



# ANNUAL BASE BUDGET

FISCAL YEAR 2013-2014



Robert O. Huber, Mayor Mike Judge, Mayor Pro Tem  
Glen T. Becerra, Council Member Steven T. Sojka, Council Member Keith L. Mashburn, Council Member

**CITY OF SIMI VALLEY • ANNUAL BUDGET • FISCAL YEAR 2013-14**

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# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2012-2013*

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*February 6, 2013*

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# **BUDGET MESSAGE AND OVERVIEW**

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# CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

July 1, 2013

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the City of Simi Valley's Adopted Budget for Fiscal Year 2013-14. The proposed budget includes General Fund expenditures of \$66,302,900 which represents a total increase of \$6,633,600, or 11.1%, from 2012-13 Estimated Actual levels, and an increase of \$3,790,200 or 6.06% over the FY 2012-13 budget. A structural deficit of \$2.45 Million has been balanced by carrying forward \$2.45 Million in projected surplus from the prior fiscal year.

I am optimistic that the City is financially stable and that in future years we will be able to provide balanced budgets without the use of any reserves. I am optimistic due to the fact that I have seen how well the City has survived the economic downturn due to both former and the current Council's leadership along with the former City Manager and staff's conservatism in preparing previous budgets. This approach has provided Simi Valley the ability to be financially stable at this time.

The FY 2013-14 budget has been prepared with the City's Mission Statement, and our public customers, in mind:

## City of Simi Valley Mission Statement

*To deliver excellent service to our community by providing a safe and healthy living environment, sound fiscal management, responsive customer service, and an atmosphere that encourages community involvement and volunteerism through a local government that is accessible, efficient and accountable to its citizens.*

As such, the preliminary budget represents an attempt to plan for the future by reducing ongoing costs and eliminating a deficit that has been the result of a national economic downturn, the elimination of redevelopment agencies in the State of California, and substantial cost increases for employee benefits such as health and retirement, while also ensuring that service impacts to Simi Valley residents are minimized. City staff members are to be commended for showing considerable fiscal restraint and for doing more with less.

This budget has been prepared with the plan to identify methods to review organizational staffing levels as we move forward and move toward more efficient operations through streamlining of processes and technology, which requires an initial upfront investment before providing appropriate reductions in ongoing costs. Several opportunities for long-term financial solutions are available but will take time to implement; staff will be bringing items before Council for consideration throughout the year. This budget also attempts to invest in the City's aging facilities and infrastructure. Finally, the Council will need to address identified financial concerns for both

the Sanitation and Waterworks utility operations, both of which currently appear to have structural deficits due to increasing costs and flat revenues; both are utilizing reserves to operate and have substantial unfunded infrastructure liabilities.

#### **FY 2013-14 Estimated Actual Revenues and Expenditures**

In FY 2012-13 we project to end the year with a surplus of \$2.45 Million, which occurred due to the transfer in of \$2.893 Million in Economic Stabilization Fund reserves budgeted in FY 2012-13. This transfer shows as a reduction in actual expenditures in 2012-13. Without this transfer, the year would have ended \$441,400 in deficit, despite some \$2.2 Million in annual staff reductions approved by the City Council in September 2012 (which resulted in savings of \$1.4 Million over the eight months implemented in FY 2012-13). Revenues and Transfers totaled \$62,120,900 while Expenditures and Transfers Out (including the Economic Stabilization transfer in) totaled \$59,669,300. While the City has made strides in narrowing the gap between revenues and expenditures, we are not quite there yet.

#### **FY 2012-13 Accomplishments**

The City Council should be proud of several of the City's notable accomplishments, including:

- Achieving local control and oversight of the Simi Valley Public Library, formerly a part of the Ventura County Library System. The City has contracted with private provider, LSSI, to provide library management services effective July 1, 2013;
- Constructing a \$4 Million addition to the existing City Hall facility. This construction provided space for two additional departments, previously located offsite, to consolidate with the rest of City staff. This move also frees up the former

Development Services Building for use by "Under One Roof" as a one stop non-profit services facility;

- Introducing an economic strategic plan to focus our resources in assisting the local economy which included overhauling the City's economic development website, enhancing the City's marketing efforts, developing a Simi Valley brand, and supporting local businesses;
- Continuing implementation of the City's new General Plan and assisting customers in processing upcoming new developments at Runkle Canyon and Lost Canyons;
- Implementing police enforcement operations targeting heroin-related crimes, prostitution, and alcohol beverage control; deployment of the Department's first marked police unit outfitted with an automated License Plate Reader and scanned 155,000 vehicle license plates resulting in one arrest and five recovered stolen vehicles from July 1, 2012 through March 1, 2013.
- Hosting a variety of local events including the 12<sup>th</sup> Annual Youth Summit, 3<sup>rd</sup> Annual Volunteer Fair, providing Meals on Wheels and Congregate Meals to seniors, hosting over 300 events at the Simi Valley Cultural Arts Center, and providing Household Hazardous Waste events and Water Conservation programs.

#### **FY 2013-14 General Fund Revenues**

In additional good news, General Fund revenues are expected to increase by \$1,730,400 (2.8%) in FY 2013-14, from estimated actuals of \$62,120,900 to \$63,851,300. Some economic recovery is illustrated by a projected 5% increase in local sales taxes for FY 2013-14, driven primarily in FY 2012-13 by the sale of automobiles

at local dealerships. Property taxes remained steady at FY 2012-13 values. Permits and fees revenues remain low, in part due to the economic situation and in part due to the lack of revenue increases in the past several years.

**FY 2013-14 General Fund Expenditures**

FY 2013-14 total expenditures of \$66,302,900 are budgeted to increase by \$6,633,600 (11.1%) over FY 2012-13 Estimated Actual levels of \$59,669,300. It should be noted that salaries and benefits account for approximately 80% of total General Fund expenditures.

Some of the cost increases are due to:

- Almost \$700,000 due to salary merit increases to current staff and an increase in salaries as several positions vacant in FY 2012-13 are anticipated to be filled;
- The transfer of three Housing employees in Environmental Services into the General Fund from the Housing Successor Agency Fund at a cost of over \$300,000;
- Over \$1 Million in health insurance increases due to a projected average increase of 16% in the 2014 calendar year;
- Over \$1 Million in Public Employment Retirement System (PERS) contributions increases toward the employee pension program *due to changes in PERS-mandated funding requirements*; and
- The transfer in of \$2,893,000 from the Economic Stabilization Transfer Fund which was used to reduce expenditures for FY 2012-13. A similar, but greatly reduced, transfer of \$730,900 is included for FY 13-14.

Expenditures in FY 2013-14 are budgeted as follows:

Department	FY 2012-13 Est. Actual	FY 2013-14 Budget	% Change
City Admin.	\$2,941,400	\$3,284,400	11.7%
City Attorney	\$862,100	\$979,800	13.6%
Admin. Svcs.	\$4,620,300	\$4,669,600	10.7%
Comm. Svcs.	\$3,785,000	\$3,814,900	0.8%
Env. Svcs.	\$4,406,600	\$4,944,300	12.2%
Public Works	\$12,807,000	\$13,370,200	4.4%
Police Dept.	\$27,500,800	\$29,133,400	5.9%
Non-Dept.	\$4,462,700	\$5,613,600	25.8%
Transfers Out	\$9,554,600	\$10,099,800	5.7%
Reimbursements	\$11,271,200	\$9,607,100	(14.8%)
Anticipated Underexpenditures	--	(800,000)	--
Anticipated Reappropriations	--	800,000	--
<b>TOTAL</b>	<b>\$59,669,300</b>	<b>\$66,302,900</b>	<b>11.1%</b>

The increase in the Non-Departmental account is primarily due to consolidating several citywide expenses, such as computer licenses and maintenance agreements, which were previously distributed in other departmental budgets.

During budget deliberations staff were asked to present 10% in potential reverse priorities (reductions), with a suggested 5% in services and 5% in entire programs or activities that could be eliminated; \$4,708,913 in reverse priorities were submitted.

### **Changes for FY 2013-14:**

While the Adopted Budget generally represents a status quo scenario, a few notable changes are included:

- An increase in General Fund support for the Streets and Roads Program, from \$673,000 in FY 2012-13 to \$1,190,000 in FY 2013-14;
- The purchase of 22 new vehicles to replace ones due for replacement, including four new Police Department patrol sedans. This compares with 17 vehicles replaced in FY 2012-13. Due to the discontinuance of the Ford Crown Victoria sedan, the Department will use this year to research and determine the best vehicle with which to replace its entire patrol fleet. City permit allocation air quality funds will pay for replacement of four of the new vehicles as well as contribute toward two Transportation capital projects.
- Moving three employees from the Housing Successor Agency into the General Fund at a cost of over \$300,000.

### **Former Community Development Agency**

The process of dissolving redevelopment continued in FY 2013-14. Staff members continue to process prior obligations and debt service under the Recognized Obligation Payment Schedule (ROPS) agreement with the State of California. Administration of the debt service and state contracts is handled by two staff members in the City Manager's Office and funded by the State's \$250,000 annual allocation for administration. Housing functions, including housing rehabilitation, affordable housing, senior housing programs and more are handled by staff located in the Department of Environmental Services. As noted above, the FY 2013-14 budget moves funding for these staff into the General Fund which results in an increase in

costs. The future of remaining City housing programs will be brought before Council for consideration later in 2013.

### **Transit Fund**

FY 2013-14 Transit fare revenues are estimated at \$5,764,300 which is 10.8% below the FY 2012-13 Estimated Actual amount of \$6,464,300. Transit Fund farebox (customer) revenues for FY 2013-14 are estimated at \$425,100, a decrease of 4.2% from FY 2012-13 budgeted levels due, in part, to a projected decline in ridership on Routes A and B. A General Fund transfer in of \$2,176,200 accounts for 37.8% of total Transit revenues though \$1,409,300 is returned via cost allocation transfers back. Staff will be coming to Council in FY 2013-14 with options to reduce the level of General Fund subsidy to Transit operations.

Excluding multi-year capital projects, the FY 2013-14 expenditure budget of \$5,764,300 is a 10.8% reduction from FY 2012-13 estimated actual costs of \$6,464,300, in part due to freezing funding for two staff positions and the one-year waiver of \$123,100 in Ventura Intercity Services Transit Authority (VISTA) costs.

### **Sanitation Fund**

Sanitation Operations Fund revenues for FY 2013-14 of \$14,594,000 are \$15,800 or 0.1% less than estimated actuals for FY 2012-13. FY 2013-14 Operations Fund estimated expenditures are \$14,812,400 which is \$320,600 less than FY 2012-13 estimated actuals. This is due in part to decreasing transfers from the Operations Fund to the Replacement Reserve, meaning a loss of funds for infrastructure improvements in the future.

Sanitation Fund expenditures are outstripping revenues and resulting in the loss of working capital (a.k.a., reserves). The Fund is comprised of three sub-funds, one for Operations, one for

Replacement of sewerline and vehicles, and one for capital upgrades to the plant. While the cost for operations has held relatively steady for the past several years, the funds available for transfer to working capital – which funds sewerline and plant upgrade projects -- have been significantly reduced. Total working capital for all three has dropped from \$23.6 Million at end of FY 2010-11 to a projected \$13.6 Million at end of FY 2013-14 and, without correction, a working capital deficit will be very likely by June 2017.

Sanitation usage rates were last increased by 3.3% on July 1, 2008. Connection fees were increased in 2010 by 6.5%. Studies to improve sanitation operations and review capital funding needs and strategies are underway, with results anticipated in late 2013. The current rate structure is an area to be evaluated moving forward this year as well as reviewing the analysis done on why we are in a structural deficit.

#### **Waterworks District Fund**

Waterworks District No. 8 Operations Fund revenues budgeted for FY 2013-14 are \$34,833,100, just \$61,300 (0.2%) more than FY 2012-13 estimated actual at \$34,771,800. Operations Fund budgeted expenditures for FY 2013-14 are \$37,894,000 which is \$1,363,900 (3.7%) greater than the \$36,530,100 estimated actuals for FY 2012-13. This is due primarily to an overall \$1,225,000 (4.7%) increase in the cost of water to be purchased from the Calleguas Municipal Water District for FY 2013-14.

Like Sanitation, the Waterworks District's budgeted expenditures are outstripping revenues by \$3.1 Million in FY 2013-14. Total working capital for Operations, Replacement, and Capital sub-funds has dropped from \$21.7 Million at end of FY 2010-11 to a projected \$8.8 Million at end of FY 2013-14. Without correction, Waterworks' total working capital will likely be in deficit by June 2016.

Waterworks usage rates were last increased 5.6% for residential users on January 1, 2010. The City purchases water from the Calleguas Municipal Water District for which Tier 1 and Tier 2 rates have risen 20% over the past four years.

In summary, I have greater concerns at this time regarding the Waterworks District Fund than the Sanitation fund.

#### **Capital Improvements**

The Streets and Roads Program for FY 2013-14 is budgeted at \$1,785,500 for transportation and related capital improvements. Major funding sources for this program include grants, the General Fund, Permit Allocation air quality funds, Ventura County Waterworks District No. 8, and the Sanitation Fund. While the General Fund share has been increased from \$673,000 last year to \$1,190,000 in FY 2013-14, this is still significantly less than the \$8.3 Million in projects recommended by the Public Works Department. The City continues to defer replacement of important and necessary infrastructure such as streets and roads, sidewalks, and curb and gutter. While staff continues to work to identify grant funds available, the majority of funding comes from the General Fund.

An additional \$2 Million in General Fund expenditures is budgeted for other capital improvements including the replacement of 22 vehicles, building improvements, and technology improvements. Capital improvements of \$6.1 Million are budgeted to support the City's enterprise funds including wastewater collection and treatment system infrastructure in Sanitation, and Waterworks District infrastructure.

**Change in Fund Balance and Five Year Projection**

The City started off FY 2012-13 with a General Fund balance of \$37.7 Million. Of the \$2.893 Million transferred in from the Economic Stabilization Fund, \$2.45 Million is being carried forward as surplus, meaning that \$441,400 was used to fill the budget gap. This \$2.45 Million surplus, added to the existing fund balance, results in a starting balance for FY 2013-14 of \$40.2 Million.

In FY 13-14, an additional Economic Stabilization transfer of \$730,900 is used to balance the budget. The ending General Fund balance will see no change and remain at \$40.2 Million.

Inside this document we have presented a five-year budget projection for the General Fund showing continued imbalance between revenues and expenditures. As noted elsewhere, we will be bringing potential remedies to Council throughout the year and are working to bring the Fund back into balance for the long term.

**Appropriation Limit**

The Gann Spending Limitation (Article XIII B of the State Constitution) sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. Fiscal Year 1978-79 appropriations serve as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and financial responsibility transfers.

Each year the City is required to adopt a resolution establishing a limit on its appropriations of tax proceeds. Although tax proceeds are expected to increase in FY 2013-14 and into the future as the national economy continues to recover, it is anticipated that the City will remain substantially under its appropriation limit.

<b>GANN APPROPRIATION LIMITS</b>			
<b>Fiscal Year</b>	<b>Legal Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Amount Under Limit</b>
2013-14	\$63,399,594	\$52,813,320	\$10,586,274
2012-13	\$59,873,070	\$50,559,000	\$9,314,070
2011-12	\$57,349,684	\$48,941,900	\$8,407,784
2010-11	\$55,485,375	\$41,977,600	\$13,507,775
2009-10	\$56,227,579	\$41,995,700	\$14,231,879

**Accounting System and Budgetary Control**

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

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

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

Interim financial reports can be generated on demand by operating departments. In addition, comprehensive financial reviews are prepared and submitted to the City Council/Boards of Directors at the first quarter and at mid-year of each fiscal year and are reviewed publicly at regularly scheduled City Council/Boards of Directors meetings. Interim financial reports are made available to the general public upon request.

### Summary

In summary, the City continues to make great strides to reduce General Fund expenditures in order to balance the budget. With continued fiscal restraint and analysis of new and more efficient ways to provide service accompanied by modest increases in revenues as the economy recovers, we will be able to once again operate “in the black” each year and maintain existing reserves for use during future periods of economic uncertainty as well as toward infrastructure needs in the community.

However, we must continue to focus upon the rising cost of employee benefits and the fact that eventually the City will need to focus on employee compensation in order to remain competitive into the future. In addition, we need to continue to focus on the ongoing need to invest in our physical and technological infrastructure. All three utilities – Transit, Sanitation, and Waterworks District No. 8 – will need future attention to remain fiscally viable, and staff will be bringing options forward for Council deliberation to address this.

Despite these concerns, Simi Valley remains strong. We continue to maintain a prudent reserve of 17% of expenditures and maintain a fiscally conservative approach to financial planning. I look forward to working with staff and the Council on long-term solutions to keep Simi Valley strong into the future.

I would like to conclude by thanking all employees in the various departments who diligently worked on the budget and for those providing service to Simi Valley residents on a daily basis. I wish to thank all the departments for their thoughtful approaches to these difficult budget issues again this year.

Respectfully Submitted,



Eric J. Levitt  
City Manager

RESOLUTION NOS. 2013-29; WWD-241, PL-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY, THE BOARD OF DIRECTORS OF VENTURA COUNTY WATERWORKS DISTRICT NO. 8, AND THE SIMI VALLEY LIBRARY BOARD OF TRUSTEES APPROVING THE FY 2013-14 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2013-14 TO FY 2017-18

WHEREAS, the City Manager/District Manager/Executive Officer has submitted the 2013-14 Preliminary Base Budget and the Preliminary Five-Year Capital Improvement Program for FY 2013-14 to FY 2017-18 to the City Council/Board of Directors/Board of Trustees for its review and consideration on May 23, 2013 in accordance with budget policies and a schedule established by the City Council/Board of Directors/Board of Trustees; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on May 29, 2013, at which time members of the public were invited to voice their opinions on any budget items and provide ideas that they believe should be included in the Fiscal Year 2013-14 City Budget; and

WHEREAS, subsequent to providing the public an opportunity to submit written and oral comments, the City Council/Board of Directors/Board of Trustees reviewed and modified, as appropriate, the FY 2013-14 Preliminary Base Budget and Preliminary Five-Year Capital Improvement Program for FY 2013-14 to FY 2017-18; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Simi Valley/Board of Directors of Ventura County Waterworks District No. 8/Simi Valley Library Board of Trustees as follows:

**SECTION 1.** The FY 2013-14 Annual Budget and Five-Year Capital Improvement Program for FY 2013-14 to FY 2017-18 are hereby approved.

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

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

**SECTION 4.** The City Manager/District Manager/Executive Officer or his/her designee is authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

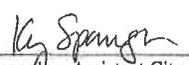
**SECTION 5.** The City Council hereby finds and determines that the planning and administrative expenses outlined in the FY 2013-14 budget for the Community Development Agency Housing Successor Agency Administration Fund are necessary for the production, improvement, or preservation of low- and moderate-income housing.

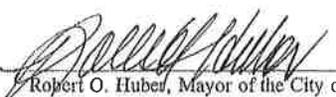
**SECTION 6.** This Resolution shall take effect immediately upon its adoption.

**SECTION 7.** The City Clerk/District Secretary/Secretary shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk/District Secretary/Secretary.

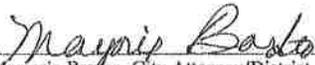
PASSED and ADOPTED this 10<sup>th</sup> day of June 2013.

Attest:

  
Ky Spangler, Assistant City Clerk/  
District Secretary/Secretary

  
Robert O. Hubel, Mayor of the City of  
Simi Valley, California/Chair of the  
Ventura County Waterworks District No. 8/  
President, Simi Valley Library Board of  
Trustees

Approved as to Form:

  
Marjorie Baxter, City Attorney/District  
Counsel/General Counsel

Approved as to Content:

  
Eric J. Levin, City Manager/District  
Manager/Executive Officer

# ORGANIZATION of the City of SIMI VALLEY



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# **CITY PROFILE AND FINANCIAL CONTEXT**

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# CITY PROFILE

## GENERAL INFORMATION

The City of Simi Valley is located on Ventura County's southeastern border, nestled between the Santa Susana Mountains and the Simi Hills. It is the third largest of Ventura County's ten cities. Adjacent to the northwestern perimeter of the San Fernando Valley, Simi Valley is approximately 37 miles northwest of downtown Los Angeles. The City, which covers a land area of 42.4 square miles with a mean elevation of 765 feet, was incorporated in 1969. The area was originally inhabited by the Chumash Indians in two villages named Simi and Tapo. The official City tree is the Coast Live Oak, whose acorns were used by the Chumash Indians for food. The official City flower is the California Wild Rose, from which the Chumash Indians ate vitamin-rich rosehips. In 1795, El Rancho San Jose de Garcia de Simi was granted to Santiago Pico and Luis Pena by Governor Diego de Borica of Spanish California. This land grant, approximately 100,000 acres, was one of the largest ever made.

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

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

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

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

**STATISTICAL OVERVIEW**

**Physical Size**

Incorporated Area	42.4 Square Miles
Growth Area	92.7 Square Miles

**Population (January 1, 2013)**

City Residents *	125,558
Growth Area Residents	128,777

**Population Distribution By Age**

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

\* SOURCE: California Department of Finance

## STATISTICAL OVERVIEW (continued)

### Population Distribution By Ethnicity

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

### Housing Characteristics as of June 30, 2013 \*\*

	<u>Number</u>	<u>Percentage</u>
Single Family Units	32,705	77.63 %
1-4 Unit Structures	1,869	4.44 %
5 or More Unit Structures	6,682	15.86 %
Mobile Homes	874	2.07 %
Total	42,130	100.00 %

### Households By Type

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

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

**STATISTICAL OVERVIEW (continued)**

**Streets & Lights**  
**Fiscal Year 2012-13**

Miles of Paved Streets	324
Number of Street Lights	7,815

**Building Permits Issued**  
**Fiscal Year 2011-12**

Number of Permits	4,213
Value of Permits	\$49,992,154

**Business Tax**  
**Fiscal Year 2012-13**

Applications/Renewals Processed	9,764
Receipts Issued	9,060

**Simi Valley Transit**  
**Fiscal Year 2012-13**

Fixed-Route Bus Ridership	431,000
Paratransit/Dial-A-Ride Passengers	45,800

**STATISTICAL OVERVIEW (continued)**

**Sanitation Services**  
**(Wastewater Collection & Treatment)**  
**Fiscal Year 2012-13**

Customer Accounts	36,704	
Sewer Lines	362.0	Miles
Treatment Plant Capacity	12.5	MGD
Average Daily Plant Flows	8.9	MGD

**Water Services**  
**(Retail Sale of Water)**  
**Fiscal Year 2012-13**

Customer Accounts	25,156	
Water Delivered to Customer Accounts	6,305	MG
Sales to Other Agencies	1	
Water Delivered to Other Agencies	385	MG

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

**Assessed Value of Taxable Property**  
**Tax Roll Year 2012-13**

Secured	\$14,197,805,037
Unsecured	358,752,359
Utility	2,322,792
Total	<u>\$14,558,880,188</u>

**STATISTICAL OVERVIEW (continued)**

**Tax Roll Year 2012-13**  
**Computation of Legal Debt Margin**

Gross Assessed Valuation	\$14,558,880,188
Legal Debt Limit - 3.75% of Gross Assessed Valuation	545,958,007
General Obligation Bond Debt	0
Total Debt Applicable to Computed Limit	0

**Remaining Balance of Debt**  
**As of June 2012**

General obligation bonded indebtedness, principal and interest remaining.	\$0
Simi Valley Public Financing Authority 2003 Tax Allocation Refunding Bonds, interest rates at 2.0% - 5.25%, maturing on September 1, 2003-2030.	25,415,000
City of Simi Valley 2004 Certificates of Participation, interest rates 3.75% to 5.0%, maturing September 1, 2006-2034	38,040,766
Simi Valley Public Financing Authority 1995 Variable Rate Lease Revenue Bonds, interest rates at 4.00% - 5.75%, maturing September 1, 1998-2015.	3,788,218
Liability Claims and Legal Services Liability	833,600
Workers' Compensation Claims and Legal Services Liability	2,343,900
Accrued Employee Benefits	<u>5,145,320</u>
Total	\$75,566,804

**FY 2013-14 GENERAL FUND COMPARISONS WITH NEARBY CITIES OF SIMILAR SIZE**

<u>City</u>	<u>Population*</u>	<u>General Fund Authorized FTE Positions</u>	<u>General Fund Budgeted Expenditures</u>	<u>Capital Projects Budget</u>
Burbank (1)(3)	104,982	391	\$54,415,507	\$47,596,418
Ventura	108,294	506	89,519,596	19,000,000
Thousand Oaks (3)	128,143	489	70,474,845	17,761,756
<i>Simi Valley</i>	<i>125,558</i>	<i>442</i>	<i>64,538,400</i>	<i>9,175,400</i>

\* SOURCE: California Department of Finance

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

(2) Excludes Fire and Parks & Recreation functions

(3) Proposed Budget

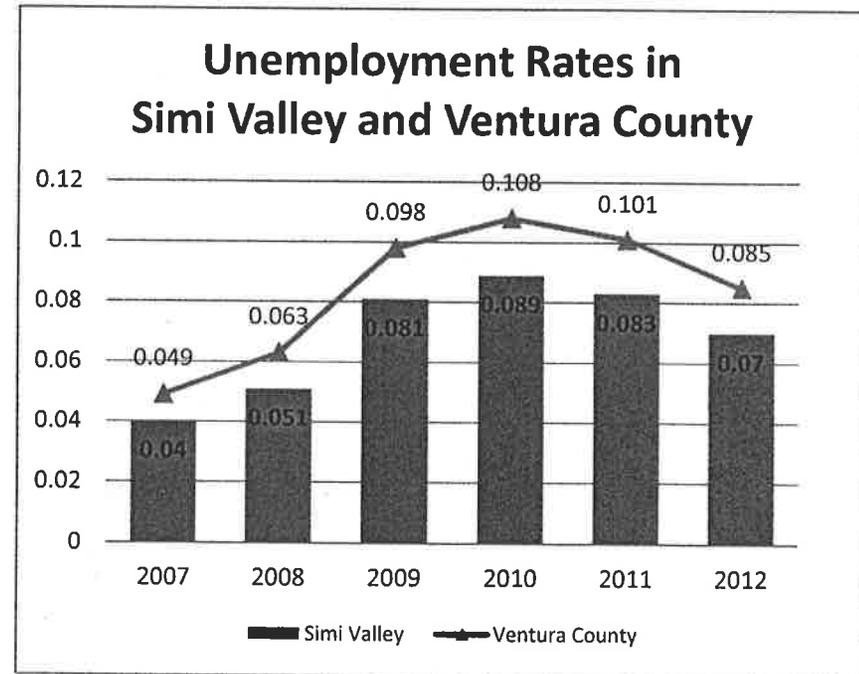
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## FINANCIAL CONTEXT

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

### Unemployment Rate

As can be seen in the chart to the right, the unemployment rate in Simi Valley has consistently remained below that in Ventura County. This is an indicator of the strength of the local economy. Unemployment in the City has decreased the past two years, signalling some economic recovery. However, the most recent rate of 7% remains significantly above the 2007 level of 4%. The City will continue to work to support local employers and business owners to improve local employment opportunities.

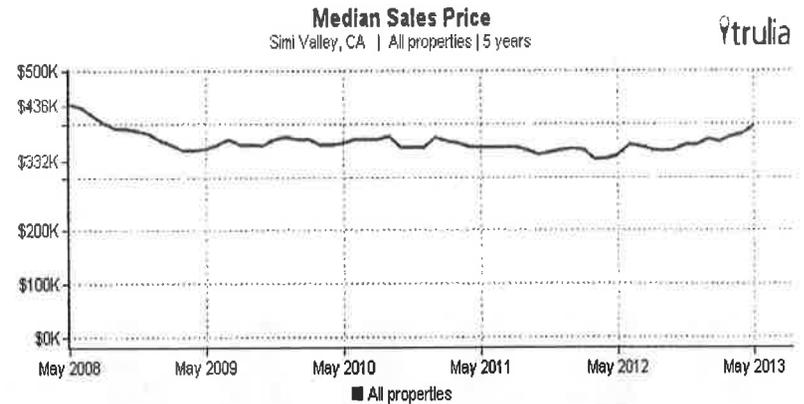


\*Source: California Economic Development Department

## FINANCIAL CONTEXT (continued)

### Real Estate Market

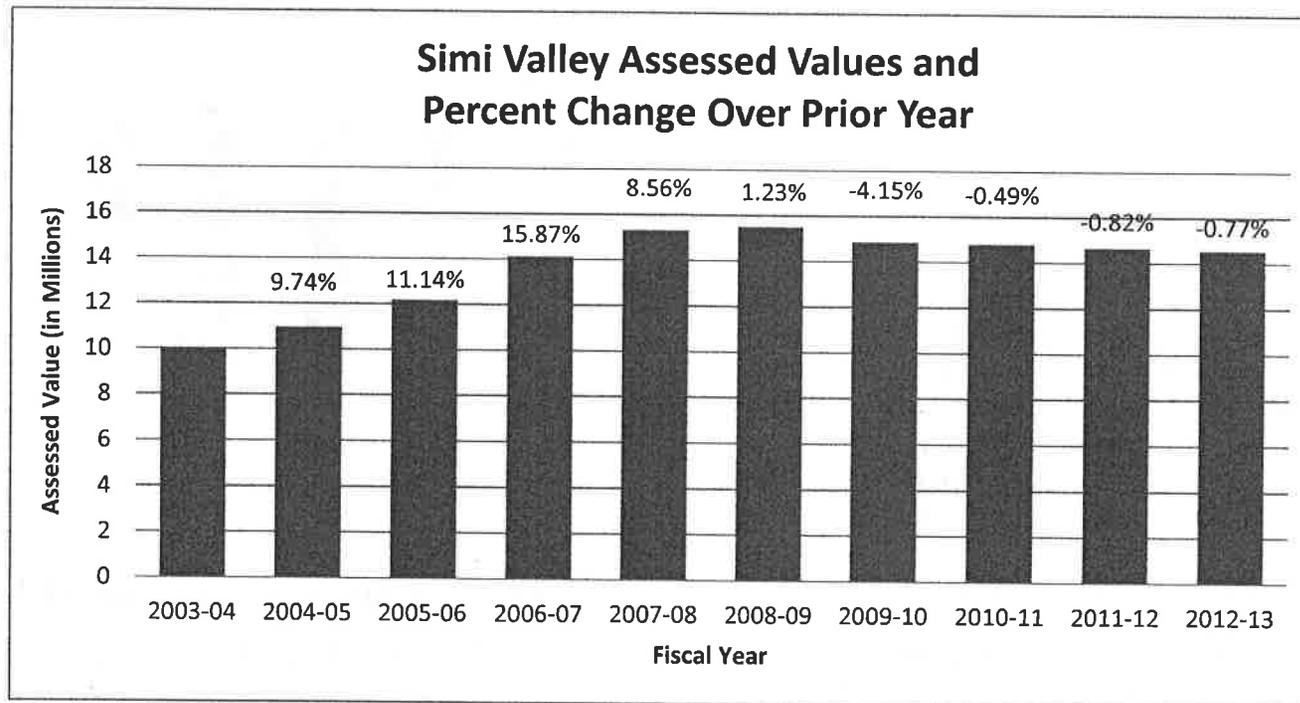
According to real estate website Trulia, the median sales price for homes in Simi Valley CA for Dec 2012 to Feb 2013 was \$375,000. This represents an increase of 4.2%, or \$15,000, compared to the prior quarter and an increase of 13.1% compared to the prior year. Sales prices have depreciated 16.7% over the last five years in Simi Valley. The median sales price was \$394,000 for the period February to April 2013, an increase of 15.9% over the prior year. While median sales price and average price per square foot of \$232 has increased significantly, the number of sales remained 12.7% below one year prior in May 2012.



## FINANCIAL CONTEXT (continued)

### Simi Valley Assessed Values

The assessed value of property is the basis for property tax, the City's number one revenue source. Thus, fluctuations have a significant impact upon the City's budget. The chart below shows assessed values from the tax roll for the City of Simi Valley since 2003-04. As can be seen, the City experienced increasing values during the "boom" of 2004-2008 followed by declines in the years since. As recently as this past year, FY 2012-13, the City's values had still declined by just under one percent, which would have resulted in decreased revenues for City operations absent some one-time adjustments due to the dissolution of redevelopment.



\* Source: Ventura County Assessor's Office

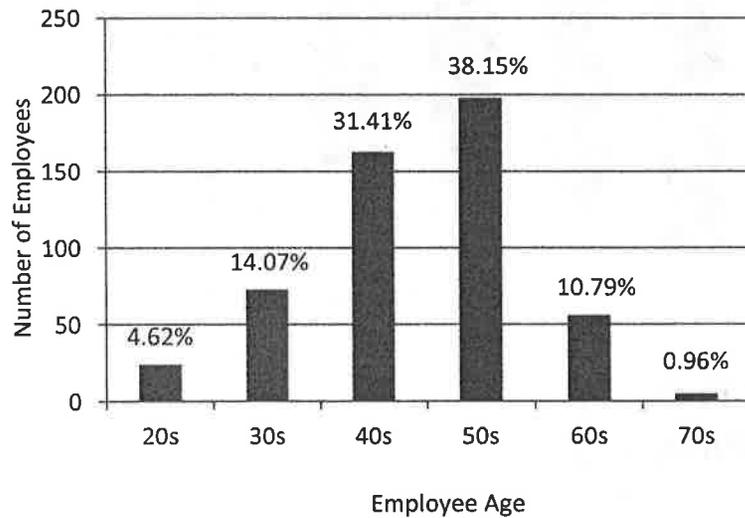
## FINANCIAL CONTEXT (continued)

### City of Simi Workforce

The City has benefitted from an extremely stable workforce of dedicated staff. Turnover has historically been low. This has resulted in the current mean age of 48 for city employees. The aging of the workforce does have financial and other impacts.

Just under 50% of the City's workforce is over the age of 50, near or at retirement age. An additional 31% of the workforce is over 40. The City will need to prepare for significant expected future turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, a perhaps expanded role for Human Resources, and succession planning.

**Age Distribution of City of Simi Valley Employees as of March 2013**



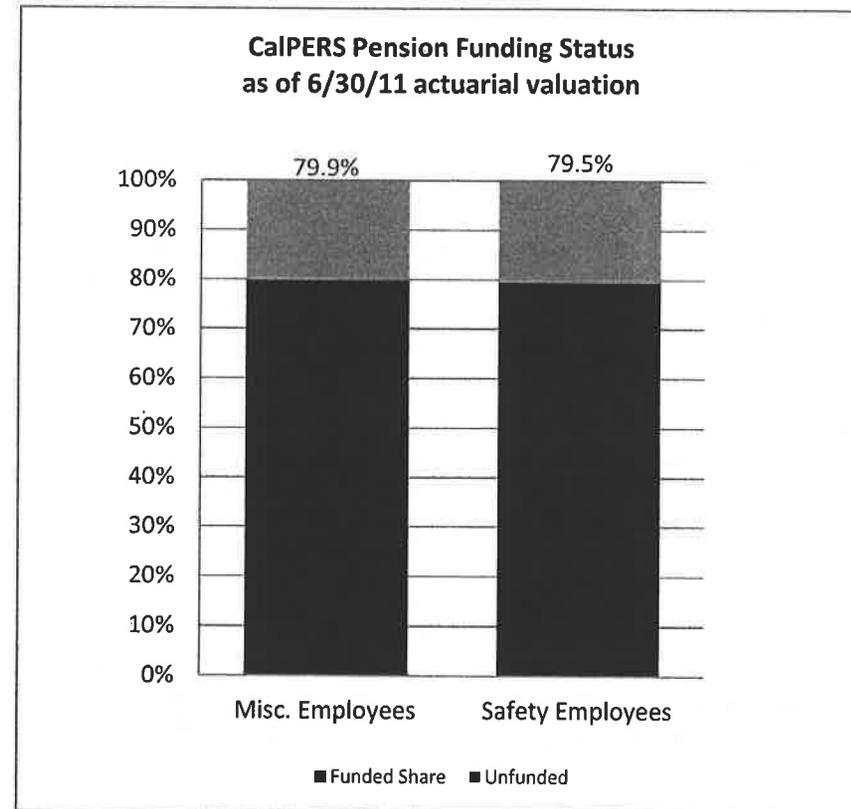
## FINANCIAL CONTEXT (continued)

### CalPERS Pension Liabilities

Increasingly, public discussion has focused on the level of funding set aside by cities to pay for employee pensions. Because CalPERS pensions are a combination of employee/employer contributions plus market returns (with the latter being the primary funding source), the massive economic recession of 2009-2012 reduced investment income returns and, thus, decreased the funding level for pensions.

Because pensions are a long term liability and the need to "pay off" the full liability is unlikely, many experts believe a funding level of 80% is sufficient, with greater percentages being more conservative and 100% the obvious goal. An actuarial valuation of the City of Simi Valley's liabilities as of 6/30/11 showed that pensions for Miscellaneous unit employees were funded at 79.9% and pensions for Sworn unit employees were funded at 79.5%, just below the minimum recommended level.

CalPERS changes to its funding model beginning in FY 2015-16 will increase required funding levels, with the goal of reaching 100% funding level statewide by 2045.



\*Source: 2012 Comprehensive Annual Financial Report

## FINANCIAL CONTEXT (continued)

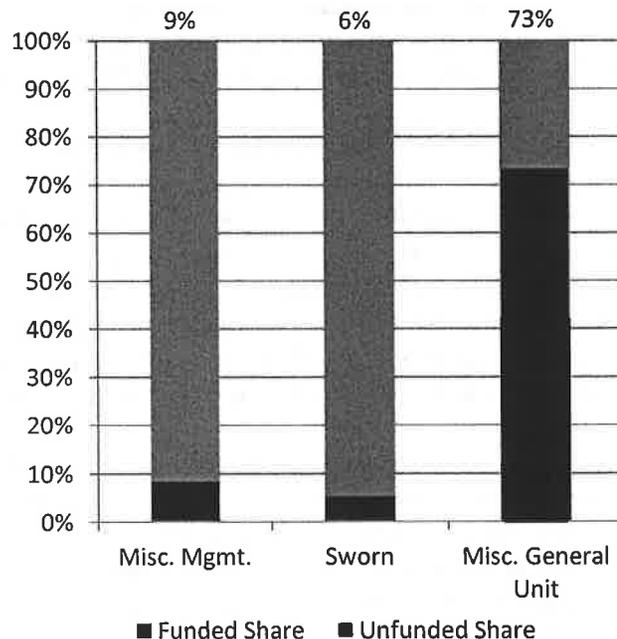
### Retiree Health Benefits Liabilities

Until 2010, the City provided post-retirement health benefits to various employee groups, the amount of which varies with the retiree's years of service and bargaining unit.

As with CalPERS, the City's contributions are invested so that the combination of City contributions and investment returns pay for the benefits. As with CalPERS, experts believe that 80% is a minimum acceptable funding level for this long-term liability.

As can be seen in the chart to the left, as of an actuarial valuation from January 2013, the City's retiree benefits funds are between 6 and 73% funded. This is an improvement over previous valuations due to a change in the retiree medical program approved by the City Council in 2010 which moved new employees off the plan. Nonetheless, this is below the recommended 80% minimum goal. Given the mean employee age of 48, it would be prudent to increase payments above required minimums to the retiree benefits fund in order to ensure coverage for benefit payments as they become due.

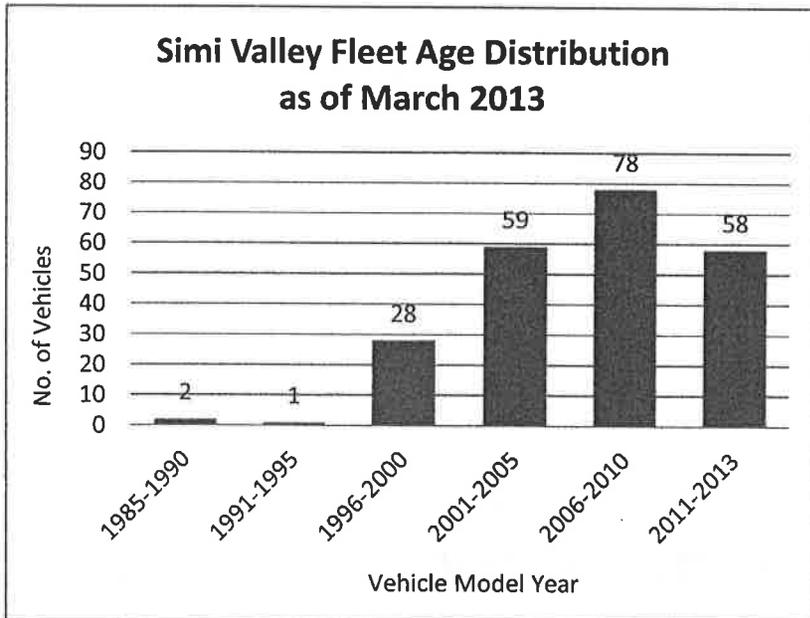
**Retiree Health Benefits Plan Funding Status as of January 2013 Actuarial Valuation**



\*Source: 2012 Comprehensive Annual Financial Report

## FINANCIAL CONTEXT (continued)

**Simi Valley Fleet Age Distribution  
as of March 2013**



\*Source: City of Simi Vehicle Replacement Fund Data

### City Vehicle Fleet

The City utilizes a fleet of vehicles in order to conduct business. The City has instituted a rolling replacement program by which the cost of a vehicle is amortized over its projected life and the annual portion is set aside by the department toward the purchase of its replacement. In recent years, however, in order to save current funds, vehicles which should have been replaced have been deferred and continued into use. While in the short-term this results in savings to the General Fund, in the long-term it results in a deficit between annual contributions and actual replacement cost as that cost continues to climb after departments have funded previously estimated replacement costs.

As of March 2013, of the 226 vehicles in the City's fleet, over 28% (64 vehicles) had met or exceeded their useful lives. Staff reviews vehicles on an annual basis and determine if their useful lives can be extended. In future years the City will face the need to fund increasing vehicle replacement costs to catch up with the deferrals of the past few years.

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# **BUDGET ADOPTION AND STRUCTURE**

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## BUDGET FORMULATION AND ADOPTION

Each year, the City of Simi Valley develops and adopts a balanced budget, which serves as a guide for providing City services. The budget contains detailed goals and objectives, a working financial plan, and financial projections for the departments and agencies that comprise the City's governmental structure.

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

In February, the City Council adopts budget development guidelines, which provide overall direction for development of the Preliminary Base Budget and Supporting Document. Subsequent to the City Council's action, in late February, the Budget Office issues detailed budget development instructions to departments and agencies.

Departments and agencies submit current level expense budgets, requests for budget increases (Policy Items), requests for replacement of equipment items (Capital Asset Requests), and possible budget reductions (Reverse Priority Items) to the Budget Office in early April. Concurrently, the Human Resources office, Information Services office, and Support Services office issue their recommendations for new and reclassified positions, non-standard computer hardware and software, office furniture, and communications equipment. The Budget Office, with assistance

from departments and agencies, also develops preliminary revenue projections during this period.

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

A Preliminary Base Budget for all operating and capital improvement funds, containing the current level proposed budget, is prepared and distributed during the last week of May. A Supporting Document that contains line item budget information, Policy Items, Capital Asset Requests, and Reverse Priority Items is also prepared and distributed during the last week of May.

In early June, the Budget Office develops recommendations for City Council consideration, which are submitted in the form of a staff report submitted by the City Manager. One or more budget hearings are held by the City Council in June. The adopted budget, which incorporates changes made by the City Council during the budget hearings, goes into effect on July 1.

## BUDGET STRUCTURE

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

### General Fund

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

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

### Internal Service Funds

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

Examples of City Internal Services Funds include liability insurance, workers' compensation, and information technology.

### Special Revenue Funds

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

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

### Capital Improvement Funds

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

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

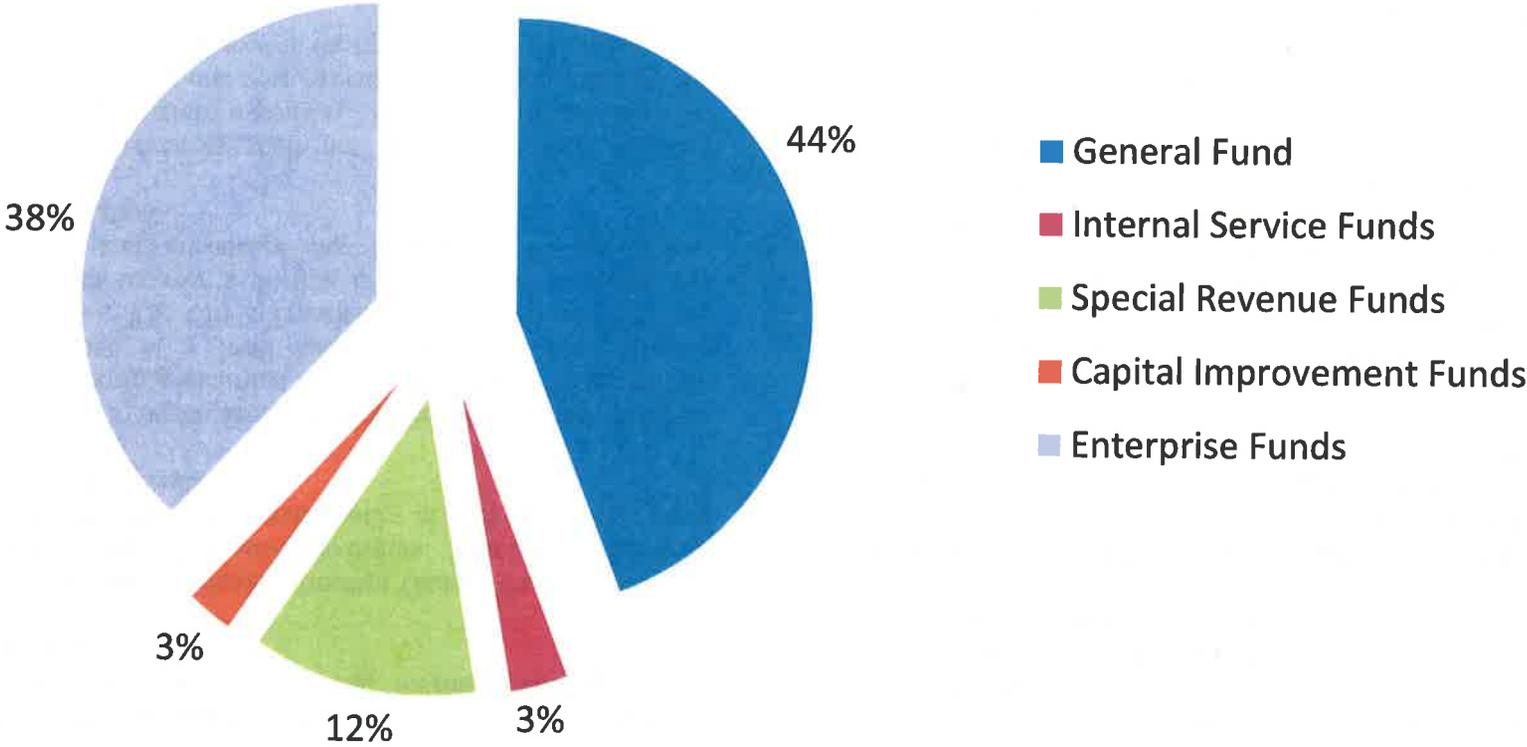
### Enterprise Funds

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

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

# City of Simi Valley

## Total FY 2013-14 Budget by Fund Type



## BUDGET AND FISCAL POLICIES

- I. Policy Framework: The following policies have been established by the City Council to guide the administration of the City's budgetary/fiscal functions:
  - A. The City will adopt and maintain a balanced budget by ensuring that annual operating revenues meet or exceed operating expenses.
  - B. The City will maintain a prudent General Fund balance for emergencies and catastrophic events. This balance has been established by City Council policy at 17% of General Fund budgeted expenditures.
  - C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.
  - D. One-time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one-time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.
  - E. One-time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.
- II. Budget Development Guidelines: To direct staff in the preparation of the Preliminary Base Budget, the following budget development guidelines have been established by the City Council:
  - A. Performance objectives will be incorporated in each department's budget, including the result achieved for each objective established in the prior fiscal year. Performance objectives should emphasize providing and maintaining a high level of service to the City's residents, businesses, and other constituents. The use of measurable performance objectives is encouraged.
  - B. Line items in the Preliminary Base Budget will not be greater than the current year budget unless full justification is provided. A general inflation factor will not be appropriate justification for any across-the-board increase.
  - C. Policy Items are to be submitted only for budgetary needs that have previously received support from the City Council or have a significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement. Policy Items will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with detailed justification.
  - D. Capital Asset Requests, for replacement of capital items, will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with expanded justification.
  - E. Departments are to develop and prioritize Reverse Priority Items, which are recommendations for reducing expenditures should budget reductions be necessary. These Reverse Priority Items should total 10% of the upcoming fiscal year departmental base budget and should

identify impacts on existing programs and service levels if approved.

- F. Public participation in the City's budget process is to be encouraged by providing an opportunity for public review and comment on the Preliminary Base Budget.

III. Budget Organization and Administration: The following policies will guide the organization and structure of the City budget:

- A. Operating Budget: The City Council will adopt an annual City budget for the ensuing fiscal year (July 1 through June 30) no later than June 30 of each year.
- B. Capital Budget: The City will adopt a separate Five-Year Capital Improvement Program by June 30 of each year. This document will identify the City's short- and medium-range capital improvement needs. Projects requested for funding in the ensuing fiscal year are also contained in the Preliminary Base Budget and Supporting Document. The projects proposed for the following four years are provided as information to assist the City Council in making informed budget decisions and to advise them of future capital needs.

IV. Accounting System and Budgetary Control

- A. The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when measurable and available to finance expenditures of the current fiscal year, and expenditures recorded when the services or goods are received and liabilities incurred.
- B. The City budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP). Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-

length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds.

- C. Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised only at the fund level, except for the City's General Fund, where control is exercised at the department level. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.
- D. The City's capitalization threshold is \$5,000 for property, plant, equipment, and \$25,000 for infrastructure assets. The assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and depreciated using the straight-line method over their estimated useful lives.

V. Financial Reporting

- A. Monthly: Following each month-end close (generally occurring within 15 days of month end), on-line financial statements are available in the City's financial reporting system.
- B. First Quarter: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, is submitted to the City Council following the end of the first quarter of each fiscal year.
- C. Mid-Year: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, as well as projected fiscal year-end results, is submitted to the City Council following the end of the second quarter of each fiscal year.

D. Year-End: The City will prepare year-end financial reports as follows:

- i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unqualified opinion. (Note: auditors express an unqualified opinion on the client's financial statements when they have no material exceptions as to the fairness of the application of accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unqualified opinion is the most desirable report from the client's point of view.)
- ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.
- iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.

## VI. User Fees and Rates

A. Purpose: User fees are established by the City Council to achieve the following objectives:

- i. To establish an equitable basis for costing services to the public;
- ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;
- iii. To provide for reasonable cost recovery for providing these services, including the direct cost of

providing each service and the indirect costs as identified in the City's Cost Allocation Plan;

- iv. To ensure that fees do not exceed the cost of providing services.

B. Adoption: User fees are adopted biennially by City Council resolution. Any new fees or fee modifications may also be presented to the City Council for consideration on an "as needed" basis.

C. External Review: The City's proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City's goal that proposed user fees are supported by these organizations before being adopted by the City Council.

## COST ALLOCATION PLAN

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

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

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

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

Through the identification of total program costs, the City's Cost Allocation Plan can be utilized as a basic information tool in a number of financial and budgetary decision-making situations. For example, the Cost Allocation Plan can be used to recover the indirect costs associated with administering federal grant programs. Additionally, the Cost Allocation Plan can be used to identify the cost incurred by the City in administering and providing support services to special districts and funds. For example, although the Office of the City Manager, City Attorney, and Department of Administrative Services are organized and budgeted in the General Fund, these departments provide support services to other funds and districts such as Sanitation, Waterworks, Lighting

Maintenance, and Transit. The Cost Allocation Plan, by identifying total program costs, can be used to determine this level of support and to reimburse the General Fund through interfund transfers for the indirect costs incurred. The Cost Allocation Plan can also be used in billing for City services and in establishing service fees designed for cost recovery by ensuring that all costs, both direct and indirect, are included in the cost analysis.

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for FY 2012-13 is available upon request from the Department of Administrative Services.

# **CHANGES IN GENERAL FUND BALANCE**

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## CHANGES IN GENERAL FUND BALANCE

The City's General Fund is projected to end FY 2012-13 with a surplus of \$2,451,600. This surplus is the direct result of a budgeted \$2,893,000 transfer in from the Economic Stabilization Fund to assist in balancing the budget. This transfer was contingent on structural expenditure reductions to be presented in September 2012. City Council approval of these reductions resulted in \$2.1 Million of the transfer remaining and being available for carryover to FY 2013-14. Without this transfer, the General Fund would have ended FY 2012-13 with a \$441,400 deficit, which is almost \$1.4 Million less than the \$1,836,500 deficit originally projected for FY 2012-13 and the result of ongoing fiscal constraint and some improvement in local revenues.

As can be seen, expenditures in the FY 2013-14 Preliminary Base Budget exceed revenues by \$2,451,600. The budget has been balanced by carrying forward the FY 2012-13 surplus of \$2,451,600 and includes an additional transfer of \$755,900 from the Economic Stabilization Fund for FY 2013-14.

The City's General Fund balance is comprised of two components: the Prudent Reserve For Economic Uncertainty and the Reserved Fund Balance. The Prudent Reserve is equivalent to 17% of budgeted expenditures as established by the City Council on May 1, 1995 and revised on August 30, 2010. It represents fiscal resources that have been set aside for economic uncertainties and is comprised of expenditure savings and revenue surpluses from prior fiscal years. The Reserved Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes.

Because the Reserved General Fund Balance may not be available for current year needs, the Prudent Reserve more accurately reflects the financial condition of the General Fund.

The Reserved General Fund balance is comprised of the following:

- The Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations.
- A cashflow reserve to assure that sufficient funds are available to make required payments when due.
- The outstanding balance of advances made from the General Fund to other City funds.
- Loans receivable from various sources.

As in previous years, General Fund balance projections reflect anticipated underexpenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For FY 2013-14, the amount is \$800,000, based on an analysis of prior years.

## CHANGES IN GENERAL FUND BALANCE

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING GENERAL FUND BALANCE</b>	\$36,645,668	\$37,721,366	\$37,721,366	\$40,172,966	\$40,172,966	\$26,252,766
<b>Revenues</b>	56,565,261	61,349,200	62,120,900	63,851,300	64,693,400	65,856,000
<b>Expenditures</b>	55,489,563	63,312,700	59,669,300	66,302,900	78,613,600 *	85,867,700 *
Anticipated Underexpenditures		(800,000)		(800,000)	(800,000)	(800,000)
Anticipated Reappropriations				800,000	800,000	800,000
<b>Net Expenditures</b>	55,489,563	62,512,700	59,669,300	66,302,900	78,613,600	85,867,700
<b>Revenues less Net Expenditures</b>	1,075,698	(1,836,500)	2,451,600	(2,451,600)	(13,920,200)	(20,011,700)
<b>Surplus Carried to FY 2013-14</b>	10,819	1,836,500		2,451,600	0	0
<b>Net Revenues less Net Expenditures</b>	1,086,517	0	2,451,600	0	(13,920,200)	(20,011,700)
<b>ENDING GENERAL FUND BALANCE</b>	<u>\$37,721,366</u>	<u>\$37,721,366</u>	<u>\$40,172,966</u>	<u>\$40,172,966</u>	<u>\$26,252,766</u>	<u>\$6,241,066</u>
<b>Prudent Reserve (17% of expenditures)</b>	9,433,200	10,763,200	10,143,800	11,271,500	13,364,300	14,597,500
<b>Reserved</b>	<u>\$28,288,166</u>	<u>\$26,958,166</u>	<u>\$30,029,166</u>	<u>\$28,901,466</u>	<u>\$12,888,466</u>	<u>(\$8,356,434)</u>
Encumbrance Reserve	239,262	362,700	800,000	800,000	800,000	800,000
CDA Loans **	11,326,760	11,326,760	11,326,760	11,326,760	11,326,760	11,326,760
Advances to Other Funds (Various)	16,357,806	14,904,368	17,538,068	16,410,368	409,513	(20,823,243)
Loans Receivable (Various)	364,338	364,338	364,338	364,338	352,193	340,049

\* Projected expenditures for FY 2014-15 and FY 2015-16 include \$13.4 and \$26.8 Million in requested capital projects, respectively.

\*\* Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable.

## FIVE-YEAR GENERAL FUND PROJECTION

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

As part of the FY 2011-12 budget review process, the City Council established a 13-member Ad Hoc Citizens Fiscal Projection Advisory Committee of local finance professionals to review the assumptions contained in the Five-Year General Fund Financial Projection and advise the City Council regarding fiscal financial issues and/or concerns for the upcoming fiscal year and into the future. Revenue assumptions were developed based on information provided by the State Controller's Office, information provided by consultants, and historic trends. Expenditure assumptions were developed based on current agreements with employee organizations, the cost of implementing new programs and continuing existing programs, and projected inflation. The Committee endorsed the assumptions contained in the projection and submitted recommendations for short and long-term efforts in the areas of controllable and uncontrollable employee benefits, unfunded liabilities, economic development, and marketing in order to protect and improve the City's financial condition.

As can be seen, revenues continue to lag behind expenditure increases. Primary cost drivers include General Fund contributions and subsidies to other funds and the cost of employee benefits. The Five-Year General Fund Financial Projection and related analyses point to a structural shortfall in the General Fund that must be resolved if the City is to continue in the long-term to maintain sufficient cash reserves while providing quality service to residents into the future without the need for significant additional local revenues. The City has concluded that aggressive action is needed to accomplish this goal. In September 2012, staff reductions totaling \$2.2 annually (\$1.4 Million for nine months of FY 2012-13) were approved. Transfers from the Economic Stabilization Fund have been used to balance the budget in recent years.

City Council has tasked staff with working to resolve the ongoing imbalance between revenues and expenditures. Accordingly, strategies are being developed in the areas of organization and management, technology, process restructuring, employee compensation, post-employment benefits, marketing, prepayment of debt service, and community investment. Staff will continue to bring forth financial solutions to the City Council throughout the fiscal year.

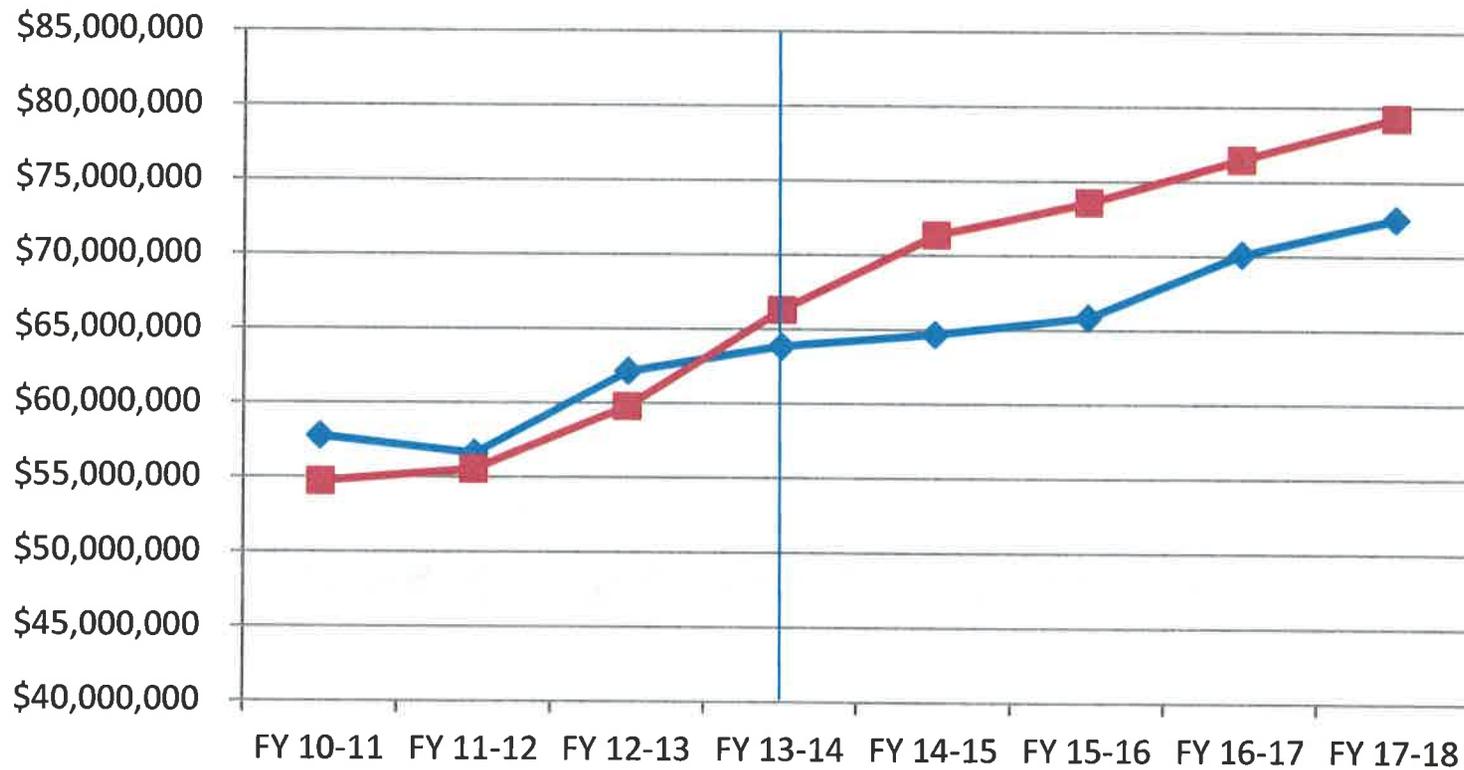
**FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION**

**SUMMARY REVENUES AND EXPENDITURES DATA**

	<b>ESTIMATE 2012-13</b>	<b>BUDGET 2013-14</b>	<b>PROJECTION 2014-15</b>	<b>PROJECTION 2015-16</b>	<b>PROJECTION 2016-17</b>	<b>PROJECTION 2017-18</b>
<b>REVENUES</b>						
Taxes And Franchises	\$49,976,500	\$50,879,400	\$51,612,200	\$52,526,400	\$56,216,300	\$58,221,300
Licenses And Permits	1,339,600	1,337,700	1,363,900	1,364,600	1,496,200	1,553,100
Fines And Forfeitures	605,000	616,000	627,300	638,800	449,000	455,500
Use Of Money & Property	400,300	399,300	430,400	431,200	419,700	431,700
From Other Governments	258,300	262,200	267,400	268,400	273,800	277,800
Grants	170,700	161,700	161,700	161,700	172,200	181,500
Service Charges	1,003,400	1,131,700	1,070,700	1,079,900	1,257,300	1,300,800
Other Revenues	793,300	786,500	787,300	793,400	983,100	995,100
Transfers In	7,573,800	8,276,800	8,372,500	8,591,600	8,848,800	9,094,700
<b>Total Revenues</b>	<b>62,120,900</b>	<b>63,851,300</b>	<b>64,693,400</b>	<b>65,856,000</b>	<b>70,116,400</b>	<b>72,511,500</b>
<b>EXPENDITURES</b>						
Personnel	49,936,992	53,539,100	57,151,400	59,068,800	61,238,600	63,501,400
Supplies/Materials	5,842,089	6,292,500	6,364,200	6,314,200	6,314,200	6,364,200
Services	5,508,760	5,971,600	5,891,800	5,891,800	5,891,800	5,891,800
Capital Outlay	98,100	7,000	20,000	20,000	20,000	20,000
Transfers to Other Funds	9,554,600	10,099,800	10,896,300	11,372,500	12,244,400	12,872,200
Reimbursed Expenses	(11,185,900)	(9,607,100)	(8,964,000)	(9,098,500)	(9,234,900)	(9,373,300)
<b>Total Expenditures</b>	<b>59,754,641</b>	<b>66,302,900</b>	<b>71,359,700</b>	<b>73,568,800</b>	<b>76,474,100</b>	<b>79,276,300</b>
<b>Revenues Less Expenditures</b>	<b>\$2,366,259</b>	<b>(\$2,451,600)</b>	<b>(\$6,666,300)</b>	<b>(\$7,712,800)</b>	<b>(\$6,357,700)</b>	<b>(\$6,764,800)</b>

**Note:** The City Council's policy is to adopt a balanced budget each year. This policy is in place to maintain a General Fund Balance (reserves) of at least \$37.5 million. The reserves are maintained at the recommended level to provide sufficient financial resources to respond to catastrophic events such as fires and earthquakes, to address other unanticipated liabilities, and to set aside funds for needed future major technology and capital projects.

## Actual and Projected General Fund Balance

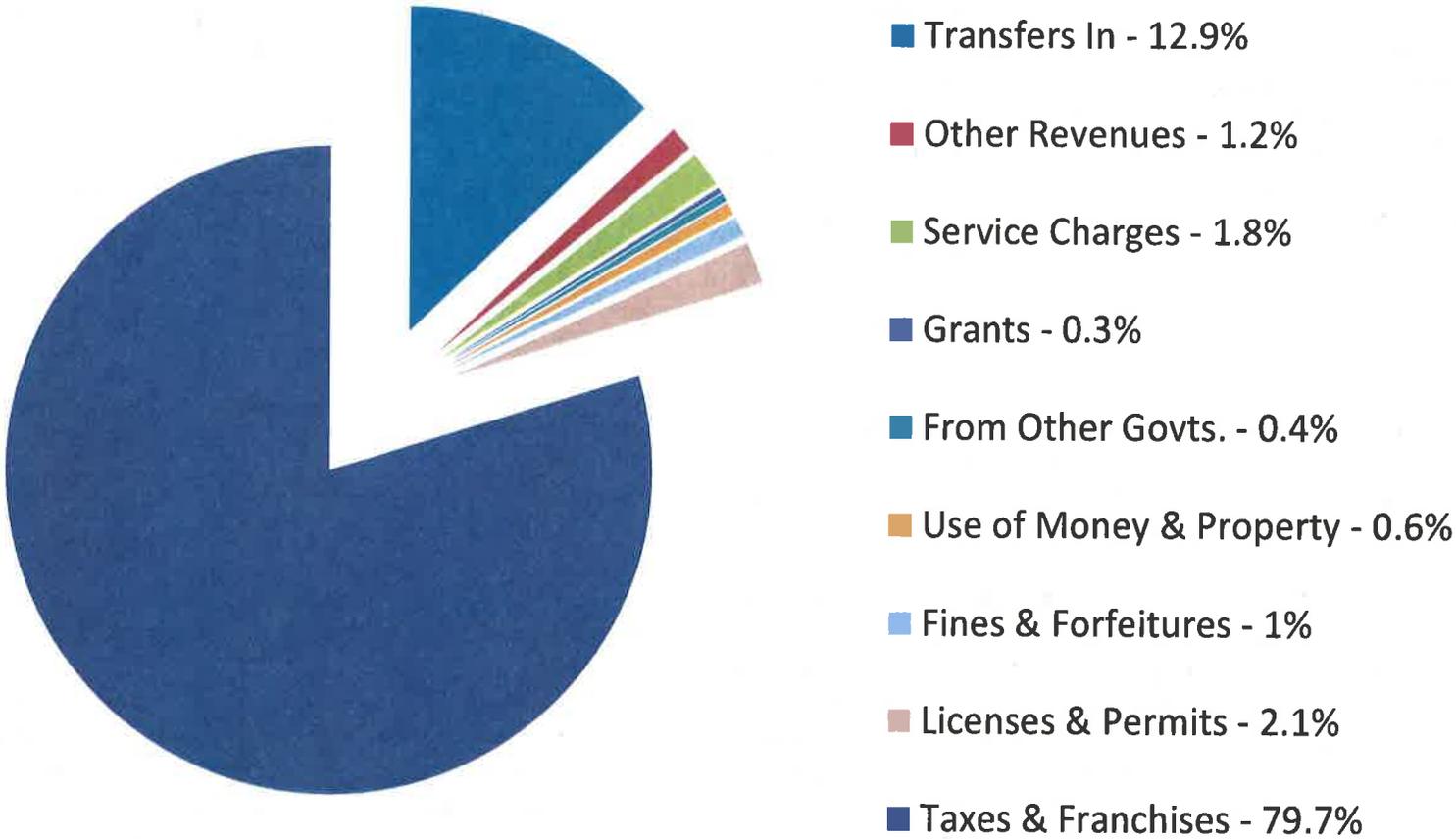


◆ Revenues    ■ Expenditures

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# **GENERAL FUND REVENUES**

# FY13-14 Revenue Sources as Percent of Total



## GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. FY 2013-14 General Fund Revenues are projected to be \$1,730,400 (2.8%) higher than FY 2012-13 estimated actual revenues.

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

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

Detailed revenue projections for sources of revenue within each category reflect only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change, as has occurred in recent years, due to the condition of the national and state economy. Projections for each source of revenue are contained in the General Fund Revenue schedule on the following pages. This schedule provides actual revenue data for FY 2011-12, budgeted and estimated actual revenue data for FY 2012-13, budgeted revenue for FY 2013-14, and projections for FY 2014-15 and FY 2015-16.

FY 2013-14 revenue estimates were developed utilizing a variety of methods. A sales tax auditing and consulting service was employed to assist with developing sales tax estimates. Likewise, consultants were utilized to assist with developing property tax estimates. City staff in departments whose activities generate the funds estimated many local sources of revenue. Other local sources of revenue are based on existing agreements with other governmental entities and private sector organizations. Information and projections provided by the California Department of Finance and the California Controller were utilized to estimate future revenues passed through from the State of California.

Revenue estimates for years beyond FY 2013-14 were developed taking into consideration current trends and historical data. A percentage multiplier based on projected inflation was utilized in instances where no clear trend line could be identified from current and historical data.

Following are revenue projections for each category:

### Taxes and Franchises

This category of revenue sources comprises 79.7% of the General Fund revenue budget, and is projected to remain virtually steady at \$50,879,400 in FY 2013-14. Property tax revenues are projected to remain flat at \$25,908,000. FY 2013-14 Sales and Use Tax revenues are projected to increase by \$781,800 (4.9% overall), as retail spending continues to increase above the reduced levels experienced in recent years.

### Licenses and Permits

This category comprises 2.1% of the General Fund revenue budget and is projected to decrease by \$1,900 (1%) in FY 2013-14 while development activity in the City remains at low levels. The major

revenue sources in this category are Building Permits and Plan Check Services, which are projected to remain largely unchanged from FY 2012-13 estimated actual amounts. Development remains at significantly lower levels than pre-recession activity when the City experienced strong residential and commercial growth.

#### **Fines and Forfeitures**

This revenue category, which represents 1% of the General Fund revenue budget, is comprised of Vehicle Code Fines, Parking Citations, and Graffiti Citations. FY 2013-14 Fines and Forfeitures revenues are projected to increase by \$11,000 (1.8%) over FY 2012-13 estimates.

#### **Use of Money and Property**

This category comprises 0.6% of the General Fund revenue budget and is projected to remain static at \$399,300 in FY 2013-14. Interest rates continue to be very low and the City has lost over \$260,000 in interest income on investments since FY 2010-11. It should be noted that, beginning in FY 2011-12 and going forward, the General Fund is losing in excess of \$600,000 per year in interest income on a loan to the City's former redevelopment agency. The loss is the result of State legislation and subsequent legal action ending redevelopment in California and precluding the repayment of such loans.

#### **Revenues From Other Governments**

This category of revenue sources, received from the State of California, comprises 0.4% of the General Fund revenue budget. The category is projected to increase slightly by \$3,900 (1.5%) in FY 2013-14 due to slight increases in State revenues such as VLF payments and Homeowners Subvention.

#### **Grants**

Grants, which comprise 0.3% of the General Fund revenue budget, are projected to decrease by \$9,000 (5.3%) in FY 2013-14. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities.

#### **Service Charges**

This category of revenue sources, generated from the local economy, primarily from land development activity, comprises 1.8% of the General Fund revenue budget, and is projected to increase by \$128,300 (12.8%) in FY 2013-14. Both Planning Fees and Public Works Inspection Fees are anticipated to rise due to anticipated development activity.

#### **Other Revenues**

Other Revenues, also generated from the local economy, comprise 1.2% of the General Fund revenue budget. They are projected to decrease slightly by \$6,800 (1%) in FY 2013-14 due to anticipated decreases in landfill facility agreement fees, unclaimed property, and contributions.

#### **Transfers In**

This revenue category comprises 12.9% of the General Fund revenue budget, and is projected to increase by \$703,000 (9.3%) in FY 2013-14. Increases in State Gas Tax and Local Transportation Fund (LTF) Article 8 payments account for the increase. This category accounts for monies deposited into special revenue funds and then transferred to the General Fund to finance City operations.

## GENERAL FUND REVENUES

	ACTUAL <u>2011-12</u>	FINAL BUDGET <u>2012-13</u>	ESTIMATED ACTUAL <u>2012-13</u>	BUDGET <u>2013-14</u>	PROJECTION <u>2014-15</u>	PROJECTION <u>2015-16</u>
<b><u>TAXES AND FRANCHISES</u></b>						
31101 Property Taxes	\$21,087,160	\$24,993,700	\$25,910,200	\$25,908,000	\$26,066,000	\$26,584,200
31111 Sales and Use Tax	14,860,238	15,458,500	16,066,300	16,848,100	17,280,000	17,588,400
31112 Transient Lodging Tax	1,289,395	1,315,100	1,350,000	1,377,000	1,456,600	1,485,700
31113 Franchise Taxes	4,496,154	4,627,500	4,630,000	4,676,300	4,723,100	4,770,300
31114 Business Taxes	1,509,209	1,588,800	1,520,000	1,520,000	1,520,000	1,520,000
31115 Documentary Transfer Tax	403,232	393,600	500,000	550,000	566,500	577,800
Subtotal Taxes and Franchises	43,645,388	48,377,200	49,976,500	50,879,400	51,612,200	52,526,400
<b><u>LICENSES AND PERMITS</u></b>						
32301 Building Permits	888,647	760,000	800,000	800,000	816,000	811,500
32302 Record Retention Fee	5,523	4,900	4,700	4,700	4,700	4,700
32303 Plan Check Services	533,810	510,000	425,000	425,000	433,500	437,000
32402 Encroachment Permits	73,538	50,000	61,900	60,000	61,200	62,400
32604 Other Licenses and Permits	48,124	45,700	48,000	48,000	48,500	49,000
Subtotal Licenses and Permits	1,549,642	1,370,600	1,339,600	1,337,700	1,363,900	1,364,600
<b><u>FINES AND FORFEITURES</u></b>						
33501 Vehicle Code Fines	528,784	530,800	525,000	536,000	547,300	558,800
33502 Parking Citations	66,490	84,500	80,000	80,000	80,000	80,000
33503 Graffiti Citations	(4,650)	5,000	0	0	0	0
Subtotal Fines and Forfeitures	\$590,624	\$620,300	\$605,000	\$616,000	\$627,300	\$638,800

## GENERAL FUND REVENUES (continued)

	ACTUAL <u>2011-12</u>	FINAL BUDGET <u>2012-13</u>	ESTIMATED ACTUAL <u>2012-13</u>	BUDGET <u>2013-14</u>	PROJECTION <u>2014-15</u>	PROJECTION <u>2015-16</u>
<b><u>USE OF MONEY &amp; PROPERTY</u></b>						
34001 Interest on Investments	327,410	\$333,700	\$164,800	\$169,700	\$200,000	\$200,000
34002 Interest on Advances	0	0	0	0	0	0
34101 Rentals	0	40,000	48,000	41,300	41,300	41,300
34104 DMV Building Lease	142,417	167,100	143,500	144,300	145,100	145,900
34206 Senior Center Rental	39,907	44,800	44,000	44,000	44,000	44,000
Subtotal Use of Money & Property	509,734	585,600	400,300	399,300	430,400	431,200
<b><u>REVENUES FROM OTHER GOVERNMENTS</u></b>						
35101 Motor Vehicle License Fees	0	0	65,000	66,000	67,000	68,000
35501 POST Reimbursement	160,728	25,000	20,700	25,000	25,000	25,000
35601 Homeowners Subvention	115,512	120,400	116,600	120,400	120,400	120,400
35602 SB 90 Claims	57,188	60,000	56,000	50,800	55,000	55,000
Subtotal Other Governments	333,428	205,400	258,300	262,200	267,400	268,400
<b><u>GRANTS</u></b>						
36001 Federal Assistance	68,990	103,700	113,000	103,700	103,700	103,700
36002 State Grants	0	0	0	0	0	0
36210 Curbside Recycling Reimbursement	67,133	34,000	32,700	33,000	33,000	33,000
36340 Household Waste Program	40,534	0	25,000	25,000	25,000	25,000
Subtotal Grants	\$176,657	\$137,700	\$170,700	\$161,700	\$161,700	\$161,700

## GENERAL FUND REVENUES (continued)

	ACTUAL <u>2011-12</u>	FINAL BUDGET <u>2012-13</u>	ESTIMATED ACTUAL <u>2012-13</u>	BUDGET <u>2013-14</u>	PROJECTION <u>2014-15</u>	PROJECTION <u>2015-16</u>
<b><i>SERVICE CHARGES</i></b>						
37001 Duplication Services	3,262	\$3,200	\$3,900	\$3,200	\$3,200	\$3,200
37002 Maps & Publications	12,768	14,100	6,000	6,000	6,000	6,000
37003 NSF Check Charges	988	1,100	500	600	600	600
37004 Passports Acceptance	9,326	7,100	8,000	8,000	8,000	8,000
37101 Program Participation	3,878	10,700	6,300	6,000	6,000	6,000
37201 Tumbleweed Abatement	0	0	0	0	0	0
37299 Other Community Services Fees	3,937	3,600	3,600	3,600	3,600	3,600
37301 Planning Fees	427,146	400,000	350,000	400,000	408,000	416,200
37303 Permit Automation Fee	32,014	27,000	28,800	28,000	28,000	28,000
37399 Other Environmental Services Fees*	2,784	2,500	3,200	0	0	0
37402 Public Works Soils/Hydrology Fees	119,458	90,000	70,000	50,000	50,000	50,000
37403 Slurry Seal Fees	0	1,900	0	0	0	0
37404 Public Works Plan Check Fees	105,087	175,000	203,100	200,000	130,000	130,000
37405 Public Works Inspection Svcs. Fees	76,780	150,000	80,000	200,000	200,000	200,000
37406 Waste Management Fee (AB 939)	32,097	33,000	32,800	33,000	33,000	33,000
37411 County Landscape Charges	35,535	36,700	32,500	32,000	32,000	32,000
37432 Source Control Program	5,296	6,000	3,000	2,500	2,500	2,500
37499 Other Public Works Fees	21,134	5,700	200	1,000	1,000	1,000
37501 Police Reports	4,240	3,500	4,100	3,500	3,500	3,500
37502 Police Photos	89	200	100	100	100	100
37504 Alarm Fees	52,497	55,000	52,500	52,000	52,000	52,000
37505 Emergency Response/DUI	15,569	15,000	7,100	7,000	8,000	9,000
37599 Other Police Department Fees	128,726	85,000	106,400	94,000	94,000	94,000
37699 Other Service Charges	1,761	1,100	1,300	1,200	1,200	1,200
Subtotal Service Charges	<u>\$1,094,372</u>	<u>\$1,127,400</u>	<u>\$1,003,400</u>	<u>\$1,131,700</u>	<u>\$1,070,700</u>	<u>\$1,079,900</u>

\* Effective 7/1/13, all Planning Division Temporary Use Permit fees currently posted to 37399 will be posted to 37301 (Planning Fees).

**GENERAL FUND REVENUES (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b><i>OTHER REVENUES</i></b>						
38001 Sale of Surplus Property	57,097	\$71,500	\$45,000	\$45,900	\$46,800	\$47,700
38003 Miscellaneous	17,146	20,500	21,000	21,000	21,000	21,000
38004 Damage Recovery	62,342	50,000	50,700	51,000	51,000	51,000
38006 Jury/Witness Fees	4,735	5,100	5,500	5,500	5,500	5,500
38010 Landfill Facility Agreement Fees	207,215	215,300	206,500	201,100	202,000	202,200
38050 Contributions	33,348	352,300	326,800	325,000	325,000	325,000
38201 Meals-On-Wheels Donations	57,542	65,100	22,000	22,000	22,000	22,000
38203 Cultural Center Reimbursement	80,162	78,600	78,600	79,000	79,000	79,000
38401 Developer Contributions	275,235	100,000	500	1,000	5,000	10,000
38403 Adopt-a-Landscape Program	1,800	3,600	0	0	0	0
38408 Stormwater Management	72,315	51,000	0	0	0	0
38409 Stormwater Monitoring Fee	6,628	7,500	5,000	10,000	5,000	5,000
38501 Unclaimed Police Dept Property	0	6,400	31,700	25,000	25,000	25,000
38702 Assessment Tax Roll Collections	727	100	0	0	0	0
Subtotal Other Revenues	\$876,292	\$1,027,000	\$793,300	\$786,500	\$787,300	\$793,400

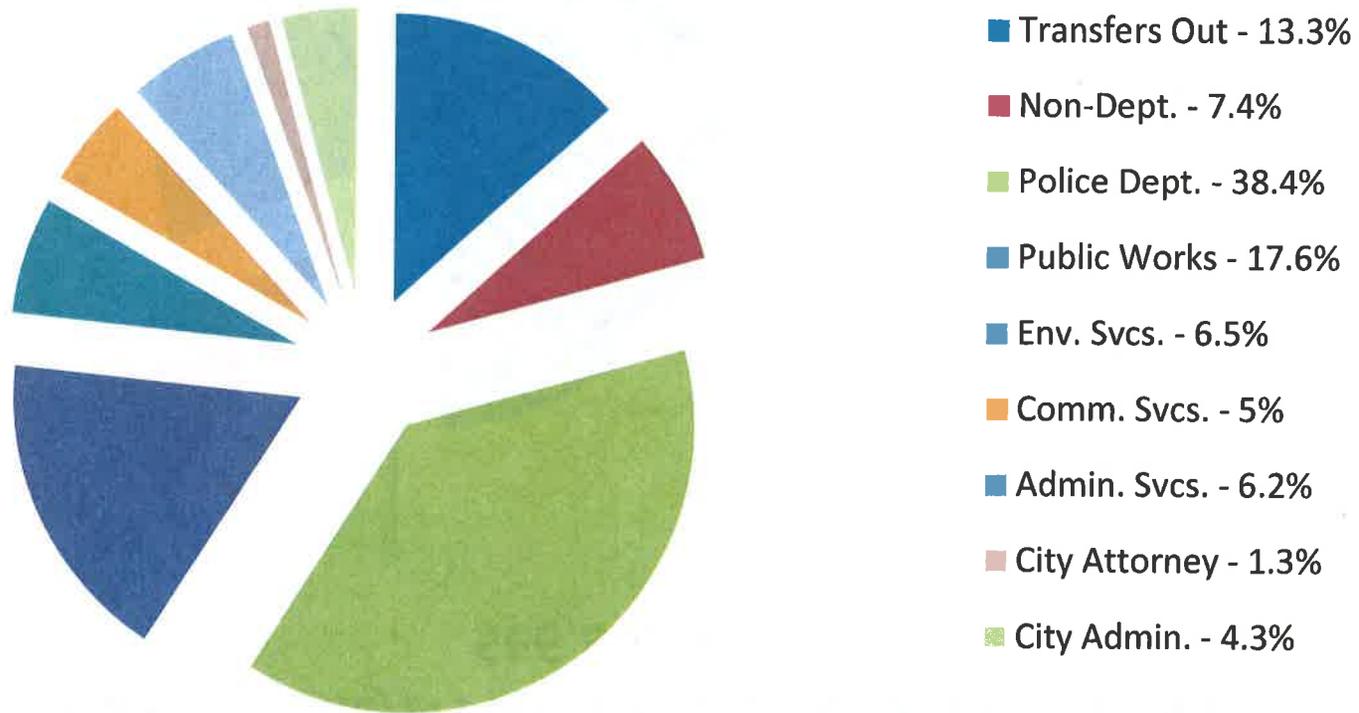
**GENERAL FUND REVENUES (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<i><b>TRANSFERS IN</b></i>						
39202 From Local Housing Fund	\$0	\$0	\$0	\$118,300	\$0	\$0
39215 From Gas Tax	\$3,568,984	\$3,429,600	\$3,252,400	\$3,679,400	\$3,720,300	\$3,759,400
39238 From LTF Article 8	\$3,913,464	\$4,026,400	\$4,026,400	\$4,227,700	\$4,396,800	\$4,572,700
39280 From Forfeited Assets	5,900	0	0	0	0	0
39285 From SLESF	208,684	202,000	200,000	201,400	205,400	209,500
39287 From Law Enforcement Grants	43,318	30,000	30,000	0	0	0
39600 From Capital Projects	48,774	50,000	65,000	50,000	50,000	50,000
39655 From Building Improvements	0	160,000	0	0	0	0
Subtotal Transfers In	\$7,789,124	\$7,898,000	\$7,573,800	\$8,276,800	\$8,372,500	\$8,591,600
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$56,565,261</b>	<b>\$61,349,200</b>	<b>\$62,120,900</b>	<b>\$63,851,300</b>	<b>\$64,693,400</b>	<b>\$65,856,000</b>

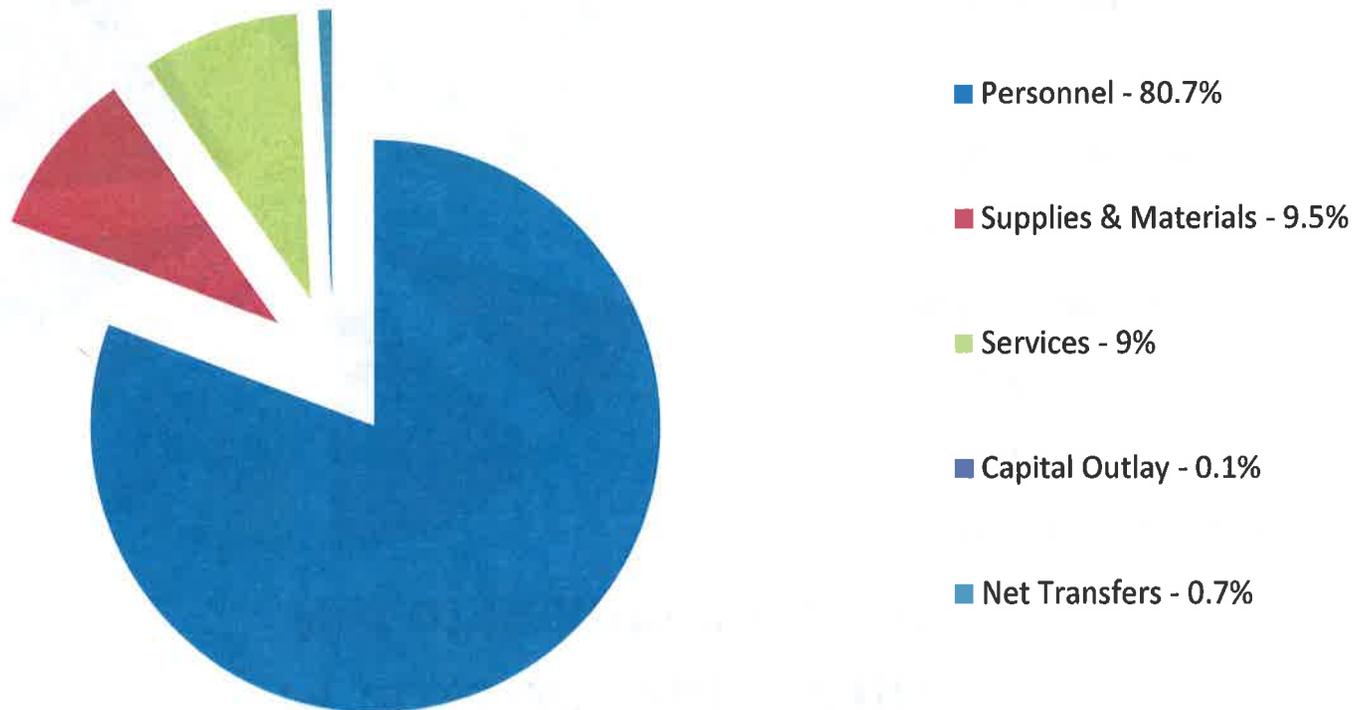
# **GENERAL FUND EXPENDITURES**

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## FY 2013-14 Expenditures Net of Reimbursements



## FY 13-14 General Fund Expenditures by Category \$66,302,900



## GENERAL FUND EXPENDITURES

General Fund expenditures fall into three categories: department budgets, transfers to other funds, and reimbursements from other funds. Individual department budgets are further divided into personnel costs, current expenses, and capital outlay. The General Fund expenditures portion of the budget contains two summary schedules and a detailed schedule for each department.

The summary schedule entitled, *Summary of General Fund Expenditures by Department*, identifies the budget of each department by the categories of personnel costs, current expenses, and capital outlay. Personnel costs are comprised of salaries and benefits, less an allowance for salary savings based on a projected vacancy factor. Current expenses include supplies/materials and services. Capital outlay represents furnishing, equipment and information technology items with per-unit costs of \$5,000 or more. Items with a per-unit price of less than \$5,000 are budgeted in the supplies/materials section of the current expenses category.

Also included in the *Summary of General Fund Expenditures by Department* schedule is a listing of transfers to other funds, including the Simi Valley Transit Fund.

The *Summary of General Fund Expenditures by Department* schedule also contains a listing of reimbursed expenditures from other funds. These amounts represent reimbursements to the General Fund for the cost of services provided to internal service, special revenue, and enterprise funds from the General Fund. The reimbursement amounts are established in the City of Simi Valley Cost Allocation Plan.

The second summary schedule entitled, *Summary of General Fund Expenditures by Account*, contains a summarization of General Fund monies allocated to department budgets by appropriation account, a listing of transfers to other funds, and a listing of reimbursed expenditures.

General Fund departmental budget sections contain charts showing the breakdown of expenditures among cost centers or divisions, organization charts, and a list of total authorized positions. Each department cost center is highlighted showing expenditures, staffing, percentage of total department budget, and narratives. The narratives include a description of the responsibilities of the department and its divisions, FY 2012-13 accomplishments and FY 2013-14 budget impacts. The budget schedules contain financial data by appropriation account with subtotals for personnel costs, supplies/materials, services, and capital outlay.

Certain recurring annual expenses such as utility costs, postage, telephone and radio communication expense, city-wide subscriptions and dues, warehoused office supplies, and copier lease payments are budgeted in a non-departmental cost center, rather than in the department budgets. This allows for cost savings due to economies of scale in purchasing activities and efficiencies in the payment of utility bills.

Future year projections, summarized by department and expenditure category, take into consideration both known and anticipated factors. Personnel cost projections are based on either multi-year labor agreements that are in place or estimated inflation. Current expenses and capital outlay cost projections are based on

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

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>BUDGET</u> 2013-14	<u>PROJECTION</u> 2014-15	<u>PROJECTION</u> 2015-16
<b><i>CITY ADMINISTRATION</i></b>						
Personnel	\$2,629,932	\$2,691,300	\$2,309,700	\$2,671,000	\$2,884,700	\$3,115,500
Current Expenses	337,980	708,400	631,700	613,400	62,600	6,400
Subtotal	\$2,967,912	\$3,399,700	\$2,941,400	\$3,284,400	\$2,947,300	\$3,121,900
<b><i>CITY ATTORNEY</i></b>						
Personnel	\$857,403	\$895,300	\$818,700	\$907,200	\$979,800	\$1,058,200
Current Expenses	42,216	45,100	43,400	72,600	74,100	75,600
Subtotal	\$899,619	\$940,400	\$862,100	\$979,800	\$1,053,900	\$1,133,800
<b><i>ADMINISTRATIVE SERVICES</i></b>						
Personnel	\$3,830,842	\$4,039,400	\$3,877,900	\$4,332,000	\$4,678,600	\$5,052,900
Current Expenses	704,721	786,800	742,400	337,600	344,400	351,300
Subtotal	\$4,535,563	\$4,826,200	\$4,620,300	\$4,669,600	\$5,023,000	\$5,404,200

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

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b><u>COMMUNITY SERVICES</u></b>						
Personnel	\$3,261,682	\$3,301,100	\$3,068,900	\$3,362,200	\$3,631,200	\$3,921,700
Current Expenses	470,459	715,900	716,100	452,700	461,800	471,000
<b>Subtotal</b>	<b>\$3,732,141</b>	<b>\$4,017,000</b>	<b>\$3,785,000</b>	<b>\$3,814,900</b>	<b>\$4,093,000</b>	<b>\$4,392,700</b>
<b><u>ENVIRONMENTAL SERVICES</u></b>						
Personnel	4,826,316	4,323,600	4,295,400	4,826,800	\$5,212,900	\$5,629,900
Current Expenses	143,438	163,700	111,200	117,500	119,900	122,300
<b>Subtotal</b>	<b>\$4,969,754</b>	<b>\$4,487,300</b>	<b>\$4,406,600</b>	<b>\$4,944,300</b>	<b>\$5,332,800</b>	<b>\$5,752,200</b>
<b><u>PUBLIC WORKS</u></b>						
Personnel	\$9,110,899	\$9,037,500	\$8,663,100	\$9,108,600	\$9,837,300	\$10,624,300
Current Expenses	2,364,077	4,486,000	4,138,800	4,254,600	4,339,700	4,426,500
Capital Outlay	48,799	0	5,100	7,000	0	0
<b>Subtotal</b>	<b>\$11,523,775</b>	<b>\$13,523,500</b>	<b>\$12,807,000</b>	<b>\$13,370,200</b>	<b>\$14,177,000</b>	<b>\$15,050,800</b>

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

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b><u>POLICE DEPARTMENT</u></b>						
Personnel	\$26,535,928	\$25,967,000	\$25,650,500	\$26,905,400	\$29,057,800	\$31,382,400
Current Expenses	1,470,258	1,822,900	1,565,200	1,918,400	1,956,800	1,995,900
Capital Outlay	202	0	0	0	0	0
Subtotal	\$28,006,388	\$27,789,900	\$27,215,700	\$28,823,800	\$31,014,600	\$33,378,300
<b><u>POLICE DEPT - EMERGENCY SERVICES</u></b>						
Personnel	\$253,571	\$256,300	\$252,700	\$265,900	\$287,200	\$310,200
Current Expenses	16,405	32,500	32,400	43,700	44,600	45,500
Subtotal	\$269,976	\$288,800	\$285,100	\$309,600	\$331,800	\$355,700
<b><u>NON-DEPARTMENTAL</u></b>						
Personnel	\$999,824	\$1,003,100	\$1,000,000	\$1,160,000	\$1,252,800	\$1,353,000
Current Expenses	2,250,672	3,624,800	3,369,700	4,453,600	5,344,300	6,413,200
Capital Outlay	0	116,600	93,000	0	0	0
Subtotal	\$3,250,496	\$4,744,500	\$4,462,700	\$5,613,600	\$6,597,100	\$7,766,200

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

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b><i>TRANSFERS TO OTHER FUNDS</i></b>						
CDA Successor Agency	\$0	153,800	176,100	151,400	\$151,400	\$151,400
Computer Equipment Replacement	590,800	622,700	622,700	660,100	673,300	686,800
Financial Info. Systems Capital	104,800	116,200	116,200	116,200	116,200	116,200
Geographic Info. Systems Capital	88,300	77,200	77,200	105,000	85,000	85,000
Landscape Zones Augmentation	245,400	931,600	931,600	805,200	821,300	837,700
Police Capital Projects	0	75,000	75,000	75,000	75,000	75,000
Retiree Medical Benefits	1,114,700	1,552,500	1,552,500	1,592,400	1,643,100	1,725,300
Streets And Roads Program	525,300	673,000	673,000	1,190,000	7,234,500	9,235,600
Debt Service	183,100	2,321,500	2,332,600	2,610,900	2,610,900	2,610,900
Transit	2,479,877	3,141,600	2,431,800	2,176,200	2,936,200	3,024,300
Vehicle Replacement	308,600	565,900	565,900	617,400	892,400	812,400
<b>Subtotal</b>	<b>5,640,877</b>	<b>10,231,000</b>	<b>9,554,600</b>	<b>10,099,800</b>	<b>17,239,300</b>	<b>19,360,600</b>
<b>Total Expend. Net of Reimbursements</b>	<b>\$65,796,501</b>	<b>\$74,248,300</b>	<b>\$70,940,500</b>	<b>\$75,910,000</b>	<b>\$87,809,800</b>	<b>\$95,716,400</b>

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	ACTUAL <u>2011-12</u>	FINAL BUDGET <u>2012-13</u>	ESTIMATED ACTUAL <u>2012-13</u>	BUDGET <u>2013-14</u>	PROJECTION <u>2014-15</u>	PROJECTION <u>2015-16</u>
<b><i>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</i></b>						
Workers' Compensation Fund	2,451,500	566,000	566,000	601,300	661,400	727,600
Liability Insurance Fund	195,900	215,400	215,400	215,400	226,200	237,500
CDBG Fund	60,454	85,300	85,300	92,600	90,000	90,000
CDA Administration Fund	708,109	0	0	0	0	0
CDA Housing Fund	491,575	0	0	0	0	0
CalHome Fund	0	0	0	30,000	30,000	30,000
Lighting Maintenance District Fund	439,800	0	0	0	0	0
Landscape District No. 1 Fund	245,400	931,600	931,600	805,200	821,300	837,700
Public Education & Government Fund	0	0	0	0	0	0
Library Fund	0	0	0	449,800	389,800	389,800
Vehicle Replacement Fund	0	287,200	287,200	101,200	90,000	90,000
Transit Fund	1,111,800	1,376,900	1,376,900	1,409,300	1,409,300	1,409,300
Sanitation Fund	2,559,400	2,449,600	2,785,200	3,034,700	3,338,200	3,896,800
Waterworks District No. 8 Fund	2,043,000	2,130,600	2,130,600	2,136,700	2,140,000	2,140,000
Economic Stabilization Trust Fund	0	2,893,000	2,893,000	755,900	0	0
<b>Subtotal</b>	<b>10,306,938</b>	<b>10,935,600</b>	<b>11,271,200</b>	<b>9,632,100</b>	<b>9,196,200</b>	<b>9,848,700</b>
<b>Total General Fund Expenditures</b>	<b><u>\$55,489,563</u></b>	<b><u>\$63,312,700</u></b>	<b><u>\$59,669,300</u></b>	<b><u>\$66,302,900</u></b>	<b><u>\$78,613,600</u></b>	<b><u>\$85,867,700</u></b>

## SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$30,352,247	\$30,810,000	\$29,008,500	(\$1,801,500)	\$31,327,600
41020 Temporary Salaries	405,545	430,700	336,000	(\$94,700)	353,800
41030 Boards and Commissions	33,088	32,600	32,600	\$0	32,600
41040 Overtime	3,145,352	3,020,300	2,975,700	(\$44,600)	2,952,500
41050 Outside Assistance	0	30,000	72,500	\$42,500	30,000
42200 Deferred Compensation (401k)	140,093	146,100	124,300	(\$21,800)	134,500
42210 Deferred Compensation (457)	35,469	54,700	31,900	(\$22,800)	41,100
41300 Vision Care	96,400	97,600	92,800	(\$4,800)	104,900
41350 Disability	225,795	206,900	198,200	(\$8,700)	204,700
41400 Group Ins/Health	5,337,367	5,458,300	4,944,900	(\$513,400)	5,905,500
41450 Life Insurance	81,252	76,700	68,900	(\$7,800)	69,100
41500 Group Ins/Dental	425,350	432,300	418,700	(\$13,600)	466,600
41600 Retirement (PERS)	8,591,782	8,568,900	7,925,000	(\$643,900)	8,872,500
41610 Retirement (PARS)	40,754	53,000	54,800	\$1,800	60,000
41650 Medicare	441,755	512,900	436,700	(\$76,200)	550,700
41660 FICA	19,592	50,400	21,500	(\$28,900)	28,500
41700 Workers' Compensation	1,926,900	2,150,800	2,147,400	(\$3,400)	2,464,600
41800 Annual Leave Pay Out	999,824	1,003,100	1,000,000	(\$3,100)	1,100,000
41620 Retirement HRA	63,392	85,300	80,500	(\$4,800)	93,600
41860 Salary Reimbursements	(55,560)	(140,000)	(34,000)	\$106,000	0
41900 Personnel Savings	0	(1,566,000)	0		(1,253,700)
Subtotal - Personnel	52,306,397	51,514,600	49,936,900	(3,143,700)	53,539,100
<b><u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u></b>					
42100 Utilities	905,287	2,124,500	2,071,400	(\$53,100)	2,199,600
42130 Postage	78,759	79,500	69,700	(\$9,800)	79,200
42150 Communications	660,944	872,400	707,800	(\$164,600)	737,900
42200 Computer (Non-Capital)	9,087	9,700	9,100	(\$600)	9,100

**SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$62,124	\$70,400	\$65,100	(\$5,300)	\$68,000
42235 Furnishings (Non-Capital)	10,114	8,000	7,600	(400)	16,200
42300 Copiers	131,051	144,000	141,500	(2,500)	125,500
42310 Rentals	14,805	21,400	19,500	(1,900)	24,600
42410 Uniform/Clothing Supply	306,708	336,800	319,800	(17,000)	370,900
42420 Special Departmental Expense	146,445	193,800	197,100	3,300	155,300
42440 Memberships & Dues	113,371	137,300	131,900	(5,400)	138,100
42450 Subscriptions & Books	14,386	18,300	16,600	(1,700)	30,300
42460 Advertising	28,462	34,600	36,600	2,000	33,400
42500 Fuel and Lubricants	728,551	930,200	796,600	(133,600)	877,300
42510 Tires	49,718	51,400	51,400	0	51,400
42550 Small Tools/Equipment	10,211	11,000	10,500	(500)	10,400
42560 Operating Supplies	726,103	905,000	828,900	(76,100)	912,100
42720 Travel, Conferences, Meetings	74,145	100,200	87,100	(13,100)	136,600
42730 Training	61,511	88,600	79,900	(8,700)	93,600
42760 P.O.S.T. Training	85,240	90,000	90,000	0	90,000
42770 Recruitment	26,369	35,900	11,100	(24,800)	0
42780 Investigations	8,594	6,500	4,400	(2,100)	37,100
42790 Mileage	85,803	95,900	88,500	(7,400)	95,900
Subtotal - Supplies/Materials	\$4,337,788	\$6,365,400	\$5,842,100	(\$523,300)	\$6,292,500
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
44010 Professional/Special Services	\$1,024,138	\$1,510,700	\$1,349,400	(\$161,300)	\$1,298,000
44015 County Property Tax Collection Fee	302,919	381,800	323,900	(57,900)	330,400

**SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)**

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b><u>CURRENT EXPENSES - SERVICES (CONT'D)</u></b>					
44210 Animal Regulation	\$242,296	\$240,000	\$250,400	10,400	\$250,400
44310 Maintenance of Equipment	902,936	1,045,800	972,200	(73,600)	1,251,100
44450 Landscape Maintenance Contract	786,777	951,800	951,800	0	976,800
44460 Public Nuisance Abatement	0	0	0	0	2,000
44490 Other Contract Services	999,872	1,712,600	1,483,100	(229,500)	1,736,700
44590 Insurance Charges	73,300	950,400	950,400	0	934,900
44491 FIS Operations	73,300	85,100	85,100	0	85,100
44492 GIS Operations	22,300	29,500	29,500	0	29,500
44355 Vehicle Maintenance Reimbursement	(965,400)	(887,000)	(887,000)	0	(923,300)
Subtotal - Services	<u>\$3,462,438</u>	<u>\$6,020,700</u>	<u>\$5,508,800</u>	<u>(\$511,900)</u>	<u>\$5,971,600</u>
Subtotal - Current Expenses	\$7,800,226	\$12,386,100	\$11,350,900	(\$1,035,200)	\$12,264,100
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings and Equip (Capital)	\$7,551	\$116,600	\$98,100	(\$18,500)	\$7,000
47050 Maintenance Contracts	41,450	0	0	0	0
Subtotal - Capital Outlay	<u>\$49,001</u>	<u>\$116,600</u>	<u>\$98,100</u>	<u>(\$18,500)</u>	<u>\$7,000</u>
<b><u>TRANSFERS TO OTHER FUNDS</u></b>					
49200 CDA Successor Agency	\$0	\$153,800	\$176,100	\$22,300	\$151,400
49648 Computer Equipment Replacement	590,800	622,700	622,700	0	660,100
49656 Financial Info. Systems Capital	104,800	116,200	116,200	0	116,200
49649 Geographic Info. Systems Capital	88,300	77,200	77,200	0	105,000

**SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>TRANSFERS TO OTHER FUNDS (CONT'D)</i></b>					
49300 Landscape Zones Augmentation	\$245,400	\$931,600	\$931,600	0	\$805,200
49660 Police Capital Projects	0	75,000	75,000	0	75,000
49297 Retiree Medical Benefits	1,114,700	1,552,500	1,552,500	0	1,592,400
49600 Streets And Roads Program	525,300	673,000	673,000	0	1,190,000
49500 Debt Service	183,100	2,321,500	2,332,600	11,100	2,610,900
49750 Transit	2,479,877	3,141,600	2,431,800	(709,800)	2,176,200
49651 Vehicle Replacement	308,600	565,900	565,900	0	617,400
Subtotal Transfers to Other Funds	\$5,640,877	\$10,231,000	\$9,554,600	(\$676,400)	\$10,099,800
Total Expend. Net of Reimbursements	\$65,796,501	\$74,248,300	\$70,940,500	(\$3,307,800)	\$75,910,000
<b><i>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</i></b>					
39250 Library Fund	0	0	0	0	449,800
45805 Workers' Compensation Fund	2,451,500	566,000	566,000	\$0	601,300
45803 Liability Insurance Fund	195,900	215,400	215,400	0	215,400
45290 CDBG Fund	60,454	85,300	85,300	0	92,600
45200 CDA Administration Fund	708,109	0	0	0	0
45201 CDA Housing Fund	491,575	0	0	0	0
45204 CalHOME Program Fund	0	0	0	0	30,000
45270 Lighting Maintenance District Fund	439,800	0	0	0	0
45300 Landscape District No. 1	245,400	931,600	931,600	0	805,200
45214 Public Education & Government Fund	0	0	0	0	0
45651 Vehicle Replacement Fund	0	287,200	287,200	0	101,200
45750 Transit Fund	1,111,800	1,376,900	1,376,900	0	1,409,300
45700 Sanitation Fund	2,559,400	2,449,600	2,785,200	335,600	3,034,700

**SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)**

	<u>ACTUAL 2011-12</u>	<u>FINAL BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>VARIANCE 2012-13</u>	<u>BUDGET 2013-14</u>
<i><b>REIMBURSED EXPENDITURES &amp; TRANSFERS IN (CONT'D)</b></i>					
45760 Waterworks District No. 8 Fund	\$2,043,000	\$2,130,600	\$2,130,600	\$0	\$2,136,700
45950 Economic Stabilization Trust Fund	0	2,893,000	2,893,000	\$0	755,900
Subtotal Reimbursed Expenses	<u>10,306,938</u>	<u>10,935,600</u>	<u>11,271,200</u>	<u>\$335,600</u>	<u>9,632,100</u>
Total General Fund Expenditures	<u>\$55,489,563</u>	<u>\$63,312,700</u>	<u>\$59,669,300</u>	<u>(\$3,643,400)</u>	<u>\$66,302,900</u>

# **CITY ADMINISTRATION**

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**\$3,284,400**

# CITY ADMINISTRATION

## Department Overview

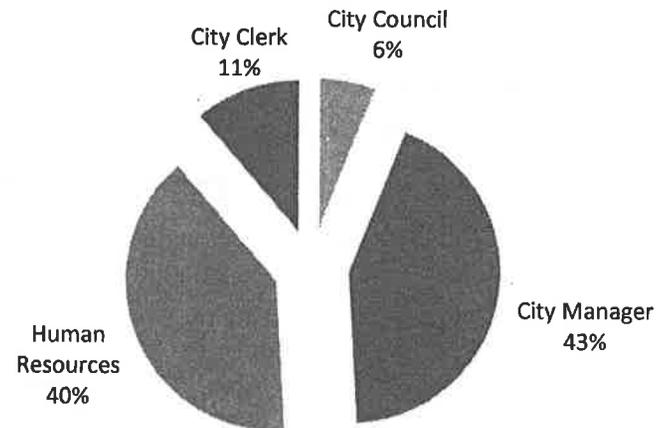
City Administration includes the activities of the City Council and the City Manager's Office.

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

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

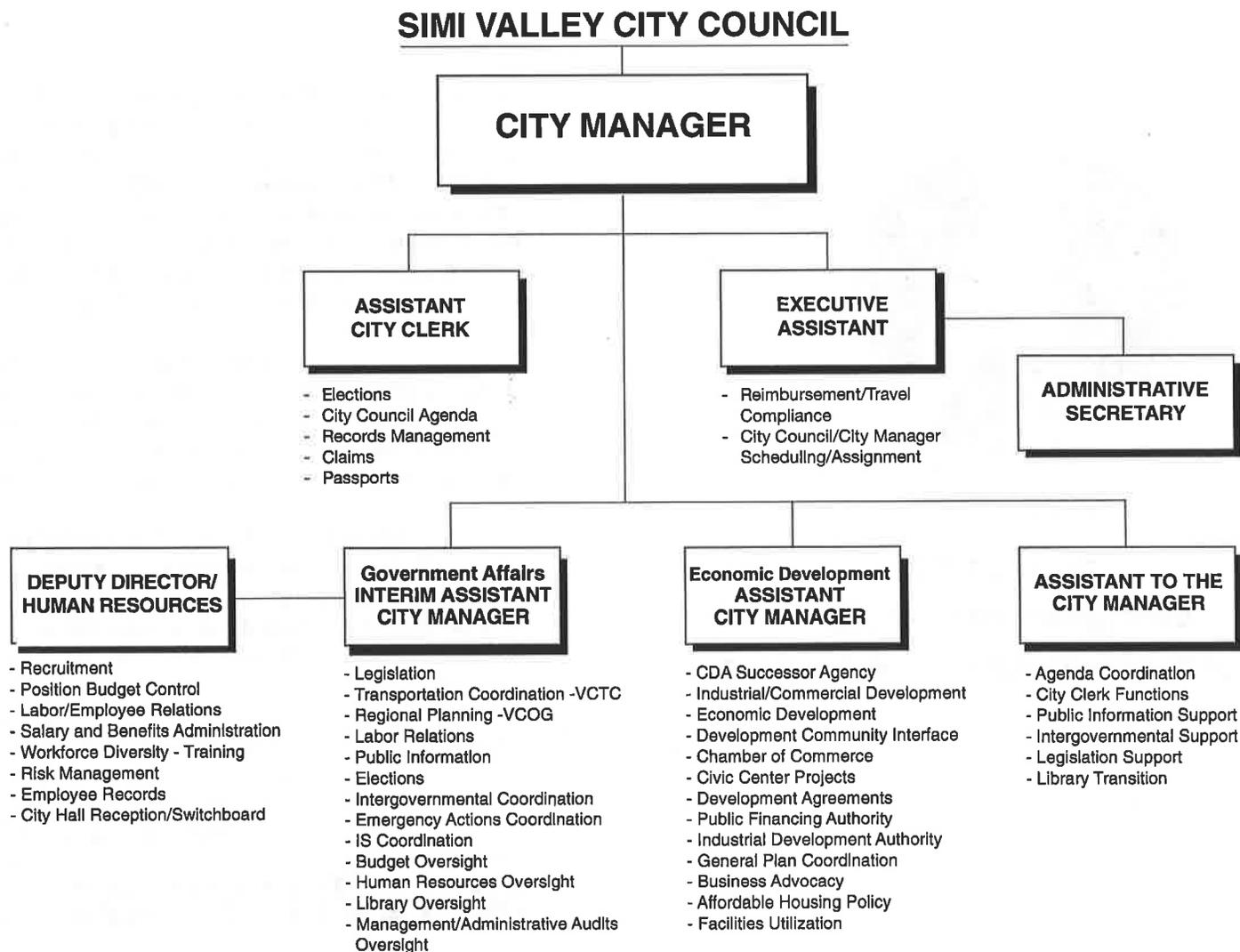
The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, and public information. The Economic Development Office includes the City's Business and Development Advocate and the City's business attraction and marketing activities. The Human Resources Division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

### Breakdown of City Administration FY 13-14 Expenditures \$3,284,400



# CITY MANAGER

## Organizational Chart



# CITY ADMINISTRATION

## Authorized Positions

### REGULAR POSITIONS:

FY 2011-12   FY 2012-13   FY 2013-14

#### City Manager:

City Manager	1.0	1.0	1.0
Assistant City Manager	2.0	1.0	1.0
Assistant to the City Manager	0.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

#### Human Resources:

Deputy Director/Human Resources	1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0
Senior Human Resources Analyst	2.0	2.0	2.0
Management Analyst	0.0	1.0	1.0
Human Resources Analyst	1.0	1.0	1.0
Senior Human Resources Technician	1.0	1.0	1.0
Human Resources Technician	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>9.0</b>	<b>10.0</b>	<b>10.0</b>

# CITY ADMINISTRATION

## Authorized Positions (continued)

<u>REGULAR POSITIONS (Cont'd.)</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b>City Clerk Services:</b>			
Assistant City Clerk	1.0	1.0	1.0
Recording Secretary	2.0	2.0	1.0
Secretary	0.0	1.0	1.0
Clerk II	1.0	0.0	1.0
SUBTOTAL	4.0	4.0	4.0
<b>TOTAL - REGULAR POSITIONS</b>	<b>20.0</b>	<b>21.0</b>	<b>21.0</b>
<u>TEMPORARY POSITIONS: (Note 1)</u>			
<b>Human Resources:</b>			
Work Experience/Clerical	1.0	1.5	1.5
<b>TOTAL - TEMPORARY POSITIONS</b>	<b>1.0</b>	<b>1.5</b>	<b>1.5</b>
<b>TOTAL - CITY ADMINISTRATION POSITIONS</b>	<b>21.0</b>	<b>22.5</b>	<b>22.5</b>

Note 1: Temporary and Part-time positions are shown as full-time equivalents.

# CITY ADMINISTRATION

## City Council Office

### OVERVIEW

The City Council is the legislative and policy-making body of municipal government. The four Council Members are elected at large on a nonpartisan basis. The Mayor serves as the ceremonial head of the City and presides at all City Council meetings. The City Council appoints the City Manager and City Attorney.

The City Council is also the Board of Directors of the Ventura County Waterworks District No. 8, the Simi Valley Community Development Agency Successor Agency, The Simi Valley Library Board of Trustees, The Simi Valley Industrial Development Authority, the Simi Valley Public Financing Authority, Simi Valley Lighting Maintenance District, and Simi Valley Landscape District No. 1. Members of the City Council also serve on various regional governmental policy committees.

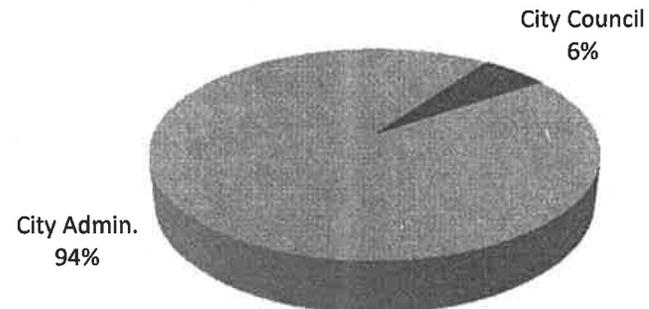
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$204,500	\$197,300

### City Council Office as Percent of Total City Administration Expenditures



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# CITY ADMINISTRATION

## City Manager's Office

### OVERVIEW

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

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

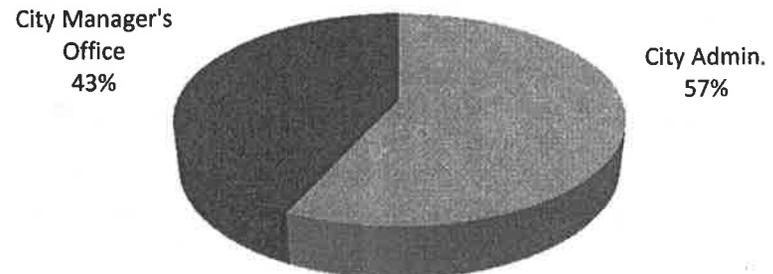
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	5	7	7	7

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,139,200	\$1,413,800

### City Manager's Office as Percent of Total City Administration Expenditures



# CITY ADMINISTRATION

## City Manager's Office (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Coordinated legislative activity on a variety of issues including local government revenues, economic development, regional transportation, drug prevention, and health care.

Managed the ongoing construction of the City Hall Expansion Project that will relocate the Department of Environmental Services to City Hall and create a one-stop permit counter to better serve the public.

Developed and began implementation of the City's 20-Point Economic Strategic Plan, including the hiring of a marketing consultant to develop a new marketing plan to attract businesses to Simi Valley.

Launched a new Economic Development website with information about how to start a business in Simi Valley, how to relocate your business to Simi Valley, and how to expand your business already in Simi Valley.

Continued overseeing the creation of the Simi Valley Municipal Library System by completing a Request for Proposals (RFP) process, awarding a contract to a library operator, and implementing a transition plan.

Upgraded the City's website by improving the website's aesthetic design, adding an "I Want To..." button, expanding the website's emergency notification abilities, improving the search engine, and launching E-Notification services for the Council On Aging and Senior Center.

### KEY ACCOMPLISHMENTS (continued)

Prepared and implemented a new Location Filming Ordinance to make filming easier and to streamline permit processing.

Developed transparency tools to better inform the public about the City's labor negotiations process and budget development process.

Produced City-sponsored events including the third annual Simi Valley Living Green Expo and the Holiday Toy Express train.

### BUDGET IMPACTS FOR FY 13-14

Due to vacancy of the City Manager position, savings for various memberships and dues were accomplished in FY 2012-13 that will be due in FY 2013-14.

Funding for various economic development activities, as outlined in the City's 20-Point Economic Strategic Plan, will need to be added to the City Manager's Office Budget, though more precise costs will be determined by a marketing plan currently in development and following direction from the City Council.

The Senior Management Analyst position (vacant) has been frozen for FY 2013-14.

# CITY ADMINISTRATION

## Human Resources

### OVERVIEW

The Human Resources Division is responsible for coordinating personnel and risk management services for all City-administered departments and special districts. These include recruitment, employee records/policies, employee orientations, employee exit interviews, compensation plan administration, and labor relations support. Human Resources also administers the City's Succession Management/Career Development Program to coordinate employee development.

Risk Management includes administering drug/alcohol and employee safety programs in compliance with Federal and State requirements, coordinating the employee assistance program, coordinating liability and property claims, purchasing property/casualty insurance, and recommending loss control strategies.

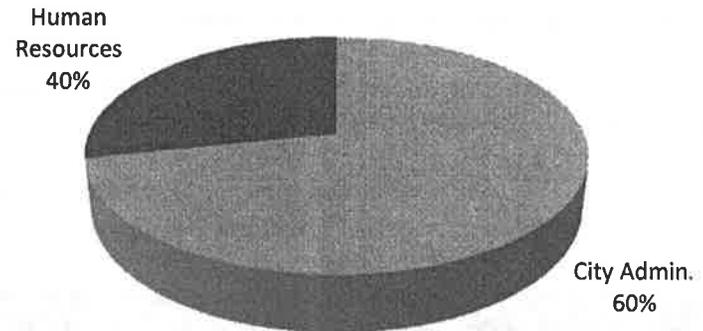
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	9	9	10	10

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,163,800	\$1,300,000

### Human Resources as a Percent of Total City Administration Expenditures



# CITY ADMINISTRATION

## Human Resources (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Initiated 33 recruitments, processed 1,456 employment applications, conducted 23 oral appraisal boards, and provided employment orientations to 10 new employees (through March).

Processed ten layoff notices, of which six had bumping rights and of which four were placed in vacant positions for which the employees were qualified, and utilized retirement incentives and displacement assistance.

Continued to review and evaluate, in coordination with employee groups, the CalPERS Health Insurance Program as an option to the City's current insurance program, including the evaluation of an insurance pool option.

Coordinated health benefits enrollment, including updating of health benefits documents, posting of updated materials to the City's employee shared directory, preparing packets for distribution to employees and retirees, entering benefit changes into the Human Resources/Payroll system and provider databases, and reviewing provider billings to ensure changes were properly posted.

Worked with the Training Committee to develop the Succession Management and Career Development Program, which included a staff report to the City Council for approval of a Management Analyst to support the program.

### KEY ACCOMPLISHMENTS (continued)

Provided 50 employee trainings and education seminars with 1,572 employee participants to improve public service.

Conducted eight employee investigations, including a Public Employment Relations Board (PERB) unfair labor charge.

Coordinated 31 Americans with Disabilities Act interactive processes with City employees.

Completed research and analysis of the Public Employees' Pension Reform Act and coordinated Human Resources/Payroll system implementation.

### BUDGET IMPACTS FOR FY 13-14

A full year's funding for an Organizational Development and Efficiency Specialist (Management Analyst) has been included in the FY 2013-14 Budget after being created by the City Council in FY 2012-13 to implement and develop the City's Succession Management and Career Development Program.

# CITY ADMINISTRATION

## City Clerk

### OVERVIEW

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

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

The City Clerk's Office is also responsible for municipal elections (including voter registration and campaign disclosure statements), public records (such as resolutions, deeds, and contracts), the City's Records Retention/Destruction Schedule, and receiving petitions, claims, summons, and subpoenas.

The City Clerk's Office ensures that public records requests received are processed in compliance with the Public Records Act, campaign finance and Conflict of Interest filings are processed per the requirements of the Political Reform Act, and all agenda postings comply with the requirements of the Brown Act (open meeting laws).

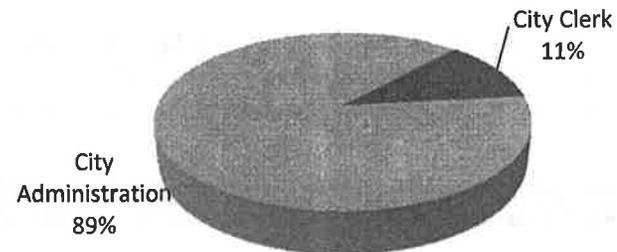
### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$310,200	\$373,300

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	4	4	4	4

### City Clerk's Office as Percent of Total City Administration Expenditures



# CITY ADMINISTRATION

## City Clerk (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Prepared approximately 348 pages of minutes and completed follow-up for 16 ordinances, 46 resolutions, and 81 contracts/agreements.

Processed 160 Public Records Act requests, 11 complaints, 53 claims, 22 bankruptcies, and 37 subpoenas.

Processed 440 passport applications as a Passport Acceptance Facility and responded to 1,444 passport information requests.

Developed an electronic system for tracking and storage of documents supplied in response to Public Records Act requests.

Completed all necessary actions in support of the 2012 General Municipal Election, including provision of information, hosting a Candidate Orientation for all Mayoral and City Council candidates, hosting of public Candidate Forums, and filing campaign disclosure statements.

### BUDGET IMPACTS FOR FY 13-14

Due to staff turnover, quadrennial recertification for City Clerk's Office staff to become certified as Notary Public is due sooner than expected and has been included in the FY 2013-14 Budget.

Due to staff turnover, a minimal training budget (\$500) has been included in the FY 2013-14 Budget.

Funding (\$800) has been included in the FY 2013-14 Budget for an update to the City's Records Retention Schedule, which has not been updated since 2010 and should be updated annually as a best practice.

Election-related expenses will be minimized in FY 2013-14 because a municipal election is not currently scheduled until FY 2014-15.

Funding for a Clerk II position (previously a frozen Recording Secretary position) has been included in the FY 2013-14 budget.

## CITY ADMINISTRATION

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	1,731,145	1,746,200	\$1,488,700	\$257,500	\$1,729,200
41020 Temporary Salaries	43,067	66,900	52,100	14,800	35,000
41030 Boards & Commission	480	0	0	0	0
41040 Overtime	730	1,500	400	1,100	1,500
41200 Deferred Compensation - 401k	19,955	22,600	17,400	5,200	18,500
41210 Deferred Compensation - 457	1,961	2,000	1,600	400	2,400
41300 Vision Care	5,452	5,500	4,900	600	5,500
41350 Disability	13,302	13,400	10,300	3,100	11,800
41400 Group Ins/Health	326,155	330,300	292,600	37,700	338,200
41450 Life Insurance	5,599	5,400	4,600	800	4,400
41500 Group Ins/Dental	16,030	16,000	14,000	2,000	17,000
41600 Retirement/PERS	373,232	406,200	299,600	106,600	370,000
41610 Retirement/PARS	14,800	20,400	20,400	0	0
41650 Medicare	25,569	25,200	24,100	1,100	30,300
41660 FICA	3,330	28,200	3,900	24,300	5,100
41700 Workers' Compensation	49,300	67,800	67,800	0	90,100
41620 Retirement/HRA	3,330	7,200	7,300	(100)	12,000
41860 Salary Reimbursement	(3,505)	0	0	0	0
41900 Personnel Savings	0	(73,500)	MET	0	0
Subtotal - Personnel	2,629,932	2,691,300	2,309,700	455,100	2,671,000
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	11,593	12,300	13,300	(1,000)	12,900
42420 Special Departmental Expense	20,500	62,900	66,200	(3,300)	20,500
42440 Memberships & Dues	2,512	4,000	2,700	1,300	5,000

**CITY ADMINISTRATION (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>SUPPLIES AND MATERIALS (CONT'D)</i></b>					
42450 Subscriptions & Books	920	1,800	1,500	\$300	\$1,800
42460 Advertising	22,200	27,700	27,700	0	26,500
42720 Travel, Conferences, Meetings	20,999	30,400	24,000	6,400	31,900
42730 Training	16,181	29,200	27,500	1,700	27,200
42790 Mileage	30,337	32,400	28,600	3,800	32,100
Subtotal - Supplies/Materials	<u>125,242</u>	<u>200,700</u>	<u>191,500</u>	<u>9,200</u>	<u>157,900</u>
<b><i>SERVICES</i></b>					
44010 Professional/Special Services	212,234	502,200	435,700	66,500	455,000
44310 Maintenance of Equipment	504	500	600	(100)	500
44490 Other Contract Services	0	5,000	3,900	1,100	0
Subtotal - Services	<u>212,738</u>	<u>507,700</u>	<u>440,200</u>	<u>67,500</u>	<u>455,500</u>
Subtotal Current Expenses	337,980	708,400	631,700	76,700	613,400
Total	<u><u>\$2,967,912</u></u>	<u><u>\$3,399,700</u></u>	<u><u>\$2,941,400</u></u>	<u><u>\$531,800</u></u>	<u><u>\$3,284,400</u></u>

# **CITY ATTORNEY**

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**\$979,800**

# CITY ATTORNEY

## Department Overview

The City Attorney's Office renders high level professional legal advice to the City of Simi Valley, Ventura County Waterworks District No. 8, Simi Valley Industrial Development Authority, and Simi Valley Public Financing Authority.

The City Attorney's emphasis is on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings. The City Attorney's Office provides departments with current legislative information and court decisions that may have a direct impact on interpretations of law and provides legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections. The Attorney's Office also updates and disseminates guidebooks and memorandums to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.

The City Attorney's Office provides defense of civil actions brought against the City. Prosecutes municipal code violations and criminal matters to enforce the City's Municipal Codes. Attorneys evaluate claim and civil lawsuits to determine where City liability issues may exist, assess damages and, when settlements are appropriate, initiate settlements within City Attorney settlement authority or request City Council approval.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$862,100	\$979,800

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	6	6	5.8	5.8

# CITY ATTORNEY

## Department Overview (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided timely legal review and comments on approximately 300 City Council and Planning Commission staff reports.

Provided timely responses, legal review, legal opinions and recommendations regarding approximately 250 items submitted, in addition to 78 Public Records Act requests and ten subpoenas.

Prepared and obtained City Council approval of an ordinance that established restrictions on registered sex offenders on October 31<sup>st</sup> of each year, and initiated a Municipal Code amendment changing meeting date procedures due to a change in state law.

Participated and provided legal advice when appropriate and as requested at Planning Commission, subcommittee, and advisory meetings.

Received and investigated 40 new claims filed against the City, of which 19 claims were denied and 14 were resolved. Of the remaining claims, seven are currently being reviewed for final determination.

Accepted service of six new lawsuits. Managed 11 active cases in various stages of the litigation process.

### KEY ACCOMPLISHMENTS (continued)

Attended 11 Depositions for lawsuits which included representation of City staff members in non-City litigation where staff members were deposed.

Conducted Brown Act training to Youth Council members and presented an overview of what the City Attorney's Office does at a candidate orientation.

Prosecuted 72 cases originating from criminal citations cited by the Police Department, or from code enforcement violations brought by the Community Services Department, and one administrative fines proceeding.

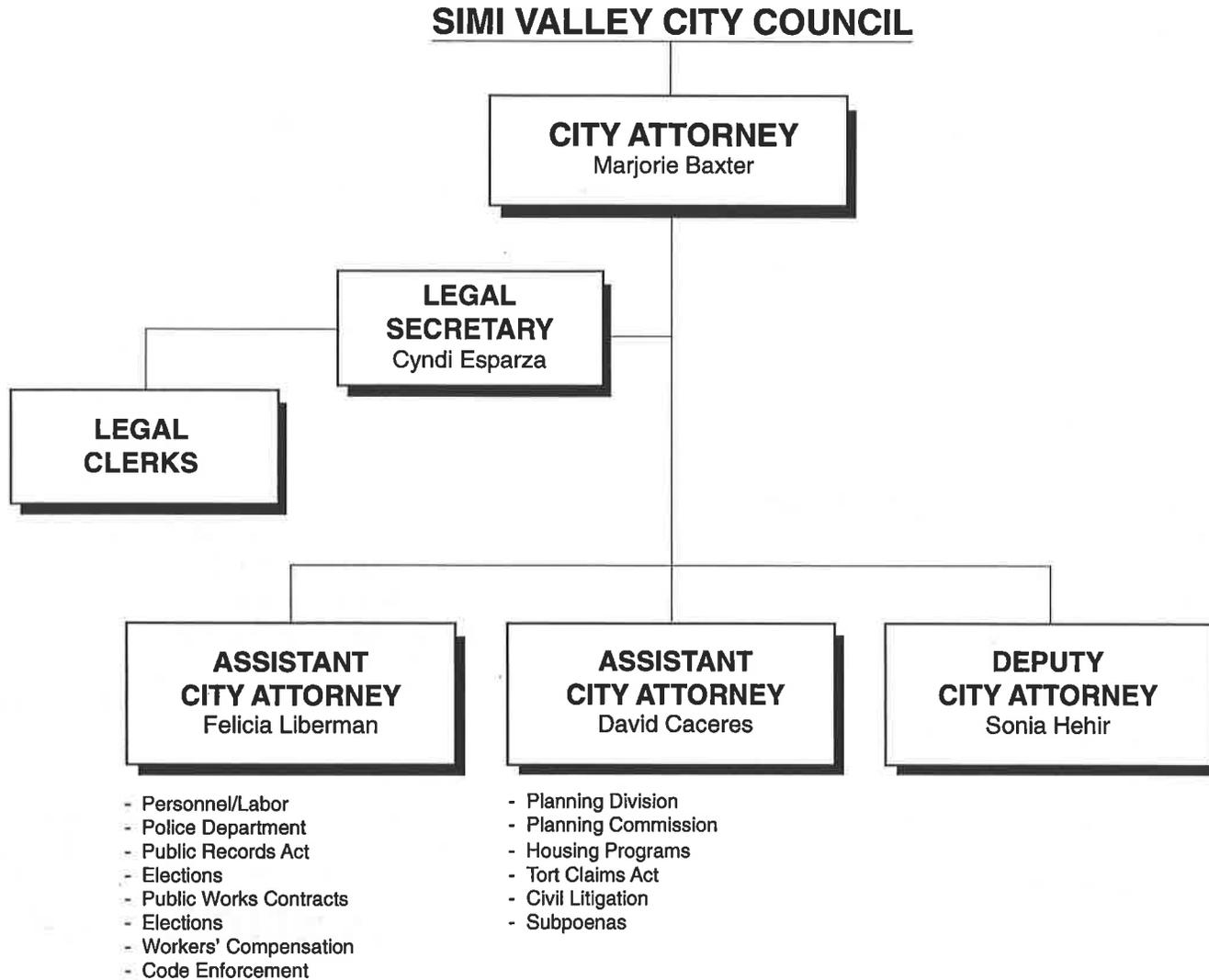
Represented City of Simi Valley Police Officers in two Pitchess discovery motions.

### BUDGET IMPACTS FOR FY 13-14

Increases are included for Subscriptions and Books, Travel, Training, and Professional Services in order to renew subscriber agreements for online and hard copy research materials and bring training current for all staff attorneys.

# CITY ATTORNEY

## Organizational Chart



# CITY ATTORNEY

## Authorized Positions

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b><u>REGULAR POSITIONS:</u></b>			
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	0.0	0.0
Assistant City Attorney	0.0	2.0	2.0
Deputy City Attorney	2.0	0.0	0.0
Legal Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>
<b><u>PART-TIME POSITIONS: (Note 1)</u></b>			
Deputy City Attorney	0.0	0.8	0.8
Legal Clerk	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>1.0</b>	<b>1.8</b>	<b>1.8</b>
<b>TOTAL - CITY ATTORNEY POSITIONS</b>	<b>6.0</b>	<b>5.8</b>	<b>5.8</b>

Note 1: Temporary and Part-time positions are shown as full-time equivalents.

## CITY ATTORNEY

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$593,945	\$611,700	\$555,400	\$56,300	\$609,700
41020 Temporary Salaries	21,334	20,000	31,300	(11,300)	20,000
41040 Overtime	0	100	0	100	100
41200 Deferred Compensation - 401k	5,082	5,300	4,900	400	5,300
41210 Deferred Compensation - 457	333	200	0	200	200
41300 Vision Care	1,161	1,300	1,100	200	1,300
41350 Disability	5,544	5,000	4,700	300	5,200
41400 Group Ins/Health	53,717	58,400	44,000	14,400	65,100
41450 Life Insurance	1,176	1,300	1,000	300	1,200
41500 Group Ins/Dental	3,873	3,800	3,000	800	4,000
41600 Retirement/PERS	138,922	140,900	128,700	12,200	146,300
41610 Retirement/PARS	4,700	7,800	7,800	0	0
41650 Medicare	7,180	8,700	6,100	2,600	10,900
41660 FICA	123	0	1,000	(1,000)	0
41700 Workers' Compensation	17,900	26,000	26,000	0	33,100
41620 Retirement HRA	2,413	4,800	3,700	1,100	4,800
Subtotal - Personnel	\$857,403	\$895,300	\$818,700	\$76,600	\$907,200
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	1,384	2,300	2,300	0	2,300
42440 Memberships & Dues	1,950	2,100	2,100	0	2,100
42450 Subscriptions & Books	7,822	8,000	7,900	100	13,000
42720 Travel, Conferences, Meetings	1,061	1,500	1,500	0	3,000
42730 Training	2,472	3,000	3,000	0	5,500
42790 Mileage	8,386	10,100	9,000	1,100	10,100
Subtotal - Supplies/Materials	\$23,075	\$27,000	\$25,800	\$1,200	\$36,000

**CITY ATTORNEY (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	19,141	18,100	17,600	500	36,600
Subtotal - Services	<u>\$19,141</u>	<u>\$18,100</u>	<u>\$17,600</u>	<u>\$500</u>	<u>\$36,600</u>
Subtotal Current Expenses	\$42,216	\$45,100	\$43,400	\$1,700	\$72,600
Total	<u>\$899,619</u>	<u>\$940,400</u>	<u>\$862,100</u>	<u>\$78,300</u>	<u>\$979,800</u>

# **ADMINISTRATIVE SERVICES**

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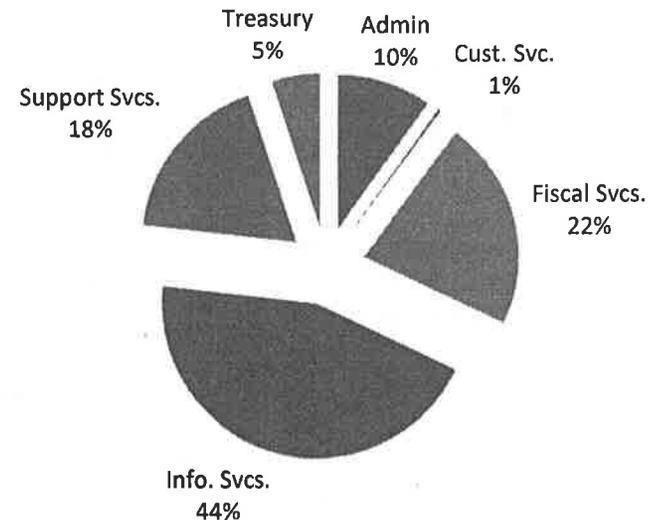
**\$4,669,600**

# ADMINISTRATIVE SERVICES

## Department Overview

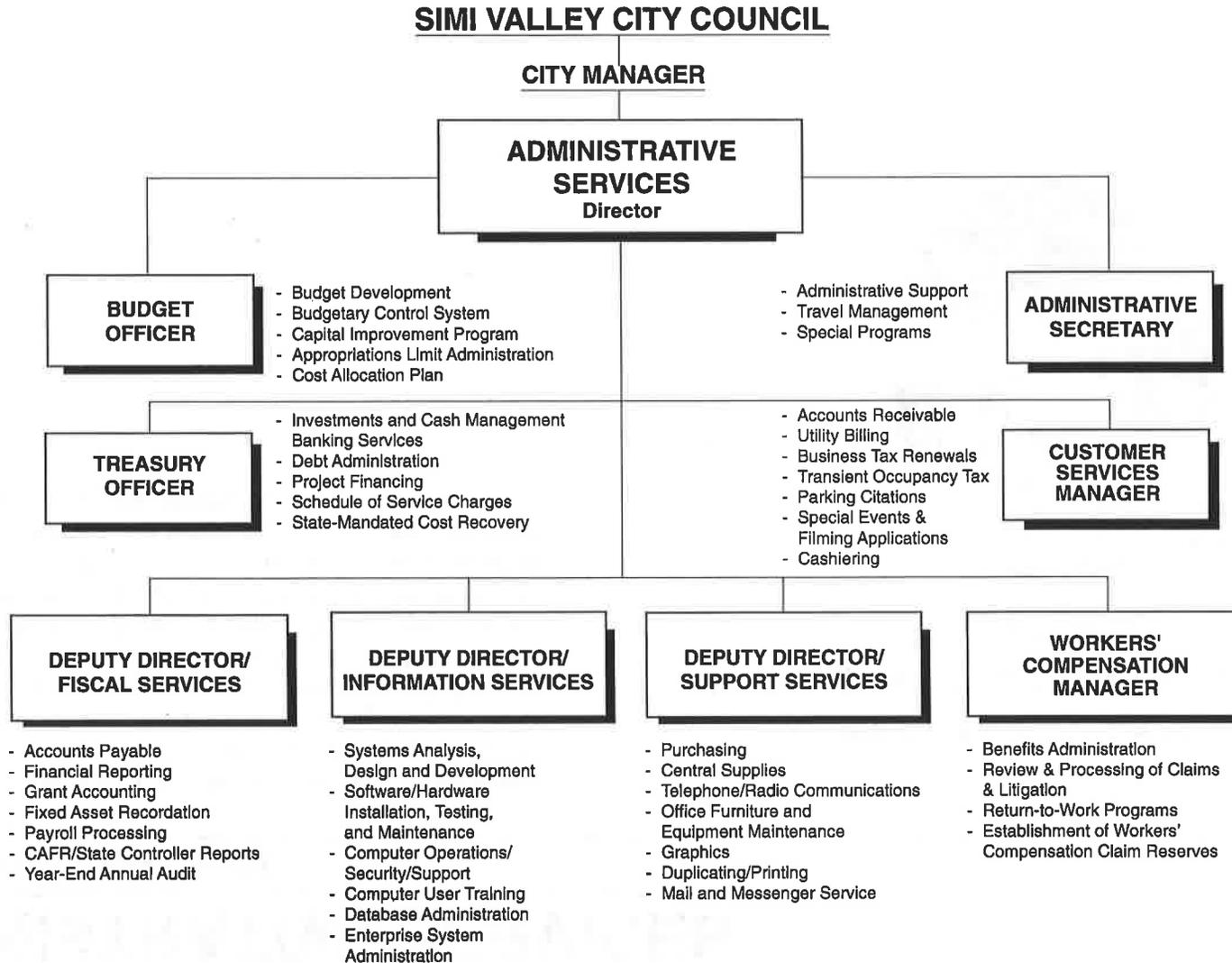
The Department of Administrative Services provides a wide variety of services to City staff and the public, with most functions provided in support of other Departments. The Department's major functions include budget preparation, accounting and financial reporting, payroll, cash management, debt administration, purchasing, telephone and radio communications, graphics and printing, mail services, computer hardware/software acquisition and support, workers' compensation administration, billing/collection for water and wastewater services, and processing of business tax certificates and parking citations.

### Breakdown of Administrative Services FY 13-14 Expenditures \$4,669,600



# ADMINISTRATIVE SERVICES

## Organizational Chart



# ADMINISTRATIVE SERVICES

## Authorized Positions

### REGULAR POSITIONS:

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<u>Administration:</u>			
Director, Administrative Services	1.0	1.0	1.0
Budget Officer	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<u>Customer Services: (Note 1)</u>			
<u>Fiscal Services:</u>			
Deputy Director/Fiscal Services	1.0	1.0	1.0
Accounting Supervisor	1.0	0.0	0.0
Senior Accountant	1.0	1.0	1.0
Staff Accountant	1.0	2.0	2.0
Accounting Specialist	1.0	1.0	1.0
Accounting Technician	5.0	5.0	5.0
<b>SUBTOTAL</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
<u>Treasury Services:</u>			
Treasury Officer	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

Note 1: All positions are budgeted in the Ventura County Waterworks District No. 8 Enterprise Fund.

# ADMINISTRATIVE SERVICES

## Authorized Positions (continued)

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b><u>Information Services:</u></b>			
Deputy Director/Information Services	1.0	1.0	1.0
SAP Applications Support Analyst	0.0	0.0	0.0
Enterprise Systems Analyst	4.0	4.0	4.0
Senior Information Services Analyst	3.0	3.0	3.0
Geographic Information Systems Coordinator	1.0	1.0	1.0
Information Services Analyst II	3.0	2.0	2.0
Information Services Analyst I	3.0	3.0	3.0
SUBTOTAL	15.0	14.0	14.0
<b><u>Support Services:</u></b>			
Deputy Director/Support Services	1.0	1.0	1.0
Senior Management Analyst	2.0	1.0	1.0
Communication Systems Coordinator	0.0	1.0	1.0
Graphics Media Coordinator	1.0	1.0	1.0
Printer	1.0	1.0	1.0
Graphics/Support Services Technician	1.0	1.0	1.0
Support Services Worker	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	8.0	8.0	8.0
<b>TOTAL REGULAR POSITIONS</b>	<b>37.0</b>	<b>36.0</b>	<b>36.0</b>

# ADMINISTRATIVE SERVICES

## Administration

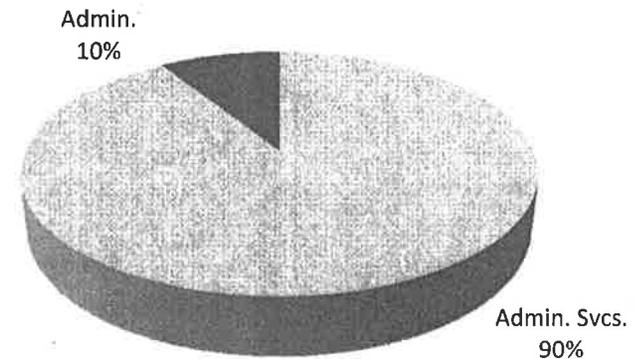
### OVERVIEW

The Administration Division is responsible for the overall management of the Department of Administrative Services. It coordinates the activities of the Department's various divisions and serves as the primary contact point for the City Council, other City Departments, and the general public. The Division is also responsible for preparation of the City's Annual Budget, First Quarter and Mid-Year Financial Reports, administration of the budgetary control process, and coordination of financial reporting requirements.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$419,500	\$459,300

### Administration as Percent of Administrative Services Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	3

# ADMINISTRATIVE SERVICES

## Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Prepared and submitted for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP).

Submitted the First Quarter and Mid-Year Financial Reports for FY 2012-13 to the City Council in November 2012 and February 2013, respectively.

Updated the Cost Allocation Plan for the FY 2013-14 budget.

Coordinate City-wide Enterprise Resource Planning software upgrade projects with City Departments.

### BUDGET IMPACTS FOR FY 13-14

FY13-14 budget includes \$25,000 for professional services to update the City's Schedule of Fees.

# ADMINISTRATIVE SERVICES

## Fiscal Services

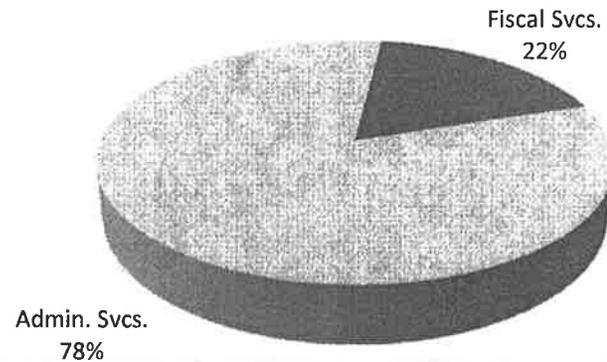
### OVERVIEW

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

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$924,400	\$1,025,500

### Fiscal Services as Percent of Administrative Services Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	10	10	10	10

# ADMINISTRATIVE SERVICES

## Fiscal Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Completed the annual financial audit and prepared the Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2012.

Published the City's summarized financial data in the Ventura County Star Newspaper in compliance with California Government Code Sections 40804-40805.

Completed all State Controller's Reports by mandated deadlines.

Completed all Due Diligence Reviews and audits required by the State of Redevelopment Agency Funds pursuant to AB1484, for the Successor Agency of the Former Simi Valley Community Development Agency.

### BUDGET IMPACTS FOR FY 13-14

None

# ADMINISTRATIVE SERVICES

## Information Services

### OVERVIEW

The Information Services Division provides centralized management and planning of computer resources and services for all City departments. The Division has responsibility for technical support of the Financial Information System, Integrated Police System (IPS), Geographic Information System (GIS), Community Development and Permitting System, Wide Area Network (WAN), and Internet connections. The Division coordinates all computer hardware, software, and network architectures. The Division is also responsible for hardware maintenance, equipment replacement, software licensing and maintenance, development of new systems, system infrastructure, and training on City-standard PC software.

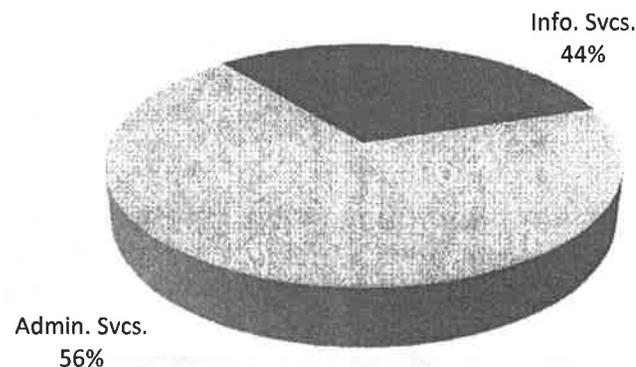
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	14	15	14	14

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$2,186,100	\$2,087,700

### Information Services as Percent of Administrative Services Expenditures



# ADMINISTRATIVE SERVICES

## Information Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Migrated all City computers off the Novell platform to Microsoft.

Implemented an On-Line Permit System for obtaining simple residential Building Permits via the Internet.

Assisted with the City's 911 dispatch center technology upgrade project.

Coordinated the cabling installation for the City Hall Expansion Project, and completed the relocation of all the computers in Phase I of the Project.

Replaced uninterruptible power supply equipment at the Wastewater Treatment Plant and at City Hall.

Worked with the City Manager's Office to define and provide technology required for the Simi Valley Public Library conversion to a City-run program.

### BUDGET IMPACTS FOR FY 13-14

Administrative Services staffing allocation for the Information Services Division was expanded in FY 2012-13 to provide the necessary resources to manage the City-wide Enterprise Resource Planning (ERP) software upgrade projects.

The FY13-14 budget includes \$75,000 in professional services for firewall management and monitoring services to secure the City's information technology data and systems.

# ADMINISTRATIVE SERVICES

## Customer Services

### OVERVIEW

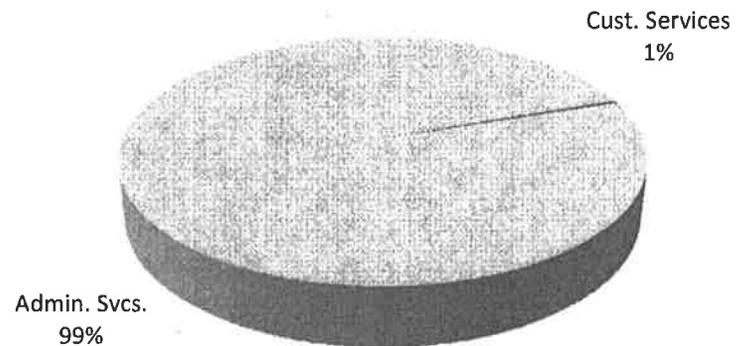
The Customer Services Division is responsible for processing utility bills, parking citations, business tax receipts, and accounts receivable. In addition, the Division coordinates the activities of special event and location filming permits, business tax compliance programs, and cashing activities at City Hall.

Though Customer Services employees are part of Administrative Services, their salaries are paid by Waterworks District No. 8. The expenditures shown here include miscellaneous costs such as training and bulk mailings.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$12,200	\$14,100

### Customer Services as Percent of Administrative Services Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	8	8	8	8

# ADMINISTRATIVE SERVICES

## Customer Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Processed all utility bills within three days of receipt of the billing from the Department of Public Works and processed payments within one workday of receipt of payment.

Completed enhancements to City's on-line bill payment website to include additional customer service features and options.

Launched Interactive Voice Response site that allows customers to pay utility bills and business tax receipts via telephone 24-hours-a-day.

### BUDGET IMPACTS FOR FY 13-14

None

# ADMINISTRATIVE SERVICES

## Support Services

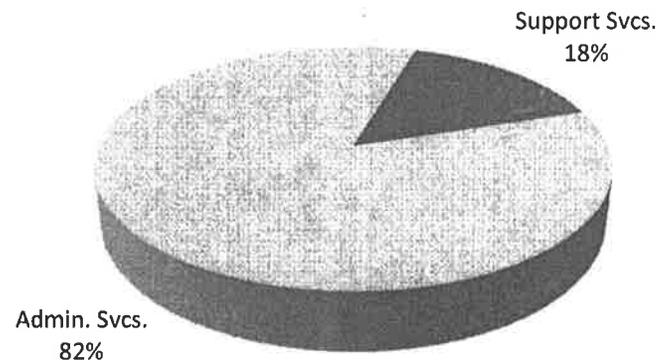
### OVERVIEW

The Support Services Division is responsible for providing centralized support services to the City's operating Departments. The services provided include: oversight of the City's purchasing program, review of City contracts, printing and graphics services, telecommunications and radio communications services, City-wide mail and messenger services, provision of office equipment, and office space planning and implementation services.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$706,300	\$844,800

### Support Services as Percent of Administrative Services Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	8	8	8	8

# ADMINISTRATIVE SERVICES

## Support Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Completed Phase I of the City Hall Expansion Project including space planning, furniture installation, and installation of telephones.

Updated the City's Purchasing Ordinance to increase bid thresholds, improve procedures, and to provide a 5% local bid preference.

Completed upgrade of all two-way radio equipment City-wide to meet the FCC narrow-band requirements effective January 1, 2013, including City interoperability equipment used for Police enforcement.

Organized a display of City Flag designs and printed the designs for review and selection by the public and the City Council.

### BUDGET IMPACTS FOR FY 13-14

None

# ADMINISTRATIVE SERVICES

## Treasury Services

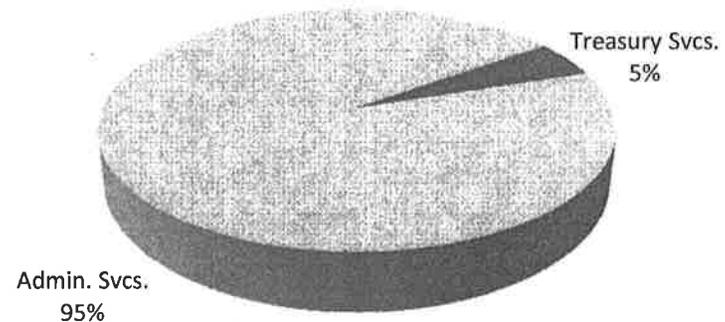
### OVERVIEW

The Treasury Services Division is responsible for: managing the City's investment program; handling debt administration, including compliance with Federal arbitrage rebate regulations and the Securities and Exchange Commission's continuing disclosure requirements; managing banking services and relationships; preparing and implementing the annual update to the Statement of Investment Policy; and managing State-mandated Cost Recovery (SB 90) claims.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$205,100	\$238,200

### Treasury Services as Percent of Administrative Services Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	1	1	1	1

# ADMINISTRATIVE SERVICES

## Treasury Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Actively managed the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments.

Achieved an average rate of return on the investment of City funds that exceeds the City's benchmark (50% Local Agency Investment Fund and 50% 1-Year Constant Maturity Treasury).

Prepared a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review.

Completed bond administration and Securities and Exchange Commission compliance requirements for all bond issues as needed during the fiscal year.

### BUDGET IMPACTS FOR FY 13-14

None

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>PERSONNEL</i></b>					
41010 Regular Salaries	\$2,634,118	\$2,790,000	\$2,646,500	(\$143,500)	\$2,878,400
41040 Overtime	2,198	2,300	2,300	\$0	2,300
41050 Outside Assistance	0	30,000	48,900	\$18,900	30,000
41200 Deferred Compensation - 401k	22,744	23,800	21,300	(\$2,500)	23,600
41210 Deferred Compensation - 457	1,569	2,800	1,700	(\$1,100)	2,800
41300 Vision Care	7,466	7,700	7,400	(\$300)	8,600
41350 Disability	22,379	21,300	19,900	(\$1,400)	21,900
41400 Group Ins/Health	432,758	460,800	401,300	(\$59,500)	522,100
41450 Life Insurance	6,974	6,700	6,000	(\$700)	5,700
41500 Group Ins/Dental	27,555	28,700	27,400	(\$1,300)	31,900
41600 Retirement/PERS	582,086	625,200	553,100	(\$72,100)	642,500
41610 Retirement/PARS	5,200	6,200	6,200	\$0	0
41650 Medicare	34,782	40,600	36,400	(\$4,200)	50,000
41700 Workers' Compensation	76,300	109,200	109,200	\$0	150,600
41620 Retirement HRA	2,413	7,300	4,300	(\$3,000)	9,600
41860 Salary Reimbursements	(27,700)	(70,000)	(14,000)	\$56,000	0
41900 Personnel Savings	0	(53,200)	MET		(48,000)
Subtotal - Personnel	\$3,830,842	\$4,039,400	\$3,877,900	(\$161,500)	\$4,332,000

**DEPARTMENT OF ADMINISTRATIVE SERVICES (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>SUPPLIES AND MATERIALS</i></b>					
42230 Office Supplies	7,105	6,800	6,200	(\$600)	8,600
42440 Memberships & Dues	2,225	3,300	3,100	(\$200)	3,700
42450 Subscriptions & Books	1,247	1,900	1,300	(\$600)	1,300
42460 Advertising	227	200	200	\$0	200
42560 Operating Supplies	3,656	5,000	2,000	(\$3,000)	5,000
42720 Travel, Conferences, Meetings	4,206	10,500	7,900	(\$2,600)	11,700
42730 Training	21,354	15,900	16,200	\$300	16,100
42790 Mileage	7,617	9,300	7,700	(\$1,600)	8,600
Subtotal - Supplies/Materials	<u>47,637</u>	<u>52,900</u>	<u>44,600</u>	<u>(\$8,300)</u>	<u>55,200</u>
<b><i>SERVICES</i></b>					
44010 Professional/Special Services	150,598	187,100	151,100	(\$36,000)	279,700
44310 Maintenance of Equipment	505,790	546,800	546,700	(\$100)	2,700
44490 Other Contract Services	696	0	0	\$0	0
Subtotal - Services	<u>657,084</u>	<u>733,900</u>	<u>697,800</u>	<u>(\$36,100)</u>	<u>282,400</u>
Subtotal Current Expenses	704,721	786,800	742,400	(\$44,400)	337,600
<b>TOTAL</b>	<u><u>\$4,535,563</u></u>	<u><u>\$4,826,200</u></u>	<u><u>\$4,620,300</u></u>	<u><u>(\$205,900)</u></u>	<u><u>\$4,669,600</u></u>

# **COMMUNITY SERVICES**

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**\$3,814,900**

# COMMUNITY SERVICES

## Department Overview

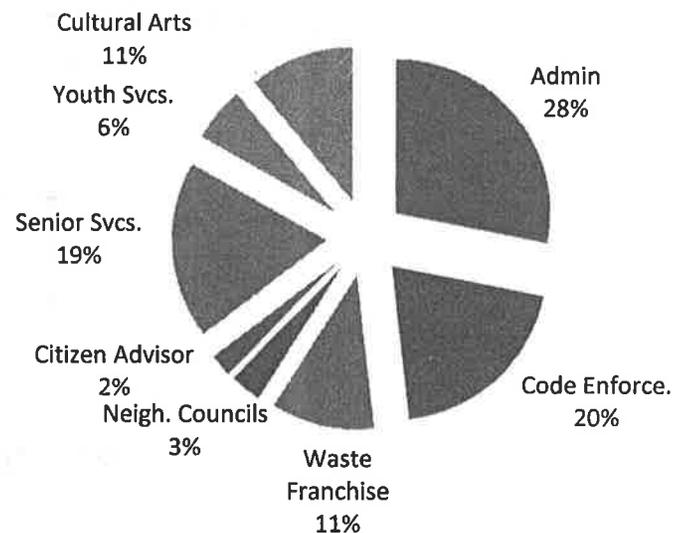
The Department of Community Services provides a wide variety of programs and services designed to address the needs of the community and promote a spirit of cooperation and partnership between citizens and the City. The Department works closely with individuals, businesses, and government resources to encourage citizen participation in local government decision-making; provide needed services for the youth and senior members of the community; successfully utilize volunteer support; facilitate cultural activities; enforce municipal ordinances; abate public nuisances; administer regulatory programs and franchise agreements; provide consumer information; represent the City on County-wide commissions related to programs managed by the Department; and maximize the effective employment of staff talents and resources.

The Department is comprised of two divisions. The Citizen Services Division enforces municipal ordinances, conditions, and permits; administers the City's solid waste programs; provides opportunities for citizen involvement in the City's government structure; provides citizens with information and referral to local government and non-profit resources; and provides for the safety of elementary school pedestrians.

The Community Programs and Facilities Division facilitates the provision of programs that enhance the quality of life for seniors, developmental and supportive services for youth, and quality cultural arts programs. The Division manages two public facilities, the Simi Valley Senior Center and the Simi

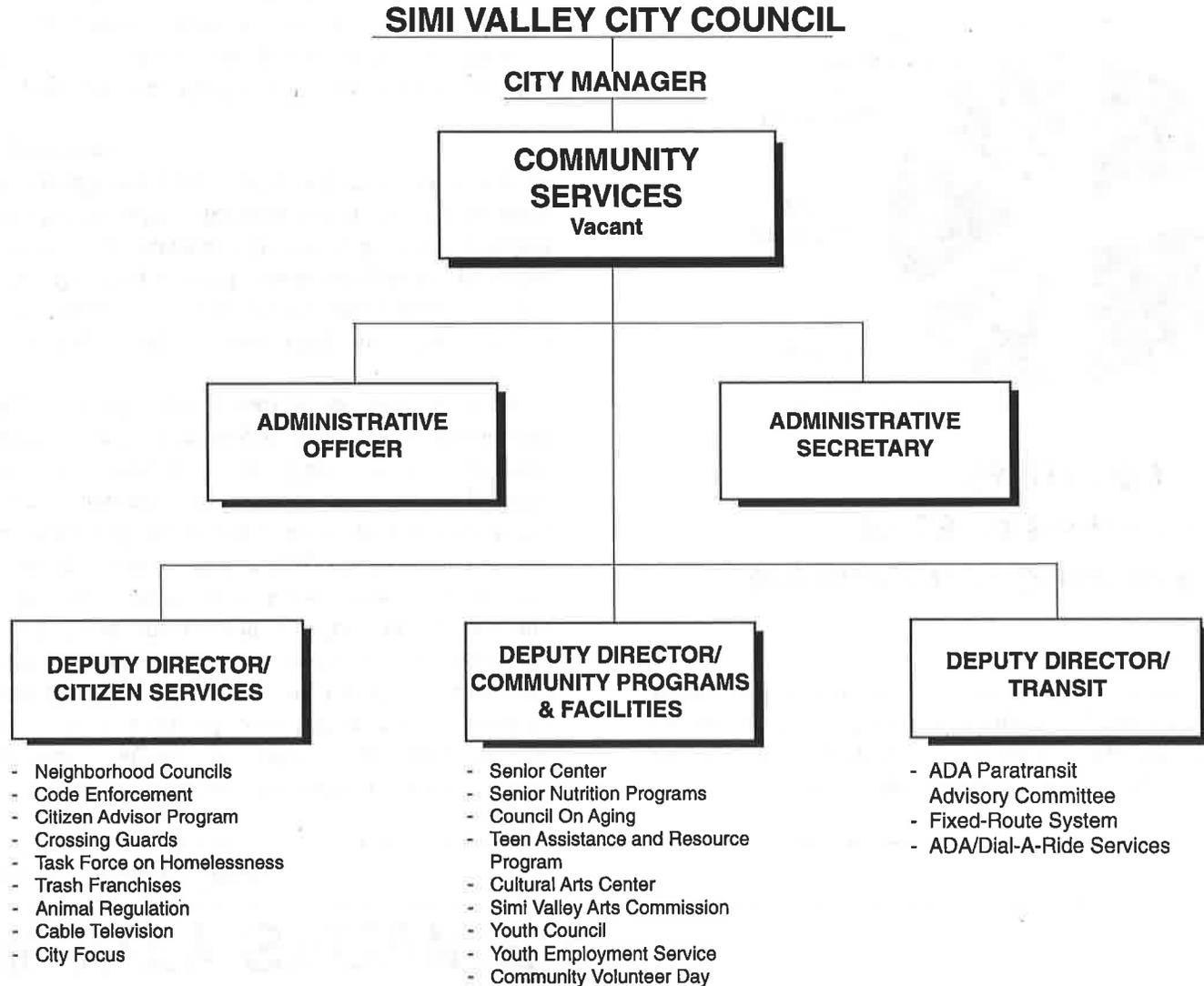
Valley Cultural Arts Center. The Division works closely with individuals, businesses, non-profit organizations, and government resources to enhance community programs and strengthen the infrastructure of services for the City's residents.

### Breakdown of Community Services FY 13-14 Expenditures \$3,814,900



# COMMUNITY SERVICES

## Organizational Chart



# COMMUNITY SERVICES

## Authorized Positions

### REGULAR POSITIONS:

FY 2011-12   FY 2012-13   FY 2013-14

#### Administration:

Director, Community Services	1.0	1.0	1.0
Deputy Director/Citizen Services	1.0	1.0	1.0
Deputy Director/Community Programs & Facilities	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Secretary	2.0	1.0	1.0
Secretary	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
Clerk I/II	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>10.0</b>	<b>9.0</b>	<b>9.0</b>

#### Community Programs & Facilities:

Senior Services Manager	1.0	1.0	1.0
Senior Services Assistant Manager	2.0	2.0	2.0
Clerk I/II	2.0	2.0	2.0
Community Services Specialist	2.0	2.0	2.0
Cultural Arts Center Manager	1.0	1.0	1.0
Cultural Arts Center Assistant Manager	1.0	1.0	1.0
Account Clerk I/II	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

# COMMUNITY SERVICES

## Authorized Positions (continued)

<u>REGULAR POSITIONS (continued):</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<u>Citizen Services:</u>			
Code Enforcement Manager	1.0	1.0	1.0
Senior Code Enforcement Officer	2.0	1.0	1.0
Code Enforcement Officer	4.0	4.0	4.0
Management Analyst	0.0	0.0	1.0
Community Services Specialist	1.0	1.0	0.0
Counter Services Technician	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Neighborhood Council Coordinator	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>11.0</b>	<b>10.0</b>	<b>10.0</b>
<b>TOTAL - REGULAR POSITIONS</b>	<b>31.0</b>	<b>29.0</b>	<b>29.0</b>
<u>TEMPORARY/PART-TIME POSITIONS: (Note 1)</u>			
<u>Community Programs &amp; Facilities:</u>			
Senior Center Aide/Rental Monitor	1.80	1.90	1.90
Senior Center Aide/Meals on Wheels Coordinator	0.63	0.63	0.63
Senior Center Aide/Mealsite Coordinator	0.63	0.63	0.63
Nutrition Services Worker	0.63	0.63	0.63
Theater Technician I/II	0.76	0.84	0.90
<b>SUBTOTAL</b>	<b>4.45</b>	<b>4.63</b>	<b>4.69</b>
<u>Citizen Services:</u>			
Lead Crossing Guard/Crossing Guard	7.85	7.85	7.85
<b>SUBTOTAL</b>	<b>7.85</b>	<b>7.85</b>	<b>7.85</b>
<b>TOTAL - TEMPORARY/PART-TIME POSITIONS</b>	<b>12.30</b>	<b>12.48</b>	<b>12.54</b>
<b>TOTAL - COMMUNITY SERVICES POSITIONS</b>	<b>43.30</b>	<b>41.48</b>	<b>41.54</b>

Note 1: Temporary and part-time positions are shown as full-time equivalents.

# COMMUNITY SERVICES

## Department Administration

### OVERVIEW

The Administration Division includes the Department's Administrative Team that is comprised of the Director, Deputy Director/Citizen Services, Deputy Director/Community Programs and Facilities, Administrative Officer, Administrative Secretary, and four members of the Department's Administrative Support Team. The Division provides general administrative coordination between Community Services Divisions, the City Manager's Office, other City Departments, and various outside agencies; ensures that the Department is fulfilling its responsibilities in a timely and effective manner; is responsible for budget preparation and control, personnel management, purchasing, facility management, records management; contract/fee/asset administration; grant application, reporting, and compliance management; coordinates the maintenance of all Departmental equipment; and provides all operating and program specific supplies.

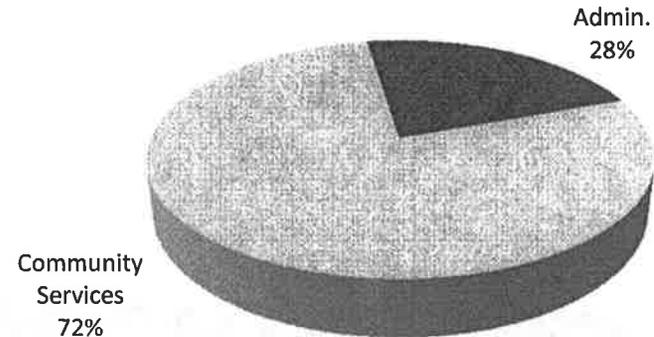
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	10	10	9	9

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$1,157,100	\$1,071,700

### Administration as Percent of Total Community Services Expenditures



# COMMUNITY SERVICES

## Department Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Prepared and monitored the Department's annual budget in accordance with City policy.

Provided support to 12 volunteer Citizen Advisory Boards, engaging the public, and enhancing accountability to citizens.

Coordinated the City's Annual Volunteer Appreciation Dinner and recognized the volunteer efforts of the more than 700 individuals who dedicated a combined estimated 70,000 hours to City programs and services throughout the year.

Ensured the Departments four public facilities maintained exceptional customer service and responded to citizen inquiries in a timely fashion.

Coordinated efforts of more than 80 employees in the provision of quality service to the public.

### BUDGET IMPACTS FOR FY 13-14

None

# COMMUNITY SERVICES

## Code Enforcement

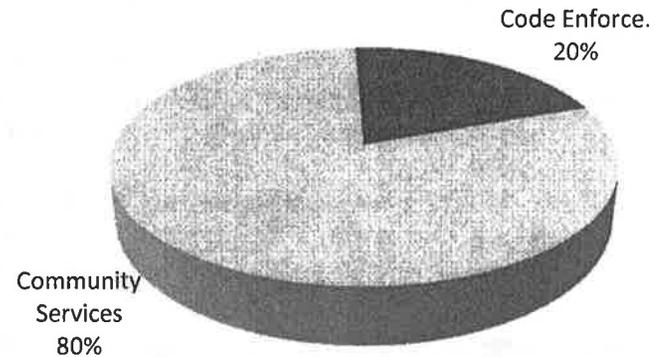
### OVERVIEW

The Code Enforcement Section enforces municipal ordinances, conditions, and permits, which are established to provide a safe, healthy, and aesthetically pleasing environment for the City's residents and business community. Specifically, the Code Enforcement section responds to citizen complaints; referrals from other City departments; and, also actively pursues violations of the Development Code and the City's Property Maintenance, Trash Abatement, and Public Nuisance Abatement Programs. In addition, Code Enforcement works closely with the Building and Safety Division on municipal unsafe structures to address potential life/safety issues on properties within the City.

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY2013-14
Net Resources	\$750,300	\$765,800

### Code Enforcement as Percent of Total Community Services Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	8	8	7	7

# COMMUNITY SERVICES

## Code Enforcement (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Responded to citizens' reports of 1,470 violations of the Municipal Code, including the Development Code, which resulted in \$11,373 in permits, civil fines, and court adjudicated fines.

Responded to 985 sign ordinance violations on private property, which increased aesthetic and environmental values of the community.

Continued the Trash Abatement, Property Maintenance, and Public Nuisance Programs and abated violations in 605 cases of trash accumulation, trash receptacles visible, and open storage from private property; 122 cases of residential, commercial, and industrial properties for property and landscape maintenance/condition violations; and 364 parcels containing tumbleweeds, weeds, and debris in an effort to continually improve the livability, appearance, and social/economic conditions of residents.

Implemented weekend enforcement of illegal temporary signs and solicitors, causing the abatement of 532 signs and seven illegal solicitors from July 2012 to February 2013.

Coordinated with the Department of Environmental Services in reviewing five City Council staff reports on modifying standards and amending text in several Municipal Codes enforced by Code Enforcement.

### KEY ACCOMPLISHMENTS (continued)

Worked with other City Departments to proactively identify and report 25 cases of potential life/safety violations that could negatively affect neighboring residents and the community.

Continued to respond to complaints and proactively identified 360 abandoned shopping carts, which assisted in eliminating blight on City streets and neighborhoods.

Continued to proactively identify and process violations of landscape conditions for five commercial properties to maintain the economic value of the community.

### BUDGET IMPACTS FOR FY 13-14

Includes additional \$2,000 in the Tumbleweed (Public Nuisance) Abatement account for anticipated increases in contractor fees for the abatement of nuisances on vacant parcels in the City due to shift of responsibility to the City for abatement previously completed by the Ventura County Fire Department.

Includes increase of attendance for one additional staff member at the annual California Association of Code Enforcement Officers (CACEO) conference for legislative updates, professional effectiveness, and continuing education purposes in the field of code enforcement.

# COMMUNITY SERVICES

## Waste/Franchise Services

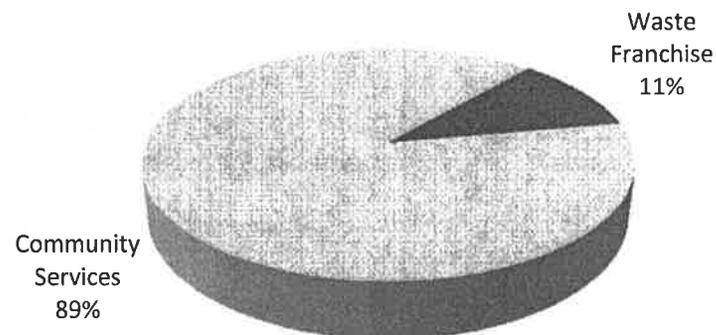
### OVERVIEW

The Waste/Franchise Services Section administers the City's solid waste programs including the Discards ordinance, franchise agreements, the Integrated Solid Waste Program, curbside recycling, multifamily and commercial recycling, composting, and landfill diversion. The Section also monitors the State's cable television franchises in Simi Valley, coordinates Vector Control services with the County of Ventura, and administers the Animal Regulation ordinance and associated contracts.

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY2013-14
Net Resources	\$396,400	\$410,800

### Waste/Franchise Services as Percent of Total Community Services Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	1	1	1	1

# COMMUNITY SERVICES

## Waste/Franchise Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Achieved diversion rates of 73% and 72% for residential and commercial waste streams, equivalent to 10.5 and 31.3 pounds per person per day, respectively, of waste diverted from the Simi Valley Landfill.

Improved the City's safe and healthy living environment by purchasing and deploying beverage recycling containers at City facilities and Simi Valley Unified School District high school campuses, consistent with the Green Community Action Plan objectives.

Informed, educated, and provided assistance to businesses affected by the State of California's Mandatory Commercial Recycling Regulations (AB 341).

Created a solid waste web page to inform residents and businesses about solid waste services and recycling opportunities.

Solicited proposals and executed a contract for professional broadcast services to enhance the information available to the community on the City's government access channel.

Increased accessibility to local government by redesigning and implementing an enhanced format for the City's government access channel including the creation of a web page allowing for greater access to community bulletin board postings.

### KEY ACCOMPLISHMENTS (continued)

Collaborated with Ventura County Animal Services to initiate spay/neuter education and outreach to residents

Created an Animal Services web page to educate residents about available services and wildlife management

### BUDGET IMPACTS FOR FY 13-14

City/County payment program funds of \$27,800 are added to purchase recycling receptacles for SVUSD elementary and middle school campuses

The net cost of the Animal Services contract is anticipated to increase due to an approximately 25% increase in animal intake and a 7% decrease in the number of licenses issued for current year activity compared to the quarterly average from the prior two fiscal years

# COMMUNITY SERVICES

## Neighborhood Councils

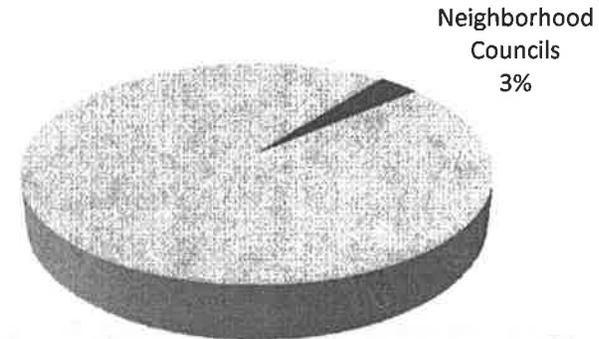
### OVERVIEW

The City is divided into four Neighborhood Council districts. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council. The Neighborhood Councils advise the City Council on matters of citywide concern. The Neighborhood Councils encourage and provide an opportunity for citizen involvement in the City's government structure. The Neighborhood Councils focus on creating an educational environment that encourages citizen participation in the decision-making process.

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY2013-14
Net Resources	\$114,500	\$127,200

### Neighborhood Councils as Percent of Total Community Services Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	1	1	1	1

# COMMUNITY SERVICES

## Neighborhood Councils (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Encouraged community involvement in the review of six development projects through the Neighborhood Councils and forwarded recommendations to the Planning Commission.

Facilitated the Neighborhood Councils' review and recommendations for six policy items.

Coordinated presentations to the Neighborhood Councils on ten topics of community interest.

Promoted the Neighborhood Council Program through flyer distribution, the City's website and e-notification system, water bill inserts, and the Police Department's Nixle notifications.

Provided four quarterly updates to the City Council on the activities of the Neighborhood Councils.

Acclimated and trained 32 volunteers as Neighborhood Council Executive Board members.

Provided Neighborhood Council Executive Board member representation on the Community Development Block Grant Advisory Committee, and the Task Force on Homelessness.

### BUDGET IMPACTS FOR FY 13-14

None

# COMMUNITY SERVICES

## Crossing Guard/Citizen Advisor

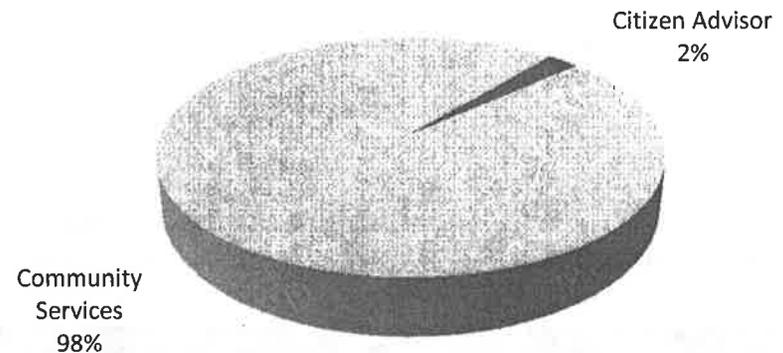
### OVERVIEW

The Crossing Guard/Citizen Advisor cost center coordinates the work of the Task Force on Homelessness to address the issue of the homelessness in Simi Valley, including working closely with service providers on recommended strategies to end homelessness. This cost center also provides comprehensive resource information to local non-profits, public agencies, and the faith-based community to inform and assist citizens with available resources. Finally, this cost center coordinates the safety of elementary school children, their parents, Crossing Guard staff, and other pedestrians in crossing the City's busy intersections while traveling to and from school, including hiring, training, scheduling, equipping, and supervising 19 Crossing Guards.

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$177,500	\$88,200

### Crossing Guard/Citizen Advisor as Percent of Total Community Services Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	9.25	8.85	8.85	8.85

# COMMUNITY SERVICES

## Crossing Guard/Citizen Advisor (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided over 800 individuals with referrals and information on topics such as landlord/tenant relations, neighbor disputes, housing and homelessness issues, social service referrals, and other issues of concern to the community.

Provided case management and networking with the Alliance to House the Homeless to serve 486 homeless and near homeless individuals, including documenting successes in housing 84 homeless individuals during 2012.

Assisted over 350,000 pedestrians safely across busy intersections.

Updated and distributed comprehensive resource documents including *Resources to Assist the Hungry in Simi Valley*, the *Homeless Services Referral Card* and the *Task Force on Homelessness Directory of Social Services* to assist agencies and organizations to effectively provide citizens with comprehensive and appropriate referrals.

### BUDGET IMPACTS FOR FY 13-14

Funding for the Community Services Specialist position in the Crossing Guard program (vacant) was frozen for FY 13-14.

# COMMUNITY SERVICES

## Senior Services

### OVERVIEW

The state of the art Simi Valley Senior Center includes a Resource Center, Nutrition Congregate and Meals On Wheels Programs, Senior Share Program, fitness, computer lab, classrooms, media room and billiards to meet the needs of the City's growing senior population, and is available for rental use evenings and weekends. Activities, services, and classes are available as a result of partnerships with a variety of organizations, non-profit agencies, and service clubs, and are provided at no or low cost to local seniors. The Council On Aging Executive Board advises the City Council on senior issues and, with the help of countless volunteers, raises funds for equipment and vital senior programs, encourages civic involvement and volunteerism, and promotes accountability to citizens.

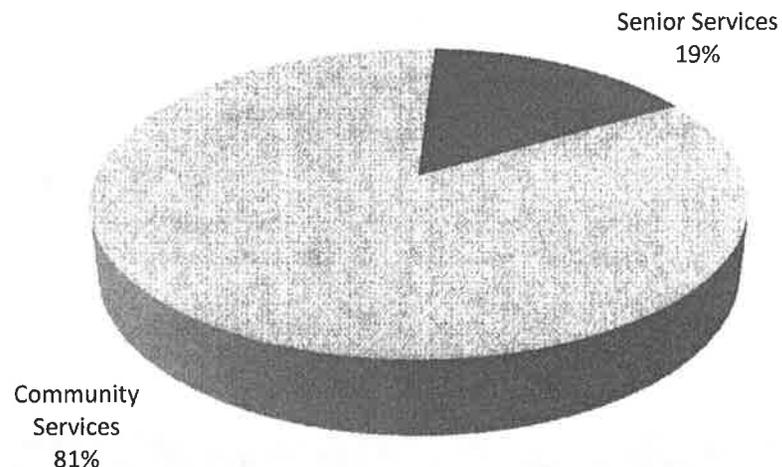
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	8.39	8.69	8.79	8.79

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$593,900	\$710,000

### Senior Services as Percent of Total Community Services Expenditures



# COMMUNITY SERVICES

## Senior Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Continued to provide nutritious meals to approximately 190 seniors daily, including homebound seniors and those who attend the Senior Center.

Received additional funds through the Senior Nutrition Program to improve and update the Senior Center's food preparation area.

Enhanced the Rendezvous Café Congregate Meal Nutrition Program by offering the option of a salad bar twice per week, utilizing donations from the community.

Established a Peer Mentoring Program for kinship families at the Senior Center in conjunction with the Community Coalition and Countywide Coalition of the Kinship Program Collaborative.

Coordinated a free twelve-part series, "Journey Through Time" on the history of Simi Valley at the Senior Center, through a partnership with the Strathearn Historical Society.

Collaborated with the Free Clinic of Simi Valley to retain the services of two Social Work interns to facilitate the Widows and Widowers support group, in response to these services being discontinued by the previous organization.

### KEY ACCOMPLISHMENTS (continued)

Offered several, well received "Get Ready and Get the Job" courses free of charge for seniors seeking employment.

Presented three sessions of an eight-week workshop "A Matter Of Balance" to address the serious problem of falling in the senior population.

Organized, in collaboration with the Council On Aging, a Wellness Expo that provided a variety of health screenings and resources for approximately 600 seniors in one location, along with raising approximately \$14,000 for senior programs.

Offered a variety of social services, educational and recreational opportunities, for approximately 350 seniors per day, 50 years of age and older, at the Simi Valley Senior Center.

### BUDGET IMPACTS FOR FY 13-14

None

# COMMUNITY SERVICES

## Youth Services

### OVERVIEW

The youth and volunteer programs strengthen the community service infrastructure by providing information and resources connecting teens and families, enhancing collaboration among youth serving organizations, encouraging civic engagement and volunteerism, and providing youth employment services to youth and businesses. The Youth Employment Service (YES) Advisory Board and the Youth Council provide accountability to citizens while encouraging community involvement and volunteerism. The YES provides job readiness skills training for youth, referral and recruitment services for local business, as well as one-on-one job readiness assessment, employment counseling and referrals. The Youth Council, a 24-member advisory board that addresses youth issues and concerns, provides Simi Valley youth leadership development, encourages civic engagement and promotes citizenship, community involvement and volunteerism.

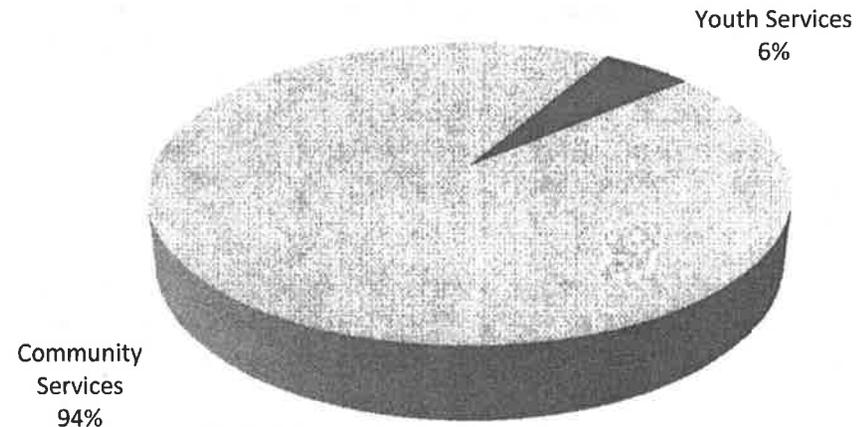
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	2	2	2	2

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$99,464	\$219,400

### Youth Services as a Percent of Total Community Services Expenditures



# COMMUNITY SERVICES

## Youth Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Hosted and coordinated the 3<sup>rd</sup> Annual Youth Service Providers Meet and Greet event, which brought together 50 youth serving non-profits, schools and government agencies to meet community needs for safe and healthy living environments.

Organized the 12<sup>th</sup> Annual Youth Summit, provided leadership development training, promoting community involvement and civic engagement, and providing youth an opportunity to share their concerns and offer solutions in an open dialog with local elected officials and community leaders.

Provided Interview Skills Workshops to over 1,600 teens, teaching core communication skills, the hiring process, employment sustainability and workplace safety.

Organized and hosted the 26<sup>th</sup> annual YES Job and Career Expo, attended by more than 400 youth and close to 60 local businesses and organizations with the community involvement of more than 20 volunteers.

Distributed Teen Crisis Resource Numbers identified by the Youth Council on student identification cards of over 6,500 local high school students in coordination with the Simi Valley Unified School District, increasing awareness and access to resources.

### KEY ACCOMPLISHMENTS (continued)

Provided one-on-one job readiness and employment skills assessments for approximately 160 new YES clients, a 33% increase from the prior year. Provided over 450 direct job referrals to more than 300 registered YES clients ages 13 to 22.

Hosted the 3<sup>rd</sup> Annual Community Volunteer Day, which brought together 400 individuals, business, service clubs and groups of volunteers, completing service projects benefiting local non-profits.

Hosted the 3<sup>rd</sup> Annual Volunteer Fair, in partnership with the Rancho Simi Recreation and Park District's Community Showcase event, attracting over 3,000 members of the public.

Coordinated the City Council's recognition of the 2<sup>nd</sup> Annual City and Community Volunteers of the Year, promoting volunteerism along with civic and community involvement.

### BUDGET IMPACTS FOR FY 13-14

Additional funding is included in FY 13-14 to convert the former Community Services Specialist position in the TARP program (vacant) to a Management Analyst position.

Hours for a Community Services Specialist (filled) for the Youth Council and YES programs were reduced for FY 13-14.

# COMMUNITY SERVICES

## Cultural Arts Center

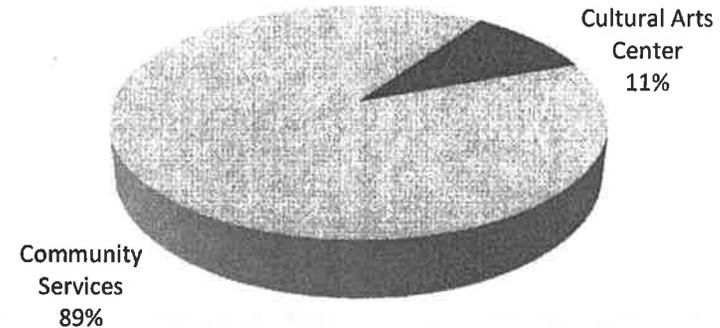
### OVERVIEW

The Simi Valley Cultural Arts Center provides a multipurpose facility to present performances of music, theater, dance, film, lectures and popular entertainment, as well as space for conferences, meetings, seminars, and workshops. The Cultural Arts Center develops, supports and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities.

### EXPENDITURES

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$351,300	\$421,800

### Cultural Arts as Percent of Total Community Services Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	3.7	3.8	3.8	3.9

# COMMUNITY SERVICES

## Cultural Arts Center (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Hosted over 300 events at the Cultural Arts Center, including performances, workshops, meetings, and special events, serving 40,000 patrons.

Maintained the quality and quantity of Main Stage productions by producing or hosting seven major productions, including Spring Awakening, SPAMALOT, and Legally Blonde, as well as over 30 musical concerts.

Conducted additional outreach efforts to increase the community's awareness of the availability of the Cultural Arts Center for community events and meetings.

Continued to support youth involvement in activities at the Cultural Arts Center by providing additional performance and workshop spaces for over 50 youth ages 7-16 and encouraging youth participation in all aspects of the Cultural Arts Center activities.

Created an online internet ticketing capability that will increase revenues while reducing costs as well as enhancing the Cultural Arts Center's Social Media marketing programs.

### BUDGET IMPACTS FOR FY 13-14

None

**DEPARTMENT OF COMMUNITY SERVICES**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,061,116	\$2,156,400	\$1,986,900	\$169,500	\$2,172,000
41020 Temporary Salaries	208,756	176,000	150,943	25,057	198,000
41040 Overtime	1,312	4,500	5,600	(1,100)	5,600
41200 Deferred Compensation - 401k	18,668	19,900	15,999	3,901	17,600
41210 Deferred Compensation - 457	2,039	3,800	1,820	1,980	2,400
41300 Vision Care	6,746	7,100	6,630	470	7,900
41350 Disability	16,353	15,100	13,824	1,276	14,500
41400 Group Ins/Health	346,640	366,800	316,357	50,443	385,900
41450 Life Insurance	6,269	5,800	5,233	567	5,700
41500 Group Ins/Dental	21,100	24,700	19,797	4,903	23,900
41600 Retirement/PERS	450,799	467,900	402,159	65,741	468,100
41610 Retirement/PARS	5,100	6,000	6,000	0	0
41650 Medicare	30,871	73,400	30,158	43,242	40,200
41660 FICA	10,203	14,600	8,906	5,694	15,200
41700 Workers' Compensation	72,400	97,600	94,200	3,400	136,200
41620 Retirement HRA	3,310	7,200	4,421	2,779	9,600
41900 Personnel Savings	0	(145,700)	<b>MET</b>		(140,600)
Subtotal - Personnel	\$3,261,682	\$3,301,100	\$3,068,947	\$377,853	\$3,362,200

**DEPARTMENT OF COMMUNITY SERVICES (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42130 Postage	\$16,696	\$18,500	\$17,700	\$800	\$27,200
42230 Office Supplies	2,687	5,000	4,400	600	5,000
42410 Uniform/Clothing Supply	193	1,200	1,200	0	1,200
42440 Memberships & Dues	710	1,400	1,200	200	1,300
42450 Subscriptions & Books	206	700	700	0	800
42560 Operating Supplies	29,750	69,400	66,900	2,500	66,400
42720 Travel, Conferences, Meetings	2,232	3,200	3,300	(100)	4,100
42730 Training	1,305	4,000	2,500	1,500	3,500
42790 Mileage	27,452	31,000	29,700	1,300	31,600
Subtotal - Supplies/Materials	<u>81,231</u>	<u>134,400</u>	<u>127,600</u>	<u>6,800</u>	<u>141,100</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	135,152	177,200	176,400	800	50,300
44210 Animal Regulation	242,296	240,000	250,400	(10,400)	250,400
44310 Maintenance of Equipment	11,780	14,300	11,700	2,600	8,900
44460 Public Nuisance Abatement	0	0	0	0	2,000
44490 Other Contract Services	0	150,000	150,000	0	0
Subtotal - Services	<u>389,228</u>	<u>581,500</u>	<u>588,500</u>	<u>(7,000)</u>	<u>311,600</u>
Subtotal - Current Expenses	470,459	715,900	716,100	(200)	452,700
Total	<u>\$3,732,141</u>	<u>\$4,017,000</u>	<u>\$3,785,047</u>	<u>\$377,653</u>	<u>\$3,814,900</u>

# **ENVIRONMENTAL SERVICES**

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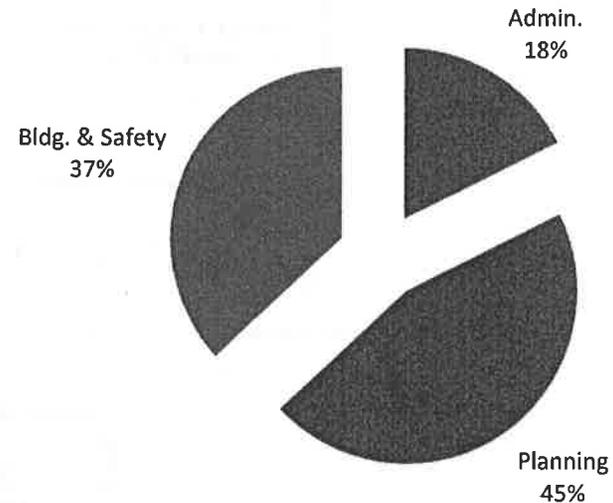
**\$4,944,300**

# ENVIRONMENTAL SERVICES

## Department Overview

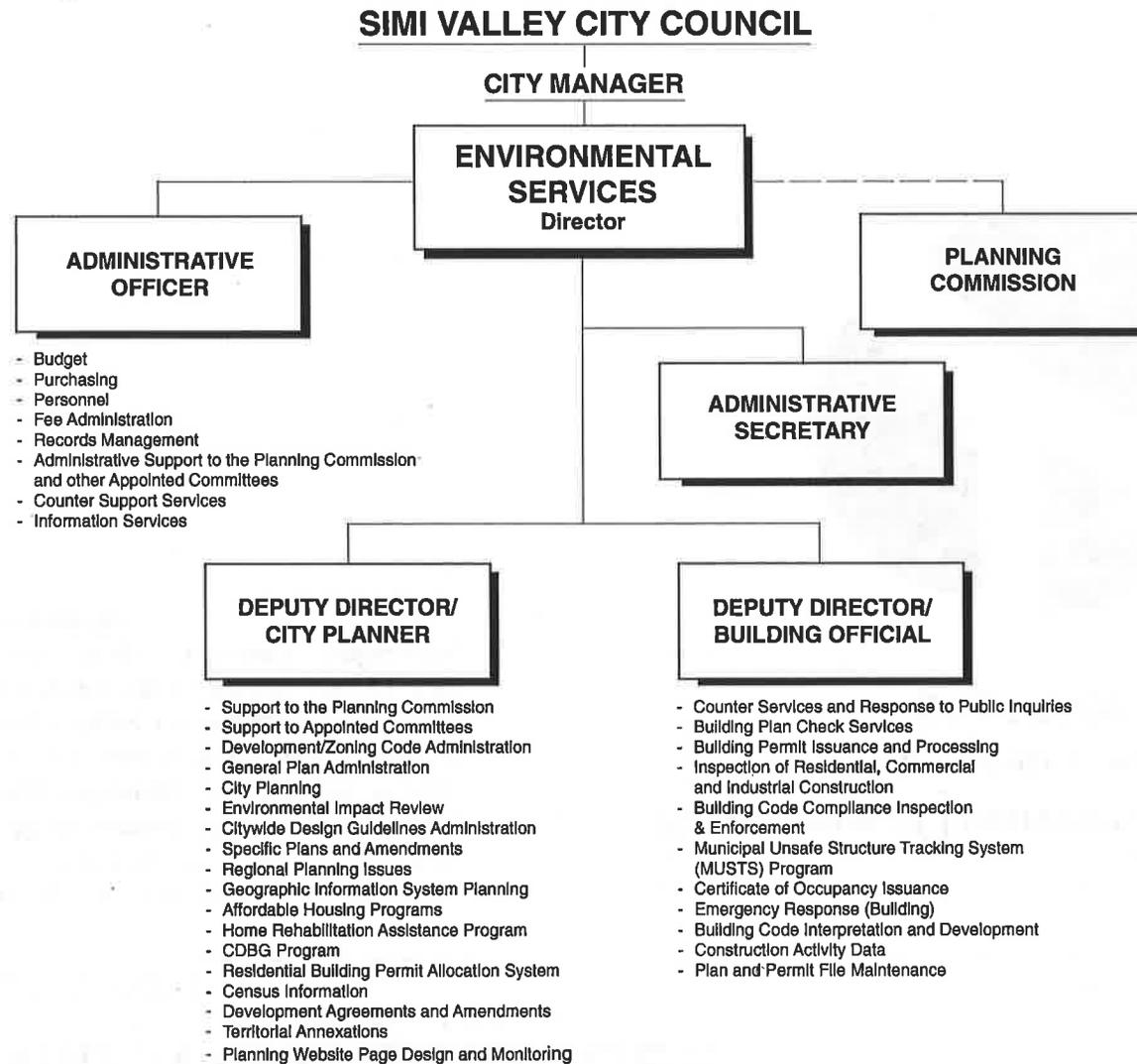
The Environmental Services Department is responsible for coordinating the City's community development functions. Through its Divisions of Administration, Planning, and Building and Safety, the Department encourages the creation of high-quality residential, commercial, and industrial development in accord with the community's desire for managed growth, safe living and working environments, varied housing choices, high quality building and site design, enhanced landscaping, economic vitality, and sustainability.

### Breakdown of Environmental Services Expenditures \$4,944,300



# ENVIRONMENTAL SERVICES

## Organizational Chart



# ENVIRONMENTAL SERVICES

## Authorized Positions

### REGULAR POSITIONS:

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b><u>Administration:</u></b>			
Director, Environmental Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Secretary	2.0	2.0	2.0
Clerk	4.0	4.0	4.0
<b>SUBTOTAL</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>
<b><u>Planning:</u></b>			
Deputy Director/City Planner	1.0	1.0	1.0
Landscape Architect	1.0	0.0	0.0
Senior Planner	6.0	5.0	5.0
Senior Planner *	0.0	0.0	2.0
Associate Planner	6.0	6.0	6.0
Assistant Planner	1.0	1.0	1.0
Management Analyst	0.0	0.0	1.0
Home Rehabilitation Coordinator **	0.0	0.0	1.0
Planning Technician	1.0	1.0	1.0
Secretary *	0.0	0.0	1.0
<b>SUBTOTAL</b>	<b>16.0</b>	<b>14.0</b>	<b>19.0</b>

\* Position(s) funded through FY 2012-13 by the Housing Successor Agency; funded in General Fund for FY 2013-14

\*\* Position funded through Local Housing Fund in FY 2013-14

# ENVIRONMENTAL SERVICES

## Authorized Positions (continued)

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b><u>Building and Safety:</u></b>			
Deputy Director/Building Official	1.0	1.0	1.0
Deputy Building Official	1.0	0.0	0.0
Senior Engineer/Plan Check	1.0	1.0	1.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Permit Services Coordinator	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Building Inspector II	5.0	5.0	5.0
Electrical Inspector	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>17.0</b>	<b>16.0</b>	<b>16.0</b>
<b>TOTAL - REGULAR POSITIONS</b>	<b>45.0</b>	<b>42.0</b>	<b>47.0</b>
<b><u>TEMPORARY/PART-TIME POSITIONS: **</u></b>			
Planning Intern	3.0	3.0	3.0
<b>TOTAL - TEMPORARY/PART-TIME POSITIONS</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>TOTAL - ENVIRONMENTAL SERVICES POSITIONS</b>	<b>48.0</b>	<b>45.0</b>	<b>50.0</b>

\*\*Temporary and Part-time positions are shown as full-time equivalents.

# ENVIRONMENTAL SERVICES

## Department Administration

### OVERVIEW

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

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

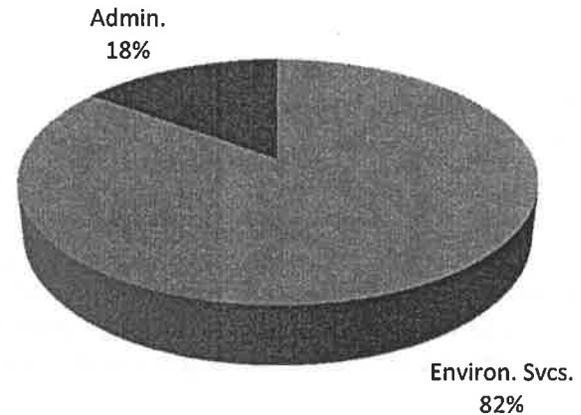
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	12	12	12	12

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$797,700	\$870,300

### Administration as Percent of Environmental Services Expenditures



# ENVIRONMENTAL SERVICES

## Department Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Ensured the delivery of excellent service and accountability to the community by providing postage-paid “How Are We Doing?” customer service questionnaires at the public counter, mailing them to the owners of businesses who have obtained permits, and delivering them to construction superintendents; and realized a 96% overall satisfaction rate from all the questionnaires that were returned.

Redesigned available office space at City Hall that will allow Environmental Services staff to move from the City’s Development Services Building to City Hall in Summer 2013, consolidating staff from Environmental Services and Public Works and resulting in the creation of a one-stop location for all City permitting services that will improve service delivery and accessibility to the public.

Continued to audit and organize the Department’s permanent records to ensure full compliance with the City’s adopted Records Retention and Destruction Schedule, improve records storage efficiency and responsiveness to public records requests, and prepare for future records imaging to enable future online record accessibility to the public.

### BUDGET IMPACTS FOR FY 13-14

A vacant Secretary position that was frozen for the past two fiscal years was recommended for *elimination* of funding due to operational efficiencies achieved; however, it remains frozen (authorized but not funded) for FY 13-14.

# ENVIRONMENTAL SERVICES

## Planning Division

### OVERVIEW

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

### PERSONNEL BREAKDOWN

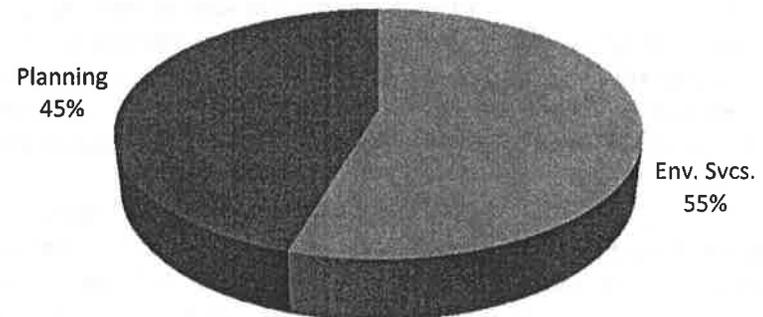
	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	15	16	14	19*

\* Five position(s) funded through FY 2012-13 by the Housing Successor Agency; funded in General Fund for FY 2013-14

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$1,885,600	\$2,245,300

### Planning as Percent of Environmental Services Expenditures



# ENVIRONMENTAL SERVICES

## Planning Division (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Processed an amendment to the Runkle Canyon Development Agreement, responding to community concerns and ensuring the developer's compliance with the required contributions of almost \$6.5 Million.

Provided responsive customer service to over 3,500 customers at the Planning public counter, and processed approximately 1,200 over-the-counter applications.

Continued implementation of the newly adopted General Plan, including the Housing Element; finalized and distributed the General Plan document and Environmental Impact Report; and filed an Annual Progress Report with the Department of Housing and Community Development and the Governor's Office of Planning and Research, demonstrating that Goals and Policies are being addressed and implemented.

Developed and initiated implementation of five energy efficiency policies that will result in substantial increase in energy savings for City facilities as well as improve the energy efficiency of residences and businesses.

Responded to requests received from local Simi Valley business owners by processing several Municipal Code text amendments to expand temporary signage and display provisions for new and used vehicle dealers in the City in order to assist in their sales

### KEY ACCOMPLISHMENTS (continued)

Resolved daily sensitive inquiries from residents impacted by Special Flood Hazard Area regulations by providing options and comprehensive information regarding Flood Hazard mapping and FEMA programs to protect properties from flood damage.

Demonstrated the City's commitment to affordable senior housing by obtaining City Council approval of: an amendment to the Sorrento Villas Affordable Housing Agreement and an Affordable Agreement for the Camino Esperanza apartments located on Katherine Road, which will provide 30 units to very low-income seniors.

Responded to the City's commitment to sound fiscal management by obtaining a \$500,000 CalHome grant for the Home Rehabilitation Program, which currently has eight projects under construction totaling \$101,500.

### BUDGET IMPACTS FOR FY 13-14

Transferred \$373,100 in costs related to the City's affordable housing programs and three of five staff positions *from* the Housing Successor Agency budget *into* the Environmental Services Department's General Fund budget under the Planning Division. The Home Rehab Coordinator position is funded by the Local Housing Fund for FY 13-14 and the Housing Management Analyst position has been frozen.

# ENVIRONMENTAL SERVICES

## Building and Safety Division

### OVERVIEW

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

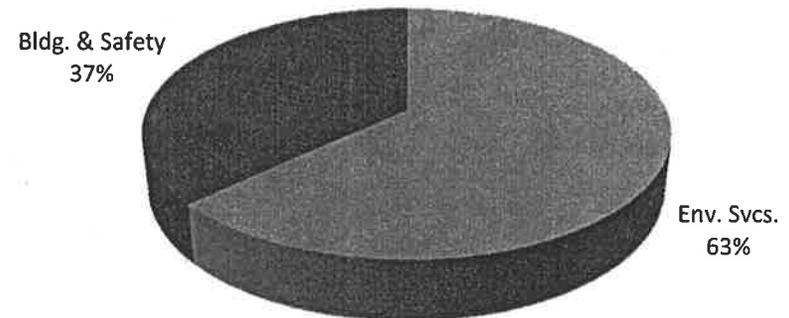
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	17	17	16	16

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$1,723,300	\$1,828,700

### Building and Safety as Percent of Environmental Services Expenditures



# ENVIRONMENTAL SERVICES

## Building and Safety Division (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Reviewed, approved, and issued 4,000 building permits, including 300 simple building permits processed via the permits-by-fax service that resulted in a reduced number of customer trips to City offices.

Performed 19,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.

Provided reviews for a total of 800 commercial and residential building plans and for 700 plumbing, mechanical, and electrical systems.

Conducted 160 plan checks by appointment for retail and office tenant improvement projects, saving each applicant/business owner a minimum of 10-15 working days per project.

Conducted 200 residential solar plan reviews by appointment, saving each applicant a minimum of 5 working days per project.

Received 270 new Municipal Unsafe Structures Tracking System (MUSTS) complaints or referrals, conducted 1,100 investigations, and closed 280 MUSTS cases.

### BUDGET IMPACTS FOR FY 13-14

None

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$3,280,420	\$2,952,700	\$2,866,600	\$86,100	3,260,400
41020 Temporary Salaries	22,066	84,300	3,800	80,500	0
41030 Boards & Commissions	32,608	32,600	32,600	0	32,600
41040 Overtime	3,040	4,000	2,900	1,100	4,000
41200 Deferred Compensation - 401k	23,831	21,700	20,800	900	23,500
41210 Deferred Compensation - 457	4,604	5,500	4,100	1,400	5,900
41300 Vision Care	9,500	9,000	7,000	2,000	10,500
41350 Disability	23,692	19,600	19,300	300	20,600
41400 Group Ins/Health	544,425	539,900	507,200	32,700	631,200
41450 Life Insurance	8,331	7,100	6,800	300	7,200
41500 Group Ins/Dental	35,255	34,500	34,000	500	39,900
41600 Retirement/PERS	705,957	668,600	622,800	45,800	716,900
41610 Retirement/PARS	5,354	6,000	6,000	0	0
41620 Retirement HRA	0	2,400	0	2,400	0
41650 Medicare	45,795	43,300	41,200	2,100	56,700
41660 FICA	2,993	2,100	2,300	(200)	2,000
41700 Workers' Compensation	102,800	138,000	138,000	0	193,100
41860 Salary Reimbursements	(24,355)	(70,000)	(20,000)	(50,000)	0
41900 Personnel Savings	0	(177,700)	-----	0	(177,700)
Subtotal - Personnel	\$4,826,316	\$4,323,600	\$4,295,400	\$205,900	\$ 4,826,800

**DEPARTMENT OF ENVIRONMENTAL SERVICES (continued)**

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	\$3,929	\$5,200	\$5,200	\$0	\$4,500
42410 Uniform/Clothing Supply	792	1,100	1,100	0	1,600
42420 Special Departmental Expense	3,298	900	900	0	900
42440 Memberships & Dues	8,577	10,900	8,700	2,200	9,900
42450 Subscriptions & Books	687	1,800	1,800	0	9,200
42460 Advertising	4,761	5,700	7,700	(2,000)	5,700
42550 Small Tools/Equipment	463	1,000	500	500	400
42720 Travel, Conferences, Meetings	3,949	7,200	4,000	3,200	7,100
42730 Training	2,393	3,600	3,000	600	4,800
42790 Mileage	4,800	4,900	4,900	0	4,900
Subtotal - Supplies/Materials	<u>33,649</u>	<u>42,300</u>	<u>37,800</u>	<u>4,500</u>	<u>49,000</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	51,575	50,500	49,600	900	0
44310 Maintenance of Equipment	20,714	20,900	20,900	0	18,500
44490 Other Contract Services	37,500	50,000	2,900	47,100	50,000
Subtotal - Services	<u>109,789</u>	<u>121,400</u>	<u>73,400</u>	<u>48,000</u>	<u>68,500</u>
Subtotal - Current Expenses	143,438	163,700	111,200	52,500	117,500
Total	<u>\$4,969,754</u>	<u>\$4,487,300</u>	<u>\$4,406,600</u>	<u>\$258,400</u>	<u>\$4,944,300</u>

# **PUBLIC WORKS**

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**\$13,370,200**

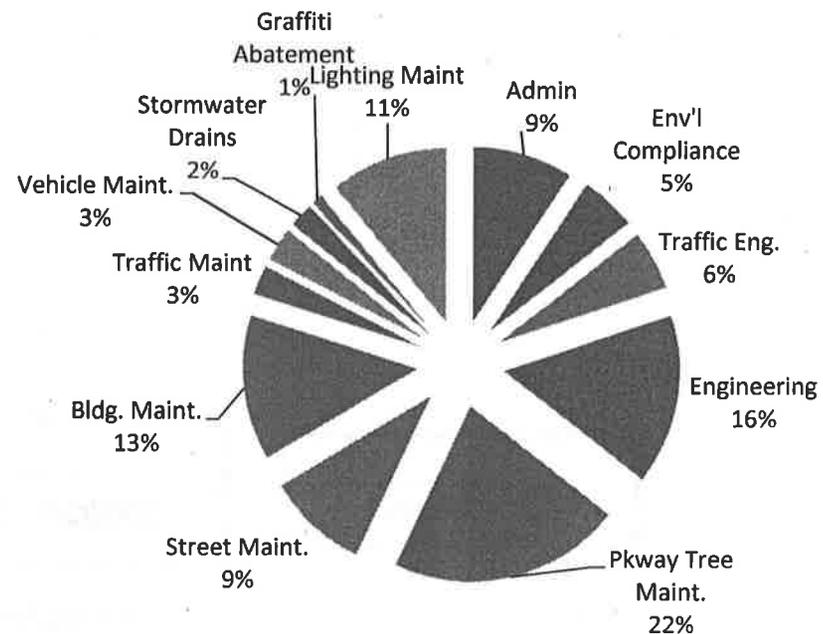
# PUBLIC WORKS

## Department Overview

The Department of Public Works maintains the physical infrastructure of the City and provides engineering for all modes of transportation in the City.

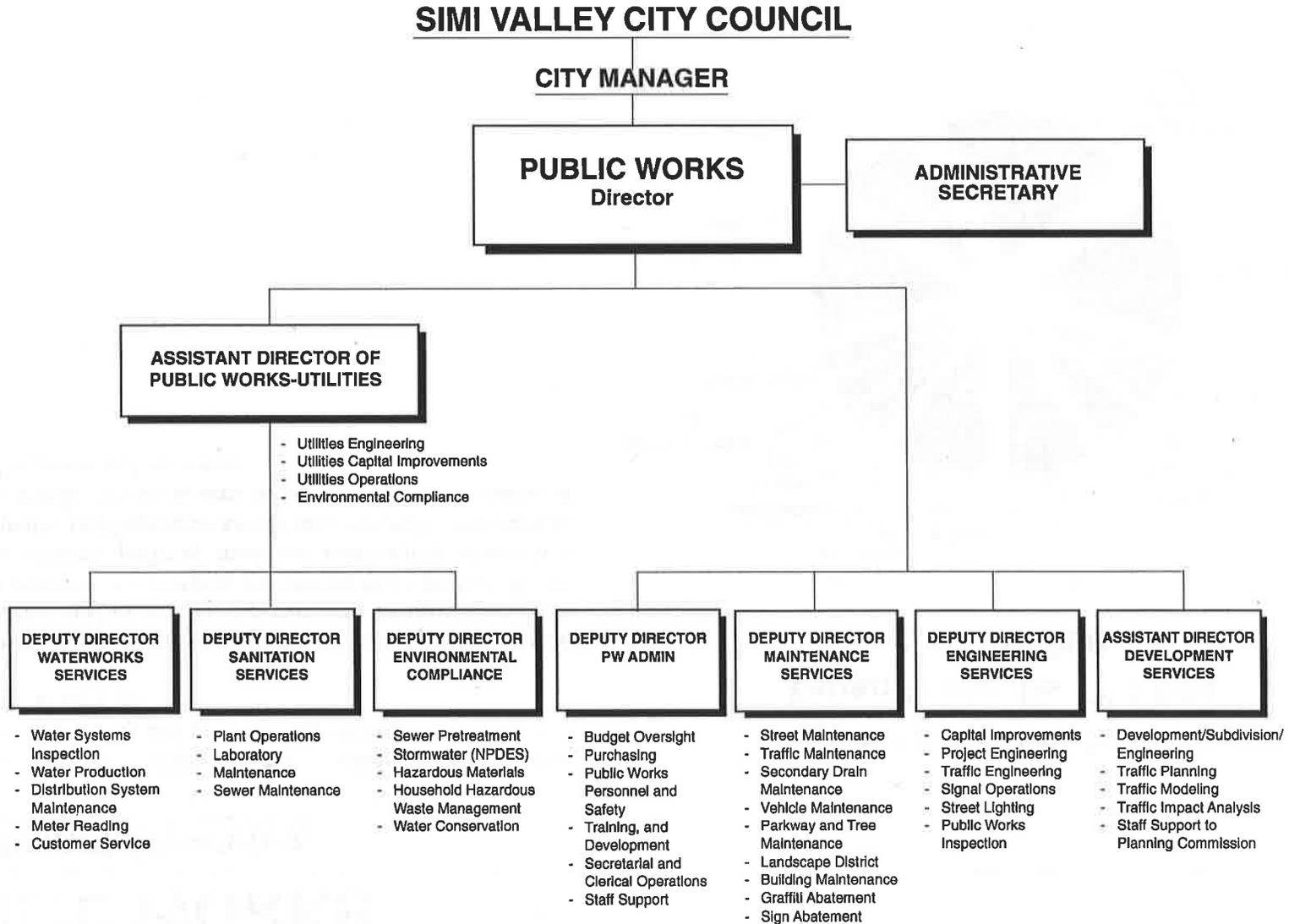
Public Works provides civil engineering for various capital projects, traffic engineering to improve and maintain the City's traffic flow systems and oversees the abatement of graffiti. Public Works staff maintain parkway trees and landscaping, streets and roads, and public buildings such as city hall, the police department, and library. Public Works is also responsible for maintenance of City-owned vehicles and equipment.

### Breakdown of Public Works Expenditures for FY 13-14 \$13,370,200



# PUBLIC WORKS

## Organizational Chart



# PUBLIC WORKS

## Authorized Positions

### REGULAR POSITIONS:

FY 2011-12   FY 2012-13   FY 2013-14

#### Administration:

Director, Public Works	1.0	1.0	1.0
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/Maintenance Services	1.0	1.0	1.0
Deputy Director/Public Works Administration	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Management Analyst	1.0	0.0	0.0
Administrative Secretary	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
Public Works Dispatcher	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>10.0</b>	<b>9.0</b>	<b>9.0</b>

#### Maintenance:

Maintenance Superintendent	3.0	3.0	3.0
Maintenance Supervisor	4.0	4.0	4.0
Community Services Specialist	2.0	1.0	1.0
Heavy Equipment Operator	2.0	1.0	1.0
Building Maintenance Technician	4.0	4.0	4.0
Senior Tree Trimmer	2.0	2.0	2.0
Tree Trimmer I/II	2.0	2.0	2.0
Mechanic I/II	7.0	7.0	7.0
Public Works Inspector	3.0	3.0	3.0
Senior Custodian	1.0	1.0	1.0
Custodian	13.0	13.0	13.0
Maintenance Worker III	4.0	4.0	4.0
Maintenance Worker I/II	20.0	20.0	19.0
<b>SUBTOTAL</b>	<b>67.0</b>	<b>65.0</b>	<b>64.0</b>

# PUBLIC WORKS

## Authorized Positions (continued)

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b><u>City Engineering &amp; Traffic Engineering:</u></b>			
Deputy Director/Traffic Engineer	1.0	1.0	1.0
Deputy Director/City Engineer	1.0	1.0	1.0
Principal Engineer	4.0	4.0	3.0
Senior Engineer	7.0	7.0	6.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	3.0	3.0	3.0
Engineering Technician	1.0	1.0	1.0
Contract Compliance Technician	1.0	1.0	1.0
Engineering Aide	1.0	1.0	1.0
Counter Services Technician	1.0	1.0	1.0
Supervising Public Works Inspector	1.0	1.0	1.0
Public Works Inspector	5.0	5.0	4.0
<b>SUBTOTAL</b>	<b>28.0</b>	<b>28.0</b>	<b>25.0</b>
<b><u>Environmental Compliance: (Note 1)</u></b>			
Environmental Compliance Program Coordinator	2.0	2.0	2.0
Environmental Compliance Program Analyst	0.0	0.0	0.0
Management Analyst	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>TOTAL - REGULAR POSITIONS</b>	<b>110.0</b>	<b>107.0</b>	<b>103.0</b>

Note 1: Additional Environmental Compliance positions are budgeted in the Sanitation Fund.

# PUBLIC WORKS

## Authorized Positions (continued)

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b><u>TEMPORARY/LIMITED-TERM POSITIONS: (Note 2)</u></b>			
Temporary Custodian	0.5	0.5	0.5
Work Experience/Maintenance	0.5	0.5	0.5
<b>TOTAL - TEMP/LIMITED-TERM POSITIONS</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>TOTAL - PUBLIC WORKS POSITIONS</b>	<b>111.0</b>	<b>108.0</b>	<b>104.0</b>

Note 2: Temporary and Part-time positions are shown as full-time equivalents.

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# PUBLIC WORKS

## Department Administration

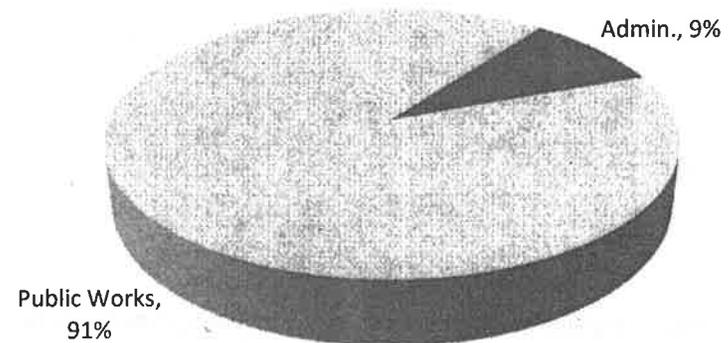
### OVERVIEW

The Administration Division provides general administrative coordination and support among all Public Works divisions, the City Manager's Office, and all other City departments. The Division also prepares staff reports for City Council action; is responsible for budget preparation and control; acts as liaison between the community and Public Works divisions; and is responsible for personnel, payroll, purchasing, and other support services.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,222,100	\$1,224,100

### Administration as a Percent of Total Public Works Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	10	10	9	9

# PUBLIC WORKS

## Department Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

### BUDGET IMPACTS FOR FY 13-14

The Administration budget has been reduced by \$168,100 due to the Deputy Director/Maintenance Services position being frozen for FY 13-14.

# PUBLIC WORKS

## City Engineering

### OVERVIEW

The City Engineering Division provides engineering services for subdivisions, land development projects, capital improvement projects, and assessment districts. Service functions include public improvements plan checking; inspection of all public improvements construction; administration of certain public works contracts; design and construction management of the City's capital improvement projects; and maintenance of City maps, plans, records, and survey data; and the. Service functions also include engineering support to the Department's Maintenance Division for the Streets and Roads Program; engineering and administration of assessment districts and special projects; issuance and monitoring of grading, paving, and right-of-way encroachment permits and providing related inspection services.

Development Services is responsible for subdivision and other land development engineering, encroachment permits and engineering coordination with other agencies. Functions include: plan checking, project conditioning, permits for construction, floodplain management, administration of regulatory requirements (including the Stormwater), maintenance of maps and records of improvements within public rights-of-way, and primary response to public inquiries.

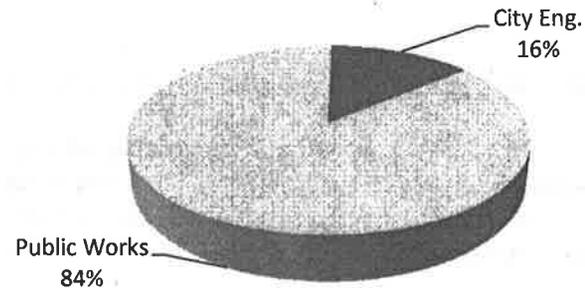
### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$2,235,100	\$2,099,100

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	21	21	21	19

**City Engineering as a Percent of Public Works Expenditures**



# PUBLIC WORKS

## City Engineering (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Completed the FY 2011-12 Annual Minor Street Rehabilitation Project.

Completed the Construction of the Cochran Street (Erringer Road to Sycamore Dr.) Pavement Rehabilitation Project.

Completed the Bike Path Gap Closure Project between the Metrolink Station and Stearns Street.

Progressed with the construction of West Los Angeles Improvements between Easy Street and the City's Public Services Center.

Progressed with the construction of the FY 2012-13 Annual Major Street Rehabilitation Program.

Progressed with the design of widening eastbound Madera Road between West Country Club Drive and Wood Ranch Parkway.

Progressed with the design of right-turn lane on Erringer Road at Cochran Street.

Progressed with the design of W. Los Angeles Avenue Improvements between PSC and westerly city limits.

### BUDGET IMPACTS FOR FY 13-14

The FY 2013-14 Annual Minor Streets Rehabilitation Program proposes resurfacing and roadway maintenance activities to be conducted throughout the residential areas based on the pavement conditions identified on the City's residential street paving maintenance priority list.

Includes a reduction of \$20,000 for Professional and Special Services for FY 13-14.

# PUBLIC WORKS

## Traffic Engineering

### OVERVIEW

The Traffic Engineering Division provides traffic engineering services for all traffic programs, capital improvement projects, land development projects, and administers the lighting maintenance functions. Functions include maintaining 121 traffic signals, maintaining traffic signal synchronization systems, responding to citizen requests for traffic control devices, coordinating with the School District and Police Department on traffic matters, conducting traffic studies relating to high accident locations, public improvement plan checking, coordinating with Caltrans on traffic matters, and administration of certain public works contracts. Service functions also include general traffic management of bicycles, vehicles, and pedestrians, the installation of street name and regulatory signs, periodic reviews of street lighting on major streets and reporting malfunctions, maintenance of City maps, plans, records, and traffic data, and support to the Department's Maintenance Division for the Streets and Roads Program.

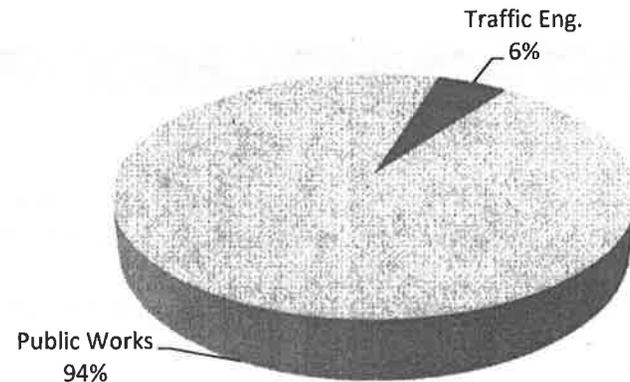
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	7	7	7	6

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$883,300	\$737,400

**Traffic Engineering as Percent of Public Works Expenditures**



# PUBLIC WORKS

## Traffic Engineering (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Completed annual review of high accident locations.

Obtained Article 3 Bicycle and Pedestrian grant to construct three traffic signals as part of the Arroyo Simi Greenway Project.

Designed three bike trail signals and provided them to the Park District for inclusion into the Arroyo Simi Greenway grant project.

Hired consultant using a grant from the Highway Safety Improvement Program to develop a citywide sign inventory and database.

Designed and provided traffic signing, striping, and signal plans and specifications for inclusion into Capital Improvement projects on West Los Angeles Avenue, and all other street projects such as major and minor street resurfacing projects.

Upgraded traffic signal control equipment, controllers, and cabinets at Alamo Street and Texas Avenue, Tapo Street and Los Angeles Avenue, Cochran Street and Parkdale Avenue, Los Angeles Avenue and Surveyor Avenue, and Madera Road and Country Club Drive (East).

Received and responded to traffic requests from citizens, the School District, and the Police Department.

### KEY ACCOMPLISHMENTS (continued)

Reviewed and plan checked all Traffic Control Plans for encroachment permits.

Maintained the City's 121 traffic signals and synchronization systems.

Provided support to Neighborhood Councils with traffic engineering presentations.

### BUDGET IMPACTS FOR FY 13-14

None

# PUBLIC WORKS

## Street Maintenance

### OVERVIEW

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

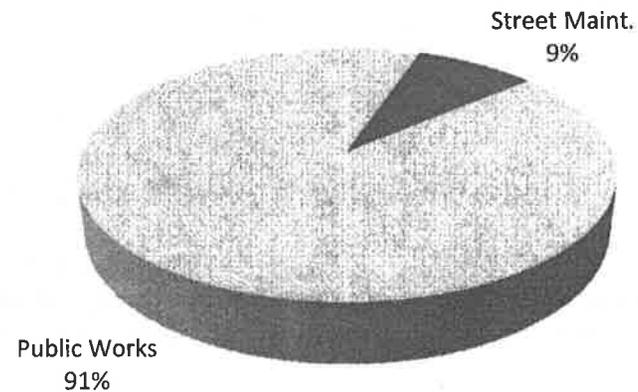
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	16	16	16	15

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,164,300	\$1,259,500

### Street Maintenance as Percent of Public Works Expenditures



# PUBLIC WORKS

## Street Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Completed temporary and permanent pothole repairs.

Performed small to moderately large asphalt repairs on major and minor streets.

Completed temporary and permanent repairs to lifted sidewalks that reduce trip hazards.

Removed and replaced damaged sidewalks, curbs and gutters.

Completed ADA concrete and asphalt improvements within the City.

### BUDGET IMPACTS FOR FY 13-14

Increase for Street Maintenance Program to enable the Street Maintenance Section to accomplish more diverse and residential street pavement repairs.

Includes implementation of a formal bridge maintenance program for FY 13-14.

# PUBLIC WORKS

## Parkway & Tree Maintenance

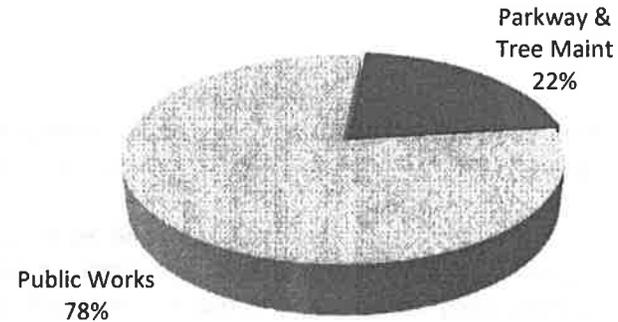
### OVERVIEW

The Parkway and Tree Maintenance Section maintains the Landscape Maintenance District No. 1 (LMD), consisting of 150 acres of landscape spread over 92 current locations and currently manages three large Landscape maintenance contracts, two large Tree maintenance contracts, and one Pest Control maintenance contract. In addition Parkway and Tree Maintenance in-house staff performs street tree maintenance, roadside maintenance, landscape inspections, landscape planning reviews, LMD assessments, the City's Self Help Street Tree Replacement Program, 132 Smart Irrigation Controllers, 198 water meters, and 135 electric meters.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$2,865,700	\$2,875,000

### Parkway & Tree Maintenance as Percent of Public Works Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	14	14	14	14

# PUBLIC WORKS

## Parkway & Tree Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Upgraded the landscaping of designated areas within the public right-of-way with low maintenance and low water use plant materials.

Used reclaimed water in lieu of potable water to irrigate landscaping at the Public Service Center, the Transit Facility, and the County Animal Shelter.

Used soil surface wood mulch generated by Contractual tree maintenance services and In-house programs in the LMD and provided for homeowners use to conserve water and promote soil compost.

Completed In-house and Contractual street tree and LMD tree removal and replacements, in an effort to continue to change out nonconforming trees and provide a better community environment.

Awarded the Toro Irrigation award for significant water conservation efforts two years in a row.

Installed approximately 3,500 precision irrigation heads and nozzles throughout the LMD, in an effort to conserve water and provide better water application.

### KEY ACCOMPLISHMENTS (continued)

Prepared specifications and bid two of the three large LMD landscape maintenance contracts keeping in tune with water conservation, efficiency and health of the plant material.

Assisted with the coordination and participated in the four annual outreach events, Arbor-Day, Earth-Day, Street-Fair and Living Green Expo.

### BUDGET IMPACTS FOR FY 13-14

Adds the Simi Valley Public Library to the landscape maintenance contract for FY 13-14.

Eliminates Self Help Tree Program and funding for removal and replacement of Eucalyptus trees.

# PUBLIC WORKS

## Building Maintenance

### OVERVIEW

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

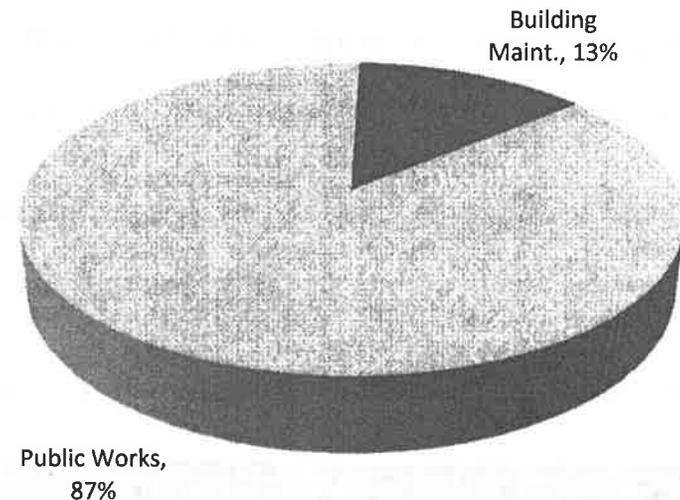
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	20	20	20	20

### RESOURCES USED

	Estimated FY2012-13	Budgeted FY 2013-14
Expenditures	\$1,379,600	\$1,796,300

### Building Maintenance as a Percent of Total Public Works Expenditures



# **PUBLIC WORKS**

## **Building Maintenance (continued)**

### **KEY ACCOMPLISHMENTS FOR FY 12-13**

Provided janitorial services, preventive maintenance and repairs to over 200,000 square feet of City-owned facilities.

Detailed cleaning of Metrolink Station in preparation for the Ventura County Fair and installation of holiday lighting in preparation for the Metrolink holiday train.

Awarded contract for and oversaw installation of split AC system for City Hall video storage room.

Completed distribution of new trash and recycle receptacles amongst various City facilities.

Assisted Police Department with the 911-dispatch upgrade.

Completed changeovers to recycled janitorial paper goods.

Coordinated with City Hall expansion contractor for various construction tasks.

Refinished the multi-purpose room floor at the Senior Center.

Completed over 1,500 room setups at the Senior Center for various scheduled day and night events.

### **BUDGET IMPACTS FOR FY 13-14**

Includes a cost increase for city facilities HVAC maintenance/repair costs.

Adds a service contract for the City Hall HVAC automation system.

Adds the Simi Valley Public Library to City facilities for janitorial, maintenance and repair services.

Includes funding for roof repair/replacement at the Cultural Arts Center.

Includes funding for kitchen and HVAC work at the Senior Center.

Reduces funding for Operating Supplies by \$10,000.

# PUBLIC WORKS

## Lighting Maintenance

### OVERVIEW

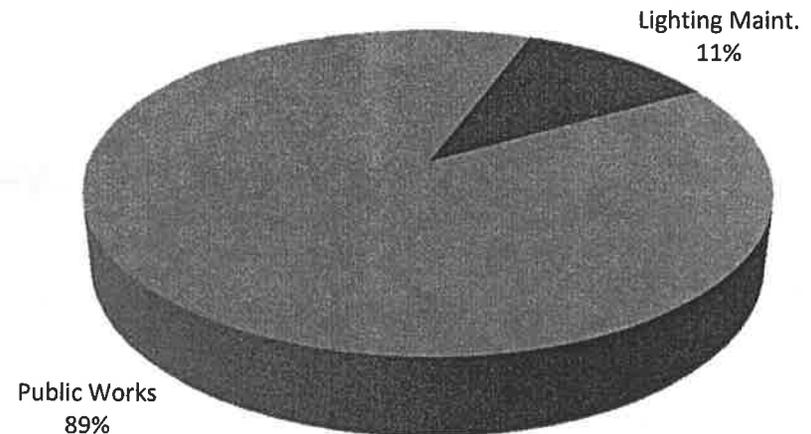
This cost center provides funding for the City's streetlight system which was formerly a separate Lighting Maintenance District. In FY 2012-13 the Lighting Maintenance District was merged into the General Fund.

Primary costs include utilities (electricity) and contracted maintenance.

### RESOURCES USED

	Estimated FY2012-13	Budgeted FY 2013-14
Expenditures	\$1,414,571	\$1,472,400

### Building Maintenance as a Percent of Total Public Works Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	0	0	0	0

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# PUBLIC WORKS

## Vehicle and Equipment Maintenance

### OVERVIEW

The Vehicle and Equipment Maintenance Section of the Maintenance Services Division is responsible for servicing the City's fleet of 312 vehicles and equipment items. This includes vehicles from the Departments of Public Works, Police Department, Environmental Services, Community Services, Administrative Services, Sanitation, and the Waterworks District No. 8.

Many of the vehicles we service at our are facility are specialized vehicles, such as the City's fleet of transit buses and large vans, plus dump trucks, backhoes and police pursuit vehicles which are utilized in daily City operations. The Vehicle Maintenance Section has an active preventive maintenance program to assure that the various vehicles and equipment stay in good operating condition. Majority of the maintenance and repair service is performed in house with some utilization of outside services.

Our goal is to provide a safe, reliable fleet for City personnel to utilize in their daily operations.

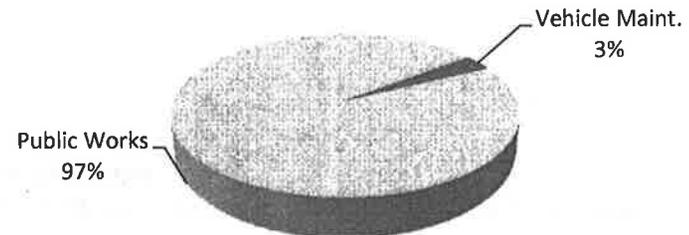
### RESOURCES USED

	Estimated FY2012-13	Budgeted FY 2013-14
Expenditures	\$244,100	\$420,300

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	9	9	9	9

### Vehicle and Equipment Maintenance as Percent of Public Works Expenditures



# PUBLIC WORKS

## Vehicle and Equipment Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided preventive maintenance and repairs for 312 City-owned vehicles and equipment.

Complied with all Air Pollution Control Districts permit requirements.

Operated the fueling station at the Public Service Center and oversaw any and all tests and repairs.

Received, implement and initiate maintenance programs for 4 new vehicles.

Passed CHP Transit Vehicle inspections with satisfactory rating.

Certified 37 gasoline vehicles for emission control compliance.

Certified 15 diesel vehicles for emission control compliance.

Provided preventive maintenance of City Hall generator.

### BUDGET IMPACTS FOR FY 13-14

Includes reduction of \$10,000 for Operating Supplies and \$10,000 for Maintenance of Equipment.

# PUBLIC WORKS

## Storm Drain Maintenance

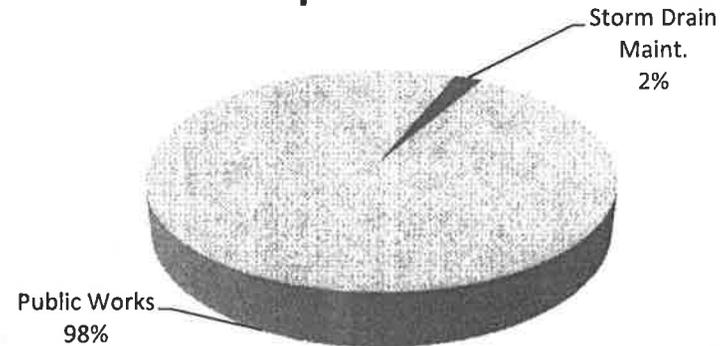
### OVERVIEW

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

### RESOURCES USED

	Estimated FY 12-13	Budgeted FY 13-14
Expenditures	\$325,700	\$300,500

### Storm Drain Maintenance as Percent of Public Works Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	4	4	3	3

# PUBLIC WORKS

## Storm Drain Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Cleaned and kept all flood channels open and clear.

Inspected and cleaned all catch basins within the City up to four times per year.

### BUDGET IMPACTS FOR FY 13-14

None

# PUBLIC WORKS

## Traffic Maintenance

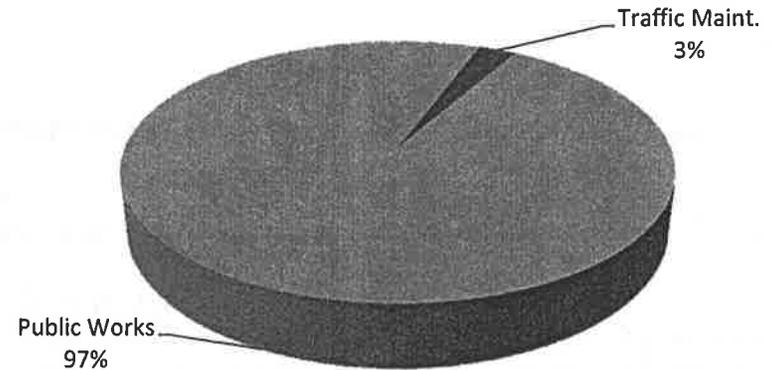
### OVERVIEW

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

### RESOURCES USED

	Estimated FY 12-13	Budgeted FY 13-14
Expenditures	\$378,100	\$360,100

**Traffic Maintenance as Percent of Public Works Expenditures**



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	3

# PUBLIC WORKS

## Traffic Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Replaced guide and regulatory signs posted throughout the city as needed.

Maintained all striping and legend markings on city streets and curbs.

### BUDGET IMPACTS FOR FY 13-14

Includes \$20,000 for the Military Banner Replacement Program to replace several damaged or worn military banners that are currently installed throughout the City.

Includes reduction of \$40,000 to the street striping and school crosswalks program.

Eliminates funding of \$16,000 for the Tapo Street Lighting Program.

# PUBLIC WORKS

## Graffiti Abatement Program

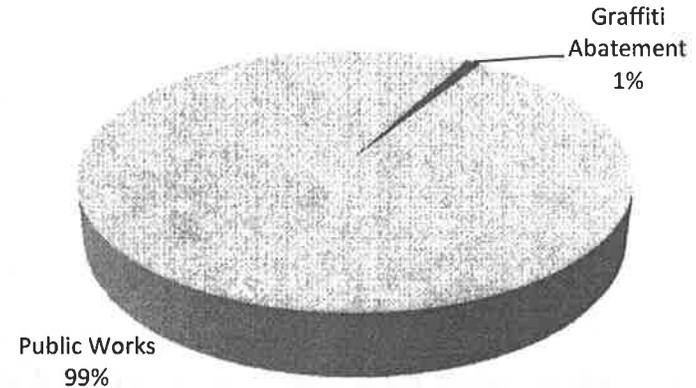
### OVERVIEW

The Graffiti Abatement Program addresses the City Council goal that graffiti be removed from public property within 24 hours of notification. A private contractor and in-house crews perform graffiti abatement. This section also removes illegal signs in the public right-of-way.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$132,300	\$136,200

### Graffiti Abatement as Percent of Total Public Works Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	2	2	1	1

# PUBLIC WORKS

## Graffiti Abatement Program (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Responded to calls to the graffiti hotline and removes graffiti within a 24-hour period.

Actively removed all signs illegally posted within the public right-of-way in compliance with the City's sign ordinance.

Utilized recycled paint to cover graffiti whenever possible.

### BUDGET IMPACTS FOR FY 13-14

Reduces funding for Contract Services for the Graffiti Abatement Program by \$10,000.

# PUBLIC WORKS

## Environmental Compliance

### OVERVIEW

The Environmental Compliance Division provides Stormwater Quality Management and Household Hazardous Waste/Hazardous Materials services to the community. The Hazardous Materials program safely disposes hazardous materials used in City operations, gives Hazardous Materials Awareness and First Responder training to City employees, and runs the community Household Hazardous Waste (HHW) Disposal program. The Stormwater Management Program manages the water quality portion of the City's storm drain system. The staff administers the program, and provides, construction, planning and land development review and guidance; public outreach; industrial/commercial business inspections; illicit discharge control; and public agency coordination services. The City has a Clean Water Act responsibility mandated by the National Pollutant Discharge Elimination System (NPDES) permit to assure the surface waters are safe for humans, animals, plants, and the environment. City Stormwater Program staff's primary responsibility is to educate and train the community on the complex permit requirements, interfacing regularly with industry personnel, City employees, and the general public.

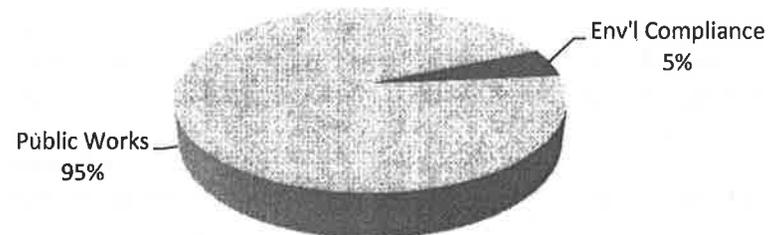
### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$567,400	\$689,300

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	6	5	5	5

### Environmental Compliance as Percent of Public Works Expenditures



# PUBLIC WORKS

## Environmental Compliance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Installed 47 more storm drain catch basin internal trash excluders, and cleaned 62 existing excluders, that separate debris from run-off water; another step in clean water improvement.

Placed 40 trash and 30 recycling receptacles along major pedestrian routes to encourage the community to recycle more, and to reduce litter.

Held six Household Hazardous Waste (HHW) events that served 975 Simi Valley households.

Provided educational outreach at Earth Day, Arroyo Simi Cleanups, Neighborhood Council meetings, professional workshops, a community college, and HHW events.

Trained City staff (Public Works and Police) on hazardous materials recognition and procedures.

Adopted a revised Stormwater Quality Management Program Ordinance that complies with new federal and state Clean Water Act related permit requirements.

### BUDGET IMPACTS FOR FY 13-14

We will hold six more Household Hazardous Waste events to serve the need in the community.

The FY 13-14 budget includes reclassification of one Environmental Compliance Program Analyst to Environmental Compliance Program Coordinator.

**DEPARTMENT OF PUBLIC WORKS**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$6,049,521	\$6,138,800	\$5,749,600	\$389,200	\$5,998,800
41020 Temporary Salaries	18,913	8,500	7,700	800	8,500
41040 Overtime	78,795	99,600	96,000	3,600	99,600
41050 Outside Assistance	0	0	23,600	(23,600)	0
41200 Deferred Compensation - 401k	26,382	27,700	22,500	5,200	24,300
41210 Deferred Compensation - 457	17,739	24,700	15,600	9,100	18,300
41300 Vision Care	22,424	22,900	21,800	1,100	24,500
41350 Disability	27,715	25,300	23,900	1,400	23,400
41400 Group Ins/Health	1,168,755	1,130,800	1,051,300	79,500	1,280,100
41450 Life Insurance	14,534	14,700	11,700	3,000	11,100
41500 Group Ins/Dental	82,242	84,100	78,600	5,500	91,400
41600 Retirement/PERS	1,215,632	1,255,700	1,095,500	160,200	1,230,900
41610 Retirement/PARS	5,600	6,600	8,400	(1,800)	0
41650 Medicare	75,246	74,300	75,200	(900)	105,900
41660 FICA	487	0	500	(500)	500
41700 Workers' Compensation	303,400	376,800	376,800	0	440,200
41620 Retirement HRA	3,514	10,800	4,400	6,400	4,800
41900 Personnel Savings	0	(263,800)	MET		(253,700)
Subtotal - Personnel	9,110,899	9,037,500	8,663,100	638,200	9,108,600
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	283,512	1,479,500	1,405,100	74,400	1,450,300
42150 Communications	490	8,500	4,800	3,700	10,800
42230 Office Supplies	7,196	8,000	8,000	0	8,000
42235 Furnishing & Equip Non Capital	0	0	-	0	5,000
42310 Rentals	1,047	4,000	3,600	400	8,000

**DEPARTMENT OF PUBLIC WORKS (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42410 Uniform/Clothing Supply	\$20,867	\$27,000	\$27,000	\$0	\$27,000
42420 Special Departmental Expense	122,647	130,000	130,000	0	133,900
42440 Memberships & Dues	8,761	10,800	10,800	0	11,100
42450 Subscriptions & Books	1,538	1,700	1,200	500	1,700
42460 Advertising	1,274	1,000	1,000	0	1,000
42500 Fuel & Lubricants	352,472	438,600	415,100	23,500	404,600
42510 Tires	49,718	51,400	51,400	0	51,400
42550 Small Tools/Equipment	9,748	10,000	10,000	0	10,000
42560 Operating Supplies	453,604	510,600	473,200	37,400	484,600
42720 Travel, Conferences, Meetings	4,368	5,800	5,800	0	7,200
42730 Training	6,929	6,500	5,500	1,000	10,300
42790 Mileage	5,330	6,400	6,400	0	6,400
Subtotal - Supplies/Materials	1,329,501	2,699,800	2,558,900	140,900	2,631,300
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	280,288	345,400	330,400	15,000	256,000
44310 Maintenance of Equipment	55,003	64,700	54,700	10,000	54,700
44450 Landscape Maintenance Contract	786,777	951,800	951,800	0	976,800
44490 Other Contract Services	877,908	1,311,300	1,130,000	181,300	1,259,100
44355 Reimbursement for Vehicle Maint.	(965,400)	(887,000)	(887,000)	0	(923,300)
Subtotal - Services	1,034,576	1,786,200	1,579,900	206,300	1,623,300
Subtotal - Current Expenses	\$2,364,077	\$4,486,000	\$4,138,800	\$347,200	\$4,254,600

**DEPARTMENT OF PUBLIC WORKS (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<i><b><u>CAPITAL OUTLAY</u></b></i>					
47020 Furnishings & Equip. (Capital)	\$7,349	\$0	\$5,100	(\$5,100)	\$7,000
47050 Maintenance Contracts	41,450	0	0	0	0
Subtotal - Capital Outlay	<u>48,799</u>	<u>0</u>	<u>5,100</u>	<u>(5,100)</u>	<u>7,000</u>
<b>Total</b>	<u><b>\$11,523,775</b></u>	<u><b>\$13,523,500</b></u>	<u><b>\$12,807,000</b></u>	<u><b>\$980,300</b></u>	<u><b>\$13,370,200</b></u>

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# **POLICE DEPARTMENT**

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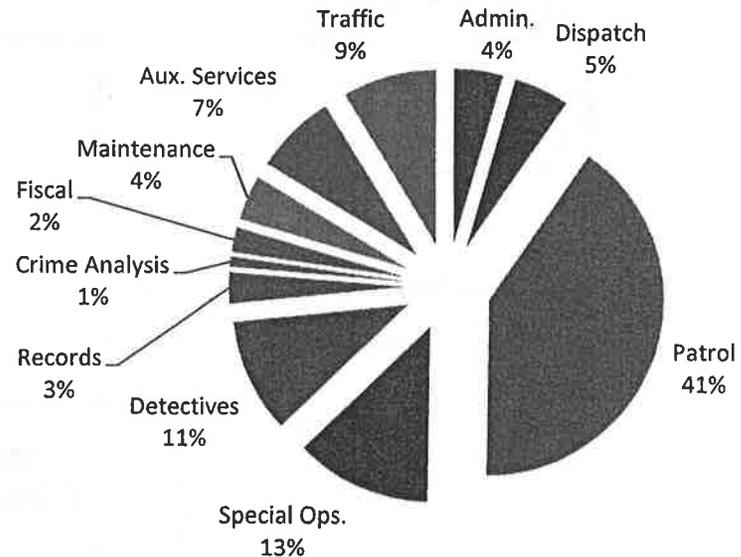
**\$28,823,800**

# POLICE DEPARTMENT

## Department Overview

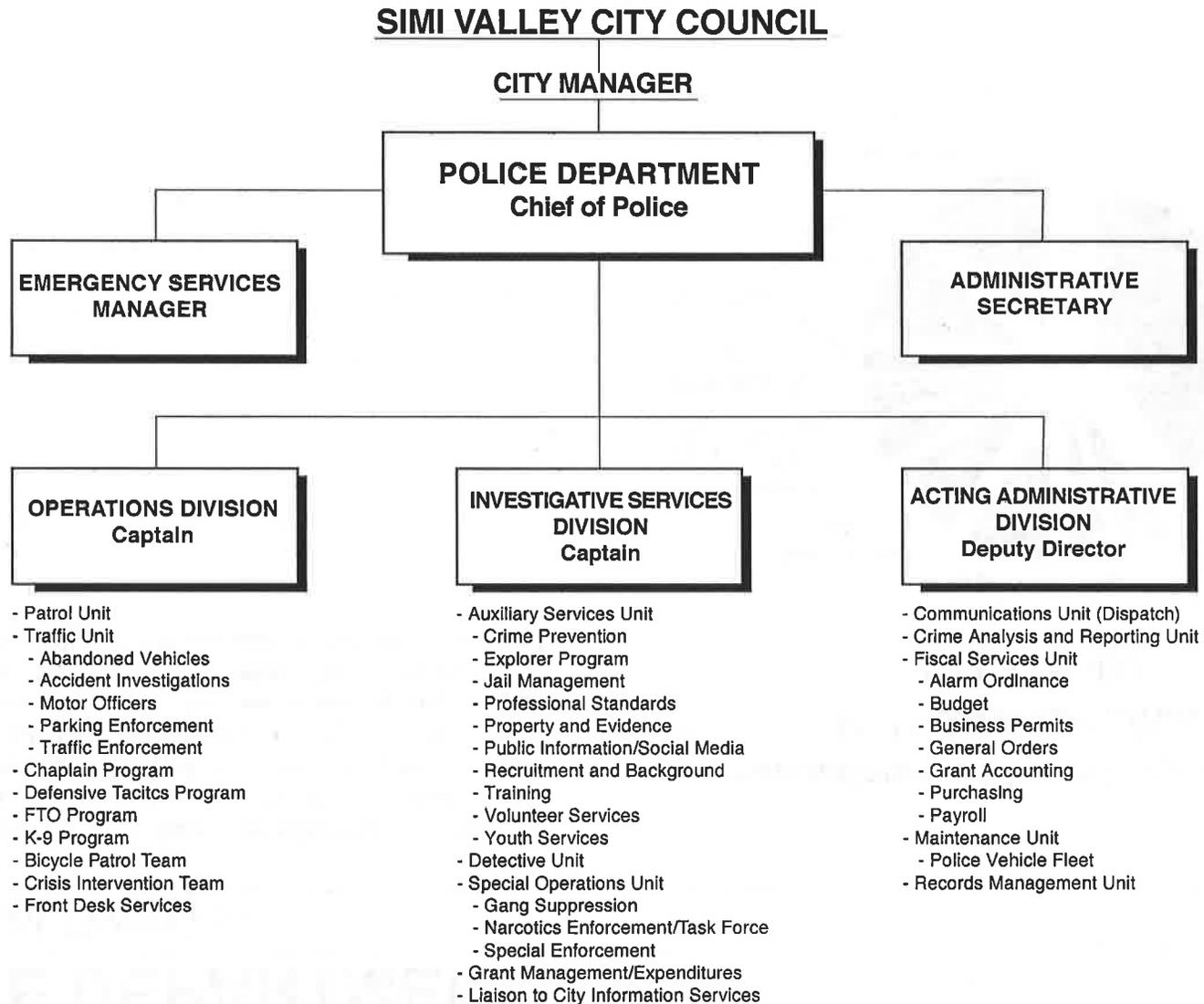
The Police Department is dedicated to achieving excellence in public safety by providing superior service and encouraging community involvement. Our goal is to provide quality service, treat everyone with dignity, respect, and equality and secure a safe environment for our citizens. We are here to partner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

### Breakdown of Police Department FY 13-14 Expenditures \$28,823,800



# POLICE DEPARTMENT

## Organizational Chart



# POLICE DEPARTMENT

## Authorized Positions

<u>REGULAR POSITIONS</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
<b><u>Administration:</u></b>			
Chief of Police	1.0	1.0	1.0
Captain	2.0	2.0	2.0
Sergeant	0.0	1.0	1.0
Deputy Director/Police Administration	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>
<b><u>Dispatch:</u></b>			
Communications Manager	1.0	1.0	1.0
Police Dispatcher/Dispatcher Trainee	9.0	9.0	9.0
Senior Police Dispatcher	4.0	4.0	4.0
<b>SUBTOTAL</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>
<b><u>Patrol:</u></b>			
Lieutenant	4.0	4.0	4.0
Sergeant	8.0	7.0	7.0
Senior Police Officer	5.0	9.0	9.0
Police Officer	50.0	46.0	47.0
<b>SUBTOTAL</b>	<b>67.0</b>	<b>66.0</b>	<b>67.0</b>

Does not include two authorized Dispatch overfill positions.

Does not include any authorized Police Officer overfill positions.

# POLICE DEPARTMENT

## Authorized Positions (continued)

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
<b><u>Special Operations Unit:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	5.0	5.0	5.0
Police Officer	6.0	6.0	6.0
	<hr/>		
SUBTOTAL	14.0	14.0	14.0
<b><u>Special Problems Section</u></b>			
Sergeant	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0
	<hr/>		
SUBTOTAL	5.0	5.0	5.0
<b><u>Detectives:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	12.0	12.0	12.0
Crime Scene Investigator	2.0	2.0	2.0
Court Liaison	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Victim Advocate	0.5	0.5	0.5
	<hr/>		
SUBTOTAL	19.5	19.5	19.5
<b><u>Records:</u></b>			
Records Manager	1.0	1.0	1.0
Police Records Technician I/II	9.0	8.0	8.0
Senior Police Records Technician	2.0	2.0	2.0
	<hr/>		
SUBTOTAL	12.0	11.0	11.0

# POLICE DEPARTMENT

## Authorized Positions (continued)

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
<b><u>Auxiliary Services:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	1.0	1.0	1.0
Police Officer	1.0	1.0	1.0
Property Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Property Technician	1.0	1.0	1.0
Community Services Specialist	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
	<hr/>	<hr/>	<hr/>
SUBTOTAL	11.0	11.0	11.0
<b><u>Crime Analysis:</u></b>			
Crime Analysis and Reporting Manager	1.0	1.0	1.0
Crime Analyst	1.0	1.0	1.0
Crime Analyst Technician	1.0	1.0	1.0
	<hr/>	<hr/>	<hr/>
SUBTOTAL	3.0	3.0	3.0
<b><u>Traffic:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Senior Police Officer	1.0	1.0	1.0
Police Officer	8.0	8.0	8.0
Police Service Assistant	7.0	7.0	7.0
Community Services Specialist	1.0	1.0	1.0
	<hr/>	<hr/>	<hr/>
SUBTOTAL	20.0	20.0	20.0

# POLICE DEPARTMENT

## Authorized Positions (continued)

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
<b><u>Fiscal Services:</u></b>			
Senior Management Analyst	1.0	1.0	1.0
Accounting Technician	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0
	<hr/>		
SUBTOTAL	4.0	4.0	4.0
<b><u>Maintenance:</u></b>			
Police Maintenance Supervisor	1.0	1.0	1.0
Senior Police Maintenance Technician	1.0	1.0	1.0
Police Maintenance Technician	1.0	1.0	1.0
	<hr/>		
SUBTOTAL	3.0	3.0	3.0
TOTAL - REGULAR POSITIONS	177.5	177.5	178.5
TOTAL SWORN	121.0	121.0	121.0
TOTAL NON SWORN	57.5	56.5	57.5
<b><u>TEMPORARY POSITIONS</u></b>			
Temporary Dispatcher (PT)	5.0	5.0	5.0
Temporary Records Technician (PT)		0.5	0.5
Reserve Officer	10.0	10.0	10.0
	<hr/>		
TOTAL - TEMPORARY POSITIONS	15.0	15.5	15.5
TOTAL - POLICE DEPARTMENT POSITIONS	193.5	193.0	194.0

# POLICE DEPARTMENT

## Department Administration

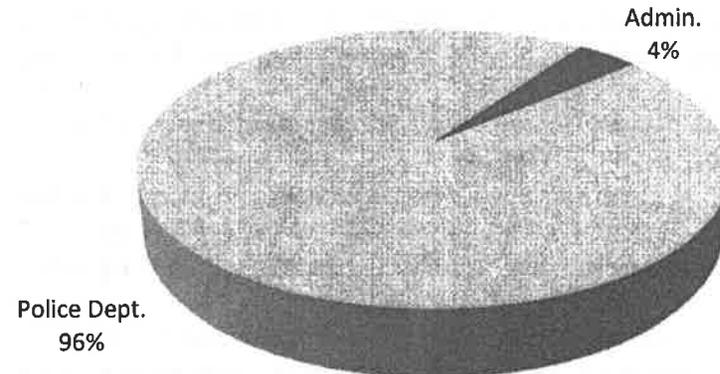
### OVERVIEW

Police Department Administration is comprised of the Office of the Chief of Police, Police Captains, Deputy Director/Police Administration and support staff. Department Administration is responsible for the management of the Police Department. Administration staff directs the work of Department members to provide the highest level of customer service and law enforcement to our community thereby assisting in maintaining a safe and pleasant atmosphere to live and work.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,009,955	\$1,303,200

### Administration as Percent of Police Department Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	6	6	7	7

# POLICE DEPARTMENT

## Department Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Recruited and selected three key positions in the organization, Chief of Police, Deputy Director/Administration, and secretary.

Conducted Team Building and Wellness Training for Department Supervisors.

Prioritized drug enforcement efforts with focus on heroin and illegal drug activity affecting younger members of our Community.

Facilitated the participation on a variety of Task Force Teams including the Drug Enforcement Agency, Probation Release Program, Ventura County Combined Agency Team, and Federal Bureau of Intelligence.

Began to utilize Forfeited Asset Funding off budget cycle to increase and enhance enforcement capabilities.

### BUDGET IMPACTS FOR FY 13-14

Costs will increase for selecting, purchasing, up-fitting, and introducing to the fleet a new make, style and model of police unit.

Costs for recruiting, selecting, and training new personnel to fill vacant positions could increase, particularly higher ranking positions in the Agency created by retirements and promotions.

Employee contract negotiations could impact costs.

Use of a temporary overfill Crime Scene Investigator position to prepare for secession planning will increase costs as we plan for the retirement of the most senior CSI in 2014.

Overtime department-wide was reduced by \$115,000 in the FY13-14 budget.

This budget also includes the retitling of Lieutenants as Deputy Police Chiefs and Captains as Police Commanders.

# POLICE DEPARTMENT

## Dispatch

### OVERVIEW

Senior Dispatchers and Dispatchers respond to emergency/non-emergency calls by: providing information, assistance, and advice to callers; utilizing the computer aided dispatch system to enter calls for service, record field unit activities and radio transmissions; maintaining communications with field units regarding status and locations; retrieving information from state, county and national computer networks about wanted persons, stolen property, vehicle registration, etc.; relaying information to field officers; monitoring allied agency radio traffic who may request agency assistance; making requests to outside agencies for resources (e.g. helicopter, animal control services, tow requests, and ambulance services); and, keeping the watch commander and field supervisor informed.

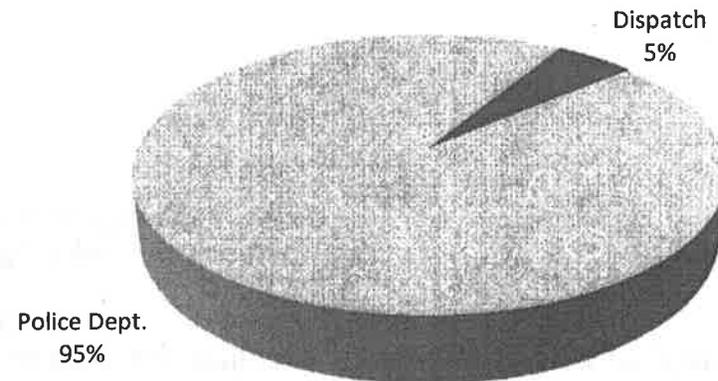
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	14	14	14	14

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,358,628	\$1,480,700

### Dispatch as Percent of Police Department Expenditures



# POLICE DEPARTMENT

## Dispatch (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided professional and courteous service at all times to citizens, officers and co-workers.

Responded to 27,588 calls for service from July 1, 2012 to March 1, 2013.

Assisted with maintaining an average response time for emergency calls of 4.5 minutes and 14.4 minutes for non-emergency calls from July 1, 2012 to March 1, 2013.

Completed a total remodel of the Dispatch Center, including ergonomic workstations, lighting, chairs, carpet, and the phone and sound systems.

Completed implementation of the Regional 911 System Project.

Trained two new dispatchers.

Participated in Career Day at a local middle school, educating students and faculty of career opportunities in the 911 field.

Automated flag records in CAD to include, Alzheimer/Memory impaired and Autistic/Special needs children.

### KEY ACCOMPLISHMENTS (continued)

Activated and performed training exercises at an alternate Dispatch Center.

Participated in Leadership Simi Valley, the Every 15 Minutes Program and the Citizens' Academy.

### BUDGET IMPACTS FOR FY 13-14

A frozen dispatch position may result in an increase in overtime and temporary dispatcher salaries.

# POLICE DEPARTMENT

## Patrol

### OVERVIEW

Lieutenants, Sergeants, Senior Officers, Patrol Officers, and Reserve Officers ensure that the community receives highly responsive law enforcement service 24-hours a day, 7-days a week. Patrol personnel are the most recognizable and visible element of the Department who liaison with community members on a daily basis. They emphasize responsiveness, community service and public safety, and perform all facets of law enforcement by responding to emergency and non-emergency situations, enforcing laws, deterring criminal conduct, conducting investigations and maintaining public order. The Unit includes the K-9 Program, Bicycle Patrol Program, Defensive Tactics Program, Reserve Police Officer Program, Technical Services Program, Honor Guard Program and the Field Training Program.

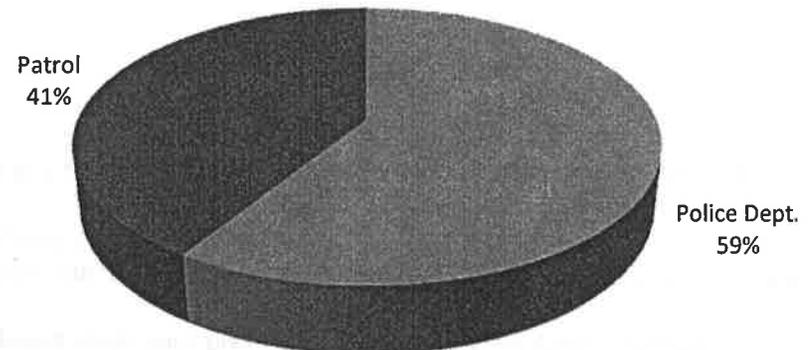
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	67	67	66	67

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$11,118,052	\$11,687,700

### Patrol as Percent of Police Department Expenditures



# POLICE DEPARTMENT

## Patrol (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Maintained an average response time of 4.5 minutes for emergency calls for service and 14.4 minutes for non-emergency calls for service from July 1, 2012 through March 1, 2013.

Responded to 27,588 calls for service and documented over 38,000 citizen contacts from July 1, 2012 through March 1, 2013.

Provided professional, courteous and prompt service to the community with only two citizen complaints.

Continued to utilize a wide variety of crime suppression and enforcement options including focused enforcement efforts, two-officer cars, bicycle patrols, DUI enforcement, saturation patrols, burglary suppression and focused narcotics enforcement.

Expanded the Department's covert electronic video monitoring capabilities by providing enhanced training to our personnel and updating and expanding Technical Services Team equipment.

Deployed the Department's first marked police unit outfitted with an automated License Plate Reader and scanned 155,000 vehicle license plates resulting in 1 arrest and 5 recovered stolen vehicles from July 1, 2012 through March 1, 2013.

### BUDGET IMPACTS FOR FY 13-14

The Department will research, select, equip and deploy the first group of marked police units since the cancellation of the Ford Crown Victoria.

The Department will deploy its second marked police vehicle equipped with an Automated License Plate Reader.

A fourth K-9 assignment is instituted effective with the FY 2013-14 budget.

# POLICE DEPARTMENT

## Special Operations

### OVERVIEW

The Special Operations Unit exists in direct support of the City's mission to provide its residents with a safe and healthy community. The unit specializes in complex drug trafficking investigations, street gang suppression, vice and prostitution crimes, Alcohol Beverage Control enforcement, fugitive warrant suspect apprehension, parolee monitoring and tracking. Concomitantly, the unit devotes a significant amount of its time to "quality of life" issues such as graffiti investigation and abatement, homelessness, and the enforcement of municipal codes and ordinances. The unit supports the City's first responders in patrol by providing these enhanced law enforcement services thereby allowing patrol personnel to remain available for citizen calls for service and emergencies. For purposes of budgeting, the Special Problems Unit is included in this cost center.

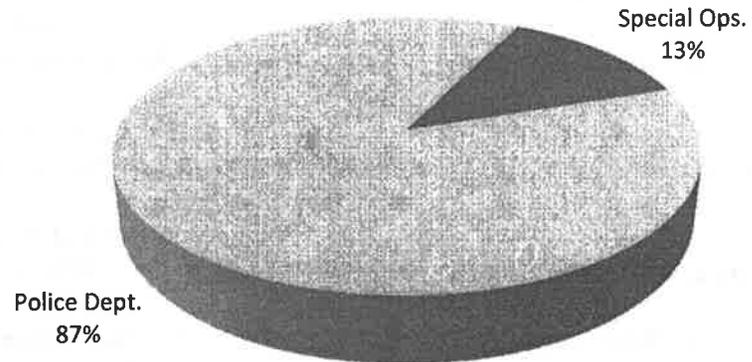
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	20	19	19	19

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$3,077,263	\$3,635,000

### Special Operations as Percent of Police Department Expenditures



# POLICE DEPARTMENT

## Special Operations (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Assigned one officer to Ventura County Probation to monitor and track parolees.

Arrested an average of eighteen suspects per month for heroin related crimes.

Conducted one probation sweep per month targeting juveniles.

Conducted nine prostitution stings and two citywide compliance checks.

Investigated three significant gang incidents resulting in the conviction of all suspects.

Provided Police Department input at quarterly Homelessness Task Force meetings.

Conducted monthly probation sweeps targeting known graffiti suspects.

Assigned one additional Detective to DEA Southwest Border Task Force.

Conducted two Alcohol Beverage Control sting operations at local off-sale licensees.

### BUDGET IMPACTS FOR FY 13-14

Purchase one vehicle from U.S. DEA seized vehicle program.

Provide training of narcotics personnel through the California Narcotics Officers Association.

Provide training of gang personnel through California Gang Investigators Association.

Provide training of SES personnel in "Street Crimes" Investigation course.

# POLICE DEPARTMENT

## Detectives

### OVERVIEW

The Detective Unit investigates major crimes, felonies and complicated cases. The Unit is divided into two sections, Violent Crimes and Property Crimes, and oversees Crime Scene Investigation, filing criminal cases with the District Attorney's Office, and the registration of sex, narcotic, and arson offenders. The Unit collaborates as a team along with the Crime Analysis Unit, Crime Prevention Unit, and the Property/Evidence Unit. The Detective Unit houses three associates from outside agencies, Ventura County District Attorney's Office/Community Prosecutor, the U.S. Postal Service Inspections Unit, and the U.S. Secret Service, who spends several days each week working directly with the Department to deliver quality service to the community.

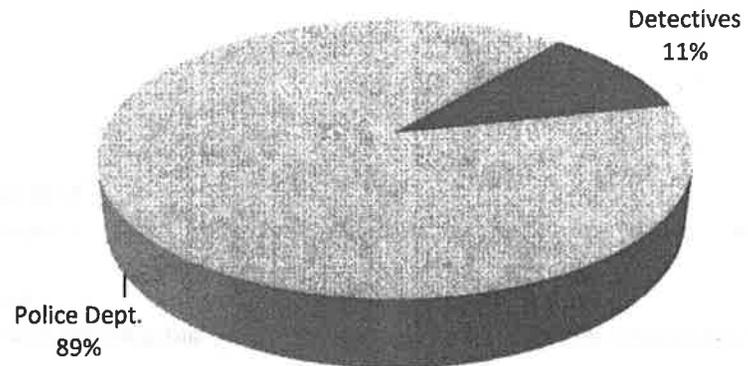
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	19.5	19.5	19.5	19.5

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$2,776,621	\$3,046,100

**Detectives as Percent of Police Department Expenditures**



# POLICE DEPARTMENT

## Detectives (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Increased ability to accomplish investigative tasks with upgraded technology (Trackers, Smart Phones, Coplink).

Increased forensic computer ability through addition of EnCase Forensic Computer and XRY mobile device data reader.

Partnered with Federal Authorities (US Postal Inspections and US Secret Service) to increase investigative and prosecutorial abilities.

Implemented Gas-Pump Fraud Protection program to decrease card skimming.

Closed multiple cases with aggregate losses exceeding \$10,000,000.

Recovered hundreds of thousands of dollars in stolen property.

Investigated and arrested multiple subjects for sex crimes.

Investigated and closed three homicide cases.

### KEY ACCOMPLISHMENTS (continued)

Completed multiple Fraud/Identity Theft educational presentations to the public.

Conducted Sex Registrant Compliance check to ensure safety of community.

### BUDGET IMPACTS FOR FY 13-14

Change all raid jackets and raid vests to comply with the change in uniform patches, embroidery, and insignias.

Personnel will attend training and conferences not previously attended to increase the skills and knowledge that are specific to their job assignments.

# POLICE DEPARTMENT

## Records

### OVERVIEW

The Records Management Unit is the Department's Records Management and Information Center. This Unit provides public service to the community and outside agencies by responding to Public Records Act requests, Subpoena for Records requests, back ground checks and requests and responds to city crime/activity inquiries. The Unit is also responsible for processing all police reports and documentation generated by the Department, monthly DOJ validations and UCR reporting, receiving and disseminating FBI live scan returns, handling Cal-photo, Versaterm RMS and CLETS administration, entry and auditing of all crime data, report processing for the DA's office along with a plethora of other tasks and requests from other units and staff.

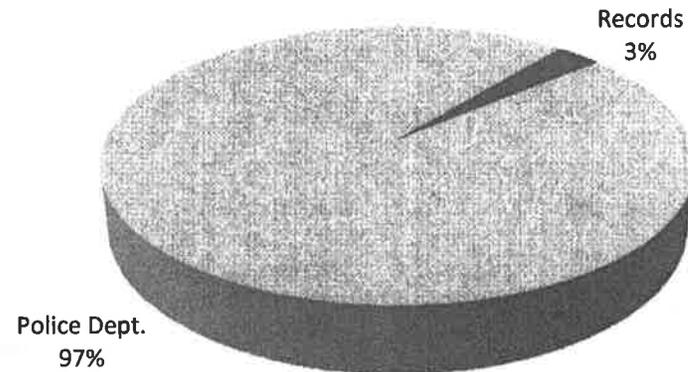
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	12	12	11	11

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$676,351	\$841,100

### Records as Percent of Police Department Expenditures



# POLICE DEPARTMENT

## Records (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided superb public service to the community by assisting citizens with information requests, report purchases, crime information, and collecting fees for services.

Developed a temporary, part-time position with no benefits to assist with a vacancy.

Utilized four volunteers to assist in the performance of PBX operations.

Automated many functions within the unit to improve efficiencies and reduce staff time.

Assisted with the safety of the community by consolidating pawn data functions to one staff member and relocating them to Detectives, creating efficiencies and effectiveness for the investigative unit.

Implemented the Automated Oxnard Pawn System eliminating several staff hours of hand keying data into RMS.

### BUDGET IMPACTS FOR FY 13-14

None

# POLICE DEPARTMENT

## Crime Analysis & Reporting

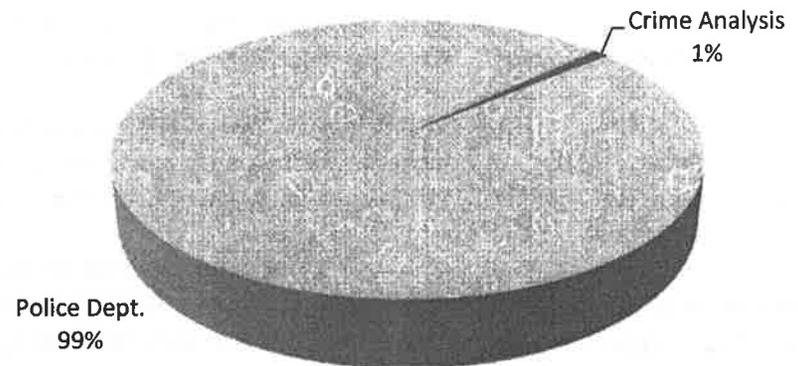
### OVERVIEW

The mission of the Crime Analysis & Reporting Unit is to provide timely and accurate information regarding crimes and crime trends, criminals, and offender activity to the Police Department and surrounding agencies. This includes collecting and analyzing data and disseminating appropriate information to affected personnel and agencies in support of crime reduction and community safety.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$339,642	\$276,000

### Crime Analysis as Percent of Police Department Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	3	3	3	3

# POLICE DEPARTMENT

## Crime Analysis & Reporting (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Compiled a comprehensive enforcement report identifying “high vehicle crime” areas within the City of Simi Valley overlaying various narcotic and probation offenders.

Updated information in the Automated License Plate Reader on a regular basis for Patrol.

Completed the 2012 Crime Summary for the Chief of Police which showed significant crime reduction efforts within the latter part of 2012.

Completed a monthly gas skimmer analytical spreadsheet that identified which locations are frequent targets for identity theft and fraudulent use of access cards.

Completed an automated Post Release Offender (probation) report with photos and arrest contact.

Provided comprehensive maps, photos, offenses and residences of 120 Sex Offenders to enforce compliance checks and violations within the City of Simi Valley.

Assisted with hosting Crime Analysis/ Property Crimes Detective meetings to promote regional sharing of crime information between Ventura and Los Angeles Counties.

### KEY ACCOMPLISHMENTS (continued)

Established new partnerships with numerous LAPD sub-divisions to provide timely sharing of similar crime activities and multi-jurisdictional known offender correlations.

Provided the Crime Prevention and Volunteer Units with timely and relevant crime information; as with the Crime Stoppers Program to validate crime tips and success of program.

Worked with the Business Enterprise Analyst to develop reports and improve overall crime reporting efficiencies.

### BUDGET IMPACTS FOR FY 13-14

None

# POLICE DEPARTMENT

## Fiscal Services

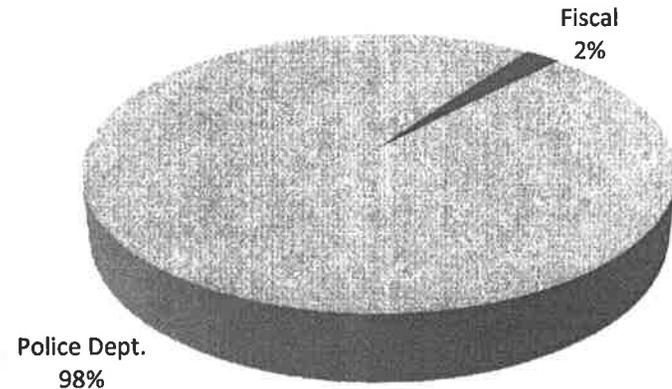
### OVERVIEW

The Fiscal Services Unit of the Police Department is responsible for the business functions that support the Agency. A Senior Management Analyst, Management Analyst, and two Accounting Technicians conduct payroll, purchasing, and budget processes, and oversee in Business and Solicitor Permits, Department related ordinances such as the alarm ordinance, and coordinate grant reconciliation.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$611,142	\$658,300

### Fiscal Services as Percent of Police Department Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	4	4	4	4

# POLICE DEPARTMENT

## Fiscal Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Recruited and selected a new Senior Management Analyst to fill critical position created by retirement.

Revised 15 Department General Orders.

Processed 124 false alarm violations.

Processed over 100 permits and licenses.

Completed Department's mid-year report and developed FY 13-14 Preliminary Base Budget.

### BUDGET IMPACTS FOR FY 13-14

None

# POLICE DEPARTMENT

## Maintenance

### OVERVIEW

Maintenance is a specialized technical area within the Police Department. Maintenance staff purchases and installs emergency equipment, maintain the integrity of Police Vehicles, maintain the disposition of all capital assets, maintains the Police Facility, and works with the Public Works Department to ensure that vehicles are repaired in a timely manner. The Maintenance Supervisor, Senior Maintenance Technician and Maintenance Technician who perform this work must be multifaceted and develop an understanding of a wide variety of equipment and building systems.

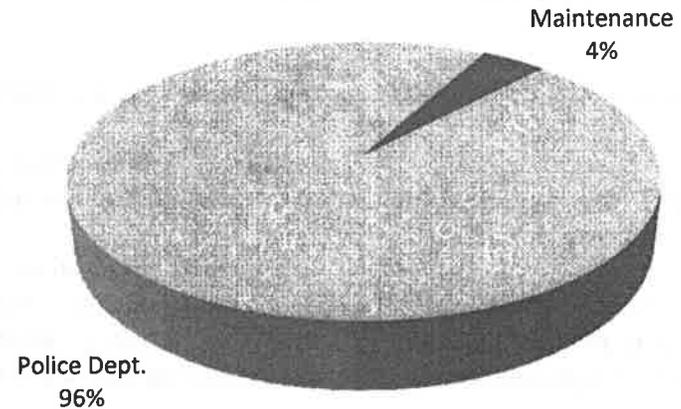
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	3

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,006,291	\$1,205,200

### Maintenance as Percent of Police Department Expenditures



# POLICE DEPARTMENT

## Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Completed the auction of surplus vehicles and equipment.

Completed the installation of emergency equipment into six of the new police vehicles.

Assisted with logistics for Green Living Expo.

Upgraded computer and software for Tracer Summit HVAC system.

Completed the installation of new headrests in the 2011 Patrol Vehicles.

Painted/updated various areas throughout the facility.

Completed the Emergency Generator load and transfer switch testing.

Completed the inspection and certification of the facility's backflow system.

Completed the semi-annual suppression test of the FM200 Halon System.

### BUDGET IMPACTS FOR FY 13-14

Maintenance will increase to purchase replacement vehicles with the new generation of Police Interceptors. The replacement of four sedans is included in this budget to serve as a pilot program to determine the best replacement for the fleet.

Maintenance will purchase new equipment for the new generation of Police Interceptors.

Maintenance will paint and refurbish areas in the Police Facility showing wear.

Maintenance will repair or replace deteriorating mechanical devices in the Police Facility.

# POLICE DEPARTMENT

## Auxiliary Services

### OVERVIEW

Auxiliary Services is responsible for planning, research, personnel, recruitment, background investigations, internal affairs investigations, training, property and evidence, jail management, grant management, and media relations. The Unit also manages the Crime Prevention, Explorer, Reserve Officer, and Volunteer Programs, Citizens on Patrol, Technical Reserves, and the Citizens Academy. A sergeant supervises the Youth Services Program, which included a Youth Services Officer, Youth Diversion and the Parent Project, and responds to claims against the City, lawsuits against Police Department personnel and Pitchess Motions as directed by the City Attorney's Office.

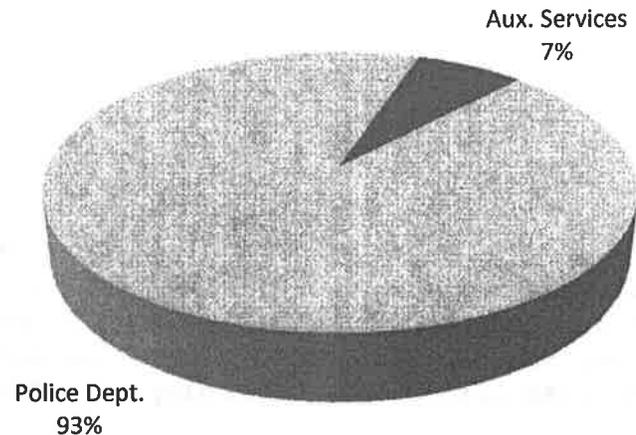
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	11	11	11	11

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,881,066	\$2,175,700

### Auxiliary Services as Percent of Police Department Expenditures



# POLICE DEPARTMENT

## Auxiliary Services (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Increased the Police Department's transparency and communication with the community and media and improved on the existing community partnerships through the implementation of the Police Department's Facebook page and Nixle communication.

Implemented school lockdown procedures with the Simi Valley Unified School District Administration and the Police Department to ensure that consistent safety procedures are executed during emergency events at all of the school campuses.

Organized new design and color change to shoulder patches, rank insignias and service stripes throughout the Police Department and introduced a uniform option to sworn personnel.

Completed a Department wide photo for all Police Department employees for the first time since 1996.

### BUDGET IMPACTS FOR FY 13-14

In anticipation of a large number of personnel vacancies, and in an effort to increase the number of volunteer employees, the Auxiliary Services Unit will be hiring an estimated 15 Police Officers, three civilian employees, three Reserve Officers, and three Volunteers. Costs are estimated at \$96,000.

# POLICE DEPARTMENT

## Traffic

### OVERVIEW

The Traffic Unit includes sworn and civilian personnel who: provide traffic safety education; investigate traffic collisions; handle DUI investigations; address complains regarding traffic, parking, and oversized or abandoned vehicles; enforce traffic laws; and conduct proactive enforcement with a focus on safety, responsiveness and service. The Off-Road Team provides additional patrol and enforcement in undeveloped areas that traditional vehicles cannot access. Unit supervisors oversee daily responsibilities, process special event and filming permit requests, coordinate traffic safety at significant community events such as the Simi Valley Days Parade, the July 4<sup>th</sup> Celebration and the Gator Run, and provide assistance at large events at the Ronald Reagan Presidential Library and Museum.

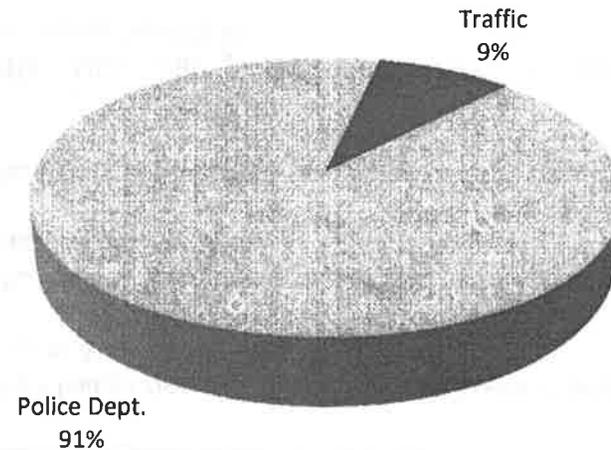
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	19	19	20	20

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$2,462,134	\$2,514,800

**Traffic Unit as Percent of Police Department Expenditures**



# POLICE DEPARTMENT

## Traffic (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Acquired a \$30,000 grant from the Office of Traffic Safety to fund increased DUI and traffic enforcement and training.

Continued with "Operation Safe Schools" to improve traffic safety and awareness in school zones.

Participated in community meeting with the City Traffic Engineers and City Council Member regarding traffic safety along Cottonwood Drive.

Continued an ongoing "Complaint Response Officer" program that has enjoyed a great deal of success by directly responding to citizens' traffic-related complaints.

Provided proactive enforcement of traffic laws while remaining responsive to community needs and traffic-related investigations.

Provided an instructional overview of the Traffic Unit to the Citizens' Academy.

Approved over 40 Special Event and Filming Permits during FY12-13.

### BUDGET IMPACTS FOR FY 13-14

The FY13-14 budget freezes a Police Services Assistant position (vacant), for a savings of \$66,500.

The Traffic Unit will purchase of a *Total Station* system to assist in complex accident investigations.

The Traffic Unit will seek grant funding again from the Office of Traffic Safety.

The Traffic Unit will purchase Lexis-Nexis to enhance report writing/processing capabilities.

**POLICE DEPARTMENT**

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$13,834,647	\$14,247,800	\$13,548,900	\$698,900	\$14,508,300
41020 Temporary Salaries	91,409	75,000	90,185	(15,185)	92,300
41040 Overtime	3,059,277	2,908,300	2,868,486	39,814	2,839,400
41200 Deferred Compensation - 401k	21,601	23,300	19,642	3,658	19,900
41210 Deferred Compensation - 457	7,224	15,700	7,054	8,646	9,100
41300 Vision Care	43,176	43,600	43,495	105	46,100
41350 Disability	115,197	105,800	104,943	857	105,800
41400 Group Ins/Health	2,430,615	2,536,300	2,299,953	236,347	2,647,900
41450 Life Insurance	37,863	35,200	33,189	2,011	33,400
41500 Group Ins/Dental	237,640	238,800	240,233	(1,433)	256,700
41600 Retirement/PERS	5,087,201	4,966,100	4,784,917	181,183	5,257,900
41650 Medicare	219,910	244,800	220,920	23,880	253,700
41660 FICA	2,456	5,500	4,925	575	5,700
41700 Workers' Compensation	1,299,300	1,327,300	1,327,300	0	1,410,100
41620 Retirement HRA	48,412	45,600	56,400	(10,800)	52,800
41900 Personnel Savings	0	(852,100)	----		(633,700)
Subtotal - Personnel	26,535,928	25,967,000	25,650,542	316,458	26,905,400
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	22,463	22,100	21,816	284	22,100
42200 Computer (Non-Capital)	9,087	9,700	9,100	600	9,100
42230 Office Supplies	16,275	18,300	17,295	1,005	18,300
42310 Rentals	12,698	16,300	14,809	1,491	15,500
42410 Uniform/Clothing Supply	284,856	307,000	290,000	17,000	338,100

**POLICE DEPARTMENT (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42440 Memberships & Dues	\$6,229	\$8,600	\$8,100	\$500	9,800
42450 Subscriptions & Books	1,966	2,400	2,200	200	2,500
42500 Fuel and Lubricants	376,079	491,600	381,500	110,100	472,700
42560 Operating Supplies	181,166	231,200	219,750	11,450	294,300
42720 Travel, Conferences, Meetings	37,330	39,000	38,631	369	69,000
42730 Training	8,277	19,000	14,842	4,158	18,500
42760 POST Training	85,240	90,000	90,000	0	90,000
42770 Recruitment	26,369	35,900	11,055	24,845	0
42780 Out-Of-County Investigations	8,594	6,500	4,391	2,109	37,100
42790 Mileage	1,270	1,000	1,000	0	1,000
Subtotal - Supplies/Materials	1,077,899	1,298,600	1,124,489	174,111	1,398,000
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	85,572	134,000	109,100	24,900	107,100
44310 Maintenance of Equipment	306,787	390,300	331,560	58,740	378,700
44490 Other Contract Services	0	0	0	0	34,600
Subtotal - Services	392,359	524,300	440,660	83,640	520,400
Subtotal - Current Expenses	\$1,470,258	\$1,822,900	\$1,565,149	\$257,751	\$1,918,400
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equip (Capital	202	0	0	0	0
Subtotal - Capital Outlay	202	0	0	0	0
<b>Total</b>	<b>\$28,006,388</b>	<b>\$27,789,900</b>	<b>\$27,215,691</b>	<b>\$574,209</b>	<b>\$28,823,800</b>

# **POLICE DEPARTMENT EMERGENCY SERVICES**

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**\$334,600**

# EMERGENCY SERVICES

## Overview

### OVERVIEW

The Office of Emergency Services coordinates a communitywide effort to prepare for, respond to, and recover from disasters and high impact emergencies. This is accomplished through nine major programs areas:

- 1) Emergency Response Planning
- 2) Emergency Management Training
- 3) Emergency Operations Center (EOC) program
- 4) The 32-member Disaster Service Worker Team
- 5) Emergency Communications Technology program
- 6) Intergovernmental Coordination
- 7) Disaster Recovery Planning
- 8) Hazard Mitigation Planning, and
- 9) Public Education program.

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

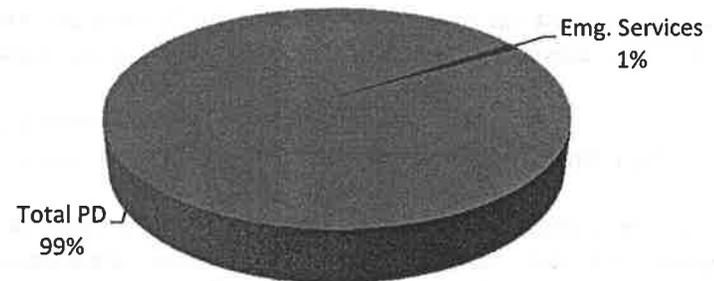
### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	2	2	2	2

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Net Resources	\$285,103	\$334,600

### Emergency Services as Percent of Total Police Department



# EMERGENCY SERVICES

## Overview (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Conducted NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training with City Emergency Operations Center (EOC) and field level staff.

Maintained formal relations through participation at the Ventura County Emergency Coordinators' Council, and the Ventura County Emergency Planning Council and other ad hoc committees.

Implemented the Community Emergency Response Team (CERT) program, including three academies and a refresher class.

The Disaster Service Worker (DSW) Team completed all training, readiness and recruitment objectives.

Completed community preparedness and education objectives through public presentations, the City website, attendance at various community and Police Department events and the 2013 Emergency Preparedness Expo.

Conducted three EOC setup/communications exercises to test all EOC systems, participated in the "Great California Shakeout."

### KEY ACCOMPLISHMENTS (continued)

Conducted various training sessions with EOC staff, including WebEOC crisis management software, EOC procedures, and implemented a program to enhance EOC staff training, qualifications and readiness.

Awarded a Cal-EMA grant to complete an update to the City's Multi-Hazard Functional Plan.

Implemented the VC-Alert Emergency Notification system, the Travelers Information Service (TIS) AM Radio system and the Emergency Services two-way radio system.

### BUDGET IMPACTS FOR FY 13-14

Emergency Services began operating an upgraded Emergency Notification System, (VC-Alert) which improves the City's emergency and non-emergency community notification capabilities. This is an \$11,000 additional cost over the previous system.

The FY 13-14 budget includes \$25,000 to finalize the upgrade of the Emergency Operations Center (EOC) display system for presentations.

The FY 13-14 budget includes reclassification of the former Emergency Services Coordinator title to Emergency Services Manager.

**POLICE DEPARTMENT  
EMERGENCY SERVICES**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$167,335	\$166,400	\$165,900	\$500	\$170,800
41200 Deferred Compensation - 401k	1,830	1,800	1,800	0	1,800
41300 Vision Care	475	500	500	0	500
41350 Disability	1,613	1,400	1,400	0	1,500
41400 Group Ins/Health	34,302	35,000	32,100	2,900	35,000
41450 Life Insurance	506	500	400	100	400
41500 Group Ins/Dental	1,655	1,700	1,700	0	1,800
41600 Retirement (PERS)	37,953	38,300	38,200	100	39,900
41650 Medicare	2,402	2,600	2,600	0	3,000
41700 Workers' Compensation	5,500	8,100	8,100	0	11,200
Subtotal - Personnel	<u>253,571</u>	<u>256,300</u>	<u>252,700</u>	<u>3,600</u>	<u>265,900</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	3,780	3,800	3,900	(100)	15,000
42230 Office Supplies	143	400	400	0	400
42440 Memberships & Dues	200	200	200	0	200
42410 Uniforms/Clothing Supplies	0	500	500	0	3,000
42560 Operating Supplies	9,071	17,000	17,000	0	13,800
42720 Travel, Conferences & Meetings	0	2,600	2,000	600	2,600
42730 Training	2,600	4,400	4,400	0	4,700
42790 Mileage	611	800	1,200	(400)	1,200
Subtotal - Supplies/Materials	<u>\$16,405</u>	<u>\$29,700</u>	<u>\$29,600</u>	<u>\$100</u>	<u>\$40,900</u>

**POLICE DEPARTMENT**  
**EMERGENCY SERVICES (continued)**

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
44310 Maintenance of Equipment	\$0	\$2,800	\$2,800	\$0	\$2,800
Subtotal - Services	0	2,800	2,800	0	2,800
Subtotal - Current Expenses	16,405	32,500	32,400	100	43,700
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equip (Capital)	0	0	0	0	25,000
Subtotal - Capital Outlay	0	0	0	0	25,000
<b>Total</b>	<b>\$269,976</b>	<b>\$288,800</b>	<b>\$285,100</b>	<b>\$3,700</b>	<b>\$334,600</b>

# **NON-DEPARTMENTAL**

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**\$5,454,500**

## NON-DEPARTMENTAL

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

All Departmental requests for non-capital (less than \$5,000 per item) office furnishings and equipment to be financed from the General Fund are included in the Non-Departmental budget. This allows the Department of Administrative Services to review all departmental requests for conformance with Citywide standards for equipment replacement and acquisition prior to purchase. Replacement guidelines include estimated useful life standards, maintenance history, and physical condition. The ultimate purchase of office furnishings and equipment listed in the budget are based on an evaluation of the request as it relates to the established criteria.

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

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>PERSONNEL</i></b>					
41610 Retirement (PARS)*	\$0	\$0	\$0	\$0	\$60,000
41800 Annual Leave Pay Out	999,824	1,003,100	1,000,000	(3,100)	1,100,000
Subtotal - Personnel	<u>999,824</u>	<u>\$1,003,100</u>	<u>\$1,000,000</u>	<u>(3,100)</u>	<u>\$1,160,000</u>
<b><i>SUPPLIES AND MATERIALS</i></b>					
42100 Utilities	\$621,775	\$645,000	\$666,300	\$21,300	\$749,300
42130 Postage	62,063	61,000	52,000	(9,000)	52,000
42150 Communications	634,211	838,000	677,300	(160,700)	690,000

\*Prior to FY 13-14, PARS retirement costs were included in departmental budgets. They are now consolidated here.

**NON-DEPARTMENTAL (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$11,812	\$12,100	\$8,000	(\$4,100)	\$8,000
42235 Furn & Equip (Non-Capital)	10,114	8,000	7,600	(400)	11,200
42300 Copiers	131,051	144,000	141,500	(2,500)	125,500
42310 Rentals	1,060	1,100	1,100	0	1,100
42440 Memberships and Dues	82,207	96,000	95,000	(1,000)	95,000
42560 Operating Supplies	48,856	71,800	50,000	(21,800)	48,000
42730 Training		3,000	3,000	0	3,000
Subtotal - Supplies/Materials	\$1,603,149	\$1,880,000	\$1,701,800	(\$178,200)	\$1,783,100
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$89,578	\$96,200	\$79,500	(\$16,700)	\$113,300
44015 VC Property Tax Collection Fee	302,919	381,800	323,900	(57,900)	330,400
44310 Maintenance of Equipment	2,358	5,500	3,200	(2,300)	784,300
44490 Other Contract Services	83,768	196,300	196,300	0	393,000
44491 FIS Operations	73,300	85,100	85,100	0	85,100
44492 GIS Operations	22,300	29,500	29,500	0	29,500
44590 Insurance Charges	73,300	950,400	950,400	0	934,900
Subtotal - Services	\$647,523	\$1,744,800	\$1,667,900	(\$76,900)	\$2,670,500
Subtotal - Current Expenses	\$2,250,672	\$3,624,800	\$3,369,700	(\$255,100)	\$4,453,600
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	\$0	\$116,600	\$93,000	(\$23,600)	\$0
Subtotal - Capital Outlay	\$0	\$116,600	\$93,000	(\$23,600)	\$0
<b>Total</b>	<b>\$3,250,496</b>	<b>\$4,744,500</b>	<b>\$4,462,700</b>	<b>(\$281,800)</b>	<b>\$5,613,600</b>

# **INTERNAL SERVICE FUNDS**

## **LIABILITY INSURANCE FUND**

### **Fund 803**

The Liability Insurance Fund was created in FY 1990-91 to provide for insurance coverages relating to general liability, property, vehicles, and employee bonds for all City-administered agencies and funds. The Fund also provides for the payment of liability and unemployment claims as well as the related legal and claims adjusting services incurred by the City and the Special Districts.

Revenues for the Liability Insurance Fund are provided through interfund service charges based on an analysis of benefit from organization-wide insurance premiums as well as specific coverages. In addition to providing for insurance premiums and related expenditures, the Liability Insurance Fund also provides for adequate reserved fund balances to meet self-insured retentions under the deductible provisions of the City's various insurance policies as established by actuarial review.

The major expenditure category for the Liability Insurance Fund is the Claims and Payments category. When a claim is filed, a reserve amount, based upon the total estimated loss, is established. This reserve covers the anticipated future cost of settling the claim including legal, investigative, and other related expenses.

On July 1, 1992, the City established a claim-funding program to finance potential losses up to \$1 million per loss. To mitigate exposure to the Fund, the City has purchased a \$10 million excess liability insurance policy to cover most losses exceeding \$1 million. Since the insurance marketplace is subject to sizeable premium swings, the purchase of excess insurance may not always be feasible.

To provide for potential payments not covered by insurance or in the event of inadequate reserved fund balances, the Fund retains \$3.5 million for contingencies in addition to a reserve established by actuarial analysis.

**LIABILITY INSURANCE FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
Beginning Fund Balance (Excluding Advance)	\$2,740,685	\$2,950,861	\$2,950,861		\$2,957,861
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$56,067	\$63,500	\$63,500	\$0	\$23,100
37111 Premiums/General Fund	748,700	950,400	950,400	0	934,900
37112 Premiums/CDA	28,300	0	0	0	0
37114 Premiums/Lighting Maintenance	136,700	0	0	0	0
37115 Premiums/Sanitation	185,900	182,100	182,100	0	258,500
37116 Premiums/Transit	133,300	133,900	133,900	0	157,200
37117 Premiums/Waterworks	99,300	113,200	113,200	0	146,000
Total Revenues	<u>\$1,388,267</u>	<u>\$1,443,100</u>	<u>\$1,443,100</u>	<u>\$0</u>	<u>\$1,519,700</u>
<b><u>EXPENDITURES</u></b>					
43010 Liability Insurance Premiums	\$254,563	\$276,000	\$270,000	\$6,000	\$291,000
43040 Property Insurance Premiums	111,642	118,300	123,000	(4,700)	132,000
43170 Unemployment Claims	19,072	35,000	20,000	15,000	40,000
43200 Claims & Contributions to Legal Reserves	591,567	797,200	800,000	(2,800)	833,600
44590 Other Insurance Services	1,347	3,700	3,700	0	3,700
46100 Reimbursement to General Fund	195,900	215,400	215,400	0	215,400
49648 Transfer to Computer Equip Replacement	4,000	4,000	4,000	0	4,000
Total Expenditures	<u>\$1,178,091</u>	<u>\$1,449,600</u>	<u>\$1,436,100</u>	<u>\$13,500</u>	<u>\$1,519,700</u>
Net Cashflow	\$210,176	(\$6,500)	\$7,000	\$13,500	\$0
Ending Fund Balance (Excluding Advance)	<u>\$2,950,861</u>	<u>\$2,944,361</u>	<u>\$2,957,861</u>	<u>\$13,500</u>	<u>\$2,957,861</u>
Reserve Requirement per Actuarial Analysis	\$2,165,939	\$2,088,492	\$2,088,492		\$2,323,960
General Fund Advance	\$2,344,000	\$2,344,000	\$2,344,000		\$2,344,000

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

**The Workers' Compensation Insurance Fund was established during Fiscal Year 1985-86 in order to account for the City's self-insurance program for Workers' Compensation liabilities. The Workers' Compensation Insurance Fund is financed by service charges to the General Fund, Ventura County Waterworks District No. 8, the Sanitation and Transit Funds, the Community Development Agency Successor Agency, and the Community Development Housing Successor Agency.**

**The charges are computed based on percentage rates applied to budgeted salary compensation for all employees. The percentage rate varies depending upon the nature of the work performed by the position. The applied percentage rates are higher for positions with greater Workers' Compensation exposure. These rates are determined following an actuarial study that identifies the reserve requirement needed to fund the City's liability for claims.**

**Workers' Compensation Insurance Fund expenditures include the costs of administering the self-insurance program including benefit payments, excess insurance premiums for large claims exceeding \$500,000, Cal/OSHA required physical exams, mandatory Department of Transportation drug/alcohol testing, and loss control and safety services.**

**The major expenditure category for the Workers' Compensation Insurance Fund is the cost of benefit claims. When a claim is filed, a Workers' Compensation claims examiner evaluates the claim and establishes a reserve amount based upon the total estimated loss. The total of the claim reserves represents incurred loss levels for the self-insurance program. Actual claim payments are normally made within five years after the claim is filed but may occur over several years. Claims expenditures are projected based upon estimated incurred loss levels during previous years plus a reserve for Incurred-But-Not-Reported (IBNR) claims. IBNR is a liability recognized for claims that have already occurred but have not been reported.**

**Workers' Compensation is a separate fund but its three staff members are part of, and supervised by, the Administrative Services Department.**

**WORKERS' COMPENSATION INSURANCE FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
Beginning Fund Balance	\$3,369,191	(\$211,186)	(\$211,186)		(\$795,586)
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$59,647	\$90,000	\$30,000	(\$60,000)	\$40,000
37110 Premiums/CDA Housing	1,863	11,700	11,700	0	0
37111 Premiums/General Fund	1,902,600	2,150,800	2,147,400	(3,400)	2,464,600
37112 Premiums/CDA Admin	6,800	10,100	10,100	0	13,800
37115 Premiums/Sanitation	225,700	288,600	288,600	0	351,800
37116 Premiums/Transit	92,300	143,200	143,200	0	170,900
37117 Premiums/Waterworks	120,400	158,100	155,400	(2,700)	196,700
37118 Premiums/PD Special Problems Section	24,300	0	0	0	0
37119 Premiums/Workers' Compensation	5,700	8,500	8,500	0	11,600
Total Revenues	\$2,439,310	\$2,861,000	\$2,794,900	(\$66,100)	\$3,249,400
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$212,877	\$224,000	\$203,800	\$20,200	\$224,000
41020 Temporary Salaries	1,954	0	0	0	0
41050 Outside Assistance	0	0	0	0	3,000
41200 Deferred Compensation - 401k	2,598	2,700	2,500	200	2,700
41300 Vision Care	674	700	700	0	800
41350 Disability	1,969	1,900	1,900	0	1,900
41400 Group Ins/Health	43,843	45,000	41,800	3,200	45,500
41450 Life Insurance	706	700	700	0	400
41500 Group Ins/Dental	1,655	1,700	1,700	0	1,800
41600 Retirement/PERS	48,028	51,300	46,600	4,700	52,000

**WORKERS' COMPENSATION INSURANCE FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>PERSONNEL (CONT'D.)</i></b>					
41650 Medicare	\$3,194	\$3,200	\$3,400	(\$200)	\$3,900
41660 FICA	121	0	0	0	0
41700 Workers' Compensation	5,700	8,500	8,500	0	11,600
41620 Retirement HRA	2,024	2,400	2,200	200	2,400
41800 Payroll Accruals	16,953	10,300	11,700	(1,400)	11,000
Subtotal - Personnel	<u>\$342,296</u>	<u>\$352,400</u>	<u>\$325,500</u>	<u>\$26,900</u>	<u>\$361,000</u>
<b><i>CURRENT EXPENSES - SUPPLIES/MATERIALS</i></b>					
42230 Office Supplies	\$1,034	\$1,200	\$1,200	\$0	\$1,200
42310 Rentals	2,420	2,400	2,400	0	2,400
42440 Memberships and Dues	0	100	0	100	100
42450 Subscriptions and Books	0	700	100	600	700
42720 Travel, Conferences, Meetings	0	100	0	100	100
42730 Training	245	1,000	600	400	1,000
42790 Mileage	163	600	400	200	600
Subtotal - Supplies/Materials	<u>\$3,862</u>	<u>\$6,100</u>	<u>\$4,700</u>	<u>\$1,400</u>	<u>\$6,100</u>
<b><i>CURRENT EXPENSES - SERVICES</i></b>					
43070 Workers' Comp. Insurance Premiums	\$192,270	\$205,000	\$222,900	(\$17,900)	\$260,000
43200 Claims Payments	2,605,238	2,181,800	2,160,000	21,800	2,343,900
44010 Professional and Special Services	98,151	88,700	88,700	0	88,700
44540 Professional Safety Services and Training	3,620	5,000	5,000	0	5,000
44590 Other Insurance Services	2,550	2,500	2,500	0	2,500
Subtotal - Services	<u>\$2,901,829</u>	<u>\$2,483,000</u>	<u>\$2,479,100</u>	<u>\$3,900</u>	<u>\$2,700,100</u>

**WORKERS' COMPENSATION INSURANCE FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS</u></b>					
46100 Reimbursement to General Fund	2,451,500	566,000	\$566,000	\$0	\$601,300
49700 Transfer to Sanitation Fund - Surplus	210,100	0	0	0	0
49761 Transfer to Waterworks Fund - Surplus	110,100	0	0	0	0
49648 Transfer to Computer Equipment Replacement	0	4,000	4,000	0	4,200
Subtotal - Reimbursements and Transfers	<u>\$2,771,700</u>	<u>\$570,000</u>	<u>\$570,000</u>	<u>\$0</u>	<u>\$605,500</u>
Subtotal - Current Expenses	\$5,677,391	\$3,059,100	\$3,053,800	\$5,300	\$3,311,700
Total Expenditures	\$6,019,687	\$3,411,500	\$3,379,300	\$32,200	\$3,672,700
Net Cashflow	<u>(\$3,580,377)</u>	<u>(\$550,500)</u>	<u>(\$584,400)</u>	<u>\$33,900</u>	<u>(\$423,300)</u>
Ending Fund Balance	<u>(\$211,186)</u>	<u>(\$761,686)</u>	<u>(\$795,586)</u>		<u>(\$1,218,886)</u>
Required Reserve per Actuarial Analysis	\$6,389,381	\$7,236,234	\$7,236,234		\$7,187,456
General Fund Advance	\$2,344,000	\$2,344,000	\$2,344,000		\$2,344,000

**GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND**  
**Fund 807**

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. GIS applications include base maps at the parcel level with sewer system, water system, and U.S. Census tract overlays. The GIS provides information regarding land use and permit tracking, traffic analysis zones, and floodplain layers. Contributions to this fund finance the cost of operating the GIS, including software updates and revisions.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
Beginning Working Capital Balance	\$21,869	\$28,057	\$28,057		\$52,557
<b><u>REVENUES</u></b>					
34001 Interest	(\$151)	\$300	\$0	(\$300)	\$100
39100 Transfer/General Fund	22,300	29,500	29,500	0	29,500
39200 Transfer/CDA Admin Fund	4,258	0	0	0	0
39201 Transfer/CDA Housing Fund	4,258	0	0	0	0
39700 Transfer/Sanitation Fund	14,600	28,500	28,500	0	28,500
39761 Transfer/Waterworks District No. 8	21,000	33,500	33,500	0	33,500
Total Revenues	<u>\$66,265</u>	<u>\$91,800</u>	<u>\$91,500</u>	<u>(\$300)</u>	<u>\$91,600</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42200 Computers (Non-Capital)	\$1,142	\$4,500	\$4,500	\$0	\$4,500
42560 Operating Supplies	2,978	4,000	2,500	(1,500)	2,500
42720 Travel, Conferences, Meetings	0	1,400	0	(1,400)	0
42730 Training	2,250	3,000	4,400	1,400	4,500
42790 Mileage	0	100	0	(100)	0
Subtotal - Supplies and Materials	<u>\$6,370</u>	<u>\$13,000</u>	<u>\$11,400</u>	<u>(1,600)</u>	<u>\$11,500</u>

**GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND (cont.)**

	<b><u>ACTUAL</u></b> <b><u>2011-12</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2012-13</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2012-13</u></b>	<b><u>VARIANCE</u></b> <b><u>2012-13</u></b>	<b><u>BUDGET</u></b> <b><u>2013-14</u></b>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$0	\$25,000	\$0	(\$25,000)	\$25,000
44310 Maintenance of Equipment	53,707	55,000	55,600	\$600	65,200
Subtotal - Services	\$53,707	\$80,000	\$55,600	(\$24,400)	\$90,200
Total Expenditures	\$60,077	\$93,000	\$67,000	(\$26,000)	\$101,700
Ending Working Capital Balance	\$28,057	\$26,857	\$52,557	\$25,700	\$42,457

**FINANCIAL INFORMATION SYSTEM OPERATING FUND**  
**Fund 809**

The City utilizes SAP software for its Financial Information System (FIS) that was implemented in 2000. The FIS system includes components for budgetary control, general ledger, accounts payable, accounts receivable, purchasing, business tax, parking citations, utility billing, travel management, asset management, applicant tracking, personnel administration, organization management, and payroll. The Financial Information System Operating Fund is used to pay for ongoing operation of the FIS system, including revisions required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
Beginning Working Capital Balance	\$52,809	\$75,969	\$75,969		\$11,069
<b><u>REVENUES</u></b>					
34001 Interest Income	\$535	\$0	\$100	\$100	\$0
37111 Transfer/General Fund	73,300	85,100	85,100	0	85,100
37112 Transfer/CDA Admin	3,033	0	0	0	0
37110 Transfer/CDA Housing Fund	3,092	0	0	0	0
37114 Transfer/Lighting Maintenance District	1,300	0	0	0	0
37116 Transfer/Transit Fund	2,600	2,600	2,600	0	2,600
37115 Transfer/Sanitation Fund	19,600	19,600	19,600	0	19,600
37117 Transfer/Waterworks Dist. 8 Fund	23,700	23,700	23,700	0	23,700
Total Revenues	<u>\$127,160</u>	<u>\$131,000</u>	<u>\$131,100</u>	<u>\$100</u>	<u>\$131,000</u>
<b><u>EXPENDITURES</u></b>					
41050 Outside Assistance	\$104,000	\$126,000	\$126,000	\$0	\$78,000
44010 Professional/Special Services	0	60,000	6,000	54,000	0
44310 Maintenance of Equipment	0	70,000	64,000	6,000	53,000
Total Expenditures	<u>\$104,000</u>	<u>\$256,000</u>	<u>\$196,000</u>	<u>\$60,000</u>	<u>\$131,000</u>
Ending Working Capital Balance	<u>\$75,969</u>	<u>(\$49,031)</u>	<u>\$11,069</u>	<u>\$60,100</u>	<u>\$11,069</u>

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# **COMMUNITY DEVELOPMENT AGENCY**

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## **COMMUNITY DEVELOPMENT SUCCESSOR AGENCY Fund 200**

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

Funding for successor agencies is provided to allow payment of enforceable obligations and to provide for limited staffing to oversee the disposal of assets. Funding for the Simi Valley Community Development Agency Successor Agency is primarily used to repay debt service, with a small amount of funding used for staffing and accounting and legal services.

**COMMUNITY DEVELOPMENT SUCCESSOR AGENCY (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>REVENUES</u></b>					
39100 Transfer from General Fund	\$0	\$153,800	\$176,100	\$22,300	\$151,400
39205 Transfer from Tax Increment	1,064,810	0	0	0	0
39210 Required Obligations Transfer	1,189,810	2,356,400	2,356,400	0	2,358,000
<b>Total - Revenues</b>	<b>\$2,254,620</b>	<b>\$2,510,200</b>	<b>\$2,532,500</b>	<b>\$22,300</b>	<b>\$2,509,400</b>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$259,799	\$262,700	\$274,200	\$11,500	\$264,300
41030 Boards & Commissions	1,380	2,900	0	(2,900)	0
41200 Deferred Compensation - 401k	2,614	2,600	2,600	0	2,600
41300 Vision Care	475	500	500	0	500
41350 Disability	2,513	2,300	2,400	100	2,300
41400 Group Ins/Health	33,486	34,200	32,500	(1,700)	35,600
41450 Life Insurance	629	600	600	0	600
41500 Group Ins/Dental	1,655	1,700	1,700	0	1,800
41600 Retirement/PERS	59,058	60,700	63,600	2,900	62,000
41610 Retirement/PARS	5,493	6,500	6,500	0	0
41650 Medicare	3,854	3,800	4,100	300	3,800
41700 Workers' Compensation	6,800	10,100	10,100	0	13,800
41800 Payroll Accruals	11,144	10,000	10,000	0	10,000
<b>Subtotal - Personnel</b>	<b>\$388,900</b>	<b>\$398,600</b>	<b>\$408,800</b>	<b>\$10,200</b>	<b>\$397,300</b>

**COMMUNITY DEVELOPMENT SUCCESSOR AGENCY (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42720 Travel, Conf, Meetings	\$765	\$0	\$0	\$0	\$0
42790 Mileage	5,009	5,200	4,800	(400)	4,800
Subtotal - Supplies/Materials	<u>\$5,774</u>	<u>\$5,200</u>	<u>\$4,800</u>	<u>(\$400)</u>	<u>\$4,800</u>
<b><u>SERVICES/REIMBURSEMENTS/TRANSFERS</u></b>					
44010 Professional/Special Services	\$26,721	\$7,200	\$19,700	\$12,500	\$7,200
45900 Transfer to Debt Service	3,617,100	2,099,200	2,099,200	0	2,100,800
Subtotal - Services	<u>\$3,643,821</u>	<u>\$2,106,400</u>	<u>\$2,118,900</u>	<u>\$0</u>	<u>\$2,108,000</u>
Subtotal - Current Expenses	\$3,649,595	\$2,111,600	\$2,123,700	\$12,100	\$2,112,800
Total - Expenditures	<u>\$4,038,495</u>	<u>\$2,510,200</u>	<u>\$2,532,500</u>	<u>\$22,300</u>	<u>\$2,510,100</u>

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## **HOUSING SUCCESSOR AGENCY Fund 201**

**In 2011, the State of California dissolved redevelopment agencies throughout the state. On January 30, 2012, the City elected to serve as Housing Successor Agency, effective February 1, 2012. The Housing Successor Agency assumes the housing functions of the former CDA Housing Set-Aside Fund and is authorized to exercise housing powers inherent in Redevelopment Law. Therefore, the Housing Successor Agency is obligated to fulfill contractual obligations that existed at the time of dissolution, subject to approval by the Oversight Board, and may use program income generated since the dissolution to preserve and promote affordable housing in accordance with Redevelopment Law.**

**Since the dissolution, the Housing Successor Agency has received program income and transfers totaling \$537,905 and is projected to receive \$2.7 million by fiscal year-end. It is anticipated that \$1.5 million will be expended by fiscal year-end on affordable housing activities.**

**HOUSING SUCCESSOR AGENCY**  
**Fund 201**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b>BEGINNING BALANCE</b>	\$13,572,709	\$1,362,990	\$1,362,990	0	\$1,936,690
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$134,033	\$113,300	\$25,000	(\$88,300)	\$0
34301 Home Rehabilitation Principal	62,482	30,000	89,800	59,800	30,000
34302 Home Rehabilitation Interest	1,055	9,000	6,700	(2,300)	6,000
34303 First Time Home Buyer Principal	13,127	2,400	81,100	78,700	2,300
34304 First Time Home Buyer Interest	317	300	300	0	300
34305 Developer Loan Principal	39,820	0	1,100	1,100	0
34306 Developer Loan Interest	20,767	0	0	0	0
37101 Program Participation Fees	15,103	20,000	20,000	0	20,000
38003 Miscellaneous	0	0	1,200	1,200	0
38015 Sale of Housing Successor-Owned Property	0	1,310,000	1,430,200	120,200	220,000
39206 Transfer from Merged Tapo Canyon TIF	1,887,053	0	0	0	0
39208 Transfer from Madera TIF	5,084	0	0	0	0
39209 Transfer from LMIHF	538,704	0	1,089,100	1,089,100	12,268,500
Subtotal - Revenues	<u>\$2,717,545</u>	<u>\$1,485,000</u>	<u>\$2,744,500</u>	<u>\$1,259,500</u>	<u>\$12,547,100</u>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$736,241	\$404,300	\$414,700	\$10,400	\$0
41200 Deferred Compensation - 401k	6,868	3,600	3,400	(200)	0
41210 Deferred Compensation - 457	392	400	400	0	0

**HOUSING SUCCESSOR AGENCY (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL (CONT'D)</u></b>					
41300 Vision Care	\$2,014	\$1,200	\$1,300	\$100	\$0
41350 Disability	6,702	3,100	3,500	400	0
41400 Group Insurance/Health	112,677	70,500	65,200	(5,300)	0
41450 Life Insurance	2,007	1,000	1,100	100	0
41500 Group Insurance/Dental	7,304	4,500	4,700	200	0
41600 Retirement/PERS	165,254	91,000	83,800	(7,200)	0
41650 Medicare	9,289	5,400	4,900	(500)	0
41700 Workers' Compensation	1,863	11,700	11,700	0	0
41800 Payroll Accruals	23,679	25,000	32,000	7,000	0
41860 Salary Reimbursement	(2,551)	0	0	0	0
Subtotal - Personnel	<u>\$1,071,739</u>	<u>\$621,700</u>	<u>\$626,700</u>	<u>\$5,000</u>	<u>\$0</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	\$477	\$800	\$300	(\$500)	\$0
42420 Special Departmental Expense	0	100	100	0	0
42440 Memberships and Dues	2,326	700	600	(100)	0
42450 Subscriptions and Books	917	500	500	0	0
42460 Advertising	538	500	0	(500)	0
42560 Operating Supplies	0	200	100	(100)	0
42720 Travel, Conferences, Meetings	18	0	0	0	0
42730 Training	0	0	0	0	0
42790 Mileage	33	100	0	(100)	0
Subtotal - Supplies/Materials	<u>\$4,309</u>	<u>\$2,900</u>	<u>\$1,600</u>	<u>(\$1,300)</u>	<u>\$0</u>

## HOUSING SUCCESSOR AGENCY (continued)

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$11,899	\$290,000	\$294,400	\$4,400	\$0
44015 COV Admin Fee	5,720	0	0	0	0
44120 First Time Homebuyer Program Loans	379,830	44,400	44,800	400	0
44130 Home Rehabilitation Program	50,724	0	0	0	0
44140 Affordable and Senior Housing Program	200,217	13,403,500	1,237,300	(12,166,200)	12,261,400
44150 Rental Assistance Program	298,158	0	0	0	0
44410 Maintenance of Buildings and Grounds	20,261	21,100	19,100	(2,000)	2,600
44490 Other Contract Services	0	0	100	100	200
44491 FIS Operations	3,092	0	0	0	0
44492 GIS Operations	4,258	0	0	0	0
Subtotal - Services	<u>\$974,159</u>	<u>\$13,759,000</u>	<u>\$1,595,700</u>	<u>(\$12,163,300)</u>	<u>\$12,264,200</u>
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
45204 Reimbursement from HOME Fund	(\$15,784)	\$0	(\$80,500)	(\$80,500)	\$0
45290 Reimbursement from CDBG Fund	(78,648)	0	0	\$0	0
46100 Reimbursement to General Fund	491,575	0	0	\$0	0
49297 Transfer to Retiree Benefits Fund	18,000	27,300	27,300	\$0	0
49648 Transfer to Computer Equipment	10,000	0	0	\$0	0
49649 Transfer to Geographic Info Systems	16,625	0	0	\$0	0
49656 Transfer to Financial Systems	1,458	0	0	\$0	0
49209 Transfer to LIMFH	12,433,831	0	0	\$0	0
Subtotal - Reimb./Transfers	<u>\$12,877,057</u>	<u>\$27,300</u>	<u>(\$53,200)</u>	<u>(\$80,500)</u>	<u>\$0</u>
Subtotal - Current Expenses	<u>\$13,855,525</u>	<u>\$13,789,200</u>	<u>\$1,544,100</u>	<u>(\$12,245,100)</u>	<u>\$12,264,200</u>
Total - Expenditures	<u>\$14,927,264</u>	<u>\$14,410,900</u>	<u>\$2,170,800</u>	<u>(\$12,240,100)</u>	<u>\$12,264,200</u>
ENDING FUND BALANCE	<u>\$1,362,990</u>	<u>(\$11,562,910)</u>	<u>\$1,936,690</u>	<u>\$13,499,600</u>	<u>\$2,219,590</u>

**LOCAL HOUSING FUND**  
**Fund 202**

The Local Housing Fund was established to assist in the development of affordable housing projects and programs. The Fund's revenues represent payment of affordable housing fees from various agreements, including recent development agreements. Expenditures from the Fund are for affordable housing activities.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b>BEGINNING BALANCE</b>	<b>\$3,201,304</b>	<b>\$3,348,713</b>	<b>\$3,348,713</b>		<b>\$3,384,913</b>
<b><u>REVENUES</u></b>					
34301 HOME Rehab Repayments (Prin.)	\$10,632	\$1,600	\$1,600	\$0	\$1,600
34302 HOME Rehab Repayments (Int.)	280	300	200	(100)	200
34303 First Time Homebuyer Principal	83,200	0	74,200	74,200	71,000
34304 First Time Homebuyer Interest	60,230	0	52,000	52,000	52,000
36103 Federal Stimulus	75,446	106,800	66,000	(40,800)	0
37101 Program Participation	17,850	500	1,600	1,100	1,000
<b>Total Revenues</b>	<b>\$247,638</b>	<b>\$109,200</b>	<b>\$195,600</b>	<b>\$86,400</b>	<b>\$125,800</b>
<b><u>EXPENDITURES</u></b>					
41860 Reimb for Salaries	\$2,551	\$0	\$0	\$0	\$0
44010 Professional/Special Services	7,488	82,900	40,200	42,700	5,000
44130 Rehabilitation Loan Assistance	89,590	164,800	107,100	57,700	5,600
44120 First Time Homebuyer Program	600	0	0	0	0
44150 Rental Assistance Program	0	246,700	12,100	234,600	12,600
<b>Total Expenditures</b>	<b>\$100,229</b>	<b>\$494,400</b>	<b>\$159,400</b>	<b>\$335,000</b>	<b>\$23,200</b>
<b><u>TRANSFERS</u></b>					
49100 Transfer to General Fund	\$0	\$0	\$0	\$0	\$118,300
<b>Total Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$118,300</b>
<b>ENDING BALANCE</b>	<b>\$3,348,713</b>	<b>\$2,963,513</b>	<b>\$3,384,913</b>		<b>\$3,369,213</b>

**CALHOME PROGRAM FUND**  
**Fund 203**

CalHome Program funds were made available under the provisions of the Housing and Emergency Shelter Trust Fund Act of 2006 (Proposition 1C). Eligible activities include the First Time Homebuyer Assistance Program and the Home Rehabilitation Program. The City has received two grant allocations: \$900,000 from the 2008 CalHome Program and \$500,000 from the 2011 CalHome Program. The City discontinued its First Time Homebuyer Assistance Program in 2012; however, CalHome funds continue to be used to provide for Home Rehabilitation Program loans. Currently there are nine home rehabilitation projects under construction totaling \$108,210, and it is anticipated that an additional five will commence soon. The FY 2013-14 Preliminary Budget provides for ten home rehabilitation loans totaling \$400,000.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b>BEGINNING BALANCE</b>	\$0	\$0	\$0		\$0
<b><u>REVENUES</u></b>					
34301 Home Rehabilitation Loan Principal	\$23,275	\$0	\$0	\$0	\$0
36002 State Assistance	25,327	870,000	102,900	(767,100)	430,000
Total Revenues	\$48,602	\$870,000	\$102,900	(\$767,100)	\$430,000
<b><u>EXPENDITURES</u></b>					
44130 Home Rehabilitation Loan Assistance	\$48,602	\$870,000	\$102,900	\$767,100	\$400,000
46100 Reimburse General Fund	0	0	0	0	30,000
Total Expenditures	\$48,602	\$870,000	\$102,900	\$767,100	\$430,000
<b>ENDING BALANCE</b>	\$0	\$0	\$0	\$0	\$0

**HOME PROGRAM FUND**  
**Fund 204**

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

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b>BEGINNING BALANCE FOR HOUSING PROGRAMS</b>	\$561,013	\$721,030	\$721,030		\$1,446,030
<b><u>REVENUES</u></b>					
34001 Interest	\$975	\$400	\$2,200	\$1,800	\$2,200
34301 HOME Rehab Principal Repayments	82,870	30,000	14,700	(15,300)	30,000
34302 HOME Rehab Interest Repayments	18,702	9,000	4,400	(4,600)	9,000
34303 FTHB Principal Repayments	59,495	27,500	0	(27,500)	0
34304 FTHB Interest Repayments	13,759	15,000	0	(15,000)	0
34305 Developer Loan Principal	0	0	700,000	700,000	0
34306 Developer Loan Interest	0	0	84,200	84,200	0
<b>Total Revenues</b>	<b>\$175,801</b>	<b>\$81,900</b>	<b>\$805,500</b>	<b>\$723,600</b>	<b>\$41,200</b>
<b><u>EXPENDITURES</u></b>					
44120 First Time Homebuyer Program Loans	\$0	\$0	\$0	\$0	\$0
46100 Reimb. To General Fund	15,784	0	80,500	(80,500)	3,900
<b>Total Expenditures</b>	<b>\$15,784</b>	<b>\$0</b>	<b>\$80,500</b>	<b>(\$80,500)</b>	<b>\$3,900</b>
<b>ENDING BALANCE FOR HOUSING PROGRAMS</b>	<b>\$721,030</b>	<b>\$802,930</b>	<b>\$1,446,030</b>		<b>\$1,483,330</b>

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# **COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

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## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant Fund records revenues and expenditures of monies received from the Federal Community Development Block Program (CDBG). The City's CDBG Advisory Committee held public hearings on February 26, 2013 and March 25, 2013 to review applications for funding. At the conclusion of these hearings, the Committee evaluated, rated, and ranked each application using point rating criteria approved by the City Council. The Committee then forwarded its recommendations to the City Council for a final determination of projects and activities to be funded in FY 2013-14. On May 6, 2013, the City Council adopted the FY 2013-14 expenditure program in the amount of \$583,097.

<u>PUBLIC SERVICE ACTIVITIES</u>	<u>BUDGET</u> <u>2013-14</u>
FOOD Share	\$14,763
Independent Living Resource Center, Inc.	2,702
Conejo Valley Senior Concerns	12,658
Long Term Care Services of Ventura County, Inc.	15,000
Boys & Girls Club of Simi Valley	17,016
Samaritan Center of Simi Valley	25,326
Subtotal - Public Service Activities	\$87,465

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND (continued)**

	<b>BUDGET 2013-14</b>
<b><u>HOUSING/COMMUNITY DEVELOPMENT</u></b>	
Amanda McPherson Foundation (OT)	\$62,500
Boys and Girls Club of Simi Valley (OT)	90,997
Public Works Department Streets Program	225,516
Subtotal - Housing/Community Development	<u>379,013</u>
<b><u>PROGRAM ADMINISTRATION/PLANNING</u></b>	
CDBG Program Administration/Housing	\$39,826
Fair Housing Program	24,000
General Program Administration/Fiscal Services	52,793
Subtotal - Program Administration/Planning	<u>116,619</u>
<b>TOTAL - FY 2013-14 CDBG PROGRAM</b>	<b><u><u>\$583,097</u></u></b>

# **SPECIAL REVENUE FUND**

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**PUBLIC, EDUCATION, AND GOVERNMENT (PEG) FEES**  
**Fund 214**

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

The Department of Community Services manages the City's PEG channel operations and PEG equipment, and monitors State-issued cable franchise revenues.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING FUND BALANCE</b>	\$478,142	\$305,878	\$305,878	\$539,778	\$673,678	\$801,778
<b><u>REVENUES</u></b>						
31116 Franchise PEG Fees	\$293,793	\$220,000	\$292,000	\$275,000	\$275,000	\$275,000
34001 Interest on Investments	6,405	0	1,600	1,600	1,600	1,600
<b>Total Revenues</b>	<b>\$300,198</b>	<b>\$220,000</b>	<b>\$293,600</b>	<b>\$276,600</b>	<b>\$276,600</b>	<b>\$276,600</b>
<b><u>EXPENDITURES</u></b>						
42235 Furniture & Equipt (Non-Capital)	\$907	\$300	\$200	\$500	\$500	\$500
42320 Capital Leases	0	15,000	15,000	15,000	15,000	15,000
42560 Operating Supplies	0	2,800	1,100	2,500	2,500	2,500
44010 Professional & Special Services	7,866	1,700	1,700	0	0	0
44310 Equipment Maintenance	0	12,300	12,300	26,400	32,200	37,200
47020 Furniture & Equipt. (Capital)	0	15,000	13,700	0	0	0
47040 Building	0	1,000	600	0	0	0
48840 System Hardware	0	5,500	2,300	85,500	85,500	85,500
49648 Transfer to Computer Equipment	0	12,800	12,800	12,800	12,800	12,800
49655 Transfer to Public Facilities	463,689	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$472,462</b>	<b>\$66,400</b>	<b>\$59,700</b>	<b>\$142,700</b>	<b>\$148,500</b>	<b>\$153,500</b>
<b>ENDING FUND BALANCE</b>	<b>\$305,878</b>	<b>\$459,478</b>	<b>\$539,778</b>	<b>\$673,678</b>	<b>\$801,778</b>	<b>\$924,878</b>

**LIBRARY FUND**  
**Fund 250**

In 2012, the City Council adopted Ordinance No. 1182 establishing the Simi Valley Public Library as a municipal public library to be operated by the City, with the City Council serving as the Simi Valley Library Board of Trustees. The Ventura County Free Library System continued to operate the Simi Valley Public Library during FY 2012-13 utilizing its own tax revenues, and the City will begin receiving property tax revenues for library services beginning in FY 2013-14. These tax revenues may only be used to fund library-related services.

The Library Services Fund provides for the maintenance and operations of the Simi Valley Public Library facility, including staffing, utilities, educational programs, and expansion of the Library's collections.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING FUND BALANCE</b>	\$0	\$0	\$0	\$0	\$0	\$29,300
<b><u>REVENUES</u></b>						
31102 Property Taxes/Unsecured	\$0	\$0	\$0	\$1,862,000	\$1,889,900	\$1,918,300
39100 Transfer from General Fund	0	0	60,000	19,500	0	0
34001 Interest on Investments	0	0	0	0	0	600
<b>Total Revenues</b>	<u>\$0</u>	<u>\$0</u>	<u>\$60,000</u>	<u>\$1,881,500</u>	<u>\$1,889,900</u>	<u>\$1,918,900</u>
<b><u>EXPENDITURES</u></b>						
44490 Other Contract Services	\$0	\$0	\$60,000	\$1,431,700	\$1,470,800	\$1,511,000
49100 Transfer to General Fund	0	0	0	449,800	389,800	389,800
<b>Total Expenditures</b>	<u>\$0</u>	<u>\$0</u>	<u>\$60,000</u>	<u>\$1,881,500</u>	<u>\$1,860,600</u>	<u>\$1,900,800</u>
<b>ENDING FUND BALANCE</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$29,300</u>	<u>\$47,400</u>

**NEW DWELLING FEES FUND**  
**Fund 260**

The Department of Environmental Services collects New Dwelling Fees at the time that building permits are issued. In accordance with AB 1600, New Dwelling Fees are used for road construction or specific projects impacted by new development as part of the Capital Improvement Plan. Currently, New Dwelling Fees are deposited into the New Dwelling Fees Fund, a special revenue fund, and then transferred to the Streets and Roads Fund as needed.

The City Council adopted Ordinance No. 361 on June 29, 1978 that authorized the Director of Administrative Services to adjust new dwelling fees on an annual calendar year basis using September 1, 1978, as the base date. The adjustment to new dwelling fees is related to the increase or decrease in the cost of living as identified by the consumer price index for all urban consumers (CPI-U) as measured by the U.S. Department of Labor for the Los Angeles-Anaheim-Riverside metropolitan area.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2015-16</u>
BEGINNING FUND BALANCE	\$431,058	\$251,020	\$251,020	\$248,120	\$289,120	\$330,120 0
<b><u>REVENUES</u></b>						
34001 Interest	\$4,222	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000
37410 New Dwelling Fees	33,740	40,000	42,000	40,000	40,000	40,000
<b>Total Revenues</b>	<b>\$37,962</b>	<b>\$43,000</b>	<b>\$43,000</b>	<b>\$41,000</b>	<b>\$41,000</b>	<b>\$41,000</b>
<b><u>EXPENDITURES</u></b>						
49600 Transfer to Streets & Roads	\$218,000	\$0	\$45,900	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$218,000</b>	<b>\$0</b>	<b>\$45,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
ENDING FUND BALANCE	<b>\$251,020</b>	<b>\$294,020</b>	<b>\$248,120</b>	<b>\$289,120</b>	<b>\$330,120</b>	<b>\$371,120</b>

**DEVELOPMENT AGREEMENT FUND**  
**Fund 262**

Existing law authorizes the City and land developers with approved projects to enter into agreements establishing additional parameters for the timing of construction. Such agreements can promote orderly growth and determine the timely construction of public improvements for a development project. Development Agreements may also include the payment of fees for public facilities to be constructed by the City.

Prior to FY 1996-97, fees from Development Agreements were transferred to support General Fund programs and capital improvements. Since FY 1996-97 Development Agreement fees were used for repayment of debt, land acquisition, and construction of public facilities.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING FUND BALANCE</b>	\$18,534,587	\$18,410,712	\$18,410,712	\$14,296,912	\$13,496,912	\$13,376,912
<b><u>REVENUES</u></b>						
34001 Interest	\$212,125	\$278,000	\$278,000	\$280,780	\$283,588	\$286,424
38402 Development Agreements	0	0	0	0	80,000	20,000
<b>Total Revenues</b>	<u>\$212,125</u>	<u>\$278,000</u>	<u>\$278,000</u>	<u>\$280,780</u>	<u>\$363,588</u>	<u>\$306,424</u>
<b><u>EXPENDITURES</u></b>						
49500 Transfer to Debt Service	\$336,000	\$278,000	\$278,000	\$280,780	\$283,588	\$286,424
49655 Transfer to Building Improvements	0	4,113,800	4,113,800	800,000	200,000	200,000
<b>Total Expenditures</b>	<u>\$336,000</u>	<u>\$4,391,800</u>	<u>\$4,391,800</u>	<u>\$1,080,780</u>	<u>\$483,588</u>	<u>\$486,424</u>
<b>ENDING FUND BALANCE</b>	<u>\$18,410,712</u>	<u>\$14,296,912</u>	<u>\$14,296,912</u>	<u>\$13,496,912</u>	<u>\$13,376,912</u>	<u>\$13,196,912</u>

## TRAFFIC IMPACT FEES FUND

### Fund 263

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

The fee is based on the cost of those improvements needed to provide capacity for the traffic demands generated by new development and redevelopment activity. The fee is calculated based on estimates of future traffic increases caused by home based trips, non-home based trips, and pass through trips projected to use the entire City street system at the build-out of the City's General Plan.

Current Traffic Impact Fee rates are \$33.00 for each projected daily trip for residential development and \$15.50 for each projected daily trip for non-residential development. The rates are adjusted periodically based on increases in construction costs.

As required by the State Government Code, all Traffic Impact Fees are deposited into the Traffic Impact Fund and used solely for the purpose of funding projects identified in the Traffic Impact Fee Project List. Projects contained in the list are incorporated into the City's Streets and Roads Program. Funds are transferred from the Traffic Impact Fund into the Streets and Roads Fund each year to finance the cost of new traffic signals and signal upgrades.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2015-16</u>
BEGINNING FUND BALANCE	\$845,865	\$888,837	\$888,837	\$871,037	\$915,737	\$660,537
<b><u>REVENUES</u></b>						
34001 Interest	\$9,937	\$13,500	\$4,700	\$4,700	\$4,800	\$4,800
37410 Traffic Impact Fees	33,035	35,000	40,000	40,000	40,000	45,000
Total Revenues	\$42,972	\$48,500	\$44,700	\$44,700	\$44,800	\$49,800
<b><u>EXPENDITURES</u></b>						
49600 Transfer to Streets and Roads	\$0	\$62,500	\$62,500	\$0	\$300,000	\$300,000
Total Expenditures	\$0	\$62,500	\$62,500	\$0	\$300,000	\$300,000
ENDING FUND BALANCE	\$888,837	\$874,837	\$871,037	\$915,737	\$660,537	\$410,337

**LAW ENFORCEMENT GRANTS FUND**  
**Fund 287**

This fund was established to account for the various grants that the Police Department receives from the State and Federal governments. Most recently, the Department has received funding from the U.S. Department of Homeland Security and from the U.S. Department of Justice.

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b>BEGINNING FUND BALANCE</b>	\$18,910	\$24,382	\$24,382		(\$51,118)
<b><u>REVENUES</u></b>					
35502 911 Reimbursement	\$5,472	\$1,400	\$3,300	\$1,900	\$30,000
36001 Federal Assistance	50,629	76,300	4,800	(71,500)	34,000
36002 State Assistance	0	30,000	0	(30,000)	12,000
36005 Local Assistance	0	79,000	0	(79,000)	15,000
38050 Emergency Services Planning	29,866	0	0	0	0
36103 Federal Stimulus	4,049	0	4,000	4,000	0
38001 Sale of Surplus Property	0	0	100	100	0
<b>Total Revenues</b>	<b>\$90,016</b>	<b>\$186,700</b>	<b>\$12,200</b>	<b>(\$174,500)</b>	<b>\$91,000</b>
<b><u>EXPENDITURES</u></b>					
42560 Operating Supplies	\$4,783	\$11,300	\$11,300	\$0	\$5,000
42730 Training	0	6,200	0	(6,200)	0
47015 Buildings	0	0	0	0	0
47020 Furnishings & Equipment	14,913	0	12,800	12,800	5,000
42200 Computer (Non-Capital)	11,727	34,000	33,600	(400)	5,000
47040 Building Improvements	9,803	0	0	0	0
49100 Transfer to General Fund	43,318	30,000	30,000	0	0
49280 Transfer to Forfeited Assets Fund	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$84,544</b>	<b>\$81,500</b>	<b>\$87,700</b>	<b>\$6,200</b>	<b>\$15,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$24,382</b>	<b>\$129,582</b>	<b>(\$51,118)</b>	<b>(\$180,700)</b>	<b>\$24,882</b>

## FORFEITED ASSETS FUND

### Fund 280

As authorized by the City Council, the Police Department is participating in a program whereby assets that are seized from narcotics violators and forfeited through legal action are returned to participating law enforcement agencies for enhancement of enforcement-related programs. To date, the City of Simi Valley has received more than \$6,000,000 in Forfeited Assets funds. The Police Department may receive additional funds under this program. As the funds are received, the Police Department requests approval for their use as part of the Annual Budget development process. Funds have been utilized for the enhancement of the Police Department's Drug Enforcement Program, the Special Weapons Team, communications systems, Integrated Police Computer Systems, Crime Scene Investigations Program, and for the purchase of law enforcement-related equipment.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b>BEGINNING FUND BALANCE</b>	\$246,107	\$381,801	\$381,801		\$860,101
<b><u>REVENUES</u></b>					
34001 Interest	\$3,232	\$1,000	\$2,300	\$1,300	\$1,000
36001 Federal Assistance	208,554	325,000	475,000	150,000	600,000
36002 State Assistance	18,176	20,000	30,000	10,000	20,000
<b>Total Revenues</b>	<u>229,962</u>	<u>346,000</u>	<u>507,300</u>	<u>161,300</u>	<u>621,000</u>
<b><u>EXPENDITURES</u></b>					
42150 Communications	\$175	\$16,000	\$7,200	(\$8,800)	\$0
42410 Uniforms	0	0	0	0	0
42420 Special Department Expense	23,000	30,000	10,000	(20,000)	21,000
42560 Operating Supplies	38,950	3,500	8,700	5,200	0
42720 Travel, Conferences, Meetings	2,952	12,900	0	(12,900)	0
42730 Training	0	300	0	(300)	0
44310 Equipment Maintenance	0	3,000	3,100	100	0
47020 Furnishings & Equipment (Capital)	23,291	0	0	0	0
49100 Transfer to General Fund	5,900	0	0	0	0
<b>Total Expenditures</b>	<u>\$94,268</u>	<u>\$65,700</u>	<u>\$29,000</u>	<u>(\$36,700)</u>	<u>\$21,000</u>
<b>ENDING FUND BALANCE</b>	<u><u>\$381,801</u></u>	<u><u>\$662,101</u></u>	<u><u>\$860,101</u></u>	<u><u>\$198,000</u></u>	<u><u>\$1,460,101</u></u>

**RETIREE BENEFITS FUND**  
**Fund 297**

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

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

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
BEGINNING FUND BALANCE	\$628,659	\$805,028	\$805,028	\$1,014,828	\$1,207,428	\$1,428,428
<b><u>REVENUES</u></b>						
34001 Interest on Investments	\$6,750	\$6,500	\$6,500	\$6,600	\$6,700	\$6,800
39100 Transfer from General Fund	1,114,700	1,552,500	1,552,500	1,592,400	1,643,100	1,725,300
39201 Transfer From CDA Housing	18,000	27,300	27,300	0	0	0
39206 Transfer From SA TCWE TIF	407,186	0	0	0	0	0
39700 Transfer from Sanitation	81,900	105,500	105,500	106,300	111,600	117,200
39750 Transfer from Transit	47,400	42,800	42,800	43,100	45,300	47,500
39761 Transfer from Waterworks Dist. No. 8	71,900	39,900	39,900	40,200	42,200	44,300
Total Revenues	<u>\$1,747,836</u>	<u>\$1,774,500</u>	<u>\$1,774,500</u>	<u>\$1,788,600</u>	<u>\$1,848,900</u>	<u>\$1,941,100</u>
<b><u>EXPENDITURES</u></b>						
41400 Group Insurance Health	\$1,571,467	\$1,631,900	\$1,564,700	\$1,596,000	\$1,627,900	\$2,122,400
Total Expenditures	<u>\$1,571,467</u>	<u>\$1,631,900</u>	<u>\$1,564,700</u>	<u>\$1,596,000</u>	<u>\$1,627,900</u>	<u>\$2,122,400</u>
ENDING FUND BALANCE	<u>\$805,028</u>	<u>\$947,628</u>	<u>\$1,014,828</u>	<u>\$1,207,428</u>	<u>\$1,428,428</u>	<u>\$1,247,128</u>

**LOCAL TRANSPORTATION FUND**  
**Fund 238**

The State Transportation Development Act created a Local Transportation Fund (LTF) in each county for the transportation purposes specified in the Act. Revenues to the LTF are derived from ¼ cent (one quarter of one cent) of the sales tax collected on gasoline. The State Board of Equalization returns the ¼ cent to each county according to the amount of tax collected in that county.

Revenues to Ventura County's Local Transportation Fund must be apportioned by population to entities within the County. Allocations to a given entity may not exceed its specific apportionment. The City of Simi Valley deposits these receipts into its Local Transportation Fund. Payments from the City's LTF are made by the County Auditor in accordance with written allocation instructions issued in compliance with the Transportation Development Act by the County's transportation planning agency. In Ventura County this agency is the Ventura County Transportation Commission. Receipts into the Local Transportation Fund are transferred to the General Fund. This approach reduces auditing and farebox return requirements for the General Fund support of Simi Valley Transit Operations.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING FUND BALANCE</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>REVENUES</u></b>						
35410 Article 8: Streets & Roads	\$3,913,464	\$4,026,400	\$4,026,400	\$4,227,700	\$4,396,800	\$4,572,700
<b>Total Revenues</b>	<u>\$3,913,464</u>	<u>\$4,026,400</u>	<u>\$4,026,400</u>	<u>\$4,227,700</u>	<u>\$4,396,800</u>	<u>\$4,572,700</u>
<b><u>EXPENDITURES</u></b>						
49100 Transfer To General Fund	\$3,913,464	\$4,026,400	\$4,026,400	\$4,227,700	\$4,396,800	\$4,572,700
<b>Total Expenditures</b>	<u>\$3,913,464</u>	<u>\$4,026,400</u>	<u>\$4,026,400</u>	<u>\$4,227,700</u>	<u>\$4,396,800</u>	<u>\$4,572,700</u>
<b>ENDING FUND BALANCE</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**LANDSCAPE ZONES AUGMENTATION FUND**  
**Fund 3001**

This fund was established in FY 1999-00 for the purpose of providing a General Fund contribution toward the cost of maintaining those landscape zones that are not maintained by homeowners' associations. The funds supplement service charges paid by the homeowners toward the maintenance of landscaped areas.

The transfer from the General Fund to the Landscape Zones Augmentation Fund for FY 2012-13 was \$931,600. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2013-14 will be \$805,200.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING FUND BALANCE</b>	\$18,811	\$19,723	\$19,723	\$19,674	\$19,674	\$19,674
<b><u>REVENUES</u></b>						
34001 Interest	\$758	\$1,200	\$0	\$0	\$0	\$0
39100 Transfer from General Fund	245,400	931,600	931,600	805,200	821,300	837,700
39200 Transfer from Landscape	126	0	0	0	0	0
<b>Total Revenues</b>	<u>\$246,283</u>	<u>\$932,800</u>	<u>\$931,600</u>	<u>\$805,200</u>	<u>\$821,300</u>	<u>\$837,700</u>
<b><u>EXPENDITURES</u></b>						
49300 Transfer to Landscape Zones	\$245,371	\$931,600	\$931,649	\$805,200	\$821,300	\$837,700
<b>Total Expenditures</b>	<u>\$245,371</u>	<u>\$931,600</u>	<u>\$931,649</u>	<u>\$805,200</u>	<u>\$821,300</u>	<u>\$837,700</u>
<b>ENDING FUND BALANCE</b>	<u>\$19,723</u>	<u>\$20,923</u>	<u>\$19,674</u>	<u>\$19,674</u>	<u>\$19,674</u>	<u>\$19,674</u>

## **LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**

### **(All Active Zones)**

The City formed Landscape District No. 1 in 1973 under authority of the State of California Landscaping and Lighting Act of 1972 in order to provide maintenance of special landscape areas within the City. It has been City policy to provide for maintenance in this fashion for all new planned development tracts. The District has a current total of 99 zones consisting of 47 active, 51 contingency/fallback and one non-assessable zone (the sixty-four City maintained landscape areas).

Fallback zones are annexed to the District but maintained by respective homeowners' associations. The annexation of a fallback zone occurs in order to allow assumption of responsibility by the Landscape District should a homeowners association fail to properly maintain the landscaped areas for any reason. On June 6, 2011, the City Council approved the Landscape Assessments for FY 2012-13. Assessments for the active zones are as follows:

**Zone 2 (Tract 2025-4, 5, 6, 2259 - Larwin):** This zone covers the maintenance of the Encore Greenbelt. The assessment for FY 2013-14 is \$60 per lot.

**Zone 3 (Tract 2025-1, 2, 3, 7 - Larwin):** This zone covers the maintenance of the Tempo Greenbelt. The assessment for FY 2013-14 is \$30 per lot.

**Zone 4 (Tract 2207-1, 2, 3, 4, 5 - Griffin):** This zone covers the maintenance of parkways at Alamo, Sequoia, Lemon and Avenida Simi. The assessment for FY 2013-14 is \$175 per lot.

**Zone 5 (Tract 2628 - Fenmore):** This zone covers the maintenance of the parkways at Sequoia Avenue and Cochran Street. The assessment for FY 2013-14 is \$183 per lot.

**Zone 7 (Tract 2203 - Larwin):** This zone covers the maintenance of the parkways at Los Angeles Avenue and Darrah Avenue and Royal Avenue and Darrah Avenue. The assessment for FY 2013-14 is \$51 per lot.

## **LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**

### **(All Active Zones)**

**Zone 9 (Tract 2629 - JBR):** This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2013-14 is \$114 per lot.

**Zone 12 (Tract 2332-1, 2, - Larwin):** This zone covers the maintenance of the parkways at Sycamore Drive and Alamo Street. The assessment for FY 2013-14 is \$118 per lot.

**Zone 13 (Tracts 2646 & 2725 - Lesny):** This zone covers the maintenance of the parkways at Royal Avenue and Sinaloa Road. The assessment for FY 2013-14 is \$115 per lot.

**Zone 14A (Tract 2622-1, 2 - Pacific Coast Properties; Tract 2622-3 - Casden):** This zone covers the maintenance of all parkways and slopes within the Indian Hills development. The assessment for FY 2013-14 is \$337 for Category A lots, \$931 for Category A and B lots, and \$634 for Category A and C lots.

**Zone 14B (Tract 2622-4 - Casden):** This zone covers the maintenance of the parkway on the west side of Yosemite Avenue, north of Indian Hills Drive and the slopes north of Seneca Drive. The assessment for FY 2013-14 is \$478 per lot.

**Zone 15 (Tract 2608-1, 2, - JBR):** This zone covers maintenance of the Alamo Street parkway, the Sequoia Street parkway, and the Ivory and Topaz Street medians. The assessment for FY 2013-14 is \$163 per lot.

**Zone 16 (Tracts 2615-1, 2, 3 - Stonecraft):** This zone covers the maintenance of the Alamo Street parkway, Galena Avenue median and parkway, and Emerald Avenue parkway. The assessment for FY 2013-14 is \$105 per lot.

**Zone 17 (Tract 2584 - Larwin):** This zone covers the maintenance of parkways between the curb and the perimeter wall along Los Angeles Avenue and interior parkways and screen plantings along Dry Canyon Channel. The landscaped areas and walls are contained within public rights-of-way or easements to the City. The assessment for FY 2013-14 is \$167 per lot.

## **LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**

### **(All Active Zones)**

**Zone 18 (Tract 2889 - Resnick):** This zone covers the maintenance of parkway areas between the walls along Tapo Street and Presidio Drive. The landscaped areas and walls are contained within public rights-of-way. The assessment for FY 2013-14 is \$93 per lot.

**Zone 19 (Tract 2740 - Guardian, Tracts 2772-1, 2 - Carlsberg):** This zone covers the maintenance of parkway areas between the curb and the perimeter wall along Los Angeles Avenue, Kuehner Drive, and Sandalwood Street, and maintenance of the perimeter walls. The landscape areas and walls are contained within the public rights-of-way. The assessment for FY 2013-14 is \$114 per lot.

**Zone 20 (Tracts 2771-1, 2, & 3 - Calmark):** This zone covers the maintenance of the one acre landscaped area located on Lubbock Drive. The assessment for FY 2013-14 is \$97 per lot.

**Zone 21 (Tract 2626 - Calgind):** This zone covers the maintenance of the parkways along the west side of Tapo Canyon Road and north side of Township Avenue at Sheri Drive. The assessment for FY 2013-14 is \$154 per lot.

**Zone 22 (Tract 2894 - Valley View Homes):** This zone covers the maintenance of the parkways along the west side of Yosemite Avenue at Nutwood Circle. The assessment for FY 2013-14 is \$105 per lot.

**Zone 24 (Tract 2762 - Lesny):** This zone covers the maintenance of the parkways along the north side of Royal Avenue at Crocker Street. The assessment for FY 2013-14 is \$79 per lot.

**Zone 25 (Tract 2816 - Mayer):** This zone covers the maintenance of the parkways along Presidio Drive and Township Avenue. The assessment for FY 2013-14 is \$183 per lot.

**Zone 26 (Tract 2683 - Midtown):** This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2013-14 is \$92 per lot.

## LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

### (All Active Zones)

**Zone 28 (Tract 2852-1, 2 & 3 - Larwin):** This zone covers the maintenance of the parkways along Sequoia Avenue, Alamo Street, and Cooperfield Street and the medians on Glencove Avenue. The assessment for FY 2013-14 is \$211 per lot.

**Zone 29 (Tract 2637 - Griffin):** This zone covers the maintenance of the perimeter parkway on the west side of Stow Street and on the north side of Los Angeles Avenue to the entrance of Emory Street. The assessment for FY 2013-14 is \$202 per lot.

**Zone 31 (Tract 3163-1, 2 & 3 - Standard Pacific):** This zone covers the maintenance of parkways along Alamo Street, Sequoia Avenue, and Galena Street, the freeway buffer zone, and the medians on Sasha and Georgette Streets. The assessment for FY 2013-14 is \$349 per lot.

**Zone 32 (Tract 2970 - Deerwood):** This zone covers the maintenance of parkways along Alamo Street, the freeway buffer zone, and the medians on Gum, Butternut, and Nutmeg Circles and the perimeter strip on Sojka Drive. The assessment for FY 2013-14 is \$190 per lot.

**Zone 34 (Tract 2879-1 & 2 - Ceeco):** This zone covers the maintenance of parkways and slopes on Cochran Street and medians on Caldwell Street. The assessment for FY 2013-14 is \$93 per lot.

**Zone 35 (Tract 3269 - Larwin):** This zone covers the maintenance of parkways along the south side of Alamo Street west of Reservoir Drive and the freeway buffer zone. The assessment for FY 2013-14 is \$127 per lot.

**Zone 37 (Tract 2504 - McKeon):** This zone covers the maintenance of the parkways on Cochran, Orangewood, and Pinewood Streets and medians on Pennygrove Street. The assessment for FY 2013-14 is \$101 per lot.

**Zone 41A (Tract 3549-1 & 3 - Great West):** This zone covers the maintenance of landscaping along the north and south sides of Fitzgerald Road and along the west side of Sequoia Avenue. The assessment for FY 2013-14 is \$106 per lot.

**Zone 41B (Tract 3456-2):** This zone sets up the six-month reserve account for maintenance of parkway landscaping east of Sequoia Avenue adjacent to Tract 3456-2 and the area east of Cinnabar Place. The assessment for FY 2013-14 is \$431 per lot.

## LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

### (All Active Zones)

**Zone 42 (Tract 3535 - Larwin):** This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place. The assessment for FY 2013-14 is \$179 per lot.

**Zone 45 (Tract 3785 - Griffin):** This zone covers the maintenance of the parkways along the south side of Cochran Street and the east side of Stearns Street. The assessment for FY 2013-14 is \$34 per lot.

**Zone 51 (Tract 2648 - JBR):** This zone covers the maintenance of landscaping along the east side of Lemon Drive between Avenida Simi and Township Avenue. The assessment for FY 2013-14 is \$159 per lot.

**Zone 55 (Tract 2992-1 & 2 - Casden):** This zone covers the maintenance of landscaping at the corner of Alamo Street and San Joaquin Street. The assessment for FY 2013-14 is \$19 per lot.

**Zone 61 (Tract 3654 - American):** This zone covers the maintenance of landscaping on the south side of Alamo Street at Golf Lane. The assessment for FY 2013-14 is \$88 per lot.

**Zone 62 (Tract 3549 - Suburban):** This zone covers the maintenance of landscaping on the north side of Township Avenue west of Sequoia Avenue. The assessment for FY 2013-14 is \$225 per lot.

**Zone 64 (Tract 2622 - Casden):** This zone covers the maintenance of landscaping on the north side of Flanagan Drive east of Yosemite Avenue. The assessment for FY 2013-14 is \$208 per lot.

**Zone 65 (Tract 4165 - Griffin):** This zone covers the maintenance of landscaping along Emory Avenue between Los Angeles Avenue and Huntly Street, and along Huntly Street and Rainwood Street. The assessment for FY 2013-14 is \$22 per lot.

**Zone 74 (Tract 2992-93 - Casden):** This zone covers the maintenance of landscaping on the west side of Yosemite Avenue south of Alamo Street. The assessment for FY 2013-14 is \$98 per lot.

## LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

### (All Active Zones)

**Zone 83 (Tract 4125):** This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street. The assessment for FY 2013-14 is \$62 per lot.

**Zone 85 (Tract 3236 - Torgerson):** This zone covers the maintenance of landscaping at the northwest corner of Presidio Drive and Township Avenue. The assessment for FY 2013-14 is \$187 per lot.

**Zone 95 (LD-S-444 & LD-S-56B):** This zone covers the maintenance of the landscaped parkway on the south side of Alamo Street opposite Shannon Drive. The assessment for FY 2013-14 is \$323 per lot.

**Zone 96 (Tract 4213):** This zone covers maintenance of parkways along the south side of Tierra Rejada Road and both sides of Mandan Place and Stargaze Place; the median on Stargaze Place; the slopes adjoining Bentel Avenue and Burlingame Court; and the slope behind Burlingame Court. The assessment for FY 2013-14 is \$202 per lot.

**Zone 99 (Tract 4783):** This zone includes the maintenance of landscaping on the south side of Alamo Street at Santa Lucia Street. The assessment for FY 2013-14 is \$66 per lot.

**Zone 100 (Tract 4612 & LD-S-549):** This zone covers the maintenance of the north side of Alamo Street east of Reservoir Drive. The assessment for FY 2013-14 is \$262 per lot.

**Zone 104 (Tracts 4887 & 4888):** This zone covers the maintenance of landscaping on the southwest corner of Alamo Street and Erringer Road. The assessment for FY 2013-14 is \$146 per lot.

**Zone 108 (Tracts 4582 & 3851):** This zone covers the maintenance of landscaping on the north side of Alamo Street at Cimmaron Avenue. The Assessment for FY 2013-14 is \$130 per lot.

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**

**(All Active Zones)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
Working Capital Beginning Balance	\$1,354,452	\$909,895	\$909,895	\$1,144,895	\$1,085,695	\$1,020,795
<b><u>REVENUES</u></b>						
34001 Interest	12,198	26,300	9,500	27,200	27,700	28,300
37410 Service Charges	798,162	789,000	795,500	788,600	808,300	828,500
39300 From Landscape Augmentation Fund	245,371	931,600	931,600	805,200	821,300	837,700
Total Revenues	<u>1,055,731</u>	<u>1,746,900</u>	<u>1,736,600</u>	<u>1,621,000</u>	<u>1,657,300</u>	<u>1,694,500</u>
<b><u>EXPENDITURES</u></b>						
42100 Utilities	467,843	522,200	423,600	520,400	533,400	546,700
44450 Landscape Maintenance	816,970	976,900	873,600	925,400	948,500	972,200
44490 Other Contract Services	131,704	138,900	108,700	138,900	142,400	146,000
46100 Reimbursement to General Fund	83,771	95,700	95,700	95,500	97,900	100,300
Total Expenditures	<u>1,500,288</u>	<u>1,733,700</u>	<u>1,501,600</u>	<u>1,680,200</u>	<u>1,722,200</u>	<u>1,765,200</u>
Working Capital Ending Balance	<u>\$909,895</u>	<u>\$923,095</u>	<u>\$1,144,895</u>	<u>\$1,085,695</u>	<u>\$1,020,795</u>	<u>\$950,095</u>

## GASOLINE TAX FUND Fund 215

There are five types of gasoline taxes received by the City. Street and Hiway Code Section 2105, 2106 and 2107 funds may be used for any streets or roads purpose. Section 2107.5 funds are designated for traffic engineering support uses. Section 2105, 2106, 2107, and 2107.5 gasoline tax revenues are transferred to the General Fund. This approach reduces auditing requirements and maximizes the use of resources available to the City in meeting citywide streets and roads maintenance improvement expenditure priorities. Beginning in Fiscal Year 2010-11, Revenue and Taxation Code 7360 funds replace Proposition 42 Streets and Roads Funds as an additional source of Gasoline Tax revenues.

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

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

Section 2107 Funds - Streets and Highways Code Section 2107 provides for the monthly apportionment of a sum equal to \$0.05705 per gallon of the gasoline tax among all cities in the State based upon population, after having reimbursed cities for 50% of their expenditures for snow removal exceeding \$5,000.

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

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

**GASOLINE TAX FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING FUND BALANCE</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>REVENUES</u></b>						
35401 Section 2105	\$583,419	\$705,000	\$527,500	\$592,800	\$604,700	\$616,800
35402 Section 2106	423,341	485,000	413,800	397,800	400,000	400,000
35403 Section 2107	861,528	959,600	850,000	882,600	891,400	900,300
35404 Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000
35405 Revenue & Taxation Code 7360	1,690,696	1,270,000	1,451,100	1,796,200	1,814,200	1,832,300
<b>Total Revenues</b>	<b>\$3,568,984</b>	<b>\$3,429,600</b>	<b>\$3,252,400</b>	<b>\$3,679,400</b>	<b>\$3,720,300</b>	<b>\$3,759,400</b>
<b><u>EXPENDITURES</u></b>						
49100 Transfer to General Fund	\$3,568,984	\$3,429,600	\$3,252,400	\$3,679,400	\$3,720,300	\$3,759,400
<b>Total Expenditures</b>	<b>\$3,568,984</b>	<b>\$3,429,600</b>	<b>\$3,252,400</b>	<b>\$3,679,400</b>	<b>\$3,720,300</b>	<b>\$3,759,400</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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# **STREETS AND ROADS PROGRAM**

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# STREETS AND ROADS FUND

## Overview

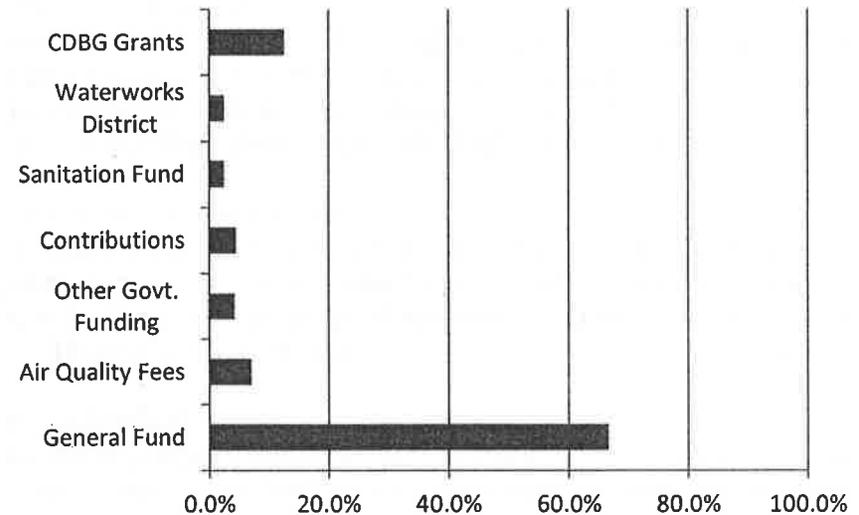
The Streets and Roads Program provides transportation infrastructure improvements throughout the City. City revenue sources for the Streets and Roads Program include contributions from the General Fund, Permit Allocation Air Quality Fees, Community Development Block Grants, Sanitation Fund, and Waterworks District. Additional funds are obtained from State, Federal, and Ventura County sources. Some of the elements of the Streets and Roads Program for FY 2013-14 are:

Annual Major Street Rehabilitation Program. This program involves ongoing pavement reconstruction, resurfacing, and roadway maintenance for major streets throughout the City. There are no projects proposed for FY 2013-14.

Annual Minor Street Overlay Program. This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City. For FY 2013-14, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's priority list.

Bicycle and Pedestrian Facilities. This is an annual program to implement projects recommended in the Bicycle Master Plan to enhance conditions for bicyclists throughout the City and for pedestrian enhancements. For FY 2013-14, a TDA Article 3-funded project is proposed to widen Los Angeles Avenue between Hidden Ranch Road and Stearns Street to provide for a continuous bike lane and sidewalk.

### Funding Sources for FY 2013-14 Streets and Roads Projects \$1,785,500



# STREETS AND ROADS FUND

## Overview (continued)

### Erringer Road Right Turn Lane at Cochran Street

This project will widen northbound Erringer Road at Cochran Street to provide a right-turn lane.

### Las Lajas Creek Bridge Widening

This project widens the Las Lajas Creek Bridge on Cochran Street east of Tapo Street. The bridge is being widened by 14 feet on the north side and 11 feet on the south side.

### Madera Road Widening (Country Club/Wood Ranch Pkwy.)

This project widens the south side of Madera Road between Country Club West and Wood Ranch Parkway to allow three lanes of traffic with an additional right-turn lane so as to improve roadway traffic capacity.

### Madera Road Widening (Simi Village Dr. to L.A. Avenue)

This project widens the eastside of Madera Road between Simi Village Drive and Los Angeles Avenue to allow striping for three lanes of traffic with an additional right-turn lane so as to improve roadway traffic capacity. This project includes construction of sidewalks, bus shelter, storm drain facilities, landscaping, and relocation of the traffic signal poles.

### Tapo Canyon Creek Bridge Widening

This project widens/replaces the Tapo Canyon Drain Bridge on Los Angeles Avenue east of Sycamore Drive. The project will

### Traffic Signal Upgrades

This annual program provides for upgrades of signal equipment, including modernization of existing traffic signal controllers and cabinets, upgrading conduit and/or wiring, and other signal equipment or phasing upgrades at locations recommended by staff and approved by the City Council during their annual review of the Traffic Signal Construction Program in the spring of each year. The City currently operates 121 traffic signals. Each year, design is scheduled for completion within six months of funding availability. It is anticipated that selected projects will be completed by the end of the fiscal year.

### Traffic Signal Synchronization

This program provides for the synchronization of traffic signals on major streets in accordance with a Traffic Signal Synchronization Master Plan. Projects include the construction of interconnect facilities to link traffic signals into synchronized systems.

### West Los Angeles Avenue Widening (PSC to City Limits)

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

## STREETS AND ROADS PROGRAM

### REVENUES

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>BUDGET 2013-14</u>	<u>PROJECTION 2014-15</u>	<u>PROJECTION 2015-16</u>
General Fund	\$673,000	\$673,000	\$1,190,000	\$7,234,500	\$9,235,600
New Dwelling Fees	-	45,900	-	-	-
Air Quality Fees	-	-	125,000	-	-
County/State/Federal Funding	13,408,900	923,600	75,000	4,877,300	16,277,900
Contributions	80,000	80,000	80,000	80,000	80,000
Bicycle Lanes Fund	75,000	75,000	-	-	-
Traffic Impact Fees	62,500	62,500	-	300,000	300,000
Sanitation Fund	155,000	155,000	45,000	187,000	180,000
Waterworks District	150,000	150,000	45,000	187,000	180,000
Community Development Block Grants	100,600	166,200	225,500	500,000	500,000
<b>Total</b>	<b><u>\$14,705,000</u></b>	<b><u>\$2,331,200</u></b>	<b><u>\$1,785,500</u></b>	<b><u>\$13,365,800</u></b>	<b><u>\$26,753,500</u></b>

## STREETS AND ROADS PROGRAM

### REVENUE SOURCE DETAIL

FY 2013-14 REVENUE SOURCE

PROJECT	BUDGET	GENERAL FUND	NEW DWELLING FEES	AIR QUALITY FEES	COUNTY/ STATE/ FEDERAL FUNDING	SANI- TATION FUND	WATER- WORKS DISTRICT	CDBG	CONTRI- BUTIONS
	TOTAL FY 2013-14								
Annual Major Street Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Minor Street Overlay	1,115,500	800,000	0	0	0	45,000	45,000	225,500	0
Bicycle and Pedestrian Facilities	150,000	0	0	75,000	75,000	0	0	0	0
Dewatering Wells Rehabilitation	50,000	50,000	0	0	0	0	0	0	0
Freeway Interchange Landscaping	50,000	0	0	50,000	0	0	0	0	0
Erringer Road Right Turn Lane	10,000	10,000	0	0	0	0	0	0	0
Landscape Beautification Project	80,000	0	0	0	0	0	0	0	80,000
Las Lajas Creek Bridge Widening	10,000	10,000	0	0	0	0	0	0	0
Madera Road Widening (Simi Village/LA Ave.)	10,000	10,000	0	0	0	0	0	0	0
Madera Road Widening (Country Club/Wood Ranch)	10,000	10,000	0	0	0	0	0	0	0
Tapo Canyon Creek Bridge Widening	0	0	0	0	0	0	0	0	0
Traffic Signal Upgrades	140,000	140,000	0	0	0	0	0	0	0
Traffic Signal Synchronization	150,000	150,000	0	0	0	0	0	0	0
Storm Drain Improvements	0	0	0	0	0	0	0	0	0
West Los Angeles Ave. Widening (Easy St. to PSC)	0	0	0	0	0	0	0	0	0
West Los Angeles Ave. Widening (PSC to City Limits)	10,000	10,000	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>\$1,785,500</b>	<b>\$1,190,000</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$75,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$225,500</b>	<b>\$80,000</b>

## STREETS AND ROADS PROGRAM

### EXPENDITURE PLAN

PROJECT	TOTAL	ACTUAL	ESTIMATED				
	PROJECT BUDGET	TO 2011-12	BUDGET 2012-13	ACTUAL 2012-13	BUDGET 2013-14	PROJECTION 2014-15	PROJECTION 2015-16
Annual Major Streets Program (all years)	*	*	\$4,854,700	\$4,854,700	\$0	\$5,200,000	\$5,100,000
Annual Minor Streets Program (all years)	*	*	906,800	718,900	1,115,500	2,955,000	2,955,000
Barnard Street Bridge Rehabilitation	328,800	0	0	0	0	74,800	254,000
Bicycle and Pedestrian Facilities (all years)	*	*	262,300	262,300	150,000	120,000	120,000
Dewatering Wells Rehabilitation	*	*	0	0	50,000	120,000	120,000
Freeway Interchange Landscaping	2,433,900	30,446	2,403,500	2,403,500	50,000	0	0
Erringer Road Right Turn Lane	607,900	0	607,900	607,900	10,000	0	0
Highway Safety Improv. Program (all years)	*	*	222,200	222,200	0	50,000	50,000
Landscape Beautification Project	*	*	80,000	80,000	80,000	80,000	80,000
Las Lajas Creek Bridge Widening	1,285,000	0	285,000	285,000	10,000	1,000,000	0
Los Angeles Avenue Bridge	11,210,000	0	0	0	0	1,700,000	9,510,000
Los Angeles Avenue Widening	3,300,000	0	0	0	0	0	300,000
Madera Road Bridge Rehab (S of Hwy 118)	420,500	0	0	0	0	66,000	354,500
Madera Road Widening (Simi Village Dr)	561,200	0	561,200	561,200	10,000	0	0
Madera Road Widening (Country Club Dr)	935,300	0	935,300	935,300	10,000	0	0
New Traffic Signals	*	*	0	0	0	300,000	300,000
Storm Drain Master Plan	610,200	183,979	426,200	426,200	0	0	0
Storm Drain Improvements	*	*	0	0	0	200,000	200,000
Tapo Canyon Creek Bridge Widening	8,270,000	0	270,000	270,000	0	1,200,000	6,800,000
Tapo Street Road/Drainage Improvements	300,000	0	0	0	0	0	300,000
Traffic Signal Synchronization	*	*	0	0	150,000	150,000	150,000
Traffic Signal Upgrades (all years)	*	*	165,600	0	140,000	150,000	160,000
W. Los Angeles Avenue Widening (Easy St-PSC)	2,365,100	162,064	2,203,000	2,203,000	0	0	0
West Los Angeles Widening (PSC-City Limits)	2,338,300	0	2,338,300	2,338,300	10,000	0	0
<b>Total</b>	<b>\$34,966,200</b>	<b>\$376,489</b>	<b>\$16,522,000</b>	<b>\$16,168,500</b>	<b>\$1,785,500</b>	<b>\$13,365,800</b>	<b>\$26,753,500</b>

\* Annual Project

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# **OTHER CAPITAL PROJECTS**

**VEHICLE REPLACEMENT FUND**  
**Fund 651**

The Vehicle Replacement Fund was established in FY 1996-97 with General Fund reserve monies, subsequent to the completion of a consultant study regarding vehicle replacement needs. The fund is used to set aside monies for the replacement of rolling stock used by General Fund departments. Reserving funds in this manner eliminates the need to appropriate considerable amounts of operating funds during years when many vehicles are in need of replacement. The City's Sanitation and Waterworks enterprise funds maintain their own vehicle reserves, financed from their revenues. Annual contributions are made to the fund based on the estimated replacement cost and useful life of each vehicle. An annual appropriation to purchase replacement vehicles is established based on the cost of proposed vehicles due for replacement, less those vehicles that can be deferred until future years.

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>BUDGET</u> 2013-14	<u>PROJECTION</u> 2014-15	<u>PROJECTION</u> 2015-16
<b>BEGINNING FUND BALANCE</b>	\$2,264,021	\$1,854,459	\$1,854,459	\$2,020,415	\$2,220,115	\$2,207,515
<b><u>CONTRIBUTIONS</u></b>						
39100 Administrative Services	0	0	0	0	3,300	3,300
39100 Community Services	0	0	0	0	7,700	7,700
39100 Environmental Services	0	0	0	9,400	21,400	21,400
39100 Public Works	56,000	166,700	166,700	149,600	140,000	140,000
39100 Police	252,600	399,200	399,200	458,400	720,000	640,000
39935 Permit Allocation/Air Quality	0	0	0	162,000	160,000	160,000
<b>Total Revenues</b>	<u>308,600</u>	<u>565,900</u>	<u>565,900</u>	<u>779,400</u>	<u>1,052,400</u>	<u>972,400</u>
<b><u>EXPENDITURES</u></b>						
47030 Administrative Services	0	0	0	0	35,000	0
47030 Community Services	0	0	0	0	120,000	160,000
47030 Environmental Services	0	0	0	0	120,000	160,000
47030 Public Works	120,580	117,400	61,800	78,000	200,000	200,000
47030 Police	597,582	220,900	50,944	400,500	500,000	500,000
49100 Transfer to General Fund	0	287,200	287,200	101,200	90,000	90,000
<b>Total Expenditures</b>	<u>718,162</u>	<u>625,500</u>	<u>399,944</u>	<u>579,700</u>	<u>1,065,000</u>	<u>1,110,000</u>
<b>ENDING FUND BALANCE</b>	<u>\$1,854,459</u>	<u>\$1,794,859</u>	<u>\$2,020,415</u>	<u>\$2,220,115</u>	<u>\$2,207,515</u>	<u>\$2,069,915</u>

## COMPUTER EQUIPMENT REPLACEMENT FUND

### Fund 648

As a result of the City's MIS 2000 Strategic Plan, a fund was established to ensure that resources would be available for replacement of outmoded computer equipment. Annual contributions to the fund are made based on a formula that takes into consideration the estimated useful life and replacement cost of desktop computers, laptop computers, printers, servers, routers, switches, and other network devices.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b>BEGINNING FUND BALANCE</b>	\$668,226	\$878,935	\$878,935	\$551,305	\$186,505	\$317,305
<b><u>REVENUES</u></b>						
34001 Interest	\$8,350	\$5,000	\$4,800	\$5,000	\$5,100	\$5,100
39100 Transfer/General Fund	590,800	622,700	622,700	660,100	673,300	686,800
39200 Transfer/CDA Admin Fund	3,950	0	0	0	0	0
39201 Transfer/CDA Housing Fund	10,000	0	0	0	0	0
39214 Transfer/PEG Fund	0	12,800	12,800	12,800	12,800	12,800
39270 Transfer/Lighting Maint District	4,000	0	0	0	0	0
39700 Transfer/Sanitation Fund	67,200	67,200	67,200	69,200	80,000	80,000
39761 Transfer/Waterworks District No. 8	87,000	87,000	87,000	89,600	90,000	90,000
39803 Transfer/Liability Insurance Fund	4,000	4,000	4,000	4,000	4,300	4,400
39805 Transfer/Workers' Comp Fund	4,000	4,000	4,000	4,200	4,300	4,400
<b>Total Revenues</b>	<b>\$779,300</b>	<b>\$802,700</b>	<b>\$802,500</b>	<b>\$844,900</b>	<b>\$869,800</b>	<b>\$883,500</b>
<b><u>EXPENDITURES</u></b>						
42720 Computers (Non-Capital)	0	0	0	167,900	172,000	195,000
42720 Training	0	36,400	8,000	8,000	32,000	32,000
44010 Professional/Special Services	71,154	431,800	276,000	110,000	212,000	290,000
47028 Computers (Capital)	132,955	516,000	238,000	554,900	323,000	521,000
47070 Intangibles (Licenses)	195,130	208,000	195,130	0	0	0
48800 Application Software	0	0	0	0	0	0
48840 System Hardware	169,352	322,900	413,000	368,900	0	0
<b>Total Expenditures</b>	<b>568,591</b>	<b>1,515,100</b>	<b>1,130,130</b>	<b>1,209,700</b>	<b>739,000</b>	<b>1,038,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$878,935</b>	<b>\$166,535</b>	<b>\$551,305</b>	<b>\$186,505</b>	<b>\$317,305</b>	<b>\$162,805</b>

**COMMUNITY DEVELOPMENT (formerly GIS/Permits) SYSTEM CAPITAL FUND**

**Fund 649**

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. The system includes a component for issuing and tracking various permits. Various enhancement and optimization projects are currently underway to improve functionality and increase user knowledge of the system.

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b>BEGINNING WORKING CAPITAL BALANCE</b>	\$159,646	\$422,985	\$422,985		\$710,385
<b><u>REVENUES</u></b>					
34001 Interest	\$2,889	\$6,400	6,400	\$0	4,500
36601 Southern California Edison Grant	0	67,100	67,100	0	0
39100 Transfer/General Fund	88,300	77,200	77,200	0	105,000
39200 Transfer/CDA Admin Fund	16,625	0	0	0	0
39201 Transfer/CDA Housing Fund	16,625	0	0	0	0
39700 Transfer/Sanitation Fund	57,000	57,000	57,000	0	90,000
39761 Transfer/Waterworks District No. 8	82,700	82,700	82,700	0	105,000
<b>Total Revenues</b>	<b>\$264,139</b>	<b>\$290,400</b>	<b>\$290,400</b>	<b>\$0</b>	<b>\$304,500</b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42730 Training	\$0	\$7,500	0	\$7,500	68,300
47028 Computers Capital	0	5,000	0	5,000	91,000
44010 Professional and Special Services	800	79,200	3,000	76,200	70,500
48800 Application Software	0	180,000	0	180,000	150,200
48840 System Hardware	0	25,000	0	25,000	75,000
<b>Subtotal - Supplies and Materials</b>	<b>\$800</b>	<b>\$296,700</b>	<b>\$3,000</b>	<b>\$293,700</b>	<b>\$455,000</b>
<b>Total Expenditures</b>	<b>\$800</b>	<b>\$296,700</b>	<b>\$3,000</b>	<b>\$293,700</b>	<b>\$455,000</b>
<b>ENDING WORKING CAPITAL BALANCE</b>	<b>\$422,985</b>	<b>\$416,685</b>	<b>\$710,385</b>	<b>\$293,700</b>	<b>\$559,885</b>

## FINANCIAL INFORMATION SYSTEMS CAPITAL PROJECT FUND

### Fund 656

The City utilizes a Financial Information System (FIS) that was purchased from SAP Public Services, Inc. (SAP) in March 2000. The SAP system includes components such as Budgetary Control, General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Business Tax, Parking Citations, Utility Billing, Travel Management, Asset Management, Applicant Tracking, Personnel Administration, Organization Management, and Payroll. The fund is used for enhancement and optimization activities to improve functionality and organizational productivity of the system.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
BEGINNING WORKING CAPITAL BALANCE	\$192,982	\$368,764	\$368,764		\$526,464
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$2,682	\$4,200	4,200	0	3,700
39100 Transfer/General Fund	104,800	116,200	116,200	0	116,200
39200 Transfer/CDA Admin	4,142	0	0	0	0
39201 Transfer/CDA Housing Fund	1,458	0	0	0	0
39270 Transfer/Lighting Maintenance Dist. Fund	1,800	0	0	0	0
39750 Transfer/Transit Fund	3,400	3,400	3,400	0	3,400
39700 Transfer/Sanitation Fund	26,800	26,800	26,800	0	26,800
39761 Transfer/Waterworks Dist. 8 Fund	32,100	32,100	32,100	0	32,100
Total Revenues	<u>\$177,182</u>	<u>\$182,700</u>	<u>\$182,700</u>	<u>\$0</u>	<u>\$182,200</u>
<b><u>EXPENDITURES</u></b>					
42730 Training	\$0	\$7,500	\$0	(\$7,500)	96,000
42200 Computers Capital	0	0	0	0	128,000
44010 Professional/Special Services	1,400	180,300	25,000	(155,300)	99,200
47028 System Hardware	0	25,000	0	(25,000)	105,600
48800 Application Software	0	137,000	0	(137,000)	211,200
Total Expenditures	<u>\$1,400</u>	<u>\$349,800</u>	<u>\$25,000</u>	<u>(\$324,800)</u>	<u>\$640,000</u>
ENDING WORKING CAPITAL BALANCE	<u>\$368,764</u>	<u>\$201,664</u>	<u>\$526,464</u>	<u>\$324,800</u>	<u>\$68,664</u>

## BUILDING IMPROVEMENT FUND

### Fund 655

The Building Improvement Fund was created in FY 1997-98 with General Fund reserve monies. The fund is used for major improvements to existing public buildings and to partially finance the construction of new public buildings in the City. Funds are budgeted in FY 2013-14 for a 10,000 square foot expansion to City Hall that will allow for the Departments of Community Services and Environmental Services to be relocated from the Development Services Building into the expanded space.

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
BEGINNING BALANCE (excluding advance)	\$1,300,029	\$502,418	\$502,418	\$1,918,318	\$1,278,418	\$1,278,618
<b><u>REVENUES</u></b>						
34001 Interest	8,900	13,000	100	100	200	200
36001 Federal Assistance	98,068	0	0	0	0	0
39214 Transfer from PEG Fees	463,689	0	0	0	0	0
39262 Transfer from Dev. Agreements	0	4,113,800	4,113,800	800,000	200,000	200,000
39655 Transfer from Public Facility	124,979	0	0	0	0	0
Total Revenues	695,636	4,126,800	4,113,900	800,100	200,200	200,200
<b><u>EXPENDITURES</u></b>						
42235 Furn & Equipment (Non-Capital)	\$1,086	\$11,900	\$7,900	\$0	\$0	\$0
44010 Professional/Special Services	650	0	21,100	30,000	0	0
45290 Reimbursement from CDBG	(15,980)	0	0	0	0	0
47020 Furnishings & Equipment	463,689	0	16,100	0	0	0
47028 Computer (Capital)	0	0	15,100	0	0	0
47040 Building Improvements	0	2,010,100	318,000	0	200,000	200,000
47999 Contract Settlement	0	1,201,800	(1,004,000)	0	0	0
48220 Design/Architectural	0	0	0	50,000	0	0

**BUILDING IMPROVEMENT FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b><i>EXPENDITURES (CONT'D)</i></b>						
48010 Engineering Incidentals	\$624,021	\$130,800	\$2,300,000	\$0	\$0	\$0
48060 Prelim. Survey/Tests	0	20,600	10,000	0	0	0
48220 Design Engineering	0	137,300	0	0	0	0
48410 Construction Management	0	64,600	0	35,000	0	0
48500 Maintenance Contracts	44,531	81,000	0	0	0	0
48600 Improvement Contract	38,765	0	1,004,000	640,000	0	0
48440 System Hardware	0	0	9,800	640,000	0	0
48990 Contingency	0	0	0	45,000	0	0
49100 Transfer to General Fund	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>1,156,762</b>	<b>3,658,100</b>	<b>2,698,000</b>	<b>1,440,000</b>	<b>200,000</b>	<b>200,000</b>
<b>ENDING BALANCE (excluding advance)</b>	<b>\$502,418</b>	<b>\$971,118</b>	<b>\$1,918,318</b>	<b>\$1,278,418</b>	<b>\$1,278,618</b>	<b>\$1,278,818</b>
 <b>Advance from the General Fund</b>	 <b>3,348,380</b>	 <b>3,348,380</b>	 <b>3,348,380</b>	 <b>3,348,380</b>	 <b>3,348,380</b>	 <b>3,348,380</b>

# **TRANSIT FUND**

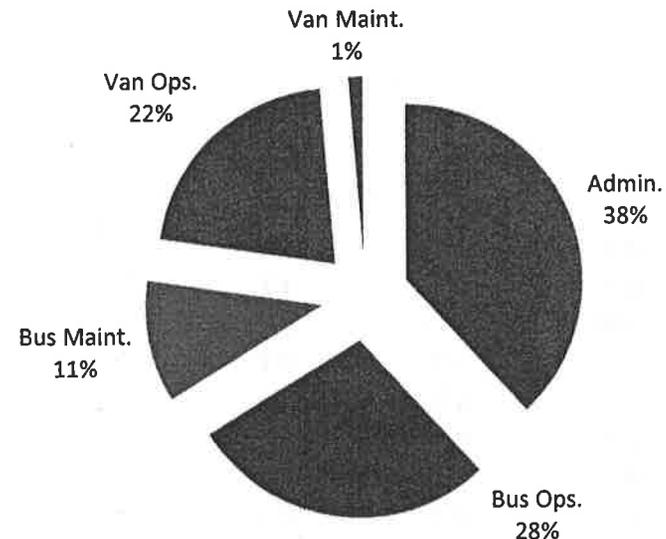
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# SIMI VALLEY TRANSIT

## Overview

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

### Breakdown of Transit FY 13-14 Expenditures \$5,764,300



# SIMI VALLEY TRANSIT

## Authorized Positions

### REGULAR POSITIONS:

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
Deputy Director/Transit	1.0	1.0	1.0
Transit Finance Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Transit Superintendent	1.0	1.0	1.0
Transit Supervisor	4.0	4.0	4.0
Transit Operations Assistant	1.0	1.0	1.0
Transit Coach Operator	18.0	18.0	18.0
Secretary	1.0	1.0	1.0
Senior Transit Dispatcher	1.0	1.0	1.0
Transit Dispatcher	1.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>

### PART-TIME POSITIONS: (NOTE 1)

Transit Coach Operator	9.1	9.1	9.1
Transit Dispatcher	1.0	1.0	1.0
<b>TOTAL - PART-TIME POSITIONS</b>	<b>10.1</b>	<b>10.1</b>	<b>10.1</b>
<b>TOTAL - TRANSIT POSITIONS</b>	<b>40.1</b>	<b>40.1</b>	<b>40.1</b>

Note 1: Temporary and Part-time positions are shown as full-time equivalents.

# SIMI VALLEY TRANSIT

## Administration

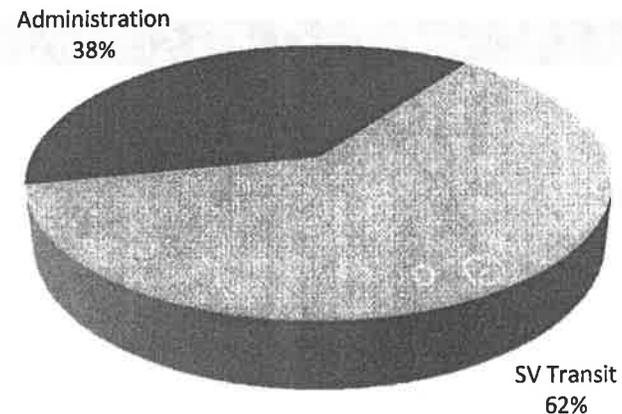
### OVERVIEW

The Transit Administration provides administrative oversight of the City's public transportation services, which consists of a 16-hour/day, 6-day/week operation. Transit Administration is also responsible for the oversight and administration of Federal, State and Local grant preparation and submittal, as well as the expenditure of funds received as a result of approved grant applications.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$2,072,200	\$2,188,700

### Administration as Percent of Transit Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	3

# SIMI VALLEY TRANSIT

## Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Initiated a contract for the replacement of two heavy vehicle in-ground hydraulic lifts for the Transit Garage.

Initiated a contract for the purchase and installation of new, upgraded fareboxes for the fixed-route buses.

Initiated a Request for Proposal for Phase II improvements to the Compressed Natural Gas Fueling Facility.

Recruited and hired four part-time Transit Coach Operators.

Participated in discussions with East County Transit Operators regarding Ventura County's Regional Transportation Study, resulting in the development of an East County Memorandum of Agreement.

Completed the Safety and Security Fencing/Lighting project around the perimeter of the Transit Maintenance Facility.

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

None

# SIMI VALLEY TRANSIT

## Bus Operations

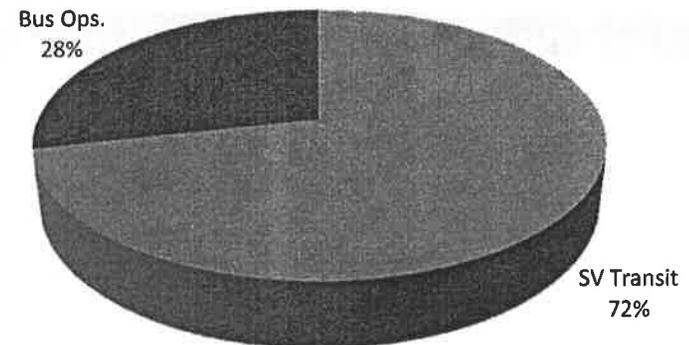
### OVERVIEW

Ensured the delivery of 307 days of uninterrupted fixed-route public transportation services to the community.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,439,800	\$1,633,700

### Bus Operations as Percent of Transit Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions (FTE)	19.6	19.6	19.6	19.6

# SIMI VALLEY TRANSIT

## Bus Operations (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided over 436,600 unlinked passenger trips.

Participated in the Living Green Expo held at the Simi Valley Town Center Mall.

Trained four part-time Transit Coach Operators.

Participated in the Simi Valley Street Fair and Emergency Preparedness Expo.

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

A Transit Operations Assistant position (vacant) was frozen for the FY13-14 budget.

A Transit Supervisor position (vacant) was frozen for six months for the FY 13-14 budget.

# SIMI VALLEY TRANSIT

## Bus Maintenance

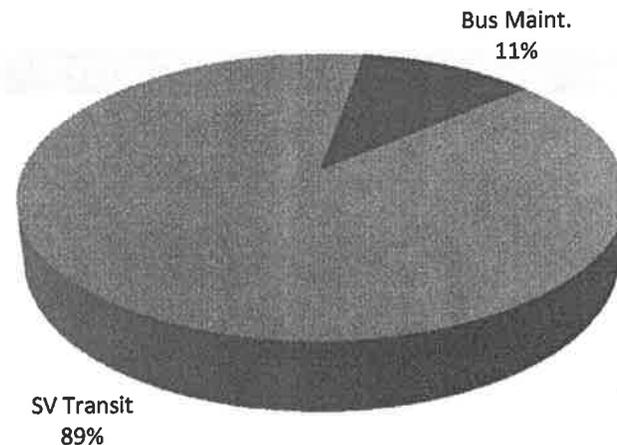
### OVERVIEW

Bus Maintenance provides for the cost of preventive maintenance and repairs of Simi Valley Transit's fleet of eleven 40-foot fixed-route buses. There are no staff salaries assigned to this cost center.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$796,100	\$640,900

### Bus Maintenance as Percent of Transit Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

# SIMI VALLEY TRANSIT

## Bus Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided preventive maintenance and repairs to eleven 40-foot fixed-route buses which, combined, traveled over 450,000 miles.

Received a Satisfactory rating subsequent to a terminal inspection conducted by the California Highway patrol on February 28, 2013 and March 1, 2013.

Ensured the delivery of 307 days of uninterrupted public transportation service to the community within the Simi Valley Transit service area.

Received, implemented, and initiated axle and suspension training on the newest model year buses.

Replaced two New Flyer bus engines.

Supervised the bi-annual Fire and Safety Gas detection system testing.

Managed the Transit Maintenance Facility Gas detection system testing.

Complied with all State and Local Air Pollution requirements.

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

None

# SIMI VALLEY TRANSIT

## Van Operations

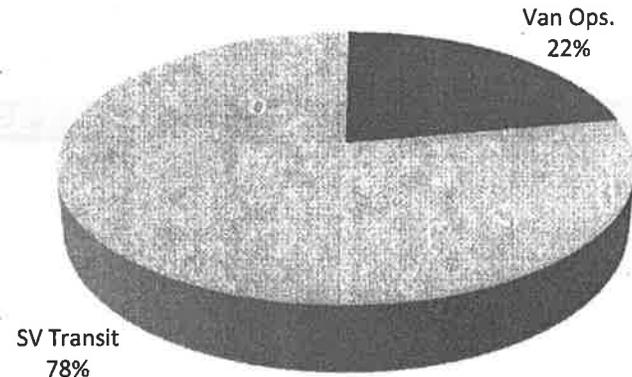
### OVERVIEW

Van Operations provides for the complementary Paratransit transportation services designed for Seniors and individuals certified under auspices of the Americans with Disabilities Act.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,190,900	\$1,226,000

**Van Operations as Percent of Transit Expenditures**



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions (FTE)	17.5	17.5	17.5	17.5

# SIMI VALLEY TRANSIT

## Van Operations (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided over 46,400 Paratransit/Dial-A-Ride trips to the Senior and disabled community within the Simi Valley Transit service area.

Participated in the Senior Health and Wellness Fair held at the Simi Valley Senior Center.

Appointed two members to the Americans with Disabilities Act Paratransit Advisory Committee.

Conducted ADA Paratransit Advisory Committee meetings on July 19, 2012, October 18, 2012, January 17, 2013 and April 18, 2013, to discuss and address public Paratransit issues affecting individuals with disabilities.

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

None

# SIMI VALLEY TRANSIT

## Van Maintenance

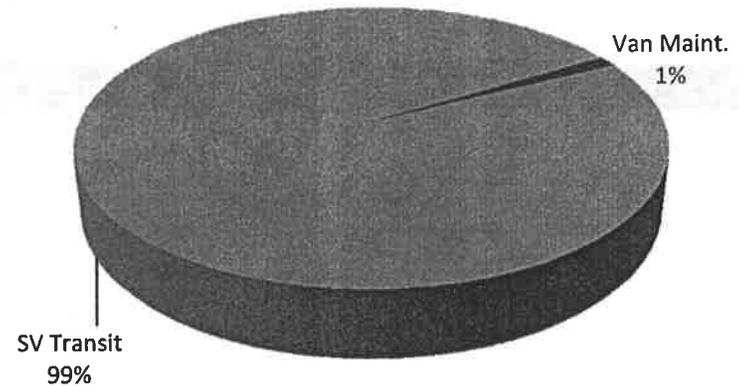
### OVERVIEW

Van Maintenance provides for the cost of preventive maintenance and repairs to Simi Valley Transit's fleet of eleven Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) Paratransit cut-away vans. There are no staff salaries assigned to this cost center.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$61,400	\$75,000

**Van Maintenance as Percent of Transit Expenditures**



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

# SIMI VALLEY TRANSIT

## Van Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Provided preventive maintenance and repairs to eleven Americans with Disabilities Act/Dial-A-Ride Paratransit cut-away vans, which combined, traveled over 260,000 miles.

Received a Satisfactory rating subsequent to a terminal inspection conducted by the California Highway patrol on February 28, 2013 and March 1, 2013.

Ensured the delivery of 307 days of uninterrupted ADA/DAR Paratransit services to the Senior and disabled community within the Simi Valley Transit service area.

Replaced one paratransit van engine.

Complied with all Americans with Disabilities Act requirements.

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

None

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>REVENUES</u></b>					
<b><u>USE OF MONEY AND PROPERTY</u></b>					
34001 Interest	\$36,281	\$29,300	\$22,200	(\$7,100)	\$20,000
34102 Bus Shelter Advertising	34,560	40,300	53,300	13,000	44,200
Subtotal	<u>\$70,841</u>	<u>\$69,600</u>	<u>\$75,500</u>	<u>\$5,900</u>	<u>\$64,200</u>
<b><u>GRANTS</u></b>					
35410 VCTC - STA Capital	\$0	\$0	\$0	\$0	\$0
36201 FTA Operating	2,490,729	2,497,600	2,298,700	(198,900)	2,898,600
36203 FTA Capital	135,628	5,777,700	1,082,300	(4,695,400)	29,500
36103 Federal Stimulus (ARRA)	115,544	0	8,900	8,900	0
Subtotal	<u>\$2,741,901</u>	<u>\$8,275,300</u>	<u>\$3,389,900</u>	<u>(\$4,885,400)</u>	<u>\$2,928,100</u>
<b><u>FARE REVENUES</u></b>					
37211 Route A Fares	\$110,420	\$100,000	\$97,500	(\$2,500)	\$99,000
37212 Route B Fares	97,831	87,100	91,200	4,100	93,000
37213 Route C Fares	46,517	48,000	50,500	2,500	54,000
37214 Route D Fares	14,480	12,500	13,400	900	13,100
37215 Bus Fare Passes	111,309	112,000	70,200	(41,800)	85,000
37216 Dial-A-Ride Fares	57,540	59,000	54,400	(4,600)	56,000
37217 Dial-A-Ride County Reimb.	27,001	25,000	23,800	(1,200)	25,000
Subtotal	<u>\$465,098</u>	<u>\$443,600</u>	<u>\$401,000</u>	<u>(\$42,600)</u>	<u>\$425,100</u>

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>OTHER REVENUES</u></b>					
37299 SCRRRA Metrolink Agreement	\$2,318	\$2,200	\$2,300	\$100	\$2,500
38001 Sale of Surplus Property	8,736	4,500	300	(4,200)	9,000
38003 CNG Excise Tax Refund	53,117	0	0	0	158,400
38003 CNG Reimbursement	56,358	144,000	163,100	19,100	500
38003 Miscellaneous	1,614	0	300	300	300
38004 Damage Recovery	16,173	0	100	100	0
Subtotal	<u>\$138,316</u>	<u>\$150,700</u>	<u>\$166,100</u>	<u>\$15,400</u>	<u>\$170,700</u>
<b><u>GENERAL FUND CONTRIBUTION</u></b>					
39751 Operating	\$2,479,877	\$3,141,600	\$2,431,800	(\$709,800)	\$2,168,800
39753 Capital Outlay	0	0	0	0	7,400
Subtotal	<u>\$2,479,877</u>	<u>\$3,141,600</u>	<u>\$2,431,800</u>	<u>(\$709,800)</u>	<u>\$2,176,200</u>
<b>Total Revenues</b>	<b><u>\$5,896,033</u></b>	<b><u>\$12,080,800</u></b>	<b><u>\$6,464,300</u></b>	<b><u>(\$5,616,500)</u></b>	<b><u>\$5,764,300</u></b>

**EXPENDITURES**

**PERSONNEL**

41010 Regular Salaries	\$1,909,953	\$2,168,900	\$1,913,300	\$255,600	\$1,920,700
41020 Temporary Salaries	52,817	0	12,200	(12,200)	0
41040 Overtime	108,071	74,000	72,600	1,400	72,500
41200 Deferred Compensation - 401k	6,405	6,400	5,900	500	6,800
41210 Deferred Compensation - 457	7,483	12,400	7,200	5,200	7,800
41300 Vision Care	8,746	10,000	9,100	900	9,900
41350 Disability	5,444	5,600	4,900	700	5,400
41400 Group Ins/Health	369,216	401,300	331,400	69,900	388,800

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>PERSONNEL (CONT'D)</i></b>					
41450 Life Insurance	\$5,469	\$5,800	\$5,100	\$700	\$5,000
41500 Group Ins/Dental	35,267	29,400	35,900	(6,500)	38,100
41600 Retirement/PERS	392,294	422,600	354,000	68,600	376,400
41650 Medicare	30,088	32,500	30,100	2,400	33,800
41700 Workers' Compensation	92,300	143,200	143,200	0	170,900
41620 Retirement HRA	0	2,400	2,400	0	2,400
41800 Payroll Accruals	53,164	56,700	26,400	30,300	56,700
Subtotal - Personnel	<u>\$3,076,717</u>	<u>\$3,371,200</u>	<u>\$2,953,700</u>	<u>\$417,500</u>	<u>\$3,095,200</u>
<b><i>SUPPLIES AND MATERIALS</i></b>					
42150 Communications	\$29,381	\$33,800	\$31,300	\$2,500	\$34,400
42200 Computers (Non-Capital)	0	41,200	4,200	37,000	8,700
42230 Office Supplies	2,874	3,200	3,000	200	3,000
42235 Furn & Equip (Non-Capital)	9,938	0	16,200	(16,200)	0
42410 Uniform/Clothing Supply	11,253	18,000	14,000	4,000	15,000
42440 Memberships and Dues	12,213	12,800	12,800	0	12,900
42450 Subscriptions and Books	674	700	700	0	700
42460 Advertising	1,314	1,300	1,300	0	1,500
42500 Fuel and Lubricants	195,724	215,000	202,500	12,500	210,000
42510 Tires	48,430	61,200	61,200	0	63,000
42550 Small Tools/Equipment	3,425	3,500	3,100	400	3,500
42560 Operating Supplies	116,992	132,000	131,200	800	112,000
42720 Travel, Conferences, Meetings	2,122	3,300	2,600	700	3,300
42730 Training	727	1,500	1,000	500	1,000
42790 Mileage	2,955	2,700	2,600	100	2,700
Subtotal - Supplies and Materials	<u>\$438,022</u>	<u>\$530,200</u>	<u>\$487,700</u>	<u>\$42,500</u>	<u>\$471,700</u>

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>SERVICES</i></b>					
44010 Professional/Special Services	\$483	\$500	\$0	\$500	\$500
44310 Maintenance of Equipment	570,453	543,500	535,000	8,500	520,000
44410 Maintenance of Buildings/Grounds	1,174	2,000	1,000	1,000	1,000
44490 Other Contract Services	25,052	23,400	23,400	0	23,400
44590 Transfer to FIS Operations	2,600	2,600	2,600	0	2,600
44491 Insurance Charges	133,300	133,900	133,900	0	157,200
Subtotal - Services	<u>\$733,062</u>	<u>\$705,900</u>	<u>\$695,900</u>	<u>\$10,000</u>	<u>\$704,700</u>
<b><i>REIMBURSEMENTS AND TRANSFERS</i></b>					
46100 Reimbursement to General Fund	\$1,111,800	\$1,376,900	\$1,376,900	\$0	\$1,409,300
49297 Transfer to Retiree Benefits Fund	47,400	42,800	42,800	0	43,100
49656 Transfer to FIS Capital	3,400	3,400	3,400	0	3,400
Subtotal - Reimb./Transfers	<u>\$1,162,600</u>	<u>\$1,423,100</u>	<u>\$1,423,100</u>	<u>\$0</u>	<u>\$1,455,800</u>
Subtotal - Current Expenses	<u>\$2,333,684</u>	<u>\$2,659,200</u>	<u>\$2,606,700</u>	<u>\$52,500</u>	<u>\$2,632,200</u>
<b><i>CAPITAL OUTLAY</i></b>					
47020 Furnishings & Equip (Capital)	\$6,270	\$245,300	\$245,300	\$0	\$0
48600 Capital Outlay Projects	479,362	5,805,100	658,600	5,146,500	36,900
Subtotal - Capital Outlay	<u>\$485,632</u>	<u>\$6,050,400</u>	<u>\$903,900</u>	<u>\$5,146,500</u>	<u>\$36,900</u>
Total Expenditures	<u><u>\$5,896,033</u></u>	<u><u>\$12,080,800</u></u>	<u><u>\$6,464,300</u></u>	<u><u>\$5,616,500</u></u>	<u><u>\$5,764,300</u></u>

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>VARIANCE 2012-13</u>	<u>BUDGET 2013-14</u>
<b><i>CAPITAL OUTLAY PROJECTS</i></b>					
Construction - TMF Expansion	\$1,912,900	\$648,000	\$15,600	\$632,400	\$0
GFI Farebox Upgrade (13)	168,200	168,200	168,200	0	0
Transit Garage Modernization	783,100	8,900	8,900	0	0
Replacement DAR Vans (3)	285,000	285,000	0	285,000	0
CNG Fueling Station Upgrade	1,300,000	1,045,000	0	1,045,000	0
Security Fencing and Cameras	205,000	68,800	68,800	0	0
Fixed-Route Replacement Buses (3)	1,489,500	1,400,000	0	1,400,000	0
Trapeze PASS Software	35,200	35,200	25,700	9,500	36,900
Voice Announcement System	95,000	95,000	95,000	0	0
Replacement Bus Engines	28,000	28,000	14,900	13,100	0
Replacement DAR Vans (3)	300,000	300,000	0	300,000	0
Fixed-Route Replacement Buses (3)	1,460,700	1,460,700	0	1,460,700	0
In-Ground Hydraulic Lifts	245,300	245,300	245,300	0	0
Bus Front and Rear Axle Tool Kits	17,000	17,000	16,200	800	0
<b>Total</b>	<b>\$8,324,900</b>	<b>\$5,805,100</b>	<b>\$658,600</b>	<b>\$5,146,500</b>	<b>\$36,900</b>

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>REVENUES</u></b>					
Use of Money and Property	\$70,841	\$69,600	\$75,500	\$5,900	\$64,200
Grants	2,741,901	8,275,300	3,389,900	(4,885,400)	2,928,100
Fare Revenues	465,098	443,600	401,000	(42,600)	425,100
Other Revenues	138,316	150,700	166,100	15,400	170,700
General Fund Transfers	2,479,877	3,141,600	2,431,800	(709,800)	2,176,200
<b>Total Revenues</b>	<b>\$5,896,033</b>	<b>\$12,080,800</b>	<b>\$6,464,300</b>	<b>(\$5,616,500)</b>	<b>\$5,764,300</b>
<b><u>EXPENDITURES</u></b>					
Personnel Expense	\$3,076,717	\$3,371,200	\$2,953,700	\$417,500	\$3,095,200
Supplies, Materials, & Services Expense	1,171,084	1,236,100	1,183,600	52,500	1,176,400
Reimbursements Expense	1,162,600	1,423,100	1,423,100	0	1,455,800
Capital Outlay Expense	485,632	6,050,400	903,900	5,146,500	36,900
<b>Total Expenditures</b>	<b>\$5,896,033</b>	<b>\$12,080,800</b>	<b>\$6,464,300</b>	<b>\$5,616,500</b>	<b>\$5,764,300</b>

# **SANITATION FUND**

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# SANITATION

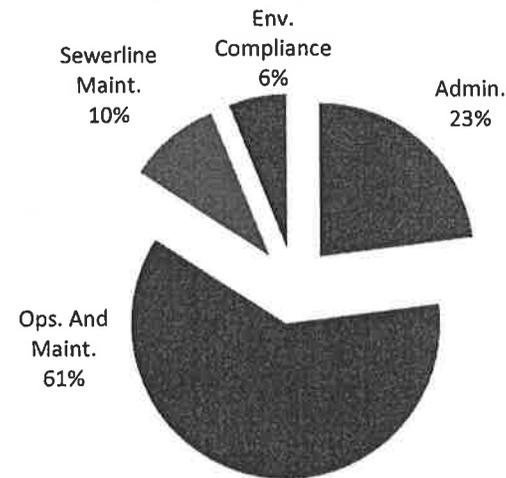
## Overview

The Sanitation Division of Public Works provides reliable and environmentally responsive wastewater collection and treatment serving the city of Simi Valley, to protect public health and the environment. Maintaining an efficient, cost-effective service is foremost to Sanitation staff, as they continue to identify methods to streamline operations, improve efficiencies and reduce costs wherever possible through the use of new technology and training. Staff teams continue to focus on specific issues such as budget reduction, training and employee development, record keeping, energy conservation, and other areas where improvements can be made.

Sanitation in a multi-faceted program, that involves a collection system, a treatment plant (the Water Quality Control Plant, or WQCP), pretreatment management, engineering support and astute overall coordination and management. The separate facets are described in the sections following. In total, the several sections of Sanitation work together to provide wastewater treatment in service to the community that most cost-effectively, and safely, collects and treats sewage, resulting in end-products that can be safely applied back to nature.

Sanitation meets the state's most stringent water recycling standards. Sanitation is recycling water, via the City's Waterworks operation, and is working toward a recycled water system expansion to provide this valuable resource to even more City customers.

### Breakdown of Sanitation FY 13-14 Expenditures (Net of Transfers) \$10,067,700



# SANITATION

## Organizational Chart

# SANITATION

## Authorized Positions

### REGULAR POSITIONS:

FY 2011-12   FY 2012-13   FY 2013-14

#### Administration:

Assistant Public Works Director	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	2.0	2.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0
Management Analyst	0.0	1.0	1.0
Secretary	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>9.0</b>	<b>10.0</b>	<b>10.0</b>

#### Plant Operations:

Deputy Director/Sanitation Services	1.0	1.0	1.0
Plant Support Systems Manager	1.0	1.0	1.0
Plant Operations Manager	1.0	1.0	1.0
Plant Operations Supervisor	1.0	1.0	1.0
Plant Maintenance Supervisor	1.0	1.0	1.0
Plant Operator III (Lead Worker)	2.0	2.0	2.0
Plant Operator III	7.0	7.0	6.0
Plant Operator II	3.0	1.0	1.0
Plant Operator I	0.0	0.0	1.0
Plant Operator Trainee	0.0	2.0	1.0
Laboratory Supervisor	1.0	1.0	1.0
Laboratory Chemist	1.0	1.0	1.0
Senior Laboratory Technician	1.0	1.0	1.0
Laboratory Technician	2.0	2.0	2.0
Plant Maintenance Program Technician	1.0	1.0	1.0
Plant Maintenance Technician III	3.0	2.0	2.0
Plant Electrician	0.0	1.0	1.0

# SANITATION

## Authorized Positions (continued)

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b><u>Plant Operations (Cont'd):</u></b>			
Plant Maintenance Technician II	3.0	3.0	2.0
Plant Maintenance Technician I	1.0	1.0	2.0
Senior Instrumentation Technician	1.0	1.0	1.0
Instrumentation Technician	2.0	2.0	2.0
Maintenance Worker II	1.0	1.0	1.0
Industrial Painter	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Inventory Support Technician	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>37.0</b>	<b>37.0</b>	<b>36.0</b>
<b><u>Sewer Line Maintenance</u></b>			
Collection Systems Supervisor	1.0	1.0	1.0
Collection Systems Technician II	1.0	1.0	1.0
Collection Systems Technician	7.0	7.0	7.0
<b>SUBTOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>
<b><u>Environmental Compliance: (Note 1)</u></b>			
Deputy Director/Environmental Compliance	1.0	1.0	1.0
Environmental Compliance Program Coordinator	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>TOTAL REGULAR POSITIONS</b>	<b>60.0</b>	<b>61.0</b>	<b>60.0</b>

Note 1: Additional Environmental Compliance positions are budgeted in the Public Works Department, General Fund budget.

# SANITATION

## Administration

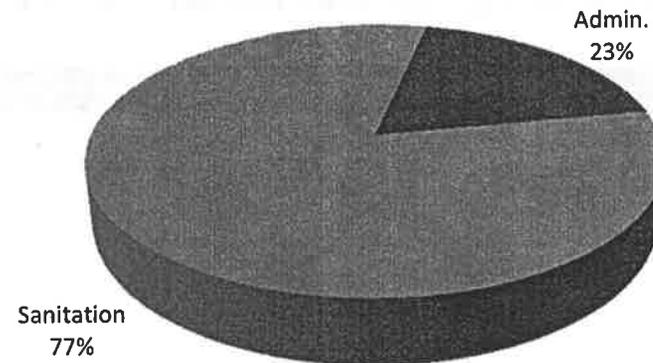
### OVERVIEW

The Administration cost center provides funding for various costs related to Sanitation operations, including training for staff, hiring of professional services, and the costs of equipment maintenance. Costs are net of transfers out to other funds.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$1,858,000	\$2,317,900

**Administration as Percent of Total Sanitation Expenditures**



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

# SANITATION

## Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

The purchase of one front loader (\$250,000) and one general utility vehicle (\$17,000) are included in the FY 13-14 budget.

Surveillance cameras and keyless entry installation (\$50,000) is included in this budget for a plant security upgrade.

Two digester gas flow meteres and one natural gas flow meter (\$25,000) is included in the FY 13-14 budget.

\$50,000 is included to replace a sewer system video inspection camera.

The FY 13-14 budget includes \$6,500 for completion of funding to replace an all weather refrigerated sampler.

# SANITATION

## Plant Operations and Maintenance

### OVERVIEW

The City's Water Quality Control Plant (WQCP) primary objective is to maintain clean water, providing a safe environment in the Arroyo Simi where treated effluent is discharged, to provide for living organisms, while avoiding degradation that would result from insufficiently treated wastewater. The WQCP runs 24 hours per day, 365 days per year.

Plant operations staff performs frequent testing, done by the in-house laboratory, and consequent adjustments to the plant operations to maintain high standards for effluent quality. Plant maintenance staff performs routine maintenance to ensure the facility runs continuously, efficiently, and without breakdowns. The maintenance staff works hand-in-hand with all other Sanitation staff to communicate ongoing asset issues, identified needed rehabilitation projects, and to work effectively as a team in delivering services.

Sanitation Engineering provides technical support to implement Sanitation Division Capital Improvement Projects, and to support development projects that include connection to the sewer system. Engineering work includes preparing construction drawings, bid specifications, and construction cost estimates; and reviewing private wastewater construction projects and responding to public comments/concerns.

### RESOURCES USED

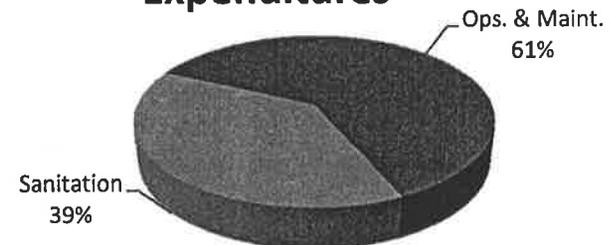
	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$5,665,600	\$6,163,400

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	46	46	47	46

### Plant Operations and Maintenance as Percent of Total Sanitation

#### Expenditures



# SANITATION

## Plant Operations and Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Met all National Pollutant Discharge Elimination System (NPDES) permit limits thereby protecting community public health and the environment.

Installed timers on the east basin anoxic mixers under the City's partnership with Southern California Edison (SCE) earning an incentive of \$3,408 and saving \$11,500/yr. in energy costs.

Overhauled two of the three belt-presses and standardized all six gear drives which will extend the service life on the dewatering system belts.

Cleaned the chlorine contact chamber thoroughly to ensure complete disinfection of effluent and recycled water.

Provided a presentation and tour to the Leadership Simi Valley group, as well as numerous other school groups, and interested citizens.

Developed a database that communicates with the State's database and improves the monthly, quarterly, semi annual and annual reporting.

Initiated a month lunchtime training program utilizing skilled employees at the WQCP.

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

None

# SANITATION

## Sewerline Maintenance

### OVERVIEW

The Sewer Line Maintenance section is protecting public health in the community by assuring continuous, safe, and reliable sewage transport. The sewerline maintenance staff provides necessary sewer inspection and cleaning to maintain the system in continuous operation, and monitor conditions in the below-ground network. Sewerlines are routinely video inspected to assist on repair projects, evaluate line conditions, and maintain system integrity. To maximize the sewer system life and efficiency, the sewerline maintenance staff cleans the line utilizing high water pressure and vacuum trucks for routine cleaning, or emergencies identified by video inspection. The sewerline maintenance staff also performs spill response when any Sanitary Sewer Overflow (SSO) occurs that affects the public right-of-way, even if it originates from a private system. The SSO response is an emergency response team, who are ready and equipped to preclude spilled sewage from contaminating surrounding surface areas, storm drains, or the Arroyo Simi. In addition to sewers, sewer lift (pump) stations are maintained, and operational alarms are set to notify staff if there is an imminent issue that may affect the flow of wastewater, to which staff responds, 24 hours per day as necessary.

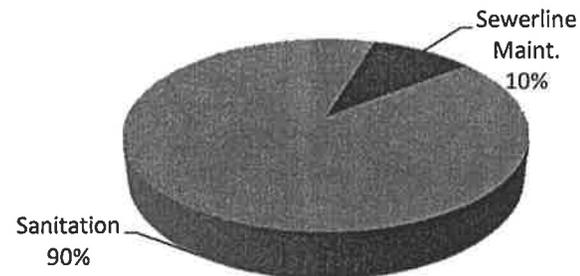
### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$905,900	\$982,500

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	9	9	9	9

### Sewerline Maintenance as Percent of Total Sanitation Expenditures



# SANITATION

## Sewerline Maintenance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Updated the Sewer System Management Plan (SSMP) on the City's website.

Certified three employees in the National Association of Sewer Service Companies (NASSCO) to better serve the community.

Purchase a second vacuum combination truck, enabling more routine sewerline cleaning and better response to emergencies.

Completed integrating all the sewer lines on the City's geographic information system (GIS).

Repaired a 10" sewer line on Indian Hills Road.

### BUDGET IMPACTS FOR FY 13-14

None

# SANITATION

## Environmental Compliance

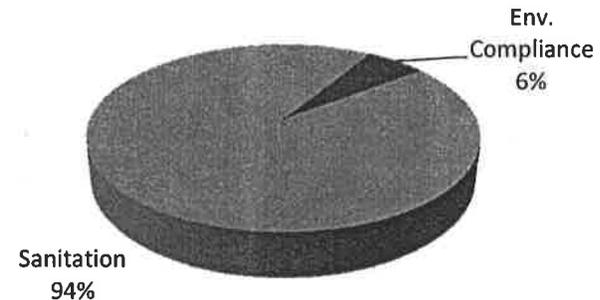
### OVERVIEW

The Environmental Compliance pretreatment program is a federally mandated program that protects the public, the Water Quality Control Plant (WQCP), the sewer system, City staff and the environment by prohibiting toxic and hazardous materials from entering the City's sewer system. The program issues permits for and monitors hundreds of commercial and industrial wastewater dischargers. The program also supports industrial and commercial dischargers with public information materials, and interactive meetings to clarify pretreatment regulations, requirements and options.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$507,500	\$603,900

### Environmental Compliance as Percent of Total Sanitation Expenditures



### PERSONNEL BREAKDOWN

PERSONNEL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Authorized Positions	5	5	5	5

# SANITATION

## Environmental Compliance (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

Sampled and analyzed wastewater trucked to the WQCP for disposal by waste haulers, to monitor compliance, ensure WQCP and staff safety, and collect data for future cost studies.

Monitored and inspected over twelve hundred facilities to ensure they remain in compliance with environmental regulations to maintain a safe and healthy living environment for the community.

Investigated "hot spots" for fats, oils, and grease accumulations assisting Sanitation Sewerline Maintenance staff to prevent potential overflows.

Provided Pretreatment educational and outreach material to the business community at public events and during inspections.

Implemented the Sewer System Management Plan and the Pretreatment Monitoring and Reporting Program, and posted information on the City website to remain transparent and accessible to the community.

### BUDGET IMPACTS FOR FY 13-14

None

## SANITATION OPERATIONS FUND REVENUE

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>OPERATING FUND</u></b>					
34001 Interest	\$211,189	\$260,000	\$90,900	(\$169,100)	\$92,700
34101 Rents and Leases	240	300	300	0	300
37002 Maps & Publications	830	1,300	800	(500)	1,000
37401 Engineering Fees	11	500	11,500	11,000	3,000
37405 Inspection Service Fees	512	1,000	600	(400)	1,000
37410 Service Charges	14,242,942	14,175,000	14,148,300	(26,700)	14,150,000
37412 Recycled Water Charges	27,674	28,000	32,300	4,300	33,000
37413 Late Fees and Penalties	59,140	55,000	60,800	5,800	60,800
37432 Source Control Program	241,987	245,000	249,200	4,200	249,200
37499 Other	27,155	15,000	2,000	(13,000)	3,000
38001 Sale of Surplus Property	2,727	0	9,700	9,700	0
38003 Miscellaneous	2,613	0	3,400	0	0
38004 Damage Recovery	0	0	0	0	0
39805 Transfer From Worker's Comp.	160	0	0	0	0
<b>TOTAL REVENUE</b>	<b>\$14,817,180</b>	<b>\$14,781,100</b>	<b>\$14,609,800</b>	<b>(\$174,700)</b>	<b>\$14,594,000</b>

## SANITATION OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$3,733,165	\$4,222,900	\$3,806,500	\$416,400	\$4,267,000
41040 Overtime	259,763	310,300	248,800	61,500	241,800
41200 Deferred Compensation - 401k	13,508	14,600	13,700	900	16,400
41210 Deferred Compensation - 457	10,964	16,800	10,000	6,800	12,500
41300 Vision Care	13,514	15,100	13,800	1,300	16,500
41350 Disability	14,149	15,300	13,700	1,600	15,300
41400 Group Ins/Health	692,228	784,900	673,100	111,800	879,300
41450 Life Insurance	8,725	9,100	8,000	1,100	7,500
41500 Group Ins/Dental	49,110	55,100	50,500	4,600	61,800
41600 Retirement/PERS	735,904	848,800	719,900	128,900	865,000
41650 Medicare	50,844	64,500	53,000	11,500	77,000
41700 Workers' Compensation	225,700	288,600	288,600	0	351,800
41800 Payroll Accruals	62,862	71,000	67,400	3,600	71,000
41620 Retirement/HRA	0	7,200	0	7,200	0
41900 Personnel Savings	0	(168,400)	MET		(161,800)
Subtotal - Personnel	<u>\$5,870,436</u>	<u>\$6,555,800</u>	<u>\$5,967,000</u>	<u>\$757,200</u>	<u>\$6,721,100</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	\$730,108	\$850,000	\$810,000	\$40,000	\$835,000
42110 Lift Utilities	4,798	4,900	4,900	0	4,900
42150 Communications	33,520	38,400	38,400	0	39,000
42230 Office Supplies	6,812	9,800	9,800	0	9,800
42310 Rentals	3,081	6,000	1,500	4,500	6,000
42410 Uniform/Clothing Supply	21,419	25,500	25,500	0	25,500
42440 Memberships and Dues	10,693	12,100	11,200	900	11,200

**SANITATION OPERATIONS FUND EXPENDITURES (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D.)</u></b>					
42450 Subscriptions and Books	2,082	2,100	\$2,100	\$0	\$2,000
42530 Chemicals	372,711	440,000	420,000	20,000	440,000
42541 Recycled Water Utilities	8,897	10,000	10,000	0	10,000
42550 Small Tools and Equipment	1,066	1,500	1,500	0	1,500
42560 Operating Supplies	121,130	169,000	169,000	0	138,000
42720 Travel, Conferences, Meetings	10,539	11,000	11,000	0	12,900
42730 Training	7,791	9,600	9,600	0	9,600
42790 Mileage	595	600	600	0	600
Subtotal - Supplies/Materials	<u>\$1,335,242</u>	<u>\$1,590,500</u>	<u>\$1,525,100</u>	<u>\$65,400</u>	<u>\$1,546,000</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$279,826	\$346,600	\$300,000	\$46,600	\$209,600
44310 Maintenance of Equipment	535,086	516,800	497,400	19,400	515,300
44410 Maint. of Buildings and Grounds	5,915	6,000	6,000	0	6,000
44490 Other Contract Services	686,299	650,400	630,000	20,400	615,600
44590 Insurance Charges	185,900	182,100	182,100	0	258,500
44491 FIS Operations	19,600	19,600	19,600	0	19,600
44492 GIS Operations	14,600	28,500	28,500	0	28,500
Subtotal - Services	<u>\$1,727,226</u>	<u>\$1,750,000</u>	<u>\$1,663,600</u>	<u>\$86,400</u>	<u>\$1,653,100</u>

**SANITATION OPERATIONS FUND EXPENDITURES (continued)**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><i>REIMBURSEMENTS AND TRANSFERS</i></b>					
45805 Reimbursement from Wkr Comp	(210,100)	0	\$0	\$0	\$0
46100 Reimbursement to General Fund	1,978,000	2,313,600	2,313,600	0	2,127,800
46600 Transfer to Streets and Roads	70,000	155,000	155,000	0	45,000
49648 Transfer to Computer Equip.	67,200	67,200	67,200	0	69,200
49649 Transfer to GIS Capital	57,000	57,000	57,000	0	57,000
49656 Transfer to FIS Capital	26,800	26,800	26,800	0	26,800
49297 Transfer to Retiree Benefits Fund	81,900	105,500	105,500	0	106,300
49702 Transfer to Vehicle Repl Reserve	297,600	265,800	265,800	0	337,700
49702 Transfer to Replacement Reserve	6,975,000	2,975,000	2,975,000	0	1,975,000
Subtotal Reimb/Transfers	\$9,343,400	\$5,965,900	\$5,965,900	\$0	\$4,744,800
Subtotal - Current Expenses	\$12,405,868	\$9,306,400	\$9,154,600	\$151,800	\$7,943,900
<b><i>CAPITAL OUTLAY</i></b>					
47020 Furnishings & Equipment	\$6,061	\$6,500	\$6,500	\$0	\$131,500
47030 Vehicles	0	5,000	5,000	0	16,000
Subtotal - Capital Outlay	\$6,061	\$11,500	\$11,500	\$0	\$147,500
Anticipated Underexpenditures	\$0	(\$350,000)	\$0	(\$350,000)	(\$350,000)
<b>TOTAL EXPENDITURES</b>	<u>\$18,282,365</u>	<u>\$15,873,700</u>	<u>\$15,133,100</u>	<u>\$909,000</u>	<u>\$14,812,500</u>

## SANITATION PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>VARIANCE 2012-13</u>	<u>BUDGET 2013-14</u>	
<b><u>OPERATIONS FUND MAINTENANCE PROJECTS</u></b>						
P09703	Raising of Manholes for Streets and Roads Projects	--	\$155,000	\$155,000	\$0	\$0
	<b>Total - Operations Fund Projects</b>	--	155,000	155,000	0	0
<b><u>REPLACEMENT RESERVE - Plant Upgrade Projects</u></b>						
975161	Plant Water System Rehabilitation	\$555,000	\$555,000	\$555,000	\$0	\$0
970323	Primary Clairifier Channel Repair	260,000	260,000	260,000	0	0
970322	Primary Influent Piping Repl	100,000	75,000	75,000	0	0
975101	Structural Concrete Repairs	519,000	519,000	519,000	0	0
975140	WQCP Entry Sign	25,000	25,000	25,000	0	0
970400	Applied Water Pumps Upgrade	387,000	387,000	387,000	0	0
975180	(B) Electrical Equipt. Replacement	5,286,000	2,160,500	2,160,500	0	1,475,000
	(C) HVAC Replacement	175,000	0	0	0	175,000
	<b>Subtotal - Replacement Projects</b>	<b>\$7,307,000</b>	<b>\$3,981,500</b>	<b>\$3,981,500</b>	<b>\$0</b>	<b>\$1,650,000</b>
<b><u>REPLACEMENT RESERVE - Capital Outlay</u></b>						
47020	Furnishings & Equipment	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal - Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**SANITATION PROJECTS LISTING (continued)**

	<b>TOTAL PROJECT BUDGET</b>	<b>FINAL BUDGET 2012-13</b>	<b>ESTIMATED ACTUAL 2012-13</b>	<b>VARIANCE 2012-13</b>	<b>BUDGET 2013-14</b>	
<b><i>REPLACEMENT RESERVE - Sewerline Projects</i></b>						
970340	10"-14" Sewerlines	\$720,000	\$619,400	\$619,400	\$0	\$0
970328	Easy Street	920,000	12,000	12,000	0	0
970325	LA Av, Erringer Rd, Patricia Av	240,000	13,000	13,000	0	0
970280	LA Ave/Madera/Lysander	883,500	1,038,300	1,038,300	0	0
970326	Royal Ave (Erringer-Rincon)	2,371,664	1,400,000	1,400,000	0	0
970327	Royal Ave (Hartley-Holley)	1,450,000	25,000	25,000	0	0
970380	Sewer Condition Assessment	100,000	32,000	32,000	0	0
970381	10"-12" Sewerlines	1,070,000	100,000	0	100,000	0
970382	LA Ave (Bishop-Barnes)	3,050,000	300,000	0	300,000	0
970343	Sycamore Drive (Niles-Heywood)	675,000	75,000	0	75,000	0
(D)	Annual Sewerline Assessment	600,000	132,000	132,000	0	100,000
	Manhole Rehabilitation Project	84,000	84,000	84,000	0	0
970342	Shopping Lane Sewer	1,490,000	1,490,000	1,490,000	0	0
	West Los Angeles Avenue	1,350,000	1,347,800	1,347,800	0	0
970240	(E) Arroyo Simi Sewerline Rehab	0	0	0	0	50,000
	(F) Royal Ave. (Crosby-Fair) Sewerline	0	0	0	0	50,000
	<b>Subtotal - Sewerline Projects</b>	<b>\$15,004,164</b>	<b>\$6,668,500</b>	<b>\$6,193,500</b>	<b>\$475,000</b>	<b>\$200,000</b>
	<b>Total - Replacement Reserve Fund Projects &amp; Capital Outlay</b>	<b>\$22,311,164</b>	<b>\$10,650,000</b>	<b>\$10,175,000</b>	<b>\$475,000</b>	<b>\$1,850,000</b>

**SANITATION PROJECTS LISTING (continued)**

		<b>TOTAL PROJECT BUDGET</b>	<b>FINAL BUDGET 2012-13</b>	<b>ESTIMATED ACTUAL 2012-13</b>	<b>VARIANCE 2012-13</b>	<b>BUDGET 2013-14</b>
<b><i>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</i></b>						
970240	WQCP Arroyo Simi Rip-Rap	\$16,607,900	\$150,000	\$150,000	\$0	\$0
975182	Anaerobic Digester Overhaul	500,000	500,000	0	500,000	0
	<b>Total Plant Expansion/Upgrade</b>	<b>\$17,107,900</b>	<b>\$650,000</b>	<b>\$150,000</b>	<b>\$500,000</b>	<b>\$0</b>

**SANITATION OPERATIONS FUND**

**WORKING CAPITAL SUMMARY**

	<u>BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>BUDGET 2013-14</u>	<u>PROJECTION 2014-15</u>	<u>PROJECTION 2015-16</u>
Beginning Working Capital	\$6,915,600	\$6,915,600	\$6,392,300	\$6,173,800	\$5,949,900
<u>REVENUES</u>					
Enterprise	14,781,100	14,609,800	14,594,000	14,958,900	15,332,900
<u>EXPENDITURES</u>					
Operations and Maintenance	(15,873,700)	(15,133,100)	(14,812,500)	(15,182,800)	(15,562,400)
Ending Working Capital	<u>\$5,823,000</u>	<u>\$6,392,300</u>	<u>\$6,173,800</u>	<u>\$5,949,900</u>	<u>\$5,720,400</u>

**SANITATION REPLACEMENT RESERVE FUND**

**WORKING CAPITAL SUMMARY**

	<u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
Beginning Balance	\$806,800	\$806,800	\$630,100	\$606,300	\$815,500
<b><u>REVENUES</u></b>					
Allocation	265,800	265,800	337,700	273,800	282,000
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	(442,500)	(442,500)	(361,500)	(64,600)	(33,300)
Ending Balance	<u>\$630,100</u>	<u>\$630,100</u>	<u>\$606,300</u>	<u>\$815,500</u>	<u>\$1,064,200</u>

**SANITATION REPLACEMENT RESERVE FUND (continued)**

**WORKING CAPITAL SUMMARY**

	<b>BUDGET 2012-13</b>	<b>ESTIMATED ACTUAL 2012-13</b>	<b>BUDGET 2013-14</b>	<b>PROJECTION 2014-15</b>	<b>PROJECTION 2015-16</b>
<b><u>REPLACEMENT RESERVE</u></b>					
Beginning Working Capital	\$11,145,294	\$11,145,294	\$3,558,894	\$2,880,194	(\$2,001,606)
<b><u>REVENUES</u></b>					
Allocation	2,975,000	2,975,000	1,975,000	1,975,000	1,975,000
Total Revenues	\$2,975,000	\$2,975,000	\$1,975,000	\$1,975,000	\$1,975,000
<b><u>EXPENDITURES</u></b>					
Reimb to the General Fund	386,400	386,400	803,700	831,800	860,900
Projects	10,650,000	10,175,000	1,850,000	6,025,000	7,530,000
Total Expenditures	\$11,036,400	\$10,561,400	\$2,653,700	\$6,856,800	\$8,390,900
Ending Working Capital	\$3,083,894	\$3,558,894	\$2,880,194	(\$2,001,606)	(\$8,417,506)

## SANITATION CAPITAL UPGRADE FUND

### WORKING CAPITAL SUMMARY

	<u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>BUDGET</u> 2013-14	<u>PROJECTION</u> 2014-15	<u>PROJECTION</u> 2015-16
Beginning Working Capital	\$4,026,400	\$4,026,400	\$4,026,700	\$4,043,500	\$4,319,800
<b><u>REVENUES</u></b>					
Connection Fees	175,000	214,500	100,000	150,000	150,000
Interest	50,000	21,000	20,000	20,500	21,000
<b>Total Revenues</b>	<u>225,000</u>	<u>235,500</u>	<u>120,000</u>	<u>170,500</u>	<u>171,000</u>
<b><u>EXPENDITURES</u></b>					
Reimb to the General Fund	85,200	85,200	103,200	105,800	108,400
Projects	650,000	150,000	0	0	0
<b>Total Expenditures</b>	<u>735,200</u>	<u>235,200</u>	<u>103,200</u>	<u>105,800</u>	<u>108,400</u>
<b>Ending Working Capital</b>	<u><u>\$3,516,200</u></u>	<u><u>\$4,026,700</u></u>	<u><u>\$4,043,500</u></u>	<u><u>\$4,319,800</u></u>	<u><u>\$4,599,200</u></u>

## ALL SANITATION FUNDS

### CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTION</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>
Ending Operations Fund Working Capital	\$5,823,000	\$6,392,300	\$6,173,800	\$5,949,900	\$5,720,400
<b>Reserves:</b>					
Vehicle Replacement Reserve	630,100	630,100	606,300	815,500	1,064,200
Replacement Reserve	3,083,894	3,558,894	2,880,194	(2,001,606)	(8,417,506)
Ending Replacement Reserve Fund Working Capital	\$3,713,994	\$4,188,994	\$3,486,494	(\$1,186,106)	(\$7,353,306)
Ending Capital Upgrade Fund Working Capital	3,516,200	4,026,700	4,043,500	4,319,800	4,599,200
Ending Working Capital - All Funds	<u>\$13,053,194</u>	<u>\$14,607,994</u>	<u>\$13,703,794</u>	<u>\$9,083,594</u>	<u>\$2,966,294</u>

# **WATERWORKS DISTRICT No. 8**

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# WATERWORKS DISTRICT 8

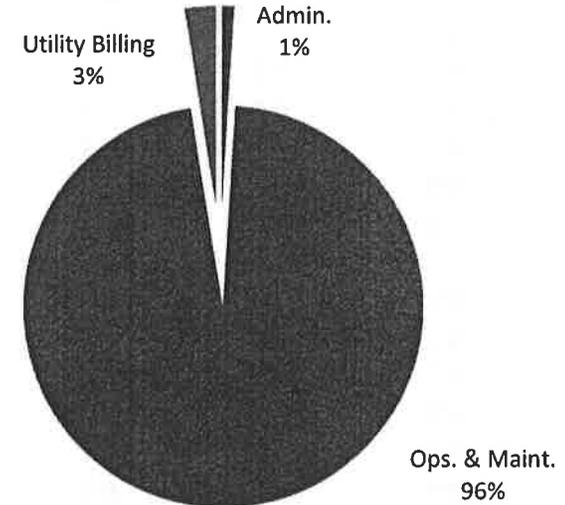
## Overview

Waterworks provides reliable and safe water services in Simi Valley to 26,000 customers. In 2012, 7.2 billion gallons of potable water were delivered, averaging 19 million gallons per day. The Calleguas Municipal Water District (Calleguas) provides nearly all of the delivered water. The only potable water supplement comes from the Tapo Canyon Water Treatment Plant, up to one million gallons per day of treated groundwater. The groundwater wells in Tapo Canyon supply untreated water to three irrigation customers as well as the Plant.

An active recycled water system currently serves the Simi Valley Landfill and the City's Public Services Center. The system is being expanded, currently, coincident with reconstructing West Los Angeles Avenue and West Easy Street. Planned expansion on West Cochran Street, and on Madera Road are being designed.

Water use efficiency and resource protection are essential community initiatives, and Waterworks is promoting these initiatives through public information and education. As a partner in the statewide aims to manage scarce water resources, will continue to monitor and report per-capita water consumption, and work with the community towards achieving the objective to assure best, and most efficient, water use.

### Breakdown of Waterworks FY 13-14 Expenditures (Net of Transfers) \$34,737,200



# WATERWORKS DISTRICT 8

## Authorized Positions

<u>REGULAR POSITIONS:</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
Deputy Director/Waterworks Services	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0
Water Distribution Supervisor	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	2.0	2.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	2.0
Engineering Technician	1.0	1.0	0.0
Public Works Inspector	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Environmental Compliance Program Analyst	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
Waterworks Services Worker III	4.0	4.0	4.0
Waterworks Services Worker II	9.0	9.0	11.0
Waterworks Services Worker I	7.0	7.0	5.0
Waterworks Meter Reader	2.0	2.0	2.0
Waterworks Systems Technician	1.0	1.0	1.0
Plant Operator II (Waterworks)	1.0	1.0	1.0
Customer Services Manager (Note 1)	1.0	1.0	1.0
Administrative Aide (Note 1)	1.0	1.0	1.0
Senior Customer Services Representative (Note 1)	1.0	1.0	1.0
Customer Services Representative (Note 1)	5.0	5.0	5.0
<b>TOTAL REGULAR POSITIONS</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>

Note 1: These positions are supervised by the Department of Administrative Services

# WATERWORKS DISTRICT 8

## Administration

### OVERVIEW

The Administration account pays for miscellaneous Waterworks expenses such as professional services, employee training, and transfers.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$482,800	\$681,300

### Administration as Percent of Waterworks Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

# WATERWORKS DISTRICT 8

## Administration (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

None

# WATERWORKS DISTRICT 8

## Operations and Maintenance

### OVERVIEW

Waterworks Operations provides reliable and safe potable and recycled water services to customers 24 hours per day, 365 days per year. In 2013, 7.2 billion gallons of potable water (19 million gallons per day) were delivered to meet customers' demands. Nearly all of the water served was purchased from the Calleguas Municipal Water District (Calleguas), a retail provider whose sources are the State Water Project and the Colorado River. In August 2012, the Tapo Canyon Water Treatment Plant began supplementing the potable water supply by up to one million gallon per day with treated local groundwater. Operations includes Waterworks Engineering which plans, designs, and constructs water facilities to provide safe, reliable, and economical water deliveries to customers. Waterworks Engineering develops and manages programs to enhance local water resource use such as recycled water, local groundwater, and water use efficiency to reduce dependence on imported water.

### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	40	40	40	40

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$27,851,300	\$33,178,400

**Operations and Maintenance as  
Percent of Waterworks Expenditures**



# **WATERWORKS DISTRICT 8**

## **Operations and Maintenance (continued)**

### **KEY ACCOMPLISHMENTS FOR FY 12-13**

Sold 7.2 Billion gallons of water.

Read 26,000 meters, six times.

Produced 16.5 million gallons of water at the Tapo Canyon Water Treatment Plant.

Collected 1,500 water samples for water quality testing and reported analytical results to the California Department of Public Health and the U.S. Environmental Protection Agency.

Repaired 214 water main and service line leaks and other assets due to their advanced age.

Maintained, serviced and repaired 240 pumps, tanks, wells and control valves.

Upgraded and maintained hardware and software for the Supervisory Control and Data Acquisition system providing automation to ensure efficient water system operations and monitoring and for the Security system to ensure that key water facilities are protected.

### **KEY ACCOMPLISHMENTS (continued)**

Secured \$40,000 in grant funding from the Metropolitan Water District for the City Residential Water Customer Turf Removal Program, the City Landscape Turf Removal Projects at City Hall and Metrolink Stations, and the Library Demonstration Garden featuring High-Efficiency Irrigation Nozzles and Smart Controllers.

### **BUDGET IMPACTS FOR FY 13-14**

Includes replacement of drinking water information management software at \$36,000.

Includes \$25,000 for replacement of four handheld meter reading devices and an upgrade to related software.

Includes \$24,000 to replace one portable message board for field work.

Includes \$9,000 to replace a Waterworks security server.

Includes \$29,100 for replacement of a water pump necessary for operations.

# WATERWORKS DISTRICT 8

## Utility Billing

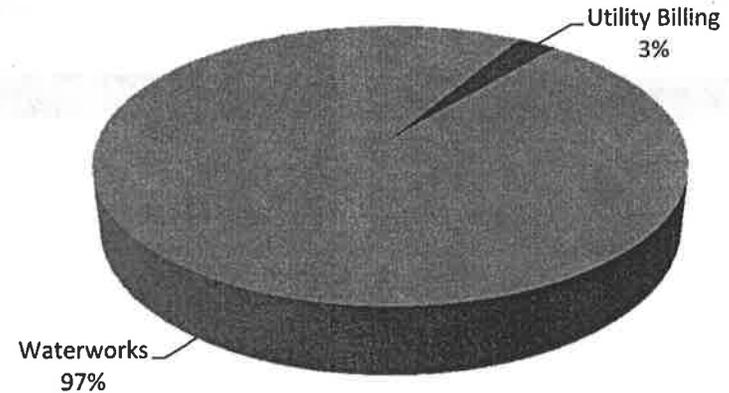
### OVERVIEW

The Utility Billing cost center pays for the Customer Service staff supervised by Administrative Services. These staff members provide high quality customer service to utility customers on a daily basis and send out and process all bills.

### RESOURCES USED

	Estimated FY 2012-13	Budgeted FY 2013-14
Expenditures	\$720,600	\$877,500

### Utility Billing as Percent of Waterworks Expenditures



### PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<b>PERSONNEL</b>				
Authorized Positions	7	7	7	7

# WATERWORKS DISTRICT 8

## Utility Billing (continued)

### KEY ACCOMPLISHMENTS FOR FY 12-13

### KEY ACCOMPLISHMENTS (continued)

### BUDGET IMPACTS FOR FY 13-14

None

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**

**OPERATIONS FUND REVENUES**

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<i><b>OPERATING FUND REVENUES</b></i>					
34001 Interest	\$244,351	\$320,000	\$125,000	(\$195,000)	\$150,000
34101 Rents & Leases	309,738	295,000	318,700	23,700	320,000
36601 Other Grants	15,269	37,500	0		0
37003 Returned Check NSF	5,725	5,000	5,800	800	6,000
37401 Engineering Fees	282	1,000	10,800	9,800	5,000
37405 Inspection Service Fees	1,811	1,500	1,000	(500)	1,500
37410 Service Charges	30,886,066	30,900,000	31,754,200	854,200	31,800,000
37412 Recycled Water Charges	75,699	90,000	70,500	(19,500)	71,000
37452 Water Sales To District #17	1,326,423	1,200,000	1,411,200	211,200	1,420,000
37453 Water Standby Charges	5,262	6,000	8,100	2,100	6,000
37454 Sale of Meters	12,070	11,600	7,800	(3,800)	11,600
37456 Water Lift Charges	814,864	713,600	835,200	121,600	835,000
37461 Doorhanger Charges	192,323	170,000	203,600	33,600	190,000
37499 Other Service Charges	12,088	10,000	7,300	(2,700)	7,000
38001 Sale of Surplus Property	18,587	5,000	7,500	2,500	5,000
38003 Miscellaneous	851	0	0	0	0
38004 Damage Recovery	8,288	0	5,100	5,100	5,000
38401 Developer Contribution	4,702	0	0	0	0
<b>TOTAL - REVENUES</b>	<u>\$33,934,399</u>	<u>\$33,766,200</u>	<u>\$34,771,800</u>	<u>\$1,043,100</u>	<u>\$34,833,100</u>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)**

**OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,639,772	\$2,980,100	\$2,633,700	\$346,400	\$3,039,700
41020 Temporary Salaries	0	0	0	0	0
41040 Overtime	55,362	54,700	53,200	1,500	54,700
41200 Deferred Compensation - 401k	10,065	10,900	9,400	1,500	10,900
41210 Deferred Compensation - 457	8,636	13,600	8,200	5,400	10,200
41300 Vision Care	10,384	11,900	10,700	1,200	12,600
41350 Disability	10,181	10,000	9,300	700	10,200
41400 Group Ins/Health	498,307	568,900	484,100	84,800	623,000
41450 Life Insurance	6,789	7,000	6,200	800	5,500
41500 Group Ins/Dental	36,041	40,800	37,600	3,200	44,600
41600 Retirement/PERS	519,354	594,200	493,200	101,000	602,800
41650 Medicare	34,067	43,400	34,400	9,000	53,000
41700 Workers' Compensation	120,400	158,100	155,400	2,700	196,700
41620 Retirement/HRA	0	2,400	0	2,400	0
41800 Payroll Accruals	0	60,000	79,800	(19,800)	75,000
41900 Personnel Savings	0	(198,600)	MET		(198,600)
Subtotal - Personnel	\$3,949,358	\$4,357,400	\$4,015,200	\$540,800	\$4,540,300
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></b>					
42100 Utilities	\$653,337	\$766,800	\$710,000	\$56,800	\$740,000
42150 Communications	29,869	36,100	34,900	1,200	36,600
42200 Computers (Non-Cap)	0	0	0	0	12,000
42230 Office Supplies	5,756	11,000	9,000	2,000	11,000
42235 Furnishings and Equip (Non-Cap)	2,362	19,100	19,100	0	800
42310 Rentals	553	2,000	1,000	1,000	2,000
42410 Uniform/Clothing Supply	8,349	11,400	10,400	1,000	11,400

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)**

**OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2011-12</u>	<u>FINAL</u> <u>BUDGET</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>VARIANCE</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></b>					
42440 Memberships and Dues	\$9,057	\$16,500	\$16,500	\$0	\$16,500
42450 Subscriptions and Books	818	1,800	600	1,200	1,800
42520 Water Meters	450,163	452,100	450,100	2,000	452,100
42540 Water Purchase	23,512,647	24,564,800	25,980,000	(1,415,200)	27,205,000
42541 Recycled Water Purchases	46,471	48,000	46,000	2,000	48,000
42550 Small Tools/Equipment	14,545	16,500	16,500	0	16,500
42560 Operating Supplies	88,521	229,500	168,000	61,500	159,500
42720 Travel, Conferences, Meetings	3,310	4,500	3,000	1,500	3,600
42730 Training	11,804	14,200	11,200	3,000	11,200
42790 Mileage	204	1,000	300	700	1,000
Subtotal Supplies and Materials	<u>\$24,837,766</u>	<u>\$26,195,300</u>	<u>\$27,476,600</u>	<u>(\$1,281,300)</u>	<u>\$28,729,000</u>
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
44010 Professional/Special Services	\$168,883	\$310,200	\$298,100	\$12,100	\$314,100
44310 Maintenance of Equipment	480,745	440,700	440,700	0	459,800
44410 Maint of Buildings/Grounds	3,486	15,000	12,500	2,500	5,000
44490 Other Contract Services	253,949	295,600	279,600	16,000	362,700
44590 Insurance Charges	99,300	113,200	113,200	0	146,000
44491 FIS Operations	23,700	23,700	23,700	0	23,700
44492 GIS Operations	21,000	33,500	33,500	0	33,500
Subtotal - Services	<u>\$1,051,063</u>	<u>\$1,231,900</u>	<u>\$1,201,300</u>	<u>\$30,600</u>	<u>\$1,344,800</u>
<b><u>REIMBURSEMENTS/TRANSFERS</u></b>					
45805 Reimb From Workers' Comp.	(\$110,100)	\$0	\$0	\$0	\$0
46100 Reimb to General Fund	1,584,800	1,783,900	1,783,900	0	1,635,100

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)**

**OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> 2011-12	<u>FINAL</u> <u>BUDGET</u> 2012-13	<u>ESTIMATED</u> <u>ACTUAL</u> 2012-13	<u>VARIANCE</u> 2012-13	<u>BUDGET</u> 2013-14
<b><u>REIMBURSEMENTS/TRANSFERS (CONT'D)</u></b>					
49297 Transfer to Retiree Benefits	\$71,900	\$39,900	\$39,900	\$0	\$40,200
49648 Transfer to Computer Equip.	87,000	87,000	87,000	0	89,600
49600 Transfer to Streets & Roads	100,000	150,000	150,000	0	45,000
49649 Transfer to GIS Capital	82,700	82,700	82,700	0	82,700
49656 Transfer to FIS Capital	32,100	32,100	32,100	0	32,100
49763 Transfer to Vehicle Replacement	100,200	116,400	116,400	0	122,100
49763 Transfer to Facilities Replacement	7,960,000	1,460,000	1,460,000	0	1,460,000
Subtotal - Reimbursements, Transfers and Capital Outlay	\$9,908,600	\$3,752,000	\$3,752,000	\$0	\$3,506,800
Subtotal - Current Expenses	\$35,797,429	\$31,179,200	\$32,429,900	(\$1,250,700)	\$33,580,600
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	\$5,343	\$85,000	\$85,000	\$0	\$49,000
47028 Computers (Capital)	0	0	0	0	45,000
47030 Vehicles	0	0	0	0	29,100
Subtotal - Capital Outlay	\$5,343	\$85,000	\$85,000	\$0	\$123,100
Anticipated Underexpenditures	\$0	(\$350,000)	\$0	(\$350,000)	(\$350,000)
<b>TOTAL - EXPENDITURES</b>	<b>\$39,752,130</b>	<b>\$35,271,600</b>	<b>\$36,530,100</b>	<b>(\$1,059,900)</b>	<b>\$37,894,000</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**REPLACEMENT RESERVE FUND PROJECTS LISTING**

	<u>PROJECT BUDGET</u>	<u>FINAL BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>VARIANCE 2012-13</u>	<u>BUDGET 2013-14</u>
<b><i>MAINTENANCE PROJECTS</i></b>					
9763 TCWTP Water Pipeline Repl	\$300,000	\$208,600	\$0	\$208,600	\$0
9763 SCADA Historical Server	12,000	12,000	12,000	0	0
9763 (A) Paving/Slurry Seal at Tank Sites	--	25,000	25,000	0	25,000
9763 (B) Landscaping/Noise Barriers	--	20,000	20,000	0	20,000
9763 (C) Painting Water Tanks/Facilities	--	179,900	179,900	0	20,000
9763 (D) Refurbish Pumping Facilities	--	55,000	55,000	0	55,000
9763 (E) Valve Box Replacement	--	15,000	15,000	0	15,000
9763 (F) Main Line Valve Replacement	--	135,000	135,000	0	135,000
9763 (G) District Telemetry System	--	40,000	40,000	0	100,000
9763 (H) Vulnerability Assessment Upgrade	--	40,000	40,000	0	40,000
9763 (I) Interior Tank Recoating	--	329,800	329,800	0	340,000
Subtotal - Maintenance Projects	\$312,000	\$1,060,300	\$851,700	\$208,600	\$750,000
<b><i>IMPROVEMENT PROJECTS</i></b>					
9763 (J) Recycled Water Projects	\$15,750,000	\$4,067,900	\$4,067,900	\$0	\$1,950,000
9763 (K) LA Ave Pipeline Replacement	700,000	700,000	700,000	0	110,000
9763 Stearns St Storage (Walnut Yard)	120,000	120,000	120,000	0	0
9763 Small Tank Replacements	500,000	400,000	400,000	0	0
9763 (L) First Street Water Line Replace.	0	0	0	0	1,100,000
9763 (M) Water Facility and COS Eval	0	0	0	0	200,000
Subtotal - Improvement Projects	\$17,070,000	\$5,287,900	\$5,287,900	\$0	\$3,360,000
<b>TOTAL - REPLACEMENT RESERVE FUND PROJECTS</b>	<b>--</b>	<b>\$6,348,200</b>	<b>\$6,139,600</b>	<b>\$208,600</b>	<b>\$4,110,000</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**CAPITAL IMPROVEMENTS FUND PROJECTS LISTING**

	<u>PROJECT BUDGET</u>	<u>FINAL BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>VARIANCE 2012-13</u>	<u>BUDGET 2013-14</u>	
<b><i>CAPITAL IMPROVEMENT PROJECTS</i></b>						
9762	Knolls Zone Water Facilities	\$3,688,000	\$225,000	\$225,000	\$0	\$0
9762	Sand Cyn Water Oversizing	900,000	145,000	145,000	0	0
9762	Tapo Street Pump Station Repl.	250,000	45,000	45,000	0	0
9762	TCWTP Earthquake Repairs	3,748,500	462,100	462,100	0	0
9762	Water Master Plan Update	209,000	21,100	21,100	0	0
9762	Tapo Cyn Groundwater Well #3	1,690,500	287,900	287,900	0	0
9762 (N)	Oversizing of Water Facilities	--	125,000	125,000	0	15,000
9762 (O)	Emergency Generators	--	458,600	458,600	0	400,000
9762 (P)	Water Storage Mixing Systems	--	205,500	205,500	0	120,000
9762 (Q)	Water Line Extension - CLR	--	0	0	0	4,000
	<b>TOTAL - CIP FUND PROJECTS</b>	<b>\$10,486,000</b>	<b>\$1,975,200</b>	<b>\$1,975,200</b>	<b>\$0</b>	<b>\$539,000</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**OPERATIONS FUND WORKING CAPITAL SUMMARY**

	<b><u>FINAL BUDGET 2012-13</u></b>	<b><u>ESTIMATED ACTUAL 2012-13</u></b>	<b><u>BUDGET 2013-14</u></b>	<b><u>PROJECTION 2014-15</u></b>	<b><u>PROJECTION 2015-16</u></b>
Beginning Working Capital	7,380,195	\$7,380,195	\$5,621,895	\$2,560,995	(\$576,505)
<b><u>REVENUES</u></b>					
Operating Revenues	33,766,200	34,771,800	34,833,100	35,703,900	36,596,500
<b><u>EXPENDITURES</u></b>					
Operating Expenditures	35,271,600	36,530,100	37,894,000	38,841,400	39,812,400
Ending Working Capital	<u>\$5,874,795</u>	<u>\$5,621,895</u>	<u>\$2,560,995</u>	<u>(\$576,505)</u>	<u>(\$3,792,405)</u>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**REPLACEMENT RESERVE WORKING CAPITAL SUMMARY**

	<u>FINAL BUDGET 2012-13</u>	<u>ESTIMATED ACTUAL 2012-13</u>	<u>BUDGET 2013-14</u>	<u>PROJECTION 2014-15</u>	<u>PROJECTION 2015-16</u>
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
Beginning Vehicle Replacement Funds	\$960,700	\$960,700	\$895,500	\$1,017,600	\$1,085,900
<b><u>REVENUES</u></b>					
Replacement Contributions	116,400	116,400	122,100	125,800	129,600
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	181,600	181,600	0	57,500	158,300
Ending Vehicle Replacement Funds	<u>\$895,500</u>	<u>\$895,500</u>	<u>\$1,017,600</u>	<u>\$1,085,900</u>	<u>\$1,057,200</u>
<b><u>FACILITIES REPLACEMENT RESERVE</u></b>					
Beginning Facilities Replacement Funds	\$11,214,000	\$11,214,000	\$8,154,500	\$5,250,500	\$3,247,600
<b><u>REVENUES</u></b>					
Transfer from Operating Fund	1,460,000	1,460,000	1,460,000	1,460,000	1,460,000
Recycled Water Grants	0	0	0	1,000,000	2,000,000
Total Revenues	<u>\$1,460,000</u>	<u>\$1,460,000</u>	<u>\$1,460,000</u>	<u>\$2,460,000</u>	<u>\$3,460,000</u>
<b><u>EXPENDITURES</u></b>					
Reimb to General Fund	\$213,400	\$213,400	\$254,000	\$262,900	\$272,100
Replacement Reserve Projects	6,348,200	4,306,100	4,110,000	4,200,000	10,590,000
Total Expenditures	<u>\$6,561,600</u>	<u>\$4,519,500</u>	<u>\$4,364,000</u>	<u>\$4,462,900</u>	<u>\$10,862,100</u>
Ending Facilities Replacement Funds	<u>\$6,112,400</u>	<u>\$8,154,500</u>	<u>\$5,250,500</u>	<u>\$3,247,600</u>	<u>(\$4,154,500)</u>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**CAPITAL IMPROVEMENT FUND WORKING CAPITAL SUMMARY**

	<b>FINAL BUDGET 2012-13</b>	<b>ESTIMATED ACTUAL 2012-13</b>	<b>BUDGET 2013-14</b>	<b>PROJECTION 2014-15</b>	<b>PROJECTION 2015-16</b>
Beginning Working Capital	\$2,704,800	\$2,704,800	\$630,300	(\$120,000)	(\$2,204,700)
<b><u>REVENUES</u></b>					
Interest	\$88,000	\$16,000	\$16,300	\$16,600	\$16,900
Capital Improvement Charges	160,000	18,000	20,000	100,000	100,000
<b>Total Revenues</b>	<b>\$248,000</b>	<b>\$34,000</b>	<b>\$36,300</b>	<b>\$116,600</b>	<b>\$116,900</b>
<b><u>EXPENDITURES</u></b>					
Reimb to General Fund	\$133,300	\$133,300	\$247,600	\$313,300	\$313,300
Capital Improvements Projects	1,975,200	1,975,200	539,000	1,888,000	2,884,000
<b>Total Expenditures</b>	<b>\$2,108,500</b>	<b>\$2,108,500</b>	<b>\$786,600</b>	<b>\$2,201,300</b>	<b>\$3,197,300</b>
<b>Ending Working Capital</b>	<b>\$844,300</b>	<b>\$630,300</b>	<b>(\$120,000)</b>	<b>(\$2,204,700)</b>	<b>\$1,109,500</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**CONSOLIDATED WORKING CAPITAL SUMMARY**

	<b><u>FINAL BUDGET 2012-13</u></b>	<b><u>ESTIMATED ACTUAL 2012-13</u></b>	<b><u>BUDGET 2013-14</u></b>	<b><u>PROJECTION 2014-15</u></b>	<b><u>PROJECTION 2015-16</u></b>
Ending Operations Fund Working Capital	\$5,874,795	\$5,621,895	\$2,560,995	(\$576,505)	(\$3,792,405)
Reserves:					
Vehicle Replacement Reserve	895,500	895,500	1,017,600	1,085,900	1,057,200
Facilities Replacement Reserve	6,112,400	8,154,500	5,250,500	3,247,600	(4,154,500)
Ending Replacement Reserve Fund Working Capital	\$7,007,900	\$9,050,000	\$6,268,100	\$4,333,500	(\$3,097,300)
Ending Capital Improvement Fund Working Capital	\$844,300	\$630,300	(\$120,000)	(\$2,204,700)	\$1,109,500
Ending Working Capital - All Funds	<u>\$13,726,995</u>	<u>\$15,302,195</u>	<u>\$8,709,095</u>	<u>\$1,552,295</u>	<u>(\$5,780,205)</u>

# **COMBINED EXPENDITURES AND DISBURSEMENTS**

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## COMBINED EXPENDITURES AND DISBURSEMENTS

(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL</u> <u>2011-12</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b>General Fund:</b>	<b>\$60,155,624</b>	<b>\$61,385,900</b>	<b>\$65,835,200</b>
Total - General Fund	60,155,624	61,385,900	65,835,200
<b>Internal Service Funds:</b>			
Liability Insurance Fund	978,191	1,216,700	1,300,300
Workers' Compensation Fund	3,247,987	2,809,300	3,067,200
Geographic Info. and Permit System Operating Fund	60,077	67,000	101,700
Financial Information System Operating Fund	104,000	196,000	131,000
Total - Internal Service Funds	4,390,255	4,289,000	4,600,200
<b>Special Revenue Funds:</b>			
CDA Successor Agency - Administrative Fund	4,038,495	2,532,500	2,510,100
CDA Success or Housing Agency - Housing Fund	978,468	1,597,300	12,264,200
Local Housing Fund	100,229	159,400	23,200
CalHome Program Fund	48,602	102,900	400,000
Public Education and Government (PEG) Fund	8,773	46,900	129,900
Library Fund	0	60,000	1,431,700
Law Enforcement Grants Fund	41,226	57,700	15,000
Forfeited Assets Fund	88,368	29,000	21,000
Retiree Medical Benefits Fund	1,571,467	1,564,700	1,596,000
Total - Special Revenue Funds	\$6,875,628	\$6,150,400	\$18,391,100

**COMBINED EXPENDITURES AND DISBURSEMENTS (continued)**

(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL</u> <u>2011-12</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2012-13</u>	<u>BUDGET</u> <u>2013-14</u>
<b>Capital Improvement Funds:</b>			
Streets & Roads Program Fund	\$376,489	\$16,168,500	\$1,785,500
Vehicle Replacement Fund	718,162	112,744	478,500
Computer Equipment Replacement Fund	568,591	1,130,130	1,209,700
Geographic Info. and Permit System Capital Fund	800	3,000	455,000
Financial Information Systems Capital Project Fund	1,400	25,000	640,000
Building Improvement Fund	1,172,742	2,698,000	1,440,000
<b>Total - Capital Improvement Funds</b>	<b>2,838,184</b>	<b>3,856,130</b>	<b>3,744,700</b>
<b>Enterprise Funds:</b>			
Transit Fund	4,733,433	5,041,200	4,308,500
Sanitation Funds	20,681,465	11,378,700	17,631,000
Ventura County Waterworks District No. 8 Funds	29,843,530	32,778,100	34,387,200
<b>Total - Enterprise Funds</b>	<b>55,258,428</b>	<b>49,198,000</b>	<b>56,326,700</b>
<b>Total Combined Expenditures and Disbursements</b>	<b>\$129,518,119</b>	<b>\$124,879,430</b>	<b>\$148,897,900</b>

# **SUMMARY OF REVENUES BY FUND**

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## REVENUE SUMMARY BY FUND

(Including Transfers In From Other Funds)

<u>FUND</u>	ACTUAL 2011-12	ESTIMATED ACTUAL 2012-13	BUDGET 2013-14
<b>General Fund:</b>	\$56,565,261	\$62,120,900	\$63,851,300
Subtotal - General Fund	\$56,565,261	\$62,120,900	\$63,851,300
<b>Internal Service Funds:</b>			
Liability Insurance Fund	1,388,267	1,443,100	1,519,700
Workers' Compensation Fund	2,463,610	2,794,900	3,249,400
Geographic Information System Operating Fund	66,265	91,500	91,600
Financial Information Systems Operating Fund	127,160	131,100	131,000
Subtotal - Internal Service Funds	4,045,302	4,460,600	4,991,700
<b>Special Revenue Funds:</b>			
CDA Successor Agency - Administrative Fund	2,254,620	2,532,500	2,509,400
CDA Successor Housing Agency - Housing Fund	2,717,545	2,744,500	12,547,100
Local Housing Fund	247,638	195,600	125,800
Home Program Fund	175,801	805,500	41,200
CalHome Program Fund	48,602	102,900	430,000
Community Development Block Grant Fund	1,394,062	597,600	583,100
Public, Education, and Government (PEG)	300,198	293,600	276,600
Library	0	60,000	1,881,500
New Dwelling Fees Fund	37,962	43,000	41,000
Development Agreement Fund	212,125	278,000	280,800
Traffic Impact Fees Fund	42,972	44,700	44,700
Law Enforcement Grants Fund	90,016	12,200	91,000
Forfeited Assets Fund	229,962	507,300	621,000
Retiree Benefits Fund	1,747,836	1,774,500	1,788,600
Local Transportation Fund	3,913,464	4,026,400	4,227,700

## REVENUE SUMMARY BY FUND (continued)

(Including Transfers In From Other Funds)

	ACTUAL <u>2011-12</u>	ESTIMATED ACTUAL <u>2012-13</u>	BUDGET <u>2013-14</u>
<b><u>Special Revenue Funds (Cont'd):</u></b>			
Landscape Zones Augmentation Fund	\$246,283	\$931,600	\$805,200
Landscape Maintenance District No. 1 Fund	1,055,731	1,736,600	1,621,000
Gasoline Tax Fund	3,568,984	3,252,400	3,679,400
Subtotal - Special Revenue Funds	18,283,801	19,938,900	31,595,100
<b><u>Capital Improvement Funds:</u></b>			
Streets & Roads Program	141,602	2,331,200	1,785,500
Vehicle Replacement Fund	308,600	565,900	779,400
Computer Equipment Replacement Fund	779,300	802,500	844,900
Geographic Information System Capital Fund	264,139	290,400	249,200
Financial Information Systems Capital Fund	177,182	182,700	182,200
Building Improvement Fund	695,636	4,113,900	800,100
Subtotal - Capital Improvement Funds	2,366,459	8,286,600	4,641,300
<b><u>Enterprise Funds:</u></b>			
Transit Fund	5,896,033	6,464,300	5,764,300
Sanitation Operations Fund	14,817,180	14,609,800	14,594,000
Sanitation System Expansion/Upgrade Fund	679,132	235,500	120,000
Sanitation Plant Replacement Reserve Fund	7,487,483	3,240,800	2,312,700
Waterworks District No. 8 Operations Fund	33,934,399	34,771,800	34,833,100
Waterworks District No. 8 Capital Improvement Fund	846,915	34,000	36,300
Waterworks District No. 8 Replacement Reserve Fund	1,604,900	1,576,400	1,582,100
Subtotal - Special Revenue Funds	65,266,042	60,932,600	59,242,500
<b>Total Revenues - All Funds</b>	<b>\$146,526,865</b>	<b>\$155,739,600</b>	<b>\$164,321,900</b>

# **SUMMARY OF EXPENDITURES BY FUND**

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## EXPENDITURE SUMMARY BY FUND

(Including Transfers to and Reimbursements from Other Funds)

<b>FUND</b>	<b>ACTUAL 2011-12</b>	<b>ESTIMATED ACTUAL 2012-13</b>	<b>BUDGET 2013-14</b>
<b>General Fund:</b>			
General Fund	\$55,489,563	\$59,669,300	\$66,302,900
Subtotal - General Fund	<u>55,489,563</u>	<u>59,669,300</u>	<u>66,302,900</u>
<b>Internal Service Funds:</b>			
Liability Insurance Fund	1,178,091	1,436,100	1,519,700
Workers' Compensation Fund	6,023,687	3,379,300	3,672,700
Geographic Information System Optimization Fund	60,077	67,000	101,700
Financial Information Systems Fund	104,000	196,000	131,000
Subtotal - Internal Service Funds	<u>7,365,855</u>	<u>5,078,400</u>	<u>5,425,100</u>
<b>Special Revenue Funds:</b>			
CDA Successor Agency - Administrative Fund	4,038,495	2,532,500	2,510,100
CDA Success or Housing Agency - Housing Fund	14,927,264	2,170,800	12,264,200
Local Housing Fund	100,229	159,400	141,500
Home Program Fund	15,784	80,500	3,900
CalHome Program Fund	48,602	102,900	430,000
Community Development Block Grant Fund	762,978	352,630	583,100
Public Education and Government (PEG) Fund	472,462	59,700	142,700
Simi Valley Library Fund	0	60,000	1,881,500
New Dwelling Fees Fund	218,000	45,900	0
Development Agreements Fund	336,000	4,391,800	1,080,800
Traffic Impact Fees Fund	0	62,500	0
Law Enforcement Grants	84,544	87,700	15,000
Forfeited Assets Fund	94,268	29,000	21,000
Retiree Medical Benefits Fund	1,571,467	1,564,700	1,596,000
Local Transportation Fund	3,913,464	4,026,400	4,227,700
Landscape Zones Augmentation Fund	245,371	931,649	805,200

## EXPENDITURE SUMMARY BY FUND

(Including Transfers and Reimbursements to Other Funds)

	ACTUAL 2011-12	ESTIMATED ACTUAL 2012-13	BUDGET 2013-14
<b>Special Revenue Funds (Cont'd):</b>			
Landscape Maintenance District No. 1 Fund	\$1,500,288	\$1,501,600	\$1,680,200
Gasoline Tax Fund	3,568,984	3,252,400	3,679,400
Subtotal - Special Revenue Funds	31,898,200	21,412,079	31,062,300
<b>Capital Improvement Funds:</b>			
Streets & Roads Program	376,489	16,168,500	1,785,500
Vehicle Replacement Fund	718,162	399,944	579,700
Computer Equipment Replacement Fund	568,591	1,130,130	1,209,700
Geographic Information System Capital Fund	800	3,000	455,000
Financial Information Systems Capital Fund	1,400	25,000	640,000
Building Improvement Fund	1,156,762	2,698,000	1,440,000
Subtotal - Capital Improvement Funds	2,822,204	20,424,574	6,109,900
<b>Enterprise Funds:</b>			
Transit Fund	5,896,033	6,464,300	5,764,300
Sanitation Operations Fund	18,282,365	15,133,100	14,812,500
Sanitation System Expansion/Upgrade Fund	524,878	235,200	103,200
Sanitation Plant Replacement Reserve Fund	4,039,287	11,003,900	3,015,200
Waterworks District No. 8 Operations Fund	39,752,130	36,530,100	37,894,000
Waterworks District No. 8 Capital Improvement Fund	1,303,243	2,108,500	786,600
Waterworks District No. 8 Replacement Reserve Fund	761,243	4,701,100	4,364,000
Subtotal - Enterprise Funds	70,559,179	76,176,200	66,739,800
<b>Total Expenditures</b>	<b>\$168,135,001</b>	<b>\$182,760,553</b>	<b>\$175,640,000</b>

# **PERSONNEL CLASSIFICATIONS AND SALARY RANGES**

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PERSONNEL CLASSIFICATIONS AND SALARY RANGES

FISCAL YEAR 2013-14

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

JOB TITLE	MONTHLY		ANNUALLY	
Account Clerk I	\$2,728.27	-	\$3,478.80	\$32,739.20 - \$41,745.60
Account Clerk II	\$3,002.13	-	\$3,832.40	\$36,025.60 - \$45,988.80
Accounting Projects Analyst	\$5,327.08	-	\$6,830.01	\$63,924.90 - \$81,960.06
Accounting Specialist	\$4,287.51	-	\$5,478.55	\$51,450.10 - \$65,742.56
Accounting Supervisor	\$5,937.12	-	\$7,623.03	\$71,245.46 - \$91,476.32
Accounting Technician	\$3,298.53	-	\$4,210.27	\$39,582.40 - \$50,523.20
Administrative Aide	\$4,079.68	-	\$5,208.43	\$48,956.18 - \$62,501.14
Administrative Intern (Temp)	\$2,338.27	-	\$2,832.27	\$28,059.20 - \$33,987.20
Administrative Officer	\$6,515.86	-	\$8,375.38	\$78,190.32 - \$100,504.56
Administrative Secretary	\$3,845.36	-	\$4,903.80	\$46,144.28 - \$58,845.54
Assistant City Attorney	\$8,563.92	-	\$11,037.98	\$102,767.08 - \$132,455.70
Assistant City Clerk	\$5,459.85	-	\$7,097.85	\$65,518.18 - \$85,174.18
Assistant City Manager	\$10,265.71	-	\$13,345.48	\$123,188.52 - \$160,145.70
Assistant Engineer	\$5,441.39	-	\$6,978.62	\$65,296.66 - \$83,743.40
Assistant Planner	\$4,681.65	-	\$5,990.94	\$56,179.76 - \$71,891.30
Assistant Public Works Director	\$9,383.86	-	\$12,103.82	\$112,606.26 - \$145,245.88
Assistant to the City Manager	\$7,474.46	-	\$9,621.63	\$89,693.50 - \$115,459.50
Assistant Waterworks Services Manager	\$6,186.94	-	\$7,947.88	\$74,243.26 - \$95,374.50
Associate Engineer	\$5,954.11	-	\$7,645.15	\$71,449.30 - \$91,741.78
Associate Planner	\$5,335.89	-	\$6,841.42	\$64,030.72 - \$82,097.08
Budget Officer	\$6,771.33	-	\$8,707.53	\$81,255.98 - \$104,490.36
Building Inspector I	\$3,861.87	-	\$4,927.87	\$46,342.40 - \$59,134.40
Building Inspector II	\$4,248.40	-	\$5,418.40	\$50,980.80 - \$65,020.80
Building Maintenance Technician	\$3,140.80	-	\$4,009.20	\$37,689.60 - \$48,110.40
Chief of Police (Effective 06/18/2012)	\$12,608.87	-	\$16,391.51	\$151,306.48 - \$196,698.06
City Attorney (contract) (Effective 06/04/2012)		-		\$177,000.00 -
City Manager (contract) (Effective 05/16/13)	\$13,589.77	-	\$17,666.68	\$163,077.24 - \$212,000.16
Clerk I	\$2,605.20	-	\$0.00	\$31,262.40 - \$0.00
Clerk II	\$2,605.20	-	\$3,307.20	\$31,262.40 - \$39,686.40
Clerk II (Temps)	\$2,605.20	-	\$3,307.20	\$31,262.40 - \$39,686.40

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**

**FISCAL YEAR 2013-14**

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<b>JOB TITLE</b>	<b>MONTHLY</b>		<b>ANNUALLY</b>	
Code Enforcement Manager	\$6,198.14	-	\$7,938.58	\$74,377.68 - \$95,262.96
Code Enforcement Officer	\$4,353.01	-	\$5,563.76	\$52,236.08 - \$66,765.14
Code Enforcement Supervisor	\$5,652.68	-	\$7,253.35	\$67,832.18 - \$87,040.20
Code Enforcement Technician	\$3,341.87	-	\$4,264.00	\$40,102.40 - \$51,168.00
Collection System Supervisor	\$4,957.33	-	\$6,349.37	\$59,488.00 - \$76,192.48
Collection System Technician I	\$3,206.67	-	\$4,088.93	\$38,480.00 - \$49,067.20
Collection System Technician II	\$3,527.33	-	\$4,498.00	\$42,328.00 - \$53,976.00
Collection System Technician Trainee	\$2,915.47	-	\$3,718.00	\$34,985.60 - \$44,616.00
Communication Systems Coordinator	\$6,006.33	-	\$7,713.07	\$72,075.90 - \$92,556.88
Communications Manager	\$6,036.03	-	\$7,751.68	\$72,432.36 - \$93,020.20
Community Services Specialist	\$4,575.26	-	\$5,852.64	\$54,903.16 - \$70,231.72
Computer Operator	\$3,080.13	-	\$3,932.93	\$36,961.60 - \$47,195.20
Contract Compliance Technician	\$4,142.67	-	\$5,284.93	\$49,712.00 - \$63,419.20
Council Member (incl. Mayor/Mayor Pro-tem) <i>(Eff 11/29/10)</i>			\$1,202.76	\$1,202.76
Counter Services Technician	\$3,631.33	-	\$4,631.47	\$43,576.00 - \$55,577.60
Counter Technician	\$48.47	-	\$61.82	\$581.62 - \$741.78
Court Liaison	\$4,575.26	-	\$5,852.64	\$54,903.16 - \$70,231.72
Crime Analysis and Reporting Manager	\$6,012.24	-	\$7,716.00	\$72,146.88 - \$92,591.98
Crime Analyst	\$4,824.50	-	\$6,176.69	\$57,893.94 - \$74,120.28
Crime Analyst Technician	\$3,841.07	-	\$4,917.47	\$46,092.80 - \$59,009.60
Crime Scene Investigator	\$3,920.80	-	\$5,004.13	\$47,049.60 - \$60,049.60
Crime Scene Investigator Trainee	\$3,137.33	-	\$3,998.80	\$37,648.00 - \$47,985.60
Crossing Guard (Temps)	\$1,823.47	-	\$2,208.27	\$21,881.60 - \$26,499.20
Cultural Arts Center Assistant Manager	\$4,412.16	-	\$5,640.64	\$52,945.88 - \$67,687.62
Cultural Arts Center Manager	\$5,945.40	-	\$7,633.88	\$71,344.78 - \$91,606.58
Cultural Arts Center Technical Coordinator	\$4,207.15	-	\$5,377.13	\$50,485.76 - \$64,525.50
Custodian	\$2,721.33	-	\$3,475.33	\$32,656.00 - \$41,704.00
Custodian (Temps)	\$2,721.33	-	\$3,475.33	\$32,656.00 - \$41,704.00
Customer Service Representative	\$2,924.13	-	\$3,733.60	\$35,089.60 - \$44,803.20
Customer Services Manager	\$6,036.03	-	\$7,751.68	\$72,432.36 - \$93,020.20
Deputy Building Official	\$6,444.14	-	\$8,282.17	\$77,329.72 - \$99,386.04

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**  
**FISCAL YEAR 2013-14**

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JOB TITLE	MONTHLY		ANNUALLY	
Deputy Building Official/Plan Check	\$7,085.78	-	\$9,116.32	\$85,029.36 - \$109,395.78
Deputy City Attorney	\$7,075.64	-	\$9,198.32	\$84,907.68 - \$110,379.88
Deputy City Manager	\$8,841.43	-	\$11,398.64	\$106,097.16 - \$136,783.66
Deputy Director/Building Official	\$7,851.33	-	\$10,111.55	\$94,215.94 - \$121,338.62
Deputy Director/Citizen Services	\$7,689.09	-	\$9,900.67	\$92,269.06 - \$118,808.04
Deputy Director/City Clerk	\$5,956.58	-	\$7,648.44	\$71,478.94 - \$91,781.30
Deputy Director/City Engineer	\$8,550.51	-	\$11,020.58	\$102,606.14 - \$132,246.92
Deputy Director/City Planner	\$7,987.29	-	\$10,288.27	\$95,847.44 - \$123,459.18
Deputy Director/Community Programs & Facilities	\$7,689.09	-	\$9,900.67	\$92,269.06 - \$118,808.04
Deputy Director/Development Services (Eff. 6/10/13)	\$7,797.27	-	\$10,041.31	\$93,567.24 - \$120,495.70
Deputy Director/Economic Development	\$8,192.71	-	\$10,555.37	\$98,312.50 - \$126,664.46
Deputy Director/Environmental Compliance	\$7,755.39	-	\$9,986.86	\$93,064.66 - \$119,842.32
Deputy Director/Fiscal Services	\$7,714.63	-	\$9,933.84	\$92,575.60 - \$119,206.10
Deputy Director/Housing & Special Projects	\$7,689.09	-	\$9,900.67	\$92,269.06 - \$118,808.04
Deputy Director/Human Resources	\$8,384.26	-	\$10,804.39	\$100,611.16 - \$129,652.64
Deputy Director/Information Services	\$8,612.39	-	\$11,100.92	\$103,348.70 - \$133,211.00
Deputy Director/Maintenance Services	\$7,754.76	-	\$9,986.12	\$93,057.12 - \$119,833.48
Deputy Director/Maintenance Services Engineer (Eff. 6/10/13)	\$7,797.27	-	\$10,041.31	\$93,567.24 - \$120,495.70
Deputy Director/Police Administration	\$7,860.23	-	\$10,123.19	\$94,322.80 - \$121,478.24
Deputy Director/Public Works Administration	\$7,860.23	-	\$10,123.19	\$94,322.80 - \$121,478.24
Deputy Director/Sanitation Services	\$7,754.76	-	\$9,986.12	\$93,057.12 - \$119,833.48
Deputy Director/Support Services	\$7,074.10	-	\$9,101.17	\$84,889.22 - \$109,214.04
Deputy Director/Traffic Engineer	\$8,550.51	-	\$11,020.58	\$102,606.14 - \$132,246.92
Deputy Director/Transit	\$7,689.09	-	\$9,900.67	\$92,269.06 - \$118,808.04
Deputy Director/Waterworks Services	\$7,754.76	-	\$9,986.12	\$93,057.12 - \$119,833.48
Deputy Police Chief (Class title change eff. 6/10/13)	\$9,109.43	-	\$11,746.89	\$109,313.10 - \$140,962.64
Director, Administrative Services	\$9,775.52	-	\$12,708.11	\$117,306.28 - \$152,497.28
Director, Community Services	\$9,567.26	-	\$12,437.45	\$114,807.16 - \$149,249.36
Director, Environmental Services	\$9,564.82	-	\$12,434.20	\$114,777.78 - \$149,210.36
Director, Public Works	\$10,423.01	-	\$13,549.92	\$125,076.12 - \$162,599.06
Electrical Inspector	\$4,459.87	-	\$5,690.53	\$53,518.40 - \$68,286.40

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**  
**FISCAL YEAR 2013-14**

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JOB TITLE	MONTHLY		ANNUALLY			
Emergency Services Manager ( <i>Eff. 6/10/13</i> )	\$6,006.33	-	\$7,713.07	\$72,075.90	-	\$92,556.88
Engineering Aide	\$3,317.60	-	\$4,231.07	\$39,811.20	-	\$50,772.80
Engineering Technician	\$4,142.67	-	\$5,284.93	\$49,712.00	-	\$63,419.20
Enterprise Systems Analyst	\$6,942.93	-	\$8,930.65	\$83,315.18	-	\$107,167.84
Environmental Compliance Inspector ( <i>Eff 06/18/2012</i> )	\$4,248.40	-	\$5,418.40	\$50,980.80	-	\$65,020.80
Environmental Compliance Program Analyst	\$5,015.66	-	\$6,425.19	\$60,187.92	-	\$77,102.22
Environmental Compliance Program Coordinator	\$5,652.68	-	\$7,253.35	\$67,832.18	-	\$87,040.20
Executive Assistant	\$4,976.40	-	\$6,374.16	\$59,716.80	-	\$76,489.92
Field Laboratory Technician	\$3,364.40	-	\$4,296.93	\$40,372.80	-	\$51,563.20
Geographic Information System Tech	\$5,024.93	-	\$6,408.13	\$60,299.20	-	\$76,897.60
GIS Coordinator	\$6,689.48	-	\$8,596.38	\$80,273.70	-	\$103,156.56
Graphics Media Coordinator	\$4,263.65	-	\$5,447.56	\$51,163.84	-	\$65,370.76
Graphics/Support Services Tech	\$3,291.60	-	\$4,205.07	\$39,499.20	-	\$50,460.80
Heavy Equipment Operator	\$3,291.60	-	\$4,205.07	\$39,499.20	-	\$50,460.80
Home Rehabilitation Coordinator	\$4,998.31	-	\$6,402.61	\$59,979.66	-	\$76,831.30
Human Resources Analyst	\$5,341.66	-	\$6,849.01	\$64,099.88	-	\$82,188.08
Human Resources Technician	\$2,998.67	-	\$3,832.40	\$35,984.00	-	\$45,988.80
Industrial Painter	\$3,806.40	-	\$4,860.27	\$45,676.80	-	\$58,323.20
Information Services Analyst I	\$5,354.07	-	\$6,865.19	\$64,248.86	-	\$82,382.30
Information Services Analyst II	\$5,816.81	-	\$7,466.57	\$69,801.68	-	\$89,598.86
Instrumentation Technician	\$4,600.27	-	\$5,870.80	\$55,203.20	-	\$70,449.60
Inventory Support Technician	\$2,778.53	-	\$3,548.13	\$33,342.40	-	\$42,577.60
Laboratory Chemist	\$5,623.06	-	\$7,214.78	\$67,476.76	-	\$86,577.40
Laboratory Supervisor	\$6,180.98	-	\$7,940.05	\$74,171.76	-	\$95,280.64
Laboratory Technician	\$4,104.53	-	\$5,239.87	\$49,254.40	-	\$62,878.40
Landscape Architect	\$6,639.45	-	\$8,536.13	\$79,673.36	-	\$102,433.50
Lead Crossing Guard (Temps)	\$2,090.40	-	\$2,535.87	\$25,084.80	-	\$30,430.40
Legal Technician ( <i>Class title change eff. 6/10/13</i> )	\$3,002.13	-	\$3,828.93	\$36,025.60	-	\$45,947.20
Legal Secretary	\$4,019.93	-	\$5,130.78	\$48,239.10	-	\$61,569.30
Maintenance Superintendent	\$6,117.74	-	\$7,857.94	\$73,412.82	-	\$94,295.24
Maintenance Supervisor	\$4,957.33	-	\$6,349.37	\$59,488.00	-	\$76,192.48

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**  
**FISCAL YEAR 2013-14**

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JOB TITLE	MONTHLY		ANNUALLY			
Maintenance Worker I	\$2,721.33	-	\$3,475.33	\$32,656.00	-	\$41,704.00
Maintenance Worker I (Temps)	\$2,721.33			\$32,656.00		
Maintenance Worker II	\$3,002.13	-	\$3,832.40	\$36,025.60	-	\$45,988.80
Maintenance Worker II (Temps)	\$3,002.13			\$36,025.60		
Maintenance Worker III	\$3,302.00	-	\$4,215.47	\$39,624.00	-	\$50,585.60
Management Analyst	\$5,215.82	-	\$6,685.38	\$62,589.80	-	\$80,224.56
Mechanic I	\$3,147.73	-	\$4,019.60	\$37,772.80	-	\$48,235.20
Mechanic II	\$3,927.73	-	\$5,014.53	\$47,132.80	-	\$60,174.40
Neighborhood Council Coordinator	\$4,982.86	-	\$6,382.55	\$59,794.28	-	\$76,590.54
Nutrition Services Worker	\$2,594.80	-	\$3,314.13	\$31,137.60	-	\$39,769.60
Paralegal	\$3,360.93	-	\$4,288.27	\$40,331.20	-	\$51,459.20
Permit Services Coordinator	\$4,800.32	-	\$6,241.00	\$57,603.78	-	\$74,891.96
Planning Intern (Temp)	\$2,338.27	-	\$2,832.27	\$28,059.20	-	\$33,987.20
Planning Technician	\$3,901.73	-	\$4,992.00	\$46,820.80	-	\$59,904.00
Plant Electrician ( <i>Effective 06/18/2012</i> )	\$4,191.20	-	\$5,345.60	\$50,294.40	-	\$64,147.20
Plant Maintenance Program Technician	\$4,400.93	-	\$5,612.53	\$52,811.20	-	\$67,350.40
Plant Maintenance Supervisor	\$5,346.88	-	\$6,855.81	\$64,162.54	-	\$82,269.72
Plant Maintenance Technician I	\$3,458.00	-	\$4,411.33	\$41,496.00	-	\$52,936.00
Plant Maintenance Technician II	\$3,806.40	-	\$4,856.80	\$45,676.80	-	\$58,281.60
Plant Maintenance Technician III	\$4,191.20	-	\$5,345.60	\$50,294.40	-	\$64,147.20
Plant Operations Manager	\$6,315.79	-	\$8,115.36	\$75,789.48	-	\$97,384.30
Plant Operations Supervisor	\$5,346.88	-	\$6,855.81	\$64,162.54	-	\$82,269.72
Plant Operator I	\$3,490.93	-	\$4,458.13	\$41,891.20	-	\$53,497.60
Plant Operator II	\$3,837.60	-	\$4,898.40	\$46,051.20	-	\$58,780.80
Plant Operator III	\$4,222.40	-	\$5,388.93	\$50,668.80	-	\$64,667.20
Plant Operator Trainee	\$2,849.60	-	\$3,643.47	\$34,195.20	-	\$43,721.60
Plant Support Systems Manager	\$6,315.79	-	\$8,115.36	\$75,789.48	-	\$97,384.30
Plumbing/Mechanical Inspector	\$4,459.87	-	\$5,690.53	\$53,518.40	-	\$68,286.40
Police Commander ( <i>Class title change eff. 6/10/13</i> )	\$7,963.30	-	\$10,256.96	\$95,559.62	-	\$123,083.48
Police Dispatcher	\$3,931.20	-	\$5,016.27	\$47,174.40	-	\$60,195.20
Police Dispatcher Trainee	\$3,480.53	-	\$0.00	\$41,766.40	-	\$0.00

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**

**FISCAL YEAR 2013-14**

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<b>JOB TITLE</b>	<b>MONTHLY</b>		<b>ANNUALLY</b>	
Police Maintenance Coordinator	\$3,882.67	-	\$4,953.87	\$46,592.00 - \$59,446.40
Police Maintenance Supervisor	\$4,552.43	-	\$5,823.03	\$54,629.12 - \$69,876.30
Police Maintenance Technician	\$3,002.13	-	\$3,832.40	\$36,025.60 - \$45,988.80
Police Officer	\$4,874.13	-	\$6,723.60	\$58,489.60 - \$80,683.20
Police Officer Trainee	\$4,269.20	-	\$0.00	\$51,230.40 - \$0.00
Police Records Manager ( <i>Salary change eff. 6/10/13</i> )	\$5,459.85	-	\$7,097.85	\$65,518.18 - \$85,174.18
Police Records Supervisor	\$4,824.50	-	\$6,176.69	\$57,893.94 - \$74,120.28
Police Records Technician I	\$2,705.73	-	\$3,452.80	\$32,468.80 - \$41,433.60
Police Records Technician II	\$2,927.60	-	\$3,745.73	\$35,131.20 - \$44,948.80
Police Sergeant	\$6,373.47	-	\$8,782.80	\$76,481.60 - \$105,393.60
Police Services Assistant	\$2,983.07	-	\$3,811.60	\$35,796.80 - \$45,739.20
Principal Engineer	\$7,797.27	-	\$10,041.31	\$93,567.24 - \$120,495.70
Principal IS Analyst	\$6,988.22	-	\$8,989.52	\$83,858.58 - \$107,874.26
Principal Planner/Zoning Admin.	\$6,955.74	-	\$8,947.34	\$83,468.84 - \$107,368.04
Printer	\$2,747.33	-	\$3,503.07	\$32,968.00 - \$42,036.80
Property Officer	\$3,704.13	-	\$4,728.53	\$44,449.60 - \$56,742.40
Property Technician	\$3,286.40	-	\$4,192.93	\$39,436.80 - \$50,315.20
Public Works Dispatcher	\$2,837.47	-	\$3,622.67	\$34,049.60 - \$43,472.00
Public Works Inspector	\$4,276.13	-	\$5,456.53	\$51,313.60 - \$65,478.40
Recording Secretary	\$3,154.67	-	\$4,024.80	\$37,856.00 - \$48,297.60
Risk Manager	\$6,772.55	-	\$8,709.13	\$81,270.54 - \$104,509.60
Secretary	\$3,002.13	-	\$3,828.93	\$36,025.60 - \$45,947.20
Senior Accountant	\$5,970.42	-	\$7,666.36	\$71,645.08 - \$91,996.32
Senior Administrative Officer	\$7,134.12	-	\$9,179.21	\$85,609.42 - \$110,150.56
Senior Assistant City Attorney	\$9,410.33	-	\$12,138.23	\$112,923.98 - \$145,658.76
Senior Building Inspector	\$4,671.33	-	\$5,962.67	\$56,056.00 - \$71,552.00
Senior Center Aide	\$2,594.80	-	\$3,314.13	\$31,137.60 - \$39,769.60
Senior Center Aide (Temps)	\$2,594.80	-	\$3,314.13	\$31,137.60 - \$39,769.60
Senior Code Enforcement Officer	\$4,958.50	-	\$6,350.85	\$59,502.04 - \$76,210.16
Senior Crime Analyst	\$6,012.24	-	\$7,716.00	\$72,146.88 - \$92,591.98
Senior Custodian	\$3,302.00	-	\$4,215.47	\$39,624.00 - \$50,585.60

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**  
**FISCAL YEAR 2013-14**

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JOB TITLE	MONTHLY		ANNUALLY	
Senior Customer Service Rep,	\$3,360.93	-	\$4,288.27	\$40,331.20 - \$51,459.20
Senior Engineer	\$6,802.19	-	\$8,747.64	\$81,626.22 - \$104,971.62
Senior Engineering Technician	\$4,565.60	-	\$5,827.47	\$54,787.20 - \$69,929.60
Senior Human Resources Analyst	\$6,095.09	-	\$7,828.12	\$73,141.12 - \$93,937.48
Senior Human Resources Technician	\$3,298.53	-	\$4,210.27	\$39,582.40 - \$50,523.20
Senior Information Services Analyst	\$6,370.89	-	\$8,186.97	\$76,450.66 - \$98,243.60
Senior Instrumentation Technician	\$5,059.60	-	\$6,456.67	\$60,715.20 - \$77,480.00
Senior Laboratory Technician	\$4,498.00	-	\$5,746.00	\$53,976.00 - \$68,952.00
Senior Management Analyst	\$6,006.33	-	\$7,713.07	\$72,075.90 - \$92,556.88
Senior Planner	\$6,088.66	-	\$7,820.04	\$73,063.90 - \$93,840.50
Senior Police Dispatcher	\$4,527.47	-	\$5,775.47	\$54,329.60 - \$69,305.60
Senior Police Maintenance Tech	\$3,295.07	-	\$4,206.80	\$39,540.80 - \$50,481.60
Senior Police Officer	\$5,283.20	-	\$7,155.20	\$63,398.40 - \$85,862.40
Senior Police Records Technician	\$3,510.00	-	\$4,473.73	\$42,120.00 - \$53,684.80
Senior Services Assistant Manager	\$4,411.72	-	\$5,640.05	\$52,940.68 - \$67,680.60
Senior Services Manager	\$5,725.68	-	\$7,348.21	\$68,708.12 - \$88,178.48
Senior Transit Dispatcher	\$3,048.93	-	\$3,893.07	\$36,587.20 - \$46,716.80
Senior Tree Trimmer	\$3,636.53	-	\$4,641.87	\$43,638.40 - \$55,702.40
Staff Accountant	\$5,242.58	-	\$6,720.29	\$62,910.90 - \$80,643.42
Supervising Building Inspector	\$5,426.59	-	\$6,959.40	\$65,119.08 - \$83,512.78
Supervising Public Works Inspector	\$5,426.59	-	\$6,959.40	\$65,119.08 - \$83,512.78
Support Services Worker	\$2,610.40	-	\$3,331.47	\$31,324.80 - \$39,977.60
Temp Salaried Hourly (Temps/Mgt)			\$6,406.40	\$76,876.80
Theater Technician I	\$1,776.67	-	\$2,267.20	\$21,320.00 - \$27,206.40
Theater Technician II	\$2,504.67	-	\$3,198.00	\$30,056.00 - \$38,376.00
Transit Coach Operator	\$3,165.07	-	\$4,043.87	\$37,980.80 - \$48,526.40
Transit Coach Operator (Temps)	\$3,165.07	-	\$4,043.87	\$37,980.80 - \$48,526.40
Transit Dispatcher	\$2,851.33	-	\$3,640.00	\$34,216.00 - \$43,680.00
Transit Finance Manager	\$5,941.98	-	\$7,629.42	\$71,303.70 - \$91,553.02
Transit Operations Assistant	\$3,782.13	-	\$4,820.40	\$45,385.60 - \$57,844.80
Transit Superintendent	\$6,277.70	-	\$8,065.81	\$75,332.40 - \$96,789.68

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**

**FISCAL YEAR 2013-14**

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

<b>JOB TITLE</b>	<b>MONTHLY</b>		<b>ANNUALLY</b>	
Transit Supervisor	\$4,628.43	-	\$5,921.83	\$55,541.20 - \$71,061.90
Treasury Officer	\$5,949.21	-	\$7,638.82	\$71,390.54 - \$91,665.86
Tree Trimmer I	\$3,002.13	-	\$3,835.87	\$36,025.60 - \$46,030.40
Tree Trimmer II	\$3,302.00	-	\$4,218.93	\$39,624.00 - \$50,627.20
Utilities Specialist	\$4,192.93	-	\$5,349.07	\$50,315.20 - \$64,188.80
Utility Services Specialist	\$59.65	-	\$76.42	\$715.78 - \$917.02
Victim Advocate	\$3,291.60	-	\$4,205.07	\$39,499.20 - \$50,460.80
Victim Advocate (Temps)	\$3,291.60	-	\$4,205.07	\$39,499.20 - \$50,460.80
Water Distribution Supervisor	\$5,424.66	-	\$6,956.93	\$65,095.94 - \$83,483.14
Water Operations Supervisor	\$5,424.66	-	\$6,956.93	\$65,095.94 - \$83,483.14
Waterworks Meter Reader	\$2,747.33	-	\$3,503.07	\$32,968.00 - \$42,036.80
Waterworks Services Worker I	\$3,014.27	-	\$3,853.20	\$36,171.20 - \$46,238.40
Waterworks Services Worker II	\$3,319.33	-	\$4,239.73	\$39,832.00 - \$50,876.80
Waterworks Services Worker III	\$3,749.20	-	\$4,789.20	\$44,990.40 - \$57,470.40
Waterworks Svc. Worker Trainee	\$2,747.33	-	\$3,504.80	\$32,968.00 - \$42,057.60
Waterworks Systems Technician	\$4,600.27	-	\$5,872.53	\$55,203.20 - \$70,470.40

# **GLOSSARY AND ACRONYMS**

## GLOSSARY

### Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

### Anticipated Underexpenditures

An amount that is used to reduce budgeted expenditure amounts to increase the accuracy of year-end fund balance projections.

### Appropriation

An authorization made by the City Council that permits the City to incur obligations and to make expenditures. An appropriation is usually limited in amount and as to the time when it may be expended.

### Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

### Audit

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

### Bonds

A form of borrowing (debt financing) that reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

### Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services. The City of Simi Valley uses a financial plan covering one fiscal year, with adjustments to budget appropriations made at mid-year if necessary.

### Budget Supplemental Appropriation

Under City Ordinance, the City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those

changes will not have a significant policy impact nor affect budgeted year-end fund balances.

### **Budget Message**

Included in the opening section of the budget, the Budget Message provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendation of the City Manager.

### **Budget Policies**

General and specific guidelines adopted by the City Council that govern budget preparation and administration.

### **Capital Improvement Program (CIP)**

A plan to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

### **Capital Outlay**

A budget appropriation category for equipment items.

### **Capital Project Funds**

This fund type is used to account for financial resources used in the acquisition or construction of major capital facilities other than those financed by Proprietary Funds.

### **Certificates of Participation**

Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

### **Debt Instrument**

Methods of borrowing funds, including general obligations (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation (COP's), and assessment district bonds. (See Bonds and Revenue Bonds)

### **Debt Service**

Payments of principal and interest on borrowed funds such as bonds.

### **Debt Service Funds**

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

### **Deficit**

An excess of expenditures or expenses over revenues.

### **Department**

A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

### **Division**

A group of cost centers within a department that has responsibility for one or more program areas.

### **Enterprise Funds**

These funds are used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Three enterprise funds have been established by the City: Sanitation, Waterworks, and Transit.

**Expenditure**

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. An encumbrance is not an expenditure; but rather it reserves funds to be expended at a later date.

**Fiscal Year**

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

**Fixed Assets**

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

**Fund**

An accounting entity that records all financial transactions for specific activities or government functions. The fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Internal Service and Agency Funds.

**Fund Balance**

Fund balance is the difference between assets and liabilities.

**General Fund**

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund.

**Goal**

A statement of broad direction, purpose, or intent.

**Grant**

Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

**Interfund Transfer**

Monies transferred from one fund to another. These transfers may finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

**Internal Service Fund**

An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals. Liability Insurance and Workers' Compensation Insurance are examples.

**Materials, Supplies and Services**

Expenditures/expenses which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

**Municipal Code**

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

**Objective**

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

**OPEB**

Other Post Employment Benefits such as retiree health and dental coverage provided by a state or local government and reported in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45.

**Operating Budget**

A budget for general expenditures such as salaries, utilities, and supplies.

**Personnel Savings**

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. However, past experience indicates that personnel expenditures for salaries and benefits are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the Personnel Savings account is used to account for this factor in preparing fund balance projections.

**Public Financing Authority**

A separate entity attached to the City that participates in public financing of city projects and activities.

**Reserve**

An account used to indicate that a portion of a fund's balance is restricted for a specific purpose and is, therefore, not available for general appropriation.

**Revenue**

Sources of income that finance the operations of government.

**Special Revenue Funds**

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

**Subventions**

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, and gasoline taxes.

## ACRONYMS AND ABBREVIATIONS

**ADA**

Americans With Disabilities Act

**APCD**

Air Pollution Control District

**ARRA**

American Recovery and Reinvestment Act

**BTC**

Business Tenancy Certificate

**CAC**

Simi Valley Cultural Arts Center

**CAFR**

Comprehensive Annual Financial Report

**Cal EMA**

California Emergency Management Agency

**CAL/OSHA**

California Occupational Safety and Health Administration

**CARB**

California Air Resources Board

**CDA**

Simi Valley Community Development Successor Agency

**CEB**

Continuing Education of the Bar

**CDBG**

Federal Community Development Block Grants Program

**CDIAC**

California Debt and Investment Advisory Commission

**CEQA or C.E.Q.A.**

California Environmental Quality Act

**CERT**

City Emergency Response Team

**CFD**

Mello-Roos Community Facility District

**CHP**

California Highway Patrol

**CIP**

Capital Improvement Program

**CIT**

Crisis Intervention Team

**CLETS**

California Law Enforcement Telecommunications System

**CNG**

Compressed Natural gas

**CMWD**

Calleguas Municipal Water District

**COA**

Simi Valley Council on Aging

**CPI-U**

Consumer Price Index for All Urban Consumers

**CSMFO**

California Society of Municipal Finance Officers

**DAR**

Dial-A-Ride Service

**DBE**

Disadvantaged Business Enterprise

**DMV**

California Department of Motor Vehicles

**EIR**

Environmental Impact Report

**EOC**

Emergency Operations Center

**ERP**

Enterprise Resources Planning System (City of Simi Valley Integrated Financial System)

**ESRI**

Environmental Systems Research Institute

**FBRR**

Fare Box Recovery Ratio

**FEMA**

Federal Emergency Management Agency

**FIS**

Simi Valley Financial Information System

**GFOA**

Government Finance Officers Association

**GIS**

Geographic Information System

**HUD**

Federal Department of Housing and Urban Development

**IACG**

Ventura County Inter-agency Coordination Group

**IPS**

Integrated Police Systems

**JPA**

Joint Powers Agreement

**LAFCO**

Local Agency Formation Commission

**LAIF or L.A.I.F**

California State Treasurer's Local Agency Investment Fund

**LEED**

Leadership in Energy and Environmental Design

**LTF**

Local Transportation Funds

**MCC**

Mortgage Credit Certificate Program

**MCLE**

Minimum Continuing Legal Education

**MOA**

Memorandum of Agreement

**MOU**

Memorandum of Understanding

**MOW**

Meals-On-Wheels Program

**MS4**

Municipal Separate Storm Sewer System

**MUSTS**

Municipal Unsafe Structure Tracking System

**NEPA**

National Environmental Policy Act

**NIMS**

National Incident Management System

**NPDES**

National Pollutant Discharge Elimination System

**PERS**

California Public Employees Retirement System

**PSA**

Police Services Assistant

**PSAP**

Primary System Answering Point

**POA**

Simi Valley Police Officers' Association

**POST or P.O.S.T.**

Police Officer Standardized Training

**PSC**

Simi Valley Public Services Center

**RFP**

Request for Proposals

**SAP**

Fully integrated computer business software program used by the City of Simi Valley

**SCAG**

Southern California Association of Governments

**SEP**

Simplified Express Permitting

**SRO**

School Resource Officer

**SSC**

Schedule of Service Charges

**SVMC**

Simi Valley Municipal Code

**SWT**

Special Weapons and Tactics

**TARP**

Teen Assistance and Resource Program

**TEA**

Tax Equity Allocation

**TRAK**

Technology to Recover Abducted Kids System

**USEPA**

United States Environmental Protection Agency

**VCAT**

Ventura County Combined Agency Task Force

**VCIJIS**

Ventura County Integrated Justice Information System

**VCOG**

Ventura Council of Governments

**VCTC**

Ventura County Transportation Commission

**VERSATERM**

Integrated Police Systems Software

**VPN**

Virtual Private Network

**WAN**

Wide Area Network

**YES**

Youth Employment Services Program

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