



CITY OF SIMI VALLEY

# PROPOSED BUDGET

FISCAL YEAR 2017-18





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FISCAL YEAR 2017-18

Bob Huber, Mayor   Mike Judge, Mayor Pro Tem  
Glen T. Becerra, Council Member   Keith L. Mashburn, Council Member   Dee Dee Cavanaugh, Council Member

# CITY OF SIMI VALLEY • PROPOSED BUDGET • FY 2017-18

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# BUDGET MESSAGE AND OVERVIEW

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May 12, 2017

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the Proposed Budget for Fiscal Year 2017-18. This budget represents the collective attempt by the Budget Officer and City Manager's staff to ensure a sustainable and fiscally responsible budget which funds programs in order of value to the community and within available resources.

As always, the budget has been difficult to balance. While revenues may increase in some areas, others are reduced or taken away. Despite substantive efforts among departments to reduce their variable costs such as supplies, equipment, and training, other costs such as utilities and personnel continue to increase. We continue to address a significant backlog of needs which were deferred during the recession of the past five years with no large influx of new money to address that backlog. However, in order to streamline our business processes, we must invest in technology and training.

The Proposed Budget as presented is balanced via a combination of revenues and a loan repayment. Like last year, all City departments submitted draft budgets along with potential policy items and capital asset requests ("adds") and potential reductions ("cuts").

Those items which are recommended for City Council approval are included in this budget document within the department sections and listed under "Budget Adjustments"; those items that were proposed but which are not included in the budget are shown at the end of the document after the "Supplemental Schedules" tab.

The Proposed Budget seeks to meet the City Council's objectives and priorities, as well as my own.

## **FY 2016-17 ACCOMPLISHMENTS**

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I am proud of the many things our hard-working staff has accomplished over the past year. Below are just a few examples; additional accomplishments are found within each department's budget pages.

- Maintained a police emergency response time of less than four minutes while handling over 40,000 calls;

- Investigated a residential burglary series with other agencies which culminated in several arrests of known gang members from Los Angeles County;
- Completed the construction of: FY 16-17 Annual Minor Streets Rehabilitation Projects: First Street between south of Los Angeles avenue and north of Cochran Street Project; Alamo Street between Yosemite Avenue and Texas Avenue; Alamo Street Widening west of Gage Avenue, and Animal Shelter Parking Lot Rehabilitation and Lighting Upgrade; and the Arroyo Simi Greenway Bike Trail Phase 3 Project;
- Completed the Senior Center Kitchen Renovation project;
- Facilitated site improvements to the Simi Valley Animal Adoption Center including lighting upgrades and repaving of the existing parking lot; and
- Managed the 2016 General Municipal Election, which included a voter initiative ballot measure;
- Completed approximately 3,500 temporary and permanent pothole repairs;
- Cleaned 688 storm drain catch basins removing approximately 31,000 pounds of trash, sediment, and landscape debris;
- Implemented the City's new financial computer software, with improvements to Accounts Payable, Accounts Receivable, Purchasing, and Budget, among other internal work processes;
- Provided responsive customer service to over 4,100 customers at the Planning public counter; and processed approximately 1,400 over-the-counter permit applications, including Zoning Clearances, Sign Permits, Home Occupation Permits, and Temporary Use Permits.

## **FY 2016-17 YEAR END**

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Applying the CDA loan repayment of \$450,400 million as budgeted, we project to end FY 2016-17 with a positive year-end budget (resources over expenditures) of \$1.0 million. The \$450,400 loan repayment goes to an unrestricted asset with the payment which was used in last year's budget. This compares with the 2016-17 Amended Budget which had a projected year-end deficit of \$600,541 after the loan repayment was applied. This turnaround is primarily due to many vacant personnel positions being held open throughout the year. This will bring the General Fund fund balance from \$36.8 million at the start of the year to \$37.4 million at year-end after moving the CDA loan payment from fund balance. The Year End projected Fund Balance includes the anticipated prefunding of \$1.4 million in debt service.

### **FY 2016-17 General Fund Revenues**

Revenues for FY 2016-17 are projected to end at \$63,508,100 which is \$1,887,350 (2.9%) less than budgeted. Property tax revenues are estimated to end 2.4% above budget (\$690,100) due to a strong local real estate market. Sales tax revenues are estimated to be \$644,300 (3.6%) less than budgeted due to weak retail sales. Gas tax revenues were over \$325,100 (11.6%) less than budgeted due to a decline in gas tax revenues due to price drops and lower consumption. Other revenue types such as interest income, developer contributions, and unclaimed property were also below budget.



### **FY 2016-17 General Fund Expenditures**

FY 2016-17 total projected expenditures of \$61,587,900 are \$4,858,491(7.3%) less than budgeted, most of which (\$3.7 million) is the result of staff vacancies and resulting decreases in personnel and benefits costs.

Spending on supplies and materials and services are also below budget. It should be noted that FY 2016-17 projected expenditures are \$1.6 million less than actual expenditures in FY 2015-16.

### **FY 2017-18 GENERAL FUND BUDGET**

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The FY 2017-18 Proposed Budget projects General Fund operating revenues of \$68,793,400 and expenditures of \$70,171,800, or \$1,378,400 more. This difference will be made up by applying the annual CDA loan repayment to the General Fund (moving from receivables on the balance sheet in fund balance to operating revenues).

With this budget, my goal is to continue to move toward ongoing fiscal sustainability. By this I mean ensuring that expenditures are within ongoing revenues. This will be a phased transition as the City is still overcoming the losses of redevelopment funding and the restrictions to Transportation Development Act (TDA) funding, and most recently, receiving notice of significantly increased payments to CalPERS over the next five years. Budget strategies being taken include:

- Not utilizing any carryovers from prior fiscal years, per City Council's objectives;
- Not utilizing transfers from the Economic Stabilization Fund, per City Council's objectives;
- Eliminating 1.5 staff FTE positions and freezing (temporarily unfunding) an additional 1.9 staff FTEs. This may have some impact upon service delivery;
- Reducing low priority expenditures where possible; and
- Reducing overtime.

These measures, while difficult, will help to move the budget to ongoing sustainability and will mitigate the impacts of rising personnel costs.

Expenditures in FY 2017-18 are budgeted as follows:

Department	FY 2016-17 Revised Budget	FY 2017-18 Budget	\$ Change
City Admin.	\$4,170,547	\$3,926,500	(\$244,047)
City Attorney	\$1,093,100	\$1,301,800	\$208,700
Admin. Svcs.	\$4,937,550	\$5,125,100	\$187,550
Comm. Svcs.	\$4,941,147	\$5,065,800	\$124,653
Env. Svcs.	\$5,451,400	\$5,668,400	\$217,000
Public Works	\$15,158,270	\$16,049,800	\$891,593
Police Dept.	\$32,856,224	\$34,176,500	\$1,320,276
Emergency Svcs.	\$343,200	\$358,700	\$15,500
Non-Dept.	\$5,203,433	\$3,715,200	(\$1,488,233)
Transfers Out	\$3,531,827	\$3,701,100	\$169,273
Reimbursements	(\$9,040,244)	(\$8,917,100)	\$123,144
Anticipated Salary and Benefit Savings	(\$2,200,000)		(\$2,200,000)
<b>TOTAL</b>	<b>\$66,446,391</b>	<b>\$70,171,800</b>	<b>\$3,725,409</b>

City staff members are to be commended for showing considerable fiscal restraint. This was not an easy budget and some pain was felt in all departments and operations.

#### Change in Fund Balance for 2017-18

The City is projected to begin 2017-18 with a General Fund balance of \$37.7 million. As noted above, we end the year balanced through a combination of revenues and a loan repayment. Despite fiscal restraint, we continue to pursue specific goals and City Council priorities, as illustrated below.

## FUNDING OUR INFRASTRUCTURE

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This budget allocates an increased investment of \$5.275 million in resources for a variety of projects in our Streets and Roads program, up significantly from \$3.4 million last year. Of that, \$300,000 comes from the General Fund. The primary revenue source now for street repairs is County/State/Federal grant funds, supplemented by minor amounts of air quality and development agreement funds. In addition, the City is using \$1.9 million from former CDA bond proceeds for streets and roads projects in 2017-18, as well as \$2 million originally earmarked for landscaping on the 118 freeway, for the City's streets and roads.

The Department of Public Works now believes there is approximately \$160 million of necessary streets and roads repair work in the City. We continue to pursue options of how to increase

funds going into this area in the future and have addressed this in lobbying state and local governments.

The Proposed Budget includes \$4.235 million in funding for the annual major streets program and \$670,000 towards the minor streets repair program, as well as funds toward the widening of the Las Lajas Creek bridge, widening of Los Angeles Avenue from Church to Tapo Canyon drain, and widening of West Los Angeles Avenue from the Public Services Center to the city limits, among other projects.

The budget also includes funding for security enhancements at all City facilities, needed facility improvements at the Senior Center, City Hall, and Cultural Arts Center, the installation of bollards in front of the Police Department entrance, and improvements to the City broadcasting equipment for Council Chambers and other facilities.

In 2017 we completed installation of solar panels at several City facilities and will soon begin to benefit from utility cost reductions as a result. The City is purchasing streetlights from Southern California Edison and will retrofit them with modern LED technology to reduce energy and maintenance costs.

## **INVESTING IN TECHNOLOGY**

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The 2017-18 budget continues our goals of investing in staff development and technology in order to make operations more efficient. This budget continues the programs started in FY 2014-15 and invests in a new Enterprise Resource Planning (ERP) system to include a new central financial system, budget module, payroll system, and more. Staff has spent hundreds of hours in the past year devoted to implementing the new Fiscal module which went live on January 1, 2017. Work has now begun on the Energov land development and permitting and Human Resources/Payroll modules.

Other technology improvements are planned for the City Hall Council Chambers and Community Room, Police Department, Cultural Arts Center, and other facilities.

Many of these systems will be funded using Development Agreement Funds set aside for public facilities and improvements. Some will be funded through use of the Public Education and Government (PEG) funding paid by our cable television franchise. These changes will improve operations citywide and responsiveness to our residents.



## **ENSURING PUBLIC SAFETY**

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In 2017 construction should be completed on the Police Training Facility (shooting range). This facility should provide better training for our officers and a reduction in transportation costs and time to train elsewhere.

This budget includes the purchase of 10 new police vehicles per our rolling replacement schedule for the City's fleet, as well as new portable and vehicle radios.

This budget also includes funding for mobile iPhone and iPad devices to link the City's building inspectors in the field to the City's new computer system for remote access and entry of data.

## **STRENGTHENING OUR COMMUNITY**

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The General Fund budget continues funding for our many community events such as sponsoring the Fourth of July celebration, hosting the 14<sup>th</sup> Annual Youth Summit, 4<sup>th</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. The budget also includes \$150,000 in Community Grant funding to be used to provide grants to local non-profit groups.

## **TRANSIT FUND**

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FY 2017-18 Transit revenues are estimated at \$10,409,000 which is \$3.3 million above the FY 2016-17 estimated actual amount. These revenues include funding for planned capital projects of \$2.5 million. Transit Fund farebox (customer) revenues for FY 2017-18 are estimated at \$510,000, an increase of 25% from FY 2016-17 estimated actuals due to anticipated efficiencies from results of the short range transit plan, now underway. *No local City funding pays for Transit operations; Transit is funded solely by state and federal funds and farebox revenues from riding passengers.*

Our Transit operation will be enhanced with the purchase of one fixed-route bus (paid for by State transportation funds), a transit management software system, relief vehicles, a biogas fueling facility, a paratransit dispatching system, and repaving at the Transportation Maintenance Facility.

## **SANITATION FUND**

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Sanitation Operations Fund revenues for FY 2017-18 are estimated at \$18,793,300 which is an increase of \$1,065,200 (6%) from FY 2016-17 estimated actuals due primarily to a projected increase in service charge revenues. FY 2017-18 Operations Fund estimated expenditures are

\$15,288,800 which is less than 1% lower than FY 2016-17 Estimated Actuals and results in a projected operating surplus of \$3.5 million.

The Sanitation Fund is comprised of three sub-funds, one for operations, one for replacement of sewer line 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 sewer line 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 \$18.6 million at the end of FY 2016-17. New sanitation rates have stabilize the Sanitation fund balances by providing new funding to be applied to necessary infrastructure improvements.

## **WATERWORKS FUND**

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Waterworks District No. 8 Operations Fund revenues budgeted for FY 2017-18 are \$36,699,500, an increase of \$3,751,600 (11.4%) more than FY 2016-17 estimated actuals, a direct result of rate increases enacted January 1, 2016. Operations Fund budgeted expenditures for FY 2017-18 are \$36,599,500 which is \$880,000 (2.5%) greater than FY 2016-17 estimated actuals. This is due to almost \$1.4 million in projected additional water costs.

As in Sanitation, revenues had not been keeping pace with expenditures and reserves were declining; however, the recent rate increase is stabilizing the fund with an operating surplus of \$100,000 projected for FY 2017-18, the first in many years. Total working capital for Operations, Replacement, and Capital sub-funds in Waterworks has dropped from \$21.7 million at the end of FY 2010-11 to a projected negative \$285,694 at end of FY 2016-17.

## **GANN APPROPRIATION LIMIT**

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The Gann Spending Limitation (Article XIIIB 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 2017-18 as the economy continues to recover, it is anticipated that the City will remain substantially under its legal appropriation limit as it consistently has in recent years.

The FY 2017-18 limit, as well as the prior four years', is shown in the table below.

<b>GANN APPROPRIATION LIMITS</b>			
<b>Fiscal Year</b>	<b>Legal Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Amount Under Limit</b>
2017-18	\$73,604,122	\$55,508,800	\$18,095,322
2016-17	\$70,694,934	\$53,025,100	\$17,669,834
2015-16	\$66,625,709	\$53,003,000	\$13,622,709
2014-15	\$63,753,480	\$54,597,700	\$9,155,780
2013-14	\$63,399,594	\$52,813,320	\$10,586,274

## **ACCOUNTING AND BUDGETARY CONTROL**

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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. Typically 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. In FY 2016-17, a mid-year report was not prepared as conversion to the new financial system delayed the ability to provide accurate numbers until late in the fiscal year.



## CONCLUSION

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While we have made great strides in moving toward a more sustainable budget, the onset of significant increases in CalPERS costs will prove challenging. The reductions in filled staff positions has caused stress to the organization and reduced staff's ability to finish projects as planned. It is our difficult task to prioritize the services and programs the City provides and ensure that revenues are sufficient to sustain them in future budgets. Much hard work lies ahead.

We are benefiting from some tax growth as the local economy strengthens. We are also benefiting from development revenues; though these are one-time, the ongoing benefits from property and sales tax will continue long after all major growth is done. The City Council has increased sanitation and water rates, actions that will help to stabilize the fiscal position of those funds and invest in their infrastructure.

Our recent State of the City reflected on the many positives in Simi Valley. Our high credit rating, prudent reserves in excess of 17% of expenditures, positive audit results, and budget and financial awards is proof of conservative, thoughtful management. I continue to look forward to working with the City Council on how the City can structure the budget to maintain its financial position.

One difficulty we continue to face is how to balance reducing personnel costs with paying at a competitive level to retain and recruit quality personnel.

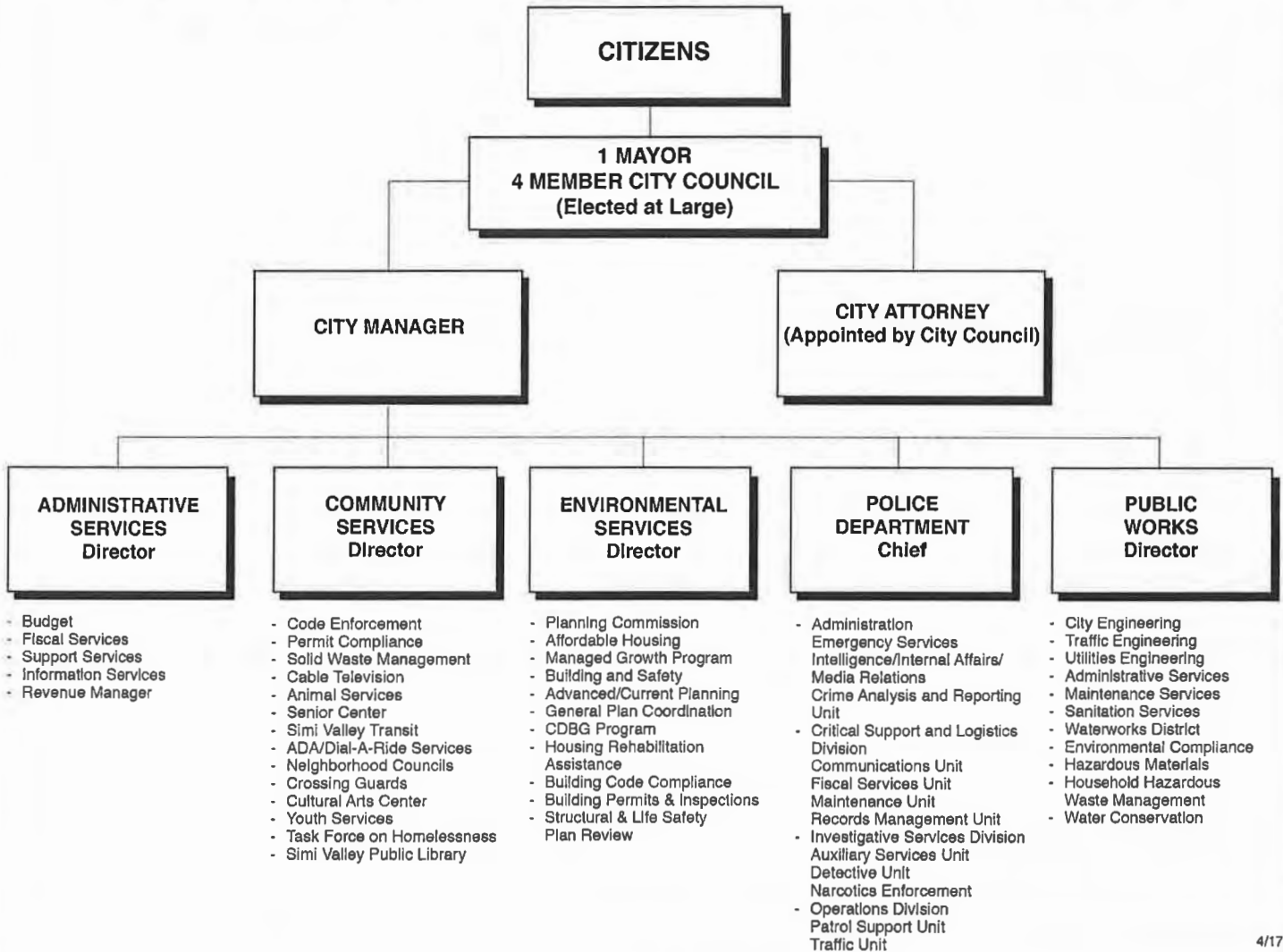
I would like to conclude by thanking all employees in the various departments who diligently worked on the budget and for those providing service to Simi Valley residents on a daily basis. I wish to thank all the departments for their thoughtful approaches to these difficult budget issues again this year and cooperation with our numerous requests. I especially want to thank Rebekka Hosken, Budget Officer; Jody Kershberg, Director of Administrative Services; Irene Peterson, Deputy Director of Fiscal Services; Maria Mondala-Duncan, Management Analyst; Lourdes Graney, Graphics Media Coordinator; and Eric Mancilla, Printer, for their work in creating this document.

Respectfully Submitted,



Eric J. Levitt  
City Manager

# ORGANIZATION of the City of SIMI VALLEY



## CITYWIDE SUMMARY OF EXPENDITURES

### Expenditures by Fund (including Transfers and Reimbursements)

Fund No.	Fund Title	FY 2016-17		FY 2016-17 Est. Actual	FY 2017-18 Proposed	\$ Budget Change	% Budget Change
		FY 2015-16 Actual	Revised Budget				
100	General Fund	\$ 63,224,522	\$ 66,446,391	\$ 61,587,900	\$ 70,171,800	\$ 3,725,409	5.6%
803	Liability Insurance Fund	1,749,222	2,338,464	2,099,000	2,763,250	424,786	18.2%
805	Workers' Compensation Insurance Fund	1,821,485	4,132,550	4,097,235	4,287,400	154,850	3.7%
807	GIS Operating Fund	132,122	160,000	161,200	60,300	(99,700)	-62.3%
809	FIS Operating Fund	78,558	551,900	551,900	131,900	(420,000)	-76.1%
200	Community Development Successor Agency	250,000	2,331,900	2,331,900	4,057,300	1,725,400	74.0%
201	Housing Successor Agency	786,064	948,100	1,023,800	1,048,700	100,600	10.6%
202	Local Housing Fund	(1,559)	22,000	22,500	-	(22,000)	-100.0%
203	CalHome Program Fund	344,105	80,000	140,000	-	(80,000)	-100.0%
204	HOME Program Fund	10,716	250,200	250,200	400,200	150,000	60.0%
214	Public Education and Gov't Fund	29,914	1,180,200	30,400	1,329,100	148,900	12.6%
215	Gasoline Tax Fund	2,748,314	2,800,700	2,800,700	3,543,000	742,300	26.5%
233	Bike Lanes Fund	30,258	296,500	178,800	85,000	(211,500)	-71.3%
238	Local Transportation Fund	3,628,416	5,953,300	5,953,300	6,816,100	862,800	14.5%
250	Library Fund	2,022,736	2,503,283	2,302,700	2,727,800	224,517	9.0%
260	New Dwelling Fees Fund	-	70,000	70,000	70,000	-	100.0%
262	Development Agreement Fund	4,090,000	4,090,000	978,900	1,804,300	(2,285,700)	-55.9%
263	Traffic Impact Fees Fund	304,000	304,000	84,000	124,000	(180,000)	0.0%
270	Economic Recovery Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	402,135	1,733,815	543,036	188,000	(1,545,815)	-89.2%
287	Law Enforcement Grants Fund	335,762	422,644	335,400	179,100	(243,544)	-57.6%
290	Community Development Block Grant	1,057,194	951,309	463,467	615,254	(336,055)	-35.3%
297	Retiree Benefits Fund	1,573,439	1,640,000	1,640,000	1,314,800	(325,200)	-19.8%
3001	Landscape Augmentation Fund	996,712	750,000	750,000	760,400	10,400	1.4%
3002-3499	Landscape Maintenance District No. 1 Funds	1,589,449	1,984,590	1,854,997	1,753,634	(230,956)	-11.6%
600	Streets and Roads Fund	1,162,830	3,414,000	2,094,000	5,275,000	1,861,000	54.5%
648	Computer Equipment Replacement Fund	656,833	1,295,063	560,900	1,243,027	(52,036)	-4.0%
649	Community Development (GIS) Capital Fund	9,110	1,288,100	1,298,450	388,200	(899,900)	-69.9%
651	Vehicle Replacement Fund	480,803	920,000	920,000	337,000	(583,000)	-63.4%
655	Building Improvement Fund	1,213,700	1,349,700	517,796	2,558,000	1,208,300	89.5%
656	Information Systems Capital Fund	1,089,135	3,142,048	3,142,048	1,459,600	(1,682,448)	-53.5%
660	PD Capital	146,323	2,689,075	2,431,825	619,700	(2,069,375)	-77.0%
665	City Telephones Capital Project	-	2,000,000	155,600	1,844,400	(155,600)	100.0%
666	Solar and Energy Projects	55,000	9,782,546	8,089,546	1,641,000	(8,141,546)	-83.2%
750	Transit Fund	8,456,007	12,410,975	7,130,400	10,409,000	(2,001,975)	-16.1%
700	Sanitation	13,692,883	15,792,185	15,298,100	15,288,800	(503,385)	-3.2%
701	Sewer Connection Fees Fund	779,003	490,765	490,765	74,700	(416,065)	-84.8%
702	Sewer Replacement Reserve	1,113,768	12,429,549	11,429,549	7,130,000	(5,299,549)	-42.6%
761	Waterworks District No. 8	33,958,062	36,120,857	35,719,500	36,599,500	478,643	1.3%
762	Water Connection Fees Fund	1,066,963	3,456,296	3,456,296	2,727,600	(728,696)	-21.1%
763	Waterworks Replacement Reserve	931,461	12,257,777	4,220,577	8,021,400	(4,236,377)	-34.6%
<b>TOTALS:</b>		<b>152,015,445</b>	<b>220,780,782</b>	<b>187,206,687</b>	<b>199,848,265</b>	<b>-20,932,517</b>	<b>-9.5%</b>



## CITYWIDE SUMMARY OF REVENUES

### Revenues by Fund (Including Transfers In)

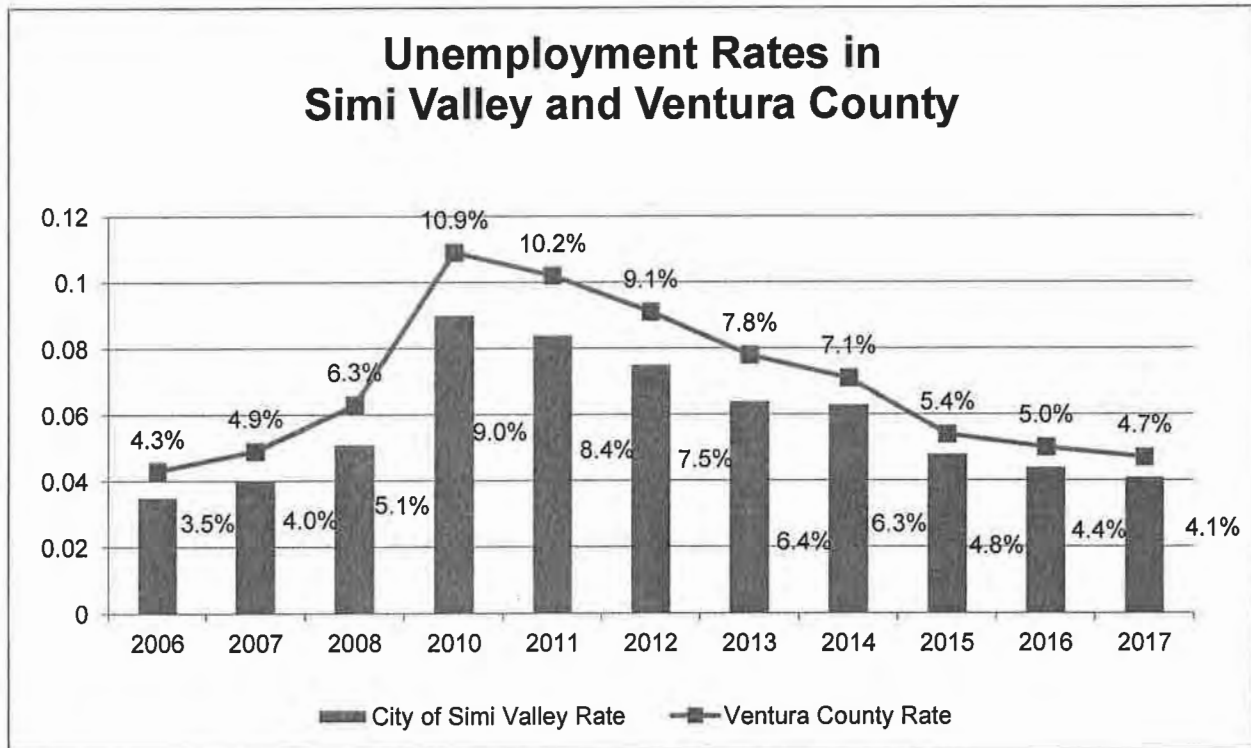
Fund No.	Fund Title	FY 2016-17			FY 2017-18 Proposed	\$ Budget Change	% Budget Change
		FY 2015-16 Actual	Revised Budget	FY 2016-17 Est. Actual			
100	General Fund	\$ 64,414,852	\$ 65,395,450	\$ 63,508,100	\$ 68,793,400	\$ 3,397,950	8.3%
803	Liability Insurance Fund	34,669	1,711,300	1,711,300	1,874,300	163,000	9.5%
805	Workers' Compensation Insurance Fund	4,344,253	4,014,400	4,014,400	4,634,800	620,400	15.5%
807	GIS Operating Fund	148,187	110,000	110,000	66,900	(43,100)	-39.2%
809	FIS Operating Fund	183,391	134,000	134,000	142,900	8,900	6.6%
200	Community Development Successor Agency	250,000	2,856,300	2,856,300	4,057,300	1,201,000	42.0%
201	Housing Successor Agency	3,390,315	123,100	296,300	354,800	231,700	19.7%
202	Local Housing Fund	662,478	252,300	969,500	777,300	(192,200)	-19.8%
203	CalHome Program Fund	510,901	212,800	212,800	-	(212,800)	-100.0%
204	HOME Program Fund	107,156	2,400	21,000	2,000	(19,000)	-90.5%
214	Public Education and Gov't Fund	317,179	276,600	276,600	276,600	-	0.0%
215	Gasoline Tax Fund	2,748,314	2,800,700	2,800,700	3,543,000	742,300	26.5%
233	Bike Lanes Fund	77,127	65,100	49,300	85,100	35,800	72.6%
238	Local Transportation Fund	4,416,039	5,953,300	5,953,300	4,289,700	(1,663,600)	-27.9%
250	Library Fund	2,331,066	2,375,490	2,367,100	2,443,300	76,200	3.2%
260	New Dwelling Fees Fund	170,399	101,500	101,500	301,500	200,000	197.0%
262	Development Agreement Fund	470,000	1,445,000	1,074,452	1,025,000	(49,452)	-4.6%
263	Traffic Impact Fees Fund	41,000	41,000	118,868	41,000	(77,868)	-65.5%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	1,166,544	526,000	741,500	631,500	(110,000)	-14.8%
287	Law Enforcement Grants Fund	333,258	386,544	335,400	179,100	(156,300)	-46.6%
297	Retiree Benefits Fund	1,244,931	1,219,800	1,219,800	1,314,800	95,000	7.8%
3001	Landscape Augmentation Fund	966,339	750,500	750,500	760,900	10,400	1.4%
3002-3499	Landscape Maintenance District No. 1 Funds	1,760,550	1,548,926	1,550,218	1,558,019	7,801	0.5%
600	Streets and Roads Fund	1,491,768	3,414,000	2,094,000	5,275,000	3,181,000	151.9%
648	Computer Equipment Replacement Fund	932,736	703,900	703,900	598,600	(105,300)	-15.0%
649	Community Development (GIS) Capital Fund	11,667	-	-	-	-	0.0%
651	Vehicle Replacement Fund	456,700	60,000	60,000	498,800	438,800	731.3%
655	Building Improvement Fund	1,089,900	1,089,900	1,091,620	1,509,000	417,380	38.2%
656	Information Systems Capital Fund	731,552	2,249,900	2,249,900	1,238,500	(1,011,400)	-45.0%
660	PD Capital	75,686	2,917,000	2,917,000	75,100	(2,841,900)	-97.4%
665	City Telephones Capital Fund	-	2,000,000	2,000,000	-	(2,000,000)	100.0%
666	Solar and Energy Projects	-	9,785,546	9,785,546	-	(9,785,546)	-100.0%
750	Transit Fund	8,630,221	10,641,618	7,130,400	10,409,000	3,278,600	46.0%
700	Sanitation	16,192,578	17,679,100	17,728,100	18,793,300	1,065,200	6.0%
701	Sewer Connection Fees Fund	924,498	165,000	590,000	215,000	(375,000)	-63.6%
702	Sewer Replacement Reserve	1,914,800	1,446,000	1,446,000	1,446,000	-	0.0%
761	Waterworks District No. 8	31,524,443	33,279,100	32,947,900	36,699,500	3,751,600	11.4%
762	Water Connection Fees Fund	443,604	115,000	213,500	122,000	(91,500)	-42.9%
763	Waterworks Replacement Reserve	1,645,256	8,192,200	158,300	5,279,500	5,121,200	3235.1%
<b>TOTALS:</b>		<b>156,156,357</b>	<b>186,040,774</b>	<b>172,289,104</b>	<b>179,312,519</b>	<b>7,023,415</b>	<b>4.1%</b>

## FINANCIAL CONTEXT

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

### Unemployment Rate

As can be seen in the chart below, the unemployment rate in Simi Valley has consistently remained below that in Ventura County. This is an indicator of the strength of the local economy. Unemployment in the City has decreased the past three years, with a decrease of 0.4% from 2015 to 2016 and 0.3% from 2016 to 2017. The current 2017 rate of 4.1% brings the City back just slightly over the 2007 rate of 4.0% though still above the low of 3.5% in 2006.

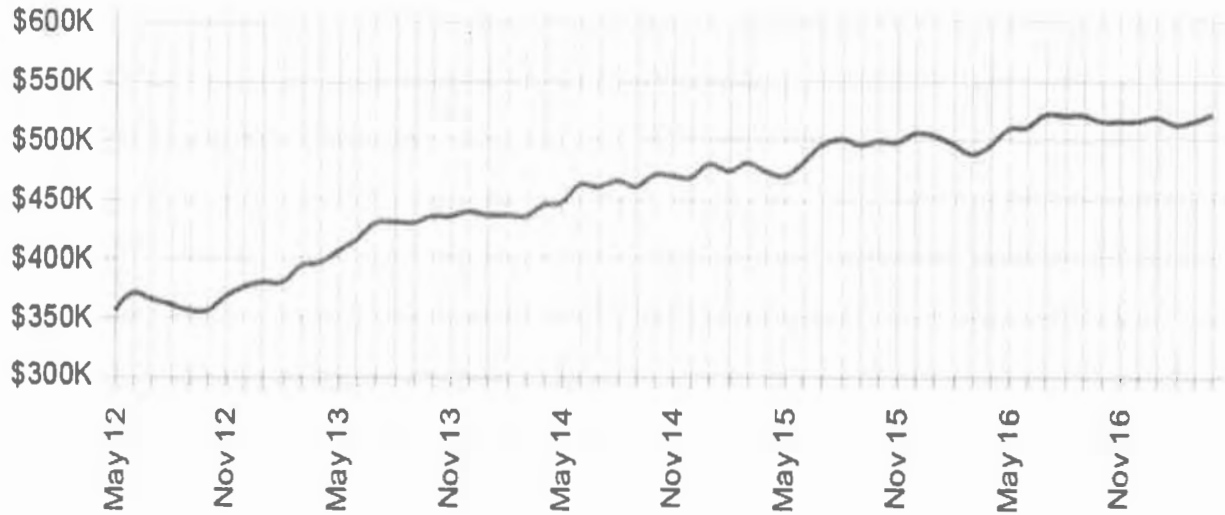


\*Source: California Economic Development Department

**FINANCIAL CONTEXT (continued)**

**Real Estate Market**

The median sales price for homes in Simi Valley CA for January 2017 to April 2017 was \$535,000. This is an increase of 5.9% over 2016. The Simi Valley average price per square foot was \$309, an increase of 4.8% compared to \$295 per square foot in the same period last year.



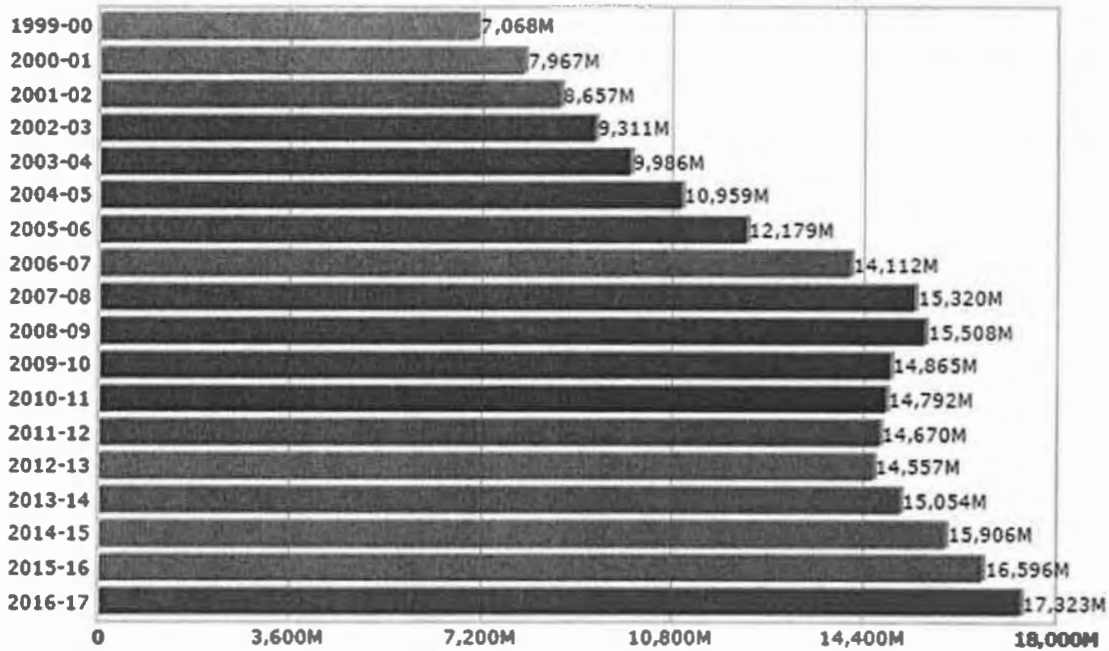
\*Source: Trulia

**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 until the start of a recovery in 2013-14. The City's assessed values have increased by 4.3% in 2015-16 from 2014-15 and by 4.4% in 2016-17 from 2015-16. This signals a return to strong property values and positive growth for the local economy.

**Final Unequalized Assessment Roll by Year  
(in millions)**

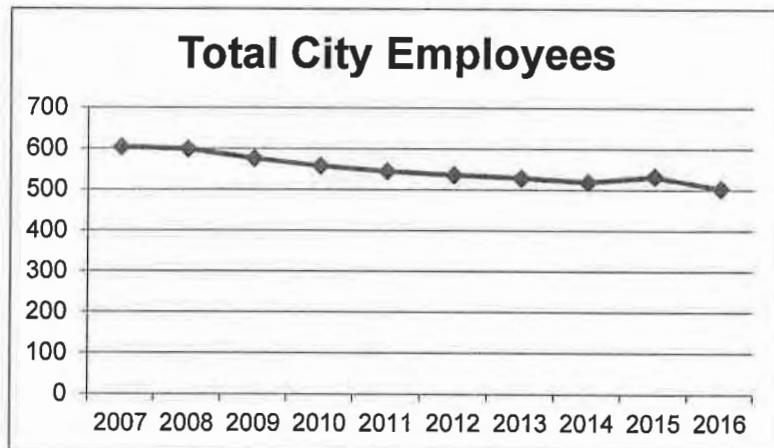


\* Source: Ventura County Assessor's Office

**FINANCIAL CONTEXT (continued)**

**City of Simi Valley Employees by Function**

<b>Function</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
General government	70	68	62	55	57	55	57	57	61	53
Community services	35	35	34	34	32	29	28	29	31	27
Planning	62	60	56	54	51	49	42	40	39	36
Public ways and facilities	110	102	102	97	92	92	89	88	90	87
Public safety										
Sworn police personnel	125	127	122	118	119	123	120	119	123	121
Civilians	68	64	58	57	55	52	52	52	52	49
Sanitation	53	60	54	54	54	53	56	51	54	47
Waterworks district no. 8	38	37	41	43	43	43	44	45	43	45
Transit	46	46	47	46	42	40	41	38	39	38
<b>Total</b>	<b>607</b>	<b>599</b>	<b>576</b>	<b>558</b>	<b>545</b>	<b>536</b>	<b>529</b>	<b>519</b>	<b>532</b>	<b>503</b>



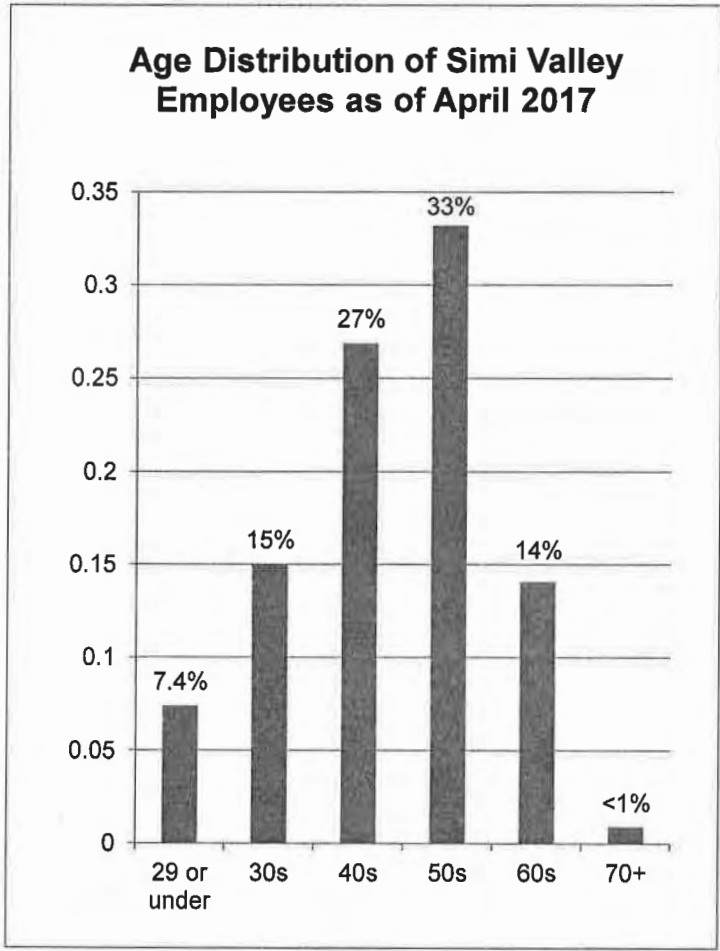
Totals do not include vacant positions, temporary employees, or part-time crossing guards.

\* Source: 2015-16 Comprehensive Annual Financial Report



**FINANCIAL CONTEXT (continued)**

**Age Distribution of Simi Valley Employees as of April 2017**



**City of Simi Workforce**

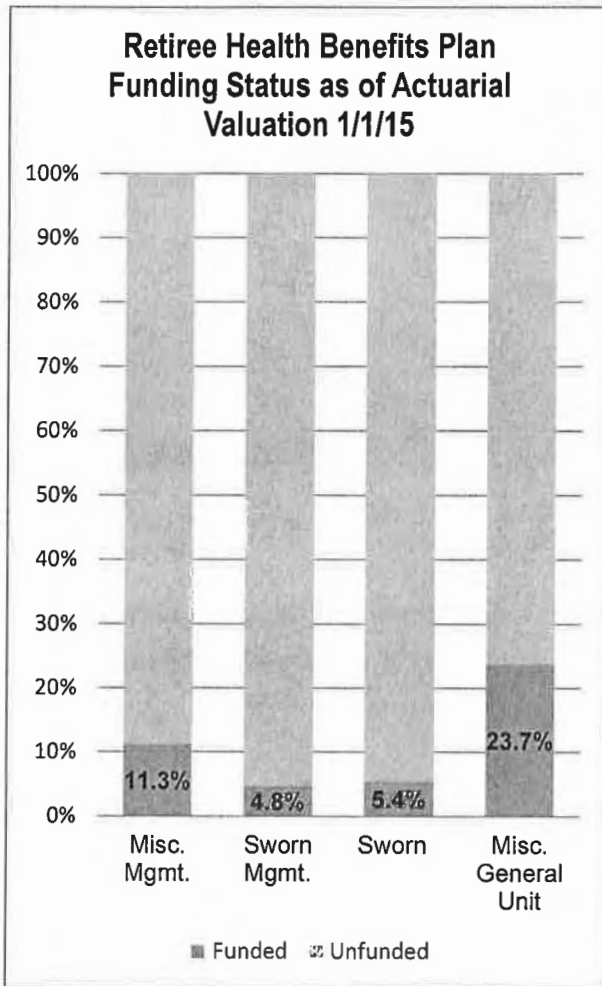
The City has benefitted from an extremely stable workforce of dedicated staff. Turnover has historically been low. The aging of the workforce does have financial and other impacts.

Currently over 47% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement age. Approximately 74% of employees are 40 years of age or above. 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, an expanded role for Human Resources, and succession planning.

\* Source: City of Simi Valley Human Resources

**FINANCIAL CONTEXT (continued)**

**Retiree Health Benefits Liabilities**



The City provides post-retirement health benefits to various employee groups, the amount of which varies with the retiree's years of service, bargaining unit, and requirement of the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA).

As with CalPERS, the City's contributions are invested so that the combination of City contributions and investment returns pay for the future benefits. Although many public agencies fund these benefits on a "pay-as-you-go" basis, experts believe that an 80% funded liability level is a minimum standard for this long-term liability. The City established retiree medical trusts and began setting aside additional funds to address this liability in 2009.

As can be seen in the chart to the left, as of an actuarial valuation from January 2015, the City's retiree benefits funds are between 4.8% and 23.7% funded.

Given the mean employee age of 48, it would be prudent to increase payments above required minimums to the retiree benefits fund in order to ensure coverage for benefit payments as they become due.

In FY 14-15 the City transferred an additional \$405,000 above regular annual "pay-as-you-go" contributions to the retiree medical trusts in an effort to pay down the liability as much as possible and will continue to do so as funds are available.

\*Source: 2015-16 Comprehensive Annual Financial Report

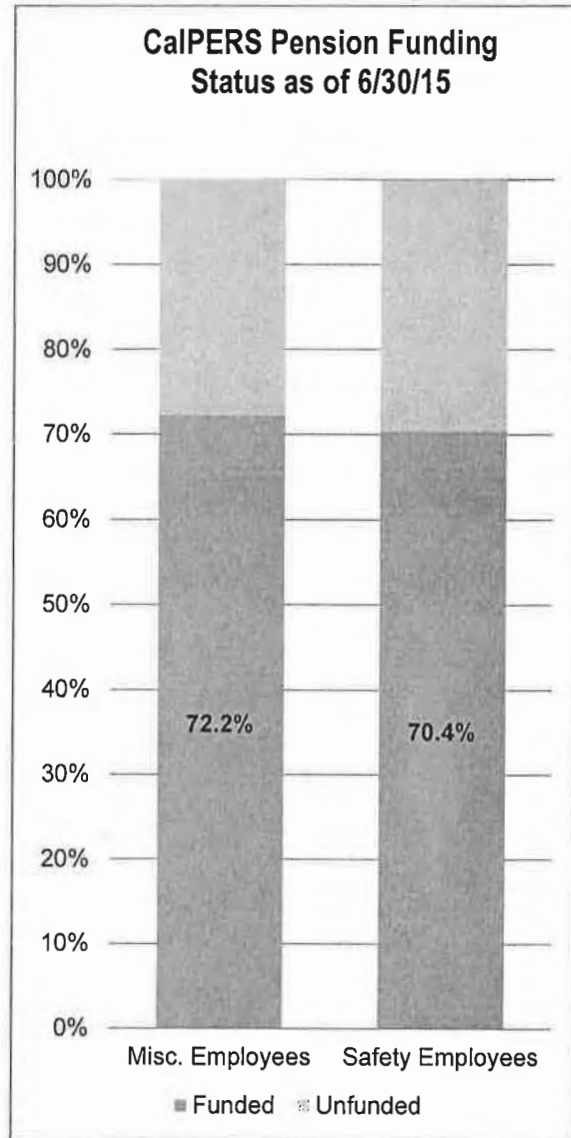
**FINANCIAL CONTEXT (continued)**

**CalPERS Pension Liabilities**

Increasingly, public discussion has focused on the level of funding set aside by cities to pay for employee pensions. Because CalPERS pensions are a combination of employee/employer contributions plus market returns (with the latter being the primary funding source), changes in market returns (which can impact the long term liability) are included in the actuarial studies.

The City's strategy is to become 100% funded within 20-30 years and the City is currently paying increased payments through CalPERS into the pension accounts to attain that goal. The City of Simi Valley's pension liability for Miscellaneous unit employees as of 6/30/15 was funded at 72.2%, down from 76% the prior year. Pensions for Sworn unit employees were funded at 70.4%, down from 72.7% the prior year.

CalPERS changed its funding model in 2014-15 to increase premium rates to account for employee longevity and recover from prior market losses. The City negotiated employee offsets to pension costs, with employees now contributing to their pensions. This has resulted in a reduction in what otherwise would have been larger increases to the City payment share.



CalPERS recently announced a major change to its discount rate and payment methodology, with the City's payments now structured into a flat-rate payment toward the unfunded liability and the variable annual contribution. The impact of these changes will significantly impact the City's costs. As shown below, City costs are projected to rise from \$11.9 million in 2017-18 to \$21.9 million in 2022-23, an increase of 84% over five years.

2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
\$11,927,000	\$13,888,000	\$16,015,000	\$18,467,000	\$20,331,000	\$21,954,000

The City is strategizing with peers and the California League of Cities to determine how to address this significant new cost impact.

\* Source: CalPERS Actuarial 6/30/15 and Staff Estimates

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**CITY OF SIMI VALLEY**

# GENERAL FUND BALANCE

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## CHANGES IN GENERAL FUND BALANCE

Thanks to the City Council's conservative fiscal practices, the City has reserves far in excess of its stated goal of 17% of operating expenditures (approximately \$11 million), and this does not include the separate Economic Recovery Fund with over \$6 million. These reserves will provide necessary cushion for upcoming challenges.

Fiscal Year 2016-17 began with a fund balance of \$36.8 million. Applying the CDA loan repayment of \$450,400 million as budgeted, we project to end the year with a positive year-end budget (resources over expenditures) of \$2,370,600. This compares with the 2016-17 Amended Budget which had a projected year-end deficit of \$650,400. This turnaround is primarily due to many vacant personnel positions being held open throughout the year. Because of this projected surplus, staff is requesting that City Council pre-pay the 2017-18 debt service of \$1,468,100 in 2016-17. This will bring the General Fund balance to \$37.2 million at year-end after moving the CDA loan repayment from fund balance.

The Proposed 2017-18 Budget has been balanced through a combination of expenditure reductions and moving a \$1,378,400 Community Development Agency loan repayment received from fund balance, as planned. The City continues to work to stabilize its operating budget and ensure that revenues cover expenditures. Staff reductions, expenditure restraints, refunding of bonds to minimize debt service payments, reviews of utility bills, and approval of new fees are all steps taken toward this goal. The City will need to undertake revenue enhancements and program reductions to maintain a stable operating budget.

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

The Assigned Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes and reflects long-term receivables. The Assigned General Fund balance is comprised of an Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations, outstanding balance of advances made from the General Fund to other City funds, and loans receivable from various sources.

The Unassigned Fund Balance is the portion that is unrestricted and available for use per City Council directive.

As in previous years, General Fund balance projections reflect anticipated under-expenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For FY 2017-18, the amount is \$800,000, based on an analysis of prior years.

## CHANGES IN GENERAL FUND BALANCE (Funds 100, 102 and 115)

### PRIOR YEAR HISTORY

	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 38,604,602</b>	<b>\$ 37,851,948</b>	<b>\$ 36,419,964</b>
Revenues	\$ 60,148,526	\$ 65,089,747	\$ 63,145,137
Prior Year Surplus	-	-	-
Net Revenues	\$ 60,148,526	\$ 65,089,747	\$ 63,145,137
Expenditures	\$ 60,901,180	\$ 66,521,731	\$ 62,924,762
Anticipated Underexpenditures	-	-	-
Anticipated Carryovers	-	-	-
Net Expenditures	\$ 60,901,180	\$ 66,521,731	\$ 62,924,762
Operating Surplus/(Deficit)	\$ (752,654)	\$ (1,431,984)	\$ 220,375
Apply 80% of CDA Loan Repayment	-	450,400	1,378,400
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 37,851,948</b>	<b>\$ 36,419,964</b>	<b>\$ 36,595,680</b>
Prudent Reserve (17% of expenditures)	\$ 10,353,200	\$ 11,308,700	\$ 10,697,200
Assigned Fund Balance	\$ 18,207,244	\$ 17,756,844	\$ 16,315,744
Encumbrance Reserve	\$ 362,700	\$ 362,700	\$ 300,000
CDA Loan Receivable **	9,443,816	8,993,416	7,615,016
Advances to Other Funds (Various)	8,036,390	8,036,390	8,036,390
Loans Receivable (Various)	364,338	364,338	364,338
Unassigned Fund Balance	\$ 9,291,504	\$ 7,354,420	\$ 9,582,736

\*\* Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable. Repayments were approved by the Department of Finance and commenced June 2014.

## CHANGES IN GENERAL FUND BALANCE (Funds 100, 102 and 115)

	ACTUAL 2015-16	AMENDED BUDGET 2016-17	ESTIMATED ACTUAL 2016-17	BUDGET 2017-18	PROJECTION 2018-19	PROJECTION 2019-20
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	\$ 36,595,680	\$ 36,763,949	\$ 36,763,949	\$ 37,216,049	\$ 35,837,649	\$ 30,094,749
Revenues	\$ 64,490,240	\$ 65,395,450	\$ 63,508,100	\$ 68,793,400	\$ 69,234,600	\$ 70,781,400
Prior Year Surplus	-	-	-	-	-	-
<b>Net Revenues</b>	<b>\$ 64,490,240</b>	<b>\$ 65,395,450</b>	<b>\$ 63,508,100</b>	<b>\$ 68,793,400</b>	<b>\$ 69,234,600</b>	<b>\$ 70,781,400</b>
Expenditures	\$ 64,321,971	\$ 66,446,391	\$ 61,587,900	\$ 70,171,800	\$ 74,977,500	\$ 77,858,200
Prepay 2017-18 Debt Service	-	-	1,468,100	-	-	-
Anticipated Underexpenditures	-	(800,000)	-	(800,000)	(800,000)	(800,000)
Anticipated Carryovers	-	800,000	-	800,000	800,000	800,000
<b>Net Expenditures</b>	<b>\$ 64,321,971</b>	<b>\$ 66,446,391</b>	<b>\$ 63,056,000</b>	<b>\$ 70,171,800</b>	<b>\$ 74,977,500</b>	<b>\$ 77,858,200</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 168,269</b>	<b>\$ (1,050,941)</b>	<b>\$ 452,100</b>	<b>\$ (1,378,400)</b>	<b>\$ (5,742,900)</b>	<b>\$ (7,076,800)</b>
Apply 80% of CDA Loan Repayment	\$ 1,516,717	\$ 450,400	\$ 450,400	\$ 1,378,400	\$ 480,000	\$ 1,200,000
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 36,763,949</b>	<b>\$ 35,713,008</b>	<b>\$ 37,216,049</b>	<b>\$ 35,837,649</b>	<b>\$ 30,094,749</b>	<b>\$ 23,017,949</b>
Prudent Reserve (17% of expenditures)	\$ 10,934,700	\$ 11,295,900	\$ 10,469,900	\$ 11,929,200	\$ 12,746,200	\$ 13,235,900
Assigned Fund Balance	\$ 14,738,289	\$ 15,928,044	\$ 15,928,044	\$ 14,937,344	\$ 15,835,744	\$ 15,115,744
Encumbrance Reserve	\$ 239,262	\$ 362,700	\$ 362,700	\$ 300,000	\$ 300,000	\$ 300,000
CDA Loan Receivable **	6,098,299	7,164,616	7,164,616	6,236,616	7,135,016	6,415,016
Advances to Other Funds (Various)	8,036,390	8,036,390	8,036,390	8,036,390	8,036,390	8,036,390
Loans Receivable (Various)	364,338	364,338	364,338	364,338	364,338	364,338
<b>Unassigned Fund Balance</b>	<b>\$ 11,090,960</b>	<b>\$ 8,489,064</b>	<b>\$ 10,818,105</b>	<b>\$ 8,971,105</b>	<b>\$ 1,512,805</b>	<b>\$ (5,333,695)</b>

\*\* Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable. Repayments were approved by the Department of Finance and commenced June 2014.

## FIVE-YEAR GENERAL FUND PROJECTION

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

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. 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.

The Five-Year General Fund Financial Projection and related analyses show that the City faces serious choices in the coming years. A recent change in the discount rate and payment methodology for the CalPERS Pension Fund will result in a 68% increase in PERS costs to the City's General Fund from 2017-18 to 2021-22, equating to an increase of over \$7.3 million from the current level based upon staff's best estimates at this time. This will present a significant challenge to the City's finances.

The City Manager and staff continue to take aggressive action to improve the City's long-term financial position although typical cost reductions are becoming more difficult. Staff positions have been eliminated or are being held vacant. Utility and energy improvements have been undertaken which will pay for themselves through cost savings. A review of all programs and services for value to the community has been undertaken.

The forecast shown here includes projections for most revenue types with 1.1% per year inflationary growth plus anticipated development growth for known projects. Projections on the expenditure side include 1.1% growth in salaries, 5% growth in workers compensation, 2.5% growth in health benefits, and 2% inflationary growth for most other expenditure types. An increase in spending on streets and roads of \$1 million per year (up from \$300,000 currently) is included in the projections.

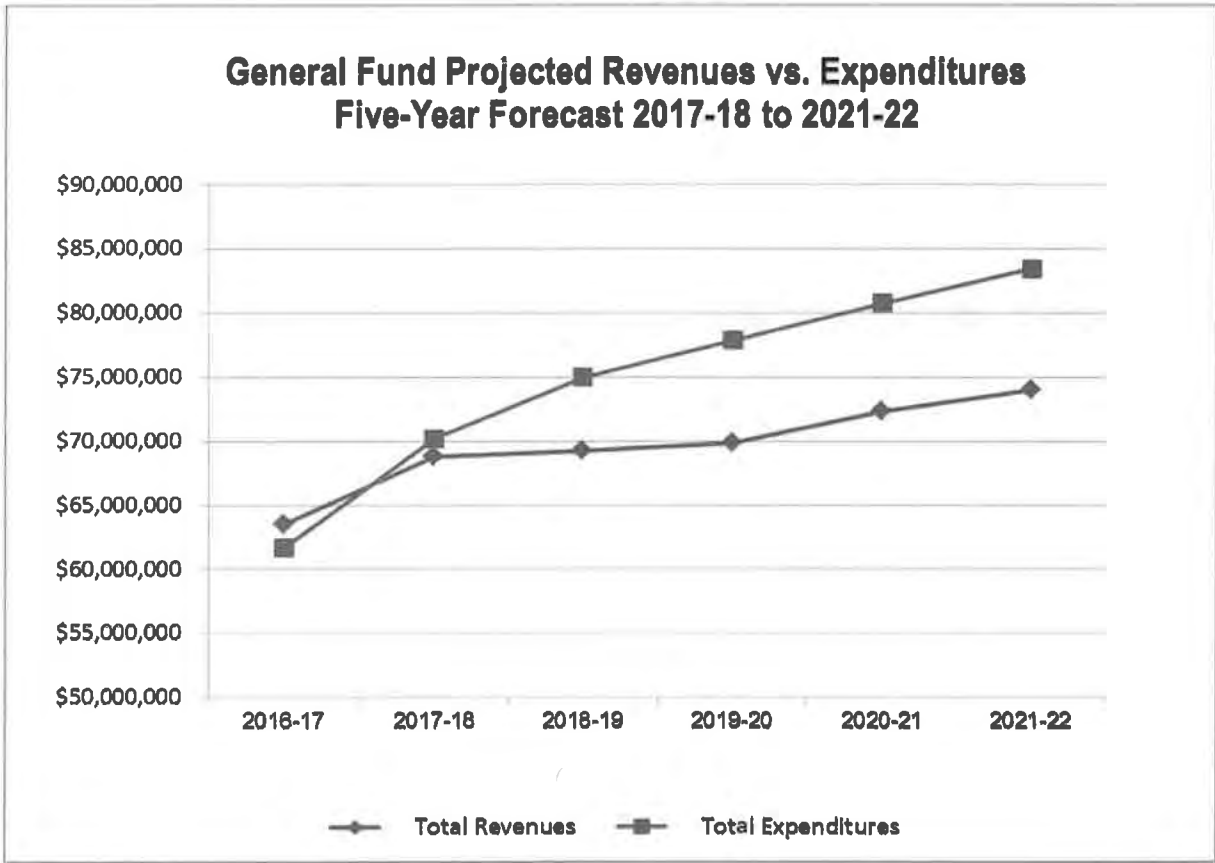
City Council has tasked staff to improve the balance between revenues and expenditures. Accordingly, strategies are being developed in the areas of organization and management, technology, process restructuring, employee compensation, post-employment benefits, marketing, prepayment and refinancing of 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**

	ACTUAL 2015-16	BUDGET 2016-17	BUDGET 2017-18	PROJECTION 2018-19	PROJECTION 2019-20	PROJECTION 2020-21	PROJECTION 2021-22
<b>REVENUES</b>							
Taxes And Franchises	\$ 54,105,061	\$ 55,085,500	\$ 57,062,500	\$ 58,364,600	\$ 59,806,300	\$ 61,267,000	\$ 62,741,700
Licenses And Permits	2,561,293	2,015,300	2,975,300	3,066,400	3,127,400	3,189,400	3,252,800
Fines And Forfeitures	597,889	423,300	610,000	616,700	623,400	630,200	637,200
Use Of Money & Property	550,044	419,100	454,400	414,600	416,200	417,800	426,300
From Other Governments	476,302	338,400	271,000	271,000	274,000	277,000	280,000
Grants	186,517	174,500	227,700	228,500	228,900	229,300	230,200
Service Charges	1,570,914	1,350,300	2,168,800	2,160,200	2,184,700	2,209,500	2,234,800
Other Revenues	801,066	682,900	1,493,900	858,900	866,800	874,700	882,700
Transfers In	3,641,155	3,018,800	3,529,800	3,253,700	3,253,700	3,253,700	3,311,200
<b>Total Revenues</b>	<b>\$ 64,490,240</b>	<b>\$ 63,508,100</b>	<b>\$ 68,793,400</b>	<b>\$ 69,234,600</b>	<b>\$ 70,781,400</b>	<b>\$ 72,348,600</b>	<b>\$ 73,996,900</b>
<b>EXPENDITURES</b>							
Personnel	\$ 57,553,002	\$ 54,191,200	\$ 62,022,600	\$ 65,189,800	\$ 68,063,700	\$ 71,264,500	\$ 73,972,600
Supplies/Materials	5,483,843	5,871,000	5,633,900	5,745,800	5,758,900	5,872,200	5,886,800
Services	5,009,364	6,980,200	7,731,300	7,816,800	7,903,300	7,990,800	8,079,300
Capital Outlay	96,481	67,500	-	30,000	30,000	30,000	30,000
Transfers to Other Funds	5,157,871	3,531,300	3,701,100	5,215,800	5,252,900	4,841,200	4,500,600
Reimbursed Expenses	(8,978,590)	(9,053,300)	(8,917,100)	(9,020,700)	(9,150,600)	(9,217,400)	(9,008,400)
<b>Total Expenditures</b>	<b>\$ 64,321,972</b>	<b>\$ 61,587,900</b>	<b>\$ 70,171,800</b>	<b>\$ 74,977,500</b>	<b>\$ 77,858,200</b>	<b>\$ 80,781,300</b>	<b>\$ 83,460,900</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 168,269</b>	<b>\$ 1,920,200</b>	<b>\$ (1,378,400)</b>	<b>\$ (5,742,900)</b>	<b>\$ (7,076,800)</b>	<b>\$ (8,432,700)</b>	<b>\$ (9,464,000)</b>



### FIVE-YEAR GENERAL FUND PROJECTION



# GENERAL FUND REVENUES

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## GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. FY 2017-18 General Fund Revenues are projected to be \$3 million more (4.6%) than FY 2016-17 revised budget amounts.

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 2015-16, budgeted and estimated actual revenue data for FY 2016-17, and budgeted revenue for FY 2017-18.

FY 2017-18 revenue estimates were developed using a variety of methods. An auditing and consulting service was employed to assist with developing sales and property tax estimates, on which were added City-generated growth revenue projections. 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.

## GENERAL FUND REVENUES (continued)

Following are revenue projections for each category:

### **Taxes and Franchises**

This category of revenue sources is projected to increase by \$2,147,800 (3.9%) over the 2016-17 Revised Budget to \$57,062,500 in FY 2017-18. Property tax revenues are projected to increase by \$1,664,000 (5.8%) due to ongoing improvements in assessed values and local development growth.

FY 2017-18 Sales and Use Tax revenues are projected to increase by \$60,400 (0.3%) over the FY 2016-17 revised budget, due to strong sales tax growth for new and existing local businesses.

### **Licenses and Permits**

This category is projected to increase by just \$625,300 (26.6% over 2016-17 revised budget). This is the result of development as projects already permitted are moving forward. The major revenue sources in this category are Building Permits and Plan Check Services.

### **Fines and Forfeitures**

This revenue category is comprised of Vehicle Code Fines, Parking Citations, and Graffiti Citations. FY 2017-18 Fines and Forfeitures revenues are projected to decrease by \$19,000 from the FY 2016-17 revised budget due to anticipated reductions in vehicle code fine revenues.

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

This category is projected to increase by \$39,800 (9.6%) in FY 2017-18 through a combination of interest rate improvements and continued lease and rental revenues from City-owned facilities.

### **Revenues From Other Governments**

The category is projected to decrease by \$94,000 (-25.8%) in FY 2017-18 due to a reduction in both SB90 reimbursements from the State for unfunded mandates as well as a reduction in sworn officer POST training reimbursements.

### **Grants**

Grant revenues are projected to decrease by \$489,300 (68.2%) in FY 2017-18. 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. The City anticipates significant grant income related to recent lobbying efforts at the Federal and State levels.

### **Service Charges**

This category of revenue sources, generated from the local economy, primarily from land development activity, is projected to increase by \$502,800 (30.2%) in FY 2017-18 over the FY 2016-17 revised budget. This is primarily due to projected growth and development projects will increase planning fee, public works soils/hydrology fees, and public works plan check and inspection fees. Several other fee types are reduced to anticipated reductions.

**GENERAL FUND REVENUES (continued)**

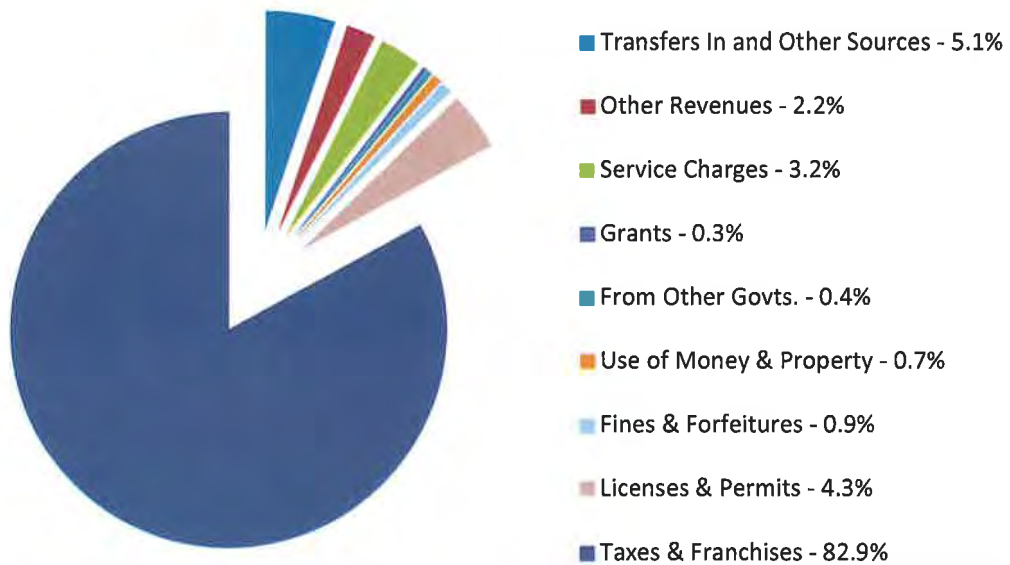
**Other Revenues**

Other Revenues, also generated from the local economy, are projected to increase by \$724,500 (94.2%) in FY 2017-18 due to anticipated increases in contributions and an increased reimbursement from the Cultural Arts Foundation to offset a new full-time Theater Tech position.

**Transfers In**

This revenue category is projected to decrease by \$39,950 (5.2%) in FY 2017-18 due to a reduction in law enforcement grant revenues.

**FY 16-17 General Fund Resources  
\$68,793,400**



## GENERAL FUND REVENUE SUMMARY

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>TAXES &amp; FRANCHISES</b>					
31101 Property Taxes	\$ 27,582,924	\$ 28,509,900	\$ 29,200,000	\$ 30,174,300	5.8%
31110 Sales Tax In-Lieu	3,155,883	-	-	-	0.0%
31111 Sales and Use Taxes	14,276,622	17,754,800	17,110,500	17,815,200	0.3%
31112 Transient Lodging Tax	1,874,956	1,600,000	1,700,000	1,800,000	12.5%
31113 Franchise Taxes	4,716,367	4,600,000	4,600,000	4,600,000	0.0%
31114 Business Tax Receipts	1,786,153	1,700,000	1,750,000	1,948,000	14.6%
31115 Documentary Transfer Tax	712,157	750,000	725,000	725,000	-3.3%
<b>Subtotal Taxes and Franchises</b>	<b>\$ 54,105,061</b>	<b>\$ 54,914,700</b>	<b>\$ 55,085,500</b>	<b>\$ 57,062,500</b>	<b>3.9%</b>
<b>LICENSES &amp; PERMITS</b>					
32301 Building Permits	\$ 1,544,547	\$ 1,410,000	\$ 1,200,000	\$ 2,046,300	45.1%
32302 Permit Records Retention	9,976	5,000	8,000	12,000	140.0%
32303 Plan Check Services	740,107	700,000	700,000	877,000	25.3%
32402 Encroachment Permits	181,664	175,000	82,000	10,000	-94.3%
32503 Bicycle Licenses	22	-	-	-	0.0%
32604 Other Licenses & Permits	84,977	60,000	25,300	30,000	-50.0%
<b>Subtotal Licenses and Permits</b>	<b>\$ 2,561,293</b>	<b>\$ 2,350,000</b>	<b>\$ 2,015,300</b>	<b>\$ 2,975,300</b>	<b>26.6%</b>
<b>FINES &amp; FORFEITURES</b>					
33501 Vehicle Code Fines	\$ 492,425	\$ 515,000	\$ 379,300	\$ 490,000	-4.9%
33502 Parking Citation	105,464	114,000	44,000	120,000	5.3%
<b>Subtotal Fines and Forfeitures</b>	<b>\$ 597,889</b>	<b>\$ 629,000</b>	<b>\$ 423,300</b>	<b>\$ 610,000</b>	<b>-3.0%</b>
<b>USE OF MONEY &amp; PROPERTY</b>					
34001 Interest on Investments	\$ 239,322	\$ 190,000	\$ 190,000	\$ 220,000	15.8%
34101 Rents & Leases	46,575	35,000	39,500	88,000	151.4%
34104 DMV Building Lease	144,681	144,600	144,600	146,400	1.2%
34206 Senior Center Rental	44,077	45,000	45,000	-	-100.0%
<b>Subtotal Use of Money &amp; Property</b>	<b>\$ 474,656</b>	<b>\$ 414,600</b>	<b>\$ 419,100</b>	<b>\$ 454,400</b>	<b>9.6%</b>
<b>REVENUES FROM OTHER GOVERNMENTS</b>					
35101 Motor Vehicle License Fees	\$ 51,034	\$ 65,000	\$ 65,000	\$ 65,000	0.0%
35501 POST Reimbursements	54,740	80,000	53,400	53,000	-33.8%
35502 911 Reimbursements	2,947	-	-	3,000	0.0%
35601 Homeowners Subvention	157,955	125,000	125,000	125,000	0.0%
35602 SB 90 Claims	209,627	95,000	95,000	25,000	-73.7%
<b>Subtotal Other Governments</b>	<b>\$ 476,302</b>	<b>\$ 365,000</b>	<b>\$ 338,400</b>	<b>\$ 271,000</b>	<b>-25.8%</b>
<b>GRANTS</b>					
36001 Federal Assistance	\$ 110,394	\$ 120,000	\$ 97,900	\$ 155,800	29.8%
36210 Curbside Recycling Reimbursement	33,386	35,000	32,200	31,900	-8.9%
36340 Household Waste Program	42,737	42,000	39,400	40,000	-4.8%
36601 Other Grants	-	520,000	5,000	-	-100.0%
<b>Subtotal Other Grants</b>	<b>\$ 186,517</b>	<b>\$ 717,000</b>	<b>\$ 174,500</b>	<b>\$ 227,700</b>	<b>-68.2%</b>



## GENERAL FUND REVENUES (continued)

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>SERVICE CHARGES</b>					
37001 Duplication Services	\$ 4,906	\$ 4,100	\$ 5,200	\$ 4,800	17.1%
37002 Maps & Publications	3,720	7,100	5,100	5,100	-28.2%
37003 Returned Check (NSF Check Charges)	645	700	700	700	0.0%
37004 Passports Acceptance	30,726	27,000	27,000	27,000	0.0%
37101 Program Participation	4,000	6,000	7,000	12,000	100.0%
37103 Business Registration Fee	182,473	130,000	130,000	140,000	7.7%
37299 Other Community Services Fees	113,781	337,200	2,000	336,200	-0.3%
37301 Planning Fees	387,328	450,000	420,000	657,800	46.2%
37303 Permit Automation Fee	53,138	30,000	35,300	33,500	11.7%
37401 Engineering Fees	5,930	-	5,000	5,000	0.0%
37402 Public Works Soils/Hydrology Fees	224,756	160,000	125,000	182,700	14.2%
37403 Slurry Seal Fees	1,270	17,800	5,000	5,000	-71.9%
37404 Public Works Plan Check Fees	201,490	150,000	200,000	292,300	94.9%
37405 Public Works Inspection Services Fees	122,597	40,000	187,500	233,900	484.8%
37406 Waste Management Fee (AB 939)	33,069	33,000	32,800	32,800	-0.6%
37410 Services Charges	-	32,500	-	32,500	0.0%
37411 County Landscape Charges	32,922	35,500	35,500	35,500	0.0%
37432 Source Control Program	3,526	2,000	1,600	1,000	-50.0%
37499 Other Public Works Fees	225	25,400	1,000	1,000	-96.1%
37501 Police Reports	3,391	3,700	2,400	3,300	-10.8%
37502 Police Photos	33	-	-	-	0.0%
37504 Alarm Fees	59,689	65,000	44,600	46,800	-28.0%
37505 Emergency Response/DUI	14,861	9,000	8,000	4,900	-45.6%
37599 Other Police Department Fees	82,420	100,000	68,000	75,000	-25.0%
37699 Other Service Charges	4,017	-	1,600	-	0.0%
<b>Subtotal Services Charges</b>	<b>\$ 1,570,914</b>	<b>\$ 1,666,000</b>	<b>\$ 1,350,300</b>	<b>\$ 2,168,800</b>	<b>30.2%</b>
<b>OTHER REVENUES</b>					
38001 Sale of Surplus Property	\$ 17,128	\$ 20,000	\$ 33,500	\$ 17,000	-15.0%
38003 Miscellaneous	15,570	14,000	13,500	13,600	-2.9%
38004 Damage Recovery	30,625	51,000	45,200	44,000	-13.7%
38006 Jury/Witness Fee	12,694	8,000	8,600	8,500	6.3%
38007 Rebates	6,083	-	5,800	582,700	0.0%
38010 Landfill Facility Agreement Fees	213,718	202,900	202,900	202,900	0.0%
38050 Contributions	286,994	200,000	190,000	315,200	57.6%
38201 Meals-On-Wheels Donations	41,189	38,000	38,000	29,000	-23.7%
38203 Cultural Arts Reimbursement	91,148	85,000	85,000	127,500	50.0%
38401 Developer Contributions	-	100,000	-	100,000	0.0%
38408 Storm Water Mgmt	64,214	40,000	40,000	40,000	0.0%
38409 Storm Water Monitoring Fee	11,100	3,000	19,000	12,000	300.0%
38501 Unclaimed Police Dept Property	10,602	7,500	1,400	1,500	-80.0%
<b>Subtotal Other Revenues</b>	<b>\$ 801,066</b>	<b>\$ 769,400</b>	<b>\$ 682,900</b>	<b>\$ 1,493,900</b>	<b>94.2%</b>

**GENERAL FUND REVENUES**

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>TRANSFERS IN</b>					
39215 Transfer from Gas Tax	\$ 2,748,314	\$ 2,800,700	\$ 2,475,600	\$ 2,809,800	0.30%
39250 Transfer from Library	290,200	0	0	0	0.00%
39260 Transfer from New Dwelling Fund	0	70,000	70,000	70,000	0.00%
39262 Transfer from Developer Agreements	0	0	0	200,000	0.00%
39280 Transfer from Forfeited Assets	37,500	0	0	62,500	0.00%
39285 Transfer from SLESF	225,325	120,000	0	120,000	0.00%
39287 Transfer from Law Enforcement Grants	89,816	105,850	0	17,500	-83.50%
39400 Transfer from Royal Corto AD	0	98,200	98,200	0	-100.00%
39655 Transfer fr Public Facilities	0	125,000	125,000	0	-100.00%
39920 Transfer from CDA Successor	250,000	250,000	250,000	250,000	0.00%
	<b>\$ 3,641,155</b>	<b>\$ 3,569,750</b>	<b>\$ 3,018,800</b>	<b>\$ 3,529,800</b>	<b>-1.1%</b>
<b>TOTAL REVENUES</b>	<b>\$ 64,414,852</b>	<b>\$ 65,395,450</b>	<b>\$ 63,508,100</b>	<b>\$ 68,793,400</b>	<b>5.2%</b>

# GENERAL FUND EXPENDITURES

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## 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 2015-16 accomplishments and FY 2016-17 goals and 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.

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**CITY OF SIMI VALLEY**

## GENERAL FUND EXPENDITURE SUMMARY

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>PERSONNEL</b>					
41010 Regular Salaries	\$ 31,818,796	\$ 34,421,700	\$ 30,856,800	\$ 35,673,800	3.6%
41020 Temporary Salaries	241,581	373,700	277,000	338,500	-9.4%
41030 Boards and Commissions	32,608	32,600	32,600	32,600	0.0%
41040 Overtime	3,521,048	2,915,850	3,323,900	2,739,500	-6.0%
41050 Outside Assistance	76,520	-	-	-	0.0%
41200 Deferred Compensation (401k)	148,172	190,600	203,700	226,500	18.8%
41210 Deferred Compensation (457b)	56,165	71,900	69,800	87,200	21.3%
41300 Vision Care	91,740	94,700	102,900	97,000	2.4%
41350 Disability	218,613	227,200	265,700	242,700	6.8%
41400 Group Insurance/Health	563,849	622,200	594,800	631,100	1.4%
41415 Flex Benefits	5,944,878	6,357,000	6,269,800	6,781,900	6.7%
41420 CalPERS Health Admin Fee	21,181	23,600	13,900	20,100	-14.8%
41450 Life Insurance	71,571	74,100	83,700	74,500	0.5%
41500 Group Insurance/Dental	410,346	434,200	460,200	434,900	0.2%
41550 Section 125 Admi	1,915	2,300	2,500	1,800	-21.7%
41600 Retirement (PERS)	9,131,443	9,321,900	9,567,800	10,658,300	14.3%
41610 Retirement (PARS)	74,000	80,000	170,000	159,400	99.3%
41620 Retirement (HRA)	167,118	218,400	175,600	215,000	-1.6%
41650 Medicare Tax	511,609	599,400	542,200	633,300	5.7%
41660 FICA	28,039	35,300	25,000	44,200	25.2%
41700 Workers' Compensation	3,334,000	3,051,700	2,053,300	3,560,300	16.7%
41800 Annual Leave Pay Out	-	966,400	1,300,000	1,000,000	3.5%
41801 Leave Accrual	(26)	-	-	-	0.0%
41900 Salary Savings	-	(2,200,000)	(2,200,000)	(800,000)	-63.6%
41950 Benefits Savings	-	-	-	(830,000)	100.0%
<b>Subtotal - Personnel</b>	<b>\$ 56,465,166</b>	<b>\$ 57,914,750</b>	<b>\$ 54,191,200</b>	<b>\$ 62,022,600</b>	<b>7.1%</b>
<b>SUPPLIES &amp; MATERIALS</b>					
42100 Utilities	\$ 1,981,573	\$ 2,188,000	\$ 2,172,000	\$ 1,540,200	-29.6%
42130 Postage	61,229	62,400	62,400	61,500	-1.4%
42150 Communications	641,707	747,707	724,200	981,700	31.3%
42200 Computer - Non Capital	10,028	1,200	700	25,500	2025.0%
42230 Office Supplies	58,412	65,200	63,600	67,700	3.8%
42235 Furnishings & Equipment Non Capital	65,551	36,847	10,400	31,300	-15.1%
42300 Copiers	100,431	103,000	103,000	103,000	0.0%
42310 Rentals	26,487	25,700	23,900	24,400	-5.1%
42410 Uniform/Clothing Supply	376,516	357,600	355,800	421,100	17.8%
42420 Special Departmental Expense	138,877	254,114	236,500	161,100	-36.6%
42440 Memberships and Dues	131,853	147,600	145,900	149,000	0.9%
42450 Subscriptions and Books	17,452	30,000	19,600	28,000	-6.7%
42460 Advertising	43,959	42,900	42,800	39,200	-8.6%
42500 Fuel and Lubricants	437,787	500,400	409,100	460,700	-7.9%
42510 Tires	62,765	61,400	61,400	61,400	0.0%
42550 Small Tools/Equipment	7,201	9,400	9,000	9,400	0.0%
42560 Operating Supplies	887,932	960,888	918,400	915,600	-4.7%

## GENERAL FUND EXPENDITURES (continued)

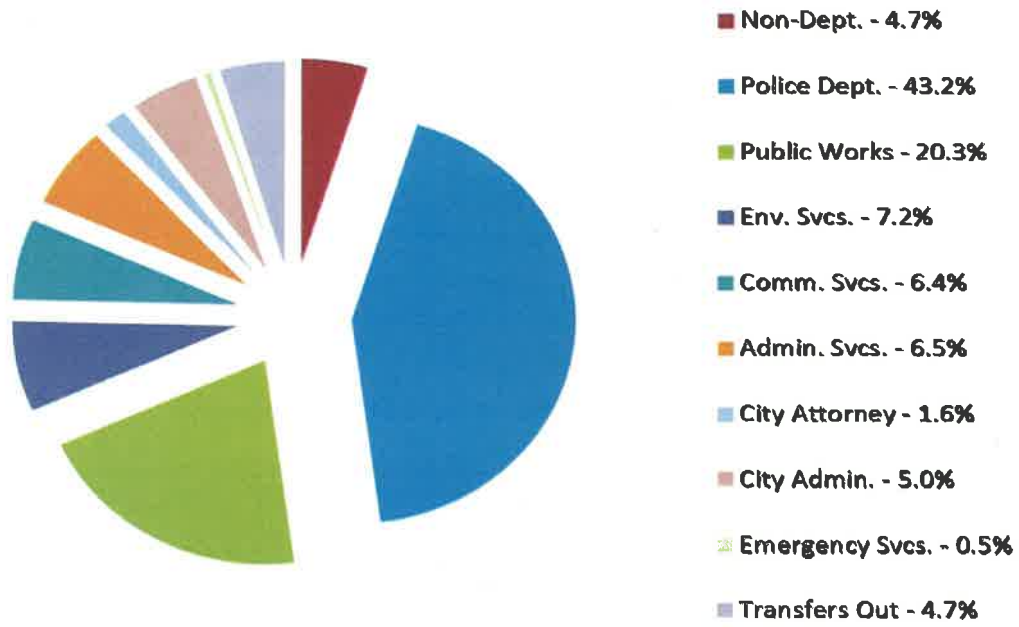
	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>SUPPLIES &amp; MATERIALS (continued)</b>					
42720 Travel, Conferences, Meetings	\$ 136,825	\$ 166,250	\$ 149,000	\$ 146,700	-11.8%
42730 Training	73,301	136,050	125,000	143,400	5.4%
42760 P.O.S.T. Training	97,588	110,000	110,000	110,000	0.0%
42770 Recruitment	23,824	35,800	25,000	42,600	19.0%
42780 Investigations	10,892	7,400	7,400	9,000	21.6%
42790 Mileage	91,671	95,400	95,500	99,400	4.2%
43010 Liability Insurance	-	2,000	400	2,000	0.0%
<b>Subtotal - Supplies/Materials</b>	<b>\$ 5,483,844</b>	<b>\$ 6,147,256</b>	<b>\$ 5,871,000</b>	<b>\$ 5,633,900</b>	<b>-8.4%</b>
<b>SERVICES</b>					
44010 Professional/Special Services	1,166,217	1,480,628	1,363,900	1,270,800	-14.2%
44012 Outside Legal Services	60,847	90,000	82,500	66,500	-26.1%
44015 County Property Tax Collection Fee	213,749	200,000	200,000	225,000	12.5%
44130 Rehab Assistance	-	-	-	-	0.0%
44210 Animal Regulation	266,260	775,300	441,100	775,300	0.0%
44310 Maintenance of Equipment	743,775	1,161,100	1,097,000	1,668,100	43.7%
44410 Building and Grounds Maintenance	-	-	600	-	0.0%
44450 Landscape Maintenance Contract	977,192	1,035,300	1,020,000	1,028,100	-0.7%
44460 Public Nuisance Abatement	-	-	1,500	1,500	0.0%
44490 Other Contract Services	1,345,677	2,062,874	1,767,600	1,637,600	-20.6%
44491 FIS Operations	116,900	75,100	75,100	75,100	0.0%
44492 GIS Operations	29,500	35,100	21,000	20,500	-41.6%
44590 Other Insurance	-	909,900	909,900	962,800	5.8%
44840 Bad Debt Expense	79,633	-	-	-	0.0%
<b>Subtotal - Services</b>	<b>\$ 4,999,749</b>	<b>\$ 7,825,302</b>	<b>\$ 6,980,200</b>	<b>\$ 7,731,300</b>	<b>-1.2%</b>
<b>REIMBURSED EXPENDITURES</b>					
45201 Reimb from SHA-C Fund	(414,100)	(506,400)	(506,400)	(606,700)	19.8%
45204 Reimb from HOME Fund	(10,716)	(200)	(200)	(200)	0.0%
45250 Reimb from Library Fund	-	(339,300)	(339,300)	(191,900)	-43.4%
45290 Reimb from CDBG Fund	(102,034)	(99,744)	(112,800)	(96,900)	-2.9%
45300 Reimb from Landscape District No. 1	(96,440)	(105,600)	(105,600)	(96,900)	-8.2%
45651 Reimb from Vehicle Replacement Fund	(25,800)	(60,000)	(60,000)	-	-100.0%
45700 Reimb from Sanitation Fund	(2,859,800)	(2,869,700)	(2,869,700)	(2,572,300)	-10.4%
45701 Reimb from San C	-	-	-	(74,700)	0.0%
45702 Reimb from San R	-	-	-	(236,800)	0.0%
45750 Reimb from Transit Fund	(2,133,300)	(1,815,300)	(1,815,300)	(1,832,500)	0.9%
45760 Reimb from Waterworks District No. 8 Fund	(2,667,600)	(2,580,600)	(2,580,600)	-	-100.0%
45761 Reimb from WW8	-	-	-	(2,093,000)	0.0%
45762 Reimb from WW8 C	-	-	-	(103,900)	0.0%
45763 Reimb from WW8 R	-	-	-	(301,400)	0.0%
45803 Reimb from Liability Insurance Fund	(184,700)	(168,700)	(168,700)	(167,700)	-0.6%
45805 Reimb from Worker's Compensation Fund	(484,100)	(494,700)	(494,700)	(542,200)	9.6%
<b>Subtotal Reimbursed Expenses</b>	<b>\$ (8,978,590)</b>	<b>\$ (9,040,244)</b>	<b>\$ (9,053,300)</b>	<b>\$ (8,917,100)</b>	<b>-1.4%</b>



### GENERAL FUND EXPENDITURES (continued)

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>CAPITAL OUTLAY</b>					
47020 Furnishings & Equip (Capital)	\$ 95,842	\$ 56,500	\$ 56,500	\$ -	-100.00%
47030 Vehicles	-	11,000	11,000	-	-100.00%
48800 Application Soft	639	-	-	-	0.00%
<b>Subtotal - Capital Outlay</b>	<b>\$ 96,481</b>	<b>\$ 67,500</b>	<b>\$ 67,500</b>	<b>\$ -</b>	<b>-100.0%</b>
<b>TRANSFERS TO OTHER FUNDS</b>					
49201 Transfer to CDA Housing Successor	\$ 742,909	\$ -	\$ -	\$ -	0.00%
49287 Transfer to LE Grants	-	527	-	-	-100.00%
49297 Transfer to Retiree Medical Benefits	1,000,000	1,010,000	1,010,000	1,090,800	8.00%
49300 Transfer to Landscape Zones Augmentation	833,212	750,000	750,000	760,400	1.40%
49500 Transfer to Debt Service	675,012	805,600	805,600	824,000	2.30%
49600 Transfer to Streets And Roads Program	658,296	500,000	500,000	300,000	-40.00%
49648 Transfer to Computer Equipment Replacement	459,000	267,200	267,200	227,100	-15.00%
49651 Transfer to Vehicle Replacement	456,700	-	-	498,800	0.00%
49656 Transfer to FIS	-	198,500	198,500	-	-100.00%
49807 Transfer to GIS/	18,750	-	-	-	0.00%
49921 Transfer to Housing Successor	313,992	-	-	-	0.00%
<b>Subtotal Transfers to Other Funds</b>	<b>\$ 5,157,871</b>	<b>\$ 3,531,827</b>	<b>\$ 3,531,300</b>	<b>\$ 3,701,100</b>	<b>4.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 63,224,522</b>	<b>\$ 66,446,391</b>	<b>\$ 61,587,900</b>	<b>\$ 70,171,800</b>	<b>5.6%</b>

### FY 2017-18 General Fund Expenditures \$70,171,800 net of reimbursements



## GENERAL FUND EXPENDITURES BY DEPARTMENT

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>CITY ADMINISTRATION</b>					
Personnel	2,939,647	3,222,900	2,903,700	3,301,800	2.45%
Supplies	199,228	292,800	292,800	215,900	-26.26%
Services	508,559	654,847	582,400	408,800	-37.57%
<b>Subtotal</b>	<b>\$ 3,647,434</b>	<b>\$ 4,170,547</b>	<b>\$ 3,778,900</b>	<b>\$ 3,926,500</b>	<b>-5.85%</b>
<b>CITY ATTORNEY</b>					
Personnel	957,856	1,024,100	970,900	1,245,800	21.65%
Supplies	29,761	35,100	25,600	37,100	5.70%
Services	32,635	33,900	33,900	18,900	-44.25%
<b>Subtotal</b>	<b>\$ 1,020,252</b>	<b>\$ 1,093,100</b>	<b>\$ 1,030,400</b>	<b>\$ 1,301,800</b>	<b>19.09%</b>
<b>ADMINISTRATIVE SERVICES</b>					
Personnel	4,341,947	4,565,500	4,173,800	4,857,300	6.39%
Supplies	39,050	51,900	61,800	45,100	-13.10%
Services	223,384	320,150	312,700	222,700	-30.44%
<b>Subtotal</b>	<b>\$ 4,604,382</b>	<b>\$ 4,937,550</b>	<b>\$ 4,548,300</b>	<b>\$ 5,125,100</b>	<b>3.80%</b>
<b>COMMUNITY SERVICES</b>					
Personnel	3,566,615	3,807,600	3,212,700	3,952,100	3.80%
Supplies	127,589	136,447	114,400	123,500	-9.49%
Services	441,514	997,100	648,800	990,200	-0.69%
<b>Subtotal</b>	<b>\$ 4,135,717</b>	<b>\$ 4,941,147</b>	<b>\$ 3,975,900</b>	<b>\$ 5,065,800</b>	<b>2.52%</b>
<b>ENVIRONMENTAL SERVICES</b>					
Personnel	4,959,416	5,334,800	4,787,400	5,567,500	4.36%
Supplies	34,473	59,500	53,800	49,600	-16.64%
Services	16,067	57,100	51,200	51,300	-10.16%
<b>Subtotal</b>	<b>\$ 5,009,955</b>	<b>\$ 5,451,400</b>	<b>\$ 4,892,400</b>	<b>\$ 5,668,400</b>	<b>3.98%</b>
<b>PUBLIC WORKS</b>					
Personnel	9,536,658	9,844,200	9,421,100	10,888,500	10.61%
Supplies	2,262,136	2,451,814	2,357,000	2,426,200	-1.04%
Services	2,377,527	2,851,193	2,637,400	2,735,100	-4.07%
Capital Outlay	19,010	11,000	11,000	-	-100.00%
<b>Subtotal</b>	<b>\$ 14,195,332</b>	<b>\$ 15,158,207</b>	<b>\$ 14,426,500</b>	<b>\$ 16,049,800</b>	<b>5.88%</b>
<b>POLICE DEPARTMENT</b>					
Personnel	29,801,046	30,970,850	29,152,400	32,364,000	4.50%
Supplies	1,212,216	1,330,262	1,218,000	1,355,900	1.93%
Services	348,924	498,612	315,500	456,600	-8.43%
Capital Outlay	60,106	56,500	56,500	-	-100.00%
<b>Subtotal</b>	<b>\$ 31,422,293</b>	<b>\$ 32,856,224</b>	<b>\$ 30,742,400</b>	<b>\$ 34,176,500</b>	<b>4.02%</b>
<b>EMERGENCY SERVICES</b>					
Personnel	288,008	298,400	299,200	316,200	5.97%
Supplies	26,852	39,200	39,000	36,900	-5.87%
Services	-	5,600	5,600	5,600	0.00%
<b>Subtotal</b>	<b>\$ 314,859</b>	<b>\$ 343,200</b>	<b>\$ 343,800</b>	<b>\$ 358,700</b>	<b>4.52%</b>

## GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
<b>NON-DEPARTMENTAL</b>					
Personnel	74,000	1,046,400	1,470,000	(470,600)	-145.0%
Supplies	1,552,489	1,750,233	1,708,600	1,343,700	-23.2%
Services	1,051,139	2,406,800	2,392,700	2,842,100	18.1%
Capital Outlay	17,365	-	-	-	0.0%
<b>Subtotal</b>	<b>\$ 2,694,993</b>	<b>\$ 5,203,433</b>	<b>\$ 5,571,300</b>	<b>\$ 3,715,200</b>	<b>-28.6%</b>
<b>PROJECTED SALARY &amp; BENEFITS SAVINGS</b>	23	(2,200,000)	(2,200,000)	0	-100.0%
<b>TRANSFERS TO OTHER FUNDS</b>					
To CDA Housing Successor	\$ 742,909	\$ -	\$ -	\$ -	0.0%
To Law Enforcement Grants	-	527	-	-	-100.0%
To Retiree Benefits Fund	1,000,000	1,010,000	1,010,000	1,090,800	8.0%
To Landscape Augmentation Fund	833,212	750,000	750,000	760,400	1.4%
To Debt Service Fund	675,012	805,600	805,600	824,000	2.3%
To Streets & Roads	658,296	500,000	500,000	300,000	-40.0%
To Computer Equipment Replacement	459,000	267,200	267,200	227,100	-15.0%
To FIS Project	-	198,500	198,500	-	-100.0%
To Vehicle Replacement Fund	456,700	-	-	498,800	100.0%
To GIS	18,750	-	-	-	100.0%
To Successor Agency	313,992	-	-	-	100.0%
<b>\$ 5,157,871</b>	<b>\$ 3,531,827</b>	<b>\$ 3,531,300</b>	<b>\$ 3,701,100</b>	<b>4.8%</b>	
<b>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</b>					
From Housing Successor Agency	(414,100)	(506,400)	(506,400)	(606,700)	19.8%
From HOME Grant	(10,716)	(200)	(200)	(200)	0.0%
From Library	-	(339,300)	(339,300)	(191,900)	-43.4%
From CDBG	(102,034)	(99,744)	(112,800)	(96,900)	-2.9%
From Landscape Zones	(96,440)	(105,600)	(105,600)	(96,900)	-8.2%
From Vehicle Replacement Fund	(25,800)	(60,000)	(60,000)	-	-100.0%
From Sanitation Operating Fund	(2,859,800)	(2,869,700)	(2,869,700)	(2,572,300)	-10.4%
From Sanitation Capital Fund	-	-	-	(74,700)	100.0%
From Sanitation Repl. Reserve	-	-	-	(236,800)	100.0%
From Transit	(2,133,300)	(1,815,300)	(1,815,300)	(1,832,500)	0.9%
From Waterworks Operating Fund	(2,667,600)	(2,580,600)	(2,580,600)	(2,093,000)	-18.9%
From Waterworks Capital Fund	-	-	-	(103,900)	100.0%
From Waterworks Repl. Reserve	-	-	-	(301,400)	100.0%
From Liability Fund	(184,700)	(168,700)	(168,700)	(167,700)	-0.6%
From Workers' Compensation Fund	(484,100)	(494,700)	(494,700)	(542,200)	9.6%
<b>\$ (8,978,590)</b>	<b>\$ (9,040,244)</b>	<b>\$ (9,053,300)</b>	<b>\$ (8,917,100)</b>	<b>-1.4%</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 63,224,522</b>	<b>\$ 66,446,391</b>	<b>\$ 61,587,900</b>	<b>\$ 70,171,800</b>	<b>5.6%</b>

# CITY ADMINISTRATION

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## CITY ADMINISTRATION DEPARTMENT

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

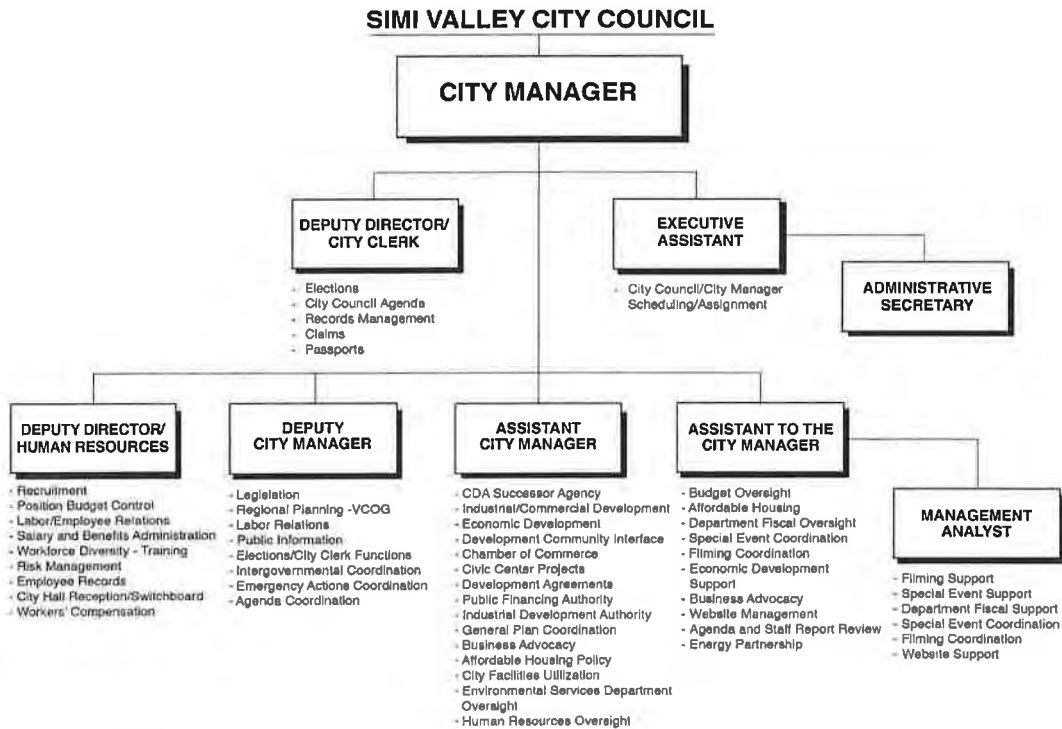
The City Council is the legislative and policy-making body of municipal government and other City-administered entities such as Ventura County Waterworks District No. 8 and the Simi Valley Library Board of Trustees. The Mayor serves as the ceremonial head of the City and presides over City Council meetings.

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

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, film and special event permitting, and special projects. 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, and also oversees the Workers' Compensation program. The City Clerk's Office is responsible for public records, preparation of agendas and minutes, elections, and passport services.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
City Council	\$ 191,926	\$ 193,800	\$ 186,600	\$ 163,300
City Manager	1,692,749	1,780,600	1,655,800	1,778,400
Human Resources	1,367,931	1,698,347	1,451,400	1,537,400
City Clerk	394,829	497,800	485,100	447,400
<b>TOTAL</b>	<b>\$ 3,647,434</b>	<b>\$ 4,170,547</b>	<b>\$ 3,778,900</b>	<b>\$ 3,926,500</b>



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 1,810,835	\$ 2,045,700	\$ 1,829,500	\$ 2,079,600	1.7%
41020 - Temporary Salaries - PR Only	25,918	31,500	13,900	31,500	0.0%
41040 - Overtime	-	1,500	2,600	1,900	26.7%
41200 - Deferred Comp - 401k	20,897	22,400	25,900	25,000	11.6%
41210 - Deferred Comp - 457	9,311	9,800	10,200	4,000	-59.2%
41300 - Vision Care	5,252	5,600	5,800	5,000	-10.7%
41350 - Disability	13,024	14,700	16,000	13,200	-10.2%
41400 - Group Insurance/Health	30,789	38,900	30,600	34,200	-12.1%
41415 - Flex Benefits	381,784	407,900	372,900	359,400	-11.9%
41420 - CalPERS Health Admin Fee	1,451	1,700	1,000	1,700	0.0%
41450 - Life Insurance	4,629	4,900	5,200	4,500	-8.2%
41500 - Group Insurance/Dental	17,025	18,100	19,100	18,200	0.6%
41550 - Section 125 Administration Fee	340	500	500	500	0.0%
41600 - Retirement (PERS)	418,916	428,600	432,900	514,500	20.0%
41620 - Retirement (HRA)	11,671	14,400	11,000	16,800	16.7%
41650 - Medicare Tax	29,668	35,700	30,800	32,900	-7.8%
41660 - FICA	6,437	7,700	6,100	7,700	0.0%
41700 - Workers' Compensation	151,700	133,300	89,700	151,200	13.4%
42150 - Communications	1,200	1,900	1,900	1,600	-15.8%
42230 - Office Supplies	13,484	15,800	15,800	15,800	0.0%
42420 - Special Departmental Expense	50,000	126,500	126,500	50,500	-60.1%
42440 - Memberships and Dues	4,322	7,100	7,100	7,700	8.5%
42450 - Subscriptions and Books	702	1,800	1,800	6,800	277.8%
42460 - Advertising	36,780	34,700	34,700	29,500	-15.0%
42560 - Operating Supplies	-	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	32,657	32,600	32,600	36,300	11.3%
42730 - Training	26,754	35,000	35,000	32,200	-8.0%
42770 - Recruitment	-	-	-	-	0.0%
42790 - Mileage	33,329	37,400	37,400	35,500	-5.1%
44010 - Professional/Special Services	382,922	604,347	531,900	356,800	-41.0%
44012 - Outside Legal	47,822	50,000	50,000	51,500	3.0%
44310 - Maintenance of Equipment	504	500	500	500	0.0%
44840 - Bad Debt Expense	77,311	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 3,647,434</b>	<b>\$ 4,170,547</b>	<b>\$ 3,778,900</b>	<b>\$ 3,926,500</b>	<b>-5.9%</b>



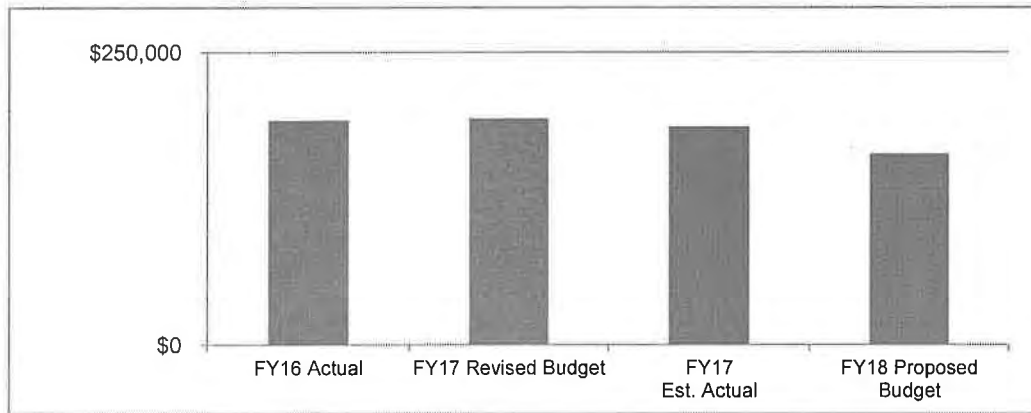
**CITY COUNCIL - 1001105**

**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 the City Attorney.

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

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$191,926	\$193,800	\$186,600	\$163,300



**BUDGET ADJUSTMENTS**

None

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**CITY OF SIMI VALLEY**

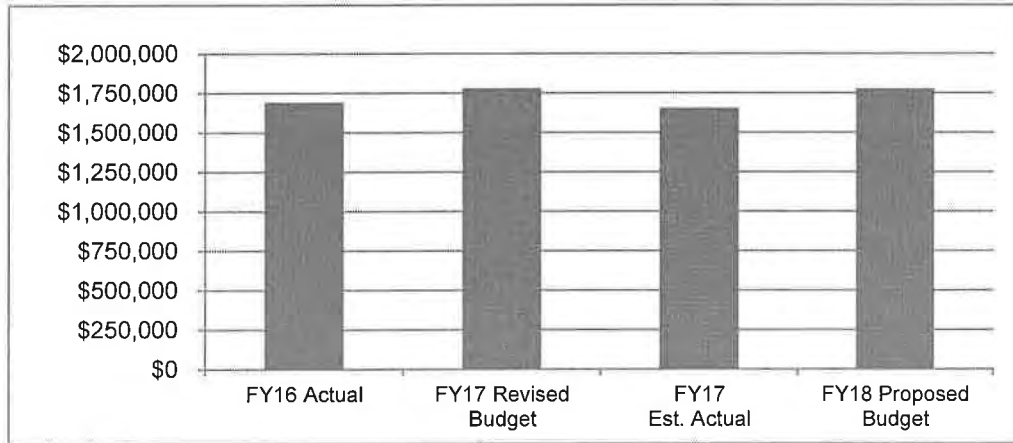
## CITY MANAGER'S OFFICE - 1001125

### OVERVIEW

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

Governmental affairs include analysis of regional, state, and federal legislation and lobbying activities when appropriate. The public information functions include communications with the public, review and preparation of press releases, oversight of the City's website and social media activities. The City's Economic Development Office 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.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,692,749	\$1,780,600	\$1,655,800	\$1,778,400



### BUDGET ADJUSTMENTS

Reduce City Manager Communications	(\$400)
Promote Assistant to City Manager to Deputy City Manager	\$7,800

## **CITY MANAGER'S OFFICE (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

- Coordinated legislative activity on a variety of issues, including local government revenue, criminal sentencing, Naval Base Ventura County, rail safety, traffic safety and speed limits, regional transportation, infrastructure, and water conservation.
- Coordinated with the City's State Legislators and CalTrans to rename the First Street Overpass in honor of fallen Officer Michael Clark.
- Coordinated the repurposing of \$2 million, originally earmarked for landscaping on the 118 freeway for the City's streets and roads.
- Issued a Request for Proposals and awarded a contract for construction of the Simi Valley Police Department Shooting Range and managed the construction of the project.
- Initiated funding for City Capital Projects including acquisition and conversion to LED of streetlights, a new City telephone system, new HVAC units at City facilities, and the installation of LED lighting at City facilities.
- Negotiated and presented to the City Council for consideration a Purchase and Sale Agreement with Southern California Edison for the City's acquisition of the streetlights in Simi Valley.
- Secured a Lease Agreement with Waste Management of California for the property encompassing the Simi Valley Police Department Shooting Range
- Secured funding for the \$9.5 million solar project at City facilities and managed the construction of the OpTerra Energy Services contract. Completed the grant process for the 2017 Special Event Support Grants, culminating in the City Council's awarding of \$25,000 for six non-profit special events.
- Participated in an Advisory Working Group with other local governments to develop a feasibility study to determine if a Community Choice Energy (CCE) program could serve San Luis Obispo, Santa Barbara, and Ventura County electric utility customers.

### **GOALS FOR FY18**

- Hold a third annual City Council Retreat to focus on the updating of City Council priorities previously established at the initial City Council Retreat in 2014, and to enable Department Directors to identify and update objectives that will assist them in carrying out the City Council's priorities.
- Develop a relationship with a federal legislative consultant to assist with the City's lobbying efforts regarding federal legislation that affects Simi Valley.
- Complete building improvements at the Simi Valley Police Department Shooting Range.
- Complete the OpTerra Energy Services contract for solar energy at City facilities.
- Initiate installation of new HVAC units and LED lighting at City facilities.
- Initiate the process to take ownership of streetlights in Simi Valley and start their conversion to LED.

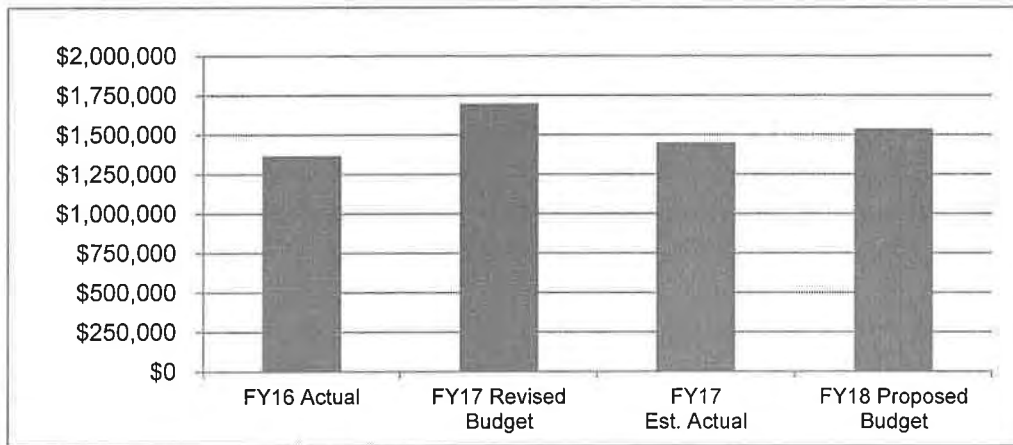
## HUMAN RESOURCES - 1001126

### OVERVIEW

The Human Resources Division is responsible for coordinating human resources and risk management for all City-administered departments and special districts, including recruitment, benefits administration, employee records/policies, new hire orientations, exit interviews, classification and compensation plan administration, and labor and employee relations support. Human Resources also administers the City's Succession Management/Career Development Program to facilitate 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, recommending loss control strategies, and overseeing the City's workers' compensation program.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,367,931	\$1,698,347	\$1,451,400	\$1,537,400



### BUDGET ADJUSTMENTS

Reduce Human Resources Training	(\$12,000)
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## HUMAN RESOURCES (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Coordinated with Cal Lutheran University and other local jurisdictions to provide a Supervisory Certificate Program designed for managers and supervisors in public service agencies. The program will be an ongoing program managed and offered by Cal Lutheran.
- Initiated 35 recruitments, processed 2,978 employment applications, conducted 23 oral appraisal boards, provided employment orientations to 38 new employees (15 temps not included), and conducted employee verifications on 53 new employees utilizing the Employment Eligibility Verification (E-Verify) Program (through February).
- Implemented Criticalll software designed to test applicants for police dispatch positions, saving months of preparation from prior testing services. Also implemented software to track insurance and workers' compensation claims, replacing an old Access database.
- Provided 56 employee trainings and education sessions (consisting of 113 hours) through February, with 415 participants. These sessions included technology and management skills webinars, deferred compensation, ICMA employee development webinars, employment law consortiums, communication skills, financial, health, and safety issues.
- Coordinated 31 Americans with Disabilities Act interactive processes with City employees.
- Conducted and closed three employee investigations and coordinated with an outside investigator for an employee investigation.
- Completed a City-wide classification and compensation study.
- Opened 59 new workers' compensation claims and closed 64 claims (through February).
- Coordinated one employee disciplinary appeal hearing and scheduled one employee termination appeal hearing.

### GOALS FOR FY18

- Continue to provide strong employee training and development programs through multiple platforms to meet the needs of our diverse workforce.
- Continue working on implementation of a new Human Resources/Payroll Enterprise System.
- Continue to work with Cal Lutheran University and other local jurisdictions on the development of a Leadership Certificate Program.
- Continue to provide excellent customer service while looking for opportunities to reduce costs.
- Negotiate fair successor collective bargaining agreements with 3 labor groups and unrepresented group.
- Continue to refine recruiting processes to attract and retain top talent.

## CITY CLERK - 1001130

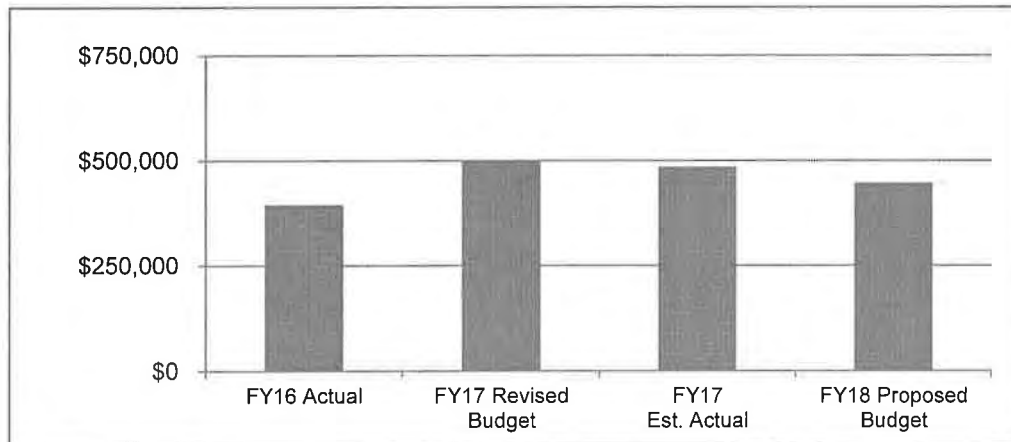
### OVERVIEW

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

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

The City Clerk’s Office is responsible for municipal elections (including voter registration and campaign disclosure statements), public records (such as resolutions, deeds, and contracts), the City’s Records Retention/Destruction Schedule, operating the City’s Passport Acceptance Facility, and receiving petitions, claims, summons, and subpoenas. The City Clerk’s Office also ensures that public records requests received are processed in compliance with the California Public Records Act, campaign finance and Conflict of Interest filings are processed per the requirements of the Political Reform Act, and all agenda postings comply with the requirements of the Brown Act (open meeting laws).

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$394,829	\$497,800	\$485,100	\$447,400



### BUDGET ADJUSTMENTS



## **CITY CLERK (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Managed the 2016 General Municipal Election, which included a voter initiative ballot measure, provided candidacy documents and information, hosted a Candidate Orientation for all Mayoral and City Council candidates, hosted public Candidate Forums, and administered campaign disclosure statements filings.
- Prepared 255 agenda items, approximately 371 pages of minutes, and completed follow-up for 11 ordinances, 62 resolutions, and 120 contracts/agreements.
- Processed more than 213 Public Records Act requests, 80 legal advertisements, 9 complaints, 64 claims, 22 bankruptcies, and 142 subpoenas.
- Coordinated and managed annual Statement of Economic Interest filings for over 182 required filers Citywide.
- Processed more than 867 passport applications as a Passport Acceptance Facility and responded to more than 8,760 passport information calls.
- Received a Passport Acceptance Facility Oversight audit report from the U.S. Department of State with no findings requiring corrective action.
- Continued the Disaster Recovery Project to electronically store fundamental, permanent City records including City Council meeting agendas, adopted minutes, ordinances, and resolutions.

### **GOALS FOR FY18**

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- Commence the electronic scanning and storage of all City Council meeting agendas since City incorporation in 1969.
- Complete an update of the City's Records Management Program and associated Records Retention Schedules.

**CITY ADMINISTRATION**  
**FY 17-18 REDUCTION PROPOSAL**

DEPT: City Administration  
 TITLE: Reduce Human Resources Training Budget  
 TOTAL: \$12,000  
 ACCOUNT: 1001126-42730  
 PRIORITY:

DEPARTMENT SAVINGS PROPOSAL	
<u>Current Expenses</u>	\$12,000
TOTAL:	\$12,000

Reduction in budget for supervisory training (\$2,000), tuition reimbursement (\$6000), and leadership training (\$4,000)

FY 17-18 Proposed	\$40,600
Reduction:	<u>(\$12,000)</u>
Revised Budget	\$28,600

**CITY ADMINISTRATION  
FY 17-18 REDUCTION PROPOSAL**

DEPT: Human Resources  
 TITLE: Reduce Human Resources Professional/Special Services  
 TOTAL: \$13,000  
 ACCOUNT: 1001126-44010  
 PRIORITY: 4

<b>DEPARTMENT SAVINGS PROPOSAL</b>	
<u>Current Expenses</u>	
Professional Services	\$13,000
<b>TOTAL:</b>	<b>\$13,000</b>

<b>CITY MANAGER ADJUSTMENT</b>	
<u>Current Expenses</u>	
Professional Services	\$24,000
<b>TOTAL:</b>	<b>\$24,000</b>

Reduction in budget for outside recruitment services (\$9,000) and Employee Appeals (\$4,000)

FY 17-18 Proposed	\$123,940
Reduction:	(\$13,000)
Revised Budget	\$110,940

The City Manager increased this reduction to \$24,000, taking the outside recruitment budget to zero.

**CITY ADMINISTRATION**  
**FY 17-18 REDUCTION PROPOSAL**

DEPT: City Administration  
 TITLE: Reduce City Manager's Office Communication Budget  
 TOTAL: \$400  
 ACCOUNT: 1001125-42150  
 PRIORITY: 5

DEPARTMENT SAVINGS PROPOSAL	
<u>Current Expenses</u>	
Communications	\$400
TOTAL:	\$400

Reduction of \$400.00 to the Communication budget as renewal of cell phone contracts over the past few year have been reduced in cost.

FY 17-18 Proposed	\$1,600
Reduction:	(\$ 400)
Revised Budget	\$1,200

**CITY ADMINISTRATION  
FY17-18 POLICY ITEM**

DEPT: City Administration  
 TITLE: Funding for Deputy City Manager position  
 REQUEST: \$7,800  
 ACCOUNT: #1001125 - (several)  
 PRIORITY: 1

COST BREAKDOWN	
<u>Personnel</u>	
Fully loaded salary and benefits	\$7,800
<b>TOTAL:</b>	<b>\$7,800</b>

The Assistant to the City Manager position will be eliminated and the Deputy City Manager position created. The individual in the Assistant to the City Manager position is on the list of eligibility for the Deputy City Manager position.

The individual is having duties increased in areas such as Economic Development, Energy Efficiency and Partnership programs, and representing the City Manager's office in reviewing of Budget to name three key functions of the job.

# CITY ATTORNEY

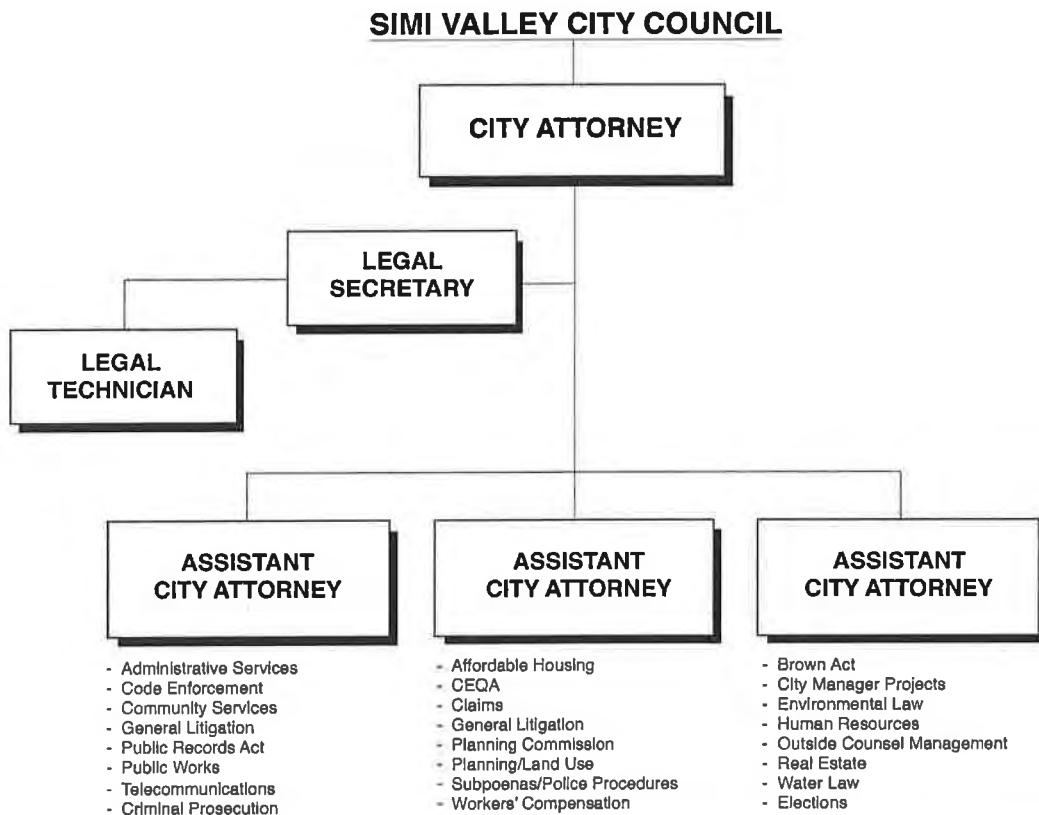
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**CITY ATTORNEY**

The City Attorney’s Office provides timely legal advice to assist the City in meeting the goals set by the City Council. The Office assists the City Manager and all departments and employees of the City in meeting these goals. All advice should be as accurate as possible, and risk assessments are provided when needed to help the Council or City staff to decide between different legal options. The Office defends the City vigorously in civil litigation matters, and prosecutes violations of the City’s Municipal Code. Outside counsel is managed through the Office in order to ensure low-cost, efficient and effective legal services for the City.

The Office also ensures that contracts, resolutions, ordinances, and other documents and enactments of the City comply will all applicable laws. With respect to the meetings of the City Council and other subordinate bodies of the City, the Office ensures compliance with open meeting rules such as the Ralph M. Brown Act. The Office also helps provide guidance on the implementation of City initiatives in diverse areas such as telecommunications, homeless issues, massage, fees and rates, and other areas in which legal advice is requested.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
City Attorney	\$1,020,252	\$1,093,100	\$1,030,400	\$1,301,800



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
<b>Expense</b>					
41010 - Regular Salaries	\$ 593,589	\$ 741,800	\$ 646,600	\$ 820,600	10.6%
41040 - Overtime	-	100	200	-	-100.0%
41050 - Outside Assistance	76,520	-	-	-	0.0%
41200 - Deferred Comp - 401k	3,825	5,300	5,000	6,500	22.6%
41210 - Deferred Comp - 457	-	-	-	700	100.0%
41300 - Vision Care	1,132	1,400	1,400	1,400	0.0%
41350 - Disability	4,715	5,900	6,400	7,100	20.3%
41400 - Group Insurance/Health	6,910	9,400	8,300	9,300	-1.1%
41415 - Flex Benefits	61,748	91,300	83,500	110,000	20.5%
41450 - Life Insurance	1,008	1,200	1,300	1,200	0.0%
41500 - Group Insurance/Dental	3,192	4,100	3,900	4,000	0.0%
41600 - Retirement (PERS)	135,898	89,400	160,100	197,500	120.9%
41620 - Retirement (HRA)	7,240	9,600	8,400	14,400	50.0%
41650 - Medicare Tax	9,079	12,800	10,900	13,500	0.0%
41700 - Workers' Compensation	53,000	51,800	34,900	59,600	15.1%
42150 - Communications	-	800	800	800	0.0%
42230 - Office Supplies	1,408	2,300	2,300	2,300	0.0%
42440 - Memberships and Dues	1,260	2,000	2,000	2,000	0.0%
42450 - Subscriptions and Books	11,830	9,500	-	11,500	21.1%
42720 - Travel, Conferences, Meetings	887	4,250	4,500	4,500	5.9%
42730 - Training	5,013	5,750	5,500	5,500	-4.3%
42790 - Mileage	9,363	10,500	10,500	10,500	0.0%
44010 - Professional/Special Services	20,216	3,900	3,900	11,400	192.3%
44012 - Outside Legal	12,419	30,000	30,000	7,500	-75.0%
<b>Total</b>	<b>\$ 1,020,252</b>	<b>\$ 1,093,100</b>	<b>\$ 1,030,400</b>	<b>\$ 1,301,800</b>	<b>19.1%</b>



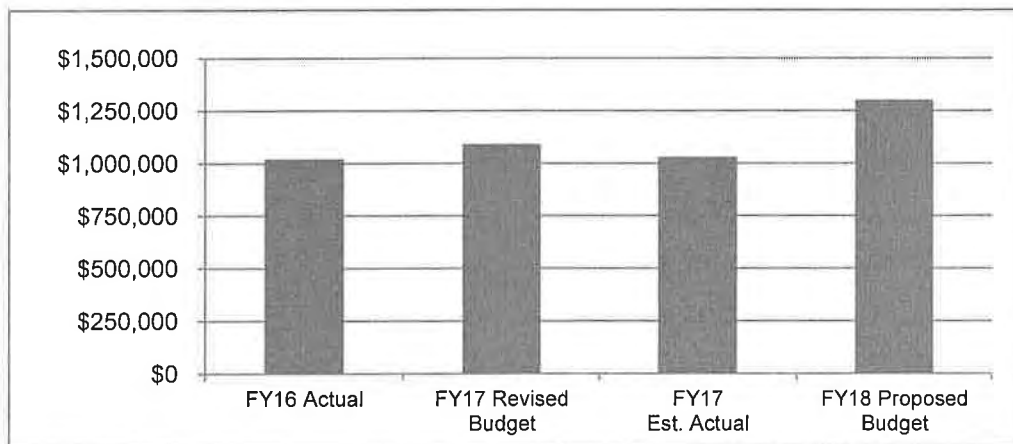
## CITY ATTORNEY - 1001205

### OVERVIEW

The City Attorney's Office provides timely legal advice to assist the City in meeting the goals set by the City Council. The Office assists the City Manager and all departments and employees of the City in meeting these goals. All advice should be as accurate as possible, and risk assessments are provided when needed to help the Council or City staff to decide between different legal options. The Office defends the City vigorously in civil litigation matters, and prosecutes violations of the City's Municipal Code. Outside counsel is managed through the Office in order to ensure low-cost, efficient and effective legal services for the City.

The Office also ensures that contracts, resolutions, ordinances, and other documents and enactments of the City comply with all applicable laws. With respect to the meetings of the City Council and other subordinate bodies of the City, the Office ensures compliance with open meeting rules such as the Ralph M. Brown Act. The Office also helps provide guidance on the implementation of City initiatives in diverse areas such as telecommunications, homeless issues, massage, fees and rates, and other areas in which

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,020,252	\$1,093,100	\$1,030,400	\$1,301,800



### FY18 BUDGET ADJUSTMENTS

Reduce funding for Outside Legal	(\$17,500)
Reduce Funding for Professional/Special Services	(\$805)

## CITY ATTORNEY (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Attended City Council and City Council subcommittee meetings, providing Brown Act and other procedural legal advice.
- Assisted the City Clerk's Office in processing over 144 public records requests, some involving significant records review or complex privacy issues.
- Provided ongoing advice to the Water District regarding encroachments on Water District property.
- Provided advice to the Public Works Department regarding easements and other property-related issues.
- Assisted in the processing of 105 subpoenas served on the City.
- Investigated and made recommendations on 54 new claims, and managed the closing of over 45 claims.
- Managed or directly handled an average of approximately 22 civil court cases.
- Utilized new claims contractual mechanism and new ordinance authority to allow settlement of claims at earlier stage to help reduce City's overall liability.
- Filed 74 misdemeanor criminal cases and 45 infraction cases.
- Supported massage appeal and revocation hearings in ongoing effort to address issue

### GOALS FOR FY18

- Provide all necessary advice to the City Council to ensure that agendas and meetings comply with legal requirements and that the City Council is fully informed on all legal matters.
- Assist the City Manager and staff by providing legal options to implement the goals and objectives of the City.
- Offer improvements to the City's purchasing, claims resolution, and other ordinances.
- Assist in providing legal advice on City initiatives as set by the City Council and City Manager in areas such as homelessness, massage, finance and other matters, and continue to support the massage appeal process.
- Continue to improve the legal processes of the City in areas such as contracts, requests for proposals, and permitting.
- Successfully prosecute violations of the Municipal Code, including Code Enforcement matters.
- Assist City Departments in achieving their objectives, including but not limited to, issues in the planning, environmental, public works, fiscal, administrative, and cultural affairs areas.
- Provide timely advice to the Police Department in carrying out its missions and goals.
- Implement new claims processing software and procedures to improve claims handling

**CITY ATTORNEY**  
**FY17-18 REDUCTION PROPOSAL**

DEPT: City Attorney  
 TITLE: Reduce funding for Outside Legal  
 TOTAL: \$17,500  
 ACCOUNT: 1001205-44012  
 PRIORITY: 1A

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Budget for FY 16-17	\$25,000
Projected Budget for FY 17-18	\$7,500
<b>TOTAL REDUCTION:</b>	<b>\$17,500</b>

In FY 16-17, an approved policy item included additional funds in the amount of \$5,000 for nuisance abatement, massage abatement and other items to be carried out by outside counsel through this account. These additional funds were added to this Consulting/Legal Services account (44012--Outside Legal), for a total of \$25,000 in FY17. This account is also used when seeking specialized legal services including election law, water law, Proposition 218/64 revenue issues, and other matters when in-house expertise is unavailable or if a conflict may exist and outside counsel is needed. Based on the Office's usage to date which has been less than anticipated, a reduction of \$17,500 will still allow the Office to provide advice in most areas but draw on outside counsel to a limited extent if needed with a remaining \$7,500 balance.

**CITY ATTORNEY  
FY17-18 REDUCTION PROPOSAL**

DEPT: City Attorney  
 TITLE: Reduce Funding for Professional/Special Services  
 TOTAL: \$805  
 ACCOUNT: 1001205-44010  
 PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Budget For FY 16-17	\$3,900
Projected Budget for FY 17-18	\$3,095
<b>TOTAL REDUCTION:</b>	<b>\$805</b>

In order to further reduce costs for FY 17-18, the City Attorney's Office proposes a reduction from our Professional / Special Services fund. This account provides funds for our Lexis Nexis online legal research, outside legal research, maintenance of Office Data Systems, and any required service of process. In FY 16-17, this Office was able to obtain significant savings by switching online legal research providers from Westlaw to Lexis. In addition, Lexis covers a wider variety of legal sources, reducing outside legal search costs. There may be some impact if certain filings require informational searches outside of the Lexis offerings, or if service of process costs increase due to filings such as nuisance abatement or massage.

**CITY ATTORNEY**  
**FY 17-18 POLICY ITEM**

DEPT: City Attorney  
 TITLE: Increase Funding for Second Year Contract with Lexis Nexis Advanced  
 REQUEST: \$8,300  
 ACCOUNT: 1001205-44010 - Professional/Special Services  
 PRIORITY: 1

COST BREAKDOWN		
<u>Current Expenses:</u>		
Lexis Nexis First Year Contract Amount	FY 16-17	\$1,000
Lexis Nexis Second Year Contract Amount	FY 17-18	\$9,300
REQUESTED:		\$8,300

This item was approved last year in the FY 16-17 budget as a reduction. Because the savings were spread over four years, there was a significant drop in expenses for year one, but an increase from year 1 to year 2. The first year rate was \$1,000, but this increases to \$9,300 in year 2. However, this year 2 rate represents an approximate \$10,000 savings over the Office's prior legal research contracts. To obtain these savings, in FY 15-16, the Office engaged in an open market bid when our three-year subscriber agreement with Thomson/West (Westlaw) expired on June 30, 2016. After researching the best pricing terms and database offerings, the Office entered into a four-year contact with Lexis Nexis. The approved FY-17 budget reduction proposal contained a detailed outline of this process.

**CITY ATTORNEY**

**FY17-18 POLICY ITEM/CAPITAL ASSET PROPOSAL**

DEPT: City Attorney  
 TITLE: Increase Funding for Legal Publication: Miller & Starr California Real Estate 4th Edition  
 REQUEST: \$2,000  
 ACCOUNT: 1001205-42450 - Subscriptions and Books  
 PRIORITY: 2

COST BREAKDOWN		
<u>Current Expenses:</u>		
Subscriptions and Books	FY 16-17	\$9,500
Miller & Starr CA Real Estate, 4th Ed.	FY 17-18	\$2,000
TOTAL:		<u>\$11,500</u>

This policy item for FY17-18 budget is to update our outdated legal publication, Miller and Starr California Real Estate, 4th Edition. This is a 12 volume subscription that was last updated in the year 2000. Although still useful in its current form, updating this volume can improve legal advice and potentially avoid the use of outside counsel on certain matters. There is an annual subscription rate that discounts the total update amount by 50% the following subscribed year. This publication is a comprehensive analysis of caselaw and regulations affecting ownership, development, leasing, and financing of California real property. Some topics covered in the forty plus chapters include, contract law, title insurance, escrows, easements, deeds, usury, adverse possession, eminent domain, inverse condemnation, subdivision law, land use and zoning, California Environmental Quality Act (CEQA), title insurance, construction law, construction defects, and deeds of trust and mortgages.

# ADMINISTRATIVE SERVICES

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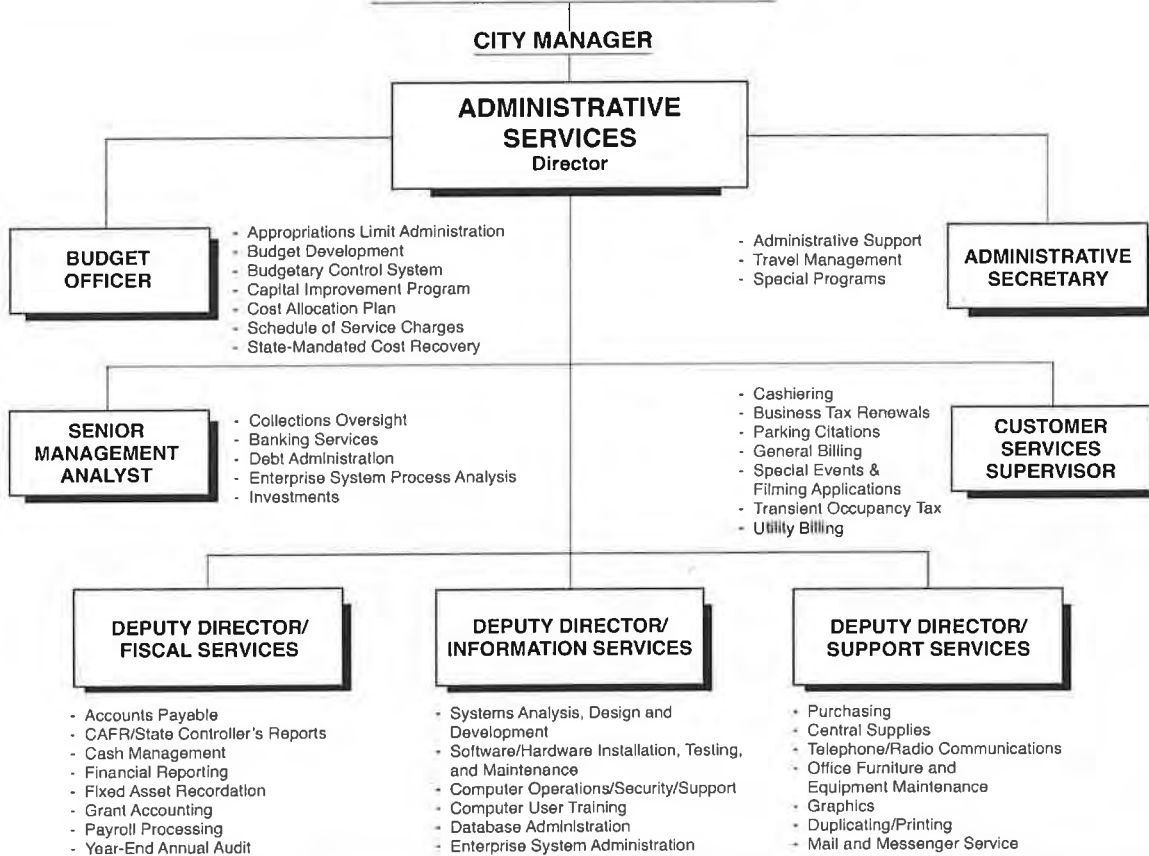
## ADMINISTRATIVE SERVICES DEPARTMENT DEPARTMENT OVERVIEW

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, accounts payable, cash management, investment administration, debt administration, purchasing, telephone and radio communications, graphics and printing, mail services, information technology services, computer hardware/software acquisition and support, billing/collection for water and wastewater services, and processing of business tax certificates and parking citations.

	FY16 Actual	FY17 Budget	FY17 Est. Actual	FY18 Proposed Budget
Administration	\$ 858,991	\$ 839,750	\$ 785,600	\$ 847,700
Fiscal Services	1,066,059	1,122,700	986,300	1,178,400
Support Services	854,325	877,000	832,800	878,700
Customer Services	6,357	7,700	7,600	8,800
Information Services	1,818,650	2,090,400	1,936,000	2,211,500
<b>TOTAL</b>	<b>\$ 4,604,382</b>	<b>\$ 4,937,550</b>	<b>\$ 4,548,300</b>	<b>\$ 5,125,100</b>

### SIMI VALLEY CITY COUNCIL





## TOTAL DEPARTMENT EXPENDITURES

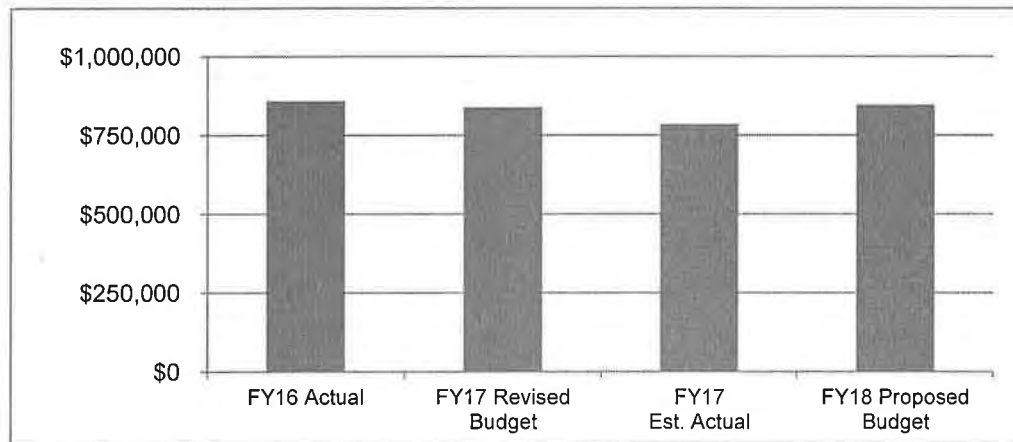
Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 2,842,612	\$ 2,908,000	\$ 2,643,900	\$ 3,013,900	3.6%
41020 - Temporary Salaries - PR Only	1,968	0	11,000	0	0.0%
41040 - Overtime	1,924	2,000	4,500	4,600	130.0%
41200 - Deferred Comp - 401k	24,963	30,200	34,000	39,800	0.0%
41210 - Deferred Comp - 457	2,694	3,500	3,500	5,100	45.7%
41300 - Vision Care	6,917	7,500	7,600	7,700	2.7%
41350 - Disability	21,687	24,200	26,400	24,800	2.5%
41400 - Group Insurance/Health	45,235	51,400	46,700	51,300	-0.2%
41415 - Flex Benefits	494,319	549,900	524,600	602,900	9.6%
41420 - CalPERS Health Admin Fee	2,031	2,500	1,300	0	-100.0%
41450 - Life Insurance	5,901	6,300	6,900	6,300	0.0%
41500 - Group Insurance/Dental	26,569	30,000	27,900	27,900	-7.0%
41550 - Section 125 Administration Fee	420	1,000	1,000	500	-50.0%
41600 - Retirement (PERS)	597,938	679,300	650,200	772,500	13.7%
41620 - Retirement (HRA)	8,481	16,800	8,800	12,000	-28.6%
41650 - Medicare Tax	39,612	52,300	39,900	55,000	5.2%
41660 - FICA	4,977	0	700	0	0.0%
41700 - Workers' Compensation	213,700	200,600	134,900	233,000	16.2%
42150 - Communications	1,320	800	800	3,200	300.0%
42230 - Office Supplies	10,251	4,600	4,600	7,400	60.9%
42440 - Memberships and Dues	2,520	2,900	2,900	3,600	24.1%
42450 - Subscriptions and Books	750	1,400	1,400	1,200	-14.3%
42460 - Advertising	2,426	2,200	2,200	4,200	90.9%
42560 - Operating Supplies	1,077	2,000	2,000	0	-100.0%
42720 - Travel, Conferences, Meetings	5,955	13,400	23,400	7,500	-44.0%
42730 - Training	4,887	18,000	18,000	11,600	-35.6%
42790 - Mileage	9,864	6,600	6,500	6,400	0.0%
44010 - Professional/Special Services	223,384	241,750	245,300	217,300	-10.1%
44310 - Maintenance of Equipment	0	67,400	67,400	0	-100.0%
44490 - Other Contract Services	0	11,000	0	5,400	-50.9%
<b>TOTAL</b>	<b>\$ 4,604,382</b>	<b>\$ 4,937,550</b>	<b>\$ 4,548,300</b>	<b>\$ 5,125,100</b>	<b>3.8%</b>

## AS ADMINISTRATION - 1001505

### OVERVIEW

The Administration Division is responsible for the overall management of the Department of Administrative Services. It coordinates the activities of the Department's various divisions and serves as the primary contact point for the City Council, other City Departments, and the general public. The Division is also responsible for preparation of the City's Annual Budget, interim financial reports, administration of the budget control process, and coordination of financial reporting requirements. Oversight of City investments, debt administration, banking services and relationships, the Schedule of Service Charges, State-Mandated Cost Recovery (SB90) claims is also managed in this Division.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$858,991	\$839,750	\$785,600	\$847,700



### BUDGET ADJUSTMENTS

Reduce Budget Officer hours by 15% (one year only)	(\$28,900)
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## **AS ADMINISTRATION (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Applied for, and received, the Operating Budget Excellence Award and Capital Budget Excellent Award for Fiscal Year 2017 from the California Society of Municipal Finance Officers.
- Loaded the City's 2016-17 budget information onto the OpenGov.com website to provide continued transparency and accessibility of information to the public.
- Updated the City's Five Year Projections for the General Fund at budget adoption and mid-year, and continue to do so for use in the FY 2017-18 budget process.
- Prepared a Request for Proposals (RFP) and subsequently hired a firm to provide property tax consulting services.
- Implemented new software to maintain and monitor the City's Budget.
- Converted all City banking services to a new provider.
- Prepared the First Quarter Financial Reports and presented to the City Council.

### **GOALS FOR FY18**

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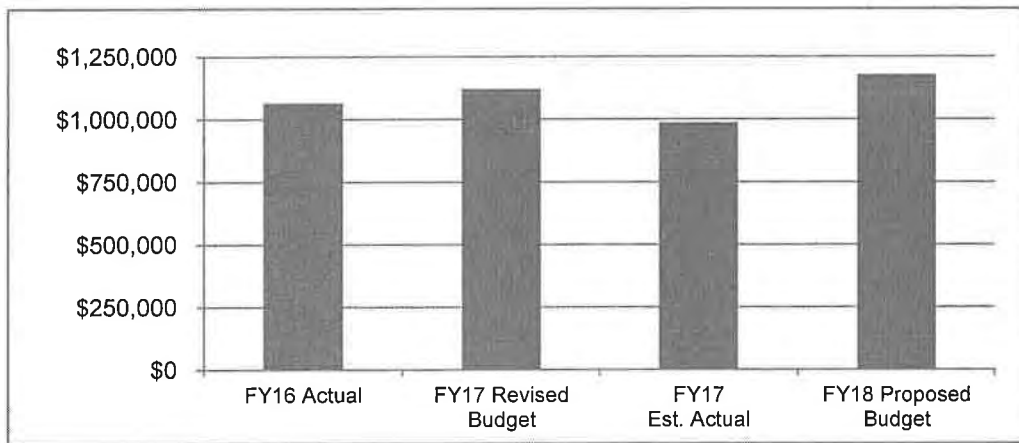
- Provide support for implementation of the HR/Payroll modules of the ERP.
- Maintain department wide service levels during Enterprise Resource Planning (ERP) implementation phases.
- Develop modified business rules and process flows in conjunction with ongoing ERP implementation.
- Apply Priority Based Budgeting analyses during development of future budget goals.
- Provide oversight for refinement and enhancement of core financials ERP modules recently implemented.

## FISCAL SERVICES - 1001510

### OVERVIEW

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

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,066,059	\$1,122,700	\$986,300	\$1,178,400



### BUDGET ADJUSTMENTS

None

## **FISCAL SERVICES (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Processed payroll for all City employees on a bi-weekly basis.
- Consistently met the City's policy of processing accounts payable checks within 30 days of invoice receipt and in accordance with established internal control guidelines.
- Processed monthly financial information for on-line inquiry in SAP.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for the City's Comprehensive Annual Financial Report for Fiscal Year 14-15.
- Accounted for the City's grant programs, ensuring compliance with grant requirements and processed draw-downs for reimbursement grants.
- Completed the State Controller's Reports by mandated deadlines.
- Published the City's summarized financial data in compliance with California Government Code Sections 40804-40805.
- Coordinated an independent audit of the Local Transportation Development Act funds for FY 2015-16.
- Completed the annual financial audit and prepared the Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2016.

### **GOALS FOR FY18**

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- Participate in the ERP system replacement for the HR/Payroll functions.
- Participate in the ERP system implementation for the CAFR Builder project.
- Upload data to the City's OpenGov site to include actual results for fiscal years through 2016-17.
- Update the Fiscal Procedures Manual to include the new ERP system functionality of all current processes.

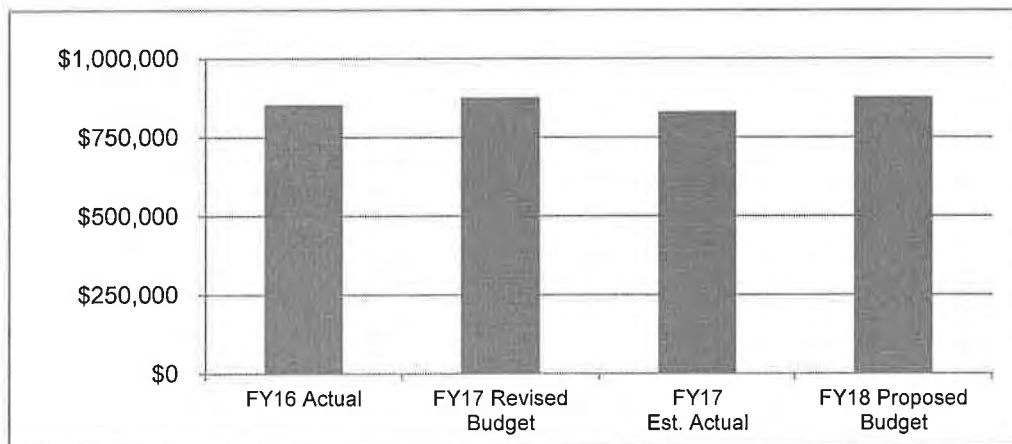
## SUPPORT SERVICES - 1001540

### 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 and bids, printing and graphics services, telecommunications and radio communication services, City-wide mail and messenger services, provision of office equipment, and office space planning and implementation services.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$854,325	\$877,000	\$832,800	\$878,700



### BUDGET ADJUSTMENTS

Reduce Support Services Worker to 50% from full-time	(\$39,000)
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## **SUPPORT SERVICES (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Implemented the Purchasing and Contract Management modules in the City's new Enterprise Resource Planning (ERP) system.
- Replaced the City's print shop copy equipment with new equipment acquired on a three-year lease program.
- Entered into a new contract with Office Depot for supplying office supplies City-wide.
- Designed, printed and produced a variety of financial documents and promotional materials for numerous City events and programs.
- Entered into a contract for a new telephone system City-wide with a cutover date in the first quarter of FY 17-18.
- Completed the reconfiguration of two workstations in the Administrative Services Department that required a better ergonomic design.
- Modified the City's Purchasing Ordinance to incorporate changes in State law, to clarify existing practices, and to establish new procedures for, among others, accepting gifts and grants, approving amendments and change orders, and renewing contracts within accrual limits.

### **GOALS FOR FY18**

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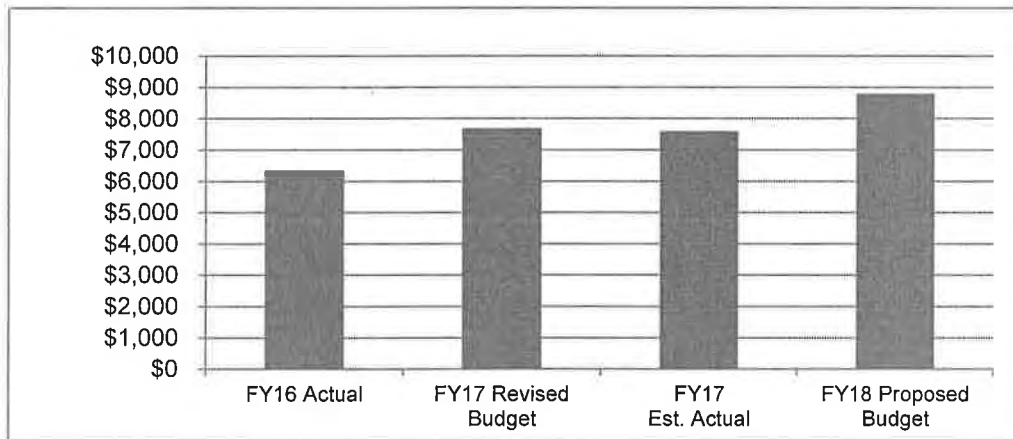
- Implement bids management and vendor self-service module as part of the City's Enterprise Resource Planning system replacement project.
- Complete the City-wide telecommunications needs assessment, detail the system requirements, and implement a replacement telephone system servicing all City facilities
- Solicit proposals and install replacement convenience copiers City-wide
- Solicit proposals and install replacement duplicating equipment in the City's Print Shop
- Provide staff support to Information Services (IS) as IS manages the Police Station uninterruptible power supply (UPS) equipment replacement project; the UPS equipment provides back-up power for critical public safety communications systems.

## CUSTOMER SERVICES - 1001552

### OVERVIEW

The Customer Services Division is responsible for processing water bills, sanitation billing, parking citations, business tax receipts, and general accounts receivable, with salaries paid from the Waterworks Fund. In addition, the Division coordinates the activities of special event and location filming permits, business tax compliance programs, and cashiering activities at City Hall. Customer Services also helps support the City Clerk's Office in passport processing.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$6,357	\$7,700	\$7,600	\$8,800



### BUDGET ADJUSTMENTS

None



## **CUSTOMER SERVICES (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Processed 1,187 new business tax applications within one day of receipt, and processed all business tax payments within one business day of receipt.
- Processed 2,287 parking citations issued by the Police Department.
- Processed approximately \$5.4M in accounts receivable payments within one business day of receipt of payment.

### **GOALS FOR FY18**

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- Assist with ERP system implementation of Energov modules associated with business tax applications.
- Process all parking citation dismissal requests within three days from receipt of request.
- Process all parking citation, business tax and miscellaneous accounts receivable payments within two working days of receipt of payment.
- Encourage business owners to renew their business taxes online (to reduce paperwork, eliminate the need for final notices to be printed, etc.).
- File miscellaneous general billing damage claims within two business days of receipt of information from the Risk Manager.
- Provide staffing assistance the City Clerk's Division in processing passport applications.

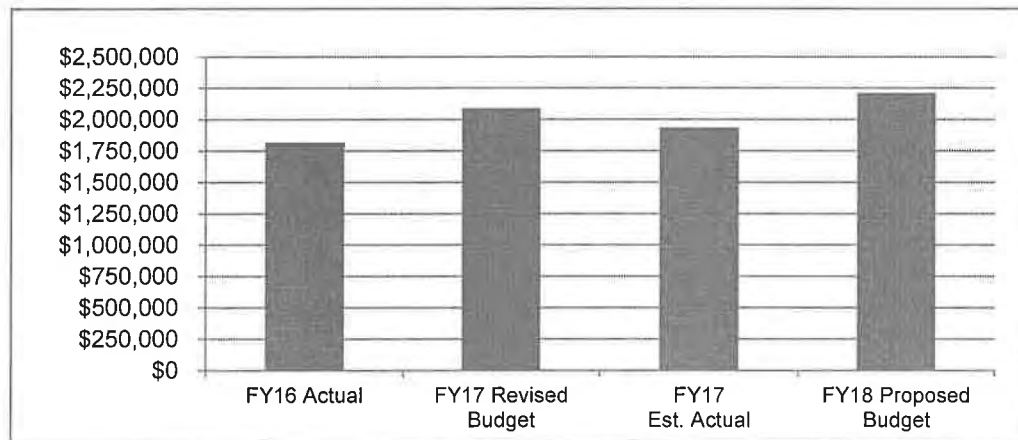
## INFORMATION SERVICES - 1001560

### 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 (FIS), 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

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,818,650	\$2,090,400	\$1,936,000	\$2,211,500



### BUDGET ADJUSTMENTS

Freeze Sr Info System Analyst for six months	(\$73,000)
Underfill Sr. Info Systems Analyst as Info Services Analyst II	(\$21,200)

## INFORMATION SERVICES (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Provided internal project management for the implementation of the City's ERP core financials.
- Provided internal project management and technical support for the ongoing Land Use and Permitting system implementation.
- Prepared RFP and subsequently contracted with a vendor to provide the cable upgrade portion of a Citywide telephone system replacement project.

### GOALS FOR FY18

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- Prepare an Information Systems Master Plan.
- Complete a PCI (Payment Card Industry) compliance audit of citywide credit card processes.
- Upgrade Council Chambers Broadcast Equipment.
- Update and strengthen Citywide backup systems.
- Plan and construct the Police Department computer room and systems upgrade.

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Temporary Reduction of Budget Officer Position to 85%  
 TOTAL: \$28,900  
 ACCOUNT: 1001505-(several)  
 PRIORITY: 1

<b>DEPARTMENT PROPOSAL</b>	
<u>Current Expenses</u>	
Salary and some benefits (25% reduction)	\$48,200
<b>TOTAL:</b>	<b>\$48,200</b>

<b>CITY MANAGER ADJUSTMENT</b>	
<u>Current Expenses</u>	
Salary and some benefits (15% reduction)	\$28,900
<b>TOTAL:</b>	<b>\$28,900</b>

It is proposed that for a one-year period (fiscal year 2017-18 only), the Budget Officer position be filled at a 75% level. Under this arrangement, the Budget Officer will work daily from 9 am to 4 pm. The position's benefit level will remain at 100% with a commensurate reduction in salary rate to achieve a 25% reduction in total compensation. Total compensation per personnel projection is \$192,651 x 25% equals approximately \$48,200 savings.

The City Manager reduced this proposal to 15% reduction in hours, which is \$28,900 in savings.

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Freeze a Senior Information Systems Analyst position for six months  
 TOTAL: \$73,000  
 ACCOUNT: 1001560-(several)  
 PRIORITY: 2

<b>DEPARTMENT PROPOSAL</b>	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$73,000
<b>TOTAL:</b>	<b>\$73,000</b>

The Information Services Division has a vacant Enterprise Systems Analyst position. We propose to promote a Senior Information Systems Analyst to this position to reflect the critical duties currently being performed associated with the City's ongoing Tyler-Munis ERP implementation. Accordingly, the salary and benefits increase will be \$8,500.

This action will result in a vacant Senior Information Systems Analyst position, for which we are proposing a six-month hiring freeze. This position is critical to enhance the security of the City's technology systems and data, the specific needs for which will be better determined as the City becomes more familiar with, and entrenched in Munis applications. For this reason, we propose to freeze the position for a six month period, which will provide a savings of \$81,500.

The net savings from these actions is anticipated to be \$73,000.

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**FY 17-18 REDUCTION PROPOSAL**

TITLE: Underfill a Senior Info. Systems Analyst position as an Info. Services Analyst II  
TOTAL: \$21,200  
ACCOUNT: 1001560-(several)  
PRIORITY: 3

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$21,200
TOTAL:	<u>\$21,200</u>

The Information Services Division has a second vacant Senior Information Systems Analyst position. It is proposed to underfill this position at the Information Services Analyst II level. The ISA II would handle more lower-level software related needs, as opposed to hardware needs. Other tasks will include assisting the Enterprise Systems Analyst and interfacing with ERP users to develop reports and facilitate end user training. In addition, it is anticipated there will be a need to provide support for tablets, mobile devices and other field worker computing equipment.

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**FY 17-18 REDUCTION PROPOSAL**

TITLE: Reduction of Support Services Worker to 50%  
TOTAL: \$39,000  
ACCOUNT: 1001540-(several)  
PRIORITY: 4

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$39,000
<b>TOTAL:</b>	<b>\$39,000</b>

The Support Services Division has a vacant Support Services Worker position. Duties performed by the previous incumbent, who retired, have been fulfilled by a part-time, temporary, non-benefitted employee. Based on the minimal number of problems or concerns that have arisen by this arrangement, it is proposed to fill the vacant position at the 50% level with permanent status.

# COMMUNITY SERVICES

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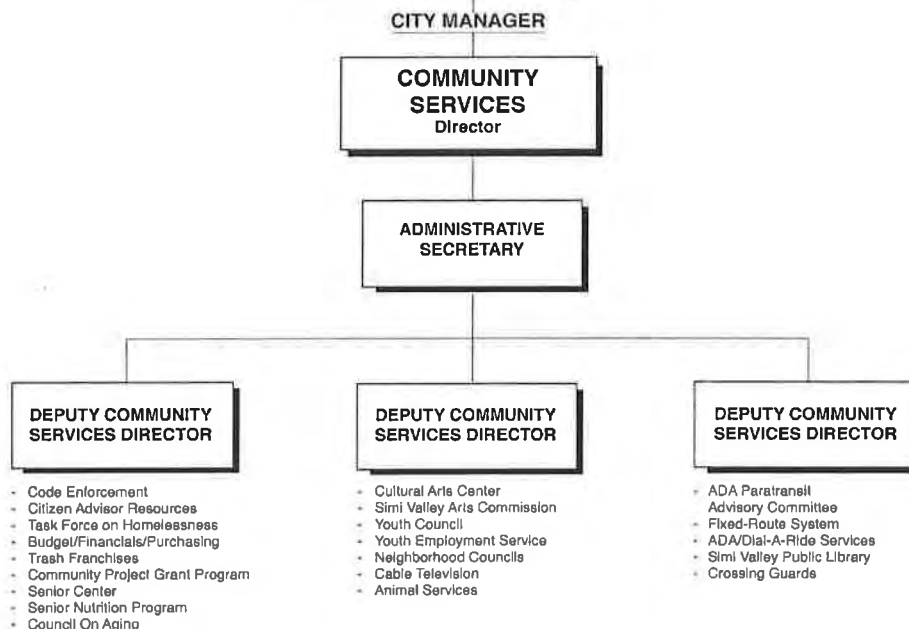
## COMMUNITY SERVICES DEPARTMENT

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.

The Department is comprised of eleven sections focused on maintaining and enhancing the quality of life for Simi Valley residents. The Department focuses on access to services for vulnerable populations, maintaining economic vitality, health and safety issues, youth and senior services, the arts, access to and transparency within local government, non-profit collaboration and grant supported programs, library services, transportation services, animal services, compliance with various State mandates, and regional coordination on behalf of the City in areas directly affecting residents.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
CS Administration	\$ 1,291,983	\$ 1,350,900	\$ 1,057,800	\$ 833,500
Code Enforcement	809,275	844,000	791,100	1,062,000
Solid Waste Regulation	210,730	233,700	105,300	115,900
Senior Services	687,773	791,100	725,000	813,900
Neighborhood Council	128,353	137,400	133,700	196,300
Youth Services	110,892	118,100	111,200	216,800
Neighborhood Services	390,101	904,700	566,000	274,800
Animal Services	-	-	-	809,600
Community Information/ Broadc	-	-	-	89,000
Crossing Guards	90,089	89,600	84,600	100,000
Cultural Arts	416,520	471,647	401,200	554,000
<b>TOTAL</b>	<b>\$ 4,135,717</b>	<b>\$ 4,941,147</b>	<b>\$ 3,975,900</b>	<b>\$ 5,065,800</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 2,188,001	\$ 2,317,600	\$ 1,917,100	\$ 2,306,200	-0.5%
41020 - Temporary Salaries - PR Only	132,089	183,000	151,200	151,800	-17.0%
41040 - Overtime	6,224	11,500	900	11,500	0.0%
41050 - Outside Assistance	0	0	0	0	0.0%
41200 - Deferred Comp - 401k	21,977	27,400	27,500	30,600	11.7%
41210 - Deferred Comp - 457	3,149	4,200	3,200	6,900	64.3%
41300 - Vision Care	6,473	6,800	6,500	6,800	0.0%
41350 - Disability	16,484	17,300	18,600	18,100	4.6%
41400 - Group Insurance/Health	40,306	47,300	38,100	47,400	0.2%
41415 - Flex Benefits	390,336	409,800	374,800	449,400	9.7%
41420 - CalPERS Health Admin Fee	1,451	1,500	900	1,500	0.0%
41450 - Life Insurance	5,508	5,700	5,800	5,900	3.5%
41500 - Group Insurance/Dental	22,396	23,500	22,000	23,800	1.3%
41550 - Section 125 Administration Fee	189	0	200	200	100.0%
41600 - Retirement (PERS)	493,748	514,900	476,700	589,500	14.5%
41620 - Retirement (HRA)	9,653	9,600	10,300	14,600	52.1%
41650 - Medicare Tax	36,728	42,500	34,600	47,100	10.8%
41660 - FICA	8,102	13,100	8,700	22,300	70.2%
41700 - Workers' Compensation	183,800	171,900	115,600	218,500	27.1%
42130 - Postage	2,515	2,500	2,500	2,500	0.0%
42150 - Communications	1,355	1,400	1,500	1,400	0.0%
42230 - Office Supplies	3,320	3,500	3,400	3,800	8.6%
42235 - Furnishings & Equip - Non Cap	23,117	9,147	0	1,000	100.0%
42410 - Uniform/Clothing Supply	0	1,000	900	1,000	0.0%
42440 - Memberships and Dues	2,117	1,300	1,200	1,300	0.0%
42450 - Subscriptions and Books	306	1,100	1,100	1,100	0.0%
42460 - Advertising	(3)	0	200	0	0.0%
42550 - Small Tools/Equipment	298	0	0	0	0.0%
42560 - Operating Supplies	59,362	79,200	68,900	66,300	-16.3%
42720 - Travel, Conferences, Meetings	6,346	5,100	3,800	6,100	19.6%
42730 - Training	844	4,000	1,800	4,700	17.5%
42790 - Mileage	28,013	28,200	29,100	34,300	21.6%
44010 - Professional/Special Services	20,700	62,500	46,700	55,300	-11.5%
44210 - Animal Regulation	266,260	775,300	441,100	775,300	0.0%
44310 - Maintenance of Equipment	2,232	9,300	8,900	8,100	-12.9%
44410 - Maintenance Building/Grounds	0	0	600	0	0.0%
44460 - Tumbleweed Abatement	0	0	1,500	1,500	100.0%
44490 - Other Contract Services	150,000	150,000	150,000	150,000	0.0%
44840 - Bad Debt Expense	2,322	-	-	-	
<b>TOTAL</b>	<b>\$ 4,135,717</b>	<b>\$ 4,941,147</b>	<b>\$ 3,975,900</b>	<b>\$ 5,065,800</b>	<b>2.5%</b>

**COMMUNITY SERVICES DEPARTMENT**  
**CS ADMINISTRATION - 1002005**

**OVERVIEW**

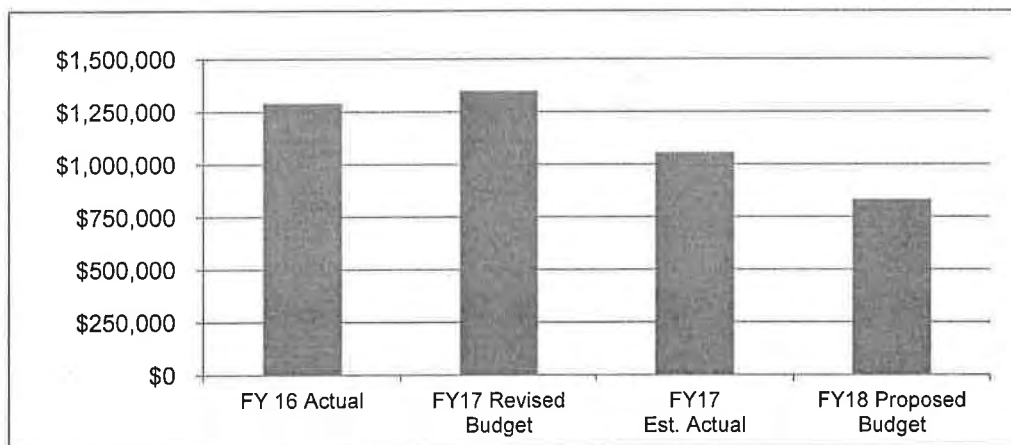
The Administration of the Community Services Department is accomplished through its Director, Deputy Directors, Administrative Secretary, and administrative support staff.

The Department's Administration provides general administrative coordination between Community Services Sections, 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; provides sound fiscal management, personnel management, purchasing, facility management, records management; contract/fee/asset administration; grant application distribution, reporting, and compliance management; coordinates the maintenance of all Departmental equipment; and provides all operating and program specific supplies.

The Community Services Department Administration facilitates the Department's compliance with various regulations including the City's Municipal Code, Brown Act, state and federal regulations.

The Community Services Department is administered in a way that ensures it is accountable to citizens, encourages community involvement and volunteerism, provides a safe and healthy living environment, and delivers excellent customer service to our community.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,291,983	\$1,350,900	\$1,057,800	\$833,500



**BUDGET ADJUSTMENTS**

Reclassify Administrative Officer to Management Analyst	\$ (37,300)
Freeze Management Analyst for six months	\$ (66,800)

## **CS ADMINISTRATION (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Demonstrated sound fiscal management by preparing and monitoring the Department's annual budget in accordance with City policy.
- Increased accessibility of local government by facilitating the engagement of the community through 12 volunteer Citizen Advisory Boards, and enhancing accountability to citizens.
- Created an atmosphere that encourages community involvement and volunteerism through coordination of the City's Annual Volunteer Appreciation Dinner and recognized the volunteer efforts of the more than 700 individuals who dedicated a combined estimated 95,000 hours to City programs and services throughout the year.
- Facilitated the selection of the City and Community Volunteers of the Year for recognition by the City Council for outstanding volunteerism and community service.
- Continued to deliver excellent service to the community by ensuring the Department's four public facilities maintained exceptional customer service and responded to citizen inquiries in a timely fashion.
- Disbursed \$150,000 Community Project Grant funds to non-profit organizations for local community projects.

### **GOALS FOR FY18**

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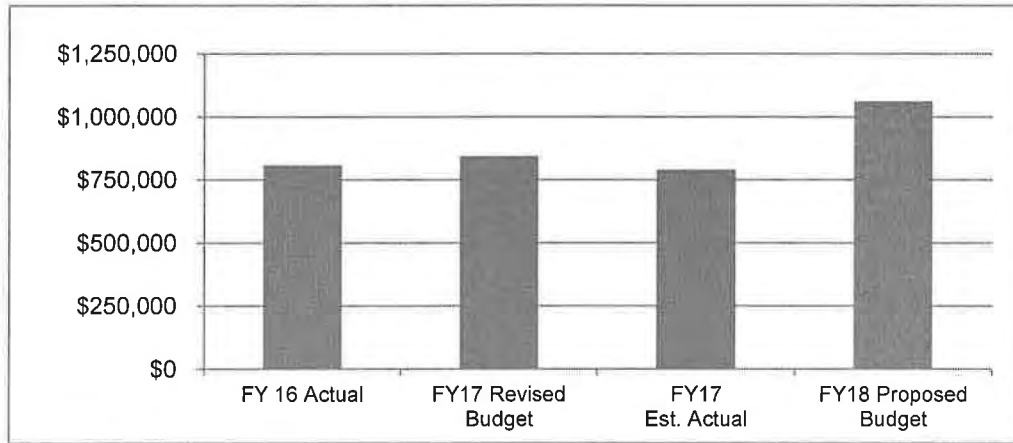
- Engage the community in the City's decision making process.
- Ensure the continued delivery of exceptional public services.
- Ensure Departmental compliance with City, local, state, and federal regulations.
- Provide publicly accessible community service facilities: Library, Senior Center, and Cultural Arts Center.

## CODE ENFORCEMENT - 1002110

### OVERVIEW

The Code Enforcement Section addresses quality of life issues through the enforcement of municipal ordinances, conditions, and permits. The goal is to provide a safe, healthy, and aesthetically pleasing environment for the City’s residents and business community. The Code Enforcement Section responds to complaints from the public and referrals from other City departments requesting assistance in gaining voluntary compliance. Its staff actively pursues violations based on the current needs of the community and as directed by the City Council. This Section also collaborates with other Community Services Department staff to respond to quality of life issues not governed by the Simi Valley Municipal Code. Additionally, this Section works closely with the Environmental Services Department to enhance the Development Code to be responsive to current community needs and to address potential life/safety issues on properties within the City.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$809,275	\$844,000	\$791,100	\$1,062,000



### BUDGET ADJUSTMENTS

Reduce 1002110/44460 Tumbleweed Abatement	(\$2,500)
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## CODE ENFORCEMENT (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Abated over 2,700 violations of the Municipal Code, which resulted in excess of \$15,000 in permit, civil fine, and court adjudicated fine revenue.
- Processed and received referrals from the Administrative Services, Environmental Services, Police, and Public Works Departments regarding business tax, development code, and encroachment violations, resulting in the abatement of over 35 Municipal Code violations and enhanced community safety and economic vitality.
- Conducted complaint based and proactive inspections resulting in the abatement of over 450 sign ordinance violations, including proactive enforcement on private property.
- Abated more than 1,000 violations of trash accumulation, illegal placement of trash receptacles and open storage from private property.
- Enforced property maintenance and landscape condition violations resulting in the improvement of approximately 250 commercial, industrial, and residential properties.
- Inspected 286 parcels for tumbleweeds, weeds and debris under the Public Nuisance Abatement Program resulting in the abatement of 117 violations that negatively affected the aesthetics and safety of the community.
- Responded to complaints and proactively identified abandoned shopping carts, causing the removal of over 400 carts on private property and in the public rights-of-way.

### GOALS FOR FY18

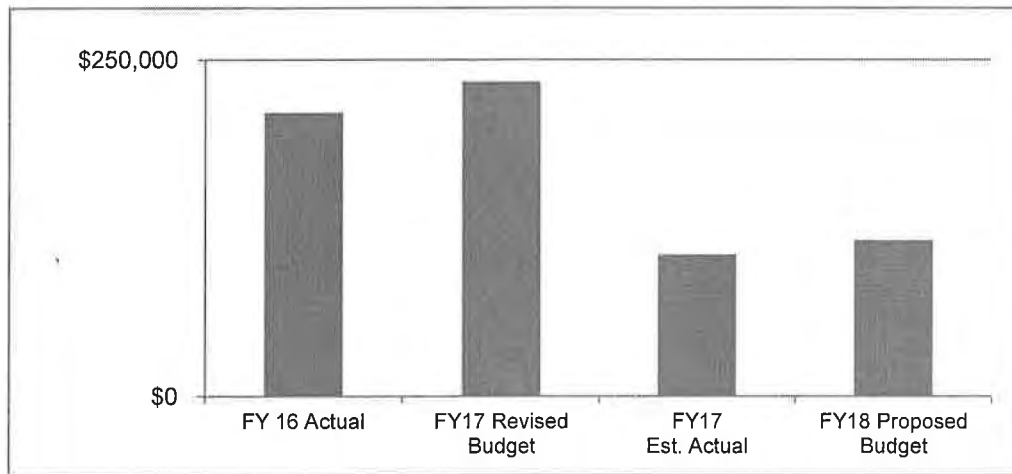
- Continue to refine programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts.
- Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases.
- Actively work with homeowner associations, property managers, County, State, environmental, and public safety agencies to address violations and achieve compliance.
- Continue to respond to violations of the Municipal Code, including Development Code-related violations and quality of life issues including blight.
- Work in partnership with the City Attorney's Office and Police Department to identify and process violations of the City's Municipal Code and State laws.
- Continue to work with other City Departments in processing violations of the Municipal Code that are referred to Code Enforcement for compliance/prosecution.
- Collaborate with other Community Services Department staff in responding to quality of life issues not addressed in the Simi Valley Municipal Code.
- Prevent violations through community education efforts and enhance voluntary compliance through direct interactions with the public.

## SOLID WASTE REGULATION - 1002115

### OVERVIEW

The Community Services Department administers the City's solid waste and recycling programs including maintaining compliance with State mandates, administratively supports associated grants, and manages solid waste and recycling franchise agreements.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$210,730	\$233,700	\$105,300	\$115,900



### BUDGET ADJUSTMENTS

## **SOLID WASTE REGULATION (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Reported to the State of California that in 2015 the City achieved a 71.5% residential waste diversion rate, equivalent to 10.3 pounds per person per day of waste diverted from the Simi Valley Landfill. The commercial diversion rate was 68.8% with 30 pounds per person per day of waste diverted from the Landfill.
- Received \$31,900 of California Redemption Value (CRV) funds through CalRecycle's City/County Payment Program, which were utilized for a youth focused program to provide for beverage container recycling bins and recycling education at the Simi Valley Public Library and Katherine Elementary School, to prevent beverage containers and other debris from entering the waterways.

### **GOALS FOR FY18**

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- Continue to exceed the State of California's mandated diversion rate.
- Improve voluntary compliance with the State's mandatory commercial recycling law.
- Implement the City's response to the State's mandated organic recycling law.



**SENIOR SERVICES - 1002230/1002335/1002337**

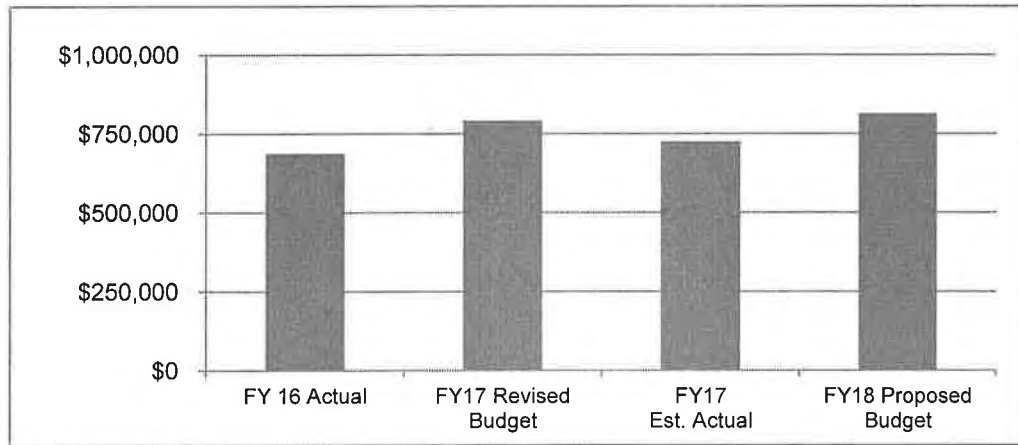
**OVERVIEW**

The City's state of the art Senior Center features a Resource Center, Congregate Meal, Meals On Wheels Programs, and Senior Share nutrition programs, fitness room, computer lab, classrooms, media room, card rooms, billiards room, ceramics and art studio, and numerous volunteer and community involvement opportunities to meet the needs of the City's fastest growing 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 government agencies, non-profit agencies, and service clubs, and are provided at no or low cost to 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.

	<b>FY 16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$687,773	\$791,100	\$725,000	\$813,900



**BUDGET ADJUSTMENTS**

## **SENIOR SERVICES (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Collaborated with numerous outside agencies to address issues affecting seniors including health, safety, legal assistance, advocacy, nutrition, and quality of life.
- Enhanced the Emergency Operations Cooling Center Policies and Procedures to include public notification on Twitter to ensure maximum awareness for those in need.
- Increased the number of the homebound seniors served by securing increased funding support from Ventura County Area Agency on Aging (VCAAA) and the Council On Aging to expand the Meals On Wheels Program.
- Completed the Senior Center Kitchen Renovation project including replacement of the kitchen floor, relocation of the kitchen grease trap, upgrade to kitchen bathrooms and oven hood and partnered with the Boys & Girls Club of Simi Valley to maintain Senior Nutrition Program service levels during the kitchen renovation.
- Served approximately 500 seniors daily.
- Provided facilities for community activities and volunteerism for over 20 organizations with recurring rental needs and one-time rentals for individuals and community groups resulting in approximately \$33,000 in revenue.

### **GOALS FOR FY18**

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- Partner with the Council On Aging to explore and identify the needs of the senior population in this community and increase no and low cost program offerings for seniors.
- Continue to partner with the Ventura County Area Agency on Aging to provide Senior Nutrition Programs and other supportive programs and services focused on providing seniors with maximum independence.
- Maximize the cost effectiveness of the Senior Services provided to the community through leveraging community partnerships, both public and private.

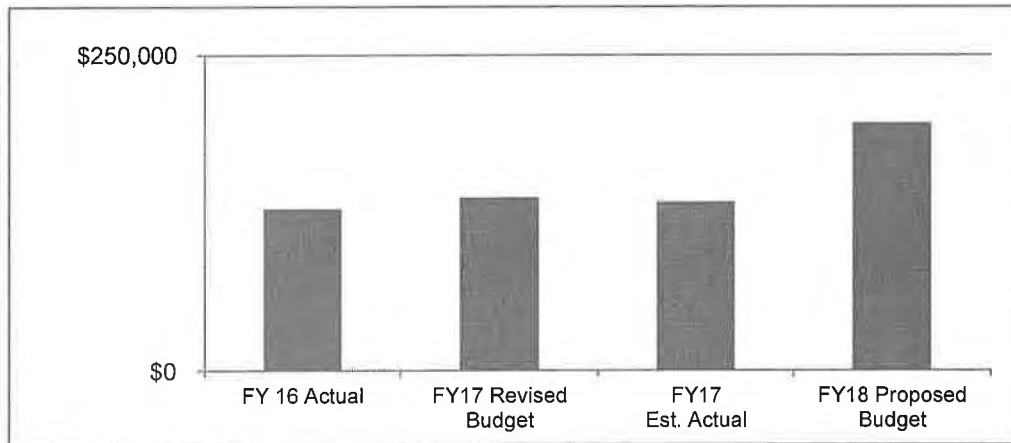
## NEIGHBORHOOD COUNCILS - 1002235

### OVERVIEW

The Neighborhood Councils encourage and provide an opportunity for community involvement in the City's decision-making process. They advise the City Council and Planning Commission on development projects and citywide concerns.

The City is divided into four Neighborhood Council districts. All residents age 18 and over are members of their Neighborhood Council. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$128,353	\$137,400	\$133,700	\$196,300



### BUDGET ADJUSTMENTS

## **NEIGHBORHOOD COUNCILS (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Completed two recruitments to fill 48 positions on the Neighborhood Council Executive Boards, oriented volunteer advisory board members on City operations, governmental structure, effective public engagement, and meeting facilitation.
- Facilitated the review of 11 development applications and provided associated recommendations to the Planning Commission and City Council.
- Facilitated the review of revisions to the City's Flood Control Ordinance.
- Facilitated public review of and recommended changes to the Neighborhood Council Program, the Bylaws and associated sections of the Municipal Code to better meet current community needs.
- Increased Executive Board and resident knowledge about the various City programs through informational presentations by the City's Water Conservation Department, Traffic Engineering and Code Enforcement Divisions, the Police Department's Crime Analysis Unit and Community Liaison Officer Program.
- Represented the Neighborhood Councils on the Special Event Support Review Committee, the Task Force on Homelessness, the Citizen's Election Advisory Commission, the Community Development Block Grant Advisory Committee, and at community events.
- Enhanced residents' accessibility to and/or engagement in government.

### **GOALS FOR FY18**

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- Enhance resident knowledge of City operations including public safety, community development, and quality of life services.
- Engage citizen participation in the City's decision-making process.
- Increase awareness of different volunteer opportunities available throughout the City and the community.
- Identify issues of community concern and communicate them to the City Council.
- Complete enhancements to the Neighborhood Council Program, the Bylaws and associated sections of the Municipal Code.

## YOUTH SERVICES - 1002240

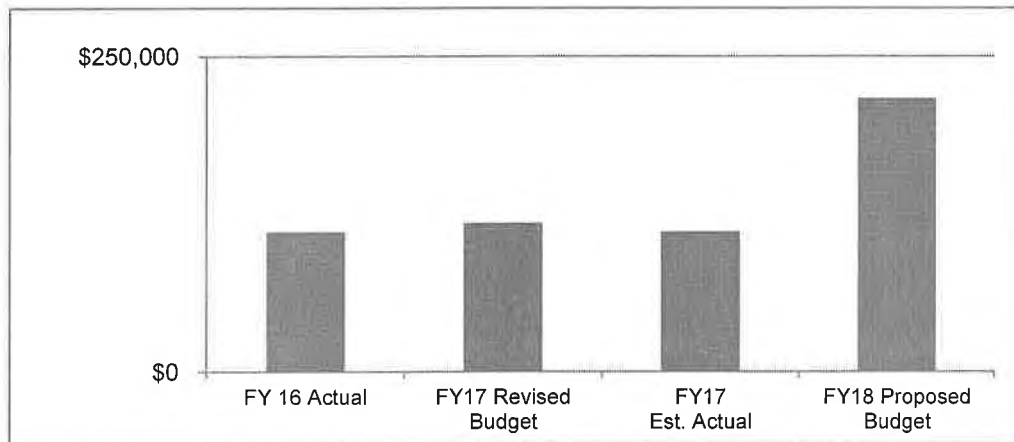
### OVERVIEW

The youth and volunteer programs strengthen the community infrastructure of services by providing information and resources connecting teens and families, enhancing collaboration among youth serving organizations, encouraging civic engagement and volunteerism, and providing employment services to youth and businesses.

The Youth Employment Service (YES) contributes to Simi Valley's skilled workforce by providing job readiness skills training for youth, one-on-one job readiness assessment, employment counseling, referrals and recruitment services for local businesses, and is assisted by a volunteer YES advisory board to maximize the reach within and responsiveness to the community.

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.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$110,892	\$118,100	\$111,200	\$216,800



### BUDGET ADJUSTMENTS

## **YOUTH SERVICES (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

- Hosted and coordinated the 7th Annual Youth Service Providers Meet and Greet, which brought together 35 youth serving non-profits, schools and government agencies to increase accessibility of resources; provided and promoted collaboration to maximize limited resources in helping meet community needs for safe and healthy living environments.
- Developed the 2016-17 Youth Council Work Plan and created Ad Hoc Committees to address youth priorities of bullying; teen health and wellness; and social injustice.
- Oriented 23 Youth Council members in Brown Act regulations, meeting facilitation procedures, roles and civic mindedness, City structure, community engagement, and leadership.
- Organized the 16th Annual Youth Summit, provided leadership development training, promoting community involvement and civic engagement, and provided youth an opportunity to share their concerns and offer solutions in an open dialog with local elected officials and community leaders.
- Facilitated the third annual Simi Valley Youth Town Hall. More than 500 students attended the event, including questions developed by Youth Council moderators and live questions from participants via text, twitter, Poll Everywhere and comment cards.
- Registered and provided one-on-one job readiness and employment skills assessments for approximately 32 new Youth Employment Service clients. Provided more than 212 direct job referrals to 350 registered YES clients ages 15 to 22.
- Provided Entering the Workforce and Interview Skills Workshops to over 1,500 students, teaching core communication skills, the hiring process, employment sustainability and workplace safety, through a concerted effort of the YES Advisory Board; and mock interviews for more than 200 students with special needs.
- Organized and hosted the 30th annual YES Job and Career Expo, attended by more than 300 youth and more than 60 local businesses and organizations
- Collaborated with the Simi Valley Public Library in hosting a Volunteer Fair, called "Guiding Compassion Through Volunteerism". 23 local Nonprofits participated in the showcase and over 200 members of the community attended.

### **GOALS FOR FY18**

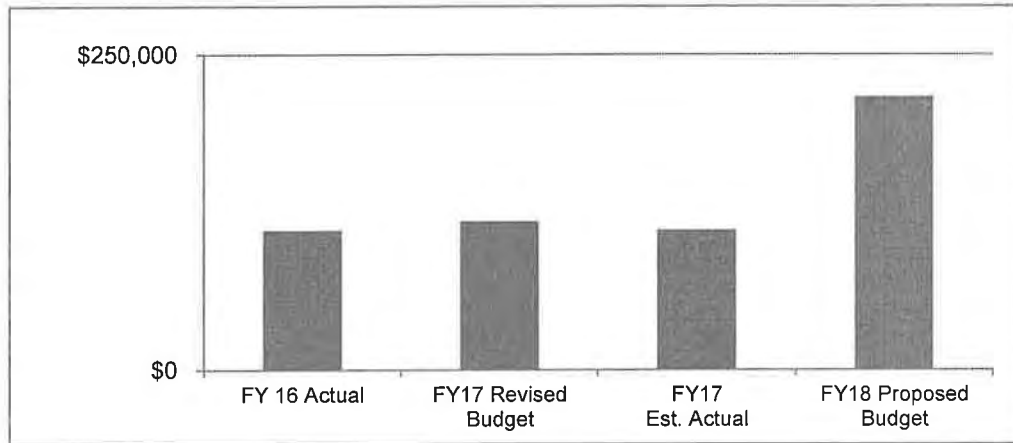
- Explore methods to increase efficiency and effectiveness for the 2018 Youth Summit related to the 2017 Youth Summit evaluation results.
- Work with the 2017-18 Youth Council to identify the needs of the community's youth and methods for addressing these needs.
- Increase YES awareness in the business community.
- Increase use of technology for marketing and program efficiency.

## NEIGHBORHOOD SERVICES - 1002245

### OVERVIEW

The Neighborhood Services Section administratively supports the Task Force on Homelessness, and provides policy development support to the City Council in the area of homelessness and social services. The Section also administratively supports the Community Projects Grant Program, which facilitates the City Council's distribution of funds for community projects and programs.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$110,892	\$118,100	\$111,200	\$216,800



### BUDGET ADJUSTMENTS

20% of Management Analyst charged to Housing Successor Agency	(\$34,300)
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## NEIGHBORHOOD SERVICES (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Continued to coordinate discussions on available resources and potential programs to reduce the incidence of homelessness within the City.
- Discussed possible recommendations to restructure the Task Force on Homelessness to provide for more effective coordination of service delivery and policy formation, consistent with other best practice and regional approaches in the area of homelessness.
- Facilitated the application process for 29 non-profit organizations seeking over \$1 million in Community Projects Grant support and the award of \$150,000 for community programs and projects serving Simi Valley.
- Monitored FY 2016-17 Community Projects Grant activity and presented quarterly grant reports on awardees' progress and completion to the City Council.
- Provided oversight of the close-out of the FY 2015-16 Community Projects Grant recipients.
- Facilitated collaborative input from City's advisory boards, non-profit organizations, and community at-large to provide the City Council with recommendations to enhance the structure of the Community Projects Grant program to better meet the community's evolving needs.

### GOALS FOR FY18

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- Enhance the effectiveness of the Task Force on Homelessness by responding to the current climate within the community as related homelessness.
- Continue to expand the community's awareness of addressing the issue of homelessness and poverty within the community by providing presentations to the City's advisory boards and soliciting recommendations to the City Council on addressing the issue within the community.
- Continue to strengthen regional relationships with other agencies that work to reduce the incidents of homelessness through participation in the Ventura County Continuum of Care.
- Increase City staff awareness of available social services available through 2-1-1 to allow for enhanced customer service for those seeking services.
- Continue to address community needs through the disbursement of the Community Projects Grant.
- Enhance Community Projects Grant application review through the Community Projects Grant Review Committee.
- Facilitate non-profit collaboration in the areas of funding requests, service delivery coordination, and community needs assessment

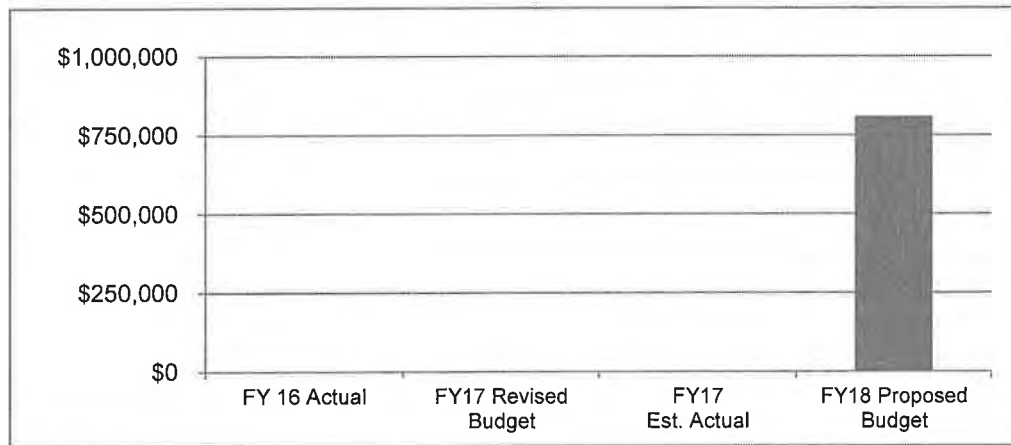


## ANIMAL SERVICES - 1002260

### OVERVIEW

The Animal Services Section promotes a responsive, healthy, and safe living environment through management of the City's Animal Services contract. It supports the Camarillo and Simi Valley shelters as well as the management of stray animals to prevent them from becoming a nuisance or danger to the community.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$0	\$0	\$0	\$809,600



### BUDGET ADJUSTMENTS

## **ANIMAL SERVICES (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Facilitated site improvements to the Simi Valley Animal Adoption Center including lighting upgrades and repavement of the existing parking lot.
- Supported Ventura County Animal Services (VCAS) with improvements to the rear of the facility to include artificial turf, outdoor pens, and shade coverings at no cost to the City.
- Worked with VCAS and monitored the annual contract service costs.
- Worked with the County on enhancing the transparent presentation of sheltering and service call costs.

### **GOALS FOR FY18**

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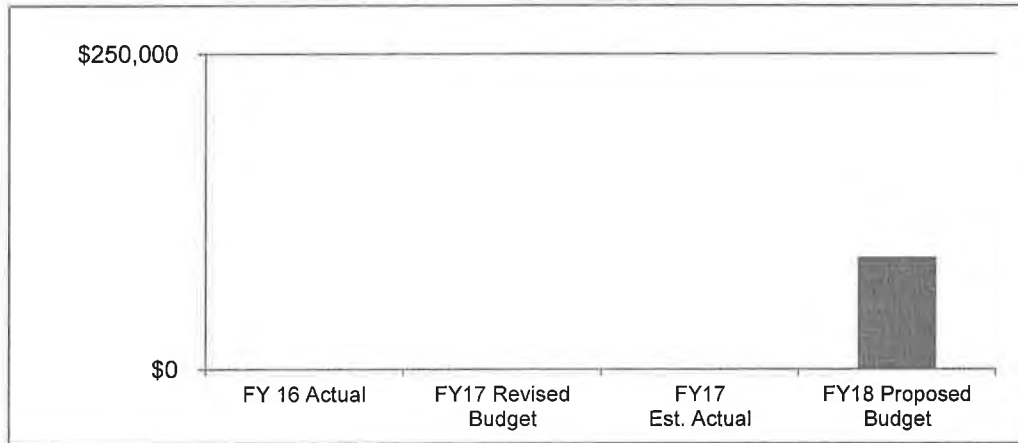
- Continue to manage the contract with the County of Ventura, ensuring excellent customer service and strong fiscal management for Simi Valley residents.
- Continue to work with the County to develop strategies that will result in cost containment for next year's contract.
- Increase efforts to facilitate additional adoption events and utilize social media outlets to promote VCAS' programs to further reduce the number of sheltered animals and associated costs, and increase license compliance.

**COMMUNITY INFORMATION / BROADCAST - 1002265**

**OVERVIEW**

The Community Information/Broadcast Section administers and monitors the customer service requirements of the State's cable television franchises in Simi Valley. In addition, it operates and manages the City's Public Education Government (PEG) channel and Simi Valley Television (SVTV).

	<b>FY 16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$0	\$0	\$0	\$89,000



**BUDGET ADJUSTMENTS**

## **COMMUNITY INFORMATION / BROADCAST (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Augmented access to cable subscribers to cable franchisees by providing customer service support to State cable franchise customers.
- Expanded access to the PEG channel and SVTV by utilizing PEG funds to update and add audio/visual equipment and broadcast capabilities in the Community Room at the Simi Valley Public Library.

### **GOALS FOR FY18**

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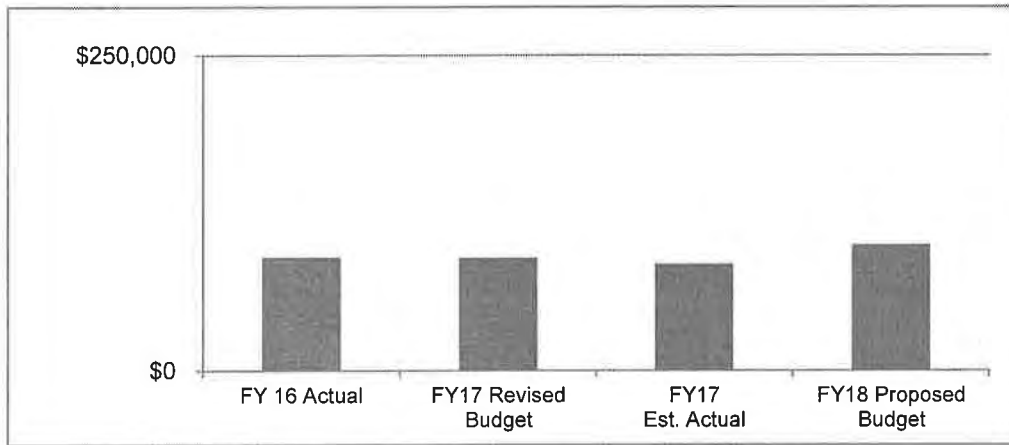
- Expand the programming available on SVTV and strengthen its presence as a community resource.
- Utilize the enhanced capacity at the Simi Valley Public Library to increase awareness of SVTV to promote community events and broadcast programs of interest to the community.

### CROSSING GUARDS - 1002270

#### OVERVIEW

The Crossing Guard program enhances the safety of elementary school children, their parents, and other pedestrians in crossing the intersections throughout the City while traveling to and from school.

	<b>FY 16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$90,089	\$89,600	\$84,600	\$100,000



#### BUDGET ADJUSTMENTS

Reduce Crossing Guards by 5.1 FTEs	(\$171,300)
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**CROSSING GUARDS (continued)**

**KEY ACCOMPLISHMENTS IN FY17**

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- Assisted over 300,000 safe crossings of busy intersections throughout the school year.
- Provided the Crossing Guards with CPR, First Aid, and safety training.

**GOALS FOR FY18**

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- Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the enhanced safety of pedestrians.
- Identify cost effective means of improving and maintaining pedestrian safety for school-age children.
- Evaluate infrastructure improvements to minimize ongoing operational costs associated with school-age pedestrian safety.

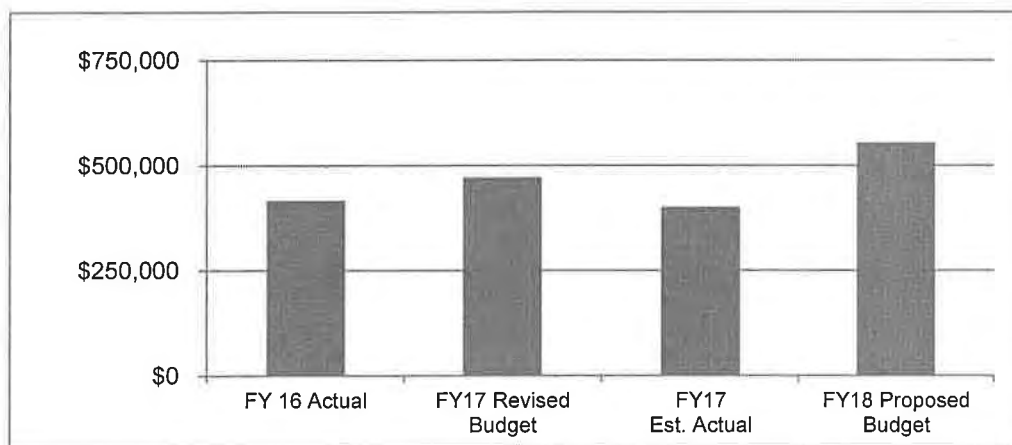
## CULTURAL ARTS - 1002310

### OVERVIEW

The Simi Valley Cultural Arts Center (CAC) provides a historic, multipurpose facility to present performances of music, theater, dance, film, lectures, and popular entertainment, as well as space for conferences, meetings, seminars, and workshops.

The CAC develops, supports, and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities.

	FY 16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$416,520	\$471,647	\$401,200	\$554,000



### BUDGET ADJUSTMENTS

Add one FT Theater Tech I/II position (split cost with CAC Foundation)	\$34,400
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## CULTURAL ARTS (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Hosted two musical theater training programs for youths between the ages of 7 and 15 plus additional youth educational programming through Literature in Action and Lit Live presentations.
- Presented over 150 performances of major musicals or stage productions on the CAC Main Stage.
- Expanded programming in the DownStage Theater, the CAC re-configured Multi-purpose room, resulting in more intimate and affordable presentations.
- Hosted or presented over 140 community events at the CAC.
- Received a \$5,000 bequest.
- Received over \$35,000 in contributions from the Simi Valley Cultural Arts Foundation and other contributors.
- Utilized approximately 11,000 volunteer hours in preparing and presenting productions at the CAC.
- Completed the second phase of "Greening" of the Center by replacement of theatrical lighting instruments with LED based instruments.
- Upgraded the sound and lighting capabilities and quality through purchases of a new cyclorama curtain, new sound board, and several new LED theatrical lighting instruments.
- Increased visibility of programming to the community through the upgrading of the Marquee sign to include a new LED lighted sign with advanced graphic capabilities.

### GOALS FOR FY18

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- Establish a series of concert and event evenings in the 60 seat performing space DownStage Theater to increase rentals and usage on weeknights and Sunday evenings increasing community involvement in the arts.
- Increase community usage of Mainstage and DownStage/MPR for meetings, recitals, workshops, productions, concerts and club meetings.
- Increase advertising/sponsorship income and visibility to the community through advertising opportunities in CAC programs, social media platforms and the new LED Marquee sign.
- Begin upgrade of sound equipment to a fully digital platform to combat interference on the current bandwidths available to the CAC.



**DEPARTMENT OF COMMUNITY SERVICES  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Reduce Crossing Guard FTEs by 5.1 FTEs to Reflect Current Program Need  
 TOTAL: 175900  
 ACCOUNT: 1002270-41000  
 PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Temporary Salaries/Benefits	\$171,300
TOTAL:	<u>\$171,300</u>

The City currently provides Crossing Guard services to 12 posts throughout the City. The number of posts have been evaluated annually in conjunction with the Simi Valley Unified School District and in response to community requests to determine the level of service needed. Currently, the Community Services Department has a total of 7.85 FTE positions authorized for a total annual cost in salaries and benefits of \$253,600. However, the current program needs are for 0.50 FTE Lead Guard and 2.25 FTE positions for Crossing Guards. The program has been staffed at this level for the past several years and has been sufficient to fulfill the community's needs.

Therefore, it is recommended that the authorized and funded FTEs be reduced by 5.1 FTEs resulting in an ongoing reduction of personnel costs to be included in the Department's base budget.

**DEPARTMENT OF COMMUNITY SERVICES  
FY 17-18 REDUCTION PROPOSAL**

TITLE:       Reclassify 1.00 FTE Administrative Officer to 1.00 Management Analyst  
 TOTAL:     \$104,100  
 ACCOUNT:  1002005-41000  
 PRIORITY:  2

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Regular Salaries/Benefits	\$37,300
TOTAL:	<u>\$37,300</u>

CITY MANAGER ADJUSTMENTS	
<u>Current Expenses</u>	
Reclass and freeze for six months	\$104,100
TOTAL:	<u>\$104,100</u>

The Community Services Department has been restructuring program assignments and staff responsibilities to ensure responsive, efficient, and effective management of programs and services to the public. As a part of this restructuring, the Department is recommending reclassifying 1.00 FTE Administrative Officer to 1.00 Management Analyst resulting in a savings of \$37,300 annually.

The Management Analyst classification is a broad classification that allows for a variety of technical, financial, and program expertise. The Department's responsibilities are broad and varied. A Management Analyst position will allow it to be more responsive to current needs and to respond to various programs, while enhancing financial and technical management abilities of the Department.

Additionally, the Management Analyst position will assist in the succession planning of the Department and overall productivity by providing the appropriate level staffing to provide staff support to programs within the Department. Additionally, the Management Analyst classification is a standard classification throughout other jurisdictions and will provide for a diverse applicant pool when recruiting.

**DEPARTMENT OF COMMUNITY SERVICES  
FY 17-18 REDUCTION PROPOSAL**

TITLE:       Reclassify 1.25 FTE Temporary Part-Time Theater Technician I/II to 1.00 FTE  
               Permanent Full-Time Theater Technician I/II to be offset by increased reimbursement to  
               the City for technical services rentals and anticipated OT

TOTAL:       \$34,400

ACCOUNT:   1002310-41000/1002310-38203

PRIORITY:   4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Temporary Salaries/Benefits (reduction)	\$66,000
Regular Salaries/Benefits (increase)	(\$66,600)
<u>Proposed Increased Revenues</u>	
Cultural Arts Center Reimbursement	\$35,000
TOTAL:	<u>\$34,400</u>

A permanent full-time Theater Technician I/II will provide the Community Services Department with high level technical support required for the Cultural Arts Center's various productions, rentals, meetings, productions, events, marketing, and purchasing; in addition to supporting the Department's multiple facilities, events, and programs with capital projects, community outreach and marketing, productions, and events. This position will be partially offset by revenue provided by the Cultural Arts Center production revenues and reallocation of existing temporary salaries and benefits resulting in a net savings to the General Fund of \$34,400.

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**CITY OF SIMI VALLEY**

# ENVIRONMENTAL SERVICES

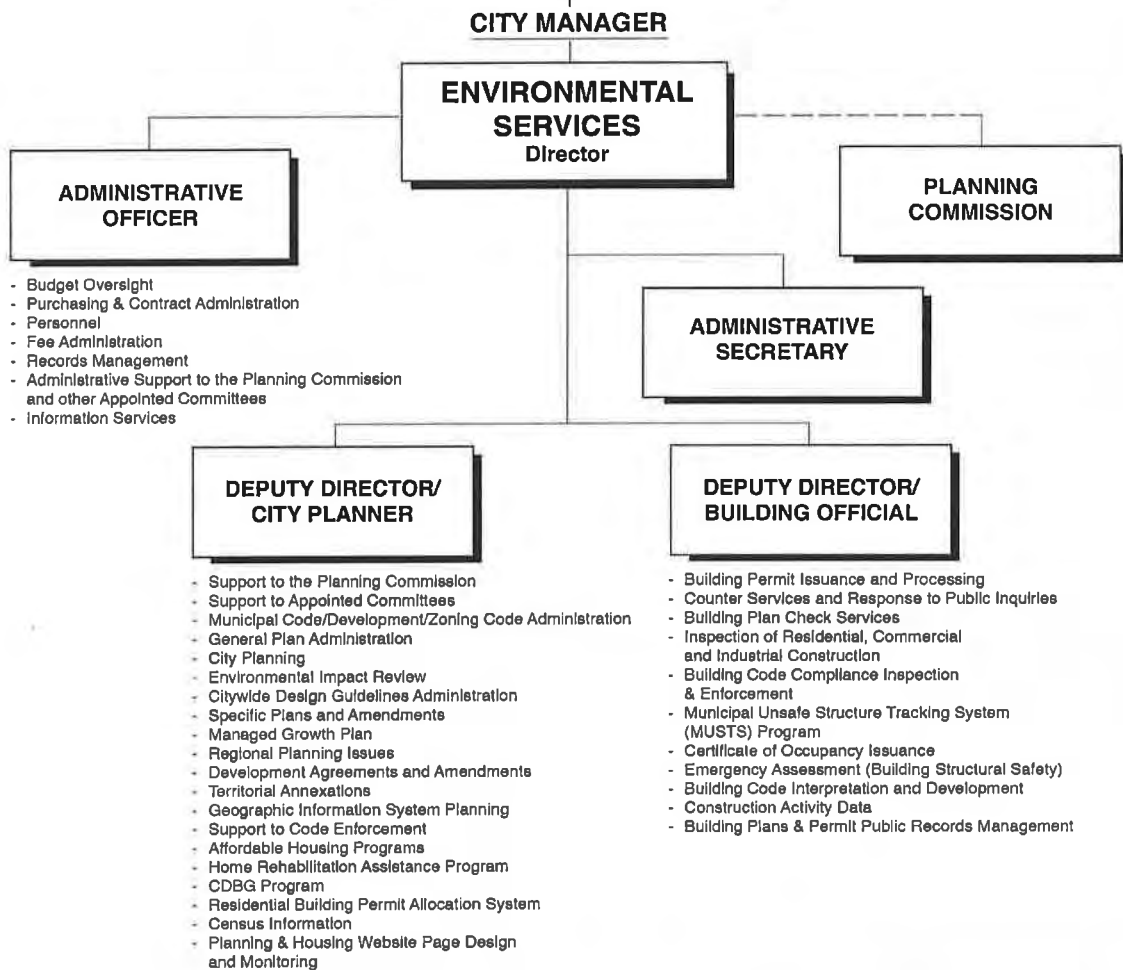
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## ENVIRONMENTAL SERVICES DEPARTMENT

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 but drought-tolerant landscaping, economic vitality, and sustainability.

	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget
ES Administration	\$ 850,195	\$ 912,400	\$ 830,100	\$ 1,042,800
Planning	2,184,941	2,405,900	2,108,200	2,452,400
Building & Safety	1,974,819	2,133,100	1,954,100	2,173,200
<b>TOTAL</b>	<b>\$ 5,009,955</b>	<b>\$ 5,451,400</b>	<b>\$ 4,892,400</b>	<b>\$ 5,668,400</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 3,144,564	\$ 3,392,700	\$ 2,989,600	\$ 3,425,000	1.0%
41020 - Temporary Salaries - PR Only	0	0	0	0	0.0%
41030 - Boards and Commissions	32,608	32,600	32,600	32,600	0.0%
41040 - Overtime	2,252	4,000	2,700	4,000	0.0%
41050 - Outside Assistance	0	0	0	0	0.0%
41200 - Deferred Comp - 401k	23,897	29,900	30,500	37,000	23.7%
41210 - Deferred Comp - 457	6,322	9,400	8,300	11,900	26.6%
41300 - Vision Care	9,107	9,500	10,200	9,800	3.2%
41350 - Disability	21,138	21,300	24,600	22,600	6.1%
41400 - Group Insurance/Health	55,386	60,900	58,600	62,200	2.1%
41415 - Flex Benefits	608,872	679,500	634,800	695,300	2.3%
41420 - CalPERS Health Admin Fee	2,031	2,100	1,300	2,100	0.0%
41450 - Life Insurance	7,103	7,200	7,900	7,300	1.4%
41500 - Group Insurance/Dental	33,145	36,400	37,600	35,800	-1.6%
41550 - Section 125 Administration Fee	189	200	200	200	0.0%
41600 - Retirement (PERS)	700,309	739,500	733,200	868,400	17.4%
41620 - Retirement (HRA)	3,824	7,200	4,200	12,000	66.7%
41650 - Medicare Tax	45,947	59,100	46,800	61,500	4.1%
41660 - FICA	2,022	2,200	2,100	2,200	0.0%
41700 - Workers' Compensation	260,700	241,100	162,200	277,600	15.1%
42150 - Communications	780	800	800	800	0.0%
42230 - Office Supplies	3,907	5,400	5,000	4,700	-13.0%
42410 - Uniform/Clothing Supply	1,540	1,600	1,600	1,800	12.5%
42420 - Special Departmental Expense	50	600	0	600	0.0%
42440 - Memberships and Dues	6,854	10,900	10,600	9,900	-9.2%
42450 - Subscriptions and Books	1,381	11,200	10,900	2,800	-75.0%
42460 - Advertising	3,955	5,000	4,700	4,500	-10.0%
42550 - Small Tools/Equipment	0	400	400	400	0.0%
42560 - Operating Supplies	0	0	0	0	0.0%
42720 - Travel, Conferences, Meetings	5,152	8,500	6,700	11,200	31.8%
42730 - Training	5,970	10,000	8,000	7,800	-22.0%
42790 - Mileage	4,884	5,100	5,100	5,100	0.0%
44010 - Professional/Special Services	740	0	0	0	0.0%
44130 - Rehab Assistance	0	0	0	0	0.0%
44310 - Maintenance of Equipment	137	1,300	1,200	1,300	0.0%
44490 - Other Contract Services	15,190	55,800	50,000	50,000	-10.4%
<b>TOTAL</b>	<b>\$ 5,009,955</b>	<b>\$ 5,451,400</b>	<b>\$ 4,892,400</b>	<b>\$ 5,668,400</b>	<b>4.0%</b>

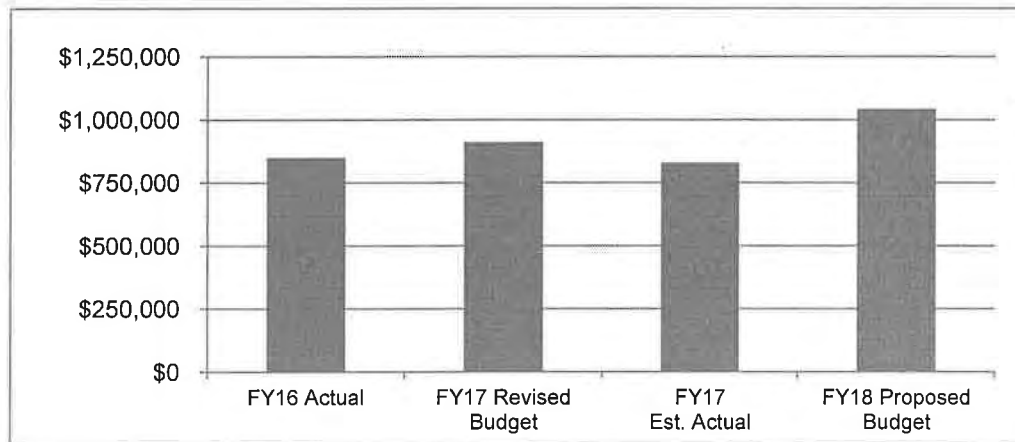
## ES ADMINISTRATION - 1003005

### OVERVIEW

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

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

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$850,195	\$912,400	\$830,100	\$1,042,800



### BUDGET ADJUSTMENTS

Funding for one Secretary position moved from Planning to Administration	\$86,800
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## ES ADMINISTRATION (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- 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; and realized a 96% overall satisfaction rate from the questionnaires that were returned.
- Assisted with the implementation of the City's new Tyler Cashiering and Tyler Munis financial systems.

### GOALS FOR FY18

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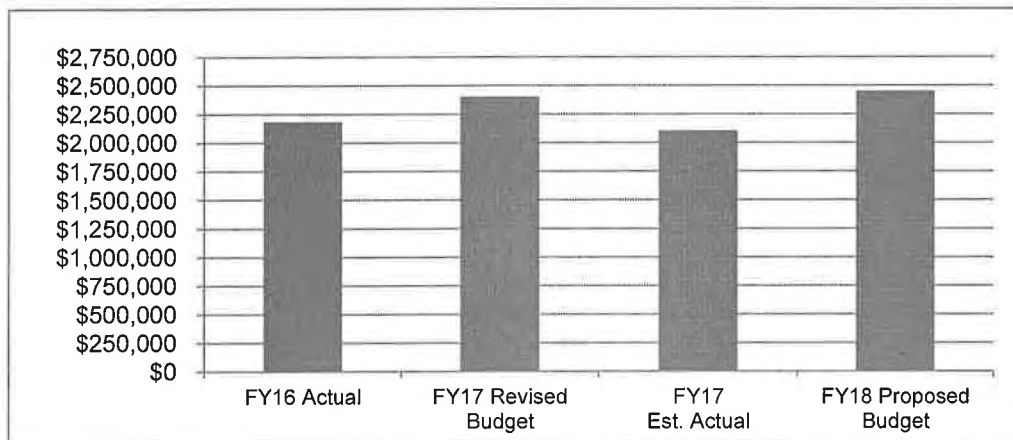
- Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires.
- Participate in the planning and implementation of the Tyler EnerGov land management system, and continue to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Continue to audit Departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

## PLANNING - 1003010

### OVERVIEW

The mission of the Planning Division is to oversee proposed development, create a prosperous and sustainable community, and provide excellent service to the public, while maintaining and enhancing the City's high quality of life. The Planning Division coordinates the development review process with other City divisions and public agencies and implements the City's General Plan, Zoning Ordinance, and Design Guidelines, as adopted by the City Council. Responsibilities include evaluating: 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.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$2,184,941	\$2,405,900	\$2,108,200	\$2,452,400



### BUDGET ADJUSTMENTS

Offset costs of four positions with Housing Successor Agency Fund	(\$572,400)
Eliminate vacant Associate Planner position	(\$142,100)

## PLANNING (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Provided responsive customer service to over 4,100 customers at the Planning public counter; and processed approximately 1,400 over-the-counter permit applications, including Zoning Clearances, Sign Permits, Home Occupation Permits, and Temporary Use Permits.
- Expedited the City's development review process by providing administrative review and approval for 36 Conditional Use Permits, Administrative Actions, Tentative Parcel Maps, Modifications to Planned Development Permits, and Wireless Telecommunication Permits, in accordance with the administrative review authority granted to the City Planner by the City Council.
- Amended a 13-year-old entitlement to secure a fee of \$3.1 million in lieu of Runkle Canyon, LLC's providing 62 affordable units for low-income seniors in Runkle Canyon. Reinvest the in-lieu fees in future senior affordable projects that are situated in areas more suitable for low-income seniors and in closer proximity to services and facilities.
- Complied with State of California mandates by amending the Municipal Code to address changes to state law pertaining to Massage Establishments, Recreational Marijuana Use, and Accessory Dwelling Units. Also, implemented City Council direction to update the City's Tree Preservation Ordinance.

### GOALS FOR FY18

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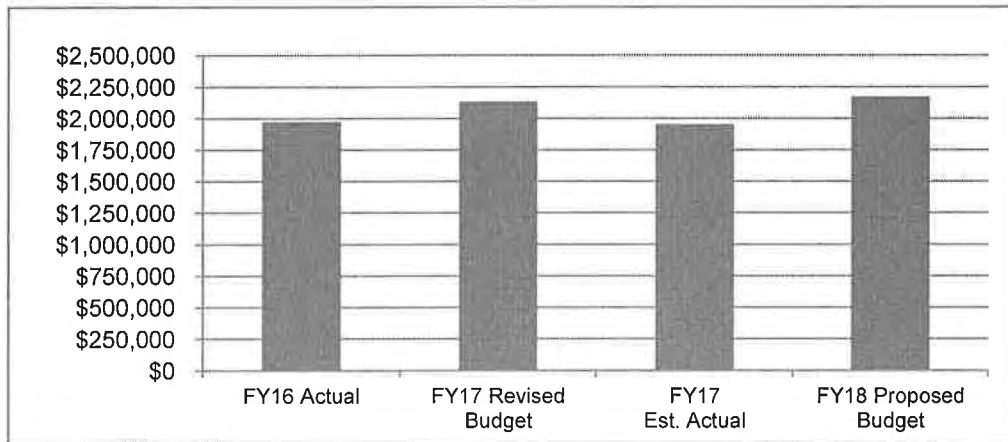
- Continue to manage City compliance with the environmental conditions of the approved County Conditional Use Permit for the Police Shooting Range.
- Further streamline the City's development review process by presenting for City Council consideration a Development Code update to correct inconsistencies, add clarification, and make the implementation of the requirements more user friendly.
- Prepare planning permit records and data for the conversion required to implement the City's Tyler EnerGov land use and permitting software for further automation and streamlining of the City's development review and approval process.
- Demonstrate the City's commitment to preserving the City's housing for lower-income households with sound fiscal management by processing applications for affordable and senior housing and by utilizing Program Income derived from former grant funding sources to provide Home Rehabilitation loans to improve the health, safety, and energy efficiency of owner-occupied residences.

**BUILDING & SAFETY - 1003030**

**OVERVIEW**

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

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$1,974,819	\$2,133,100	\$1,954,100	\$2,173,200



**BUDGET ADJUSTMENTS**

Funding for mobile/field iPads and iPhones included in Fund 656	\$11,000
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## **BUILDING & SAFETY (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Reviewed, approved, and issued 5,000 building permits, including 300 simple building permits processed via the permits-by-fax service and 100 permits issued via the Internet, both of which resulted in a reduced number of customer trips to City offices.
- Performed 20,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.
- Provided reviews for a total of 900 commercial and residential building plans and for 800 plumbing, mechanical, and electrical systems.
- Conducted 200 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 400 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) cases or referrals, conducted 1,300 compliance inspections.

### **GOALS FOR FY18**

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- Implement State building codes and related health and safety laws.
- Provide building inspection service for all construction projects within the next business day of the inspection request.
- Provide expedited over-the-counter plan review for small business office and retail tenant improvement projects.
- Provide over-the-counter plan review and permit approvals for residential solar photovoltaic systems.
- Provide 10 to 15 working day response time for large construction project plan review.

**DEPARTMENT OF ENVIRONMENTAL SERVICES  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Fund four Housing Positions [one Home Rehabilitation Coordinator (Filled), one Associate Planner/Housing (Filled), one Senior Planner/Housing (Vacant), and one Secretary/Housing (Filled)] with Housing Successor Agency Funds  
 TOTAL: \$606,700  
 ACCOUNT: 100-3010-41010 through 41700  
 PRIORITY: 1

DEPARTMENT PROPOSAL		
<u>Personnel</u>		
	Salaries and benefits (four positions)	\$572,400
TOTAL:		\$572,400

CITY MANAGER ADJUSTMENT		
<u>Personnel</u>		
	Include 20% of CS Mgmt. Analyst	\$606,700
TOTAL:		\$606,700

Prior to the dissolution of redevelopment agencies, funding for these Housing positions was provided by the Simi Valley Community Development Agency. However, due to the elimination of this funding source, the positions became budgeted in the General Fund, effective FY 2013-14. Since these positions perform duties that preserve and promote affordable housing, their staffing costs are eligible to be funded from the Housing Successor Agency.

The City Manager adjusted this proposal to also include 20% of a Management Analyst position in Community Services who provides housing-related functions.

**DEPARTMENT OF ENVIRONMENTAL SERVICES**  
**FY17-18 POLICY ITEM/CAPITAL ASSET PROPOSAL**

DEPT: ENVIRONMENTAL SERVICES  
 TITLE: Funding for iPhone/iPad Mobile Communication Devices  
 REQUEST: \$11,000  
 ACCOUNT: 6569000 (FIS Project Fund)  
 PRIORITY: 1

COST BREAKDOWN	
<u>Communications:</u>	
9 Mobile Devices (iPhones or iPads) for field use	\$4,500
Data and connectivity services' recurring annual costs	\$6,500
TOTAL:	\$11,000

The Environmental Services Department requests funding for the replacement of the obsolete cell phones currently being used by the Building and Safety Division's Inspection Unit with iPad/iPhone mobile devices. The Department is currently in the process of implementing the EnerGov permitting and land management software system. This new system's services and work flow are based on electronic processes, internet, and field deployed information that requires mobile computing and communications with Inspection staff.

The City Manager has funded this proposal using the FIS Project Fund 656.

# PUBLIC WORKS

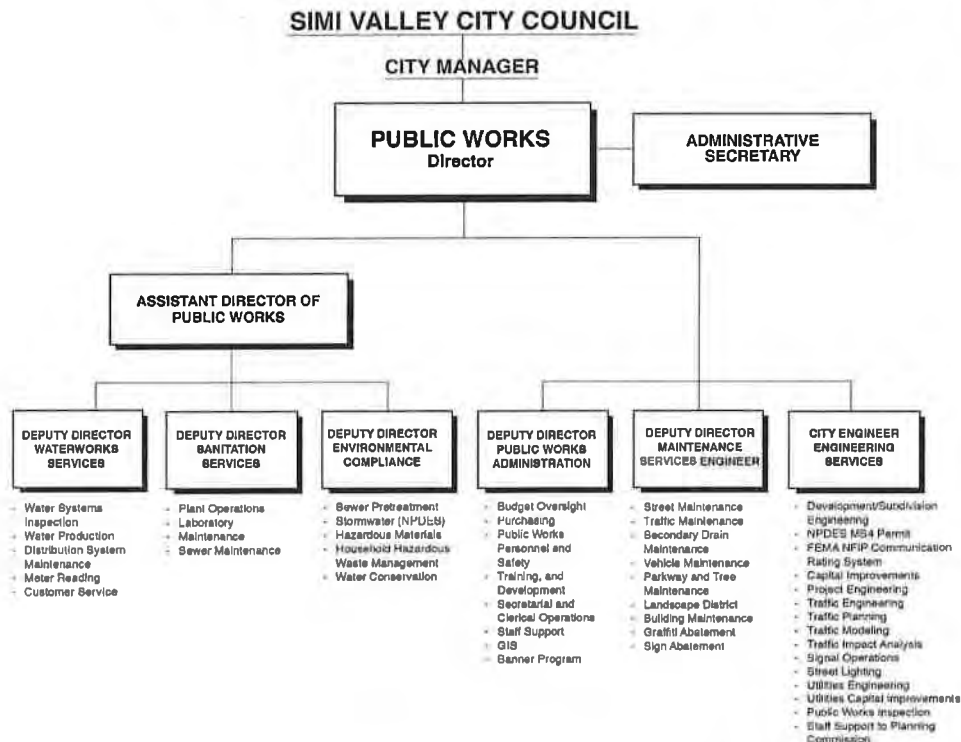
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## PUBLIC WORKS DEPARTMENT

The Department of Public Works is responsible for the design, construction, operation, and maintenance of Simi Valley's public infrastructure - including every day basic services such as water, sewer, and streets. The goal of the Public Works Department is to provide these services and assure the proper construction and maintenance of public facilities in the most efficient and economical way practical. The Department is comprised of almost 200 employees in seven major divisions including Administration, Engineering, Development, Maintenance, Sanitation, and Traffic Engineering.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
PW Administration	\$ 1,504,279	\$ 1,271,714	\$ 1,535,500	\$ 1,655,400
PW Lighting Maint	1,325,242	1,437,700	1,408,200	1,437,700
Environmental Compliance	610,163	657,200	648,800	1,022,900
Traffic Engineering	626,564	650,800	603,700	-
Engineering	2,252,183	2,406,931	2,197,800	3,110,100
Parkway/Tree Maintenance	2,911,616	3,103,000	2,979,300	3,169,400
Street Maintenance	1,297,137	1,474,042	1,387,100	1,432,600
Building Maintenance	1,534,018	1,750,220	1,416,100	1,817,300
Traffic Maintenance	301,174	406,600	387,100	390,600
Vehicle Maintenance	1,193,769	1,318,000	1,213,100	1,312,700
Storm Drains	287,632	309,700	297,500	318,000
Library Maintenance	131,075	133,500	129,100	139,200
Graffiti/Abatement	220,481	238,800	223,200	243,900
<b>TOTAL</b>	<b>\$ 14,195,332</b>	<b>\$ 15,158,207</b>	<b>\$ 14,426,500</b>	<b>\$ 16,049,800</b>



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 - Regular Salaries	5,923,953	6,106,600	5,744,400	6,560,900	7.4%
41020 - Temporary Salaries - PR Only	36,235	24,900	27,400	25,600	2.8%
41040 - Overtime	68,570	81,600	77,400	99,100	21.4%
41200 - Deferred Comp - 401k	28,670	28,500	37,500	38,900	36.5%
41210 - Deferred Comp - 457	23,612	30,600	29,100	37,400	22.2%
41300 - Vision Care	20,935	21,300	23,900	22,500	5.6%
41350 - Disability	25,059	23,500	31,200	27,600	17.4%
41400 - Group Insurance/Health	124,628	136,800	133,800	143,800	5.1%
41415 - Flex Benefits	1,315,981	1,388,800	1,414,900	1,520,500	9.5%
41420 - CalPERS Health Admin Fee	4,642	4,800	3,100	4,800	0.0%
41450 - Life Insurance	14,255	14,900	17,200	15,100	1.3%
41500 - Group Insurance/Dental	77,335	82,200	88,000	84,100	2.3%
41550 - Section 125 Administration Fee	273	300	300	200	-33.3%
41600 - Retirement (PERS)	1,241,781	1,285,000	1,367,200	1,600,100	24.5%
41620 - Retirement (HRA)	7,095	22,800	9,300	9,600	-57.9%
41650 - Medicare Tax	83,425	108,800	90,700	118,800	9.2%
41660 - FICA	3,110	3,900	3,500	3,900	0.0%
41700 - Workers' Compensation	537,100	478,900	322,200	575,600	20.2%
42100 - Utilities	1,368,163	1,461,000	1,445,000	1,461,000	0.0%
42150 - Communications	7,954	10,800	9,800	12,200	13.0%
42200 - Computer - Non Capital	-	-	-	24,300	100.0%
42230 - Office Supplies	5,530	7,000	6,200	7,000	0.0%
42235 - Furnishings & Equip - Non Cap	6,016	8,500	8,500	500	-94.1%
42310 - Rentals	4,609	7,000	6,800	7,000	0.0%
42410 - Uniform/Clothing Supply	25,969	28,000	28,000	28,000	0.0%
42420 - Special Departmental Expense	88,827	127,014	110,000	110,000	-13.4%
42440 - Memberships and Dues	9,827	12,100	11,000	12,100	0.0%
42450 - Subscriptions and Books	322	1,700	1,000	1,600	-5.9%
42460 - Advertising	801	1,000	1,000	1,000	0.0%
42500 - Fuel and Lubricants	199,122	244,200	200,000	220,200	-9.8%
42510 - Tires	62,765	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	6,903	9,000	8,600	9,000	0.0%
42560 - Operating Supplies	456,604	443,600	433,300	440,800	-0.6%
42720 - Travel, Conferences, Meetings	6,530	9,100	8,000	9,700	6.6%
42730 - Training	6,993	14,000	12,000	14,000	0.0%
42790 - Mileage	5,201	6,400	6,400	6,400	0.0%
44010 - Professional/Special Services	314,553	357,331	318,500	390,000	9.1%
44310 - Maintenance of Equipment	61,767	54,700	54,700	54,700	0.0%
44450 - Landscape Maintenance Contract	977,192	1,035,300	1,020,000	1,028,100	-0.7%
44490 - Other Contract Services	1,024,016	1,403,862	1,244,200	1,262,300	-10.1%
47020 - Furnishings & Equip (Capital)	19,010	-	-	-	0.0%
47030 - Vehicles	-	11,000	11,000	-	0.0%
<b>TOTAL</b>	<b>\$ 14,195,332</b>	<b>\$ 15,158,207</b>	<b>\$ 14,426,500</b>	<b>\$ 16,049,800</b>	<b>5.9%</b>

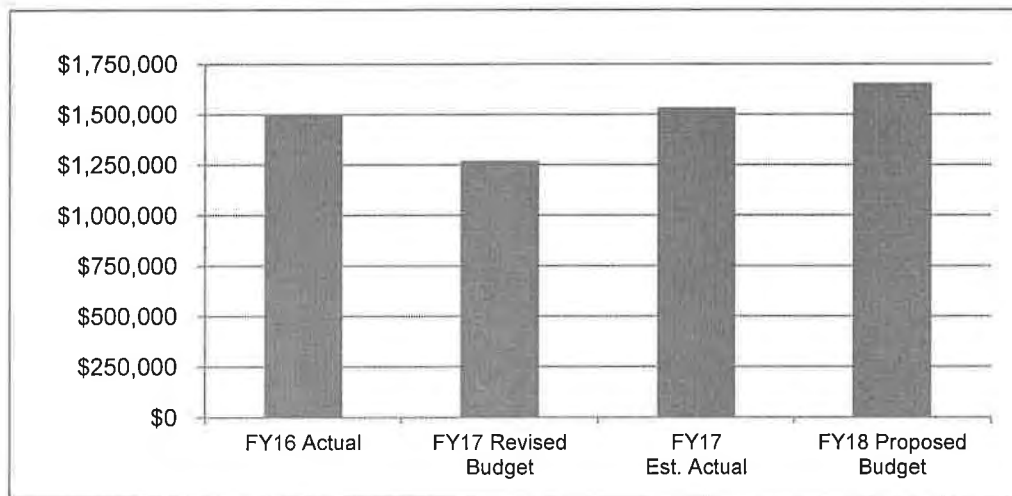
**PW ADMINISTRATION - 1004005**

**OVERVIEW**

The Administration Division provides complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager’s Office, and all other City Departments. The division ensures that the Department is fulfilling its responsibilities in a timely and effective manner. The Division also provides sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, grant management and reporting, and special district management.

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 the GIS, Military Banner Program, and other support services.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$1,504,279	\$1,271,714	\$1,535,500	\$1,655,400



**BUDGET ADJUSTMENTS**

**PW ADMINISTRATION (continued)**

**KEY ACCOMPLISHMENTS IN FY17**

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- Prepared and monitored the Department's annual budget in accordance with City Policy.
- Prepared and monitored all Departmental purchasing, bids/specs, and contracts.
- Implemented the City's Enterprise Resource Project and Financial Information System for the Department.
- Continued with Geographic Information Services to the Department and City.
- Conducted a first annual Military Banner verification, replacement and removal program.

**GOALS FOR FY18**

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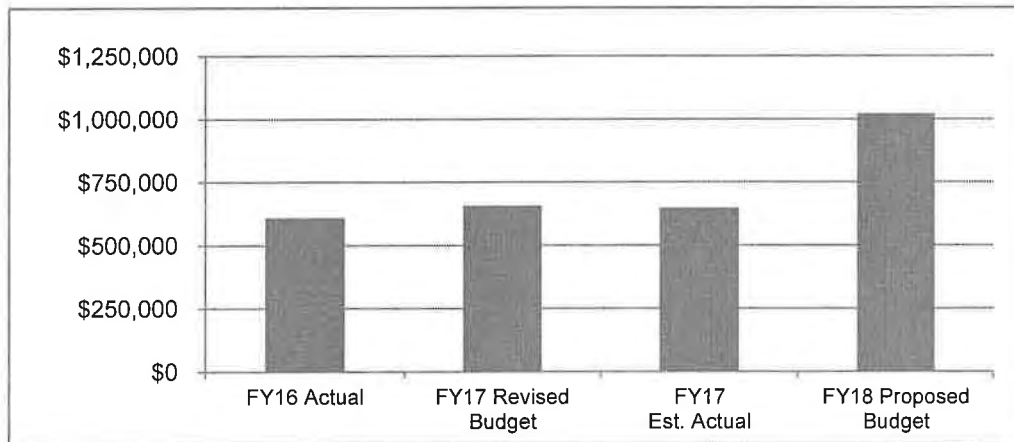
- N/A

## ENVIRONMENTAL COMPLIANCE - 1004065

### OVERVIEW

Environmental Compliance provides Stormwater Quality Management and Household Hazardous Waste services to the community, as well as management of the City's Hazardous and Universal Waste Program. In accordance with Federal EPA Resource Conservation and Recovery Act regulations and State Department of Toxic Substances Control, the Hazardous and Universal Waste Programs ensure safe handling, storage, transportation, and disposal of waste routinely generated by City Police, Sanitation, Waterworks, and Maintenance operations. Environmental Compliance also administers the community Household Hazardous Waste (HHW) Collection and 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 ensure 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.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$610,163	\$657,200	\$648,800	\$1,022,900



### BUDGET ADJUSTMENTS

## ENVIRONMENTAL COMPLIANCE (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Cleaned 688 storm drain catch basins removing approximately 31,000 pounds of trash, sediment, and landscape debris.
- Monitored the levels of trash and recycling in the receptacles placed along major pedestrian routes to encourage the community to recycle more and to reduce litter.
- Placed an additional 20 combination trash/recycling containers on the City streets.
- Held six Household Hazardous Waste (HHW) events that served 1065 Simi Valley and Moorpark households.
- Provided educational outreach at Arroyo Simi Cleanups, Neighborhood Council meetings, professional workshops, Simi Valley High School's Earth Day, Moorpark College's annual Multicultural Day, and HHW events.
- Managed safe storage and proper disposal of City-generated hazardous and universal wastes.
- Provided routine spill response and clean up, including packaging, transportation, storage, and disposal of hazardous wastes found on City streets as a result of spills and/or illegal activities.
- Prepared and submitted hazardous waste generator information and fees to State Board of Equalization to maintain EPA Generator ID.
- Managed the Annual Used Oil Program Grant received from The California Department of Resources Recycling and Recovery's (CalRecycle).
- Conducted Certified Collection Center Inspections of local Simi Valley facilities for development and maintenance of used oil and oil filter collection and recycling programs.

### GOALS FOR FY18

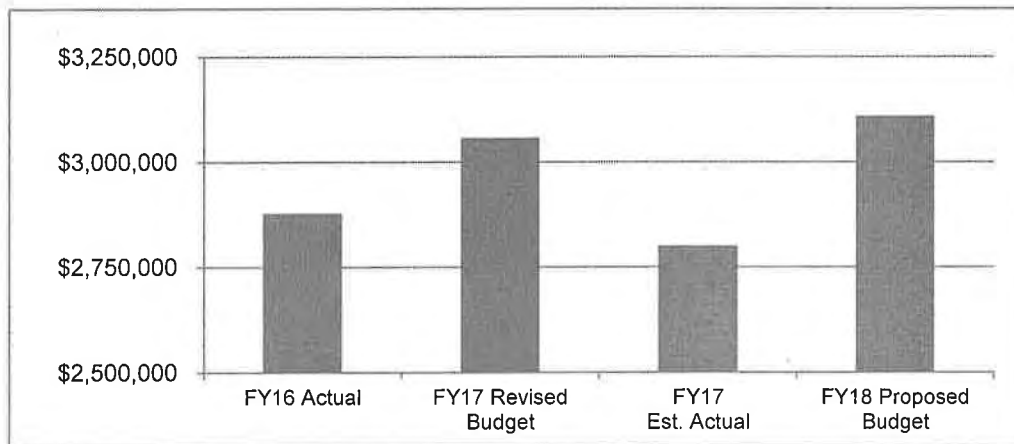
- Purchase and install 30 additional storm drain catch basin trash excluders to stop trash, dirt, and landscape debris from entering the Arroyo Simi and comply with the State's new Trash Amendments and the Countywide MS4 permit.
- Hold six Household Hazardous Waste events to serve the need in the community.
- Clean approximately 600 storm drain catch basins to remove sediment and debris in order to keep pollutants out of the Arroyo Simi and prevent flooding during rain events.
- Implement stormwater permit requirements to comply with all regulations and to maintain safe, clean local surface waters, such as the Arroyo Simi.
- Obtain a new cycle of the Oil Payment Program by applying to the State's Annual Used Oil Program Grant.
- Provide for the safe transportation and legal disposal of City-generated and abandoned hazardous wastes contaminated with used motor oil or other miscellaneous vehicle fluids, such as antifreeze, solvents, or gasoline.

## ENGINEERING - 1004080/1004050

### OVERVIEW

The Engineering Division is comprised of Development Services, Capital Projects, Traffic Engineering, and Inspection Services. The Development Services section is tasked with reviewing subdivision and other land development engineering, issuance of encroachment permits, coordination with other agencies, development plan checking, project conditioning, grading and construction permits, and maintenance of maps and records of improvements within the public right-of-way. The Capital Projects section administers certain public works contracts, management of the City's capital improvement projects, maintenance of City maps, plans, records, and survey data, and support to the Department's Maintenance Division for the Streets and Roads Program. The Traffic Engineering section administers the lighting maintenance functions, administers and maintains traffic signals, maintains traffic signal synchronization systems, responds to citizen requests for traffic control devices, coordinates with the School District and Police Department on traffic matters, conducts traffic studies, general traffic management, installation of street name and regulatory signs, review of street lighting and reports of any malfunctioning lights, and administers the Rule 20A Undergrounding program. Finally, the Inspection Services is tasked to inspect public improvements plan checking and all public improvements construction.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$2,878,747	\$3,057,731	\$2,801,500	\$3,110,100



### BUDGET ADJUSTMENTS

Freeze one Sr. Engineering Tech position (vacant) for three months	\$	(28,600)
Add funding for AutoCAD 3D design software		\$24,300

## **ENGINEERING (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

- Completed the construction of: FY 16-17 Annual Minor Streets Rehabilitation Projects; First Street between south of Los Angeles Avenue and north of Cochran Street Project; Alamo Street between Yosemite Avenue and Texas Avenue; Alamo Street Widening west of Gage Avenue, and Animal Shelter Parking Lot Rehabilitation and Lighting Upgrade; and the Arroyo Simi Greenway Bike Trail Phase 3 Project.
- Completed the widening design of: West Los Angeles Avenue widening between the Public Services Center and westerly City limits; Cochran Street (Sycamore Drive to Sequoia Avenue); Northside of Los Angeles Avenue West of Church Street; and the Las Lijas Bridge Widening Project on Cochran Street east of Tapo Street.
- Obtained FEMA approval of the annual Community Rating System Program recertification submittal to retain our 15 percent discount on flood insurance policies, providing well over \$348,000 in policy savings for the community.
- Obtained Council approval of an updated and enhanced Flood Damage Protection Ordinance that has codified the City's current floodplain policies and procedures.
- Obtained \$25,000 Article 3 Bicycle and Pedestrian grant for enhanced "ladder" style crosswalks at certain school areas.
- Completed the consultant contract to update the City Traffic Model.
- Designed and provided traffic signing, striping, and signal plans and specifications for inclusion into Capital Improvement projects, including major and minor street resurfacing projects and the Arroyo Simi Greenway projects.
- Completed traffic planning review of all development projects and provided traffic planning

### **GOALS FOR FY18**

- Complete the construction of: the FY 16-17 Annual Major Streets Pavement Rehabilitation; Cochran Street (Sycamore Drive to Sequoia Avenue); the West Los Angeles Avenue; the Arroyo Simi Greenway Bike Trail Project; and the Las Lijas Bridge Widening Project.
- Complete the design and initiate construction of FY17-18 Annual Major Streets Pavement Rehabilitation Project and FY17-18 Annual Minor Streets Pavement Rehabilitation Project.
- Submit a modification request to FEMA to improve the City's CRS classification to Class 5.
- Obtain Council approval and implement an update of the City's Master Plan of Drainage and a Simi Valley Watershed Master Plan.
- Pursue FEMA support and funding for an updated Citywide Flood Insurance Study and associated Flood Insurance Rate Maps.
- Upgrade traffic signal control equipment, cabinets, and detection as needed at five intersections and overhead street name signs on traffic signals at several intersections.
- Complete cost/benefit analysis of extending fiber optic synchronization lines, a traffic study of marked crosswalks at uncontrolled locations on major streets, and review of high accident locations.
- Perform a comparison study of Traffic Study Guidelines and begin updating guidelines if necessary.

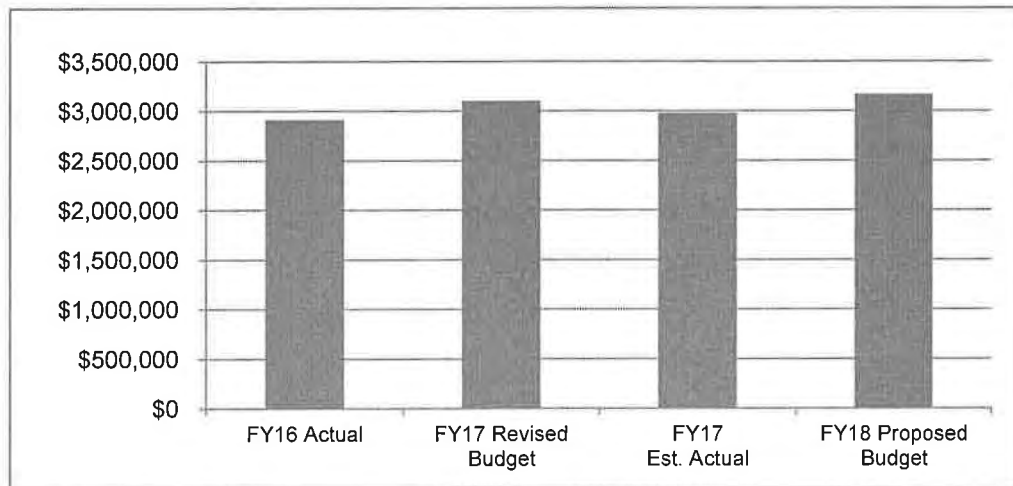


## LANDSCAPE & TREE MAINTENANCE - 1004110

### OVERVIEW

The Landscape and Tree Maintenance Section manages and oversees the City's Landscape Maintenance District No. 1 (LMD) program. This includes the inspection and management of more than 150 acres of landscaping and approximately 46,000 LMD and urban forest trees. Staff manages three LMD contracts, two Tree Pruning contracts, and one Pesticide and Herbicide contract. In-house maintenance staff annually maintains an additional 10,000 public right-of-way street trees; manages re-forestation efforts, assists in landscape upgrade projects, performs roadside maintenance, including weed abatement, trash and debris pick up, tree watering, tree removal, and stump grinding services. In addition, this section inspects and ensures compliance with contract agreements, administers the public wood chip request program, hazardous tree removals, reforestation efforts, and oversees mandatory certification of more than 200 City-owned backflow devices every year. They also provide plan check and inspection of both existing and newly-proposed landscape improvements for both public and developer proposed improvement projects occurring within the public right-of-way throughout the City.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$2,911,616	\$3,103,000	\$2,979,300	\$3,169,400



### BUDGET ADJUSTMENTS

Funding added to Vehicle Fund for purchase of chipper truck	\$35,400
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## **LANDSCAPE & TREE MAINTENANCE (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Initiated efforts for evaluating efficiency and upgrade of various LMD areas to potentially reduce long-term maintenance and utility costs.
- Completion of Phase I re-planting project along the Los Angeles Avenue roadway corridor for screening the adjacent Metrolink Railroad right-of-way.
- Participated in three annual outreach events, including the City's Street Fair, Public Works Week, and the Living Green Expo which includes Arbor Day.
- During the Civic Center solar panel installation, the Landscape Section oversaw the mitigation/relocation efforts of 26 trees into other locations throughout the Civic Center Site.
- Provided tree inspection support to Engineering for the Annual Major Streets Rehabilitation Program for sidewalk and curb and gutter replacement program.

### **GOALS FOR FY18**

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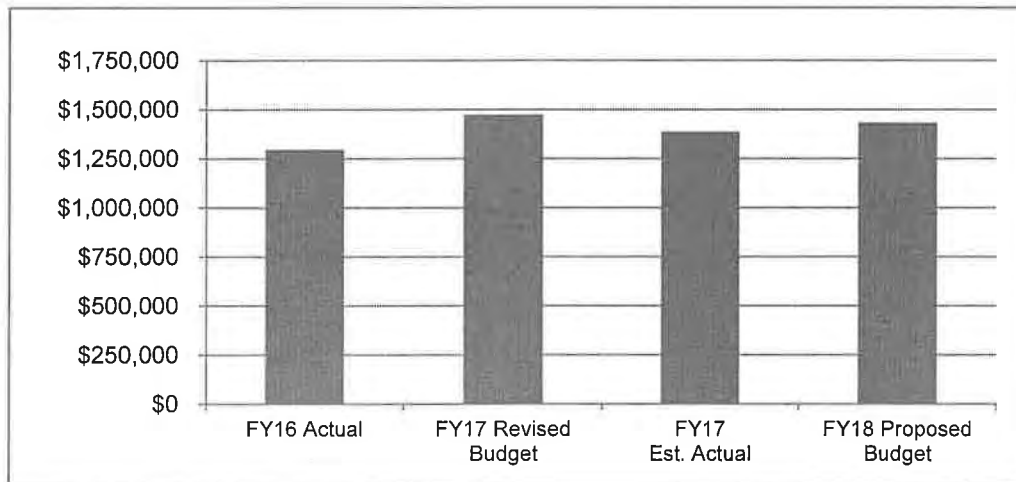
- Continue water conservation efforts within LMD areas and City-owned Landscaping to help the City meet the State Water Regulations for reducing overall water consumption.
- Further evaluate design alternatives for renovation and retrofit of selected high water-use turf and landscape areas and converting them to lower water use and lower maintenance landscape areas.
- Streamline the current backlog of tree maintenance work data and close out all outstanding requests.
- Complete Los Angeles Avenue roadway corridor screening along the adjacent Metrolink Railroad Right-of-Way.
- Complete turf reduction projects in Zone 14 Chumash Avenue, Zone 29 Sandiman Street, Zone 31 Sequoia Avenue, and Zone 39\ Area 22 Civic Center open area.
- Complete the upgrade and major landscape renovation project for Water Use Efficiency at the Civic Center open area.

## STREET MAINTENANCE - 1004120

### 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 minimal paving of streets and parking lots. This Section also employs the use of a crew for temporary repairs necessary for lifted or damaged sidewalks. The concrete crew repairs sidewalks, curbs and gutters, driveway aprons, and makes other miscellaneous concrete repairs throughout the City. These crews help keep our roads clear and our pedestrian areas safe.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,297,137	\$1,474,042	\$1,387,100	\$1,432,600



### BUDGET ADJUSTMENTS

Reduce funding for Operating Supplies	(\$2,500)
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## **STREET MAINTENANCE (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Completed approximately 3,500 temporary and permanent pothole repairs.
- Performed a variety of asphalt repairs on major and minor streets, which included repaving nearly two miles of failed seams within the City, eliminating the need for further pothole repairs at those locations.
- Created a dedicated two-man field crew to more specifically identify and remove sidewalk hazards throughout the City, where the crew is now mapping and has expedited temporary and permanent repairs to lifted sidewalks that reduce trip hazards and liability.
- Removed and replaced over 1500 feet of damaged sidewalks, and 1000 feet of curb and gutter.
- Completed ADA concrete and asphalt improvements within the City.
- Completed FY 2016-17 Maintenance Division Slurry Project.

### **GOALS FOR FY18**

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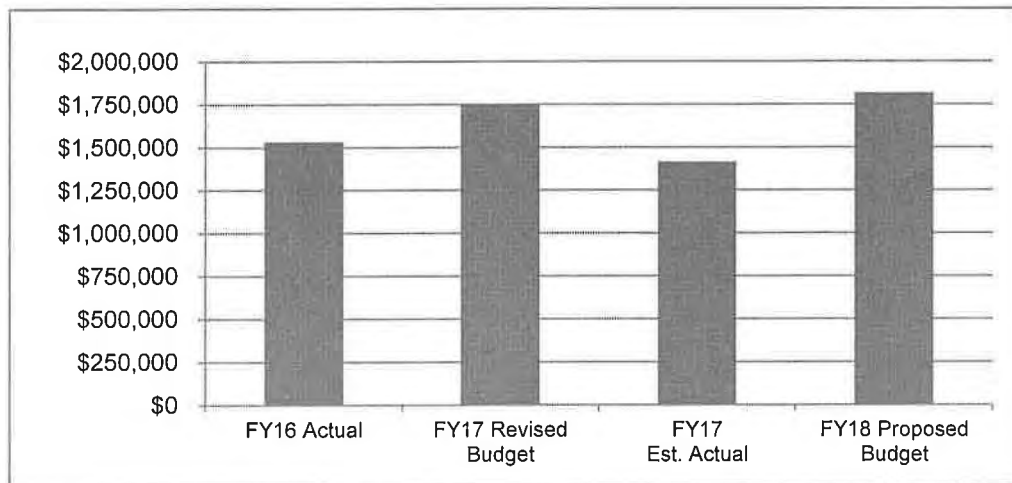
- Complete repaving a parking lot at the Public Service Center.
- Complete Annual Maintenance Division Slurry Project for FY 2017-18.
- Identify and complete the next Annual Maintenance Division Paving Project to be done with in-house crews.

## BUILDING MAINTENANCE - 1004130/1004170

### 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 the City Buildings, including the Simi Valley Library, this section is responsible for the repair and maintenance of building facilities. This includes the mechanical, electrical, plumbing, and air conditioning systems within the buildings, in addition to such services as carpentry, locksmithing, and painting, utilizing both in-house and outside contract services. The Building Maintenance Section has an active preventive maintenance program to assure that the various building subsystems, as well as building roofs and door hardware, stay in good operating condition. The goal is to provide safe, clean, comfortable facilities for City personnel and the General Public.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,534,018	\$1,750,220	\$1,416,100	\$1,817,300



### BUDGET ADJUSTMENTS

Reduce funding for Operating Supplies	(\$5,000)
Funding added to Building Fund for Civic Center Pathway Lighting	\$170,000
Funding added to Building Fund for Council Chamber armor shields	\$55,000

**BUILDING MAINTENANCE (continued)****KEY ACCOMPLISHMENTS IN FY17**

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- Provided custodial services, preventive maintenance, and repairs to over 200,000 square feet of City-owned facilities.
- Completed over 1,500 room setups at the Senior Center for various scheduled day and night events.
- Assisted with overseeing OpTerra Solar system install at Civic Center.
- Upgraded PD, City Hall, and Library monument sign lights to LED.
- Completed ADA compliance for Library public restroom.
- Completed roof repairs on PSC, DMV, PD, and Library
- Completed rekey of the door lock system of the PSC and Transit buildings.
- Assisted with overseeing of the OpTerra City Hall roof upgrade.
- Upgraded CAC A/C control system.
- Upgraded the Library emergency exit panic hardware.
- Replaced PD 300 gallon water tank.
- Installed motorized skylights at the Cultural Arts Center.
- Replaced clay traps in the ceramics room at the Senior Center.

**GOALS FOR FY18**

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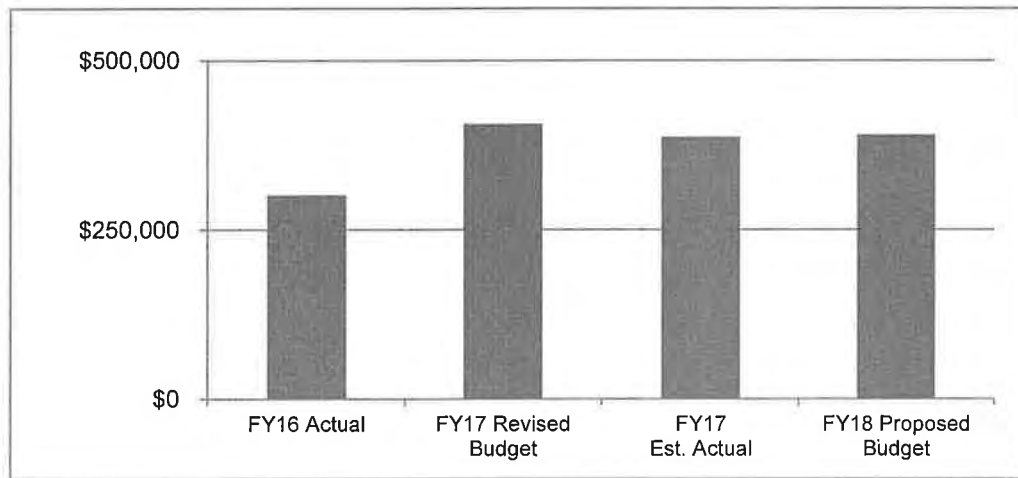
- Refinish Senior Center stage hand rails.
- Refinish the front lobby at the Cultural Arts Center.
- Replace the north entrance sliding doors at the Senior Center.
- Replace the roof access hatches at the Senior Center and City Hall.
- Refinish Library exterior hand rails.
- Refinish Senior Center exterior hand rails.
- Replace CAC carpet.
- Replace the multi-purpose room floor at the Senior Center.

## TRAFFIC MAINTENANCE - 1004140

### OVERVIEW

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

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$301,174	\$406,600	\$387,100	\$390,600



### BUDGET ADJUSTMENTS

Reduce funding for Operating Supplies	(\$3,500)
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**TRAFFIC MAINTENANCE (continued)**

**KEY ACCOMPLISHMENTS IN FY17**

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- Replaced guide and regulatory signs posted throughout the City, as needed.
- Maintained all striping and legend markings on City streets and curbs.

**GOALS FOR FY18**

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- Continue the section's efforts to properly maintain all guide and regulator signage, as well as the striping and markings legends on all City streets.



## VEHICLE MAINTENANCE - 1004150

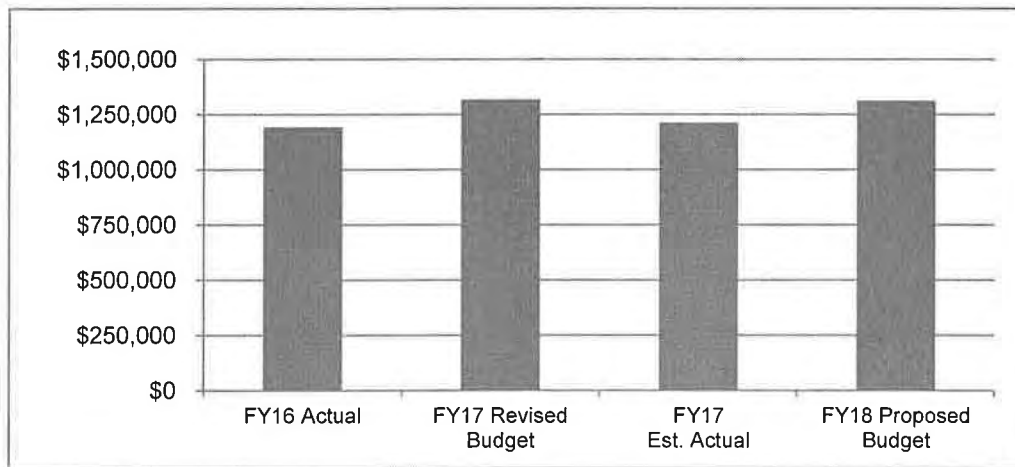
### OVERVIEW

The Vehicle and Equipment Maintenance Section is responsible for servicing the City's fleet of 343 vehicles and equipment items. This includes vehicles from the Departments of Public Works, Police, Environmental Services, Community Services, Administrative Services, Sanitation, Transit, and Ventura County Waterworks District No. 8.

Many of the vehicles serviced at the City facility are specialized vehicles, such as the City's fleet of transit buses and large vans, vector trucks, 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. A majority of the maintenance and repair service is performed in-house with some utilization of outside contractual repair services.

The goal is to provide a safe, reliable fleet in a cost-effective manner for City personnel to utilize in their daily operations.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,193,769	\$1,318,000	\$1,213,100	\$1,312,700



### BUDGET ADJUSTMENTS

Freeze one Mechanic I position (vacant) for one year	(\$90,900)
Reduce funding for Fuel and Lubricants	(\$24,000)
Reduce funding for Operating Supplies	(\$2,500)

## **VEHICLE MAINTENANCE (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Completed 3,015 work orders consisting of preventative maintenance and repairs for 343 City-owned vehicles and equipment.
- Complied with all Air Pollution Control Districts permit requirements.
- Operated the fueling station at the Public Services Center and oversaw all tests and repairs related to its operation.
- Received, implemented, and initiated maintenance programs for nine new vehicles, which included one hybrid vehicle.
- Passed all CHP Transit Vehicle inspections with satisfactory rating.
- Certified 40 gasoline vehicles for State Emission Control Compliance.
- Certified 16 diesel vehicles for State Emission Control Compliance.
- Provided preventative maintenance of City Hall emergency generator.
- Successfully completed the maintenance portion of the Transit triennial.
- Enhanced cross-training intensity amongst the staff to increase vehicle/equipment knowledge.
- Continued efforts to upgrade the fuel management system.

### **GOALS FOR FY18**

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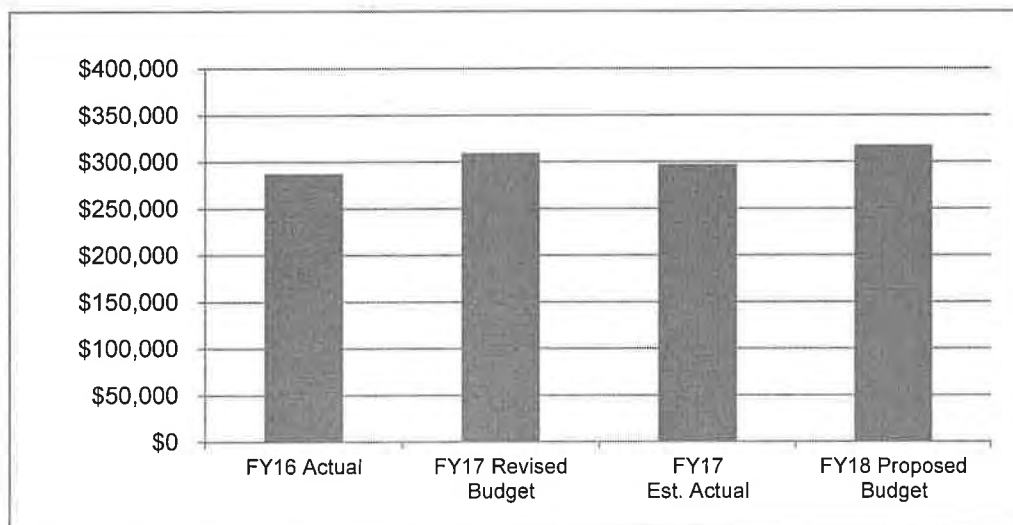
- Continue to increase efficiency within the Section by enhancing cross-training intensity amongst the staff.
- Replace vehicles with hybrids/alternative fuel vehicles when opportunity arises.
- Complete upgrade of the fuel management system.

## STORM DRAINS - 1004160

### OVERVIEW

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

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$287,632	\$309,700	\$297,500	\$318,000



### BUDGET ADJUSTMENTS

## **STORM DRAINS (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Cleaned and kept all local storm drains and flood channels open and clear.
- Inspected and cleaned all catch basins within the City up to four times per year.
- Checked drainage hot spot areas to verify they were clear and properly operating prior to all storms during rainy season.
- Coordinated cleaning of the Plum Fuller Channel.
- Effected repairs to correct deficient catch basin drain at the intersection of Bancroft and Chesterton Streets. This action allowed staff to remove this location from their annual hot spot maintenance list.

### **GOALS FOR FY18**

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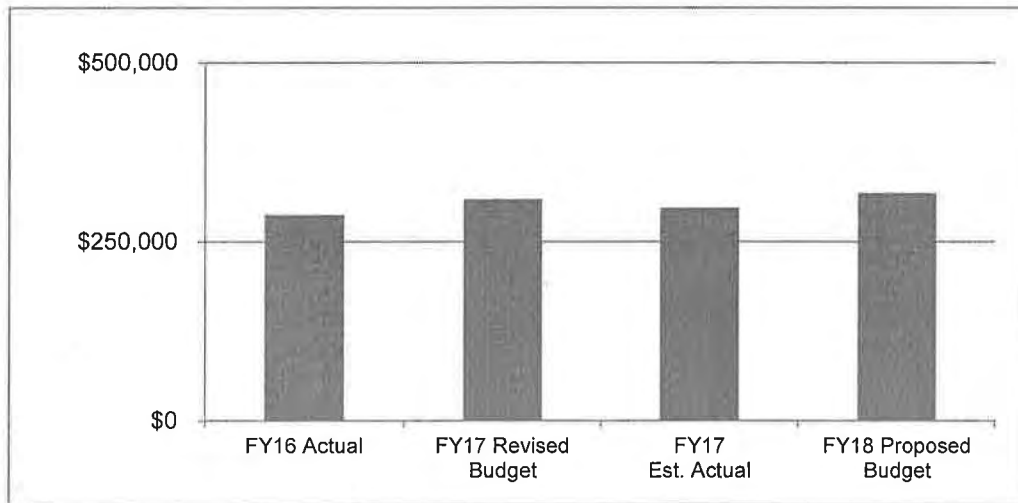
- Incorporate the recommendations of the City Master Plan of Drainage (MPD) to improve, replace, and better maintain the secondary drains and secondary channels throughout the City.

## GRAFFITI ABATEMENT - 1004190

### OVERVIEW

The Graffiti Abatement Program addresses the City Council goal that graffiti be removed from public property within 24 hours of notification. This operation is done using in-house crews to perform graffiti abatement. The section also removes illegal signs from within the public right-of-way seven days a week.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$287,632	\$309,700	\$297,500	\$318,000



### BUDGET ADJUSTMENTS

Reduce funding for Operating Supplies	(\$1,200)
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## **GRAFFITI ABATEMENT (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Responded to calls to the graffiti hotline and removed graffiti within a 24-hour period.
- Actively removed all signs illegally posted within the public right-of-way in compliance with the City's sign ordinance.
- Utilized recycled paint to cover and eco-friendly materials to remove graffiti whenever possible.
- Assisted local schools and other government entities with emergency graffiti removals.

### **GOALS FOR FY18**

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- Continue to coordinate with the City's supplier to utilize the most effective and ecologically-friendly materials and methods for removal of graffiti on public and private property.

**DEPARTMENT OF PUBLIC WORKS  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Freeze One Mechanic I Position (Vacant) for One Year  
TOTAL \$90,900  
ACCOUNT: 1004150-Salaries & Benefits  
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$90,900
<b>TOTAL:</b>	<b>\$90,900</b>

The Public Works Department is offering to freeze one Mechanic I position (vacant) for one year towards achieving Citywide personnel cost reductions.

**DEPARTMENT OF PUBLIC WORKS  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Freeze One Sr. Engineering Technician Position (Vacant) for Three Months  
 TOTAL \$28,000  
 ACCOUNT: 1004080-Salaries & Benefits  
 PRIORITY: 2

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salaries & Benefits (\$112,000/2)	\$56,000
TOTAL:		\$56,000

CITY MANAGER ADJUSTMENT		
<u>Personnel</u>		
	Salaries & Benefits (\$112,000/4)	\$28,000
TOTAL:		\$28,000

The Public Works Department is offering to freeze one Sr. Engineering Technician (vacant) for six months through December 31, 2017, towards achieving Citywide personnel cost reductions.

The City Manager adjusted this to a three month freeze.



**DEPARTMENT OF PUBLIC WORKS  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Fuel & Lubricants  
TOTAL: \$24,000  
ACCOUNT: 1004150-42500  
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Fuel & Lubricants	\$24,000
TOTAL:	<u>\$24,000</u>

The Department budgets \$244,200 for Fuel & Lubricants necessary to maintain and operate the City's fleet of vehicles. Fuel projections are determined from previous years' usage and current year price averages. A reduction of this account may result in over expending this account should gas prices increase unexpectedly.

**DEPARTMENT OF PUBLIC WORKS  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Operating Supplies for Street and Traffic Maintenance Sections  
 TOTAL: \$14,700  
 ACCOUNT: 42560  
 PRIORITY: 6

<b>DEPARTMENT PROPOSAL</b>	
<u>Current Expenses</u>	
Operating Supplies	\$29,500
<b>TOTAL:</b>	<b>\$29,500</b>

<b>CITY MANAGER ADJUSTMENT</b>	
<u>Current Expenses</u>	
Operating Supplies	\$14,700
<b>TOTAL:</b>	<b>\$14,700</b>

The Department budgets \$348,860 in Operating Supplies for supplies and materials needed in various sections of the department. Reduction of this account, as listed below, would reduce the funds available and would reduce the level of services.

Street Maintenance (1004120)	= \$5,000
Building Maintenance (1004130)	= \$10,000
Traffic Maintenance (1004140)	= \$7,000
Vehicle Maintenance (1004150)	= \$5,000
Graffiti Abatement (1004190)	= \$2,500

The City Manager adjusted this reduction to one-half of that proposed.

**PUBLIC WORKS**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: AutoCAD Civil 3D Drafting and Design Software(1/3 General Fund, 1/3 Sanitation, 1/3 water)  
 REQUEST: \$24,300 (General Fund)  
 ACCOUNT: 1004080-42200  
 PRIORITY: 1

COST BREAKDOWN	
Purchase (8) AutoCAD Civil 3D Subscriptions (Tax Included)	\$72,900
<b>TOTAL:</b>	<b>\$72,900</b>

The Public Works Department requests authorization to purchase (8) Autodesk AutoCAD Civil 3D 3-year Multi-user Subscriptions and upgrade from the current AutoCAD drafting program.

AutoCAD is a drafting program, offering features suited to basic technical drawing for a wide variety of industries which the City is currently using. AutoCAD Civil 3D is a civil engineering drafting and design program which includes all of the same features and interface of AutoCAD, but is specifically designed for civil engineers and technicians. Drawing and manipulation of profiles and sections, performing quantity takeoffs and working with design alternatives and changes all become significantly faster with Civil 3D when compared to AutoCAD. Interaction and sharing of drawings and data with the City's consultants will also become much easier since most of them already use the program. Additionally, the Engineering Section's current (8) AutoCAD 2013 perpetual licenses will become obsolete and incompatible with the Windows 10 operating system schedule over the next 24 months.

The previous AutoCAD 2013 licenses purchased in 2012/2013 have perpetual licenses, meaning the City paid an upfront cost for unlimited use of the program. On January 31, 2016, Autodesk discontinued the sale of perpetual licenses and made access to all future Autodesk software available on a subscription-only basis. Previously purchased perpetual licenses remain valid, however the new Autodesk software must be purchased as part of either a month-to-month, 1-year, 2-year, or 3-year subscription plan. Unlike a perpetual license, subscribers also have the option of installing the latest version of the program every year. Like the perpetual licenses, these subscription licenses are multi-user, meaning they are shared between users over a network.

The cost for (8) Civil 3D 3-Year Multi-user subscription licenses, including tax, is \$72,900. The purchase of this upgrade will provide significant improvements to detail, compatibility, speed and will allow for the future compatibility with the conversion to Windows 10. Three of the regular AutoCAD users have practical experience using AutoCAD Civil 3D, and could assist other users with this upgrade. The use of Civil 3D would also give the Engineering Section opportunities to complete some of the more complex project designs more efficiently in-house.

General Fund	= \$24,300
Sanitation Fund	= \$24,300
Waterworks Fund	= \$24,300
<b>Total Cost</b>	<b>= \$72,900</b>

**PUBLIC WORKS**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Supplemental Funding to Purchase one Chipper Truck  
 REQUEST: \$35,400  
 ACCOUNT: 1004110-47030  
 PRIORITY: 5

COST BREAKDOWN	
Vehicles	\$35,400
<b>TOTAL:</b>	<b>\$35,400</b>

Supplemental funding is requested to purchase one chipper truck used by the Parkway/Tree Maintenance division. The current chipper truck Vehicle #483 has been in service for 14 years and has reached the end of its useful life.

Costs for the replacement of this equipment have risen significantly over the past few years as a result of improvements that have been incorporated by the manufacturer to comply with Federal and State Air Quality Control requirements. In addition, other added costs resulted from the Department's request to upgrade from the existing model series 1500 currently being used and requested for replacement to the next larger model series 1800, which would match the other piece of equipment currently in our inventory. We have found that the larger 1800 model is preferred when meeting the high processing volumes and is less prone to mechanical failures due to its larger and more robust motor system.

Funding in the amount of \$24,580 is available in the Vehicle Replacement Fund, and the replacement cost totals \$60,000.

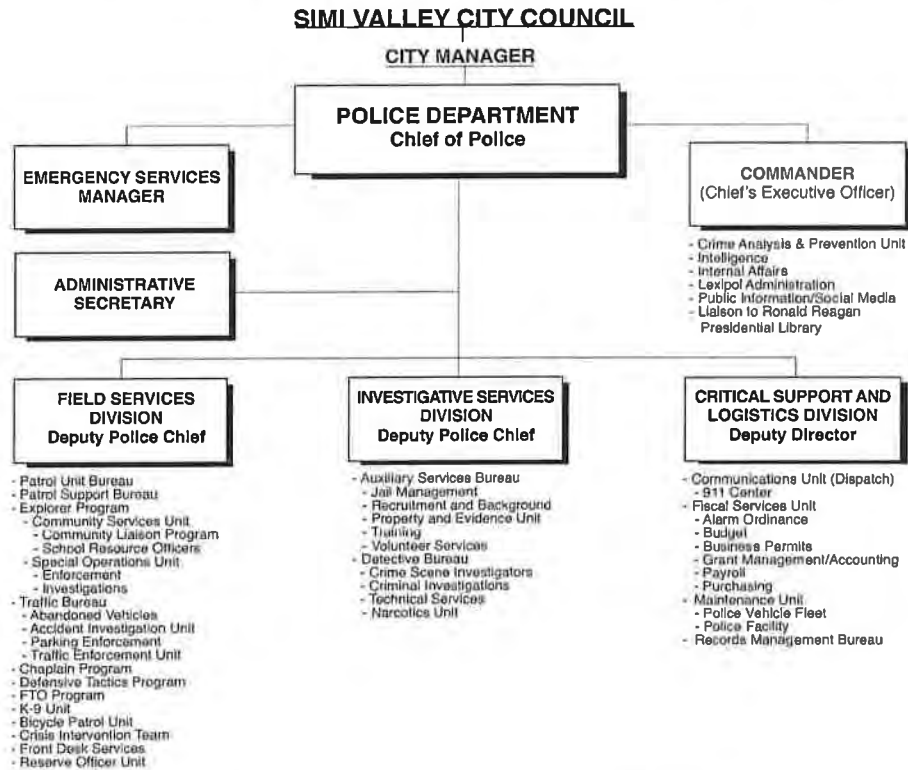
# POLICE DEPARTMENT

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## POLICE DEPARTMENT

The Police Department is dedicated to achieving excellence in public safety by providing superior service and encouraging community involvement. Our goal is to 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.

	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget
PD Administration	\$ 1,910,393	\$ 2,091,900	\$ 1,720,300	\$ 1,779,400
Dispatch	1,520,883	1,902,900	1,511,400	1,825,400
Patrol	12,218,809	12,443,043	11,524,100	13,114,300
Special Operating Unit	3,702,554	4,050,538	3,430,300	3,025,400
Special Problems Section (SPS)	-	-	-	-
Detectives	3,521,062	3,562,900	4,644,200	6,238,200
Records	795,167	840,100	761,700	1,044,200
Crime Analysis	324,731	302,500	378,500	454,400
PD Fiscal Unit	712,892	728,500	725,700	753,500
PD Maintenance Unit	888,378	1,001,800	878,600	931,200
Auxiliary Services Unit	2,911,616	2,907,670	2,266,100	1,664,200
Traffic	2,915,809	3,024,373	2,901,500	3,346,300
<b>TOTAL</b>	<b>\$ 31,422,293</b>	<b>\$ 32,856,224</b>	<b>\$ 30,742,400</b>	<b>\$ 34,176,500</b>



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 - Regular Salaries	15,132,164	16,717,500	14,898,200	17,269,500	3.3%
41020 - Temporary Salaries - PR Only	45,371	134,300	73,500	129,600	0.0%
41040 - Overtime	3,442,079	2,815,150	3,235,600	2,618,400	-7.0%
41200 - Deferred Comp - 401k	21,800	44,500	40,400	45,700	2.7%
41210 - Deferred Comp - 457	11,077	14,400	15,500	21,200	0.0%
41300 - Vision Care	41,449	42,100	47,000	43,300	2.9%
41350 - Disability	114,848	118,600	140,400	127,500	7.5%
41400 - Group Insurance/Health	257,602	274,400	275,500	279,800	2.0%
41415 - Flex Benefits	2,654,705	2,791,800	2,823,000	3,003,300	7.6%
41420 - CalPERS Health Admin Fee	9,575	11,000	6,300	10,000	-9.1%
41450 - Life Insurance	32,758	33,500	38,900	33,800	0.9%
41500 - Group Insurance/Dental	229,030	238,200	259,800	239,400	0.5%
41550 - Section 125 Administration Fee	462	300	300	200	-33.3%
41600 - Retirement (PERS)	5,500,375	5,542,300	5,700,100	6,067,200	9.5%
41620 - Retirement (HRA)	119,155	138,000	123,600	135,600	-1.7%
41650 - Medicare Tax	264,205	284,900	285,100	301,000	5.7%
41660 - FICA	3,391	8,400	3,900	8,100	-3.6%
41700 - Workers' Compensation	1,921,000	1,761,500	1,185,300	2,030,400	15.3%
42150 - Communications	25,762	36,700	35,300	34,400	-6.3%
42200 - Computer - Non Capital	10,028	1,200	700	1,200	0.0%
42230 - Office Supplies	10,110	18,200	17,900	18,300	0.5%
42235 - Furnishings & Equip - Non Cap	6,527	1,900	1,900	-	0.0%
42310 - Rentals	21,133	17,600	16,000	16,300	-7.4%
42410 - Uniform/Clothing Supply	346,077	324,000	322,300	388,300	19.8%
42440 - Memberships and Dues	9,883	13,700	13,500	14,800	8.0%
42450 - Subscriptions and Books	2,162	3,300	3,400	3,000	-9.1%
42500 - Fuel and Lubricants	238,666	256,200	209,100	240,500	-6.1%
42560 - Operating Supplies	314,506	373,662	354,900	349,900	0.0%
42720 - Travel, Conferences, Meetings	76,218	88,800	65,500	67,500	-24.0%
42730 - Training	17,893	38,800	34,200	57,100	47.2%
42760 - POST Training	97,568	110,000	110,000	110,000	0.0%
42770 - Recruitment	23,824	35,800	25,000	42,600	0.0%
42780 - Investigations	10,892	7,400	7,400	9,000	0.0%
42790 - Mileage	968	1,000	500	1,000	0.0%
43010 - Liability Insurance Premiums	-	2,000	400	2,000	0.0%
44010 - Professional/Special Services	105,135	120,500	127,300	145,000	20.3%
44012 - Outside Legal	605	10,000	2,500	7,500	-25.0%
44310 - Maintenance of Equipment	187,719	244,200	180,600	246,100	0.8%
44490 - Other Contract Services	55,464	123,912	5,100	58,000	-53.2%
47020 - Furnishings & Equip (Capital)	59,467	56,500	56,500	-	0.0%
48800 - Application Software	639	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 31,422,293</b>	<b>\$ 32,856,224</b>	<b>\$ 30,742,400</b>	<b>\$ 34,176,500</b>	<b>4.0%</b>

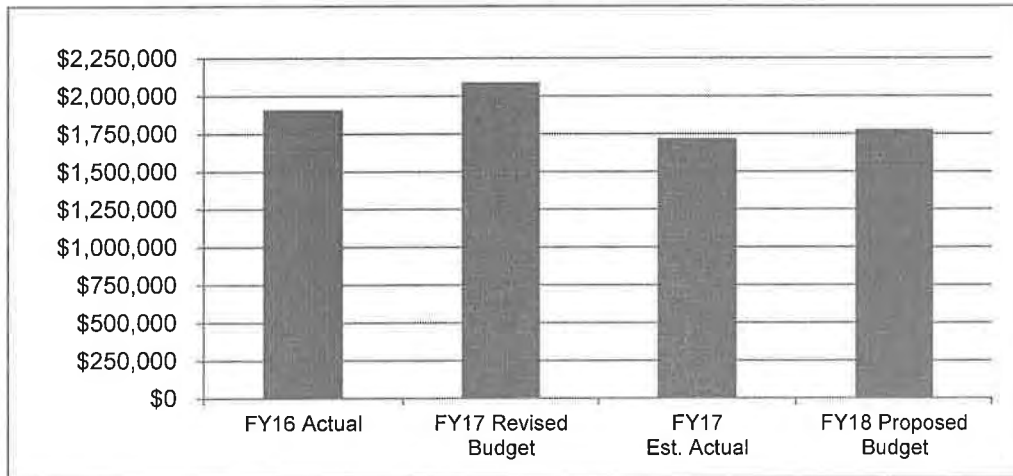
## PD ADMINISTRATION - 1005005

### OVERVIEW

Police Department Administration is comprised of the Office of the Chief of Police, Deputy Chiefs, Deputy Director/Critical Support and Logistics, Professional Standards Sergeant, and support staff.

Administration is responsible for the management of the Police Department. Staff in Administration manages three divisions (Field Services, Investigative Services, and Critical Support & Logistics) to ensure that the highest level of law enforcement services is provided. This is accomplished through providing quality service, coupled with developing community and employee partnerships, while maintaining a safe and pleasant atmosphere

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,910,393	\$2,091,900	\$1,720,300	\$1,779,400



### BUDGET ADJUSTMENTS

Freeze vacant Deputy Chief position for six months	(\$163,900)
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## **PD ADMINISTRATION (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Utilized funding from grants and the City's Forfeited Asset Program to acquire equipment, training, and personnel in an effort to improve the level of service that the Police Department provides to its citizens through fiscally prudent means.
- Implemented the Department's Strategic Plan that was developed in 2014.
- Executed Department reorganization in July 2016.
- Transitioned new Department Leadership including new Chief of Police.
- Recruited and successfully hired new secretary.
- Received Chief of the Year recognition from the California Association of Tactical Officers.
- Transitioned to Munis, the City's new Enterprise Resource Planning software.

### **GOALS FOR FY18**

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- Continue to implement and reevaluate the Department's Strategic Plan.
- Recruit and hire personnel to fill vacant Police Officer and civilian positions.
- Continue to expand the use of technology within the Department.
- Continue succession planning in anticipation of retirements in key leadership positions.
- Assist with the Implementation of ExecuTime, the City's new time-keeping software.

## DISPATCH - 1005110

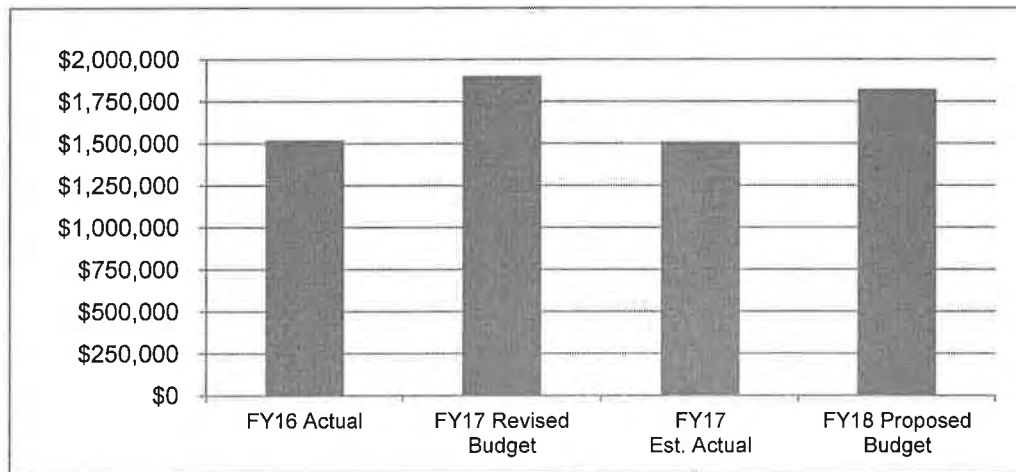
### OVERVIEW

The function of Dispatch is to respond to emergency and non-emergency calls. Dispatchers utilize a wide variety of computer systems, including a computer-aided dispatch system to enter 9-1-1 calls for service, record field unit activities, and communicate the status and location of field officers.

Dispatch is also responsible for retrieving information from the State, County and national computer networks to provide information on wanted persons, stolen property, domestic violence restraining orders, criminal history, and vehicle registration.

Dispatchers coordinate resources by monitoring radio traffic for assistance requests, initiate requests to outside agencies for resources, and ensure that the watch commander and field

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,520,883	\$1,902,900	\$1,511,400	\$1,825,400



### BUDGET ADJUSTMENTS

## **DISPATCH (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Assisted with maintaining an average response time of less than 4.0 minutes for emergency calls and less than 15.7 minutes for routine calls from July 1, 2016 to February 1, 2017.
- Trained and OSHA-certified a Senior Police Dispatcher to operate the Police Department's forklift.
- Trained a Senior Police Dispatcher to drive and operate the Mobile Command Center (MCC).
- Participated in monthly Los Angeles Regional Tactical Communications System (LARTC) drills to ensure voice interoperability with Federal, State and local public safety agencies.
- Updated CAD with a new version of the City map, which included new housing tracks.
- Recruited, hired and trained one part-time Police Dispatcher.
- Tested, validated and implemented the CriteCall software, which will be used to test Police Dispatcher applicants as part of the hiring process.
- Processed a total of 55,727 inbound telephone calls, including 19,769 emergency 9-1-1 calls from July 1, 2016 to February 1, 2017.
- Activated training exercises at the City's satellite Dispatch Center and completed the Virtual Private Network installation on the Versadex CAD workstations.
- Purchased and installed a MCC 5500 radio console in the Dispatch Center.

### **GOALS FOR FY18**

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- Provide professional and courteous service at all times to citizens, officers, and co-workers.
- Install the equipment and software required to receive Text to 9-1-1 calls.
- Recruit and hire three Police Dispatchers to fill vacant positions.
- Use the new electronic training manual to train new police dispatchers.
- Create a recruitment and information video about the Dispatch Center.
- Assist IT personnel with the installation of a Disaster Recovery Center, hosted in Ventura County, which will provide continuous service during a disaster should our Dispatch Center become inoperable.
- Work with AT&T and the State to include on the ECATs 9-1-1 report the total number of outbound telephone calls made by dispatch staff.

## PATROL - 1005120

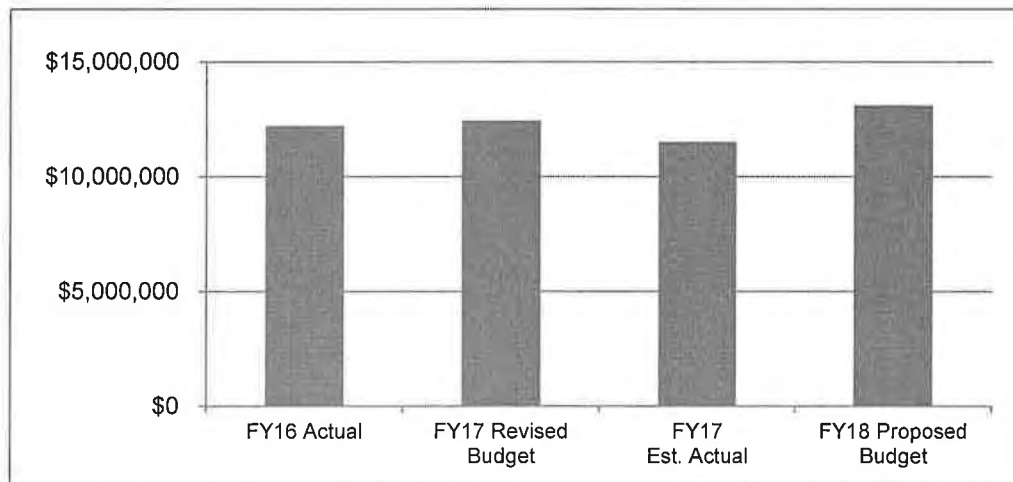
### OVERVIEW

Patrol officers are the Department's first responders to emergency and non-emergency calls for service. Patrol officers are assigned to one of three overlapping ten-hour shifts that cover 24 hours a day, seven days a week. Officers handle a variety of citizen requests and are also expected to take proactive enforcement action, when warranted, to suppress criminal activity and reduce injury traffic collisions.

Under the direction of a Watch Commander, Patrol officers are deployed to specific areas of the City. Sergeants supervise the officers and provide oversight of daily deployments.

Each year, Patrol Officers handle over 40,000 calls for service while maintaining an emergency response time of less than 4.0 minutes.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$12,218,809	\$12,443,043	\$11,524,100	\$13,114,300



### BUDGET ADJUSTMENTS

Freeze vacant Commander position for six months	(\$128,900)
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## PATROL (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Maintained an emergency response time of less than 4.0 minutes.
- Maintained a non-emergency response time of less than 15.7 minutes.
- Delivered excellent service while handling over 40,000 calls for service during the past year.
- Deployed officers of the Bicycle Team to known problem areas throughout the City and equipped and trained 11 new Team members.
- Represented the Department at public functions including Touch-a-Truck, Emergency Preparedness Expo, Citizen's Academy, and Leadership Simi Valley.
- Deployed the Explosives Detection K9 Team to the Ronald Reagan Presidential Library for security details at several functions, including the Annual National Defense Conference.
- Coordinated training of K9 handlers with SWAT Team to ensure specialty units are familiar with SWAT tactics and deployments.
- Continued to foster a close relationship with the Simi Valley Police Department Foundation and represented the Department at several Foundation events, including the Annual Foundation Banquet and the Foundation Golf Tournament.

### GOALS FOR FY18

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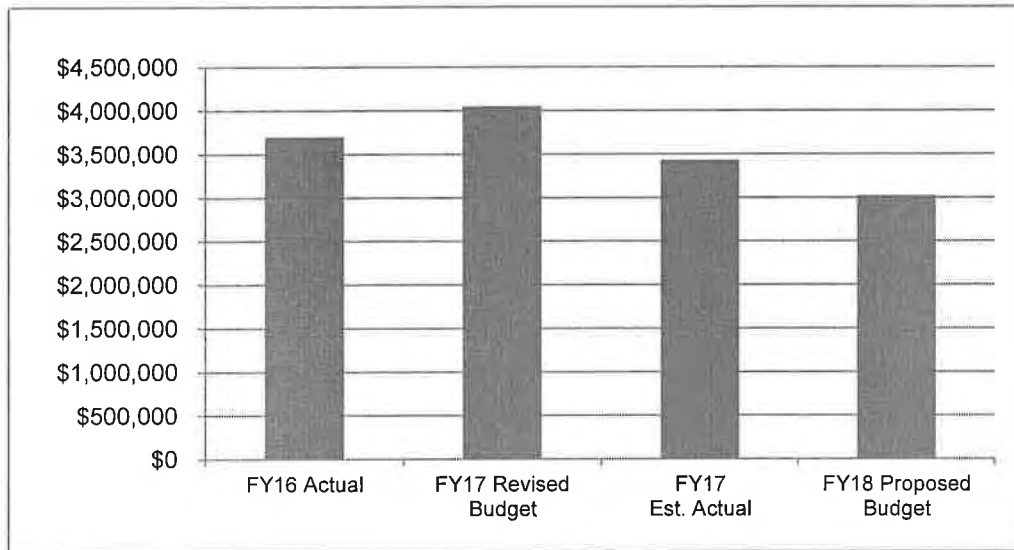
- Promote problem solving by encouraging Officers to seek creative solutions to recurring problems within their assigned area.
- Continue to maximize shift overlap in order to provide current and relevant training to Patrol staff.
- Focus on employee development to include leadership, tactics and responsibility.
- Continue to maintain an emergency response time of less than 5 minutes.
- Continue to support volunteerism and community involvement through Department outreach.
- Continue enforcement actions that aid in maintaining a low crime rate and reduce injury traffic collisions within the community.
- Continue to investigate all citizen complaints to ensure the Department remains accountable to its citizens.
- Increase the Bicycle Team's deployments to problem areas as Patrol staffing levels permit.
- Continue to utilize K9 Teams to provide valuable assistance to all Divisions of the Department by enhancing officer safety, assisting in suspect searches, and obtaining evidentiary property.
- Continue to utilize the Explosives Detection K9 Team to provide security at the Ronald Reagan Presidential Library for special events that host distinguished guests.

## PATROL SUPPORT - 1005230

### OVERVIEW

The Patrol Support Bureau provides specialized law enforcement services and supports other bureaus in the Police Department. The Bureau is comprised of two units: Community Services Unit (CSU) and Special Operations Unit (SOU). CSU hosts the Community Liaison Officer and School Resource Officer Programs that provide community policing strategies, homeless intervention, mental health and illegal encampment management, and school safety strategies. SOU hosts the Special Enforcement Detail, Special Investigation Detail and the Post Release Offender Supervision Program (PROS). SOU conducts comprehensive narcotic, vice, and gang investigations and is responsible for massage ordinance compliance, probation and parole management, and alcohol license enforcement.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$3,702,554	\$4,050,538	\$3,430,300	\$3,025,400



### BUDGET ADJUSTMENTS

Reduce cost of School Resource Program (25%)	(\$97,200)
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## PATROL SUPPORT (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Completed several random massage parlor compliance checks which resulted in over 100 citations being issued (from July 1, 2016 through February 28, 2017) and 11 facilities recommended for business permit revocation and closure.
- Managed the Alcoholic Beverage Control Grant and conducted over 31 compliance checks and 19 retail site inspections.
- Provided recommendations for changes in the Simi Valley Municipal Code's Massage Ordinance to improve the business practices for these types of facilities.
- Conducted over 225 PROS probation compliance searches which resulted in 155 arrests.
- Participated in the Task Force on Homelessness and provided updates and recommendations on the homeless and their illegal encampments.
- Managed illegal camps and conducted clean up and enforcement operations which resulted in over 150 arrests and the removal of 10 illegal camps.
- Provided active shooter, critical incident "lockdown" training to Simi Valley Unified School District staff and administration.

### GOALS FOR FY18

- Continue to work with City Staff to develop effective ordinances to ensure the establishment of professional massage parlors.
- Continue enforcement of massage parlors in order to reduce the number of illicit establishments in the community.
- Work with City Staff to develop effective ordinances to ensure that illegal encampments are managed and the homeless are partnered with available services.
- Implement case management protocols for habitual behavioral health consumers.
- Complete quarterly Alcoholic Beverage Control Compliance Checks.
- Enforce laws pertaining to PROS, parolees, and subjects on probation.
- Conduct operations directed at Serious Habitual Offenders (SHO).
- Collaborate with the Ventura County Sheriff's Office Fugitive Warrant Detail by arresting locally wanted subjects and bringing them to justice.
- Provide ongoing training to Department personnel on gang and vice information and investigative strategies.
- Develop protocols to ensure gang database compliance (AB2298).

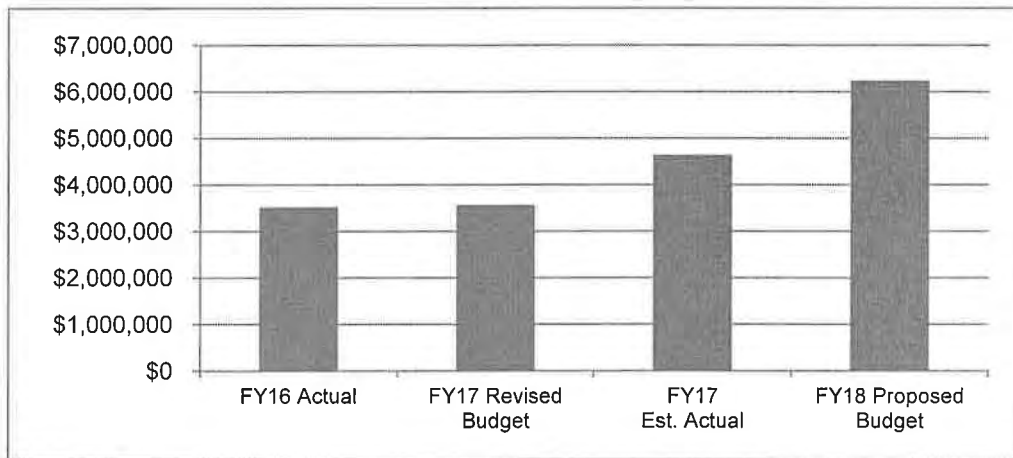
## DETECTIVES - 1005240

### OVERVIEW

The Detective Bureau provides investigative support to citizens, outside agencies, and other units within the Department. The Bureau consists of:

- 1) Major Crimes Unit: investigates homicides, kidnappings, missing persons, robberies, felony assaults, crimes against children and the elderly, and sexual assaults.
- 2) Property Crimes Unit: investigates thefts, burglaries, arsons, embezzlements, frauds, identity thefts, and computer crimes.
- 3) Narcotics Unit: investigates street level narcotics dealers and users in Simi Valley and surrounding jurisdictions, as well as major traffickers in Southern California.
- 4) Technical Services Team (ancillary assignment): installs, operates, and maintains technical equipment such as surveillance cameras, alarm systems, and other computer software and components.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$3,521,062	\$3,562,900	\$4,644,200	\$6,238,200



### BUDGET ADJUSTMENTS



## **DETECTIVES (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Investigated a residential burglary series with other agencies which culminated in several arrests of known gang members from Los Angeles County.
- Worked with the Ventura County District Attorney's Office on cold case homicide investigations and "solved" a homicide from 1999, resulting in the arrest of three suspects.
- Provided access to a suicide prevention program that was presented to hundreds of students in the Simi Valley Unified School District and has been credited with intervening in a potential suicide attempt.
- Purchased and installed computer equipment that downloads data files from electronic storage devices in order to obtain evidence of various crimes including homicides, child sex crimes, child pornography, burglaries, frauds and financial-based crimes.
- Investigated and arrested several narcotics dealers providing illegal drugs (heroin, cocaine, methamphetamine, ecstasy and numerous illegally sold prescription drugs) to users in Simi Valley, Ventura County, and throughout Southern California.
- Seized thousands of dollars in illegal proceeds and narcotics before they could be distributed.
- Shut down one heroin delivery service that was responsible for selling heroin to three area residents who subsequently died from overdose.
- Participated in the Ventura County "peer to peer," an internet/child porn crimes program that identifies and apprehends those who use the web to share illicit images of children being victimized.

### **GOALS FOR FY18**

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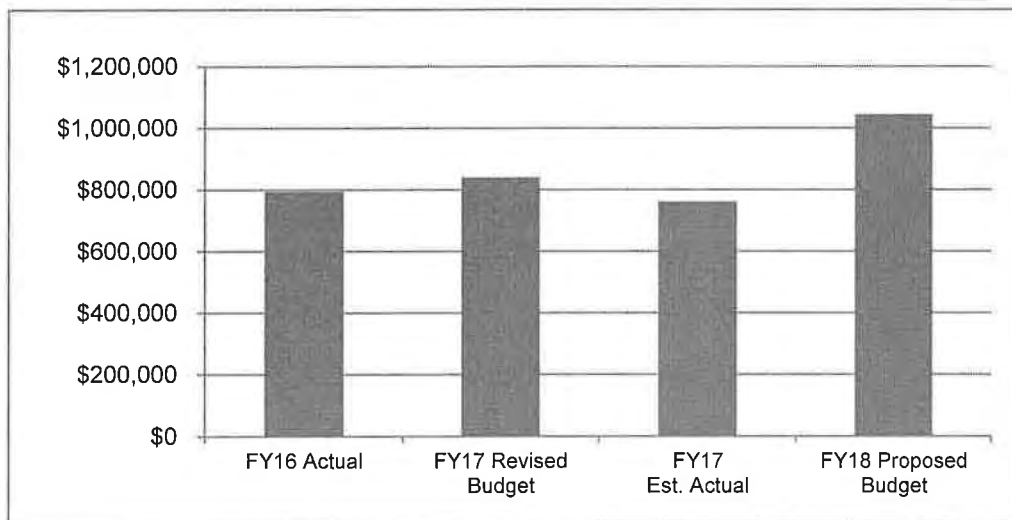
- Continue to evaluate and audit the case review system, which assigns cases to Detectives and prioritizes them based upon high solvability factors.
- Prioritize the workload of the Cold Case Detective and ensure that adequate resources and support are provided to bring cases to a successful closure.
- Evaluate the participation in all Task Force groups, including VenCATT, the High Tech Task Force and Federal Narcotics Task Forces.
- Support the Crime Scene Investigators by providing training relevant to their field.
- Monitor the work product and caseload of the Detective assigned to investigate "peer to peer," which targets internet based crimes victimizing children.

## RECORDS - 1005350

### OVERVIEW

The Records Bureau is responsible for managing the Department's automated Records Management System (RMS) and any paper files. The Bureau is also responsible for: auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; releasing information in accordance with the Public Records Act; processing subpoenas; registering narcotic offenders; and ensuring compliance with the Department of Justices' guidelines for Departmental access to California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center (NCIC).

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$795,167	\$840,100	\$761,700	\$1,044,200



### BUDGET ADJUSTMENTS

Reinstate Supervisor position through reorganization	\$0
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## **RECORDS (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Created and implemented new offense codes to correlate with NCIC standards resulting in a more effective and efficient way of browsing and reporting Uniform Crime Reports to the Department of Justice.
- Processed and audited over 30,000 reports including crime and arrest reports, citations, graffiti reports, and traffic collision reports.
- Tested the Versadex 8.0 software within the Records Management System (RMS), which resulted in an effective and seamless implementation of the new system upgrade.
- Completed Public Records Act training for Records Management Bureau personnel in order to maintain expertise when assisting the public with records requests.
- Implemented the new Use of Force reporting system (“URSUS”) and reported all 2016 use of force incidents in compliance with the Department of Justice’s new mandates.
- Staffed a Clerk II position within the Records Management bureau to operate the PBX full-time, resulting in consistent and effective service to the public and the City.
- Assisted in the successful implementation of Mnemonic Pooling, resulting in a more efficient and effective workflow as it relates to Mnemonic Pooling management.

### **GOALS FOR FY18**

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- Review and update all NCIC coding that relates to property makes, models, and brands, thereby ensuring the RMS property module accurately reports information to the Department of Justice.
- Continue to train and utilize citizens from the community as volunteers in the Records Unit.
- Review and revise all Records Unit Orders to ensure all policies and practices are consistently followed.
- Recruit, hire, and train new personnel to fill vacant positions within the Records Management Bureau.
- Research, purchase, install, and train personnel on new Micro Fiche equipment to better capture and secure older records.

## CRIME ANALYSIS - 1005370

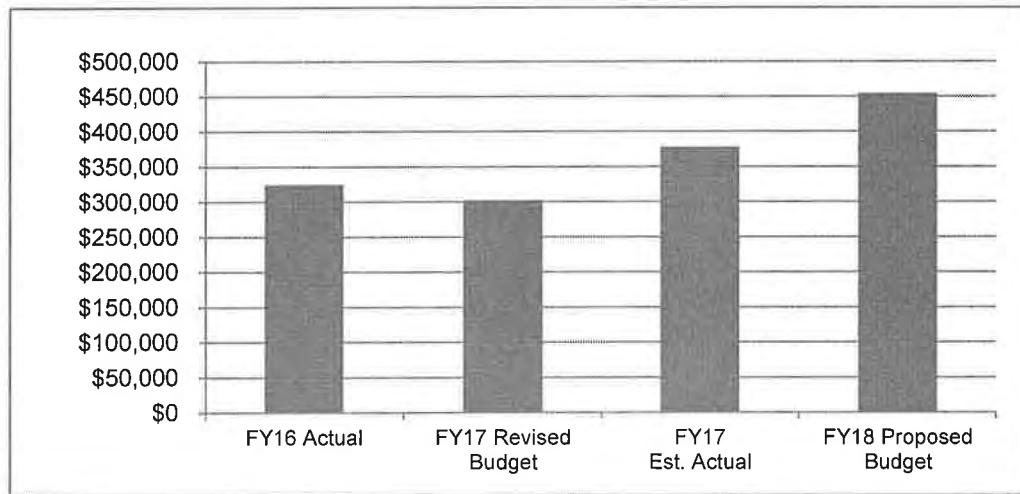
### OVERVIEW

The Crime Analysis and Prevention Unit restores pride and ownership in our community by promoting citizen involvement and police partnerships to create awareness, increase safety, and reduce crime by providing timely and accurate information regarding crime, and to track criminal activity for suspect-offender correlations.

Crime Analysis and Prevention strives to eliminate crime before it occurs or before any additional activity results. Practicing the technique of "neighbor protecting neighbor", improves neighborhood security. Empowering citizens through crime prevention education, promotes an environment in which people act individually and collectively to prevent crime and build safer communities.

The ultimate goal is to reduce crime, reduce the fear of crime, and enhance public safety.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$324,731	\$302,500	\$378,500	\$454,400



### BUDGET ADJUSTMENTS

## CRIME ANALYSIS (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Analyzed the behavioral patterns and motivations of serial and street criminals, at-risk juveniles, recipients of mental health services, and offenders of domestic violence.
- Analyzed the impact of theft, narcotics and alcohol on crime and homelessness.
- Utilized the CrimeView mapping solution to detect and isolate crime patterns, trends, and series; looked at incidents based upon temporal analysis.
- Developed a Neighborhood District Crime Sheet for community and educational awareness that focused on crime reduction efforts.
- Developed an Armed Prohibited Persons database
- Analyzed some impacts of Prop 47 with respect to specific offenses and how this affected the City's crime rates as it related to community safety.
- Identified Best Practices for improving Crime Analysis that involved monthly training of systemic approaches to intelligence gathering and visualization, enhancing the Department's ability to prevent, reduce, and solve crime.
- Expanded community partnership in the *National Night Out* event in support of 20 community block parties against crime.
- Presented the *Every 15 Minutes Program* against intoxicated driving at Royal High School.
- Coordinated two community parking lot drug drop-off events with local merchants.

### GOALS FOR FY18

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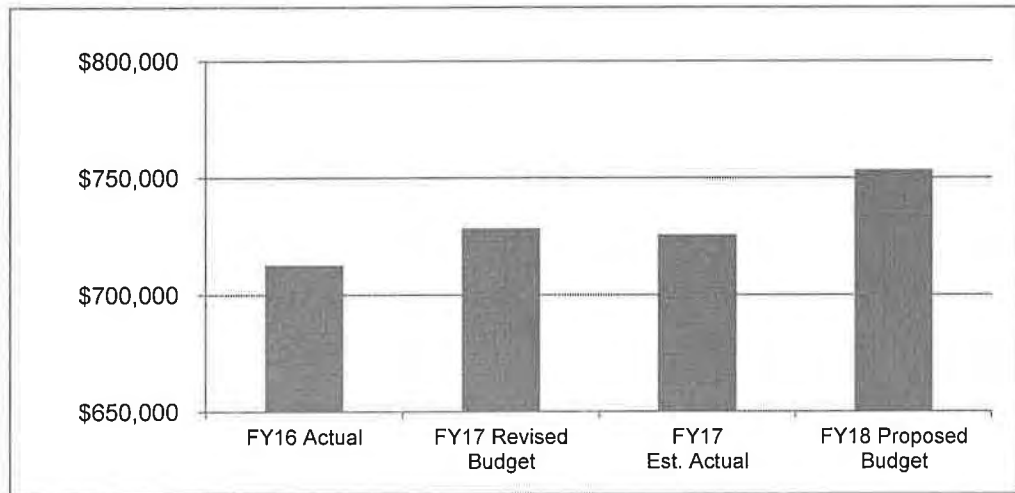
- Plan and coordinate the *Every 15 Minutes Program* at Simi Valley High School.
- Revitalize the Block Captain Program, update roster, promote meetings, and provide information on new and existing SVPD programs.
- Target marketing strategies for the SafeCam security camera project and to fully implement SafeCam, provide education and program awareness to our business and residential communities.
- Market and expand *National Night Out* event.
- Market and expand *Heroes & Helpers* event in coordination with Target stores.
- Continue to work with Patrol, Citizens on Patrol, and Crime Prevention, which focuses on crime suppression strategies and directed patrol.
- Continue to assist the Community Liaison Officers by identifying conditions that facilitate crime, offender behavior, and incivility through data analysis and maps.
- Continue to identify crime-suspect correlations, which assist investigations, patrol, and special operations.
- Work on CrimeView, LInX, Cognos, and other databases and sources of local intelligence to maximize their efficiency and effectiveness.

**PD FISCAL - 1005390**

**OVERVIEW**

The Fiscal Services Unit provides fiscal support to all operational units within the Department by: processing purchase orders; initiating invoice payment; processing P-Card transactions; entering and auditing timesheet data; creating invoices for false alarms, emergency services, and other fees; reviewing and approving permits for businesses and solicitors; coordinating grant activities including writing grant applications, monitoring grant performance, and submitting reimbursement requests; providing Police Commanders and Managers with monthly financial reports to assist them in monitoring expenditures; and overseeing the Departmental budget process by coordinating and consolidating operational budgets, and providing recommendations, as needed.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$712,892	\$728,500	\$725,700	\$753,500



**BUDGET ADJUSTMENTS**

## PD FISCAL (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Provided Police Commanders and Managers with Detailed Budget Reports and Monthly Financial Reports to assist them in maintaining fiscal oversight of their units/bureaus.
- Managed grant programs and submitted reimbursement requests totaling \$135,103.
- Assisted with contract preparation to purchase a Crisis Negotiation Team Vehicle, nine Utility Police Interceptors and two BMW motorcycles.
- Processed over 323 purchase orders for operational units throughout the Department.
- Processed over 545 P-Card transactions for operational units throughout the Department.
- Processed over 21 emergency services and 75 false alarm invoices totaling \$31,977.
- Issued over 58 permits to businesses and solicitors.
- Processed SB90 Claims for reimbursement from the State of California.
- Provided logistical support for two SWAT call-outs and DUI checkpoints throughout the year.
- Assisted with the implementation of Munis, the City's Enterprise Resource Planning System.

### GOALS FOR FY18

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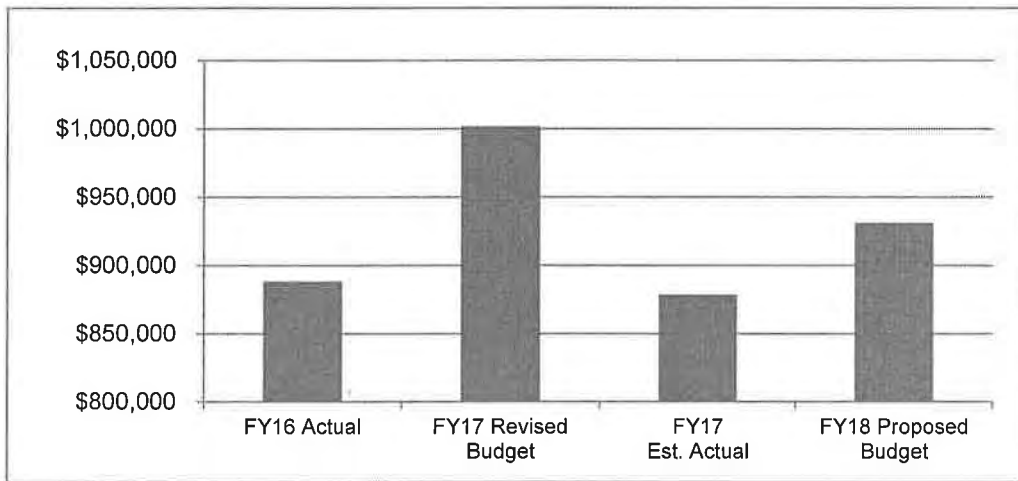
- Assist with the implementation of ExecuTime, the City's new timekeeping system.
- Continue to submit grant reimbursement requests and seek opportunities for additional grant funding.
- Continue to provide Police Commanders and Managers with reports that will assist in fiscal monitoring of their respective units.
- Continue to process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.
- Seek opportunities to streamline purchase processing utilizing functionality available in Munis.

**PD MAINTENANCE UNIT - 1005395**

**OVERVIEW**

The Maintenance Unit is a specialized technical area within the Police Department. The Maintenance staff is responsible for purchasing and installing emergency equipment, maintaining the integrity of Police vehicles, working with the Public Works Department to ensure that vehicles are repaired in a timely manner, overseeing the disposition of all capital assets, and maintaining and upgrading the Police facility.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$888,378	\$1,001,800	\$878,600	\$931,200



**BUDGET ADJUSTMENTS**

Funding for 10 APX Motorola dual band radios included in Non-Dept. Budget	\$67,500
Funding for bollards at Police Department entrance included in Building Fund	\$20,000
Funding in Vehicle Fund for purchase of 10 new vehicles (6 black and white)	\$337,000



## **PD MAINTENANCE UNIT (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Functioned as the liaison in the solar installation project.
- Assisted with the Michael Clark First Street Overpass Dedication Ceremony.
- Replaced the failed air conditioner in the telephone room with a more efficient model.
- Assisted with E-Waste collection and disposal project.
- Updated and remodeled several offices and work areas.
- Assisted with logistics for the DUI checkpoints throughout the year.
- Completed service of the emergency generator transfer switch.
- Assisted with the replacement of the hot water holding tank.
- Assisted with the update and remodel of the station lobby.
- Assisted with the 2016 Living Green Expo.

### **GOALS FOR FY18**

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- Replace deteriorating hot water boiler in the Police facility.
- Purchase and up-fit new vehicles approved in the FY 2017-18 Budget.
- Assist with the replacement of the aging and inefficient HVAC units.
- Assist with the upgrade and replacement of the facility security access system.
- Coordinate and assist Ventura County Environmental Health with the secondary containment testing of the underground storage fuel tanks.
- Coordinate and assist Ventura County Air Pollution Control District with Vapor Recovery Testing at the Police facility.

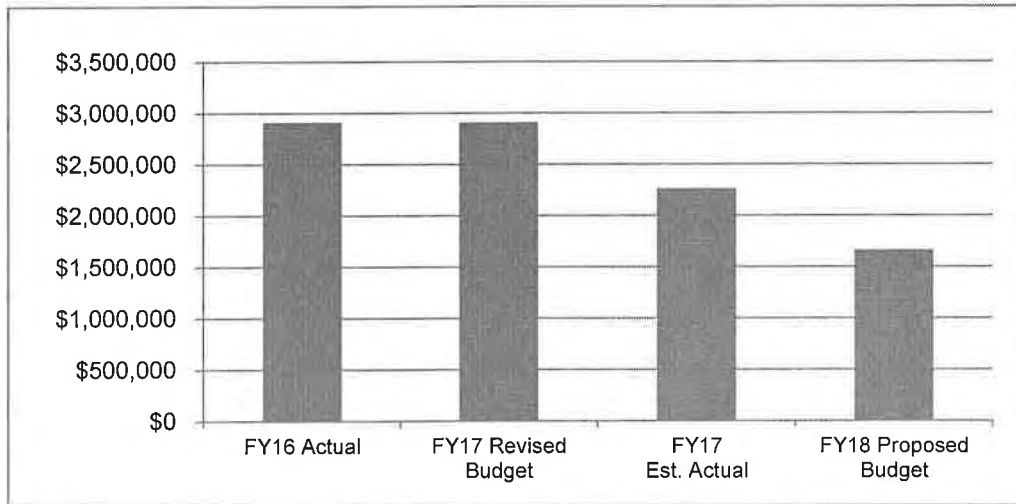
## AUXILIARY SERVICES UNIT - 1005460

### OVERVIEW

The Auxiliary Services Bureau supports the business affairs of the Simi Valley Police Department. It manages the following programs: Social Media; Citizens Academy; and Citizen Volunteer Program. These programs encourage community involvement and ensure the accessibility of local government to the citizens they serve.

The Bureau also provides logistical support to all staff that functions as the first point of contact with the City. It accomplishes this by: managing the hiring, equipping, and background investigation process for all personnel; conducting administrative reviews; managing jail operations; ensuring proper handling and storage of all property found, seized, or remanded to the Department; and, administering professional development and mandated training of all personnel.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$2,911,616	\$2,907,670	\$2,266,100	\$1,664,200



### BUDGET ADJUSTMENTS

## AUXILIARY SERVICES UNIT (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Provided several Simi Valley public, private, and day care school staff with *Active Shooter Awareness* training.
- Hosted *National Night Out* event in support of 20 community block parties against crime.
- Conducted 2 Citizen Academies whereby 50 community members successfully graduated from the program.
- Presented 2 *Coffee with a Cop* and 1 *Shop with a Cop* events.
- Presented the annual *Every 15 Minutes Program* against intoxicated driving at Royal High School with the assistance of staff and volunteers.
- Assigned Explorer Scouts to voluntary traffic-control positions for more than 10 separate community events.
- Attended regular Neighborhood Council Meetings jointly with the Community Liaison Officer and Crime Prevention personnel.
- Provided environmental design suggestions to local business owners in an effort to reduce panhandling.

### GOALS FOR FY18

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- Implement a streamlined recruitment and hiring process for sworn personnel.
- Complete the update and dissemination of Department general orders.
- Develop new Auxiliary Services Bureau Procedures Manual.
- Train Police Volunteers to assist field officers with various supportive tasks.
- Expand Department social media outreach through the use of additional platforms.
- Research and implement technological advances in tracking personnel training.
- Increase efficiency in handling digital evidence through the use of cloud-based technology.
- Ensure sworn personnel maintain compliance with P.O.S.T. training standards.
- Reduce Department personnel expenses by providing more local training opportunities.
- Review Police Explorer Post policies and procedures and amend as necessary.

## TRAFFIC - 1005480

### OVERVIEW

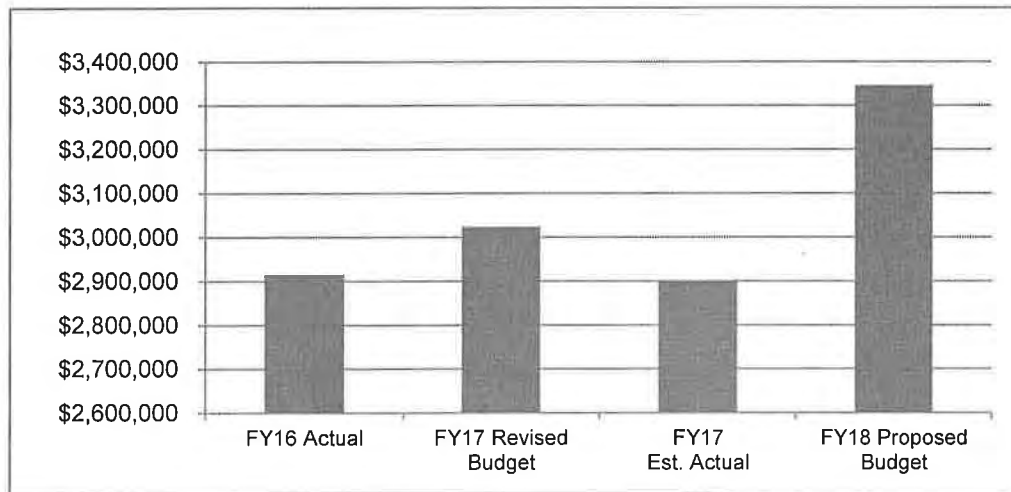
The Traffic Unit is comprised of Traffic Officers, Supervisors, and civilian support staff.

Traffic Officers include Collision Investigators and Motorcycle Officers. Collision Investigators investigate motor vehicle accidents that occur on public right-of-ways and vehicular crimes, including driving under the influence and hit and run. They also enforce the Vehicle Code focusing on areas prone to injury accidents.

Motorcycle Enforcement Officers provide enforcement of the California Vehicle code, specifically in areas prone to injury accidents. In addition, they are responsible for handling collision investigations and vehicle-related crimes.

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

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$2,915,809	\$3,024,373	\$2,901,500	\$3,346,300



### BUDGET ADJUSTMENTS

## TRAFFIC (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Increased school zone enforcement and assessed traffic flow and parking at 6 schools.
- Trained one instructor and 15 officers in Advanced Roadside Impairment Detection.
- Implemented new Vehicle Impound Storage Hearing procedures.
- Increased enforcement posture related to Driving Under the Influence (DUI) through expanded operations made possible through grants from the Office of Traffic Safety.
- Trained one new motorcycle officer to assist with enforcement of Vehicle Code violations and DUI.
- Arrested in excess of 270 DUI drivers.
- Trained 10 officers in the use of RADAR / LIDAR technology.
- Purchased and implemented new RADAR / LIDAR technology.
- Deployed the stealth radar to analyze speed issues at complaint locations.
- Conducted Senior Driver Safety classes to our community with OTS Grant funds.

### GOALS FOR FY18

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- Increase traffic enforcement efforts at locations with the highest incidence of collisions.
- Utilize the Department of Motor Vehicle's DUI Hot List Program to target repeat DUI offenders who are driving with suspended licenses.
- Maintain focus on DUI enforcement.
- Increase focus on slowing down drivers in Simi Valley using education and enforcement.
- Conduct Senior Driver education and children's bicycle helmet safety presentations.
- Revitalize the Parking Enforcement Program through increased proactive enforcement efforts.
- Continue to work with schools on better ways to improve traffic flow and safe driving.
- Implement E-Ticket System to increase efficiency of data entry process.
- Provide more off-road patrol in areas where trespassers cause damage to real property.

**POLICE DEPARTMENT**  
**FY 17-18 REDUCTION PROPOSAL**

DEPT: Police  
 TITLE: School Resource Officer Program  
 TOTAL: \$97,200  
 ACCOUNT: 1005230-41XXX, 42560, 42720, 42730  
 PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Salary and Benefits	\$387,000
Operating Supplies	\$500
Travel, Conference, and Meetings	\$1,000
Training	\$300
<b>TOTAL:</b>	<b>\$388,800</b>

CITY MANAGER ADJUSTMENT	
<u>Current Expenses</u>	
Request 25% contribution to offset	\$97,200
<b>TOTAL:</b>	<b>\$97,200</b>

The School Resource Officer (SRO) Program is comprised of two Officers whose primary assignment is to maintain a direct relationship with staff and students on middle school and high school campuses. The two officers that staff this program are involved in counseling, intervention, and arrests when appropriate. The presence of the SRO's in the schools has helped to reduce the number of weapons on campus, solved juveniles crimes, develop gang and graffiti information, and provide students with a trusted person in whom they can confide.

Currently, each SRO handles a multitude of juvenile incidents each school day. Additionally, the SRO's devote time to counseling students not involved in criminal activity, and participate in parent-teacher conferences as requested by school staff. Eliminating the program will significantly effect the established rapport with students and staff that took years to develop and nurture.

Elimination of this program will also result in patrol officers having to handle a greater number of incidences at schools, thereby reducing their availability to respond to other patrol service calls. It will also result in diminishing the service level to schools as patrol officers' time constraints will be negatively impacted.

**POLICE DEPARTMENT**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Reorganization of Police Records Bureau-Reinstating Police Records Supervisor  
 REQUEST: \$0  
 ACCOUNT: 1005350/multiple  
 PRIORITY: 1

COST BREAKDOWN	
<u>Personnel</u>	
Reinstating Police Records Supervisor	\$132,200
Eliminate one Senior Police Records Techn	(\$105,300)
Savings: Underfilling one Police Records T	(\$21,200)
Savings: Vacancy	(\$5,700)
<b>TOTAL:</b>	<b>\$0</b>

The Records Management Bureau of the Police Department has evolved into a highly complex, specialized area of the Police Department. While the Police Records Technicians were once a clerical support unit, they are now tasked with processing documentation through a highly complex, sophisticated Records Management System.

As a result of the Bureau's increased complexity, the Department seeks to reinstate the Police Records Supervisor position and eliminate one Senior Records Technician. This proposed reorganization can be completely funded through various salary savings strategies.

Authorized positions within the Records Management Bureau are comprised of: one Police Records Manager, two Senior Police Records Technicians and eight Police Records Technicians I/II. Currently, one Records Technician I/II position is being under-filled by a Clerk II, resulting in a savings \$21,200. In addition, three Records Technician II positions remain vacant, generating a savings of \$260,900. Total savings resulting from underfilling one position and three vacancies are \$282,100, which is more than sufficient to cover the incremental cost of a Police Records Supervisor, projected at \$26,900.

Reestablishing the Police Records Supervisor position will:

- Allow for supervision of staff an additional 40 hours per week;
- More correctly align responsibilities within the Bureau;
- Safeguard seamless management coverage and assistance with the daily operations of the Bureau during all hours of operation;
- Facilitate on-going training and supervision of staff assigned to the Bureau;
- Ensure compliance with all current and pending reporting requirements; and
- Provide an opportunity for efficient succession planning within the Department.

**POLICE DEPARTMENT**

**FY17-18 POLICY ITEM/CAPITAL ASSET PROPOSAL**

DEPT: Police  
TITLE: Funding for 10 APX Motorola Dual Band Radios  
REQUEST: \$60,000  
ACCOUNT: 1005395-47020  
PRIORITY: 1

COST BREAKDOWN	
<u>Capitalized Furniture &amp; Equipment:</u>	
Mobile dual band radios for new Interceptor	\$60,000
TOTAL:	<u>\$60,000</u>

The Police Department is requesting funding for 10 Mobile Dual Band Motorola radios to be installed in the new police interceptors. (Amount may vary depending upon the number of vehicles approved for replacement in the FY 17-18 budget).



### POLICE DEPARTMENT

#### FY17-18 POLICY ITEM/CAPITAL ASSET PROPOSAL

DEPT: Police  
TITLE: Funding for 2 Bollards for the front entrance of the Police Department  
REQUEST: \$20,000  
ACCOUNT: 1005395-47020  
PRIORITY: 2

COST BREAKDOWN	
<u>Capitalized Furniture &amp; Equipment:</u>	
Two stationary bollards to the front	\$20,000
<b>TOTAL:</b>	<b>\$20,000</b>

The Police Department is requesting two K4 rated bollards to be installed on either side of the walkway at the front entrance to the lobby to prevent vehicles from having access to the front door. The Department experienced an incident where a mentally unstable person drove his car up the curb and sidewalk to the front door. The bollards will prevent this from occurring again and ensure the safety of staff and public.

# POLICE DEPARTMENT EMERGENCY SERVICES

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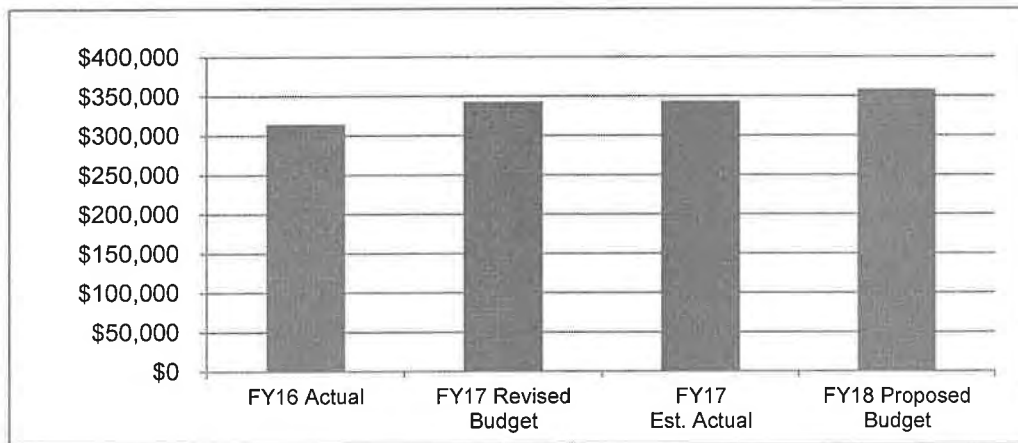
**EMERGENCY SERVICES**  
**1005490**

**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 Manager, one Emergency Services Coordinator, three Technical Reserves and the DSW Team are assigned to the Office of Emergency Services.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$314,859	\$343,200	\$343,800	\$358,700



**BUDGET ADJUSTMENTS**

**EMERGENCY SERVICES (continued)****KEY ACCOMPLISHMENTS IN FY17**

- 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 interagency 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 two academies.
- The Disaster Service Worker (DSW) Team completed all training, readiness and recruitment objectives.
- Completed community preparedness and education objectives.
- Conducted four EOC Readiness exercises to test all EOC systems, acquired and deployed 26 EOC laptop computers via a DHS grant, upgraded WebEOC software to current version and participated in the Great California Shakeout statewide earthquake exercise.
- Provided multi-agency coordination for the two brush fires, two winter storms and conducted various training sessions with EOC staff to enhance qualifications and readiness.
- Acquired and deployed via a DHS grant an Emergency Services field response vehicle to enhance command post coordination capabilities.
- The City's Emergency Coordination Team, including all Departments and City partners,

**GOALS FOR FY18**

- Conduct an Emergency Operations Center (EOC) Functional Exercise.
- Conduct a Commodity Point of Distribution (CPOD) exercise utilizing the Disaster Logistics trailer.
- Complete a major update to the City's Emergency Operations Plan (EOP).

## TOTAL EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 183,079	\$ 191,800	\$ 187,500	\$ 198,100	3.3%
41200 - Deferred Comp - 401k	2,143	2,400	2,900	3,000	25.0%
41300 - Vision Care	475	500	500	500	0.0%
41350 - Disability	1,658	1,700	2,100	1,800	5.9%
41400 - Group Insurance/Health	2,991	3,100	3,200	3,100	0.0%
41415 - Flex Benefits	37,132	38,000	41,300	41,100	8.2%
41450 - Life Insurance	409	400	500	400	0.0%
41500 - Group Insurance/Dental	1,655	1,700	1,900	1,700	0.0%
41550 - Section 125 Administration Fee	42	0	0	0	0.0%
41600 - Retirement (PERS)	42,479	42,900	47,400	48,600	13.3%
41650 - Medicare Tax	2,944	3,300	3,400	3,500	6.1%
41700 - Workers' Compensation	13,000	12,600	8,500	14,400	14.3%
42150 - Communications	2,600	5,700	5,700	5,700	0.0%
42200 - Computer - Non Capital	0	0	0	0	0.0%
42410 - Uniform/Clothing Supply	2,930	3,000	3,000	2,000	-33.3%
42440 - Memberships and Dues	595	600	600	600	0.0%
42560 - Operating Supplies	12,341	14,300	14,300	13,600	-4.9%
42720 - Travel, Conferences, Meetings	3,079	4,500	4,500	3,900	-13.3%
42730 - Training	4,948	10,500	10,500	10,500	0.0%
42790 - Mileage	0	200	0	200	0.0%
44310 - Maintenance of Equipment	0	5,600	5,600	5,600	0.0%
<b>Department Total</b>	<b>\$ 314,859</b>	<b>\$ 343,200</b>	<b>\$ 343,800</b>	<b>\$ 358,700</b>	<b>4.5%</b>

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**CITY OF SIMI VALLEY**

# NON-DEPARTMENTAL

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## NON-DEPARTMENTAL EXPENSES

The Non-Departmental budget provides for unallocated Citywide overhead expenditures such as utilities, postage, communications, copiers, office supplies, operating supplies, and maintenance of equipment, as well as expenditures for Citywide facilities and equipment. The Non-Departmental budget also includes the General Fund portion of increases in accrued annual leave, 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.

DESCRIPTION	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	% Budget Change
41610 Retirement (PARS)	\$ 74,000	\$ 80,000	\$ 170,000	\$ 159,400	99.3%
41800 Leave Accrual	-	966,400	1,300,000	1,000,000	3.5%
41900 Salary Savings	-	-	-	(800,000)	100.0%
41950 Benefits Savings	-	-	-	(830,000)	100.0%
42100 Utilities	613,410	727,000	727,000	79,200	-89.1%
42130 Postage	58,714	59,900	59,900	59,000	-1.5%
42150 Communications	600,736	688,807	667,600	921,600	33.8%
42230 Office Supplies	10,043	8,000	8,000	8,000	0.0%
42235 Furnishings & Equip - Non Cap	29,892	17,300	-	29,800	100.0%
42300 Copiers	100,431	103,000	103,000	103,000	0.0%
42310 Rentals	745	1,100	1,100	1,100	0.0%
42440 Memberships and Dues	94,476	97,000	97,000	97,000	0.0%
42560 Operating Supplies	44,042	48,126	45,000	45,000	-6.5%
44010 Professional/Special Services	98,567	90,300	90,300	95,000	5.2%
44015 COV Admin Fee	213,749	200,000	200,000	225,000	12.5%
44310 Maintenance of Equipment	491,416	778,100	778,100	1,351,800	73.7%
44490 Other Contract Services	101,007	318,300	318,300	111,900	-64.8%
44491 FIS Operations	116,900	75,100	75,100	75,100	0.0%
44492 GIS Operations	29,500	35,100	21,000	20,500	-41.6%
44590 Other Insurance Services	-	909,900	909,900	962,800	5.8%
47020 Furnishings & Equip (Capital)	17,365	-	-	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,694,993</b>	<b>\$ 5,203,433</b>	<b>\$ 5,571,300</b>	<b>\$ 3,715,200</b>	<b>-28.6%</b>



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**CITY OF SIMI VALLEY**

# INTERNAL SERVICE FUNDS

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**FUND 803: LIABILITY INSURANCE FUND**

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.

<b>STARTING BALANCE</b>		<b>\$ (636,167)</b>	<b>\$ (2,350,720)</b>	<b>\$ (2,350,720)</b>	<b>\$ (2,738,420)</b>	<b>\$ (3,627,370)</b>	<b>\$ (2,684,670)</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 24,490	\$ 23,100	\$ 23,100	\$ 23,100	\$ 23,100	\$ 23,100
34003	Change In Fair Value Investmnt	10,179	-	-	-	-	-
37111	Premiums/General Fund	-	909,900	909,900	962,800	972,400	982,100
37115	Premiums/Sanitation	-	339,900	339,900	372,700	376,400	380,200
37116	Premiums/Transit	-	253,700	253,700	313,100	316,200	319,400
37117	Premiums/Waterworks	-	184,700	184,700	202,600	204,600	206,600
<b>TOTAL REVENUES</b>		<b>\$ 34,669</b>	<b>\$ 1,711,300</b>	<b>\$ 1,711,300</b>	<b>\$ 1,874,300</b>	<b>\$ 1,892,700</b>	<b>\$ 1,911,400</b>
43010	Liability Insurance Premiums	\$ 295,984	\$ 303,900	\$ 303,900	\$ 253,900	\$ 253,900	\$ 253,900
43040	Property Insurance Premiums	112,659	123,000	123,000	123,925	123,925	123,925
43170	Unemployment Claims	40,446	45,000	45,000	45,000	45,000	45,000
43200	Claim Payments-Other	(34,119)	-	-	700,200	500,000	500,000
44010	Professional/Special Services	16,800	16,800	-	-	-	-
44590	Other Insurance Services	3,095	3,700	3,700	9,533	9,600	9,600
46100	Reimb to General Fund	184,700	168,700	168,700	167,700	169,400	171,100
49648	Transfer to CE Replacement	4,400	3,500	3,500	3,000	3,000	3,000
42720	Travel, Conferences, Meetings	-	-	-	-	-	-
42790	Mileage	47	-	-	-	-	-
43200	Claim Payments-Other	102,538	300,000	300,000	700,200	300,000	300,000
43201	Claim Payments-Outside Legal	1,022,672	1,373,864	1,151,200	759,792	650,000	650,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,749,222</b>	<b>\$ 2,338,464</b>	<b>\$ 2,099,000</b>	<b>\$ 2,763,250</b>	<b>\$ 950,000</b>	<b>\$ 950,000</b>
<b>ENDING BALANCE</b>		<b>\$ (2,350,720)</b>	<b>\$ (2,977,884)</b>	<b>\$ (2,738,420)</b>	<b>\$ (3,627,370)</b>	<b>\$ (2,684,670)</b>	<b>\$ (1,723,270)</b>

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

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 \$750,000, 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 Deputy Director of Human Resources.

**WORKERS' COMPENSATION (continued)**

**STARTING BALANCE** \$ (3,175,626) \$ (652,858) \$ (652,858) \$ (735,693) \$ (388,293) \$ (1,393)

Object	Description	FY16	FY17 Revised	FY17	FY18	FY19	FY20
		Actual	Budget	Est. Actual	Budget	Projected	Projected
34001	Interest on Investments	\$ 69,053	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
37111	Premiums/General Fund	3,336,167	3,051,700	3,051,700	3,554,700	3,590,200	3,626,100
37115	Premiums/Sanitation	398,900	399,600	399,600	454,800	459,300	463,900
	Premiums/Transit	277,000	268,400	268,400	326,500	329,800	333,100
37117	Premiums/Waterworks	250,133	253,000	253,000	255,400	258,000	260,600
37119	Premiums/Workers' Comp	13,000	11,700	11,700	13,400	13,500	13,600
<b>TOTAL REVENUES</b>		<b>\$ 4,344,253</b>	<b>\$ 4,014,400</b>	<b>\$ 4,014,400</b>	<b>\$ 4,634,800</b>	<b>\$ 4,680,800</b>	<b>\$ 4,727,300</b>

41010	Regular Salaries	181,439	188,900	188,900	183,200	185,000	186,900
41200	Deferred Comp - 401k	2,143	2,500	2,500	3,000	3,000	3,000
41210	Deferred Comp - 457	512	700	700	700	700	700
41300	Vision Care	727	700	700	700	700	700
41350	Disability	1,313	1,400	1,400	1,300	1,300	1,300
41400	Group Insurance/Health	4,487	4,700	4,700	4,700	4,700	4,700
41415	Flex Benefits	42,187	41,000	41,000	51,800	52,300	52,800
41450	Life Insurance	557	600	600	600	600	600
41500	Group Insurance/Dental	2,823	2,900	2,900	2,800	2,800	2,800
41600	Retirement (PERS)	22,377	44,000	44,000	43,500	44,400	45,300
41620	Retirement (HRA)	2,413	2,100	2,100	4,800	4,800	4,800
41650	Medicare Tax	2,943	3,400	3,400	2,700	2,700	2,700
41660	FICA	0	0	0	0	0	0
41700	Workers' Compensation	13,000	11,700	11,700	13,400	13,500	13,600
41800	Leave Accrual	9,202	0	0	7,500	7,500	7,500
42230	Office Supplies	876	1,200	1,200	1,200	1,200	1,200
42310	Rentals	2,420	2,500	2,500	2,500	2,500	2,500
42450	Subscriptions and Books	447	800	800	800	800	800
42720	Travel, Conferences, Meetings	785	800	800	800	800	800
42730	Training	1,150	1,200	1,200	2,100	2,100	2,100
42790	Mileage	338	450	450	600	600	600
43070	Workers' Comp Insurance Prem	242,419	270,000	270,000	324,200	327,400	330,700
43200	Claim Payments-Other	(933,816)	0	0	0	0	0
43200	Claim Payments-Other	1,438,978	2,714,685	2,714,685	2,769,000	2,769,000	2,769,000
43201	Claim Payments-Outside Legal	200,708	230,000	230,000	234,600	234,600	234,600
44010	Professional/Special Services	85,009	100,315	65,000	78,000	78,000	78,000
44540	Loss Control Services	4,748	5,000	5,000	5,000	5,000	5,000
44590	Other Insurance Services	2,500	2,500	2,500	2,500	2,500	2,500
46100	Reimb to General Fund	484,100	494,700	494,700	542,200	542,200	542,200
49648	Transfer to CE Replacement	4,700	3,800	3,800	3,200	3,200	3,200
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,821,485</b>	<b>\$ 4,132,550</b>	<b>\$ 4,097,235</b>	<b>\$ 4,287,400</b>	<b>\$ 4,293,900</b>	<b>\$ 4,300,600</b>

**ENDING BALANCE** \$ (652,858) \$ (771,008) \$ (735,693) \$ (388,293) \$ (1,393) \$ 425,307

**FUND 807: GIS OPERATING FUND**

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.

<b>STARTING BALANCE</b>		<b>\$ 112,401</b>	<b>\$ 128,466</b>	<b>\$ 128,466</b>	<b>\$ 78,466</b>	<b>\$ 77,266</b>	<b>\$ 85,066</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	437	400	400	400	400	400
37111	Premiums/General Fund	29,500	35,100	35,100	20,500	20,500	20,500
37115	Premiums/Sanitation	28,500	34,000	34,000	20,500	20,500	20,500
37117	Premiums/Waterworks	33,500	40,500	40,500	25,500	25,500	25,500
39100	Transfer from General Fund	18,750	-	-	-	-	-
39700	Transfer from Sanitation	18,750	-	-	-	-	-
39761	Transfer from Waterworks.	18,750	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 148,187</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 66,900</b>	<b>\$ 66,900</b>	<b>\$ 66,900</b>
42200	Computer - Non Capital	\$ -	\$ 4,000	\$ 1,000	\$ 4,000	\$ 4,000	\$ 4,000
42230	Office Supplies	-	-	-	-	-	-
42560	Operating Supplies	101	2,500	1,000	2,500	2,500	2,500
42720	Travel, Conferences, Meetings	1,320	3,900	3,900	3,900	3,900	3,900
42730	Training	3,196	3,500	3,100	3,500	3,500	3,500
44010	Professional/Special Services	59,382	86,500	86,500	11,500	11,500	11,500
44310	Maintenance of Equipment	68,224	66,100	67,700	41,400	41,400	41,400
<b>TOTAL EXPENDITURES</b>		<b>\$ 132,122</b>	<b>\$ 160,000</b>	<b>\$ 161,200</b>	<b>\$ 60,300</b>	<b>\$ 60,300</b>	<b>\$ 60,300</b>
<b>ENDING BALANCE</b>		<b>\$ 128,466</b>	<b>\$ 78,466</b>	<b>\$ 77,266</b>	<b>\$ 85,066</b>	<b>\$ 83,866</b>	<b>\$ 91,666</b>

**BUDGET ADJUSTMENTS**

Reduce funding for Maintenance of Equipment \$ (25,100)

**DEPARTMENT OF PUBLIC WORKS - GIS**  
**FY17-18 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Maintenance of Equipment for GIS OP Fund  
TOTAL: \$25,100  
ACCOUNT: 8071715 - 44310  
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Maintenance of Equipment	\$25,100
TOTAL:	<u>\$25,100</u>

The Department budgets \$66,500 in Maintenance of Equipment for GIS and permit system operations. Reduction of this account, as listed below, would reduce the funds available and would eliminate the software support from Accela.

Accela Permits Plus annual maintenance = \$25,100

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

The Financial Information System Operating Fund is used to pay for ongoing operation of the Financial Information System (FIS) system, including revisions required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system.

<b>STARTING BALANCE</b>		<b>\$ 450,776</b>	<b>\$ 555,609</b>	<b>\$ 555,609</b>	<b>\$ 137,709</b>	<b>\$ 148,709</b>	<b>\$ 159,709</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ 3,391	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
37111	Premiums/General Fund	116,900	75,100	75,100	75,100	75,100	75,100
37115	Premiums/Sanitation	26,900	19,600	19,600	19,600	19,600	19,600
37116	Premiums/Transit	3,600	12,600	12,600	12,600	12,600	12,600
37117	Premiums/Waterworks	32,600	23,700	23,700	32,600	32,600	32,600
39262	Transfer fr Development Agrmts	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 183,391</b>	<b>\$ 134,000</b>	<b>\$ 134,000</b>	<b>\$ 142,900</b>	<b>\$ 142,900</b>	<b>\$ 142,900</b>
41050	Outside Assistance	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000
44010	Professional/Special Services	-	50,000	50,000	50,000	50,000	50,000
44310	Maintenance of Equipment	26,558	29,900	29,900	29,900	29,900	29,900
49262	Transfer to Development Agrmts	-	420,000	420,000	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 78,558</b>	<b>\$ 551,900</b>	<b>\$ 551,900</b>	<b>\$ 131,900</b>	<b>\$ 131,900</b>	<b>\$ 131,900</b>
<b>ENDING BALANCE</b>		<b>\$ 555,609</b>	<b>\$ 137,709</b>	<b>\$ 137,709</b>	<b>\$ 148,709</b>	<b>\$ 159,709</b>	<b>\$ 170,709</b>



# FORMER CDA AND HOUSING

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**FUND 920 (200): COMMUNITY DEVELOPMENT SUCCESSOR AGENCY**

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 Successor Agency is primarily used to repay debt service.

<b>STARTING BALANCE</b>		\$	-	\$	-	\$	524,400	\$	1,048,800	\$	1,048,800	\$	1,048,800
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>						
34001	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
39100	Transfer from General Fund	-	-	-	-	-	-						
39924	Transfer from RORF	250,000	2,856,300	2,856,300	4,057,300	2,099,300	2,101,500						
<b>TOTAL REVENUES</b>		<b>\$ 250,000</b>	<b>\$ 2,856,300</b>	<b>\$ 2,856,300</b>	<b>\$ 4,057,300</b>	<b>\$ 2,099,300</b>	<b>\$ 2,101,500</b>						
44010	Professional/Special Services	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -						
49100	Transfer to General Fund	250,000	250,000	250,000	250,000	-	-						
49500	Transfer to Debt Service Funds	-	2,076,900	2,076,900	3,807,300	2,099,300	2,101,500						
<b>TOTAL EXPENDITURES</b>		<b>\$ 250,000</b>	<b>\$ 2,331,900</b>	<b>\$ 2,331,900</b>	<b>\$ 4,057,300</b>	<b>\$ 2,099,300</b>	<b>\$ 2,101,500</b>						
<b>ENDING BALANCE</b>		<b>\$ -</b>	<b>\$ 524,400</b>	<b>\$ 1,048,800</b>	<b>\$ 1,048,800</b>	<b>\$ 1,048,800</b>	<b>\$ 1,048,800</b>						

**HOUSING SUCCESSOR AGENCY FUND 201**

Effective February 2012, the State of California dissolved all redevelopment agencies throughout the state. The City elected to serve as Housing Successor Agency. 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.

<b>STARTING BALANCE</b>		<b>\$ 3,869,190</b>	<b>\$ 3,044,190</b>	<b>\$ 3,044,190</b>	<b>\$ 2,316,690</b>	<b>\$ 5,648,441</b>	<b>\$ 1,622,790</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 33,644	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ -
34003	Change In Fair Value Investmnt	9,168	-	-	-	-	-
34301	Rehab Principal	15,000	-	37,000	-	-	-
34302	Rehab Interest	-	-	2,100	-	-	-
34303	FirstTime Home Buyer Principal	177,486	2,300	104,800	2,100	-	-
34304	FirstTime Home Buyer Interest	18,539	200	31,100	100	-	-
34305	Developer Loan Principal	1,364,500	-	-	-	-	-
34306	Developer Loan Interest	370,661	-	-	-	-	-
37101	Program Participation Fees	796	-	700	-	-	-
37301	Planning Fees	\$ 11,216	\$ -	\$ -	\$ -	\$ -	\$ -
38019	Deposit Refunds	16,158	-	-	-	-	-
39100	Transfer from General Fund	742,909	-	-	-	-	-
39921	Transfer from SA-MTCWE TIF	630,238	112,600	112,600	344,600	-	-
<b>TOTAL REVENUES</b>		<b>\$ 3,390,315</b>	<b>\$ 123,100</b>	<b>\$ 296,300</b>	<b>\$ 354,800</b>	<b>\$ -</b>	<b>\$ -</b>
42440	Memberships and Dues	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -
44010	Professional/Special Services	18,000	100,000	3,300	100,000	-	-
44012	Outside Legal	-	20,000	3,000	20,000	-	-
44130	Rehab Assistance	2,789	8,300	8,600	8,600	-	-
44140	Affordable/Senior Hsg Program	200,000	300,000	490,000	300,000	-	-
44150	Senior Rental Assistance	11,850	12,900	12,000	12,900	-	-
44490	Other Contract Services	150,000	500	500	500	-	-
45203	Reimb from CalHome Grant	(10,975)	-	-	-	-	-
46100	Reimb to General Fund	414,100	506,400	506,400	606,700	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 786,064</b>	<b>\$ 948,100</b>	<b>\$ 1,023,800</b>	<b>\$ 1,048,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 3,044,190</b>	<b>\$ 2,316,690</b>	<b>\$ 5,648,441</b>	<b>\$ 1,622,790</b>	<b>\$ 4,954,541</b>	<b>\$ 1,622,790</b>

**LOCAL HOUSING 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 development agreements. Expenditures from the Fund are for the creation and preservation of affordable housing units.

		<b>\$ 2,964,519</b>	<b>\$ 3,628,556</b>	<b>\$ 3,628,556</b>	<b>\$ 4,575,556</b>	<b>\$ 5,352,856</b>	<b>\$ 5,129,356</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Budget</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY20 Projected</b>	<b>FY20 Projected</b>
<b>STARTING BALANCE</b>							
34301	Rehab Principal	\$ 662	\$ 1,600	\$ 100	\$ 1,600	\$ 1,500	\$ 1,500
34301	Rehab Principal	9,295	-	-	-	-	-
34302	Rehab Interest	752	200	-	200	-	-
34303	FirstTime Home Buyer Principal	-	-	79,200	-	-	-
34304	FirstTime Home Buyer Interest	-	-	114,100	-	-	-
37101	Program Participation Fees	651,769	500	776,100	775,500	775,000	775,000
39262	Transfer fr Development Agrmts	-	250,000	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 662,478</b>	<b>\$ 252,300</b>	<b>\$ 969,500</b>	<b>\$ 777,300</b>	<b>\$ 776,500</b>	<b>\$ 776,500</b>
44130	Rehab Assistance	\$ -	\$ 22,000	\$ 22,500	\$ -	\$ -	\$ -
44140	Affordable/Senior Housing	-	-	-	-	1,000,000	1,000,000
45203	Reimb from CalHome Grant	(1,559)	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ (1,559)</b>	<b>\$ 22,000</b>	<b>\$ 22,500</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>
<b>ENDING BALANCE</b>		<b>\$ 3,628,556</b>	<b>\$ 3,858,856</b>	<b>\$ 4,575,556</b>	<b>\$ 5,352,856</b>	<b>\$ 5,129,356</b>	<b>\$ 4,905,856</b>

**FUND 203: CALHOME PROGRAM FUND**

CalHome Program funds were made available under the provisions of the Housing and Emergency Shelter Trust Fund Act of 2006 (Proposition 1C). Eligible activities include the First Time Homebuyer Assistance Program and the Home Rehabilitation Program. The City received two grant allocations: \$900,000 from the 2008 CalHome Program and \$500,000 from the 2011 CalHome Program. The City discontinued its First Time Homebuyer Assistance Program in 2012; however, CalHome funds continue to be used to provide for Home Rehabilitation Program loans. Now that all the grant funds have been expended, the CalHome Program Fund will be financed with Program Income generated from loan repayments.

<b>STARTING BALANCE</b>		<b>\$ (164,935)</b>	<b>\$ 1,862</b>	<b>\$ 1,862</b>	<b>\$ 74,662</b>	<b>\$ 74,662</b>	<b>\$ 241,459</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34301	Rehab Principal	\$ 9,525	\$ -	\$ -	\$ -	\$ -	\$ -
34302	Rehab Interest	288	-	-	-	-	-
36002	State Assistance	501,088	212,800	212,800	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 510,901</b>	<b>\$ 212,800</b>	<b>\$ 212,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
41860	Salary Reimbursement	\$ 19,230	\$ -	\$ -	\$ -	\$ -	\$ -
44130	Rehab Assistance	312,341	80,000	80,000	-	100,000	100,000
44140	Affordable/Senior Hsg Program	-	-	60,000	-	-	-
46201	Reimb to SHA-CDA Housing Admin	\$ 10,975	\$ -	\$ -	\$ -	\$ -	\$ -
46202	Reimb to Local Housing Fund	1,559	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 344,105</b>	<b>\$ 80,000</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>ENDING BALANCE</b>		<b>\$ 1,862</b>	<b>\$ 134,662</b>	<b>\$ 74,662</b>	<b>\$ 74,662</b>	<b>\$ 241,459</b>	<b>\$ 141,459</b>

**FUND 204: HOME PROGRAM FUND**

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.

<b>STARTING BALANCE</b>		<b>\$ 1,543,246</b>	<b>\$ 1,639,686</b>	<b>\$ 1,639,686</b>	<b>\$ 1,410,486</b>	<b>\$ 1,012,286</b>	<b>\$ 564,086</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 2,223	\$ 2,400	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
34301	Rehab Principal	30,000	-	15,200	-	-	-
34302	Rehab Interest	11,250	-	3,800	-	-	-
34303	FirstTime Home Buyer Principal	27,500	-	-	-	-	-
34304	FirstTime Home Buyer Interest	36,183	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 107,156</b>	<b>\$ 2,400</b>	<b>\$ 21,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
44130	Rehab Assistance	\$ -	\$ 250,000	\$ 250,000	\$ 400,000	\$ 450,000	\$ 450,000
46100	Reimb to General Fund	10,716	200	200	200	200.00	200.00
<b>TOTAL EXPENDITURES</b>		<b>\$ 10,716</b>	<b>\$ 250,200</b>	<b>\$ 250,200</b>	<b>\$ 400,200</b>	<b>\$ 450,200</b>	<b>\$ 450,200</b>
<b>ENDING BALANCE</b>		<b>\$ 1,639,686</b>	<b>\$ 1,391,886</b>	<b>\$ 1,410,486</b>	<b>\$ 1,012,286</b>	<b>\$ 564,086</b>	<b>\$ 115,886</b>

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**CITY OF SIMI VALLEY**

# SPECIAL REVENUES FUNDS

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

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 capital equipment needs of the City's PEG channel.

The Department of Community Services manages the City's PEG channel operations and capital improvements of the PEG equipment, and monitors State-issued cable franchise revenues. The Administrative Services Department manages the maintenance and repair of PEG equipment, which are budgeted in the General Fund.

<b>STARTING BALANCE</b>		<b>\$ 1,075,408</b>	<b>\$ 1,362,673</b>	<b>\$ 1,362,673</b>	<b>\$ 1,608,873</b>	<b>\$ 556,373</b>	<b>\$ 540,973</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
31116	Franchise PEG Fees	\$ 309,435	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
34001	Interest on Investments	7,744	1,600	1,600	1,600	1,600	1,600
<b>TOTAL REVENUES</b>		<b>\$ 317,179</b>	<b>\$ 276,600</b>	<b>\$ 276,600</b>	<b>\$ 276,600</b>	<b>\$ 276,600</b>	<b>\$ 276,600</b>
42320	Capital Leases	\$ 15,714	\$ 16,000	\$ 16,200	\$ 17,000	\$ 17,000	\$ 17,000
42560	Operating Supplies	-	-	-	-	-	-
44010	Professional/Special Services	-	-	-	350,000	175,000	-
44310	Maintenance of Equipment	-	-	-	-	-	-
47020	Furnishings & Equip (Capital)	-	75,000	-	700,000	-	-
48600	Const Contracts	-	1,075,000	-	250,000	100,000	200,000
48840	System Hardware	-	-	-	-	-	-
49648	Transfer to CE Replacement	14,200	14,200	14,200	12,100	-	-
49655	Trans to Public Facility Imprv	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 29,914</b>	<b>\$ 1,180,200</b>	<b>\$ 30,400</b>	<b>\$ 1,329,100</b>	<b>\$ 292,000</b>	<b>\$ 217,000</b>
<b>ENDING BALANCE</b>		<b>\$ 1,362,673</b>	<b>\$ 459,073</b>	<b>\$ 1,608,873</b>	<b>\$ 556,373</b>	<b>\$ 540,973</b>	<b>\$ 600,573</b>

**FUND 215: GASOLINE TAX FUND**

There are seven types of gasoline taxes received by the City. Street and Highway 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.

Section 2030 and 2031(3) - State loan repayment funds and State Road Maintenance Act (passed in 2017) are to be used for resurfacing, maintenance, and repair of local streets.

STARTING BALANCE		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Object	Description	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	FY19 Projection	FY20 Projection						
35401	Gas Tax Section 2105	\$ 710,139	\$ 790,000	\$ 790,000	\$ 739,100	\$ 739,100	\$ 739,100						
35402	Gas Tax-Section 2106	453,740	390,400	390,400	451,200	451,200	451,200						
35403	Gas Tax-Section 2107	924,698	1,097,000	1,097,000	954,800	954,800	954,800						
35404	Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000						
35405	Gas Tax-RTC 7360	649,738	513,300	513,300	509,100	560,100	560,100						
35406	Gas Tax-Section 2031(e)	-	-	-	145,500	145,500	145,500						
35407	Gas Tax-Section 2030	-	-	-	733,300	2,184,500	2,184,500						
<b>TOTAL REVENUES</b>		<b>\$ 2,748,314</b>	<b>\$ 2,800,700</b>	<b>\$ 2,800,700</b>	<b>\$ 3,543,000</b>	<b>\$ 5,045,200</b>	<b>\$ 5,045,200</b>						
49100	Transfer to General Fund	\$ 2,748,314	\$ 2,800,700	\$ 2,800,700	\$ 3,543,000	\$ 5,045,200	\$ 5,045,200						
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,748,314</b>	<b>\$ 2,800,700</b>	<b>\$ 2,800,700</b>	<b>\$ 3,543,000</b>	<b>\$ 5,045,200</b>	<b>\$ 5,045,200</b>						
ENDING BALANCE		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

**FUND 233: BICYCLE LANES FUND**

Pursuant to Section 99234 of the California Public Utilities Code, Transportation Development Act (TDA) Article 3 monies may be used only for facilities provided for the exclusive use of pedestrians and bicycles, including the construction and related engineering expenses of those facilities, the maintenance of bicycle trails (which are closed to motorized traffic), and bicycle safety education programs. Facilities that provide for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable.

<b>STARTING BALANCE</b>		<b>\$ 181,488</b>	<b>\$ 228,357</b>	<b>\$ 228,357</b>	<b>\$ 98,857</b>	<b>\$ 98,957</b>	<b>\$ 99,057</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ 1,720	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
35410	Other Governments	50,000	65,000	49,200	60,000	60,000	60,000
35410	Other Governments	25,407	0	0	25,000	25,000	25,000
39600	Transfer from Capital Proj Fnd	0	0	0	0	0	0
<b>TOTAL REVENUES</b>		<b>\$ 77,127</b>	<b>\$ 65,100</b>	<b>\$ 49,300</b>	<b>\$ 85,100</b>	<b>\$ 85,100</b>	<b>\$ 85,100</b>
44490	Other Contract Services	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
44490	Other Contract Services	25,407	0	24,200	25,000	25,000	25,000
49600	Transfer to Streets & Roads	4,851	281,500	154,600	60,000	60,000	60,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 30,258</b>	<b>\$ 296,500</b>	<b>\$ 178,800</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
<b>ENDING BALANCE</b>		<b>\$ 228,357</b>	<b>\$ (3,043)</b>	<b>\$ 98,857</b>	<b>\$ 98,957</b>	<b>\$ 99,057</b>	<b>\$ 99,157</b>

**FUND 238: LOCAL TRANSPORTATION FUND**

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 LTF under provisions of Article 8 were transferred to the General Fund to support streets and roads. Effective July 1, 2014, the City's LTF revenues are dedicated under the provisions of Article 4 for transit purposes. LTF Fund receipts are transferred to the Transit fund, which reduces auditing requirements related to Simi Valley Transit Operations.

<b>STARTING BALANCE</b>		<b>\$ 1,747,835</b>	<b>\$ 2,537,459</b>	<b>\$ 2,537,459</b>	<b>\$ 2,537,459</b>	<b>\$ 11,059</b>	<b>\$ 11,059</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 4,036	\$ -	\$ -	\$ -	\$ -	\$ -
35410	Other Governments	4,414,003	5,953,300	5,953,300	4,289,700	4,200,000	4,200,000
<b>TOTAL REVENUES</b>		<b>\$ 4,418,039</b>	<b>\$ 5,953,300</b>	<b>\$ 5,953,300</b>	<b>\$ 4,289,700</b>	<b>\$ 4,200,000</b>	<b>\$ 4,200,000</b>
49750	Transfer to Transit	\$ 3,628,416	\$ 5,953,300	\$ 5,953,300	\$ 6,816,100	\$ 4,200,000	\$ 4,200,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,628,416</b>	<b>\$ 5,953,300</b>	<b>\$ 5,953,300</b>	<b>\$ 6,816,100</b>	<b>\$ 4,200,000</b>	<b>\$ 4,200,000</b>
<b>ENDING BALANCE</b>		<b>\$ 2,537,459</b>	<b>\$ 2,537,459</b>	<b>\$ 2,537,459</b>	<b>\$ 11,059</b>	<b>\$ 11,059</b>	<b>\$ 11,059</b>

**FUND 250: LIBRARY FUND**

The Simi Valley Public Library is a free library that offers reference and information services, as well as programs and events for all age demographics from infants to preschoolers, youth, teens, adults and seniors. The Library is open seven days a week and 24/7 online by accessing the library website at www.simivalleylibrary.org. Patrons can check their account status, search the catalog, download e-materials, and access databases online through the website.

The Library offers a wide variety of material for checkout including books, media, and a special business collection which was acquired in 2016. The Simi Valley Public Library is also a member of the Inland Library Network which gives patrons access to a shared catalog of over 2.5 million items for reciprocal borrowing.

The Library has 28 public computers, 4 children's iPads, 12 training Laptops and Wi-Fi which are free for patrons to use. Copying and printing, including use of a 3-D printer, are available for a nominal fee.

Library operations are funded by designated property tax revenues that support library-related expenses, in addition to additional funding sources including fines and fees. The Simi Valley Friends of the Library is a separate non-profit organization that generously assists with sponsoring programs. 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.

<b>STARTING BALANCE</b>		<b>\$ 527,838</b>	<b>\$ 836,168</b>	<b>\$ 894,568</b>	<b>\$ 1,279,268</b>	<b>\$ 994,768</b>	<b>\$ 886,368</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
31101	Property Taxes/Secured	\$ 2,252,700	\$ 2,286,500	\$ 2,286,500	\$ 2,332,300	\$ 2,379,000	\$ 2,426,600
33510	Other Fines and Forfeitures	40,185	39,000	39,000	45,000	45,000	45,000
34001	Interest on Investments	(1,874)	1,000	1,000	1,000	1,000	1,000
34101	Rents & Leases	2,915	3,000	3,000	3,000	3,000	3,000
36001	Federal Assistance	17,000	23,410	15,000	15,000	15,000	15,000
36002	State Assistance	-	2,000	2,000	2,000	2,000	2,000
37001	Duplication Services	6,337	5,000	5,000	5,000	5,000	5,000
37299	Other Community Services Fees	-	-	-	-	-	-
38003	Miscellaneous	7,724	-	-	-	-	-
38004	Damage Recovery (Restitution)	-	-	-	-	-	-
38050	Contributions/donations	6,079	15,580	15,600	40,000	40,000	40,000
39100	Transfer from General Fund	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 2,331,066</b>	<b>\$ 2,375,490</b>	<b>\$ 2,367,100</b>	<b>\$ 2,443,300</b>	<b>\$ 2,490,000</b>	<b>\$ 2,537,600</b>
41010	Regular Salaries	\$ -	\$ -	\$ -	\$ 28,000	\$ 28,000	\$ 28,000
41020	Temporary Salaries - PR Only	-	-	-	-	-	-
41040	Overtime	-	-	-	-	-	-
41200	Deferred Comp - 401k	-	-	-	500	500	500
41210	Deferred Comp - 457	-	-	-	-	-	-
41300	Vision Care	-	-	-	200	200	200
41350	Disability	-	-	-	300	300	300
41400	Group Insurance/Health	-	-	-	500	500	500
41415	Flex Benefits	-	-	-	4,000	4,000	4,000
41420	CalPERS Health Admin Fee	-	-	-	-	-	-
41450	Life Insurance	-	-	-	100	100	100
41500	Group Insurance/Dental	-	-	-	500	500	500
41550	Section 125 Administration Fee	-	-	-	-	-	-
41600	Retirement (PERS)	-	-	-	6,900	6,900	6,900
41620	Retirement (HRA)	-	-	-	300	300	300
41650	Medicare Tax	-	-	-	500	500	500
41660	FICA	-	-	-	-	-	-

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

Object	Description	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	FY19 Projected	FY20 Projected
41700	Workers' Compensation	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
41950	Benefits Savings	-	-	-	-	-	-
42100	Utilities	86,200	114,000	114,000	116,000	116,000	116,000
42150	Communications	1,497	-	-	-	-	-
42200	Computer - Non Capital	1,893	2,000	1,000	1,500	1,500	1,500
42235	Furnishings & Equip - Non Cap	146	-	-	-	-	-
42310	Rentals	60,000	63,100	63,600	65,500	65,500	65,500
42440	Memberships and Dues	-	-	-	-	-	-
42460	Advertising	-	500	500	500	500	500
42560	Operating Supplies	2,960	4,802	-	-	-	-
42720	Travel, Conferences, Meetings	-	-	-	500	500	500
42790	Mileage	-	-	-	500	500	500
44010	Professional/Special Services	12,080	24,500	24,400	22,300	22,300	22,300
44410	Maintenance Building/Grounds	568	7,080	-	-	-	-
44490	Other Contract Services	1,322,849	1,439,600	1,439,600	1,370,100	1,383,800	1,397,600
46100	Reimb to General Fund	-	339,300	339,300	191,900	193,800	195,700
47020	Furnishings & Equip (Capital)	-	15,000	-	32,000	45,000	45,000
47040	Building Improvements	72,461	218,405	100,000	-	-	-
47070	Intangibles	222,432	273,299	218,600	225,200	225,200	228,000
49100	Transfer to General Fund	290,200	-	-	-	-	-
49655	Trans to Public Facility Imprv	-	-	-	658,000	500,000	250,000
38050	Contributions/donations	(56,106)	1,168	1,200	-	-	-
42450	Subscriptions and Books	413	-	-	-	-	-
42460	Advertising	143	-	-	-	-	-
42560	Operating Supplies	1,682	529	500	-	-	-
44010	Professional/Special Services	3,316	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,022,736</b>	<b>\$ 2,503,283</b>	<b>\$ 2,302,700</b>	<b>\$ 2,727,800</b>	<b>\$ 2,598,400</b>	<b>\$ 2,366,900</b>
		<b>\$ 836,168</b>	<b>\$ 708,375</b>	<b>\$ 958,968</b>	<b>\$ 994,768</b>	<b>\$ 886,368</b>	<b>\$ 1,057,068</b>

**FUND 260: NEW DWELLING FEES FUND**

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 out 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.

<b>STARTING BALANCE</b>		<b>\$ 621,201</b>	<b>\$ 791,600</b>	<b>\$ 791,600</b>	<b>\$ 823,100</b>	<b>\$ 1,054,600</b>	<b>\$ 1,054,600</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 4,346	\$ 1,500	\$ 1,500	\$ 1,500		
37410	Services Charges	166,053	100,000	100,000	300,000		
<b>TOTAL REVENUES</b>		<b>\$ 170,399</b>	<b>\$ 101,500</b>	<b>\$ 101,500</b>	<b>\$ 301,500</b>	<b>\$ -</b>	<b>\$ -</b>
49100	Transfer to General Fund	\$ -	\$ 70,000	\$ 70,000	\$ 70,000		
49600	Transfer to Streets & Roads	-	-	-	-		
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 791,600</b>	<b>\$ 823,100</b>	<b>\$ 823,100</b>	<b>\$ 1,054,600</b>	<b>\$ 1,054,600</b>	<b>\$ 1,054,600</b>

**FUND 262: DEVELOPMENT AGREEMENT FUND**

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 and improvements 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 have been used for repayment of debt, land acquisition, and construction of public facilities.

<b>STARTING BALANCE</b>		<b>\$ 11,540,045</b>	<b>\$ 7,920,045</b>	<b>\$ 7,920,045</b>	<b>\$ 8,015,597</b>	<b>\$ 7,236,297</b>	<b>\$ 7,259,797</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 50,000	\$ 50,000	\$ 70,240	\$ 50,000	\$ 50,000	\$ 50,000
34003	Change In Fair Value Investmnt	-	-	29,213	-	-	-
38402	Development Agreements	-	975,000	975,000	975,000	975,000	975,000
39809	Trans fr FIS Operations	420,000	420,000	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 470,000</b>	<b>\$ 1,445,000</b>	<b>\$ 1,074,452</b>	<b>\$ 1,025,000</b>	<b>\$ 1,025,000</b>	<b>\$ 1,025,000</b>
49100	Transfer to General Fund	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
49202	Transfer to Housing Fund	-	-	-	-	-	-
49300	Transfer to Landscape	-	-	133,000	-	-	-
49500	Transfer to Debt Service Funds	70,000	70,000	124,800	70,000	70,000	70,000
49600	Transfer to Streets & Roads	-	-	100,000	-	-	-
49648	Transfer to CE Replacement	272,400	272,400	272,400	231,500	231,500	231,500
49649	Transfer to GIS	-	-	-	-	-	-
49655	Trans to Public Facility Imprv	1,088,700	1,088,700	-	702,800	500,000	500,000
49656	Transfer to FIS Project	517,000	517,000	348,700	600,000	-	-
49660	Transfer to PD Capital Projs	1,841,900	1,841,900	-	-	-	-
49665	Transfer to Phone System	300,000	300,000	-	-	-	-
49809	Transfer to FIS Operations	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,090,000</b>	<b>\$ 4,090,000</b>	<b>\$ 978,900</b>	<b>\$ 1,804,300</b>	<b>\$ 1,001,500</b>	<b>\$ 1,001,500</b>
<b>ENDING BALANCE</b>		<b>\$ 7,920,045</b>	<b>\$ 5,275,045</b>	<b>\$ 8,015,597</b>	<b>\$ 7,236,297</b>	<b>\$ 7,259,797</b>	<b>\$ 7,283,297</b>



### FUND 263: TRAFFIC IMPACT FEES FUND

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 \$55.00 for each projected daily trip for residential and non-residential development. The rate increased to \$80.68 per trip on March 1, 2017.

As required by the State Government Code, all Traffic Impact Fees are deposited into the Traffic Impact Fund and used solely for the purpose of funding projects identified in the Nexus Study and in the adopted City resolution.

STARTING BALANCE		\$ 1,071,828	\$ 808,828	\$ 808,828	\$ 843,696	\$ 760,696	\$ 667,696
Object	Description	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	FY19 Projection	FY20 Projection
34001	Interest on Investments	\$ 6,000	\$ 6,000	\$ 7,374	\$ 6,000	\$ 6,000	\$ 6,000
37410	Services Charges	35,000	35,000	111,494	35,000	35,000	35,000
<b>TOTAL REVENUES</b>		<b>\$ 41,000</b>	<b>\$ 41,000</b>	<b>\$ 118,868</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>
44490	Other Contract Services	\$ -	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000
44490	Other Contract Services	84,000	-	-	-	-	-
48500	Maintenance Contracts	220,000	-	-	-	-	-
49100	Transfer to General Fund	-	-	-	-	-	-
49600	Transfer to Streets & Roads	-	220,000	-	40,000	50,000	50,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 304,000</b>	<b>\$ 304,000</b>	<b>\$ 84,000</b>	<b>\$ 124,000</b>	<b>\$ 134,000</b>	<b>\$ 134,000</b>
<b>ENDING BALANCE</b>		<b>\$ 808,828</b>	<b>\$ 545,828</b>	<b>\$ 843,696</b>	<b>\$ 760,696</b>	<b>\$ 667,696</b>	<b>\$ 574,696</b>

**FUND 270: ECONOMIC RECOVERY FUND**

In 2011 the City dissolved the former Lighting Maintenance District which collected assessments from residents to pay for streetlight maintenance and utilities. The City rolled these operations into its General Fund and continues to perform all maintenance and pay for the streetlights. At the time the District was dissolved, the City Council moved the Lighting Maintenance District fund balance of over \$9 million into a separate "Economic Recovery Fund" for use during periods of economic recession. The City has so far drawn on this fund twice in FY 2012-13 and in FY 2013-14 but has not drawn on it since. This fund holds the balance of this money.

STARTING BALANCE		\$ 6,084,838	\$ 6,084,838	\$ 6,084,838	\$ 6,084,838	\$ 6,084,838	\$ 6,084,838
Object	Description	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	FY19 Projected	FY20 Projected
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ 6,084,838	\$ 6,084,838	\$ 6,084,838	\$ 6,084,838	\$ 6,084,838	\$ 6,084,838

**FUND 280: FORFEITED ASSETS FUND**

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. It is anticipated that funds will continue to be received from this program. As funds are received, the Police Department requests approval for their use as part of the Annual Budget development process or through separate staff reports to City Council. Funds have been utilized for the enhancement of the Police Department's Drug Enforcement Program and to purchase equipment and various technological and safety improvements including: a vehicle for Special Weapons and Tactics (SWAT), a Crisis Negotiation Vehicle, equipment for traffic enforcement, a radio communications system for the Dispatch Center, and other law enforcement-related equipment. In addition, funds have been committed from Forfeited Assets to purchase the targeting system and ancillary equipment for the Department's new training facility.

<b>STARTING BALANCE</b>		<b>\$ 2,067,009</b>	<b>\$ 2,831,419</b>	<b>\$ 2,831,419</b>	<b>\$ 3,029,883</b>	<b>\$ 3,473,383</b>	<b>\$ 4,004,783</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 19,554	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,600	\$ 1,700
36001	Federal Assistance	1,105,819	500,000	700,000	600,000	600,000	600,000
36002	State Assistance	22,264	25,000	40,000	30,000	30,000	30,000
36004	Federal Assistance - Customs	12,607	-	-	-	-	-
38001	Sale of Surplus Property	6,300	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 1,166,544</b>	<b>\$ 526,000</b>	<b>\$ 741,500</b>	<b>\$ 631,500</b>	<b>\$ 631,600</b>	<b>\$ 631,700</b>
42150	Communications	\$ 8,136	\$ 11,500	\$ 11,500	\$ 4,000	\$ 4,200	\$ 4,400
42235	Furnishings & Equip - Non Cap	26,158	60,342	60,411	-	-	-
42310	Rentals	-	1,800	1,800	-	-	-
42410	Uniform/Clothing Supply	28,000	8,600	8,583	-	-	-
42420	Special Departmental Expense	25,000	30,000	25,000	30,000	30,000	30,000
42560	Operating Supplies	21,010	89,600	12,000	22,000	22,000	22,000
42720	Travel, Conferences, Meetings	20,527	31,300	29,000	28,100	29,000	30,000
42730	Training	8,663	12,500	6,500	14,200	15,000	15,000
44010	Professional/Special Services	-	14,000	8,600	-	-	-
44490	Other Contract Services	59,750	17,900	17,600	4,400	-	-
47020	Furnishings & Equip (Capital)	136,380	297,512	200,494	22,800	-	-
47028	Computer (Capital)	-	1,361	1,361	-	-	-
47030	Vehicles	26,650	157,400	160,187	-	-	-
48800	Application Software	4,361	-	-	-	-	-
49100	Transfer to General Fund	37,500	-	-	62,500	-	-
49287	Transfer to LE Grants	-	-	-	-	-	-
49660	Transfer to PD Capital Projs	-	1,000,000	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 402,135</b>	<b>\$ 1,733,815</b>	<b>\$ 543,036</b>	<b>\$ 188,000</b>	<b>\$ 100,200</b>	<b>\$ 101,400</b>
<b>ENDING BALANCE</b>		<b>\$ 2,831,419</b>	<b>\$ 1,623,604</b>	<b>\$ 3,029,883</b>	<b>\$ 3,473,383</b>	<b>\$ 4,004,783</b>	<b>\$ 4,535,083</b>

**BUDGET ADJUSTMENT**

Four APX 7000 Motorola Portable Dual Band Radios \$ 22,800

**POLICE DEPARTMENT**

**FY17-18 POLICY ITEM/CAPITAL ASSET PROPOSAL**

DEPT: Police  
 TITLE: Funding for 4 APX 7000 Motorola Portable Dual Band Radios  
 REQUEST: \$22,800  
 ACCOUNT: 2805601-47020  
 PRIORITY: 3

COST BREAKDOWN	
<u>Capitalized Furniture &amp; Equipment:</u>	
Portable Motorola Dual Band Radios	\$22,800
<b>TOTAL:</b>	<b>\$22,800</b>

The Police Department is requesting funding for 4 Motorola APX 7000 Portable Dual Band Radios. These radios will be assigned to the Tactical Dispatcher Team. This team of specially trained dispatchers responds on call outs with SWAT and CNT as well as assists with such enforcement details as DUI Checkpoints. In addition, since the Department is frequently called upon for mutual aid, it is imperative that Tactical Dispatchers have seamless communication with other agencies within the County. Currently, Simi Valley Police Department is the only agency in the County using UHF frequencies. The proposed dual band radio would provide the Tactical Dispatchers with access to all County VHF channels, including the Ventura County Sheriff's Office (VSO), the Ventura County Fire Department, and the California Office of Emergency Services. Providing a hand-held radio solution that offers both VHF/UHF channels will alleviate the need to carry two hand-held radios during emergency situations.

**FUND 287: LAW ENFORCEMENT GRANTS FUND**

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, the U.S. Department of Justice, the U.S. Department of Transportation, the State Department of Corrections & Rehabilitation, and the State Department of Alcoholic Beverage Control.

<b>STARTING BALANCE</b>		\$ 23,797	\$ 21,293	\$ 21,293	\$ 21,293	\$ 21,293	\$ 26,293
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
36001	Federal Assistance	\$ 101,546	\$ 125,467	\$ 128,900	\$ -	\$ -	\$ -
36002	State Assistance	168,337	227,550	175,600	179,100	175,000	175,000
36101	Federal Disaster Relief	30,375	-	-	-	-	-
36503	Emergency Svcs Planning Grant	33,000	33,000	30,900	-	-	-
39100	Transfer from General Fund	-	527	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 333,258</b>	<b>\$ 386,544</b>	<b>\$ 335,400</b>	<b>\$ 179,100</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>
41860	Salary Reimbursements	\$ 168,631	\$ 161,600	\$ 138,000	\$ 161,600	\$ 150,000	\$ 150,000
42200	Computer - Non Capital	22,687	-	-	-	-	-
42235	Furnishings & Equip - Non Cap	45,036	4,900	5,100	-	-	-
42560	Operating Supplies	3,604	11,200	11,000	-	-	-
47020	Furnishings & Equip (Capital)	-	18,200	13,000	-	-	-
47030	Vehicles	5,988	46,794	49,200	-	-	-
49100	Transfer to General Fund	89,816	179,950	119,100	17,500	20,000	20,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 335,762</b>	<b>\$ 422,644</b>	<b>\$ 335,400</b>	<b>\$ 179,100</b>	<b>\$ 170,000</b>	<b>\$ 170,000</b>
<b>ENDING BALANCE</b>		<b>\$ 21,293</b>	<b>\$ (14,807)</b>	<b>\$ 21,293</b>	<b>\$ 21,293</b>	<b>\$ 26,293</b>	<b>\$ 31,293</b>

## FUND 297: RETIREE BENEFITS FUND

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.

<b>STARTING BALANCE</b>		<b>\$ 863,564</b>	<b>\$ 535,056</b>	<b>\$ 535,056</b>	<b>\$ 114,856</b>	<b>\$ 114,856</b>	<b>\$ 114,856</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Projected</b>
34001	Interest on Investments	\$ 6,298	\$ 7,000	\$ 7,000	\$ 5,000	\$ 5,000	\$ 5,000
38003	Miscellaneous	20,633	-	-	-	-	-
39100	Transfer from General Fund	1,000,000	1,010,000	1,010,000	1,090,800	1,112,600	1,134,900
39700	Transfer from Sanitation	122,200	148,600	148,600	160,500	163,700	167,000
39750	Transfer from Transit	49,600	19,100	19,100	20,600	21,000	21,400
39761	Transfer from Waterworks.	46,200	35,100	35,100	37,900	38,700	39,500
<b>TOTAL REVENUES</b>		<b>\$ 1,244,931</b>	<b>\$ 1,219,800</b>	<b>\$ 1,219,800</b>	<b>\$ 1,314,800</b>	<b>\$ 1,341,000</b>	<b>\$ 1,367,800</b>
41400	Group Insurance/Health	\$ 1,573,439	\$ 1,640,000	\$ 1,640,000	\$ 1,314,800	\$ 1,341,100	\$ 1,367,800
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,573,439</b>	<b>\$ 1,640,000</b>	<b>\$ 1,640,000</b>	<b>\$ 1,314,800</b>	<b>\$ 1,341,100</b>	<b>\$ 1,367,800</b>
<b>ENDING BALANCE</b>		<b>\$ 535,056</b>	<b>\$ 114,856</b>	<b>\$ 114,856</b>	<b>\$ 114,856</b>	<b>\$ 114,756</b>	<b>\$ 114,856</b>

**FUND 3001: LANDSCAPE AUGMENTATION FUND**

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 2014-15 was \$1,171,800. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2015-16 was \$966,700. The transfer for FY 2016-17 will be \$750,000.

<b>STARTING BALANCE</b>		\$ 19,855	\$ 19,482	\$ 19,482	\$ 19,982	\$ 20,482	\$ 20,982
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Budget Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ 127	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
37410	Services Charges	0	0	0	0	0	0
39100	Transfer from General Fund	833,212	750,000	750,000	760,400	760,400	760,400
39262	Transfer fr Development Agrmts	133,000	0	0	0	0	0
39300	Transfer from Landscape	0	0	0	0	0	0
		<b>\$ 966,339</b>	<b>\$ 750,500</b>	<b>\$ 750,500</b>	<b>\$ 760,900</b>	<b>\$ 760,900</b>	<b>\$ 760,900</b>
49300	Transfer to Landscape	\$ 966,712	\$ 750,000	\$ 750,000	\$ 760,400	\$ 760,400	\$ 760,400
	<b>TOTAL EXPENDITURES</b>	<b>\$ 966,712</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 760,400</b>	<b>\$ 760,400</b>	<b>\$ 760,400</b>
	<b>ENDING BALANCE</b>	<b>\$ 19,482</b>	<b>\$ 19,982</b>	<b>\$ 19,982</b>	<b>\$ 20,482</b>	<b>\$ 20,982</b>	<b>\$ 21,482</b>

## FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

### Funds 3402-3499

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 May 1, 2017, the City Council approved the Landscape Assessments for FY 2017-18. 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 is \$51 per lot.

Zone 9 (Tract 2629 - JBR): This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 is \$167 per lot.

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 2017-18 is \$93 per lot.



## FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 is \$183 per lot.

Zone 26 (Tract 2683 - Midtown): This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2017-18 is \$92 per lot.

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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 is \$431 per lot.

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 2017-18 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 2017-18 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 2017-18 is \$159 per lot.

**FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**

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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 is \$98 per lot.

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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 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 2017-18 is \$130 per lot.

**FUNDS 3402-3499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**

<b>STARTING BALANCE</b>		<b>\$ 1,213,728</b>	<b>\$ 1,384,829</b>	<b>\$ 1,384,829</b>	<b>\$ 1,080,050</b>	<b>\$ 884,435</b>	<b>\$ 753,435</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ 12,394	\$ 11,034	\$ 12,326	\$ 9,820	\$ 6,000	\$ 6,000
37410	Service Charges	781,444	787,849	787,849	787,849		
39300	Transfer from Landscape	966,712	750,043	750,043	760,350	35,000	35,000
<b>TOTAL REVENUES</b>		<b>\$ 1,760,550</b>	<b>\$ 1,548,926</b>	<b>\$ 1,550,218</b>	<b>\$ 1,558,019</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>
42100	Utilities	\$ 326,816	\$ 509,600	\$ 378,000	\$ 398,900	\$ 84,000	\$ 84,000
44450	Landscape Maintenance Contract	1,024,801	1,167,100	1,167,100	1,131,800		
44490	Other Contract Services	141,392	198,900	201,000	126,000		
46100	Reimb to General Fund	96,440	108,990	108,897	96,934	88,000	88,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,589,449</b>	<b>\$ 1,984,590</b>	<b>\$ 1,854,997</b>	<b>\$ 1,753,634</b>	<b>\$ 172,000</b>	<b>\$ 172,000</b>
<b>ENDING BALANCE</b>		<b>\$ 1,384,829</b>	<b>\$ 949,165</b>	<b>\$ 1,080,050</b>	<b>\$ 884,435</b>	<b>\$ 753,435</b>	<b>\$ 622,435</b>

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**CITY OF SIMI VALLEY**

# STREETS AND ROADS FUND

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**FUND 600: STREETS AND ROADS FUND**

The Streets and Roads Program provides transportation infrastructure improvements throughout the City. City revenue sources for the Streets and Roads Program include contributions from the General Fund, Permit Allocation Air Quality Fees, Traffic Impact Fees, New Dwelling Fees, CDA Bond Proceeds, 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 2017-18 includes:

Annual Major Street Rehabilitation Program

The proposed FY 2017-18 project may include various segments of First Street, Cochran Street, Erringer Road, Fitzgerald Road, Alamo Street, Madera Road, Tapo Canyon Road, Los Angeles Avenue, Stearns Street, Tapo Street, and Easy Street.

Annual Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. For FY 2017-18, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's Pavement Management System.

Highway Safety Improvement Program (HSIP)

This program includes highway safety projects for various highway improvements. Currently there is an ongoing project to inventory and upgrade traffic signs to comply with the Manual of Uniform Traffic Control Devices requirements.

Landscape Beautification

This project includes the planting and maintaining of a grove of aromatic trees on the east side of the landfill property near the Big Sky residential development.

Las Lajas Creek Bridge

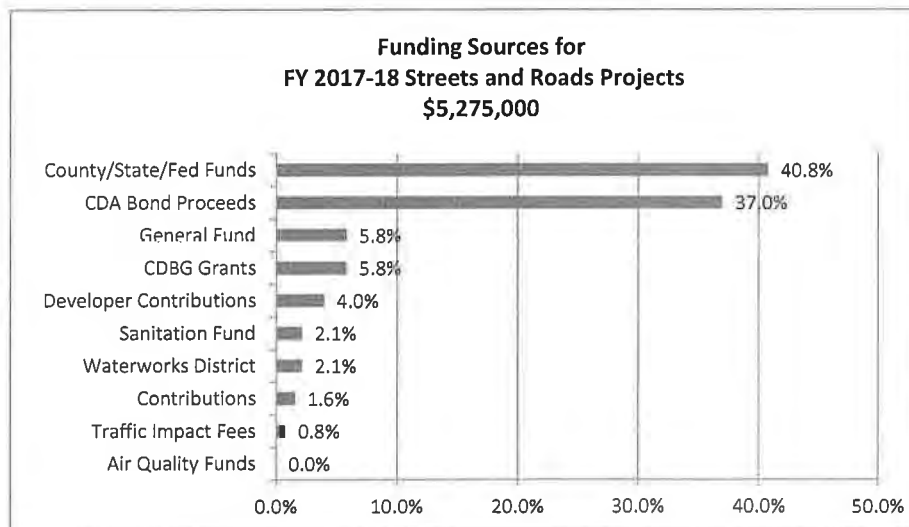
This project includes the widening of the Las Lajas Creek Bridge on Cochran Street, 0.4 miles east of Tapo Street. The bridge is being widened by 14 feet on the north side and 11 feet on the south side.

Los Angeles Avenue Widening (Church St - Tapo Canyon Drain)

This project includes widening the north side of Los Angeles Avenue by six feet from approximately Church Street to the Tapo Canyon Drain.

West Los Angeles Avenue, Public Service Center to the 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.



Object	Revenue Source	FY17 Budget	FY17 Est. Actual	FY18 Budget	FY19 Projected	FY20 Projected
39100	General Fund	\$ 500,000	\$ 500,000	\$ 300,000	\$ 3,290,000	\$ 3,195,000
	Bond Proceeds	1,320,000	-	1,900,000	-	-
38401	Air Quality Fees	225,000	225,000	-	-	-
36001/ 36002/ 36407	County/State/Federal Funding	504,000	504,000	2,095,000	-	1,505,000
38050	Contributions	80,000	80,000	80,000	80,000	80,000
39262	Development Agreement Fund	-	-	200,000	-	-
39233	Bicycle Lanes Fund	25,000	25,000	-	60,000	60,000
39263	Traffic Impact Fees	220,000	220,000	40,000	-	-
45700	Sanitation Fund	120,000	120,000	180,000	160,000	160,000
45761	Waterworks District	120,000	120,000	180,000	160,000	160,000
45290	Community Development Block Grants	300,000	300,000	300,000	300,000	300,000
<b>TOTAL REVENUES</b>		<b>\$ 3,414,000</b>	<b>\$ 2,094,000</b>	<b>\$ 5,275,000</b>	<b>\$ 4,050,000</b>	<b>\$ 5,460,000</b>

**STREETS AND ROADS REVENUE SOURCE DETAIL**

REVENUE SOURCE	ANNUAL MAJOR STREETS	ANNUAL MINOR STREETS	HIGHWAY SAFETY IMPROVEMENT	LANDSCAPE BEAUTIFICATION	TOTAL
GENERAL FUND		\$ 50,000	\$ 50,000		\$ 100,000
DEVELOPER AGREEMENTS		200,000			200,000
AIR QUALITY FEES					-
COUNTY/STATE/FEDERAL FUNDING	2,095,000				2,095,000
SANITATION FUND	120,000	60,000			180,000
WATERWORKS FUND	120,000	60,000			180,000
CDBG		300,000			300,000
CONTRIBUTIONS				80,000	80,000
TRAFFIC IMPACT FEES					-
BOND PROCEEDS	1,900,000				1,900,000
<b>PROJECT BUDGET</b>	<b>\$ 4,235,000</b>	<b>\$ 670,000</b>	<b>\$ 50,000</b>	<b>\$ 80,000</b>	<b>\$ 5,035,000</b>

REVENUE SOURCE	LAS LLAJAS CREEK BRIDGE WIDENING	LA AVE. WIDENING CHURCH-TAPO CYN	WEST LA AVE. WIDENING PSC-CITY LIMIT	TOTAL
GENERAL FUND	\$ 145,000		\$ 55,000	\$ 200,000
DEVELOPER AGREEMENTS				-
AIR QUALITY FEES				-
COUNTY/STATE/FEDERAL FUNDING				-
SANITATION FUND				-
WATERWORKS FUND				-
CDBG				-
CONTRIBUTIONS				-
TRAFFIC IMPACT FEES		40,000		40,000
BOND PROCEEDS				-
<b>PROJECT BUDGET</b>	<b>\$ 145,000</b>	<b>\$ 40,000</b>	<b>\$ 55,000</b>	<b>\$ 240,000</b>

REVENUE SOURCE	GRAND TOTALS
GENERAL FUND	\$ 300,000
DEVELOPER AGREEMENTS	200,000
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUNDING	2,095,000
SANITATION FUND	180,000
WATERWORKS FUND	180,000
CDBG	300,000
CONTRIBUTIONS	80,000
TRAFFIC IMPACT FEES	40,000
BOND PROCEEDS	1,900,000
<b>TOTAL FY18 FUNDING</b>	<b>\$ 5,275,000</b>



**STREETS AND ROADS PROGRAM EXPENDITURE PLAN**

Project	Total Project Budget	FY17 Budget	FY17 Est. Actual	FY18 Budget	FY19 Projected	FY20 Projected
Annual Major Streets Program (all years)	\$ -	\$ 860,000	\$ 2,680,300	\$ 4,235,000	\$ 1,200,000	\$ 1,200,000
Annual Minor Streets Program (all years)	-	1,500,000	1,500,000	670,000	1,650,000	1,650,000
Alamo Street Widening (north side of Gage Ave.)	398,500	-	354,400	-	-	-
Arroyo Simi Greenway Bike Trail (Phase 3)	1,694,000	200,000	1,615,200	-	-	-
Barnard Street Bridge Rehabilitation	-	-	-	-	330,000	-
Bicycle and Pedestrian Facilities (all years)	-	50,000	278,000	-	120,000	120,000
Dewatering Wells Rehabilitation	-	-	115,700	-	120,000	120,000
Highway Safety Improvement Program (all years)	-	-	-	50,000	50,000	50,000
Landscape Beautification Project	-	80,000	386,400	80,000	80,000	80,000
Las Lajas Creek Bridge Widening	1,300,300	40,000	1,136,200	145,000	-	-
Los Angeles Avenue Bridge	11,210,000	-	-	-	-	1,700,000
Los Angeles Ave. Wdg (Church - Tapo Cyn Drain)	260,000	220,000	220,000	40,000	-	-
Madera Road Bridge Rehab (South of Highway 118)	420,000	-	-	-	420,000	-
Madera Road Widening (Country Club Drive)	945,300	-	1,300	-	-	-
Storm Drain Master Plan	610,200	-	242,500	-	-	-
Storm Drain Improvements	-	-	-	-	200,000	200,000
Tapo Street Road/Drainage Improvements	300,000	-	-	-	300,000	-
Traffic Signal Synchronization	-	-	78,300	-	150,000	150,000
Traffic Signal Upgrades (all years)	-	-	149,400	-	180,000	190,000
West Los Angeles Widening (PSC-City Limits)	3,912,300	464,000	3,622,900	55,000	-	-
<b>TOTAL</b>	<b>\$ 21,050,600</b>	<b>\$ 3,414,000</b>	<b>\$ 12,380,600</b>	<b>\$ 5,275,000</b>	<b>\$ 4,800,000</b>	<b>\$ 5,460,000</b>

# CAPITAL FUNDS

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**FUND 648: COMPUTER EQUIPMENT REPLACEMENT FUND**

As a result of the City's Strategic Plan, the Computer Equipment Replacement Fund was established to ensure that resources would be available for replacement of outdated computer systems. Annual contributions to the fund are made based on a formula that takes into consideration the estimated useful life and replacement cost of devices required for a stable and secure network.

<b>STARTING BALANCE</b>		<b>\$ 225,909</b>	<b>\$ 501,812</b>	<b>\$ 501,812</b>	<b>\$ 644,812</b>	<b>\$ 385</b>	<b>\$ 8,985</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	2,136	2,000	2,000	2,000	2,000	2,000
39100	Transfer from General Fund	459,000	267,200	267,200	227,100	227,100	227,100
39214	Transfer from PEG Fees	14,200	14,200	14,200	12,100	12,100	12,100
39262	Transfer fr Development Agrmts	272,400	272,400	272,400	231,500	231,500	231,500
39700	Transfer from Sanitation	76,700	61,400	61,400	52,200	52,200	52,200
39761	Transfer from Waterworks.	99,200	79,400	79,400	67,500	67,500	67,500
39803	Transfer fr General Liability	4,400	3,500	3,500	3,000	3,000	3,000
39805	Transfer from Workers Comp	4,700	3,800	3,800	3,200	3,200	3,200
<b>TOTAL REVENUES</b>		<b>\$ 932,736</b>	<b>\$ 703,900</b>	<b>\$ 703,900</b>	<b>\$ 598,600</b>	<b>\$ 598,600</b>	<b>\$ 598,600</b>
42200	Computer - Non Capital	294,913	425,854	200,000	263,127	250,000	250,000
42720	Travel, Conferences, Meetings	1,622	6,000	6,000	15,000	15,000	15,000
44010	Professional/Special Services	34,808	140,000	140,000	90,000		
47028	Computer (Capital)	14,850	623,209	114,900	874,900	325,000	325,000
48800	Application Software	10,034	-	-	-		
48840	System Hardware	1,011	-	-	-		
49656	Transfer to FIS Project	299,594	100,000	100,000	-		
<b>TOTAL EXPENDITURES</b>		<b>\$ 656,833</b>	<b>\$ 1,295,063</b>	<b>\$ 560,900</b>	<b>\$ 1,243,027</b>	<b>\$ 590,000</b>	<b>\$ 590,000</b>
<b>ENDING BALANCE</b>		<b>\$ 501,812</b>	<b>\$ (89,351)</b>	<b>\$ 644,812</b>	<b>\$ 385</b>	<b>\$ 8,985</b>	<b>\$ 17,585</b>

**FUND 649: GIS CAPITAL FUND**

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. The system includes a component for issuing and tracking community development activities. Various enhancement and optimization projects are currently underway to improve functionality and increase user knowledge of the system. In order to make accounting more efficient, this fund has been consolidated with the Information Systems Capital Fund 656. The GIS Fund 649 will no longer be used as of FY 2016-17.

<b>STARTING BALANCE</b>		<b>\$ 1,684,143</b>	<b>\$ 1,686,700</b>	<b>\$ 1,686,700</b>	<b>\$ 388,250</b>	<b>\$ 50</b>	<b>\$ 50</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ 11,667	\$ -	\$ -	\$ -		
39100	Transfer from General Fund	-	-	-	-		
39240	Transfer from Green Projects	-	-	-	-		
39262	Transfer fr Development Agrmts	-	-	-	-		
39600	Transfer from Capital Proj Fnd	-	-	-	-		
39700	Transfer from Sanitation	-	-	-	-		
39761	Transfer from Waterworks.	-	-	-	-		
<b>TOTAL REVENUES</b>		<b>\$ 11,667</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
42730	Training	\$ -	\$ -	\$ -	\$ -		
44010	Professional/Special Services	9,110	-	-	-		
47028	Computer (Capital)	-	-	-	-		
48800	Application Software	-	-	10,350	-		
48840	System Hardware	-	-	-	-		
49656	Transfer to FIS Project	-	1,288,100	1,288,100	388,200		
<b>TOTAL EXPENDITURES</b>		<b>\$ 9,110</b>	<b>\$ 1,288,100</b>	<b>\$ 1,298,450</b>	<b>\$ 388,200</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 1,686,700</b>	<b>\$ 398,600</b>	<b>\$ 388,250</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>

**FUND 651: VEHICLE REPLACEMENT FUND**

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.

<b>STARTING BALANCE</b>		<b>\$ 2,025,225</b>	<b>\$ 2,001,122</b>	<b>\$ 2,001,122</b>	<b>\$ 1,141,122</b>	<b>\$ 1,302,922</b>	<b>\$ 1,069,922</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38401	Developer Contributions	-	60,000	60,000	-	-	-
39100	Transfer from General Fund	-	-	-	5,000	12,000	15,000
39100	Transfer from General Fund	8,900	-	-	5,700	12,000	15,000
39100	Transfer from General Fund	145,200	-	-	137,000	145,000	160,000
39100	Transfer from General Fund	302,600	-	-	351,100	378,000	378,000
<b>TOTAL REVENUES</b>		<b>\$ 456,700</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 498,800</b>	<b>\$ 547,000</b>	<b>\$ 568,000</b>
46100	Reimb to General Fund	\$ 25,800	\$ 60,000	\$ 60,000	\$ -	-	-
47030	Vehicles - AS	-	30,000	30,000	-	-	-
47030	Vehicles - CS	-	85,000	85,000	-	-	-
47030	Vehicles - ES	-	32,000	32,000	-	75,000	75,000
47030	Vehicles - PW	61,418	345,000	345,000	-	325,000	325,000
47030	Vehicles - PD	393,585	368,000	368,000	337,000	380,000	425,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 480,803</b>	<b>\$ 920,000</b>	<b>\$ 920,000</b>	<b>\$ 337,000</b>	<b>\$ 780,000</b>	<b>\$ 825,000</b>
<b>ENDING BALANCE</b>		<b>\$ 2,001,122</b>	<b>\$ 1,141,122</b>	<b>\$ 1,141,122</b>	<b>\$ 1,302,922</b>	<b>\$ 1,069,922</b>	<b>\$ 812,922</b>

**FUND 655: BUILDING IMPROVEMENT FUND**

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 2017-18 for a new Citywide security system, improvements at City Hall, the Senior and Cultural Arts Centers, and improvements to the government channel broadcasting system.

		\$ 598,985	\$ 475,185	\$ 475,185	\$ 1,049,009	\$ 9	\$ 350,000
Object	Description	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	FY19 Projection	FY20 Projection
34001	Interest on Investments	1,200	1,200	1,200	1,200	1,200	1,200
35410	Other Governments	-	-	1,720	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-
39250	Transfer from Library	-	-	-	658,000	100,000	100,000
39262	Transfer from Development Agrmts	1,088,700	1,088,700	1,088,700	702,800	250,000	250,000
39700	Transfer from Sanitation	-	-	-	67,000	-	-
39750	Transfer from Transit	-	-	-	80,000	-	-
<b>TOTAL REVENUES</b>		<b>\$ 1,089,900</b>	<b>\$ 1,089,900</b>	<b>\$ 1,091,620</b>	<b>\$ 1,509,000</b>	<b>\$ 351,200</b>	<b>\$ 351,200</b>
44010	Professional/Special Services	-	-	493,300	120,000	-	-
44410	Maintenance Building/Grounds	-	-	-	-	-	-
44490	Other Contract Services	-	-	1,496	525,000	-	-
47020	Furnishings & Equip (Capital)	1,088,700	1,088,700	-	900,000	200,000	200,000
47021	Furn & Equip - SAP Settlement	-	-	-	-	-	-
47040	Building Improvements	-	11,000	23,000	90,000	150,000	150,000
48010	Engineering / Incidentals	-	-	-	-	-	-
48220	Design/Architectural	-	-	-	-	-	-
48410	Construction Management	-	-	-	-	-	-
48440	Other Project Costs	-	-	-	-	-	-
48500	Maintenance Contracts	-	-	-	-	-	-
48600	Const Contracts	-	-	-	923,000	-	-
48990	Contingency	125,000	125,000	-	-	-	-
49100	Transfer to General Fund	-	125,000	-	-	-	-
49500	Transfer to Debt Service Funds	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,213,700</b>	<b>\$ 1,349,700</b>	<b>\$ 517,796</b>	<b>\$ 2,558,000</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>
<b>ENDING BALANCE</b>		<b>\$ 475,185</b>	<b>\$ 215,385</b>	<b>\$ 1,049,009</b>	<b>\$ 9</b>	<b>\$ 1,209</b>	<b>\$ 351,200</b>

**FUND 656: INFORMATION SYSTEM REPLACEMENT FUND**

The City is in the progress of implementing Tyler Munis for its Financial Information System (FIS). The City has completed the first of three phases of the FIS system upgrade. This phase included modules for budgetary control, general ledger, accounts payable, general billing, purchasing, asset management and parking citations. The second phase is scheduled for completion in FY 17-18 and includes personnel administration, timekeeping, payroll, applicant tracking, organizational management, and employee self-service. The final phase is scheduled to start in FY 17-18 and will include utility billing and online payments.

The City is currently in the process of implementing Tyler EnerGov for planning, permitting and inspection systems. This system will manage and track all new development activities, home owner/business permitting, business tax, code enforcement cases and provide a portal for Citizens to check on status and communicate with City Staff more effectively. This system will be in production in FY 17-18.

<b>STARTING BALANCE</b>		<b>\$ 1,474,384</b>	<b>\$ 1,116,801</b>	<b>\$ 1,116,801</b>	<b>\$ 224,653</b>	<b>\$ 3,553</b>	<b>\$ 32,353</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ 9,558	\$ 1,000	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000
39100	Transfer from General Fund	-	198,500	198,500	-	198,500	198,500
39262	Transfer fr Development Agrmts	348,700	517,000	517,000	600,000	-	-
39600	Transfer from Capital Proj Fnd	299,594	-	-	-	-	-
39648	Transfer from Computer Replac	-	100,000	100,000	100,000	-	-
39649	Trans fr GIS/Permits	-	1,288,100	1,288,100	388,200	-	-
39700	Transfer from Sanitation	31,700	53,800	53,800	53,800	53,800	53,800
39750	Transfer from Transit	4,000	36,200	36,200	36,200	36,200	36,200
39761	Transfer from Waterworks.	38,000	55,300	55,300	55,300	55,300	55,300
<b>TOTAL REVENUES</b>		<b>\$ 731,552</b>	<b>\$ 2,249,900</b>	<b>\$ 2,249,900</b>	<b>\$ 1,238,500</b>	<b>\$ 348,800</b>	<b>\$ 348,800</b>
41010	Regular Salaries	\$ 2,228	\$ -	\$ -	\$ 83,200	\$ -	\$ -
41040	Overtime	-	-	-	-	-	-
41050	Outside Assistance	-	150,000	150,000	-	-	-
41210	Deferred Comp - 457	36	-	-	-	-	-
41300	Vision Care	2	-	-	-	-	-
41400	Group Insurance/Health	13	-	-	-	-	-
41415	Flex Benefits	281	-	-	-	-	-
41450	Life Insurance	1	-	-	-	-	-
41500	Group Insurance/Dental	7	-	-	-	-	-
41600	Retirement (PERS)	62	-	-	-	-	-
41650	Medicare Tax	5	-	-	-	-	-
41800	Leave Accrual	1,027	-	-	-	-	-
41801	Leave Accrual - Contra Account	(1,027)	-	-	-	-	-
42200	Computer - Non Capital	-	-	-	-	-	-
42720	Travel, Conferences, Meetings	-	-	-	-	-	-
42730	Training	-	30,000	30,000	15,000	20,000	20,000
42790	Mileage	-	-	-	-	-	-
44010	Professional/Special Services	150,044	2,131,735	2,131,735	245,000	150,000	150,000
44490	Other Contract Services	-	-	-	-	-	-
47028	Computer (Capital)	-	-	-	-	-	-
48800	Application Software	784,038	212,200	212,200	845,000	100,000	100,000
48810	Data Conversion	-	165,000	165,000	40,000	-	-
48820	Training & Implementation	54,167	252,113	252,113	-	-	-
48830	Data Comm/Site Preparation	-	-	-	-	-	-
48840	System Hardware	98,252	60,000	60,000	70,000	50,000	50,000
48990	Contingency	-	141,000	141,000	161,400	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,089,135</b>	<b>\$ 3,142,048</b>	<b>\$ 3,142,048</b>	<b>\$ 1,459,600</b>	<b>\$ 320,000</b>	<b>\$ 320,000</b>
<b>ENDING BALANCE</b>		<b>\$ 1,116,801</b>	<b>\$ 224,653</b>	<b>\$ 224,653</b>	<b>\$ 3,553</b>	<b>\$ 32,353</b>	<b>\$ 61,153</b>

**FUND 660: POLICE DEPARTMENT CAPITAL PROJECTS**

Fund 660 has been established to provide funding for the Police Department's capital projects, which currently contains funds for the design and construction of a Police Department training facility.

<b>STARTING BALANCE</b>		<b>\$ 130,083</b>	<b>\$ 59,445</b>	<b>\$ 59,445</b>	<b>\$ 544,620</b>	<b>\$ 20</b>	<b>\$ 75,120</b>
<b>Object</b>	<b>Description</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Budget</b>	<b>FY19 Projection</b>	<b>FY20 Projection</b>
34001	Interest on Investments	\$ 686	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
38050	Contributions/donations	75,000	75,000	75,000	75,000	75,000	75,000
38401	Developer Contributions	-	-	-	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-
39262	Transfer fr Development Agrmts	-	1,841,900	1,841,900	-	-	-
39280	Transfer from Forfeited Assets	-	1,000,000	1,000,000	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 75,686</b>	<b>\$ 2,917,000</b>	<b>\$ 2,917,000</b>	<b>\$ 75,100</b>	<b>\$ 75,100</b>	<b>\$ 75,100</b>
44010	Professional/Special Services	\$ 138,888	\$ 217,575	\$ 217,575	\$ 10,000	-	-
47020	Furnishings & Equip (Capital)	-	750,000	750,000	160,000	-	-
48010	Engineering / Incidentals	7,435	20,000	20,000	2,000	-	-
48050	Preliminary Engineering	-	-	-	-	-	-
48500	Maintenance Contracts	-	1,701,500	1,444,250	-	-	-
48600	Construction Contracts	-	-	-	318,600	-	-
48990	Contingency	-	-	-	129,100	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 146,323</b>	<b>\$ 2,689,075</b>	<b>\$ 2,431,825</b>	<b>\$ 619,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 59,445</b>	<b>\$ 287,370</b>	<b>\$ 544,620</b>	<b>\$ 20</b>	<b>\$ 75,120</b>	<b>\$ 150,220</b>



**FUND 665: CITY TELEPHONES CAPITAL PROJECT**

The City's Nortel telephone system was installed in 1995 and is currently operating on the latest and final software release. The City's present telephone system will no longer be supported after June 1, 2018, and the voice mail system will no longer be supported after June 30, 2016. Systems installed new nowadays have many additional features and utilize a newer architecture of Voice over Internet Protocol (VoIP). During FY 16-17, work was initiated on cable installation to support a VoIP system. In FY 17-18, new telephone equipment will be acquired and installed. The VoIP system architecture provides for enhanced reliability, improved back-up capabilities, mobile communication features, web-based user interface, enhanced in-house support, unified network resources, and is less costly to support. The City's current system is comprised of four networked telephone switches, back-up power at each of the four sites, approximately 600 telephones City-wide, a centralized voice mail system, call accounting, and call management software. Outside maintenance services are required from a licensed and authorized vendor to support the system.

		FY16	FY17 Revised	FY17	FY18	FY19	FY20
		Actual	Budget	Est. Actual	Budget	Projection	Projection
<b>STARTING BALANCE</b>		\$ -	\$ -	\$ -	\$ 1,844,400	\$ -	\$ -
<b>Object</b>	<b>Description</b>						
38720	Proceeds from Capital Leases	\$ -	\$ 1,600,000	\$ 1,600,000	\$ -		
39262	Transfer fr Development Agrmts	-	300,000	300,000	-		
39700	Transfer from Sanitation	-	34,000	34,000	-		
39750	Transfer from Transit	-	33,000	33,000	-		
39761	Transfer from Waterworks.	-	33,000	33,000	-		
<b>TOTAL REVENUES</b>		\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
44010	Professional/Special Services	\$ -	\$ 650,000	\$ 13,000	\$ 637,000		
44490	Other Contract Services	-	-	10,000	-		
47029	Computer - SAP Settlement	-	-	-	-		
48820	Training & Implementation	-	100,000	-	100,000		
48840	System Hardware	-	1,250,000	132,600	1,107,400		
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 2,000,000	\$ 155,600	\$ 1,844,400	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ -	\$ -	\$ 1,844,400	\$ -	\$ -	\$ -

**FUND 666: SOLAR AND ENERGY PROJECTS**

On March 14, 2016, the City Council approved an agreement with OpTerra Energy Services (OpTerra) for the design and construction of solar power systems and other improvements to City facilities. In particular, the agreement with OpTerra will result in the following:

- Installation of solar panels on the City Hall and Police Facility buildings
- Installation of solar panels at the parking lot west of the Police Facility building
- Installation of solar panels at the parking lot west of the Simi Valley Senior Center
- Installation of solar panels at the parking lot north of the Simi Valley Public Library
- Installation of solar panels at the Simi Valley Water Quality Control Plant
- Reroofing of the Simi Valley City Hall building
- Resurfacing of the parking lot north of the Simi Valley Public Library
- Installation of an electric car charger at the Simi Valley Senior Center and the Police Facility parking lots.

The solar power systems are projected to produce 2.226 kW of electrical power.

The City was successful in securing New Clean renewal Energy Bonds (CREBs) for the solar portion of the project. The financed interest rate is 3.52% for the solar power systems portion however with the annual Federal credit through the CREBs program, the net effective interest rate the City will pay is 0.52%. The non-CREBs portion received an interest rate of 2.59%.

The Project's completion is expected during FY16-17 with final closeout portions of the work occurring in FY2017-18.

STARTING BALANCE		\$	-	\$ (55,000)	\$ (55,000)	\$ 1,641,000	\$	-	\$
Object	Description	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Budget	FY19 Projection	FY20 Projection		
34001	Interest on Investments	\$ -	\$ -	\$ -	\$ -				
39500	Transfer from Debt Service	-	9,785,546	9,785,546	-				
<b>TOTAL REVENUES</b>		\$ -	\$ 9,785,546	\$ 9,785,546	\$ -	\$ -	\$ -		
44010	Professional/Special Services	\$ 55,000	\$ -	\$ -	\$ 1,500,000				
44490	Other Contract Services	-	9,782,546	8,089,546	141,000				
<b>TOTAL EXPENDITURES</b>		\$ 55,000	\$ 9,782,546	\$ 8,089,546	\$ 1,641,000	\$ -	\$ -		
<b>ENDING BALANCE</b>		\$ (55,000)	\$ (52,000)	\$ 1,641,000	\$ -	\$ -	\$ -		

# TRANSIT FUND

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## SIMI VALLEY TRANSIT FUND 750

### 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 Act/Dial-A-Ride (ADA/DAR) 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.

Beginning in FY 2014-15 and per new legislation, Local Transportation Funds received by the State via the Ventura County Transportation Commission are allocated to Transit. In the past, the City has used these funds for Streets and Roads projects and staffing. This funding will offset the General Fund subsidy formerly paid into Transit operations and the General Fund monies will now be allocated to Streets and Roads.

#### REVENUES LESS EXPENDITURES

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Total Revenues	\$ 8,630,221	\$ 10,641,618	\$ 7,130,400	\$ 10,409,000
Total Expenditures	\$ 8,456,007	\$ 12,410,975	\$ 7,130,400	\$ 10,409,000
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 174,214</b>	<b>\$ (1,769,357)</b>	<b>\$ -</b>	<b>\$ -</b>

#### EXPENDITURES BY DIVISION

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Administration	\$ 2,366,527	\$ 1,202,400	\$ 1,145,100	\$ 1,016,900
Fixed-Route Maintenance	208,365	219,800	175,200	189,400
Fixed-Route Operations	1,673,670	1,877,500	1,873,600	1,896,700
ADA/DAR Maintenance	69,941	69,400	41,700	66,200
ADA/DAR Operations	1,776,378	2,137,800	1,991,200	2,835,100
Operating Transfers	53,600	1,903,600	1,903,600	1,889,300
Transit Projects	2,307,527	5,000,475	-	2,515,400
<b>TOTAL</b>	<b>\$ 8,456,007</b>	<b>\$ 12,410,975</b>	<b>\$ 7,130,400</b>	<b>\$ 10,409,000</b>

## TOTAL TRANSIT REVENUES

Revenue Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
34001 Interest on Investments	\$ 10,128	\$ -	\$ -	\$ -	0.0%
34102 Advertising	28,500	82,000	57,000	57,000	-30.5%
34399 Reclassification	(1,422,970)	-	-	-	0.0%
36002 State Assistance	2,800,000	1,250,000	-	300,000	-76.0%
36201 FTA Operating	2,542,260	2,218,900	2,542,200	2,439,900	10.0%
36203 FTA Capital	289,390	519,900	-	328,000	-100.0%
37211 Route A-1 Fares	50,205	53,200	50,000	102,000	91.7%
37212 Route B-1 Fares	44,966	49,200	46,000	96,000	95.1%
37213 Route C Fares	47,255	50,800	46,000	46,000	-9.4%
37214 Route D Fares	13,789	15,900	13,000	13,000	-18.2%
37215 Bus Fare Passes	77,524	76,000	64,000	64,000	-15.8%
37216 DAR Van Fares	85,762	70,300	76,000	76,000	8.1%
37217 DAR Van County Reimb.	10,650	10,200	11,000	11,000	7.8%
37219 Route A-2 Fares	47,934	51,700	52,000	-	-100.0%
37220 Route B-2 Fares	48,272	52,800	50,000	-	-100.0%
37299 Other Community	4,447	1,500	8,000	1,500	0.0%
38001 Sale of Surplus	12,846	-	-	-	0.0%
38003 Miscellaneous	222,068	58,500	58,500	58,500	0.0%
38004 Damage Recovery	10,000	-	-	-	0.0%
39231 Transfer fr Prop	78,779	-	-	-	0.0%
39238 Transfer from LTF	3,628,416	6,080,718	4,056,700	6,816,100	-14.4%
<b>TOTAL</b>	<b>\$ 8,630,221</b>	<b>\$ 10,641,618</b>	<b>\$ 7,130,400</b>	<b>\$ 10,409,000</b>	<b>-2.2%</b>

**TOTAL TRANSIT EXPENDITURES**

Expenditure Type	FY17		FY18		% Budget Change
	FY16 Actual	FY17 Revised Budget	Estimated Actual	Proposed Budget	
41010 Regular Salaries	\$ 1,918,246	\$ 2,645,800	\$ 2,279,500	\$ 2,771,600	4.75%
41040 Overtime	113,585	36,900	167,300	100,100	171.3%
41200 Deferred Comp - 401k	3,410	6,900	7,400	8,200	18.8%
41210 Deferred Comp - 457	10,553	15,300	15,900	31,900	108.5%
41300 Vision Care	8,332	9,700	9,500	11,000	13.4%
41350 Disability	3,305	7,000	7,000	5,300	-24.3%
41400 Group Insurance/Health	46,033	71,800	52,700	76,800	7.0%
41415 Flex Benefits	441,248	516,500	514,800	643,300	24.5%
41420 CalPERS Health A	2,031	2,900	700	2,900	0.0%
41450 Life Insurance	5,628	6,500	9,200	6,800	4.6%
41500 Group Insurance/	31,033	37,600	36,000	42,700	13.6%
41550 Section 125 Admin	-	-	200	100	100.0%
41600 Retirement (PERS)	184,666	539,000	473,000	661,400	22.7%
41620 Retirement (HRA)	2,018	12,900	12,900	6,700	-48.1%
41650 Medicare Tax	31,174	46,200	35,500	49,700	7.6%
41700 Workers' Compensation	277,000	268,400	268,400	326,500	21.6%
41800 Leave Accrual	54,285	76,800	105,200	79,600	3.6%
41950 Benefits Savings	-	-	-	(150,000)	100.0%
42100 Utilities	30,629	36,000	29,100	32,000	-11.1%
42150 Communications	31,104	45,600	47,300	31,300	-31.4%
42200 Computer - Non Capital	1,568	7,500	-	5,000	-33.3%
42230 Office Supplies	3,162	2,500	4,500	3,500	40.0%
42235 Furnishings & Equipt	2,846	2,500	-	1,000	-60.0%
42410 Uniform/Clothing	16,550	11,400	16,400	17,900	57.0%
42440 Memberships and Dues	12,076	13,200	20,900	13,800	4.5%
42450 Subscriptions and	704	1,000	700	700	-30.0%
42460 Advertising	2,995	2,500	5,600	7,000	180.0%
42500 Fuel and Lubricants	136,009	147,000	155,100	159,200	8.3%
42510 Tires	31,984	47,000	42,500	44,000	-6.4%
42550 Small Tools/Equipt	14,122	10,500	10,100	10,500	0.0%
42560 Operating Supplies	78,185	111,200	86,900	101,000	-9.2%
42561 Inventory Adjustment	76,757	-	-	-	0.0%
42720 Travel	2,886	8,900	200	11,000	23.6%
42730 Training	12,546	4,000	-	2,000	-50.0%
42790 Mileage	857	2,200	1,500	1,400	-36.4%
44010 Professional/Special Services	224,983	285,000	371,100	352,000	23.5%
44310 Maintenance of Equipt	108,150	183,000	158,000	181,600	-0.8%
44410 Maintenance Building	2,000	1,000	2,800	2,500	150.0%
44490 Other Contract Services	14,507	18,400	12,600	26,600	44.6%
44491 FIS Operations	3,600	12,600	12,600	12,600	0.0%
44590 Other Insurance	-	253,700	253,700	313,100	23.4%
46100 Reimb to General Fund	2,133,300	1,815,300	1,815,300	1,832,500	0.9%

### TOTAL TRANSIT EXPENDITURES (continued)

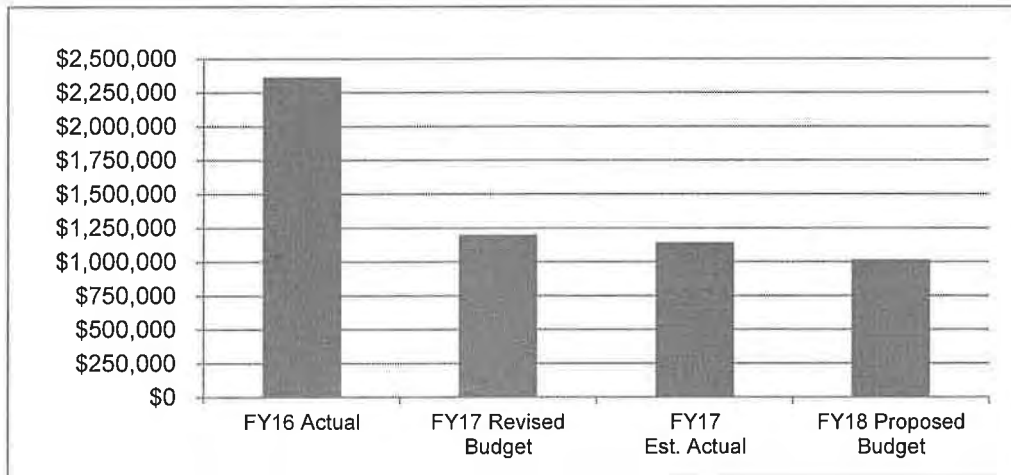
Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
47030 Vehicles	1,229,279	1,470,025	-	1,116,200	-57.50%
48600 Const Contracts	1,058,334	3,488,650	-	929,300	-67.80%
48800 Application Software	40,730	41,800	-	469,900	916.70%
49297 Transfer to Retiree Benefits	49,600	19,100	19,100	20,600	7.90%
49655 Trans to Public Facilities	-	-	-	-	0.00%
49656 Transfer to FIS	4,000	36,200	36,200	36,200	0.00%
49665 Transfer to Phone System	-	33,000	33,000	-	-100.00%
<b>TOTAL</b>	<b>\$ 8,456,007</b>	<b>\$ 12,410,975</b>	<b>\$ 7,130,400</b>	<b>\$ 10,409,000</b>	<b>-16.1%</b>

## TRANSIT ADMINISTRATION - 7502905

### OVERVIEW

Transit Administration manages and supports the City's public transportation services, which consists of a 16-hour/day, 6-day/week operation. Transit Administration is also responsible for the management of Federal, State and Local grants, including submittal, administration, financial management, compliance and reporting.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$2,366,527	\$1,202,400	\$1,145,100	\$1,016,900



### BUDGET ADJUSTMENTS



## **TRANSIT ADMINISTRATION (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

- Partnered with East County cities and the County of Ventura as a member of the East County Transit Alliance (ECTA CONNECT) to provide ADA certified and senior residents with intercity transportation services throughout Ventura County.
- Participated in community events to increase the awareness of and access to public transportation, including the Senior Health and Wellness Fair, Living Green Exposition, Earth Day, Simi Valley Street Fair, Emergency Preparedness Exposition, and Shop Local Exposition.
- Educated local leaders on the benefits of public transportation as a presenter during the Business & Government Day to the Chamber of Commerce sponsored Leadership Simi Valley program.
- Participated in regional committees including the Ventura County Transportation Commission's TRANSCOM, Citizens Transportation Advisory Committee, and various Ad Hoc committees to coordinate public transportation services throughout Ventura County.
- Successfully completed FTA Triennial Review, TDA Triennial Performance Audit, and the City's Single Audit.
- Improved upon best practices through enhanced policies and procedures and employee development.
- Created a purchasing manual to assist in effectively and efficiently conducting FTA

### **GOALS FOR FY18**

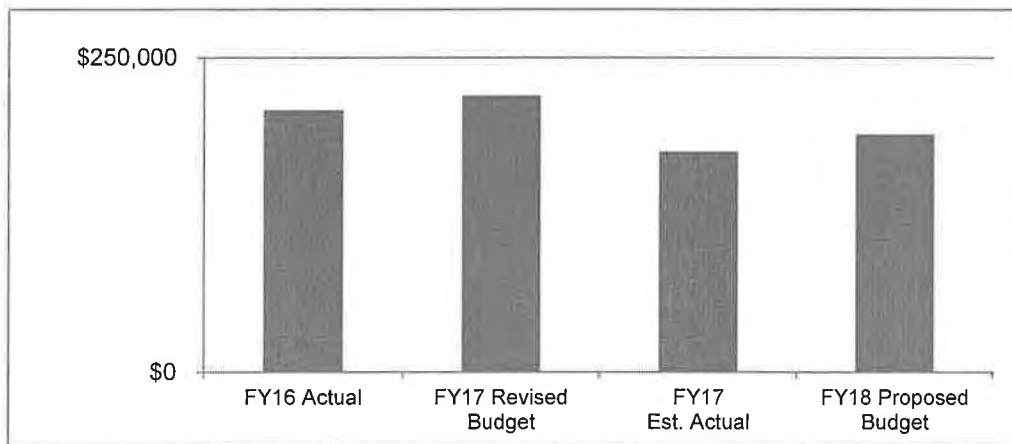
- Engage the community in the development of Simi Valley Transit's 5-year plan that will focus on existing and future transportation needs within the Simi Valley Transit service area.
- Complete the Short Range Transit Plan which will provide recommendations for service improvements, fiscal sustainability, and enhancements to transit services provided by Simi Valley Transit.
- Facilitate the upgrade of the Simi Valley Transit Compressed Natural Gas Fueling Facility.
- Implement a Transit Management System with a scheduling component to improve fixed-route and ADA/DAR passenger trips per revenue hour, revenue miles per hour, scheduling efforts and on-time performance and additional components to enhance asset management, overall service delivery, and access to public transportation.
- Assess fare structure and identify revenue opportunities to address Transportation Development Act Fare Box Recovery Ratio requirements.
- Enhance administrative, technical, and supervisory skills of staff to provide responsive management of the Transit Division and its grants.

## FIXED-ROUTE MAINTENANCE - 7502910

### OVERVIEW

Fixed-Route Maintenance provides for the preventive maintenance and repairs of Simi Valley Transit's fleet of eleven vehicles that provide fixed route service and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards. Additionally, Fixed-Route Maintenance also provides for the preventive maintenance for the supervisor and relief vehicles that support fixed-route operations.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$208,365	\$219,800	\$175,200	\$189,400



### BUDGET ADJUSTMENTS

## **FIXED-ROUTE MAINTENANCE (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Performed preventive maintenance and repairs for all fixed-route vehicles compliant with Federal Transit Administration and State of California requirements.
- Ensured the availability of fixed-route vehicles for the delivery of over 300 days of uninterrupted public transportation service within the Simi Valley Transit service area.
- Complied with all State and Local Air Pollution requirements.
- Maintained vehicles and documentation associated with successful California Highway Patrol Biennial Inspection of Terminals.

### **GOALS FOR FY18**

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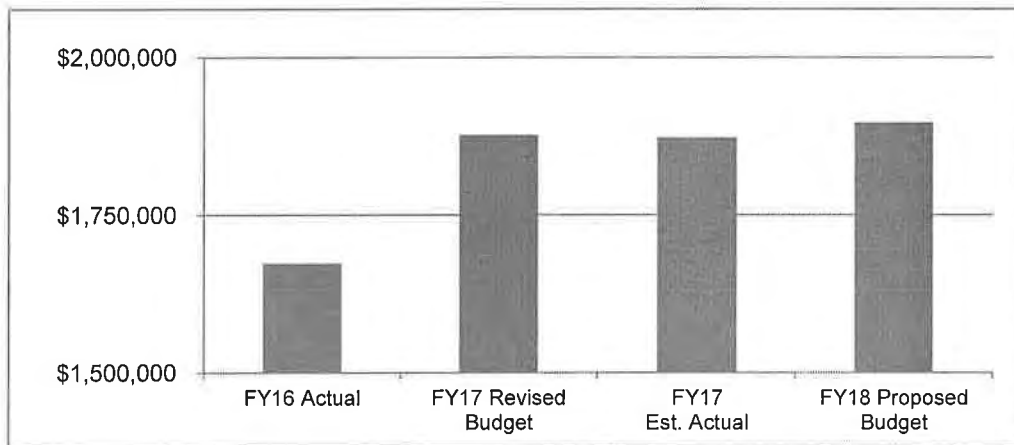
- Ensure the availability of fixed-route vehicles for the delivery of uninterrupted public transportation service within the Simi Valley Transit service area.
- Perform preventive maintenance and repairs to the fixed-route vehicles compliant with Federal Transit Administration and State of California requirements.
- Comply with all State and Local Air Pollution requirements.
- Identify fixed-route vehicle replacement schedules.
- Maintain vehicle maintenance documentation for future successful California Highway Patrol Biennial Inspection of Terminals.
- Enhance the technical knowledge and skill of maintenance staff associated with new vehicles and associated equipment.
- Enhance the data tracking and management of fleet maintenance through integrated software systems for use in maximizing the useful life, operational performance, and continued reliability of the fixed-route fleet.

## FIXED-ROUTE OPERATIONS - 7502920

### OVERVIEW

Fixed-Route Operations provides the delivery of quality fixed-route public transportation services 16-hours per day, six days per week throughout Simi Valley with connections in Chatsworth and with the East County VISTA service. In this effort, safe, customer-oriented service is emphasized as more than 300 days of uninterrupted fixed-route public transportation services is provided to the community.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,673,670	\$1,877,500	\$1,873,600	\$1,896,700



### BUDGET ADJUSTMENTS

**FIXED-ROUTE OPERATIONS (continued)****KEY ACCOMPLISHMENTS IN FY17**

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- Provided over 380,000 rides.
- Provided over 300 days of uninterrupted public transportation services.
- Maintained necessary certifications and training for assigned staff to ensure the safe, effective delivery of public transportation services.
- Enhanced the community's access to employment, shopping, health care, recreation and other life sustaining and enhancing activities.

**GOALS FOR FY18**

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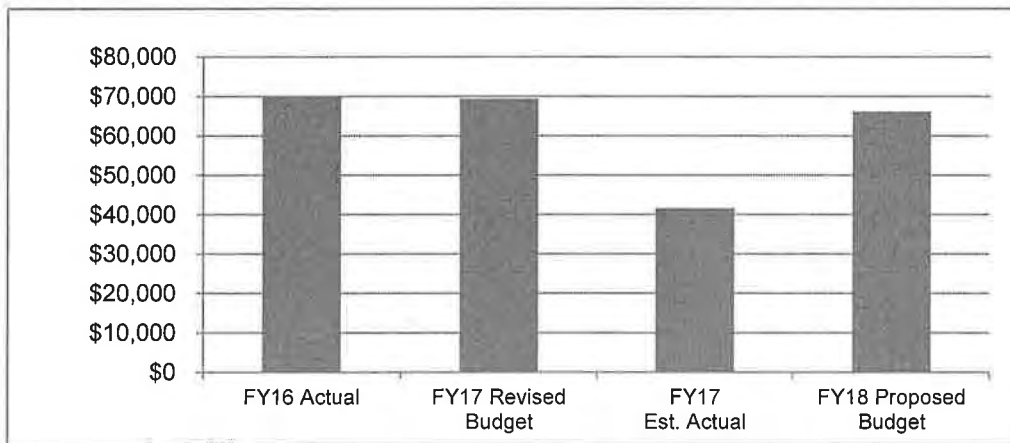
- Evaluate the configuration of fixed-route services to maximize the responsiveness to the community's public transportation needs.
- Enhance communication with the community to share the benefits of public transportation and increase ridership.
- Continue to conduct training with fixed-route staff to reinforce the importance of effective customer service skills, safety and efficient, cost-effective delivery of transportation services.
- Decrease cost per trip, thereby allowing to better meet the community's transportation needs.

**ADA/DAR MAINTENANCE - 7502930**

**OVERVIEW**

ADA/DAR Maintenance provides for the preventive maintenance and repairs to Simi Valley Transit's fleet of 12 Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) vehicles and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$69,941	\$69,400	\$41,700	\$66,200



**BUDGET ADJUSTMENTS**

## ADA/DAR MAINTENANCE (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Performed preventive maintenance and repairs to the ADA/DAR vehicles compliant with Federal Transit Administration and State of California requirements.
- Ensured the delivery of over 300 days of uninterrupted ADA/DAR services to American's with Disabilities Act certified ridership and the senior community within the Simi Valley Transit service area.
- Complied with all Americans with Disabilities Act requirements.
- Maintained full compliance with Federally-mandated ADA Paratransit vehicle requirements and successfully completed the Federal Transit Administration Triennial Review with no findings related to vehicle maintenance.
- Maintained vehicles and documentation associated with successful California Highway Patrol Biennial Inspection of Terminals.

### GOALS FOR FY18

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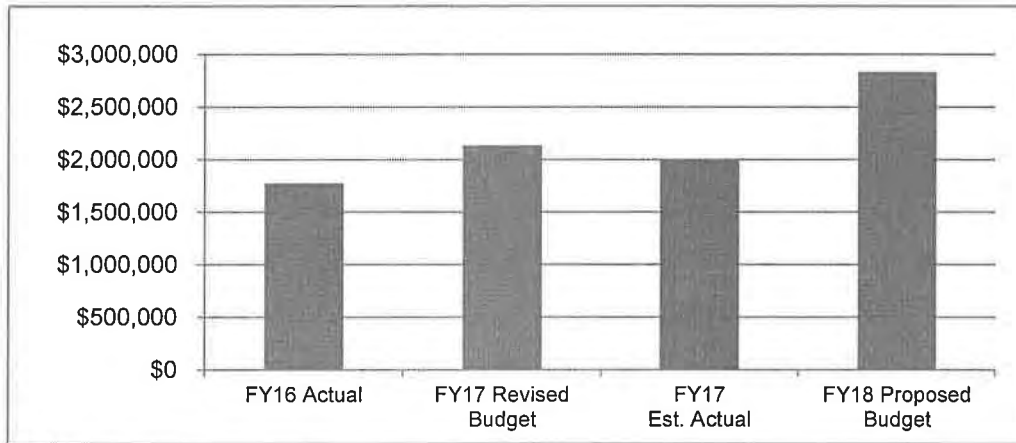
- Continue to maintain full compliance with Federally-mandated ADA Paratransit service criteria.
- Ensure the availability of ADA/DAR vehicles for the delivery of over 300 days of uninterrupted ADA/DAR Paratransit services within the Simi Valley Transit service area.
- Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with Federal Transit Administration and State of California requirements.
- Comply with all State and Local Air Pollution requirements.
- Maintain vehicle maintenance documentation for future successful California Highway Patrol Biennial Inspection of Terminals.
- Comply with all Americans with Disabilities Act requirements.
- Enhance the technical knowledge and skill of maintenance staff associated with vehicles and associated equipment.
- Enhance the data tracking and management of fleet maintenance through integrated software systems for use in maximizing the useful life, operational performance, and continued reliability of the fixed-route fleet.

## ADA/DAR OPERATIONS - 7502940

### OVERVIEW

American's with Disabilities Act Paratransit and Senior Dial-A-Ride Operations provides specialized shared ride transportation services 16-hours per day, six days per week for individuals certified under the Americans with Disabilities Act and transportation services for Seniors age 65 and above.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$1,776,378	\$2,137,800	\$1,991,200	\$2,835,100



### BUDGET ADJUSTMENTS



## ADA/DAR OPERATIONS (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Provided over 38,000 Americans with Disabilities Act Paratransit (ADA)/Dial-A-Ride (DAR) trips to the Senior and disabled community within the Simi Valley Transit service area.
- Maintained compliance with Federally-mandated ADA Paratransit service regulations.
- Maintained necessary certifications and training to ensure safe, effective ADA/DAR transportation services.
- Conducted quarterly ADA Paratransit Advisory Committee public meetings to discuss Paratransit issues affecting individuals, including service policies, service availability, accessibility, safety, and training.
- Increased the ADA/DAR fleet by one vehicle to minimize capacity constraint impacts to service levels.
- Provided over 6,500 trips to Simi Valley residents throughout Simi Valley, Thousand Oaks, Moorpark, Camarillo, and connections to western Ventura County through the

### GOALS FOR FY18

- Continue to provide Americans with Disabilities Act Paratransit/Dial-A-Ride (ADA/DAR) trips to the Senior and disabled community within the Simi Valley Transit service area.
- Conduct quarterly ADA Paratransit Committee meetings and initiate and complete a recruitment to replace ADA Advisory Committee members with expiring terms.
- Enhance scheduling through the use of a Transit Management System to increase ADA/DAR productivity passenger trips per hour.
- Conduct quarterly ADA/DAR Operator and Dispatcher meetings to increase employee awareness and sensitivity to the ridership needs of Simi Valley Transit's ADA/DAR Paratransit service.
- Engage the ADA and senior communities to identify service efficiencies and improvements.
- Enhance training for ADA/DAR staff in technical and customer service skills for improved customer service and system capacity.
- Upgrade the computer-aided dispatching software currently used for ADA/DAR scheduling activities.
- Decrease cost per trip thereby allowing to better meet community needs.
- Evaluate community needs and feasible service models to decrease cost per trip and maximize the number of trips provided.

# SANITATION FUND

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## FUND 700: SANITATION OPERATING FUND OVERVIEW

The Sanitation Fund is a distinct fund. It is the Sanitation enterprise, including the revenues derived primarily from service fees and expenses for operations and assets. The cost centers are divided into Administration, Operations, Sewerline Maintenance, and Environmental Compliance covered in the following sections. The Sanitation Division provides the direct staff that operates the systems that provide reliable and environmentally-protective wastewater collection and treatment.

The system has two distinct components: the collection system (sewerlines), and the Water Quality Control Plant (WQCP). Sanitation has a continuous operation regulated by multiple State and Federal regulatory agencies. Operations and maintenance include daily operational control, monitoring, testing, repairing, engineering, environmental compliance assurance, and timely replacement of components.

While Sanitation's foremost goal is to provide for public health through the safe conveyance, treatment, and disposal of sewage, Sanitation also produces a valuable commodity: recycled water. The recycled water produced by the WQCP meets the most stringent water recycled water standards. There is capacity for more recycled water production from the WQCP, and efforts reflected in this budget would expand the system's ability to serve more recycled water in the region.

<b>WORKING CAPITAL BALANCE</b>	<b>\$8,621,067</b>	<b>\$ 11,120,762</b>	<b>\$ 11,120,762</b>	<b>\$ 13,550,762</b>
<b>REVENUES LESS EXPENDITURES</b>				
	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Total Revenues	\$ 16,192,578	\$ 17,679,100	\$ 17,728,100	\$ 18,793,300
Total Expenditures	\$ 13,692,883	\$ 15,792,185	\$ 15,298,100	\$ 15,288,800
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 2,499,695</b>	<b>\$ 1,886,915</b>	<b>\$ 2,430,000</b>	<b>\$ 3,504,500</b>
<b>ENDING BALANCE</b>	<b>\$ 11,120,762</b>	<b>\$ 13,007,677</b>	<b>\$ 13,550,762</b>	<b>\$ 17,055,262</b>

### OPERATING EXPENDITURES BY DIVISION

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Administration	\$ 3,881,512	\$ 5,295,976	\$ 5,241,900	\$ 5,068,900
Sewer Line Maintenance	957,916	1,079,700	1,090,500	1,187,400
Plant Operations & Maintenance	6,049,156	7,089,909	6,657,600	6,650,800
Environmental Compliance	479,149	582,800	564,300	602,200
Transfers & Reimbursements	2,325,150	1,743,800	1,743,800	1,779,500
<b>TOTAL</b>	<b>\$ 13,692,883</b>	<b>\$ 15,792,185</b>	<b>\$ 15,298,100</b>	<b>\$ 15,288,800</b>

## SANITATION OPERATING FUND REVENUES

Revenue Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
34001 Interest on Inve	\$ 122,652	\$ 70,000	\$ 70,000	\$ 70,000	0.00%
34003 Change In Fair V	46,487	-	40,000	-	0.00%
34101 Rents & Leases	240	300	300	300	0.00%
37401 Engineering Fees	17,940	8,000	15,000	10,000	25.00%
37405 Inspection Servi	3,920	8,000	8,000	8,000	0.00%
37410 Services Charges	15,734,092	17,309,800	17,309,800	18,420,000	6.40%
37412 Recycled Water C	-	33,000	45,000	45,000	36.40%
37413 Penalty	20,910	30,000	25,000	25,000	-16.70%
37432 Environmental Co	219,578	220,000	200,000	200,000	-9.10%
37499 Other Public Wor	14,372	-	15,000	15,000	0.00%
38001 Sale of Surplus	5,338	-	-	-	0.00%
38003 Miscellaneous	1,625	-	-	-	0.00%
38006 Jury/Witness Fee	275	-	-	-	0.00%
38007 Rebates	5,148	-	-	-	0.00%
<b>TOTAL</b>	<b>\$ 16,192,578</b>	<b>\$ 17,679,100</b>	<b>\$ 17,728,100</b>	<b>\$ 18,793,300</b>	<b>6.3%</b>

## SANITATION OPERATING FUND EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 Regular Salaries	\$ 3,703,943	\$ 4,625,100	\$ 4,625,100	\$ 4,467,500	-3.4%
41020 Temporary Salari	18,688	10,000	10,000	-	-100.0%
41040 Overtime	350,930	307,600	307,600	277,600	-9.8%
41200 Deferred Comp -	14,200	21,900	21,900	26,500	21.0%
41210 Deferred Comp -	14,877	21,700	21,700	27,700	27.6%
41300 Vision Care	12,578	14,700	14,700	14,400	-2.0%
41350 Disability	12,822	18,800	18,800	17,000	-9.6%
41400 Group Insurance/	74,390	95,000	95,000	94,800	-0.2%
41415 Flex Benefits	717,968	913,200	913,200	940,800	3.0%
41420 CalPERS Health A	3,482	3,600	3,600	3,600	0.0%
41450 Life Insurance	8,576	9,900	9,900	10,000	1.0%
41500 Group Insurance/	49,973	59,900	59,900	59,500	-0.7%
41550 Section 125 Admi	168	200	200	300	50.0%
41600 Retirement (PERS)	430,658	965,100	965,100	1,117,900	15.8%
41650 Medicare Tax	57,185	80,600	80,600	81,100	0.6%
41660 FICA	1,048	-	-	-	0.0%
41700 Workers' Compens	398,900	399,600	399,600	454,800	13.8%
41800 Leave Accrual	132,690	99,800	99,800	115,500	15.7%
41950 Benefits Savings	-	-	-	(250,000)	100.0%
42100 Utilities	747,773	886,000	775,000	800,000	-9.7%
42110 Lift Utilities	4,528	5,300	5,300	5,300	0.0%
42150 Communications	31,217	33,400	33,400	37,400	12.0%
42200 Computer - Non Capital	2,198	-	-	51,100	100.0%
42230 Office Supplies	6,174	7,000	6,500	7,000	0.0%
42235 Furnishings & Equipt	11,538	25,000	10,000	12,000	-52.0%
42310 Rentals	12,690	20,000	3,000	8,000	-60.0%
42410 Uniform/Clothing	27,117	27,700	27,700	27,700	0.0%
42440 Memberships and Dues	19,198	21,200	18,000	20,700	-2.4%
42450 Subscriptions and Books	1,646	1,500	600	1,100	-26.7%
42530 Chemicals	308,954	420,000	375,000	378,000	-10.0%
42541 Recycled Water	13,603	9,800	9,800	9,800	0.0%
42550 Small Tools/Equipt	569	1,000	1,000	1,000	0.0%
42560 Operating Suppli	116,024	140,000	140,000	140,000	0.0%
42720 Travel	18,583	24,900	24,100	23,300	-6.4%
42730 Training	11,944	11,000	11,000	10,000	-9.1%
42790 Mileage	1,483	600	600	600	0.0%
44010 Professional/Special Services	181,420	402,169	285,000	280,100	-30.4%
44012 Outside Legal	30,265	20,000	30,000	20,000	0.0%
44310 Maintenance of Equipt	332,324	366,340	330,000	326,000	-11.0%
44410 Maintenance Building	10,627	9,500	6,000	16,000	68.4%
44490 Other Contract S	678,691	748,126	625,000	650,500	-13.0%
44491 FIS Operations	26,900	19,600	19,600	19,600	0.0%
44492 GIS Operations	28,500	34,000	34,000	20,500	-39.7%
44590 Other Insurance	-	339,900	339,900	372,700	9.6%
44840 Bad Debt Expense	261	-	-	-	0.0%
46100 Reimb to General	2,618,400	2,622,500	2,622,500	2,572,300	-1.9%
46600 Reimb to Streets	161,000	120,000	120,000	180,000	50.0%

### TOTAL SANITATION EXPENDITURES (continued)

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
47020 Furnishings & Equipt	\$ 109,505	\$ 60,550	\$ 30,000	\$ 50,000	-17.4%
48600 Construction Contracts	8,531	-	-	-	0.0%
49297 Transfer to Retiree Benefits	122,200	148,600	148,600	160,500	8.0%
49648 Transfer to CERF	76,700	61,400	61,400	52,200	-15.0%
49655 Trans to Public Facilities	-	-	-	67,000	100.0%
49656 Transfer to FIS	31,700	53,800	53,800	53,800	0.0%
49665 Transfer to Phone Project	-	34,000	34,000	-	-100.0%
49702 Transfer to Rep. Reserve Fund	1,914,800	1,446,000	1,446,000	1,446,000	0.0%
49807 Transfer to GIS/Operating	18,750	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 13,692,883</b>	<b>\$ 15,792,185</b>	<b>\$ 15,298,100</b>	<b>\$ 15,288,800</b>	<b>-3.2%</b>

## ADMINISTRATION - 7004005

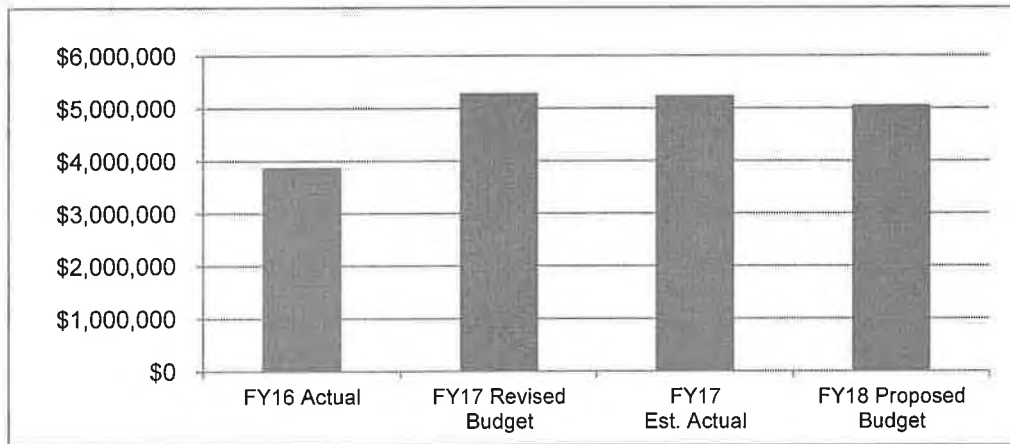
### OVERVIEW

Sanitation Administration manages the sewer and Water Quality Control Plant (WQCP) assets and manages the finances of the enterprise. The assets are valued at nearly \$600 million, and the operating budget is approximately \$15 million per year. In 2015, the service fees for sanitation services were increased to fund a growing backlog of asset rehabilitation needs.

A dedicated Engineering Section assesses the infrastructure and implements needed repairs, maintenance, and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. With a revised fee structure in place, projects that have been deferred will begin to be planned, programmed, and implemented. The proposed budget and Five-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the sewer and treatment systems are capable of sustained, reliable, continuous operation in service to the community.

The Sanitation Administration section will continue to plan and assess the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$3,881,512	\$5,295,976	\$5,241,900	\$5,068,900



### BUDGET ADJUSTMENTS

Eliminate one Secretary Position (vacant)	(\$87,500)
Funding for Efficiency Study Implementation	\$50,000

## ADMINISTRATION (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Completed the construction projects to rehabilitate the sewer collection system, including the Sycamore Drive Sewer Rehabilitation Project and the Annual Sewer Cleaning and Video Inspection Project.
- Completed the following preliminary design reports at the WQCP, the analysis of failing concrete structures, East BNR Basin Mixing Study, Dewatering System Replacement, Anaerobic Digester System Rehabilitation, and upgrades to the Headworks Building.
- Initiated the following sewer collection system projects, including: rehabilitation of the Arroyo Simi Sewer Trunk Line, rehabilitation of the Los Angeles Avenue (Bishop to Barnes) Sewer Line, and the Annual Sewer Cleaning and Video Inspection.
- Initiated the following projects at the WQCP: West BNR Aeration Diffusers Replacement, SCADA System Upgrade, Electrical Upgrades Phase 3, Seismic Upgrades for Six Buildings, Dewatering System Replacement design, Anaerobic Digester Rehabilitation design, and the New Warehouse Storage Facility design.
- Completed the design of the Pavement Resurfacing Project Phase 1 at the WQCP.
- Supported developments that sought connections to the sewer system, including issuing 106 Sewer Will-Serve Letters to serve 92 single-family residences, 75 multi-family residences, a community park, and 31 tenant improvements; reviewed 56 preliminary development projects and prepared project conditions for 10 projects; and reviewed 30 development project plans for approval.

### GOALS FOR FY18

- Complete the construction of the Pavement Resurfacing Project Phase 1 at the WQCP.
- Complete the design and begin construction of the Strathearn Place (Arroyo Simi) Sewer Trunk Line Project to rehabilitate 5,500 feet of sewer lines.
- Complete the design and begin construction of the Beaumont and Cochran/Erringer Sewer Project to rehabilitate 2,000 feet of sewer lines.
- Complete the design and prepare construction documents for the 24" to 36" Sewer Trunk Line Project to rehabilitate 1,300 feet of sewer lines.
- Complete the design and construction documents and solicit bids for the Dewatering Replacement Project.
- Complete the design and construction documents and solicit bids for the Grit Pumps Replacement Project.
- Complete the design of the East BNR Basin Aeration Diffusers Replacement Project.
- Complete the design to repair Failing Concrete Structures at the WQCP.
- Prepare the Secondary Clarifier Preliminary Design Report.



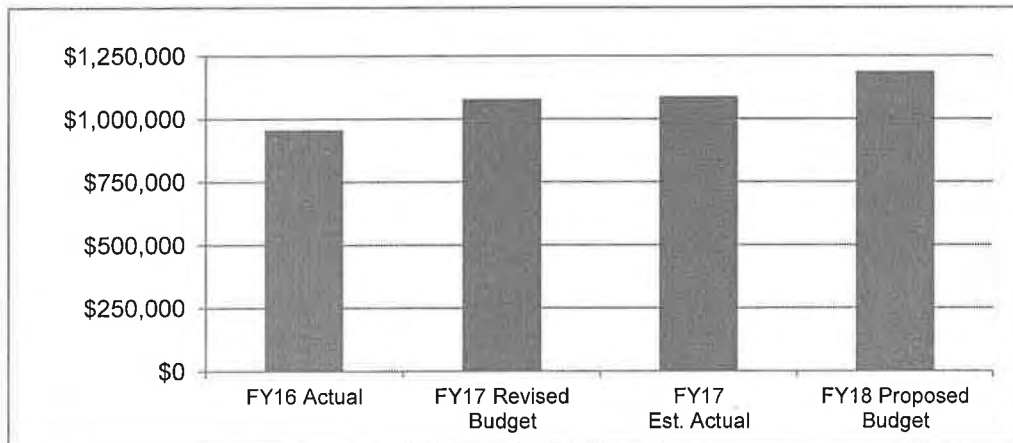
## COLLECTION SYSTEM MAINTENANCE - 7004210

### OVERVIEW

Collection System Maintenance provides services that protect public health and the environment, meet regulatory requirements, and ensure safe and reliable wastewater collection and transport to the Water Quality Control Plant for treatment. The collection system is operated and maintained by well-trained Sanitation staff 24 hours per day, 365 days per year.

Collection System Maintenance requires sewer system inspection, monitoring, and comprehensive cleaning. Sewers are routinely video-inspected to assess sewer conditions and identify issues before they result in catastrophic failures. Sewer cleaning is performed routinely using high pressure spray nozzles and vacuum trucks. If an overflow occurs which causes sewage to reach the street, curb, or storm-drain, including those caused by a private lateral, staff is equipped, trained, and ready to respond to minimize the impact and restore a safe environment. Crews also maintain three public lift stations equipped with alarm and dial-out systems to ensure that standby personnel are alerted to any problems.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$957,916	\$1,079,700	\$1,090,500	\$1,187,400



### BUDGET ADJUSTMENTS

Funding for AutoCAD Civil 3D Software (1/3 cost)	\$24,300
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## **COLLECTION SYSTEM MAINTENANCE (continued)**

### **KEY ACCOMPLISHMENTS IN FY17**

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- Updated the Sewer System Management Plan (SSMP) audit.
- Delivered excellent service to the citizens of Simi Valley by responding to numerous odor complaints, marking laterals, and responding to and containing private lateral sanitary sewer overflows (SSO's) to provide a safe and healthy environment.
- Certified all Collection System staff with the National Association of Sewer Service Companies (NASSCO) Certification Program.
- Performed emergency sewer repairs on Madera Road & Easy Street and Guardian Street.
- Installed GIS to integrate with Granite XP software to improve the mapping and video-inspection and data logging system.
- Participated in a variety of public outreach events (Simi Valley Days Parade, Touch-A-Truck, Living Green Expo, and Public Works Day Open House and Kids Fest ).
- Hydro-cleaned 302 miles of sewer line.
- Video inspected 31.75 miles of sewer line.

### **GOALS FOR FY18**

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- Maintain the sewer system such that there are no sanitary sewer overflows attributable to the City's system.
- Increase participation with public outreach opportunities.
- Hydro-clean and vacuum 180 miles of sewer line.
- Video-inspect 50 miles of sewer line.
- Replace worn manhole rings & covers throughout the City sewer system.
- Integrate Hansen software to the CCTV Computer System to maintain records and accurately locate field assets.
- Update CCTV Software to Granite Net to continue with Microsoft support.
- Continue to provide excellent environmental protection and customer service.

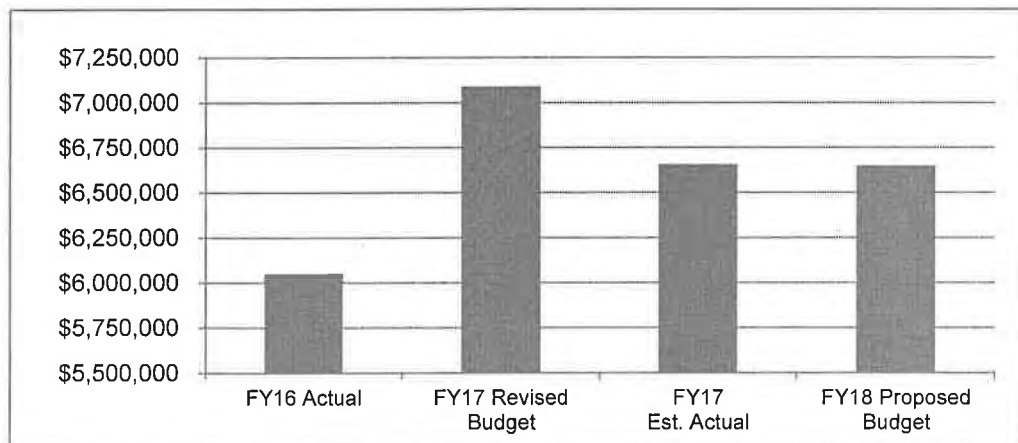
**PLANT OPERATIONS & MAINTENANCE - 7004240**

**OVERVIEW**

Plant Operations and Maintenance provide services that protect public health and the environment, meet regulatory requirements, and ensure safe and reliable wastewater treatment and high quality recycled water production. The WQCP is operated and maintained by Sanitation staff 24 hours per day, 365 days per year. The staff are well trained, and the WQCP is structured with state-of-the-art treatment and control processes.

The operation and maintenance of the WQCP is complex requiring licensed specialists in treatment process control, plant maintenance, and laboratory services. Plant Operations assures the WQCP operates effectively and efficiently by continuously monitoring the controls and adjusting processes to maintain compliance with permit requirements. Maintenance staff performs routine equipment maintenance and repairs to ensure efficient and effective facility operation with minimal equipment failures. The Laboratory performs frequent water quality analyses to provide analytical data to Operations for process adjustments and to provide required analyses for reports submitted to State and Federal regulatory agencies.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$6,049,156	\$7,089,909	\$6,657,600	\$6,650,800



**BUDGET ADJUSTMENTS**

Eliminate one Plant Maintenance II position (vacant)	(\$100,200)
Funding for Hansen mobile work order system (1/2 cost)	\$17,400
Waste Gas Burner Regulator System Rehabilitation	\$63,000
Funding for two Total Chlorine Analyzers	\$12,000
Funding for Laboratory Sample Refrigerator	\$8,000

## PLANT OPERATIONS & MAINTENANCE (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Delivered excellent service to the citizens of Simi Valley by protecting public health and the environment 24 hours per day, 365 days per year.
- Assisted completion of capital projects, including constructing the 2nd Phase Electrical Equipment Replacement Project, HVAC Replacement West BNR blower room; constructing the Ferric Chloride Containment, Aeration Basin Walkway, and storage area roof; replacing the administration building HVAC; and completing the Seismic Upgrade Assessment and Mitigation Plan.
- Participated in a variety of public outreach events (Simi Valley Days Parade, Living Green Expo, Touch-A-Truck, Simi Valley High School Career Day, and Public Works Day Open House and Kids Fest).
- Provided a total of 30 educational plant tours for high school and college students.
- Started an Internship Program for Plant Operations and Intern who developed the skills to be hired as a Plant Operator Grade 1.

### GOALS FOR FY18

- Maintain permit compliance with no violations in order to protect public health and to provide a safe and healthy environment.
- Continue to provide excellent service to the citizens of the City of Simi Valley 24 hours per day, 365 days per year.
- Assist engineering and the contractors on capital projects, including constructing the third phase Electrical Equipment Replacement Project, designing the SCADA Replacement Project, assessing the WQCP concrete, replacing asphalt roads (Phase 2), *preliminarily* designing the Secondary Clarifiers Rehabilitation, and *preliminarily* designing the WQCP on-site Recycled Water System, Headworks Building Roof Repair and Solar farm.
- Increase participation in educational tours, public outreach, and the internship program to encourage community involvement.
- Collaborate with other departments in sharing ideas and resources to improve efficiency and maintain sound fiscal management.
- Update the CMMS database to fully utilize the work order and inventory systems to improve efficiency and customer service.

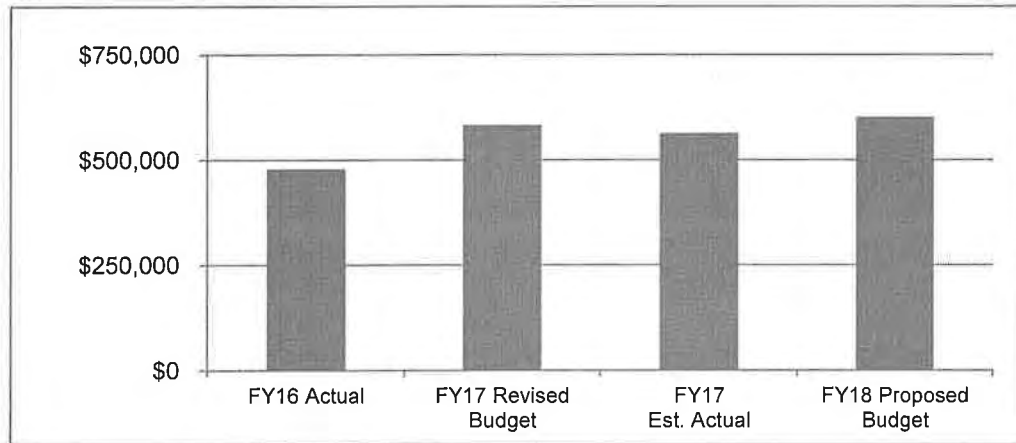
**ENVIRONMENTAL COMPLIANCE - 7004250**

**OVERVIEW**

The Pretreatment Program is intended to protect the City’s sewer and WQCP assets by controlling and assuring only permissible liquids are discharged into the sewer system. The Program must comply with the Federal Environmental Protection Agency (EPA) regulations driven by the Clean Water Act. These requirements are reported through, and further regulated, under the National Pollutant Discharge Elimination System (NPDES) permit issued to the City by the State. In addition to the WQCP and sewer assets, the Pretreatment Program also protects City personnel, the environment, and the community by prohibiting toxic and/or hazardous materials discharged to the sewer system.

The Program has commercial and industrial customer permitting and monitoring requirements established and published, providing any user or potential user with an organized set of requirements to meet. In addition, Program staff provides support to the customers directly, emphasizing Pollution Prevention measures and solutions to specific disposal situations as they may arise, as well as advice and education on requirements. General Public Outreach and Education with the community are also conducted on such issues as grease disposal. The core Program staff is within the Public Works Department’s Environmental Compliance Division.

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Expenditures	\$479,149	\$582,800	\$564,300	\$602,200



**BUDGET ADJUSTMENTS**

## ENVIRONMENTAL COMPLIANCE (continued)

### KEY ACCOMPLISHMENTS IN FY17

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- Provided the WQCP with support to comply with their NPDES permit by assisting with sampling, equipment, and analyses.
- Completed all 2016 USEPA Pretreatment Annual Report inspections, sampling, and analysis.
- Performed inspections and monitored industrial and commercial facilities to ensure compliance is maintained with Federal, State, and local environmental regulations.
- Participated in numerous educational and outreach events, such as the SV Street Fair, SV Hospital Earth Day, Moorpark College Multicultural Day, Public Works Open House, Sinaloa Community Service Fair, Simi Valley High School Career Day, and the Living Green Expo, presenting educational question and answering opportunities.
- Provided assistance and support with the Sewer System Management Plan and the Pretreatment Monitoring and Reporting Program.
- Conducted the necessary sampling and analysis and completed the Pretreatment 2016 Annual Report.
- Prepared for an EPA Pretreatment Compliance Inspection in 2016.

### GOALS FOR FY18

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- Achieve 100% Categorical Industrial User wastewater discharger compliance.
- Perform all the required NPDES annual monitoring and analysis data to complete the Pretreatment Annual Report for 2017.
- Provide support and assistance to the WQCP and provide the necessary sampling and analysis to respond to the RWQCB changes and requirements.
- Assist the WQCP to maintain compliance with their NPDES permit by reducing the contribution from industrial and commercial wastewater discharge pollutants of concern.

**SANITATION FUND**

**FY 17-18 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Plant Maintenance II Position (Vacant)  
 TOTAL: \$100,200  
 ACCOUNT: 4240-Salaries and Benefits  
 PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$100,200
<b>TOTAL:</b>	<b>\$100,200</b>

One Plant Maintenance II position is currently vacant in Sanitation Services/Maintenance Section.

In reviewing past Fiscal Year's work production in the Maintenance Section while this position was frozen, it has been determined that present staffing levels are sufficient to meet the existing workload.

**SANITATION FUND**

**FY 17-18 REDUCTION PROPOSAL**

TITLE: Eliminate One Secretary Position (Vacant)  
TOTAL: \$87,500  
ACCOUNT: 4205-Salaries and Benefits  
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$87,500
<b>TOTAL:</b>	<b>\$87,500</b>

One Secretary position is currently vacant in the Sanitation Services Division. It has been determined that present staffing levels are sufficient to meet the existing workload.



**SANITATION**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: AutoCAD Civil 3D Drafting and Design Software (1/3 General Fund, 1/3 Sanitation, 1/3 water)  
 REQUEST: \$24,300 (Sanitation Fund)  
 ACCOUNT: 7004210-42200  
 PRIORITY: 1

COST BREAKDOWN	
Purchase (8) AutoCAD Civil 3D Subscriptions (Tax Included)	\$24,300
<b>TOTAL:</b>	<b>\$24,300</b>

The Public Works Department requests authorization to purchase (8) Autodesk AutoCAD Civil 3D 3-year Multi-user Subscriptions and upgrade from the current AutoCAD drafting program.

AutoCAD is a drafting program, offering features suited to basic technical drawing for a wide variety of industries which the City is currently using. AutoCAD Civil 3D is a civil engineering drafting and design program which includes all of the same features and interface of AutoCAD, but is specifically designed for civil engineers and technicians. Drawing and manipulation of profiles and sections, performing quantity takeoffs and working with design alternatives and changes all become significantly faster with Civil 3D when compared to AutoCAD. Interaction and sharing of drawings and data with the City's consultants will also become much easier since most of them already use the program. Additionally, the Engineering Section's current (8) AutoCAD 2013 perpetual licenses will become obsolete and incompatible with Windows 10 operating system schedule over the next 24 months.

The previous AutoCAD 2013 licenses purchased in 2012/2013 have perpetual licenses, meaning the City paid an upfront cost for unlimited use of the program. On January 31, 2016, Autodesk discontinued the sale of perpetual licenses and made access to all future Autodesk software available on a subscription-only basis. Previously purchased perpetual licenses remain valid, however the new Autodesk software must be purchased as part of either a month-to-month, 1-year, 2-year, or 3-year subscription plan. Unlike a perpetual license, subscribers also have the option of installing the latest version of the program every year. Like the perpetual licenses, these subscription licenses are multi-user, meaning they are shared between users over a network.

The cost for (8) Civil 3D 3-Year Multi-user subscription licenses, including tax, is \$72,900. The purchase of this upgrade will provide significant improvements to detail, compatibility, speed and will allow for the future compatibility with the conversion to Windows 10. Three of the regular AutoCAD users have practical experience using AutoCAD Civil 3D, and could assist other users with this upgrade. The use of Civil 3D would also give the Engineering Section opportunities to complete some of the more complex project designs more efficiently in-house.

General Fund = \$24,300  
 Sanitation Fund = \$24,300  
 Waterworks Fund = \$24,300  
 Total Cost = \$72,900

**SANITATION SERVICES**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Efficiency Study Implementation (Phase II)  
 REQUEST: \$50,000  
 ACCOUNT: 7004205-44010  
 PRIORITY: 4

COST BREAKDOWN	
<u>Services</u>	
Professional and Special Studies	\$50,000
<b>TOTAL:</b>	<b>\$50,000</b>

This funding is for the second phase for the efficiency study implementation plan based on the recommendations of the Sanitation Operations Efficiency Analysis report, adopted by City Council in March 2014. This service will assist the Sanitation Services Division in the implementation of operational, maintenance, and policy recommendations related to best business practices for maintenance and operations within the City's Sanitation Operations and Engineering divisions.

**SANITATION SERVICES**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Hansen Mobile Work Order system  
 REQUEST: \$17,400 (50/50 split Sanitation and Waterworks)  
 ACCOUNT: 7614240-44490  
 PRIORITY: 5

COST BREAKDOWN			
<u>Capital Outlay</u>			
Mobile Licence	6 @ \$1350	\$	8,100
Implementation Services		\$	25,000
Annual Support		\$	1,600
TOTAL:			\$34,700
	Sanitation Share		\$17,400

The Public Works Department's Sanitation and Waterworks utilities request funding to expand the the current Hansen Asset system to allow mobile data collection of asset and work order information in the field. The current system is to create a paper copy of the required information. This information is then collected in the field and returned to the office, where the data is entered.

The Hansen CMMS (Compterized Maintenance and Managment System) has been in use for approximately 10 years. There are currently 49,000 work order records and 24,000 assets tracked. Significant financial resources and training hours have been invested by the City and the District in this data management system. CMMS has greatly enhanced the information management and work order processing capabilities of staff.

All Hansen software licenses previously purchased by the City are perpetual and require no renewal. As part of the current modification to monderinize the Data Base system, staff also recommends purchasing mobile software licenses to enhance in-field staff's access to CMMS. Many industries now utilize mobile computing technology to create a relationship between maintenance managers and field technicians. Having the ability to connect to CMMS on mobile devices while in the field, is vital to reshaping the City's asset and maintenance management practices. Some of the benefits would include: faster response times by eliminating extra travel; reduction or elimination of duplicate data entry; and expeditious routing and dispatching of service assignments.

The current request would fund purchasing six mobile licences, installatio,n and setup. At a cost of \$1,350 per mobile device, setup and installation is a not to exceed price of \$25,000 installed, for a total of \$33,100 plus annual support.

Hansen Version 8 is a powerful workflow engine, with extensive flexibility, and enhanced GIS integration that with mobile ability would further streamline business processes and improve the effectiveness of the City's and utilities' maintenance efforts.

**SANITATION SERVICES**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Waste Gas Burner Regulator System Rehabilitation  
 REQUEST: \$63,000  
 ACCOUNT: 7004240-44490  
 PRIORITY: 8

COST BREAKDOWN	
<u>Other Contracted Services</u>	
Waste Gas Burner Regulator System	\$63,000
<b>TOTAL:</b>	<b>\$63,000</b>

The Public Works Department's Sanitation Division is requesting \$63,000 to contract for specialized service to provide materials and labor to replace the existing waste gas burner regulator and rehabilitate the existing piping and ancillary instrumentation. The waste gas burner is a vital piece of Sanitation's anaerobic digestive system which allows the utility to flare off excess methane gas produced by its digesters. This system is equipped with and requires specialty safety and regulating equipment to function properly as it controls the quantity of methane, an explosive gas, to be flared. Sanitation and this equipment are regulated and required to meet certain criteria and limits to satisfy the Air Pollution Control District (APCD) requiring the system to be operating safely and efficiently. To replace equipment and rehabilitate this system would take specialized equipment, tooling, and training sanitation does not possess. The equipment is aged having served its useful life with the regulator failed in a fixed position at this time and the instrumentation questionable.

**SANITATION SERVICES**  
**FY17-18 CAPITAL ASSET REQUEST**

TITLE: Two Total Chlorine Analyzers  
 REQUEST: \$12,000  
 ACCOUNT: 7004240-47020  
 PRIORITY: 1

COST BREAKDOWN	
<u>Capital Outlay</u>	
Two Total Chlorine Analyzers	\$12,000
<b>TOTAL:</b>	<b>\$12,000</b>

The Public Works Department's Sanitation Division is requesting funds to replace two Total Chlorine Analyzers. The current ATI Final Chlorine Analyzers in service are approximately 15 years old. These analyzers are no longer manufactured, and when stock has been used up, spare parts will no longer be available. The Sanitation Services NPDES permit requires that staff continuously monitor (24/7/365) the effluent flow for a zero chlorine residual before discharging into the Simi Arroyo Creek. Because we must continuously monitor for a zero chlorine residual, a redundant analyzer must be available in case there is a failure of the primary unit.

**SANITATION SERVICES**  
**FY17-18 CAPITAL ASSET REQUEST**

TITLE: Laboratory Sample Storage Refrigerator  
 REQUEST: \$8,000  
 ACCOUNT: 7004240-47020  
 PRIORITY: 2

COST BREAKDOWN	
<u>Capital Outlay</u>	
Laboratory Sample Storage Refrigerator	\$ 8,000
<b>TOTAL:</b>	<b>\$8,000</b>

The Public Works Department's Sanitation Services Division/Laboratory Section is requesting funds to replace the Laboratory Sample Storage and Reagents Refrigerator (unit). This unit is used to store samples at a proper preservation temperature of four degrees Celsius prior to analysis. Laboratory chemicals, reagents and standards also need to be stored at the proper temperature of four degrees Celsius to prevent degradation prior to use in laboratory analysis. The existing equipment is greater than 25 years old and has served its useful life. Maintaining and making adjustments to the current unit has become increasingly difficult as it is prone to failure. Having a reliable, constant temperature working unit in the City's Laboratory is a Laboratory certification requirement.

**FUND 701: SANITATION CAPITAL FUND**

**OVERVIEW**

Sanitation Capital Fund 701 was created to separately account for sewer connection fees collected in relation to new developments. These fees can only be used for capital upgrade projects which expand the system's capacity to serve new growth.

<b>WORKING CAPITAL BALANCE</b>	<b>\$ 4,854,936</b>	<b>\$ 5,000,431</b>	<b>\$ 5,000,431</b>	<b>\$ 5,099,666</b>
				<b>FY18 Proposed Budget</b>
<b>Revenues</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	
34001 Interest on Investments	\$ 31,330	\$ 15,000	\$ 15,000	\$ 15,000
37449 Sewer Connection Fees	856,732	150,000	575,000	200,000
37499 Other Public Works Fees	36,436	-	-	-
<b>Total Revenues</b>	<b>\$ 924,498</b>	<b>\$ 165,000</b>	<b>\$ 590,000</b>	<b>\$ 215,000</b>
<b>Expenditures</b>				
46100 Reimb to the General Fund	\$ 9,300	\$ 600	\$ 600	\$ 74,700
48500 Maintenance Contracts	13,325	322,941	322,941	-
48600 Construction Contracts	756,378	167,224	167,224	-
<b>Total Expenditures</b>	<b>\$ 779,003</b>	<b>\$ 490,765</b>	<b>\$ 490,765</b>	<b>\$ 74,700</b>
<b>ENDING BALANCE</b>	<b>\$ 5,000,431</b>	<b>\$ 4,674,666</b>	<b>\$ 5,099,666</b>	<b>\$ 5,239,966</b>

**FUND 702: SANITATION REPLACEMENT RESERVE  
OVERVIEW**

The Sanitation Replacement Reserve Fund was created to fund capital projects related to the collection system and to fund vehicles for replacement. Funding for the Replacement Reserve comes from transfers from the Operating Fund, which is funded through rate payers and other sources.

In recent years, funding in the Operating Fund was insufficient to cover daily operating costs, as well as to fund necessary capital projects. A rate increase passed in 2016 will assist in building funding to serve both purposes. At the same time, Sanitation staff has undergone multiple studies and reviews to maximize operating efficiency.

**VEHICLE REPLACEMENT FUND**

<b>STARTING BALANCE</b>	<b>\$833,100</b>	<b>\$1,005,622</b>	<b>\$1,005,622</b>	<b>\$1,085,223</b>
<b>REVENUES LESS EXPENDITURES</b>				<b>FY18 Proposed Budget</b>
	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	
Allocation from Operating Fund	\$ 221,000	\$ 227,600	\$ 227,600	\$ 307,500
Vehicle Purchases	48,478	147,999	147,999	420,000
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 172,522</b>	<b>\$ 79,601</b>	<b>\$ 79,601</b>	<b>\$ (112,500)</b>
<b>ENDING BALANCE</b>	<b>\$1,005,622</b>	<b>\$1,085,223</b>	<b>\$1,085,223</b>	<b>\$972,723</b>

**REPLACEMENT RESERVE FUND**

<b>STARTING BALANCE</b>	<b>\$8,800,334</b>	<b>\$9,196,744</b>	<b>\$9,196,744</b>	<b>(\$2,113,006)</b>
<b>REVENUES LESS EXPENDITURES</b>				<b>FY18 Proposed Budget</b>
	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY17 Est. Actual</b>	
Allocation from Operating Fund	\$ 1,693,800	\$ 1,218,400	\$ 1,218,400	\$ 1,138,500
Reimb to the General Fund	232,100	246,600	246,600	236,800
Maintenance Contracts	802,661	9,407,602	8,407,602	1,400,000
Construction Contracts	262,629	2,873,948	2,873,948	5,310,000
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 396,410</b>	<b>\$ (11,309,750)</b>	<b>\$ (10,309,750)</b>	<b>\$ (5,808,300)</b>
<b>ENDING BALANCE</b>	<b>\$9,196,744</b>	<b>(\$2,113,006)</b>	<b>(\$1,113,006)</b>	<b>(\$7,921,306)</b>



**CONSOLIDATED WORKING CAPITAL SUMMARY (YEAR-END)**  
**SANITATION**

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Operations Fund Working Capital	\$ 11,120,762	\$ 13,007,677	\$ 13,550,762	\$ 17,055,262
Replacement Reserves:				
Vehicle Replacement Reserve	\$ 1,005,622	\$ 1,085,223	\$ 1,085,223	\$ 972,723
Replacement Reserve	<u>9,196,744</u>	<u>(2,113,006)</u>	<u>(1,113,006)</u>	<u>(7,921,306)</u>
Replacement Reserve Working Capital	\$ 10,202,366	\$ (1,027,783)	\$ (27,783)	\$ (6,948,583)
Capital Upgrade Working Capital	\$ 5,000,431	\$ 4,674,666	\$ 5,099,666	\$ 5,239,966
<b>TOTAL WORKING CAPITAL</b>	<b><u>\$ 26,323,559</u></b>	<b><u>\$ 16,654,560</u></b>	<b><u>\$ 18,622,645</u></b>	<b><u>\$ 15,346,645</u></b>

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**CITY OF SIMI VALLEY**

# WATERWORKS DISTRICT NO. 8

**WATERWORKS DISTRICT NO. 8**

**OVERVIEW**

The Waterworks Fund is a distinct fund. It is the Waterworks enterprise, including the revenues derived primarily from service fees and expenses for operations and assets. The cost centers are divided into Administration, Operations, and Utility Billing. The Waterworks Division provides the direct staff that operates the systems to deliver high-quality, reliable, and cost-effective water service to homes and businesses in the service area.

Waterworks Administration manages the water system assets and manages the finances of the enterprise. The operating budget is approximately \$35 million per year and growing, primarily due to the cost of buying imported water from the Calleguas Municipal Water District.

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, Calleguas Municipal Water District, producing water at the Tapo Canyon Water Treatment Plant, or, for certain customers, providing recycled water. The water supply network includes pumps, reservoirs, pipelines, and controls to operate continuously, and must be absolutely reliable to protect public health.

Utility Billing is handled by the City's Customer Service group, which is responsible for handling many City business transactions, including utility billing for Waterworks District No. 8. Additionally, Customer Service field personnel supports services to water meters, including routine reading, maintenance, and repairs.

**WORKING CAPITAL BALANCE \$ (19,184) \$ (2,452,804) \$ (2,452,804) \$ (5,224,404)**

**REVENUES LESS EXPENDITURES**

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Total Revenues	\$ 31,524,443	\$ 33,279,100	\$ 32,947,900	\$ 36,699,500
Total Expenditures	33,958,062	36,120,857	35,719,500	36,599,500
<b>SURPLUS/(DEFICIT)</b>	<b>\$ (2,433,620)</b>	<b>\$ (2,841,757)</b>	<b>\$ (2,771,600)</b>	<b>\$ 100,000</b>

**ENDING BALANCE \$ (2,452,804) \$ (5,294,561) \$ (5,224,404) \$ (5,124,404)**

**OPERATING EXPENDITURES BY DIVISION**

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Administration	\$ 2,252,230	\$ 3,089,434	\$ 2,973,800	\$ 2,705,100
Operations & Maintenance	28,988,787	31,717,123	31,499,400	32,756,000
Utility Billing	715,895	956,500	888,500	822,700
Transfers & Reimbursements	2,001,150	357,800	357,800	315,700
<b>TOTAL</b>	<b>\$ 33,958,062</b>	<b>\$ 36,120,857</b>	<b>\$ 35,719,500</b>	<b>\$ 36,599,500</b>

## TOTAL WATERWORKS REVENUES

Revenue Type	FY16 Actual	FY17 Actual	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
34001 Interest on Inve	\$ 89,000	\$ 90,000	\$ 90,000	\$ 90,000	0.0%
34101 Rents & Leases	471,105	500,000	420,000	500,000	0.0%
36002 State Assistance	52,493	-	-	-	0.0%
37003 Returned Check (NSF)	6,810	5,000	5,000	5,000	0.0%
37401 Engineering Fees	43,815	20,000	30,000	25,000	25.0%
37405 Inspection Servi	2,440	2,500	2,500	2,500	0.0%
37410 Services Charges	17,175,706	30,700,000	30,000,000	33,580,000	9.4%
37412 Recycled Water C	65,234	60,000	85,000	85,000	41.7%
37414 Water Svc: Commodity	9,276,109	-	-	-	0.0%
37415 Water Svc: Commodity	1,106,504	-	-	-	0.0%
37416 Water Svc: Commodity	972,195	-	-	-	0.0%
37452 Sales to Waterwo	1,361,524	1,150,000	1,565,000	1,650,000	43.5%
37453 Water Standby Ch	10,405	4,000	5,000	5,000	25.0%
37456 Water Lift Charg	674,107	620,000	620,000	620,000	0.0%
37461 Doorhanger Charg	146,509	95,000	85,000	95,000	0.0%
37499 Other Public Wor	8,586	8,000	7,000	7,000	-12.5%
38001 Sale of Surplus	3,138	3,000	6,000	3,000	0.0%
38003 Miscellaneous	-	-	400	-	0.0%
38004 Damage Recovery	30,905	10,000	5,000	10,000	0.0%
<b>TOTAL</b>	<b>\$ 31,524,443</b>	<b>\$ 33,279,100</b>	<b>\$ 32,947,900</b>	<b>\$ 36,699,500</b>	<b>10.3%</b>

## TOTAL WATERWORKS EXPENDITURES

Expenditure Type	FY16 Actual	FY17 Revised Budget	FY17 Estimated Actual	FY18 Proposed Budget	% Budget Change
41010 Regular Salaries	\$ 2,813,406	\$ 3,332,500	\$ 3,309,900	\$ 2,865,300	-14.0%
41020 Temporary Salaries	52,784	16,000	16,000	16,000	0.0%
41040 Overtime	73,477	76,500	76,500	76,500	0.0%
41050 Outside Assistance	-	30,000	-	-	-100.0%
41200 Deferred Comp - 401k	11,486	14,700	15,600	16,600	12.9%
41210 Deferred Comp - 457	12,968	17,500	17,100	19,400	10.9%
41300 Vision Care	10,032	11,200	11,200	11,000	-1.8%
41350 Disability	9,948	12,200	12,200	9,400	-23.0%
41400 Group Insurance/Dental	58,309	75,100	72,200	70,700	-5.9%
41415 Flex Benefits	613,552	735,800	727,900	732,300	-0.5%
41420 CalPERS Health Admin	2,321	700	700	700	0.0%
41450 Life Insurance	7,103	8,000	8,000	7,400	-7.5%
41500 Group Insurance/	37,288	43,700	43,900	41,500	-5.0%
41550 Section 125 Admin	84	100	100	100	0.0%
41600 Retirement (PERS)	323,258	696,200	695,800	731,400	5.1%
41620 Retirement (HRA)	26	12,000	7,200	2,400	-80.0%
41650 Medicare Tax	38,734	59,200	58,600	54,800	-7.4%
41660 FICA	848	1,000	1,000	1,000	0.0%
41700 Workers' Compensation	252,300	253,000	250,800	255,400	0.9%
41800 Leave Accrual	94,361	81,000	80,400	81,000	0.0%
41950 Benefits Savings	-	-	-	(150,000)	100.0%
42100 Utilities	704,935	770,000	770,000	770,000	0.0%
42150 Communications	28,553	32,100	32,100	36,800	14.6%
42200 Computer - Non Capital	5,994	-	-	45,300	100.0%
42230 Office Supplies	7,277	9,000	10,000	11,500	27.8%
42235 Furnishings & Equipt	52,166	26,952	-	-	0.0%
42310 Rentals	21,446	26,000	26,000	2,000	-92.3%
42410 Uniform/Clothing	11,296	12,500	12,500	12,500	0.0%
42440 Memberships and Dues	11,877	13,100	13,000	17,100	30.5%
42450 Subscriptions and Books	497	1,500	1,200	1,500	0.0%
42460 Advertising	1,786	-	-	-	0.0%
42520 Meters	250,569	321,417	321,400	425,100	32.3%
42540 Water Purchases	23,076,560	24,500,000	24,500,000	25,900,000	5.7%
42541 Recycled Water	58,701	42,000	42,000	42,000	0.0%
42550 Small Tools/Equipt	17,503	16,500	16,500	16,500	0.0%
42560 Operating Suppli	107,334	353,246	226,500	226,500	-35.9%
42720 Travel	8,383	8,100	8,100	10,400	28.4%
42730 Training	16,549	18,000	17,600	18,500	2.8%
42790 Mileage	103	500	400	500	0.0%
44010 Professional/Special Services	471,096	493,188	437,700	371,800	-24.6%
44012 Outside Legal	-	2,500	2,500	2,500	0.0%
44310 Maintenance of Equipt	291,588	341,299	338,700	338,700	-0.8%
44410 Maintenance Buildings	6,277	15,000	15,000	15,000	0.0%
44490 Other Contract Services	210,585	460,800	460,600	538,000	16.8%
44491 FIS Operations	32,600	32,600	32,600	32,600	0.0%
44492 GIS Operations	33,500	40,500	40,500	25,500	-37.0%
44590 Other Insurance	-	184,700	184,700	202,600	9.7%

**TOTAL WATERWORKS EXPENDITURES (continued)**

<b>Expenditure Type</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY17 Estimated Actual</b>	<b>FY18 Proposed Budget</b>	<b>% Budget Change</b>
44840 Bad Debt Expense	\$ 36,035	\$ -	\$ -	\$ -	0.0%
46100 Reimb to General Fund	2,075,000	2,234,500	2,234,500	2,093,000	-6.3%
46600 Reimb to Streets	161,000	120,000	120,000	180,000	50.0%
47020 Furnishings & Equipt	6,417	210,655	92,500	105,000	-50.2%
49297 Transfer to Retiree Benefits	46,200	35,100	35,100	37,900	8.0%
49648 Transfer to CERF	99,200	79,400	79,400	67,500	-15.0%
49656 Transfer to FIS Capital	38,000	55,300	55,300	55,300	0.0%
49665 Transfer to Phone Project	-	33,000	33,000	-	-100.0%
49763 Transfer to WW Replacement	1,638,000	155,000	155,000	155,000	0.0%
49807 Transfer to GIS/Operating	18,750	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 33,958,062</b>	<b>\$ 36,120,857</b>	<b>\$ 35,719,500</b>	<b>\$ 36,599,500</b>	<b>1.3%</b>

## ADMINISTRATION - 7614605

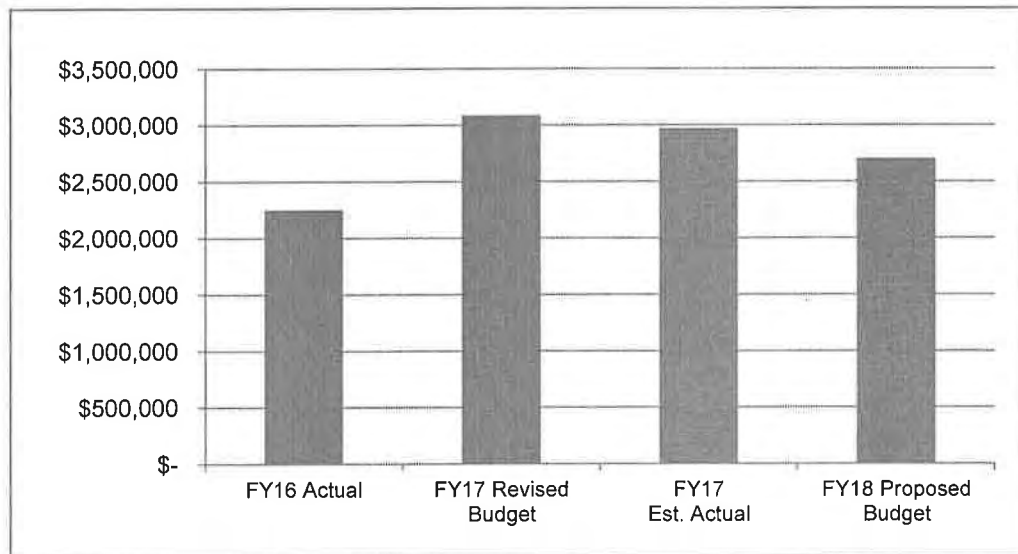
### OVERVIEW

Waterworks Administration manages the water system assets, and manages the finances of the enterprise. The operating budget is approximately \$35 million per year and growing, primarily due to the cost of buying imported water from the Calleguas Municipal Water District.

A dedicated Engineering Section assesses the infrastructure and implements needed repairs, maintenance, and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. With a revised fee structure in place, projects that have been deferred will begin to be planned, programmed, and implemented. The proposed budget and Five-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the waterworks system is capable of sustained, reliable, continuous operation in service to the community.

The Waterworks Administration section will continue to plan and assess the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$ 2,252,230	\$ 3,089,434	\$ 2,973,800	\$ 2,705,100



### BUDGET ADJUSTMENTS



## ADMINISTRATION (continued)

### KEY ACCOMPLISHMENTS IN FY17

- Certified a mandated water use reduction for the community to balance supplies and demand, promoted water conservation, and reported use monthly to the State, as required by Emergency Water Conservation Regulations.
- Obtained approval of \$100K of wholesaler grant funding for the City Landscape Turf Removal and Spray-to-Drip Conversion Projects.
- Created Simi Valley H2O social media water-saving campaigns, including the "2016 Splash Summer Olympic Games", and the "Spring 2017 Civic Center Water-Wise Landscape Transformation", and hosted Water-Wise Workshops.
- Amended the 2015 Urban Water Management Plan and the Water Conservation Program to provide a clear link between water supply conditions, demand reduction goals, and actions to be taken to achieve demand reduction goals
- Purchased and installed Water Storage Mixing devices in four tanks.
- Constructed the Stearns Yard Storage Building.
- Studied the Simi Valley Groundwater Basin Study characterizing the basin hydrogeology and water quality to begin assessing its viability as a local water resource.
- Completed design of the Crown Hill Pump Tank System Project.
- Revised the Operations Plan for the Tapo Canyon Water Treatment Plant and achieved regulatory approval from the California Division of Drinking Water permitting the full-time operation of the Plant.

### GOALS FOR FY18

- Improve water conservation education via City website and social media, local newspaper ads, radio interviews, presentations to civic groups, public outreach events, and workshops.
- Further review Water Code Sections 365-367 and explore potential options to establish a method to identify and discourage excessive water use during a local or Statewide-declared drought.
- Continue tracking and reviewing proposed regulatory plans to develop permanent water use reductions Statewide.
- Construct the Knolls Zone Water Facilities.
- Design the Oak Knolls Pump Station Upgrade.
- Install Water Tank Mixing Systems.
- Conduct studies to develop the Simi Valley Basin into a local potable water resource.
- Design a new water production well in Gillibrand Basin.
- Complete construction of Waterworks SCADA Upgrades.
- Continue the District's Tank Recoating Program.
- Continue the District's Waterline Replacement Program.

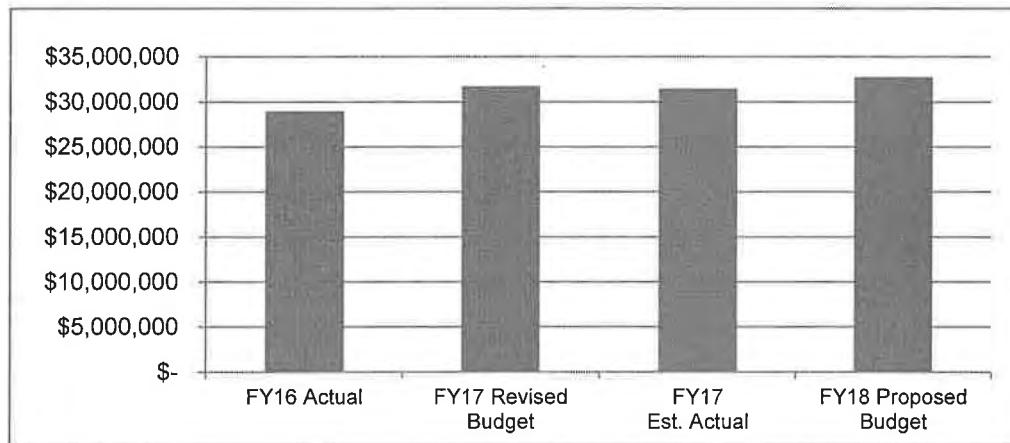
## OPERATIONS & MAINTENANCE - 7614640

### OVERVIEW

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, Calleguas Municipal Water District, producing water at the Tapo Canyon Water Treatment Plant, or for certain customers, providing recycled water. The water supply network includes pumps, reservoirs, pipelines, and controls that operate continuously and must be absolutely reliable to protect public health.

In order to achieve and maintain reliability, the system must be continuously monitored, maintained, and when needed, components repaired or replaced. The work is performed as the system demands it, mostly during working hours. However, crews are ready to respond at any time of the day/week/year as needed.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$ 28,988,787	\$31,717,123	\$31,499,400	\$32,756,000



### BUDGET ADJUSTMENTS

Freeze one Principal Engineer Position for six months	(\$101,400)
Funding for AutoCAD 3D software (1/3 share)	\$24,300
Funding for Fixed Base Meter Reading Network	\$52,900
Funding for Leak Correlator	\$25,000
Funding for Hansen mobile work order system (1/2 share)	\$17,400
Funding for Meter Testing Bench	\$80,000

**OPERATIONS & MAINTENANCE (continued)****KEY ACCOMPLISHMENTS IN FY17**

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- Repaired 117 leaks while maintaining, servicing, and repairing the system.
- Worked with the Calleguas Municipal Water District and other local agencies to develop alternative, local water resources and local water resource infrastructure (such as the Salinity Management Pipeline) to increase local production and decrease imported water dependence.
- Improved customer water metering to provide better data for the customer's use and improve system efficiency.
- Worked with recycled water customers, including American Golf Corporation, operator of the Wood Ranch and Sunset Hills Golf Courses, and GI Industries to convert to recycled water use at their properties.
- Awarded the SCADA Systems upgrade; software and system work currently under construction.
- Purchased and replaced Station #3 pump station water tank.

**GOALS FOR FY18**

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- Continue with the implementation of the Automated Meter Reading and Information System.
- Change 1500 residential water meters.
- Purchase two generators for emergency operations.
- Continue with the development and installation of the Supervisory and Control System.
- Purchase a meter testing bench to insure new and old water meter accuracy.

## UTILITY BILLINGS - 7614645

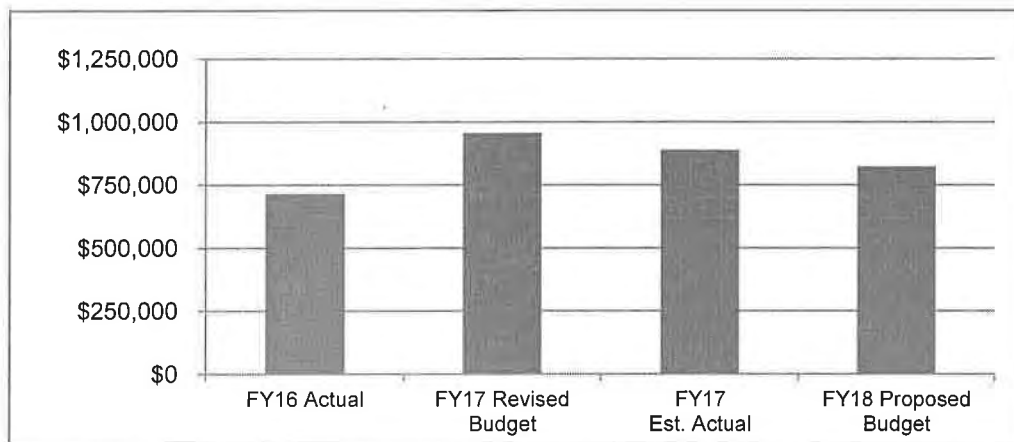
### OVERVIEW

Customer Services is responsible for processing utility bills, including water bills for Waterworks District No. 8, and sanitation bills.

The staff of Customer Services provides the essential link between the water customer and the continuous operation of the Waterworks District. They provide person-to-person contact on water issues that may be linked to a water bill, with an emphasis on providing the customer a thorough and meaningful response to inquiries.

Customer Services field personnel provide services to water meters including the routine reading, as well as maintenance and repairs, planned replacements, verifications, and activation/deactivation services. Field personnel also assist with water leaks at or near meters to help determine whether the District or customers need to make a timely repair.

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Expenditures	\$715,895	\$956,500	\$888,500	\$822,700



### BUDGET ADJUSTMENTS

Fund vacant Customer Service Representative from ERP Project on a limited term basis from Fund 656 (FIS Capital Fund). (\$83,200)

**UTILITY BILLING (continued)****KEY ACCOMPLISHMENTS IN FY17**

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- Processed 138,711 utility and sanitation bills within three days of receipt of the meter read data from the Department of Public Works, and processed approximately \$33.8 million in incoming payments within one business day of receipt of payment.
- Processed 2,012 meter upgrades for Waterworks District No. 8.
- Exceeded the goal of 18% of utility bill customers “going green” by subscribing to Waterworks District’s paperless/payments bill payment options.

**GOALS FOR FY18**

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- Process all utility bills within three working days of receipt of billing data from the Department of Public Works.
- Encourage utility billing customers to go green by subscribing to Waterworks District’s paperless/payments bill payment options.
- Process all utility billing customer payments within two working days of receipt of payment.
- Prepare the Public Water System statistics report for calendar year 2018.

**WATERWORKS**  
**FY 17-18 POLICY ITEM**

TITLE: Fund Vacant Customer Services Representative from ERP backfill on a limited-term basis  
 TOTAL: \$83,200  
 ACCOUNT: 6569000-(several)  
 PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$83,200
<b>TOTAL:</b>	<b>\$83,200</b>

The Customer Services Division has a vacant Customer Services Representative (CSR) position which has been unfilled for a number of years. Beginning July, 2017, it is proposed to fill this on a three year, limited-term basis in order to provide backfill support to current staff required to work on the ongoing Enterprise Resource Planning (ERP) system implementation. Senior members of the Customer Services staff will play a key role in the implementation of the Munis utility billing application. In addition, this same staff are needed to participate in installing Energov applications, specifically as associated with business tax and permitting systems.

The Energov implementation has already commenced, and the utility billing implementation will be initiated in the near future. Filling the CSR position now will provide time required for a new employee to be fully trained in current processes which include, but are not limited to, cashiering, permits, business tax, parking citations, and utility billing. Having fully-trained staff as backfill support will allow the senior members of the Division to adequately participate in the ERP project with minimal adverse impact to ongoing tasks.

It is anticipated that a three-year term will suffice in meeting the complete needs of the Division as associated with anticipated ERP time commitments. Because the needs of this position are short-term in nature and specifically associated with the City's financial information system upgrades, it is proposed to fund it during the three-year, limited-term period directly from Fund 656, Financial Information System (FIS). Adequate funding for personnel costs is available in this capital projects fund for which a budget has already been established for backfill purposes.

**WATERWORKS  
FY 17-18 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Principal Engineer Position (Vacant)  
 TOTAL: \$202,800  
 ACCOUNT: 7004205-Salaries and Benefits  
 PRIORITY: 5

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$202,800
<b>TOTAL:</b>	<b>\$202,800</b>

CITY MANAGER ADJUSTMENT	
<u>Current Expenses</u>	
Salaries and Benefits for six months	\$101,400
<b>TOTAL:</b>	<b>\$101,400</b>

One Principal Engineer position is currently vacant in Waterworks Services Section. The position was recommended for consolidation of Engineering resources and elimination as part of the Sanitation Services Efficiency study. It has been determined that present staffing levels are sufficient to meet the existing workload.

**WATERWORKS  
FY17-18 POLICY ITEM PROPOSAL**

TITLE: AutoCAD Civil 3D Drafting and Design Software(1/3 General Fund, 1/3 Sanitation, 1/3 water)  
 REQUEST: \$24,300 (Waterworks Fund)  
 ACCOUNT: 76146400-42200  
 PRIORITY: 1

COST BREAKDOWN	
Purchase (8) AutoCAD Civil 3D Subscriptions (Tax Included)	\$72,900
<b>TOTAL:</b>	<b>\$72,900</b>

The Public Works Department requests authorization to purchase (8) Autodesk AutoCAD Civil 3D 3-year Multi-user Subscriptions and upgrade from the current AutoCAD drafting program.

AutoCAD is a drafting program, offering features suited to basic technical drawing for a wide variety of industries which the City is currently using. AutoCAD Civil 3D is a civil engineering drafting and design program which includes all of the same features and interface of AutoCAD, but is specifically designed for civil engineers and technicians. Drawing and manipulation of profiles and sections, performing quantity takeoffs, and working with design alternatives and changes all become significantly faster with Civil 3D when compared to AutoCAD. Interaction and sharing of drawings and data with the City's consultants will also become much easier since most of them already use the program. Additionally, the Engineering Section's current (8) AutoCAD 2013 perpetual licenses will become obsolete and incompatible with Windows 10 operating system schedule over the next 24 months.

The previous AutoCAD 2013 licenses purchased in 2012/2013 have perpetual licenses, meaning the City paid an upfront cost for unlimited use of the program. On January 31, 2016, Autodesk discontinued the sale of perpetual licenses and made access to all future Autodesk software available on a subscription-only basis. Previously purchased perpetual licenses remain valid, however the new Autodesk software must be purchased as part of either a month-to-month, 1-year, 2-year, or 3-year subscription plan. Unlike a perpetual license, subscribers also have the option of installing the latest version of the program every year. Like the perpetual licenses, these subscription licenses are multi-user, meaning they are shared between users over a network.

The cost for (8) Civil 3D 3-Year Multi-user subscription licenses, including tax, is \$72,900. The purchase of this upgrade will provide significant improvements to detail, compatibility, speed, and will allow for the future compatibility with the conversion to Windows 10. Three of the regular AutoCAD users have practical experience using AutoCAD Civil 3D and could assist other users with this upgrade. The use of Civil 3D would also give the Engineering Section opportunities to complete some of the more complex project designs more efficiently in-house.

General Fund = \$24,300  
 Sanitation Fund = \$24,300  
 Waterworks Fund = \$24,300  
 Total Cost = \$72,900



**WATERWORKS  
FY17-18 POLICY ITEM PROPOSAL**

TITLE: Fixed Base Meter Reading Network  
 REQUEST: \$52,900  
 ACCOUNT: 761-4640-44490  
 PRIORITY: 4

COST BREAKDOWN		
<u>Capital Outlay</u>		
Fixed Base Meter Reading Collectors	6 @ \$7,900	\$ 47,400
Materials	6 @ \$300	\$ 1,800
Tax		\$ 3,690
<b>TOTAL:</b>		<b>\$ 52,890</b>

The Public Works Department's Waterworks Division requests funding to expand the Advanced Metering Infrastructure (or AMI: an automated, radio based, meter data collection and data storage system) project. A Pilot AMI project has been implemented (funded in the FY 2014-15 budget) that consisted of the installation of two fixed-base data collectors. One collector was installed within a neighborhood on the east portion of the District, and the other one in a west side neighborhood. The goal was to collect data from 650 meters within the line-of-sight of the collectors, however, the pilot collectors are reading data from over 10,000 existing District water meters.

The current request would fund installing six additional data collectors in FY 2017-18 on District facilities (tank and pump sites, or other public facilities) at a cost of \$8,815 per collector, installed, for a total of approx \$52,900. The current meter technology installed within the District service area provides for manual, touch, radio drive-by, or fixed-based collector meter reading capability options, so no additional funds are needed for the modern meters within the service area to convert to the fixed-based AMI system.

The pilot project estimated that 23 fixed-based collectors would be ultimately needed within the service area to collect data from about 98% of the meters. Some homes in remote canyon areas may not be practical to access by radio based data collectors; however, as installation of the data collectors proceeds, this could be more closely assessed. Purchase of the infrastructure software, hardware, support, and hosting services for the project over 5 years is estimated at \$300,000 based upon the proposed plan for the collector units to be installed by District staff.

The value of an AMI system is water use data that is helpful to the District and potentially even more helpful to the customer. The additional data is helpful in determining time-of-use at a location, which can help resolve customer service issues and identify water leaks on the customer's side. Typical transactions, such as a move-in or move-out, would be aided by the ability to instantly read a meter upon demand at any time. Usage history would provide detailed data that could help customers identify opportunities to better conserve water. This data from the AMI is anticipated to interface with the Tyler-Munis ERP system and improve efficiency and automation in water billing.

**WATERWORKS**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Leak Correlator  
 REQUEST: \$25,000  
 ACCOUNT: 761-4640-47020  
 PRIORITY: 5

COST BREAKDOWN	
<u>Capital Outlay</u>	
One Leak Correlator	\$25,000
<b>TOTAL:</b>	<b>\$25,000</b>

The Public Works Department's Waterworks Division requests to purchase a leak correlator system. A leak correlator is used to find and pinpoint leaks in a pressurized water line.

Correlators are used to locate the area at which water is escaping from the pipe. The water escaping from a leak under pressure creates a noise which travels into both directions of the pipe. This noise is recorded by two sensors attached to the pipe (e. g., valves, hydrants, etc.) is amplified and transmitted to the correlator. The correlator software compares both signals and calculates the exact distance to the leak by use of the signal delay, the sensor, distance and the sound velocity.

Many leaks in distribution systems do not surface due to their size, the terrain, tree roots, or vicinity to sewers or storm drains. By implementing a preventative leak locating program, these correlators can be temporarily installed at points throughout the system and record data over time, allowing the utility to locate leaks that may otherwise go unnoticed for many years, thus reducing the overall water loss for the utility.

Leak correlators can save time and money for the water utility with regards to labor hours, asphalt, concrete restoration costs, and water loss.

## WATERWORKS FY16-17 POLICY ITEM PROPOSAL

TITLE: Hansen Mobile Work Order system  
 REQUEST: \$16,000 (50/50 split Sanitation \$16,000 and Waterworks \$16,000)  
 ACCOUNT: 7614640-44490  
 PRIORITY: 6

COST BREAKDOWN			
<u>Capital Outlay</u>			
Mobile License	4 @ \$1350	\$	5,400
Implementation Services		\$	25,000
Annual Support		\$	1,600
<b>TOTAL:</b>			<b>\$32,000</b>

The Public Works Department's Sanitation and Waterworks utilities request funding to expand the current Hansen Asset system to allow mobile data collection of asset and work order information in the field. The current system is to create a paper copy of the required information. This information is then collected in the field and returned to the office, where the data is entered.

The Hansen CMMS (Computerized Maintenance and Management System) has been in use for approximately 10 years. There are currently 49,000 work order records and 24,000 assets tracked. Significant financial resources and training hours have been invested by the City and the District in this data management system. CMMS has greatly enhanced the information management and work order processing capabilities of staff.

All Hansen software licenses previously purchased by the City are perpetual and require no renewal. As part of the current modification to modernize the Data Base system, staff also recommends purchasing mobile software licenses to enhance in-field staff's access to CMMS. Many industries now utilize mobile computing technology to create a relationship between maintenance managers and field technicians. Having the ability to connect to CMMS on mobile devices while on the field, is vital to reshaping the City's asset and maintenance management practices. Some of the benefits would include: faster response times by eliminating extra travel; reduction or elimination of duplicate data entry; and expeditious routing and dispatching of service assignments.

The current request would fund purchasing six mobile licenses, installation and setup. At a cost of \$1,350 per mobile device, setup and installation is a not-to-exceed price of \$25,000 installed, for a total of \$32,020.

Hansen Version 8 is a powerful workflow engine with extensive flexibility and enhanced GIS integration that with mobile ability would further streamline business processes and improve the effectiveness of the City's and District's maintenance efforts.

**WATERWORKS  
FY17-18 CAPITAL ASSET REQUEST**

TITLE: Meter Testing Bench  
 REQUEST: \$80,000  
 ACCOUNT: 761-4640-47020  
 PRIORITY: 1

COST BREAKDOWN	
<u>Capital Outlay</u>	
One Meter Testing Bench	\$80,000
<b>TOTAL:</b>	<b>\$80,000</b>

The Public Works Department's Waterworks Division requests funding to replace its current meter testing bench used to test new meters, customer requests, and remove meters for accuracy.

The current equipment is for the purpose of testing and calibrating water meters in the City. Testing is currently done with a test bench made in 1975, which is in need of replacement, as it no longer meets our production requirements and fails to meet our needs for water conservation. The current bench is all manual with no automation which requires a person to stand in front of the bench to control the system which is very time consuming. The new system would be fully automated, allowing the operator to perform other functions while tests are being run. Average testing takes approximately 30 minutes for up to 6 meters. The District currently purchases 1500 replacement meters annually, of which 20% are tested.

Replacing the water meter test bench will increase the efficiency of Meter Shop staff and the City's ability to accurately meter and bill for water consumption. Staff can test more meters by reducing assembly and breakdown time, test at a faster rate through an automated system, and calibrate the meters with higher accuracy. The testing system is frequently used to test new meter accuracy, Meter Billing requests, and to check older meters. The testing of older meters provides data used to develop the meter change out program.

Replacing the current antiquated existing meter test bench equipment will increase efficiencies, confirm the accuracy of customer billing, and ensure that the District is able to meet the required testing criteria set forth by the American Water Works Association (AWWA).

**FUND 762 - WATERWORKS CAPITAL FUND  
OVERVIEW**

Waterworks Capital Fund 762 was created to separately account for water connection fees collected in relation to new developments. These fees can only be used for capital upgrade projects which expand the system's capacity to serve new growth.

<b>WORKING CAPITAL BALANCE</b>	<b>\$ (803,511)</b>	<b>\$ (1,436,870)</b>	<b>\$ (1,436,870)</b>	<b>\$ (4,679,666)</b>
				<b>FY18 Proposed Budget</b>
<b>Revenues</b>	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	
34001 Interest on Investments	\$ 1,217	\$ 15,000	\$ 1,500	\$ 2,000
37479 Capital Improvement Charges	432,387	100,000	212,000	120,000
37499 Other Public Works Fees	-	-	-	-
<b>Total Revenues</b>	<b>\$ 433,604</b>	<b>\$ 115,000</b>	<b>\$ 213,500</b>	<b>\$ 122,000</b>
<b>Expenditures</b>				
46100 Reimb to the General Fund	329,300	329,300	329,300	103,900
48500 Maintenance Contracts	95,658	1,996,570	1,996,570	-
48600 Construction Contracts	642,006	1,130,426	1,130,426	2,623,700
<b>Total Expenditures</b>	<b>\$ 1,066,963</b>	<b>\$ 3,456,296</b>	<b>\$ 3,456,296</b>	<b>\$ 2,727,600</b>
<b>ENDING BALANCE</b>	<b>\$ (1,436,870)</b>	<b>\$ (4,778,166)</b>	<b>\$ (4,679,666)</b>	<b>\$ (7,285,266)</b>

**FUND 763 - WATERWORKS REPLACEMENT RESERVE FUND**

**OVERVIEW**

The Waterworks Replacement Reserve Fund was created to fund capital projects related to the distribution system and to fund vehicles for replacement. Funding for the Replacement Reserve comes from transfers from the Operating Fund, which is funded through rate payers and other sources.

In recent years, funding in the Operating Fund was insufficient to cover daily operating costs as well as to fund necessary capital projects. A rate increase passed in 2016 will assist in building funding to serve both purposes. At the same time, the Waterworks operation has undergone multiple studies and reviews to maximize operating efficiency.

**VEHICLE REPLACEMENT FUND**

<b>STARTING BALANCE</b>	<b>\$833,100</b>	<b>\$788,077</b>	<b>\$788,077</b>	<b>\$844,977</b>
<b>REVENUES LESS EXPENDITURES</b>				
	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Allocation from Operating Fund	\$ 221,000	\$ 155,000	\$ 155,000	\$ 279,500
Vehicle Purchases	266,023	98,100	98,100	250,000
<b>SURPLUS/(DEFICIT)</b>	<b>\$ (45,023)</b>	<b>\$ 56,900</b>	<b>\$ 56,900</b>	<b>\$ 29,500</b>
<b>ENDING BALANCE</b>	<b>\$788,077</b>	<b>\$844,977</b>	<b>\$844,977</b>	<b>\$874,477</b>

**REPLACEMENT RESERVE FUND**

<b>STARTING BALANCE</b>	<b>\$ 12,133,488</b>	<b>\$12,892,306</b>	<b>\$12,892,306</b>	<b>\$8,773,129</b>
<b>REVENUES LESS EXPENDITURES</b>				
	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>FY17 Est. Actual</b>	<b>FY18 Proposed Budget</b>
Allocation from Operating Fund	\$ 1,417,000	\$ -	\$ -	\$ -
State Assistance	7,256	8,037,200	3,300	5,000,000
Reimb to the General Fund	263,300	16,800	16,800	301,400
Maintenance Contracts	157,606	2,713,143	2,713,143	690,000
Construction Contracts	244,532	9,429,734	1,392,534	6,780,000
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 758,818</b>	<b>\$ (4,122,477)</b>	<b>\$ (4,119,177)</b>	<b>\$ (2,771,400)</b>
<b>ENDING BALANCE</b>	<b>\$ 12,892,306</b>	<b>\$8,769,829</b>	<b>\$8,773,129</b>	<b>\$6,001,729</b>

**CONSOLIDATED WORKING CAPITAL SUMMARY (YEAR-END)**  
**WATERWORKS**

	FY16 Actual	FY17 Revised Budget	FY17 Est. Actual	FY18 Proposed Budget
Operations Fund Working Capital	\$ (2,452,804)	\$ (5,294,561)	\$ (5,224,404)	\$ (5,124,404)
Replacement Reserves:				
Vehicle Replacement Reserve	\$ 788,077	\$ 844,977	\$ 844,977	\$ 874,477
Replacement Reserve	12,892,306	8,769,829	8,773,129	6,001,729
Replacement Reserve Working Capital	\$ 13,680,383	\$ 9,614,806	\$ 9,618,106	\$ 6,876,206
Capital Upgrade Working Capital	\$ (1,436,870)	\$ (4,778,166)	\$ (4,679,666)	\$ (7,285,266)
<b>TOTAL WORKING CAPITAL</b>	<b>\$ 9,790,709</b>	<b>\$ (457,921)</b>	<b>\$ (285,964)</b>	<b>\$ (5,533,464)</b>

# SUPPLEMENTAL SCHEDULES

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## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 1/9/2017

For more information on salaries and benefits, see the California State Controller's website [publicpay.ca.gov](http://publicpay.ca.gov)  
or the City of Simi Valley's website at [www.simivalley.org](http://www.simivalley.org)

JOB TITLE	LAST UPDATED	MONTHLY		ANNUALLY	
Account Clerk I	27-Jun-16	\$3,059.33	- \$3,898.27	\$36,712.00	- \$46,779.20
Account Clerk II	27-Jun-16	\$3,362.67	- \$4,295.20	\$40,352.00	- \$51,542.40
Accounting Projects Analyst	09-Jan-17	\$6,177.95	- \$7,920.92	\$74,135.36	- \$95,051.06
Accounting Specialist	09-Jan-17	\$4,972.35	- \$6,353.62	\$59,668.18	- \$76,243.44
Accounting Supervisor	09-Jan-17	\$6,885.43	- \$8,840.63	\$82,625.14	- \$106,087.54
Accounting Technician	27-Jun-16	\$3,698.93	- \$4,719.87	\$44,387.20	- \$56,638.40
Administrative Aide	09-Jan-17	\$4,731.33	- \$6,040.34	\$56,775.94	- \$72,484.10
Administrative Intern (Temp)	20-Jun-11	\$3,698.93	- \$4,719.87	\$44,387.20	- \$56,638.40
Administrative Officer	09-Jan-17	\$7,556.62	- \$9,713.17	\$90,679.42	- \$116,558.00
Administrative Secretary	09-Jan-17	\$4,459.56	- \$5,687.09	\$53,514.76	- \$68,245.06
Administrative Technician	27-Jun-16	\$4,078.53	- \$5,206.93	\$48,942.40	- \$62,483.20
Assistant City Attorney	09-Jan-17	\$9,931.83	- \$12,801.01	\$119,181.92	- \$153,612.16
Assistant City Clerk	09-Jan-17	\$6,331.95	- \$8,231.56	\$75,983.44	- \$98,778.68
Assistant City Manager	09-Jan-17	\$11,905.44	- \$15,477.11	\$142,865.32	- \$185,725.28
Assistant Engineer	09-Jan-17	\$6,310.50	- \$8,093.28	\$75,726.04	- \$97,119.36
Assistant Planner	09-Jan-17	\$5,429.43	- \$6,947.87	\$65,153.14	- \$83,374.46
Assistant Public Works Director	09-Jan-17	\$10,882.73	- \$14,037.12	\$130,592.80	- \$168,445.42
Assistant to the City Manager	09-Jan-17	\$8,668.34	- \$11,158.46	\$104,020.02	- \$133,901.56
Assistant Waterworks Services Manager	09-Jan-17	\$7,175.16	- \$9,217.37	\$86,101.86	- \$110,608.42
Associate Engineer	09-Jan-17	\$6,905.12	- \$8,866.28	\$82,861.48	- \$106,395.38
Associate Planner	09-Jan-17	\$6,188.17	- \$7,934.16	\$74,258.08	- \$95,209.92
Budget Officer	09-Jan-17	\$7,852.89	- \$10,098.38	\$94,234.66	- \$121,180.54
Building Inspector I	27-Jun-16	\$4,329.87	- \$5,522.40	\$51,958.40	- \$66,268.80
Building Inspector II	27-Jun-16	\$4,764.93	- \$6,075.33	\$57,179.20	- \$72,904.00
Building Maintenance Technician	27-Jun-16	\$3,518.67	- \$4,492.80	\$42,224.00	- \$53,913.60
Chief of Police	09-Jan-17	\$15,348.45	- \$19,952.94	\$184,181.40	- \$239,435.30
City Attorney	09-Jan-17	\$15,672.52	- \$20,374.10	\$188,070.22	- \$244,489.18
City Engineer	09-Jan-17	\$9,916.25	- \$12,780.84	\$118,994.98	- \$153,370.10
City Manager	09-Jan-17	\$15,760.42	- \$20,488.54	\$189,125.04	- \$245,862.50
Clerk I	27-Jun-16	\$2,918.93	- \$0.00	\$35,027.20	- \$0.00
Clerk I (Temps)	27-Jun-16	\$2,918.93	- \$0.00	\$35,027.20	- \$0.00
Clerk II	27-Jun-16	\$2,918.93	- \$3,707.60	\$35,027.20	- \$44,491.20
Clerk II (Temps)	27-Jun-16	\$2,918.93	- \$3,707.60	\$35,027.20	- \$44,491.20
Code Enforcement Manager	09-Jan-17	\$7,188.18	- \$9,206.56	\$86,258.12	- \$110,478.68
Code Enforcement Officer	09-Jan-17	\$5,048.31	- \$6,452.46	\$60,579.74	- \$77,429.56
Code Enforcement Supervisor	09-Jan-17	\$6,555.55	- \$8,411.93	\$78,666.64	- \$100,943.18
Code Enforcement Technician	27-Jun-16	\$3,742.27	- \$4,780.53	\$44,907.20	- \$57,366.40
Collection System Supervisor	09-Jan-17	\$5,749.19	- \$7,363.50	\$68,990.22	- \$88,362.04
Collection System Technician I	27-Jun-16	\$3,596.67	- \$4,586.40	\$43,160.00	- \$55,036.80
Collection System Technician II	27-Jun-16	\$3,955.47	- \$5,042.27	\$47,465.60	- \$60,507.20
Collection System Technician Trainee	27-Jun-16	\$3,269.07	- \$4,166.93	\$39,228.80	- \$50,003.20
Communication Systems Coordinator	09-Jan-17	\$6,965.68	- \$8,945.06	\$83,588.18	- \$107,340.74
Communications Manager	09-Jan-17	\$7,000.18	- \$8,989.85	\$84,002.10	- \$107,878.16
Community Services Specialist	09-Jan-17	\$5,306.06	- \$6,787.47	\$63,672.70	- \$81,449.68

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 1/9/2017

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JOB TITLE	LAST UPDATED	MONTHLY		ANNUALLY	
Computer Operator	27-Jun-16	\$3,451.07	- \$4,409.60	\$41,412.80	- \$52,915.20
Contract Compliance Technician	27-Jun-16	\$4,643.60	- \$5,924.53	\$55,723.20	- \$71,094.40
Council Member (incl. Mayor/Mayor Pro-tem)	20-Jun-11		- \$1,202.76		- \$14,433.12
Counter Services Technician	27-Jun-16	\$4,069.87	- \$5,191.33	\$48,838.40	- \$62,296.00
Counter Technician	09-Jan-17	\$4,496.27	- \$5,735.60	\$53,955.20	- \$68,827.20
Court Liaison	09-Jan-17	\$4,142.67	- \$5,286.67	\$49,712.00	- \$63,440.00
Crime Analysis and Reporting Manager	09-Jan-17	\$6,972.55	- \$8,948.42	\$83,670.60	- \$107,381.04
Crime Analyst	09-Jan-17	\$5,595.09	- \$7,163.30	\$67,141.10	- \$85,959.64
Crime Analyst Technician	27-Jun-16	\$4,307.33	- \$5,510.27	\$51,688.00	- \$66,123.20
Crime Scene Investigator I	27-Jun-16	\$4,475.47	- \$5,713.07	\$53,705.60	- \$68,556.80
Crime Scene Investigator II	27-Jun-16	\$4,926.13	- \$6,286.80	\$59,113.60	- \$75,441.60
Crime Scene Investigator Trainee	27-Jun-16	\$3,515.20	- \$4,480.67	\$42,182.40	- \$53,768.00
Crossing Guard (Temps)	29-Dec-14	\$1,878.93	- \$2,275.87	\$22,547.20	- \$27,310.40
Cultural Arts Center Assistant Manager	09-Jan-17	\$5,116.91	- \$6,541.60	\$61,402.90	- \$78,499.20
Cultural Arts Center Manager	09-Jan-17	\$6,895.07	- \$8,853.22	\$82,740.84	- \$106,238.60
Cultural Arts Center Technical Coordinator	09-Jan-17	\$4,879.16	- \$6,235.99	\$58,549.92	- \$74,831.90
Custodian	27-Jun-16	\$3,052.40	- \$3,894.80	\$36,628.80	- \$46,737.60
Custodian (Temps)	27-Jun-16	\$3,052.40	- \$3,894.80	\$36,628.80	- \$46,737.60
Customer Service Representative	27-Jun-16	\$3,277.73	- \$4,184.27	\$39,332.80	- \$50,211.20
Customer Services Manager	09-Jan-17	\$7,000.18	- \$8,989.85	\$84,002.10	- \$107,878.16
Deputy Building Official	09-Jan-17	\$7,473.44	- \$9,605.05	\$89,681.28	- \$115,260.60
Deputy Building Official/Plan Check	09-Jan-17	\$8,217.56	- \$10,572.42	\$98,610.72	- \$126,869.08
Deputy City Attorney	09-Jan-17	\$8,205.82	- \$10,667.54	\$98,469.80	- \$128,010.48
Deputy City Manager	09-Jan-17	\$10,253.64	- \$13,219.31	\$123,043.70	- \$158,631.72
Deputy Director/Building Official	09-Jan-17	\$9,105.42	- \$11,726.61	\$109,265.00	- \$140,719.28
Deputy Director/Citizen Services	09-Jan-17	\$8,917.24	- \$11,482.10	\$107,006.90	- \$137,785.18
Deputy Director/City Clerk	09-Jan-17	\$6,908.03	- \$8,870.10	\$82,896.32	- \$106,441.14
Deputy Director/City Planner	09-Jan-17	\$9,263.02	- \$11,931.60	\$111,156.24	- \$143,179.14
Deputy Director/Community Programs & Facilities	09-Jan-17	\$8,917.24	- \$11,482.10	\$107,006.90	- \$137,785.18
Deputy Director/Development Services	09-Jan-17	\$9,042.69	- \$11,645.16	\$108,512.30	- \$139,741.94
Deputy Director/Economic Development	09-Jan-17	\$9,501.31	- \$12,241.36	\$114,015.72	- \$146,896.36
Deputy Director/Environmental Compliance	09-Jan-17	\$8,994.12	- \$11,582.00	\$107,929.38	- \$138,984.04
Deputy Director/Fiscal Services	09-Jan-17	\$8,946.88	- \$11,520.56	\$107,362.58	- \$138,246.68
Deputy Director/Housing & Special Projects	09-Jan-17	\$8,917.24	- \$11,482.10	\$107,006.90	- \$137,785.18
Deputy Director/Human Resources	09-Jan-17	\$9,723.46	- \$12,530.12	\$116,681.50	- \$150,361.38
Deputy Director/Information Services	09-Jan-17	\$9,988.05	- \$12,874.03	\$119,856.62	- \$154,488.36
Deputy Director/Maintenance Services	09-Jan-17	\$8,993.40	- \$11,581.18	\$107,920.80	- \$138,974.16
Deputy Director/Maintenance Services Engineer	09-Jan-17	\$9,042.69	- \$11,645.16	\$108,512.30	- \$139,741.94
Deputy Director/Police Critical Support & Logistics	09-Jan-17	\$9,115.73	- \$11,740.13	\$109,388.76	- \$140,881.52
Deputy Director/Public Works Administration	09-Jan-17	\$9,115.73	- \$11,740.13	\$109,388.76	- \$140,881.52
Deputy Director/Sanitation Services	09-Jan-17	\$8,993.40	- \$11,581.18	\$107,920.80	- \$138,974.16
Deputy Director/Support Services	09-Jan-17	\$8,204.00	- \$10,554.90	\$98,447.96	- \$126,658.74
Deputy Director/Traffic Engineer	09-Jan-17	\$9,916.25	- \$12,780.84	\$118,994.98	- \$153,370.10
Deputy Director/Transit	09-Jan-17	\$8,917.24	- \$11,482.10	\$107,006.90	- \$137,785.18
Deputy Director/Waterworks Services	09-Jan-17	\$8,993.40	- \$11,581.18	\$107,920.80	- \$138,974.16

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JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Deputy Police Chief	26-Dec-16	\$11,763.96 - \$15,169.96	\$141,167.52 - \$182,039.52
Director, Administrative Services	09-Jan-17	\$11,336.95 - \$14,737.95	\$136,043.44 - \$176,855.38
Director, Community Services	09-Jan-17	\$11,095.39 - \$14,424.02	\$133,144.70 - \$173,088.24
Director, Environmental Services	09-Jan-17	\$11,092.62 - \$14,420.25	\$133,111.42 - \$173,043.00
Director, Public Works	09-Jan-17	\$12,087.83 - \$15,714.21	\$145,054.00 - \$188,570.46
Electrical Inspector	27-Jun-16	\$5,000.67 - \$6,378.67	\$60,008.00 - \$76,544.00
Emergency Services Coordinator	09-Jan-17	\$6,048.90 - \$7,753.24	\$72,586.80 - \$93,038.92
Emergency Services Manager	09-Jan-17	\$6,965.68 - \$8,945.06	\$83,588.18 - \$107,340.74
Engineering Aide	27-Jun-16	\$3,718.00 - \$4,742.40	\$44,616.00 - \$56,908.80
Engineering Technician	27-Jun-16	\$4,643.60 - \$5,924.53	\$55,723.20 - \$71,094.40
Enterprise Systems Analyst	09-Jan-17	\$8,051.92 - \$10,357.10	\$96,623.02 - \$124,285.20
Environmental Compliance Inspector	27-Jun-16	\$4,764.93 - \$6,075.33	\$57,179.20 - \$72,904.00
Environmental Compliance Program Analyst	09-Jan-17	\$5,816.79 - \$7,451.43	\$69,801.42 - \$89,417.12
Environmental Compliance Program Coordinator	09-Jan-17	\$6,555.55 - \$8,411.93	\$78,666.64 - \$100,943.18
Executive Assistant	09-Jan-17	\$5,771.26 - \$7,392.28	\$69,255.16 - \$88,707.32
Field Laboratory Technician	27-Jun-16	\$3,773.47 - \$4,815.20	\$45,281.60 - \$57,782.40
Geographic Information System Technician	27-Jun-16	\$5,633.33 - \$7,181.20	\$67,600.00 - \$86,174.40
GIS Coordinator	09-Jan-17	\$7,757.95 - \$9,969.46	\$93,095.34 - \$119,633.54
Graphics Media Coordinator	09-Jan-17	\$4,944.68 - \$6,317.68	\$59,336.16 - \$75,812.10
Graphics/Support Services Technician	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Heavy Equipment Operator	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Home Rehabilitation Coordinator	09-Jan-17	\$5,796.66 - \$7,425.28	\$69,559.88 - \$89,103.30
Human Resources Analyst	09-Jan-17	\$6,194.85 - \$7,942.98	\$74,338.16 - \$95,315.74
Human Resources Technician	27-Jun-16	\$3,359.20 - \$4,295.20	\$40,310.40 - \$51,542.40
Industrial Painter	27-Jun-16	\$4,265.73 - \$5,447.87	\$51,188.80 - \$65,374.40
Information Services Analyst I	09-Jan-17	\$6,209.23 - \$7,961.76	\$74,510.80 - \$95,541.16
Information Services Analyst II	09-Jan-17	\$6,745.92 - \$8,659.17	\$80,951.00 - \$103,910.04
Instrumentation Technician	27-Jun-16	\$5,156.67 - \$6,581.47	\$61,880.00 - \$78,977.60
Inventory Support Technician	27-Jun-16	\$3,113.07 - \$3,978.00	\$37,356.80 - \$47,736.00
Inventory Support Technician (Y-Rated)	21-Jun-10	\$0.00 - \$4,976.40	\$0.00 - \$59,716.80
Laboratory Chemist	09-Jan-17	\$6,521.21 - \$8,367.17	\$78,254.54 - \$100,406.02
Laboratory Supervisor	09-Jan-17	\$7,168.24 - \$9,208.31	\$86,018.92 - \$110,499.74
Laboratory Technician	27-Jun-16	\$4,602.00 - \$5,874.27	\$55,224.00 - \$70,491.20
Landscape Architect	09-Jan-17	\$7,699.94 - \$9,899.59	\$92,399.32 - \$118,795.04
Lead Crossing Guard (Temps)	29-Dec-14	\$2,152.80 - \$2,613.87	\$25,833.60 - \$31,366.40
Legal Secretary	09-Jan-17	\$4,662.02 - \$5,950.30	\$55,944.20 - \$71,403.54
Legal Technician	27-Jun-16	\$3,362.67 - \$4,291.73	\$40,352.00 - \$51,500.80
Maintenance Superintendent	09-Jan-17	\$7,094.90 - \$9,113.04	\$85,138.82 - \$109,356.52
Maintenance Supervisor	09-Jan-17	\$5,749.19 - \$7,363.50	\$68,990.22 - \$88,362.04
Maintenance Worker I	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Maintenance Worker I (Temps)	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Maintenance Worker II	27-Jun-16	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Maintenance Worker II (Temps)	27-Jun-16	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Maintenance Worker III	27-Jun-16	\$3,702.40 - \$4,725.07	\$44,428.80 - \$56,700.80
Management Analyst	09-Jan-17	\$6,048.90 - \$7,753.24	\$72,586.80 - \$93,038.92

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JOB TITLE	LAST UPDATED	MONTHLY		ANNUALLY	
Mechanic I	27-Jun-16	\$3,527.33	- \$4,504.93	\$42,328.00	- \$54,059.20
Mechanic II	27-Jun-16	\$4,404.40	- \$5,622.93	\$52,852.80	- \$67,475.20
Neighborhood Council Coordinator	09-Jan-17	\$5,778.76	- \$7,402.03	\$69,345.12	- \$88,824.32
Nutrition Services Worker	27-Jun-16	\$2,908.53	- \$3,714.53	\$34,902.40	- \$44,574.40
Paralegal	27-Jun-16	\$3,768.27	- \$4,806.53	\$45,219.20	- \$57,678.40
Permit Services Coordinator	09-Jan-17	\$5,567.03	- \$7,237.84	\$66,804.40	- \$86,854.04
Planning Intern (Temp)	20-Jun-11	\$3,768.27	- \$4,806.53	\$45,219.20	- \$57,678.40
Planning Technician	27-Jun-16	\$4,373.20	- \$5,595.20	\$52,478.40	- \$67,142.40
Plant Electrician	27-Jun-16	\$4,697.33	- \$5,993.87	\$56,368.00	- \$71,926.40
Plant Maintenance Program Technician	27-Jun-16	\$4,933.07	- \$6,292.00	\$59,196.80	- \$75,504.00
Plant Maintenance Supervisor	09-Jan-17	\$6,200.94	- \$7,950.82	\$74,411.22	- \$95,409.86
Plant Maintenance Technician I	27-Jun-16	\$3,877.47	- \$4,946.93	\$46,529.60	- \$59,363.20
Plant Maintenance Technician II	27-Jun-16	\$4,265.73	- \$5,442.67	\$51,188.80	- \$65,312.00
Plant Maintenance Technician III	27-Jun-16	\$4,697.33	- \$5,993.87	\$56,368.00	- \$71,926.40
Plant Operations Manager	09-Jan-17	\$7,324.61	- \$9,411.61	\$87,895.34	- \$112,939.32
Plant Operations Supervisor	09-Jan-17	\$6,200.94	- \$7,950.82	\$74,411.22	- \$95,409.86
Plant Operator I	27-Jun-16	\$4,165.20	- \$5,323.07	\$49,982.40	- \$63,876.80
Plant Operator II	27-Jun-16	\$4,581.20	- \$5,848.27	\$54,974.40	- \$70,179.20
Plant Operator III	27-Jun-16	\$5,042.27	- \$6,432.40	\$60,507.20	- \$77,188.80
Plant Operator Trainee	27-Jun-16	\$3,194.53	- \$4,083.73	\$38,334.40	- \$49,004.80
Plant Support Systems Manager	09-Jan-17	\$7,324.61	- \$9,411.61	\$87,895.34	- \$112,939.32
Plumbing/Mechanical Inspector	27-Jun-16	\$5,000.67	- \$6,378.67	\$60,008.00	- \$76,544.00
Police Commander	26-Dec-16	\$9,588.76	- \$12,350.61	\$115,065.08	- \$148,207.28
Police Dispatcher	27-Jun-16	\$4,407.87	- \$5,624.67	\$52,894.40	- \$67,496.00
Police Dispatcher Trainee	27-Jun-16	\$3,900.00	- \$0.00	\$46,800.00	- \$0.00
Police Maintenance Coordinator	27-Jun-16	\$4,352.40	- \$5,555.33	\$52,228.80	- \$66,664.00
Police Maintenance Supervisor	09-Jan-17	\$5,279.56	- \$6,753.13	\$63,354.72	- \$81,037.58
Police Maintenance Technician	27-Jun-16	\$3,362.67	- \$4,295.20	\$40,352.00	- \$51,542.40
Police Officer	26-Dec-16	\$5,312.67	- \$8,082.53	\$63,752.00	- \$96,990.40
Police Officer Trainee	26-Dec-16	\$4,648.80	- \$0.00	\$55,785.60	- \$0.00
Police Records Manager	09-Jan-17	\$6,331.95	- \$8,231.56	\$75,983.44	- \$98,778.68
Police Records Supervisor	09-Jan-17	\$5,595.09	- \$7,163.30	\$67,141.10	- \$85,959.64
Police Records Technician I	27-Jun-16	\$3,033.33	- \$3,872.27	\$36,400.00	- \$46,467.20
Police Records Technician II	27-Jun-16	\$3,281.20	- \$4,201.60	\$39,374.40	- \$50,419.20
Police Sergeant	26-Dec-16	\$6,948.93	- \$10,557.73	\$83,387.20	- \$126,692.80
Police Services Assistant	27-Jun-16	\$3,343.60	- \$4,270.93	\$40,123.20	- \$51,251.20
Police Services Supervisor	09-Jan-17	\$5,306.06	- \$6,787.47	\$63,672.70	- \$81,449.68
Principal Engineer	09-Jan-17	\$9,042.69	- \$11,645.16	\$108,512.30	- \$139,741.94
Principal Information Services Analyst	09-Jan-17	\$8,104.42	- \$10,425.39	\$97,253.00	- \$125,104.72
Principal Planner/Zoning Administrator	09-Jan-17	\$8,066.74	- \$10,376.45	\$96,800.86	- \$124,517.38
Printer	27-Jun-16	\$3,078.40	- \$3,926.00	\$36,940.80	- \$47,112.00
Property Officer	27-Jun-16	\$4,153.07	- \$5,300.53	\$49,836.80	- \$63,606.40
Property Technician	27-Jun-16	\$3,685.07	- \$4,699.07	\$44,220.80	- \$56,388.80
Public Works Dispatcher	27-Jun-16	\$3,180.67	- \$4,061.20	\$38,168.00	- \$48,734.40
Public Works Inspector	27-Jun-16	\$4,794.40	- \$6,113.47	\$57,532.80	- \$73,361.60

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JOB TITLE	LAST UPDATED	MONTHLY		ANNUALLY	
Recording Secretary	27-Jun-16	\$3,536.00	- \$4,510.13	\$42,432.00	- \$54,121.60
Risk Manager	09-Jan-17	\$7,854.32	- \$10,100.20	\$94,251.82	- \$121,202.38
Secretary	27-Jun-16	\$3,362.67	- \$4,291.73	\$40,352.00	- \$51,500.80
Senior Accountant	09-Jan-17	\$6,924.08	- \$8,890.87	\$83,088.98	- \$106,690.48
Senior Administrative Officer	09-Jan-17	\$8,273.63	- \$10,645.40	\$99,283.60	- \$127,744.76
Senior Assistant City Attorney	09-Jan-17	\$10,913.41	- \$14,077.03	\$130,960.96	- \$168,924.34
Senior Building Inspector	27-Jun-16	\$5,236.40	- \$6,685.47	\$62,836.80	- \$80,225.60
Senior Center Aide	27-Jun-16	\$2,908.53	- \$3,714.53	\$34,902.40	- \$44,574.40
Senior Center Aide (Temps)	27-Jun-16	\$2,908.53	- \$3,714.53	\$34,902.40	- \$44,574.40
Senior Code Enforcement Officer	09-Jan-17	\$5,750.53	- \$7,365.26	\$69,006.34	- \$88,383.10
Senior Crime Analyst	09-Jan-17	\$6,972.55	- \$8,948.42	\$83,670.60	- \$107,381.04
Senior Custodian	27-Jun-16	\$3,702.40	- \$4,725.07	\$44,428.80	- \$56,700.80
Senior Customer Service Representative	27-Jun-16	\$3,768.27	- \$4,806.53	\$45,219.20	- \$57,678.40
Senior Engineer	09-Jan-17	\$7,888.64	- \$10,144.85	\$94,663.66	- \$121,738.24
Senior Engineering Technician	27-Jun-16	\$5,116.80	- \$6,532.93	\$61,401.60	- \$78,395.20
Senior Human Resources Analyst	09-Jan-17	\$7,068.66	- \$9,078.49	\$84,823.96	- \$108,941.82
Senior Human Resources Technician	27-Jun-16	\$3,698.93	- \$4,719.87	\$44,387.20	- \$56,638.40
Senior Information Services Analyst	09-Jan-17	\$7,388.46	- \$9,494.66	\$88,661.56	- \$113,935.90
Senior Instrumentation Technician	27-Jun-16	\$5,669.73	- \$7,238.40	\$68,036.80	- \$86,860.80
Senior Laboratory Technician	27-Jun-16	\$5,042.27	- \$6,441.07	\$60,507.20	- \$77,292.80
Senior Management Analyst	09-Jan-17	\$6,965.68	- \$8,945.06	\$83,588.18	- \$107,340.74
Senior Planner	09-Jan-17	\$7,061.19	- \$9,069.08	\$84,734.26	- \$108,828.98
Senior Police Dispatcher	27-Jun-16	\$5,073.47	- \$6,472.27	\$60,881.60	- \$77,667.20
Senior Police Maintenance Technician	27-Jun-16	\$3,693.73	- \$4,714.67	\$44,324.80	- \$56,576.00
Senior Police Officer	26-Dec-16	\$5,758.13	- \$8,600.80	\$69,097.60	- \$103,209.60
Senior Police Records Technician	27-Jun-16	\$3,934.67	- \$5,014.53	\$47,216.00	- \$60,174.40
Senior Services Assistant Manager	09-Jan-17	\$5,116.37	- \$6,540.93	\$61,396.40	- \$78,491.14
Senior Services Manager	09-Jan-17	\$6,640.23	- \$8,521.91	\$79,682.72	- \$102,262.94
Senior Transit Dispatcher	27-Jun-16	\$3,419.87	- \$4,362.80	\$41,038.40	- \$52,353.60
Senior Tree Trimmer	27-Jun-16	\$4,076.80	- \$5,203.47	\$48,921.60	- \$62,441.60
Staff Accountant	09-Jan-17	\$6,079.95	- \$7,793.70	\$72,959.38	- \$93,524.34
Supervising Building Inspector	09-Jan-17	\$6,293.39	- \$8,071.01	\$75,520.64	- \$96,852.08
Supervising Public Works Inspector	09-Jan-17	\$6,293.39	- \$8,071.01	\$75,520.64	- \$96,852.08
Support Services Worker	27-Jun-16	\$2,924.13	- \$3,731.87	\$35,089.60	- \$44,782.40
Temp Salaried Hourly (Temps/Mgt)	20-Jun-11	\$2,924.13	- \$3,731.87	\$35,089.60	- \$44,782.40
Theater Technician I	27-Jun-16	\$1,991.60	- \$2,541.07	\$23,899.20	- \$30,492.80
Theater Technician II	27-Jun-16	\$2,808.00	- \$3,586.27	\$33,696.00	- \$43,035.20
Transit Coach Operator	27-Jun-16	\$3,548.13	- \$4,534.40	\$42,577.60	- \$54,412.80
Transit Coach Operator (Temps)	27-Jun-16	\$3,548.13	- \$4,534.40	\$42,577.60	- \$54,412.80
Transit Dispatcher	27-Jun-16	\$3,196.27	- \$4,080.27	\$38,355.20	- \$48,963.20
Transit Finance Manager	09-Jan-17	\$6,891.04	- \$8,848.00	\$82,692.48	- \$106,175.94
Transit Operations Assistant	27-Jun-16	\$4,241.47	- \$5,404.53	\$50,897.60	- \$64,854.40
Transit Superintendent	09-Jan-17	\$7,280.41	- \$9,354.15	\$87,364.94	- \$112,249.80
Transit Supervisor	09-Jan-17	\$5,367.70	- \$6,867.71	\$64,412.40	- \$82,412.46
Treasury Officer	09-Jan-17	\$6,899.45	- \$8,858.96	\$82,793.36	- \$106,307.50

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 1/9/2017

For more information on salaries and benefits, see the California State Controller's website [publicpay.ca.gov](http://publicpay.ca.gov)  
or the City of Simi Valley's website at [www.simivalley.org](http://www.simivalley.org)

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Tree Trimmer I	27-Jun-16	\$3,362.67 - \$4,298.67	\$40,352.00 - \$51,584.00
Tree Trimmer II	27-Jun-16	\$3,702.40 - \$4,730.27	\$44,428.80 - \$56,763.20
Utilities Specialist	27-Jun-16	\$4,699.07 - \$5,997.33	\$56,388.80 - \$71,968.00
Utility Services Specialist	09-Jan-17	\$5,534.53 - \$7,089.33	\$66,414.40 - \$85,072.00
Victim Advocate	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Water Distribution Supervisor	09-Jan-17	\$6,291.13 - \$8,068.10	\$75,493.60 - \$96,817.24
Water Operations Supervisor	09-Jan-17	\$6,291.13 - \$8,068.10	\$75,493.60 - \$96,817.24
Water Systems Supervisor	09-Jan-17	\$6,291.13 - \$8,068.10	\$75,493.60 - \$96,817.24
Waterworks Meter Reader	27-Jun-16	\$3,236.13 - \$4,120.13	\$38,833.60 - \$49,441.60
Waterworks Services Worker I	27-Jun-16	\$3,376.53 - \$4,319.47	\$40,518.40 - \$51,833.60
Waterworks Services Worker II	27-Jun-16	\$3,719.73 - \$4,751.07	\$44,636.80 - \$57,012.80
Waterworks Services Worker III	27-Jun-16	\$4,205.07 - \$5,368.13	\$50,460.80 - \$64,417.60
Waterworks Svc. Worker Trainee	27-Jun-16	\$3,078.40 - \$3,927.73	\$36,940.80 - \$47,132.80
Waterworks Systems Technician	27-Jun-16	\$5,156.67 - \$6,583.20	\$61,880.00 - \$78,998.40
Work Experience/Clerical (Temps)	01-Jan-17	\$1,820.00 - \$0.00	\$21,840.00 - \$0.00
Work Experience/Maintenance (Temps)	01-Jan-17	\$1,820.00 - \$0.00	\$21,840.00 - \$0.00
Workers' Compensation Adjuster	09-Jan-17	\$4,731.33 - \$6,040.34	\$56,775.94 - \$72,484.10
Workers' Compensation Manager	09-Jan-17	\$6,884.93 - \$8,840.02	\$82,619.16 - \$106,080.26
Workers' Compensation Supervisor	09-Jan-17	\$6,194.85 - \$7,942.98	\$74,338.16 - \$95,315.74

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

<b>I. REGULAR POSITIONS SUMMARY</b>	<b>Authorized</b>
<b>CITY ADMINISTRATION</b>	
CITY MANAGER	7
CITY CLERK SERVICES	4
CITY ATTORNEY	6
HUMAN RESOURCES	9
WORKERS' COMPENSATION	3
<hr style="border-top: 1px dashed black;"/>	
Total for CITY ADMINISTRATION	29
 <b>ADMINISTRATIVE SERVICES</b>	
ADMINISTRATION	3.85
FISCAL SERVICES	9
SUPPORT SERVICES	6.50
UTILITY BILLING/CUSTOMER SVCS	7
INFORMATION SERVICES	13
<hr style="border-top: 1px dashed black;"/>	
Total for ADMINISTRATIVE SERVICES	39.35
 <b>COMMUNITY SERVICES</b>	
ADMINISTRATION	9
CROSSING GUARDS (ADMIN)	1
CODE ENFORCEMENT	6.90
FRANCHISE MANAGEMENT	1
SENIOR SERVICES	4
NEIGHBORHOOD COUNCIL	1
YOUTH SERVICES	2
CULTURAL ARTS	5
MEALS-ON-WHEELS	1
CONGREGATE MEALS PROGRAM	1.38
TRANSIT ADMINISTRATION	3
TRANSIT BUS OPERATIONS	16.25
TRANSIT VAN OPERATIONS	23.55
<hr style="border-top: 1px dashed black;"/>	
Total for COMMUNITY SERVICES	75.08
 <b>ENVIRONMENTAL SERVICES</b>	
ADMINISTRATION	7
PLANNING	16
BUILDING & SAFETY	16
<hr style="border-top: 1px dashed black;"/>	
Total for ENVIRONMENTAL SERVICES	39
 <b>PUBLIC WORKS</b>	
ADMINISTRATION	9
TRAFFIC ENGINEERING	4
ENGINEERING	16
PARKWAY/TREE MAINTENANCE	14
STREET MAINTENANCE	11
BUILDING MAINTENANCE	17
TRAFFIC MAINTENANCE	3
VEHICLE MAINTENANCE	8
STORM DRAIN MANAGEMENT	3
LIBRARY MAINTENANCE	1
GRAFFITI/ABATEMENT	2
SANITATION ADMINISTRATION	9
SEWER LINE MAINTENANCE	9

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

	Authorized
<b>I. REGULAR POSITIONS SUMMARY</b>	
PLANT OPERATIONS & MAINTENANCE	36
PRETREATMENT ENVIRONMENTAL COMPLIANCE	5
ENVIRONMENTAL COMPLIANCE	5
WATERWORKS OPERATIONS & MAINTENANCE	39
<hr/>	
Total for PUBLIC WORKS	191
<b>POLICE DEPARTMENT</b>	
ADMINISTRATION	8
COMMUNICATIONS BUREAU	14
PATROL BUREAU	63
PATROL SUPPORT BUREAU	15
DETECTIVE BUREAU	31
RECORDS BUREAU	11
CRIME ANALYSIS & PREVENTION UNIT	3
PD FISCAL SERVICES UNIT	4
PD MAINTENANCE UNIT	3
AUXILIARY SERVICES BUREAU	8
TRAFFIC BUREAU	18
PD EMERGENCY SERVICES	2
<hr/>	
Total for POLICE DEPARTMENT	180
<hr/>	
Total (All Departments)	553.43



**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>CITY MANAGER</b>					
City Manager	50000134	1.0	M	GF	1125
Deputy City Manager	50000135	1.0	M	GF	1125
Assistant City Manager	50000184	1.0	M	GF	1125
Deputy City Manager	50001527	1.0	M	GF	1125
Executive Assistant	50000137	1.0	M	GF	1125
Administrative Secretary	50000138	1.0	M	GF	1125
Management Analyst	50002650	1.0	M	GF	1125
No. Authorized					
7					
<b>CITY CLERK SERVICES</b>					
Deputy Director/City Clerk	50000142	1.0	M	GF	1130
Recording Secretary	50000140	1.0	GU	GF	1130
Recording Secretary	50000580	1.0	GU	GF	1130
Secretary	50000143	1.0	GU	GF	1130
No. Authorized					
4					
<b>CITY ATTORNEY</b>					
City Attorney	50000187	1.0	M	GF	1205
Assistant City Attorney	50000188	1.0	M	GF	1205
Assistant City Attorney	50000190	1.0	M	GF	1205
Assistant City Attorney	50002300	1.0	M	GF	1205
Legal Secretary	50000191	1.0	M	GF	1205
Legal Technician	50000192	1.0	M	GF	1205
No. Authorized					
6					
<b>HUMAN RESOURCES</b>					
Deputy Director/Human Resources	50000207	1.0	M	GF	1520
Risk Manager	50000208	1.0	M	GF	1520
Senior HR Analyst (SR Mgmt. Analyst)	50001126	1.0	M	GF	1520
Senior Human Resources Analyst	50001127	1.0	M	GF	1520
Management Analyst	50002800	1.0	M	GF	1520
Human Resources Analyst	50000211	1.0	M	GF	1520
Senior Human Resources Technician	50000212	1.0	GU	GF	1520
Human Resources Technician	50000216	1.0	GU	GF	1520
Secretary	50000215	1.0	GU	GF	1520
No. Authorized					
9					

**AUTHORIZED POSITIONS**  
Fiscal Year 2017/2018

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>ADMINISTRATIVE SERVICES</b>					
<b>ADMINISTRATION</b>					
Director - Administrative Services	50001129	1.0	M	GF	1505
Sr. Management Analyst	50001141	1.0	M	WW	1505
Budget Officer	50000195	0.85 (Reduce 1.0 FTE for 1 year)	M	GF	1505
Administrative Secretary	50000196	1.0	M	GF	1505
No. Authorized 3.85					

<b>FISCAL SERVICES</b>					
Deputy Director/Fiscal Services	50000198	1.0	M	GF	1510
Senior Accountant	50001147	1.0	M	GF	1510
Staff Accountant	50001300	1.0	M	GF	1510
Staff Accountant	50000199	1.0	M	GF	1510
Accounting Specialist	50001175	1.0	M	GF	1510
Accounting Technician	50000203	1.0	GU	GF	1510
Accounting Technician	50000204	1.0	GU	GF	1510
Accounting Technician	50000205	1.0	GU	GF	1510
Accounting Technician	50000206	1.0	GU	GF	1510
No. Authorized 9					

<b>SUPPORT SERVICES</b>					
Deputy Director/Support Services	50000217	1.0	M	GF	1540
Senior Management Analyst	50001150	1.0	M	GF	1540
Communication Systems Coordinator	50001151	1.0	M	GF	1540
Graphics Media Coordinator	50001145	1.0	M	GF	1540
Printer	50000221	1.0	GU	GF	1540
Support Services Worker	50000222	0.50	GU	GF	1540
Graphics/Support Services Technician	50000224	1.0	GU	GF	1540
No. Authorized 6.50					

<b>UTILITY BILLING/CUSTOMER SVCS</b>					
Administrative Aide	50001477	1.0	M	WW	1553
Senior Customer Services Representative	50001229	1.0	GU	WW	1553
Customer Service Representative	50000239	1.0	GU	WW	1553
Customer Service Representative	50000241	1.0	GU	WW	1553
Customer Service Representative	50000243	1.0	GU	WW	1553
Customer Service Representative	50000244	1.0	GU	WW	1553
Customer Service Representative	50000245	1.0	GU	WW	1553
No. Authorized 7					

<b>INFORMATION SERVICES</b>					
Deputy Director/Information Services	50000226	1.0	M	GF	1560
Senior Information Services Analyst	50000234	1.0	M	GF	1560
Principal Information Services Analyst	50001130	1.0	M	GF	1560
Senior Information Services Analyst	50001148	1.0 (Freeze for 6 months)	M	GF	1560
Enterprise Systems Analyst	50001475	1.0	M	GF	1560
Ent. Systems Analyst	50002701	1.0	M	GF	1560
Enterprise Systems Analyst	50002702	1.0	M	GF	1560
Information Services Analyst II	50000229	1.0	M	GF	1560
Information Services Analyst II	50001131	1.0	M	GF	1560
Information Services Analyst II	50000233	1.0	M	GF	1560

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#		
Information Services Analyst II	50001776	1.0	M	GF	1560
Information Services Analyst I	50001556	1.0	M	GF	1560
Senior Information Services Analyst	50002976	1.0	M	GF	1560
No. Authorized					
12.50					
<b>WORKERS' COMPENSATION</b>					
Workers' Compensation Manager (WC Supv)	50000237	1.0	M	W/C	1710
Clerk II	50000238	1.0	M	W/C	1710
Workers' Compensation Adjuster	50001529	1.0	M	W/C	1710
No. Authorized					
3					

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>COMMUNITY SERVICES</b>					
<b>ADMINISTRATION</b>					
Director - Community Services	50000249	1.0	M	GF	2005
Deputy Director/Citizen Services Deputy	50000250	1.0	M	GF	2005
Director/Comm Progs & Facilities	50000251	1.0	M	GF	2005
Management Analyst	50000252	1.0 (Freeze for 6 months)	M	GF	2005
Administrative Secretary	50000254	1.0	M	GF	2005
Secretary	50001207	1.0	GU	GF	2005
Administrative Aide	50000248	1.0	M	T	2005
Clerk I (Overfill Secretary)	50000257	1.0	GU	GF	2005
Clerk II	50000282	1.0	GU	GF	2005

No. Authorized  
8.50

<b>CODE ENFORCEMENT</b>					
Code Enforcement Manager	50000260	1.0	M	GF	2110
Senior Code Enforcement Officer	50000262	1.0	M	GF	2110
Code Enforcement Officer	50000263	1.0	M	GF	2110
Code Enforcement Officer	50000264	1.0	M	GF	2110
Code Enforcement Officer Code	50000265	1.0	M	GF	2110
Enforcement Officer	50000267	1.0	M	GF	2110
Counter Services Technician	50000268	0.90	M	GF	2110

No. Authorized  
6.90

<b>FRANCHISE MANAGEMENT</b>					
Senior Management Analyst	50000270	1.0	M	GF	2115

No. Authorized  
1

<b>SENIOR SERVICES</b>					
Senior Services Manager	50001155	1.0	M	GF	2230
Senior Services Assistant Manager	50001158	1.0	M	GF	2230
Senior Services Assistant Manager	50001857	1.0	M	GF	2230
Secretary	50002425	1.0	M	GF	2230

No. Authorized  
4

<b>NEIGHBORHOOD COUNCIL</b>					
Neighborhood Council Coordinator	50000277	1.0	M	GF	2235

No. Authorized  
1

<b>YOUTH SERVICES</b>					
Community Serv Specialist (Y.E.S./Y.C.)	50000278	1.0	M	GF	2240

No. Authorized  
1

<b>YOUTH SERVICES</b>					
Management Analyst	50000279	1.0	M	GF	2245

No. Authorized  
1

**AUTHORIZED POSITIONS**  
Fiscal Year 2017/2018

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>CULTURAL ARTS</b>					
Cultural Arts Center Manager Cultural	50000850	1.0	M	GF	2310
Arts Center Assistant Manager	50000851	1.0	M	GF	2310
Theater Technician I/II	TBD	1.0 (New position)	GU	GF	2310
Account Clerk II (Clerk II)	50000852	1.0	GU	GF	2310
Clerk II	50002626	1.0	GU	GF	2310
No. Authorized 5					
<b>MEALS-ON-WHEELS</b>					
Senior Center Aide (MOW Coord)	50000076	1.0	GU	GF	2335
No. Authorized 1					
<b>CONGREGATE MEALS PROGRAM</b>					
Senior Center Aide	50001829	0.63	GU	GF	2337
Nutrition Services Worker	50001830	0.75	GU	GF	2337
No. Authorized 1.38					
<b>TRANSIT ADMINISTRATION</b>					
Deputy Director/Transit	50000283	1.0	M	T	2905
Sr. Management Analyst	50001054	1.0	M	T	2905
Account Clerk II	50000256	1.0	GU	GF	2905
No. Authorized 3					
<b>TRANSIT BUS OPERATIONS</b>					
Secretary	50000301	1.0	GU	T	2920
Transit Coach Operator	50000083	1.0	GU	T	2920
Transit Coach Operator	50000090	1.0	GU	T	2920
Transit Coach Operator	50000288	1.0	GU	T	2920
Transit Coach Operator	50000289	1.0	GU	T	2920
Transit Coach Operator	50000290	1.0	GU	T	2920
Transit Coach Operator	50000292	1.0	GU	T	2920
Transit Coach Operator	50000294	1.0	GU	T	2920
Transit Coach Operator	50000295	1.0	GU	T	2920
Transit Coach Operator	50000296	1.0	GU	T	2920
Transit Coach Operator	50000298	1.0	GU	T	2920
Transit Coach Operator	50000300	1.0	GU	T	2920
Transit Coach Operator	50000305	1.0	GU	T	2920
Transit Coach Operator (PT 75%)	50000293	0.75	GU	T	2920
Transit Coach Operator (PT 75%)	50001215	0.75	GU	T	2920
Transit Coach Operator (PT 75%)	50001218	0.75	GU	T	2920
Transit Operations Assistant	50003150	1.0	GU	T	2920
No. Authorized 16.25					
<b>TRANSIT VAN OPERATIONS</b>					
Transit Superintendent (Sr. MA)	50000284	1.0	M	T	2940
Transit Supervisor (Trans. Op. Asst.)	50000285	1.0	M	T	2940
Transit Supervisor	50000286	1.0	M	T	2940
Transit Supervisor	50000287	1.0	M	T	2940

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#
Transit Dispatcher	50000306	1.0	GU T 2940
Transit Supervisor	50002210	1.0	M T 2940
Transit Coach Operator (PT 75%)	50000081	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000082	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000091	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000095	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000096	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000097	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000103	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000104	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50000303	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001213	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001214	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001219	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001220	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50001375	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50002451	0.75	GU T 2940
Transit Dispatcher	50000291	1.0	GU T 2940
Transit Operations Assistant	50001825	1.0	GU T 2940
Transit Dispatcher (PT 65%)	50001133	0.65	GU T 2940
Transit Dispatcher (PT 65%)	50001900	0.65	GU T 2940
Transit Coach Operator (PT 75%)	50000299	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50003076	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50003077	0.75	GU T 2940
Transit Coach Operator (PT 75%)	50003078	0.75	GU T 2940

No. Authorized  
23.55

**AUTHORIZED POSITIONS**

Fiscal Year 2017/2018

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>ENVIRONMENTAL SERVICES</b>					
<b>MAIN ADMINISTRATION</b>					
Director - Environmental Services	50000307	1.0	M	GF	3005
Administrative Secretary	50000311	1.0	M	GF	3005
Administrative Officer	50000308	1.0	M	GF	3005
Administrative Aide	50000309	1.0	M	GF	3005
Recording Secretary (Current Plan)	50000313	1.0	GU	GF	3005
Secretary	50001208	1.0	GU	GF	3005
Clerk II	50000319	1.0	GU	GF	3005

No. Authorized

7

<b>PLANNING</b>					
Deputy Director/City Planner	50000321	1.0	M	GF	3010
Senior Planner	50000347	1.0	M	GF	3010
Principal Planner	50000348	1.0	M	GF	3010
Senior Planner/Current Planning	50000325	1.0	M	GF	3010
Senior Planner/Current Planning	50000326	1.0	M	GF	3010
Senior Planner/Current Planning	50000328	1.0	M	GF	3010
Senior Planner/Current Planning	50000329	1.0	M	GF	3010
Senior Planner/Current Planning	50000332	1.0	M	GF	3010
Senior Planner/Environmental	50000335	1.0	M	GF	3010
Senior Management Analyst	50000341	1.0	M	GF	3010
Associate Planner/Current Planning	50000342	0.0 (Position deleted)	M	GF	3010
Associate Planner/Current Planning	50000333	1.0	M	GF	3010
Associate Planner/Current Planning	50000338	1.0	M	GF	3010
Assistant Planner/Environmental	50001400	1.0	M	GF	3010
Home Rehabilitation Coordinator	50000351	1.0	M	GF	3010
Secretary	50000315	1.0	GU	GF	3010
Assistant Planner	50000345	1.0	M	GF	3010

No. Authorized

16

<b>BUILDING AND SAFETY</b>					
Deputy Director/Building Official	50000353	1.0	M	GF	3030
Principal Engineer	50000357	1.0	M	GF	3030
Associate Engineer/Plan Check	50000356	1.0	M	GF	3030
Permit Serv. Coord. (Counter Serv. Tech)	50000359	1.0	M	GF	3030
Supervising Building Inspector	50000360	1.0	M	GF	3030
Supervising Building Insp. (Sr. B.I.)	50000361	1.0	M	GF	3030
Senior Building Inspector	50000364	1.0	GU	GF	3030
Senior Building Inspector	50000371	1.0	GU	GF	3030
Building Inspector II	50000362	1.0	GU	GF	3030
Building Inspector II	50000365	1.0	GU	GF	3030
Building Inspector II	50000368	1.0	GU	GF	3030
Building Inspector II	50000369	1.0	GU	GF	3030
Counter Services Technician	50000317	1.0	GU	GF	3030
Electrical Inspector	50000372	1.0	GU	GF	3030
Counter Services Technician	50001525	1.0	GU	GF	3030
Counter Services Technician	50001828	1.0	GU	GF	3030

No. Authorized

16

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>PUBLIC WORKS</b>					
<b>ADMINISTRATION</b>					
Director - Public Works	50000374	1.0	M	GF	4005
Deputy Director/Maintenance Services Engineer	50000457	1.0	M	GF	4005
Deputy Director/PW Administration	50000376	1.0	M	GF	4005
Geographic Information Systems Coordinator	50001144	1.0	M	GF	4005
Senior Management Analyst	50000377	1.0	M	GF	4005
Administrative Secretary	50000379	1.0	M	GF	4005
Administrative Secretary	50000380	1.0	M	GF	4005
Account Clerk II	50000381	1.0	GU	GF	4005
Public Works Dispatcher	50001227	1.0	GU	GF	4005

No. Authorized  
9

<b>TRAFFIC ENGINEERING</b>					
Principal Engineer (Traffic Operations)	50000454	1.0	M	GF	4070
Senior Engineer (Traffic) (Asst Eng)	50000474	1.0	M	GF	4070
Associate Engineer (Traffic)	50000472	1.0	M	GF	4070
Senior Engineering Technician	50001231	1.0 (Freeze for 3 months)	GU	GF	4070

No. Authorized  
4

<b>ENGINEERING</b>					
City Engineer	50000452	1.0	M	GF	4080
Deputy Director/Development Services	50000492	1.0	M	GF	4080
Principal Engineer (Capital Projects)	50000455	1.0	M	GF	4080
Senior Engineer (Capital Proj)	50000459	1.0	M	GF	4080
Senior Engineer (Capital Proj)	50000460	1.0	M	GF	4080
Senior Engineer (Associate Engineer)	50000468	1.0	M	GF	4080
Assistant Engineer (Capital Proj)	50000473	1.0	M	GF	4080
Supervising Public Works Inspector	50000976	1.0	M	GF	4080
Public Works Inspector	50000486	1.0	GU	GF	4080
Public Works Inspector	50000487	1.0	GU	GF	4080
Public Works Inspector	50000490	1.0	GU	GF	4080
Senior Engineering Tech (Capital Proj)	50000476	1.0	GU	GF	4080
Senior Engineering Tech (Capital Proj)	50000480	1.0	GU	GF	4080
Contract Compliance Technician	50000479	1.0	GU	GF	4080
Counter Services Technician	50000483	1.0	GU	GF	4080
Counter Services Technician	50000484	1.0	GU	GF	4080

No. Authorized  
16

<b>PARKWAY/TREE MAINTENANCE</b>					
Landscape Architect (Maint. Superint.)	50000386	1.0	M	GF	4110
Maintenance Supervisor	50000389	1.0	M	GF	4110
P.W. Inspector (Landscape)	50000387	1.0	GU	GF	4110
P.W. Inspector (Landscape)	50000388	1.0	GU	GF	4110
P.W. Inspector (Landscape)	50001408	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000390	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000391	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000393	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000394	1.0	GU	GF	4110
Maint. Worker II (Landscape)	50000395	1.0	GU	GF	4110
Senior Tree Trimmer	50000398	1.0	GU	GF	4110
Senior Tree Trimmer	50000399	1.0	GU	GF	4110
Tree Trimmer II	50000396	1.0	GU	GF	4110



**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#
Tree Trimmer II	50000397	1.0	GU GF 4110

No. Authorized  
14

**STREET MAINTENANCE**

Maintenance Superintendent	50000400	1.0	M GF 4120
Maintenance Supervisor	50000401	1.0	M GF 4120
Maint. Worker III (Streets)	50000407	1.0	GU GF 4120
Maint. Worker II (Streets)	50000403	1.0	GU GF 4120
Maint. Worker II (Streets)	50000405	1.0	GU GF 4120
Maint. Worker II (Streets)	50000406	1.0	GU GF 4120
Maint. Worker II (Streets)	50000408	1.0	GU GF 4120
Maint. Worker II (Streets)	50000409	1.0	GU GF 4120
Maint. Worker II (Streets)	50000411	1.0	GU GF 4120
Maint. Worker II (Streets)	50000414	1.0	GU GF 4120
Maint. Worker II (Streets)	50000415	1.0	GU GF 4120

No. Authorized  
11

**BUILDING MAINTENANCE**

Maintenance Supervisor	50000420	1.0	M GF 4130
Building Maint. Technician	50000417	1.0	GU GF 4130
Building Maint. Technician	50000418	1.0	GU GF 4130
Building Maint. Technician	50000419	1.0	GU GF 4130
Building Maint. Technician	50001234	1.0	GU GF 4130
Senior Custodian	50000427	1.0	GU GF 4130
Custodian	50000421	1.0	GU GF 4130
Custodian	50000422	1.0	GU GF 4130
Custodian	50000423	1.0	GU GF 4130
Custodian	50000424	1.0	GU GF 4130
Custodian	50000425	1.0	GU GF 4130
Custodian	50000426	1.0	GU GF 4130
Custodian	50000428	1.0	GU GF 4130
Custodian	50000431	1.0	GU GF 4130
Custodian	50000432	1.0	GU GF 4130
Custodian	50001017	1.0	GU GF 4130
Custodian	50001018	1.0	GU GF 4130

No. Authorized  
17

**TRAFFIC MAINTENANCE**

Maintenance Worker III (Streets)	50000802	1.0	GU GF 4140
Maintenance Worker II (Streets)	50000800	1.0	GU GF 4140
Maintenance Worker II (Streets)	50000801	1.0	GU GF 4140

No. Authorized  
3

**VEHICLE MAINTENANCE**

Maintenance Superintendent	50000803	1.0	M GF 4150
Maintenance Supervisor	50000804	1.0	M GF 4150
Mechanic II	50000806	1.0	GU GF 4150
Mechanic II	50000805	1.0 (Freeze for 1 year)	GU GF 4150
Mechanic II	50000807	1.0	GU GF 4150
Mechanic II	50000808	1.0	GU GF 4150
Mechanic II (Lead Worker)	50000809	1.0	GU GF 4150
Mechanic I	50000854	1.0	GU GF 4150

No. Authorized  
8

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#
<b>STORM DRAIN MANAGEMENT</b>			
Maintenance Worker III (Streets)	50000446	1.0	GU GF 4160
Maintenance Worker II (Streets)	50000445	1.0	GU GF 4160
Heavy Equipment Operator	50000449	1.0	GU GF 4160
No. Authorized			3
<b>LIBRARY MAINTENANCE</b>			
Custodian	50002854	1.0	GU GF 4170
No. Authorized			1
<b>GRAFFITI/ABATEMENT Maint.</b>			
Worker III (Streets)	50000412	1.0	GU GF 4190
Community Services Specialist	50002175	1.0	M GF 4190
No. Authorized			2
<b>SANITATION ADMINISTRATION</b>			
Assistant Public Works Director	50000493	1.0	M SAN 4205
Principal Engineer	50000495	1.0	M SAN 4205
Senior Engineer	50000467	1.0	M SAN 4205
Senior Engineer	50000496	1.0	M SAN 4205
Associate Engineer	50000567	1.0	M SAN 4205
Assistant Engineer	50001403	1.0	M SAN 4205
Management Analyst	50000378	1.0	M SAN 4205
Sr. Engineering Technician	50000498	1.0	GU SAN 4205
Secretary	50001209	0.0 (Position deleted)	GU SAN 4205
Secretary	50001228	1.0	GU SAN 4205
No. Authorized			9
<b>SEWER LINE MAINTENANCE</b>			
Collection System Supervisor	50000813	1.0	M SAN 4210
Collection System Technician I	50002426	1.0	GU SAN 4210
Collection System Technician II (CL)	50000504	1.0	GU SAN 4210
Collection System Technician II	50000506	1.0	GU SAN 4210
Collection System Technician II	50000503	1.0	GU SAN 4210
Collection System Technician II	50000505	1.0	GU SAN 4210
Collection System Technician Trainee	50000507	1.0	GU SAN 4210
Collection System Technician II	50000508	1.0	GU SAN 4210
Collection System Technician I	50002427	1.0	GU SAN 4210
No. Authorized			9
<b>PLANT OPERATIONS &amp; MAINTENANCE</b>			
Deputy Director/Sanitation Services	50000509	1.0	M SAN 4240
Plant Support Systems Manager	50000510	1.0	M SAN 4240
Plant Operations Supervisor	50000512	1.0	M SAN 4240
Plant Maintenance Supervisor	50000513	1.0	M SAN 4240
Plant Operator III (Lead Worker)	50000514	1.0	GU SAN 4240
Plant Operator Trainee	50000515	1.0	GU SAN 4240
Plant Operator I	50000517	1.0	GU SAN 4240
Plant Operator III	50000518	1.0	GU SAN 4240
Plant Operator III	50000520	1.0	GU SAN 4240

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#
Plant Operator III	50000521	1.0	GU SAN 4240
Plant Operator I	50000529	1.0	GU SAN 4240
Plant Operator III	50000522	1.0	GU SAN 4240
Plant Operator I	50000525	1.0	GU SAN 4240
Plant Operator III (Lead Worker)	50000526	1.0	GU SAN 4240
Plant Operator II	50000516	1.0	GU SAN 4240
Plant Operator Trainee	50000519	1.0	GU SAN 4240
Laboratory Supervisor	50000530	1.0	M SAN 4240
Laboratory Chemist	50000531	1.0	M SAN 4240
Senior Laboratory Technician	50000532	1.0	GU SAN 4240
Laboratory Technician	50000533	1.0	GU SAN 4240
Laboratory Technician	50000534	1.0	GU SAN 4240
Plant Maintenance Technician III	50000538	1.0	GU SAN 4240
Plant Maintenance Technician III	50000539	1.0	GU SAN 4240
Plant Electrician	50001025	1.0	GU SAN 4240
Plant Maintenance Prog. Tech. (PMT III)	50001530	1.0	GU SAN 4240
Plant Maintenance Technician II	50000540	1.0	GU SAN 4240
Plant Maintenance Technician II	50000541	1.0	GU SAN 4240
Plant Maintenance Technician II	50000542	1.0	GU SAN 4240
Plant Maintenance Technician I	50000543	0.0 (Position deleted)	GU SAN 4240
Sr. Instrumentation Technician	50000925	1.0	GU SAN 4240
Instrumentation Technician	50000527	1.0	GU SAN 4240
Instrumentation Technician	50000535	1.0	GU SAN 4240
Maintenance Worker II	50000537	1.0	GU SAN 4240
Industrial Painter	50000536	1.0	GU SAN 4240
Secretary	50000544	1.0	GU SAN 4240
Inventory Support Technician	50002428	1.0	GU SAN 4240
Sanitation Systems Coordinator	50003153	1.0	M SAN 4240

No. Authorized  
36

**PRETREATMENT ENVIRONMENTAL COMPLIANCE**

Deputy Director/Environmental Compliance	50000550	1.0	M SAN 4250
Environmental Compliance Program Coordinator	50000551	1.0	M SAN 4250
Environmental Compliance Inspector	50001203	1.0	GU SAN 4250
Environmental Compliance Inspector	50001204	1.0	GU SAN 4250
Account Clerk II	50000554	1.0	GU SAN 4250

No. Authorized  
5

**ENVIRONMENTAL COMPLIANCE**

Environmental Compliance Program Coordinator	50000555	1.0	M GF 4065
Environmental Compliance Program Coordinator	50000556	1.0	M GF 4065
Environmental Compliance Program Coordinator	50000557	1.0	M WW 4065
Environmental Compliance Inspector	50001201	1.0	GU GF 4065
Environmental Compliance Inspector	50001202	1.0	GU WW 4065

No. Authorized  
5

**WATERWORKS OPERATIONS & MAINTENANCE**

Deputy Director/Waterworks Services	50000562	1.0	M WW 4640
Water Operations Supervisor	50000564	1.0	M WW 4640
Water Distribution Supervisor	50000565	1.0	M WW 4640
Water Systems Supervisor	50003100	1.0	M WW 4640
Principal Engineer	50000494	1.0 (Freeze for 6 months)	M WW 4640
Senior Engineer	50000566	1.0	M WW 4640
Senior Engineer	50000464	1.0	M WW 4640
Associate Engineer	50000568	1.0	M WW 4640
Assistant Engineer	50000497	1.0	M WW 4640
Senior Engineering Technician	50000569	1.0	GU WW 4640

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#
P.W. Inspector (Waterworks)	50000570	1.0	GU WW 4640
WW Services Worker III (Lead)	50000575	1.0	GU WW 4640
WW Services Worker III (Lead)	50000582	1.0	GU WW 4640
WW Services Worker Trainee	50001134	1.0	GU WW 4640
Waterworks Services Worker I	50001135	1.0	GU WW 4640
Senior Engineering Technician	50001232	1.0	GU WW 4640
Waterworks Services Worker II	50000576	1.0	GU WW 4640
Waterworks Services Worker Trainee	50000577	1.0	GU WW 4640
Waterworks Services Worker III	50000586	1.0	GU WW 4640
Waterworks Services Worker III	50000587	1.0	GU WW 4640
Waterworks Services Worker I	50000589	1.0	GU WW 4640
Waterworks Services Worker III	50000591	1.0	GU WW 4640
Waterworks Services Worker III	50001136	1.0	GU WW 4640
Waterworks Services Worker III (Lead)	50001137	1.0	GU WW 4640
Waterworks Services Worker III	50000573	1.0	GU WW 4640
Waterworks Services Worker I	50000578	1.0	GU WW 4640
Waterworks Services Worker I	50000583	1.0	GU WW 4640
Waterworks Services Worker II	50000584	1.0	GU WW 4640
Waterworks Services Worker I	50000590	1.0	GU WW 4640
Waterworks Services Worker I	50000572	1.0	GU WW 4640
Waterworks Services Worker I	50000574	1.0	GU WW 4640
Waterworks Services Worker I	50000588	1.0	GU WW 4640
Waterworks Meter Reader	50000593	1.0	GU WW 4640
Waterworks Meter Reader	50000594	1.0	GU WW 4640
Waterworks Systems Technician	50001235	1.0	GU WW 4640
Plant Operator II (Water)	50002575	1.0	GU WW 4640
Sr. Management Analyst	50000595	1.0	M WW 4640
Secretary	50000596	1.0	GU WW 4640
Secretary	50000597	1.0	GU WW 4640

No. Authorized

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**AUTHORIZED POSITIONS**

**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>POLICE DEPARTMENT ADMINISTRATION (SWORN)</b>					
Chief of Police	50000598	1.0	MS	GF	5005
Deputy Police Chief	50000599	1.0	MS	GF	5005
Deputy Police Chief	50000600	1.0 (Freeze for 6 months)	MS	GF	5005
Sergeant	50000694	1.0	S	GF	5005
Police Officer - Detective	50000673	1.0	S	GF	5005

No. Authorized

5

<b>PATROL SUPPORT BUREAU (SWORN)</b>					
Police Commander	50000651	1.0	MS	GF	5230
Sergeant	50000688	1.0	S	GF	5230
Police Officer	50000650	1.0	S	GF	5230
Police Officer (SRO)	50000634	1.0	S	GF	5230
Police Officer	50000658	1.0	S	GF	5230
Police Officer	50000659	1.0	S	GF	5230
Police Officer - SRO	50000667	1.0	S	GF	5230
Police Officer	50000696	1.0	S	GF	5230
Sergeant	50000709	1.0	S	GF	5230
Police Officer	50000710	1.0	S	GF	5230
Police Officer	50000711	1.0	S	GF	5230
Police Officer (CLO)	50002981	1.0	S	GF	5230
Police Officer (CLO, Detetive)	50002982	1.0	S	GF	5230
Police Officer (PROS)	50003000	1.0	S	GF	5230
Police Officer (CLO)	50003001	1.0	S	GF	5230

No. Authorized

15

<b>DETECTIVE BUREAU (SWORN)</b>					
Police Commander	50000670	1.0	MS	GF	5240
Sergeant - Detective	50000652	1.0	S	GF	5240
Sergeant - Detective	50000671	1.0	S	GF	5240
Sergeant - Detective	50000672	1.0	S	GF	5240
Police Officer - Detective	50000654	1.0	S	GF	5240
Police Officer - Detective	50000655	1.0	S	GF	5240
Police Officer - Detective	50000656	1.0	S	GF	5240
Police Officer - Detective	50000660	1.0	S	GF	5240
Police Officer - Detective	50000665	1.0	S	GF	5240
Police Officer - Detective	50000628	1.0	S	GF	5240
Police Officer	50000627	1.0	S	GF	5240
Police Officer	50000664	1.0	S	GF	5240
Police Officer - Detective	50000668	1.0	S	GF	5240
Police Officer - Detective	50000674	1.0	S	GF	5240
Police Officer - Detective	50000675	1.0	S	GF	5240
Police Officer - Detective	50000676	1.0	S	GF	5240
Police Officer - Detective	50000677	1.0	S	GF	5240
Police Officer - Detective	50000678	1.0	S	GF	5240
Police Officer - Detective	50000679	1.0	S	GF	5240
Police Officer - Detective	50000680	1.0	S	GF	5240
Police Officer - Detective	50000681	1.0	S	GF	5240
Police Officer - Detective	50000682	1.0	S	GF	5240
Police Officer - Detective	50000684	1.0	S	GF	5240
Police Officer - Detective	50000685	1.0	S	GF	5240
Police Officer	50000712	1.0	S	GF	5240
Police Officer - Detective	50000713	1.0	S	GF	5240
Police Officer (VCAT) - Detective	50002550	1.0	S	GF	5240

No. Authorized

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**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>TRAFFIC BUREAU (SWORN)</b>					
Police Commander	50000693	1.0	MS	GF	5480
Police Sergeant	50000610	1.0	S	GF	5480
Police Sergeant	50001050	1.0	S	GF	5480
Senior Police Officer	50000695	1.0	S	GF	5480
Police Officer	50000644	1.0	S	GF	5480
Police Officer	50000642	1.0	S	GF	5480
Police Officer	50000699	1.0	S	GF	5480
Police Officer	50000702	1.0	S	GF	5480
Police Officer	50000703	1.0	S	GF	5480
Police Officer	50000705	1.0	S	GF	5480
Police Officer	50000706	1.0	S	GF	5480
Police Officer	50000707	1.0	S	GF	5480

No. Authorized  
12

<b>AUXILIARY SERVICES BUREAU (SWORN)</b>					
Police Commander	50000686	1.0	MS	GF	5460
Sergeant	50001225	1.0	S	GF	5460
Police Officer - Detective	50000689	1.0	S	GF	5460

No. Authorized  
3

<b>PATROL BUREAU (SWORN)</b>					
Police Commander	50000604	1.0	MS	GF	5120
Police Commander	50000605	1.0	MS	GF	5120
Police Commander	50000857	1.0	MS	GF	5120
Police Commander	50000603	1.0 (Freeze for 6 months)	MS	GF	5120
Police Sergeant	50000606	1.0	S	GF	5120
Police Sergeant	50000607	1.0	S	GF	5120
Police Sergeant	50000608	1.0	S	GF	5120
Police Sergeant	50000609	1.0	S	GF	5120
Police Sergeant	50000611	1.0	S	GF	5120
Police Sergeant	50000612	1.0	S	GF	5120
Police Sergeant	50000653	1.0	S	GF	5120

**AUTHORIZED POSITIONS**  
**Fiscal Year 2017/2018**

POSITION	POS#	FTE	UNIT/FUND/ACT#		
Sergeant	50000687	1.0	S	GF	5120
Senior Police Officer	50000615	1.0	S	GF	5120
Senior Police Officer	50000616	1.0	S	GF	5120
Senior Police Officer	50000618	1.0	S	GF	5120
Senior Police Officer	50000621	1.0	S	GF	5120
Senior Police Officer	50000641	1.0	S	GF	5120
Senior Police Officer	50000683	1.0	S	GF	5120
Senior Police Officer	50000708	1.0	S	GF	5120
Senior Police Officer	50001052	1.0	S	GF	5120
Senior Police Officer	50001852	1.0	S	GF	5120
Police Officer - K9	50000602	1.0	S	GF	5120
Police Officer	50000613	1.0	S	GF	5120
Police Officer	50000614	1.0	S	GF	5120
Police Officer	50000617	1.0	S	GF	5120
Police Officer	50000619	1.0	S	GF	5120
Police Officer	50000620	1.0	S	GF	5120
Police Officer - K9	50000622	1.0	S	GF	5120
Police Officer	50000623	1.0	S	GF	5120
Police Officer	50000624	1.0	S	GF	5120
Police Officer	50000625	1.0	S	GF	5120
Police Officer	50000626	1.0	S	GF	5120
Police Officer	50000629	1.0	S	GF	5120
Police Officer	50000630	1.0	S	GF	5120
Police Officer	50000631	1.0	S	GF	5120
Police Officer	50000632	1.0	S	GF	5120
Police Officer	50000633	1.0	S	GF	5120
Police Officer	50000635	1.0	S	GF	5120
Police Officer - K9	50000636	1.0	S	GF	5120
Police Officer	50000637	1.0	S	GF	5120
Police Officer	50000638	1.0	S	GF	5120
Police Officer	50000639	1.0	S	GF	5120
Police Officer	50000640	1.0	S	GF	5120
Police Officer	50000643	1.0	S	GF	5120
Police Officer	50000645	1.0	S	GF	5120
Police Officer	50000646	1.0	S	GF	5120
Police Officer	50000648	1.0	S	GF	5120
Police Officer	50000649	1.0	S	GF	5120
Police Officer	50000657	1.0	S	GF	5120
Police Officer	50000661	1.0	S	GF	5120
Police Officer	50000662	1.0	S	GF	5120
Police Officer	50000663	1.0	S	GF	5120
Police Officer	50000666	1.0	S	GF	5120
Police Officer	50000692	1.0	S	GF	5120
Police Officer	50000698	1.0	S	GF	5120
Police Officer	50000700	1.0	S	GF	5120
Police Officer	50000704	1.0	S	GF	5120
Police Officer	50001051	1.0	S	GF	5120
Police Officer	50001851	1.0	S	GF	5120
Police Officer	50002000	1.0	S	GF	5120
Police Officer	50002001	1.0	S	GF	5120
Police Officer	50002002	1.0	S	GF	5120
Police Officer - K9	50002003	1.0	S	GF	5120

No. Authorized

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**AUTHORIZED POSITIONS**  
Fiscal Year 2017/2018

POSITION	POS#	FTE	UNIT/FUND/ACT#		
<b>ADMINISTRATION (NON-SWORN)</b>					
Deputy Director/Police Critical Support & Logistics	50001142	1.0	M	GF	5005
Administrative Secretary	50000716	1.0	M	GF	5005
Secretary	50000717	1.0	GU	GF	5005
No. Authorized					3
<b>COMMUNICATIONS BUREAU (NON-SWORN)</b>					
Communications Manager	50000826	1.0	M	GF	5110
Senior Police Dispatcher	50000719	1.0	GU	GF	5110
Senior Police Dispatcher	50000720	1.0	GU	GF	5110
Senior Police Dispatcher	50000721	1.0	GU	GF	5110
Senior Police Dispatcher	50000722	1.0	GU	GF	5110
Police Dispatcher	50000724	1.0	GU	GF	5110
Police Dispatcher	50000725	1.0	GU	GF	5110
Police Dispatcher	50000726	1.0	GU	GF	5110
Police Dispatcher	50000727	1.0	GU	GF	5110
Police Dispatcher	50000728	1.0	GU	GF	5110
Police Dispatcher	50000730	1.0	GU	GF	5110
Police Dispatcher	50000731	1.0	GU	GF	5110
Police Dispatcher	50000723	0.50	GU	GF	5110
Police Dispatcher (PT 50%)	50001500	0.50	GU	GF	5110
Police Dispatcher (PT 50%)	50003075	1.0	GU	GF	5110
No. Authorized					14
<b>DETECTIVE BUREAU (NON-SWORN)</b>					
Crime Scene Investigator I	50000734	1.0	GU	GF	5240
Crime Scene Investigator II	50001526	1.0	GU	GF	5240
Secretary	50000736	1.0	GU	GF	5240
Court Liaison	50001157	1.0	M	GF	5240
No. Authorized					4
<b>RECORDS BUREAU (NON-SWORN)</b>					
Police Records Manager	50002625	1.0	M	GF	5350
Senior Police Records Technician	50000747	1.0	GU	GF	5350
Senior Police Records Technician	50000756	1.0	GU	GF	5350
Police Records Tech II	50000743	1.0	GU	GF	5350
Police Records Technician II	50000744	1.0	GU	GF	5350
Police Records Technician II	50000745	1.0	GU	GF	5350
Police Records Technician II	50000746	1.0	GU	GF	5350
Police Records Technician I	50000759	1.0	GU	GF	5350
Police Records Technician II	50000741	1.0	GU	GF	5350
Police Records Technician II (Clerk II)	50000757	1.0	GU	GF	5350
Police Records Technician II	50000758	1.0	GU	GF	5350
No. Authorized					11
<b>CRIME ANALYSIS &amp; PREVENTION UNIT (NON-SWORN)</b>					
Crime Analysis and Reporting Manager	50002525	1.0	M	GF	5370
Community Services Specialist	50000751	1.0	M	GF	5370
Crime Analyst	50001140	1.0	M	GF	5370
No. Authorized					3
<b>PD FISCAL SERVICES UNIT (NON-SWORN)</b>					
Senior Management Analyst	50001153	1.0	M	GF	5390
Management Analyst	50001146	1.0	M	GF	5390
Accounting Technician	50000950	1.0	GU	GF	5390



**AUTHORIZED POSITIONS**  
Fiscal Year 2017/2018

POSITION	POS#	FTE	UNIT/FUND/ACT#
Administrative Technician	50001226	1.0	GU GF 5390
No. Authorized			
4			
<b>PD MAINTENANCE UNIT (NON-SWORN)</b>			
Police Maintenance Supervisor	50001602	1.0	M GF 5395
Senior Police Maintenance Technician	50000775	1.0	GU GF 5395
Police Maintenance Technician	50000776	1.0	GU GF 5395
No. Authorized			
3			
<b>AUXILIARY SERVICES BUREAU (NON-SWORN)</b>			
Community Services Specialist	50000749	1.0	M GF 5460
Administrative Aide (Admin Tech.)	50000755	1.0	M GF 5460
Property Officer	50001627	1.0	GU GF 5460
Property Technician	50002178	1.0	GU GF 5460
Secretary	50000754	1.0	GU GF 5460
No. Authorized			
5			
<b>TRAFFIC BUREAU (NON-SWORN)</b>			
Police Services Supervisor	50001053	1.0	M GF 5480
Police Services Assistant	50000761	1.0	GU GF 5480
Police Services Assistant	50000763	1.0	GU GF 5480
Police Services Assistant	50000764	1.0	GU GF 5480
Police Services Assistant	50000765	1.0	GU GF 5480
Police Services Assistant (PT 50%)	50000768	0.50	GU GF 5480
Police Services Assistant (PT 50%)	50002975	0.50	GU GF 5480
No. Authorized			
6			
<b>PD EMERGENCY SERVICES (NON-SWORN)</b>			
Emergency Services Manager	50000777	1.0	M GF 5490
Emergency Services Coordinator	50000778	1.0	M GF 5490
No. Authorized			
2			

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**CITY OF SIMI VALLEY**

**DEPARTMENT REDUCTION AND REQUEST PROPOSALS  
NOT INCLUDED IN THE FY 2017-18 BUDGET**

**CITY ADMINISTRATION  
FY 17-18 REDUCTION PROPOSAL**

DEPT: City Manager's Office  
 TITLE: Travel  
 TOTAL: \$3,000  
 ACCOUNT: 1001125-42720  
 PRIORITY:

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	\$3,000
TOTAL:	\$3,000

Reduction of \$3,000 to eliminate attendance to the ICSC annual conference.

FY 17-18 Proposed	\$15,301
Reduction:	(\$3,000)
Revised Budget	\$12,301

## CITY ADMINISTRATION FY 17-18 REDUCTION PROPOSAL

DEPT: City Manager's Office  
 TITLE: Professional/Special Services  
 TOTAL: \$70,000  
 ACCOUNT: 1001125-44010  
 PRIORITY:

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	\$70,000
TOTAL:	\$70,000

Reduction in expenditures affiliated with the Community Newsletter (\$30,000), Economic Development (30,000) and Legislative Analysis (\$10,000)

FY 17-18 Proposed	\$274,204
Reduction:	(\$70,000)
Revised Budget	\$204,000

## CITY ATTORNEY FY 17-18 REDUCTION PROPOSAL

DEPT: City Attorney  
 TITLE: Reduce Funding for Outside Legal  
 TOTAL: \$25,000  
 ACCOUNT: 1001205-44012  
 PRIORITY: 1B

### SAVINGS BREAKDOWN

Current Expenses

Budget for FY 16-17	\$25,000
Projected Budget for FY 17-18	\$0
<b>TOTAL REDUCTION:</b>	<b>\$25,000</b>

This reduction proposal 1B provides an alternative to 1A, with an additional reduction of \$7,500, leaving a zero balance in the account. However, there may be some service impacts because specialized expertise may be unavailable, or in certain cases, especially conflicts where the use of outside counsel is mandatory, a supplemental budget request may be necessary to cover the matter. As described in 1A, in FY 16-17, an approved policy item included additional funds in the amount of \$5,000 for nuisance abatement, massage abatement and other items to be carried out by outside counsel through this account. These additional funds were added to this Consulting/Legal Services account (44012--Outside Legal), for a total of \$25,000 in FY17. This account is also used when seeking specialized legal services including election law, water law, Proposition 218/64 revenue issues, and other matters when in-house expertise is unavailable or if a conflict may exist and outside counsel is needed. Based on the Office's usage to date which has been less than anticipated, a reduction of to zero will still allow the Office to provide advice in most areas.

**ADMINISTRATIVE SERVICES**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Funding for Management Analyst in Support Services  
 REQUEST:  
 ACCOUNT: 1001540- (several)  
 PRIORITY: 1

COST BREAKDOWN	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$136,400
<b>TOTAL:</b>	<b>\$136,400</b>

The Support Services Division of Administrative Services is requesting one Management Analyst staff position to manage new program areas and assist with work backlogs for critical and essential service programs.

The Division oversees all City purchasing, bidding, and contracting activities with the exception of small purchases handled at the Department level via purchase order. Additionally, the Division manages the purchasing card program, central contracts for supplies and office machines, the City's two-way radio system for public safety, the City's telephone system, in-house graphics and printing, mail services, and facility furnishings.

The number of programs managed by the Division has increased in the last eight years as has the volume of activity requiring staff assistance. Increased activity levels include administering purchasing cards, approving a higher number of purchasing transactions, clearing system locks, increased Department training requirements, reviewing more complex purchasing documents, installing new users due to high agency-wide personnel turnover, additional printing and graphics capability, coordinating additional major repairs of aging equipment, and increased after-hours support requirements for maintenance activity impacting telephone or two-way radio services. Additionally, the various systems and processes the Division manages and oversees are more complex, have many new regulations, and require staff to provide more user training. During the same time, staff levels have decreased by 18%. The Division is currently working on implementing new Enterprise Resource Planning (ERP) modules to roll-out City-wide. The additional modules include contract management and tracking, on-line bidding and bid management, vendor self-service, electronic procurement, work orders/inventory, and expansion of the purchasing card program. The modules will provide tracking and information benefits City-wide, but will also require increased ongoing work by Support Services to process and approve transactions, provide City-wide staff training, manage workflow attributes, maintain users rights, create and maintain system documentation, and perform system maintenance. The Division is also soliciting proposals for a replacement City telephone system and will be upgrading the City's two-way radio system within the next year-and-a-half.

Support Services staff work is backlogged regularly, and other City Departments are impacted by the delays that occur in Support Services due to the volume of work. The additional capability planned for the ERP system and a smooth rollout of upgraded voice communication systems are in jeopardy if additional resources are not provided to assist with these programs. Additionally, the delays and negative impacts to the rest of the City that currently occur will continue unless the staffing deficit is addressed. Because the programs that Support Services oversee are critical and essential services that protect the City as well as citizens, the potential for consequential impacts to the City is heightened if program management is not adequate. The Administrative Services Department does not have a staff member or additional resource to assign to Support Services.

The impact of this request is one full-time equivalent position.

**PUBLIC WORKS/SANITATION/WATERWORKS  
FY17-18 POLICY ITEM PROPOSAL**

TITLE: Funding to Unfreeze One City Engineer (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)  
 REQUEST: \$70,000 (General Fund)  
 ACCOUNT: 1004080-Salaries & Benefits  
 PRIORITY: 2

COST BREAKDOWN	
<u>Personnel</u>	
City Engineer (1/3 split funded)	\$210,000
TOTAL:	<u>\$210,000</u>

In FY 2014-15, the Department initiated a reorganization and combined all of the Public Works Engineering functions into one engineering Division, Engineering Services. The new Division is located in City Hall and includes six Sections; Capital Projects, Traffic Engineering, Development Services, Waterworks Engineering, Sanitation Engineering, and Public Works Inspection, with combined staffing of 37 authorized positions. To manage the Division the City Council approved the reclassification of the former Deputy Director/City Engineer position to City Engineer. However, to help address the FY 2014-15 projected budget deficit the Department offered to freeze the City Engineer position for one year, and the Director and Assistant Director continued to manage the various Sections. To provide enhanced efficiency and coordination of all Public Works engineering functions, the Division and its Section supervisors should have a direct day-to-day manager. Therefore, funding for the City Engineer position is requested in the FY 2016-17 budget.

The City Engineer will manage engineering functions for all three funds (General Fund, Sanitation Fund, Waterworks Fund), therefore it is recommended that funding for the position be split equally between the funds resulting in an approximate \$70,000 annual share for each fund.

General Fund = \$70,000  
 Sanitation Fund = \$70,000  
 Waterworks Fund = \$70,000

Total Cost = \$210,000



**PUBLIC WORKS/SANITATION/WATERWORKS**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Add one Environmental Compliance Mgmt Analyst (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)  
 REQUEST: \$45,700 (General Fund)  
 ACCOUNT: 1004005-Salaries and Benefits  
 PRIORITY: 3

COST BREAKDOWN	
<u>Personnel</u>	
Environmental Compliance Management Analyst (1/3 split funded)	\$137,300
<b>TOTAL:</b>	<b>\$137,300</b>

The Department of Public Works is requesting authorization to add a Management Analyst position to the Environmental Compliance Division to provide support for the four programs, Water Conservation, Stormwater Management, Hazardous Materials/HHW, and Industrial Pretreatment as state and federal requirements for these programs continue to evolve and increase.

The Water Conservation program has new, amended and proposed statewide water codes, including Urban Water Management Planning Act updates, new SB 814 - Excessive Water Use, and Emergency and proposed Permanent Conservation regulations to address. These mandates necessitate additional research, data collection and analysis, which often require adoption and amendment of City/District municipal codes and water shortage resolutions, in addition to development and implementation of compliance plans and preparation of monthly reports to the State Water Board. The proposed Management Analyst position could support many of these activities.

Additionally, the Industrial Pretreatment Program's workload will increase with the recently adopted federal Dental Amalgam Rule requiring more inspections, education, technical support and tracking of the dental facilities within the City.

The Los Angeles Regional Water Quality Control Board is expected to issue the Countywide Municipal Separate Storm Sewer System (MS4) permit by the end of FY 2017. This five year permit will once again increase the requirements to the City to meet and maintain compliance. Included in the new MS4 permit will be the mandate for the County and cities to meet the state's new Trash Policy requirements. In addition to the increased workload associated with the new MS4 permit, the Stormwater Program has increased responsibilities for the state's Industrial General Permit which include additional tracking and reporting of Industrial facilities and increased responsibilities for the implementation of Total Maximum Daily Loads (TMDLs) related to the Arroyo Simi and Calleguas Creek.

The proposed Management Analyst position could also assist the Stormwater Coordinator to perform duties more directly related to the Stormwater Management Program. The proposed Management Analyst could: open/close/update the HHW event on the City Calendar, website, and phone message; update and order handouts for HHW, Pretreatment, and Stormwater; track and enter payments for permits, track facility inspections, verify which permits can be issued, send a message to staff informing inspectors which permits to issue; run a list of new businesses obtained through Business Tax Certificates each month to add to the database; set up compliance meetings for nonpayment of permit fees and other violations; and maintain Environmental Compliance Database of approximately 2500 business.

The Management Analyst would help compile information needed for the annual reporting requirements of all four programs and respond to Public Information Requests. This position could also support the coordination and streamlining of the conversion from the Division's current Access Database to the new Citywide Tyler/Munis/Energov programs. In summary, the new Management Analyst would support the Deputy Director/Environmental Compliance and assist the four Environmental Compliance Program Coordinators with meeting the increased environmental regulatory requirements placed on the City.

**PUBLIC WORKS**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Add one Maintenance Worker II (Streets)  
 REQUEST: \$79,700  
 ACCOUNT: 1004120-Salaries and Benefits  
 PRIORITY: 4

COST BREAKDOWN	
<u>Personnel</u>	
Maintenance Worker II (Streets)	\$79,700
<b>TOTAL:</b>	<b>\$79,700</b>

The Department of Public Works is requesting that a Maintenance Worker I/II position be authorized for the Streets Section.

Staffing within the section has decreased over the past 10 years from a staff of 27 to the current 15 employees. This reduction has adversely affected the ability of the section to adequately maintain the City's infrastructure.

Due to the significant reduction in Federal, State and Local funding for Streets and Roads Capitol projects, specifically Minor Streets, the Street Maintenance staff has begun to perform more complex street rehabilitation projects such as overlays and slurry seals. This work, in addition to routine pothole repairs and small patching projects, has stretched the Section's manpower needed to keep up with the workload.

The establishment of a Public Works Maintenance Worker II position would benefit the Department by increasing the sections ability to complete regular maintenance tasks within the section. Currently there is a backlog of work orders for both the Asphalt and Concrete sections and hiring another individual will allow the section to work towards reducing the current backlog and reducing complaints and claims.

**PUBLIC WORKS**

**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Funding for Maintenance Division Efficiency Study  
REQUEST: \$75,000  
ACCOUNT: 1004120-44010  
PRIORITY: 5

COST BREAKDOWN	
<u>Personnel</u>	
Maintenance Division Efficiency Study	\$75,000
TOTAL:	\$75,000

Retain a consultant to conduct an efficiency study of the Maintenance Services Division to assess and evaluate the existing operations and provide recommendations on appropriate staffing levels, costs and adequacy of annual funding for the division, and potential cost saving measures. The division is comprised of four sections including Streets, Landscaping, Building and Fleet operations. An assessment of the funding, organizational needs and staffing, to properly keep pace with the City's projected maintenance needs for all areas is desired. As staffing levels have declined over the years, it is important to re-establish appropriate staffing levels for the future.

**PUBLIC WORKS**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Eliminate Funding for the City's Flags and Banners Program  
 TOTAL: \$17,000  
 ACCOUNT: 1004140-44490 and 1004140-42560  
 PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$12,000
Operating Supplies	\$5,000
TOTAL:	\$17,000

The City has an annual program to place seasonal flags and banners along portions of Los Angeles Avenue, First Street, Tapo Canyon Road and Tapo Street. Funds totaling \$17,000 are budgeted in Other Contract Services and Operating Supplies to maintain this program. Elimination of these funds will eliminate the annual flags and banners program. The program is currently deferred due to the overwhelming demand for the Armed Forces Banner Program. There is no room for additional flags or banners.

**PUBLIC WORKS**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Reduce Funding for the City's Armed Forces Banner And Replacement Program  
 TOTAL: \$10,000  
 ACCOUNT: 1004140-44490  
 PRIORITY: 5

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$10,000
<b>TOTAL:</b>	<b>\$10,000</b>

The City has an annual program to install, maintain and replace armed forces banners along designated streets within the City. Funds totaling \$40,000 are budgeted in Other Contract Services to maintain this program. We are currently running out of Edison Pole locations to install new banners. Reducing these funds is justified as very few locations remain for continued installations in FY 2017-18 and beyond.

**PUBLIC WORKS**  
**FY17-18 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Contract Services for Various Maintenance Sections  
 TOTAL: \$15,000  
 ACCOUNT: 44490  
 PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$15,000
TOTAL:	\$15,000

The Department budgets \$1,262,300 in Other Contract Services for contract services for various services for various sections throughout the department. Reduction of this account would reduce the funds available and may reduce the level of service.

Street Maintenance (1004120) = \$5,000  
 Secondary Drain Maintenance (1004160) = \$2,500  
 Graffiti Abatement (1004190) = \$7,500

**PUBLIC WORKS**  
**FY17-18 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Landscape Maintenance Contract  
TOTAL: \$51,500  
ACCOUNT: 44450  
PRIORITY: 8

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Landscape Maintenance Contract	\$51,500
TOTAL:	\$51,500

The Department budgets \$1,028,100 for the Landscape Maintenance Contract for City owned and maintained parkways and property. Reduction of this account would reduce the funds available for this service.

Parkway and Tree Maintenance (1004110) = \$46,500  
Library Maintenance (1004170) = \$ 5,000

**PUBLIC WORKS**  
**FY17-18 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Other Contract Services - Parkway/Trees  
 TOTAL: \$20,000  
 ACCOUNT: 1004110-44490  
 PRIORITY: 9

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Contract Services	\$20,000
TOTAL:	\$20,000

The Department budgets \$400,100 trees that are beyond staff and equipment capabilities to maintain, and removal and replacement of non-conforming trees, including trees that are unhealthy or have overgrown the parkway and are causing damage to the adjacent curb, gutter and sidewalk. Reduction of this account would reduce the funds available to complete these services for FY 2017-18. This may result in inadequate pruning and tree watering, and create substandard City landscape areas. Further, this reduction may increase liability exposure for the City due to potential hazards and tree concerns.



**POLICE**  
**FY17-18 REDUCTION PROPOSAL**

DEPT: Police  
 TITLE: Community Liaison Officer Program  
 TOTAL: \$1,052,600  
 ACCOUNT: 1005230-41XXX, 42230, 42410, 42440, 42730  
 PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$1,050,500
Office Supplies	\$300
Uniforms	\$700
Memberships	\$400
Training	\$700
<b>TOTAL:</b>	<b>\$1,052,600</b>

Assigned to the Patrol Support Division, the Community Liaison Officer (CLO) Program is comprised of four Officers whose primary function is to liaison with the community to provide an enhanced level of service to members of the community who may be dealing with a specific or persistent law enforcement problem. CLO's address quality of life issues including trespassing, vandalism, loitering, homelessness, mental health issues, and prolonged neighborhood issues and disputes. CLO's are involved in long-term solutions that address illegal campsites, aggressive panhandling and the issues that may have led to a life of homelessness. CLO's worked closely with City staff, the Task Force on Homelessness, Ventura County Behavioral Health and private agencies such as the Samaritan Center to identify and provide permanent solutions to the challenges associated with homelessness.

Oversight of the CLO Program is provided by one Commander and one Sergeant. With the development of this program, calls for service of this nature have been drastically reduced for patrol officers that do not have the time nor level of expertise to devote to these extremely complex, time consuming situations. CLO's have been instrumental in resolving long, resource draining situations and/or individuals that consumed an inordinate amount of time in the past with no real resolution. CLO's are able to carry a caseload of these situations to explore long term solutions and tap additional resources and services available to aid these citizens. This program has assisted in a significant reduction in the chronic calls that plagued patrol.

Elimination of this program will result in patrol officers responding to these types of incidences and attempting to quickly resolve the problem within a short allotment of time, which is often unsuccessful. If the Program were eliminated, it is anticipated that the Commander position could be eliminated and the Sergeant position would be reassigned to Patrol.

**POLICE**  
**FY17-18 REDUCTION PROPOSAL**

DEPT: Police  
 TITLE: Crime Analysis Unit  
 TOTAL: \$313,600  
 ACCOUNT: 1005270-41XXX, 42230, 42440, 42450, 42720, 42730  
 PRIORITY: 3

SAVINGS BREAKDOWN	
Current Expenses	
Salary and Benefits	\$310,500
Office Supplies	\$1,000
Memberships	\$200
Subscriptions and Books	\$100
Travel, Conferences, and Meetings	\$1,300
Training	\$500
<b>TOTAL:</b>	<b>\$313,600</b>

The Police Department's Crime Analysis Program is the anchor of the Crime Analysis and Prevention Unit and provides timely and accurate information regarding crimes and crime trends, criminals, and offender activity to the Police Department and surrounding agencies. Staff in the subject program collect, compile, collate, analyze, and summarize data from a variety of public safety systems and intelligence databases. They also: provide timely and accurate information regarding noticeable crime trends, crime patterns, bulletins and crime summaries for both the Police department and surrounding law enforcement jurisdictions; monitor the City's active parole population, while extensively using the RMS system and other applications to collect accurate information on known offenders' modus operandi, associates, addresses, vehicles, and criminal history.; and provide tactical analysis to assist Patrol and Investigation staff in the identification of specific and immediate crime problems to assist in the arrest of known criminal offenders.

The program is staffed by the Crime Analysis and Reporting Manager and one Crime Analyst; both of these positions are currently filled. Eliminating funding for the Crime Analysis Program would result in delays in: providing timely crime summaries crucial to investigations; providing statistics to the public regarding crime in their area; assisting other law enforcement personnel with crime inquiries and sharing information regarding like-crimes, and providing fliers regarding hot crimes, violent offenders and crime patterns and/or trends.

**EMERGENCY SERVICES  
FY17-18 REDUCTION PROPOSAL**

TITLE: Eliminate CPR/First Aid Funding  
 TOTAL: \$3,700  
 ACCOUNT: 100-5490-42730  
 PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Training	\$3,700
<b>TOTAL:</b>	<b>\$3,700</b>

Emergency Services has provided American Red Cross CPR/First Aid training to civilian staff since 1988. Both sworn and civilian personnel are trained by a cadre of Police employees who are Red Cross certified instructors. This program funds the training of civilian employees by Police instructors. Approximately 200 civilian employees are trained each year. Most of these employees are required to have this training under OSHA requirements.

Elimination of funding for this item will end this training program. The City will have to find alternative methods to comply with the CPR/First Aid training requirement for Public Works, Waterworks, Sanitation employees, as well as DSW Team members and Crossing Guards.

## EMERGENCY SERVICES FY17-18 REDUCTION PROPOSAL

TITLE: Eliminate Disaster Supplies and Mass Casualty Unit Funding  
 TOTAL: \$1,500  
 ACCOUNT: 100-5490-42560  
 PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$1,500
TOTAL:	\$1,500

These line items maintain supplies needed in a disaster such as pop up canopies, shelter blankets, shelter cots, shelf-stable food supplies, batteries, water storage supplies and supplies in the Mass Casualty Unit.

Emergency Services is programmed to purchase replacement Meals Ready to Eat (MRE's) for FY2017-18. These food stocks continually expire and need to be replaced. The City maintains one day of MRE's to feed emergency responders in the initial phase of a disaster before other food sources are established. Elimination of this funding will reduce the number of available responder meals.

## EMERGENCY SERVICES FY17-18 REDUCTION PROPOSAL

TITLE: Eliminate EOC Readiness Funding  
TOTAL: \$4,000  
ACCOUNT: 100-5490-42560  
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$4,000
<b>TOTAL:</b>	<b>\$4,000</b>

The City's Emergency Operation Center (EOC) is equipped with 45 computers, two printers, four digital projectors and networking technologies. The EOC also uses server-based crisis management software (WebEOC). This item funds the maintenance of this and other equipment.

Elimination of funding for this item will reduce the ability of EOC staff the effectively operate in the EOC. The development of situation reports, action plans, mutual aid requests, damage assessment, countywide communications, and the development and delivery of emergency public information is all dependent upon the effective operation of these systems.

## EMERGENCY SERVICES FY17-18 REDUCTION PROPOSAL

TITLE: Eliminate Disaster Service Worker Team Funding  
 TOTAL: \$5,500  
 ACCOUNT: 100-5490-42410, 100-5490-42730, 100-5490-42560  
 PRIORITY: 4

SAVINGS BREAKDOWN		
<u>Current Expenses</u>		
Uniform/Clothing Supplies		\$2,000
Training		\$1,000
Operating Supplies		\$2,500
<b>TOTAL:</b>		<b>\$5,500</b>

The Disaster Service Worker Program was developed in 2003 to supplement professional responders such as police officers, firefighters and medical providers during large incidents and disasters. The 32 team members are Simi Valley residents who volunteer their time to participate in the program.

They train regularly to develop and maintain their skills and respond to actual incidents and events. The DSW Team has served in numerous incidents and events, including the 2003, 2007 and 2008 City brush fires, the 2009 Moorpark Fire, and Hurricane Katrina. They served as drivers in President Bush's motor pool and assisted the Ronald Reagan Library in each of its major events since 2003. In FY2016-17, the DSW Team provided more the 3,000 hours of community service.

In a large-scale disaster, such as an earthquake, the members respond according to standing orders and begin providing services to the community. For other emergencies, such as flooding, or a lost child, the members will respond and be functionally organized in the manner best suited for that operation (search teams, sandbagging, etc.) The DSW Team is also a vital resource in disaster preparedness outreach programs, EOC operations and the maintenance of the Simi Valley DSW radio system.

Elimination of funding for this item will result in the termination of this program. The City's overall disaster response and preparedness capabilities will be significantly reduced as the variety of skills and services that the team has developed over the last ten years is lost.

**SANITATION**  
**FY17-18 POLICY ITEM PROPOSAL**

TITLE: Funding to replace one 7-ton HVAC unit  
 REQUEST: \$25,000  
 ACCOUNT: 7004240-47020  
 PRIORITY: 7

COST BREAKDOWN	
<u>Capital Outlay</u>	
One 7-Ton HVAC Unit	\$25,000
<b>TOTAL:</b>	<b>\$25,000</b>

The Public Works Sanitation Services Division requests funding to purchase a new 7.5 ton heating, ventilation, and air condition (HVAC) unit for the maintenance shop, locker room, and surrounding area. The existing HVAC unit is over 30 years old and has exceeded its life expectancy. Repairs have cost approximately \$13,000 over the last five years, and our service technician (ACCO) has advised that the unit is close to having a complete failure. Funding in the amount of \$25,000 is needed to purchase and install a new air condition and heating unit for the maintenance shop to provide cooling and heating for shop personnel while working on heavy equipment, pumps and welding.

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**CITY OF SIMI VALLEY**



## 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.

## **GLOSSARY (continued)**

### **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.

## GLOSSARY (continued)

### **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.

## GLOSSARY (continued)

### **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

**ABRA**

Aerican 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 Enviromental 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 Enformcement 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

## ACRONYMS AND ABBREVIATIONS (continued)

**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

**ACRONYMS AND ABBREVIATIONS (continued)**

**VCAT**

Ventura County Combined Agency Task Force

**VCIJIS**

Ventura County Integrated Justice Information System

**VCOG**

Ventura Council of Governments

**VCTC**

Ventura County Transportation Commission

**VERSA TERM**

Integrated Police Systems Software

**VPN**

Virtual Private Network

**WAN**

Wide Area Network

**YES**

Youth Employment Services Program

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**CITY OF SIMI VALLEY**