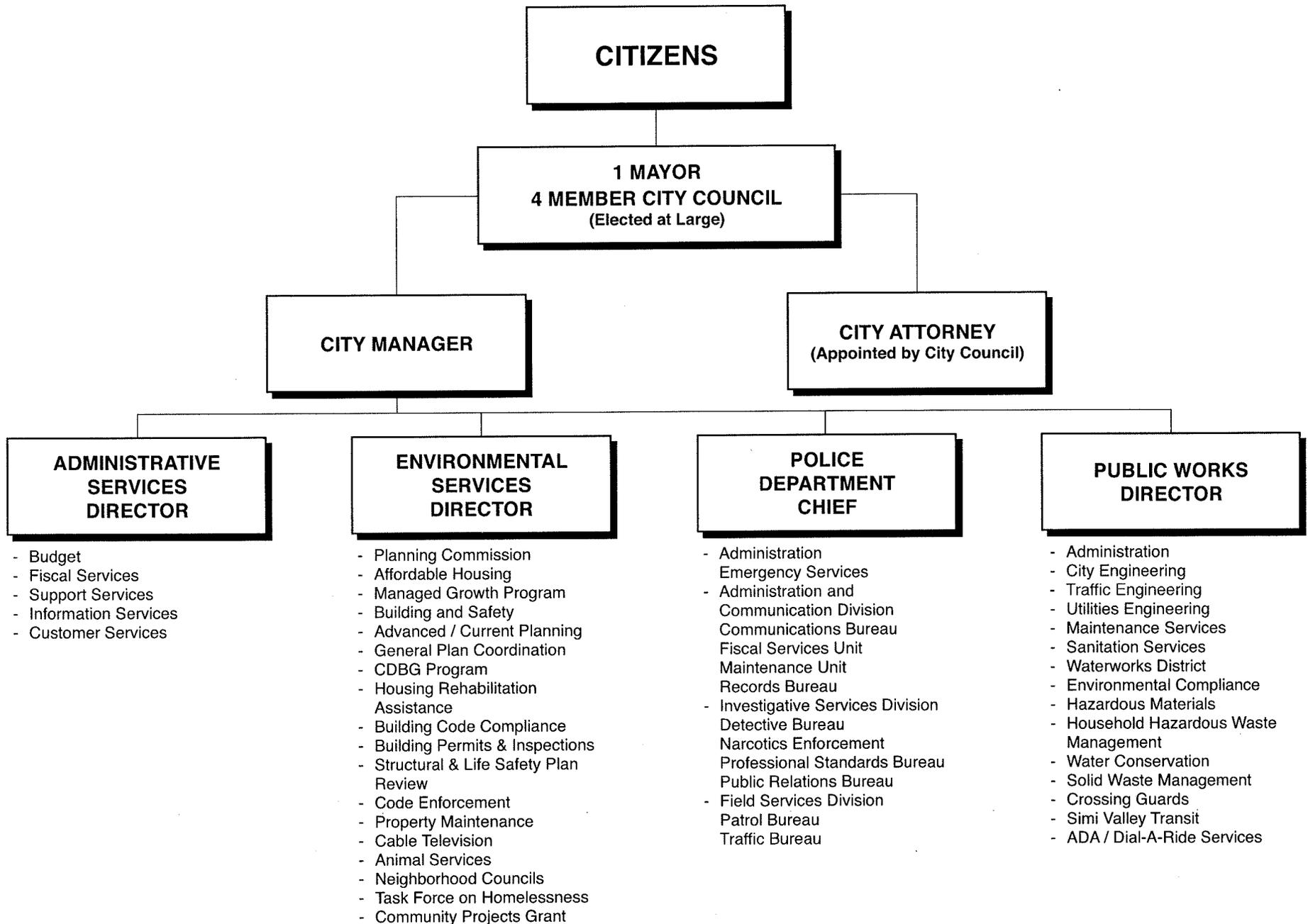


ORGANIZATION of the City of SIMI VALLEY



SIMI VALLEY CITY COUNCIL

CITY MANAGER

CITY CLERK

- Elections
- City Council Agenda
- Records Management
- Claims
- Public Records Requests
- Subpoenas

EXECUTIVE ASSISTANT

ADMINISTRATIVE ASSISTANT

DEPUTY HUMAN RESOURCES DIRECTOR

- Recruitment
- Position Budget Control
- Labor / Employee Relations
- Salary and Benefits Administration
- Workforce Diversity - Training
- Risk Management
- Employee Records
- City Hall Reception / Switchboard
- Workers' Compensation

DEPUTY CITY MANAGER

- Legislation
- Regional Planning - VCOG
- Labor Relations
- Public Information
- Elections
- Intergovernmental Coordination
- Emergency Actions Coordination
- Agenda Coordination

ASSISTANT CITY MANAGER (Vacant)

- CDA Successor Agency
- Industrial / Commercial Development
- Economic Development
- Development
- Community Interface
- Chamber of Commerce
- Civic Center Projects
- Development Agreements
- Public Financing Authority
- Industrial Development Authority
- General Plan Coordination
- Business Advocacy
- Affordable Housing Policy
- City Facilities Utilization
- Environmental Services Department Oversight
- Human Resources Oversight

DEPUTY CITY MANAGER

- Budget Oversight
- Affordable Housing
- Department Fiscal Oversight
- Special Event Coordination
- Filming Coordination
- Economic Development Support
- Business Advocacy
- Website Management
- Agenda and Staff Report Review
- Energy Partnership

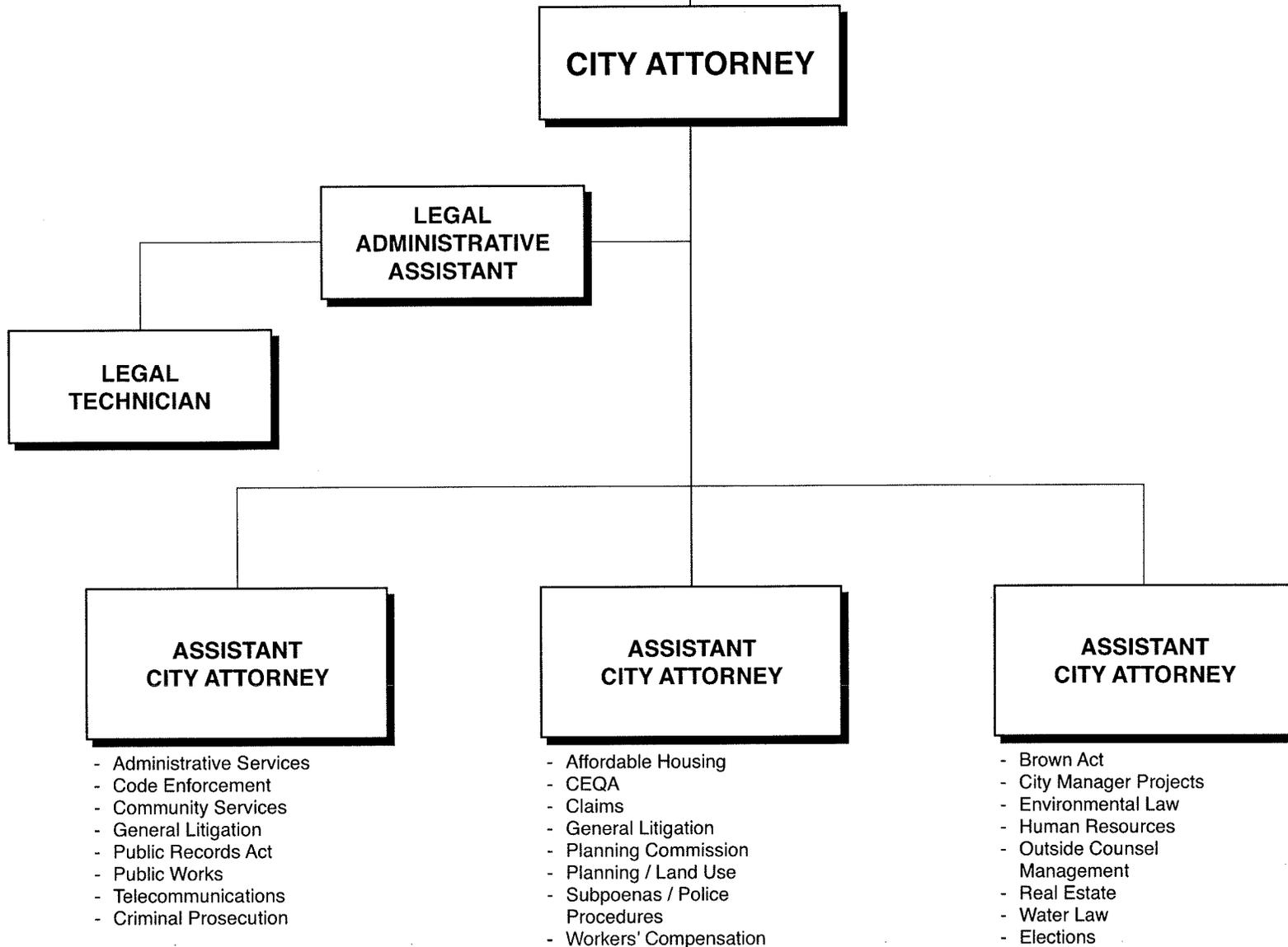
MANAGEMENT ASSISTANT

- Filming Support
- Special Event Support
- Department Fiscal Support
- Special Event Coordination
- Filming Coordination
- Website Support

DEPUTY COMMUNITY SERVICES DIRECTOR

- Cultural Arts Center
- Simi Valley Arts Commission
- Youth Council
- Youth Employment Service
- Simi Valley Public Library
- Senior Center

SIMI VALLEY CITY COUNCIL



SIMI VALLEY CITY COUNCIL

CITY MANAGER

ADMINISTRATIVE SERVICES DIRECTOR

BUDGET OFFICER

- Appropriations Limit Administration
- Budget Development
- Budgetary Control System
- Capital Improvement Program
- Cost Allocation Plan
- Schedule of Service Charges
- State-Mandated Cost Recovery

ADMINISTRATIVE ASSISTANT

- Administrative Support
- Travel Management
- Special Programs

SENIOR MANAGEMENT ANALYST

- Collections Oversight
- Banking Services
- Debt Administration
- Enterprise System Process Analysis
- Investments

MANAGEMENT ANALYST

- Special Projects
- Data Analysis
- Budget
- Purchasing Card Management
- Interdepartmental Collaboration

CUSTOMER SERVICES SUPERVISOR

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

DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (FISCAL SERVICES)

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

DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (INFORMATION SERVICES)

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

DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (SUPPORT SERVICES)

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**ENVIRONMENTAL SERVICES
DIRECTOR**

**PLANNING
COMMISSION**

**ADMINISTRATIVE
ASSISTANT**

**ADMINISTRATIVE
OFFICER**

- Budget / Financial / Purchasing / Contract Administration
- Personnel
- Fee Administration
- Records Management
- Staff Support
- Administrative Support to the Planning Commission, Affordable Housing Subcommittee, CDBG Advisory Committee, and other Appointed Committees
- Information Services
- Affordable Housing Programs
- CDBG Program
- Grant Management
- Census Information
- Home Rehabilitation Assistance Program
- Neighborhood Councils

**DEPUTY
ENVIRONMENTAL
SERVICES DIRECTOR
(City Planner)**

- Support to the Planning Commission
- Administration Hearing Officer
- Municipal Code/Development/ Zoning Code Administration
- General Plan Administration
- City Planning
- Environmental Impact Review
- Citywide Design Guidelines Administration
- Specific Plans and Amendments
- Managed Growth Plan
- Regional Planning Issues
- Development Agreements and Amendments
- Territorial Annexations
- Geographic Information System Planning
- Support to Code Enforcement
- Residential Building Permit Allocation System
- Planning & Housing Website Page Design and Monitoring

**DEPUTY
ENVIRONMENTAL
SERVICES DIRECTOR
(Building Official)**

- Building Permit Issuance and Processing
- Counter Services and Response to Public Inquiries
- Building Plan Check Services
- Inspection of Residential, Commercial and Industrial Construction
- Building Code Compliance Inspection & Enforcement
- Municipal Unsafe Structure Tracking System (MUSTS) Program
- Certificate of Occupancy Issuance
- Emergency Assessment (Building Structural Safety)
- Building Code Interpretation and Development
- Construction Activity Data
- Building Plans & Permit Public Records Management

**DEPUTY
ENVIRONMENTAL
SERVICES DIRECTOR**

- Code Enforcement
- Land Use Permit and Zoning Standards Enforcement
- Property Maintenance, Substandard Conditions, and Public Nuisance Abatements
- Civil Fine Processing
- Administrative Appeals Hearing Support
- Support to the Task Force on Homelessness
- Regional Policy Analysis on Homelessness Issues
- Continuum of Care Participation
- Homeless Services Resources and Referrals
- Community Projects Grant Program
- Nonprofit Collaboration
- Simi Valley Television Operations
- Cable Television Customer Service Intervention
- Animal Services Contract Administration
- Animal Shelter Facility Management

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**POLICE DEPARTMENT
Chief of Police**

**EMERGENCY SERVICES
MANAGER**

**EXECUTIVE OFFICER
COMMANDER**

**ADMINISTRATIVE
ASSISTANT**

- Lexipol Administration
- Planning & Research
- Policy & Procedure
- Property & Evidence
- Temporary Holding Facility

DEPUTY CHIEF

**ADMINISTRATION AND
COMMUNICATION DIVISION
Deputy Director**

- Patrol Bureau Commanders
- Field Training Officer Program
- K9 Unit
- School Resources Officer
- SWAT Team
- Crisis Intervention Team
- Bicycle Patrol Unit
- Defensive Tactics Team
- Chaplain Program
- Traffic Bureau Commander
- Accident Investigation Unit
- Traffic Enforcement
- Off-Road Program
- Parking Enforcement
- Abandoned Vehicles
- Front Desk Services
- Detective Bureau Commander
- Major Crimes
- Property Crimes
- Special Operations Unit / Narcotics
- Task Force Operations
- Crime Scene Investigators
- Technical Services
- Professional Standards Bureau Commander
- Background & Recruitment
- Internal Affairs
- Department Training
- Pitchess Motions / City Claims
- Public Relations Bureau Commander
- Explorer Program
- Homeless Liaison
- Media Relations
- Public Information / Social Media
- Volunteer Program

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**PUBLIC WORKS
DIRECTOR**

**ASSISTANT PUBLIC WORKS
DIRECTOR**

**ADMINISTRATIVE
ASSISTANT**

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Waterworks
Services)**

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

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Sanitation
Services)**

- Plant Operations
- Laboratory
- Maintenance
- Sewer Maintenance

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Environmental
Compliance)**

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

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Administration)**

- Budget Oversight
- Purchasing
- Public Works Personnel and Safety
- Training, and Development
- Secretarial and Clerical Operations
- Staff Support
- GIS
- Banner Program
- Crossing Guards

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Maintenance
Services)**

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

**CITY ENGINEER
(Engineering
Services)**

- Development Engineering
- NPDES MS4 Permit
- FEMA NFIP
- Community Rating System
- Capital Projects
- Traffic Engineering
- Traffic Planning
- Signal Operations
- Street Lighting
- Utilities Engineering
- Utilities Capital Projects
- Public Works Inspection
- Staff Support to Planning Commission

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Transit)**

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