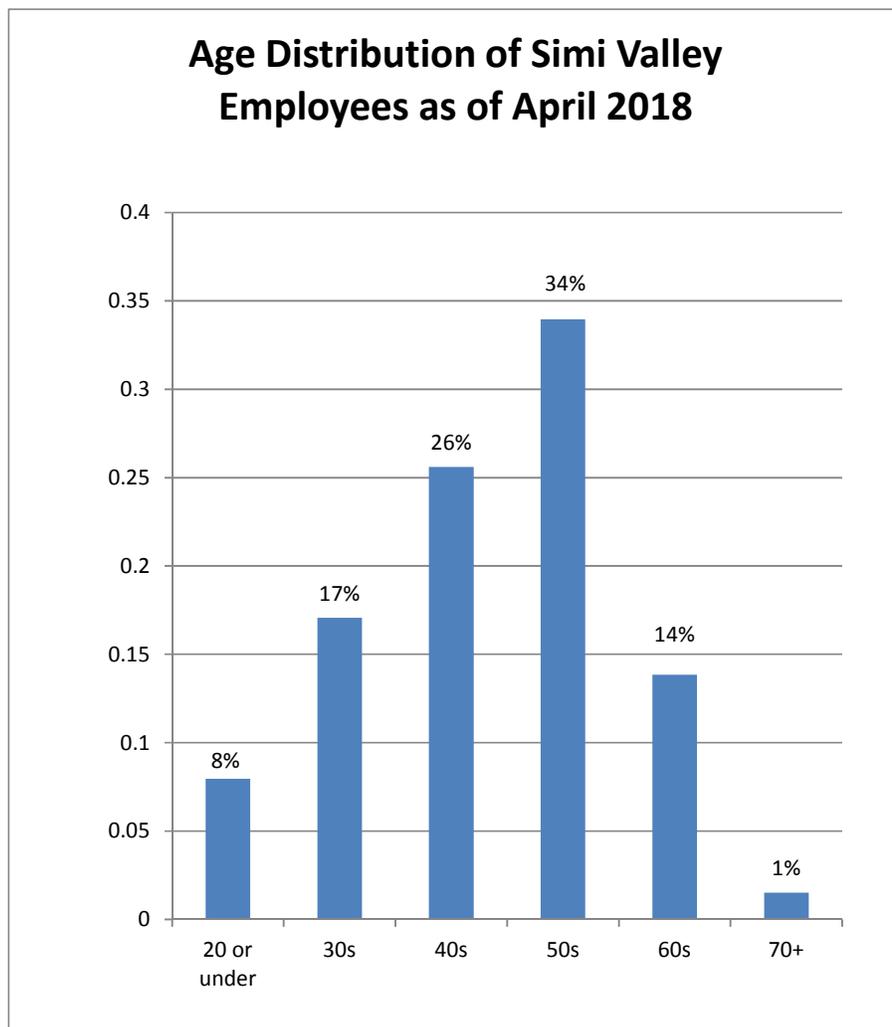
* Source: June 30, 2017 Comprehensive Annual Financial Report

FINANCIAL CONTEXT (continued)

City of Simi Workforce

The City has benefitted from an extremely stable workforce of dedicated staff. Turnover has historically been low. The aging of the workforce does have financial and other impacts.

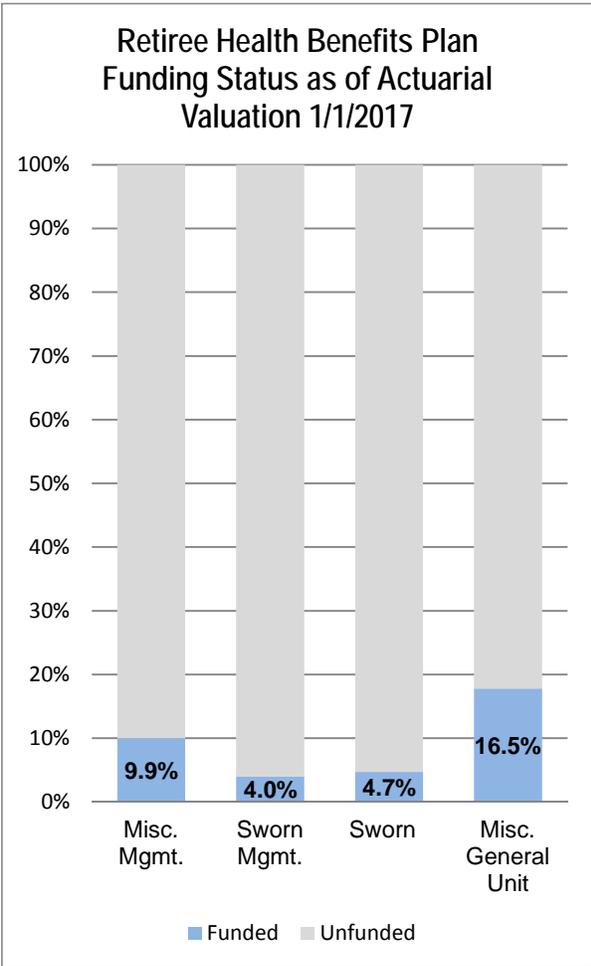
Currently over 49% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement age. Approximately 75% of employees are 40 years of age or above. The City will need to prepare for significant expected future turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, an expanded role for Human Resources, and succession planning.



* Source: City of Simi Valley Human Resources

FINANCIAL CONTEXT (continued)

Retiree Health Benefits Liabilities



The City provides post-retirement health benefits to various employee groups, the amount of which varies with the retiree's years of service, bargaining unit, and requirement of the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA).

As with CalPERS, the City's contributions are invested so that the combination of City contributions and investment returns pay for the future benefits. Although many public agencies fund these benefits on a "pay-as-you-go" basis, experts believe that an 80% funded liability level is a minimum standard for this long-term liability. The City established retiree medical trusts and began setting aside additional funds to address this liability in 2009.

As can be seen in the chart to the left, as of an actuarial valuation from January 2015, the City's retiree benefits funds are between 4.0% and 16.5% funded.

Given the mean employee age of 48, it would be prudent to increase payments above required minimums to the retiree benefits fund in order to ensure coverage for benefit payments as they become due.

In FY 18-19 the City will transfer \$1,300,000 from the trust into the Retiree Benefits Fund in an effort to partially relieve the general fund transfer into the Retiree Benefits Fund and to build up the fund balance.

*Source: 2016-17 Comprehensive Annual Financial Report

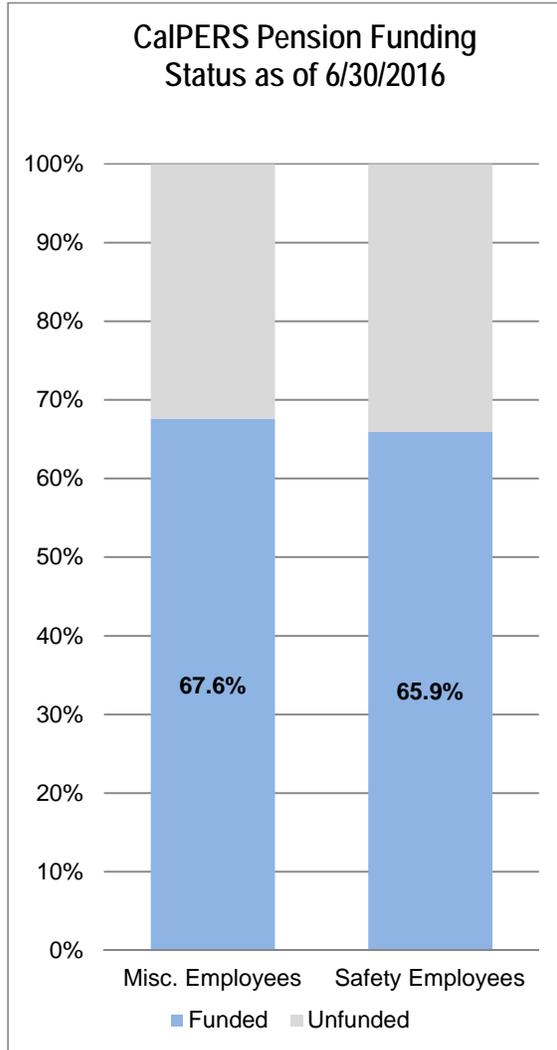
FINANCIAL CONTEXT (continued)

CalPERS Pension Liabilities

Increasingly, public discussion has focused on the level of funding set aside by cities to pay for employee pensions. Because CalPERS pensions are a combination of employee/employer contributions plus market returns (with the latter being the primary funding source), changes in market returns (which can impact the long term liability) are included in the actuarial studies.

The City's strategy is to become 100% funded within 20-30 years. The City of Simi Valley's pension liability for Miscellaneous unit employees as of 6/30/16 was funded at 67.6%, down from 72.2% the prior year. Pensions for Sworn unit employees were funded at 65.9%, down from 70.4% the prior year.

CalPERS changed its funding model in 2014-15 to increase premium rates to account for employee longevity and recover from prior market losses. The City negotiated employee offsets to pension costs, with employees now contributing to their pensions. In addition, recently completed contract negotiations with employee groups resulted in no pay increases for at least two years. This has resulted in a reduction in what otherwise would have been larger increases to the City payment.



CalPERS changed its discount rate and payment methodology in 2017-18, with the City's payments now structured into a flat-rate payment toward the unfunded liability and the variable annual contribution. CalPERS has recently announced the shortening of their amortization period from 30 years to 20 years. This change will significantly impact the City's costs, however the full extent of the change is not determined as of this document's publication date.

Estimated City CalPERS Payments

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Miscellaneous	\$5,860,113	\$6,619,097	\$7,418,346	\$8,089,451	\$8,698,557	\$9,172,836
Safety	\$8,022,924	\$9,233,960	\$10,349,235	\$11,423,492	\$12,347,666	\$13,035,167
Total	\$13,883,037	\$15,853,057	\$17,767,580	\$19,512,943	\$21,046,223	\$22,208,003

* Source: CalPERS Actuarial Valuation as of 6/30/16

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CHANGES IN GENERAL FUND BALANCE

Thanks to the City Council's conservative fiscal practices, the City has reserves far in excess of its stated goal of 17% of operating expenditures (approximately \$12.2 million), and this does not include the separate Economic Recovery Fund with over \$5 million. These reserves will provide necessary cushion for upcoming challenges.

Fiscal Year 2017-18 began with a fund balance of \$35.4 million. We project to end the year with a positive year-end budget (resources over expenditures) of \$20,100. This compares with the 2017-18 Amended Budget which had a projected year-end deficit of \$180,133. This turnaround is primarily due to many vacant personnel positions being held open throughout the year.

The Proposed 2018-19 Budget has been balanced through a variety of expenditure reductions, a \$1,559,800 CDA loan repayment, a combination of freezing some vacant positions for a period of a few months and elimination of positions, and a proposed limited furlough period (which would need to be worked out with employee bargaining groups) during the December holiday period. The City also anticipates saving \$301,000 by prepaying the PERS unfunded liability payment for 2018-19, and has assumed some increased revenue from a gradual increase to City fees, based on a 2014/15 fee study, to eventually reach the goal of an 80% recovery rate.

The City continues to work to stabilize its operating budget and ensure that revenues cover expenditures. Staff reductions, expenditure restraints, and a gradual increasing of fees are all steps taken toward this goal. The City is also anticipating conducting an audit of businesses operating in the City to ascertain that the correct amount of business tax is being paid.

The City's General Fund balance is comprised of three components: the Prudent Reserve For Economic Uncertainty, the Assigned Fund Balance, and the Unassigned Fund Balance. The Prudent Reserve is equivalent to 17% of budgeted expenditures as established by the City Council on May 1, 1995 and revised on August 30, 2010. 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 Assigned Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes and reflects long-term receivables. The Assigned General Fund balance is comprised of an Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations, outstanding balance of advances made from the General Fund to other City funds, and loans receivable from various sources. The Unassigned Fund Balance is the portion that is unrestricted and available for use per City Council directive.

As in previous years, General Fund balance projections reflect anticipated under-expenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For FY 2018-19, the amount is \$2,773,400, based on an analysis of prior years.

**CHANGES IN GENERAL FUND BALANCE
(Funds 100, 102 and 115)**

PRIOR YEAR HISTORY

	ACTUAL <u>2013-14</u>	ACTUAL <u>2014-15</u>	ACTUAL <u>2015-16</u>
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 37,851,948	\$ 36,419,964	\$ 36,640,338
Revenues	\$ 65,089,747	\$ 63,145,137	\$ 64,490,241
Prior Year Surplus	-	-	-
Net Revenues	\$ 65,089,747	\$ 63,145,137	\$ 64,490,241
Expenditures	\$ 66,521,731	\$ 62,924,762	\$ 64,321,971
Anticipated Under expenditures	-	-	-
Net Expenditures	\$ 66,521,731	\$ 62,924,762	\$ 64,321,971
Operating Surplus/(Deficit)	\$ (1,431,984)	\$ 220,375	\$ 168,270
Apply 80% of CDA Loan Repayment	450,400	1,378,400	\$ 1,516,717
ENDING GENERAL GOV'T FUND BALANCE	\$ 36,419,964	\$ 36,640,338	\$ 36,808,608
Prudent Reserve (17% of expenditures)	\$ 11,308,700	\$ 10,697,200	\$ 10,934,700
Assigned Fund Balance	\$ 17,756,844	\$ 16,315,734	\$ 14,738,289
Encumbrance Reserve	\$ 362,700	\$ 300,000	\$ 239,262
CDA Loan Receivable **	8,993,416	7,615,016	6,098,299
Advances to Other Funds (Various)	8,036,390	8,036,380	8,036,390
Loans Receivable (Various)	364,338	364,338	364,338
Unassigned Fund Balance	\$ 7,354,420	\$ 9,627,404	\$ 11,135,619

** Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable. Repayments were approved by the Department of Finance and commenced June 2014.

**CHANGES IN GENERAL FUND BALANCE
(Funds 100, 102 and 115)**

	ACTUAL 2016-17	AMENDED BUDGET 2017-18	ESTIMATED ACTUAL 2017-18	BUDGET 2018-19	PROJECTION 2019-20	PROJECTION 2020-21
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 36,808,608	\$ 35,424,561	\$ 35,424,561	\$ 35,444,661	\$ 33,900,961	\$ 31,317,385
Revenues	\$ 63,656,359	\$ 68,943,000	\$ 67,356,500	\$ 70,524,200	\$ 71,370,965	\$ 72,192,640
Prior Year Surplus	-	-	-	-	-	-
Net Revenues	\$ 63,656,359	\$ 68,943,000	\$ 67,356,500	\$ 70,524,200	\$ 71,370,965	\$ 72,192,640
Expenditures	\$ 65,040,407	\$ 70,753,133	\$ 67,336,400	\$ 72,067,900	\$ 73,954,541	\$ 75,917,468
Prepay 2017-18 Debt Service	-	-	-	-	-	-
Anticipated Under expenditures	-	(1,630,000)	-	-	-	-
Net Expenditures	\$ 65,040,407	\$ 69,123,133	\$ 67,336,400	\$ 72,067,900	\$ 73,954,541	\$ 75,917,468
Operating Surplus/(Deficit)	\$ (1,384,047)	\$ (180,133)	\$ 20,100	\$ (1,543,700)	\$ (2,583,576)	\$ (3,724,828)
Apply 80% of CDA Loan Repayment	\$ 1,378,480	\$ -	\$ -	\$ 1,599,800	\$ 1,400,000	\$ 1,200,000
ENDING GENERAL GOV'T FUND BALANCE	\$ 35,424,561	\$ 35,244,428	\$ 35,444,661	\$ 33,900,961	\$ 31,317,385	\$ 27,592,557
Prudent Reserve (17% of expenditures)	\$ 11,056,900	\$ 12,028,000	\$ 11,447,200	\$ 12,251,500	\$ 12,572,300	\$ 12,906,000
Assigned Fund Balance	\$ 14,402,604	\$ 14,402,604	\$ 14,402,604	\$ 12,740,104	\$ 11,340,104	\$ 10,140,104
Encumbrance Reserve	\$ 362,700	\$ 362,700	\$ 362,700	\$ 300,000	\$ 300,000	\$ 300,000
CDA Loan Receivable **	5,693,346	5,693,346	5,693,346	4,093,546	2,693,546	1,493,546
Advances to Other Funds (Various)	8,036,380	8,036,380	8,036,380	8,036,380	8,036,380	8,036,380
Loans Receivable (Various)	310,178	310,178	310,178	310,178	310,178	310,178
Unassigned Fund Balance	\$ 9,965,057	\$ 8,813,824	\$ 9,594,857	\$ 8,909,357	\$ 7,404,981	\$ 4,546,453

** Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable. Repayments were approved by the Department of Finance and commenced June 2014.

FIVE-YEAR GENERAL FUND PROJECTION

The City of Simi Valley developed a Five-Year General Fund Financial Projection during FY 2007-08 when it appeared that a weakening economy would result in substantially reduced revenue and require expenditure reductions in order to continue providing an adequate level of service to the public without utilizing its financial reserves for ongoing operations. The projection enabled the City Council and staff to look forward beyond the current budget year in order to identify potential financial issues in future years and to begin to study and develop solutions. The projection has also allowed the City Council to evaluate the impact of revenue reductions, the expense associated with desired new programs of public benefit, and the likely cost to comply with requirements that might be placed on the City by regulatory agencies.

The City Council appointed a five member Budget Advisory Committee to advise the city on various budget issues. The Committee presented their findings regarding fiscal financial issues and/or concerns for the upcoming fiscal year and into the future, at the May 7, 2018 City Council meeting. The FY2018-19 budget contains some of their recommendations, such as an increase in fees and conducting an audit of businesses operating in the City to ascertain that the correct amount of business tax is being paid. The City is doing due diligence with regards to revenue collection in order to protect and improve the City's financial condition.

The Five-Year General Fund Financial Projection and related analyses show that the City faces serious challenges in the coming years. A recent change in the discount rate and payment methodology for the CalPERS Pension Fund will result in a 60% increase in PERS costs to the City's General Fund from 2018-19 to 2023-24, equating to an increase of over \$8.3 million from the current level based upon staff's best estimates at this time. This will present a significant challenge to the City's finances.

The City Manager and staff continue to take aggressive action to improve the City's long-term financial position although typical cost reductions are becoming more difficult. Staff positions have been eliminated or are being held vacant. Utility and energy improvements have been undertaken which will pay for themselves through cost savings. A review of all programs and services for value to the community has been undertaken.

The forecast shown here includes projections for most revenue types with a conservative 1% - 2% per year inflationary growth. Projections on the expenditure side include 2% growth in personnel costs for the first two years followed by a 5% increase in year three, a 9% growth in materials and supplies based on a combination of past experience and an inflationary growth, and 1% - 2% inflationary growth for most other expenditure types.

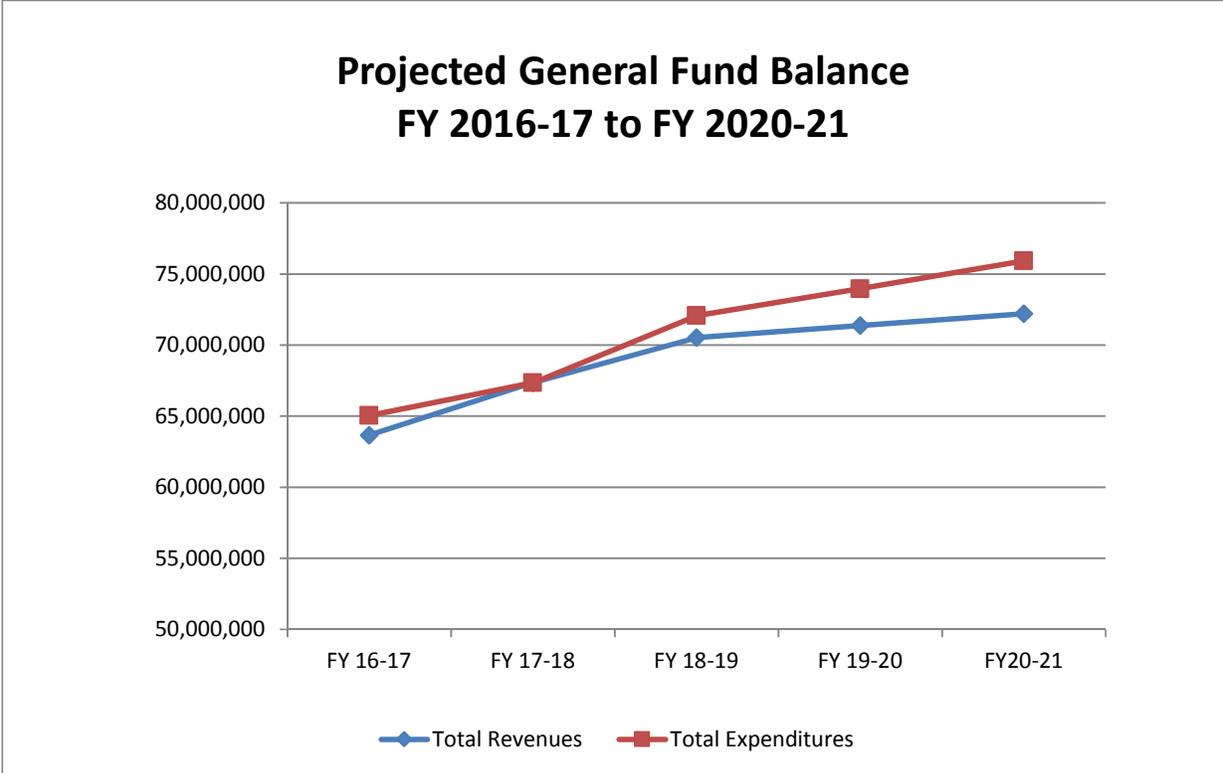
The Budget Advisory Committee will continue to meet and discuss fiscal issues and potential solutions and will continue to bring forth financial solutions to the City Council.

FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION

SUMMARY REVENUES AND EXPENDITURES DATA

	ACTUAL 2016-17	ESTIMATED ACTUAL 2017-18	BUDGET 2018-19	PROJECTION 2019-20	PROJECTION 2020-21	PROJECTION 2021-22
REVENUES						
Taxes And Franchises	\$54,475,715	\$ 55,840,200	\$ 58,445,600	\$59,030,056	\$59,620,357	\$60,216,560
Licenses And Permits	2,158,209	2,361,700	2,482,000	2,606,100	2,736,405	2,873,225
Fines And Forfeitures	403,841	536,800	550,000	555,500	561,055	566,666
Use Of Money & Property	378,848	776,500	814,000	830,280	846,886	863,823
From Other Governments	293,564	246,600	245,000	245,000	245,000	245,000
Grants	245,115	269,400	213,100	213,100	213,100	213,100
Service Charges	1,553,054	2,331,900	2,308,700	2,331,787	2,355,105	2,378,656
Other Revenues	811,280	1,332,300	1,597,400	1,613,374	1,629,508	1,645,803
Transfers In	3,336,721	3,661,100	3,868,400	3,945,768	3,985,226	4,025,078
Total Revenues	\$63,656,347	\$ 67,356,500	\$ 70,524,200	\$71,370,965	\$72,192,640	\$73,027,911
EXPENDITURES						
Personnel	57,472,981	58,888,500	61,600,000	\$62,832,000	\$64,088,640	\$67,293,072
Supplies/Materials	5,248,675	6,012,700	6,089,400	6,637,446	7,234,816	7,885,950
Services	6,021,826	7,571,400	7,778,500	7,856,285	7,934,848	8,014,196
Capital Outlay	64,354	67,500	63,000	63,630	64,266	64,909
Transfers to Other Funds	5,275,306	3,713,400	5,308,600	5,414,772	5,523,067	5,633,529
Reimbursed Expenses	(9,042,735)	(8,917,100)	(8,771,600)	(8,859,316)	(8,947,909)	(9,037,388)
Total Expenditures	65,040,407	\$67,336,400	\$72,067,900	\$73,944,817	\$75,897,729	\$79,854,267
Balance	(\$1,384,060)	\$20,100	(\$1,543,700)	(\$2,573,852)	(\$3,705,088)	(\$6,826,357)

FIVE-YEAR GENERAL FUND PROJECTION



GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. FY 2018-19 General Fund Revenues are projected to be \$1.3 million more (2.4%) than FY 2017-18 revised budget amounts.

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

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

Detailed revenue projections for sources of revenue within each category reflect only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change, due to the condition of the national and state economy. Projections for each source of revenue are contained in the General Fund Revenue schedule on the following pages. This schedule provides actual revenue data for FY 2016-17, budgeted and estimated actual revenue data for FY 2017-18, and budgeted revenue for FY 2018-19.

FY 2018-19 revenue estimates were developed using a variety of methods. An auditing and consulting service was employed to assist with developing sales and property tax estimates, on which were added City-generated growth revenue projections. 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 were utilized to estimate future revenues passed through from the State of California.

GENERAL FUND REVENUES (continued)

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources is projected to increase by \$1,383,100 (2.4%) over the 2017-18 Revised Budget to \$58,445,600 in FY 2018-19. Property tax revenues are projected to increase by \$1,056,100 due to ongoing improvements in assessed values and local development growth.

FY 2018-19 Transient Lodging Tax revenues are projected to increase by \$150,000 over the FY 2017-18 revised budget, due to a strong outlook for business and leisure travel.

Licenses and Permits

This category is projected to decrease by \$493,300 (-16.6%) from 2017-18 revised budget. This is the result of adjusting budgets to more closely align with past year's actuals. The major revenue sources in this category are Building Permits and Plan Check Services.

Fines and Forfeitures

This revenue category is comprised of Vehicle Code Fines, Parking Citations, and Graffiti Citations. FY 2018-19 Fines and Forfeitures revenues are projected to decrease by \$60,000 from the FY 2017-18 revised budget. This is the result of adjusting budgets to more closely align with past year's actuals.

Use of Money and Property

This category is projected to increase by \$359,600 (79.1%) in FY 2018-19 mostly due to interest rate improvements.

Revenues From Other Governments

The category is projected to decrease by \$26,000 (-9.6%) in FY 2018-19 due to a reduction in both SB90 reimbursements from the State for unfunded mandates as well as a reduction in sworn officer POST training reimbursements.

Grants

Grant revenues are projected to decrease by \$14,600 (-6.4%) in FY 2018-19. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities.

Service Charges

This category of revenue sources, generated from the local economy, primarily from land development activity, is projected to increase by \$139,900 (6.5%) in FY 2018-19 over the FY 2017-18 revised budget. This is primarily due to gradual increasing revenue from Police Department fees, Plan Check fees and Inspection fees.

GENERAL FUND REVENUES (continued)

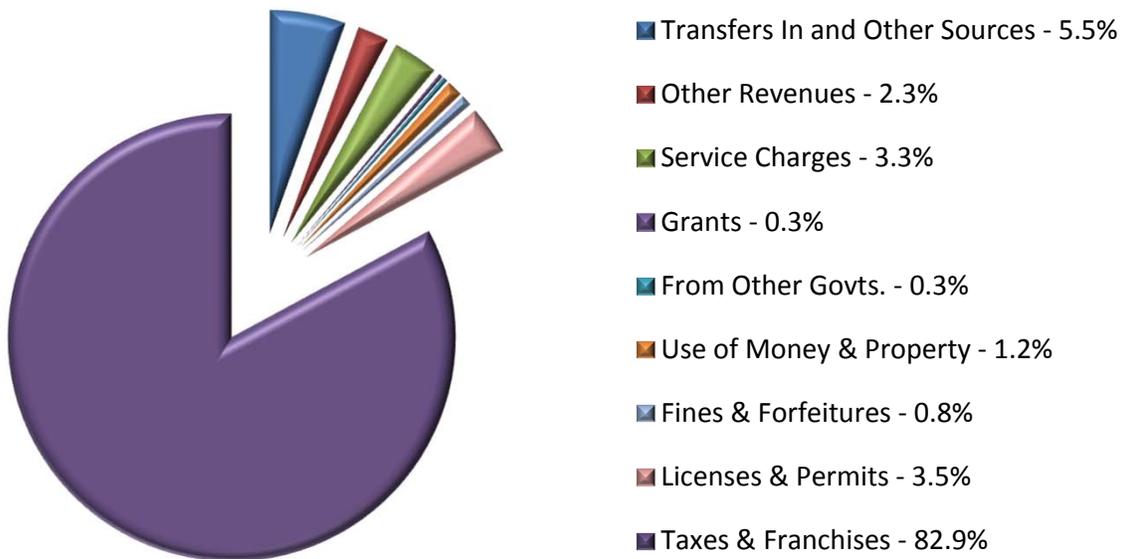
Other Revenues

Other Revenues, also generated from the local economy, are projected to increase by \$85,200 (5.6%) in FY 2018-19 due to anticipated increases in revenue from power sales back to the grid from to the City's solar panels.

Transfers In

This revenue category is projected to increase by \$207,300 (5.6%) in FY 2018-19 mostly due to an increase in gas tax revenue.

**FY 2018-19 General Fund Resources
\$70,524,200**



GENERAL FUND REVENUE SUMMARY

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
TAXES & FRANCHISES					
31101 Property Taxes	\$ 28,834,375	\$ 30,174,300	\$ 29,000,000	\$ 31,230,400	3.5%
31111 Sales and Use Taxes	16,842,335	17,815,200	17,815,200	17,815,200	0.0%
31112 Transient Lodging Tax	1,809,016	1,800,000	1,900,000	1,950,000	8.3%
31113 Franchise Taxes	4,449,496	4,600,000	4,600,000	4,600,000	0.0%
31114 Business Tax Receipts	1,787,587	1,948,000	1,800,000	2,125,000	9.1%
31115 Documentary Transfer Tax	752,906	725,000	725,000	725,000	0.0%
	\$ 54,475,715	\$ 57,062,500	\$ 55,840,200	\$ 58,445,600	2.4%
LICENSES & PERMITS					
32301 Building Permits	\$ 1,318,514	\$ 2,046,300	\$ 1,331,100	\$ 1,555,000	-24.0%
32302 Permit Records Retention	4,272	12,000	12,000	12,000	0.0%
32303 Plan Check Services	664,392	877,000	730,000	695,000	-20.8%
32402 Encroachment Permits	113,077	10,000	198,600	150,000	1400.0%
32604 Other Licenses & Permits	57,954	30,000	90,000	70,000	133.3%
	\$ 2,158,209	\$ 2,975,300	\$ 2,361,700	\$ 2,482,000	-16.6%
FINES & FORFEITURES					
33501 Vehicle Code Fines	\$ 387,298	\$ 490,000	\$ 400,000	\$ 412,000	-15.9%
33502 Parking Citation	16,543	120,000	136,800	138,000	15.0%
	\$ 403,841	\$ 610,000	\$ 536,800	\$ 550,000	-9.8%
USE OF MONEY & PROPERTY					
34001 Interest on Investments	\$ 145,935	\$ 220,000	\$ 542,100	\$ 549,600	149.8%
34101 Rents & Leases	51,318	88,000	88,000	118,000	34.1%
34104 DMV Lease	144,884	146,400	146,400	146,400	0.0%
34206 Senior Center Rental	36,711	-	-	-	0.0%
	\$ 378,848	\$ 454,400	\$ 776,500	\$ 814,000	79.1%
REVENUES FROM OTHER GOVERNMENTS					
35101 Motor Vehicle In Lieu	\$ 56,969	\$ 65,000	\$ 65,000	\$ 65,000	0.0%
35501 POST Reimbursements	25,471	53,000	48,600	42,000	-20.8%
35502 911 Reimbursements	3,000	3,000	3,000	3,000	0.0%
35601 Homeowners Subvention	152,481	125,000	125,000	125,000	0.0%
35602 SB 90 Claims	55,643	25,000	5,000	10,000	-60.0%
	\$ 293,564	\$ 271,000	\$ 246,600	\$ 245,000	-9.6%
GRANTS					
36001 Federal Assistance	\$ 166,557	\$ 155,800	\$ 143,900	\$ 141,400	-9.2%
36005 Local Assistance	-	-	50,600	-	0.0%
36210 Curbside Recycling Reimb.	32,143	31,900	31,900	31,700	-0.6%
36340 Household Waste	41,440	40,000	43,000	40,000	0.0%
36601 Other Grants	4,975	-	-	-	0.0%
	\$ 245,115	\$ 227,700	\$ 269,400	\$ 213,100	-6.4%

GENERAL FUND REVENUES (continued)

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
SERVICE CHARGES					
37001 Duplication Services	\$ 3,841	\$ 4,800	\$ 3,100	\$ 3,100	-35.4%
37002 Maps & Publications	2,595	5,100	5,000	5,000	-2.0%
37003 Returned Check (NSF) Charges	592	700	500	500	-28.6%
37004 Passports	24,275	27,000	24,000	-	-100.0%
37101 Program Participation	7,000	12,000	-	-	-100.0%
37103 Business Registration Fees	181,228	140,000	185,000	185,000	32.1%
37299 Other Community Service Fees	1,425	336,200	12,200	436,300	29.8%
37301 Planning Fees	440,842	657,800	400,000	490,800	-25.4%
37303 Permit Automation/GIS Mapping	53,817	33,500	53,500	43,500	29.9%
37401 Engineering Fees	5,097	5,000	5,000	5,000	0.0%
37402 Soils/Hydrology	132,147	182,700	179,200	193,500	5.9%
37403 Slurry Seal Fees	935	5,000	5,000	5,000	0.0%
37404 Plan Check Fees	259,118	292,300	540,000	322,500	10.3%
37405 Inspection Service Fees	194,841	233,900	579,900	279,500	19.5%
37406 Waste Management	32,919	32,800	32,800	33,600	2.4%
37410 Services Charges	-	32,500	32,500	32,500	0.0%
37411 County Landscape Charges	32,924	35,500	35,500	35,500	0.0%
37432 Environmental Compliance Program	1,341	1,000	1,700	1,500	50.0%
37499 Other Public Works Fees	605	1,000	1,000	1,000	0.0%
37501 Police Reports	3,123	3,300	2,800	2,600	-21.2%
37502 Police Photos	77	-	-	-	0.0%
37504 Alarm Fees	54,107	46,800	85,500	85,500	82.7%
37505 Emergency Response / DUI	9,603	4,900	13,900	13,000	165.3%
37599 Other Police Dept. Fees	108,534	75,000	133,800	133,800	78.4%
37699 Other Service Charges	2,068	-	-	-	0.0%
	\$ 1,553,054	\$ 2,168,800	\$ 2,331,900	\$ 2,308,700	6.5%
OTHER REVENUES					
38001 Sale of Surplus	\$ 13,953	\$ 17,000	\$ 8,000	\$ 11,000	-35.3%
38003 Miscellaneous	14,074	13,600	13,500	257,800	1795.6%
38004 Damage Recovery	18,996	44,000	45,000	38,000	-13.6%
38006 Jury/Witness Fee	10,807	8,500	8,100	7,300	-14.1%
38007 Rebates	8,182	582,700	432,300	302,800	-48.0%
38010 Landfill Facility Agreement Fee	212,623	202,900	202,900	220,000	8.4%
38015 Sale of Land	-	-	-	200,000	0.0%
38050 Contributions/Donations	304,084	333,500	313,000	303,000	-9.1%
38201 Meals-On-Wheels	38,455	29,000	37,700	29,000	0.0%
38203 Cultural Arts Reimbursement	92,171	127,500	149,600	153,500	20.4%
38401 Developer Contributions	-	100,000	-	-	-100.0%
38408 Storm Water Mgmt. Assessment	77,428	40,000	70,000	60,000	50.0%
38409 Storm Water Program Fees	19,082	12,000	25,700	15,000	25.0%
38501 Unclaimed Property	1,425	1,500	26,500	-	-100.0%
	\$ 811,280	\$ 1,512,200	\$ 1,332,300	\$ 1,597,400	5.6%

GENERAL FUND REVENUES (continued)

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
TRANSFERS IN					
39215 Transfer from Gas Tax	\$ 2,426,967	\$ 2,809,800	\$ 2,809,800	\$ 3,239,500	15.29%
39231 Transfer from Prop 1B Transp. Bond	85	-	-	-	0.00%
39260 Transfer from New Dwelling Fee	70,000	70,000	70,000	70,000	0.00%
39262 Transfer from Development Agreements	0	200,000	200,000	300,000	50.00%
39280 Transfer from Forfeited Assets	0	71,100	71,100	0	-100.00%
39285 Transfer from State SLESF	263,348	120,000	120,000	190,000	58.33%
39287 Transfer from Law Enforcement Grants	99,770	140,200	140,200	19,500	-86.09%
39400 Transfer from Reserve	98,702	-	-	-	0.00%
39500 Transfer from Debt Service	2,849	-	-	-	0.00%
39655 Transfer from Public Facility Improvement	125,000	-	-	-	0.00%
39920 Transfer from Sagency-CDA/Admin	250,000	250,000	250,000	49,400	-80.24%
	\$ 3,336,721	\$ 3,661,100	\$ 3,661,100	\$ 3,868,400	5.66%
TOTAL REVENUES	\$ 63,656,347	\$ 68,943,000	\$ 67,356,500	\$ 70,524,200	2.29%

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, *General Fund Expenditure Summary*, 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.

The summary schedule entitled, *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.

The *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.

General Fund departmental budget sections contain charts showing the breakdown of expenditures among cost centers or divisions, and organization charts. Each department cost center is highlighted showing expenditures, and narratives. The narratives include a description of the responsibilities of the department and its divisions, FY 2017-18 accomplishments and FY 2018-19 goals and budget impacts. The budget schedules contain financial data by appropriation account with subtotals for personnel costs, supplies/materials, services, and capital outlay.

Certain recurring annual expenses such as utility costs, postage, telephone and radio communication expense, city-wide subscriptions and dues, software maintenance contracts, 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.

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GENERAL FUND EXPENDITURE SUMMARY

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
PERSONNEL					
41010 Regular Salaries	\$ 32,021,350	\$ 35,673,800	\$ 32,555,700	\$ 35,615,900	-0.2%
41020 Temporary Salaries - PR Only	304,339	338,500	288,200	425,300	25.6%
41030 Boards and Commissions	33,912	32,600	32,600	32,600	0.0%
41040 Overtime	3,571,553	2,857,400	4,003,500	3,511,100	22.9%
41050 Outside Assistance	38,216	62,100	207,700	-	-100.0%
41200 Deferred Comp - 401k	208,889	226,500	215,700	286,300	26.4%
41210 Deferred Comp - 457	74,677	87,200	94,000	168,400	93.1%
41300 Vision Care	90,146	97,000	92,800	95,600	-1.4%
41350 Disability	221,378	242,700	248,900	239,700	-1.2%
41400 Group Insurance/Health	543,807	631,100	587,700	650,100	3.0%
41415 Flex Benefits	5,757,884	6,781,900	6,250,800	7,016,300	3.5%
41420 CalPERS Health Admin Fee	21,671	20,100	19,800	22,300	10.9%
41450 Life Insurance	69,432	74,500	77,100	78,900	5.9%
41500 Group Insurance/Dental	403,285	434,900	411,100	442,900	1.8%
41550 Section 125 Administration Fee	1,770	1,800	2,200	2,500	38.9%
41600 Retirement (PERS)	9,318,003	10,658,300	8,728,900	11,344,200	6.4%
41610 Retirement (PARS)	170,000	159,400	159,400	120,000	-24.7%
41620 Retirement (HRA)	186,363	215,000	190,900	237,800	10.6%
41650 Medicare Tax	533,448	633,300	562,100	622,000	-1.8%
41660 FICA	25,630	44,200	27,000	37,800	-14.5%
41800 Annual Leave Payout	1,058,316	1,000,000	1,000,000	1,300,000	30.0%
41700 Workers' Compensation	3,051,700	3,560,300	3,132,400	3,176,000	-10.8%
41860 Salary Reimbursements	(232,788)	-	-	(159,600)	0.0%
41900 Salary Savings	-	(800,000)	-	(3,165,100)	295.6%
41950 Benefits Savings	-	(830,000)	-	(501,000)	-39.6%
Subtotal - Personnel	57,472,981	62,202,600	58,888,500	61,600,000	-1.0%
SUPPLIES & MATERIALS					
42100 Utilities	1,913,903	1,540,200	1,966,000	1,666,000	8.2%
42130 Postage	53,669	61,500	61,500	61,500	0.0%
42150 Communications	566,156	923,300	914,800	1,196,800	29.6%
42200 Computer - Non Capital	787	25,500	26,900	4,000	-84.3%
42230 Office Supplies	50,893	67,700	69,200	68,700	1.5%
42235 Furnishings & Equip - Non Capital	32,119	36,700	42,800	78,600	114.2%
42300 Copiers	102,502	106,300	106,300	136,000	27.9%
42310 Rentals	14,012	24,400	20,400	14,900	-38.9%
42410 Uniform/Clothing	305,926	425,000	387,000	437,800	3.0%
42420 Special Departmental Expense	271,093	161,100	160,600	204,600	27.0%
42440 Memberships and Dues	136,751	149,000	145,800	154,200	3.5%
42450 Subscriptions and Books	25,037	28,000	22,100	30,500	8.9%
42460 Advertising	42,688	39,200	45,800	40,900	4.3%
42500 Fuel and Lubricants	419,966	460,700	505,000	505,200	9.7%
42510 Tires	63,367	61,400	61,800	61,400	0.0%
42550 Small Tools/Equipment	9,541	9,400	10,200	9,400	0.0%
42560 Operating Supplies	778,550	953,200	949,600	863,100	-9.5%

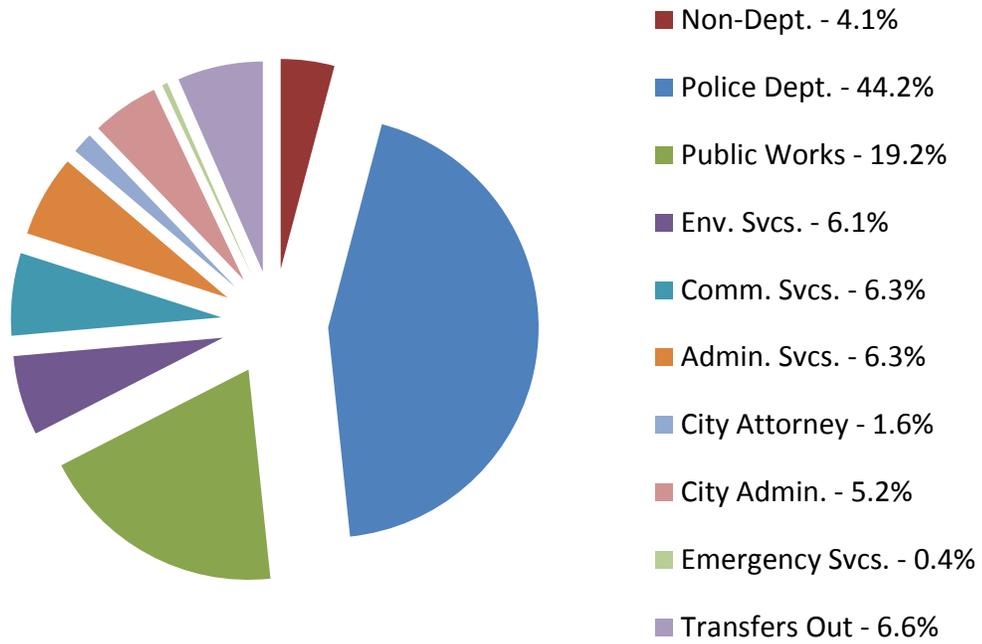
GENERAL FUND EXPENDITURES (continued)

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
SUPPLIES & MATERIALS (continued)					
42720 Travel, Conferences, Meetings	\$ 117,592	\$ 148,700	\$ 130,700	\$ 157,600	6.0%
42730 Training	97,151	143,400	128,400	121,300	-15.4%
42760 POST Training	118,134	114,800	110,000	100,000	-12.9%
42770 Recruitment	22,934	42,600	37,700	63,000	47.9%
42780 Investigations	15,884	9,000	13,500	9,000	0.0%
42790 Mileage	89,653	99,400	96,000	102,900	3.5%
43010 Liability Insurance Premiums	367	2,000	600	2,000	0.0%
Subtotal - Supplies/Materials	5,248,675	5,632,500	6,012,700	6,089,400	8.1%
SERVICES					
44010 Professional/Special Services	1,159,426	1,513,700	1,502,800	1,523,000	0.6%
44012 Outside Legal	26,529	76,600	64,500	91,500	19.5%
44015 COV Admin Fee	196,529	225,000	225,000	225,000	0.0%
44130 Rehab Assistance	3,295	-	-	-	0.0%
44210 Animal Regulation	354,009	775,300	441,100	775,300	0.0%
44310 Maintenance of Equipment	951,013	1,682,400	1,666,300	1,436,800	-14.6%
44410 Maintenance Building/Grounds	550	-	-	-	0.0%
44450 Landscape Maintenance Contract	905,436	1,028,100	1,028,100	1,028,100	0.0%
44460 Tumbleweed Abatement	-	1,500	1,500	5,000	233.3%
44490 Other Contract Services	1,394,717	1,693,100	1,583,700	1,621,300	-4.2%
44491 FIS Operations	75,100	75,100	75,100	75,100	0.0%
44492 GIS Operations	35,100	20,500	20,500	-	-100.0%
44520 Legal Services-Ins	1,120	-	-	25,000	0.0%
44590 Other Insurance	909,900	962,800	962,800	972,400	1.0%
44730 Reduction in Long Term Debt	10,489	-	-	-	0.0%
44840 Bad Debt Expense	(1,387)	-	-	-	0.0%
Subtotal - Services	6,021,826	8,054,100	7,571,400	7,778,500	-3.4%
REIMBURSED EXPENDITURES					
45201 Reimb from SHA-C	(506,400)	(606,700)	(606,700)	-	-100.0%
45204 Reimb from HOME Grant	(1,905)	(200)	(200)	(200)	0.0%
45250 Reimb from Library	(339,300)	(191,900)	(191,900)	(209,600)	9.2%
45290 Reimb from CDBG	(99,744)	(96,900)	(96,900)	(98,700)	1.9%
45300 Reimb from Landscape Zones	(106,386)	(96,900)	(96,900)	(103,800)	7.1%
45651 Reimb from Vehicle Replacement	(60,000)	-	-	-	0.0%
45700 Reimb from Sanitation	(2,869,700)	(2,572,300)	(2,572,300)	(2,612,300)	1.6%
45701 Reimb from San Connection Fees	-	(74,700)	(74,700)	(352,500)	371.9%
45702 Reimb from San Repl Reserve	-	(236,800)	(236,800)	(308,900)	30.4%
45750 Reimb from Transit	(1,815,300)	(1,832,500)	(1,832,500)	(1,844,900)	0.7%
45760 Reimb from Waterworks	(2,580,600)	-	-	-	0.0%
45761 Reimb from WW8	-	(2,093,000)	(2,093,000)	(2,232,600)	6.7%
45762 Reimb from WW8 Cap Impr	-	(103,900)	(103,900)	(280,900)	170.4%
45763 Reimb from WW8 Repl Reserve	-	(301,400)	(301,400)	(196,600)	-34.8%
45803 Reimb from Liability Insurance	(168,700)	(167,700)	(167,700)	(169,400)	1.0%
45805 Reimb from Workers Comp	(494,700)	(542,200)	(542,200)	(361,200)	-33.4%
Subtotal - Reimbursed Expenditures	\$(9,042,735)	\$(8,917,100)	\$(8,917,100)	\$(8,771,600)	-1.6%

GENERAL FUND EXPENDITURES (continued)

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
CAPITAL OUTLAY					
47020 Furnishings & Equipment (Capital)	\$ 52,556	\$ 67,500	\$ 67,500	\$ 49,000	-27.41%
47030 Vehicles	11,798	-	-	14,000	0.00%
Subtotal - Capital Outlay	\$ 64,354	\$ 67,500	\$ 67,500	\$ 63,000	-6.67%
TRANSFERS TO OTHER FUNDS					
49201 Transfer to SHAgency - Hsg Admin	\$ 344,620	\$ -	\$ -	\$ 320,000	0.00%
49287 Transfer to LE Grants	193	-	-	-	0.00%
49297 Transfer to Retiree Benefits	1,010,000	1,090,800	1,090,800	900,000	-17.49%
49300 Transfer to Landscape	750,043	760,400	760,400	650,000	-14.52%
49500 Transfer to Debt Service Funds	2,204,750	824,000	824,000	-	-100.00%
49511 Transfer to DS 2014A Lease Rev	-	-	-	1,418,800	0.00%
49512 Transfer to DS 2016 CREBS	-	-	-	667,600	0.00%
49600 Transfer to Streets & Roads	500,000	300,000	300,000	630,000	110.00%
49648 Transfer to CE Replacement	267,200	227,100	227,100	227,100	0.00%
49651 Transfer to Vehicle Replacement	-	511,100	511,100	424,600	-16.92%
49655 Transfer to Public Facility Improv	-	-	-	50,000	0.00%
49656 Transfer to FIS	198,500	-	-	20,500	0.00%
Subtotal - Transfers to Other Funds	\$ 5,275,306	\$ 3,713,400	\$ 3,713,400	\$ 5,308,600	42.96%
TOTAL EXPENDITURES	\$ 65,040,407	\$ 70,753,000	\$ 67,336,400	\$ 72,067,900	1.86%

FY 2018-19 General Fund Expenditures \$72,067,900 net of reimbursements



GENERAL FUND EXPENDITURES BY DEPARTMENT

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
CITY ADMINISTRATION					
Personnel	2,931,383	3,301,800	3,024,148	3,355,100	1.61%
Supplies	277,166	215,900	220,873	269,200	24.69%
Services	438,545	451,648	585,062	539,000	19.34%
Subtotal	\$ 3,647,094	\$ 3,969,348	\$ 3,830,083	\$ 4,163,300	4.89%
CITY ATTORNEY					
Personnel	1,057,656	1,245,800	1,139,600	1,237,600	-0.66%
Supplies	29,659	37,100	37,100	35,300	-4.85%
Services	995	29,003	18,900	20,100	-30.70%
Subtotal	\$ 1,088,310	\$ 1,311,903	\$ 1,195,600	\$ 1,293,000	-1.40%
ADMINISTRATIVE SERVICES					
Personnel	4,320,531	4,919,414	4,544,300	4,842,600	-1.56%
Supplies	33,276	45,100	32,625	39,500	-12.42%
Services	216,772	225,405	197,600	208,100	-7.68%
Subtotal	\$ 4,570,579	\$ 5,189,919	\$ 4,774,525	\$ 5,090,200	-1.92%
COMMUNITY SERVICES					
Personnel	3,288,092	3,952,100	3,573,600	4,007,300	1.40%
Supplies	83,114	154,011	105,900	99,100	-35.65%
Services	537,062	1,140,200	650,700	1,018,600	-10.66%
Subtotal	\$ 3,908,268	\$ 5,246,311	\$ 4,330,200	\$ 5,125,000	-2.31%
ENVIRONMENTAL SERVICES					
Personnel	4,893,058	5,567,500	5,028,300	4,720,400	-15.22%
Supplies	49,086	49,600	47,900	54,200	9.27%
Services	31,797	51,300	50,900	176,300	243.66%
Subtotal	\$ 4,973,941	\$ 5,668,400	\$ 5,127,100	\$ 4,950,900	-12.66%
PUBLIC WORKS					
Personnel	9,500,914	10,888,500	9,707,568	10,610,700	-2.55%
Supplies	2,184,647	2,429,200	2,508,050	2,170,600	-10.65%
Services	2,342,064	2,790,656	2,805,329	2,687,100	-3.71%
Capital Outlay	11,798	-	-	14,000	0.00%
Subtotal	\$ 14,039,423	\$ 16,108,356	\$ 15,020,947	\$ 15,482,400	-3.89%
POLICE DEPARTMENT					
Personnel	29,948,467	32,481,900	30,408,900	33,819,400	4.12%
Supplies	1,129,891	1,373,703	1,306,300	1,390,200	1.20%
Services	353,401	483,760	440,600	493,800	2.08%
Capital Outlay	52,556	-	-	32,000	0.00%
Subtotal	\$ 31,484,315	\$ 34,339,363	\$ 32,155,800	\$ 35,735,400	4.07%
EMERGENCY SERVICES					
Personnel	304,565	316,200	302,700	318,300	0.66%
Supplies	36,260	36,900	36,900	36,500	-1.08%
Services	-	5,600	5,600	5,600	0.00%
Subtotal	\$ 340,825	\$ 358,700	\$ 345,200	\$ 360,400	0.47%

GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
NON-DEPARTMENTAL					
Personnel	1,228,136	1,159,400	1,159,400	1,462,000	26.1%
Supplies	1,425,576	1,291,037	1,717,000	1,994,800	54.5%
Services	2,101,190	2,876,562	2,816,706	2,629,900	-8.6%
Capital Outlay	-	67,500	67,500	17,000	0.0%
Subtotal	\$ 4,754,902	\$ 5,394,499	\$ 5,760,606	\$ 6,103,700	13.1%
PROJECTED SALARY & BENEFITS SAVINGS		(1,630,000)		(2,773,400)	
TRANSFERS TO OTHER FUNDS					
To CDA Housing Successor	\$ 344,620	\$ -	\$ -	\$ 320,000	0.0%
To Law Enforcement Grants	193	-	-	-	0.0%
To Retiree Benefits Fund	1,010,000	1,090,800	1,090,800	900,000	-17.5%
To Landscape Augmentation Fund	750,043	760,400	760,400	650,000	-14.5%
To Debt Service Fund	2,204,750	824,000	824,000	2,086,400	153.2%
To Streets & Roads	500,000	300,000	300,000	630,000	110.0%
To Computer Equip Replacement Fund	267,200	227,100	227,100	227,100	0.0%
To FIS Project	198,500	-	-	20,500	0.0%
To Vehicle Replacement Fund	-	511,100	511,135	424,600	100.0%
To Public Facility Improvement	-	-	-	50,000	100.0%
	\$ 5,275,306	\$ 3,713,400	\$ 3,713,435	\$ 5,308,600	43.0%
REIMBURSED EXPENDITURES & TRANSFERS IN					
From Housing Successor Agency	(506,400)	(606,700)	(606,700)	-	-100.0%
From HOME Grant	(1,905)	(200)	(200)	(200)	0.0%
From Library	(339,300)	(191,900)	(191,900)	(209,600)	9.2%
From CDBG	(99,744)	(96,900)	(96,900)	(98,700)	1.9%
From Landscape Zones	(106,386)	(96,900)	(96,900)	(103,800)	7.1%
From Vehicle Replacement Fund	(60,000)	-	-	-	0.0%
From Sanitation Operating Fund	(2,869,700)	(2,572,300)	(2,572,300)	(2,612,300)	1.6%
From Sanitation Capital Fund	-	(74,700)	(74,700)	(352,500)	100.0%
From Sanitation Repl. Reserve	-	(236,800)	(236,800)	(308,900)	100.0%
From Transit	(1,815,300)	(1,832,500)	(1,832,500)	(1,844,900)	0.7%
From Waterworks	(2,580,600)	-	-	-	0.0%
From Waterworks Operating Fund	-	(2,093,000)	(2,093,000)	(2,232,600)	6.7%
From Waterworks Capital Fund	-	(103,900)	(103,900)	(280,900)	100.0%
From Waterworks Repl. Reserve	-	(301,400)	(301,400)	(196,600)	100.0%
From Liability Fund	(168,700)	(167,700)	(167,700)	(169,400)	1.0%
From Workers' Compensation Fund	(494,700)	(542,200)	(542,200)	(361,200)	-33.4%
	\$ (9,042,735)	\$ (8,917,100)	\$ (8,917,100)	\$ (8,771,600)	-1.6%
TOTAL EXPENDITURES	\$ 65,040,228	\$ 70,753,000	\$ 67,336,396	\$ 72,067,900	1.9%

CITY ADMINISTRATION DEPARTMENT

OVERVIEW

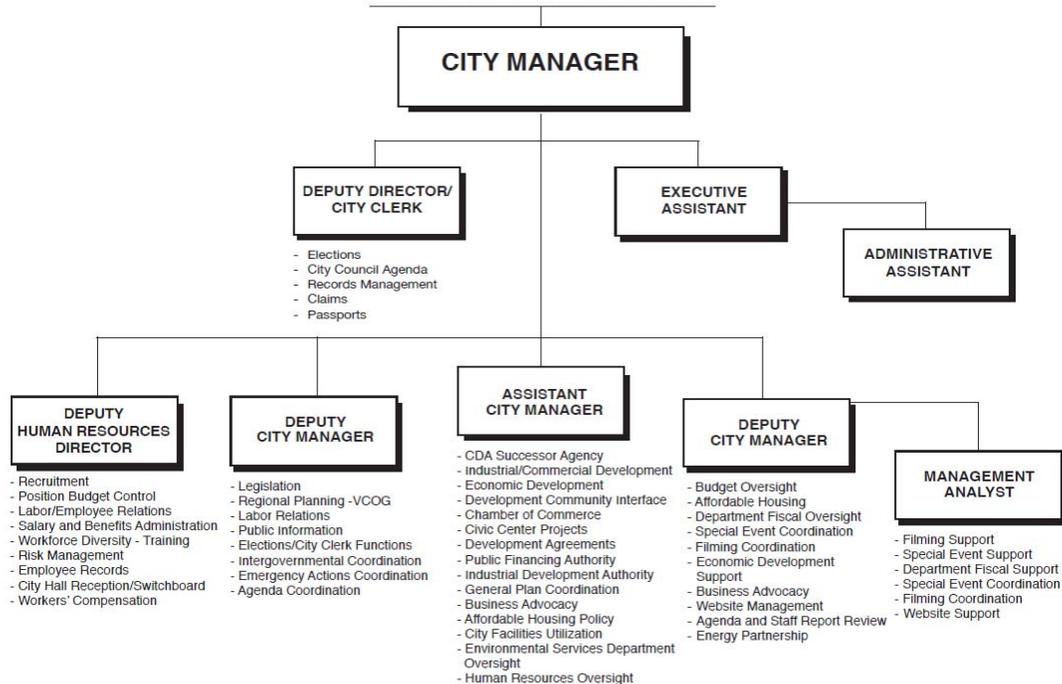
City Administration includes the activities of the City Council and the City Manager's Office. The City Council is the legislative and policy-making body of municipal government and other City-administered entities such as Ventura County Waterworks District No. 8 and the Simi Valley Library Board of Trustees. The Mayor serves as the ceremonial head of the City and presides over City Council meetings.

The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through the City's departments is under the City Manager's direction, although several operating divisions report directly to the City Manager, as listed below.

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, film and special event permitting, and special projects. The Economic Development Office includes the City's Business and Development Advocate and the City's business attraction and marketing activities. The Human Resources Division provides personnel and risk management services for all City-administered departments and special districts, and also oversees the Workers' Compensation program. The City Clerk's Office is responsible for public records, preparation of agendas and minutes, elections, and passport services.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
City Council	170,964	163,300	170,275	167,400
City Manager	1,622,620	1,814,301	1,778,738	1,832,200
Human Resources	1,364,107	1,544,347	1,451,400	1,608,200
City Clerk	489,402	447,400	429,670	555,500
TOTAL	\$ 3,647,093	\$ 3,969,348	\$ 3,830,083	\$ 4,163,300

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 1,851,532	\$ 2,079,600	\$ 1,876,923	\$ 2,092,100	0.6%
41020 - Temporary Salaries - PR Only	18,787	31,500	13,900	25,000	-20.6%
41040 - Overtime	3,534	1,900	3,200	1,900	0.0%
41200 - Deferred Comp - 401k	26,504	25,000	24,450	32,700	30.8%
41210 - Deferred Comp - 457	10,515	4,000	10,200	13,100	227.5%
41300 - Vision Care	5,110	5,000	5,500	5,600	12.0%
41350 - Disability	13,462	13,200	15,100	14,600	10.6%
41400 - Group Insurance/Health	28,180	34,200	34,600	40,800	19.3%
41415 - Flex Benefits	343,090	359,400	357,725	406,300	13.0%
41420 - CalPERS Health Admin Fee	1,484	1,700	1,000	1,700	0.0%
41450 - Life Insurance	4,418	4,500	4,700	4,800	6.7%
41500 - Group Insurance/Dental	17,294	18,200	18,400	19,300	6.0%
41550 - Section 125 Administration Fee	291	500	500	400	-20.0%
41600 - Retirement (PERS)	422,686	514,500	480,300	547,900	6.5%
41620 - Retirement (HRA)	14,166	16,800	11,100	19,200	14.3%
41650 - Medicare Tax	30,538	32,900	33,300	35,500	7.9%
41660 - FICA	6,491	7,700	6,950	7,700	0.0%
41700 - Workers' Compensation	133,300	151,200	126,300	86,500	-42.8%
42150 - Communications	1,030	1,600	1,080	1,300	-18.8%
42230 - Office Supplies	13,327	15,800	17,360	15,200	-3.8%
42420 - Special Departmental Expense	115,678	50,500	50,000	94,000	86.1%
42440 - Memberships and Dues	7,941	7,700	7,206	7,800	1.3%
42450 - Subscriptions and Books	1,307	6,800	2,078	6,600	-2.9%
42460 - Advertising	37,687	29,500	39,269	30,500	3.4%
42560 - Operating Supplies	71	-	72	-	0.0%
42720 - Travel, Conferences, Meetings	33,727	36,300	33,885	39,400	8.5%
42730 - Training	31,451	32,200	36,100	29,900	-7.1%
42770 - Recruitment	2,210	-	-	10,000	0.0%
42790 - Mileage	32,737	35,500	33,823	34,500	-2.8%
44010 - Professional/Special Services	412,550	399,648	535,436	462,400	15.7%
44012 - Outside Legal	26,529	51,500	49,500	76,500	48.5%
44310 - Maintenance of Equipment	-	500	126	100	-80.0%
44520 - Legal Services-Ins	1,120	-	-	-	0.0%
44840 - Bad Debt Expense	(1,653)	-	-	-	0.0%
TOTAL	\$ 3,647,093	\$ 3,969,348	\$ 3,830,083	\$ 4,163,300	4.9%

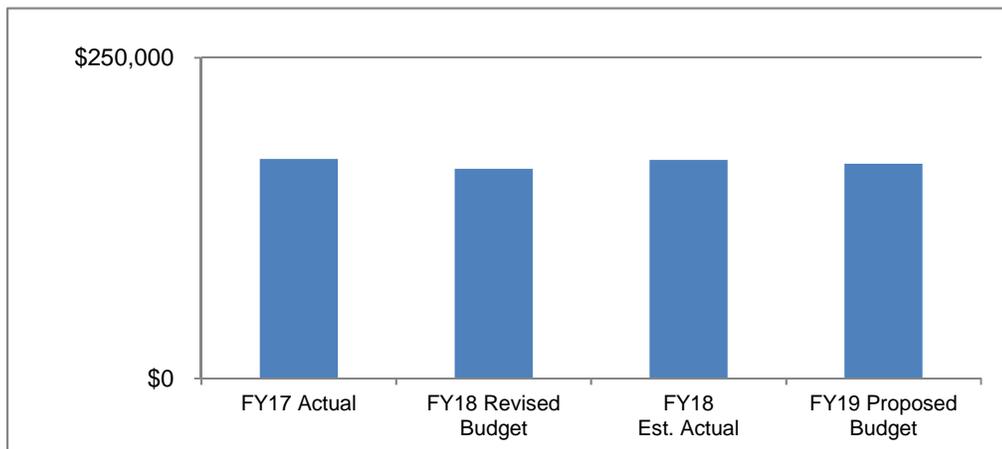
City Council - 1001105

OVERVIEW

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. 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 the 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 Successor Agency, the Simi Valley Library Board of Trustees, the Simi Valley Industrial Development Authority, the Simi Valley Public Financing Authority, the Simi Valley Public Facilities Financing Authority, and Simi Valley Landscape District No. 1. Members of the City Council also serve on various regional governmental policy committees.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$170,964	\$163,300	\$170,275	\$167,400



BUDGET ADJUSTMENTS

None

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CITY OF SIMI VALLEY

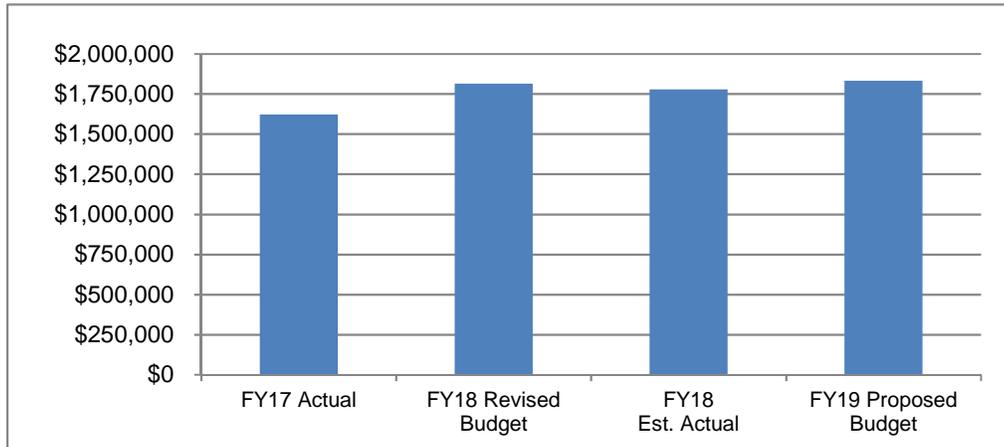
City Manager's Office - 1001125

OVERVIEW

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, economic development activities, and other special projects.

Governmental affairs include analysis of regional, state, and federal legislation and lobbying activities when appropriate. The public information functions include communications with the public, review, and preparation of press releases, oversight of the City's website and social media activities. The City's Economic Development Office includes the City's Business and Development Advocate and oversees the City's business attraction and marketing activities. The City Manager's Office also manages special projects such as production of community events and oversight of the City Council staff report preparation process.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,622,620	\$1,814,301	\$1,778,738	\$1,832,200



BUDGET ADJUSTMENTS

Reduce City Manager's Professional Services	(\$25,000)
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City Manager's Office (continued)

KEY ACCOMPLISHMENTS IN FY18

- Coordinated legislative activity on a variety of issues, including local transportation revenue, small cells, contracting, housing, local control, zoning, National Parks, infrastructure, and water taxation.
- Ensured representation of Simi Valley and its residents by actively engaging with the League of California Cities Housing, Economic Development Policy Committee, and other state and federally elected officials other local governments, and agencies.
- Addressed cannabis and its policy impacts for the City Council's consideration and direction.
- Held the fourth annual City Council Retreat focusing on strategic issues, enabling Department Directors to identify and update objectives to carry out the City Council's priorities.
- Completed Citywide badge project for all employees and visitors, providing a more secure environment for employees.
- Worked with local media to provide story ideas, serve as a resource to keep the public apprised of City businesses, and represented the City to media on issues of larger regional interest.
- Provided frequent updates to the community during the Rye Fire in December 2017.
- Completed the construction of the Simi Valley Police Department Shooting Range and Training Facility and completed the construction of the \$9.5 million solar project.
- Completed the grant process for the 2018 Special Event Support Grants, culminating in the City Council's awarding of \$25,000 for five non-profit special events.
- Secured up to \$14 million in financing and secured contracts for the acquisition and conversion to LED of streetlights, a new City telephone system, new HVAC units at City facilities, and the installation of LED lighting at City facilities.
- Negotiated and secured a Lease Agreement with Kaiser Foundation Health Plan for a 10-year lease of the City's Development Services Building and secured a contract and initiated construction of an access control and video surveillance system at City facilities.
- Participated in an Advisory Working Group with other local governments and completed a feasibility study to determine if a Community Choice Energy (or, CCE) program could serve San Luis Obispo, Santa Barbara, and Ventura County electric utility customers.

GOALS FOR FY19

- Coordinate the fifth annual City Council Retreat to focus on strategic issues and enable Department Directors to identify and update objectives to carry out the City Council's priorities.
- Coordinate the City's 50th Birthday Celebration in 2019.
- Collaborate with the Clean Power Alliance Southern California Authority Board to bring a Community Choice Aggregation (or, CCA) Program to the businesses and residents of Simi Valley.
- Initiate installation of LED lighting at City facilities.
- Initiate the process to take ownership of streetlights in Simi Valley and start their conversion to LED.

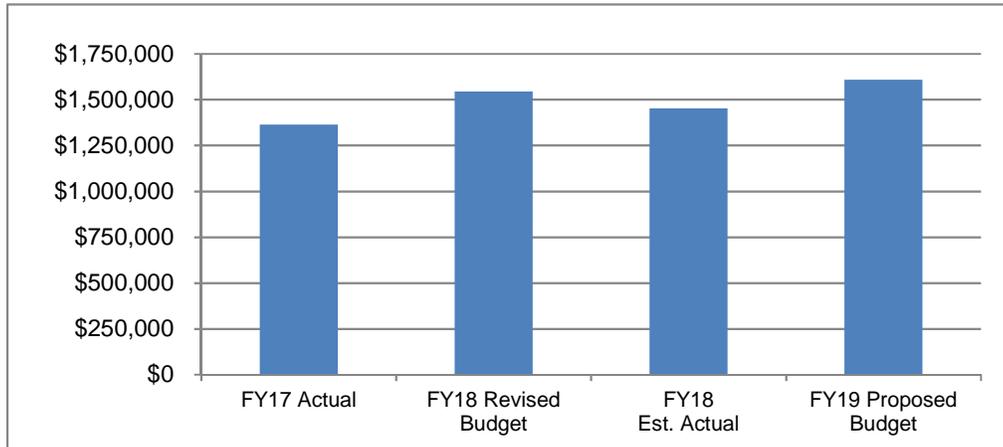
Human Resources - 1001126

OVERVIEW

The Human Resources Division is responsible for coordinating human resources and risk management for all City-administered departments and special districts, including recruitment, benefits administration, employee records/policies, new hire orientations, exit interviews, classification and compensation plan administration, and labor and employee relations support. Human Resources also administers the City's Succession Management/Career Development Program to facilitate employee development.

Risk Management includes administering drug/alcohol and employee safety programs in compliance with federal and state requirements, coordinating the employee assistance program, coordinating liability and property claims, purchasing property/casualty insurance, recommending loss control strategies, and overseeing the City's workers' compensation program.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,364,107	\$1,544,347	\$1,451,400	\$1,608,200



BUDGET ADJUSTMENTS

None

Human Resources (continued)

KEY ACCOMPLISHMENTS IN FY18

- Participated in Cal Lutheran programs during the fiscal year by sending nine employees to the Supervisory Certificate Program for Local Government and six employees to the Leadership Skills for Local Government.
- Initiated 51 recruitments, processed 3,216 employment applications, conducted 20 oral appraisal boards, provided employment orientations to 30 new employees (9 temps not included), and conducted employee verifications on 39 new employees utilizing the Employment Eligibility Verification (or, E-Verify) Program (through February).
- Attended 3 job fairs at local colleges and began quarterly testing for Police Officer Trainee to better compete with other agencies.
- Provided 21 employee trainings and education sessions (such as technology and management skills webinars, deferred compensation, ICMA employee development webinars, employment law consortiums, communication skills, financial, health, and safety issues), consisting of 48.5 hours through March, with 253 participants.
- Coordinated 15 Americans with Disabilities Act interactive processes with City employees.
- Conducted and closed three employee investigations and coordinated with an outside investigator for an employee investigation.
- Negotiated fair successor collective bargaining agreements with 3 labor groups and an unrepresented group.
- Opened 49 new workers' compensation claims and closed 43 claims (through February).
- Coordinated one employee disciplinary appeal hearing and scheduled one employee termination appeal hearing.

GOALS FOR FY19

- Continue to provide employee training and development programs through multiple platforms to meet the needs of our diverse workforce.
- Continue working on implementation of a new Human Resources/Payroll Enterprise System.
- Continue to provide excellent customer service while looking for opportunities to reduce costs.
- Continue to refine recruiting processes to attract and retain top talent.

City Clerk - 1001130

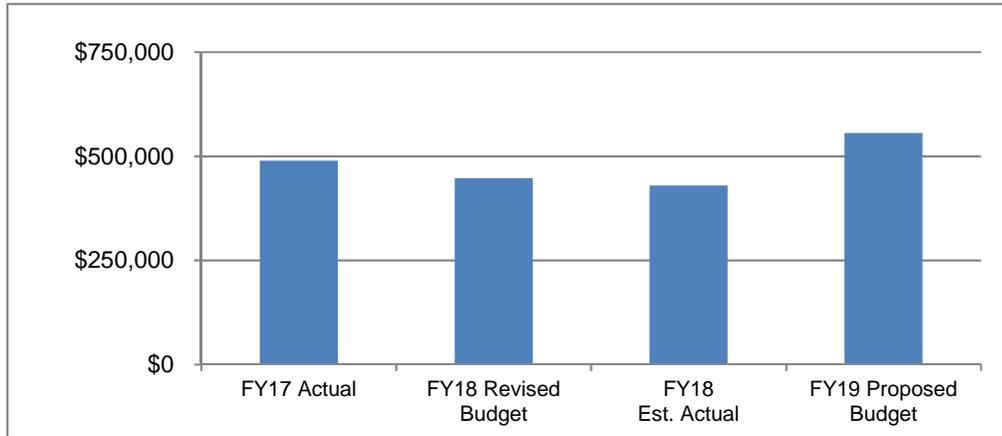
OVERVIEW

The City Clerk’s Office is the City’s official Custodian of Records serving the City Council, City Departments, and the public.

The City Clerk’s Office prepares agendas and minutes for City Council meetings and has processed all legislative actions since the City’s incorporation on October 10, 1969. The City Clerk also codifies the ordinances adopted by the City Council into the Simi Valley Municipal Code.

The City Clerk’s Office is responsible for municipal elections (including voter registration and campaign disclosure statements), public records (such as resolutions, deeds, and contracts), the City’s Municipal Code and Records Retention/Destruction Schedule, operating the City’s Passport Acceptance Facility (services were discontinued effective April 2, 2018), and receiving petitions, claims, summons, and subpoenas. The City Clerk’s Office also ensures that public records requests received are processed in compliance with the California Public Records Act, campaign finance, and Conflict of Interest filings are processed per the requirements of the Political Reform Act, and all agenda postings and public notices comply with the requirements of the Brown Act (open meeting laws) and the California Government Code.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$489,402	\$447,400	\$429,670	\$555,500



BUDGET ADJUSTMENTS

None

City Clerk (continued)

KEY ACCOMPLISHMENTS IN FY18

- Prepared 254 agenda items, approximately 328 pages of minutes, and completed follow-up for 18 ordinances, 68 resolutions, and 130 contracts/agreements.
- Processed more than 211 Public Records Act requests, 90 legal advertisements, 6 complaints, 87 claims, 63 bankruptcies, and 120 subpoenas.
- Coordinated and managed annual Statement of Economic Interest filings for over 173 required filers Citywide.
- Conducted recruitment for the Selection Board for the Citizens' Election Advisory Commission, and coordinated appointment of new Commissioners for the 2018 election season.
- Reviewed and published two updates to the Simi Valley Municipal Code to incorporate ordinances adopted by the City Council.
- Collected and reviewed campaign finance statements for eight open committees covering two semi-annual filing periods.
- Processed 674 passport applications as a Passport Acceptance Facility and responded to more than 6,980 passport information calls.
- Received a Passport Acceptance Facility Oversight audit report from the U.S. Department of State with no findings requiring corrective action.
- Continued the Disaster Recovery Project to electronically store fundamental, permanent City records including City Council meeting agendas, adopted minutes, ordinances, and resolutions.

GOALS FOR FY19

- Prepare the 2018 General Municipal Election Candidate Manual for use by individuals seeking elective office.
- Investigate and potentially implement a software solution to improve the efficiency of the internal workflow for fulfillment of Public Records Act requests.
- Continue with the electronic scanning and storage of all City Council meeting agendas since City incorporation in 1969.
- Complete an update of the City's Records Management Program and associated Records Retention Schedules.
- Coordinate a Citywide records disposal event to destroy obsolete records in accordance with the City's Records Retention Schedule.

CITY ADMINISTRATION
FY 18-19 REDUCTION PROPOSAL

TITLE: Reduce City Manager's Professional Services
TOTAL: \$25,000
ACCOUNT: 1001125-44010
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Shop Simi Valley	\$25,000
TOTAL:	<u>\$25,000</u>

Reduction to the Professional Services budget to include the following:

\$25,000 for the Shop Simi Valley Program, which has been integrated into the Simi Valley chamber of commerce's Save Local Now platform.

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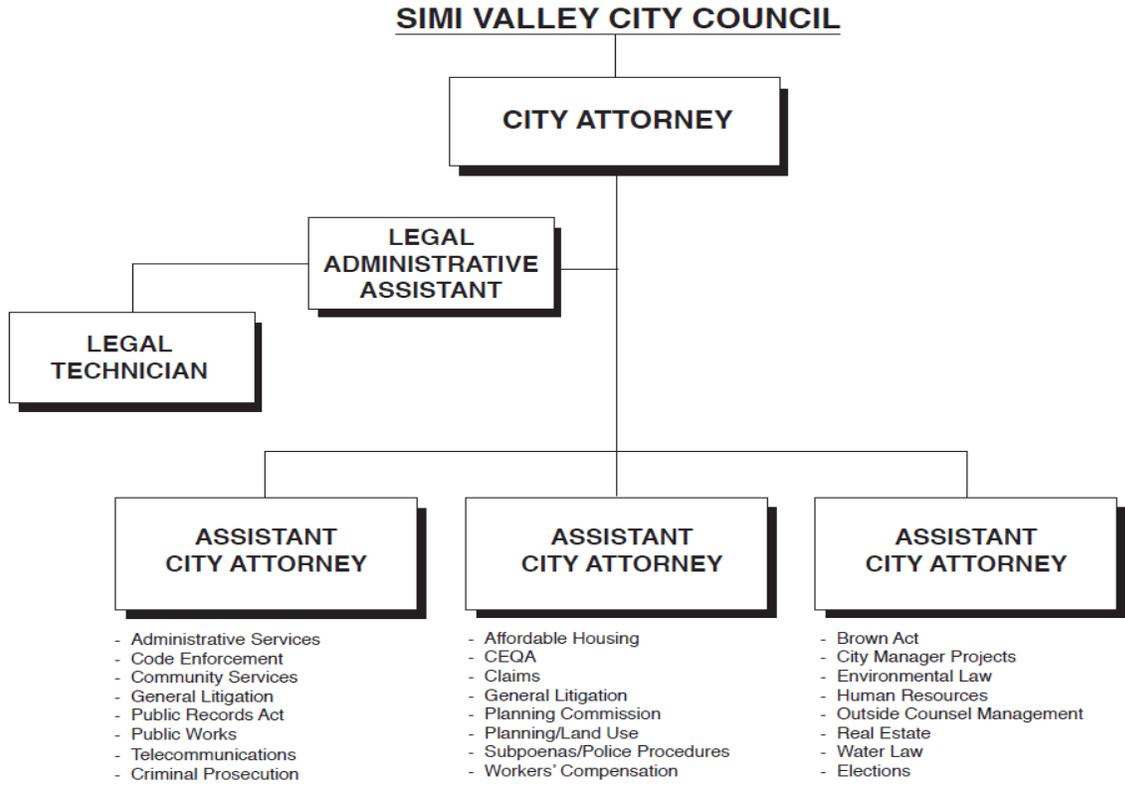
CITY OF SIMI VALLEY

CITY ATTORNEY

The City Attorney's Office provides timely legal advice to assist the City in meeting the goals set by the City Council. The Office assists the City Manager and all departments and employees of the City in meeting these goals. All advice should be as accurate as possible, and risk assessments are provided when needed to help the Council or City staff to decide between different legal options. The Office defends the City vigorously in civil litigation matters, and prosecutes violations of the City's Municipal Code. Outside counsel is managed through the Office in order to ensure low-cost, efficient, and effective legal services for the City.

The Office also ensures that contracts, resolutions, ordinances, and other documents and enactments of the City comply with all applicable laws. With respect to the meetings of the City Council and other subordinate bodies of the City, the Office ensures compliance with open meeting rules such as the Ralph M. Brown Act. The Office also helps provide guidance on the implementation of City initiatives in diverse areas such as telecommunications, homeless

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
City Attorney	\$ 1,088,311	\$ 1,311,903	\$ 1,195,600	\$ 1,293,000



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 713,631	\$ 820,600	\$ 785,000	\$ 820,000	-0.1%
41020 - Temporary Salaries - PR Only	-	-	-	-	0.0%
41040 - Overtime	112	-	-	-	0.0%
41050 - Outside Assistance	-	-	-	-	0.0%
41200 - Deferred Comp - 401k	5,171	6,500	6,500	8,000	23.1%
41210 - Deferred Comp - 457	-	700	-	-	-100.0%
41300 - Vision Care	1,288	1,400	1,400	1,400	0.0%
41350 - Disability	5,511	7,100	7,100	6,200	-12.7%
41400 - Group Insurance/Health	7,980	9,300	9,300	9,800	5.4%
41415 - Flex Benefits	81,710	110,000	110,000	108,600	-1.3%
41450 - Life Insurance	1,139	1,200	1,200	1,300	8.3%
41500 - Group Insurance/Dental	3,668	4,000	4,000	4,800	20.0%
41550 - Section 125 Administration Fee	21	-	-	-	0.0%
41600 - Retirement (PERS)	164,593	197,500	130,000	218,700	10.7%
41620 - Retirement (HRA)	9,778	14,400	12,000	12,000	-16.7%
41650 - Medicare Tax	11,253	13,500	13,500	13,400	-0.7%
41660 - FICA	-	-	-	-	0.0%
41700 - Workers' Compensation	51,800	59,600	59,600	33,400	-44.0%
42150 - Communications	-	800	800	-	-100.0%
42230 - Office Supplies	1,378	2,300	2,300	2,300	0.0%
42440 - Memberships and Dues	1,768	2,000	2,000	2,000	0.0%
42450 - Subscriptions and Books	6,942	11,500	11,500	10,500	-8.7%
42720 - Travel, Conferences, Meetings	4,083	4,500	4,500	4,500	0.0%
42730 - Training	5,791	5,500	5,500	5,500	0.0%
42790 - Mileage	9,697	10,500	10,500	10,500	0.0%
44010 - Professional/Special Services	995	11,400	11,400	12,600	10.5%
44012 - Outside Legal	-	17,603	7,500	7,500	-57.4%
TOTAL	\$ 1,088,311	\$ 1,311,903	\$ 1,195,600	\$ 1,293,000	-1.4%

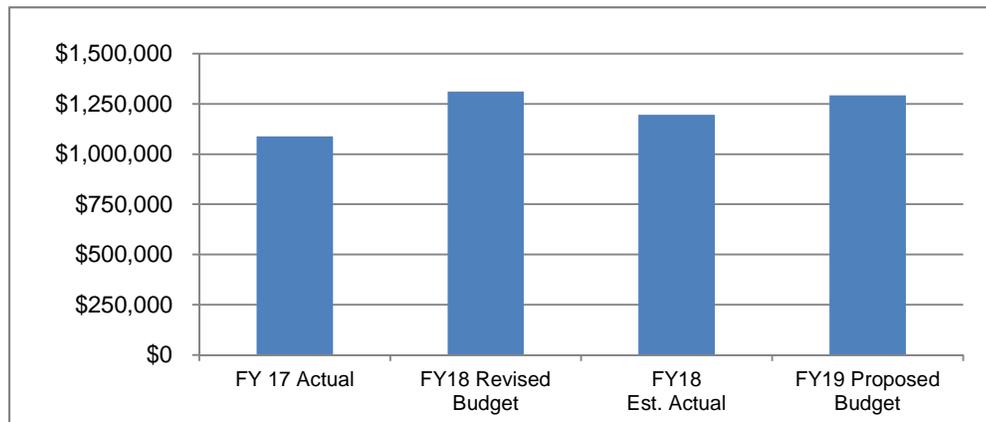
City Attorney - 1001205

OVERVIEW

The City Attorney’s Office provides timely legal advice to assist the City in meeting the goals set by the City Council. The Office assists the City Manager and all departments and employees of the City in meeting these goals. All advice should be as accurate as possible, and risk assessments are provided when needed to help the Council or City staff to decide between different legal options. The Office defends the City vigorously in civil litigation matters, and prosecutes violations of the City’s Municipal Code. Outside counsel is managed through the Office in order to ensure low-cost, efficient, and effective legal services for the City.

The Office also ensures that contracts, resolutions, ordinances, and other documents and enactments of the City comply with all applicable laws. With respect to the meetings of the City Council and other subordinate bodies of the City, the Office ensures compliance with open meeting rules such as the Ralph M. Brown Act. The Office also helps provide guidance on the implementation of City initiatives in diverse areas such as telecommunications, homeless issues, massage, fees and rates, and other areas in which

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,088,311	\$1,311,903	\$1,195,600	\$1,293,000



BUDGET ADJUSTMENTS

Increase in Professional / Special Services	\$ 600
Reduce Subscription and Books	\$ (1,000)

City Attorney (continued)

KEY ACCOMPLISHMENTS IN FY18

- Attended City Council and City Council subcommittee meetings, providing Brown Act and other procedural legal advice.
- Assisted the City Clerk's Office in processing over 122 public records requests, some involving significant records review or complex privacy issues.
- Provided advice to the Water District regarding encroachments on Water District property and potential land purchases.
- Provided advice to the Public Works Department regarding landscape maintenance districts.
- Assisted in the processing of 93 subpoenas served on the City.
- Investigated and made recommendations on 64 new claims, and managed the administration and closing of over 70 pending claims.
- Managed or directly handled an average of approximately 15 civil court cases.
- Continued rollout of new claims contractual mechanism to allow settlement of claims at earlier stage to help reduce City's overall liability.
- Filed 34 misdemeanor criminal cases and 8 infraction cases.
- Assisted in City's purchase of the lightpoles in Simi Valley including the financing of the

GOALS FOR FY19

- Provide all necessary advice to the City Council to ensure that agendas and meetings comply with legal requirements and that the City Council is fully informed on all legal matters.
- Assist the City Manager and staff by providing legal options to implement the goals and objectives of the City.
- Offer improvements to the City's planning, purchasing, claims resolution, and other ordinances.
- Assist in providing legal advice on City initiatives as set by the City Council and City Manager in areas such as homelessness, massage, finance, and other matters.
- Continue to improve the legal processes of the City in areas such as contracts, requests for proposals and permitting.
- Successfully prosecute violations of the Municipal Code, including Code Enforcement matters.
- Assist City Departments in achieving their objectives, including but not limited to, issues in the planning, environmental, public works, fiscal, administrative, and cultural affairs areas.
- Provide timely advice to the Police Department in carrying out its missions and goals.
- Assist the City in keeping its procedures up to date with changes in applicable State and Federal laws and regulations.

CITY ATTORNEY
FY18-19 Policy Item Proposal

DEPT: City Attorney
 TITLE: Increase Funding for Third Year Amended Contract with Lexis Nexis Advanced
 REQUEST: \$600
 ACCOUNT: 1001205-44010 - Professional/Special Services
 PRIORITY: 1

COST BREAKDOWN

Current Expenses:

Lexis Nexis Second Year Contract Amount	FY 17-18	\$9,300
Lexis Nexis Third Year Amended Contract Amount	FY 18-19	\$9,900
REQUESTED:		\$600

This item was approved in the year FY16-17 budget as a reduction. Because the savings were spread over four years, there was a significant drop in expenses for year one, but an increase from year 1 to year 2 and subsequent years with a 3% yearly escalator. The approved year 2 rate of \$9,300, and projected rates in following years represent an approximate \$10,000 savings over the Office's original legal research contracts. To obtain these savings, in FY15-16, the Office engaged in an open market bid when our three-year subscriber agreement with Thomson/West (Westlaw) expired on June 30, 2016. After researching the best pricing terms and database offerings, the Office entered into a four-year contract with Lexis Nexis. The approved FY17 budget reduction proposal contained a detailed outline of this process. An increase of \$8,300 was proposed and approved in the FY17-18 budget. An additional \$600 is being requested to meet the third year amended contract amount of \$9,900, which includes the 3% escalator and an approximate \$360 increase for additional database access.

CITY ATTORNEY

FY 18-19 Reduction Proposal

DEPT: City Attorney
 TITLE: Reduced funding for Miller & Starr Annual Subscription
 TOTAL: \$1,000
 ACCOUNT: 1001205-42450 Subscriptions and Books
 PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Miller & Starr CA Real Estate, 4th Ed. / Full Set	
Annual Subscription Rate	\$1,000
TOTAL:	\$1,000

Per the approved Policy Item for FY17-18, we updated our outdated legal publication, Miller and Starr California Real Estate, 4th Edition. This was a 12 volume comprehensive analysis of caselaw and regulations affecting ownership, development, leasing, and financing of California real property. There are three estimated updates to this full set of publications that come out in April, July and October at a 50% reduced annual subscription rate, which is \$1000 less than the approved budgeted amount for FY17-18.

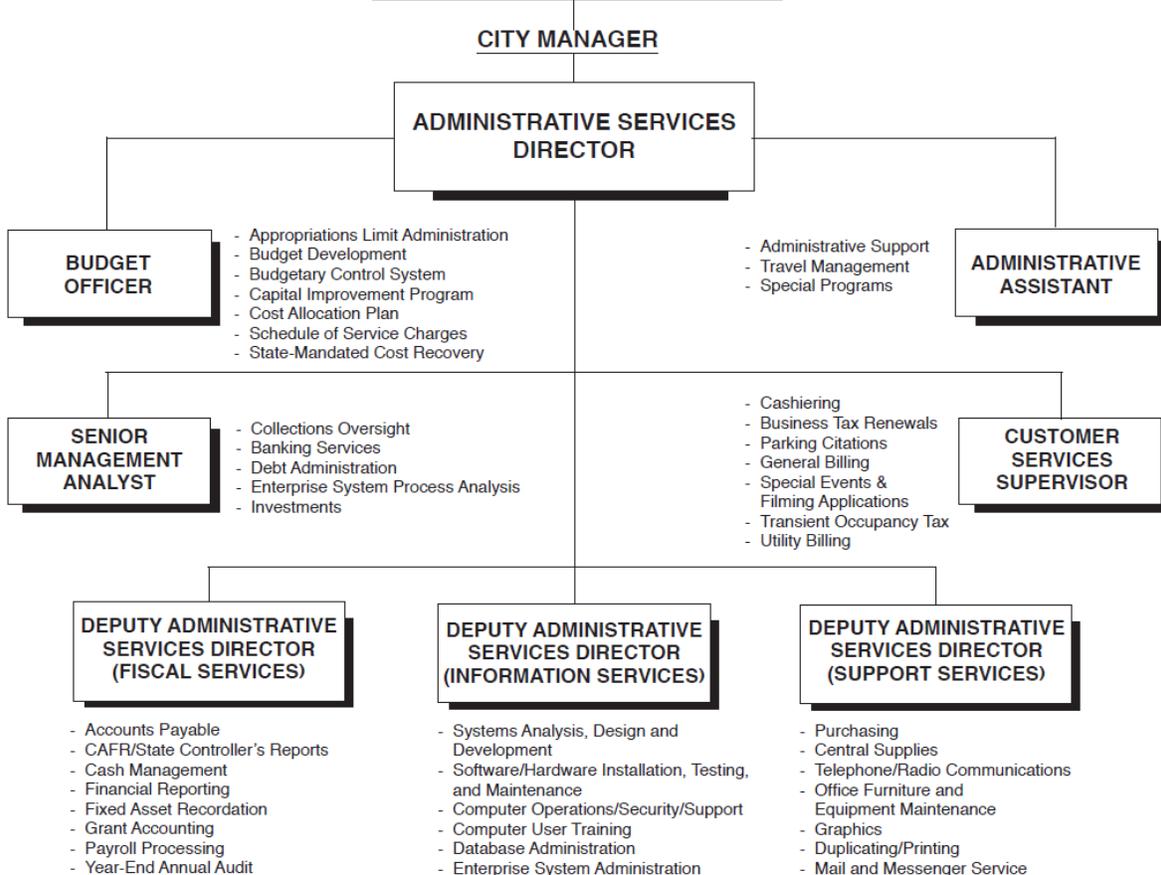
ADMINISTRATIVE SERVICES DEPARTMENT

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, accounts payable, cash management, investment administration, debt administration, purchasing, telephone and radio communications, graphics and printing, mail services, information technology services, computer hardware/software acquisition and support, billing/collection for water and wastewater services, and processing of business tax certificates and parking citations.

	FY17 Actual	FY18 Budget	FY18 Est. Actual	FY19 Proposed Budget
Administration	\$ 792,797	\$ 847,700	\$ 765,900	\$ 855,400
Fiscal Services	\$ 1,007,454	1,178,400	1,168,525	1,209,500
Support Services	836,171	878,700	782,300	841,500
Customer Services	6,760	8,800	8,800	8,200
Information Services	1,927,397	2,276,319	2,049,000	2,175,600
TOTAL	\$ 4,570,579	\$ 5,189,919	\$ 4,774,525	\$ 5,090,200

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

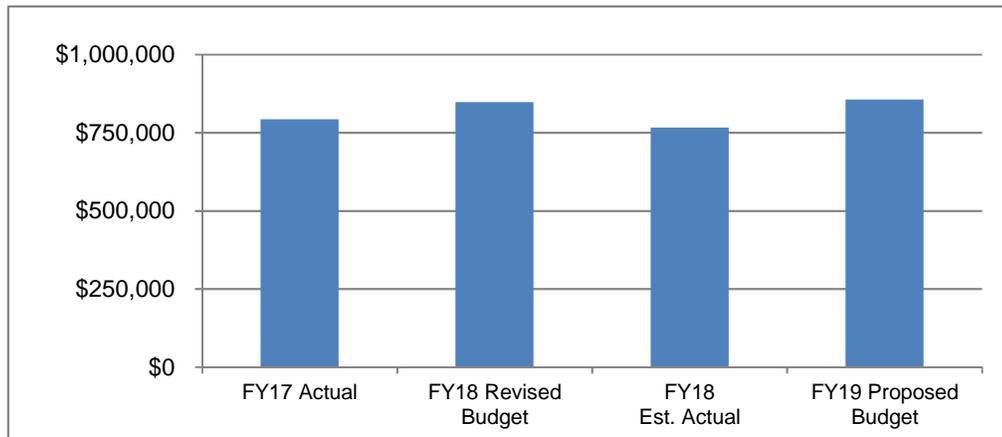
Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 2,753,168	\$ 3,013,900	\$ 2,796,500	\$ 3,079,700	2.2%
41020 - Temporary Salaries - PR Only	13,521	0	10,000	0	0.0%
41040 - Overtime	7,159	4,600	13,100	11,500	150.0%
41050 - Outside Assistance	38,216	62,114	207,700	0	-100.0%
41200 - Deferred Comp - 401k	35,538	39,800	37,400	49,500	0.0%
41210 - Deferred Comp - 457	3,819	5,100	4,300	9,700	90.2%
41300 - Vision Care	6,669	7,700	7,100	7,800	1.3%
41350 - Disability	21,779	24,800	25,600	24,200	-2.4%
41400 - Group Insurance/Health	42,917	51,300	46,300	52,200	1.8%
41415 - Flex Benefits	483,715	602,900	522,000	569,400	-5.6%
41420 - CalPERS Health Admin Fee	2,078	0	300	2,100	0.0%
41450 - Life Insurance	5,657	6,300	6,400	6,500	3.2%
41500 - Group Insurance/Dental	24,164	27,900	24,800	31,300	12.2%
41550 - Section 125 Administration Fee	378	500	500	500	0.0%
41600 - Retirement (PERS)	631,565	772,500	588,900	834,300	8.0%
41620 - Retirement (HRA)	9,650	12,000	12,800	16,800	40.0%
41650 - Medicare Tax	39,115	55,000	43,100	52,200	-5.1%
41660 - FICA	825	0	1,100	0	0.0%
41700 - Workers' Compensation	200,600	233,000	196,400	124,600	-46.5%
41900 - Salary Savings	0.00	0.00	0.00	-29,700.00	0.0%
42150 - Communications	1,080	3,200	3,200	4,100	0.0%
42230 - Office Supplies	5,102	7,400	7,200	7,800	5.4%
42440 - Memberships and Dues	2,823	3,600	3,300	3,300	-8.3%
42450 - Subscriptions and Books	4,082	1,200	1,000	1,100	-8.3%
42460 - Advertising	0	4,200	1,000	4,200	0.0%
42560 - Operating Supplies	0	0	0	0	0.0%
42720 - Travel, Conferences, Meetings	5,812	7,500	4,825	7,000	0.0%
42730 - Training	8,309	11,600	4,900	5,800	-50.0%
42770 - Recruitment	-	-	1,000	-	0.0%
42790 - Mileage	6,069	6,400	6,200	6,200	-3.1%
44010 - Professional/Special Services	206,109	220,005	192,200	201,500	-8.4%
44310 - Maintenance of Equipment	0	0	0	0	0.0%
44490 - Other Contract Services	10,663	5,400	5,400	6,600	0.0%
TOTAL	\$ 4,570,579	\$ 5,189,919	\$ 4,774,525	\$ 5,090,200	-1.9%

AS Administration - 1001505

OVERVIEW

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 Division is also responsible for preparation of the City's Annual Budget, interim financial reports, administration of the budget control process, and coordination of financial reporting requirements. Oversight of City investments, debt administration, banking services and relationships, the Schedule of Service Charges, State-Mandated Cost Recovery (or, SB90) claims is also managed in this Division.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$792,797	\$847,700	\$765,900	\$855,400



BUDGET ADJUSTMENTS

None

AS Administration (continued)

KEY ACCOMPLISHMENTS IN FY18

- Applied for, and received, the Operating Budget Excellence Award and Capital Budget Excellent Award for Fiscal Year 2018 from the California Society of Municipal Finance Officers.
- Prepared a Request for Proposals (or, RFP) and subsequently hired a firm to provide investment advisory services.
- Solicited bids and coordinated conversion of Citywide armored car services to a new provider.
- Loaded the City's 2017-18 budget information onto the OpenGov.com website to provide continued transparency and accessibility of information to the public.
- Facilitated a Council directed community budget engagement process, assisting with coordination and administration the Budget Advisory Committee's meetings.
- Updated the City's Five Year Projections for the General Fund at budget adoption and mid-year, and continue to do so for use in the FY 2018-19 budget.

GOALS FOR FY19

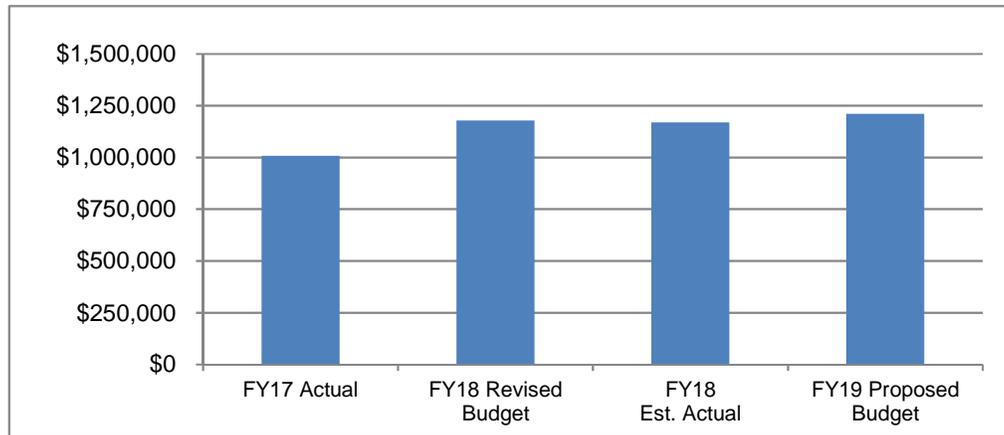
- Provide support for implementation of the HR/Payroll modules of the Enterprise Resource Planning ("ERP").
- Maintain department wide service levels during ERP implementation phases.
- Develop modified business rules and process flows in conjunction with ongoing ERP implementation.
- Apply Priority Based Budgeting analyses during development of future budget goals.
- Provide oversight for refinement and enhancement of ERP modules most recently implemented.

Fiscal Services - 1001510

OVERVIEW

The Fiscal Services Division is responsible for the accounting and financial reporting functions for all City funds. The Division's functions include Accounts Payable, Payroll, General Ledger maintenance, month-end closing, fixed asset recordation and inventory, bank reconciliations, grant accounting and draw-downs, assessment district collections, year-end audit coordination, and financial report preparation. The latter includes the Comprehensive Annual Financial Report ("CAFR") and supplemental reports, and State Controller's Reports.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,007,454	\$1,178,400	\$1,168,525	\$1,209,500



BUDGET ADJUSTMENTS

None

Fiscal Services (continued)

KEY ACCOMPLISHMENTS IN FY18

- Processed payroll for all City employees on a bi-weekly basis.
- Consistently made all efforts to meet the City's policy of processing accounts payable checks within 30 days of invoice receipt and in accordance with established internal control guidelines.
- Processed monthly financial information for on-line inquiry in Munis.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for the City's Comprehensive Annual Financial Report for Fiscal Year 15-16.
- Accounted for the City's grant programs, ensuring compliance with grant requirements and processed draw-downs for reimbursement grants.
- Completed the State Controller's Reports by mandated deadlines.
- Coordinated an independent audit of the Local Transportation Development Act funds for FY 2016-17.
- Completed the annual financial audit and prepared the CAFR for the fiscal year that ended June 30, 2017.
- Implemented Munis Fixed Assets module of the Enterprise Resource Planning ("ERP") system.
- Provided interdepartmental support for the ERP system.

GOALS FOR FY19

- Participate in the ERP system 2018 upgrade.
- Participate in the ERP system replacement for the HR/Payroll functions.
- Participate in the ERP system implementation for the CAFR Builder project.
- Upload data to the City's OpenGov site to include actual results for fiscal years through 2017-18.
- Update the Fiscal Procedures Manual to include the new ERP system functionality of all current processes.
- Implement GASBS 75 on accounting and reporting for postemployment benefits other than pensions.
- Publish unclaimed funds on the website.

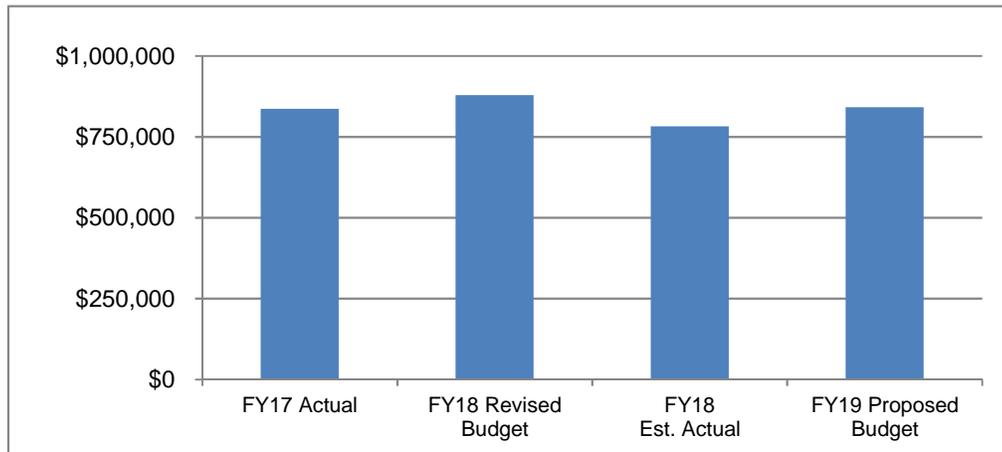
Support Services - 1001540

OVERVIEW

The Support Services Division is responsible for providing centralized support services to the City's operating departments.

The services provided include: 1) oversight of the City's purchasing program; 2) review of City contracts and bids; 3) printing and graphics services; 4) telecommunications and radio communication services; 5) City-wide mail and messenger services; 6) provision of office equipment; 7) and office space planning and implementation services.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$836,171	\$878,700	\$782,300	\$841,500



BUDGET ADJUSTMENTS

Freeze Graphics Media Coordinator position for Three Months	(\$29,700)
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Support Services (continued)

KEY ACCOMPLISHMENTS IN FY18

- Entered into a contract for a new Voice over Internet Protocol ("VoIP") telephone system City-wide with a cutover date in the first quarter of FY 18-19.
- Met with City staff to determine programming for the new telephone system and coordinated cabling needs with City Information Services staff.
- Coordinated the installation of new telephone lines from AT&T that will replace the lines currently in use upon cutover to the new telephone system.
- Entered into a contract extension with the current telephone system vendor to ensure support for the City's existing obsolete telephone system.
- Entered into a contract extension with Motorola for continued maintenance of the City's two-way radio system.
- Designed, printed, and produced a variety of City documents including financial documents, booklets, pamphlets, brochures, business cards and stationery, tickets, posters, schedules, and other promotional materials for numerous City events and programs.

GOALS FOR FY19

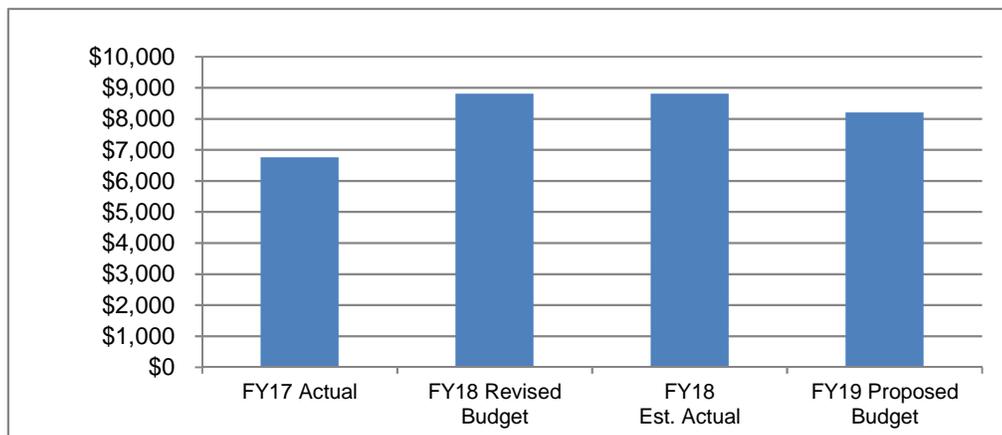
- Complete the cutover to the new City-wide VoIP telephone system.
- Solicit proposals and install replacement convenience copiers City-wide.
- Solicit proposals and install replacement mail processing equipment in the City's mailroom.
- Assist with testing and training staff City-wide for the planned upgrade to the City's ERP.

Customer Services - 1001552

OVERVIEW

The Customer Services Division is responsible for processing water bills, sanitation billing, parking citations, business tax receipts, and general billing, with salaries paid from the Waterworks Fund. In addition, the Division coordinates the activities of special event and location filming permits, business tax compliance programs, and cashiering activities at City Hall.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$6,760	\$8,800	\$8,800	\$8,200



BUDGET ADJUSTMENTS

None

Customer Services (continued)**KEY ACCOMPLISHMENTS IN FY18**

- Processed 1,206 new business tax applications within one day of receipt, and processed all business tax payments within one business day of receipt.
- Processed 3,632 parking citations issued by the Police Department.
- Processed approximately 12,350 cash register transactions totaling \$10.4 M in incoming revenue.

GOALS FOR FY19

- Assist with ERP system implementation of Energov modules associated with business tax applications.
- Process all parking citation dismissal requests within three days from receipt of request.
- Process all parking citation, business tax, and miscellaneous accounts receivable payments within one working day of receipt of payment.
- File miscellaneous accounts receivable damage claims within two business days of receipt of information from the Risk Manager.

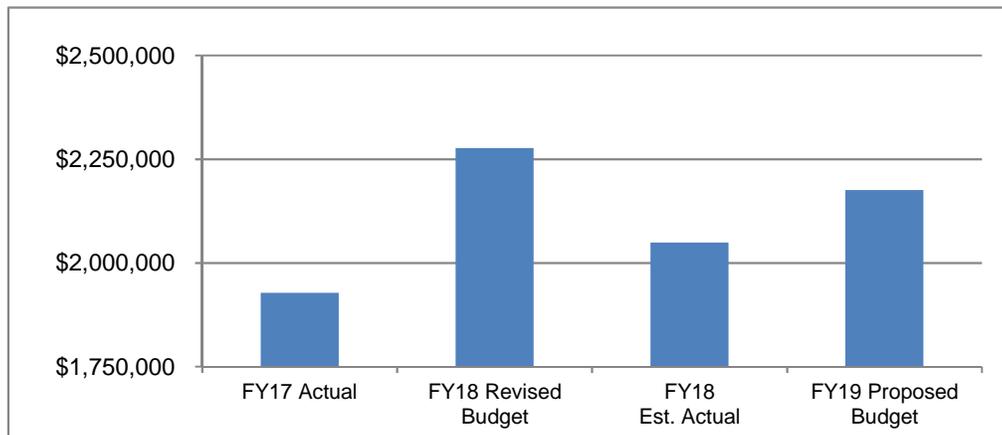
Information Services - 1001560

OVERVIEW

The Information Systems division is responsible for purchasing, implementing and supporting all information technology and systems for City operations. This includes all servers, networking equipment, firewalls, tablets, wireless devices, internet connections, desktop computers, printers, remote access, wide area network connections, fiber, mobile data systems and software that is used throughout the City.

It oversees network security, coordinate all software upgrades, and work with various division to automate processes and implement new systems or enhanced features within the existing systems.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,927,397	\$2,276,319	\$2,049,000	\$2,175,600



BUDGET ADJUSTMENTS

None

Information Services (continued)

KEY ACCOMPLISHMENTS IN FY18

- Provided internal project management and technical support for the implementation of a new web based planning, land use and permitting system implementation (EnerGov).
- Replaced the City’s outdated wiring in preparation for the new voice over internet phone system. This project included several miles of fiber optic cable and over 3,000 Ethernet drops.
- Replaced the City’s outdated Ethernet switching equipment in preparation for the new voice over internet phone system.
- Provided internal project management and technical support for the implementation of the City’s new water billing system (go-live for this phase of the ERP has been delayed until early 2019 due to issues with vendor resources).
- Lead all technical aspects for the implementation of the City’s new access control and video monitoring system.
- Worked with public works on the design and implementation of a new Supervisory Control and Data Acquisition (or, SCADA) System.
- Implemented new high speed internet services for the gun range and library.

GOALS FOR FY19

- Upgrade the City’s Tyler Munis ERP core financial modules to the latest version.
- Lead the implementation, configuration, and training for the Munis Utility Billing, Human Resources, Payroll, and timekeeping modules.
- Complete the installation and go-live on the new voice over internet protocol phone system.
- Prepare an Information Systems Master Plan.
- Complete a Payment Card Industry (pr, PCI) compliance audit of citywide credit card processes.
- Create a specification, prepare a Request For Proposal, evaluate the proposals, select a vendor, and implement a new audio visual / broadcast system for the council chambers.
- Update and strengthen citywide backup and computer disaster recovery systems and processes.
- Evaluate, justify, purchase, and install next generation firewalls, replacing the existing five-year old system.

DEPARTMENT OF ADMINISTRATIVE SERVICES
FY 18-19 Reduction Proposal

TITLE: Freeze Graphics Media Coordinator position for three months
TOTAL: \$29,650
ACCOUNT: 1001540-(several)
PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$29,700
TOTAL:	\$29,700

The City's Graphics Media Coordinator has provided notice of intended retirement in December 2018, after providing 32 years of service to the City. It is proposed to freeze this position for a three-month period to provide for some salary savings. For this limited period of time, it is anticipated that other staff in the Print Shop area will be able to adequately handle ongoing workload until a successor to this position is in place.

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CITY OF SIMI VALLEY

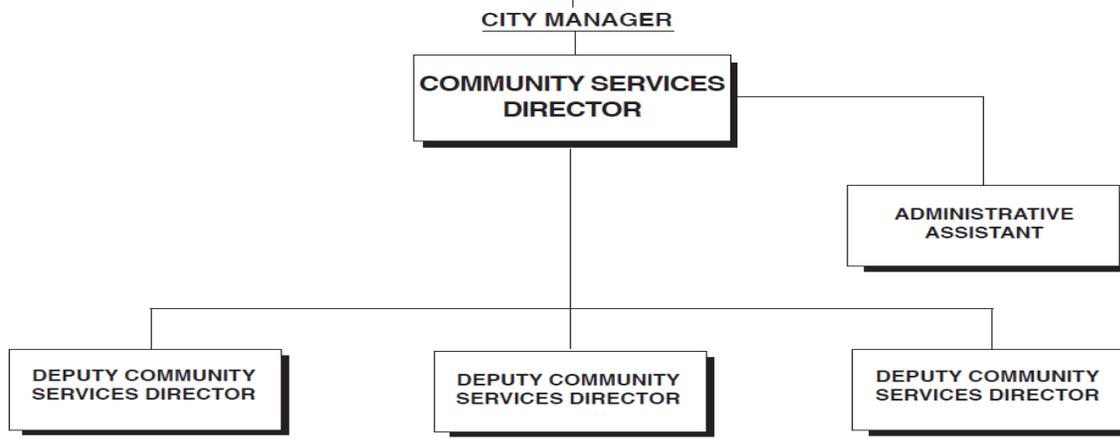
DEPARTMENT OF COMMUNITY SERVICES

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. The Department works closely with individuals, businesses, and government resources.

The Department is focused on maintaining and enhancing the quality of life for Simi Valley residents and economic vitality of the community. The Department provides a high quality of services to residents and businesses and access to services for vulnerable populations. The Department assists with health and safety issues through Code Enforcement and the Crossing Guards. The Department provides youth and senior services, access to the arts, non-profit collaboration, library services, social service awareness, transportation services, animal services, compliance with various State mandates, and regional coordination on behalf of the City in areas directly affecting residents.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
CS Administration	1,067,995	833,500	743,700	691,100
Code Enforcement	795,780	1,062,000	875,000	1,075,400
Solid Waste Regulation	60,202	146,411	117,400	121,700
Senior Services	740,789	813,900	789,100	992,400
Neighborhood Council	135,676	196,300	183,800	203,700
Youth Services	118,249	216,800	189,200	194,600
Neighborhood Services	482,258	274,800	275,800	228,100
Animal Services	-	809,600	465,900	816,400
Community Information/ Broadcast	-	239,000	72,600	98,100
Crossing Guards	93,589	100,000	110,200	97,600
Cultural Arts	413,730	554,000	507,500	605,900
TOTAL	\$ 3,908,268	\$ 5,246,311	\$ 4,330,200	\$ 5,125,000

SIMI VALLEY CITY COUNCIL



- Code Enforcement
- Resource Coordination
- Task Force on Homelessness
- CS Budget/Financials/Purchasing
- Trash Franchises
- Community Projects Grant Program
- Senior Center
- Senior Nutrition Program
- Council On Aging
- Solid Waste Diversion Programs

- Cultural Arts Center
- Simi Valley Arts Commission
- Youth Council
- Youth Employment Service
- Neighborhood Councils
- Cable Television
- Animal Services

- ADA Paratransit Advisory Committee
- Fixed-Route System
- ADA/Dial-A-Ride Services
- Simi Valley Public Library
- Crossing Guards

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 1,973,942	\$ 2,306,200	\$ 2,111,600	\$ 2,391,200	3.7%
41020 - Temporary Salaries - PR Only	165,846	151,800	177,600	176,800	16.5%
41040 - Overtime	3,171	11,500	21,600	13,100	13.9%
41050 - Outside Assistance	-	-	-	-	0.0%
41200 - Deferred Comp - 401k	27,924	30,600	30,600	35,400	15.7%
41210 - Deferred Comp - 457	3,589	6,900	7,800	11,500	66.7%
41300 - Vision Care	5,716	6,800	5,900	6,700	-1.5%
41350 - Disability	15,327	18,100	22,900	19,800	9.4%
41400 - Group Insurance/Health	34,343	47,400	39,400	49,100	3.6%
41415 - Flex Benefits	343,419	449,400	379,900	462,000	2.8%
41420 - CalPERS Health Admin Fee	1,484	1,500	1,600	1,600	6.7%
41450 - Life Insurance	4,858	5,900	7,300	5,800	-1.7%
41500 - Group Insurance/Dental	19,299	23,800	20,900	26,500	11.3%
41550 - Section 125 Administration Fee	178	200	500	1,000	400.0%
41600 - Retirement (PERS)	462,777	589,500	463,800	623,100	5.7%
41620 - Retirement (HRA)	10,598	14,600	16,800	19,400	32.9%
41650 - Medicare Tax	34,280	47,100	36,200	43,000	-8.7%
41660 - FICA	9,439	22,300	10,700	12,100	-45.7%
41700 - Workers' Compensation	171,900	218,500	218,500	118,000	-46.0%
41900 - Salary Savings	-	-	-	(8,800)	0.0%
42130 - Postage	2,443	2,500	2,500	2,500	0.0%
42150 - Communications	1,513	1,400	1,500	1,700	21.4%
42200 - Computer - Non Capital	-	-	1,600	2,100	0.0%
42230 - Office Supplies	3,082	3,800	4,100	4,300	13.2%
42235 - Furnishings & Equip - Non Cap	12,631	1,000	1,000	1,000	0.0%
42410 - Uniform/Clothing Supply	418	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	750	1,300	1,200	1,900	46.2%
42450 - Subscriptions and Books	641	1,100	1,100	3,800	245.5%
42460 - Advertising	130	-	-	200	0.0%
42550 - Small Tools/Equipment	-	-	-	-	0.0%
42560 - Operating Supplies	28,592	96,811	53,200	34,000	-64.9%
42720 - Travel, Conferences, Meetings	3,172	6,100	5,500	7,200	18.0%
42730 - Training	908	4,700	3,000	5,400	14.9%
42790 - Mileage	28,833	34,300	30,200	34,000	-0.9%
44010 - Professional/Special Services	30,446	205,300	54,400	80,900	-60.6%
44210 - Animal Regulation	354,009	775,300	441,100	775,300	0.0%
44310 - Maintenance of Equipment	1,791	8,100	3,700	7,400	-8.6%
44410 - Maintenance Building/Grounds	550	-	-	-	0.0%
44460 - Tumbleweed Abatement	-	1,500	1,500	5,000	233.3%
44490 - Other Contract Services	150,000	150,000	150,000	150,000	0.0%
44840 - Bad Debt Expense	267	-	-	-	0.0%
TOTAL	3,908,268	\$ 5,246,311	\$ 4,330,200	\$ 5,125,000	-2.3%

CS Administration - 1002005

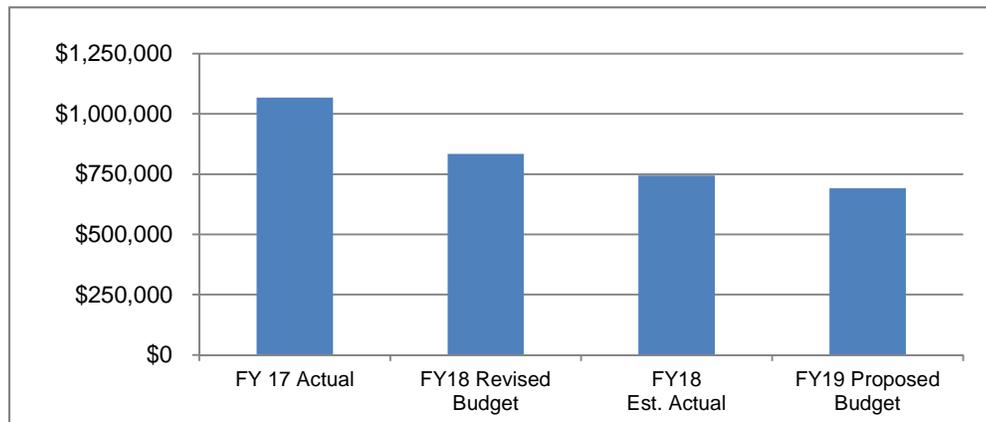
OVERVIEW

The Community Services Department is administered to ensure it is accountable to citizens, maintains an equitable and balanced budget, encourages community involvement and volunteerism, provides a safe and healthy living environment, and delivers excellent customer service to the community.

The Community Services Department Administration provides general administrative coordination between Community Services Sections, the City Manager's Office, other City Departments, and various outside agencies, and ensures that the Department is fulfilling its responsibilities in a timely and effective manner. It also provides sound fiscal management, personnel management, purchasing, facility management, records management, contract/fee/asset administration, and grant management.

The Community Services Department Administration facilitates the Department's compliance with various regulations including the City's Municipal Code, Brown Act, and state and federal regulations.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,067,995	\$833,500	\$743,700	\$691,100



BUDGET ADJUSTMENTS

Reclassify Office Assistant I/II to Office Specialist I/II	\$	-
Reduce 1.0 FTE Accounting Assistant II to 0.5 FTE	\$	(33,800)
Partially fund various positions from the Library Fund	\$	(66,300)

CS Administration (continued)

KEY ACCOMPLISHMENTS IN FY18

- Demonstrated sound fiscal management by preparing and monitoring the Department's annual budget in accordance with City policy.
- Increased accessibility of local government by facilitating the engagement of the community through 12 volunteer Citizen Advisory Boards, and enhancing accountability to citizens.
- Created an atmosphere that encourages community involvement and volunteerism through coordination of the City's Annual Volunteer Appreciation Dinner and recognized the volunteer efforts of more than 700 individuals who dedicated a combined estimated 95,000 hours to City programs and services throughout the year.
- Continued to deliver excellent service to the community by ensuring the Departments' four public facilities maintained exceptional customer service and responded to citizen inquiries in a timely fashion.
- Enhanced processes to increase transparency of financial reporting.

GOALS FOR FY19

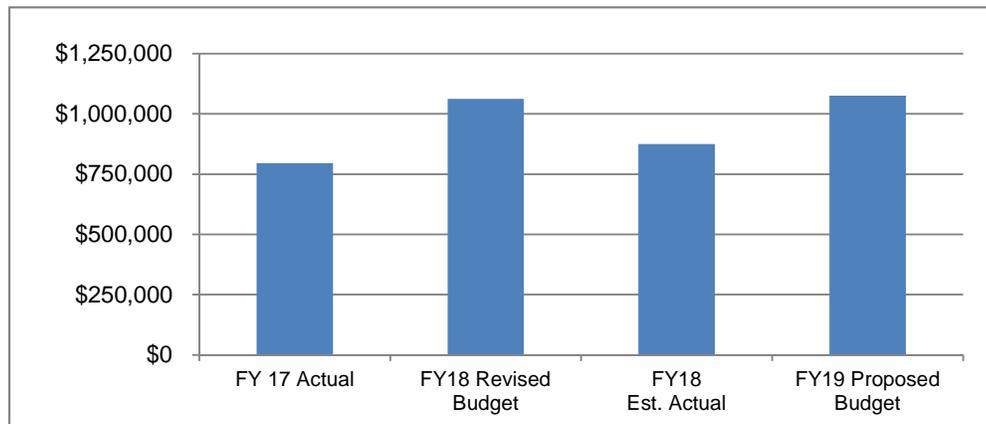
- Engage the community in the City's decision-making process.
- Ensure the continued delivery of exceptional public services.
- Ensure Departmental compliance with City, local, state, and federal regulations.
- Provide publicly accessible community service facilities, including the Library, Senior Center, and Cultural Arts Center.
- Enhance employee development plans to help develop staff to maintain a high quality of services to city residents.

Code Enforcement - 1002110

OVERVIEW

The Code Enforcement Section addresses quality of life issues and increases the City's economic vitality through the enforcement of municipal ordinances, conditions, and permits. Code Enforcement's goal is to provide a safe, healthy, and aesthetically pleasing environment for the City's residents and business community. Code Enforcement responds to complaints from the public and referrals from other City departments requesting assistance in gaining compliance. Code Enforcement actively pursues violations based on the current needs of the community and as directed by the City Council. Code Enforcement also collaborates with other Community Services Department staff to respond to quality of life issues not regulated by the Simi Valley Municipal Code and to enhance the Development Code to be responsive to current community needs and to address potential life/safety issues on properties in the City.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$795,780	\$1,062,000	\$875,000	\$1,075,400



BUDGET ADJUSTMENTS

Code Enforcement (continued)

KEY ACCOMPLISHMENTS IN FY18

- Abated over 2,600 violations of the Simi Valley Municipal Code, which resulted in excess of \$10,000 in permit, civil fine, and court adjudicated fine revenue.
- Processed and received referrals from the Administrative Services, Environmental Services, Police, and Public Works Departments regarding business tax, development code, and encroachment violations, resulting in the abatement of over 40 Simi Valley Municipal Code violations and enhanced community safety and economic vitality.
- Conducted complaint based and proactive inspections resulting in the abatement of over 300 sign ordinance violations, including proactive enforcement on private property.
- Abated more than 800 violations of trash accumulation, illegal placement of trash receptacles, and open storage from private property.
- Abated approximately 505 property maintenance and landscape condition violations, resulting in the improvement of commercial, industrial, and residential properties in the City.
- Inspected 373 parcels for tumbleweeds, weeds, and debris under the Public Nuisance Abatement program, resulting in the abatement of 147 violations that posed fire safety and aesthetic concerns.
- Responded to complaints and proactively identified abandoned shopping carts, which create blight, causing the removal of over 350 carts on private property and in the public rights-of-way.

GOALS FOR FY19

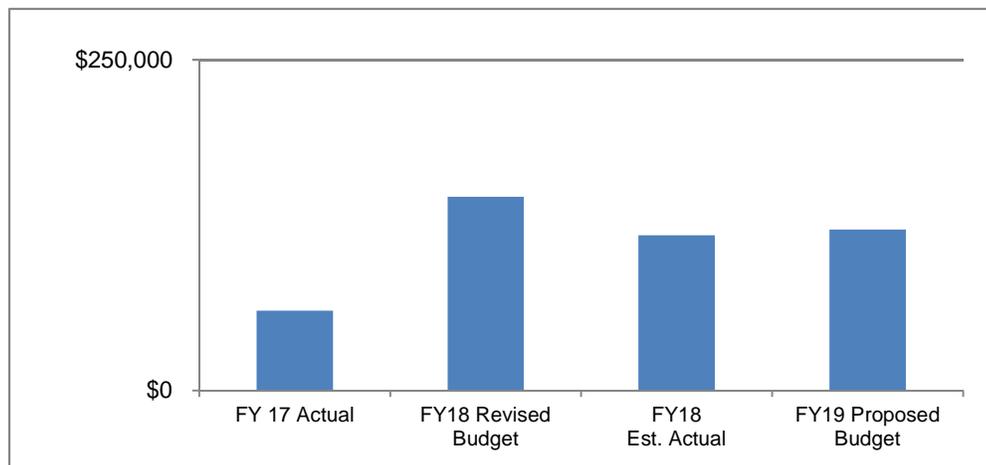
- Continue to refine programs and assist with updating local ordinances and codes to meet current community needs, and increase the efficiency and effectiveness of compliance efforts.
- Work with Environmental Services and other City Departments to proactively identify and report potential life and safety cases that are hazardous to the public.
- Actively collaborate with homeowner associations, property managers, County, State, environmental, and public safety agencies to address violations and achieve voluntary compliance.
- Continue to respond to violations of the Simi Valley Municipal Code, including Development Code-related violations and quality of life issues that have an impact on economic development and property values.
- Work in partnership with the City Attorney's Office and Police Department to identify and process violations of the City's Municipal Code and State laws.
- Continue to work with other City Departments in processing violations of the Simi Valley Municipal Code that are referred to Code Enforcement for compliance/prosecution.
- Collaborate with other Community Services Department staff in responding to quality of life issues not governed by the Simi Valley Municipal Code.
- Prevent violations and engage the community through education efforts, and enhance voluntary compliance through direct interactions with the public.

Solid Waste Regulation - 1002115

OVERVIEW

The Community Services Department administers the City's solid waste and recycling programs including maintaining compliance with State mandates, administratively supports associated grants, and manages solid waste and recycling franchise agreements.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$60,202	\$146,411	\$117,400	\$121,700



BUDGET ADJUSTMENTS

Reclassify Office Assistant I/II to Office Specialist I/II	\$	-
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Solid Waste Regulation (continued)

KEY ACCOMPLISHMENTS IN FY18

- Reported to the State of California that in 2016, the City achieved a 70.8% residential waste diversion rate, equivalent to 10.2 pounds per person per day of waste diverted from the Simi Valley Landfill. The commercial diversion rate was 68.1% with 29.7 pounds per person per day of waste diverted from the Landfill. The City continues to exceed the State's mandates for diversion rates.
- Received California Redemption Value (CRV) funds through CalRecycle's City/County Payment program, which were utilized to implement a public outreach and education campaign including the purchase of beverage container recycling bins and recycling education at the Simi Valley Public Library and Katherine Elementary School.
- Facilitated the City Council's review and regulatory approval of a modified formula for solid waste and recycling services fees to address changes in the cost of regulatory compliance and the recycling commodities market that was significantly impacting the franchisee's operating costs.
- Continued to address public health and safety issues related to solid waste services and respond to customer service issues related to the franchises.

GOALS FOR FY19

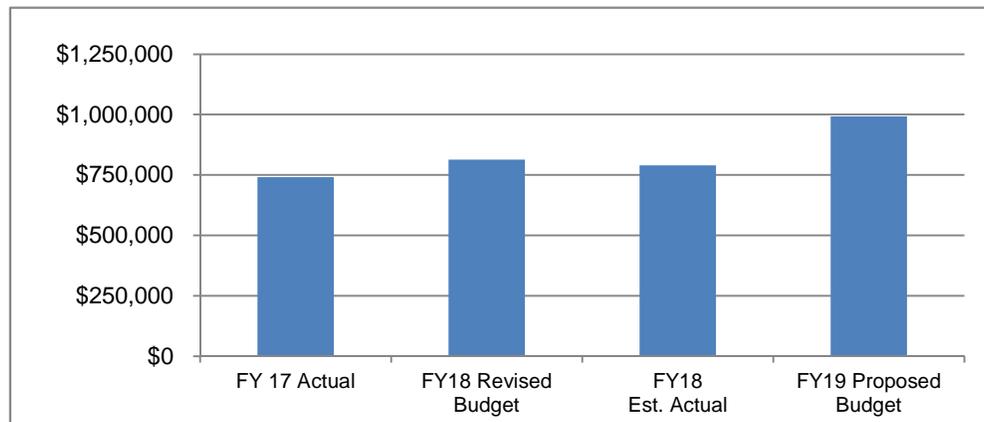
- Continue to exceed the State of California's mandated diversion rate.
- Improve the City's compliance with the State's mandatory commercial recycling law, which includes increasing the voluntary compliance rate among businesses and multi-family properties within the City.
- Educate the community about the State's mandated organic recycling law and provide opportunities to businesses to reduce food waste.
- Utilize California Redemption Value (CRV) funds granted through CalRecycle's City/County Payment program to further support AB 341 Mandatory Commercial Recycling requirements through enhanced infrastructure and public education programs for businesses and multi-family residential properties to recycle beverage containers.

Senior Services - 1002230/1002335/1002337

OVERVIEW

The City's state of the art Senior Center provides ongoing programs and services for individuals 50 years of age or older, and a variety of programs including grant funded nutrition programs. The Center also features a resource center, fitness rooms, computer lab, media room, card rooms, billiards room, ceramics and art studio, and numerous volunteer and community involvement opportunities to meet the needs of the City's fastest growing population, and is available for rental use in the evenings and weekends. The Center's programming classes are available as a result of partnerships with a variety of government agencies, nonprofit organizations, and service clubs, and are provided at no, or low cost to seniors. The Council On Aging advises the City Council on senior issues and raises funds that support senior programs, encourages civic involvement and volunteerism, and promotes accountability to citizens.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$740,789	\$813,900	\$789,100	\$992,400



BUDGET ADJUSTMENTS

Senior Services (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed a renovation of the Senior Center kitchen to modernize the equipment and enhance lighting, ventilation, and flooring, all without any disruption to the delivery of services to nutrition program clients.
- Incorporated two new free evidence-based exercise classes to the programming schedule at the Senior Center and also added a free caregiver program for families, as well as a free meditation and relaxation class.
- Retained 100% of the volunteers working as ambassadors for the Senior Center for the second consecutive year, resulting in a cost savings of approximately \$55,000 annually.
- Enhanced meal variety in the Senior Nutrition program, adding four new menu items to the program.
- Increased meal service by 7% over the last fiscal year, serving close to 48,000 meals to seniors in our community.
- Realigned personnel costs to be reflective of staff time administering the programs and to maximize grant reimbursements.

GOALS FOR FY19

- Establish guidelines that help promote financial transparency and help streamline processes.
- Enhance the safety of facility patrons by updating rules and regulations to better address public safety concerns.
- Maintain a commitment to public safety by introducing software that will help the Center better respond to safety concerns.
- Partner with the Council On Aging and Rancho Simi Recreation and Park District to explore and identify the needs of the senior population in this community, and increase no and low cost program offerings for older seniors.
- Continue to partner with the Ventura County Area Agency on Aging to provide Senior Nutrition programs and other supportive programs and services focused on providing seniors with maximum independence.

Neighborhood Councils - 1002235

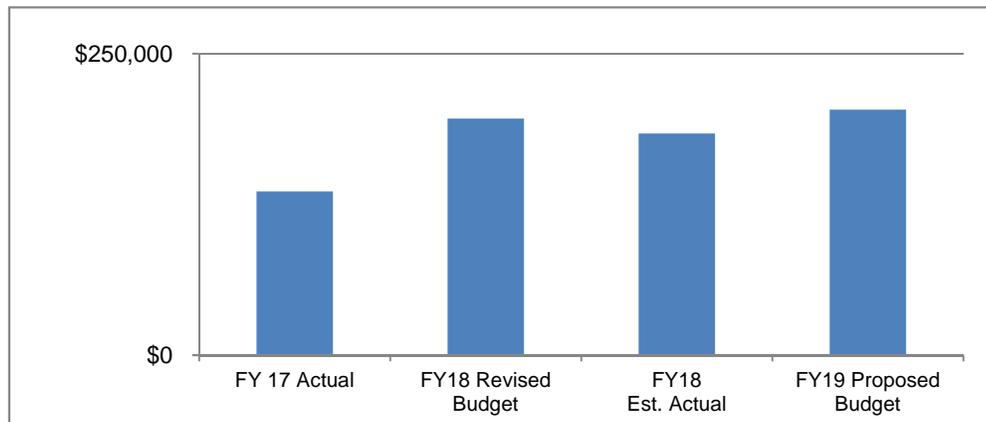
OVERVIEW

The Neighborhood Councils encourage and provide an opportunity for community involvement in the City’s decision-making process. They advise the City Council and Planning Commission on development projects and citywide concerns.

The City is divided into four Neighborhood Council districts. All residents age 18 and over are members of their Neighborhood Council. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council.

The Neighborhood Councils encourage community involvement and volunteerism and promote civic engagement through a local government that is accessible, efficient, and accountable to its citizens.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$135,676	\$196,300	\$183,800	\$203,700



BUDGET ADJUSTMENTS

5% of Community Services Coordinator Charged to Library Fund	(7,200)
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Neighborhood Councils (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed two recruitments to fill 32 positions on the Neighborhood Council Executive Boards and oriented volunteer advisory board members on City operations, governmental structure, effective public engagement, and meeting facilitation.
- Completed the update of the Neighborhood Council program, the bylaws and associated sections of the Simi Valley Municipal Code to better meet current community needs.
- Facilitated the review of 11 development applications and provided associated recommendations to the Planning Commission and the City Council.
- Facilitated the review of possible revisions to the City's marijuana regulations and Coyote Management Plan fencing options.
- Increased Executive Board and resident knowledge about the various City programs through informational presentations by the Environmental Services Department Home Rehabilitation program, Public Works Department Coastal Cleanup Day, Water Conservation and Sanitation Services, Police Department CERT program, and the Simi Valley Public Library.
- Increased Executive Board and resident knowledge about other community programs through informational presentations by HOPE Animal-Assisted Crisis Response, the Simi Valley Community Garden, the Ventura County Civic Alliance State of the Region report, and the Rancho Simi Recreation and Park District Arroyo Simi Greenway project.
- Represented the Neighborhood Councils on the Special Event Support Review Committee, the Task Force on Homelessness, the Citizens' Election Advisory Commission, the Community Development Block Grant Advisory Committee, the Community Projects Grant Review Committee, and at community events.
- Enhanced residents' accessibility to and engagement in government.

GOALS FOR FY19

- Update the Neighborhood Council Policies and Procedures to incorporate current methodologies, including the addition of social media guidelines to increase community engagement.
- Enhance resident knowledge of City operations including public safety, community development, and quality of life services.
- Engage citizen participation in the City's decision-making process.
- Increase awareness of different volunteer opportunities available throughout the city and the community.

Youth Services - 1002240

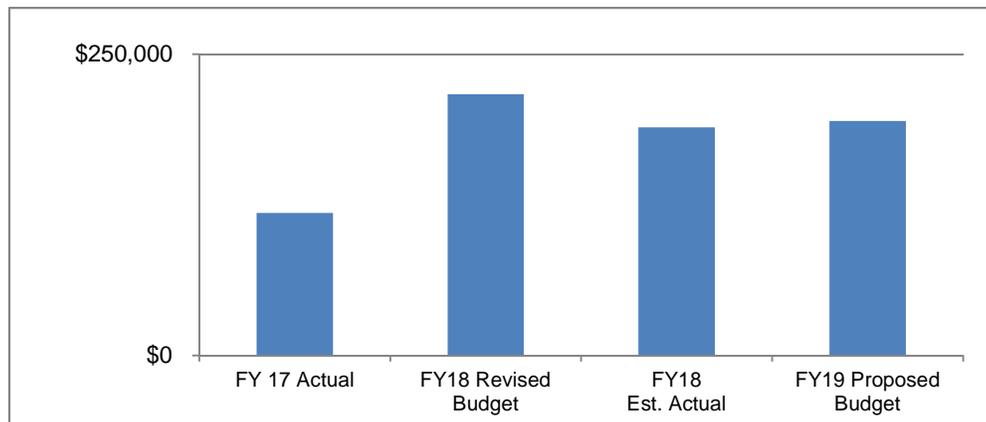
OVERVIEW

The youth and volunteer programs strengthen the community infrastructure of services by providing information and resources connecting teens and families, enhancing collaboration among youth serving organizations, encouraging civic engagement and volunteerism, and providing employment services to youth and businesses.

The Youth Employment Service (YES) contributes to Simi Valley's skilled workforce by providing job readiness skills training for youth, one-on-one job readiness assessment, employment counseling, referrals and recruitment services for local businesses, and is assisted by a volunteer YES Advisory Board to maximize the reach within and responsiveness to the community.

The Youth Council, a 24-member advisory board that addresses youth issues and concerns, provides Simi Valley youth leadership development, encourages civic engagement and promotes citizenship, community involvement, and volunteerism.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$118,249	\$216,800	\$189,200	\$194,600



BUDGET ADJUSTMENTS

Reduce Community Services Coordinator to 0.9 FTE - One Year Only	(\$8,800)
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Youth Services (continued)

KEY ACCOMPLISHMENTS IN FY18

- Hosted and coordinated the 8th Annual Youth Service Providers Meet and Greet event, which brought together 46 youth serving nonprofits, schools, and government agencies to increase knowledge and accessibility of resources and promote collaboration in efforts to meet community needs for a safe and healthy living environment.
- Developed the 2017-18 Youth Council Work Plan and created Ad Hoc Committees to address the following identified youth priorities: bullying; discrimination; life skills education; career exposure and readiness; teen health and wellness; and substance use.
- Oriented 24 Youth Council members to serve on an advisory board, including training in Brown Act regulations, meeting facilitation procedures, board roles, responsibilities, and civic mindedness, City structure, community engagement, and leadership.
- Organized the Annual Youth Summit which provided leadership development training, promoted community involvement, volunteerism, and civic engagement, and created an opportunity for youth to share their concerns and offer solutions in an open dialogue with local elected officials and community leaders.
- Facilitated the 4th Annual Simi Valley Youth Town Hall at the Ronald Reagan Presidential Library and Museum, where a panel of community leaders and elected officials fielded live questions and discussed the topic of education in front of a live audience of over 500 middle and high school students.
- Registered and provided one-on-one job readiness and employment skills assessments for approximately 35 new Youth Employment Service clients, and provided more than 230 direct job referrals to 382 registered YES clients ages 15 to 22.
- Provided Entering the Workforce and Interview Skills Workshops to over 1,700 students in the Simi Valley Unified School District, and provided mock interviews for 450 students, including more than 200 students with special needs, through a concerted effort of the YES Advisory Board.
- Organized the 31st Annual YES Job and Career Expo, connecting more than 300 job-ready youth with over 60 local businesses and organizations at this recruitment event, supported by over 30 volunteers.
- Collaborated with the Simi Valley Public Library in hosting the Annual Volunteer Fair, called “Building Compassion Through Volunteering” and the Teen Volunteer Fair, called “Make Change Happen in Your Community” where 23 local nonprofits showcased volunteer opportunities to over 200 members of the public.

GOALS FOR FY19

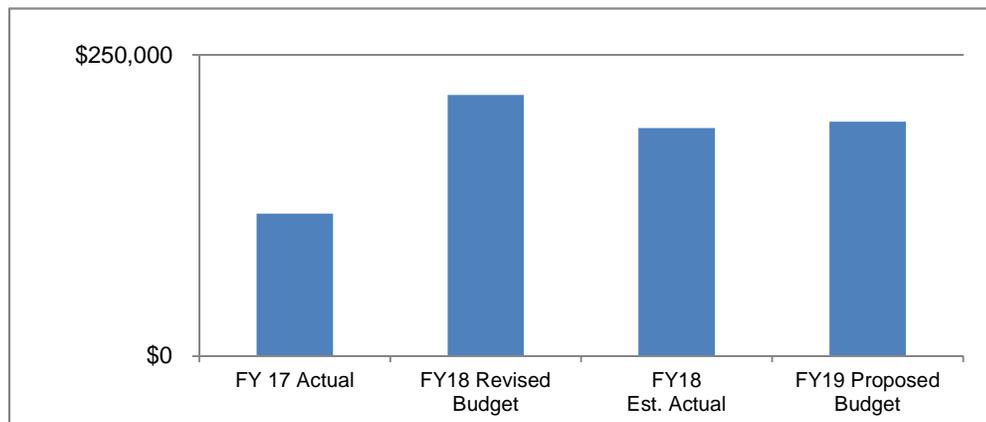
- Develop evaluation methods to assist in measuring the impacts and outcomes of YES programs and to identify future workforce development needs.
- Explore fundraising opportunities for the Youth Council to provide additional resources for future events and programs.
- Work with the Youth Council to identify the needs of the community's youth and determine strategies to best meet these needs.
- Increase YES awareness in the business community through increased outreach and communication efforts.
- Increase use of technology and social media for marketing and program efficiency.

Neighborhood Services - 1002245

OVERVIEW

The Neighborhood Services Section ("Section") administratively supports the Task Force on Homelessness, and provides policy development support to the City Council in the area of homelessness and social services. The Section also administratively supports the Community Projects Grant program. The Section supports the City's volunteer recognition in coordination with the Senior Services Section.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$118,249	\$216,800	\$189,200	\$194,600



BUDGET ADJUSTMENTS

Reclassify Office Assistant I/II to Office Specialist I/II	\$	-
20% of Management Analyst charged to Housing Successor Agency		(\$26,700)

Neighborhood Services (continued)

KEY ACCOMPLISHMENTS IN FY18

- Restructured the Task Force on Homelessness to align with best practices, be consistent with regional approaches to service delivery and policy formation in the area of homelessness, and modified membership to include representatives with policy development authority within their agencies.
- Facilitated monthly case manager and quarterly resource coordination meetings with community organizations and interested individuals.
- Conducted the recruitment and appointment of the Community Projects Grant Review Committee.
- Managed the application process for 22 nonprofit organizations seeking over \$1 million in Community Projects Grant support and the award of \$150,000 for community projects and programs serving Simi Valley.
- Monitored FY 2017-18 Community Projects Grant activity and presented quarterly grant reports on awardees' progress and completion to the City Council.
- Provided oversight of the close-out of the FY 2016-17 Community Projects Grant awards.
- Facilitated the selection of the City and Community Volunteers of the Year for recognition by the City Council for outstanding volunteerism and community service.

GOALS FOR FY19

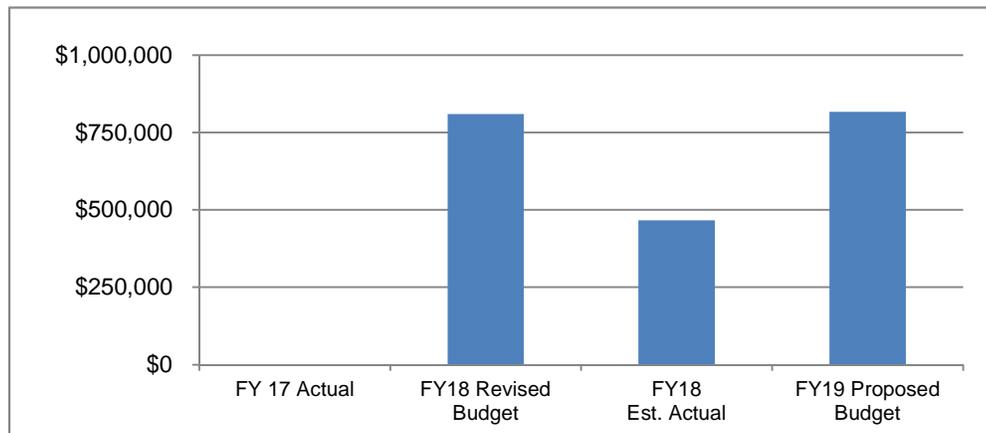
- Continue to expand the community's awareness of addressing the issue of homelessness and poverty within the community by providing presentations to the City's advisory boards and soliciting recommendations to the City Council on addressing the issue within the community.
- Continue to strengthen regional relations with other agencies that work to reduce the incidents of homelessness through participation in the Ventura County Continuum of Care.
- Continue to increase staff awareness of available social services available through 2-1-1, to allow for enhanced customer service for those seeking services.
- Facilitate nonprofit collaboration in the areas of funding requests, service delivery coordination, and community needs assessment.

Animal Services - 1002260

OVERVIEW

The Animal Services Section promotes a responsive, healthy, and safe living environment through management of the City's Animal Services contract. It supports enforcement of Animal portions of the City's Municipal Code, the Simi Valley and Camarillo animal shelters, as well as the humane treatment and management of stray animals to prevent them from becoming a nuisance or danger to the community while encouraging the reunification with their owners or their adoption.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$0	\$809,600	\$465,900	\$816,400



BUDGET ADJUSTMENTS

None

Animal Services (continued)

KEY ACCOMPLISHMENTS IN FY18

- Continued to facilitate site improvements to the Simi Valley Animal Adoption Center that included lighting upgrades and repaving of the existing parking lot.
- Supported Ventura County Animal Services (VCAS) with improvements to the rear of the Simi Valley Animal Shelter facility to include artificial turf, outdoor pens, and shade coverings at no cost to the City.
- Continued to work with VCAS to monitor the annual contract service costs.
- Continued to work with the County on the transparent presentation of sheltering and service call costs.

GOALS FOR FY19

- Continue to manage the contract with the County of Ventura maintaining excellent customer service, operation of the Simi Valley and Camarillo animal shelters, and strong fiscal management with the updated contract for services.
- Balance humane and responsive practices with the rising cost of services by continuing to work with the County to develop strategies that result in cost containment for next year's contract.
- Increase efforts to facilitate additional adoption events and utilize social media outlets to promote VCAS' programs to further reduce the number of sheltered animals and therefore reduce costs to the City.
- Support the feasibility for VCAS to explore options to add play yards for dogs and a larger holding area for cats at the Simi Valley Animal Shelter.

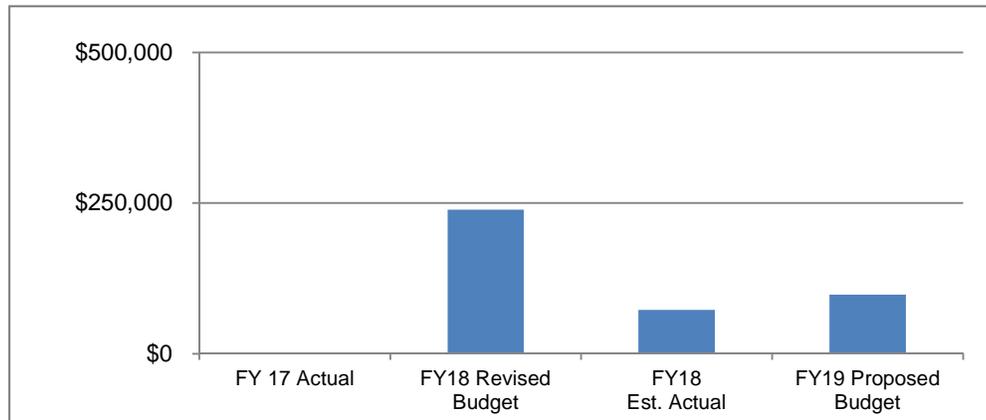
Community Information / Broadcast - 1002265

OVERVIEW

The Community Information/Broadcast Section administers and monitors the customer service requirements of the State’s cable television franchises in Simi Valley. In addition, it operates and manages the City’s Public Educational and Government (PEG) channel, Simi Valley Television (SVTV).

The PEG Channel, SVTV provides important public safety information in the event of an emergency. The channel also communicates volunteer opportunities, citywide events, and other public service announcements to local residents. It increases transparency, civic engagement, and emergency preparedness.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$0	\$239,000	\$72,600	\$98,100



BUDGET ADJUSTMENTS

None

Community Information / Broadcast (continued)

KEY ACCOMPLISHMENTS IN FY18

- Provided customer service support to State cable franchise customers.
- Provided transparency by broadcasting public meetings including City Council, Simi Valley Unified School District Board of Education, and Planning Commission meetings.
- Increased civic engagement by promoting volunteer activities and community events.
- During the City's Emergency Operations Center activation, as a result of the Rye Fire, the PEG Channel, SVTV provided essential emergency information to residents.

GOALS FOR FY19

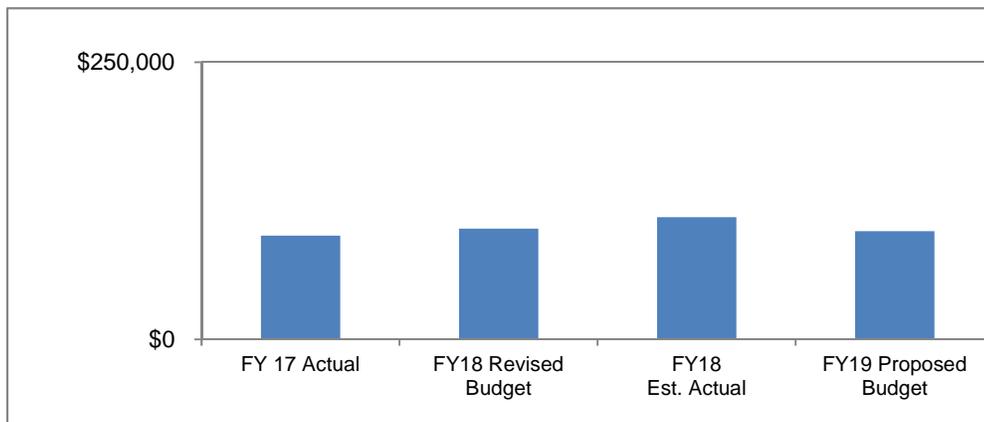
- Develop programming and content to communicate important information to residents, encourage citizen engagement, and increase overall awareness of services and activities provided by the City.
- Utilize the enhanced capacity at the Simi Valley Public Library to increase awareness of Simi Valley Television to promote community events and broadcast programs of interest to the community.
- Expand programming to include video public service announcements.

Crossing Guards - 1002270

OVERVIEW

The Crossing Guard program provides for the enhanced safety of elementary school children, their parents, and other pedestrians while crossing various intersections throughout the City while traveling to and from school.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$93,589	\$100,000	\$110,200	\$97,600



BUDGET ADJUSTMENTS

None

CROSSING GUARDS (continued)

KEY ACCOMPLISHMENTS IN FY18

- Assisted over 300,000 pedestrians safely across busy intersections throughout the school year.
- Provided the Crossing Guards with CPR, First Aid, and periodic safety training.

GOALS FOR FY19

- Identify cost effective means of improving and maintaining pedestrian safety for school-age children and their caregivers.
- Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the enhanced safety of pedestrians.
- Evaluate and inform Community Services staff of infrastructure improvements to minimize ongoing operational costs associated with school-age pedestrian safety.

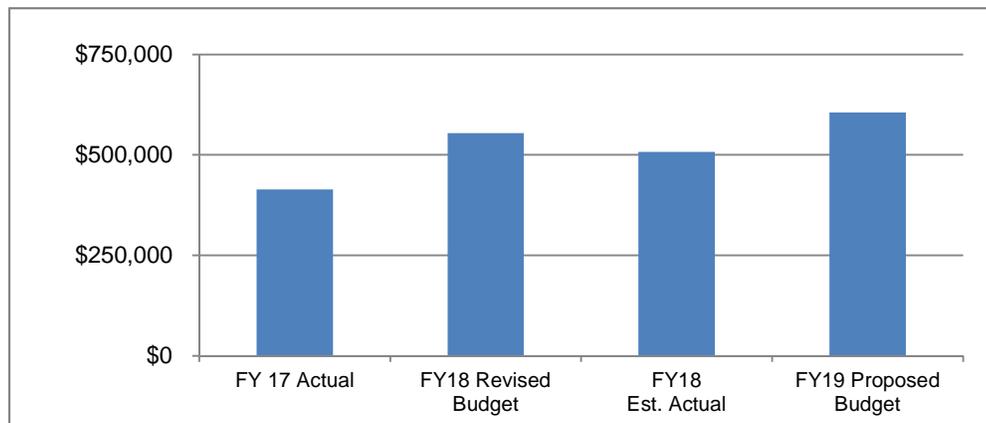
Cultural Arts - 1002310

OVERVIEW

The Simi Valley Cultural Arts Center provides a historic, multipurpose facility to present performances of music, theater, dance, film, lectures, and popular entertainment, as well as space for conferences, meetings, seminars, and workshops.

The Cultural Arts Center develops, supports, and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities.

	FY 17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$413,730	\$554,000	\$507,500	\$605,900



BUDGET ADJUSTMENTS

Increase Hourly Rate Charged for Cultural Arts Center Technical Coordinator	\$11,000 (increased revenue)
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Cultural Arts (continued)

KEY ACCOMPLISHMENTS IN FY18

- Hosted two musical theater training programs for youth between the ages of 7 and 15 plus additional youth educational programming through Literature in Action and Lit Live presentations.
- Presented over 160 performances of major musicals or stage productions on the Cultural Arts Center Main Stage.
- Continued to expand programming in the DownStage Theater and the Cultural Arts Center Multi-Purpose Room (MPR), resulting in more intimate and affordable presentations, diversifying the revenue stream, and expanding accessibility of the theater to additional organizations.
- Hosted or presented over 180 community events at the Cultural Arts Center.
- Received over \$35,000 in contributions from the Simi Valley Cultural Arts Foundation and other contributors.
- Utilized approximately 11,300 volunteer hours in preparing and presenting productions at the Cultural Arts Center.
- Increased annual attendance totals for Main Stage events by 3%.
- Upgraded audio and visual capabilities through the purchase and/or installation of microphones, headphone systems, instruments, projectors, and lighting to enhance the customer experience in the Cultural Arts Center.
- Installed an LED marquee to improve community awareness of performances and events taking place at the Cultural Arts Center.

GOALS FOR FY19

- Continue to develop a series of concert and event evenings in the 60-seat performing space DownStage Theater to increase rentals and usage on weeknights and Sunday evenings, and increase community involvement in the arts.
- Increase community usage of the Main Stage and DownStage/MPR for recitals, workshops, productions, concerts, and meetings through continued outreach to area producers and performing groups.
- Develop sponsorship opportunities for Cultural Arts Center performances, programs and events to increase revenue and maximize the potential of the LED marquee sign, social media platforms, and other avenues of communication.
- Enhance relationships and collaborations with educational providers, including the Simi Valley Unified School District, to increase support of the “Arts in Education” projects that provide performance related experience to youth of all ages.
- Explore alternative scheduling of the Cultural Arts Center calendar to expand rental opportunities.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Policy Item/Capital Asset Proposal

DEPT: Community Services
 TITLE: Reclassification of Office Assistant I/II to Office Specialist I/II
 TOTAL: \$0
 ACCOUNT: 1002005/1002115/1002245 - various
 PRIORITY: 1

COST BREAKDOWN	
<u>Current Expenses</u>	
Regular Salaries/Benefits	\$0
TOTAL:	\$0

The Department of Community Services is recommending reclassifying an Office Assistant I/II position to an Office Specialist I/II position. As the Department has been reviewing staff responsibilities and assignments, it has realigned workloads to appropriate classifications. Therefore, it is recommended that the current authorized position of Office Assistant I/II be reclassified to match the incumbent who has been assigned to the position for 10 years as an Office Specialist II. This change in classification will have no effect on the budget due to the position continuously being budgeted at the overfilled level and that, should the position become vacant, the Department would be able to maintain its current workload assigned to the position.

DEPARTMENT OF COMMUNITY SERVICES
FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Reduce 1.00 FTE Accounting Assistant II to 0.50 FTE
 TOTAL: \$33,800
 ACCOUNT: 1002005-various
 PRIORITY: 17

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Regular Salaries/Benefits	\$33,800
TOTAL:	\$33,800

The Department of Community Services has been restructuring responsibilities to ensure effective management and implementation of programs and services to the public. The Accounting Assistant II position has historically provided Department-wide clerical and financial support to a variety of programs. With the implementation of Munis and enhanced training of other Department support staff, there has been a decentralization of finances to be managed on a program level which has reduced workload of the Accounting Assistant II position allowing it to be currently filled as part-time. However, despite the current Department initiated reduction, there is still a significant need for complex financial and general administrative support throughout the Department.

A permanent reduction of this position to a 0.50 FTE would be detrimental to the quality of the vast services and programs provided to the public by requiring existing program staff to engage in a steep learning curve in areas that are more administrative in nature and not focused on direct service delivery. Additionally, in the past several years, the Department's staffing has been reduced to only two administrative support positions to support the wide variety of programs, marketing efforts, civic engagement, and policy development. Any further permanent reductions to the Department's support positions would create concerns related to the Department's responsiveness to other Departments/outside agencies, and most importantly adverse impacts to the quality and volume of services provided to the public. Reducing the Accounting Assistant II position from 1.00 FTE to 0.50 FTE would result in a savings of \$33,800 annually.

DEPARTMENT OF COMMUNITY SERVICES
FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Fund 0.15 FTE of Community Services Director from the Library Fund
 TOTAL: \$40,400
 ACCOUNT: 1002005-various
 PRIORITY: 2

DEPARTMENT PROPOSAL	
<u>Decrease Expense</u>	
Regular Salaries/Benefits	\$40,400
TOTAL:	\$40,400

The Simi Valley Public Library serves more than 3,000 people weekly through STEM and exploratory learning, provides 14 different children’s programs weekly, and has a business and legal resource center, as well as a teen center. The Department of Community Services oversees the general management of the library, as well as its grants and contracts. The Director of the Community Services Department provides high level oversight for the Library.

The Director provides direction, general overview and process improvements, as well as, reviews and finalizes Library staff reports and participates in contract negotiations for the Library. Therefore, it is the recommendation of the Department of Community Services to allocate 0.15 FTE of the Director position to be funded by the Library Fund. This would result in a \$40,400 yearly total savings for the General Fund.

DEPARTMENT OF COMMUNITY SERVICES
FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Fund 0.10 FTE of Community Services Administrative Assistant from the Library Fund
 TOTAL: \$8,500
 ACCOUNT: 1002005-various
 PRIORITY: 3

DEPARTMENT PROPOSAL	
<u>Decrease Expense</u>	
Regular Salaries/Benefits	\$8,500
TOTAL:	\$8,500

The Simi Valley Public Library provides multiple services to the community and the Department of Community Services provides general oversight over the operation of the facility and the delivery of services. The Administrative Assistant to the Community Services Director provides specialized review of Library tasks before submittal to the Director.

The Administrative Assistant reviews staff reports as well as participates in reviewing contracts before being submitted for finalization. The position also reviews all Library incident reports before being submitted to the Director for approval and submission to the City's Risk Manager. Therefore, it is the recommendation of the Department of Community Services to allocate 0.10 FTE of the Administrative Assistant position to be funded by the Library Fund. This would result in an \$8,500 yearly total savings for the General Fund.

DEPARTMENT OF COMMUNITY SERVICES

FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Fund 0.10 FTE of Accounting Assistant II from the Library Fund
 TOTAL: \$6,800
 ACCOUNT: 1002005-various
 PRIORITY: 4

DEPARTMENT PROPOSAL	
<u>Decrease Expense</u>	
Regular Salaries/Benefits	\$6,800
TOTAL:	\$6,800

The Simi Valley Public Library serves more than 3,000 people weekly through learning programs, resource centers, and rentals. The Community Services Department oversees the general management of the Library, as well as its grants and contracts.

Currently, there is no administrative support staff directly funded by the Library Fund. The Department's Accounting Assistant II has been providing the Library assistance with cash reconciliation, procurement, and the processing of accounts payable, as well as assisting grant management. The Accounting Assistant II position spends approximately 208 hours annually supporting the Library's operations. Therefore, it is the recommendation of the Community Services Department to allocate 0.10 FTE of the Accounting Assistant II position to be funded by the Library Fund. This would result in a \$6,800 yearly total savings for the General Fund.

DEPARTMENT OF COMMUNITY SERVICES
FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Fund 0.05 FTE of Deputy Community Services Director from the Library Fund
 TOTAL: \$10,600
 ACCOUNT: 1002005-various
 PRIORITY: 5

DEPARTMENT PROPOSAL	
<u>Decrease Expense</u>	
Regular Salaries/Benefits	\$10,600
TOTAL:	\$10,600

The Simi Valley Public Library serves more than 3,000 people weekly and provides the community with numerous resources and various programs. The Department of Community Services oversees the general management of the Library, as well as its grants and contracts.

The Deputy Community Services Director provides budget overview for the Library, as well as providing assistance with grant and procurement management. Therefore, it is the recommendation of the Community Services Department to allocate 0.05 FTE of the Deputy Director position to be funded by the Library Fund. This would result in a \$10,600 yearly total savings for the General Fund.

DEPARTMENT OF COMMUNITY SERVICES
FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Fund 0.05 FTE of Community Services Coordinator from Library Fund
 TOTAL: \$7,200
 ACCOUNT: 1002235-various
 PRIORITY: 6

DEPARTMENT PROPOSAL	
<u>Decrease Expense</u>	
Regular Salaries/Benefits	\$7,200
TOTAL:	\$7,200

The Simi Valley Public Library provides multiple services to the community and the Department of Community Services provides general oversight over the facility and its programs. The Department has been working on building improvement projects, such as the Discovery Garden, and the Community Services Coordinator has been assisting with this project in various capacities.

The project should be finalized FY18-19, and it is estimated that the Community Services Coordinator will spend approximately 104 hours or 0.05 FTE to complete the Library project. Therefore, the Department recommends funding 0.05 FTE of the Community Services Coordinator position from the Library Fund for the staff time and work performed. This would lead to a \$7,200 savings to the General Fund.

DEPARTMENT OF COMMUNITY SERVICES

FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Fund 0.20 FTE of Management Analyst from the Housing Successor Agency
 TOTAL: \$26,700
 ACCOUNT: 1002245-various
 PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Decrease Expense</u>	
Regular Salaries/Benefits	\$26,700
TOTAL:	\$26,700

The Management Analyst position is a broad classification that allows for a variety of technical, financial, and program expertise. One of the duties for this specific position is overseeing the Task Force on Homelessness, which involves coordinating the Task Force meetings, researching homeless and housing policies to support the program, as well as attending local and regional meetings to work towards reducing homelessness throughout the City and County.

The Management Analyst works with the Environmental Services Housing staff to provide resources to residents to try to prevent homelessness and provides assistance with life and safety related issues. The time dedicated to working on the Task Force on Homelessness program and assisting residents with homeless prevention resources is estimated to be 20% of the position's workload (0.20 FTE).

The Departments of Environmental Services and Community Services work closely with addressing housing related issues. It is recommended to partially offset this position's salary by allocating 0.20 FTE of salary from the Housing Successor Agency for FY19, which would result in a savings of \$26,700 to the General Fund.

DEPARTMENT OF COMMUNITY SERVICES
FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Increasing Rates for the Cultural Arts Center Technical Coordinator
 TOTAL: \$11,000
 ACCOUNT: 1002310-38203
 PRIORITY: 7

DEPARTMENT PROPOSAL	
<u>Increase Revenue</u>	
Cultural Arts Reimbursement	\$11,000
TOTAL:	<hr/> \$11,000

The Simi Valley Cultural Arts Center is available to rent to outside production companies, individuals, and organizations for performances, concerts, and other events. Currently, a Technical Coordinator is needed for all shows, rehearsals, meetings, etc., and is charged at a rate of \$27.50 per hour. Comparatively, this rate is below other theaters in the region. The rate accounts for the hourly rate of the Technical Coordinator, but other cost considerations, such as benefits, are not addressed. Increasing the Technical Coordinator rate to \$39.00 per hour would remain competitive to other theaters in the area, and would result in approximately \$11,000 yearly increase to the General Fund reimbursement by the Cultural Arts Center, while recouping more of the full cost of providing the services.

DEPARTMENT OF COMMUNITY SERVICES

FY 18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Reduce One Community Services Coordinator (Filled) from 1.0 FTE to 0.90 FTE
 - One Year Only
 TOTAL: \$8,800
 ACCOUNT: 1002240-various
 PRIORITY: 9

DEPARTMENT PROPOSAL	
<u>Personnel</u>	
Regular Salaries/Benefits	\$8,800
TOTAL:	\$8,800

The Department has one Community Services Coordinator position that is dedicated to two programs: Youth Council and Youth Employment Services ("YES"). This position coordinates the efforts of a 24-member Youth Council comprised of middle school and high school students. The Youth Council meets twice per month during the school year to discuss issues in the community related to youth and acts as an advisory board to the City Council. The position plans and facilitates a series of informational presentations to fulfill Youth Council directives and provides opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government processes. The position facilitates the Youth Council's planning and activities for the Youth Summit and Youth Town Hall.

As the YES Coordinator, the position provides staff support to an 18-member Youth Employment Service Advisory Board comprised of various professionals from the community, youth, School District, Chamber of Commerce, area businesses, a Youth Council representative and Neighborhood Council representative. The position coordinates and presents Interview Skills Workshops at the high schools and coordinates an annual Job and Career Expo. The position works with YES clients that are 13-14 years of age, and holds pre-employment skills workshops in addition to individualized appointments for 15- to 21-year-old clients to assess job skills and refer them to local job opportunities.

If this position were reduced during the summer recess to 20 hours per week for 10 weeks, when both boards are dark, there would be a slight temporary reduction in service levels to the YES program. This would result in a reduction of the position from 1.0 FTE to 0.90 FTE for one year only. To accommodate the reduction of availability of YES one-on-one interviews, more group sessions would be offered to meet needs in this area as was accomplished in Fiscal Years 2015-16 and 2016-17. The Community Services Coordinator has requested this reduction for Fiscal Year 2018-19. However, as this reduction can be accommodated in Community Services, it may be time intensive for Human Resources staff. The reduction will result in an estimated savings of \$8,800 to the General Fund.

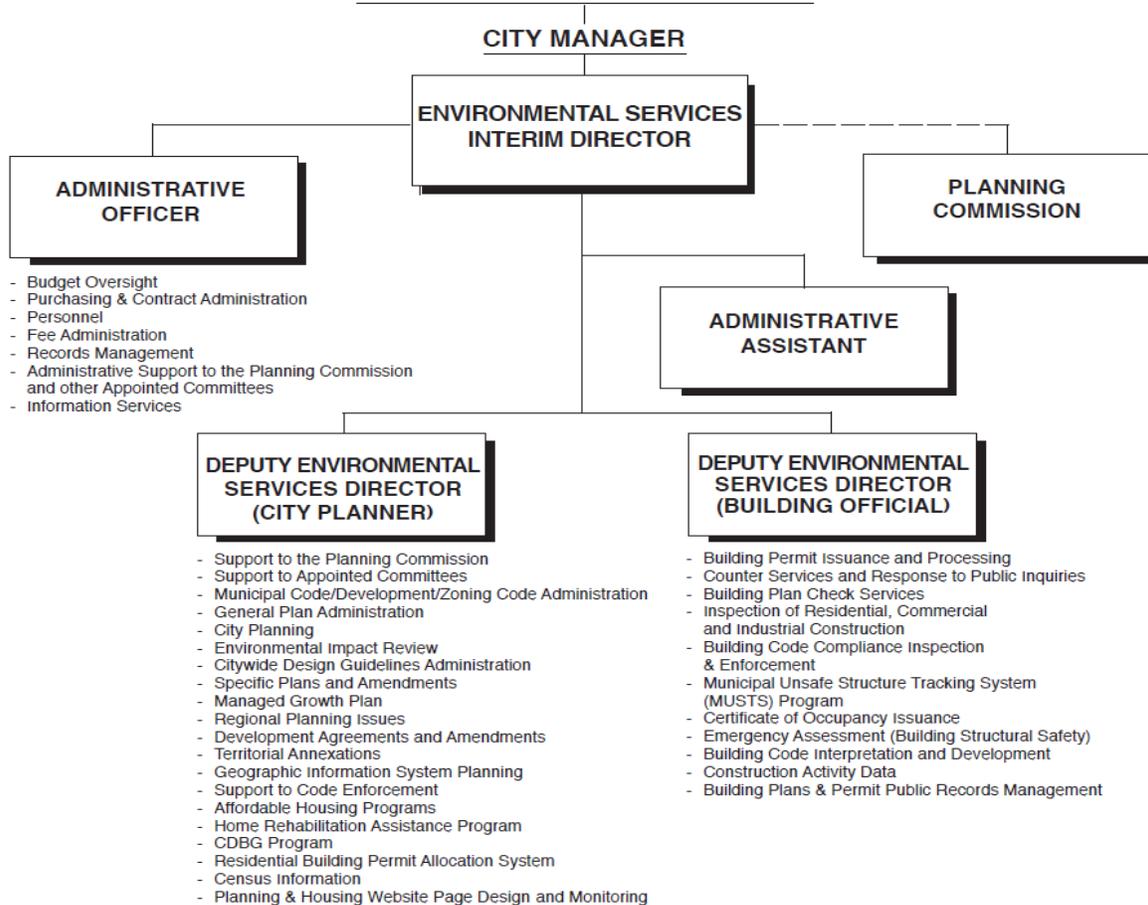
DEPARTMENT OF ENVIRONMENTAL SERVICES

OVERVIEW

The Department of Environmental Services is responsible for coordinating the City’s community development functions. Through its Divisions of Administration, Planning, 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 but drought-tolerant landscaping, economic vitality, and sustainability.

	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget
ES Administration	\$ 840,118	\$ 1,042,800	\$ 911,600	\$ 906,700
Planning	\$ 2,139,043	\$ 2,452,400	\$ 2,117,200	\$ 1,928,200
Building & Safety	\$ 1,994,780	\$ 2,173,200	\$ 2,098,300	\$ 2,116,000
TOTAL	\$ 4,973,941	\$ 5,668,400	\$ 5,127,100	\$ 4,950,900

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,108,449	3,425,000	3,177,200	3,026,400	-11.6%
41020 - Temporary Salaries - PR Only	-	-	-	-	0.0%
41030 - Boards and Commissions	33,912	32,600	32,600	32,600	0.0%
41040 - Overtime	2,493	4,000	2,400	4,000	0.0%
41050 - Outside Assistance	-	-	-	-	0.0%
41200 - Deferred Comp - 401k	30,567	37,000	31,300	36,300	-1.9%
41210 - Deferred Comp - 457	8,924	11,900	10,800	16,900	42.0%
41300 - Vision Care	8,923	9,800	9,200	7,800	-20.4%
41350 - Disability	20,165	22,600	23,200	18,800	-16.8%
41400 - Group Insurance/Health	52,727	62,200	58,000	54,600	-12.2%
41415 - Flex Benefits	581,263	695,300	656,700	609,200	-12.4%
41420 - CalPERS Health Admin Fee	2,078	2,100	2,100	2,100	0.0%
41450 - Life Insurance	6,578	7,300	7,700	6,700	-8.2%
41500 - Group Insurance/Dental	32,526	35,800	33,500	33,000	-7.8%
41550 - Section 125 Administration Fee	189	200	200	200	0.0%
41600 - Retirement (PERS)	719,272	868,400	658,800	813,700	-6.3%
41620 - Retirement (HRA)	3,765	12,000	(5,300)	7,200	-40.0%
41650 - Medicare Tax	46,582	61,500	50,000	51,200	-16.7%
41660 - FICA	2,103	2,200	2,300	2,200	0.0%
41700 - Workers' Compensation	241,100	277,600	277,600	148,900	-46.4%
41860 - Salary Reimbursement	(8,556)	-	-	-	0.0%
41900 - Salary Savings	-	-	-	(151,400)	0.0%
42150 - Communications	780	800	400	800	0.0%
42230 - Office Supplies	4,086	4,700	4,700	4,700	0.0%
42235 - Furnishings & Equip - Non Cap	-	-	-	3,500	0.0%
42410 - Uniform/Clothing Supply	1,750	1,800	1,800	2,000	11.1%
42420 - Special Departmental Expense	-	600	600	600	0.0%
42440 - Memberships and Dues	7,633	9,900	9,900	9,900	0.0%
42450 - Subscriptions and Books	9,535	2,800	2,600	2,800	0.0%
42460 - Advertising	4,117	4,500	4,500	4,500	0.0%
42550 - Small Tools/Equipment	52	400	500	400	0.0%
42560 - Operating Supplies	-	-	200	200	0.0%
42720 - Travel, Conferences, Meetings	7,506	11,200	11,200	11,700	4.5%
42730 - Training	8,643	7,800	8,200	7,800	0.0%
42790 - Mileage	4,985	5,100	3,300	5,300	0.0%
44010 - Professional/Special Services	-	-	-	100,000	0.0%
44130 - Rehab Assistance	3,295	-	-	-	0.0%
44310 - Maintenance of Equipment	217	1,300	900	1,300	0.0%
44490 - Other Contract Services	28,285	50,000	50,000	50,000	0.0%
44520 - Legal Services-Ins	-	-	-	25,000	0.0%
TOTAL	\$ 4,973,941	\$ 5,668,400	\$ 5,127,100	\$ 4,950,900	-12.7%

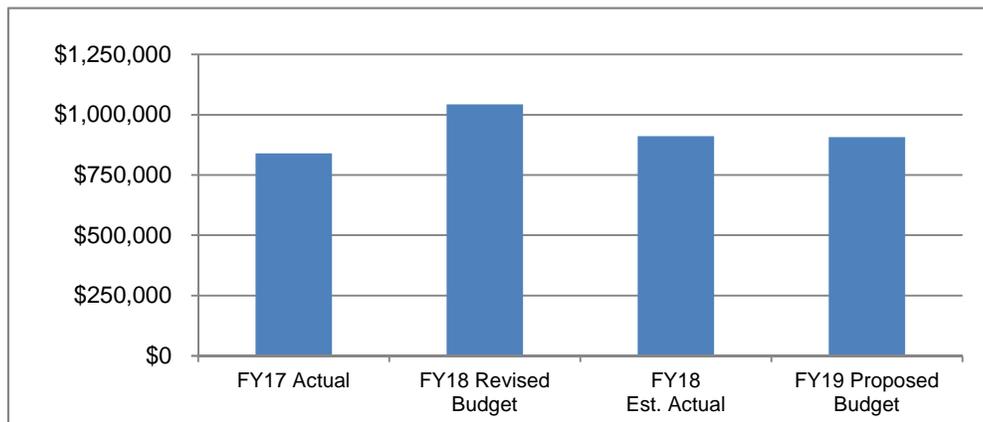
ES Administration - 1003005

OVERVIEW

The Environmental Services Department is responsible for coordinating the City's community development functions. Environmental Services Administration provides general administrative coordination between the Department's Planning and Building and Safety Divisions, as well as between the Department, the City Manager's and City Attorney's Offices, other City departments, and outside agencies. The Director ensures that the Department is fulfilling all of its responsibilities in a timely and effective manner. Additionally, its staff is responsible for budget preparation and control, records management, information management, personnel, purchasing, contract, fee, and asset administration.

The Administration cost center includes support staff that work for all three divisions.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$840,118	\$1,042,800	\$911,600	\$906,700



BUDGET ADJUSTMENTS

Funding for one Office Specialist II position moved to Housing Successor Agency	(\$91,700)
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ES Administration (continued)

KEY ACCOMPLISHMENTS IN FY18

- Ensured the delivery of excellent service and accountability to the community by providing postage-paid “How Are We Doing?” customer service questionnaires at the public counter and realized a 96% overall satisfaction rate from the questionnaires that were returned.
- Assisted with the planning and implementation of the City’s Enterprise Information Management System’s EnerGov land use and permitting software.
- Prepared and monitored the Department’s annual budget in accordance with City Policy.

GOALS FOR FY19

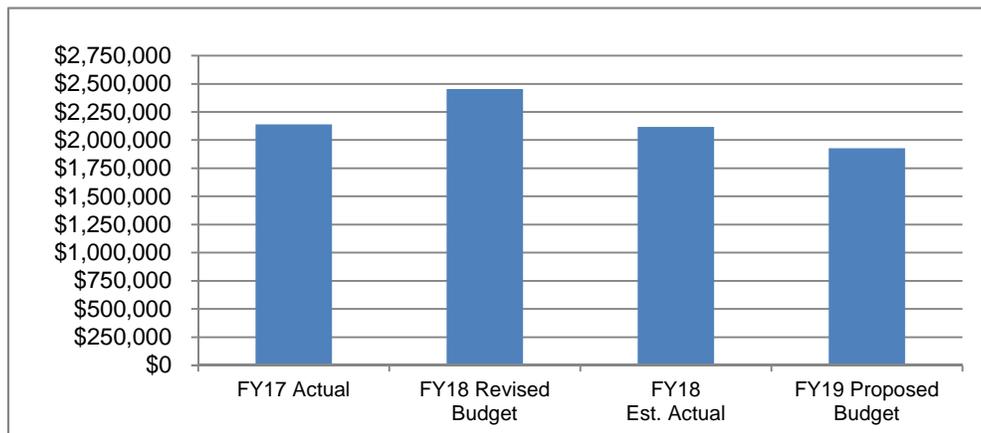
- Participate in the training phase following the implementation of the City’s Enterprise Information Management System’s EnerGov land use and permitting software, and continue to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Recruit and hire personnel to fill vacant positions resulting from upcoming retirements.
- Continue to audit Departmental files and source documents for conformance with the City’s adopted Records Retention and Destruction Schedule.

Planning - 1003010

OVERVIEW

The mission of the Planning Division is to oversee proposed development, create a prosperous and sustainable community, and provide excellent service to the public, while maintaining and enhancing the City's high quality of life. The Planning Division coordinates the development review process with other City divisions and public agencies and implements the City's General Plan, Zoning Ordinance, and Design Guidelines, as adopted by the City Council. Responsibilities include evaluating: 1) proposed land development; 2) commercial and industrial tenant improvements; 3) signage; 4) wireless telecommunication facilities; 5) affordable housing programs; 6) annexations; 7) long range plans and; 8) impacts to the environment. The Division provides support to the City Council, Planning Commission, and various City committees.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$2,139,043	\$2,452,400	\$2,117,200	\$1,928,200



BUDGET ADJUSTMENTS

Four positions moved to Housing Successor Agency Fund	(\$446,500)
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Planning (continued)

KEY ACCOMPLISHMENTS IN FY18

- Provided responsive customer service to over 4,300 customers at the Planning public counter, and processed approximately 1,656 over-the-counter permit applications (an increase of over 18%) including Zoning Clearances (1022), Sign Permits (206), Home Occupation Permits (349), Temporary Use Permits (62), Tree Removal Permits (11), and Amusement Device Permits.
- Expedited the City's development review process by providing administrative review and approval for 35 Administrative Conditional Use Permits, Planned Development Permits, Administrative Actions, Tentative Parcel Maps, Modifications to Planned Development Permits/Conditional Use Permits, and Wireless Telecommunication Permits, in accordance with the administrative review authority granted to the City Planner by the City Council.
- Processed 6 Preliminary Reviews and General Plan Pre-Screenings, and 27 Planning Commission/City Council Planned Development Permits, Conditional Use Permits, Tract Maps, Zone Changes, Zoning Text Amendments, Time Extensions, General Plan Amendments, Specific Plans/Amendments, Modifications, Variances, and Wireless Telecommunications Permits.
- Complied with State of California mandates by amending the Municipal Code to address changes to state law pertaining to Massage Establishments, Recreational Marijuana Use, and Accessory Dwelling Units, and implemented City Council direction to update the City's Tree Preservation Ordinance.
- Participated in the data conversion and implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software.
- Demonstrated the City's commitment to preserving the City's housing for lower-income households with sound fiscal management by processing applications for affordable and senior housing and by utilizing Program Income derived from former grant funding sources to provide Home Rehabilitation loans to improve the health, safety, and energy efficiency of owner-occupied residences.

GOALS FOR FY19

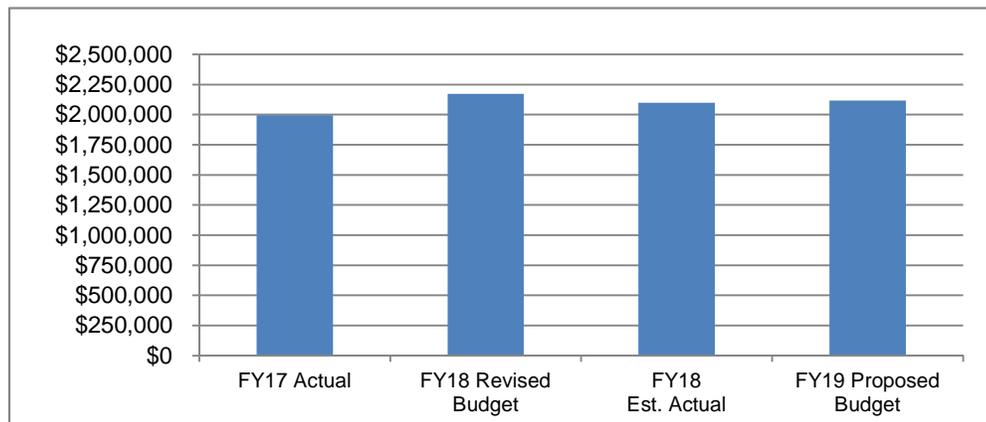
- Further streamline the City's development review process by presenting for City Council consideration a Development Code update to correct inconsistencies, add clarification, and make the implementation of the requirements more user-friendly.
- Participate in the training phase following the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software to further automate and streamline the City's development review and approval process.
- Demonstrate the City's commitment to preserving the City's housing for lower-income households with sound fiscal management by processing applications for affordable and senior housing and by utilizing Program Income derived from former grant funding sources to provide Home Rehabilitation loans to improve the health, safety, and energy efficiency of owner-occupied residences.
- Reinvest the in-lieu fees in future senior affordable projects that are situated in areas more suitable for low-income seniors and in closer proximity to services and facilities.

Building & Safety - 1003030

OVERVIEW

The Building and Safety Division assures the City's built environment complies with State and local health and safety laws. Such laws include construction standards for earthquake and wind resistance, fire-safety and egress, energy conservation, building habitability and sanitation. The Building and Safety Division provides plan review and inspection services to contractors, business owners, homeowners and developers. These services are tailored to the needs of our customers to meet construction project timelines. Building and Safety staff respond to citizen calls regarding potentially unsafe building conditions and provide inspections to gain safety compliance. The Building and Safety Division maintains over 300,000 building permit public record documents for citizen access and review.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,994,780	\$2,173,200	\$2,098,300	\$2,116,000



BUDGET ADJUSTMENTS

Building & Safety (continued)

KEY ACCOMPLISHMENTS IN FY18

- Reviewed, approved, and issued 4,000 building permits, including 350 simple building permits processed by the permits-by-fax service and 100 permits issued through the Internet, both of which resulted in a reduced number of customer trips to City offices.
- Performed 20,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.
- Provided reviews for a total of 1,200 commercial and residential building plans, and for 1,050 plumbing, mechanical, and electrical systems.
- Conducted 220 plan checks by appointment for retail and office tenant improvement projects, saving each applicant/business owner a minimum of 10-15 working days per project.
- Conducted 420 residential solar plan reviews by appointment, saving each applicant a minimum of 5 working days per project.
- Received 200 new Municipal Unsafe Structures Tracking System (or, MUSTS) cases or referrals, conducted 1,000 compliance inspections.
- Participated in the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software.

GOALS FOR FY19

- Implement State building codes and related health and safety laws.
- Provide building inspection service for all construction projects within the next business day of the inspection request.
- Provide expedited over-the-counter plan review for small business office and retail tenant improvement projects.
- Provide over-the-counter plan review and permit approvals for residential solar photovoltaic systems.
- Provide 10 to 15 working day response time for large construction project plan review.
- Participate in the training phase following the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
FY18-19 Reduction Proposal**

TITLE: Fund four Housing Positions (Filled) with Housing Successor Agency Funds
 TOTAL: \$538,200
 ACCOUNT: 1003010 & 1003005 - Various
 PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Personnel</u>	
Salaries and benefits (four positions)	\$538,200
TOTAL:	\$538,200

Positions include one Senior Planner/Housing, one Associate Planner/Housing, one Home Rehabilitation Coordinator, and one Office Specialist/Planning. Prior to the dissolution of redevelopment agencies, funding for these Housing positions were provided by the Simi Valley Community Development Agency. However, due to the elimination of this funding source, the positions became budgeted in the General Fund, effective FY 2013-14. Since these positions perform duties that preserve and promote affordable housing, its staffing costs are eligible to be funded from the Housing Successor Agency.

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CITY OF SIMI VALLEY

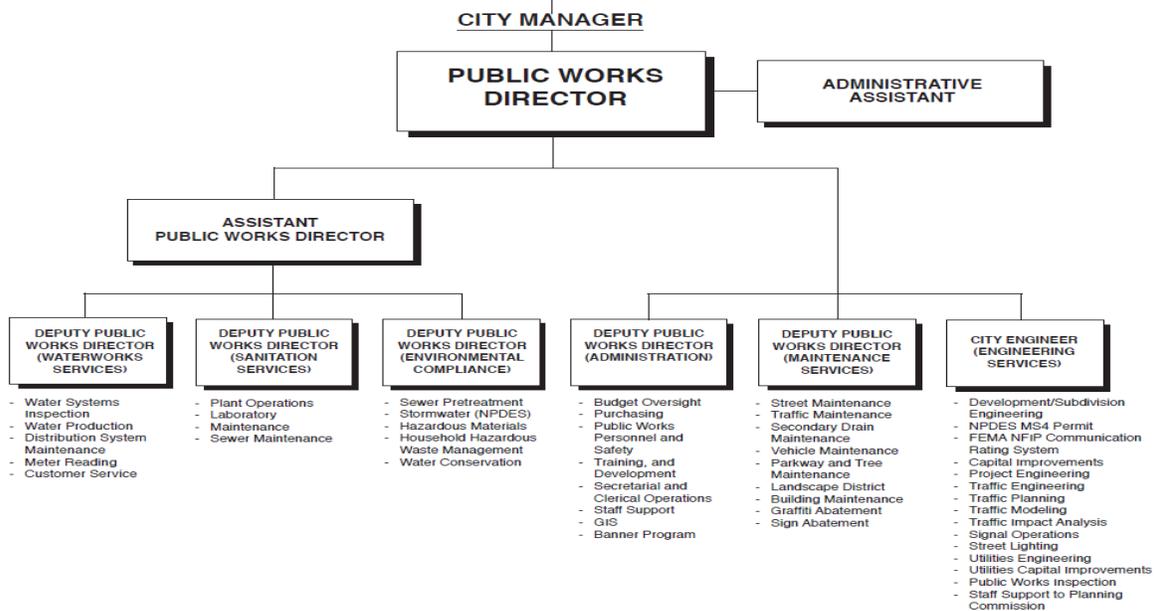
DEPARTMENT OF PUBLIC WORKS

OVERVIEW

The Department of Public Works is responsible for the design, construction, operation, and maintenance of Simi Valley's public infrastructure - including every day basic services such as water, sewer, and maintenance. The goal of the Public Works Department is to provide these services and assure the proper construction and maintenance of public facilities in the most efficient, practical, and economical way. The Department is comprised of almost 200 employees in six major divisions including Administration, Engineering, Environmental Compliance, Maintenance, Sanitation, and Waterworks.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
PW Administration	\$ 1,596,960	\$ 1,655,400	\$ 1,609,713	\$ 1,655,000
PW Lighting Maint	\$ 1,197,865	\$ 1,437,700	\$ 1,404,200	\$ 1,187,700
Environmental Compliance	\$ 610,321	\$ 1,024,550	\$ 741,373	\$ 641,700
Traffic Engineering	\$ 584,944	\$ -	\$ 540	\$ -
Engineering	\$ 2,166,345	\$ 3,110,100	\$ 2,883,493	\$ 3,096,200
Parkway/Tree Maintenance	\$ 2,840,147	\$ 3,169,400	\$ 2,979,830	\$ 3,169,300
Street Maintenance	\$ 1,378,477	\$ 1,440,386	\$ 1,384,944	\$ 1,512,300
Building Maintenance	\$ 1,531,448	\$ 1,817,300	\$ 1,692,444	\$ 1,778,300
Traffic Maintenance	\$ 348,600	\$ 416,720	\$ 360,502	\$ 384,200
Vehicle Maintenance	\$ 1,166,778	\$ 1,335,700	\$ 1,302,870	\$ 1,353,800
Storm Drains	\$ 285,522	\$ 318,000	\$ 313,597	\$ 319,100
Library Maintenance	\$ 114,069	\$ 139,200	\$ 100,852	\$ 140,700
Graffiti/Abatement	\$ 217,945	\$ 243,900	\$ 246,588	\$ 244,100
TOTAL	\$ 14,039,423	\$ 16,108,356	\$ 15,020,946	\$ 15,482,400

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18		FY18	FY19	% Budget Change
	FY17 Actual	Revised Budget	Estimated Actual	Proposed Budget	
41010 - Regular Salaries	5,919,553	6,560,900	5,984,712	6,401,700	-2.4%
41020 - Temporary Salaries - PR Only	23,703	25,600	29,700	32,100	25.4%
41040 - Overtime	77,837	99,100	127,800	121,100	22.2%
41200 - Deferred Comp - 401k	38,904	38,900	41,555	51,100	31.4%
41210 - Deferred Comp - 457	31,358	37,400	41,752	76,900	105.6%
41300 - Vision Care	20,803	22,500	21,240	22,200	-1.3%
41350 - Disability	25,976	27,600	30,007	26,300	-4.7%
41400 - Group Insurance/Health	122,323	143,800	130,054	146,700	2.0%
41415 - Flex Benefits	1,295,318	1,520,500	1,383,633	1,547,600	1.8%
41420 - CalPERS Health Admin Fee	4,750	4,800	4,800	4,800	0.0%
41450 - Life Insurance	14,357	15,100	16,449	17,800	17.9%
41500 - Group Insurance/Dental	76,645	84,100	75,956	83,000	-1.3%
41550 - Section 125 Administration Fee	221	200	203	200	0.0%
41600 - Retirement (PERS)	1,337,350	1,600,100	1,234,150	1,691,700	5.7%
41620 - Retirement (HRA)	9,627	9,600	9,688	9,600	0.0%
41650 - Medicare Tax	87,808	118,800	89,215	114,700	-3.5%
41660 - FICA	3,481	3,900	3,900	3,900	0.0%
41700 - Workers' Compensation	478,900	575,600	482,754	368,600	-36.0%
41860 - Salary Reimbursements	(67,998)	-	-	-	0.0%
41900 - Salary Savings	-	-	-	(109,300)	0.0%
42100 - Utilities	1,329,145	1,461,000	1,461,000	1,211,000	-17.1%
42150 - Communications	8,390	12,200	12,294	12,200	0.0%
42200 - Computer - Non Capital	-	24,300	24,300	-	-100.0%
42230 - Office Supplies	5,837	7,000	7,954	7,000	0.0%
42235 - Furnishings & Equip - Non Cap	-	3,500	500	4,500	28.6%
42310 - Rentals	1,755	7,000	7,720	7,000	0.0%
42410 - Uniform/Clothing Supply	27,293	28,000	28,014	29,100	3.9%
42420 - Special Departmental Expense	155,415	110,000	110,000	110,000	0.0%
42440 - Memberships and Dues	8,484	12,100	12,100	12,400	2.5%
42450 - Subscriptions and Books	1,596	1,600	1,600	1,600	0.0%
42460 - Advertising	754	1,000	1,000	1,500	50.0%
42500 - Fuel and Lubricants	185,416	220,200	235,563	225,200	2.3%
42510 - Tires	63,367	61,400	61,758	61,400	0.0%
42550 - Small Tools/Equipment	9,489	9,000	9,688	9,000	0.0%
42560 - Operating Supplies	374,601	440,800	504,458	445,800	1.1%
42720 - Travel, Conferences, Meetings	4,725	9,700	9,700	10,500	8.2%
42730 - Training	3,094	14,000	14,000	16,000	14.3%
42790 - Mileage	5,286	6,400	6,400	6,400	0.0%
44010 - Professional/Special Services	287,083	390,000	429,789	350,000	-10.3%
44310 - Maintenance of Equipment	53,552	54,700	69,573	54,700	0.0%
44355 - Vehicle Maintenance Charges	-	-	-	-	0.0%
44450 - Landscape Maintenance Contract	905,436	1,028,100	1,028,100	1,028,100	0.0%
44730 - Reduction in Long Term Debt	10,489	-	-	-	0.0%
44490 - Other Contract Services	1,085,503	1,317,856	1,277,867	1,254,300	-4.8%
47020 - Furnishings & Equip (Capital)	-	-	-	-	0.0%
47030 - Vehicles	11,798	-	-	14,000	0.0%
TOTAL	14,039,423	16,108,356	15,020,946	15,482,400	-3.9%

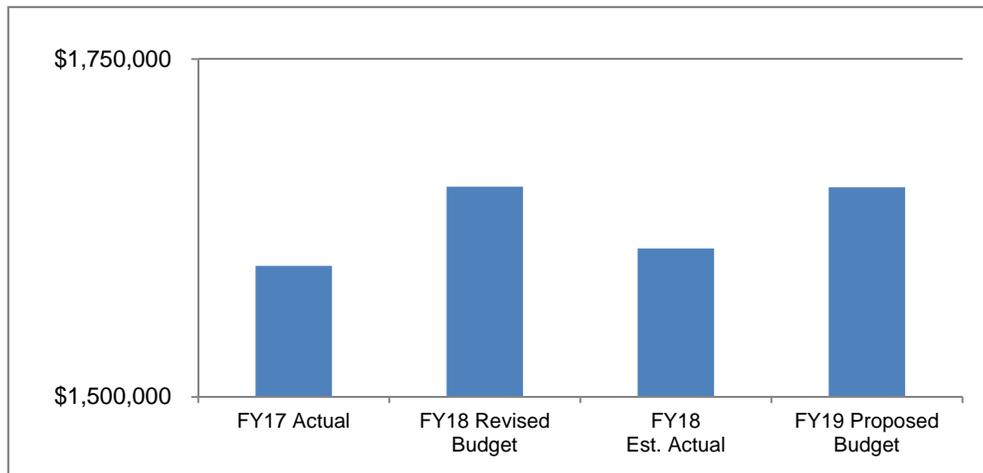
PW Administration - 1004005

OVERVIEW

The Administration Division provides complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager’s Office, Fiscal, and all other City Departments. The Division ensures that the Department is fulfilling its responsibilities in a timely and effective manner. This includes providing sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, grant management and reporting, and special district management.

The Division also prepares staff reports for City Council action, acts as liaison between the community and Public Works Divisions, and is responsible for the Geographic Information Services (or, GIS), Military Banner Program, and other support services.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,596,960	\$1,655,400	\$1,609,713	\$1,655,000



BUDGET ADJUSTMENTS

None

PW Administration (continued)

KEY ACCOMPLISHMENTS IN FY18

- Prepared and monitored the Department's annual budget in accordance with City Policy.
- Prepared and monitored all Departmental purchasing, bids/specs, and contracts.
- Implemented the City's Enterprise Resource Project and Financial Information System for the Department.
- Continued with Geographic Information Services to the Department and City.
- Continued to coordinate and implement the Military Banner replacement and removal program.

GOALS FOR FY19

- Prepare and monitor the Department's annual budget in accordance with City Policy.
- Prepare and monitor all Departmental purchasing, bids/specs, and contracts in accordance with the City Purchasing ordinance.

Environmental Compliance - 1004065

OVERVIEW

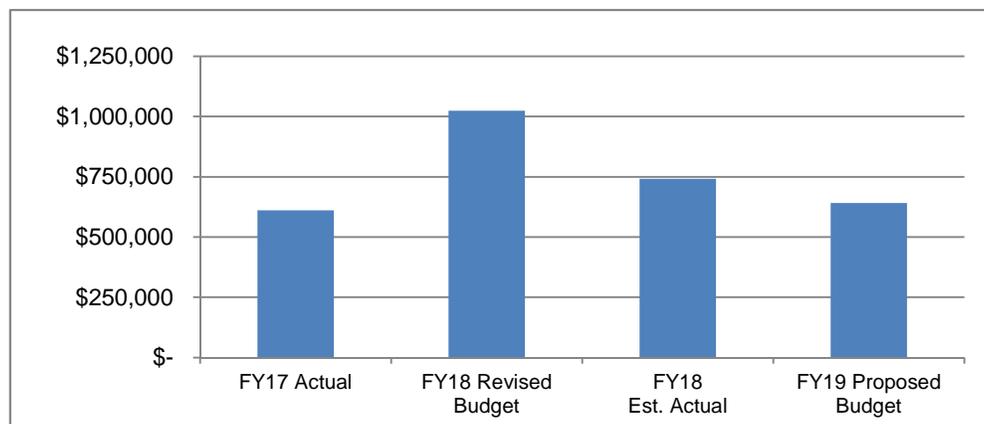
Environmental Compliance Division's General Funded programs are: 1) the Stormwater Quality Management Program and; 2) the Hazardous Materials Program, which is comprised of the Household Hazardous Waste, and Hazardous and Universal Waste programs.

The Stormwater Management Program manages the water quality portion of the City's storm drain system. This program provides: 1) construction, planning, and land development review and guidance; 2) public outreach; 3) industrial/commercial business inspections; 4) illicit discharge control and; 5) public agency coordination services. Additionally, the City has a Clean Water Act responsibility mandated by the National Pollutant Discharge Elimination System (or, NPDES) permit to ensure the surface waters are safe for humans, animals, plants, and the environment. Finally, the program provides education to the community on complex permit requirements, interfacing regularly with industry personnel, City employees, and the general public.

The Hazardous Materials Program's Household Hazardous Waste ("HHW") program provides the service to the citizens of collecting and disposing of household hazardous waste.

The Hazardous Materials Program also serves the City and citizens through the Hazardous and Universal Waste program, which ensures the legal and safe handling, storage, transportation, and disposal of hazardous wastes routinely generated by City Police, Sanitation, Waterworks, Maintenance, and other City operations.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 610,321	\$ 1,024,550	\$ 741,373	\$ 641,700



BUDGET ADJUSTMENTS

None

Environmental Compliance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Cleaned 600 storm drain catch basins equipped with connector pipe screens removing approximately 30 tons of trash, sediment, and landscape debris from entering the storm drain system four times during the year.
- Monitored the levels of trash and recycling in the receptacles placed along major pedestrian routes to encourage the community to recycle more and to reduce litter.
- Held six HHW events that served 702 Simi Valley and Moorpark households.
- Provided educational outreach at Arroyo Simi Cleanups, Neighborhood Council meetings, professional workshops, Simi Valley High School's Earth Day, Moorpark College's annual Multicultural Day, and HHW events.
- Managed safe storage and proper disposal of City-generated hazardous and universal wastes.
- Provided routine spill response and clean up, including packaging, transportation, storage, and disposal of hazardous wastes found on City streets.
- Prepared and submitted hazardous waste generator information and fees to State Board of Equalization to maintain EPA Generator ID.
- Managed the Annual Used Oil Program Grant received from the California Department of Resources Recycling and Recovery (or, CalRecycle).
- Conducted Certified Collection Center Inspections of local Simi Valley facilities for development and maintenance of used oil and oil filter collection and recycling programs.

GOALS FOR FY19

- Purchase and install 45 additional storm drain catch basin trash excluders to stop trash, dirt, and landscape debris from entering the Arroyo Simi and comply with the State's new Trash Amendments and the Countywide MS4 permit.
- Hold six HHW events to serve the need in the community.
- Clean approximately 500 storm drain catch basins to remove sediment and debris in order to keep pollutants out of the Arroyo Simi and prevent flooding during rain events.
- Implement stormwater permit requirements to comply with all regulations and to maintain safe, clean local surface waters, such as the Arroyo Simi.
- Obtain a new cycle of the Oil Payment Program by applying to the State's Annual Used Oil Program Grant.
- Provide for the safe transportation and legal disposal of City-generated and abandoned hazardous wastes contaminated with used motor oil, or other miscellaneous vehicle fluids, such as antifreeze, solvents, or gasoline.

Engineering - 1004080/1004050/1004070

OVERVIEW

The Engineering Division is comprised of the following services: 1) Development Services; 2) Capital Projects; 3) Traffic Engineering and; 4) Inspection Services.

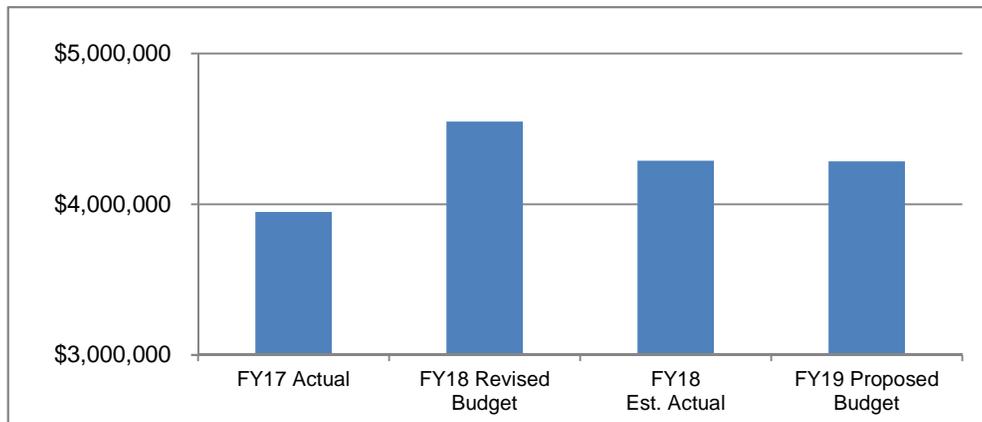
The Development Services Section is tasked with the management of the Department’s front counter, public requests for records, review of subdivision and other land development engineering, issuance of encroachment permits, floodplain management and permitting, management of the National Flood Insurance Community Rating System Program, coordination with other agencies, development plan checking, project conditioning, grading and construction permits, and maintenance of maps and records of improvements within public right-of-way.

The Capital Projects Section administers certain public works contracts, management of the City’s capital improvement projects, maintenance of City maps, plans, records, and survey data, and support to the Department’s Maintenance Division for the Streets and Roads Program.

The Traffic Engineering Section administers the lighting maintenance functions, administers and maintains traffic signals, maintains traffic signal synchronization systems, responds to citizen requests for traffic control devices, coordinates with the School District and Police Department on traffic matters, conducts traffic studies, general traffic management, installation of street name and regulatory signs, review of street lighting and reports of any malfunctioning lights, and administers the Rule 20A Undergrounding Program.

Finally, the Inspection Services Section is tasked to inspect encroachment and grading permits, street, stormwater and sewer improvement construction by private development, and City street, water, and sewer capital improvement projects.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 3,949,154	\$ 4,547,800	\$ 4,288,233	\$ 4,283,900



BUDGET ADJUSTMENTS

Freeze one Sr. Engineering Technician (vacant) for Six Months	\$ (62,100)
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Engineering (continued)

KEY ACCOMPLISHMENTS IN FY18

- Submitted a successful modification increase request to FEMA providing a 20% discount for the community's flood insurance premium of \$316,000 per year beginning May 1, 2018.
- Implemented new regulatory procedures for review and issuance of Flood Area Development Permits.
- Provided guidance and assistance to various property owners regarding floodplain mapping resulting in 23 parcels, 37 businesses, and one Homeowner Association being removed from the floodplain.
- Completed the constructions of the Arroyo Simi Greenway Bike Trail Project, the Las Liajas Bridge Widening Project on Cochran Street east of Tapo Street, and the Widening of Northside of Los Angeles Avenue West of Church street.
- Completed the design of the West Los Angeles Avenue widening between the Public Services Center and west of Los Alamos Canyon Creek; and West Los Angeles Avenue Widening between west of Los Alamos Canyon Creek and the westerly City limits.
- Completed the design of the FY 2017-18 Annual Minor and Major Streets Rehabilitation projects and update to the City Traffic Model.
- Designed and provided traffic signing, striping, fiber optic communication, video detection, and signal plans and specifications for inclusion into Capital Improvement projects, including major and minor street resurfacing projects and the Arroyo Simi Greenway projects.
- Completed traffic planning review of all development projects and provided traffic planning support to the Planning Commission.
- Completed the installation of enhanced "ladder" style crosswalks at 46 intersections in school areas and restriping of 19 streets.

GOALS FOR FY19

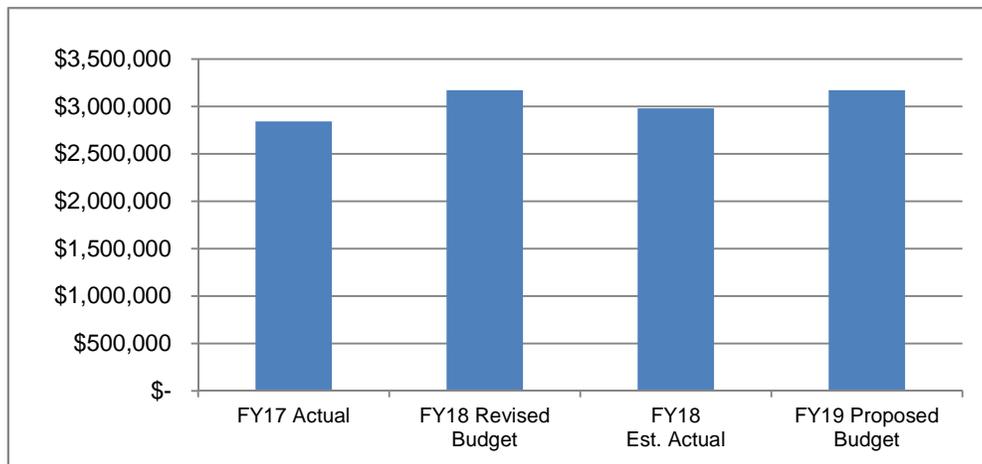
- Continue to pursue FEMA support and funding for an updated Citywide Flood Insurance Study and associated Flood Insurance Rate Maps.
- Update the City's Master Plan of Drainage to take advantage of recent changes to County hydrology guidelines to realize reduced storm flows and increased resiliency of the City's storm drain system.
- Fully implement the Tyler EnerGov fully electronic Project Management System and maintain current ten-day submittal review deadlines at least 90% of the time.
- Complete the construction of the West Los Angeles Avenue widening between the Public Services Center and west of Los Alamos Canyon Creek; and West Los Angeles Avenue widening between west of Los Alamos Canyon Creek and the westerly City limits.
- Complete the construction of the FY 2017-18 Annual Minor and Major Streets Rehabilitation projects.
- Complete the design and initiate construction of FY 2018-19 Annual Minor and Major Streets. Upgrade traffic signal control equipment, cabinets, and detection as needed at various intersections and overhead street name signs on traffic signals at several intersections.
- Complete annual review of high accident locations.
- Progress with updating traffic impact study guidelines toward complying with deadlines for changes to CEQA policy.

Landscape & Tree Maintenance - 1004110

OVERVIEW

The Landscape and Tree Maintenance Section manages and oversees the City's Landscape Maintenance District No. 1 ("LMD") Program. This includes the inspection and management of more than 150 acres of landscaping and approximately 46,000 LMD and urban forest trees. Staff manages three LMD contracts, two Tree Pruning contracts, and one Pesticide and Herbicide contract. In-house maintenance staff annually maintains an additional 10,000 public right-of-way street trees, manages reforestation efforts, assists in landscape upgrade projects, performs roadside maintenance, including weed abatement, trash and debris pick up, tree watering, tree removal, and stump grinding services. In addition, this Section inspects and ensures compliance with contract agreements, administers the public Wood Chip Request Program, hazardous tree removals, reforestation efforts, and oversees mandatory certification of more than 200 City-owned backflow devices every year. It also provides plan check and inspection of both existing and newly-proposed landscape improvements for both public and developer-proposed improvement projects occurring within the public right-of-way throughout the City.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 2,840,147	\$ 3,169,400	\$ 2,979,830	\$ 3,169,300



BUDGET ADJUSTMENTS

Landscape & Tree Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Evaluated efficiency and costs for one landscape and one tree maintenance contract specification set that are coming up for re-bid this next fiscal year.
- Initiated a re-evaluation of various LMD contracts throughout the City in an effort to reduce long-term maintenance and utility costs, and reduce augmentation from the General Fund.
- Completed Phase I, II, and III re-planting project along the Los Angeles Avenue roadway corridor for screening the adjacent Metrolink Railroad Right-of-Way.
- Participated in annual outreach events, including the City's Street Fair and the Living Green Expo, which includes Arbor Day.
- Provided tree inspection support to Street Maintenance and Engineering for Annual Major Streets Rehabilitation Program, for Sidewalk Curb and Gutter Replacement Program.

GOALS FOR FY19

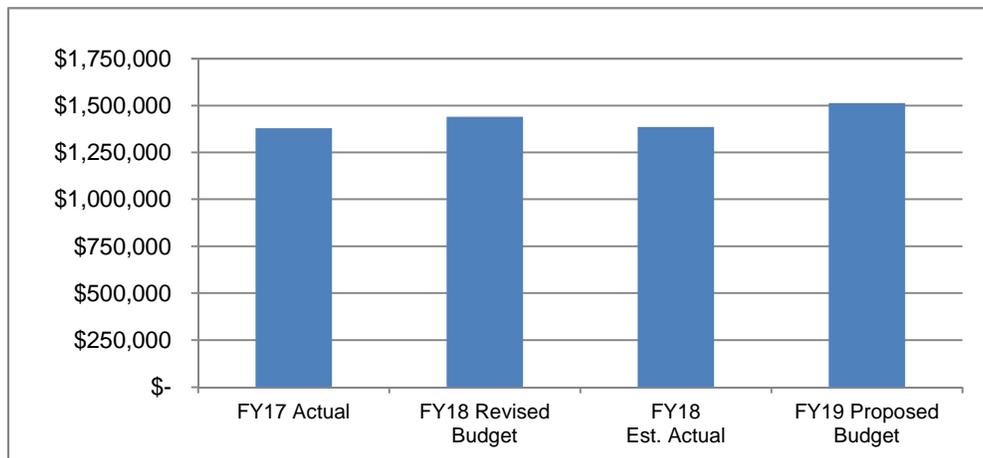
- Continue water conservation efforts within LMD areas and City-owned landscaping to help the City meet the State Water Regulations for reducing overall water consumption.
- Further evaluate design alternatives for renovation and retrofit of selected high water use turf and landscape areas and converting them to lower water use and lower maintenance landscape areas.
- Streamline the current backlog of tree maintenance work and tree planting data and close out all outstanding requests.
- Complete Los Angeles Avenue roadway corridor screening along the adjacent Metrolink Railroad Right-of-Way.
- Complete turf reduction Phase III and IV projects in Zone 39 Area 22 Civic Center open area.
- Complete the major Irrigation Controller Renovation Project for Water Use Efficiency at the Civic Center open area.

Street Maintenance - 1004120

OVERVIEW

The Street Maintenance Section is responsible for asphalt and concrete repairs to minor and major streets and all public right-of-way areas. The Asphalt Crew's duties include filling potholes, dig out repairs, and minimal paving of streets and parking lots. This Section also employs the use of a crew for temporary repairs necessary for lifted or damaged sidewalks. The concrete crew repairs sidewalks, curbs and gutters, driveway aprons, and makes other miscellaneous concrete repairs throughout the City. The crews help keep our roads clear and our pedestrian areas safe.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 1,378,477	\$ 1,440,386	\$ 1,384,944	\$ 1,512,300



BUDGET ADJUSTMENTS

Additional Funding for Slurry Seal Program	\$25,000
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Street Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed approximately 3,000 temporary and permanent pothole repairs.
- Performed a variety of asphalt repairs on major and minor streets, including repaving over two miles of failed seams within the City.
- Removed and replaced over 1,500 feet of damaged sidewalks and 1,000 feet of curb and gutter.
- Completed ADA concrete and asphalt improvements within the City.

GOALS FOR FY19

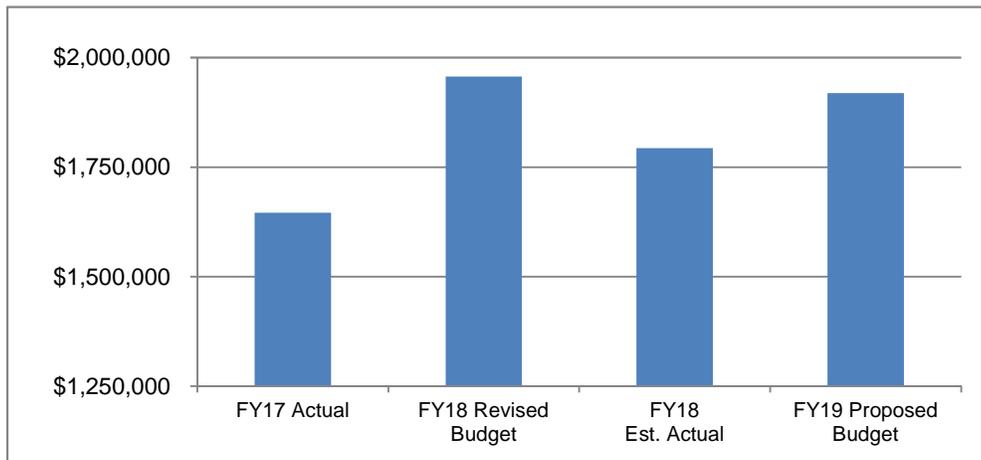
- Complete repaving a parking lot at the Public Service Center.
- Complete Annual Maintenance Division Slurry Project for FY 2018-19.
- Identify and complete the next annual Maintenance Division Paving Project to be done with in-house crews.

Building Maintenance - 1004130/1004170

OVERVIEW

The Building Maintenance Section provides routine building and facility maintenance and custodial services to all City-owned facilities. In addition to providing custodial services to the City Buildings, including the Simi Valley Library, this Section is responsible for the repair and maintenance of building facilities. This includes the mechanical, electrical, plumbing, and air conditioning systems within the buildings, in addition to other services such as carpentry, locksmithing, and painting, utilizing both in-house and outside contract services. The Building Maintenance Section has an active Preventive Maintenance Program to assure that the various building subsystems, as well as building roofs and door hardware, stay in good operating condition. The goal is to provide safe, clean, and comfortable facilities for City personnel and the general public.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,645,518	\$1,956,500	\$1,793,297	\$1,919,000



BUDGET ADJUSTMENTS

None	\$0
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Building Maintenance (continued)**KEY ACCOMPLISHMENTS IN FY18**

- Provided custodial services, preventive maintenance, and repairs to over 280,000 square feet of City-owned facilities.
- Replaced the multi-purpose room floor at the Senior Center.
- Completed over 1,500 room setups at the Senior Center for various scheduled day and night events.
- Assisted with overseeing City wide energy efficient HVAC Upgrade Project.
- Replaced the Police Department's hot water boiler.
- Completed replacement of 144 high ceiling light bulbs with LED bulbs at the Simi Valley Public Library ("Library").
- Completed rekey of the door lock system of the Senior Center and Cultural Arts Center ("CAC").
- Replaced Transit Fire Sprinkler System post-indicator valve.
- Completed Library Business Room Project.
- Assisted with overseeing City Hall electrical evaluation.
- Refurbished aging Public Services Center parking lot lighting.

GOALS FOR FY19

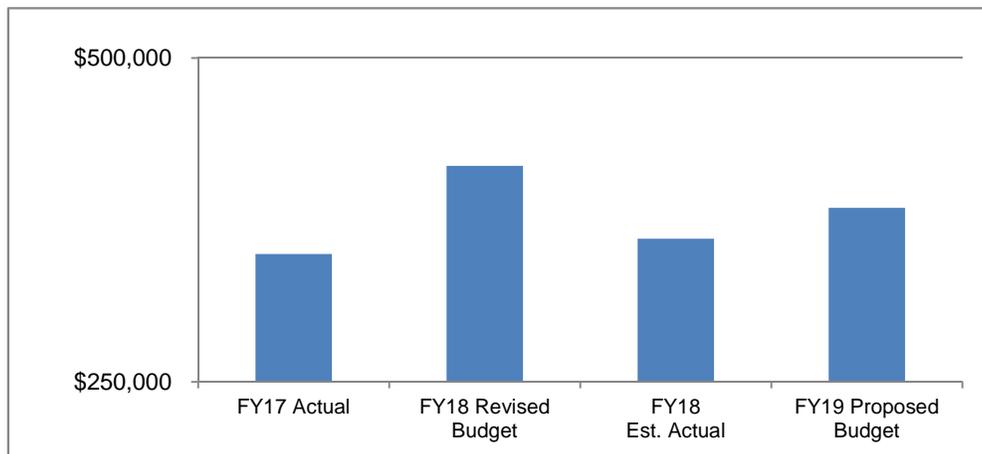
- Replace drinking fountain at the north entrance in the Senior Center.
- Replace the carpet at the CAC.
- Replace the closet doors in the Multi Purpose Room of the Library.
- Refinish glulam beams on Transit buildings.
- Replace interior drinking fountain at the Library.
- Replace two small water heaters at the Senior Center.

Traffic Maintenance - 1004140

OVERVIEW

The Traffic Maintenance Section is responsible for traffic sign replacement, paint striping, placing and maintaining thermo plastic pavement markings, and hanging flags and banners on all minor and major streets within the City. The Traffic Crew's duties are very important to the motoring public and pedestrian safety. The crew is needed to maintain the City's traffic signing and striping infrastructure, which helps guide people safely throughout the City.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$348,600	\$416,720	\$360,502	\$384,200



BUDGET ADJUSTMENTS

None	\$0
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Traffic Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Replaced guide and regulatory signs posted throughout the City, as needed.
- Maintained all striping and legend markings on City streets and curbs.

GOALS FOR FY19

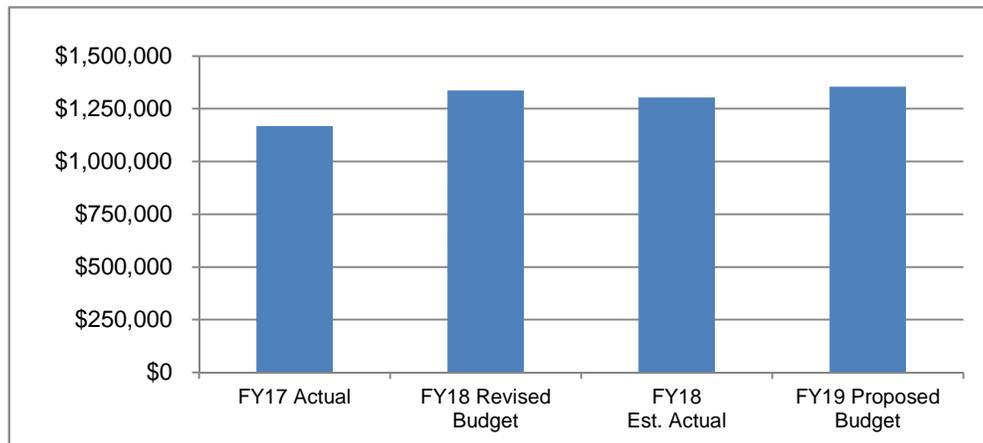
- Continue the Section's efforts to properly maintain all guide and regulator signage, as well as the striping and markings legends on all City streets.

Vehicle Maintenance - 1004150

OVERVIEW

The Vehicle and Equipment Maintenance Section is responsible for servicing the City's fleet of 371 vehicles and equipment items. This includes vehicles from the Departments of Public Works, Police, Environmental Services, Community Services, Administrative Services, Sanitation, Transit, and Ventura County Waterworks District No. 8. Many of the vehicles serviced at the City facility are specialized vehicles, such as the City's fleet of transit buses and large vans, vactor trucks, dump trucks, backhoes, and police pursuit vehicles, which are utilized in daily City operations. The Vehicle Maintenance Section has an active Preventive Maintenance Program to assure that the various vehicles and equipment stay in good operating condition. A majority of the maintenance and repair service is performed in-house, with some utilization of outside contractual repair services. The goal is to provide a safe, reliable fleet for City personnel to utilize in their daily operations.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,166,778	\$1,335,700	\$1,302,870	\$1,353,800



BUDGET ADJUSTMENTS

Freeze one Mechanic I position (vacant) for Six Months	(\$47,200)
Replace a Cushman Cart for Vehicle Maintenance shop	\$14,000

Vehicle Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed 3,237 work orders consisting of preventive maintenance and repairs for 371 City-owned vehicles and equipment.
- Complied with all of the Air Pollution Control District's permit requirements.
- Operated the fueling station at the Public Services Center and oversaw all tests and repairs related to its operation.
- Received, implemented, and initiated maintenance programs for 13 new vehicles, including three hybrid vehicles.
- Passed all CHP Transit Vehicle inspections with a very high rating.
- Certified 49 gasoline vehicles for State Emission Control Compliance.
- Certified 18 diesel vehicles for State Emission Control Compliance.
- Provided preventive maintenance of City Hall emergency generator.
- Developed a Vehicle Recycling Program to extend the useful life of service vehicles.

GOALS FOR FY19

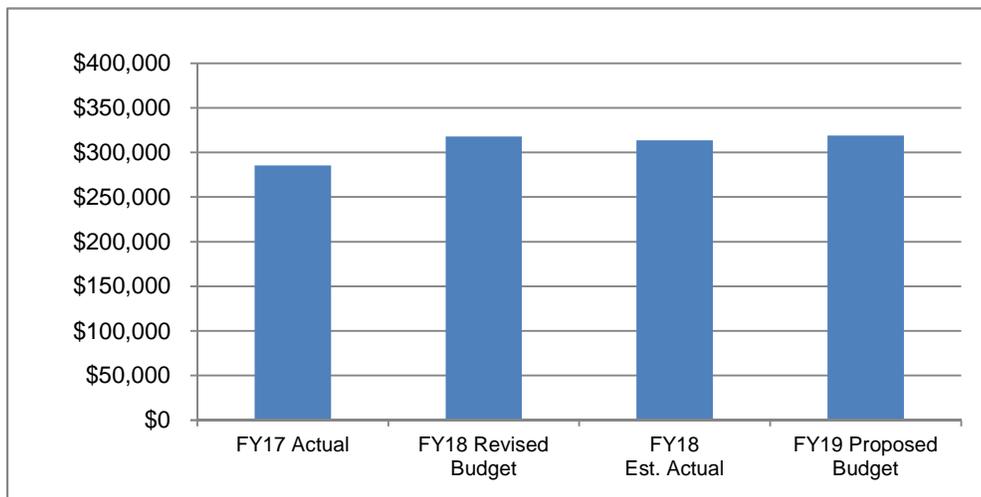
- Upgrade fuel management system (in process).
- Implement an emergency power source for the Public Services Center fuel dispensing system (Part 1).
- Continue to increase efficiency within the Section by enhancing cross-training intensity among staff.
- Replace vehicles with hybrids/alternative fuel vehicles when the opportunity arise.

Storm Drains - 1004160

OVERVIEW

The Storm Drain Maintenance Section is responsible for all storm drains and channels within the City limits. The Storm Drain crew's duties include cleaning catch basin drains, clearing flood channels, and making small repairs to these drainage structures. The crews are vital to maintaining the storm drain system and responding to emergencies, thus preventing damages related to flooding.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$285,522	\$318,000	\$313,597	\$319,100



BUDGET ADJUSTMENTS

None

Storm Drains (continued)

KEY ACCOMPLISHMENTS IN FY18

- Cleaned and kept all local storm drains and flood channels open and clear.
- Inspected and cleaned all catch basins within the City up to four times per year.
- Checked drainage hot spot areas to verify they were clear and properly operating prior to all storms during rainy season.

GOALS FOR FY19

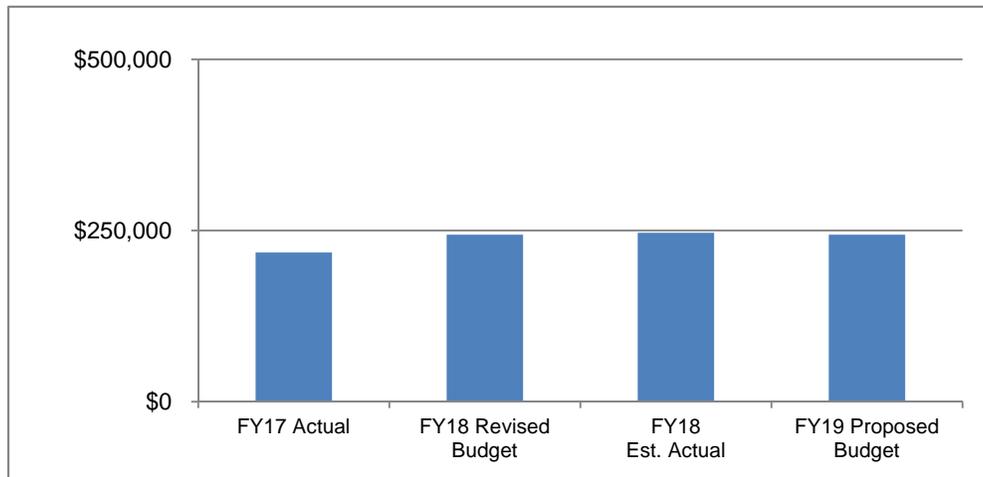
- Incorporate the recommendations of the City Master Plan of Drainage (or, MPD) to improve, replace, and better maintain the secondary drains and secondary channels throughout the City.

Graffiti Abatement - 1004190

OVERVIEW

The Graffiti Abatement Program addresses the City Council's goal that graffiti be removed from public property within 24-hours of notification. This operation is done using in-house crews to perform graffiti abatement. The Section also removes illegal signs from within the public right-of-way, seven days a week.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$217,945	\$243,900	\$246,588	\$244,100



BUDGET ADJUSTMENTS

Reduce funding for Operating Supplies	(\$1,200)
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Graffiti Abatement (continued)

KEY ACCOMPLISHMENTS IN FY18

- Responded to calls in the graffiti hotline and removed graffiti within a 24-hour period.
- Actively removed all signs illegally posted within the public right-of-way in compliance with the City's sign ordinance.
- Utilized recycled paint and eco-friendly materials to cover and remove graffiti whenever possible.
- Assisted local schools and other government entities with emergency graffiti removals.

GOALS FOR FY19

- Continue to coordinate with the City's supplier to utilize the most effective and ecologically-friendly materials and methods for removal of graffiti on public and private property.

DEPARTMENT OF PUBLIC WORKS
FY 2018-19 Policy Item Proposal

TITLE: Added funding for Slurry Seal Program (Crack Sealing)
 REQUEST: \$25,000
 ACCOUNT: 1004120-44490
 PRIORITY: 4

COST BREAKDOWN	
<u>Contract Services</u>	\$25,000
TOTAL:	<hr/> \$25,000

The Streets Division requests an increase to contract services to improve the City's ability to maintain it's City Street system. Additional money in the amount of \$25,000 is requested to be added to the current Slurry Seal program through addition of a crack sealing program for the City's streets.

Addition of this maintenance element is anticipated to save approximately \$100 of future maintenance and repair costs for every \$10 spent over the lifetime of the City's Street system.

DEPARTMENT OF PUBLIC WORKS
FY 2018-19 Capital Asset Request

TITLE: Fleet-Replace Cushman Cart
 REQUEST: \$14,000
 ACCOUNT: 1004150-47030
 PRIORITY: 1

COST BREAKDOWN	
<u>Vehicle Replacement</u>	\$14,000
TOTAL:	\$14,000

The Department of Public Works requests permission to replace a Cushman Cart for the vehicle maintenance shop.

Currently, the section is utilizing a 15-year Cushman cart for field servicing Water, Sanitation, and Fleet Divisions and moving heavy parts throughout the PSC complex with unreliable and out-of-date equipment. This piece of equipment does not have updated seat belts or other modern safety apparatus, and is heavily utilized and relied upon by fleet staff to service vehicles from all sections at the PSC. There are no replacement funds for this piece of equipment and it should be updated for a more efficient and safe use of vehicle by fleet staff.

DEPARTMENT OF PUBLIC WORKS
FY 18-19 Reduction Proposal

TITLE: Freeze One Sr. Engineering Technician Position (Vacant) for Six Months
TOTAL \$62,100
ACCOUNT: 1004080-Salaries & Benefits
PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Personnel</u>	
Salaries & Benefits	\$62,100
TOTAL:	\$62,100

The Department of Public Works is offering to freeze one Sr. Engineering Technician (vacant) for six months through December 31, 2018, towards achieving Citywide personnel cost reductions.

**DEPARTMENT OF PUBLIC WORKS
FY 18-19 Reduction Proposal**

TITLE: Freeze One Mechanic I Position (Vacant) for Six Months
 TOTAL \$47,200
 ACCOUNT: 1004150-Salaries & Benefits
 PRIORITY: 2

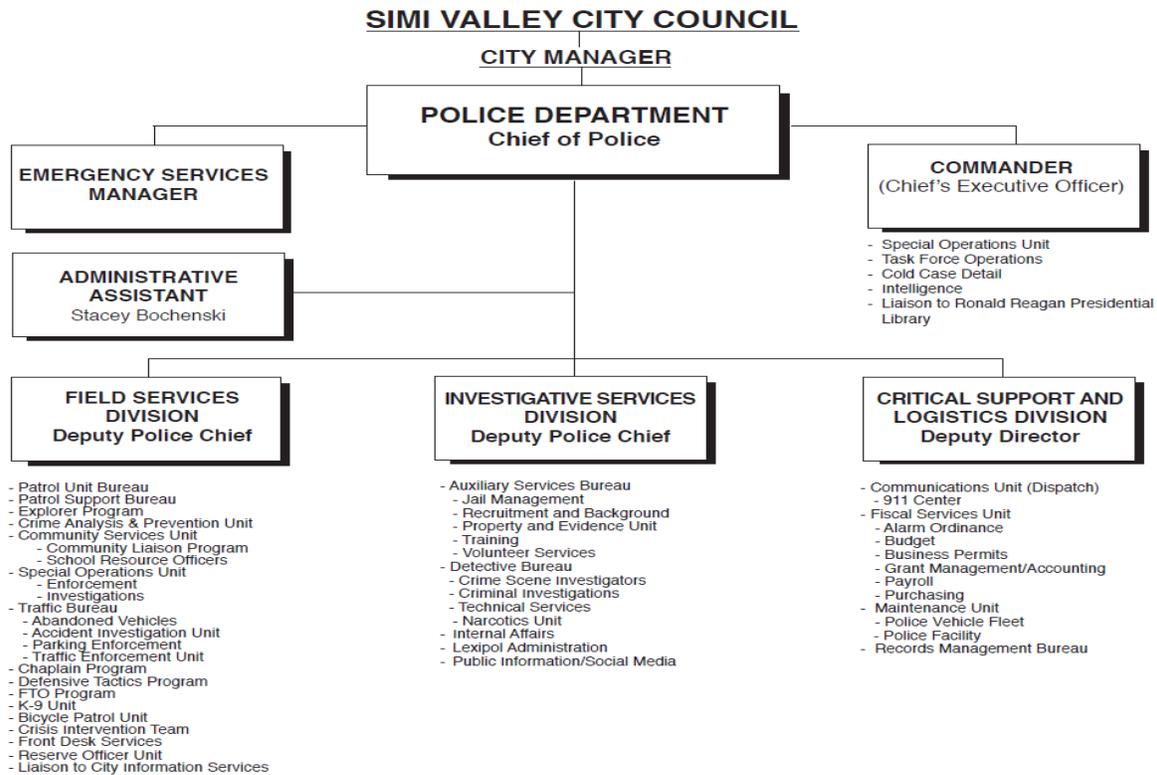
DEPARTMENT PROPOSAL	
<u>Personnel</u>	
Salaries & Benefits	\$47,200
TOTAL:	\$47,200

The Public Works Department is offering to freeze one Mechanic I position (vacant) for six months towards achieving Citywide personnel cost reductions.

POLICE DEPARTMENT

The Police Department is dedicated to achieving excellence in public safety by providing superior service and encouraging community involvement. Our goal is to provide quality service, treat everyone with dignity, respect, and equality, and secure a safe environment for our citizens. We are here to partner with the City Council, citizens, volunteers, and other City Departments to ensure the highest quality of life available to our community and business members.

	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget
PD Administration	\$ 1,741,566	\$ 1,782,135	\$ 1,538,500	\$ 2,003,900
Dispatch	\$ 1,534,856	\$ 1,825,400	\$ 1,502,200	\$ 1,971,700
Patrol	\$ 12,102,385	\$ 13,118,591	\$ 13,771,200	\$ 16,344,400
Special Operating Unit	\$ 3,023,887	\$ 3,025,400	\$ 1,551,500	\$ 2,326,300
Detectives	\$ 5,190,345	\$ 6,238,200	\$ 5,803,300	\$ 3,669,700
Records	\$ 743,232	\$ 1,044,200	\$ 747,400	\$ 1,142,900
Crime Analysis	\$ 399,290	\$ 454,400	\$ 412,400	\$ 313,700
PD Fiscal Unit	\$ 715,568	\$ 753,500	\$ 663,900	\$ 843,000
PD Maintenance Unit	\$ 915,614	\$ 940,564	\$ 920,700	\$ 957,800
Auxiliary Services Unit	\$ 2,129,081	\$ 1,691,600	\$ 2,169,800	\$ 2,678,900
Traffic	\$ 2,988,490	\$ 3,465,374	\$ 3,074,900	\$ 3,483,100
TOTAL	\$ 31,484,315	\$ 34,339,363	\$ 32,155,800	\$ 35,735,400



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	15,506,813	17,269,500	15,627,900	17,604,400	1.9%
41020 - Temporary Salaries - PR Only	82,482	129,600	57,000	191,400	0.0%
41040 - Overtime	3,477,246	2,736,300	3,835,400	3,359,500	22.8%
41200 - Deferred Comp - 401k	41,252	45,700	40,900	69,300	51.6%
41210 - Deferred Comp - 457	16,471	21,200	19,100	40,300	90.1%
41300 - Vision Care	41,163	43,300	42,000	43,600	0.7%
41350 - Disability	117,398	127,500	123,000	128,000	0.4%
41400 - Group Insurance/Health	252,411	279,800	266,900	293,600	4.9%
41415 - Flex Benefits	2,591,223	3,003,300	2,800,800	3,273,600	9.0%
41420 - CalPERS Health Admin Fee	9,797	10,000	10,000	10,000	0.0%
41450 - Life Insurance	32,016	33,800	33,000	35,600	5.3%
41500 - Group Insurance/Dental	228,035	239,400	231,800	243,000	1.5%
41550 - Section 125 Administration Fee	452	200	300	200	0.0%
41600 - Retirement (PERS)	5,533,704	6,067,200	5,131,800	6,518,200	7.4%
41620 - Retirement (HRA)	128,778	135,600	133,800	153,600	13.3%
41650 - Medicare Tax	280,668	301,000	293,500	308,500	2.5%
41660 - FICA	3,292	8,100	2,100	11,900	46.9%
41700 - Workers' Compensation	1,761,500	2,030,400	1,759,600	2,287,800	12.7%
41860 - Salary Reimbursements	-156,233.49	0.00	0.00	-159,600.00	0.0%
41900 - Salary Savings	0.00	0.00	0.00	-593,500.00	0.0%
42150 - Communications	24,162	34,400	34,500	46,400	34.9%
42200 - Computer - Non Capital	723	1,200	1,000	1,900	58.3%
42230 - Office Supplies	10,582	18,300	17,200	19,000	3.8%
42235 - Furnishings & Equip - Non Cap	5,970	-	(200)	4,900	0.0%
42310 - Rentals	11,368	16,300	11,600	6,800	-58.3%
42410 - Uniform/Clothing Supply	275,235	392,209	354,200	403,700	2.9%
42440 - Memberships and Dues	11,785	14,800	12,500	14,900	0.7%
42450 - Subscriptions and Books	935	3,000	2,200	4,100	36.7%
42500 - Fuel and Lubricants	234,550	240,500	269,400	280,000	16.4%
42560 - Operating Supplies	313,324	356,953	333,100	324,500	-9.1%
42720 - Travel, Conferences, Meetings	54,739	69,541	58,200	73,800	6.1%
42730 - Training	29,363	57,100	46,200	40,400	-29.2%
42760 - POST Training	118,134	114,800	110,000	100,000	-12.9%
42770 - Recruitment	20,724	42,600	36,700	53,000	24.4%
42780 - Investigations	15,884	9,000	13,500	9,000	0.0%
42790 - Mileage	2,046	1,000	5,600	5,800	480.0%
43010 - Liability Insurance Premiums	367	2,000	600	2,000	0.0%
44010 - Professional/Special Services	131,832	167,600	159,700	168,100	0.3%
44012 - Outside Legal	-	7,500	7,500	7,500	0.0%
44310 - Maintenance of Equipment	206,636	250,660	224,900	211,700	-15.5%
44410 - Maintenance Building/Grounds	-	-	-	-	0.0%
44490 - Other Contract Services	14,932	58,000	48,500	106,500	83.6%
47020 - Furnishings & Equip (Capital)	52,556	-	-	32,000	0.0%
47030 - Vehicles	-	-	-	-	0.0%
48800 - Application Software	-	-	-	-	0.0%
TOTAL	31,484,315	34,339,363	32,155,800	35,735,400	4.1%

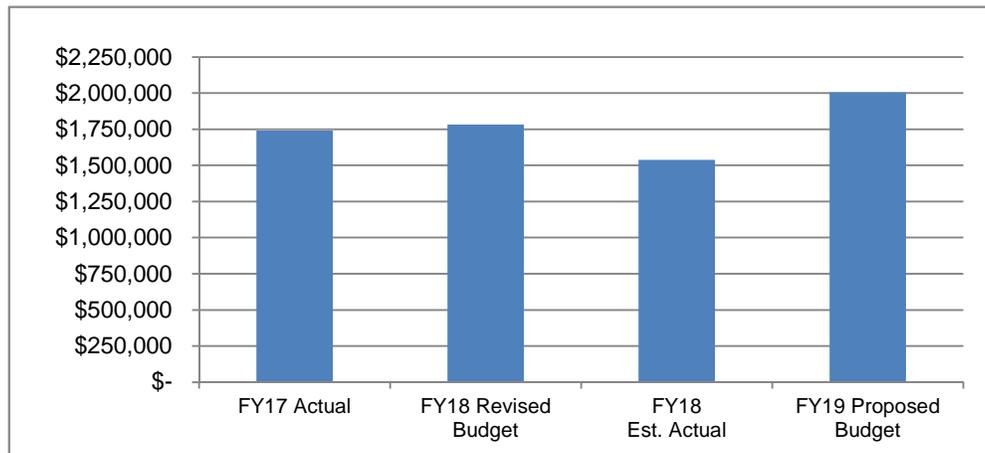
PD Administration - 1005005

OVERVIEW

Police Department Administration ("Administration") is comprised of the Office of the Chief of Police, Deputy Chief, Executive Officer, Deputy Director/Critical Support and Logistics, and support staff.

Administration is responsible for the management of the Police Department. Staff in Administration manages three divisions (Field Services, Investigative Services, and Critical Support & Logistics) to ensure that the highest level of law enforcement service is provided. This is accomplished through providing quality service, coupled with developing community and employee partnerships, while maintaining a safe and pleasant atmosphere to live, work, and visit.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 1,741,566	\$ 1,782,135	\$ 1,538,500	\$ 2,003,900



BUDGET ADJUSTMENTS

WiFi Upgrade - Monthly Service Fees	\$14,000
Freeze Deputy Chief Position (vacant) for Nine Months	(\$236,300)

PD Administration (continued)

KEY ACCOMPLISHMENTS IN FY18

- Continued to utilize funding from grants and the City's Forfeited Assets Program to acquire equipment and seek training opportunities in an effort to improve the level of service that the Police Department provides to its citizens through fiscally prudent means.
- Conducted an extensive cold case homicide investigation resulting in the release of a wrongly convicted, innocent man.
- Implemented a restructuring of the Department in March 2018.
- Reviewed payroll procedures and developed a new overtime approval system.
- Increased documentation on criminal activity in the community.

GOALS FOR FY19

- Develop a new Strategic Plan for the Department.
- Recruit and hire personnel to fill vacant Police Officer and civilian positions.
- Continue succession planning in anticipation of retirements in key leadership positions.
- Assist with the implementation of ExecuTime, the City's new time-keeping software.
- Develop new crime reduction strategies.
- Enhance social media footprint in the community.

Dispatch - 1005110

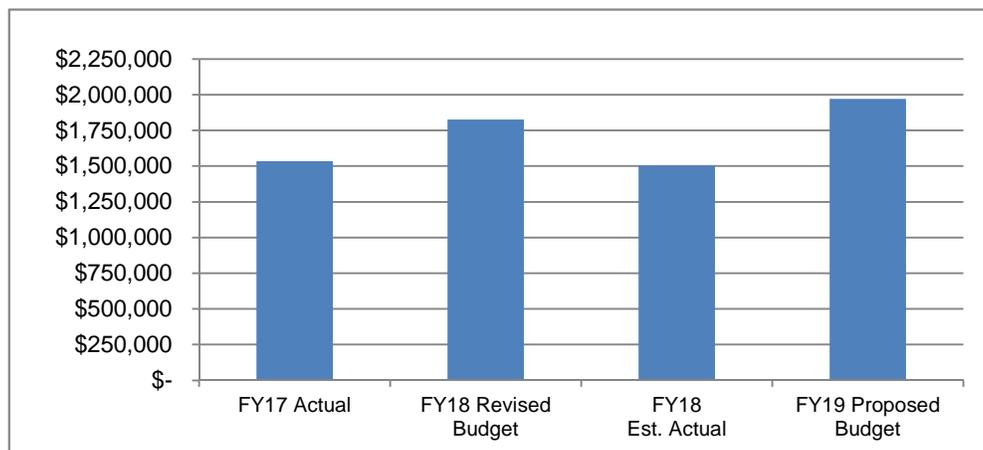
OVERVIEW

Dispatch responds to emergency and non-emergency calls by utilizing an array of computer systems, including a computer-aided dispatch system. The computer-aided dispatch (or, CAD) system records all 911 calls for service, tracks field unit activities, and reports on the status and location of field officers.

Dispatch is also responsible for retrieving information from the state, county, and national computer networks to provide information on wanted persons, stolen property, domestic violence restraining orders, criminal history, and vehicle registration.

Dispatchers coordinate resources such as radio traffic requests for assistance and resources requests from other agencies. In addition, dispatchers keep watch commanders and field supervisors apprised of departmental activity 24 hours a day.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 1,534,856	\$ 1,825,400	\$ 1,502,200	\$ 1,971,700



BUDGET ADJUSTMENTS

None

Dispatch (continued)

KEY ACCOMPLISHMENTS IN FY18

- Assisted with maintaining an average response time of less than 4.2 minutes for emergency calls and less than 17.7 minutes for routine calls from July 1, 2017 to February 1, 2018.
- Participated in monthly Los Angeles Regional Tactical Communications System (or, LARTC) drills to ensure voice interoperability with Federal, State, and local public safety agencies.
- Updated computer-aided dispatch ("CAD") with a new version of the City map, which included surrounding areas bordering the City of Simi Valley.
- Added over 40 itinerary maps to the address file in CAD, which included a hyperlink to each location.
- Created a Dispatch Recruitment and information video that was added to the Simi Valley Police Facebook page, resulting in over 5,000 views within the first two days of posting.
- Recruited and hired three Police Dispatchers that are currently in training.
- Processed a total of 58,988 inbound telephone calls, including 20,252 emergency 9-1-1 calls from July 1, 2017 to February 1, 2018.
- Activated training exercises at the City's satellite Dispatch Center.
- Installed and tested E-Media software to allow citizens of Simi Valley the ability to Text-to-9-1-1 from a cellular phone.
- Worked with the State to include the total number of outbound telephone calls made by dispatch staff on the ECATs 9-1-1 report.

GOALS FOR FY19

- Provide professional and courteous service at all times to citizens, officers, and co-workers.
- Recruit and hire one Police Dispatcher to fill a vacant position.
- Complete training for three new Police Dispatch Trainees to work independently on an assigned shift.
- Assist IT personnel with the installation of a Disaster Recovery Center, hosted in Ventura County, which will provide continuous service during a disaster should the Dispatch Center become inoperable.

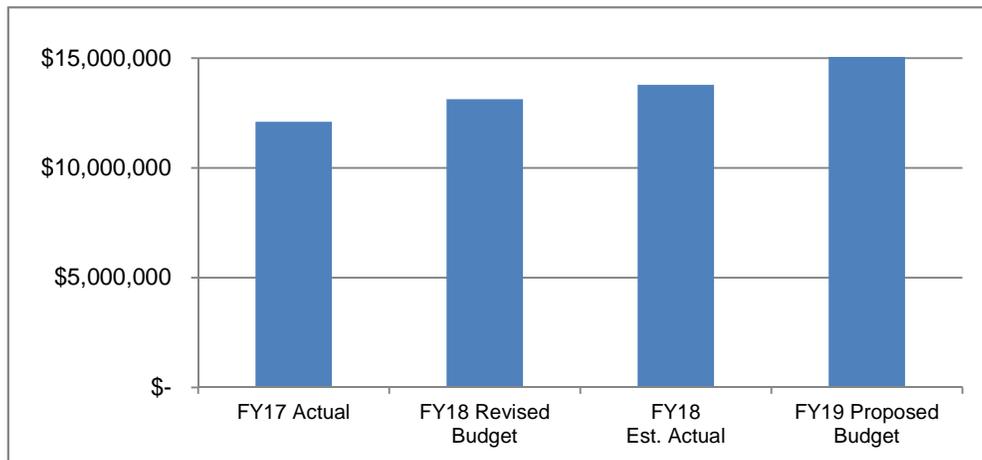
Patrol - 1005120

OVERVIEW

Patrol officers are the Department's first responders to emergency and non-emergency calls for service. Patrol officers are assigned to one of three overlapping ten-hour shifts that cover 24 hours a day, seven days a week. Officers handle a variety of citizen requests and are also expected to take proactive enforcement action, when warranted, to suppress criminal activity and reduce injury traffic collisions.

Under the direction of a Watch Commander, Patrol officers are deployed to specific areas of the City. Sergeants supervise the officers and provide oversight of daily deployments. Each year, Patrol Officers handle over 40,000 calls for service while maintaining an emergency response time of less than 4.2 minutes.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 12,102,385	\$ 13,118,591	\$ 13,771,200	\$ 16,344,400



BUDGET ADJUSTMENTS

Freeze Commander Position (vacant) for Nine months	(\$206,500)
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Patrol (continued)

KEY ACCOMPLISHMENTS IN FY18

- Maintained an emergency response time of less than 4.2 minutes.
- Maintained a non-emergency response time of less than 17.7 minutes.
- Delivered excellent service while handling over 40,000 calls for service during the past year.
- Reorganized Department to fully staff the Patrol Bureau in order to provide superior service to the community.
- Provided training and deployed the Automated External Defibrillators (or, AED) over a dozen times, which resulted in several confirmed saves.
- Increased proactive efforts through traffic and DUI enforcement, which improved public safety.
- Implemented mission oriented policing through crime trend data to reduce crime.
- Spread Chief's philosophy of superior service to the public and quality enforcement in the community.

GOALS FOR FY19

- Promote problem solving by encouraging Officers to seek creative solutions to recurring problems within their assigned area.
- Continue to maximize shift overlap in order to provide current and relevant training to Patrol staff.
- Focus on employee development to include leadership, tactics, and responsibility.
- Continue to maintain an emergency response time of less than 5 minutes.
- Provide training to school district staff in order to better safeguard students from active shooters.
- Provide training and implement naloxone to prevent deaths related to heroin overdose in the community.
- Promote mission oriented policing towards crime trends to increase public safety.
- Promote superior service to the public in order to engender public support and legitimize the police profession.
- Implement "Principled Policing and Procedural Justice" by promoting dialogue, respect, neutrality, and trustworthiness within the community.

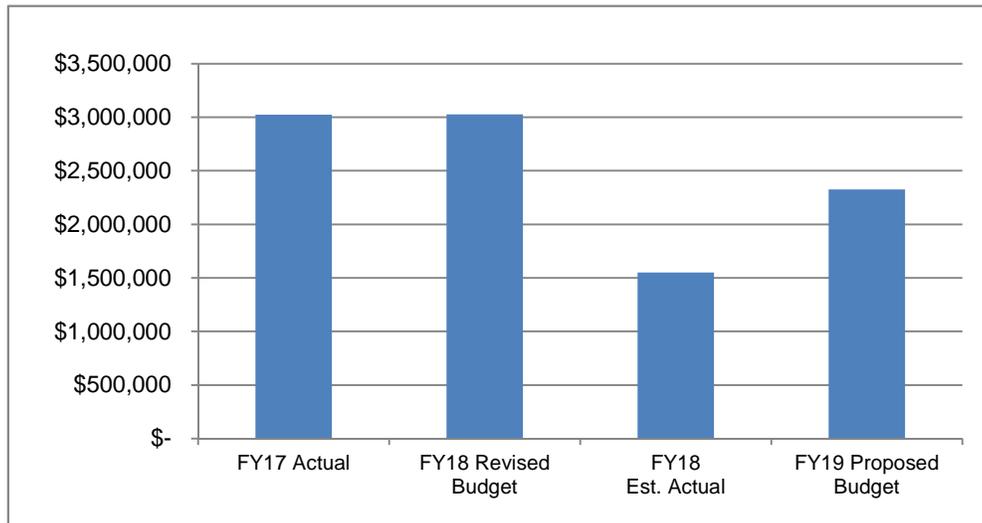
Special Operations Unit - 1005230

OVERVIEW

The Special Operations Unit ("SOU"), previously The Patrol Support Bureau, provides specialized enforcement services and supports other bureaus in the Police Department.

The Unit is comprised of Detectives who specialize in gang, narcotic, vice and warrant investigations, and surveillance activities. In addition, they are responsible for Alcoholic Beverage Control Enforcement and Massage Ordinance compliance. SOU also has an Officer assigned to the Post Release Offender Supervision Program (or, PROS), in which the officer acts as a liaison with probation and parole. SOU is also responsible for Detectives who are assigned to Task Force Operations and the Cold Case Unit.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 3,023,887	\$ 3,025,400	\$ 1,551,500	\$ 2,326,300



BUDGET ADJUSTMENTS

None

Special Operations Unit (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed several random massage parlor compliance checks which resulted in over 10 facilities recommended for business permit revocation and closure.
- Provided recommendations for changes in the Simi Valley Municipal Code's Massage Ordinance to include separation in order to improve the business practices for these types of facilities.
- Conducted over 255 PROS probation compliance searches, resulting in 97 arrests.
- Conducted a cold case investigation in a 40 year old double murder case resulting in the release of an individual who served 38 years for a crime he did not commit.
- Assisted Patrol and the Detective Unit with surveillance and arrest support for numerous cases throughout the year.

GOALS FOR FY19

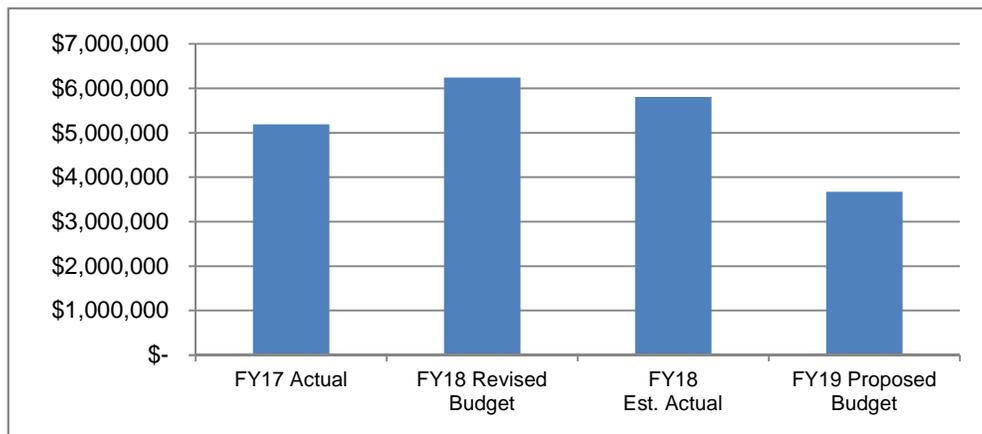
- Develop a flexible operational plan to successfully deliver the combined enforcement activities of three previously separate units (Special Investigative Section, Special Enforcement Section, and Special Problems Section).
- Continue to investigate gang and narcotics related crimes as a unit priority.
- Continue enforcement of massage parlors in order to reduce the number of illicit establishments in the community.
- Complete periodic Alcoholic Beverage Control Compliance Checks.
- Enforce laws pertaining to PROS, parolees, and subjects on probation.
- Conduct operations directed at Serious Habitual Offenders (or, SHO).
- Focus on proactive enforcement of Crime Trends.
- Collaborate with the Ventura County Sheriff's Office Fugitive Warrant Detail by arresting locally wanted subjects and bringing them to justice.
- Provide ongoing training to Department personnel on gang and vice information and investigative strategies.

Detectives - 1005240

OVERVIEW

The Detective Bureau provides investigative support to citizens, outside agencies, and other units within the Department. The Bureau consists of: (1) Major Crimes Unit (investigates homicides, kidnappings, missing persons, robberies, felony assaults, crimes against children and the elderly, and sexual assaults); (2) Property Crimes Unit (investigates thefts, burglaries, arsons, embezzlements, frauds, identity thefts, and computer crimes); (3) Crime Scene Investigations Detail (processes crime scenes in order to detect, collect, and analyze evidence for the purpose of supporting criminal investigations); and (4) Technical Services Team - ancillary assignment (installs, operates, and maintains technical equipment such as surveillance cameras, alarm systems, and other computer software and components).

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 5,190,345	\$ 6,238,200	\$ 5,803,300	\$ 3,669,700



BUDGET ADJUSTMENTS

None

Detectives (continued)

KEY ACCOMPLISHMENTS IN FY18

- Investigated residential burglary crews with other agencies which culminated in numerous arrests of known gang members from Los Angeles County.
- Worked with the Ventura County District Attorney's Office on a cold case homicide investigation and brought about the release of an imprisoned man determined to be factually innocent of a 1978 murder.
- Worked with the California DOJ's Firearms Unit conducting prohibited possessor investigations in Simi Valley.
- Investigated and arrested numerous narcotics dealers providing illegal drugs (heroin, cocaine, methamphetamine, ecstasy and numerous illegally sold prescription drugs) to users in Simi Valley, Ventura County, and throughout Southern California.
- Seized thousands of dollars in illegal proceeds and narcotics before they could be distributed.
- Participated in the Ventura County "peer to peer," an internet/child porn crimes program and apprehended several suspects who were using the web to share illicit images of children being victimized.
- Identified case management processes, which were impairing efficient and timely investigations.
- Provided sworn personnel with protective equipment to assist with DNA evidence collection.
- CSI Technician obtained Crime Scene Analyst certification to become one of twenty-seven Analysts in California.

GOALS FOR FY19

- Evaluate and establish case assignment procedures to address prioritization based on the nature of offenses and solvability factors.
- Improve case management procedures to ensure timely investigations.
- Re-evaluate work load and efficiency of each unit with decreased staffing in place.
- Participate in Task Force groups, including VenCATT and the High Tech Task Force.
- Obtain AFIS terminal for CSI in order to enhance fingerprint analysis capabilities for our Department.
- Monitor the work product and caseload of the Detective assigned to investigate "peer to peer," which targets internet-based crimes victimizing children.
- Provide training to the Operations Bureau on a regular basis.
- Achieve Crime Scene Analyst certification for both Crime Scene Technicians.

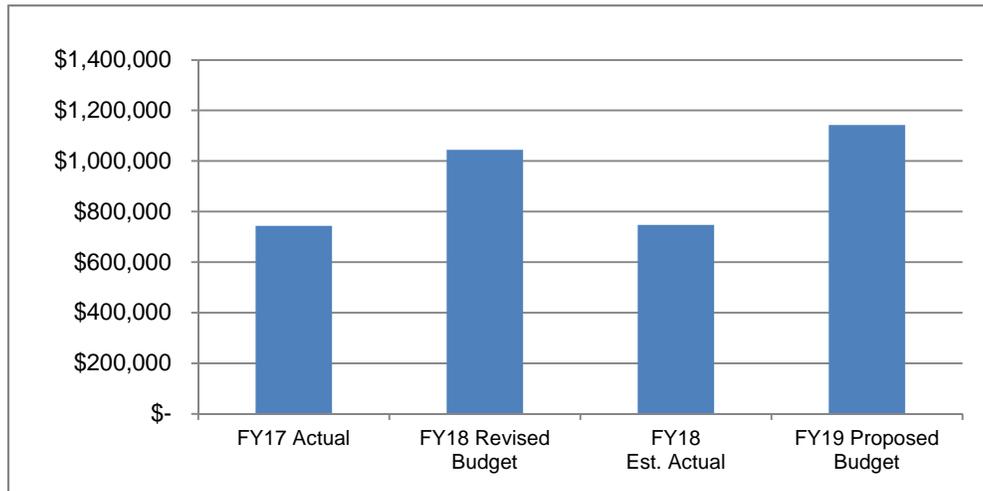
Records - 1005350

OVERVIEW

The Records Bureau is responsible for managing the Department’s automated Records Management System (or, RMS) and any paper files.

The Bureau is also responsible for: 1) auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; 2) releasing information in accordance with the Public Records Act; 3) processing subpoenas; 4) registering narcotic offenders and; 5) ensuring compliance with the Department of Justices’ guidelines for Departmental access to California Law Enforcement Telecommunications System (or, CLETS) and the National Crime Information Center (or, NCIC). The Bureau also functions as the PBX operator during business hours.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 743,232	\$ 1,044,200	\$ 747,400	\$ 1,142,900



BUDGET ADJUSTMENTS

None

Records (continued)

KEY ACCOMPLISHMENTS IN FY18

- Staffed a new Records Supervisor position within the Records Management Bureau to assist with administrative and management duties.
- Staffed a vacant Records Technician I position, resulting in consistent and effective service to the public and the Agency.
- Performed over 1,388 public window transactions and public records act requests for the six month period ended June 30, 2017.
- Processed and audited over 20,000 reports including crime and arrest reports, citations, graffiti reports and traffic collision reports.
- Completed Public Records Act training for Records Management Bureau personnel in order to maintain expertise when assisting the public with records requests.
- Answered over 25,473 incoming business calls providing the public with information, referring them to appropriate resources, and transferring them to the appropriate bureau within the Department.
- Responded to over 450 Subpoena requests related to Police Department records.
- Installed and trained personnel on the newly purchased Micro Fiche reader/scanner to better capture and secure older records.
- Assisted with Sworn Personnel training related to offense codes and statistical browsing within the Versaterm Records Management System (or, RMS).

GOALS FOR FY19

- Review and revise all Records Unit Orders to ensure all policies and practices are consistently followed.
- Continue to train and utilize citizens from the community as volunteers in the Records Unit.
- Recruit, hire, and train new personnel to fill vacant positions within the Records Management Bureau.
- Provide thorough and extensive training for the newly promoted Records Supervisor to ensure proper succession planning.

Crime Analysis - 1005370

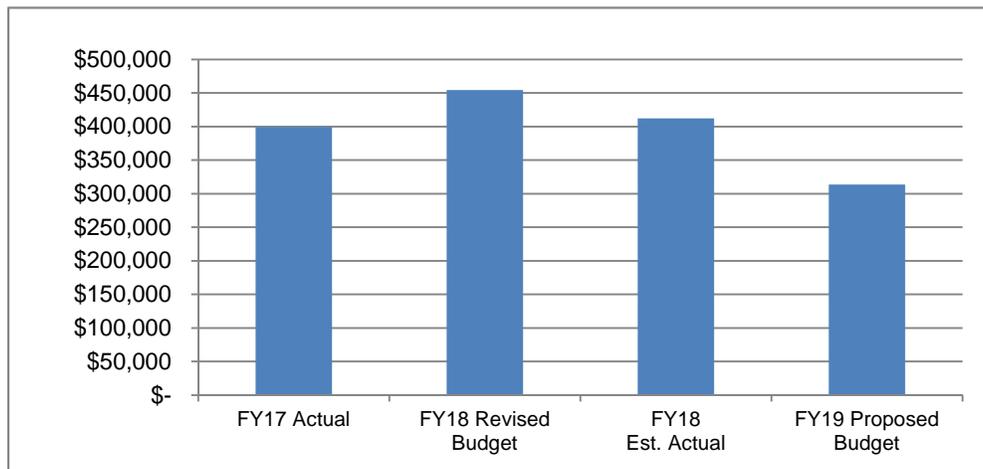
OVERVIEW

The Crime Analysis and Prevention Unit restores pride and ownership in our community by promoting citizen involvement and police partnerships to create awareness, increase safety, and reduce crime by providing timely and accurate information regarding crime, and to track criminal activity for suspect-offender correlations.

Crime Analysis and Prevention strives to eliminate crime before it occurs or before any additional activity results. Practicing the technique of "neighbor protecting neighbor" improves neighborhood security. Empowering citizens through crime prevention education promotes an environment in which people act individually and collectively to prevent crime and build safer communities.

The ultimate goal is to reduce crime, reduce the fear of crime, and enhance public safety.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 399,290	\$ 454,400	\$ 412,400	\$ 313,700



BUDGET ADJUSTMENTS

Eliminate Four Months of Funding for Crime Analysis Unit	\$155,300
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Crime Analysis (continued)

KEY ACCOMPLISHMENTS IN FY18

- Planned and coordinated personnel for “Every 15 Minutes Program” at Simi Valley High School.
- Revitalized the Block Captain Program by scheduling meetings every month, provided new information on SVPD programs, and disseminated information to the community on the importance of Neighborhood Watch commitment through various social media websites.
- Marketed strategies for the SafeCam Security Camera project, stated updating the related brochure and literature in order to promote new awareness and interest to our business and residential communities.
- Marketed and expanded the “National Night Out” event.
- Marketed and expanded the “Heroes and Helpers” event that is funded by Target stores, Police Foundation, Police Officers’ and Managers’ Association, and the community.
- Worked with Patrol, Citizens on Patrol, and Crime Prevention, to revitalize our Business Watch Program in order to suppress ongoing commercial burglaries.
- Worked with officers responsible for community policing to identify conditions that affect crime, offender behavior, and incivility through analysis and directed patrol.
- Continued to identify crime-suspect correlations, assisted detectives with crime bulletins and notifications, and provided assistance to patrol and special operations.
- Worked on Law Enforcement Information Exchange (LInX) by uploading SVPD crime data to share, passed the 2017 LInX compliancy audit, and coordinated a system upgrade.
- Transitioned our Parole LEADS database to the cloud platform, updated user agreements, and verified all investigative users had proper access and permissions.

GOALS FOR FY19

- Evaluate the effectiveness of the existing Crime Prevention program and look for innovate ways to build strong police and community partnerships in order to promote citizen trust and transparency.
- Expand SVPD social media capabilities by using public media sites to invite the community into crime prevention efforts that protect neighborhoods and keep the city safe.
- Assist the Crime Stoppers and We-Tip Programs with data mining efforts that identify possible suspects to crimes thereby reducing and solving more crimes.
- Work with investigative and patrol officers in order to provide analysis, provide clues and tips to crimes, and assist directed patrol efforts with actionable items that reduce crime.
- Align CrimeView products that assist with crime suppression strategies, problem-oriented policing, and intelligence led policing that will facilitate better analysis.
- Continue to network and connect with our law enforcement analysis colleagues in order to promote enhanced data sharing and combat cross-jurisdictional crime.
- Continue to identify elements such as mental health, officer safety, domestic violence, criminal transient behavior, and other factors that create dysfunctional conditions and foster deviance in our neighborhoods.

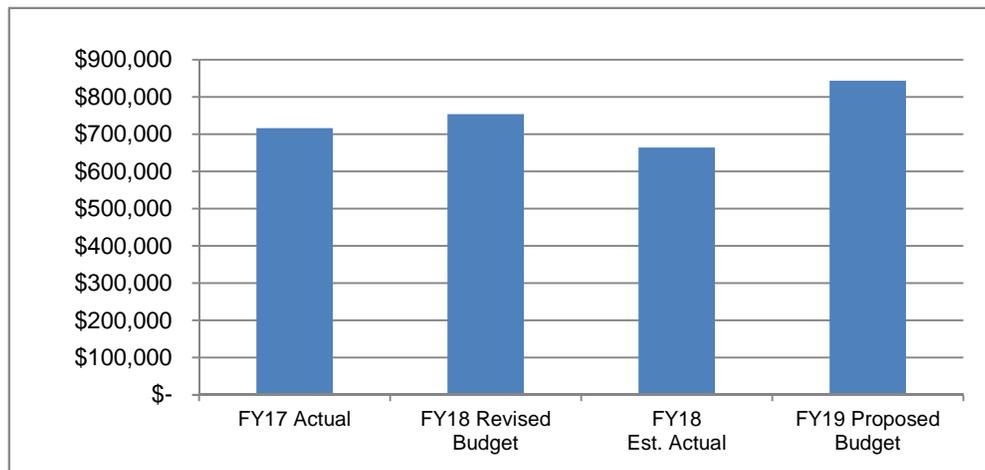
PD Fiscal - 1005390

OVERVIEW

The Fiscal Services Unit is responsible for the financial business functions of the Police Department.

The Fiscal Services Unit provides fiscal support to all operational units within the Police Department by: 1) processing purchase orders; 2) initiating invoice payments; 3) processing P-Card transactions; 4) entering and auditing timesheet data; 5) creating invoices for false alarms, emergency services, and other fees; 6) reviewing and approving permits for businesses and solicitors; 7) coordinating grant activities by writing grant applications, monitoring performance, and submitting reimbursement requests; 8) providing Police Commanders and Managers with actual to budget variance reports and; 9) overseeing the Departmental budgeting process, offering budget recommendations, and performing budget analysis.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 715,568	\$ 753,500	\$ 663,900	\$ 843,000



BUDGET ADJUSTMENTS

None

PD Fiscal (continued)

KEY ACCOMPLISHMENTS IN FY18

- Provided Police Commanders and Managers with Detailed Budget Reports and Budget to Actual Variance Reports in order to assist them in maintaining fiscal oversight of their bureaus/units.
- Managed grant programs and submitted reimbursement requests totaling \$111,006.
- Assisted with the preparation of a Request for Proposal and related contracts to purchase six Utility Police Interceptors and four sedans.
- Secured a contract amendment to extend the term for the City's fuel provider.
- Processed over 291 purchase orders for operational units throughout the Department.
- Processed over 670 P-Card statements for operational units throughout the Department.
- Processed invoices for over 30 emergency services and 210 false alarms totaling \$100,876.
- Issued over 39 permits to businesses and solicitors.
- Processed SB90 Claims for reimbursement from the State of California.
- Provided logistical support for the Rye Fire and DUI checkpoints throughout the year.
- Assisted with the testing and implementation of Incident Tracking in Munis' False Alarm Billing module.

GOALS FOR FY19

- Assist with the implementation of ExecuTime, the City's new timekeeping system.
- Continue to submit grant reimbursement requests and seek opportunities for additional grant funding.
- Continue to provide Police Commanders and Managers with reports that will assist in fiscal monitoring of their respective bureaus/units.
- Continue to process purchase requisitions, purchase order payments, and invoice billings in a timely and efficient manner.

PD Maintenance Unit - 1005395

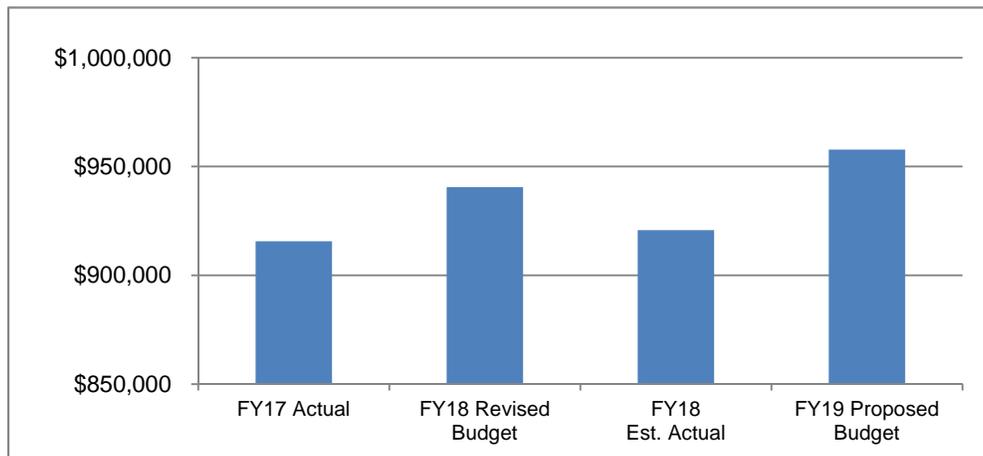
OVERVIEW

The Maintenance Unit is a specialized technical area within the Police Department overseeing our fleet of vehicles and the facility.

Maintenance staff is responsible for purchasing a wide variety of enforcement vehicles including SUV's, motorcycles and covert operations vehicles. Once purchased, they install all the needed emergency equipment, maintain the integrity of the fleet of Police vehicles, and coordinate with the Public Works Department to ensure that vehicles are repaired in a timely manner.

In addition, the Maintenance staff oversees the disposition of all capital assets and maintains and performs upgrades to the Police facility. Staff also ensures a wide variety of complex facility systems are exercised, inspected, and maintained in good working order.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 915,614	\$ 940,564	\$ 920,700	\$ 957,800



BUDGET ADJUSTMENTS

Funding for 4 APX 8500 Motorola all band radios	\$32,000
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PD Maintenance Unit (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed California Fleet Smog Certificates.
- Replaced the deteriorating hot water boiler in the Police Facility.
- Replaced the failed air conditioner in the server room with a more efficient model.
- Assisted with E-Waste collection and disposal project.
- Updated and remodeled several offices and work areas.
- Assisted with logistics for the DUI checkpoints throughout the year.
- Completed Vapor Recovery testing with Ventura County Air Pollution Control District at the Police facility.
- Completed secondary containment testing of the underground storage fuel tanks with Ventura County Environmental Health department.

GOALS FOR FY19

- Replace failing backup air conditioner in the radio equipment room.
- Purchase and up-fit new vehicles approved in the FY 2018-19 Budget.
- Assist with the replacement of the aging and inefficient rooftop HVAC units.
- Assist with the upgrade and replacement of the facility security access system.
- Coordinate and assist Ventura Environmental Health Department with the annual system certification of the underground fuel storage tanks.
- Assist with the LED lighting retrofit project at the police facility.

Auxiliary Services Unit - 1005460

OVERVIEW

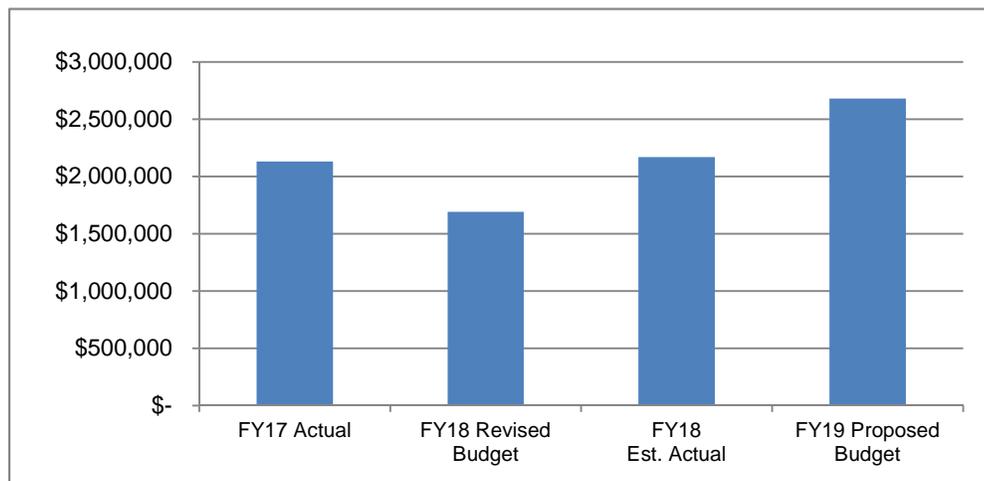
Auxiliary Services consists of three bureaus: Auxiliary Services, Professional Standards, and Public Relations.

The Auxiliary Services Bureau manages jail operations, ensures the proper handling and storage of evidence seized or remanded, and maintains Departmental policies and procedures.

The Professional Standards Bureau manages the hiring, equipping, and background investigation process for all personnel, conducts administrative reviews, and administers professional development and mandated training for Department personnel.

The Public Relations Bureau manages the Homeless Liaison Officer Program, Media relations, Citizens Academy, Citizen Volunteer Program, and Explorer Post Program. These programs encourage community involvement and ensure the accessibility of local government.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 2,129,081	\$ 1,691,600	\$ 2,169,800	\$ 2,678,900



BUDGET ADJUSTMENTS

None

Auxiliary Services Unit (continued)

KEY ACCOMPLISHMENTS IN FY18

- Conducted a Citizen Academy whereby 24 community members successfully graduated from the program.
- Assigned Explorer Scouts to voluntary positions for more than ten (10) separate community events.
- Scheduled over 735 employee training sessions.
- Hired five Police Officer Trainees.
- Attended regular Task Force on Homelessness Meetings with the Homeless Liaison Officer.
- Implemented Homeless Case Management Meetings to develop treatment strategies for homeless mental health consumers.
- Assisted with the 2018 Ventura County Homeless Count with other community volunteers.
- Completed the compressed-storage system upgrade to the Department's Evidence and Property Room.
- Collaborated with the Human Resources Department to modify and streamline the application and screening process for new police recruits to better compete for top candidates.

GOALS FOR FY19

- Increase the number of applicants for sworn and non-sworn positions through effective recruitment strategies.
- Implement Pursuit Policy training on the POST learning portal.
- Complete Department General Orders.
- Train Police Volunteers to assist field officers with various supportive tasks.
- Expand Department social media outreach through the increased use of existing platforms.
- Ensure sworn personnel maintain compliance with POST training standards.
- Reduce Department personnel expenses by providing more local training opportunities.
- Review Police Explorer Post recruitment strategies.
- Continue to assist the homeless toward social services options and provide illegal encampment and criminal activity enforcement.
- Upgrade physical storage capabilities for the Department's Property and Evidence Room.

Traffic - 1005480

OVERVIEW

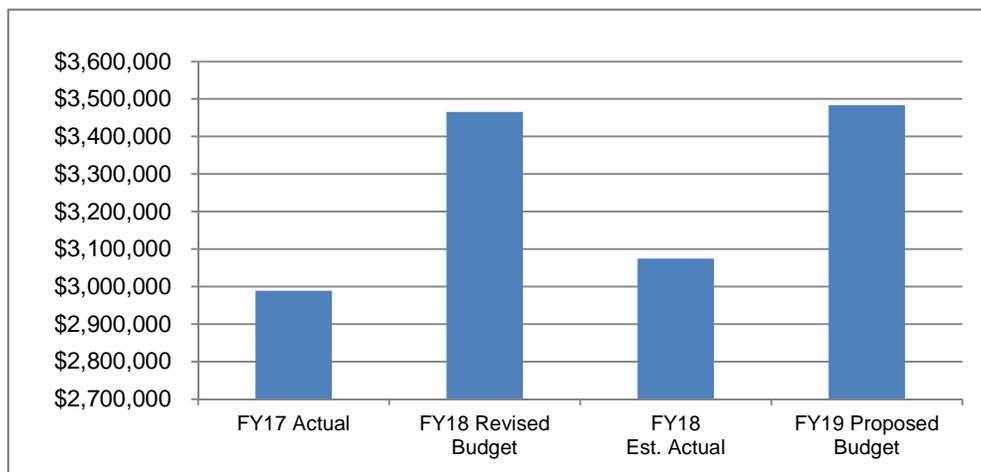
The Traffic Unit is comprised of Traffic Officers, Supervisors, and civilian support staff.

Traffic Officers include Collision Investigators and Motorcycle Officers. Collision Investigators investigate motor vehicle accidents that occur on public right-of-ways and vehicular crimes, including driving under the influence and hit and run. They also enforce the Vehicle Code focusing on areas prone to injury accidents.

Motorcycle Enforcement Officers provide enforcement of the California Vehicle code, specifically in areas prone to injury accidents. In addition, they are responsible for handling collision investigations and vehicle-related crimes.

Parking Enforcement personnel respond to illegally parked vehicles, oversized vehicles, and vehicles that require abatement from properties.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 2,988,490	\$ 3,465,374	\$ 3,074,900	\$ 3,483,100



BUDGET ADJUSTMENTS

None

Traffic (continued)

KEY ACCOMPLISHMENTS IN FY18

- Increased school zone enforcement and assessed traffic flow and parking at six schools, redesigned traffic flow and parking lot design at two schools.
- Conducted Advanced Roadside Impairment Training at SVPD (Host Agency).
- Trained one officer as a Drug Recognition Expert Instructor.
- Increased enforcement posture related to Driving Under the Influence ("DUI") through expanded operations made possible through grants from the Office of Traffic Safety.
- Trained one new motorcycle officer to assist with enforcement of Vehicle Code violations and DUI.
- Arrested in excess of 390 DUI drivers.
- Trained 10 officers in the use of RADAR / LIDAR technology.
- Purchased and implemented RADAR / LIDAR technology.
- Deployed the stealth radar to analyze speed issues at complaint locations.
- Conducted senior driver safety and child bicycle helmet safety classes to our community with Office of Traffic Safety (OTS) Grant funds.

GOALS FOR FY19

- Increase traffic enforcement efforts at locations with the highest incidence of collisions.
- Increase focus on DUI enforcement.
- Increase focus on drivers speeding in Simi Valley by using education and enforcement.
- Conduct senior driver education and children’s bicycle helmet safety presentations.
- Continue the Parking Enforcement and Vehicle Abatement Programs through increased proactive enforcement efforts.
- Continue to work with schools on better ways to improve traffic flow and safe driving.
- Utilize Police Motor Officers to decrease intersection related collisions.
- Conduct enforcement efforts against distracted drivers.
- Implement Marijuana-impaired driving protocols and training Department-wide.
- Increase off-road patrol in areas where trespassers cause damage to real property.

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POLICE DEPARTMENT

FY18-19 Policy Item/Capital Asset Proposal

DEPT: Police
 TITLE: Motorola APX 8500 Radios
 REQUEST: \$32,000
 ACCOUNT: 1005395-47020
 PRIORITY: 1

COST BREAKDOWN	
<u>Capitalized Furniture & Equipment</u>	
Motorola APX 8500 4 radios @ \$8,000/ea	\$32,000
TOTAL:	\$32,000

The Police Department is requesting to purchase four Motorola APX 8500 All band radios for the following: two Traffic units #70 & 72; one Supervisor unit #20; and, one K-9 unit #553, which are all due for replacement in the FY18-19 budget. These vehicles are Ford Crown Victorias and will be replaced with new Ford Police Utility Interceptors. If unit #70 is not replaced, the total cost will be \$24,000.

POLICE DEPARTMENT

FY18-19 Policy Item/Capital Asset Proposal

DEPT: Police
TITLE: WiFi Upgrade
REQUEST: \$26,000
ACCOUNT: 1005005-42150
PRIORITY: 2

COST BREAKDOWN	
<u>(1005005) Communications:</u>	
Monthly AT&T service for 100MB	\$14,000
TOTAL:	\$14,000

The Police Department is requesting a Wifi upgrade which will include new infrastructure to increase speed and availability of the WiFi signal. The WiFi signal in the police building is currently inadequate and not capable of meeting the demands of the Computer Lab, and other areas of the Department where WiFi is utilized. This upgrade will replace existing infrastructure and increase the strength and range of the WiFi signal. The cost includes monthly service fees for one year of service provided by AT&T, under the Calnet3 contract for a 100MB up and 100MB down fiber connection.

**POLICE DEPARTMENT
FY 18-19 Reduction Proposal**

DEPT: Police
 TITLE: Crime Analysis & Prevention Unit - Reduce 4 Months of Funding
 TOTAL: \$155,300
 ACCOUNT: 1005370-various
 PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Salary and Benefits	\$452,200
Office Supplies	\$1,000
Memberships	\$300
Subscriptions and Books	\$100
Operating Supplies	\$6,500
Travel, Conferences, and Meetings	\$2,900
Training	\$1,000
General Liability	\$2,000
TOTAL:	\$466,000

CITY MANAGER ADJUSTMENT	
<u>Current Expenses - Reduce by 1/3</u>	
Salary and Benefits	\$150,700
Office Supplies	\$300
Memberships	\$100
Subscriptions and Books	\$0
Operating Supplies	\$2,200
Travel, Conferences, and Meetings	\$1,000
Training	\$300
General Liability	\$700
TOTAL:	\$155,300

The Police Department's Crime Analysis and Prevention Unit ("Unit") provides timely and accurate information regarding crimes and crime trends, criminals, and offender activity to the Police Department and surrounding agencies. Staff in the subject program collect, compile, collate, analyze, and summarize data from a variety of public safety systems and intelligence databases. The Unit also: 1) provide timely and accurate information regarding noticeable crime trends, crime patterns, bulletins and crime summaries for both the Police department and surrounding law enforcement jurisdictions; 2) monitor the City's active parole population, while extensively using the RMS system and other applications to collect accurate information on known offenders' modus operandi, associates, addresses, vehicles, and criminal history and; 3) provide tactical analysis to assist Patrol and Investigation staff in the identification of specific and immediate crime problems to assist in the arrest of known criminal offenders.

The program is staffed by the Crime Analysis and Reporting Manager, one Crime Analyst, and one Community Services Coordinator. All three positions are currently filled. Eliminating funding for the Crime Analysis and Prevention Unit would result delays in providing timely crime summaries crucial to investigations, providing statistics to the public regarding crime in their area, assisting other law enforcement personnel with crime inquiries and sharing information regarding like-crimes, and providing fliers regarding hot crimes, violent offenders, and crime patterns and/or trends.

POLICE DEPARTMENT
FY 18-19 Reduction Proposal

DEPT: Police
 TITLE: Freeze Police Commander
 TOTAL: \$206,500
 ACCOUNT: 1005120 - 41900
 PRIORITY: 7

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Salary and Benefits	\$293,200
TOTAL:	\$293,200

CITY MANAGER ADJUSTMENT	
<u>Current Expenses</u>	
Freeze for 9 Months	\$206,500
TOTAL:	\$206,500

Currently, Commanders serve as mid-level managers responsible for managing, planning, and coordinating the activities and operations of law enforcement staff within assigned Bureaus of the Police Department. A Commander may also provide highly responsible and complex staff assistance to the Deputy Police Chief. There are currently eight (8) authorized Commander positions in the Department.

Elimination of this position would bring the number of authorized Commander positions in line with the current structure of the Department. Since September 2016, the Department has been working with seven Commanders, which includes three Commanders in the Patrol Bureau. Recent restructuring of the Department has reduced the Patrol Bureau to one Commander and added to new Bureaus however, the total count of Commanders remains at seven. Some representative Commander duties will be redistributed to the newly created Bureaus, thereby eliminating the need for an eighth Commander.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

POLICE DEPARTMENT
FY 18-19 Reduction Proposal

DEPT: Police
TITLE: Freeze Deputy Police Chief
TOTAL: \$236,300
ACCOUNT: 1005005 - 41900
PRIORITY: 8

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Salary and Benefits	\$315,100
TOTAL:	\$315,100

CITY MANAGER ADJUSTMENT	
<u>Current Expenses</u>	
Freeze for 9 Months	\$236,300
TOTAL:	\$236,300

The Police Department is offering to freeze one Deputy Police Chief position (vacant) for nine months towards achieving citywide personnel cost reductions.

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CITY OF SIMI VALLEY

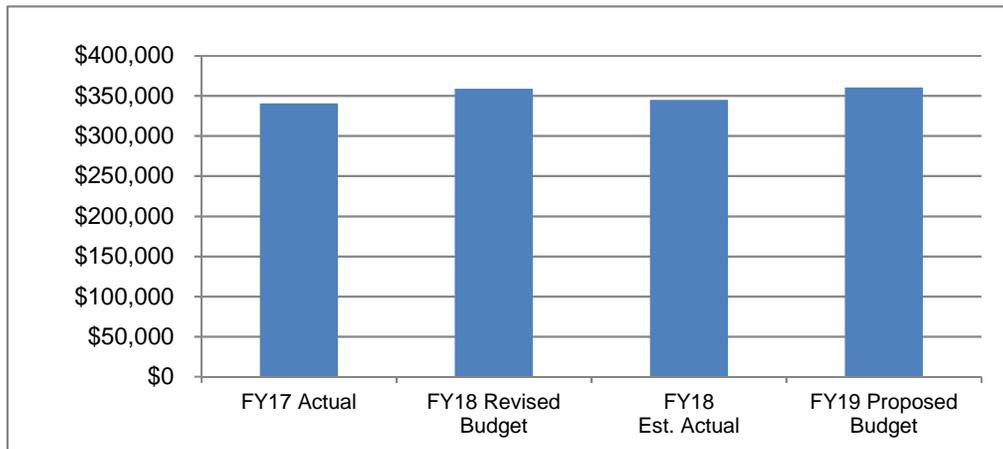
POLICE DEPARTMENT EMERGENCY SERVICES
1005490

OVERVIEW

The Office of Emergency Services coordinates a communitywide effort to prepare for, respond to, and recover from disasters and high impact emergencies. This is accomplished through nine major programs areas: 1) Emergency Response Planning; 2) Emergency Management Training; 3) Emergency Operations Center (EOC) program; 4) The 25-member Disaster Service Worker Team; 5) Emergency Communications Technology program; 6) Intergovernmental Coordination; 7) Disaster Recovery Planning, 8) Hazard Mitigation Planning; and 9) Public Education program.

One Emergency Services Manager, one Community Services Coordinator, three Technical Reserves, and the DSW Team are assigned to the Office of Emergency Services.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$340,825	\$358,700	\$345,200	\$360,400



BUDGET ADJUSTMENTS

None

EMERGENCY SERVICES (continued)

KEY ACCOMPLISHMENTS IN FY18

- Activated the EOC for the Rye Fire response to coordinate the City's response.
- Conducted NIMS, Standardized Emergency Management System (or, SEMS) and Incident Command System (or, ICS) training with City Emergency Operations Center ("EOC") and field level staff.
- Maintained formal interagency relations through participation at the Ventura County Emergency Coordinators' Council, the Ventura County Emergency Planning Council, and other ad hoc committees.
- Implemented the Community Emergency Response Team (or, CERT) program, including three academies.
- Produced the Annual Emergency Preparedness Expo in conjunction with the Simi Valley Chamber of Commerce. Over 20,000 people participated in the event.
- The Disaster Service Worker (or, DSW) Team completed all training, readiness and recruitment objectives.
- Conducted four EOC Readiness exercises to test all EOC systems, upgraded the EOC AV system with a DHS grant, and participated in the Great California Shakeout statewide earthquake exercise.
- Acquired disaster logistics equipment and supplies through a State Homeland Security Grant.
- Developed a GIS based Emergency Management Mapping system with an award from the Emergency Management Performance Grant program.
- Provided multi-agency coordination for a winter storm and conducted various training sessions with EOC staff to enhance qualifications and readiness.
- Completed major update to the City Emergency Operations Plan.

GOALS FOR FY19

- Conduct an EOC Functional Exercise.
- Produce the Annual Emergency Preparedness Expo in a new location at the Town Center.
- Implement the GIS Emergency Management Mapping System ("GEMS").
- Conduct a field damage assessment reporting exercise utilizing the new GEMS mapping system.

TOTAL EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 194,263	\$ 198,100	\$ 195,900	\$ 200,400	1.2%
41200 - Deferred Comp - 401k	3,028	3,000	3,000	4,000	33.3%
41300 - Vision Care	475	500	500	500	0.0%
41350 - Disability	1,760	1,800	2,000	1,800	0.0%
41400 - Group Insurance/Health	2,927	3,100	3,100	3,300	6.5%
41415 - Flex Benefits	38,145	41,100	40,000	39,600	-3.6%
41450 - Life Insurance	409	400	400	400	0.0%
41500 - Group Insurance/Dental	1,655	1,700	1,700	2,000	17.6%
41550 - Section 125 Administration Fee	42	0	0	0	0.0%
41600 - Retirement (PERS)	46,057	48,600	41,100	54,600	12.3%
41650 - Medicare Tax	3,204	3,500	3,300	3,500	0.0%
41700 - Workers' Compensation	12,600	14,400	11,700	8,200	-43.1%
42150 - Communications	4,415	5,700	6,900	5,700	0.0%
42200 - Computer - Non Capital	64	0	0	0	0.0%
42230 - Office Supplies	428	400	400	400	0.0%
42235 - Furnishings & Equip - Non Cap	2,193	0	0	0	0.0%
42410 - Uniform/Clothing Supply	1,229	2,000	2,000	2,000	0.0%
42440 - Memberships and Dues	605	600	600	600	0.0%
42560 - Operating Supplies	13,905	13,600	13,600	13,600	0.0%
42720 - Travel, Conferences, Meetings	3,829	3,900	2,900	3,500	-10.3%
42730 - Training	9,591	10,500	10,500	10,500	0.0%
42790 - Mileage	0	200	0	200	0.0%
44310 - Maintenance of Equipment	0	5,600	5,600	5,600	0.0%
Department Total	\$ 340,825	\$ 358,700	\$ 345,200	\$ 360,400	0.5%

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NON-DEPARTMENTAL EXPENSES

The Non-Departmental budget provides for unallocated Citywide overhead expenditures such as utilities, postage, communications, copiers, office supplies, operating supplies, and maintenance of equipment, as well as expenditures for Citywide facilities and equipment. The Non-Departmental budget also includes the General Fund portion of increases in accrued annual leave, PERS replacement charges for retirees, premium payments to the PARS retirement system and General Liability Insurance Fund, and provides for the City's membership and participation in several organizations.

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 City-wide standards for equipment replacement and acquisition prior to purchase. Replacement guidelines include estimated useful life standards, maintenance history, and physical condition. The purchase of office furnishings and equipment listed in the budget is based on an evaluation of the request as it relates to the established criteria.

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

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19	
				Proposed Budget	% Budget Change
41600 - Retirement (PERS)	-	-	-	42,000	0.0%
41610 - Retirement (PARS)	170,000	159,400	159,400	120,000	-24.7%
41800 - Leave Accrual	1,058,136	1,000,000	1,000,000	1,300,000	30.0%
41900 - Salary Savings	-	(800,000)	-	(2,272,400)	184.1%
41950 - Benefits Savings	-	(830,000)	-	(501,000)	-39.6%
42100 - Utilities	584,758	79,200	505,000	455,000	474.5%
42130 - Postage	51,226	59,000	59,000	59,000	0.0%
42150 - Communications	524,785	863,208	854,100	1,124,600	30.3%
42230 - Office Supplies	7,071	8,000	8,000	8,000	0.0%
42235 - Furnishings & Equip - Non Cap	11,325	32,211	41,500	64,700	100.9%
42300 - Copiers	102,502	106,318	106,300	136,000	27.9%
42310 - Rentals	889	1,100	1,100	1,100	0.0%
42440 - Memberships and Dues	94,962	97,000	97,000	101,400	4.5%
42560 - Operating Supplies	48,057	45,000	45,000	45,000	0.0%
44010 - Professional/Special Services	90,412	119,756	119,900	147,500	23.2%
44015 - COV Admin Fee	196,529	225,000	225,000	225,000	0.0%
44310 - Maintenance of Equipment	688,817	1,361,506	1,361,506	1,156,000	-15.1%
44490 - Other Contract Services	105,333	111,900	51,900	53,900	-51.8%
44491 - FIS Operations	75,100	75,100	75,100	75,100	0.0%
44492 - GIS Operations	35,100	20,500	20,500	-	-100.0%
44590 - Other Insurance Services	909,900	962,800	962,800	972,400	1.0%
47020 - Furnishings & Equip (Capital)	-	67,500	67,500	17,000	-74.8%
TOTAL	4,754,901	3,764,499	5,760,606	3,330,300	-11.5%

BUDGET ADJUSTMENTS

Purchase New Mail Machine	\$ 17,000
Spare Parts for Two-Way Radio System	\$ 170,000

NON-DEPARTMENTAL

FY18-19 Policy Item/Capital Asset Proposal

DEPT: Administrative Services
 TITLE: Mail Machine
 REQUEST: \$17,000
 ACCOUNT: 1001605-47020
 PRIORITY: 1

COST BREAKDOWN	
<u>Furnishings & Equipment</u>	
Mail Machine	\$17,000
TOTAL:	\$17,000

The City's current mail machine was purchased in 2009 and is past the "end-of-life" designation. Repair parts are no longer available for the model machine owned by the City and a maintenance contract is no longer available for this equipment beyond December 2018.

The mail machine is used daily to meter the City's mail. Without this equipment, the amount of postage must be calculated and stamps must be applied manually to the outgoing mail. Manual postage calculation and the purchase and application of stamps is not a cost-effective option. Considerable daily staff effort to complete these tasks would be required given the volume of outgoing City mail. As a possible second alternative, staff tried unsuccessfully to locate a mailing service that would provide daily pick-up and metering services of non-uniform mail, such as the City generates.

Staff recommends approval of the funding for a replacement mail machine in the amount of \$17,000.

NON-DEPARTMENTAL

FY18-19 Policy Item/Capital Asset Proposal

DEPT: Administrative Services
 TITLE: Spare Parts Two-Way Radio System
 REQUEST: \$170,000
 ACCOUNT: 1001605-42150
 PRIORITY: 2

COST BREAKDOWN	
<u>Communications</u>	
Spare Parts for Two-Way Radio System	\$170,000
TOTAL:	\$170,000

Replacement spare parts for the City's two-way radio system must be purchased to ensure continued operation until the system can be upgraded or replaced with newer technologies for field communications. The City installed a state-of-the-art, digital two-way radio system for City-wide use, including Police dispatching, in 2006 at a cost of \$6.4 million dollars. However, due to the age of the system, some components will begin to be excluded from the maintenance contract provided by Motorola and the City will need to utilize spare parts owned by the City. Parts that are classified as "end-of-life" are not available from the manufacturer; only refurbished parts may be available, and those parts would only be available on the secondary market. Staff recommends purchasing spare parts for the most essential equipment while the parts are still available from Motorola. In this manner, the City's investment in the current system can be maximized, and staff will have time to assess future alternatives and technologies for upgrading, replacing, or restructuring communication systems.

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CITY OF SIMI VALLEY

FUND 803: LIABILITY INSURANCE FUND

OVERVIEW

The Liability Insurance Fund was created in FY 1990/91 to provide for insurance coverage 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 inter-fund service charges based on an analysis of benefit form organization-wide insurance premiums, as well as specific coverages. In addition to providing for insurance premiums and related exposures, 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 for claim payments. When a claim is filed, a reserve amount based upon the total estimated loss is established. This reserve typically covers the anticipated future cost of settling a claim including legal, investigative, and other related expenses.

On July 1, 1992, the City established a claim-funding program to finance potential losses. To mitigate exposure to the Fund, the City has purchased excess liability insurance to ensure it is sufficiently insured. The cost for excess liability insurance is subject to the premium swings of the insurance marketplace, but the city is more insulated from the general insurance marketplace due to being in a self-insurance pool.

STARTING BALANCE		\$ (2,350,720)	\$ 1,030,880	\$ 1,030,880	\$ 713,780	\$ 668,680	\$ 587,880
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
34001	Interest on Investments	\$ 24,800	\$ 23,100	\$ 23,100	\$ 57,700	\$ 23,100	\$ 23,100
34003	Change In Fair Value Investment	(7,800)	-	-	-	-	-
37111	Premiums/General Fund	909,900	962,800	962,800	972,400	982,100	991,900
37115	Premiums/Sanitation	339,900	372,700	372,700	376,400	380,200	384,000
37116	Premiums/Transit	253,700	313,100	313,100	316,200	319,400	322,600
37117	Premiums/Waterworks	184,700	202,600	202,600	204,600	206,600	208,700
TOTAL REVENUES		\$ 1,705,200	\$ 1,874,300	\$ 1,874,300	\$ 1,927,300	\$ 1,911,400	\$ 1,930,300
42790	Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43010	Liability Insurance Premiums	223,500	253,900	253,900	246,700	249,200	251,700
43040	Property Insurance Premiums	-	123,900	123,900	148,800	150,300	151,800
43170	Unemployment Claims	23,900	45,000	45,000	45,000	45,500	46,000
43200	Claim Payments-Other	(111,600)	700,200	719,100	700,000	707,000	714,100
43201	Claim Payments-Outside Legal	(2,004,300)	659,800	869,300	650,000	656,500	663,100
44010	Professional/Special Services	16,800	-	-	-	-	-
44590	Other Insurance Services	3,100	9,500	9,500	9,500	9,600	9,700
46100	Reimb to General Fund	168,700	167,700	167,700	169,400	171,100	172,800
49648	Transfer to CE Replacement	3,500	3,000	3,000	3,000	3,000	3,000
TOTAL EXPENDITURES		\$ (1,676,400)	\$ 1,963,000	\$ 2,191,400	\$ 1,972,400	\$ 1,992,200	\$ 2,012,200
ENDING BALANCE		\$ 1,030,880	\$ 942,180	\$ 713,780	\$ 668,680	\$ 587,880	\$ 505,980

FUND 805: WORKERS' COMPENSATION INSURANCE FUND

OVERVIEW

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 Successor Agency, and the Community Development Housing Successor Agency.

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 cost of administering the self-insurance program including benefit payments, excess insurance premiums, 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 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. 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.

FUND 807: GIS OPERATING FUND

OVERVIEW

The City completed the development of a Geographic Information System ("GIS") in FY 1998-99. 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. Contributions to this fund finance the cost of operating the GIS, including software updates and revisions.

STARTING BALANCE							
		\$ 128,466	\$ 67,766	\$ 67,766	\$ 53,566	\$ (13,434)	\$ (27,534)
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projection	FY21 Projection
34001	Interest on Investments	800	400	400	1,000	1,000	1,000
37111	Premiums/General Fund	35,100	20,500	20,500	20,500	20,500	20,500
37115	Premiums/Sanitation	34,000	20,500	20,500	20,500	20,500	20,500
37117	Premiums/Waterworks	40,500	25,500	25,500	25,500	25,500	25,500
39100	Transfer from General Fund	-	-	-	-	-	-
39700	Transfer from Sanitation	-	-	-	-	-	-
39761	Transfer from Waterworks.	-	-	-	-	-	-
TOTAL REVENUES		\$ 110,400	\$ 66,900	\$ 66,900	\$ 67,500	\$ 67,500	\$ 67,500
42200	Computer - Non Capital	\$ 2,500	\$ 4,000	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000
42230	Office Supplies	-	-	-	-	-	-
42560	Operating Supplies	200	2,500	2,500	2,500	2,500	2,500
42720	Travel, Conferences, Meetings	200	3,900	3,900	3,900	3,900	3,900
42730	Training	2,300	3,500	3,500	3,500	3,500	3,500
44010	Professional/Special Services	98,200	29,100	29,100	82,000	29,100	29,100
44310	Maintenance of Equipment	67,700	41,400	38,600	38,600	38,600	38,600
TOTAL EXPENDITURES		\$ 171,100	\$ 84,400	\$ 81,100	\$ 134,500	\$ 81,600	\$ 81,600
ENDING BALANCE		\$ 67,766	\$ 50,266	\$ 53,566	\$ (13,434)	\$ (27,534)	\$ (41,634)

BUDGET ADJUSTMENTS

Reduce funding for Maintenance of Equipment	\$ (25,100)
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**DEPARTMENT OF PUBLIC WORKS (GIS FUND)
FY 2018-19 Policy Item Proposal**

TITLE: Funding for GIS 6 months of 5-Year Tactical Plan
 REQUEST: \$84,000
 ACCOUNT: 8071715-44010
 PRIORITY: 1

COST BREAKDOWN	
<u>Professional Services</u>	
Contract services for GIS design & configuration.	\$16,500
Hardware purchases for new server	\$9,500
Software purchases for system upgrade.	\$16,000
TOTAL:	\$42,000

The Department of Public Works requests funding for the first six months of recommendations of the 5-Year Tactical Plan that was adopted by City Council on January 29, 2018 for the GIS Assessment and Revitalization Plan. The recommendations in Year One focus on upgrading and improving the existing infrastructure to better enable GIS data and services for further development and integration with other enterprise systems. The study recommended new hardware, software, and consulting or temporary services to design and implement the new components. The hardware entails a new physical server capable of processing highly graphical 3D renderings, with processing power to support a robust database serving hundreds of City staff, and a mobile tablet for testing and developing GIS-based applications for field staff. Software enhancements include upgrading ArcGIS Server from Workgroup to Enterprise Edition, upgrade existing SQL Express to SQL Server, and third-party software for data mining that will enable harvesting information from other business system. Lastly, the plan recommends consulting or temporary services to setup ArcGIS Server, database design & development, migrate all data, cleanup residual items, and develop a Simi Valley Promotional Story Map.

Deploy New Physical GIS Server	Capital	\$19,000
Upgrade to ArcGIS Server for Enterprise	Capital	\$20,000
Upgrade to SQL Server	Capital	\$10,000
Data Mining 3rd-party Middleware	Capital	\$2,000
Setup New Server & Migrate All Data	Pro. Services	\$10,000
Database Design, Development & Cleanup	Pro. Services	\$18,000
Develop Simi Valley Promotional Story Map	Pro. Services	\$5,000

The plan is intended to serve as an overall framework and “roadmap” in pursuit of the most effective use of technology available currently, and potentially to improve the GIS business processes at the City of Simi Valley. In turn, these enhancements to the GIS program will improve service delivery for all City activities that require GIS technology. The plan builds upon the work and investment already made in Information Technology and GIS, and provides us with steps and procedures needed to achieve our overall goal. Implementing recommendations of the plan will improve data integrity and availability, reduce data duplication, provide greater efficiency, support further system integration of spatial and location-based attribute information across the City’s business enterprise, and easily provide GIS data and resources to as many people as possible.

FUND 809: FINANCIAL INFORMATION SYSTEM OPERATING FUND

OVERVIEW

The City utilizes Tyler-Munis software for its Financial Information System ("FIS") that was implemented in January, 2017. The Munis FIS system applications include components for budgetary control, general ledger, accounts payable, general billing, purchasing, asset management, parking citations, and cashiering. For business tax, utility billing, applicant tracking, personnel administration, organization management, and payroll applications, the City utilizes SAP software, which was implemented in 2000. In a multi-phased approach, these components will be transitioned from SAP to the new Munis platform. The Financial Information System Operating Fund is used to pay for ongoing operation of the FIS system, including revisions required by changing regulations, legislation, Generally Accepted Accounting Principles (or, GAAP), or business practices that more fully utilize the system.

STARTING BALANCE		\$ 555,609	\$ 226,809	\$ 226,809	\$ 237,809	\$ 303,309	\$ 368,809
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projection	FY21 Projection
34001	Interest on Investments	\$ 3,300	\$ 3,000	\$ 3,000	\$ 7,500	\$ 7,500	\$ 7,500
37111	Premiums/General Fund	75,100	75,100	75,100	75,100	75,100	75,100
37115	Premiums/Sanitation	19,600	19,600	19,600	19,600	19,600	19,600
37116	Premiums/Transit	12,600	12,600	12,600	12,600	12,600	12,600
37117	Premiums/Waterworks	32,600	32,600	32,600	32,600	32,600	32,600
39262	Transfer from Development Agrmts	-	-	-	-	-	-
TOTAL REVENUES		\$ 143,200	\$ 142,900	\$ 142,900	\$ 147,400	\$ 147,400	\$ 147,400
41050	Outside Assistance	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000
44010	Professional/Special Services	-	50,000	50,000	-	-	-
44310	Maintenance of Equipment	-	29,900	29,900	29,900	29,900	29,900
49262	Transfer to Development Agrmts	420,000	-	-	-	-	-
TOTAL EXPENDITURES		\$ 472,000	\$ 131,900	\$ 131,900	\$ 81,900	\$ 81,900	\$ 81,900
ENDING BALANCE		\$ 226,809	\$ 237,809	\$ 237,809	\$ 303,309	\$ 368,809	\$ 434,309

FUND 920-926: COMMUNITY DEVELOPMENT SUCCESSOR AGENCY FUNDS

OVERVIEW

Effective February 1, 2012, the State of California dissolved all redevelopment agencies in California, including the Simi Valley Community Development Agency. "Successor agencies" were then established to wind down the affairs of the former redevelopment agencies by disposing of assets and paying enforceable obligations (such as bond and loan repayments) and honoring existing legal contracts.

Funding for successor agencies is provided to allow payment of enforceable obligations and to provide for limited staffing to oversee the disposal of assets. Funding for the Simi Valley Community Development Successor Agency is primarily used to repay debt service.

STARTING BALANCE		\$(22,543,516)	\$(20,111,285)	\$(20,358,450)	\$(20,365,350)	\$(18,766,150)	\$(15,089,150)
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
31106	Property Taxes - RPTTF	\$ 4,080,355	\$ -	\$ -	\$ 3,726,400	\$ 3,726,400	\$ 3,726,400
34001	Interest on Investments	22,179	-	-	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-
39924	Transfer from RORF	4,080,355	4,057,277	4,057,277	3,726,400	3,726,400	3,726,400
TOTAL REVENUES		\$ 8,182,889	\$ 4,057,277	\$ 4,057,277	\$ 7,452,800	\$ 7,452,800	\$ 7,452,800
41800	Leave Accrual	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -
44010	Professional/Special Services	6,810	6,900	6,900	6,800	-	-
44710	Debt Service - Interest	1,413,493	95,265	-	970,400	-	-
44715	Debt Service - Principal	1,010,000	145,000	-	1,100,000	-	-
44780	Debt Service - Reclass to LT Debt	(1,010,000)	-	-	-	-	-
49100	Transfer to General Fund	250,000	250,000	250,000	49,400	49,400	49,400
49500	Transfer to Debt Service Funds	2,107,254	3,807,277	3,807,277	-	-	-
49920	Transfer to Sagency - CDA Admin	250,000	-	-	49,400	49,400	49,400
49921	Transfer to Sagency - MTCWE TIF	1,723,101	-	-	1,599,800	1,599,800	1,599,800
49926	Transfer to DS SA 2003 TARB	-	-	-	2,077,200	2,077,200	2,077,200
TOTAL EXPENDITURES		\$ 5,750,658	\$ 4,304,442	\$ 4,064,177	\$ 5,853,600	\$ 3,775,800	\$ 3,775,800
ENDING BALANCE		\$(20,111,285)	\$(20,358,450)	\$(20,365,350)	\$(18,766,150)	\$(15,089,150)	\$(11,412,150)

FUND 201: HOUSING SUCCESSOR AGENCY FUND

OVERVIEW

Effective February 2012, the State of California dissolved all redevelopment agencies throughout the state. The City elected to serve as Housing Successor Agency. The Housing Successor Agency assumes the housing functions of the former CDA Housing Set-Aside Fund and is authorized to exercise housing powers inherent in Redevelopment Law. Therefore, the Housing Successor Agency is obligated to fulfill contractual obligations that existed at the time of dissolution, subject to approval by the Oversight Board and may use program income generated since the dissolution to preserve and promote affordable housing in accordance with Redevelopment Law.

STARTING BALANCE		\$ 5,212,965	\$ 5,060,865	\$ 5,060,865	\$ 4,908,765	\$ 4,218,365	\$ 3,527,965
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
34001	Interest on Investments	\$ 39,700	\$ 8,000	\$ 8,000	\$ 50,000	\$ 50,000	\$ 50,000
34003	Change In Fair Value Investment	(23,900)	-	-	-	-	-
34301	Rehab Principal	37,000	-	20,300	-	-	-
34302	Rehab Interest	2,100	-	2,600	-	-	-
34303	First-time Home Buyer Principal	179,800	2,100	52,400	2,400	2,400	2,400
34304	First-time Home Buyer Interest	31,000	100	15,600	100	100	100
34305	Developer Loan Principal	-	-	-	-	-	-
34306	Developer Loan Interest	37,400	-	44,900	-	-	-
37101	Program Participation Fees	1,900	-	600	-	-	-
37301	Planning Fees	24,600	-	-	-	-	-
38019	Deposit Refunds	-	-	-	-	-	-
39100	Transfer from General Fund	344,600	-	-	320,000	300,000	280,000
39921	Transfer from SA-MTCWE TIF	-	344,600	-	-	-	-
TOTAL REVENUES		\$ 674,200	\$ 354,800	\$ 144,400	\$ 372,500	\$ 352,500	\$ 332,500
41010	Regular Salaries	\$ -	\$ -	\$ -	\$ 358,800	\$ 362,400	\$ 366,000
41200	Deferred Comp - 401k	-	-	-	6,400	6,500	6,600
41210	Deferred Comp 457	-	-	-	1,200	1,200	1,200
41300	Vision Care	-	-	-	1,000	1,000	1,000
41350	Disability	-	-	-	2,800	2,800	2,800
41400	Group Insurance/Health	-	-	-	6,800	6,900	7,000
41415	Flex Benefits	-	-	-	66,700	67,400	68,100
41450	Life Insurance	-	-	-	800	800	800
41500	Group Insurance/Dental	-	-	-	2,900	2,900	2,900
41600	Retirement (PERS)	-	-	-	96,700	99,600	102,600
41650	Medicare Tax	-	-	-	6,100	6,200	6,300
41700	Workers' Compensation	-	-	-	14,700	14,800	14,900
44010	Professional/Special Services	3,500	100,000	1,000	100,000	100,000	100,000
44012	Outside Legal	3,000	20,000	20,000	20,000	20,000	20,000
44130	Rehab Assistance	4,800	8,600	14,200	14,100	14,100	14,100
44140	Affordable/Senior Hsg Program	300,000	300,000	190,000	300,000	300,000	300,000
44150	Senior Rental Assistance	12,000	12,900	12,600	13,400	13,400	13,400
44490	Other Contract Services	-	500	500	50,500	50,500	50,500
45203	Reimb from CalHome Grant	(3,400)	-	-	-	-	-
46100	Reimb to General Fund	506,400	606,700	606,700	-	-	-
TOTAL EXPENDITURES		\$ 826,300	\$ 1,048,700	\$ 845,000	\$ 1,062,900	\$ 1,070,500	\$ 1,078,200
ENDING BALANCE		\$ 5,060,865	\$ 4,360,265	\$ 4,908,765	\$ 4,218,365	\$ 3,527,965	\$ 2,809,965

BUDGET ADJUSTMENTS

This fund offsets the costs of four positions in Planning	\$538,200
This fund offsets 20% of a Management Analyst in Community Services	\$26,700

FUND 202: LOCAL HOUSING FUND

OVERVIEW

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 development agreements. Expenditures from the Fund are for the creation and preservation of affordable housing units.

STARTING BALANCE		\$ 3,628,556	\$ 4,790,056	\$ 4,790,056	\$ 5,834,756	\$ 5,784,356	\$ 5,560,856
Object	Description	FY17 Budget	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
34301	Rehab Principal	\$ 19,100	\$ 1,600	\$ 38,700	\$ 1,600	\$ 1,500	\$ 1,500
34302	Rehab Interest	1,800	200	2,600	200	-	-
34303	First-time Home Buyer Principal	158,400	-	79,200	-	-	-
34304	First-time Home Buyer Interest	227,300	-	148,700	-	-	-
37101	Program Participation Fees	777,400	775,500	775,500	500	775,000	775,000
39262	Transfer from Development Agrmts	-	-	-	-	-	-
TOTAL REVENUES		\$ 1,184,000	\$ 777,300	\$ 1,044,700	\$ 2,300	\$ 776,500	\$ 776,500
44130	Rehab Assistance	\$ 22,500	\$ -	\$ -	\$ 52,700	\$ -	\$ -
44140	Affordable/Senior Housing	-	-	-	-	1,000,000	1,000,000
45203	Reimb from CalHome Grant	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 22,500	\$ -	\$ -	\$ 52,700	\$ 1,000,000	\$ 1,000,000
ENDING BALANCE		\$ 4,790,056	\$ 5,567,356	\$ 5,834,756	\$ 5,784,356	\$ 5,560,856	\$ 5,337,356

FUND 203: CALHOME PROGRAM FUND

OVERVIEW

CalHome Program funds were made available under the provisions of the Housing and Emergency Shelter Trust Fund Act of 2006 (Proposition 1C). Eligible activities include the First Time Homebuyer Assistance Program and the Home Rehabilitation Program. The City received two grant allocations: \$900,000 from the 2008 CalHome Program and \$500,000 from the 2011 CalHome Program. The City discontinued its First Time Homebuyer Assistance Program in 2012 however, CalHome funds continue to be used to provide for Home Rehabilitation Program loans. Now that all the grant funds have been expended, the CalHome Program Fund will be financed with Program Income generated from loan repayments.

STARTING BALANCE		\$ 1,862	\$ (238)	\$ (238)	\$ 55,962	\$ (4,038)	\$ (6,138)
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
34301	Rehab Principal	\$ 11,000	\$ -	\$ 56,700	\$ -	\$ -	\$ -
34302	Rehab Interest	1,000	-	3,600	-	-	-
36002	State Assistance	178,400	-	-	-	-	-
TOTAL REVENUES		\$ 190,400	\$ -	\$ 60,300	\$ -	\$ -	\$ -
41860	Salary Reimbursement	\$ 8,600	\$ -	\$ -	\$ -	\$ -	\$ -
44130	Rehab Assistance	120,500	4,100	4,100	60,000	60,000	60,000
44140	Affordable/Senior Hsg Program	60,000	-	-	-	-	-
46201	Reimb to SHA-CDA Housing Admin	3,400	-	-	-	-	-
46202	Reimb to Local Housing Fund	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 192,500	\$ 4,100	\$ 4,100	\$ 60,000	\$ 60,000	\$ 60,000
ENDING BALANCE		\$ (238)	\$ (4,338)	\$ 55,962	\$ (4,038)	\$ (6,138)	\$ (66,138)

FUND 204: HOME PROGRAM FUND

OVERVIEW

The HOME Program Fund is financed with Program Income generated from grant awards received from the HOME Program administered by the California Department of Housing and Community Development. In the past, those awards have been utilized for the development of affordable housing and to fund First Time Homebuyer and Home Rehabilitation loans. The HOME Program Fund is administered in accordance with HOME Program regulations and can be used to finance a variety of affordable housing projects and programs throughout the City.

STARTING BALANCE		\$ 1,639,686	\$ 1,483,786	\$ 1,483,786	\$ 1,485,586	\$ 1,095,386	\$ 705,186
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
34001	Interest on Investments	\$ 6,400	\$ 2,000	\$ 2,000	\$ 10,000	\$ 10,000	\$ 10,000
34301	Rehab Principal	15,200	-	51,800	-	-	-
34302	Rehab Interest	3,800	-	13,700	-	-	-
34303	First-time Home Buyer Principal	-	-	189,600	-	-	-
34304	First-time Home Buyer Interest	-	-	48,800	-	-	-
TOTAL REVENUES		\$ 25,400	\$ 2,000	\$ 305,900	\$ 10,000	\$ 10,000	\$ 10,000
44130	Rehab Assistance	\$ 179,400	\$ 400,000	\$ 273,700	\$ 400,000	\$ 400,000	\$ 400,000
46100	Reimb to General Fund	1,900	200	30,400	200	200	200
TOTAL EXPENDITURES		\$ 181,300	\$ 400,200	\$ 304,100	\$ 400,200	\$ 400,200	\$ 400,200
ENDING BALANCE		\$ 1,483,786	\$ 1,085,586	\$ 1,485,586	\$ 1,095,386	\$ 705,186	\$ 314,986

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FUND 214: PUBLIC, EDUCATION, AND GOVERNMENT (PEG) FUND

California’s Digital Infrastructure and Video Competition Act of 2006 (or, DIVCA) was enacted to create a fair and level playing field for all market competitors in the cable and video services industry. In doing so, the State assumed the authority for granting franchises to cable and video service providers. In order to continue access to and maintenance of the public, education, and government ("PEG") channels previously available under locally administered franchise agreements, local jurisdictions were authorized to impose a PEG fee of 1% of gross revenues resulting from cable and video services provided within the jurisdiction. PEG fees support the capital equipment needs of the City’s PEG channel.

The Department of Community Services manages the City’s PEG channel operations and capital improvements of the PEG equipment, and monitors State-issued cable franchise revenues. The Department of Administrative Services manages the maintenance and repair of PEG equipment, which are budgeted in the General Fund.

STARTING BALANCE		\$ 1,362,673	\$ 1,632,273	\$ 1,632,273	\$ 1,813,873	\$ 2,059,773	\$ 2,180,673
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
31116	Franchise PEG Fees	\$ 291,200	\$ 275,000	\$ 280,000	\$ 275,000	\$ 250,000	\$ 250,000
34001	Interest on Investments	11,900	1,600	-	-	-	-
TOTAL REVENUES		\$ 303,100	\$ 276,600	\$ 280,000	\$ 275,000	\$ 250,000	\$ 250,000
42320	Capital Leases	\$ 16,200	\$ 17,000	\$ 16,200	\$ 17,000	\$ 17,000	\$ 17,000
42560	Operating Supplies	-	-	-	-	-	-
44010	Professional/Special Services	-	350,000	18,600	-	-	-
44310	Maintenance of Equipment	500	-	-	-	-	-
47020	Furnishings & Equip (Capital)	-	770,000	51,500	-	-	-
48600	Const Contracts	1,200	250,000	-	-	100,000	150,000
48840	System Hardware	1,400	-	-	-	-	-
49648	Transfer to CE Replacement	14,200	12,100	12,100	12,100	12,100	12,100
49655	Trans to Public Facility Imprv	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 33,500	\$ 1,399,100	\$ 98,400	\$ 29,100	\$ 129,100	\$ 179,100
ENDING BALANCE		\$ 1,632,273	\$ 509,773	\$ 1,813,873	\$ 2,059,773	\$ 2,180,673	\$ 2,251,573

FUND 215 & 216: GASOLINE TAX FUND

There are seven types of gasoline taxes received by the City. Street and Highway Code Section 2103, 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. Section 2103, 2105, 2106, 2107, and 2107.5 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. Beginning in Fiscal Year 2010-11, Revenue and Taxation Code 7360 funds replaced Proposition 42 Streets and Roads Funds as an additional source of Gasoline Tax revenues.

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

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

Section 2107 Funds: Streets and Highways Code Section 2107 provides for the monthly apportionment of a sum equal to \$.05705 per gallon of the gasoline tax among all cities in the State based upon population, after having reimbursed cities for 50% of its expenditures for snow removal exceeding \$5,000.

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

Revenue and Taxation Code 7360 Funds: Funds available from this source will be used for the resurfacing, maintenance, and repair of local streets.

Section 2030 and 2031(3): State loan repayment funds and State Road Maintenance Act (passed in 2017) are to be used for resurfacing, maintenance, and repair of local streets.

STARTING BALANCE		\$	-	\$	-	\$	-	\$	(467,700)	\$	(467,700)	\$	(467,700)
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projection	FY21 Projection						
35401	Gas Tax Section 2105	\$ 714,600	\$ 739,100	\$ 739,100	\$ 733,000	\$ 733,000	\$ 733,000						
35402	Gas Tax-Section 2106	457,100	451,200	451,200	466,400	466,400	466,400						
35403	Gas Tax-Section 2107	905,900	954,800	954,800	909,400	909,400	909,400						
35404	Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000						
35405	Gas Tax-RTC 7360	339,400	509,100	509,100	976,000	976,000	976,000						
35406	Gas Tax-Section 2031(e)	-	145,500	145,500	144,700	144,700	144,700						
35407	Gas Tax-Section 2030	-	733,300	733,300	2,114,100	2,114,100	2,114,100						
TOTAL REVENUES		\$ 2,427,000	\$ 3,543,000	\$ 3,543,000	\$ 5,353,600	\$ 5,353,600	\$ 5,353,600						
49100	Transfer to General Fund	\$ 2,427,000	\$ 4,732,700	\$ 4,010,700	\$ 3,239,500	\$ 3,239,500	\$ 3,239,500						
49600	Transfer to Streets & Roads	-	-	-	2,114,100	2,114,100	2,114,100						
TOTAL EXPENDITURES		\$ 2,427,000	\$ 4,732,700	\$ 4,010,700	\$ 5,353,600	\$ 5,353,600	\$ 5,353,600						
ENDING BALANCE		\$	-	\$ (1,189,700)	\$ (467,700)	\$ (467,700)	\$ (467,700)						

FUND 233: BICYCLE LANES FUND

Pursuant to Section 99234 of the California Public Utilities Code, Transportation Development Act (or, TDA) Article 3 monies may be used only for facilities provided for the exclusive use of pedestrians and bicycles, including the construction and related engineering expenses of those facilities, the maintenance of bicycle trails (which are closed to motorized traffic), and bicycle safety education programs. Facilities that provide for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 228,357	\$ 216,557	\$ 216,557	\$ 217,657	\$ 219,157	\$ 220,657
Object	Description						
34001	Interest on Investments	\$ 2,200	\$ 100	\$ 100	\$ 500	\$ 500	\$ 500
35410	Other Governments	49,100	25,000	25,000	25,000	25,000	25,000
TOTAL REVENUES		\$ 51,300	\$ 25,100	\$ 25,100	\$ 25,500	\$ 25,500	\$ 25,500
44490	Other Contract Services	\$ 24,100	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
44490	Other Contract Services	-	-	-	-	-	-
49600	Transfer to Streets & Roads	39,000	-	-	-	-	-
TOTAL EXPENDITURES		\$ 63,100	\$ 24,000				
ENDING BALANCE		\$ 216,557	\$ 217,657	\$ 217,657	\$ 219,157	\$ 220,657	\$ 222,157

FUND 238: 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 ¼ cent (one quarter of one cent) of the sales tax collected on gasoline. The State Board of Equalization returns the ¼ cent to each county according to the amount of tax collected in that county.

Revenues to Ventura County's LTF 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 LTF. 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 LTF under provisions of Article 8 were transferred to the General Fund to support streets and roads. Effective July 1, 2014, the City's LTF revenues are dedicated under the provisions of Article 4 for transit purposes. LTF receipts are transferred to the Transit fund, which reduces auditing requirements related to Simi Valley Transit Operations.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projected	Projected
STARTING BALANCE		\$ 2,537,458	\$ 2,801,058	\$ 2,801,058	\$ 2,504,058	\$ (170,742)	\$ (170,742)
Object	Description						
34001	Interest on Investments	\$ 12,400	\$ -	\$ -	\$ -	\$ -	\$ -
35410	Other Governments	4,324,400	4,295,800	4,295,800	4,395,400	4,300,000	4,300,000
TOTAL REVENUES		\$ 4,336,800	\$ 4,295,800	\$ 4,295,800	\$ 4,395,400	\$ 4,300,000	\$ 4,300,000
49750	Transfer to Transit	\$ 4,073,200	\$ 7,747,528	\$ 4,592,800	\$ 7,070,200	\$ 4,300,000	\$ 4,300,000
TOTAL EXPENDITURES		\$ 4,073,200	\$ 7,747,528	\$ 4,592,800	\$ 7,070,200	\$ 4,300,000	\$ 4,300,000
ENDING BALANCE		\$ 2,801,058	\$ (650,670)	\$ 2,504,058	\$ (170,742)	\$ (170,742)	\$ (170,742)

FUND 250: LIBRARY FUND

The Simi Valley Public Library is a free library that offers reference and information services, as well as programs and events for all age demographics from preschoolers to youth, teens, adults, and seniors. The Library is open seven days a week. Patrons can check their account status, search the catalog, download e-materials, or access databases online 24/7 through the Library's website at www.simivalleylibrary.org.

The library offers a wide variety of materials for checkout including books, media, and a special business collection. The Library is also a member of the Inland Library Network, which gives patrons access to a shared catalog of over 2.5 million items for reciprocal borrowing.

In 2018, a Business Resource Center opened in the library to support the City's aspiring business community by providing resources and information needed to start, run, and expand a business.

The library has 28 public computers, 4 children's iPads, 12 training laptops, and Wi-Fi, which are free for patrons to use. Copying and printing, including use of a 3-D printer and Business Resource full-color brochure printer, are available for a nominal fee.

Library operations are funded by property tax revenues for library services that may only be used to fund library-related expenses as well as fines, fees, and some additional funding sources. The Simi Valley Friends of the Library also generously assist with sponsoring programs. The Library Services Fund provides for the maintenance and operations of the Library facility, including staffing, utilities, educational programs, and expansion of the Library's collections.

STARTING BALANCE		\$ 836,168	\$ 951,568	\$ 951,586	\$ 1,220,638	\$ 1,475,238	\$ 1,917,138
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
31101	Property Taxes/Secured	\$ 2,286,500	\$ 2,332,300	\$ 2,332,300	\$ 2,413,900	\$ 2,486,300	\$ 2,560,900
33510	Other Fines and Forfeitures	37,000	45,000	45,000	45,000	45,000	45,000
34001	Interest on Investments	6,100	1,000	-	-	-	-
34101	Rents & Leases	3,400	3,000	4,000	4,000	4,000	4,000
36001	Federal Assistance	18,000	15,000	15,000	-	-	-
36002	State Assistance	-	2,000	2,000	-	-	-
366002	Other Grants	1,200	-	20,000	-	-	-
37001	Duplication Services	4,500	5,000	5,000	5,000	5,000	5,000
37299	Other Community Services Fees	-	-	-	-	-	-
38003	Miscellaneous	6,800	-	-	-	-	-
38004	Damage Recovery (Restitution)	-	-	-	-	-	-
38050	Contributions/donations	23,700	40,000	13,300	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-
TOTAL REVENUES		\$ 2,387,200	\$ 2,443,300	\$ 2,436,600	\$ 2,467,900	\$ 2,540,300	\$ 2,614,900
41010	Regular Salaries	\$ -	\$ 28,000	\$ 28,000	\$ 78,100	\$ 78,900	\$ 79,700
41200	Deferred Comp - 401k	-	500	500	1,600	\$ 1,600	\$ 1,600
41300	Vision Care	-	200	200	200	\$ 200	\$ 200
41350	Disability	-	300	300	700	\$ 700	\$ 700
41400	Group Insurance/Health	-	500	500	1,300	\$ 1,300	\$ 1,300
41415	Flex Benefits	-	4,000	4,000	16,700	\$ 16,900	\$ 17,100
41450	Life Insurance	-	100	100	200	\$ 200	\$ 200
41500	Group Insurance/Dental	-	500	130	800	\$ 800	\$ 800
41600	Retirement (PERS)	-	6,900	6,900	21,200	\$ 21,800	\$ 22,500
41620	Retirement (HRA)	-	300	500	1,900	\$ 1,900	\$ 1,900
41650	Medicare Tax	-	500	500	1,400	\$ 1,400	\$ 1,400

FUND 250: LIBRARY FUND (continued)

Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
41700	Workers' Compensation	\$ -	\$ 2,000	\$ 2,000	\$ 3,200	\$ 3,200	\$ 3,200
41950	Benefits Savings	-	-	-	-	-	-
42100	Utilities	93,400	116,000	60,000	75,000	75,000	75,000
42150	Communications	1,100	-	5,000	13,500	-	-
42200	Computer - Non Capital	1,600	8,900	9,000	1,500	1,500	1,500
42235	Furnishings & Equip - Non Cap	14,800	-	-	-	-	-
42310	Rentals	68,000	65,500	65,500	66,600	66,600	66,600
42450	Subscriptions and Books	-	2,600	2,600	-	-	-
42460	Advertising	-	500	500	500	500	500
42560	Operating Supplies	14,600	7,600	18,300	2,000	2,000	2,000
42720	Travel, Conferences, Meetings	-	500	100	500	500	500
42790	Mileage	-	500	100	200	200	200
44010	Professional/Special Services	16,500	22,300	19,300	22,300	22,300	22,300
44490	Other Contract Services	1,460,900	1,374,400	1,387,200	1,321,100	1,321,100	1,321,100
46100	Reimb to General Fund	339,300	191,900	191,900	209,600	209,600	209,600
47020	Furnishings & Equip (Capital)	12,000	32,000	32,000	45,000	45,000	45,000
47040	Building Improvements	28,900	-	25,000	103,000	-	-
47070	Intangibles	220,800	227,300	227,400	225,200	225,200	225,200
49100	Transfer to General Fund	-	-	-	-	-	-
49655	Trans to Public Facility Imprv	-	658,000	80,000	-	-	-
TOTAL EXPENDITURES		\$ 2,271,900	\$ 2,751,800	\$ 2,167,530	\$ 2,213,300	\$ 2,098,400	\$ 2,100,100
		\$ 951,568	\$ 643,068	\$ 1,220,656	\$ 1,475,238	\$ 1,917,138	\$ 2,431,938

FUND 260: 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 out 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 (or, CPI-U) as measured by the U.S. Department of Labor for the Los Angeles-Anaheim-Riverside metropolitan area.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projected	Projected
STARTING BALANCE		\$ 791,600	\$ 839,800	\$ 839,800	\$ 1,071,300	\$ 1,305,000	\$ 1,305,000
Object	Description						
34001	Interest on Investments	\$ 6,700	\$ 1,500	\$ 1,500	\$ 3,700		
37410	Services Charges	111,500	300,000	300,000	300,000		
TOTAL REVENUES		\$ 118,200	\$ 301,500	\$ 301,500	\$ 303,700	\$ -	\$ -
49100	Transfer to General Fund	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000		
49600	Transfer to Streets & Roads	-	-	-	-		
TOTAL EXPENDITURES		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	\$ -
ENDING BALANCE		\$ 839,800	\$ 1,071,300	\$ 1,071,300	\$ 1,305,000	\$ 1,305,000	\$ 1,305,000

FUND 262: DEVELOPMENT AGREEMENT 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 and improvements to be constructed by the City.

STARTING BALANCE		\$ 10,660,545	\$ 9,187,245	\$ 9,187,245	\$ 8,207,945	\$ 6,717,545	\$ 5,730,545
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
34001	Interest on Investments	\$ 85,400	\$ 50,000	\$ 50,000	\$ 124,900	\$ 124,900	\$ 124,900
34003	Change In Fair Value Investment	(55,200)	-	-	-	-	-
38402	Development Agreements	975,000	975,000	975,000	-	-	-
39809	Trans from FIS Operations	420,000	-	-	-	-	-
TOTAL REVENUES		\$ 1,425,200	\$ 1,025,000	\$ 1,025,000	\$ 124,900	\$ 124,900	\$ 124,900
49100	Transfer to General Fund	\$ -	\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000	\$ 300,000
49202	Transfer to Housing Fund	-	-	-	-	-	-
49300	Transfer to Landscape	-	-	-	-	-	-
49500	Transfer to Debt Service Funds	70,000	70,000	70,000	-	-	-
49511	Transfer to DS 2014A Lease Rev	-	-	-	58,100	58,100	58,100
49512	Transfer to DS2016 CREBS	-	-	-	27,300	27,300	27,300
49600	Transfer to Streets & Roads	-	200,000	200,000	-	-	-
49648	Transfer to CE Replacement	272,400	231,500	231,500	231,500	231,500	231,500
49649	Transfer to GIS	-	-	-	-	-	-
49655	Trans to Public Facility Imprv	1,088,700	702,800	702,800	495,000	495,000	495,000
49656	Transfer to FIS Project	517,000	600,000	600,000	503,400	-	-
49660	Transfer to PD Capital Projs	650,400	-	-	-	-	-
49665	Transfer to Phone System	300,000	-	-	-	-	-
49809	Transfer to FIS Operations	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 2,898,500	\$ 2,004,300	\$ 2,004,300	\$ 1,615,300	\$ 1,111,900	\$ 1,111,900
ENDING BALANCE		\$ 9,187,245	\$ 8,207,945	\$ 8,207,945	\$ 6,717,545	\$ 5,730,545	\$ 4,743,545

FUND 263: TRAFFIC IMPACT FEES FUND

On August 12, 1991, the City Council adopted Resolution 91-93 establishing a Traffic Impact Fee applicable to all new development. The fee replaced the older Traffic Signal Improvement Fee.

The 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 \$80.68 for each projected daily trip for residential and non-residential development.

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 Nexus Study and in the adopted City resolution.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 1,106,728	\$ 828,828	\$ 828,828	\$ 745,828	\$ 663,828	\$ 579,828
Object	Description						
34001	Interest on Investments	\$ 7,900	\$ 6,000	\$ 6,000	\$ 15,000	\$ 15,000	\$ 15,000
37410	Services Charges	46,700	35,000	35,000	35,000	35,000	35,000
TOTAL REVENUES		\$ 54,600	\$ 41,000	\$ 41,000	\$ 50,000	\$ 50,000	\$ 50,000
44490	Other Contract Services	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000
48500	Maintenance Contracts	-	-	-	-	-	-
49100	Transfer to General Fund	-	-	-	-	-	-
49600	Transfer to Streets & Roads	248,500	40,000	40,000	48,000	50,000	50,000
TOTAL EXPENDITURES		\$ 332,500	\$ 124,000	\$ 124,000	\$ 132,000	\$ 134,000	\$ 134,000
ENDING BALANCE		\$ 828,828	\$ 745,828	\$ 745,828	\$ 663,828	\$ 579,828	\$ 495,828

FUND 270: ECONOMIC RECOVERY FUND

In 2011, the City dissolved the former Lighting Maintenance District which collected assessments from residents to pay for streetlight maintenance and utilities. The City rolled these operations into its General Fund and continues to perform all maintenance and pay for the streetlights. At the time the District was dissolved, the City Council moved the Lighting Maintenance District fund balance of over \$9 million into a separate "Economic Recovery Fund" for use during periods of economic recession. The City has so far drawn on this fund twice in FY 2012-13 and in FY 2013-14, but has not drawn on it since. This fund holds the balance of this money.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
Object	Description	Actual	Budget	Est. Actual	Budget	Projected	Projected
STARTING BALANCE		\$ 6,084,838	\$ 6,084,838	\$ 6,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	49667 Transfer to LED Streetlights	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
ENDING BALANCE		\$ 6,084,838	\$ 6,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838

FUND 280: FORFEITED ASSETS FUND

As authorized by the City Council, the Police Department is participating in a program whereby assets that are seized from narcotics violators and forfeited through legal action are returned to participating law enforcement agencies for enhancement of enforcement-related programs. Due to legislative action, funds from this program are expected to gradually decrease over time. All expenditure requests for this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports. Funds have been utilized for the Police Department's Drug Enforcement Program and to purchase various technological and safety equipment including: a vehicle for Special Weapons and Tactics (SWAT), a Crisis Negotiation Vehicle, equipment for traffic enforcement, a radio station for the Dispatch Center, and other law enforcement-related equipment. In addition, funds have been committed from Forfeited Assets to purchase a targeting system and ancillary equipment for the Department's new training facility.

STARTING BALANCE		\$ 2,831,419	\$ 2,599,219	\$ 2,599,219	\$ 2,593,119	\$ 2,364,119	\$ 2,427,919
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
34001	Interest on Investments	\$ 25,200	\$ 1,500	\$ 25,200	\$ 64,700	\$ 60,000	\$ 60,000
36001	Federal Assistance	721,600	600,000	100,000	100,000	100,000	100,000
36002	State Assistance	41,900	30,000	20,000	20,000	20,000	20,000
36004	Federal Assistance - Customs	-	-	-	-	-	-
38001	Sale of Surplus Property	-	-	-	-	-	-
TOTAL REVENUES		\$ 788,700	\$ 631,500	\$ 145,200	\$ 184,700	\$ 180,000	\$ 180,000
42150	Communications	\$ 7,400	\$ 6,400	\$ 4,100	\$ 4,700	\$ 4,200	\$ 4,200
42235	Furnishings & Equip - Non Cap	63,600	-	-	-	-	-
42310	Rentals	-	-	-	-	-	-
42410	Uniform/Clothing Supply	8,600	-	-	-	-	-
42420	Special Departmental Expense	30,000	30,000	30,000	30,000	30,000	30,000
42560	Operating Supplies	8,400	70,000	5,000	54,700	22,000	22,000
42720	Travel, Conferences, Meetings	24,400	28,100	14,700	10,000	15,000	15,000
42730	Training	3,500	5,600	5,000	22,000	15,000	15,000
44010	Professional/Special Services	8,600	2,000	2,000	-	-	-
44490	Other Contract Services	18,700	4,400	4,400	7,500	5,000	5,000
47020	Furnishings & Equip (Capital)	184,400	127,800	22,800	94,800	25,000	25,000
47028	Computer (Capital)	1,400	-	-	-	-	-
47030	Vehicles	160,700	-	-	150,000	-	-
47040	Building Improvements	-	-	-	40,000	-	-
48800	Application Software	-	-	-	-	-	-
49100	Transfer to General Fund	-	71,100	8,600	-	-	-
49287	Transfer to LE Grants	-	-	-	-	-	-
49660	Transfer to PD Capital Projs	501,200	498,800	54,700	-	-	-
TOTAL EXPENDITURES		\$ 1,020,900	\$ 844,200	\$ 151,300	\$ 413,700	\$ 116,200	\$ 116,200
ENDING BALANCE		\$ 2,599,219	\$ 2,386,519	\$ 2,593,119	\$ 2,364,119	\$ 2,427,919	\$ 2,491,719

BUDGET ADJUSTMENT

Police Evidence Locker	\$ 52,300
Wifi Upgrade - Furniture and Equipment	\$ 12,000

POLICE DEPARTMENT

FY18-19 Policy Item/Capital Asset Proposal

DEPT: Police
TITLE: Evidence Locker
REQUEST: \$52,300
ACCOUNT: 2805601-47020
PRIORITY: 1

COST BREAKDOWN	
<u>Capitalized Furniture & Equipment</u>	
Evidence Locker	\$52,300
TOTAL:	<u>\$52,300</u>

The current evidence lockers no longer meet industry standards. Per the International Association of Property and Evidence, keyed lockers should be avoided. Our lockers are 20 years old and have been subjected to 24-hour use, causing natural wear. There is currently a gap in between the rear doors and the shelves, which would allow someone to fish for items from adjacent lockers.

The current keys and locks are worn to the point where some keys are able to open more than one lock. We are in the process of repairing the locks.

The cost to replace the entire evidence locker and refrigeration unit is \$52,300 which includes delivery, installation, and tax.

POLICE DEPARTMENT

FY18-19 Policy Item/Capital Asset Proposal

DEPT: Police
TITLE: WiFi Upgrade
REQUEST: \$26,000
ACCOUNT: 2805601-47020
PRIORITY: 2

COST BREAKDOWN	
<u>(2805601) Capitalized Furniture & Equipment:</u>	
Brocade ethernet switch	\$6,000
10- Aruba IAP instant access points	\$6,000
TOTAL:	\$12,000

The Police Department is requesting a WiFi upgrade, which will include new infrastructure to increase speed and availability of the WiFi signal. The WiFi signal in the police building is currently inadequate and not capable of meeting the demands of the Computer Lab and other areas of the Department where WiFi is utilized. This upgrade will replace existing infrastructure and increase the strength and range of the WiFi signal. The total cost includes hardware upgrades.

FUND 287: 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, U.S. Department of Justice, U.S. Department of Transportation, State Department of Corrections & Rehabilitation, and State Department of Alcoholic Beverage Control. Expenditures from this fund are restricted in accordance with grant requirements.

STARTING BALANCE		\$ 21,293	\$ 21,393	\$ 21,393	\$ 21,393	\$ 21,393	\$ 21,393
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
36001	Federal Assistance	\$ 126,000	\$ 163,300	\$ 101,700	\$ -	\$ -	\$ -
36002	State Assistance	193,000	179,100	144,800	179,100	175,000	175,000
36101	Federal Disaster Relief	-	-	-	-	-	-
36503	Emergency Svcs Planning Grant	32,600	30,400	-	-	-	-
39100	Transfer from General Fund	200	-	-	-	-	-
TOTAL REVENUES		\$ 351,800	\$ 372,800	\$ 246,500	\$ 179,100	\$ 175,000	\$ 175,000
41860	Salary Reimbursements	\$ 156,200	\$ 161,600	\$ 125,100	\$ 159,600	\$ 155,000	\$ 155,000
42200	Computer - Non Capital	(100)	-	-	-	-	-
42235	Furnishings & Equip - Non Cap	2,700	13,200	13,300	-	-	-
42560	Operating Supplies	26,000	27,400	15,900	-	-	-
44010	Professional/Special Services	-	-	1,500	-	-	-
47020	Furnishings & Equip (Capital)	18,100	30,400	-	-	-	-
47030	Vehicles	49,000	-	-	-	-	-
49100	Transfer to General Fund	99,800	140,200	90,700	19,500	20,000	20,000
TOTAL EXPENDITURES		\$ 351,700	\$ 372,800	\$ 246,500	\$ 179,100	\$ 175,000	\$ 175,000
ENDING BALANCE		\$ 21,393	\$ 21,393	\$ 21,393	\$ 21,393	\$ 21,393	\$ 21,393

FUND 297: RETIREE BENEFITS FUND

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

On June 15, 2009, the Simi Valley City Council established an Other Post Employment Benefits (OPEB) trust fund to pre-fund future retiree health, vision, and dental coverage.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projected	Projected
STARTING BALANCE		\$ 535,056	\$ 17,656	\$ 17,656	\$ 17,656	\$ 510,856	\$ 269,556
Object	Description						
34001	Interest on Investments	\$ 3,200	\$ 5,000	\$ 5,000	\$ 12,500	\$ 12,500	\$ 12,500
38003	Miscellaneous	1,500	-	-	-	-	-
39100	Transfer from General Fund	1,010,000	1,090,800	1,090,800	900,000	1,500,000	1,600,000
39700	Transfer from Sanitation	148,600	160,500	160,500	132,400	135,000	137,700
39750	Transfer from Transit	19,100	20,600	20,600	17,000	17,300	17,600
39761	Transfer from Waterworks.	35,100	37,900	37,900	31,300	31,900	32,500
TOTAL REVENUES		\$ 1,217,500	\$ 1,314,800	\$ 1,314,800	\$ 1,093,200	\$ 1,696,700	\$ 1,800,300
41400	Group Insurance/Health	\$ 1,730,100	\$ 1,311,100	\$ 1,311,100	\$ 1,900,000	\$ 1,938,000	\$ 1,976,800
41401	Retiree Insurance Reimbursement	\$ -	\$ -	\$ -	\$ (1,300,000)	*	-
41500	Group Insurance/Dental	4,800	3,700	3,700	-	-	-
TOTAL EXPENDITURES		\$ 1,734,900	\$ 1,314,800	\$ 1,314,800	\$ 600,000	\$ 1,938,000	\$ 1,976,800
ENDING BALANCE		\$ 17,656	\$ 17,656	\$ 17,656	\$ 510,856	\$ 269,556	\$ 93,056

* Transfer into Retiree Benefits Fund from Retiree Medical Trusts

FUND 300-4301: LANDSCAPE AUGMENTATION FUND

This fund was established in FY 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 FY 2017-18 was \$760,400. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2017-18 was \$760,400. The transfer for FY 2018-19 will be \$650,000.

STARTING BALANCE		\$ 19,482	\$ 19,234	\$ 19,234	\$ 19,734	\$ 20,934	\$ 22,134
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projection	FY21 Projection
34001	Interest on Investments	\$ (248)	\$ 500	\$ 500	\$ 1,200	\$ 1,200	\$ 1,200
37410	Services Charges	0	0	0	0	0	0
39100	Transfer from General Fund	750,043	760,400	760,400	650,000	650,000	650,000
39262	Transfer from Development Agrmts	0	0	0	0	0	0
39300	Transfer from Landscape	0	0	0	0	0	0
		\$ 749,795	\$ 760,900	\$ 760,900	\$ 651,200	\$ 651,200	\$ 651,200
49300	Transfer to Landscape	\$ 750,043	\$ 760,400	\$ 760,400	\$ 650,000	\$ 650,000	\$ 650,000
TOTAL EXPENDITURES		\$ 750,043	\$ 760,400	\$ 760,400	\$ 650,000	\$ 650,000	\$ 650,000
ENDING BALANCE		\$ 19,234	\$ 19,734	\$ 19,734	\$ 20,934	\$ 22,134	\$ 23,334

FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

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. Landscape Assessments for FY 2018-19 for the active zones are as follows:

The current assessment for Zone 2 is \$60 per lot (Tract 2025-4, 5, 6, 2259 - Larwin): This zone covers the maintenance of the Encore Greenbelt.

The current assessment for Zone 3 is \$30 per lot (Tract 2025-1, 2, 3, 7 - Larwin): This zone covers the maintenance of the Tempo Greenbelt.

The current assessment for Zone 4 is \$175 per lot (Tract 2207-1, 2, 3, 4, 5 - Griffin): This zone covers the maintenance of parkways at Alamo, Sequoia, Lemon and Avenida Simi.

The current assessment for Zone 5 is \$183 per lot (Tract 2628 - Fenmore): This zone covers the maintenance of the parkways at Sequoia Avenue and Cochran Street.

The current assessment for Zone 7 is \$51 per lot (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 current assessment for Zone 9 is \$114 per lot (Tract 2629 - JBR): This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street.

The current assessment for Zone 12 is \$118 per lot (Tract 2332-1, 2, - Larwin): This zone covers the maintenance of the parkways at Sycamore Drive and Alamo Street.

The current assessment for Zone 13 is \$115 per lot (Tracts 2646 & 2725 - Lesny): This zone covers the maintenance of the parkways at Royal Avenue and Sinaloa Road.

The current assessment for Zone 14A is \$337 for Category A lots, \$931 for Category A and B lots, and \$634 for Category A and C lots (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 current assessment for Zone 14B is \$478 per lot (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 current assessment for Zone 15 is \$163 per lot (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 current assessment for Zone 16 is \$105 per lot (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 current assessment for Zone 17 is \$167 per lot (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 current assessment for Zone 18 is \$93 per lot (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.

FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)

The current assessment for Zone 19 is \$114 per lot (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 current assessment for Zone 20 is \$97 per lot (Tracts 2771-1, 2, & 3 - Calmark): This zone covers the maintenance of the one acre landscaped area located on Lubbock Drive.

The current assessment for Zone 21 is \$154 per lot (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 current assessment for Zone 22 is \$105 per lot (Tract 2894 - Valley View Homes): This zone covers the maintenance of the parkways along the west side of Yosemite Avenue at Nutwood Circle.

The current assessment for Zone 24 is \$79 per lot (Tract 2762 - Lesny): This zone covers the maintenance of the parkways along the north side of Royal Avenue at Crocker Street.

The current assessment for Zone 25 is \$183 per lot (Tract 2816 - Mayer): This zone covers the maintenance of the parkways along Presidio Drive and Township Avenue.

The current assessment for Zone 26 is \$92 per lot (Tract 2683 - Midtown): This zone covers the maintenance of the parkways along Presidio Drive.

The current assessment for Zone 28 is \$211 per lot (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 current assessment for Zone 29 is \$202 per lot (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 current assessment for Zone 31 is \$349 per lot (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 current assessment for Zone 32 is \$190 per lot (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 current assessment for Zone 34 is \$93 per lot (Tract 2879-1 & 2 - Ceeco): This zone covers the maintenance of parkways and slopes on Cochran Street and medians on Caldwell Street.

The current assessment for Zone 35 is \$127 per lot (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 current assessment for Zone 37 is \$101 per lot (Tract 2504 - McKeon): This zone covers the maintenance of the parkways on Cochran, Orangewood, and Pinewood Streets and medians on Pennygrove Street.

The current assessment for Zone 41A is \$106 per lot (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 current assessment for Zone 41B is \$431 per lot (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.

FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)

The current assessment for Zone 42 is \$179 per lot (Tract 3535 - Larwin): This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place.

The current assessment for Zone 45 is \$34 per lot (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 current assessment for Zone 51 is \$159 per lot (Tract 2648 - JBR): This zone covers the maintenance of landscaping along the east side of Lemon Drive between Avenida Simi and Township Avenue.

The current assessment for Zone 55 is \$19 per lot (Tract 2992-1 & 2 - Casden): This zone covers the maintenance of landscaping at the corner of Alamo Street and San Joaquin Street.

The current assessment for Zone 61 is \$88 per lot (Tract 3654 - American): This zone covers the maintenance of landscaping on the south side of Alamo Street at Golf Lane.

The current assessment for Zone 62 is \$225 per lot (Tract 3549 - Suburban): This zone covers the maintenance of landscaping on the north side of Township Avenue west of Sequoia Avenue.

The current assessment for Zone 64 is \$208 per lot (Tract 2622 - Casden): This zone covers the maintenance of landscaping on the north side of Flanagan Drive east of Yosemite Avenue.

The current assessment for Zone 65 is \$22 per lot (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 current assessment for Zone 74 is \$98 per lot (Tract 2992-93 - Casden): This zone covers the maintenance of landscaping on the west side of Yosemite Avenue south of Alamo Street.

The current assessment for Zone 83 is \$62 per lot (Tract 4125): This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street.

The current assessment for Zone 85 is \$187 per lot (Tract 3236 - Torgerson): This zone covers the maintenance of landscaping at the northwest corner of Presidio Drive and Township Avenue.

The current assessment for Zone 95 is \$323 per lot (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 current assessment for Zone 96 is \$202 per lot (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 current assessment for Zone 99 is \$66 per lot (Tract 4783): This zone includes the maintenance of landscaping on the south side of Alamo Street at Santa Lucia Street.

The current assessment for Zone 100 is \$262 per lot (Tract 4612 & LD-S-549): This zone covers the maintenance of the north side of Alamo Street east of Reservoir Drive.

The current assessment for Zone 104 is \$146 per lot (Tracts 4887 & 4888): This zone covers the maintenance of landscaping on the southwest corner of Alamo Street and Erringer Road.

The current assessment for Zone 108 is \$130 per lot (Tracts 4582 & 3851): This zone covers the maintenance of landscaping on the north side of Alamo Street at Cimmaron Avenue.

FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 1,384,829	\$ 1,084,929	\$ 1,084,929	\$ 880,529	\$ 455,929	\$ (126,471)
Object	Description						
34001	Interest on Investments	\$ 13,200	\$ 9,800	\$ 9,800	\$ 14,500	\$ 14,500	\$ 14,500
37410	Service Charges	784,500	787,900	787,900	787,800	780,000	780,000
39300	Transfer from Landscape	750,000	760,300	760,300	650,000	500,000	500,000
TOTAL REVENUES		\$ 1,547,700	\$ 1,558,000	\$ 1,558,000	\$ 1,452,300	\$ 1,294,500	\$ 1,294,500
42100	Utilities	\$ 455,100	\$ 398,900	\$ 398,900	\$ 506,300	\$ 506,300	\$ 506,300
44450	Landscape Maintenance Contract	1,149,200	1,131,800	1,131,800	1,146,000	1,146,000	1,146,000
44490	Other Contract Services	136,900	134,600	134,800	120,800	120,800	120,800
46100	Reimb to General Fund	106,400	96,900	96,900	103,800	103,800	103,800
TOTAL EXPENDITURES		\$ 1,847,600	\$ 1,762,200	\$ 1,762,400	\$ 1,876,900	\$ 1,876,900	\$ 1,876,900
ENDING BALANCE		\$ 1,084,929	\$ 880,729	\$ 880,529	\$ 455,929	\$ (126,471)	\$ (708,871)

FUND 600: STREETS AND ROADS FUND

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, Permit Allocation Air Quality Fees, Traffic Impact Fees, New Dwelling Fees, Bond Proceeds from the 1993 West End Community Development Tax Allocation Bonds, Community Development Block Grants, Sanitation Fund, and Waterworks District. Additional funds are obtained from State, Federal, and Ventura County sources. Some of the elements of the Streets and Roads Program for FY 2018-19 include:

Annual Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. For FY 2018-19, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's Pavement Management System.

Annual Minor Street Overlay Program - SB1 Funds

This annual program resurfaces residential streets throughout the City. For FY 2018-19, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's Pavement Management System. This project is funded from State Transportation funds from the Road Repair and Accountability Act of 2017, Senate Bill 1 (SB 1).

Landscape Beautification

This project includes the planting and maintaining of a grove of aromatic trees on the east side of the landfill property near the Big Sky residential development.

Madera Road Bridge Rehab - South of Hwy 118

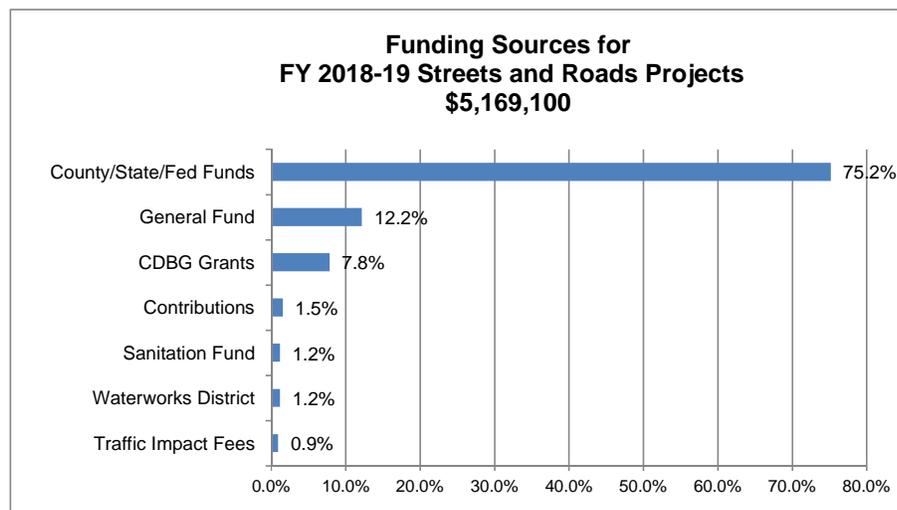
This project includes repairing and overlaying the deck with PCC seal coat and construct Metal Beam Guardrail on northeast approach on Madera Road, 0.3 miles south of State Route 118. Design is scheduled to begin in September 2018. Construction is scheduled to begin in September of 2018 and to be completed by March 2021. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

Traffic Signal Upgrades

This annual program provides for upgrades of signal equipment, including modernization of existing traffic signal controllers and cabinets, upgrading conduit and/or wiring, and other signal equipment or phasing upgrades at locations recommended by staff during the annual review of the Traffic Signal Construction Program in the spring of each year.

West Los Angeles Avenue, Widening Project

This project includes the widening of West Los Angeles Avenue from the City's Public Services Center to the Westerly City Limits in order to install on-street bicycle lanes, curb, gutter, and sidewalk and all appurtenant facilities.



STREETS AND ROADS REVENUE

Object	Revenue Source	FY18 Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
39100	General Fund	\$ 300,000	\$ 300,000	\$ 630,000	\$ 3,385,000	\$ 3,305,000
	Bond Proceeds	1,900,000	1,900,000	-	-	-
38401	Air Quality Fees	-	-	-	-	-
36001/ 36002/ 36407	County/State/Federal Funding	2,095,000	2,095,000	3,886,100	99,000	1,565,000
38050	Contributions	80,000	80,000	80,000	80,000	80,000
39262	Development Agreement Fund	200,000	200,000	-	-	-
39233	Bicycle Lanes Fund	-	-	-	-	-
39263	Traffic Impact Fees	40,000	40,000	48,000	-	-
45700	Sanitation Fund	180,000	180,000	60,000	160,000	160,000
45761	Waterworks District	180,000	180,000	60,000	160,000	160,000
45290	Community Development Block Grants	300,000	300,000	405,000	400,000	400,000
TOTAL REVENUES		\$ 5,275,000	\$ 5,275,000	\$ 5,169,100	\$ 4,284,000	\$ 5,670,000

STREETS AND ROADS REVENUE SOURCE DETAIL

REVENUE SOURCE	ANNUAL MINOR STREETS	ANNUAL MINOR STREETS (SB1)	LANDSCAPE BEAUTIFICATION	TOTAL
GENERAL FUND	\$ 300,000	\$ -	\$ -	\$ 300,000
DEVELOPER AGREEMENTS	-	-	-	-
AIR QUALITY FEES	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	2,114,100	-	2,114,100
SANITATION FUND	60,000	-	-	60,000
WATERWORKS FUND	60,000	-	-	60,000
CDBG	405,000	-	-	405,000
CONTRIBUTIONS	-	-	80,000	80,000
TRAFFIC IMPACT FEES	-	-	-	-
BOND PROCEEDS	-	-	-	-
PROJECT BUDGET	\$ 825,000	\$ 2,114,100	\$ 80,000	\$ 3,019,100

REVENUE SOURCE	MADERA RD. BRIDGE REHAB	TRAFFIC SIGNAL UPGRADES	LA AVE. WIDENING PROJECT	TOTAL
GENERAL FUND	\$ -	\$ 180,000	\$ 150,000	\$ 330,000
DEVELOPER AGREEMENTS	-	-	-	-
AIR QUALITY FEES	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	372,000	-	1,400,000	1,772,000
SANITATION FUND	-	-	-	-
WATERWORKS FUND	-	-	-	-
CDBG	-	-	-	-
CONTRIBUTIONS	-	-	-	-
TRAFFIC IMPACT FEES	48,000	-	-	48,000
BOND PROCEEDS	-	-	-	-
PROJECT BUDGET	\$ 420,000	\$ 180,000	\$ 1,550,000	\$ 2,150,000

REVENUE SOURCE	GRAND TOTALS
GENERAL FUND	\$ 630,000
DEVELOPER AGREEMENTS	-
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUNDING	3,886,100
SANITATION FUND	60,000
WATERWORKS FUND	60,000
CDBG	405,000
CONTRIBUTIONS	80,000
TRAFFIC IMPACT FEES	48,000
BOND PROCEEDS	-
TOTAL FY18 FUNDING	\$ 5,169,100

STREETS AND ROADS PROGRAM EXPENDITURE PLAN

Project	Total Project Budget	FY18 Budget	FY18 Est. Actual	FY19 Budget	FY20 Projected	FY21 Projected
Annual Major Streets Program (all years)	\$ -	\$ 4,235,000		\$ -	\$ 1,200,000	\$ 1,200,000
Annual Minor Streets Program (all years)	-	670,000		825,000	1,650,000	1,650,000
Annual Minor Streets Program - SB1(all years)	-	-	-	2,114,100	-	-
Arroyo Simi Greenway Bike Trail (Phase 3)	1,694,000	-		-	-	-
Barnard Street Bridge Rehabilitation	-	-		-	330,000	-
Bicycle and Pedestrian Facilities (all years)	-	-		-	120,000	120,000
Dewatering Wells Rehabilitation	-	-		-	120,000	120,000
Highway Safety Improvement Program (all years)	-	50,000		-	50,000	50,000
Landscape Beautification Project	-	80,000		80,000	80,000	80,000
Los Angeles Avenue Bridge	11,210,000	-		-	-	1,700,000
Madera Road Bridge Rehab (South of Highway 118)	420,000	-		420,000	-	-
Storm Drain Improvements	-	-		-	200,000	200,000
Tapo Street Road/Drainage Improvements	300,000	-		-	300,000	-
Traffic Signal Synchronization	-	-		-	150,000	150,000
Traffic Signal Upgrades (all years)	-	-		180,000	190,000	200,000
West Los Angeles Widening (PSC-City Limits)	3,912,300	55,000		1,550,000	-	-
TOTAL	\$ 17,536,300	\$ 5,090,000	\$ -	\$ 5,169,100	\$ 4,390,000	\$ 5,470,000

FUND 648: COMPUTER EQUIPMENT REPLACEMENT FUND

OVERVIEW

As a result of the City's Strategic Plan, the Computer Equipment Replacement Fund was established to ensure that resources would be available for replacement of outdated computer systems. Annual contributions to the fund are made based on a formula that takes into consideration the estimated useful life and replacement cost of devices required for a stable and secure network. Such devices include desktop computers, laptop computers, printers, servers, routers, switches, and other network devices.

STARTING BALANCE		\$ 501,812	\$ 616,912	\$ 616,912	\$ 369,512	\$ 40,012	\$ 121,512
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projection	FY21 Projection
34001	Interest on Investments	\$ 4,100	\$ 2,000	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000
39100	Transfer from General Fund	267,200	227,100	227,100	227,100	227,100	227,100
39214	Transfer from PEG Fees	14,200	12,100	12,100	12,100	12,100	12,100
39262	Transfer from Development Agrmts	272,400	231,500	231,500	231,500	231,500	231,500
39700	Transfer from Sanitation	61,400	52,200	52,200	52,200	52,200	52,200
39761	Transfer from Waterworks.	79,400	67,500	67,500	67,500	67,500	67,500
39803	Transfer from General Liability	3,500	3,000	3,000	3,000	3,000	3,000
39805	Transfer from Workers Comp	3,800	3,200	3,200	3,200	3,200	3,200
TOTAL REVENUES		\$ 706,000	\$ 598,600	\$ 598,600	\$ 601,600	\$ 601,600	\$ 601,600
42200	Computer - Non Capital	\$ 394,500	\$ 277,500	\$ 100,000	\$ 163,100	\$ 163,100	\$ 163,100
42720	Travel, Conferences, Meetings	3,700	15,000	15,000	-	-	-
44010	Professional/Special Services	6,700	90,000	70,000	90,000	-	-
47028	Computer (Capital)	86,000	895,400	661,000	621,000	300,000	300,000
48800	Application Software	-	-	-	-	-	-
48840	System Hardware	-	-	-	-	-	-
49656	Transfer to FIS Project	100,000	-	-	57,000	57,000	57,000
TOTAL EXPENDITURES		\$ 590,900	\$ 1,277,900	\$ 846,000	\$ 931,100	\$ 520,100	\$ 520,100
ENDING BALANCE		\$ 616,912	\$ (62,388)	\$ 369,512	\$ 40,012	\$ 121,512	\$ 203,012

FUND 651: VEHICLE REPLACEMENT FUND

OVERVIEW

The Vehicle Replacement Fund was established in FY 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.

STARTING BALANCE							
		\$ 2,001,122	\$ 1,490,422	\$ 1,490,422	\$ 1,233,222	\$ 839,822	\$ 544,022
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projection	FY21 Projection
34001	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38401	Developer Contributions	-	-	-	-	-	-
39100	Transfer from General Fund	-	5,000	5,000	8,600	12,000	12,000
39100	Transfer from General Fund	-	5,700	5,700	4,600	2,200	2,200
39100	Transfer from General Fund	-	149,300	137,000	75,900	120,000	120,000
39100	Transfer from General Fund	-	351,100	351,100	335,500	400,000	400,000
TOTAL REVENUES		\$ -	\$ 511,100	\$ 498,800	\$ 424,600	\$ 534,200	\$ 534,200
46100	Reimb to General Fund	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
47030	Vehicles - AS	-	30,000	-	-	-	-
47030	Vehicles - CS	-	85,000	85,000	-	-	-
47030	Vehicles - ES	-	64,000	64,000	126,000	30,000	30,000
47030	Vehicles - PW	102,400	270,000	270,000	293,000	400,000	400,000
47030	Vehicles - PD	348,300	337,000	337,000	399,000	400,000	400,000
TOTAL EXPENDITURES		\$ 510,700	\$ 786,000	\$ 756,000	\$ 818,000	\$ 830,000	\$ 830,000
ENDING BALANCE		\$ 1,490,422	\$ 1,215,522	\$ 1,233,222	\$ 839,822	\$ 544,022	\$ 248,222

FUND 655: BUILDING IMPROVEMENT FUND

OVERVIEW

The Building Improvement Fund was created in FY 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. Funds are budgeted in FY 2014-15 for security and other improvements at City Hall, improvements at the Senior and Cultural Arts Centers, and remodeling of the former Development Services Building prior to Under One Roof tenancy.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 497,174	\$ 939,874	\$ 939,874	\$ (514,926)	\$ (577,426)	\$ (364,926)
Object	Description						
34001	Interest on Investments	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -
35410	Other Governments	-	-	-	-	-	-
39100	Transfer from General Fund	-	-	-	50,000	-	-
39250	Transfer from Library	-	658,000	658,000	-	-	-
39262	Transfer from Development Agrmts	1,086,400	702,800	702,800	555,000	555,000	555,000
39700	Transfer from Sanitation	3,000	67,000	67,000	45,000	-	-
39750	Transfer from Transit	-	-	-	-	-	-
39761	Transfer from Waterworks	-	-	-	45,000	-	-
TOTAL REVENUES		\$ 1,089,400	\$ 1,429,000	\$ 1,427,800	\$ 695,000	\$ 555,000	\$ 555,000
44010	Professional/Special Services	13,100	276,400	276,400	-	-	-
44410	Maintenance Building/Grounds	4,700	-	-	-	-	-
44490	Other Contract Services	12,000	575,000	387,000	415,000	-	-
47020	Furnishings & Equip (Capital)	10,300	1,063,400	1,063,400	262,500	262,500	262,500
47021	Furn & Equip - SAP Settlement	-	-	-	-	-	-
47040	Building Improvements	157,900	(110,000)	90,000	80,000	80,000	80,000
48500	Maintenance Contracts	54,300	2,900	2,900	-	-	-
48600	Construction Contracts	269,400	933,800	933,800	-	-	-
48990	Contingency	-	129,100	129,100	-	-	-
49100	Transfer to General Fund	125,000	-	-	-	-	-
TOTAL EXPENDITURES		\$ 646,700	\$ 2,870,600	\$ 2,882,600	\$ 757,500	\$ 342,500	\$ 342,500
ENDING BALANCE		\$ 939,874	\$ (501,726)	\$ (514,926)	\$ (577,426)	\$ (364,926)	\$ (152,426)

DEPARTMENT OF ADMINISTRATIVE SERVICES
FY18-19 Policy Item Proposal

TITLE: Continued Funding for Limited Term Accounting Technician I
 REQUEST:
 ACCOUNT: 6569000-various
 PRIORITY: 1

COST BREAKDOWN	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$77,000
TOTAL:	\$77,000

The Fiscal Services Division of Administrative Services is requesting one year of additional funding for a Limited Term Accounting Technician I position to provide staff support during the implementation of the Human Resources and Payroll (HR/PY) Tyler-Munis ERP modules.

In previous budget cycles, funding for one limited term staff member in the Fiscal Services Division was provided for two one-year periods, ending June 30, 2018. It was initially anticipated that the HR/PY modules would be fully implemented after two years. Because of staffing shortages related to the loss of key personnel in Human Resources, scheduling for the HR/PY implementation was pushed back.

During the ERP implementation, one Accounting Technician fills a lead role in support of the Payroll Analyst who is assigned high-level implementation tasks in the HR/PY and Time & Attendance modules. The other three full-time Accounting Technicians routinely handle ongoing bi-weekly accounts payable and payroll processing. All four Accounting Technicians are required to participate in the HR/PY implementation as they have institutional knowledge about processing payroll and benefits the legacy SAP system. This knowledge base is not as robust in the Human Resources Division, so Fiscal Services staff will be called on to create and perform testing scenarios to verify system functionality and accuracy. In order for all Accounting Technicians to succeed in their assigned roles, some of their tasks will be reassigned to the Limited Term Accounting Technician I. Such duties include but are not limited to, accounts payable direct payments, cash receiving, daily cash count, credit card reconciliation, processing payroll third-party payments and maintaining the Sympro software - entering market prices and continuous call dates for City investments.

Extending the employment period of the Limited Term Account Clerk II will allow staff to stay current with daily required tasks and provide ongoing support of the Division's operations during the ERP Implementation.

The fully loaded cost to fill this position for an additional 1-year term is approximately \$77,000. Funding for the position will come from the total ERP project backfill budget of \$500,000, from which unspent amounts are still available in the FIS Project Fund 656.

There is no General Fund impact of this request.

FUND 660: POLICE DEPARTMENT CAPITAL PROJECTS

OVERVIEW

Fund 660 has been established to provide funding for the design and construction of the Police Department's training facility. The Police Shooting Range, scheduled for completion in the first quarter of FY 18-19, is outfitted with an L-shaped 180-degree shooting area and programmable moving targets, and was designed to improve and maintain the marksmanship and tactical skills of local police officers.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 59,446	\$ (523,054)	\$ (523,054)	\$ (1,445,954)	\$ (1,395,454)	\$ (1,395,454)
Object	Description						
34001	Interest on Investments	\$ -	\$ 100	\$ 100	\$ 500	\$ -	\$ -
38050	Contributions/donations	75,000	75,000	75,000	75,000	-	-
38401	Developer Contributions	-	-	-	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-
39262	Transfer from Development Agrmt:	650,400	-	-	-	-	-
39280	Transfer from Forfeited Assets	501,200	-	-	-	-	-
TOTAL REVENUES		\$ 1,226,600	\$ 75,100	\$ 75,100	\$ 75,500	\$ -	\$ -
44010	Professional/Special Services	\$ 1,270,200	\$ 292,300	\$ 318,600	\$ -	\$ -	\$ -
47020	Furnishings & Equip (Capital)	501,200	214,700	214,700	25,000	-	-
48010	Engineering / Incidentals	33,300	13,700	15,500	-	-	-
48050	Preliminary Engineering	-	1,500	1,500	-	-	-
48500	Maintenance Contracts	600	-	-	-	-	-
48600	Construction Contracts	3,800	447,700	447,700	-	-	-
48990	Contingency	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 1,809,100	\$ 969,900	\$ 998,000	\$ 25,000	\$ -	\$ -
ENDING BALANCE		\$ (523,054)	\$ (1,417,854)	\$ (1,445,954)	\$ (1,395,454)	\$ (1,395,454)	\$ (1,395,454)

FUND 665: CITY TELEPHONES CAPITAL PROJECT

OVERVIEW

The City's Nortel telephone system was installed in 1995 and is currently no longer supported by the manufacturer. Additionally, systems installed new today have many additional features and utilize a newer architecture of Voice over Internet Protocol ("VoIP"). This system architecture provides for enhanced reliability, improved back-up capabilities, mobile communication features, web-based user interface, enhanced in-house support, unified network resources, and is less costly to support. With the budget established for a replacement telephone system, the City installed new cabling required to support the VoIP system and solicited proposals for a new ShoreTel VoIP system in March 2017. The cut-over date to the new system will be in FY 18-19.

STARTING BALANCE								
		\$	-	\$ (118,200)	\$ (118,200)	\$ (2,030,600)	\$ (2,030,600)	\$ (2,030,600)
Object	Description	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	FY20 Projection	FY21 Projection	
38720	Proceeds from Capital Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39262	Transfer from Development Agrmts	300,000	-	-	-	-	-	-
39700	Transfer from Sanitation	34,000	-	-	-	-	-	-
39750	Transfer from Transit	33,000	-	-	-	-	-	-
39761	Transfer from Waterworks.	33,000	-	-	-	-	-	-
TOTAL REVENUES		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010	Professional/Special Services	\$ 206,500	\$ 687,100	\$ 705,000	\$ -	\$ -	\$ -	\$ -
44490	Other Contract Services	-	-	-	-	-	-	-
47029	Computer - SAP Settlement	-	-	100,000	-	-	-	-
48820	Training & Implementation	-	100,000	1,107,400	-	-	-	-
48840	System Hardware	311,700	1,107,400	-	-	-	-	-
TOTAL EXPENDITURES		\$ 518,200	\$ 1,894,500	\$ 1,912,400	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE								
		\$ (118,200)	\$ (2,012,700)	\$ (2,030,600)	\$ (2,030,600)	\$ (2,030,600)	\$ (2,030,600)	\$ (2,030,600)

FUND 667: LED STREETLIGHTS

OVERVIEW

Subsequent to the design and construction of the City’s solar power systems in 2017, the City Council approved a Purchase and Sale Agreement and a Pole License Agreement with Southern California Edison (SCE) for the acquisition of the streetlights located in Simi Valley. On April 24, 2017, the City Council approved a contract with Tanko Street lighting for services related to an audit and inventory of City-owned streetlights, conversion of streetlights to Light Emitting Diode (LED) technology, and maintenance of City-owned streetlights. With financing in place to continue advancing various energy conversation measures within City facilities in FY 2017-18, the project’s completion is expected during FY 18-19 and the City can expect savings after debt service of approximately \$7.5 million over a 20 year period.

		FY17	FY18 Revised	FY18	FY19	FY20	FY21
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
Object	Description						
39270	Transfer from Economic Recovery	-	1,000,000	1,000,000	-	-	-
TOTAL REVENUES		\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -
44490	Other Contract Services	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
ENDING BALANCE		\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -

SIMI VALLEY TRANSIT FUND 750

OVERVIEW

Simi Valley Transit ("SVT") provides public transportation services to the community's general population through its fixed-route bus service and Americans with Disabilities Act/Dial-A-Ride (or, ADA/DAR) services to the senior and disabled population. SVT's efforts emphasize the delivery of safe, efficient, and high-quality services, cost-effective operational methods, and the enhancement of public awareness of City transportation services.

Beginning in FY 2014-15 and per new legislation, Local Transportation Funds received by the State through the Ventura County Transportation Commission, are allocated to Transit. In the past, the City used these funds for Streets and Roads projects and staffing. This funding will offset the General Fund subsidy formerly paid into Transit operations and the General Fund monies will now be allocated to Streets and Roads.

REVENUES LESS EXPENDITURES

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Total Revenues	\$ 7,411,249	\$ 8,758,737	\$ 7,250,500	\$ 10,266,600
Total Expenditures	\$ 7,140,168	\$ 10,974,809	\$ 7,250,500	\$ 10,266,600
SURPLUS/(DEFICIT)	\$ 271,081	\$ (2,216,072)	\$ -	\$ -

EXPENDITURES BY DIVISION

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Administration	\$ 3,027,045	\$ 2,898,656	\$ 3,311,500	\$ 3,058,300
Fixed-Route Maintenance	106,963	193,107	146,900	193,400
Fixed-Route Operations	1,772,793	1,896,700	1,655,700	1,933,200
ADA/DAR Maintenance	22,082	66,200	49,000	87,000
ADA/DAR Operations	1,855,759	2,401,871	1,759,800	2,821,700
Operating Transfers	88,300	56,800	56,800	45,500
Transit Projects	267,226	3,461,476	270,800	2,127,500
TOTAL	\$ 7,140,168	\$ 10,974,809	\$ 7,250,500	\$ 10,266,600

TRANSIT FUND REVENUES

Revenue Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
34001 Interest on Investments	\$ 20,571	\$ -	\$ -	\$ -	0.0%
34102 Advertising	52,250	57,000	57,000	57,000	0.0%
34399 Reclassification	184,564	-	-	-	0.0%
35410 Other Governments	-	(237,823)			-100.0%
36002 State Assistance	-	592,100	39,900	-	-100.0%
36201 FTA Operating	2,532,355	2,439,900	2,526,500	2,644,900	8.4%
36203 FTA Capital	37,992	423,000	36,000	100,000	-76.4%
37211 Route A-1 Fares	44,881	102,000	85,600	80,000	-21.6%
37212 Route B-1 Fares	42,145	96,000	77,700	75,000	-21.9%
37213 Route C Fares	41,327	46,000	43,800	40,000	-13.0%
37214 Route D Fares	11,360	13,000	10,000	10,000	-23.1%
37215 Bus Fare Passes	73,251	64,000	55,000	50,000	-21.9%
37216 DAR Van Fares	105,351	76,000	110,000	110,000	44.7%
37217 DAR Van County Reimb.	9,434	11,000	11,000	11,000	0.0%
37219 Route A-2 Fares	46,143	-	-	-	0.0%
37220 Route B-2 Fares	45,721	-	-	-	0.0%
37225 Fare Revenue Deposit Variances	(10)				0.0%
37299 Other Community	6,643	1,500	3,500	3,500	133.3%
38001 Sale of Surplus	-	-	-	-	0.0%
38003 Miscellaneous	55,871	58,500	15,000	15,000	-74.4%
38004 Damage Recovery	7,231	-	-	-	0.0%
38799 Accounting Change	20,816				0.0%
39231 Transfer from Prop	105	-	-	-	0.0%
39238 Transfer from LTF	4,073,248	5,016,560	4,179,500	7,070,200	40.9%
TOTAL	\$ 7,411,249	\$ 8,758,737	\$ 7,250,500	\$ 10,266,600	17.2%

TOTAL TRANSIT EXPENDITURES

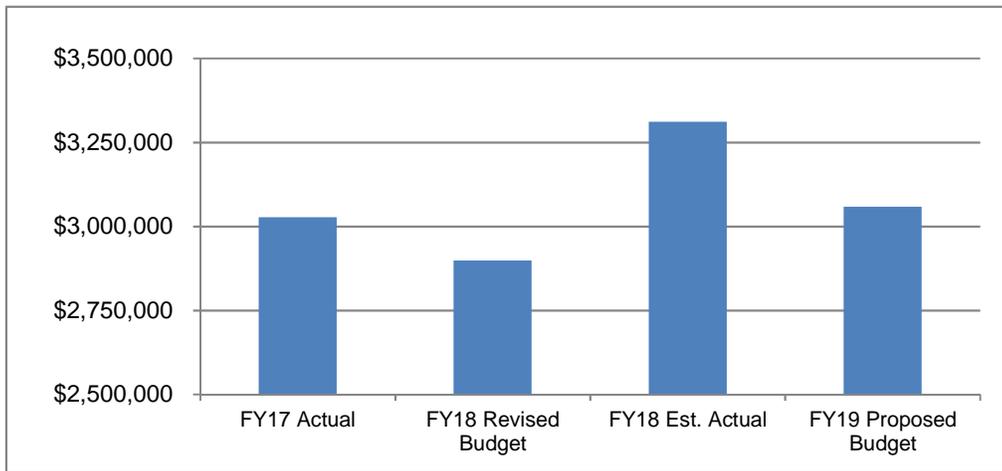
Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 2,110,856	\$ 2,338,371	\$ 2,021,000	\$ 2,756,700	17.9%
41020 - Temporary Salaries - PR Only	5,241	-	101,600	-	0.0%
41040 - Overtime	129,331	100,100	96,000	100,100	0.0%
41200 - Deferred Comp - 401k	7,497	8,200	7,000	8,100	-1.2%
41210 - Deferred Comp - 457	16,208	31,900	25,200	44,700	40.1%
41300 - Vision Care	8,827	11,000	9,800	10,200	-7.3%
41350 - Disability	4,744	5,300	5,300	5,300	0.0%
41400 - Group Insurance/Health	49,180	76,800	59,200	79,900	4.0%
41415 - Flex Benefits	496,335	643,300	564,800	599,100	-6.9%
41420 - CalPERS Health Admin Fee	2,078	2,900	300	2,900	0.0%
41450 - Life Insurance	6,198	6,800	6,900	7,600	11.8%
41500 - Group Insurance/Dental	33,572	42,700	37,500	40,700	-4.7%
41550 - Section 125 Administration Fee	15	100	100	100	0.0%
41600 - Retirement (PERS)	628,955	661,400	522,200	704,400	6.5%
41620 - Retirement (HRA)	750	6,700	6,100	7,300	9.0%
41650 - Medicare Tax	35,861	49,700	40,300	46,000	-7.4%
41660 - FICA	170	-	6,500	-	0.0%
41700 - Workers' Compensation	268,400	326,500	280,700	237,800	-27.2%
41800 - Leave Accrual	113,554	79,600	70,400	169,300	112.7%
41950 - Benefits Savings	-	(150,000)	-	-	-100.0%
42100 - Utilities	26,334	32,000	31,200	32,000	0.0%
42130 - Postage	70	-	100	-	0.0%
42150 - Communications	32,066	31,300	36,000	36,300	16.0%
42200 - Computer - Non Capital	-	5,000	-	5,000	0.0%
42230 - Office Supplies	2,827	3,500	3,500	3,500	0.0%
42235 - Furnishings & Equip - Non Cap	-	1,000	-	1,000	0.0%
42410 - Uniform/Clothing Supply	17,637	17,900	16,600	16,900	-5.6%
42440 - Memberships and Dues	12,470	13,800	12,900	13,800	0.0%
42450 - Subscriptions and Books	1,020	700	-	700	0.0%
42460 - Advertising	7,267	7,000	2,500	7,000	0.0%
42500 - Fuel and Lubricants	148,197	159,200	150,500	158,500	-0.4%
42510 - Tires	32,785	44,000	41,000	49,000	11.4%
42550 - Small Tools/Equipment	3,523	10,500	6,000	10,000	-4.8%
42560 - Operating Supplies	82,435	104,707	111,500	132,000	26.1%
42561 - Inventory Adjustments	(41,648)	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	1,586	11,000	4,000	7,000	-36.4%
42730 - Training	936	2,000	2,000	3,000	50.0%
42790 - Mileage	1,723	1,400	1,000	2,000	42.9%
44010 - Professional/Special Services	340,098	401,256	341,300	400,000	-0.3%
44310 - Maintenance of Equipment	101,760	255,863	123,100	192,600	-24.7%
44410 - Maintenance Building/Grounds	2,396	2,500	2,500	2,500	0.0%
44490 - Other Contract Services	11,789	92,800	18,100	26,900	-71.0%
44491 - FIS Operations	12,600	12,600	12,600	12,600	0.0%
44590 - Other Insurance Services	253,700	313,100	313,100	316,200	1.0%
46100 - Reimb to General Fund	1,815,300	1,832,500	1,832,500	1,844,900	0.7%
47020 - Furnishings & Equip (Capital)	-	(95,000)	-	-	-100.0%
47030 - Vehicles	-	625,000	-	-	-100.0%
48600 - Const Contracts	225,426	2,366,013	168,300	2,047,500	-13.5%
48800 - Application Software	41,800	425,000	102,500	80,000	-81.2%
49297 - Transfer to Retiree Benefits	19,100	20,600	20,600	17,000	-17.5%
49655 - Trans to Public Facility Imprv	-	-	-	-	0.0%
49656 - Transfer to FIS Project	36,200	36,200	36,200	28,500	-21.3%
49665 - Transfer to Phone System	33,000	-	-	-	0.0%
TOTAL	7,140,168	10,974,809	7,250,500	10,266,600	-6.5%

Transit Administration - 7502905

OVERVIEW

Transit Administration manages and supports the City's public transportation services, which consist of a 16-hour/day, 6-day/week operation of Americans with Disabilities Act ("ADA") Paratransit, senior Dial-A-Ride ("DAR"), and fixed-route transportation services. Transit Administration is also responsible for the management of Federal, State, and Local grants, including submittal, administration, financial management, compliance, and reporting.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$3,027,045	\$2,898,656	\$3,311,500	\$3,058,300



BUDGET ADJUSTMENTS

None

Transit Administration (continued)

KEY ACCOMPLISHMENTS IN FY18

- Continued the partnership with East County cities and the County of Ventura as a member of the East County Transit Alliance ("ECTA"), to enhance regional transportation and provide ECTA CONNECT intercity ADA/DAR services throughout east Ventura County for Simi Valley residents.
- Participated in community events to increase the awareness of and access to public transportation, including the Senior Center Wellness Expo, Living Green Expo, Earth Day, and Simi Valley Street Fair.
- Educated local leaders on the benefits of public transportation during the Business & Government Day to the Chamber of Commerce sponsored Leadership Simi Valley program.
- Participated in regional committees including the Ventura County Transportation Commission's TRANSCOM, Citizens Transportation Advisory Committee, and various Ad Hoc committees to coordinate public transportation services throughout Ventura County.

GOALS FOR FY19

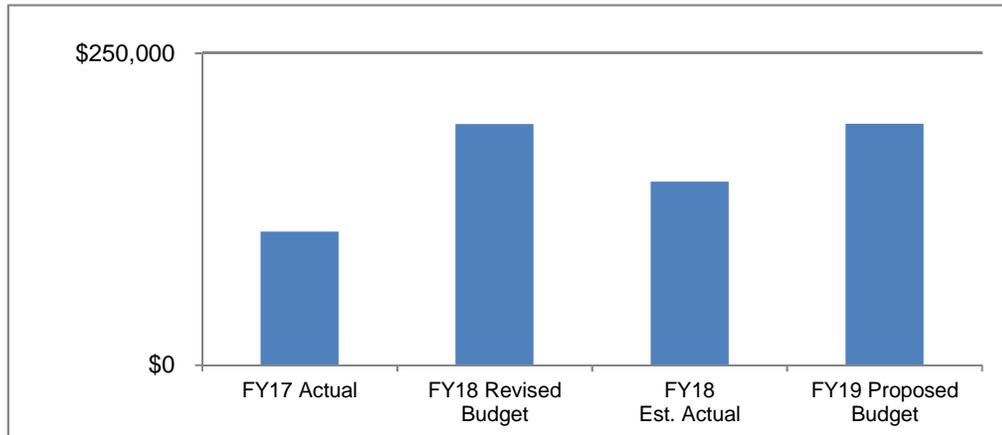
- Implement the City Council directed recommendations through the Short Range Transit Plan to improve service levels and efficiencies.
- Implement the Transit Management System including enhanced dispatching and scheduling to improve service provision efficiency benchmarks such as Dial-A-Ride and fixed-route passenger trips per hour, revenue miles per hour, and on time performance.
- Enhance administrative, technical, and supervisory skills of staff to provide proactive management of the Transit Division, improve services, and become more efficient.
- Continue to assess fare structures as the City moves towards enhanced transportation service options through implementation of recommendations from the Short Range Transit Plan.
- Seek out partnerships to increase accessibility to bus passes.

Fixed-Route Maintenance - 7502910

OVERVIEW

Fixed-Route Maintenance provides for the preventive maintenance and repairs of the City's Transit fleet of eleven vehicles that provide fixed-route service and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards. Additionally, Fixed-Route Maintenance provides for the preventive maintenance for the supervisor and relief vehicles that support fixed-route operations.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$106,963	\$193,107	\$146,900	\$193,400



BUDGET ADJUSTMENTS

None

Fixed-Route Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Ensured the availability of fixed-route vehicles for the delivery of over 300 days of uninterrupted public transportation service within the City's Transit service area.
- Performed preventive maintenance and repairs for all fixed-route vehicles compliant with Federal Transit Administration and State of California requirements.
- Complied with all State and Local Air Pollution requirements.
- Maintained vehicles and documentation associated with successful Biennial Inspection of Terminals and California Highway Patrol inspections.

GOALS FOR FY19

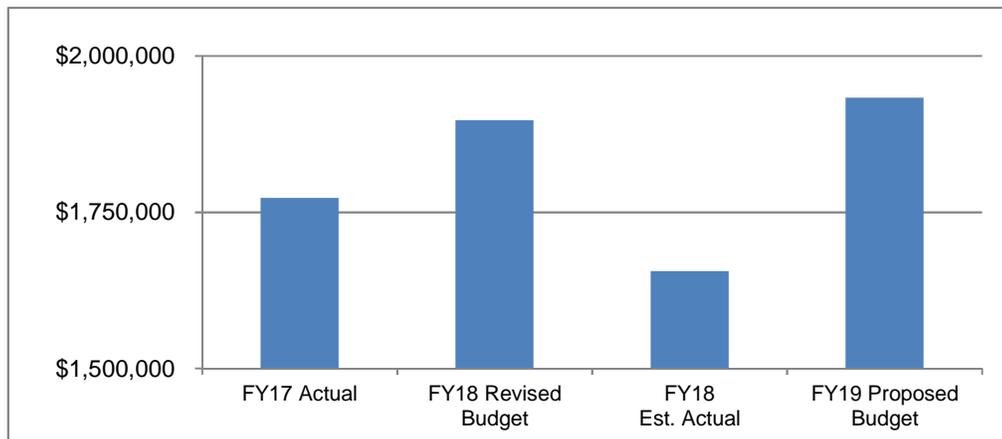
- Perform preventive maintenance and repairs to the fixed-route vehicles compliant with Federal Transit Administration and State of California requirements, and comply with all State and Local Air Pollution requirements.
- Enhance the technical knowledge and skill of maintenance staff associated with new vehicles and associated equipment.
- Enhance the data tracking and management of fleet maintenance through integrated software systems for use in maximizing the useful life, operational performance, and continued reliability of the fixed-route fleet.
- Identify fixed-route vehicle replacement schedules.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

Fixed-Route Operations - 7502920

OVERVIEW

Fixed-Route Operations provides the delivery of quality, fixed-route public transportation service 16 hours per day, six days per week throughout Simi Valley. Simi Valley has four fixed-routes servicing the City with regional connections at the Chatsworth Metrolink station and with the VCTC East County and East/West Connector fixed-route services. The City's Transit offers safe, customer-oriented service with more than 300 service days provided to the community each year.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,772,793	\$1,896,700	\$1,655,700	\$1,933,200



BUDGET ADJUSTMENTS

None

Fixed-Route Operations (continued)

KEY ACCOMPLISHMENTS IN FY18

- Provided over 26,000 hours of fixed-route service to the community.
- Maintained necessary certifications and training for assigned staff to ensure the safe and effective delivery of public transportation services.
- Enhanced regional connections by implementing fixed-route service changes for Routes A and B in order to better serve ridership.
- Increased accessibility of transportation service by publishing route information on Google Maps, and made available to other public transportation planning applications.

GOALS FOR FY19

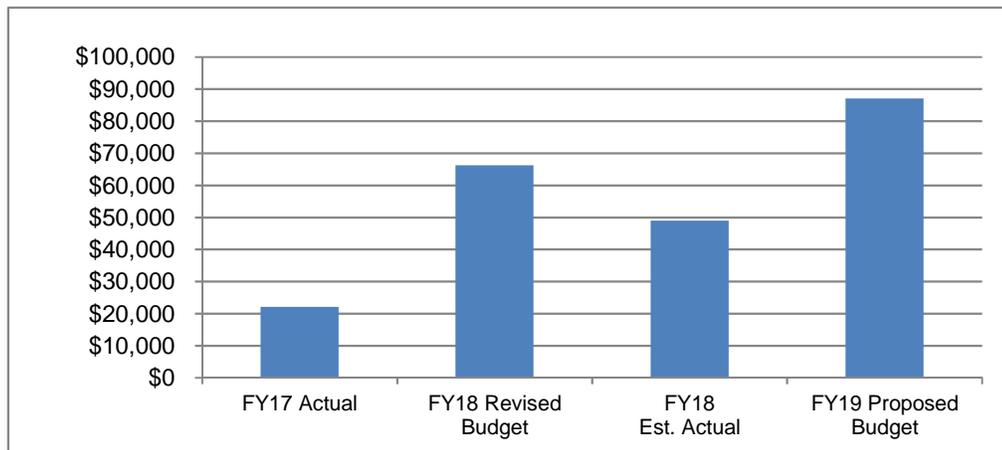
- Implement software to enhance service levels for fixed-route service throughout the City in conjunction with Short Range Transit Plan recommendations.
- Increase public awareness of and accessibility to fixed-route service by implementing social media and participating in outreach events to increase ridership.
- Continue to conduct training with fixed-route staff to reinforce the importance of effective customer service skills, safety, and efficient, cost-effective delivery of transportation services.
- Participate in a county-wide implementation of a new real time bus information system, including electronic bus stop signage.

ADA/DAR Maintenance - 7502930

OVERVIEW

Americans with Disabilities Act/Dial-A-Ride ("ADA/DAR") Maintenance provides for the preventive maintenance and repairs to the City's Transit fleet of 12 ADA/DAR vehicles and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$22,082	\$66,200	\$49,000	\$87,000



BUDGET ADJUSTMENTS

None

ADA/DAR Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Ensured the delivery of over 300 days of uninterrupted ADA/DAR services to American's with Disabilities Act certified ridership and the senior community within the Simi Valley Transit service area.
- Performed preventive maintenance and repairs to the 12 ADA/DAR vehicles in compliance with Federal Transit Administration and State of California requirements as well as Americans with Disabilities Act requirements.
- Maintained full compliance with Federally-mandated ADA Paratransit vehicle requirements and successfully completed the Federal Transit Administration Triennial Review with no findings related to vehicle maintenance.
- Complied with all Americans with Disabilities Act requirements.
- Complied with all State and Local Air Pollution Requirements.
- Maintained vehicles and documentation associated with successful Biennial Inspection of Terminals and California Highway Patrol inspections.

GOALS FOR FY19

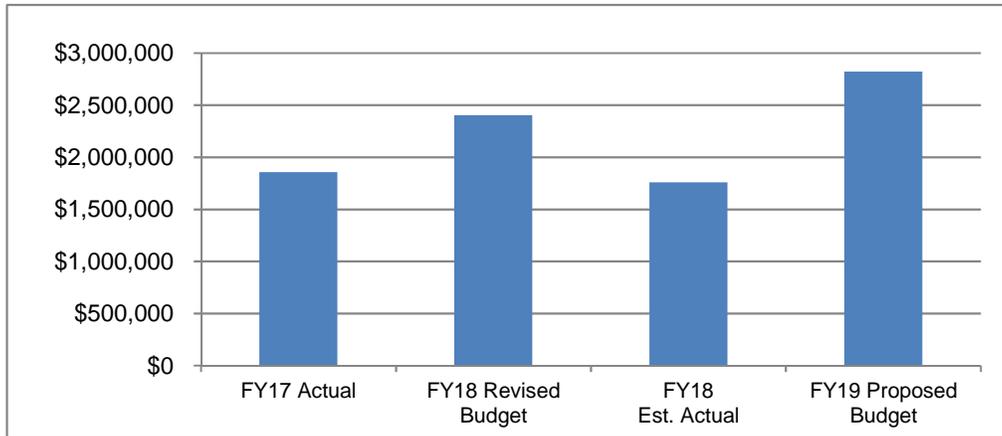
- Continue to maintain full compliance with federally-mandated ADA Paratransit service criteria.
- Enhance the technical knowledge and skill of maintenance staff relative to vehicles and associated equipment.
- Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with Federal Transit Administration and State of California requirements.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

ADA/DAR Operations - 7502940

OVERVIEW

Americans with Disabilities Act Paratransit and Senior Dial-A-Ride Operations provides specialized shared ride transportation services 16 hours per day, 6 days per week. Services are for individuals certified under the Americans with Disabilities Act and for seniors aged 65 and above.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,855,759	\$2,401,871	\$1,759,800	\$2,821,700



BUDGET ADJUSTMENTS

None

ADA/DAR Operations (continued)

KEY ACCOMPLISHMENTS IN FY18

- Provided over 43,000 Americans with Disabilities Act Paratransit ("ADA")/Dial-A-Ride ("DAR") trips to the Senior and disabled community within the Simi Valley Transit service area.
- Maintained necessary certifications and training for assigned staff to ensure the safe, effective delivery of public transportation services.
- Maintained full compliance with Federally-mandated ADA Paratransit service regulations.
- Conducted quarterly ADA Paratransit Advisory Committee meetings to discuss public Paratransit issues affecting individuals, including service policies, service availability, accessibility, safety, and training.
- Provided over 6,000 passenger trips through the East County Transit Alliance (or, ECTA) InterCity Connect service for Simi Valley residents regionally to destinations including Thousand Oaks, Moorpark, Camarillo, and connections to western Ventura County.

GOALS FOR FY19

- Implement software to enhance scheduling for ADA/DAR trips to provide more efficient service throughout the City and enhance productivity as part of the Short Range Transit Plan recommendations.
- Conduct quarterly ADA Paratransit Committee meetings and initiate and complete a recruitment to replace ADA Advisory Committee members with expiring terms.
- Provide additional training opportunities for ADA/DAR staff in customer service, sensitivity, and empathy in order to increase awareness to the ridership needs of those we serve.
- Promote travel training opportunities for current ADA/DAR ridership in order to assist in transitioning ridership to fixed-route service, reducing the cost of paratransit services.

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CITY OF SIMI VALLEY

FUND 700 & 702: SANITATION FUNDS

OVERVIEW

The Sanitation Fund is a distinct fund. It is the Sanitation enterprise, including the revenues derived primarily from service fees and expenses for operations and assets. The cost centers are divided into Administration, Operations, Sewerline Maintenance, and Environmental Compliance covered in the following sections. The Sanitation Division provides the direct staff that operates the systems that provide reliable and environmentally-protective wastewater collection and treatment.

The system has two distinct components: the collection system (sewerlines) and the Water Quality Control Plant ("WQCP"). Sanitation has a continuous operation regulated by multiple State and Federal regulatory agencies. Operations and maintenance include daily operational control, monitoring, testing, repairing, engineering, environmental compliance assurance, and timely replacement of components.

While Sanitation's foremost goal is to provide for public health through the safe conveyance, treatment, and disposal of sewage, Sanitation also produces a valuable commodity: recycled water. The recycled water produced by the WQCP meets the most stringent water recycled water standards. There is capacity for more recycled water production from the WQCP, and efforts reflected in this budget would expand the system's ability to serve more recycled water in the region.

WORKING CAPITAL BALANCE \$21,276,642 \$ 21,790,617 \$ 21,790,617 \$ 17,702,443

REVENUES LESS EXPENDITURES

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Total Revenues	\$ 17,844,329	\$ 18,793,300	\$ 18,857,300	\$ 20,204,200
Total Expenditures	\$ 17,330,354	\$ 24,493,035	\$ 22,945,474	\$ 23,734,900
SURPLUS/(DEFICIT)	\$ 513,975	\$ (5,699,735)	\$ (4,088,174)	\$ (3,530,700)

ENDING BALANCE \$21,790,617 \$ 16,090,882 \$ 17,702,443 \$ 14,171,743

OPERATING EXPENDITURES BY DIVISION

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Administration - Sanitation	\$ 4,909,961	\$ 5,070,088	\$ 4,651,335	\$ 5,169,700
Sewer Line Maintenance	1,057,830	1,187,400	1,045,104	1,238,300
Plant Operations & Maintenance	5,922,161	6,957,831	5,787,338	6,852,600
Environmental Compliance	536,423	602,200	582,178	703,100
Transfers & Reimbursements	418,458	333,500	333,500	366,300
Vehicle Replacement	280,577	745,465	707,257	343,900
Sanitation Capital Projects	4,204,944	9,596,550	9,838,762	9,061,000 *
TOTAL	\$ 17,330,354	\$ 24,493,035	\$ 22,945,474	\$ 23,734,900

* Details of the Sanitation Capital Projects are listed in the Capital Improvement Program Document

SANITATION REVENUE

Revenue Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
34001 Interest on Investments	\$ 187,870	\$ 70,000	\$ 70,000	\$ 174,900	149.9%
34101 Rents & Leases	\$ 240	\$ 300	\$ 300	\$ 300	0.0%
37401 Engineering Fees	18,592	10,000	40,000	10,000	0.0%
37405 Inspection Service Fees	11,752	8,000	39,000	10,000	25.0%
37410 Services Charges	17,334,419	18,420,000	18,400,000	19,700,000	6.9%
37412 Recycled Water Charges		45,000	36,000	38,000	-15.6%
37413 Penalty	30,649	25,000	25,000	25,000	0.0%
37432 Environmental Comp. Program	233,111	200,000	230,000	230,000	15.0%
37499 Other Public Works Fees	17,096	15,000	17,000	16,000	6.7%
38001 Sale of Surplus Property	985				0.0%
38799 Accounting Change	9,615				0.0%
TOTAL	\$ 17,844,329	\$ 18,793,300	\$ 18,857,300	\$ 20,204,200	7.5%

SANITATION EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,845,596	4,467,500	3,792,838	4,568,800	2.3%
41020 - Temporary Salaries - PR Only	23,245	-	-	-	0.0%
41040 - Overtime	394,894	277,600	315,100	377,600	36.0%
41200 - Deferred Comp - 401k	21,525	26,500	22,432	33,800	27.5%
41210 - Deferred Comp - 457	22,155	27,700	28,900	50,200	81.2%
41300 - Vision Care	12,365	14,400	12,965	14,100	-2.1%
41350 - Disability	13,753	17,000	15,107	18,700	10.0%
41400 - Group Insurance/Health	72,897	94,800	80,661	96,300	1.6%
41415 - Flex Benefits	740,367	940,800	831,349	1,001,600	6.5%
41420 - CalPERS Health Admin Fee	3,562	3,600	3,600	3,600	0.0%
41450 - Life Insurance	8,790	10,000	9,633	11,700	17.0%
41500 - Group Insurance/Dental	51,397	59,500	53,187	61,100	2.7%
41550 - Section 125 Administration Fee	228	300	256	200	-33.3%
41600 - Retirement (PERS)	1,134,395	1,117,900	749,586	1,195,500	6.9%
41620 - Retirement (HRA)	5,723	9,600	9,684	16,800	75.0%
41650 - Medicare Tax	63,404	81,100	63,530	78,900	-2.7%
41660 - FICA	1,535	-	-	-	0.0%
41700 - Workers' Compensation	399,600	454,800	358,327	304,600	-33.0%
41800 - Leave Accrual	155,758	115,500	115,500	207,000	79.2%
41900 - Salary Savings	-	-	-	(61,800)	0.0%
41950 - Benefits Savings	-	(250,000)	(250,000)	-	-100.0%
42100 - Utilities	701,232	800,000	800,000	800,000	0.0%
42110 - Lift Utilities	4,388	5,300	5,300	5,300	0.0%
42150 - Communications	30,498	37,400	36,800	35,800	-4.3%
42200 - Computer - Non Capital	-	51,100	26,800	-	-100.0%
42230 - Office Supplies	5,150	7,000	7,000	7,000	0.0%
42235 - Furnishings & Equip - Non Cap	9,298	15,955	16,000	52,400	228.4%
42310 - Rentals	1,355	8,000	8,400	8,000	0.0%
42410 - Uniform/Clothing Supply	25,666	27,700	30,100	30,600	10.5%
42440 - Memberships and Dues	20,321	20,700	19,500	20,800	0.5%
42450 - Subscriptions and Books	360	1,100	600	900	-18.2%
42530 - Chemicals	314,774	378,000	340,000	398,000	5.3%
42541 - Recycled Water	13,279	9,800	14,000	15,000	53.1%
42550 - Small Tools/Equipment	995	1,000	1,000	1,000	0.0%
42560 - Operating Supplies	133,286	140,000	134,000	138,000	-1.4%
42720 - Travel, Conferences, Meetings	16,252	23,300	19,500	24,900	6.9%
42730 - Training	8,261	10,000	8,800	8,500	-15.0%
42790 - Mileage	1,528	600	900	900	50.0%
44010 - Professional/Special Services	214,861	376,460	230,000	575,400	52.8%
44012 - Outside Legal	2,677	20,000	20,000	20,000	0.0%
44310 - Maintenance of Equipment	329,744	411,632	298,500	401,000	-2.6%
44410 - Maintenance Building/Grounds	9,318	16,000	16,000	10,000	-37.5%
44490 - Other Contract Services	547,471	772,773	605,000	641,400	-17.0%
44491 - FIS Operations	19,600	19,600	19,600	19,600	0.0%
44492 - GIS Operations	34,000	20,500	20,500	-	-100.0%
44590 - Other Insurance Services	339,900	372,700	372,700	376,400	1.0%
46100 - Reimb to General Fund	2,869,100	2,809,100	2,809,100	2,921,200	4.0%
46655 - Reimb to Public Facility Imprv	-	-	-	45,000	0.0%
46600 - Reimb to Streets and Roads	120,000	180,000	180,000	60,000	-66.7%
47020 - Furnishings & Equip (Capital)	48,470	50,000	50,000	111,800	123.6%
47030 - Vehicles	33,977	508,665	470,457	35,000	-93.1%
48500 - Maintenance Contracts	3,290,617	3,012,803	3,255,015	100,000	-96.7%
48600 - Const Contracts	914,327	6,583,747	6,583,747	8,631,000	31.1%
49297 - Transfer to Retiree Benefits	148,600	160,500	160,500	132,400	-17.5%
49648 - Transfer to CE Replacement	61,400	52,200	52,200	52,200	0.0%
49655 - Trans to Public Facility Imprv	658	67,000	67,000	-	-100.0%
49656 - Transfer to FIS Project	53,800	53,800	53,800	76,700	42.6%
49665 - Transfer to Phone System	34,000	-	-	-	0.0%
TOTAL	17,330,353	24,493,035	22,945,474	23,734,900	-3.1%

Administration - 7004205

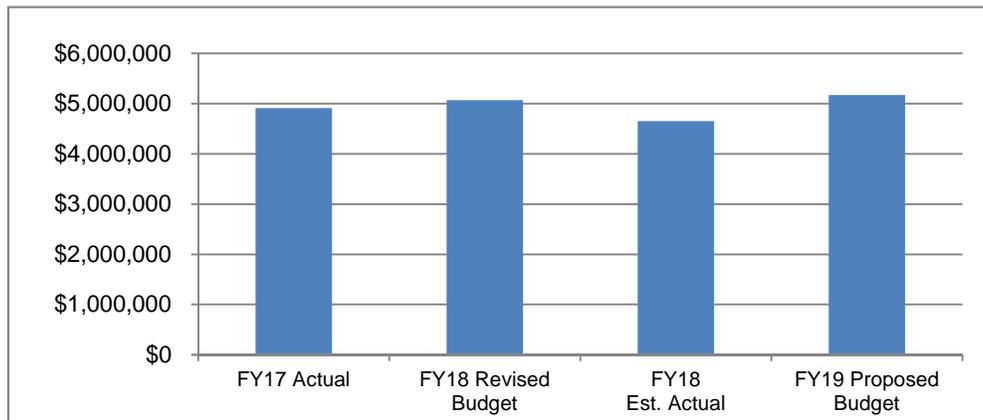
OVERVIEW

Sanitation Administration manages the sewer and Water Quality Control Plant ("WQCP") assets and manages the finances of the enterprise. The assets are valued at nearly \$600 million, and the operating budget is approximately \$15 million per year. In 2015, the service fees for sanitation services were increased to fund a growing backlog of asset rehabilitation needs.

A dedicated Engineering Section assesses the infrastructure and implements needed repairs, maintenance, and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. With a revised fee structure in place, projects that have been deferred will begin to be planned, programmed, and implemented. The proposed budget and Five-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the sewer and treatment systems are capable of sustained, reliable, and continuous operation in service to the community.

Sanitation Administration will continue to plan and asses the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$4,909,961	\$5,070,088	\$4,651,335	\$5,169,700



BUDGET ADJUSTMENTS

None

Administration (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed construction projects to rehabilitate the sewer collection system, including the Arroyo Simi Sewer Trunk Line Rehabilitation, Los Angeles Sewer Rehabilitation Project (Bishop to Barnes), Beaumont and Cochran Sewer Rehabilitation Project, and the Annual Sewer Cleaning and Video Inspection Project.
- Completed preliminary design reports at the WQCP for the Headworks Building Rehabilitation and the Secondary Clarification System Rehabilitation.
- Completed the following projects at the WQCP: 1) Pavement Resurfacing Project Phase 1 at the WQCP; 2) East BNR Aeration Diffusers Replacement; 3) SCADA System Upgrade; 4) Electrical Upgrades Phase 3; 5) Design of the Seismic Upgrades for Six Buildings; 6) Design of the Dewatering System Replacement and; 7) the Design of the New Warehouse Storage Facility.
- Initiated the design of the Pavement Resurfacing Project Phase 2 at the WQCP, the design of the Headworks Rehabilitation Project, and the construction of the Seismic Upgrades for Six Buildings at the WQCP.
- Initiated the joint project with the City and its selected Energy Services Company (or, ESCO), Schneider Electric, to identify projects at the WQCP that will improve operations and save money by reducing electrical usage and maintenance costs.
- Supported developments that sought connections to the sewer system including: 1) issuing 139 Sewer Will-Serve letters to serve 24 single-family residences, 102 multi-family residences, and 13 tenant improvements; 2) reviewed six preliminary development projects and prepared project conditions for seven projects and; 3) reviewed 12

GOALS FOR FY19

- Complete the construction of the Pavement Resurfacing Project Phase 2 at the WQCP.
- Complete the design and construction of the Strathearn Place-Arroyo Simi Sewer Trunk Line Project to rehabilitate 5,500 feet of sewer lines.
- Complete the design and construction of the Royal Avenue (Crosby to Fair) to rehabilitate 3,280 feet of sewer lines.
- Complete the design and construction of the 24" to 36" Sewer Trunk Line Project to rehabilitate 1,300 feet of sewer lines.
- Complete the construction of the Concrete Structures Repair Project at the WQCP.
- Complete the construction of the Seismic Upgrades for the Six Buildings at the WQCP.

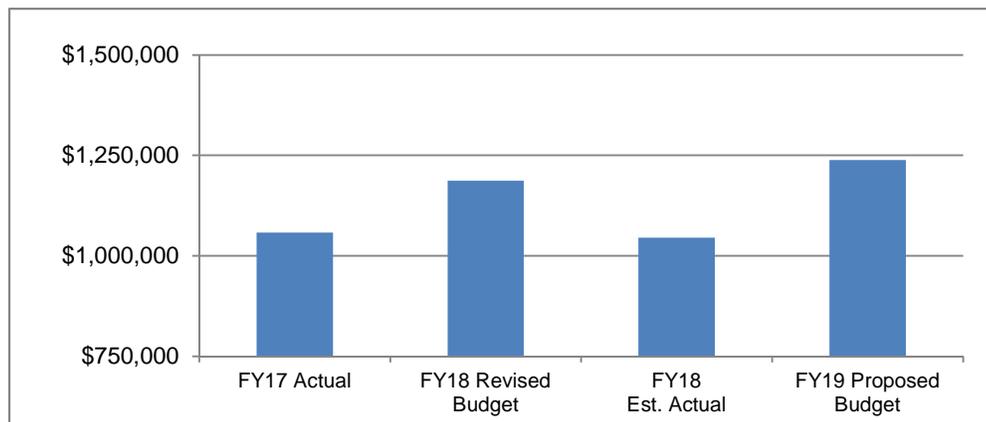
Collection System Maintenance - 7004210

OVERVIEW

Collection System Maintenance provides services that protect public health and the environment, meet regulatory requirements, and ensure safe and reliable wastewater collection and transport to the Water Quality Control Plant ("WQCP") for treatment. The Collection System is operated and maintained by California Water Environment Association (or, CWEA) certified staff that provide 24 hours per day, 365 days per year coverage.

Collection System Maintenance requires sewer system inspection, monitoring, and comprehensive cleaning. Sewers are routinely video-inspected to assess sewer conditions and identify issues before they result in catastrophic failures. Sewer cleaning is performed routinely using high pressure spray nozzles and vacuum combination vehicles. If a sanitary sewer overflow ("SSO") occurs (which causes sewage to reach the street, curb, or storm-drain, including those caused by private laterals), staff is equipped, trained, and ready to respond to minimize the impact and restore to a safe environment. Crews also maintain three public lift stations equipped with dial-out alarm systems to ensure that standby personnel are alerted to any problems.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$1,057,830	\$1,187,400	\$1,045,104	\$1,238,300



BUDGET ADJUSTMENTS

None

Collection System Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Delivered excellent service to the citizens of Simi Valley by responding to numerous odor complaints, help in locating laterals, and responding to and containing private SSO's.
- Updated and audited the Sewer System Management Plan (or, SSMP).
- Performed emergency sewer repairs on Madera Road and Easy Street and Guardian Street.
- Installed all sewer maps into GIS to integrate with Granite Net software to improve video-inspection, sewer line condition, and data logging system.
- Participated in a variety of public outreach events such as the Simi Valley Days Parade, Touch-A-Truck, and the Living Green Expo.
- Hydro-cleaned 450 miles of sewer line.
- Video inspected 33 miles of sewer line.

GOALS FOR FY19

- Protect public health and the environment with zero SSO's.
- Increase participation with public outreach opportunities.
- Continue to provide excellent customer service.
- Hydro-clean and vacuum 300 miles of sewer line, which includes quarterly hot spots and video inspect 100 miles.
- Replace worn manhole rings & covers in key areas throughout the City's Collection System.
- Integrate Infor Hansen software to link with the updated Granite Net software for the video inspection vehicle to maintain records and accurately locate field assets.

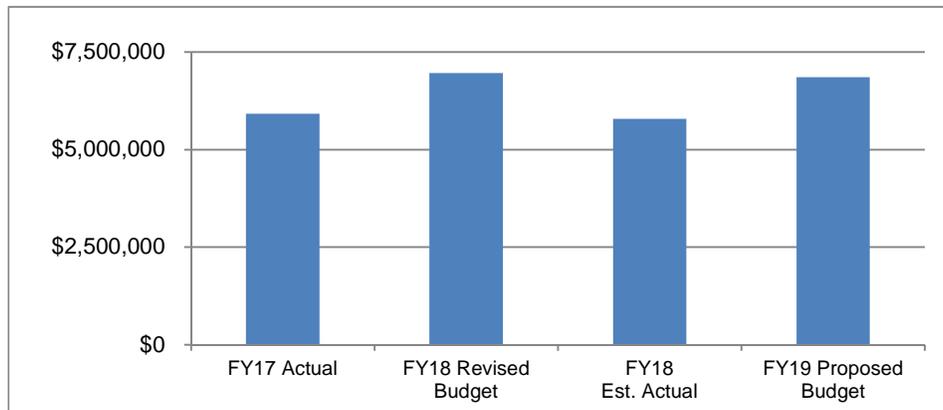
Plant Operations & Maintenance - 7004240

OVERVIEW

Plant Operations, Laboratory, and Maintenance provide services that protect public health and the environment, meet stringent regulatory requirements, and ensure safe and reliable wastewater treatment and high quality recycled water production. The Water Quality Control Plant ("WQCP") is operated and maintained by Sanitation staff 24 hours per day, 365 days per year. The WQCP is structured with state-of-the-art treatment and control processes.

The Plant is staffed with State of California certified operators and California Water Environment Association (or, CWEA) certified Plant Maintenance and Laboratory Technicians. Plant Operations assure the WQCP operates effectively and efficiently by continuously monitoring the controls and adjusting processes to maintain compliance with permit requirements. Maintenance staff performs routine equipment maintenance and repairs to ensure efficient and effective facility operation with minimal equipment failures. Laboratory staff performs frequent water quality analyses to provide analytical data to operations for process adjustments and to provide required analyses for reports submitted

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$5,922,161	\$6,957,831	\$5,787,338	\$6,852,600



BUDGET ADJUSTMENTS

Addition of a Utilities System Manager (Funded 1/2 Sanitation & 1/2 Water)	\$ 71,000
Modifications to Dep. P.W. Director & Plant Operator Sup. Job Specification	\$ -
Replace 5 Electric Power Actuated Valve Operators	\$ 56,000
Replace Laboratory Glassware Washer	\$ 8,000
Replace 2 Chlorine Residual Analyzers	\$ 16,000
Replace 2 Ammonia Analyzers & 1 sc1000 Display Unit	\$ 40,000
Replace 2 Primary Clarifiers Chain and Sprockets	\$ 60,000
Replace 4 Self Contained Breathing Apparatus (SCBA)	\$ 12,000
Replace 7 Gas Monitoring Detectors & Docking Stations	\$ 17,000
Freeze One Plant Operator III (vacant) for 6 Months	\$ (61,800)

Plant Operations & Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Delivered outstanding service to the citizens of Simi Valley by protecting public health and the environment 24 hours per day, 365 days per year.
- Completed the implementation of the Hach Water Information Management System (or, WIMS) reporting software, completed the 36,000 hour service for the Turblex Blowers, and replaced the regulator, condensate trap, and flame arrestor for the Digester Flare.
- Assisted in completing capital projects, including equipment replacement for the third and final phase of the Electrical Equipment Replacement Project, replacement of the West BNR aeration diffusers, and upgrade of the SCADA hardware and software.
- Participated in a variety of public outreach events such as the Simi Valley Days Parade, Living Green Expo, Touch-A-Truck, Simi Valley H.S. Career Day, and Kids Fest.
- Provided a total of 34 educational plant tours for high school and college students.

GOALS FOR FY19

- Maintain National Pollutant Discharge Elimination System (or, NPDES) permit compliance with zero violations, as the Division had two violations this past fiscal year: Total Dissolved Solids (or, TDS) and Sulfate. Both violations were due to a high groundwater table during the wet weather season.
- Continue to provide excellent service 24-hours per day, 365 days per year to the citizens of the City of Simi Valley.
- Assist engineering and the contractors on capital projects, including replacing the dewatering equipment, replacing asphalt roads (Phase III), complete the design for the Headworks and Secondary Clarifiers, and help define projects for the Energy Service Companies (ESCO) programs.
- Continue participation in educational tours and public outreach to encourage community involvement.
- Continue to collaborate with other Departments in sharing ideas and resources to improve efficiency and maintain sound fiscal management.

SANITATION

FY18-19 Policy Item Proposal

TITLE: Proposed Modifications to the Deputy Public Works Director (Sanitation Services) and Plant Operations Supervisor Job Specification
 REQUEST: \$0 (Sanitation Fund)
 ACCOUNT: 7004240 -Salaries and Benefits
 PRIORITY: 4

COST BREAKDOWN	
<u>Personnel</u>	
Sanitation	\$0
TOTAL:	\$0

The Division would like to delete the requirement for a "California Wastewater Treatment Plant Operator V Certificate" for the Deputy Public Works Director (Sanitation Services), in order to make it more desirable. Additionally, the Division would like to add the requirement for a "California Wastewater Treatment Plant Operator V Certificate" to the Plant Operations Supervisor, where the Division would also like this position to be retitled to Chief Plant Operator.

The Water Quality Control Plant ("WQCP") is classified by the State Water Quality Control Board as a Class V Plant. Therefore, the operation of the WQCP must be managed by an individual with a Grade V Certificate. The Grade V requirement could be omitted from the Deputy Director job description and could be placed more appropriately on the job description for the Plant Operations Supervisor. The current City job description for the Plant Operations Supervisor requires a Grade IV Certificate. In addition, the Plant Operations Supervisor title should be re-titled to Chief Plant Operator and the job description modified to include the Grade V Certificate. This change would also be consistent with the Sanitation Efficiency Study that recommended increasing the Plant Operations Supervisor pay/responsibility after eliminating the Plant Operations Manager position (implemented in 2016).

SANITATION

FY 2018-19 Capital Asset Request

TITLE: Replacement of Five (5) Electric Power Actuated Valve Operators
 REQUEST: \$56,000
 ACCOUNT: 7004240 - 47020
 PRIORITY: 1

COST BREAKDOWN	
<u>Capital Outlay</u>	
Three (3) FEB Metering Valves	\$36,000
Two (2) Digester Feed Valves	\$20,000
TOTAL:	\$56,000

Funding is requested to replace Five (5) Electric Power Actuated Valve Operators for Three (3) Flow Equalization Basin ("FEB") Metering Valves and Two (2) Digester Feed Valves. The manufacturer of the plant's existing valves, Auma USA, no longer provides repair parts for the existing automatic actuators valves that the plant is using, as the valves are each over 20 years old. The plant recently experienced a failure of the Digester Feed Actuator and it is currently out of service and in the process of repair with spare parts that was left over from another Actuator.

These Valve Operators are critical to the operation of the FEB Flow and the Anaerobic Digester processes. Disruption to these processes could seriously degrade the Solids Treatment process and how we meter the flow to the Aeration System.

SANITATION

FY 2018-19 Capital Asset Request

TITLE: Replacement of a Laboratory Glassware Washer
 REQUEST: \$8,000
 ACCOUNT: 7004240 47020
 PRIORITY: 2

COST BREAKDOWN	
<u>Capital Outlay</u>	
Laboratory Glassware Washer	\$8,000
TOTAL:	\$8,000

Funding is requested to replace a Laboratory Glassware Washer. Laboratory Glassware Washers are a central piece of Laboratory Equipment. Without clean glassware, analytical tests, measurements and procedures can be delayed or contaminated. The Glassware Washer is used daily in the Laboratory where analytically clean laboratory glassware is required. The current Laboratory Glassware Washer no longer reliably cleans or dries laboratory glassware. The proposed replacement Laboratory Glassware Washer is equivalent to the current model in use.

This unit meets the laboratory's needs, and has the washing and drying specifications that will be robust enough to wash off the chemicals and residues used in the Laboratory.

SANITATION

FY 2018-19 Capital Asset Request

TITLE: Replacement of Two (2) Chlorine Residual Analyzers
 REQUEST: \$16,000
 ACCOUNT: 7004240 44310
 PRIORITY: 3

COST BREAKDOWN	
<u>Capital Outlay</u>	
Two (2) Chlorine Residual Analyzers	\$16,000
TOTAL:	\$16,000

Two (2) Replacement Chlorine Residual Analyzers are needed to replace the existing Chlorine Analyzers that are no longer supported by the manufacturer, ATI, for parts and services as of the end of calendar year 2018. These chlorine analyzers must operate continuously year-round (24 hours a day, 7 days a week, 365 days a year) to ensure zero chlorine enters the Arroyo Simi Creek per the City's NPDES Permit.

SANITATION

FY18-19 Capital Asset Request

TITLE: Replace Two (2) Ammonia Analyzers and One (1) sc 1000 Display Unit
 REQUEST: \$40,000
 ACCOUNT 7004240 47020
 PRIORITY: 4

COST BREAKDOWN	
<u>Capital Outlay</u>	
(2) Ammonia Analyzers	\$30,000
(1) sc 1000 Display Unit	\$10,000
TOTAL:	\$40,000

Funding is requested to purchase two (2) Ammonia Analyzers and one (1) sc 1000 Display Unit for the Biological Nutrient Removal ("BNR") and Primary Effluent system. The analyzers would automatically measure the amount of ammonia at the end of the primaries and BNR systems on a pre-determined periodic schedule (e.g. every 15 minutes), depending on the health of the biological process. In order to meet stringent permit requirements, it is crucial that the BNR system remove all ammonia. Currently, the Sanitation Laboratory staff collects a 24-hour composite sample from Plant Effluent to determine the average ammonia concentration from the previous day. This information is obviously not current and only provides information on the previous day's performance.

The Ammonia Analyzer and Display Unit would enable Operations staff to have real-time information on the performance of the BNR system and be able to adjust the process to ensure the proper amount of air is applied through the blowers, regulatory compliance, and environmental protection of the Arroyo Simi. These analyzers would also eliminate the need for Operations and Laboratory staff to perform grab samples of ammonia when the BNR system drifts outside of normal operating parameters. Through its optimization capabilities, this analyzer offers the opportunity for cost savings with energy reduction for the BNR system. By having reliable data on ammonia removal, Operations staff can have better control and optimize use of the aeration blowers, the largest consumer of energy in the Plant.

SANITATION

FY 2018-19 Capital Asset Request

TITLE: Replace Two (2) Primary Clarifiers Chain and Sprockets
 REQUEST: \$60,000
 ACCOUNT: 7004240 44310
 PRIORITY: 5

COST BREAKDOWN	
<u>Capital Outlay</u>	
Two (2) Primary Clarifiers Chain and Sprockets	\$60,000
TOTAL:	\$60,000

Funding is requested to replace the Fiberglass Reinforced Polymer Chain and Sprockets that are currently in use on Primary Clarifier #1 and #3. The chains and sprockets have reached their useful life which needs to be replaced every ten years. The Primary Clarifiers provide a vital role in the clarifier process just ahead of aeration in the Biological Nutrient Removal ("BNR") system process. The chain and sprockets are the main component for this equipment and moves the collector in order to remove the raw sludge and grease from the system before it travels to the BNR. It is extremely important to remove the raw sludge and send it to the Digesters for further treatment and it is necessary to keep the chain mechanism in good working order to accomplish this very important task.

SANITATION

FY 2018-19 Capital Asset Request

TITLE: Replacement of Four (4) Self Contained Breathing Apparatus (SCBA)
 REQUEST: \$12,000
 ACCOUNT: 7004240 44310
 PRIORITY: 6

COST BREAKDOWN	
<u>Capital Outlay</u>	
Four (2) Self Contained Breathing Apparatus	\$12,000
TOTAL:	\$12,000

Funding is requested to replace Four (4) SCBA units which includes mask and tanks for confined space entry. The current tanks we use for entering confined spaces have reached the end of its useful life. Two (2) tanks expire and will no longer be able to be filled at the end of 2018, and the other two (2) expire at the end of 2019.

In order to interchange equipment such as masks, hoses, regulators, all SCBA must be the same exact equipment.

SANITATION

FY 2018-19 Capital Asset Request

TITLE: Replace Seven Gas Monitoring Detectors & Docking Stations
 REQUEST: \$17,000
 ACCOUNT: 7004240-44310
 PRIORITY: 7

COST BREAKDOWN	
<u>Capital Outlay</u>	
Seven Gas Detectors	\$14,000
Seven Docking Stations	\$3,000
TOTAL:	\$17,000

Funding is requested to replace seven (7) gas detectors used prior to and during confined space entries. These units are used to detect hazardous gases that are toxic, volatile, and combustible before entering and while working in confined spaces.

The current gas monitoring detectors were purchased in 2007 and are at the end of its useful life. Costs to maintain these units have increased significantly over the past year in order to keep these units functional. Rebuilding these units have become more frequent, which leads to questions about its reliability.

SANITATION

FY 2018-19 Reduction Proposal

TITLE: Eliminate Six-Month Funding for One Plant Operator III Position (Vacant)
 TOTAL: \$61,800
 ACCOUNT: 7004240 - Salaries and Benefits
 PRIORITY: 2

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Salaries and Benefits	\$61,800
TOTAL:	\$61,800

One Plant Operator III position is currently vacant in the Sanitation Services Operations Section. In reviewing the Division's Operations, it has been determined that the present staffing level may be sufficient to meet the existing workload temporarily. However, on a long-term basis, it should be noted that a reduction of staff could result in a lower level of service and longer response times to complete operational duties. The workload associated with this position will continue to be monitored.

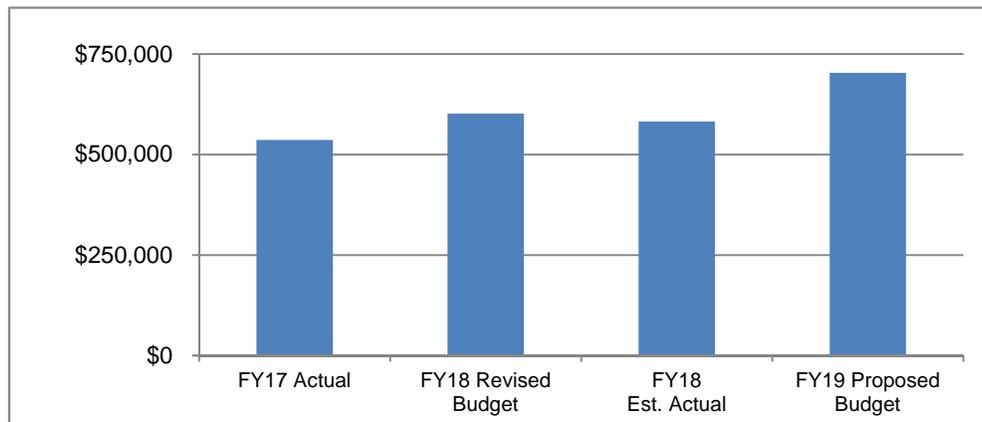
Environmental Compliance - 7004250

OVERVIEW

The Pretreatment Program is designed to protect the City’s sewer system and the multi-million dollar Water Quality Control Plant’s (“WQCP”) assets by controlling and assuring only permissible liquids are discharged into the sewer system. The industry is urged to seek source reduction, waste minimization, pollution prevention and/or recovery, and reuse procedures to meet the limitations set on industrial and process wastewater discharges. The Program must comply with the Federal Environmental Protection Agency (“EPA”) regulations driven by the Clean Water Act. These requirements are reported through and further regulated under the National Pollutant Discharge Elimination System (“NPDES”) permit issued to the City by the State. In addition to the WQCP and sewer assets, the Pretreatment Program also protects City personnel, the environment, and the community by prohibiting toxic and/or hazardous materials discharges to the sewer system.

The Program has commercial and industrial customer permitting and monitoring requirements established by ordinance. In addition, Program staff provides support to the customers directly, emphasizing Pollution Prevention measures and solutions to specific disposal situations. General public education and outreach with the community are also conducted on issues as grease disposal and other types of wastes and where and how different types of waste can be properly disposed.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$536,423	\$602,200	\$582,178	\$703,100



BUDGET ADJUSTMENTS

None

Environmental Compliance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Completed all the sampling and analysis for the 2017 United States Environmental Protection Agency (or, USEPA) Pretreatment Annual Report.
- Participated in numerous educational and outreach events such as the Street Fair, Moorpark College Multicultural Day, Sinaloa Community Service Faire, Simi Valley High School Career Day, and the Living Green Expo, where the Division presented educational question and answering opportunities from the community.
- Performed a survey of all the permitted waste haulers that discharge septic and chemical toilet wastewater to the WQCP to ensure compliance is maintained with Federal, State, and local environmental regulations.
- Provided the WQCP with support to comply with their NPDES permit by assisting with sampling, equipment, and analyses.
- Provided assistance, data, and support with the Sewer System Management Plan and the Pretreatment Monitoring and Reporting Program.
- Completed a review of the Pretreatment Program Legal Authority Review, as part of an 88 page checklist in preparation for the Federal EPA Pretreatment Compliance Audit on May 2, 2017. This Federal audit is conducted every three to five years.
- Participated in the Annual Sinaloa Middle School Career Faire on February 14, 2017. Staff spoke with 8th grade students about a variety of environmental careers.
- Conducted a mass mailing and outreach to the Dental Community informing them of the new Federal EPA Dental Industrial User (DIU) Rule (40 CFR 441). The Rule was

GOALS FOR FY19

- Perform dental facilities inspections and monitoring educating dentists on the new Federal EPA Dental Industrial User requirements.
- Achieve 100% Categorical Industrial User wastewater discharger compliance.
- Perform all the required NPDES annual monitoring and analysis data to complete the Pretreatment Annual Report for 2018.
- Provide support and assistance to the WQCP and provide the necessary sampling and analysis to respond to the Regional Water Quality Control Board (or, RWQCB) changes and requirements.
- Perform industrial and commercial inspections and monitoring of all new and existing wastewater discharge permitted facilities and reduce their wastewater pollutants contribution to the WQCP.

FUND 701: SANITATION CAPITAL FUND

OVERVIEW

Sanitation Capital Fund 701 was created to separately account for sewer connection fees collected in relation to new developments. These fees can only be used for capital upgrade projects which expand the system's capacity to serve new growth.

WORKING CAPITAL BALANCE	\$ 5,000,431	\$ 6,002,232	\$ 6,002,232	\$ 6,137,532
				FY19 Proposed Budget
Revenues	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	
34001 Interest on Investments	\$ 45,666	\$ 15,000	\$ 15,000	\$ 37,500
37449 Sewer Connection Fees	774,926	(200,000)	200,000	200,000
37499 Other Public Works Fees	-	-	-	-
38199 Combined Infrastructure	181,809			
Total Revenues	\$ 1,002,401	\$ (185,000)	\$ 215,000	\$ 237,500
Expenditures				
46100 Reimb to the General Fund	\$ 600	\$ 74,700	\$ 74,700	\$ 352,500
48500 Maintenance Contracts	-	5,000	5,000	-
48600 Construction Contracts	-	95,000	-	-
Total Expenditures	\$ 600	\$ 174,700	\$ 79,700	\$ 352,500
ENDING BALANCE	\$ 6,002,232	\$ 5,642,532	\$ 6,137,532	\$ 6,022,532

FUND 761 & 763: WATERWORKS FUNDS

OVERVIEW

The Waterworks Fund is a distinct fund. It is the Waterworks enterprise, including the revenues derived primarily from service fees and expenses for operations and assets. The cost centers are divided into Administration, Operations, and Utility Billing. The Waterworks Division provides the direct staff that operates the systems to deliver high-quality, reliable, and cost-effective water service to homes and businesses in the service area.

Waterworks Administration manages the water system assets and manages the finances of the enterprise. The operating budget is approximately \$40 million per year and growing, primarily due to the cost of buying imported water from Calleguas Municipal Water District.

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, Calleguas Municipal Water District, producing water at the Tapo Canyon Water Treatment Plant, or for certain customers, providing recycled water. The water supply network includes pumps, reservoirs, pipelines, and controls to operate continuously, and must be absolutely reliable to protect public health.

Utility Billing is handled by the City's Customer Service group, which is responsible for handling many City business transactions, including utility billing for Waterworks District No. 8. Additionally, Customer Service field personnel supports services to water meters, including routine reading, maintenance, and repairs.

WORKING CAPITAL BALANCE \$ 11,227,580 \$ 11,502,463 \$ 11,502,463 \$ 2,906,963

REVENUES LESS EXPENDITURES

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Total Revenues	\$ 37,134,818	\$ 36,702,500	\$ 35,703,900	\$ 38,230,800
Total Expenditures	36,859,935	45,407,585	44,299,400	40,603,300
SURPLUS/(DEFICIT)	\$ 274,883	\$ (8,705,085)	\$ (8,595,500)	\$ (2,372,500)

ENDING BALANCE \$ 11,502,463 \$ 2,797,378 \$ 2,906,963 \$ 534,463

OPERATING EXPENDITURES BY DIVISION

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Administration	\$ 2,991,191	\$ 2,814,532	\$ 2,901,240	\$ 2,870,100
Operations & Maintenance	31,669,041	32,835,480	32,036,144	34,572,000
Utility Billing	752,424	813,570	752,716	880,100
Transfers & Reimbursements	322,800	160,700	160,700	285,500
Vehicle Replacement	34,903	911,521	551,400	476,600
Water Capital Projects	1,089,576	7,871,782	7,897,200	1,519,000 *
TOTAL	\$ 36,859,935	\$ 45,407,585	\$ 44,299,400	\$ 40,603,300

*Details of the Water Capital Projects are listed in the Capital Improvement Program Document

WATERWORKS REVENUES

Revenue Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
34001 Interest on Investments	\$ 103,151	\$ 90,000	\$ 90,000	\$ 224,800	149.8%
34101 Rents & Leases	393,797	500,000	410,000	470,000	-6.0%
36002 State Assistance	63,313	3,000	3,000	3,000	0.0%
36601 Other Grants	44,073	-	-	-	0.0%
37003 Returned Check (NSF)	6,690	5,000	5,000	6,000	20.0%
37401 Engineering Fees	22,113	25,000	38,000	25,000	0.0%
37405 Inspection Services	12,636	2,500	56,000	5,000	100.0%
37410 Services Charges	33,974,222	33,580,000	32,600,000	34,800,000	3.6%
37412 Recycled Water Charge	93,453	85,000	82,000	85,000	0.0%
37452 Sales to Waterworks	1,363,561	1,650,000	1,500,000	1,700,000	3.0%
37453 Water Standby Charge	5,041	5,000	5,000	5,000	0.0%
37454 Sale of Meters	41,536	22,000	28,000	22,000	0.0%
37456 Water Lift Charge	726,168	620,000	770,000	770,000	24.2%
37461 Door Hanger Charge	140,185	95,000	95,000	95,000	0.0%
37499 Other Public Works	143,670	7,000	6,000	7,000	0.0%
38001 Sale of Surplus Property	2,252	3,000	7,900	3,000	0.0%
38003 Miscellaneous	399	-	-	-	0.0%
38004 Damage Recovery	8,234	10,000	8,000	10,000	0.0%
38799 Accounting Change	(9,676)	-	-	-	0.0%
TOTAL	\$ 37,134,818	\$ 36,702,500	\$ 35,703,900	\$ 38,230,800	4.2%

WATERWORKS EXPENDITURES

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
41010 Regular Salaries	\$ 2,752,160	\$ 2,865,300	\$ 2,600,700	\$ 3,270,600	14.1%
41020 Temporary Salaries	8,999	16,000	16,000	16,000	0.0%
41040 Overtime	85,359	76,500	65,500	75,600	-1.2%
41200 Deferred Comp - 401k	14,076	16,600	14,100	25,900	56.0%
41210 Deferred Comp - 457	17,420	19,400	22,900	37,000	90.7%
41300 Vision Care	10,280	11,000	10,600	11,400	3.6%
41350 Disability	9,032	9,400	8,700	14,400	53.2%
41400 Group Insurance/Dental	57,407	70,700	62,300	76,700	8.5%
41415 Flex Benefits	613,922	732,300	664,100	794,900	8.5%
41420 CalPERS Health Admin	2,375	700	400	700	0.0%
41450 Life Insurance	7,014	7,400	7,600	9,300	25.7%
41500 Group Insurance/	39,159	41,500	36,800	41,800	0.7%
41550 Section 125 Admin	87	100	100	100	0.0%
41600 Retirement (PERS)	818,732	731,400	503,800	849,900	16.2%
41620 Retirement (HRA)	3,363	2,400	6,200	16,800	600.0%
41650 Medicare Tax	41,005	54,800	37,000	56,500	3.1%
41660 FICA	1,737	1,000	1,000	1,000	0.0%
41700 Workers' Compensation	253,000	255,400	201,200	171,000	-33.0%
41800 Leave Accrual	85,898	81,000	51,900	116,800	44.2%
41900 Salary Savings	-	-	-	(103,200)	0.0%
41950 Benefits Savings	-	-	(150,000)	-	0.0%
41860 Salary Reimbursements	(2,759)	-	-	-	0.0%
41950 Benefit Savings	-	(150,000)	-	-	-100.0%
42100 Utilities	743,852	770,000	770,000	770,000	0.0%
42150 Communications	28,964	36,800	35,400	31,900	-13.3%
42200 Computer - Non Capital	-	45,300	45,300	18,400	-59.4%
42230 Office Supplies	3,557	11,500	7,200	11,500	0.0%
42235 Furnishings & Equipment	22,794	1,995	-	61,200	2967.7%
42310 Rentals	21,270	2,000	2,000	2,000	0.0%
42410 Uniform/Clothing	10,828	12,500	12,500	13,500	8.0%
42440 Memberships and Dues	12,170	17,100	17,000	17,100	0.0%
42450 Subscriptions and Books	360	1,500	1,400	1,500	0.0%
42520 Meters	313,193	425,100	400,000	425,100	0.0%
42540 Water Purchases	25,511,149	25,900,000	25,900,000	27,200,000	5.0%
42541 Recycled Water	70,343	42,000	59,000	62,000	47.6%
42550 Small Tools/Equip	12,992	16,500	18,000	18,500	12.1%
42560 Operating Supplies	46,418	331,177	257,600	156,500	-52.7%
42720 Travel	7,891	10,400	10,400	19,100	83.7%
42730 Training	8,560	18,500	18,900	19,100	3.2%
42790 Mileage	98	500	500	500	0.0%
43110 Gen Liability/Property Claims	48,053	-	-	-	0.0%
44010 Professional/Special Services	402,172	429,259	488,800	433,000	0.9%
44012 Outside Legal	33	2,500	2,500	2,500	0.0%
44310 Maintenance of Equip	284,867	344,269	290,000	338,700	-1.6%
44410 Maintenance Buildings	7,028	15,000	15,000	15,000	0.0%
44490 Other Contract Services	359,879	548,082	538,900	752,100	37.2%
44491 FIS Operations	32,600	32,600	32,600	32,600	0.0%
44492 GIS Operations	40,500	25,500	25,500	-	-100.0%
44590 Other Insurance	184,700	202,600	202,600	204,600	1.0%

WATERWORKS EXPENDITURES (continued)

Expenditure Type	FY17 Actual	FY18 Revised Budget	FY18 Estimated Actual	FY19 Proposed Budget	% Budget Change
44840 Bad Debt Expense	\$ (2,066)	\$ -	\$ -	\$ -	0.0%
46100 Reimb to General Fund	2,251,300	2,394,400	2,394,400	2,429,200	1.5%
46600 Reimb to Streets	120,000	180,000	180,000	60,000	-66.7%
46655 Reimb to Public Fac Imprv	-	-	-	45,000	0.0%
47010 Land	-	110,121	-	-	-100.0%
47020 Furnishings & Equip	183,924	105,000	105,000	-	-100.0%
47030 Vehicles	19,604	500,000	250,000	280,000	-44.0%
48500 Maintenance Contracts	347,747	792,794	792,800	854,000	7.7%
48600 Const. Contracts: CIP	744,090	7,078,988	7,104,500	665,000	-90.6%
49297 Transfer to Retiree Benefits	35,100	37,900	37,900	31,300	-17.4%
49648 Transfer to CERF	79,400	67,500	67,500	67,500	0.0%
49656 Transfer to FIS Capital	55,300	55,300	55,300	81,700	47.7%
49665 Transfer to Phone Project	33,000	-	-	-	0.0%
TOTAL	\$ 36,859,936	\$ 45,407,585	\$ 44,299,400	\$ 40,603,300	-10.6%

Administration - 7614605

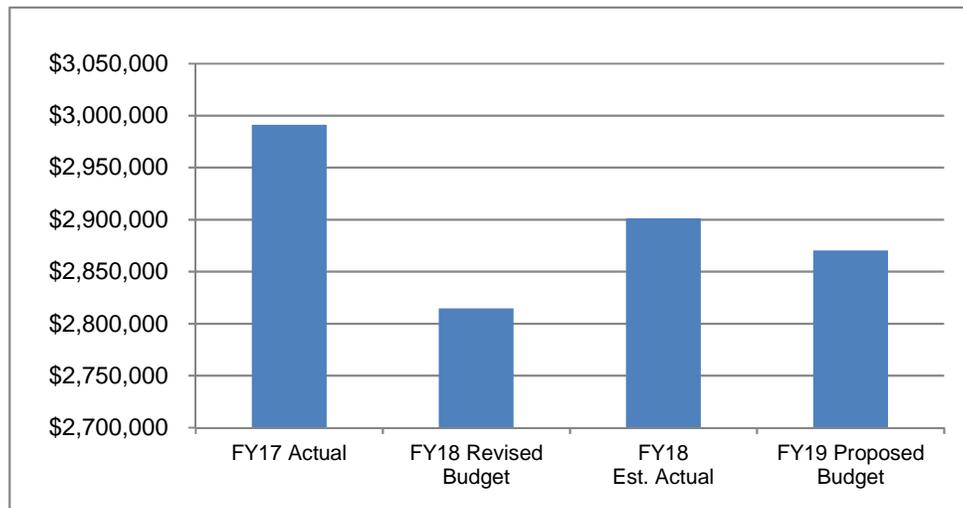
OVERVIEW

Waterworks Administration manages the water system assets and manages the finances of the enterprise. The operating budget is approximately \$40 million per year and growing, with the cost of buying imported water from Calleguas Municipal Water District representing 70% of the budget.

A dedicated Engineering Section assesses the infrastructure and implements needed repairs, maintenance, and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. The proposed budget and five-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the waterworks system is capable of sustained, reliable, continuous operation in service to the community.

The Waterworks Administration will continue to plan and assess the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 2,991,191	\$ 2,814,532	\$ 2,901,240	\$ 2,870,100



BUDGET ADJUSTMENTS

None

Administration (continued)**KEY ACCOMPLISHMENTS IN FY18**

- Worked with Calleguas Municipal Water District and other local agencies to develop alternative, local water resources, and local water resource infrastructure (such as the Salinity Management Pipeline) to increase local production and decrease imported water dependence.
- Studied the feasibility of utilizing the Simi Valley Groundwater Basin as a local water resource by analyzing extraction, treatment, and distribution alternatives.
- Added The Point at Simi Valley Business Center as a recycled water customer.
- Revised the Operations Plan for the Tapo Canyon Water Treatment Plant and achieved regulatory approval from the California Division of Drinking Water permitting the full-time operation of the Plant.
- Purchased and installed Water Storage Mixing devices in four tanks.
- Constructed the Stearns Yard Storage Building.

GOALS FOR FY19

- Increase the pilot fixed-based meter reading program by installing additional signal receivers.
- Develop the concept of utilizing the Simi Valley Groundwater Basin as a local water resource by studying and documenting potential environmental impacts and further develop the project.
- Improve the Operations data and control system infrastructure.
- Locate, construct, and begin operating a new well to support the ongoing water system supplementation from the Tapo Canyon Water Treatment Plant.
- Construct the Crown Hill Water Tank to improve water storage in the Knolls Zone.
- Work with Calleguas Municipal Water District to maintain reliable imported water service at a reasonable price.
- Expand Water Use Efficiency Rebate Program participation by customers.
- Investigate options for recycled water use that are cost effective and provide value for the commodity.
- Review the financial responsibilities of the Waterworks District to verify the nexus between customers' payments and the District's expenses.

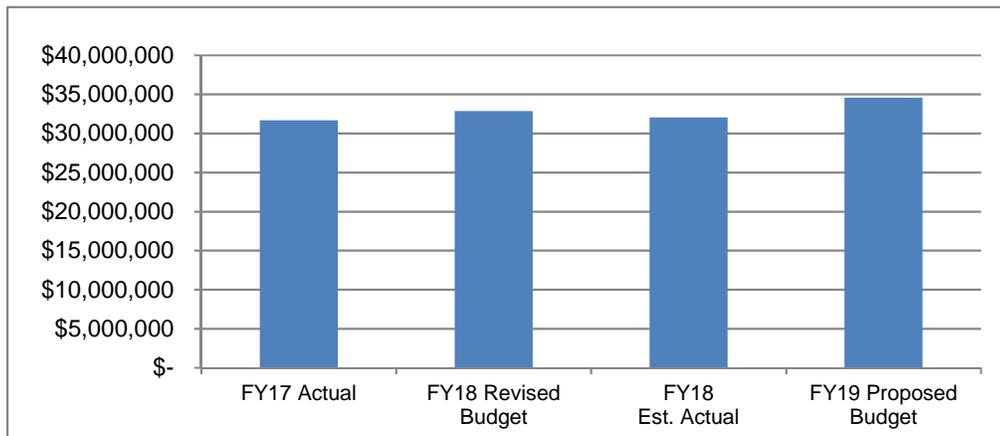
Operations & Maintenance - 7614640

OVERVIEW

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, Calleguas Municipal Water District, producing water at the Tapo Canyon Water Treatment Plant, or for certain customers, providing recycled water. The water supply network includes pumps, reservoirs, pipelines, and controls that operate continuously and must be absolutely reliable to protect public health. The Environmental Compliance Section supports Operations through programs, including public information and outreach, school education, residential/commercial inspections, and water use efficiency retrofits and incentives.

In order to achieve and maintain reliability, the system must be continuously monitored, maintained, and when needed, components repaired or replaced. The work is performed as the system demands it, mostly during working hours. However, the crews are prepared to respond (and have responded) when there is a need at any time of the day, week, month, or year.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$ 31,669,041	\$32,835,480	\$32,036,144	\$34,572,000



BUDGET ADJUSTMENTS

Freeze one Principal Engineer Position (vacant) for six months	\$ (103,200)
Funding for Motor Control Center & Pump Replacement	\$ 36,000
Pipeline Locators	\$ 7,500
Addition of a Utilities System Manager (Funded 1/2 Sanitation & 1/2 Water)	\$ 71,000
Fixed Base Meter Reading Network	\$ 52,900
Utility Management Software	\$ 160,000

Operations & Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY18

- Improved customer water metering to provide better data for the customer's use and improve system efficiency.
- Installed 30 replacement water valves to improve certainty of their operation when needed.
- Obtained approval of \$100K of wholesaler grant funding for the City Landscape Turf Removal and Spray-to-Drip Conversion Projects.
- Created Simi Valley H2O social media water use efficiency campaigns, including the "2016 Splash Summer Olympic Games", and the "Spring 2017 Civic Center Water-Wise Landscape Transformation," and hosted Water-Wise Workshops.
- Purchased two generators to improve operational reliability and emergency preparedness.
- Obtained approval of \$75K of wholesaler grant funding for the City Landscape Turf Removal and Spray-to-Drip Conversion Projects.
- Improved water conservation education through the City's website and social media, local newspaper ads, radio interviews, presentations to civic groups, and public outreach events.
- Participated in the Street Fair/City Expo, Chamber of Commerce Living Green Expo, Library Children's Event, and the Park District's Eat, Learn & Play Event.
- Hosted in partnership with Golden State Water, new Residential Turf Removal

GOALS FOR FY19

- Continue with the installation of the Automated Meter Reading and Information System and explore integration with the Utility Billing function.
- Support attaining compliance with the State-mandated reduction in water consumption.
- Provide continuous, reliable, efficient, and safe services to Waterworks customers.
- Integrate the recycled water services into operation and provide for continuous services during recycled water outages.
- Install more high efficiency irrigation sprinklers in City landscape areas.

WATERWORKS

FY18-19 Reduction Proposal

TITLE: Freeze One Principal Engineer (Vacant) for Six Months
 TOTAL \$103,200
 ACCOUNT 7614640-Salaries & Benefits
 PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$103,200
TOTAL:	\$103,200

The Public Works Department is offering to freeze one Principal Engineer (vacant) for six months through December 31, 2018, towards achieving Citywide personnel cost reductions.

WATERWORKS

FY18-19 Capital Asset Request

TITLE: Funding for Motor Control Center and Pump Replacement
 REQUEST: \$36,000
 ACCOUNT 7614640 44490
 PRIORITY: 1

COST BREAKDOWN	
<u>Motor Control Center (MCC)</u>	
One MCC	\$30,000
Labor	\$6,000
TOTAL:	\$36,000

The Public Works Waterworks Division requests the replacement and upgrade of a Motor Control Center ("MCC") and pump at the Mine Road Pump Station. The existing MCC and pump were installed in 1991. The current unit is in need of replacement, as it does not meet the current electrical codes. The components have also surpassed its useful life and are in need of replacement. The unit is the primary electrical center for the Mine Pump Station, which services the Tapo Canyon area.

A new MCC will be able to operate all the pumps in the system, and will be supplied with a generator emergency connector. The unit will meet the current standards for electrical safety and efficiency. The pump replacement will provide an energy efficient and reliable system. The replacement cost for an MCC and pump are estimated at \$36,000 for purchase and installation.

WATERWORKS

FY18-19 Capital Asset Request

TITLE: Pipeline Locators
 REQUEST: \$7,500
 ACCOUNT 7614640 44490
 PRIORITY: 2

COST BREAKDOWN			
<u>Capital Outlay</u>			
Pipeline Locators	2 @ \$3,750	\$	7,500
TOTAL:		\$	7,500

The Department of Public Works' Waterworks Division requests funding for the replacement of three underground pipeline locators. The existing locator devices are 8 years old and have been out of production for the past two years. They have the capability to locate underground pipelines and buried fittings. The old equipment has been repaired and serviced routinely however, due to the age of the existing equipment and technology changes within the equipment itself, it is more economical to replace the old equipment with new equipment rather than continue to make repairs.

WATERWORKS

FY18-19 Policy Item Proposal

TITLE: One (1) Utilities System Manager \$142,000 (New Classification Water 1/2 and San 1/2)
 REQUEST: \$71,000 (Waterworks Funding)
 ACCOUNT: 7614640 1/2 Salaries and Benefits
 PRIORITY: 3

COST BREAKDOWN	
Personnel	
Add One (1) Utilities System Manager - New Classification	
1/2 Funding - Water	
Salary and Benefits	\$71,000

Modify the existing Sanitation Systems Coordinator position and changing the title to Utility Systems Manager. Sanitation and Waterworks each have a position related to the various computer systems used by each Division, including but not limited to, SCADA, CMMS, GIS, inventory management, waste discharge requirements, NPDES, electrical/mechanical systems, and more. Staff, along with our efficiency consultant, has reviewed the scope of work for each position and determined that it would be beneficial and more efficient to combine the two into one position that would manage both systems. The proposed position, Utility Systems Manager (preliminary title), would report to the Assistant Public Works Director but would work directly with the Deputy Directors for Waterworks and Sanitation.

In conjunction with this change, the existing Waterworks Systems Supervisor job description will be modified and re-titled to Waterworks Customer Service Supervisor (no fiscal impact). Also, the existing GIS Coordinator position will be re-titled to GIS Manager (no fiscal impact), as adopted by the City Council.

WATERWORKS

FY18-19 Policy Item Proposal

TITLE: Fixed Base Meter Reading Network
 REQUEST: \$52,900
 ACCOUNT 7614640 44490
 PRIORITY: 4

COST BREAKDOWN

Capital Outlay

	6 @ \$8,515	\$	51,100
Fixed Base Meter Reading Collectors			
Materials	6 @ \$300	\$	1,800
TOTAL:		\$	52,900

The Department of Public Works' Waterworks Division requests funding to expand the Advanced Metering Infrastructure (or "AMI", an automated, radio based, meter data collection and data storage system) project. A Pilot AMI project was implemented (funded in the FY 2014-15 budget). The system has been expanded in subsequent budget request and now consist of eleven AMI fixed-base data collectors. The collectors are reading data from over 17,000 existing District water meters and is currently being interfaced to the Munis billing and Neptune reading systems.

The current request would fund installing six additional data collectors in FY 2018-19 on District facilities (tank and pump sites, or other public facilities) at a cost of \$8,815 per collector, installed for a total of \$52,890. The current meter technology installed within the District service area provides for manual, radio drive-by, or fixed-based collector meter reading capability options. Thus, no additional funds are needed for the modern meters within the service area to convert to the fixed-based AMI system.

The project is estimated to be 23 fixed-based collectors. This would be ultimately needed within the service area to collect data from about 98% of the meters. Some homes in remote canyon areas may not be practical to access by radio based data collectors however, as installation of the data collectors proceeds, this could be more closely assessed. Purchase of the infrastructure software, hardware, support and hosting services for the project over 5 years is estimated at \$300,000, based upon the proposed plan for the collector units to be installed by District staff.

The value of an AMI system is water use data which is helpful to the District and potentially even more helpful to the customer. The additional data is helpful in determining time-of-use at a location, which can help resolve customer service issues, and identify water leaks on the customer's side. Typical transactions, such as a move-in or move-out would be aided by the ability to instantly read a meter upon demand at any time. Usage history would provide detailed data that could help customers identify opportunities to better conserve water. This data from the AMI is anticipated to interface with the Tyler-Munis ERP system and improve efficiency and automation in water billing.

WATERWORKS

FY18-19 Policy Item Proposal

TITLE: Utility Management Software
 REQUEST: \$120,000
 ACCOUNT 7614640 44490
 PRIORITY: 5

COST BREAKDOWN	
<u>Utility Management Software</u>	
Software and Development	\$120,000
Annual Recurring Cost	\$40,000
TOTAL:	\$160,000

The City utilities needs to develop an integrated, functional Enterprise Utility Management Software that connects our currently disconnected information systems, leveraging Esri's industry standard utility data model. This integration will allow the City to manage work, respond to events effectively, reduce water loss, optimize resources, prepare for a future with more accurate and accessible information to better serve customers. The ability to digitally manage the City's productivity will support meeting regulatory compliance requirements more efficiently, address the need for accountability, transparency, and defensibility with Utility Operations, Maintenance, and Planning. The City can deploy the GIS-based CMMS system to field users, as well as administrative staff to effectively respond to events, dispatch work in real-time, track, trend, monitor, measure, and report-on work or events which occur in the field.

This system would provide a platform for Asset and Operational Management. It will provide real-time mobile work management and intelligence for water pipes, water quality, hydrants, valves, customer meters, backflows, pumps, tanks, sewer gravity mains, force mains, manholes, lift stations, and wet wells. It can extend to include Public Works assets like streets, signs, and street lights, as well as hydraulic modeling and fire flows.

The first year cost will include GIS mapping support, data migrations, form and work order creation, and training. The cost would unify the City's following key information systems and functions such as the Tyler Munis Enterprise Resource Planning (or, ERP), Water Billing Service requests, DigAlert Under Ground notification system, Infor Hansen Asset Management system, and seamlessly tie into Neptune's real-time Advanced Metering Infrastructure (or, AMI) data and functionality, using one easy to use software system for everyone to work within and benefit from.

This Utility Management Software will provide field access to maps of the water distribution and sewer collection systems that will assist field staff with accurately locating the City's underground infrastructure. It will provide a method to capture, update, and access infrastructure data such as locations of water lines, maintenance records, damage reports, repairs, and capital improvements. City staff will have field access to water meter data collected by the Neptune AMI system to enhance customer service, leak detection, and troubleshooting. Another benefit will be improved organizational communication and documentation via real-time two-way communication between all users from field staff through a smart device, to management staff through a desktop application. Enhanced efficiency and coordination will be realized because real-time work order tracking and dissemination will occur. This system will enhance communications and tracking for emergency response and disaster recovery can be realized.

The cost for this software system and integration to multiple software systems is estimated at \$120,000 which included first year licensing cost. Annual recurring cost includes the maintenance of all systems, updates, and licensing cost. The system can be hosted locally or in the cloud at no additional cost. Therefore, staff is requesting \$120,000 for its first year cost and \$40,000 in annual recurring maintenance costs.

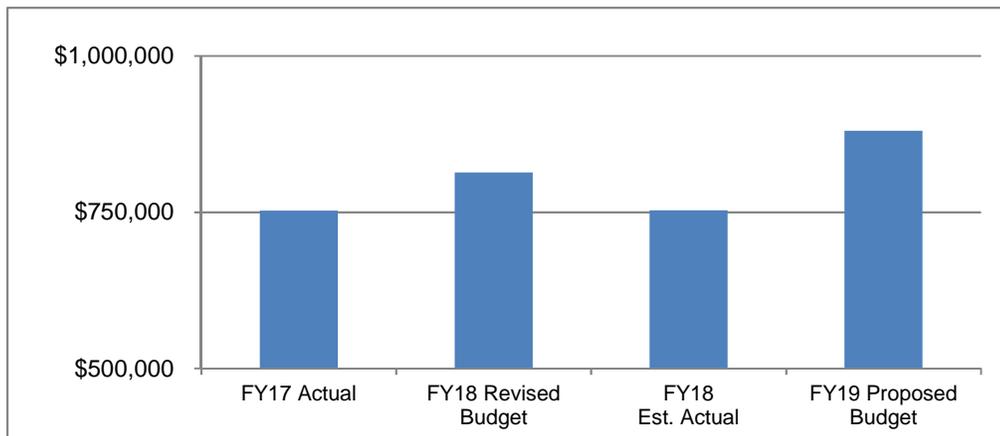
Utility Billing - 7614645

OVERVIEW

Customer Services is responsible for processing utility bills, including water bills for Waterworks District No. 8, and sanitation bills.

The staff of Customer Services provides the essential link between the water customer and the continuous operation of the Waterworks District. They provide person-to-person contact on water issues that may be linked to a water bill, with an emphasis on providing the customer a thorough and meaningful response to inquiries.

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Expenditures	\$752,424	\$813,570	\$752,716	\$880,100



BUDGET ADJUSTMENTS

None

Utility Billing (continued)**KEY ACCOMPLISHMENTS IN FY18**

- Processed 135,498 utility and sanitation bills within three days of receipt of the meter read data from the Department of Public Works, and processed approximately \$33.8 million in incoming payments within one business day of receipt of payment.
- Processed 2,118 meter upgrades for Waterworks District No. 8.
- Maintained the goal of exceeding 18% of utility bill customers “going green” by subscribing to Waterworks District’s paperless/payments bill payment options.

GOALS FOR FY19

- Process all utility bills within three working days of receipt of billing data from the Department of Public Works.
- Complete implementation and go-live on a replacement Utility Billing system, which is one part of a Citywide ERP upgrade.
- Encourage utility billing customers to go green by subscribing to Waterworks District’s paperless/payments bill payment options.
- Process all utility billing customer payments within two working days of receipt of payment.
- Prepare the Public Water System statistics report for calendar year 2019.

FUND 762 - WATERWORKS CAPITAL FUND

OVERVIEW

Waterworks Capital Fund 762 was created to separately account for water connection fees collected in relation to new developments. These fees can only be used for capital upgrade projects which will expand the system's capacity to serve new growth.

WORKING CAPITAL BALANCE \$ (1,436,870) \$ (2,277,692) \$ (2,277,692) \$ (5,595,838)

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Proposed Budget
Revenues				
34001 Interest on Investments	\$ (3,511)	\$ 2,000	\$ 2,000	\$ 5,000
37479 Capital Improvement Charges	297,917	120,000	265,000	120,000
Total Revenues	\$ 294,406	\$ 122,000	\$ 267,000	\$ 125,000
Expenditures				
46100 Reimb to the General Fund	329,300	103,900	103,900	280,900
48500 Maintenance Contracts	26,900	-	-	-
48600 Construction Contracts	779,028	3,318,682	3,481,246	655,000
Total Expenditures	\$ 1,135,228	\$ 3,422,582	\$ 3,585,146	\$ 935,900

ENDING BALANCE \$ (2,277,692) \$ (5,578,274) \$ (5,595,838) \$ (6,406,738)

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CITY OF SIMI VALLEY

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
as of 5/29/2017

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley's website at www.simivalley.org

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Accounting Assistant I	02-Oct-17	\$3,059.33 - \$3,898.27	\$36,712.00 - \$46,779.20
Accounting Assistant II	02-Oct-17	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Accounting Projects Analyst	09-Jan-17	\$6,177.95 - \$7,920.92	\$74,135.36 - \$95,051.06
Accounting Specialist	09-Jan-17	\$4,972.35 - \$6,353.62	\$59,668.18 - \$76,243.44
Accounting Supervisor	09-Jan-17	\$6,885.43 - \$8,840.63	\$82,625.14 - \$106,087.54
Accounting Technician I	02-Oct-17	\$3,329.73 - \$4,248.40	\$39,956.80 - \$50,980.80
Accounting Technician II	02-Oct-17	\$3,698.93 - \$4,719.87	\$44,387.20 - \$56,638.40
Administrative Assistant	02-Oct-17	\$4,459.56 - \$5,687.09	\$53,514.76 - \$68,245.06
Administrative Intern (Temp)	20-Jun-11	\$3,698.93 - \$4,719.87	\$44,387.20 - \$56,638.40
Administrative Officer	09-Jan-17	\$7,556.62 - \$9,713.17	\$90,679.42 - \$116,558.00
Administrative Services Director	02-Oct-17	\$11,336.95 - \$14,737.95	\$136,043.44 - \$176,855.38
Administrative Technician	27-Jun-16	\$4,078.53 - \$5,206.93	\$48,942.40 - \$62,483.20
Assistant City Attorney	09-Jan-17	\$9,931.83 - \$12,801.01	\$119,181.92 - \$153,612.16
Assistant City Clerk	09-Jan-17	\$6,331.95 - \$8,231.56	\$75,983.44 - \$98,778.68
Assistant City Manager	09-Jan-17	\$11,905.44 - \$15,477.11	\$142,865.32 - \$185,725.28
Assistant Community Services Manager	02-Oct-17	\$5,116.91 - \$6,541.60	\$61,402.90 - \$78,499.20
Assistant Engineer	09-Jan-17	\$6,310.50 - \$8,093.28	\$75,726.04 - \$97,119.36
Assistant Planner	09-Jan-17	\$5,429.43 - \$6,947.87	\$65,153.14 - \$83,374.46
Assistant Public Works Director	09-Jan-17	\$10,882.73 - \$14,037.12	\$130,592.80 - \$168,445.42
Assistant to the City Manager	09-Jan-17	\$8,668.34 - \$11,158.46	\$104,020.02 - \$133,901.56
Assistant Waterworks Services Manager	09-Jan-17	\$7,175.16 - \$9,217.37	\$86,101.86 - \$110,608.42
Associate Engineer	09-Jan-17	\$6,905.12 - \$8,866.28	\$82,861.48 - \$106,395.38
Associate Planner	09-Jan-17	\$6,188.17 - \$7,934.16	\$74,258.08 - \$95,209.92
Budget Officer	09-Jan-17	\$7,852.89 - \$10,098.38	\$94,234.66 - \$121,180.54
Building Inspector I	27-Jun-16	\$4,329.87 - \$5,522.40	\$51,958.40 - \$66,268.80
Building Inspector II	27-Jun-16	\$4,764.93 - \$6,075.33	\$57,179.20 - \$72,904.00
Building Maintenance Technician	27-Jun-16	\$3,518.67 - \$4,492.80	\$42,224.00 - \$53,913.60
Chief of Police	09-Jan-17	\$15,348.45 - \$19,952.94	\$184,181.40 - \$239,435.30
City Attorney	09-Jan-17	\$15,672.52 - \$20,374.10	\$188,070.22 - \$244,489.18
City Engineer	09-Jan-17	\$9,916.25 - \$12,780.84	\$118,994.98 - \$153,370.10
City Manager	09-Jan-17	\$15,760.42 - \$20,488.54	\$189,125.04 - \$245,862.50
Code Compliance Manager	02-Oct-17	\$7,188.18 - \$9,206.56	\$86,258.12 - \$110,478.68
Code Compliance Officer	02-Oct-17	\$5,048.31 - \$6,452.46	\$60,579.74 - \$77,429.56
Code Enforcement Supervisor	09-Jan-17	\$6,555.55 - \$8,411.93	\$78,666.64 - \$100,943.18
Code Enforcement Technician	27-Jun-16	\$3,742.27 - \$4,780.53	\$44,907.20 - \$57,366.40
Communication Systems Coordinator	09-Jan-17	\$6,965.68 - \$8,945.06	\$83,588.18 - \$107,340.74
Communications Manager	09-Jan-17	\$7,000.18 - \$8,989.85	\$84,002.10 - \$107,878.16
Community Services Aide	02-Oct-17	\$2,908.53 - \$3,714.53	\$34,902.40 - \$44,574.40
Community Services Aide (Temps)	02-Oct-17	\$2,908.53 - \$3,714.53	\$34,902.40 - \$44,574.40
Community Services Coordinator	02-Oct-17	\$5,778.76 - \$7,402.03	\$69,345.12 - \$88,824.32
Community Services Director	02-Oct-17	\$11,095.39 - \$14,424.02	\$133,144.70 - \$173,088.24
Community Services Manager	02-Oct-17	\$6,895.07 - \$8,853.22	\$82,740.84 - \$106,238.60
Community Services Technician	02-Oct-17	\$3,702.40 - \$4,725.07	\$44,428.80 - \$56,700.80
Contract Compliance Specialist	02-Oct-17	\$4,643.60 - \$5,924.53	\$55,723.20 - \$71,094.40
Council Member (incl. Mayor/Mayor Pro-tem)	20-Jun-11	- \$1,202.76	- \$14,433.12
Counter Services Technician I	02-Oct-17	\$4,069.87 - \$5,191.33	\$48,838.40 - \$62,296.00
Counter Services Technician II	02-Oct-17	\$4,477.20 - \$5,711.33	\$53,726.40 - \$68,536.00
Counter Technician	09-Jan-17	\$4,496.27 - \$5,735.60	\$53,955.20 - \$68,827.20
Court Liaison	09-Jan-17	\$4,142.67 - \$5,286.67	\$49,712.00 - \$63,440.00
Crime Analysis and Prevention Manager	02-Oct-17	\$6,972.55 - \$8,948.42	\$83,670.60 - \$107,381.04
Crime Analyst	09-Jan-17	\$5,595.09 - \$7,163.30	\$67,141.10 - \$85,959.64
Crime Analyst Technician	27-Jun-16	\$4,307.33 - \$5,510.27	\$51,688.00 - \$66,123.20
Crime Scene Investigator I	27-Jun-16	\$4,475.47 - \$5,713.07	\$53,705.60 - \$68,556.80
Crime Scene Investigator II	27-Jun-16	\$4,926.13 - \$6,286.80	\$59,113.60 - \$75,441.60

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Crime Scene Investigator Trainee	27-Jun-16	\$3,515.20 - \$4,480.67	\$42,182.40 - \$53,768.00
Crossing Guard (Temps)	29-Dec-14	\$1,878.93 - \$2,275.87	\$22,547.20 - \$27,310.40
Cultural Arts Center Technical Coordinator	09-Jan-17	\$4,879.16 - \$6,235.99	\$58,549.92 - \$74,831.90
Custodian	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Custodian (Temps)	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Customer Service Representative	27-Jun-16	\$3,277.73 - \$4,184.27	\$39,332.80 - \$50,211.20
Customer Services Manager	09-Jan-17	\$7,000.18 - \$8,989.85	\$84,002.10 - \$107,878.16
Customer Services Supervisor	02-Oct-17	\$5,636.25 - \$7,242.58	\$67,635.00 - \$86,910.96
Deputy Administrative Services Director (Fiscal Services)	02-Oct-17	\$8,946.88 - \$11,520.56	\$107,362.58 - \$138,246.68
Deputy Administrative Services Director (Information Services)	02-Oct-17	\$9,988.05 - \$12,874.03	\$119,856.62 - \$154,488.36
Deputy Administrative Services Director (Support Services)	02-Oct-17	\$8,204.00 - \$10,554.90	\$98,447.96 - \$126,658.74
Deputy Building Official	09-Jan-17	\$7,473.44 - \$9,605.05	\$89,681.72 - \$115,260.60
Deputy Building Official/Plan Check	09-Jan-17	\$8,217.56 - \$10,572.42	\$98,610.28 - \$126,869.08
Deputy City Attorney	09-Jan-17	\$8,205.82 - \$10,667.54	\$98,469.80 - \$128,010.48
Deputy City Manager	09-Jan-17	\$10,253.64 - \$13,219.31	\$123,043.70 - \$158,631.72
Deputy Community Services Director	02-Oct-17	\$8,917.24 - \$11,482.10	\$107,006.90 - \$137,785.18
Deputy Director/City Clerk	09-Jan-17	\$6,908.03 - \$8,870.10	\$82,896.32 - \$106,441.14
Deputy Director/Economic Development	09-Jan-17	\$9,501.31 - \$12,241.36	\$114,015.72 - \$146,896.36
Deputy Director/Housing & Special Projects	09-Jan-17	\$8,917.24 - \$11,482.10	\$107,006.90 - \$137,785.18
Deputy Director/Traffic Engineer	09-Jan-17	\$9,916.25 - \$12,780.84	\$118,994.98 - \$153,370.10
Deputy Director Police Critical Support & Logistics	02-Oct-17	\$9,115.73 - \$11,740.13	\$109,388.76 - \$140,881.52
Deputy Environmental Services Director (Building Official)	02-Oct-17	\$9,105.42 - \$11,726.61	\$109,265.00 - \$140,719.28
Deputy Environmental Services Director (City Planner)	02-Oct-17	\$9,263.02 - \$11,931.60	\$111,156.24 - \$143,179.14
Deputy Human Resources Director	02-Oct-17	\$9,723.46 - \$12,530.12	\$116,681.50 - \$150,361.38
Deputy Police Chief	26-Dec-16	\$11,763.96 - \$15,169.96	\$141,167.52 - \$182,039.52
Deputy Public Works Director (Administration)	02-Oct-17	\$9,115.73 - \$11,740.13	\$109,388.76 - \$140,881.52
Deputy Public Works Director (Development Services)	02-Oct-17	\$9,042.69 - \$11,645.16	\$108,512.30 - \$139,741.94
Deputy Public Works Director (Environmental Compliance)	02-Oct-17	\$8,994.12 - \$11,582.00	\$107,929.38 - \$138,984.04
Deputy Public Works Director (Maintenance Services Engineer)	02-Oct-17	\$9,042.69 - \$11,645.16	\$108,512.30 - \$139,741.94
Deputy Public Works Director (Maintenance Services)	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Deputy Public Works Director (Sanitation Services)	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Deputy Public Works Director (Waterworks Services)	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Dispatch Shift Leader	02-Oct-17	\$5,073.47 - \$6,472.27	\$60,881.60 - \$77,667.20
Electrical Inspector	27-Jun-16	\$5,000.67 - \$6,378.67	\$60,008.00 - \$76,544.00
Emergency Services Coordinator	09-Jan-17	\$6,048.90 - \$7,753.24	\$72,586.80 - \$93,038.92
Emergency Services Manager	09-Jan-17	\$6,965.68 - \$8,945.06	\$83,588.18 - \$107,340.74
Engineering Aide	27-Jun-16	\$3,718.00 - \$4,742.40	\$44,616.00 - \$56,908.80
Engineering Technician	27-Jun-16	\$4,643.60 - \$5,924.53	\$55,723.20 - \$71,094.40
Enterprise Systems Analyst	09-Jan-17	\$8,051.92 - \$10,357.10	\$96,623.02 - \$124,285.20
Environmental Compliance Inspector	27-Jun-16	\$4,764.93 - \$6,075.33	\$57,179.20 - \$72,904.00
Environmental Compliance Program Analyst	09-Jan-17	\$5,816.79 - \$7,451.43	\$69,801.42 - \$89,417.12
Environmental Compliance Program Coordinator	09-Jan-17	\$6,555.55 - \$8,411.93	\$78,666.64 - \$100,943.18
Environmental Services Director	02-Oct-17	\$11,092.62 - \$14,420.25	\$133,111.42 - \$173,043.00
Executive Assistant	09-Jan-17	\$5,771.26 - \$7,392.28	\$69,255.16 - \$88,707.32
Field Laboratory Technician	27-Jun-16	\$3,773.47 - \$4,815.20	\$45,281.60 - \$57,782.40
Fiscal Services Supervisor	02-Oct-17	\$4,972.35 - \$6,353.62	\$59,668.20 - \$76,243.44
Geographic Information System Technician	27-Jun-16	\$5,633.33 - \$7,181.20	\$67,600.00 - \$86,174.40
GIS Coordinator	09-Jan-17	\$7,757.95 - \$9,969.46	\$93,095.34 - \$119,633.54
Graphics Media Coordinator	09-Jan-17	\$4,944.68 - \$6,317.68	\$59,336.16 - \$75,812.10
Graphics/Support Services Technician	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Heavy Equipment Operator	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Home Rehabilitation Coordinator	09-Jan-17	\$5,796.66 - \$7,425.28	\$69,559.88 - \$89,103.30
Human Resources Analyst	09-Jan-17	\$6,194.85 - \$7,942.98	\$74,338.16 - \$95,315.74
Human Resources Technician	27-Jun-16	\$3,359.20 - \$4,295.20	\$40,310.40 - \$51,542.40

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Industrial Painter	27-Jun-16	\$4,265.73 - \$5,447.87	\$51,188.80 - \$65,374.40
Information Services Analyst I	09-Jan-17	\$6,209.23 - \$7,961.76	\$74,510.80 - \$95,541.16
Information Services Analyst II	09-Jan-17	\$6,745.92 - \$8,659.17	\$80,951.00 - \$103,910.04
Instrumentation Technician	27-Jun-16	\$5,156.67 - \$6,581.47	\$61,880.00 - \$78,977.60
Inventory Support Specialist	02-Oct-17	\$3,113.07 - \$3,978.00	\$37,356.80 - \$47,736.00
Inventory Support Specialist (Y-Rated)	02-Oct-17	\$4,976.40 - \$4,976.40	\$59,716.80 - \$59,716.80
Laboratory Chemist	09-Jan-17	\$6,521.21 - \$8,367.17	\$78,254.54 - \$100,406.02
Laboratory Supervisor	09-Jan-17	\$7,168.24 - \$9,208.31	\$86,018.92 - \$110,499.74
Laboratory Technician	27-Jun-16	\$4,602.00 - \$5,874.27	\$55,224.00 - \$70,491.20
Landscape Architect	09-Jan-17	\$7,699.94 - \$9,899.59	\$92,399.32 - \$118,795.04
Lead Crossing Guard (Temps)	29-Dec-14	\$2,152.80 - \$2,613.87	\$25,833.60 - \$31,366.40
Legal Administrative Assistant	02-Oct-17	\$4,662.02 - \$5,950.30	\$55,944.20 - \$71,403.54
Legal Technician	27-Jun-16	\$3,362.67 - \$4,291.73	\$40,352.00 - \$51,500.80
Maintenance Superintendent	09-Jan-17	\$7,094.90 - \$9,113.04	\$85,138.82 - \$109,356.52
Maintenance Supervisor	09-Jan-17	\$5,749.19 - \$7,363.50	\$68,990.22 - \$88,362.04
Maintenance Worker I	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Maintenance Worker I (Temps)	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Maintenance Worker II	27-Jun-16	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Maintenance Worker II (Temps)	27-Jun-16	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Maintenance Worker III	27-Jun-16	\$3,702.40 - \$4,725.07	\$44,428.80 - \$56,700.80
Management Analyst	09-Jan-17	\$6,048.90 - \$7,753.24	\$72,586.80 - \$93,038.92
Management Assistant	02-Oct-17	\$4,731.33 - \$6,040.34	\$56,775.94 - \$72,484.10
Mechanic I	27-Jun-16	\$3,527.33 - \$4,504.93	\$42,328.00 - \$54,059.20
Mechanic II	27-Jun-16	\$4,404.40 - \$5,622.93	\$52,852.80 - \$67,475.20
Nutrition Services Worker	27-Jun-16	\$2,908.53 - \$3,714.53	\$34,902.40 - \$44,574.40
Office Assistant I	02-Oct-17	\$2,918.93 - \$2,918.93	\$35,027.20 - \$35,027.20
Office Assistant I (Temps)	02-Oct-17	\$2,918.93 - \$2,918.93	\$35,027.20 - \$35,027.20
Office Assistant II	02-Oct-17	\$2,918.93 - \$3,707.60	\$35,027.20 - \$44,491.20
Office Assistant II (Temps)	02-Oct-17	\$2,918.93 - \$3,707.60	\$35,027.20 - \$44,491.20
Office Specialist I	02-Oct-17	\$3,064.53 - \$3,893.07	\$36,774.40 - \$46,716.80
Office Specialist II	02-Oct-17	\$3,362.67 - \$4,291.73	\$40,352.00 - \$51,500.80
Paralegal	27-Jun-16	\$3,768.27 - \$4,806.53	\$45,219.20 - \$57,678.40
Payroll Analyst	02-Oct-17	\$6,653.79 - \$8,528.56	\$79,845.48 - \$102,342.76
Permit Services Coordinator	09-Jan-17	\$5,567.03 - \$7,237.84	\$66,804.40 - \$86,854.04
Planning Intern (Temp)	20-Jun-11	\$3,768.27 - \$4,806.53	\$45,219.20 - \$57,678.40
Planning Technician	27-Jun-16	\$4,373.20 - \$5,595.20	\$52,478.40 - \$67,142.40
Plans Examiner	02-Oct-17	\$4,764.93 - \$6,075.33	\$57,179.20 - \$72,904.00
Plant Electrician	27-Jun-16	\$4,697.33 - \$5,993.87	\$56,368.00 - \$71,926.40
Plant Maintenance Program Technician	27-Jun-16	\$4,933.07 - \$6,292.00	\$59,196.80 - \$75,504.00
Plant Maintenance Supervisor	09-Jan-17	\$6,200.94 - \$7,950.82	\$74,411.22 - \$95,409.86
Plant Maintenance Technician I	27-Jun-16	\$3,877.47 - \$4,946.93	\$46,529.60 - \$59,363.20
Plant Maintenance Technician II	27-Jun-16	\$4,265.73 - \$5,442.67	\$51,188.80 - \$65,312.00
Plant Maintenance Technician III	27-Jun-16	\$4,697.33 - \$5,993.87	\$56,368.00 - \$71,926.40
Plant Operations Manager	09-Jan-17	\$7,324.61 - \$9,411.61	\$87,895.34 - \$112,939.32
Plant Operations Supervisor	09-Jan-17	\$6,200.94 - \$7,950.82	\$74,411.22 - \$95,409.86
Plant Operator I	27-Jun-16	\$4,165.20 - \$5,323.07	\$49,982.40 - \$63,876.80
Plant Operator II	27-Jun-16	\$4,581.20 - \$5,848.27	\$54,974.40 - \$70,179.20
Plant Operator III	27-Jun-16	\$5,042.27 - \$6,432.40	\$60,507.20 - \$77,188.80
Plant Operator Trainee	27-Jun-16	\$3,194.53 - \$4,083.73	\$38,334.40 - \$49,004.80
Plant Support Systems Manager	09-Jan-17	\$7,324.61 - \$9,411.61	\$87,895.34 - \$112,939.32
Plumbing/Mechanical Inspector	27-Jun-16	\$5,000.67 - \$6,378.67	\$60,008.00 - \$76,544.00
Police Budget & Administration Manager	02-Oct-17	\$7,313.95 - \$9,392.31	\$87,767.42 - \$112,707.66
Police Commander	29-May-17	\$10,020.25 - \$12,906.38	\$120,242.98 - \$154,876.54
Police Dispatcher	27-Jun-16	\$4,407.87 - \$5,624.67	\$52,894.40 - \$67,496.00

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Police Dispatcher Trainee	27-Jun-16	\$3,900.00 - \$3,900.00	\$46,800.00 - \$46,800.00
Police Maintenance Coordinator	27-Jun-16	\$4,352.40 - \$5,555.33	\$52,228.80 - \$66,664.00
Police Maintenance Specialist	02-Oct-17	\$3,693.73 - \$4,714.67	\$44,324.80 - \$56,576.00
Police Maintenance Supervisor	09-Jan-17	\$5,279.56 - \$6,753.13	\$63,354.72 - \$81,037.58
Police Officer	26-Dec-16	\$5,312.67 - \$8,082.53	\$63,752.00 - \$96,990.40
Police Officer Trainee	26-Dec-16	\$4,648.80 - \$0.00	\$55,785.60 - \$0.00
Police Records Manager	09-Jan-17	\$6,331.95 - \$8,231.56	\$75,983.44 - \$98,778.68
Police Records Supervisor	09-Jan-17	\$5,595.09 - \$7,163.30	\$67,141.10 - \$85,959.64
Police Records Technician I	27-Jun-16	\$3,033.33 - \$3,872.27	\$36,400.00 - \$46,467.20
Police Records Technician II	27-Jun-16	\$3,281.20 - \$4,201.60	\$39,374.40 - \$50,419.20
Police Sergeant	26-Dec-16	\$6,948.93 - \$10,557.73	\$83,387.20 - \$126,692.80
Police Services Officer	02-Oct-17	\$3,343.60 - \$4,270.93	\$40,123.20 - \$51,251.20
Police Services Supervisor	09-Jan-17	\$5,306.06 - \$6,787.47	\$63,672.70 - \$81,449.68
Principal Engineer	09-Jan-17	\$9,042.69 - \$11,645.16	\$108,512.30 - \$139,741.94
Principal Information Services Analyst	09-Jan-17	\$8,104.42 - \$10,425.39	\$97,253.00 - \$125,104.72
Principal Planner/Zoning Administrator	09-Jan-17	\$8,066.74 - \$10,376.45	\$96,800.86 - \$124,517.38
Printer	27-Jun-16	\$3,078.40 - \$3,926.00	\$36,940.80 - \$47,112.00
Property Officer	27-Jun-16	\$4,153.07 - \$5,300.53	\$49,836.80 - \$63,606.40
Property Technician	27-Jun-16	\$3,685.07 - \$4,699.07	\$44,220.80 - \$56,388.80
Public Works Director	02-Oct-17	\$12,087.83 - \$15,714.21	\$145,054.00 - \$188,570.46
Public Works Inspector	27-Jun-16	\$4,794.40 - \$6,113.47	\$57,532.80 - \$73,361.60
Recording Secretary	27-Jun-16	\$3,536.00 - \$4,510.13	\$42,432.00 - \$54,121.60
Risk Manager	09-Jan-17	\$7,854.32 - \$10,100.20	\$94,251.82 - \$121,202.38
Senior Accountant	09-Jan-17	\$6,924.08 - \$8,890.87	\$83,088.98 - \$106,690.48
Senior Administrative Officer	09-Jan-17	\$8,273.63 - \$10,645.40	\$99,283.60 - \$127,744.76
Senior Assistant City Attorney	09-Jan-17	\$10,913.41 - \$14,077.03	\$130,960.96 - \$168,924.34
Senior Building Inspector	27-Jun-16	\$5,236.40 - \$6,685.47	\$62,836.80 - \$80,225.60
Senior Code Compliance Officer	02-Oct-17	\$5,750.53 - \$7,365.26	\$69,006.34 - \$88,383.10
Senior Crime Analyst	09-Jan-17	\$6,972.55 - \$8,948.42	\$83,670.60 - \$107,381.04
Senior Custodian	27-Jun-16	\$3,702.40 - \$4,725.07	\$44,428.80 - \$56,700.80
Senior Customer Service Representative	27-Jun-16	\$3,768.27 - \$4,806.53	\$45,219.20 - \$57,678.40
Senior Engineer	09-Jan-17	\$7,888.64 - \$10,144.85	\$94,663.66 - \$121,738.24
Senior Engineering Technician	27-Jun-16	\$5,116.80 - \$6,532.93	\$61,401.60 - \$78,395.20
Senior Human Resources Analyst	09-Jan-17	\$7,068.66 - \$9,078.49	\$84,823.96 - \$108,941.82
Senior Human Resources Technician	27-Jun-16	\$3,698.93 - \$4,719.87	\$44,387.20 - \$56,638.40
Senior Information Services Analyst	09-Jan-17	\$7,388.46 - \$9,494.66	\$88,661.56 - \$113,935.90
Senior Instrumentation Technician	27-Jun-16	\$5,669.73 - \$7,238.40	\$68,036.80 - \$86,860.80
Senior Laboratory Technician	27-Jun-16	\$5,042.27 - \$6,441.07	\$60,507.20 - \$77,292.80
Senior Management Analyst	09-Jan-17	\$6,965.68 - \$8,945.06	\$83,588.18 - \$107,340.74
Senior Planner	09-Jan-17	\$7,061.19 - \$9,069.08	\$84,734.26 - \$108,828.98
Senior Police Officer	26-Dec-16	\$5,758.13 - \$8,600.80	\$69,097.60 - \$103,209.60
Senior Police Records Technician	27-Jun-16	\$3,934.67 - \$5,014.53	\$47,216.00 - \$60,174.40
Senior Transit Dispatcher	27-Jun-16	\$3,419.87 - \$4,362.80	\$41,038.40 - \$52,353.60
Senior Tree Trimmer	27-Jun-16	\$4,076.80 - \$5,203.47	\$48,921.60 - \$62,441.60
Staff Accountant	09-Jan-17	\$6,079.95 - \$7,793.70	\$72,959.38 - \$93,524.34
Supervising Building Inspector	09-Jan-17	\$6,293.39 - \$8,071.01	\$75,520.64 - \$96,852.08
Supervising Public Works Inspector	09-Jan-17	\$6,293.39 - \$8,071.01	\$75,520.64 - \$96,852.08
Support Services Worker	27-Jun-16	\$2,924.13 - \$3,731.87	\$35,089.60 - \$44,782.40
Temp Salaried Hourly (Temps/Mgt)	20-Jun-11	\$0.00 - \$6,406.40	\$0.00 - \$76,876.80
Theater Technician I	27-Jun-16	\$1,991.60 - \$2,541.07	\$23,899.20 - \$30,492.80
Theater Technician II	27-Jun-16	\$2,808.00 - \$3,586.27	\$33,696.00 - \$43,035.20
Transit Coach Operator	27-Jun-16	\$3,548.13 - \$4,534.40	\$42,577.60 - \$54,412.80
Transit Coach Operator (Temps)	27-Jun-16	\$3,548.13 - \$4,534.40	\$42,577.60 - \$54,412.80
Transit Coach Operator Trainee	02-Oct-17	\$3,548.13 - \$3,548.13	\$42,577.60 - \$42,577.60

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Transit Dispatcher	27-Jun-16	\$3,196.27	- \$4,080.27	\$38,355.20	- \$48,963.20
Transit Finance Manager	09-Jan-17	\$6,891.04	- \$8,848.00	\$82,692.48	- \$106,175.94
Transit Operations Assistant	27-Jun-16	\$4,241.47	- \$5,404.53	\$50,897.60	- \$64,854.40
Transit Operations Manager	24-Apr-17	\$6,965.68	- \$8,945.06	\$83,588.18	- \$107,340.74
Transit Supervisor	09-Jan-17	\$5,367.70	- \$6,867.71	\$64,412.40	- \$82,412.46
Treasury Officer	09-Jan-17	\$6,899.45	- \$8,858.96	\$82,793.36	- \$106,307.50
Tree Trimmer I	27-Jun-16	\$3,362.67	- \$4,298.67	\$40,352.00	- \$51,584.00
Tree Trimmer II	27-Jun-16	\$3,702.40	- \$4,730.27	\$44,428.80	- \$56,763.20
Utilities Specialist	27-Jun-16	\$4,699.07	- \$5,997.33	\$56,388.80	- \$71,968.00
Utility Services Specialist	09-Jan-17	\$5,534.53	- \$7,089.33	\$66,414.40	- \$85,072.00
Victim Advocate	27-Jun-16	\$3,690.27	- \$4,712.93	\$44,283.20	- \$56,555.20
Wastewater Collection System Supervisor	02-Oct-17	\$5,749.19	- \$7,363.50	\$68,990.22	- \$88,362.04
Wastewater Collection System Technician I	02-Oct-17	\$3,596.67	- \$4,586.40	\$43,160.00	- \$55,036.80
Wastewater Collection System Technician II	02-Oct-17	\$3,955.47	- \$5,042.27	\$47,465.60	- \$60,507.20
Wastewater Collection System Technician Trainee	02-Oct-17	\$3,269.07	- \$4,166.93	\$39,228.80	- \$50,003.20
Water Distribution Supervisor	09-Jan-17	\$6,291.13	- \$8,068.10	\$75,493.60	- \$96,817.24
Water Operations Supervisor	09-Jan-17	\$6,291.13	- \$8,068.10	\$75,493.60	- \$96,817.24
Water Systems Supervisor	09-Jan-17	\$6,291.13	- \$8,068.10	\$75,493.60	- \$96,817.24
Waterworks Meter Reader	27-Jun-16	\$3,236.13	- \$4,120.13	\$38,833.60	- \$49,441.60
Waterworks Services Worker I	27-Jun-16	\$3,376.53	- \$4,319.47	\$40,518.40	- \$51,833.60
Waterworks Services Worker II	27-Jun-16	\$3,719.73	- \$4,751.07	\$44,636.80	- \$57,012.80
Waterworks Services Worker III	27-Jun-16	\$4,205.07	- \$5,368.13	\$50,460.80	- \$64,417.60
Waterworks Services Worker Trainee	27-Jun-16	\$3,078.40	- \$3,927.73	\$36,940.80	- \$47,132.80
Waterworks Systems Technician	27-Jun-16	\$5,156.67	- \$6,583.20	\$61,880.00	- \$78,998.40
Work Experience/Clerical (Temps)	01-Jan-17	\$1,820.00	- \$0.00	\$21,840.00	- \$0.00
Work Experience/Maintenance (Temps)	01-Jan-17	\$1,820.00	- \$0.00	\$21,840.00	- \$0.00
Workers' Compensation Adjuster I	02-Oct-17	\$4,731.33	- \$6,040.34	\$56,775.94	- \$72,484.10
Workers' Compensation Adjuster II	02-Oct-17	\$5,204.46	- \$6,644.37	\$62,453.56	- \$79,732.38
Workers' Compensation Manager	09-Jan-17	\$6,884.93	- \$8,840.02	\$82,619.16	- \$106,080.26
Workers' Compensation Supervisor	09-Jan-17	\$6,194.85	- \$7,942.98	\$74,338.16	- \$95,315.74

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CITY OF SIMI VALLEY

AUTHORIZED POSITIONS as of 4-30-18

Authorized

I. REGULAR POSITIONS SUMMARY

CITY ADMINISTRATION	
CITY MANAGER	7
CITY CLERK SERVICES	4
CITY ATTORNEY	6
HUMAN RESOURCES	9
WORKERS' COMP	3
<hr style="border-top: 1px dashed black;"/>	
Total for CITY ADMINISTRATION	29
ADMINISTRATIVE SERVICES	
ADMINISTRATION	4
FISCAL SERVICES	9
SUPPORT SERVICES	6.5
UTILITY BILLING/CUSTOMER SVCS	8
INFORMATION SERVICES	12
<hr style="border-top: 1px dashed black;"/>	
Total for ADMINISTRATIVE SERVICES	39.5
COMMUNITY SERVICES	
ADMINISTRATION	6.5
CODE ENFORCEMENT	7.9
FRANCHISE MANAGEMENT	1
SENIOR SERVICES	4
NEIGHBORHOOD COUNCIL	1
YOUTH SERVICES	2
CULTURAL ARTS	5.5
MEALS-ON-WHEELS	1
CONGREGATE MEALS PROGRAM	1.38
TRANSIT ADMINISTRATION	11
TRANSIT BUS OPERATIONS	14.25
TRANSIT VAN OPERATIONS	18.55
<hr style="border-top: 1px dashed black;"/>	
Total for COMMUNITY SERVICES	74.08
ENVIRONMENTAL SERVICES	
MAIN ADMINISTRATION	8
PLANNING	16
BUILDING AND SAFETY	16
<hr style="border-top: 1px dashed black;"/>	
Total for ENVIRONMENTAL SERVICES	40
PUBLIC WORKS	
ADMINISTRATION	9
ENGINEERING	20
PARKWAY/TREE MAINTENANCE	14
STREET MAINTENANCE	11
BUILDING MAINTENANCE	17
TRAFFIC MAINTENANCE	3
VEHICLE MAINTENANCE	8
STORM DRAIN MANAGEMENT	3
LIBRARY MAINTENANCE	1
GRAFFITI/ABATEMENT	2
SANITATION ADMINISTRATION	9

AUTHORIZED POSITIONS as of 4-30-18

I. REGULAR POSITIONS SUMMARY

Authorized

SEWER LINE MAINTENANCE	9
PLANT OPERATIONS & MAINTENANCE	37
PRETREATMENT ENVIRONMENTAL COMPLIANCE	5
ENVIRONMENTAL COMPLIANCE	5
WATERWORKS OPERATIONS & MAINTENANCE	39
<hr/>	
Total for PUBLIC WORKS	192
POLICE DEPARTMENT	
ADMINISTRATION (SWORN)	6
SPECIAL OPERATIONS BUREAU (SWORN)	12
DETECTIVE BUREAU (SWORN)	13
TRAFFIC BUREAU (SWORN)	12
AUXILIARY SERVICES BUREAU (SWORN)	7
PATROL BUREAU (SWORN)	75
ADMINISTRATION (NON-SWORN)	3
COMMUNICATIONS UNIT (NON-SWORN)	14
DETECTIVE BUREAU (NON-SWORN)	3.75
RECORDS BUREAU (NON-SWORN)	11
CRIME ANALYSIS & PREVENTION (NON-SWORN)	3
PD FISCAL SERVICES UNIT (NON-SWORN)	4
PD MAINTENANCE UNIT (NON-SWORN)	3
AUXILIARY SERVICES BUREAU (NON-SWORN)	5
TRAFFIC BUREAU (NON-SWORN)	6
PD EMERGENCY SERVICES	2
<hr/>	
Total for POLICE DEPARTMENT	179.75
<hr/>	
Total (All Departments)	554.33

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
CITY ADMINISTRATION					
CITY MANAGER					
City Manager	50000134	1.0	M	GF	1125
Deputy City Manager	50000135	1.0	M	GF	1125
Assistant City Manager	50000184	1.0	M	GF	1125
Deputy City Manager	50001527	1.0	M	GF	1125
Executive Assistant	50000137	1.0	M	GF	1125
Administrative Assistant	50000138	1.0	M	GF	1125
Management Analyst	50002650	1.0	M	GF	1125

No. Authorized
7

CITY CLERK SERVICES					
Deputy Director/City Clerk	50000142	1.0	M	GF	1130
Recording Secretary	50000140	1.0	GU	GF	1130
Recording Secretary	50000580	1.0	GU	GF	1130
Office Specialist II	50000143	1.0	GU	GF	1130

No. Authorized
4

CITY ATTORNEY					
City Attorney	50000187	1.0	M	GF	1205
Assistant City Attorney	50000188	1.0	M	GF	1205
Assistant City Attorney	50000190	1.0	M	GF	1205
Assistant City Attorney	50002300	1.0	M	GF	1205
Legal Administrative Assistant	50000191	1.0	M	GF	1205
Legal Technician	50000192	1.0	GU	GF	1205

No. Authorized
6

HUMAN RESOURCES					
Deputy Human Resources Director	50000207	1.0	M	GF	1520
Risk Manager	50000208	1.0	M	GF	1520
Senior Human Resources Analyst	50001126	1.0	M	GF	1520
Senior Human Resources Analyst	50001127	1.0	M	GF	1520
Management Analyst	50002800	1.0	M	GF	1520
Human Resources Analyst	50000211	1.0	M	GF	1520
Senior Human Resources Technician	50000212	1.0	GU	GF	1520
Human Resources Technician	50000216	1.0	GU	GF	1520
Office Specialist II	50000215	1.0	GU	GF	1520

No. Authorized
9

WORKERS' COMP					
Workers' Compensation Supervisor (U/F WC Mgr)	50000237	1.0	M	W/C	1710
Workers' Compensation Adjustor I	50001529	1.0	M	W/C	1710
Office Assistant II	50000238	1.0	M	W/C	1710

No. Authorized
3

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
ADMINISTRATIVE SERVICES					
ADMINISTRATION					
Administrative Services Director	50001129	1.0	M	GF	1505
Senior Management Analyst	50001141	1.0	M	WW	1505
Budget Officer	50000195	1.0	M	GF	1505
Administrative Assistant	50000196	1.0	M	GF	1505

No. Authorized
4

FISCAL SERVICES					
Deputy AS Director (Fiscal Services)	50000198	1.0	M	GF	1510
Senior Accountant	50001147	1.0	M	GF	1510
Staff Accountant	50001300	1.0	M	GF	1510
Payroll Analyst	50000199	1.0	M	GF	1510
Fiscal Services Supervisor	50001175	1.0	M	GF	1510
Accounting Technician II	50000203	1.0	GU	GF	1510
Accounting Technician II	50000204	1.0	GU	GF	1510
Accounting Technician II	50000205	1.0	GU	GF	1510
Accounting Technician I	50000206	1.0	GU	GF	1510

No. Authorized
9

SUPPORT SERVICES					
Deputy AS Director (Support Services)	50000217	1.0	M	GF	1540
Senior Management Analyst	50001150	1.0	M	GF	1540
Communication Systems Coordinator	50001151	1.0	M	GF	1540
Graphics Media Coordinator	50001145	1.0	M	GF	1540
Printer	50000221	1.0	GU	GF	1540
Support Services Worker	50000222	0.50	GU	GF	1540
Graphics/Support Services Technician	50000224	1.0	GU	GF	1540

No. Authorized
6.5

UTILITY BILLING/CUSTOMER SVCS					
Customer Services Supervisor	50001477	1.0	M	WW	1553
Management Assistant	50001229	1.0	GU	WW	1553
Customer Service Representative	50000239	1.0	GU	WW	1553
Customer Service Representative	50000241	1.0	GU	WW	1553
Customer Service Representative	50000243	1.0	GU	WW	1553
Customer Service Representative	50000244	1.0	GU	WW	1553
Customer Service Representative	50000245	1.0	GU	WW	1553
Customer Service Representative (LT)	50003201	1.0	GU	WW	1553

No. Authorized
8

INFORMATION SERVICES					
Deputy AS Director (Info Services)	50000226	1.0	M	GF	1560
Principal Information Services Analyst	50001130	1.0	M	GF	1560
Enterprise Systems Analyst	50000234	1.0	M	GF	1560
Enterprise Systems Analyst	50001475	1.0	M	GF	1560
Enterprise Systems Analyst	50002702	1.0	M	GF	1560
Senior Information Services Analyst	50001148	1.0	M	GF	1560
Senior Information Services Analyst	50002976	1.0	M	GF	1560
Information Services Analyst II	50000229	1.0	M	GF	1560

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
Information Services Analyst II	50000233	1.0	M	GF	1560
Information Services Analyst II	50001131	1.0	M	GF	1560
Information Services Analyst II	50001776	1.0	M	GF	1560
Information Services Analyst I	50001556	1.0	M	GF	1560

No. Authorized

12

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
COMMUNITY SERVICES ADMINISTRATION					
Community Services Director	50000249	1.0	M	GF	2005
Deputy Community Services Director	50000250	1.0	M	GF	2005
Deputy Community Services Director	50000251	1.0	M	GF	2005
Mgmt. Analyst (Underfilling Adm. Officer)	50000252	1.0	M	GF	2005
Administrative Assistant	50000254	1.0	M	GF	2005
Acctg Assistant II (50%)	50000852	0.5	GU	GF	2005
Office Spec II (O/F Office Asst.)	50000257	1.0	GU	GF	2005

No. Authorized
6.50

CODE COMPLIANCE					
Office Specialist II	50001207	1.0	GU	GF	2110
Code Compliance Manager	50000260	1.0	M	GF	2110
Senior Code Compliance Officer	50000262	1.0	M	GF	2110
Code Compliance Officer	50000263	1.0	M	GF	2110
Code Compliance Officer	50000264	1.0	M	GF	2110
Code Compliance Officer	50000265	1.0	M	GF	2110
Code Compliance Officer	50000267	1.0	M	GF	2110
Counter Services Technician I/II	50000268	0.90	GU	GF	2110

No. Authorized
7.90

FRANCHISE MANAGEMENT					
Community Services Manager	50000270	1.0	M	GF	2115

No. Authorized
1

SENIOR SERVICES					
Community Services Manager	50001155	1.0	M	GF	2230
Assistant Community Services Manager	50001158	1.0	M	GF	2230
Assistant Community Services Manager	50001857	1.0	M	GF	2230
Office Specialist II	50002425	1.0	GU	GF	2230

No. Authorized
4

NEIGHBORHOOD COUNCIL					
Community Services Coordinator	50000277	1.0	M	GF	2235

No. Authorized
1

YOUTH SERVICES					
Community Services Coordinator	50000278	1.0	M	GF	2240

No. Authorized
1

YOUTH SERVICES					
Management Analyst	50000279	1.0	M	GF	2245

No. Authorized
1

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
CULTURAL ARTS					
Community Services Manager	50000850	1.0	M	GF	2310
Assistant Community Services Manager	50000851	1.0	M	GF	2310
Office Assistant II	50000282	1.0	GU	GF	2310
Acctg Assistant II (50%)	50000852	0.50	GU	GF	2310
Office Assistant II	50002626	1.0	GU	GF	2310
Theater Technician II	50002627	1.0	GU	GF	2310
No. Authorized					
5.5					
MEALS-ON-WHEELS					
Community Services Aide (MOW Coord)	50000076	1.0	GU	GF	2335
No. Authorized					
1					
CONGREGATE MEALS PROGRAM					
Community Services Aide (PT 63%)	50001829	0.63	GU	GF	2337
Nutrition Services Worker/Cook (PT 75%)	50001830	0.75	GU	GF	2337
No. Authorized					
1.38					
TRANSIT ADMINISTRATION					
Deputy Community Services Dir (Transit)	50000283	1.0	M	T	2905
Transit Ops. Asst. (U/F Trans. Sup)	50000285	1.0	M	T	2905
Transit Supervisor	50000286	1.0	M	T	2905
Transit Supervisor	50000287	1.0	M	T	2905
Transit Supervisor	50002210	1.0	M	T	2905
Sr. Management Analyst	50001054	1.0	M	T	2905
Transit Operations Assistant	50001825	1.0	GU	T	2905
Office Specialist II	50000301	1.0	GU	T	2905
Accounting Assistant II	50000256	1.0	GU	GF	2905
Management Analyst (Overfill Mgt Asst)	50000248	1.0	M	T	2905
Transit Operations Assistant	50003150	1.0	GU	T	2905
No. Authorized					
11					
TRANSIT BUS OPERATIONS					
Transit Coach Operator	50000083	1.0	GU	T	2920
Transit Coach Operator	50000090	1.0	GU	T	2920
Transit Coach Operator	50000288	1.0	GU	T	2920
Transit Coach Operator	50000289	1.0	GU	T	2920
Transit Coach Operator	50000290	1.0	GU	T	2920
Transit Coach Operator	50000292	1.0	GU	T	2920
Transit Coach Operator	50000294	1.0	GU	T	2920
Transit Coach Operator	50000295	1.0	GU	T	2920
Transit Coach Operator	50000296	1.0	GU	T	2920
Transit Coach Operator	50000298	1.0	GU	T	2920
Transit Coach Operator	50000300	1.0	GU	T	2920
Transit Coach Operator	50000305	1.0	GU	T	2920
Transit Coach Operator (PT 75%)	50000293	0.75	GU	T	2920
Transit Coach Operator	50001215	1.0	GU	T	2920
Transit Coach Operator (PT 50%)	50001218	0.50	GU	T	2920
No. Authorized					
14.25					

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#
TRANSIT VAN OPERATIONS			
Transit Operations Manager	50000284	1.0	M T 2940
Transit Dispatcher	50000306	1.0	GU T 2940
Transit Coach Operator (PT 75%)	50000081	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000082	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000091	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000095	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000096	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000097	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000103	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000104	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000303	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001213	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001214	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001219	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001220	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001375	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50002451	0.75	GU T 2940
Transit Dispatcher	50000291	1.0	GU T 2940
Transit Dispatcher (PT 65%)	50001133	0.65	GU T 2940
Transit Dispatcher (PT 65%)	50001900	0.65	GU T 2940
Transit Coach Operator (PT 75%)	50000299	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50003076	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50003077	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50003078	0.75	GU T 2940
No. Authorized			
18.55			

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
ENVIRONMENTAL SERVICES					
MAIN ADMINISTRATION					
Office Specialist II	50000315	1.0	GU	GF	3005
Environmental Services Director	50000307	1.0	M	GF	3005
Administrative Assistant	50000311	1.0	M	GF	3005
Administrative Officer	50000308	1.0	M	GF	3005
Management Assistant	50000309	1.0	M	GF	3005
Recording Secretary (Current Plan)	50000313	1.0	GU	GF	3005
Office Specialist II	50001208	1.0	GU	GF	3005
Office Assistant II	50000319	1.0	GU	GF	3005

No. Authorized
8

PLANNING					
Deputy ES Director (City Planner)	50000321	1.0	M	GF	3010
Senior Planner	50000347	1.0	M	GF	3010
Principal Planner/Zoning Admin.	50000348	1.0	M	GF	3010
Senior Planner/Current Planning	50000325	1.0	M	GF	3010
Senior Planner/Current Planning	50000326	1.0	M	GF	3010
Senior Planner/Current Planning	50000328	1.0	M	GF	3010
Senior Planner/Current Planning	50000329	1.0	M	GF	3010
Senior Planner/Environmental	50000332	1.0	M	GF	3010
Senior Management Analyst	50000335	1.0	M	GF	3010
Associate Planner/Current Planning	50000341	1.0	M	GF	3010
Associate Planner/Current Planning	50000342	1.0	M	GF	3010
Associate Planner/Current Planning	50000333	1.0	M	GF	3010
Associate Planner/Environmental	50000338	1.0	M	GF	3010
Assistant Planner/Environmental	50001400	1.0	M	GF	3010
Home Rehabilitation Coordinator	50000351	1.0	M	GF	3010
Associate Planner	50000345	1.0	M	GF	3010

No. Authorized
16

BUILDING AND SAFETY					
Deputy ES Director (Building Official)	50000353	1.0	M	GF	3030
Principal Engineer	50000357	1.0	M	GF	3030
Associate Engineer/Plan Check	50000356	1.0	M	GF	3030
Counter Serv Tech (U/F Permit Srv Tech)	50000359	1.0	M	GF	3030
Supervising Building Inspector	50000360	1.0	M	GF	3030
Sr. Building Insp. (U/F Sup Build Insp)	50000361	1.0	M	GF	3030
Senior Building Inspector	50000364	1.0	GU	GF	3030
Senior Building Inspector	50000371	1.0	GU	GF	3030
Building Inspector II	50000362	1.0	GU	GF	3030
Building Inspector II	50000365	1.0	GU	GF	3030
Plans Examiner	50000368	1.0	GU	GF	3030
Senior Engineer/Plan Check (O/F Bldg Insp. II)	50000369	1.0	GU	GF	3030
Counter Services Technician I	50000317	1.0	GU	GF	3030
Electrical Inspector	50000372	1.0	GU	GF	3030
Counter Services Technician I	50001525	1.0	GU	GF	3030
Counter Services Technician I	50001828	1.0	GU	GF	3030

No. Authorized
16

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
PUBLIC WORKS ADMINISTRATION					
Public Works Director	50000374	1.0	M	GF	4005
Deputy PW Director (Maint Svcs Eng)	50000457	1.0	M	GF	4005
Deputy PW Director (Administration)	50000376	1.0	M	GF	4005
Geographic Information Systems Coor	50001144	1.0	M	GF	4005
Sr. Management Analyst	50000377	1.0	M	GF	4005
Administrative Assistant	50000379	1.0	M	GF	4005
Administrative Assistant	50000380	1.0	M	GF	4005
Accounting Assistant II	50000381	1.0	GU	GF	4005
Office Specialist II	50001227	1.0	GU	GF	4005

No. Authorized

9

ENGINEERING					
City Engineer	50000452	1.0	M	GF	4080
Deputy PW Director (Development Svcs)	50000492	1.0	M	GF	4080
Prin. Engineer (Traffic Operations)	50000454	1.0	M	GF	4080
Prin. Engineer (Capital Projects)	50000455	1.0	M	GF	4080
Senior Engineer (Capital Proj)	50000459	1.0	M	GF	4080
Senior Engineer (Capital Proj)	50000460	1.0	M	GF	4080
Assc Engineer (U/F Sr Engineer)	50000468	1.0	M	GF	4080
Assistant Engineer (Capital Proj)	50000473	1.0	M	GF	4080
Asst Eng (U/F Sr. Eng)	50000474	1.0	M	GF	4080
Supervising Public Works Inspector	50000976	1.0	M	GF	4080
Associate Engineer (Traffic)	50000472	1.0	M	GF	4080
Public Works Inspector	50000486	1.0	GU	GF	4080
Public Works Inspector	50000487	1.0	GU	GF	4080
Public Works Inspector	50000490	1.0	GU	GF	4080
Sr. Eng. Tech (Capital Proj)	50000476	1.0	GU	GF	4080
Sr. Eng. Tech (Capital Proj)	50000480	1.0	GU	GF	4080
Senior Engineering Technician (Traffic)	50001231	1.0	GU	GF	4080
Contract Compliance Specialist	50000479	1.0	GU	GF	4080
Counter Services Technician I	50000483	1.0	GU	GF	4080
Counter Services Technician I	50000484	1.0	GU	GF	4080

No. Authorized

20

PARKWAY/TREE MAINTENANCE					
Maint. Superint. (U/F Landscape Arch.	50000386	1.0	M	GF	4110
Maintenance Supervisor	50000389	1.0	M	GF	4110
P.W. Inspector (Landscape)	50000387	1.0	GU	GF	4110
P.W. Inspector (Landscape)	50000388	1.0	GU	GF	4110
P.W. Inspector (Landscape)	50001408	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000390	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000391	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000393	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000394	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000395	1.0	GU	GF	4110
Senior Tree Trimmer	50000398	1.0	GU	GF	4110
Senior Tree Trimmer	50000399	1.0	GU	GF	4110
Tree Trimmer II	50000396	1.0	GU	GF	4110
Tree Trimmer II	50000397	1.0	GU	GF	4110

No. Authorized

14

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
STREET MAINTENANCE					
Maintenance Superintendent	50000400	1.0	M	GF	4120
Maintenance Supervisor	50000401	1.0	M	GF	4120
Maint. Worker III (Streets)	50000407	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000403	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000405	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000406	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000408	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000409	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000411	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000414	1.0	GU	GF	4120
Maint. Worker II (Streets)	50000415	1.0	GU	GF	4120

No. Authorized
11

BUILDING MAINTENANCE					
Maintenance Supervisor	50000420	1.0	M	GF	4130
Building Maint. Technician	50000417	1.0	GU	GF	4130
Building Maint. Technician	50000418	1.0	GU	GF	4130
Building Maint. Technician	50000419	1.0	GU	GF	4130
Building Maint. Technician	50001234	1.0	GU	GF	4130
Senior Custodian	50000427	1.0	GU	GF	4130
Custodian	50000421	1.0	GU	GF	4130
Custodian	50000422	1.0	GU	GF	4130
Custodian	50000423	1.0	GU	GF	4130
Custodian	50000424	1.0	GU	GF	4130
Custodian	50000425	1.0	GU	GF	4130
Custodian	50000426	1.0	GU	GF	4130
Custodian	50000428	1.0	GU	GF	4130
Custodian	50000431	1.0	GU	GF	4130
Custodian	50000432	1.0	GU	GF	4130
Custodian	50001017	1.0	GU	GF	4130
Custodian	50001018	1.0	GU	GF	4130

No. Authorized
17

TRAFFIC MAINTENANCE					
Maintenance Worker III (Streets)	50000802	1.0	GU	GF	4140
Maintenance Worker II (Streets)	50000800	1.0	GU	GF	4140
Maintenance Worker II (Streets)	50000801	1.0	GU	GF	4140

No. Authorized
3

VEHICLE MAINTENANCE					
Maintenance Superintendent	50000803	1.0	M	GF	4150
Maintenance Supervisor	50000804	1.0	M	GF	4150
Mechanic II (Lead Worker)	50000806	1.0	GU	GF	4150
Mechanic I	50000805	1.0	GU	GF	4150
Mechanic II	50000807	1.0	GU	GF	4150
Mechanic II	50000808	1.0	GU	GF	4150
Mechanic I	50000809	1.0	GU	GF	4150
Mechanic I	50000854	1.0	GU	GF	4150

No. Authorized
8

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
STORM DRAIN MANAGEMENT					
Maintenance Worker III (Streets)	50000446	1.0	GU	GF	4160
Maintenance Worker II (Streets)	50000445	1.0	GU	GF	4160
Heavy Equipment Operator	50000449	1.0	GU	GF	4160

No. Authorized
3

LIBRARY MAINTENANCE					
Custodian	50002854	1.0	GU	GF	4170

No. Authorized
1

GRAFFITI/ABATEMENT					
Community Services Technician	50000412	1.0	GU	GF	4190
Community Services Coordinator	50002175	1.0	M	GF	4190

No. Authorized
2

SANITATION ADMINISTRATION					
Assistant Public Works Director	50000493	1.0	M	SAN	4205
Principal Engineer	50000495	1.0	M	SAN	4205
Senior Engineer	50000467	1.0	M	SAN	4205
Senior Engineer	50000496	1.0	M	SAN	4205
Associate Engineer	50000567	1.0	M	SAN	4205
Assistant Engineer	50001403	1.0	M	SAN	4205
Management Analyst	50000378	1.0	M	SAN	4205
Sr. Engineering Technician	50000498	1.0	GU	SAN	4205
Office Specialist I/II	50001209	0.0 (Position Deleted)	GU	SAN	4205
Office Specialist II	50001228	1.0	GU	SAN	4205

No. Authorized
9

SEWER LINE MAINTENANCE					
Wastewater Collection System Supervisor	50000813	1.0	M	SAN	4210
Wastewater Collection System Tech I	50002426	1.0	GU	SAN	4210
Wastewater Collection System Tech II CL	50000504	1.0	GU	SAN	4210
Wastewater Collection System Tech II	50000506	1.0	GU	SAN	4210
Wastewater Collection System Tech II	50000503	1.0	GU	SAN	4210
Wastewater Collection System Tech II	50000505	1.0	GU	SAN	4210
Wastewater Collection System Tch Trainee	50000507	1.0	GU	SAN	4210
Wastewater Collection System Tech II	50000508	1.0	GU	SAN	4210
Wastewater Collection System Tech II	50002427	1.0	GU	SAN	4210

No. Authorized
9

PLANT OPERATIONS & MAINTENANCE					
Deputy PW Director (Sanitation Services)	50000509	1.0	M	SAN	4240
Plant Support Systems Manager	50000510	1.0	M	SAN	4240
Plant Operations Supervisor	50000512	1.0	M	SAN	4240
Plant Maintenance Supervisor	50000513	1.0	M	SAN	4240
Plant Operator III (Lead Worker)	50000514	1.0	GU	SAN	4240
Plant Operator I	50000515	1.0	GU	SAN	4240

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
Plant Operator I	50000517	1.0	GU	SAN	4240
Plant Operator III	50000518	1.0	GU	SAN	4240
Plant Operator III	50000520	1.0	GU	SAN	4240
Plant Operator III	50000521	1.0	GU	SAN	4240
Plant Operator I	50000529	1.0	GU	SAN	4240
Plant Operator III	50000522	1.0	GU	SAN	4240
Plant Operator I	50000525	1.0	GU	SAN	4240
Plant Operator Trainee/I	50000526	1.0	GU	SAN	4240
Plant Operator II	50000516	1.0	GU	SAN	4240
Plant Operator I	50000519	1.0	GU	SAN	4240
Laboratory Supervisor	50000530	1.0	M	SAN	4240
Laboratory Chemist	50000531	1.0	M	SAN	4240
Senior Laboratory Technician	50000532	1.0	GU	SAN	4240
Laboratory Technician	50000533	1.0	GU	SAN	4240
Laboratory Technician	50000534	1.0	GU	SAN	4240
Plant Maintenance Technician III Plant	50000538	1.0	GU	SAN	4240
Maintenance Technician III Plant	50000539	1.0	GU	SAN	4240
Electrician	50001025	1.0	GU	SAN	4240
PMT III (U/F Plant Maint. Prog Tech.)	50001530	1.0	GU	SAN	4240
Plant Maintenance Technician II Plant	50000540	1.0	GU	SAN	4240
Maintenance Technician II Plant	50000541	1.0	GU	SAN	4240
Maintenance Technician II Plant	50000542	1.0	GU	SAN	4240
Maintenance Technician II	50000543	1.0	GU	SAN	4240
Sr. Instrumentation Technician	50000925	1.0	GU	SAN	4240
Instrumentation Technician	50000527	1.0	GU	SAN	4240
Instrumentation Technician	50000535	1.0	GU	SAN	4240
Maintenance Worker I	50000537	1.0	GU	SAN	4240
Industrial Painter	50000536	1.0	GU	SAN	4240
Office Specialist II	50000544	1.0	GU	SAN	4240
Inventory Support Specialist Sanitation	50002428	1.0	GU	SAN	4240
Systems Coordinator	50003153	1.0	M	SAN	4240

No. Authorized
37

PRETREATMENT ENVIRONMENTAL COMPLIANCE

Deputy PW Director (Env Compliance)	50000550	1.0	M	SAN	4250
Environmental Compliance Program Coord	50000551	1.0	M	SAN	4250
Environmental Compliance Inspector	50001203	1.0	GU	SAN	4250
Environmental Compliance Inspector	50001204	1.0	GU	SAN	4250
Accounting Assistant II	50000554	1.0	GU	SAN	4250

No. Authorized
5

ENVIRONMENTAL COMPLIANCE

Environmental Compliance Program Coord	50000555	1.0	M	GF	4065
Environmental Compliance Program Coord	50000556	1.0	M	GF	4065
Environmental Compliance Program Coord	50000557	1.0	M	WW	4065
Environmental Compliance Inspector	50001201	1.0	GU	GF	4065
Environmental Compliance Inspector	50001202	1.0	GU	WW	4065

No. Authorized
5

WATERWORKS OPERATIONS & MAINTENANCE

Deputy PW Director (Waterworks Services)	50000562	1.0	M	WW	4640
Water Operations Supervisor	50000564	1.0	M	WW	4640
Water Distribution Supervisor	50000565	1.0	M	WW	4640
Water Systems Supervisor	50003100	1.0	M	WW	4640

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#
Principal Engineer	50000494	1.0	M WW 4640
Senior Engineer	50000566	1.0	M WW 4640
Senior Engineer	50000464	1.0	M WW 4640
Associate Engineer	50000568	1.0	M WW 4640
Assistant Engineer	50000497	1.0	M WW 4640
Senior Engineering Technician	50000569	1.0	GU WW 4640
P.W. Inspector (Waterworks)	50000570	1.0	GU WW 4640
WW Services Worker III (Lead)	50000575	1.0	GU WW 4640
WW Services Worker III (Lead)	50000582	1.0	GU WW 4640
Waterworks Services Worker I	50001134	1.0	GU WW 4640
Waterworks Services Worker II	50001135	1.0	GU WW 4640
Senior Engineering Technician	50001232	1.0	GU WW 4640
Waterworks Services Worker II	50000576	1.0	GU WW 4640
Waterworks Services Worker I	50000577	1.0	GU WW 4640
Waterworks Services Worker III	50000586	1.0	GU WW 4640
Waterworks Services Worker III	50000587	1.0	GU WW 4640
Waterworks Services Worker Trainee	50000589	1.0	GU WW 4640
Waterworks Services Worker III	50000591	1.0	GU WW 4640
Waterworks Services Worker III	50001136	1.0	GU WW 4640
Waterworks Services Worker III (Lead)	50001137	1.0	GU WW 4640
Waterworks Services Worker III	50000573	1.0	GU WW 4640
Waterworks Services Worker II	50000578	1.0	GU WW 4640
Waterworks Services Worker I	50000583	1.0	GU WW 4640
Waterworks Services Worker II	50000584	1.0	GU WW 4640
Waterworks Services Worker I	50000590	1.0	GU WW 4640
Waterworks Services Worker I	50000572	1.0	GU WW 4640
Waterworks Services Worker II	50000574	1.0	GU WW 4640
Waterworks Services Worker I	50000588	1.0	GU WW 4640
Waterworks Meter Reader	50000593	1.0	GU WW 4640
Waterworks Meter Reader	50000594	1.0	GU WW 4640
Waterworks Systems Technician	50001235	1.0	GU WW 4640
Plant Operator II (Water)	50002575	1.0	GU WW 4640
Sr. Management Analyst	50000595	1.0	M WW 4640
Office Specialist II	50000596	1.0	GU WW 4640
Office Specialist II	50000597	1.0	GU WW 4640

No. Authorized

39

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
POLICE DEPARTMENT					
ADMINISTRATION (SWORN)					
Chief	50000598	1.0	MS	GF	5005
Police Commander	50000857	1.0	MS	GF	5005
Deputy Police Chief	50000599	1.0	MS	GF	5005
Deputy Police Chief	50000600	1.0	MS	GF	5005
Police Officer - Detective	50000675	1.0	S	GF	5005
Police Officer - Detective	50000673	1.0	S	GF	5005

No. Authorized

6

SPECIAL OPERATIONS BUREAU (SWORN)					
Police Officer - Detective	50000656	1.0	S	GF	5230
Police Officer - Detective	50000657	1.0	S	GF	5230
Police Officer - Detective	50000878	1.0	S	GF	5230
Police Officer - Detective	50000887	1.0	S	GF	5230
Police Officer - Detective	5000084:	1.0	S	GF	5230
Police Officer	50000627	1.0	S	GF	5240
Police Officer - Detective	50000664	1.0	S	GF	5240
Police Officer - Detective	50000668	1.0	S	GF	5240
Sergeant	50000709	1.0	S	GF	5240
Police Officer	50000710	1.0	S	GF	5240
Police Officer	50000711	1.0	S	GF	5240
Police Officer	50003000	1.0	S	GF	5240

No. Authorized

12

DETECTIVE BUREAU (SWORN)					
Police Commander	50000670	1.0	MS	GF	5240
Sergeant - Detective	50000652	1.0	S	GF	5240
Sergeant - Detective	50000672	1.0	S	GF	5240
Police Officer - Detective	50000660	1.0	S	GF	5240
Police Officer - Detective	50000676	1.0	S	GF	5240
Police Officer - Detective	50000677	1.0	S	GF	5240
Police Officer - Detective	50000678	1.0	S	GF	5240
Police Officer - Detective	50000680	1.0	S	GF	5240
Police Officer - Detective	50000681	1.0	S	GF	5240
Police Officer - Detective	50000684	1.0	S	GF	5240
Police Officer - Detective	50000685	1.0	S	GF	5240
Police Officer	50000712	1.0	S	GF	5240
Police Officer - Detective	50003000	1.0	S	GF	5240

No. Authorized

13

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
TRAFFIC BUREAU (SWORN)					
Police Commander	50000693	1.0	MS	GF	5480
Sergeant (Motor)	50000610	1.0	S	GF	5480
Sergeant	50001050	1.0	S	GF	5480
Senior Police Officer	50000615	1.0	S	GF	5480
Senior Police Officer	50000695	1.0	S	GF	5480
Police Officer	50000644	1.0	S	GF	5480
Police Officer	50000642	1.0	S	GF	5480
Police Officer (Motor)	50000699	1.0	S	GF	5480
Police Officer (Motor)	50000702	1.0	S	GF	5480
Police Officer (Motor)	50000703	1.0	S	GF	5480
Police Officer (Motor)	50000705	1.0	S	GF	5480
Police Officer (Motor)	50000706	1.0	S	GF	5480

No. Authorized
12

AUXILIARY SERVICES BUREAU (SWORN)					
Police Commander	50000604	1.0	MS	GF	5460
Police Commander	50000651	1.0	MS	GF	5460
Police Commander	50000686	1.0	MS	GF	5460
Sergeant	50000694	1.0	S	GF	5460
Sergeant	50001225	1.0	S	GF	5460
Police Officer - Detective	50000689	1.0	S	GF	5460
Police Officer (CLO, Detective)	50002982	1.0	S	GF	5460

No. Authorized
7

PATROL BUREAU (SWORN)					
Police Commander	50000605	1.0 (Freeze for 6 months)	MS	GF	5120
Police Commander	50000603	1.0	MS	GF	5120
Sergeant	50000606	1.0	S	GF	5120
Sergeant	50000607	1.0	S	GF	5120
Sergeant	50000608	1.0	S	GF	5120
Sergeant - FTO	50000609	1.0	S	GF	5120
Sergeant	50000611	1.0	S	GF	5120
Sergeant	50000612	1.0	S	GF	5120
Sergeant	50000653	1.0	S	GF	5120
Sergeant - Detective	50000671	1.0	S	GF	5120
Sergeant	50000687	1.0	S	GF	5120
Sergeant	50000688	1.0	S	GF	5120
Senior Police Officer	50000616	1.0	S	GF	5120
Senior Police Officer	50000618	1.0	S	GF	5120
Senior Police Officer	50000621	1.0	S	GF	5120
Senior Police Officer	50000641	1.0	S	GF	5120
Senior Police Officer	50000683	1.0	S	GF	5120
Senior Police Officer	50000708	1.0	S	GF	5120
Senior Police Officer	50001052	1.0	S	GF	5120
Senior Police Officer	50001852	1.0	S	GF	5120
Police Officer - K9	50000602	1.0	S	GF	5120
Police Officer	50000613	1.0	S	GF	5120
Police Officer	50000614	1.0	S	GF	5120
Police Officer	50000617	1.0	S	GF	5120
Police Officer	50000619	1.0	S	GF	5120
Police Officer	50000620	1.0	S	GF	5120
Police Officer - K9	50000622	1.0	S	GF	5120
Police Officer	50000623	1.0	S	GF	5120
Police Officer	50000624	1.0	S	GF	5120
Police Officer	50000625	1.0	S	GF	5120
Police Officer	50000626	1.0	S	GF	5120
Police Officer	50000629	1.0	S	GF	5120

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
Police Officer	50000630	1.0	S	GF	5120
Police Officer	50000631	1.0	S	GF	5120
Police Officer	50000632	1.0	S	GF	5120
Police Officer	50000633	1.0	S	GF	5120
Police Officer (SRO)	50000634	1.0	S	GF	5120
Police Officer	50000635	1.0	S	GF	5120
Police Officer - K9	50000636	1.0	S	GF	5120
Police Officer	50000637	1.0	S	GF	5120
Police Officer	50000638	1.0	S	GF	5120
Police Officer	50000639	1.0	S	GF	5120
Police Officer	50000640	1.0	S	GF	5120
Police Officer	50000643	1.0	S	GF	5120
Police Officer	50000645	1.0	S	GF	5120
Police Officer	50000646	1.0	S	GF	5120
Police Officer	50000648	1.0	S	GF	5120
Police Officer	50000649	1.0	S	GF	5120
Police Officer	50000657	1.0	S	GF	5120
Police Officer	50000658	1.0	S	GF	5120
Police Officer	50000659	1.0	S	GF	5120
Police Officer	50000661	1.0	S	GF	5120
Police Officer	50000662	1.0	S	GF	5120
Police Officer	50000663	1.0	S	GF	5120
Police Officer	50000666	1.0	S	GF	5120
Police Officer - SRO	50000667	1.0	S	GF	5120
Police Officer - Detective	50000674	1.0	S	GF	5120
Police Officer	50000679	1.0	S	GF	5120
Police Officer - Detective	50000682	1.0	S	GF	5120
Police Officer	50000692	1.0	S	GF	5120
Police Officer	50000696	1.0	S	GF	5120
Police Officer	50000698	1.0	S	GF	5120
Police Officer	50000700	1.0	S	GF	5120
Police Officer	50000704	1.0	S	GF	5120
Police Officer	50000707	1.0	S	GF	5120
Police Officer - Detective	50000713	1.0	S	GF	5120
Police Officer	50001051	1.0	S	GF	5120
Police Officer	50001851	1.0	S	GF	5120
Police Officer	50002000	1.0	S	GF	5120
Police Officer	50002001	1.0	S	GF	5120
Police Officer	50002002	1.0	S	GF	5120
Police Officer - K9	50002003	1.0	S	GF	5120
Police Officer (CLO)	50002981	1.0	S	GF	5120
Police Officer (CLO)	50003001	1.0	S	GF	5120
Police Officer	50000650	1.0	S	GF	5120

No. Authorized

75

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#
ADMINISTRATION (NON-SWORN)			
DD Police Critical Support & Logistics Administrative Assistant	50001142	1.0	M GF 5005
Office Specialist II	50000716	1.0	M GF 5005
	50000717	1.0	GU GF 5005

No. Authorized
3

COMMUNICATIONS BUREAU (NON-SWORN)			
Communications Manager	50000826	1.0	M GF 5110
Dispatch Shift Leader	50000719	1.0	GU GF 5110
Dispatch Shift Leader	50000720	1.0	GU GF 5110
Dispatch Shift Leader	50000721	1.0	GU GF 5110
Dispatch Shift Leader	50000722	1.0	GU GF 5110
Police Dispatcher	50000724	1.0	GU GF 5110
Police Dispatcher	50000725	1.0	GU GF 5110
Police Dispatcher	50000726	1.0	GU GF 5110
Police Dispatcher	50000727	1.0	GU GF 5110
Police Dispatcher Trainee	50000728	1.0	GU GF 5110
Police Dispatcher	50000730	1.0	GU GF 5110
Police Dispatcher	50000731	1.0	GU GF 5110
Police Dispatcher (Currently 65%)	50000723	1.0	GU GF 5110
Police Dispatcher (PT 50%)	50001500	0.50	GU GF 5110
Police Dispatcher (PT 50%)	50003075	0.50	GU GF 5110

No. Authorized
14

DETECTIVE BUREAU (NON-SWORN)			
Crime Scene Investigator I	50000734	1.0	GU GF 5240
Crime Scene Investigator II (PT 75%)	50001526	1.0	GU GF 5240
Administrative Technician	50000736	1.0	GU GF 5240
Court Liaison	50001157	1.0	M GF 5240

No. Authorized
3.75

RECORDS BUREAU (NON-SWORN)			
Police Records Manager	50002625	1.0	M GF 5350
Senior Police Records Technician	50000747	1.0	GU GF 5350
Police Records Supervisor	50000756	1.0	GU GF 5350
Police Records Technician II	50000743	1.0	GU GF 5350
Police Records Technician II	50000744	1.0	GU GF 5350
Police Records Technician II	50000745	1.0	GU GF 5350
Police Records Technician II	50000746	1.0	GU GF 5350
Police Records Technician I/II	50000759	1.0	GU GF 5350
Police Records Technician II	50000741	1.0	GU GF 5350
Office Asst II (u/f Pol Rec Tech II)	50000757	1.0	GU GF 5350
Police Records Technician I	50000758	1.0	GU GF 5350

No. Authorized
11

AUTHORIZED POSITIONS as of 4-30-18

POSITION	POS#	FTE	UNIT/FUND/ACT#		
CRIME ANALYSIS & PREVENTION UNIT (NON-SWORN)					
Crime Analysis and Prevention Manager	50002525	1.0	M	GF	5370
Community Services Coordinator	50000751	1.0	M	GF	5370
Crime Analyst	50001140	1.0	M	GF	5370
No. Authorized 3					
PD FISCAL SERVICES UNIT (NON-SWORN)					
Police Budget & Administrative Manager	50001153	1.0	M	GF	5390
Management Analyst	50001146	1.0	M	GF	5390
Accounting Technician II	50000950	1.0	GU	GF	5390
Administrative Technician	50001226	1.0	GU	GF	5390
No. Authorized 4					
PD MAINTENANCE UNIT (NON-SWORN)					
Police Maintenance Supervisor	50001602	1.0	M	GF	5395
Police Maintenance Specialist	50000775	1.0	GU	GF	5395
Police Maintenance Specialist	50000776	1.0	GU	GF	5395
No. Authorized 3					
AUXILIARY SERVICES BUREAU (NON-SWORN)					
Community Services Coordinator	50000749	1.0	M	GF	5460
Administrative Tech (u/f Mngt Asst)	50000755	1.0	M	GF	5460
Property Officer	50001627	1.0	GU	GF	5460
Property Technician	50002178	1.0	GU	GF	5460
Office Specialist II	50000754	1.0	GU	GF	5460
No. Authorized 5					
TRAFFIC BUREAU (NON-SWORN)					
Police Services Supervisor	50001053	1.0	M	GF	5480
Police Services Officer	50000761	1.0	GU	GF	5480
Police Services Officer	50000763	1.0	GU	GF	5480
Police Services Officer	50000764	1.0	GU	GF	5480
Police Services Officer	50000765	1.0	GU	GF	5480
Police Services Officer (PT 50%)	50000768	0.50	GU	GF	5480
Police Services Officer (PT 50%)	50002975	0.50	GU	GF	5480
No. Authorized 6					
PD EMERGENCY SERVICES (NON-SWORN)					
Emergency Services Manager	50000777	1.0	M	GF	5490
Emergency Services Coordinator	50000778	1.0	M	GF	5490
No. Authorized 2					

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CITY OF SIMI VALLEY

**DEPARTMENT REDUCTION AND REQUEST PROPOSALS
NOT INCLUDED IN THE FY2018-19 BUDGET**

CITY ATTORNEY
FY18-19 Reduction Proposal

DEPT: City Attorney
TITLE: Voluntary Unpaid Leave
TOTAL: \$38,800
ACCOUNT: 100-1205-41010
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Voluntary Unpaid Leave Program	\$38,800
TOTAL:	\$38,800

In order to produce further budgetary options, the City Attorney's Office would like to consider a voluntary unpaid leave program. The program would be limited to 10 days during FY 2018-2019, not to exceed 1 day in any one pay period. The total salary savings would be known at the end of the fiscal year. As a maximum amount, if all staff members took all ten days of leave, the estimated total savings would be \$38,808 (a 3% reduction in total budget). At a 50% uptake level, the savings would be \$19,404. For a full five percent reduction, approximately three weeks of unpaid would have to be offered and utilized.

DEPARTMENT OF ADMINISTRATIVE SERVICES
FY18-19 Reduction Proposal

DEPT: Administrative Services
 TITLE: Temporary Reduction of Senior Management Analyst Position to 90%
 TOTAL: \$16,750
 ACCOUNT: 1001505-(several)
 PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and some benefits	\$16,750
TOTAL:	\$16,750

It is proposed that for a one-year period (fiscal year 2018-19 only), the Senior Management Analyst position be filled at a 90% level. Under this arrangement, the Senior Management Analyst will work Tuesday through Friday from 7:30 am to 5:30 pm. The position's benefit level will remain at 100% with a commensurate reduction in salary rate to achieve a 10% reduction in total compensation. Total compensation per personnel projection is \$167,465 x 10% equals approximately \$16,750 savings.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Increase Council On Aging contribution to the Senior Nutrition Program
 REQUEST: \$8,000
 ACCOUNT: 1002235-38050
 PRIORITY: 8

REVENUE ENHANCEMENT BREAKDOWN	
<u>Increase Revenue</u>	
Contributions/Donations	\$8,000
TOTAL:	\$8,000

The Council On Aging ("COA") serves as an advisory council to the City Council on senior issues. One of the primary objectives of the COA is to partner with the Simi Valley Senior Center and conduct fundraising events to help support quality of life programs for seniors. The COA has traditionally supported the Senior Nutrition Program and has dedicated annual funding in support of this program. With increased number of individuals served and fluctuating grant revenues, the increased COA contribution of \$8,000 would assist in preserving General Fund resources for other programs without fundraising support.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Combine Senior Center volunteer recognition event with citywide event
 TOTAL: \$1,000
 ACCOUNT: 1002230-42560
 PRIORITY: 10

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$1,000
TOTAL:	\$1,000

The Simi Valley Senior Center hosts an annual recognition of volunteers who served the Senior Center throughout the year. This event is held in addition to the citywide volunteer recognition event. Combining events would allow for continued recognition of volunteer efforts, but would help reduce program costs associated with hosting a Senior Center-specific event, and allow for the reallocation of staff time to other priorities. Due to facility renovations, the events were combined in Fiscal Years 2016-17 and 2017-18. The permanent combining of the events will result in an estimated savings of \$1,000 to the General Fund.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Initiate fundraising for Youth Programs
 REQUEST: \$5,000
 ACCOUNT: 1002240-38050
 PRIORITY: 11

REVENUE ENHANCEMENT BREAKDOWN	
<u>Increase Revenue</u>	
Contributions/Donations	\$5,000
TOTAL:	\$5,000

The City's Youth Employment Service Advisory Board has authority to fundraise in its by-laws however, no fundraising events have been held to date. The City's Youth Council is currently discussing recommendations to forward to the City Council related to adding fundraising authority to its by-laws.

Youth Council has the opportunity to develop campaigns to raise funds to assist with covering the costs for printing crisis number ID cards, marketing materials, and professional services such as speaker fees and translators. A fundraising plan based on annual cost projections could be developed, consisting of events, online campaigns, and other strategies (e.g., selling Jamba Juice cards, Studio Movie Grill nights, Amazon Smile). The revenue generated by Youth fundraising could offset expenses in Youth Services. The revenue generated through fundraising is estimated at \$5,000 in increased revenues to the General Fund to offset the cost of providing Youth Services programs.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Increase Senior Center Rental Fee to allow for events with alcohol
 REQUEST: (\$18,700)
 ACCOUNT: 1002230-34101
 PRIORITY: 12

REVENUE ENHANCEMENT BREAKDOWN	
<u>Increase Revenue</u>	
Rents and Leases	\$18,700
TOTAL:	\$18,700

The Simi Valley Senior Center provides services to over 700 seniors daily and rents the facility to over 420 community organizations annually. The Senior Center is made available to the public as a rental space for various events, including Monday through Friday from 5:00 p.m. to 11:00 p.m., and on the weekends from 8:00 a.m. to 12:00 a.m.

Currently, alcohol is allowed at the City's Cultural Arts Center for rentals but not at the Senior Center. There are various comparable public facilities within Simi Valley and the surrounding areas that offer rental spaces with the allowance of alcohol, including Rancho Simi Recreation and Park District, the City of Moorpark, and the Goebel Senior Center. After review of surrounding facilities and the fees associated with renting those facilities with the inclusion of alcohol, it is recommended to allow alcohol at certain events with an additional per hour charge and require the renters to obtain a security guard to monitor the event. It is estimated that the increase in the hourly rental fee would be about \$25 to allow alcohol, resulting in approximately \$18,700 in increased rental revenue. Allowing alcohol at events held at the Senior Center would also provide another affordable facility for community activities and gatherings. There is a reasonable expectation that approximately 30% (225 hours) of the rentals would take advantage of this option, resulting in a revenue increase of \$18,700 to the General Fund.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Institute an annual fee for the distribution of the mailed Senior Center
 Newsletter
 TOTAL: \$2,500
 ACCOUNT: 1002230-37299
 PRIORITY: 13

REVENUE ENHANCEMENT BREAKDOWN	
<u>Increase Revenue</u>	
Other Community Services Fees	\$3,100
TOTAL:	\$3,100

The Senior Center develops and distributes a monthly newsletter, which highlights special events and programming for participants. The newsletter is distributed to patrons who request to receive it, via email and mail. The Senior Center currently budgets \$2,500 to pay for the postage needed to mail out the newsletter, \$270 for mileage to take the newsletter to the designated post office for processing, and \$330 in temporary Community Services Aide salaries and benefits to travel to and from the post office. A \$5.50 per person yearly fee for the current 550 recipients of mailed newsletters would offset the costs of providing the mailed newsletter. This practice is utilized in other organizations, including Moorpark (\$1/month) and Camarillo (\$5/year). With the new fee, the City would continue to make the newsletter available at the Senior Center, on the City's website, and distributed via email.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Institute a Membership Fee for the Senior Center
 REQUEST: \$12,000
 ACCOUNT: 1002230-37299
 PRIORITY: 14

REVENUE ENHANCEMENT BREAKDOWN	
<u>Increase Revenue</u>	
Other Community Services Fees	\$12,000
TOTAL:	\$12,000

The Simi Valley Senior Center is host to a variety of recreational, educational and social programs for seniors age 50 or older. The services provided are made available through partnerships with local organizations who charge nominal fees for programs, but also includes programs offered by the center at no cost to the participant. Although client data is not recorded to determine unduplicated clients, it is estimated that a minimum of 1,200 unduplicated clients attend the Senior Center based on the number of recipients receiving the monthly newsletter via mail and email. Annual membership fees have been instituted by several senior centers in California. An annual fee of \$10 per person would generate an increase in revenue of \$12,000 per year. Staff would develop a scholarship program that would subsidize membership fees for those with financial hardships in partnership with the Council On Aging to assist in limiting the impact to those currently served by the Senior Center and its programs.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Reduce 0.11 FTE Community Services Aide position for Saturday morning
 TOTAL: \$4,200
 ACCOUNT: 1002230-41020
 PRIORITY: 15

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Temporary Salaries/Benefits	\$4,200
TOTAL:	\$4,200

The Simi Valley Senior Center provides services to over 700 seniors daily and rents the facility to over 420 community organizations annually. The regular business hours for the Simi Valley Senior Center are Monday through Friday, 8:00 a.m. to 5:00 p.m. In addition to these hours, the facility is open on Saturday mornings to accommodate a limited number of recreation classes, which meet between 8:00 a.m. and 12:30 p.m.

Eliminating Saturday morning offerings would reduce the need for the Community Services Aide position by 0.11 FTE or approximately 230 hours per year. By eliminating 4.5 weekly hours, the cost savings to the General Fund would be approximately \$4,200 annually. There is currently no revenue generated for offering these extended hours on Saturday, since the only current programming during these times are hosted by Rancho Simi Recreation and Parks District. However, it should be noted that this reduction would result in a reduction of services to the community and would be a change to the existing partnership the City has with Rancho Simi Recreation and Park District. Alternatively, the City could pursue modifying the partnership with Rancho Simi Recreation and Park District to offset the City's staffing costs associated with its programming offered at the Senior Center.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Eliminate Funding for 0.45 FTE Temporary Office Assistant I/II
 TOTAL: \$20,400
 ACCOUNT: 1002005-41020
 PRIORITY: 16

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Temporary Salaries/Benefits	\$20,400
TOTAL:	\$20,400

The temporary Office Assistant I/II is budgeted at 18 hours a week, the equivalent of 0.45 FTE. The position, while currently vacant, supports the general administrative needs of the Department Community Services' vast programs and services. The position accommodates support needed for peak periods within the Department's workload, especially for community events occurring on nights and weekends, which assists in keeping Department overtime costs low.

An elimination of the position would be detrimental to the quality of the vast services and programs provided to the public by requiring existing program staff to continue to divert attention to administrative tasks, or to have those tasks not completed in a timely manner, which could impact regulatory compliance, financial reporting, and overall customer service internally and externally. In the past several years, the Department's staffing has been reduced to only two administrative support positions to support the wide variety of programs, marketing efforts, civic engagement, and policy development. Any further permanent reductions to the Department's support positions creates concerns related to the Department's responsiveness to other Departments/outside agencies, and most importantly adverse impacts to the quality and volume of services provided to the public. Eliminating the 0.45 FTE Temporary Office Assistant I/II would result in a savings of \$20,400 annually.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Reduce 1.00 FTE Accounting Assistant II to 0.50 FTE
 TOTAL: \$33,800
 ACCOUNT: 1002005-41010
 PRIORITY: 17

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Regular Salaries/Benefits	\$33,800
TOTAL:	\$33,800

The Department of Community Services has been restructuring responsibilities to ensure effective management and implementation of programs and services to the public. The Accounting Assistant II position has historically provided Department-wide clerical and financial support to a variety of programs. With the implementation of Munis and enhanced training of other Department support staff, there has been a decentralization of finances to be managed on a program level which has reduced workload of the Accounting Assistant II position, allowing it to be currently filled as part-time. However, despite the current Department initiated reduction, there is still a significant need for complex financial and general administrative support throughout the Department.

A permanent reduction of this position to a 0.50 FTE would be detrimental to the quality of the vast services and programs provided to the public by requiring existing program staff to engage in a steep learning curve in areas that are more administrative in nature and not focused on direct service delivery. Additionally, in the past several years, the Department's staffing has been reduced to only two administrative support positions to support the wide variety of programs, marketing efforts, civic engagement, and policy development. Any further permanent reductions to the Department's support positions would create concerns related to the Department's responsiveness to other Departments/outside agencies, and most importantly adverse impacts to the quality and volume of services provided to the public. Reducing the Accounting Assistant II position from 1.00 FTE to 0.50 FTE would result in a savings of \$33,800 annually.

DEPARTMENT OF COMMUNITY SERVICES

FY18-19 Reduction Proposal

DEPT: Community Services
 TITLE: Restructure of Community Services Support Staff and Reduction of 1.0 FTE
 TOTAL: \$77,200
 ACCOUNT: 1002005-41010
 PRIORITY: 18

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Regular Salaries/Benefits	\$77,200
TOTAL:	\$77,200

The Department of Community Services has been restructuring staff assignments and responsibilities to ensure a strong and efficient quality of service to the public. As part of this restructuring, the Department has considered eliminating 1.0 FTE Office Specialist I/II position, reclassifying the Counter Services Technician position to an Administrative Technician, and authorizing a Department-only promotional recruitment for the Administrative Technician position. This change would help to improve employee morale by creating a promotional opportunity for one individual and allow for the delegation of higher level administrative tasks from managers and program staff. However, the reduction of the 1.0 FTE would be detrimental to the quality of the vast services and programs provided to the public by requiring existing program staff to continue to divert attention to administrative tasks or to have those tasks not completed in a timely manner, which could impact regulatory compliance, financial reporting, and overall customer service internally and externally.

In the past several years, the Department's staffing has been reduced to only two administrative support positions to support the wide variety of programs, marketing efforts, civic engagement, and policy development. One of those positions has been assigned 75% to support Code Enforcement activities. However, since the position is a lower classification than the vacant Counter Services Technician, the support currently provided is at a lower level due to personnel constraints than what is needed and requires more administrative work on the part of management staff to complete routine administrative duties, which detracts from their ability to pursue and obtain compliance for more complex Code Enforcement cases.

Any further permanent reductions to the Department's support positions creates concerns related to the Department's responsiveness to other Departments/outside agencies, and most importantly adverse impacts to the quality and volume of services provided to the public. Restructuring the Department's support staff and eliminating 1.0 FTE would result in approximately \$77,200 savings to the General Fund. This savings amount is the mid-range cost for the positions eligible to promote to the Administrative Technician classification. The reduction of the Office Specialist I/II position may result in an under or overfill depending on the individual selected for the promotional opportunity.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Reduction Proposal

DEPT: Public Works
TITLE: Eliminate Funding for the City's Flags and Banners Program
TOTAL: \$17,000
ACCOUNT: 1004140-44490 and 1004140-42560
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$12,000
Operating Supplies	\$5,000
TOTAL:	\$17,000

The City has an annual program to place seasonal flags and banners along portions of Los Angeles Avenue, First Street, Tapo Canyon Road and Tapo Street. Funds totaling \$17,000 are budgeted in Other Contract Services and Operating Supplies to maintain this program. Elimination of these funds will eliminate the annual flags and banners program.

**DEPARTMENT OF PUBLIC WORKS
FY18-19 Reduction Proposal**

DEPT: Public Works
 TITLE: Reduce Funding for Landscape & Maint. Contract
 TOTAL: \$20,000
 ACCOUNT: 1004110 - 44450
 PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Landscape Maint. Contract	\$20,000
TOTAL:	\$20,000

The Department budgets \$1,053,100 for supplies and materials needed in various sections of the department to operate. Reduction to this fund, according to the breakdown for the accounts listed below, would reduce the resources available to each account resulting in further reduction of services and potentially affecting safety due to increased liability claims.

Parkway and Tree Maintenance	\$ 15,000
Library Maintenance	\$ 5,000

**DEPARTMENT OF PUBLIC WORKS
FY18-19 Reduction Proposal**

DEPT: Public Works
 TITLE: Proposed Reduced Funding for Operating Supplies
 TOTAL: \$23,200
 ACCOUNT: 100 - 42560
 PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	
Street Maintenance (4120)	\$5,000
Building Maintenance (4130)	\$5,000
Traffic Maintenance (4140)	\$3,000
Storm Drain (4160)	\$600
Vehicle Maintenance (4150)	\$6,100
Library Maintenance (4170)	\$2,500
Graffiti Abatement (4190)	\$1,000
TOTAL:	\$23,200

The Department budgets \$403,500 for supplies and materials needed in various sections of the department. Reduction to this fund, according to the breakdown for the accounts listed, would reduce the resources available to each section resulting in a possible reduction in available supplies with a potential to adversely affect level of services and safety.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Reduction Proposal

DEPT: Public Works
 TITLE: Other Contract Services
 TOTAL: \$27,000
 ACCOUNT: 100 - 44490
 PRIORITY: 5

SAVINGS BREAKDOWN	
Parkway & Tree Maintenance (4110)	\$10,000
Bldg. - Library (4170)	\$2,500
Traffic Maintenance (4140)	\$2,000
Secondary Drain Maintenance (4160)	\$2,500
Graffiti Abatement (4190)	\$10,000
TOTAL:	\$27,000

The Department budgets \$1,262,300 "Other Contract Services" which is used for various contract services such as Parkway/Tree, Streets & Traffic, Vehicle repairs, and other miscellaneous services. Reduction to this fund, according to the breakdown for the accounts listed below, would reduce the resources available to each account, resulting in further reduction of services, potentially affecting public safety due to decreased maintenance of facilities and equipment, increasing liability, and claims.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Reduction Proposal

DEPT: Public Works
TITLE: Reduce Funding for Fuel and Lubricants
TOTAL: \$20,200
ACCOUNT: 100-4150-42500
PRIORITY: 6

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional and Special Services	\$20,200
TOTAL:	\$20,200

The Department budgets \$220,200 for Gasoline, Diesel Fuel, and Lubricants for City vehicles (except Police Department and Transit vehicles). Fuel projections are estimated for this year to be approximately \$200,000, determined from previous years usage and current year price averages. Adverse impacts such as fuel shortages, from unexpected world conflict or natural disasters, could materialize should gas prices increase unexpectedly.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Reduction Proposal

DEPT: Public Works
TITLE: Reduce Funding for the City's Armed Forces Banner And Replacement Program
TOTAL: \$10,000
ACCOUNT: 1004140-44490
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$10,000
TOTAL:	\$10,000

The City has an annual program to install, maintain, and replace armed forces banners along designated streets within the City. Funds totaling \$40,000 are budgeted in Other Contract Services to maintain this program.

POLICE DEPARTMENT
FY18-19 Reduction Proposal

DEPT: Police
TITLE: Volunteer Program
TOTAL: \$144,100
ACCOUNT: 1005460-41XXX, 42410, 42560, 44490
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$140,900
Uniforms	\$2,000
Operating Supplies	\$500
Other Contract Services	\$700
TOTAL:	\$144,100

The Volunteer Program is staffed with a Community Services Coordinator who is responsible for hiring and placing volunteers in Units throughout the Department. Volunteers undertake various assignments ranging from data entry to Citizens on Patrol and contributed over 5,200 hours in 2017, representing a significant savings to the City. In addition, this position is an Explorer Advisor and provides oversight to the Citizens Academy, a popular educational program in the community that exposes citizens to all facets of police work. This position also assists the Crime Analysis and Prevention Unit.

POLICE DEPARTMENT
FY18-19 Reduction Proposal

DEPT: Police
 TITLE: School Resource Officer Program
 TOTAL: \$392,700
 ACCOUNT: 1005120-41XXX, 42560, 42720, 42730
 PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$392,200
Operating Supplies	\$500
TOTAL:	\$392,700

The School Resource Officer ("SRO") Program is comprised of two Officers whose primary assignment is to maintain a direct relationship with staff and students on middle school and high school campuses. The two officers that staff this program are involved in counseling, intervention, and arrests when appropriate. The presence of the SRO's in the schools has helped to reduce the number of weapons on campus, solved juvenile crimes, developed gang and graffiti information, and provided students with a trusted person in whom they can confide.

Each SRO handles a multitude of juvenile incidents each school day. Additionally, the SRO's devote time to counseling students not involved in criminal activity, and participate in parent-teacher conferences as requested by school staff. Eliminating the program will significantly effect the established rapport with students and staff that took years to develop and nurture.

Currently, the Department is operating with one vacancy, as staffing issues only allows filling one of the two SRO positions. With this in mind, the work load increase of losing a second SRO will be less of an impact on Patrol Operations, than if both positions were currently filled and functional.

Elimination of this program entirely will still result in patrol officers having to handle a greater number of incidents at schools, thereby reducing their availability to respond to other patrol service calls. It will also result in diminishing the service level to schools, as patrol officers' time constraints will be negatively impacted.

POLICE DEPARTMENT
FY18-19 Reduction Proposal

DEPT: Police
 TITLE: Police Officer
 TOTAL: \$196,100
 ACCOUNT: 1005XXX-41XXX
 PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$196,100
TOTAL:	\$196,100

The Police Department is comprised of Police Officers who are assigned to conduct Patrol and Traffic functions throughout the City. Although their primary role is to respond to emergency calls for service, Patrol and Traffic Officers also conduct investigations, enforce laws, make arrests, complete reports, interact with the public, and maintain public order.

Elimination of this position would reduce the ability to properly staff the Police Department commensurate to the size of the City. In practice, this action would reduce the number of Officers who are available to work each of the three Patrol shifts and the Traffic Unit. This would mean there would be a reduction in the number of Officers who would be available at any one time to be deployed in marked police vehicles.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

POLICE DEPARTMENT
FY18-19 Reduction Proposal

DEPT: Police
 TITLE: Police Officer
 TOTAL: \$196,100
 ACCOUNT: 1005XXX-41XXX
 PRIORITY: 5

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$196,100
TOTAL:	\$196,100

The Police Department is comprised of Police Officers who are assigned to conduct Patrol and Traffic functions throughout the City. Although their primary role is to respond to emergency calls for service, Patrol and Traffic Officers also conduct investigations, enforce laws, make arrests, complete reports, interact with the public, and maintain public order.

Elimination of this position would reduce the ability to properly staff the Police Department commensurate to the size of the City. In practice, this action would reduce the number of Officers who are available to work each of the three Patrol shifts and the Traffic Unit. This would mean there would be a reduction in the number of Officers who would be available at any one time to be deployed in marked police vehicles.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

POLICE DEPARTMENT
FY18-19 Reduction Proposal

DEPT: Police
 TITLE: Police Officer
 TOTAL: \$196,100
 ACCOUNT: 1005XXX-41XXX
 PRIORITY: 6

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$196,100
TOTAL:	\$196,100

The Police Department is comprised of Police Officers who are assigned to conduct Patrol and Traffic functions throughout the City. Although their primary role is to respond to emergency calls for service, Patrol and Traffic Officers also conduct investigations, enforce laws, make arrests, complete reports, interact with the public, and maintain public order.

Elimination of this position would reduce the ability to properly staff the Police Department commensurate to the size of the City. In practice, this action would reduce the number of Officers who are available to work each of the three Patrol shifts and the Traffic Unit. This would mean there would be a reduction in the number of Officers who would be available at any one time to be deployed in marked police vehicles.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

EMERGENCY SERVICES
FY18-19 Reduction Proposal

DEPT: Police Department Emergency Services
 TITLE: Eliminate CPR/First Aid Funding
 TOTAL: \$5,500
 ACCOUNT: 1005490-42730
 PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Training	\$5,500
TOTAL:	\$5,500

Emergency Services has provided American Red Cross CPR/First Aid training to civilian staff since 1988. Both sworn and civilian personnel are trained by a cadre of Police employees who are Red Cross certified instructors. This program funds the training of civilian employees by Police instructors. Approximately 200 civilian employees are trained each year. Most of these employees are required to have this training under OSHA requirements.

Elimination of funding for this item will end this training program. The City will have to find alternative methods to comply with the CPR/First Aid training requirement for Public Works, Waterworks, Sanitation employees, as well as DSW Team members and Crossing Guards.

EMERGENCY SERVICES
FY18-19 Reduction Proposal

DEPT: Police Department Emergency Services
 TITLE: Eliminate Disaster Supplies and Mass Casualty Unit Funding
 TOTAL: \$2,000
 ACCOUNT: 1005490-42560
 PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$2,000
TOTAL:	\$2,000

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

Emergency Services is programmed to purchase replacement Meals Ready to Eat (MRE's) for FY2017-18. These food stocks continually expire and need to be replaced. The City maintains one day of MRE's to feed emergency responders in the initial phase of a disaster before other food sources are established. Elimination of this funding will reduce the number of available responder meals.

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EMERGENCY SERVICES
FY18-19 Reduction Proposal

DEPT: Police Department Emergency Services
 TITLE: Eliminate EOC Readiness Funding
 TOTAL: \$4,000
 ACCOUNT: 1005490-42560
 PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$4,000
TOTAL:	\$4,000

The City's Emergency Operation Center ("EOC") is equipped with 45 computers, two printers, four digital projectors, and networking technologies. The EOC also uses server-based crisis management software (or, WebEOC). This item funds the maintenance of this equipment.

Elimination of funding for this item will reduce the ability of EOC staff to effectively operate in the EOC. The development of situation reports, action plans, mutual aid requests, damage assessment, countywide communications, and the development and delivery of emergency public information is all dependent upon the effective operation of these systems.

EMERGENCY SERVICES
FY18-19 Reduction Proposal

DEPT: Police Department Emergency Services
 TITLE: Eliminate Disaster Service Worker Team Funding
 TOTAL: \$6,500
 ACCOUNT: 1005490-42410, 1005490-42730, 1005490-42560
 PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Uniform/Clothing Supplies	\$2,000
Training	\$1,000
Operating Supplies	\$3,500
TOTAL:	\$6,500

The Disaster Service Worker Program was developed in 2003 to supplement professional responders such as police officers, firefighters, and medical providers during large incidents and disasters. The 32 team members are Simi Valley residents who volunteer their time to participate in the program.

They train regularly to develop and maintain their skills and respond to actual incidents and events. The DSW Team has served in numerous incidents and events, including the 2003, 2007, and 2008 City brush fires, the 2009 Moorpark Fire, and Hurricane Katrina. They served as drivers in President Bush's motor pool and assisted the Ronald Reagan Library in each of its major events since 2003. In FY2016-17, the DSW Team provided more the 3,000 hours of community service.

In a large-scale disaster, such as an earthquake, the members respond according to standing orders and begin providing services to the community. For other emergencies, such as flooding, or a lost child, the members will respond and be functionally organized in the manner best suited for that operation (search teams, sandbagging, etc.) The DSW Team is also a vital resource in disaster preparedness outreach programs, EOC operations, and the maintenance of the Simi Valley DSW radio system.

Elimination of funding for this item will result in the termination of this program. The City's overall disaster response and preparedness capabilities will be significantly reduced, as the variety of skills and services that the team has developed over the last ten years is lost.

WATERWORKS

FY18-19 Reduction Proposal

TITLE: Reduce Water Use Efficiency Program
 TOTAL: \$25,000
 ACCOUNT: 7614605 42560
 PRIORITY: 2

SAVINGS BREAKDOWN	
Water Use Efficiency Program	\$25,000
TOTAL:	\$25,000

The Water Use Efficiency Program is an ongoing program to fund water use surveys and to purchase high efficiency plumbing and irrigation devices throughout the District. These surveys, materials, and equipment may be provided to residential, commercial, industrial, and institutional District Water customers.

Reducing the Water Use Efficiency Program will result in these programs being cut significantly for the budget year. This could result in additional water loss, based on inefficient plumbing and sprinkler systems.

WATERWORKS

FY18-19 Reduction Proposal

TITLE: Reduce Landscaping Improvements at Tank Sites
TOTAL: \$10,000
ACCOUNT: 7639760 48500
PRIORITY: 3

SAVINGS BREAKDOWN	
Landscaping Improvements at Tank Sites	\$10,000
TOTAL:	\$10,000

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2018-19 projects include replacing irrigation systems at tank sites and drought-tolerant shrubs and replacement trees at various water tanks and pump stations. Deferring this program would result in no further landscaping improvements around existing water tanks or pump stations.

WATERWORKS

FY18-19 Reduction Proposal

TITLE: Eliminate Funding for the Refurbishment/Installation of District Pumping Facilities
 TOTAL: \$55,000
 ACCOUNT: 7639760 48500
 PRIORITY: 4

SAVINGS BREAKDOWN	
Refurbishment/Installation District Pump Facilities	\$55,000
TOTAL:	\$55,000

The District has an on-going program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Discontinuing this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs.

SANITATION

FY18-19 Reduction Proposal

TITLE: Eliminate Funding for Plant Equipment Reserve
TOTAL: \$200,000
ACCOUNT: 7004240 44490
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Plant Equipment Reserve	\$200,000
TOTAL:	\$200,000

Reductions in the Plant Equipment Reserve by \$200,000 will negatively impact the Sanitation Division's ability to plan for, and replace equipment that has failed or is no longer maintainable. The end result will be an increase in costs for emergency repairs and fast-track replacement, in order to avoid permit violations and potential fines.

SANITATION

FY18-19 Reduction Proposal

TITLE: Eliminate Funding for Maintenance of Equipment
 TOTAL: \$50,000
 ACCOUNT: 7004240 44310
 PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Maintenance of Equipment	\$50,000
TOTAL:	\$50,000

This account provides for the maintenance, operation, and emergency repairs of the Sanitation Services Division equipment. The major expenditures in this account are attributed to the Treatment Plant with additional costs in the Collection System. A reduction in this account would severely affect the status of emergency equipment and electrical repairs, the ability to purchase needed electronic components, paints, nuts and bolts, seals and bearings, pipe and fittings, building supplies, hardware, electrical systems, and equipment replacement parts, funding for building supplies and vehicle maintenance. A large amount of Plant equipment is beyond its predicted useful life, but is required to operate around the clock. This aging equipment must be properly maintained to ensure continuous permit compliance.

SANITATION

FY18-19 Reduction Proposal

TITLE: Eliminate Funding for Other Contracted Services
 TOTAL: \$50,000
 ACCOUNT: 7004240 44490
 PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contracted Services	\$50,000
TOTAL:	\$50,000

A reduction in the Other Contract Services account would adversely affect the Division’s ability to maintain equipment through predictive maintenance by postponing needed repairs, access consulting services, and technical assistance, and complete needed Plant projects on schedule. Reduction in this account would also affect the Plant’s ability to continue to identify electrical maintenance needs, meet biosolids disposal needs, maintain all Plant landscaped areas, provide required filter process inspection and maintenance, contract for emergency welding services, provide needed security improvements, and respond to emergency sewer repair needs.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Policy Item/Capital Asset Proposal

DEPT: Community Services
 TITLE: Reclassification of one Code Compliance Officer to Senior Code Compliance Officer
 REQUEST: \$6,600
 ACCOUNT: 1002110-41010
 PRIORITY: 2

COST BREAKDOWN	
<u>Personnel</u>	
Regular Salaries/Benefits	\$6,600
TOTAL:	\$6,600

The Department of Community Services' Code Enforcement Section is currently comprised of one Code Compliance Manager, one Senior Code Compliance Officer, four full-time Code Compliance Officers, one Counter Services Technician, and 0.75 Office Specialist II positions. Each Code Compliance Officer is assigned a geographical area within the City in which they conduct routine inspections, identify specific violations on both residential and commercial properties, and respond to citizen complaints. The Senior Code Compliance Officer position entails the implementation of more technical and complex tasks, which include providing technical direction and assistance to Code Compliance Officers, participating in the development and implementation of policies and procedures, and managing a caseload comprised of the more complex cases.

In recent years, demands on Code Enforcement staff have increased to ensure that the quality of life for the City's residents and the economic vitality of businesses are upheld and preserved. The Department is focusing and gearing enforcement more towards the community's needs rather than strictly focusing on past practices, which requires a greater level of judgment to be exercised by staff with enhanced land use knowledge. Code Enforcement has recently been addressing more complex cases and issues, which in turn requires the use of additional tools, such as abatement warrants and receiverships, to deal with these intricate cases. Additionally, as the community continues to evolve, greater coordination between Planning and Code Enforcement staff is needed to address issues within a balanced environment to maintain community aesthetics, safety, and economic vibrancy.

Currently, the Code Compliance Manager is limited to delegating the complex and more technical duties to one existing Senior Code Compliance Officer. Since the needs of the community are evolving, the Department needs to evolve as well. By reclassifying one existing Code Compliance Officer position to a Senior Code Compliance Officer, the Department will increase its capacity for complex cases, improve responsiveness, and be able to better keep pace with the needs of the community. The reclassification would also allow the Code Compliance Manager to dedicate more time to higher level responsibilities and assignments including improving coordination between Departments, introducing new Code Enforcement tools, proactively evaluating community needs and directing enforcement accordingly.

The Department recommends that one Code Compliance Officer position be reclassified to a Senior Code Compliance Officer with an associated increase to the Department's Salaries/Benefits budget of \$6,600.

DEPARTMENT OF COMMUNITY SERVICES
FY18-19 Policy Item/Capital Asset Proposal

DEPT: Community Services
 TITLE: Addition of a 0.25 FTE Temporary Work Experience/Clerical Position
 REQUEST: \$12,000
 ACCOUNT: 1002240-41020
 PRIORITY: 3

COST BREAKDOWN	
<u>Personnel</u>	
Temporary Salaries/Benefits	\$12,000
TOTAL:	\$12,000

The Work Experience position will work up to ten hours per week answering phone calls, scheduling YES client appointments, copying, preparing mailings, and preparing for and assisting with special events. The Work Experience position allows staff to spend more time on program management and supervisory activities. Community Services staff would promote the opening among local colleges, such as: California Lutheran University, California State University Channel Islands, and Moorpark Community College. The ideal candidate would have an interest in public administration or social services. The addition of the position would increase the Department's Temporary Salaries/Benefits by \$12,000; however, it is anticipated that it will create additional capacity among permanent positions to enhance existing services. Additionally, the addition of this position will assist in reflecting the City's value of youth employment while setting an example to other employers on integrating youth into the workforce.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Policy Item Proposal

TITLE: Funding to Unfreeze One City Engineer
 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
 REQUEST: \$237,500 (Approx. \$79,200 per fund)
 ACCOUNT: 1004080 / 7004280 / 7614680 - various
 PRIORITY: 1

COST BREAKDOWN

Personnel

City Engineer (1/3 split funded)	
Water Fund	\$79,200
Sanitation Fund	\$79,200
General Fund	\$79,100
TOTAL:	\$237,500

In FY 2014-15, the Department initiated a reorganization and combined all of the Public Works Engineering functions into one engineering Division: Engineering Services. The Division is located in City Hall and includes six sections: Capital Projects; Traffic Engineering; Development Services; Waterworks Engineering; Sanitation Engineering; and Public Works Inspection, with combined staffing of 33 authorized positions. To manage the Division, the City Council approved the reclassification of the former Deputy Director/City Engineer position to City Engineer. However, to help address the budget deficits over the past three years, the City Engineer position has been unfunded, and the Director and Assistant Director continue to manage the various Sections.

It is important to have daily monitoring of the engineering activities to ensure efficient and timely completion of various projects. To provide enhanced efficiency and coordination of all Public Works engineering functions, the Division and its Section supervisors should have a direct day-to-day manager. Therefore, funding for the City Engineer position is requested in the FY 2018-19 budget.

The City Engineer will manage engineering functions for all three funds (General Fund, Sanitation Fund, and Waterworks Fund), therefore it is recommended that funding for the position be split between the three funds, resulting in approximately \$79,100 for GF, and \$ 79,200 for Sanitation and Water funds.

General Fund = \$79,100
 Sanitation Fund = \$79,200
 Waterworks Fund = \$79,200

Total Cost = \$237,500

DEPARTMENT OF PUBLIC WORKS

FY18-19 Policy Item Proposal

TITLE: Add one Environmental Compliance Management Analyst
 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
 REQUEST: \$137,100 (Total all Funds)
 ACCOUNT: 1004080 / 7004280 / 7614680 - various
 PRIORITY: 2

COST BREAKDOWN	
<u>Personnel</u>	
Environmental Compliance Management Analyst (1/3 split funded - \$45,700 per fund)	\$137,100
TOTAL:	\$137,100

As state and federal environmental regulations continue to evolve and expand, along with the frequency and durations of droughts, the Department is requesting authorization to add a Management Analyst position to provide support for the Environmental Compliance Division's Water Conservation, Stormwater Management, Industrial Wastewater Pretreatment, and Hazardous Materials/Household Hazardous Waste (or, HHW) Programs.

The Management Analyst would support the Deputy Public Works Director (Environmental Compliance) and the four Environmental Compliance Program Coordinators with meeting the increased environmental regulatory requirements placed on the City, such as, to name a few: 1) a new Countywide Municipal Separate Storm Sewer System (MS4) permit, expected to be issued during the 2018/19 fiscal year; 2) amendments to the City Stormwater Program portion of the municipal code, which will significantly increase the Stormwater Program's compliance planning and implementation activities; 3) the state's new Trash Policy, adding the requirement that cities install full capture systems in designated priority land use areas, in addition to annual reporting on the progress made toward the 10-year final compliance date; 4) the new State Bacteria Policy, expected to be adopted before the end of the current fiscal year, adding another layer to program implementation and expanding the City's responsibilities for the implementation of federal EPA Total Maximum Daily Loads (TMDLs) Pollutant Compliance Plans; 5) the proposed statewide regulations continually increasing the City/Waterworks Water Conservation Program's compliance planning, implementation, and enforcement activities; 6) and the City's Pretreatment Program, recently enacted regulations for dental amalgam.

These state and local changes require not only development and implementation of compliance plans and procedures, but also frequent communication and training of City/District staff. The Management Analyst position would be able to fulfill many tracking, analyzing, and reporting functions as well as help guide the division through the transition to EnerGov.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Policy Item Proposal

TITLE: Funding for Temporary Public Works Inspection (General Fund)
 REQUEST: \$100,000 (General Fund)
 ACCOUNT: 1004080-41020 Salaries & Benefits
 PRIORITY: 3

COST BREAKDOWN	
<u>Personnel</u>	
Temporary Salaries	\$100,000
TOTAL:	\$100,000

The Department is requesting funding for temporary salaries for Public Works Inspection. Projecting forward, the department expects an increase in capital projects and development activity. In addition to normal capital projects activity, Senate Bill 1 is providing addition funding for local streets and roads. It is anticipated that the City will receive almost \$3 million for FY 2017-18 and FY 2018-19. This entire amount will fund minor street projects throughout the City. In future years, it is anticipated that the City will continue to receive approximately \$2.5 million per year, thus an increase in minor street projects will continue. Also, a major improvement of West Los Angeles Ave from the PSC to the Moorpark city limit is expected to begin construction in FY 2018-19. And, several Waterworks and Sanitation projects will be constructed.

Development activity is also expected to increase with the construction of large residential developments at Madera and Los Angeles, the former school district site at Kadota and Big Springs, the park district headquarters on Sycamore south of Los Angeles, and Lost Canyons.

To address the increase in public works inspection, an increase in temporary salary funds in the amount of \$100,000 is requested.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Policy Item Proposal

TITLE: Funding for Maintenance Division Efficiency Study
REQUEST: \$75,000
ACCOUNT: 1004080-44490
PRIORITY: 5

COST BREAKDOWN	
<u>Personnel</u>	
Maintenance Division Efficiency Study	\$75,000
TOTAL:	\$75,000

The Department of Public Works requests to retain a consultant to conduct an efficiency study of the Maintenance Services Division to assess and evaluate the existing operations and provide recommendations on appropriate staffing levels, costs and adequacy of annual funding for the division, and potential cost saving measures. The division is comprised of four sections including Streets, Landscaping, Building, and Fleet operations. An assessment of the funding, organizational needs and staffing, to properly keep pace with the City's projected maintenance needs for all areas is desired. As staffing levels have declined over the years, it is important to re-establish appropriate staffing levels for the future.

DEPARTMENT OF PUBLIC WORKS
FY18-19 Capital Asset Proposal

TITLE: Funding for Replacement Vehicle Purchase
 REQUEST: \$25,500
 ACCOUNT: 1004110-47030, 1004110-42235
 PRIORITY: 2

COST BREAKDOWN	
<u>Capital Outlay</u>	
Funding for Replacement Vehicle Purchase	\$24,500
Light Bar	\$1,000
TOTAL:	\$25,500

The Public Works Department requests permission to replace a retained vehicle for the landscape section. Vehicle #481, a 1999 1/2 ton, Ford F-150 Pick Up Truck, previously approved for replacement in 2003 for the Police Department, was retained after replacement, transferred to Public Works, and has since been used in the Landscape Division for the Landscape Inspector. As such, there are currently no replacement funds available for this vehicle. The vehicle is now nineteen years old and has 195,000 miles with motor, drive train, and other various mechanical problems now occurring more frequently.

The Public Works Landscape Division requests this vehicle be replaced with a new Ford 1/2-ton truck crew cab or equivalent model.

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CITY OF SIMI VALLEY

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 Under Expenditures

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) that 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 Appropriation

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.

GLOSSARY (continued)

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 Outlay

A budget appropriation category for equipment items.

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.

Deficit

An excess of expenditures or expenses over revenues.

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.

GLOSSARY (continued)

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 \$5,000.

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.

Grant

Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

Interfund Transfer

Monies transferred from one fund to another. These transfers may finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Internal Service Fund

An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals. Liability Insurance and Workers' Compensation Insurance are examples.

Materials, Supplies and Services

Expenditures/expenses which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

Municipal Code

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Objective

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

GLOSSARY (continued)**OPEB**

Other Post Employment Benefits such as retiree health and dental coverage provided by a state or local government and reported in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45.

Operating Budget

A budget for general expenditures such as salaries, utilities, and supplies.

Personnel 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 for salaries and benefits are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the Personnel Savings account is used to account for this factor in preparing fund balance projections.

Public Financing Authority

A separate entity attached to the City that participates in public financing of city projects and activities.

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.

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.

ACRONYMS AND ABBREVIATIONS (continued)

ADA

Americans With Disabilities Act

APCD

Air Pollution Control District

ABRA

American Recovery and Reinvestment Act

BTC

Business Tenancy Certificate

CAC

Simi Valley Cultural Arts Center

CAFR

Comprehensive Annual Financial Report

Cal EMA

California Emergency Management Agency

CAL/OSHA

California Occupational Safety and Health Administration

CARB

California Air Resources Board

CDA

Simi Valley Community Development Successor Agency

CEB

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

CFD

Mello-Roos Community Facility District

CHP

California Highway Patrol

CIP

Capital Improvement Program

CIT

Crisis Intervention Team

CLETS

California Law Enforcement Telecommunications System

CNG

Compressed Natural Gas

CMWD

Calleguas Municipal Water District

COA

Simi Valley Council On Aging

CPI-U

Consumer Price Index for All Urban Consumers

CSMFO

California Society of Municipal Finance Officers

DAR

Dial-A-Ride Service

DBE

Disadvantaged Business Enterprise

DMV

California Department of Motor Vehicles

EIR

Environmental Impact Report

EOC

Emergency Operations Center

ERP

Enterprise Resources Planning System (City of Simi Valley Integrated Financial System)

ESRI

Environmental Systems Research Institute

FBRR

Fare Box Recovery Ratio

FEMA

Federal Emergency Management Agency

FIS

Simi Valley Financial Information System

GFOA

Government Finance Officers Association

GIS

Geographic Information System

HUD

Federal Department of Housing and Urban Development

IACG

Ventura County Inter-agency Coordination Group

IPS

Integrated Police Systems

JPA

Joint Powers Agreement

LAFCO

Local Agency Formation Commission

ACRONYMS AND ABBREVIATIONS (continued)

LAIF or L.A.I.F.

California State Treasurer's Local Agency Investment Fund

LEED

Leadership in Energy and Environmental Design

LTF

Local Transportation Funds

MCC

Mortgage Credit Certificate Program

MCLE

Minimum Continuing Legal Education

MOA

Memorandum of Agreement

MOU

Memorandum of Understanding

MOW

Meals-On-Wheels Program

MS4

Municipal Separate Storm Sewer System

MUSTS

Municipal Unsafe Structure Tracking System

NEPA

National Environmental Policy Act

NIMS

National Incident Management System

NPDES

National Pollutant Discharge Elimination System

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

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

SSC

Schedule of Service Charges

SVMC

Simi Valley Municipal Code

SWT

Special Weapons and Tactics

TARP

Teen Assistance and Resource Program

TEA

Tax Equity Allocation

TRAK

Technology to Recover Abducted Kids System

USEPA

United States Environmental Protection Agency

VCAT

Ventura County Combined Agency Task Force

VCIJIS

Ventura County Integrated Justice Information System

VCOG

Ventura Council of Governments

VCTC

Ventura County Transportation Commission

VERSA TERM

Integrated Police Systems Software

VPN

Virtual Private Network

WAN

Wide Area Network

YES

Youth Employment Services Program