

# ***CITY OF SIMI VALLEY ADOPTED BUDGET***

## ***FISCAL YEAR 2020-21***



CITY OF SIMI VALLEY

**CITY OF SIMI VALLEY • ADOPTED BUDGET • FY 2020-21**

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**CITY OF SIMI VALLEY**

# BUDGET MESSAGE

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# CITY OF SIMI VALLEY

*Home of The Ronald Reagan Presidential Library*

July 1, 2020

Members of the City Council / Boards of Directors:

On behalf of the Simi Valley management team, it is my pleasure to present FY 2020-21 Adopted Budget. This Adopted Budget is structurally balanced and is the culmination of diligent work and tough decisions by all City employees over the last year. The resulting document establishes a funding level that continues Simi Valley as a safe and well maintained community providing exceptional services to residents and the business sector.

The City is in a strong financial position as highlighted by the City's healthy General Fund balance. After a full accounting, the FY 2018-19 closed with a surplus of nearly \$3.5 million in operating funds, due primarily to unanticipated revenues. In addition, FY 2019-20 received an unanticipated Property Tax Payment from the County of \$3.2 million. Combining these surplus revenue sources, the City will establish a COVID-19 Recovery Fund in the amount of \$6.0 million to help offset any potential future impacts of the current pandemic. The result is an Unrestricted Fund Balance of \$38.2 million. The Government Finance Officers Association (GFOA) recommends maintaining unrestricted budgetary fund balance in the general fund of no less than two months (to mitigate current and future risks), or nearly 17%, of regular general fund operating revenues or regular general fund operating expenditures. The City's \$38.2 million fund balance far exceeds the two month recommendation with more than a six month or nearly 51% total balance of the \$75.3 million Adopted FY 2020-21 General Fund operating expenditures.

## **Economic Outlook**

The economic shock from the coronavirus pandemic has been sudden and unprecedented. Within the span of just a couple weeks, many businesses and public gathering spaces were shut down, consumer spending on non-emergency items plummeted, and initial unemployment filings shattered old records. The full effect of these impacts will not be known for some time, but it is clear they will be significant. The City of Simi Valley is fortunately in a good position to deal with the financial impacts of COVID-19.

The City has been very prudent in managing the budget for the last two years and the City has been experiencing positive revenue over expenditures. Furthermore, as a bedroom community the City is not as dependent on elastic revenue sources such as tourism and more reliant on property tax. This stability and the surpluses allow the City to be in a better position to handle the economic effects caused by the coronavirus, anticipating no significant service reductions to the community nor reductions in workforce at this time.

## **Fiscal Year 2019-20 - General Fund Summary**

As initially developed, prior to the COVID-19 outbreak, the FY 2019-20 general fund was projected to end the year with \$2.6 million revenues over expenditures. The City's revenue numbers were very strong, buoyed by steady revenue but more importantly the City held firm in expenditures in keeping with a fiscally conservative budget.

While the City was projecting to end the year with a \$2.6 million surplus, as a result of COVID-19, we are estimating a revenue impact of \$1.9 million for the 2019-20 fiscal year. This impact is largely due to reductions in sales tax revenue, Transient Occupancy Tax (hotel bed tax) revenue, and Gas Tax revenue. Therefore, primarily as a result of COVID-19, we project ending the fiscal year with a small surplus of approx. \$396,000. Tallying the revenues versus expenditures will result in the City ending the year with a small surplus (\$396,000), however an unanticipated property tax payment will result in a projected year end surplus of approximately \$3.7 million. Received in early May 2020, a \$3.2 million one-time payment is a result of the County of Ventura conducting an in-depth review of the Tax Equity Allocation (TEA) payments that were made to cities for the periods of FY 2016-17 through FY 2019-20. As a result, the City of Simi Valley received a one-time payment of \$3.2 million.

FY 2019-20 estimated revenue is projected at \$74.3 million, which is \$0.3 million (0.4%) less than budgeted. Property tax revenue is estimated to end the year at \$35.8 million, \$3.2 million (9.8%) above the budgeted amount of \$32.6 million. This is due to the one-time payment of \$3.2 million. Sales tax revenue is estimated at \$16.9 million, \$1.5 million (8.2%) less than the budget amount. Transient Occupancy Tax is estimated to end the year at \$1.7 million, \$540,700 (24.3%) less than the budgeted amount of \$2.2 million. Gas tax is projected at \$2.6 million, which is approx. \$773,800 (22.92%) less than the budgeted amount.

FY 2019-20 General Fund expenses are estimated at \$70.6 million, which is \$3.9 million (5.3%) less than budgeted. Of this amount, \$2.8 million is the result of salary and benefit savings from planned and unplanned staff vacancies during the year. Supplies, materials, and services expense is expected to end the year \$1.2 million (8.36%) below budget.

### **Fiscal Year 2019-20 Accomplishments**

City staff, with support from the City Council, was successful in accomplishing much in meeting the City's goals and objectives. Following are a few examples of those accomplishments. Additional accomplishments are found within each department's budget.

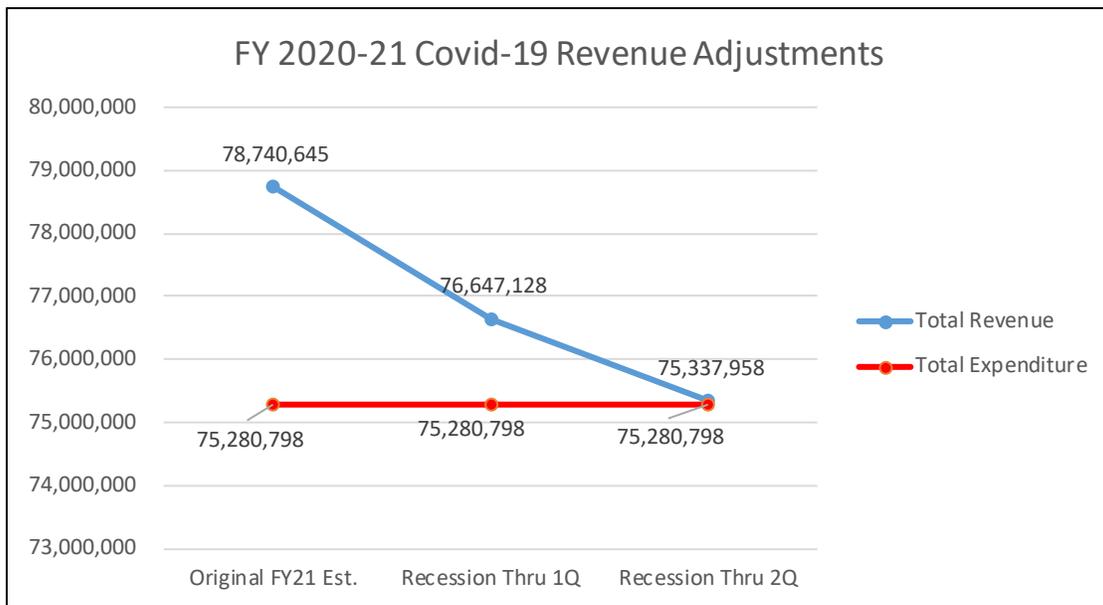
- Submitted a modification request to FEMA that received an additional 5% flood insurance rate discount for a total \$300,000 annual savings for the community.
- Completed approximately 3,500 temporary and permanent pothole repairs.
- Completed LED light retrofit on the Metrolink platform.
- Inspected and cleaned all catch basins within the City up to 4 times per year.
- Removed over 2,000 pounds of trash from Arroyo Simi during clean-up events.
- Implemented mission oriented policing through crime trend data and reduced Part I crimes by 21.44%.
- Obtained Automated Fingerprint Identification System to speed up investigations.
- Implemented a Police Department-wide Body-Worn-Camera Program to increase transparency and legitimacy.
- Expanded the Police Department's social media footprint through Nixle, Facebook, Instagram, and Twitter by posting information about Department activities and events, thereby enhancing transparency and community awareness.
- Increased enforcement posture related to Driving Under the Influence ("DUI") through expanded operations made possible through grants from the Office of Traffic Safety.
- Demonstrated the City's commitment to preserving housing for lower-income households with sound fiscal management by processing applications for affordable and senior housing, to provide Home Rehabilitation loans for 11 homes with \$490,000 worth of loans funded.

- Completed 380 residential solar plan reviews by appointment, saving each applicant a minimum of 5 working days per project.
- Resolved violations prior to filing criminal prosecution complaints by holding five office conferences with the City Attorney's Office and violators.
- Abated over 1,500 violations of the Sim Valley Municipal Code.
- Completed negotiations with SEIU resulting in an approved labor agreement.
- Completed a renewal for our benefits broker services and secured a 16% decrease in dental premiums for SEIU employees and retirees.
- Prepared 168 agenda items, approximately 185 pages of minutes, and completed follow-up for 8 ordinances, 48 resolutions, and 110 contracts/agreements and associated amendments.
- Processed more than 145 Public Records Act requests, 51 legal advertisements, 10 complaints, 60 claims, 20 bankruptcies, and 12 subpoenas.
- Completed a \$33.8 million financing for the improvements at the Simi Valley Water Quality Control Plant to address efficiency and replacement of obsolete equipment.
- Successfully adopted revised service fees for the first time since 2008 for full cost recovery, an estimated \$3.0 million that can further enhance public services.
- Implemented the ERP Munis Utility Billing Program without missing any billing deadlines.
- Responded to the COVID-19 Pandemic, coordinated with the business community with closures and reopening procedures and requirements, and disseminated information to the public.

### **Fiscal Year 2020-21 - General Fund Summary**

Without the COVID-19 Pandemic, the City Manager FY 2020-21 Proposed budget was developed with a structurally balance budget and a projected surplus of revenues over expenditures of \$3.5 million. The structurally balanced and surplus budget was going to create a foundation for the City Council to consider necessary strategic policy decisions to address fiscal issues.

While it is still impossible to know today with any certainty what the ultimate impact of COVID-19 will be, we have modeled two different scenarios for next fiscal year depending on the duration of the recovery. If the economy begins recovering at the end of the first quarter, we estimate a reduction of approximately \$2 million in revenue. If the economy begins recovery at the end of the second quarter we estimate a reduction in revenue of \$3.4 million. Budgeting conservatively, we are using the \$3.4 million revenue reduction model for the FY 2020-21 budget. The adopted budget has a balanced general fund operating budget that is essentially flat, with a small surplus of \$57,000. This is mostly achieved through keeping vacant positions open longer, evaluating position vacancies as they become available, suspending expenditure increases above the FY 2019-20 amount, and delaying nonessential Departmental requests.



While the Adopted Budget is balanced based on a conservative revenue projection, we need to proceed cautiously into FY 2020-21 with constant monitoring and conduct a thorough evaluation of the status of the City's finances at Mid-Year.

Even through a conservative budget projection, the economic recovery of the region remains in question. Therefore, we are recommending the creation of a COVID-19 Recovery Fund of \$6 million to assist the City operations should the economic impacts of the Coronavirus Pandemic cause City revenues to fall further below budgeted levels. The creation of the Recovery Fund does not affect the City's existing Unrestricted Fund Balance of \$38.2 million. The funding source for the COVID-19 Recovery Fund is from one-time general fund surplus revenue as follows:

- \$2.5 million is from the \$3.2 million FY 2019-20 TEA Property Tax revenue payment that was unanticipated.
- \$3.5 million is from the FY 2018-19 general fund year end surplus.

Furthermore, the City Council previously established an Economic Recovery Fund intended for use during periods of an economic recession. This Fund has a fund balance of \$5.1 million. Both of these funds would be available to supplement the City's revenues if the economic recovery takes longer than anticipated.

FY 2020-21 General Fund operating revenue is budgeted at \$75.3 million, \$1 million (1.4%) greater than the FY 2019-20 projected revenue budget, largely driven by projected increases in revenue from fees due to the City Council approved adjustment to the City's Schedule of Fees and Service Charges. Most major revenue sources are budgeted at a reduction from FY 2019-20 due to the economic conditions created by the COVID-19 Pandemic.

<b>Revenue Category</b>	<b>FY 2019-20 Projected Budget</b>	<b>FY 2020-21 Adopted Budget</b>	<b>Projected vs. Adopted % Change</b>
Taxes and Franchises	62,027,942	60,558,237	-2.4%
Revenue From Other Governments (including Transfers In and Grants)	4,054,339	4,009,721	-1.1%
Licenses and Permits	2,338,000	2,830,000	21.0%
Use of Money and Property	758,280	801,500	5.7%
Service Charges	2,376,221	2,868,300	20.7%
Fines and Forfeitures	524,000	555,000	5.9%
Other Revenues	2,233,084	3,715,200	66.4%
<b>Total General Fund Revenues</b>	<b>74,311,866</b>	<b>75,337,958</b>	<b>1.4%</b>

FY 2020-21 General Fund operating expense is budgeted at \$75.2 million. This amount is \$4.7 million (6.6%) greater than the FY 2019-20 projected expense budget. This is due to changes in base salaries to accommodate merit increases, flex benefits, CalPERS costs, and minor increases in Supplies & Materials costs.

<b>Department</b>	<b>FY 2019-20 Projected Budget</b>	<b>FY 2020-21 Adopted Budget</b>	<b>\$ Change</b>
City Admin.	\$4,981,453	\$6,278,268	\$1,296,815
City Attorney	\$1,305,172	\$1,384,289	\$79,117
Admin. Svcs.	\$5,188,272	\$5,676,321	\$488,049
Env. Svcs.	\$6,428,174	\$8,160,386	\$1,732,212
Public Works	\$14,575,433	\$16,328,621	\$1,753,188
Police Dept.	\$33,172,942	\$37,436,772	\$4,263,830
Emergency Svcs.	\$270,150	\$383,458	\$113,308
Non-Dept.	\$4,811,809	\$4,557,169	(\$254,640)
Transfers Out	\$7,054,302	\$6,493,805	(\$560,497)
Reimbursements	(\$8,554,416)	(\$9,067,504)	(\$513,088)
Anticipated Salary and Benefit Savings plus Leave Payout	\$1,400,000	(\$2,350,787)	(\$3,750,787)
<b>TOTAL</b>	<b>\$70,633,291</b>	<b>\$75,280,798</b>	<b>\$4,647,507</b>

## Enterprise Funds

**Transit** - FY 2019-20 Transit fare revenue is estimated to be \$1 million (10.6%) below budget. This is mostly because the transfer of funds from the Local Transportation Fund to the Transit Fund is based on actual expenditures on transit capital projects. Additionally, due to the effects of the COVID-19, the City suspended fares on the fixed-route system in order to reduce the interactions between the bus drivers and the public. Expenditures on projects typically occur over the course of a few years. Expenses are estimated to be \$5 million (38.1%) below budget. This is also mostly due to capital projects fully budgeted but not completed.

FY 2020-21 fare revenue is projected to increase by \$30,900 (10.5%) over FY 2019-20 estimated revenue. The expense budget is projected to decrease by \$88,635 (0.7%) from the FY 2019-20 budget.

In March 2020, the Federal government approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act which appropriated \$25 billion in emergency aid to public transportation. There is no local match for the use of these funds, no deadline for use of the funds, and eligible expenses incurred prior to the grant approval can be reimbursed. Based on the distribution formula, Simi Valley Transit net funding share is \$7.3 million. As part of the long term planning for Simi Valley Transit, the City will bring forward a plan for the use of the CARES Act funds however they funding will be available for any revenue shortfalls due to the impacts of COVID-19.

**Sanitation** -The Sanitation financial system is comprised of an Operating Fund, a Replacement Reserve Fund, and a Plant Expansion Fund. The Operating Fund is used to finance the day-to-day cost of operating the sanitation system. The Replacement Reserve Fund is used to finance the replacement of equipment and infrastructure used to collect and treat wastewater. Both funds are financed from user fees (service charges). The Plant Expansion Fund is financed from developer fees and the revenue generated can only be used to expand the capacity of the sanitation system to adequately serve new development.

In December 2019, the City Council approved the *2019 Sanitation Rate Study & Engineer's Report* and related Financial Plans and adopted a new rate structure for Fiscal Year 2020-21 through 2024-25. This Report, prepared on five year intervals, provides the basis for a recommendation of sanitation fees and service charges in order to meet budgeted and projected operating expenses and to meet planned capital improvement expenses. Previously, the Sanitation Funds did not have any dedicated reserves for unanticipated expenditures and emergencies. For 2019, the City Council prudently included in the new rates include a 180-day operating reserve and one-year capital reserve. The City Council's actions will ensure fiscally sound Sanitation Funds for the next five years.

Prior to FY 2018-19, the Operating Fund and Replacement Reserve fund were reported separately in the Annual Budget. The funds were combined for reporting purposes beginning in FY 2018-19.

FY 2019-20 – The Sanitation Operating & Replacement Fund revenue is estimated to be \$200,000 (0.9%) above budget, and \$1 million above FY 2018-19 actual (4.6%). This is due to an increase in service charge revenue. Operating expense, excluding multi-year capital projects, is estimated to be \$936,800 (5.8%) under budget.

FY 2020-21 – Revenue, excluding the transfer from the Operating Fund to the Replacement Fund, is budgeted at \$24.1 million, an increase of \$1.7 million (8.0%) over the FY 2019-20 estimated actual. Expenses, excluding multi-year capital projects and transfers, are budgeted at \$15.2 million, an increase of \$775,000 (5.3%) above the FY 2019-20 estimated actual.

**Waterworks District** - The Waterworks District financial system is comprised of an Operating Fund, a Replacement Reserve Fund, and a Capital Fund. The Operating Fund is used to finance the day-to-day cost of operating the District. The Replacement Reserve Fund is used to finance the replacement of equipment and infrastructure used to acquire, store, and distribute water. Both funds are financed from user fees (service charges). The Capital Fund is financed from developer fees and the revenue generated can only be used to expand the capacity of the waterworks system to adequately serve new development.

In January 2020, the Waterworks District Board of Directors approved the *Water Cost of Service and Rate Study* and adopted a new rate structure for calendar years 2021 through 2025. The Rate Study,

prepared on five year intervals, provides the basis for a recommendation of water rates and service charges in order to meet budgeted and projected operating expenses and to meet planned capital improvement expenses over the next five years. Previously, the Water District did not have any dedicated reserves for unanticipated expenditures and emergencies. For 2019, the Board of Directors prudently included in the new rates include a 90-day operating reserve and one-year capital reserve. The Board of Director's actions will ensure a fiscally sound Waterworks District for the next five years.

Prior to FY 2018-19, the Operating Fund and Replacement Reserve fund were reported separately in the Annual Budget. The funds were combined for reporting purposes beginning in FY 2018-19.

FY 2019-20 – The Waterworks Operating & Replacement Fund revenue is estimated to be \$928,200 (2.0%) lower than budget. This is mostly due to lower than anticipated service and commodity charge revenue and a cancelled rate increase. The service charges and commodity charges have been split into separate line items this year. Operating expenses, excluding multi-year capital projects, is estimated to be \$3.3 million (7.9%) under budget. This is mostly due to less than expected costs for purchased water.

FY 2020-21 – The Waterworks Operating & Replacement Fund revenue is budgeted at \$45.6 million, an increase of \$896,300 (2.0%) over the FY 2019-20 estimated actual. Expenses, excluding multi-year capital projects and transfers, are budgeted at \$41.4 million, an increase of \$2.8 million (7.3%) above the FY 2019-20 estimated actual.

### **Capital Improvements**

Recognizing the need to continue to provide for maintenance and repairs to prolong the life of City facilities and infrastructure, the City continues its spending program for Capital Improvement Projects (CIP's). Multi-year CIP's in the amount of \$43,520,280, are included in the Adopted Budget and also in the first year (FY 2020-21) of the Five-Year Capital Improvement Program. Included are \$1,818,000 for Municipal Buildings and Grounds projects, \$24,230,000 for Sanitation projects, \$4,209,973 for Transit projects, \$5,082,307 for Streets and Roads projects, and \$8,180,000 for Waterworks District projects.

Financing for CIP's is from a combination of General Fund, CDBG, State and Federal Grants, Development Agreement Funds, Library Fund, Waterworks Funds, and Sanitation Funds.

Capital priorities for this year include repairing the failing roof systems at the PSC Garage and Administration Building, design and construction of eleven energy-related projects at the Water Quality Control Plant, sewer line replacements, resurfacing of residential streets, widening/rehabilitation of the existing bridge on Barnard St., upgrading the CNG fueling station for the City's transit operations, design and construction of a 1 million gallon water storage tank in the Knolls pressure zone, and constructing a pump station at the Walnut Yard.

### **Accounting System and Budgetary Control**

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

The City budget is prepared on a basis consistent with generally accepted accounting principles. Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets and grant fund appropriations. Budgets are not adopted for the City's

Agency Funds (deposits held by the City in a trustee capacity). 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.

Interim financial reports can be generated on demand by operating departments and are made available to the general public upon request. A comprehensive mid-year report is submitted to the City Council following the end of the second quarter of each fiscal year.

As in past years, the California Society of Municipal Finance Officers awarded to the City a *Certificate of Award for Excellence in Operational Budgeting* for FY 2019-20. This certificate reflects a highly professional budget document and the underlying budgeting process through which the budget is implemented. In order to be awarded this certificate, the City must publish an easily readable and efficiently organized budget whose contents conform to program standards established by the Society.

## **Conclusion**

Moving into FY 2020-21, the City has a structurally balanced budget and is prepared to address any impacts related to the COVID-19 Pandemic. This is an important milestone for the City but one that cannot be taken for granted. The City of Simi Valley has had a long history of being fiscally conservative and holding a high standard for fiscal responsibility. To continue to ensure a structurally balanced budget, it will be important to adhere to this high standard. This includes resisting expansion of existing or addition of new programs that require on-going funding and/or burdens the Budget without an identified funding source that has capacity to continue necessary funding. Additionally, the City will continue to identify efficiencies to reduce staffing commitments or funding and look for opportunities to contract for services and self-supporting operations.

The FY 2020-21 Adopted Budget ensures Simi Valley's tradition of providing effective and efficient programs and service to residents and businesses, ensures the high level of quality of life in the community, all while ensuring a fiscally sound and transparent government.

The City is overall in a good financial position, with a General Fund balance of \$38.2 million. The year-end surpluses of the past couple of years allow the City to be in a better position to handle the economic effects caused by COVID-19, anticipating no significant service reductions to the community nor reductions in workforce at this time.

As initially developed, prior to the COVID-19 outbreak, the FY 2019-20 general fund was projected to end the year with \$2.6 million revenues over expenditures and the Proposed FY 2020-21 budget was also projected with a surplus of revenues over expenditures. The City's revenue numbers were very strong. As a result of COVID-19, and the resulting reduction in City revenues, we still project ending the current fiscal year and next fiscal year with a surplus.

However, COVID-19 has severely impacted the national and local economy and it is uncertain how quickly the economy will recover. Recognizing this uncertainty, we are recommending the creation of a COVID-19 fund of \$6 million to assist the City operations should the economic impacts of the Coronavirus Pandemic cause City revenues to fall further below budgeted levels. The funding source is from one-time general fund surplus revenue. It is still impossible to know today with any certainty what the ultimate impact of COVID-19 will be, therefore a comprehensive report will be presented at mid-year to inform the City Council as to the financial position of the City at that time.

Over the past decade, the City's staffing levels have continued to decline as a result of retirements, attrition, and the need to reduce the financial impacts on the City. The salaries and benefits in this Adopted Budget includes fewer positions than the Annual Budget before it. However, the City will be entering into contract negotiations with all bargaining units in FY 2020-21 which will affect the FY 2021-22 budget going forward. As part of the FY 2020-21 City work plan, staff will look at long term employment level strategies with each department assessing their organizational structure and the delivery of services and programs.

The City is also mindful of the impacts from the continued fluctuations in CalPERS. While the City is weathering the change in the CalPERS discount rate from 7.5 percent to 7 percent, this change will continue to impact the City's Unfunded Accrued Liability (UAL) payments. Additionally, it is certain that the impacts of COVID-19 will impact all CalPERS members' UAL obligations. However, these financial impacts will not be felt until FY 2022-23. While the City's issuance of pension obligation bonds did not occur in FY 2019-20, we will continue to explore other alternatives to address the City's UAL and to buffer its impact on annual Budgets.

A public meeting was held for citizens to discuss the Proposed Budget with City staff prior to City Council's adoption of the Budget.

The Budget is a living document that enables the City's policy body to respond to changes in revenue projections and the needs of the community. Therefore, additional appropriation requests or expenditure reductions may be presented to the City Council over the next year as the need arises and as revenues and expenses dictate.

I extend my sincere appreciation to Budget Officer Carolyn Johnson for her hard work in preparing this FY 2020-21 Budget and guiding City staff through this process. I also personally thank Director of Administrative Services Joseph Toney for helping the City to reimagine our vision in the Proposed Budget preparation and to Deputy City Manager Linda Swan for her never-ending diligence in digging deep into the numbers. And lastly, I extend my gratitude to the Citywide Budget team for dedicating the many hours of work necessary to put this document together and to all City employees for their continued commitment to improve the City's operations and ensure the fiscal health of our City.



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Brian Paul Gabler  
City Manager

## GANN APPROPRIATION LIMIT

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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. It is anticipated that the City will remain substantially under its legal appropriation limit as it consistently has in recent years.

The FY 2020-21 limit, as well as the prior four years, are shown in the table below.

<b>GANN APPROPRIATION LIMITS</b>			
<b>Fiscal Year</b>	<b>Legal Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Amount Under Limit</b>
2020-21	\$ 82,669,626	\$ 61,722,132	\$ 20,947,394
2019-20	\$79,727,227	\$62,594,691	\$17,132,536
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



At the State level, the City's Adopted Fiscal Year 2019-20 Annual Budget document received the "Excellence in Operational Budgeting" award from the California Society of Municipal Finance Officers (CSMFO). The CSMFO has a set of specific rating criteria. This award is valid for a one year period only.

In preparing the Adopted FY 2020-21 Annual Budget document, staff has once again followed the CSMFO criteria. This document will be submitted to the CSMFO to be considered for the FY 2020-21 budget award.

RESOLUTION NO. 2020-34  
RESOLUTION NO. WWD-279  
RESOLUTION NO. SA-09  
RESOLUTION NO. PL-30

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY, BOARDS OF DIRECTORS OF VENTURA COUNTY WATERWORKS DISTRICT NO. 8, SUCCESSOR AGENCY TO THE CITY OF SIMI VALLEY COMMUNITY DEVELOPMENT AGENCY, AND BOARD OF TRUSTEES FOR THE SIMI VALLEY LIBRARY APPROVING THE FY 2020-21 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2020-21 TO FY 2024-25

WHEREAS, the City Manager / District Manager / Executive Director / Executive Officer has submitted the FY 2020-21 Proposed Budget and the Preliminary Five-Year Capital Improvement Program for FY 2020-21 to FY 2024-25 to the City Council / Boards of Directors / Board of Trustees for its review and consideration on May 22, 2020, in accordance with budget policies; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on May 27, 2020, at which time members of the public were invited to voice their opinions on any budget items and provide ideas that they believe should be included in the FY 2020-21 Annual Budget; and

WHEREAS, subsequent to providing the public an opportunity to submit written and oral comments, the City Council reviewed and modified, as appropriate, the FY 2020-21 Proposed Budget and Preliminary Five-Year Capital Improvement Program for FY 2020-21 to FY 2024-25; and

WHEREAS, pursuant to Governmental Accounting Standards Board Statement No. 54, an action of the City Council is necessary to commit budget amounts in various funds for the specific purposes they are intended.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Simi Valley, Boards of Directors of Ventura County Waterworks District No. 8, Successor Agency to the Simi Valley Community Development Agency, and Board of Trustees of the Simi Valley Library as follows:

SECTION 1. The FY 2020-21 Annual Budget and Five-Year Capital Improvement Program for FY 2020-21 to FY 2024-25, on file with the City Clerk, are hereby approved.

SECTION 2. All budget amounts that are to be used for specific purposes, as evidenced by the approved budget document, and any amendments thereto, are committed to these specific purposes by action of the City Council.

SECTION 3. A General Fund Prudent Reserve, equivalent to 17% of budgeted expenditures, is hereby established. The Prudent Reserve is to be used to respond to catastrophic events (e.g., earthquakes, fires, floods, civil disturbances, etc.). The City Manager or his/her designee is authorized to expend the reserved funds as necessary.

SECTION 4. The expenditures and revenues for anticipated grants shall be included in the budget. Grants with uncertain funds shall be presented to City Council for approval. If approved, the program elements shall be adjusted, with approval of the City Manager, to the final amount of expenditures and revenues provided for in the grant.

SECTION 5. The City Manager has authority to transfer appropriations within a fund and between departments in any amount with justification from the Department.

SECTION 6. After each fiscal year is complete, all budgetary appropriations lapse, the only exceptions are grant fund appropriations and capital improvement project appropriations; carryover may be necessary, however, the exception and not the rule and all budget appropriation carryovers must be approved by the Administrative Services Director and City Manager. SECTION 7. The City Council hereby finds and determines that the planning and administrative expenses outlined in the FY 2020-21 budget for the Community Development Agency Housing Successor Agency Administration Fund are necessary for the production, improvement, or preservation of low and moderate income housing.

SECTION 8. This Resolution shall take effect immediately upon its adoption.

SECTION 9. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED and ADOPTED this 8<sup>th</sup> day of June 2020.

**Attest:**

DocuSigned by:  
*Lucy Blanco*  
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2C09E360D6CF450...  
Lucy Blanco, City Clerk  
District Secretary/Agency Secretary/Board Secretary

DocuSigned by:  
*Keith L. Mashburn*  
\_\_\_\_\_  
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Keith L. Mashburn, Mayor of the City of Simi Valley, California, Chair of the Ventura County Waterworks District No. 8, Successor Agency to the Simi Valley Community Development Agency, and President of the Simi Valley Library Board of Trustees

**Approved as to Form:**

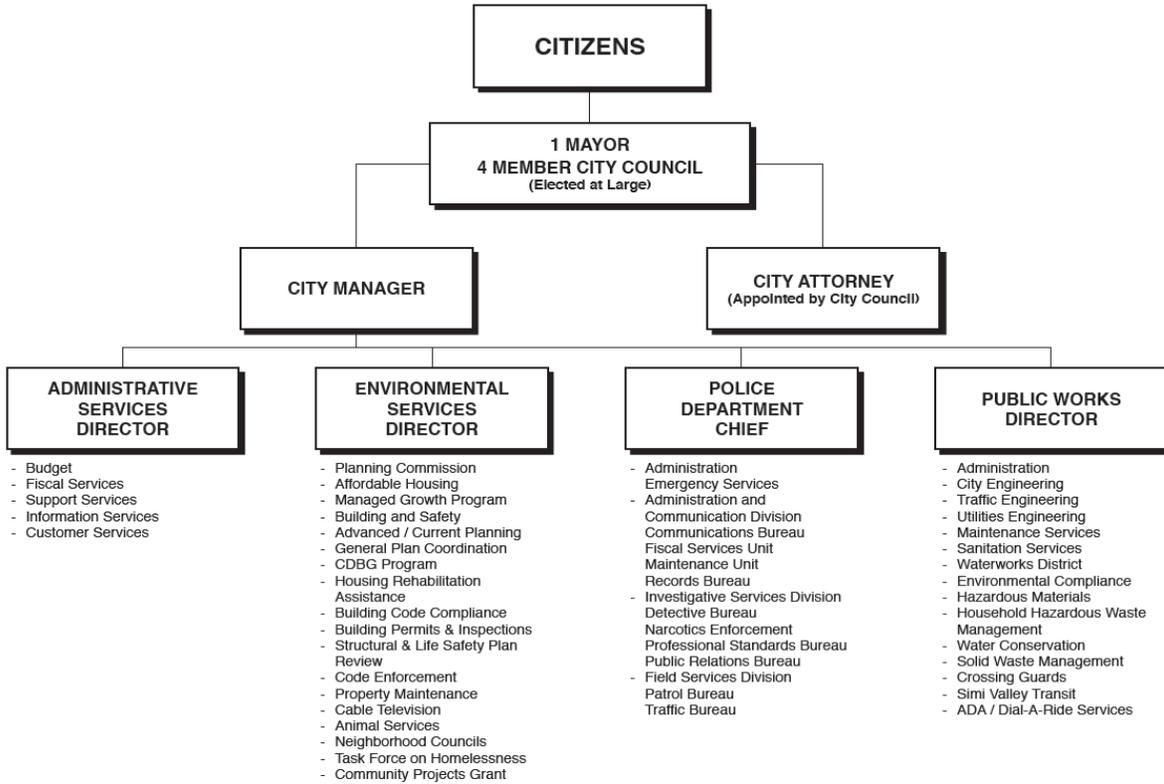
DocuSigned by:  
*Lonnie J. Eldridge*  
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Lonnie J. Eldridge, City Attorney/District Counsel/Agency Counsel/General Counsel

**Approved as to Content:**

DocuSigned by:  
*Brian Paul Gabler*  
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Brian Paul Gabler, City Manager/  
District Manager Executive Director/  
Executive Officer

# City Profile & Financial Context

# ORGANIZATION of the City of SIMI VALLEY



## CITY PROFILE

The City of Simi Valley is located on Ventura County's southeastern border, nestled between the Santa Susana Mountains and the Simi Hills. It is the third largest of Ventura County's ten cities. Adjacent to the northwestern perimeter of the San Fernando Valley, Simi Valley is approximately 37 miles northwest of downtown Los Angeles.

The City, which covers a land area of 42.4 square miles with a mean elevation of 765 feet, was incorporated in 1969. The area was originally inhabited by the Chumash Indians in two villages named Simi and Tapo. The official City tree is the Coast Live Oak, whose acorns were used by the Chumash Indians for food. The official City flower is the California Wild Rose, from which the Chumash Indians ate vitamin-rich rosehips.

In 1795, El Rancho San Jose de Garcia de Simi was granted to Santiago Pico and Luis Pena by Governor Diego de Borica of Spanish California. This land grant, approximately 100,000 acres, was one of the largest ever made.

The City operates under the Council-Manager form of government. The City's four Council Members are elected at-large to four-year terms in alternate slates of two, every two years. The City's Mayor is elected at-large every two years. The Mayor presides over Council meetings and has one vote. Council members also serve as Board members of the Ventura County Waterworks District No. 8 and the Simi Valley Library Board of Trustees.

The City Council appoints both the City Manager and the City Attorney. The City Manager heads the executive branch of the government, implements City Council directives and policies, and manages the administration and operational functions through the various department heads. The City Manager is responsible for the appointment of department heads, and also serves as the City Treasurer.

City government is divided into four operating departments that report to the City Manager: Police, Public Works, Administrative Services, and Environmental Services. The City has its own water agency (Ventura County Waterworks District No. 8) and its own Sanitation Division that collects and treats wastewater. Simi Valley also provides cultural arts and senior services at facilities managed out of the City Manager's Office. The City Manager's office also manages Economic development.

Fire, paramedic, and animal regulation services are provided by Ventura County. The Rancho Simi Recreation and Park District provides leisure service activities.



**CITY PROFILE (continued)**

**Physical Size**

Incorporated Area	42.4 Square Miles
Growth Area	92.7 Square Miles

**Population (January 1, 2020)**

City Residents *	125,115
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\* SOURCE: California Department of Finance estimates as of 1/1/20

**Population Distribution By Age**

	<u>2000 Census</u>	<u>2010 Census</u>
Under 5 years	7.30%	6.10%
05 to 09 years	8.60%	6.70%
10 to 14 years	8.10%	7.40%
15 to 19 years	7.00%	7.60%
20 to 24 years	5.40%	6.10%
25 to 34 years	14.10%	12.40%
35 to 44 years	18.80%	15.00%
45 to 54 years	14.70%	16.50%
55 to 59 years	5.00%	6.50%
60 to 64 years	3.40%	5.20%
65 to 74 years	4.50%	6.00%
75 to 84 years	2.40%	3.20%
85 years and older	0.70%	1.30%

**Population Distribution By Ethnicity**

	<u>2000 Census</u>	<u>2010 Census</u>
Caucasian	64.50%	52.00%
Hispanic or Latino	16.80%	23.30%
Black or African American	1.30%	1.40%
American Indian or Alaskan Native	0.70%	0.60%
Asian	6.30%	9.30%
Pacific Islander	0.10%	0.10%
Other	10.30%	13.30%

**Housing Characteristics as of June 30, 2020 \*\***

	<u>Number</u>	<u>Percentage</u>
Single Family Units	33,039	77.36%
1-4 Unit Structures	2,000	4.68%
5 or More Unit Structures	6,797	15.91%
Mobile Homes	874	2.05%
Total	<u>42,710</u>	<u>100.00%</u>

\*\* SOURCE: City of Simi Valley - Department of Environmental Services

## CITY PROFILE (continued)

### Households By Type

	<u>2000 Census</u>	<u>2010 Census</u>
Family Households (children under 18 years)	43.82%	40.30%
Family Households (no children under 18 years)	34.43%	36.60%
Non-Family Households (less than 65 Years)	16.37%	15.80%
Non-Family Households (65 years or older)	5.38%	7.30%

### Streets & Lights

#### Fiscal Year 2019-20

Miles of Paved Streets	337.57
Miles Paved or Resurfaced Last Year	8,255
Number of Streetlights	8,479

### Building Permits Issued

#### Fiscal Year 2019-20

Number of Permits	5,700
Value of Permits	\$63,500,000

### Business Tax

#### January 1, 2019 through December 31, 2019

Applications/Renewals Processed	7,772
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### Simi Valley Transit

#### Fiscal Year 2019-20

Fixed-Route Bus Ridership	181,098 (estimated)
Paratransit/Dial-A-Ride Passengers	31,533 (estimated)

### Sanitation Services (Wastewater Collection & Treatment)

#### Fiscal Year 2019-20

Customer Accounts	36,816
Sewer Lines	374 miles of sewer lines
Treatment Plant Capacity	12.5 million gallons per day
Average Daily Plant Flows	8.0 million gallons per day

### Water Services (Retail Sale of Water)

#### Fiscal Year 2019-20

Customer Accounts	25,433
Water Delivered to Customer Accounts	6,087 million gallons
Sales to Other Agencies	2
Water Delivered to Other Agencies	336 million gallons

NOTE: The balance of the community (approximately 13,000 customers) is served by Golden State Water Company

**CITY PROFILE (continued)**

**Tax Roll Year 2019-20  
Computation of Legal Debt Margin**

Gross Assessed Valuation of Taxable Property	\$20,306,526,199
Legal Debt Limit - 3.75% of Gross Assessed Valuation	\$761,494,732
General Obligation Bond Debt	\$0
Total Debt Applicable to Computed Limit	\$0

**2019-20 Principal Property Taxpayers in the City\***

<u>Property Owner</u>	<u>Assessed Valuation</u>
Tishman Achstone- Smith SV	\$126,765,469
DP 241 Country Club LP	\$108,267,676
NF Creekside Apartments LLC	\$77,041,305
Griffin ESS Asset Reit II	\$60,462,324
MGP XII Mountaingate LLC	\$52,147,500
Target Corporation	\$50,852,276
SE-Shadow Rodge LLC	\$47,727,241
ESG Properties I LLC	\$46,496,195
Simi Entertainment Plaza LLC	\$40,804,894
Rexford Industrial Realty LP	\$39,351,299

\* SOURCE: Hdl Coren & Cone, and Ventura County Assessor 2019-20 Secured and Unsecured Tax Rolls

Simi Valley's business community is growing continuously with businesses ranging from healthcare to manufacturing. The City of Simi Valley fosters a business-friendly atmosphere that recognizes the importance of economic development to the community. See why so many industry professionals are talking about Simi Valley's proactive, non-bureaucratic government; why the San Fernando Valley Business Journal named Simi Valley as a Most Business Friendly City for 15 years; and why the Los Angeles Daily News named Simi Valley the "Best City to Work In".

Lower Business Tax and lease rates combined with no utility taxes means that the cost of doing business in Simi Valley is lower than in the Los Angeles basin and the San Fernando Valley. The lower cost of doing business is not a short term perk. These long-term economic advantages help a business' bottom line year in and year out.

Located in the Studio Thirty Mile Zone (TMZ), Simi Valley is a Film-Friendly community and a popular film location. With a film-friendly permit process and dedicated staff to rapidly turn around film permit applications, Simi Valley follows the California Film Commission's Best Practices for Film Regulation and Policies.

**2019 Top Employers in the City \***

<u>Employer</u>	<u># of Employees</u>
Simi Valley Unified School District	2,080
Meggitt Safety Systems Inc.	653
Rancho Simi Parks & Recreation District	526
City of Simi Valley	492
Milgard Windows & Doors	488
Costco	296
Rexnord - PSI Bearings	235
USTE, Inc (dba Vista Professional)	165
Vallarta Supermarkets	165
Polytainer Inc.	150

\* SOURCE: City of Simi Valley, Comprehensive Annual Financial Report, Fiscal Year End June 30, 2019.

**CITY PROFILE (continued)**

**FY 2020-21 GENERAL FUND COMPARISONS WITH NEARBY CITIES OF SIMILAR SIZE**

<u>City</u>	<u>Population*</u>	<u>General Fund Authorized FTE Positions</u>	<u>General Fund Budgeted Expenditures</u>	<u>Funding Per Capita</u>
Burbank (1)	105,861	549	\$129,395,985	\$1,222
Ventura (2)	106,276	513	\$79,057,227	\$744
Thousand Oaks	126,484	233	\$87,498,924	\$692
<b>Simi Valley</b>	<b>125,115</b>	<b>383</b>	<b>\$75,280,798</b>	<b>\$602</b>

\* SOURCE: California Department of Finance estimates for 1/1/20

(1) Excludes Fire, Library, and Parks & Recreation functions

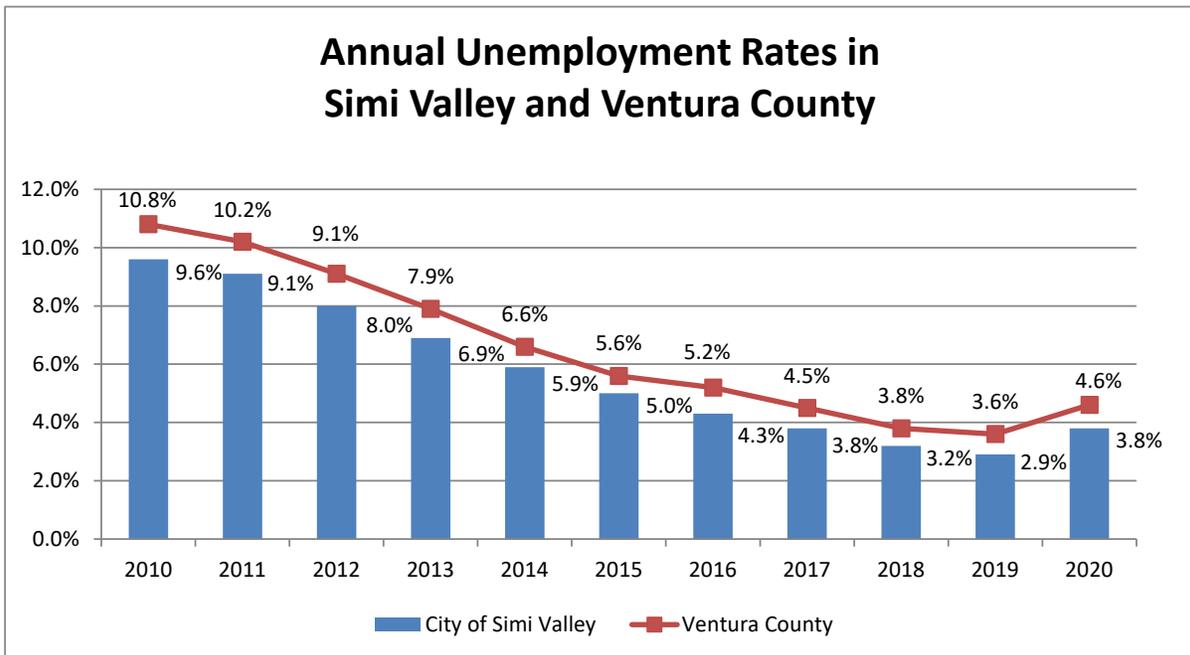
(2) Excludes Fire and Parks & Recreation functions (FY2019-20 budget numbers)

## 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 remained low over the past few years.



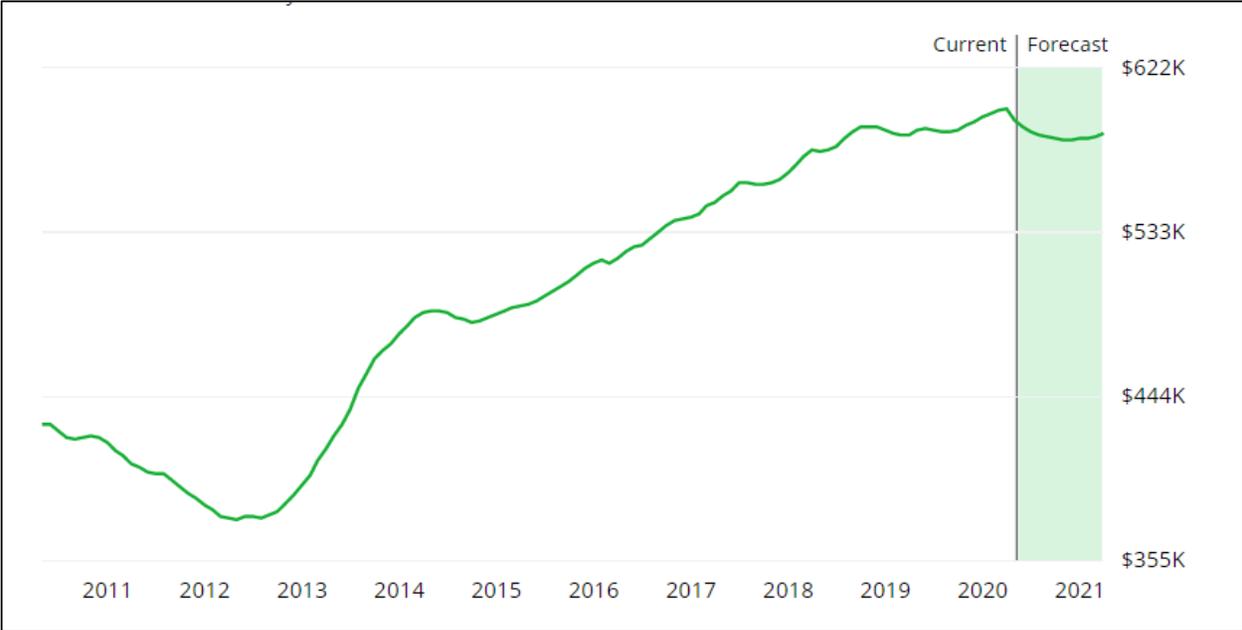
\* 2020 Data is as of March 2020

\*Source: California Employment Development Department

# FINANCIAL CONTEXT (continued)

## Real Estate Market

The median sales price for homes in Simi Valley CA for 2019 was \$602,500. This is an increase of 1.77% over 2018.

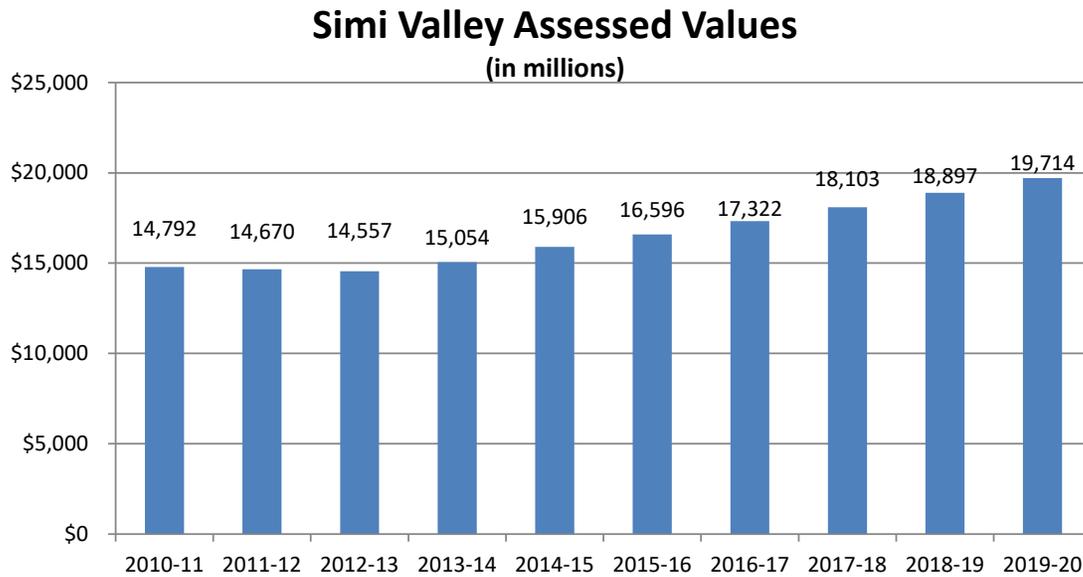


\*Source: HDL & Zillow

## 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 2010-11. The City's assessed values have increased by 4.3% in 2019-20 from 2018-19 and by over 33% since 2010-11. This signals a return to strong property values and positive growth for the local economy.



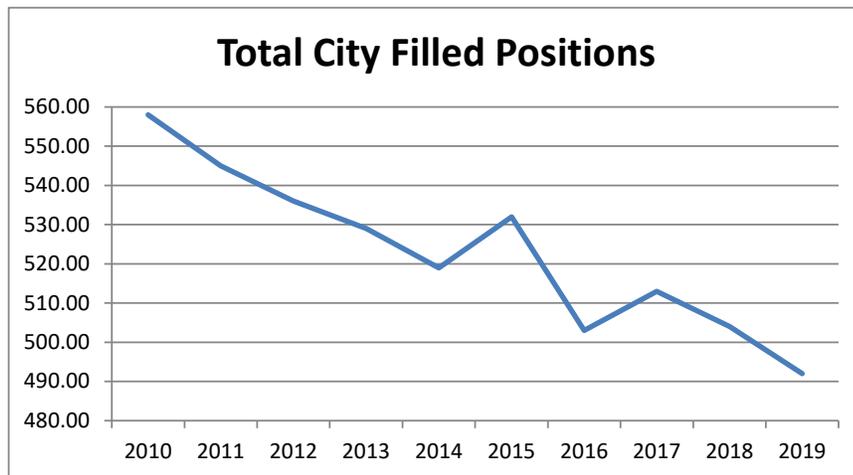
\* Source: HDL

## FINANCIAL CONTEXT (continued)

### City of Simi Valley Filled Positions by Function

<u>Function</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>	<u>2018</u>	<u>2019</u>
General government	55	57	55	57	57	61	53	58	56	54
Community services	34	32	29	28	29	31	27	24	27	27
Planning and Community Services	54	51	49	42	40	39	36	36	33	30
Public ways and facilities	97	92	92	89	88	90	87	87	87	83
Public safety										
Sworn police personnel	118	119	123	120	119	123	121	121	115	118
Civilians	57	55	52	52	52	52	49	50	53	47
Sanitation	54	54	53	56	51	54	47	54	53	52
Waterworks district no. 8	43	43	43	44	45	43	45	41	40	41
Transit	46	42	40	41	38	39	38	42	40	40
<b>Total</b>	<b>558</b>	<b>545</b>	<b>536</b>	<b>529</b>	<b>519</b>	<b>532</b>	<b>503</b>	<b>513</b>	<b>504</b>	<b>492</b>

**Totals do not include temporary employees, part-time crossing guards, or full-time vacant positions.**



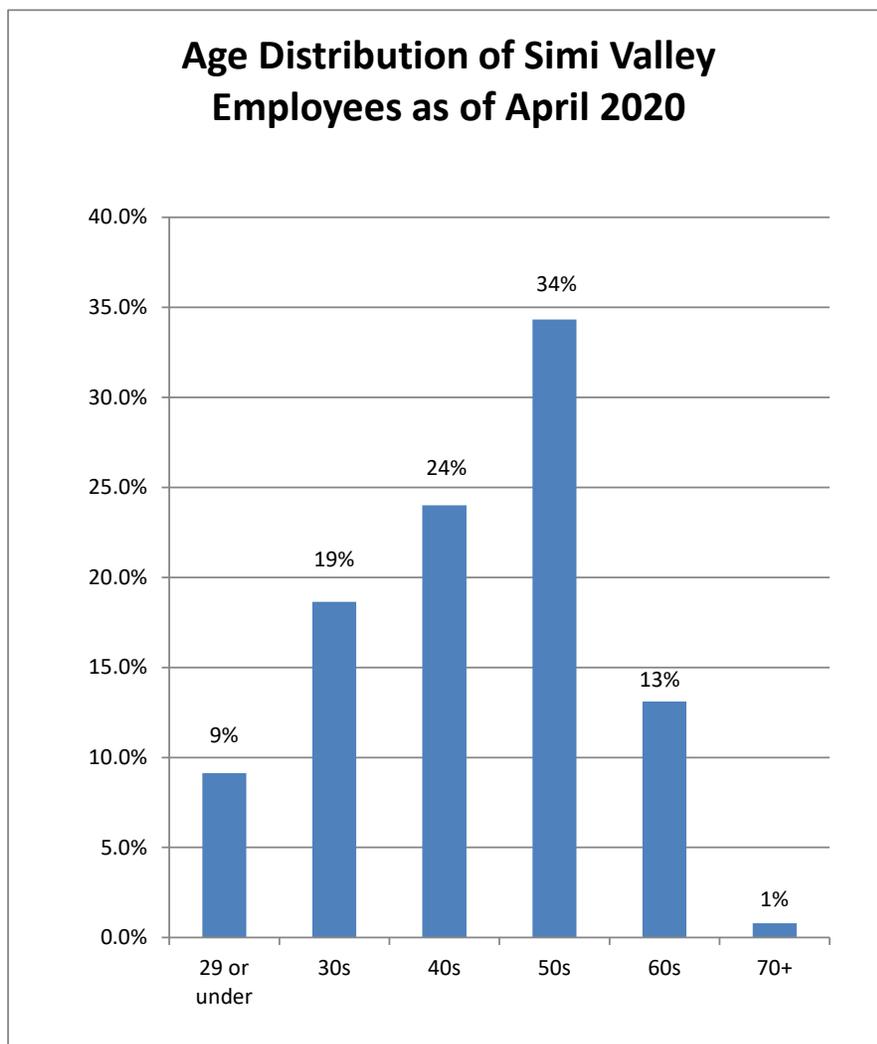
\* Source: June 30, 2019 Comprehensive Annual Financial Report

## FINANCIAL CONTEXT (continued)

### City of Simi Workforce

The City has benefitted from an extremely stable workforce of dedicated staff with historically low turnover. In the last couple of years there has been a significant increase in retirements. The aging of the workforce does have financial and other impacts.

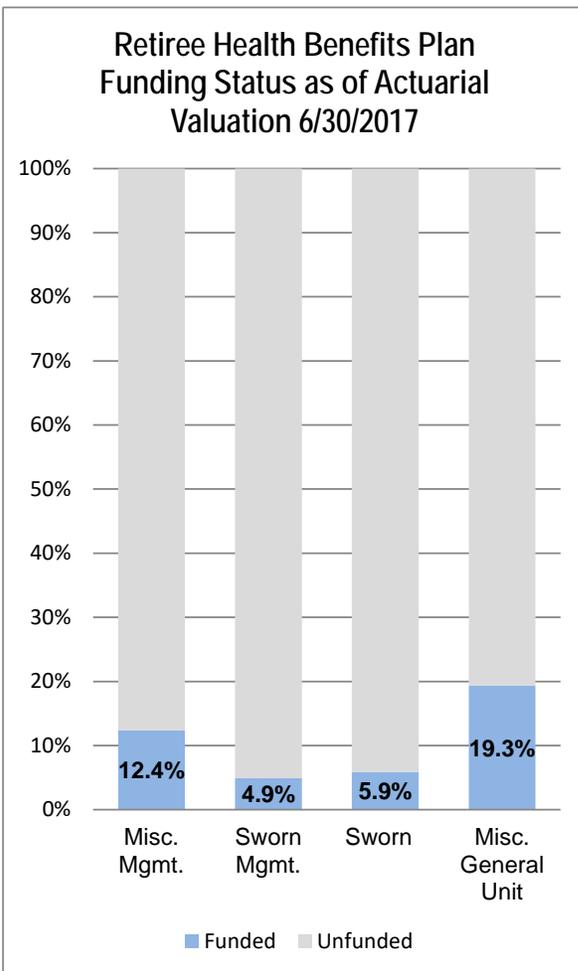
Currently 52% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement age. Approximately 72% of employees are 40 years of age or above. The City is beginning to experience significant expected turnover, which includes issues such as funding for post-employment 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 June 2019, the City's retiree benefits funds are between 4.9% and 19.3% 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 transferred \$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: June 30, 2019 Comprehensive Annual Financial Report

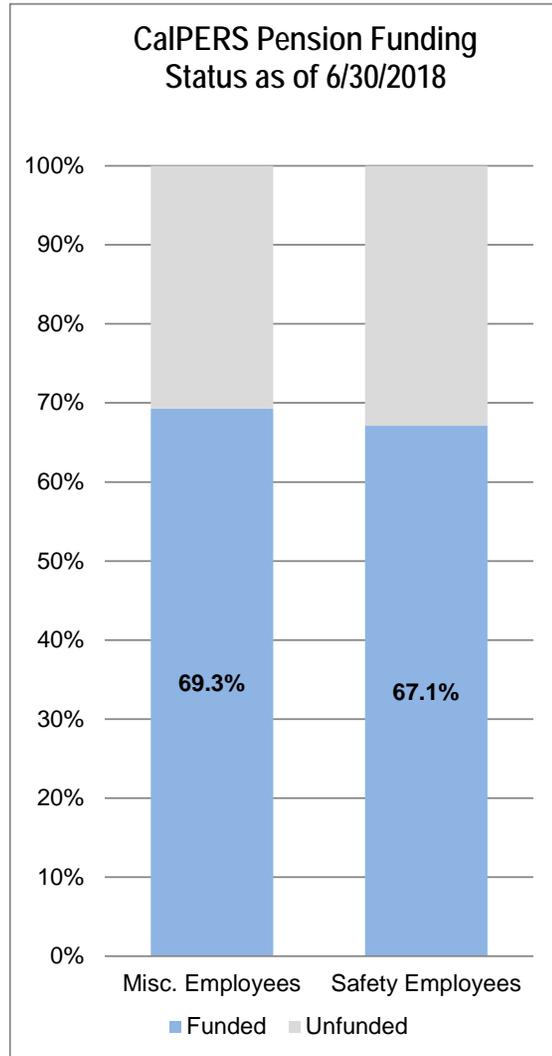
## FINANCIAL CONTEXT (continued)

### 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 6/30/18 was funded at 69.3%, down from 69.7% the prior year. Pensions for Sworn unit employees were funded at 67.1%, down from 67.9% 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*

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Safety	\$7,064,849	\$7,643,440	\$8,146,135	\$8,505,399	\$8,862,821	\$9,106,548
Miscellaneous	\$10,073,340	\$10,959,201	\$11,688,612	\$12,111,542	\$12,618,417	\$12,036,771
<b>Total</b>	<b>\$17,138,189</b>	<b>\$18,602,641</b>	<b>\$19,834,748</b>	<b>\$20,616,941</b>	<b>\$21,481,238</b>	<b>\$21,143,319</b>

\* Source: CalPERS Actuarial Valuation as of 6/30/18

# Budget Overview

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

Fund No.	Fund Title	FY 2019-20			FY 2020-21 Adopted	\$ Budget Change	% Budget Change
		FY 2018-19 Actual	Revised Budget	FY 2019-20 Est. Actual			
100	General Fund	70,455,510	76,090,431	\$ 76,633,290	\$ 75,280,798	\$ (809,633)	-1.1%
106	General Fixed Assets	(22,065)	-	-	-	-	0.0%
109	General LongTerm Debt	199,461	-	-	-	-	#DIV/0!
201	Housing Successor Agency	578,965	1,392,013	955,275	1,080,780	\$ (311,233)	-22.4%
202	Local Housing Fund	30,000	3,530,000	3,530,000	30,000	\$ (3,500,000)	-99.2%
203	CalHome Program Fund	1,225	94,200	94,200	30,000	\$ (64,200)	-68.2%
204	HOME Program Fund	475,250	420,000	420,000	520,000	\$ 100,000	23.8%
214	Public Education and Gov't Fund	28,893	1,318,000	35,351	-	\$ (1,318,000)	-100.0%
215	Gasoline Tax Fund	2,645,260	3,377,214	2,603,438	2,727,837	\$ (649,377)	-19.2%
216	Gasoline Tax Fund - SB1	2,322,387	2,509,752	2,131,189	2,050,329	\$ (459,423)	-18.3%
233	Bike Lanes Fund	147,213	190,580	30,000	30,000	\$ (160,580)	-84.3%
238	Local Transportation Fund	3,611,712	6,247,784	5,245,066	7,481,502	\$ 1,233,718	19.7%
250	Library Fund	2,032,568	3,181,468	2,189,506	2,481,409	\$ (700,059)	-22.0%
260	New Dwelling Fees Fund	70,000	70,000	70,000	70,000	\$ -	0.0%
262	Development Agreement Fund	1,615,300	1,310,700	1,310,700	1,429,771	\$ 119,071	9.1%
263	Traffic Impact Fees Fund	132,000	331,724	299,000	314,290	\$ (17,434)	-5.3%
270	Economic Stabilization Fund	-	-	-	-	\$ -	0.0%
271	COVID-19 Recovery Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	167,812	2,574,734	2,230,785	253,900	\$ (2,320,834)	-90.1%
285	Supplemental Law Enforcement	189,886	190,000	190,000	250,000	60,000	31.6%
287	Law Enforcement Grants Fund	308,141	434,482	308,500	182,100	\$ (252,382)	-58.1%
290	Community Development Block Grant	258,781	1,863,033	1,302,112	667,990	\$ (1,195,043)	-64.1%
295	Simi Valley Arts Center Program Operation	514,456	483,000	444,000	448,885	(34,115)	-7.1%
296	Council on Aging	44,773	57,600	57,600	93,100	35,500	61.6%
297	Retiree Benefits Fund	749,632	2,109,000	2,109,000	2,417,000	\$ 308,000	14.6%
298	Disaster Fund	-	100,000	-	-	(100,000)	-100.0%
3001	Landscape Augmentation Fund	650,000	400,000	400,000	200,000	\$ (200,000)	-50.0%
3002-3499	Landscape Maintenance District No. 1 Funds	1,609,783	2,030,921	2,030,921	1,830,575	\$ (200,346)	-9.9%
500-514	Debt Service	10,939,622	8,330,640	5,745,556	4,107,070	(4,223,570)	-50.7%
600	Streets and Roads Fund	6,241,341	13,643,640	13,643,640	4,570,329	\$ (9,073,311)	-66.5%
648	Computer Equipment Replacement Fund	753,914	919,236	391,516	684,825	\$ (234,411)	-25.5%
651	Vehicle Replacement Fund	746,100	822,044	822,044	451,400	\$ (370,644)	-45.1%
655	Building Improvement Fund	3,664,071	2,961,556	1,700,647	1,433,000	\$ (1,528,556)	-51.6%
656	Information Systems Capital Fund	443,593	5,240,853	806,378	-	\$ (5,240,853)	-100.0%
660	PD Capital	86,279	604,932	8,350	25,000	\$ (579,932)	-95.9%
665	City Telephones Capital Project	137,716	893,416	-	-	\$ (893,416)	0.0%
667	LED Traffic Light Fund	5,310,255	1,315,590	550,000	-	\$ (1,315,590)	0.0%
700	Sanitation	13,872,267	15,540,857	14,604,040	35,632,541	\$ 20,091,684	129.3%
701	Sewer Connection Fees Fund	352,500	94,100	94,100	85,900	\$ (8,200)	-8.7%
702	Sewer Replacement Reserve	750,148	28,201,215	10,700,697	24,481,200	\$ (3,720,015)	-13.2%
750	Transit Fund	7,695,043	13,083,825	8,098,074	12,995,190	\$ (88,635)	-0.7%
761	Waterworks District No. 8	38,395,129	41,859,520	38,713,059	42,432,848	\$ 573,328	1.4%
762	Water Connection Fees Fund	601,666	10,843,075	7,112,192	3,851,000	\$ (6,992,075)	-64.5%
763	Waterworks Replacement Reserve	81,425	11,438,288	3,801,170	4,854,100	\$ (6,584,188)	-57.6%
803	Liability Insurance Fund	4,487,603	3,256,685	3,231,502	2,280,259	\$ (976,426)	-30.0%
805	Workers' Compensation Insurance Fund	4,527,319	4,247,729	4,239,351	4,245,132	\$ (2,597)	-0.1%
807	GIS Operating Fund	64,516	95,200	95,200	95,200	\$ -	0.0%
809	FIS Operating Fund	52,000	81,900	30,000	367,000	\$ 285,100	348.1%
	<b>TOTALS:</b>	188,019,450	273,780,937	219,007,449	242,462,260	(31,318,677)	-11.4%

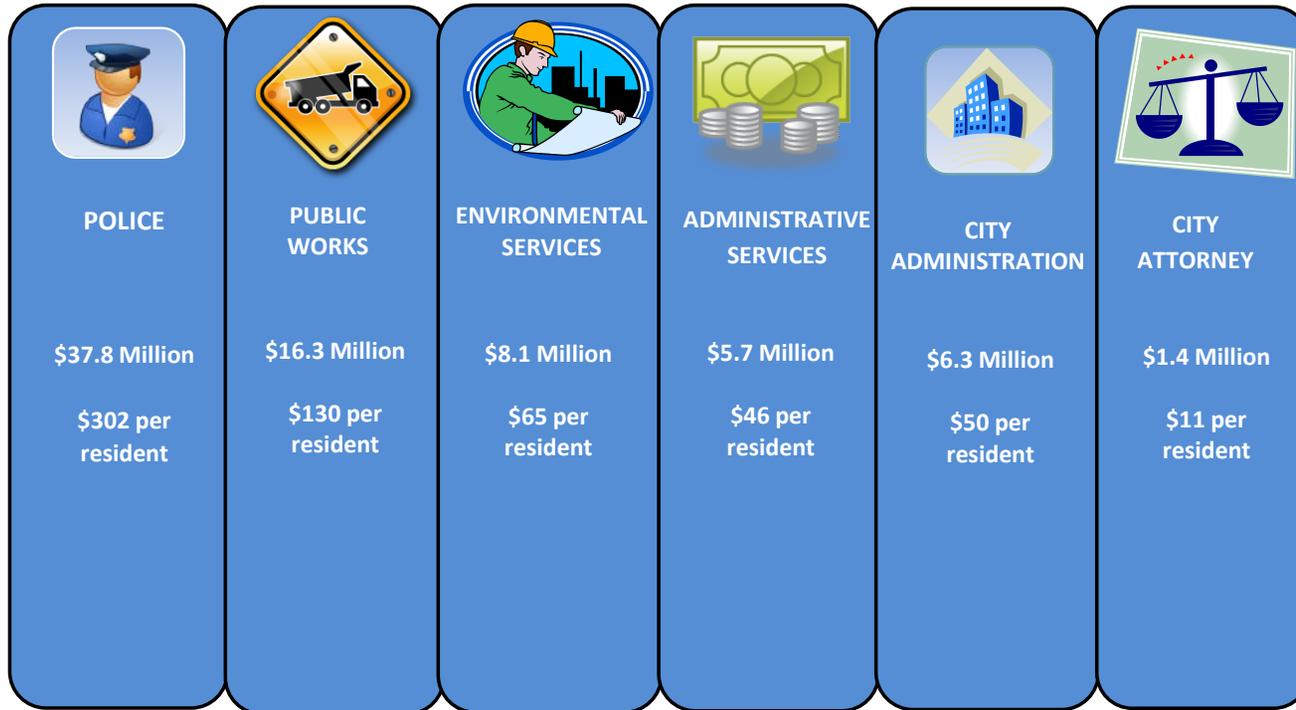
## CITYWIDE SUMMARY OF REVENUES

### Revenues by Fund (Including Transfers In)

Fund No.	Fund Title	FY 2019-20			FY 2020-21 Adopted	\$ Budget Change	% Budget Change
		FY 2018-19 Actual	Revised Budget	FY 2019-20 Est. Actual			
100	General Fund	\$ 73,934,097	\$ 74,784,956	\$ 74,311,867	\$ 75,337,958	\$ 553,002	0.7%
106	General Fixed Assets	(37,100)	-	-	-	-	0.0%
115	Pooled Interest Earnings Fund	-	-	960,457	-	-	0.0%
201	Housing Successor Agency	867,675	442,324	647,024	663,210	220,886	49.9%
202	Local Housing Fund	962,386	701,800	994,300	187,700	(514,100)	-73.3%
203	CallHome Program Fund	95,049	-	31,000	32,500	32,500	0.0%
204	HOME Program Fund	124,084	10,000	263,900	87,000	77,000	770.0%
214	Public Education and Gov't Fund	366,522	290,000	290,000	290,000	-	0.0%
215	Gasoline Tax Fund	2,645,260	3,377,214	2,603,438	2,727,837	(649,377)	-19.2%
216	Gasoline Tax Fund - SB 1	2,378,388	2,131,189	1,811,511	2,050,329	(80,860)	-3.8%
233	Bike Lanes Fund	201,133	30,500	30,500	30,500	-	0.0%
238	Local Transportation Fund	4,464,777	4,415,400	4,397,400	4,397,400	(18,000)	-0.4%
250	Library Fund	2,555,682	2,347,754	2,323,254	2,376,527	28,773	1.2%
260	New Dwelling Fees Fund	174,630	153,700	153,700	153,700	-	0.0%
262	Development Agreement Fund	1,224,171	124,900	124,900	124,900	-	0.0%
263	Traffic Impact Fees Fund	345,126	50,000	150,000	50,000	-	0.0%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
271	COVID-19 Recovery Fund	-	-	-	6,000,000	6,000,000	0.0%
280	Forfeited Assets Fund	491,858	153,829	744,000	227,000	73,171	47.6%
285	Supplemental Law Enforcement	290,643	190,000	295,591	250,000	60,000	31.6%
287	Law Enforcement Grants Fund	292,170	349,605	341,400	182,100	(167,505)	-47.9%
290	Community Development Block Grant	296,430	779,700	811,500	685,200	(94,500)	-12.1%
295	Simi Valley Arts Center Program Operation	526,668	490,500	429,023	459,385	(31,115)	-6.3%
296	Council on Aging	67,620	62,500	62,509	54,650	(7,850)	-12.6%
297	Retiree Benefits Fund	1,252,459	2,393,100	2,384,357	2,419,000	25,900	1.1%
298	Disaster	-	100,000	-	-	(100,000)	-100.0%
299	Earthquake / Disaster	60,646	-	-	-	-	0.0%
3001	Landscape Augmentation Fund	650,365	401,200	401,200	201,200	(200,000)	-49.9%
3002-3499	Landscape Maintenance District No. 1 Funds	1,458,141	1,202,300	1,202,300	1,002,300	(200,000)	-16.6%
500-514	Debt Service	3,244,043	3,320,700	3,320,700	3,319,494	(1,206)	0.0%
600	Streets and Roads Fund	4,657,516	4,446,752	4,446,752	4,570,329	123,577	2.8%
648	Computer Equipment Replacement Fund	607,889	589,500	589,500	589,500	-	0.0%
649	Geographic Info. & Permits Sys.	(160)	-	-	-	-	0.0%
651	Vehicle Replacement Fund	424,600	757,778	757,778	451,400	(306,378)	-40.4%
655	Building Improvement Fund	2,853,587	2,415,688	2,415,688	1,413,000	(1,002,688)	-41.5%
656	Information Systems Capital Fund	745,476	12,500	12,500	12,500	-	0.0%
660	PD Capital	75,000	75,500	75,500	75,500	-	0.0%
665	City Telephones Capital Fund	1,201,047	998,953	-	-	(998,953)	-100.0%
667	LED Streetlights	4,332,118	1,293,727	1,172,723	-	(1,293,727)	-100.0%
700	Sanitation	21,419,960	22,149,200	22,355,500	24,183,200	2,034,000	9.2%
701	Sewer Connection Fees Fund	1,349,935	1,537,500	537,500	537,500	(1,000,000)	-65.0%
702	Sewer Replacement Reserve	191,800	243,350	243,350	19,800,000	19,556,650	8036.4%
750	Transit Fund	7,695,043	13,083,825	8,098,074	12,995,190	(88,635)	-0.7%
761	Waterworks District No. 8	41,989,760	45,453,000	44,524,800	45,097,800	(355,200)	-0.8%
762	Water Connection Fees Fund	492,050	505,000	508,500	508,500	3,500	0.7%
763	Waterworks Replacement Reserve	146,920	229,700	229,700	553,000	323,300	140.7%
803	Liability Insurance Fund	4,265,415	1,934,296	4,213,206	2,009,870	75,574	3.9%
805	Workers' Compensation Insurance Fund	4,182,809	4,234,777	4,305,933	4,244,172	9,395	0.2%
807	GIS Operating Fund	85,556	96,200	96,200	95,700	(500)	-0.5%
809	FIS Operating Fund	146,922	147,400	146,900	7,500	(139,900)	-94.9%
<b>TOTALS:</b>		<b>195,796,166</b>	<b>198,507,817</b>	<b>193,815,935</b>	<b>220,454,551</b>	<b>21,946,734</b>	<b>11.1%</b>

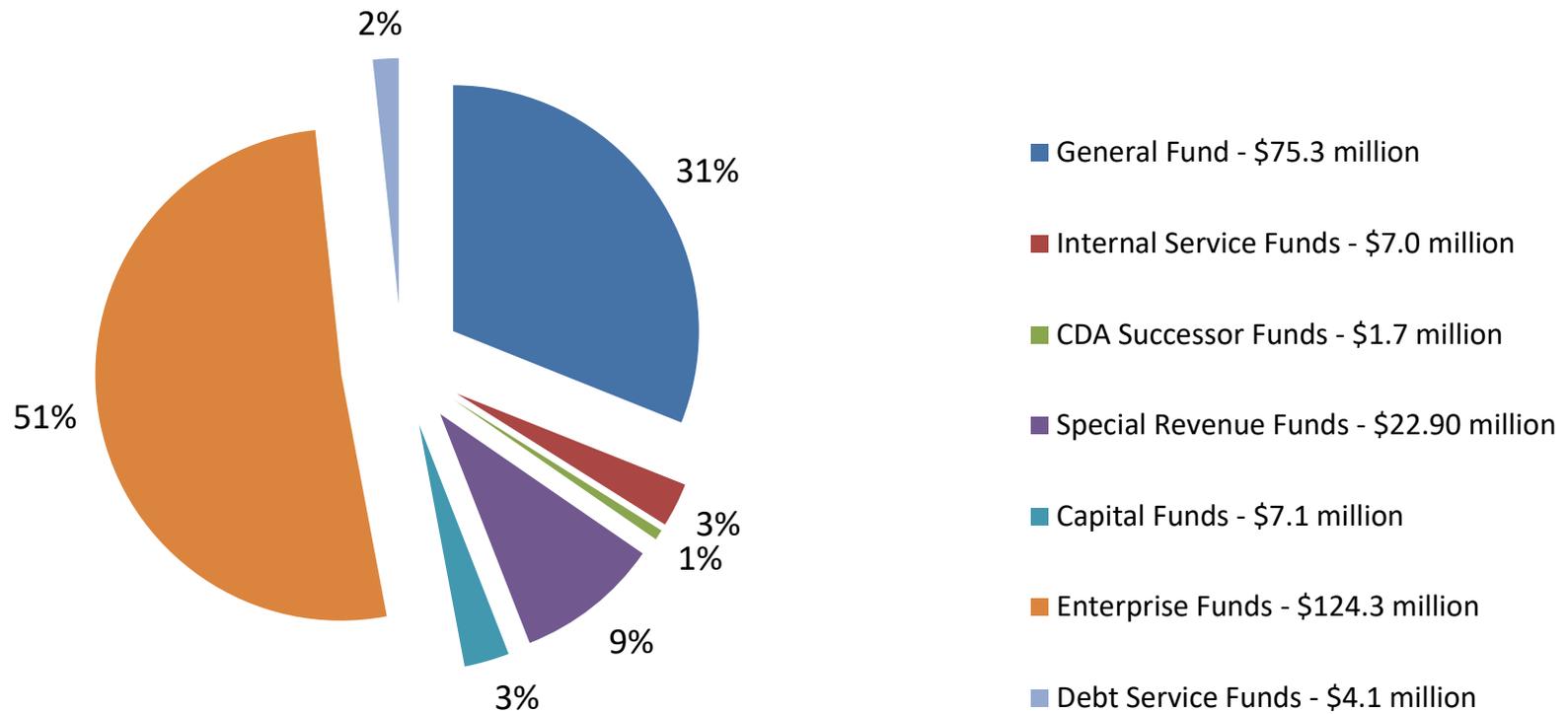
# SIMI VALLEY GENERAL FUND

FY2020-21



NOTE: Does not total 100% as is net of non-departmental and transfers/reimbursements

## Total City FY 2020-21 Adopted Budget \$242.5 Million



## BUDGET STRUCTURE

The City's budget is comprised of various types of funds, as follows:

### **General Fund**

The General Fund serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

All City departments such as Police, Public Works, Community Services, Environmental Services, Administrative Services, and City Administration are funded by the General Fund.

### **Enterprise Funds**

Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. An enterprise program is managed much like a business in that it is self-supporting in nature.

The City's enterprise funds include Transit, Sanitation (wastewater), and Ventura County Waterworks District No. 8.

### **Internal Service Funds**

Internal service funds account for the financing of goods and services provided by one department to another department on a cost-reimbursement basis.

Examples of City internal service funds include liability insurance, workers' compensation, and information technology.

### **Special Revenue Funds**

Special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditure for specific purposes.

Special revenue funds include such things as the Library, PEG fund, Police Forfeited Assets, and gas tax, among others.

### **Former Community Development Agency Funds**

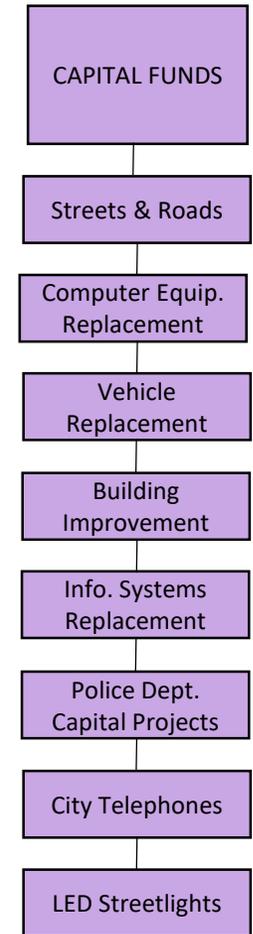
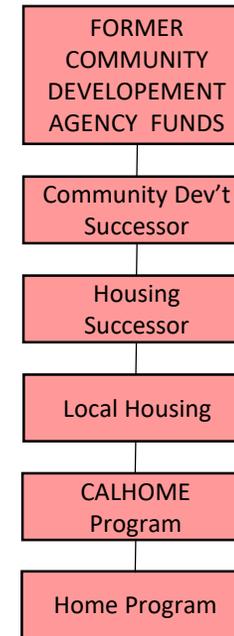
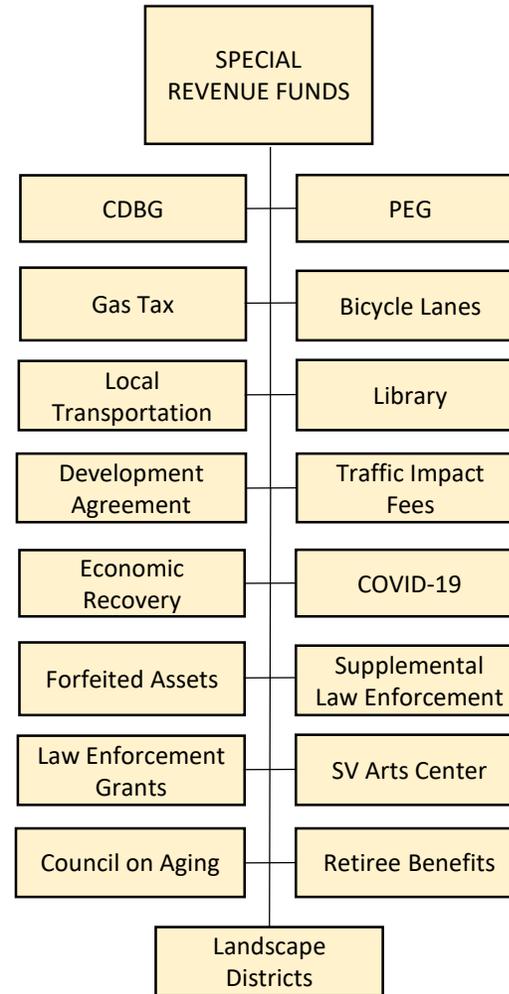
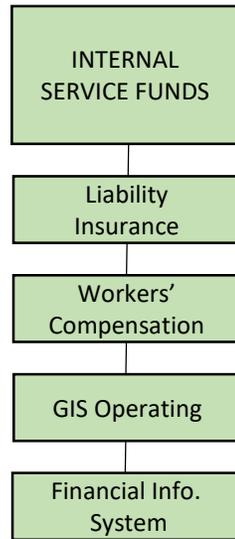
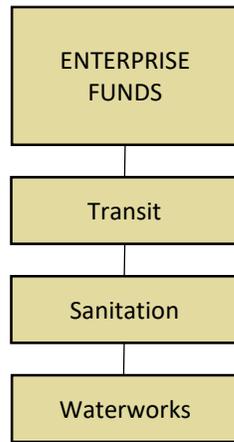
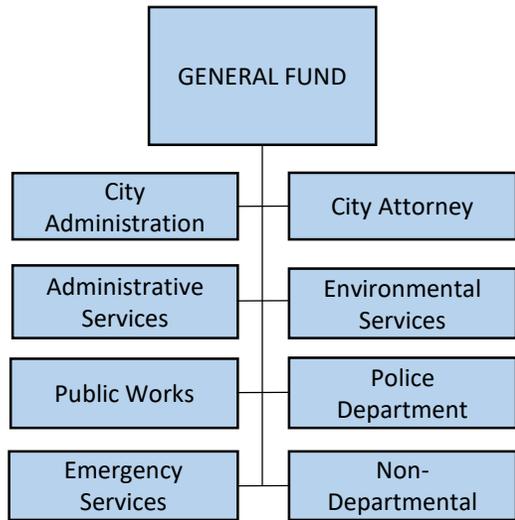
These funds, technically Private Purpose Trust funds, account for the assets and liabilities held by the City in a trustee capacity as an agent for other entities.

The City segregates these funds to show the impacts of dissolution of the former Community Development Agency (CDA). These funds account for allocated revenue to pay estimated installment payments of enforceable obligations until obligations of the former CDA are paid in full and assets have been liquidated.

### **Capital Improvement Funds**

Capital project funds account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

The City's Vehicle Replacement Fund, Computer Equipment Replacement Fund, and Building Improvement Fund are examples of capital improvement funds.



## DEBT SERVICE

Like many municipalities, the City uses various types of instruments to finance long-term projects.

**Certificates of Participation** bonds are a common form of City-issued debt and offer the investor an opportunity to participate in the future income stream of a City property or asset which is being built or renovated. Proceeds from the Certificate issue are used to fund the project, and leases generated from the project provide for the debt payments. An example of this would be the improvements and expansion of the Senior Center and the public capital improvements related to the construction of the shopping mall.

**Refunded Debt** is when the City refinances outstanding bonds by issuing new bonds. There are generally two major reasons for refunding: to reduce the City's interest costs or to remove burdensome restrictions imposed by the terms of the bonds being refinanced. The proceeds of the new bonds are either deposited in escrow to pay the debt service on the outstanding bonds when due in an "advance refunding" or used to promptly (typically within 90 days) retire the outstanding bonds in a "current refunding." The new bonds are referred to as the "refunding bonds," and the outstanding bonds being refinanced are referred to as the "refunded bonds" or the "prior issue." Generally, refunded bonds are not considered a part of the issuer's debt because the lien of the holders of the refunded bonds, in the first instance, is on the escrowed funds, not on the originally pledged source of revenues.

**Lease Revenue Bonds** are bonds whose principal and interest are payable exclusively from revenues based on rental payments from a lessee. Rental payments are often derived from earnings of an enterprise that may be operated by the lessees or the lessor. Rental payments may also be derived from taxes levied by the lessee; very similar to Certificates of Participation.

**Tax Allocation Bond** (also known as a Tax Increment Bond) is a bond payable from the incremental increase in tax revenues realized from any increase in property value and other economic activity, often designed to capture the economic benefit resulting from a bond financing. Tax increment bonds are often used to finance redevelopment projects. The City used Tax Allocation Bonds to support infrastructure projects for development of the West end of the City.

The debt payment schedule for active issues is provided on subsequent pages.

## DEBT SERVICE

The Simi Valley Public Facilities Financing Authority (SVPFFA) was created in June, 2014. It is a blended component unit of the City which has authority to issue bonded debt on behalf of the City for certain types of financing structures, such as lease revenue bonds and certificates of participation. At year-end, outstanding long-term bonded debt was comprised of the following:

### **City of Simi Valley 2014A Lease Revenue Refunding Bonds (LRRB):**

- Original issue amount \$18,795,000; interest rates at 2.00% to 3.75%, maturing October 1, 2014-2034. The LRRB are payable in annual installments ranging from \$270,000 to \$1,470,900. They were issued at a premium, which has been added to the new debt and is being amortized over the life of the bonds. These LRRB were issued to provide financing for full redemption of the 2004 Simi Valley Public Financing Authority Certificates of Participation (COP). Through the refunding of the COP, the City realized net present value savings of \$3.2 million or 14.9% of the refunded bonds. The annual lease/debt service payments will be supported by contributions from various City funds based on the benefit received. The identified funds have the long-term financial capacity to support the required payments. As of June 30, 2020, total interest and principal remaining on the bonds is \$22,072,307.

<b>2014A Lease Revenue Refunding Bonds</b>			
<b>Year Ending</b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
<b>June 30:</b>			
2021	765,000	705,900	1,470,900
2022	800,000	666,775	1,466,775
2023	845,000	625,650	1,470,650
2024	890,000	582,275	1,472,275
2025	935,000	536,650	1,471,650
2026	980,000	488,775	1,468,775
2027-2031	5,715,000	1,644,406	7,359,406
2032-2035	5,480,000	411,875	5,891,875
	<b>\$ 16,410,000</b>	<b>\$ 5,662,307</b>	<b>\$ 22,072,307</b>

## DEBT SERVICE

### City of Simi Valley Lease Revenue Bonds, Series 2016 NCREBs (New Clean Renewable Energy Bonds) and City of Simi Valley Tax-Exempt Lease, Series 2016:

- The City entered into a lease-leaseback arrangement and a lease arrangement with the SVPFFA to provide financing for the NCREBs Solar Equipment and the Tax-Exempt Project for the financing of the acquisition, construction and installation of certain solar energy and other energy efficiency capital improvements to existing City buildings and property. An allocation of new Clean Renewable Energy Bonds was received by the City for \$9,226,619, interest rates at 1.5% - 2.5 %, maturing September 1, 2036. The Tax-Exempt solar component consisted of \$740,459 of bond proceeds also maturing September 1, 2036. As NCREBs financing is restricted only for solar power systems, the Tax-Exempt bonds will be used to finance the re-roofing of City Hall, the resurfacing of the parking lot at the Senior Center, and the installation of electric vehicle chargers at the Civic Center. As of June 30, 2020, total interest and principal remaining on the 2016 NCREBs and Tax Exempt bonds is \$11,024,948 and \$800,546 respectively.

#### 2016 New Clean Renewable Energy Bonds

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<b>June 30:</b>			
2021	359,684	291,103	650,787
2022	372,669	277,884	650,552
2023	386,122	264,187	650,310
2024	400,061	249,997	650,058
2025	414,503	235,294	649,797
2026-2030	2,308,071	936,664	3,244,735
2031-2035	2,755,863	480,790	3,236,652
2036-2037	1,246,653	45,403	1,292,056
	\$ 8,243,627	\$ 2,781,322	\$ 11,024,948

#### 2016 New Clean Renewable Energy Bonds (Tax Exempt)

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<b>June 30:</b>			
2021	31,325	15,871	47,195
2022	32,105	15,081	47,185
2023	32,904	14,271	47,175
2024	33,723	13,442	47,165
2025	34,563	12,592	47,155
2026-2030	186,161	49,177	235,338
2031-2035	210,521	24,783	235,304
2036-2037	91,730.00	2,298.12	94,028
	\$ 653,032	\$ 147,514	\$ 800,546

## DEBT SERVICE

### 2017 Tax Exempt Equipment Lease Agreement:

- The City entered into an agreement with the SVPFFA as lessor and the City of Simi Valley as lessee to provide financing for a replacement (VoIP) telephone system, and energy efficiency upgrades including LED lighting at City facilities, and HVAC system replacement and improvements. The lease agreement obligates the City to make base lease payments to SVPFFA, and SVPFFA assigned such payments to Bank of America. The Simi Valley Senior Center is the asset which was used as collateral for this tax exempt financing. The issue price of the tax exempt bond associated with this transaction is \$6,408,600, based on an interest rate of 3.00% per year. As of June 30, 2020, the total interest and principal remaining on the issuance is \$6,789,667.

#### 2017 Equipment Lease (Tax Exempt)

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<b>June 30:</b>			
2021	406,871	166,971	573,842
2022	419,169	154,672	573,842
2023	431,839	142,002	573,842
2024	444,933	128,949	573,882
2025	458,340	115,501	573,842
2026-2030	2,508,080	361,128	2,869,208
2031-2033	998,212	53,001	1,051,212
	5,667,444	1,122,224	6,789,667

### 2018 Taxable Equipment Lease/Purchase Agreement:

- The City entered into a lease arrangement with Banc of America Leasing & Capital, LLC to provide financing for a purchase and sale agreement and pole license agreement with Southern California Edison (SCE) for the acquisition of streetlights located in Simi Valley. Annual savings of \$510,000 in the City's electrical costs are estimated to be achieved through the owning of the streetlights and their conversion to LED. The newly acquired streetlights act as the pledged asset for this taxable financing. The stated acquisition amount for this transaction is \$5,655,845. The type of debt instrument for this private placement financing is certificates of participation/leases with a stated interest rate of 5.15% and a settlement date of May 15, 2018. As of June 30, 2020, total interest and principal remaining on the lease agreement is \$7,946,957.

#### 2018 Equipment Lease/Purchase Agreement

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<b>June 30:</b>			
2021	282,140	285,498	567,638
2022	296,857	270,781	567,638
2023	312,342	255,325	567,667
2024	328,635	239,003	567,638
2025	345,777	221,860	567,638
2026-2030	2,019,008	819,181	2,838,188
2031-2034	2,028,528	242,023	2,270,551
	\$ 5,613,286	\$ 2,333,671	\$ 7,946,957

## DEBT SERVICE

The Community Development Agency (CDA), formerly a blended component unit of the City, issued tax allocation bonds on behalf of the City. Effective February 1, 2012, this debt was transferred from the CDA to the Successor Agency (private purpose / fiduciary fund) as a result of dissolution. A description of long-term debt outstanding (excluding defeased debt) of the Successor Agency as of June 30, 2020, follows:

### **Successor Agency to Community Development Agency 2003 Tax Allocation Bonds:**

- Original issue amount \$31,795,000; interest rates at 2.0% to 5.0%, maturing September 1, 2003-2030. The bonds are payable in annual installments ranging from \$360,000 to \$2,000,000. These bonds were issued to fully refund the 1993 Revenue Bond issue with a carrying amount of \$30,245,000. They were issued at a premium, which has been added to the new debt and is being amortized over the life of the bonds. The excess reacquisition price has been netted against the new debt and is being amortized over the remaining life of the refunded debt. The City pledged, as security for bonds issued, either directly or through the Financing Authority, a portion of tax increment revenue (including Low and Moderate Income Housing set-aside and pass through allocations) that it receives. The bonds issued were to provide financing for various capital projects, Low and Moderate Income Housing projects and to defease previously issued bonds. Assembly Bill 1X 26 provided that upon dissolution of the Redevelopment Agency, property taxes allocated to redevelopment agencies no longer are deemed tax increment but rather property tax revenues and will be allocated first to successor agencies to make payments on the indebtedness incurred by the dissolved redevelopment agency. Total interest and principal remaining on the bonds is \$22,652,281, payable through September 2030.

### **2003 Tax Allocation Refunding Bond**

<b>Year Ending</b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
<b>June 30:</b>			
2021	1,220,000	848,613 <span style="color: green;">▼</span>	2,068,613
2022	1,285,000	782,856 <span style="color: green;">▼</span>	2,067,856
2023	1,350,000	713,688 <span style="color: green;">▼</span>	2,063,688
2024	1,420,000	642,750 <span style="color: green;">▼</span>	2,062,750
2025	1,490,000	570,000 <span style="color: green;">▼</span>	2,060,000
2026-2031 <span style="color: green;">▼</span>	10,655,000 <span style="color: green;">▼</span>	1,674,375	12,329,375
	<b>\$ 17,420,000</b>	<b>\$ 5,232,281</b>	<b>\$ 22,652,281</b>

## DEBT SERVICE

### 2019 Tax-Exempt Lease/Purchase Agreement:

- The City entered into a lease/purchase arrangement with Banc of America Public Capital Corp. to provide financing for the design and construction of energy-related projects at the City's Water Quality Control Plant. The type of debt instrument for this a lease/purchase agreement with a stated interest rate of 2.309%, and will be paid through the Sanitation Fund. The settlement date is September 1, 2039. The first payment is due on September 1, 2021. As of June 30, 2020, total interest and principal remaining on the lease agreement is \$42,908,890.

Year Ending <u>June 30:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	-	-	-
2022	580,283	1,739,116	2,319,400
2023	1,561,098	758,302	2,319,400
2024	1,597,343	722,056	2,319,400
2025	1,634,431	684,969	2,319,400
2026	1,672,380	647,020	2,319,400
2027-2031	8,962,691	2,634,306	11,596,997
2032-2036	10,052,632	1,544,365	11,596,997
2037-2040	7,755,708	362,190	8,117,898
	<u>\$ 33,816,566</u>	<u>\$ 9,092,324</u>	<u>\$ 42,908,890</u>

## BUDGET FORMULATION AND ADOPTION

Each year, the City of Simi Valley develops and adopts a balanced budget which serves as a guide for providing City services. The budget contains detailed goals and objectives, a working financial plan, and financial projections for departments and agencies that comprise the City's governmental structure. A separate Capital Improvement Program (CIP) is also prepared as a more detailed listing of capital projects for which funding is included in the operating budget.

The City's fiscal year runs from July 1 to June 30. In November, departments and agencies are instructed to identify and submit requests for new positions and position reclassifications to the Human Resources office. Departments are instructed to identify and submit requests for capital office furniture and communications equipment to the Support Services office in early February. Requests for new and non-standard computer hardware and software are also due to the Information Services office in early February.

At the start of the process, the City Council adopts budget development guidelines which provide overall direction for development of the Proposed Budget Document. Subsequent to the City Council's action the Budget Office issues detailed budget development instructions to departments and agencies.

Departments and agencies submit current level expense budgets, requests for budget increases (Policy Items), requests for replacement of equipment items (Capital Asset Requests), and possible budget reductions (Reductions) to the Budget Officer in March. Concurrently, the Human Resources Office, Information Services Office, and Support Services Office issues their recommendations for new and reclassified positions, non-standard computer hardware and software, office furniture, and communications equipment. The Budget Office, with assistance from departments and agencies, also develops preliminary revenue projections during this period.

The City Manager and his staff conduct a series of budget review meetings with departments and agencies in April. The City Manager also reviews revenue projections during this period.

A Proposed Budget for all operating and capital improvement funds and the CIP are prepared and distributed in May. In early June the Budget Office develops recommendations for City Council consideration which are submitted in the form of a staff report submitted by the City Manager. One or more budget hearings are held by the City Council in June. Once adopted by City Council, the Adopted Budget and CIP go into effect on July 1.

## BUDGET AND FISCAL POLICIES

- I. Policy Framework: The following policies have been established by the City Manager to guide the administration of the City's budgetary/fiscal functions in accordance with the budget as adopted by the City Council:
  - A. The City will adopt and maintain a structurally balanced budget by ensuring that annual ongoing operating revenues meet or exceed ongoing operating expenses.
  - B. The City will maintain a prudent General Fund reserve balance for emergencies and catastrophic events. This balance has been established by City Council policy at 17% of General Fund budgeted expenditures. Any year end remaining unassigned funds will be available for consideration by the Council for one-time uses.
  - C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses and maintain replacement reserves sufficient to provide for safe, working infrastructure. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.
  - D. One time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.
  - E. One time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.
  - F. Comprehensive financial policies shall be in conformance with all state and federal laws, GAAP, GASB, and GFOA.
  - G. In the case of any conflict between this policy and any adopted budget or policy provided by the City Council, the adopted budget or policy of the City Council shall govern.
  
- II. Budget Development Guidelines: To direct staff in the preparation of the Proposed Budget, the following budget development guidelines have been established by the City Council:
  - A. The next year's base budget is equal to the prior year's adopted budget, plus any Council adopted ongoing adjustments, minus any one-time enhancements. Department's draft budgets, by fund, will not be greater than the current year adopted budget. Departments will balance to the base budget amount for non-Salary and Benefits.
  - B. The expenditures and revenues for anticipated grants shall be included in the budget. Grants with uncertain funds shall be presented to City Council for approval. If approved, the program elements shall be adjusted, with approval of the City Manager, to the final amount of expenditures and revenues provided for in the grant (See Section IV.M.ii.b).
  - C. Reductions: If Departments must reduce services or program levels in order to balance to the base budget, then they must identify those items on a **Reduction Form**. Departments are to develop and prioritize reduction proposals, which are recommendations for reducing expenditures should budget reductions be necessary. These Reductions should identify impacts on existing revenues, programs, and service levels if approved. Departments shall not receive credit for budget reductions by shifting programs or costs to other departments.
  - D. Policy Budget Enhancement and Capital Request Items: Departments shall submit these requests with justification on the **Policy Budget/Capital Enhancement Form** that are above and beyond the base budget. Policy Items recommended for approval by the City Manager are included in the Proposed Budget. Submittals shall only be for the following:
    - i. Items that have previously received support from the City Council,
    - ii. Proposals that have significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement.
    - iii. Restoration of proposed service/program reductions that were identified to balance but the Department justifies as a need,

## BUDGET AND FISCAL POLICIES

- E. The Proposed Budget will be compatible with or will address input received from the Budget Advisory Committee prior to development, if such Committee has been established by the City Council and at the City Manager's discretion.
  - F. Public participation in the City's budget process is to be encouraged by providing an opportunity for public review and comment on the Preliminary Base Budget.
  - G. For the purposes of estimating, the Operating Budget will include the following:
    - i. Employee salaries will be budgeted at each employee's actual salary step or actual salary (depending on the position) and corresponding employee benefit costs for all City Council authorized regular (permanent) positions. If a position is vacant during the time the budget is being developed, the position will be budgeted at the midpoint of the range, with benefits budgeted at the maximum cost.
    - ii. A standard merit increase will be budgeted for eligible employees to be available if earned.
  - H. Prioritizing principles for capital projects will be applied as follows :
    - i. Priority I: Imperative (must-do): projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequence, such as public safety, health, legal obligation, emergency service disruption or deficiency, preventing irreparable damage.
    - ii. Priority II: Essential (should-do): projects address clearly demonstrated needs or objectives; rehab or replace obsolete public facility or attachment, stimulate economic growth and private capital investment, reduce future operating and maintenance costs, leverage available state or federal funding.
    - iii. Priority III: Important (could-do): projects benefitting community, but may be delayed without detrimental effects to basic services; provide a new or expanded level of service, promote intergovernmental cooperation, reduce energy consumption, or enhance cultural or natural resources.
    - iv. Priority IV: Desirable (other year): desirable projects that are not included within five-year program because of funding limitations.
- III. Budget Organization and Administration: The following policies will guide the organization and structure of the City budget:
- A. Operating Budget: The City Manager will propose an annual structurally balanced City operating budget, where ongoing operating revenue exceeds or is equal to ongoing operating expenditures, for the ensuing fiscal year (July 1 through June 30) no later than June 30 of each year.
  - B. Capital Budget: The City will adopt a separate Five-Year Capital Improvement Program (CIP) by June 30 of each year. This document will identify the City's short- and medium-range capital improvement needs. Projects requested for funding in the ensuing fiscal year must also be contained in the Proposed Budget and reconcile with the amounts in the CIP. The projects proposed for the following four years are provided as information only to assist the City Council in making informed budget decisions and to advise them of future capital needs.
    - i. Approval of the capital improvement appropriation, in the Adopted Budget, is the authority and spending limit for the project to proceed as outlined and described in the CIP. If for any reason the CIP document is not consistent with the adopted annual operating budget, the adopted annual operating budget will supersede the CIP. The appropriations will remain until spent, revised by Council action, redirected by administrative action, or the capital improvement project is closed. Once a project is completed it will be closed and any remaining funds will be removed from the project and no longer available. Capital improvement appropriations are carried over from one year to the next or adjusted by Council action until the project is closed. When the project is closed, any remaining appropriation is returned to available fund balance.

## BUDGET AND FISCAL POLICIES

- C. After each fiscal year is complete, all budgetary appropriations lapse, the only exceptions are grant fund appropriations and capital improvement project appropriations; carryover may be necessary, however, the exception and not the rule and all budget appropriation carryovers must be approved by the Administrative Services Director and City Manager (See Section IV.K).
- D. Where not prohibited by law, departments must first use non-General Fund revenues, such as special revenues, grants, and agency funds, before using General Fund dollars.

### IV. Accounting System and Budgetary Control

- A. The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when measurable and available to finance expenditures of the current fiscal year, and expenditures recorded when the services or goods are received and liabilities incurred.
- B. The City budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP). Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity).
- C. Expenditures are budgeted at the line-item level according to fund and operational area (cost center). *Overall budgetary control, however, is exercised at the fund level.* The City Council has the legal authority to amend the budget at any time during the fiscal year.
- D. Any new transfer between funds; and any new budget appropriation requires approval of the City Council. Approvals must be received before expenditures have been incurred.
- E. Supplemental Budget Requests should only be submitted for material changes to the budget for new or modified projects, programs, or unanticipated required costs (e.g., rapid increase in fuel costs) and should not be used simply to match the budget with actual expenditures on an ongoing basis.
- F. Expenditures should be charged to the appropriate commitment item/line items, even if this means over-running the line item; this will provide useful data for future budgeting.
- G. No work or contract can proceed without prior budget authorization; doing so opens the City to considerable legal liability.
- H. The City Manager has authority to transfer appropriations within a fund and between departments in any amount with justification from the Department.
- I. Transfer requests between projects, within the same fund, can be requested by a Department if there is a nexus between projects. A justification memo from the Department Head to the City Manager is required and will need approval from the Budget Officer and/or Administrative Services Director as well as the City Manager.
- J. Departments are responsible for monitoring budgets on a monthly basis, including projecting estimates to close the year, to ensure year-end compliance with each budget unit's appropriations. Departments must immediately notify the Administrative Services Director of projected budget overruns and develop corrective action plans to achieve a year-end balanced budget.

## BUDGET AND FISCAL POLICIES

- K. Carryovers of budgeted amounts (formerly known as reappropriations) from one fiscal year to the next can be accomplished as follows:
- i. Carryovers will only be considered for amounts of \$1,000 or greater.
  - ii. The amount requested cannot exceed the purchase order encumbrance. In addition, the unexpended balance in the account will be considered in reviewing all carryover requests.
  - iii. Carryovers will not be considered for balances remaining under Blanket Purchase Orders.
  - iv. A copy of each purchase order is not required. However, any other reference such as memos and staff reports may be submitted if it will assist in the review process.
- L. Departments should handle donations of \$500 or more from external entities such as local businesses, Foundations, or Friends groups) as follows:
- i. For unbudgeted single donations of \$500 or more, the department shall prepare a memo to the City Manager with a supplemental budget request. The memo should include description/purpose of donation, contact person for the donating organization, and identify specific proposed uses for the donated amount.
  - ii. The supplemental budget request should reflect revenue (in the amount donated) in the General Fund donations account number. It should also reflect an increase in the department's General Fund expenditure budget (in the amount donated) to the appropriate account number (dependent upon the proposed use). *Without this step, the additional funds will not be included in the department's budget.*
  - iii. Following review and approval, the City Manager may provide a copy of the memo to the City Council. In certain instances, dependent upon the nature of the donation, the City Manager may request that the item be scheduled for presentation at a City Council meeting. Further, pursuant to Simi Valley Municipal Code Section 2-9.110(f), any proposed donation whose value exceeds \$10,000 shall be submitted to the City Council for approval.
  - iv. Donations of amounts up to \$500 may be entered as general revenues to the appropriate revenue accounts without management approval; an entry will not be made into expenditure accounts.
- M. Departments are encouraged to seek external funds whenever possible. Grants require the following handling:
- i. All grant applications requiring the use of City funds, including a local match or upfront expenditures, must be approved by the City Manager prior to submission of an application.
  - ii. Upon award of a grant, the department shall prepare a memo to the City Manager and, if necessary, the City Council.
    - a) If it is for a federally-funded grant, the City Attorney must review the memo and all contract documents prior to the City Manager's review.
    - b) Funding for future fiscal years should be included in the appropriate year's budget request.
  - iii. Reimbursement Grants (those requiring City expenditures which are later reimbursed by the grantor after work is completed) should be approved by Council and expenditures budgeted over time in the appropriate fiscal year. The Department is responsible to ensure that all eligible reimbursements are invoiced for and collected to reimburse the City. As much as possible, reimbursements should be received in the same fiscal year as the expenditures in order to maintain the City's cash balances. The use of the City's Accounts Receivable system to track reimbursements is encouraged.
  - iv. Invoicing for reimbursement of all federally-funded grants is to be prepared by the department

## BUDGET AND FISCAL POLICIES

### V. Financial Reporting

- A. Monthly: Following each month-end close (generally occurring within 15 days of month end), online financial statements are available in the City's financial reporting system.
- B. First Quarter: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, is submitted to the City Council following the end of the first quarter of each fiscal year.
- C. Mid-Year: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, as well as projected fiscal year-end results, is submitted to the City Council following the end of the second quarter of each fiscal year.
- D. Year-End: The City will prepare year-end financial reports as follows:
  - i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unmodified opinion. (Note: auditors express an unmodified opinion on the client's financial statements when they have no material exceptions as to the fairness of the application of accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unmodified opinion is the most desirable report from the client's point of view.)
  - ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.
  - iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.
- E. Capital Reporting: The City's capitalization thresholds are: \$5,000 for vehicles, machinery & equipment; \$25,000 for infrastructure & building improvements, \$50,000 for buildings, and \$100,000 for intangibles (such as computer software and licenses). The assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and depreciated using the straight-line method over their estimated useful lives.

### VI. User Fees and Rates

- A. Purpose: User fees are established by the City Council to achieve the following objectives:
  - i. To establish an equitable basis for costing services to the public;
  - ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;
  - iii. To provide for cost recovery for providing these services, including the direct cost of providing each service and the indirect costs as identified in the City's Cost Allocation Plan;
  - iv. To ensure that fees do not exceed the cost of providing services.
- B. Fee Adjustments: User fees are to be adjusted by the January CPI of the CPI as adopted by the City Council. A full study of the City's true cost to provide each service that has a fee will be conducted approximately every five years.
- C. External Review: The City's proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City's goal that proposed user fees are supported by these organizations before being adopted by the City Council.

## **COST ALLOCATION PLAN**

The Cost Allocation Plan was developed in order to identify the total program costs of providing municipal services to the citizens of Simi Valley. As is the case with most organizations, both private and public, the costs of providing services or products can be classified into two categories: direct costs and indirect costs. Direct costs are those which can be specifically identified with a particular cost objective, such as street maintenance, police protection, landscape maintenance, public transportation, water services, and sewage treatment. Indirect costs are not readily identifiable with a particular operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective. Common examples of indirect costs are accounting, purchasing, human resources, building maintenance, and utilities. Although indirect costs are generally not readily identifiable with direct operating programs, they are nevertheless incurred by the organization in providing a service or product. As such, if the total costs of a program are to be identified, it is essential that some method be utilized to distribute indirect costs to operating programs.

Theoretically, all indirect costs could be charged directly to specific cost objectives; however, practical difficulties generally preclude such an approach for organizational and accounting reasons. As such, most organizations budget and account for direct and indirect costs separately. However, in order to accurately reflect the total cost of providing a service or product, some methodology of identifying and allocating indirect costs to specific cost objectives must be developed. The purpose of a Cost Allocation Plan is to identify indirect costs and to allocate them to particular cost objectives in a logical and uniform manner.

As direct and indirect costs are generally budgeted separately by organizational unit, the direct and indirect cost concept can be related to departmental functions. In a municipal enterprise, the cost of agencies or departments that primarily provide services to the public can be considered direct costs and the cost of departments or programs that primarily provide services to the organization can be considered indirect costs. This concept, of service to the public as opposed to service to the organization, is the basis of identifying direct and indirect costs in the City's Cost Allocation Plan.

Based on this identification of direct and indirect costs, an indirect cost rate can be developed. By applying this indirect cost rate against direct program costs, the total cost can be derived. The Cost Allocation Plan provides an overall indirect cost rate for the City as well as unique indirect cost rates for each major program area.

Through the identification of total program costs, the City's Cost Allocation Plan can be utilized as a basic information tool in a number of financial and budgetary decision-making situations. For example, the Cost Allocation Plan can be used to recover the indirect costs associated with administering federal grant programs. Additionally, the Cost Allocation Plan can be used to identify the cost incurred by the City in administering and providing support services to special districts and funds. For example, although the Office of the City Manager, City Attorney, and Department of Administrative Services are organized and budgeted in the General Fund, these departments provide support services to other funds and districts such as Sanitation, Waterworks, Lighting Maintenance, and Transit. The Cost Allocation Plan, by identifying total program costs, can be used to determine this level of support and to reimburse the General Fund through interfund transfers for the indirect costs incurred. The Cost Allocation Plan can also be used in billing for City services and in establishing service fees designed for cost recovery by ensuring that all costs, both direct and indirect, are included in the cost analysis.

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for FY 2019-20 is available upon request from the Department of Administrative Services.

# General Fund

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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 \$12.6 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 2019-20 began with a fund balance of \$40.5 million. We project to end the year with a positive year-end budget (resources over expenditures) of \$3.6 million. This is primarily due to an unanticipated Property Tax Payment from the County of \$3.2 million.

Without the COVID-19 Pandemic, the FY 2020-21 Proposed budget was developed with a structurally balanced budget and a projected surplus of revenues over expenditures of \$3.5 million. The structurally balanced and surplus budget was going to create a foundation for the City Council to consider necessary strategic policy decisions to address fiscal issues.

If the economy begins recovery at the end of the second quarter we estimate a reduction in revenue of \$3.4 million. Budgeting conservatively, we are using the \$3.4 million revenue reduction model for the FY 2020-21 budget. We are submitting a balanced general fund operating budget that is essentially flat, with a small surplus of \$57,000.

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.

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CITY OF SIMI VALLEY

## CHANGES IN GENERAL FUND BALANCE (Fund 100)

### PRIOR YEAR HISTORY

	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	\$ 36,640,338	\$ 36,808,608	\$ 35,424,561
Revenues	\$ 64,490,241	\$ 63,656,359	\$ 67,988,432
Prior Year Surplus	-	-	-
Net Revenues	\$ 64,490,241	\$ 63,656,359	\$ 67,988,432
Expenditures	\$ 64,321,971	\$ 65,040,407	\$ 66,390,213
Anticipated Under expenditures	-	-	-
Net Expenditures	\$ 64,321,971	\$ 65,040,407	\$ 66,390,213
Operating Surplus/(Deficit)	\$ 168,270	\$ (1,384,047)	\$ 1,598,219
Apply 80% of CDA Loan Repayment	\$ 1,516,717	\$ 1,378,480	\$ -
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	\$ 36,808,608	\$ 35,424,561	\$ 37,022,780
Prudent Reserve (17% of expenditures)	\$ 10,934,700	\$ 11,056,900	\$ 11,286,300
Assigned Fund Balance	\$ 14,738,289	\$ 14,402,604	\$ 14,312,326
Encumbrance Reserve	\$ 239,262	\$ 362,700	\$ 276,905
CDA Loan Receivable **	6,098,299	5,693,346	5,693,346
Advances to Other Funds (Various)	8,036,390	8,036,380	8,036,380
Loans Receivable (Various)	364,338	310,178	305,695
Unassigned Fund Balance	\$ 11,135,619	\$ 9,965,057	\$ 11,424,154

\*\* 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 (Fund 100)

	ACTUAL 2018-19	REVISED BUDGET 2019-20	ESTIMATED ACTUAL 2019-20	BUDGET 2020-21	PROJECTION 2021-22	PROJECTION 2022-23
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	\$ 37,022,780	\$ 40,501,367	\$ 40,501,367	\$ 38,179,942	\$ 38,237,102	\$ 38,295,918
Revenues	\$ 73,934,097	\$ 74,784,956	\$ 74,311,866	\$ 75,337,958	\$ 77,732,207	\$ 80,631,174
Prior Year Surplus	-	-	-	-	-	-
<b>Net Revenues</b>	<b>\$ 73,934,097</b>	<b>\$ 74,784,956</b>	<b>\$ 74,311,866</b>	<b>\$ 75,337,958</b>	<b>\$ 77,732,207</b>	<b>\$ 80,631,174</b>
Expenditures	\$ 67,457,510	\$ 76,090,431	\$ 70,633,291	\$ 75,280,798	\$ 77,673,391	\$ 80,623,142
Loan Forgiveness to Liability Fund	2,344,000	-	-	-	-	-
Transfer to Transit Fund	654,000	-	-	-	-	-
<b>Net Expenditures</b>	<b>\$ 70,455,510</b>	<b>\$ 76,090,431</b>	<b>\$ 70,633,291</b>	<b>\$ 75,280,798</b>	<b>\$ 77,673,391</b>	<b>\$ 80,623,142</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 3,478,587</b>	<b>\$ (1,305,475)</b>	<b>\$ 3,678,575</b>	<b>\$ 57,160</b>	<b>\$ 58,816</b>	<b>\$ 8,032</b>
Surplus Funds for COVID-19 Recovery Fund	-	-	-	-	-	-
FY2018-19 Surplus Funds Appropriated	-	-	3,478,587.00	-	-	-
FY2019-20 Surplus Funds Appropriated	-	-	2,521,413.00	-	-	-
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 40,501,367</b>	<b>\$ 39,195,892</b>	<b>\$ 38,179,942</b>	<b>\$ 38,237,102</b>	<b>\$ 38,295,918</b>	<b>\$ 38,303,950</b>
Prudent Reserve (17% of expenditures)	\$ 11,467,800	\$ 12,935,400	\$ 12,007,700	\$ 12,797,700	\$ 13,204,500	\$ 13,705,900
Assigned Fund Balance	\$ 10,352,322	\$ 10,352,322	\$ 10,352,322	\$ 10,352,322	\$ 10,352,322	\$ 6,258,788
Encumbrance Reserve	\$ 335,110	\$ 335,110	\$ 335,110	\$ 335,110	\$ 335,110	\$ 335,110
CDA Loan Receivable **	4,093,534	4,093,534	4,093,534	4,093,534	4,093,534	-
Advances to Other Funds (Various)	5,692,380	5,692,380	5,692,380	5,692,380	5,692,380	5,692,380
Loans Receivable (Various)	231,298	231,298	231,298	231,298	231,298	231,298
<b>Unassigned Fund Balance</b>	<b>\$ 18,681,245</b>	<b>\$ 15,908,170</b>	<b>\$ 15,819,920</b>	<b>\$ 15,087,080</b>	<b>\$ 14,739,096</b>	<b>\$ 18,339,262</b>

\*\* 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 Five-Year General Fund Financial Projection and related analyses show that the City is now structurally balanced and will continue as long as sound fiscal management continues. That is not to say that the City does not have fiscal issues, but the forecast is illustrating the strong financial position the City is in to be able to tackle these issues. A recent change in the discount rate and payment methodology for the CalPERS Pension Fund will result in a 23.4% increase in PERS costs to the City's General Fund from 2020-21 to 2025-26. Furthermore, the recent COVID-19 impacts on the market will result in losses to PERS investments that will likely have an impact starting in FY 2022-23. The results of these two items are projected to potentially have a cumulative impact of over \$8 million in required contributions in the next 5 years over the current level. This will present a significant challenge to the City's finances, but should be able to be addressed by continued budget oversight. The City Manager and staff continue to take action to improve the City's long-term financial position. This year City Council adopted revised service fees for the first time since 2008 for full cost recovery, an estimated \$3.0 million that can further enhance public services. Staff positions 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 0% - 2% per year inflationary growth. Projections on the expenditure side include 3-4% growth in personnel costs, a 2-3% growth in materials and supplies based on a combination of past experience and an inflationary growth, and inflationary growth for most other expenditure types.

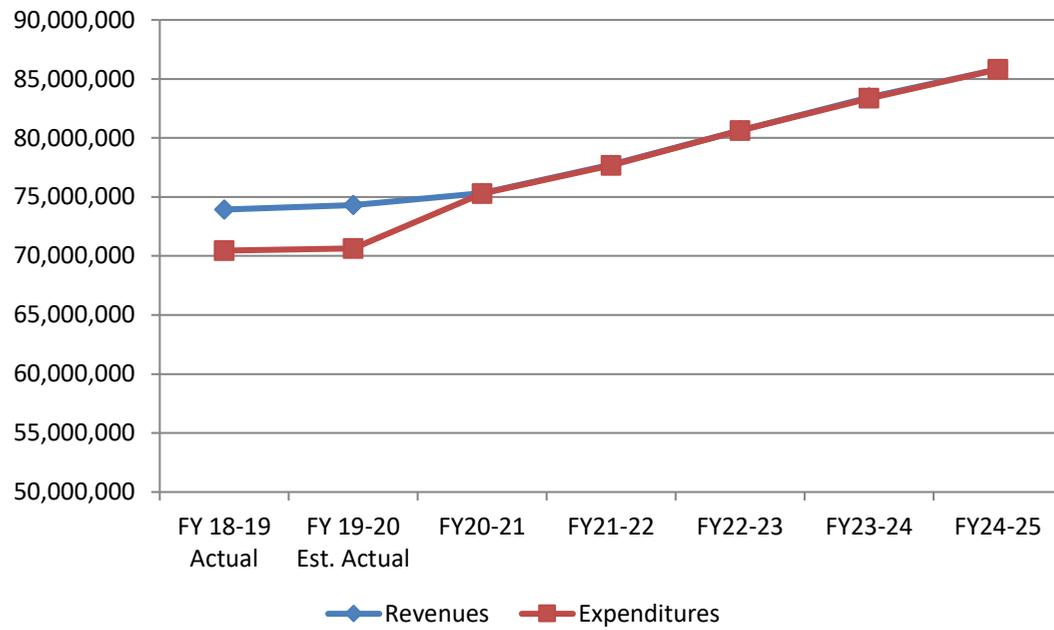
## FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION

### SUMMARY REVENUES AND EXPENDITURES DATA

	ACTUAL 2018-19	ESTIMATED ACTUAL 2019-20	ADOPTED BUDGET 2020-21	PROJECTION 2021-22	PROJECTION 2022-23	PROJECTION 2023-24	PROJECTION 2024-25
<b>REVENUES</b>							
Taxes And Franchises	\$ 60,104,475	\$ 62,027,942	\$ 60,558,237	\$62,617,217	\$65,059,289	\$67,531,541	\$69,557,488
Licenses And Permits	2,618,558	2,338,000	2,830,000	2,914,900	3,031,496	3,152,756	3,263,102
Fines And Forfeitures	562,503	524,000	555,000	560,550	566,156	571,817	577,535
Use Of Money & Property	1,526,129	758,280	801,500	817,530	833,881	850,558	867,569
From Other Governments	358,271	359,910	375,000	375,000	375,000	375,000	375,000
Grants	253,441	215,400	212,900	212,900	212,900	212,900	212,900
Service Charges	2,228,231	2,376,221	2,868,300	2,954,349	3,102,066	3,179,618	3,265,468
Other Revenues	2,904,932	2,233,084	3,715,200	3,789,504	3,872,873	3,950,331	4,056,989
Transfers In	3,377,557	3,479,029	3,421,821	3,490,257	3,577,514	3,613,289	3,649,422
<b>Total Revenues</b>	<b>\$ 73,934,097</b>	<b>\$ 74,311,866</b>	<b>\$ 75,337,958</b>	<b>\$77,732,207</b>	<b>\$80,631,174</b>	<b>\$83,437,810</b>	<b>\$85,825,474</b>
<b>EXPENDITURES</b>							
Personnel	58,834,065	59,053,639	64,110,225	\$66,097,642	\$68,836,675	\$71,245,958	\$73,383,337
Supplies/Materials	4,811,774	5,066,818	5,602,782	5,770,865	5,886,283	6,062,871	6,244,757
Services	6,530,405	8,012,948	8,141,490	8,304,320	8,470,406	8,639,814	8,812,611
Capital Outlay	72,442	0	0	100,000	101,000	102,010	103,030
Transfers to Other Funds	8,991,400	7,054,302	6,493,805	6,558,743	6,624,330	6,690,574	6,757,480
Reimbursed Expenses	(8,784,576)	(8,554,416)	(9,067,504)	(9,158,179)	(9,295,552)	(9,388,507)	(9,482,392)
<b>Total Expenditures</b>	<b>70,455,510</b>	<b>\$70,633,291</b>	<b>\$75,280,798</b>	<b>\$77,673,391</b>	<b>\$80,623,142</b>	<b>\$83,352,720</b>	<b>\$85,818,823</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$3,478,587</b>	<b>\$3,678,575</b>	<b>\$57,160</b>	<b>\$58,816</b>	<b>\$8,032</b>	<b>\$85,090</b>	<b>\$6,651</b>
Transfer to Covid-19 Recovery Fund		\$6,000,000					

## FIVE-YEAR GENERAL FUND PROJECTION

### General Fund Projected Revenues vs. Expenditures Five-Year Forecast 2018-19 to 2024-25



# **General Fund Revenues**

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## 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 2020-21 General Fund Revenues are projected to be \$553,000 more (0.7%) than FY 2019-20 revised budget amounts. The full impact of the COVID-19 virus will not be known for some time, but Simi Valley is fortunately in a good position to deal with the financial impacts. The city is not as dependent on revenue sources from tourism as many other communities and has a more stable revenue base made up of property tax.

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 estimates, taking into account the impact of the CORONA-19 virus on the economy. This is especially true for revenue items that are most susceptible if economic conditions rapidly change, such as sales tax estimates. 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 2018-19, budgeted and estimated actual revenue data for FY 2019-20, and budgeted revenue for FY 2020-21.

FY 2020-21 revenue estimates were developed using a variety of methods. An auditing and consulting service was employed to assist with developing projections of the impact and duration of the COVID-19 virus on the economy. 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 decrease by \$381,900 (-0.6%) over the 2019-20 Revised Budget to \$60,558,237 in FY 2020-21. Property tax revenues are projected to increase by \$2 million due to ongoing improvements in assessed values and local development growth.

FY 2020-21 Sales Tax and Transient Lodging Tax revenues are projected to decrease by almost \$2.4 million from the FY 2019-20 revised budget, due to the economic impact of the COVID-19 virus.

### **Licenses and Permits**

This category is projected to increase by \$368,000 (14.9%) from 2019-20 revised budget. This is mostly due to increased building permit revenue. 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 and Parking Citations. FY 2020-21 Fines and Forfeitures revenues are projected to decrease by \$135,800 (-19.7%) from the FY 2019-20 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 decrease by \$13,000 (-1.6%) in FY 2020-21 mostly due rents and leases.

### **Revenues From Other Governments**

The category is projected to increase by \$122,900 (48.8%) in FY 2020-21 due to a combination of a sworn officer POST training reimbursements and increase in SB90 reimbursements from the State for unfunded mandates, based on past year's actuals.

### **Grants**

Grant revenues are projected to decrease by \$32,300 (-13.2%) in FY 2020-21. 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 \$224,200 (8.5%) in FY 2020-21 over the FY 2019-20 revised budget. This is primarily due to Inspection fees and Plan Check fees.

## GENERAL FUND REVENUES (continued)

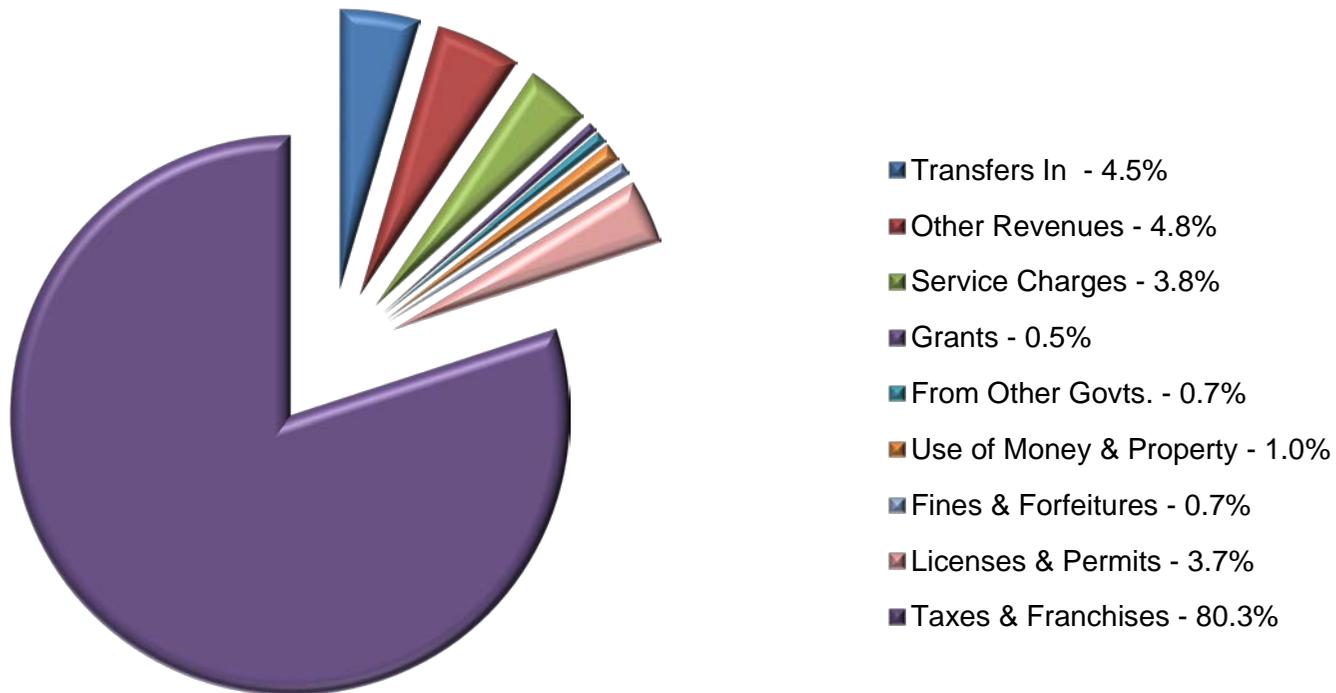
### Other Revenues

Other Revenues, also generated from the local economy, are projected to increase by \$1 million (41.2%) in FY 2020-21 due to anticipated increases in miscellaneous revenue from City Council's approval of increased city fees.

### Transfers In

This revenue category is projected to decrease by \$682,800 (-16.6%) in FY 2020-21 mostly due to a decrease in gas tax revenue and Law Enforcement Grants.

### FY 20-21 General Fund Resources \$75,337,958



## GENERAL FUND REVENUE SUMMARY

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>TAXES &amp; FRANCHISES</b>					
31101 Property Taxes	\$ 31,255,131	\$ 32,677,875	\$ 35,818,984	\$ 34,635,867	6.0%
31111 Sales and Use Taxes	18,961,367	18,412,300	16,899,687	16,579,870	-10.0%
31112 Transient Lodging Tax	2,069,753	2,250,000	1,709,271	1,687,500	-25.0%
31113 Franchise Taxes	4,931,918	4,600,000	4,600,000	4,600,000	0.0%
31114 Business Tax Receipts	2,106,344	2,275,000	2,275,000	2,275,000	0.0%
31115 Documentary Transfer Tax	779,962	725,000	725,000	780,000	7.6%
	<b>\$ 60,104,475</b>	<b>\$ 60,940,175</b>	<b>\$ 62,027,942</b>	<b>\$ 60,558,237</b>	<b>-0.6%</b>
<b>LICENSES &amp; PERMITS</b>					
32301 Building Permits	\$ 1,607,786	\$ 1,530,000	\$ 1,300,000	\$ 1,700,000	11.1%
32302 Permit Records Retention	10,820	12,000	7,000	-	0.0%
32303 Plan Check Services	792,188	700,000	800,000	900,000	28.6%
32402 Encroachment Permits	136,525	150,000	160,000	150,000	0.0%
32604 Other Licenses & Permits	71,239	70,000	71,000	80,000	14.3%
	<b>\$ 2,618,558</b>	<b>\$ 2,462,000</b>	<b>\$ 2,338,000</b>	<b>\$ 2,830,000</b>	<b>14.9%</b>
<b>FINES &amp; FORFEITURES</b>					
33501 Vehicle Code Fines	\$ 404,162	\$ 440,000	\$ 376,000	\$ 400,000	-9.1%
33502 Parking Citation	158,341	250,800	148,000	155,000	-38.2%
	<b>\$ 562,503</b>	<b>\$ 690,800</b>	<b>\$ 524,000</b>	<b>\$ 555,000</b>	<b>-19.7%</b>
<b>USE OF MONEY &amp; PROPERTY</b>					
34001 Interest on Investments	\$ 795,146	\$ 549,600	\$ 549,600	\$ 549,600	0.0%
34003 Change in Fair Value	509,078	-	-	-	0.0%
34101 Rents & Leases	75,440	118,000	61,780	105,000	-11.0%
34104 DMV Lease	146,465	146,900	146,900	146,900	0.0%
	<b>\$ 1,526,129</b>	<b>\$ 814,500</b>	<b>\$ 758,280</b>	<b>\$ 801,500</b>	<b>-1.6%</b>
<b>REVENUES FROM OTHER GOVERNMENTS</b>					
35101 Motor Vehicle In Lieu	\$ 61,806	\$ 65,000	\$ 65,000	\$ 65,000	0.0%
35501 POST Reimbursements	37,444	34,100	38,000	40,000	17.3%
35502 911 Reimbursements	-	3,000	2,229	3,000	0.0%
35601 Homeowners Subvention	151,472	125,000	125,000	150,000	20.0%
35602 SB 90 Claims	107,549	25,000	129,681	117,000	368.0%
	<b>\$ 358,271</b>	<b>\$ 252,100</b>	<b>\$ 359,910</b>	<b>\$ 375,000</b>	<b>48.8%</b>
<b>GRANTS</b>					
36001 Federal Assistance	\$ 149,460	\$ 141,400	\$ 141,400	\$ 141,400	0.0%
36005 Local Assistance	27,493	-	-	-	0.0%
36210 Curbside Recycling Reimb.	31,948	63,817	31,500	31,500	-50.6%
36340 Household Waste	44,540	40,000	42,500	40,000	0.0%
	<b>\$ 253,441</b>	<b>\$ 245,217</b>	<b>\$ 215,400</b>	<b>\$ 212,900</b>	<b>-13.2%</b>

## GENERAL FUND REVENUES (continued)

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>SERVICE CHARGES</b>					
37001 Duplication Services	\$ 2,636	\$ 2,200	\$ 2,447	\$ 2,200	0.0%
37002 Maps & Publications	264	5,000	5,001	5,000	0.0%
37003 Returned Check (NSF) Charges	321	300	285	300	0.0%
37103 Business Registration Fees	155,958	185,000	185,000	185,000	0.0%
37299 Other Community Service Fees	1,400	272,100	800	291,500	7.1%
37301 Planning Fees	400,060	450,000	450,000	465,000	3.3%
37303 Permit Automation/GIS Mapping	72,956	63,500	44,500	53,500	-15.7%
37401 Engineering Fees	7,722	5,000	1,986	1,200	-76.0%
37402 Soils/Hydrology	146,692	206,000	160,000	160,000	-22.3%
37403 Slurry Seal Fees	-	5,000	5,000	5,000	0.0%
37404 Plan Check Fees	923,366	322,500	572,000	450,000	39.5%
37405 Inspection Service Fees	244,824	804,500	600,000	900,000	11.9%
37406 Waste Management	34,804	33,600	33,600	35,000	4.2%
37410 Services Charges	-	32,500	32,500	32,500	0.0%
37411 County Landscape Charges	12,772	35,500	35,500	35,500	0.0%
37432 Environmental Compliance Program	4,168	3,000	1,500	1,500	-50.0%
37499 Other Public Works Fees	2,956	1,000	1,192	1,000	0.0%
37501 Police Reports	3,813	3,200	4,100	4,100	28.1%
37502 Police Photos	33	-	-	-	0.0%
37504 Alarm Fees	70,486	95,000	65,000	90,000	-5.3%
37505 Emergency Response / DUI	29,758	5,800	27,800	20,000	244.8%
37599 Other Police Dept. Fees	111,108	110,400	140,000	125,000	13.2%
37699 Other Service Charges	2,134	3,000	8,010	5,000	0.0%
	<b>\$ 2,228,231</b>	<b>\$ 2,644,100</b>	<b>\$ 2,376,221</b>	<b>\$ 2,868,300</b>	<b>8.5%</b>
<b>OTHER REVENUES</b>					
38001 Sale of Surplus	\$ 38,473	\$ 6,200	\$ 20,000	\$ 20,500	230.6%
38003 Miscellaneous	10,639	353,700	11,799	1,803,700	410.0%
38004 Damage Recovery	42,965	102,000	79,209	286,000	180.4%
38006 Jury/Witness Fee	8,238	7,300	8,825	8,300	13.7%
38007 Rebates	1,677,350	675,100	968,651	238,000	-64.7%
38010 Landfill Facility Agreement Fee	193,473	320,000	196,000	196,000	-38.8%
38015 Sale of Land	-	250,000	-	250,000	0.0%
38050 Contributions/Donations	652,337	624,090	664,600	626,000	0.3%
38201 Meals-On-Wheels	39,213	48,000	51,000	48,000	0.0%
38203 Cultural Arts Reimbursement	152,614	153,000	153,000	159,700	4.4%
38408 Storm Water Mgmt. Assessment	74,956	60,000	75,000	75,000	25.0%
38409 Storm Water Program Fees	6,125	32,000	5,000	4,000	-87.5%
38501 Unclaimed Property	8,549	-	-	-	0.0%
	<b>\$ 2,904,932</b>	<b>\$ 2,631,390</b>	<b>\$ 2,233,084</b>	<b>\$ 3,715,200</b>	<b>41.2%</b>

**GENERAL FUND REVENUES (continued)**

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>TRANSFERS IN</b>					
39215 Transfer from Gas Tax	\$ 2,645,260	\$ 3,377,214	\$ 2,603,438	\$ 2,727,837	-19.2%
39260 Transfer from New Dwelling Fee	70,000	70,000	70,000	70,000	0.0%
39262 Transfer from Development Agreements	300,000	300,000	300,000	300,000	0.0%
39285 Transfer from State SLESF	189,886	190,000	250,000	250,000	31.6%
39287 Transfer from Law Enforcement Grants	87,932	115,300	191,127	22,500	-80.5%
39500 Transfer from Debt Service	-	-	12,304	-	0.0%
39600 Transfer from Cap. Proj. fund	35,129	-	-	-	0.0%
39920 Transfer from Sagency-CDA/Admin	49,350	52,160	52,160	51,484	-1.3%
	<b>\$ 3,377,557</b>	<b>\$ 4,104,674</b>	<b>\$ 3,479,029</b>	<b>\$ 3,421,821</b>	<b>-16.6%</b>
<b>TOTAL REVENUES</b>	<b>\$ 73,934,097</b>	<b>\$ 74,784,956</b>	<b>\$ 74,311,866</b>	<b>\$ 75,337,958</b>	<b>0.7%</b>

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CITY OF SIMI VALLEY

# General Fund Expenditures

## 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, supplies, services, and capital outlay. Personnel costs are comprised of salaries and benefits, less an allowance for salary savings based on a projected vacancy factor. 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 2019-20 accomplishments and FY 2020-21 goals and budget impacts.

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

## GENERAL FUND EXPENDITURE SUMMARY

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>PERSONNEL</b>					
41010 Regular Salaries	\$ 30,925,088	\$ 35,715,310	\$ 30,193,391	\$ 34,581,348	-3.2%
41020 Temporary Salaries - PR Only	360,701	375,000	297,768	329,300	-12.2%
41030 Boards and Commissions	31,153	32,300	32,300	32,610	1.0%
41040 Overtime	3,467,092	3,458,087	3,237,648	3,296,300	-4.7%
41050 Outside Assistance	112,108	-	-	-	0.0%
41200 Deferred Comp - 401k	253,034	385,820	326,339	425,156	10.2%
41210 Deferred Comp - 457	157,775	174,300	212,690	238,154	36.6%
41300 Vision Care	86,074	95,160	88,067	95,995	0.9%
41350 Disability	201,527	223,030	203,666	220,470	-1.1%
41400 Group Insurance/Health	554,794	651,460	591,440	665,367	2.1%
41410 Maintenance Building/Grounds	-	-	-	513,997	0.0%
41415 Flex Benefits	6,233,277	7,467,950	6,385,953	7,446,351	-0.3%
41420 CalPERS Health Admin Fee	16,493	21,300	21,759	22,900	7.5%
41450 Life Insurance	67,146	71,040	67,168	72,391	1.9%
41500 Group Insurance/Dental	402,128	467,840	435,074	477,417	2.0%
41550 Section 125 Administration Fee	1,774	3,442	2,218	2,548	-26.0%
41600 Retirement (PERS)	10,357,855	12,576,350	11,217,086	13,835,417	10.0%
41610 Retirement (PARS)	159,396	120,000	141,662	141,662	18.1%
41620 Retirement (HRA)	231,942	333,710	266,409	328,036	-1.7%
41650 Medicare Tax	518,183	611,790	519,753	606,500	-0.9%
41660 FICA	23,787	33,500	22,878	27,147	-19.0%
41700 Workers' Compensation	3,176,000	3,448,570	3,448,570	3,337,376	-3.2%
41800 Annual Leave Payout	1,329,862	1,400,000	1,400,000	1,450,000	3.6%
41801 Leave Accrual	319,912	-	-	-	0.0%
41860 Salary Reimbursements	(153,036)	(159,060)	(58,200)	(159,600)	0.3%
41900 Salary Savings	-	(5,062,282)	-	(3,503,830)	-30.8%
41950 Benefits Savings	-	(348,150)	-	(372,787)	7.1%
<b>Subtotal - Personnel</b>	<b>58,834,065</b>	<b>62,096,467</b>	<b>59,053,639</b>	<b>64,110,225</b>	<b>3.2%</b>
<b>SUPPLIES &amp; MATERIALS</b>					
42100 Utilities	1,493,637	1,416,000	1,450,900	1,484,000	4.8%
42130 Postage	51,813	66,900	62,500	67,400	0.7%
42150 Communications	566,417	1,078,542	777,202	870,068	-19.3%
42200 Computer - Non Capital	4,654	8,600	9,800	3,800	-55.8%
42230 Office Supplies	50,528	66,190	70,978	67,060	1.3%
42235 Furnishings & Equip - Non Capital	46,955	70,875	49,800	10,500	-85.2%
42300 Copiers	87,553	134,000	115,000	130,000	-3.0%
42310 Rentals	2,249	11,962	12,312	14,525	21.4%
42410 Uniform/Clothing	292,312	401,303	307,709	412,000	2.7%
42420 Special Departmental Expense	200,972	160,600	115,000	250,600	56.0%
42440 Memberships and Dues	147,684	151,880	147,438	160,315	5.6%
42450 Subscriptions and Books	23,805	40,298	33,194	34,856	-13.5%
42460 Advertising	30,232	44,351	34,000	35,900	-19.1%
42500 Fuel and Lubricants	499,250	506,979	540,600	505,500	-0.3%
42510 Tires	60,214	61,400	61,400	61,400	0.0%
42550 Small Tools/Equipment	13,954	9,400	10,400	9,400	0.0%
42560 Operating Supplies	794,970	854,354	818,233	885,550	3.7%

## GENERAL FUND EXPENDITURE SUMMARY (continued)

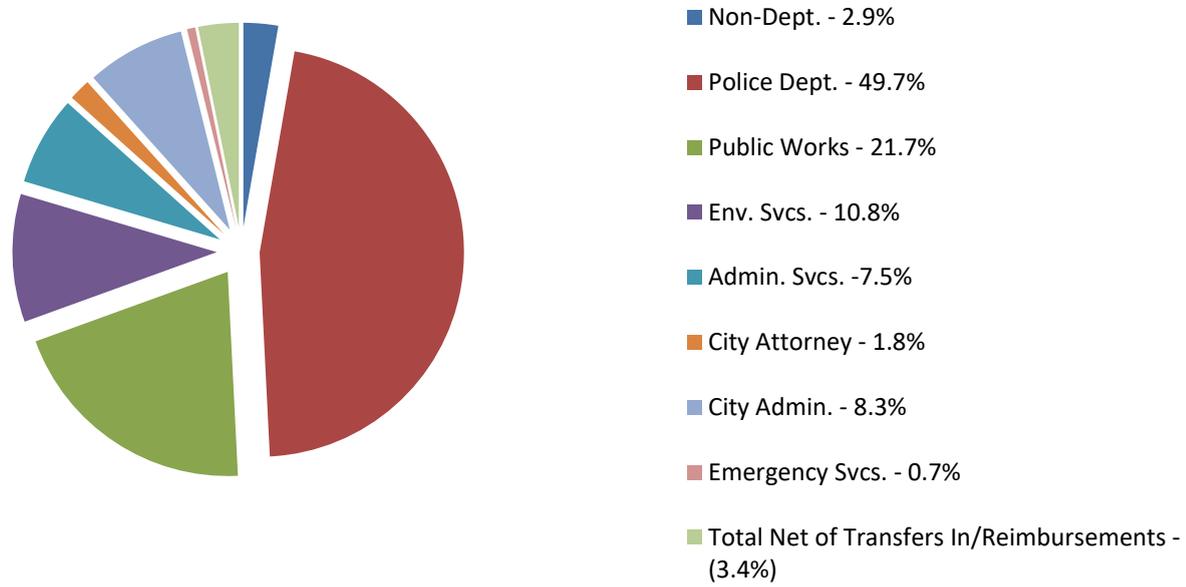
	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>SUPPLIES &amp; MATERIALS (continued)</b>					
42720 Travel, Conferences, Meetings	\$ 122,061	\$ 157,305	\$ 90,841	\$ 159,208	1.2%
42730 Training	82,733	141,165	103,993	133,700	-5.3%
42760 POST Training	94,070	120,000	120,000	130,000	8.3%
42770 Recruitment	64,601	79,600	46,000	60,500	-24.0%
42780 Investigations	5,135	9,000	5,500	12,000	33.3%
42790 Mileage	75,975	105,700	83,218	102,500	-3.0%
43010 Liability Insurance Premiums	-	2,000	800	2,000	0.0%
<b>Subtotal - Supplies/Materials</b>	<b>4,811,774</b>	<b>5,698,404</b>	<b>5,066,818</b>	<b>5,602,782</b>	<b>-1.7%</b>
<b>SERVICES</b>					
44010 Professional/Special Services	1,340,051	2,278,189	1,727,030	1,586,620	-30.4%
44012 Outside Legal	92,966	142,127	110,746	125,000	-12.1%
44015 COV Admin Fee	233,129	225,000	225,000	225,000	0.0%
44210 Animal Regulation	504,501	840,000	640,000	904,900	7.7%
44310 Maintenance of Equipment	1,142,398	2,226,738	1,671,883	1,426,670	-35.9%
44410 Maintenance - Bldg. / Grounds	-	7,221	7,220	-	-100.0%
44450 Landscape Maintenance Contract	779,216	1,110,117	850,000	930,000	-16.2%
44460 Tumbleweed Abatement	-	10,000	500	5,000	-50.0%
44490 Other Contract Services	1,360,839	1,866,859	1,699,145	1,892,700	1.4%
44491 FIS Operations	75,100	75,100	75,100	-	-100.0%
44492 GIS Operations	20,500	24,200	24,200	24,200	0.0%
44590 Other Insurance	972,400	982,124	982,124	1,021,400	4.0%
44730 Reduction in Long Term Debt	9,305	-	-	-	0.0%
44840 Bad Debt Expense	-	-	-	-	0.0%
<b>Subtotal - Services</b>	<b>6,530,405</b>	<b>9,787,675</b>	<b>8,012,948</b>	<b>8,141,490</b>	<b>-16.8%</b>
<b>REIMBURSED EXPENDITURES</b>					
45204 Reimb from HOME Grant	(9,734)	(20,000)	(20,000)	(20,000)	0.0%
45250 Reimb from Library	(209,600)	(242,200)	(242,200)	(319,500)	31.9%
45290 Reimb from CDBG	(108,078)	(83,700)	(83,700)	(110,304)	31.8%
45300 Reimb from Landscape Zones	(97,864)	(186,500)	(186,500)	(317,900)	70.5%
45700 Reimb from Sanitation	(2,612,300)	(2,709,416)	(2,709,416)	(2,946,000)	8.7%
45701 Reimb from San Connection Fees	(352,500)	(94,100)	(94,100)	(85,900)	-8.7%
45702 Reimb from San Repl Reserve	(308,900)	(331,500)	(331,500)	(251,200)	-24.2%
45750 Reimb from Transit	(1,844,900)	(1,770,800)	(1,770,800)	(1,707,600)	-3.6%
45761 Reimb from WW8	(2,232,600)	(2,373,300)	(2,373,300)	(2,592,500)	9.2%
45762 Reimb from WW8 Cap Impr	(280,900)	(279,300)	(279,300)	(321,000)	14.9%
45763 Reimb from WW8 Repl Reserve	(196,600)	(140,300)	(140,300)	(129,100)	-8.0%
45803 Reimb from Liability Insurance	(169,400)	(143,900)	(143,900)	(140,500)	-2.4%
45805 Reimb from Workers Comp	(361,200)	(179,400)	(179,400)	(126,000)	-29.8%
<b>Subtotal - Reimbursed Expenditures</b>	<b>\$(8,784,576)</b>	<b>\$(8,554,416)</b>	<b>\$(8,554,416)</b>	<b>\$(9,067,504)</b>	<b>6.0%</b>

## GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>CAPITAL OUTLAY</b>					
47020 Furnishings & Equipment ( Capital)	\$ 56,129	\$ 8,000	\$ -	\$ -	0.0%
47030 Vehicles	10,108	-	-	-	0.0%
47040 Building Improvements	6,205	-	-	-	0.0%
<b>Subtotal - Capital Outlay</b>	<b>\$ 72,442</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>TRANSFERS TO OTHER FUNDS</b>					
49201 Transfer to SHAgency - Hsg Admin	\$ 319,960	\$ 377,323	\$ 377,324	\$ 412,010	0.0%
49297 Transfer to Retiree Benefits	1,023,600	1,982,600	1,982,600	2,012,867	1.5%
49298 Transfer to Disaster	-	100,000	100,000	-	0.0%
49300 Transfer to Landscape	650,000	400,000	400,000	200,000	-50.0%
49500 Transfer to Debt Service Funds	-	-	-	-	0.0%
49511 Transfer to DS 2014A Lease Rev	1,418,745	1,425,018	1,425,018	1,408,697	-1.1%
49512 Transfer to DS 2016 CREBS	671,895	677,205	677,205	669,000	-1.2%
49513 Transfer to DS 2017 Equip. Lease Agmt.	573,842	555,243	555,243	550,330	-0.9%
49514 Transfer to DS 2018 Equip. Lease Agmt.	-	552,034	552,034	544,401	0.0%
49600 Transfer to Streets & Roads	633,658	-	-	18,000	0.0%
49648 Transfer to CE Replacement	227,100	227,100	227,100	227,100	0.0%
49651 Transfer to Vehicle Replacement	424,600	757,778	757,778	451,400	0.0%
49655 Transfer to Public Facility Improv	50,000	-	-	-	0.0%
49750 Transfer to Transit Fund	654,000	-	-	-	0.0%
49800 Transfer to Insurance Fund	2,344,000	-	-	-	0.0%
<b>Subtotal - Transfers to Other Funds</b>	<b>\$ 8,991,400</b>	<b>\$ 7,054,301</b>	<b>\$ 7,054,302</b>	<b>\$ 6,493,805</b>	<b>-7.9%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 70,455,510</b>	<b>\$ 76,090,431</b>	<b>\$ 70,633,291</b>	<b>\$ 75,280,798</b>	<b>-1.1%</b>

49271 Transfer to COVID-19 Recovery Fund 6,000,000

FY 2020-21 Total Expenditures - By Department  
Net of Transfers In & Reimbursements  
\$75,280,798



## GENERAL FUND EXPENDITURES BY DEPARTMENT

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>CITY ADMINISTRATION</b>					
Personnel	4,854,866	5,596,030	4,230,626	5,378,984	-3.88%
Supplies	347,309	331,780	243,751	410,649	23.77%
Services	363,434	487,017	507,076	488,635	0.33%
Capital Outlay	6,205	-	-	-	0.00%
<b>Subtotal</b>	<b>\$ 5,571,814</b>	<b>\$ 6,414,827</b>	<b>\$ 4,981,453</b>	<b>\$ 6,278,268</b>	<b>-2.13%</b>
<b>CITY ATTORNEY</b>					
Personnel	1,273,450	1,271,222	1,252,724	1,327,489	4.43%
Supplies	29,231	36,100	28,676	36,700	1.66%
Services	10,311	21,754	23,772	20,100	-7.60%
<b>Subtotal</b>	<b>\$ 1,312,992</b>	<b>\$ 1,329,076</b>	<b>\$ 1,305,172</b>	<b>\$ 1,384,289</b>	<b>4.15%</b>
<b>ADMINISTRATIVE SERVICES</b>					
Personnel	4,806,076	5,193,450	4,951,834	5,382,341	3.64%
Supplies	25,317	37,785	34,788	40,830	8.06%
Services	197,073	198,050	201,650	253,150	27.82%
<b>Subtotal</b>	<b>\$ 5,028,466</b>	<b>\$ 5,429,285</b>	<b>\$ 5,188,272</b>	<b>\$ 5,676,321</b>	<b>4.55%</b>
<b>ENVIRONMENTAL SERVICES</b>					
Personnel	5,473,152	5,909,150	5,373,532	6,799,286	15.06%
Supplies	43,415	77,100	64,342	74,200	-3.76%
Services	738,612	1,308,077	990,300	1,286,900	-1.62%
<b>Subtotal</b>	<b>\$ 6,255,179</b>	<b>\$ 7,294,327</b>	<b>\$ 6,428,174</b>	<b>\$ 8,160,386</b>	<b>11.87%</b>
<b>PUBLIC WORKS</b>					
Personnel	9,936,554	10,880,284	9,694,361	11,414,121	4.91%
Supplies	1,973,771	2,078,425	2,109,687	2,176,750	4.73%
Services	2,263,681	3,462,258	2,771,385	2,737,750	-20.93%
Capital Outlay	13,908	-	-	-	0.00%
<b>Subtotal</b>	<b>\$ 14,187,914</b>	<b>\$ 16,420,967</b>	<b>\$ 14,575,433</b>	<b>\$ 16,328,621</b>	<b>-0.56%</b>
<b>POLICE DEPARTMENT</b>					
Personnel	31,969,920	34,483,881	31,719,000	35,615,772	3.28%
Supplies	1,110,984	1,317,013	1,097,864	1,306,000	-0.84%
Services	325,755	555,781	356,078	515,000	-7.34%
Capital Outlay	30,743	-	-	-	0.00%
<b>Subtotal</b>	<b>\$ 33,437,402</b>	<b>\$ 36,356,675</b>	<b>\$ 33,172,942</b>	<b>\$ 37,436,772</b>	<b>2.97%</b>
<b>EMERGENCY SERVICES</b>					
Personnel	309,112	326,600	233,900	341,358	4.52%
Supplies	22,139	33,500	30,650	36,500	8.96%
Services	-	600	5,600	5,600	833.33%
Capital Outlay	-	8,000	-	-	-
<b>Subtotal</b>	<b>\$ 331,251</b>	<b>\$ 368,700</b>	<b>\$ 270,150</b>	<b>\$ 383,458</b>	<b>4.00%</b>

**GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)**

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget	% Budget Change
<b>NON-DEPARTMENTAL</b>					
Personnel	210,933	162,000	197,662	201,662	24.5%
Supplies	1,259,608	1,786,700	1,457,060	1,521,153	-14.9%
Services	2,631,539	3,754,138	3,157,087	2,834,354	-24.5%
Capital Outlay	21,586	-	-	-	0.0%
<b>Subtotal</b>	<b>\$ 4,123,666</b>	<b>\$ 5,702,838</b>	<b>\$ 4,811,809</b>	<b>\$ 4,557,169</b>	<b>-20.1%</b>
<b>PROJECTED SALARY &amp; BENEFITS SAVINGS</b>	-	<b>(3,126,150)</b>	-	<b>(3,800,787)</b>	21.6%
<b>ANNUAL LEAVE PAYOUT</b>	-	<b>1,400,000</b>	<b>1,400,000</b>	<b>1,450,000</b>	3.6%
<b>TRANSFERS TO OTHER FUNDS</b>					
To CDA Housing Successor	\$ 319,962	\$ 377,324	\$ 377,324	\$ 412,010	0.0%
To Retiree Benefits Fund	1,023,600	1,982,600	1,982,600	2,012,867	1.5%
To Disaster Fund	-	100,000	100,000	-	0.0%
To Landscape Augmentation Fund	650,000	400,000	400,000	200,000	-50.0%
To Debt Service Fund	2,664,482	3,209,500	3,209,500	3,172,428	-1.2%
To Streets & Roads	633,658	-	-	18,000	0.0%
To Computer Equip Replacement Fund	227,100	227,100	227,100	227,100	0.0%
To Vehicle Replacement Fund	424,600	757,778	757,778	451,400	100.0%
To Public Facility Improvement	50,000	-	-	-	100.0%
To Transit Fund	654,000	-	-	-	0.0%
To Insurance Fund	2,344,000	-	-	-	0.0%
	<b>\$ 8,991,402</b>	<b>\$ 7,054,302</b>	<b>\$ 7,054,302</b>	<b>\$ 6,493,805</b>	<b>-7.9%</b>
<b>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</b>					
From HOME Grant	(9,734)	(20,000)	(20,000)	(20,000)	0.0%
From Library	(209,600)	(242,200)	(242,200)	(319,500)	31.9%
From CDBG	(108,078)	(83,700)	(83,700)	(110,304)	31.8%
From Landscape Zones	(97,864)	(186,500)	(186,500)	(317,900)	70.5%
From Vehicle Replacement Fund	-	-	-	-	0.0%
From Sanitation Operating Fund	(2,612,300)	(2,709,416)	(2,709,416)	(2,946,000)	8.7%
From Sanitation Capital Fund	(352,500)	(94,100)	(94,100)	(85,900)	100.0%
From Sanitation Repl. Reserve	(308,900)	(331,500)	(331,500)	(251,200)	100.0%
From Transit	(1,844,900)	(1,770,800)	(1,770,800)	(1,707,600)	-3.6%
From Waterworks Operating Fund	(2,232,600)	(2,373,300)	(2,373,300)	(2,592,500)	9.2%
From Waterworks Capital Fund	(280,900)	(279,300)	(279,300)	(321,000)	100.0%
From Waterworks Repl. Reserve	(196,600)	(140,300)	(140,300)	(129,100)	100.0%
From Liability Fund	(169,400)	(143,900)	(143,900)	(140,500)	-2.4%
From Workers' Compensation Fund	(361,200)	(179,400)	(179,400)	(126,000)	-29.8%
	<b>\$ (8,784,576)</b>	<b>\$ (8,554,416)</b>	<b>\$ (8,554,416)</b>	<b>\$ (9,067,504)</b>	<b>6.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 70,455,510</b>	<b>\$ 76,090,431</b>	<b>\$ 70,633,291</b>	<b>\$ 75,280,798</b>	<b>-1.1%</b>

Transfer to Covid-19 Recovery Fund

6,000,000

# City Administration

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## CITY ADMINISTRATION DEPARTMENT

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.

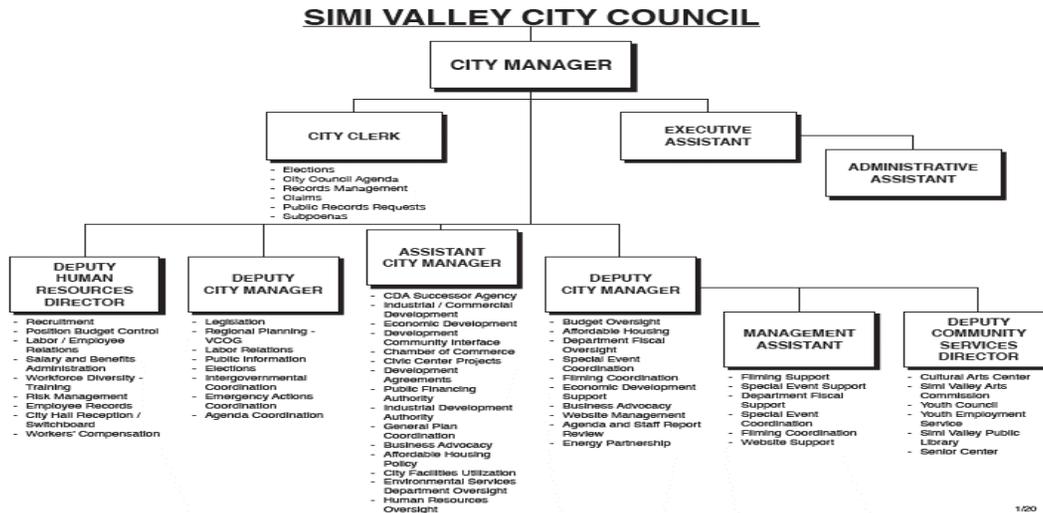
The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through the City's departments is under the City Manager's direction, although several operating divisions report directly to the City Manager, as listed below.

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, 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 oversees the City's business attraction and marketing. The City Manager's Office also manages special projects such as production of community events, film permits, the Cultural Arts Center, Senior and Youth Services, as well as the oversight of the City Council staff report preparation process.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
City Council	\$ 150,188	\$ 169,270	\$ 129,051	\$ 144,351
City Manager*	1,493,814	1,741,747	1,705,414	2,200,846*
Comm Serv. Admin. *	375,075	821,410*	34,446	-
Human Resources	1,513,851	1,504,440	1,421,095	1,632,810
City Clerk	496,942	523,130	393,680	653,566
Senior Services	783,213	918,130	718,095	917,723
Cultural Arts Center	570,169	577,600	431,572	570,423
Youth Employment Services	188,562	159,100	148,100	158,549
<b>TOTAL</b>	<b>\$ 5,571,814</b>	<b>\$ 6,414,827</b>	<b>\$ 4,981,453</b>	<b>\$ 6,278,268</b>

\* In FY 20-21, the City Manager's budget reflects the inclusion of Community Services staff as part of the Community Services Department reorganization.



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	2,807,216	3,641,420	2,466,698	3,142,901	-13.7%
41020 - Temporary Salaries - PR Only	158,250	127,900	105,367	118,000	-7.7%
41040 - Overtime	26,689	24,900	30,504	37,900	52.2%
41200 - Deferred Comp - 401k	44,482	57,170	44,259	52,672	-7.9%
41210 - Deferred Comp - 457	18,364	24,360	19,170	22,480	-7.7%
41300 - Vision Care	7,154	9,270	7,170	8,425	-9.1%
41350 - Disability	19,198	23,720	17,971	20,027	-15.6%
41400 - Group Insurance/Health	42,382	73,540	48,011	60,907	-17.2%
41415 - Flex Benefits	519,699	743,570	474,289	622,153	-16.3%
41420 - CalPERS Health Admin Fee	2,038	3,100	2,702	3,300	6.5%
41450 - Life Insurance	6,398	7,550	6,520	7,493	-0.8%
41500 - Group Insurance/Dental	28,315	42,480	32,210	38,531	-9.3%
41550 - Section 125 Administration Fee	390	700	512	462	-34.0%
41600 - Retirement (PERS)	762,226	1,050,820	753,240	1,014,049	-3.5%
41620 - Retirement (HRA)	24,125	36,010	21,335	31,201	-13.4%
41650 - Medicare Tax	48,985	65,250	43,068	56,522	-13.4%
41660 - FICA	11,882	14,100	11,700	14,047	-0.4%
41700 - Workers' Compensation	149,400	145,900	145,900	127,916	0.0%
41800 - Leave Accrual	151,372	-	-	-	0.0%
41801 - Leave Accrual Contra Acct.	26,299	-	-	-	0.0%
41900 - Salary Savings	-	(495,730)	-	-	-100.0%
42130 - Postage	2,400	2,500	2,500	2,500	0.0%
42150 - Communications	1,405	2,700	1,300	2,160	-20.0%
42200 - Computer - Non Capital	2,001	2,100	2,100	2,100	0.0%
42230 - Office Supplies	14,323	17,150	20,385	17,460	1.8%
42235 - Furnishings & Equip - Non Cap	3,514	2,000	1,500	2,000	0.0%
42410 - Uniform / Clothing Supply	50	-	4	-	0.0%
42420 - Special Departmental Expense	144,007	50,000	45,000	140,000	0.0%
42440 - Memberships and Dues	5,969	7,275	6,701	6,915	-4.9%
42450 - Subscriptions and Books	7,615	7,358	7,996	7,256	-1.4%
42460 - Advertising	26,207	37,951	28,500	29,500	-22.3%
42560 - Operating Supplies	22,888	41,800	28,500	34,000	-18.7%
42720 - Travel, Conferences, Meetings	40,691	53,896	25,700	59,608	10.6%
42730 - Training	25,976	28,300	20,664	34,100	20.5%
42770 - Recruitment	315	10,000	2,000	8,000	-20.0%
42790 - Mileage	49,949	68,750	50,901	65,050	-5.4%
44010 - Professional/Special Services	291,625	396,987	416,200	398,605	0.4%
44012 - Outside Legal	71,473	85,000	88,746	85,000	0.0%
44310 - Maintenance of Equipment	337	5,030	2,130	5,030	0.0%
47040 - Building Improvements	6,205	-	-	-	0.0%
<b>TOTAL</b>	<b>5,571,814</b>	<b>6,414,827</b>	<b>4,981,453</b>	<b>6,278,268</b>	<b>-2.1%</b>

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CITY OF SIMI VALLEY

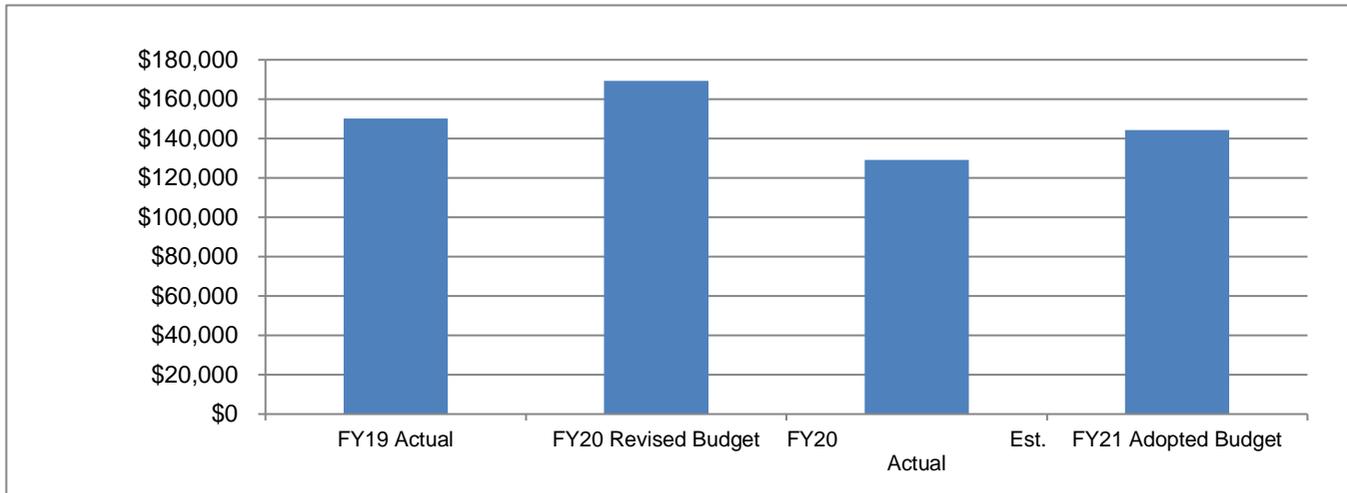
## City Council - 1001105

### OVERVIEW

The City Council is the legislative and policy-making body of municipal government. The Council adopted an ordinance in 2018, which transitioned the City from “at large” to a district-based election system and established voting district boundaries. The City’s new “by-district” election system divides the city into 4 geographic sections. Voters in each District select 1 Council representative who also lives in that District. The “by-district” election process will begin with the November 2020 election for District 1 and 3; Districts 2 and 4 will follow in 2022. The Mayor will continue to be elected “at-large” by the voters of Simi Valley, 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 Maintenance District No. 1 (“LMD”). Members of the City Council also serve on various regional governmental policy committees.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$150,188	\$169,270	\$129,051	\$144,351



### BUDGET ADJUSTMENTS

None

## City Manager's Office - 1001125

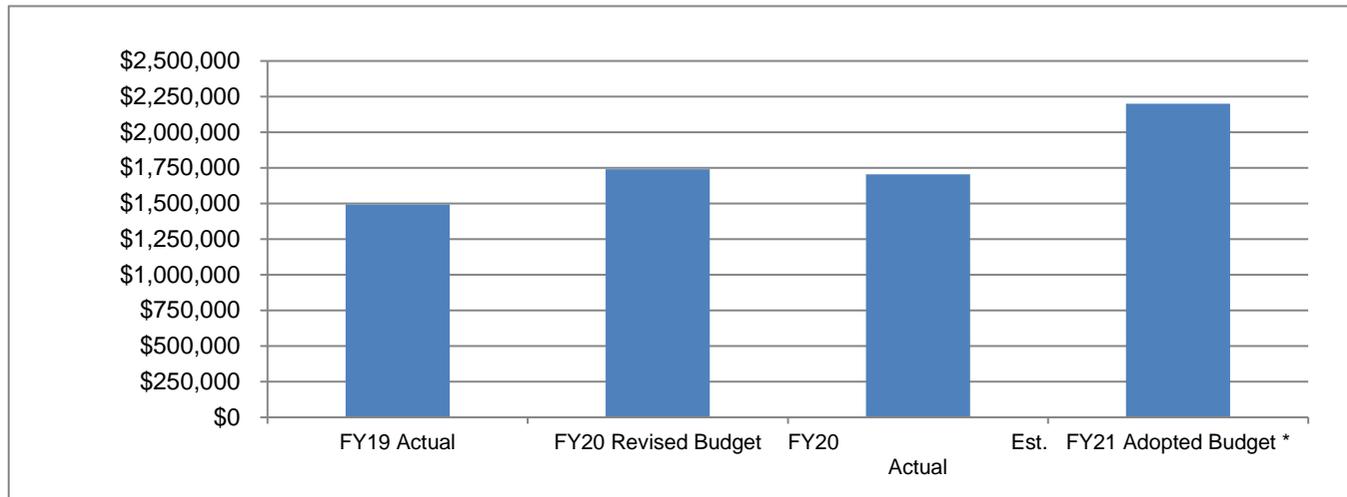
### OVERVIEW

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 includes communication 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 oversees the City's business retention, 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget *
Expenditures	\$1,493,814	\$1,741,747	\$1,705,414	\$2,200,846

*\* In FY 20-21, the City' Manager's budget reflects the inclusion of Community Services staff as part of the Community Services Department reorganization.*



### BUDGET ADJUSTMENTS

None

## **City Manager's Office (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Coordinated the City's 50<sup>th</sup> Birthday Celebrations in October 2019.
- Coordinated and enhanced the City's general government social media presence.
- Completed the installation of LED fixtures on a majority of City owned streetlight poles in the community.
- Completed negotiations with the City's General Unit employees
- Entered into negotiations with the City's unrepresentative Management employees, and Police Management Association.
- Conducted legislative activity on a variety of issues, including PSPS power supply options for City infrastructure, code enforcement, small cells, contracting, housing, local control, zoning, infrastructure, and water.
- Coordinated the City's response and activities during the COVID-19 emergency.
- Coordinated the City's efforts to address the CalPERS Unfunded Accrued Liability by the issuance of pension obligations bonds, which were subsequently abandoned due to legal challenges.
- Completed the grant process for the 2020 Special Event Support Grants, culminating in the City Council's awarding of \$25,000 for six non-profit special events.
- Initiated discussions with the new owners of the Simi Valley Town Center to discuss the future of the Center and proposed redevelopment plans.
- Completed a \$33.8 million financing for the improvements at the Simi Valley Water Quality Control Plant to address efficiency and replacement of obsolete equipment.

### **GOALS FOR FY21**

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- Negotiate agreements with the Simi Valley Police Officers Association and the Service Employees International Union
- Evaluate departmental staffing levels within the City in order to provide effective and efficient level of service to the residents and business sector.
- Create a new website for the City that improves communication to residents and businesses, provides better interaction, easier ADA compliance, and provides for translation services.
- Evaluate the City's fleet and develop a fleet utilization plan that addresses type and mode of power needed for the City's future.
- Continue to evaluate the City's financial position relative to the economic recovery related to the COVID-19 Pandemic.
- Continue process improvements in the delivery of services internally and externally to ensure sound fiscal management of the City and transparency to the public.

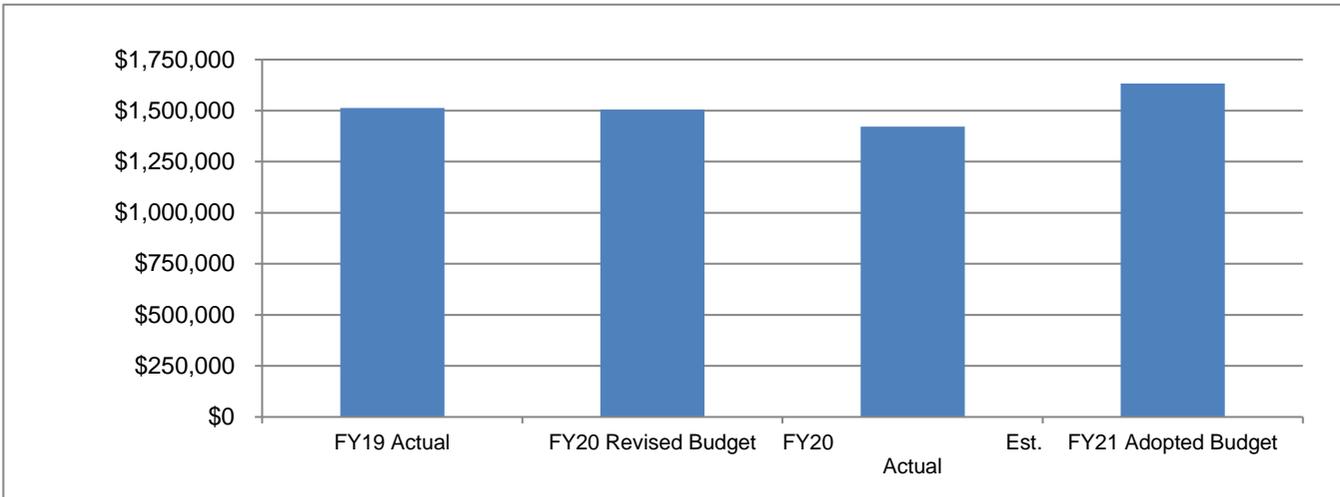
## Human Resources Division - 100126

### 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, employee training and development, classification and compensation plan administration, and labor and employee relations support.

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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$1,513,851	\$1,504,440	\$1,421,095	\$1,632,810



### BUDGET ADJUSTMENTS

Professional / Special Services	\$ 60,320
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## **Human Resources Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Completed negotiations with SEIU resulting in an approved labor agreement.
- Initiated 49 recruitments, processed 2,083 employment applications, conducted 20 oral appraisal boards, proctored 5 written examinations, provided employment orientations to 30 new employees, including 11 temporary positions, and conducted employee verifications on 41 new employees utilizing the Employment Eligibility Verification (or, E-Verify) Program.
- Coordinated interviews and consultant contracts for 8 employee investigations and closed 4 employee investigations during the fiscal year.
- Provided 18 employee trainings and education sessions consisting of 35.5 hours, with 222 participants through February.
- Coordinated 18 ADA interactive processes with City employees.
- Opened 50 new workers' compensation claims and closed 64 claims; settled 20 claims (through February 2020).
- Completed a renewal for our benefits broker services and secured a 16% decrease in dental premiums for SEIU employees and retirees.

### **GOALS FOR FY21**

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- 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's Office - 1001130

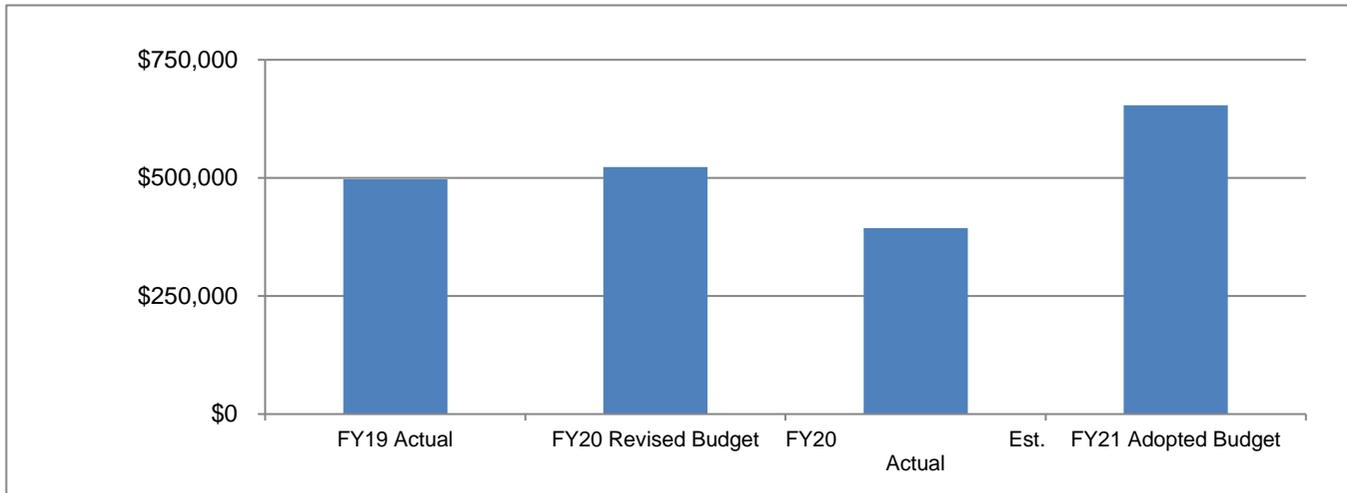
### OVERVIEW

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), maintaining public records (such as resolutions, deeds, and contracts), the City's Municipal Code and Records Retention/Destruction Schedule, 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 Ralph M. Brown Act (open meeting laws) and the California Government Code.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$496,942	\$523,130	\$393,680	\$653,566



### BUDGET ADJUSTMENTS

Additional Funds for the 2020 Elections	\$	59,456
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## **City Clerk's Office (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Oversaw the recall petition process for 1 City Council member and petitions for investigations related to campaign finances violations.
- Began recruitment for the Selection Board and for Citizens' Election Advisory Commission members in preparation for the 2020 election season.
- Held 2 meetings of the Citizens' Election Advisory Commission to review campaign finance statements for 6 open committees.
- Prepared 168 agenda items, approximately 185 pages of minutes, and completed follow-up for 8 ordinances, 48 resolutions, and 110 contracts/agreements and associated amendments.
- Processed more than 145 Public Records Act requests, 51 legal advertisements, 10 complaints, 60 claims, 20 bankruptcies, and 12 subpoenas.
- Prepared 62 file records for destruction.
- Coordinated and managed annual Statement of Economic Interest filings for over 165 required filers Citywide.
- Reviewed and published 1 update to the Simi Valley Municipal Code to incorporate ordinances adopted by the City Council.
- Coordinated with County Election Division staff and Public Works Department for the installation of the permanent, outside election ballot box.

### **GOALS FOR FY21**

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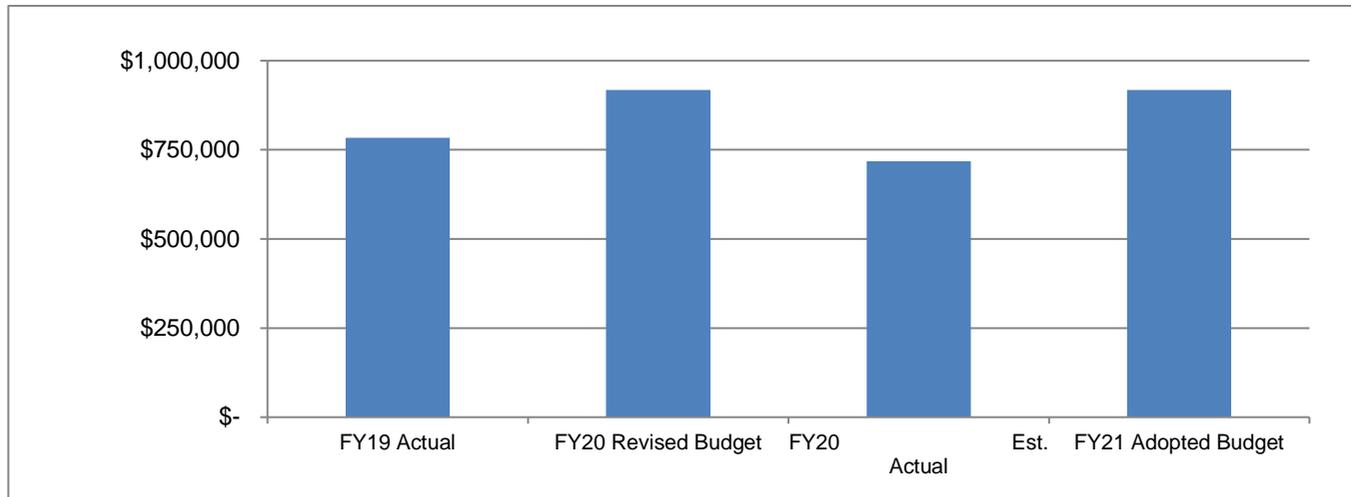
- Prepare the 2020 General Municipal Election Candidate Manual for use by individuals seeking elective office, incorporating new information needed for the first district-based election.
- Continue to investigate and potentially implement a software solution to improve the efficiency of the internal workflow for Agenda Management and Public Records Act requests.
- Continue to work with staff on the implementation of "post card" public hearing notice mail outs.
- Investigate costs to update the City's Records Retention Schedules and research Records Management or Agenda Management Programs.
- Coordinate a Citywide records disposal event to destroy obsolete records in accordance with the City's Records Retention Schedule.
- Continue working on ways to streamline the current file indexing process.

## Senior Services - 1002230/1002335/1002337

### OVERVIEW

The City's state of the art Senior Center provides ongoing programs, services, and grant funded nutrition programs for individuals 50 years of age or older. The Senior Center 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 fasters growing population. It is also available for rental use in the evenings and weekends. The Senior Center program is available as result of partnerships with a variety of government agencies, nonprofit organizations, and service clubs, and is provided at no, or low cost to seniors. The Council On Aging ("COA") advises the City Council on senior issues and raises funds that support senior programs, encourages civic involvement and volunteerism, and promotes accountability to its citizens.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 783,213	\$ 918,130	\$ 718,095	\$ 917,723



### BUDGET ADJUSTMENTS

None

## **Senior Services (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Dissuaded loitering by increasing Police presence and deterred vagrancy by modifying the exterior landscape.
- Established a Simi Valley Senior Center Code of Conduct to help address behavior concerns, further promoting a safe environment for patrons.
- Received over 23,500 hours of volunteer service from approximately 175 dedicated volunteers, resulting in a cost savings of approximately \$700,000 annually.
- Enhanced meal variety in the Senior Nutrition program, adding 4 new menu items to the program.
- Created [in collaboration with Ventura County Area Agency on Aging (VCAAA)], adopted, and distributed a new recipe approval procedure for immediate use for all Ventura County meal sites.
- Increased meal service by 2% over the last fiscal year, serving close to 51,000 meals to seniors in our community.
- Worked with Fiscal Services Department to evaluate reporting efficiencies that would help maximize grant reimbursements.
- Coordinated the City's Annual Volunteer Appreciation Dinner and recognized the volunteer efforts of close to 550 individuals who dedicated thousands of hours to City programs and services throughout the year.

### **GOALS FOR FY21**

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- Maintain a commitment to public safety by utilizing available technologies to help the Center better respond to safety concerns of individuals and the community at large.
- Partner with the COA 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 VCAAA to provide Senior Nutrition Programs, other supportive programs, and services focused on providing seniors with maximum independence.
- Analyze facility usage to better position Senior Center programs and offerings for the changing demographic.

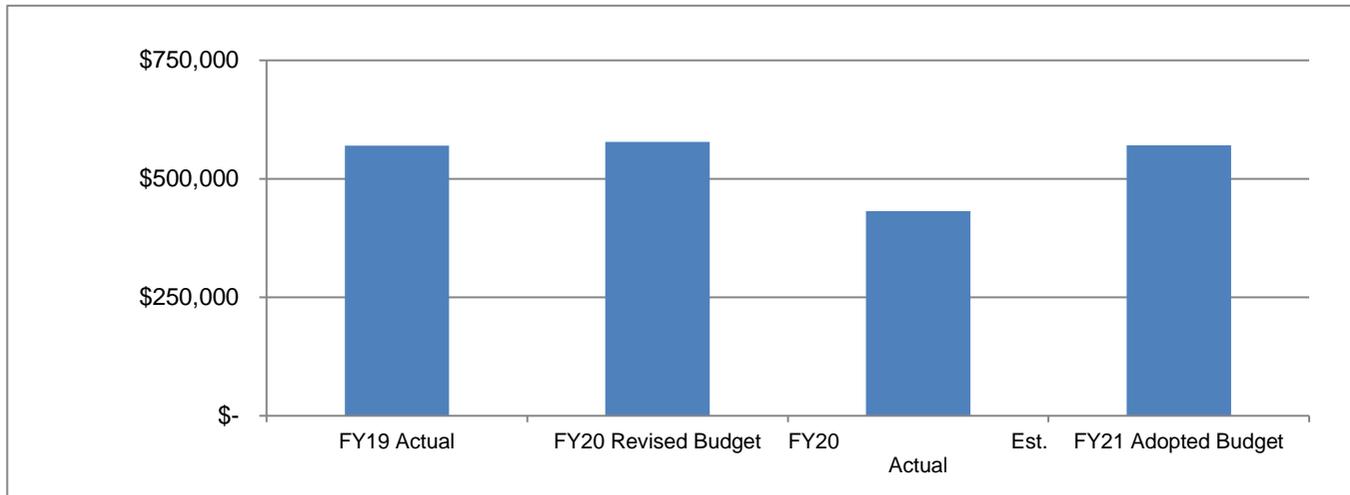
## Cultural Arts Center - 1002310

### OVERVIEW

The Simi Valley Cultural Arts Center (“CAC”) provides a historic, multi-purpose facility to present performances of music, theater, dance, film, lectures, and popular entertainment, as well as space for conferences, meetings, seminars, and workshops, private celebrations, and more.

The CAC develops, supports, and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities. In addition, the Cultural Arts Center’s year round programming encourages economic growth for restaurants, hotels, gas stations, and other Simi Valley businesses through cultural tourism.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 570,169	\$ 577,600	\$ 431,572	\$ 570,423



### BUDGET ADJUSTMENTS

None

## **Cultural Arts Center (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Hosted 8 musical theater summer workshop performances for youths between the ages of 7 and 15 through Actors' Repertory Theatre of Simi presentations.
- Revised the rental process for the CAC's yearly calendar to expand community outreach and rental opportunities for regional and community performing arts companies.
- Utilized over 12,000 volunteer hours in preparing and presenting productions at the CAC.
- Presented over 130 performances of major musicals, concerts, and stage presentations on Center mainstage, and hosted or presented over 225 total community events at the Cultural Arts Center.
- Expanded accessibility of the theater to additional organizations resulting in a mix of rental and in-house productions, and provided for more intimate and affordable presentations through the continued expansion of programming in the DownStage Theater/Community Room.
- Continued to upgrade audio and visual capabilities through the purchase and/or installation of microphones, communication systems, instruments, projectors, and lighting and sound equipment to enhance the customer experience while visiting the Cultural Arts Center.
- Expanded mid-week programming at the Center to increase usage of the facility and expand the breadth of arts programming in the community
- Increased community use of the Center by schools, dance studios and music conservatories, thus increasing awareness of the Center as well as providing an affordable venue to showcase young artists.
- Initiated Phase One of the CAC's 5-year Strategic Plan aiming to identify opportunities and concrete strategies that will continue to establish the Arts as an integral component of life in the City while strengthening community bonds through supporting emerging arts organization.
- Collaborated with the Youth Council and Youth Employment Service Program on a variety of events including the Youth Council Talent Show and the Inspire Entrepreneurship Speaker Series.

### **GOALS FOR FY21**

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- Increase community usage of the Mainstage and DownStage Theater/Community Room for recitals, workshops, productions, concerts, and meetings through continued outreach to area producers, schools, dance and music conservatories, and performing groups.
- Expand and increase business, service club, and private party rentals of the newly renovated DownStage Theater/Community Room through expanded outreach to local businesses and targeted marketing campaigns.
- 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.
- Continue to develop a series of concerts, cabarets, and event evenings in the 60-seat performance space DownStage Theater, to increase rentals and usage on weeknights and Sunday evenings, and increase community involvement in the Arts.
- Continue to implement the Strategic Plan for the CAC to help identify how to continue delivering outstanding programming that reflects demographics of our current population, while staying true to the CAC's mission while leveraging the historical importance of the Center's building, and adapt to meet the future needs of the community.

## Youth Employment Services - 1002240

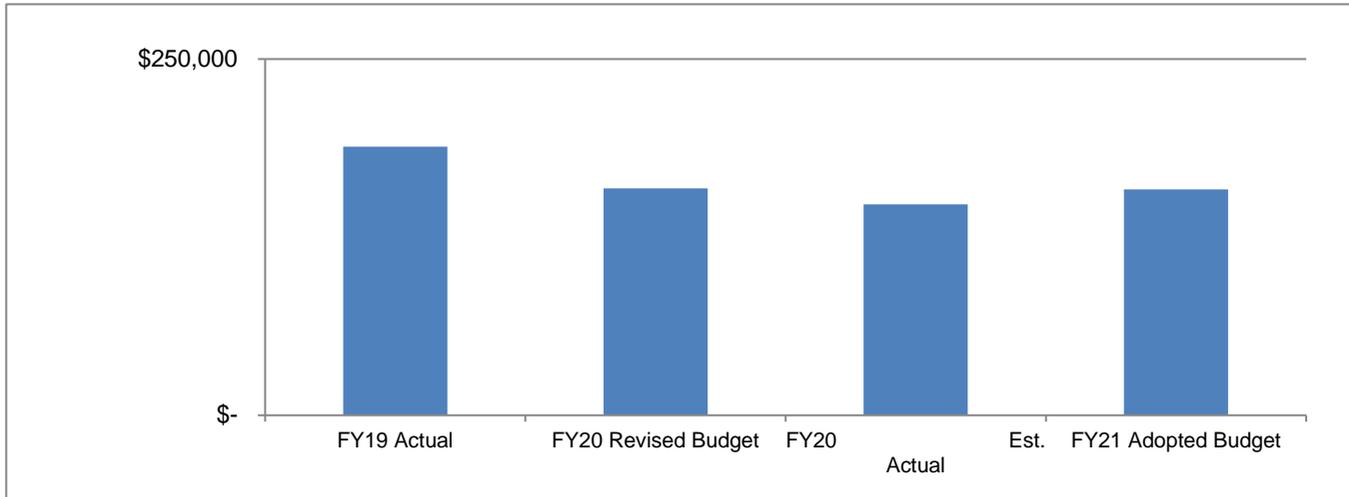
### OVERVIEW

The youth programs strengthen the community’s infrastructure by connecting teens and families with resources, enhancing collaboration among youth serving organizations, encouraging civic engagement and volunteerism, and providing employment services to youth and business.

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

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

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 188,562	\$ 159,100	\$ 148,100	\$ 158,549



### BUDGET ADJUSTMENTS

None

## **Youth Employment Services (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Developed the 2019-20 Youth Council Work Plan and created Ad Hoc Committees to address the following identified youth priorities: teen vaping; mental health issues; teen pregnancy; Wi-Fi accessibility on school campuses; and college grant and scholarship awareness.
- Organized prevention campaigns to address issues facing youth, including a suicide prevention rock painting night, and an inclusivity week at all middle and high school campuses.
- Collaborated with the Simi Valley Unified School District to provide Teen Crisis Resource Numbers on 10,700 middle and high school identification cards.
- Facilitated the annual Youth Summit and Youth Town Hall, providing youth with leadership training and civic engagement experience, and creating an opportunity for youth to share their concerns and offer solutions in an open dialogue with local elected officials and community leaders.
- Fostered partnerships with local and regional businesses including Bank of America, Wal-Mart, and Amazon in a variety of workshops and event sponsorships.
- Provided one-on-one job readiness and employment skills assessments; Entering the Workforce and Interview Skills workshops; and mock interviews to over 2,000 area youth, including those with special needs and economic challenges.
- Produced the annual YES Job and Career Expo, connecting over 200 job-ready youth with employers at this volunteer supported event.
- Launched the Inspire Entrepreneurship speaker series to explore alternative career pathways and contribute to economic development.
- Collaborated with community partners such as the Ronald Reagan Presidential Foundation and Institute, Simi Valley Unified School District, and the Rancho Simi Recreation and Park District.

### **GOALS FOR FY21**

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- Work with the YES Advisory Board to begin work on a 5-year Strategic Plan to anticipate evolving workforce development needs and identify alternative career pathways for youth.
- Work with the Youth Council to develop and implement the work plan for the 2020-21 term and ensure the youth maintain their voice in local government.
- Develop Youth Council fundraising initiatives to raise \$3,000 to support program and event costs.
- Expand the Youth Council's presence on the website and social media by developing a strategy and increasing engagement metrics by 25%.
- Develop a project plan for the YES/StartUp Simi Valley initiative to encourage entrepreneurial activity in the City.
- Identify, research, and submit at least 2 grants or similar opportunities to develop and expand the Youth Services programs and activities.
- Expand on opportunities to collaborate and partner with other departments and external organizations to increase efficiency and maximize program impact.

**CITY MANAGER'S OFFICE  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funds for the 2020 Elections  
**AMOUNT:** \$59,456  
**ACCOUNT:** 1001130-42420  
**PRIORITY:** 1

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Additional funds for the 2020 election	\$59,456
<b>TOTAL:</b>	<b>\$59,456</b>

Assumption for end of year 2020 election cost estimate received from County for District Elections One and Three is \$31,000, Mayor is \$55,000, plus the amount for legal publication costs totals to \$95,000. Additional funds of \$59,456 is needed for the City Clerk's budget in order to fund upcoming election costs in the 2020-21 year.

**CITY MANAGER'S OFFICE  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funds for Cost for Investigations, Negotiations, and increases in Actuarial studies  
**AMOUNT:** \$70,320  
**ACCOUNT:** 1001126-44010  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

**DEPARTMENT PROPOSAL**

**COST BREAKDOWN**

Additional Funds for Investigations, Negotiations, and Increases in Actuarial Studies	\$70,320
<b>TOTAL:</b>	<b>\$70,320</b>

**CITY MANAGER ADJUSTMENT**

**COST BREAKDOWN**

Reduce the increase for outside investigations from \$30,000 to \$20,000	\$60,320
<b>TOTAL:</b>	<b>\$60,320</b>

Additional funds are needed to provide for the following:

- 1) Increase budget to allow for an additional \$20,000 for outside investigations
- 2) An increase related to PARS Actuarial cost of \$4,000
- 3) GASB Actuarial cost of \$10,000
- 4) Increase for outside recruitment services of \$1,320
- 5) An increase to outside legal for upcoming labor negotiations - \$25,000

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CITY OF SIMI VALLEY

# City Attorney

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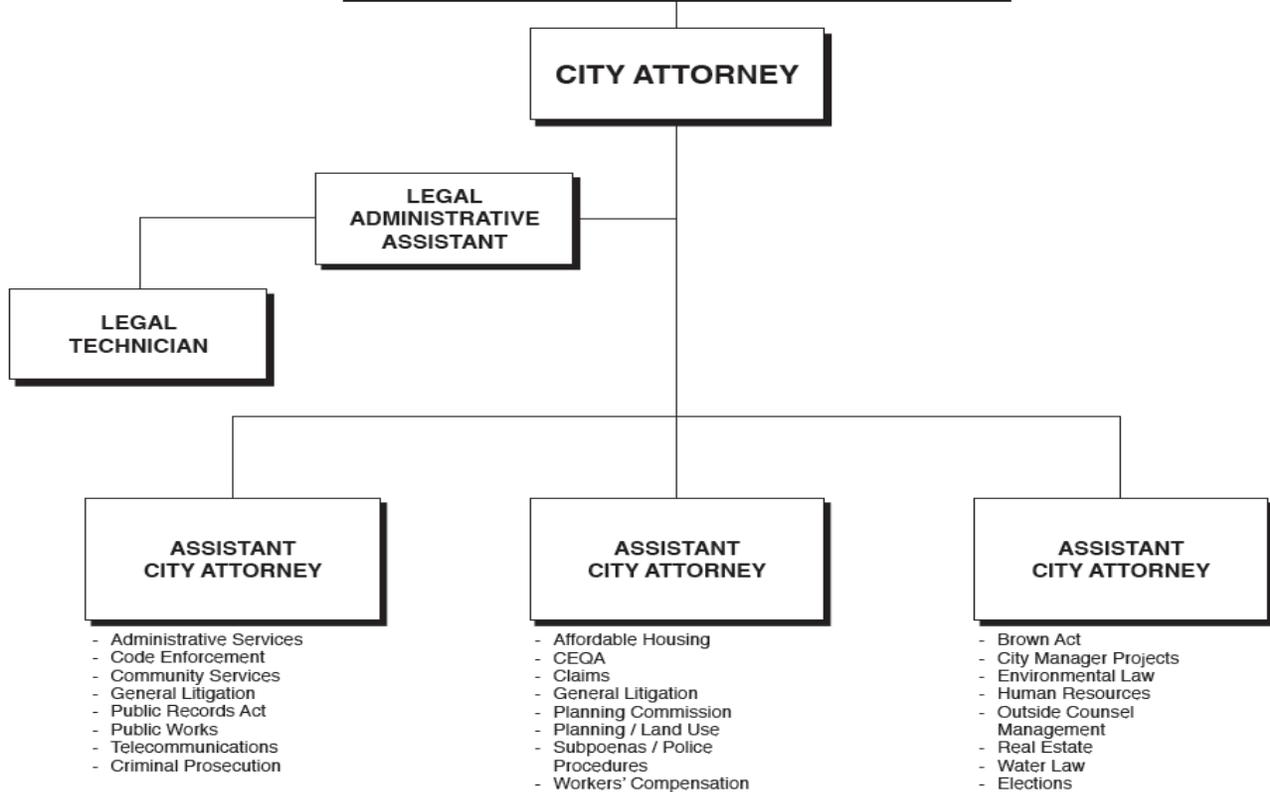
## CITY ATTORNEY

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 planning and land use, homeless issues, public safety, fees and rates, and other areas in which legal advice is requested.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
City Attorney	\$ 1,312,992	\$ 1,329,076	\$ 1,305,172	\$ 1,384,289

## SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	811,448	818,510	791,100	821,590	0.4%
41200 - Deferred Comp - 401k	10,553	11,450	11,200	11,450	0.0%
41210 - Deferred Comp - 457	-	-	660	620	0.0%
41300 - Vision Care	1,440	1,440	1,477	1,440	0.0%
41350 - Disability	6,083	5,870	6,055	5,921	0.9%
41400 - Group Insurance/Health	9,735	9,800	9,800	10,224	4.3%
41415 - Flex Benefits	115,279	118,100	127,200	137,277	16.2%
41450 - Life Insurance	1,218	1,150	1,150	2,197	91.0%
41500 - Group Insurance/Dental	5,498	6,320	6,480	6,318	0.0%
41550 - Section 125 Administration Fee	21	42	42	42	0.0%
41600 - Retirement (PERS)	219,619	240,380	240,380	271,067	12.8%
41620 - Retirement (HRA)	12,033	12,000	12,000	12,000	0.0%
41650 - Medicare Tax	12,540	13,580	12,600	13,904	2.4%
41700 - Workers' Compensation	33,400	32,580	32,580	33,439	2.6%
41800 - Leave Accrual	31,983	-	-	-	0.0%
41801 - Leave Accrual Contra Acct.	2,600	-	-	-	0.0%
42150 - Communications	-	800	-	800	0.0%
42230 - Office Supplies	1,658	2,300	2,300	2,300	0.0%
42440 - Memberships and Dues	1,980	2,000	2,176	2,600	30.0%
42450 - Subscriptions and Books	8,934	10,500	10,500	10,500	0.0%
42720 - Travel, Conferences, Meetings	3,526	4,500	1,500	4,500	0.0%
42730 - Training	4,212	5,500	2,700	5,500	0.0%
42790 - Mileage	8,920	10,500	9,500	10,500	0.0%
44010 - Professional/Special Services	10,108	11,772	11,772	12,600	7.0%
44012 - Outside Legal	203	9,983	12,000	7,500	
<b>TOTAL</b>	<b>1,312,992</b>	<b>1,329,076</b>	<b>1,305,172</b>	<b>1,384,289</b>	<b>4.2%</b>

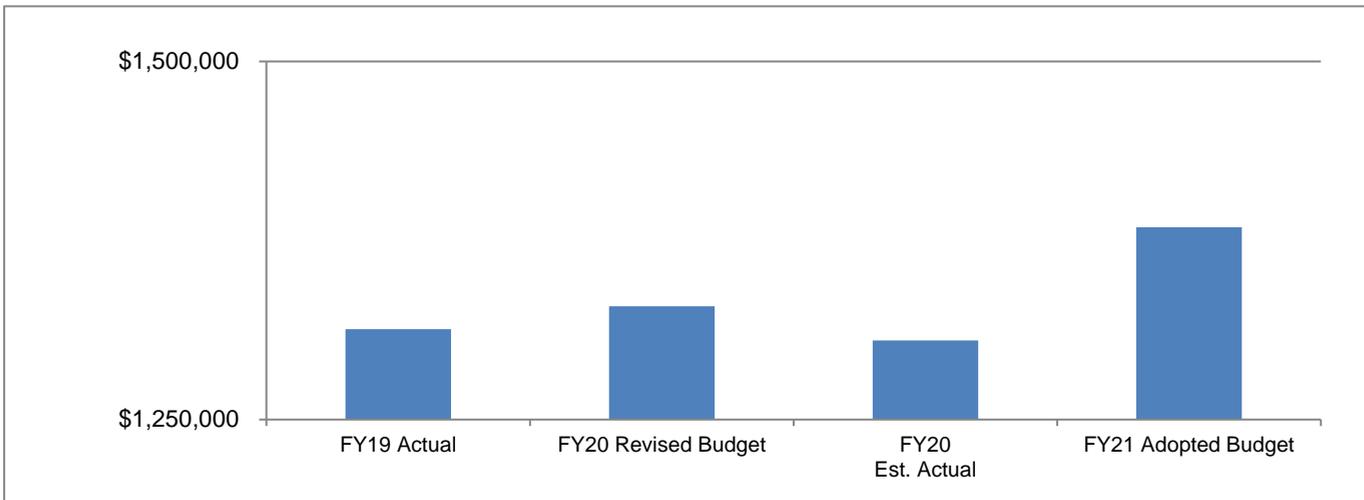
## City Attorney's Office - 1001205

### 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 planning and land use, homeless issues,

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,312,992	\$1,329,076	\$1,305,172	\$ 1,384,289



### BUDGET ADJUSTMENTS

Increase CA State Bar Membership Dues	\$ 600
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## **City Attorney's Office (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Attended City Council and City Council subcommittee meetings, providing Brown Act and other procedural legal advice.
- Assisted the City Clerk's Office in processing of 137 public records requests, some involving significant records review or complex privacy issues.
- Provided advice to the Planning Division on a number of upcoming projects.
- Filed subrogation case for Workers' Compensation due to a third party's negligence.
- Assisted in the processing of 48 subpoenas served on the City.
- Investigated and made recommendations on 57 new claims, and managed the administration and closing of over 58 pending claims.
- Managed or directly handled an average of approximately 29 civil court matters.
- Continued rollout of new claims approach to allow settlement of claims at earlier stage to help reduce City's overall liability.
- Filed 103 misdemeanor criminal cases and 12 infraction cases.
- Assisted in City contracts to promote new fiber optic network throughout City.

### **GOALS FOR FY21**

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- 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 land use, planning, 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  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increase for The State Bar of California Membership Fees / Dues  
**AMOUNT:** \$600  
**ACCOUNT:** 1001205-42440 Memberships and Dues  One Time Expenditure  
**PRIORITY:** 1  Recurring Expenditure

<u>COST BREAKDOWN</u>	
Requested Increase Amount	\$600
<b>TOTAL:</b>	<b>\$600</b>

Historically, The State Bar of California has gradually increased memberships fees annually. However, this past fiscal year of FY 20-21, there was a significant increase of \$114 per membership due to legislation, SB176, which was approved by the Governor in October of 2019. The following is a breakdown of fees throughout the past fiscal years for reference:

FY 18-19: \$412 x 4 attorneys = \$1,648
FY 19-20: \$430 x 4 attorneys = \$1,720
FY 20-21: \$544 x 4 attorneys = \$2,176

If the State Bar of California continues to increase fees at this rate, the next Bar fiscal year of FY21-22 (due in FY21) could be estimated at \$644 x 4 attorneys for a total of \$2,576.00. We are requesting an additional \$600 in anticipation of such increases. This increase is a very high priority as the California Constitution requires attorneys to be members of the State Bar to practice law in the state.

# Administrative Services

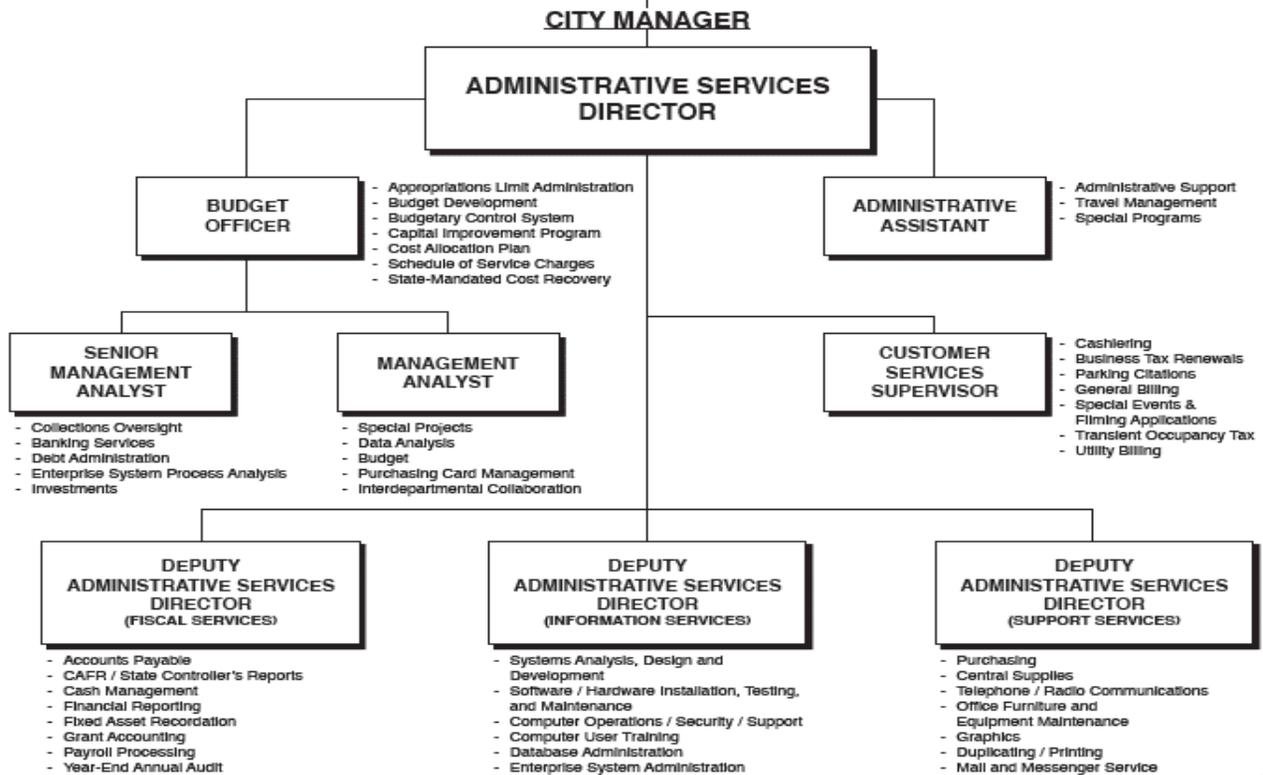
## ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department is the heart of the City providing support to other departments to allow for high quality public service. The Department provides a wide variety of services to City staff and the public.

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, processing of business tax certificates, special event permits, and parking citations.

	FY19 Actual	FY20 Budget	FY20 Est. Actual	FY21 Adopted Budget
Administration	\$ 873,014	\$ 1,019,545	\$ 998,274	\$ 1,068,724
Fiscal Services	1,221,502	1,255,500	1,259,194	1,342,545
Support Services	701,301	927,540	714,929	910,803
Customer Services	1,469	8,200	1,100	8,200
Information Services	2,231,180	2,218,500	2,214,775	2,346,049
<b>TOTAL</b>	<b>\$ 5,028,466</b>	<b>\$ 5,429,285</b>	<b>\$ 5,188,272</b>	<b>\$ 5,676,321</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

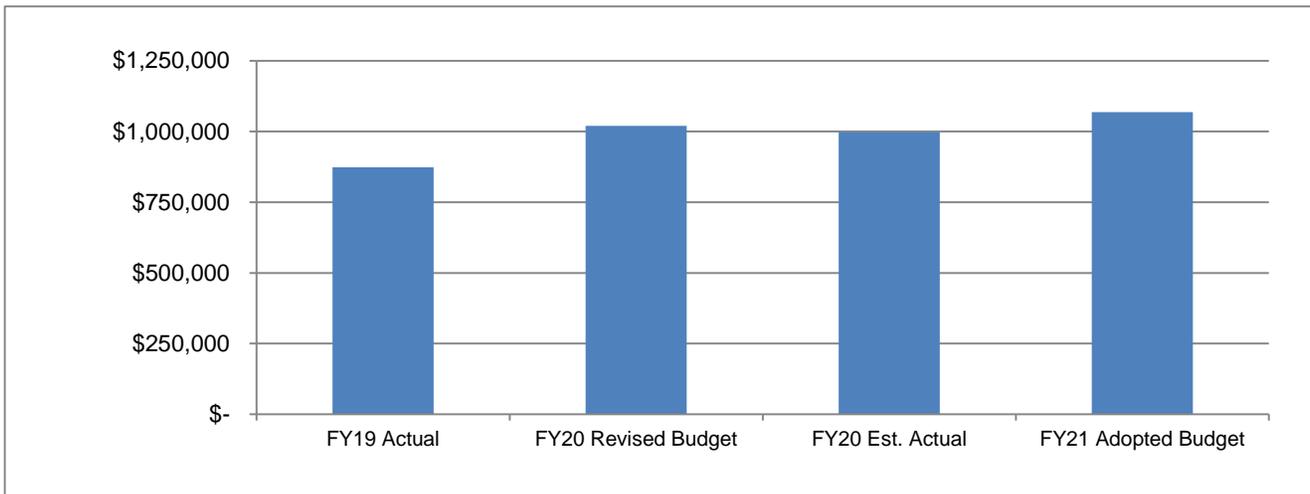
Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	2,852,566	3,195,050	3,014,476	3,211,367	0.5%
41020 - Temporary Salaries - PR Only	25,024	-	26,126	-	0.0%
41040 - Overtime	9,747	11,500	11,500	11,500	0.0%
41050 - Outside Assistance	52,108	-	-	-	0.0%
41200 - Deferred Comp - 401k	47,142	57,100	56,780	58,761	2.9%
41210 - Deferred Comp - 457	7,235	7,500	9,760	11,680	55.7%
41300 - Vision Care	7,147	7,900	7,820	7,866	-0.4%
41350 - Disability	22,104	23,700	23,840	24,261	2.4%
41400 - Group Insurance/Health	26,856	53,900	50,029	56,232	4.3%
41415 - Flex Benefits	548,342	651,700	595,964	680,874	4.5%
41420 - CalPERS Health Admin Fee	1,234	1,600	1,657	1,700	6.3%
41450 - Life Insurance	5,613	5,900	5,898	5,913	0.2%
41500 - Group Insurance/Dental	27,747	33,900	33,184	33,724	-0.5%
41550 - Section 125 Administration Fee	413	600	597	420	-30.0%
41600 - Retirement (PERS)	790,649	933,600	918,066	1,060,359	13.6%
41620 - Retirement (HRA)	16,886	26,400	22,174	28,801	9.1%
41650 - Medicare Tax	43,481	55,200	45,985	56,438	2.2%
41660 - FICA	9	-	78	-	0.0%
41700 - Workers' Compensation	124,600	127,900	127,900	132,446	3.6%
41800 - Leave Accrual	166,568	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	30,607	-	-	-	0.0%
42150 - Communications	4,105	4,400	4,980	4,680	6.4%
42230 - Office Supplies	5,840	7,640	8,119	7,700	0.8%
42440 - Memberships and Dues	2,610	3,405	4,106	4,100	20.4%
42450 - Subscriptions and Books	876	1,040	1,198	1,200	15.4%
42460 - Advertising	-	200	200	200	0.0%
42720 - Travel, Conferences, Meetings	4,570	8,350	7,893	10,200	22.2%
42730 - Training	1,532	5,500	2,200	5,500	0.0%
42770 - Recruitment	487	-	-	-	0.0%
42790 - Mileage	5,297	7,250	6,092	7,250	0.0%
44010 - Professional/Special Services	190,600	192,100	194,800	202,200	5.3%
44310 - Maintenance of Equipment	126	250	250	250	0.0%
44490 - Other Contract Services	6,347	5,700	6,600	50,700	789.5%
<b>TOTAL</b>	<b>\$ 5,028,466</b>	<b>\$ 5,429,285</b>	<b>\$ 5,188,272</b>	<b>\$ 5,676,321</b>	<b>4.6%</b>

## Administration Division - 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, and SB90 claims are also managed in this Division.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 873,014	\$ 1,019,545	\$ 998,274	\$1,068,724



### BUDGET ADJUSTMENTS

Membership & Dues	\$	605
Travel, Conferences, Meetings	\$	850
Professional / Special Services	\$	7,500

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Repeatedly received annual recognition awards from outside, independent organizations for responsible and professional financial budgeting, including the CSMFO Excellence in Operational Budgeting for the past 30 years.
- Updated the City's internal Budget Policies for improved controls and operations.
- Successfully adopted revised service fees for the first time since 2008 for full cost recovery, an estimated \$3.0 million that can further enhance public services.
- Initiated continuous process improvement ethos in the Department and across the City.

### **GOALS FOR FY21**

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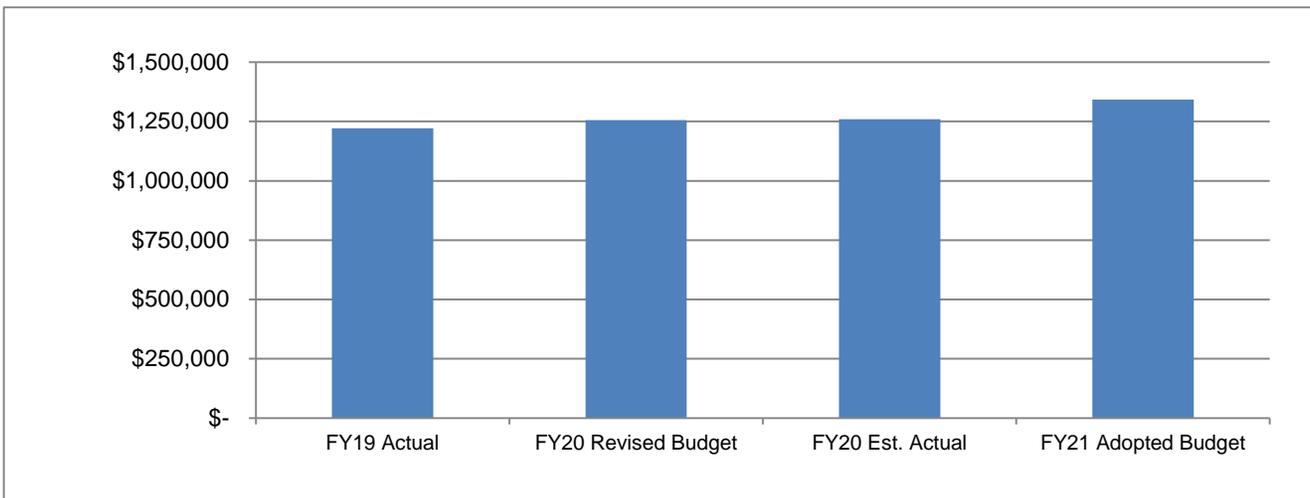
- Further develop and build up the citywide process improvement program to constantly analyze and streamline operations.
- Conduct a Fleet Analysis to establish the proper size and car types, software and management structure, funding amount, and replacement schedules.
- Maintain and monitor a structurally balanced budget and strategically realign funding for priority City services.
- Improve support and communication amongst all City Departments so their public facing functions can be the best possible service.

## Fiscal Services Division - 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,221,502	\$ 1,255,500	\$ 1,259,194	\$ 1,342,545



### BUDGET ADJUSTMENTS

Professional / Special Services	\$	2,600
Subscriptions	\$	160
Memberships and Dues	\$	90
Travel, Conferences, Meetings	\$	1,000

## **Fiscal Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 39th consecutive year for the CAFR for the fiscal year ended June 30, 2018.
- 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 payments within 30 days of invoice receipt and in accordance with established internal control guidelines.
- Accounted for City's grant programs, ensuring compliance with grant requirements, and processed drawdowns for reimbursement grants.
- Completed Financial Transaction Reports for the State Controller's Office by mandated deadlines.
- Coordinated independent audit of the Local Transportation Development Act Funds and of the city-wide audit for the CAFR for the Fiscal Year Ended June 30, 2019.

### **GOALS FOR FY21**

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- Streamline the year-end close and CAFR development process for Council review and adoption by January of the following fiscal year.
- Review and improve the current fiscal year month-end close process for improved budget monitoring and reporting.
- Complete Enterprise Resource Planning ("ERP") system implementation of the HR/Payroll modules and the CAFR Builder.
- Implement GASB statement No. 84 for fiduciary activities.

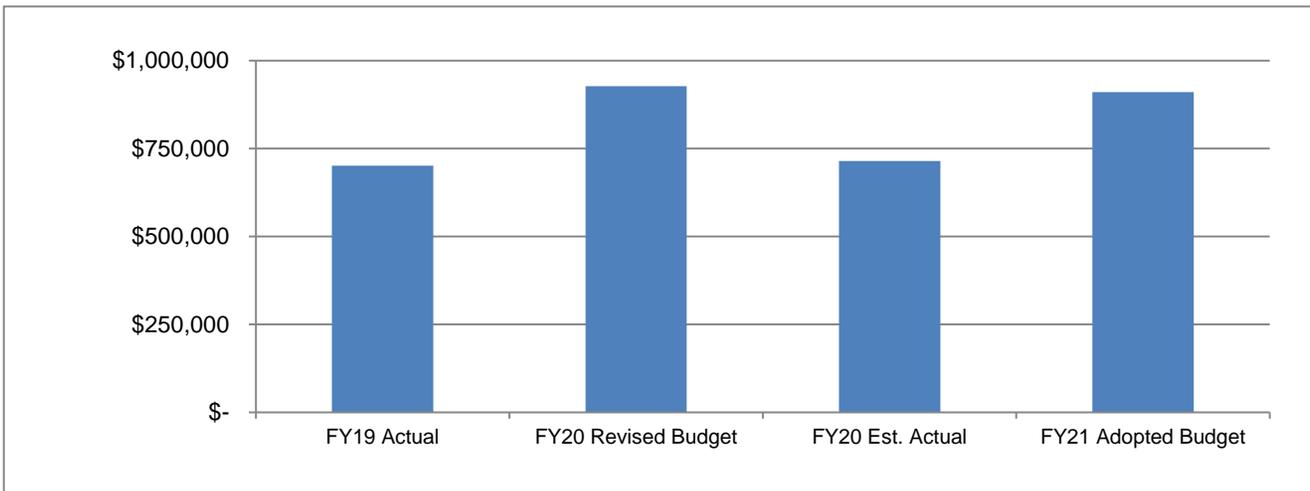
## Support Services Division - 1001540

### OVERVIEW

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

The services provided include, but are not limited to: oversight of the City's purchasing program; review of City contracts and bids; printing and graphics services; radio communication services; Citywide mail and messenger services; provision of office equipment; and office space planning and implementation services.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 701,301	\$ 927,540	\$ 714,929	\$ 910,803



### BUDGET ADJUSTMENTS

None

## **Support Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Implemented new Citywide office supplies contract.
- Designed the logo for the City's 50<sup>th</sup> anniversary celebration, created artwork, and provided graphics services for event programs, souvenir booklets, flyers, posters, tickets for Barn dance, window decals for local businesses, social media ads, newspaper ads, and City Department display boards.
- Completed a Request for Proposal process and awarded a new contract for copy equipment in the City's Print Shop.
- Provided a variety of graphic and print work for Community Emergency Response Team training manuals, YES interview skills workbook, Youth Summit, and the 2020 Census.

### **GOALS FOR FY21**

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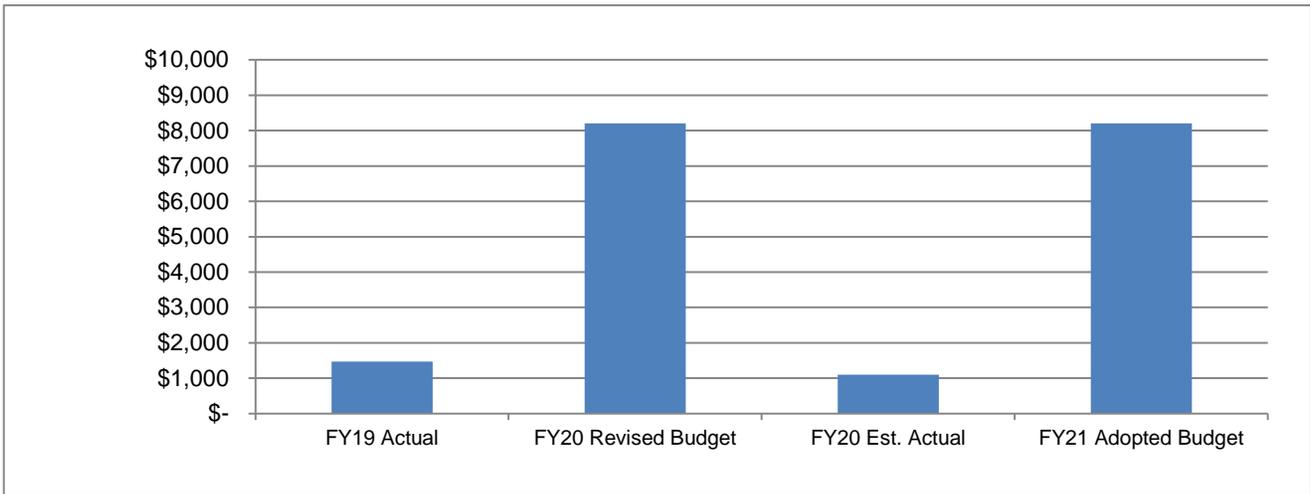
- Begin implementation of the Vendor Self Service, and online Bid modules of the ERP system.
- Update Purchasing Card (P-Card) Policy.
- Update Procurement Manual and provide training for end users.
- Implement a new Surplus Property policy and process to better handle obsolete or inoperable property for disposal or reuse.

## Customer Services Division - 1001552

### OVERVIEW

The Customer Services Division is responsible for processing water bills, sanitation billing, parking citations, merchant permits, Massage Ordinance registrations, 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, Transient Occupancy Taxes, and cashiering activities at City Hall.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,469	\$ 8,200	\$ 1,100	\$ 8,200



### BUDGET ADJUSTMENTS

None

## Customer Services Division (continued)

### KEY ACCOMPLISHMENTS IN FY20

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- Implemented the ERP Munis Utility Billing Program without missing any billing deadlines.
- Handled call volume of over 5,000 incoming calls per month, up from approximately 2,500 per month, due to the new software implementation.
- Responded to over 300 email inquiries about the new utility billing software system and Customer Self Service (or, CSS) website, within the first six months after go-live.
- Put into practice the new utility billing policy to comply with State's *Water Shutoff Protection Act* (SB 998).
- Finalized scanning and digitizing the remaining on-site Business Tax files.
- Processed approximately 16,500 cash register transactions, totaling over \$17.7 million in incoming revenue.
- Processed over 2000 parking citations, issued by the Police Department.
- Sent over 600 delinquent and unpaid parking citations to the Department of Motor Vehicles (DMV) for registration hold and debt collection.

### GOALS FOR FY21

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- Support the community as one of the first points of contact for citizen needs.
- Provide ongoing outreach to encourage Utility Billing customers to update their Utility Billing account information to reduce inquiry volumes and to enroll in paperless billing to reduce cost and environmental impact.
- Stabilize staffing and retention to better serve the departments and residents.

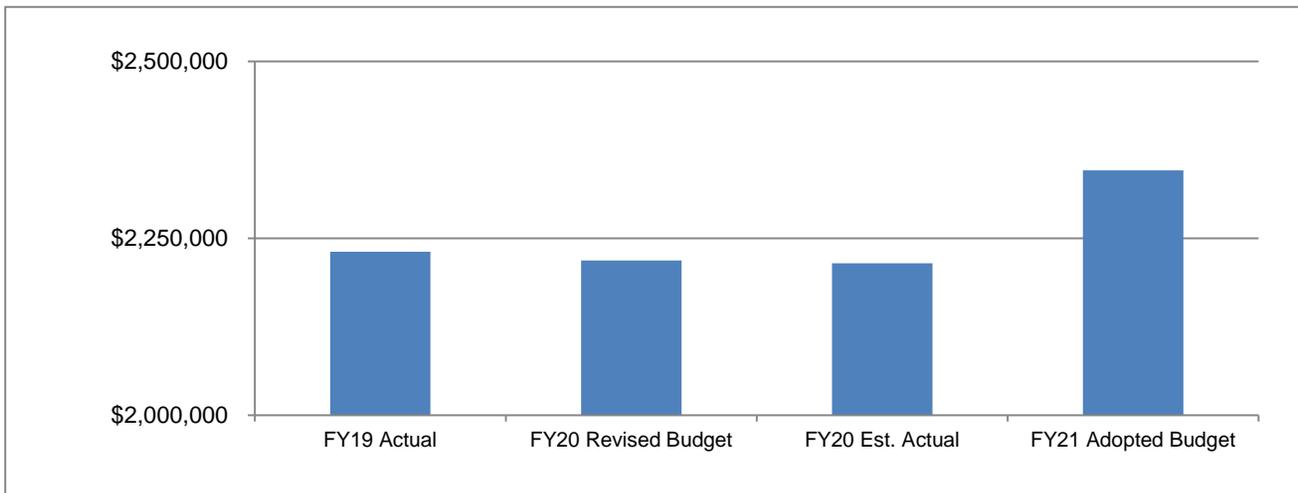
## Information Services Division - 1001560

### 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, WAN connections, fiber, telephone, mobile data systems, and software that is used throughout the City.

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

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 2,231,180	\$ 2,218,500	\$ 2,214,775	\$ 2,346,049



### BUDGET ADJUSTMENTS

Initial Costs for Website Upgrade	\$ 45,000
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## **Information Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Implemented new firewalls that provide better security and will save the City over \$200,000 in the next 3 years when compared to the legacy system.
- Implemented a new utility billing system which is easier to operate and maintain.
- Processed 6.2 million emails, evaded over 75,000 hacking attempts, and 7,000 virus attacks.
- Implemented a Wi-Fi network for City owned buildings improving security, availability, and transparency, and reduced the overall number of internet connections.
- Responded to the COVID-19 Pandemic by reconfiguring systems for remote access to facilitate telecommuting for over 250 staff members.
- Made major progress with the Human Resources, Payroll, Timekeeping Planning, permitting, and code enforcement modules within the ERP System.

### **GOALS FOR FY21**

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- Keep all systems up to date on security related patches and train staff members on Cybersecurity to ensure the City's systems are secure from external and internal threats.
- Provide stable and reliable systems by ensuring it performs as designed and through replacement based upon its useful lifespan.
- Select and hire a Technology Training Coordinator who will be tasked with expanding knowledge regarding the ERP Citywide, thereby providing the appropriate level of support to staff members.
- Expand the functions within the City's systems to increase efficiencies across all departments.
- Implement and promote technology such as public facing portals for permits, planning, and code enforcement requests.
- Evaluate, select, budget for, and implement a document and agenda management system in coordination with the City Clerk's office.

**ADMINISTRATIVE SERVICES DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Services, Supplies, & Materials  
**AMOUNT:** \$12,805  
**ACCOUNT:** 1001505 & 1001510 - various  
**PRIORITY:** 1

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Services, Supplies & Materials	\$12,805
<b>TOTAL:</b>	<b>\$12,805</b>

Division	Org	Obj	Description	Department	Requested	Variance	Comments
Admin	1001505	42440	Memberships and Dues	795	1,400	605	Professional Memberships such as ICMA, MMASC, GFOA, CSMFO, etc
Admin	1001505	42720	Travel, Conferences, Meetings	3,150	4,000	850	conferences GFOA, CSMFO, Tyler, ICMA, etc
Admin	1001505	44010	Professional/Special Services	117,500	125,000	7,500	increased HdL by \$3k, Bank Fees by \$4.5k
Fiscal	1001510	44010	Professional/Special Services	66,500	69,100	2,600	Audit cost will include \$2,500 for preparation of City State Controller's report. Increase in cost for GFOA CAFR Certificate.
Fiscal	1001510	42450	Subscriptions	1,040	1,200	160	Increase in subscription price for Payroll Manager's Letter.
Fiscal	1001510	42440	Memberships and Dues	1,510	1,600	90	Add CSMFO membership to Fiscal Services Supervisor replacing the MMASC membership.
Fiscal	1001510	42720	Travel, Conferences, Meetings	2,200	3,200	1,000	CSMFO conference will be held in San Jose in FY 2020-21. CalPERS conference budget was understated in prior fiscal year.
						12,805	

**ADMINISTRATIVE SERVICES  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Upgraded Website Content Management System  
**AMOUNT :** \$45,000  
**ACCOUNT:**  
**PRIORITY:** 2

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
* 1001560-44490 (one-time)	\$45,000
1001608-44490	\$1,500
7004205-44490	\$1,500
7614605-44490	\$1,500
<b>TOTAL:</b>	<b>\$49,500</b>

The City's website is outdated and needs to be modernized in order to fully comply with Web Content Accessibility Guidelines (WCAG 2.0), which are published by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI). A new platform would enhance the Content Management System's (CMS) robustness, which would provide for web content that is compatible with a variety of browsers, assistive technologies (screen readers and/or magnification software), and other means of accessing web content. Moving to a more responsive design would allow for a new structure, layout, and implementation of measures that would create ease-of-use for the website visitor. Initial costs for upgrade and technology will range from, \$40,000 to \$45,000. Ongoing Content Management Service (CMS) maintenance cost will average to \$15,000 per year.

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CITY OF SIMI VALLEY

# Environmental Services

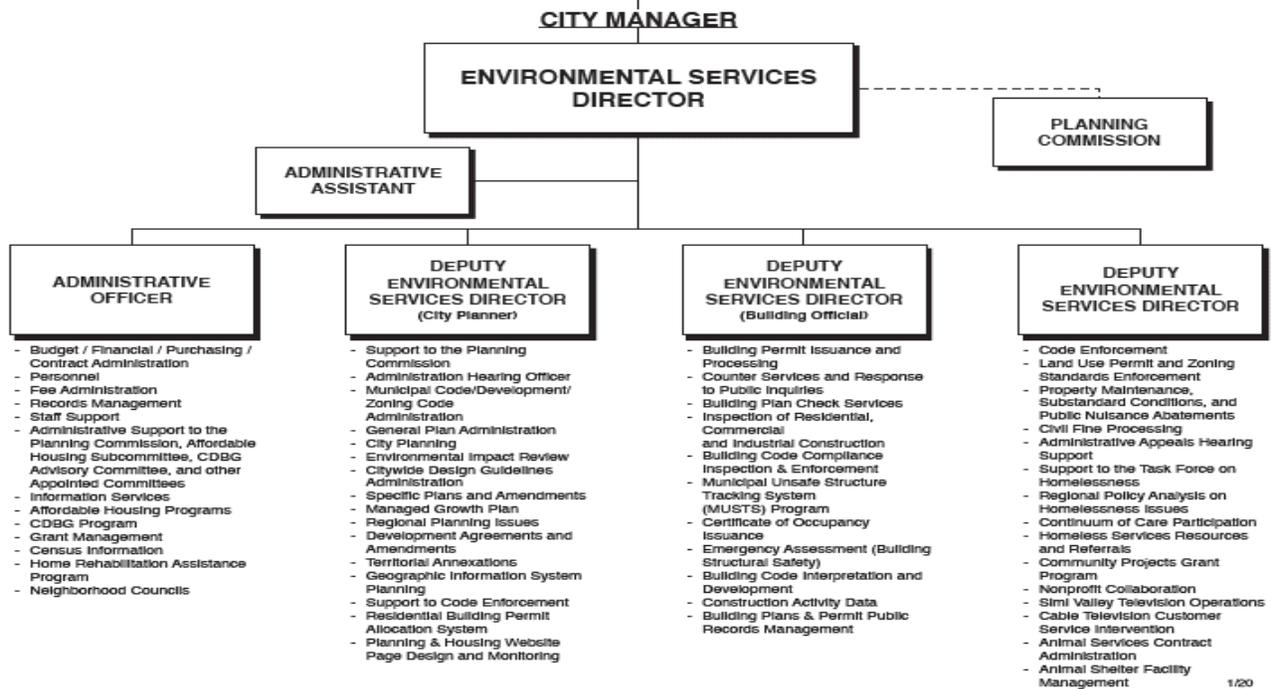
## ENVIRONMENTAL SERVICES DEPARTMENT

The Environmental Services Department is responsible for coordinating the City's community development functions. Through its Divisions of Administration, Planning, Building and Safety, and Code Enforcement, 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.

This Department is also tasked with the coordination, operation, and management functions of the following sections and programs: Housing, Neighborhood Councils, Neighborhood Services, Animal Services, and Community Information Broadcast. These sections and programs address housing opportunities and alternatives, resident civic engagement, homelessness, County animal contract, and the local television channel announcements.

	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget
Administration	554,752	878,020	993,390	1,537,075
Planning	1,633,136	1,864,875	1,460,362	1,834,198
Building & Safety	2,157,862	2,384,560	2,123,950	2,467,794
Code Enforcement	883,677	969,670	870,872	1,066,346
Neighborhood Council	205,434	153,800	151,200	158,373
Neighborhood Services	208,470	162,402	162,500	153,300
Animal Services	542,432	840,000	640,800	905,300
Community Info./Broadcast	69,416	41,000	25,100	38,000
<b>TOTAL \$</b>	<b>6,255,179</b>	<b>\$ 7,294,327</b>	<b>\$ 6,428,174</b>	<b>\$ 8,160,386</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	\$ 3,263,994	\$ 3,909,870	\$ 3,179,467	\$ 4,009,490	2.5%
41020 - Temporary Salaries - PR Only	2,846	12,000	16,975	12,000	0.0%
41030 - Boards and Commissions	31,153	32,300.00	32,300.00	32,610.00	1.0%
41040 - Overtime	8,044	4,000	9,100	5,000	25.0%
41200 - Deferred Comp - 401k	46,451	58,700	48,200	65,451	11.5%
41210 - Deferred Comp - 457	16,061	19,040	20,800	27,772	45.9%
41300 - Vision Care	9,163	10,550	9,400	10,922	3.5%
41350 - Disability	21,770	24,340	23,100	25,181	3.5%
41400 - Group Insurance/Health	59,369	71,920	59,000	76,680	6.6%
41415 - Flex Benefits	685,353	862,580	685,800	918,902	6.5%
41420 - CalPERS Health Admin Fee	1,339	1,800	1,900	1,900	5.6%
41450 - Life Insurance	7,278	8,140	8,100	8,179	0.5%
41500 - Group Insurance/Dental	38,002	47,440	42,000	50,974	7.4%
41550 - Section 125 Administration Fee	274	600	400	588	-2.0%
41600 - Retirement (PERS)	871,854	1,156,950	985,900	1,323,622	14.4%
41620 - Retirement (HRA)	17,366	28,800	18,000	38,401	33.3%
41650 - Medicare Tax	49,716	69,160	50,600	72,100	4.3%
41660 - FICA	2,093	2,900	3,300	744	-74.3%
41700 - Workers' Compensation	195,800	179,190	179,190	194,600	8.6%
41800 - Leave Accrual	119,283	0.00	0.00	0.00	0.0%
41801 - Leave Accrual Contra Account	25,942				0.0%
41900 - Salary Savings	-	(591,130)	-	(75,830)	-87.2%
42150 - Communications	285	800	800	1,100	37.5%
42200 - Computer - Non Capital	901	-	2,400	-	0.0%
42230 - Office Supplies	3,734	5,100	4,800	5,100	0.0%
42235 - Furnishings & Equip - Non Cap	2,037	800	-	-	-100.0%
42410 - Uniform/Clothing Supply	1,453	2,800	2,400	2,800	0.0%
42420 - Special Departmental Expense	10	600	-	600	0.0%
42440 - Memberships and Dues	8,089	10,700	9,900	10,900	1.9%
42450 - Subscriptions and Books	2,248	15,100	9,000	9,000	-40.4%
42460 - Advertising	3,480	4,700	4,700	4,700	0.0%
42550 - Small Tools/Equipment	-	400	400	400	0.0%
42560 - Operating Supplies	524	2,300	1,600	2,300	0.0%
42720 - Travel, Conferences, Meetings	12,447	15,900	11,300	18,500	16.4%
42730 - Training	6,556	11,600	12,242	11,800	1.7%
42790 - Mileage	1,652	6,300	4,800	7,000	11.1%
44010 - Professional/Special Services	72,852	205,031	151,600	149,600	-27.0%
44012 - Outside Legal	21,291	39,644	10,000	25,000	-36.9%
44210 - Animal Regulation	504,501	840,000	640,000	904,900	7.7%
44310 - Maintenance of Equipment	925	2,100	1,700	2,200	4.8%
44460 - Tumbleweed Abatement	-	10,000	500	5,000	-50.0%
44490 - Other Contract Services	139,044	211,302	186,500	200,200	-5.3%
<b>TOTAL</b>	<b>\$6,255,179</b>	<b>\$7,294,327</b>	<b>\$6,428,174</b>	<b>\$8,160,386</b>	<b>11.9%</b>

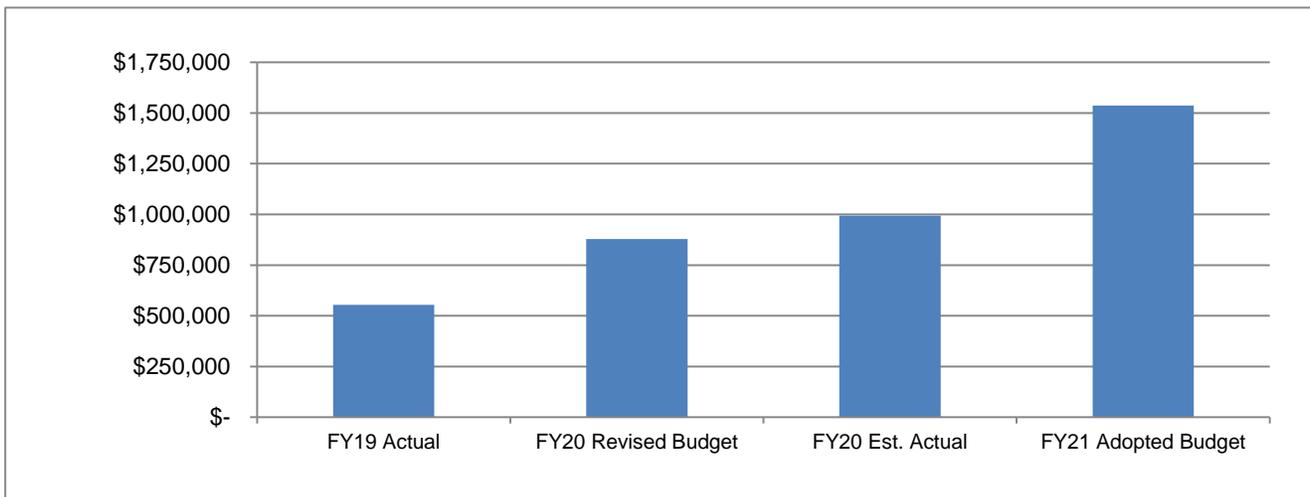
## Administration Division - 1003005

### 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 3 divisions.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 554,752	\$ 878,020	\$ 993,390	\$ 1,537,075



### BUDGET ADJUSTMENTS

None

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Participated in the implementation phase of the City's Enterprise Information Management System's EnerGov land use and permitting software, and continued to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Completed 7 recruitments and 6 hires to fill vacant positions throughout the Department.
- Prepared and monitored the Department's annual budget in accordance with City Policy.

### **GOALS FOR FY21**

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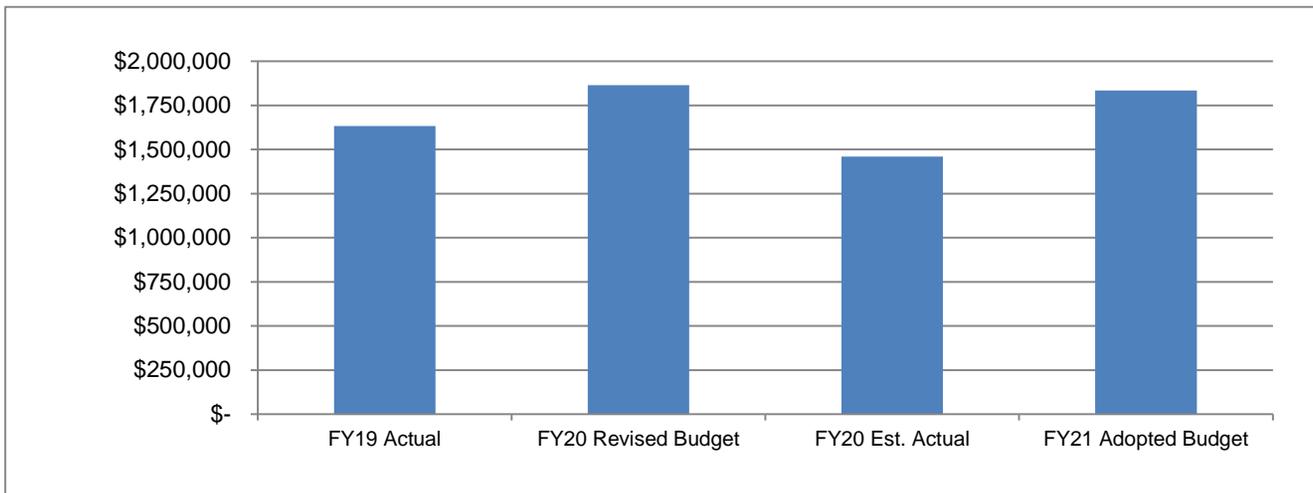
- Participate in the training phase following the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software, and continue to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Recruit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

## Planning Division - 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) annexations; 6) long range plans and; 7) impacts to the environment. The Division provides support to the City Council, Planning Commission, and various City committees.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,633,136	\$ 1,864,875	\$ 1,460,362	\$ 1,834,198



### BUDGET ADJUSTMENTS

Unfreeze Associate Planner beginning January 2021	\$ 75,800
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## **Planning Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Provided responsive customer service to over 2,800 customers at the Planning public counter, and processed approximately 795 over-the-counter permit applications including: Zoning Clearances (648), Sign Permits (156), Home Occupation Permits (310), Temporary Use Permits (58), Tree Removal Permits (10), and Amusement Device Permits (1).
- Expedited the City's development review process by providing administrative review and approval for 20 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 5 Preliminary Reviews and General Plan Pre-Screenings Applications.
- Managed 85 Planning Commission/City Council Planned Development Permits, Conditional Use Permits, Tract Maps, Zone Changes, Zone Text Amendments, Time Extensions, General Plan Amendments and Modifications.
- Fulfilled infill, redevelopment, and job generating land use objectives with projects including the construction of a 56,306 sq. ft. industrial building, a 10,600 sq. ft. retail building, and a 65-unit apartment complex.
- 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 housing for lower-income households with sound fiscal management by processing applications for affordable and senior housing, and 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 for 11 homes with \$490,000 worth of loans funded.

### **GOALS FOR FY21**

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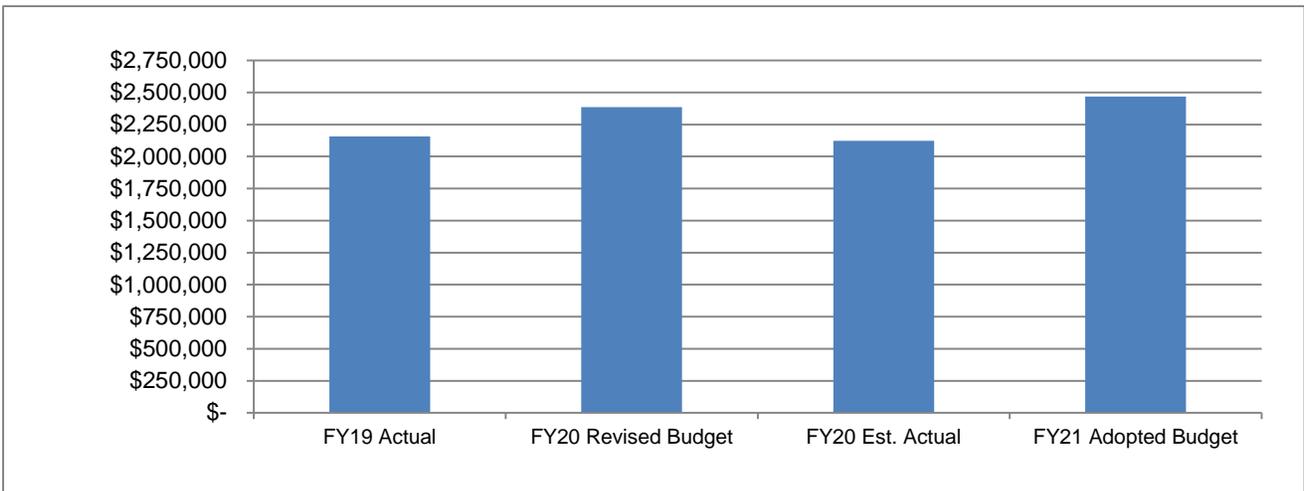
- Further streamline the City's development review process by presenting for City Council consideration a Development Code update to correct inconsistencies, add clarification, and make the implementation of the requirements more user-friendly.
- Participate in the training phase following the implementation 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.

## Building and Safety Division - 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 2,157,862	\$ 2,384,560	\$ 2,123,950	\$ 2,467,794



### BUDGET ADJUSTMENTS

None

## **Building and Safety Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Reviewed, approved, and issued 4,500 building permits, including 420 simple building permits processed by the permits-by-fax service, resulting to a reduction of customer trips to City offices.
- Performed 18,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.
- Provided reviews for a total of 1,500 commercial and residential building plans, and for 1,140 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.
- Completed 380 residential solar plan reviews by appointment, saving each applicant a minimum of 5 working days per project.
- Received 210 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 FY21**

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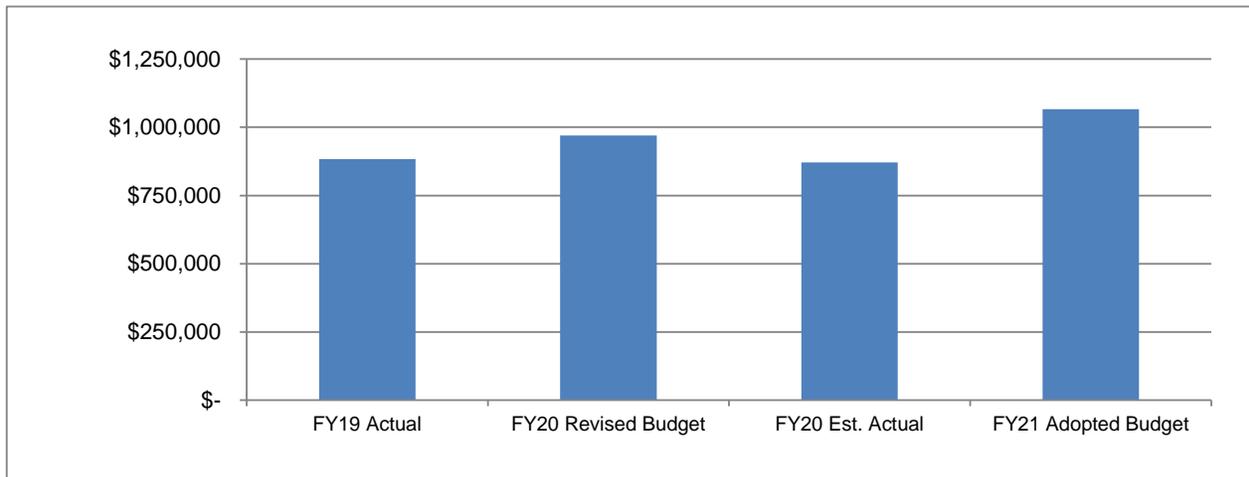
- Implement State building codes and related health and safety laws.
- Provide building inspection service for all construction projects within the next business day of the inspection request.
- Deliver expedited over-the-counter plan review for small business office and retail tenant improvement projects.
- Complete over-the-counter plan review and permit approvals for residential solar photovoltaic systems.
- Offer 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.

## Code Enforcement Division - 1002110

### OVERVIEW

The Code Enforcement Division addresses quality of life issues and enhances the City's economic vitality by enforcing 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 by responding to public complaints and other City departments' referrals requesting assistance in gaining compliance. Code Enforcement actively pursues violations based on current community needs and as directed by the City Council. Code Enforcement also collaborates with other Environmental Services Department staff to respond to potential health, safety, and quality of life issues on City properties, and to enhance the Development Code to be more timely, effective, and responsive to current community needs.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 883,677	\$ 969,670	\$ 870,872	\$ 1,066,346



### BUDGET ADJUSTMENTS

None

## **Code Enforcement Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Abated over 1,500 violations of the SVMC.
- Abated SVMC violations and enhanced community safety and economic vitality by receiving and processing City Departments' referrals on business tax, development code, and encroachment violations.
- Abated over 106 sign ordinance violations, including enforcement and inspections of private properties based on complaints received or officer observations.
- Abated more than 720 violations of trash accumulation, illegal placement of trash receptacles, and open storage from private properties.
- Improved commercial, industrial, and residential properties in the City by abating approximately 535 property maintenance and landscape condition violations.
- Abated 115 violations posing fire safety and aesthetic concerns by inspecting 320 parcels through the Public Nuisance Abatement Program.
- Removed over 280 carts on private property and public right-of-ways by responding to complaints and proactively identifying abandoned carts.
- Resolved violations prior to filing criminal prosecution complaints by holding five office conferences with the City Attorney's Office and violators.
- Increased compliance on challenging cases with resistant property owners by integrating additional compliance tools, including abatement warrants and receiverships.
- Implemented cost recovery efforts, with City Council authorization, for non-compliance ensuring that costs are recovered through fees for re-inspections, appeals, abatements, and liens.

### **GOALS FOR FY21**

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- Continue to refine programs and assist in identifying local ordinance updates to meet current community needs, and increase the efficiency and effectiveness of compliance efforts.
- Initiate annual reporting to the City Council on Code Enforcement activities/priorities in areas impacting Code Enforcement's effectiveness and overall impact to the community.
- Enhance commercial and residential property maintenance standards, community aesthetics, and economic vitality through a strengthened enforcement posture on repeat violators, especially in the areas of blight and substandard properties.
- Work with Environmental Services Building & Safety and Planning Divisions 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 and Building 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 to identify and process violations of SVMC 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 City Administration staff in responding to quality of life issues not governed by the SVMC.
- Prevent violations and engage the community through education efforts, and enhance voluntary compliance through direct interactions with the public.

## Neighborhood Councils - 1002235

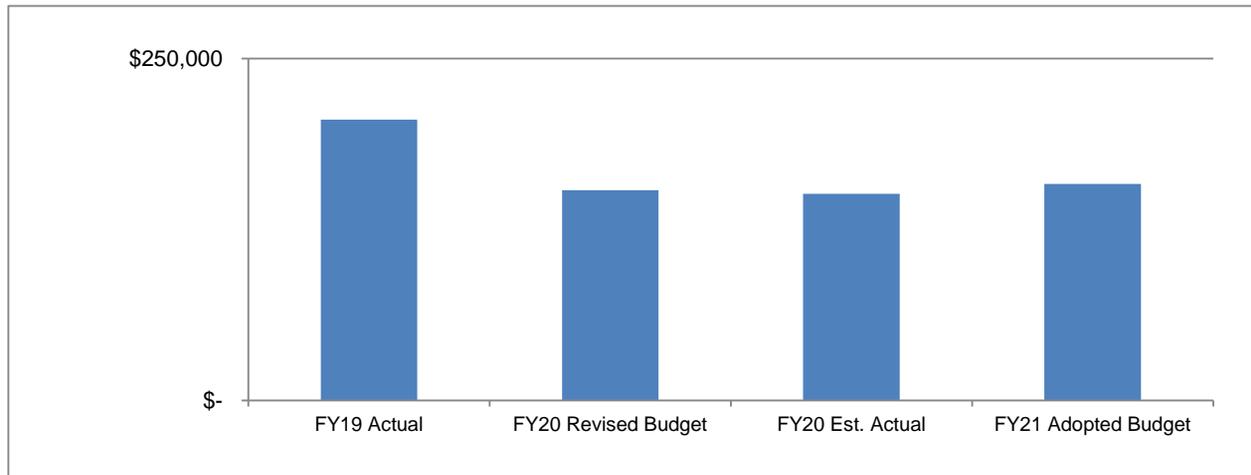
### OVERVIEW

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 4 Neighborhood Council districts. All residents age 18 and over are members of their Neighborhood Council. Each Neighborhood Council has a 7 to 13-member Executive Board appointed by the City Council.

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

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 205,434	\$ 153,800	\$ 151,200	\$ 158,373



### BUDGET ADJUSTMENTS

None

## **Neighborhood Councils (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Completed a recruitment to fill 20 positions on the Neighborhood Council Executive Boards and oriented volunteer advisory board members on City operations, governmental structure, effective public engagement, and meeting facilitation.
- Participated in the review of 12 development applications and provided associated recommendations to the Planning Commission and the City Council.
- Facilitated in the evaluation of possible revisions to the City's uncovered parking regulations, sanitation and water rates, and possible sales tax ballot measure.
- Increased and enhanced Executive Board and resident knowledge about the various City and community programs through informational presentations.
- Represented the Neighborhood Councils on the Special Event Support Review Committee, Citizens' Election Advisory Committee, Community Projects Grant Committee, Community Development Block Grant Committee, and community events.

### **GOALS FOR FY21**

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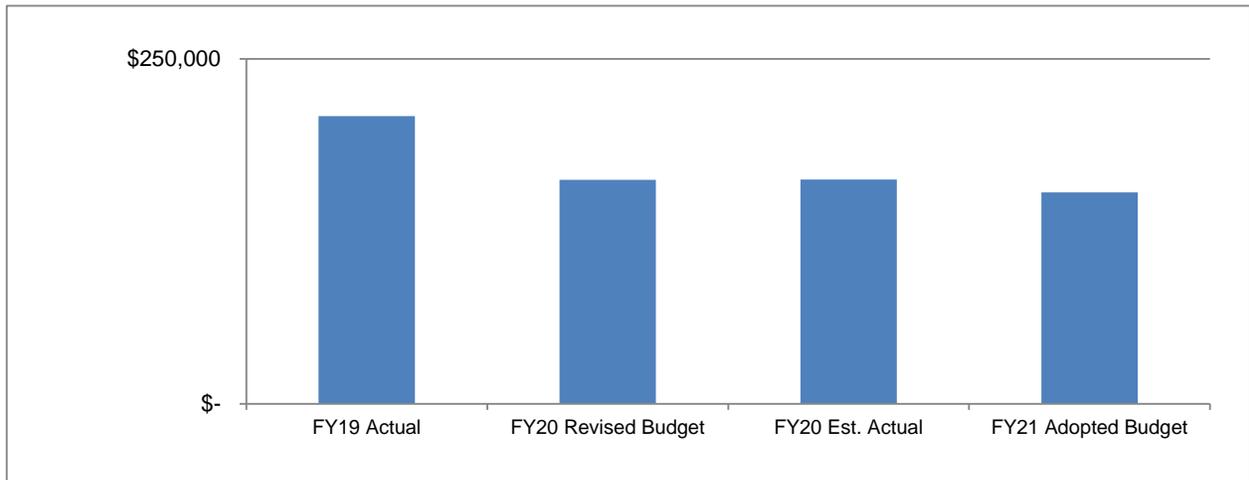
- Amplify resident knowledge of City operations including public safety, community development, and quality of life services.
- Engage citizen participation in the City's decision-making process.
- Promote awareness of different volunteer opportunities available throughout the City and the community.
- Identify issues of community concern and communicate them to the City Council.
- Continue to update the Neighborhood Council Policies and Procedures Manual to incorporate current methodologies, including the addition of social media guidelines to increase community engagement and local participation.

## Neighborhood Services Section - 1002245

### OVERVIEW

The Neighborhood Services Section coordinates the Task Force on Homelessness and assists with policy development recommendations to the City Council with the goal of minimizing the incidents of homelessness and maximizing community access to social services. Neighborhood Services participates in regional coordination through the Ventura County Continuum of Care and works to strengthen collaboration among local non-profit organizations and government service providers. Neighborhood Services also administratively supports the Community Projects Grant program.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 208,470	\$ 162,402	\$ 162,500	\$ 153,300



### BUDGET ADJUSTMENTS

None

## **Neighborhood Services Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Coordinated Taskforce on Homelessness meetings to identify policy discussion and formation to address homelessness and associated impacts on the community including a panel discussion of government service providers.
- Facilitated monthly case manager and quarterly resource coordination meetings with community organizations and interested individuals.
- Supported the coordination of the federally required Annual Point In Time Homeless Count.
- Participated in regional Continuum of Care meetings to ensure the community's interests are represented in regional policy formation.
- Participated in multiple regional governmental and non-profit organizations meetings in order to foster partnership and coordination of efforts in the area of homelessness.
- Facilitated the multi-year award of Community Projects Grant funding in support of the Free Clinic of Simi Valley's Multi-Services Center.
- Monitored FY19-20 Community Projects Grant activity and presented quarterly grant reports on recipient's progress to the City Council.
- Provided oversight of the close-out of the FY18-19 Community Projects Grant awards.

### **GOALS FOR FY21**

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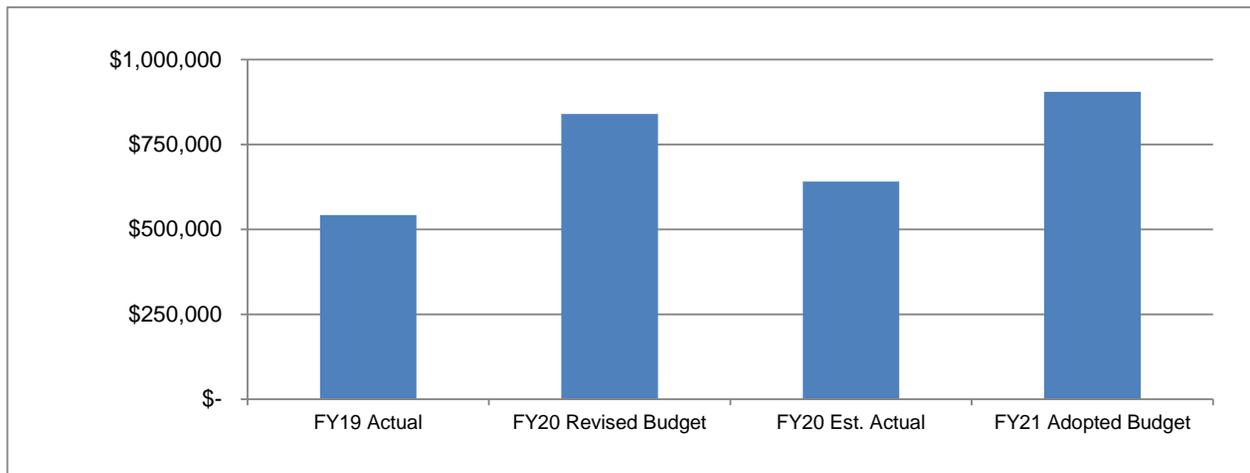
- Continue to expand the community's awareness of addressing the issue of homelessness and poverty within the community by providing presentations to the City's advisory boards and soliciting recommendations to the City Council on addressing the issue within the community.
- Continue to strengthen regional 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.
- Assist in preventing incidents of homelessness due to substandard housing conditions by working with Code Enforcement and Building & Safety staff on access to resources and policy development.

## Animal Services Section - 1002260

### OVERVIEW

The City contracts with Ventura County Animal Services (“VCAS”) to provide responsive services for a healthy and safe living environment for the community and its domestic animals. The contract includes animal related services for rabies control, animal nuisance hearings, animal license processing, administrative citation processing, and license canvassing. VCAS enforces the animal related provisions of the City’s Municipal Code and operates the Simi Valley and Camarillo adoption centers, as well as providing humane treatment in the management of stray animals, to prevent nuisances or dangers to the community, with a focus on reunification with owners or permanent placements through adoption.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 542,432	\$ 840,000	\$ 640,800	\$ 905,300



### BUDGET ADJUSTMENTS

Increase in Animal Services Contract with Ventura County	\$ 64,900
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## **Animal Services Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Collaborated with VCAS and other contract cities to establish cost predictability for the sheltering services.
- Presented a revised contract with enhanced fiscal accountability to the City Council for approval.
- Facilitated communication and feedback between the City and VCAS related to service needs and expectations.
- Provided ongoing customer service support to the public.

### **GOALS FOR FY21**

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- Evaluate the Simi Valley facility lease to enhance the equity of a lease agreement.
- Collaborate with VCAS to enhance licensing compliance administration including evaluation of outsourcing to a third party.
- Evaluate City enforcement actions outside of the VCAS contract to increase license renewals in support of the State requirement for rabies suppression.
- Evaluate VCAS regulatory proposals to enhance license and rabies suppression compliance.
- Review the City's animal related provisions of the Municipal Code to clarify the authority of VCAS to implement previously discussed policy enhancements.
- Utilize City communication channels to promote adoption events and programs to reduce the number of sheltered animals and therefore reduce costs to the City.

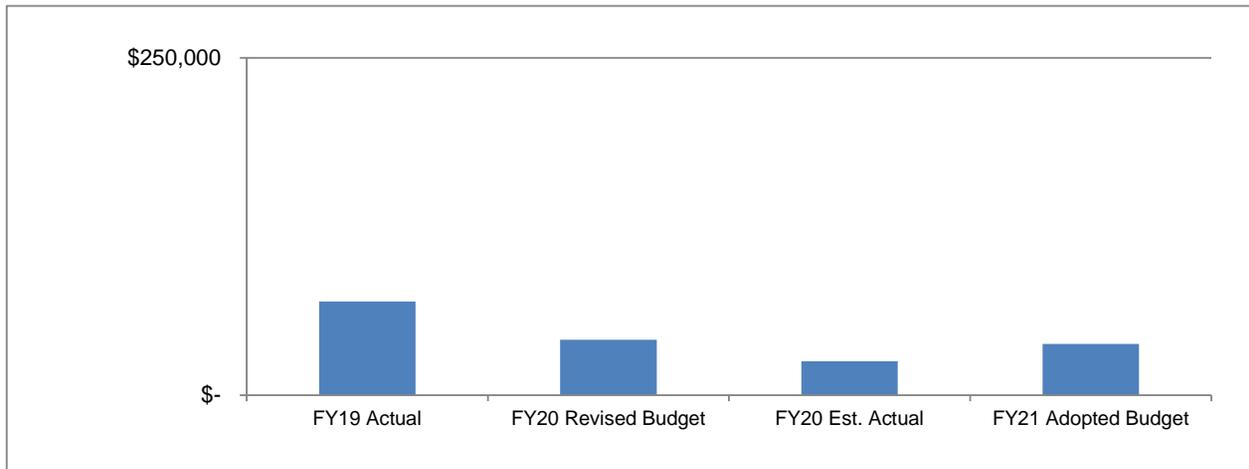
## Community Information / Broadcast Section - 1002265

### 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 manages the City's PEG Channel, SVTV, and manages a contract for the channel's operations.

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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 69,416	\$ 41,000	\$ 25,100	\$ 38,000



### BUDGET ADJUSTMENTS

None

## **Community Information / Broadcast Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Provided customer service support to State cable franchise customers, as needed.
- Updated the City's website to streamline the cable complaint process.
- 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 through SVTV's Community Bulletin Board.
- Provided training to City Staff on the use of the Community Bulletin Board and encouraged its utilization to increase the promotion of City programs and events.

### **GOALS FOR FY21**

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- Continue to support the City's civic engagement efforts and the community's access to the decision-making process through the broadcasting of public meetings.
- 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.
- Expand programming to include video public service announcements.

**ENVIRONMENTAL SERVICES DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Unfreeze Principal Planner/Zoning Administrator and Associate Planner Positions  
**AMOUNT:** \$339,528  
**ACCOUNT:** 1003010-Variou  One Time Expenditure  
**PRIORITY:** 1  Recurring Expenditure

**DEPARTMENT PROPOSAL**

<u>COST BREAKDOWN</u>	
Salary & Benefits - Principal Planner	\$187,868
Salary & Benefits - Associate Planner	\$151,660
<b>TOTAL:</b>	<b>\$339,528</b>

**CITY MANAGER ADJUSMENT**

<u>COST BREAKDOWN</u>	
Salary & Benefits - Associate Planner 6 Months Only - FY2020-21 \$	75,800
<b>TOTAL:</b>	<b>\$75,800</b>

The Planning Division (excluding Housing) currently has 12 authorized positions, including one Deputy Environmental Services Director (City Planner), one Principal Planner, six Senior Planners, two Associate Planners, one Assistant Planner, and one Senior Management Analyst (being moved to Admin in FY 20/21). Two of the Planner positions (one Principal and one Associate) are frozen.

As of December 1, 2019, there were 178 open cases. In addition, staff will soon be initiating updates of the Housing Element and Development Code. To assist with the management of these cases, Housing and Development Code updates, and the supervision of the Planners, it is requested that the Principal Planner and Associate Planner positions be funded effective July 1, 2020.

**ENVIRONMENTAL SERVICES DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional funding for VCAS Contract  
**AMOUNT:** \$64,900  
**ACCOUNT:** 1002260-44210  
**PRIORITY:** 2

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Animal Regulation	\$64,900
<b>TOTAL:</b>	<b>\$64,900</b>

Ventura County Animal Services Contract - Additional funding required for contract services.

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CITY OF SIMI VALLEY

# Public Works

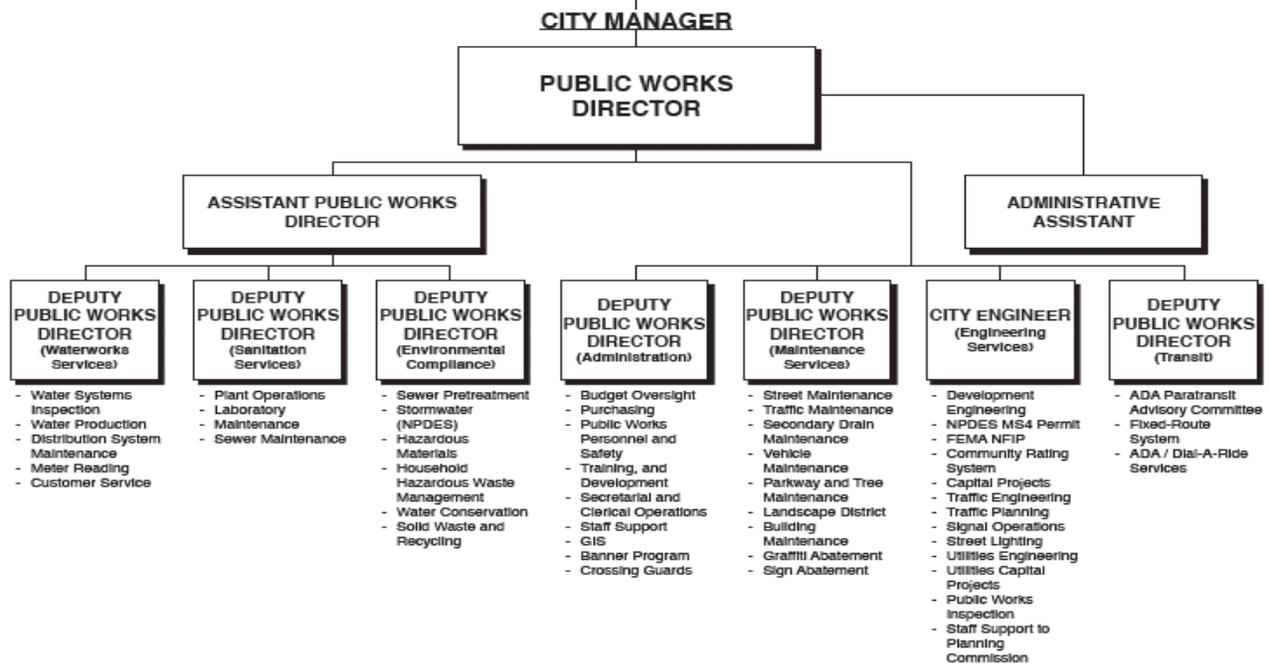
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## PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the design, construction, operation, and maintenance of Simi Valley's public infrastructure, including every day basic services such as water, sewer, transit, and maintenance. The goal of the 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 250 employees in seven major divisions including Administration, Engineering, Environmental Compliance, Maintenance, Sanitation, Waterworks, and Transit.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
PW Administration	\$ 1,518,233	\$ 1,810,560	\$ 1,489,731	\$ 1,815,832
Crossing Guards	115,845	97,600	95,275	93,140
Engineering / PW Lighting Maint.	3,806,858	4,669,109	3,881,720	4,652,618
Landscape / Tree Maintenance	2,809,800	3,288,952	2,913,400	3,176,484
Street Maintenance	1,278,371	1,620,550	1,422,200	1,555,945
Building / Library Maintenance	1,833,708	1,858,421	1,905,400	1,912,596
Traffic Maintenance	294,660	408,458	323,500	417,546
Vehicle Maintenance	1,387,274	1,337,300	1,397,200	1,412,361
Storm Drains	309,039	321,700	323,800	337,283
Graffiti/Abatement	88,136	264,700	117,200	191,774
Environmental Compliance	623,406	678,600	655,007	698,042
Solid Waste Regulation	122,584	65,017	51,000	65,000
<b>TOTAL</b>	<b>\$ 14,187,914</b>	<b>\$ 16,420,967</b>	<b>\$ 14,575,433</b>	<b>\$ 16,328,621</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	5,656,812	6,654,260	5,462,350	6,396,612	-3.9%
41020 - Temporary Salaries - PR Only	104,436	109,300	92,300	134,300	22.9%
41040 - Overtime	68,075	121,100	100,144	120,000	-0.9%
41050 - Outside Assistance	60,000	-	-	-	0.0%
41200 - Deferred Comp - 401k	47,177	62,900	53,300	62,618	-0.4%
41210 - Deferred Comp - 457	71,837	79,800	97,600	102,607	28.6%
41300 - Vision Care	19,894	22,600	20,500	21,961	-2.8%
41350 - Disability	22,443	26,300	22,800	25,423	-3.3%
41400 - Group Insurance/Health	128,687	150,100	129,900	151,196	0.7%
41415 - Flex Benefits	1,366,776	1,680,900	1,427,200	1,677,630	-0.2%
41420 - CalPERS Health Admin Fee	2,615	4,800	4,800	5,000	4.2%
41450 - Life Insurance	15,184	16,700	14,700	15,987	-4.3%
41500 - Group Insurance/Dental	76,799	95,100	84,000	92,988	-2.2%
41550 - Section 125 Administration Fee	211	400	168	238	-40.5%
41600 - Retirement (PERS)	1,568,219	1,943,300	1,697,100	2,074,272	6.7%
41620 - Retirement (HRA)	14,424	25,300	19,100	28,033	10.8%
41650 - Medicare Tax	86,514	120,100	87,300	118,560	-1.3%
41660 - FICA	9,140	8,700	7,800	8,327	-4.3%
41700 - Workers' Compensation	376,800	373,300	373,300	378,371	1.4%
41800 - Leave Accrual	207,334	-	-	-	0.0%
41801 - Leave Accrual Contra Acct.	50,003	-	-	-	0.0%
41860 - Salary Reimbursements	(16,824)	-	-	-	0.0%
41900 - Salary Savings	-	(614,675)	-	-	-100.0%
42100 - Utilities	1,099,632	1,061,000	1,095,900	1,129,000	6.4%
42150 - Communications	8,786	12,200	9,600	15,000	23.0%
42200 - Computer - Non Capital	1,753	4,800	4,800	-	-100.0%
42230 - Office Supplies	4,903	7,100	8,274	7,100	0.0%
42235 - Furnishings & Equip - Non Cap	2,876	5,500	5,500	8,500	54.5%
42310 - Rentals	632	7,000	7,000	7,000	0.0%
42410 - Uniform/Clothing Supply	22,492	30,100	30,805	30,100	0.0%
42420 - Special Departmental Expense	56,955	110,000	70,000	110,000	0.0%
42440 - Memberships and Dues	7,466	12,600	10,200	12,600	0.0%
42450 - Subscriptions and Books	1,024	1,600	1,000	1,600	0.0%
42460 - Advertising	545	1,500	600	1,500	0.0%
42500 - Fuel and Lubricants	246,072	235,000	280,000	235,000	0.0%
42510 - Tires	60,214	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	13,954	9,000	10,000	9,000	0.0%
42560 - Operating Supplies	429,498	483,425	493,433	512,950	6.1%
42720 - Travel, Conferences, Meetings	6,042	10,900	7,000	10,900	0.0%
42730 - Training	5,866	18,400	7,400	18,400	0.0%
42790 - Mileage	5,062	6,900	6,775	6,700	-2.9%
44010 - Professional/Special Services	282,834	834,494	455,000	290,000	-65.2%
44310 - Maintenance of Equipment	60,173	55,590	55,140	55,150	-0.8%
44450 - Landscape Maintenance Contract	779,216	1,110,117	850,000	930,000	-16.2%
44490 - Other Contract Services	1,132,152	1,462,057	1,411,245	1,462,600	0.0%
44730 - Reduction in Long Term Debt	9,305	-	-	-	0.0%
47020 - Furnishings & Equip (Capital)	3,800	-	-	-	0.0%
47030 - Vehicles	10,108	-	-	-	0.0%
<b>TOTAL</b>	<b>14,187,914</b>	<b>16,420,967</b>	<b>14,575,433</b>	<b>16,328,621</b>	<b>-0.6%</b>

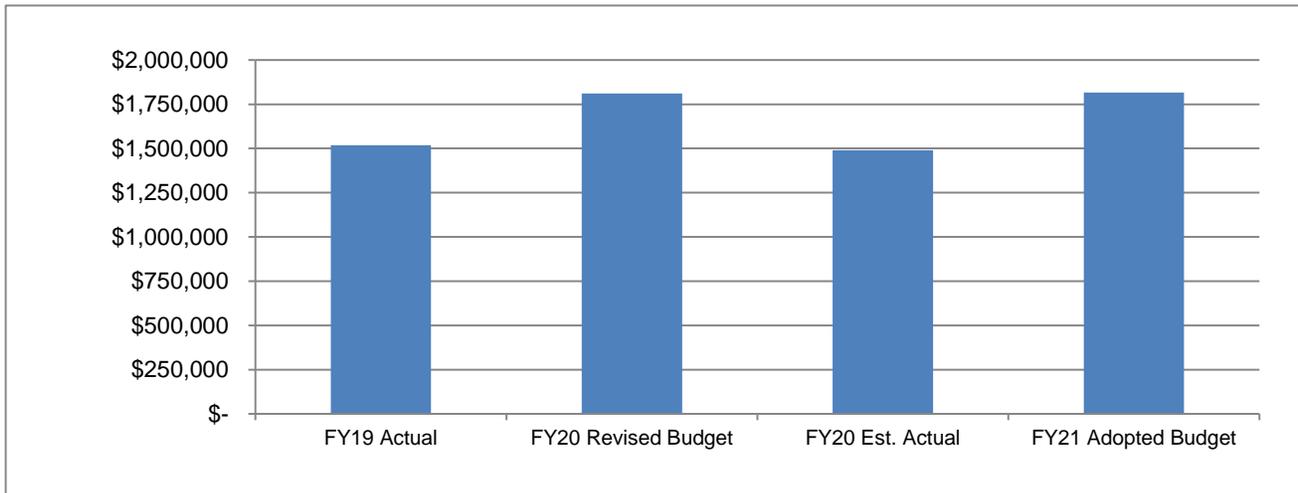
## Administration Division - 1004005

### 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. Administration ensures that the Department is fulfilling its responsibilities in a timely and effective manner, and provides sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, analysis, and special district management.

Administration 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 Systems ("GIS") Program, Armed Forces Banner Program, Crossing Guard Program, and other support services.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,518,233	\$ 1,810,560	\$ 1,489,731	\$ 1,815,832



### BUDGET ADJUSTMENTS

None

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Provided professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager's Office, Fiscal, and all other City Departments.
- Provided sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, analysis, and special district management and coordination.
- Developed a website app (GIS staff, in conjunction with the City Clerk's Office) to assist residents in determining which new City Council district they reside by simply inputting their address.
- Developed 2 mobile apps (GIS staff) assisting: 1) the Police Department in locating and identifying homeless encampments; and 2) Public Works staff to record graffiti locations throughout City.
- Administered the installation of 44 new Military Banners honoring Simi Valley residents in the Armed Forces, and replaced 67 damaged or worn banners.
- Implemented enhancements (Administration and Traffic Engineering staff) to the City's Crossing Guard Program, including new LED flashing stop paddles, upgraded reflective traffic cones, and enhanced crosswalk striping.

### **GOALS FOR FY21**

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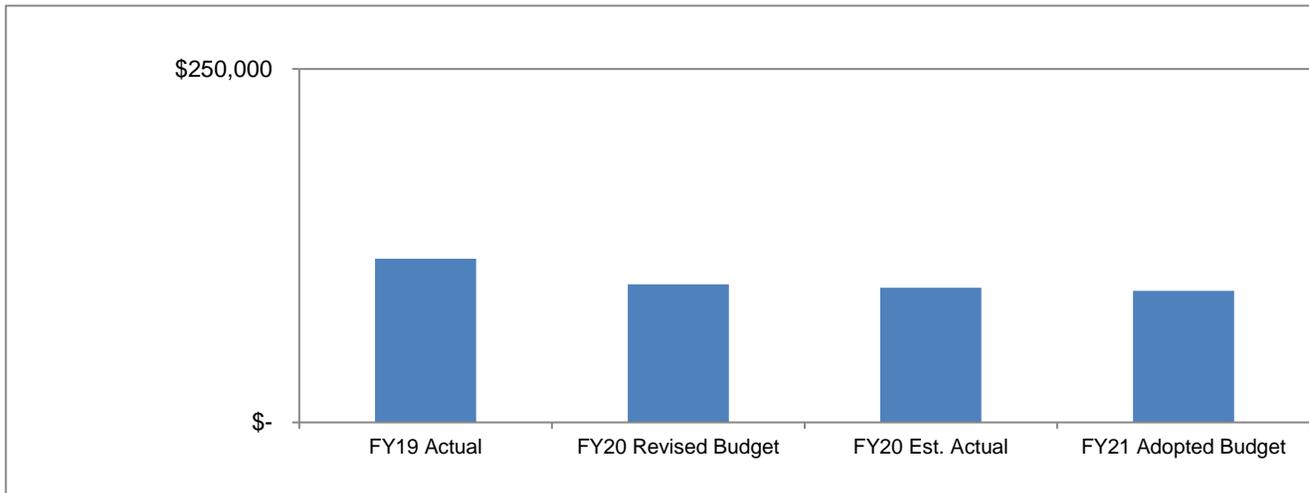
- Continue to provide professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager's Office, Fiscal, and all other City Departments.
- Continue to provide sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, analysis, and special district management and coordination.
- Continue to administer the GIS program, Armed Forces Banner Program, Crossing Guard program, and other support services.

## Crossing Guards Program - 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 115,845	\$ 97,600	\$ 95,275	\$ 93,140



### BUDGET ADJUSTMENTS

None

## **Crossing Guards Program (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- 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.
- Provided the Crossing Guards with enhanced equipment by purchasing LED STOP paddles and high visibility street cones.

### **GOALS FOR FY21**

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- 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 Public Works staff of infrastructure improvements to minimize ongoing operational costs associated with school-age pedestrian safety.

## Engineering Division - 1004080/1004050

### OVERVIEW

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

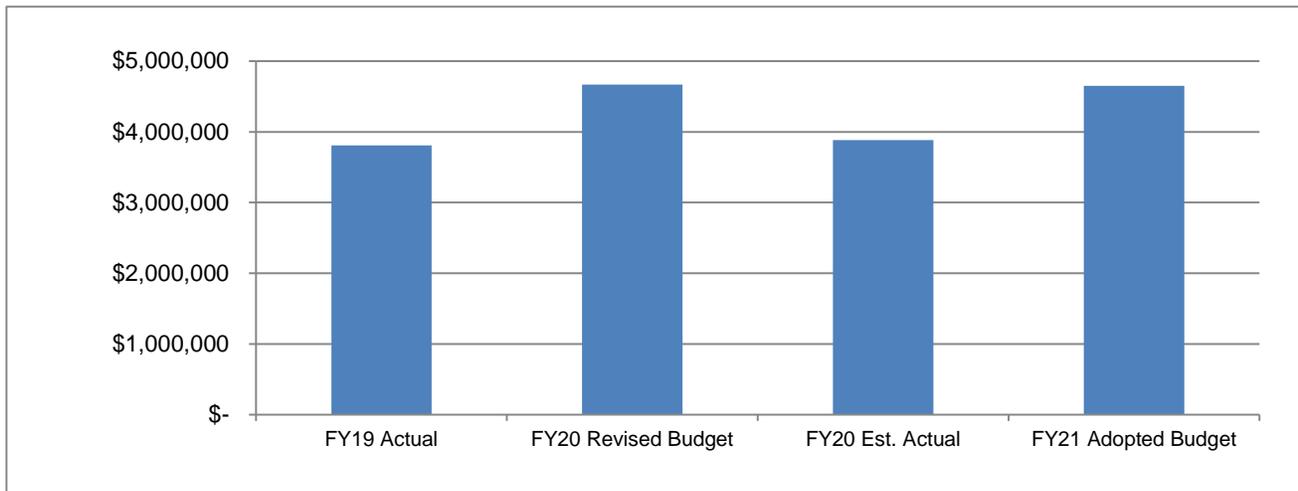
The Development Services section is tasked with the management of the Department's front counter, review of subdivision and other land development engineering, issuance of encroachment permits, stormwater quality management, floodplain management and permitting, management of the National Flood Insurance Community Rating System Program, management of final maps, parcel maps, and lot line adjustments, coordination with other agencies, development plan checking, project conditioning, grading and construction permits, and maintenance of maps and records of improvements within public rights-of-way.

The Capital Projects section administers certain Public Works contracts, management of the City's Capital Improvement Plan ("CIP"), 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 CIP.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 3,806,858	\$ 4,669,109	\$ 3,881,720	\$ 4,652,618



### BUDGET ADJUSTMENTS

License Renewal for AutoCAD Civil 3D (split funded)	\$ 32,400
Street Light Maintenance	\$ 180,000
Four new Smart Phones for the Inspection Division	\$ 2,800
Convert Sr. Engineering Tech. to Associate Engineer	\$ 26,545

## **Engineering Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Submitted a modification request to FEMA that received an additional 5% flood insurance rate discount for a total \$300,000 annual savings for the community.
- Continued to provide guidance and assistance to property owners and developers regarding floodplain mapping resulting in removal of numerous homes, businesses, and properties from the floodplain.
- Managed the timely entitlement, plan check, and map check review of over 70 private development projects.
- Completed a comprehensive revamping of the Development Services fee structure for City Council approval to ensure 100% reimbursement of staff services costs.

### **GOALS FOR FY21**

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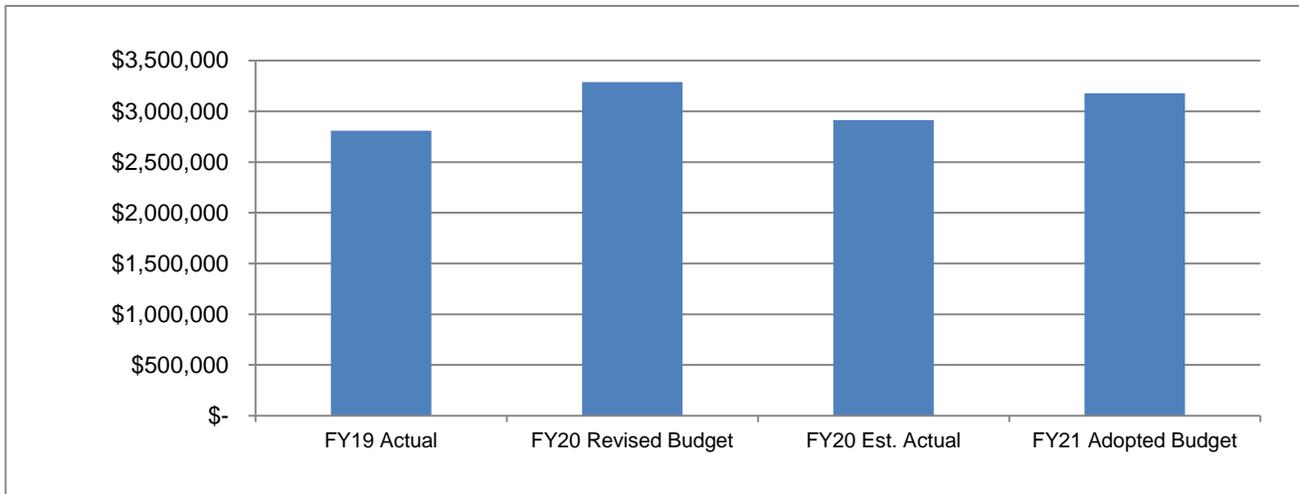
- Oversee inspection of 5.5 million cubic yards of grading and \$8 million in public street and storm drain improvements for Phase 1 of the Lost Canyons Subdivision project.
- Issue grading permits and improvement plan approvals for construction of 16 projects resulting in 822 new residential units and over 800,000 square feet of new commercial and industrial buildings.

## Landscape and Tree Maintenance Section - 1004110

### OVERVIEW

The Landscape and Tree Maintenance Section manages and oversees the City's Landscape Maintenance District ("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 3 LMD contracts, 2 tree pruning contracts, and 1 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, performs 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 Removal Program, reforestation efforts, and oversees mandatory certification of more than 200 City-owned backflow devices every year. In addition, this Section also provides plan check and inspection of both existing and newly-proposed landscape improvements for public and developer-proposed improvement projects occurring within the public right-of-way throughout the City.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 2,809,800	\$ 3,288,952	\$ 2,913,400	\$ 3,176,484



### BUDGET ADJUSTMENTS

Additional Funding for Landscape Maintenance Utilities	\$	68,000
Convert Maintenance Worker II to Maintenance Worker III	\$	4,000

## **Landscape and Tree Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Reforestation efforts within the City included the planting of 150 street trees.
- Provided residents with over 250 cubic yards of wood chips.
- Provided plan check and inspection for approximately 30 new development projects.
- Provided cost of cure to the City's risk management team for traffic collision damage to City property.

### **GOALS FOR FY21**

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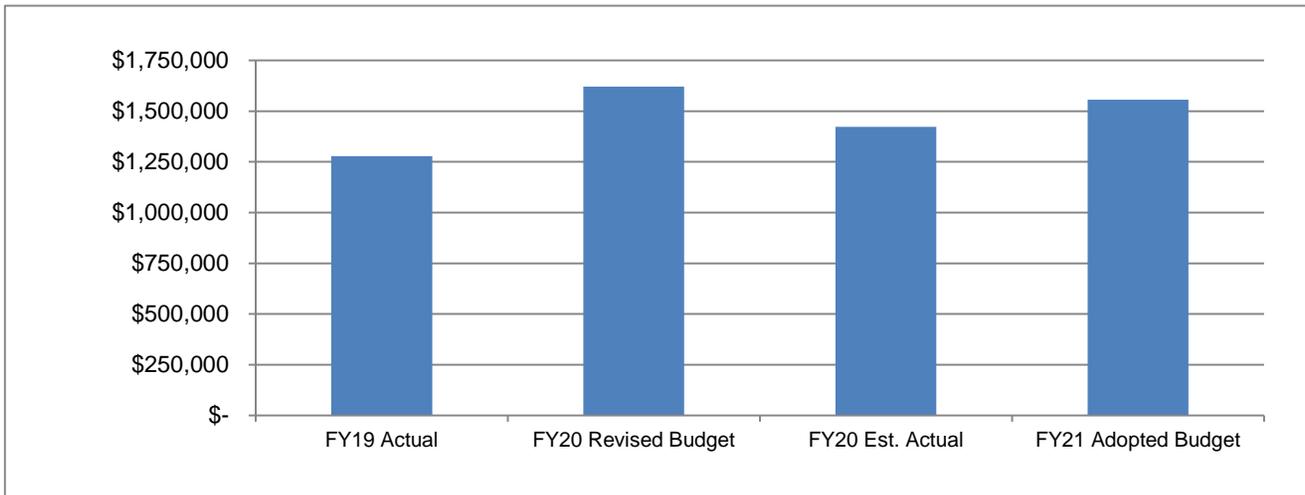
- Complete an additional phase of the ongoing screening project by planting an additional 150 15-gallon shrubs along Los Angeles Avenue bordering the railroad right of way.
- Design and construct at least 3 more water conservation projects throughout the City's Landscape Zones.
- Successfully prepare and bid out the Street Tree Maintenance Contract E.
- Successfully prepare and bid out Landscape Contract A.

## Street Maintenance Section - 1004120

### OVERVIEW

The Street Maintenance Section is comprised of 2 crews, the Asphalt Crew and the Concrete Crew, and is responsible for repairs to minor and major streets, all public right-of-way areas, and temporary repairs necessary for lifted or damaged sidewalks. The Asphalt Crew's duties include filling potholes, dig out repairs, and minimal paving of streets and parking lots. The Concrete Crew repairs sidewalks, curbs and gutters, driveway aprons, and makes other miscellaneous concrete repairs throughout the City. Both crews, in coordination with the Landscape and Tree Maintenance Section, prepare areas in advance of the Annual Slurry Project. This Section keeps the City's roads and sidewalks properly maintained and our pedestrian areas safe.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,278,371	\$ 1,620,550	\$ 1,422,200	\$ 1,555,945



### BUDGET ADJUSTMENTS

None

## **Street Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Completed approximately 3,500 temporary and permanent pothole repairs.
- Performed a variety of asphalt repairs on major and minor streets.
- Removed and replaced over 1,800 feet of damaged sidewalks and 1,300 feet of curb and gutter.
- Completed ADA concrete and asphalt improvements within the City.
- Prepared local residential streets in advance of the Annual Slurry Project.

### **GOALS FOR FY21**

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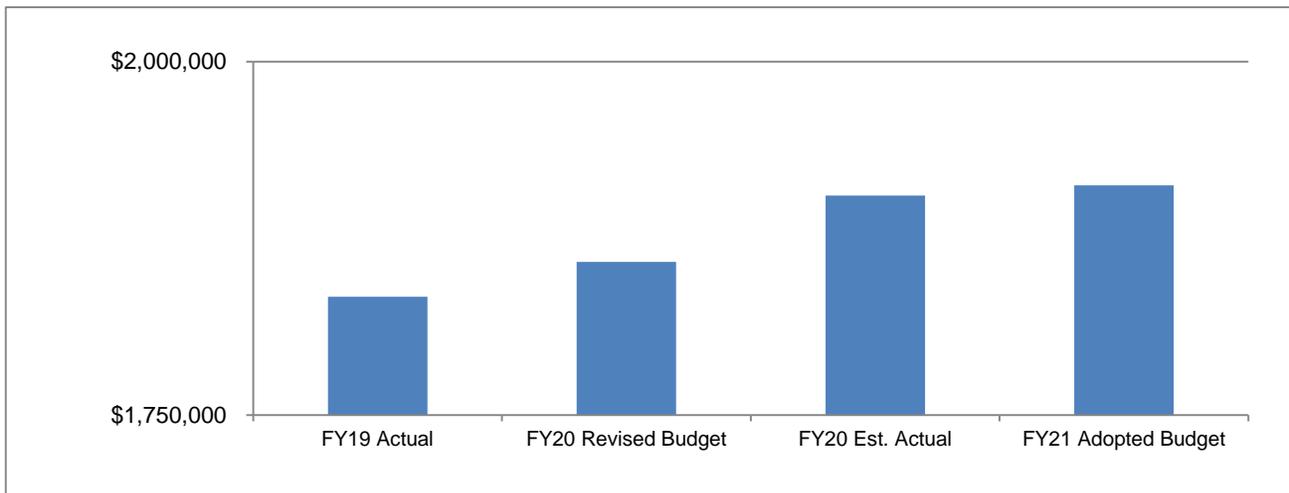
- Complete resurfacing of the Public Service Center and City Hall parking lots.
- Complete Annual Slurry Project for the Maintenance Division by FY 2020-21.
- Pursue the purchase of a Patch/Pothole truck, which would assist in efficiently meeting this Section's goal of filling potholes within 24-hours of being reported, and repairing failed areas on the road, thereby resulting in significant annual savings in materials and crew costs.
- Significantly increase the lifetime of residential and local streets by adding an annual Crack Seal and Crack Fill Program, which may potentially reduce future general fund expenditures.

## Building / Library Maintenance - 1004130/1004170

### OVERVIEW

The Building Maintenance Section provides routine maintenance, custodial, and repair services to all City-owned buildings and facilities. Such service includes repairs to mechanical, electrical, plumbing, and air-conditioning systems within the buildings, carpentry, locksmith work, and interior and exterior painting. The Building Maintenance Section has an active Preventive Maintenance Program to assure that the various building sub-systems, as well as building roofs and door hardware, stay in good operating condition. The goal is to provide safe, clean, and comfortable buildings and facilities for City personnel and the general public.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,833,708	\$ 1,858,421	\$ 1,905,400	\$ 1,912,596



### BUDGET ADJUSTMENTS

None

## **Building Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Provided custodial services, preventive maintenance, and repairs to over 280,000 square feet of City-owned facilities.
- Completed over 1,600 room set ups at the Senior Center, Police Department, Cultural Arts Center, and Library for various scheduled day and night events.
- Completed LED light retrofit on the Metrolink platform.
- Monitored all building maintenance needs for the Development Services Building's tenant, Kaiser.
- Expanded the Facility Dude work order system amongst other maintenance divisions to better track manpower, materials usage, and expenses.
- Replaced deteriorated Transit Operations breakroom floor with new laminated floor.
- Refinished deteriorating Transit Facility glulams as part of regular maintenance.

### **GOALS FOR FY21**

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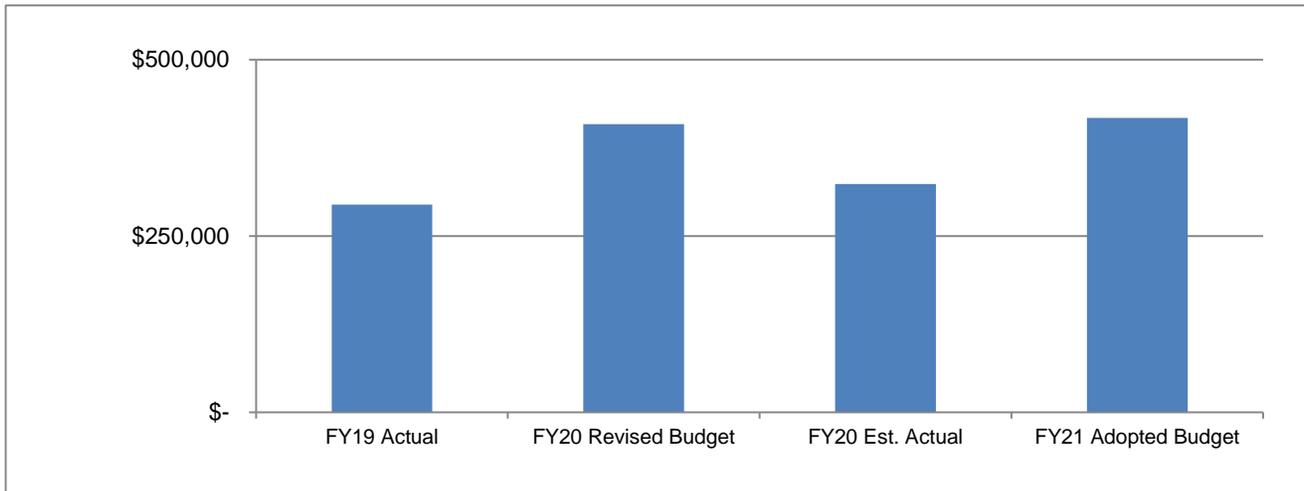
- Assist with PSC building glulam repair/replacement.
- Continue drinking fountain upgrade throughout City Facilities.
- Upgrade Transit Maintenance Facility HVAC.

## Traffic Maintenance Section - 1004140

### OVERVIEW

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

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 294,660	\$ 408,458	\$ 323,500	\$ 417,546



### BUDGET ADJUSTMENTS

None

## **Traffic Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Maintained and replaced guide and regulatory signage located throughout the City.
- Maintained all striping and legend markings throughout the City streets and curbs.

### **GOALS FOR FY21**

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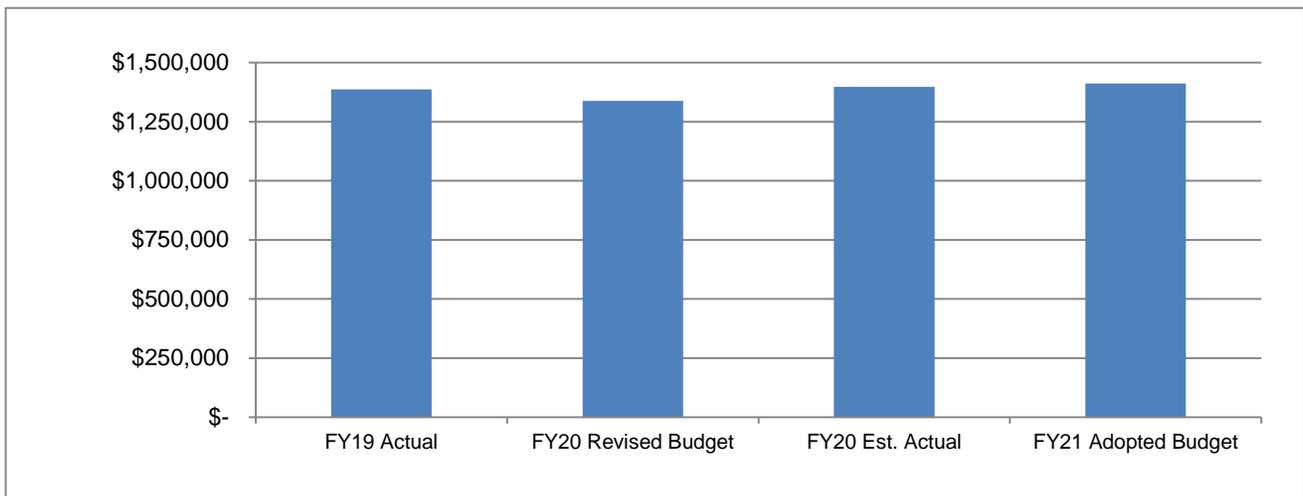
- Work with the City Traffic Engineer to further update the current sign and pavement marking inspection and replacement program.

## Vehicle Maintenance Section - 1004150

### OVERVIEW

The Vehicle Maintenance Section is responsible for servicing the City's fleet of vehicles and equipment. This includes vehicles from the Departments of Administrative Services, Environmental Services, Police, and Public Works, Sanitation and Transit Divisions, and 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 ADA vans, vactor and 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. The goal is to provide a safe and reliable fleet for City personnel to utilize in their daily operations.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,387,274	\$ 1,337,300	\$ 1,397,200	\$ 1,412,361



### BUDGET ADJUSTMENTS

None

## **Vehicle Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Completed 3,372 work orders consisting of preventive maintenance and repairs for 370 City-owned vehicles and equipment.
- Complied with all of the State of California Air Pollution Control District's permit requirements.
- Operated the fueling station at the PSC and oversaw all tests and repairs to its operation.
- Passed all CHP Transit Bus inspections with a very high rating.
- Provided fuel for all City backup generators during emergency power outage and fire situations.
- Received, implemented, and initiated maintenance programs for 5 new hybrid vehicles for Transit.
- Assisted with the purchase of 3 Transit fixed-route buses.

### **GOALS FOR FY21**

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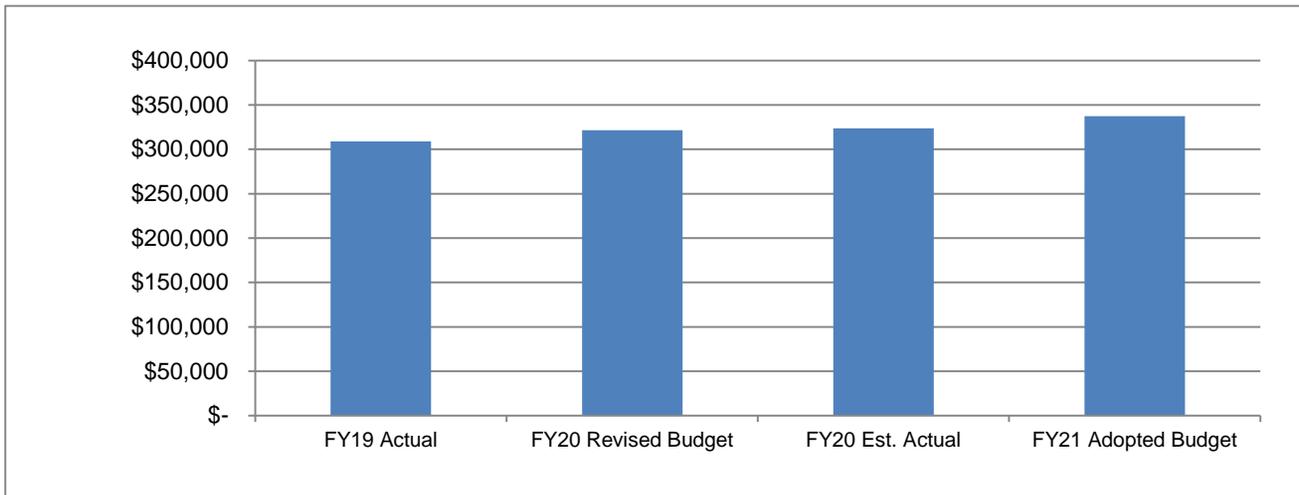
- Replace vehicles with hybrid/alternative fuel vehicles as the opportunity arises.
- Continue to increase efficiency by enhancing cross-training intensity among staff.
- Seek out a suitable vehicle maintenance computer program that is compatible with our new fuel dispensing program.
- Assist with plans for reducing vehicle maintenance costs by reducing retained vehicle surplus.

## Storm Drain Maintenance Section - 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 Storm Drain Crew is vital to maintaining the storm drain system and responding to emergencies, thus preventing damages related to flooding.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 309,039	\$ 321,700	\$ 323,800	\$ 337,283



### BUDGET ADJUSTMENTS

None

## **Storm Drain Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Cleaned and kept all local storm drains and flood channels open and clear.
- Inspected and cleaned all catch basins within the City up to 4 times per year.
- Checked all drainage hot spot areas to verify they were clear and properly operating prior to all storms during rainy season.

### **GOALS FOR FY21**

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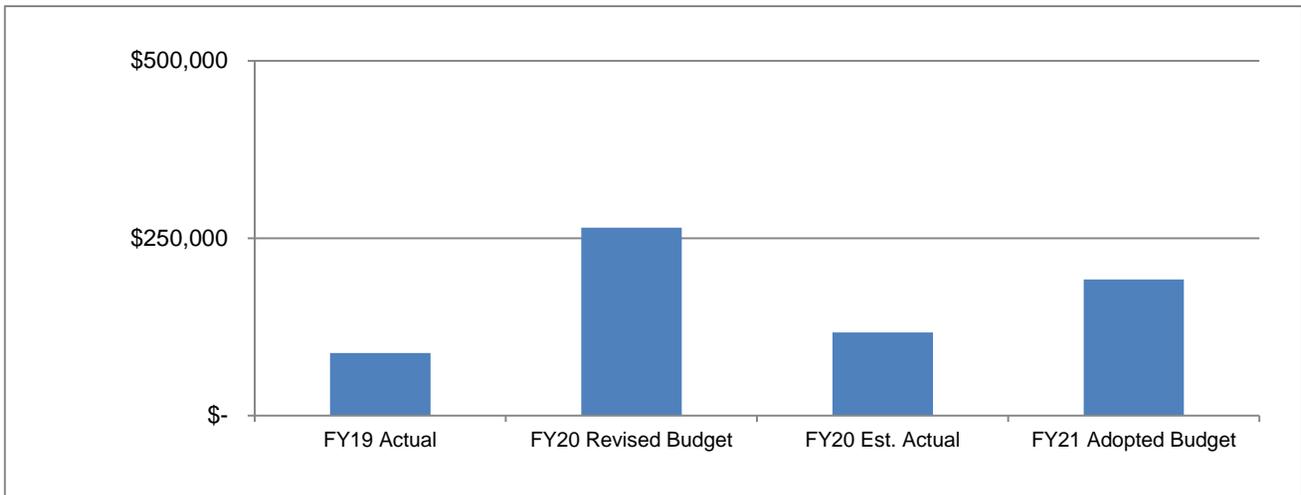
- Incorporate the recommendations of the City Master Plan of Drainage (or, MPD) to improve, replace, and efficiently maintain the secondary drains and secondary channels throughout the City.
- Increase materials account by \$10,000 to allow the purchase of additional materials (pipe and concrete materials) for in-house staff to retrofit deteriorating and outdated Corrugated Metal Pipes (or, CMP) and outdated earthen channels, allowing the Section to quickly eliminate the continued unnecessary maintenance of the deteriorating facilities and ongoing weed abatement costs in those locations.

## Graffiti Abatement Program - 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 Program also removes illegal signs from within the public right-of-way, 7 days a week, and assists the Code Enforcement Division with sign abatement during election season.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 88,136	\$ 264,700	\$ 117,200	\$ 191,774



### BUDGET ADJUSTMENTS

None

## **Graffiti Abatement Program (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Responded to calls from 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 FY21**

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- Complete implementation of the field received work order programs utilizing tablet computers and examine other ways to more efficiently respond to calls and make field responses.
- Continue ongoing coordination efforts 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.

## Environmental Compliance Division - 1004065

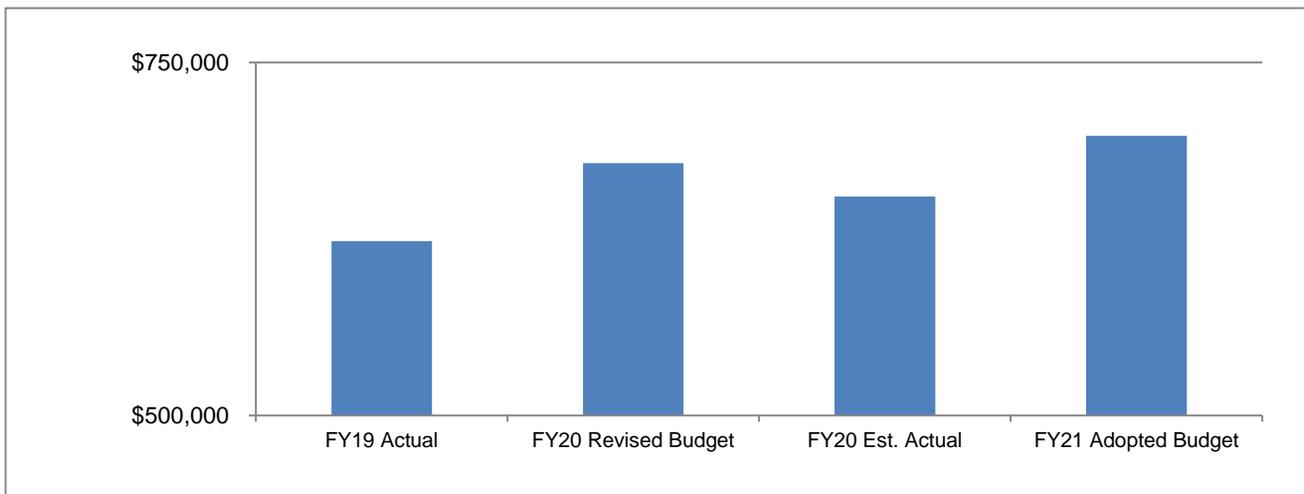
### OVERVIEW

The Environmental Compliance Division administers the City's Stormwater Quality Management and Hazardous Materials and Universal Waste programs.

The Stormwater Management Program administers the City's Stormwater Ordinance and with the requirements under USEPA regulations driven by the Clean Water Act. These requirements are reported through, and further regulated under, a National Pollutant Discharge Elimination System ("NPDES") MS4 permit issued by the Los Angeles Regional Water Quality Control Board. The Program provides: construction, planning, and land development guidance; public outreach and education; industrial/commercial business inspections; illicit discharge control; and public agency coordination services.

The Hazardous Materials Program administers a Household Hazardous Waste ("HHW") Program that provides citizens a safe and environmental responsible way disposing household hazardous wastes. The Program also manages the legal and safe handling, storage, transportation, and disposal of hazardous wastes generated by other Departments within the City.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 623,406	\$ 678,600	\$ 655,007	\$ 698,042



### BUDGET ADJUSTMENTS

None

## **Environmental Compliance Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Removed over 2,000 pounds of trash from Arroyo Simi during clean-up events.
- Purchased and installed 30 Connector Pipe Screen (“CPS”) units to prevent trash and debris from entering the Arroyo Simi.
- Cleaned storm drain catch basins with CPS units at least 3 times during the fiscal year.
- Provided environmental educational through EcoHero presentations to 8 schools.
- Purchased small recycling containers for residents and businesses with funding from the Cal/Recycle Beverage Grant Program.
- Conducted 6 HHW Collection Events that safely removed approximately 80,000 pounds of hazardous materials and household hazardous wastes from City residences.
- Collected over 3,000 pounds of assorted household batteries.
- Obtained approximately \$32,000 from the State of California Used Oil Payment Program Grant, enabling 17 Certified Collection Centers to provide City residents, free of charge, Used Oil Filter Recycling services.
- Collected and disposed approximately 30,000 pounds of fluorescent bulbs, latex paint, motor oil, and other miscellaneous vehicle fluids.

### **GOALS FOR FY21**

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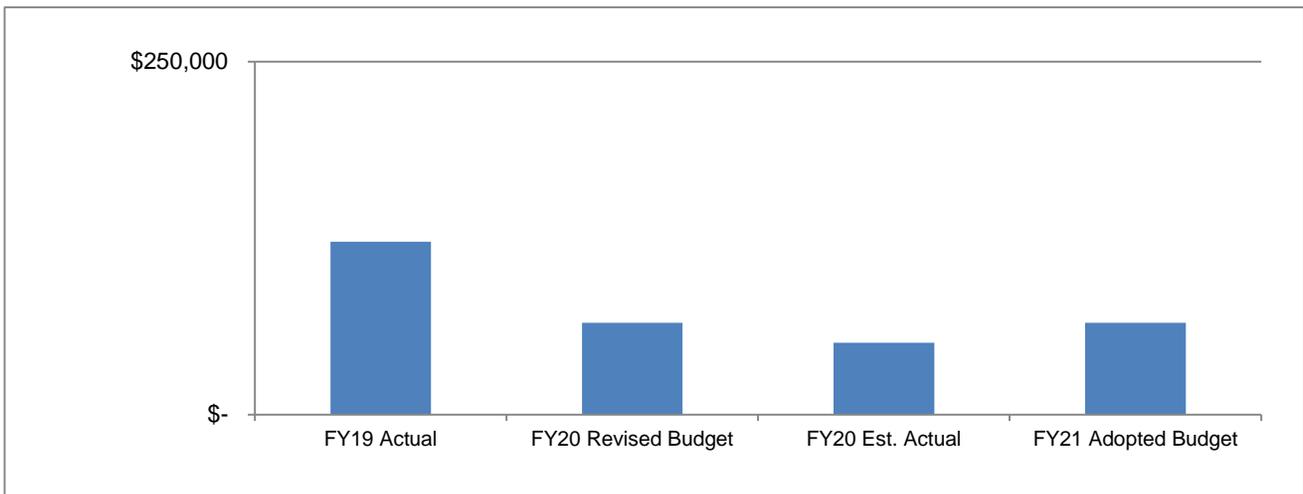
- Review and implement requirements under newly adopted regional NPDES MS4 permit from the Los Angeles Regional Water Quality Control Board.
- Purchase 25 trash/recycling containers for placement within City public right-of-ways with Cal/Recycle Grant funds.
- Purchase and install 30 CPS in storm drains within the City at priority designated land use areas.
- Continue to provide HHW Collection and Disposal Services events to the residents of Simi Valley.
- Increase the number of residents attending HHW Collection Events by improving the community outreach and education materials currently available for distribution.
- Provide a more efficient means of communication and program management via online and social media platforms.

## Solid Waste Regulation - 1002115

### OVERVIEW

The Public Works 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 122,584	\$ 65,017	\$ 51,000	\$ 65,000



### BUDGET ADJUSTMENTS

None

## **Solid Waste Regulation (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Reported to CalRecycle, that the City continues to exceed the State mandated Residential and Commercial Diversion Rates.
- Received and utilized CalRecycle CRV Grant funds purchase beverage container recycling bins and recycling education programs for elementary schools throughout the City.
- Facilitated the City's Council review and approval of Solid Waste and Recycling service fees to address changes in the costs of the recycling commodities market.

### **GOALS FOR FY21**

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- Continue to maintain and exceed the State of California's mandated solid waste diversion rates.
- Improve the City's compliance with the State's mandatory commercial recycling mandates by increasing the voluntary compliance rate amongst businesses and multi-family properties throughout the City.
- Educate the community about the State mandated organic recycling law and provide opportunities to businesses to reduce food waste in coordination with the City's Solid Waste Franchisee.

**PUBLIC WORKS DEPARTMENT  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** License Renewal for Auto CAD Civil 3D, 3 year subscription (1/3 GF, 1/3 Water, 1/3 San)  
**AMOUNT:** \$97,000  
**ACCOUNT:** 1004080-42560, 7614605-42560, 7004205-42560  One Time Expenditure  
**PRIORITY:** 1  Recurring Expenditure

COST BREAKDOWN		
License Renewal for Auto CAD Civil 3D (3 year subscription)		
*	General Fund -1004080	\$32,400
	Water Fund - 7614605	\$32,300
	Sanitation Fund - 7004205	\$32,300
<b>TOTAL:</b>		<b>\$97,000</b>

The Public Works Department requests funding for the renewal of the Autodesk AutoCAD Civil 3D (3-year) Multi-user Subscription (AutoCAD) for 8 licenses. The Engineering Division's current AutoCAD subscription expires March 29, 2021.

AutoCAD is an engineering design and drafting program that is utilized by the Public Works Engineering Sections, Capital Projects, Sanitation, and Waterworks for the rehabilitation, replacement, and improvement projects including streets, storm drains, waterlines, and sewerlines. This engineering tool is required and essential for designing and engineering the project plans and specifications. The software enables staff to complete projects accurately and efficiently and projects could not be completed without AutoCAD. Currently, there are 14 AutoCAD users: 11 in Engineering, 2 in Landscape, and 1 in Building and Safety that share the multi-user licenses.

Split Funded: \$32,400 (GF); \$32,300 (Water); \$32,300 (San)

**PUBLIC WORKS DEPARTMENT  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funding for Landscape Maintenance Utilities  
**AMOUNT:** \$68,000  
**ACCOUNT:** 1004110-42100  
**PRIORITY:** 2

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Funding Adjustment to Account	\$68,000
<b>TOTAL:</b>	<b>\$68,000</b>

Public Works Maintenance is requesting additional funds to adjust the yearly utilities account budget to be in line with previous actual expenditures for the fiscal year. This fund has historically been under funded and if not increased, it will be underfunded by approximately \$68,000 this fiscal year. The increase requested reflects last year's actual expenditures, plus a 5% increase based on rising utility cost. It is projected that this year's estimated actuals will be \$320,000 for this account, and this adjustment will bring the yearly budgetary allowance in line with the historical expenditure trend.

**PUBLIC WORKS DEPARTMENT  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Convert Sr. Engineering Tech to Associate Engineer  
**AMOUNT:** \$26,545  
**ACCOUNT:** 1004080-41010  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Salaries & Benefits	\$26,545
<b>TOTAL:</b>	<b>\$26,545</b>

The Public Works Department requests that the Senior Engineering Tech position #50000476, which is currently overfilled at the Associate Engineer level, be permanently authorized and fully funded at this level. The position is currently filled at the higher level, but budgeted and funded at the lower authorized level. This change will allow for a permanent acknowledgment of the staffing need at this level. This proposal will result in an \$26,545 permanent change.

The department currently had a need for more complex assistance in the capital projects section and therefore sought and was approved to fill at this level.

**PUBLIC WORKS DEPARTMENT  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Convert One Maintenance Worker II to Maintenance Worker III  
**AMOUNT:** \$4,000 (General Fund)  
**ACCOUNT:** 1004110- Salaries & Benefits  One Time Expenditure  
**PRIORITY:** 4  Recurring Expenditure

<u>COST BREAKDOWN</u>	
Personnel - Convert one Maintenance Worker II to Maintenance Worker III	\$4,000
<b>TOTAL:</b>	<b>\$4,000</b>

The Public Works Maintenance Division requests to convert one Maintenance Worker II (MW II) position to a Maintenance Worker III (MW III) position.

The Landscape Maintenance Section currently has three crews, two tree crews (Arbor I and Arbor II), and one roadside maintenance crew (Arbor III). Conversion of an existing MW-II to a MW III position on the maintenance crew would provide for efficient day-to-day lead operations of the roadside crew. The position would be responsible for a variety of daily tasks, such as providing lead supervision, preparing and oversight of safety training, ensuring crew safety, monitoring work crew efficiency, acting as a resource, assisting the Supervisor with scheduling, developing policies, procedures and decision making, maintaining critical files and databases, participating in meetings, seminars and conferences, monitoring break and lunch times, as well as assisting in the improved overall safety of the right-of-way, landscape maintenance responsibilities, and assisting the Maintenance Supervisor by providing valuable input regarding employee progress reports.

The requested MW III position is similar to the existing MW III positions in Street Maintenance. Position # 50000395

**PUBLIC WORKS DEPARTMENT  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funds for Street Light Maintenance  
**AMOUNT:** \$180,000  
**ACCOUNT:** 1004050-44490  
**PRIORITY:** 9

One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Additional funds for Street Light Maintenance	\$180,000
<b>TOTAL:</b>	<b>\$180,000</b>

Public Works Lighting Maintenance is requesting additional funds needed for contract Street Light Maintenance. These additional funds requested reflect the actual costs incurred for Street Light Maintenance and damage replacement.

**PUBLIC WORKS DEPARTMENT, INSPECTION SECTION  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Purchase Smart Phones  
**AMOUNT:** \$5,728  
**ACCOUNT:** 1004080-42150 (one-time)  One Time Expenditure  
 1001608-42150 (recurring)  Recurring Expenditure  
**PRIORITY:** 13

<u>COST BREAKDOWN</u>	
* One-Time (Smart Phones)	\$2,800
On- Going Yearly Cost	\$2,928
<b>TOTAL:</b>	<b>\$5,728</b>

The Public Works Inspection Division requests the purchase of 4 new smart phones with internet access for use in field. These items are requested to enable the Inspection Division to effectively communicate with staff from the field in a timely manner. Currently, the City supplied flip phones that do not have the ability to send and receive pictures, answer email, and set appointments. Currently, pictures are taken with a digital camera, staff then returns to the office and transfer photos to the computer to later be attached to an email for distribution. During busy work periods, the flow of communication is limited by phone reception and when an employee can return to the office. In addition, these tools would aide in communication with developers and contractors, and add another level of customer service from the field. The addition of these tools will allow inspectors to be more efficient by spending less time in the office and more on actual job sites. Smart phones have become the standard and the minimum level of efficient operation from the field.

The purchase costs for four new smart phones is approximately \$2,800 for four smart phones with internet access with an on-going yearly cost expenditure of \$2,928 per year.

Expected Lifespan of Equipment : 5 years

IS Division Recommendation: If approved, devices will be tracked in CERF for replacement and reoccurring monthly charges should be budgeted in non-departmental communications 1001608-42150.

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CITY OF SIMI VALLEY

# Police Department

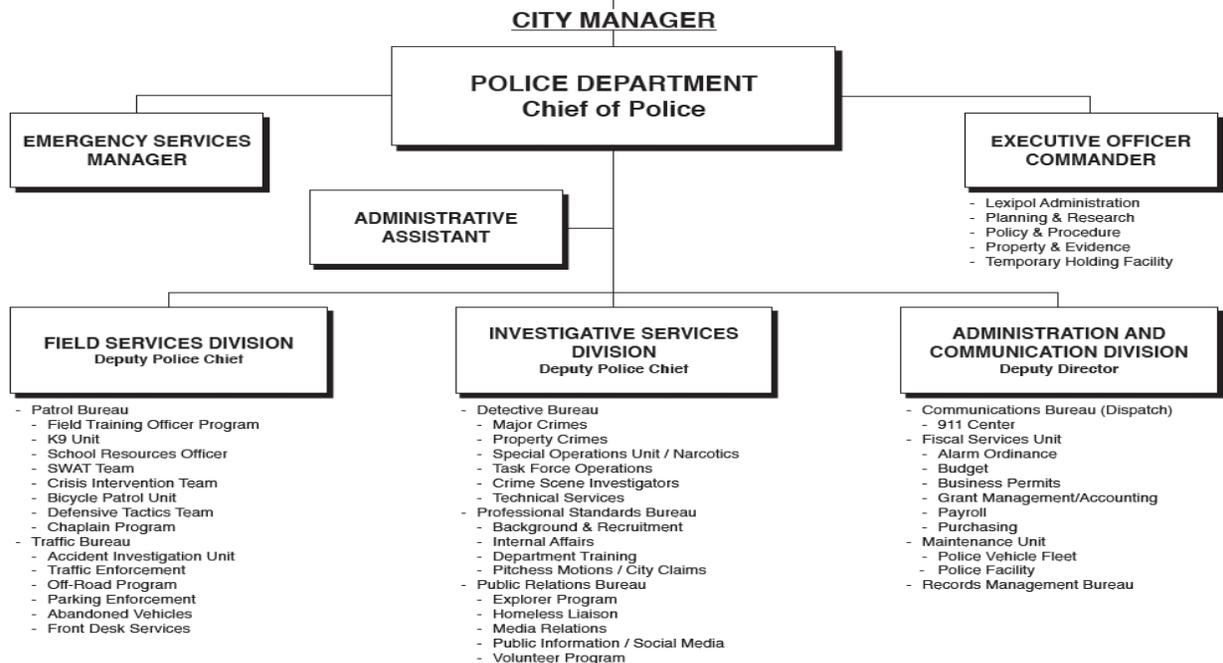
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## POLICE DEPARTMENT

The Police Department is dedicated to achieving excellence in public safety by providing superior service and encouraging community involvement. Our goal is to deliver quality service by treating everyone with dignity, respect, and equality, while securing a safe environment for our citizens. Our partnerships with the City Council, citizens, volunteers, and other City Departments ensure a high quality of life for our community and business members. To advance these endeavors, the Police Department implemented the Body-Worn-Camera Program to enhance transparency within our community.

	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget
PD Administration	\$ 1,637,097	\$ 1,796,903	\$ 1,371,780	\$ 1,310,216
Dispatch	1,554,956	1,940,100	1,534,063	2,091,325
Patrol	15,127,502	16,987,890	15,451,300	17,153,556
Special Operating Unit	2,209,514	2,276,840	2,152,500	2,292,043
Detectives	3,304,090	3,960,742	3,479,748	4,180,598
Records	950,294	1,085,600	943,950	1,135,944
Crime Analysts	482,026	-	-	-
Fiscal Unit	607,558	736,050	488,405	741,830
Maintenance Unit	820,584	912,560	819,415	949,899
Auxiliary Services Unit	3,571,312	2,973,203	3,839,781	2,958,049
Public Relations Bureau	-	-	-	1,231,675
Traffic	3,172,469	3,686,787	3,092,000	3,391,637
<b>TOTAL</b>	<b>\$ 33,437,402</b>	<b>\$ 36,356,675</b>	<b>\$ 33,172,942</b>	<b>\$ 37,436,772</b>

## SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	15,351,215	17,295,800	15,151,700	16,799,008	-2.9%
41020 - Temporary Salaries - PR Only	70,145	125,800	57,000	65,000	0.0%
41040 - Overtime	3,354,536	3,296,587	3,086,400	3,121,900	-5.3%
41200 - Deferred Comp - 401k	53,220	134,000	108,300	169,745	26.7%
41210 - Deferred Comp - 457	44,278	43,600	64,700	72,995	67.4%
41300 - Vision Care	40,801	42,900	41,200	44,906	4.7%
41350 - Disability	108,176	117,400	108,200	117,954	0.5%
41400 - Group Insurance/Health	284,520	288,900	291,400	306,720	6.2%
41410 - POST Incentive	-	-	-	513,997	0.0%
41415 - Flex Benefits	2,957,350	3,369,100	3,031,900	3,359,930	-0.3%
41420 - CalPERS Health Admin Fee	9,267	10,000	10,700	11,000	10.0%
41450 - Life Insurance	31,074	31,200	30,400	32,261	3.4%
41500 - Group Insurance/Dental	223,679	240,200	234,800	252,483	5.1%
41550 - Section 125 Administration Fee	423	1,100	500	756	-31.3%
41600 - Retirement (PERS)	6,038,152	7,149,400	6,526,600	7,965,284	11.4%
41620 - Retirement (HRA)	147,107	205,200	173,800	189,600	-7.6%
41650 - Medicare Tax	274,009	285,000	277,900	285,353	0.1%
41660 - FICA	663	7,800	-	4,030	-48.3%
41700 - Workers' Compensation	2,287,800	2,581,700	2,581,700	2,462,449	0.0%
41800 - Leave Accrual	648,067	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	181,649	-	-	-	0.0%
41860 - Salary Reimbursements	(136,212)	(159,060)	(58,200)	(159,600)	0.3%
41900 - Salary Savings	-	(582,747)	-	-	-100.0%
42150 - Communications	23,106	34,542	28,622	31,800	-7.9%
42200 - Computer - Non Capital	-	1,700	500	1,700	0.0%
42230 - Office Supplies	10,978	18,000	16,600	18,500	2.8%
42235 - Furnishings & Equip - Non Cap	4,505	2,800	2,800	-	-100.0%
42310 - Rentals	677	3,737	4,700	6,300	68.6%
42410 - Uniform/Clothing Supply	266,548	366,403	273,000	377,100	2.9%
42440 - Memberships and Dues	11,558	13,900	12,355	14,900	7.2%
42450 - Subscriptions and Books	3,108	4,700	3,500	5,300	12.8%
42500 - Fuel and Lubricants	253,179	271,979	260,600	270,500	-0.5%
42560 - Operating Supplies	281,248	268,230	231,100	277,700	3.5%
42720 - Travel, Conferences, Meetings	52,420	58,848	32,400	52,000	-11.6%
42730 - Training	35,598	65,776	56,287	47,900	-27.2%
42760 - POST Training	94,070	120,000	120,000	130,000	8.3%
42770 - Recruitment	63,798	69,600	44,000	52,500	-24.6%
42780 - Investigations	5,135	9,000	5,500	12,000	33.3%
42790 - Mileage	5,056	5,800	5,100	5,800	0.0%
43010 - Liability Insurance Premiums	-	2,000	800	2,000	0.0%
44010 - Professional/Special Services	140,748	171,800	153,595	167,400	-2.6%
44012 - Outside Legal	-	7,500	-	7,500	0.0%
44310 - Maintenance of Equipment	146,858	235,360	154,363	226,300	-3.8%
44410 - Maintenance Building/Grounds	-	7,221	7,220	-	-100.0%
44490 - Other Contract Services	38,148	133,900	40,900	113,800	-15.0%
47020 - Furnishings & Equip (Capital)	30,743	-	-	-	0.0%
<b>TOTAL</b>	<b>33,437,402</b>	<b>36,356,675</b>	<b>33,172,942</b>	<b>37,436,772</b>	<b>3.0%</b>

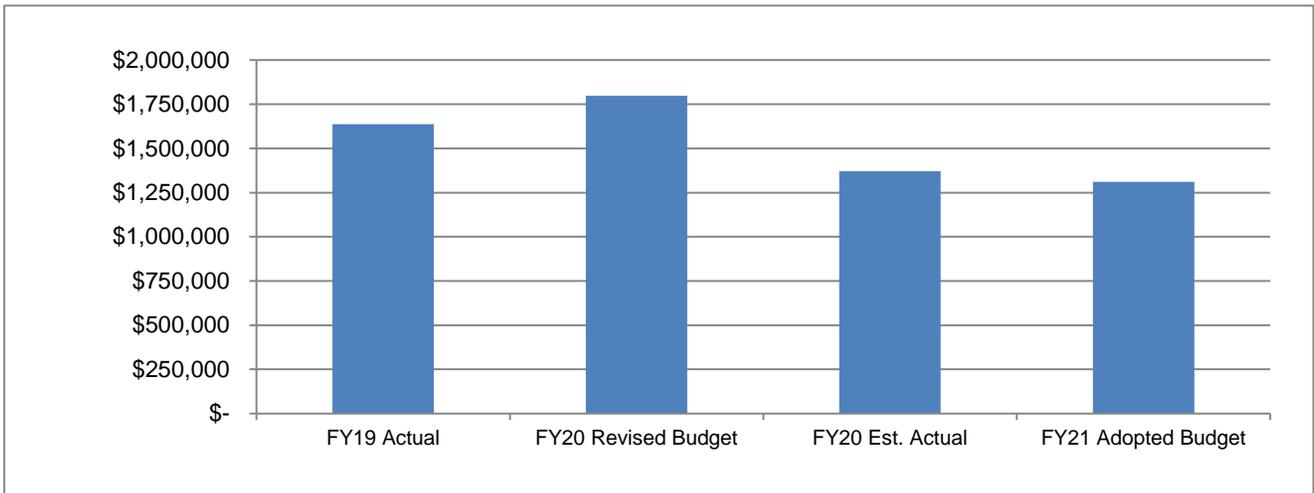
## Administration Division - 1005005

### OVERVIEW

The Police Department Administration ("Administration") is comprised of the Office of the Chief of Police, Deputy Chief, Deputy Director/Police Administration & Communications, Executive Officer, and professional staff.

Administration is responsible for the management and oversight of the Police Department. Staff oversees three divisions (Field Services, Investigative Services, and Administration & Communications) to ensure the highest level of law enforcement service is provided. This is accomplished through enhancing competency, leveraging technology, and developing community partnerships.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,637,097	\$ 1,796,903	\$ 1,371,780	\$ 1,310,216



### BUDGET ADJUSTMENTS

None

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Established a steering committee to develop a framework for the Department Strategic and Succession Plan.
- Implemented an enhanced social media campaign to improve community outreach and communication during critical incidents.
- Improved new-hire recruitment efforts by better utilizing all social media platforms, resulting in a larger and more diverse applicant pool for vacant positions.
- Developed a codified and cloud-based Bureau Procedures Manual to ensure consistency in all areas of operations.
- Increased participation in community and countywide efforts to address homelessness and mental health issues.
- Successfully deployed a Body-Worn-Camera Program throughout the Department to increase public trust and legitimacy through enhanced transparency.

### **GOALS FOR FY21**

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- Complete and publish the Department Strategic and Succession Plan.
- Continue to recruit the highest quality sworn and professional staff members.
- Research and implement the latest technologies to improve efficiencies and service to the community.
- Expand homeless outreach and mental health efforts to improve service to these citizens.
- Explore a process for a community-wide survey to ensure focus on identified issues specific to neighborhoods and localized communities.
- Develop proactive policing efforts to address developing crime trends and quality of life issues identified through the community survey.

## Dispatch - 1005110

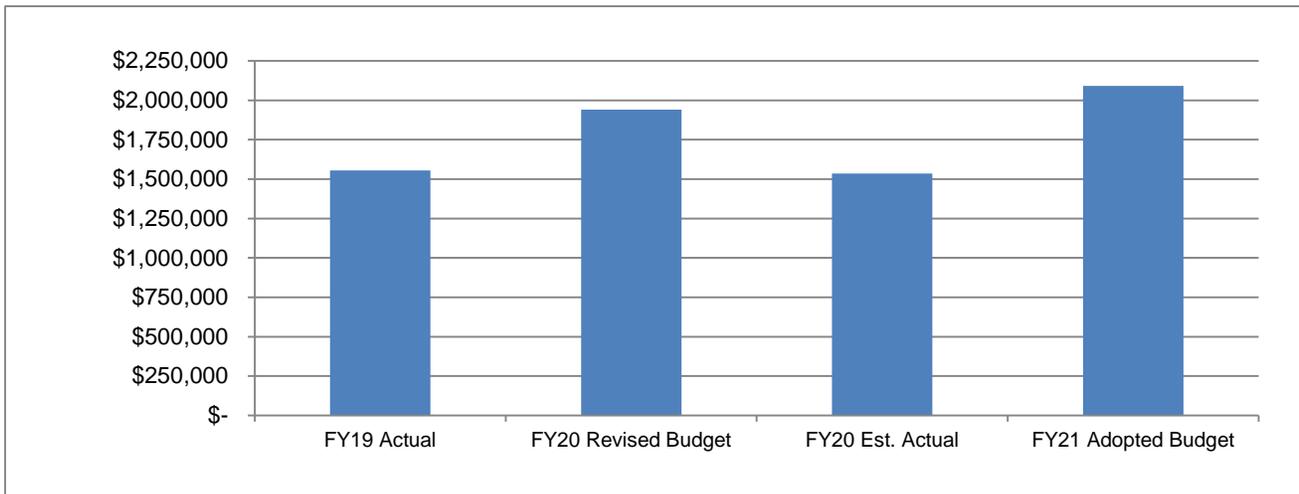
### OVERVIEW

Dispatch responds to emergency and non-emergency calls by utilizing an array of computer systems, including a computer-aided dispatch ("CAD") system. The 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 1,554,956	\$ 1,940,100	\$ 1,534,063	\$ 2,091,325



### BUDGET ADJUSTMENTS

Add One Dispatcher	\$ 90,988
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## **Dispatch (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Assisted with maintaining an average response time of less than 5 minutes for emergency calls and less than 18 minutes for routine calls from July 1, 2019 to February 1, 2020.
- Handled approximately 37,728 calls for service from July 1, 2019 to February 1, 2020.
- Recruited and hired 1 lateral Police Dispatcher that has recently completed training.
- Processed 55,357 inbound telephone calls, including 19,513 emergency 9-1-1 calls from July 1, 2019 to February 1, 2020.
- Activated training exercises at East Valley Sheriff's Station, the City's satellite Dispatch Center.
- Updated the CAD to version 7.5 and provided training for new updates.
- Participated in monthly Los Angeles Regional Tactical Communications System (or, LARTC) drills to ensure voice interoperability with Federal, State, and local public safety agencies.

### **GOALS FOR FY21**

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- Recruit and hire a Communications/Records Manager.
- Provide professional and courteous service at all times to citizens, officers, and co-workers.
- Recruit and hire 2 lateral Police Dispatchers to fill vacant positions.
- Participate in the daily Ventura County 700 mega frequency, which ensures voice interoperability with all Communications Centers in the Ventura County.
- Continue monitoring radio upgrade project to improve radio coverage with new consoles and portable radios.
- Complete the AT&T Viper phone system upgrade.
- Manage and implement the state Cal OES Rapid Deploy project and provide staff training on use of the new software.

## Patrol Bureau - 1005120

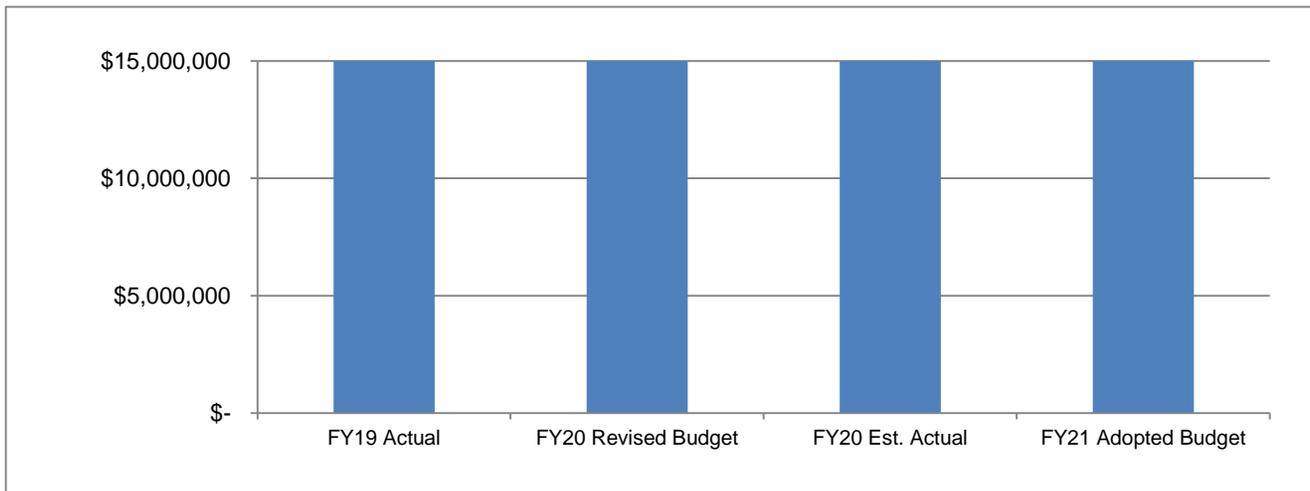
### OVERVIEW

Patrol Officers are the Department's first responders to emergency and non-emergency calls for service. Patrol Officers are assigned to 1 of 3 overlapping 10-hour shifts that cover 24 hours a day, 7 days a week. Patrol 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 Patrol Officers and provide oversight of daily deployments.

Each year, Patrol Officers handle over 37,700 calls for service while maintaining an emergency response time of less than 5 minutes.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 15,127,502	\$ 16,987,890	\$ 15,451,300	\$ 17,153,556



### BUDGET ADJUSTMENTS

None

## **Patrol Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

---

- Maintained emergency response time of less than 5 minutes, and non-emergency response time of less than 18 minutes.
- Delivered excellent service by handling over 37,700 calls for service.
- Represented the Department at public functions such as Touch-a-Truck, Special Olympics, Tip-a-Cop, Coffee with a Cop, Citizen's Academy, and Leadership Simi Valley.
- Provided security to the Ronald Reagan Presidential Library for high profile events such as the Annual National Defense Forum and a visit by former President Bush.
- Implemented mission oriented policing through crime trend data and reduced Part I crimes by 21.44%.
- Provided training to school district staff to ensure student safety from active shooters.
- Provided officers "Bias Based Policing" training to ensure fair and respectful policing practices.
- Delivered the Chief's philosophy of providing superior service to the public and quality enforcement in the community.
- Provided active shooter training to city employees and the community.

### **GOALS FOR FY21**

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- 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.
- Enhance community involvement and transparency through social media and Nixle.
- Continue using mission oriented policing to increase public safety and decrease crimes.
- Continue delivering superior service to the public in order to engender public support and legitimize the Police profession.
- Provide active shooter training in order to prepare officers for critical incidents.
- Bolster the peer support program to ensure welfare of police staff and community.
- Complete Standing Plans for businesses and facilities in preparation for critical incidents.

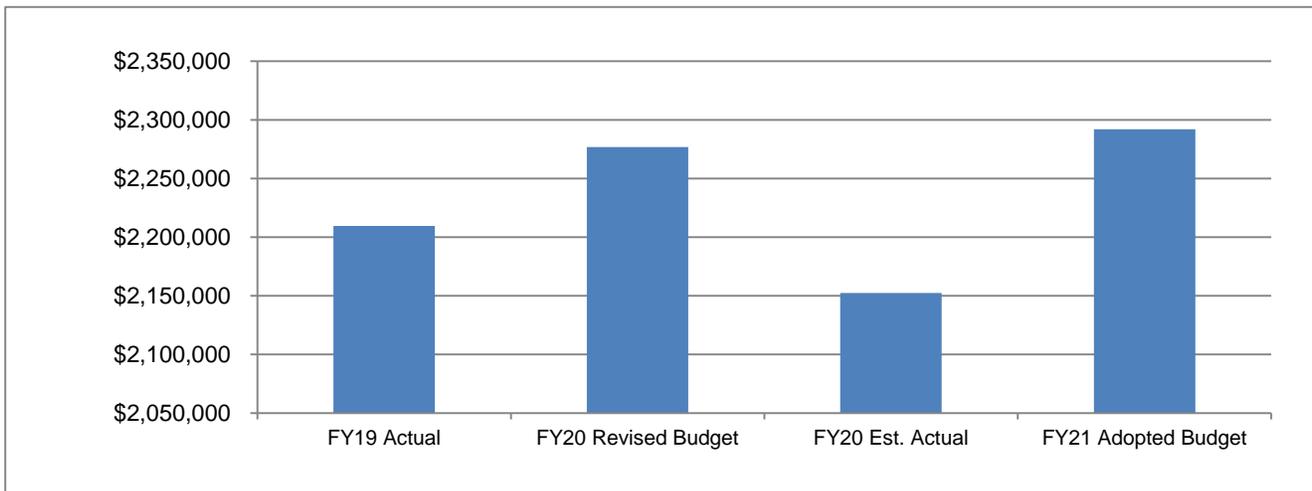
## Special Operations Unit - 1005230

### OVERVIEW

The Special Operations Unit ("SOU"), operating out of the Detective Bureau, provides specialized enforcement services and support within the Police Department.

SOU is comprised of Detectives who specialize in gang, narcotic, vice and warrant investigations, and surveillance activities. In addition, SOU is responsible for Alcoholic Beverage Control Enforcement and Massage Ordinance compliance. SOU takes part in Post-Release Offender Supervision (or, PROS), a State-funded program that assigns an officer to be the liaison between probation and parole. SOU is also responsible for Detectives who are assigned to Task Force Operations.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 2,209,514	\$ 2,276,840	\$ 2,152,500	\$ 2,292,043



### BUDGET ADJUSTMENTS

Eliminate One Vacant Commander Position	\$ (311,096)
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## **Special Operations Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Investigated a major heroin supply network.
- Assisted the Department with tracking, surveilling, and arresting numerous, high-profile cases.
- Provided a full-time detective to a DEA task force.
- Provided a full-time officer to the PROS Program.
- Conducted parole and probation checks.
- Conducted compliance checks at massage establishments.
- Conducted local narcotics investigations prompted by observed activity, as well as citizen complaints.

### **GOALS FOR FY21**

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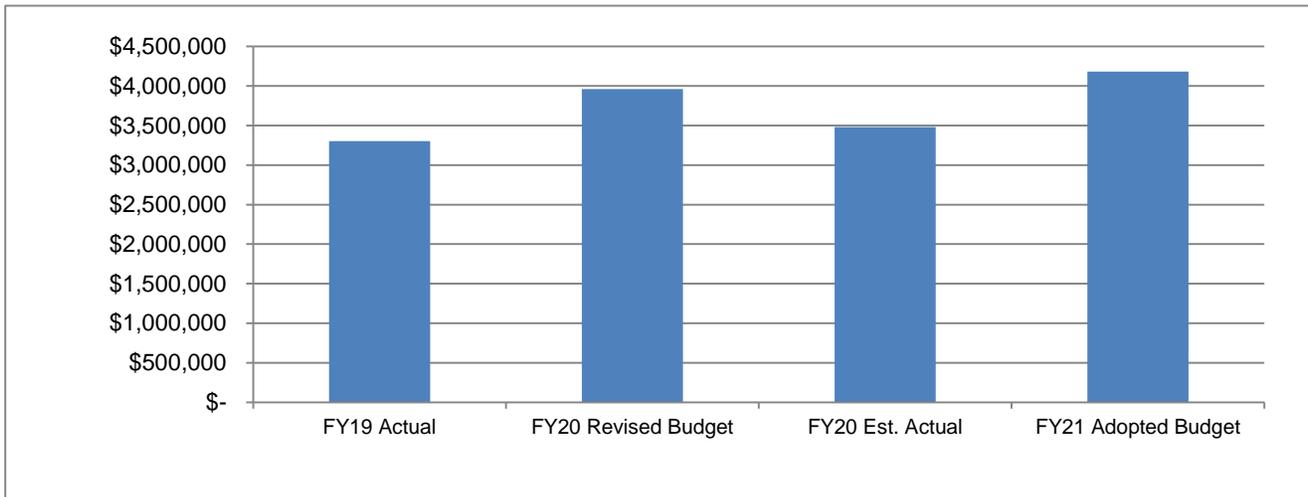
- Continue to focus narcotic investigations on dealers operating in Simi Valley.
- Increase enforcement efforts at massage parlors.
- Provide training to Patrol Bureau on gang, vice, and narcotics trends.
- Conduct Citywide Alcohol Beverage Control enforcement operation.
- Implement a plan to ensure due diligence in serving arrest warrants for Simi Valley cases.
- Maintain balance of enforcement activities for all areas of responsibility.

## Detectives Bureau - 1005240

### OVERVIEW

The Detectives Bureau provides investigative support to citizens, outside agencies, and other units within the Department. The Detectives 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 3,304,090	\$ 3,960,742	\$ 3,479,748	\$ 4,180,598



### BUDGET ADJUSTMENTS

None

## **Detectives Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Obtained Automated Fingerprint Identification System to speed up investigations.
- Continued to provide cell phone evidence analysis for the Department.
- Audited case management procedures to ensure compliance with respect to the distribution, queuing, and timely disposition of cases.
- Investigated numerous high dollar embezzlement cases (up to \$500,000), resulting in the arrest of suspected employees and the youth sports league treasurer.
- Completed a long term, high-dollar retail theft investigation, culminating in an arrest for organized retail theft, conspiracy, and money laundering.
- Investigated 2 high profile cases at high schools, and arrested a coach and a counselor suspected of sexual abuse.
- Pursued an attempted murder suspect accused of stabbing his housemate, who was holed-up in the San Fernando Valley.
- Worked with the Ventura County Auto Theft Task Force on numerous stolen vehicles and burglary investigations.
- Hired and began training a new Crime Scene Technician.

### **GOALS FOR FY21**

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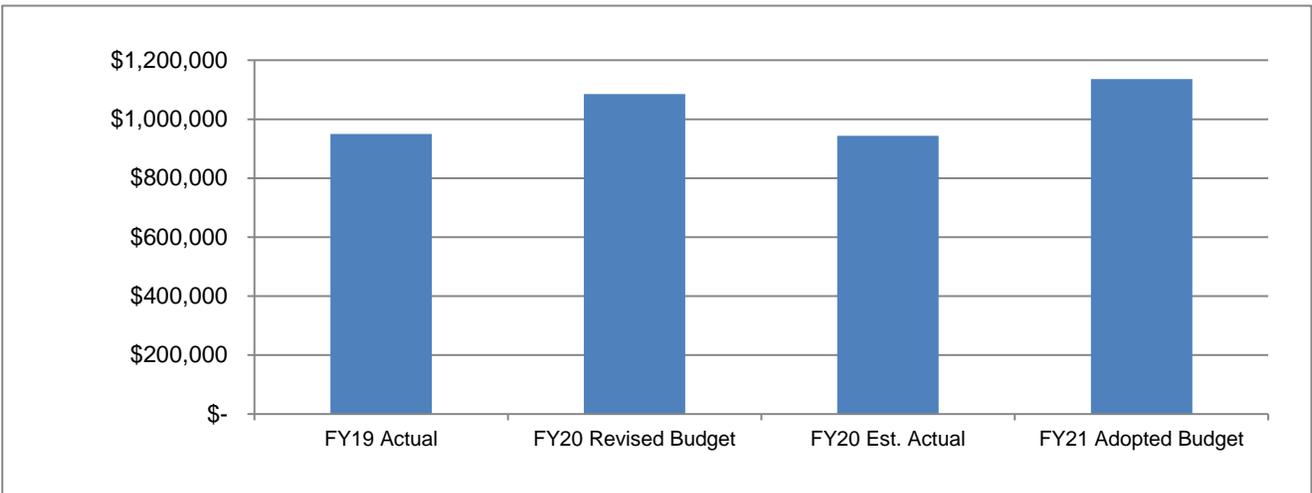
- Increase allocation of personnel assigned to investigating Internet Crimes Against Children (or, ICAC).
- Attend countywide and regional meetings for task force operations and specialty investigations.
- Provide training to the Patrol Bureau on different types of investigations undertaken by Detectives.
- Participate in countywide human trafficking task force.
- Collaborate with the County of Ventura in identifying and charging prohibited possessors of firearms.
- Provide training for Crime Scene Investigator Trainee in order to promote to the CSI 1 position.
- Seek out basic and advanced training so that Detectives are cross-trained in property and major crimes investigations.
- Create back-up position for cell phone analysis.

## Records Bureau - 1005350

### OVERVIEW

The Records Bureau manages the automated Records Management Systems (“RMS”) including electronic and paper files. The Records Bureau is also responsible for: 1) assisting the public with various requests such as obtaining records, releasing vehicles, and criminal history verifications; 2) processing requests from other agencies; 3) auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; 4) releasing information in accordance with the Public Records Act; 5) entering a variety of time sensitive data into California Law Enforcement Telecommunication System (“CLETS”); 6) processing subpoenas; 7) ensuring compliance with the Department of Justice guidelines for Departmental access to CLETS and Criminal Offender Record Information (“CORI”); and 8) acting as Private Branch Exchange (“PBX”) operator during business hours.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 950,294	\$ 1,085,600	\$ 943,950	\$ 1,135,944



### BUDGET ADJUSTMENTS

None

## **Records Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Staffed a vacant Records Technician I position, resulting in consistent and effective service to the public and agency.
- Performed over 1,907 public window transactions.
- Processed and audited over 13,178 records including crime and arrest reports, traffic collision reports, field interview cards, and citations.
- Answered over 13,552 incoming business calls providing the public with information, referring to appropriate resources, and transferring to the appropriate Bureau within the Department.
- Responded to over 52 subpoena requests and 19 Public Records Act requests related to Police Department records.
- Assisted with Sworn Personnel training related to offense codes and statistical browsing within the Versaterm RMS.
- Provided crime analysis in response to Sworn Administration and Patrol requests, including violent and property crime summaries, automated reports, and event trending.
- Assumed all subpoena processing responsibilities from the City Clerk's Office including all correspondence related to subpoenas and the production of the records.

### **GOALS FOR FY21**

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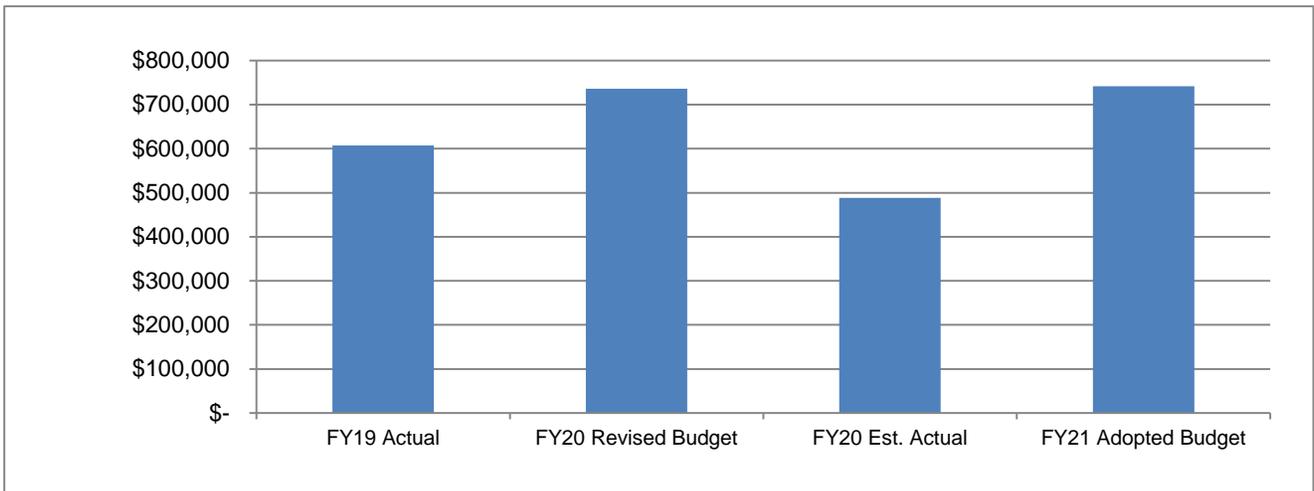
- Provide extensive training for Records Bureau personnel to minimize liability related to the release of records from CLETS and CORI systems.
- Review and update all Records Bureau procedures to promote an even higher level of accurate and effective work product.
- Recruit, hire, and train new personnel to fill vacant positions within the Records Bureau.
- Continue to provide crime analysis pursuant to Departmental requests; provide officers with comprehensive analysis that will lead to actionable outcomes, as time and staffing permits.
- Stay abreast of updates regarding the future of Records Bureau reporting requirements including National Incident Based Reporting System ("NIBRS") and data collection requirements that satisfy the Racial and Identity Profiling Act "AB953".

## Fiscal Services Unit - 1005390

### OVERVIEW

The Fiscal Services Unit is responsible for the financial business functions of the Police Department and supports operational units by: 1) processing purchase orders; 2) initiating payments to vendors; 3) approving Purchasing 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) developing and monitoring Bureau budgets by providing analysis and offering recommendations, as needed, and; 9) delivering logistical support for Police Officers during City emergencies.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 607,558	\$ 736,050	\$ 488,405	\$ 741,830



### BUDGET ADJUSTMENTS

None

## **Fiscal Services Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Managed grant programs and submitted reimbursement requests totaling \$155,141.
- Purchased 7 Police Utility Interceptors and 4 non-patrol vehicles.
- Amended a contract with the City's fuel purveyor.
- Processed over 203 purchase orders for operational units throughout the Department through February 20, 2020.
- Processed over 560 Purchasing Card transactions for operational units throughout the Department through February 20, 2020.
- Processed over 230 invoices for emergency services and false alarms totaling \$78,142 through February 20, 2020.
- Issued over 45 permits to businesses and solicitors through February 20, 2020.
- Processed SB90 Claims for reimbursement from the State of California.
- Provided logistical support for the Easy and Saddle Ridge Fires and DUI checkpoints throughout the year.

### **GOALS FOR FY21**

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- 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; explore automated process for Bureau Commanders & Managers to receive electronically up to date reports on their Munis Hub page.
- Continue to process purchase requisitions, purchase order payments, and invoice billings in a timely and efficient manner.
- Continue to provide logistical support to officers during critical events.
- Implement new Travel Management system and provide training for processing and tracking trip detail.
- Hire a Management Analyst to fill a vacancy.

## Maintenance Unit - 1005395

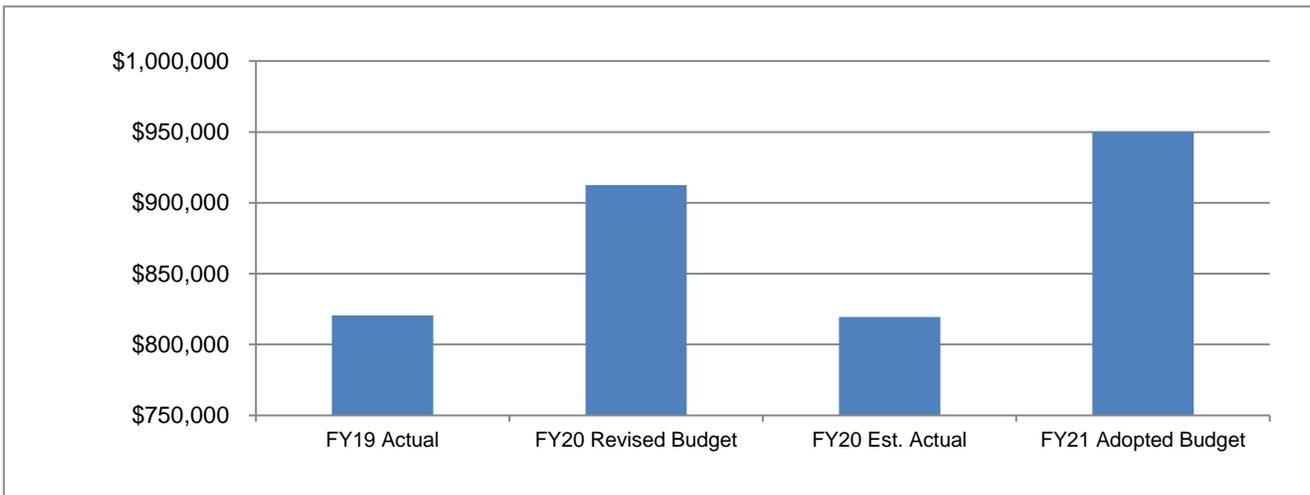
### OVERVIEW

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

The Maintenance Unit staff is responsible for purchasing a wide variety of enforcement vehicles including SUV's, motorcycles, and covert operation vehicles. Once purchased, staff will 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 Unit staff oversees the disposition of all capital assets and performs upgrades to the Police facility. Staff also tests, inspects, and maintains a wide variety of complex facility systems to ensure that they are in good working order.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 820,584	\$ 912,560	\$ 819,415	\$ 949,899



### BUDGET ADJUSTMENTS

None

## **Maintenance Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Completed secondary containment testing and certification of the underground storage fuel tanks with Ventura County Environmental Health Department.
- Purchased and up-fitted 11 new vehicles approved in the FY 2019-20 Budget.
- Assisted with logistical support for DUI checkpoints throughout the year.
- Assisted with building a new K9 equipment storage area.
- Coordinated and assisted Ventura County Environmental Health Department with the annual monitoring system test and certification of underground fuel storage tanks.
- Coordinated and assisted a contractor with the replacement of outdated evidence storage lockers.

### **GOALS FOR FY21**

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- Purchase and up-fit 8 2021 Hybrid Police Utility Interceptors, if approved in the FY 2020-21 Budget.
- Purchase and up-fit 5 new Detective replacement vehicles.
- Complete annual preventative maintenance and load bank testing for emergency generator.
- Complete SB989 testing and certification with Ventura County Environmental Health Division.
- Complete Vapor Recovery testing and certification with Ventura County Air Pollution Control District.
- Ensure fuel availability to operate vehicles and emergency back-up generator during planned power outages.

## Auxiliary Services - 1005460

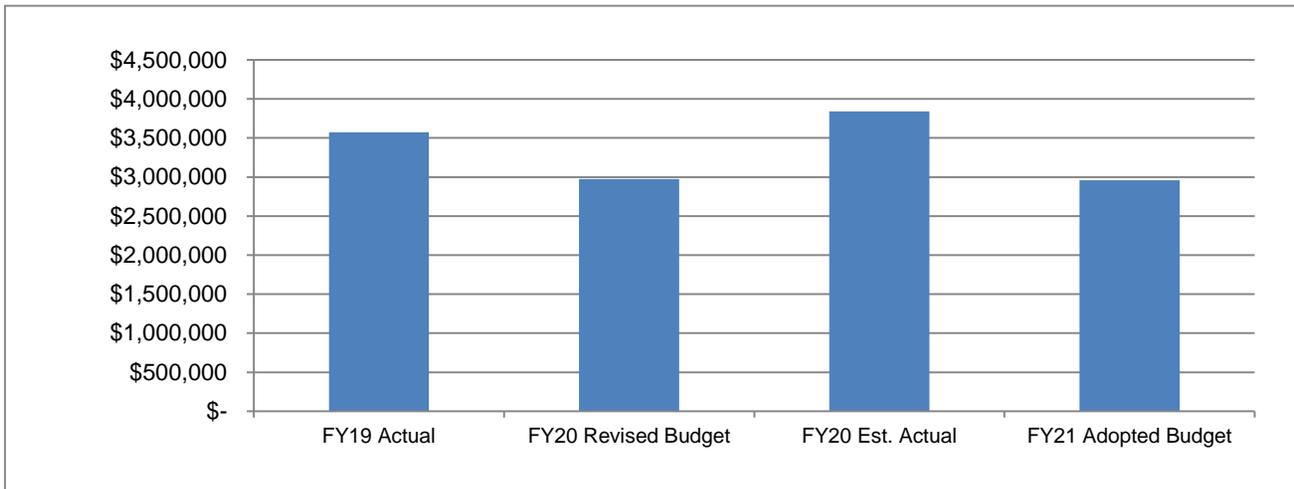
### OVERVIEW

Auxiliary Services consists of the Auxiliary Services Bureau and Professional Standards Bureau.

The Auxiliary Services Bureau manages the Body-Worn-Camera Program, all aspects of the Temporary Holding Facility, handling, storage, and submission of evidence seized or remanded, electronic Departmental policy and procedure manuals, and opportunities gained from potential technological advances in law enforcement.

The Professional Standards Bureau manages recruiting, hiring, equipping, and performing background investigations for all personnel, administrative reviews, claims against the Department, and professional development and mandated training for Department personnel. The Professional Standards Bureau Commander is the FBI/Joint Terrorism Task Force liaison and supervises the Department's FBI Task Force Officer.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 3,571,312	\$ 2,973,203	\$ 3,839,781	\$ 2,958,049



### BUDGET ADJUSTMENTS

None

## **Auxiliary Services Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Implemented a department-wide Body-Worn-Camera Program to increase transparency and legitimacy.
- Successfully passed all county and state required inspections of the Department's Temporary Holding Facility.
- Updated and published all department Policy, Procedures, and training materials in compliance with state law.
- Coordinated the expansion of electronic evidence submission between other county law enforcement agencies and the Ventura County District Attorney's Office.
- Recruited aggressively throughout Southern California and hired 16 Officers, 4 Professional staff, and 4 Interns in 2019.
- Streamlined background and testing processes.
- Updated the Department's dedicated recruitment website ([www.svpdjobs.org](http://www.svpdjobs.org)).
- Intensified recruiting efforts by advertising via YouTube, Google Ads, Pandora radio, and at movie theaters.
- Hosted 20 training classes in the Emergency Operations Center, resulting in a savings of over \$55,000 in tuition, lodging, and travel costs.

### **GOALS FOR FY21**

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- Improve officer safety and effectiveness by keeping abreast of technological advances and opportunities made available through the Body-Worn-Camera vendor.
- Pass all mandatory inspections of the Temporary Holding Facility.
- Continue to update the Policy and Procedures Manuals to comply with new state and case law decisions.
- Expand the use of the digital evidence platform with neighboring law enforcement jurisdictions.
- Increase the number of quality applicants for sworn and professional positions through aggressive recruitment strategies and marketing.
- Advertise and target lateral officers with department specific recruitment flyers and strategies.
- Develop a tracking system for non-POST training.
- Initiate collaborative meetings with surrounding agencies' training coordinators.
- Integrate Field Training Officers into the hiring and screening process.
- Reduce Department expenditures by offering local training opportunities and hosting training events at the station.

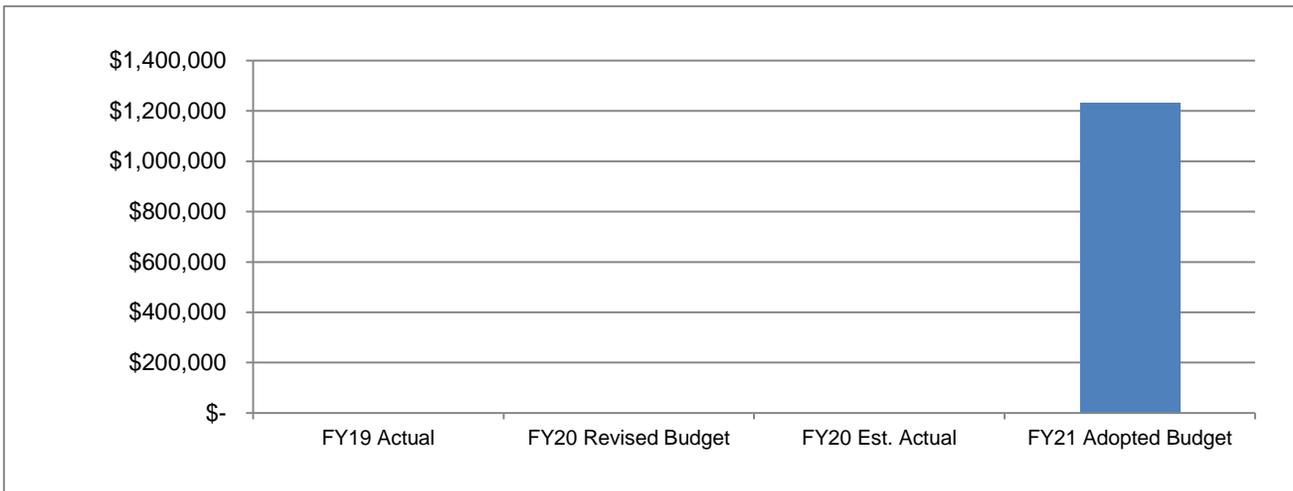
## Public Relations Bureau - 1005465

### OVERVIEW

The Public Relations Bureau (“PRB”) is responsible for public information and media relations, community engagement and outreach, vulnerable population intervention, community policing and problem solving, Crime Prevention through Environmental Design assessments, and managing the Department’s volunteer and intern programs. Sworn personnel, professional staff, and volunteers staff the Bureau.

The PRB manages the following units and programs: Homeless Liaison Officer Unit, Police Volunteer Unit, Police Explorer Post, Crisis Intervention Team Program (“CIT”), Hospital Liaison Program, Public Relations Team, Neighborhood Watch, Business Watch, Crime Free Multi-Housing, Citizens Academy, Station Tour Program, Crime Stoppers Scholastic Tip Program, and Coffee with a Cop.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ -	\$ -	\$ -	\$ 1,231,675



### BUDGET ADJUSTMENTS

None

## **Public Relations Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Expanded the Department's social media footprint through Nixle, Facebook, Instagram, and Twitter by posting information about Department activities and events, thereby enhancing transparency and community awareness.
- Attended monthly community meetings and activities to aid in community policing and problem solving.
- Participated in meetings with community partners such as Adventist Health-Simi Valley, Samaritan Center, Simi Valley Unified School District, Rancho Simi Parks and Recreation District, and other government and civic organizations, to identify and solve law enforcement issues.
- Increased the number and participation level of community outreach events, such as National Night Out and the Heroes and Helpers Christmas Shopping Spree.
- Completed staffing for the Homeless Liaison Officer Unit, which facilitates homeless population concerns by regularly performing street outreach with a Ventura County Behavioral Health Community Services Coordinator.

### **GOALS FOR FY21**

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- Continue to improve the Department's social media footprint and improve outreach materials.
- Increase the number of Neighborhood Watch groups.
- Host community policing/crime prevention meetings for the Spanish speaking community with bilingual officers.
- Increase the number of low cost community outreach activities for children and teens.
- Collaborate with the Vulnerable Populations and the Deputy Sheriffs assigned to the Thousand Oaks and Moorpark stations to develop solutions addressing the East County homeless issues.
- Develop a CIT by assigning a mental health consumer case worker to manage the program and conduct follow-up visits with consumers that require frequent intervention.
- Work with property managers/owners to mitigate vagrancy issues on their property by utilizing Crime Prevention through Environmental Design strategies.

## Traffic Unit - 1005480

### OVERVIEW

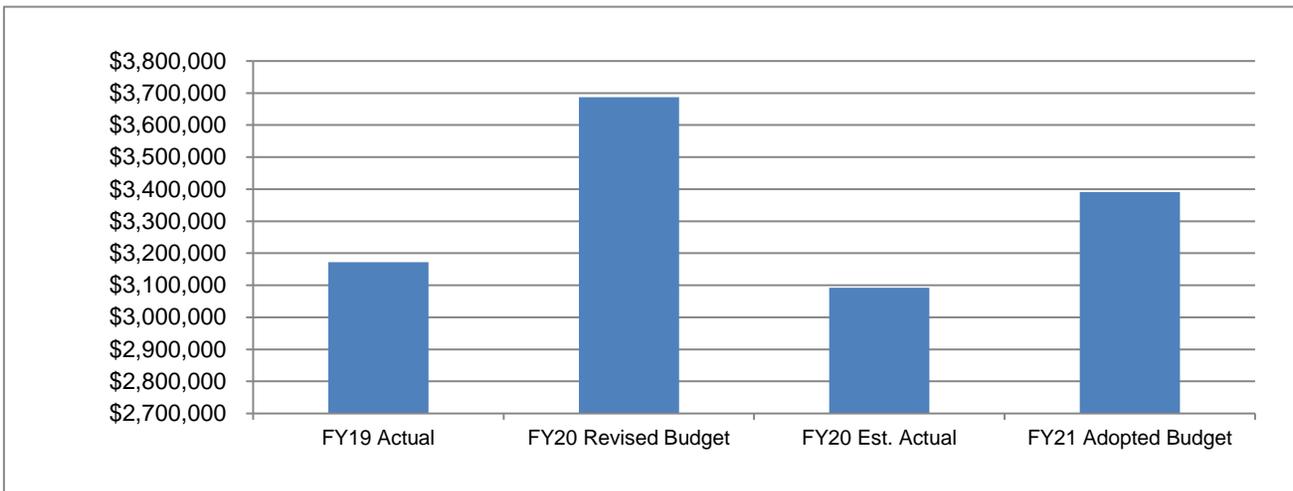
The Traffic Unit is comprised of Traffic Officers, Supervisors, and professional staff.

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 DUI, and hit and run. They also enforce the Vehicle Code focusing on areas prone to injury accidents, and assist Detectives using the 3D FARO Scanner for critical investigations such as homicides.

Motorcycle Officers enforce the California Vehicle code, specifically in areas prone to injury accidents. They also handle collision investigations and vehicle-related crimes.

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

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 3,172,469	\$ 3,686,787	\$ 3,092,000	\$ 3,391,637



### BUDGET ADJUSTMENTS

None

## **Traffic Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Conducted Advanced Roadside Impairment Training at the Police Station (Host Agency), as well as Standard Field Sobriety Tests.
- Trained 4 traffic investigators and 1 Crime Scene Investigator on the 3D FARO system, which will enhance both traffic and crime investigations with the collection of evidence and measurements.
- Increased enforcement posture related to Driving Under the Influence ("DUI") through expanded operations made possible through grants from the Office of Traffic Safety.
- Arrested in excess of 229 DUI drivers.
- Purchased and implemented RADAR / LIDAR technology.
- Deployed the stealth radar to analyze speed issues at complaint locations.

### **GOALS FOR FY21**

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- 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 through education and enforcement.
- Conduct senior driver education and bicycle helmet safety presentations for children.
- Continue the Parking Enforcement and Vehicle Abatement Programs through increased proactive enforcement efforts.
- Continue to work with schools 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 train personnel, Department-wide.
- Increase off-road patrol in areas where trespassers cause damage to real property.

**POLICE DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Add One Dispatcher to Communications Bureau  
**AMOUNT:** \$181,976  
**ACCOUNT:** 1005110-41XXX  
**PRIORITY:** 1

One Time Expenditure  
 Recurring Expenditure

**DEPARTMENT PROPOSAL**

<u>COST BREAKDOWN</u>	
Personnel & Benefits	
Add <u>Two</u> Dispatcher positions	\$181,976
<b>TOTAL:</b>	<b>\$181,976</b>

**CITY MANAGER ADJUSTMENT**

<u>COST BREAKDOWN</u>	
Personnel & Benefits	
Add <u>One</u> Dispatcher positions	\$90,988
<b>TOTAL:</b>	<b>\$90,988</b>

In an effort to restructure the Communications Bureau to achieve optimal efficiency and improve staffing levels, it was determined that the Communications Manager and the Records Manager could be combined into one position. Savings resulting from the combined positions, in addition to other organizational changes, could be allocated to increasing the number of authorized Dispatchers by two. The California Office of Emergency Services mandates that ninety-five percent (95%) of incoming calls be answered within fifteen (15) seconds. Analytics determined that the optimum staffing level for the Center, given the Agency's call volume, is sixteen (16) full-time Dispatchers. Currently, the Communications Center is authorized thirteen (13) full-time Dispatchers, which includes four (4) Communications Supervisors. When there are vacancies, either due to unfilled positions, or Dispatchers taking time off due to illness, appointments, or vacation, the vacancy is filled by another Dispatcher on overtime. While the Center has been able to meet Cal OES's call pick-up requirement, it has come at a price. Overtime costs for the past five years has exceeded \$200,000 per year. Although some level of overtime is unavoidable, the current staffing level is insufficient to keep up with unplanned absences and call volume. Therefore, it is respectfully requested that the number of authorized positions in the Communications Bureau be increased by two (2) full-time Dispatchers.

**POLICE DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Eliminate One Commander (Vacant)  
**AMOUNT:** (\$311,096)  
**ACCOUNT:** 1005230  
**PRIORITY:** 5

- One Time Expenditure  
 Recurring Savings

**COST BREAKDOWN**

Personnel & Benefits	
Reduce staffing by one Commander (vacant)	(\$311,096)
<b>TOTAL:</b>	<b>(\$311,096)</b>

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 and one (1) is vacant.

In March 2018, the Department restructured and created a Professional Standards Bureau and a Public Relations Bureau. The current structure supports seven Commanders. Although some Commander duties have been redistributed to the newly created Bureaus, the restructuring has eliminated the need for an eighth Commander (Position #50000693).

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

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**CITY OF SIMI VALLEY**

# Emergency Services

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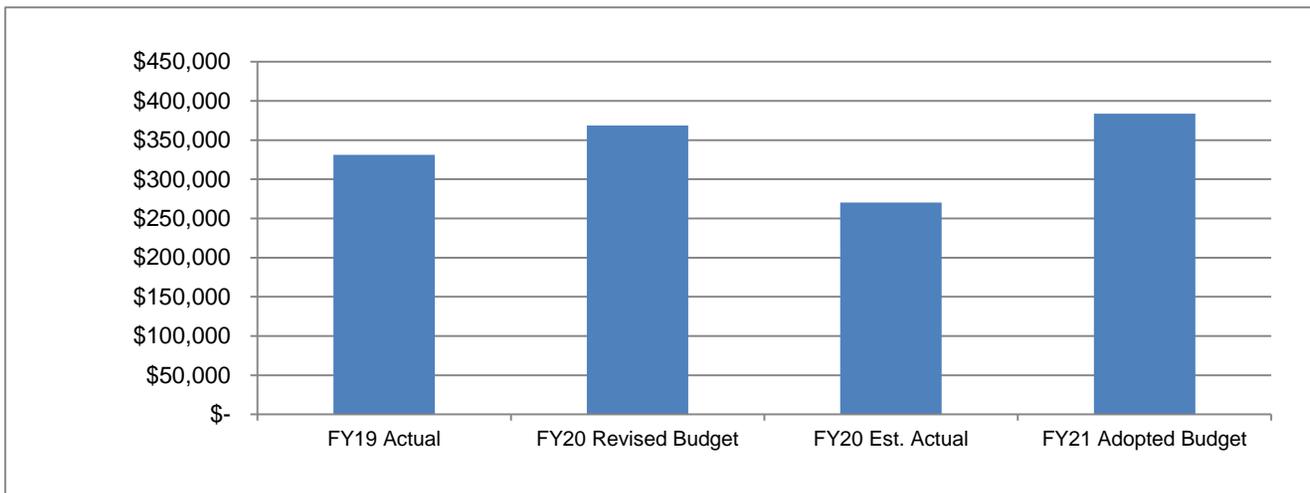
## Office of Emergency Services, Police Department - 1005490

### OVERVIEW

The Office of Emergency Services (OES) coordinates a communitywide effort to prepare for, respond to, and recover from disasters and high impact emergencies. This is accomplished through 9 major programs areas: 1) Emergency Response Planning; 2) Emergency Management Training; 3) Emergency Operations Center (EOC) Program; 4) The 15-member Disaster Service Worker (DSW) Team; 5) Emergency Communications Technology program; 6) Intergovernmental Coordination; 7) Incident Response Coordination; 8) Hazard Mitigation Planning; and 9) Public Education program.

The following staff reports to the OES: 1 Emergency Services Manager, 1 Emergency Services Coordinator, 2 Technical Reserves, and the DSW Team.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 331,251	\$ 368,700	\$ 270,150	\$ 383,458



### BUDGET ADJUSTMENTS

None

## Office of Emergency Services, Police Department (continued)

### KEY ACCOMPLISHMENTS IN FY20

- Activated the EOC and the City's Emergency Management Organization (EMO) for the Easy Fire and the COVID-19 Pandemic to coordinate the City's response.
- Implemented the SafeCityGIS Emergency Management GIS mapping program.
- Integrated SafeCityGIS mapping products and services with WebEOC to improve EOC situational awareness capabilities.
- Integrated 2 Point, Tilt, Zoom (PTZ) cameras in the Ventura County OES camera network to provide the EOC with live field imagery and improve situational awareness.
- Conducted NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training with the City EOC and field level staff.
- Maintained formal inter-agency 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 (CERT) Program, including 3 academies.
- Staffed 2 Emergency Preparedness Expo booths at the Simi Valley Chamber of Commerce, which had participation of over 20,000 people.
- Completed all training, readiness, and recruitment objectives by the DSW Team.
- Completed community preparedness and education objectives.
- Conducted 4 EOC Readiness exercises to test all EOC systems and participated in the Great California Shakeout statewide earthquake exercise.
- Implemented an Emergency Services UAS/drone program including the training of 2 Emergency Service Technical Reserves as remote pilots, who were deployed in the aftermath of the Easy fire for damage assessment documentation, the COVID-19 Pandemic for emergency-facility site mapping, and documented critical infrastructure.
- Provided multi-agency coordination for a winter storm and conducted various training sessions with EOC staff to enhance qualifications and readiness.

### GOALS FOR FY21

- Conduct EOC readiness exercises.
- Continue implementation of UAS/Drone damage assessment and emergency planning capability with OES Staff.
- Continue implementation phases of the SafeCityGIS Emergency Management Mapping System.
- Conduct a field damage assessment reporting exercise and a Commodity Point of Distribution Exercise.
- Rollout revised EOC staffing plan based on new FEMA and State OES guidelines.
- Complete update to City Emergency Plan and EOC Procedures Manual.
- Integrate new Emergency Services staff into the City organization.

## TOTAL EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	181,836	200,400	127,600	200,380	0.0%
41200 - Deferred Comp - 401k	4,008	4,500	4,300	4,460	-0.9%
41300 - Vision Care	475	500	500	475	-5.0%
41350 - Disability	1,753	1,700	1,700	1,703	0.2%
41400 - Group Insurance/Health	3,245	3,300	3,300	3,408	3.3%
41415 - Flex Benefits	40,477	42,000	43,600	49,586	18.1%
41450 - Life Insurance	380	400	400	360	-9.9%
41500 - Group Insurance/Dental	2,089	2,400	2,400	2,400	0.0%
41550 - Section 125 Administration Fee	42	-	-	42	0.0%
41600 - Retirement (PERS)	55,599	59,900	39,800	66,763	11.5%
41650 - Medicare Tax	2,938	3,500	2,300	3,625	3.6%
41700 - Workers' Compensation	8,200	8,000	8,000	8,155	1.9%
41800 - Leave Accrual	5,256	-	-	-	0.0%
41801 - Leave Accrual Contra Account	2,812	-	-	-	0.0%
42150 - Communications	4,667	5,700	7,000	5,700	0.0%
42230 - Office Supplies	135	400	400	400	0.0%
42410 - Uniform/Clothing Supply	1,770	2,000	1,500	2,000	0.0%
42440 - Memberships and Dues	450	600	600	600	0.0%
42560 - Operating Supplies	11,087	13,600	13,600	13,600	0.0%
42720 - Travel, Conferences, Meetings	998	4,911	5,000	3,500	-28.7%
42730 - Training	2,993	6,089	2,500	10,500	72.4%
42790 - Mileage	39	200	50	200	0.0%
44010 - Professional/Special Services	-	-	-	5,600	0.0%
44310 - Maintenance of Equipment	-	600	5,600	-	0.0%
47020 - Furnishings & Equip (Capital)	-	8,000	-	-	-100.0%
<b>TOTAL</b>	<b>331,251</b>	<b>368,700</b>	<b>270,150</b>	<b>383,458</b>	<b>4.0%</b>

# Non-Departmental

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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 Administrative Services Department to review all departmental requests for conformance with Citywide standards for equipment replacement and acquisition prior to purchase. Replacement guidelines include estimated useful life standards, maintenance history, and physical condition. The 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 Administrative Services Department for conformance with Citywide replacement and acquisition standards. Funding for these items is provided in the budgets of the affected funds.

## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41600 - Retirement (PERS)	51,537	42,000	56,000	60,000	42.9%
41610 - Retirement (PARS)	159,396	120,000	141,662	141,662	18.1%
41800 - Leave Accrual	-	1,400,000	1,400,000	1,450,000	3.6%
41900 - Salary Savings	-	(2,778,000)	-	(3,428,000)	23.4%
41950 - Benefits Savings	-	(348,150)	-	(372,787)	7.1%
42100 - Utilities	394,005	355,000	355,000	355,000	0.0%
42130 - Postage	49,413	64,400	60,000	64,900	0.8%
42150 - Communications	524,063	1,017,400	724,900	808,828	-20.5%
42230 - Office Supplies	8,957	8,500	10,100	8,500	0.0%
42235 - Furnishings & Equip - Non Cap	34,024	59,775	40,000	-	-100.0%
42300 - Copiers	87,553	134,000	115,000	130,000	-3.0%
42310 - Rentals	940	1,225	612	1,225	0.0%
42440 - Memberships and Dues	109,562	101,400	101,400	107,700	6.2%
42560 - Operating Supplies	49,724	45,000	50,000	45,000	0.0%
42720 - Travel, Conferences, Meetings	1,368	-	48	-	0.0%
44010 - Professional/Special Services	351,283	466,006	344,063	360,614	-22.6%
44015 - COV Admin Fee	233,129	225,000	225,000	225,000	0.0%
44310 - Maintenance of Equipment	933,980	1,927,808	1,452,700	1,137,740	-41.0%
44490 - Other Contract Services	45,147	53,900	53,900	65,400	21.3%
44491 - FIS Operations	75,100	75,100	75,100	-	-100.0%
44492 - GIS Operations	20,500	24,200	24,200	24,200	0.0%
44590 - Other Insurance Services	972,400	982,124	982,124	1,021,400	4.0%
47020 - Furnishings & Equip (Capital)	21,586	-	-	-	0.0%
<b>Department Total</b>	<b>4,123,666</b>	<b>3,976,688</b>	<b>6,211,809</b>	<b>2,206,382</b>	<b>-44.5%</b>

### BUDGET ADJUSTMENTS

Office 365 Microsoft Upgrade - Yearly License Cost Increase	\$ 20,240
Phishing Prevention - Yearly On-Going Cost	\$ 10,000
Increase in Membership Costs and Contracts	\$ 60,508
On-going yearly cost of 4 new Smart Phones for Public Works - Inspection Division	\$ 2,928
Increase in Content Management Services Maint. Cost for City Website (split funded)	\$ 1,500

**NON-DEPARTMENTAL  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** Migrate Email and possibility other services to Office 365 / the cloud  
**AMOUNT:** \$120,240  
**ACCOUNT:** 6489000-42200, 1001608-44310  
**PRIORITY:** 1

- One Time Expenditure
- Recurring Expenditure

<u>COST BREAKDOWN</u>	
One-Time	\$100,000
* On-Going Yearly Cost	\$20,240
<b>TOTAL:</b>	<b>\$120,240</b>

Move to Office 365, professional services and upgrade of the Microsoft license. The version of exchange we are on will be end of life on 10/13/2020. We need to upgrade this would be the ideal time to move it to the cloud. (<https://docs.microsoft.com/en-us/office365/enterprise/exchange-2010-end-of-support>). The one time cost is for professional services to assist with the migration, the \$20,240 is the Microsoft license cost increase.

Expected Lifespan of Equipment: 5 years

**NON-DEPARTMENTAL  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** Phishing Prevention  
**AMOUNT:** \$20,000  
**ACCOUNT:** 6489000-42200, 1001608-44310  
**PRIORITY:** 2

- One Time Expenditure
- Recurring Expenditure

<u>COST BREAKDOWN</u>	
One-Time	\$10,000
* On-Going Yearly Cost	\$10,000
<b>TOTAL:</b>	<b>\$20,000</b>

KnowBe4 is a cloud based security awareness training designed to help manage the IT security problems of social engineering, spear phishing, and ransomware attacks. The weakest link in network security is always the end users. This is a subscription service that tests the knowledge and security of the network. Phishing has become a big issue over the last year IS is notified of new attempts a couple of times a week, well over 100 per year. We have had users fall for the scam, but were fortunate that it was just their email was compromised. Lack of employee cybersecurity training is the number one cause of databreaches.

Expected Lifespan of Equipment: 5 years

**NON-DEPARTMENTAL  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** Services, Supplies & Materials  
**AMOUNT:** \$60,508  
**ACCOUNT:** 1001605-various  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Services, Supplies & Materials	\$60,508
<b>TOTAL:</b>	<b>\$60,508</b>

Division	Org	Obj	Description	Department	Requested	Variance	Comments
Non-Dept SS	1001605	42440	Memberships and Dues	101,400	107,700	6,300	Non-Dept-other departments: Increase membership costs
Non-Dept SS	1001605	44010	Professional/Special Services	466,006	520,214	54,208	Non-Dept-other departments: Increase contracts
					Subtotal	60,508	

**PUBLIC WORKS DEPARTMENT, INSPECTION SECTION  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** Purchase Smart Phones  
**AMOUNT:** \$5,728  
**ACCOUNT:** 1004080-42150 (one-time)  One Time Expenditure  
 1001608-42150 (reoccurring)  Reoccurring Expenditure  
**PRIORITY:** 3

<u>COST BREAKDOWN</u>	
One-Time (Smart Phones)	\$2,800
* On- Going Yearly Cost	\$2,928
<b>TOTAL:</b>	<b>\$5,728</b>

The Public Works Inspection Division requests the purchase of 4 new smart phones with internet access for use in field. These items are requested to enable the Inspection Division to effectively communicate with staff from the field in a timely manner. Currently, the City supplied flip phones that do not have the ability to send and receive pictures, answer email, and set appointments. Currently, pictures are taken with a digital camera, staff then returns to the office and transfer photos to the computer to later be attached to an email for distribution. During busy work periods, the flow of communication is limited by phone reception and when an employee can return to the office. In addition, these tools would aide in communication with developers and contractors, and add another level of customer service from the field. The addition of these tools will allow inspectors to be more efficient by spending less time in the office and more on actual job sites. Smart phones have become the standard and the minimum level of efficient operation from the field.

The purchase costs for four new smart phones is approximately \$2,800 for four smart phones with internet access with an on-going yearly cost expenditure of \$2,928 per year.

Expected Lifespan of Equipment : 5 years

IS Division Recommendation: If approved, devices will be tracked in CERF for replacement and reoccurring monthly charges should be budgeted in non-departmental communications 1001608-42150.

**ADMINISTRATIVE SERVICES  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Upgraded Website Content Management System  
**AMOUNT :** \$45,000  
**ACCOUNT:**  
**PRIORITY:** 2

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
1001560-44490 (one-time)	\$45,000
* 1001608-44490	\$1,500
7004205-44490	\$1,500
7614605-44490	\$1,500
<b>TOTAL:</b>	<hr/> \$49,500

The City's website is outdated and needs to be modernized in order to fully comply with Web Content Accessibility Guidelines (WCAG 2.0), which are published by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI). A new platform would enhance the Content Management System's (CMS) robustness, which would provide for web content that is compatible with a variety of browsers, assistive technologies (screen readers and/or magnification software), and other means of accessing web content. Moving to a more responsive design would allow for a new structure, layout, and implementation of measures that would create ease-of-use for the website visitor. Initial costs for upgrade and technology will range from, \$40,000 to \$45,000. Ongoing Content Management Service (CMS) maintenance cost will average to \$15,000 per year.

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**CITY OF SIMI VALLEY**

# Internal Service Funds

**FUND 803: LIABILITY INSURANCE FUND**

**OVERVIEW**

The Liability Insurance Fund was created in FY1990-91 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 Special Districts.

Revenues for the Liability Insurance Fund are provided through inter-fund service charges based on an analysis of benefit from organization-wide insurance premiums, as well as specific coverages. In addition to providing for insurance premiums and related 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 its participation in a self-insurance pool.

		STARTING BALANCE	\$ (358,705)	\$ (580,893)	\$ (580,893)	\$ 400,812	\$ 130,423	\$ 223
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 51,815	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	
34003	Change In Fair Value Investment	-	-	-	-	-	-	
37111	Premiums/General Fund	972,400	982,124	982,124	1,021,400	1,127,800	1,221,400	
37115	Premiums/Sanitation	376,400	380,164	380,164	395,370	419,100	444,200	
37116	Premiums/Transit	316,200	319,362	319,362	332,100	352,000	373,100	
37117	Premiums/Waterworks	204,600	206,646	206,646	215,000	227,900	241,600	
38003	Miscellaneous Revenue	-	-	2,278,910	-	-	-	
39100	Transfer from General Fund	2,344,000	-	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 4,265,415</b>	<b>\$ 1,934,296</b>	<b>\$ 4,213,206</b>	<b>\$ 2,009,870</b>	<b>\$ 2,172,800</b>	<b>\$ 2,326,300</b>	
43010	Liability Insurance Premiums	229,662	352,330	352,330	470,300	475,000	479,800	
43040	Property Insurance Premiums	138,680	165,015	171,300	237,162	239,500	241,900	
43170	Unemployment Claims	18,570	45,500	45,500	50,000	50,500	51,000	
43200	Claim Payments-Other	2,979,897	1,685,000	1,609,950	866,597	875,300	884,100	
43201	Claim Payments-Outside Legal	946,952	852,340	895,922	503,000	508,000	513,100	
44590	Other Insurance Services	1,443	9,600	9,600	9,700	9,800	9,900	
46100	Reimb to General Fund	169,400	143,900	143,900	140,500	141,900	143,300	
49648	Transfer to CE Replacement	3,000	3,000	3,000	3,000	3,000	3,000	
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,487,603</b>	<b>\$ 3,256,685</b>	<b>\$ 3,231,502</b>	<b>\$ 2,280,259</b>	<b>\$ 2,303,000</b>	<b>\$ 2,326,100</b>	
<b>ENDING BALANCE</b>		<b>\$ (580,893)</b>	<b>\$ (1,903,282)</b>	<b>\$ 400,812</b>	<b>\$ 130,423</b>	<b>\$ 223</b>	<b>\$ 423</b>	

## **FUND 805: WORKERS' COMPENSATION INSURANCE FUND**

### **OVERVIEW**

The Worker's Compensation Insurance Fund was established during FY1985-86 in order to account for the City's self-insurance program for Worker's Compensation liabilities. The Worker's 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 Worker's Compensation exposure. These rates are determined following an actuarial study that identifies the reserve requirement needed to fund the City's liability for claims.

Worker's 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 Worker's Compensation Insurance Fund is the cost of claims. When a claim is filed, a Worker's 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 incurred loss levels during previous years, plus a reserve for Incurred-But-Not-Reported ("IBNR") claims. IBNR is a liability recognized for claims that have already occurred, but have not been reported.

**WORKERS' COMPENSATION (continued)**

		STARTING BALANCE	\$ 2,011,559	\$ 1,667,049	\$ 1,667,049	\$ 1,733,631	\$ 1,732,672	\$ 1,611,973
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 218,188	\$ 74,900	\$ 150,000	\$ 145,000	\$ 74,900	\$ 74,900	
34003	Change in Fair Value Investment	50,120	-	-	-	-	-	
37110	Premiums/SHA-CDA Housing	-	13,430	7,833	-	-	-	
37111	Premiums/General Fund	3,176,000	3,448,570	3,448,570	3,337,376	3,370,700	3,404,400	
37112	Premiums/Successor Agency	14,700	-	-	13,594	-	-	
37114	Premiums/Library	3,200	3,500	3,500	5,637	5,637	5,637	
37115	Premiums/Sanitation	304,600	268,800	268,800	283,562	286,400	289,300	
37116	Premiums/Transit	237,800	256,500	256,500	277,907	280,700	283,500	
37117	Premiums/Waterworks	171,000	161,447	161,450	172,655	174,400	176,100	
37119	Premiums/Workers' Comp	7,200	7,630	7,630	8,441	8,500	8,600	
38003	Miscellaneous	-	-	1,650	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 4,182,809</b>	<b>\$ 4,234,777</b>	<b>\$ 4,305,933</b>	<b>\$ 4,244,172</b>	<b>\$ 4,201,237</b>	<b>\$ 4,242,437</b>	
41010	Regular Salaries	\$ 175,155	\$ 191,640	\$ 178,000	\$ 207,397	\$ 213,600	\$ 215,700	
41200	Deferred Comp - 401k	4,008	4,460	4,460	4,460	4,460	4,460	
41210	Deferred Comp - 457	1,250	1,440	800	880	880	880	
41300	Vision Care	706	730	730	727	730	730	
41350	Disability	1,245	1,180	1,350	1,366	1,400	1,400	
41400	Group Insurance/Health	4,698	4,900	4,700	5,112	5,100	5,100	
41415	Flex Benefits	41,658	43,750	52,200	59,256	59,800	60,400	
41420	CalPERS Health Admin Fee	141	200	200	300	300	300	
41450	Life Insurance	546	530	530	536	530	530	
41500	Group Insurance/Dental	2,819	3,570	3,400	3,568	3,570	3,570	
41550	Section 125 Administration Fee	21	-	-	-	-	-	
41600	Retirement (PERS)	47,425	55,650	53,500	68,007	70,000	72,100	
41601	Retirement (PERS)-GASB68	43,166	-	-	-	-	-	
41620	Retirement (HRA)	4,813	4,800	4,800	4,800	4,800	4,800	
41630	OPEB	1,503	-	-	-	-	-	
41650	Medicare Tax	2,844	3,410	3,000	3,866	3,866	3,410	
41700	Workers' Compensation	7,200	7,630	7,630	8,441	8,500	8,600	
41800	Leave Accrual	11,791	14,800	14,800	14,800	14,800	14,800	
42230	Office Supplies	1,022	1,200	1,412	1,200	1,200	1,200	
42310	Rentals	2,420	2,500	2,500	2,500	2,500	2,500	
42440	Memberships and Dues	-	800	800	800	800	800	
42450	Subscriptions and Books	597	600	600	800	800	800	
42720	Travel, Conferences, Meetings	63	1,200	1,200	1,200	1,200	1,200	
42730	Training	450	1,725	1,725	2,100	2,100	2,100	
42790	Mileage	89	400	400	300	300	300	
43070	Workers' Comp Insurance Prem	312,538	336,000	336,000	339,000	342,400	345,800	
43200	Claim Payments-Other	3,129,269	2,937,414	2,937,414	2,937,414	2,996,200	3,056,100	
43201	Claim Payments-Outside Legal	259,823	334,600	334,600	334,600	337,900	341,300	
44010	Professional/Special Services	103,257	102,500	102,500	105,000	106,100	107,200	
44540	Loss Control Services	1,650	5,000	5,000	5,000	5,100	5,200	
44590	Other Insurance Services	750	2,500	2,500	2,500	2,500	2,500	
46100	Reimb to General Fund	361,200	179,400	179,400	126,000	127,300	128,600	
49648	Transfer to CE Replacement	3,200	3,200	3,200	3,200	3,200	3,200	
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,527,318</b>	<b>\$ 4,247,729</b>	<b>\$ 4,239,351</b>	<b>\$ 4,245,132</b>	<b>\$ 4,321,936</b>	<b>\$ 4,395,580</b>	
<b>ENDING BALANCE</b>		<b>\$ 1,667,049</b>	<b>\$ 1,654,097</b>	<b>\$ 1,733,631</b>	<b>\$ 1,732,672</b>	<b>\$ 1,611,973</b>	<b>\$ 1,458,830</b>	

**FUND 807: GIS OPERATING FUND**

**OVERVIEW**

The City's Enterprise Geographic Information System ("GIS") is administered by the Public Works Department. The GIS contains authoritative information for streets, addresses, cadastral (parcels), water, sewer, and storm drains among over 100 data layers, including biennial aerial imagery, and is utilized by every Department for land development, utility management, emergency services, and Police protection. Contributions to this fund finance operational costs, including hardware and software maintenance, as well as data acquisition and application development.

<b>STARTING BALANCE</b>							
		<b>\$ 90,922</b>	<b>\$ 111,962</b>	<b>\$ 111,962</b>	<b>\$ 112,962</b>	<b>\$ 113,462</b>	<b>\$ 113,962</b>
<b>Object</b>	<b>Description</b>	<b>FY19 Actual</b>	<b>FY20 Revised</b>	<b>FY20 Est. Actual</b>	<b>FY21 Adopted</b>	<b>FY22 Projection</b>	<b>FY23 Projection</b>
34001	Interest on Investments	1,656	1,000	1,000	500	500	500
37111	Premiums/General Fund	20,500	24,200	24,200	24,200	24,200	24,200
37115	Premiums/Sanitation	29,200	33,000	33,000	33,000	33,000	33,000
37117	Premiums/Waterworks	34,200	38,000	38,000	38,000	38,000	38,000
39100	Transfer from General Fund	-	-	-	-	-	-
39700	Transfer from Sanitation	-	-	-	-	-	-
39761	Transfer from Waterworks.	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 85,556</b>	<b>\$ 96,200</b>	<b>\$ 96,200</b>	<b>\$ 95,700</b>	<b>\$ 95,700</b>	<b>\$ 95,700</b>
42200	Computer - Non Capital	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
42560	Operating Supplies	101	2,500	2,500	2,500	2,500	2,500
42720	Travel, Conferences, Meetings	1,365	3,900	3,900	3,900	3,900	3,900
42730	Training	-	3,500	3,500	3,500	3,500	3,500
44010	Professional/Special Services	24,640	40,000	40,000	32,700	32,700	32,700
44310	Maintenance of Equipment	38,410	41,300	41,300	48,600	48,600	48,600
<b>TOTAL EXPENDITURES</b>		<b>\$ 64,516</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>
<b>ENDING BALANCE</b>							
		<b>\$ 111,962</b>	<b>\$ 112,962</b>	<b>\$ 112,962</b>	<b>\$ 113,462</b>	<b>\$ 113,962</b>	<b>\$ 114,462</b>

**FUND 809: FINANCIAL INFORMATION SYSTEM OPERATING FUND**

**OVERVIEW**

The City utilizes Tyler-Munis software for its 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 FIS Operating Fund is used to pay for ongoing operation of the FIS system, including revisions required by changing regulations, legislation, GAAP, or business practices that more fully utilize the system.

<b>STARTING BALANCE</b>							
		<b>\$ 317,958</b>	<b>\$ 412,880</b>	<b>\$ 412,880</b>	<b>\$ 478,380</b>	<b>\$ 433,880</b>	<b>\$ 529,280</b>
<b>Object</b>	<b>Description</b>	<b>FY19 Actual</b>	<b>FY20 Revised</b>	<b>FY20 Est. Actual</b>	<b>FY21 Adopted</b>	<b>FY22 Projection</b>	<b>FY23 Projection</b>
34001	Interest on Investments	\$ 7,022	\$ 7,500	\$ 7,000	\$ 7,500	\$ 7,500	\$ 7,500
37111	Premiums/General Fund	75,100	75,100	75,100	-	75,100	75,100
37115	Premiums/Sanitation	19,600	19,600	19,600	-	19,600	19,600
37116	Premiums/Transit	12,600	12,600	12,600	-	12,600	12,600
37117	Premiums/Waterworks	32,600	32,600	32,600	-	32,600	32,600
<b>TOTAL REVENUES</b>		<b>\$ 146,922</b>	<b>\$ 147,400</b>	<b>\$ 146,900</b>	<b>\$ 7,500</b>	<b>\$ 147,400</b>	<b>\$ 147,400</b>
41050	Outside Assistance	\$ 52,000	\$ 52,000	\$ 30,000	\$ 52,000	\$ 52,000	\$ 52,000
44310	Maintenance of Equipment	-	29,900	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 52,000</b>	<b>\$ 81,900</b>	<b>\$ 30,000</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>
<b>ENDING BALANCE</b>							
		<b>\$ 412,880</b>	<b>\$ 478,380</b>	<b>\$ 529,780</b>	<b>\$ 433,880</b>	<b>\$ 529,280</b>	<b>\$ 624,680</b>

# Former CDA Housing

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**FUND 920-927: COMMUNITY DEVELOPMENT SUCCESSOR AGENCY FUNDS**

**OVERVIEW**

Effective February 1, 2012, the State of California dissolved all redevelopment agencies in California, including the Simi Valley CDA. "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 CDA is primarily used to repay debt service.

<b>STARTING BALANCE \$ (19,312,346) \$ (16,229,310) \$ (14,342,700) \$ (12,456,090) \$ (10,396,038) \$ (8,335,229)</b>							
<b>Object</b>	<b>Description</b>	<b>FY19 Actual</b>	<b>FY20 Revised</b>	<b>FY20 Est. Actual</b>	<b>FY21 Adopted</b>	<b>FY22 Projection</b>	<b>FY23 Projection</b>
31106	Property Taxes - RPTTF	\$ 4,045,725	\$ 4,017,270	\$ 4,017,270	\$ 4,187,549	\$ 4,187,549	\$ 4,187,549
34001	Interest on Investments	42,620	-	-	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-
39400	Transfer from Reserve	-	-	-	-	-	-
39924	Transfer from RORF	3,726,385	4,017,270	4,017,270	4,187,549	4,187,549	4,187,549
39925	Transfer from 2003 TARB	31,894	45,000	-	46,000	46,000	46,000
<b>TOTAL REVENUES</b>		<b>\$ 7,846,624</b>	<b>\$ 8,079,540</b>	<b>\$ 8,034,540</b>	<b>\$ 8,421,098</b>	<b>\$ 8,421,098</b>	<b>\$ 8,421,098</b>
41800	Leave Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010	Professional/Special Services	7,250	7,400	7,400	7,400	7,400	7,400
44710	Debt Service - Interest	948,709	911,100	911,100	848,613	782,856	713,687
44715	Debt Service - Principal	1,100,000	1,160,000	1,160,000	1,220,000	1,285,000	1,350,000
44780	Debt Service - Reclass to LT Debt	(1,100,000)	-	-	-	-	-
49100	Transfer to General Fund	49,350	52,160	52,160	51,484	51,484	51,484
49500	Transfer to Debt Service Funds	-	-	-	-	-	-
49600	Transfer to Streets and Roads	-	-	-	-	-	-
49920	Transfer to Sagency - CDA Admin	49,350	52,160	52,160	51,484	51,484	51,484
49921	Transfer to Sagency - MTCWE TIF	1,599,812	1,886,622	1,886,622	2,060,052	2,060,052	2,060,052
49926	Transfer to DS SA 2003 TARB	2,109,117	2,123,488	2,078,488	2,122,013	2,122,013	2,122,013
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,763,587</b>	<b>\$ 6,192,930</b>	<b>\$ 6,147,930</b>	<b>\$ 6,361,046</b>	<b>\$ 6,360,289</b>	<b>\$ 6,356,120</b>
<b>ENDING BALANCE Surplus/(deficit) \$ (16,229,310) \$ (14,342,700) \$ (12,456,090) \$ (10,396,038) \$ (8,335,229) \$ (6,270,251)</b>							

## FUND 201: HOUSING SUCCESSOR AGENCY FUND

### OVERVIEW

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

STARTING BALANCE							
\$ 4,557,411   \$ 4,846,121   \$ 4,846,121   \$ 4,537,870   \$ 4,120,299   \$ 3,369,899							
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
34001	Interest on Investments	\$ 87,286	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
34003	Change In Fair Value Investment	57,191	-	-	-	-	-
34303	First-time Home Buyer Principal	103,145	-	65,000	60,000	-	-
34304	First-time Home Buyer Interest	56,718	-	27,000	25,000	-	-
34305	Developer Loan Principal	74,775	-	50,000	50,000	-	-
34306	Developer Loan Interest	165,991	-	60,000	50,000	-	-
37101	Program Participation Fees	1,002	-	2,700	1,200	-	-
37301	Planning Fees	1,606	15,000	15,000	15,000	15,000	15,000
38019	Deposit Refunds	-	-	-	-	-	-
39100	Transfer from General Fund	319,962	377,324	377,324	412,010	300,000	280,000
39921	Transfer from SA-MTCWE TIF	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 867,675</b>	<b>\$ 442,324</b>	<b>\$ 647,024</b>	<b>\$ 663,210</b>	<b>\$ 365,000</b>	<b>\$ 345,000</b>
41010	Regular Salaries	\$ 288,272	\$ 359,930	\$ 311,200	\$ 333,999	\$ 344,000	\$ 347,400
41040	Overtime	-	-	300	150	200	200
41200	Deferred Comp - 401k	5,138	6,700	6,700	6,913	7,000	7,100
41210	Deferred Comp 457	1,180	1,300	1,700	1,460	1,500	1,500
41300	Vision Care	863	1,000	1,000	989	1,000	1,000
41350	Disability	2,135	2,440	2,500	2,511	2,500	2,500
41400	Group Insurance/Health	5,987	6,530	6,700	6,986	7,100	7,200
41415	Flex Benefits	61,602	80,720	71,500	78,588	79,400	80,200
41420	CalPERS Health Admin. Fee	-	-	-	700	700	700
41450	Life Insurance	672	710	800	730	700	700
41500	Group Insurance/Dental	2,283	3,100	3,300	3,188	3,200	3,200
41550	Section 125 Admin. Fee	2	-	100	42	-	-
41600	Retirement (PERS)	77,461	100,080	91,800	110,948	114,300	117,700
41650	Retirement (HRA)	397	2,400	-	-	-	-
41650	Medicare Tax	4,780	6,100	5,100	5,983	6,200	6,300
41700	Workers' Compensation	14,700	13,430	13,430	13,594	13,700	13,800
41800	Leave Accrual	63,198	14,000	14,000	65,000	30,000	30,000
41801	Leave Accrual - Contra Account	(35,875)	-	-	-	-	-
44010	Professional/Special Services	9,920	169,573	105,645	50,000	100,000	100,000
44012	Outside Legal	-	20,000	20,000	20,000	20,000	20,000
44130	Rehab Assistance	14,062	14,100	15,000	19,500	20,000	20,000
44140	Affordable/Senior Hsg Program	-	525,000	225,000	300,000	300,000	300,000
44150	Senior Rental Assistance	11,722	13,400	8,000	8,000	13,400	13,400
44490	Other Contract Services	50,467	51,500	51,500	51,500	50,500	50,500
45203	Reimb from CallHome Grant	-	-	-	-	-	-
46100	Reimb to General Fund	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 578,965</b>	<b>\$ 1,392,013</b>	<b>\$ 955,275</b>	<b>\$ 1,080,780</b>	<b>\$ 1,115,400</b>	<b>\$ 1,123,400</b>
<b>ENDING BALANCE</b>							
<b>\$ 4,846,121   \$ 3,896,432   \$ 4,537,870   \$ 4,120,299   \$ 3,369,899   \$ 2,591,499</b>							

## FUND 202: LOCAL HOUSING FUND

### OVERVIEW

The Local Housing Fund was established to assist in the development of affordable housing projects and programs. The Local Housing 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.

<b>STARTING BALANCE</b>							
\$ 6,017,209 \$ 6,949,595 \$ 6,949,595 \$ 4,413,895 \$ 4,571,595 \$ 3,759,295							
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
34301	Rehab Principal	\$ 6,887	\$ 1,600	\$ 24,000	\$ 10,000	\$ 10,000	\$ 10,000
34302	Rehab Interest	367	200	3,300	2,200	2,200	2,200
34303	First-time Home Buyer Principal	79,200	-	71,000	75,000	75,000	75,000
34304	First-time Home Buyer Interest	99,282	-	121,000	100,000	100,000	100,000
37101	Program Participation Fees	776,650	700,000	775,000	500	500	500
39262	Transfer from Development Agrmts	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 962,386</b>	<b>\$ 701,800</b>	<b>\$ 994,300</b>	<b>\$ 187,700</b>	<b>\$ 187,700</b>	<b>\$ 187,700</b>
44130	Rehab Assistance	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -
44140	Affordable/Senior Housing	-	3,500,000	3,500,000	-	1,000,000	1,000,000
45203	Reimb from CalHome Grant	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 30,000</b>	<b>\$ 3,530,000</b>	<b>\$ 3,530,000</b>	<b>\$ 30,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>
<b>ENDING BALANCE</b>							
\$ 6,949,595 \$ 4,121,395 \$ 4,413,895 \$ 4,571,595 \$ 3,759,295 \$ 2,946,995							

## 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 to improve the health, safety, and energy efficiency of owner-occupied residences. Now that all the grant funds have been expended, the CalHome Program Fund is financed with Program Income generated from loan repayments.

		STARTING BALANCE	\$	56,128	\$	149,952	\$	149,952	\$	86,752	\$	89,252	\$	89,252	
Object	Description	FY19 Actual		FY20 Revised		FY20 Est. Actual		FY21 Adopted		FY22 Projection		FY23 Projection			
34001	Interest on Investments	\$	60												
34301	Rehab Principal		90,000		-	28,600		30,000		-		-		-	
34302	Rehab Interest		4,989		-	2,400		2,500		-		-		-	
36002	State Assistance		-		-	-		-		-		-		-	
<b>TOTAL REVENUES</b>		\$	<b>95,049</b>	\$	<b>-</b>	\$	<b>31,000</b>	\$	<b>32,500</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>
41860	Salary Reimbursement	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
44130	Rehab Assistance		225		94,200	94,200		30,000		-		-		-	
44140	Affordable/Senior Hsg Program		1,000		-	-		-		-		-		-	
46201	Reimb to SHA-CDA Housing Admin		-		-	-		-		-		-		-	
46202	Reimb to Local Housing Fund		-		-	-		-		-		-		-	
<b>TOTAL EXPENDITURES</b>		\$	<b>1,225</b>	\$	<b>94,200</b>	\$	<b>94,200</b>	\$	<b>30,000</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>
<b>ENDING BALANCE</b>		\$	<b>149,952</b>	\$	<b>55,752</b>	\$	<b>86,752</b>	\$	<b>89,252</b>	\$	<b>89,252</b>	\$	<b>89,252</b>	\$	<b>89,252</b>

## FUND 204: HOME PROGRAM FUND

### OVERVIEW

HOME Program funds were made available through grant awards received from the HOME Program administered by the California Department of Housing and Community Development. 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. In the past, those awards have been utilized for the development of affordable housing and to fund First Time Homebuyer and Home Rehabilitation loans. It is currently utilized for Home Rehabilitation Program loans to improve the health, safety, and energy efficiency of owner-occupied residences. The HOME Program Fund is financed with Program Income generated from loan repayments.

<b>STARTING BALANCE</b>							
\$ 1,414,227 \$ 1,063,061 \$ 1,063,061 \$ 906,961 \$ 473,961 \$ 60,761							
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
34001	Interest on Investments	\$ 6,183	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
34301	Rehab Principal	101,546	-	108,900	70,000	70,000	70,000
34302	Rehab Interest	16,355	-	7,200	7,000	7,000	7,000
34303	First-time Home Buyer Principal	-	-	100,000	-	-	-
34304	First-time Home Buyer Interest	-	-	37,800	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 124,084</b>	<b>\$ 10,000</b>	<b>\$ 263,900</b>	<b>\$ 87,000</b>	<b>\$ 87,000</b>	<b>\$ 87,000</b>
44130	Rehab Assistance	\$ 465,516	\$ 400,000	\$ 400,000	\$ 500,000	\$ 500,000	\$ 100,000
46100	Reimb to General Fund	9,734	20,000	20,000	20,000	200	200
<b>TOTAL EXPENDITURES</b>		<b>\$ 475,250</b>	<b>\$ 420,000</b>	<b>\$ 420,000</b>	<b>\$ 520,000</b>	<b>\$ 500,200</b>	<b>\$ 100,200</b>
<b>ENDING BALANCE</b>							
\$ 1,063,061 \$ 653,061 \$ 906,961 \$ 473,961 \$ 60,761 \$ 47,561							

### BUDGET ADJUSTMENTS

Additional Funding for Housing Funds	\$ 100,000
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**ENVIRONMENTAL SERVICES DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional funding for Housing Funds  
**AMOUNT:** \$100,000  
**ACCOUNT:** 2049310-44130  
**PRIORITY:** 1

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Rehab Assistance	\$100,000
<b>TOTAL:</b>	<hr/> \$100,000

Rehab Assistance – Additional funding for the Home Rehabilitation Program

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CITY OF SIMI VALLEY

# CDBG

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## FUND 290: COMMUNITY DEVELOPMENT BLOCK GRANT

### OVERVIEW

The Community Development Block Grant Fund records revenues and expenditures of monies received from the Federal Community Development Block Grant Program ("CDBG"). The City's CDBG Advisory Committee held a public hearing in February 2020 to review the proposed funding allocations, and in April, the Draft Action Plan was released for the minimum 30-day public review. In June, the City Council adopted the FY2020-21 expenditure program, with the understanding that this amount would differ from the final CDBG entitlement amount provided by the U.S. Department of Housing and Urban Development ("HUD") at a later date, and authorized the City Manager, or his designee, to make the necessary supplemental budget adjustments to align with the final entitlement for the FY2020-21 program year.

	FY21 Adopted
<b>PUBLIC SERVICE ACTIVITIES</b>	
Many Mansions - Peppertree Supportive Services Program	\$ 19,890
Conejo Valley Senior Concerns - Senior Advocacy Services/Geriatric Care	25,000
Samaritan Center of Simi Valley - Case Management	45,000
<b>SUBTOTAL</b>	<b>\$ 89,890</b>
<b>CAPITAL IMPROVEMENT PROJECT</b>	
Many Mansions- Casa de Paz Energy Efficient Dual Pane Windows	\$ 61,818
<b>SUBTOTAL</b>	<b>\$ 61,818</b>
<b>CITY PROGRAM</b>	
City of Simi Valley Public Works - Annual Minor Streets Rehabilitation	391,978
<b>SUBTOTAL</b>	<b>\$ 391,978</b>
<b>PROGRAM ADMINISTRATION/PLANNING</b>	
CDBG Program Administration	\$ 110,304
Regional Consolidated Plan	\$ -
Fair Housing Program	14,000
<b>SUBTOTAL</b>	<b>\$ 124,304</b>
<b>TOTAL FY 2020-21 CDBG PROGRAM</b>	<b>\$ 667,990</b>

# Special Revenue Funds

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

**OVERVIEW**

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 Administrative Services Department manages the City's PEG channel operations and capital improvements of the PEG equipment, and monitors State-issued cable franchise revenues. This fund is used for the maintenance, repair, replacement, and upgrade of the PEG equipment and the Council Chambers Broadcast Studio.

		FY19	FY20	FY20	FY21	FY22	FY23
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 1,780,773</b>	<b>\$ 2,118,402</b>	<b>\$ 2,118,402</b>	<b>\$ 2,390,302</b>	<b>\$ 2,680,302</b>	<b>\$ 2,970,302</b>
<b>Object</b>	<b>Description</b>						
31116	Franchise PEG Fees	\$ 330,946	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
34001	Interest on Investments	35,575	15,000	15,000	15,000	15,000	15,000
<b>TOTAL REVENUES</b>		<b>\$ 366,522</b>	<b>\$ 290,000</b>				
42235	Furnishings & Equip. - Non-Capital	-	17,251				
42320	Capital Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010	Professional/Special Services	-	331,459	-	-	-	-
44490	Other Contract Services	16,200	18,000	18,000	-	-	-
47020	Furnishings & Equip (Capital)	-	718,541	-	-	-	-
48600	Const Contracts	-	250,000	-	-	-	-
48840	System Hardware	593	-	100	-	-	-
49648	Transfer to CE Replacement	12,100	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 28,893</b>	<b>\$ 1,318,000</b>	<b>\$ 18,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 2,118,402</b>	<b>\$ 1,090,402</b>	<b>\$ 2,390,302</b>	<b>\$ 2,680,302</b>	<b>\$ 2,970,302</b>	<b>\$ 3,260,302</b>

## FUND 215 & 216: GASOLINE TAX FUND

### OVERVIEW

There are 7 types of gasoline taxes received by the City. Street and Highway Code Sections 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. Sections 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), each city in the State shall receive a fixed monthly apportionment of \$400 (\$4,800 per year), and \$7.2 M to the State Bicycle Trans. Account. 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 1.315 cents per gallon of the gasoline, 1.8 cents per gallon of diesel, and 2.59 cents per LPG. 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.

**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	\$ 747,561	\$ 786,401	\$ 786,401	\$ 466,723	\$ 466,723	\$ 466,723
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	-	-	-	-	-	-	
35401	Gas Tax Section 2105	\$ 706,458	\$ 716,320	\$ 699,857	\$ 623,962	\$ 706,856	\$ 713,924	
35402	Gas Tax-Section 2106	464,998	466,902	350,000	388,044	353,500	357,035	
35403	Gas Tax-Section 2107	888,448	940,632	600,000	744,924	606,000	612,060	
35404	Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,100	10,201	
35405	Gas Tax-RTC 7360	430,154	1,098,157	800,000	960,907	808,000	816,080	
35406	Gas Tax-Section 2031(e)	145,203	145,203	143,581	-	145,017	146,467	
35407	Gas Tax-Section 2030	2,361,226	2,131,189	1,811,511	2,050,329	1,829,626	1,847,922	
<b>TOTAL REVENUES</b>		<b>\$ 5,006,487</b>	<b>\$ 5,508,403</b>	<b>\$ 4,414,949</b>	<b>\$ 4,778,166</b>	<b>\$ 4,459,098</b>	<b>\$ 4,503,689</b>	
49100	Transfer to General Fund	\$ 2,645,260	\$ 3,377,214	\$ 2,603,438	\$ 2,727,837	\$ 2,629,472	\$ 2,655,767	
49600	Transfer to Streets & Roads	2,322,387	2,509,752	2,131,189	2,050,329	1,829,626	1,847,922	
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,967,647</b>	<b>\$ 5,886,966</b>	<b>\$ 4,734,627</b>	<b>\$ 4,778,166</b>	<b>\$ 4,459,098</b>	<b>\$ 4,503,689</b>	
<b>ENDING BALANCE</b>		<b>\$ 786,401</b>	<b>\$ 407,837</b>	<b>\$ 466,723</b>	<b>\$ 466,723</b>	<b>\$ 466,723</b>	<b>\$ 466,723</b>	

## FUND 233: BICYCLE LANES FUND

### OVERVIEW

Pursuant to §99234 of the CPUC, 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.

		STARTING BALANCE	\$ 194,245	\$ 248,165	\$ 248,165	\$ 248,665	\$ 249,165	\$ 249,665
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 5,275	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
35410	Other Governments	187,687	30,000	30,000	30,000	30,000	30,000	
36003	Grant Refunds	0	0	0	0	0	0	
39600	Transfer from Capital Proj Fnd	8,171	0	0	0	0	0	
<b>TOTAL REVENUES</b>		<b>\$ 201,133</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>
44490	Other Contract Services	\$ 27,107	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
49600	Transfer to Streets & Roads	120,106	160,580	-	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 147,213</b>	<b>\$ 190,580</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>ENDING BALANCE</b>		<b>\$ 248,165</b>	<b>\$ 88,085</b>	<b>\$ 248,665</b>	<b>\$ 249,165</b>	<b>\$ 249,665</b>	<b>\$ 250,165</b>	

## FUND 238: LOCAL TRANSPORTATION FUND

### OVERVIEW

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 VCTC. Receipts into the LTF under provisions of Article 4 are dedicated for transit purposes. LTF receipts are transferred to the Transit Fund, as needed, in support of Simi Valley Transit operations.

		FY19	FY20	FY20	FY21	FY22	FY23
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 3,078,703</b>	<b>\$ 3,931,768</b>	<b>\$ 3,931,768</b>	<b>\$ 3,084,102</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	\$ 2,422	\$ 20,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
35410	Other Governments	4,462,355	4,395,400	4,395,400	4,395,400	4,300,000	4,300,000
<b>TOTAL REVENUES</b>		<b>\$ 4,464,777</b>	<b>\$ 4,415,400</b>	<b>\$ 4,397,400</b>	<b>\$ 4,397,400</b>	<b>\$ 4,302,000</b>	<b>\$ 4,302,000</b>
49750	Transfer to Transit	\$ 3,611,712	\$ 6,247,784	\$ 5,245,066	\$ 7,481,502	\$ 4,302,000	\$ 4,302,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,611,712</b>	<b>\$ 6,247,784</b>	<b>\$ 5,245,066</b>	<b>\$ 7,481,502</b>	<b>\$ 4,302,000</b>	<b>\$ 4,302,000</b>
<b>ENDING BALANCE</b>		<b>\$ 3,931,768</b>	<b>\$ 2,099,384</b>	<b>\$ 3,084,102</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

## FUND 250: LIBRARY FUND

### OVERVIEW

The Simi Valley Public Library ("Library") is a free Library that offers reference and information services, and programs and events for all age demographics from preschoolers to seniors. The Library is open 7 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 redesigned website at [www.simivalleylibrary.org](http://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, giving patrons access to a shared catalog of over 2.5 million items for reciprocal borrowing.

The Business Resource Center is also available 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, 12 training laptops and Wi-Fi, which are free for patrons to use. Copying and printing services are available for a nominal fee.

The Rose Garden and the Discovery Garden are outdoor spaces patrons can enjoy anytime during Library hours, and where programs are held and environmental education opportunities are provided.

Library operations are funded by a portion of property tax revenues. The Simi Valley Friends of the Library generously assists with sponsoring programs. The Library Services Fund provides for the maintenance and operations of the facility, including staffing, utilities, educational programs, and expansion of the Library's collections.

<b>STARTING BALANCE</b>							
<b>\$ 1,330,938 \$ 1,854,060 \$ 1,854,060 \$ 1,987,808 \$ 1,882,926 \$ 1,759,686</b>							
<b>Object</b>	<b>Description</b>	<b>FY19 Actual</b>	<b>FY20 Revised</b>	<b>FY20 Est. Actual</b>	<b>FY21 Adopted</b>	<b>FY22 Projection</b>	<b>FY23 Projection</b>
31101	Property Taxes/Secured	\$ 2,424,967	\$ 2,225,754	\$ 2,225,754	\$ 2,292,527	\$ 2,361,302	\$ 2,432,141
33510	Other Fines and Forfeitures	30,165	45,000	18,000	15,000	15,000	15,000
34001	Interest on Investments	20,338	-	-	-	-	-
34101	Rents & Leases	3,829	4,000	4,000	4,000	4,000	4,000
36601	Other Grants	15,000	-	2,500	-	-	-
37001	Duplication Services	4,092	5,000	5,000	5,000	5,000	5,000
38003	Miscellaneous	4	-	-	-	-	-
38007	Rebates	-	-	-	-	-	-
38050	Contributions/donations	57,294	68,000	68,000	60,000	-	-
<b>TOTAL REVENUES</b>		<b>\$ 2,555,690</b>	<b>\$ 2,347,754</b>	<b>\$ 2,323,254</b>	<b>\$ 2,376,527</b>	<b>\$ 2,385,302</b>	<b>\$ 2,456,141</b>
41010	Regular Salaries	\$ 79,937	\$ 157,280	\$ 130,000	\$ 138,508	\$ 141,300	\$ 144,100
41200	Deferred Comp (401k)	1,860	2,300	-	2,966	\$ 3,000	3,000
41210	Deferred Comp (457)	245	-	-	-	-	-
41300	Vision Care	186	300	325	316	\$ 300	\$ 300
41350	Disability	631	750	1,150	1,178	\$ 1,200	\$ 1,200
41400	Group Insurance/Health	1,309	1,700	220	2,266	\$ 2,300	\$ 2,300
41415	Flex Benefits	18,698	23,200	27,900	29,712	\$ 30,000	\$ 30,300
41420	CalPERS Health Admin Fee	-	-	-	150	\$ 200	200
41450	Life Insurance	184	200	250	239	\$ 200	\$ 200
41500	Group Insurance/Dental	936	1,200	1,650	1,596	\$ 1,600	\$ 1,600
41550	Section 125 Administration Fee	34	100	100	42	\$ 42	42
41600	Retirement (PERS)	9,820	25,000	29,300	45,260	\$ 46,600	\$ 48,000
41620	Retirement (HRA)	2,040	2,400	2,400	2,400	\$ 2,400	\$ 2,400
41650	Medicare Tax	1,282	1,700	2,000	2,439	\$ 2,500	\$ 2,600

**FUND 250: LIBRARY FUND (continued)**

Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
41700	Workers' Compensation	\$ 3,200	\$ 3,500	\$ 3,500	\$ 5,637	\$ 5,700	\$ 5,800
41800	Leave Accrual	-	5,000	5,000	12,000	12,100	12,200
42100	Utilities	53,643	75,000	75,000	75,000	75,800	76,600
42150	Communications	1,703	1,700	1,700	1,700	1,700	1,700
42200	Computer - Non Capital	-	1,500	1,500	1,500	1,500	1,500
42235	Furnishings & Equipment	-	5,000	5,000	2,500	2,500	2,500
42310	Rentals	66,848	68,900	68,900	71,000	71,700	72,400
42440	Memberships and Dues	387	-	-	-	-	-
42450	Subscriptions and Books	7,500	32,602	32,602	32,500	32,800	33,100
42460	Advertising	500	8,500	8,500	5,500	5,600	5,700
42560	Operating Supplies	13,296	2,035	3,609	4,500	4,500	4,500
42720	Travel, Conferences, Meetings	-	500	500	2,000	2,000	2,000
42790	Mileage	55	200	200	200	200	200
44010	Professional/Special Services	13,070	35,400	30,400	27,900	28,200	28,500
44490	Other Contract Services	1,256,637	1,270,600	1,270,600	1,302,900	1,315,900	1,329,100
46100	Reimb to General Fund	209,600	242,200	242,200	319,500	322,700	325,900
47020	Furnishings & Equip (Capital)	7,542	74,458	5,000	5,000	5,100	5,200
47040	Building Improvements	38,249	871,243	-	150,000	151,500	153,000
47070	Intangibles	243,176	266,999	240,000	235,000	237,400	239,800
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,032,568</b>	<b>\$ 3,181,468</b>	<b>\$ 2,189,506</b>	<b>\$ 2,481,409</b>	<b>\$ 2,508,542</b>	<b>\$ 2,535,942</b>
<b>ENDING BALANCE</b>		<b>\$ 1,854,060</b>	<b>\$ 1,020,346</b>	<b>\$ 1,987,808</b>	<b>\$ 1,882,926</b>	<b>\$ 1,759,686</b>	<b>\$ 1,679,886</b>

## FUND 260: NEW DWELLING FEES FUND

### OVERVIEW

The Environmental Services Department collects New Dwelling Fees upon issuance of building permits. In accordance with AB1600, New Dwelling Fees are used for road construction or specific projects impacted by new development as part of the CIP. 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 authorizing the Administrative Services Director 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 CPI-U, as measured by the U.S. Department of Labor for the Los Angeles-Long Beach-Anaheim, California areas.

		FY19	FY20	FY20	FY21	FY22	FY23
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 940,809</b>	<b>\$ 1,045,439</b>	<b>\$ 1,045,439</b>	<b>\$ 1,129,139</b>	<b>\$ 1,212,839</b>	<b>\$ 1,296,539</b>
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	\$ 19,058	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
37410	Services Charges	155,572	150,000	150,000	150,000	150,000	150,000
<b>TOTAL REVENUES</b>		<b>\$ 174,630</b>	<b>\$ 153,700</b>				
49100	Transfer to General Fund	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
49600	Transfer to Streets & Roads	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 70,000</b>					
<b>ENDING BALANCE</b>		<b>\$ 1,045,439</b>	<b>\$ 1,129,139</b>	<b>\$ 1,129,139</b>	<b>\$ 1,212,839</b>	<b>\$ 1,296,539</b>	<b>\$ 1,380,239</b>

**FUND 262: DEVELOPMENT AGREEMENT FUND**

**OVERVIEW**

By way of existing law, the City and land developers are authorized to enter into Development Agreements related to approved projects establishing additional parameters for the timing of construction. Such agreements may 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.

		<b>STARTING BALANCE</b>	<b>\$ 8,219,234</b>	<b>\$ 7,828,105</b>	<b>\$ 7,828,105</b>	<b>\$ 6,642,305</b>	<b>\$ 5,337,434</b>	<b>\$ 4,083,768</b>
<b>Object</b>	<b>Description</b>	<b>FY19 Actual</b>	<b>FY20 Revised</b>	<b>FY20 Est. Actual</b>	<b>FY21 Adopted</b>	<b>FY22 Projection</b>	<b>FY23 Projection</b>	
34001	Interest on Investments	\$ 147,066	\$ 124,900	\$ 124,900	\$ 124,900	\$ 124,900	\$ 124,900	\$ 124,900
34003	Change In Fair Value Investment	102,105	-	-	-	-	-	-
38402	Development Agreements	975,000	-	-	-	-	-	-
39809	Trans from FIS Operations	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 1,224,171</b>	<b>\$ 124,900</b>	<b>\$ 124,900</b>	<b>\$ 124,900</b>	<b>\$ 124,900</b>	<b>\$ 124,900</b>	<b>\$ 124,900</b>
49100	Transfer to General Fund	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
49202	Transfer to Housing Fund	-	-	-	-	-	-	-
49300	Transfer to Landscape	-	-	-	-	-	-	-
49500	Transfer to Debt Service Funds	-	-	-	-	-	-	-
49511	Transfer to DS 2014A Lease Rev	58,100	50,482	50,482	65,304	65,304	65,304	65,304
49512	Transfer to DS2016 CREBS	27,300	22,295	22,295	31,013	31,013	31,013	31,013
49513	Transfer to DS2017 Lease Agmt	-	20,757	20,757	25,512	25,512	25,512	25,512
49514	Transfer to DS2018 Lease Agmt	-	17,666	17,666	25,237	25,237	25,237	25,237
49600	Transfer to Streets & Roads	-	500,000	500,000	172,205	300,000	300,000	300,000
49648	Transfer to CE Replacement	231,500	231,500	231,500	231,500	231,500	231,500	231,500
49649	Transfer to GIS	-	-	-	-	-	-	-
49655	Trans to Public Facility Imprv	495,000	168,000	168,000	579,000	400,000	400,000	400,000
49656	Transfer to FIS Project	503,400	-	-	-	-	-	-
49660	Transfer to PD Capital Projs	-	-	-	-	-	-	-
49809	Transfer to FIS Operations	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,615,300</b>	<b>\$ 1,310,700</b>	<b>\$ 1,310,700</b>	<b>\$ 1,429,771</b>	<b>\$ 1,378,566</b>	<b>\$ 1,378,566</b>	<b>\$ 1,378,566</b>
<b>ENDING BALANCE</b>		<b>\$ 7,828,105</b>	<b>\$ 6,642,305</b>	<b>\$ 6,642,305</b>	<b>\$ 5,337,434</b>	<b>\$ 4,083,768</b>	<b>\$ 2,830,102</b>	

## FUND 263: TRAFFIC IMPACT FEES FUND

### OVERVIEW

On August 12, 1991, the City Council adopted Resolution 91-93 establishing a Traffic Impact Fee applicable to all new development. On January 11, 2016, the City Council adopted Resolution 2016-14, continuing the Traffic Impact Fee for another 10 years. On September 30, 2019, the City Manager awarded a contract to update the Traffic Impact Fee Nexus Study and revise as necessary.

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 \$83.00 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.

<b>STARTING BALANCE</b>							
		\$ 794,643	\$ 1,007,769	\$ 1,007,769	\$ 858,769	\$ 594,479	\$ 410,479
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
34001	Interest on Investments	\$ 16,501	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
37410	Services Charges	228,625	35,000	35,000	35,000	35,000	35,000
38050	Contributions/Donations	100,000	-	100,000			
<b>TOTAL REVENUES</b>		<b>\$ 345,126</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
44010	Professional/Sepcial Services	\$ -	\$ 97,724	\$ 65,000	\$ -	\$ -	\$ -
44490	Other Contract Services	84,000	84,000	84,000	84,000	84,000	84,000
49600	Transfer to Streets & Roads	48,000	150,000	150,000	230,290	150,000	150,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 132,000</b>	<b>\$ 331,724</b>	<b>\$ 299,000</b>	<b>\$ 314,290</b>	<b>\$ 234,000</b>	<b>\$ 234,000</b>
<b>ENDING BALANCE</b>							
		\$ 1,007,769	\$ 726,045	\$ 858,769	\$ 594,479	\$ 410,479	\$ 226,479

## FUND 270: ECONOMIC RECOVERY FUND

### OVERVIEW

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, which is responsible for staff and third party costs for annual maintenance and repairs, as well as utility costs for all 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 drawn on this fund three times: FY2012-13; FY2013-14; and FY2017-18.

		FY19	FY20	FY20	FY21	FY22	FY23
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
<b>STARTING BALANCE</b>		\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838
<b>Object</b>	<b>Description</b>						
	<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	49667 Transfer to LED Streetlights		\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838

## FUND 271: COVID-19 RECOVERY FUND

### OVERVIEW

The COVID-19 Recovery Fund is available to assist the operations of the City, should the economic impacts of the Coronavirus Pandemic cause City revenues to fall below anticipated budgeted levels. This funding source is from a one-time general fund surplus funds.

\$2.5 million is from a \$3.2 million FY2019-20 Property Tax revenue payment that was unanticipated. The County of Ventura conducted an in-depth review of the Tax Equity Allocation (TEA) payments that were made to cities for the periods of FY 2016-17 through FY 2019-20 and as a result, the City of Simi Valley received a one-time payment of \$3.2 million.

\$3.4 million is from the FY2018-19 general fund year end surplus.

		STARTING BALANCE					
		\$	-	\$	-	\$	6,000,000
		\$	6,000,000	\$	6,000,000	\$	6,000,000
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
	39100 Transfer from General Fund	\$ -	\$ -	\$ 2,521,413	\$ -	\$ -	\$ -
	39100 Transfer from General Fund	-	-	3,478,587	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000,000</b>	<b>\$ 6,000,000</b>	<b>\$ 6,000,000</b>	<b>\$ 6,000,000</b>

**FUND 280: FORFEITED ASSETS FUND**

**OVERVIEW**

As authorized by the City Council, the Police Department participates in a program whereby assets 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 decrease gradually over time. All expenditure requests from 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: 2 replacement undercover vehicles, equipment and furnishings for the CSI work area and Darkroom remodel, materials for the Training Facility's resurfacing project, equipment and software for the Body-Worn-Camera Program, and other law enforcement-related equipment.

		STARTING BALANCE	\$ 2,421,654	\$ 2,745,700	\$ 2,745,700	\$ 1,258,915	\$ 1,232,015	\$ 1,261,615
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 53,064	\$ 33,000	\$ 36,000	\$ 17,000	\$ 17,000	\$ 17,000	
36001	Federal Assistance	413,596	100,000	398,000	200,000	100,000	100,000	
36002	State Assistance	25,198	10,000	310,000	10,000	10,000	10,000	
39287	Transfer from Law Enf. Grant Fund	-	10,829	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 491,858</b>	<b>\$ 153,829</b>	<b>\$ 744,000</b>	<b>\$ 227,000</b>	<b>\$ 127,000</b>	<b>\$ 127,000</b>	
42150	Communications	\$ 4,561	\$ 4,700	\$ 4,600	\$ 4,700	\$ 4,700	\$ 4,700	
42235	Furnishings & Equip - Non Cap	-	-	1,550	-	-	-	
42420	Special Departmental Expense	-	26,650	15,000	30,000	30,000	30,000	
42560	Operating Supplies	35,231	22,700	9,300	128,700	22,700	22,700	
42720	Travel, Conferences, Meetings	1,541	15,000	-	25,000	25,000	25,000	
42730	Training	4,549	27,000	8,100	15,000	15,000	15,000	
44010	Professional/Special Services	-	-	-	-	-	-	
44490	Other Contract Services	15,075	19,500	6,000	-	-	-	
47020	Furnishings & Equip (Capital)	63,592	1,967,950	1,788,448	50,500	-	-	
47030	Vehicles	-	196,235	192,787	-	-	-	
47040	Building Improvements	43,263	-	-	-	-	-	
49100	Transfer to General Fund	-	-	-	-	-	-	
49655	Transfer to PD Public Fac. Imp.	-	295,000	205,000	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 167,812</b>	<b>\$ 2,574,734</b>	<b>\$ 2,230,785</b>	<b>\$ 253,900</b>	<b>\$ 97,400</b>	<b>\$ 97,400</b>	
<b>ENDING BALANCE</b>		<b>\$ 2,745,700</b>	<b>\$ 324,795</b>	<b>\$ 1,258,915</b>	<b>\$ 1,232,015</b>	<b>\$ 1,261,615</b>	<b>\$ 1,291,215</b>	

**BUDGET ADJUSTMENTS**

Hand Guns w/optic & Night Sights, Holster	\$ 106,000
Property/Evidence Storag	\$ 43,000
CA Narcotics Officers Assoc. Conf.	\$ 10,000
Detective Bureau Cubicle Reconfiguration	\$ 7,500

**POLICE DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Hand Guns w/optic & Night Sights, Holsters - **Forfeited Assets**  
**AMOUNT:** \$106,000  
**ACCOUNT:** 2805601-42560  
**PRIORITY:** 1

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Hand Guns w/optic & Night Sights, Holsters	\$106,000
<b>TOTAL:</b>	<b>\$106,000</b>

The current Police Department sidearm is the Smith and Wesson M&P handgun. These weapons were issued eight years ago and are now experiencing malfunctions and component failure due to normal wear and tear. The average life for an issued weapon for our Department and throughout the law enforcement industry is between eight and ten years. This proposal allows for the replacement of our current weapons system to include new firearms, holsters, and new weapon technology. The new technology has not been available until recently and will now allow each new firearm to be outfitted with a red dot optic. This new component for the gun is integral to the weapon design and allows an Officer to more quickly acquire their sights and shoot more accurately. The proposed Sig Sauer 9mm firearm is designed specifically to accept the new proprietary optic system. This new optic technology, even if purchased separately, cannot be retroactively applied to the current firearms without significant physical modification to each of our current handguns. The proposal includes the price of each firearm, the holsters, the holographic red dot sighting optic, as well as the requisite training for our firearms staff and each individual Officer. The proposal takes advantage of prices negotiated by the Ventura County Sheriff's Department. VCSO's cooperative agreement established discounted prices through a competitive bid process.

**POLICE DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Property/Evidence Storage - **Forfeited Assets**  
**AMOUNT:** \$43,000  
**ACCOUNT:** 2805601-47020  
**PRIORITY:** 2

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Capitalized Furniture & Equipment	
Property and Evidence Storage	\$43,000
<b>TOTAL:</b>	<hr/> \$43,000

Storage and organizing evidence and property with efficient tools and platforms to maximize available space is paramount for any evidence room. Having the ability to efficiently store property ensures our agency will have enough space for property management for many decades to come. Given space limitations, the Department's evidence bike rack needs better organization and storage equipment for bicycles and other miscellaneous large items. Further, the gun storage vault needs hardware and cabinetry to allow property staff greater placement options. Finally, the evidence cage space can be maximized with better shelving and moveable storage. The City's furniture vendor can provide movable hanging storage as well as other tools and platforms that will provide needed efficiency with our available space. The \$43,000 request includes approximately \$9,000 for a bicycle rack, \$22,100 for shelving, and \$11,900 for the gun storage vault.

**POLICE DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** CA Narcotics Officers Assoc. Conf. - San Diego, CA - **Forfeited Assets**  
**AMOUNT:** \$10,000  
**ACCOUNT:** 2805601-42720  
**PRIORITY:** 3

- One Time Expenditure
- Recurring Expenditure

<u>COST BREAKDOWN</u>	
Conference for Narcotic Detectives	\$10,000
<b>TOTAL:</b>	<hr/> \$10,000

The training requested is for the Special Operations Unit, which provides specialized enforcement services to the community. Specifically, SOU is involved in gang, narcotic, vice and warrant investigations, and surveillance activities. In addition, Detectives also work on Alcoholic Beverage Control enforcement and Massage Ordinance compliance. Due to budgetary restrictions and the on-going need to provide these services to the community, attendance by all SOU Detectives to the annual conferences is warranted. Therefore, it is respectfully requested that five SOU Detectives attend the CNOA Conference with Forfeited Asset funds.

**POLICE DEPARTMENT  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Detective Bureau Cubicle Reconfiguration - **Forfeited Assets**  
**AMOUNT:** \$7,500  
**ACCOUNT:** 2805601-47020  
**PRIORITY:** 4

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Capitalized Furniture & Equipment	
Reconfigure two cubicles in Detective Bureau	\$7,500
<b>TOTAL:</b>	<b>\$7,500</b>

When the Detective Bureau was designed, all cubicles were of equal or similar space. The space currently occupied by the Administrative Technician was initially for a secretary and the space occupied by the Court Liaison was initially used by a Detective. The roles of these positions has expanded and the original space is not provide a sufficient work area. The Detective Bureau has worked out a plan to utilize space in a more efficient manner by using the space from two unused cubicles, which are adjacent to the cubicles currently occupied by these two positions. The company used by the City for work space design has provided a final floor plan and estimate for the project. It is suggested that Forfeited Assets fund the reconfiguration of cubicles in Detectives.

**FUND 285: SUPPLEMENTAL LAW ENFORCEMENT**

**OVERVIEW**

This fund was established to account for revenue received from the State's Supplemental Law Enforcement Services Fund (SLESF) to support the Citizens Option for Public Safety (COPS). The State's allocation to counties is based upon a prescribed funding percentage; the counties allocation to cities is based upon population. Since the moneys received are mandated for frontline law enforcement services, a transfer is made annually to the General Fund, which funds Police Department activities.

		FY19	FY20	FY20	FY21	FY22	FY23
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
<b>STARTING BALANCE</b>		\$ -	\$ 100,757	\$ 100,757	\$ 206,348	\$ 206,348	\$ 206,348
<b>Object</b>	<b>Description</b>						
36002	State Assistance	\$ 290,643	\$ 190,000	\$ 295,591	\$ 250,000	\$ 250,000	\$ 250,000
<b>TOTAL REVENUES</b>		<b>\$ 290,643</b>	<b>\$ 190,000</b>	<b>\$ 295,591</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
49100	Transfer to General Fund	\$ 189,886	\$ 190,000	\$ 190,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 189,886</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>ENDING BALANCE</b>		<b>\$ 100,757</b>	<b>\$ 100,757</b>	<b>\$ 206,348</b>	<b>\$ 206,348</b>	<b>\$ 206,348</b>	<b>\$ 206,348</b>

**FUND 287: LAW ENFORCEMENT GRANTS FUND**

**OVERVIEW**

This fund was established to account for the various grants that the Police Department receives from the State and Federal government. 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, and State Department of Corrections & Rehabilitation. Expenditures from this fund are restricted in accordance with grant requirements.

		STARTING BALANCE	\$ 23,400	\$ 7,429	\$ 7,429	\$ 40,329	\$ 40,329	\$ 37,329
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
35502	911 Reimbursement	\$ -	\$ -	\$ 18,300	\$ 3,000	\$ 3,000	\$ 3,000	
36001	Federal Assistance	106,964	112,829	144,000	-	-	-	
36002	State Assistance	153,750	179,100	179,100	179,100	179,100	179,100	
36503	Emergency Svcs Planning Grant	31,456	-	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 292,170</b>	<b>\$ 291,929</b>	<b>\$ 341,400</b>	<b>\$ 182,100</b>	<b>\$ 179,100</b>	<b>\$ 179,100</b>	
41860	Salary Reimbursements	\$ 136,212	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	
42235	Furnishings & Equip - Non Cap	5,421	8,525	2,700	-	-	-	
42560	Operating Supplies	31,892	6,656	4,100	-	-	-	
44010	Professional/Special Services	13,679	-	-	-	-	-	
44490	Other Contract Services	15,304	-	15,300	-	-	-	
48800	Application Software	17,700	-	-	-	-	-	
49100	Transfer to General Fund	87,932	191,195	126,800	22,500	22,500	22,500	
49280	Transfer to Forfeited Assets	-	10,829	-	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 308,141</b>	<b>\$ 376,805</b>	<b>\$ 308,500</b>	<b>\$ 182,100</b>	<b>\$ 182,100</b>	<b>\$ 182,100</b>	
<b>ENDING BALANCE</b>		<b>\$ 7,429</b>	<b>\$ (77,447)</b>	<b>\$ 40,329</b>	<b>\$ 40,329</b>	<b>\$ 37,329</b>	<b>\$ 34,329</b>	

## FUND 295: SIMI VALLEY ARTS CENTER PROGRAM OPERATION

### OVERVIEW

The Simi Valley CAC 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, private celebrations, and more.

The CAC develops, supports, and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and its surrounding communities. In addition, the CACs year-round programming encourages economic growth for restaurants, hotels, gas stations, and other Simi Valley businesses through cultural tourism.

		FY19	FY20	FY20	FY21	FY22	FY23
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
<b>STARTING BALANCE</b>		\$ 129,569	\$ 141,781	\$ 141,781	\$ 126,781	\$ 137,281	\$ 144,281
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	\$ 41	\$ -	\$ 23	\$ -	\$ -	\$ -
38295	Cultural Arts Program Revenues	\$ 526,628	\$ 490,500	\$ 429,000	\$ 459,385	\$ 490,000	\$ 490,000
<b>TOTAL REVENUES</b>		<b>\$ 526,668</b>	<b>\$ 490,500</b>	<b>\$ 429,000</b>	<b>\$ 459,385</b>	<b>\$ 490,000</b>	<b>\$ 490,000</b>
44295	Cultural Arts Program Expenditure	\$ 514,456	\$ 483,000	\$ 444,000	\$ 448,885	\$ 483,000	\$ 483,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 514,456</b>	<b>\$ 483,000</b>	<b>\$ 444,000</b>	<b>\$ 448,885</b>	<b>\$ 483,000</b>	<b>\$ 483,000</b>
<b>ENDING BALANCE</b>		<b>\$ 141,781</b>	<b>\$ 149,281</b>	<b>\$ 126,781</b>	<b>\$ 137,281</b>	<b>\$ 144,281</b>	<b>\$ 151,281</b>

## FUND 296: COUNCIL ON AGING

### OVERVIEW

The City Council has authorized the Council On Aging (“COA”) to accept and generate revenues to support senior programming and services. The COA generates income from a variety of sources, including receipt of donations and fundraising through special events, to support quality of life issues for seniors. The COA helps identify the needs of seniors, develops and recommends solutions for senior issues, and administers and supports programs that benefit seniors. The COA Budget is approved annually by the COA Executive Board and its general membership. The COA’s FY2020-21 Budget is solely funded by fundraiser proceeds and donations to the COA and does not include City General Fund contributions. The COA continues to adhere to City purchasing policies, fiscal policies, and budget guidelines. The COA employs an independent bookkeeper who reviews and monitors COA financial activity and the City’s Fiscal Services Division also audits COA financial records annually to ensure adherence to fiscal policies.

		STARTING BALANCE	\$ 256,535	\$ 279,382	\$ 279,382	\$ 284,282	\$ 245,832	\$ 250,732
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 202	\$ -	\$ 8.91	\$ -	\$ -	\$ -	
38295	Council On Aging Prog. Revenues	\$ 67,418	\$ 62,500	\$ 62,500	\$ 54,650	\$ 62,500	\$ 62,500	
<b>TOTAL REVENUES</b>		<b>\$ 67,620</b>	<b>\$ 62,500</b>	<b>\$ 62,500</b>	<b>\$ 54,650</b>	<b>\$ 62,500</b>	<b>\$ 62,500</b>	
44295	Council On Aging Prog. Expenditures	\$ 44,773	\$ 57,600	\$ 57,600	\$ 93,100	\$ 57,600	\$ 57,600	
<b>TOTAL EXPENDITURES</b>		<b>\$ 44,773</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	<b>\$ 93,100</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	
<b>ENDING BALANCE</b>		<b>\$ 279,382</b>	<b>\$ 284,282</b>	<b>\$ 284,282</b>	<b>\$ 245,832</b>	<b>\$ 250,732</b>	<b>\$ 255,632</b>	

## FUND 297: RETIREE BENEFITS FUND

### OVERVIEW

The Retiree Benefits Fund was created in FY2002-03 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 depends 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 OPEB trust fund to pre-fund future retiree health, vision, and dental coverage.

		STARTING BALANCE	\$ (472,818)	\$ 30,008	\$ 30,008	\$ 305,365	\$ 307,365	\$ 319,865
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 2,007	\$ 12,500	\$ 2,000	\$ 2,000	\$ 12,500	\$ 12,500	
38003	Miscellaneous	\$ 21,352	\$ -	\$ 1,757	\$ -	\$ -	\$ -	
39100	Transfer from General Fund	1,023,600	1,982,600	1,982,600	2,012,867	2,053,100	2,094,200	
39700	Transfer from Sanitation	150,600	291,700	291,700	296,174	302,100	308,100	
39750	Transfer from Transit	19,300	37,400	37,400	38,021	38,800	39,600	
39761	Transfer from Waterworks.	35,600	68,900	68,900	69,938	71,300	72,700	
<b>TOTAL REVENUES</b>		<b>\$ 1,252,459</b>	<b>\$ 2,393,100</b>	<b>\$ 2,384,357</b>	<b>\$ 2,419,000</b>	<b>\$ 2,477,800</b>	<b>\$ 2,527,100</b>	
41400	Group Insurance/Health	\$ 2,038,490	\$ 2,100,000	\$ 2,100,000	\$ 2,400,000	\$ 2,448,000	\$ 2,497,000	
41401*	Retiree Insurance Reimbursement	(1,300,000)	-	-	-	-	-	
41500	Group Insurance/Dental	11,142	9,000	9,000	17,000	17,300	17,600	
<b>TOTAL EXPENDITURES</b>		<b>\$ 749,632</b>	<b>\$ 2,109,000</b>	<b>\$ 2,109,000</b>	<b>\$ 2,417,000</b>	<b>\$ 2,465,300</b>	<b>\$ 2,514,600</b>	
<b>ENDING BALANCE</b>		<b>\$ 30,008</b>	<b>\$ 314,108</b>	<b>\$ 305,365</b>	<b>\$ 307,365</b>	<b>\$ 319,865</b>	<b>\$ 332,365</b>	

\* Transfer into Retiree Benefits Fund from Retiree Medical Trusts

## 3004301: LANDSCAPE AUGMENTATION FUND

### OVERVIEW

This fund was established in FY1999-00 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 assessments paid by the homeowners toward the maintenance of landscaped areas.

The City is reducing General Fund contribution to the Landscape Zones Augmentation Fund based on approved recommendation from the Budget Advisory Committee. In FY2017-18 the transfer was \$760,400, in FY2018-19 the transfer was \$650,000, in FY2019-20 the transfer was \$400,000, and in FY2020-21 the transfer will be \$200,000.

		STARTING BALANCE	\$ 19,533	\$ 19,898	\$ 19,898	\$ 21,098	\$ 22,298	\$ 23,498
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 365	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
37410	Services Charges	0	0	0	0	0	0	0
39100	Transfer from General Fund	650,000	400,000	400,000	200,000	0	0	0
39262	Transfer from Development Agrmts	0	0	0	0	0	0	0
39300	Transfer from Landscape	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>		<b>\$ 650,365</b>	<b>\$ 401,200</b>	<b>\$ 401,200</b>	<b>\$ 201,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
49300	Transfer to Landscape	\$ 650,000	\$ 400,000	\$ 400,000	\$ 200,000	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 650,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 19,898</b>	<b>\$ 21,098</b>	<b>\$ 21,098</b>	<b>\$ 22,298</b>	<b>\$ 23,498</b>	<b>\$ 24,698</b>	

## 3003402-3004499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

### OVERVIEW

The City formed Landscape District No. 1 ("District") 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 1 non-assessable zone (the 64 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 FY2020-21 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.

## **3003402-3004499: 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 1 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 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 6 month reserve account for maintenance of parkway landscaping east of Sequoia Avenue, adjacent to Tract 3456-2, and the area east of Cinnabar Place.

The 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.

**3003402-3004499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)**

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 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.

**3003402-3004499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)**

<b>STARTING BALANCE</b>							
<b>\$ 825,124    \$ 673,481    \$ 673,481    \$ 143,881    \$ (684,394)    \$ (1,650,294)</b>							
<b>Object</b>	<b>Description</b>	<b>FY19 Actual</b>	<b>FY20 Revised</b>	<b>FY20 Est. Actual</b>	<b>FY21 Adopted</b>	<b>FY22 Projection</b>	<b>FY23 Projection</b>
34001	Interest on Investments	\$ 18,646	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500
37410	Service Charges	789,495	787,800	787,800	787,800	787,800	787,800
39300	Transfer from Landscape	650,000	400,000	400,000	200,000	-	-
<b>TOTAL REVENUES</b>		<b>\$ 1,458,141</b>	<b>\$ 1,202,300</b>	<b>\$ 1,202,300</b>	<b>\$ 1,002,300</b>	<b>\$ 802,300</b>	<b>\$ 802,300</b>
42100	Utilities	\$ 462,865	\$ 506,300	\$ 486,000	\$ 511,363	\$ 535,800	\$ 562,900
44450	Landscape Maintenance Contract	1,015,087	1,146,000	1,029,100	951,180	864,500	864,500
44490	Other Contract Services	33,968	120,800	30,300	50,132	50,000	50,000
46100	Reimb to General Fund	97,864	186,500	186,500	317,900	317,900	317,900
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,609,783</b>	<b>\$ 1,959,600</b>	<b>\$ 1,731,900</b>	<b>\$ 1,830,575</b>	<b>\$ 1,768,200</b>	<b>\$ 1,795,300</b>
<b>ENDING BALANCE</b>							
<b>\$ 673,481    \$ (83,819)    \$ 143,881    \$ (684,394)    \$ (1,650,294)    \$ (2,643,294)</b>							

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CITY OF SIMI VALLEY

# Streets & Roads

## FUND 600: STREETS AND ROADS FUND

### OVERVIEW

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, 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 2019-20 include:

#### Annual Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. Resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's Pavement Management Program.

#### Annual Minor Street Overlay Program - SB 1 Funds

This annual program resurfaces residential streets throughout the City. This project is funded from State Transportation Funds from the Road Repair and Accountability Act of 2017, 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.

#### Los Angeles Avenue - West of First Street

This project includes replacing existing bridge and reconstruction of the approaches on Los Angeles Avenue, 0.1 miles west of First Street. Scheduled to begin in September 2020. Funding for this project comes from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

#### Barnard Street Rehabilitation Project

This project includes widening/rehabilitation of the existing bridge on Barnard Street, 0.5 miles west of Stearns Street. Design is scheduled to begin in the Spring 2020, construction is scheduled to begin in the Fall of 2020, and to be completed by Summer 2021. Funding for this project comes from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

#### Traffic Signal Synchronization Project

This program provides for the synchronization of traffic signals on major streets in accordance with a Traffic Signal Synchronization Master Plan. Projects include the construction of interconnect facilities to link traffic signals into synchronized systems. Also included is the installation of conduit and interconnect cable between the intersections, installation of phone lines and modem connections, upgrading traffic signal of hardware, software, and other necessary appurtenances.

#### Madera Road Bridge Rehabilitation Project

This project includes adding a layer of high strength concrete (1" thick) to the bridge deck over the rail road, 0.3 miles south of State Rout. The project design is anticipated to be completed by Spring of 2020, Caltrans construction funding approval obtained in the late Fall, and construction commencing in Spring 2021.

#### West of LA Ave. Widening Project

This project includes the widening of West Los Angeles Avenue, a permit from the California Department of Fish and Wildlife ("CDFW") was obtained. One of the permit requirements is to assess the quality and quantity of the installed mitigation's success for 5 years after construction. This assessment requirement will need to be completed by a qualified biologist, and an annual report will have to be submitted to CDFW.

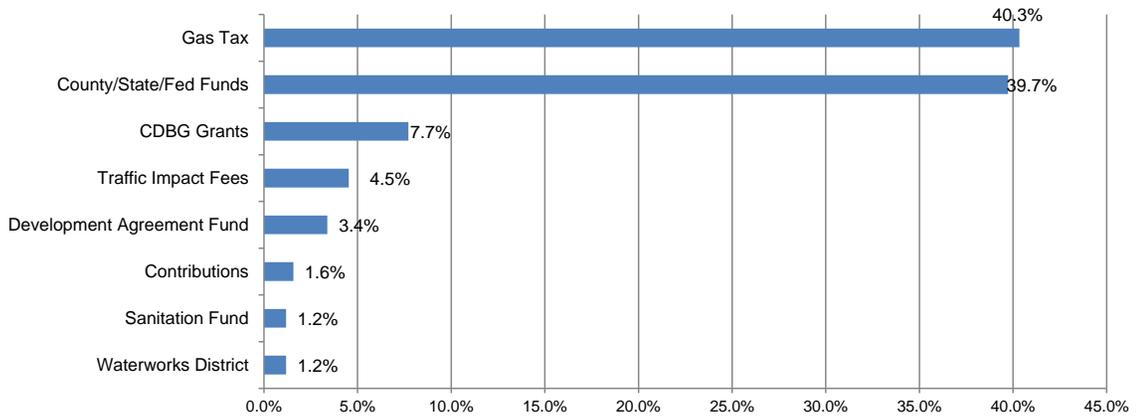
#### Local Road Safety Plan

The project will provide for development of a LRSP, which will analyze existing roadway safety hot spots, provide for public outreach, and make recommendations of correction of mitigation.

## STREETS AND ROADS REVENUE

Object	Revenue Source	FY20 Budget	FY20 Est. Actual	FY21 Adopted	FY22 Projected	FY23 Projected
39100	General Fund	\$ -	\$ -	\$ 18,000	\$ 3,232,785	\$ 3,760,800
	Bond Proceeds	-	-	-	-	-
38401	Air Quality Fees	-	-	-	-	-
36001/ 36002/ 36407	County/State/Federal Funding	328,000	328,000	2,019,505	1,372,215	8,419,200
38050	Contributions	80,000	80,000	80,000	80,000	80,000
39216	Transfer from Gas Tax	2,131,189	2,131,189	2,050,329	-	-
39262	Development Agreement Fund	500,000	500,000	172,205	-	-
39233	Bicycle Lanes Fund	-	-	-	-	-
39263	Traffic Impact Fees	150,000	150,000	230,290	150,000	150,000
45700	Sanitation Fund	60,000	60,000	60,000	160,000	160,000
45761	Waterworks District	60,000	60,000	60,000	160,000	160,000
45290	Community Dev. Block Grants	567,110	567,110	391,978	400,000	400,000
<b>TOTAL REVENUES</b>		<b>\$ 3,876,299</b>	<b>\$ 3,876,299</b>	<b>\$ 5,082,307</b>	<b>\$ 5,555,000</b>	<b>\$ 13,130,000</b>

**Funding Sources for  
FY 2020-21 Streets and Roads Projects  
\$5,020,021**



**STREETS AND ROADS REVENUE SOURCE DETAIL**

REVENUE SOURCE	ANNUAL MINOR STREETS	ANNUAL MINOR STREETS (SB1)	LANDSCAPE BEAUTIFICATION	WEST OF LA AVE. WIDENING	TOTAL
GENERAL FUND	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
DEVELOPER AGREEMENTS	-	-	-	-	-
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	-	-	-	-
GAS TAX FUNDING	-	2,050,329	-	-	2,050,329
SANITATION FUND	60,000	-	-	-	60,000
WATERWORKS FUND	60,000	-	-	-	60,000
CDBG	391,978	-	-	-	391,978
CONTRIBUTIONS	-	-	80,000	-	80,000
TRAFFIC IMPACT FEES	-	-	-	-	-
BOND PROCEEDS	-	-	-	-	-
<b>PROJECT BUDGET</b>	<b>\$ 511,978</b>	<b>\$ 2,050,329</b>	<b>\$ 80,000</b>	<b>\$ 10,000</b>	<b>\$ 2,652,307</b>

REVENUE SOURCE	LA AVE WEST OF FIRST ST.	BARNARD ST. REHAB	LOCAL ROAD SAFETY PL.	MADERA RD. BRIDGE REPAIR	TOTAL
GENERAL FUND	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
DEVELOPER AGREEMENTS	17,205	155,000	-	-	172,205
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	132,795	1,195,000	72,000	619,710	2,019,505
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	-	-	-	-	-
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	80,290	80,290
BOND PROCEEDS	-	-	-	-	-
<b>PROJECT BUDGET</b>	<b>\$ 150,000</b>	<b>\$ 1,350,000</b>	<b>\$ 80,000</b>	<b>\$ 700,000</b>	<b>\$ 2,280,000</b>

REVENUE SOURCE	TRAFFIC SIG SYNCH.
GENERAL FUND	\$ -
DEVELOPER AGREEMENTS	-
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUNDING	-
SANITATION FUND	-
WATERWORKS FUND	-
CDBG	-
CONTRIBUTIONS	-
TRAFFIC IMPACT FEES	150,000
BOND PROCEEDS	-
<b>PROJECT BUDGET</b>	<b>\$ 150,000</b>

REVENUE SOURCE	TOTALS
GENERAL FUND	\$ 18,000
DEVELOPER AGREEMENTS	172,205
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUNDING	2,019,505
SANITATION FUND	60,000
WATERWORKS FUND	60,000
CDBG	391,978
CONTRIBUTIONS	80,000
TRAFFIC IMPACT FEES	230,290
BOND PROCEEDS	-
GAS TAX FUNDING	2,050,329
<b>TOTAL FY20 FUNDING</b>	<b>\$ 5,082,307</b>

## STREETS AND ROADS PROGRAM EXPENDITURE PLAN

Project	FY20 Budget	FY21 Adopted	FY22 Projected	FY23 Projected	FY24 Projected	FY25 Projected
Annual Major Streets Program (all years)	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Annual Minor Streets Program (all years)	934,110	511,978	1,850,000	1,850,000	1,850,000	1,850,000
Annual Minor Streets Program - SB1	2,131,189	2,050,329	-	-	-	-
Barnard Street Bridge Rehabilitation	330,000	1,350,000	-	-	-	-
Bicycle and Pedestrian Facilities (all years)	-	-	-	-	-	-
Dewatering Wells Rehabilitation	-	-	120,000	120,000	120,000	120,000
Easy Street Sidewalk Construction - Phase I	34,000	-	-	-	-	-
Easy Street Sidewalk Construction - Phase II	-	-	-	-	-	-
Highway Safety Improvement Program (all years)	-	-	-	-	-	-
Landscape Beautification Project	80,000	80,000	80,000	80,000	80,000	80,000
Local Road Safety Plan	-	80,000	-	-	-	-
Los Angeles Avenue West of First St.	40,000	150,000	1,550,000	9,510,000	-	-
Madera Road Bridge Rehab (South of Highway 118)	-	700,000	-	-	-	-
Madera Road Slope Repair	-	-	75,000	-	-	-
Pavement Management Program	120,000	-	-	-	-	-
Storm Drain Improvements	-	-	-	-	-	-
Storm Drain Repair - Phase I	57,000	-	-	-	-	-
Tapo Street Road/Drainage Improvements	-	-	-	-	-	-
Traffic Signal Synchronization	150,000	150,000	150,000	150,000	150,000	150,000
Traffic Signal Upgrades (all years)	-	-	200,000	210,000	220,000	220,000
Walnut Street Widening	-	-	320,000	-	-	-
West Los Angeles Widening (PSC-City Limits)	-	10,000	10,000	10,000	10,000	10,000
<b>TOTAL</b>	<b>\$ 3,876,299</b>	<b>\$ 5,082,307</b>	<b>\$ 5,555,000</b>	<b>\$ 13,130,000</b>	<b>\$ 3,630,000</b>	<b>\$ 3,630,000</b>

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CITY OF SIMI VALLEY

# Capital Improvement Funds

## 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. Technology that is tracked in this fund include desktop computers, laptop computers, printers, servers, routers, switches, firewalls, remote access systems, mobile devices, and other technologies.

STARTING BALANCE							
		\$ 653,738	\$ 507,712	\$ 507,712	\$ 705,696	\$ 610,371	\$ 669,871
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
34001	Interest on Investments	\$ 11,289	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
38001	Sale of Surplus Property	-	-	-	-	-	-
39100	Transfer from General Fund	227,100	227,100	227,100	227,100	227,100	227,100
39214	Transfer from PEG Fees	12,100	-	-	-	-	-
39262	Transfer from Development Agrmts	231,500	231,500	231,500	231,500	231,500	231,500
39665	Transfer from Telephone Sys.	-	-	-	-	-	-
39700	Transfer from Sanitation	52,200	52,200	52,200	52,200	52,200	52,200
39761	Transfer from Waterworks.	67,500	67,500	67,500	67,500	67,500	67,500
39803	Transfer from General Liability	3,000	3,000	3,000	3,000	3,000	3,000
39805	Transfer from Workers Comp	3,200	3,200	3,200	3,200	3,200	3,200
<b>TOTAL REVENUES</b>		<b>\$ 607,889</b>	<b>\$ 589,500</b>	<b>\$ 589,500</b>	<b>\$ 589,500</b>	<b>\$ 589,500</b>	<b>\$ 589,500</b>
42200	Computer - Non Capital	\$ 523,343	\$ 337,988	\$ 220,546	\$ 349,825	\$ 300,000	\$ 300,000
42720	Travel, Conferences, Meetings	5,077	15,000	15,000	15,000	15,000	15,000
44010	Professional/Special Services	76,813	100,000	34,720	90,000	90,000	90,000
47028	Computer (Capital)	88,206	441,249	120,000	100,000	100,000	100,000
48840	System Hardware	3,475	25,000	1,250	130,000	25,000	25,000
49656	Transfer to FIS Project	57,000	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 753,914</b>	<b>\$ 919,236</b>	<b>\$ 391,516</b>	<b>\$ 684,825</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>
<b>ENDING BALANCE</b>		<b>\$ 507,712</b>	<b>\$ 177,976</b>	<b>\$ 705,696</b>	<b>\$ 610,371</b>	<b>\$ 669,871</b>	<b>\$ 729,371</b>

### BUDGET ADJUSTMENTS

Migrate Email and possibility other services to Office 365 / the cloud	\$ 100,000
Phishing Prevention	\$ 10,000
Replacement SCADA Laptop Computer	\$ 1,500
Replacemetn Laptop Computer for Enterprise Systems Analyst	\$ 1,500

**ADMINISTRATIVE SERVICES DEPARTMENT  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** Migrate Email and possibility other services to Office 365 / the cloud  
**AMOUNT:** \$120,240  
**ACCOUNT:** 6489000-42200, 1001608-44310  
**PRIORITY:** 1

- One Time Expenditure
- Recurring Expenditure

<u>COST BREAKDOWN</u>	
* One-Time	\$100,000
On-Going Yearly Cost	\$20,240
<b>TOTAL:</b>	<b>\$120,240</b>

Move to Office 365, professional services and upgrade of the Microsoft license. The version of exchange we are on will be end of life on 10/13/2020. We need to upgrade this would be the ideal time to move it to the cloud. (<https://docs.microsoft.com/en-us/office365/enterprise/exchange-2010-end-of-support>). The one time cost is for professional services to assist with the migration, the \$20,240 is the Microsoft license cost increase.

Expected Lifespan of Equipment: 5 years

**ADMINISTRATIVE SERVICES DEPARTMENT  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** Phishing Prevention  
**AMOUNT:** \$20,000  
**ACCOUNT:** 6489000-42200, 1001608-44310  
**PRIORITY:** 2

- One Time Expenditure
- Recurring Expenditure

<u>COST BREAKDOWN</u>	
* One-Time	\$10,000
On-Going Yearly Cost	\$10,000
<b>TOTAL:</b>	<b>\$20,000</b>

KnowBe4 is a cloud based security awareness training designed to help manage the IT security problems of social engineering, spear phishing, and ransomware attacks. The weakest link in network security is always the end users. This is a subscription service that tests the knowledge and security of the network. Phishing has become a big issue over the last year IS is notified of new attempts a couple of times a week, well over 100 per year. We have had users fall for the scam, but were fortunate that it was just their email was compromised. Lack of employee cybersecurity training is the number one cause of databreaches.

Expected Lifespan of Equipment: 5 years

**ADMINISTRATIVE SERVICES DEPARTMENT  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** REPLACEMENT SCADA LAPTOP COMPUTER  
**AMOUNT:** \$1,500  
**ACCOUNT:** 6489000-42200  
**PRIORITY:** 3

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
One-Time	\$1,500
<b>TOTAL:</b>	<b>\$1,500</b>

The Public Works Waterworks Division requests the replacement of the Water SCADA laptop computer. The existing laptop was purchased in 2013 and runs on an operating system that is no longer supported. Replacing this seven year old laptop will utilize the latest operating system supported by the software manufacturer and the City IS Division. The SCADA laptop is used to install, repair, and maintain the software and hardware equipment related to the operation of the District's Water System, Communications, and Security.

The replacement cost for the replacement SCADA laptop is \$1,500. Therefore, staff is requesting \$1,500 to replace the SCADA laptop computer.

Expected Lifespan of Equipment: 5 years

IS Division Recommendation: This laptop is tracked inside of the CERF budget and is due for replacement. The Division suggest it use account 6489000-42200. CERF only has funds for the hardware and Microsoft office, if additional items are required it should be budgeted.

**ADMINISTRATIVE SERVICES DEPARTMENT  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** REPLACEMENT LAPTOP COMPUTER  
**AMOUNT:** \$1,500  
**ACCOUNT:** 6489000-42200  
**PRIORITY:** 4

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
One-Time	\$1,500
<b>TOTAL:</b>	<b>\$1,500</b>

The Public Works Waterworks and Sanitation Divisions request the replacement of the laptop computer used by the Enterprise Systems Analyst. The existing laptop was purchased in 2013 and runs on an operating system that is no longer supported. Replacing this seven year old laptop will utilize the latest operating system supported by the software manufacturer and the City's IS Division. The laptop is used to install, repair, and maintain the software and hardware equipment related to the operation of the Sanitation Division and the District's Water System, Communications, and Security.

The replacement cost for the replacement laptop is \$1,500. Therefore, staff is requesting \$1,500 to replace the laptop computer.

Expected Lifespan of Equipment: 5 years

IS Division Recommendation: This laptop is tracked inside of the CERF budget and is due for replacement. The Division suggest it use account 6489000-42200. CERF only has funds for the hardware and Microsoft office, if additional items are required it should be budgeted.

## FUND 651: VEHICLE REPLACEMENT FUND

### OVERVIEW

The Vehicle Replacement Fund was established in FY 96-97 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.

		FY19	FY20	FY20	FY21	FY22	FY23
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 1,407,003</b>	<b>\$ 1,085,502</b>	<b>\$ 1,085,502</b>	<b>\$ 1,021,237</b>	<b>\$ 1,021,237</b>	<b>\$ 902,345</b>
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38401	Developer Contributions	-	-	-	-	-	-
39100	Transfer from General Fund - AS	-	2,000	2,000	-	2,000	2,000
39100	Transfer from General Fund - CS	8,600	12,670	12,670	-	-	-
39100	Transfer from General Fund - ES	4,600	7,800	7,800	-	7,800	7,800
39100	Transfer from General Fund - PW	75,900	148,226	148,226	320,000	148,226	148,226
39100	Transfer from General Fund - PD	335,500	587,082	587,082	131,400	587,082	587,082
<b>TOTAL REVENUES</b>		<b>\$ 424,600</b>	<b>\$ 757,778</b>	<b>\$ 757,778</b>	<b>\$ 451,400</b>	<b>\$ 745,108</b>	<b>\$ 745,108</b>
46100	Reimb to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47030	Vehicles - AS	24,001	-	-	-	-	-
47030	Vehicles - ES	2,318	117,421	117,421	-	64,000	64,000
47030	Vehicles - PW	181,913	293,623	293,623	320,000	300,000	300,000
47030	Vehicles - PD	537,868	411,000	411,000	131,400	500,000	500,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 746,101</b>	<b>\$ 822,044</b>	<b>\$ 822,044</b>	<b>\$ 451,400</b>	<b>\$ 864,000</b>	<b>\$ 864,000</b>
<b>ENDING BALANCE</b>		<b>\$ 1,085,502</b>	<b>\$ 1,021,237</b>	<b>\$ 1,021,237</b>	<b>\$ 1,021,237</b>	<b>\$ 902,345</b>	<b>\$ 783,453</b>

## FUND 655: BUILDING IMPROVEMENT FUND

### OVERVIEW

The Building Improvement Fund was created in FY1997-98 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 FY2020-21 for repairs and upgrades to the Senior Center and Cultural Arts Center.

<b>STARTING BALANCE</b>							
		\$ 242,575	\$ (567,909)	\$ (567,909)	\$ 147,132	\$ 127,132	\$ 127,132
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
39100	Transfer from General Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
39262	Transfer from Development Agrmts	495,000	168,000	168,000	579,000	1,000,000	300,000
39280	Transfer from Forfeited Assets		295,000	295,000			
39500	Transfer from Debt Service	2,218,587	1,942,688	1,942,688		-	-
39700	Transfer from Sanitation	45,000	5,000	5,000	417,000	-	-
39761	Transfer from Waterworks	45,000	5,000	5,000	417,000	-	-
<b>TOTAL REVENUES</b>		<b>\$ 2,853,587</b>	<b>\$ 2,415,688</b>	<b>\$ 2,415,688</b>	<b>\$ 1,413,000</b>	<b>\$ 1,000,000</b>	<b>\$ 350,000</b>
42235	Furnishings & Equip (Non-Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010	Professional/Special Services	58,070	56,502	56,502	-	-	-
44410	Maintenance Building/Grounds	-	40,259	40,259	-	-	-
44490	Other Contract Services	3,500,760	1,610,909	350,000	163,000	1,000,000	350,000
47020	Furnishings & Equip (Capital)	45,651	651,134	651,134	-	-	-
47040	Building Improvements	59,590	263,788	263,788	1,270,000	-	-
48500	Maintenance Contracts	-	-	-	-	-	-
48600	Construction Contracts	-	338,963	338,963	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,664,071</b>	<b>\$ 2,961,556</b>	<b>\$ 1,700,647</b>	<b>\$ 1,433,000</b>	<b>\$ 1,000,000</b>	<b>\$ 350,000</b>
<b>ENDING BALANCE</b>							
		\$ (567,909)	\$ (1,113,777)	\$ 147,132	\$ 127,132	\$ 127,132	\$ 127,132

## FUND 656: INFORMATION SYSTEM REPLACEMENT FUND

### OVERVIEW

The City is in the process of implementing the Tyler-Munis software for all of its Financial Information System (FIS), and the first of three phases of the FIS system upgrade was implemented in January, 2017. This phase included modules for budgetary control, general ledger, accounts payable, general billing, purchasing, asset management, parking citations and cashiering. The second phase was completed in FY 2019-20 which included utility (water) billing, mobile service orders, and customer self-service. The final phase for the fiscal modules will be completed in 2020 and include personnel administration, timekeeping, payroll, applicant tracking, and employee self-service.

The City is in the final stages of implementing Tyler EnerGov for planning, permitting, and inspection systems. This system will manage and track all new development activities, home owner/business permitting, business tax, code enforcement cases, and provide a portal for citizens to check on status and communicate with City Staff more effectively. These features will be available in 2020.

		STARTING BALANCE	\$ 3,186,403	\$ 3,488,286	\$ 3,488,286	\$ 2,694,408	\$ 2,706,908	\$ 1,491,608
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
34001	Interest on Investments	\$ 61,576	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	
39262	Transfer from Development Agrmts	503,400	-	-	-	-	-	
39648	Transfer from Computer Replac	57,000	-	-	-	-	-	
39649	Trans from GIS/Permits	-	-	-	-	-	-	
39700	Transfer from Sanitation	47,500	-	-	-	-	-	
39750	Transfer from Transit	28,500	-	-	-	-	-	
39761	Transfer from Waterworks.	47,500	-	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 745,476</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
41010	Regular Salaries	\$ 87,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41020	Temporary Salaries	5,762	-	23,536	-	\$ 30,000	\$ 30,000	
41040	Overtime	484	-	-	-	-	-	
41050	Outside Assistance	53,375	-	-	-	20,000	20,000	
41200	Deferred Comp - 401k	106	-	-	-	-	-	
41210	Deferred Comp - 457	2,416	-	-	-	-	-	
41300	Vision Care	297	-	52	-	-	-	
41350	Disability	46	-	-	-	-	-	
41400	Group Insurance/Health	1,959	-	240	-	3,300	3,300	
41415	Flex Benefits	26,549	-	2,908	-	25,200	25,200	
41450	Life Insurance	374	-	-	-	400	400	
41500	Group Insurance/Dental	1,308	-	200	-	1,200	1,200	
41550	Section 125 Admin. Fee	2	-	-	-	-	-	
41600	Retirement (PERS)	7,258	-	-	-	24,900	24,900	
41650	Medicare Tax	1,424	-	21	-	1,700	1,700	
41660	FICA	-	-	1,408	-	1,500	1,500	
41700	Workers Comp	-	-	3,500	-	3,500	3,500	
41800	Leave Accrual	-	-	-	-	-	-	
42200	Computer - Non-Capital	8,742	-	-	-	-	-	
42720	Travel, Conferences, Meetings	3,433	2,075	2,075	-	3,000	3,000	
42730	Training	486	9,514	900	-	8,000	8,000	
44010	Professional/Special Services	269,054	3,115,298	491,538	-	500,000	500,000	
44490	Other Contract Services	-	680,491	-	-	32,000	32,000	
48800	Application Software	(29,540)	774,600	280,000	-	-	-	
48810	Data Conversion	-	-	-	-	-	-	
48820	Training & Implementation	11	-	-	-	-	-	
48840	System Hardware	2,585	85,775	-	-	-	-	
48990	Contingency	-	573,100	-	-	573,100	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 443,593</b>	<b>\$ 5,240,853</b>	<b>\$ 806,378</b>	<b>\$ -</b>	<b>\$ 1,227,800</b>	<b>\$ 654,700</b>	
<b>ENDING BALANCE</b>		<b>\$ 3,488,286</b>	<b>\$ (1,740,067)</b>	<b>\$ 2,694,408</b>	<b>\$ 2,706,908</b>	<b>\$ 1,491,608</b>	<b>\$ 849,408</b>	

## 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 training facility, completed in FY 18-19, is out-fitted with an L-shaped, 180-degree shooting area with programmable moving targets, and was designed to improve and maintain the marksmanship and tactical skills of local police officers.

<b>STARTING BALANCE</b>							
\$ (523,080) \$ (534,359) \$ (534,359) \$ (467,209) \$ (416,709) \$ (341,709)							
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection
34001	Interest on Investments	\$ -	\$ 500	\$ 500	\$ 500	\$ -	\$ -
38050	Contributions/donations	75,000	75,000	75,000	75,000	75,000	75,000
39262	Transfer from Development Agrmts	-	-	-	-	-	-
39280	Transfer from Forfeited Assets	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 75,000</b>	<b>\$ 75,500</b>	<b>\$ 75,500</b>	<b>\$ 75,500</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
44010	Professional/Special Services	\$ 31,991	\$ 85,923	\$ 8,000	\$ -	\$ -	\$ -
47020	Furnishings & Equip (Capital)	54,288	72,674	350	25,000	-	-
48010	Engineering / Incidentals	-	1,235	-	-	-	-
48050	Preliminary Engineering	-	-	-	-	-	-
48600	Construction Contracts	-	445,100	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 86,279</b>	<b>\$ 604,932</b>	<b>\$ 8,350</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>							
\$ (534,359) \$ (1,063,791) \$ (467,209) \$ (416,709) \$ (341,709) \$ (266,709)							

**FUND 665: CITY TELEPHONES CAPITAL PROJECT**

**OVERVIEW**

The City's former Nortel telephone system was installed in 1995 and was operating on the latest and final software release. The manufacturer discontinued voice mail system support in June 2016, and the software support in June 2018. The City installed a new system in FY 2018-19, which includes many additional features and utilizes a newer architecture of VolP. 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. The installation is complete, however there are still outstanding invoices.

		STARTING BALANCE	\$ (847,858)	\$ 215,473	\$ 215,473	\$ 215,473	\$ 215,473	\$ 215,473
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
38720	Proceeds from Capital Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39500	Transfer from Debt Service	1,201,047	998,953	-	-	-	-	
39700	Transfer from Sanitation	-	-	-	-	-	-	
39750	Transfer from Transit	-	-	-	-	-	-	
39761	Transfer from Waterworks.	-	-	-	-	-	-	
	<b>TOTAL REVENUES</b>	<b>\$ 1,201,047</b>	<b>\$ 998,953</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
44010	Professional/Special Services	\$ 107,592	\$ 282,940	\$ -	\$ -	\$ -	\$ -	
44490	Other Contract Services	-	-	-	-	-	-	
47029	Computer - SAP Settlement	-	-	-	-	-	-	
48820	Training & Implementation	-	-	-	-	-	-	
48840	System Hardware	30,124	610,475	-	-	-	-	
49100	Transfer to General Fund	-	-	-	-	-	-	
49648	Transfer to CE Replacement	-	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 137,716</b>	<b>\$ 893,416</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>ENDING BALANCE</b>	<b>\$ 215,473</b>	<b>\$ 321,010</b>	<b>\$ 215,473</b>	<b>\$ 215,473</b>	<b>\$ 215,473</b>	<b>\$ 215,473</b>	

## 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 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 LED technology, and maintenance of City-owned streetlights. With financing in place to continue advancing various energy conversation measures within City facilities in FY17-18, the project's completion is expected during FY 20-21, and the City can expect savings after debt service of approximately \$7.5 million over a 20 year period.

		STARTING BALANCE	\$ 1,000,000	\$ 21,863	\$ 21,863	\$ 644,585	\$ 644,585	\$ 644,585
Object	Description	FY19 Actual	FY20 Revised	FY20 Est. Actual	FY21 Adopted	FY22 Projection	FY23 Projection	
39270	Transfer from Economic Recovery	\$ 4,332,118	\$ 1,293,727	\$ 1,172,723	\$ -	\$ -	\$ -	
	<b>TOTAL REVENUES</b>	<b>\$ 4,332,118</b>	<b>\$ 1,293,727</b>	<b>\$ 1,172,723</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
44490	Other Contract Services	\$ 5,310,255	\$ 1,315,590	\$ 550,000	\$ -	\$ -	\$ -	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 5,310,255</b>	<b>\$ 1,315,590</b>	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>ENDING BALANCE</b>		<b>\$ 21,863</b>	<b>\$ -</b>	<b>\$ 644,585</b>	<b>\$ 644,585</b>	<b>\$ 644,585</b>	<b>\$ 644,585</b>	

# Transit Fund

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## SIMI VALLEY TRANSIT FUND 750

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 ("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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Total Revenues	\$ 7,702,865	\$ 9,426,731	\$ 8,424,013	\$ 12,995,190
Total Expenditures	\$ 8,916,319	\$ 14,341,475	\$ 9,355,724	\$ 12,995,190
<b>SURPLUS/(DEFICIT)</b>	<b>\$ (1,213,454)</b>	<b>\$ (4,914,744)</b>	<b>\$ (931,711)</b>	<b>\$ -</b>

### EXPENDITURES BY DIVISION

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Administration	\$ 3,174,075	\$ 3,552,156	\$ 3,406,812	\$ 3,282,375
Fixed-Route Maintenance	181,492	216,400	251,400	239,100
Fixed-Route Operations	2,767,776	2,665,392	2,552,250	2,141,953
ADA/DAR Maintenance	56,296	107,000	107,000	118,200
ADA/DAR Operations	2,183,811	2,483,000	2,166,000	2,965,568
Operating Transfers	47,800	37,400	37,400	38,021
Transit Projects	505,068	5,280,127	834,862	4,209,973
<b>TOTAL</b>	<b>\$ 8,916,318</b>	<b>\$ 14,341,475</b>	<b>\$ 9,355,724</b>	<b>\$ 12,995,190</b>

## TRANSIT FUND REVENUES

Revenue Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
34001 Interest on Investments	45,102	-	-	-	0.0%
34102 Advertising	57,000	57,000	57,000	63,000	10.5%
34399 Reclassification	765,356	-	-	-	0.0%
35410 Other Governments	(801,877)	-	-	-	0.0%
36002 State Assistance	-	43,786	43,786	41,600	-5.0%
36201 FTA Operating	2,671,572	2,576,896	2,576,896	2,847,400	10.5%
36203 FTA Capital	288,709	187,265	187,265	2,214,888	1082.8%
37211 Route A-1 Fares	41,198	37,500	37,500	-	-100.0%
37212 Route B-1 Fares	35,319	35,000	35,000	-	-100.0%
37213 Route C Fares	43,489	42,000	42,000	-	-100.0%
37214 Route D Fares	9,828	10,000	10,000	-	-100.0%
37215 Bus Fare Passes	71,123	50,000	50,000	55,300	10.6%
37216 DAR Van Fares	116,017	110,000	110,000	121,500	10.5%
37217 DAR Van County Reimb.	8,370	11,000	11,000	12,100	10.0%
37219 Route A-2 Fares	39,969	-	-	-	0.0%
37220 Route B-2 Fares	34,635	-	-	-	0.0%
37223 Cash Fares	-	-	-	110,000	
37224 Mobile Fares	-	-	-	27,500	
37225 Fare Revenue Deposit Variances	158	-	-	-	0.0%
37299 Other Community	2,410	3,500	3,500	3,800	8.6%
38003 Miscellaneous	7,893	15,000	15,000	16,600	10.7%
38004 Damage Recovery	881	-	-	-	0.0%
38007 Rebates	-	-	-	-	0.0%
39100 Transfer from General Fund	654,000	-	-	-	0.0%
39238 Transfer from LTF	3,611,712	6,247,784	5,245,066	7,481,502	19.7%
<b>TOTAL</b>	<b>7,702,865</b>	<b>9,426,731</b>	<b>8,424,013</b>	<b>12,995,190</b>	<b>37.9%</b>

## TOTAL TRANSIT EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	2,044,826	2,569,600	2,216,300	2,871,549	11.8%
41020 - Temporary Salaries - PR Only	73,581	5,000	5,000	5,000	0.0%
41040 - Overtime	123,861	100,100	96,000	101,500	1.4%
41200 - Deferred Comp - 401k	5,434	7,600	5,600	13,380	76.1%
41210 - Deferred Comp - 457	34,100	45,000	54,100	61,507	36.7%
41300 - Vision Care	8,380	10,000	9,400	10,790	7.9%
41350 - Disability	4,029	5,000	4,100	5,399	8.0%
41400 - Group Insurance/Health	52,313	68,600	62,800	83,496	21.7%
41415 - Flex Benefits	564,013	738,200	642,500	800,015	8.4%
41420 - CalPERS Health Admin Fee	2,081	900	900	1,200	33.3%
41450 - Life Insurance	6,710	7,600	7,300	7,745	1.9%
41500 - Group Insurance/Dental	33,428	41,800	37,000	49,636	18.7%
41550 - Section 125 Administration Fee	29	-	-	42	0.0%
41600 - Retirement (PERS)	584,315	747,700	672,400	939,284	25.6%
41601 - Retirement PERS - GASB68	531,845	-	-	-	0.0%
41620 - Retirement (HRA)	5,193	7,200	5,000	7,200	0.0%
41630 - OPEB	27,389	-	-	-	0.0%
41650 - Medicare Tax	34,434	47,900	38,700	53,236	11.1%
41660 - FICA	964	-	1,700	310	0.0%
41700 - Workers' Compensation	237,800	256,500	256,500	277,907	8.3%
41800 - Leave Accrual	65,543	140,000	140,000	110,000	-21.4%
42100 - Utilities	24,885	33,000	31,500	36,500	10.6%
42130 - Postage	33	-	-	-	0.0%
42150 - Communications	25,070	36,300	36,300	40,100	10.5%
42200 - Computer - Non Capital	4,813	7,500	7,500	8,300	10.7%
42230 - Office Supplies	3,161	3,500	3,500	3,900	11.4%
42235 - Furnishings & Equip - Non Cap	536	11,500	1,500	1,700	-85.2%
42410 - Uniform/Clothing Supply	15,301	23,000	23,500	25,400	10.4%
42440 - Memberships and Dues	10,631	15,000	15,000	16,600	10.7%
42450 - Subscriptions and Books	399	700	350	800	14.3%
42460 - Advertising	197	7,000	7,000	7,700	10.0%
42500 - Fuel and Lubricants	127,006	146,500	145,000	161,800	10.4%
42510 - Tires	45,600	49,000	49,000	54,200	10.6%
42550 - Small Tools/Equipment	8,035	5,000	5,000	5,500	10.0%
42560 - Operating Supplies	142,044	167,000	202,000	184,400	10.4%
42561 - Inventory Adjustments	(19,706)	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	5,884	7,000	7,000	7,700	10.0%
42730 - Training	530	2,500	2,500	2,700	8.0%
42790 - Mileage	1,237	2,000	1,500	2,200	10.0%
44010 - Professional/Special Services	415,444	455,417	546,900	476,500	4.6%
44310 - Maintenance of Equipment	82,843	257,377	163,000	212,800	-17.3%
44410 - Maintenance Building/Grounds	-	2,000	3,000	2,200	10.0%
44490 - Other Contract Services	14,825	43,542	16,700	36,500	-16.2%
44491 - FIS Operations	12,600	12,600	12,600	-	-100.0%
44590 - Other Insurance Services	316,200	319,362	319,362	352,900	10.5%
46100 - Reimb to General Fund	1,844,900	1,770,800	1,770,800	1,707,600	-3.6%
47020 - Furnishings & Equip (Capital)	39,433	110,332	110,332	-	0.0%
47030 - Vehicles	-	2,039,800	-	-	0.0%
47099 - Reclass of FA to Cap Purchases	(252,015)	-	-	-	0.0%
47100 - Reclass of Cap Purchases to FA	244,194	-	-	-	0.0%
48600 - Const Contracts	23,403	2,167,261	244,529	4,209,973	94.3%
48800 - Application Software	69,492	552,733	80,000	-	-100.0%
49297 - Transfer to Retiree Benefits	19,300	37,400	37,400	38,021	1.7%
49655 - Trans to Public Facility Imprv	-	-	-	-	0.0%
49656 - Transfer to FIS Project	28,500	-	-	-	0.0%
<b>TOTAL</b>	<b>7,695,043</b>	<b>13,083,825</b>	<b>8,098,074</b>	<b>12,995,190</b>	<b>-0.7%</b>

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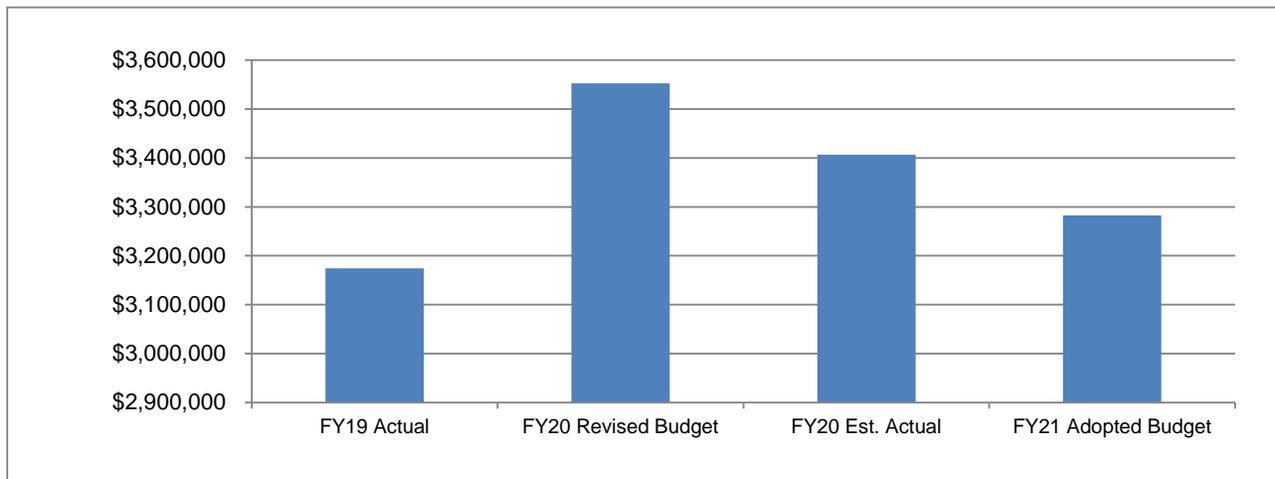
**CITY OF SIMI VALLEY**

## Transit Administration - 7502905

### OVERVIEW

Transit Administration manages and supports the City's public transportation services, which consist of 16 hours a day, 6 days a week operation of ADA Paratransit, Senior 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$3,174,075	\$3,552,156	\$3,406,812	\$3,282,375



### BUDGET ADJUSTMENTS

Replacement Dispatch Computers	\$	6,500
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## **Transit Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- 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, 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, ECTA Management and Operations Committee, and various Ad Hoc committees to coordinate public transportation services throughout Ventura County.

### **GOALS FOR FY21**

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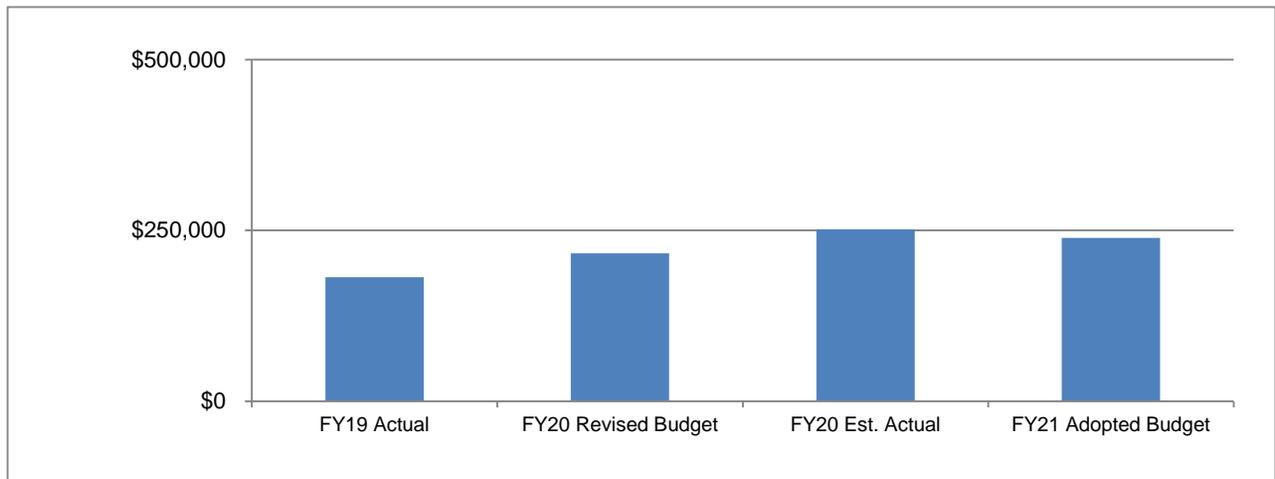
- Successfully pass the California Highway Patrol inspection.
- Procure 3 fixed-route buses.
- Procure 5 support staff/TCO relief vehicles.
- Procure and implement ADA/DAR scheduling and dispatching software.
- Procure and implement fixed-route mobile ticketing.

## Fixed-Route Maintenance - 7502910

### OVERVIEW

Fixed-Route Maintenance provides for the preventive maintenance and repairs of the City's Transit fleet of 11 vehicles that provide fixed-route service and associated equipment to ensure compliance with FTA 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$181,492	\$216,400	\$251,400	\$239,100



### BUDGET ADJUSTMENTS

None

## **Fixed-Route Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- 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 FY21**

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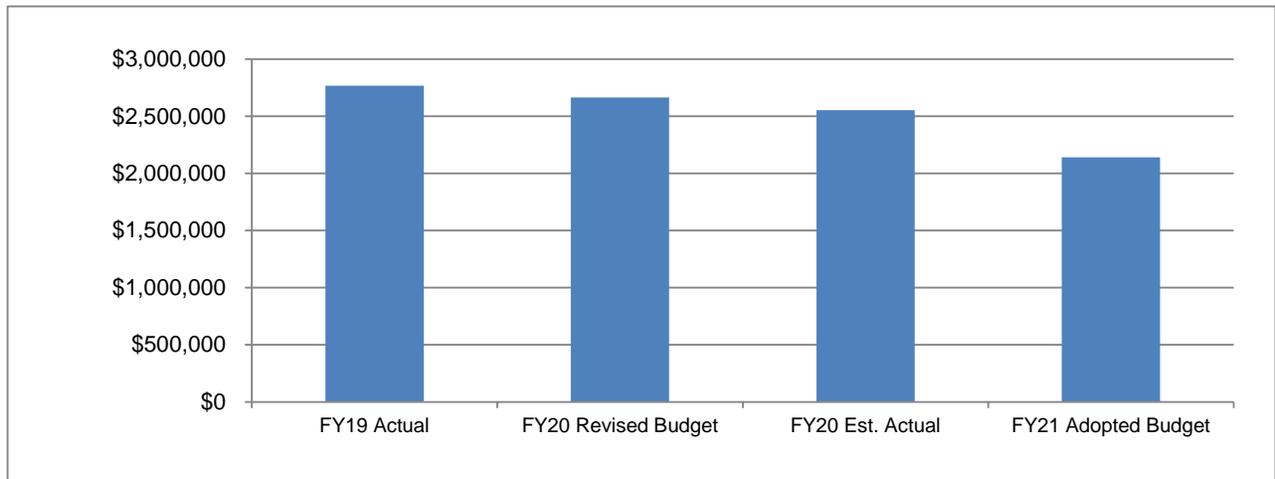
- Procure 3 new fixed-route buses for replacement.
- Procure 5 new relief and support staff vehicles for replacement.

## Fixed-Route Operations - 7502920

### OVERVIEW

Fixed-Route Operations provides the delivery of quality, fixed-route public transportation 16 hours a day, 6 days a week throughout Simi Valley. Simi Valley has 4 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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$2,767,776	\$2,665,392	\$2,552,250	\$2,141,953



### BUDGET ADJUSTMENTS

None

## **Fixed-Route Operations (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- 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.
- Increased accessibility of transportation service by publishing route information on Google Maps, and made available to other public transportation planning applications.

### **GOALS FOR FY21**

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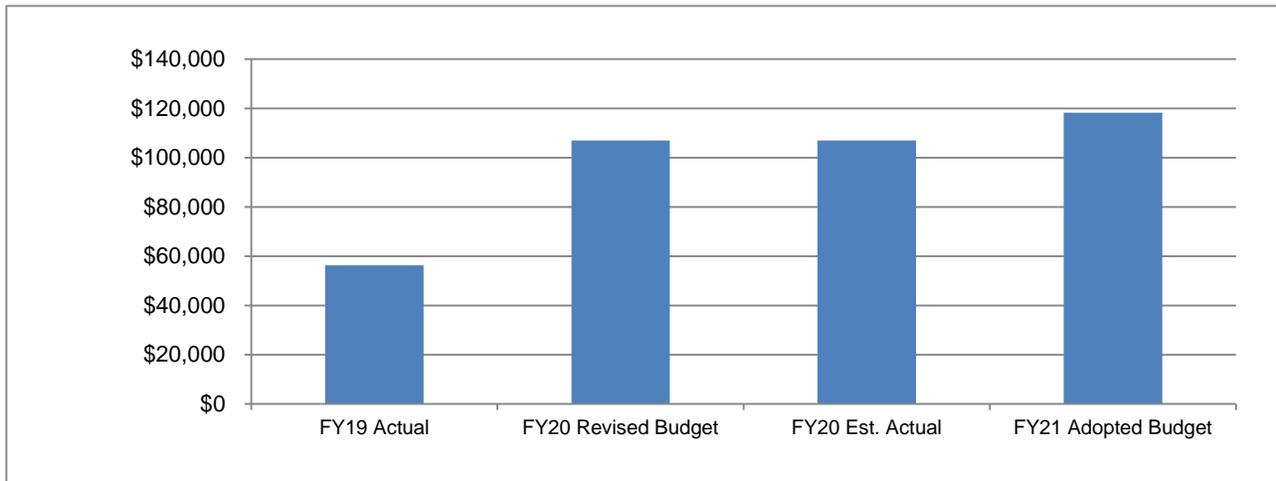
- Implement new SRTP route recommendations.
- Redesign new routes on Google Maps.
- Implement new mobile fare media.

## ADA/DAR Maintenance - 7502930

### OVERVIEW

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 FTA and State of California vehicle standards.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$56,296	\$107,000	\$107,000	\$118,200



### BUDGET ADJUSTMENTS

None

## **ADA/DAR Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Ensured the delivery of over 300 days of uninterrupted ADA/DAR services to ADA certified ridership and the senior community within the SVT service area.
- Performed preventive maintenance and repairs to the 12 ADA/DAR vehicles in compliance with FTA and State of California requirements as well as ADA requirements.
- Complied with all ADA 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 FY21**

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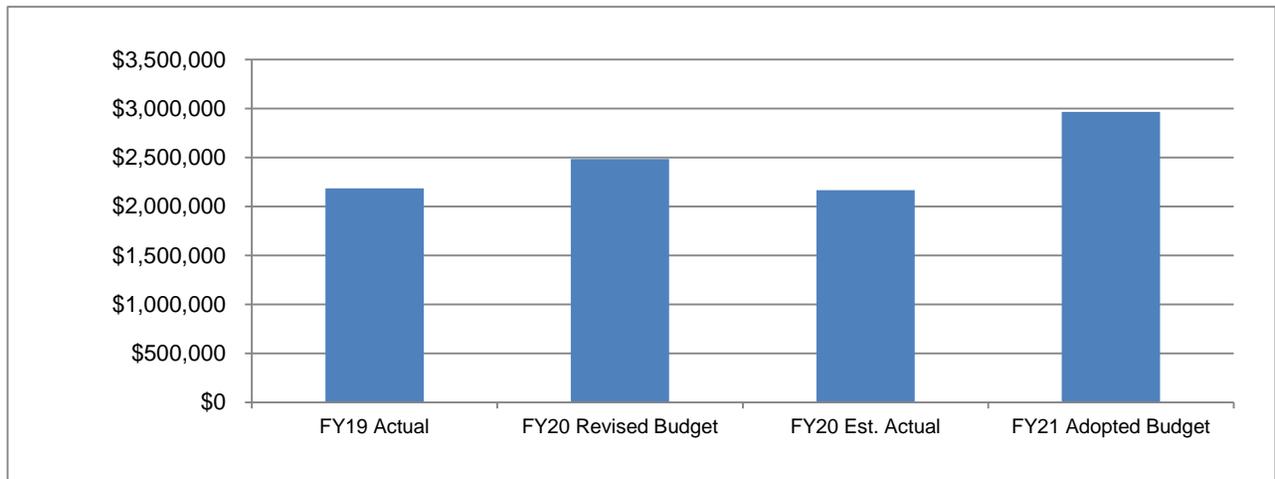
- Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with FTA and State of California requirements.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

## ADA/DAR Operations - 7502940

### OVERVIEW

ADA Paratransit and Senior DAR Operations provides specialized shared ride transportation services 16 hours a day, 6 days a week. Services are for individuals certified under the ADA and for seniors aged 65 and above.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$2,183,811	\$2,483,000	\$2,166,000	\$2,965,568



### BUDGET ADJUSTMENTS

None

## **ADA/DAR Operations (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Provided over 43,000 ADA/DAR trips to seniors and the disabled community within the SVT service area.
- Maintained necessary certifications and training for assigned staff to ensure the safe and 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 7,000 passenger trips through the ECTA InterCity Connect service for Simi Valley residents regionally to destinations including Thousand Oaks, Moorpark, Camarillo, and connections to western Ventura County.

### **GOALS FOR FY21**

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- Implement new scheduling and dispatching software.
- Improve scheduling efficiency.

**PUBLIC WORKS DEPARTMENT, TRANSIT  
FY20-21 INFORMATION SERVICES REQUEST**

**TITLE:** REPLACEMENT DISPATCH COMPUTERS

**AMOUNT:** \$6,500

**ACCOUNT:** 7502905-42200

**PRIORITY:** 1

- One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
One-Time	\$6,500
On-Going Yearly Cost	\$0
<b>TOTAL:</b>	<hr/> \$6,500

The Public Works Transit Division requests the replacement of the 5 dispatch computers. The existing computers have exceeded their useful life and the new operating system will not be supported on the current computers. In addition, dispatch will be procuring a new scheduling and dispatch software. The existing computers are used to schedule or dispatch ADA/DAR trips.

The cost for replacement dispatch of 5 computers is \$6,500. Therefore, staff is requesting \$6,500 to replace the 5 computers.

Expected Lifespan of Equipment : 5 Years

IS Division Recommendation: Price for the PC should be budgeted at \$1,300 with tax/monitor/disposal fees etc. These will be purchased out of Transit funds - eventhough they are replacments Transit budgets for their replacement not CERF. If we do not plan on replacing the monitors, the budget should be \$1,100

# Sanitation Fund

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## FUND 700 & 702: SANITATION FUNDS

The Sanitation Fund is a distinct enterprise fund supporting the City's Sanitation Services Division, which is comprised of Administration, Operations and Maintenance, Collection System Maintenance, and Environmental Compliance. Sanitation Fund revenues are derived almost entirely from service fees, and its expenses include operations and assets.

The Sanitation Services Division has 2 distinct components: the collection system (sewers) and the Water Quality Control Plant ("WQCP"). These components provide reliable community services, such as daily operational control, monitoring, testing, repairing, engineering, environmental compliance assurance, and timely replacement, while protecting the environment. The Sanitation Services Division also has a continuous operation regulated by multiple State and Federal regulatory agencies.

The Sanitation Services Division's foremost goal is to provide for public health and the environment through the safe conveyance, treatment, and disposal of sewage. It also produces a valuable commodity: recycled water, which is produced by the WQCP and meets the most stringent water recycled water standards.

**WORKING CAPITAL BALANCE** \$ 31,647,306 \$ 31,647,306 \$ 28,941,419

**REVENUES LESS EXPENDITURES**

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Total Revenues	\$ 21,611,760	\$ 22,392,550	\$ 22,598,850	\$ 43,983,200
Total Expenditures	\$ 14,622,415	\$ 43,742,072	\$ 25,304,737	\$ 60,113,741
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 6,989,345</b>	<b>\$ (21,349,522)</b>	<b>\$ (2,705,887)</b>	<b>\$ (16,130,541)</b>

**ENDING BALANCE** \$ 10,297,784 \$ 28,941,419 \$ 12,810,878

**OPERATING EXPENDITURES BY DIVISION**

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Administration - Sanitation	\$ 5,689,128	\$ 5,999,242	\$ 5,707,460	\$ 5,740,358
Sewer Line Maintenance	979,977	1,248,000	1,098,500	1,237,602
Plant Operations & Maintenance	6,080,100	6,841,185	6,436,530	7,235,517
Environmental Compliance	612,962	800,180	709,300	793,690
Transfers & Reimbursements	450,100	592,250	592,250	20,565,375
Vehicle Replacement	308,900	531,500	531,500	251,200
Sanitation Capital Projects	501,248	27,729,715	10,229,197	24,290,000 *
<b>TOTAL</b>	<b>\$ 14,622,415</b>	<b>\$ 43,742,072</b>	<b>\$ 25,304,737</b>	<b>\$ 60,113,741</b>

\* Details of the Sanitation Capital Projects are listed in the CIP Document

## SANITATION REVENUE

Revenue Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
34001 Interest on Investments	\$ 518,732	\$ 174,900	\$ 174,900	\$ 174,900	0.0%
34003 Change in Fair Value Investment	305,115				
34101 Rents & Leases	240	300	300	300	0.0%
37401 Engineering Fees	119,722	20,000	15,000	20,000	0.0%
37405 Inspection Service Fees	12,668	10,000	8,000	10,000	0.0%
37410 Services Charges	20,177,550	21,600,000	21,800,000	23,579,000	9.2%
37412 Recycled Water Charges	-	54,000	54,000	54,000	0.0%
37413 Penalty	26,276	20,000	20,000	20,000	0.0%
37432 Environmental Comp. Program	228,797	250,000	255,000	300,000	20.0%
37499 Other Public Works Fees	26,576	20,000	25,000	25,000	25.0%
38001 Sale of Surplus Property	39,034	-	3,300	-	0.0%
38003 Miscellaneous	-	-	-	-	0.0%
38004 Damage Recovery	2,250	-	-	-	0.0%
39700 Transfer from San. 700 to 702	154,800	243,350	243,350	19,800,000	8036.4%
<b>TOTAL</b>	<b>\$ 21,611,760</b>	<b>\$ 22,392,550</b>	<b>\$ 22,598,850</b>	<b>\$ 43,983,200</b>	<b>96.4%</b>

## SANITATION EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 - Regular Salaries	\$ 3,900,332	\$ 4,640,320	\$ 4,012,800	\$ 4,596,135	-1.0%
41040 - Overtime	437,230	362,000	410,400	467,000	29.0%
41200 - Deferred Comp - 401k	27,904	37,570	34,500	38,156	1.6%
41210 - Deferred Comp - 457	49,466	56,550	69,500	68,106	20.4%
41300 - Vision Care	12,519	14,170	13,500	14,523	2.5%
41350 - Disability	13,716	16,240	15,500	16,079	-1.0%
41400 - Group Insurance/Health	83,715	96,850	89,100	99,871	3.1%
41415 - Flex Benefits	859,550	1,028,490	927,900	1,039,204	1.0%
41420 - CalPERS Health Admin Fee	3,386	4,700	4,700	5,000	6.4%
41450 - Life Insurance	9,961	10,560	10,400	10,510	-0.5%
41500 - Group Insurance/Dental	53,484	62,220	60,300	64,467	3.6%
41550 - Section 125 Administration Fee	229	470	400	280	-40.4%
41600 - Retirement (PERS)	1,057,219	1,340,270	1,273,000	1,506,391	12.4%
41601 - Retirement (PERS)-GASB68	962,284	-	-	-	0.0%
41620 - Retirement (HRA)	9,627	16,400	10,000	13,584	-17.2%
41630 - OPEB	53,935	-	-	-	0.0%
41650 - Medicare Tax	63,769	81,270	67,700	81,527	0.3%
41700 - Workers' Compensation	304,600	268,800	270,780	283,562	5.5%
41800 - Leave Accrual	116,342	188,600	188,600	161,000	-14.6%
41900 - Salary Savings	-	(37,922)	-	-	-100.0%
42100 - Utilities	613,013	800,000	760,000	760,000	-5.0%
42110 - Lift Utilities	5,031	5,300	5,300	5,300	0.0%
42150 - Communications	26,476	40,700	33,500	41,000	0.7%
42200 - Computer - Non Capital	-	50,000	50,000	-	0.0%
42230 - Office Supplies	5,326	7,000	4,100	7,500	7.1%
42235 - Furnishings & Equip - Non Cap	5,908	6,000	6,000	-	-100.0%
42310 - Rentals	15,782	10,000	4,200	15,000	50.0%
42410 - Uniform/Clothing Supply	25,776	30,600	28,600	30,600	0.0%
42440 - Memberships and Dues	21,658	19,700	22,300	24,100	22.3%
42450 - Subscriptions and Books	250	900	200	900	0.0%
42530 - Chemicals	368,467	393,000	407,000	526,800	34.0%
42541 - Recycled Water	11,573	10,500	8,000	10,000	-4.8%
42550 - Small Tools/Equipment	737	1,000	1,000	1,000	0.0%
42560 - Operating Supplies	89,750	130,926	127,500	159,800	22.1%
42561 - Inventory Adjustments	(66,705)	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	18,534	17,100	22,300	29,300	71.3%
42730 - Training	10,511	8,000	8,300	18,000	125.0%
42790 - Mileage	1,681	900	1,300	1,200	33.3%
44010 - Professional/Special Services	133,071	1,495,248	1,032,230	381,100	-74.5%
44012 - Outside Legal	5,000	20,000	20,000	20,000	0.0%
44310 - Maintenance of Equipment	357,526	395,199	318,200	409,000	3.5%
44410 - Maintenance Building/Grounds	6,199	10,000	8,900	12,000	20.0%
44490 - Other Contract Services	643,516	715,760	656,600	754,800	5.5%
44491 - FIS Operations	19,600	19,600	19,600	-	-100.0%
44492 - GIS Operations	29,200	33,000	33,000	33,000	0.0%
44590 - Other Insurance Services	376,400	380,164	380,164	395,370	4.0%
44840 - Bad Debt Expense	6,319	-	-	-	0.0%
44880 - Gain/Loss on Asset Disposition	(35,050)	-	-	-	0.0%
46100 - Reimb to General Fund	2,921,200	3,040,916	3,040,916	3,197,200	5.1%
46600 - Reimb to Streets and Roads	60,000	60,000	60,000	60,000	0.0%
47020 - Furnishings & Equip (Capital)	97,207	15,000	-	60,000	0.0%
47030 - Vehicles	276,982	200,000	200,000	-	-100.0%
47099 - Reclass FA to Cap. Purchases	(5,441,959)	-	-	-	0.0%
47100 - Reclass Cap. Purchases to FA	3,881,383	-	-	-	0.0%
48500 - Maintenance Contracts	616,278	2,253,346	289,379	645,000	-71.4%
48600 - Const Contracts	1,046,407	24,792,405	9,704,818	23,485,000	-5.3%
49297 - Transfer to Retiree Benefits	150,600	291,700	291,700	296,174	1.5%
49648 - Transfer to CE Replacement	52,200	52,200	52,200	52,200	0.0%
49655 - Trans to Public Facility Imprv	45,000	5,000	5,000	417,000	0.0%
49656 - Transfer to FIS Project	47,500	-	-	-	0.0%
49702 - Transfer to San. 702 from 700	154,800	243,350	243,350	19,800,000	8036.4%
<b>TOTAL</b>	<b>\$ 14,622,415</b>	<b>\$ 43,742,072</b>	<b>\$ 25,304,737</b>	<b>\$ 60,113,741</b>	<b>37.4%</b>

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CITY OF SIMI VALLEY

## Sanitation Administration - 7004205

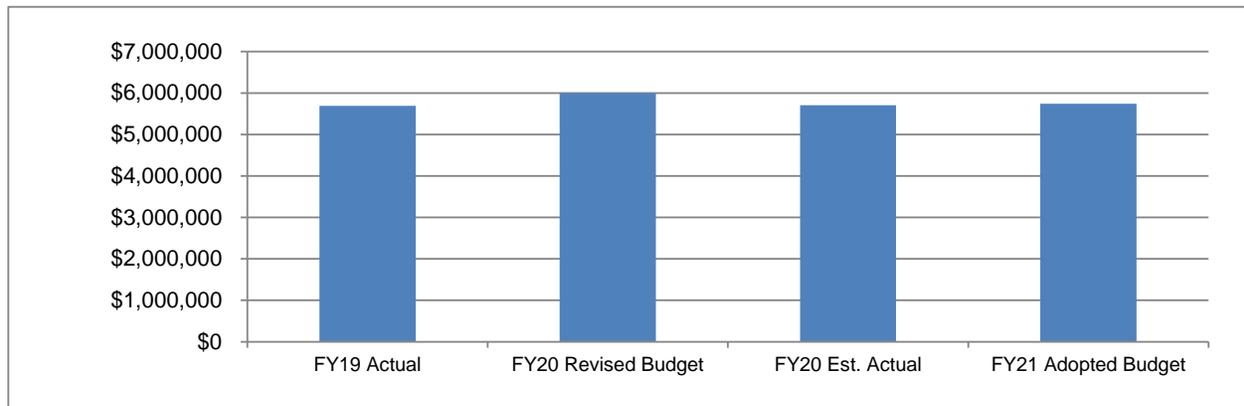
### OVERVIEW

Sanitation Administration manages the sewer and WQCP assets and the finances of the enterprise. The assets are valued at nearly \$600 million, and the operating budget is approximately \$20 million per year. In 2019, the City Council approved a rate increase to adjust for increasing operating expenses and to fund asset rehabilitation projects to ensure reliability.

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 assess the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$5,689,128	\$5,999,242	\$5,707,460	\$5,740,358



### BUDGET ADJUSTMENTS

License Renewal for AutoCAD Civil 3D (split funded)	\$	32,300
Trailer Mounted 6" Centrifugal Pump	\$	60,000
Increase in Content Management Services Maint. Cost for City Website (split funded)	\$	1,500

## **Sanitation Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Completed the WQCP SCADA Upgrade Project.
- Completed the Sanitation rates study, Prop 218 process, and adopted new sanitation rates.
- Completed the Sewer System Reliability Assessment & Financial Plan Update.
- Completed the annual Sewer System Video Inspection & Cleaning Project.
- Constructed the Easy, Fifth, Ventura Sewer Line Rehabilitation Project.
- Constructed the Royal Avenue (Crosby to Fair) Sewer Line Rehabilitation project.
- Began the WQCP ESCO Design/Bid Project, which will optimize and rehabilitate many of the plant processes.
- Supported developments that sought connections to the sewer system including: 1) issuing 180 Sewer Will-Serve letters to serve 53 single-family residences, 24 accessory dwelling units, 293 multi-family residences, and 23 tenant improvements; 2) reviewed 20 preliminary development projects and prepared project conditions for 19 projects and; 3) reviewed 16 development project plans for approval.
- Started construction of Strathearn Place-Arroyo Simi Sewer Line Rehabilitation Project.

### **GOALS FOR FY21**

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- Complete construction of the Strathearn Place-Arroyo Simi Sewer Line Rehabilitation Project.
- Construct the Royal Ave (Pride to Erringer) Sewer Line Rehabilitation Project.
- Construct the 10-inch to 12-inch Diameter Sewer Line Rehabilitation Project.
- Construct the Arroyo Simi pump station Rehabilitation Project.
- Construct the WQCP Road Paving Project, Phase II.
- Construct the WQCP Concrete Repairs Project.
- Begin construction on the WQCP ESCO Projects.
- Complete the design of the WQCP Plant water system pump station.

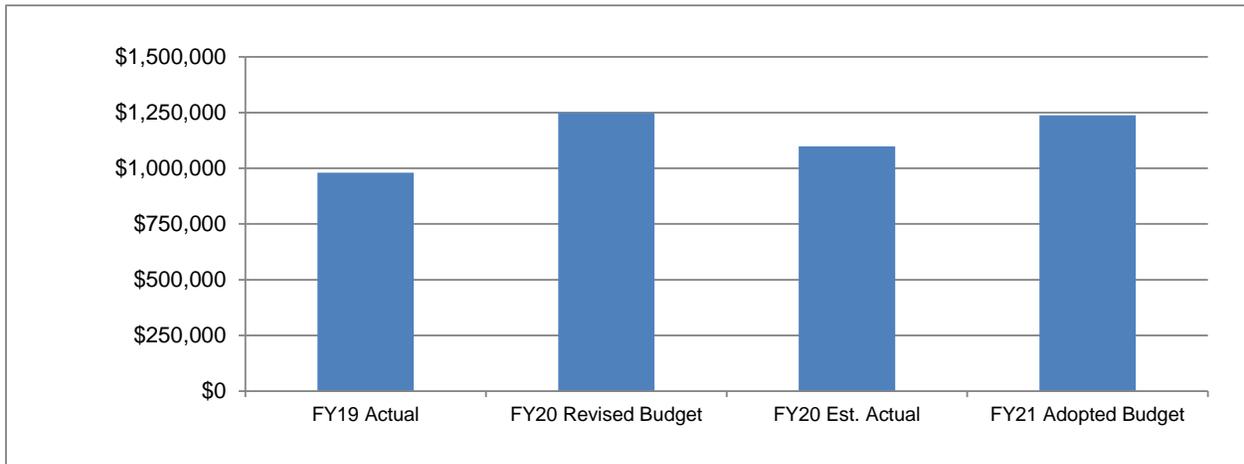
## Collection System Maintenance - 7004210

### 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 City's WQCP. The Collection System is operated and maintained by California Water Environment Association certified staff that provide 24 hours per day, 365 days per year coverage.

Collection System Maintenance includes inspection, monitoring, and comprehensive sewer cleaning. Routine sewer video inspections are conducted to assess flow conditions and identify issues before they develop into serious problems or catastrophic failures. Sewer cleaning is performed routinely using high pressure spray nozzles and vacuum combination vehicles. If a Sanitary Sewer Overflow ("SSO") occurs impacting City streets, curbs, or storm drains (including those caused by private laterals), staff is equipped, trained, and ready to respond to minimize the impact and restore a safe environment. The Collection System Maintenance includes all sewers, manholes, and 3 lift stations.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$979,977	\$1,248,000	\$1,098,500	\$1,237,602



### BUDGET ADJUSTMENTS

None

## **Collection System Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Delivered excellent service to the citizens of Simi Valley by responding to numerous odor complaints, locating sewer laterals, and responding to and containing private lateral SSO's.
- Updated SSMP.
- Installed WinCan software to improve video-inspection, sewer line condition, and data logging system.
- Participated in a variety of public outreach events (Touch-A-Truck, Living Green Expo, and Kids Fest).
- Rehabilitated 11 manhole structures and replaced 6 manhole ring and covers.
- Hydro-cleaned 229 miles of sewer line.
- Video inspected 42 miles of sewer line.
- Lined over 1,200 feet of 24 -36 inch sewer line on First St., Easy St., and Ventura Ave.

### **GOALS FOR FY21**

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- Operate the collection system reliably and continuously with no overflows.
- Clean 200 miles of sewer lines.
- Video inspect 75 miles sewer lines.
- Remove and replace 30 worn out sewer ring and covers at the street level.

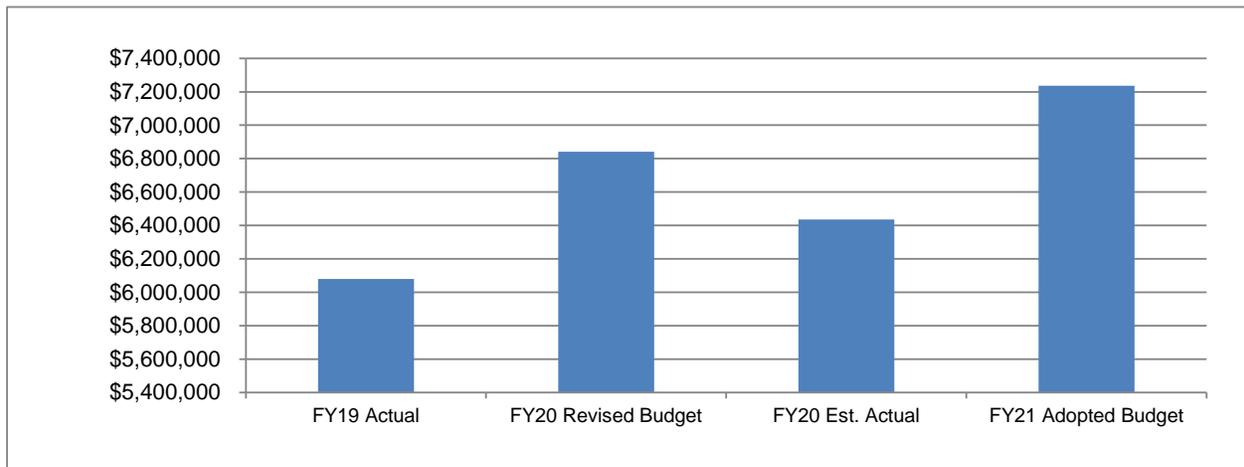
## Plant Operations, Laboratory, & Maintenance - 7004240

### OVERVIEW

Plant Operations, Laboratory, and Maintenance provide services that protect public health and the environment, meet stringent regulatory requirements, conduct routine self-monitoring of permitted discharges, and ensure safe and reliable wastewater treatment and high quality recycled water production. The WQCP is operated and maintained by Sanitation Services staff 24 hours a day, 365 days a year. The WQCP is structured with state-of-the-art treatment and control processes.

The WQCP is staffed with State of California Certified Operators and California Water Environment Association Certified Plant Maintenance, Instrumentation Technicians, 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 and Instrumentation staff perform routine equipment maintenance and emergency 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 required analyses for reports submitted to State and Federal regulatory agencies.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$6,080,100	\$6,841,185	\$6,436,530	\$7,235,517



### BUDGET ADJUSTMENTS

Sanitation Plant Chemicals	\$	133,800
HVAC Replacement - Westside Electric Storage Site	\$	15,000
Boiler Stack Replacement	\$	25,000

## **Plant Operations, Laboratory, & Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Delivered outstanding service to the citizens of Simi Valley by protecting public health and the environment 24 hours a day, 365 days a year.
- Assisted in completing Capital Projects, including equipment replacement for the 3rd 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 (Simi Valley Days Parade, Living Green Expo, Touch-A-Truck, Simi Valley H.S. Career Day, and Kids Fest).
- Provided a total of 14 educational plant tours for high school and college students, and the Girl Scouts and Boy Scouts.

### **GOALS FOR FY21**

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- Maintain NPDES permit compliance with zero violations.
- Continue to provide excellent service 24 hours a day, 365 days a year to the citizens of the City of Simi Valley.
- Assist the engineers and contractors on Capital Projects, including ESCO Programs including: work at the headworks, grit chamber, biological-nutrient-removal components, dewatering components, secondary clarifiers, and digesters.
- Continue to provide educational tours and public outreach to encourage community understanding, environmental protection, and involvement.
- Continue to collaborate with other Departments in sharing ideas and resources to improve efficiency and maintain sound fiscal management.

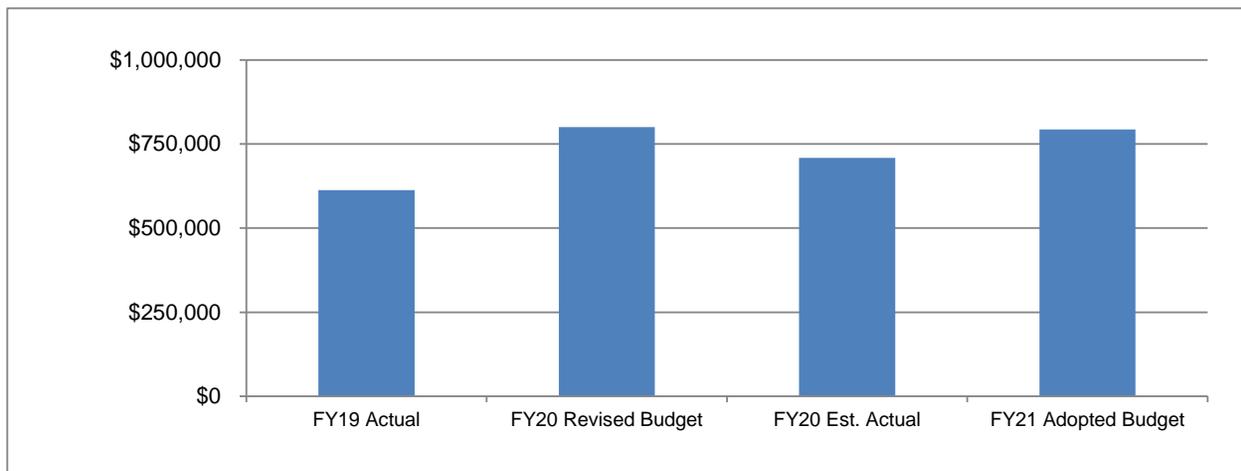
## Environmental Compliance - 7004250

### OVERVIEW

The Environmental Compliance Division administers the Pretreatment Program through the City's Sewer Use Ordinance, and with the requirements under USEPA regulations driven by the Clean Water Act. These requirements are reported through and further regulated under a NPDES permit issued to the WQCP by the Los Angeles Regional Water Quality Control Board. 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 collection system.

Staff permit and monitor industrial and commercial businesses. They provide support by advising residents and businesses on methods to minimize risks and finding acceptable solutions to specific disposal situations. Staff provide public education and outreach within the community on topics related to oil and grease disposal, the fate of sewage, and how wastes may be properly disposed.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$612,962	\$800,180	\$709,300	\$793,690



### BUDGET ADJUSTMENTS

None

## **Environmental Compliance (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Inspected and permitted 814 commercial and industrial businesses.
- Provided information, education, Best Management Practices, and permit compliance assistance to businesses for maintaining wastewater discharge compliance.
- Assisted the WQCP with maintaining NPDES discharge compliance with aggressive source control, inspection, and permitting activities.
- Continued to help protect the WQCP from industrial and commercial discharges that have the potential to upset the plant, interfere with plant processes, pass through the plant, and cause the WQCP to violate NPDES permit limitations.
- Continued to promote Public and Environmental Health and Safety.

### **GOALS FOR FY21**

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- Update and modify Sewerage Use Ordinance.
- Perform Local Limits Evaluation and effectiveness determination.
- Perform a Dental Industrial User survey before the July 14, 2020 compliance deadline.
- Continue to help protect the WQCP from industrial and commercial discharges that have the potential to upset the plant, interfere with plant processes, pass through the plant, and cause the WQCP to violate NPDES permit limitations.
- Continue promote public and environmental health and safety.

**PUBLIC WORKS DEPARTMENT, SANITATION DIVISION  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** License Renewal for Auto CAD Civil 3D, 3 year subscription (1/3 GF, 1/3 Water, 1/3 San)

**AMOUNT:** \$97,000

**ACCOUNT:** 1004080-42560, 7614605-42560, 7004205-42560

One Time Expenditure

**PRIORITY:** 1

Recurring Expenditure

**COST BREAKDOWN**

License Renewal for Auto CAD Civil 3D (3 year subscription)

General Fund -1004080 \$32,400

Water Fund - 7614605 \$32,300

\* Sanitation Fund - 7004205 \$32,300

**TOTAL:** \$97,000

The Public Works Department requests funding for the renewal of the Autodesk AutoCAD Civil 3D (3-year) Multi-user Subscription (AutoCAD) for 8 licenses. The Engineering Division's current AutoCAD subscription expires March 29, 2021.

AutoCAD is an engineering design and drafting program that is utilized by the Public Works Engineering Sections: Capital Projects, Sanitation, and Waterworks for the rehabilitation, replacement, and improvement projects including, streets, storm drains, waterlines, and sewerlines. This engineering tool is required and essential for designing and engineering the project plans and specifications. The software enables staff to complete projects accurately and efficiently and projects could not be completed without AutoCAD. Currently, there are 14 AutoCAD users: 11 in Engineering, 2 in Landscape, and 1 in Building and Safety, that share the multi-user Licenses.

Split Funded: \$32,400 (GF), \$32,300 (Water), \$32,300 (San)

**PUBLIC WORKS DEPARTMENT, SANITATION DIVISION  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Sanitation Plant Chemicals  
**AMOUNT:** \$133,800  
**ACCOUNT:** 7004240-42530  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

<u>COST BREAKDOWN</u>	
Capital Outlay	
Annual Increase to Chemicals	\$133,800
<b>TOTAL:</b>	<hr/> \$133,800

Sanitation chemical costs have gone up due to changes in production and an increase in raw material costs. Additionally, the plant will be switching from a dry polymer to an emulsion polymer due to changes to the dewatering process as a result of the ESCO project. The Plant will also need to increase the ferric usage to reduce the Struvite built up in pipes and pumps throughout the plant which will result in lower maintenance time and costs in the future.

If approved the detail would change as follows:

\$142,000 Chlorine (sodium hypochlorite) - Increase \$2K  
\$105,000 Sodium bisulfite - Increase \$5K  
\$1,000 Alum - tertiary filters  
\$150,000 Polymers- belt press and flotation thickeners - Increase due to process changes \$65K  
\$100,000 Ferric and ferrous chloride - digesters - Increase due to process changes \$55K  
\$28,500 Aqueous ammonia -thrihalomethane - Increase \$1.5K  
\$5,300 Caustic Soda- Grease - New

**PUBLIC WORKS DEPARTMENT, SANITATION DIVISION  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Sanitation West Side Electric - HVAC Replacement

**AMOUNT:** \$15,000

**ACCOUNT:** 7004240-44490

**PRIORITY:** 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

	\$15,000
<b>TOTAL:</b>	<hr/> \$15,000

The Westside electric storage site HVAC unit needs replacement. The existing HVAC unit is in need of replacement due to multiple failures and repairs and is no longer cost effective to maintain. This area houses expensive electronics and is used to test and repair sensitive electronic equipment for the plant's various processes and is best to keep this area climatized to reduce corrosion and damage.

**PUBLIC WORKS DEPARTMENT, SANITATION DIVISION  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Funding for one Trailer Mounted 6" Centrifugal Pump

**AMOUNT:** \$60,000

**ACCOUNT:** 7004205-47020

**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

<u>COST BREAKDOWN</u>	
Trailer Mounted 6" Pump Centrifugal Trailer	\$60,000
<b>TOTAL:</b>	<hr/> \$60,000

Sanitation Services requests an additional Trailer Mounted 6 " pump Centrifugal Pump. Currently, there is only one Trailer Mounted 6" Centrifugal Pump, and two are needed for process tank pump down, collection system lift station backup, and potential sewer line bypass pumping which is a vital function to the Sanitation Services Division. The existing Gorman - Rupp Pump is no longer available due to compliance with the new APCD rules and has been sent to salvage.

**PUBLIC WORKS DEPARTMENT, SANITATION DIVISION  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Boiler Stack Replacement  
**AMOUNT :** \$25,000  
**ACCOUNT:** 7004240-44310  
**PRIORITY:** 5

One Time Expenditure  
 Recurring Expenditure

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

The City of Simi Valley Sanitation division uses three Cleaver Brookes Boiler units for the Digestion process which is a critical part of waste water treatment. These boilers have provided thirteen years of service since being commissioned in 2007. The boiler exhaust stacks are corroding from the inside. Sanitation maintenance staff have made some minor repairs to prevent leaks over time. During an annual service inspection, it was recommended that these boiler stacks be replaced. The local Cleaver Brookes representative was contacted to provide a cost estimate for replacement, and during the site visit It was stated that the boiler stacks currently in place were incorrect for the boilers from the original installation. Sanitation is requesting funds to have these replaced in an effort to maintain reliability of our treatment process.

**PUBLIC WORKS DEPARTMENT, SANITATION DIVISION  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Upgraded Website Content Management System

**AMOUNT :** \$45,000

**ACCOUNT:**

**PRIORITY:** 2

One Time Expenditure

Reoccurring Expenditure

COST BREAKDOWN	
1001560-44490	\$45,000
1001608-44490	\$1,500
* 7004205-44490	\$1,500
7614605-44490	\$1,500
<b>TOTAL:</b>	<hr/> \$49,500

The City's website is outdated and needs to be modernized in order to fully comply with Web Content Accessibility Guidelines (WCAG 2.0), which are published by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI). A new platform would enhance the Content Management System's (CMS) robustness, which would provide for web content that is compatible with a variety of browsers, assistive technologies (screen readers and/or magnification software), and other means of accessing web content. Moving to a more responsive design would allow for a new structure, layout, and implementation of measures that would create ease-of-use for the website visitor. Initial costs for upgrade and technology will range from, \$40,000 to \$45,000. Ongoing Content Management Service (CMS) maintenance cost will average to \$15,000 per year.

## FUND 701: SANITATION CAPITAL FUND

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.

<b>WORKING CAPITAL BALANCE</b>		<b>\$ 8,083,082</b>		<b>\$ 8,083,082</b>		<b>\$ 8,526,482</b>
<b>Revenues</b>	<b>FY19 Actual</b>	<b>FY20 Revised Budget</b>	<b>FY20 Est. Actual</b>	<b>FY21 Proposed Budget</b>		
34001 Interest on Investments	\$ 145,272	\$ 37,500	\$ 37,500	\$ 37,500		
34003 Change in Fair Value	85,317					
37449 Sewer Connection Fees	1,090,754	1,500,000	500,000	500,000		
38199 Contributed Infrastructure	28,593					
<b>Total Revenues</b>	<b>\$ 1,349,935</b>	<b>\$ 1,537,500</b>	<b>\$ 537,500</b>	<b>\$ 537,500</b>		
<b>Expenditures</b>						
46100 Reimb to the General Fund	\$ 352,500	\$ 94,100	\$ 94,100	\$ 85,900		
<b>Total Expenditures</b>	<b>\$ 352,500</b>	<b>\$ 94,100</b>	<b>\$ 94,100</b>	<b>\$ 85,900</b>		
<b>ENDING BALANCE</b>	<b>\$ 8,083,082</b>	<b>\$ 9,526,482</b>	<b>\$ 8,526,482</b>	<b>\$ 8,978,082</b>		

# Waterworks District No. 8

## WATERWORKS FUNDS 761 & 763

The Waterworks Fund is a distinct enterprise fund supporting the Waterworks Division, which is comprised of Administration, Operations, and Utility Billing. Revenues are derived almost entirely from service fees, and expenses include operations and assets. The Waterworks Division operates the systems that 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 ("CMWD").

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, CMWD, 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 Services Division, which is responsible for handling many City business transactions, including utility billing for Waterworks District No. 8. Additionally, Customer Services field personnel supports services to water meters, including routine reading, maintenance, and repairs.

**WORKING CAPITAL BALANCE** \$ 21,235,774 \$ 21,235,774 \$ 23,476,045

**REVENUES LESS EXPENDITURES**

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Total Revenues	\$ 42,136,681	\$ 45,682,700	\$ 44,754,500	\$ 45,650,800
Total Expenditures	38,476,555	53,297,809	42,514,229	47,286,948
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 3,660,126</b>	<b>\$ (7,615,109)</b>	<b>\$ 2,240,271</b>	<b>\$ (1,636,148)</b>

**ENDING BALANCE** \$ 21,235,774 \$ 13,620,665 \$ 23,476,045 \$ 21,839,897

**OPERATING EXPENDITURES BY DIVISION**

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Administration	\$ 3,353,507	\$ 3,109,462	\$ 3,045,346	\$ 3,240,400
Operations & Maintenance	33,878,823	37,441,758	34,376,847	37,092,868
Utility Billing	767,200	880,200	862,766	935,141
Transfers & Reimbursements	335,600	368,100	368,100	1,104,438
Vehicle Replacement	196,600	548,300	345,300	204,100
Water Capital Projects	(55,175)	10,949,988	3,515,870	4,710,000 *
<b>TOTAL</b>	<b>\$ 38,476,555</b>	<b>\$ 53,297,809</b>	<b>\$ 42,514,229</b>	<b>\$ 47,286,948</b>

*\*Details of the Water Capital Projects are listed in the CIP Document*

## WATERWORKS REVENUES

Revenue Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
34001 Interest on Investments	\$ 342,173	\$ 224,800	\$ 224,800	\$ 224,800	0.0%
34003 Change in Fair Value Invest.	179,210	-	-	-	0.0%
34101 Rents & Leases	493,948	470,000	470,000	470,000	0.0%
36002 State Assistance	1,920	3,000	3,000	3,000	0.0%
37003 Returned Check (NSF)	9,860	6,000	11,000	6,000	0.0%
37401 Engineering Fees	148,407	75,000	25,000	25,000	-66.7%
37405 Inspection Services	6,635	5,200	15,000	8,000	53.8%
37410 Services Charges	37,961,444	41,600,000	13,537,000	13,714,000	-67.0%
37412 Recycled Water Charge	94,464	100,000	101,000	101,000	1.0%
37414 Water Svc: Commodity Charge	-	-	27,240,000	27,580,000	0.0%
37452 Sales to Waterworks	1,682,651	1,900,000	1,900,000	1,960,000	3.2%
37453 Water Standby Charge	6,169	5,000	3,000	3,000	-40.0%
37454 Sale of Meters	49,308	22,000	30,000	30,000	36.4%
37456 Water Lift Charge	839,032	930,000	898,000	905,000	-2.7%
37461 Door Hanger Charge	165,763	98,000	60,000	60,000	-38.8%
37499 Other Public Works	3,442	6,000	4,000	5,000	-16.7%
38001 Sale of Surplus Property	7,597	3,000	-	-	-100.0%
38004 Damage Recovery	4,657	8,000	6,000	6,000	-25.0%
39761 Transfer From Waterworks	140,000	226,700	226,700	550,000	142.6%
<b>TOTAL</b>	<b>\$ 42,136,680</b>	<b>\$ 45,682,700</b>	<b>\$ 44,754,500</b>	<b>\$ 45,650,800</b>	<b>-0.1%</b>

## WATERWORKS EXPENDITURES

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
41010 Regular Salaries	\$ 2,416,842	\$ 3,302,669	\$ 2,502,473	\$ 3,357,511	1.7%
41020 Temporary Salaries	47,168	25,000	72,271	40,000	60.0%
41040 Overtime	99,666	75,600	95,210	95,600	26.5%
41200 Deferred Comp - 401k	15,520	28,660	16,939	31,577	10.2%
41210 Deferred Comp - 457	34,111	35,300	48,484	53,080	50.4%
41300 Vision Care	9,701	11,679	9,685	11,806	1.1%
41350 Disability	7,303	11,091	7,950	11,939	7.6%
41400 Group Insurance/Dental	57,532	77,244	59,978	81,213	5.1%
41415 Flex Benefits	667,334	857,200	677,780	907,944	5.9%
41420 CalPERS Health Admin	2,245	700	700	1,100	57.1%
41450 Life Insurance	7,617	8,560	7,620	8,542	-0.2%
41500 Group Insurance/	37,179	49,200	38,868	50,762	3.2%
41550 Section 125 Admin	58	300	100	154	-48.7%
41600 Retirement (PERS)	631,819	948,848	700,269	1,098,909	15.8%
41601 Retirement (PERS)GASB68	575,084	-	-	-	0.0%
41620 Retirement (HRA)	3,429	17,600	16,562	15,984	-9.2%
41630 OPEB	27,535	-	-	-	0.0%
41650 Medicare Tax	35,370	58,961	38,726	62,303	5.7%
41660 FICA	2,926	1,000	2,795	2,480	148.0%
41700 Workers' Compensation	171,000	161,447	161,447	172,655	6.9%
41800 Leave Accrual	55,786	97,100	98,706	88,500	-8.9%
41900 Salary Savings	-	(248,347)	-	-	-100.0%
42100 Utilities	722,577	770,000	770,000	770,000	0.0%
42150 Communications	31,661	37,700	45,200	45,200	19.9%
42200 Computer - Non Capital	11,950	-	-	-	0.0%
42230 Office Supplies	13,684	15,500	17,000	15,500	0.0%
42235 Furnishings & Equipment	7,482	9,700	8,200	5,000	-48.5%
42310 Rentals	-	2,000	2,000	2,000	0.0%
42410 Uniform/Clothing	10,723	13,500	11,500	13,500	0.0%
42440 Memberships and Dues	18,197	17,600	17,500	17,600	0.0%
42450 Subscriptions and Books	1,138	1,500	1,000	1,100	-26.7%
42520 Meters	366,888	425,100	425,100	425,150	0.0%
42540 Water Purchases	28,012,849	30,200,000	28,195,000	29,353,000	-2.8%
42541 Recycled Water	77,171	75,000	75,000	75,000	0.0%
42550 Small Tools/Equip	11,262	18,500	18,500	18,500	0.0%
42560 Operating Supplies	112,907	157,560	156,500	188,800	19.8%
42561 Inventory Adjustments	(89,606)	-	-	-	0.0%
42720 Travel	10,743	21,800	20,000	22,700	4.1%
42730 Training	10,207	19,100	10,100	15,100	-20.9%
42790 Mileage	131	500	250	200	-60.0%
44010 Professional/Special Services	350,514	515,557	423,700	665,100	29.0%
44012 Outside Legal	-	2,500	-	1,500	-40.0%
44310 Maintenance of Equip	318,342	344,288	338,700	338,700	-1.6%
44410 Maintenance Buildings	1,479	15,000	10,000	15,000	0.0%
44490 Other Contract Services	576,229	638,658	532,600	552,200	-13.5%
44491 FIS Operations	32,600	32,600	32,600	-	-100.0%
44492 GIS Operations	34,200	38,000	38,000	38,000	0.0%
44590 Other Insurance	204,600	206,646	206,646	215,000	4.0%
				-	

## WATERWORKS EXPENDITURES (continued)

Expenditure Type	FY19 Actual	FY20 Revised Budget	FY20 Estimated Actual	FY21 Adopted Budget	% Budget Change
44840 Bad Debt Expense	\$ 13,781	\$ -	\$ -	\$ -	0.0%
44880 Gain / Loss on Asset Disposition	(5,000)	-	-	-	0.0%
46100 Reimb to General Fund	2,429,200	2,513,600	2,513,600	2,721,600	8.3%
46600 Reimb to Streets	60,000	60,000	60,000	60,000	0.0%
46655 Reimb to Public Fac Imprv	-	-	-	-	0.0%
47020 Furnishings & Equip	29,309	-	-	-	0.0%
47030 Vehicles	283,411	408,000	205,000	75,000	-81.6%
47099 Reclass of FA to Cap. Purchase	(756,050)	-	-	-	0.0%
47100 Reclass of Cap. Purchase to FA	(110,330)	-	-	-	0.0%
48500 Maintenance Contracts	386,099	4,252,271	2,276,896	3,560,000	-16.3%
48600 Const. Contracts: CIP	57,386	6,597,718	1,178,973	880,000	-86.7%
49297 Transfer to Retiree Benefits	35,600	68,900	68,900	69,938	1.5%
49648 Transfer to CERF	67,500	67,500	67,500	67,500	0.0%
49655 Transfer to Public Facility Imprv.	45,000	5,000	5,000	417,000	0.0%
49656 Transfer to FIS Capital	47,500	-	-	-	0.0%
49763 Transfer to WW Replacement	140,000	226,700	226,700	550,000	142.6%
<b>TOTAL</b>	<b>\$ 38,476,555</b>	<b>\$ 53,297,809</b>	<b>\$ 42,514,229</b>	<b>\$ 47,286,948</b>	<b>-11.3%</b>

# Waterworks Administration - 7614605

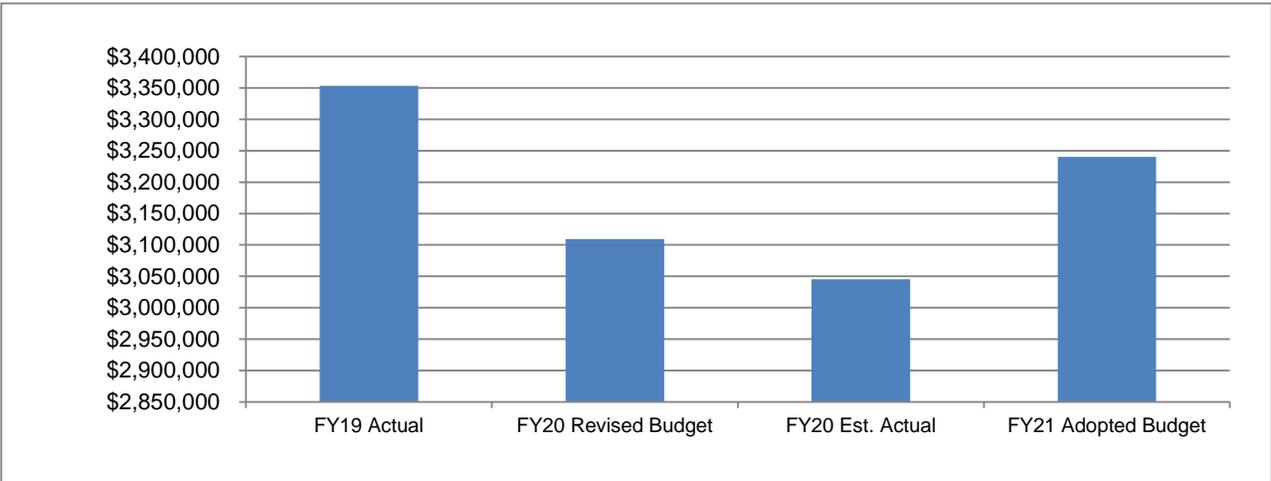
## OVERVIEW

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

A dedicated Engineering Section assesses the infrastructure, implements needed repairs, maintenance, and improvement projects. This Section also reviews and approves connections and expansions to the system requested to support real estate developments. The proposed budget and 5-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.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 3,353,507	\$ 3,109,462	\$ 3,045,346	\$ 3,240,400



## BUDGET ADJUSTMENTS

License Renewal for AutoCAD Civil 3D (split funded)	\$	32,300
Increase in Content Management Services Maint. Cost for City Website (split funded)	\$	1,500

## **Waterworks Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

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- Awarded the Seismic Evaluation of the Waterworks Storage Tank System.
- Completed the water rates study, Prop 218 process, and adopted new water rates.
- Recoated the Madera water storage tank.
- Purchased and installed Water Storage Mixing devices in 3 tanks.
- Constructed the Crown Hill Drive Waterline Project.
- Constructed the La Gross Way Waterline Project.
- Constructed the Black Canyon Road Waterline Project.
- Initiated the Capacity Evaluation of the Waterworks Distribution System.
- Supported developments that sought water service connections including: 1) issuing 180 Water Will-Serve letters to serve 53 single-family residences, and 293 multi-family residences; 2) reviewed 15 preliminary development projects and prepared project conditions for 12 projects and; 3) reviewed 12 development project plans for approval.

### **GOALS FOR FY21**

---

- Construct the Clear Springs, Lookout Rock, Santa Susanna Waterline Project.
- Construct the Ehlers, Larson, My Way Waterline Project.
- Construct the Station #2 Water Storage Tank Replacement Project.
- Construct the Box Canyon (Bryant Road) Waterline Project.
- Construct the Alta Vista Waterline Project.
- Recoat the Box Canyon Water Storage Tank.
- Complete the Annual Water Storage Tanks Cleaning and Inspection Project.
- Complete the Capacity Evaluation of the Waterworks Distribution System.
- Complete the Seismic Evaluation of the Waterworks Storage Tank System.

# Waterworks Operations & Maintenance - 7614640

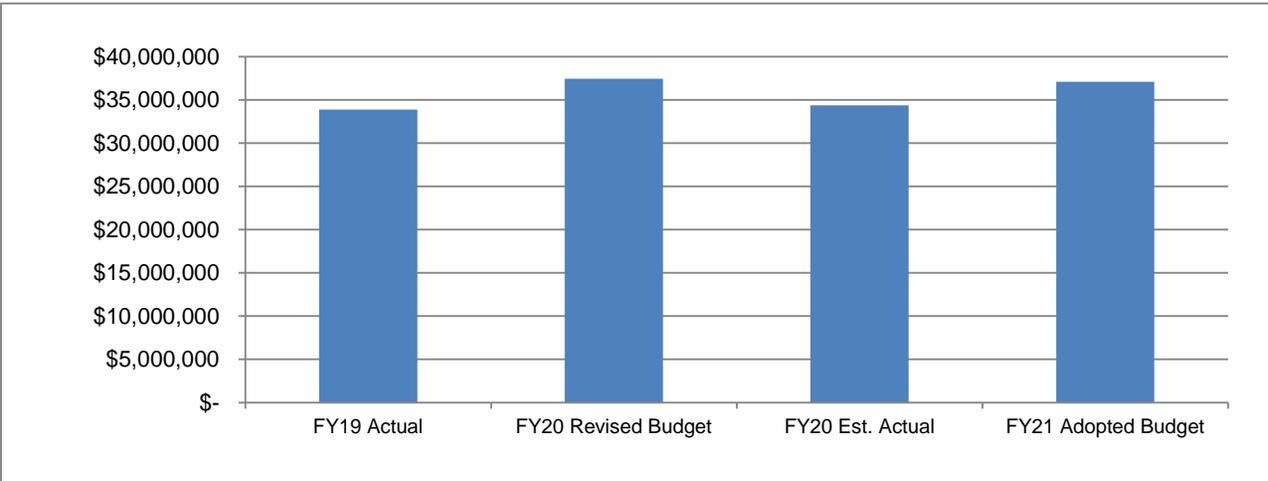
## OVERVIEW

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, CMWD, producing water at the Tapo Canyon Water Treatment Plant, and 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 and provide expected service.

The Environmental Compliance Division administers water conservation oversight through programs that include public information, education and outreach, residential/commercial inspections, and water use efficiency retrofits from incentives and rebates.

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, crews are prepared to respond when there is a need at any time of the day, week, month, or year.

	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
Expenditures	\$ 33,878,823	\$37,441,758	\$34,376,847	\$37,092,868



## BUDGET ADJUSTMENTS

None

## **Waterworks Operations & Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY20**

---

- Purchased 1 10-ton dump truck to improve operational reliability and accommodate hauling emergency response generating and pumping equipment.
- Replaced the SCADA communication backhaul equipment with dependable state of the art devices.
- Improved customer water metering to provide better data for the customer and improve system efficiency.
- Provided expedient emergency response to SCE outages maintaining an uninterrupted water supply to customers.
- Integrated the AMI water meter data collection with the Utility Billing function.
- Adopted paperless customer service work orders with live updates from the field.
- Reduced water consumption by 24% (Waterworks District No. 8 customers) as compared to water use in 2013 (used as baseline year established by the State).
- Replaced City landscape turf with sustainable plants and high efficiency irrigation utilizing over \$24,000 in rebates.
- Achieved greatest number of rebates in the Calleguas service area from the expansion of Waterworks District No. 8 customer participation in the SoCal Water Smart Rebate program.

### **GOALS FOR FY21**

---

- Expand the AMI collection to maximize usage data collection for Utility Billing purposes.
- Continue with the replacement and update of the SCADA communications network to ensure consistent reliability of the water system.
- Provide continuous, reliable, efficient, and safe services to Waterworks customers.
- Provide compliance oversight of State mandated reduction in water consumption by providing water use efficiency education to customers via press releases, social media, billing messages, outreach events, and workshops.
- Obtain grant-funding for purchase and installation of water-bottle filling stations in all City owned buildings.
- Replace turf, install sustainable landscape and irrigation, and obtain water rebate funding in City landscape areas, including the Welcome Corner.

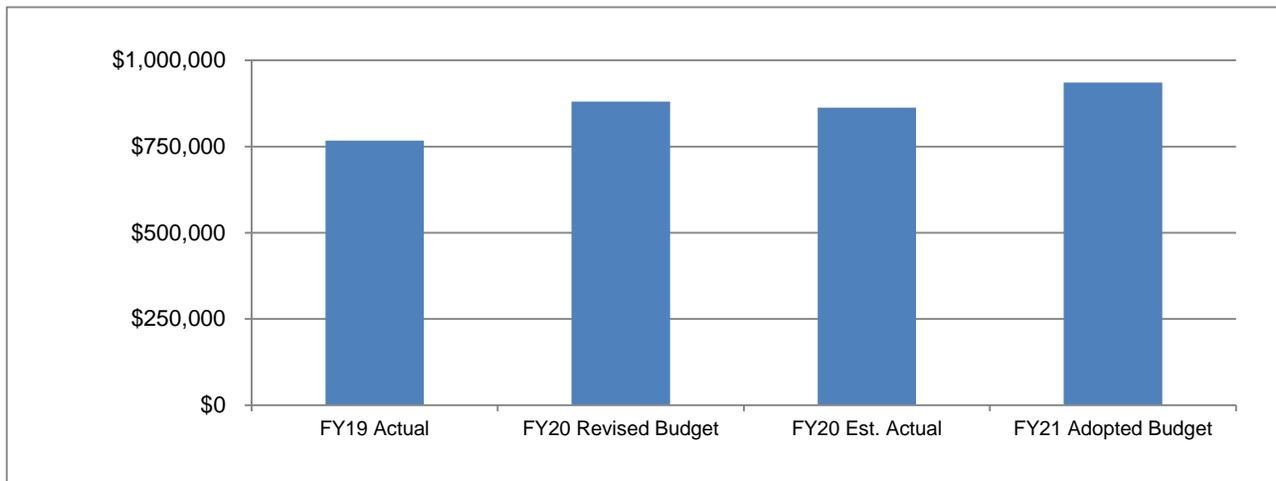
## Utility Billing - 7614645

### 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 related to a water bill, with an emphasis on providing the customer a thorough and meaningful response to inquiries.

	<b>FY19 Actual</b>	<b>FY20 Revised Budget</b>	<b>FY20 Est. Actual</b>	<b>FY21 Adopted Budget</b>
Expenditures	\$767,200	\$880,200	\$862,766	\$935,141



### BUDGET ADJUSTMENTS

None

## Utility Billing (continued)

### KEY ACCOMPLISHMENTS IN FY20

---

- Successfully completed the implementation of a new utility billing software, including a Citizen's Self Service web portal for online payments and bill review.
- Updated the City's policy and process on Discontinuation of Residential Water Service Due to Nonpayment as outlined by the State's *Water Shutoff Protection Act* (SB998).
- Processed 150,163 utility and sanitation bills within 3 days of receipt of the meter read data from the Public Works Department.

### GOALS FOR FY21

---

- Update the City's Water Services Billing and Collections Rules and Regulations.
- Process all Utility Bills within 3 working days of receipt of billing data from the Public Works Department.
- Complete implementation and go-live on a replacement Utility Billing system, which is 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 1 business day of receipt of payment.

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Supplemental Funding for Replacement of John Deere Water Pump  
**AMOUNT:** \$75,000  
**ACCOUNT:** 7634607-47030  
**PRIORITY:** 1

- One Time Expenditure  
 Recurring Expenditure

**COST BREAKDOWN**

Reimbursements and Transfers	
Transfer to Vehicle Equipment Reserve	
from the Waterworks Operations Fund	\$75,000
<b>TOTAL:</b>	<b>\$75,000</b>

Vehicle #277, a 1989 John Deere Pump, was approved for replacement in the FY2018/19 budget process in the amount of \$35,000. Additional funding is needed to purchase a replacement water pump. This large pump was purchased in 1989 and is used for emergency pumping.

Funds in the amount of \$35,000 have been carried to the current fiscal year, however, due to the additional costs to meet the clean air diesel requirements and rising costs for this type equipment, funds are insufficient to replace this vehicle at this time. Estimated replacement cost is \$110,000, therefore an additional \$75,000 is requested.

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION  
FY20-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** License Renewal for Auto CAD Civil 3D, 3 year subscription (1/3 GF, 1/3 Water, 1/3 San)

**AMOUNT:** \$97,000

**ACCOUNT:** 1004080-42560, 7614605-42560, 7004205-42560

One Time Expenditure

**PRIORITY:** 2

Recurring Expenditure

**COST BREAKDOWN**

License Renewal for Auto CAD Civil 3D (3 year subscription)

General Fund -1004080	\$32,400
* Water Fund - 7614605	\$32,300
Sanitation Fund - 7004205	\$32,300
<b>TOTAL:</b>	<b>\$97,000</b>

The Public Works Department requests funding for the renewal of the Autodesk AutoCAD Civil 3D (3-year) Multi-user Subscription (AutoCAD) for 8 licenses. The Engineering Division's current AutoCAD subscription expires March 29, 2021.

AutoCAD is an engineering design and drafting program that is utilized by the Public Works Engineering Sections: Capital Projects, Sanitation, and Waterworks for the rehabilitation, replacement, and improvement projects including, streets, storm drains, waterlines, and sewerlines. This engineering tool is required and essential for designing and engineering the project plans and specifications. The software enables staff to complete projects accurately and efficiently and projects could not be completed without AutoCAD. Currently, there are 14 AutoCAD users: 11 in Engineering, 2 in Landscape, and 1 in Building and Safety, that share the multi-user Licenses.

Split Funded: \$32,400 (GF), \$32,300 (Water), \$32,300 (San)

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Upgraded Website Content Management System

**AMOUNT :** \$45,000

**ACCOUNT:**

**PRIORITY:** 2

One Time Expenditure

Reoccurring Expenditure

COST BREAKDOWN	
1001560-44490	\$45,000
1001608-44490	\$1,500
7004205-44490	\$1,500
* 7614605-44490	\$1,500
<b>TOTAL:</b>	<hr/> \$49,500

The City's website is outdated and needs to be modernized in order to fully comply with Web Content Accessibility Guidelines (WCAG 2.0), which are published by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI). A new platform would enhance the Content Management System's (CMS) robustness, which would provide for web content that is compatible with a variety of browsers, assistive technologies (screen readers and/or magnification software), and other means of accessing web content. Moving to a more responsive design would allow for a new structure, layout, and implementation of measures that would create ease-of-use for the website visitor. Initial costs for upgrade and technology will range from, \$40,000 to \$45,000. Ongoing Content Management Service (CMS) maintenance cost will average to \$15,000 per year.

## FUND 762: WATERWORKS CAPITAL FUND

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** \$ (2,268,062) \$ (2,268,062) \$ (8,871,754)

Revenues	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
34001 Interest on Investments	\$ (27,851)	\$ 5,000	\$ 8,500	\$ 8,500
37479 Capital Improvement Charges	439,424	500,000	500,000	500,000
38199 Contributed Infrastructure	80,477	-	-	-
<b>Total Revenues</b>	<b>\$ 492,050</b>	<b>\$ 505,000</b>	<b>\$ 508,500</b>	<b>\$ 508,500</b>

Expenditures	FY19 Actual	FY20 Revised Budget	FY20 Est. Actual	FY21 Adopted Budget
46100 Reimb to the General Fund	280,900	279,300	279,300	321,000
47099 Reclass of FA to Cap. Purchase	(1,487,283)	-	-	-
47100 Reclass of Cap. Purchase to FA	894,105	-	-	-
48500 Maintenance Contracts	-	-	-	-
48600 Construction Contracts	913,944	10,563,775	6,832,892	3,530,000
<b>Total Expenditures</b>	<b>\$ 601,666</b>	<b>\$ 10,843,075</b>	<b>\$ 7,112,192</b>	<b>\$ 3,851,000</b>

**ENDING BALANCE Surplus/(deficit)** **\$ (2,268,062) \$ (12,606,137) \$ (8,871,754) \$ (12,214,254)**

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CITY OF SIMI VALLEY

# Classifications & Salary Ranges

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 01/01/2019

For more information on salaries and benefits, see the California State Controller's website [publicpay.ca.gov](http://publicpay.ca.gov)  
or the City of Simi Valley's website at [www.simivalley.org](http://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 Clerk	10-May-18	\$8,908.03 - \$10,870.10	\$106,896.40 - \$130,441.22
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	4643.6 - \$5,924.53	55723.2 - \$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

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 01/01/2019

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JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Crime Scene Investigator II	27-Jun-16	\$4,926.13 - \$6,286.80	\$59,113.60 - \$75,441.60
Crime Scene Investigator Trainee	27-Jun-16	\$3,515.20 - \$4,480.67	\$42,182.40 - \$53,768.00
Crossing Guard (Temps)	01-Jan-19	\$2,080.00 - \$2,275.87	\$24,960.00 - \$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	02-Oct-17	\$8,946.88 - \$11,520.56	\$107,362.58 - \$138,246.68
Deputy Administrative Services Director (Inform	02-Oct-17	\$9,988.05 - \$12,874.03	\$119,856.62 - \$154,488.36
Deputy Administrative Services Director (Suppc	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	\$89,681.28 - \$115,260.60
Deputy Building Official/Plan Check	09-Jan-17	\$8,217.56 - \$10,572.42	\$98,610.72 - \$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 & Logist	02-Oct-17	\$9,115.73 - \$11,740.13	\$109,388.76 - \$140,881.52
Deputy Environmental Services Director (Buildir	02-Oct-17	\$9,105.42 - \$11,726.61	\$109,265.00 - \$140,719.28
Deputy Environmental Services Director (City P	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 Se	02-Oct-17	\$9,042.69 - \$11,645.16	\$108,512.30 - \$139,741.94
Deputy Public Works Director (Environmental C	02-Oct-17	\$8,994.12 - \$11,582.00	\$107,929.38 - \$138,984.04
Deputy Public Works Director (Maintenance Se	02-Oct-17	\$9,042.69 - \$11,645.16	\$108,512.30 - \$139,741.94
Deputy Public Works Director (Maintenance Ser	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Deputy Public Works Director (Sanitation Serv	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Deputy Public Works Director (Waterworks Ser	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 Coordinat	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

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as of 01/01/2019

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or the City of Simi Valley's website at [www.simivalley.org](http://www.simivalley.org)

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Human Resources Technician	27-Jun-16	\$3,359.20 - \$4,295.20	\$40,310.40 - \$51,542.40
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

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 01/01/2019

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

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Police Dispatcher	27-Jun-16	\$4,407.87 - \$5,624.67	\$52,894.40 - \$67,496.00
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	\$6,972.55 - \$7,365.26	\$83,670.60 - \$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	01-Jan-19	\$2,080.00 - \$2,541.07	\$24,960.00 - \$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

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 01/01/2019

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or the City of Simi Valley's website at [www.simivalley.org](http://www.simivalley.org)

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Transit Coach Operator Trainee	02-Oct-17	\$3,548.13 - \$3,548.13	\$42,577.60 - \$42,577.60
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-19	\$2,080.00 - \$0.00	\$24,960.00 - \$0.00
Work Experience/Maintenance (Temps)	01-Jan-19	\$2,080.00 - \$0.00	\$24,960.00 - \$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

## AUTHORIZED POSITIONS (FTE's)

	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>FY2020-21</u>
City Administration <sup>1</sup>	23.00	22.00	37.875
City Attorney	6.00	6.00	6.00
Administrative Services <sup>1</sup>	37.50	38.50	38.50
Community Services <sup>2</sup>	30.94	29.88	-
Transit	42.74	-	-
Environmental Services <sup>3</sup>	39.00	39.00	49.00
Public Works <sup>4</sup>	93.00	91.68	89.73
Waterworks	41.00	41.66	41.66
Sanitation	57.00	59.66	58.61
Transit	-	42.80	43.05
Police Department <sup>5</sup>			
Sworn	125.00	125.00	123.00
Non-Sworn	52.00	52.00	53.00
<b>CITYWIDE TOTAL</b>	<b>547.18</b>	<b>548.18</b>	<b>540.425</b>

*\*\* FTE count varies slightly based on adjustments to part-time position's hours.*

### **Staffing Changes**

<sup>1</sup> FY2019-20

One Management Analyst was moved from City Administration to Administrative Services

FY2020-21

17.875 FTE's were moved out of Community Services and into City Administration, 2 were then eliminated

<sup>2</sup> FY2020-21

Community Services was dissolved and staff was moved into City Administration, Public Works, and Environmental Services.

<sup>3</sup> FY2020-21

Environmental Services eliminated 3 positions and added 12 positions from Community Services. (8 Code Enforcement, 1 Neighborhood Council, 3 ES Admin.)

<sup>4</sup> FY2019-20

Transit was moved out of Community Services and into Public Works  
Public Works added one Position - Budget and Administrative Manager

FY2020-21

Public Works added one Administrative Assistant from Community Services and eliminated 3 General Fund Positions and 1 position in Water.

<sup>5</sup> FY2020-21

Police Department eliminated one Deputy Police Chief and one Police Commander. The department also added one Dispatcher.

**STATUS REPORT**  
As of 07/01/2020

I. REGULAR POSITIONS SUMMARY	----- Number of Positions ----- Authorized
CITY ADMINISTRATION	
CITY MANAGER	9.5
CITY CLERK SERVICES	4
CITY ATTORNEY	6
SENIOR SERVICES	4
YOUTH SERVICES	1
CULTURAL ARTS	5
LIBRARY	1
HUMAN RESOURCES (ADMIN)	8
MEALS-ON-WHEELS	1.75
CONGREGATE MEALS	.625
WORKERS' COMP	3
<hr/>	
Total for CITY ADMINISTRATION	43.875
ADMINISTRATIVE SERVICES	
ADMINISTRATION	6
FISCAL SERVICES	9
SUPPORT SERVICES	6.5
INFORMATION SERVICES	12
UTILITY BILLING/CUSTOMER SVCS	5
<hr/>	
Total for ADMINISTRATIVE SERVICES	38.5
ENVIRONMENTAL SERVICES	
MAIN ADMINISTRATION	10
HOUSING (HSA)	4
PLANNING	10
BUILDING AND SAFETY	16
CODE ENFORCEMENT	8
NEIGHBORHOOD COUNCIL	1
<hr/>	
Total for ENVIRONMENTAL SERVICES	49
PUBLIC WORKS	
ADMINISTRATION	10.34
ENVIRONMENTAL COMPLIANCE	3
ENGINEERING	18.34
PARKWAY/TREE MAINTENANCE	14
STREET MAINTENANCE	11
BUILDING MAINTENANCE	17
TRAFFIC MAINTENANCE	3
VEHICLE MAINTENANCE	7
STORM DRAIN MANAGEMENT	3
GRAFFITI/ABATEMENT	2
CROSSING GUARDS	.05
SANITATION ADMINISTRATION	9.11
SEWER LINE MAINTENANCE	9
PLANT OPERATIONS & MAINTENANCE	35.5
WATERWORKS OPERATIONS & MAINTENANCE	41.66
PRETREATMENT ENVIRONMENTAL COMPLIANCE	5
LIBRARY MAINTENANCE	1
TRANSIT ADMINISTRATION	5
TRANSIT BUS OPERATIONS	17.8
TRANSIT VAN OPERATIONS	20.25

**STATUS REPORT**

**As of: 07/01/2020**

	----- Number of Positions ----- Authorized
<b>I. REGULAR POSITIONS SUMMARY</b>	
Total for PUBLIC WORKS	233.05
POLICE DEPARTMENT	
ADMINISTRATION	5
DISPATCH	15
PATROL BUREAU	74
SPECIAL OPERATIONS BUREAU	11
DETECTIVE BUREAU	19
RECORDS BUREAU	11
PD FISCAL SERVICES UNIT	4
PD MAINTENANCE UNIT	3
AUXILIARY SERVICES BUREAU	15
TRAFFIC BUREAU	17
PD EMERGENCY SERVICES	2
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Total for POLICE DEPARTMENT	176
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Total (All Departments)	540.425

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**CITY OF SIMI VALLEY**

# Glossary & Acronyms

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## GLOSSARY

### **Agency Funds**

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

### **Anticipated Underexpenditures**

An amount that is used to reduce budgeted expenditure amounts to increase the accuracy of year-end fund balance projections.

### **Appropriation**

An authorization made by the City Council that permits the City to incur obligations and to make expenditures. An appropriation is usually limited in amount and as to the time when it may be expended.

### **Assessed Valuation**

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to the 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 Message**

Included in the opening section of the budget, the Budget Message provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendation of the City Manager.

### **Budget and Fiscal Policies**

General and specific guidelines adopted by the City Council that govern budget preparation and administration.

## **GLOSSARY (continued)**

### **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 Improvement 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 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.

### **Fiscal Year**

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

## **GLOSSARY (continued)**

### **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.

### **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.

### **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.

### **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.

## **GLOSSARY (continued)**

### **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 INITIALISMS

**ADA**

Americans With Disabilities Act

**AFIS**

Automated Fingerprint Identification System

**ALD**

Assistive Listening Device

**AV**

Audio/Video

**BNR**

Biological Nutrient Removal

**CAC**

Simi Valley Cultural Arts Center

**CAD**

Computer-Aided Dispatch

**CAFR**

Comprehensive Annual Financial Report

**CalPERS**

California Public Employees Retirement System

**CalRecycle**

California Department of Resources, Recycling, and Recovery

**CCA**

Community Choice Aggregation

**CDA**

Simi Valley Community Development Successor Agency

**CDBG**

Federal Community Development Block Grants Program

**CDLAC**

California Debt Limit Allocation Committee

**CEQA**

California Environmental Quality Act

**CERT**

City Emergency Response Team

**CHP**

California Highway Patrol

**CIP**

Capital Improvement Program

**CLETS**

California Law Enforcement Telecommunications System

**CMAQ**

Congestion Mitigation Air Quality

**CMP**

Chemical Mechanical Polisher

**CMU**

Concrete Masonry Units

**CMWD**

Calleguas Municipal Water District

**CNG**

Compressed Natural Gas

**COA**

Simi Valley Council On Aging

**CPA**

Certified Public Accountant

**CPR**

Cardiopulmonary Resuscitation

**CPI-U**

Consumer Price Index for All Urban Consumers

**CPS**

Connector Pipe Screens

**CRV**

California Redemption Value

**CSMFO**

California Society of Municipal Finance Officers

**DAFT**

Dissolved Air Flotation Thickeners

**DAR**

Dial-A-Ride

**DHS**

Department of Homeland Security

**DIVCA**

California Digital Infrastructure and Video Competition Act of 2006

**DMV**

California Department of Motor Vehicles

**DSW**

Disaster Service Worker

**DUI**

Driving Under the Influence

## ACRONYMS AND INITIALISMS (continued)

**ECTA**

East County Transit Alliance

**EOC**

Emergency Operations Center

**EPA**

Environmental Protection Agency

**ERP**

Enterprise Resource Planning System (City of Simi Valley Integrated Financial System)

**ESCO**

Energy Service Company

**FEB**

Flow Equalization Basin

**FEMA**

Federal Emergency Management Agency

**FIS**

Simi Valley Financial Information System

**FTA**

Federal Transit Administration

**GAAP**

Generally Accepted Accounting Principles

**GASB**

Governmental Accounting Standards Board

**GEMS**

GIS Emergency Management Mapping System

**GFOA**

Government Finance Officers Association

**GIS**

Geographic Information System

**GPS**

Global Positioning System

**HCD**

Housing and Community Development

**HHW**

Household Hazardous Waste

**HUD**

Federal Development of Housing and Urban Development

**HVAC**

Heating, Ventilation, and Air Conditioning

**IBNR**

Incurred-But-Not Reported

**ICS**

Incident Command System

**IGA**

Investment Grade Audit

**LED**

Light Emitting Diode Technology

**LIDAR**

Light Detection and Ranging Technology

**LMD**

Landscape Maintenance District No. 1

**LTF**

Local Transportation Fund

**MOU**

Memorandum of Understanding

**MPD**

Master Plan of Drainage

**MPR**

Multi-Purpose Room

**MS4**

Municipal Separate Storm Sewer System

**MUSTS**

Municipal Unsafe Structure Tracking System

**NABI**

North American Bus Industry

**NASSCO**

National Association of Sewer Service Companies

**NCIC**

National Crime Information Center

**NIMS**

National Incident Management System

**NPDES**

National Pollutant Discharge Elimination System

**OPR**

Office and Planning and Research

**OTS**

Office of Traffic Safety

## ACRONYMS AND INITIALISMS (continued)

**PA**

Public Address

**PBX**

Private Branch Exchange

**PCC**

Portland Concrete Cement

**PCI**

Payment Card Industry

**PEG**

Public, Educational, and Governmental Funds

**PEMHCA**

Public Employees Medical and Hospital Care Act

**PEP**

Pretreatment Effluent Pumping

**PLC**

Programmable Logic Controllers

**PMP**

Pavement Management Program

**POST**

Police Officer Standardized Training

**PPE**

Personal Protective Equipment

**PROS**

Post Release Offender Supervision Program

**PSC**

Simi Valley Public Services Center

**RADAR**

Radio Detection and Ranging Technology

**RAS**

Reverse Activated Sludge

**RFP**

Request For Proposal

**RHNA**

Regional Housing Need Assessment & Allocation

**RMS**

Records Management System

**RWQCB**

Regional Water Quality Control Board

**SAP**

Fully Integrated Computer Business Software Program Used by the City of Simi Valley

**SB**

Senate Bill

**SB90**

State Mandated Cost Recovery

**SCADA**

Supervisory Control and Data Acquisition

**SCBA**

self-Contained Breathing Apparatus

**SCE**

Southern California Edison

**SCS**

Sustainable Community Strategy

**SEMS**

Standardized Emergency Management System

**SGR**

State of Good Repair

**SHO**

Serious Habitual Offenders

**SOU**

Special Operations Unit

**SRO**

School Resource Officer

**SSC**

Schedule of Service Charges

**SSMP**

Sewer System Management Plan

**SSO**

Sanitary Sewer Overflow

**SVMC**

Simi Valley Municipal Code

**SVPD**

Simi Valley Police Department

**SVT**

Simi Valley Transit

**SVTV**

Simi Valley Television

## ACRONYMS AND INITIALISMS (continued)

**SWAT**

Special Weapons and Tactics

**TMS**

Transit Management System

**UAL**

Unfunded Accrued Liability

**USEPA**

United States Environmental Protection Agency

**VCAS**

Ventura County Animal Shelter

**VCAT**

Ventura County Combined Agency Task Force

**VCTC**

Ventura County Transportation Commission

**VCWPD**

Ventura County Watershed Protection District

**VERSATERM**

Integrated Police Systems Software

**VoIP**

Voice over Internet Protocol

**WAN**

Wide Area Network

**WDR**

Wastewater Discharge Requirements

**WQCP**

Water Quality Control Plant

**YES**

Youth Employment Services Program

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