

**FISCAL YEAR 2011-12 PRELIMINARY BASE BUDGET
SUPPORTING DOCUMENT**

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**CAPITAL ASSET REQUESTS
FY 2011-12**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
Police Department (Page S112)			
1 Replacement of Security System Card Readers and Key Fobs at City Hall and the Police Facility	\$24,000	\$0	\$24,000
Subtotal - Public Works	24,000	0	24,000
Total - General Fund	\$24,000	\$0	\$24,000
Sanitation Fund (Page S227)			
1 Replacement of the All Weather Refrigerated Sampler	\$0	\$6,000	\$6,000
2 Completion of Funding for Replacement of One Combination Jet Rodder/Vactor Vehicle	0	95,100	95,100
Total - Sanitation Fund	0	101,100	101,100
VC Waterworks District No. 8 (Page S256)			
1 Supplemental Funding for Replacement of a Water Pump	0	25,000	25,000
Total - Waterworks District	\$0	\$25,000	\$25,000

**POLICY ITEMS
FY 2011-12**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
Department of Administrative Services (Page S34)			
1 Phase II Enterprise Systems Analyst Program	(38,300)	0	(38,300)
Subtotal - Administrative Services	(38,300)	0	(38,300)
Department of Community Services (Page S49)			
1 Convert one Part-Time Code Enforcement Officer Position to Full-Time, Regular Status	68,500	0	68,500
2 Increase Supplemental Ordinance Enforcement Activities by Ventura County Animal Services Department from 32 hours/week to 40 hours/week	21,500	0	21,500
Subtotal - Community Services	90,000	0	90,000
Department of Public Works (Page S90)			
1 Expansion of the Household Hazardous Waste Collection Program	66,000	0	66,000
Subtotal - Public Works	66,000	0	66,000
Police Department (Page S113)			
1 Addition of One Officer For FY 2011-12 to be Assigned to a Federal Narcotics Task Force	0	174,200	174,200
2 Pilot Program to Upgrade Twenty City-Provided Cell Phones to Smart Phones for Detective Division Staff	1,200	0	1,200
3 License Plate Recognition System	30,000	0	30,000
4 Crime Mapping Analysis and Investigative (Crimeview) Software	35,400	0	35,400
5 Mentoring Program Training	3,000	0	3,000
Subtotal - Police Department	69,600	174,200	243,800
Total - General Fund	187,300	174,200	361,500
Simi Valley Transit (Page S198)			
1 Replacement of Three 40-Foot Fixed-Route Buses	0	1,410,000	1,410,000
2 Security Fencing and Lighting at the Transit Maintenance Facility	0	200,000	200,000
3 Digital Wheelchair Scale	0	5,000	5,000
Total - Simi Valley Transit	0	1,615,000	1,615,000
Sanitation Fund (Page S229)			
1 Request to Establish a Collection System Technician Career Series Trainee, I, and II	0	2,800	2,800
2 Purchase of Two General Utility Vehicles	0	35,000	35,000
3 Security Upgrade at the Water Quality Control Plant Administration Building	0	25,000	25,000
4 Video Inspection Camera	0	44,000	44,000
Total - Sanitation Fund	0	106,800	106,800

**POLICY ITEMS
FY 2011-12**

<u>Department/Agency/Fund</u>	<u>General Fund Amount</u>	<u>Non-General Fund Amount</u>	<u>Total</u>
Waterworks District (Page S257)			
1 Groundwater Basin Study	0	250,000	250,000
2 Phase I Fixed-Base Meter Reading Network	0	100,000	100,000
3 Storage Structure at Walnut Storage Yard	0	60,000	60,000
Total - Waterworks District	0	410,000	410,000

**REVERSE PRIORITIES
FY 2011-12**

<u>Department/Agency/Fund</u>	<u>Total</u>
City Administration (Page S11)	
1 Eliminate Funding for Strategic Planning and Organizational Development	5,000
2 Reduce Funding for Outside Legal Counsel	10,000
3 Eliminate Funding for Attendance at National League of Cities Conference	5,400
4 Eliminate Funding for Attendance at League of California Cities Conference	4,800
5 Eliminate Funding for One Human Resources Technician Position (Vacant)	73,600
6 Eliminate Funding for One Work Experience Clerk II Position (Filled), One Temporary Clerk Position (Filled), and One Temporary Records Retention Position (Filled)	37,100
7 Eliminate Funding for One Temporary Human Resources Analyst Position (Filled)	46,400
8 Eliminate One Senior Management Analyst Position (Filled)	126,700
Subtotal - City Administration	309,000
City Attorney (Page S24)	
1 Eliminate Funding for One Part-Time Legal Clerk Position (Vacant)	26,800
2 Eliminate One Deputy City Attorney Position (Filled)	145,100
Subtotal - City Attorney	171,900
Department of Administrative Services (Page S37)	
1 Reclassification of Accounting Supervisor Position (Vacant) to Staff Accountant	15,900
2 Eliminate Funding for One Budget Officer Position (Vacant)	149,800
3 Eliminate Funding for One Accounting Technician Position (Vacant)	73,700
Subtotal - Department of Administrative Services	239,400
Department of Community Services (Page S52)	
1 Eliminate Funding for One Full-Time Clerk Position (Vacant) at the Senior Center	62,000
2 Reduce Code Enforcement Counter Technician Position (Filled) from Full-Time to Part-Time	14,500
3 Eliminate Funding for the City Focus Newsletter	47,400
4 Eliminate Funding to the Ventura Intercity Services Transit Authority (VISTA)	122,000
5 Eliminate One Community Services Specialist Position (Filled) and Discontinue the Teen Assistance and Resource Program (TARP)	110,900
6 Reduce Senior Center Staffing by One Hour Monday-Thursday and Four Hours on Friday	92,700
Subtotal - Department of Community Services	449,500
Department of Environmental Services (Page S65)	
1 Eliminate Funding for Preparation of a Noise Mitigation Study	86,600
2 Eliminate Funding for Preparation of a Scenic Roadway Standards Study	56,700
3 Eliminate Funding for Preparation of a Tree Master Plan	50,400
4 Eliminate Funding for Two Full-Time, Temporary Planning Intern Positions (Vacant)	65,000
5 Eliminate Funding for One Recording Secretary Position (Vacant)	70,900
6 Eliminate One Landscape Architect Position (Filled)	137,700
Subtotal - Department of Environmental Services	467,300
Department of Public Works (Page S91)	
1 Eliminate Funding for the Flags and Banners Program	23,000
2 Eliminate Funding for Self Help Tree Replacement Program	10,500
3 Reduce Funding for Professional and Special Services for Engineering	25,000
4 Eliminate Funding for One Deputy Director/City Engineer Position (Vacant)	182,300
5 Eliminate Funding for One Management Analyst Position (Vacant)	121,300

**REVERSE PRIORITIES
FY 2011-12**

<u>Department/Agency/Fund</u>	<u>Total</u>
6 Eliminate Funding for One Public Works Inspector (Vacant)	90,100
7 Eliminate Funding for One Custodian Position (Vacant)	65,500
8 Eliminate Funding for One Mechanic I Position (Vacant)	71,400
9 Eliminate Funding for One Maintenance Worker II Position (Vacant)	70,200
10 Eliminate Funding for One Maintenance Worker II Position (Vacant)	70,200
11 Eliminate Six Months of Funding for the Deputy Director/Maintenance Services Engineer Position (Vacant)	83,900
Subtotal - Department of Public Works	813,400
 Police Department (Page S120)	
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 Volunteer Coordination (Filled)	104,300
4 Eliminate One Community Services Specialist Position in Crime Prevention (Filled)	104,300
5 Eliminate One Police Maintenance Technician Position (Filled)	64,500
6 Eliminate One Police Officer Position in Youth Services (Filled)	139,300
7 Eliminate One Community Services Specialist Position (Filled) and One Police Services Assistant Position in Traffic (Vacant)	178,900
8 Eliminate Two School Resource Officer Positions (Filled)	281,600
9 Eliminate One Lieutenant Position in Traffic (Filled)	217,900
10 Eliminate One Crime Scene Investigator Position (Filled)	91,700
11 Eliminate One Canine Officer Position (Filled)	169,400
12 Eliminate Three Motor Officer Positions in Traffic (Filled)	518,500
13 Eliminate Three Police Officer Positions in the Special Enforcement Division (Filled)	422,400
14 Eliminate Remaining Two Motor Officer Positions in Traffic (Filled)	309,800
Subtotal - Police Department	2,637,600
 Police Department Emergency Services (Page S144)	
1 Eliminate Mass Casualty Unit (MCU) Funding	1,500
2 Eliminate One Community Services Specialist Position (Filled)	109,300
Subtotal - Police Department Emergency Services	110,800
 Non-Departmental (Page S154)	
1 Reduce Funding for Cellular Telephones by 20%	12,000
Subtotal - Non-Departmental	12,000
 Transit Fund (Page S201)	
1 Eliminate Fixed-Route and ADA/DAR Service on Five City-Observed Holidays	40,600
2 Eliminate Saturday Service on Route C	37,000
3 Completely Eliminate Service on Route D	264,400
4 Eliminate Saturday Fixed-Route and Dial-A-Ride Service	322,100
Subtotal - Simi Valley Transit	664,100
Total - General Fund	5,875,000

**REVERSE PRIORITIES
FY 2011-12**

<u>Department/Agency/Fund</u>	<u>Total</u>
Sanitation Fund (Page S234)	
1 Reduce Plant Equipment Reserve Transfer	300,000
2 Reduce Other Contract Services	75,000
3 Reduce Maintenance of Equipment	50,000
Total - Sanitation Fund	425,000
Waterworks District No. 8 (Page S260)	
1 Eliminate Funding for Main Line Valve Replacement Program	125,000
2 Eliminate Funding for Water Meter Replacement Program	452,100
3 Eliminate Funding for Pumping Facilities Refurbishment Program	55,000
4 Eliminate Funding for Landscaping Improvements at Tank Sites Program	20,000
5 Reduce Funding for Painting the Exteriors of Water Tanks Program	50,000
Total - Waterworks District	702,100

CITY ADMINISTRATION
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
 BUDGET

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 11,500

FY 2010-11 Approved Budget/Estimated Actual	\$12,100/\$11,500
FY 2009-10 Actual Expenditures	\$12,529

This account includes \$6,500 for general office supplies for City Administration and \$5,000 for service awards.

Account 42420: Special Department Expense..... \$ 21,000

FY 2010-11 Approved Budget/Estimated Actual	\$45,500/\$28,800
FY 2009-10 Actual Expenditures	\$10,450

This account provides for and contributions to Simi Valley Days, the Fourth of July Fireworks Celebration, and the Rancho Simi Recreation and Park District 40th Anniversary Celebration.

Account 42440: Memberships and Dues \$ 2,200

FY 2010-11 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2009-10 Actual Expenditures	\$1,097

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
Society for Human Resource Management (SHRM)		200

Justification for increase over FY 2010-11 Budget and Estimated Actual:

A membership with the Society for Human Resource Management (SHRM) has been added.

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

FY 2010-11 Approved Budget/Estimated Actual	\$900/\$900
FY 2009-10 Actual Expenditures	\$714

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

Los Angeles Times	\$	200
Ventura County Star		200
California Political Week		100
Liebert training workbooks		300
California Public Employees Relations (CPER) Guide		100

Account 42460: Advertising..... \$ 30,000

FY 2010-11 Approved Budget/Estimated Actual	\$24,700/\$24,200
FY 2009-10 Actual Expenditures	\$21,207

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)		10,000
Jobs Available		1,300
Monster.com		1,500
Specialized publications and websites		2,500

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The budget for recruitment advertising has increased in anticipation of increased recruitment and hiring activity in FY 2011-12.

Account 42720: Travel, Conferences, and Meetings \$ 20,900

FY 2010-11 Approved Budget/Estimated Actual	\$23,300/\$8,100
FY 2009-10 Actual Expenditures	\$7,040

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

3 - National League of Cities Conf., Washington, D.C.	\$	5,400
4 - League of Cal. Cities Conference, San Francisco, CA		4,800
3 - League of Cal. Cities - Channel Counties Division Meetings		500

1 - League of Cal. Cities - City Manager's Meeting	700
1 - Employee and Labor Relations Conference (Employment Law), Northern California	1,200
1 - California Public Labor Relations Conference, Monterey, CA	1,200
Legislative meetings and hearings	6,900
Oral board meal expenses	1,500

Justification for increase over FY 2010-11 Estimated Actual:

Many conferences and meetings were not attended during FY 2010-11 due to a suspension of all non-essential travel and training.

Account 42730: Training \$ 20,100

FY 2010-11 Approved Budget/Estimated Actual	\$42,800/\$22,900
FY 2009-10 Actual Expenditures	\$18,456

This account provides funding for the following training activities:

Investigation training	\$ 500
Supervisory leadership training	4,000
New supervisor harassment prevention training	1,000
Citywide Tuition Reimbursement Program (professional development and credit courses)	12,000
Leadership Simi Valley	1,800
Human resources training	300
Public risk insurance management training (PRIMA)	500

Account 42790: Mileage \$ 35,300

FY 2010-11 Approved Budget/Estimated Actual	\$34,900/\$32,500
FY 2009-10 Actual Expenditures	\$34,866

This account is used to reimburse City staff for use of their personal vehicles on City business.

Justification for increase over FY 2010-11 Budget and Estimated Actual:

This increase results from the transfer of one position from the Community Development Agency to City Administration.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 143,200

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 110,900

FY 2010-11 Approved Budget/Estimated Actual	\$134,100/\$95,700
FY 2009-10 Actual Expenditures	\$142,735

This account provides for the following:

Legislative consultant services (General Fund Portion)	\$ 22,900
Municipal Code services	5,000
Written exam costs	1,200
CalOpps Recruitment Program	1,500
Employee Appeals hearing expenses	4,000
Labor Relations Consortium	4,000
Outside personnel investigations, expert witness fees, records management expenses	5,000
Outside counsel	15,000
Employee Assistance Program	33,500
PARS administration	12,800
Strategic planning/organizational development	5,000
Executive physicals	1,000

Justification for increase over FY 2010-11 Estimated Actual:

Funding has been added for strategic planning/organizational development activities, which have not been budgeted since FY 2002-03. Additionally, PARS Administration costs have increased because a biennial actuarial study must be completed during FY 2011-12.

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

FY 2010-11 Approved Budget/Estimated Actual	\$500/\$500
FY 2009-10 Actual Expenditures	\$504

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

SUBTOTAL – SERVICES \$ 111,400TOTAL – CURRENT EXPENSES \$ 254,600

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Strategic Planning and Organizational Development - \$5,000 (0.2% of Budget)

PRIORITY: 1

The City's Executive Management Team periodically convenes for strategic discussions on how to most effectively direct the organization toward implementation of City Council goals and priorities. The Team will employ the services of a management consultant to facilitate consensus-driven problem solving, enhance communication, and encourage team building.

The impact of eliminating funding for strategic planning and organizational development would be the loss of the opportunity to discuss City goals and operational issues and enhance working relationships among the Executive Team in a focused, facilitated setting.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Professional and Special Services	\$	<u>5,000</u>	
	Total		<u>\$ 5,000</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Outside Legal Counsel - \$10,000 (0.3% of Budget)

PRIORITY: 2

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 Resources 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.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Professional /Special Services	\$ 10,000	
	<u>Total</u>	<u>\$ 10,000</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Attendance at the National League of Cities Conference - \$5,400 (0.2% of Budget)

PRIORITY: 3

The City has been a member of the National League of Cities for over 20 years. The League represents municipal governments throughout the United States, working to promote cities through advocacy, education, and training. The National League of Cities holds its annual Congressional City Conference every March in Washington D.C. 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.

Eliminating attendance would decrease Council Members' and staff's ability to receive information regarding the local impacts of pending federal actions, decrease the ability to review local issues with representatives of other cities, decrease the opportunity to meet with federal officials to resolve local issues, and possibly result in a loss of opportunities to obtain federal assistance for local projects.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Travel, Conferences, and Meetings	\$ <u>5,400</u>	
	Total	\$ <u>5,400</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Attendance at the League of California Cities Conference - \$4,800 (0.2% of Budget)

PRIORITY: 4

The City has been a member of the League of California Cities for more than 20 years. The League of California Cities holds an annual conference, which offers a unique opportunity for Council Members and staff to receive information about municipal issues with a statewide perspective and to discuss issues with representatives of other California 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.

Eliminating attendance would decrease Council Members' and staff's ability to receive information regarding the local impacts of 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.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Travel, Conferences, and Meetings	\$ 4,800	
	<u>Total</u>	<u>\$ 4,800</u>

RECURRING ANNUAL SAVINGS

None

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Human Resources Technician Position
(Vacant) - \$73,600 (2.3% of Budget)

PRIORITY: 5

The Human Resources Technician is responsible for resolution of employee insurance issues, COBRA/Retiree processing, final check preparation, employee verifications, annual leave cash out calculations, time studies/monthly 2080-hour report, and other miscellaneous duties. The position also provides back-up coverage for reception/switchboard duties, payroll processing, insurance reconciliations, tuition and computer reimbursement, time sheet entry and exit interview preparation.

This position is critical to the Human Resources Division's ability to provide prompt service to the City's employees. The continued elimination of funding for this position will result in additional duties being assigned to other staff members. This will increase other staff members' workload, which, in turn, negatively affects the Human Resources Division's ability to promptly address other critical issues. Ultimately, the loss of this position could also result in additional overtime hours.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 73,600	
	<u>Total</u>	<u>\$ 73,600</u>

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 73,600	
	<u>Total</u>	<u>\$ 73,600</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Work Experience Clerk Position (Filled), One Temporary Clerk II Position (Filled), and One Temporary Records Retention Position (Filled) – \$37,100 (1.2% of Budget)

PRIORITY: 6

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 a thorough 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’ workload, 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.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Temporary Salaries	<u>\$ 37,100</u>	
	Total	<u>\$ 37,100</u>

RECURRING ANNUAL SAVINGS

Personnel

Temporary Salaries	<u>\$ 37,100</u>	
	Total	<u>\$ 37,100</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Temporary Human Resources Analyst Position (Filled) - \$46,400 (1.5% of Budget)

PRIORITY: 7

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 exit interviews. The position also assists the Deputy Director/Human Resources researching a variety of spontaneous issues that arise. The position has been extremely valuable in being able to address human resource issues that could not otherwise be anticipated.

Reducing this position would result in staff assuming additional duties. Staff is currently working consistent 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 2011-12 SAVINGS

Personnel

Temporary Salaries	\$ 46,400	
	<u>Total</u>	<u>\$ 46,400</u>

RECURRING ANNUAL SAVINGS

Personnel

Temporary Salaries	\$ 46,400	
	<u>Total</u>	<u>\$ 46,400</u>

CITY ADMINISTRATION
REVERSE PRIORITY

ITEM TITLE: Eliminate One Senior Management Analyst Position (Filled) - \$126,700
(4.0% of Budget)

PRIORITY: 8

In FY 2010-11, the City Manager's Office implemented a reorganization that achieved cost savings by staffing a vacant Deputy City Manager position with a lower-level Senior Management Analyst position, resulting in the Government Affairs and Administration functions each having a Senior Management Analyst assigned to that area of responsibility and providing for cross-training. Elimination of one of the two General Fund Senior Management Analyst positions would limit the ability of the City Manager's Office to complete both ongoing programmatic and individual special projects in a timely manner.

Programmatically, the Senior Management Analysts administer the City Manager's Office Departmental Budget; are responsible for reviewing and maintaining all content on the City's website; administer the City's Special Event and Location Filming Permitting processes; prepare and review press releases; act as a liaison between the City and other governmental bodies such as Ventura County agencies and other cities; conduct policy and legislative analysis; coordinate the City's sustainability programs; and assist members of the public with special inquiries and requests.

The Senior Management Analysts are also responsible for many special projects that either require coordination among multiple City Departments or do not fall within the areas of expertise of any individual City Department. During the past fiscal year, for example, the Analysts have evaluated options to annex the Simi Valley Landfill and Recycling Center; researched and implemented aspects of the federal E-Verify program; assisted in the preparation of the State of the City Address; oversaw the preparation, adoption, and reporting of the City's Green Community Action Plan (GCAP); oversaw financial reporting required by the Federal Recovery and Reinvestment Act of 2009 (ARRA); and planned City-sponsored special events including the Living Green Expo, the Simi Valley Street Fair, and the Simi Valley Business Forum.

Elimination of one of the Senior Management Analyst positions would negatively impact the ability of the City Manager's Office to address policy and programmatic issues in a timely manner, with certain projects such as the 2011 Living Green Expo and website enhancements potentially being cancelled or deferred.

Budget
ReductionsFISCAL YEAR 2011-12 SAVINGSPersonnel

Temporary Salaries

\$ 126,700

Total\$ 126,700RECURRING ANNUAL SAVINGSPersonnel

Temporary Salaries

\$ 126,700

Total\$ 126,700

CITY ATTORNEY
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 2,300

FY 2010-11 Approved Budget/Estimated Actual	\$2,700/\$2,300
FY 2009-10 Actual Expenditures	\$2,277

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

Account 42440: Memberships and Dues \$ 2,100

FY 2010-11 Approved Budget/Estimated Actual	\$2,100/\$2,000
FY 2009-10 Actual Expenditures	\$1,970

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

Justification for increase over FY 2010-11 Estimated Actual:

The cost of California State Bar memberships was slightly less than projected in FY 2010-11. This account has been budgeted at the FY 2010-11 level in anticipation of an increase in State Bar membership fees.

Account 42450: Subscriptions and Books \$ 8,400

FY 2010-11 Approved Budget/Estimated Actual	\$9,300/\$7,700
FY 2009-10 Actual Expenditures	\$10,707

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 2011-12. The Office is currently under a 3-year Subscriber Agreement with Thomson/West "Westlaw" for the use of their on-line legal research program and will continue to receive a 50% discount on Thomson/West print publications.

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

ACEC publications	\$ 200
CEB Regents	3,050
Daily Journal (includes Court Rules)	1,100
James Publishing	100
Local Government Publications	150
Matthew Bender	1,000
Specialized legal publications	300
Solano Press	300
Thomson/West	2,200

Justification for increase over FY 2010-11 Estimated Actual:

Some budgeted publications were not purchased in FY 2010-11 but will be needed in FY 2011-12, which accounts for the proposed increase over the Estimated Actual amount.

Account 42720: Travel, Conferences, Meetings \$ 2,100

FY 2010-11 Approved Budget/Estimated Actual	\$2,800/\$2,900
FY 2009-10 Actual Expenditures	\$2,809

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). The City Attorney and one of the Deputy City Attorney’s attended the 2011 League of California Cities City Attorneys Spring Conference, held in Yosemite, California. The budget for this account is reduced due to the League’s 2012 City Attorneys Spring Conference being held in a Los Angeles location.

2 – League of California Cities City Attorneys Spring Conference
 (May 2–4, 2012), Los Angeles (City Attorney and Senior
 Assistant City Attorney) \$ 2,100

Account 42730: Training \$ 4,700

FY 2010-11 Approved Budget/Estimated Actual	\$3,600/\$3,500
FY 2009-10 Actual Expenditures	\$1,380

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 Conference Minimum Continuing Legal Education (Sept. 21-23), San Francisco		1,800
1 - Liebert Public Sector Employment Law Conference (March 2012), San Francisco		1,400

Justification for increase over the FY 2010-11 Budget and Estimated Actual:

The Attorneys were able to take advantage of attending several training activities in FY 2010-11, budgeted for in this account. The Attorneys also were able to attend cost-free or low cost training opportunities during the year, such as the workshops put on by the Ventura/Santa Barbara Relations Consortium. Due to the 2011, League of California Cities Annual City Attorneys' Conference and the Liebert Public Sector Employment Law Conference being held in San Francisco, the budget was increased to accommodate the anticipated increase in travel and housing expenses. No other adjustments were made to this account.

Account 42790: Mileage \$ 9,100

FY 2010-11 Approved Budget/Estimated Actual	\$8,600/\$9,100
FY 2009-10 Actual Expenditures	\$7,308

This account includes reimbursement for use of personal vehicles for City business by staff.

Justification for increase over the FY 2010-11 Budget:

This account fluctuates from year to year due to increased travel due to a larger volume of noticed depositions and various court appearances attended by staff attorneys, which may include deposition locations and mileage to the courts in Ventura and Los Angeles. Therefore, the account has been increased by \$500

to be able to appropriately reimburse mileage to staff when they use their personal vehicles for City business.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 28,700

CURRENT EXPENSES – SERVICES

Account 44010: Professional Services..... \$ 17,300

FY 2010-11 Approved Budget/Estimated Actual	\$16,500/\$16,400
FY 2009-10 Actual Expenditures	\$12,679

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)	\$ 16,400
On-line Research Outside of CA Gov. Select	500
Consulting/Legal Services	400

Justification for increase over the FY 2010-11 Budget and Estimated Actual:

Beginning in July 2011, charges for the on-line use of the WestlawPRO and WestlawNEXT programs will increase by 5% for the second 12-month period, as provided for in the City Attorney’s Office 3-Year Subscriber Agreement with Thomson/West. The Office will continue to receive a 50% discount on its existing Thomson/West print subscriptions as part of the Subscriber Agreement.

SUBTOTAL – SERVICES \$ 17,300

TOTAL – CURRENT EXPENSES \$ 46,000

CITY ATTORNEY
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Part-Time Legal Clerk Position (Vacant) - \$26,800 (0.3% of Budget)

PRIORITY: 1

The part-time Legal Clerk Position performs a variety of functions including typing confidential memoranda, letters, and legal documents; providing primary clerical support and assistance 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, maintains office files and confidential records, photocopies, scans litigation files onto CDs pertaining to record retention schedules, and assists in maintaining the law library.

Elimination of this position would greatly reduce the efficiency of the Legal Secretary and the attorneys, cause delays in word processing, filing, photocopying, scanning, and timely preparing files for destruction in keeping with the City’s Record Retention Schedules. Additionally, elimination of this position would cause the loss of a backup person in the mornings or afternoons for the Legal Secretary when the other Part-Time Legal Clerk is not scheduled to work, during vacations, unscheduled, and unexpected absences. During any absences of the Legal Secretary, only one part-time support person would be in the office for four attorneys, creating a burden and hardship for all.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 26,800	
	Total	\$ 26,800

RECURRING ANNUAL SAVINGS

None

CITY ATTORNEY
REVERSE PRIORITY

ITEM TITLE: Eliminate One Deputy City Attorney Position (Filled) - \$145,100 (17% of Budget)

PRIORITY: 2

A Deputy City Attorney position prosecutes infractions and misdemeanors involving Municipal Code violations, conducts in-house office conferences with Municipal Code violators to resolve Code violations that may have otherwise been prosecuted, 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, and performs other duties as assigned.

In FY 2010-2011, the Assistant City Attorney position was reclassified to a Deputy City Attorney position, thereby creating a cost savings, and the job description was rewritten.

Elimination of this position would severely impact the ability of the City Attorney's office to prosecute infractions and misdemeanors cited by the Police Department and code enforcement complaints, in addition to impacting the City's defense in civil legal actions, which include various court and deposition appearances. It would also result in a decreased ability for the City Attorney and other staff attorneys to respond in a timely manner to requests by City Departments for legal assistance. The remaining Deputy City Attorney position would have to take on the duties of the eliminated Deputy City Attorney position, and that would result in sending all litigation to outside law firms for defense at rates that range from \$150 to \$300 per hour, thereby creating additional costs to the City in the legal services category of the Liability Insurance Fund budget.

Budget
ReductionsFISCAL YEAR 2011-12 SAVINGSPersonnel

Salaries and Benefits	\$ 153,000	
Annual Leave Cash-Out	(12,000)	
Subtotal	\$	141,000

Current Expenses

Office Supplies	\$ 300	
Mileage	1,300	
Conference	1,700	
Training	300	
Memberships and Dues	500	
Subtotal		4,100
Total	\$	<u>145,100</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits	\$ 153,000	
Subtotal	\$	153,000

Current Expenses

Office Supplies	\$ 300	
Mileage	1,300	
Conference	1,700	
Training	300	
Memberships and Dues	500	
Subtotal		4,100
Total	\$	<u>157,100</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
 BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 8,600

FY 2010-11 Approved Budget/Estimated Actual	\$9,200/\$5,200
FY 2009-10 Actual Expenditures	\$5,282

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	2,600
Media, tapes, CDs	2,500

Justification for increase over FY 2010-11 Estimated Actual:

During FY 2009-10 and FY 2010-11, staff deferred purchase of W-2 and 1099 supplies, check stock, and general office supplies. Most stock is nearly depleted and must be replenished. Purchasing in bulk (e.g., 20,000 checks) will generate overall cost savings.

Account 42440: Memberships and Dues \$ 3,200

FY 2010-11 Approved Budget/Estimated Actual	\$2,400/\$2,500
FY 2009-10 Actual Expenditures	\$2,520

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) (1)	\$ 200
Association of Government Accountants (AGA) (2)	300
Association of Public Safety Communications Officials (APSCO) (1)	100
Association of Public Treasurers of the United States and Canada (APT US&C) (1)	300

California Association of Public Purchasing Officials (CAPPO) (1)	300
California Public Parking Association (CPPA) (1)	100
California Municipal Business Tax Association (CMBTA) (1)	100
California Municipal Treasurers Association (CMTA) (2)	200
California Society of Municipal Finance Officers (CSMFO) (2)	200
Government Finance Officers Association (GFOA) (3)	600
Municipal Information Services Assoc. of California (MISAC) (1)	400
Municipal Management Assoc. of Southern California (MMASC) (2)	200
Southern California Oracle Users Group (SOCOUG) (1)	100
Southern California Telecom Network Association (SCTNA) (1)	100

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The requested memberships continue to be less than one per management staff person but are being increased to include memberships for new Information Services positions. Additionally, one membership is requested for Fiscal Services due to staffing changes. Many of the memberships pay for themselves in reduced fees for training, conferences, and annual peer review/certification of the City's Budget, Consolidated Annual Financial Report, and Investment Policy documents. Memberships provide staff access to current rules, regulations, and professional discussion boards.

Account 42450: Subscriptions and Books..... \$ 1,600

FY 2010-11 Approved Budget/Estimated Actual	\$1,800/\$1,500
FY 2009-10 Actual Expenditures	\$1,205

This account provides for professional and technical publications including:

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	200	
Inside Adobe In-Design and Photoshop	100	
Treasury Services		200

Justification for increase over FY 2010-11 Estimated Actual:

Subscription fees are to cover the cost of a new GAAFR update and supplements where the release was delayed to FY 2011-12.

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

FY 2010-11 Approved Budget/Estimated Actual	\$1,300/\$300
FY 2009-10 Actual Expenditures	\$286

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

Account 42560: Operating Supplies \$ 5,000

FY 2010-11 Approved Budget/Estimated Actual	\$17,000/\$10,100
FY 2009-10 Actual Expenditures	\$7,663

This account provides for the general operating supplies required for Citywide computer support including storage media, hardware tools, and maintenance/cleaning supplies. Printer supplies are now provided through a printer maintenance contract and are now budgeted in Account 44310 (Maintenance of Equipment) at a reduced cost.

Account 42720: Travel, Conferences, Meetings \$ 3,900

FY 2010-11 Approved Budget/Estimated Actual	\$1,700/\$1,000
FY 2009-10 Actual Expenditures	\$1,946

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

1 - Government Finance Officers Association Annual Meeting, Chicago, IL	\$ 1,800
1 - California Society of Municipal Finance Officers Annual Meeting, Northern California	700
1 - California Municipal Treasurers Association Annual Conference	300
1 - California Municipal Business Tax Association Conference, Anaheim	400
California Municipal Treasurers Association Monthly Meetings	200
California Public Safety Radio Association Monthly Meetings	100
California Society of Municipal Finance Officers Monthly Meetings	300
Southern California Telecom Network Association Monthly Meetings	100

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The Director's attendance at the GFOA Annual Meeting has been deferred for the past two fiscal years as the Annual Meeting has been scheduled during

annual budget preparations. The FY 2011-12 meeting schedule should not impact the budget review process. The CMTA Annual Conference was not budgeted in FY 2010-11 and is recommended for re-instatement to ensure Treasury Officer training. Several of the CMTA and CSMFO monthly meetings were not attended due to schedule and workload conflicts. Several of the CPSRA and SCTNA monthly meetings were not attended due to a staff vacancy.

Account 42730: Training \$ 35,700

FY 2010-11 Approved Budget/Estimated Actual	\$79,600/\$41,500
FY 2009-10 Actual Expenditures	\$753

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

Administration:	\$ 500
Certified Government Finance Administrator track	500
Fiscal Services:	2,700
CRA - Accounting & Reporting	500
CSMFO - Accountant Training (Beg. & Int.)	200
Diehl Evans - IRS Tax Rules Update Seminar	600
GFOA - Accounting for Pension & OPEB	300
GFOA - Annual GAAP Update	200
GFOA - Desktop Training: Equity Revisited	200
GFOA - Evaluating Internal Controls	400
Rockhurst University - Star12 Program (webinars)	300
Information Services:	31,900
<u>Windows 2008 Server Training</u>	
1 - Configuring and Troubleshooting Windows Server 2008 Network Infrastructure	2,500
2 - Planning and Administering Windows Server 2008 Servers	5,000
2 - Fundamentals of Windows Server 2008 Active Directory	3,000
<u>Microsoft Exchange 2010 Training</u>	
1 - Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010	2,300
1 - Designing and Deploying Messaging Solutions with Microsoft Exchange Server	2,300
<u>Microsoft SharePoint 3.0 Training</u>	
1 - Implementing and Administering SharePoint Services 3.0	1,200

1 - Implementing Microsoft Windows SharePoint Services 3.0	1,200	
<u>Microsoft SQL Server 2008 Training</u>		
1 - Microsoft SQL Server 2008 for the Oracle Database Administrator	2,000	
<u>Specialized Training</u>		
1 - Cognos Framework Manager – Advanced	3,500	
3 - Versaterm/Versadex	3,900	
2 - Hansen Fundamentals	5,000	
Treasury Services:		500
1 - CDIAC, Debt Reporting and Management	300	
1 - CDIAC, Investing Public Funds	200	
Customer Services:		100
Business Tax Training	100	
Account 42790: Mileage		\$ 9,300

FY 2010-11 Approved Budget/Estimated Actual	\$9,300/\$9,400
FY 2009-10 Actual Expenditures	\$7,972

This account provides reimbursement to staff for use of their personal vehicle for City business.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 67,600

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 168,800

FY 2010-11 Approved Budget/Estimated Actual	\$166,300/\$159,100
FY 2009-10 Actual Expenditures	\$134,721

This account provides for the following services:

Audit fees	\$ 52,300
Banking fees and services	31,500
Investment services (Sympro) (shared with Sanitation and WWD)	4,300
Banking credit card services (shared with Sanitation and WWD)	16,800
Brinks (shared with Sanitation and WWD)	5,600
Bulk mail services/on-line billpay hosting (Business Tax Renewals)	10,000
CAFR Award review by GFOA	600

California municipal statistics (Needed for CAFR Preparation)	500
CSMFO Budget and CIP Award review	400
External technical services (includes urgent backup support and technical support for various systems)	20,000
Special projects and programming for personal computer applications	10,000
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
Parking Citations Hearing Officer	3,000

Justification for increase over FY 2010-11 Budget and Estimated Actual:

Bulk Mail Services are projected to decrease through the rollout of on-line billpay for Business Tax Renewals. FY 2011-12 Audit fees increased per contract. Credit card processing fees are projected to increase due to on-line billpay and increased use of credit cards for payment of City fees. An increase in funding is recommended for urgent technical support that may be required during implementation of the Microsoft Network and Office Product rollout.

Account 44310: Maintenance of Equipment..... \$ 555,000

FY 2010-11 Approved Budget/Estimated Actual	\$553,100/\$552,600
FY 2009-10 Actual Expenditures	\$484,763

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

Equipment	
Hardware (servers, printers, plotters, scanners, peripherals, mobiles)	\$ 81,000
Security and Infrastructure Equipment (firewalls, VPN, routers, switches, electrical system, emergency repairs on critical equipment)	64,300
Uninterrupted Power Supplies (7)	9,200
Licenses and Maintenance	
Software and Licenses	
Novell	32,000
SAP	67,400
Versaterm	201,500
Other Software (e.g. Oracle, HP, Cognos, LaserFiche)	62,700
WebEOC Support	9,000

Vehicle Maintenance - Support Services	2,900
Versaterm software upgrade	25,000

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The FY 2011-12 budget includes a required Versaterm software upgrade.

SUBTOTAL – SERVICES	<u>\$ 723,800</u>
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TOTAL – CURRENT EXPENSES	<u><u>\$ 791,400</u></u>
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ADMINISTRATIVE SERVICES DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Phase II Enterprise Systems Analyst Program – (\$38,300)

PRIORITY: 1

On February 28, 2011, the City Council approved a Mid-Year New Appropriation Request establishing Phase I of an Enterprise Systems Analyst Program in the Information Services Division of the Department of Administrative Services in order to improve technology system management in the City. Under Phase I of the Program, the City Council reallocated three existing positions, two of which were vacant, to Enterprise Systems Analyst. The three new positions are assigned to the Information Services Division and provide staff support for the City's financial, police, and enterprise systems.

This Policy Item proposes Phase II of the Program, which involves the creation of a fourth Enterprise Systems Analyst position responsible for replacement and ongoing support of the permitting software used by the Community Services, Environmental Services, and Public Works Departments for planning case tracking, code enforcement case tracking, and permit issuance and tracking. Additionally, it is envisioned that this position will assume a lead role in working with the three Departments to Internet-enable the City's planning and permitting processes so that City residents, businesses, developers, and contractors can more easily process and monitor their interactions with City staff, thereby improving the overall quality of customer service to the public.

The position will also be responsible for working with each Department to ensure that manual, standalone spreadsheet and database processes are migrated to current and newly implemented enterprise systems to eliminate duplication of effort, improve overall efficiencies, and enhance reporting capabilities both internally and to the public. Staff proposes that this position be established and funded by deleting a currently vacant and frozen (funding removed) Information Services Analyst position that formerly assisted the involved Departments with Accela Permits Plus and the deletion of a vacant Records Management Technician position in the Police Department that is no longer needed due to increased functionality in the Police Department's Versaterm system and additional staff support now provided by the Information Services Division. The annual savings generated from Phase II of the Program will be \$38,300 in staffing costs, in addition to anticipated substantial savings in the cost of outside consultant services.

The City currently utilizes the following five Enterprise Resource Planning (ERP) systems to manage various functions throughout the City:

- SAP software is used Citywide for budgeting, financial management, purchasing, and human resources/payroll applications;

- Hansen software is used for materials and asset management in the Waterworks District and Sanitation Division of the Department of Public Works;
- Supervisory Control and Data Acquisition (SCADA) system software is used to manage the Waterworks District's water delivery and storage systems and the Sanitation Division's operation of the Water Quality Control Plant;
- Accela Permits Plus software is used by the Community Services, Environmental Services, and Public Works Departments for planning case tracking, code enforcement case tracking, and permit issuance and tracking;
- Versaterm software is used by the Police Department for report writing and entry, records management, and crime analysis activities.

Each of these systems was implemented separately over the past ten years at different times and do not interact with each other to the extent that they can be programmed to do so. Some implementations were managed by the Information Services Division, and others were managed by Department staff that was responsible for both the technological and operational aspects of their processes. These process owners managed their systems with varying degrees of consultant or Information Services Division assistance and oversight. As such, the system implementations and upgrades have been dependent on the sophistication of users in various departments, delivering mixed results that may work well for one area and poorly for another. In response, Department staff has, in some instances, found it necessary to maintain databases, spreadsheets, and other manual processes as an alternative to costly system modifications for the enterprise systems, thus reducing efficiency and creating duplication of effort.

Since these systems were implemented, Internet-based programming and functionality have been developed, requiring significant system upgrades to efficiently share information internally and with the public. A Citywide team of staff members, representing all Departments, has developed a needs assessment and specifications for these systems (with the exception of the Versaterm system, which was implemented in 2006) to determine if upgrades or replacements are needed to fully implement and integrate the enterprise systems to meet the City's technology demands going forward. The specifications have been included in a request for proposals to initiate upgrade or replacement of four of the five enterprise systems. As part of the needs assessment process, one of the most critical needs identified by all City Departments was for highly skilled staff in the Information Services Division to manage the technical operation of these systems, thereby allowing process owners (mostly Division managers in various Departments) to concentrate on applying the systems' functions to their daily tasks.

The three previously approved Enterprise Systems Analyst positions are responsible for the SAP, Hansen, SCADA, and Versaterm systems. The proposed fourth Enterprise Systems Analyst will be responsible for replacement of the Accela Permits system. Recruitment for the three positions has been undertaken and the three positions, when filled, will assist Departments with upgrade and/or replacement of their systems.

It is recommended that the City Council approve implementation of Phase II of the Enterprise Systems Analyst Program, which involves the creation of a fourth Enterprise Systems Analyst position responsible for replacement and ongoing support of the permits software used by the Community Services, Environmental Services, and Public Works Departments for planning case tracking, code enforcement case tracking, and permit issuance and tracking at an annual savings of \$38,300.

FISCAL YEAR 2011-12 COST SAVINGS

Personnel

Add: One Enterprise Systems Analyst	<u>\$156,300</u>		
	Subtotal	\$	156,300
Delete: Information Systems Analyst II	(\$133,600)		
Police Records Technician	<u>(61,000)</u>		
	Subtotal		<u>(\$194,600)</u>
		Total	<u>(\$ 38,300)</u>

RECURRING ANNUAL COSTS SAVINGS

Personnel

Add: One Enterprise Systems Analyst	<u>\$156,300</u>		
	Subtotal	\$	156,300
Delete: Information Systems Analyst II	(\$133,600)		
Police Records Technician	<u>(61,000)</u>		
	Subtotal		<u>(\$194,600)</u>
		Total	<u>(\$ 38,300)</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Reclassification of Accounting Supervisor Position (Vacant) to Staff Accountant - \$15,900 (0.3% of Budget)

PRIORITY: 1

During FY 2010-11, the Accounting Supervisor was promoted to Deputy Director of Fiscal Services, and the vacated position is being backfilled at the Staff Accountant level. In order to fill the position at the lower level, supervisory duties have been re-assigned within the Division. Reclassification of the Accounting Supervisor position to Staff Accountant will provide an annual savings to the City in the amount of \$15,900. The Staff Accountant is focused on highly technical aspects of the financial work, including payroll processing and testing the City's financial system. However, supervisory duties have been moved to other staff within the Division, impacting their workload.

Some of the tasks previously performed by this position have been distributed to other management positions. In addition, certain non-routine tasks that have been delegated a lower priority may continue to be deferred, such as fixed asset inventory, and reconciliation of the utility billing subsidiary ledger to general ledger accounts, as the Division remains understaffed.

The City is completing several stimulus fund projects made available via the American Recovery and Reinvestment Act of 2009. The reporting requirements for these funds are extremely stringent and have placed an additional burden on the already heavy workloads of the Fiscal Services staff. In addition there has been significant staff turnover in the past two years with retirements and promotions, creating learning curves in several fiscal areas, including payroll processing. Because certain management positions in the Division already accrue significant levels of management compensation time to deal with the current workload, this situation will be aggravated by delegation of some of the Accounting Supervisor duties to other management staff.

Budget
ReductionsFISCAL YEAR 2011-12 SAVINGSPersonnel

Salaries and Benefits

\$ 15,900

Total

\$ 15,900RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 15,900

Total

\$ 15,900

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Budget Officer Position (Vacant) - \$149,800
(2.8% of Budget)

PRIORITY: 2

The Budget Officer position is responsible for preparation of the City’s preliminary and final operating and capital improvement budgets; coordinates assigned activities with other divisions, departments, and outside agencies; prepares regular financial reports and analyses; and provides highly responsible and complex administrative support to the Director of Administrative Services. The Budget Officer position has been vacant since February 2008. Since that time, staff in the Office of the City Manager and the Director of Administrative Services have absorbed the duties of the position.

Aside from Citywide duties, the Budget Officer also assists in the development and implementation of goals, objectives, policies, and priorities within the Administrative Services Department. The Budget Officer acts in an administrative capacity for the Director of Administrative Services in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures, developing the Department’s budget, and monitoring budget-to-actual expenditures Department-wide.

The Budget Officer is also responsible for coordinating the state and federal reimbursement processes for natural disasters and coordinating with project managers and state and federal disaster assistance agencies. As a financial analyst, the Budget Officer develops forecasts of revenues and expenditures needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; and reviews requested budget adjustments. Leaving this position vacant will further impact staff associated with the budget development process and continue to impact administrative activities in the Department of Administrative Services.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 149,800	
	Total	\$ 149,800

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 149,800	
	Total	\$ 149,800

DEPARTMENT OF ADMINISTRATIVE SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Accounting Technician Position (Vacant) - \$73,700 (1.4% of Budget)

PRIORITY: 3

This Accounting Technician position processes accounts payable and cash receipts; prepares monthly, quarterly, and annual journal entries; prepares the daily cash deposit; assists with payroll functions such as entering payroll changes, timesheet data, and payroll distribution; processes periodic financial reports; and reconciles bank statements and account balances.

This position has been vacant since 2009. Elimination of funding for the Accounting Technician position would provide an annual savings to the City in the amount of \$73,700. However, since the Fiscal Services Division has no discretionary tasks, the frequency of processing vital tasks will continue to be affected. The reduced staffing level affects the level of internal controls as there are only currently filled four Accounting Technician positions, reduced from a fully staffed level of six. When one Accounting Technician is out of the office, the entire workload must be re-allocated to ensure that the same person creating a payment in the City's financial system is not also approving it.

The Accounting Technicians of the Fiscal Services Division already have very heavy workloads, processing and tracking thousands of transactions monthly and over \$100 million in deposits and expenditures annually. Some of the tasks performed by this position have been distributed to the management positions in the Division. In addition, certain non-routine tasks instituted at the City's auditors' recommendations that have been delegated a lower priority will not get completed, such as fixed asset inventory and reconciliation of the utility billing subsidiary ledger to general ledger accounts. In order to prepare the City's annual Comprehensive Annual Financial Report (CAFR), it may be necessary to hire temporary help or outsource the task to the City's outside auditors at an additional cost.

The City is also completing several stimulus fund projects made available via the American Recovery and Reinvestment Act of 2009. The reporting requirements for these funds are extremely stringent and have placed an additional burden on the already heavy workloads of the Fiscal Services staff. In addition there has been significant staff turnover in the past two years with retirements and promotions, creating learning curves in several areas, including payroll processing. Because certain management positions in the Division already accrue significant levels of management compensation time to deal with the current workload, this situation will be aggravated if the position remains vacant.

Budget
ReductionsFISCAL YEAR 2011-12 SAVINGSPersonnel

Salaries and Benefits

\$ 73,700
Total\$ 73,700RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 73,700
Total\$ 73,700

DEPARTMENT OF COMMUNITY SERVICES
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42130: Postage \$ 27,400

FY 2010-11 Approved Budget/Estimated Actual	\$21,800/\$16,500
FY 2009-10 Actual Expenditures	\$19,980

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)	3,700

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The proposed FY 2011-12 Budget reflects anticipated postal cost increases for mailing the City Focus and Senior Center Newsletters. It also restores funding for mailing of one issue of the City Focus Newsletter suspended in June 2010. The Senior Center Newsletter transitioned to partial electronic distribution, reducing the number of newsletters mailed out.

Account 42230: Office Supplies \$ 5,000

FY 2010-11 Approved Budget/Estimated Actual	\$5,500/\$3,900
FY 2009-10 Actual Expenditures	\$3,461

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 2010-11 Estimated Actual:

The FY 2010-11 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. The proposed FY 2011-12 Budget reflects increases in supplies required to support activity in Departmental programs as well as increased attendance at the Senior Center.

Account 42410: Uniforms and Clothing \$ 1,200

FY 2010-11 Approved Budget/Estimated Actual	\$1,200/\$1,200
FY 2009-10 Actual Expenditures	\$895

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 \$ 1,500

FY 2010-11 Approved Budget/Estimated Actual	\$1,200/\$900
FY 2009-10 Actual Expenditures	\$655

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	100
Municipal Management Association of Southern California	200
California Park and Recreation Society	500
Ventura County Homelessness and Housing Coalition	100
California Counseling Association	200

Justification for proposed increase over the FY 2010-11 Estimated Actual:

Funds are budgeted at expected renewal fees for FY 2011-12 and include a new membership with the California Park and Recreation Society.

Account 42450: Subscriptions and Books..... \$ 700

FY 2010-11 Approved Budget/Estimated Actual	\$500/\$500
FY 2009-10 Actual Expenditures	\$775

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:

Department's half of shared subscription with Environmental Services Department to Ventura County Star	\$ 100
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Senior Center periodicals and resource guides	400
Youth Services publications and resource guides	100
Compliance program resources	100

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The proposed FY 2011-12 Budget reflects staff's efforts to delay or defer subscription renewals and book purchases whenever possible. Funds are budgeted at expected renewal fees for FY 2011-12.

Account 42560: Operating Supplies \$ 64,700

FY 2010-11 Approved Budget/Estimated Actual	\$42,200/\$39,700
FY 2009-10 Actual Expenditures	\$28,854

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, and County Clerk 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	6,000
Supplies for Neighborhood Council orientations, meetings, and activities	300
Supplies for the annual Youth Summit	1,800
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
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)	10,200
Supplies for the Congregate Meals Program (fully reimbursed by grant)	19,500
Supplies for administrative/program activities and equipment	5,000
Supplies for the State Beverage Container Recycling and Litter Reduction Program (fully reimbursed with grant funds)	16,200

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The FY 2010-11 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 2011-12 Budget reflects an increase in grant reimbursable costs for the Meals On Wheels and Congregate Meals Programs, and the inclusion of funds for supplies for the State Beverage Container Recycling and Litter Reduction Program. Supplies for the State Beverage Container Recycling and Litter Reduction Program will be targeted to fund proposed actions in the City’s Green Community Action Plan and will be fully offset by a reimbursement to the City via payment from the California Department of Resources Recycling and Recovery.

Account 42720: Travel, Conferences, and Meetings \$ 2,500

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$966

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, Southern California	\$ 900
1 - National Conference to End Family Homelessness, Southern California	600
1 - California Parks and Recreation Society Conference, Southern California	500
1 - UCLA Extension one-day seminar, Southern California	400
Director’s attendance at local meetings and events	100

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

Funding for staff’s attendance at conferences, meetings, etc. was eliminated from the Department’s FY 2010-11 Budget as a Reverse Priority Item. The proposed FY 2011-12 Budget restores funding for staff attendance at conferences and meetings related to Departmental programs.

Account 42730: Training \$ 4,000

FY 2010-11 Approved Budget/Estimated Actual	\$500/\$300
FY 2009-10 Actual Expenditures	\$45

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 for the Department’s approximately 70 full and part-time General Fund staff.

Administration	\$ 1,300
Citizen Services Division	1,500
Compliance Division	1,200

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The FY 2010-11 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 2010-11. The proposed FY 2011-12 budget restores a minimum level of funding for program-specific training and provides funds for a Department-wide Training Initiative Program.

Account 42790: Mileage \$ 29,700

FY 2010-11 Approved Budget/Estimated Actual	\$25,100/\$25,100
FY 2009-10 Actual Expenditures	\$23,790

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

Justification for proposed increase over the FY 2010-11 Estimated Actual:

The proposed FY 2011-12 Budget reflects the significant growth of the Senior Center’s Meals On Wheels Program.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 136,700

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 148,800

FY 2010-11 Approved Budget/Estimated Actual	\$140,000/\$136,800
FY 2009-10 Actual Expenditures	\$139,012

This account provides for the following Professional and Special Services:

Contract Services for the annual Youth Summit Provides for professional services related to facilitator training and a speaker for the annual Youth Summit.	\$ 2,000
Contract Services Related to Teen Assistance and Resource Program Provides for contract specialists (including services and all related materials) for workshops focusing on self-esteem, communication, and conflict resolution for the Teen Assistance and Resource Program (TARP).	600
Annual music licensing fee for materials used by the City for special events and presentations. The fee is based on population.	2,500
Professional Services for the production of the City Focus Newsletter.	23,700
Ventura Intercity Services Transit Authority (VISTA) Provides for Simi Valley's prorated share of the countywide transit system.	120,000

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The FY 2010-11 Estimated Actual reflects negotiated lower cost rates whenever possible and the fact that the keynote speaker selected for the 2011 Youth Summit was local and did not charge for travel costs. While staff will continue efforts to obtain quality services for the lowest possible cost, the proposed FY 2011-12 Budget reflects anticipated expenses and restores of one issue of the City Focus Newsletter that was eliminated in the FY 2010-11 Budget. Additionally, the City's FY 2011-12 prorated share to VISTA for operation of a countywide transit project that connects individual transit systems has increased due to fuel costs.

Account 44210: Animal Regulation Contract \$ 265,000

FY 2010-11 Approved Budget/Estimated Actual	\$250,100/\$250,100
FY 2009-10 Actual Expenditures	\$244,966

This account funds the following programs:

Base Services	\$ 178,900
Supplemental Services Contract	86,100

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The proposed FY 2010-11 Budget reflects the increased costs of shelter operations requested by Ventura County Animal Regulation.

Account 44310: Maintenance of Equipment..... \$ 14,500

FY 2010-11 Approved Budget/Estimated Actual	\$19,900/\$13,000
FY 2009-10 Actual Expenditures	\$22,182

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

Account 44460: Public Nuisance Abatement..... \$ 2,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$0
FY 2009-10 Actual Expenditures	\$450

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 2010-11 Estimated Actual:

The FY 2010-11 Estimated Actual reflects Code Enforcement's efforts to achieve voluntary compliance. The proposed FY 2011-12 Budget accommodates potential program activity and anticipated increases in contractor bids, should voluntary compliance not be achieved.

SUBTOTAL – SERVICES \$ 430,300

TOTAL – CURRENT EXPENSES \$ 567,000

COMMUNITY SERVICES
POLICY ITEM

PROGRAM JUSTIFICATION: Convert One Part-Time Code Enforcement Officer Position to Full-Time, Regular Status - \$68,500

PRIORITY: 1

The 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 completes the City's tumbleweed, trash, and sign abatement programs. As part of the FY 2009-10 budget process, the City Council approved a Reverse Priority item eliminating a Senior Planner position in the Environmental Services Department and shifting responsibility for all planning, zoning, and Development Code violations to the Community Services Department. This additional workload was temporarily funded through the use of a Part-Time Code Enforcement Officer. A total of \$35,300 is included in the CS's General Fund FY 2010-11 budget as temporary salary for a part-time, non-benefited Code Enforcement Officer. The position has been filled by a retired Code Enforcement professional for the past 32 months but was intended to be a temporary measure.

In addition to taking over planning, zoning, and Development Code violations, the complexity and scope of Code Enforcement's workload has been impacted by the economy and several new City initiated efforts and enforcement programs adopted by the City Council in recent years. Some examples include: City's Sign Ordinance; foreclosures; shopping carts; Social Host Ordinance; and Business Tax Program.

Additionally, the number of Code Enforcement cases itself has dramatically increased from 1,633 cases in FY 2006-07 to 2,805 cases in 2009-10, an increase of 72% in a three-year period. During that time Code Enforcement has also been affected as follows:

- Funding for one Code Enforcement Officer position was eliminated during the FY 2008-09 budget process.
- The Deputy Director/Compliance position has been vacant since September 2008.
- One Code Enforcement Officer has been on an extended leave of absence with an unknown return-to-duty date.

It is further anticipated that, as development slows, the City Council will continue to seek increased use of Code Enforcement. In the past few months, the City Council has actively discussed the increased use of Code Enforcement related to development of a mediation program; increased enforcement of landscape conditions; temporary programs to suspend sign

enforcement and assist businesses; and changes in window signage, banners, and fence enforcement.

Based on the increased number of cases, the increased complexity, the expressed interest by the City Council in increasing Code Enforcement efforts, and the fact that the Limited-Term position has been in place beyond the recommended period allowed under IRS Regulations, staff recommends that one part-time Code Enforcement Officer position be converted to full-time, regular status.

FISCAL YEAR 2011-12 COSTS

Personnel

Salaries and Benefits	\$	103,000	
Temporary Salaries		(35,500)	
Current Expenses		1,000	
		<u> </u>	
Total	\$		<u> 68,500</u>

RECURRING ANNUAL COSTS

Personnel

Salaries and Benefits	\$	103,000	
Temporary Salaries		(35,500)	
Current Expenses		500	
		<u> </u>	
Total	\$		<u> 68,000</u>

COMMUNITY SERVICES
POLICY ITEM

PROGRAM JUSTIFICATION: Increase Supplemental Ordinance Enforcement Activities by Ventura County Animal Services Department from 32 hours/week to 40 hours/week - \$21,500

PRIORITY: 2

At the March 8, 2011 meeting of Neighborhood Council #2, staff of the Ventura County Animal Services Department made a presentation regarding the scope of animal regulation services currently being provided to Simi Valley. The City has a Base Services Contract with the County to provide for all licensing and shelter activities at a cost of \$164,000 for FY 2010-11. The Base Services contract is expected to increase in FY 2011-12. The City also has a Supplemental Services Contract in place with the County to provide enforcement of all animal ordinance violations, such as leash law, nuisance animals, barking dogs, etc., along with door-to-door licensing efforts and pickup of owner-relinquished animals. The City currently contracts for 32 hours/week in these supplemental services, at a cost of \$86,100 for FY 2010-11.

Following a discussion that additional animal ordinance enforcement activity would be beneficial in Simi Valley, the Executive Board of Neighborhood Council #2 approved a motion to request that the City Council consider increasing the City's supplemental services contract with Ventura County Animal Services Department from 32 hours/week to 40 hours/week in FY 2011-12. As a result, this Policy Item is being submitted for the City Council's consideration. Based on the current rate of \$51.75/hour, the cost of an additional 8 hours/week would be \$21,500.

FISCAL YEAR 2011-12 COSTS

Current Expenses

Animal Services Contract	\$ 21,500	
	Total	<u>\$ 21,500</u>

RECURRING ANNUAL COSTS

Current Expenses

Animal Services Contract	\$ 21,500	
	Total	<u>\$ 21,500</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Full-Time Clerk (Vacant) at the Senior Center - \$62,000 (1.4% of Budget)

PRIORITY: 1

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 190,000 visitors in 2010. 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 busy reception stations 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 and operate extensive meal, recreation, and assistance programs.

One of the two Clerk positions has been vacant since the second half of FY 2009-10, when the incumbent retired. Elimination of funding for this position for FY 2011-12 will continue to necessitate a reduction to the level of clerical coverage time and assistance staff are able to provide to patrons at the Senior Center and those who call on the facility.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 62,000	
	<u>Total</u>	<u>\$ 62,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Reduce Code Enforcement Counter Technician (Filled) from Full-Time to Part-Time - \$14,500 (0.3% of Budget)

PRIORITY: 2

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 completes 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.

Beginning in 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 2010-11. It is recommended to remain in place through FY 2011-12, resulting in a savings of \$14,500 in salaries and benefits.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 14,500</u>	
	Total	<u>\$ 14,500</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the City Focus Newsletter - \$47,400 (1.1% of Budget)

PRIORITY: 3

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 Public Library, and the Simi Valley 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 2011-12 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 to the Ventura Intercity Services Transit Authority (VISTA) - \$122,000 (3.0% of Budget)

PRIORITY: 4

VISTA East is part of a countywide intercity fixed route transportation service that is operated by the Ventura County Transportation Commission (VCTC). The services have been in place since 1993 through an annually approved Cooperative Agreement between VCTC and the Cities of Simi Valley, Moorpark, and Thousand Oaks. VISTA East served a total of 76,321 passengers in FY 2009-10, up 9% from the previous year. Residents may access the service at the Simi Valley Town Center or the Farmer’s Insurance property parking lot and utilize it for fixed route service to and from other East County cities and connecting services to destinations in and throughout Ventura and Santa Barbara Counties. The service is heavily used by Simi Valley college students attending Moorpark College.

As part of a Ventura County Regional Transportation Plan process currently underway and expected to conclude later this year, the VCTC will be considering the future of the County’s VISTA service and whether this service should continue to be operated by the VCTC, or whether regional fixed route service needs should be determined, funded, and operated at a more local level. While the Regional Plan review will not be concluded before the City’s FY 2011-12 Budget adoption, staff is presenting this reduction option to the City Council so it may be considered prior to its approval of the FY 2011-12 VISTA East Cooperative Agreement with other eastern County cities and the VCTC. The new VISTA East Cooperative Agreement will commence on July 1, 2011.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Professional and Special Services	<u>\$ 122,000</u>	
Total		<u>\$ 122,000</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Professional and Special Services	<u>\$ 122,000</u>	
Total		<u>\$ 122,000</u>

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position (Filled) and Discontinue the Teen Assistance and Resource Program (TARP) - \$110,900 (2.5% of Budget)

PRIORITY: 5

The Teen Assistance and Resource Program (TARP) provides outreach, resource referral, and assistance to high school and middle school teens and their families. The program strives to positively modify participants' behavior and redirect their activities toward more acceptable behaviors. During FY 2010-11, 125 youth were served through individual and group counseling sessions and behavior skills and self-esteem workshops, as well as referral to vital resources. Staff works in cooperation with the Simi Valley Unified School District, Simi Valley Police Department, the Ventura County Probation Department, and other local agencies (e.g., substance abuse, mental health, child protective services, etc.) in serving local youth.

The program has been well received by the School District who has experienced significant reductions in school counselors, parents and youth advocates who have utilized the service, and youth themselves. The TARP has been beneficial in assisting participants with developing positive self-esteem, setting goals, acquiring work experience, improving family relationships, making positive choices, and reducing criminal activity. Eliminating TARP would suspend the services provided by the City to high-risk youth and their families via this program.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 107,400	
	Subtotal	\$ 107,400

Current Expenses

Professional and Special Services	\$ 3,500	
	Subtotal	\$ 3,500
	Total	\$ <u>110,900</u>

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 107,400	
	Subtotal	\$ 107,400

Current Expenses

Professional and Special Services

\$ 3500Subtotal \$ 3,500Total \$ 110,900

DEPARTMENT OF COMMUNITY SERVICES
REVERSE PRIORITY

ITEM TITLE: Reduce Senior Center Staffing by One Hour Monday-Thursday and Four Hours on Friday - \$92,700 (2.1% of Budget)

PRIORITY: 6

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 three 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.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 92,700	
	<u>Total</u>	<u>\$ 92,700</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 5,000

FY 2010-11 Approved Budget/Estimated Actual	\$6,100/\$6,100
FY 2009-10 Actual Expenditures	\$4,626

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 2010-11 Approved Budget/Estimated Actual	\$1,100/\$1,100
FY 2009-10 Actual Expenditures	\$305

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 2010-11 Approved Budget/Estimated Actual	\$900/\$900
FY 2009-10 Actual Expenditures	\$120

This account provides funding for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$ 600
Filing fees to the County Recorder’s Office for legal posting of Notices of Determination and Exemptions	200
Certified copies of legal documents from the County Recorder’s Office for enforcement of MUSTS cases	100

S60

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

FY 2010-11 Approved Budget/Estimated Actual	\$10,700/\$10,700
FY 2009-10 Actual Expenditures	\$11,241

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

American Planning Association (15 staff)	\$ 5,700
Certifications earned by Planners through the American Institute of Certified Planners (7 renewals)	1,200
Southern California Association of Environmental Professionals (2 staff)	300
International Society of Arboriculture	300
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 Registration (1 renewal)	200
ICC Certifications earned by Building and Safety staff (15 renewals)	1,100
Certified Access Specialist	200

Account 42450: Subscriptions and Books..... \$ 2,400

FY 2010-11 Approved Budget/Estimated Actual	\$6,800/\$6,800
FY 2009-10 Actual Expenditures	\$1,700

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. Of the total \$6,800 budgeted for FY 2010-11, \$5,800 was designated for the purchase of new 2009 International and 2010 California Building Standards code books and related Engineering Design Standards. Initial code training has been accomplished, and funding for these ongoing purchases can be reduced in FY 2011-12.

Planning publications, including legal guides and updates (CEQA and Subdivision Map Act)	\$ 300
Building and Safety handbooks and interpretive manuals	200
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)	300

S61

2009 International and 2010 California Building Standards Code books	1,300
Ventura County Star subscription	100

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

FY 2010-11 Approved Budget/Estimated Actual	\$30,500/\$3,300
FY 2009-10 Actual Expenditures	\$3,160

This account provides for legal advertisements for Planning Commission public hearings. Funding in FY 2010-11 was higher due to the inclusion of \$27,500 for public notification costs relating to the General Plan Update process. Whatever funds remain unspent as of June 30, 2011 will be reappropriated for use in FY 2011-12.

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

FY 2010-11 Approved Budget/Estimated Actual	\$500/\$500
FY 2009-10 Actual Expenditures	\$194

This account provides for the replacement of Building Inspector tools.

Account 42720: Travel, Conferences, and Meetings \$ 6,200

FY 2010-11 Approved Budget/Estimated Actual	\$5,500/\$500
FY 2009-10 Actual Expenditures	\$485

This account provides for essential staff training at association conferences and chapter meetings. Funds in this account are allocated as follows:

Planning Commission Travel:

3 - American Planning Association National Conference, Los Angeles	\$ 3,400
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Staff Travel:

1 - American Planning Association National Conference, Los Angeles	900
American Planning Association Regional Chapter Meetings	200
1 - California Building Officials (CALBO) Annual Conference, Southern California	1,200
ICC, CALBO, CEI, and IAPMO Chapter Meetings	500

Justification for increase over FY 2010-11 Budget and Estimated Actual:

Funding for all non-essential training was suspended in November 2008, and travel budgets were substantially reduced from FY 2008-09 through FY 2010-11.

The FY 2010-11 Conference budget was limited to training for Planning Commissioners (\$3,600) and the Building Official (\$1,200), as well as staff training locally (\$700). Neither the Planning Commissioners nor the Building Official attended conferences in FY 2010-11, and local staff training expenditures totaled \$500. Given newly appointed Planning Commissioners and the need for their training, as well as staff's need to maintain professional certifications, funding for conference attendance in FY 2011-12 has been increased to \$6,200. This Budget will provide Commissioner and staff training in Southern California at the American Planning Association National Conference, Building Official attendance at the annual CALBO meeting, and continued staff attendance at local professional association meetings at nominal cost.

Account 42730: Training \$ 3,600

FY 2010-11 Approved Budget/Estimated Actual	\$4,500/\$3,600
FY 2009-10 Actual Expenditures	\$2,934

This account provides for essential training to enable staff to comply with various laws and to enforce codes consistently. Funding for all non-essential training was suspended in November 2008, and training budgets were substantially reduced from FY 2008-09 through FY 2010-11. Of the \$4,500 budgeted for training in FY 2010-11 (60% of which was designated for training in the newly-adopted Building and Energy Codes), only \$3,600 was spent. While the training budget freeze was lifted in January 2011, staff continues to closely review training expenditures and to keep this budget low. Funds in this account are allocated as follows:

ICC-sponsored courses to comply with AB 717 training requirements and Building Code training	\$ 3,000
Customer Service training	300
Communication Skills training	300

Account 42790: Mileage \$ 5,000

FY 2010-11 Approved Budget/Estimated Actual	\$5,000/\$5,000
FY 2009-10 Actual Expenditures	\$4,800

This account provides reimbursement to staff for use of their personal vehicles for City business.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 38,400

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 193,700

FY 2010-11 Approved Budget/Estimated Actual	\$134,000/\$52,000
FY 2009-10 Actual Expenditures	\$321,533

This account provides for the following consultant services and studies:

General Plan Implementation Measures (April 1989)	\$ 193,700
Noise Mitigation Study	\$ 86,600
Scenic Roadway Standards	56,700
Tree Master Plan	50,400

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

The FY 2010-11 Budget included funding for consultant services for the General Plan Update and EIR and the Arroyo Simi Greenway Specific Plan, including unspent funds that were reappropriated from FY 2009-10. The FY 2010-11 Budget did not include funding for the General Plan Implementation Measures because the funding was deferred by the City Council, as was done in earlier fiscal years.

The FY 2011-12 Budget includes funding for the General Plan Implementation Measures. If these measures are eliminated prior to the adoption of a new General Plan Update, a General Plan Amendment would be needed to officially delete them. Additionally, funds that remain unspent for the General Plan Update will be reappropriated for use in FY 2011-12.

Account 44310: Maintenance of Equipment..... \$ 21,300

FY 2010-11 Approved Budget/Estimated Actual	\$23,700/\$23,300
FY 2009-10 Actual Expenditures	\$39,639

This account provides for maintenance of Departmental equipment as follows:

Maintenance and repair of nine Building and Safety vehicles	\$ 20,300
Washing of Building and Safety vehicles	400
Maintenance and repair of office equipment, such as cash register, transcriber, and projectors	600

Account 44490: Other Contract Services \$ 37,500

FY 2010-11 Approved Budget/Estimated Actual	\$25,000/\$25,000
FY 2009-10 Actual Expenditures	\$0

This account provides funding for contractors to perform review of residential, commercial, and industrial building plans during periods of high demand for such review. These expenditures are fully offset by plan check revenues deposited by applicants. 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 accomplish the City’s turn-around goals.

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

Due to an increase in permit applications and plan review submittals, specifically with regard to small business and commercial improvements requiring very short turn-around times, additional plan review services were retained to maintain project turn-around times. The FY 2010-11 Budget of \$25,000 was not adequate to provide for these contract services through the entire year. Accordingly, \$37,500 is being requested for FY 2011-12 to ensure full-year coverage, if needed.

SUBTOTAL – SERVICES \$ 252,500

TOTAL – CURRENT EXPENSES \$ 290,900

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Noise Mitigation Study - \$86,600
 (1.6% of Budget)

PRIORITY: 1

The General Plan Update, adopted in October 1988, contains the following policy and implementation measure relating to nuisance noise impacts 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 that included a recommendation for consultant services to prepare a study that would identify residential areas in the community that do not currently meet acceptable exterior noise level standards and that would identify those feasible means which could be taken to obtain acceptable levels. Funding for these consultant services was included in the FY 1991-92 through FY 2010-11 Preliminary Base Budgets, but this item was deferred by the City Council each year. This item has been included in the FY 2011-12 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 General Plan Amendment would be needed to delete Implementation Measure X-C.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Professional and Special Services	\$ 86,600	
	<u>Total</u>	<u>\$ 86,600</u>

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Scenic Roadway Standards Study - \$56,700 (1.1% of Budget)

PRIORITY: 2

The General Plan Update, adopted in October 1988, contains the following policies and implementation measure 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 2010-11 Preliminary Base Budgets but was deferred by the City Council each year. This project has been included in the FY 2011-12 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 eliminated, a corresponding General Plan Amendment would be needed to delete Implement Measure VII-T.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Professional and Special Services	\$ 56,700	
	Total	\$ 56,700

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Preparation of a Tree Master Plan - \$50,400
(1.0% of Budget)

PRIORITY: 3

The General Plan Update, adopted in October 1988, contains the following policy and implementation measure 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 each year. 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 2010-11 Preliminary Budgets, but this item was again deferred by the City Council. Funding for this project has again been included in the FY 2011-12 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 that 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 Implementation Measure IV-V.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Professional and Special Services

\$ 50,400

Total

\$ 50,400

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Two Full-Time, Temporary Planning Intern Positions (Vacant) - \$65,000 (1.1% 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 reimbursed by 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 Planning and Housing 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 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 positions, and 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 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 65,000	
	Total	\$ 65,000

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Recording Secretary Position (Vacant) - \$70,900 (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 and General Plan-related issues.

In the intervening years, the second Recording Secretary position was underfilled at the Secretary level, and the Secretary 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 Committees. 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.

When the General Plan Advisory Committee (GPAC) was formed in mid-2007, the Secretary was assigned as Acting Recording Secretary and 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 since that time in order to meet the Department's annual salary savings goals. 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 the more routine and time-consuming tasks that the Recording Secretary position has handled in the past.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits

\$ 70,900
Total

\$ 70,900

RECURRING ANNUAL SAVINGS

None

DEPARTMENT OF ENVIRONMENTAL SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate One Landscape Architect Position (Filled) - \$137,700 (2.8% of Budget)

PRIORITY: 6

Since November 1999, the City has employed a full-time, licensed Landscape Architect and certified Arborist to provide high quality, responsive services and consistently-applied landscaping standards for projects within the City. Prior to that time, the City had retained the services of two part-time, contract Landscape Architects who were tasked with reviewing final developer landscape plans for compliance with the conditions of entitlement approval at the developer's cost.

The City's Landscape Architect program was designed to eliminate the City's sole reliance on contracts for outside landscape architectural services. The position was approved to enhance the Department's ability to be more responsive to the needs of the development community and to provide an added source of expert advice in response to the City Council's and Planning Commission's desire for greater attention to the City's landscaping issues. Prior to the establishment of a City Landscape Architect program, there was no City Council-appointed Tree Advisory Board or annual Arbor Day event, nor was there any appointed Landscape Guidelines and Standards Review Committee.

If funding for this in-house Landscape Architect program were eliminated, the following City landscaping services would be impacted:

1. Reviewing preliminary and final landscape plans submitted by applicants for various development projects would be affected. The City would retain the services of contract Landscape Architect consultants, the costs of which would be fully paid by the applicant by depositing funds into a City trust fund account from which City staff would pay the consultants. There would be certain administrative costs to be absorbed to secure and process payment to these consultants and to mail plans, and there would be some additional effort by the Planners to correspond with the consultants.
2. Providing responsive feedback, to both applicant and City staff, regarding landscaping questions and concerns would be impacted. A full-time, in-house response capability ensures better customer service than can be provided by part-time consultants.
3. Conferring with the City's Compliance Division to provide expert judgment involving code and condition violations relating to landscaping would be impacted. This would include any proposed program that would proactively address substandard landscaping for commercial projects. This service would need to be provided by contract Landscape Architect consultants, which would involve a cost to the City.

4. Conferring with the Department of Public Works in designing implementing landscaping projects within the public right-of-way and within State of California transportation right-of-way areas. This service would need to be provided by contract Landscape Architect consultants, which would involve a cost to the City.
5. Coordinating the Tree Advisory Board meetings and events, such as Arbor Day. This Board is a community-based committee that addresses issues related to City trees and programs. This program, if retained, would need to be coordinated by someone without the expert knowledge and experience of a City Landscape Architect.
6. Coordinating and providing expertise in any revisions to the City's Landscape Design Guidelines. This effort would need to be provided by someone without the expert knowledge and experience of a City Landscape Architect or by contract Landscape Architect consultants, which would then involve a cost to the City.
7. Attending Planning Commission and/or City Council meetings to respond to questions regarding applicants' preliminary landscape plan proposals, provide staff reports, and offer responsive feedback on matters pertaining to landscape issues. This technical expertise would need to be provided by contract Landscape Architect consultants, which would involve a cost to the applicant or to the City, if the issues were not related to a development proposal.
8. Preparing and issuing Tree Removal Permits. This function would need to be assigned to Planning staff or provided through contract Landscape Architect consultants. These costs would be fully paid by the applicant.

If funding were to be eliminated for this program, the following savings would be achieved:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 149,000	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Subtotal	\$ 137,000
<u>Current Expenses</u>		
Memberships and Dues	\$ 700	
	Subtotal	<u>\$ 700</u>
		Total <u>\$ 137,700</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 149,000

Subtotal

\$ 149,000

Current Expenses

Memberships and Dues

\$ 700

Subtotal

\$ 700

Total

\$ 149,700

DEPARTMENT OF PUBLIC WORKS
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 258,000

FY 2010-11 Approved Budget/Estimated Actual	\$293,800/\$235,000
FY 2009-10 Actual Expenditures	\$231,051

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 2010-11 Estimated Actual:

This FY 2011-12 budget contains projected utility rate increases of 10%.

Account 42150: Communications \$ 800

FY 2010-11 Approved Budget/Estimated Actual	\$800/\$800
FY 2009-10 Actual Expenditures	\$659

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

Account 42230: Office Supplies \$ 10,000

FY 2010-11 Approved Budget/Estimated Actual	\$13,000/\$10,000
FY 2009-10 Actual Expenditures	\$6,912

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.

Account 42310: Rentals \$ 4,000

FY 2010-11 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2009-10 Actual Expenditures	\$3,001

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

Account 42410: Uniform/Clothing Supplies \$ 27,000

FY 2010-11 Approved Budget/Estimated Actual	\$31,800/\$27,000
FY 2009-10 Actual Expenditures	\$24,084

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	5,600
Building Maintenance	7,200
Traffic Maintenance	1,500
Vehicle Maintenance	3,000
Secondary Drain Maintenance	1,500
Graffiti Abatement	400
Environmental Compliance	1,700
Public Works Inspection	900

Account 42420: Special Departmental Expense \$ 100,000

FY 2010-11 Approved Budget/Estimated Actual	\$100,000/\$100,000
FY 2009-10 Actual Expenditures	\$84,183

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.

Account 42440: Memberships and Dues \$ 10,800

FY 2010-11 Approved Budget/Estimated Actual	\$10,800/\$10,800
FY 2009-10 Actual Expenditures	\$8,959

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

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	400
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
Street Tree Incorporated	100
California Pesticide Regulation	500
California Agricultural Products Consultant Association	300
Floodplain Management Association of California	100
California Water Environment Association Memberships and Certificates	900
Office of Environmental Health, Hazard Assessment - Registered Environmental Assessor	200

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

FY 2010-11 Approved Budget/Estimated Actual	\$2,000/\$1,000
FY 2009-10 Actual Expenditures	\$1,748

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

Justification for proposed increase over FY 2010-11 Estimated Actual:

Funding is requested at the same level as FY 2010-11. Updated publications of Standard Specifications will be purchased in FY 2011-12.

Account 42460: Advertising..... \$ 1,500

FY 2010-11 Approved Budget/Estimated Actual	\$2,500/\$1,500
FY 2009-10 Actual Expenditures	\$1,488

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

Account 42500: Fuel and Lubricants \$ 270,300

FY 2010-11 Approved Budget/Estimated Actual	\$300,000/\$310,000
FY 2009-10 Actual Expenditures	\$279,309

These funds provide for City vehicle fuel (except Police Department and Transit) and lubricants (except Transit). The Estimated Actual cost is \$195,200 for gasoline, \$67,100 for diesel fuel, and \$8,000 for lubricants. It is anticipated that fuel will continue to be purchased through the Cooperative Purchasing Program.

Account 42510: Tires..... \$ 50,000

FY 2010-11 Approved Budget/Estimated Actual	\$40,000/\$50,000
FY 2009-10 Actual Expenditures	\$39,840

This account funds the purchase of tires and tubes required to maintain City vehicles and equipment that are purchased through a Cooperative Purchasing Program.

Justification for proposed increase over FY 2010-11 Budget:

The cost of tires, a petroleum-related product, increased substantially during the year. The FY 2011-12 budget increase will provide sufficient funds to replace tires as needed.

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

FY 2010-11 Approved Budget/Estimated Actual	\$10,000/\$10,000
FY 2009-10 Actual Expenditures	\$9,926

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 \$ 485,600

FY 2010-11 Approved Budget/Estimated Actual	\$777,800/\$539,600
FY 2009-10 Actual Expenditures	\$388,106

This account funds the purchase of all supplies required by the following Divisions of the Department:

Parkway and Tree Maintenance		\$ 20,000
Street Tree Self-Help Replacement Program	\$ 5,000	
Supplies for Self-Help Program	5,500	
(stakes, ties, amendment, fertilizer, etc.)		

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	
<u>Building Maintenance</u>		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		
<u>Traffic Maintenance</u>		55,000
Raised pavement markers, reflectorized pavement markers, paint, beads, signposts, street name signs, guide signs, stencils, banners, flags, and other supplies.		
<u>Vehicle Maintenance</u>		128,600
Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.		
<u>Secondary Drain Maintenance</u>		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 Public Services Center to meet Stormwater Quality Management		

Program requirements.

<u>City Engineering/Traffic Engineering</u>		7,300
Engineering and drafting supplies	\$ 3,000	
Stacking record file boxes, plan hold files	300	
Mylar paper	1,000	
Engineering copier print paper	2,000	
Safety equipment and measuring tools	1,000	

<u>Graffiti Abatement</u>		10,000
Provides for graffiti removal supplies, which include paint, towels, and chemicals.		

<u>Environmental Compliance</u>		48,500
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. Included are funds for fluorescent tube disposal supplies, 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 storm drain stenciling requirements, and maintenance supplies and replacements for catch basin trash excluders and trash receptacles.		

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

FY 2010-11 Approved Budget/Estimated Actual	\$4,100/\$4,100
FY 2009-10 Actual Expenditures	\$1,071

These funds are expended for attendance at selected professional association meetings, conferences, and training programs that allow staff 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, Cal (Management Staff)	\$ 1,000	
1 - Used Oil Recycling/Household Hazardous Waste Conference (Management Staff)	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 Bi-monthly 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	
Account 42730: Training	\$	8,500

FY 2010-11 Approved Budget/Estimated Actual	\$5,500/\$5,500
FY 2009-10 Actual Expenditures	\$4,577

This account provides funds for staff 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
3 - Qualified Stormwater Pollution Prevention Plan (SWPPP) Developers Training (Capital Projects)	1,800
2 - Qualified Stormwater Pollution Prevention Plan (SWPPP) Practitioner Training (Inspection)	1,000
6 - Forklift Certification Training (Maintenance)	300
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
2 - Project Management (Landscape)	200
2 - Managing Multiple Priorities, Projects and Deadline Training (Landscape)	200
40 - MetroLink Annual Certification Training (Maintenance)	200
6 - CWEA Short School/Training Workshop (Tri-Counties Locations) and Stormwater Program Meetings/Workshops, 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 2010-11 Budget and Estimated Actual:

Additional funds are requested to attend stormwater pollution prevention training (SWPPP) mandated by the State Water Quality Control Board.

Account 42790: Mileage \$ 6,400

FY 2010-11 Approved Budget/Estimated Actual	\$6,400/\$6,400
FY 2009-10 Actual Expenditures	\$5,761

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

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,249,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 327,600

FY 2010-11 Approved Budget/Estimated Actual	\$379,200/\$302,200
FY 2009-10 Actual Expenditures	\$239,712

This account provides for the following consultant services and studies, some of which are reimbursable from developer fees:

City Engineering \$ 166,000

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

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

Consultant Services to investigate various right-of-way issues associated with easements and land acquisition. 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 for traffic requests and to update the City's Traffic Volume Map.

Environmental Compliance 151,600

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. Funds are also requested for the Principal Permittee Implementation Agreement costs related to the new Countywide NPDES permit.

Justification for proposed increase over FY 2010-11 Estimated Actual:

Additional funds in the amount of \$24,600 over the Estimated Actual are requested for the Principal Permittee Implementation Agreement costs related to the new Countywide NPDES permit.

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

FY 2010-11 Approved Budget/Estimated Actual	\$75,500/\$75,500
FY 2009-10 Actual Expenditures	\$122,050

This account provides for maintenance of Departmental equipment as follows:

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 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 diesel smoke certifications.

City Engineering
 Reader/printer maintenance 1,000

Account 44450: Landscape Maintenance Contract \$ 962,100

FY 2010-11 Approved Budget/Estimated Actual	\$1,221,800/\$1,096,800
FY 2009-10 Actual Expenditures	\$1,187,069

This account funds contract maintenance of lawns, groundcover, street trees, shrubs, etc., within Landscape District No. 1 - Zone 39 (City-owned and maintained properties). The Estimated Actual and proposed budget amounts represent savings due to the re-bidding of contracts for this work in early 2011.

- a) Contract maintenance of Landscape District No. 1, Zone 39 (City-owned and maintained properties) including the County Courthouse, DMV, and City-owned and undeveloped parcels. \$ 645,100
- b) Contract maintenance of trees 15 feet in height and above in the Landscape District No. 1, Zone 39 (City-owned and maintained properties) areas. 285,500
- c) Newly landscaped areas to be added in FY 2011-12 (First Street medians & Madera Road improvements at the City limits). 12,300
- d) Smart irrigation controller wireless communication service for 128 sites in the Landscape District No. 1, Zone 39. 19,200

Account 44490: Other Contract Services \$ 1,039,900

FY 2010-11 Approved Budget/Estimated Actual	\$976,100/\$896,700
FY 2009-10 Actual Expenditures	\$923,468

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

- Parkway and Tree Maintenance \$ 382,800
- 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.	1,800
<u>Street Maintenance</u>	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
<u>Building Maintenance</u>	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
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 Multipurpose 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
<u>Traffic Maintenance</u>	58,000
a) Street striping, sandblasting, pavement markers, and painting of school crosswalks.	\$ 40,000
b) Installation of flag banners.	18,000
<u>Vehicle Maintenance</u>	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 mylars.

Graffiti Abatement 50,000

Contract graffiti abatement.

Environmental Compliance 181,700

- 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 29,000
- d) Contract services for the HHW Program 65,500
- e) Contract services for maintenance of basin trash excluders and trash receptacles (NPDES permit requirement). 75,000

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

Increased funding is requested to maintain basin trash excluders and trash receptacles as required by the City's MS4 permit. These are recurring annual costs outlined in FY 2010-11 Policy Item No. 5. Additionally, there will be an

increase in the cost for the Arbor Pro Tree inventory software support and state NPDES permit fees.

Account 44355: Reimbursement for Vehicle Maintenance \$ (965,400)

FY 2010-11 Approved Budget/Estimated Actual	(\$980,100)/(\$980,100)
FY 2009-10 Actual Expenditures	(\$987,800)

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

SUBTOTAL – SERVICES \$ 1,428,900

TOTAL – CURRENT EXPENSES \$ 2,677,900

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment \$ 7,200

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

Funding is requested to purchase and install a hydraulic dump bed, and electric lift tailgate for Vehicle #554, a multipurpose truck used by the Landscape Division in daily operations. The vehicle is used to haul container trees, wood, bulk material, and roadside debris.

Account 47028: Computers (Capital)..... \$ 12,800

FY 2010-11 Approved Budget/Estimated Actual	\$6,000/\$5,9000
FY 2009-10 Actual Expenditures	\$0

Funds are requested for the upgrade of AutoCAD licenses. The cost will be shared with the Sanitation Division and Waterworks District.

Account 47030: Vehicles \$ 26,400

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

This account provides supplemental funding for replacement vehicles scheduled for replacement and financed from the Vehicle Replacement Fund.

Replacement Vehicle #409	Stencil/Paint Truck	\$ 18,400
Replacement Vehicle #418	Inspection Vehicle	8,000

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

Additional funds are requested to replace Vehicle #418 with a hybrid and Vehicle #409.

TOTAL - CAPITAL OUTLAY

\$ 46,400

DEPARTMENT OF PUBLIC WORKS
POLICY ITEM

PROGRAM JUSTIFICATION: Expansion of the Household Hazardous Waste Collection Program - \$66,000

PRIORITY: 1

Funding is requested to increase the number of Household Hazardous Waste (HHW) Collection and Disposal events by five per year to restore full service to local residents.

FY 2010-11 HHW collection service levels are currently at 54% of FY 2008-09 due to austerity measures implemented when collection events were reduced from eleven per year to six per year. Reductions implemented in FY 2009-10 have resulted in a shortage of HHW service to the public evidenced by a rise in walk-on customers (users that do not have appointments) attendance from 6% to 13%. Staff has been receiving an average of one telephone call per day requesting an appointment after all available appointments have been filled. The HHW Program increased its public outreach with more web based resources including alternative disposal options for certain waste such as household batteries, used oil and fluorescent lamps. However, during the last half of 2010, the program received an increased number of comments about the inadequate availability of appointments and collection events. Many of the comments were from citizens frustrated with attempting to make appointments over several months only to find that all available appointments had been taken, forcing them to wait up to three or more months.

FISCAL YEAR 2011-12 COSTS

Current Expenses

Advertising	\$	1,000	
Other Contract Services		<u>65,000</u>	
Total			<u>\$ 66,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Advertising	\$	1,000	
Other Contract Services		<u>65,000</u>	
Total			<u>\$ 66,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for the Flags and Banners Program - \$23,000 (0.18% 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.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Current Expenses</u>		
Other Contract Services	\$ 18,000	
Operating Supplies	5,000	
	Total	<u>\$ 23,000</u>

RECURRING ANNUAL SAVINGS

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

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Self Help Tree Replacement Program - \$10,500
(0.08 % of Budget)

PRIORITY: 2

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 \$15,500 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.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Current Expenses</u>		
Operating Supplies	\$ 10,500	
	<u>Total</u>	<u>\$ 10,500</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Operating Supplies	\$ 10,500	
	<u>Total</u>	<u>\$ 10,500</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Professional and Special Services for Engineering - \$25,000 (0.19% of Budget)

PRIORITY: 3

The Department annually budgets funds to contract for City Engineering Professional and Special Services. Funds in the amount of \$166,000, much of which is reimbursed through developer fees, 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 2011-12 SAVINGS</u>		
<u>Current Expenses</u>		
Professional and Special Services	\$ 25,000	
	<u>Total</u>	<u>\$ 25,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Professional and Special Services	\$ 25,000	
	<u>Total</u>	<u>\$ 25,000</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Deputy Director/City Engineer Position (Vacant) - \$182,300 (1.39% of Budget)

PRIORITY: 4

For FY 2007-08, the City Council deleted funding for the Deputy Director/City Engineer position.

It is proposed that the duties of the Deputy Director/City Engineer remain the temporary responsibility of the Director of Public Works for FY 2011-12. In review of the workload for the past fiscal year, it was determined this present staffing level will be sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a permanent reduction of the Deputy Director/City Engineer position would not be optimal and may result in a lower level of public service.

The reduction of funding for the Deputy Director/City Engineer would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 182,300	
	<u>Total</u>	<u>\$ 182,300</u>

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 182,300	
	<u>Total</u>	<u>\$ 182,300</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Management Analyst Position (Vacant) - \$121,300 (0.92% of Budget)

PRIORITY: 5

One Management Analyst position is currently vacant in the Administration Division.

In reviewing the Division's workload, 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.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 121,300	
	<u>Total</u>	<u>\$ 121,300</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 121,300	
	<u>Total</u>	<u>\$ 121,300</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Public Works Inspector (Vacant) - \$90,100
(0.68 % of Budget)

PRIORITY: 6

The Department currently has one Public Works Inspector position vacant in the Engineering Division. In reviewing the Section's workload activity, it has been determined that present staffing level 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.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 90,100	
	<u>Total</u>	<u>\$ 90,100</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 90,100	
	<u>Total</u>	<u>\$ 90,100</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Custodian Position (Vacant) - \$65,500
(0.50% of Budget)

PRIORITY: 7

There is currently one vacant Custodian position in the Building 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.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 65,500	
	Total	\$ 65,500
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 65,500	
	Total	\$ 65,500

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Mechanic I Position (Vacant) - \$71,400
(0.54% of Budget)

PRIORITY: 8

There is a vacant Mechanic I position in the Vehicle 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.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 71,400	
	<u>Total</u>	<u>\$ 71,400</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 71,400	
	<u>Total</u>	<u>\$ 71,400</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Maintenance Worker II Position (Vacant) - \$70,200 (0.53% of Budget)

PRIORITY: 9

There is currently one vacant Maintenance Worker II position 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.

Elimination of these funds would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 70,200	
	<u>Total</u>	<u>\$ 70,200</u>

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 70,200	
	<u>Total</u>	<u>\$ 70,200</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for One Maintenance Worker II Position (Vacant) - \$70,200 (0.53% of Budget)

PRIORITY: 10

There is currently one vacant Maintenance Worker II position 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.

Elimination of these funds would provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 70,200</u>	
	Total	<u>\$ 70,200</u>

<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	<u>\$ 70,200</u>	
	Total	<u>\$ 70,200</u>

DEPARTMENT OF PUBLIC WORKS
REVERSE PRIORITY

ITEM TITLE: Eliminate Six Months of Funding for the Deputy Director/Maintenance Services Engineer Position (Vacant) - \$83,900 (0.64% of Budget)

PRIORITY: 11

The Deputy Director/Maintenance Services position is currently vacant. In review of the workload for the past fiscal year, it was determined this present staffing level will be sufficient to meet the existing workload during the first half of the upcoming fiscal year. However, on a long-term basis, it should be noted that a permanent reduction of the Deputy Director/Maintenance Services position would not be optimal and may result in a lower level of public service.

The elimination of funding for six months for the Deputy Director/Maintenance Services would provide the following budget reductions.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 83,900	
	Total	\$ 83,900

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 83,900	
	Total	\$ 83,900

POLICE DEPARTMENT
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications \$ 20,300

FY 2010-11 Approved Budget/Estimated Actual	\$20,300/\$20,100
FY 2009-10 Actual Expenditures	\$21,747

This account provides for:

Department of Justice CLETS access	\$ 8,000
County of Ventura CLETS access	10,300
Satellite TV for Mobile Command Post	600
Language translation at switchboard	500
Replacement helmet microphone parts	900

Account 42200: Computers (Non-Capital) \$ 8,700

FY 2010-11 Approved Budget/Estimated Actual	\$7,400/\$7,400
FY 2009-10 Actual Expenditures	\$5,900

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	2,700
On-Line Drug Identification System	100
Training management software support	600
EnCase Forensic Support	1,400

Justification for increase over FY 2010-11 Budget and Estimated Actual:

Funds in the amount of \$1,300 are requested in FY 2011-12 to upgrade the Penlink software to the latest version.

Account 42230: Office Supplies \$ 20,200

FY 2010-11 Approved Budget/Estimated Actual	\$26,600/\$25,800
FY 2009-10 Actual Expenditures	\$21,702

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 \$ 17,500

FY 2010-11 Approved Budget/Estimated Actual	\$17,800/\$17,300
FY 2009-10 Actual Expenditures	\$12,901

This account is used for the following rentals:

Vehicle rental for covert operations	\$ 2,000
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 2010-11 Budget and Estimated Actual:

Rentals of vehicles for covert operations were less than budgeted in FY 2010-11.

Account 42410: Uniform/Clothing Supplies \$ 316,800

FY 2010-11 Approved Budget/Estimated Actual	\$240,400/\$221,700
FY 2009-10 Actual Expenditures	\$231,132

This account is used for the following:

Civilian uniforms	\$ 6,500
Citizens on Patrol, Volunteer, and Chaplain uniforms	6,900
New and replacement S.E.S. uniforms, raid gear, and vest carriers	1,000
Annual uniform allowance	196,000
Police Services Assistant and Dispatch cleaning allowance	10,500
New Officer Equipment – Lateral	15,300
New Officer Equipment – Entry	33,300
New Officer Equipment – Reserve	24,100
Replacement motorcycle uniforms	1,100
Uniform replacement and badge repair	4,200
Replacement motorcycle helmets	400
Replacement helmets	2,000
Honor Guard uniform and equipment	600
Maintenance Worker boot allowance	300

Safety equipment (gloves & raid jackets)	400
New and replacement CNT/SWT uniforms	1,000
Spit masks	200
Bicycle Officer uniforms	400
New Motor Officer Gear	2,400
Coveralls with booties	400
Half-face respirators	900
Shoe protection booties	100
Replacement Vests	8,000
Maintenance Worker uniforms	800

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The Department expects to hire more Officers and Volunteers in FY 2011-12 than were hired in FY 2010-11, thus resulting in the purchase of more items from this account. Uniforms will also be purchased for Department Chaplains and ten replacement vests for Officers in FY 2011-12. Expenditures were under budget this year due to partial year payments of Uniform Allowance.

Account 42440: Memberships and Dues \$ 8,300

FY 2010-11 Approved Budget/Estimated Actual	\$7,500/\$6,700
FY 2009-10 Actual Expenditures	\$6,536

Law Enforcement Intelligence Unit	\$ 600
International Association of Police Chaplains	500
International Chiefs of Police	300
California Peace Officers Association (Lieutenants, Deputy Director, Captains, and Chief)	700
California Police Chiefs Association	2,100
Municipal Management Association 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	900
California Narcotics Officers Association	450
California Tactical Officers Association	100
California Association of Hostage Negotiators	250
California Law Enforcement Association of Records Supervisors	150
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	400
Ventura County Volunteer Coordinator Council	100
California Gang Investigators Association	300

Justification for increase over FY 2010-11 Budget and Estimated Actual:

In FY 2010-11, the Municipal Management Associates, Law Enforcement Intelligence Unit, and California Tactical Officers Association memberships were not renewed. Increased funding of \$100 is requested for the Ventura County Volunteer Coordinator Council. Increased funding of \$400 is also requested for the California Reserve Police Officer Association due to an anticipated increase in Reserve Police Officers from five to ten.

Account 42450: Subscriptions and Books..... \$ 2,900

FY 2010-11 Approved Budget/Estimated Actual	\$2,000/\$1,500
FY 2009-10 Actual Expenditures	\$1,403

Dispatcher training manuals	\$ 150
Vehicle/Penal Codes	300
Annual newspaper subscriptions	400
Crime Analysis updates	100
Auxiliary Services Subscriptions and Books	1,500
Dispatch 911 Magazine	50
AT&T Cross Directory	200
Thomas Guides	200

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The Auxiliary Services budget was increased by \$1,400 to fund academy learning domain books for six entry level Officers. Kelly Blue Books for \$300 was deleted, and the Dispatch budget was reduced by \$200.

Account 42500: Fuel and Lubricants \$ 376,300

FY 2010-11 Approved Budget/Estimated Actual	\$277,200/\$320,000
FY 2009-10 Actual Expenditures	\$286,563

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

Justification for increase over FY 2010-11 Budget and Estimated Actual:

Due gasoline prices during the second half of the fiscal year, the Department anticipates higher fuel costs during FY 2011-12. Gasoline was budgeted at \$2.45 per gallon in FY 2010-11. The price to increase, and is currently over

\$3.33 per gallon. The Department’s average usage is 113,000 gallons per fiscal year.

Account 42650: Operating Supplies \$ 204,300

FY 2010-11 Approved Budget/Estimated Actual	\$202,000/\$194,900
FY 2009-10 Actual Expenditures	\$183,051

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

Administration	\$ 1,100
Dispatch	3,100
Patrol	34,800
Special Operations Unit	7,100
Detectives	5,100
Maintenance	21,900
Equipment for replacement vehicles	33,400
Auxiliary Services	87,400
Traffic	10,400

Justification for increase over FY 2010-11 Budget and Estimated Actual:

Additional funding is being requested to purchase a replacement K-9 Bite Suit, a storage container for the police training facility, and replacement defensive tactics training mats.

Account 42720: Travel, Conferences, Meetings \$ 39,000

FY 2010-11 Approved Budget/Estimated Actual	\$36,200/\$26,500
FY 2009-10 Actual Expenditures	\$13,976

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 FY 2011-12:

1 - California Peace Officers Association (CA)	\$ 1,000
2 - National Emergency Number Association (Long Beach, CA)	1,000
4 - California Association Tactical Dispatchers Meetings	200
1 - California Public Radio Association Meetings (So. CA)	100
6 - California Narcotics Officer Assoc. bi-monthly mtgs. (Ventura, CA)	600
1 - Calif. Law Enf. Assoc. Records Supervisors Conf. (Ventura, CA)	700

1 - California CLETS Users Groups Conference (San Diego, CA)	1,600
1 - California Crime Analysis Conference (So. CA)	1,300
4 - Calif. Narcotics Officers Assoc. (CNOA) Conf. (San Diego, CA)	2,000
2 - California Assoc. of Tactical Officers Conf. (Anaheim, CA)	1,000
3 - Versaterm Conference (Tampa, FL)	4,000
5 - Versa-West Conference (CA)	1,000
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 (San Diego, CA)	1,500
1 - In-Custody Death Conference (Las Vegas, NV)	1,300
1 - Homicide Investigators Conference (San Francisco, CA)	1,600
1 - Robbery Investigators Conference (Reno, NV)	1,000
1 - International Association for Identification Conf. (So. CA)	1,500
6 - Women Leadership in Law Enforcement (San Jose, CA)	2,500
1 - California Law Enforcement Background Investigators Conference (CA)	1,300
1 - California Crime Prevention Officer Association Conference (La Quinta, CA)	1,200
6 - Calif. Reserve Police Officer Assoc. Conf. (San Jose, CA)	6,000
1 - Volunteer Coordinator Conference (CA)	1,500
1 - Office of Traffic Safety Conference (San Diego, CA)	800
3 - California Gang Investigators Conference (Anaheim, CA)	2,000
2 - Monthly Ventura County Gang Investigators Meetings (Ventura, CA)	150
2 - Monthly California Gang Investigators Meetings (CA)	150

Justification for increase over FY 2010-11 Budget and Estimated Actual:

In FY 2010-11, the Versa-West conference, Division Manager Training, California Public Radio Association conference, CNOA monthly meetings, In-Custody Death conference, California Law Enforcement Association of Records Supervisor conference, California Association of Law Enforcement Background Investigators conference, and Volunteer Coordinator conference were not attended. In addition, FY 2011-12 funding is requested for the Office of Traffic Safety conference.

Account 42730: Training \$ 22,800

FY 2010-11 Approved Budget/Estimated Actual	\$15,500/\$15,700
FY 2009-10 Actual Expenditures	\$7,306

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

5 - Chief and Division manager training	\$ 2,100
2 - Chaplain training (So. CA)	600
8 - Lieutenant Training	3,200

Special Weapons Team training (LAPD Basic and EMT)	2,500
4 – Dispatch Customer Service training (So. CA)	500
5 – Calif. Law Enforcement Telecommunications System (CLETS) training (So. CA)	600
PSA training (CA)	600
Crisis Intervention Team (CIT) training	200
1 – Voice Stress Analyst training	1,500
Sage Instructor training (Plano, TX)	2,800
5 – Mentoring Training	3,000
3 – K-9 Competitions	1,700
2 – Technical Services High Voltage Installation training	3,500

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The proposed budget increase is due to the following additional training requests: \$3,200 for Lieutenant Training; \$3,000 for Mentoring Training; \$1,700 for K-9 Competitions; \$3,500 for Technical Services High Voltage Installation Training; an additional \$1,800 for Sage Instructor Training; an additional \$1,200 for Voice Stress Analyst Training, and an increase of \$1,000 for SWAT Training. Additionally, the Crime Scene Investigator training for \$600 and the Crime Analysis VCAP training for \$7,500 were eliminated from this account for FY 2011-12.

Account 42760: P.O.S.T. Training \$ 85,000

FY 2010-11 Approved Budget/Estimated Actual	\$77,700/\$77,700
FY 2009-10 Actual Expenditures	\$65,367

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 2010-11 Budget and Estimated Actual:

The Department anticipates an increase in P.O.S.T. training as a result of increased movement within the organization and the need for foundational training during FY 2011-12.

Account 42770: Recruitment..... \$ 40,900

FY 2010-11 Approved Budget/Estimated Actual	\$39,400/\$37,000
FY 2009-10 Actual Expenditures	\$14,478

This account provides funding for the following activities conducted prior to the employment of new Police Department staff and volunteers:

Outside background investigations for volunteers	\$ 9,000
Pre-employment physicals	12,500
Pre-employment psychological exams	9,400
Polygraph exams	7,000
Credit checks	500
Background Investigator travel	2,000
Recruitment advertising & supplies	500

Justification for increase over FY 2011-12 Budget and Estimated Actual:

An increase of \$2,000 is requested for additional polygraph exams due to a projected increase in recruitment of Officers and Dispatchers in FY 2011-12.

Account 42780: Out-of-County Investigation \$ 8,500

FY 2010-11 Approved Budget/Estimated Actual	\$3,500/\$2,000
FY 2009-10 Actual Expenditures	\$2,961

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 based on the amount of investigations that require travel outside the county.

Justification for increase over FY 2010-11 Budget and Estimated Actual:

In FY 2011-12 the Department anticipates two out of state investigations, as opposed to one that was budgeted in FY 2010-11.

Account 42790: Mileage \$ 1,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2009-10 Actual Expenditures	\$1,712

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 \$ 1,172,500

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 124,200

FY 2010-11 Approved Budget/Estimated Actual	\$159,600/\$140,300
FY 2009-10 Actual Expenditures	\$97,995

This account provides for the following:

Legal medicals and pre-custody medicals	\$ 8,000
Specialized services (towing and impounding evidence, evidence analysis, and translators)	2,000
DNA analysis	2,000
Drug screening	600
Canine vet, boarding and clipping fees	5,000
Sec. 22852 CVC refunds	2,000
CPR class material	500
Blood extractions for DUI's	4,800
Towing of abandoned vehicles	1,000
DOJ fingerprint processing	3,000
Skip tracing information services	5,100
High Tech Task Force	43,800
CSI certification testing	500
Photo Labs	100
Towing, storage, and unlocking for seized vehicles	500
K-9 professional services contract	3,800
Surveillance services	15,000
Locksmith services for search warrants	500
Compelled blood draws by American Medical Response	1,000
Versaterm Software Interface	25,000

Account 44310: Maintenance of Equipment..... \$ 332,800

FY 2010-11 Approved Budget/Estimated Actual	\$360,900/\$352,700
FY 2009-10 Actual Expenditures	\$312,805

Communications maintenance	\$ 20,000
Equipment maintenance	18,800
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	156,700
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
Police Facility security recording equipment maintenance	6,000
SB 989 Underground Storage Tank Testing	3,000
Diesel Fuel Tank Cleaning	1,000
Replacement Obstacle Course Fencing	2,500
Lighting in Watch Commander's Office	2,600
 SUBTOTAL – SERVICES	 \$ <u>457,000</u>
 TOTAL – CURRENT EXPENSES	 <u>\$ 1,629,500</u>

POLICE DEPARTMENT
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION: Replacement of Security System Card Readers and Key Fobs at City Hall and the Police Facility - \$24,000

PRIORITY: 1

When the Police Facility was built in 1998, it included a Pegasys Security System, manufactured by Johnson Controls. The system was designed to control entry into the Police Facility at the external doors and gates and direct cameras to the locations where people were trying to enter. It also controls entry into City Hall. The system required re-wiring in the first year and has required a great deal of maintenance over the years.

During FY 2010-11, Johnson Controls agreed to upgrade all the field panels at City Hall and the Police Facility at no cost in order to make the system more functional. The company also worked with City staff to upgrade the computers that control the system.

Upon completion of the upgrade, Johnson Controls recommended that the City replace all of its card readers and key chain fobs. The signal sensitivity of card readers degrades over time, and with age some fobs now only intermittently open some doors at the Police Department. Parts for repairing the card readers are difficult or impossible to locate because the card readers have been discontinued for some time. The key fobs also contain batteries that must be replaced from time to time. The existing fob batteries cost approximately \$25 each, whereas new fobs cost approximately \$5 each.

The requested funding would provide for the replacement of 46 card readers in the Police Department and 7 card readers at City Hall. It would also include 400 new key fobs and programming of the system to ensure proper entry into both buildings. Johnson Controls will warrant the parts and labor for one year following installation.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Security system card readers and key fobs	\$	<u>24,000</u>	
	Total		\$ <u>24,000</u>

RECURRING ANNUAL COSTS

None

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Addition of One Officer for FY 2011-12 to be Assigned to a Federal Narcotics Task Force - \$174,200 (Forfeited Assets Fund)

PRIORITY: 1

The investigation of narcotics sales in Ventura County is primarily handled by those law enforcement agencies with jurisdictional responsibility. The Police Department presently staffs a team of Detectives with principle focus on this issue within the City of Simi Valley. Local law enforcement agencies have teamed together with federal agencies to participate in various regional narcotics enforcement efforts. These task forces have proven to be exceptionally effective in handling large-scale investigations that traverse the county and the state. In an effort to enhance the effectiveness of investigations of this nature, improve the collaborative efforts of Department detectives, and augment the resources available to address the proliferating problem of narcotics in Simi Valley, staff proposes participation in a federal task force for FY 2011-12.

The operational details of the task force are outlined in a yearly operational agreement acknowledged by participating law enforcement agencies.

In addition to the potential monetary value of forfeited asset revenue provided by participation in narcotics task forces at the federal level, these task forces provide the City of Simi Valley with immediate and significant resources to conduct detailed narcotics investigations, and allows for networking with agencies across the state.

The Department recommends the City's participation in a federal task force be facilitated by the authorization of an additional sworn position. The approval of this request would increase the Police Department's authorized sworn staff by one position, for one year.

Staff recommends the cost associated with this position be funded from the Department's Forfeited Asset Fund. Based on the balance currently available in this account, one year of participation could be fully supported without impacting the Department's General Fund budget. It is anticipated that participation in such a task force would recoup the investment of these funds through the asset seizure process.

FISCAL YEAR 2011-12 COSTSPersonnel

Salaries and Benefits (Top Step)	\$ 144,600	
Overtime (400 Hours x 60)	<u>24,000</u>	
Subtotal		<u>\$ 168,600</u>

Current Expenses

P.O.S.T. Training	\$ 4,000	
Uniform Allowance	<u>1,600</u>	
Subtotal		<u>\$ 5,600</u>
		<u>Total</u>
		<u>\$ 174,200</u>

RECURRING ANNUAL COSTS

None

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Pilot Program to Upgrade Twenty City-Provided Cell Phones to Smart Phones for Detective Division Staff - \$ 1,200

PRIORITY: 2

Many Detectives are currently utilizing their personal smart phones in lieu of or in addition to their City-provided cell phones for work-related applications, which can have legal implications. Upgrading City-provided cell phones to smart phones will provide Detective Division staff with the ability to send multimedia photos of suspects and locations between Detectives; send multimedia photos of suspects and locations with attachments; and share information (e.g., photos of vehicles, places, and people) in real time while actively conducting critical field activities. The smart phones can also be integrated with the City’s calendaring system, thus providing Detectives an enhanced ability to keep track of court dates and work schedules. The smart phones would also eliminate the need for separate GPS tracking devices.

The Department is requesting a pilot program, whereby twenty Detectives will purchase smart phones with their own money and receive a monthly stipend of \$25 from the City at a cost of \$6,000 per year. In turn, the Detectives would turn in their City-provided cell phones to offset the cost of this item, which equates to \$4,800 per year. The net first year cost of the pilot program is \$1,200. The cost of the stipends would be out of the Non-Departmental Budget, and staff would return to the City Council at Mid-Year 2011-12 to report back on the success of the program.

This item has been reviewed by the E-Government Committee and has been endorsed by the Committee as technically valid.

FISCAL YEAR 2011-12 COSTS

Current Expenses

Communications	<u>\$ 1,200</u>	
	Total	<u>\$ 1,200</u>

RECURRING ANNUAL COSTS

Current Expenses

Communications	<u>\$ 1,200</u>	
	Total	<u>\$ 1,200</u>

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: License Plate Recognition System - \$30,000

PRIORITY: 3

The License Plate Recognition System would outfit one patrol vehicle with digital cameras and software that scans and recognizes license plates on parked and moving vehicles. The specialized software system will notify an officer when it scans a license plate that is contained in a record flagged in various databases. Records can be flagged based on a variety of criteria such as known gang member, parolee, stolen vehicle, etc.

License plate scanning is an effective crime-fighting tool as it enhances the officer's ability to locate vehicles of known offenders. This pro-active crime enforcement tool takes the human element out of identifying known offenders by putting additional "eyes" in the form of vehicle cameras on the street and linking them to crime records. From locating stolen vehicles to identifying potential witnesses at a crime scene, the License Plate Recognition System can provide tangible benefits.

This item has been reviewed by the E-Government Committee and has been endorsed by the Committee as technically valid.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Computers (Capital)	\$ 30,000	
	<u>Total</u>	<u>\$ 30,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Annual Maintenance and Support	\$ 8,000	
	<u>Total</u>	<u>\$ 8,000</u>

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Crime Mapping Analysis and Investigative (Crimeview) Software - \$35,400

PRIORITY: 4

Crimeview is an advanced interface to existing CAD and RMS databases. The application specifically addresses the integration of data in order to effectively query and analyze information in a mapping environment. Crimeview includes a number of query, reporting, analysis, and mapping features to help expand capabilities and simplify current crime analysis procedures. The goal is to assist police departments in reducing crime by creating a better-informed citizenry. Creating more self-reliance among community members is a great benefit to community oriented policing efforts everywhere.

The Crimeview software works with the City's geographic information system (GIS) allowing Department staff to view incidents mapped with other information layers, enhancing staff's ability to identify patterns and trends, and allowing for more informed decisions regarding allocation of available resources.

Once the internal Crimeview system is in place, crime mapping for external use by the public may be made available for citizens to view crimes on-line via a map interface, based on specific criteria set by the City (e.g., type of crime, past number of days, and general location). Citizens would also be able to subscribe to E-mail alerts about criminal activity in their neighborhoods or business areas.

This item has been reviewed by the E-Government Committee and has been endorsed by the Committee as technically valid.

FISCAL YEAR 2011-12 COSTS

Current Expenses

Annual Maintenance	\$ 3,000	
Subscription Mapping Services	<u>2,400</u>	
	Subtotal	\$ 5,400

Capital Outlay

Computer (Capital)	\$ <u>30,000</u>	
	Subtotal	<u>30,000</u>
	Total	<u>\$ 35,400</u>

RECURRING ANNUAL COSTS

Current Expenses

Annual Maintenance	\$ 3,000		
Subscription Mapping Services	<u>2,400</u>		
		Total	<u>\$ 5,400</u>

POLICE DEPARTMENT
POLICY ITEM

PROGRAM JUSTIFICATION: Mentoring Program Training - \$3,000

PRIORITY: 5

The Police Department desires to implement a formal Mentoring Program to afford new employees the opportunity and benefit of a mentoring relationship with more experienced members of the Department. Mentoring benefits new employees through organizational loyalty and inclusiveness, higher levels of success, clearer understandings of the organizational structure and goals, and the increased availability of peer support during employees' initial transition into the Department. The Mentoring Program would be comprised of up to ten staff members from both sworn and support assignments. These mentors would receive specific training on how to build strong and effective mentor/protégé relationships, career planning, and professional experience development.

The majority of the costs associated with implementing the Mentoring Program would be for training. The Department would take advantage of available California Commission on Peace Officer Standards and Training (P.O.S.T.) mentoring training whenever possible. The Department is requesting additional funds for non-P.O.S.T. training classes in support of the Mentoring Program.

FISCAL YEAR 2011-12 COSTS

Current Expenses

Training	\$	<u>3,000</u>	
	Total		\$ <u>3,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Training	\$	<u>1,000</u>	
	Total		\$ <u>1,000</u>

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 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 15,000	
	<u>Total</u>	<u>\$ 15,000</u>
 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 15,000	
	<u>Total</u>	<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 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>
<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Overtime	\$ 20,000	
	<u>Total</u>	<u>\$ 20,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position in Volunteer Coordination (Filled) - \$104,300 (0.4 %of Budget)

PRIORITY: 3

The Community Services Specialist position in charge of Volunteer Coordination is currently responsible for hiring and placing volunteers in various Units within the Police Department. These assignments range from data entry to Citizens on Patrol. Volunteers contributed 3,672 hours in 2010, which represents a great savings to the City.

In addition, this position is an Explorer Advisor and runs the Citizens Academy, a very popular educational program exposing citizens to all facets of police work. The Community Services Specialist position also assists with the Crime Prevention program.

Elimination of the Community Services Specialist position in Volunteer Coordination would eliminate the Volunteer Program as well as the Citizen’s Academy and provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 116,300	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 104,300</u>

<u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 116,300	
	Total	<u>\$ 116,300</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position in Crime Prevention (Filled) - \$104,300 (0.4% of Budget)

PRIORITY: 4

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

The Community Services Specialist position 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:

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$	116,300	
Annual Leave Cash-Out		(12,000)	
		Total	\$ 104,300

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$	116,300	
		Total	\$ 116,300

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Maintenance Technician Position (Filled) - \$64,500
(0.2% of Budget)

PRIORITY: 5

The Police Maintenance Technician position is responsible for the maintenance of all police vehicles. This includes light bars, computers, unitrols, sirens, lights, and other types of equipment.

In addition, all police vehicles require service on a regular basis. The Police Maintenance Technician position keeps track of service dates and addresses all vehicle problems identified by Police Department staff. The position is also responsible for making minor repairs to the Police Facility and vehicles and troubleshooting problems before outside vendors are contacted.

Deletion of this position would transfer maintenance responsibility for the Police Facility and the entire fleet of Police vehicles to the Senior Police Maintenance Technician. This would also require increased use of outside contractors to perform minor building repairs and install equipment in police vehicles. Elimination of this position would result in the following budget savings:

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 68,000	
Annual Leave Cash-Out	<u>(4,500)</u>	
Subtotal		\$ 63,500

Current Expenses

Operating Supplies	\$ 1,000	
Subtotal	<u>1,000</u>	
		<u>1,000</u>
		<u>\$ 64,500</u>

RECURRING ANNUAL SAVINGS

Salaries and Benefits

\$ 68,000

Subtotal

\$ 68,000

Current Expenses

Operating Supplies

\$ 1,000

Subtotal

1,000

Total

\$ 69,000

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Police Officer Position in Youth Services (Filled) - \$139,300 (0.5% of Budget)

PRIORITY: 6

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, which 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 and the following savings would be realized.

FISCAL YEAR 2011-12 SAVINGS Budget Reductions

Personnel

Salaries and Benefits	\$ 148,500		
Annual Leave Cash-Out	(11,800)		
	<u>Subtotal</u>	<u>\$ 136,700</u>	
 <u>Current Expenses</u>			
Uniforms and Clothing	\$ 1,600		
P.O.S.T. Training	<u>1,000</u>		
	<u>Subtotal</u>	<u>2,600</u>	
		<u>Total</u>	<u>\$ 139,300</u>

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 148,500		
	<u>Subtotal</u>	<u>\$ 148,500</u>	
 <u>Current Expenses</u>			
Uniforms and Clothing	\$ 1,600		
P.O.S.T. Training	<u>1,000</u>		
	<u>Subtotal</u>	<u>2,600</u>	
		<u>Total</u>	<u>\$ 151,100</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position (Filled) and One Police Services Assistant Position (Vacant) in Traffic - \$178,900 (0.6% of Budget)

PRIORITY: 7

The Vehicle Abatement Program in Traffic is staffed with one Community Services Specialist and One Police Service Assistant. These employees manage 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 (PSAs), conducts mandated hearings on contested parking citations, evaluates and issues permits for temporary recreational vehicle parking, delegates various parking complaints to the PSAs, and oversees placement requests for the traffic radar trailers.

Elimination of these positions 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 PSAs, 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 personnel. Supervision of the PSAs would fall under a sworn Traffic Supervisor, causing an excessive span of control. Elimination of these positions would result in the following budget savings:

<u>FISCAL YEAR 2011-12 SAVINGS</u>		<u>Budget Reductions</u>
<u>Personnel</u>		
Salaries and Benefits	\$ 190,900	
Annual Leave Cash-Out	<u>(12,000)</u>	
	Total	<u>\$ 178,900</u>

RECURRING ANNUAL SAVINGS

<u>Personnel</u>		
Salaries and Benefits	\$ 190,900	
	Total	<u>\$ 190,900</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Two School Resource Officer Positions (Filled) - \$281,600
(1.0% of Budget)

PRIORITY: 8

The School Resource Officer (SRO) Program maintains a direct relationship with staff and students on middle school and high school campuses. The two Officers that staff this program are involved in counseling, intervention, and arrest when appropriate. The presence of the SROs 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 SRO handles between 10 and 20 juvenile incidents each day. If this Reverse Priority is taken and the SRO Program eliminated, it is anticipated that there will be an increase in juvenile criminal activity, as well as other juvenile problems on and off campus. Elimination of this Program would require Patrol Officers to handle problems at the schools, thus reducing time spent at individual schools and impacting patrol activities.

Elimination of these positions would result in the following budget savings:

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2011-12 SAVINGS</u>		
 <u>Personnel</u>		
Salaries and Benefits	\$ 300,000	
Annual Leave Cash-Out	<u>(23,600)</u>	
	Subtotal	\$ 276,400
 <u>Current Expenses</u>		
Uniforms and Clothing	\$ 3,200	
P.O.S.T. Training	<u>2,000</u>	
	Subtotal	<u>5,200</u>
	Total	<u>\$ 281,600</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits	\$ 300,000	
	<u>Subtotal</u>	\$ 300,000

Current Expenses

Uniforms and Clothing	\$ 3,200	
P.O.S.T. Training	<u>2,000</u>	
	<u>Subtotal</u>	<u>5,200</u>
	<u>Total</u>	<u>\$ 305,200</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Lieutenant Position in Traffic (Filled) – \$217,900 (0.8% of Budget)

PRIORITY: 9

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 event 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 of 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.

Elimination of this position would result the following budget reductions:

<u>FISCAL YEAR 2011-12 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 227,300
Annual Leave Cash-Out	<u>(12,000)</u>
	Subtotal \$ 215,300
 <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><u>217,900</u></u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 227,300

Subtotal

\$ 227,300

Current Expenses

Uniforms and Clothing

\$ 1,600

P.O.S.T. Training

1,000Subtotal\$ 2,600

Total

\$ 229,900

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Crime Scene Investigator Position (Filled) – \$91,700
(0.3% of Budget)

PRIORITY: 10

The Crime Scene Investigation (CSI) Program is a pivotal part of documenting and collecting physical evidence used to convict suspects in court. Two civilians staff the Department’s CSI Unit. This specialty requires a large amount of technical training as well as experience in the field.

The Department added a second Crime Scene Investigator in FY 2004-05 due to the number of cases that were processed each year to ensure that there was always a dedicated resource when one had to attend training, testify in court, take time off, or manage a large complex crime scene. The Crime Scene Investigator also helps to back-up the subpoena process and the sex offender registration program in the Detective Division since the elimination of the Police Service Assistant that managed these programs.

Elimination of this position would result the following budget reductions:

		<u>Budget</u> <u>Reductions</u>
 <u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 96,200	
Annual Leave Cash-Out	<u>(4,500)</u>	
	Total	<u>\$ 91,700</u>

 <u>RECURRING ANNUAL SAVINGS</u>		
<u>Personnel</u>		
Salaries and Benefits	\$ 96,200	
Annual Leave Cash-Out	Total	<u>\$ 96,200</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate One Canine Officer Position (Filled) - \$169,400 (0.6% of Budget)

PRIORITY: 11

There are currently three Canine Officers assigned to the Patrol Unit. Canines are used to search for drugs as well as apprehend violent, non-compliant suspects. If a Canine Officer position were eliminated, it would decrease canine coverage and reduce their availability on all watches. It would also expose Patrol Officers to greater danger in situations now faced by the canine, especially when searching for armed subjects.

Elimination of this position will provide the following budget reductions:

<u>FISCAL YEAR 2011-12 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 150,800
Annual Leave Cash-Out	<u>(11,800)</u>
	Subtotal \$ 139,000
<u>Current Expenses</u>	
Uniforms and Clothing	\$ 1,600
P.O.S.T. Training	1,000
Fuel and Lubricants	1,500
Operating Supplies	<u>1,000</u>
	Subtotal 5,100
<u>Transfer to Vehicle Fund</u>	
Accumulated Vehicle Funds	\$ 17,600
Contribution to Vehicle Replacement Fund	<u>4,700</u>
	Subtotal 22,300
<u>Revenue</u>	
Sale of Surplus Property (Vehicle)	<u>\$ 3,000</u>
	Subtotal <u>3,000</u>
	Total <u>\$ 169,400</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits	\$ 150,800		
	<u>Subtotal</u>	\$ 150,800	

Current Expenses

Uniforms and Clothing	\$ 1,600		
P.O.S.T. Training	1,000		
Fuel and Lubricants	1,500		
Operating Supplies	<u>1,000</u>		
	<u>Subtotal</u>	5,100	

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 4,700		
	<u>Subtotal</u>	<u>4,700</u>	
		<u>Total</u>	<u>\$ 160,600</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Three Motor Officer Positions in Traffic (Filled) - \$518,500
(1.9% 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 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.

Elimination of three Motor Officer positions in the Traffic Division 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 these positions would result in the following budget savings:

<u>FISCAL YEAR 2011-12 SAVINGS</u>	<u>Budget Reductions</u>
<u>Personnel</u>	
Salaries and Benefits	\$ 450,000
Annual Leave Cash-Out	<u>(35,400)</u>
	Subtotal \$ 414,600
<u>Current Expenses</u>	
Uniforms and Clothing	\$ 4,800
P.O.S.T. Training	3,000
Fuel and Lubricants	3,000
Operating Supplies	<u>3,000</u>
	Subtotal 13,800
<u>Services</u>	
Maintenance of Equipment	\$ 7,500
	<u>Subtotal 7,500</u>
<u>Transfer to Vehicle Fund</u>	
Accumulated Vehicle Funds	\$ 88,900
Contribution to Vehicle Replacement Fund	<u>25,200</u>
	Subtotal 114,100

Revenue

Sale of Surplus Property	\$ 6,000		
Reduction in Citation Revenue	<u>(37,500)</u>		
	Subtotal	<u>(31,500)</u>	
		Total	<u>\$ 518,500</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits	<u>\$ 450,000</u>		
	Subtotal	\$ 450,000	

Current Expenses

Uniforms and Clothing	\$ 4,800		
P.O.S.T. Training	3,000		
Fuel and Lubricants	3,000		
Operating Supplies	<u>3,000</u>		
	Subtotal	13,800	

Services

Maintenance of Equipment	<u>\$ 7,500</u>		
	Subtotal	7,500	

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	<u>\$ 25,200</u>		
	Subtotal	25,200	

Revenue

Reduction in Citation Revenue	<u>\$ (37,500)</u>		
	Subtotal	<u>(37,500)</u>	
		Total	<u>\$ 459,000</u>

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Three Police Officer Positions in the Special Enforcement Division (Filled) - \$422,400 (1.6% of Budget)

PRIORITY: 13

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 of one-half of the staffing in the SES will reduce its presence in the community and reduce efforts in tracking and monitoring of parolees.

Eliminating these positions would result in the following budget savings:

		<u>Budget Reductions</u>
 <u>FISCAL YEAR 2011-12 SAVINGS</u>		
 <u>Personnel</u>		
Salaries and Benefits	\$ 450,000	
Annual Leave Cash-Out	<u>(35,400)</u>	
	Subtotal	\$ 414,600
 <u>Current Expenses</u>		
Uniforms and Clothing	\$ 4,800	
P.O.S.T. Training	<u>3,000</u>	
	Subtotal	<u>7,800</u>
	Total	<u>\$ 422,400</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits

\$ 450,000

Subtotal

\$ 450,000

Current Expenses

Uniforms and Clothing

\$ 4,800

P.O.S.T. Training

3,000Subtotal7,800

Total

\$ 457,800

POLICE DEPARTMENT
REVERSE PRIORITY

ITEM TITLE: Eliminate Remaining Two Motor Officer Positions in Traffic (Filled) - \$309,800 (1.1% 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 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.

Elimination of two additional Motor Officer positions would end the entire Motor Officer Program. 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.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 300,000	
Annual Leave Cash-Out	<u>(23,600)</u>	
	Subtotal	\$ 276,400

Current Expenses

Uniforms and Clothing	\$ 3,200	
P.O.S.T. Training	2,000	
Fuel and Lubricants	2,000	
Operating Supplies	<u>2,000</u>	
	Subtotal	9,200

Services

Maintenance of Equipment	\$ 5,000	
	<u>Subtotal</u>	5,000

Transfer to Vehicle Fund

Accumulated Vehicle Funds	\$ 23,600	
Contribution to Vehicle Replacement Fund	<u>16,600</u>	
	Subtotal	40,200

Revenue

Sale of Surplus Property	\$ 4,000		
Reduction in Citation Revenue	<u>(25,000)</u>		
	Subtotal	<u>(21,000)</u>	
		Total	<u>\$ 309,800</u>

RECURRING ANNUAL SAVINGSPersonnel

Salaries and Benefits	\$ 300,000		
	Subtotal	\$ 300,000	

Current Expenses

Uniforms and Clothing	\$ 3,200		
P.O.S.T. Training	2,000		
Fuel and Lubricants	2,000		
Operating Supplies	<u>2,000</u>		
	Subtotal	9,200	

Services

Maintenance of Equipment	\$ 5,000		
	Subtotal	5,000	

Transfer to Vehicle Fund

Contribution to Vehicle Replacement Fund	\$ 16,600		
	Subtotal	16,600	

Revenue

Reduction in Citation Revenue	\$ (25,000)		
	Subtotal	<u>(25,000)</u>	
		Total	<u>\$ 305,800</u>

POLICE EMERGENCY SERVICES
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications \$ 4,000

FY 2010-11 Approved Budget/Estimated Actual	\$6,500/\$6,400
FY 2009-10 Actual Expenditures	\$6,048

This account funds the City’s automated telephone notification system (Rapid Notify) annual contract.

Account 42230: Office Supplies \$ 400

FY 2010-11 Approved Budget/Estimated Actual	\$400/\$400
FY 2009-10 Actual Expenditures	\$386

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 2010-11 Approved Budget/Estimated Actual	\$200/\$200
FY 2009-10 Actual Expenditures	\$185

These funds pay for an organizational membership in the Southern California Emergency Services Association. The membership has been consolidated from two single memberships into 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 \$ 10,200

FY 2010-11 Approved Budget/Estimated Actual	\$7,000/\$7,000
FY 2009-10 Actual Expenditures	\$5,470

Disaster Supplies Program \$ 1,500

This program incrementally increases disaster supplies such as blankets, cots, shelf stable food supplies, batteries, and various disaster response equipment and supplies.

Community Emergency Response Training (CERT) Program 1,000
 This item funds material needs including student manuals, helmets, vests, and gloves.

Disaster Services Worker (DSW) Program 3,000
 This item funds the material needs of the 30+ person volunteer emergency responder program. Annual costs include: replacement of worn personally issued items (gloves, flashlights, headlamps, personal protective equipment, first aid supplies, two-way radio batteries and parts, jackets, and equipment vests); response tools/supplies (shovels, pry bars, cribbing kits, and batteries), and administrative costs (background investigation costs).

Mass Casualty Unit (MCU) 1,500
 This item will fund a one-time purchase of an awning to be installed on the side of the MCU trailer. This will enhance the workable space around the MCU by protecting it from sun and rain.

Emergency Operations Center 3,200
 This item will fund the purchase of a replacement digital projector bulb and the routine annual repair/replacement of EOC equipment. This item will also fund the one-time purchase of three video signal boosters, video and audio cabling, and wall mounted jacks to complete a 2010 UASI grant project to install three additional ceiling-mounted digital projectors in the EOC. These particular items were not funded under the grant.

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The MCU line item includes the one-time purchase of an awning for \$1,500, and the EOC line item includes the one-time purchase of supplemental equipment required to install three digital projectors acquired through the 2010 UASI grant for \$1,700.

Account 42720: Travel, Conferences, Meeting \$ 2,600

FY 2010-11 Approved Budget/Estimated Actual	\$3,300/\$2,000
FY 2009-10 Actual Expenditures	\$1,867

- 1 - California Emergency Services Association Training Conference, San Diego, CA \$ 1,300
- 1 - International Association of Emergency Managers Training Conference and Vendor Exhibit, Las Vegas, NV 1,300

Justification for increase over FY 2010-11 Estimated Actual:

Due to workload demands, staff did not attend the California Emergency Services Association Training Conference in FY 2010-11. This training conference provides federal and state emergency management training in a variety of operational and legal issues and is therefore being requested in the current budget, as in previous years.

Account 42730: Training \$ 3,000

FY 2010-11 Approved Budget/Estimated Actual	\$3,000/\$3,000
FY 2009-10 Actual Expenditures	\$3,027

DSW Team training - supplies, transportation, training materials \$ 1,000
 CPR/First Aid Program administrative fees and equipment 1,500
 NIMS/SEMS/WebEOC training materials and classroom supplies 500

Account 42790: Mileage \$ 1,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$800
FY 2009-10 Actual Expenditures	\$996

This account includes reimbursement for use of personal vehicles for City business by staff.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 21,400

CURRENT EXPENSES – SERVICES

Account 44310: Maintenance of Equipment..... \$ 2,800

FY 2010-11 Approved Budget/Estimated Actual	\$2,800/\$2,800
FY 2009-10 Actual Expenditures	\$2,800

This account reimburses the Department of Public Works for the City vehicle assigned to the Office of Emergency Services.

SUBTOTAL – SERVICES \$ 2,800

TOTAL – CURRENT EXPENSES \$ 24,200

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate Mass Casualty Unit (MCU) Funding - \$1,500 (.01% of Budget)

PRIORITY: 1

The City has operated the Mass Casualty Unit (MCU) trailer since 2005. The MCU was awarded to the City under a Department of Homeland Security grant. The purpose of the trailer is to provide an adequate supply of mobile emergency medical supplies in Simi Valley. The trailer is stocked with a wide variety of medical supplies and equipment including bandages, c-collars, exam gloves, stretchers, rescue tools, cots, blankets, triage tags, tarps, canopies, oxygen, and a generator. The MCU is always ready to respond to a mass casualty incident such as a train crash, explosion, or natural disaster.

Elimination of funding for this item will reduce the ability of the City to maintain the trailer and expendable supplies in the trailer. This could reduce the response effectiveness of the MCU.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Operating Supplies	\$ <u>1,500</u>	
	Total	\$ <u>1,500</u>

RECURRING ANNUAL SAVINGS

Current Expenses

Operating Supplies	\$ <u>1,500</u>	
	Total	\$ <u>1,500</u>

POLICE DEPARTMENT
EMERGENCY SERVICES
REVERSE PRIORITY

ITEM TITLE: Eliminate One Community Services Specialist Position (Filled) - \$109,300 (39% of Budget)

PRIORITY: 2

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 a dedicated 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;
- 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 enables 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, 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 2011-12 SAVINGS

Personnel

Salaries and Benefits	\$ 116,300	
Annual Leave Cash-Out	(7,000)	
	Total	\$ 109,300

RECURRING ANNUAL SAVINGS

Personnel

Salaries and Benefits	\$ 116,300	
	Total	\$ 116,300

NON-DEPARTMENTAL
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 655,100

FY 2010-11 Approved Budget/Estimated Actual	\$696,700/\$658,800
FY 2009-10 Actual Expenditures	\$680,084

This account provides for electricity, natural gas, and water charges. The account has been reduced by \$25,000 based on anticipated energy savings from the City Hall HVAC and other energy-saving projects.

Account 42130: Postage \$ 64,000

FY 2010-11 Approved Budget/Estimated Actual	\$68,000/\$64,500
FY 2009-10 Actual Expenditures	\$65,614

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 \$ 744,600

FY 2010-11 Approved Budget/Estimated Actual	\$725,900/\$685,300
FY 2009-10 Actual Expenditures	\$621,517

This account provides funding for:

Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts	\$ 106,900
Maintenance Contract for Nortel Telephone System	57,500
Telephone system software required upgrade	70,000
Telephone system moves, adds, changes – labor	40,000
Parts, headsets, cabling, batteries, other miscellaneous	13,000
Replacement telephones	20,000
Emergency Services satellite telephone charges	4,600
Wireless telephone charges	64,400
Replacement of wireless telephones and accessories	4,000

Lease costs for the radio system	40,600
Police GPRS and frame relay services for mobile data units	48,100
Radio system maintenance:	275,500
Maintenance contract with Motorola	\$ 228,100
Other maintenance contracts – UPS, generators, HVAC	41,700
Permits and licensing	3,100
Fuel, batteries, accessories, and other supplies	2,600

Justification for increase over FY 2010-11 Estimated Actual and Budget:

The FY 2011-12 requested budget amount includes a one-time telephone system software upgrade project for \$70,000. This project is required for the City to maintain manufacturer support for the system. The software license on the City’s system will no longer be supported after December 2011.

Account 42230: Office Supplies \$ 12,300

FY 2010-11 Approved Budget/Estimated Actual	\$15,000/\$12,300
FY 2009-10 Actual Expenditures	\$10,801

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	6,300
Ergonomic supplies (e.g., adjustable chair arms and keyboard trays)	3,000

Account 42235: Furnishings and Equipment (Non-Capital) \$ 14,000

FY 2010-11 Approved Budget/Estimated Actual	\$3,600/\$3,500
FY 2009-10 Actual Expenditures	\$2,629

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:

Administrative Services Department	\$ 2,500
Police Department.....	9,500
Workstations.....	<u>2,000</u>
Total	\$ 14,000

Justification for the proposed purchases is as follows:

Administrative Services Department

Three replacement chairs for Fiscal Services	\$ 1,500
One workstation reconfiguration for Information Services	1,000

The Administrative Services Department is requesting funds to replace three desk chairs in the Fiscal Services unit that are worn out and cannot be repaired. The chairs are over ten years old and are ripped and worn. The replacement chairs will be the standard ergonomic chair style provided to City staff. The Department is also requesting funds to reconfigure a workstation for a staff member in the Information Services Division. Because constant work on a computer is required, the workstation needs to be reoriented to provide a layout that allows the staff member to work on the computer while facing the entryway to the workstation.

Police Department

The Police Department is requesting funds for an additional workstation at the Police Station for the new Enterprise Systems Analyst Position recently added in support of the Police Department’s information systems. The Department is requesting funds to replace four desk chairs that are over ten years old, ripped and worn, and cannot be repaired.

Workstation for the Enterprise Systems Analyst position	6,500
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Two desk chairs for the Report Writing Area (City standard without arms)	1,000
Two desk chairs for the Property Room (one City standard and one wide, both with arms)	2,000

Workstations

Reconfigure two work stations	2,000
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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. Requests are received throughout the year for situations that need to be corrected to prevent injury to a City employee.

Justification for increase over FY 2010-11 Estimated Actual and Budget:

Budget requests are developed for specific needs each budget year. The FY 2010-11 Estimated Actual and Budget amounts include different items than those that are proposed for FY 2011-12.

Account 42300: Copiers \$ 148,700

FY 2010-11 Approved Budget/Estimated Actual	\$148,700/\$146,900
FY 2009-10 Actual Expenditures	\$127,748

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 Department	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	75,300
Miscellaneous supplies and property tax	4,000

Justification for increase over FY 2010-11 Estimated Actual:

Copier usage declined during FY 2010-11 resulting in the FY 2010-11 Estimated Actual expenditure showing a 1% savings over the FY 2010-11 Budget. However, actual usage may vary, and the savings may not be repeated in FY 2011-12 if additional copying Citywide is required.

Account 42310: Rentals \$ 1,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2009-10 Actual Expenditures	\$476

This account provides for the rental costs of the postage meter on the City's postage machine.

Account 42440: Membership and Dues \$ 73,200

FY 2010-11 Approved Budget/Estimated Actual	\$74,300/\$72,300
FY 2009-10 Actual Expenditures	\$64,476

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)	8,800
National League of Cities	8,800

Justification for increase over FY 2010-11 Estimated Actual:

SCAG offered discounted membership costs for FY 2010-11, and membership costs are expected to return to normal levels in FY 2011-12.

Account 42560: Operating Supplies \$ 60,000

FY 2010-11 Approved Budget/Estimated Actual	\$65,000/\$60,000
FY 2009-10 Actual Expenditures	\$59,484

This account is comprised of the following supplies:

Print Shop supplies	\$ 6,000
Negatives and film used in the Print Shop	1,000
Paper stock including copier paper and envelopes,	53,000

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,772,900

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 86,400

FY 2010-11 Approved Budget/Estimated Actual	\$107,600/\$80,900
FY 2009-10 Actual Expenditures	\$80,761

This account provides for sales and property tax auditing services, the annual volunteers’ dinner, bi-annual employee luncheons, video streaming and archiving services, the Rancho Simi Recreation and Park District annual assessment, Ventura County 2-1-1 line, and other Citywide functions.

Justification for increase over FY 2010-11 Estimated Actual:

The FY 2010-11 Estimated Actual expenditures are lower than the Budget because one employee luncheon included in the FY 2011-12 Budget was not held during FY 2010-11.

Account 44015: Ventura County Property Tax Collection Fee \$ 264,700

FY 2010-11 Approved Budget/Estimated Actual	\$293,600/\$293,600
FY 2009-10 Actual Expenditures	\$293,647

This account provides for the annual County of Ventura property tax administration fee.

Account 44310: Maintenance of Equipment..... \$ 3,400

FY 2010-11 Approved Budget/Estimated Actual	\$8,300/\$4,700
FY 2009-10 Actual Expenditures	\$8,072

This account includes maintenance agreements for the following equipment:

Mail/postage machine \$ 1,500

This account also provides for as-needed maintenance of the following equipment not covered under a maintenance agreement:

Print Shop equipment 1,500
 Office machines 200
 Kitchen equipment 200

Account 44490: Other Contract Services \$ 92,300

FY 2010-11 Approved Budget/Estimated Actual	\$98,800/\$98,800
FY 2009-10 Actual Expenditures	\$79,176

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	\$ 5,000
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

Account 44590: Insurance Charges \$ 748,700

FY 2010-11 Approved Budget/Estimated Actual	\$882,400/\$882,400
FY 2009-10 Actual Expenditures	\$892,500

This account provides for the Liability Insurance Fund premium charges allocated to the City's General Fund.

SUBTOTAL – SERVICES \$ 1,195,500

TOTAL – CURRENT EXPENSES \$ 2,968,400

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment (Capital) \$ 25,400

FY 2010-11 Approved Budget/Estimated Actual	\$34,500/\$34,500
FY 2009-10 Actual Expenditures	\$0

This request will provide funding for Phase II of a three phase Two-Way Radio System Interoperability Project to allow 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.

TOTAL – CAPITAL OUTLAY \$ 25,400

NON-DEPARTMENTAL
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Cellular Telephones by 20% - \$12,000 (0.3% of Budget)

PRIORITY: 1

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. Since FY 2007-08 the budget for cellular phones has been reduced by 33% as departments have reduced the number of cellular phones provided by the City due to staffing reductions and monitoring of cellular phone usage. Use of cellular telephones offers instant communications with field employees and other staff who are not at the office, and further reduction of this program would make communications more difficult. However, reduction of the program would provide the City's General Fund a savings of \$7,200 per year for City-owned cellular telephones and \$3,600 per year for reimbursement of business use of personal cellular telephones. The savings to the Transit, Sanitation, and Waterworks District Funds would be \$1,200 annually.

Elimination of funding for the provision of and reimbursement for use of cellular telephones would generate the following savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Current Expenses</u>		
Communications	<u>\$ 12,000</u>	
	Total	<u>\$ 12,000</u>

<u>RECURRING ANNUAL SAVINGS</u>		
<u>Current Expenses</u>		
Communications	<u>\$ 12,000</u>	
	Total	<u>\$ 12,000</u>

LIABILITY INSURANCE FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 43010: Liability Insurance Premiums \$ 267,000

FY 2010-11 Approved Budget/Estimated Actual	\$273,500/\$265,000
FY 2009-10 Actual Expenditures	\$259,848

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	260,000

Justification for proposed increase over the FY 2010-11 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 2010-11 Approved Budget/Estimated Actual	\$112,000/\$110,000
FY 2009-10 Actual Expenditures	\$93,039

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 2010-11 Estimated Actual:

The increase in property insurance premiums is due to an increase in the replacement cost value of City property.

Account 43170: Unemployment Claims..... \$ 65,000

FY 2010-11 Approved Budget/Estimated Actual	\$75,000/\$54,000
FY 2009-10 Actual Expenditures	\$53,911

This account provides for quarterly payments to the California Employment Development Department for unemployment insurance.

Justification for proposed increase over FY 2010-11 Estimated Actual:

The increase is due to a projected increase in unemployment claims filed and benefits provided.

Account 43200: Claims and Legal Reserves \$ 758,800

FY 2010-11 Approved Budget/Estimated Actual	\$963,800/\$650,000
FY 2009-10 Actual Expenditures	\$508,029

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 2010-11 Estimated Actual:

The budget amount is established by actuarial review.

Account 44590: Other Insurance Services \$ 3,700

FY 2010-11 Approved Budget/Estimated Actual	\$3,700/\$3,700
FY 2009-10 Actual Expenditures	\$1,033

This account provides for loss prevention, property appraisals and actuarial reviews. An actuarial review is required during FY 2011-12.

Account 46100: Reimbursement to General Fund..... \$ 195,900

FY 2010-11 Approved Budget/Estimated Actual	\$220,000/\$220,000
FY 2009-10 Actual Expenditures	\$266,500

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 2010-11 Approved Budget/Estimated Actual	\$4,000/\$4,000
FY 2009-10 Actual Expenditures	\$3,600

This account provides for transfer to the Computer Equipment Replacement Fund.

TOTAL - CURRENT EXPENSES \$ 1,406,400

WORKERS' COMPENSATION INSURANCE FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 1,200

FY 2010-11 Approved Budget/Estimated Actual	\$1,200/\$500
FY 2009-10 Actual Expenditures	\$464

This account is used for the purchase of various office supplies.

Justification for increase over FY 2010-11 Estimated Actual:

During FY 2011-12 staff will be retrieving case files from long-term storage to be scanned and saved on CDs. There are over 2,000 old case files in storage that need to be scanned. Staff will be purchasing CDs in bulk for this purpose.

Account 42310: Rentals \$ 2,400

FY 2010-11 Approved Budget/Estimated Actual	\$2,600/\$2,700
FY 2009-10 Actual Expenditures	\$2,718

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 2010-11 Approved Budget/Estimated Actual	\$100/\$100
FY 2009-10 Actual Expenditures	\$0

This account provides for participation in the Council of Self-Insured Public Agencies (COSIPA).

Account 42450: Subscriptions and Books..... \$ 700

FY 2010-11 Approved Budget/Estimated Actual	\$700/\$500
FY 2009-10 Actual Expenditures	

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 2010-11 Estimated Actual:

The proposed increase over the Estimated Actual is due to anticipated changes in workers' compensation law during FY 2011-12. The requested additional funds will be utilized to purchase legal manuals detailing any new legislation passed.

Account 42720: Travel, Conferences, and Meetings \$ 200

FY 2010-11 Approved Budget/Estimated Actual	\$200/\$100
FY 2009-10 Actual Expenditures	\$239

This account provides for attendance at the Southern California Orthopedic Institute (SCOI) and Council of Self-Insured Public Agencies (COSIPA).

Justification for increase over FY 2010-11 Estimated Actual:

The cost has increased due to certification of the third workers' compensation adjuster during FY 2010-11, who will now attend a conference.

Account 42730: Training \$ 1,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$800
FY 2009-10 Actual Expenditures	\$950

This account provides funding for the following professional and technical training:

Council of Self-Insured Public Agencies (COSIPA)	\$	150
State-mandated training (minimum 15 hours of training per employee)		850

Justification for increase over FY 2010-11 Estimated Actual:

For FY 2010-11, all three workers' compensation staff members must maintain training hours in order to retain the state-mandated Workers' Compensation Adjuster designation. The cost has increased due to the certification of the third adjuster during FY 2010-11, who will now require training hours.

Account 42790: Mileage \$ 600

FY 2010-11 Approved Budget/Estimated Actual	\$600/\$500
FY 2009-10 Actual Expenditures	\$306

This account provides for miscellaneous mileage reimbursement for staff, including attendance at training workshops, COSIPA meetings, and Workers' Compensation Appeals Board (WCAB) hearings.

Justification for increase over FY 2010-11 Estimated Actual:

It is anticipated that mileage reimbursement rates will be increased during FY 2011-12 due to significantly higher gasoline prices, requiring a slight increase in anticipated expenditures.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 6,200

CURRENT EXPENSES – SERVICES

Account 43070: Workers' Compensation Insurance Premiums \$ 205,000

FY 2010-11 Approved Budget/Estimated Actual	\$210,000/\$210,000
FY 2009-10 Actual Expenditures	\$207,408

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 and Reserves \$ 2,280,000

FY 2010-11 Approved Budget/Estimated Actual	\$2,135,200/\$1,638,000
FY 2009-10 Actual Expenditures	\$1,778,652

This account provides for claim reserves and for the payment of medical expenses, temporary and permanent disability benefits, legal services, and investigation services.

Justification for increase over FY 2010-11 Estimated Actual:

The FY 2011-12 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..... \$ 88,700

FY 2010-11 Approved Budget/Estimated Actual	\$88,200/\$86,700
FY 2009-10 Actual Expenditures	\$72,859

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 exams, and hearing exams.

Justification for increase over FY 2010-11 Approved Budget and Estimated Actual:

The City will incur fees for reporting claims to Medicare in accordance with federal requirements and DOT-mandated drug and vision testing.

Account 44540: Professional Safety Services and Training \$ 5,300

FY 2010-11 Approved Budget/Estimated Actual	\$5,300/\$4,500
FY 2009-10 Actual Expenditures	\$2,594

This account provides for professional loss control/safety consultant services and safety training.

Justification for increase over FY 2010-11 Estimated Actual:

The requested increase over Estimated Actual is to provide for new safety and ADA signage needed throughout City facilities.

Account 44590: Other Insurance Services \$ 2,500

FY 2010-11 Approved Budget/Estimated Actual	\$2,500/\$2,500
FY 2009-10 Actual Expenditures	\$500

This account provides for the preparation of an actuarial analysis of the Workers' Compensation Fund.

SUBTOTAL – SERVICES \$ 2,581,500

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 2,451,100

FY 2010-11 Approved Budget/Estimated Actual	\$756,900/\$756,900
FY 2009-10 Actual Expenditures	\$2,767,400

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 \$ 210,100

FY 2010-11 Approved Budget/Estimated Actual	\$22,400/\$22,400
FY 2009-10 Actual Expenditures	\$318,200

This account provides for the return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 49761: Transfer to Waterworks Fund - Surplus \$ 110,100

FY 2010-11 Approved Budget/Estimated Actual	\$33,000/\$33,000
FY 2009-10 Actual Expenditures	\$157,600

This account provides for the return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 49648: Transfer to Computer Equipment Replacement Fund \$ 4,000

FY 2010-11 Approved Budget/Estimated Actual	\$3,600/\$3,600
FY 2009-10 Actual Expenditures	\$3,600

This account provides for the future replacement of computers and related equipment used by Workers' Compensation staff.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 2,775,700

TOTAL – CURRENT EXPENSES \$ 5,363,400

GEOGRAPHIC INFORMATION SYSTEM & PERMITS OPERATING FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42200: Computer (Non-Capital)..... \$ 4,500

FY 2010-11 Approved Budget/Estimated Actual	\$4,500/\$0
FY 2009-10 Actual Expenditures	\$0

This account provides for the purchase of computer equipment that does not meet the City’s criteria for capital assets. For FY 2011-12, budgeted funds are requested for the purchase of additional disk drive space for GIS and permitting projects.

Justification for proposed increase over FY 2010-11 Estimated Actual:

The additional disk drive space budgeted in FY 2010-11 was not purchased. The funds are being rebudgeted.

Account 42560: Operating Supplies \$ 4,000

FY 2010-11 Approved Budget/Estimated Actual	\$4,000/\$0
FY 2009-10 Actual Expenditures	\$0

This account provides for ink and paper for large-format plotters, storage media, hardware tools, maintenance supplies, and cleaning supplies.

Justification for proposed increase over FY 2010-11 Estimated Actual:

No operating supplies were purchased in FY 2010-11. The funds are being rebudgeted.

Account 42720: Travel, Conferences, and Meetings \$ 1,400

FY 2010-11 Approved Budget/Estimated Actual	\$1,400/\$1,400
FY 2009-10 Actual Expenditures	\$0

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

One-Day GIS Users Seminars	\$ 300
1 - ESRI Annual Conference, San Diego, CA	1,100

Account 42730: Training \$ 3,100

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

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

ArcGIS Advanced Training – Redlands, CA \$ 3,100

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

No training was attended in FY 2010-11, as the IS Analyst II position remained vacant. It is anticipated that the Enterprise Systems Analyst will attend the training in FY 2011-12.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 13,000

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 7,500

FY 2010-11 Approved Budget/Estimated Actual	\$17,500/\$7,500
FY 2009-10 Actual Expenditures	\$0

This account provides for consulting assistance for state and federal mandates for fee collection and other programming needs of the GIS and permitting systems.

Biennial Aerial Imagery Project (total project budget of \$15,000 is budgeted over two years) \$ 7,500

Account 44310: Maintenance of Equipment..... \$ 52,600

FY 2010-11 Approved Budget/Estimated Actual	\$52,600/\$52,000
FY 2009-10 Actual Expenditures	\$0

This account provides funding for equipment and license maintenance of City computer hardware and software used for GIS and permitting systems, including:

Accela PermitsPlus 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 PermitsPlus 1,200

Ventura County parcel & Assessor's information 3,700

Justification for proposed increase over FY 2010-11 Estimated Actual:

Accela and ESRI software vendors have increased their annual maintenance and license fees.

SUBTOTAL - SERVICES \$ 60,100

TOTAL - CURRENT EXPENSES \$ 73,100

FINANCIAL INFORMATION SYSTEM OPERATING FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
REQUESTED
 BUDGET

CURRENT EXPENSES – SERVICES

Account 41050: Outside Assistance..... \$ 135,200

FY 2010-11 Approved Budget/Estimated Actual	\$135,200/\$96,000
FY 2009-10 Actual Expenditures	\$0

This account provides for outside assistance to maintain the Financial Information System by applying system patches, monitoring system performance, managing user accounts, and submitting required reports to the System vendor. The work was outsourced in 2008 due to the retirement in the Principal Information System Analyst and generates cost savings versus a fully staffed position. Specialized outside assistance is also needed during periods when Information Services staff is out on extended leave due to military duty or other protected leave where backup assistance would be required to maintain operation of the financial system.

Justification for proposed increase over FY 2010-11 Estimated Actual:

Specialized outside assistance was not needed during FY 2010-11 as there were no instances where staff was out on extended leave due to military duty or other protected leave where backup assistance was required to maintain operation of the financial system.

Account 44010: Professional and Special Services..... \$ 25,000

FY 2010-11 Approved Budget/Estimated Actual	\$25,000/\$25,000
FY 2009-10 Actual Expenditures	\$0

This account provides for specialized consulting assistance to modify the Financial Information System to accommodate City initiatives such as on-line billpay, alternative methods for accounts payable, and on-line payroll reporting mandated by CalPERS.

TOTAL – CURRENT EXPENSES \$ 160,200

COMPUTER EQUIPMENT REPLACEMENT FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 257,900

FY 2010-11 Approved Budget/Estimated Actual	\$163,100/\$163,100
FY 2009-10 Actual Expenditures	\$13,664

This account provides for engineering, design, and implementation services for replacement computer systems technology, as well as technical assistance with the network and E-mail conversion from Novell to Microsoft. Information security assessments, recommendations, and remedies are also funded from this account.

Account 47028: Computers (Capital)..... \$ 469,000

FY 2010-11 Approved Budget/Estimated Actual	\$448,300/\$448,300
FY 2009-10 Actual Expenditures	\$420,784

This account provides for the purchase of computer equipment that meets the City’s criteria for capital assets. For FY 2011-12, budgeted funds are requested for the replacement of 13 mobile data terminals used in Police vehicles, 12 Servers, 4 uninterrupted power supplies, and 2 tape backup units, all of which are at least 7 years old.

Account 48840: System Hardware \$ 273,300

FY 2010-11 Approved Budget/Estimated Actual	\$169,600/\$144,600
FY 2009-10 Actual Expenditures	\$30,259

This account provides for the purchase of computer equipment that does not meet the City’s criteria for capital assets. For FY 2011-12, budgeted funds are requested for the replacement of 174 desktop and 9 mobile computers that are over 6 years old.

TOTAL – CURRENT EXPENSES \$ 1,000,200

CDA ADMINISTRATIVE FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 2,000

FY 2010-11 Approved Budget/Estimated Actual	\$2,000/\$2,000
FY 2009-10 Actual Expenditures	\$786

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 \$ 20,600

FY 2010-11 Approved Budget/Estimated Actual	\$15,900/\$13,600
FY 2009-10 Actual Expenditures	\$24,945

Memberships in the following organizations:

California Redevelopment Association (CRA)	\$ 10,300
Economic Development Collaborative of Ventura County (EDCVC)	7,000
International City Management Association (ICMA)	1,400
California Association of Local Economic Development (CALED)	700
Valley Industry and Commerce Association (VICA)	400
International Conference of Shopping Centers (ICSC)	400
California City Management Association (CCMA)	400

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The Agency’s membership to the Economic Development Collaborative of Ventura County has been moved from the Professional and Special Services account for FY 2011-12. There is no change to the membership’s dollar amount.

Account 42450: Subscriptions and Books..... \$ 10,600

FY 2010-11 Approved Budget/Estimated Actual	\$1,400/\$500
FY 2009-10 Actual Expenditures	\$507

CoStar Real Estate Service	\$ 9,000
Loopnet On-Line Commercial Real Estate Listing Service	500
Ventura County Statistical Abstract	100
Pacific Coast Business Times	100
Retail Tenant Directory	900

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The Agency’s subscription to CoStar Real Estate Service has been moved from the Professional and Special Services account to this account for FY 2011-12, and the Retail Tenant Directory was not purchased in FY 2010-11.

Account 42720: Travel, Conference, Meetings..... \$ 8,800

FY 2010-11 Approved Budget/Estimated Actual	\$7,900/\$4,200
FY 2009-10 Actual Expenditures	\$4,081

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 – California Redevelopment Association, Los Angeles, CA	900
1 – ICSC Idea Exchange, Long Beach, CA	200
1 – Simi Valley Chamber of Commerce Breakfast Meetings	200

Justification for increase over FY 2010-11 Budget and Estimated Actual:

Not all budgeted staff attended the International Conference of Shopping Centers conference during FY 2010-11, and funding for the California Redevelopment Association’s annual conference has been added for FY 2011-12.

Account 42790: Mileage..... \$ 5,500

FY 2010-11 Approved Budget/Estimated Actual	\$5,200/\$5,200
FY 2009-10 Actual Expenditures	\$5,051

This account provides reimbursement to staff for use of their personal vehicle for City business.

Justification for increase over FY 2010-11 Budget and Estimated Actual:

This category has increased in anticipation of an increase in the IRS mileage reimbursement rate.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 47,500

CURRENT EXPENSES – SERVICES/REIMBURSEMENTS AND TRANSFERS

Account 44010: Professional and Special Services..... \$ 492,300

FY 2010-11 Approved Budget/Estimated Actual	\$646,700/\$501,800
FY 2009-10 Actual Expenditures	\$199,577

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.

Simi Valley Business Forum	\$ 11,000
Special Legal Counsel	15,000
Legislative Consultant Services	22,900
California Redevelopment Association Legal Fund	5,000
Chamber of Commerce Information Services Program	70,000
Economic Development Collaborative of Ventura County (EDCVC)	16,000
Ventura County Economic Development Association (VCEDA)	
Business Outlook Conference	1,500
Shop Simi Valley First Campaign	100,000
Small Business Loan Program	150,000
Business Attraction Marketing Program	50,000
Redevelopment Area Expansion	30,000
Advertising:	
San Fernando Valley Business Journal (10 ads)	18,900
Simi Valley Chamber of Commerce Directory	2,000

Account 44590: Insurance Charges \$ 56,600

FY 2010-11 Approved Budget/Estimated Actual	\$54,400/\$54,40
FY 2009-10 Actual Expenditures	\$53,20

Provides for premium charges for the Liability Insurance Fund.

Account 46100: Reimbursement to General Fund..... \$ 1,213,900

FY 2010-11 Approved Budget/Estimated Actual	\$1,183,600/\$1,183,600
FY 2009-10 Actual Expenditures	\$1,242,400

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 49648: Computer Equipment Replacement Fund..... \$ 7,900

FY 2010-11 Approved Budget/Estimated Actual	\$8,000/\$8,000
FY 2009-10 Actual Expenditures	\$7,200

Contribution to the Computer Equipment Replacement Fund.

Account 49649: Transfer to Geographic Information System and Permits \$ 35,800

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$9,800

Contribution to the Geographic Information System and Permits Fund.

Account 49656: Transfer to Financial Information Systems \$ 12,300

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$3,400

Contribution to the Financial Information System Fund.

SUBTOTAL – SERVICES/REIMBURSEMENTS AND TRANSFERS \$ 1,818,800

TOTAL – CURRENT EXPENSES \$ 1,866,300

MERGED TAPO CANYON AND WEST END TAX INCREMENT FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
 BUDGET

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 15,000

FY 2010-11 Approved Budget/Estimated Actual	\$241,800/\$77,800
FY 2009-10 Actual Expenditures	\$50,653

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..... \$ 150,200

FY 2010-11 Approved Budget/Estimated Actual	\$185,200/\$151,700
FY 2009-10 Actual Expenditures	\$169,438

Payment to County of Ventura relative to property tax collection based upon assessed valuation of property.

Account 44160: Economic Development Assistance \$ 41,000

FY 2010-11 Approved Budget/Estimated Actual	\$55,000/\$55,000
FY 2009-10 Actual Expenditures	\$6,475

Provides expedited processing and other assistance to projects targeted by the Office of Economic Development.

Account 49200: Transfer to Administrative Fund..... \$ 2,262,300

FY 2010-11 Approved Budget/Estimated Actual	\$2,643,600/\$2,572,800
FY 2009-10 Actual Expenditures	\$2,129,103

Provides funding for administrative expenses relative to Community Development agency activities.

Account 49201: Transfer to Housing Admin Fund \$ 3,574,300

FY 2010-11 Approved Budget/Estimated Actual	\$4,440,600/\$3,611,800
FY 2009-10 Actual Expenditures	\$4,206,227

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 \$ 3,617,200

FY 2010-11 Approved Budget/Estimated Actual	\$3,622,700/\$3,606,500
FY 2009-10 Actual Expenditures	\$3,623,578

Annual principal and interest payment for the 2003 CDA Tax Allocation Refunding Bonds and Police Facility Bonds.

Account 49600: Transfer to Streets and Roads Fund \$ 963,000

FY 2010-11 Approved Budget/Estimated Actual	\$4,629,300/\$489,400
FY 2009-10 Actual Expenditures	\$560,496

Transfer to the Streets and Roads Fund for street improvement projects that will serve the redevelopment area.

Account 49654: Transfer to Tapo Street Revitalization Fund \$ 250,000

FY 2010-11 Approved Budget/Estimated Actual	\$291,300/\$70,000
FY 2009-10 Actual Expenditures	\$0

Transfer to the Tapo Street Revitalization Fund to support the Tapo Street Façade Renovation Program.

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The FY2011-12 Budget includes a new appropriation of \$250,000, which is expected to provide funding for three to four new Façade Renovation Grants.

Account 49702: Transfer to Sanitation Sewerline Replacement Reserve Fund \$ 2,000,000

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

Transfer to the Sanitation Replacement Reserve Fund for improvements that will enhance the City's ability to service new and existing development activities located in the Merged Project Area.

Justification for increase over FY 2010-11 Budget and Estimated Actual:

The City's Capital Improvement Program includes projects for FY 2011-12, but did not include projects for FY 2010-11.

TOTAL – CURRENT EXPENSES \$ 12,873,000

COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 1,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$1,000
FY 2009-10 Actual Expenditures	\$836

Various office and related supplies needed for the Affordable Housing, First Time Homebuyer, and Home Rehabilitation Programs.

Account 42420: Special Departmental Expense \$ 100

FY 2010-11 Approved Budget/Estimated Actual	\$100/\$100
FY 2009-10 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 \$ 3,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,700/\$1,300
FY 2009-10 Actual Expenditures	\$1,175

American Planning Association (4 staff)	\$ 1,600
Urban Land Institute	300
Southern California Association of Non-Profit Housing	300
Certified Public Accountant (bi-annual renewal)	200
Notary Commission (4-year commission)	600

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The FY 2011-12 Budget includes two additional memberships to the American Planning Association and renewal of the Certified Public Accountant’s license and renewal of the Department’s notary license. Some of these expenditures were offset by reductions to the General Fund.

Account 42450: Subscriptions and Books..... \$ 2,900

FY 2010-11 Approved Budget/Estimated Actual	\$3,000/\$2,900
FY 2009-10 Actual Expenditures	\$1,971

This account is used to purchase the following publications and subscriptions:

Housing and Development Reporter	\$ 2,300
California Planning and Development Report	100
Compliance Program Resources (Foreclosure Radar) - 1 License	500

Account 42460: Advertising..... \$ 2,000

FY 2010-11 Approved Budget/Estimated Actual	\$2,200/\$1,000
FY 2009-10 Actual Expenditures	\$2,254

This account provides for:

CDBG Advisory Committee public hearing notices	\$ 300
CDBG street overlay notices	500
Ads for Agency-owned affordable units for sale	500
Noticing for grant programs	700

Justification for proposed increase over the FY 2010-11 Estimated Actual:

The FY 2011-12 Budget includes anticipated expenditures to advertise Agency-owned affordable units that are for sale and noticing requirements to expend grant funds. These expenditures were not incurred in FY 2010-11.

Account 42560: Operating Supplies \$ 500

FY 2010-11 Approved Budget/Estimated Actual	\$300/\$300
FY 2009-10 Actual Expenditures	\$37

Various supplies needed for the Affordable Housing, First Time Homebuyer, and Home Rehabilitation Programs.

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The FY 2011-12 Budget includes replacement of the Department's digital camera used for documenting home rehabilitation projects.

Account 42720: Travel, Conference, Meetings..... \$ 6,000

FY 2010-11 Approved Budget/Estimated Actual	\$8,800/\$7,100
FY 2009-10 Actual Expenditures	\$4,018

- 1 - American Planning Association State Conference, Santa Barbara \$ 1,300
- 2 - California Redevelopment Association/California Association of Local Housing Finance Agencies Conference, San Jose 1,800
- 5 - Cabrillo Economic Development Corporation's Ventura County Housing Conference (City's pro-rated sponsorship) 2,500
- CDBG/HOME Meetings/Conferences 400

Account 42730: Training \$ 2,000

FY 2010-11 Approved Budget/Estimated Actual	\$600/\$100
FY 2009-10 Actual Expenditures	\$0

- 1 - Lead-based paint training and certification, San Diego 1,600
- 1 - Software training for Housing Division staff to maintain its database program 400

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The FY 2011-12 Budget includes funding for a five-day training and certification course in Lead-Based Paint Inspection/Project Monitoring for the new Home Rehabilitation Coordinator, whereas the prior budget only included renewal of an existing license. The Department of Housing and Urban Development (HUD) mandates that recipients of grant funds for home rehabilitation be state-certified as lead-based paint risk assessors in order to evaluate the presumption of lead hazards.

Account 42790: Mileage..... \$ 200

FY 2010-11 Approved Budget/Estimated Actual	\$500/\$200
FY 2009-10 Actual Expenditures	\$219

This account provides for employee reimbursement for business-related use of their personal vehicles when City vehicles are unavailable.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 17,700

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 105,300

FY 2010-11 Approved Budget/Estimated Actual	\$158,600/\$158,600
FY 2009-10 Actual Expenditures	\$69,372

Special legal counsel for housing-related projects and potential affordable unit foreclosures \$ 80,000
 Pro forma analysis services (2) 10,000
 Continuum of Care Study (federally required analysis of homeless needs paid from federal grant funds) 15,000
 Translation services 300

Account 44015: County of Ventura Administrative Fee \$ 53,700

FY 2010-11 Approved Budget/Estimated Actual	\$14,000/\$54,300
FY 2009-10 Actual Expenditures	\$61,569

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 the FY 2010-11 Budget:

The Budget for FY 2011-12 includes a full year of anticipated expenditures for administration and collection fees, whereas the Budget for FY 2010-11 only reflects a partial year.

Account 44120: First Time Homebuyer Program Loans \$ 3,015,600

FY 2010-11 Approved Budget/Estimated Actual	\$3,554,200/\$3,363,500
FY 2009-10 Actual Expenditures	\$1,773,921

This account finances loans for low-income households under the First Time Homebuyer (FTHB) Program, including loan origination costs, credit verification, and FTHB educational seminars. The FY 2011-12 Budget includes assistance for a total of 18 homebuyers and their respective soft costs.

Account 44130: Home Rehabilitation Loan Assistance \$ 282,000

FY 2010-11 Approved Budget/Estimated Actual	\$375,700/\$289,100
FY 2009-10 Actual Expenditures	\$245,920

This allocation provides funding for home rehabilitation loans for very low-, low-, and median-income households to address home improvements and soft costs paid by the Agency, including lead-based paint abatement and testing, asbestos testing, and termite testing. The FY 2011-12 Budget includes funding for three residential home loans, 15 mobile home owner loans, and their respective soft costs.

Account 44140: Affordable and Senior Housing Programs \$ 11,545,500

FY 2010-11 Approved Budget/Estimated Actual	\$11,445,500/\$753,300
FY 2009-10 Actual Expenditures	\$1,516,058

This program provides an inducement for affordable and senior housing projects. The FY 2010-11 Estimated Actual includes expenditures anticipated for the acquisition and rehabilitation of affordable units acquired to ensure their affordability. The FY 2010-11 and FY 2011-12 budgets represent affordable housing agreement commitments already in place, but for which funds have not yet been disbursed. In FY 2011-12, the amount of funds disbursed could be substantially less than what is provided for in the agreements.

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The FY 2011-12 Budget includes re-budgeting for several affordable housing projects, which have been approved but remain unbuilt. This has caused the Estimated Actual for FY 2010-11 to be lower than originally projected.

Account 44150: Rental Assistance Program..... \$ 454,300

FY 2010-11 Approved Budget/Estimated Actual	\$348,600/\$384,400
FY 2009-10 Actual Expenditures	\$321,408

Rental Assistance for an average of 41 seniors at an average of \$780 per unit per month	\$ 384,000
Rental Assistance for an average of 29 Mobile Home Seniors at an average of \$38.20/per unit per month	13,300
Administrative Contract with Area Housing Authority of Ventura County for Senior Rental Assistance (\$84.50/unit/month)	42,000
Security Deposit/Eviction Prevention Subsidy Program	15,000

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The Budget for FY 2010-11 anticipated an increase of 7% for the Senior Rent Subsidy Program. However, actual expenditures to date reflect an increase of over 20%. This increase was included in the Estimated Actual for FY 2010-11 and the FY 2011-12 Budget.

Account 44410: Maintenance of Buildings and Grounds..... \$ 17,600

FY 2010-11 Approved Budget/Estimated Actual	\$17,600/\$13,600
FY 2009-10 Actual Expenditures	\$7,261

Provides for incidental expenditures incurred with Agency-owned property, including homeowner association dues and utilities.

Justification for proposed increase over the FY 2010-11 Estimated Actual:

The FY 2011-12 Budget anticipates Agency’s ownership of an average of four units for the entire year. The Estimated Actual for FY 2010-11 reflects the fact that actual units owned were fewer than four.

SUBTOTAL – SERVICES \$15,474,000

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 45204: Reimbursement from HOME Fund..... \$ (10,500)

FY 2010-11 Approved Budget/Estimated Actual	(\$8,300)/(\$10,000)
FY 2009-10 Actual Expenditures	(\$62,535)

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 the FY 2010-11 Budget and Estimated Actual:

Anticipated loan payoffs for FY 2011-12 are projected to be higher than the FY 2010-11 Budget and Estimated Actual.

Account 45290: Reimbursement from CDBG Fund \$ (94,100)

FY 2010-11 Approved Budget/Estimated Actual	(\$70,600)/(\$70,600)
FY 2009-10 Actual Expenditures	(\$81,175)

Home Rehabilitation Administration (\$37,200)
CDBG Program Administration (56,900)

Justification for proposed increase over the FY 2010-11 Budget and Estimated Actual:

The Budget for FY 2010-11 increased, as the previous year's allocation was disproportionately low in order to provide funding for the Consolidated Plan update.

Account 46100: Reimbursement to General Fund..... \$ 842,700

FY 2010-11 Approved Budget/Estimated Actual	\$1,051,300/\$1,051,300
FY 2009-10 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..... \$ 18,000

FY 2010-11 Approved Budget/Estimated Actual	\$27,400/\$27,400
FY 2009-10 Actual Expenditures	\$7,700

Funding for current and future medical benefits for retired employees.

Account 49648: Transfer to the Computer Equipment Replacement Fund \$ 20,000

FY 2010-11 Approved Budget/Estimated Actual	\$8,000/\$8,000
FY 2009-10 Actual Expenditures	\$7,200

Funds allocated for the replacement of personal computers and network equipment.

Account 49807: Transfer to the Geographic Information and Permits System Fund.... \$ 35,800

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$8,900

Funds allocated for the Geographic Information and Permits System Funds.

Account 49809: Transfer to the Financial Information System Fund \$ 7,800

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

Funds allocated for the Financial Information System Fund.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS..... \$ 819,700

TOTAL - CURRENT EXPENSES..... \$16,311,400

LOCAL HOUSING FUND
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES/REIMBURSEMENTS AND TRANSFERS

Account 44130: Home Rehabilitation Loan Assistance \$ 65,000

FY 2010-11 Approved Budget/Estimated Actual	\$236,800/\$39,000
FY 2009-10 Actual Expenditures	\$2,550

This allocation will provide funding for two home rehabilitation loans for very low-, low-, or median-income households.

Justification for proposed increase over the FY 2010-11 Estimated Actual:

The FY 2011-12 Budget includes anticipated expenditures for home rehabilitation loans, which were not fully realized in FY 2010-11. This budget provides a funding source for loans that may not qualify for Community Development Agency Housing Administration funds according to the Home Rehabilitation Program Manual.

TOTAL – CURRENT EXPENSES \$ 65,000

HOME GRANT FUND
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SERVICES/REIMBURSEMENTS AND TRANSFERS

Account 44120: First Time Homebuyer Program Loans..... \$ 300,000

FY 2010-11 Approved Budget/Estimated Actual	\$300,000/\$0
FY 2009-10 Actual Expenditures	\$0

This allocation will provide funding for two loans for low-income households under the First Time Homebuyer (FTHB) Program.

Justification for proposed increase over the FY 2010-11 Estimated Actual:

The FY 2011-12 Budget anticipates approval by the California Department of Housing and Community Development (HCD) of the City’s program guidelines, which will authorize the expenditure of HOME Program Income for the FTHB Program.

Account 46201: Reimbursement to CDA Housing Admin. Fund \$ 10,500

FY 2010-11 Approved Budget/Estimated Actual	\$8,300/\$10,000
FY 2009-10 Actual Expenditures	\$62,535

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 the FY 2010-11 Budget and Estimated Actual:

Anticipated loan payoffs for FY 2011-12 are projected to be higher in FY 2010-11.

TOTAL – CURRENT EXPENSES \$ 310,500

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
 BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42150: Communications \$ 32,600

FY 2010-11 Approved Budget/Estimated Actual	\$31,300/\$31,300
FY 2009-10 Actual Expenditures	\$31,451

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 \$1,200 for the pagers and \$800 for the cellular phones. Also included is \$30,600 as Transit’s allocation for service of the two-way radio system maintenance.

Justification for the proposed increase over FY 2010-11 Budget and Estimated Actual:

The FY 2011-12 requested budget amount reflects a 3.7% increase in Transit’s two-way radio system allocation.

Account 42230: Office Supplies \$ 4,000

FY 2010-11 Approved Budget/Estimated Actual	\$4,500/\$2,900
FY 2009-10 Actual Expenditures	\$2,792

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.

Justification for the proposed increase over FY 2010-11 Estimated Actual:

The FY 2010-11 Estimated Actual reflects savings related to staff’s ongoing efforts to postpone purchases whenever possible. During the second half of the fiscal year, a majority of the office supply purchases were reduced due to the construction on the Transit Maintenance Facility Expansion project.

Account 42410: Uniform/Clothing Supply \$ 25,000

FY 2010-11 Approved Budget/Estimated Actual	\$28,000/\$25,000
FY 2009-10 Actual Expenditures	\$13,344

Bus Operations \$ 11,000

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 12,300

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.

Account 42440: Memberships and Dues \$ 12,800

FY 2010-11 Approved Budget/Estimated Actual	\$13,500/\$12,200
FY 2009-10 Actual Expenditures	\$12,724

This account covers annual membership as follows:

California Transit Association (CTA)	\$ 3,000
American Public Transit Association (APTA)	9,500
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. Memberships in these organizations provide a resource for legislative updates, information on federal laws/programs pertaining to federal financial assistance for Transit, and networking opportunities with other public transit agencies. Membership in the NSC provides access to essential safety program materials and information.

Justification for the proposed increase over FY 2010-11 Estimated Actual:

Funding over FY 2010-11 Estimated Actual covers the anticipated increase in CTA and APTA dues, which are based on FY 2008-09 operating costs.

Account 42450: Subscriptions and Books..... \$ 400

FY 2010-11 Approved Budget/Estimated Actual	\$400/\$400
FY 2009-10 Actual Expenditures	\$719

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 2010-11 Approved Budget/Estimated Actual	\$1,300/\$1,300
FY 2009-10 Actual Expenditures	\$0

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. It also provides funds for advertising fixed-route and Dial-A-Ride services in local publications, as well as for federally mandated advertising costs for publication of the Transit system’s Disadvantaged Business Enterprise (DBE) goal.

Account 42500: Fuel and Lubricants \$ 260,000

FY 2010-11 Approved Budget/Estimated Actual	\$219,100/\$202,000
FY 2009-10 Actual Expenditures	\$206,161

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 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 the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining fixed-route vehicles. It also includes recycling fees associated with fuel filters.

Van Maintenance 5,000

This account provides for the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining ADA Paratransit/Dial-A-Ride vehicles. It also includes recycling fees associated with fuel filters.

Justification for the proposed increase over FY 2010-11 Budget and Estimated Actual:

Budget request for FY 2011-12 includes funds to accommodate anticipated increase in fuel costs during the coming fiscal year, as well as allow for a full year of fueling costs by Moorpark Transit, which is reimbursable.

Account 42510: Tires..... \$ 49,000

FY 2010-11 Approved Budget/Estimated Actual	\$41,000/\$41,000
FY 2009-10 Actual Expenditures	\$40,883

Bus Maintenance \$ 40,000

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 and the cost of a new tire is \$324.

Van Maintenance 9,000

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 \$105 per tire.

Justification for the proposed increase over FY 2010-11 Budget and Estimated Actual:

Vehicle tires have been purchased through the City of Los Angeles Cooperative Agreement, which is due to expire in May 2011. Tire prices are anticipated to increase 10% with the new cooperative agreement. Three replacement fixed-route buses were delivered at the end of FY 2010-11. The new model New Flyer buses require bigger tires than the other buses in the fleet; thereby,

increasing the price per tire for these vehicles. Although the amount of tires needed for FY 2011-12 has not changed from the previous year, additional funds are being requested to accommodate an anticipated increase in the cost per tire on a new cooperative purchasing agreement.

Account 42550: Small Tools/Equipment..... \$ 3,500

FY 2010-11 Approved Budget/Estimated Actual	\$3,500/\$3,500
FY 2009-10 Actual Expenditures	\$3,108

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 \$ 107,000

FY 2010-11 Approved Budget/Estimated Actual	\$93,700/\$93,700
FY 2009-10 Actual Expenditures	\$124,476

Administration \$ 5,000

This account will provide for the purchase of supplies and materials needed to support activities at the Transit Maintenance Facility that are not available through Central Supplies, as well as provide for a replacement coin counter to prepare the daily deposit.

Bus Operations 4,000

This account provides for the printing of bulkhead signs and the purchase of miscellaneous supplies for the Transit garage, such as rubber gloves, dust masks, professional hand soap, etc. Funds are included in this account for repair/service to the two-way mobile radios that are not covered by the City's contract. This account also funds DMV license and certification renewals for 38 Transit staff members.

Van Operations 3,000

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 is funding for the purchase of mobility device restraint straps, fastening equipment, and other supplies related to operational safety.

Bus Maintenance/Utility Van Maintenance

65,000

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, as well as replacement route schedule holders/displays for the inside of the bus. Three of the 13 fixed-route buses were replaced in FY 2010-11. Three additional buses are scheduled for replacement at the later part of this fiscal year. Each of these buses will have accumulated in excess of 515,000 miles. Three of the 13 buses are over 12 years old, and each has accumulated over 507,000 miles. Two of the buses are six years old with accumulated mileage over 147,000, while the remaining two buses were converted to CNG in 2006 and have an average use of less than 50,000 miles per year.

Van Maintenance

30,000

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, components related to the anti-lock brake systems, and replacement passenger information displays for the inside of the van. 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, as well as preventive maintenance on ADA Paratransit/Dial-A-Ride vehicles.

Justification for the proposed increase over FY 2010-11 Budget and Estimated Actual:

The FY 2011-12 budget request provides funding in the amount of \$3,000 to replace the coin counter machine that is used to count and sort farebox revenues to prepare the daily deposit. Additionally, six ADA/DAR paratransit vans will be out of warranty at the beginning of the fiscal year, resulting in the need for the purchase of additional parts. Three of the 13 fixed-route buses are over 12 years old and each has accumulated over 515,000 miles, requiring an increase in specialized parts for maintenance and repair. Replacement buses are anticipated at the end of the fiscal year.

Account 42720: Travel, Conferences, Meetings \$ 3,600

FY 2010-11 Approved Budget/Estimated Actual	\$3,600/\$2,700
FY 2009-10 Actual Expenditures	\$2,057

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	\$ 700
1 – National Transit Database Training, CA	700
2 – CTA/CalAct Annual Conference, San Jose, CA	2,200

Justification for the proposed increase over FY 2010-11 Estimated Actual:

During FY 2010-11, attendance at the FTA/Grant Training was deferred as a result of Citywide travel restrictions.

Account 42730: Training \$ 1,700

FY 2010-11 Approved Budget/Estimated Actual	\$1,700/\$0
FY 2009-10 Actual Expenditures	\$56

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 2010-11 Estimated Actual:

Ongoing capital projects limited staff’s time to accomplish the above budgetary items. Therefore, the funding request remains the same for FY 2011-12.

Account 42790: Mileage..... \$ 2,700

FY 2010-11 Approved Budget/Estimated Actual	\$2,700/\$2,500
FY 2009-10 Actual Expenditures	\$2,647

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 2010-11 Estimated Actual:

The FY 2011-12 funding request will accommodate increased mileage costs for attendance at out-of-town meetings, trainings and various events staff is required to attend, including training not attended in FY 2010-11 due to budgetary constraints.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 503,600

CURRENT EXPENSES – SERVICES

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

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$800
FY 2009-10 Actual Expenditures	\$1,088

This account provides for 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..... \$ 664,400

FY 2010-11 Approved Budget/Estimated Actual	\$577,100/\$577,100
FY 2009-10 Actual Expenditures	\$590,769

Administration \$ 400

Maintenance of date/time clock

Bus Maintenance/Utility Van Maintenance

619,000

Maintenance work beyond the service provided by City maintenance staff, such as air conditioning repairs, window replacements, radio service, body damage repair, seat repairs, 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 funded from this account, as well as the FY 2011-12 Public Works allocation for the maintenance of Transit vehicles. Based on the age and accumulated miles on 8 of the 12 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:

Public Works maintenance allocation	\$ 464,800
CNG fueling facility preventive and non-routine maintenance and repairs	52,000
Generator maintenance	3,300
Maintenance and calibration of the fire suppression system (\$150 per bus)	2,000
Maintenance and calibration of methane detection system	1,000
Rebuilt engines (2)	28,000
Rebuilt transmissions (2)	12,000
Turbochargers (4)	22,000
Rear end gear assembly (2)	11,000
Exhaust manifold (2)	6,000
Air conditioning repairs	5,000
Window replacements	1,000
Radio service	500
Body damage/seat repairs	2,000
Relining of brake shoes	1,500
Wheel alignments	800
Alternator/starter repairs	3,500
Radiator service	2,000
Replacement filters for bus washer	600

Van Maintenance

45,000

These funds are used for contracted maintenance work performed on the ADA Paratransit/Dial-A-Ride vans, such as body damage repair work, upholstery repairs, gas detection service, machine work, window replacement, radio service, wheel alignments, relining brake shoes, exhaust system repairs, alternator and starter

repairs, radiator service, air conditioning repairs, 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 11 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.

Justification for the proposed increase over FY 2010-11 Budget and Estimated Actual:

The Public Works Department Vehicle Maintenance Allocation increased by 9.1% in FY 2011-12. Additional funds have been included in the Bus Maintenance account to provide for increased preventive maintenance and repairs to the CNG fueling facility.

Account 44410: Maintenance of Building/Grounds \$ 1,500

FY 2010-11 Approved Budget/Estimated Actual	\$1,500/\$1,400
FY 2009-10 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 2010-11 Estimated Actual:

Staff is requesting a minimal amount of funding be restored in FY 2011-12 to accommodate any unanticipated repairs to new bus stop shelters during the upcoming fiscal year.

Account 44490: Other Contract Services. \$ 23,400

FY 2010-11 Approved Budget/Estimated Actual	\$24,500/\$24,500
FY 2009-10 Actual Expenditures	\$24,435

This account provides for services associated with the following:

FTA drug/alcohol testing	\$ 3,000
DMV medical	1,800
Ventura County APCD Permit fee (CNG Generator)	500
Coin counter and currency counter biannual maintenance	600
Reprinting of Transit bus schedules, maps and transfers	14,000
Reprinting of bus and ADA/DAR Passes	3,500

Account 44590: Insurance Charges \$ 133,300

FY 2010-11 Approved Budget/Estimated Actual	\$157,800/\$157,800
FY 2009-10 Actual Expenditures	\$149,400

This account provides for the Transit share of premiums paid out of the City's Liability Insurance Fund.

SUBTOTAL – SERVICES \$ 823,200

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,111,800

FY 2010-11 Approved Budget/Estimated Actual	\$1,200,300/\$1,200,300
FY 2009-10 Actual Expenditures	\$1,230,200

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.

Account 49297: Transfer to Retiree Medical Benefits Fund \$ 47,400

FY 2010-11 Approved Budget/Estimated Actual	\$108,500/\$108,500
FY 2009-10 Actual Expenditures	\$13,800

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to currently retired City employees.

Account 49656 & 49809: Transfer to Financial Information Systems Fund..... \$ 6,000

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$6,800

These funds are to be transferred to the Financial Information Systems internal service and capital funds the operation and enhancement to the City's Enterprise Resource and Planning system software.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 1,165,200

TOTAL – CURRENT EXPENSES \$ 2,492,000

CAPITAL OUTLAY

Account 47020: Furniture and Equipment (Capital) \$ 6,500

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$3,224

Staff is requesting funds to replace a diagnostic tool that is over twenty years old and will not work on vehicles newer than model year 2004. This tool is used for communicating with onboard vehicle computers to scan and troubleshoot engine, brake, emission, and transmission problems. Real-time data readouts are provided to assist in diagnosing faulty vehicle systems and to detect intermittent problems by pinpointing specific system malfunctions. Thereby, expediting the diagnostic and repair process.

TOTAL – CAPITAL OUTLAY \$ 6,500

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Replacement of Three 40-Foot Fixed-Route Buses - \$1,410,000 (State Grant Funds)

PRIORITY: 1

The Transit Division is requesting authorization to purchase three replacement fixed-route, 40-foot buses that are eligible for replacement under FTA guidelines. FTA Rolling Stock Service Life Policy requires any FTA funded 40-foot Transit bus remain in transit service for a minimum service life of at least 12-years or an accumulation of at least 500,000 miles.

In accordance with FTA policy, each of the three buses scheduled for replacement have reached the end of their useful service life by accumulating in excess of 560,000 miles each. Replacement of the buses will be funded with 100% of State Proposition 1B funds and will ensure continued reliability of service while reducing maintenance costs. The Ventura County Transportation Commission has approved the project and the State funding.

Authorization to utilize State Proposition 1B funding in the amount of \$1,410,000 is requested in the FY 2011-12 Budget to purchase three fixed-route, 40-foot replacement buses.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Three Replacement Fixed-Route Buses	\$ 1,410,000	
	Total	<u>\$ 1,410,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Security Fencing and Lighting at the Transit Maintenance Facility - \$200,000 (State Grant Funds)

PRIORITY: 2

On December 16, 2008, the City Council adopted a resolution authorizing the Department of Community Services to apply to the Ventura County Transportation Commission (VCTC) for State Proposition 1B Transit Safety and Security grant funds to purchase security fencing and lighting at the Transit Maintenance Facility.

The Federal Transportation Administration (FTA) requires the preparation and implementation of safety and security plans at transit facilities. While Simi Valley Transit (SVT) currently has some existing perimeter fencing and lighting in place, this project will enhance and supplement existing security measures to meet FTA safety and security requirements by purchasing and installing security fencing and lighting surrounding SVT's Compressed Natural Gas fueling station, vehicles and related machinery.

Staff received a Notification of Project Award letter from the State of California and subsequently received the funding. Therefore, staff is requesting authorization to utilize State funding in the amount of \$200,000 to purchase and install security fencing and lighting surrounding SVT's Compressed Natural Gas fueling station, vehicles and related machinery.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Security Fencing and Lighting	\$ 200,000	
Total		<u>\$ 200,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Digital Wheelchair Scale - \$5,000 (Federal Grant Funds)

PRIORITY: 3

The Transit Division is requesting authorization to purchase a folding digital wheelchair scale to be used by East County transit agencies to weigh ADA/DAR certified passengers and their mobility device. This project is funded from the Federal American Recovery and Reinvestment Act.

A wheelchair scale consists of a flat platform in which a mobility device can be pushed onto to measure the combined weight of the individual and the mobility device. The wheelchair scale provides a digital readout, clearly visible to the individual seated in the mobility device. The need for a wheelchair scale is in response to the increasing number of ADA/DAR transportation requests received by individuals using oversized mobility devices, which could damage wheelchair lifts of ADA/DAR vans.

Authorization is requested to purchase a digital wheelchair scale in the amount of \$5,000 from the FY 2011-12 Budget.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Digital Wheelchair Scale	\$	<u>5,000</u>	
	Total		<u>\$ 5,000</u>

RECURRING ANNUAL COSTS

None

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Fixed-Route and ADA/DAR Service on Five City-Observed Holidays - \$40,600 (0.7% of Budget)

PRIORITY: 1

The City of Simi Valley observes 11 annual holidays. Simi Valley Transit provides fixed-route and paratransit services on five City-observed holidays; Martin Luther King Jr. Day, Presidents' Day, Veterans Day, Day After Thanksgiving, and Christmas Eve. Transportation service on these holidays is provided from 4:45 a.m. to 8:15 p.m.; however, ridership on these holidays is well below average due to many individuals not having to work, and the closure of schools, businesses and the Simi Valley Senior Center.

Daily holiday ridership currently averages 628 trips on the fixed-route service and an average of 86 trips on ADA/DAR. Ridership on operational holidays is 60% lower on the fixed-route and 53% lower on ADA/DAR than on non-holidays. In accordance with ADA regulations, the City's ADA service is complementary to the fixed-route service in terms of the days, hours, and areas of service. Therefore, by eliminating the fixed-route service on the identified City-observed holidays, ADA service on City-observed holidays could also be eliminated.

The proposed reduction of service would provide the following budget savings by eliminating service on five City-observed holidays:

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>	
<u>Personnel</u>	
0.41 Full-time Equivalent Transit Coach Operators	\$ 29,400
1.00 Full-time Transit Dispatcher	1,300
2.00 Full-time Transit Supervisors	<u>2,500</u>
	Subtotal \$33,200
<u>Current Expenses</u>	
Fuel and Lubricants	\$ 5,700
Parts	4,600
Maintenance	<u>11,800</u>
	Subtotal 22,100
<u>Revenue Loss and Expense</u>	
Fare Revenue	\$ (4,400)
Reprint Fixed-Route Schedules	<u>(10,300)</u>
	Subtotal <u>(14,700)</u>
Net General Fund Savings	\$ <u>40,600</u>

RECURRING ANNUAL SAVINGSPersonnel

0.41 Full-time Equivalent Transit Coach Operators	\$	29,400	
1.00 Full-time Transit Dispatcher		1,300	
2.00 Full-time Transit Supervisors		<u>2,500</u>	
Subtotal			\$33,200

Current Expenses

Fuel and Lubricants	\$	5,700	
Parts		4,600	
Maintenance		<u>11,800</u>	
Subtotal			22,100

Revenue Loss

Fare Revenue	\$	<u>(4,400)</u>	
Subtotal			<u>(4,400)</u>

Net General Fund Savings \$ 50,900

DEPARTMENT OF COMMUNITY SERVICES
TRANSIT FUND
REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Service on Route C - \$37,000 (0.7% of Budget)

PRIORITY: 2

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 2010-11 is estimated at 7,262 trips with revenue estimated at \$8,100. Route C service comprises 23% of Simi Valley Transit's overall Saturday service, compared to Route A at 35%, and Route B at 42%.

Elimination of Saturday service on Route C could result in transit-dependent individuals working or living in Simi Valley 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.

	<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>	
<u>Personnel</u>	
0.40 Full-time Equivalent Transit Coach Operators	\$ 19,400
	Subtotal \$ 19,400
<u>Current Expenses</u>	
Fuel and Lubricants	\$ 7,300
Parts	5,900
Maintenance	15,200
	Subtotal 28,400
<u>Revenue Loss and Expense</u>	
Route C Fares	\$ (8,100)
Reprint Route C Schedule	(2,700)
	Subtotal (10,800)
Net General Fund Savings	\$ <u>37,000</u>

RECURRING ANNUAL SAVINGSPersonnel

0.40 Full-time Equivalent Transit Coach Operators	\$ 19,400	
	Subtotal	\$19,400

Current Expenses

Fuel and Lubricants	\$ 7,300	
Parts	5,900	
Maintenance	15,200	
	Subtotal	28,400

Revenue Loss

Route C Fares	\$ (8,100)	
	Subtotal	<u>(8,100)</u>

Net General Fund Savings	\$ <u>39,700</u>
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DEPARTMENT OF COMMUNITY SERVICES
 TRANSIT FUND
 REVERSE PRIORITY

ITEM TITLE: Completely Eliminate Service on Route D - \$264,400 (4.9% of Budget)

PRIORITY: 3

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. Annual ridership for FY 2009-10 was 27,287 trips with revenue totaling \$33,000. Ridership for FY 2010-11 is estimated at 27,830 trips with revenue estimated at \$31,200. Route D is Simi Valley Transit’s lowest performing route, comprising 15% of the overall ridership compared to Route A with 35%, Route B with 34% and Route C with 16%.

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 those who use buses to travel to and from work, to medical appointments, to access local businesses, and to and from school (students 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:

Budget
 Reductions

FISCAL YEAR 2011-12 SAVINGS

Personnel

2.0 Full-Time Transit Coach Operators	\$	193,800
	Subtotal	\$193,800

Current Expenses

Fuel and Lubricants	\$	26,900
Parts		21,700
Maintenance		55,800
	Subtotal	104,400

S206

Revenue Loss and Expenses

Route D Fares	\$ 31,200)
Reprint Route D Schedule	(2,600)
Subtotal	<u>(33,800)</u>

Net General Fund Savings \$ 264,400

RECURRING ANNUAL SAVINGS

Personnel

2.0 Full-Time Equivalent Transit Coach Operators	\$ 193,800
Subtotal	\$193,800

Current Expenses

Fuel and Lubricants	\$ 26,900
Parts	21,700
Maintenance	55,800
Subtotal	104,400

Revenue Loss

Route D Fares	\$ (31,200)
Subtotal	<u>(31,200)</u>

Net General Fund Savings \$ 267,000

DEPARTMENT OF COMMUNITY SERVICES
 TRANSIT FUND
 REVERSE PRIORITY

ITEM TITLE: Eliminate Saturday Fixed-Route and Dial-A-Ride Service - \$322,100
(5.7% of Budget)

PRIORITY: 4

Routes A and B serve the City of Simi Valley, and Route C provides bus service between Simi Valley and Chatsworth on Saturday. An average of 39,300 trips are provided each Saturday, with an average Saturday fare revenue of \$44,000. American with Disabilities Act/Dial-A-Ride (ADA/DAR) paratransit vans also provide service on Saturday. ADA/DAR service averages 2,100 Saturday trips with revenue averaging \$4,500.

In accordance with ADA regulations, the City's ADA service is complementary to the fixed-route service in terms of the days, hours, and areas of service. Therefore, by eliminating the fixed-route Saturday service, the ADA Saturday service could also be eliminated. The issues that may arise might be those of unmet transit needs. Elimination of Saturday service on the fixed-route and ADA service will negatively affect transit-dependent individuals who require the service for work, medical appointments, recreation, and shopping. 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 2011-12 SAVINGS</u>	
<u>Personnel</u>	
2.4 Full-Time Equivalent Transit Coach Operators	\$ 276,100
	Subtotal \$276,100
 <u>Current Expenses</u>	
Fuel and Lubricants	\$ 27,000
Parts	21,800
Maintenance	56,000
	Subtotal 104,800
 <u>Revenue Loss and Expenses</u>	
Saturday Fares	\$ 48,500)
Reprint Bus Schedules	(10,300)
	Subtotal (58,800)
Net General Fund Savings	\$ 322,100

RECURRING ANNUAL SAVINGSPersonnel

2.4 Full-Time Equivalent Transit Coach Operators	\$	<u>276,100</u>	
	Subtotal		\$276,100

Current Expenses

Fuel and Lubricants	\$	27,000	
Parts		21,800	
Maintenance		<u>56,000</u>	
	Subtotal		104,800

Revenue Loss

Saturday Fares	\$	<u>(48,500)</u>	
	Subtotal		<u>(48,500)</u>

Net General Fund Savings \$ 332,400

SANITATION FUND
PRELIMINARY BUDGET
SUPPORTING INFORMATION

FY 2011-12
REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

42100: Utilities \$ 848,000

FY 2010-11 Approved Budget/Estimated Actual	\$800,000/\$800,000
FY 2009-10 Actual Expenditures	\$769,959

This account provides for electricity, natural gas, and domestic water at the Water Quality Control Plant. The major expense in this account is electricity used in the treatment process.

Justification for proposed increase for the FY 2011-12 Budget and Estimated Actual:

This amount includes an estimated 6% increase over the Estimated Actual amount for FY 2011-12.

Account 42110: Lift Utilities..... \$ 5,400

FY 2010-11 Approved Budget/Estimated Actual	\$5,100/\$5,100
FY 2009-10 Actual Expenditures	\$5,071

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 for Wood Ranch Lift Stations are reimbursed through sanitation rates.

Justification for proposed increase for the FY 2011-12 Budget and Estimated Actual:

This amount includes an estimated 6% increase over the Estimated Actual amount for FY 2011-12.

Account 42150: Communications \$ 37,400

FY 2010-11 Approved Budget/Estimated Actual	\$36,200/\$36,200
FY 2009-10 Actual Expenditures	\$36,212

This account provides for the Sanitation Fund share (\$31,300) of two-way radio system maintenance and the monthly cost of pagers and cellular phones.

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

The proposed increase is due to the \$1,200 increase in the Sanitation share for two-way radio support.

Account 42230: Office Supplies \$ 9,800

FY 2010-11 Approved Budget/Estimated Actual	\$10,500/\$9,800
FY 2009-10 Actual Expenditures	\$5,975

This account provides for normal office operating expenses including paper supplies/computer supplies, minor personal computer maintenance, CD's, and related items.

Account 42310: Rentals \$ 6,000

FY 2010-11 Approved Budget/Estimated Actual	\$6,000/\$6,000
FY 2009-10 Actual Expenditures	\$5,581

This account provides for the rental of as-needed, specialized equipment that is periodically required to support the operation and maintenance of plant equipment, buildings, and grounds. Such work may include scaffolding, temporary pumping systems, specialized landscape machinery, and other equipment that is not available in-house. The account is also used to rent replacements for critical vehicles that have become inoperable due to mechanical failure.

Account 42410: Uniform/Clothing Supply \$ 25,500

FY 2010-11 Approved Budget/Estimated Actual	\$25,500/\$25,500
FY 2009-10 Actual Expenditures	\$23,091

This account provides for employee uniforms, boots, and other related personal protective equipment.

Account 42440: Memberships and Dues \$ 9,900

FY 2010-11 Approved Budget/Estimated Actual	\$7,400/\$9,900
FY 2009-10 Actual Expenditures	\$9,747

This account provides for memberships, dues, and certification renewals in the following organizations:

Water Environment Federation (WEF)	\$ 700
California Water Environment Association (CWEA)	4,800
Instrument Society of America (ISA)	250
American Public Works Association (APWA)	850
State Wastewater Treatment Operator Certification Renewals	2,000
CWEA Technical Certification Renewals	800
Office of Environmental Health, Hazard Assessment/ State Environmental Assessor Registration	200
American Society of Civil Engineers (ASCE)	300

Justification for proposed increase over FY 2010-11 Budget:

The cost of CWEA membership and Operator Certification renewals were underestimated when developing the FY 2010-11 budget, which resulted in expenditures exceeding this account.

Account 42450: Subscriptions and Books..... \$ 2,300

FY 2010-11 Approved Budget/Estimated Actual	\$2,500/\$2,300
FY 2009-10 Actual Expenditures	\$2,037

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/THM reduction	550
Manuals on chemical analyses of water and wastewater	300
Sanitation manuals, reports, updates, and subscriptions	450
California Code of Regulations on Safety Standards	400
CD-ROM and handbooks on municipal, industrial, and commercial wastewater	300

Account 42530: Chemicals \$ 480,000

FY 2010-11 Approved Budget/Estimated Actual	\$502,000/\$450,000
FY 2009-10 Actual Expenditures	\$423,982

This account is used to purchase the following chemicals used in the treatment process at the WQCP:

Chlorine (sodium hypochlorite)	\$ 195,000
Sodium bisulfite	128,000
Alum - tertiary filters	5,000
Polymers – (belt press and flotation thickeners)	97,000
Ferric and ferrous chloride - digesters	18,000
Aqueous ammonia – trihalomethane reduction	37,000

Justification for proposed increase for the FY 2011-12 Estimated Actual:

Expenditures levels were evaluated and some savings were realized in FY 2010-11, as existing inventories of some items were utilized and inventory levels reduced. Expenditures and prices for items can vary each year, however it is expected that a reduced budget appropriation can be accomplished in FY 2011-12 level.

Account 42541: Recycled Water Utilities..... \$ 9,000

FY 2010-11 Approved Budget/Estimated Actual	\$12,000/\$8,700
FY 2009-10 Actual Expenditures	\$8,692

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.

Justification for proposed increase for the FY 2011-12 Estimated Actual:

Minimal funds beyond the Estimated Actual are requested in anticipation of annual fluctuations in energy costs.

Account 42550: Small Tools/Equipment..... \$ 1,500

FY 2010-11 Approved Budget/Estimated Actual	\$2,200/\$1,500
FY 2009-10 Actual Expenditures	\$0

This account provides for the purchase of small tools utilized at the WQCP, by the Collection System Section and the Environmental Compliance Division.

Treatment Plant \$ 700

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.

Line Maintenance 600

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 \$ 136,500

FY 2010-11 Approved Budget/Estimated Actual	\$140,000/\$121,000
FY 2009-10 Actual Expenditures	\$126,474

This account provides for the following operating supplies:

Treatment Plant \$ 118,000

This account supplies the WQCP with oil and grease lubrication items, housekeeping supplies, welding gases, mobile pump suction and discharge hoses, boiler soft water, building supplies, and first aid/safety items such as first aid supplies, 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 17,000

This account provides for vector hoses, jet-rodding nozzles, mending couplings, manhole equipment, safety equipment and supplies, 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.

Justification for proposed increase for the FY 2010-11 Estimated Actual:

Expenditures levels were evaluated and some savings were realized in FY 2010-11, as existing inventories of some items were utilized and inventory levels reduced. Expenditures and prices for items can vary each year, however it is expected that a reduced budget appropriation can be accomplished in FY 2011-12 level.

Account 42720: Travel, Conferences, Meetings \$ 11,700

FY 2010-11 Approved Budget/Estimated Actual	\$10,300/\$7,500
FY 2009-10 Actual Expenditures	\$8,588

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 the Sanitation Division. Selected staff attends seminars and workshops that provide training 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 management.

Administration

- | | |
|--|----------|
| 1 - California Water Environment Association (CWEA) Annual State Conference, Sacramento, CA (Principal, Senior or Associate Engineer), April 17-20, 2012 | \$ 1,200 |
| 2 - WEFTEC Annual Conference, Los Angeles, CA (Principal, Senior or Associate Engineer), Oct. 15-19, 2011 | 1,600 |

Treatment Plant

- | | |
|--|-------|
| 2 - CWEA Conference, Sacramento, CA (managers and General Unit employees), April 17-20, 2012 | 2,400 |
| 6 - Tri-State Conference, Primm NV (managers and General Unit employees), Sept. 27-29, 2011 | 1,800 |
| 2 - WEFTEC Annual Conference, Los Angeles, CA (Deputy Director, manager, and/or General Unit employee), Oct. 15-19, 2011 | 1,600 |

Environmental Compliance (Pretreatment)

- | | |
|---|-------|
| 1 - Tri-State Conference, Primm, NV (Environmental Compliance management staff) | 300 |
| 1 - CWEA Conference, Sacramento, CA (Environmental Compliance management staff) | 1,200 |
| 2 - CWEA Southern California Pretreatment Conference, | |

Long Beach, CA (pretreatment)
 (Environmental Compliance management and General Unit staff) 1,600

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

The requested budget for this account increased by \$1,400 to allow additional staff to attend the International Water Environment Federation Technical Exhibition and Conference, which will be located in Los Angeles in FY 2011-12. Some conferences were not attended in FY 2010-11 as a cost savings measure.

Account 42730: Training \$ 9,100

FY 2010-11 Approved Budget/Estimated Actual	\$8,500/\$8,500
FY 2009-10 Actual Expenditures	\$8,095

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

- 10 – 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, forklift safety, lab safety, hazard
 communication, etc. for plant employees) 2,500
- 10 – Equipment Training, CA (operation, maintenance, and
 trouble-shooting of plant equipment, such as pumps, motors,
 electrical systems, etc. for plant employees) 1,500
- 5 – Management and supervisory training, CA 1,500

Administration

- 10 - American Public Works Association (APWA) local workshops 1,400
- 3 - Trenchless Technology seminar, CA 300

Environmental Compliance (Pretreatment)

- 5 - CWEA tri-county workshops (management and
 General Unit staff), CA 400

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

Recent promotions and focus on supervision have prompted the need to provide additional management/supervisory training.

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

FY 2010-11 Approved Budget/Estimated Actual	\$600/\$600
FY 2009-10 Actual Expenditures	\$515

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 1,592,700

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 175,900

FY 2010-11 Approved Budget/Estimated Actual	\$243,400/\$232,800
FY 2009-10 Actual Expenditures	\$324,295

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..... \$ 566,200

FY 2010-11 Approved Budget/Estimated Actual	\$649,300/\$569,400
FY 2009-10 Actual Expenditures	\$503,620

This account provides for the maintenance and operation of: treatment plant 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	\$ 140,000
Electronic components	20,000
Repaving materials	30,000
Electrical vault repairs	30,000
Pipe and pipe fittings	40,000
Portable equipment replacement and Repairs	30,000
Coating supplies, paints, etc.	10,000
Building supplies and materials	7,500
Hardware	20,000
Vehicle Maintenance Charges	176,000
Headworks (barscreens and appurtenances, channel)	20,000
Dewatering process (belt-press feed, drives, belts)	25,000
Primary treatment (pumps, drives)	5,000
AutoCAD Licenses Upgrade	12,700

The Sanitation Fund moved Internet services, web hosting, and high-speed data connection to the appropriate account, 44490 Other Contracted Services, and incorporated Headworks, Dewatering process, and Primary treatment into the appropriate account, 44310, Maintenance of Equipment.

Account 44410: Maintenance of Buildings and Grounds..... \$ 8,000

FY 2010-11 Approved Budget/Estimated Actual	\$8,000/\$8,000
FY 2009-10 Actual Expenditures	\$5,664

This account provides funding for materials used in maintaining landscaped areas of the WQCP such as shrubs, soil conditioners, and seeding. Additionally, this account provides for cultivating and maintaining oak trees.

Chemical (fertilizers, pre-emergence, and systemics)	\$ 2,000
Oak tree maintenance and landscape replacement of grass and shrub areas with drought tolerant plants.	6,000

Account 44490: Other Contract Services \$ 892,500

FY 2010-11 Approved Budget/Estimated Actual	\$888,400/\$843,500
FY 2009-10 Actual Expenditures	\$805,320

This account provides for various contracted services that are required throughout the year:

Administration \$ 80,500

Zone 39 – Contribution to City-owned
 landscape zone \$ 24,600
 SB709 – Administrative fees 25,000
 Internet services (Sanitation Share) 5,000
 High-speed data connection (Sanitation Share) 20,000
 Website hosting (Sanitation Share) 1,000
 Investment Services (SymPro) (Sanitation Share) 2,100
 Brinks (Sanitation Share) 2,800

Annual Permit Fees 67,500

Ventura County Fire Department - hazardous materials 5,100
 Regional Water Quality Control Board (RWQCB) -
 NPDES permit and renewal application 35,000
 RWQCB – Environmental Compliance 10,000
 Air Pollution Control District permit to operate 9,400
 Department of Health Services – laboratory renewal 4,000
 Air Pollution Control District – air toxic hot spots 4,000

WQCP 642,600

Technical assistance 20,000
 For specialized machinery, motors, and pump
 equipment, and related equipment, such as control
 valves, pressure regulating valves, emergency shut-off
 valves, pressure differential regulators, pressure
 gauges, 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 70,000
 Acute chronic bioassay, toxicity identification
 evaluations, special organic solvent analysis, and gas

content testing required by the RWQCB in the WQCP's NPDES permit.	
Outside annual electrical evaluation and maintenance 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. It also provides Arc Flash analysis when changes or additions to the study are necessary.	15,000
Uninterruptible Power Supply (UPS) stations Provides technical support and annual upkeep on five stations.	7,500
Repairs to HVAC equipment and/or computer system.	10,000
Fire and burglar alarm monitoring service	5,500
Disposal fees	300,000
Backflow prevention device testing	500
Landscape Maintenance Contract for lawns and planters at the WQCP	10,000
Laboratory equipment calibration	8,000
Crane inspection/certification Annual certification (required) of one mobile crane and a number of fixed cranes throughout the Plant	5,700
Tertiary Filter Assessment Standard practice for process filters is that they be thoroughly inspected and assessed every five years to ensure that filter media meets specifications, the filters are expanding properly during backwashing cycles, the under-drain system is free of blockages, and that the overall filter process unit is operating properly.	12,000

Emergency Generator Preventative maintenance	3,500
Contract welding services	18,000
WQCP minor repairs	10,000
Tripod winch safety certification	3,000
Fire extinguisher training and quarterly testing of fire alarms and sprinkler systems, annual fire extinguisher certification, recharge, testing, and training.	2,200

As part of the Predictive Maintenance Program, the following list includes WQCP process and plant equipment that is scheduled for on-going maintenance:

1 - Flow equalization basin pumps	6,000
2 - Product water pumps	15,000
Digesters (gas compressors, hex units)	25,000
Aeration diffusers	10,000
HVAC system maintenance	5,000
Submersible pumps	5,000
Building ceiling repairs	5,000

Potential emergency repairs may be required for the following equipment based on equipment age and increasing unplanned maintenance needs:

One Applied Pump	12,000
Blowers (motors/compressors)	5,000
Secondary process pumps and drives	5,000

SCADA/CMMS

SCADA administration and documentation technical support	15,000
Computerized Maintenance Management System annual renewal of inventory support license	10,800
Computerized Maintenance Management System inventory software technical support	7,500
Win 911 SCADA alarming annual renewal of support license	400

<u>Line Maintenance</u>	81,900
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
Raising manholes for Ventura County overlay project	16,000
Sewer line root killer applications	10,000
Sewer line contract roach spraying	5,000

<u>Environmental Compliance (Pretreatment)</u>	20,000
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. Continued local limit monitoring for nitrates, nitrites, and sulfates, total dissolved solids, and halomethanes.	

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

Landfill costs have increased 6% in 2011 and an additional \$16,000 has been added to raise manholes for the Ventura County overlay project.

Account 44590: Insurance Charges \$ 185,900

FY 2010-11 Approved Budget/Estimated Actual	\$195,700/\$195,700
FY 2009-10 Actual Expenditures	\$187,600

This account provides for premium payments to the Liability Insurance Fund.

SUBTOTAL – SERVICES \$ 1,828,500

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,978,000

FY 2010-11 Approved Budget/Estimated Actual	\$2,229,000/\$2,229,000
FY 2009-10 Actual Expenditures	\$1,985,900

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads \$ 70,000

FY 2010-11 Approved Budget/Estimated Actual	\$30,000/\$30,000
FY 2009-10 Actual Expenditures	\$120,000

A. Streets and Roads Program

This account provides funding for the raising of manholes associated with the Streets and Roads Program.

Account 49648: Transfer to Computer Equipment Replacement Fund \$ 67,200

FY 2010-11 Approved Budget/Estimated Actual	\$57,700/\$57,700
FY 2009-10 Actual Expenditures	\$57,700

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49807: Transfer to GIS/Permits Fund \$ 71,600

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$18,800

This account provides for transfer to the Geographic Information Systems and Permits Fund.

Account 49809: Transfer to FIS Fund..... \$ 46,400

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$30,000

This account provides for transfer to the Financial Information Systems Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund \$ 81,900

FY 2010-11 Approved Budget/Estimated Actual	\$199,700/\$199,700
FY 2009-10 Actual Expenditures	\$63,700

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 2010-11 Approved Budget/Estimated Actual	\$1,010,000/\$1,010,000
FY 2009-10 Actual Expenditures	\$860,000

This account provides funding for replacement of equipment in the Water Quality Control Plant.

Account 49702: Transfer to Vehicle Replacement Reserve \$ 202,500

FY 2010-11 Approved Budget/Estimated Actual	\$193,200/\$193,200
FY 2009-10 Actual Expenditures	\$466,200

This account provides funding for replacement of vehicles and other rolling stock used by the Sanitation Division.

Account 49702: Transfer to Sewerline Replacement Reserve..... \$ 5,965,000

FY 2010-11 Approved Budget/Estimated Actual	\$965,000/\$965,000
FY 2009-10 Actual Expenditures	\$2,615,000

This account provides funding for sewerline rehabilitation and replacement activities.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 9,492,600

TOTAL – CURRENT EXPENSES \$ 12,913,800

WATER QUALITY CONTROL PLANT (WQCP) REPLACEMENT RESERVE PROJECTS

Account 48500: WQCP Replacement Reserve Projects \$ 855,000

FY 2010-11 Approved Budget/Estimated Actual	\$9,473,200/\$8,608,500
FY 2009-10 Actual Expenditures	\$378,428

B. Electrical Equipment Replacement \$ 336,000

An Arc Flash Study conducted in 2010 identified the need to replace the electrical power distribution equipment at the Water Quality Control Plant (WQCP). The study determined that the equipment, which has been in service for more than 40 years, is unsafe to work on. The first phase of this project will be to prepare a preliminary design study to determine a design strategy to replace the electrical equipment. Based on the study, designing the replacement facilities will commence. This will be a very complicated project that must

be carefully planned to accomplish the replacement with minimal disruption to the continuous operation of the WQCP. The plan is scheduled for completion in early-2012 and construction is scheduled for completion in 2016.

C. Structural Repairs to Concrete Structures 519,000

The Tertiary Filters, Sludge Holding Tank, and Ferric Chloride Containment Area are concrete structures that require structural rehabilitation. The Asset Reliability Assessment recommends structural repairs to ensure safety and extend the useful life of these facilities. The first phase of this project will be to design the structural upgrades for each facility. The design is scheduled for completion in early-2012 and the construction is scheduled for completion in early-2013.

TOTAL – WQCP REPLACEMENT RESERVE PROJECTS \$ 885,000

SEWERLINE REPLACEMENT RESERVE PROJECTS

Account 48600: Sewerline Replacement Projects \$ 3,765,000

FY 2010-11 Approved Budget/Estimated Actual	\$2,875,000/\$2,875,000
FY 2009-10 Actual Expenditures	\$1,362,252

D. Annual Sewer Pipe Condition Assessment \$ 100,000

The Sewer Trunk Condition Assessment identifies the need to rehabilitate the City's corroded large diameter sewer pipes. The study only looked at sewers that were 10-inch in diameter and larger and installed prior to 2000. The recently completed Sanitation Asset Reliability Assessment and Financial Plan recommended inspection and review of the condition of all sewers every five years in order to adjust the priority of sewers to be rehabilitated. The original sewer system was installed in the early 1960's and has been in service for approximately 50 years. Every year staff will assess 1/5 of the City's sewer system. A report will be completed in February of each year to accommodate any necessary changes to the 5-year CIP.

E. 10" to 12" Sewerline Rehabilitation \$ 100,000

In FY 2011-12, design work to rehabilitate 2,500 feet of 10 to 12-inch asbestos cement pipe sewer trunk line on Galena Avenue, Sorrel Street, Vera Court, Dalhart Avenue. and Tapo Canyon Road will commence. The primary rehabilitation mode will be cured-in-place slipliner, though some open trenching may be required to

correct sags. Construction is planned in FY 2012-13. The project is scheduled for completion in mid-2013 for a total cost of \$1,070,000.

F. 10" to 14" Sewerline Rehabilitation 640,000

In FY 2011-12, construction work to rehabilitate 2,200 feet of 10 to 14-inch asbestos cement pipe sewer trunk line on Williams Way, Kitsy Lane, Gunner Lane, Mohave Drive, Los Angeles Avenue, and Beaumont Street will commence. The primary rehabilitation mode will be cured-in-place slip liner, though some open trenching may be required to correct sags. Engineering and design activities commenced in FY 2010-11. Project completion is scheduled for mid-2012.

G. LA Ave. (Bishop to Barnes) Sewerline Rehabilitation 300,000

In FY 2011-12, design work to rehabilitate 4,000 feet of 18 to 36-inch asbestos cement pipe sewer trunk line in East Los Angeles Avenue between Bishop Lane and Barnes Street will commence. The primary rehabilitation mode will be cured-in-place slip liner, though some open trenching may be required to correct sags. Construction is planned in FY 2012-13. The project is scheduled for completion in mid-2013 for a total cost of \$3,050,000.

H. Shopping Lane (Tapo Cyn-Lucky) Sewerline Rehabilitation 1,350,000

In FY 2011-12, construction work to rehabilitate 2,800 feet of 15 to 20 inch asbestos cement pipe sewer trunk line in Shopping Lane and easements between Tapo Canyon Road and Lucky Lane, and Sinaloa Road will commence. The primary rehabilitation mode will be cured-in-place slip liner, though some open trenching may be required to correct sags. Engineering and design activities commenced in FY 2010-11. The project is scheduled for completion in late-2012. \$1,000,000 in CDA funding will be utilized.

I. West Los Angeles Avenue Sewerline Rehabilitation 1,275,000

In FY 2011-12, construction work to rehabilitate 2,000 feet of 33-inch asbestos cement pipe sewer trunk line within an easement on West Los Angeles Avenue will commence. The primary rehabilitation mode will be cured-in-place slip liner, though some open trenching may be required to correct sags. Engineering and design activities commenced in FY 2010-11. Completion is scheduled for mid-2012. \$1,000,000 in CDA funding will be utilized.

TOTAL – SEWERLINE REPLACEMENT RESERVE PROJECTS

\$ 3,765,000

PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS

Account 48500: Replacement Projects \$ 500,000

FY 2010-11 Approved Budget/Estimated Actual	\$426,100/\$426,100
FY 2009-10 Actual Expenditures	\$1,095,868

J. Anaerobic Digester Overhaul Project 500,000

The Anaerobic Digesters are approximately 25 years old and major overhaul is due. The roofs on both digesters are leaking and seismic upgrades and structural rehabilitation were recommended in the Asset Reliability Assessment. In addition, the mixing, heated sludge recirculation equipment, and pumps are out of date and parts are very expensive and hard to find. The piping is showing signs of interior corrosion and the valves are difficult to operate. Addressing the leaks and conducting the seismic and structural rehabilitation are priority items to be performed as an initial phase. Construction costs to replace the digestion equipment will be refined following the detailed assessment work. For planning purposes, a budgetary cost estimate of \$2,000,000 will be spread over four years beginning FY 2015-16. The detailed assessment is scheduled for completion in mid-2012.

TOTAL – PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS \$ 500,000

SANITATION FUND
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION: Replacement of the All Weather Refrigerated Sampler -
 \$6,000

PRIORITY: 1

Refrigerated samplers are used in four locations within the WQCP to collect and preserve composite samples required by regulatory permits. Composite samples are samples collected over a 24-hour period that are analyzed for many constituents, such as suspended solids, biochemical oxygen demand, ammonia, nitrite, and nitrate. Composite samples are taken to meet daily, monthly, quarterly, semi-annual, and annual monitoring requirements.

In FY 2010-11, the oldest of four units was replaced. The FY 2011-12 budget request is to authorize replacement of a second unit. Funds for replacement of a third and fourth unit will be requested in FY 2012-13 and 2013-14, respectively.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Weather Refrigerated Sampler	\$	<u>6,000</u>	
	Total		<u>\$</u> <u>6,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
CAPITAL ASSET REQUEST

PROGRAM JUSTIFICATION: Completion of Funding for Replacement of One
Combination Jet Rodder/Vactor Vehicle - \$95,100

PRIORITY: 2

The FY 2010-11 Budget approved the first year of a two-year supplemental funding plan for replacement of a combination vehicle that will be integral to meeting new Waste Discharge Requirements and Sewer System Management Plan maintenance and operation program requirements. The combination vehicle, a Jet Rodder/Vactor, is used to reduce sewer spills, and preventing sewer service interruptions. Additionally, the need for sewer line cleaning has doubled in recent years due to the expanded and aging sewer system. This vehicle will also be used to clean storm drains as required by regulatory mandates. If sufficient resources are not available for appropriate clean up after a sewer overflow, resulting in raw sewage being discharged into the storm drain system, monetary penalties would be assessed.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Vehicles	<u>\$ 95,100</u>	
	Total	<u>\$ 95,100</u>

RECURRING ANNUAL COSTS

Reimbursements and Transfers

Vehicle Replacement Contribution	<u>\$ 40,000</u>	
	Total	<u>\$ 40,000</u>

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Request to Establish a Collection System Technician Career Series Trainee, I, II - \$2,800

PRIORITY: 1

Currently, the Collection System Technician classification does not conform to 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 certified Collection Technicians who perform their jobs safely and competently and who are 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.

In the Public Works Department, the benefits of this tool are already recognized and used for advancement with Waterworks Service Workers, Maintenance Workers, Tree Trimmers, Mechanics, Building Inspectors, Plant Operators, and Plant Maintenance Technicians. It is also used throughout the City in positions such as: Clerk; Account Clerk, and Police Records Technician. 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 a Certification of Competency policy. The State of California has considered mandatory certification of collection system employees and the City of Simi Valley could demonstrate its commitment to environmental protection by proactively embracing such potential future 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.

Classification	Monthly Range	Differential
Collection System Trainee	\$2,915 - \$3,718	
Collection System Technician I	\$3,206 - \$4,088	10%
Collection System Technician II	\$3,527 - \$4,498	10%

FISCAL YEAR 2011-12 COSTSPersonnel

Salaries and Benefits

\$ 2,800

Total

\$ 2,800RECURRING ANNUAL COSTSPersonnel

Salaries and Benefits

\$ 2,800

Total

\$ 2,800

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Purchase of Two General Utility Vehicles - \$35,000

PRIORITY: 2

Two additional heavy-duty utility vehicles for use at the Water Quality Control Plant (WQCP) are requested for purchase. They would be assigned to the Plant Maintenance and Instrumentation Technicians for in-plant work assignments. Two utility vehicles previously scheduled for salvage were retained to temporarily support this need. It is no longer feasible to continue to repair these vehicles.

Funds in the amount of \$35,000 are needed to purchase two 1-ton rated electric carts, with covers, to protect tools and supplies that are carried from location-to-location within the WQCP grounds. It is requested that both vehicles be added to the City's Vehicle Replacement List so they can be replaced after they have reached their useful lives. The purchase of these heavy-duty utility vehicles is needed to maintain the effectiveness and efficiency of Plant Maintenance and Instrumentation Sections in meeting the Division's current and future needs.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Two General Utility Vehicles	\$ 35,000	
	Total	\$ <u>35,000</u>

RECURRING ANNUAL COSTS

Reimbursements and Transfers

To Vehicle Equipment Reserve	\$ 3,600	
	Total	\$ <u>3,600</u>

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Security Upgrade at the Water Quality Control Plant
Administration Building - \$25,000

PRIORITY: 3

A security upgrade, including cameras and installation of a keyless entry system, is requested for the Water Quality Control Plant (WQCP) Administration Building. Many cities and counties operating water and wastewater treatment plants have increasingly relied upon video surveillance systems for added security. The WQCP surveillance system is over 10 years old and lacks recording clarity and necessary coverage of the WQCP buildings and grounds. A keyless entry system would track and record those entering the Administration Building, including entry and exit times.

The Administration Building contains the main WQCP control room, which contains the WQCP Supervisory Control and Data Acquisition (SCADA) system. The SCADA system controls the entire WQCP operation, alarms, controls, and data collection.

This requested upgrade would improve security assurance to City employees, customers, and the general public.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Security Upgrade	<u>\$ 25,000</u>	
	Total	<u>\$ 25,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
POLICY ITEM

PROGRAM JUSTIFICATION: Video Inspection Camera - \$44,000

PRIORITY: 4

An additional video inspection camera for the Collection System Inspection Vehicle is requested. There currently is a camera in the existing Inspection Vehicle; this would provide another. The camera in the Inspection Vehicle is routinely exposed to harsh, wet, and submerged conditions. This camera has already video-inspected over 850 miles of City sewer line. A second camera is needed for two reasons: (1) to configure both cameras with specific crawlers to be ready to inspect in different pipe terrains, and (2) as a stand-by camera in case a repair is needed on a camera. Two types of crawlers are used to facilitate a camera's movement inside the pipe, one for smaller and the other for larger pipe diameters. With just one camera for both crawlers, each time a crawler must be changed to accommodate a different pipe configuration, a complicated and time-consuming process takes place. In addition, because the wire harnesses must be disconnected and reconnected, additional wear and tear on the harnesses shortens their service lives. In the past year the video inspection camera was repaired 6 times, mostly due to wear and tear caused by changing crawlers and harnesses. In addition, the down time reduces video inspection efficiency.

The video inspection camera is used more frequently to inspect storm drainpipes, open drain channels, and sewer line construction. Having a second camera would prevent delays on daily sanitation tasks and inspections for new development, and assist in stormwater maintenance.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Video Inspection Camera	<u>\$ 44,000</u>	
	Total	<u>\$ 44,000</u>

RECURRING ANNUAL COSTS

None

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Plant Equipment Reserve Transfer by \$300,000 (3.2% of Budget)

PRIORITY: 1

Reductions in this account by the amount indicated above will negatively impact the Sanitation Division's ability to plan for and replace equipment that has failed or is no longer maintainable. The end result will be an increase in costs for emergency repairs and fast-track replacement in order to avoid permit violations and potential fines.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Fund Transfers	\$ 300,000	
	<u>Total</u>	<u>\$ 300,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Other Contract Services - \$75,000 (0.8% of Budget)

PRIORITY: 2

This account provides for various contractor and consultant services.

A reduction in this account would adversely affect the Division's ability to: maintain equipment through predictive maintenance by postponing needed repairs; access consulting services and technical assistance; and complete needed Plant projects on schedule. Reduction in this account would also affect the Plant's ability to: continue identified electrical maintenance needs; meet biosolids disposal needs; maintain all Plant landscaped areas; provide required filter process inspection and maintenance; contract for emergency welding services; provide needed security improvements; and respond to emergency sewer repair needs.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Other Contract Services	\$ 75,000	
	<u>Total</u>	<u>\$ 75,000</u>

RECURRING ANNUAL SAVINGS

None

SANITATION FUND
REVERSE PRIORITY

ITEM TITLE: Reduce Maintenance of Equipment - \$50,000 (0.5% of Budget)

PRIORITY: 3

This account provides for the maintenance, operation, and emergency repairs of Sanitation Division equipment. The major expenditures are in the Treatment Plant with additional costs in the Collection System.

A reduction in this account would severely affect: the status of emergency equipment and electrical repairs; the ability to purchase needed electronic components, paints, nuts and bolts, seals and bearings, pipe and fittings, building supplies, hardware, electrical systems, and equipment replacement parts; funding for building supplies and vehicle maintenance. A large amount of Plant equipment is beyond its predicted useful life, but is required to operate around the clock. This aging equipment must be properly maintained to ensure continuous permit compliance.

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Current Expenses

Maintenance of Equipment	\$ 50,000	
	<u>Total</u>	<u>\$ 50,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
 PRELIMINARY BUDGET
 SUPPORTING INFORMATION

FY 2011-12
 REQUESTED
BUDGET

CURRENT EXPENSES – SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 876,000

FY 2010-11 Approved Budget/Estimated Actual	\$876,000/\$710,000
FY 2009-10 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 2010-11 Estimated Actual:

Additional funds are requested for FY 2011-12 due to unknown fluctuations in pumping requirements and weather conditions.

Account 42150: Communications \$ 35,200

FY 2010-11 Approved Budget/Estimated Actual	\$34,100/\$29,700
FY 2009-10 Actual Expenditures	\$31,638

This account provides for the cost of telecommunications lines, cellular phone monthly billings, and field communication devices as follows:

Cellular telephones	\$ 3,600
Field communication devices	1,800
Telecommunications lines	1,800
Two-Way Radio System Support	28,000

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

The Waterworks share of annual costs for two-way radio system support and cell phone and telecommunication line usage costs came in under budget in FY 2010-11. Increased funding is requested for an anticipated increase in the Waterworks share for two-way radio system support for FY 2011-12.

Account 42230: Office Supplies \$ 11,000

FY 2010-11 Approved Budget/Estimated Actual	\$11,000/\$11,000
FY 2009-10 Actual Expenditures	\$8,285

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 (doorhangers and supplies)	6,000

Account 42235: Furnishings and Equipment (non-capital) \$ 2,400

FY 2010-11 Approved Budget/Estimated Actual	\$7,200/\$6,700
FY 2009-10 Actual Expenditures	\$2,268

Light Bar and Toolbox for Replacement Vehicle 422	\$ 2,400
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Account 42310: Rentals \$ 2,000

FY 2010-11 Approved Budget/Estimated Actual	\$2,000/\$1,700
FY 2009-10 Actual Expenditures	\$2,754

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 2010-11 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 2010-11 Approved Budget/Estimated Actual	\$11,400/\$10,400
FY 2009-10 Actual Expenditures	\$8,724

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.

Justification for increase over FY 2010-11 Estimated Actual:

Eligible safety boot reimbursements and safety equipment expenditures were lower than anticipated in FY 2010-11. Funding is requested at the same level as FY 2010-11 to cover eligible safety boot reimbursements and purchase of safety equipment as needed in FY 2011-12.

Account 42440: Memberships and Dues \$ 13,200

FY 2010-11 Approved Budget/Estimated Actual	\$26,100/12,500
FY 2009-10 Actual Expenditures	\$23,956

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)	1,200
Association of Water Agencies (AWA)	5,000
Operator Certificates	1,600
AWA Annual Meeting Sponsorship	400
California Board of Professional Engineers license	400
Utility Billing Groups	100

Justification for proposed decrease over FY 2010-11 Estimated Actual:

The cost of membership in the Watersheds Coalition of Ventura County was waived for FY 2010-11 and will again be waived in FY 2011-12. Additionally, the American Welding Society membership was deleted and additional AWWA memberships in the amount of \$600 are requested.

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

FY 2010-11 Approved Budget/Estimated Actual	\$1,800/\$1,700
FY 2009-10 Actual Expenditures	\$3,123

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
Water Use Efficiency Guidebooks		100
Technical CD-ROMs		600
AWWA Manual of Water Practice updates		200
Water Law Reporter		200
Utility Billing/Customer Relations publications		100

Justification for proposed decrease over FY 2010-11 Estimated Actual:

Funding is requested at the same level as FY 2010-11. Updated publications of Standard Specifications will be purchased in FY 2011-12.

Account 42520: Meters \$ 452,100

FY 2010-11 Approved Budget/Estimated Actual	\$452,100/\$450,100
FY 2009-10 Actual Expenditures	\$378,601

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 2011-12. New developments will require 40 new meters. For FY 2011-12 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 2010-11 Estimated Actual:

A reduced number of meters were purchased in FY 2010-11 due to a decrease in new development.

Account 42540: Water Purchase \$ 22,672,000

FY 2010-11 Approved Budget/Estimated Actual	\$22,764,000/\$21,800,000
FY 2009-10 Actual Expenditures	\$19,339,860

This account provides for the purchase of imported water supply from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2011-12 Estimated Actual:

Water purchases are significantly below projection in the current year due to above average local rainfall. An increase in usage is anticipated for FY 2011-12 based upon less rain and increased irrigation demand. Any additional expenditure will be offset by increased revenue.

Account 42541: Recycled Water Purchase \$ 34,300

FY 2010-11 Approved Budget/Estimated Actual	\$38,000/\$33,600
FY 2009-10 Actual Expenditures	\$34,691

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for proposed increase over FY 2010-11 Estimated Actual:

The FY 2010-11 Estimated Actual reflects decreased recycled water use due to extensive rainfall during the fiscal year. Normal rainfall in FY 2011-12 is expected to return water usage to near FY 2010-11 levels.

Account 42550: Small Tools/Equipment..... \$ 16,500

FY 2010-11 Approved Budget/Estimated Actual	\$16,500/\$16,500
FY 2009-10 Actual Expenditures	\$13,645

This account provides for the purchase of tools, fittings, and safety items.

Account 42560: Operating Supplies \$ 168,000

FY 2010-11 Approved Budget/Estimated Actual	\$138,000/\$131,500
FY 2009-10 Actual Expenditures	\$25,966

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, and motors as follows:

Operations

Maintenance of facilities	\$ 23,000
Treatment Plant	65,000

Administration

<u>Public Information, Education and Outreach Program</u>	30,000
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Funding to develop public information, education and outreach materials, such as media advertising, bill inserts, direct mailers newsletter, brochures, workbooks and handouts. Funding is also requested for instruction to provide water conservation landscape workshops, promotional materials and demonstration tools and renewal fees for certifications

<u>Landscape Water use Efficiency Program</u>	50,000
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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's Landscape Districts.

Justification for proposed increase over FY 2011-12 Budget and Estimated Actual:

It is anticipated that a full year of chemicals will be required to operate the Tapo Canyon Water Treatment Plant, during FY 2011-12. Additionally a Water Conservation Public Information, Education and Outreach Program and a Landscape Water use Efficiency Program have been added.

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

FY 2010-11 Approved Budget/Estimated Actual	\$3,300/\$3,300
FY 2009-10 Actual Expenditures	\$963

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 2011 Conference Reno, NV (Deputy Director) \$ 1,500

District Engineering:

1 - AWWA Spring 2012 Conference, Santa Clara, CA
(Principal, Senior, or Associate Engineer) 600
18 - AWA Workshops/Seminars, local 600
2 - AWA or APWA Symposium/Workshop, local 400
1 - EPA Water Sense-Water Smart Conference, Las Vegas, NV 1,000

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

The EPA Water Sense-Water Smart Conference has been added. Additionally during FY 2010-11, several workshops and seminars were deferred for cost savings.

Account 42730: Training \$ 13,800

FY 2010-11 Approved Budget/Estimated Actual	\$11,300/\$7,400
FY 2009-10 Actual Expenditures	\$5,422

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
SCADA Training (3) (off-site)	1,100
CMMS user training (on site)	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 (1) (Senior or Assistant Engineer)	1,600

Customer Service and Utility Billing:

Customer relations training	300
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Justification for proposed increase over FY 2010-11 Estimated Actual:

During FY 2010-11, several workshops and seminars were deferred for cost savings. SCADA and CMMS training were last provided in FY 09-10. Both systems software have since been change or revised. Staff training needs to continue to keep updated and maintain system changes. SCADA training for three staff members and on-site CMMS training for eight staff members is requested.

Account 42790: Mileage \$ 1,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,000/\$500
FY 2009-10 Actual Expenditures	\$213

This account provides for employee mileage reimbursement for personal vehicle usage on District business.

Justification for proposed increase over FY 2010-11 Estimated Actual:

Travel and training restrictions resulted in reduced mileage usage in FY 2010-11.

SUBTOTAL – SUPPLIES AND MATERIALS \$ 24,314,800

CURRENT EXPENSES – SERVICES

Account 44010: Professional and Special Services..... \$ 177,200

FY 2010-11 Approved Budget/Estimated Actual	\$283,700/\$221,200
FY 2009-10 Actual Expenditures	\$157,240

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration/Engineering \$ 116,900

Engineering services and special studies \$ 30,000

This amount provides for mapping updates, geodatabase data conversion, map drawer conversion, GIS mapping, 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 5,000

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

District share of costs

Rights-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 3,000
This account will provide funds for assistance in preparation of a federally mandated annual report.

Operations 53,200

Cross connections 20,000
This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.

Surveying and Engineering services 13,000
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. Survey and GPS water assets, such as water meters, fire hydrants and valves.

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 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 to be collected every 60 days.

Utility Billing 54,100

Pay 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 11,000
 This service allows District customers to pay their utility bills on-line 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 21,600
 This service processes the majority of District payments and provides customers with a non-electronic payment method.

Sympro Software Maintenance 2,200
 Brinks Armored Service 2,500

Justification for proposed increase over FY 2010-11 Estimated Actual:

Additional funding is requested for the Landscape Water Use Efficiency Program, for surveying and engineering services, and for a time of use program for energy conservation and off-peak pumping. Additionally, funds for Public Outreach Program outlined in the Water Conservation Program and the District's share of legislative consultant services were not fully expended in FY 2010-11.

Account 44310: Maintenance of Equipment..... \$ 459,700

FY 2010-11 Approved Budget/Estimated Actual	\$439,100/\$433,100
FY 2009-10 Actual Expenditures	\$612,702

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

Pipeline materials	\$ 169,600
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	128,300
AutoCAD Licenses Upgrade	12,700

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

Annual pipeline material cost has increased approximately 6% due to the cost of changing to low lead brass as required by the EPA. A reduced quantity of sand, gravel, asphalt, and concrete were purchased in FY 2010-11 due to fewer emergency repairs than expected. Additionally, the District share of an AutoCAD license upgrade is budgeted.

Account 44410: Maintenance of Buildings/Grounds \$ 5,000

FY 2010-11 Approved Budget/Estimated Actual	\$5,000/\$4,800
FY 2009-10 Actual Expenditures	\$2,107

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 \$ 275,300

FY 2010-11 Approved Budget/Estimated Actual	\$255,300/\$223,800
FY 2009-10 Actual Expenditures	\$235,382

This account provides for contract maintenance of District facilities including:

Underground service alert	\$ 3,400
Landscaping	50,000
After hours emergency call back services	2,000
Landfill	6,000
Pump repair	20,000
Pipelines	25,000
Zone 39 improvement support	24,600
Annual maintenance of meter reading system	10,200
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	5,000
Internet services (Waterworks Share)	5,000
Website Hosting (Waterworks Share)	1,000
Utility Billing bulk mail services and postage	78,000
High-speed data connection (Waterworks Share)	20,000

Justification for proposed increase over FY 2010-11 Budget and Estimated Actual:

Annual landscaping cost increased significantly and the Mapping Software license annual cost increased as a result of the installation of upgraded mapping software.

Account 44590: Insurance Charges \$ 99,300

FY 2010-11 Approved Budget/Estimated Actual	\$123,600/\$123,600
FY 2009-10 Actual Expenditures	\$110,900

This account provides for premium payments made to the Liability Insurance Fund.

SUBTOTAL – SERVICES \$ 1,011,500

CURRENT EXPENSES – REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund..... \$ 1,584,800

FY 2010-11 Approved Budget/Estimated Actual	\$1,786,500/\$1,786,500
FY 2009-10 Actual Expenditures	\$1,538,400

This account provides for the cost allocation reimbursement to the General Fund.

Account 49297: Transfer to Retiree Benefits Fund \$ 71,900

FY 2010-11 Approved Budget/Estimated Actual	\$145,700/\$145,700
FY 2009-10 Actual Expenditures	\$14,200

This account provides for transfer to the Retiree Benefits Fund.

Account 49648: Transfer to Computer Equipment Replacement \$ 87,000

FY 2010-11 Approved Budget/Estimated Actual	\$54,100/\$54,100
FY 2009-10 Actual Expenditures	\$54,100

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49600: Transfer to Streets and Roads \$ 100,000

FY 2010-11 Approved Budget/Estimated Actual	\$60,000/\$60,000
FY 2009-10 Actual Expenditures	\$0

This account provides for transfer to the Streets and Roads Fund in support of the Major Street Rehabilitation and Minor Street Overlay programs.

Account 49807: Transfer to GIS/Permits Fund..... \$ 103,700

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

This account provides for transfer to the Geographic Information Systems and Permits Operations and Capital Funds.

Account 49809: Transfer to FIS Fund..... \$ 55,800

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

This account provides for transfer to the Financial Information Systems Operations and Capital Funds.

Account 49763: Transfer to Vehicle Replacement Reserve \$ 119,900

FY 2010-11 Approved Budget/Estimated Actual	\$100,200/\$100,200
FY 2009-10 Actual Expenditures	\$173,000

This account provides for transfer to the Waterworks Vehicle Replacement Reserve.

Account 49763: Transfer to Facilities Replacement Reserve \$ 1,460,000

FY 2010-11 Approved Budget/Estimated Actual	\$7,960,000/\$7,960,000
FY 2009-10 Actual Expenditures	\$1,460,000

This account provides for transfer to the Waterworks Facilities Replacement Reserve.

SUBTOTAL – REIMBURSEMENTS AND TRANSFERS \$ 3,583,100

TOTAL – CURRENT EXPENSES \$ 28,909,400

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment (Capital) \$ 6,000

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

Replacement of a concrete/asphalt saw.

TOTAL – CAPITAL OUTLAY \$ 6,000

CAPITAL PROJECTS - REPLACEMENT RESERVE FUND

Account 48500: Maintenance Projects \$ 807,000

FY 2010-11 Approved Budget/Estimated Actual	\$1,375,000/\$1,375,000
FY 2009-10 Actual Expenditures	\$818,856

A. Paving and Slurry Seal at Tank Sites \$ 70,000

It is proposed that funds be allocated to this annual program in FY 2011-12 for removal and replacement of 12,700 square feet of asphalt pavement, crack sealing, and seal coat work at the Stearns Tanks Site.

B. Landscaping/Noise Barrier at District Facilities 20,000

It is proposed that funds be allocated to this annual program in FY 2011-12 for landscaping to visually enhance the area around water tanks and for the installation of fence screening. 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 2011-12 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 2011-12 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 2011-12 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 2011-12 for ongoing replacement of main line valves throughout the District. It is anticipated that 50 valves will need to be replaced in FY 2011-12. Many of these valves are broken and others do not shut tightly. Cost includes all labor and material.
- G. District Telemetry Systems 100,000
It is proposed that funds be allocated to this annual program in FY 2011-12 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 2011-12 for the implementation of security measures as outlined in the Vulnerability Assessment Study. Work is also performed on an as-needed basis to security equipment that fails or needs replacement due to obsolescence.
- I. Interior Tank Recoating 320,000
It is proposed that funds be allocated to this annual program in FY 2011-12 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 2011-12 funds will be used to recoat and repair the interior of the Flanagan Tank.
- J. SCADA Historical Server and Workstation 12,000
Authorization is requested to replace One SCADA Historical File Server and one workstation. The current server is not capable of running new versions of SCADA software, and Microsoft software,

and freezes when compiling historical data. The sole use of this server, purchased in 2007, is to monitor the SCADA historical information systems and historical data backup. The requested equipment will allow for the automation of a variety of tasks, including daily activity reports, historical data storage, and recovery. The workstation is the display and monitoring system. This machine runs and displays the SCADA software.

Account 48600: Improvement Projects..... \$ 1,000,000

FY 2010-11 Approved Budget/Estimated Actual	\$0/\$0
FY 2009-10 Actual Expenditures	\$0

K. Recycled Water Projects 1,000,000

Funds are requested to complete planning activities and to construct a portion of the recycled water pipeline for the West Simi Valley Water Recycling Project in conjunction with the West Los Angeles Street Improvements scheduled for FY 2011-12. The Project is based on the recommendation of the Recycled Water Master Plan adopted by the Board in 2008 and proposes to upgrade the existing pump station at the Simi Valley Water Quality Control Plant and to construct a storage tank, small pump station, and recycled water pipeline at an estimated construction cost of \$14,000,000. The Project would extend recycled water service to more than 20 District customers with large irrigation demands including parks, schools, recreational facilities, and cemeteries along Madera Road and Royal Avenue as well as the Simi Valley Town Center and a number of Caltrans freeway intersections. The Project is estimated to supply an additional 550 acre-feet per year of recycled water to reduce District purchases of Calleguas supply to serve these customers. A Mitigated Negative Declaration for the Project has been completed, and regulatory approvals and grant funding are being sought.

TOTAL – REPLACEMENT RESERVE FUND \$ 1,807,000

CAPITAL PROJECTS – CAPITAL IMPROVEMENT FUND

Account 48600: Capital Improvement Fund Projects \$ 370,000

FY 2010-11 Approved Budget/Estimated Actual	\$5,236,100/\$5,236,100
FY 2009-10 Actual Expenditures	\$5,622,256

L. Oversize Proposed Water Mains and Other Facilities 125,000

This program funds oversizing of 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. The program also proposes funding for the oversizing of water mains and other facilities associated with new private development to address isolated distribution system deficiencies so as to enhance District reliability and operational flexibility.

M. Emergency Generators 120,000

Funding is requested for the purchase and installation of gas-driven emergency generators needed to provide back-up power for selected pump stations during electrical power outages to enhance the reliability of the water supply to the most vulnerable District pressure zones. Generators are proposed for No. 3 Pump Station in FY 2011-12, Cotton Wood Pump Station in FY 2012-13, Bridle Path Pump Station No. 2 in FY 2013-14, and Library Pump Station in FY 2014-15. Generators for Oak Knolls, Smith Road, and No. 2 Pump Station will be installed in FY 2011-12 at a cost of \$360,000 with funding approved in previous years.

N. Water Storage Mixing Systems 125,000

Expansion of water-circulation systems in selected water tanks is proposed to mix the stored water reducing its water quality degradation by limiting nitrification and loss of chloramines. Water-circulating devices were successfully installed in Wood Ranch Tank No. 1 in FY 2006-07, in Mt. Sinai Tank FY 2008-09, and Marr Ranch Tank No. 1 in FY 2009-10. Devices are scheduled for installation in Marr Ranch Tank No. 2, Greystone Tank, and Upper McCoy Tank in FY 2010-11. Devices are proposed for the Walnut Tanks Nos. 1 and 2 in FY 2011-12, Mine Road and Thompson Tanks in FY 2012-13, Stow Street Tanks Nos. 1, 2, 3 and 4 in FY 2013-14, and First Street Tanks

S255

FY 2011-12
REQUESTED
BUDGET

Nos. 1, 2, 3, and 4 in FY 2014-15, and Flanagan Tank in FY
2015-16.

TOTAL – CAPITAL IMPROVEMENT FUND

\$ 370,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
POLICY ITEM

PROGRAM JUSTIFICATION: Groundwater Basin Study - \$250,000

PRIORITY: 1

The Waterworks District (District) investigates water resources that would provide for local water production, thereby offsetting the quantity and cost of imported water. The District is nearly entirely dependent upon water from Northern California, imported by the Metropolitan Water District (MWD) and provided by the Calleguas Municipal Water District (Calleguas).

Communities in Ventura County are planning to establish groundwater desalter facilities such as the Tapo Canyon Water Reclamation Plant to decrease the reliance on imported water. Several factors are making desalters favorable at this time. The proposed Calleguas Salinity Management Pipeline Project, when completed, will provide a means for disposing of concentrated brine into the ocean, thus making inland groundwater desalting practical. Additionally, the increase in cost for imported water and predictions from MWD and Calleguas that imported water cost will continue to increase in the future make desalters a more cost effective alternative.

This proposed study would examine the potential for the Simi Valley basin to be mined for groundwater that could be treated and used by District customers. The study will review historical documentation, provide for additional geological and hydrogeological research, review ongoing uses, and determine the feasibility of mining the water as a resource. The study will also initiate the development of a Total Maximum Daily Load (TMDL) compliance strategy.

The study will be the first step in converting groundwater for potable uses and will also provide future implementation cost estimates. Should the study determine that it is financially feasible to continue, funding will be requested during a future budget year for environmental review and engineering activities.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Simi Valley Groundwater Study	\$ 250,000	
	<u>Total</u>	<u>\$ 250,000</u>

RECURRING ANNUAL COSTS

None

VENTURA COUNTY WATERWORKS DISTRICT NO 8
POLICY ITEM

PROGRAM JUSTIFICATION: Phase I Fixed-Base Meter Reading Network - \$100,000

PRIORITY: 2

Funding for first phase implementation of a five-phase automated fixed-based meter reading system is requested. A fix-based system would provide a fully automated reading system that could collect bi-monthly meter data used for periodic billing, as well as daily and even hourly usage information for water conservation and other customer services. In addition, these systems provide for in-pipe leak detection monitors that will provide a signal when a leak is just beginning to form. Customer Service representatives would gain access to data, at their work stations, to quickly answer questions or resolve customers concerns. Move-in and move-out meter reads could be available without a visit to the property. The system could provide leak notification to customers on their bill or by E-mail. Customer usage data and trends could also be E-mailed. Implementation, expected to take approximately five years, would simplify meter reading logistics while expanding useful data on water usage.

This phase I request would provide for developing the fixed-base system on the City’s west side. First-phase activities would include purchasing and installing a fixed-base collection point (a tower); the hardware, storage systems, software and training to utilize the computer database; and the purchase of 500 replacement radio transmitters to upgrade existing meters. An additional 1,500 meters are programmed for annual meter replacement in the base budget, and if this Policy Item is adopted, these replacement meters would be equipped with the fixed-base transmitter, versus the radio-read transmitter that has been the standard, at no additional cost.

Additional fixed-base receivers would need to be installed in subsequent phases, in future years, to expand the system to the ultimate District-wide capability. Each additional site is estimated to cost \$50,000. The phased strategy allows expanding the system gradually, and transitioning from the walk, touch, and drive-by meter reading to a fixed-base, automated reading system.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Phase I Meter Reading System	\$ 100,000	
	<u>Total</u>	<u>\$ 100,000</u>

RECURRING ANNUAL COSTS

Current Expenses

Software Maintenance	\$ 3,000	
	<u>Total</u>	<u>\$ 3,000</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
POLICY ITEM

PROGRAM JUSTIFICATION: Storage Structure at Walnut Storage Yard - \$60,000

PRIORITY: 3

Purchase of a pre-engineered structure to accommodate the emergency standby generators at the Waterworks Walnut storage yard is requested. The standby generators are critical infrastructure elements, providing equipment ready to deploy at pumping facilities in the event of a power failure due to earthquakes, brush fires and other causes. The generators are essential to assuring water is available and supplied at pressure during emergency conditions, such as a fire. The value of the generators is \$170,000. Currently, the generators are stored outside, without cover.

A covered structure to protect the generators from weather, atmospheric conditions and pests is needed to maintain the generators' reliability.

FISCAL YEAR 2011-12 COSTS

Capital Outlay

Storage Structure	\$	<u>60,000</u>	
	Total		<u>\$ 60,000</u>

RECURRING ANNUAL COSTS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
 REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Main Line Valve Replacement Program - \$125,000 (1.8% of Budget)

PRIORITY: 1

The main line valve replacement program is an ongoing program to replace old main line valves throughout the District. These valves are broken or 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.

Discontinuing 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 maintenance and repair activities. This will also result in additional water loss, based on the additional footage of water mains that will be shut off.

Discontinuing this program would provide the following budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Capital Outlay</u>		
Valve Replacement Program	<u>\$ 125,000</u>	
	Total	<u>\$ 125,000</u>

RECURRING ANNUAL SAVINGS

None

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 1,694 meters have been identified for replacement in FY 2011-12. 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- to 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 1,694 meters and would provide the following budget savings:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Current Expenses</u>		
Water Meters	<u>\$ 452,100</u>	
Total		<u>\$ 452,100</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Pumping Facilities Refurbishment Program - \$55,000 (0.8% of Budget)

PRIORITY: 3

The District has an ongoing program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Discontinuing this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs. Discontinuing this program would provide the following temporary budget reductions:

Budget
Reductions

FISCAL YEAR 2011-12 SAVINGS

Capital Outlay

Improvements	\$ 55,000	
Total		<u>\$ 55,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Eliminate Funding for Landscaping Improvements at Tank Sites Program
 - \$20,000 (0.3% of Budget)

PRIORITY: 4

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2011-12 request will provide funding for planting of new trees and drought-tolerant shrubs at water tanks and pump stations. Discontinuation of this program would result in no further landscaping improvements around existing water tanks or pump stations and provide the following budget reductions.

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	<u>\$ 20,000</u>	
	Total	<u>\$ 20,000</u>

RECURRING ANNUAL SAVINGS

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
REVERSE PRIORITY

ITEM TITLE: Reduce Funding for Painting the Exteriors of Water Tanks Program - \$50,000 (0.7% of Budget)

PRIORITY: 5

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.

Suspension or elimination of this program could lead to considerable deterioration of the steel water tanks, but would provide the following temporary budget reductions:

		<u>Budget Reductions</u>
<u>FISCAL YEAR 2011-12 SAVINGS</u>		
<u>Capital Outlay</u>		
Improvements	<u>\$ 50,000</u>	
	Total	<u>\$ 50,000</u>

RECURRING ANNUAL SAVINGS

None