



CITY OF SIMI VALLEY  
**Preliminary Base Budget  
Supporting Document**

Fiscal Year 2010 -11

*Living Green in Simi Valley*

**FISCAL YEAR 2010-11 PRELIMINARY BASE BUDGET  
SUPPORTING DOCUMENT**

**TABLE OF CONTENTS**

	<u>PAGE</u>
Summary Listing of Capital Asset Requests .....	S1
Summary Listing of Policy Items .....	S2
Summary Listing of Reverse Priorities .....	S4
City Administration .....	S7
City Attorney .....	S22
Department of Administrative Services .....	S28
Department of Community Services.....	S42
Department of Environmental Services .....	S63
Department of Public Works .....	S79
Police Department .....	S120
Police Department - Emergency Services .....	S166
Police Department - Special Problems Section .....	S172
Non-Departmental .....	S174
Liability Insurance Fund .....	S189
Workers' Compensation Insurance Fund.....	S192
Geographic Information Systems & Permits Optimization Fund.....	S197
Community Development Agency – Administrative Fund .....	S199
Community Development Agency – Tapo Canyon/West End Tax Increment Fund.....	S203
Community Development Agency/Housing Administration Fund .....	S206
Community Development Agency - Local Housing Fund.....	S214
Community Development Agency - HOME Grant Fund.....	S215
Transit Fund.....	S216
Sanitation Fund .....	S239
Ventura County Waterworks District No. 8 .....	S275

**CAPITAL ASSET REQUESTS  
FY 2010-11**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
<b>Department of Public Works (Page S92)</b>			
1 Replace Scanner/Plotter	\$6,000	\$12,000	\$18,000
2 AutoCAD Licenses Upgrade	12,600	25,400	38,000
<b>Subtotal - Public Works</b>	<b>18,600</b>	<b>37,400</b>	<b>56,000</b>
<b>Total - General Fund</b>	<b>\$18,600</b>	<b>\$37,400</b>	<b>\$56,000</b>
<b>Sanitation Fund (Page S256)</b>			
1 Replace Ion Chromatograph	\$0	\$39,500	\$39,500
2 Replace All Weather Refrigerated Sampler	0	6,000	6,000
<b>Total - Sanitation Fund</b>	<b>0</b>	<b>45,500</b>	<b>45,500</b>
<b>Waterworks District (Page S291)</b>			
1 Replace Mapping Software	0	25,000	25,000
2 Replace Truck Mounted Crane	0	12,300	12,300
3 Replace Power Valve Operator	0	27,000	27,000
4 Replace Shaft Alignment System	0	11,800	11,800
<b>Total - Waterworks District</b>	<b>\$0</b>	<b>\$76,100</b>	<b>\$76,100</b>

**POLICY ITEMS  
FY 2010-11**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
<b>Department of Administrative Services (Page S34)</b>			
1 Convert One Information Services Analyst I Position from Limited-Term to Regular Status	\$0	\$0	\$0
<b>Subtotal - Administrative Services</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department of Public Works (Page S94)</b>			
1 Convert Limited-Term Community Services Specialist to Regular Status in the Graffiti Abatement Program	113,800	0	113,800
2 Reclassify One Account Clerk II Position to Accounting Technician in Administration	2,500	0	2,500
3 Reclassify Three Management Analyst Positions to Senior Management Analyst	10,000	5,000	15,000
4 Reclassify One Building Technician Position to Senior Building Maintenance Technician and One Mechanic II Position to Senior Mechanic	5,500	0	5,500
5 Implementation of Stormwater Permit Requirements	454,600	0	454,600
<b>Subtotal - Public Works</b>	<b>586,400</b>	<b>5,000</b>	<b>591,400</b>
<b>Non-Departmental (Page S181)</b>			
1 Two-Way Radio System Interoperability Project	34,500	0	34,500
<b>Subtotal - Non-Departmental</b>	<b>34,500</b>	<b>0</b>	<b>34,500</b>
<b>Total - General Fund</b>	<b>\$620,900</b>	<b>\$5,000</b>	<b>\$625,900</b>
<b>Community Development Agency (Page S205)</b>			
1 Addition of One Full-Time Management Analyst Position	\$0	\$117,300	\$117,300
<b>Total - Community Development Agency</b>	<b>0</b>	<b>117,300</b>	<b>117,300</b>
<b>Simi Valley Transit (Page S227)</b>			
1 Three Replacement Paratransit Vans With Fareboxes	0	285,000	285,000
2 Compressed Natural Gas (CNG) Fueling Station Upgrade	0	1,300,000	1,300,000
3 Heavy Vehicle Hydraulic Lifts	0	130,000	130,000
<b>Total - Simi Valley Transit</b>	<b>0</b>	<b>1,715,000</b>	<b>1,715,000</b>
<b>Sanitation Fund (Page S258)</b>			
1 Establishment of a Collection System Technician Career Series Grades I-IV	0	17,200	17,200
2 One-Half Supplemental Funding for a Replacement Combination Jet Rodder/Vactor Vehicle	0	95,100	95,100
3 Collection System Easement Machine	0	45,000	45,000
4 Camera for Inspection Vehicle	0	39,000	39,000
5 Anaerobic Digesters Overhaul Project	0	200,000	200,000
6 Parts Storage Warehouse	0	150,000	150,000
7 Water Quality Control Plant Optimization Study	0	25,000	25,000
<b>Total - Sanitation Fund</b>	<b>\$0</b>	<b>\$571,300</b>	<b>\$571,300</b>

**POLICY ITEMS  
FY 2010-11**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
<b>Waterworks District (Page S295)</b>			
1 Mobile Disinfection System	\$0	\$60,000	\$60,000
2 Fixed-Based Meter Reading Network System	0	50,000	50,000
3 Water Conservation Program	0	120,900	120,900
<b>Total - Waterworks District</b>	<b>\$0</b>	<b>\$230,900</b>	<b>\$230,900</b>

**REVERSE PRIORITIES  
FY 2010-11**

<u>Department/Agency/Fund</u>	<u>Total</u>
<b>City Administration (Page S11)</b>	
1 Eliminate Funding for Outside Legal Counsel	\$30,000
2 Eliminate Funding for Citywide Tuition Reimbursement Program	30,000
3 Eliminate Funding for Citywide In-Service Training Program	5,000
4 Reduce Funding and Attendance at League of California Cities Conference from Five to Four	1,200
5 Reduce Funding and Attendance at National League of Cities Conference from Five to Three	3,600
6 Eliminate Funding for City Clerks Association of California Training	2,000
7 Eliminate Temporary Work Experience Clerk Position (Filled), Temporary Clerk II Position (Filled) and Temporary Records Retention Position (Filled)	32,200
8 Eliminate Temporary Human Resources Analyst Position (Filled)	45,500
9 Eliminate Funding for One Clerk II Position (Filled)	64,300
10 Eliminate one Human Resources Analyst Position (Filled)	97,000
<b>Subtotal - City Administration</b>	<b>310,800</b>
<b>City Attorney (Page S26)</b>	
1 Reclassify Assistant City Attorney Position (Vacant) to Deputy City Attorney Position	29,500
2 Eliminate Half-Time Legal Clerk Position (Filled)	28,000
<b>Subtotal - City Attorney</b>	<b>57,500</b>
<b>Department of Administrative Services (Page S35)</b>	
1 Eliminate Funding for Armored Car Service	9,600
2 Eliminate Funding for SymPro Treasury Management Software	8,500
3 Reduce Funding for Maintenance of Software and Equipment	20,000
4 Reduce Department Training and Travel, Conferences, Meetings Funds	20,000
5 Eliminate Information Services Analyst II Position (Vacant)	130,000
6 Eliminate Support Services Worker Position (Filled)	69,900
<b>Subtotal - Department of Administrative Services</b>	<b>258,000</b>
<b>Department of Community Services (Page S49)</b>	
1 Eliminate Funding for Outside Assistance	5,000
2 Eliminate Funding for Cable Television Consultant Services	2,500
3 Eliminate One Vehicle	27,200
4 Eliminate Funding For Travel, Conferences, and Meetings	2,600
5 Reduce Funding for Operating Supplies	5,000
6 Eliminate Funding for Mailing the Senior Center Newsletter	7,000
7 Reduce Funding for the City Focus Newsletter	47,400
8 Eliminate Funding for the Annual Youth Summit	3,000
9 Eliminate Funding For One Full-Time Clerk (Vacant) At The Senior Center	62,500
10 Reduce Funding for Animal Regulation Supplemental Services	86,100
11 Eliminate Two Crossing Guard Posts (Filled)	12,000
12 Reduce Code Enforcement Counter Technician (Filled) From Full-Time to Part-Time	14,000
13 Eliminate Funding For Temporary, Limited Term Code Enforcement Officer	35,300
14 Reduce Senior Center Staffing by One Hour Monday-Thursday and Four Hours on Friday	92,700
<b>Subtotal - Department of Community Services</b>	<b>\$402,300</b>

**REVERSE PRIORITIES  
FY 2010-11**

<u>Department/Agency/Fund</u>	<u>Total</u>
<b>Department of Environmental Services (Page S69)</b>	
1 Eliminate Funding for Preparation of a Noise Mitigation Study	\$82,500
2 Eliminate Funding for Preparation of a Scenic Roadway Standards Study	54,000
3 Eliminate Funding for Preparation of a Tree Master Plan	48,000
4 Eliminate Funding for Two Full-Time, Temporary Planning Intern Positions (Vacant)	72,800
5 Eliminate Funding for One Recording Secretary Position (Vacant)	72,700
6 Offset a Portion of the Landscape Architect's Personnel Costs With Permit Allocation - Air Quality Improvement Funds	54,000
7 Eliminate One Principal Planner Position (Filled)	139,600
<b>Subtotal - Department of Environmental Services</b>	<b>523,600</b>
<b>Department of Public Works (Page S103)</b>	
1 Eliminate Funding for the Flags and Banners Program	23,000
2 Eliminate Funding for Overtime Expenses for Weekend Sign Abatement	3,500
3 Eliminate Funding for Self-Help Tree Replacement Program	10,500
4 Reduce Funding for Professional/Special Services for Engineering	25,000
5 Reduce Funding for Traffic Engineering Traffic Counts	8,000
6 Reduce Funding for Secondary Drain Maintenance	20,000
7 Reduce Vehicle Maintenance Division Current Expenses Budget	25,000
8 Reduce Funding for Landscape Maintenance Contract Services	300,000
9 Eliminate Funding to Replace One Compressor	15,200
10 Transfer One Senior Engineer Position to Waterworks (Filled)	163,000
11 Eliminate Funding for One Senior Tree Trimmer Position (Vacant)	83,600
12 Eliminate Funding for One Tree Trimmer Position (Vacant)	77,700
13 Eliminate Funding for One Maintenance Worker II Position (Vacant)	72,400
14 Eliminate Funding for One Maintenance Worker II Position (Vacant)	72,400
15 Eliminate Funding for One Custodian Position (Vacant)	47,400
16 Eliminate Six Months of Funding for One Public Works Inspector Position (Filled)	57,000
17 Eliminate Six Months of Funding for One Maintenance Supervisor Position (Vacant)	57,000
<b>Subtotal - Department of Public Works</b>	<b>1,060,700</b>
<b>Police Department (Page S130)</b>	
1 Elimination of Funding for Fourth of July Special Event Overtime	15,000
2 Elimination of Funding for Simi Valley Days Event Overtime	20,000
3 Eliminate One Community Services Specialist Position in Crime Prevention (Filled)	105,100
4 Eliminate One Community Services Specialist Position in Traffic (Filled)	105,100
5 Eliminate One Police Officer Position in Youth Services (Filled)	136,800
6 Eliminate One Lieutenant Position in Traffic (Filled)	213,900
7 Eliminate One School Resource Officer Position (Filled)	136,800
8 Eliminate One School Resource Officer Position (Filled)	136,800
9 Eliminate One Motor Officer Position (Filled)	130,800
10 Eliminate One Motor Officer Position (Filled)	130,800
11 Eliminate One Police Sergeant Position in Traffic (Filled)	177,200
12 Eliminate One Motor Officer Position (Filled)	130,800
13 Eliminate One Motor Officer Position (Filled)	130,800
14 Eliminate One Motor Officer Position (Filled)	130,800
15 Eliminate One Sergeant Position in Special Enforcement (Filled)	177,200
16 Eliminate One Police Officer Position in the Special Enforcement Section (Filled)	136,800

**REVERSE PRIORITIES  
FY 2010-11**

<u>Department/Agency/Fund</u>	<u>Total</u>
17 Eliminate One Police Officer Position in the Special Enforcement Section (Filled)	\$136,800
18 Eliminate One Police Officer Position in the Special Enforcement Section (Filled)	136,800
19 Eliminate One Police Officer Position in the Special Enforcement Section (Filled)	136,800
20 Eliminate One Police Officer Position in the Special Enforcement Section (Filled)	136,800
21 Eliminate One Police Officer Position in the Special Enforcement Section (Filled)	136,800
<b>Subtotal - Police Department</b>	<b><u>2,698,700</u></b>
 <b>Police Department Emergency Services (Page S170)</b>	
1 Eliminate One Community Services Specialist Position (Filled)	102,000
<b>Subtotal - Police Department Emergency Services</b>	<b><u>102,000</u></b>
 <b>Non-Departmental (Page S183)</b>	
1 Allocate Communications and Copier Costs to Cultural Arts Center	14,400
2 Allocate Utility Costs to Cultural Arts Center	47,400
3 Suspend the Purchase of Recycled Paper Products	3,100
4 Eliminate Funding for Cellular Telephones (\$59,400 General Fund, \$7,200 Other Funds)	66,600
5 Eliminate Funding for Employee Luncheons and the Volunteer Recognition Dinner	18,800
<b>Subtotal - Non-Departmental</b>	<b><u>150,300</u></b>
 <b>Transit (Page S230)</b>	
1 Suspend Fixed-Route Peak Service on Routes A-3 and B-3	252,900
2 Eliminate Saturday Service on Route D	41,200
3 Eliminate Saturday Service on Route C	42,800
4 Reduce All Fixed-Route Service One Hour in the Evening	101,100
5 Eliminate All Service on Route D	292,200
<b>Subtotal - Simi Valley Transit</b>	<b><u>730,200</u></b>
<b>Total - General Fund</b>	<b><u><u>\$6,294,100</u></u></b>
 <b>Sanitation Fund (Page S266)</b>	
1 Reduce Funding For Current Expense Accounts	\$4,500
2 Reduce Funding For Buildings and Grounds Maintenance	4,000
3 Reduce Funding For Other Contract Services	100,000
4 Reduce Funding For Maintenance of Equipment	100,000
5 Reduce Funding For Operating Supplies	10,000
6 Eliminate Funding For One Plant Maintenance Technician I Position (Vacant)	80,800
7 Eliminate Three Months of Funding for One Plant Operator III Position (Vacant)	11,200
8 Eliminate Three Months of Funding for One Collection System Technician Position (Vacant)	12,700
9 Eliminate Three Months of Funding for One Plant Operations Supervisor Position (Vacant)	40,000
<b>Total - Sanitation Fund</b>	<b><u>363,200</u></b>
 <b>Waterworks District No. 8 (Page S300)</b>	
1 Eliminate the Main Line Valve Replacement Program	125,000
2 Eliminate Funding for Water Meter Replacement Program	452,100
3 Eliminate Funding for Refurbishment/Installation of District Pumping Facilities Program	55,000
4 Eliminate Funding for Painting the Exterior of Water Tanks Program	50,000
<b>Total - Waterworks District</b>	<b><u>\$682,100</u></b>

CITY ADMINISTRATION  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies..... \$ 12,100

FY 2009-10 Approved Budget/Estimated Actual	\$14,300/\$12,100
FY 2008-09 Actual Expenditures	\$8,573

This account includes \$7,100 for general office supplies for City Administration and \$5,000 for service awards.

Account 42420: Special Department Expense ..... \$ 45,500

FY 2009-10 Approved Budget/Estimated Actual	\$10,500/\$10,500
FY 2008-09 Actual Expenditures	\$39,290

This account provides for election expenses and contributions to Simi Valley Days and the Fourth of July Fireworks Celebration.

Justification for increase over FY 2009-10 Budget an Estimated Actual:

Funds in the amount of \$35,000 have been added for the 2010 election. There were no election expenses budgeted or incurred during FY 2009-10.

Account 42440: Memberships and Dues ..... \$ 2,000

FY 2009-10 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2008-09 Actual Expenditures	\$1,420

This account provides for participation in the following organizations:

Ventura County City Manager's Group	\$	200
City Clerks Association of California (CCAC)		300
National Notary Association (NNA)		100
Chartered Property and Casualty Underwriters (CPCU)		300
International Personnel Management Association (IPMA)		400
International Foundation of Employee Benefit Plans		300
California Public Employers Labor Relations Association (CALPELRA)		400

Account 42450: Subscriptions and Books ..... \$ 900

FY 2009-10 Approved Budget/Estimated Actual	\$1,400/\$1,300
FY 2008-09 Actual Expenditures	\$1,442

This account is used to purchase the following professional books, journals and subscriptions:

Los Angeles Times	\$ 300
Ventura County Star	100
California Political Week	100
Liebert training workbooks	300
California Public Employees Relations (CPER) Guide	100

Account 42460: Advertising ..... \$ 24,700

FY 2009-10 Approved Budget/Estimated Actual	\$27,200/\$24,700
FY 2008-09 Actual Expenditures	\$21,586

This account provides for recruitment advertising, various notices and other legal advertising in the following publications:

Ventura County Star (Legal)	\$ 14,700
Ventura County Star (Personnel)	5,700
Jobs Available	800
Acorn	500
Monster.com	1,000
Specialized publications and websites	1,500
Law Enforcement Jobs.com	500

Account 42720: Travel, Conferences, Meetings ..... \$ 28,100

FY 2009-10 Approved Budget/Estimated Actual	\$29,000/\$7,200
FY 2008-09 Actual Expenditures	\$17,688

This account provides funding for Council Members and staff to attend the following conferences and meetings:

5 - National League of Cities Conf., Washington, D.C. @ \$1,800	\$ 9,000
5 - League of Cal. Cities Conference, San Diego, CA @ \$1,200	6,000
3 - League of Cal. Cities - Channel Counties Division Meetings	500
1 - League of Cal. Cities - City Manager's Meeting	700
2 - Employee and Labor Relations Conference (Employment Law), Southern California @ \$600	1,200

FY 2010-11  
REQUESTED  
BUDGET

1 - California Public Labor Relations Conference, Monterey, CA	1,500
Municipal Management Association of Southern California meetings	100
Legislative meetings and hearings	8,400
Oral board meal expenses	700

Justification for increase over FY 2009-10 Budget and Estimated Actual:

Many conferences and meetings were not attended during FY 2009-10 due to a suspension of all non-essential travel and training.

Account 42730: Training ..... \$ 99,800

FY 2009-10 Approved Budget/Estimated Actual	\$37,800/\$32,500
FY 2008-09 Actual Expenditures	\$101,715

This account provides funding for the following training activities:

City Clerks Association of CA training	\$ 2,000
Investigation training	500
Citywide training (harassment prevention training)	10,000
Citywide Employee Computer Reimbursement Program	55,000
Citywide Tuition Reimbursement Program (professional Development and credit courses)	30,000
Leadership Simi Valley	1,800
Public risk insurance management training	500

Justification for increase over FY 2009-10 Budget and Estimated Actual:

Harassment prevention training required by the State every other year has been added, the Employee Computer Reimbursement Program suspended in FY 2009-10 has been restored.

Account 42790: Mileage..... \$ 34,900

FY 2009-10 Approved Budget/Estimated Actual	\$35,000/\$34,900
FY 2008-09 Actual Expenditures	\$35,384

This account is used to compensate City Administration staff for car allowances and use of their personal vehicles on City business, including the delivery of City Council agenda packets.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 248,000

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 119,600

FY 2009-10 Approved Budget/Estimated Actual	\$177,500/\$139,400
FY 2008-09 Actual Expenditures	\$146,441

This account provides for the following:

Legislative consultant services (General Fund Portion)	\$ 8,300
Municipal Code services	5,000
Written exam costs	1,000
CalOpps Recruitment Program	1,500
Employee Appeals hearing expenses	6,000
Labor Relations Consortium	4,000
Outside personnel investigations, expert witness fees, records management expenses	5,000
Outside counsel	30,000
Employee Assistance Program	35,500
Actuarial study for retiree medical benefits	12,000
PARS administration	9,300
Executive physicals	2,000

Account 44310: Maintenance of Equipment ..... \$ 500

FY 2009-10 Approved Budget/Estimated Actual	\$500/\$500
FY 2008-09 Actual Expenditures	\$231

This account provides for as needed repairs of furniture, equipment, and filing systems.

SUBTOTAL - SERVICES \$ 120,100

TOTAL - CURRENT EXPENSES \$ 368,100

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Outside Legal Counsel - \$30,000 (1.0% of Budget)

PRIORITY:            1

The Human Resources Division is responsible for ensuring that the City conforms to all relevant employment, labor and benefits laws, regulations, and codes. To accomplish this, Human Resources relies on employment law attorneys and other specialists to assist with providing legal opinions on a range of employment issues, conducting sexual harassment and discrimination investigations, and representing the City during labor negotiations processes and court proceedings.

Eliminating these legal resources would limit Human Resources' ability to manage major problems as they arise. In the absence of these professional services, staff would conduct the required research and investigations. The time required for these cases would impact staff's ability to address other human resource priorities. Additionally, there could be liabilities with relying on in-house staff to analyze and provide counsel on complex issues typically addressed by attorneys and other experts with more specialized training. The potential to incur liabilities is increased during FY 2010-11 because the City must negotiate new contracts with the General Unit and Police Officers Association employee groups.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Professional/Special Services	<u>\$ 30,000</u>	
	Total	<u>\$ 30,000</u>

RECURRING ANNUAL SAVINGS

None



CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Citywide In-Service Training Program - \$5,000 (0.2% of Budget)

PRIORITY:            3

The Human Resources Division manages the City’s In-Service Training Program, which is designed to develop and increase the administrative and management skills of supervisory and management employees, as well as provide specialized training. The program is intended to address the key needs of the organization by enhancing employee performance through customer service, employee development training, and harassment prevention training.

Currently, the California Fair Employment and Housing Act mandates that employers provide a minimum of two hours of harassment prevention training to supervisors and managers every two years. During the upcoming fiscal year, Human Resources has proposed providing harassment prevention training for all employees. However, the City could provide training for only supervisors and managers this year and not provide training for non-supervisors and non-managers. Non-supervisors and non-managers last received this training in 2006. The training focuses on unlawful harassment, discrimination, retaliation, employer responsibilities and employer liability (for supervisors only), harassment prevention, and corrective actions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Training	<u>\$ 5,000</u>	
	Total	<u>\$ 5,000</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE: Reduce Funding and Attendance at League of California Cities Conference from Five to Four - \$1,200 (0.1% of Budget)

PRIORITY: 4

The City has been a member of the League of California Cities for over 20 years. The League of California Cities holds an annual conference, and Council Members and staff have attended this conference for the past 20 years. The conference offers a unique opportunity for Council Members to receive information about municipal issues with a statewide perspective and to discuss issues with representatives of other cities. The conference also enables Council Members and staff to meet with State officials to discuss impacts of state actions on the City. These meetings with State officials have been extremely advantageous and have produced State funding for local projects.

A decrease in attendance from five to four at the statewide conference would decrease Council Members' and staff's ability to receive information regarding the local impacts of pending state actions, decrease the ability to review local issues with representatives of other cities, decrease opportunities to meet with State officials to resolve local issues, and possibly result in a loss of opportunities to obtain State assistance for local projects.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Travel, Conferences, Meetings	<u>\$ 1,200</u>	
	Total	<u>\$ 1,200</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE: Reduce Funding and Attendance at National League of Cities Conference from Five to Three - \$3,600 (0.1% of Budget)

PRIORITY: 5

The City has been a member of the National League of Cities for over 20 years. The National League of Cities holds a conference in Washington D.C. each year. The conference offers a unique opportunity for Council Members to receive information about municipal issues with a national perspective and to discuss issues with representatives of other cities. The conference also enables Council Members and staff to meet with Federal officials to discuss impacts of federal actions on the City. These meetings with Federal officials have been extremely advantageous and have produced Federal and State funding for local projects.

A decrease in attendance from five to three at the national conference would decrease Council Members' and staff's ability to receive information regarding the local impacts of pending Federal actions, a decrease of the ability to review local issues with representatives of other cities, a decrease in the opportunity to meet with Federal officials to resolve local issues, and the possible loss of opportunities to obtain Federal assistance for local projects.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Travel, Training, and Conferences	<u>\$ 3,600</u>	
	Total	<u>\$ 3,600</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for City Clerks Association of California Training - \$2,000  
(0.1% of Budget)

PRIORITY: 6

The City Clerks Association of California hosts an Annual Conference offering educational and networking opportunities for City Clerks throughout the State. Previously, staff from the Simi Valley City Clerk's Office has attended training for election law updates and training for City Clerks in alternating years. If funding for the City Clerks Association of California training is eliminated, City Clerk's Office staff will not receive the benefits of attendance, including receipt of up-to-date changes, laws, and regulations; the availability of new technologies; and developing trends in the City Clerk industry.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Training

\$ 2,000

Total

\$ 2,000

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE: Eliminate Temporary Work Experience Clerk Position (Filled), Temporary Clerk II Position (Filled), and Temporary Records Retention Position (Filled) – \$32,200 (1.1% of Budget)

PRIORITY: 7

The Work Experience and Temporary Clerk II positions are primarily responsible for staffing the City’s information desk and main switchboard. In addition, these positions collate benefits materials, prepare mass mailings, assist with filing, and perform other basic clerical tasks.

The Records Retention position inventories, packages, and transports the Human Resources Division’s records to an offsite storage facility. This time-consuming task is performed approximately once every quarter and entails performing an inventory of all records designated for storage, determining retention periods, updating the inventory spreadsheet, and labeling all records and boxes going to storage. The position is also responsible for ensuring timely destruction of stored records.

These positions relieve regular staff members of time consuming clerical and inventory responsibilities, thereby allowing staff to complete other Human Resources tasks. These positions are critical to the Human Resources Division’s ability to provide prompt service to the City’s employees. The loss of these positions will result in time consuming, lower-level clerical duties being assigned to other staff members. This will increase staff members’ workloads, which, in turn, negatively affects the Human Resources Division’s ability to promptly address other critical issues. Ultimately, the loss of these positions could also result in additional overtime hours.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 32,200</u>	
	Total	<u>\$ 32,200</u>

<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 32,200</u>	
	Total	<u>\$ 32,200</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE: Eliminate Temporary Human Resources Analyst Position (Filled) – \$45,500  
(1.5% of Budget)

PRIORITY: 8

The Temporary Human Resources Analyst is responsible for research and analysis on a variety of personnel and labor relations matters, such as updating the City’s Employee’s Manuals, preparing the City’s Workforce Diversity Report, researching critical, time-sensitive labor relations issues, and conducting exit interviews. The position also assists the Deputy Director/Human Resources by researching a variety of spontaneous issues that arise. The position has been extremely valuable in being able to address human resources issues that could not otherwise be anticipated.

Eliminating this position would result in staff assuming additional duties. Staff is currently consistently working extra hours in order to meet deadlines. Reducing staff and thereby impacting the ability to respond to issues in a timely manner could create legal liabilities and jeopardize the City’s ability to ensure organizational excellence. In this legal and regulatory environment, it is critical that cities properly administer personnel policies and handle employee issues in a timely manner. The technical assistance provided by this position supports the City’s personnel staff in adhering to legal and professional human resources management standards and ensures legally defensible human resources practices.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and Benefits	<u>\$ 45,500</u>	
	Total	<u>\$ 45,500</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits	<u>\$ 45,500</u>	
	Total	<u>\$ 45,500</u>

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Clerk II Position (Filled) - \$64,300 (2.2% of Budget)

PRIORITY: 9

The City Clerk's Office consists of an Assistant City Clerk, a Recording Secretary, and a Clerk II. The City Clerk's Office is responsible for preparing public notices, agendas, and minutes for all City Council meetings, conducting municipal elections, maintaining City records, codifying the Simi Valley Municipal Code, operating the City's Passport Services Office, administering the City's Records Retention/Destruction Schedule, certifying official documents, and receiving summons and subpoenas.

The Clerk II assists in all responsibilities of the City Clerk's Office and acts as the primary first point of contact for members of the public seeking information or services from the Office. The Clerk II also provides backup support to the City Manager's Office and City Hall public counters.

Elimination of this position would require remaining staff to assume additional duties. Operation of the City's Passport Services Office would likely need to be transferred to the Customer Services Division of the Department of Administrative Services, and many recordkeeping and public contact responsibilities would likely need to be transferred to the Customer Services and Human Resources Divisions' clerical staffs.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and Benefits	\$ 68,800	
Annual Leave Cash-Out	<u>(4,500)</u>	
	Total	<u>\$ 64,300</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION  
REVERSE PRIORITY

ITEM TITLE: Elimination of One Human Resources Analyst Position (Filled) – \$97,000  
(3.3% of Budget)

PRIORITY: 10

The Human Resources Analyst position has the primary responsibility for all Citywide recruitment activities. Each recruitment consists of meeting with the department to discuss the vacancy, determining advertising methods, determining the recruitment schedule, developing recruitment brochures and/or flyers, arranging oral interview boards, contacting oral interview board members, and screening applications.

This position also performs a variety of administrative support functions in the Human Resources Division, including:

- Assist employees in resolving employee benefit issues
- Support to the City's Benefits Manager
- Backup for the City's insurance reconciliations and billing
- Coordination of the City's Ride Share Program
- Liaison between the City and outside agencies for salary and benefit survey information
- Assist with Open Enrollment for all the City's insurance benefits
- Assist with payroll changes
- Schedule wellness events and training

Eliminating the position would result in delays in recruitment and high-level employee benefit services, and would result in other staff assuming additional duties. Currently, other staff consistently works additional hours in order to meet deadlines. Eliminating the position would necessitate that City departments assume responsibility for filling vacancies within their departments, leading to potential inconsistencies in hiring practices and jeopardizing the integrity of the merit system. The position supports the City's efforts to adhere to legal and professional human resources management standards and ensures legally defensible human resources practices in these areas. Also, the Human Resources Analyst position is knowledgeable regarding benefits and is the City's representative in resolving these disputes. By eliminating this position, resolution of employee issues would have to be handled by the employee interacting directly with the insurance company.

Budget  
ReductionsFISCAL YEAR 2010-11 SAVINGSPersonnel

Salary and Benefits	\$ 109,000	
Annual Leave Cash-out	<u>(12,000)</u>	
	Total	<u>\$ 97,000</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	<u>\$ 109,000</u>	
	Total	<u>\$ 109,000</u>

CITY ATTORNEY  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies ..... \$ 2,700

FY 2009-10 Approved Budget/Estimated Actual	\$3,000/\$2,700
FY 2008-09 Actual Expenditures	\$2,232

This account is used to purchase various office and computer-related supplies.

Account 42440: Memberships and Dues ..... \$ 2,100

FY 2009-10 Approved Budget/Estimated Actual	\$2,100/\$2,000
FY 2008-09 Actual Expenditures	\$1,310

This account is to cover costs of membership dues to the following organizations:

California State Bar (4 Attorneys)	\$ 1,955
Tri-Counties Government Attorneys Association (4 Attorneys)	120
SCAN NATOA Annual Membership	25

Account 42450: Subscriptions and Books ..... \$ 9,300

FY 2009-10 Approved Budget/Estimated Actual	\$10,800/\$11,600
FY 2008-09 Actual Expenditures	\$8,582

This account is used to maintain ongoing subscriptions and supplements required to update print publications necessary for legal research. It also provides for the purchase of new legal publications as necessary. The budget for each of the publications listed below has been adjusted to accommodate vendor increases/decreases occurring in 2010-11. The Office was able to bundle selected West Print publications into the Westlaw on-line program and will receive a 50% discount on the remaining print publications, an overall savings of \$3,200.

The following are current publications required by the City Attorney's Office:

CEB Regents	\$ 2,300
Daily Journal (includes Court Rules)	1,100
James Publishing	100
League of California Cities	550

FY 2010-11  
REQUESTED  
BUDGET

Local Government Publications	150
Matthew Bender	1,000
New vendor publications	300
Solano Press (includes ACEC publications)	400
Thomson/West	3,400

Account 42720: Travel, Conferences, Meetings ..... \$ 2,800

FY 2009-10 Approved Budget/Estimated Actual	\$2,900/\$2,000
FY 2008-09 Actual Expenditures	\$2,089

This account is used to cover costs of conferences and meetings that provide educational sources for the attorneys to continue to update their knowledge of municipal law, as well as their individual expertise as it relates to local government. The League of California Cities Spring Conference provides valuable municipal law training, as well as eight or more hours of credit toward State Bar Mandatory Continuing Legal Education (MCLE).

2 - League of California Cities City Attorneys Spring Conference (May), Northern California	2,800
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Justification for increase over the FY 2009-10 Estimated Actual:

The City Attorney did not attend the National League of Cities Conference in Washington D.C. held in March of this year. Additionally, the FY 2010-11 League of California Cities City Attorneys Spring Conference budget has been increased due to a change of location from southern to northern California.

Account 42730: Training ..... \$ 3,600

FY 2009-10 Approved Budget/Estimated Actual	\$4,600/\$1,200
FY 2008-09 Actual Expenditures	\$616

This account is used for the following seminars and workshops that help staff stay informed and up-to-date in the areas of law and local government:

4 - Tri-Counties Attorneys Monthly Meetings	\$ 500
4 - Annual Training Resources: UCLA Extension Seminars, State Bar of CA Webinar Programs, & CPOA Educational Courses	1,000
1 - League of California Cities Annual City Attorney's Minimum Continuing Legal Education (Sept. 15-17), San Diego	1,300
1 - Liebert Public Sector Employment Law Conference, (March 17-18,) Newport Beach	800

Justification for increase over the FY 2009-10 Estimated Actual:

The Attorneys did not attend all budgeted training activities in FY 2009-10, but took advantage of cost-free training opportunities during the year, including a Pitchess Motion course presented by the California Peace Officers Association and Liebert Cassidy Whitmore workshops put on by the Ventura/Santa Barbara Employment Relations Consortium.

Account 42790: Mileage..... \$ 8,600

FY 2009-10 Approved Budget/Estimated Actual	\$4,200/\$5,600
FY 2008-09 Actual Expenditures	\$3,062

This account includes a monthly car allowance for the City Attorney and Senior Assistant City Attorney, as well as mileage reimbursement for use of personal vehicles for City business by other staff.

Justification for increase over the FY 2009-10 Budget and Estimated Actual:

The City Attorney’s car allowance is now budgeted in this account.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 29,100

CURRENT EXPENSES – SERVICES

Account 44010: Professional Services ..... \$ 16,500

FY 2009-10 Approved Budget/Estimated Actual	\$14,000/\$13,000
FY 2008-09 Actual Expenditures	\$12,840

This account provides funding for on-line legal research and the hiring of specialized attorney services on short notice.

WestlawPRO - CA WestlawNEXT Gov. Select LVL (4 Attorneys)	\$ 15,600
On-line Research Outside of CA Gov. Select	500
Consulting/Legal Services	400

Justification for increase over the FY 2009-10 Budget and Estimated Actual:

A new 3-year contract has been negotiated with WestlawPRO that includes on-line access to several Thomson/West legal print publications. Entering into this contract will further reduce the budget for legal publications and will provide a more comprehensive legal database for the attorneys to more effectively conduct

FY 2010-11  
REQUESTED  
BUDGET

on-line legal research. In addition, Westlaw has added a new on-line companion program, WestlawNEXT, to be used in conjunction with WestlawPRO, which features a more streamlined approach to legal research. Ultimately, the WestlawNEXT program will replace the WestlawPRO program.

SUBTOTAL - SERVICES	\$ <u>16,500</u>
TOTAL CURRENT EXPENSES	\$ <u>45,600</u>

CITY ATTORNEY  
REVERSE PRIORITY

ITEM TITLE: Reclassify Assistant City Attorney Position (Vacant) to Deputy City Attorney Position - \$29,500 (3% of Budget)

PRIORITY: 1

The Assistant City Attorney position defends civil actions on behalf of the City, oversees tort claims handled by the City, recommends adjustment and settlement of claims as appropriate, litigates personal injury cases brought against the City through trial and appeals, and works with the City's Workers' Compensation staff on subrogation actions to recover monetary damages from third parties responsible for injuries to City employees. This attorney also works closely with outside legal counsel to cut costs by supervising outside counsel, drafting pleadings, responding to discovery, attending depositions, and making court appearances.

In seeking to reclassify the Assistant City Attorney position, the job duties described above would be reassigned to both Deputy City Attorney positions, with the new Deputy City Attorney being assigned to handle claims and litigation, prosecute infractions and misdemeanors involving Municipal Code violations, conduct in-house office conferences with Municipal Code violators to resolve code violations that may have otherwise been prosecuted, and perform other duties as assigned.

If the reclassification of the Assistant City Attorney position to a Deputy City Attorney position is approved, the job descriptions currently in place will be rewritten and a request will be made to recruit and fill the vacant position of Assistant City Attorney with a Deputy City Attorney.

The City Attorney's Office would save \$29,500 annually with reclassification of the Assistant City Attorney position.

Eliminating this position entirely would result in a dramatic decrease in the ability of the City Attorney's Office to respond in a timely manner to requests by City Departments for legal assistance and to claims and litigation filed against the City. This would result in sending all litigation to outside counsel at a greater cost with hourly fees ranging from \$150 to \$300 per hour.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and Benefits	\$ 29,500	
	<u>Total</u>	<u>\$ 29,500</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits	\$ 29,500	
	<u>Total</u>	<u>\$ 29,500</u>

CITY ATTORNEY  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Half-Time Legal Clerk Position (Filled) - \$28,000 (0.3% of Budget)

PRIORITY:        2

The half-time Legal Clerk Position performs a variety of functions including typing confidential memoranda, letters, and legal documents; providing primary clerical support to the Legal Secretary; and assisting with various duties as needed by the Attorneys. This position also answers telephone calls; responds to inquiries from the public; files legal documents which may include filing at the criminal and civil windows with the court, maintains office files and confidential records; photocopies; scans litigation files onto CD's pertaining to Record Retention Schedules; and assists in maintaining the law library.

Elimination of this position would greatly reduce the efficiency of the clerical staff, cause delays in word processing, and cause an accumulation of materials for filing, photocopying and scanning. Moreover, elimination of this position would cause the loss of the backup person for the Legal Secretary in the mornings, during vacations, and during unscheduled and unexpected long-term absences. During any absences by the Legal Secretary, there would be only one half-time support person in the office for four attorneys, creating a burden and hardship for all.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and Benefits	<u>\$ 28,000</u>	
	Total	<u>\$ 28,000</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits	<u>\$ 28,000</u>	
	Total	<u>\$ 28,000</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies..... \$ 9,200

FY 2009-10 Approved Budget/Estimated Actual	\$9,900/\$9,300
FY 2008-09 Actual Expenditures	\$10,341

This account provides for the purchase of various office and related supplies and forms as follows:

W-2's, 1099's, and W-2 envelopes	\$ 800
Check stock	2,000
Banking supplies including Transit coin deposit bags	700
General office supplies for all divisions	3,200
Media, tapes, CDs	2,500

Account 42440: Memberships and Dues ..... \$ 2,400

FY 2009-10 Approved Budget/Estimated Actual	\$3,600/\$2,700
FY 2008-09 Actual Expenditures	\$2,146

Memberships are determined by administrative policy. Department Directors are allowed a maximum of three memberships and management employees are allowed a maximum of two. This account provides for management participation in the following professional organizations:

American Institute of Certified Public Accountants (AICPA)	\$ 200
Association of Government Accountants (AGA)	100
Association of Public Safety Communications Officials (APSCO)	100
Association of Public Treasurers of the United States and Canada (APT US&C)	200
California Association of Public Purchasing Officials (CAPPO)	200
California Municipal Treasurers Association (CMTA)	200
California Society of Municipal Finance Officers (CSMFO)	200
Government Finance Officers Association (GFOA)	800
Municipal Management Association of Southern California (MMASC)	100
Southern California Telecom Network Association	100
Urban and Regional Information Systems Association (URISA)	200

FY 2010-11  
REQUESTED  
BUDGET

Account 42450: Subscriptions and Books ..... \$ 1,800

FY 2009-10 Approved Budget/Estimated Actual	\$2,300/\$1,300
FY 2008-09 Actual Expenditures	\$1,917

This account provides for professional and technical publications including:

Administration:		\$ 200
Investors Business Daily – Monday Edition	\$ 200	
Fiscal:		1,100
Governmental Accounting, Auditing, and Financial Reporting (GAAFR) updates and supplements	600	
Governmental Accounting Standards Board (GASB) pronouncements	200	
Payroll Manager’s Letter	300	
Support Services:		300
Graphics/printing publications	100	
Inside Adobe In-Design and Photoshop	200	
Treasury Services:		200
Miscellaneous treasury publications	200	

Justification for increase over FY 2009-10 Estimated Actual:

Subscription fees are increased over the FY 2009-10 Estimated Actual to cover the cost of a new GAAFR update and supplement to be released during FY 2010-11.

Account 42460: Advertising ..... \$ 1,300

FY 2009-10 Approved Budget/Estimated Actual	\$1,300/\$1,300
FY 2008-09 Actual Expenditures	\$1,214

This account provides for newspaper publication of public notices for unclaimed property related to Trust Funds, and is offset by the General Fund revenues generated.

FY 2010-11  
REQUESTED  
BUDGET

Account 42560: Operating Supplies ..... \$ 17,000

FY 2009-10 Approved Budget/Estimated Actual	\$17,000/\$16,900
FY 2008-09 Actual Expenditures	\$13,093

This account provides for the general operating supplies required for Citywide computer support including printer supplies, storage media, hardware tools, and maintenance/cleaning supplies.

Account 42720: Travel, Conferences, Meetings ..... \$ 1,700

FY 2009-10 Approved Budget/Estimated Actual	\$4,700/\$2,000
FY 2008-09 Actual Expenditures	\$2,290

This account provides for attendance at the following selected professional association meetings and conferences:

1 - Business Tax Association Conference, Sacramento 2010	\$	400
California Municipal Treasurers Association Monthly Meetings		400
California Public Radio Association Monthly Meetings		200
California Society of Municipal Finance Officers Monthly Meetings		600
Southern California Telecom Network Association Monthly Meetings		100

Account 42730: Training ..... \$ 48,600

FY 2009-10 Approved Budget/Estimated Actual	\$38,500/\$36,400
FY 2008-09 Actual Expenditures	\$4,232

This account provides funding for professional and technical training, including:

Administration:		\$ 1,000
CPFA certification track	\$1,000	
Fiscal Services:		2,900
GAAP update webinar	200	
GFOA and CRA accounting and reporting (5 staff members, 4 courses)	1,600	
Management training	200	
Tax seminar (2 staff members)	600	
Governmental accounting	300	

Information Services (technical and professional):		44,100
Windows 2008 Server Training (Glendale, CA)		
Configuring Windows Server 2008 Active Directory (3 staff members, 3 days)	7,500	
Configuring, Managing and Maintaining Windows 2008 (3 staff members, 3 days)	7,500	
Configuring Windows Server 2008 Network Infrastructure (3 staff members, 3 days)	7,500	
Planning and Administering Windows 2008 Servers (3 staff members, 3 days)	7,500	
Managing and Troubleshooting Microsoft Exchange Server (3 staff members, 5 days)	8,400	
Designing and Deploying Messaging Solutions Exchange (2 staff members, 3 days)	5,700	
Treasury Services:		500
CDIAC, On-Going	300	
CDIAC, Investing Public Funds	200	
Customer Services:		100
Business Tax training	100	

Justification for increase over FY 2009-10 Budget and Estimated Actual:

During FY 2010-11, the Information Services Division will be implementing the Microsoft Network and upgrading Microsoft Office to the 2010 versions. All new Information Services Division training is necessary to implement the change from a Novell to Microsoft network and to upgrade the Microsoft Office product to enhance productivity.

Account 42790: Mileage..... \$ 9,300

FY 2009-10 Approved Budget/Estimated Actual	\$8,600/\$8,800
FY 2008-09 Actual Expenditures	\$9,839

This account provides for the Director's auto allowance and for miscellaneous mileage reimbursement for staff attendance at meetings and training.

Justification for increase over FY 2009-10 Budget:

During FY 2009-10, training and therefore, mileage, was reduced due to budget constraints. The FY 2009-10 Estimated Actual and the FY 2010-11 Preliminary Base Budget have been adjusted to reflect additional mileage for attendance at network, e-mail, and Microsoft Office training.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 91,300

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services ..... \$ 156,100

FY 2009-10 Approved Budget/Estimated Actual	\$208,800/\$182,600
FY 2008-09 Actual Expenditures	\$173,424

This account provides for the following services:

Assessment District Delinquency Administration Fees	\$ 2,500
Audit Fees	49,800
Banking Fees and Services	32,400
Investment Services (Sympro) (Shared with Sanitation and WWD)	4,300
Banking Credit Card Services (Shared with Sanitation and WWD)	12,000
Brinks (Shared with Sanitation and WWD)	4,800
Bulk Mail Services (Business Tax Renewals)	20,000
California Municipal Statistics (Needed for CAFR Preparation)	500
CSMFO Budget and CIP Award Review	400
External Technical Services and Special Projects (includes urgent backup support for various systems, urgent technical support, and programming for PC applications)	10,000
CAFR Award Review by GFOA	600
Investment Custodial and Securities Safekeeping Services	3,500
Investment Policy Review (APT US&C)	200
Recall (Bulk Shredding Container)	600
State-Mandated Cost Recovery Preparation (SB 90 Claims)	9,500
Traffic Citations Hearing Officer	5,000

Account 44310: Maintenance of Equipment ..... \$ 569,200

FY 2009-10 Approved Budget/Estimated Actual	\$571,500/\$569,800
FY 2008-09 Actual Expenditures	\$519,375

This account provides funding for licenses and maintenance contracts on the City's computer hardware/software and vehicle maintenance on the Support Services delivery van.

Equipment

Hardware (servers, printers, plotters, scanners, peripherals, mobiles, unplanned repairs on critical equipment)	\$ 86,100
Security and Infrastructure Equipment (firewalls, VPN, routers, switches)	90,500
Uninterrupted Power Supplies (7)	9,200

FY 2010-11  
REQUESTED  
BUDGET

Licenses and Maintenance	
Software and Licenses	
Microsoft	2,000
Novell	52,000
SAP	79,100
Versaterm (Integrated Police System)	201,000
Other Software (e.g. Oracle, HP, Cognos, LaserFiche)	46,400
Vehicle Maintenance - Support Services	2,900
 SUBTOTAL - SERVICES	 <u>\$ 725,300</u>
 TOTAL - CURRENT EXPENSES	 <u>\$ 816,600</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
POLICY ITEM

PROGRAM JUSTIFICATION:      Convert One Information Services Analyst I Position from Limited-Term to Regular Status - \$0

PRIORITY:    1

The Department of Administrative Services is requesting that a limited-term Information Services Analyst I position in the Department's Information Services Division be converted to regular status. The position has historically been used to support desktop computers, provide end-user troubleshooting and assistance, software installation, helpdesk services, deployment of replacement personal computers, and other duties to keep the City's computer network running efficiently, which allows end users to continue working effectively. This is an ongoing need that justifies converting the limited-term Information Services Analyst I position to regular status. Funding for the position, on a limited-term basis, is contained in the Department's FY 2010-11 Preliminary Base Budget. There will be no additional cost associated with conversion of the position to regular status.

During FY 2007-08 a workload study was conducted for the Information Services Division. The results of the study indicated that the average number of HelpDesk staff was one staff person for every 210 users in other cities (Richmond, Burbank, and Riverside) while the City's current ratio is one helpdesk staff per 300 users. The City's HelpDesk support needs are such that the position should be converted to regular status.

The Information Services Division is in the process of converting the City's network from Novell to Microsoft. This conversion will also result in upgrades to the current operating system and Microsoft Office Suite installed on more than 600 personal computers and laptops. This deployment will require additional HelpDesk support, training, and management by Information Services Division staff for the majority of the fiscal year. The Division is also in the process of coordinating a needs assessment to enhance or replace the City's four enterprise systems - SAP, Hansen, Permits Plus, and Versaterm. The Information Services Division will be required to absorb additional impacts from these changes for the next several years.

Elimination of the Outside Assistance line item, outsourcing of the Principal Information Services Analyst duties, and other cost reductions made it possible to absorb the cost of the limited-term Information Services Analyst I position within the existing budget in FY 2009-10. Due to savings realized from the changes outlined above, the cost for the position can be incorporated into the proposed FY 2010-11 budget as it was in FY 2009-10.

FISCAL YEAR 2010-11 COSTS

Personnel

Salary and Benefits

\$    0  
Total

\$    0

RECURRING ANNUAL COSTS

None

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Armored Car Service - \$9,600 (0.2% of Budget)

PRIORITY: 1

The City's agreement for armored car services provides for daily pickup and delivery at City Hall, the Police Facility, the Development Services Building, the Transit Maintenance Facility, and the Public Services Center. The services include picking up the daily bank deposits from the City locations and delivering them to the bank, as well as picking up daily cash change orders from the bank and delivering them to City locations.

Termination of this agreement would result in the City no longer having an outside company to provide cash handling and armored transportation of the City's funds. Instead, the City would utilize Police Department staff to perform this service. When Police Officers handled transportation of the deposits in the past, they were delivered to the local bank branch with an early deposit arrival deadline. While the deposits would arrive at the local bank in time to be received, they would not be counted and deposited the same day. This provided security for the City's funds but did not allow them to earn same-day interest. The current armored car service company delivers the City's deposits to the main vault in Los Angeles, which has a later deposit arrival deadline.

Contract armored car service ensures proper care of the City's funds and allows staff to optimize cash processing. Based on the cost of the armored car service, it would not be fiscally responsible to replace Brink's with sworn Police Officers. It would be more advantageous for the City to have its Police Officers serving the community in the capacity for which they were hired, as opposed to serving as a substitute for armored car service.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional and Special Services	<u>\$ 9,600</u>	
	Total	<u>\$ 9,600</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Professional and Special Services	<u>\$ 9,600</u>	
	Total	<u>\$ 9,600</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for SymPro Treasury Management Software - \$8,500 (0.2% of Budget)

PRIORITY: 2

SymPro Treasury Management Software is used to improve management of the City’s investment portfolio with an eye on reducing market risk and ensuring the City’s ongoing cash flow needs are met. Staff continually monitors the securities market, general economic indicators and the City’s portfolio positions. Staff uses SymPro to perform sensitivity testing/risk analysis and cash flow needs analysis as well as to determine actual and projected interest earnings for portfolio structure and budgeting purposes.

Termination of this agreement would result in the City no longer having the software to manage the City’s investment portfolio. Instead, the City would, once again, rely on Excel spreadsheets and manual generation of reports for analyses, monitoring, and Monthly Investment Reports for the City Council. Elimination of SymPro would require interest allocation in SAP to return to a manual process and reduce staff’s ability to forecast revenues and cash flow requirements on an ongoing basis to reflect changes in the portfolio as well as interest rates. The economic uncertainty of the past few years makes testing, risk analysis and quick, accurate allocation of portfolio earnings to the City’s various funds a necessity.

Given the current volatile markets, the continued poor economy and the need for robust analysis and accuracy, SymPro is a necessary investment tool. SymPro is able to provide reporting and analysis to ensure proper care of the City’s funds and overall investment portfolio allowing staff to optimize investment opportunities and ensure compliance with the City’s Statement of Investment Policy.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional and Special Services	\$ 8,500	
	<u>Total</u>	<u>\$ 8,500</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Professional and Special Services	\$ 8,500	
	<u>Total</u>	<u>\$ 8,500</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Maintenance of Software and Equipment - \$20,000 (0.4% of Budget)

PRIORITY: 3

The Information Services Division is responsible for the ongoing maintenance of hardware and software that is currently used by the City. Typical maintenance items include hardware and software for the City's network, Groupwise e-mail, Financial Information Systems (FIS), Police Department Integrated Police System (IPS), and Geographic Information System and Permits System (GIS). Most hardware maintenance contracts provide either a 4-hour or next business day response by the vendor. In some cases, software maintenance contracts are required in order to use the software and allow the City to receive updates each year, rather than repurchasing the software after each upgrade.

Some maintenance contracts can be negotiated to a lower response level (e.g., from 4-hour to next business day or from next business day to best effort) as a cost savings measure. Doing so would require the Information Services Division to identify systems that could operate with reduced hardware or software maintenance coverage, or with no maintenance coverage in some cases. Any such systems that fail would be repaired and maintained on a case-by-case basis as needs dictate. The cost of these case-by-case service calls would depend on the problems/failures experienced with the various systems, and cannot be accurately determined at this time. If maintenance payments are terminated, vendors may also charge a premium for reinitiating maintenance the next fiscal year.

If a system were to fail, City employees who rely on that system would lose productivity until that system was fixed. For most systems, this would adversely affect several hundred employees at a time.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
Maintenance of Equipment	<u>\$ 20,000</u>	
	Total	<u>\$ 20,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
Maintenance of Equipment	<u>\$ 20,000</u>	
	Total	<u>\$ 20,000</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Reduce Department Training and Travel, Conferences, Meetings Funds - \$20,000  
(0.4% of Budget)

PRIORITY: 4

Training is a key component of maintaining an efficient workforce, particularly at a time when staff must work more efficiently. In order to reduce expenses, the FY 2008-09 Training and Travel, Conferences, Meetings budgets for Administrative Services were reduced two-thirds and subsequently frozen to further reduce expenditures. The FY 2009-10 Training and Travel, Conferences, Meetings budgets were reduced a further \$10,000 as a Reverse Priority item, thus bringing these accounts to nearly half of the FY 2007-08 level. The Information Services Division has been particularly impacted by these reductions.

During FY 2010-11, the Information Services Division will be replacing the City's network, and e-mail systems and upgrading office productivity software with the Microsoft Network and 2010 version Microsoft Office products. Substantial training activities are necessary to train staff to implement and maintain the new software. In addition, staff is reviewing the City's four enterprise systems (Permits, Hansen, SAP, and Versaterm) for enhancement or replacement to improve functionality and efficiency Citywide. This multi-year project requires a well-trained staff to evaluate current systems and recommend possible system modifications or replacement systems.

Reduction of these funds would reduce staff's ability to keep current on changes in technology affecting the City's computer network operability and security. The likely impact would be an increase in the amount of time required to implement, support and troubleshoot the City's complex technology systems.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Training and Travel, Conferences, Meetings	<u>\$ 20,000</u>
	Total

\$ 20,000

RECURRING ANNUAL SAVINGS

Current Expenses

Training and Travel, Conferences, Meetings	<u>\$ 20,000</u>
	Total

\$ 20,000

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Information Services Analyst II Position (Vacant) - \$130,000 (2.6% of Budget)

PRIORITY: 5

This position provides user support for the Permits system utilized by Planning, Building and Safety, Code Enforcement, and Public Works. This position develops input screens and reports and assists with online permit development. The City is currently in the midst of a needs assessment for replacement of the Permits System, which will no longer be supported by the vendor in FY 2010-11.

The Information Systems Analyst II position is scheduled to provide support for development and implementation of the new Community Development system across three City Departments. Loss of this position could delay implementation of this critical system during FY 2010-11 and result in loss of workload monitoring, reporting capabilities, and access to data by the public.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>	

Personnel Costs

Salaries & Benefits	\$ 130,000	
	Total	<u>\$ 130,000</u>

RECURRING ANNUAL SAVINGS

Personnel Costs

Salaries & Benefits	\$ 130,000	
	Total	<u>\$ 130,000</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Support Services Worker Position (Filled) - \$69,900 (1.4% of Budget)

PRIORITY: 6

The Support Services Division of the Administrative Services Department provides interoffice and other mail services to all City operating departments. Eliminating this position would also eliminate in-house mail services.

There are mail service companies that will, for a fee, pick-up out-going mail, apply postage, and deliver it to the Post Office. The City's utility bills are currently processed in this manner on a weekly basis. Additionally, most interoffice mail could be handled digitally by scanning and e-mailing of documents. Other types of interoffice mail would need to be manually delivered among departments by City staff.

Incoming mail would need to be addressed to the specific City facilities, rather than to the Mail Room in City Hall so that the Post Office can deliver the mail directly. Mail delivered to the Mail Room would need to be picked up by department staff. Additionally, new letterhead with each appropriate address would need to be printed for each Department and building location.

Other impacts from this budgetary action include:

- The task of sorting incoming mail at all City buildings, including City Hall; will need to be assigned to remaining staff in all City Departments, impacting the workload of the remaining staff members assigned the task.
- Late mail will not be processed.
- Departments will need to perform all of their own shipping and receiving functions, impacting Department workload.
- Some interoffice mail shipments may require extra trips by staff to City Hall if the items are critical, resulting in increased mileage or fuel costs and staff time to make the trip.
- Coordination of many interoffice functions will be more difficult and impact other staff including, for example, disposing of obsolete equipment, moving boxes of files to storage, distributing telephone directories, delivering copier paper, filling out United Parcel Service logs, picking up print jobs, and receiving furniture and supplies.
- Outgoing mail may be delayed and some critical postmark timeframes could be missed, such as public hearing notices, if pick-up times are missed due to the elimination of in-house mail processing.
- Some tasks currently performed by the Support Services Worker will be eliminated, while other tasks will still need to be performed by other Support Services staff. The Support Services Division will not have the resources to respond in a timely manner to many service requests from Departments. Without centralized support, Department staff will be required to handle work requests on their own, which may result in increased costs to the City.

Budget  
ReductionsFISCAL YEAR 2010-11 SAVINGSCurrent Expenses

Salary and Benefits	\$ 64,100
Maintenance of Equipment	<u>2,900</u>
Subtotal	67,000

Transfers and Reimbursements

Contribution to Vehicle Replacement Fund	<u>2,900</u>
Subtotal	2,900
Total	

\$ 69,900RECURRING ANNUAL SAVINGS

Salary and Benefits	\$ 64,100
Maintenance of Equipment	<u>2,900</u>
Subtotal	67,000

Transfers and Reimbursements

Contribution to Vehicle Replacement Fund	<u>2,900</u>
Subtotal	2,900
Total	

\$ 69,900

DEPARTMENT OF COMMUNITY SERVICES  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42130: Postage ..... \$ 29,700

FY 2009-10 Approved Budget/Estimated Actual	\$32,700/\$20,600
FY 2008-09 Actual Expenditures	\$17,563

This account includes funds for mailing the City Focus Newsletter to all residents, businesses, and postal addresses in the City three times per year and monthly distribution of the Senior Center Newsletter to a senior mailing list. Costs in this account are distributed as follows:

City Focus Newsletter mailings (3 times/year)	\$ 23,700
Senior Center Newsletter mailings (monthly)	6,000

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The proposed FY 2010-11 Budget and Estimated Actual reflects anticipated postal cost increases for mailing the City Focus and Senior Center newsletters to the reduced mailing list. It also restores funding for mailing of one issue of the City Focus Newsletter suspended in December 2009.

Account 42230: Office Supplies..... \$ 5,500

FY 2009-10 Approved Budget/Estimated Actual	\$7,900/\$4,700
FY 2008-09 Actual Expenditures	\$3,694

This account provides for the purchase of materials and supplies essential to the effective management and operation of the Department and its respective programs.

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The FY 2009-10 Estimated Actual reflects savings related to vacancies in all Divisions, as well as staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible.

FY 2010-11  
REQUESTED  
BUDGET

Account 42410: Uniforms and Clothing ..... \$ 1,200

FY 2009-10 Approved Budget/Estimated Actual	\$1,600/\$1,200
FY 2008-09 Actual Expenditures	\$0

This account provides for the purchase of replacement safety vests, rain gear (boots and rain suits), and wide-brimmed protective reflective hats for Crossing Guards. These items fade and wear out over the course of the year and must be routinely replaced for safety reasons. New items are provided to all new Crossing Guards when they are hired.

Account 42440: Memberships and Dues ..... \$ 1,200

FY 2009-10 Approved Budget/Estimated Actual	\$1,800/\$900
FY 2008-09 Actual Expenditures	\$1,090

This account includes a variety of professional memberships and dues, including:

California Association of Code Enforcement Officers	\$ 300
American Association of Code Enforcement	100
Southern California Association of Telecommunications Officers and Advisors	200
California Association of Senior Service Centers	100
Municipal Management Association of Southern California	200
Ventura County Homelessness and Housing Coalition	100
Simi Valley Community Council	100
California Association for Counseling and Development	100

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The proposed FY 2010-11 Budget reflects staff's efforts to delay or defer membership renewals whenever possible. Funds are budgeted at expected renewal fees for FY 2009-10.

Account 42450: Subscriptions and Books ..... \$ 500

FY 2009-10 Approved Budget/Estimated Actual	\$600/\$700
FY 2008-09 Actual Expenditures	\$599

This account is used for the purchase of materials that allow staff to be informed of the most recent developments in their respective programs and areas of professional involvement. Whenever possible, information is accessed electronically. Materials include:

Senior Center periodicals and resource guides	\$ 300
Youth Services publications and resource guides	200

Account 42560: Operating Supplies ..... \$ 40,300

FY 2009-10 Approved Budget/Estimated Actual	\$39,900/\$33,100
FY 2008-09 Actual Expenditures	\$26,537

This account provides for the purchase of supplies and materials not available through Central Supply that are necessary to support program and/or volunteer functions, including:

Certified copies of legal documents from the Secretary of State, County Recorder's and County Clerk's Offices for Code Enforcement	400
Supplies and equipment needed for Code Enforcement operations	2,000
Senior Center Annual Volunteer Recognition Program supplies	1,000
Senior Center operating supplies	8,000
Supplies for Neighborhood Council orientations, meetings, and activities	600
Supplies for the Annual Youth Summit	1,200
Supplies for the Annual YES Job and Career Expo and other Youth Services activities	1,000
Supplies for Teen Assistance and Resource Program (TARP) activities/workshops	300
Printing of crisis phone numbers on Associated Student Body cards	600
Crossing Guard supplies (e.g., whistles, stop signs, street safety cones, and first aid kits)	1,000
Supplies for the Meals On Wheels Program (fully reimbursed by grant)	3,200
Supplies for the Congregate Meals Program (fully reimbursed by grant)	15,000
Supplies for administrative/program activities and equipment	6,000

Justification for proposed increase over the FY 2009-10 Budget and Estimated Actual:

The FY 2009-10 Estimated Actual reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible, as well as the fact that many positions throughout the Department were vacant during the current year. The proposed FY 2010-11 Budget reflects a \$5,500 increase in grant reimbursable costs for the Meals On Wheels and Congregate Meals Programs, and restores budget reductions made at mid-year FY 2008-09.

Account 42720: Travel, Conferences, and Meetings ..... \$ 2,600

FY 2009-10 Approved Budget/Estimated Actual	\$1,000/\$1,200
FY 2008-09 Actual Expenditures	\$2,152

This account is used to increase staff's professional effectiveness through exposure to current trends, developments, and/or concerns in all program-related areas including attendance at the conferences/meetings listed below:

1 - California Code Enforcement Association Conference, San Diego, CA	\$ 900
2 - Southern California Chapter Cable Television Conference, Santa Monica, CA	200
1 - National Alliance to End Homelessness Conference, Southern California	500
1 - California Counseling Association Annual Conference, Southern California	300
1 - Municipal Management Association of Southern California (MMASC), Southern California	700

Justification for proposed increase over the FY 2009-10 Budget and Estimated Actual:

The FY 2009-10 Estimated Actual reflects staff's attendance at selected training activities in compliance with the City's policy limiting travel and training that went into effect during the second quarter of FY 2009-10. A minimum level of funding is restored for budget reductions made at mid-year FY 2008-09.

Account 42730: Training ..... \$ 500

FY 2009-10 Approved Budget/Estimated Actual	\$0/\$300
FY 2008-09 Actual Expenditures	\$163

This account provides funds for staff attendance at specialized workshops and training seminars and for materials (e.g. audio and video training tapes/CDs) that contribute to professional growth, professional development, and improved Department effectiveness. FY 2010-11 funds will be dedicated to Crossing Guard Program and Youth Services Programs training activities.

Justification for proposed increase over the FY 2009-10 Budget and Estimated Actual:

The FY 2009-10 Estimated Actual reflects the significant reduction of the Department's training budget and compliance with the City's policy limiting travel and training that went into effect during the second quarter of FY 2009-10. A minimum level of funding is restored for budget reductions made at mid-year FY 2009-10.

Account 42790: Mileage..... \$ 25,100

FY 2009-10 Approved Budget/Estimated Actual	\$20,100/\$21,700
FY 2008-09 Actual Expenditures	\$25,278

This account provides for staff travel related to the performance of City business using personal vehicles when City vehicles are unavailable and mileage reimbursement for Meals On Wheels volunteers.

Meals On Wheels Volunteer Mileage (fully reimbursed by grant) \$ 17,000  
 Crossing Guard Program/Other Department Operations 8,100

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The FY 2009-10 Estimated Actual and the proposed FY 2010-11 Budget are due to growth of the Senior Center's Meals On Wheels Program.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 106,600

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 150,400

FY 2009-10 Approved Budget/Estimated Actual	\$135,600/\$137,000
FY 2008-09 Actual Expenditures	\$133,524

This account provides for the following Professional and Special Services:

Consulting Services Related to Cable Television \$ 500  
 Provides assistance to staff regarding Federal regulations, the 1992 Cable Act, Telecommunications Act of 1996, and subsequent Federal Communications Commission (FCC) certification related to the City's regulation of standards for consumer protection/customer service and new State law regarding video television franchising.

Consulting Services Related to Computer Applications	500
Provides funding for Code Enforcement applications ( <i>PermitsPlus</i> , <i>West Government Services</i> , <i>Accela</i> , etc.) and Senior Center applications ( <i>Volgistics</i> ).	
Contract Services for the Annual Youth Summit	1,800
Provides for professional services related to facilitator training and a speaker for the Annual Youth Summit.	
Contract Services Related to Teen Assistance and Resource Program	800
Provides for contract specialists (including services and all related materials) for eight workshops focusing on self-esteem, communication, and conflict resolution for the Teen Assistance and Resource Program (TARP).	
Annual Licensing Fee to American Society of Composers, Authors and Publishers (ASCAP) for materials used by the City for special events and presentations. The fee is based on population.	1,500
Professional Services for the production of the City Focus Newsletter.	23,700
Ventura Intercity Services Transit Authority (VISTA)	120,600
Provides for Simi Valley's prorated share of the countywide transit systems.	
Delivery of the Senior Newsletter to the bulk mailing post office	1,000

Justification for proposed increase over the FY 2009-10 Budget and Estimated Actual:

It is proposed that funding be restored in FY 2010-11 for one issue of the City Focus Newsletter that was eliminated at mid-year in FY 2009-10. Additionally, the City's prorated share for VISTA increased.

Account 44210: Animal Regulation Contract..... \$ 250,100

FY 2009-10 Approved Budget/Estimated Actual	\$225,300/\$239,300
FY 2008-09 Actual Expenditures	\$185,351

This account funds the following programs:

Base Services	\$ 164,000
Supplemental Contract	86,100

Justification for proposed increase over the FY 2009-10 Budget and Estimated Actual:

The Estimated Actual for 2009-10 reflects a reduction in the level of service due to County of Ventura staff vacancies. The proposed FY 2010-11 Budget reflects full staffing level costs and increased operating costs requested by County Animal Regulation.

Account 44310: Maintenance of Equipment ..... \$ 19,900

FY 2009-10 Approved Budget/Estimated Actual	\$21,300/\$19,900
FY 2008-09 Actual Expenditures	\$20,757

This account provides for reimbursement to the Department of Public Works for maintenance and repair of department vehicles.

Account 44460: Public Nuisance Abatement ..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,000/\$500
FY 2008-09 Actual Expenditures	\$775

This account provides for Contractor services for the annual Public Nuisance Abatement Program. All expenses for this program are offset through the violating property owners' voluntary payment of charges or through liens and special assessments for the abatement placed on property tax bills.

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The FY 2009-10 Estimated Actual reflects Code Enforcement's efforts to achieve voluntary compliance. The proposed FY 2010-11 Budget accommodates potential program activity should voluntary compliance not be achieved.

SUBTOTAL - SERVICES ..... \$ 421,400

TOTAL - CURRENT EXPENSES ..... \$ 528,000

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Outside Assistance - \$5,000 (0.1% of budget)

PRIORITY: 1

The Department's FY 2010-11 Budget includes \$5,000 for staff assistance from outside agencies to cover unanticipated or prolonged vacancies in Administration. In previous years, funds in this account were utilized for Administrative Support Team coverage due to vacancies, leaves of absence and promotions. Should funding for outside assistance be eliminated for FY 2010-11, coverage for any unanticipated or prolonged vacancies would be accommodated utilizing personnel cost savings. The proposed reduction would provide the following budget reduction:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Outside Assistance	<u>\$ 5,000</u>	
	Total	<u>\$ 5,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE                    Eliminate Funding for Cable Television Consultant Services - \$2,500 (0.1% of budget)

PRIORITY:                    2

In previous years, the City has budgeted funds for the potential use of consulting services related to cable television issues and concerns. These services have included financial audits of franchise fees paid to the City by the cable television franchisee and technical inspections of the cable television system. Elimination of funds for these services would affect the City's ability to audit franchise fees paid to the City and to review any cable television technical or service related issues as a result of new State franchising laws.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional/Special Services	<u>\$ 2,500</u>	
	Total	<u>\$ 2,500</u>

RECURRING ANNUAL SAVINGS

Current Expenses

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE                    Eliminate One Vehicle - \$27,200 (0.7% of budget)

PRIORITY:                    3

In order to provide efficient, timely, and professional services to the community, Community Services has maintained a fleet of five vehicles funded through the General Fund for field inspection use by staff in the Department's Code Enforcement Section. The vehicles, a 1996 Chevrolet sedan, two 1998 Ford sedans, a 2000 Chevrolet sedan, and a 2000 Dodge mini pick-up truck have historically been shared by five Code Enforcement Officers, two Senior Code Enforcement Officers and the Code Enforcement Manager. During FY 2009-10, one vehicle was reassigned to the Crossing Guard Program in an effort to reduce the cost of mileage paid to program staff for use of personal vehicles in the course of program activities.

While all of these vehicles have been eligible for replacement for several years, the Department has repeatedly deferred replacement as a cost savings measure. Reducing the Department's General Fund fleet by one vehicle in FY 2010-11 will yield savings of \$27,200 (\$24,400 Vehicle Replacement funds and \$2,800 Equipment Maintenance funds). Additionally, \$5,200 in recurring annual savings (\$2,400 in contributions to the Vehicle Replacement Fund and \$2,800 in Equipment Maintenance funds) will be realized. If approved, the Department will coordinate with Public Works Department staff to determine which of the vehicles will be sold at auction based on mechanical status.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

CURRENT EXPENSES

Maintenance Of Equipment	\$ 2,800
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TRANSFERS AND REIMBURSEMENTS

Return of Vehicle Replacement Funds	<u>24,400</u>	
	Total	<u>\$ 27,200</u>

RECURRING ANNUAL SAVINGS

CURRENT EXPENSES

Maintenance Of Equipment	\$ 2,800
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TRANSFERS AND REIMBURSEMENTS

Transfer to Vehicle Replacement Fund	<u>\$ 2,400</u>	
	Total	<u>\$ 5,200</u>

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For Travel, Conferences, and Meetings - \$2,600 (0.1% of budget)

PRIORITY: 4

Funds in the amount of \$2,600 are included in the Community Services Department proposed budget for staff to attend conferences and meetings in order to increase professional effectiveness and efficiency by keeping up on current laws, trends, developments, and/or concerns in program-related areas. Suspension of all related funding would preclude staff's ability to attend meetings and conferences during the fiscal year. Whenever possible, staff would seek other ways to obtain necessary information and training through written materials, personal contacts, professional organizations, web-casts, etc.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Travel, Conferences, and Meetings	<u>\$ 2,600</u>	
	Total	<u>\$ 2,600</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for Operating Supplies - \$5,000 (0.1% of budget)

PRIORITY:            5

The Department's Operating Supplies Account provides for the purchase of supplies and materials not available through Central Supply that are necessary to support program and volunteer functions. Such purchases include supplies for the Senior Center Meals On Wheels and Congregate Meals Programs; the Senior Center Annual Volunteer Recognition Program; Neighborhood Council meetings and activities; the annual Youth Employment Service Job and Career Expo; Youth Council activities; Teen Assistance and Resource Program activities and workshops; printing of crisis phone numbers on Associated Student Body cards; Crossing Guard Program supplies such as whistles, stop signs, street safety cones, and first aid kits; and supplies for personal computers, printers, copiers, faxes, and other equipment. The FY 2010-11 proposed budget includes \$40,300 in this account. Reducing the account by \$5,000 would require that the purchase of many items be postponed, potentially impacting program activities and effectiveness.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Operating Supplies

\$ 5,000

Total

\$ 5,000

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Mailing the Senior Center Newsletter - \$7,000 (0.2% of budget)

PRIORITY: 6

The Senior Center Newsletter is published monthly and contains information on programs and activities such as adult education classes, health services, and tax and legal assistance. The newsletter is mailed each month to approximately 2,000 Simi Valley senior households free of charge. The proposed FY 2010-11 Budget includes \$6,000 to cover the cost of addressing and mailing the newsletter and \$1,000 for professional services to deliver the newsletter to the bulk mail post office in Santa Clarita. Elimination of funding for the mailed delivery of the newsletter would require that seniors obtain copies from Dial-a-Ride vans, the Senior Center, City Hall, other City buildings, or the City's website. If funding for mailing of the Senior Center Newsletter is eliminated, staff will explore the option of allowing citizens to purchase a subscription to the Newsletter to pay for the cost of postage. Staff estimates the cost of a subscription for seniors would be approximately \$5 annually.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Postage	\$	6,000	
Professional Services		<u>1,000</u>	
		Total	<u>\$ 7,000</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding for the City Focus Newsletter - \$47,400 (1.2% of budget)

PRIORITY:            7

The City Focus Newsletter is a valuable communication tool that provides residents with timely and helpful information on City services, programs, projects, and policies. The newsletter is published three times each year and distributed to all Simi Valley postal residents. A total of \$47,400 is included in the proposed budget for production, publishing, and distribution of the City Focus Newsletter. The publication is mailed to all City postal addresses, including residences, post office boxes, and businesses. In addition, printed copies are distributed to various City facilities, the Simi Valley Library, and the Chamber of Commerce. Elimination of the subject funding would require that residents obtain information regarding the City via the local media, the City's website, staff reports, the annual budget document, departmental literature and other resources.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Postage	\$ 23,700	
Professional and Special Services	<u>23,700</u>	
	Total	<u>\$ 47,400</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the Annual Youth Summit - \$3,000 (0.1% of budget)

PRIORITY: 8

The Youth Council hosts an annual Youth Summit designed to inspire high school students to become more involved in their city through community service and to explore their leadership potential. Participants of the Youth Summit listen to a motivational speaker and participate in leadership activities and breakout sessions. Participants also have lunch with local dignitaries to discuss their community concerns with decision-makers.

If funding were eliminated, the City would either need to obtain donations for this activity or suspend the Youth Summit. Suspending the Youth Summit would result in a savings of \$3,000 to the City and would require that students obtain leadership opportunities and contact with their elected officials on their own. In addition, the Youth Council would no longer have a community outreach event.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Professional and Special Services	\$ 1,800	
Operating Supplies	<u>1,200</u>	
	Total	<u>\$ 3,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For One Full-Time Clerk (Vacant) at the Senior Center - \$62,500 (1.5% of Budget)

PRIORITY: 9

The Simi Valley Senior Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for special events and served approximately 173,000 participants in 2009. The Senior Center offers a wide variety of senior service programs, including congregate noontime meal service, adult classes and activities offered by the Simi Valley Adult School and Career Institute, legal, health, and social services, videos, support groups, several senior clubs, and recreational activities. During the evenings and weekends, the Senior Center is available for rent. The complement of regular, full-time staff assigned to the Senior Center consists of the Senior Services Manager, two Assistant Senior Services Managers, and two Clerks.

The Community Services Department currently has a Clerk assigned to the reception station at both the southwest and southeast entrances to the Senior Center. With the assistance of volunteers, the Clerks greet and assist seniors and volunteers; answer telephone calls; take applications for services; schedule appointments on behalf of service providers; make reservations for classes, excursions, and programs; maintain facility use records; track revenues and expenses; maintain office supply inventories; and perform a variety of other clerical duties. Even with volunteer assistance, however, it is challenging for staff to effectively monitor both entrances that provide public access to 31 rooms and spaces. In addition, the Senior Center operates extensive meal, recreation, and assistance programs.

One of the two Clerk positions became vacant during the second half of FY 2009-10 when the incumbent retired. Elimination of funding for this position for FY 2010-11 would necessitate a reduction to the level of clerical coverage provided throughout the Senior Center, and could potentially impact the historically high quality of customer service provided to seniors and the general public.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salaries and Benefits

\$ 62,500

Total

\$ 62,500

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Animal Regulation Supplemental Services - \$86,100 (2.1% of budget)

PRIORITY: 10

The City receives animal regulation services from the County of Ventura under two separate agreements. The Base Services Contract provides for shelter services for animals impounded in Simi Valley (including the feeding and care of impounded animals, veterinary care, reuniting animals with their owners, and the placement of animals with new owners), licensing services (such as computer tracking of expired licenses and notification by mail of the need to renew dog licenses), quarantine, and other field services at an estimated annual cost to the City of \$164,000 for FY 2010-11. Additionally, the City has historically requested the County to provide supplemental services for an Animal Control Officer to be in Simi Valley 32 hours per week for leash law and nuisance animal ordinance enforcement (such as responding to complaints regarding stray and vicious animals, barking dogs, and animal bites), door-to-door canvassing of local neighborhoods for unlicensed dogs, and pickup of owner relinquished animals. Funds in the amount of \$86,100 are included in the FY 2010-11 Budget for the supplemental services. The cost of these services can be adjusted upon notification to the County. Eliminating funds for the supplemental services for the year would result in the elimination of all leash law and nuisance animal ordinance enforcement, door-to-door canvassing of local neighborhoods for unlicensed dogs, and pickup of owner relinquished animals.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Animal Regulation Supplemental Services	<u>\$ 86,100</u>	
	Total	<u>\$ 86,100</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Two Crossing Guard Posts (Filled) - \$12,000 (0.3% of budget)

PRIORITY: 11

The City maintains 16 Crossing Guard posts at various intersections throughout the City to assist elementary school students to and from school. Many of the City's Crossing Guard posts do not currently meet City or State traffic warrants. Over the past five years the elementary school student pedestrian counts at the two City Crossing Guard posts for possible elimination have declined by approximately 13%. This decrease in the use of Crossing Guard services is primarily due to a combination of an increase in the number of parents transporting their children to school and declining school enrollment.

The FY 2009-10 elementary school student pedestrian counts at each guard post vary widely, from a high of 272 elementary school pedestrian crossings per day at the City's busiest Crossing Guard post, to only 18 elementary student crossings per day at the City's most underutilized post. As part of the approval of the FY 2008-09 budget, the City Council authorized the City Manager to routinely review and, if appropriate, eliminate any Crossing Guard posts that do not meet City and State traffic warrants and fall below a minimum use level of ten elementary school children and/or 20 elementary school crossings per day. The posts being considered for elimination currently do not meet City or State warrants, are signalized, and are at or near the minimum of 20 elementary school crossings per day. As a result, staff is recommending that the City Council authorize staff to eliminate up to two underutilized Crossing Guard posts that currently do not meet City or State traffic warrants. Up to \$12,000 in savings would be realized in the Crossing Guard program through this action. Authorizing this action does not preclude the Simi Valley Unified School District from electing to implement Crossing Guard services at any of the locations recommended for elimination.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Temporary Salaries	<u>\$ 12,000</u>	
	Total	<u>\$ 12,000</u>

RECURRING ANNUAL SAVINGS

Personnel

Temporary Salaries	<u>\$ 12,000</u>	
	Total	<u>\$ 12,000</u>

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Reduce Code Enforcement Counter Technician (Filled) From Full-Time to Part-Time - \$14,000 (0.3% of budget)

PRIORITY: 12

The Community Services Department's Code Enforcement Section enforces municipal ordinances and regulations pertaining to property maintenance, signs, cargo containers, temporary uses, building and safety permit issues, animals, trash-related matters, business tax delinquencies, and public nuisance abatement; processes regulatory referrals from other City departments; and performs the City's tumbleweed, trash, and sign abatement programs. The Section is comprised of a Code Enforcement Manager, two Senior Code Enforcement Officers, five Code Enforcement Officers, and a Counter Technician.

During FY 2008-09, the Counter Technician took a voluntary reduction in hours and her duties were distributed throughout the Code Enforcement Section and the Department's Administrative Support Team. This voluntary reduction in hours continued throughout FY 2009-10 and is recommended to remain in place through FY 2010-11, resulting in a savings of \$14,000 in salaries and benefits.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salaries and Benefits

\$ 14,000  
Total

\$ 14,000

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For Temporary, Limited-Term Code Enforcement Officer - \$35,300 (0.9% of budget)

PRIORITY: 13

As part of the FY 2009-10 budget adoption process, the City Council approved a Reverse Priority Item recommending the elimination of a Senior Planner in the Environmental Services Department and the consolidation and transfer of Development Code enforcement activities to the Department of Community Services. As a result of this action, Code Enforcement took over all planning, zoning and planning permit enforcement activity. In order to achieve maximum budget savings in light of the current fiscal climate, rather than retain a full time Code Enforcement Officer, the Community Services Department requested an increase in funding for Temporary Salaries to try to accommodate the additional workload. As part of the approved reverse priority, Community Services was authorized to employ a Temporary, Limited-Term Code Enforcement Officer to work a maximum of 960 hours per year during FY 2009-10.

In addition to taking on planning, zoning and planning permit enforcement activity, Code Enforcement continues to experience a significant increase in their caseload due to foreclosures, vacant properties, and property maintenance cases. In the first six months of FY 2009-10, Code Enforcement staff initiated 1,428 new cases, an increase of 25% from the same six-month period the year before. As the Code Enforcement workload related to the subject transition has remained consistently high, the Department's FY 2010-11 proposed budget includes continued utilization of a Temporary, Limited Term Code Enforcement Officer at an annual cost of \$35,300. Elimination of this funding would impact Code Enforcement's ability to respond to planning, zoning, and permit compliance issues.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Temporary Salaries	<u>\$ 35,300</u>	
	Total	<u>\$ 35,300</u>

RECURRING ANNUAL SAVINGS

Personnel

Temporary Salaries	<u>\$ 35,300</u>	
	Total	<u>\$ 35,300</u>

DEPARTMENT OF COMMUNITY SERVICES  
REVERSE PRIORITY

ITEM TITLE: Reduce Senior Center Staffing by One Hour Monday-Thursday and Four Hours on Friday - \$92,700 (2.3% of budget)

PRIORITY: 14

The Senior Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for rentals, classes and special events. The Senior Center has experienced rapid growth in the demand for services over the past two years. The number and scope of programs and services has also been expanded. Senior Center use is currently lightest in the late afternoons and on Fridays. As a result, Senior Center operational hours could be reduced from 40 hours to 32 hours a week to save an estimated \$92,700 annually. If approved, the Senior Center would close at 4:00 p.m. Monday through Thursday and at 1:00 p.m. on Fridays. The staff hours and compensation of four full-time employees would be reduced accordingly.

Full-time staffing at the Senior Center includes a Senior Services Manager, two Assistant Senior Services Managers, and two Clerks. These positions are responsible for managing the Senior Nutrition program and coordinating with partner agencies and the Council On Aging to provide classes, counseling sessions, health screenings, exercise programs, and special events as well as overseeing rental activity at the facility after operational hours.

The impact of reducing the hours of two full-time Assistant Senior Services Managers (Management positions) and two full-time Clerks (General Unit positions) from 40 hours per week to 32 hours per week would result in a reduction in the level of service provided to seniors at the Senior Center. In addition, the Senior Services Manager would be responsible for personally overseeing the operation of the Senior Center, including approximately 15 classes and senior programs provided by partner agencies one day each week.

Budget  
Reductions

Personnel Costs

Salary and Benefits

\$ 92,700

Total

\$ 92,700

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2010-11  
 REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies..... \$ 6,100

FY 2009-10 Approved Budget/Estimated Actual	\$8,100/\$6,100
FY 2008-09 Actual Expenditures	\$6,569

This account provides for the purchase of various office and related supplies that are essential to the effective management and operation of the Department and its respective programs.

Account 42410: Uniform/Clothing ..... \$ 1,100

FY 2009-10 Approved Budget/Estimated Actual	\$1,500/\$1,100
FY 2008-09 Actual Expenditures	\$679

This account provides for a safety boot allowance for Building Inspectors, as approved in the General Unit Memorandum of Agreement.

Account 42420: Special Departmental Expense ..... \$ 900

FY 2009-10 Approved Budget/Estimated Actual	\$1,500/\$900
FY 2008-09 Actual Expenditures	\$1,135

This account provides funding for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$ 600
Payment of filing fees to the County Recorder's Office for legal posting of Notices of Determination and Exemptions	300

Account 42440: Memberships and Dues. .... \$ 10,700

FY 2009-10 Approved Budget/Estimated Actual	\$11,500/\$10,500
FY 2008-09 Actual Expenditures	\$8,807

This account includes the following professional certifications, memberships, and dues:

American Planning Association (15 staff)	\$ 5,500
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FY 2010-11  
REQUESTED  
BUDGET

Certifications earned by Planners through the American Institute of Certified Planners (7 renewals)	1,200
Southern California Association of Environmental Professionals (2 staff)	300
Landscape Architect License Renewal	300
International Society of Arboriculture	200
American Society of Landscape Architects	400
International Code Council	400
California Building Officials	200
International Association of Plumbing and Mechanical Officials	300
International Association of Electrical Inspectors	100
Structural Engineers Association of Southern California (2 staff)	300
Professional Engineer Registrations (2 renewals)	400
ICC Certifications earned by Building and Safety staff (15 renewals)	900
Certified Access Specialist	200

Justification for proposed increase over FY 2009-10 Estimated Actual:

One additional Planner earned AICP certification during FY 2009-10, and the additional \$200 provides for this renewal in FY 2010-11.

Account 42450: Subscriptions and Books ..... \$ 6,800

FY 2009-10 Approved Budget/Estimated Actual	\$2,300/\$2,300
FY 2008-09 Actual Expenditures	\$2,420

This account is used for the purchase of codebooks, legal publications, and subscriptions that enable staff to be informed of the most recent developments in their respective programs and areas of professional concern.

Planning publications, including legal guides and updates (CEQA and Subdivision Map Act)	\$ 300
Building and Safety handbooks and interpretive manuals	400
Building and Safety training manuals	200
Engineering Design Standards referenced and adopted by the new Codes (including wood, steel, concrete, masonry, seismic, and wind design)	900
2009 International and 2010 California Building Standards Code books	4,900
Ventura County Star subscription	100

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

The Triennial adoption of the 2010 California Building Standards Codes is effective January 1, 2011. The purchase of 2010 California Building Codes books, 2009 International Codes, and referenced Standards is required.

Account 42460: Advertising ..... \$ 3,000

FY 2009-10 Approved Budget/Estimated Actual	\$33,100/\$4,100
FY 2008-09 Actual Expenditures	\$5,460

This account provides for legal advertisements for Planning Commission public hearings. Funding in FY 2009-10 was higher due to the inclusion of \$29,100 for public notification costs relating to the General Plan Update process. Whatever funds remain unspent as of June 30, 2010 will be reappropriated for use in FY 2010-11.

Account 42550: Small Tools and Equipment ..... \$ 500

FY 2009-10 Approved Budget/Estimated Actual	\$500/\$500
FY 2008-09 Actual Expenditures	\$2,596

This account provides for the replacement of Inspectors' tools.

Account 42720: Travel, Conferences, and Meetings ..... \$ 5,500

FY 2009-10 Approved Budget/Estimated Actual	\$9,100/\$1,300
FY 2008-09 Actual Expenditures	\$11,193

This account provides for essential staff training at association conferences and chapter meetings. Staff attendance will be limited to courses that are: required to continue City operations, have a legal mandate, and/or are needed to meet professional certification requirements. Funds in this account are allocated as follows:

Planning Commission Travel:

3 - American Planning Association California Chapter Annual Conference, Carlsbad ("Elevating Sustainability") \$3,600

Staff Travel:

American Planning Association Regional Chapter Meetings 200  
1 - California Building Officials (CALBO) Annual Conference, Napa 1,200  
ICC, CALBO, CEI, and IAPMO Chapter Meetings 500

Justification for increase over FY 2009-10 Estimated Actual:

Funding for all non-essential travel was suspended in November 2008. Only \$1,300 was spent in FY 2009-10 by two staff who attended in-state conferences: the annual CALBO meeting in Anaheim and a Green Conference in Sacramento on behalf of the Sustainable Simi Valley Committee. Planning Commissioners did not attend any conferences in FY 2009-10. Funding for training in FY 2010-11 has been increased to \$5,500 to provide for: Commissioner training at the State American Planning Association conference, Building Official attendance at the annual CALBO meeting, and staff to attend local professional association meetings at nominal cost.

Account 42730: Training ..... \$ 4,500

FY 2009-10 Approved Budget/Estimated Actual	\$4,700/\$2,900
FY 2008-09 Actual Expenditures	\$5,655

This account provides for essential training to enable staff to comply with various laws as well as to enforce codes consistently. Staff attendance will be limited to training courses that are: required to continue City operations; have a legal mandate; and/or are needed to meet professional certification requirements. Funds in this account are allocated as follows:

ICC-sponsored courses to comply with AB 717 training requirements	\$ 1,500
Certified Access Specialist (SB 1608) training	200
2009 California Energy Code training	900
2010 Building Code training (adopted January 2011)	1,800
Continuing education to maintain Arborist certification	100

Justification for proposed increase over FY 2009-10 Estimated Actual:

Funding for all non-essential training was suspended in November 2008. Only \$2,900 was spent in FY 2009-10, and that was for Certified Access Specialist training to meet a legal mandate, ICC Code training, and continuing education credits to maintain Arborist certification. Funding for training in FY 2010-11 has been increased to \$4,500 to provide for education in the new 2010 Building Codes to provide staff the tools to accurately enforce these requirements.

FY 2010-11  
REQUESTED  
BUDGET

Account 42790: Mileage..... \$ 5,000

FY 2009-10 Approved Budget/Estimated Actual	\$5,200/\$5,000
FY 2008-09 Actual Expenditures	\$5,523

This account provides for the Director's mileage allowance and a small contingency amount to reimburse staff for use of their personal vehicle for City business when pool cars are not available.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 44,100

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 214,300

FY 2009-10 Approved Budget/Estimated Actual	\$431,300/\$283,200
FY 2008-09 Actual Expenditures	\$417,404

This account provides for the following consultant services and studies:

Completion of General Plan Update	\$ 29,800
General Plan Implementations Measures (April 1989)	184,500
Noise Mitigation Study	82,500
Scenic Roadway Standards	54,000
Tree Master Plan	48,000

Account 44310: Maintenance of Equipment ..... \$ 23,700

FY 2009-10 Approved Budget/Estimated Actual	\$30,600/\$29,900
FY 2008-09 Actual Expenditures	\$38,108

This account provides for maintenance of Departmental equipment as follows:

Maintenance and repair of nine Building and Safety vehicles	\$ 21,900
Washing of Building and Safety vehicles	800
Calibration of noise monitoring device	500
Maintenance and repair of office equipment, such as cash register, transcriber, and projectors	500

FY 2010-11  
REQUESTED  
BUDGET

Account 44490: Other Contract Services ..... \$ 14,000

FY 2009-10 Approved Budget/Estimated Actual	\$30,000/\$0
FY 2008-09 Actual Expenditures	\$14,028

This account provides funding for contractors to perform review of residential, commercial and industrial building plans during period of high demand for such review. These expenditures are fully offset by plan check revenues deposited by the applicant. Contract services will only be retained in instances where the workload is at such a high level that in-house Plan Check Engineers cannot guarantee that initial plan reviews will meet the necessary turn-around goal.

Justification for proposed increase over FY 2009-10 Estimated Actual:

No funds were expended in FY 2009-10 due to the fact that all authorized Plan Check Engineer positions were filled during the entire year.

SUBTOTAL - SERVICES	<u>\$ 252,000</u>
TOTAL - CURRENT EXPENSES	<u>\$ 296,100</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Noise Mitigation Study - \$82,500 (1.5% of Budget)

PRIORITY: 1

The General Plan Update, adopted in October 1988, contains the following policy and implementation measures relating to nuisance noise impact on residential areas:

Policy X-1.7: The City shall seek to limit the impact of nuisance noise sources upon residential areas.

Implementation Measure X-C: The City shall conduct a program to identify those existing residential areas that do not currently have adequate protection from transportation noise sources to meet the standards of Table 10.1. The City shall identify the most feasible means of providing acceptable interior and exterior noise levels for these areas.

In April 1989, the City Council approved a package of General Plan Implementation Measures which included a recommendation for consultant services to prepare a study which would identify the residential areas in the community which do not currently meet acceptable exterior noise level standards and which would identify those feasible means which could be taken to obtain those levels. Funding for these consultant services was included in the FY 1991-92 through FY 2009-10 Preliminary Base Budgets, but this item was deferred by the City Council. This item has been included in the FY 2010-11 Preliminary Budget to ensure implementation of the measures contained in the 1988 General Plan. Deferral of this study reduces the City's ability to identify impacted areas and take action in future years to protect those areas. If eliminated, a corresponding amendment to the General Plan would be needed to delete this measure (X-C).

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional and Special Services

\$ 82,500

Total

\$ 82,500

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Scenic Roadway Standards Study - \$54,000 (1.0% of Budget)

PRIORITY: 2

The General Plan Update, adopted in October 1988, contains the following policies and implementation measures relating to Scenic Roadways:

Policy VII-1.19: - The City should continue efforts to obtain State Scenic Highway designation for the Simi Valley Freeway from Kuehner Drive east to Topanga Canyon Boulevard.

Policy VII-1.20: - The City should continue to pursue a program of its own scenic roads system within its Planning Area.

Implementation Measure VII-T: - Development should comply with the provisions of the Scenic Roads Map and scenic road standards to be developed by the City to preserve existing scenic features. Standards for landscaping, setbacks, medians, pathways, signing, grading, architectural and land use review shall be established as appropriate for each designated street and conform to requirements included in the California Department of Transportation Traffic Manual. The City should continue efforts to obtain a State Scenic Highway designation for Route 118 from Kuehner Drive east to Topanga Canyon Boulevard.

In April 1989, the City Council approved a package of General Plan Implementation Measures, which included a recommendation for consultant services to prepare a series of design standards that could be incorporated into the Development Code relating to design of scenic roadways and development adjacent to designated scenic roadways. Funding for these consultant services was included in the FY 1991-92 through FY 2009-10 Preliminary Base Budgets but was deferred by the City Council. This project has been included in the FY 2010-11 Preliminary Budget to ensure implementation of the measures in the 1988 General Plan. Deferral of this study reduces the City's ability to advise developers and condition projects in these areas. If deleted, the City would require a corresponding General Plan Amendment to delete this measure (VII-T).

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional and Special Services	\$ 54,000	
	Total	\$ 54,000

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for Preparation of a Tree Master Plan - \$48,000 (0.9% of Budget)

PRIORITY:        3

The General Plan Update, adopted in October 1988, contains the following policy and implementation measures relating to a Tree Master Plan:

Policy IV-2.5: - Promote the installation and maintenance of street trees on public and private streets.

Implementation Measure IV-V: - The City shall adopt a master plan for street trees, which catalogues all existing trees, makes recommendations for replacement and establishes criteria for areas of future conservation.

In April 1989, the City Council approved a package of General Plan Implementation Measures, which included a recommendation for consultant services to assist with the following defined tasks:

- 1) Amend the SVMC to require compliance and eliminate obsolete provisions; and
- 2) Develop and adopt by resolution a Street Tree Master Plan.

Such a plan would provide the City with a coherent design-based policy on street trees, which would incorporate the experience of the Public Works Department in dealing with maintenance and replacement of street trees. Funding for this project was included in the FY 1991-92 through FY 1998-99 Preliminary Base Budgets, but was deferred by the Council. In the FY 1999-00 Preliminary Base Budget, this project was incorporated within the duties assigned to the newly authorized Landscape Architect position. It was anticipated that the Landscape Architect, working in conjunction with the Public Works Department, would be able to develop a City Street Tree Master Plan as identified in the General Plan. However, with the intense workload generated by high priority development projects and code compliance activity, it became necessary to defer this project. Funding for this project was also included in the FY 2000-01 through FY 2009-10 Preliminary Budgets, but this item was again deferred by the City Council. Funding for this project has again been included in the FY 2010-11 Preliminary Budget to use consultant assistance, with coordination to be provided by the Landscape Architect.

Deferral of this item reduces the City's ability to advise developers and to effectively condition projects to provide street trees, which meet both the design objectives as well as the long-term cost objectives of the community. Elimination of this project would require a corresponding General Plan Amendment to delete this measure (IV-V).

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional and Special Services

\$ 48,000

Total

\$ 48,000

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Two Full-Time, Temporary Planning Intern Positions (Vacant) - \$72,800 (1.4% of Budget)

PRIORITY: 4

The City's staffing plan includes authorization for three full-time, temporary Planning Interns positions. Two are funded in the General Fund and the third is funded with Community Development Agency housing funds.

Planning Interns are recruited to conduct various Planning and Housing related tasks. They provide essential support services by updating Planning and Housing and Special Projects handouts, making sure that adequate supplies are available at the Planning Counter, preparing and updating zoning and vicinity maps for the Planning Division, preparing 300' radius maps and related compilation and verification of property owners lists for City-initiated projects, conducting surveys relating to parking issues, ensuring that public hearing notice signs are properly posted and removed, and working with GIS data and preparing computer maps in connection with the General Plan Update. Interns also gather data for planning and housing projects, assist with the preparation of Planning Commission and City Council presentations, assist with the Census programs, make phone calls to affordable housing participants to clarify borrower information for escrow and homeowners insurance, research apartment rents and vacancies, create and maintain the housing databases, and provide assistance to applicants of the First Time Homebuyer Program. The Interns assist the Planning Counter during times of need and also provide customer service support for planning and housing related matters.

At \$12.80 per hour, the cost of Planning Interns is relatively low as compared to the benefits derived from their work. Planning Interns have also been a source of candidates for recruitment efforts to fill full-time, regular planning positions. Several current staff members started their careers as Planning Interns with the City.

Elimination of funding for the two general-funded Planning Intern positions will impact the Department's ability to provide assistance and services in a timely manner, but would result in the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary	\$ 72,800	
	<u>Total</u>	<u>\$ 72,800</u>
<u>RECURRING ANNUAL SAVINGS</u>		
None		

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Recording Secretary Position (Vacant) - \$72,700  
(1.3% of Budget)

PRIORITY: 5

The Department has had two authorized Recording Secretaries positions since 1987-88, when the last General Plan Update was considered. At that time, the Recording Secretaries shared responsibility for covering the large number of Planning Commission meetings, as the Commission concurrently reviewed development proposals as well as General Plan-related issues.

In the intervening years, the second Recording Secretary position was underfilled at the Secretary level and the incumbent was cross-trained to serve as the Recording Secretary's backup in the event of absence and to provide secretarial assistance to other City Council-appointed Boards and Commissions. It was anticipated that the underfilled position would be restored to its full Recording Secretary title when the Planning Commission was due to consider the next General Plan Update Program.

When the General Plan Advisory Committee (GPAC) was formed in mid-2007, the Secretary was assigned as Acting Recording Secretary, and she recorded the development-related Planning Commission meetings (as well as the various Committee meetings) while the Recording Secretary assisted at GPAC meetings and at staff hearings.

The underfilled Recording Secretary position became vacant in mid-2009, and the Department has held this position vacant throughout FY 2009-10 in order to achieve sufficient salary savings to meet the Department's annual salary savings requirement. Since that time, the GPAC has completed its work, and the responsibility for providing support to the various Committees (Sustainable Simi Valley Committee, Tree Advisory Board, and Arroyo Simi Committee) has been reassigned to other Secretaries.

Responsibility for coverage at the Planning Commission meetings has reverted to the Recording Secretary (with the Department's Administrative Secretary trained to provide backup in the event of absence), and the number of Planning Commission meetings has been reduced due to decreased development activity. Therefore, unless the number of Planning Commission meetings addressing both development proposals and General Plan-related issues becomes inordinate, existing administrative staff can accommodate this Commission support workload.

If the development-supported workload increases, the Department's professional staff may be impacted by having to perform more routine and time-consuming tasks that the Recording Secretary position has handled in the past.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and Benefits

\$ 72,700  
Total

\$ 72,700

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE:     Offset a Portion of the Landscape Architect's Personnel Costs With Permit Allocation – Air Quality Improvement Funds - \$54,000 (2.6% of Budget)

PRIORITY:       6

The City's Landscape Architect position is budgeted in the General Fund. Some of the personnel costs for this position are offset by fees paid by developers for the time spent checking landscape plans and inspecting project landscaping for compliance with the City's Development Code, Landscape Guidelines, and landscape-related project conditions. The percentage of Landscape Architect time spent annually on these billable projects varies.

Beyond his developer-initiated workload, the Landscape Architect also spends time on City-initiated, or non-billable, tasks. Real-Time Billing timesheets reflect that a minimum of 25% of his time is typically spent assisting the Public Works Department with landscape designing activities, 5% is spent providing staff support to the Tree Advisory Board, and 5% is spent coordinating the City's annual Arbor Day event. These work activities qualify the City to utilize Permit Allocation – Air Quality Improvement Funds to offset that percentage of his total personnel costs.

The Residential Building Permit Allocation System point ranking criteria awards points for improvements to air quality. Within the air quality category, residential projects are scored on the number of trees planted (the greater the number of trees that are planted, the higher the number of points a project scores) or on their per-unit contribution to Permit Allocation – Air Quality Improvement Funds

The Landscape Architect's review of landscape plans for residential development projects and site inspections upon installation of the landscaping ensures that trees are planted in accordance with the projects' Residential Building Permit Allocation application.

The Landscape Architect (who is a certified arborist) and the Tree Advisory Board work to ensure that the City's trees are maintained. This provides the same air quality benefits for existing residential developments as for new residential developments. Finally, the Landscape Architect assists with landscape plans for trees being planted within public rights-of-way and other public properties, also improving air quality.

In FY 2008-09, 45% of the Landscape Architect's workload was devoted to non-billable activities that resulted in the planting of trees and other landscaping throughout the City, creating air quality improvements. Through mid-April of FY 2009-10, 35% of the workload was dedicated to similar tree-planting and landscape enhancement activities.

Therefore, staff recommends use of the Permit Allocation - Air Quality Improvement Funds to offset 35% of the Landscape Architect's personnel costs for FY 2010-11; however, given the limited availability of these Funds, it is also recommended that this be a one-time use.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and benefits

\$ 54,000  
Total

\$ 54,000

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Principal Planner Position (Filled) - \$139,600 (3.6% of Budget)

PRIORITY: 7

The Principal Planner position heads the Planning Division's Advance and Environmental Planning sections, which are responsible for the preparation of a broad range of reports and studies involving the processing of environmental documents and amendments to the General Plan, including the General Plan Update. The sections are also responsible for processing City-initiated projects, such as the coordination of the Sustainable Simi Valley Committee efforts, the Arroyo Greenway Plan, and the Extra-Territorial Review process.

This position is responsible for overseeing staff to ensure that project applications and environmental documents are processed in the time limits prescribed by the State law and City policy. In addition, this position oversees the responsibilities of the front public service counter. This position also oversaw the code enforcement area for zoning-related issues; however, this responsibility was transferred to the Compliance Division of the Department of Community Services on January 1, 2010.

The elimination of funding for the Principal Planner position for Advance and Environmental Planning may negatively impact the City's ability to effectively manage these sections and their staff. If this position were eliminated, the Deputy Director/City Planner would assume the duties and management responsibilities of this position and be directly responsible for the entire Planning Division, which includes the Current, Advance and Environmental Planning sections; Landscape Services; and public counter activities. It should be noted that a second Principal Planner position, assigned to oversee the Current Planning section, was eliminated in FY 2008-09 due to the Division's reduced workload and associated staff reductions.

The elimination of funding for the only remaining Principal Planner would effectively remove a key supervisory position within the Planner series. It would also negatively impact the potential for in-house career advancement for Senior Planners. Elimination of funding for the Principal Planner position would result in the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 151,600	
Less: Annual Leave Cashout	<u>(12,000)</u>	
	Total	<u>\$ 139,600</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 151,600	
	Total	<u>\$ 151,600</u>

DEPARTMENT OF PUBLIC WORKS  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities..... \$ 293,800

FY 2009-10 Approved Budget/Estimated Actual	\$250,000/\$267,100
FY 2008-09 Actual Expenditures	\$253,003

This account funds both electricity and water costs associated with maintaining lawns, groundcover, street trees, shrubs, etc., within Landscape District No. 1 - Zone 39 (City-owned and maintained properties).

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

This amount includes a projected increase of 10% for water rates in FY 2010-11.

Account 42150: Communications..... \$ 800

FY 2009-10 Approved Budget/Estimated Actual	\$800/\$800
FY 2008-09 Actual Expenditures	\$411

This account includes the monthly rental for pagers for Public Works personnel.

Account 42230: Office Supplies..... \$ 13,000

FY 2009-10 Approved Budget/Estimated Actual	\$13,000/\$13,000
FY 2008-09 Actual Expenditures	\$9,975

Basic office supplies for the administration of the Public Works Department are purchased through this account including such consumable items as pens, pencils, erasers, paper stock, and folders.

FY 2009-10  
REQUESTED  
BUDGET

Account 42310: Rentals ..... \$ 4,000

FY 2009-10 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2008-09 Actual Expenditures	\$1,419

This account provides funding for the yearly rental of various types of equipment. Rental equipment includes items such as power augers, cranes, wet vacuums, pumps, sandblasters, drills, compressed gas tanks, bobcats, highlifts, and gradealls.

Account 42410: Uniform/Clothing Supplies ..... \$ 31,800

FY 2009-10 Approved Budget/Estimated Actual	\$31,800/\$31,800
FY 2008-09 Actual Expenditures	\$23,031

This account provides for the rental, cleaning, and replacement of maintenance worker clothing and for the purchase of safety equipment (boots, glasses, ear protectors, gloves, dust masks, hard hats, rain gear, etc.).

Parkway and Tree Maintenance	\$ 5,200
Street Maintenance	7,700
Building Maintenance	8,200
Traffic Maintenance	1,800
Vehicle Maintenance	3,000
Secondary Drain Maintenance	1,500
Graffiti Abatement	700
Environmental Compliance	2,700
Public Works Inspection	1,000

Account 42420: Special Departmental Expense ..... \$ 100,000

FY 2009-10 Approved Budget/Estimated Actual	\$125,000/\$100,000
FY 2008-09 Actual Expenditures	\$140,244

These funds provide for the operation and maintenance of six groundwater dewatering wells throughout the City. They are used to pay for energy to operate pumps and for pump maintenance and replacement.

FY 2009-10  
REQUESTED  
BUDGET

Account 42440: Memberships and Dues ..... \$ 10,800

FY 2009-10 Approved Budget/Estimated Actual	\$10,800/\$10,800
FY 2008-09 Actual Expenditures	\$9,411

American Public Works Association	\$ 2,200
Municipal Management Association of Southern California	200
American Society of Civil Engineers	2,400
Institute of Transportation Engineers	900
National Safety Council	500
Professional Engineer Registrations	900
Maintenance Superintendents Association	200
Municipal Equipment Maintenance Association	100
International Society of Arboriculture	700
Irrigation and Irrigation Tech Associations	500
Pesticide Applicators Professional Association	100
Society of Municipal Arborists	100
California Pesticide Regulation	500
California Agricultural Products Consultant Association	300
Floodplain Management Association of California	100
Water Environment Federation	200
California Water Environment Association Memberships and Certificates	700
Office of Environmental Health, Hazard Assessment/ Registered Environmental Assessor	200

Account 42450: Subscriptions and Books ..... \$ 2,000

FY 2009-10 Approved Budget/Estimated Actual	\$3,000/\$2,500
FY 2008-09 Actual Expenditures	\$1,347

This account provides for the annual renewal of subscriptions to professional journals and for the purchase of technical reference books.

Technical books, Standard Specifications and plan books	\$ 1,000
Trade journals	500
Environmental Compliance (Federal Register, technical books, manuals, and BMP Handbooks)	500

FY 2009-10  
REQUESTED  
BUDGET

Account 42460: Advertising ..... \$ 2,500

FY 2009-10 Approved Budget/Estimated Actual	\$2,500/\$2,500
FY 2008-09 Actual Expenditures	\$4,007

This account funds advertising for the Household Hazardous Waste Program through display ads and other outreach programs.

Account 42500: Fuel and Lubricants ..... \$ 300,000

FY 2009-10 Approved Budget/Estimated Actual	\$300,000/\$285,000
FY 2008-09 Actual Expenditures	\$280,925

These funds provide for City vehicle fuel (except Police Department and Transit) and lubricants (except Transit). The Estimated Actual cost is \$195,000 for gasoline, \$80,000 for diesel fuel, and \$25,000 for lubricants. It is anticipated that fuel will continue to be purchased through the Cooperative Purchasing Program.

Justification for proposed increase over FY 2009-10 Estimated Actual:

Funding is requested at the same level as FY 2009-10 due to recent increases in gasoline prices.

Account 42510: Tires ..... \$ 40,000

FY 2009-10 Approved Budget/Estimated Actual	\$40,000/\$40,000
FY 2008-09 Actual Expenditures	\$36,426

Tires and tubes required to maintain City vehicles and equipment are purchased from this account through the Cooperative Purchasing Program.

Account 42550: Small Tools and Equipment ..... \$ 10,000

FY 2009-10 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2008-09 Actual Expenditures	\$8,364

This account provides for items such as hand tools, weed whips, drills, chainsaws, axes, torches, shovels, nail guns, levels, pry bars, hoses, nozzles, wrenches, screwdrivers, and small survey tools.

Account 42560: Operating Supplies ..... \$ 445,600

FY 2009-10 Approved Budget/Estimated Actual	\$468,900/\$437,100
FY 2008-09 Actual Expenditures	\$422,614

This account funds the purchase of all supplies required by the following program areas:

<u>Parkway and Tree Maintenance</u>		\$ 20,000
Street Tree Self-Help Replacement Program	\$ 5,000	
Supplies for Self-Help Program (stakes, ties, amendment, fertilizer, etc.)	5,500	
Tree and roadside supplies	9,000	
Arbor Day supplies	500	

<u>Street Maintenance</u>		125,000
Asphalt	\$ 70,600	
Concrete	40,600	
Aggregate Base	2,000	
Other supplies (including sand, form lumber, nails, propane, plywood, stakes, and bagged concrete)	11,800	

Building Maintenance 85,000

Miscellaneous building materials and custodial supplies needed to maintain City buildings and parking lot lights at the facilities listed below:

- City Hall
- Cultural Arts Center
- Department of Motor Vehicles building
- Developmental Services Building
- Rail Station
- Mt. McCoy and Stow radio equipment buildings
- Former Print Shop
- Former Sheriff's Station
- Police Facility
- Public Services Center - maintenance buildings
- Public Services Center - office buildings
- Sanitation operations building
- Senior Center
- Transit Maintenance Facility

Traffic Maintenance 55,000

Raised pavement markers, reflectorized pavement markers, paint, beads, signposts, street name signs, guide signs, stencils, banners, flags, and other supplies.

Vehicle Maintenance 128,600

Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.

Secondary Drain Maintenance 6,200

Miscellaneous expenses for the purchase of concrete, asphalt, grates, manhole covers, catch basin guards, forms, and nails. Also provides for the purchase of hardware and filters for installation in catch basins at the PSC to meet Stormwater Quality Management Program requirements.

City Engineering/Traffic Engineering 7,300

Engineering and Drafting Supplies	\$	3,000
Stacking Record File Boxes, Plan Hold Files		300
Sepia and Mylar Paper		1,000
Engineering Copier Print Paper		2,000
Safety Equipment and Measuring Tools		1,000

Graffiti Abatement 10,000

Provides for graffiti removal supplies, which include paint, towels, and chemicals.

Environmental Compliance 8,500

Supplies and equipment for Stormwater and Hazardous Materials Management Programs such as safety equipment, fire extinguishers, containers for sampling, beakers, pH meter replacement parts, spill cleanup equipment, spill dikes, drain blocks, overpack containers, spill kits, and anti-spark tools. Also included are funds for fluorescent tube disposal brochures, supplies to be used in the training and education of the local business community in environmental regulations, pollution prevention, waste reduction, and effective resource management practices, and supplies to support community and Arroyo cleanup projects. Also included is the purchase of curb markers to meet NPDES "stenciling" requirements.

Justification for proposed increase over FY 2009-10 Estimated Actual:

A number of purchases were deferred in FY 2009-10 in order to reduce expenditures. Additionally, it is requested that an additional \$2,500 be appropriated for graffiti abatement supplies because of the increased community awareness of the City's Graffiti Abatement Program that has resulted in an increase in reported incidents.

Account 42720: Travel, Conferences, Meetings ..... \$ 4,100

FY 2009-10 Approved Budget/Estimated Actual	\$4,600/\$2,500
FY 2008-09 Actual Expenditures	\$3,257

These funds are for attendance at selected professional association meetings, conferences, and training programs to enhance technical knowledge and to stay current with recent developments in engineering and public works related fields.

<u>Training Related Travel</u>	\$ 2,300
1 - CWEA Pretreatment Prevention and Stormwater Conference, or CASQA, So. Cal (EC Coordinator/Stormwater) 1,000	
1 - Used Oil Recycling/Household Hazardous Waste Conference (Management Analyst) 1,300	
<u>Other Travel, Conference, and Meetings</u>	1,800
12 - American Public Works Assoc. Meetings (Admin./Eng.)(Limited to 5 per month) 400	
3 - Municipal Mgmt. Association of So. Cal. Conference (Management Analyst/Deputy Dir./Admin.) 100	
5 - Institute of Transportation Engineers Bimonthly Meetings, CA 200	
1 - Maintenance Superintendents Assoc. Conference (Maintenance), CA 300	
1 - Municipal Equipment Maintenance Assoc. Conference (Maintenance), Orange, CA 300	
1 - International Society of Arboriculture Conference (Maintenance), CA 500	

Justification for proposed increase over FY 2009-10 Estimated Actual:

During FY 2009-10, several workshops and seminars were deferred as a result of Citywide travel restrictions.

FY 2009-10  
REQUESTED  
BUDGET

Account 42730: Training..... \$ 5,500

FY 2009-10 Approved Budget/Estimated Actual	\$8,200/\$5,100
FY 2008-09 Actual Expenditures	\$6,864

This account provides funds to attend specialized workshops, classes, and seminars and for training materials for the purpose of expanding organizational and job-related development. Courses include:

1 - Subdivision Map Act and Land Surveyors Training (Eng.)	\$ 200
7 - Forklift Certification (Maintenance)	500
15 - Electrical Hazardous Awareness Training (Maintenance)	1,600
3 - Pest Control Advisor Certification Training (Maintenance)	300
2 - Pesticide Application Certification Training (Maintenance)	300
6 - Arboriculture Techniques and Certification Training (Maint.)	300
3 - Irrigation Tech Training	300
40 - MetroLink Annual Certification Training (Maintenance)	200
3 - CWEA Short School/Training Workshop (Tri-Counties Locations) and Stormwater Program Meetings/Workshops, Ventura, CA	500
50 - California Specialized Training Institute (CSTI) Certification Program for First Responder Awareness/ Operation Refresher Training (In-House Training Program)	300
6 - Household Hazardous Waste Info Exchange	200
8 - Mandatory NPDES Training	800

Justification for proposed increase over FY 2009-10 Estimated Actual:

During FY 2009-10, several training activities were deferred as a result of Citywide training restrictions.

Account 42790: Mileage..... \$ 6,400

FY 2009-10 Approved Budget/Estimated Actual	\$6,400/\$6,400
FY 2008-09 Actual Expenditures	\$6,712

This account provides reimbursement for use of personal vehicles driven on City business.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 1,270,300

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 303,000

FY 2009-10 Approved Budget/Estimated Actual	\$326,800/\$316,800
FY 2008-09 Actual Expenditures	\$176,031

City Engineering \$ 166,000

Review of development project soils reports. This expense is reimbursed through developer revenues. \$ 75,000

Funding for County of Ventura record map checking and right-of-way documents. This expense is reimbursed through developer revenues. 45,000

Engineering contract services, which include such items as providing funding for contracted public improvement plan review, inspection services, surveying for general engineering purposes that, due to technical and/or time constraints cannot be performed by current staff, recording of documents and easement research. Most of these expenses are reimbursed through developer fees. 40,000

Right-of-way investigation and acquisition consultant services to investigate various right-of-way needs 6,000

Traffic Engineering 10,000

This account provides funds for traffic counts for morning and afternoon peak hour traffic at City intersections as required by the State Congestion Management Program and for daily traffic counts to update the City's Traffic Volume Map.

Environmental Compliance 127,000

Funds are requested for implementation of stormwater runoff monitoring for the Total Maximum Daily Load (TMDL) limits including pesticides, metals, toxicity, and nutrients. Federal and State law mandates compliance with the adopted TMDL limits.

Account 44310: Maintenance of Equipment ..... \$ 64,700

FY 2009-10 Approved Budget/Estimated Actual	\$137,200/\$136,200
FY 2008-09 Actual Expenditures	\$65,747

Parkway and Tree Maintenance \$ 3,700

Provides for parts, repairs, and services of power equipment, brush chipper blades, tree stump grinder teeth, chain saws, weed whips, and air blowers.

Vehicle Maintenance 60,000

Maintenance of equipment costs for outside sublet work that cannot be performed in-house due to staffing, time constraints, and specialized equipment needs. Examples of such work include welding, specialized equipment repairs, air conditioning system repairs, front-end alignments, differential repairs, transmission repairs, vehicle glass replacements, and maintenance to vehicle mobile radios. The amount also includes both vehicle smog and smoke certifications.

City Engineering

Reader/printer maintenance 1,000

Account 44450: Landscape Maintenance Contract ..... \$ 1,221,800

FY 2009-10 Approved Budget/Estimated Actual	\$1,198,000/\$1,198,000
FY 2008-09 Actual Expenditures	\$1,162,965

- a) This account provides for parkway and tree contractual maintenance of Landscape District No. 1, Zone 39 (City-owned and maintained properties) including the County Courthouse and City-owned underdeveloped parcels. 1,198,000
- b) New sites to be added in FY 2010-11, (First Street medians & Madera Road improvements at the City limit). 12,300
- c) Smart irrigation controller wireless communication service 11,500

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

Proposed budget increases are for two new landscaped areas that will be added in FY 2010-11 and for wireless communication service for smart irrigation controllers in the Landscape Maintenance District.

Account 44490: Other Contract Services ..... \$ 961,100

FY 2009-10 Approved Budget/Estimated Actual	\$1,009,300/\$996,000
FY 2008-09 Actual Expenditures	\$1,044,097

This account provides for contractual services in the following program areas:

Parkway and Tree Maintenance \$ 382,500

- a) Contract maintenance for street trees that are beyond staff and equipment capability, to accommodate requests for street tree services and the overlay/slurry seal program, and for new trees in the right-of-way. \$253,500
- b) Contract maintenance and watering of 500 existing street trees in conjunction with the Street Tree Replacement Program. 30,000
- c) Roadside and street tree herbicide/pesticide applications (parkways, enhanced parkways and Landscape District). 55,500
- d) Projected cost of landfill disposal fees for roadside and street tree debris. 4,000
- e) Outside services for printing and miscellaneous color copies (educational brochures, pamphlets, etc.). 500
- f) Safety kits, related first aid items, and bagged ice. 1,500
- g) Contract arborists' reviews and reports of preserved street trees. 5,700
- h) Removal and replacement of diseased eucalyptus trees. 5,300
- i) Removal and replacement of non-conforming street trees. 25,000
- j) Arbor Pro Tree inventory software upgrade, maintenance, and support 1,500

Street Maintenance 25,000

Costs associated with street, curb, gutter, and sidewalk repairs to support street tree and asphalt overlay programs.

- a) Curb, Gutter, and Sidewalk Replacement Program \$ 15,000
- b) Access road maintenance (Lost Canyons) 10,000

Building Maintenance 169,000

Provides contractual maintenance items and services for City buildings.

- a) Air conditioning and heating system preventive maintenance services for HVAC maintenance contract for the Police Facility. \$66,000
- b) Air conditioning and heating system repairs for all City buildings, excluding Police Facility. 20,000

FY 2009-10  
 REQUESTED  
BUDGET

c) Miscellaneous painting for City buildings.	5,000
d) Pesticide applications around City buildings.	2,500
e) Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) for all City buildings, excluding the Police Facility.	15,000
f) Contract monitoring of fire alarm systems for all City buildings, excluding the Police Facility.	13,000
g) Roof repairs for City buildings.	8,000
h) Custodial equipment servicing/maintenance (floor buffers, vacuum cleaners, etc.).	2,500
i) Electrical system repairs and maintenance.	4,000
j) Cultural Arts Center auditorium and multi-purpose Room hardwood floor maintenance.	2,500
k) Senior Center grease trap maintenance.	2,500
l) Roll-up door and motorized gate maintenance, repairs, and replacement (1 freight door, 14 rollup doors, 2 motorized gates, and 6 automatic doors).	10,000
m) Cultural Arts Center and Senior Center/HVAC Management System repair and maintenance.	5,000
n) Emergency generator, preventive maintenance, and repairs for City Hall.	3,000
o) Miscellaneous services - repair/replacement of water heaters, interior/exterior drinking fountains, sump pumps, dishwasher, ice makers, ovens, refrigerators, exterior signs, windows, drains, locksmith services, bicycle lockers, and parking lot poles.	10,000

Traffic Maintenance

58,000

a) Street striping, sandblasting, pavement markers, and painting of school crosswalks.	40,000
b) Installation of flag banners.	18,000

Vehicle Maintenance

11,400

a) Ventura County oversight and consultant testing of underground fuel tanks (mandatory)	\$ 2,500
b) Permit Fees for Garage Operations:	
Statewide portable equipment registration	600
Ventura County APCD (portable engines)	2,800
Ventura County APCD (emergency generator)	600
Ventura County APCD (underground fuel tanks)	500
Ventura County EHD (emergency generator)	500
Ventura County EHD (underground fuel tanks)	3,900

Secondary Drain Maintenance 155,000

This allocation is for the projected cost of landfill disposal fees for street sweeping, supplemental contract street sweeping, the contract cleaning of various drainage pipes throughout the City, and herbicide spraying of channels.

City Engineering/Traffic Engineering 7,000

Provides engineering copying services to accommodate sets of construction plans specifications and provides microfilming of maps for use by the reader/printer. Also provides for copying sepias and mylars.

Graffiti Abatement 50,000

Contract graffiti abatement.

Environmental Compliance 103,200

- a) Provides for first aid supplies, Arroyo Simi Clean-Up event costs, printing costs for brochures and pamphlets and outreach materials in association with the Pollution Prevention Program and Stormwater Management Program. \$3,200
- b) Contract services for hazardous waste packing and disposal removed from City streets as a result of spills and/or illegal disposal activity. 9,000
- c) NPDES stormwater permit fee 25,500
- d) Contract services for the HHWP 65,500

Account 44355: Reimbursement for Vehicle Maintenance ..... \$ (980,100)

FY 2009-10 Approved Budget/Estimated Actual	(\$987,800)/(\$987,800)
FY 2008-09 Actual Expenditures	(\$1,005,900)

This account represents the reimbursement charges allocated to each Department and Fund for the maintenance of vehicles.

SUBTOTAL - SERVICES \$ 1,570,500

TOTAL - CURRENT EXPENSES \$ 2,840,800

DEPARTMENT OF PUBLIC WORKS  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION: Replace Scanner/Plotter - \$18,000 (\$6,000 General Fund, \$6,000 Waterworks, \$6,000 Sanitation)

PRIORITY: 1

The Department of Public Works, Engineering Division, is requesting the replacement of a scanner/plotter to be utilized with the City's GIS, VISIO, and AutoCAD mapping programs. The plotter is utilized not only by Public Works Engineering staff, but also by City Administration and the Department of Environmental Services. The scanner/plotter is a large-format, high-speed graphics printer. Public Works receives many requests from the public for copies of plans. Multiple copies can be made with speed. Additionally, sepias and mylars can be reduced, enlarged and reproduced. Plans that may be deteriorated due to age can be reproduced or stored on the network.

The current scanner/plotter was purchased thirteen years ago. It was due for replacement in FY 2007-08, but has been deferred. Staff has learned that the vendor will not support the scanner/plotter after June 2010. Repair service has been required over the past few years in the amount of \$1,485. While the scanner/plotter has been reliable, replacement parts for this heavily used piece of equipment will now be difficult to obtain if at all. The newer plotter/scanners can scan to file using pdf and other formats, scan in color, and interface with most computers by USB connection.

Replacement of the requested equipment item will ensure that data is efficiently provided for all user departments. It is, therefore, recommended that replacement of the scanner/plotter be approved.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Scanner/Plotter	\$18,000	
	Total	<u>\$ 18,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Maintenance of Equipment	\$ 1,800	
	Total	<u>\$ 1,800</u>

DEPARTMENT OF PUBLIC WORKS  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     AutoCAD Licenses Upgrade - \$38,000 (\$12,600 General Fund, \$12,700 Waterworks, \$12,700 Sanitation)

PRIORITY:   2

The Department of Public Works currently holds eight concurrent AutoCAD 2004 licenses and two Land Desktop 2005 network licenses for use by Public Works, Sanitation and Waterworks staff. AutoCAD is the primary tool used by engineering staff to design and prepare engineering drawings and to perform quantity calculations and project estimating.

It has been AutoCAD's practice to upgrade software every one and one-half to two years. Developers within the City are required to submit their project record drawings in AutoCAD format before acceptance of their project. Engineering staff frequently experiences functionality problems working in the older version of AutoCAD. Additionally, AutoCAD 2004 support will be discontinued this year. Due to the overwhelming need for compatibility with submittals, funds are requested to upgrade to AutoCAD 2010. The upgrade cost includes one-year of maintenance.

FISCAL YEAR 2010-11 COSTS

Current Expenses

Capital Outlay	<u>\$ 38,000</u>	
	Total	<u>\$ 38,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Capital Outlay	<u>\$ 38,000</u>	
	Total	<u>\$ 38,000</u>

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION:      Convert Limited-Term Community Services Specialist to Regular Status in the Graffiti Abatement Program – \$113,800

PRIORITY:    1

The Department of Public Works is requesting to convert a Limited Term Community Services Specialist to a Permanent position in the Graffiti Abatement Program in the Maintenance Services Division. This change will make a permanent enhancement to the Division and will continue to provide seven-day graffiti abatement coverage and continue to relieve the demands on the previous single staff member. This position is also involved with the City's Sign Abatement Program for public street areas.

Starting in calendar year 2006, the City began experiencing an increase in the number of graffiti incidents, and the City Council authorized a Limited-Term position for FY 2006-07 to help address the situation. Although the number of graffiti incidents has increased, the additional staff made it possible to maintain the City's goal to eradicate graffiti within 24 hours.

In addition, since July 2007, the abatement of signs in the public street right of way is also a responsibility of the Graffiti Abatement Program. To date, approximately 40,000 signs have been removed.

The conversion of a Limited Term Community Services Specialist to a permanent position will enable the Division to maintain seven-day coverage in the Graffiti Abatement Program and continue the goal of eliminating graffiti within 24 hours, as well as addressing sign abatement.

FISCAL YEAR 2010-11 COSTS

Personnel Costs

Salary and Benefits	<u>\$ 113,800</u>	
	Total	<u>\$ 113,800</u>

RECURRING ANNUAL COSTS

Personnel Costs

Salary and Benefits	<u>\$ 113,800</u>	
	Total	<u>\$ 113,800</u>

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION:     Reclassify One Account Clerk II Position to Accounting Technician in Administration - \$2,500

PRIORITY:    2

The Department of Public Works is requesting that an Account Clerk II position in the Administrative Services Division be reclassified to Accounting Technician.

The Administrative Services Division is currently authorized 14 full time positions. This consists of one Deputy Director/Administrative Services, three Management Analysts, two Administrative Secretaries, five full time Secretaries, two Account Clerks, and one Public Works Dispatcher. The section provides general administrative coordination and support among all Public Works Divisions, the City Manager's Office, and all other City Departments. The Division also prepares staff reports for City Council action; is responsible for budget preparation and control; acts as liaison between the community and the Public Works Divisions; and is responsible for personnel, payroll, purchasing, and other support services.

Recently, in order to reduce impacts on the general fund, efforts have been made to streamline and redistribute duties whenever possible. Therefore, the Department has been reduced from three authorized Account Clerk positions to two. One Account Clerk II position and one Account Clerk I position are filled. It is requested that the Account Clerk II position, located at City Hall, be reclassified to Accounting Technician.

The Public Works Department processes more purchases, progress payments, goods receipts, invoicing, travel authorizations, trust fund releases, accounts payable, payroll backup, and general accounting activities than other Departments due to its size and scope of activities. The Account Clerk II position operates at a journey level and has a high degree of responsibility and scope within the Department.

This Account Clerk II position has evolved to include maintaining and reconciling accounts receivable, maintaining necessary records and logs, processing weekly timesheets, preparing annual budget graphs, assisting with the preparation of the annual Landscape Assessment Engineer's Report, and providing increasingly responsible administrative support to Division Heads and Departmental staff. This position also researches, reconciles, and processes trust fund deposits and releases, assists with the trust fund clean up project, and generates system reports for Division Heads and Departmental staff

FISCAL YEAR 2010-11 COSTS

Personnel Costs

Salary and Benefits

\$ 2,500

Total

\$ 2,500

RECURRING ANNUAL COSTS

Personnel Costs

Salary and Benefits

\$ 2,500

Total

\$ 2,500

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION: Reclassify Three Management Analyst Positions to Senior Management Analyst - \$15,000 (\$10,000 General Fund, \$5,000 Waterworks)

PRIORITY: 3

The Department of Public Works is requesting the reclassification of three Management Analyst positions to Senior Management Analyst.

The Administrative Services Division is currently authorized at 14 full-time positions. This consists of one Deputy Director/Administrative Services, three Management Analysts, two Administrative Secretaries, five full time Secretaries, two Account Clerks, and one Public Works Dispatcher. The Section provides general administrative coordination and support among all Public Works Divisions, the City Manager's Office, and all other City Departments. The Division also prepares staff reports for City Council action; is responsible for budget preparation and control; acts as liaison between the community and the Public Works Divisions; and is responsible for personnel, payroll, purchasing, and other support services.

The Management Analyst positions in the Administrative Services Division currently provide professional level administrative duties to the Public Works Department. The positions coordinate purchasing activities for the Department's Divisions, prepare and negotiate contracts, conduct research and fiscal analysis for program areas, and assist in the preparation of the Public Works budget. Over the past several years, the scope and complexity of work of this Division has increased considerably. Due to the size and diversity of the Department, there is a need for complex, advanced level professional administrative duties. These duties include Streets and Roads program oversight, preparing the Landscape Assessment Program budget, administering the Vehicle Replacement Program, website content development and implementation, Service Fee Program, Travel Authorizations, and financial tracking. The positions coordinate program finances and activities and provide support to other departments within the City. The positions have an expanded workload and a greater level of responsibility dealing with complex issues within the Department. Additionally, the recent elimination of a Clerk II, Account Clerk II, and part-time Secretary in the Administrative Services Division, coupled with the large number of management vacancies now require the Analysts to work with and support the Public Works Director, managers and supervisors with research and decision-making.

FISCAL YEAR 2010-11 COSTS

Personnel Costs

Salary and Benefits	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

RECURRING ANNUAL COSTS

Personnel Costs

Salary and Benefits

\$ 15,000

Total

\$ 15,000

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION:     Reclassify One Building Technician Position to Senior Building Maintenance Technician and One Mechanic II Position to Senior Mechanic - \$5,500

PRIORITY:     4

The Department of Public Works is requesting that a Building Technician position be reclassified to Senior Building Maintenance Technician and that a Mechanic II Position be reclassified to Senior Mechanic Building/Fleet Maintenance Section.

The Building/Fleet Maintenance Section is comprised of Building Maintenance and Fleet Maintenance. One Maintenance Superintendent currently manages the Section with the assistance of one Maintenance Supervisor who supervises Building Maintenance and one Maintenance Supervisor who supervises Fleet Maintenance.

The Building Maintenance Section employs four permanent, full-time Building Maintenance Technicians with one of the four Building Maintenance Technicians operating as crew leader. The Supervisor manages the Custodial Staff with the assistance of a Senior Custodian. The Building Maintenance Technicians report directly to the Maintenance Superintendent. To enhance the daily and direct oversight of these four employees, the Department is requesting one Building Maintenance Technician position be reclassified to a Senior Building Maintenance Technician to serve as a formal lead position that can assign and review work of staff and develop daily work schedules. This reallocated position will allow for effective leadership of the crews and enhance the efficiency and effectiveness of the Section to meet the current and future needs.

The Fleet Maintenance Section employs five permanent, full-time Mechanics II positions and one Mechanic I position, with one of the five Mechanics II operating as a crew leader. Fleet Maintenance staffing was reduced by one Mechanic I in FY 2008-09. The Fleet Maintenance Section operates two shifts daily from 6:00 a.m. to 11:30 p.m. The Fleet Maintenance Supervisor directs the night shift to ensure that the expanding CNG bus fleet and other vehicle maintenance functions are adequately supported. The Fleet Maintenance Supervisor also assists the Building/Fleet Maintenance Superintendent with building maintenance duties when required. To enhance the oversight of night shift employees, the Department is requesting that one Mechanic II position be reclassified to a Senior Mechanic.

Reclassification to Senior Building Maintenance Technician and Senior Mechanic would be a consistent organizational model to the Custodial Section and provide the necessary and additional formal daily leadership of the crews.

FISCAL YEAR 2010-11 COSTS

Personnel Costs

Salary and Benefits (Sr. Bldg Maintenance Tech)	\$ 3,000	
Salary and Benefits (Mechanic II)	<u>2,500</u>	
Total		<u>\$ 5,500</u>

RECURRING ANNUAL COSTS

Personnel Costs

Salary and Benefits	<u>\$ 5,500</u>	
Total		<u>\$ 5,500</u>

DEPARTMENT OF PUBLIC WORKS  
POLICY ITEM

PROGRAM JUSTIFICATION:      Implementation of Stormwater Permit Requirements - \$454,600

PRIORITY:    5

The Department of Public Works, Environmental Compliance Division, requests funding to meet several new requirements mandated by the revised Stormwater National Pollutant Discharge Elimination System (NPDES) permit that became effective May 7, 2009. The funds would finance mapping of critical segments of the storm drain system, purchase and installation of trash excluders and trash receptacles, and cover increased Principal Permittee Implementation Agreement costs related to the new NPDES permit. Following is a breakdown of how the requested funding would be utilized.

Mapping Critical Storm Drain System Segments \$100,000

This item provides funding for professional engineering services to map critical storm drain system segments, including the following: 1) identifying all channeled portions of the storm drain system; 2) developing a map showing the location of all storm drain pipes 36 inches in diameter or greater; and 3) developing map showing location of all storm drain pipes 18 inches in diameter or greater.

Trash Excluders for High Trash Areas \$300,000

This item provides funding to purchase and install trash excluders or similar devices at high trash areas. These new trash excluders/devices will also trigger additional maintenance and service responsibilities.

Trash Receptacles \$30,000

This item provides funding to purchase and install new trash receptacles at high trash areas in commercial and industrial areas and near schools. These new trash receptacles will also trigger additional maintenance and service responsibilities.

Principal Permittee Implementation Agreement \$24,600

This item provides funding for payment of increased Principal Permittee Implementation Agreement costs related to the new Countywide NPDES permit. The Implementation Agreement between the County's Watershed Protection District and the ten cities is a joint venture to share and reduce administrative compliance costs, while avoiding duplication of effort and improving services.

FISCAL YEAR 2010 -11 COSTSCurrent Expenses

Operating Supplies	\$ 330,000	
Professional and Special Services	<u>124,600</u>	
Total		<u>\$ 454,600</u>

RECURRING ANNUAL COSTSCurrent Expenses

Operating Supplies	\$ 40,000	
Professional and Special Services	<u>124,600</u>	
Total		<u>\$ 164,600</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the Flags and Banners Program - \$23,000 (0.2% of Budget)

PRIORITY: 1

The City annually places seasonal flags and banners along portions of Los Angeles Avenue, First Street, Tapo Canyon Road and Tapo Street. Funds in the amount of \$23,000 are budgeted for this contracted expense. Elimination of these funds will eliminate the annual flags and banners program.

Elimination of these funds would provide the following budget reductions.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Other Contract Services	\$ 18,000	
Operating Supplies	<u>5,000</u>	
	Total	<u>\$ 23,000</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Other Contract Services	\$ 18,000	
Operating Supplies	<u>5,000</u>	
	Total	<u>\$ 23,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Overtime Expenses for Weekend Sign Abatement - \$3,500  
(0.1% of Budget)

PRIORITY: 2

In July 2006, the City adopted a new Sign Ordinance, which included the prohibition of signs in the public street right-of-way. Since the adoption of the Ordinance, the Department has provided staff on the weekends to accomplish sign abatement. Last fiscal year the weekend sign abatement was reduced to one day per weekend. Funds in the amount of \$3,500 are budgeted for this overtime expense. Elimination of these overtime funds will fully eliminate weekend sign abatement, however, the weekend sign concerns have reduced and staff can accommodate sign abatement needs during the week.

Elimination of these funds would provide the following budget reductions.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Overtime	\$ 3,500	
	<u>Total</u>	<u>\$ 3,500</u>

RECURRING ANNUAL SAVINGS

Personnel Costs

Overtime	\$ 3,500	
	<u>Total</u>	<u>\$ 3,500</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Self-Help Tree Replacement Program - \$10,500 (0.1% of Budget)

PRIORITY: 3

The City has an annual program to provide street trees to residents who request a street tree in front of their home. The tree is provided by the City at no cost to the resident, and the resident agrees to water and care for the tree until it is established. Funds in the amount of \$10,500 are budgeted for this program. Elimination of these funds will eliminate the Self-Help Tree Replacement program.

Elimination of these funds would provide the following budget reductions.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Operating Supplies

\$ 10,500  
Total

\$ 10,500

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Reduce Funding for Professional/Special Services for Engineering - \$25,000 (0.2% of Budget)

PRIORITY:        4

The Department annually budgets funds to contract for City Engineering Professional/Special Services. Funds in the amount of \$166,000 are budgeted for these services. A reduction of these funds will reduce engineering contract services, which include such items as public improvement plan review, inspection services, and surveying for general engineering purposes.

Reduction of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Professional/Special Services	\$ 25,000	
	Total	<u>\$ 25,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Professional/Special Services	\$ 25,000	
	Total	<u>\$ 25,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Reduce Funding for Traffic Engineering Traffic Counts - \$8,000 (0.7% of Budget)

PRIORITY:        5

The FY 2010-11 Preliminary Base Budget includes \$10,000 in the Professional/Special Services Account to contract for traffic counts. Of that amount, \$2,000 is budgeted for special traffic studies and the remaining \$8,000 is budgeted for traffic counts in compliance with a biennial requirement of the State Congestion Management Program. As the State-mandated traffic counts were conducted in FY 2009-10, none is required in FY 2010-11.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional/Special Services	<u>\$ 8,000</u>	
	Total	<u>\$ 8,000</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Professional/Special Services	<u>\$ 8,000</u>	
	Total	<u>\$ 8,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Secondary Drain Maintenance - \$20,000 (0.1% of Budget)

PRIORITY: 6

The Department annually budgets funds in the Other Contract Services Account for secondary drain maintenance. Funds in the amount of \$155,000 are contained in the FY 2010-11 Preliminary Base Budget. A \$20,000 reduction of this line item may impact supplemental contract street sweeping, the contract cleaning of various drainage pipes throughout the City, and herbicide spraying of drainage channels.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Other Contract Services

\$ 20,000

Total

\$ 20,000

RECURRING ANNUAL SAVINGS

Current Expenses

Other Contract Services

\$ 20,000

Total

\$ 20,000

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Reduce Vehicle Maintenance Division Current Expenses Budget - \$25,000 (0.2% of Budget)

PRIORITY:        7

The Preliminary Base Budget includes \$300,000 in the Fuel and Lubricants Account for gasoline and diesel fuel, \$128,600 in the Operating Supplies Account for various parts and materials needed to maintain vehicles and \$60,000 in the Maintenance of Equipment Account for cost associated with work that cannot be performed in-house, such as welding, specialized equipment repairs, front-end alignments, differential repairs, transmission repairs, and vehicle glass replacement.

Depending on market conditions, reduction of these accounts would affect the City's ability to purchase a sufficient amount of fuel, to purchase vehicle maintenance supplies, and to contract for specialized vehicle maintenance and repair activities.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Fuel and Lubricants	\$ 15,000	
Operating Supplies	7,000	
Maintenance of Equipment	3,000	
	Total	<u>\$ 25,000</u>

RECURRING ANNUAL SAVINGS

Current Expenses

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Landscape Maintenance Contract Services - \$300,000 (2.4% of Budget)

PRIORITY: 8

Funds in the amount of \$1,221,800 are budgeted for landscape maintenance contract services for City owned and maintained properties. Reduction in the level of landscape maintenance for some City owned and maintained properties would result in minimal maintenance of City properties and elimination of necessary upgrade items. This would create substandard City landscape areas.

Reduction of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Landscape Maintenance Contract	\$ 300,000	
	<u>Total</u>	<u>\$ 300,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Landscape Maintenance Contract	\$ 300,000	
	<u>Total</u>	<u>\$ 300,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding to Replace One Compressor - \$15,200 (.1% of Budget)

PRIORITY: 9

The Public Works Department maintains a 1995 Ingersoll Rand Diesel Compressor assigned to the Street Maintenance Section. This equipment is on a preliminary list of vehicles and equipment scheduled for replacement in FY 2010-11.

The diesel engine does not meet the Clean Air Diesel Emission Reduction Program. There are no upgrades for the engine; therefore, it can no longer be operated in the state of California. As there have been changes in operation and equipment used by the Street Maintenance Division, this equipment is not used frequently. If a need arose, this equipment could be rented or borrowed from other divisions of Public Works.

If this reduction is approved, the equipment will be sold at auction, and the City will receive compensation for the sale. Elimination of the equipment will also result in savings that have accumulated in the Vehicle Replacement Fund and annual savings for maintenance and fuel.

Reduction of these funds would provide the following budget reductions.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Maintenance of Equipment \$ 100

Transfers and Reimbursements

Return of Vehicle Replacement Funds \$ 15,100  
Total

\$ 15,200

RECURRING ANNUAL SAVINGS

Current Expenses

Maintenance of Equipment \$ 100

Transfers and Reimbursements

Contribution to Vehicle Replacement \$ 1,000  
Total

\$ 1,100

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Transfer One Senior Engineer Position to Waterworks (Filled) - \$163,000 (1.3% of Budget)

PRIORITY: 10

One Senior Engineer position can be transferred to a vacant Senior Engineer position in the Waterworks Section to work on Waterworks District capital and replacement projects.

In reviewing the Public Works Department's General Funded workload level, it has been determined that present staffing levels may be sufficient to meet current existing needs. Accordingly, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a staff reduction could result in a lower level of customer service and longer response times.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 163,000</u>	
	Total	<u>\$ 163,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel Costs</u>		
Salaries and Benefits	<u>\$ 163,000</u>	
	Total	<u>\$ 163,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Senior Tree Trimmer Position (Vacant) - \$83,600 (0.7% of Budget)

PRIORITY: 11

One Senior Tree Trimmer position in the Landscape Maintenance Section is vacant. In reviewing the Division's workload activity, it has been determined that present staffing levels may be sufficient to meet the existing workload. Therefore, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. Department staff will continue to monitor the workload associated with this vacancy.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Salaries and Benefits

\$ 83,600  
Total

\$ 83,600

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Tree Trimmer Position (Vacant) - \$77,700 (0.6% of Budget)

PRIORITY: 12

One Tree Trimmer position in the Landscape Maintenance Section is vacant. In reviewing the Division's workload activity, it has been determined that present staffing levels may be sufficient to meet the existing workload. Therefore, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. Department staff will continue to monitor the workload associated with this vacancy.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Salaries and Benefits

\$ 77,700  
Total

\$ 77,700

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for One Maintenance Worker II Position (Vacant) - \$72,400 (0.6% of Budget)

PRIORITY:        13

One Maintenance Worker II position in the Street Maintenance Section is vacant. In reviewing the Section's workload activity, it has been determined that present staffing levels may be sufficient to meet the existing workload. Therefore, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Salaries and Benefits

\$ 72,400  
Total

\$ 72,400

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for One Maintenance Worker II Position (Vacant) - \$72,400 (0.6% of Budget)

PRIORITY:        14

A second Maintenance Worker II position is vacant in the Street Maintenance Section. In reviewing the Section's workload activity, it has been determined that present staffing levels may be sufficient to meet the existing workload. Therefore, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Salaries and Benefits

\$ 72,400

Total

\$ 72,400

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE:    Eliminate Funding for One Custodian Position (Vacant) - \$47,400 (0.6% of Budget)

PRIORITY:        15

One Custodian position in the Building Maintenance Section is vacant and the Department of Public Works has been using temporary employees to assist with the more critical duties of that position. In reviewing the Section's workload activity, it has been determined that present staffing levels may be sufficient to meet the existing workload and the immediate impact of maintaining the position vacant may be negligible. However, on a long-term basis, it should be noted that a permanent reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Salaries and Benefits	\$ 67,400	
Temporary Salaries	<u>(20,000)</u>	
	Total	<u>\$ 47,400</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for One Public Works Inspector (Filled) - \$57,000  
(0.4% of Budget)

PRIORITY: 16

It is anticipated that the incumbent in the Supervising Public Works Inspector position will retire during FY 2010-11. In reviewing the Inspection Section's workload activity, it has been determined that current staffing exceeds the existing workload. Therefore, the immediate impact of this reduction may be negligible. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Salaries and Benefits	<u>\$ 57,000</u>	
	Total	<u>\$ 57,000</u>

RECURRING ANNUAL SAVINGS

Personnel Costs

Salaries and Benefits	<u>\$ 57,000</u>	
	Total	<u>\$ 57,000</u>

DEPARTMENT OF PUBLIC WORKS  
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for One Maintenance Supervisor Position (Vacant) - \$57,000 (0.5% of Budget)

PRIORITY: 17

One Maintenance Supervisor position in the Street Maintenance Section has been vacant for 16 months. For optimum operational effectiveness, it is important that an adequate level of supervision be provided in the Street Maintenance Section.

The immediate impact of this reduction will strongly impact the operation of the Section and substantially increase the Maintenance Superintendent's workload. On a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel Costs

Salaries and Benefits

\$ 57,000

Total

\$ 57,000

RECURRING ANNUAL SAVINGS

None

POLICE DEPARTMENT  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications ..... \$ 20,300

FY 2009-10 Approved Budget/Estimated Actual	\$20,600/\$20,300
FY 2008-09 Actual Expenditures	\$21,603

This account provides for:

CLETS access/Department of Justice	\$ 8,000
CLETS access/County of Ventura	10,300
Satellite TV for Mobile Command Post	600
Replacement Special Weapons Team headsets	300
Language translation at switchboard	500
Replacement helmet microphone parts	600

Account 42200: Computer (Non-Capital) ..... \$ 7,400

FY 2009-10 Approved Budget/Estimated Actual	\$7,000/\$6,800
FY 2008-09 Actual Expenditures	\$5,348

This account is for the following software:

Legal Sourcebook site license	\$ 1,400
Annual support for investigative software; i2, Crime link & Isys	2,000
Other computer non-capital items as needed	500
Pen Link annual support	1,400
On-Line Drug Identification System	100
Training management software support	600
EnCase Forensic Support	1,400

Justification for increase over FY 2009-10 Budget and Estimated Actual:

Expenditures were under budget due to the purchase of Adobe Acrobat software in lieu of the Visio software upgrade. The proposed increase over the FY 2009-10 Budget is due to the addition of \$1,400 for EnCase Forensic Support software and deferral of the Visio software upgrade.

FY 2010-11  
REQUESTED  
BUDGET

Account 42230: Office Supplies..... \$ 22,600

FY 2009-10 Approved Budget/Estimated Actual	\$37,000/\$32,000
FY 2008-09 Actual Expenditures	\$27,286

This account provides for the purchase of various office and related supplies that are essential to the effective management and operation of the Department and its respective programs.

Account 42310: Rentals ..... \$ 17,800

FY 2009-10 Approved Budget/Estimated Actual	\$17,800/\$16,800
FY 2008-09 Actual Expenditures	\$11,759

This account is used for the following rentals:

Vehicle rental for covert operations	\$ 2,300
Rental of judgmental firearms training simulator	3,500
Rental of Angeles, VSO, etc. for SWAT and Outdoor Rifle Range	12,000

Justification for increase over FY 2009-10 Estimated Actual:

Expenditures were under budget this year due to reduced rental for covert operations.

Account 42410: Uniform/Clothing Supplies ..... \$ 240,400

FY 2009-10 Approved Budget/Estimated Actual	\$230,800/\$222,500
FY 2008-09 Actual Expenditures	\$249,471

This account is used for the following:

Civilian uniforms	\$ 6,500
Citizens on Patrol and volunteer uniforms	3,600
New and replacement S.E.S. uniforms, raid gear, and vest carriers	1,200
Annual uniform allowance	187,200
Police Services Assistant and Dispatch cleaning allowance	10,500
Sworn Officer uniforms	11,000
Replacement motorcycle uniforms	1,100
Uniform replacement and badge repair	4,000
Replacement motorcycle helmets	400

FY 2010-11  
REQUESTED  
BUDGET

Helmets and face shields for new officers	5,600
Replacement helmets	1,800
Honor Guard uniform and equipment	600
Maintenance Worker uniform	800
Maintenance Worker boot allowance	300
Safety equipment (gloves & raid jackets)	400
New and replacement CNT/SWT uniforms	1,000
Spit masks	200
Bike Officer uniforms	400
New Motor Officer Gear	2,400
Coveralls with booties	400
Half-face respirators	900
Shoe protection booties	100

Justification for increase over FY 2009-10 Budget and Estimated Actual:

The Department expects to hire more sworn personnel in FY 2010-11 than were hired in FY 2009-10, thus resulting in the purchase of more items from this account.

Account 42440: Memberships & Dues ..... \$ 7,500

FY 2009-10 Approved Budget/Estimated Actual	\$5,100/\$6,800
FY 2008-09 Actual Expenditures	\$3,397

Law Enforcement Intelligence Unit	\$ 600
International Association of Police Chaplains	500
International Chiefs of Police	300
California Peace Officers Association (Lieutenants, Deputy Director/ Police Administration, Captains and Chief)	700
California Police Chiefs Association	2,100
Municipal Management Assistants of Southern California	100
National Emergency Number Association	400
California Public Safety Radio Association	100
National Technical Investigators Association	200
Associated Public Communication Official	100
California Reserve Police Officers Association	500
California Narcotics Officers Association	450
California Tactical Officers Association	100
California Association of Hostage Negotiators	450
Association of Threat Assessment Professionals	100
California Law Enforcement Association of Records Supervisors	150

FY 2010-11  
REQUESTED  
 BUDGET

California Association of Police Training Officer	50
California CLETS Users Group	150
California Crime Prevention Officers	50
Crime Analysis Association	100
California Association of Property & Evidence	150
California Background Investigators Association	50
California Rangemaster Association	100

Justification for increase over FY 2009-10 Budget and Estimated Actual:

The Department added the following memberships: Association of Threat Assessment Professionals, National Technical Investigators Association, and California Public Safety Radio Association. Membership cost for California Police Chiefs Association increased by \$1,500. Membership to the International Association of Police Chaplains increased by \$250 to add two Chaplain memberships and membership to California Narcotics Officers' Association increased by \$250 to add two narcotics officer memberships.

Account 42450: Subscriptions & Books ..... \$ 2,000

FY 2009-10 Approved Budget/Estimated Actual	\$2,000/\$1,700
FY 2008-09 Actual Expenditures	\$2,145

Dispatcher training manuals	\$ 250
Vehicle/Penal Codes	300
Annual newspaper subscriptions	400
Crime Analysis updates	100
Kelly Blue Books (Annual)	300
Auxiliary Services subscriptions and books	100
Dispatch 911 Magazine	50
AT&T Cross Directory	300
Thomas Guides	200

Justification for increase over FY 2009-10 Estimated Actual:

Expenditures were under budget due to reduced spending for Auxiliary Services subscriptions and books, K-9 handler periodicals, and specialized reference materials.

FY 2010-11  
REQUESTED  
BUDGET

Account 42500: Fuel and Lubricants ..... \$ 277,200

FY 2009-10 Approved Budget/Estimated Actual	\$328,300/\$320,000
FY 2008-09 Actual Expenditures	\$270,530

This account provides for the gasoline and lubricants needed to operate police vehicles.

Account 42650: Operating Supplies ..... \$ 200,000

FY 2009-10 Approved Budget/Estimated Actual	\$200,200/\$198,200
FY 2008-09 Actual Expenditures	\$275,318

The Operating Supplies Account is used for the purchase of ammunition, vehicle and motorcycle replacement equipment, K-9 food and supplies, surveillance supplies, and accident investigation supplies, and other items necessary for the effective operation of the Police Department.

Administration	\$ 1,100
Dispatch	3,100
Patrol	30,800
Special Operations Unit	8,300
Detectives	5,200
Maintenance	21,900
Equipment for Replacement Vehicles	32,100
Auxiliary Services	88,200
Traffic	9,300

Justification for increase over FY 2009-10 Estimated Actual:

Expenditures were under budget due to reducing the amount of supplies to the bare minimum and deferring purchases where possible.

Account 42780: Out-of-County Investigation..... \$ 3,500

FY 2009-10 Approved Budget/Estimated Actual	\$3,500/\$4,000
FY 2008-09 Actual Expenditures	\$5,193

These funds provide for travel in pursuit of evidence and suspects who have committed major crimes in Simi Valley and have fled from the area. Out-of-county investigations vary from year-to-year.

FY 2010-11  
REQUESTED  
BUDGET

Account 42770: Recruitment ..... \$ 39,400

FY 2009-10 Approved Budget/Estimated Actual	\$24,300/\$23,000
FY 2008-09 Actual Expenditures	\$16,098

This account provides for the following:

Outside background investigations for volunteers	\$ 9,000
Pre-employment physicals	12,500
Pre-employment psychological exams	9,400
Polygraph exams	5,000
Credit checks	500
Background Investigator travel	2,000
Recruitment advertising & supplies	1,000

Justification for increase over FY 2009-10 Budget and Estimated Actual:

Expenditures were under budget in FY 2009-10 due to reduced recruitment activities. The requested budget includes increases of \$8,000 for pre-employment physicals, \$5,400 for pre-employment psychological exams, and \$1,800 for polygraph exams. The Department is requesting these increases because of anticipated hiring of ten sworn, five civilian, five reserve, and twelve volunteer employees in FY 2010-11.

Account 42760: P.O.S.T. Training..... \$ 77,700

FY 2009-10 Approved Budget/Estimated Actual	\$77,700/\$58,000
FY 2008-09 Actual Expenditures	\$74,520

This account was established in FY 1983-84 to provide Training courses that are partially or fully reimbursable to the City through the California Commission on Peace Officer Standards and Training (P.O.S.T.).

Justification for increase over FY 2009-10 Estimated Actual:

Expenditures were under budget in FY 2009-10 due to a higher frequency of in-house training, less movement within the organization, and the Department's attempts to reduce costs wherever possible. The Department anticipates an increase in P.O.S.T. training needs due to upcoming retirements and mandatory rotation during FY 2010-11.

FY 2010-11  
REQUESTED  
BUDGET

Account 42720: Travel, Conferences, Meetings ..... \$ 36,200

FY 2009-10 Approved Budget/Estimated Actual	\$13,700/\$12,700
FY 2008-09 Actual Expenditures	\$7,715

This account provides for attendance at selected professional association meetings and conferences to enhance staff's knowledge of current information in each specialty.

The following travel and conferences are projected for Fiscal Year 2010-11:

1 - California Peace Officers Association (CA)	\$ 800
1 - California National Emergency Number Association (So. CA)	300
1 - California Public Radio Association Conference (So. CA)	1,000
6 - California Narcotics Officer Assoc. bi-monthly mtgs. (Ventura)	600
1 - Calif. Law Enforcement Association of Records Supervisors Conference (Monterey, CA)	2,000
1 - California CLETS Users Groups Conference (So. CA)	500
1 - California Crime Analysis Conference (CA)	700
1 - Western States Info. Network (WSIN) Conference (So. CA)	1,000
1 - Calif. Narcotics Officers Association (CNOA) Conference (CA)	1,000
1 - California Association of Tactical Officers Conference	1,000
4 - Versaterm Conference (Victoria, Canada)	7,800
5 - Versa-West (CA)	1,500
2 - California Peace Officer Memorial (Sacramento, CA)	500
1 - California Association of Property and Evidence Conf. (So. CA)	1,500
1 - Law Enforcement Intelligence Unit Conference (Nashville, TN)	2,100
1 - In-Custody Death Conference (Las Vegas, NV)	1,200
1 - Homicide Investigators Conference (Las Vegas, NV)	1,000
1 - Robbery Investigators Conference (Reno, NV)	900
1 - International Association for Identification Conf (Spokane, WA)	1,000
9 - Women Leaders in Law Enforcement (Pasadena, CA)	1,800
1 - California Law Enforcement Background Investigators Conf.	1,300
1 - California Crime Prevention Officer Association Conference	1,200
4 - California Reserve Police Officer Association Conference	4,000
1 - Volunteer Coordinator Conference	1,500

Justification for increase over FY 2009-10 Budget and Estimated Actual:

Expenditures were under primarily because the California Narcotics Officers Association Conference will be held in October 2010, and due to small savings in several line items. The requested budget increase is due to addition of the

Law Enforcement Intelligence Unit Conference, In-Custody Death Conference, Homicide Investigators Conference, Robbery Investigators Conference, International Association for Identification Conference, Women Leadership in Law Enforcement Conference, California Law Enforcement Background Investigators Conference, California Crime Prevention Officer Association Conference, Volunteer Coordinator Conference, and the California Reserve Police Officer Association Conference. The California Association of Property and Evidence Conference for \$1,500 was transferred from the Training Account. The Versaterm Conference cost increased by \$2,900. The California Public Radio Association Conference cost increased by \$750. The California Law Enforcement Association of Records Supervisors Conference increased by \$1,100, and the California CLETS Users Groups Conference increased by \$200.

Account 42730: Training ..... \$ 15,500

FY 2009-10 Approved Budget/Estimated Actual	\$8,700/\$8,500
FY 2008-09 Actual Expenditures	\$9,147

Non-P.O.S.T. Training includes:

5 - Chief and division manager training	\$ 2,100
2 - Chaplain training (So. CA)	600
Special Weapons Team training (LAPD Basic and EMT)	1,500
4 - Dispatch training (So. CA)	500
5 - Calif. Law Enforcement Telecommunications System (CLETS) training (So. CA)	600
1 - Crime Scene Investigator training	600
PSA training (CA)	600
Crisis Intervention Team (CIT training)	200
1 - Voice Stress Analyst training	300
Sage Instructor training	1,000
3 - Crime Analysis VCAP Training	7,500

Justification for increase over FY 2009-10 Budget and Estimated Actual:

Expenditures were under budget due to reduced spending for CIT training. The proposed budget increased due a new request for Crime Analysis VCAP training and the Sage Instructor Class. Currently, the Department has two trained Sage Instructors, one of whom will be retiring in the near future. To maintain the current level of on-duty Sage training, the Department is requesting funding for an officer to attend a Sage Instructor class.

FY 2010-11  
REQUESTED  
BUDGET

Account 42790: Mileage..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2008-09 Actual Expenditures	\$1,338

This account provides mileage reimbursement when officers are required to appear in court and when City vehicles are not available. Additionally, mileage reimbursement is provided to civilian employees when travel is necessary in their assignment.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 968,500

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 159,600

FY 2009-10 Approved Budget/Estimated Actual	\$170,500/\$154,600
FY 2008-09 Actual Expenditures	\$136,675

This account provides for the following:

Legal medicals and pre-custody medicals	\$ 13,000
Specialized services (towing and impounding evidence, evidence analysis, and translators)	3,000
DNA analysis	2,000
Drug screening	600
Canine vet, boarding and clipping fees	5,000
Sec. 22852 CVC refunds	3,000
CPR class material	500
Blood extractions for DUI's	4,800
Towing of abandoned vehicles	1,000
Legal assistance with police matters	6,500
DOJ fingerprint processing	3,000
Custom computer programming	1,000
Skip tracing information services	5,100
High Tech Task Force	43,800
CSI certification testing	500
Towing, storage, and unlocking for seized vehicles	500
K-9 professional services contract	3,800
Surveillance services	25,000
Locksmith services for search warrants	500
Compelled blood draws with American Medical Response	1,000
American Medical Response court time	1,000
Crisis Intervention Program	35,000

Justification for increase over the FY 2009-10 Budget and Estimated Actual:

Expenditures are under budget due to a reduction in surveillance services. The budget increased due to requested additional funding for the Crisis Intervention Program.

Account 44310: Maintenance of Equipment ..... \$ 350,900

FY 2009-10 Approved Budget/Estimated Actual	\$357,700/\$344,500
FY 2008-09 Actual Expenditures	\$348,399

Communications maintenance	\$ 20,000
Equipment maintenance	11,600
Elevator maintenance	3,000
Gate maintenance	5,000
Fire sprinkler maintenance	2,000
Fire alarm maintenance	6,000
Emergency generator maintenance	6,000
ASCO switch maintenance	1,800
Office equipment maintenance	2,300
Security system maintenance agreement & hardware	16,000
Fleet maintenance	65,700
Installation of equipment in vehicles	7,000
Public Works Department maintenance of vehicles	190,200
Air Pollution Control District annual permit	500
State Board of Equalization permit	800
Underground storage tank permit	500
Emergency generator permit	500
Underground storage tank testing	900
Gasoline dispenser testing	900
Environmental Health permit (hazardous materials)	2,100
Air filtration system maintenance (Property Room)	1,200
Range maintenance	500
Police Facility security recording equipment maintenance	6,400

Justification for increase over the FY 2009-10 Estimated Actual:

Expenditures were under budget due to a reduction in repairs to the microfilm equipment, the net clock, and weapons.

SUBTOTAL - SERVICES	\$ 510,500
TOTAL - CURRENT EXPENSES	\$ 1,479,000

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Elimination of Funding for Fourth of July Special Event Overtime - \$15,000  
                                  (0.1% of Budget)

PRIORITY:            1

For many years the Police Department has assigned staff for the Fourth of July special event. This event requires overtime, as patrol and other police functions must be managed at the same time. If the Department eliminated overtime funding for this event, the organizer would need to reimburse the City for staffing costs and/or hire private security.

This reduction in overtime would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Overtime	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	<u>\$ 15,000</u>	
	Total	<u>\$ 15,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Elimination of Funding for Simi Valley Days Event Overtime - \$20,000 (0.1 % of Budget)

PRIORITY: 2

For many years the Police Department has contributed overtime staffing for the Simi Valley Days special event. This event uses a large number of Officers to close streets for the parade and 5k/10k run, as well as to provide security at the carnival and music events. If the Department discontinued this service, the organizer would need to reimburse the City for staffing costs and/or hire private security.

This reduction in overtime would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Overtime	<u>\$ 20,000</u>	
	Total	<u>\$ 20,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	<u>\$ 20,000</u>	
	Total	<u>\$ 20,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position in Crime Prevention (Filled) - \$105,100 (0.4% of Budget)

PRIORITY: 3

The Community Services Specialist in Crime Prevention is currently responsible for the following programs: Every 15-Minutes; Neighborhood Watch; Business Watch; Business Alerts; Home Security Surveys; Community Crime Prevention Education; public appearances with McGruff; and school, senior, and personal safety programs.

The Community Services Specialist is also in charge of overseeing the Police Department's Crime Free Multi-Housing Program. This program is in use nationwide and has proven to produce dramatic results in the area of reducing calls for service and crime overall.

Elimination of the Community Services Specialist position in Crime Prevention would virtually eliminate all proactive crime prevention efforts and result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 117,100	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 105,100</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salary and Benefits	<u>\$ 117,100</u>	
	Total	<u>\$ 117,100</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Community Services Specialist Position in Traffic (Filled) - \$105,100 (0.4% of Budget)

PRIORITY:            4

The Community Services Specialist in Traffic supervises the Private Property Vehicle Abatement Program, Oversized Vehicle/Recreational Vehicle On-Street Parking Abatement Program, Parking Enforcement Program, and the Abandoned Vehicle Program. All of these programs are designed to maintain an attractive community and to remove vehicles from streets where they create safety problems or become a public nuisance.

The Community Services Specialist also supervises all Police Services Assistants (PSA's), conducts mandated hearings on contested parking citations, evaluates and issues permits for temporary recreational vehicle parking, delegates various parking complaints to the PSA's, and oversees placement requests for the traffic radar trailers.

Elimination of this position would result in the elimination of the Vehicle Abatement Program. Additionally, all parking complaints could no longer be accepted through the Traffic Unit and would need to be accepted through the dispatch center and handled by a PSA in the field. Continuity regarding the parking complaint process would be eliminated, since the follow up for each complaint would likely fall on different PSA's, each unaware of previous attempts to rectify the problem. Parking ticket hearings would have to be assigned to a Traffic Supervisor, increasing their responsibilities and diminishing the amount of time they have available to supervise their personnel. Supervision of the PSA's would fall under a sworn Traffic Supervisor, causing an excessive span of control.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 117,100	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 105,100</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	<u>\$ 117,100</u>	
	Total	<u>\$ 117,100</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer Position in Youth Services (Filled) - \$136,800  
(0.5% of Budget)

PRIORITY: 5

The Youth Services Officer works with at-risk youths in the community and provides intervention and counseling for at-risk youth and their parents. The Youth Services Officer is responsible for managing the Department's Juvenile Diversion Program. This program provides first-time juvenile offenders the opportunity to participate in a diversion effort, rather than being subjected to the Juvenile Justice System. This position is pivotal in addressing issues early, so that juveniles do not become involved in more aberrant behavior. If this position were eliminated, the program would be discontinued.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget</u> <u>Reductions</u>
<b>FISCAL YEAR 2010-11 SAVINGS</b>		
<u>Personnel</u>		
Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	(11,800)	
	<u>Subtotal</u>	<u>\$ 134,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	1,000	
	<u>Subtotal</u>	<u>2,600</u>
		<u>Total</u> <u>\$ 136,800</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salary and Benefits	<u>\$ 146,000</u>	
	<u>Subtotal</u>	<u>\$ 146,000</u>
Uniforms and Clothing	1,600	
P.O.S.T. Training	1,000	
	<u>Subtotal</u>	<u>2,600</u>
		<u>Total</u> <u>\$ 148,600</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Lieutenant Position in Traffic (Filled) – \$213,900 (0.8% of Budget)

PRIORITY:            6

The Lieutenant in Traffic is responsible for supervising two Sergeants and one Community Services Specialist. This position manages the overall mission of the Traffic Unit, including public safety education, Driving Under the Influence details, Office of Traffic Safety related grants, the Vehicle Abatement Program, the Oversized Vehicle Program, Traffic Accident Investigation, special permits, parking enforcement, and vehicle code enforcement.

Elimination of this position would require the Administrative Lieutenant in Patrol to manage the Traffic Unit in addition to being responsible for the Watch Commander's desk two days a week. The scheduling for Patrol deployments, as well as the ongoing roll call training, currently assigned to the Administrative Lieutenant in Patrol would need to be transferred to a Patrol Sergeant assigned to Watch Commander duties. Doing so would cause a reduction in the direct management and supervision on many Patrol watches, increasing potential liability to the City.

Should this position be eliminated, the Police Sergeant position in the Traffic Unit, offered as Reverse Priority No. 11, should not be considered.

Eliminating funding for this position would result the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 223,300	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Subtotal	<u>\$ 211,300</u>
<u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 213,900</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits	<u>\$ 223,300</u>	
Annual Leave Cash-Out	Subtotal	<u>\$ 223,300</u>

Current Expenses

Uniforms and Clothing	1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 225,900</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One School Resource Officer Position (Filled) - \$136,800 (0.5% of Budget)

PRIORITY: 7

The School Resource Officer Program (SRO) maintains a direct relationship on middle and high school campuses. The Officers are involved in counseling, intervention and arrest when appropriate. The presence of the SRO's in the schools has helped to reduce the number of weapons on campus, solve juvenile crimes, develop gang and graffiti information, and provide students with a trusted person in whom they can confide.

Currently, each School Resource Officer handles between 10-20 juvenile incidents each day. If one SRO position were eliminated, it is anticipated that there would be an increase in juvenile criminal activity, as well as other juvenile problems on and off campus. Elimination of this position would require the remaining SRO and Patrol Officers to handle problems at the schools, thus reducing time spent at individual schools and impacting patrol activities.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2010-11 SAVINGS</u>		
 <u>Personnel Costs</u>		
Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 134,200</u>
 <u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 136,800</u>

RECURRING ANNUAL SAVINGS

Personnel Costs

Salary and Benefits

\$ 146,000

Subtotal

\$ 146,000

Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 148,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One School Resource Officer Position (Filled) - \$136,800 (0.5% of Budget)

PRIORITY: 8

The School Resource Officer Program (SRO) maintains a direct relationship on middle and high school campuses. The Officers are involved in counseling, intervention and arrest when appropriate. The presence of the SRO's in the schools has helped to reduce the number of weapons on campus, solve juvenile crimes, develop gang and graffiti information, and provide students with a trusted person in whom they can confide.

If this SRO position were eliminated, it is anticipated that there would be an increase in juvenile criminal activity, as well as other juvenile problems on and off campus. Elimination of this position would fully eliminate the School Resource Officer Program and require Patrol Officers to respond to problems at the schools, thus impacting patrol activities.

Eliminating funding for this position would result in the following budget savings.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel Costs</u>		
Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 134,200</u>
 <u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 136,800</u>

RECURRING ANNUAL SAVINGS

Personnel Costs

Salary and Benefits

\$ 146,000

Subtotal

\$ 146,000

Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 148,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Motor Officer Position (Filled) - \$130,800 (0.5% of Budget)

PRIORITY:            9

The Department currently has five Motor Officer positions assigned to the Traffic Unit. Motor Officers are primarily responsible for the enforcement of all traffic laws. They also assist with the investigation of traffic collisions and traffic safety public education. In addition, the Officers investigate traffic-related complaints and provide speed enforcement in residential areas and at school crossing guard sites.

If this position were eliminated, it would cause a proportionate decrease in proactive enforcement of traffic laws and a possible increase in emergency response times. In addition, traffic fine revenue would also be reduced.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 149,000	
Annual Leave Cash-Out	(11,800)	
	<u>Subtotal</u>	<u>\$ 137,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	1,000	
Operating Supplies	1,000	
	<u>Subtotal</u>	<u>3,600</u>
<u>Services</u>		
Maintenance of Equipment	\$ 2,500	
	<u>Subtotal</u>	<u>2,500</u>
		<u>Total</u>
		<u>\$ 143,300</u>
Reduction in Citation Revenue		<u>(12,500)</u>
		<u>Net Savings</u>
		<u>\$ 130,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 149,000

Subtotal

\$ 149,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Operating Supplies

1,000

Subtotal

3,600Services

Maintenance of Equipment

\$ 2,500

Subtotal

2,500

Total

\$ 155,100

Reduction in Citation Revenue

(12,500)

Net Savings

\$ 142,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Motor Officer Position (Filled) - \$130,800 (0.5% of Budget)

PRIORITY:            10

The Department currently has five Motor Officer positions assigned to the Traffic Unit. Motor Officers are primarily responsible for the enforcement of all traffic laws. They also assist with the investigation of traffic collisions and traffic safety public education. In addition, the Officers investigate traffic-related complaints; provide speed enforcement in residential areas and at school crossing guard sites.

If this position were eliminated, three Motor Officer positions would remain. It is anticipated that there would be a proportionate decrease in proactive enforcement of traffic laws and a slight increase in emergency response times. In addition, traffic fine revenue would be decreased.

Eliminating funding for this position will result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 149,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 137,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	1,000	
Operating Supplies	<u>1,000</u>	
	Subtotal	<u>3,600</u>
<u>Services</u>		
Maintenance of Equipment	<u>\$ 2,500</u>	
	Subtotal	<u>2,500</u>
		Total <u>\$ 143,300</u>
Reduction in Citation Revenue		<u>(12,500)</u>
		Net Savings <u>\$ 130,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 149,000

Subtotal

\$ 149,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Operating Supplies

1,000

Subtotal

3,600Services

Maintenance of Equipment

\$ 2,500

Subtotal

2,500

Total

\$ 155,100

Reduction in Citation Revenue

(12,500)

Net Savings

\$ 142,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Sergeant Position in Traffic (Filled) - \$177,200 (0.6% of Budget)

PRIORITY: 11

Currently, there are two Sergeants in the Traffic Unit; one supervises the Motor Program and one supervises the accident investigators. Elimination of this position could only be accomplished if the Lieutenant's position was not eliminated, as the span of control and number of programs to supervise would be unworkable. If this position were eliminated, a Lieutenant would need to assume direct supervision of Officers, specifically those assigned to Motor positions. This would result in no direct supervision in the field for traffic related details, most of which are the result of citizen complaints. Eliminating funding for this position would result in the following savings:

		<u>Budget Reductions</u>	
<u>FISCAL YEAR 2010-11 SAVINGS</u>			
<u>Personnel</u>			
Salary and Benefits	\$ 186,400		
Annual Leave Cash-Out	<u>(11,800)</u>		
	Subtotal	<u>\$ 174,600</u>	
<u>Current Expenses</u>			
Uniforms and Clothing	1,600		
P.O.S.T. Training	<u>1,000</u>		
	Subtotal	<u>2,600</u>	
		Total	<u>\$ 177,200</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>			
Salary and Benefits	\$ 186,400		
	Subtotal	<u>\$ 186,400</u>	
<u>Current Expenses</u>			
Uniforms and Clothing	1,600		
P.O.S.T. Training	<u>1,000</u>		
	Subtotal	<u>2,600</u>	
		Total	<u>\$ 189,000</u>

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Motor Officer Position (Filled) - \$130,800 (0.5% of Budget)

PRIORITY:            12

The Department currently has five Motor Officer positions assigned to the Traffic Unit. Motor Officers are primarily responsible for the enforcement of all traffic laws. They also assist with the investigation of traffic collisions and traffic safety public education. In addition, the Officers investigate traffic-related complaints, provide speed enforcement in residential areas and at school crossing guard sites, and provide specialized DUI enforcement. The Motor Officers are also first responders during any type of emergency.

If this position were eliminated, it would leave two Motor Officer positions. It is anticipated that there would be a proportionate decrease in proactive enforcement of traffic laws and a possible increase in emergency response times. In addition, traffic fine revenue would be decreased as well.

Eliminating funding for this position will result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 149,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 137,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	1,000	
Operating Supplies	<u>1,000</u>	
	Subtotal	<u>3,600</u>
<u>Services</u>		
Maintenance of Equipment	<u>\$ 2,500</u>	
	Subtotal	<u>2,500</u>
	Total	<u>\$ 143,300</u>
Reduction in Citation Revenue		<u>(12,500)</u>
	Net Savings	<u>\$ 130,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 149,000

Subtotal

\$ 149,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Operating Supplies

1,000

Subtotal

3,600Services

Maintenance of Equipment

\$ 2,500

Subtotal

2,500

Total

\$ 155,100

Reduction in Citation Revenue

(12,500)

Net Savings

\$ 142,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Motor Officer Position (Filled) - \$130,800 (0.5% of Budget)

PRIORITY:            13

The Department currently has five Motor Officer positions assigned to the Traffic Unit. Motor Officers are primarily responsible for the enforcement of all traffic laws. They also assist with the investigation of traffic collisions and traffic safety public education. In addition, the Officers investigate traffic-related complaints; provide speed enforcement in residential areas and at school crossing guard sites.

If this position were eliminated, it would leave one Motor Officer position. It is anticipated that there would be a proportionate decrease in proactive enforcement of traffic laws and a possible increase in emergency response times. In addition, traffic fine revenue would be decreased as well.

Eliminating funding for this position will result in the following budget savings:

			<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>			
<u>Personnel</u>			
Salary and Benefits	\$ 149,000		
Annual Leave Cash-Out	<u>(11,800)</u>		
	Subtotal	<u>\$ 137,200</u>	
<u>Current Expenses</u>			
Uniforms and Clothing	1,600		
P.O.S.T. Training	1,000		
Operating Supplies	<u>1,000</u>		
	Subtotal	<u>3,600</u>	
<u>Services</u>			
Maintenance of Equipment	<u>\$ 2,500</u>		
	Subtotal	<u>2,500</u>	
		Total	<u>\$ 143,300</u>
Reduction in Citation Revenue			<u>(12,500)</u>
		Net Savings	<u>\$ 130,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 149,000

Subtotal

\$ 149,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Operating Supplies

1,000

Subtotal

3,600Services

Maintenance of Equipment

\$ 2,500

Subtotal

2,500

Total

\$ 155,100

Reduction in Citation Revenue

(12,500)

Net Savings

\$ 142,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Motor Officer Position (Filled) - \$130,800 (0.5% of Budget)

PRIORITY: 14

The Department currently has five Motor Officer positions assigned to the Traffic Unit. Motor Officers are primarily responsible for the enforcement of all traffic laws. They also assist with the investigation of traffic collisions and traffic safety public education. In addition, the Officers investigate traffic-related complaints, provide speed enforcement in residential areas and at school crossing guard sites, and provide specialized DUI enforcement. The Motor Officers are also first responders during any type of emergency.

If this position were eliminated, it would eliminate the entire Motor Program. It is anticipated that there would be a proportionate decrease in proactive enforcement of traffic laws and a slight increase in emergency response times. In addition, traffic fine revenue would be decreased as well.

Eliminating this position will result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 149,000	
Annual Leave Cash-Out	(11,800)	
	<u>Subtotal</u>	<u>\$ 137,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	1,600	
P.O.S.T. Training	1,000	
Operating Supplies	1,000	
	<u>Subtotal</u>	<u>3,600</u>
<u>Services</u>		
Maintenance of Equipment	\$ 2,500	
	<u>Subtotal</u>	<u>2,500</u>
		<u>Total</u>
		<u>\$ 143,300</u>
Reduction in Citation Revenue		<u>(12,500)</u>
		<u>Net Savings</u>
		<u>\$ 130,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 149,000

Subtotal

\$ 149,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Operating Supplies

1,000

Subtotal

3,600Services

Maintenance of Equipment

\$ 2,500

Subtotal

2,500

Total

\$ 155,100

Reduction in Citation Revenue

(12,500)

Net Savings

\$ 142,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Sergeant Position in Special Enforcement (Filled) - \$177,200  
(0.6% of Budget)

PRIORITY:            15

Currently, two Sergeants supervise twelve sworn positions in the Special Investigations and Special Enforcement Sections. The Special Investigations Section (SIS) has six Detective positions and the Special Enforcement Section (SES) has six Officer positions. The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention, most of the Department's high-risk warrant service, and tracking and monitoring of parolees. The Special Investigation Section is responsible for the enforcement of all narcotics and vice activity within the City. The unit is involved in ongoing investigations in cooperation with local, County, State and Federal agencies. These investigations require long hours of surveillance and coordination with other Detectives in order to successfully track suspects.

Eliminating this position and transferring its responsibilities to the Sergeant in Special Investigations would double the span of control for that position and make it difficult to manage two diverse functions.

Eliminating funding for this position would result in the following budget savings:

<u>FISCAL YEAR 2010-11 SAVINGS</u>	<u>Budget</u> <u>Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 186,400
Annual Leave Cash-Out	(11,800)
	Subtotal
	\$ 174,600
 <u>Current Expenses</u>	
Uniforms and Clothing	1,600
P.O.S.T. Training	1,000
	Subtotal
	2,600
	Total
	\$ 177,200

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits

\$ 186,400

Subtotal

\$ 186,400

Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 189,000

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer Position in the Special Enforcement Section (Filled) - \$136,800 (0.5% of Budget)

PRIORITY: 16

The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention. Currently the Department has six SES Officers who regularly conduct compliance checks and patrol the parks and other areas of the City that attract the criminal element, including alcohol and drug abusers. Officers assigned to this detail do most of the high-risk warrant service, as well as crime suppression through directed patrol and surveillance. The Department views Officers assigned to SES as a flexible resource to be used as needed in all types of special enforcement activities.

One of the most important functions of the SES is to track and monitor parolees. Parolees have a greater than 70% probability of re-offending while on parole. The SES's efforts in tracking and monitoring parolees have had a great impact on preventing crime. When parolees do re-offend, their whereabouts are usually known by the SES Officers who rapidly arrest and remove them from the community. Eliminating this position will reduce the SES Section to five Officers. This reduction will diminish their presence in the community and reduce tracking and monitoring of parolees.

Eliminating funding for this position would result in the following budget savings:

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 134,200</u>

Current Expenses

Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
		<u>Total</u> <u>\$ 136,800</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits

\$ 146,000

Subtotal

\$ 146,000

Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 148,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Police Officer Position in the Special Enforcement Section (Filled) - \$136,800 (0.5% of Budget)

PRIORITY:            17

The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention. Currently the Department has six SES Officers who regularly conduct compliance checks and patrol the parks and other areas of the City that attract the criminal element, including alcohol and drug abusers. Officers assigned to this detail do most of the high-risk warrant service, as well as crime suppression through directed patrol and surveillance. The Department views Officers assigned to SES as a flexible resource to be used as needed in all types of special enforcement activities.

One of the most important functions of the SES is to track and monitor parolees. Parolees have a greater than 70% probability of re-offending while on parole. The SES's efforts in tracking and monitoring parolees have had a great impact on preventing crime. When parolees do re-offend, their whereabouts are usually known by the SES Officers who rapidly arrest and remove them from the community. Eliminating this position will reduce the SES Section to four Officers. This reduction will diminish their presence in the community and reduce tracking and monitoring of parolees.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 134,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 136,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 146,000

Subtotal

\$ 146,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 148,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Police Officer Position in the Special Enforcement Section (Filled) - \$136,800 (0.5% of Budget)

PRIORITY:            18

The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention. Currently the Department has six SES Officers who regularly conduct compliance checks and patrol the parks and other areas of the City that attract the criminal element, including alcohol and drug abusers. Officers assigned to this detail do most of the high-risk warrant service, as well as crime suppression through directed patrol and surveillance. The Department views Officers assigned to SES as a flexible resource to be used as needed in all types of special enforcement activities.

One of the most important functions of the SES is to track and monitor parolees. Parolees have a greater than 70% probability of re-offending while on parole. The SES's efforts in tracking and monitoring parolees have had a great impact on preventing crime. When parolees do re-offend, their whereabouts are usually known by the SES Officers who rapidly arrest and remove them from the community. Eliminating this position will reduce the SES Section to three Officers. This reduction will diminish their presence in the community and reduce tracking and monitoring of parolees.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2010-11 SAVINGS</u>		
 <u>Personnel</u>		
Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 134,200</u>
 <u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 136,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 146,000

Subtotal\$ 146,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000Subtotal2,600Total\$ 148,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer Position in the Special Enforcement Section (Filled) - \$136,800 (0.5% of Budget)

PRIORITY: 19

The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention. Currently the Department has six SES Officers who regularly conduct compliance checks and patrol the parks and other areas of the City that attract the criminal element, including alcohol and drug abusers. Officers assigned to this detail do most of the high-risk warrant service, as well as crime suppression through directed patrol and surveillance. The Department views Officers assigned to SES as a flexible resource to be used as needed in all types of special enforcement activities.

One of the most important functions of the SES is to track and monitor parolees. Parolees have a greater than 70% probability of re-offending while on parole. The SES's efforts in tracking and monitoring parolees have had a great impact on preventing crime. When parolees do re-offend, their whereabouts are usually known by the SES Officers who rapidly arrest and remove them from the community. Eliminating this position will reduce the SES Section to two Officers. This reduction will diminish their presence in the community and reduce tracking and monitoring of parolees.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 134,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 136,800</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits

\$ 146,000

Subtotal

\$ 146,000

Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 148,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Police Officer Position in the Special Enforcement Section (Filled) - \$136,800 (0.5% of Budget)

PRIORITY:            20

The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention. Currently the Department has six SES Officers who regularly conduct compliance checks and patrol the parks and other areas of the City that attract the criminal element, including alcohol and drug abusers. Officers assigned to this detail do most of the high-risk warrant service, as well as crime suppression through directed patrol and surveillance. The Department views Officers assigned to SES as a flexible resource to be used as needed in all types of special enforcement activities.

One of the most important functions of the SES is to track and monitor parolees. Parolees have a greater than 70% probability of re-offending while on parole. The SES's efforts in tracking and monitoring parolees have had a great impact on preventing crime. When parolees do re-offend, their whereabouts are usually known by the SES Officers who rapidly arrest and remove them from the community. Eliminating this position will reduce the SES Section to one Officer. This reduction will diminish their presence in the community and reduce tracking and monitoring of parolees.

Eliminating funding for this position would result in the following budget savings:

<u>FISCAL YEAR 2010-11 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salary and Benefits	\$ 146,000
Annual Leave Cash-Out	<u>(11,800)</u>
Subtotal	<u>\$ 134,200</u>
<u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	<u>1,000</u>
Subtotal	<u>2,600</u>
Total	<u>\$ 136,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 146,000

Subtotal

\$ 146,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 148,600

POLICE DEPARTMENT  
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer Position in the Special Enforcement Section (Filled) - \$136,800 (0.5% of Budget)

PRIORITY: 21

The Special Enforcement Section (SES) is responsible for specialized crime suppression and prevention. Currently the Department has six SES Officers who regularly conduct compliance checks and patrol the parks and other areas of the City that attract the criminal element, including alcohol and drug abusers. Officers assigned to this detail do most of the high-risk warrant service, as well as crime suppression through directed patrol and surveillance. The Department views Officers assigned to SES as a flexible resource to be used as needed in all types of special enforcement activities.

One of the most important functions of the SES is to track and monitor parolees. Parolees have a greater than 70% probability of re-offending while on parole. The SES's efforts in tracking and monitoring parolees have had a great impact on preventing crime. When parolees do re-offend, their whereabouts are usually known by the SES Officers who rapidly arrest and remove them from the community. Eliminating this position will eliminate the SES Section and require other sections of the department to perform its duties and adversely affect other law enforcement activities.

Eliminating funding for this position would result in the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Personnel</u>		
Salary and Benefits	\$ 146,000	
Annual Leave Cash-Out	<u>(11,800)</u>	
	Subtotal	<u>\$ 134,200</u>
<u>Current Expenses</u>		
Uniforms and Clothing	\$ 1,600	
P.O.S.T. Training	<u>1,000</u>	
	Subtotal	<u>2,600</u>
	Total	<u>\$ 136,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salary and Benefits

\$ 146,000

Subtotal

\$ 146,000Current Expenses

Uniforms and Clothing

1,600

P.O.S.T. Training

1,000

Subtotal

2,600

Total

\$ 148,600

POLICE EMERGENCY SERVICES  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications..... \$ 6,500

FY 2009-10 Approved Budget/Estimated Actual	\$9,400/\$6,400
FY 2008-09 Actual Expenditures	\$5,859

EOC Data Service \$ 2,500  
Automated Notification System Annual Service/Support Contract 4,000

Account 42230: Office Supplies..... \$ 400

FY 2009-10 Approved Budget/Estimated Actual	\$400/\$400
FY 2008-09 Actual Expenditures	\$369

This account provides for the purchase of materials and supplies essential to the effective management and operation of the Emergency Services Program and the Emergency Operations Center (EOC).

Account 42440: Memberships and Dues ..... \$ 200

FY 2009-10 Approved Budget/Estimated Actual	\$200/\$200
FY 2008-09 Actual Expenditures	\$170

These funds pay will be used for an organizational membership in the Southern California Emergency Services Association. The membership has been enhanced from two single memberships to one organizational membership, at no additional cost, to allow all five Emergency Services staff members and volunteers to benefit from membership.

Account 42560: Operating Supplies ..... \$ 7,000

FY 2009-10 Approved Budget/Estimated Actual	\$7,000/\$7,000
FY 2008-09 Actual Expenditures	\$9,256

Disaster Supplies (batteries, MRE's, water, hand tools, etc.). \$ 1,500

Community Emergency Response Team (CERT)/Disaster Services  
Worker (DSW) Program 4,000

This item funds three major elements: maintenance of the Disaster Medical Logistics Trailer, material needs of the CERT Program, and material needs of the DSW Program. Equipment, supplies, and administrative costs include: helmets, gloves, respirators, eye protection, winter clothing, identification vests, shovels, pry bars, cribbing kits, first aid supplies, batteries, flashlights, headlamps, personal protective equipment, tools, and equipment, DSW fingerprinting, background investigation costs, and other similar items.

Emergency Operations Center 1,500

Supplies and equipment to keep the EOC operational, e.g., audio-visual equipment repair/replacement, scheduled equipment repair or replacement, facility maintenance, office supplies used in EOC, and two-way radio maintenance.

Account 42720: Travel, Conferences, Meeting ..... \$ 3,300

FY 2009-10 Approved Budget/Estimated Actual	\$1,100/\$1,100
FY 2008-09 Actual Expenditures	\$1,223

California Emergency Services Association Training Conference,  
Monterey, CA (Community Services Specialist) \$ 1,100  
ESi, Incorporated WebEOC Annual User Conference, location TBD  
(Emergency Services Coordinator) 1,200  
Department of Homeland Security (DHS) workshops and meetings 1,000

Justification for increase over FY 2009-10 Budget and Estimated Actual:

The Emergency Services Coordinator and Community Services Specialist will attend various workshops and meetings as members of the Los Angeles Regional Catastrophic Planning Grant Program and the Ventura County DHS Grant Committee, respectively. WebEOC software was implemented during FY 2009-10 and the WebEOC annual users conference was added to insure that the Emergency Services Coordinator remains current in the software. Generally, most of these new travel costs are reimbursable under DHS grant programs.

Account 42730: Training ..... \$ 3,000

FY 2009-10 Approved Budget/Estimated Actual	\$2,500/\$3,500
FY 2008-09 Actual Expenditures	\$1,300

CERT and DSW Team Training Costs (exercise/drill supplies transportation fees, instructor fees, and training materials and supplies)	\$	1,000
City-wide CPR First Aid Program (Red Cross fees, instructor training fees, and equipment)		1,500
NIMS/SEMS/WebEOC Training for City Staff (exercise/drill supplies instructor fees, training materials and supplies)		500

Justification for increase over FY 2009-10 Budget:

This line item was exceeded in FY 2009-10 to cover unanticipated travel costs for a vendor to provide onsite crisis management software (WebEOC) training in August 2009. This cost was reimbursed through a DHS grant. Additional training funding is requested over the FY 2009-10 budget to implement federally mandated NIMS, SEMS, and WebEOC training.

Account 42790: Mileage..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$800/\$1,100
FY 2008-09 Actual Expenditures	\$752

Mileage reimbursement for staff and volunteers who attend meetings and training sessions.

Justification for increase over FY 2009 Budget and Estimated Actual.

The FY 2009-10 cost overrun was the result of the Community Services Specialist attending numerous meetings when a City vehicle was not available. The additional amount is requested to cover this anticipated cost in the next fiscal year.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 21,400

CURRENT EXPENSES - SERVICES

Account 44310: Maintenance of Equipment ..... \$ 2,800

FY 2009-10 Approved Budget/Estimated Actual	\$2,800/\$2,800
FY 2008-09 Actual Expenditures	\$2,800

This account funds reimbursement to the Department of Public Works for the City vehicle assigned to Emergency Services.

SUBTOTAL - SERVICES \$ 2,800

TOTAL - CURRENT EXPENSES \$ 24,200

POLICE DEPARTMENT  
EMERGENCY SERVICES  
REVERSE PRIORITY

ITEM TITLE:            Eliminate One Community Services Specialist Position (Filled) - \$102,000 (23% of Budget)

PRIORITY:            1

The Community Services Specialist position was added to the Office of Emergency Services in FY 1999-00. The position was added because workload demands prevented the accomplishment of core emergency planning projects in a timely manner. This was due to a significant increase in the scope of work in Emergency Services since 1984.

The original objectives of the program were to prepare and maintain the City's Multihazard Functional Plan and to conduct emergency management training and disaster exercises. Since the inception of the program, emergency management has evolved to include many other functions that are important to prepare a community for disasters. These additional functions include:

- Community education programs;
- Implementation and training in the Standardized Emergency Management System required by California law;
- Implementation and training in the National Incident Management System required by federal law;
- Implementation of federally-mandated Hazard Mitigation Planning;
- Community Emergency Response Team Program;
- Intergovernmental and public-private planning;
- Disaster recovery coordination;
- Maintenance of a 24-hour AM radio station;
- Maintenance of an emergency operations center;
- Response to multi-agency incidents to represent the City (HazMat, wildfires, structure fires, shootings, SWAT incidents);
- First aid training for City employees;
- Participation in federal and local grant programs;
- Emergency Planning for persons with disabilities;
- Supervision of volunteers;
- Maintenance of a disaster supplies cache;
- Implementation of the Standardized Emergency Management System and the Incident Command System;
- Development of standard operating procedures for various City units;
- Incorporation of GIS technology for emergency management;
- Participation in State and County emergency management programs;
- Integration of Homeland Defense measures resulting from the identification of international terrorist threats.

The Community Services Specialist position is responsible for implementing Community Disaster Education, Emergency Management Training, and Emergency Planning functions, including:

- Community Emergency Response Team (CERT) Program
- The CERT Disaster Service Worker Platoon
- Community education programs (Annual Emergency Preparedness Expo)
- EOC and alternate EOC readiness
- Emergency Services facilities management
- Residential, school, and business emergency planning assistance
- Emergency Planning for the Disabled Program
- Volunteer coordination/supervision
- SEMS training/orientation
- City First-Aid Training Program
- Disaster Exercise design and implementation
- Disaster supplies cache maintenance
- Field Incident Command Post preparedness and support

The current staffing pattern permits the accomplishment of the Emergency Services programs in a professional manner. This staffing pattern is consistent with the recommended size established by the International City Management Association (1991) and places Simi Valley on par with other similarly-sized cities committed to emergency management, including Burbank, Santa Monica, Beverly Hills, and Santa Clarita.

Discontinuing the Community Services Specialist position will significantly diminish the City's ability to plan for, respond to, and recover from future disasters and acts of war. The loss of the Community Services Specialist will double the Emergency Services Coordinator's workload during a time when the scope of domestic preparedness is increasing in response to national homeland defense initiatives.

Other significant impacts would be the reduction of training and readiness of the Community Emergency Response Team (CERT) Program and the Disaster Service Worker Team.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

Salary and Benefits	\$ 114,000	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 102,000</u>

RECURRING ANNUAL SAVINGS

Personnel

Salary and Benefits	\$ 114,000	
	Total	<u>\$ 114,000</u>

POLICE DEPARTMENT  
 SPECIAL PROBLEMS SECTION  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2010-11  
 REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications..... \$ 300

FY 2009-10 Approved Budget/Estimated Actual	\$300/\$300
FY 2008-09 Actual Expenditures	\$0

This account provides funding for vehicle and personal accessories for new radios.

Account 42410: Uniform/Clothing Supply..... \$ 8,800

FY 2009-10 Approved Budget/Estimated Actual	\$8,800/\$8,000
FY 2008-09 Actual Expenditures	\$9,646

This account is used for the following:

Uniform Allowance	\$ 8,000
Uniforms	800

Justification for increase over FY 2009-10 Estimated Actual:

No uniforms were needed in FY 2009-10, but the Department anticipates purchasing uniforms in FY 2010-11 due to anticipated hiring.

Account 42440: Memberships and Dues ..... \$ 300

FY 2009-10 Approved Budget/Estimated Actual	\$300/\$300
FY 2008-09 Actual Expenditures	\$0

5 - California Gang Investigator's Association \$ 300

FY 2010-11  
REQUESTED  
BUDGET

Account 42450: Subscriptions and Books ..... \$ 100

FY 2009-10 Approved Budget/Estimated Actual	\$100/\$0
FY 2008-09 Actual Expenditures	\$0

This account provides for purchase of reference materials.

Justification for increase over FY 2009-10 Estimated Actual:

No reference materials were purchased in FY 2009-10.

Account 42720: Travel, Conferences, Meetings ..... \$ 2,300

FY 2009-10 Approved Budget/Estimated Actual	\$2,300/\$2,300
FY 2008-09 Actual Expenditures	\$10

- 2 - California Gang Investigator Conference, CA \$ 2,000
- 2 - Monthly Ventura County Gang Meetings, Ventura, CA 150
- 3 - Monthly California Gang Investigator's Meetings, CA 150

SUBTOTAL - SUPPLIES AND MATERIALS \$ 11,800

REIMBURSEMENTS AND TRANSFERS

Account 49297: Transfer to Retiree Medical Benefits Fund ..... \$ 18,800

FY 2009-10 Approved Budget/Estimated Actual	\$3,700/\$3,700
FY 2008-09 Actual Expenditures	\$3,600

This account is for transfers to the Retiree Medical Benefits Fund to pay for post-employment medical, dental, and vision benefits.

Account 49651: Transfer to Vehicle Replacement Fund ..... \$ 16,500

FY 2009-10 Approved Budget/Estimated Actual	\$16,100/\$16,100
FY 2008-09 Actual Expenditures	\$15,300

This account is for transfers to the Vehicle Replacement Fund to accumulate funds for replacement of vehicles.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$ 35,300

TOTAL - CURRENT EXPENSES \$ 47,100

NON-DEPARTMENTAL  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities..... \$ 696,700

FY 2009-10 Approved Budget/Estimated Actual	\$710,700/\$696,700
FY 2008-09 Actual Expenditures	\$691,642

This account provides for electricity, natural gas, and water charges.

Account 42130: Postage ..... \$ 68,000

FY 2009-10 Approved Budget/Estimated Actual	\$68,300/\$68,000
FY 2008-09 Actual Expenditures	\$67,166

This account provides for all City postage, with the exception of Business Tax mailings, which are handled through a Bulk Mail Services contract.

Account 42150: Communications..... \$ 670,100

FY 2009-10 Approved Budget/Estimated Actual	\$761,500/\$683,300
FY 2008-09 Actual Expenditures	\$750,711

This account provides funding for:

Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts	\$ 125,500
Maintenance of Nortel Telephone System	42,500
Telephone system moves, adds, changes – parts and labor	40,000
Replacement telephones	20,000
Emergency Services satellite telephone charges	4,600
Wireless telephone charges	63,100
Replacement of wireless telephones and accessories	3,000
Lease costs for the radio system	52,900
Police GPRS and frame relay services for mobile data units	48,100

FY 2010-11  
REQUESTED  
BUDGET

Radio system maintenance:		270,400
Maintenance contract with Motorola	\$ 216,000	
Other maintenance – UPS, generators, HVAC, etc.	50,700	
Permits and licensing	3,100	
Fuel and other supplies	600	

Account 42230: Office Supplies..... \$ 15,000

FY 2009-10 Approved Budget/Estimated Actual	\$20,000/\$15,000
FY 2008-09 Actual Expenditures	\$13,442

This account provides for supplies for Graphics Unit supplies, central office supplies, a holiday tree for the Senior Center, City plaques, ergonomic supplies, security access cards and key fobs, and frames for City certificates and proclamations in the following amounts:

Graphics supplies	\$ 3,000
Central office supplies, holiday tree, City plaques, security cards and key fobs, and frames	7,000
Ergonomic supplies (e.g., adjustable chair arms and keyboard trays)	5,000

Account 42235: Furnishings and Equipment (Non-Capital)..... \$ 3,600

FY 2009-10 Approved Budget/Estimated Actual	\$3,600/\$2,700
FY 2008-09 Actual Expenditures	\$32,752

This account provides for departmental office furnishings and equipment financed through the General Fund that do not meet the City’s criteria for capital assets. All office furnishings and equipment with unit prices of \$5,000 or less are included in the Non-Departmental budget. All requests are evaluated by the Department of Administrative Services for conformance with Citywide standards. Requests for office furnishings and equipment by the special funds and districts are also reviewed by Administrative Services for conformance with Citywide replacement and acquisition standards. However, funding for these purchases is provided directly in the specific budgets for each of these funds.

Criteria for the replacement of existing furnishings and equipment include age, maintenance history, and physical condition. The following standard estimated useful lives have been established, which may vary depending on usage and the quality of the original item purchased:

Chairs.....	8 years
Desks, credenzas, and tables .....	15 years

Filing Cabinets ..... 15 years  
 Herman Miller office furnishings..... 15 years

The following is a summary of the recommended General Fund budget for office furnishings and equipment by requesting department:

Police Department..... \$ 1,600  
 Workstations..... 2,000  
 Total..... \$ 3,600

Justification for the proposed purchases is as follows:

**Police Department**

One replacement chair for Watch Commander \$ 1,600

The Police Department is requesting funds to replace the Watch Commander's desk chair that is worn out and cannot be repaired. The Watch Commander's chair is in use 24 hours a day and wears out very quickly. The replacement chair requested provides good back support, is rated for 24-hour use, and has sufficient width to accommodate the equipment the Watch Commander wears on a belt.

**Workstations**

Reconfigure two work stations \$ 2,000

This request is for the reconfiguration of two workstations that do not have computer corner worksurfaces. Corner work surfaces provide an ergonomically correct workstation for staff members who work on a computer.

Justification for increase over FY 2009-10 Estimated Actual:

Budget requests are developed for specific needs each budget year. Therefore, the FY 2009-10 Estimated Actual expenditure amount includes different items than those that are proposed for FY 2010-11.

Account 42300: Copiers ..... \$ 148,700

FY 2009-10 Approved Budget/Estimated Actual	\$148,800/\$148,700
FY 2008-09 Actual Expenditures	\$133,801

This account provides funding for the lease and maintenance of 16 black-and-white copiers at the locations listed below, Print Shop equipment including black-

and-white and color copiers, finishing and job control network equipment for the Print Shop copiers, miscellaneous supplies, and property tax for the Citywide copiers.

City Hall	\$ 22,800
Development Services Building	14,200
Police Facility	15,400
Public Services Center	4,300
Sanitation/Waterworks	4,000
Transit	2,100
Senior Center	4,500
Cultural Arts Center	2,100
Print Shop Equipment	75,300
Miscellaneous supplies and property tax	4,000

Account 42310: Rentals ..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,000/\$500
FY 2008-09 Actual Expenditures	\$233

This account provides for the rental costs of the postage meter on the City's postage machine.

Justification for increase over FY 2009-10 Estimated Actual:

The City purchased a new postage machine in December 2008 that included the cost for the postage meter rental for one year. The Estimated Actual expenditure amount includes rental charges for six months of FY 2009-10.

Account 42440: Membership and Dues..... \$ 74,300

FY 2009-10 Approved Budget/Estimated Actual	\$74,400/\$72,600
FY 2008-09 Actual Expenditures	\$67,734

This account provides for Citywide memberships as follows:

Local Agency Formation Commission (LAFCO)	\$ 19,700
League of California Cities (LCC)	25,300
League of California Cities - Channel Counties	100
Southern California Association of Governments (SCAG)	10,500
Ventura Council of Governments (VCOG)	9,000
National League of Cities	9,700

Justification for increase over FY 2009-10 Estimated Actual and Budget:

The FY 2009-10 Estimated Actual expenditure amount includes a one-time 10% reduction in SCAG membership dues.

Account 42560: Operating Supplies ..... \$ 65,000

FY 2009-10 Approved Budget/Estimated Actual	\$65,900/\$65,000
FY 2008-09 Actual Expenditures	\$58,007

This account is comprised of the following supplies:

Print Shop supplies	\$ 6,000
Negatives and film used in the Print Shop	1,400
Paper stock including copier paper and envelopes	57,600

SUBTOTAL - SUPPLIES AND MATERIALS \$ 1,742,400

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 107,600

FY 2009-10 Approved Budget/Estimated Actual	\$107,600/\$101,600
FY 2008-09 Actual Expenditures	\$71,634

This account provides for sales and property tax auditing services, the annual volunteers' dinner, bi-annual employee luncheons, professional video streaming and archiving services, Rancho Simi Recreation and Park District annual assessment, Ventura County 2-1-1 line, and other Citywide functions.

Justification for increase over FY 2009-10 Estimated Actual:

The FY 2009-10 Estimated Actual expenditures are lower than the Budget because one employee luncheon was not held during FY 2009-10.

Account 44015: Ventura County Property Tax Collection Fee..... \$ 293,600

FY 2009-10 Approved Budget/Estimated Actual	\$294,700/\$293,600
FY 2008-09 Actual Expenditures	\$278,478

This account provides for the annual County of Ventura property tax administration fee.

FY 2010-11  
REQUESTED  
BUDGET

Account 44310: Maintenance of Equipment ..... \$ 8,300

FY 2009-10 Approved Budget/Estimated Actual	\$8,300/\$8,300
FY 2008-09 Actual Expenditures	\$5,171

This account includes maintenance agreements for the following equipment:

Mail/postage machine	\$ 1,500
Council Chamber voice recorder	400

This account also provides for as-needed maintenance of the following equipment not covered under a maintenance agreement:

Print Shop equipment	\$ 4,500
Council Chamber sound system and selected recording equipment	900
Office machines	500
Kitchen equipment	500

Account 44490: Other Contract Services ..... \$ 95,300

FY 2009-10 Approved Budget/Estimated Actual	\$88,900/\$79,700
FY 2008-09 Actual Expenditures	\$0

This account provides for City Internet services, a high-speed data connection between City Hall and the Public Services Center, Web-hosting, Website enhancements, and 50% of the cost of a Deputy District Attorney position assigned to the Ventura County Courthouse in Simi Valley as follows:

Internet services	\$ 8,000
High-speed data connection (shared with Sanitation and Waterworks)	22,400
Web-hosting (shared with Sanitation and Waterworks)	900
Website enhancements (shared with Sanitation and Waterworks)	4,000
City's share of funding for a Deputy District Attorney position	60,000

Justification for increase over FY 2009-10 Estimated Actual and Budget:

A new high-speed data connection was installed during the second half of FY 2009-10 and, therefore, expenditures were less than for a full year. Additionally, the Website enhancement line item has been moved from the Administrative Services Department budget to the Non-Departmental Budget.

FY 2010-11  
 REQUESTED  
BUDGET

Account 44590: Insurance Charges..... \$ 882,400

FY 2009-10 Approved Budget/Estimated Actual	\$892,500/\$892,500
FY 2008-09 Actual Expenditures	\$721,900

This account provides for the Liability Insurance Fund premium charges allocated to the City's General Fund.

SUBTOTAL - SERVICES \$ 1,387,200

TOTAL - CURRENT EXPENSES \$ 3,129,600

NON-DEPARTMENTAL  
POLICY ITEM

PROGRAM JUSTIFICATION:     Two-Way Radio System Interoperability Project - \$34,500

PRIORITY:     1

The City replaced its two-way radio system in 2006. The system now includes four wide-band analog channels, which are utilized by the Simi Valley Police Department to communicate with other local, state and federal public safety agencies in response to day-to-day calls for assistance; special operations; and large-scale emergencies such as wildfires, floods, and earthquakes. Since that time, the Federal Communications Commission has issued a mandate requiring replacement of existing wide-band interoperability channels with new narrow-band interoperability channels by December 31, 2012.

Staff has developed a three-year plan to transition from the existing wide-band interoperability channels to the new narrow-band interoperability channels, which is in compliance with the other local, State and Federal plans and also takes into account the installation of Ventura County's new two-way radio system at the City's Mt. McCoy Public Safety Communication Site.

Police Department representatives reviewed the final version of the transition plan and concur with the recommendations. Each of the project phases will be presented for funding in the Department of Homeland Security Grant Program during the 2010, 2011 and 2012 Federal fiscal years, as well as the Oxnard Urban Area Strategic Initiative (Oxnard UASI) Grant Program that includes all jurisdictions within Ventura County.

While staff is confident in the merits of the two-way radio interoperability narrow-banding projects, which serves the needs of both Simi Valley and neighboring jurisdictions, there will be heavy competition among all participating agencies for the available grant funds each year. Staff therefore requests the City Council authorize the expenditure of funds each year for implementation of the narrow-band interoperability plan, with the understanding that grant funds will be utilized when available to offset the costs. The total cost of the three-year project is estimated to be \$113,300 (FY 2010-11 - \$34,500, FY 2011-12 - \$25,400, FY 2012-13 - \$53,400).

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Interoperability Project

\$ 34,500  
Total

\$ 34,500

RECURRING ANNUAL COSTS

Capital Outlay

FY 2011-12 Interoperability Project	\$ 25,400
FY 2012-13 Interoperability Project	<u>53,400</u>
Subtotal	78,800

Current Expenses

FY 2013-14 Maintenance of Equipment	<u>6,500</u>
Subtotal	6,500

Total \$ 85,300

NON-DEPARTMENTAL  
REVERSE PRIORITY

ITEM TITLE: Allocate Communications and Copier Costs to Cultural Arts Center - \$14,400 (0.4% of Budget)

PRIORITY: 1

The Administrative Services Department manages centralized support to City departments including the City's telephone system, data transmission lines, and office equipment including convenience copiers. Costs for those services are budgeted in the Non-Departmental account. However, costs for Enterprise Fund operations including Waterworks, Sanitation, and Lighting Maintenance are charged directly to the Enterprise Fund. The charges for telephone services and a convenience copier for the Cultural Arts Center are currently paid by the City's Non-Departmental account and can be charged directly to that operation for savings in the City's General Fund.

The costs for telephone service, data transmission lines and a convenience copier at the Cultural Arts Center are as follows:

<u>Service</u>	<u>Determination</u>	<u>Amount</u>
Telephone Lines, Usage and Data	Actual Cost	\$5,700
Telephone System Maintenance	Actual Cost and 1.7% of Contract	\$6,600
Copier	Actual Cost	\$2,100

Transfer of these costs to the Cultural Arts Center operations would save the City's General Fund \$14,400 annually.

FISCAL YEAR 2010-11 SAVINGS Budget Reductions

Current Expenses

Communications	\$ 12,300	
Copiers	<u>2,100</u>	
	Total	<u>\$ 14,400</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Communications	\$ 12,300	
Copiers	<u>2,100</u>	
	Total	<u>\$ 14,400</u>

NON-DEPARTMENTAL  
REVERSE PRIORITY

ITEM TITLE: Allocate Utility Costs to Cultural Arts Center - \$47,400 (1.1% of Budget)

PRIORITY: 2

Utility costs for City facilities are paid from the Non-Departmental budget. However, utility costs for some City functions are paid directly from the program operation budgets rather than the Non-Departmental budget. The utility costs are billed by address and the charges directly associated with the Cultural Arts operations can be identified. Those costs can be allocated directly to the Cultural Arts Center Operations Fund, resulting in annual savings to the City's General Fund of \$47,400.

The utility costs for the Cultural Arts Center are as follows:

<u>Service</u>	<u>Determination</u>	<u>Amount</u>
Electricity	Actual Cost	\$ 41,000
Water and Sanitation	Actual Cost	4,800
Gas	Actual Cost	1,600

Transfer of these costs to the Cultural Arts Center operations would save the City's General Fund \$47,400 annually.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Utilities	\$ 47,400	
	<u>Total</u>	<u>\$ 47,400</u>

<u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Utilities	\$ 47,400	
	<u>Total</u>	<u>\$ 47,400</u>

NON-DEPARTMENTAL  
REVERSE PRIORITY

ITEM TITLE: Suspend the Purchase of Recycled Paper Products - \$3,100 (0.1% of Budget)

PRIORITY: 3

The Non-Departmental Budget includes funds to purchase all of the City's copier paper, printing paper, and envelopes. Additionally, Departmental budgets include some funds for office supplies that are paper products such as post-it-notes and writing pads. However, those costs are not factored into the recommended savings in this Reverse Priority since the Office Supplies Contract is a three-year contract ending in February 2011. The analysis for office supply paper items will be completed prior to the award of a new Office Supplies Contract.

The California Public Contract Code requires the City to purchase recycled products if the product fitness and quality are equal to the non-recycled product and available at the same or a lesser total cost than non-recycled items. The City has been specifying and purchasing recycled paper products for several years. However, in a recent survey of pricing for printing and copier paper and envelopes, it was determined that the cost, on average is 7.3% higher for the recycled products. If this percentage savings is consistent over the fiscal year, the Non-Departmental Budget can be reduced by \$3,100 by purchasing the least costly paper products rather than only recycled products.

According to the American Forest and Paper Association, paper today is made from trees grown mostly on working forests (as crops), from recovered paper (previously recycled), and from wood chips and sawdust left over from lumber operations. Forest certification is used as a primary means of assuring that wood used in paper and other products comes from sustainably managed forests, and most paper mills in the United States today use certified products. Because paper can only be recycled between five and seven times before the fibers become too short to be made into recycled paper, the manufacture of virgin paper continues to be a necessary component of the sustainable paper manufacturing industry. Therefore, the City's purchase of virgin paper would not negatively impact the future of the industry since virgin stock needs to be added to the recovered papers for the recycling process to continue to function. Also, one of the main concerns with environmentally responsible paper use and handling is ensuring that paper is recycled after it has been used. The City currently recycles 100% of its used paper at all City facilities.

It is recommended that staff obtain prices for both recycled and virgin paper products and purchase the lowest priced paper stock whether that be virgin or recycled paper. If the bids are awarded to the lowest priced bidder as allowed by State law, the savings to the City for FY 2010-11 is estimated to be \$3,100 solely for copier paper, printing paper, and envelopes.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Operating Supplies

\$ 3,100

Total

\$ 3,100

RECURRING ANNUAL SAVINGS

Current Expenses

Operating Supplies

\$ 3,100

Total

\$ 3,100

NON-DEPARTMENTAL  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Cellular Telephones - \$66,600 (\$59,400 General Fund, \$7,200 Transit Fund, Sanitation Fund, and Waterworks District Fund)  
(1.4% of Budget)

PRIORITY: 4

The Non-Departmental Budget includes funds to provide City employees with cellular telephones and funds to reimburse other City employees for use of their personal cellular telephones. Use of cellular telephones offers instant communications with field employees and other staff who are not at the office, and suspension of this program would make communications more difficult. However, suspension of the program would provide the City's General Fund a savings of \$45,000 per year for City-owned cellular telephones and \$14,400 per year for reimbursement of business use of personal cellular telephones. The savings to the Transit, Sanitation, and Waterworks District Funds would be \$7,200 annually.

The costs for cellular telephones and reimbursements are as follows:

<u>Service</u>	<u>No. of Accounts</u>	<u>Amount</u>
City-Owned - General Fund	126	\$ 45,000
Reimbursements - General Fund	24	14,400
City-Owned and Reimbursements - Enterprise Funds	14	7,200

Elimination of funding for the provision and reimbursement for use of cellular telephones would generate the following savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Communications - General Fund	\$ 59,400	
Communications - Enterprise Funds	7,200	
	<u>Total</u>	<u>\$ 66,600</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Communications - General Fund	\$ 59,400	
Communications - Enterprise Funds	7,200	
	<u>Total</u>	<u>\$ 66,600</u>

NON-DEPARTMENTAL  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Employee Luncheons and the Volunteer Recognition Dinner - \$18,800 (0.5% of Budget)

PRIORITY: 5

The Non-Departmental Budget includes funds to provide a Summer Picnic Luncheon and a Holiday Luncheon for City employees at a cost of \$5,500 each. Additionally, the City sponsors a dinner for all City volunteers at a cost of \$7,800. Suspension of funding for the City employee luncheon and Volunteer Recognition Dinner would generate a General Fund savings of \$18,800.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Professional and Special Services

\$ 18,800

Total

\$ 18,800

RECURRING ANNUAL SAVINGS

None

LIABILITY INSURANCE FUND  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 43010: Liability Insurance Premiums ..... \$ 273,500

FY 2009-10 Approved Budget/Estimated Actual	\$273,500/\$265,000
FY 2008-09 Actual Expenditures	\$255,695

This account provides funding for the following insurance policies:

Faithful performance bond/dishonesty, disappearance, and destruction	\$ 7,000
Excess liability for public officials and errors & omissions Coverage for \$10 million, in excess of \$1 million	265,000
Special events insurance	1,500

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The liability insurance premiums are based on the amount of the City payroll and liability exposure.

Account 43040: Property Insurance Premiums ..... \$ 112,000

FY 2009-10 Approved Budget/Estimated Actual	\$112,000/\$105,000
FY 2008-09 Actual Expenditures	\$94,633

This account provides for the following property insurance premiums:

Property package	\$ 105,000
Boiler and machinery policy	7,000

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The increase in property insurance premiums is due to an increase in the replacement cost value of City property.

FY 2010-11  
REQUESTED  
BUDGET

Account 43170: Unemployment Claims ..... \$ 75,000

FY 2009-10 Approved Budget/Estimated Actual	\$75,000/\$65,000
FY 2008-09 Actual Expenditures	\$34,528

This account provides for quarterly payments to the California Employment Development Department for unemployment insurance.

Justification for proposed increase over FY 2009-10 Estimated Actual:

The increase is due to an increase in unemployment claims filed and benefits provided.

Account 43200: Claims & Legal Reserves ..... \$ 963,800

FY 2009-10 Approved Budget/Estimated Actual	\$899,900/\$700,000
FY 2008-09 Actual Expenditures	\$568,290

This account provides for claims, adjusting services, and legal services that may be incurred for lawsuits and claims made against the City and special districts within the City's self-insured retention.

Justification for proposed increase over the FY 2009-10 Budget and Estimated Actual:

The budget amount is established by actuarial review.

Account 44590: Other Insurance Services..... \$ 3,700

FY 2009-10 Approved Budget/Estimated Actual	\$3,700/\$1,000
FY 2008-09 Actual Expenditures	\$3,215

This account provides for loss prevention, property appraisals and actuarial reviews. An actuarial review is required during FY 2010-11.

FY 2010-11  
 REQUESTED  
BUDGET

Account 46100: Reimbursement to General Fund ..... \$ 220,000

FY 2008-09 Approved Budget/Estimated Actual	\$266,500/\$266,500
FY 2001-02 Actual Expenditures	\$296,300

This account provides for reimbursement to the General Fund for payroll and associated costs of administering the Liability Insurance Fund in accordance with the Cost Allocation Plan.

Account 49648: Transfer to Computer Equipment Replacement Fund..... \$ 4,000

FY 2009-10 Approved Budget/Estimated Actual	\$3,600/\$3,600
FY 2008-09 Actual Expenditures	\$4,100

This account provides for transfer to the Computer Equipment Replacement Fund.

TOTAL - CURRENT EXPENSES \$ 1,652,000

WORKERS' COMPENSATION INSURANCE FUND  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

SUPPLIES AND MATERIALS

Account 42230: Office Supplies..... \$ 1,200

FY 2009-10 Approved Budget/Estimated Actual	\$1,200/\$1,200
FY 2008-09 Actual Expenditures	\$1,804

This account is used for the purchase of various office supplies.

Account 42310: Rentals ..... \$ 2,400

FY 2009-10 Approved Budget/Estimated Actual	\$2,600/\$2,700
FY 2008-09 Actual Expenditures	\$2,330

This account provides for the rental of off-site storage space for inactive Workers' Compensation and Risk Management records.

Account 42440: Memberships and Dues ..... \$ 100

FY 2009-10 Approved Budget/Estimated Actual	\$100/\$100
FY 2008-09 Actual Expenditures	\$100

This account provides for participation in the Council of Self-Insured Public Agencies (COSIPA).

Account 42450: Subscriptions and Books ..... \$ 700

FY 2009-10 Approved Budget/Estimated Actual	\$600/\$600
FY 2008-09 Actual Expenditures	\$924

This account provides funding for various professional and technical publications related to Workers' Compensation including WorkComp Central, an on-line reference service.

Justification for increase over FY 2009-10 Budget and Estimated Actual:

The increase is due to an anticipated change in workers' compensation law during FY 2010-11. The requested additional funds will be utilized to purchase a Herlick manual detailing any new legislation passed.

Account 42720: Travel, Conferences, Meetings ..... \$ 200

FY 2009-10 Approved Budget/Estimated Actual	\$300/\$300
FY 2008-09 Actual Expenditures	\$275

This account provides for attendance at the Southern California Orthopedic Institute (SCOI) and Council of Self-Insured Public Agencies (COSIPA).

Account 42730: Training ..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,600/\$1,600
FY 2008-09 Actual Expenditures	\$1,740

This account provides funding for the following professional and technical training:

Council of Self-Insured Public Agencies (COSIPA)	\$ 150
State Self-Insured Test	850

Account 42790: Mileage..... \$ 600

FY 2009-10 Approved Budget/Estimated Actual	\$600/\$600
FY 2008-09 Actual Expenditures	\$603

This account provides for miscellaneous mileage reimbursement for staff, including attendance at training workshops, COSIPA meetings, and Workers' Compensation Appeals Board (WCAB) hearings.

SUBTOTAL - SUPPLIES AND MATERIALS ..... \$ 6,200

SERVICES

Account 43070: Workers' Compensation Insurance Premiums ..... \$ 210,000

FY 2009-10 Approved Budget/Estimated Actual	\$210,000/\$208,000
FY 2008-09 Actual Expenditures	\$165,150

The Workers' Compensation Insurance Premiums provides insurance coverage for claims exceeding \$500,000 as well as funding for the State of California's Self-Insurance Plans. The amount for insurance coverage is largely based on the City's payroll as well as the volatility in the insurance marketplace, which is impacted by

the economy. The funding for the State of California's Self-Insurance Plans is based on the coverage requirements of the State and the actual workers' compensation payments made by the City.

Account 43200: Claims Payments ..... \$ 2,135,200

FY 2009-10 Approved Budget/Estimated Actual	\$2,838,300/\$1,851,400
FY 2008-09 Actual Expenditures	\$1,337,374

This account provides for claim reserves for the payment of medical expenses, temporary and permanent disability benefits, legal services, and investigation services.

Justification for increase over FY 2009-10 Estimated Actual:

This FY 2010-11 budget request is based on findings contained in the City's Actuarial Study prepared by Glickman Consulting, LLC and existing serious injury claims.

Account 44010: Professional and Special Services ..... \$ 88,200

FY 2009-10 Approved Budget/Estimated Actual	\$56,800/\$79,200
FY 2008-09 Actual Expenditures	\$60,028

This account provides for bill review services to adjust medical bills to the California Official Medical Fee Schedule; bill paying services; employee flu shots; and work-related physical examination costs, including fitness-for-duty physicals, respiratory and hearing exams.

Justification for increase over FY 2009-10 Approved Budget and Estimated Actual:

The current contract with Lien on Me is for an annual not-to-exceed amount of \$180,000. The actual services were higher than anticipated during FY 2009-10 due to an increased number of claims, and are expected to remain at about the same during FY 2010-11. In addition, the City incurred start up fees for reporting claims to Medicare in accordance with Federal requirements and expended \$12,500 for H1N1 vaccines and DOT-mandated drug and vision testing.

FY 2010-11  
REQUESTED  
BUDGET

Account 44540: Loss Control/Safety Consultant Services..... \$ 5,300

FY 2009-10 Approved Budget/Estimated Actual	\$5,300/\$5,300
FY 2008-09 Actual Expenditures	\$4,386

This account provides for professional loss control/safety consultant services and safety training.

Account 44590: Other Insurance Services..... \$ 2,500

FY 2009-10 Approved Budget/Estimated Actual	\$2,500/\$2,500
FY 2008-09 Actual Expenditures	\$2,500

This account provides for the preparation of an actuarial analysis of the Workers' Compensation Fund provided by Glickman Consulting, LLC.

SUBTOTAL - SERVICES \$ 2,441,200

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund ..... \$ 756,900

FY 2009-10 Approved Budget/Estimated Actual	\$2,767,400/\$2,767,400
FY 2008-09 Actual Expenditures	\$1,585,600

This account provides for reimbursement to the General Fund for indirect costs associated with administering the Workers' Compensation Program and return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 46700: Transfer to Sanitation Fund - Surplus ..... \$ 22,400

FY 2009-10 Approved Budget/Estimated Actual	\$318,200/\$318,200
FY 2008-09 Actual Expenditures	\$0

This account provides for the return of surplus funds transferred to the Workers' Compensation Fund in prior years.

FY 2010-11  
REQUESTED  
BUDGET

Account 49761: Transfer to Waterworks Fund - Surplus..... \$ 33,000

FY 2009-10 Approved Budget/Estimated Actual	\$157,600/\$157,600
FY 2008-09 Actual Expenditures	\$0

This account provides for the return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 49297: Transfer to Retiree Benefits ..... \$ 10,800

FY 2009-10 Approved Budget/Estimated Actual	\$0/\$0
FY 2008-09 Actual Expenditures	\$0

This account is for transfers to the Retiree Medical Benefits Fund used to pay for medical benefits granted to retired City employees.

Account 49648: Transfer to Computer Equipment Replacement Fund..... \$ 3,600

FY 2009-10 Approved Budget/Estimated Actual	\$3,600/\$3,600
FY 2008-09 Actual Expenditures	\$2,000

This account provides for the future replacement of computers and related equipment used by Workers' Compensation staff.

SUBTOTAL - REIMBURSEMENTS/TRANSFERS \$ 826,700

TOTAL - CURRENT EXPENSES \$ 3,274,100

GEOGRAPHIC INFORMATION SYSTEM & PERMITS OPTIMIZATION FUND  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2010-11  
 REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42200: Computer (Non-Capital) ..... \$ 4,500

FY 2009-10 Approved Budget/Estimated Actual	\$4,500/\$4,500
FY 2008-09 Actual Expenditures	\$608

This account provides for the purchase of computer equipment that does not meet the City's criteria for capital assets. For FY 2010-11, budgeted funds are requested for the purchase of additional disk drive space for GIS and permitting projects.

Account 42560: Operating Supplies ..... \$ 4,000

FY 2009-10 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2008-09 Actual Expenditures	\$1,938

This account provides for ink and paper for large-format plotters, storage media, hardware tools, maintenance supplies, and cleaning supplies.

Account 42720: Travel, Conferences, Meetings ..... \$ 1,400

FY 2009-10 Approved Budget/Estimated Actual	\$1,700/\$1,100
FY 2008-09 Actual Expenditures	\$0

This account provides for attendance at the following selected professional meetings and training conferences:

GIS Users Seminars, various cities – 1 Day	\$ 300
1 - ESRI Training, San Diego, CA – 5 Days	1,100

Justification for proposed increase over FY 2009-10 Estimated Actual:

Staff did not attend GIS User Seminars in FY 2009-10, as funding for all non-essential travel and training was suspended

SUBTOTAL - SUPPLIES AND MATERIALS \$ 9,900

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 17,500

FY 2009-10 Approved Budget/Estimated Actual	\$27,400/\$26,900
FY 2008-09 Actual Expenditures	\$1,606

This account provides for consulting assistance for State or Federal mandates for fee collection and other programming needs of the GIS and permitting systems.

Biennial Aerial Imagery Project (Total Project Budget \$15,000 budgeted over 2 years)	\$ 7,500
Consulting assistance	10,000

Account 44310: Maintenance of Equipment ..... \$ 52,600

FY 2009-10 Approved Budget/Estimated Actual	\$55,100/\$46,400
FY 2008-09 Actual Expenditures	\$43,744

This account provides funding for equipment and license maintenance of City computer hardware and software used for GIS and permitting systems, including:

Accela Permits' Plus® 17-Network Licensing and OfficeLink Modules	\$ 24,000
ESRI ArcGIS/ArcView primary and secondary licenses	23,100
Plotter repair	600
Licensed professional data subscription for Permits	1,200
Ventura County parcel & Tax Assessor's information	3,700

Justification for proposed increase over FY 2009-10 Estimated Actual:

Accela and ESRI software vendors have increased their annual maintenance and license fees.

SUBTOTAL - SERVICES ..... \$ 70,100

TOTAL - CURRENT EXPENSES ..... \$ 80,000

CDA ADMINISTRATIVE FUND  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies..... \$ 2,000

FY 2009-10 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2008-09 Actual Expenditures	\$137

Basic office supplies for the administration of the Community Development Agency, including computer supplies, pens, pencils, erasers, paper stock, and folders.

Account 42440: Memberships and Dues ..... \$ 15,900

FY 2009-10 Approved Budget/Estimated Actual	\$15,200/\$27,500
FY 2008-09 Actual Expenditures	\$13,490

Memberships in the following organizations:

California Redevelopment Association (CRA)	\$ 12,400
Valley Industry and Commerce Association (VICA)	400
International Conference of Shopping Centers (ICSC)	400
California Association of Local Economic Development (CALED)	700
International City Management Association (ICMA)	1,500
Municipal Management Association of Southern California (MMASC)	100
California City Management Association (CCMA)	400

Justification for increase over FY 2009-10 Budget:

Annual membership dues for the California Redevelopment Association (CRA) have increased.

Account 42450: Subscriptions and Books ..... \$ 1,400

FY 2009-10 Approved Budget/Estimated Actual	\$800/\$800
FY 2008-09 Actual Expenditures	\$894

Loopnet On-Line Commercial Real Estate Listing Service	\$ 500
Ventura County Statistical Abstract	100

Pacific Coast Business Times	100
Retail Tenant Directory	700

Justification for increase over FY 2009-10 Budget and Estimated Actual:

The Loopnet subscription and Retail Tenant Directory prices have increased, and the Ventura County Statistical Abstract has been added.

Account 42720: Travel, Conference, Meetings ..... \$ 7,900

FY 2009-10 Approved Budget/Estimated Actual	\$11,300/\$4,800
FY 2008-09 Actual Expenditures	\$6,817

This account provides funding for City Council Members and staff to attend selected professional association meetings and conferences including:

6 - International Conference of Shopping Centers, Las Vegas, NV	\$ 7,500
1 - ICSC Deal Makers, Los Angeles, CA	200
1 - Simi Valley Chamber of Commerce Breakfast Meetings	200

Justification for increase over FY 2009-10 Estimated Actual:

Staff was unable to attend all budgeted travel during FY 2009-10 due to workload issues.

Account 42790: Mileage..... \$ 5,200

FY 2009-10 Approved Budget/Estimated Actual	\$2,500/\$4,800
FY 2008-09 Actual Expenditures	\$5,287

This account provides for mileage reimbursement and allowance.

Justification for increase over FY 2009-10 Budget and Estimated Actual:

The budget was under funded in FY 2009-10.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 32,400

CURRENT EXPENSES – SERVICES/REIMBURSEMENTS/TRANSFERS

Account 44010: Professional and Special Services ..... \$ 268,800

FY 2009-10 Approved Budget/Estimated Actual	\$430,300/\$394,200
FY 2008-09 Actual Expenditures	\$300,455

This account is used to pay for professional and special services associated with Community Development Agency activities to stimulate commercial activities in the redevelopment areas.

Special Studies and Business Forum	\$ 15,000
Special Legal Counsel	10,000
Legislative Consultant Services	22,900
Chamber of Commerce Information Services Program	70,000
Economic Development Collaborative of Ventura County (EDCVC)	23,000
Ventura County Economic Development Association (VCEDA)	
Business Outlook Conference	1,500
CoStar Real Estate Service	8,300
Shop Simi Valley First Campaign	100,000
Advertising:	
San Fernando Valley Business Journal (10 ads)	16,100
Simi Valley Chamber of Commerce Directory	2,000

Account 44590: Insurance Charges..... \$ 54,400

FY 2009-10 Approved Budget/Estimated Actual	\$53,200/\$53,200
FY 2008-09 Actual Expenditures	\$43,800

This account provides for the CDA share of Citywide contributions to the Liability Insurance Fund.

Account 46100: Reimbursement to General Fund ..... \$ 1,183,600

FY 2009-10 Approved Budget/Estimated Actual	\$1,242,400/\$1,242,400
FY 2008-09 Actual Expenditures	\$967,800

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46297: Retiree Benefits Fund..... \$ 8,500

FY 2009-10 Approved Budget/Estimated Actual	\$0/\$0
FY 2008-09 Actual Expenditures	\$0

This account provides for contributions to the Retiree Benefits Fund.

Account 49648: Computer Equipment Replacement Fund ..... \$ 8,000

FY 2009-10 Approved Budget/Estimated Actual	\$7,200/\$7,200
FY 2008-09 Actual Expenditures	\$8,100

This account provides for contributions to the Computer Equipment Replacement Fund.

SUBTOTAL - SERVICES/REIMBURSEMENTS/TRANSFERS \$ 1,523,300

TOTAL - CURRENT EXPENSES \$ 1,555,700

MERGED TAPO CANYON AND WEST END TAX INCREMENT FUND  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
 BUDGET

EXPENDITURES

Account 44010: Professional and Special Services ..... \$ 15,400

FY 2009-10 Approved Budget/Estimated Actual	\$238,600/\$38,600
FY 2008-09 Actual Expenditures	\$15,320

Funding for special studies relating to projects within the Merged Tapo Canyon and West End Project Area. Funds will also be allocated to cover a portion of the cost of a property tax audit.

Account 44015: Ventura County Tax Collection Fee ..... \$ 185,200

FY 2009-10 Approved Budget/Estimated Actual	\$207,100/\$183,800
FY 2008-09 Actual Expenditures	\$177,523

Payment to County of Ventura relative to property tax collection based upon assessed valuation of property.

Account 44016: State ERAF..... \$ 1,290,300

FY 2009-10 Approved Budget/Estimated Actual	\$0/\$6,266,800
FY 2008-09 Actual Expenditures	\$0

Payment to the County of Ventura, to be deposited in the County's Supplemental Educational Revenue Augmentation Fund, to be distributed to meet the State's Proposition 98 obligations to schools.

Account 44160: Economic Development Assistance ..... \$ 10,000

FY 2009-10 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2008-09 Actual Expenditures	\$10,000

Provides expedited processing and other assistance to projects targeted by the Office of Economic Development.

FY 2010-11  
REQUESTED  
BUDGET

Account 49200: Transfer to Administrative Fund ..... \$ 2,151,100

FY 2009-10 Approved Budget/Estimated Actual	\$2,377,200/\$2,323,000
FY 2008-09 Actual Expenditures	\$1,961,068

Provides funding for administrative expenses relative to Community Development agency activities.

Account 49201: Transfer to Housing Admin Fund ..... \$ 4,440,600

FY 2009-10 Approved Budget/Estimated Actual	\$4,141,800/\$4,373,600
FY 2008-09 Actual Expenditures	\$4,256,384

Transfer of 20% of gross tax increment revenue to finance the Housing Administration Fund's activities and projects.

Account 49500: Transfer to Debt Service Funds..... \$ 3,622,700

FY 2009-10 Approved Budget/Estimated Actual	\$3,609,100/\$3,609,100
FY 2008-09 Actual Expenditures	\$3,470,501

Annual principal and interest payment for the 2003 CDA Tax Allocation Refunding Bonds, Senior Center Bonds, and Police Facility Bonds.

Account 49654: Transfer to Tapo Street Revitalization Fund..... \$ 291,300

FY 2009-10 Approved Budget/Estimated Actual	\$291,300/\$0
FY 2008-09 Actual Expenditures	\$67,000

Transfer to the Tapo Street Revitalization Fund to support the Tapo Street Façade Renovation Program.

Account 49662: Transfer to Los Angeles Avenue Revitalization Fund ..... \$ 492,800

FY 2009-10 Approved Budget/Estimated Actual	\$560,600/\$67,800
FY 2008-09 Actual Expenditures	\$28,250

Transfer to the Los Angeles Avenue Revitalization Fund to support the Los Angeles Avenue Façade Renovation Program.

TOTAL - EXPENDITURES ..... \$ 12,499,400



COMMUNITY DEVELOPMENT AGENCY  
HOUSING ADMINISTRATION FUND  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,600/\$1,000
FY 2008-09 Actual Expenditures	\$871

Various office and related supplies needed for the Affordable Housing, First Time Homebuyer, and Home Rehabilitation Programs.

Account 42420: Special Departmental Expense ..... \$ 100

FY 2009-10 Approved Budget/Estimated Actual	\$100/\$100
FY 2008-09 Actual Expenditures	\$0

This account provides funding for the payment of filing fees to the County Recorder's Office for legal posting of Notices of Determination and Notices of Exemption for Agency-initiated projects.

Account 42440: Memberships and Dues ..... \$ 1,700

FY 2009-10 Approved Budget/Estimated Actual	\$1,700/\$1,400
FY 2008-09 Actual Expenditures	\$1,210

American Planning Association (2 staff)	\$ 800
Urban Land Institute	300
Southern California Association of Non-Profit Housing	200
Lead-Based Paint Abatement Certification (bi-annual renewal)	300
ICC Certificate (annual renewal)	100

Justification for proposed increase over the FY 2009-10 Estimated Actual:

The FY 2010-11 Budget includes the renewal of a Lead Based Paint Certificate and ICC Certificate for the Home Rehabilitation Coordinator, which were not expended in FY 2009-10.

Account 42450: Subscriptions and Books ..... \$ 3,000

FY 2009-10 Approved Budget/Estimated Actual	\$2,100/\$2,100
FY 2008-09 Actual Expenditures	\$1,983

This account is used to purchase the following publications and subscriptions:

Housing and Development Reporter	\$ 1,900
California Planning and Development Report	100
Compliance Program Resources (Foreclosure Radar) - 2 Licenses	1,000

Account 42460: Advertising ..... \$ 2,200

FY 2009-10 Approved Budget/Estimated Actual	\$300/\$2,200
FY 2008-09 Actual Expenditures	\$498

CDBG Advisory Committee public hearing	\$ 200
CDBG street overlay notices	500
NEPA & Other Notifications Related to Grant Applications	1,500

Justification for proposed increase over the FY 2009-10 Budget:

Higher than expected advertising expenditures were incurred in FY 2009-10 as a result of the City pursuing additional funding sources. These expenditures paid for public hearing notices required to pursue and expend these funds. It is anticipated that similar expenditures will be incurred in FY 2010-11, as the City applies for State and Federal grant funding.

Account 42560: Operating Supplies ..... \$ 300

FY 2009-10 Approved Budget/Estimated Actual	\$300/\$300
FY 2008-09 Actual Expenditures	\$281

Various supplies needed for the Affordable Housing, First Time Homebuyer and Home Rehabilitation Programs.

Account 42720: Travel, Conference, Meetings ..... \$ 8,800

FY 2009-10 Approved Budget/Estimated Actual	\$6,400/\$4,200
FY 2008-09 Actual Expenditures	\$3,152

1 - American Planning Association State Conference, Carlsbad \$ 1,200

2 - California Redevelopment Association/California Association of Local Housing Finance Agencies, San Jose	1,900
5 - Cabrillo Economic Development Corporation's Ventura County Housing Conference (City's pro-rated share)	2,500
2 - California Redevelopment Association Annual Conference & Expo, Northern California	3,000
CDBG/HOME Meetings/Conferences	200

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

The FY 2010-11 Budget includes a proposed \$1,200 increase to attend the American Planning Association State Conference in Carlsbad, which was not attended in FY 2009-10; a proposed \$300 increase to attend the California Redevelopment Association/California Association of Local Housing Finance Agencies Conference, as the venue has moved from Garden Grove to Northern California; and new funding of \$3,000 for the Deputy Director of the Housing Division and the Senior Assistant City Attorney to attend the California Redevelopment Association Annual Conference & Expo.

Account 42730: Training ..... \$ 600

FY 2009-10 Approved Budget/Estimated Actual	\$600/\$0
FY 2008-09 Actual Expenditures	\$1,533

1 - Lead-Based Paint Abatement Training course, San Diego  
(requires bi-annual renewal) \$ 600

Justification for proposed increase over FY 2009-10 Estimated Actual:

The Home Rehabilitation Coordinator is required to complete this training course every two years. The training was not scheduled in FY 2009-10 because the position was vacant for a period of time. The new Home Rehabilitation Coordinator will be scheduled to attend this training in FY 2010-11.

Account 42790: Mileage..... \$ 500

FY 2009-10 Approved Budget/Estimated Actual	\$400/\$400
FY 2008-09 Actual Expenditures	\$704

This account provides for employee reimbursement for business-related use of their personal vehicles.

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

It is anticipated that staff will be required to attend more training and workshop sessions in FY 2010-11 in order to pursue new funding sources. The additional mileage funds are requested to reimburse City staff for use of their personal vehicles to attend these activities. Carpools and City vehicles will be utilized when feasible and available.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 18,200

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 85,300

FY 2009-10 Approved Budget/Estimated Actual	\$123,300/\$84,100
FY 2008-09 Actual Expenditures	\$42,349

Special legal counsel for housing-related projects and potential affordable unit foreclosures	\$ 60,000
Pro forma analysis services (2)	10,000
Continuum of Care study	15,000
Translation services	300

Justification for proposed increase over FY 2009-10 Estimated Actual:

The FY 2010-11 Budget includes a \$4,000 proposed increase in pro forma analysis services, which provides for two anticipated reviews. The proposed increase is offset by a decrease in litigation guarantee services.

Account 44015: County of Ventura Administrative Fee ..... \$ 14,000

FY 2009-10 Approved Budget/Estimated Actual	\$0/\$13,300
FY 2008-09 Actual Expenditures	\$0

The fee represents payment for services performed by the County of Ventura for the collection and distribution of tax increment funds.

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

Payment for all tax increment collection and distribution services performed by Ventura County was previously funded entirely in the Community Development Agency Administrative Fund. The FY 2009-10 Estimated Actual and FY 2010-11 Budget reflect the portion of the fee attributable to tax increment revenues allocated to the Housing Administration Fund.

Account 44120: First Time Homebuyer Program Loans ..... \$ 2,313,600

FY 2009-10 Approved Budget/Estimated Actual	\$2,466,200/\$1,884,900
FY 2008-09 Actual Expenditures	\$645,717

This account finances loans for low-income households under the First Time Homebuyer (FTHB) Program, including loan origination costs, title and credit verification, and FTHB educational seminars.

Justification for proposed increase over FY 2009-10 Estimated Actual:

The FY 2009-10 Estimated Actual includes funding of 10 FTHB loans and the FY 2010-11 Budget anticipates funding 14 loans.

Account 44130: Home Rehabilitation Loan Assistance ..... \$ 287,000

FY 2009-10 Approved Budget/Estimated Actual	\$253,500/\$249,200
FY 2008-09 Actual Expenditures	\$16,337

This allocation will provide funding for home rehabilitation loans for three very low-, low-, and median-income households to address overall home improvements. In addition, this allocation will provide funding for 15 mobile home rehabilitation loans.

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

Residential Rehabilitation Program activity was slower than expected in FY 2009-10, resulting in lower costs and fewer loan awards. However, there was greater-than-expected activity in the Mobile Home Rehabilitation Program. The FY 2010-11 Budget anticipates funding for 15 Mobile Home Rehabilitation Program loans and three Residential Rehabilitation Program loans.

Account 44140: Affordable and Senior Housing Programs ..... \$ 10,250,000

FY 2009-10 Approved Budget/Estimated Actual	\$13,318,900/\$1,525,800
FY 2008-09 Actual Expenditures	\$1,208,489

This program provides an inducement for affordable and senior housing projects. The FY 2009-10 Estimated Actual amount includes funding of \$1,500,000 for ten affordable units at the Paseo de Las Flores project and rehabilitation costs of \$15,900 for two City-owned properties acquired through foreclosure.

Justification for proposed increase over FY 2009-10 Estimated Actual:

Many of the residential development projects with affordable agreements were delayed during FY 2009-10 due to the economy and, as a result, the funds were not disbursed. Unexpended funds will be reappropriated in the FY 2010-11 budget.

Account 44150: Rental Assistance Program ..... \$ 348,600

FY 2009-10 Approved Budget/Estimated Actual	\$359,600/\$330,500
FY 2008-09 Actual Expenditures	\$307,825

Rental Assistance for 41 seniors at an average of \$23,300/month	\$ 280,000
Administrative Contract with Area Housing Authority of Ventura County for Senior Rental Assistance (\$84.50/unit/month)	41,600
Rental Assistance for up to 38 Mobile Home Seniors at an average of \$32.90/month	15,000
Security Deposit Subsidy Program	6,000
Eviction Prevention Assistance Program	6,000

Justification for proposed increase over FY 2009-10 Estimated Actual:

Senior Rental Assistance for FY 2009-10 was slightly less than anticipated. The FY 2010-11 Budget reflects assistance for 41 households per month whereas the FY 2009-10 actual provided assistance to fewer households than projected.

Account 44410: Maintenance of Buildings & Grounds ..... \$ 17,600

FY 2009-10 Approved Budget/Estimated Actual	\$12,800/\$8,400
FY 2008-09 Actual Expenditures	\$1,812

Provides for incidental expenditures incurred with City-owned property, including homeowner association dues and utilities.

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

FY 2010-11 Budget anticipates the need to maintain four properties for the entire year whereas prior year's budget provided for three properties. FY 2009-10 Actual reflects the City maintaining three properties for a portion of the year.

SUBTOTAL - SERVICES \$ 13,316,100

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 45204: Reimbursement from HOME Fund ..... \$ (8,300)

FY 2009-10 Approved Budget/Estimated Actual	(\$800)/(\$7,100)
FY 2008-09 Actual Expenditures	(\$8,696)

This reimbursement represents the administrative portion of the 1998 and 2003 HOME grant (10% from repaid HOME grant-funded loans allocable to administrative costs).

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

Anticipated loan payoffs for FY 2010-11 are projected to be higher than the FY 2009-10 Budget and Estimated Actual.

Account 45290: Reimbursement from CDBG Fund ..... \$ (70,600)

FY 2009-10 Approved Budget/Estimated Actual	(\$81,200)/(\$81,200)
FY 2008-09 Actual Expenditures	(\$108,071)

Home Rehabilitation Administration	(\$36,200)
CDBG Program Administration	(34,400)

Account 46100: Reimbursement to General Fund ..... \$ 1,051,300

FY 2009-10 Approved Budget/Estimated Actual	\$839,000/\$839,000
FY 2008-09 Actual Expenditures	\$839,000

Reimbursement to the General Fund in accordance with the City's Cost Allocation Plan.

Account 49297: Transfer to the Retiree Medical Benefits Fund..... \$ 26,700

FY 2009-10 Approved Budget/Estimated Actual	\$7,700/\$7,700
FY 2008-09 Actual Expenditures	\$6,200

Funding for current and future medical benefits for retired employees.

FY 2010-11  
 REQUESTED  
BUDGET

Account 49648: Transfer to the Computer Equipment Replacement Fund ..... \$ 8,000

FY 2009-10 Approved Budget/Estimated Actual	\$7,200/\$7,200
FY 2008-09 Actual Expenditures	\$8,100

Funds allocated for the replacement of personal computers and network equipment.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS ..... \$ 1,148,300

TOTAL - CURRENT EXPENSES.....\$ 14,482,600

LOCAL HOUSING FUND  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SERVICES/REIMBURSEMENT

Account 44010: Professional and Special Services ..... \$ 16,800

FY 2009-10 Approved Budget/Estimated Actual	\$90,000/\$83,200
FY 2008-09 Actual Expenditures	\$20,995

These funds will be used for consultant fees for the completion of the General Plan Housing Element, for the Samaritan Center's PADS Program, and for the Cabrillo Economic Development NeighborWorks Program, which provides counseling and workshops to assist homeowners with foreclosure prevention.

Account 44130: Home Rehabilitation Loan Assistance ..... \$ 65,000

FY 2009-10 Approved Budget/Estimated Actual	\$65,000/\$65,000
FY 2008-09 Actual Expenditures	\$31,070

This allocation will provide funding for two home rehabilitation loans for very low-, low- or median-income households.

Account 46100: Reimbursement to General Fund ..... \$ 130,600

FY 2009-10 Approved Budget/Estimated Actual	\$96,000/\$96,000
FY 2008-09 Actual Expenditures	\$78,400

Reimbursement to the General Fund in accordance with the City's Cost Allocation Plan.

TOTAL - CURRENT EXPENSES ..... \$ 212,400

HOME GRANT FUND  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SERVICES/REIMBURSEMENT

Account 44120: First Time Homebuyer Program Loans ..... \$ 300,000

FY 2009-10 Approved Budget/Estimated Actual	\$0/\$0
FY 2008-09 Actual Expenditures	\$0

This allocation will provide funding for two loans for low-income households under the First Time Homebuyer Program.

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

Prior to expending HOME funds, the City was required to update its review of this program as required by the National Environmental Policy Act. This will be completed by FY 2009-10 so that funds will be available for FY 2010-11.

Account 46201: Reimbursement to CDA Housing Admin. Fund ..... \$ 8,300

FY 2009-10 Approved Budget/Estimated Actual	\$800/\$7,100
FY 2008-09 Actual Expenditures	\$8,696

HOME regulations allow for up to 10% of program income to be used for administration purposes, including overhead. The amount of reimbursement reflects 10% of anticipated loan payoffs funded from the 1998 and 2003 HOME grants.

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

The FY 2010-11 Budget anticipates payoff of two Home Rehabilitation loans and one First Time Homebuyer loan. The amount budgeted reflects the administrative fee that will be reimbursed to the CDA Housing Administration Fund.

TOTAL - CURRENT EXPENSES \$ 308,300

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND  
 PRELIMINARY BUDGET  
 SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
 BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications..... \$ 31,300

FY 2009-10 Approved Budget/Estimated Actual	\$31,300/\$31,300
FY 2008-09 Actual Expenditures	\$31,201

This account is used for the monthly payment of seven pagers and two cellular phones to support Transit operational requirements at an estimated annual cost of \$1,000 for the pagers and \$800 for the cellular phones. Also included is \$29,500 as Transit’s allocation for service of the two-way radio system covered by the Motorola contract.

Account 42230: Office Supplies..... \$ 4,500

FY 2009-10 Approved Budget/Estimated Actual	\$5,600/\$4,500
FY 2008-09 Actual Expenditures	\$3,853

This account provides for the purchase of various office and related supplies, including pens, pencils, paper, folders, etc. used for the management and administration of the Transit System.

Account 42410: Uniform/Clothing Supply ..... \$ 28,000

FY 2009-10 Approved Budget/Estimated Actual	\$25,000/\$25,000
FY 2008-09 Actual Expenditures	\$23,592

Bus Operations \$ 14,500

This account funds the Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs, and replacement uniforms for current TCOs of the fixed-route bus service.

Van Operations 11,800

This account funds the Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs and replacement uniforms for current TCOs who operate ADA Paratransit/Dial-A-Ride vans.

Bus Maintenance 1,700

This account funds the rental, cleaning and replacement of uniforms for three Transit mechanics, and the rental/cleaning of shop towels.

Justification for the proposed increase over FY 2009-10 Budget and Estimated Actual:

Funding over FY 2009-10 Budget and Estimated Actual is requested to allow for the purchase of uniforms for new Transit Coach Operators (TCO) that will be hired during the upcoming year due to unforeseen vacancies. The quantity and cost of replacement uniforms is being retained at the current level. The cost to provide a uniform for a newly hired TCO is \$600 and replacement uniforms cost \$415.

Account 42440: Memberships and Dues ..... \$ 13,500

FY 2009-10 Approved Budget/Estimated Actual	\$13,800/\$12,700
FY 2008-09 Actual Expenditures	\$12,213

This account covers annual membership as follows:

- California Transit Association (CTA) \$ 3,500
- American Public Transit Association (APTA) 9,700
- National Safety Council (NSC) 300

CTA and APTA provide resources, information, and analyses for the City's Transit System relative to research, reports, and State/Federal requirements and initiatives. Vital information is obtained from these organizations regarding the Economic Stimulus monies. They also provide a forum for the exchange of information and ideas on improving transit operations. Membership in the NSC provides access to essential safety program materials and information.

Justification for the proposed increase over FY 2009-10 Estimated Actual:

Funding over FY 2009-10 Estimated Actual covers the anticipated increase in CTA and APTA dues, which are based on FY 2007-08 operating costs.

Account 42450: Subscriptions and Books ..... \$ 400

FY 2009-10 Approved Budget/Estimated Actual	\$500/\$400
FY 2008-09 Actual Expenditures	\$301

This account is used for required publications to keep staff abreast of the latest technical information, including Code of Federal Regulations Title 13, Transit Access News, grant regulations, special transit studies, and other management information tools.

Account 42460: Advertising ..... \$ 1,300

FY 2009-10 Approved Budget/Estimated Actual	\$1,500/\$1,500
FY 2008-09 Actual Expenditures	\$1,367

This account provides for the cost of materials to promote the City's Transit system at the Annual Street Fair/Emergency Expo, Earth Day, and Senior Center Health Expo. Funds for advertising fixed-route and Dial-A-Ride services in local publications are provided in this account, as well as route schedule holders and displays for the buses and vans. It also provides for any federally mandated advertising costs for publication of the system's Disadvantaged Business Enterprise (DBE) goal.

Account 42500: Fuel and Lubricants..... \$ 260,000

FY 2009-10 Approved Budget/Estimated Actual	\$298,000/\$228,000
FY 2008-09 Actual Expenditures	\$243,719

Bus Operations/Utility Vans \$ 210,000

This account provides compressed natural gas (CNG) fuel for 13 CNG buses used on four fixed-routes and unleaded gasoline for the operation of three operator relief utility vans, one supervisor van and two supervisor sedans. This account also includes electrical expenses associated with operation of the natural gas compressor.

Van Operations 30,000

This account provides for CNG fuel and gasoline used to operate the ADA Paratransit/Dial-A-Ride fleet, which includes 13 vans and one sedan.

Bus Maintenance 15,000

This account provides for motor oil and other lubricants for fixed-route vehicles. It also includes fees associated with recycling motor oil and fuel filters.

Van Maintenance 5,000

This account provides for motor oil and other lubricants for ADA Paratransit/Dial-A-Ride vehicles. It also includes fees associated with recycling motor oil and fuel filters.

Justification for the proposed increase over FY 2009-10 Estimated Actual:

Additional funds are budgeted to accommodate anticipated increases in fuel costs during the coming fiscal year. Additional funds are also requested to allow for an increase in fuel consumption based on an agreement with the City of Moorpark to fuel up to three CNG fixed-route buses each weekday at the Simi Valley Transit Maintenance Facility, effective fall 2010.

Account 42510: Tires ..... \$ 41,000

FY 2009-10 Approved Budget/Estimated Actual	\$41,000/\$41,000
FY 2008-09 Actual Expenditures	\$36,803

Bus Maintenance \$ 33,000

This account is used to purchase recapped and new tires for the fixed-route buses. Tires can be recapped a maximum of three times and are used on the rear wheels of the vehicles, while new tires are used on the front wheels of the vehicles. The cost of a recapped tire is \$150. The cost for a new tire is \$309.

Van Maintenance 8,000

This account is used to purchase new tires for 13 ADA Paratransit/Dial-A-Ride vans and one Crown Victoria sedan at a cost of approximately \$100 per tire.

Account 42550: Small Tools/Equipment ..... \$ 3,500

FY 2009-10 Approved Budget/Estimated Actual	\$3,500/\$3,500
FY 2008-09 Actual Expenditures	\$2,245

This account is used for the purchase of updated computer diagnostic software/cartridges for specialized calibration tools and equipment, which are used

to perform maintenance and safety inspections on Transit's CNG fleet. In addition, funds from this account are used to replace, on an as-needed basis, small hand tools such as sockets, torque wrenches, and other light tools for Transit mechanics.

Account 42560: Operating Supplies ..... \$ 124,000

FY 2009-10 Approved Budget/Estimated Actual	\$119,900/\$119,000
FY 2008-09 Actual Expenditures	\$123,643

Administration \$ 4,000

This account will provide for the purchase of supplies and materials to support activities at the Transit Maintenance Facility that are not available through Central Supplies. Additionally, it will be necessary to purchase one-time items such as clocks, wall-mounted display holders, training supplies, Transit-related safety and training posters, picture frames, etc. to equip offices, the training room, and work areas in the newly expanded Facility.

Bus Operations 11,000

This account provides for the purchase of supplies, safety equipment, and materials not available through Central Supply that are necessary to support the day-to-day operation of the Transit system, such as hand-held radios and batteries, printing of bulkhead signs, etc. Also included is the cost of DMV license and certification renewals for thirty-six Transit Coach Operators.

Van Operations 5,000

This account provides for the purchase of supplies and materials not available through Central Supply that are needed for the day-to-day operation of the ADA Paratransit/Dial-A-Ride service. Included are funding for the purchase of mobility device restraint straps, fastening equipment, and other supplies related to operational safety.

Bus Maintenance/Utility Van Maintenance 84,000

This account is used for the purchase of specialized parts for maintenance and repair of 13 CNG engines, such as electronic components related to fuel and emission systems; hydraulic components related to steering and cooling controls; components for the wheelchair ramps and lifts; components related to the anti-lock brake systems; components for repairing GFI fareboxes; parts and supplies for the bus washer; and purchase of rubber gloves, dust masks, and hand soap for use by the

mechanics. This account is also used for the purchase of replacement parts, such as gaskets, brakes, filters, shock absorbers, belts, hoses, and other miscellaneous auto parts and materials required for routine repairs and preventive maintenance on buses, utility vans and sedans. Four of the thirteen fixed-route buses are over eleven years old, and each has accumulated mileage in excess of 568,000 miles. Five of the buses are ten years old, and each has accumulated over 454,900 miles. Two of the buses are three years old with accumulated mileage over 134,000 each. The remaining two buses were converted to CNG in 2006 and have an average use of less than 50,000 miles.

Van Maintenance 20,000

This account is used for the purchase of specialized parts for maintenance and repair of 13 CNG engines, such as electronic components related to fuel and emission systems, hydraulic components related to steering and cooling controls, components for wheelchair lifts, and components related to the anti-lock brake systems. This account is also used for the purchase of replacement parts such as gaskets, brakes, filters, shocks, belts, hoses and other materials necessary for routine repairs and preventive maintenance on ADA Paratransit/Dial-A-Ride vehicles.

Justification for the proposed increase over FY 2009-10 Budget and Estimated Actual:

The FY 2010-11 budget provides one-time funds for the purchase of required operating supplies for the newly renovated and expanded Transit Maintenance Facility.

Account 42720: Travel, Conferences, Meetings ..... \$ 3,600

FY 2009-10 Approved Budget/Estimated Actual	\$4,200/\$2,000
FY 2008-09 Actual Expenditures	\$2,767

This account is used for staff attendance at governmental and Transit related conferences and seminars, which provides staff with knowledge of current trends and concepts in the transit industry. The following amounts are requested for the Deputy Director/Transit, the Transit Finance Manager, the Transit Superintendent, and other appropriate staff to attend meetings and conferences associated with Transit funding, planning, and grant management:

- 1 - FTA/Grant Training, San Francisco, CA \$ 900
- 1 - National Transit Database Training, CA 700
- 2 - CTA/CalAct Annual Conference, San Diego, CA 2,000

Justification for the proposed increase over FY 2009-10 Estimated Actual:

Due to budgetary training constraints initiated in the second quarter of FY 2008-09, attendance at job-related conferences and meetings was significantly reduced during FY 2009-10.

Account 42730: Training ..... \$ 1,700

FY 2009-10 Approved Budget/Estimated Actual	\$3,000/\$300
FY 2008-09 Actual Expenditures	\$109

Dispatch Training	\$ 300
Safety Training Videos	300
Accident Prevention/Safety Training Materials	500
Transportation Safety Institute Updates	400
Convert VHS Training Tapes to DVD	200

Justification for the proposed increase over FY 2009-10 Estimated Actual:

Due to budgetary training constraints initiated in the second quarter of FY 2008-09, the purchase of job-related employee training materials was significantly reduced during FY 2009-10.

Account 42790: Mileage ..... \$ 2,700

FY 2009-10 Approved Budget/Estimated Actual	\$2,500/\$2,500
FY 2008-09 Actual Expenditures	\$3,217

This account provides for employee mileage reimbursement when City vehicles are not available or their use is not practical. Funds requested are based on the current mileage reimbursement rate.

Justification for the proposed increase over FY 2009-10 Budget and Estimated Actual:

The FY 2010-11 funding request will continue to accommodate attendance at out-of-town meetings, trainings and various events staff is required to attend, including training not approved in FY 2009-10 due to budgetary constraints.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 515,500

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$3,000/\$1,000
FY 2008-09 Actual Expenditures	\$2,264

This account provides for service calls for repair to the date/time clock, the City's participation in the State of California's Unified Certification Process (UCP) to satisfy Transit's requirement to perform certification in the Disadvantaged Business Enterprise (DBE) program that ensures nondiscrimination in Transit's federally funded programs, and the charge for an outside vendor to pick up and shred confidential information that is disposed of in a secured container.

Account 44310: Maintenance of Equipment ..... \$ 611,300

FY 2009-10 Approved Budget/Estimated Actual	\$598,500/\$577,000
FY 2008-09 Actual Expenditures	\$533,444

Bus Maintenance/Utility Van Maintenance \$ 570,000

This account is used to reimburse Public Works for the maintenance of Transit vehicles. The FY 2010-11 allocation is \$425,900. Maintenance work beyond the service provided by City maintenance staff, such as air conditioning repairs, window replacements, radio service, body damage repair, seat repairs, machine work, relining of brake shoes, wheel alignments, exhaust system repairs, alternator and starter repairs, radiator service, and major component failures such as engine and transmission rebuilds are also funded from this account. Based on the age and accumulated miles on eight of the twelve buses, increased repair/replacement costs are required. Additionally, this account provides funding for towing services of fixed-route vehicles that are unable to be driven. Also included are funds for preventive maintenance and repairs of the CNG Fueling Facility. Listed below are the estimated annual costs for highly specialized bus repair services and fueling facility maintenance:

CNG fueling facility preventive and non-routine maintenance and repairs	\$ 35,000
Generator maintenance	3,300
Maintenance and calibration of the fire suppression system (\$150 per bus)	2,000
Rebuilt engines (2)	40,000
Rebuilt transmissions (2)	10,000

Turbochargers (4)	22,000
Rear end gear assembly (2)	11,000
Exhaust manifold (2)	6,000
Air Conditioning Repairs	4,000
Window Replacements	1,000
Radio Service	500
Body Damage/Seat Repairs	2,000
Machine Work	500
Relining of Brake Shoes	1,500
Wheel Alignments,	800
Alternator/Starter Repairs	2,500
Radiator Service	2,000

Van Maintenance 41,300

This account is used for contracted maintenance work performed on the ADA Paratransit/Dial-A-Ride vans, such as body damage repair work, machine work, window replacement, radio service, wheel alignments, relining brake shoes, exhaust system repairs, alternator and starter repairs, radiator service, and major repairs to vehicle drive trains. This account also provides funding for towing services of paratransit vehicles that are unable to be driven. Currently, the City operates as many as eleven Dial-A-Ride vans, Monday-Friday, and as many as three vans on Saturday from approximately 4:30 a.m. to 8:00 p.m. Also included is funding for the replacement of two engines at an approximate cost of \$5,700 each.

Justification for the proposed increase over FY 2009-10 Budget and Estimated Actual:

Additional funds have been included in the Bus Maintenance account to provide for increased non-routine maintenance and repairs to the CNG fueling facility. The FY 2010-11 budget request also includes funds to replace two rear end gear assemblies and two exhaust manifolds on the fixed-route system, as well as replace two engines on the paratransit system, should the need arise.

Account 44410: Maintenance of Building/Grounds..... \$ 1,500

FY 2009-10 Approved Budget/Estimated Actual	\$2,500/\$0
FY 2008-09 Actual Expenditures	\$0

This account is used for the purchase of materials required to maintain existing bus stop locations with such items as concrete pads for ADA accessibility, bus stop targets, poles and pole caps, information tubes, installation of bus benches, and other small items.

Justification for the proposed increase over FY 2009-10 Estimated Actual:

Costs for maintaining bus stop locations have been deferred due to the Transit Shelter project, which will be funded with Economic Stimulus funds. Staff is requesting limited funds for FY 2010-11 to allow for continued maintenance of bus stop locations during the upcoming year.

Account 44490: Other Contract Services..... \$ 32,800

FY 2009-10 Approved Budget/Estimated Actual	\$32,800/\$32,800
FY 2008-09 Actual Expenditures	\$26,131

This account provides for services associated with the following:

FTA drug/alcohol testing	\$ 4,000
DMV medical	1,800
Ventura County APCD Permit fee (CNG Generator)	500
National Pollutant Discharge Elimination System Stormwater Permit	800
Coin counter and currency counter biannual maintenance	600
Reprinting of Transit bus schedules, maps and transfers	21,600
Reprinting of bus and ADA/DAR Passes	3,500

Account 44590: Insurance Charges..... \$ 157,800

FY 2009-10 Approved Budget/Estimated Actual	\$149,400/\$149,400
FY 2008-09 Actual Expenditures	\$138,500

This account provides for the assigned premiums paid to the City's Liability Insurance Fund.

SUBTOTAL - SERVICES \$ 804,400

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,200,300

FY 2009-10 Approved Budget/Estimated Actual	\$1,230,200/\$1,230,200
FY 2008-09 Actual Expenditures	\$1,256,600

This account is for reimbursement to the General Fund for costs to support the operation of the Transit system. The amount of reimbursement is established annually in the City's Cost Allocation Plan.

FY 2010-11  
REQUESTED  
BUDGET

Account 49297: Transfer to Retiree Medical Benefits Fund ..... \$ 90,400

FY 2009-10 Approved Budget/Estimated Actual	\$13,800/\$13,800
FY 2008-09 Actual Expenditures	\$23,000

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to retired City employees.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$ 1,290,700

TOTAL - CURRENT EXPENSES \$ 2,610,600

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION: Three Replacement Paratransit Vans With Fareboxes - \$285,000  
(100% Federal Funds)

PRIORITY: 1

The Transit Division is requesting funding for the replacement of three Compressed Natural Gas-powered Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) Paratransit vans that have reached the end of their useful service life. The Federal Transit Administration (FTA) Rolling Stock Service Life Policy states that an FTA funded 25-foot paratransit van must remain in transit use for a minimum service life of at least 5-years or an accumulation of at least 150,000 miles.

The vans due for replacement were purchased in 2004. One of the vans was retired in July 2009. By the time of replacement, the remaining two vans will have accumulated in excess of 175,000 miles. Replacement of the vans will ensure continued reliability of service while reducing maintenance costs. Providing service without disruptions due to mechanical failures will ensure compliance with Federal ADA regulations. These regulations allow no tolerance for denials, as FTA regulations do not provide for "capacity constraint" arguments due to mechanical failures when denying a request for transportation.

The current ADA/DAR service fleet operates Monday through Saturday for a weekly total of 428 hours, transporting approximately 1,000 passengers per week. The requirement for sufficient equipment/capacity necessary to meet demands for service is crucial to ensuring that the City is compliant with Federal ADA regulations.

Funding in the amount of \$285,000 (100% Federal CMAQ Program) is requested in the FY 2010-11 Budget to purchase three replacement ADA/DAR vans.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Three CNG ADA/DAR Vans	<u>\$ 285,000</u>	
	Total	<u>\$ 285,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION: Compressed Natural Gas (CNG) Fueling Station Upgrade - \$1,300,000 (100% Federal Funds)

PRIORITY: 2

The Transit Division is in the process of securing Federal/State funding to upgrade the compressed natural gas (CNG) fueling station. The existing CNG fueling station was built in 1998 as an element of Simi Valley Transit's Federally mandated alternative fuel path. The CNG fueling station and its ancillary equipment are now 12 years old and in need of technology upgrades in the areas of system operations, fuel storage, remote monitoring, and security systems.

This project will include installation of a technologically advanced primary and back-up programmable logistic control (PLC) unit, using software that will provide options for monitoring and adjusting operational efficiency. The project will result in a supervisory control and data acquisition (SCADA) system, thus enabling staff to remotely monitor the fueling station via modem, as well as provide for computer downloads/software updates. Also included will be a self-adjusting priority sequential panel to regulate the flow of CNG into high-pressure storage vessels or directly into vehicles.

The project also entails construction of a fenced enclosure with a keypad controlled entry gate to the fueling station, upgrades to 26 CNG gas dispensers, safety-related signage, painting, and two designated fast-fill fueling stalls equipped with a fuel monitoring system and six high-pressure fuel dispensing storage vessels.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

CNG Fueling Station Upgrade	\$ 1,300,000	
	Total	<u>\$ 1,300,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
POLICY ITEM

PROGRAM JUSTIFICATION: Heavy Vehicle Hydraulic Lifts - \$130,000 (100% Federal Funds)

PRIORITY: 3

The Transit Division is requesting funding from Federal Congestion Mitigation Air Quality (CMAQ) funds for the purchase of two sets of heavy vehicle hydraulic lifts for maintenance of Transit's fleet of Compressed Natural Gas buses. Using heavy vehicle hydraulic lifts, fleet vehicles, including CNG buses, can be driven onto foldaway arms and raised by the frame, thus leaving the tires/wheels and undercarriage exposed for inspection and repair. The addition of heavy hydraulic vehicle lifts will greatly assist staff in more efficiently performing engine diagnostics and repairs, brake and tire replacement, and other routine maintenance procedures.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Heavy Vehicle Hydraulic Lifts

\$ 130,000

Total

\$ 130,000

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES  
 TRANSIT FUND  
 REVERSE PRIORITY

ITEM TITLE: Suspend Fixed-Route Peak Service on Routes A-3 and B-3 - \$252,900 (4.1% of Budget)

PRIORITY: 1

Fixed-route bus service on Routes A-3 and B-3 operate Monday through Friday during peak service from 7:00 a.m. to 12:15 p.m. and 2:00 p.m. to 8:30 p.m. These supplemental bus services are designed to enable Simi Valley Transit to provide consistent 30-minute headways or waiting times between buses on the heavily used A and B Routes during peak service. An estimated 42,300 passengers will be transported on Route A-3 and an estimated 37,800 passengers on Route B-3 during FY 2009-10. Routes A-3 and B-3 are primarily used by school children traveling to and from school and residents traveling to and from work.

Elimination of the A-3 and B-3 routes would change the current 30-minute headways between buses during peak service, to alternating 30-minute and 60-minute waits between buses on the popular Routes A and B. The change would require some passengers to wait longer for the next bus and/or leave earlier to get to their destination. It is anticipated that some passengers would opt to find other transportation sources due to the inconvenience of longer headways. However, a significant percentage of riders would likely migrate to the A-1, A-2, B-1, or B-2 Routes, which would increase Simi Valley Transit's overall cost efficiencies on these four routes. While this reduction will result in some extended waits during peak service, it does enable Simi Valley Transit to retain its basic four fixed-route structure (Routes A, B, C, and D) that covers the major portions of the City. The proposed reduction in service would provide the following budget savings:

<u>FISCAL YEAR 2010-11 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
2.9 Full-Time Equivalent Transit Coach Operators	\$ 174,100
Subtotal	\$ 174,100
<u>Current Expenses</u>	
Fuel and Lubricants	43,500
Parts	31,600
Maintenance	83,000
Subtotal	158,100
<u>Revenue Loss and Expenses</u>	
Route A-3 Fares	(38,900)
Route B-3 Fares	(34,800)
Reprinting of Bus Schedules	(5,600)
Subtotal	(79,300)
Net General Fund Savings	<u>\$ 252,900</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Service on Route D - \$41,200 (0.9% of Budget)

PRIORITY: 2

Route D provides connecting bus service between Wood Ranch, Simi Valley Hospital, the Civic Center, the Simi Valley Town Center, and the Ronald Reagan Presidential Library. Route D also provides transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (METRO), Metrolink, and the Ventura Intercity Service Transit Authority (VISTA). Saturday service on Route D is provided from 6:45 a.m. to 8:00 p.m. This operational improvement was instituted on a trial basis in November of 2006 shortly following Simi Valley Transit's major service expansion to accommodate the opening of Simi Valley Town Center. Unfortunately, over the past four years, ridership support for this operational improvement has failed to materialize. Saturday service on Route D currently represents Simi Valley Transit's highest per passenger cost to operate and its lowest daily ridership level. Saturday Route D is projected to provide 3,057 passenger trips in FY 2009-10. Annual operating costs are estimated at \$47,100 with annual revenues totaling \$3,200.

Mid-week service on Route D would not be affected by this change. Elimination of the Saturday service on Route D will require transit-dependent individuals that do not qualify to use the City's ADA/Dial-A-Ride service to connect with the fixed-route service at Madera Road and Royal Avenue on Saturdays. This service change could also impact visitors and local residents wishing to access the Ronald Reagan Presidential Library or local businesses on Saturdays. If approved, the proposed reduction in service would be subject to a subsequent public hearing per Federal Transit Administration requirements and would provide the following annual budget savings:

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Personnel

0.4 Full-Time Equivalent Transit Coach Operator	\$ 24,000	
	Subtotal	\$ 24,000

Current Expense

Fuel and Lubricants	6,400	
Parts	4,600	
Maintenance	12,100	
	Subtotal	23,100

Revenue Loss and Expense

Route D Fares	(3,200)	
Reprinting of Route D Schedule	(2,700)	
	Subtotal	(5,900)

	Net General Fund Savings	\$ 41,200
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RECURRING ANNUAL SAVINGSPersonnel

0.4 Full-Time Equivalent Transit Coach Operator	\$ 24,000	
Subtotal		<u>\$ 24,000</u>

Current Expense

Fuel and Lubricants	6,400	
Parts	4,600	
Maintenance	12,100	
Subtotal		23,100

Revenue Loss and Expense

Route D Fares	(3,200)	
Subtotal		<u>(3,200)</u>

Net General Fund Savings	<u>\$43,900</u>
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DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Service on Route C - \$42,800 (1.0% of Budget)

PRIORITY: 3

Route C provides bus service between Simi Valley and Chatsworth for transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (METRO). Saturday service on Route C is provided from 5:15 a.m. to 8:30 p.m. Saturday ridership for FY 2009-10 is estimated at 7,123 trips with revenue estimated at \$7,300. Route C service comprises 21% of Simi Valley Transit's overall Saturday service, compared to Route A at 33%, Route B at 31% and Route D at 15%.

Elimination of Saturday service on Route C will result in transit-dependent Simi Valley residents not having local public transportation service to Chatsworth. The greatest impact would be to individuals who use the bus to make connections with METRO for work and/or medical appointments. Removing Saturday Route C service may result in unmet Transit needs, which could jeopardize the City's federal funding. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

<u>FISCAL YEAR 2010-11 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
0.4 Full-Time Equivalent Transit Coach Operator	\$ 24,000
	<u>Subtotal</u> \$ 24,000
<u>Current Expenses</u>	
Fuel and Lubricants	7,800
Parts	5,700
Maintenance	<u>14,800</u>
	<u>Subtotal</u> 28,300
<u>Revenue Loss and Expense</u>	
Route C Fares	(7,300)
Reprint Route C Schedule	<u>(2,200)</u>
	<u>Subtotal</u> <u>(9,500)</u>
Net General Fund Savings	<u>\$ 42,800</u>

RECURRING ANNUAL SAVINGSPersonnel

0.4 Full-Time Equivalent Transit Coach Operator	<u>\$ 24,000</u>	
	Subtotal	\$ 24,000

Current Expenses

Fuel and Lubricants	7,800	
Parts	5,700	
Maintenance	<u>14,800</u>	
	Subtotal	28,300

Revenue Loss and Expense

Route C Fares	<u>(7,300)</u>	
	Subtotal	<u>(7,300)</u>

Net General Fund Savings	<u>\$ 45,000</u>
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DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Reduce All Fixed-Route Service One Hour in the Evening - \$101,100 (2.2% of Budget)

PRIORITY: 4

This Reverse Priority, if approved, would terminate service on Routes A, B, C, and D, Monday through Saturday between approximately 7:30 p.m. and 8:30 p.m., about 1 hour earlier than the current schedule. Reducing service in the evening is preferred to reducing service in both the morning and evening since it is usually more difficult to arrange travel plans in the morning. Service would continue to start between 4:30 a.m. and 5:00 a.m. each morning.

The reduction of hours on these routes will have a negative effect on ridership and revenues by eliminating 2,352 hours of service annually. It is estimated that this will negatively impact 28,200 annual passenger trips based on current ridership statistics. Eliminating one hour of service would result in three missed connections with Metrolink (one on Route A, one on Route B and one on Route C). In addition, it is estimated that there would be a reduction of an additional 2,800 trips (10%) as a negative reaction to the reduction of service. This historically occurs with schedule reduction changes in a transit system. Elimination of these evening service hours may result in unmet transit needs, which could jeopardize the City's federal funding. A reduction in service hours will also contribute to increased traffic congestion and air pollution. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

<u>FISCAL YEAR 2010-11 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
1.1 Full-time Equivalent Transit Coach Operators	\$ 66,100
	Subtotal      \$ 66,100
<u>Current Expenses</u>	
Fuel and Lubricants	21,300
Parts	15,500
Maintenance	40,700
	Subtotal      77,500
<u>Revenue Loss and Expenses</u>	
Fares	(29,100)
Fares (10% Negative Impact to Service Reduction)	(2,900)
Reprint Bus Schedules	(10,500)
	Subtotal      (42,500)
Net General Fund Savings	<u>\$ 101,100</u>

RECURRING ANNUAL SAVINGSPersonnel

1.1 Full-time Equivalent Transit Coach Operators	\$ 66,100	
	Subtotal	\$ 66,100

Current Expenses

Fuel and Lubricants	21,300	
Parts	15,500	
Maintenance	40,700	
	Subtotal	77,500

Revenue Loss and Expenses

Fares	(29,100)	
Fares (10% Negative Impact to Service Reduction)	(2,900)	
	Subtotal	(32,000)

Net General Fund Savings	<u>\$ 111,600</u>
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DEPARTMENT OF COMMUNITY SERVICES  
TRANSIT FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate All Service on Route D - \$292,200 (6.5% of Budget)

PRIORITY: 5

Route D provides connecting bus service between Wood Ranch, Simi Valley Hospital, the Civic Center, the Simi Valley Town Center, and the Ronald Reagan Presidential Library. Route D also provides transfer connections for inter-county service provided by the Los Angeles County Metropolitan Transit Authority (METRO), Metrolink, and the Ventura Intercity Service Transit Authority (VISTA). Service on Route D is provided Monday through Friday from 4:45 a.m. to 8:15 p.m. and on Saturday from 6:45 a.m. to 8:00 p.m. Annual ridership for FY 2008-09 was 31,259 trips with revenue totaling \$33,500. Ridership for FY 2009-10 is estimated at 28,600 trips with revenue estimated at \$29,500. Route D is Simi Valley Transit's lowest performing route, comprising 15% of the overall ridership compared to Route A with 33%, Route B with 31% and Route C with 21%.

Elimination of service on Route D would eliminate public transportation service for Wood Ranch students and the transit-dependent that do not qualify to use the City's Dial-A-Ride service. It would also eliminate any local public transportation service to the Ronald Reagan Presidential Library, a frequent destination for tourists and local school children. The greatest impact would be on individuals who use the bus for work, medical appointments, to access local businesses and students, who comprise a large percentage of Route D passengers. In addition, a portion of the rapidly growing senior transit-dependent population lives in this area and uses the service for medical and shopping trips. According to Federal Transit Administration requirements, any reduction in fixed-route service will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing and would provide the following budget savings:

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>	
<u>Personnel</u>	
2.4 Full-Time Equivalent Transit Coach Operators	\$ 144,100
Subtotal	\$ 144,100
<u>Current Expenses</u>	
Fuel and Lubricants	49,600
Parts	36,100
Maintenance	94,600
Subtotal	180,300
<u>Revenue Loss and Expenses</u>	
Route D Fares	(29,500)
Reprint Route D Schedule	(2,700)
Subtotal	(32,200)
Net General Fund Savings	<u>\$ 292,200</u>

RECURRING ANNUAL SAVINGSPersonnel

2.4 Full-Time Equivalent Transit Coach Operators	<u>\$ 144,100</u>	
	Subtotal	\$ 144,100

Current Expenses

Fuel and Lubricants	49,600	
Parts	36,100	
Maintenance	<u>94,600</u>	
	Subtotal	180,300

Revenue Loss and Expenses

Route D Fares	<u>(29,500)</u>	
	Subtotal	<u>(29,500)</u>

Net General Fund Savings \$ 294,900

SANITATION FUND  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

42100: Utilities ..... \$ 800,000

FY 2009-10 Approved Budget/Estimated Actual	\$835,000/\$825,000
FY 2008-09 Actual Expenditures	\$859,300

This account provides for electricity, natural gas, and domestic water at the Water Quality Control Plant (WQCP) and for wastewater collection system operations. The major expense in this account is electricity used in the treatment process. The proposed decrease below the FY 2009-10 Estimated Actual is due to an aggressive energy conservation program.

Account 42110: Lift Utilities ..... \$ 5,100

FY 2009-10 Approved Budget/Estimated Actual	\$5,100/\$5,100
FY 2008-09 Actual Expenditures	\$5,416

This account funds electrical costs associated with operating the Big Sky, Wood Ranch, and Arroyo Simi Lift Stations. The costs for the Big Sky and Wood Ranch Lift Stations are reimbursed.

Account 42150: Communications ..... \$ 36,200

FY 2009-10 Approved Budget/Estimated Actual	\$36,200/\$36,200
FY 2008-09 Actual Expenditures	\$34,831

This account provides for the Sanitation Fund share of two-way radio system maintenance contract at a cost of \$30,100, and the monthly cost of pagers and cellular phones.

Account 42230: Office Supplies ..... \$ 10,500

FY 2009-10 Approved Budget/Estimated Actual	\$11,500/\$10,500
FY 2008-09 Actual Expenditures	\$8,964

This account provides for normal office operating expenses including paper supplies/computer supplies, minor personal computer maintenance, CD's, and

related items. Improved procedures for copy machine and printer use will allow this account to be reduced.

Account 42235: Furnishings and Equipment (Non-Capital)..... \$ 1,300

FY 2009-10 Approved Budget/Estimated Actual	\$1,800/\$800
FY 2008-09 Actual Expenditures	\$2,801

Funding is requested to purchase five replacement side chairs, at a cost of \$260 each, for staff at the Sanitation Building. The existing chairs are very old and worn out. The age of the chairs ranges from fifteen to twenty years, and some of the components including arm rests, chair backs, and upholstery are worn out, torn, or broken.

Justification for proposed increase over FY 2009-10 Estimated Actual:

The FY 2009-10 budget included the replacement of both desk chairs and side chairs. Desk chairs have a higher per unit price than side chairs.

Account 42310: Rentals ..... \$ 6,000

FY 2009-10 Approved Budget/Estimated Actual	\$6,000/\$6,000
FY 2008-09 Actual Expenditures	\$5,562

This account provides for the rental of specialized equipment that is needed in the operation and maintenance of plant equipment, such as air compressors, temporary pumping systems, sewer cleaning easement machine and other equipment that is not available in-house. The account is also utilized to rent specialized vehicles, such as dump trucks, when one or more is unavailable due to mechanical failure.

Account 42410: Uniform/Clothing Supply ..... \$ 25,500

FY 2009-10 Approved Budget/Estimated Actual	\$25,500/\$25,500
FY 2008-09 Actual Expenditures	\$23,406

This account provides for employee uniforms, boots, rain gear, and other related personal protective equipment.

Account 42440: Memberships and Dues ..... \$ 7,400

FY 2009-10 Approved Budget/Estimated Actual	\$7,200/\$8,700
FY 2008-09 Actual Expenditures	\$9,749

This account provides for memberships in the following organizations:

Water Environment Federation (WEF)	\$ 700
California Water Environment Association (CWEA) Membership	3,500
Instrument Society of America (ISA)	250
American Public Works Association (APWA)	750
State Wastewater Treatment Operator Certification Renewals	1,000
CWEA Technical Certification Renewals	600
Office of Environmental Health, Hazard Assessment/ State Environmental Assessor Registration	300
American Society of Civil Engineers	300

Justification for proposed increase over FY 2009-10 Estimated Actual and Budget:

Staff underestimated the cost of CWEA membership renewals when developing the FY 2009-10 budget, which resulted in expenditures in excess of the budget line item.

Account 42450: Subscriptions and Books ..... \$ 2,500

FY 2009-10 Approved Budget/Estimated Actual	\$2,500/\$2,500
FY 2008-09 Actual Expenditures	\$2,006

This account provides for the following journals and other reference materials related to the operation of the Sanitation Division:

Safety bulletins and subscriptions	\$ 300
Manuals on activated sludge/nitrogen removal	550
Manuals on chemical analyses of water and wastes	400
Sanitation manuals, reports, updates, and subscriptions	450
California Code of Regulations on Safety Standards	400
CD-ROM and handbooks on municipal, industrial, and commercial waste	400

FY 2010-11  
REQUESTED  
BUDGET

Account 42530: Chemicals..... \$ 502,000

FY 2009-10 Approved Budget/Estimated Actual	\$549,000/\$510,000
FY 2008-09 Actual Expenditures	\$488,945

This account is used to purchase the following chemicals used in the treatment process at the WQCP:

Chlorine (sodium hypochlorite)	\$ 225,000
Sodium bisulfite	120,000
Belt press polymer	72,000
Polymer - tertiary filters	10,000
Polymer - flotation thickeners	19,000
Ferric and ferrous chloride - digesters	18,000
Anhydrous ammonia – trihalomethane treatment	38,000

Account 42541: Recycled Water Utilities ..... \$ 12,000

FY 2009-10 Approved Budget/Estimated Actual	\$12,000/\$12,000
FY 2008-09 Actual Expenditures	\$9,390

This account provides for electrical costs associated with the Calleguas Municipal Water District pumping facilities located at the WQCP. These facilities are operated and maintained by Sanitation staff.

Account 42550: Small Tools/Equipment ..... \$ 2,200

FY 2009-10 Approved Budget/Estimated Actual	\$2,200/\$2,200
FY 2008-09 Actual Expenditures	\$5,211

This account provides for the purchase of small tools utilized at the WQCP, by the Collection System Section, and by the Environmental Compliance Division.

<u>Treatment Plant</u>	\$ 1,000
The budgeted amount will provide for the purchase of wrenches and other hand tools, saws and blades, drills and bits, small pumps, shovels, and related equipment.	

<u>Line Maintenance</u>	1,000
This amount is for the regular purchase of small tools and safety equipment for the line maintenance function.	

Environmental Compliance

200

These funds are provided for the purchase of hand tools such as wrenches, screwdrivers, flashlights, shovels, etc.

Account 42560: Operating Supplies ..... \$ 140,000

FY 2009-10 Approved Budget/Estimated Actual	\$152,400/\$145,000
FY 2008-09 Actual Expenditures	\$120,377

This account provides for the following operating supplies:

Treatment Plant

\$ 119,000

This account supplies the WQCP with oil and grease lubrication items, housekeeping supplies, welding gases, mobile pump station suction and discharge hoses, boiler soft water, building supplies, and first aid/safety items such as portable gas detectors, fall protection, Self-Contained Breathing Apparatus (SCBA), and Personal Protective Equipment (PPE). Laboratory and Instrumentation supplies include, but are not limited to: test kit equipment; reagent chemicals; laboratory glassware; laboratory gases; bioassay testing materials; and materials used in field monitoring for the reclaimed water, soil amendment site, and groundwater monitoring programs and plant analyzer equipment and reagents.

Line Maintenance

19,500

This account provides for vector hoses, mending couplings, manhole equipment, safety equipment and supplies, light bulbs, and other related items.

Environmental Compliance (Pretreatment)

1,500

This account provides for supplies and equipment for the Pretreatment Program, including, but not limited to: safety equipment; fire extinguishers; bottles with caps and containers for sampling; beakers; pH meter replacement parts; cleaning supplies; reagents; oxygen meter replacement parts; and separator funnels.

Account 42720: Travel, Conferences, Meetings ..... \$ 10,300

FY 2009-10 Approved Budget/Estimated Actual	\$10,600/\$9,700
FY 2008-09 Actual Expenditures	\$31,411

This account provides funding for attendance at conferences and meetings with local, State, and Federal agencies that provide guidance and training relative to

compliance with regulations affecting operations of the Sanitation Division. Selected staff attends seminars and workshops that provide training opportunities regarding proper and legal methods to collect, treat, and dispose of wastewater. The Conferences also focus on current and proposed regulations, and emerging issues in the industry affecting wastewater matters.

Administration

1 - California Water Environment Assoc. (CWEA) Annual State Convention, Ontario, CA (Engineer) \$ 1,000

Treatment Plant

3 - CWEA Conference, Ontario, CA (managers and General Unit employees) 3,000  
 6 - EPA Tri-State Conference, Primm NV (managers and General Unit employees) 1,800  
 1 - WEFTEC Annual Conference, New Orleans, LA (Deputy Director) 1,600

Environmental Compliance (Pretreatment)

1 - EPA Tri-State Conference, Primm, NV 300  
 1 - CWEA State Convention, Ontario, CA (Deputy Director/ Environmental Compliance) 1,000  
 2 - CWEA Southern California Pretreatment Conference, Long Beach, CA (pretreatment) (Environmental Compliance Coordinator and Management Analyst) 1,600

Justification for proposed increase over FY 2009-10 Estimated Actual:

During FY 2009-10, several workshops and seminars were deferred as a result of Citywide travel restrictions.

Account 42730: Training ..... \$ 8,500

FY 2009-10 Approved Budget/Estimated Actual	\$9,000/\$7,400
FY 2008-09 Actual Expenditures	\$12,921

This account provides for attendance of selected personnel at specialized short courses and workshops to obtain the skills and knowledge necessary to manage, operate, and maintain the Sanitation Division:

Treatment Plant/Line Maintenance

24 - CWEA Tri-County Local Workshops, CA (managers and General Unit employees) \$ 1,500

40 - OSHA-required training, CA (confined space entry, lockout/tagout, electrical safety, lab safety, hazard communication, etc. for plant employees)	2,500
20 - Equipment Training, CA (operation, maintenance, and trouble-shooting of plant equipment, such as pumps, motors, electrical systems, etc. for plant employees)	2,000
2 - Management and supervisory training, CA	500

Administration

10 - American Public Works Association (APWA) local workshops	1,400
3 - Trenchless Technology seminar, CA	200

Environmental Compliance (Pretreatment)

5 - CWEA quarterly training workshops (management and General Unit staff), CA	400
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Justification for proposed increase over FY 2009-10 Estimated Actual:

During FY 2009-10, several workshops, seminars, and training sessions were deferred as a result of Citywide travel and training restrictions.

Account 42790: Mileage..... \$ 600

FY 2009-10 Approved Budget/Estimated Actual	\$600/\$400
FY 2008-09 Actual Expenditures	\$446

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

Justification for proposed increase over FY 2009-10 Estimated Actual:

Travel and training restrictions reduced mileage usage in FY 2009-10.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 1,570,100

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 175,900

FY 2009-10 Approved Budget/Estimated Actual	\$415,700/\$396,200
FY 2008-09 Actual Expenditures	\$105,461

This account provides for professional services that are required for effective operation of the Sanitation Division:

Legislative Consultant Services \$22,900  
Services to assist the City with regulatory compliance legislation and other issues affecting sanitation operations.

Implementation of Total Maximum Daily Loads (TMDL) 153,000  
The adopted TMDL's (Pesticides, PCBs, Nitrogen Compounds, Metals, Selenium and Salts) require that monitoring, analysis, reporting, and related studies to be implemented to comply with the regulatory mandates. The Calleguas Creek TMDL Consortium member agencies, bound by a Memorandum of Understanding, contribute to the implementation efforts based upon a formula that fairly apportions the work responsibility by agency/party and determines the monetary share. As the City has non-point discharges to the Arroyo Simi from stormwater and a point discharge at the Water Quality Control Plant (WQCP), there are responsibilities within both programs. The Sanitation Fund share is specific to the point discharge at the WQCP.

Account 44310: Maintenance of Equipment ..... \$ 575,000

FY 2009-10 Approved Budget/Estimated Actual	\$748,500/\$565,000
FY 2008-09 Actual Expenditures	\$444,735

This account provides for the maintenance and operation of roads and pavement; piping systems; blowers; structures; vehicles; mechanical, electrical, and electronic equipment; and other areas related to wastewater facility operation and maintenance. The major expenditures are in the WQCP with additional costs in the Collection System Section and the Environmental Compliance Division.

Mechanical and electrical equipment and parts \$ 70,000  
Emergency equipment replacement repair 50,000  
Electronic components 20,000  
Bearings, seals, pumps, etc. 23,100  
Repaving materials 30,000

FY 2010-11  
REQUESTED  
BUDGET

Electrical vault repairs	40,000
Pipe and pipe fittings	40,000
Portable equipment replacement and Repairs	30,000
Coating supplies, paints, etc.	10,000
Building supplies and materials	15,000
Hardware	20,000
Vehicle Maintenance Charges	196,900
Internet services (Sanitation share)	9,000
High-speed data connection – City Hall to PSC (Sanitation share)	20,000
Website hosting (Sanitation share)	1,000

Justification for proposed increase over FY 2009-10 Estimated Actual:

The Sanitation Fund allocation for Vehicle Maintenance Charges increased for FY 2010-11.

Account 44410: Maintenance of Buildings and Grounds ..... \$ 8,000

FY 2009-10 Approved Budget/Estimated Actual	\$8,600/\$8,600
FY 2008-09 Actual Expenditures	\$13,990

This account provides funding for materials used in maintaining landscaped areas of the WQCP such as drought resistant shrubs, conditioners, and seeding. Additionally, this account provides for cultivating and maintaining oak trees.

Chemical (fertilizers, pre-emergence, and systemics)	\$2,000
Landscape replacement of shrubs with drought tolerant plants, and oak tree maintenance	6,000

Account 44490: Other Contract Services ..... \$ 882,500

FY 2009-10 Approved Budget/Estimated Actual	\$989,000/\$890,800
FY 2008-09 Actual Expenditures	\$680,755

This account provides for various contracted services that are required throughout the year:

<u>Administration</u>	\$ 49,600
Zone 39 – Contribution to City-owned landscape zone	24,600
SB709 - Administrative fees	25,000

<u>Annual Permit Fees</u>	67,300
Ventura County Fire Department - hazardous materials	5,100
Regional Water Quality Control Board (RWQCB) -	
NPDES permit and renewal application	40,000
RWQCB - Environmental Compliance	5,000
Air Pollution Control District permit to operate	9,200
Department of Health Services - laboratory renewal	4,000
Air Pollution Control District - air toxic hot spots	4,000
 <u>WQCP</u>	 677,700
Technical assistance	20,000
For specialized machinery, motors, and pump equipment, chlorine, sodium bisulfite, trihalomethane control process, and related equipment, such as control valves, pressure regulating valves, emergency shut-off valves, pressure differential regulators, rupture disks, and metering equipment, as needed.	
Consulting services	15,000
To provide in-stream sampling analysis for bioassessment monitoring requirements in the Treatment Plant's NPDES permit.	
Outside laboratory work	80,000
Acute chronic bioassay, toxicity identification evaluations, special organic solvent analysis, and gas content testing required by the RWQCB in the WQCP's new NPDES permit.	
Outside annual electrical evaluation and maintenance	15,000
for all main motor control center switchgear performed by a licensed electrical contractor. This evaluation tests motor control panel and load center functioning with trip set points. It detects weak links in the system through infrared scans and sets alarm set points on electrical switchgear and breaker switch equipment against load.	
Uninterruptible Power Supply (UPS) stations	7,500
Provides technical support and annual upkeep on five stations.	

Maintenance of heating, boiler, deionized water, and air conditioning systems	10,000
Fire, burglar alarm and paging service	5,500
Disposal fees	280,000
Backflow prevention device testing	400
Landscape Maintenance Contract for lawns and planters at the WQCP	13,000
Atomic absorption and gas chromatograph mass spectrophotometer maintenance contract and other laboratory equipment calibration	8,000
Contract welding services	18,000
Small-scale WQCP operations projects such as plumbing, concrete work, and carpentry	10,000
Tripod fall protection certification	3,000
Medical immunizations, first-aid kit supplier, Annual fire extinguisher certification, recharge, testing, and respiratory protection.	800
Ongoing WQCP process equipment repairs not included in annual routine maintenance rehabilitation projects:	
2 - Flow equalization basin (FEB) pumps	6,000
3 - Product water pumps (including Adjustable Frequency Drives (AFDs)	27,000
Digesters (gas compressors, hex units)	25,000
Headworks (barscreens and appurtenances, channel)	20,000
Dewatering process (belt-press feed, drives, belts)	25,000
Primary treatment (pumps, drives)	5,000
Aeration diffusers	10,000
HVAC system	5,000
Blowers (motors)	5,000
Submersible pumps	5,000
Secondary process waste activated sludge (WAS) pumps, drives)	5,000
Administration building ceiling repairs	18,000

SCADA/CMMS

Wonderware (Archestra) for SCADA software support	10,000
SCADA administration and documentation technical support	5,000
Operations sequel software/support	2,500
Computerized Maintenance Management System annual renewal of inventory support license	10,500
Computerized Maintenance Management System inventory software technical support	7,500

Line Maintenance 65,900

Emergency sewer line repairs and contingencies:	
Gas detector maintenance	900
Trench line failures and broken sewer lines	25,000
Sewer lateral and manhole excavations, repairs, and paving	25,000
Sewer line root killer applications	10,000
Sewer line contract roach spraying	5,000

Environmental Compliance (Pretreatment) 22,000

Outside laboratory work for volatile organics analysis and split sampling for the Quality Control Program, analyses for monitoring industrial and commercial discharges, and trunkline monitoring program.

Local limit evaluation for nitrates, nitrites, sulfates, total dissolved solids, and halomethanes. Additional sampling and evaluation may be required per the new NPDES permit and/or new Pretreatment Ordinance. 10,000

Account 44590: Insurance Charges..... \$ 195,700

FY 2009-10 Approved Budget/Estimated Actual	\$187,600/\$187,600
FY 2008-09 Actual Expenditures	\$163,400

This account provides for premium payments to the Liability Insurance Fund.

SUBTOTAL - SERVICES \$ 1,837,100

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund ..... \$ 2,229,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,985,900/\$1,985,900
FY 2008-09 Actual Expenditures	\$1,908,900

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads ..... \$ 30,000

FY 2009-10 Approved Budget/Estimated Actual	\$120,000/\$120,000
FY 2008-09 Actual Expenditures	\$245,682

This account provides for transfer to the Streets and Roads Fund.

Account 49648: Transfer to Computer Equipment Replacement Fund..... \$ 57,700

FY 2009-10 Approved Budget/Estimated Actual	\$57,700/\$57,700
FY 2006-76 Actual Expenditures	\$60,800

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund ..... \$ 167,700

FY 2009-10 Approved Budget/Estimated Actual	\$63,700/\$63,700
FY 2008-09 Actual Expenditures	\$41,400

This account is for transfer to the Retiree Benefits Fund. Proceeds are used to pay for post-retirement benefits granted to retired City employees.

Account 49702: Transfer to Plant Equipment Reserve..... \$ 1,010,000

FY 2009-10 Approved Budget/Estimated Actual	\$860,000/\$860,000
FY 2008-09 Actual Expenditures	\$1,010,000

FY 2010-11  
REQUESTED  
BUDGET

Account 49702: Transfer to Vehicle Replacement Reserve ..... \$ 98,100

FY 2009-10 Approved Budget/Estimated Actual	\$466,200/\$466,200
FY 2008-09 Actual Expenditures	\$322,800

Account 49702: Transfer to Sewerline Replacement Reserve ..... \$ 965,000

FY 2009-10 Approved Budget/Estimated Actual	\$2,615,000/\$2,615,000
FY 2008-09 Actual Expenditures	\$965,000

Account 45805: Reimbursement to Workers' Compensation Fund ..... \$ (22,400)

FY 2009-10 Approved Budget/Estimated Actual	\$(318,200)/\$(318,200)
FY 2008-09 Actual Expenditures	\$0

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$ 4,535,100

TOTAL - CURRENT EXPENSES \$ 7,942,300

WATER QUALITY CONTROL PLANT (WQCP) REPLACEMENT RESERVE PROJECTS

Account 48500: WQCP Replacement Reserve Projects ..... \$ 910,000

FY 2009-10 Approved Budget/Estimated Actual	\$997,400/\$997,400
FY 2008-09 Actual Expenditures	\$210,719

A. Asset Reliability Plan \$ 125,000

A consultant completed a Collection System Asset Evaluation and Rehabilitation Plan in 2008. Staff is currently evaluating the condition of the Water Quality Control Plant in order to establish a comprehensive list of plant rehabilitation projects required in future years to maintain the facility in a safe, functional state. Funding is requested to obtain the services of a consultant to complete the following scope of work by February 2011:

- 1) Develop a detailed, multi-year scope of work and cost estimate for the list of plant rehabilitation projects.
- 2) Analyze the Collection System Asset Evaluation and Rehabilitation Plan.
- 3) Establish priorities for implementation of the two plans.
- 4) Develop the Engineer's Report needed to initiate a FY 2010-11 Proposition 218 process for the establishment of user fees to

generate funds for the needed collection system and plant rehabilitation activities.

**B. Primary Clarifier Channels Repair 230,000**

This project would provide construction funding to repair the concrete walls of the primary clarifiers influent and effluent channels and apply a corrosion resistant coating to protect the walls from further corrosion. The channels are approximately 500 feet long. Funds in the amount of \$30,000 were budgeted in FY 2009-10 for design and engineering. The concrete walls are corroded from sewage gases that collect on them, forming sulfuric acid that aggressively corrodes concrete. The channel cannot be taken out of service and bypass pumping will be required to lower the effluent level so that repairs can be made.

**C. Plant Water System Rehabilitation 555,000**

This project would replace the corroded existing pipeline that distributes recycled water for use in the Water Quality Control Plant. The existing ductile iron pipeline is severely corroded and at risk of total failure. The scope of work includes excavating around the pipeline, replacing 2,500 linear feet of pipe, abandoning 365 linear feet of pipe, and resurfacing the refilled trench with 12,500 square feet of asphalt paving material. City staff will perform inspection services, and a consultant will provide material testing services.

**TOTAL - WQCP REPLACEMENT RESERVE PROJECTS \$ 910,000**

**SEWERLINE REPLACEMENT RESERVE PROJECTS**

Account 48600: Sewerline Replacement Projects..... \$ 6,210,000

FY 2009-10 Approved Budget/Estimated Actual	\$8,179,600/\$8,179,600
FY 2008-09 Actual Expenditures	\$2,741,292

**D. Los Angeles Ave., (Erringer Road-Patricia Ave.) Sewerline Rehab \$1,400,000**

Funding is requested for the construction phase of a project to rehabilitate 1,800 feet of a 33-inch asbestos cement pipe sewer trunk line on Los Angeles Avenue, Erringer Road, and Patricia Avenue with a cured-in-place slip liner. Funds in the amount of \$100,000 were budgeted in FY 2009-10 for engineering and design activities.

- E. Royal Ave. (Erringer Rd. to Rincon St.) Sewerline Rehabilitation 2,250,000  
Funding is requested for the construction phase of a project to rehabilitate 4,200 square feet of 20-inch asbestos cement pipe sewer trunk line on Royal Avenue between Erringer Road and Rincon Street. The primary rehabilitation mode will be either cured-in-place or rigid inserted slip liner. Open trenching will be required intermittently to correct sags. Funds in the amount of \$100,000 were budgeted in FY 2009-10 for engineering and design activities.
- F. Easy Street and Galena Street Sewerline Rehabilitation 840,000  
Funding is requested for the construction phase of a project to rehabilitate 1,500 feet of 10-39 inch asbestos cement pipe sewer trunk line on Easy Street and 270 feet of 10-inch asbestos cement pipe sewer trunk line on Galena Avenue. Traffic control will be required during construction. The primary rehabilitation mode will be cured-in-place slip liner. Funds in the amount of \$80,000 were budgeted in FY 2009-10 for engineering and design activities.
- G. Royal Ave (Hartley Ave. to Holley Ave.) Sewerline Rehabilitation 1,350,000  
Funding is requested for the construction phase of a project to rehabilitate 2,400 feet of 20-inch asbestos cement pipe sewer trunk line on Royal Avenue between Hartley Avenue and Holley Avenue. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags. Funds in the amount of \$100,000 were budgeted in FY 2009-10 for engineering and design activities.
- H. 10" to 14" Sewerline Rehabilitation 80,000  
Funding is requested for the design phase of a project to rehabilitate 2,200 feet of 10-14 inch asbestos cement pipe sewer trunk line on Williams Way, Kitsy Lane, Gunner Lane, Mohave Drive, Alscot Avenue, Los Angeles Avenue, and Beaumont Street. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags. Construction funding in the amount of \$640,000 will be requested in FY 2011-12.
- I. West Los Angeles Avenue Sewerline Rehabilitation 75,000  
Funding is requested for the design and engineering phase of a project to rehabilitate 2,000 feet of 33-inch asbestos cement pipe sewer trunk line within an easement on West Los Angeles Avenue. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags. Following completion of design and engineering activities,

construction funds in the amount of \$1,275,000 will be requested in the FY 2011-12 Preliminary Base Budget. Scheduled completion: 2012

J. Shopping Lane (Tapo Canyon-Lucky Lane) Sewerline Rehabilitation 140,000

Funding is requested for the design and engineering phase of a project to rehabilitate 2,800 feet of 18-20 inch asbestos cement pipe sewer trunk line on Shopping Lane between Tapo Canyon Road and Lucky Lane. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags. Following completion of design and engineering activities, construction funds in the amount of \$1,350,000 will be requested in the FY 2011-12 Preliminary Base Budget. Scheduled completion: 2012.

K. Sycamore Dr. (Niles St.-Heywood St.) Sewerline Rehabilitation 75,000

Funding is requested for the design and engineering phase of a project to rehabilitate 1,800 feet of 12"-14" asbestos cement pipe sewer trunk line on Sycamore Drive between Niles Street and Heywood Street. The primary rehabilitation mode will be cured-in-place slip liner. Open trenching will be required intermittently to correct sags. Following completion of design and engineering activities, construction funds in the amount of \$600,000 will be requested in the FY 2011-12 Preliminary Base Budget. Scheduled completion: February of 2012.

TOTAL - SEWERLINE REPLACEMENT RESERVE PROJECTS

\$ 6,210,000

SANITATION FUND  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     Replace Ion Chromatograph - \$39,500

PRIORITY:    1

The Ion Chromatograph Analyzer purchased in 2001 is used at the Simi Valley Water Quality Control Plant Laboratory to analyze chloride, sulfate, phosphorous, nitrite, nitrate, and fluoride concentrations. The analyses are conducted to comply with the National Pollutant Discharge Elimination System (NPDES) permit and to ensure that the Plant is running properly. The Ion Chromatograph Analyzer failed three times during FY 2009-10 and is inoperable. Repairs have cost over \$1,500, and contracting out analyses for the balance of the fiscal year is expected to cost \$5,000. Contract analysis takes a minimum of 24 hours to receive results. Staff, with an operable Analyzer, can perform the same duties almost instantaneously. It is important that test results be obtained quickly in order for necessary process changes to be made.

Staff is recommending the replacement of the Analyzer in FY 2010-11. In comparison to the cost of utilizing an outside laboratory to perform the required testing, at a cost of approximately \$12,500 annually, the City will be able to recover its capital investment in two to three years.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Ion Chromatograph	\$ 39,500	
	<u>Total</u>	<u>\$ 39,500</u>

RECURRING ANNUAL COSTS

Current Expenses

Maintenance of Equipment (FY 2011-12)	\$ 4,000	
	<u>Total</u>	<u>\$ 4,000</u>

SANITATION FUND  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     Replace All-Weather Refrigerated Sampler - \$6,000

PRIORITY:    2

The refrigerated samplers are used in specific areas throughout the WQCP to collect and preserve and process composite samples required for compliance with the City's National Pollutant Discharge Elimination System (NPDES) permit. Composite samples are comprised of 24 hours worth of sampling, and are analyzed for many different constituents such as suspended solids, biochemical oxygen demand, ammonia, nitrite, etc. Analyses are performed daily, monthly, quarterly, semi annually, and annually. This sampler is requested to replace a failing 10-year old sampler that can no longer be maintained and is in need of replacement.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

All-Weather Refrigerated Sampler	<u>\$ 6,000</u>	
	Total	<u>\$ 6,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Establishment of a Collection System Technician Career Series  
Grades I-IV - \$17,200

PRIORITY: 1

Currently, Collection System Technicians do not have a career series that utilizes the California Water Environment Association (CWEA) Certification of Competency Program. Certification in the wastewater industry shows a general obligation that the City has performed due diligence ensuring the competency of the personnel providing services at public facilities. Wastewater Collection System Technician certification provides employers with evidence that the certificate holder has demonstrated certain job-related knowledge, skills and abilities. It provides concrete evidence to elected officials and citizens that the agency is staffed with people who know what they are doing and is competitive in any comparison of quality service. Certificate holders benefit as well. Certification gives recognition of competency, shows commitment to the profession, and should be a part of career advancement.

Within the City, career series have been established and used for advancement of Water Service Workers, Maintenance Workers, Tree Trimmers, Mechanics, Building Inspectors, Plant Operators, Plant Maintenance Technicians, Account Clerks, Clerks, and Police Records Technicians. With the new regulations for collection systems outlined in part of the Sewer System Management Plan (SSMP), regulators promote the benefits of agencies that support Certification of Competency. The State of California is moving closer to mandatory certification, and the City of Simi Valley could demonstrate its commitment to environmental protection by proactively embracing such potential requirements.

CWEA certification is the only recognized program in the State that offers Certifications of Competency, which means those who meet established criteria have the ability to perform their work at or above standard. A review of the salary schedule for the Collection System Supervisor indicates that there are no salary compression issues.

<b>FY 2010 - 11 Collection System Technician Grade I, II, III, IV Pay Schedule</b>		
<b>Classification</b>	<b>Annual Salary (Top Step)</b>	<b>Percent Differential</b>
Collection System Technician	\$ 51,168	
Collection System Technician I	53,982	5.5%
Collection System Technician II	56,951	5.5%
Collection System Technician III	60,084	5.5%
Collection System Technician IV	63,388	5.5%
Collection System Supervisor	78,858	24.4%

FISCAL YEAR 2010-11 COSTS

Personnel

Salaries and Benefits

\$ 17,200

Total

\$ 17,200

RECURRING ANNUAL COSTS

Personnel

Salaries and Benefits

\$ 9,000

Total

\$ 9,000

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     One-Half Supplemental Funding for a Replacement Combination Jet Rodder/Vactor Vehicle - \$95,100

PRIORITY:     2

Additional funds are requested to finance the replacement of a Rodder/Vactor vehicle that has reached the end of its useful life and is scheduled for replacement in FY 2011-12. One-half of the needed funding is in the amount of \$95,100. The balance of funding will be requested in FY 2011-12. The replacement vehicle will be critical in meeting the new waste discharge requirements contained in the Sewer System Management Plan (SSMP).

The City of Simi Valley was required to develop and implement maintenance and operation guidelines designed to reduce the number and volume of Sanitary System Overflows (SSOs) and prevent the interruption of commercial and residential sewer service. It is imperative that there be two combination vehicles available at all times to respond to emergencies and to meet maintenance needs. Two combination vehicles are utilized, one above the spill to clear the blockage and one below the spill to properly clear and contain a spill. If one is not available for appropriate clean up after a sewer overflow and sewage is discharged into the storm drain, then mandatory regulatory penalties are applicable. Additionally, demand for storm drain cleaning has tripled while maintenance requests for sewer line cleaning have doubled in recent years due to expanding and aging pipeline systems.

The City currently uses Vehicle #434, a VacCon Combination/Jet Rodder and another similar vehicle that will be replaced in July 2010. Vehicle #434 has been in service 10 years and is eligible for replacement this year. Staff has determined that replacement of this vehicle could be deferred for one year.

Funds in the amount of \$209,800 have accumulated in the Sanitation Vehicle Replacement Reserve Fund, but are insufficient to replace this vehicle, which has an estimated cost of \$400,000. Given the age and use of the vehicle, it would be prudent to budget the additional funding needed for its replacement over a two-year period.

FISCAL YEAR 2010-11 COSTS

Reimbursements and Transfers

To Vehicle Equipment Reserve	<u>\$ 95,100</u>	
	Total	<u>\$ 95,100</u>

RECURRING ANNUAL COSTS

Reimbursements and Transfers

To Vehicle Equipment Reserve (FY 2011-12)	<u>\$ 95,100</u>	
	Total	<u>\$ 95,100</u>

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Collection System Easement Machine - \$45,000

PRIORITY:   3

A collection system easement machine is requested to access areas that the combination sewer vehicles cannot enter. Most of these inaccessible areas are easements in remote locations. Staff does not have proper equipment to maintain them and, as a result, sewer lines in many areas have never been cleaned. Lack of cleaning increases the potential for Sanitary Sewer Overflows (SSOs) that can result in mandatory regulatory penalties.

The easement machine would operate in adverse conditions and tight areas, thus enabling deployment of an adequate amount of hose for cleaning previously inaccessible areas. Structures, fences, trees, and other obstructions typically block these areas from routine access. It is imperative that staff be able to work in all of the City's easements, not only to maintain the sewer lines in them, but to have access in the event of a SSO. If the City were to have an SSO in any one of these easements, staff would not have adequate access to clear a blockage. This could prolong the response to wastewater overflows, spills, collection system main breaks, and other situations involving wastewater that creates increased health and safety exposure. The Statewide General Waste Discharge Requirements contained in the Sewer System Management Plan requires all cities to properly maintain all sections of their wastewater collection systems.

Easement machines can be rented for \$3,500 per month, \$21,000 for 6 months, and \$42,000 annually. The Sanitation Division has a six-month backlog of maintenance jobs that require the use of an easement machine. Equipment of this type customarily has a 5-7 year useful life. Staff estimates that the purchase price of an easement machine, in lieu of rental, could be amortized in 2-3 years. Having this equipment available at all times would also make it possible to immediately and adequately respond to SSOs in areas not currently accessible with the larger equipment currently possessed by the Sanitation Division.

FISCAL YEAR 2010-11 COST

Capital Outlay

Collection System Easement Machine	\$ 45,000	
	Total	<u>\$ 45,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Fuel and Equipment Maintenance	\$ 1,500	
	Total	<u>\$ 1,500</u>

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:      Camera for Inspection Vehicle - \$39,000

PRIORITY:    4

The second camera for the Collection System Inspection Vehicle is requested. Currently, staff has access to one camera in the inspection vehicle. It is used under harsh, wet, or submerged conditions to televise more than 700 miles of sewer line. The Collection System Inspection Vehicle is equipped with two types of crawlers, for small to larger pipe sizes. Currently only one camera is available for both crawlers, and each time crawlers are changed for different applications, the wire harness has to be disconnected and re-connected causing wear and tear on the harness. Additionally, it takes two hours to disassemble and assemble the crawler and harness. This disconnection and re-connection process, in concert with the conditions under which the camera operates, has resulted in needed repairs on seven occasions during the past twelve months. This down time is not cost effective and has slowed down production in video inspections.

The monthly cost of renting a second camera needed for Closed Circuit Television inspections ranges from \$1,500 - \$2,000. Rental of a fully equipped camera truck costs up to \$10,000 per month, which would not be cost effective in that a second camera is needed at all times.

FISCAL YEAR 2010-11 COST

Capital Outlay

Video Camera	<u>\$ 39,000</u>	
	Total	<u>\$ 39,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Anaerobic Digesters Overhaul Project - \$200,000

PRIORITY:   5

Funding is requested for design and engineering to overhaul the Anaerobic Digesters at the Water Quality Control Plant that are approximately 25 years old and due for a major overhaul. The mixing, heated sludge recirculation equipment, and pumps are out of date and parts are very expensive and hard to find. In excess of \$25,000 was expended during FY 2008-09 to rebuild one of the gas compressor mixing units. The piping is showing signs of interior corrosion and the valves are difficult to operate.

Staff estimates that the total cost of the project will be approximately \$2,500,000. If design and engineering funding is approved, a request will be made for construction funding upon completion of design and engineering activities.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Design and Engineering	\$ 200,000	
	<u>Total</u>	<u>\$ 200,000</u>

RECURRING ANNUAL COSTS

Capital Outlay

Construction (FY 2011-12)	\$ 2,300,000	
	<u>Total</u>	<u>\$ 2,300,000</u>

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Parts Storage Warehouse – \$150,000

PRIORITY:   6

Funding is requested for design and engineering of a single storage location to manage Water Quality Control Plant (WQCP) spare parts. Staff estimates that the total cost of the project will be approximately \$1,400,000. If design and engineering funding is approved, a request will be made for construction funding upon completion of design and engineering activities.

Parts storage is critical to the WQCP since equipment failures need to be immediately addressed in most cases and organized spare parts in one location are necessary to support this requirement. Long delivery lead times coupled with equipment failure unpredictability can require some parts to remain in inventory for years. Current inadequate warehousing has led to material losses due to weather and atmospheric damage, multiple parts ordering, and difficulty maintaining the inventory. A 10,000 square foot warehouse is proposed to meet current and future needs for proper parts storage and inventory control. The new warehouse would provide safe and controlled access to parts and supplies. Construction costs are projected and may require revision once design and engineering activities have been completed.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Design and Engineering	\$ 150,000	
	<u>Total</u>	<u>\$ 150,000</u>

RECURRING ANNUAL COSTS

Capital Outlay

Construction (FY 2011-12)	\$ 1,250,000	
	<u>Total</u>	<u>\$ 1,250,000</u>

SANITATION FUND  
POLICY ITEM

PROGRAM JUSTIFICATION:     Water Quality Control Plant Optimization Study - \$25,000

PRIORITY:     7

Funding is requested to employ a specialized consultant in wastewater process optimization and energy conservation to review operations at the Water Quality Control Plant (WQCP) and to develop recommendations to improve operations and reduce energy usage. The consultant would evaluate pumping and hydraulics systems, analyze energy consumption, review the operation of aeration systems, and evaluate management practices. In addition, supports systems such as lighting, load shifting, HVAC operation, chemical use, and options for green energy technologies would also be studied.

The recommendations contained in the study will assist staff in developing a program for capital replacement of inefficient equipment and establishing Best Management Practices, where necessary, with the intended result of improving the efficiency and effectiveness of WQCP operations. Staff believes that the cost of the study could be recovered in energy savings within one year.

FISCAL YEAR 2010-11 COSTS

Current Expenses

Professional and Special Services	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding For Current Expense Accounts – \$4,500 (0.1% of Budget)

PRIORITY:            1

Reductions of these accounts will postpone purchases of furnishings identified for replacement two years ago. Impact to the ability to rent all equipment needed for routine maintenance could result in the postponement of scheduled preventive maintenance. In cases where emergency rentals are needed mid-year adjustments may be required.

FISCAL YEAR 2010-11 SAVINGS

Budget  
Reductions

Current Expenses

Furnishings and Rentals

\$ 4,500

Total

\$ 4,500

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:        Reduce Funding For Buildings and Grounds Maintenance - \$4,000 (0.1% of Budget)

PRIORITY:        2

This account provides for maintenance and care of landscape and ornamental plantings throughout the plant site. A further reduction in this account will limit the ability of personnel to control weed and plant growth. In addition to Plant appearance being adversely affected, the overgrowth of vegetation may lead to an increase in the rodent populations and wind blown dead vegetation that enters process tanks. A reduction in oak tree trimming could result in broken branches and wind damage, which creates additional maintenance needs.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Building and Grounds Maintenance	<u>\$ 4,000</u>	
	Total	<u>\$ 4,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding For Other Contract Services - \$100,000 (1.0% of Budget)

PRIORITY:            3

This account provides for various contract and consultant services throughout the year. A reduction in this account would seriously affect the Division's ability to maintain equipment through predictive maintenance, to access a variety of consulting service and technical assistance, and would delay much needed Water Quality Control Plant projects. Reduction in this account would also affect the Plant's ability to dispose of biosolids, rags and grit, and to renew a variety of annual permits required by Local and State governments.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Other Contract Services	<u>\$ 100,000</u>	
	Total	<u>\$ 100,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Reduce Funding For Maintenance of Equipment - \$100,000 (1.0% of Budget)

PRIORITY:            4

This account provides for the maintenance, operation, and emergency repairs of Sanitation Division equipment. The major expenditures are for the Water Quality Control Plant, with additional costs budgeted for the Collection System and Environmental Compliance Sections.

A reduction in this account would severely affect the status of emergency equipment repairs; electrical repairs; and the purchase of electronic components, paints, nuts and bolts, seals and bearings, pipe and fittings, building supplies, hardware, and equipment replacement parts. A large amount of Plant equipment is over 25 years old and operates 24/7. This aging equipment must properly and consistently operate to ensure continuous permit compliance.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Maintenance of Equipment	\$ 100,000	
	Total	<u>\$ 100,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:        Reduce Funding For Operating Supplies - \$10,000 (0.1% of Budget)

PRIORITY:        5

This account provides for operating supplies for operation of the laboratory, collection system, Water Quality Control Plant, and environmental compliance activities. A reduction in this account could affect the Plant's ability to maintain supplies needed to operate properly to ensure permit compliance.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Operating Supplies

\$ 10,000

Total

\$ 10,000

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding For One Plant Maintenance Technician I Position (Vacant) - \$80,800 (0.8% of Budget)

PRIORITY: 6

In reviewing the workload for the past fiscal year, it was determined that the present staffing levels are sufficient to meet the existing workload in the short term. However, on a long-term basis, it should be noted that a reduction of staff would result in a reduction in the amount of preventive maintenance tasks that can be accomplished throughout the year. As preventive maintenance work declines the general consequence is that corrective/emergency work increases, resulting in costly repairs and the risk of equipment failure.

Maintaining this position vacant will adversely impact the Water Quality Control Plant's ability to maintain equipment in adequate operating condition and would also impact the scheduling of the preventive maintenance program.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

Plant Maintenance Technician I	<u>\$ 80,800</u>	
	Total	<u>\$ 80,800</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Three Months of Funding for One Plant Operator III Position (Vacant) - \$11,200 (0.3% of Budget)

PRIORITY: 7

In reviewing the workload for the past fiscal year, it has been determined that present staffing levels are sufficient to meet existing needs short term, with overtime requirements of two days every five weeks. The estimated overtime costs incurred by eliminating funding for this position for three months is \$11,200. Although this cost is less than the funding of this position for an entire year, it should be noted that routine overtime has been known to cause a reduction in efficiency, increased mistakes and injuries, and employee stress and fatigue. Additionally, elimination of funding for this position would further diminish staff's ability to accomplish routine duties and projects, such as diffuser and influent channel cleaning, and emergency pipe repairs.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

One Plant Operator III (three months)	\$ 23,700	
Less: Cost of Overtime	<u>(12,500)</u>	
	Total	<u>\$ 11,200</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE: Eliminate Three Months of Funding for One Collection System Technician Position (Vacant) - \$12,700 (0.2% of the Budget)

PRIORITY: 8

Postponement in filling the Collection System Technician position for three months will result in the use of overtime or allowing a new and expensive collection system cleaning vehicle to sit idle while the cleaning workload increases. The estimated overtime costs incurred by eliminating funding for this position for three months is \$12,500. Although the overtime cost is less than the expense of funding this position for three months, it should be noted that routine overtime has been known to cause a reduction in efficiency, increased mistakes and injuries, and employee stress and fatigue.

The typical period of time required to train new collection technicians to the minimum level of competency is one year. During that time, the Collection System would be impacted in its ability to maintain a trouble-free sewer system through scheduled routine maintenance. A continued delay could carry a risk of inadequate responses to Sanitary Sewer Overflows and may result in fines.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Current Expenses

One Plant Operator III (three months)	\$ 19,200	
Less: Cost of Overtime	<u>(6,500)</u>	
	Total	<u>\$ 12,700</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND  
REVERSE PRIORITY

ITEM TITLE:            Eliminate Three Months of Funding for One Plant Operations Supervisor Position (Vacant) - \$40,000 (0.4% of Budget)

PRIORITY:            9

Currently, Sanitation is rotating two internal candidates who meet the minimum requirements for the Plant Operations Supervisor on three-month assignments. It is anticipated a promotional recruitment will be initiated in late September to fill this vacant position.

For short periods of time, the Plant Operations Manager has assumed the duties of the Supervisor. However, due to this position's responsibility for overseeing operations, the laboratory, and the instrumentation/electrical sections at the Water Quality Control Plant, this arrangement is not sustainable on a long-term basis.

Budget  
Reductions

FISCAL YEAR 20010-11 SAVINGS

Current Expenses

One Plant Operations Supervisor (3 months)	<u>\$ 40,000</u>	
	Total	<u>\$ 40,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
PRELIMINARY BUDGET  
SUPPORTING INFORMATION

FY 2010-11  
REQUESTED  
BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities..... \$ 876,000

FY 2009-10 Approved Budget/Estimated Actual	\$876,000/\$800,000
FY 2008-09 Actual Expenditures	\$759,526

This account funds electrical and natural gas costs for the various pumping facilities that are operated by the District. The major expense in this account relates to the purchase of power.

Justification for proposed increase over FY 2009-10 Estimated Actual:

This account is being budgeted at the FY 2009-10 level due to unknown fluctuations in pumping requirements and weather conditions.

Account 42150: Communications..... \$ 34,100

FY 2009-10 Approved Budget/Estimated Actual	\$35,300/\$34,100
FY 2008-09 Actual Expenditures	\$33,646

This account provides for the cost of telecommunications lines, cellular phone monthly billings, and field communication devices as follows: Of the requested amount, \$26,900 is budgeted in support of the two-way radio system.

Cellular telephones	\$ 3,600
Field communication devices	1,800
Telecommunications lines	1,800
Two-Way Radio System Support	26,900

Account 42230: Office Supplies..... \$ 11,000

FY 2009-10 Approved Budget/Estimated Actual	\$20,200/\$11,000
FY 2008-09 Actual Expenditures	\$12,605

This account provides for normal office operating expenses, paper stock and related supplies, computer supplies, minor personal computer maintenance, repairs, etc.

Administration	\$ 5,000
Utility Billing	6,000

Account 42310: Rentals ..... \$ 2,000

FY 2009-10 Approved Budget/Estimated Actual	\$3,000/\$1,500
FY 2008-09 Actual Expenditures	\$12

This account provides for the rental of specialized equipment. The infrequent use of this equipment makes it more cost effective to rent than purchase. Air compressors, generators, concrete saws, vibraplates, portable pumps, piping, compactors, and trenchers are examples of equipment that is rented.

Justification for proposed increase over FY 2009-10 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the District. A minimum amount is budgeted each year to cover anticipated needs.

Account 42410: Uniform/Clothing Supply ..... \$ 11,400

FY 2009-10 Approved Budget/Estimated Actual	\$11,400/\$11,400
FY 2008-09 Actual Expenditures	\$9,053

This account provides for the purchase and cleaning of uniforms and the purchase of safety boots. The account also provides for rain gear, uniform shorts, rubber boots, and other safety equipment.

Account 42440: Memberships and Dues ..... \$ 26,100

FY 2009-10 Approved Budget/Estimated Actual	\$19,200/26,100
FY 2008-09 Actual Expenditures	\$15,546

This account provides for memberships and licenses in the following:

California Urban Water Conservation Council	\$ 3,800
American Public Works Association (APWA)	400
American Society of Civil Engineers	300
American Water Works Association (AWWA)	600
Association of Water Agencies (AWA)	5,000
Operator Certificates	1,600
AWA Annual Meeting Sponsorship	400
California Board of Professional Engineers license	400
Watersheds Coalition of Ventura County	13,100
American Welding Society	500

Justification for proposed increase over FY 2009-10 Budget:

The cost of membership in the Watersheds Coalition of Ventura County was \$7,100 higher than projected. Also, there was a \$200 net savings in the cost of the other memberships.

Account 42450: Subscriptions and Books ..... \$ 1,800

FY 2009-10 Approved Budget/Estimated Actual	\$4,000/\$3,000
FY 2008-09 Actual Expenditures	\$1,574

This account provides for journals and other reference materials related to the operation of the District.

Water system hydraulic analyses	\$ 100
Safe drinking water books	100
AWWA water standards subscription	300
Water quality manuals	100
Tapo Canyon Water Treatment Plant procedures manuals	200
Technical CD-ROMs	600
AWWA Manual of Water Practice updates	200
Water Law Reporter	200

Account 42520: Meters ..... \$ 452,100

FY 2009-10 Approved Budget/Estimated Actual	\$474,300/\$375,000
FY 2008-09 Actual Expenditures	\$374,513

This account provides for meters and appurtenant items that are required to meet the development and operational needs of the Water District. Operational needs include a meter replacement program that increases the accuracy of meters in the system. A total of 1,694 meters are identified for replacement in FY 2010-11. New developments will require 40 new meters. For FY 2010-11 an allocation is also included for retrofitting of existing meters with automated meter reading mechanisms. The proposed meter purchases are as follows:

4 Large meters @ \$1,725 each	\$ 6,900
50 1½" Replacement meters @ \$484 each	24,200
100 1" Replacement meters @ \$299 each	29,900
1,500 ¾" Replacement meters @ \$253 each	379,500
40 ¾" - 2" Meters for new developments @ \$290 each (to be recovered from developer fees)	11,600

Justification for proposed increase over FY 2009-10 Estimated Actual:

A reduced number of meters were purchased in FY 2009-10 due to decreased new developments activity and meter replacement needs. New development meter funding is requested at a lower level for FY 2010-11 due to reduced development activity in the City.

Account 42540: Water Purchase ..... \$ 22,764,000

FY 2009-10 Approved Budget/Estimated Actual	\$20,699,000/\$19,291,500
FY 2008-09 Actual Expenditures	\$18,883,991

This account provides for the purchase of imported water supply from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2009-10 Budget and Estimated Actual:

This proposed budget amount includes a 21% cost of water increase effective January 2010, and a projected increase of 8% to become effective in January 2011. This expenditure is offset by increased revenue.

Account 42541: Recycled Water Purchase ..... \$ 38,000

FY 2009-10 Approved Budget/Estimated Actual	\$20,000/\$38,000
FY 2008-09 Actual Expenditures	\$17,248

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2009-10 Budget:

The FY 2009-10 estimated actual reflects actual usage at the Simi Valley Landfill, which are offset by revenue received from the Landfill.

Account 42550: Small Tools/Equipment ..... \$ 16,500

FY 2009-10 Approved Budget/Estimated Actual	\$15,500/\$16,000
FY 2008-09 Actual Expenditures	\$11,273

This account provides for the purchase of tools, fittings, and safety items.

Justification for proposed increase over FY 2009-10 Estimated Actual:

The FY 2010-11 budget includes a minimal increase to accommodate cost increases.

Account 42560: Operating Supplies ..... \$ 88,000

FY 2009-10 Approved Budget/Estimated Actual	\$88,000/\$50,000
FY 2008-09 Actual Expenditures	\$6,709

This account provides for supplies used in the maintenance and operation of the District's facilities, including chemicals, oils, grease, and related items for operation of pumps, motors, treatment plant, etc.

Justification for proposed increase over FY 2009-10 Estimated Actual:

It is anticipated that a full year of chemicals will be required to operate the Tapo Canyon Water Treatment Plant, which initiated operation during FY 2009-10.

Account 42720: Travel, Conference, Meetings ..... \$ 3,300

FY 2009-10 Approved Budget/Estimated Actual	\$5,000/\$3,000
FY 2008-09 Actual Expenditures	\$2,773

This account provides funds for meetings with local, State, and related entities relative to the District's operations, engineering, regulations, and grant programs. This account also provides for attendance by selected personnel at conferences, seminars, and workshops that pertain directly to operations, engineering, and reclaimed water issues.

Administration:

1 - AWWA Fall 2010 Conference, Sacramento, CA 1,500  
(Deputy Director)

District Engineering:

1 - AWWA Spring 2011 Conference, Los Angeles 800  
(Principal, Senior, or Associate Engineer)  
18 - AWA Workshops/Seminars, local 600  
2 - AWA or APWA Symposium/Workshop, local 400

Justification for proposed increase over FY 2009-10 Estimated Actual:

During FY 2009-10, several workshops and seminars were deferred as a result of Citywide travel restrictions.

Account 42730: Training ..... \$ 11,300

FY 2009-10 Approved Budget/Estimated Actual	\$14,400/\$8,100
FY 2008-09 Actual Expenditures	\$3,401

This account provides for attendance of selected personnel at specialized short courses to obtain expertise and training which is of direct benefit to District operations:

Administration:

Management safety and supervisory training, \$ 500  
 Harassment prevention, labor relations, and  
 customer service training

Operations and Maintenance:

Safety training (on-site required OSHA training) 3,000  
 AWWA on-site seminars and on-site California  
 Department of Public Health training 3,000

District Engineering:

AWWA certification seminars (4) (Principal, Senior,  
 Associate, and Assistant Engineers 300  
 AWWA engineering seminars (3) (Senior, Associate,  
 and Assistant Engineers (up to 3 local training courses each) 1,000  
 Water modeling training (2) (Senior and Assistant Engineers) 3,200

Customer Service and Utility Billing:

Customer relations training 300

Justification for proposed increase over FY 2009-10 Estimated Actual:

During FY 2009-10, several workshops and seminars were deferred as a result of Citywide training restrictions.

Account 42790: Mileage..... \$ 1,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,000/\$600
FY 2008-09 Actual Expenditures	\$529

This account provides for employee mileage reimbursement for personal vehicle usage on District business.

Justification for proposed increase over FY 2009-10 Estimated Actual:

Travel and training restrictions resulted in reduced mileage usage in FY 2009-10.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 24,336,600

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services ..... \$ 200,100

FY 2009-10 Approved Budget/Estimated Actual	\$206,700/\$204,200
FY 2008-09 Actual Expenditures	\$206,132

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration/Engineering \$ 97,900

Engineering services and special studies 30,000

This amount provides for mapping updates, geodatabase data conversion, map drawer conversion, special studies, and water use audits needed to assist staff in the coordination and administration of District projects, District mapping and analysis of proposed development projects and programs.

Plan check and construction inspection 10,000

This amount provides for plan checks and construction inspections needed to support the review of design and construction of residential and commercial land development projects. This also provides for computer hydraulic analysis of the impacts of proposed new developments and for sizing required water facilities. This item is funded from revenues previously collected from development projects for this purpose.

Legislative consultant services 22,900  
Waterworks District share

Right-of-Way consulting services 6,000

This item provides the District Engineering Section with real estate services on an as-needed basis that are necessary to resolve a wide variety of easement and property ownership issues. Real estate issues routinely occur as a result of requests from citizens and developers that the District vacate or accept easements necessary for the completion of development projects. Real estate services are also required from time to time by District staff to research titles, easements, and chain of title for the construction of capital projects including the District's earthquake repair project.

Consumer Confidence Report (CCR) 3,000

This account will provide funds for assistance in preparation of a federally mandated annual report.

2010 Urban Water Management Plan update 26,000

Ventura County Waterworks District No. 8, as an urban water supplier, is required by the Urban Water Management Planning Act to prepare and update its Urban Water Management Plan every five years in order to be eligible for California Department of Water Resources administered state grants and loans and drought assistance.

Operations 42,200

Cross connections 20,000

This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.

Surveying and engineering services 2,000

Funds will be used to continue a time of use program for energy conservation and off-peak pumping. This program is integrated into the SCADA system that controls the pumps and monitors electricity usage.

Large water systems fee 13,000

This amount will provide for fees required by the California Health Department.

Ventura County Public Works encroachment permit 1,200

This account will provide for the County of Ventura Public Works Agency annual permit for utility work done in unincorporated areas of the Waterworks District.

Water sampling 6,000

This amount provides for water sampling required by the State of California Health Department. Water samples are collected monthly and quarterly as prescribed by Title 22 of the Administrative Code. New regulations require sixteen samples for THMs and HAA5s to be collected every 60 days.

Utility Billing 60,000Pay mode services 4,800

This service serves as a link between the City of Simi Valley and the payment networks that route electronically initiated payments such as home banking. This amount reflects the cost of utilizing electronic processing services via the customer's banking institutions.

On-line bill pay 7,200

This service allows District customers to pay their utility bills online and review billing and consumption history. This amount reflects the cost of utilizing electronic processing services via the District's banking institutions.

Credit Card Services 12,000

This service allows District customers to pay their utility bills via credit card in person or over the telephone.

Regulus Lockbox Services 36,000

This service processes the majority of District payments and provides customers with a non-electronic payment method.

Account 44310: Maintenance of Equipment ..... \$ 439,100

FY 2009-10 Approved Budget/Estimated Actual	\$670,100/\$434,000
FY 2008-09 Actual Expenditures	\$404,301

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

Pipeline materials	\$ 160,000
Sand, gravel, asphalt, and concrete	25,000
Electrical parts and materials	25,000
Construction and welding contractors	50,000
Equipment repair	44,600
Radio maintenance	4,500
Reimbursement for vehicle maintenance	130,000

Justification for proposed increase over FY 2009-10 Estimated Actual:

This account includes a \$5,500 increase for vehicle maintenance charges that are reimbursed to the General Fund.

Account 44410: Maintenance of Buildings/Grounds ..... \$ 5,000

FY 2009-10 Approved Budget/Estimated Actual	\$6,800/\$5,000
FY 2008-09 Actual Expenditures	\$2,300

This account provides for materials used in the maintenance of buildings and grounds such as wood, crushed rock, paint, cleaning materials, and fence materials.

Account 44490: Other Contract Services ..... \$ 251,800

FY 2009-10 Approved Budget/Estimated Actual	\$255,700/\$255,700
FY 2008-09 Actual Expenditures	\$180,801

This account provides for contract maintenance of District facilities including:

Underground service alert	\$ 3,400
Landscaping	20,000
After hours emergency call back services	2,000
Landfill	6,000

FY 2010-11  
REQUESTED  
 BUDGET

Pump repair	20,000
Pipelines	25,000
Zone 39 improvement support	24,600
Annual maintenance of meter reading system	10,200
Utility Billing bulk mail services and postage	83,000
Annual renewal of SCADA software license	11,800
Annual renewal of inventory software license	10,800
Monitoring of intrusion alarms	1,000
Annual renewal of Water Model software license	1,500
Annual renewal of mapping software license	2,500
Internet services	9,000
City Hall to Public Services Center high speed data connection	20,000
Website Hosting (Waterworks Share)	1,000

Justification for proposed increase over FY 2009-10 Estimated Actual:

Only a portion of the District share of Internet services and high-speed data connection was expended in FY 2009-10.

Account 44590: Insurance Charges..... \$ 123,600

FY 2009-10 Approved Budget/Estimated Actual	\$110,900/\$110,900
FY 2008-09 Actual Expenditures	\$89,900

This account provides for premium payments made to the Liability Insurance Fund.

SUBTOTAL – SERVICES \$ 1,019,600

REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund ..... \$ 1,786,500

FY 2009-10 Approved Budget/Estimated Actual	\$1,538,400/\$1,538,400
FY 2008-09 Actual Expenditures	\$1,598,000

This account provides for the cost allocation reimbursement to the General Fund.

Account 45805: Reimbursement to Workers' Compensation Fund..... \$ (33,000)

FY 2009-10 Approved Budget/Estimated Actual	(\$157,600)/(\$157,600)
FY 2008-09 Actual Expenditures	\$0

This account provides for reimbursement of prior years excess Workers' Compensation Fund contributions to the Workers' Compensation Insurance Fund.

Account 49297: Transfer to Retiree Benefits Fund..... \$ 123,700

FY 2009-10 Approved Budget/Estimated Actual	\$14,200/\$14,200
FY 2008-09 Actual Expenditures	\$3,800

This account provides for transfer to the Retiree Benefits Fund.

Account 49648: Transfer to Computer Equipment Replacement..... \$ 54,100

FY 2009-10 Approved Budget/Estimated Actual	\$54,100/\$54,100
FY 2008-09 Actual Expenditures	\$64,800

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49600: Transfer to Streets and Roads..... \$ 60,000

FY 2009-10 Approved Budget/Estimated Actual	\$190,000/\$190,000
FY 2008-09 Actual Expenditures	\$277,000

This account provides for transfer to the Streets and Roads Fund in support of the Major Street Rehabilitation and Minor Street Overlay programs.

Account 49763: Transfer to Vehicle Replacement Reserve..... \$ 100,200

FY 2009-10 Approved Budget/Estimated Actual	\$173,000/\$173,000
FY 2008-09 Actual Expenditures	\$85,600

This account provides for transfer to the Waterworks Vehicle Replacement Reserve.

Account 49763: Transfer to Facilities Replacement Reserve ..... \$ 1,460,000

FY 2009-10 Approved Budget/Estimated Actual	\$1,460,000/\$1,460,000
FY 2008-09 Actual Expenditures	\$1,460,000

This account provides for transfer to the Waterworks Facilities Replacement Reserve.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$ 3,551,500

TOTAL - CURRENT EXPENSES \$28,907,700

CAPITAL PROJECTS - REPLACEMENT RESERVE FUND

Account 48500: Maintenance Projects ..... \$ 728,000

FY 2009-10 Approved Budget/Estimated Actual	\$813,000/\$813,000
FY 2008-09 Actual Expenditures	\$818,856

A. Paving and Slurry Seal at Tank Sites \$ 28,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for removal and replacement of 3,400 square feet of asphalt pavement, crack sealing, and seal coat work at the First Street Tanks Site.

B. Landscaping/Noise Barrier at District Facilities 20,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for landscaping to visually enhance the area around water tanks and for the installation of fencing and electric access gates. It is anticipated that the funds will be used for new plant material to replace existing landscaping that is failing or has been damaged by vandalism or weather.

C. Painting of Water Facilities 50,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for repainting exteriors of water tanks and pump stations throughout the District based on physical inspections by staff. Repainting prolongs the life of water tanks and pump stations. The funds are also expended for the removal of graffiti.

D. Refurbishment/Installation of District Pumping Facilities 55,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for ongoing refurbishment of pumps and motors that are inefficient to operate and are in need of repair or replacement.

E. Valve Box Replacements 15,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for ongoing valve box replacements throughout the District.

F. Main Line Valve Replacement Program 125,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for ongoing replacement of main line valves throughout the District. It is anticipated that 50 valves will need to be replaced in FY 2010-11. Many of these valves are broken and others do not shut tightly.

G. District Telemetry Systems 100,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for ongoing maintenance and modifications to security systems and for support to the District's SCADA system. Maintenance and modifications are performed on an as-needed basis for field equipment that fails or needs replacement for systems upgrades and software revisions.

H. Vulnerability Assessment Upgrades 40,000

It is proposed that funds be allocated in FY 2010-11 for the implementation of security measures as outlined in the Vulnerability Assessment Study. Work is performed on an as-needed basis to security equipment that fails or needs replacement due to obsolescence.

I. Interior Tank Recoating 295,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for recoating of the interiors of District water tanks and interior repairs as needed. Numerous tanks were constructed in the 1960s with a coal-tar enamel type coating. These coatings have exceeded their life expectancy and are beginning to deteriorate. Replacement of corroded roof ties, braces, and other internal framework, as discovered during this work, is also included. This deterioration could adversely affect water quality and cause corrosion resulting in shortened tank life. FY 2010-11 funds will be used to recoat and repair the interior of the Hill Top Tank.

CAPITAL IMPROVEMENT PROJECTS

Account 48600: Capital Improvement Fund Projects ..... \$ 1,670,000

FY 2009-10 Approved Budget/Estimated Actual	\$5,047,300/\$5,047,300
FY 2008-09 Actual Expenditures	\$5,622,256

J. Oversize Proposed Water Mains and Other Facilities 125,000

It is proposed that funds be allocated to this annual program in FY 2010-11 for oversizing selected water mains and other facilities to address isolated distribution system deficiencies and to enhance District reliability and operational flexibility. Additional water system and distribution needs have been identified in the Water Master Plan. Funds will address these needs by replacing and upsizing water mains in rural areas and for enlarging waterlines, pump stations, and new water main inter-ties.

K. Tapo Canyon Groundwater Well #3 300,000

An aquifer study completed in September 2006 recommended an additional well to provide supplemental water and reliability to current irrigation customers and the Tapo Canyon Water Treatment Plant. Two existing wells cannot provide the current demand requirements for the irrigation and supply water to the Tapo Canyon Water Treatment Plant during high demand periods. A third well is needed to supplement and maintain reliability in the event that an existing well becomes non-operational. Total required funding for this project is \$1,415,000. To date, funding in the amount of \$865,000 has been approved for engineering, design, and right-of-way acquisition. Construction funding will be requested over two years with \$300,000 requested in FY 2010-11 and an additional \$250,000 to be requested for FY 2011-12.

L. Emergency Generators 120,000

Funds are requested for the purchase and installation of gas-driven emergency generators needed to provide backup power needed to maintain water supply at selected pump stations during electrical outages, as recommended in the Water Master Plan. Generators are proposed for the Smith Road, Oak Knolls, and Box Canyon in 2010-11.

M. Recycled Water Projects 1,000,000

Funds are requested to continue planning and environmental review of the preferred alternative recycled water project. The highest priority

Recycled Water Master Plan project proposes an upgraded Water Quality Control Plant Pump Station, distribution pipeline, and storage tank to deliver recycled water supply to the Wood Ranch Golf Course and other prospective customers for irrigation use at an estimated cost of \$14,300,000. Funding for preliminary planning and environmental document activities in the amount of \$1,250,000 was approved in prior years. Construction funding will be requested in each of the next three fiscal years, with \$1,000,000 requested for FY 2010-11. Environmental documentation and design work has been initiated for the recommended project. Alternative systems and phases identified in the Plan may include serving the Simi Hills Golf Course, West End Industrial Development, Simi Valley Town Center and customers outside of the City. Grant funding is being sought to offset District costs. A second phase of this project proposes to extend recycled water service to the Simi Valley Town Center, 118 Freeway interchanges, and other users to the east. Implementation of this phase is contingent on completion of Phase 1 and an economic analysis that indicates the project would be cost effective.

N. Water Storage Mixing Systems

125,000

Water circulation systems help maintain water quality, especially in large storage tanks. Water is disinfected with chlorine compounds and all chlorine compounds oxidize in time, resulting in increased nitrification levels. A circulation system assures that a storage tank will maintain homogenous water quality, therefore defending against chlorine loss in sectors that are remote from the inlet and outlet circulation zones. This requirement is increasingly important, as the California Department of Public Health made nitrification standards more stringent in 2008. Water circulation systems are in use at Wood Ranch Tank No. 1, Mt. Sinai Tank, and Marr Ranch Tanks Nos. 1 and 2. If approved, FY 2010-11 funding will be used to install water circulation systems at Walnut Tanks Nos. 1 and 2.

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     Replace Mapping Software - \$25,000

PRIORITY:   1

Funding is requested to replace Waterworks District field mapping software. The District currently has all of its valves, flushing systems, and distribution information system data stored and managed in handwritten books. Some of these books are more than 20 years old. More than 12,000 records and drawings are stored and managed manually. The current software provides Geographic Information System mapping, but does not include a field for input of this information or maintenance records. The Ventura County Department of Public Health requires that the District keep maintenance records of its field equipment.

The new software will be used daily by District field and office staff to manage and maintain records of water distribution system field equipment and their locations.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Mapping Software	\$ 21,000	
Computer equipment and data collection	<u>4,000</u>	
	Total	<u>\$ 25,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Maintenance of Equipment	\$ 3,000	
	Total	<u>\$ 3,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     Replace Truck-Mounted Crane - \$12,300

PRIORITY:   2

Funding is requested for the replacement of one truck-mounted crane. The existing crane is 16 years old and has been inoperable for some time. It was previously used daily to lift heavy equipment and assist in maintenance activities at District pump stations and tanks.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Truck-Mounted Crane	<u>\$ 12,300</u>	
	Total	<u>\$ 12,300</u>

RECURRING ANNUAL COSTS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     Replace Automated Power Valve Operator - \$27,000

PRIORITY:    3

Funding is requested to replace an equipment item used to maintain main line water valves throughout the District. The automated power valve operator would be installed on the District's vacuum trailer. Valve maintenance is necessary to ensure that the water system is in good repair. Buried, frozen or broken valves can have a great impact on the District's ability to quickly respond to emergencies. There are approximately 8,400 valves within the District's 38 square miles area.

The existing automated power valve operator is 21 years old and has exceeded its useful life. The age of this equipment has made it difficult to locate a supplier who is able to properly maintain this piece of equipment.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Automated Power Valve Operator	\$ 27,000	
	Total	<u>\$ 27,000</u>

RECURRING ANNUAL COSTS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION:     Replace Shaft Alignment System - \$11,800

PRIORITY:   4

The current shaft alignment system is 14 years old and obsolete. The electronics and the DOS software can no longer be repaired or supported by current technology. The shaft alignment system is essential to the District's operation. It is routinely used to provide precise alignment between the pump and motor shafts.

Maintaining the shaft alignments extends the life of the pumps and motors, and bearing failure occurrences are reduced. Rebuilding costs related to a bearing failure amount to an average of \$8,000 per incident; therefore, the cost of the shaft alignment system would be quickly amortized. Accurate alignments also save on electrical power consumption and costs.

The option to contract out alignment services will cost approximately \$4,300 a year, and with the skills and experience already acquired by District staff, purchasing the equipment for sustained use is recommended as a more cost effective option.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Shaft Alignment System	\$ 11,800	
	Total	<u>\$ 11,800</u>

RECURRING ANNUAL COSTS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
POLICY ITEM

PROGRAM JUSTIFICATION:     Mobile Disinfection System - \$60,000

PRIORITY:     1

Funding is requested to purchase a new mobile disinfection system. Recent changes made by the Department of Public Health to the District's Water Supply Permit specify the disinfectant and nitrification levels that are to be maintained in the District's storage reservoirs. The District currently does not have the ability to maintain these disinfection and nitrification levels for the 37 storage reservoirs.

Currently, staff manually monitors and continually adjusts tank levels to maintain the disinfection levels. This process is inefficient and requires lower reservoir levels to meet the requirements, which reduces the storage capacity.

As the District installs water storage mixing systems in its reservoirs, this mobile chlorination and ammonia disinfection system would be available to move to the different reservoir sites in the system and provide even mixing and disinfection.

Water quality maintenance of the District's reservoirs is critical to ensure the water system is in good repair and meeting the health and quality requirements.

FISCAL YEAR 2010-11 COSTS

Capital Outlay

Mobile Disinfection System	\$ 60,000	
	<u>Total</u>	<u>\$ 60,000</u>

RECURRING ANNUAL COSTS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
POLICY ITEM

PROGRAM JUSTIFICATION:     Fixed-Based Meter Reading Network System - \$50,000

PRIORITY:     2

The Waterworks Division has historically made technology-based upgrades to water metering to take advantage of proven advances in metering technology. The current standard for Waterworks meters is a radio drive-by system, whereby the water meter emits a short-range radio signal that may be "read" while driving along the street at the property frontage.

A newer generation in radio-read meters is available, and has proven effective in many installations and applications. The fundamental advance in technology for the proposed system is that the radio signal has a longer range, and intermediate fixed-base data collection stations can receive, store, and transmit the collated data to a master database. This relieves the need to drive by the meters to collect the data, improving efficiency, reducing vehicle mileage and gasoline consumption, and providing access to more data more frequently.

The Policy Item proposes the first phase of a five-phase program, estimated to cost \$250,000 for District-wide conversion to the new technology. Funding of \$50,000 per year for five years will fully fund the program.

While the technology reduces vehicle mileage, and saves staff time, the primary justification for the technological advance is the increased data. Working from a computer, staff could command very frequent meter readings, such as every hour, for a particular customer or an entire neighborhood. Water meters could be read at very low-use times-of-day and at peak-use times to provide both Operations and Customer Services staff with access to information that is time-intensive or is impractical, expensive, or unattainable to access with the present system. The data is useful to answer and resolve customer questions and issues, simplify move-in and move-out billings, detect system leaks and losses, diagnose homeowner leaks, chart usage trends, develop water conservation strategies, and provide increased feedback on water consumption to the customer.

The proposed first phase would involve purchasing meters with the newer technology under the ongoing annual meter-change-out program. The \$50,000 would fund some of the fixed-based infrastructure elements needed to provide the intermediate data collection stations, provide for the master data collection center, and allow for modifications to the SCADA and SAP technology systems. The first phase would also focus on the area scheduled for meter-change-out in FY 2010-11 as a pilot program for evaluation before future phases are requested.

FISCAL YEAR 2010-11 COSTS

Computers (Capital)

\$ 50,000

Total

\$ 50,000

RECURRING ANNUAL COSTS

Capital Outlay

Computers (Capital) Annual Cost of  
Phases II-V (FY 2011-12 to FY 2014-15)

\$ 50,000

Current Expense

Maintenance of equipment

3,000

Total

\$ 53,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
POLICY ITEM

PROGRAM JUSTIFICATION:     Water Conservation Program - \$120,900

PRIORITY:     3

A more active Water Conservation Program is needed to support District compliance with mandated water allocations and to remain eligible for grant funding opportunities. The proposed Water Conservation Program would meet requirements the Agency Board endorsed in the Urban Water Management Plan and the California Urban Water Conservation Council (CUWCC) Memorandum of Understanding. New requirements within the past year, including the State's Water Conservation Plan that mandates a 20% reduction in water usage by 2020, and the City's water conservation goals call for a more energetic Water Conservation Program.

The Water Conservation Program's immediate goal would be to use public outreach and public involvement activities to facilitate a 15% reduction in water usage in FY 2010-11. Based on information received from the Calleguas Municipal Water District, staff expects the current 15% mandatory allocation reduction for FY 2009-10 to remain in effect for another year. Preliminary data indicate that water use in FY 2009-10 will barely meet the required reduction. There are financial penalties, for failure to meet the mandated 15% reduction. If the District does not meet its reduction goal in FY 2009-10, the penalty could be as much as \$6.7 million.

The District's first biennial Implementation Report is due to the California Urban Water Conservation Council on December 1, 2010. Maintaining compliance with the Memorandum of Understanding will provide eligibility for State water grants and loans from the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. The State is scheduled to award \$477 million to the Los Angeles-Ventura region in FY 2010-11, and has authority to award \$5.38 billion statewide.

Proposed costs to implement the Water Conservation Program are as follows:

<u>California Urban Water Conservation Council Implementation Report</u>	\$ 40,000
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Funding for professional engineering services to evaluate water savings goals, recommend best compliance options, and prepare the first biennial California Urban Water Conservation Council Implementation Report due December 1, 2010.

<u>Public Information, Education and Outreach Program</u>	30,900
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Funding to develop public information, education and outreach materials, such as media advertising, bill inserts, direct mailers, newsletters, brochures, workbooks and handouts. Funding for instruction to provide water conservation landscape workshops. Funding for promotional

materials and demonstration tools such as pencils, rulers, magnets, bookmarks, showerheads, faucet aerators, self-closing nozzles, leak-detection kits etc. Funding for Renewal of American Water Works Association Water Conservation Practitioner Grade I Certification and California Landscape Contractors Association Water Manager Certification.

Landscape Water Use Efficiency Program 50,000

Funding for landscape water use efficiency devices such as smart controllers, automatic rain shut-off valves, flow sensors and rotating sprinkler head nozzles. This equipment could be provided to high water use customers such as golf courses, cemeteries, schools, parks and the City Landscape District.

Recurring annual costs would be subject to any new water conservation requirements and City direction, and will be determined annually. At a minimum it is expected that recurring annual costs will be at the same level as proposed for FY 2010-11.

FISCAL YEAR 2010-11 COSTS

Current Expenses

Water Conservation Program	\$ 120,900	
	Total	<u>\$ 120,900</u>

RECURRING ANNUAL COSTS

Current Expenses

Water Conservation Program	\$ 120,900	
	Total	<u>\$ 120,900</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE: Eliminate the Main Line Valve Replacement Program - \$125,000 (1.8% of Budget)

PRIORITY: 1

The Main Line Valve Replacement Program is an ongoing activity to replace old main line valves throughout the District. These valves are deteriorated and do not close tightly. This program is beneficial in reducing water losses and reduces the number of homes that are without water when a main line is closed for repairs.

Eliminating the Main Line Valve Replacement Program will result in continued use of old valves that do not hold tight during main line shut downs, requiring more valves to be shut off and more homes to be without water during the shut down. This will also result in additional water loss, based on the additional footage of water mains that will be shut off.

Eliminating this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	<u>\$ 125,000</u>	
	Total	<u>\$ 125,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	<u>\$ 125,000</u>	
	Total	<u>\$ 125,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Water Meter Replacement Program - \$452,100  
(6.9% of Budget)

PRIORITY: 2

The District has an ongoing program to replace all the water meters that are 20 years or older.

The purpose of the program is to replace the older meters with new ones that are more accurate. A total of 1,754 meters have been identified for replacement in FY 2010-11. It is projected that new meters will recover their initial costs within two years due to their improved accuracy. The continuing higher rate of accuracy should continue for a 15-20 year period. The actual loss of additional revenues cannot be estimated due to the unknown accuracy of each existing water meter.

The proposed program reductions would delete funding for the replacement of all 1,754 meters and would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Current Expenses</u>		
Meters	<u>\$ 452,100</u>	
	Total	<u>\$ 452,100</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Refurbishment/Installation of District Pumping Facilities Program - \$55,000 (0.8% of Budget)

PRIORITY: 3

The District has an on-going program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Eliminating this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2010-11 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	<u>\$ 55,000</u>	
	Total	<u>\$ 55,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Painting the Exterior of Water Tanks Program - \$50,000 (0.7% of Budget)

PRIORITY: 4

The District has a program to paint the exterior of water tanks in order to provide both a protective coating on the exterior shell of old water tanks and improve the aesthetics of the site. In many cases, water tanks are located on knolls within housing tracts. Almost every tank within the District is visible to the public. The water tanks are constructed of steel, and over time, the exterior paint becomes chalky and begins to peel. If the exterior is not maintained properly, water leaks may eventually occur.

Elimination of this program could lead to considerable deterioration of the steel water tanks.

Budget  
Reductions

FISCAL YEAR 2010-11 SAVINGS

Capital Outlay

Improvements

\$ 50,000

Total

\$ 50,000

RECURRING ANNUAL SAVINGS

Capital Outlay

None