



CITY OF WESTLAKE VILLAGE
TWO-YEAR BUDGET
2014-15 & 2015-16

**City of
Westlake Village**

**ADOPTED
BUDGET DOCUMENT**

FISCAL YEARS

2014 - 2015

and

2015 - 2016

Mayor Mark Rutherford
Mayor Pro Tem Ned Davis
Councilmember Philippa Klessig
Councilmember Susan McSweeney
Councilmember Brad Halpern

ADMINISTRATIVE OFFICIALS

Raymond B. Taylor, City Manager
Robert S. Biery, City Treasurer/Finance Officer
Cynthia L. Borchard, Deputy Finance Officer
Terence Boga, City Attorney
Audrey Brown, Assistant City Manager

CITY OF WESTLAKE VILLAGE
FISCAL YEAR 2014-15 & 2015-16

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MEMORANDUM

CITY OF WESTLAKE VILLAGE

May 28, 2014

TO: Mayor and City Council

FROM: Raymond B. Taylor, City Manager

SUBJECT: CONSIDERATION OF PRELIMINARY CITY BUDGET (FISCAL YEARS 2014-15 AND 2015-16)

INTRODUCTION

Attached for the City Council's review is the preliminary City budget for Fiscal Years 2014-15 and 2015-16. This is the twenty-second multi-year budget document prepared by staff reflecting proposed fiscal priorities and programs over the next two years. Consistent with past practice, it is recommended the City Council continue to adopt the City budget on a single year basis. However, while the City budget is adopted for the upcoming fiscal year only, the two-year budget format is useful and instructive in promoting a more in-depth review of City finances and in providing a valuable fiscal planning tool in considering future program funding options and budgeting alternatives.

The preparation of this budget has been predicated on several factors including a conservative forecasting of revenues and expenditures; maintaining programs and projects as closely as possible to existing levels of service; and undertaking steps to protect and enhance the City's General Fund reserve whenever possible. The preliminary budget also takes into account both the City's Financial Reserve Policy adopted by the City Council eight years ago and the relatively new Capital Improvement Program (CIP) Fund Policy adopted by the City Council last year. With regard to adjustments in year-end balances, the City's FY 2014-15 General Fund reserve will be adjusted 2.25% thereby creating a revised uncommitted reserve level of \$5,867,575. Likewise, the restricted CIP Fund reserve level will also be adjusted by the same percentage which will result in a balance of \$1,602,115 as of June 30, 2015.

Budget details for each fiscal year are discussed in this memorandum beginning with the section titled "Budget Highlights." This budget message also addresses a summary of revenues, expenditures by department, the status of capital improvements and Arterial System Finance Program (ASFP) projects, and a review of various fund balances and carryover projects. This budget transmittal concludes with summary comments along with a reference to additional documents pertinent to the City's finances that are included in the preliminary City budget.

BUDGET HIGHLIGHTS

Fiscal Year 2013-14

In reviewing the attached "Summary of Expenditure" detail page, it is apparent that there are no significant variations in the City's departmental expenditure patterns reflected through year-end. With the exception of two departments, expenses and account centers are expected to be at or very near original budget appropriations. The two exceptions involve the Development Services and Public Works Departments where it is anticipated that costs will exceed budget by \$35,000 and \$8,250, respectively. Regarding the former, the variance between budget and actuals is mainly due to higher than anticipated costs associated with County building permit fees; however, revenues offset these service costs. Concerning the Public Works Department, the minor variance is related to slightly more street repairs and maintenance than anticipated when the budget was prepared last spring.

The only other variance worth noting revolves around the carryover into next year of two capital projects programmed in the current budget: the freeway overpass improvements and the construction of the improvements associated with the first phase of the community park project. However, it is expected that both projects will be completed early in the new fiscal year.

Several of the major activities from a budgetary point of view this year involved the completion of an aggressive capital improvement program, including streetscape improvements, street maintenance/repair work, and other miscellaneous improvements; significant progress in advancing the City's new community park project including plant establishment of the slopes surrounding the project as well as initial improvements on the first phase of construction focused on the west side of the site; continued progress on the business park reuse study; approval of the design for the new Lindero storm drain "linear" park project; adoption of a new Housing Element for transmittal to the State's Housing and Community Development Department; development of a new code enforcement outreach program; and the initiation of the IT strategic planning study with the retention of a consulting firm to undertake the analysis and to prepare the plan.

As noted in more detail under the revenue section contained in this report, several revenue sources continued to dominate the General Fund in FY 2013-14 including property tax, sales tax, motor vehicle in-lieu fees, and the transient occupancy tax. As of June 30, it is estimated that General Fund revenues will total \$12.08 million.

Fiscal Year 2014-15

The FY 2014-15 operating budget reflects General Fund departmental expenditures of \$8,239,775. Most departmental expenditures have been adjusted by a modest inflationary factor of approximately one to two percent, and this coming year's fiscal program essentially reflects the same level of service provided in FY 2013-14.

On the revenue side, it is anticipated that next year's projected General Fund revenue will exceed operating expenditures by \$3.7 million. It is significant to note that next year's revenue includes the second of two payments (each totaling \$1.7 million)

associated with the community impact fee required of SDG Russell Ranch Associates (SDG) as a condition of the developer's commercial project. Taking into account a 2.25% adjustment in the General Fund reserve level, the remaining excess revenue or "surplus" totaling \$3.5 million will be transferred to three reserve funds: the restricted and unrestricted CIP Funds and the Building Maintenance and Replacement Fund (refer to Exhibit 8).

Fiscal Year 2015-16

At this time, no major changes in spending priorities in the City's operating budget are proposed in FY 2015-16. When operating expenditures are adjusted for inflation and taking into account a conservative forecast of revenue, it is estimated that General Fund revenues will exceed operating expenditures by \$2.3 million. After adjusting both the General Fund reserve and the restricted CIP Fund reserve by 2.25%, it is anticipated that \$2.1 million will be available for transfer to the unrestricted CIP Fund and Building Maintenance and Replacement Fund.

Revenues

In the current fiscal year, it is estimated the City will receive slightly over \$12 million in General Fund revenue, a figure which exceeds the original budget by 8%, or \$896,000. This is due to upward trends in both sales tax and transient occupancy tax receipts. In terms of several other significant General Fund revenue sources, property taxes (\$1,830,000), building permit fees (\$770,000), and vehicle license fees (\$725,000) are all projected to be in line with the budget.

Looking ahead to FY 2014-15, it is expected that most General Fund revenues will remain fairly static with only slight increases anticipated in several categories. Again, the "Other Revenue" will see the posting of the SDG community impact fee payment noted above. Overall, revenue from all General Fund accounts is estimated to total \$11.9 million next year.

As for restricted revenues in Fiscal Year 2013-14, the outlook associated with the projection of many of these revenue categories remains fairly static as well. The remainder of the year should not see any unusual variations among these funds with the exception of the infusion of revenue from the Metropolitan Transportation Authority's Measure R funding program. The City is on target to receive \$8 million in the current year as reimbursement for the project costs connected to the Lindero bridge project and the construction of the parking lot to serve the new community park. Likewise, the City is expected to receive \$3.5 million in Measure R funds next year primarily for expenses related to completing the improvements to the Lindero overpass.

Expenditures

Legislative. Funding of all City Council activities and programs is included in this department. There are no other major funding changes recommended in the coming year.

Administration. Legal services, treasury activities, general management through the City Manager's office, City Clerk services and finance operations are all provided in this

department. This department also absorbs the costs of seven of the City's ten full-time staff positions, along with the City Attorney's contract costs, the two part-time finance positions (e.g., Finance Officer/City Treasurer and Deputy Finance Officer), and the summer intern position. Proposed departmental expenses total \$1,455,100. For comparative purposes, these expenses represent 18% of the General Fund operating budget.

City General. Support for the operations of all City programs is provided by this department including data processing, financial services, liability insurance, sales tax audit services, memberships, equipment rentals, utilities, janitorial services, newsletter printing and postage charges, etc.

This departmental budget also reflects continued appropriations to cover the costs for the civic center utilities; an appropriation of \$22,900 for line item 325 (Intergovernmental Relations) to cover dues and participation in the Las Virgenes Malibu Council of Governments; and a line item (object code 446) to undertake on-going maintenance to the Civic Center (\$42,300). This department also includes the cost center for the annual debt service (\$1,024,325) for the City's outstanding debt financing (e.g., refunding of the 1997 and 2000 COP issues and the additional \$8 million issue for the City's community park project). Finally, an appropriation of \$200,000 in both FY 2014-15 and FY 2015-16 is reflected under Special Departmental Expense (Object Code 320) to initiate the pre-funding of the City's "Other Post-Employment Benefits" (OPEB) unfunded liability (for retiree medical obligations).

Public Safety. Public safety charges continue to represent the largest share of General Fund operating costs at roughly 28.5%. The FY 2014-15 departmental budget does not reflect any recommended deployment changes through the existing contract with the Los Angeles County Sheriff's Department; however, the contract does stipulate a 2.6% adjustment in County rates and charges effective July 1. Pursuant to prior City Council direction, the budget incorporates a line item (Object Code 320) to cover the costs of a number of special law enforcement services and safety programs.

Development Services. The Development Services Department includes the City's two full-time planning staff needed to support current, advance and environmental planning activities, and one part-time position to handle code enforcement services. A number of contract services are also budgeted for various land use planning and development activities provided by a private engineering firm (\$187,000) and the Los Angeles County (\$350,000) to assist with engineering and building and safety services, respectively. On-going recycling programs, including an "e-waste" pickup service for residents, are also funded in this department through an agreement with Polis and Associates. The departmental budget also includes a line item to support the Greater Conejo Valley Regional Chamber of Commerce which provides a number of business related services on behalf of the City. Under the "Special Departmental Expense" line item, \$20,000 is being recommended to continue to build and enhance the City's Geographic Information System (GIS) along with an appropriation of \$50,000 to fund the last phase of the multi-year study addressing a new specific plan for an approximate 75-acre aging and underutilized business park/industrial area north of the freeway. This year's departmental budget also includes a \$30,000 appropriation to update the General Plan to be consistent with any changes resulting from the business park specific plan. Lastly, an appropriation of \$26,350 has been earmarked for the City's housing rehabilitation program using Community Development Block Grant funds.

Public Works. Routine street maintenance (\$65,000) is handled by this department through contract work with the Los Angeles County Public Works Department and private vendors. Also included in this department are the following appropriations: \$60,000 for sidewalk repairs, \$60,000 for street markings and striping, \$84,000 for contract traffic engineering services, \$45,000 for encroachment permit processing, and \$115,000 for street sweeping services. To offset these expenditures, the City relies primarily on gas tax revenue, traffic safety fines and General Fund monies.

Parks and Recreation. As in past years, this departmental budget includes an appropriation for the City's summer recreation program featuring both a morning program and afternoon activities. Also programmed are appropriations for the maintenance and utilities of the City's six parks. Other proposed line items include funding for senior programs (\$37,300), various City events (\$129,600) involving the annual city celebration and "TGIF" series, and special projects/activities (\$52,000) that occur during the year including sponsorship of the 4th of July morning parade and the evening fireworks event at the Westlake Village Inn, Senior Exposition, the YMCA Soap Box Derby, Community Concert Band, Rotary Street Faire, and the annual Memorial Day event. Under capital outlay, a line item is included (Object Code 433) involving miscellaneous purchases of a capital nature as well as improvements to several of the City's parks.

Special Projects. Funding has been set aside for the senior subsidized taxi service (\$72,300), Westlake Transit services (\$256,400), and the airport shuttle program (\$9,500) all of which use a combination of Proposition A and C funds coupled with fare box revenues. Additionally, an appropriation of \$50,000 has been earmarked for the School District per the Buttercup Lease agreement amended four years ago, and an appropriation of \$100,000 is included to support various community, cultural and educational efforts in the coming year. Lastly, per direction from the City Council, a new appropriation (\$40,000) is included in the departmental budget for the funding a new pilot community trolley service to be unveiled this summer

Library. This department supports the ongoing operations of the City's Library, and involves funding for miscellaneous repairs, utilities, and janitorial services. Additionally, an appropriation (\$33,500) has been included to allow the Library to continue to operate on Sundays, a service that has been offered since FY 2005-06.

Capital Improvement Program (CIP)/Arterial System Finance Program (ASFP). The CIP budget for the upcoming year totals slightly over \$7.7 million addressing street resurfacing, streetscape improvements, several additional projects categorized under the "other" category, and the completion of the of the above-ground community park improvements on the west end of the site. The ASFP program includes a proposed budget of \$2.5 million for the completion of Phase 3A (overpass improvements). A listing of these projects and their attendant costs is presented below:

<u>Project Description</u>	<u>Budget</u>
Street Maintenance	\$ 1,462,100
Streetscape Improvements	\$ 2,690,000
"Other" Improvements	<u>\$ 3,603,800</u>
CIP Total:	\$ 7,755,900

ASFP

ASFP Total: \$ 2,501,600

Further details and descriptions of these projects and their funding sources are contained in the attached budget materials.

Projected Fund Balances

The City's Financial Reserve Policy requires that the General Fund reserve level be adjusted for inflationary purposes each fiscal year. Therefore, based on an adjustment of 2.25%, the General Fund reserve level as of June 30, 2015 will total \$5,867,575. Taking into account General Fund operating revenues and expenditures next year, it is expected that \$3.5 million will be transferred to the unrestricted Capital Improvement Fund, and \$25,000 to the Building and Maintenance Replacement Fund.

The City's new CIP Fund Policy also requires an adjustment in the restricted fund balance. As noted earlier in this report, this reserve will be adjusted 2.25%, per City Council direction at the recent budget workshop, and will result in a new balance totaling \$1,602,115 as of June 30, 2015. This adjustment of \$35,255 is based on a transfer of excess General Fund revenue to this restricted fund.

Details addressing General Fund transfers, restricted fund transfers and fund balances in the current year and the next two years are reflected in Exhibits 7, 8 and 9.

Other Budget Considerations

Presently, staff does not anticipate any deleterious impacts of potential State actions on Westlake Village's finances for the coming year. However, staff will continue to monitor budget State budget deliberations.

ADDITIONAL BUDGET-RELATED DOCUMENTS

In addition to the preliminary City budget, other items of interest attached as appendices include the following: (1) information pertaining to the City's proposed FY 2014-15 Gann Appropriation Limit; (2) listing of full and part-time staff positions contained in the City budget; (3) budget calendar and synopsis of the City budget process; (4) a listing and description of the City's various revenue categories; (5) copy of the City's Financial Reserve Policy; (6) copy of the City's CIP Fund Reserve Policy; (7) a glossary of City budget terms; (8) "Fiscal Health Report" examining the City's financial condition in the General Fund; and (9) ten-year forecast examining General Fund revenues and expenditures in the operating budget.

EXECUTIVE SUMMARY

**EXECUTIVE SUMMARY
CITY BUDGET
FISCAL YEAR 2014-15**

OVERVIEW

Represents twenty-second multi-year budget document prepared by staff
Incorporates Financial Reserve Policy, and ensures a 2.25% adjustment in FY 2014-15 General Fund reserve level.

Expenditures for all funds and programs (consolidated budget) total \$20,479,015.

GENERAL FUND EXPENDITURES

General Fund operating expenses pegged at \$8,234,775.

REVENUES

Revenues for all funds estimated to total \$18,044,900.

General Fund revenues estimated to total \$11,943,880.

Various Restricted Fund revenues estimated to total \$6,101,020.

Sales and Use Tax estimated to total \$3,807,785, representing 32% of all General Fund revenues.

DEPARTMENTAL EXPENDITURE HIGHLIGHTS

Administrative Department expenditures total \$1,455,100, or 18% of General Fund operating expenses.

Public safety charges of \$2.24 million represent the largest share of General Fund operating costs at approximately 28%.

Funding for Community Services Grant Program totals \$100,000.

City General Department reflects an appropriations to cover LVMCOG dues (\$20,000).

Provides an appropriation totaling \$50,000 to cover costs to complete a multi-year study addressing a new specific plan for an approximate 75-acre aging and underutilized business park/industrial area north of the freeway.

Includes an appropriation of \$33,500 to cover the costs of Sunday Library hours

Funding provided for new 4th of July fireworks event (\$25,000) and summer shuttle pilot program (\$40,000).

Includes appropriation of \$200,000 in initiate pre-funding of City's "Other Post-Employment Benefits" (OPEB) unfunded liability (for medical obligations).

CAPITAL IMPROVEMENT PROGRAM (CIP)

CIP budget totals \$7,755,900 and includes three components: (1) street maintenance (\$1,462,100); (2) streetscape improvements (\$2,690,000); (3) "other" improvements (\$3,603,800)

ARTERIAL SYSTEM FINANCE PROGRAM (ASFP)

ASFP budget totals \$2.5 million to complete Phase 3A (overpass improvements)

BUILDING MAINTENANCE AND REPLACEMENT PROGRAM

Financial Reserve Policy provides for a transfer of \$25,000 from the General Fund to the Building Maintenance and Replacement Fund.

PROJECTED YEAR-END BALANCES IN SELECTED FUNDS

General Fund: \$5,867,575.

Restricted Capital Improvement Program Fund: \$1,602,115.

Unrestricted Capital Improvement Program Fund: \$6,936,310.

Building Maintenance and Replacement Fund: \$489,700.

Landscaping Assessment District Fund: \$110,025.

Lighting Assessment District Fund: \$390,740.

OTHER FISCAL ISSUES

Proposed FY 2014-15 City budget assumes the continuation of \$100,000 in COPS funding from the State.

EXPENDITURE DETAIL

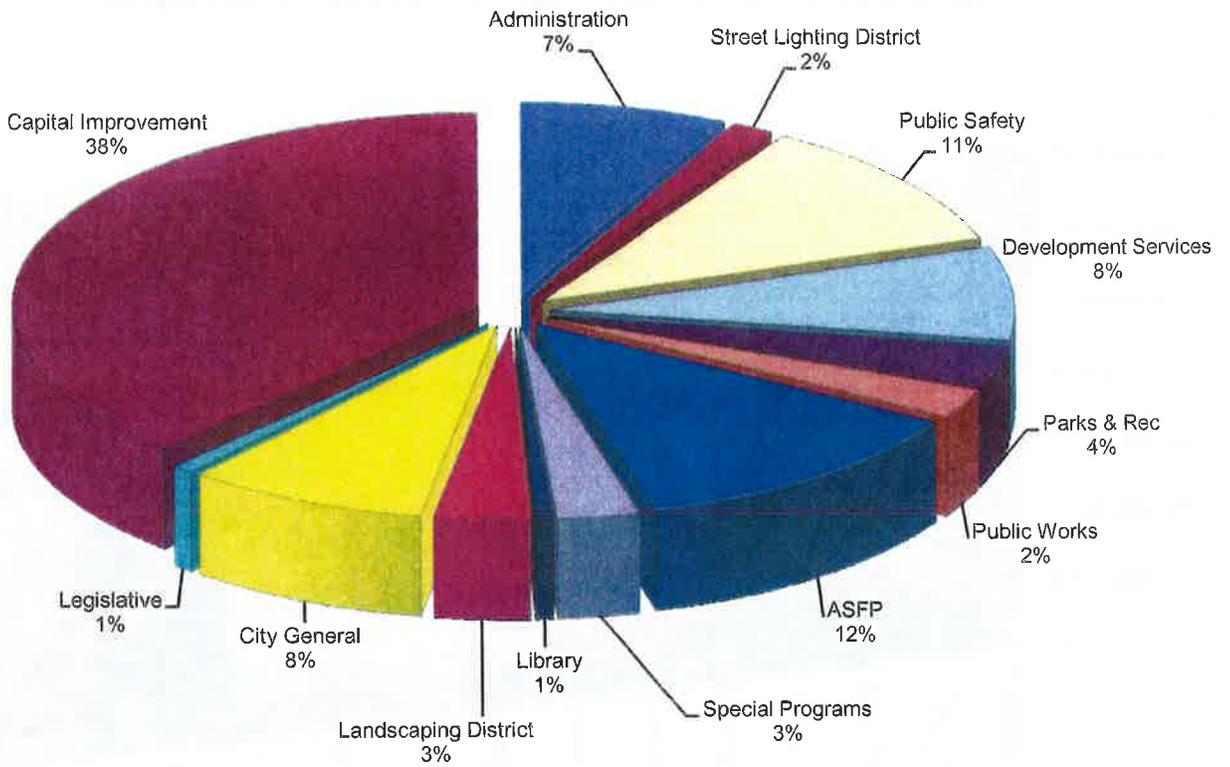
FY 2014-15 BUDGET SUMMARY OF EXPENDITURES

DEPARTMENT/PROGRAM	Personnel	Materials/ Operations	Capital Outlay	Operating Total	Debt Service	Carryover Exp. from FY 2013-14	Total Expenditures
Legislative	\$ 116,425	\$ 27,500	\$ 500	\$ 144,425	\$ -	\$ -	\$ 144,425
Administration	1,219,900	234,700	500	1,455,100	-	-	1,455,100
City General	-	811,600	52,800	864,400	1,024,325	-	1,888,725
Public Safety	-	2,235,605	7,500	2,243,105	-	-	2,243,105
Development Services	356,075	1,229,925	500	1,586,500	-	-	1,586,500
Public Works	-	499,500	-	499,500	-	-	499,500
Parks & Recreation	101,500	528,010	98,400	727,910	-	-	727,910
Special Programs	-	572,100	-	572,100	-	-	572,100
Library	-	107,700	25,500	133,200	-	-	133,200
Landscaping District	-	673,750	-	673,750	-	-	673,750
Street Lighting District	-	297,200	-	297,200	-	-	297,200
Capital Improvement Program	-	-	7,755,900	7,755,900	-	-	7,755,900
Building Maint. & Replacement	-	-	-	-	-	-	-
ASFP	-	-	2,501,600	2,501,600	-	-	2,501,600
Traffic Signal	-	-	-	-	-	-	-
TOTAL:	\$ 1,793,900	\$ 7,217,590	\$ 10,443,200	\$ 19,454,690	\$ 1,024,325	\$ -	\$ 20,479,015

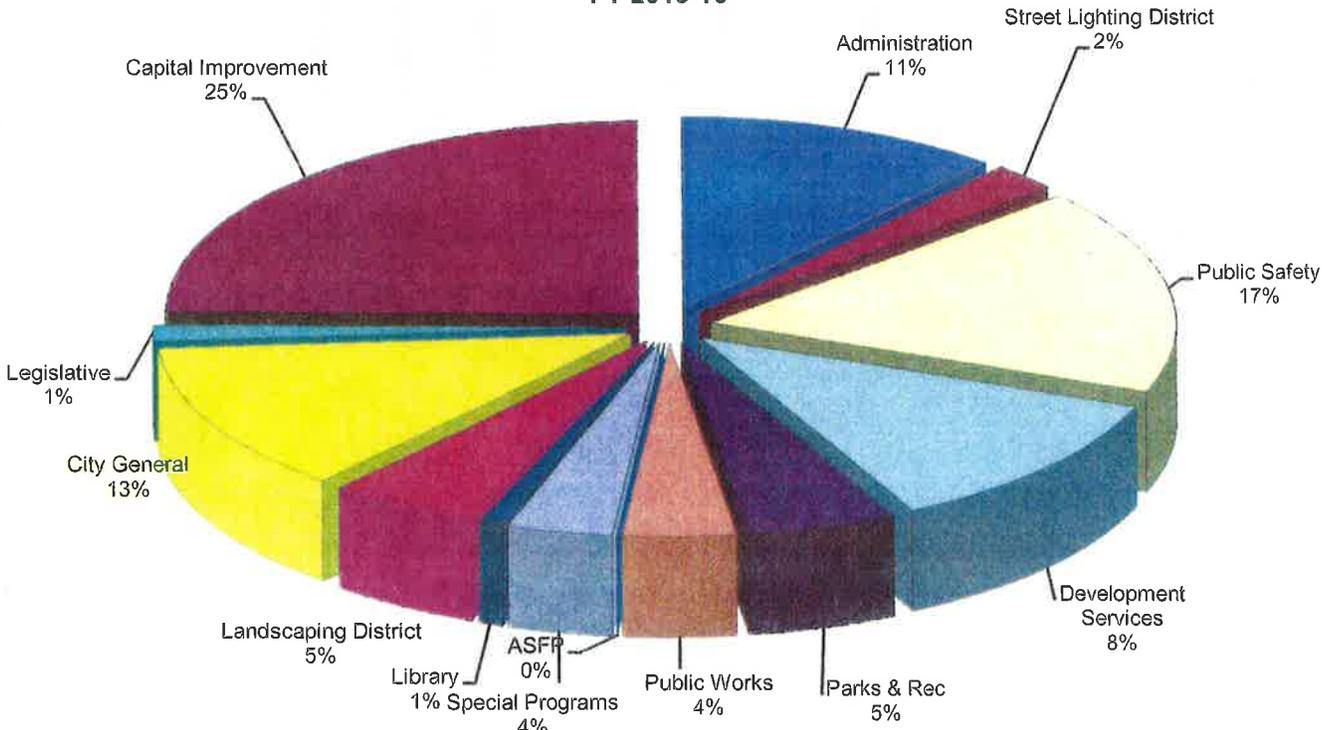
FY 2015-16 BUDGET SUMMARY OF EXPENDITURES

DEPARTMENT/PROGRAM	Personnel	Materials/ Operations	Capital Outlay	Operating Total	Debt Service	Carryover Exp. from FY 2014-15	Total Expenditures
Legislative	\$ 117,455	\$ 64,000	\$ 500	\$ 181,955	\$ -	\$ -	\$ 181,955
Administration	1,251,935	240,200	500	1,492,635	-	-	1,492,635
City General	-	779,300	57,500	836,800	1,024,275	-	1,861,075
Public Safety	-	2,291,090	7,500	2,298,590	-	-	2,298,590
Development Services	365,845	1,198,275	500	1,564,620	-	-	1,564,620
Public Works	-	513,775	-	513,775	-	-	513,775
Parks & Recreation	105,500	561,870	17,000	684,370	-	-	684,370
Special Programs	-	483,300	-	483,300	-	-	483,300
Library	-	110,700	500	111,200	-	-	111,200
Landscaping District	-	683,855	-	683,855	-	-	683,855
Street Lighting District	-	301,660	-	301,660	-	-	301,660
Capital Improvement Program	-	-	3,294,850	3,294,850	-	-	3,294,850
Building Maint. & Replacement	-	-	-	-	-	-	-
ASFP	-	-	-	-	-	-	-
Traffic Signal	-	-	-	-	-	-	-
TOTAL:	\$ 1,840,735	\$ 7,228,025	\$ 3,378,850	\$ 12,447,610	\$ 1,024,275	\$ -	\$ 13,471,885

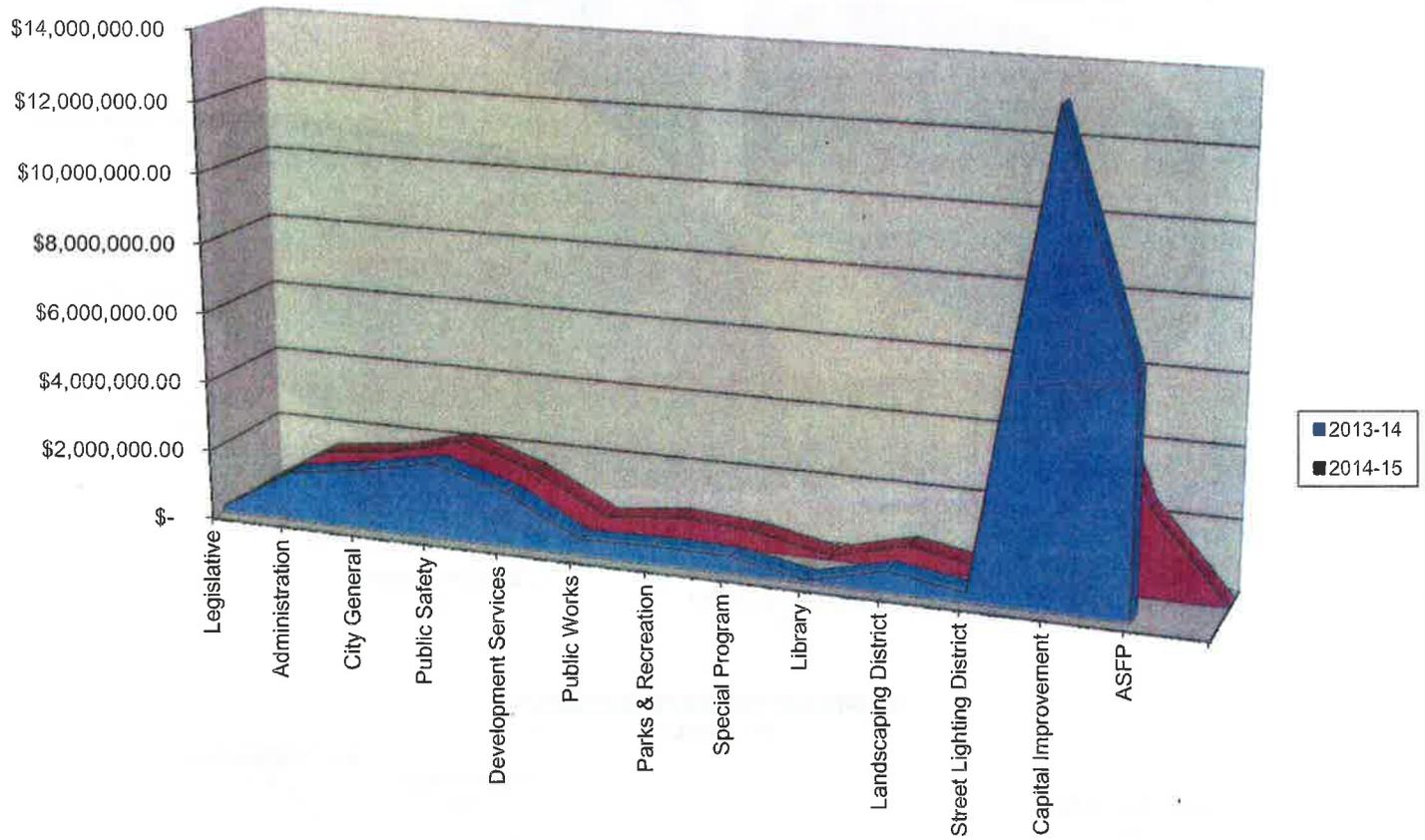
**SUMMARY OF EXPENDITURES
FY 2014-15**



**SUMMARY OF EXPENDITURES
FY 2015-16**



SUMMARY OF EXPENDITURES



SUMMARY COMPARISON OF EXPENDITURES FY 2013-14 AND FY 2014-15

DEPARTMENT/PROGRAM	FY 2013-14		FY 2014-15 Proposed	% Change Budgeted to Proposed
	FY 2013-14 Budgeted	Estimated Expend.		
Legislative	\$ 177,940	\$ 166,300	\$ 144,425	-18.8%
Administration	\$ 1,407,745	\$ 1,388,170	\$ 1,455,100	3.4%
City General	\$ 1,761,650	\$ 1,754,820	\$ 1,888,725	7.2%
Public Safety	\$ 2,191,450	\$ 2,176,195	\$ 2,243,105	2.4%
Development Services	\$ 1,585,835	\$ 1,621,435	\$ 1,586,500	0.0%
Public Works	\$ 487,750	\$ 496,000	\$ 499,500	2.4%
Parks & Recreation	\$ 555,825	\$ 545,695	\$ 727,910	31.0%
Special Programs	\$ 513,900	\$ 486,900	\$ 572,100	11.3%
Library	\$ 108,200	\$ 105,100	\$ 133,200	23.1%
Landscaping District	\$ 638,550	\$ 626,750	\$ 673,750	5.5%
Street Lighting District	\$ 304,400	\$ 272,250	\$ 297,200	-2.4%
Capital Improvement Program	\$ 13,407,570	\$ 8,849,970	\$ 7,755,900	-42.2%
Building Maint. & Replacement	\$ -	\$ -	\$ -	0.0%
ASFP	\$ 6,651,500	\$ 4,888,090	\$ 2,501,600	-62.4%
Traffic Signal	\$ -	\$ -	\$ -	0.0%
TOTAL EXPENDITURES	\$ 29,792,315	\$ 23,377,675	\$ 20,479,015	-31.3%

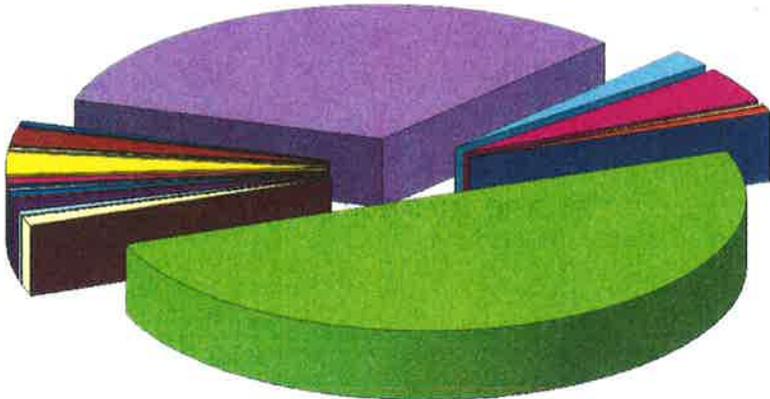
REVENUE DETAIL

FISCAL YEARS 2014-15 & 2015-16

REVENUE PROJECTIONS

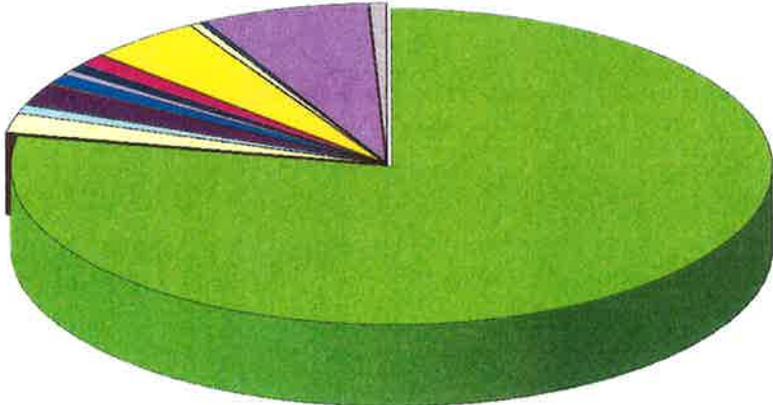
REVENUE SOURCE	ACCOUNT NUMBER	ACTUAL REVENUE FY 2012-13	BUDGETED REVENUE FY 2013-14	PROJECTED REVENUE FY 2013-14	ADOPTED REVENUE FY2014-15	PROPOSED REVENUE FY2015-16
GENERAL FUND						
Property Tax	3110	\$ 1,821,800	\$ 1,822,565	\$ 1,830,900	\$ 1,835,475	\$ 1,840,065
Property Transfer Tax	3111	97,155	76,125	118,835	90,000	90,000
Sales and Use Tax	3120	3,648,675	3,411,850	3,594,785	3,807,785	4,157,785
Transient Occupancy Tax	3131	2,623,290	2,445,630	2,715,105	2,728,680	2,742,325
Franchise Fees	3133	388,265	390,000	388,000	390,000	392,000
Animal Control Fees	3211	11,890	14,750	12,000	12,000	12,500
Encroachment Permit Fees	3219	7,660	30,000	40,000	40,000	40,000
Building Permits	3220	792,520	350,000	770,655	350,000	350,000
Industrial Waste Fees	3221	17,695	15,000	20,000	15,000	15,000
Film Permit Fees	3223	7,350	7,500	7,500	5,000	5,500
Motor Vehicle In-Lieu	3322	715,125	720,000	725,000	730,000	734,000
Planning & Zoning Fees	3410	30,720	25,000	24,000	24,500	25,000
Sales of Maps and Copies	3411	-	50	25	50	50
Sports Field Usage Fees	3424	27,370	22,500	22,000	38,200	40,000
Caltrans Landscape Maint.	3425	40,390	44,500	40,000	44,000	44,000
Airport Shuttle	3125	10,455	11,500	6,000	6,500	6,500
Court Fines	3520	5,250	4,000	2,650	2,700	2,750
Investment Earnings	3610	56,155	50,000	50,000	50,000	50,000
Other Revenue	3690	351,880	1,750,000	1,720,000	1,773,990	20,000
Total General Fund:		\$ 10,653,645	\$ 11,190,970	\$ 12,087,455	\$ 11,943,880	\$ 10,567,475
RESTRICTED FUNDS						
Gas Tax - 2106	3326	\$ 31,550	\$ 32,300	\$ 38,215	\$ 38,100	\$ 38,200
Gas Tax - 2107	3327	63,135	61,900	52,765	52,600	52,700
Gas Tax - 2107.5	3328	2,000	2,000	2,000	2,000	2,000
Gas Tax - 2105	3329	38,530	41,600	42,935	42,800	42,900
Gas Tax - 2103	3330	69,960	126,040	120,010	93,100	120,000
Proposition C Return	3313	114,000	117,200	117,200	121,100	121,200
Traffic Safety Fines	3510	65,870	60,500	36,800	40,000	40,000
Prop. A Park Bond	3315	20,450	31,300	32,100	35,600	24,900
Proposition A	3121	137,100	141,300	141,300	146,000	146,000
Westlake Transit	3123	58,655	57,500	57,500	55,000	57,500
Senior Taxi	3124	6,880	6,600	7,500	7,500	7,500
Recycling Fees	3426	155,705	160,000	160,000	160,000	160,000
Street Lighting	3710	313,545	297,200	297,200	297,200	297,200
Air Quality (AB 2766)	3692	10,000	10,000	10,000	10,000	10,000
Landscape District	3710	668,455	640,650	640,650	640,650	648,830
COPS	3694	100,000	100,000	100,000	100,000	100,000
CDBG	3695	24,250	24,860	24,860	26,350	24,800
TDA - Article 3	3314	6,325	5,200	5,000	5,000	5,000
County Park Grant	3750	-	500,000	450,000	50,000	-
Measure R- Local Return	3624	85,180	87,880	87,880	90,860	90,800
Measure R High. Oper. Imp.	3626	-	7,745,870	8,009,700	3,522,560	-
Surface Transport Prog-Loc	3693	13,000	98,800	98,800	-	-
County Trail Grant	3716	-	500,000	-	-	500,000
State Park Grant	3740	-	1,000,000	800,000	200,000	-
HSIP Funds	3741	-	64,350	-	64,400	-
Federal TEA 21 Funds	3693	32,900	-	-	-	-
CalRecycle Grant	3721	-	150,000	150,000	-	-
Highway Bridge Program	3628	-	-	-	106,200	-
Water Quality Grant	3700	-	-	-	192,000	-
Investment Earnings	3610	7,025	2,000	2,500	2,000	2,000
Total Res. Funds:		\$ 2,024,515	\$ 12,065,050	\$ 11,484,915	\$ 6,101,020	\$ 2,491,530
TOTAL ALL FUNDS		\$ 12,678,160	\$ 23,256,020	\$ 23,572,370	\$ 18,044,900	\$ 13,059,005

**SUMMARY OF REVENUE
FY 2014-15**



- General Fund - 50%
- Air Quality--0%
- Gas Tax -1%
- Prop C -0.5%
- Street Lighting-1%
- Prop A Park Bond-0.1%
- Prop A-1%
- Westlake Transit-0.3%
- COPS-0.4%
- Recycling-1%
- Landscape District-3%
- Traffic Safety Fines-0.3%
- TDA-Article-0%
- County Park Grant-2%
- CDBG-0.1%
- Surface Transport.-.4%
- Measure R-33%
- County Trail Grant-2%
- State Park Grant-4%
- HSIP Funds-.3%
- CalRecycle Grant-1%
- Investment Earnings-0%

**SUMMARY OF REVENUE
FY 2015-16**



- General Fund-79%
- Air Quality-0%
- Gas Tax -2%
- Prop C -1%
- Street Lighting-2%
- Prop A Park Bond-0.2%
- Prop A-1%
- Westlake Transit-0.5%
- COPS-1%
- Recycling-1%
- Landscape District-5%
- Traffic Safety Fines-0.5%
- TDA-Article-0.4%
- County Park Grant-0%
- Investment Earnings-0%
- CDBG-0.2%
- Measure R -7%
- County Trail Grant
- State Park Grant
- HSIP Funds
- CalRecycle Grant
- Surface Transportation-1%

PROJECTED FUND BALANCES

CITY OF WESTLAKE VILLAGE PROJECTED FUND BALANCES

Fiscal Year 2013-14 Fund	Projected Balance 7/1/13	Projected Revenues	General Fund Transfers	Restricted Fund Transfers-Out	Restricted Fund Transfers-In	Carryover Exp. From EY 2011-12	Current Fiscal Year Expenditures	Estimated Ending Balance 6/30/14
General	\$ 5,612,185	\$ 12,087,455	\$ (4,156,775)	\$ -	\$ -	\$ -	\$ 7,804,405	5,738,460
State Gas Tax	43,030	255,925	-	-	-	-	256,800	42,155
Traffic Safety	-	36,800	-	-	-	-	36,800	-
Proposition A Local Transit	-	198,800	-	-	-	-	198,800	-
Proposition C Return	24,100	124,700	-	-	-	-	123,100	25,700
Traffic Signalization	320,500	-	-	-	-	-	-	320,500
Capital Improvement								
Restricted	1,566,860	-	-	-	-	-	-	1,566,860
Unrestricted	8,241,505	-	4,131,775	-	5,830,555	-	8,849,970	9,353,865
Building Maint & Replacement	439,700	-	25,000	-	-	-	-	464,700
Air Quality	47,175	10,000	-	-	-	-	-	57,175
Recycling	51,500	160,000	-	-	-	-	158,750	52,750
Arterial Financing	281,610	297,200	-	-	4,840,825	-	4,888,090	234,345
Lighting District	365,790	640,650	-	(75,000)	-	-	272,250	390,740
Landscape District	279,225	-	-	-	-	-	626,750	218,125
Park Bond	-	32,100	-	-	-	-	32,100	-
CDBG	-	24,860	-	-	-	-	24,860	-
COPS/Brulte	-	100,000	-	-	-	-	100,000	-
CLEEP	8,960	-	-	-	-	-	5,000	8,960
TDA Article 3	-	5,000	-	-	-	-	-	-
Measure R Local Return	-	87,880	-	(87,880)	-	-	-	-
Measure R Highway Other Imp	-	8,009,700	-	(8,009,700)	-	-	-	-
STP-L Funds	-	98,800	-	(98,800)	-	-	-	-
State Park Grant	-	800,000	-	(800,000)	-	-	-	-
County Park Grant	-	450,000	-	(450,000)	-	-	-	-
County Trail Grant	-	-	-	-	-	-	-	-
Cal Recycle Grant	-	150,000	-	(150,000)	-	-	-	-
Highway Bridge Program	-	-	-	-	-	-	-	-
Water Quality Grant	-	-	-	-	-	-	-	-
COP Bond Proceeds	1,020,830	-	-	(1,000,000)	-	-	-	20,830
Total	18,302,970	23,569,870	(1)	(10,671,380)	10,671,380	-	23,377,675	18,495,165

Notes:
(1) This total does not include the projected \$2,500 in investment earnings to be spread among the various restricted funds.

CITY OF WESTLAKE VILLAGE PROJECTED FUND BALANCES

Fiscal Year 2014-15 Fund	Projected Balance 7/1/14	Projected Revenues	General Fund Transfers	Restricted Fund Transfers-Out	Restricted Fund Transfers-In	Carryover Exp From FY 2013-14	Current Fiscal Year Expenditures	Estimated Ending Balance 6/30/15
General	\$ 5,738,460	\$ 11,943,880	\$ (3,574,990)	\$ -	\$ -	\$ -	\$ 8,239,775	5,867,575
State Gas Tax	42,155	228,600	-	-	-	-	250,500	20,255
Traffic Safety	-	40,000	-	-	-	-	40,000	-
Proposition A Local Transit	-	201,000	-	-	-	-	201,000	-
Proposition C Return	25,700	128,600	-	-	-	-	154,300	-
Traffic Signalization	320,500	64,400	-	(64,400)	-	-	-	320,500
Capital Improvement								
Restricted	1,566,860	-	35,255	-	-	-	-	1,602,115
Unrestricted	9,353,865	-	3,514,735	-	1,823,610	-	7,755,900	6,936,310
Building Maint. & Replacement	464,700	-	25,000	-	-	-	-	489,700
Air Quality	57,175	10,000	-	-	-	-	37,400	29,775
Recycling	52,750	160,000	-	-	-	-	160,640	52,110
Arterial Financing	234,345	-	-	-	-	-	2,501,600	210,155
Lighting District	390,740	297,200	-	-	2,477,410	-	297,200	390,740
Landscape District	218,125	640,650	-	(75,000)	-	-	673,750	110,025
Park Bond	-	35,600	-	-	-	-	35,600	-
CDBG	-	26,350	-	-	-	-	26,350	-
COPS/Brulte	-	100,000	-	-	-	-	100,000	-
CLEEP	8,960	-	-	-	-	-	-	8,960
TDA Article 3	-	5,000	-	-	-	-	5,000	-
Measure R Local Return	-	90,860	-	(90,860)	-	-	-	-
Measure R Highway Other Imp	-	3,522,560	-	(3,522,560)	-	-	-	-
STP-L Funds	-	-	-	-	-	-	-	-
State Park Grants	-	200,000	-	(200,000)	-	-	-	-
County Park Grants	-	50,000	-	(50,000)	-	-	-	-
County Trail Grant	-	-	-	-	-	-	-	-
Cal Recycle Grant	-	-	-	-	-	-	-	-
Highway Bridge Program	-	106,200	-	(106,200)	-	-	-	-
Water Quality Grant	-	192,000	-	(192,000)	-	-	-	-
COP Bond Proceeds	20,830	-	-	-	-	-	-	20,830
Total	18,495,165	18,042,900 (1)	-	(4,301,020)	4,301,020	-	20,479,015	16,059,050

Notes:
 (1) This total does not include the projected \$2,000 in investment earnings to be spread among the various restricted funds.

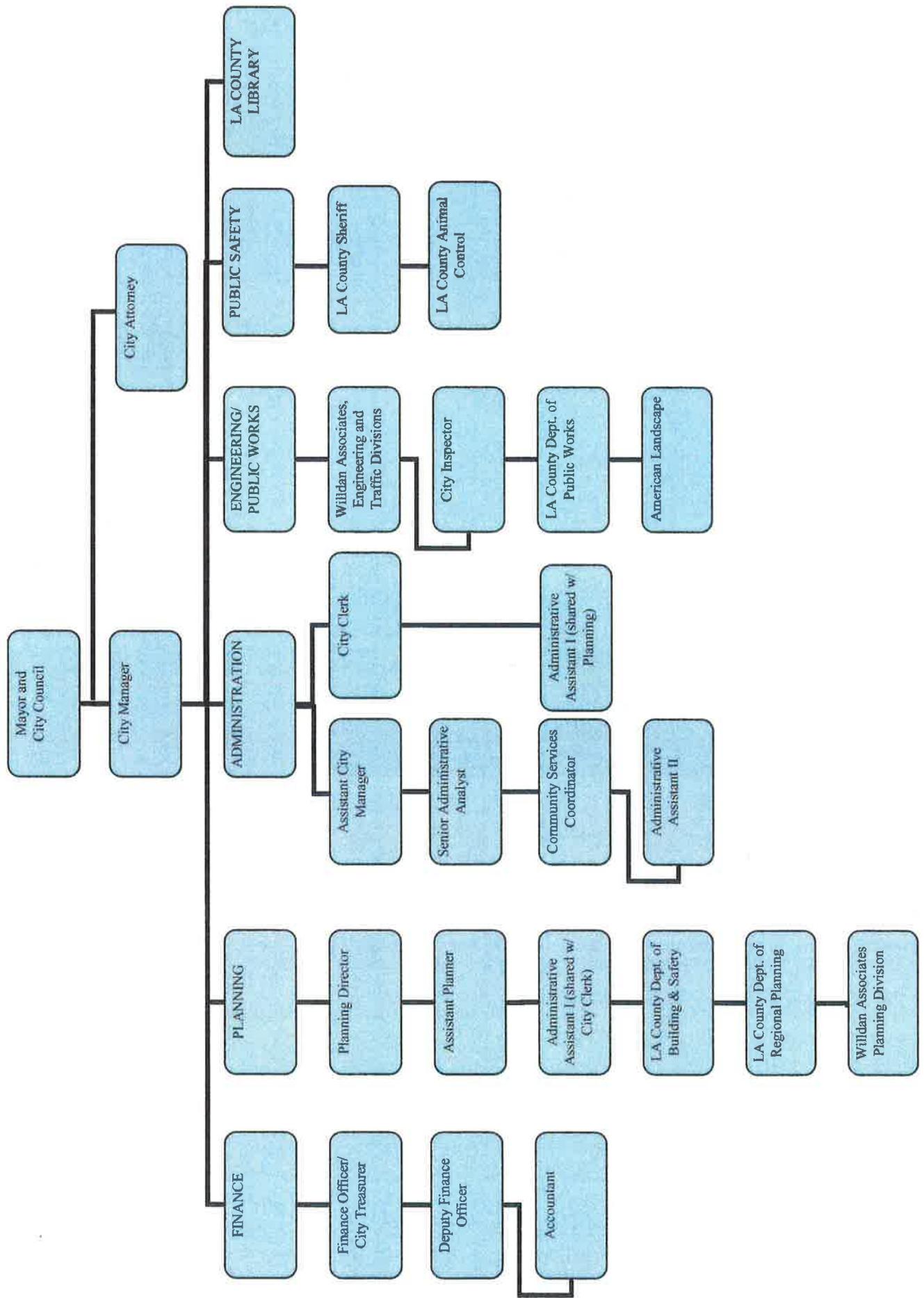
CITY OF WESTLAKE VILLAGE PROJECTED FUND BALANCES

Fiscal Year 2015-16 Fund	Projected Balance 7/1/15	Projected Revenues	General Fund Transfers	Restricted Fund Transfers-Out	Restricted Fund Transfers-In	Carryover Exp. From FY 2014-15	Current Fiscal Year Expenditures	Estimated Ending Balance 6/30/16
General	\$ 5,867,575	\$ 10,567,475	\$ (2,188,510)	\$ -	\$ -	\$ -	\$ 8,246,980	\$ 5,999,560
State Gas Tax	20,255	255,800	-	-	-	-	257,000	19,055
Traffic Safety	-	40,000	-	-	-	-	40,000	-
Proposition A Local Transit	-	203,500	-	-	-	-	201,000	2,500
Proposition C Return	-	128,700	-	-	-	-	128,700	-
Traffic Signalization	320,500	-	-	-	-	-	-	320,500
Capital Improvement								
Restricted	1,602,115	-	36,045	-	-	-	-	1,638,160
Unrestricted	6,936,310	-	2,127,465	-	165,800	-	3,294,850	5,934,725
Building Maint. & Replacement	489,700	-	25,000	-	-	-	-	514,700
Air Quality	29,775	10,000	-	-	-	-	2,500	37,275
Recycling	52,110	160,000	-	-	-	-	160,640	51,470
Arterial Financing	210,155	-	-	-	-	-	-	210,155
Lighting District	390,740	297,200	-	-	-	-	301,660	386,280
Landscape District	110,025	648,830	-	(75,000)	-	-	683,855	-
Park Bond	-	24,900	-	-	-	-	24,900	-
CDBG	-	24,800	-	-	-	-	24,800	-
COPS/Brulte	-	100,000	-	-	-	-	100,000	-
CLEEP	8,960	-	-	-	-	-	-	8,960
TDA Article 3	-	5,000	-	-	-	-	5,000	-
Measure R Local Return	-	90,800	-	(90,800)	-	-	-	-
Measure R Highway Other Imp	-	-	-	-	-	-	-	-
STP-LFunds	-	-	-	-	-	-	-	-
State Park Grant	-	-	-	-	-	-	-	-
County Park Grant	-	-	-	-	-	-	-	-
County Trail Grant	-	-	-	-	-	-	-	-
Cal Recycle Grant	-	500,000	-	-	-	-	-	500,000.00
Highway Bridge Program	-	-	-	-	-	-	-	-
Water Quality Grant	-	-	-	-	-	-	-	-
COP Bond Proceeds	20,830	-	-	-	-	-	-	20,830
Total	16,059,050	13,057,005 (1)	-	(165,800)	165,800	-	13,471,885	15,644,170

Notes:
(1) This total does not include the projected \$2,000 in investment earnings to be spread among the various restricted funds.

Organizational Chart

CITY OF WESTLAKE VILLAGE ORGANIZATIONAL CHART



Departmental Expenditure Detail

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: LEGISLATIVE	Account: 4110
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<u>EXPENSE CLASSIFICATION</u>	<u>2012-13</u> <u>Actual</u>	<u>2013-14</u>		<u>2014-15</u> <u>Adopted</u>	<u>2015-16</u> <u>Proposed</u>
		<u>Current</u> <u>Budget</u>	<u>Estimated</u> <u>Expenses</u>		
EMPLOYEE SERVICES	\$ 103,080	\$ 116,440	\$ 111,025	\$ 116,425	\$ 117,455
OPERATIONS EXPENSE	\$ 13,665	\$ 61,000	\$ 54,775	\$ 27,500	\$ 64,000
CAPITAL OUTLAY	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
TOTAL	\$ 116,745	\$ 177,940	\$ 166,300	\$ 144,425	\$ 181,955

NARRATIVE

Expenditures under this Department support the activities and work of the City Council. The five-member City Council is elected by the citizens of Westlake Village for four-year overlapping terms. The City Council has responsibility for developing overall City-wide policies which are translated into municipal programs and projects to serve the needs of the community. The City Council appoints the City Manager to implement programs and to carry out the operations of the City. The City Council also appoints members to various advisory commissions, boards, and committees to assist with the development of City policy through various studies, research projects, and recommendations. Members of the City Council also represent the community in regional and statewide associations and organizations.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: LEGISLATIVE

Account: 4110

EXPENSE CLASSIFICATION	2012-13	2013-14		Budget to	2014-15	2015-16
	<u>Actual</u>	<u>Current Budget</u>	<u>Estimated Expenses</u>	<u>Estimated (Variance)</u>	<u>Adopted</u>	<u>Proposed</u>
EMPLOYEE SERVICES						
01-014 Statutory Stipend	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ 18,000
01-021 Retirement	\$ 3,865	\$ 4,155	\$ 3,740	\$ (415)	\$ 3,205	\$ 3,215
01-030 Medical Insurance	\$ 79,975	\$ 93,000	\$ 88,000	\$ (5,000)	\$ 93,900	\$ 94,800
01-040 Workers' Compensation	\$ 315	\$ 225	\$ 325	\$ 100	\$ 325	\$ 400
01-042 Unemployment Insurance	\$ 730	\$ 810	\$ 750	\$ (60)	\$ 775	\$ 800
01-043 Medicare	\$ 195	\$ 250	\$ 210	\$ (40)	\$ 220	\$ 240
Total Employee Services:	\$ 103,080	\$ 116,440	\$ 111,025	\$ (5,415)	\$ 116,425	\$ 117,455
OPERATIONS EXPENSE						
01-170 Meetings & Conferences	\$ 10,805	\$ 15,000	\$ 16,500	\$ 1,500	\$ 15,000	\$ 16,500
01-190 Election Expense	\$ 1,190	\$ 36,000	\$ 35,775	\$ (225)	\$ 2,500	\$ 37,500
01-320 Special Departmental Expense	\$ 1,670	\$ 10,000	\$ 2,500	\$ (7,500)	\$ 10,000	\$ 10,000
Total Operating Expenses:	\$ 13,665	\$ 61,000	\$ 54,775	\$ (6,225)	\$ 27,500	\$ 64,000
CAPITAL OUTLAY						
01-430 Office Furniture & Equipment	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
Total Capital Outlay:	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
TOTAL DEPARTMENTAL COSTS:	<u>\$ 116,745</u>	<u>\$ 177,940</u>	<u>\$ 166,300</u>	<u>\$ (11,640)</u>	<u>\$ 144,425</u>	<u>\$ 181,955</u>

FUND REVENUE SOURCE

01 General Fund
Total Revenue:

2014-15 PROJECTED

\$ 144,425
\$ 144,425

2015-16 PROJECTED

\$ 181,955
\$ 181,955

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: LEGISLATIVE

Account: 4110

EMPLOYEE SERVICES

014 Statutory Stipend

Includes individual stipends totaling \$300 per month per City Councilmember.

021 Retirement

Represents the allocation of Public Employees Retirement System costs.

030 Medical Insurance

Includes annual insurance costs for the five City Councilmember positions under this department.

040 Workers' Compensation

Reflects costs to provide workers' compensation coverage.

042 Unemployment Insurance

Reflects annual insurance coverage charges paid to the State Employment Development Department.

043 Medicare

Federal law requires this coverage at the employer rate of 1.45% of salaries or stipends.

OPERATIONS EXPENSE

170 Meetings & Conferences

Includes attendance at various conferences, seminars and meetings including the annual League of California Cities Conference, League-sponsored Mayor and Councilmembers Executive Forum, various LVMCOG meetings, and other miscellaneous meetings, conferences, and seminars, etc.

190 Election Expense

Projected FY 2015-16 expenditures reflect anticipated costs associated with the City election to be held in November, 2015.

320 Special Departmental Expense

Provides for unexpected expenditures incurred during the year along with the purchasing of various supplies, materials resource documents, etc. for use in this department.

CAPITAL OUTLAY

430 Office Furniture & Equipment

Reflects acquisition of furniture and equipment for the City Council office and meeting room.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: ADMINISTRATION

Account: 4120

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14</u>		<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
		<u>Current Budget</u>	<u>Estimated Expenses</u>		
EMPLOYEE SERVICES	\$ 1,136,230	\$ 1,176,445	\$ 1,171,870	\$ 1,219,900	\$ 1,251,935
OPERATIONS EXPENSE	\$ 234,215	\$ 230,800	\$ 216,050	\$ 234,700	\$ 240,200
CAPITAL OUTLAY	\$ -	\$ 500	\$ 250	\$ 500	\$ 500
TOTAL	\$ 1,370,445	\$ 1,407,745	\$ 1,388,170	\$ 1,455,100	\$ 1,492,635

NARRATIVE

Expenditures approved under this Department support the general administrative activities of the City which include management, legal, records, and financial services. The City Manager is appointed by, and serves at the pleasure of, the City Council to ensure that policies and programs established by the City Council are properly and effectively implemented. The City Clerk's office also operates under this Department and is responsible for the management of all operations and records of the municipal corporation. The City Attorney's office provides legal advice to the City Council and staff, and is instrumental in the preparation of legal documents including all resolutions, ordinances and contracts reviewed and adopted by the City Council. Finally, the City Treasurer is responsible for supervision of the City treasury, investment of funds, monthly revenue/expenditure reports, and the preparation of the comprehensive annual financial report and audit.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: ADMINISTRATION

Account: 4120

EXPENSE CLASSIFICATION	2012-13 Actual	2013-14		Budget to Estimated (Variance)	2014-15 Adopted	2015-16 Proposed
		Current Budget	Estimated Expenses			
EMPLOYEE SERVICES						
01-010 Salaries - Full-time	\$ 733,290	\$ 762,130	\$ 761,800	\$ (330)	\$ 788,465	\$ 808,175
01-011 Salaries - Part-time	\$ 60,345	\$ 62,165	\$ 63,065	\$ 900	\$ 64,640	\$ 66,255
01-013 Overtime	\$ 2,285	\$ 4,500	\$ 3,000	\$ (1,500)	\$ 4,000	\$ 4,200
01-021 Retirement	\$ 157,415	\$ 158,250	\$ 158,180	\$ (70)	\$ 163,060	\$ 166,160
01-030 Medical Insurance	\$ 125,305	\$ 133,500	\$ 126,525	\$ (6,975)	\$ 137,035	\$ 141,095
01-040 Workers' Compensation	\$ 13,730	\$ 9,500	\$ 14,000	\$ 4,500	\$ 15,500	\$ 16,250
01-042 Unemployment Insurance	\$ 2,450	\$ 3,000	\$ 2,500	\$ (500)	\$ 2,750	\$ 3,000
01-043 Medicare	\$ 20,300	\$ 22,100	\$ 21,500	\$ (600)	\$ 22,500	\$ 24,000
01-045 Deferred Compensation	\$ 10,310	\$ 10,500	\$ 10,500	\$ -	\$ 11,150	\$ 12,000
01-050 Auto and Insurance Allowance	\$ 10,800	\$ 10,800	\$ 10,800	\$ -	\$ 10,800	\$ 10,800
Total Employee Services:	\$ 1,136,230	\$ 1,176,445	\$ 1,171,870	\$ (4,575)	\$ 1,219,900	\$ 1,251,935
				\$ -		
				\$ -		
				\$ -		
OPERATIONS EXPENSE						
01-110 Contract Svcs - Legal	\$ 184,115	\$ 189,000	\$ 180,000	\$ (9,000)	\$ 190,000	\$ 195,000
01-112 Contract Svcs - Temp Services	\$ 155	\$ 500	\$ 300	\$ (200)	\$ 500	\$ 500
01-117 Internship Program	\$ 2,700	\$ 3,000	\$ 3,000	\$ -	\$ 3,200	\$ 3,200
01-140 Memberships	\$ 4,450	\$ 5,000	\$ 4,750	\$ (250)	\$ 5,000	\$ 5,250
01-141 Publications/Subscriptions	\$ -	\$ 300	\$ 500	\$ 200	\$ 500	\$ 500
01-170 Meetings & Conferences	\$ 17,435	\$ 15,000	\$ 14,000	\$ (1,000)	\$ 15,000	\$ 15,000
01-171 Employee Training	\$ 4,400	\$ 4,500	\$ 2,500	\$ (2,000)	\$ 4,500	\$ 4,750
01-172 Mileage Reimbursement	\$ 1,245	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
01-320 Special Departmental Expense	\$ 19,715	\$ 12,500	\$ 10,000	\$ (2,500)	\$ 15,000	\$ 15,000
Total Operating Expenses:	\$ 234,215	\$ 230,800	\$ 216,050	\$ (14,750)	\$ 234,700	\$ 240,200
				\$ -		
				\$ -		
				\$ -		
CAPITAL OUTLAY						
01-430 Office Furniture & Equipment	\$ -	\$ 500	\$ 250	\$ (250)	\$ 500	\$ 500
Total Capital Outlay:	\$ -	\$ 500	\$ 250	\$ (250)	\$ 500	\$ 500
				\$ -		
				\$ -		
TOTAL DEPARTMENTAL COSTS:	\$ 1,370,445	\$ 1,407,745	\$ 1,388,170	\$ (19,575)	\$ 1,455,100	\$ 1,492,635
FUND REVENUE SOURCE						
		2014-15 PROJECTED		2015-16 PROJECTED		
01 General Fund		\$ 1,455,100		\$ 1,492,635		
Total Revenue:		\$ 1,455,100		\$ 1,492,635		

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: ADMINISTRATION

Account: 4120

EMPLOYEE SERVICES

010 Salaries - Full-time

Includes salaries for seven full-time positions involving the City Manager, Assistant City Manager, Senior Administrative Analyst, City Clerk/Executive Secretary, Accountant, and two Administrative Assistant positions.

011 Salaries - Part-Time

Includes compensation for the part-time temporary positions of City Treasurer/Finance Officer and Deputy Finance Officer as well as additional outside finance assistance as needed.

013 Overtime

Covers costs associated with occasional overtime required throughout the year.

021 Retirement

Represents the allocation of Public Employees Retirement System costs for the positions in this department.

030 Medical Insurance

Reflects annual insurance costs as employee benefits for the seven positions funded in this department.

040 Workers' Compensation

Reflects costs to provide workers' compensation coverage.

042 Unemployment Insurance

Reflects annual insurance coverage charges paid to the State Employment Development Department for the seven positions in this department.

043 Medicare

Federal law requires this coverage with the City paying both the employer and employee rates.

045 Deferred Compensation

Reflects the City's contribution toward the employees' deferred compensation program (457 plan).

050 Auto Allowance

FY 2014-15 appropriations cover an auto allowance for both the City Manager and Assistant City Manager positions.

OPERATIONS EXPENSE

110 Contract Services - Legal

Covers costs for general legal services and City Attorney attendance at City Council meetings provided by contract with the firm of Richards, Watson & Gershon.

112 Contract Services - Temporary Services

Provides for outside secretarial services on an as-needed basis throughout the year.

117 Internship Program

Includes a stipend for the City's college summer internship program.

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: ADMINISTRATION

Account: 4120

140 Memberships

Accounts for memberships and/or participation in such organizations as the City Clerk's Association, Municipal Management Assistants of Southern California, International City Management Association, California City Manager's Foundation, local service clubs, etc.

170 Meetings & Conferences

Includes staff attendance at such events as the League of California Cities Annual Conference. Also covers costs for attendance at other seminars/meetings throughout the year such as the League's annual City Managers' Department Meeting, City Clerk's Association seminars, etc.

171 Employee Training

Provides staff an opportunity to attend pertinent meetings, seminars and workshops to foster on-going job-related training and education.

172 Mileage Reimbursement

Provides reimbursement to employees for use of personal automobiles while on City-related business.

320 Special Departmental Expense

Covers unanticipated departmental costs which may arise throughout the year.

CAPITAL OUTLAY

430 Office Furniture & Equipment

Reflects acquisition of furniture and equipment as needed.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: CITY GENERAL

Account: 4190

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14</u>		<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
		<u>Current Budget</u>	<u>Estimated Expenses</u>		
OPERATIONS EXPENSE	\$ 654,670	\$ 662,400	\$ 656,370	\$ 811,600	\$ 779,300
CAPITAL OUTLAY	\$ 80,930	\$ 78,000	\$ 76,000	\$ 52,800	\$ 57,500
DEBT SERVICE	\$ 1,024,650	\$ 1,021,250	\$ 1,022,450	\$ 1,024,325	\$ 1,024,275
TOTAL	\$ 1,760,250	\$ 1,761,650	\$ 1,754,820	\$ 1,888,725	\$ 1,861,075

NARRATIVE

Expenditures approved under this Department fund the general support operations required by all City programs. Included are such activities as liability insurance coverage (through the Southern California Joint Powers Insurance Authority), annual audit of City finances, data processing, sales tax audit services, City memberships, equipment rentals, general postage charges, etc. This Department also reflects other costs associated with the Civic Center, including utilities and janitorial services.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: CITY GENERAL

Account: 4190

EXPENSE CLASSIFICATION	2012-13	2013-14		Budget to	2014-15	2015-16
	Actual	Current Budget	Estimated Expenses	Estimated (Variance)	Adopted	Proposed
OPERATIONS EXPENSE						
01-100 Legal Notices - Advertising	\$ 4,010	\$ 3,000	\$ 4,000	\$ 1,000	\$ 4,000	\$ 4,000
01-111 Contract Svcs - Audit	\$ 22,350	\$ 41,000	\$ 41,000	\$ -	\$ 34,800	\$ 44,800
01-113 Contract Svcs - Other	\$ 115,340	\$ 121,300	\$ 120,000	\$ (1,300)	\$ 131,100	\$ 131,500
01-114 Contract Svcs - Data Proc.	\$ 2,475	\$ 3,000	\$ 2,800	\$ (200)	\$ 2,800	\$ 3,000
01-120 Insurance Premiums	\$ 202,270	\$ 152,100	\$ 142,300	\$ (9,800)	\$ 59,700	\$ 65,700
01-131 Maintenance & Repair	\$ 42,685	\$ 44,400	\$ 44,000	\$ (400)	\$ 44,000	\$ 44,000
01-132 Office & IT Equip. Maint.	\$ 34,060	\$ 35,000	\$ 40,000	\$ 5,000	\$ 40,400	\$ 38,000
01-140 Memberships	\$ 10,670	\$ 10,900	\$ 11,700	\$ 800	\$ 12,500	\$ 12,700
01-141 Publications	\$ 9,160	\$ 7,500	\$ 9,000	\$ 1,500	\$ 9,000	\$ 9,000
01-150 Postage	\$ 4,570	\$ 5,500	\$ 5,000	\$ (500)	\$ 5,500	\$ 5,800
01-162 Equipment Rental	\$ 8,640	\$ 11,000	\$ 10,000	\$ (1,000)	\$ 11,000	\$ 11,000
01-180 Utilities - Water	\$ 9,000	\$ 11,600	\$ 10,500	\$ (1,100)	\$ 11,000	\$ 11,500
01-182 Utilities - Gas & Electric	\$ 37,000	\$ 48,900	\$ 42,000	\$ (6,900)	\$ 44,100	\$ 46,300
01-183 Utilities - Telephone	\$ 19,390	\$ 21,300	\$ 21,000	\$ (300)	\$ 22,100	\$ 22,500
01-300 Office Supplies	\$ 6,690	\$ 7,500	\$ 7,200	\$ (300)	\$ 7,500	\$ 7,500
01-301 Printing	\$ 4,225	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ 4,500
01-310 Janitorial Services	\$ 20,140	\$ 23,800	\$ 24,500	\$ 700	\$ 25,000	\$ 25,700
01-320 Special Departmental Exp.	\$ 27,510	\$ 33,800	\$ 37,070	\$ 3,270	\$ 266,800	\$ 215,800
01-322 Historical Preservation Prog	\$ 1,310	\$ 100	\$ 100	\$ -	\$ 100	\$ 100
01-325 Intergovt/Introgovt Relations	\$ 20,300	\$ 25,400	\$ 21,000	\$ (4,400)	\$ 22,900	\$ 22,900
01-340 Newsletter/Public Information	\$ 52,875	\$ 50,800	\$ 58,700	\$ 7,900	\$ 52,800	\$ 53,000
Total Operating Expenses:	\$ 654,670	\$ 662,400	\$ 656,370	\$ (6,030)	\$ 811,600	\$ 779,300
CAPITAL OUTLAY						
01-430 Office Furniture & Equipment	\$ 63,210	\$ 6,000	\$ 6,000	\$ -	\$ 5,000	\$ 5,000
01-431 Telephone Equipment	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
01-435 Cable TV Equipment	\$ -	\$ 2,000	\$ -	\$ (2,000)	\$ 5,000	\$ 2,000
01-446 City Hall/Library	\$ 17,720	\$ 69,500	\$ 69,500	\$ -	\$ 42,300	\$ 50,000
Total Capital Outlay:	\$ 80,930	\$ 78,000	\$ 76,000	\$ (2,000)	\$ 52,800	\$ 57,500

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: CITY GENERAL	Account: 4190
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<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14 Current Budget</u>	<u>2013-14 Estimated Expenses</u>	<u>Budget to Estimated (Variance)</u>	<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
<u>DEBT SERVICE</u>						
01-452 City Debt Service	1,024,650	1,021,250	1,022,450	\$ 1,200.00	1,024,325	1,024,275
Total Debt Service:	\$ 1,024,650	\$ 1,021,250	\$ 1,022,450	\$ 1,200	\$ 1,024,325	\$ 1,024,275
TOTAL DEPARTMENTAL COSTS:	<u>\$ 1,760,250</u>	<u>\$ 1,761,650</u>	<u>\$ 1,754,820</u>	<u>\$ (6,830)</u>	<u>\$ 1,888,725</u>	<u>\$ 1,861,075</u>
<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>			<u>2015-16 PROJECTED</u>		
01 General Fund	\$ 1,888,725			\$ 1,861,075		
Total Revenue:	\$ 1,888,725			\$ 1,861,075		

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: CITY GENERAL

Account: 4190

OPERATIONS EXPENSE

100 Legal Notices - Advertising

Reflects on-going costs for publishing and posting a variety of legal notices pertaining to City-related business including public hearings, regular and special agendas, etc.

111 Contract Services - Audit

Covers annual charges associated with an audit and financial review of the City's various funds performed under contract by an independent, outside auditing firm specializing in governmental accounting.

113 Contract Services - Other

Covers the expenses of an outside consulting firm (Muniservices) which handles property tax audit services and on-going sales tax audit services, transient occupancy tax audit services, in order to detect and correct distribution errors and thereby generate new tax income which could not otherwise have been realized by the City. This line item also reflects annual contract costs for operation of remote television equipment designed to cablecast and videotape City Council meetings, the service costs for web streaming of City Council meetings, a web-based citizen service request program, and the production of a monthly video newsletter.

114 Contract Services - Data Processing

Represents ongoing monthly maintenance services to maintain the City's general accounting and payroll systems through the contract arrangement with the firm of Corbin Willits Systems, Inc. This item also reflects acquisition costs for system upgrades and other software programs designed to meet municipal service needs.

120 Insurance Premiums

Reflects general City liability insurance premiums paid to the California Joint Powers Insurance Authority (CJPIA) as well as public official fidelity bonds for the City Treasurer and City Manager and a blanket bond for all other employees.

131 Maintenance & Repair

Reflects costs associated with on-going maintenance and repairs of the Civic Center facility.

132 Office & IT Equip. Maint.

Includes an appropriation to cover costs for maintaining and replacing the City's office and I.T. equipment, as needed.

140 Memberships

Covers annual City dues and membership fees in such organizations as the League of California Cities, Southern California Association of Governments, California Contract Cities Association, etc.

141 Publications

Allows for the acquisition of various publications beneficial to the City including on-going County Code updates, various local and State reports and materials, West Publishing (Annotated California Codes) updates, local newspaper subscriptions, etc.

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: CITY GENERAL

Account: 4190

150 Postage

Accounts for on-going postage meter charges, bulk mailing permit costs, occasional City-wide mailing costs, and miscellaneous delivery charges incurred throughout the year.

162 Equipment Rental

Covers rental fees for the City Hall copier as well as off-site storage of City files, documents, in fire proof vaults/facilities.

180 Utilities - Water

Accounts for water charges at the Civic Center.

182 Utilities - Electric

Represents the City Hall's share of charges for utilities.

183 Utilities - Telephone

Includes costs for all local and long-distance phone service.

300 Office Supplies

Provides for the full range of office supplies to serve City staff and the City Council.

301 Printing

Covers miscellaneous printing charges incurred throughout the year for a variety of City materials and documents.

310 Janitorial Services

Provides for the regular contract janitorial maintenance of the City Hall, Council Chambers and community rooms.

320 Special Departmental Expense

Covers a variety of City-wide expenses arising throughout the year which are of a special or non-recurring nature making it difficult to categorize under other line items. This object code also reflects an appropriation of \$200,000 in both FY 2014-15 and FY 2015-16 to initiate the pre-funding of the City's "Other Post-Employment Benefits" (OPEB) unfunded liability (for retiree medical obligations).

322 Historical Preservation Program

Supports the on-going program efforts by the local City Historian to preserve City historical records and documents. Proposed appropriations help defray costs for supplies and materials.

325 Inter-Government/Intra-Government Relations

Allows for City participation and involvement in on-going inter-governmental and intra-governmental activities affecting the community.

340 Newsletter/Public Information

Encompasses charges associated with the production, printing, and mailing of a City newsletter to all residences within the community.

CITY OF WESTLAKE VILLAGE EXPENSE DESCRIPTION

Department: CITY GENERAL

Account: 4190

CAPITAL OUTLAY

430 Office Furniture & Equipment

Reflects costs for the upgrade of the City's current computer/office automation system.

431 Telephone Equipment

Reflects miscellaneous costs for telephone equipment/replacement.

435 Cable TV Equipment

Allows for the continued upgrade of the City's cable TV equipment as needed.

446 City Hall/Library

FY 2014-15 appropriation includes redwood sealing of selected exterior areas of the Civic Center building along with other miscellaneous repairs.

DEBT SERVICE

452 Debt Service

Includes annual payments applied to the principal and interest on both the refunding of the 1997 and 2000 COP issues as well as the financing required for the City's new community park.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: PUBLIC SAFETY

Account: 4210

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14</u>		<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
		<u>Current Budget</u>	<u>Estimated Expenses</u>		
OPERATIONS EXPENSE	\$ 2,122,125	\$ 2,184,450	\$ 2,169,695	\$ 2,235,605	\$ 2,291,090
CAPITAL OUTLAY	\$ 5,000	\$ 7,000	\$ 6,500	\$ 7,500	\$ 7,500
TOTAL	\$ 2,127,125	\$ 2,191,450	\$ 2,176,195	\$ 2,243,105	\$ 2,298,590

NARRATIVE

Appropriations in this Department support the police responsibilities delegated to the City by the laws of the State of California. To provide police services, the City contracts with the Los Angeles County Sheriff's Department. The contract authorized by this budget provides a minimum of one patrol unit within the City limits at all times. Law enforcement services are provided by the Lost Hills Sheriff's Station. Specific services provided under the contract include general law enforcement, traffic law enforcement, investigations, community relations, and neighborhood watch programs.

In 1987, the City implemented a cooperative drug education program with the Sheriff's Department and local schools. In cooperation with the Las Virgenes Unified School District, Sheriff's Department personnel visit local elementary and middle schools with an approved anti-drug education curriculum. The program has been well-received over the years.

Through agreements with Los Angeles County, animal control and agriculture services are also funded under this Department.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: PUBLIC SAFETY

Account: 4210

EXPENSE CLASSIFICATION	2012-13	2013-14		Budget to	2014-15	2015-16
	Actual	Current Budget	Estimated Expenses	Estimated (Variance)	Adopted	Proposed
OPERATIONS EXPENSE						
01-251 General Law Enforcement	\$ 641,075	\$ 657,015	\$ 656,860	\$ (155)	\$ 673,940	\$ 690,785
01-252 Traffic Law Enforcement	\$ 896,225	\$ 917,735	\$ 917,515	\$ (220)	\$ 941,370	\$ 964,905
01-253 Other Law Enforcement	\$ 185,170	\$ 189,615	\$ 189,570	\$ (45)	\$ 194,500	\$ 199,360
01-254 Crossing Guard	\$ 37,515	\$ 38,250	\$ 38,000	\$ (250)	\$ 42,940	\$ 43,000
01-256 Contract Svcs - Animal Control	\$ 21,630	\$ 37,410	\$ 23,000	\$ (14,410)	\$ 24,500	\$ 26,000
01-257 Contract Svcs - Agriculture	\$ -	\$ 500	\$ 250	\$ (250)	\$ 500	\$ 500
01-320 Special Departmental Exp.	\$ 115,810	\$ 110,000	\$ 112,000	\$ 2,000	\$ 115,000	\$ 117,300
01-330 Emergency Preparedness	\$ 3,585	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ 8,000
15-333 COPS Program	\$ 221,115	\$ 226,425	\$ 225,000	\$ (1,425)	\$ 235,355	\$ 241,240
Total Operating Expenses:	\$ 2,122,125	\$ 2,184,450	\$ 2,169,695	\$ (14,755)	\$ 2,235,605	\$ 2,291,090
				\$ -		
				\$ -		
				\$ -		
CAPITAL OUTLAY						
01-443 Emergency Equipment	\$ 5,000	\$ 7,000	\$ 6,500	\$ (500)	\$ 7,500	\$ 7,500
Total Capital Outlay:	\$ 5,000	\$ 7,000	\$ 6,500	\$ (500)	\$ 7,500	\$ 7,500
TOTAL DEPARTMENTAL COSTS:	\$ 2,127,125	\$ 2,191,450	\$ 2,176,195	\$ (15,255)	\$ 2,243,105	\$ 2,298,590

FUND REVENUE SOURCE	2014-15 PROJECTED	2015-16 PROJECTED
01 General Fund	\$ 2,143,105	\$ 2,198,590
15 COPS/Brulte	\$ 100,000	\$ 100,000
Total Revenue:	\$ 2,243,105	\$ 2,298,590

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: PUBLIC SAFETY

Account: 4210

OPERATIONS EXPENSE

251 General Law Enforcement

Covers costs associated with Sheriff's Department contract including the provision of such services as criminal investigations, responses to crimes in progress, crime suppression activities, etc. Contract reflects one (1)-deputy (56 hour) car @ .90 units and one (2)-deputy (56 hour) car @ .45 units.

252 Traffic Law Enforcement

Includes the provision of traffic law enforcement through the Sheriff's Department contract reflecting one (1)-deputy (40 hour) car @ 1 unit, one (1)-deputy (56 hour) car @ .90 units, and one (2)-deputy (56 hour) car @ .45 units.

253 Other Law Enforcement

Includes juvenile diversion team services, a portion of one Community Relations Officer (20%) to handle crime prevention programs (i.e., Neighborhood Watch, etc.) plus a portion of one deputy (20%) who works at the discretion of the City to address any law enforcement areas needing special attention.

254 Crossing Guard

Reflects contract costs with All City Management for the provision of crossing guard services with individual guards at the intersections of Lindero Canyon Road/Middlegate Road, Village School Road/Shropshire Court, Lakeview Canyon Road/Watergate Road, and Foxfield Drive/Saddletree Drive.

256 Contract Services - Animal Control

Includes animal control and animal sheltering costs plus collection of all licensing fees through a contract with the Los Angeles County Department of Animal Control.

257 Contract Services - Agriculture

Anticipates the occasional need for County assistance in addressing agricultural related issues including coyote control as well as weed hazard and pest abatement.

320 Special Departmental Expense

This line item includes appropriations to pay for a host of public safety programs and activities conducted during the year. Examples of those programs and the accompanying costs include the following:

- "Every 15 Minutes": \$5,000 per event;
- "Is Your Teen Road Ready?": \$2,000;
- DUI checkpoints: \$5,000;
- Safe Halloween Program: \$1,000;
- "STOPP" Program: \$32,000;
- "STAR" Program: \$30,000;
- Volunteers in Policing Program: \$3,000;
- City/Schools Program: \$500; and
- Special Crime Impact Fund: \$18,500

CITY OF WESTLAKE VILLAGE EXPENSE DESCRIPTION

Department: PUBLIC SAFETY

Account: 4210

330 Emergency Preparedness

Anticipates costs related to the City's efforts to undertake several emergency preparedness programs through the City's Emergency Preparedness/Disaster Response Team.

333 COPS Program

Refers to the State's Citizens' Option for Public Safety Program authorizing law enforcement related programs to supplement services at the local government level. Under this line item, the City is contracting for one additional general law car deployed during the evening shift and two motorcycle officers at 16 hours per week.

CAPITAL OUTLAY

443 Emergency Equipment

Covers costs associated with acquisition of needed Disaster Response Team supplies and equipment.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: DEVELOPMENT SERVICES

Account: 4240

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14</u>		<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
		<u>Current Budget</u>	<u>Estimated Expenses</u>		
EMPLOYEE SERVICES	\$ 299,250	\$ 344,975	\$ 325,725	\$ 356,075	\$ 365,845
OPERATIONS EXPENSE	\$ 1,178,840	\$ 1,240,360	\$ 1,295,410	\$ 1,229,925	\$ 1,198,275
CAPITAL OUTLAY	\$ -	\$ 500	\$ 300	\$ 500	\$ 500
TOTAL	\$ 1,478,090	\$ 1,585,835	\$ 1,621,435	\$ 1,586,500	\$ 1,564,620

NARRATIVE

The Development Services Department includes all of the services that support land use planning and development within the City. Additionally, the departmental budget reflects consultant costs, equipment needs, and various charges associated with a number of contract services including City engineering/public works activities handled by a private engineering firm, and building and safety services provided by the Los Angeles County Building and Safety Department. The City's recycling program is also budgeted in this Department which involves a contract with Polis Associates, Inc. for the implementation of the City's Source Reduction and Recycling Element pursuant to the statutory requirements of AB 939.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: DEVELOPMENT SERVICES

Account: 4240

EXPENSE CLASSIFICATION	2012-13		2013-14		Budget to Estimated (Variance)	2014-15 Adopted	2015-16 Proposed
	Actual	Current Budget	Estimated Expenses				
EMPLOYEE SERVICES							
01-010 Salaries - Full-time	\$ 211,965	\$ 220,360	\$ 220,120	\$ (240)	\$ 227,825	\$ 233,520	
01-011 Salaries - Part-time	\$ -	\$ 30,000	\$ 15,000	\$ (15,000)	\$ 30,750	\$ 31,520	
01-013 Overtime	\$ 2,200	\$ 2,500	\$ 2,300	\$ (200)	\$ 2,500	\$ 2,500	
01-021 Retirement	\$ 42,755	\$ 45,755	\$ 43,555	\$ (2,200)	\$ 38,205	\$ 38,940	
01-030 Medical Insurance	\$ 25,125	\$ 29,400	\$ 28,500	\$ (900)	\$ 39,395	\$ 41,365	
01-040 Workers' Compensation	\$ 3,675	\$ 2,600	\$ 3,000	\$ 400	\$ 3,200	\$ 3,400	
01-042 Unemployment Insurance	\$ 530	\$ 1,000	\$ 750	\$ (250)	\$ 1,000	\$ 1,200	
01-043 Medicare	\$ 7,000	\$ 7,360	\$ 6,500	\$ (860)	\$ 7,200	\$ 7,400	
01-045 Deferred Compensation	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	
01-050 Auto and Insurance Allowance	\$ 4,800	\$ 4,800	\$ 4,800	\$ -	\$ 4,800	\$ 4,800	
Total Employee Services:	\$ 299,250	\$ 344,975	\$ 325,725	\$ (19,250)	\$ 356,075	\$ 365,845	
OPERATIONS EXPENSE							
01-100 Legal Notices	\$ -	\$ 200	\$ 100	\$ (100)	\$ 200	\$ 200	
01-140 Memberships	\$ 1,500	\$ 1,700	\$ 1,500	\$ (200)	\$ 1,800	\$ 2,000	
01-141 Publications/Subscriptions	\$ 60	\$ 250	\$ 150	\$ (100)	\$ 250	\$ 250	
01-150 Postage	\$ -	\$ 100	\$ 100	\$ -	\$ 125	\$ 150	
01-170 Meetings & Conferences	\$ 3,210	\$ 2,500	\$ 3,500	\$ 1,000	\$ 3,750	\$ 4,000	
01-171 Employee Training	\$ 210	\$ 2,500	\$ 2,500	\$ -	\$ 3,500	\$ 3,500	
01-172 Mileage Reimbursement	\$ 340	\$ 500	\$ 200	\$ (300)	\$ 500	\$ 500	
01-260 Contract Svcs - Engineering	\$ 176,640	\$ 181,500	\$ 181,500	\$ -	\$ 187,000	\$ 191,675	
01-261 Contract Svcs - Bldg & Safety	\$ 409,735	\$ 350,000	\$ 400,000	\$ 50,000	\$ 350,000	\$ 350,000	
01-262 Contract Svcs - Indust. Waste	\$ 24,895	\$ 17,500	\$ 28,000	\$ 10,500	\$ 25,000	\$ 26,000	
01-266 Contract Svcs - General Plan	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 30,000	\$ 7,500	
01-267 Contract Svcs - Special Proc.	\$ 635	\$ 250	\$ 100	\$ (150)	\$ 250	\$ 250	
01-269 Bus/Econ Dev - Ch of Comm	\$ 50,000	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	
13-270 Recycling Services	\$ 123,780	\$ 128,750	\$ 128,750	\$ -	\$ 128,750	\$ 131,950	
01-272 NPDES	\$ 253,935	\$ 319,300	\$ 313,800	\$ (5,500)	\$ 342,000	\$ 345,000	
18-903 Housing Rehab Program	\$ 24,250	\$ 24,860	\$ 24,860	\$ -	\$ 26,350	\$ 24,800	
01-300 Office Supplies	\$ -	\$ 250	\$ 200	\$ (50)	\$ 250	\$ 300	
01-301 Printing	\$ -	\$ 200	\$ 150	\$ (50)	\$ 200	\$ 200	
01-320 Special Departmental Expense	\$ 109,650	\$ 100,000	\$ 100,000	\$ -	\$ 70,000	\$ 50,000	
Total Operating Expenses:	\$ 1,178,840	\$ 1,240,360	\$ 1,295,410	\$ 55,050	\$ 1,229,925	\$ 1,198,275	

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: DEVELOPMENT SERVICES

Account: 4240

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14 Current Budget</u>	<u>2013-14 Estimated Expenses</u>	<u>Budget to Estimated (Variance)</u>	<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
<u>CAPITAL OUTLAY</u>						
01-430 Office Furniture & Equipment	\$ -	\$ 500	\$ 300	\$ (200)	\$ 500	\$ 500
Total Capital Outlay:	\$ -	\$ 500	\$ 300	\$ (200)	\$ 500	\$ 500
 TOTAL DEPARTMENTAL COSTS:	 <u>\$ 1,478,090</u>	 <u>\$ 1,585,835</u>	 <u>\$ 1,621,435</u>	 <u>\$ 35,600</u>	 <u>\$ 1,586,500</u>	 <u>\$ 1,564,620</u>
 <u>FUND REVENUE SOURCE</u>						
	<u>2014-15 PROJECTED</u>			<u>2015-16 PROJECTED</u>		
01 General Fund	\$ 1,399,510			\$ 1,375,870		
13 Recycling Fund	\$ 160,640			\$ 163,950		
18 CDBG	\$ 26,350			\$ 24,800		
Total Revenue:	<u>\$ 1,586,500</u>			<u>\$ 1,564,620</u>		

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: DEVELOPMENT SERVICES

Account: 4240

EMPLOYEE SERVICES

010 Salaries - Full-time

Includes salaries for two full-time positions involving the Planning Director and Assistant Planner.

011 Salaries - Part-time

Accounts for costs associated with part-time code enforcement services.

013 Overtime

Covers costs associated with occasional overtime for clerical assistance.

021 Retirement

Represents the allocation of Public Employees Retirement System costs.

030 Medical Insurance

Reflects annual insurance costs as employee benefits for the two positions funded under this Department.

040 Workers' Compensation

Reflects costs to provide workers' compensation coverage.

042 Unemployment Insurance

Reflects annual insurance coverage paid to the State Employment Development Department for the Development Services Department's two full-time employees.

043 Medicare

Federal law requires this coverage.

045 Deferred Compensation

Reflects the City's contribution toward the employees' deferred compensation program.

050 Auto and Insurance Allowance

FY 2014-15 appropriations cover an auto allowance for the Planning Director's position.

OPERATIONS EXPENSE

100 Legal Notices

Reflects on-going costs for publishing and posting a variety of legal notices pertaining to planning-related business including public hearings, CEQA notices, etc.

140 Memberships

Accounts for membership and participation in the American Planning Association by the Planning Director and the Assistant Planner positions.

141 Publications/Subscriptions

Allows for the purchasing of various publications beneficial to the planning staff including on-going County Code updates, County Assessor Map Book revisions, California Planning and Development Reports, etc.

150 Postage

Accounts for on-going departmental postage meter charges, bulk mailing permit costs, and other miscellaneous delivery changes incurred throughout the year.

170 Meetings & Conferences

Includes staff attendance at such events as the League of California Cities Planning Director's Committee meeting, American Planning Association sessions, etc.

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: DEVELOPMENT SERVICES

Account: 4240

171 Employee Training

Provides staff an opportunity to attend pertinent meetings, seminars and workshops to foster on-going job related training and education.

172 Mileage Reimbursement

Provides reimbursement for use of personal automobile(s) while on City related business for such purposes as site inspections, conferences with outside consultants, meetings with applicants, etc.

260 Contract Services - Engineering

Encompasses general City engineering and public works services provided under contract with a private sector engineering firm.

261 Contract Services - Building & Safety

Provides for building plan check and inspection services for both residential and commercial/business park areas in the City. Services are provided by the Los Angeles County Building and Safety Department (Calabasas office) with program charges offset by revenues collected in the form of building and plan check fees.

262 Contract Services - Industrial Waste

Reflects costs for the review of waste discharge permits issued by the Los Angeles County Engineer for compliance with all Federal, State, and County standards.

264 Contract Services - Planning & Zoning

Reflects charges associated with referring applications for subdivisions to the Los Angeles County Regional Planning Department's Subdivision Committee for review of technical requirements and establishment of recommended conditions.

266 Contract Services - General Plan

Includes an appropriation for outside assistance needed to update the City's General Plan.

267 Contract Services - Special Processing

Allows for the occasional use of outside technical consultants as needed to assist in the review of planning related applications.

269 Business/Economic Development - Chamber of Commerce

Reflects contract funds to the Greater Conejo Valley Chamber of Commerce which allows the Chamber to sponsor a number of activities, programs and projects benefiting the community and business sector.

270 Recycling Services

Represents annual contract costs with Polis Associates, Inc. for the provision of integrated waste management consultant services designed to develop and monitor a Source Reduction and Recycling Element (pursuant to the requirements of AB 939).

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: DEVELOPMENT SERVICES

Account: 4240

272 NPDES

Encompasses ongoing costs related to the federally mandated Stormwater Management Practices and Pollution Control Implementation Plan under a permit issued by the Regional Water Quality Control Board.

300 Office Supplies

Provides for miscellaneous office supplies to serve departmental staff.

903 Housing Rehabilitation Program

Covers costs for a housing rehabilitation program using Community Development Block Grant funds.

301 Printing

Accounts for on-going charges for the printing of materials.

320 Special Departmental Expense

Includes an appropriation to purchase and install supplemental software and hardware for the City's Geographic Information System (GIS) to enable City staff to access a library of data including color orthophotography, topographical information, parcel data, property ownership records, and street centerline data. Also reflects costs to complete work on a new specific plan study for several ongoing business parks located north of the freeway.

CAPITAL OUTLAY

430 Office Furniture & Equipment

Covers the costs for any miscellaneous furnishings/equipment which may be needed by the Department.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: PUBLIC WORKS

Account: 4310

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13</u> <u>Actual</u>	<u>2013-14</u>		<u>2014-15</u> <u>Adopted</u>	<u>2015-16</u> <u>Proposed</u>
		<u>Current</u> <u>Budget</u>	<u>Estimated</u> <u>Expenses</u>		
OPERATIONS EXPENSE	\$ 481,275	\$ 487,750	\$ 496,000	\$ 499,500	\$ 513,775
TOTAL	\$ 481,275	\$ 487,750	\$ 496,000	\$ 499,500	\$ 513,775

NARRATIVE

Expenditures approved under this Department support the roadway, curb/gutter/sidewalk, and bridge maintenance programs. The City contracts with the County of Los Angeles Road Department to provide all routine maintenance within the public right-of-way. The City Engineer provides general supervision over the daily street maintenance program and reviews all plans associated with street development. The City contracts privately for street sweeping and traffic engineering services.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: PUBLIC WORKS

Account: 4310

EXPENSE CLASSIFICATION	2012-13 Actual	2013-14		Budget to Estimated (Variance)	2014-15 Adopted	2015-16 Proposed
		Current Budget	Estimated Expenses			
OPERATIONS EXPENSE						
02-201 Street Maintenance & Repair	\$ 64,750	\$ 65,000	\$ 75,000	\$ 10,000	\$ 65,000	\$ 66,625
02-202 Street Sweeping	\$ 107,030	\$ 116,500	\$ 110,000	\$ (6,500)	\$ 115,000	\$ 117,875
02-203 Marking & Striping	\$ 48,250	\$ 70,000	\$ 60,000	\$ (10,000)	\$ 60,000	\$ 61,500
02-204 Traffic Signing	\$ 5,070	\$ 7,500	\$ 5,000	\$ (2,500)	\$ 6,500	\$ 6,500
01/05-205 Curb & Sidewalk Repair	\$ 85,925	\$ 60,000	\$ 55,000	\$ (5,000)	\$ 60,000	\$ 62,000
02-208 Accident Repairs	\$ 3,575	\$ 750	\$ 6,000	\$ 5,250	\$ 3,000	\$ 3,500
02-211 Drain Channel Maintenance	\$ -	\$ 1,000	\$ 800	\$ (200)	\$ 1,000	\$ 1,000
01//04-213 Traffic Engineering	\$ 96,000	\$ 80,000	\$ 82,000	\$ 2,000	\$ 84,000	\$ 86,150
02-218 Reports, Investigations/Permits	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
01-219 Highway 101 Landscape Maint.	\$ 41,275	\$ 44,500	\$ 42,000	\$ (2,500)	\$ 44,500	\$ 44,500
01-259 Contract Services-Encroachments	\$ 23,305	\$ 27,000	\$ 42,700	\$ 15,700	\$ 45,000	\$ 46,125
01-320 Special Departmental Expense	\$ 6,095	\$ 15,000	\$ 17,000	\$ 2,000	\$ 15,000	\$ 17,500
Total Operating Expenses:	\$ 481,275	\$ 487,750	\$ 496,000	\$ 8,250	\$ 499,500	\$ 513,775
TOTAL DEPARTMENTAL COSTS:	<u>\$ 481,275</u>	<u>\$ 487,750</u>	<u>\$ 496,000</u>	<u>\$ 8,250</u>	<u>\$ 499,500</u>	<u>\$ 513,775</u>
FUND REVENUE SOURCE						
		2014-15 PROJECTED		2015-16 PROJECTED		
01 General Fund	\$ 204,000			\$ 211,775		
02 Gas Tax Fund	\$ 250,500			\$ 257,000		
04 Traffic Safety Fines	\$ 40,000			\$ 40,000		
05 TDA Article 3	\$ 5,000			\$ 5,000		
Total Revenue:	\$ 499,500			\$ 513,775		

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: PUBLIC WORKS

Account: 4310

OPERATIONS EXPENSE

201 Street Maintenance & Repair

Provides for the routine maintenance and repairs of City streets handled primarily by Los Angeles County Road Department crews or, on an occasional basis, by private contractors when specialized services are required by the City.

202 Street Sweeping

Reflects costs associated with the weekly sweeping of all City streets through a contract with an outside vendor.

203 Marking & Striping

Accounts for charges related to maintenance of street markings and striping handled by service requests with the Los Angeles County Road Department.

204 Traffic Signing

Encompasses costs for repairing/replacing existing street signs or installing new signs as needed through service requests submitted to the Los Angeles County Road Department.

205 Curb & Sidewalk Repair

Provides for the maintenance and repairs of City curbs and sidewalks.

208 Accident Repairs

Covers miscellaneous public works related repairs and maintenance services arising throughout the year which are not programmed under other Departmental line items.

211 Drain Channel Maintenance

Provides for the annual cleaning of City storm drains and catch basins to ensure that such drainage facilities are operational throughout the rainy season.

213 Traffic Engineering

Provides for ongoing professional traffic engineering services (i.e., signal timing modifications/adjustments, traffic analysis, lane configuration studies, accident investigations, etc.) on an as-needed basis through an outside contract arrangement with Willdan Associates.

218 Reports, Investigations/Permits

Accounts for Los Angeles County Road Department charges involving the street superintendent's time in patrolling/inspecting City streets, providing monthly status reports, etc.

219 Highway 101 Landscape Maintenance

Reflects costs for maintaining the four landscaped quadrants at the Lindero Canyon Road/freeway overpass. Pursuant to an agreement with the California Department of Transportation, the City is reimbursed for both contract maintenance charges and inspection/administration costs.

259 Encroachment Permit Processing

Accounts for costs related to the processing and inspections of encroachments issued by the City.

320 Special Departmental Expense

Covers various Department expenses arising throughout the year which are of a special or non-recurring nature making it difficult to categorize under other line items.

CITY OF WESTLAKE VILLAGE DEPARTMENT SUMMARY & NARRATIVE

Department: PARKS AND RECREATION

Account: 4410

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14</u>		<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
		<u>Current Budget</u>	<u>Estimated Expenses</u>		
EMPLOYEE SERVICES	\$ 86,270	\$ 93,955	\$ 95,840	\$ 101,500	\$ 105,500
OPERATIONS EXPENSE	\$ 393,690	\$ 423,870	\$ 424,355	\$ 528,010	\$ 561,870
CAPITAL OUTLAY	\$ 5,295	\$ 38,000	\$ 25,500	\$ 98,400	\$ 17,000
TOTAL	\$ 485,255	\$ 555,825	\$ 545,695	\$ 727,910	\$ 684,370

NARRATIVE

Expenditures approved under this Department support the City's various cultural and recreational programs offered City residents throughout the year. Additionally, ongoing maintenance of the City's six parks is also provided by this Department. Special community events including the City's summer "TGIF" series and concerts in the park are also planned and implemented through this Department.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: PARKS AND RECREATION

Account: 4410

EXPENSE CLASSIFICATION	2012-13 Actual	2013-14		Budget to Estimated (Variance)	2014-15 Adopted	2015-16 Proposed
		Current Budget	Estimated Expenses			
EMPLOYEE SERVICES						
01-010 Salaries - Full-time	\$ 52,390	\$ 55,355	\$ 56,900	\$ 1,545	\$ 61,000	\$ 63,900
01-013 Overtime	\$ 3,840	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
01-021 Retirement	\$ 11,245	\$ 11,500	\$ 11,800	\$ 300	\$ 12,600	\$ 13,200
01-030 Medical Insurance	\$ 15,435	\$ 18,600	\$ 18,600	\$ -	\$ 18,800	\$ 19,000
01-040 Workers' Compensation	\$ 905	\$ 500	\$ 900	\$ 400	\$ 1,300	\$ 1,500
01-042 Unemployment Insurance	\$ 260	\$ 500	\$ 240	\$ (260)	\$ 300	\$ 300
01-043 Medicare	\$ 1,670	\$ 1,900	\$ 1,800	\$ (100)	\$ 1,900	\$ 2,000
01-045 Deferred Compensation	\$ 525	\$ 600	\$ 600	\$ -	\$ 600	\$ 600
Total Employee Services:	\$ 86,270	\$ 93,955	\$ 95,840	\$ 1,885	\$ 101,500	\$ 105,500
OPERATIONS EXPENSE						
01/25-131 Maintenance and Repair	\$ 4,700	\$ 6,000	\$ 6,000	\$ -	\$ 26,900	\$ 33,200
01-140 Memberships	\$ 170	\$ 170	\$ 170	\$ -	\$ 170	\$ 170
01-170 Meetings & Conferences	\$ -	\$ -	\$ 550	\$ 550	\$ 1,440	\$ 1,000
01-171 Employee Training	\$ 55	\$ 500	\$ -	\$ (500)	\$ 500	\$ 500
01-172 Mileage Reimbursement	\$ -	\$ 100	\$ 75	\$ (25)	\$ 100	\$ 100
01/25-180 Utilities - Water	\$ 66,225	\$ 61,000	\$ 64,500	\$ 3,500	\$ 84,000	\$ 92,000
01/25-276 Contract Svcs - Landscape Maint.	\$ 62,825	\$ 63,600	\$ 72,300	\$ 8,700	\$ 80,500	\$ 91,700
01-277 Contract Svcs - Special Maint.	\$ 67,750	\$ 67,300	\$ 67,300	\$ -	\$ 79,000	\$ 86,300
01-278 Summer Recreation Program	\$ 19,510	\$ 25,100	\$ 20,160	\$ (4,940)	\$ 24,400	\$ 24,400
01-284 Youth Recreation Program	\$ 210	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
01-310 Janitorial Services	\$ 8,445	\$ 10,200	\$ 7,500	\$ (2,700)	\$ 11,600	\$ 12,700
01-323 City Events	\$ 116,430	\$ 135,200	\$ 130,300	\$ (4,900)	\$ 129,600	\$ 130,000
01-324 Special Projects/Activities	\$ 15,255	\$ 16,900	\$ 19,000	\$ 2,100	\$ 52,000	\$ 52,000
01-905 Senior Recreation Program	\$ 32,115	\$ 37,300	\$ 36,000	\$ (1,300)	\$ 37,300	\$ 37,300
Total Operating Expenses:	\$ 393,690	\$ 423,870	\$ 424,355	\$ 485	\$ 528,010	\$ 561,870
CAPITAL OUTLAY						
01-433 Park Improvements	\$ 675	\$ 23,000	\$ 10,300	\$ (12,700)	\$ 80,400	\$ 12,000
01-434 Park Construction	\$ 4,620	\$ 15,000	\$ 15,200	\$ 200	\$ 18,000	\$ 5,000
Total Capital Outlay:	\$ 5,295	\$ 38,000	\$ 25,500	\$ (12,500)	\$ 98,400	\$ 17,000
TOTAL DEPARTMENTAL COSTS:	\$ 485,255	\$ 555,825	\$ 545,695	\$ (10,130)	\$ 727,910	\$ 684,370

FUND REVENUE SOURCE

01	General Fund
25	Park Bond
	Total Revenue:

2014-15 PROJECTED

\$ 692,310
\$ 35,600
\$ 727,910

2015-16 PROJECTED

\$ 659,470
\$ 24,900
\$ 684,370

CITY OF WESTLAKE VILLAGE

EXPENSE DESCRIPTION

Department: PARKS AND RECREATION

Account: 4410

EMPLOYEE SERVICES

010 Salary - Full Time

Provides funding to cover the salary for the Community Services Coordinator position responsible for managing, coordinating and overseeing community service and recreation programming.

013 Overtime

Covers costs associated with occasional overtime required throughout the year.

021 Retirement

Represents the allocation of Public Employees Retirement System costs.

030 Medical Insurance

Reflects annual insurance costs as employee benefits for the position funded under this Department.

040 Workers' Compensation

State Workers' Compensation Fund requires coverage at a cost related to overall payroll.

042 Unemployment Insurance

Reflects annual insurance coverage charges paid to the State Employment Development Department for one employee.

043 Medicare

Federal law requires this coverage with the City paying both the employer and employee rates.

OPERATIONS EXPENSE

131 Maintenance and Repair

Covers miscellaneous maintenance and repairs to the City's parks.

180 Utilities

Reflects water and electric costs for the City's six parks.

276 Contract Services - Landscape Maintenance

Reflects contract landscape maintenance charges for the City's parks.

277 Contract Services - Special Maintenance

Encompasses charges associated with alarm monitoring of the Berniece Bennett Park and Russell Ranch Park restroom facilities, the City's share of annual field maintenance costs as part of the Oaks Christian School Joint Use Agreement, and miscellaneous services at the new community park site.

278 Summer Recreation Program

Reflects the costs for the City's summer recreation program at White Oak Elementary School which is handled through a contract arrangement with the Conejo Recreation and Park District. Program features several different elements including a "Recreation Club", summer academy camps and enrichment program.

CITY OF WESTLAKE VILLAGE EXPENSE DESCRIPTION

Department: PARKS AND RECREATION

Account: 4410

284 Youth miscellaneous Program

Includes miscellaneous funding for community service/recreation programming.

310 Janitorial Services

Encompasses contract janitorial services for the regular cleaning and maintenance of the Berniece Bennett Park and Russell Ranch Park restrooms.

323 Community Events

Includes funding for a number of community programs involving the annual volunteer recognition night, the "One City One Book" program, City Celebration, special programming at the Civic Center (TGIF), concerts in the park, and street banners.

324 Special Projects

Covers miscellaneous costs for programs, projects and activities which might arise during the fiscal year including 4th of July programming, support for the Senior Expo, YMCA Soap Box Derby, Community Concert Band, Rotary Street Fair, annual Memorial Day event, and other miscellaneous events throughout the year.

905 Senior Recreation Program

Covers the cost of providing a number of senior programs and activities throughout the year.

CAPITAL OUTLAY

433 Park Improvements

Includes appropriations to cover costs for acquisition of park equipment and/or improvements on an as-needed basis.

434 Park Construction

Includes appropriations for miscellaneous park development costs.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: SPECIAL PROGRAMS	Account: 4500
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<u>EXPENSE CLASSIFICATION</u>	2012-13 <u>Actual</u>	2013-14 Current <u>Budget</u>	Estimated <u>Expenses</u>	2014-15 <u>Adopted</u>	2015-16 <u>Proposed</u>
OPERATIONS EXPENSE	\$ 495,905	\$ 513,900	\$ 486,900	\$ 572,100	\$ 483,300
TOTAL	\$ 495,905	\$ 513,900	\$ 486,900	\$ 572,100	\$ 483,300

NARRATIVE

Expenditures approved under this Department support activities of a special or nonrecurring nature. Various transit programs funded with the City's share of the Proposition A Local Transit allocation (Los Angeles County's extra 1/2 cent sales tax) and Proposition C are included in this Department. This Department also reflects a line item associated with the funding of community service grants totaling \$100,000.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: SPECIAL PROGRAMS

Account: 4500

<u>EXPENSE CLASSIFICATION</u>	2012-13	2013-14		Budget to	2014-15	2015-16
	<u>Actual</u>	<u>Current Budget</u>	<u>Estimated Expenses</u>	<u>Estimated (Variance)</u>	<u>Adopted</u>	<u>Proposed</u>
<u>OPERATIONS EXPENSE</u>						
01-320 Special Departmental Expense	485	500	500	-	500	500
01-326 Community Trolley Service	-	-	-	-	40,000	32,000
01/03/06-328 Westlake Transit	287,570	250,400	252,900	2,500	256,400	257,800
03-329 Senior Subsidized Taxi	53,205	55,100	69,000	13,900	72,300	74,500
01-331 Community Services Allocation	90,500	100,000	100,000	-	100,000	100,000
01-392 School District Funding	50,000	50,000	50,000	-	50,000	-
01/12-334 City Hybrid Vehicles	4,725	46,900	5,000	(41,900)	43,400	9,000
01-338 Airport Shuttle Service	9,420	11,000	9,500	(1,500)	9,500	9,500
Total Operating Expenses:	\$ 495,905	\$ 513,900	\$ 486,900	\$ (27,000)	\$ 572,100	\$ 483,300
TOTAL DEPARTMENTAL COSTS:	\$ 495,905	\$ 513,900	\$ 486,900	\$ (27,000)	\$ 572,100	\$ 483,300

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>	<u>2015-16 PROJECTED</u>
01 General Fund	\$ 179,400	\$ 151,100
03 Proposition C	154,300	128,700
06 Proposition A	201,000	201,000
12 Air Quality	37,400	2,500
Total Revenue:	\$ 572,100	\$ 483,300

CITY OF WESTLAKE VILLAGE EXPENSE DESCRIPTION

Department: SPECIAL PROGRAMS

Account: 4500

OPERATIONS EXPENSE

320 Special Departmental Expense

Reflects funding support to retain a Metropolitan Transportation Authority (MTA) staff member to assist this corridor's elect representative on the MTA Board of Directors.

328 Westlake Transit

Provides for a contract public transportation program with Durham Transportation, Inc. involving a fixed route service operating five da a week (Monday through Friday) from September through the latter part of June each year. Pursuant to Proposition A & requirements, ridership is open to the general public with heavy usage from school-age children.

326 Community Trolley Service

Reflects costs to undertake a weekend-based community trolley service for an eight-week trial basis in the summer, 2014.

329 Subsidized Taxi Service

Covers the on-going costs for a subsidized taxi service program for senior citizen and disabled residents.

331 Community Services Allocation

Encompasses funds distributed to nonprofit community and cultural organizations serving the Westlake Village area.

334 City Hybrid Vehicles

Covers ongoing maintenance payments for the City's hybrid vehicles.

338 Airport Shuttle Service

Provides City residents with a subsidized shuttle service to and from Los Angeles International Airport and/or the Burbank-Glendale Pasadena Airport.

392 School District Funding

Includes funding support for the Las Virgenes Unified School District.

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: LIBRARY

Account: 4600

<u>EXPENSE CLASSIFICATION</u>	2012-13	2013-14		2014-15	2015-16
	<u>Actual</u>	<u>Current Budget</u>	<u>Estimated Expenses</u>	<u>Adopted</u>	<u>Proposed</u>
OPERATIONS EXPENSE	\$ 100,540	\$ 107,700	\$ 104,600	\$ 107,700	\$ 110,700
CAPITAL OUTLAY	\$ 21,495	\$ 500	\$ 500	\$ 25,500	\$ 500
DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 122,035	\$ 108,200	\$ 105,100	\$ 133,200	\$ 111,200

NARRATIVE

The City contracts with the County of Los Angeles Public Library to provide the staff, books, and other materials for its local library located at the Westlake Village Civic Center. The Departmental budget provides for the library space, utilities, janitorial services, Sunday service and other costs associated with the internal and physical operations of the library.

CITY OF WESTLAKE VILLAGE EXPENSE DETAIL

Department: LIBRARY

Account: 4600

<u>EXPENSE CLASSIFICATION</u>	<u>2012-13 Actual</u>	<u>2013-14</u>		<u>Budget to Estimated (Variance)</u>	<u>2014-15 Adopted</u>	<u>2015-16 Proposed</u>
		<u>Current Budget</u>	<u>Estimated Expenses</u>			
<u>OPERATIONS EXPENSE</u>						
01-113 Contract Svcs - Sunday Hours	\$ 32,355	\$ 33,000	\$ 33,000	\$ -	\$ 33,500	\$ 34,000
01-131 Maintenance and Repair	\$ 23,010	\$ 19,000	\$ 19,000	\$ -	\$ 19,000	\$ 19,000
01-182 Utilities - Electric & Water	\$ 36,135	\$ 44,600	\$ 40,000	\$ (4,600)	\$ 42,000	\$ 44,100
01-310 Janitorial Services	\$ 9,040	\$ 11,100	\$ 12,600	\$ 1,500	\$ 13,200	\$ 13,600
Total Operating Expenses:	\$ 100,540	\$ 107,700	\$ 104,600	\$ (3,100)	\$ 107,700	\$ 110,700
<u>CAPITAL OUTLAY</u>						
01-430 Office Furniture & Equipment	\$ 1,635	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
01-446 City Hall/Library	\$ 19,860	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Total Capital Outlay:	\$ 21,495	\$ 500	\$ 500	\$ -	\$ 25,500	\$ 500
				\$ -		
TOTAL DEPARTMENTAL COSTS:	\$ 122,035	\$ 108,200	\$ 105,100	\$ (3,100)	\$ 133,200	\$ 111,200

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>	<u>2015-16 PROJECTED</u>
01 General Fund	\$ 133,200	\$ 111,200
Total Revenue:	\$ 133,200	\$ 111,200

CITY OF WESTLAKE VILLAGE EXPENSE DESCRIPTION

Department: LIBRARY

Account: 4600

OPERATIONS EXPENSE

113 Contract Services - Sunday Operating Hours

Reflects an appropriation to cover costs billed by the Los Angeles County Library Department to staff the City's Library on Sundays throughout the year.

131 Maintenance and Repair

Reflects general maintenance and repair costs for the City's Library building.

182 Utilities - Electric

Represents the Library's share of utility charges.

310 Janitorial Services

Provides for the regular contract janitorial maintenance of the Library facility.

CAPITAL OUTLAY

430 Office Furniture & Equipment

FY 2014-15 appropriation includes replacement of the Library's workroom flooring along with miscellaneous costs for furnishings programmed in FY 2015-16.

Assessment Districts

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: ASSESSMENT DISTRICT Account: 4710
ARTERIAL MEDIANS & PARKWAYS - ZONE 1

<u>EXPENSE CLASSIFICATION</u>	2013-14		<u>2014-15</u> <u>Adopted</u>
	<u>Current</u> <u>Budget</u>	<u>Estimated</u> <u>Expenses</u>	
EMPLOYEE SERVICES	\$ 46,750	\$ 44,300	\$ 46,750
OPERATIONS EXPENSE	\$ 458,400	\$ 438,550	\$ 486,500
CAPITAL OUTLAY	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>
TOTAL	\$ 580,150	\$ 557,850	\$ 608,250

NARRATIVE

Under the provisions of the 1972 Landscaping and Lighting Act, cities are authorized to form assessment districts to pay for the costs and expenses of operating, maintaining and servicing landscaping and lighting facilities associated with each district. Landscape Assessment District No. 1 consists of four benefit zones corresponding to four landscape assessment districts which were originally taken over from the County by the City in 1991. Zone 1 includes arterial street medians and parkways. These landscaped areas are regularly maintained using outside contract services.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: ASSESSMENT DISTRICT Account: 4710
ARTERIAL MEDIANS & PARKWAYS - ZONE 1

<u>EXPENSE CLASSIFICATION</u>	2013-14		2014-15
	<u>Current</u>	<u>Estimated</u>	<u>Adopted</u>
	<u>Budget</u>	<u>Expenses</u>	
<u>EMPLOYEE SERVICES</u>			
015 Administration & Inspection	\$ 46,750	\$ 44,300	\$ 46,750
Total Employee Services:	\$ 46,750	\$ 44,300	\$ 46,750
 <u>OPERATIONS EXPENSE</u>			
110 Contract Services - Legal	3000	\$ 3,000	3000
180 Utilities - Water	78300	96,500	96500
182 Utilities - Electric	25000	22,800	25000
214 Tree Trimming	45000	28,750	35000
260 Contract Services - Engineering	12000	12,000	12000
276 Contract Svcs - Landscape Maint.	230000	217,500	237000
Contract Svcs - Landscape Arch Svcs	49100	58,000	62000
291 Graffiti Removal	-	-	-
292 Urban Reforestation	1,000	-	1,000
391 Contingency	15,000	-	15,000
Total Operating Expenses:	\$ 458,400	\$ 438,550	\$ 486,500
 <u>CAPITAL OUTLAY</u>			
448 Citywide Streetscape Improvements	\$ 75,000	\$ 75,000	\$ 75,000
Total Capital Outlay:	\$ 75,000	\$ 75,000	\$ 75,000
 TOTAL DEPARTMENTAL COSTS:	 \$ 580,150	 \$ 557,850	 \$ 608,250

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
23 Ad Valorem Tax	\$ 444,400
23 Assessments	100,900
Total Revenue:	\$ 545,300

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: ASSESSMENT DISTRICT Account: 4711
FIRST NEIGHBORHOOD LANDSCAPING - ZONE 2

<u>EXPENSE CLASSIFICATION</u>	2013-14		2014-15
	<u>Current</u>	<u>Estimated</u>	<u>Adopted</u>
	<u>Budget</u>	<u>Expenses</u>	
EMPLOYEE SERVICES	\$ 11,200	\$ 10,200	\$ 11,200
OPERATIONS EXPENSE	\$ 56,500	\$ 50,200	\$ 59,000
CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	\$ 67,700	\$ 60,400	\$ 70,200

NARRATIVE

As part of Westlake Village Landscape Assessment District No. 1, Zone 2 includes numerous landscaped areas within the First Neighborhood residential community. Such areas are maintained using outside contract services supervised under the general direction of City staff. In addition to contract labor charges, other costs include water and electric utilities, legal services, and on-going inspections utilizing the City's part-time Public Works Inspector. Revenues which offset expenditures within this zone are generated through annual assessments collected on the tax rolls.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: ASSESSMENT DISTRICT **Account: 4711**
FIRST NEIGHBORHOOD LANDSCAPING - ZONE 2

<u>EXPENSE CLASSIFICATION</u>	2013-14		2014-15
	<u>Current</u>	<u>Estimated</u>	<u>Adopted</u>
	<u>Budget</u>	<u>Expenses</u>	
<u>EMPLOYEE SERVICES</u>			
015 Administration & Inspection	\$ 11,200	\$ 10,200	\$ 11,200
Total Employee Services:	\$ 11,200	\$ 10,200	\$ 11,200
 <u>OPERATIONS EXPENSE</u>			
110 Contract Services - Legal	1,500	\$ 1,500	1,500
180 Utilities - Water	21,000	24,100	24,500
182 Utilities - Electric	-	-	-
260 Contract Services - Engineering	2,500	2,500	2,500
276 Contract Svcs - Landscape Maint.	28,000	22,100	27,000
391 Contingency	3,500	-	3,500
Total Operating Expenses:	\$ 56,500	\$ 50,200	\$ 59,000
 <u>CAPITAL OUTLAY</u>			
Total Capital Outlay:	\$ -	\$ -	\$ -
 TOTAL DEPARTMENTAL COSTS:			
	<u>\$ 67,700</u>	<u>\$ 60,400</u>	<u>\$ 70,200</u>
 <u>FUND REVENUE SOURCE</u> <u>2014-15 PROJECTED</u>			
23 Assessments	\$ 57,600		
Total Revenue:	\$ 57,600		

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: ASSESSMENT DISTRICT Account: 4712
LAKESHORE LANDSCAPING - ZONE 3

<u>EXPENSE CLASSIFICATION</u>	2013-2014		<u>2014-2015 Adopted</u>
	<u>Current Budget</u>	<u>Estimated Expenses</u>	
EMPLOYEE SERVICES	\$ 2,900	\$ 2,500	\$ 2,900
OPERATIONS EXPENSE	\$ 23,350	\$ 21,200	\$ 25,350
CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	\$ 26,250	\$ 23,700	\$ 28,250

NARRATIVE

As part of Westlake Village Landscape Assessment District No. 1, Zone 3 includes landscaped areas within the Lakeshore residential community. These areas are maintained using outside contract services supervised under the general direction of City staff. In addition to contract labor charges, other costs include water and electric utilities, legal services, and on-going inspections utilizing the City's part-time Public Works Inspector. Revenues which offset expenditures within this zone are generated through annual assessments collected on the tax rolls.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: ASSESSMENT DISTRICT Account: 4712
LAKESHORE LANDSCAPING - ZONE 3

<u>EXPENSE CLASSIFICATION</u>	2013-14		2014-15
	<u>Current</u>	<u>Estimated</u>	<u>Adopted</u>
	<u>Budget</u>	<u>Expenses</u>	
<u>EMPLOYEE SERVICES</u>			
015 Administration & Inspection	\$ 2,900	\$ 2,500	\$ 2,900
Total Employee Services:	\$ 2,900	\$ 2,500	\$ 2,900
 <u>OPERATIONS EXPENSE</u>			
110 Contract Services - Legal	\$ 500	\$ 500	\$ 500
180 Utilities - Water	8,500	9,200	10,500
182 Utilities - Electric	-	-	-
260 Contract Services - Engineering	650	650	650
276 Contract Svcs - Landscape Maint.	12,500	10,850	12,500
391 Contingency	1,200	-	1,200
Total Operating Expenses:	\$ 23,350	\$ 21,200	\$ 25,350
 <u>CAPITAL OUTLAY</u>			
Total Capital Outlay:	\$ -	\$ -	\$ -
 TOTAL DEPARTMENTAL COSTS:	 <u>\$ 26,250</u>	 <u>\$ 23,700</u>	 <u>\$ 28,250</u>

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
23 Assessments	\$ 13,700
Total Revenue:	\$ 13,700

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: ASSESSMENT DISTRICT Account: 4713
THREE SPRINGS - ZONE 4

<u>EXPENSE CLASSIFICATION</u>	2013-14		2014-15
	<u>Current</u>	<u>Estimated</u>	<u>Adopted</u>
	<u>Budget</u>	<u>Expenses</u>	
EMPLOYEE SERVICES	\$ 3,550	\$ 3,300	\$ 3,550
OPERATIONS EXPENSE	\$ 18,700	\$ 18,200	\$ 20,800
CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	\$ 22,250	\$ 21,500	\$ 24,350

NARRATIVE

As part of Westlake Village Landscape Assessment District No. 1, Zone 4 includes several landscaped areas within the Three Springs residential community. Such areas are maintained using outside contract services supervised under the general direction of City staff. In addition to contract labor charges, other costs include water and electric utilities, legal services, and on-going inspections utilizing the City's part-time Public Works Inspector. Revenues which offset expenditures within this zone are generated through annual assessments collected on the tax rolls.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: ASSESSMENT DISTRICT Account: 4713
THREE SPRINGS - ZONE 4

<u>EXPENSE CLASSIFICATION</u>	<u>2013-14</u>		<u>2014-15</u>
	<u>Current</u>	<u>Estimated</u>	<u>Adopted</u>
	<u>Budget</u>	<u>Expenses</u>	
<u>EMPLOYEE SERVICES</u>			
015 Administration & Inspection	\$ 3,550	\$ 3,300	\$ 3,550
Total Employee Services:	\$ 3,550	\$ 3,300	\$ 3,550
 <u>OPERATIONS EXPENSE</u>			
110 Contract Services - Legal	500	\$ 500	500
180 Utilities - Water	3,500	4,850	5,500
182 Utilities - Electric	1,400	1,500	1,500
260 Contract Services - Engineering	600	600	600
276 Contract Svcs - Landscape Maint.	11,500	10,750	11,500
391 Contingency	1,200	-	1,200
Total Operating Expenses:	\$ 18,700	\$ 18,200	\$ 20,800
 <u>CAPITAL OUTLAY</u>			
Total Capital Outlay:	\$ -	\$ -	\$ -
 TOTAL DEPARTMENTAL COSTS:			
	\$ 22,250	\$ 21,500	\$ 24,350
 <u>FUND REVENUE SOURCE</u>			
23 Assessments		<u>2014-15 PROJECTED</u>	
		\$ 13,600	
Total Revenue:		\$ 13,600	

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: ASSESSMENT DISTRICT Account: 4720
WESTLAKE SPECTRUM DISTRICT NO. 15

<u>EXPENSE CLASSIFICATION</u>	2013-14		<u>2014-15</u> <u>Adopted</u>
	<u>Current</u> <u>Budget</u>	<u>Estimated</u> <u>Expenses</u>	
EMPLOYEE SERVICES	\$ 2,200	\$ 2,000	\$ 2,200
OPERATIONS EXPENSE	\$ 15,000	\$ 14,000	\$ 15,500
CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL	\$ 17,200	\$ 16,000	\$ 17,700

NARRATIVE

In 1989, the Los Angeles County Board of Supervisors approved the formation of the Westlake Spectrum Local Landscape Assessment District No. 15 for the purpose of providing funds for the maintenance of landscaped areas located within the Spectrum Development. Subsequently, in 1994 the County transferred jurisdiction of District No. 15 to the City. Currently, the District maintains landscaped improvements located within the parkway areas along Park Terrace Drive and Oak Crest Drive, adjacent the Spectrum business park, using an outside landscape contractor.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: ASSESSMENT DISTRICT Account: 4720
WESTLAKE SPECTRUM DISTRICT NO. 15

<u>EXPENSE CLASSIFICATION</u>	2013-14		2014-15
	<u>Current</u>	<u>Estimated</u>	<u>Adopted</u>
	<u>Budget</u>	<u>Expenses</u>	
 <u>EMPLOYEE SERVICES</u>			
015 Administration & Inspection	\$ 2,200	\$ 2,000	\$ 2,200
Total Employee Services:	\$ 2,200	\$ 2,000	\$ 2,200
 <u>OPERATIONS EXPENSE</u>			
110 Contract Services - Legal	500	\$ 500	500
180 Utilities - Water	-	-	-
182 Utilities - Electric	-	-	-
260 Contract Services - Engineering	1,000	1,000	1,000
276 Contract Svcs - Landscape Maint.	12000	12,500	12500
391 Contingency	1,500	-	1,500
Total Operating Expenses:	\$ 15,000	\$ 14,000	\$ 15,500
 <u>CAPITAL OUTLAY</u>			
Total Capital Outlay:	\$ -	\$ -	\$ -
 TOTAL DEPARTMENTAL COSTS:			
	<u>\$ 17,200</u>	<u>\$ 16,000</u>	<u>\$ 17,700</u>

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
23 Assessments	\$ 10,450
Total Revenue:	\$ 10,450

CITY OF WESTLAKE VILLAGE

DEPARTMENT SUMMARY & NARRATIVE

Department: ASSESSMENT DISTRICT Account: 4730
LIGHTING MAINTENANCE DISTRICT NO. 1

<u>EXPENSE CLASSIFICATION</u>	2013-14		<u>2014-15</u> <u>Adopted</u>
	<u>Current</u> <u>Budget</u>	<u>Estimated</u> <u>Expenses</u>	
EMPLOYEE SERVICES	\$ 6,600	\$ 6,000	\$ 7,000
OPERATIONS EXPENSE	\$ 297,800	\$ 266,250	\$ 290,200
CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	\$ 304,400	\$ 272,250	\$ 297,200

NARRATIVE

Originally formed by the County and subsequently transferred to the City in 1991, Lighting Maintenance District No. 1 handles the maintenance of traffic signals within the County plus the on-going servicing of all street lights along public roadways. Currently, the routine maintenance of the various traffic signals located throughout the City is performed by Los Angeles County crews, while the servicing of street lights is performed by Southern California Edison. Revenues needed to cover charges for this work are derived from both ad valorem taxes and special assessments.

CITY OF WESTLAKE VILLAGE

EXPENSE DETAIL

Department: ASSESSMENT DISTRICT Account: 4730
LIGHTING MAINTENANCE DISTRICT NO. 1

<u>EXPENSE CLASSIFICATION</u>	2013-14		2014-15
	<u>Current</u> <u>Budget</u>	<u>Estimated</u> <u>Expenses</u>	<u>Adopted</u>
<u>EMPLOYEE SERVICES</u>			
015 Administration & Inspection	\$ 6,600	\$ 6,000	\$ 7,000
Total Employee Services:	\$ 6,600	\$ 6,000	\$ 7,000
 <u>OPERATIONS EXPENSE</u>			
110 Contract Services - Legal	3,500	\$ 3,500	3,500
206 Signal Maintenance (LA County)	65,000	60,000	60,000
206 Signal Maintenance (Energy)	11,500	11,500	11,900
206 Signal Maintenance (Telephone)	800	750	800
207 Street Lighting Maintenance	175,000	160,000	170,000
206 Contract Services -City Traffic Eng	14,000	14,500	16,000
260 Contract Services-Assessment Eng	16,000	16,000	16,000
391 Contingency	12,000	-	12,000
Total Operating Expenses:	\$ 297,800	\$ 266,250	\$ 290,200
 <u>CAPITAL OUTLAY</u>			
Total Capital Outlay:	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
 TOTAL DEPARTMENTAL COSTS:	 <u>\$ 304,400</u>	 <u>\$ 272,250</u>	 <u>\$ 297,200</u>

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
22 Ad Valorem Tax	\$ 230,900
22 Assessments	<u>66,300</u>
Total Revenue:	\$ 297,200

Capital Improvements

**SUMMARY OF CAPITAL IMPROVEMENT
PROJECT AND ASFP EXPENDITURES
FY 2013-14**

Project	FY 2013-14 Budget	Carryover from FY 2012-13	Funding Source	Projected Year-End Expenditures
Street Resurfacing Projects				
(A) FY 2013-14 Street Work	\$ 1,256,200		CIP, STP-L	\$ 534,100
Subtotal	\$ 1,256,200			\$ 534,100
Streetscape Projects				
(A) Lindero Channel Improvements	\$ 1,000,000		CIP	\$ 245,100
(B) Decorative Crosswalks	\$ 725,000		MR-HWY, CIP	\$ 325,900
(C) Lakeview/Agoura Intersection Imprv	\$ 500,000		CIP	\$ 47,400
(D) Neighborhood Beautification Grants	\$ 75,000		Landscape Dist	\$ 75,000
(E) Added Landscape at Agoura/Lindero	\$ 25,000		CIP	\$ 14,000
(F) Lot 80 Design	\$ 15,000		CIP	\$ 14,800
Subtotal	\$ 2,340,000			\$ 722,200
Other Projects				
(A) Westlake Village Community Park	\$ 7,524,670		MR-HWY, CIP, COP, County, Rcycl, St Park	\$ 6,904,370
(B) Ridgeford Trail Project	\$ 638,000		CIP	\$ 14,700
(C) Oak Forest Parkway Improvements	\$ 100,000		CIP	
(D) Agoura Sidewalk Improvements	\$ 1,200,000		CIP	\$ 475,000
(E) Pedestrian Signal Upgrade Project	\$ 71,500		CIP	\$ 38,000
(F) Triunfo Creek Bridge Repairs	\$ 60,000		CIP	\$ 25,500
(G) ADA Handicap Ramp Installations	\$ 177,200		CIP	\$ 88,000
(H) Barrett Basin Cleaning	\$ 40,000		CIP	\$ 48,100
Subtotal	\$ 9,811,370			\$ 7,593,670
Arterial System Financing Program				
	\$ 6,651,500		MR-HWY, MR-Local, CIP	\$ 4,888,090
Total	\$ 20,059,070			\$ 13,738,060

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

Program: ANNUAL STREET RESURFACING PROGRAM

NARRATIVE

The Annual Street Resurfacing Program for this fiscal year targets sections of Lindero Canyon Road, Thousand Oaks Boulevard, Southshore neighborhood, and various other neighborhood locations.

Annual Street Overlay Program

The Annual Street Resurfacing Program includes an overlay of Lindero Canyon Road between Via Colinas and Agoura Road following completion of the Lindero bridge overpass project. Slurry work is planned for the western portion of Thousand Oaks Boulevard between Lindero Canyon Road and the western City boundary along with an overlay of the streets in the Southshore neighborhood, and crack fill in various locations within the Westlake Trails, Southridge Trails, Lakeshore and Park Terrace Neighborhoods.

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

<i>Program: ANNUAL STREET RESURFACING PROGRAM</i>
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<u>EXPENSE CLASSIFICATION</u>	<u>2014-15 Adopted</u>
 <u>DESIGN SERVICES</u>	
Design and Project Management	\$ 130,000
Construction Coordination and Inspection	\$ 115,000
Project Expenses	<u>\$ 43,000</u>
Total Design and Inspection Services	\$ 288,000
 <u>CONSTRUCTION</u>	
Construction	<u>\$ 1,174,100</u>
Total Construction	\$ 1,174,100
 TOTAL PROJECT COSTS:	 <u>\$ 1,462,100</u>

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
Capital Improvement Fund	\$ 746,980
Measure R - HWY	<u>715,120</u>
Total	\$ 1,462,100

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

Program: ANNUAL STREETSCAPE IMPROVEMENTS

NARRATIVE

The FY 2014-15 Annual Streetscape Improvement Program has five (5) components as listed below.

			<u>Project Cost</u>
1.	<u>Neighborhood Grant Beautification Program</u> <i>Project Description: Annual grant program to homeowner associations for beautification of their entries and other areas within public view.</i>		
	Grant Program	\$	75,000
2.	<u>Lakeview/Agoura Intersection</u> <i>Project Description: Construction of improvements behind sidewalk areas of the four legs of the intersection. This project will result in a new and improved appearance to the overall intersection.</i>		
	Landscape Design	\$ 20,000	
	Project Management & Coordination	\$ 22,500	
	Construction Management & Inspection	\$ 21,000	
	Project Expenses	\$ 10,000	
	Construction	<u>\$ 426,500</u>	
	Subtotal		\$ 500,000
3.	<u>Lindero Channel Linear Park</u> <i>Project Description: Construction of a new pathway along the Lindero Channel from Agoura Road to Rustic Oak Drive. This project will enhance the appearance of this parkway area and provide a new walking path.</i>		
	Project Management & Coordination	\$ 85,000	
	Landscape Designer Inspection	\$ 45,000	
	Construction Management & Inspection	\$ 70,000	
	Project Expenses	\$ 25,000	
	Construction	<u>\$ 1,150,000</u>	
	Subtotal		\$ 1,375,000

4. **Lindero/Agoura Intersection Improvements**

Project Description: Construction of decorative crosswalk improvements at the Agoura Road/Lindero Canyon Road intersection.

Project Management & Coordination	\$	20,000		
Landscape Designer Inspection	\$	10,000		
Construction Management & Inspection	\$	35,000		
Project Expenses	\$	10,000		
Construction	\$	<u>350,000</u>		
		Subtotal	\$	425,000

5. **Freeway Frontage Landscaping**

Project Description: Installation of landscaping at the southeast quadrant of the freeway frontage.

Construction Management & Inspection	\$	45,000		
Landscape Inspection	\$	20,000		
Construction	\$	<u>250,000</u>		
		Subtotal	\$	315,000

TOTAL \$ 2,690,000

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

Program: ANNUAL STREETScape IMPROVEMENTS

<u>EXPENSE CLASSIFICATION</u>	<u>2014-15 Adopted</u>
<u>DESIGN SERVICES</u>	
Landscape Design	\$ 95,000
Project Management and Coordination	\$ 127,500
Construction Management and Inspection	\$ 171,000
Project Expenses	\$ 45,000
Total Design and Inspection Services	\$ 438,500
 <u>CONSTRUCTION</u>	
Construction	\$ 2,176,500
Neighborhood Beautification Grant	\$ 75,000
	\$ 2,251,500
 TOTAL PROJECT COSTS:	 <u>\$ 2,690,000</u>

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
Capital Improvement Fund	\$ 2,194,110
City Wide Landscape Assessment District Funds	\$ 75,000
Measure R - HWY	\$ 420,890
Total	\$ 2,690,000

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

Program: OTHER IMPROVEMENTS

NARRATIVE

Other FY 2014-15 miscellaneous capital improvements include the following:

		Project Cost
1. Thousand Oaks Boulevard Sidewalk		
<i>Project Description: Construct a new sidewalk along the northside of Thousand Oaks Blvd. between Lindero Canyon Road and the entry to the new community park.</i>		
Project Management & Coordination	\$ 11,000	
Construction Management & Inspection	\$ 10,000	
Expenses	\$ 8,000	
Construction	\$ 77,500	
Subtotal		\$ 106,500
 2. Agoura Sidewalk Improvements		
<i>Project Description: Construct a new walking path along the southside of Agoura Road between Lindero Canyon Road and Lakeview Canyon Road. This work will also include new landscape and irrigation improvements.</i>		
Project Management & Coordination	\$ 15,000	
Construction Management & Inspection	\$ 30,000	
Expenses	\$ 10,000	
Construction	\$ 780,000	
Subtotal		\$ 835,000
 3. Pedestrian Signal Upgrade Project		
<i>Project Description: Upgrade all of the pedestrian signal displays to accommodate both a "count-down" feature and pedestrian push buttons to meet ADA requirements.</i>		
Construction	\$ 64,400	\$ 64,400

4. Triunfo Creek Bridge Repairs

Project Description: Preparation of federal funding applications for the repair of the existing bridge piers and coordination with Los Angeles County Public Works Department for bridge deck repairs at the Triunfo Creek Bridge.

L.A. County DPW Fees	\$ 48,300		
Engineering Design	\$ 106,200		
		Subtotal	\$ 154,500

5. ADA Handicap Ramp Installations

Project Description: Construction of 12 handicap ramps at various intersections in the City.

Construction Management & Inspection	\$ 8,000		
Construction	\$ 42,000		
		Subtotal	\$ 50,000

6. Westlake Village Community Park

Project Description: Construction of the remaining components under the first phase of the above-ground Park improvements and the second phase to include the skate park, basketball, monument sign and landscaping.

Landscape and Slope Maint.	\$ 575,000		
Project Management & Coordination	\$ 20,000		
Landscape Design	\$ 30,000		
Construction Management & Inspection	\$ 135,000		
Expenses	\$ 15,000		
Construction	\$ 1,618,400		
		Subtotal	\$ 2,393,400
TOTAL PROJECT COSTS:			\$ 3,603,800

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

Program: OTHER IMPROVEMENTS

<u>EXPENSE CLASSIFICATION</u>	<u>2014-15 Adopted</u>
 <u>DESIGN SERVICES</u>	
Project Management and Coordination	\$ 46,000
Engineering Design	\$ 106,200
Landscape Design	\$ 30,000
Construction Coordination and Inspection	\$ 183,000
Los Angeles County Public Works Fees	\$ 48,300
Expenses	\$ 33,000
<i>Subtotal</i>	\$ 446,500
 <u>CONSTRUCTION</u>	
Landscape and Slope Maintenance	\$ 575,000
Construction	\$ 2,582,300
<i>Subtotal</i>	\$ 3,157,300
TOTAL PROJECT COSTS:	\$ 3,603,800

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
City Capital Improvement Program Fund	\$ 2,991,200
Prop A - Park Bond	\$ 50,000
State Park Grant	\$ 200,000
HSIP Funds	\$ 64,400
California Water Quality Grant	\$ 192,000
HBP Funds	\$ 106,200
Total	\$ 3,603,800

**CITY OF WESTLAKE VILLAGE
FIVE-YEAR CAPITAL IMPROVEMENT**

	PREVIOUS RESURFACING		2014/15	2015/16	2016/17	2017/18	2018/19
	OVERLAY	MOD. SLURRY					
ARTERIAL STREETS							
Agoura Road							
Western City Limit to Knightgate Dr.	Mar-12	Jun-92					
Knightsgate Dr. to Lindero Cyn. Rd.	Mar-12	Jun-92					
Lindero Cyn. Rd. to Sterling Ctr. Dr.	Mar-12	Jun-92					
Sterling Ctr. Dr. to Eastern City Limit	Mar-12	Jun-92					
Lakeview Canyon Road							
Watergate Rd. to Lindero Cyn. Rd.	Dec-88	May-04					
Western City Limit to Watergate	Dec-88	May-04					
Lindero Canyon Road							
Northern City limit to Hedgewall Dr.	Dec-02	May-13					
Hedgewall Dr. to Thousand Oaks	Jun-05	May-13					
Thousand Oaks Blvd. to Via Collins	Jun-10	Mar-99					
Via Collins to Agoura Rd.	Aug-03	Mar-99	Overlay \$ 722,100				
Agoura Rd. To Lakeview Cyn Rd.	Feb-97	Sep-08			Overlay \$ 949,900		Overlay \$ 338,200
Lakeview Canyon Road to The Cove	Aug-99	Sep-08					
The Cove to Trunfo Cyn Rd.	Aug-06	Mar-13					
Thousand Oaks Blvd.							
Western City Limit to Corsa Dr.	Aug-06	Jul-98	Slurry \$ 81,400				
Corsa Drive to Lindero Cyn. Rd.	Aug-06	Jul-98	Slurry \$ 49,200				
Lindero Cyn. Rd. To Eastern City Limit	Jun-05	May-14					
Trunfo Canyon Road							
Lindero Cyn. Rd. To Golden Leaf Dr.	Aug-08	Oct-03		Slurry \$ 77,300			
Golden Leaf Drive to Western City Limit	Aug-08	Oct-03		Slurry \$ 81,800			
Watergate							
West City Limit to Lakeview Canyon Rd.	Nov-90	Jun-11					
		Subtotal (Arterial Streets)	\$ 852,700	\$ 159,100	\$ 949,900	\$	\$ 338,200

	PREVIOUS RESURFACING		2014/15	2015/16	2016/17	2017/18	2018/19
	OVERLAY	MOD. SLURRY					
INDUSTRIAL STREETS							
Cedar Valley Drive	Aug-06	May-13					
Corsa Avenue	Jun-06	Mar-10					
La Bava Drive	Mar-87	May-13					
La Tienda	Jun-05	Dec-96					
Oak Crest Drive - East	Jun-03	Dec-96		Slurry \$ 16,400			
Oak Crest Drive - West	Aug-08	Dec-96					
Park Terrace Drive	Mar-12	Jun-07					
Sterling Center Drive	Jun-07	Dec-96					
Via Colinas - Via Rocas to Lindero	Jun-07	Dec-96		Slurry \$ 59,000			
Via Colinas - T O B to Via Rocas	Mar-87	May-13					
Via Rocas	Jun-07	Dec-96		Slurry \$ 44,300			
Russel Ranch		Jun-11					
		Subtotal (Industrial Streets)	\$	\$ 119,700	\$	\$	\$
NEIGHBORHOODS							
First Neighborhood-south	Jun-09	Jun-09					
First Neighborhood-north	Jun-10	Jun-10					
Canyon Oaks	May-14/ Jun-06	May-14/ Jun-06					
Lakeshore	Nov-90	Aug-08	Crack Fill \$5,000			Overlay \$ 332,300	
Westlake Trails	Nov-90	Aug-08	Crack Fill \$10,000			Overlay \$ 992,300	
Ridgeford (Lindero Canyon Road to Canterhill)	Aug-08	Aug-08	Crack Fill \$10,000				Overlay \$ 442,700
Southshores				Slurry \$ 40,200			
Parkwood Estates	Nov-90	Oct-03	Overlay \$551,100				
Westlake Terrace (Terrace Townhomes)	Apr-81	Aug-08	Crack Fill \$8,900		Overlay \$ 297,800		
Meadow Oak & Ext	Jun-07	Aug-08	Crack Fill \$10,000		Overlay \$ 38,300		
Upper Terrace Townhomes	Apr-81	Aug-08	Crack Fill \$4,400		Slurry \$ 12,800		
Three Springs	Aug-06 / Jun-07 / Jun-08	Jun 07 / Aug 08	Crack Fill \$10,000		Overlay/Slurry \$ 127,800		
Kirsten Lee Drive - Ranch Grove to Dead End	Sep-84	Aug-08		Overlay \$ 266,700			Slurry/Overlay \$ 690,700
Kirsten Lee Drive - Three Springs Dr to Ranch Grove	Aug-08	Aug-08		Slurry \$ 35,500			
Three Springs Drive - Triunfo to Kirsten Lee				Overlay \$ 234,750			
Three Springs Drive - S/O Kirsten Lee	Oct-03	Aug-90		Slurry \$ 113,900			
		May-04					
		Subtotal (Neighborhoods)	\$ 609,400	\$ 691,050	\$ 478,700	\$ 1,324,800	\$ 1,133,400
STREET WORK TOTAL			\$ 1,462,100	\$ 969,850	\$ 1,426,600	\$ 1,324,800	\$ 1,471,800

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
OTHER WORK ITEMS					
STREETSCAPE IMPROVEMENTS					
Annual Streetscape Program	\$ 2,690,000	\$ 1,700,000	\$ 500,000	\$ 500,000	\$ 500,000
OTHER IMPROVEMENTS					
Other Improvements	\$ 1,210,400	\$ 50,000	\$ 750,000	\$ 750,000	\$ 750,000
Community Park Project	\$ 2,393,400	\$ 575,000	\$ -	\$ -	\$ -
FISCAL YEAR TOTAL	\$ 7,755,900	\$ 3,294,950	\$ 2,676,600	\$ 2,574,600	\$ 2,721,900

Arterial System Finance Program

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

Program: ARTERIAL SYSTEM FINANCE PROGRAM (ASFP)

NARRATIVE

The ASFP Work Program this fiscal year will see completion of the Phase 3A improvements to the Lindero overpass by November, 2014. Overall, this project will result in additional travel lanes and aesthetic improvements to the Lindero Canyon Road bridge, and completion of the last portion of the Lindero Canyon Road off-road bike path that extends from Thousand Oaks Blvd. to Agoura Road.

CITY OF WESTLAKE VILLAGE CAPITAL IMPROVEMENT PROGRAM SUMMARY

Program: ARTERIAL SYSTEM FINANCE PROGRAM (ASFP)

<u>EXPENSE CLASSIFICATION</u>	<u>2014-15 Adopted</u>
 <u>CONSTRUCTION</u>	
Construction	\$ 2,120,000
Subtotal	<u>\$ 2,120,000</u>
 <u>PROJECT AND CONSTRUCTION MANAGEMENT</u>	
Project Management and Coordination	\$ 118,350
Construction Design Support	\$ 35,000
Construction Management and Inspection	\$ 213,250
Material Testing	\$ 15,000
Subtotal	<u>\$ 381,600</u>
TOTAL PROJECT COSTS:	<u><u>\$ 2,501,600</u></u>

<u>FUND REVENUE SOURCE</u>	<u>2014-15 PROJECTED</u>
Measure R - Highway Operational Improvements Funds	\$ 2,386,550
Measure R - Local Return	\$ 90,860
CIP	\$ 24,190
Total:	<u>\$ 2,501,600</u>

Gann Appropriation Limit

GANN APPROPRIATION LIMIT

Article XIII B of the California Constitution (Proposition 4 - "Gann Initiative") specifies that appropriations made by State and local governments may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or the change in the California per capita income, whichever is less. The State Department of Finance determines and provides the change factors used in calculating the next year's limit.

Since the City of Westlake Village incorporated after the passage of Proposition 4, the vote of the people upon incorporation established a base as set forth by LAFCO. The voter approved appropriation limit was \$1,072,562 and was based upon Fiscal Year 1979-80. Each year this base limit is changed with the two factors. The calculation of the annual limit is presented below:

In 1991, the City contracted with Ernst & Young to recompute the Gann Limit based upon current State law. Commencing with Fiscal Year 1987-88 adjustments were made in accordance with State law.

FY 1980-81 (Base Formula)

State per capita income*	12.11 = 1.1211
Population Increase	4.57 = 1.0457
Change Factor (% change in State per capita income X % change population) =	1.172334
LIMIT = (previous year's limit x change factor) =	\$1,257,401

*Note: The State of California determines the per capita income or CPI for all agencies pursuant to the Constitution.

<u>FY 1981-82</u> LIMIT	\$1,388,404	<u>FY 1987-88</u> LIMIT	\$2,111,282
<u>FY 1982-83</u> LIMIT	\$1,517,668	<u>FY 1988-89</u> LIMIT	\$2,451,119
<u>FY 1983-84</u> LIMIT	\$1,572,594	<u>FY 1989-90</u> LIMIT	\$2,738,507
<u>FY 1984-85</u> LIMIT	\$1,648,618	<u>FY 1990-91</u> LIMIT	\$3,007,924
<u>FY 1985-86</u> LIMIT	\$1,718,998	<u>FY 1991-92</u> LIMIT	\$3,363,774
<u>FY 1986-87</u> LIMIT	\$1,766,625	<u>FY 1992-93</u> LIMIT	\$3,755,816

<u>FY 1993-94</u> LIMIT	\$4,344,222
<u>FY 1994-95</u> LIMIT	\$6,661,106
<u>FY 1995-96</u> LIMIT	\$9,334,341
<u>FY 1996-97</u> LIMIT	\$9,848,157
<u>FY 1997-98</u> LIMIT	\$10,432,792
<u>FY 1998-99</u> LIMIT	\$11,450,330
<u>FY 1999-2000</u> LIMIT	\$12,231,150
<u>FY 2000-01</u> LIMIT	\$13,021,608
<u>FY 2001-02</u> LIMIT	\$14,226,62
<u>FY 2002-03</u> LIMIT	\$14,245,402
<u>FY 2003-04</u> LIMIT	\$14,892,194
<u>FY 2004-05</u> LIMIT	\$15,525,236
<u>FY 2005-06</u> Per Capita Change Population Change Factor LIMIT	5.26% = 1.0526 .75% = 1.0075 1.0604945 \$16,464,427
<u>FY 2006-07</u> Per Capita Change Population Change Factor LIMIT	3.96% = 1.0396 .11% = 1.0011 1.0407435 \$17,135,245

<u>FY 2007-08</u> Per Capita Change Population Change Factor LIMIT	4.42% = 1.0442 .24% = 1.0024 1.04670608 \$17,935,565
<u>FY 2008-09</u> Per Capita Change Population Change Factor LIMIT	4.29% = 1.0429 .25% = 1.0025 1.04550725 \$18,751,763
<u>FY 2009-10</u> Per Capita Change Population Change Factor LIMIT	0.62% = 1.0062 .50% = 1.0050 1.011231 \$18,962,364
<u>FY 2010-11</u> Per Capita Change Population Change Factor LIMIT	-2.54% = .9746 53% = 1.0053 .97976538 \$18,578,667
<u>FY 2011-12</u> Per Capita Change Population Change Factor LIMIT	2.51% = 1.0251 .22% = 1.0022 1.02735522 \$19,086,890
<u>FY 2012-13</u> Per Capita Change Population Change Factor LIMIT	3.77% = 1.0377 .19% = 1.0019 1.03967163 \$19,844,098
<u>FY 2013-14</u> Per Capita Change Population Change Factor LIMIT	5.12% = 1.0512 .45% = 1.0045 1.0559304 \$20,953,986
<u>FY 2014-15</u> Per Capita Change Population Change Factor LIMIT	-0.23% = 0.9977 .47% = 1.0047 1.00238919 \$21,004,049

Article XIII B provides that when revenue described as "Proceeds of Tax" are received in excess of the appropriation limit, the excess amount must be returned to the taxpayers within two years. In Fiscal Year 1984-85, \$75,602 of excess "proceeds of tax" was received. In July, 1987, the City Council approved the distribution of the excess revenue to all taxpayers within the City. This was accomplished by the City directly making a one time payment to the Los Angeles County landscape and lighting assessment districts. These direct assessments are a part of the annual property tax obligation of each property owner, and all property owners within the City, both residential and commercial, received a credit on their 1987-88 property tax bill as a result of the rebate of the excess revenue. Ballot Measures have been approved overriding the GANN Limit for Fiscal Years 1985-86 through 1992-93.

Community Profile

CITY OF WESTLAKE VILLAGE COMMUNITY PROFILE

Settled snugly in the northern foothills of the Santa Monica Mountains in western Los Angeles County, the City of Westlake Village is nine miles inland from the Pacific Ocean and 38 miles west of downtown Los Angeles. Occupying only 5.4 square miles, averaging 900 feet above sea level, the community is framed by the Simi Hills to the north and the Santa Monica Mountains to the south.

History

About 3,000 years ago, Chumash Indians moved into the region and lived by hunting rabbits and other game, gathering grains and acorns. On-going excavations, archaeological sites, and polychrome rock paintings in the area



provide a glimpse into the social and economic complexity of the ancient Chumash world. In 1770, Captain Gaspar de Portola led a party of Spanish explorers and missionaries, traveling north on the route that became known as the El Camino Real. The party camped near a Chumash village, believed to be the site of present-day Westlake Village. Father Juan Crespi, chaplain and diarist of the expedition, wrote: "We are on a plain of considerable extent and much beauty, forested on all parts by live oaks and oak trees, with much pasturage and water."

When the Spanish finally did settle the area, they were given huge land grants, the largest of which was Rancho Simi, given to the Pico family. When Mexico won independence from Spain in 1821, California became a territory of Mexico, and a few more land grants were given. When California was admitted to the union in 1850, most of the land that later became Ventura County was divided among only 19 families. The picturesque future Westlake Village site among rising knolls, arroyos, barrancas and ancient oaks was recognized as the central part of two Mexican land grants: Rancho El Conejo and Rancho Las Virgenes. In 1881, the Russell brothers purchased a large portion of the land for cattle ranching.

According to Patricia Allen, historian and family descendant, Andrew Russell beat the competition in buying the land by racing across 6,000 acres on a fifteen-minute trip in a buckboard and sealed the deal with a \$20 gold piece. The price per acre was \$2.50! The area continued to be known as the Russell Ranch although it was sold in 1925 to William Randolph Hearst and again in 1943 to Fred Albertson. The Russell family leased back part of the land to continue its successful cattle ranch operation while the Albertson Company used the vast acreage as a movie ranch. Many movies and television shows were filmed here, including "Robin Hood," "King Rat," "Laredo," and various episodes of "Tarzan," "Buck Rogers," "Gunsmoke," and "Bonanza."

In 1963, the American-Hawaiian Steamship Company bought the 12,000 acre ranch for \$32 million and, in partnership with Prudential Insurance Company, commissioned the preparation of a master plan for a "city in the country." Prominent architects, engineers, and land planners participated in designing a unique, integrated community that has become a nationally acclaimed model for the planned community concept. "The city in the country" was named Westlake Village and soon became recognized as one of America's most successful suburbs and finest areas to live, work and raise a family. Today, a population of 8,294 resides within this beautiful, natural environment of award-winning neighborhoods, thriving businesses, and enviable lifestyles. The original master-planned community of Westlake Village is transected diagonally by the Los Angeles and Ventura County line. The Los Angeles County side, consisting of 3,456 acres, was incorporated as the City of Westlake Village in 1981 and became the 82nd municipality in Los Angeles County. The Ventura County side, comprised of the remaining 8,544 acres of the original Russell Ranch, was annexed into the City of Thousand Oaks in two portions in 1968 and 1972. The wisdom of the master planners in preserving, protecting and enhancing the natural environment of the area is evident today in the consistent growth and vitality of Westlake Village.

Statistical Information

CITY OF WESTLAKE VILLAGE
Statistical Information
FY 2014/15

Date of Incorporation	December 11, 1981
Type of City	General Law
Form of Government	Council/Manager
Estimated Population	8,294 (Jan. 2011)
Area	5.4 square miles
Miles of Streets	29.5 miles
Parks	6 (23.2 acres)
Transportation	Dial-A-Ride; Westlake Village Transit; Airport Shuttle; MTA; Access
Public Elementary and Secondary Schools	White Oak Elementary
Utilities	
Water System	Las Virgenes Municipal Water District
Sewerage System	Las Virgenes Municipal Water District
Refuse Haulers	Waste Management
Gas	Southern California Gas Co.
Electric	Southern California Edison Co.
Telephone	AT&T
Police Services	Los Angeles County Sheriff
Fire Services	Los Angeles County Fire District
Libraries	1 – Circulation = 135,600
Local Media	
Newspaper	Acorn; Daily News; VC Star; LA Times
Radio	KVEN 1450 AM
Cable Companies	Time Warner
Television Stations	Government Channel 10

Debt Information

CITY OF WESTLAKE VILLAGE

COMPUTATION OF DIRECT AND OVERLAPPING DEBT

June 30, 2013

<u>Jurisdiction</u>	<u>Gross debt outstanding</u>	<u>Percentage applicable to City of Westlake Village (2)</u>	<u>Debt June 30, 2013</u>
<u>Overlapping tax and assessment debt:</u>			
Los Angeles County Flood Control District	\$ 19,770,000	0.260 %	\$ 51,402
Metropolitan Water District	165,085,000	0.134	221,214
Los Angeles Community College District	3,712,555,000	0.472	17,523,260
Las Virgenes Joint Unified School District	164,058,238	15.660	25,691,520
Los Angeles County Regional Park and Open Space Assessment District	<u>142,870,000</u>	0.258	<u>368,605</u>
Total overlapping tax and assessment debt	<u>4,204,338,238</u>		<u>43,856,001</u>
<u>Overlapping general fund obligation debt:</u>			
Los Angeles County General Fund Obligations	1,729,437,327	0.258	4,461,948
Los Angeles County Superintendent of Schools Certificates of Participation	10,377,239	0.258	26,773
Las Virgenes Joint Unified School District Certificates of Participation	<u>11,720,000</u>	15.660	<u>1,835,352</u>
Total overlapping general fund obligation debt	<u>1,751,534,566</u>		<u>6,324,073</u>
Subtotal, overlapping debt	5,955,872,804		50,180,074
<u>City direct debt:</u>			
City of Westlake Village Certificates of Participation	<u>14,985,000</u>	100.000	<u>14,985,000</u>
Gross combined total debt (1)			\$ <u><u>65,165,074</u></u>
Net combined total debt			\$ <u><u>65,150,905</u></u>

(1) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and non-bonded capital lease obligations.

(2) The percentage of overlapping debt applicable to the city is estimated using taxable assessed property value. Applicable percentages were estimated by determining the portion of the overlapping district's assessed value that is within the boundaries of the city divided by the district's total taxable assessed value.

Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Source: California Municipal Statistics, Incorporated

Listing of Full-Time and Part-Time Staff Positions

CITY OF WESTLAKE VILLAGE

LISTING OF FULL-TIME AND PART-TIME POSITIONS

<u>Position</u>	<u>Fiscal Year 2012-13</u>	<u>Fiscal Year 2013-14</u>	<u>Fiscal Year 2014-15</u>
<u>Full-time</u>			
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Planning Director	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00
City Clerk/Executive Assistant	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Community Services Coordinator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	10.00	10.00	10.00
<u>Part-time</u>			
Finance Officer/City Treasurer	1.00	1.00	1.00
Deputy Finance Officer	1.00	1.00	1.00
Public Works Inspector	2.00	2.00	2.00
Code Enforcement Officer	-	1.00	1.00
Total	4.00	5.00	5.00

Budget Calendar And Budget Process

CITY OF WESTLAKE VILLAGE

BUDGET CALENDAR

FY 2014-15

MARCH

- City Manager initiates the preparation of the City Budget.

APRIL & MAY

- April 9, 2014 - City Council Budget Workshop to discuss priorities, programs and projects for direction for the preparation of the budget for FY 2013-14.
- City Manager budget review leading to the development of the draft documents.
- May 28, 2014 - Initial City Council meeting to review preliminary City Budget at which time proposed adjustments are considered by City Council.

JUNE

- June 11, 2014 - City Council meeting and adoption of the City Budget and appropriation limit.

JULY

- July 1, 2014 - Budget fiscal year begins.

CITY OF WESTLAKE VILLAGE

BUDGET PROCESS

Budget Basis:

Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles for all governmental funds (modified accrual basis). Briefly, this means that obligations of the City are budgeted as expenditures, but revenues are recognized only when they are actually received.

Budget Amendments:

The City Council approves operating appropriations at the department and fund level prior to July 1 of the budget year and may amend the budget at any time during the fiscal year by motion. The level of budgetary control (i.e. the level at which expenditures cannot legally exceed appropriated amount) is at the overall fund level. Operating appropriations lapse at the end of the fiscal year unless specific carryovers are approved by the City Council.

Budget Control:

The City Manager and selected management staff are responsible for maintaining expenses within category levels approved by the City Council. However, since the budget is an estimate, from time to time, it is necessary to make adjustments to the various line items.

All requests to increase appropriations must be submitted to the City Council.

Revenue Descriptions

GENERAL FUND

The General Fund is the primary operating fund of the City and is used to account for day-to-day operations. This Fund is financed by such revenues as sales tax, property tax, VLF, and user fees. General Fund resources could be used for any general governmental purpose.

3110 Property Tax

A general, ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property).

3111 Property Transfer Tax

General tax imposed on the transfer of real estate ownership.

3120 Sales and Use Tax

General tax imposed on the total retail price of any tangible personal property.

3131 Transient Occupancy (Bed) Tax

General tax imposed on occupants for the privilege of occupying room(s) in a hotel, motel, inn, etc.

3133 Franchise Fees

Fees paid to the City from a franchise for "rental" or "toll" for the use of city streets and rights-of-way.

3211 Animal Control Fees

A charge designed to reimburse the City for costs of regulating the licensing of animals.

3220 Building Permits

A fee collected by Los Angeles Building and Safety upon the issuance of a building permit to cover building inspection services.

3221 Industrial Waste Fees

Fees collected by Los Angeles County for the inspection and permit of industrial and commercial connections to the sanitary sewer system.

3223 Film Permit Fees

Fees collected by the City for the use of filming on either private or public property.

3322 Motor Vehicle In-Lieu Fees

Based on the market value of a vehicle, a Vehicle License Fee (VLF) is an annual fee charged for the privilege of operating that vehicle on public streets. This fee is administered by the State.

3324 Off-Highway Vehicle Fees

Fee imposed for the issuance or renewal of identification of off-highway motor vehicles. This fee is administered by the State.

3410 Planning and Zoning Fees

Fees for zoning variances and changes, map applications and planning services.

3411 Sales of Maps and Copies

A fee charged to cover the cost of copying and/or maps requested by the consumer.

3423 Recreation Fees

A fee charged to the consumer for the use of a City recreation program.

3425 Caltrans Landscape Maintenance

Fees collected from Caltrans to reimburse the City for the cost of maintaining the freeway landscaping.

3520 Court Fines

Revenues received upon conviction of a misdemeanor or municipal infraction.

3610 Investment Earnings

Revenue earned from the investment of the general funds collected by the City.

3690 Other Revenue

Unclassified revenue received by the City such as false alarm fines, sales of the historical book, reimbursements, etc.

RESTRICTED FUNDS

Restricted funds are used to account for revenue derived from specific taxes or other earmarked revenue sources, which, by law, are designated to finance particular functions or activities of government and which therefore cannot be diverted to other uses.

3326-3329 Gas Tax

A tax on fuel used to propel a motor vehicle or aircraft. This use of revenue is restricted to the construction, improvement, and maintenance of public streets..

3121-3313 Proposition A and C funds

A tax imposed by Los Angeles County which increased the sales tax ½ cent to fund public transportation in the County. Proposition A funds can only be used to pay for public transportation services and Proposition C can be used to fund both public transportation services and capital improvement projects for public transit.

3510 Traffic Safety Fines

Fines and forfeitures received as a result of arrests for vehicle code violations. Funds can be used for traffic control devices, maintenance of equipment and supplies for traffic law enforcement and traffic accident prevention, improvement or construction of public streets, and the compensation of school crossing guards.

3315 Prop A. Park Bond

Revenue derived from the passage of both the '92 and '96 Proposition A Park Bonds for the maintenance and servicing of any Prop A Park Bond funded projects.

3123 Westlake Transit

Revenue derived from bus pass sales and fares from the Westlake Transit program. These revenues offset the cost of operating the Westlake Transit program.

3621 Traffic Signal Fees

Revenue derived from developer fees to pay for the installation of traffic signals.

3426 Recycling Fees

This is revenue derived from AB 939. The purpose of these funds is to address issues related to source reduction of waste material, recycling and composting, and environmentally safe transformation and land disposal of solid waste. The fees are collected from both residents and businesses by the trash haulers and are transferred to the

City to fund the development and implementation of the above programs.

3710 Street Lighting and Landscape District

Revenue received for this fund comes from property tax and special assessment revenue. The funds are used specifically for operation and maintenance of medians, parkways, trees, slopes, and lighting within the district boundaries.

3692 AB 2766 Air Quality

30 percent of the funds collected from the Department of Motor Vehicle registration fees is provided to the Air Quality Management District (AQMD) for vehicle emission reduction programs. The City has used these funds in the past for the purchase/lease of City hybrid and CNG vehicles including the purchase of fuel and maintenance associated with the use of these vehicles.

3691 Arterial Financing Fee

Fee imposed in connection with the approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development. Expenditures allowed in connection with this fee include regional transportation facilities, traffic mitigation, traffic signal, road improvements, street lighting, etc.

3694 COPS

AB 3229 established the Citizens Options for Public Safety (COPS) program and allocated state funds, based on population, to supplement the needs of local law enforcement.

3695 CDBG

Revenue comes from the Federal Department of Housing and Urban Development (HUD) and is administered through the Los Angeles County Community Development Commission (CDC). Eligible activities must address at least one of the national objectives of the CDBG program which include benefitting low and moderate income persons and/or addressing slum or blight.

3314 TDA Article 3

A tax imposed by Los Angeles County Metropolitan Transportation Authority through the Transportation Development Act (TDA). These funds are collected through sales and use tax on motor vehicle fuel as an additional source of revenue available to fund public transportation. Funds in the past have been used for capital projects such as sidewalk improvements.

3610 Investment Earnings

Revenue earned from the investment of the restricted funds collected by the City.

Budget Glossary

CITY OF WESTLAKE VILLAGE
BUDGET GLOSSARY

ACCOUNT – Financial reporting unit for budget, management, or accounting purposes.

ACCOUNTS PAYABLE – The amounts owed to others for goods and services rendered.

ACCRUAL BASIS – The method of accounting under which revenues and expenses are recorded when they occur, regardless of the timing of related cash flows. Expenses are recorded at the time liabilities are incurred and revenues are recorded when earned.

AD VALOREM – Property taxes.

ALLOCATION – Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.

AMORTIZATION – Payment of a debt by regular intervals over a specific period of time.

APPROPRIATION – A specific amount of money authorized by the City Council for the expenditure of a designated amount of public funds for a specific purpose.

APPROPRIATIONS LIMIT – Article XIII B, of the California Constitution, was amended by Proposition 4, “The Gann Initiative,” in 1979. This Article limits growth in government spending to changes in population and inflation, by multiplying the limit for the prior year, by the percentage change in the cost of living (or per capita personal income, whichever is lower); then multiplying the figure resulting from the first step, by the percentage change in population. The base year limit (FY 1978-79) amount consists of all tax proceeds appropriated in that year. The Appropriations Limit calculation worksheet can be found in the budget.

ASSET – Resources owned or held by a government which have monetary value.

ASSESSED VALUATION – The value assigned to real property (land and buildings) and tangible personal property (moveable property) by the Los Angeles County Assessor's Office for use as a basis in levying property taxes.

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.

BALANCED BUDGET – A budget in which planned expenditures do not exceed planned funds available.

BEGINNING FUND BALANCE – Fund balance available in a fund, from the end of the prior year, for use in the following year.

**CITY OF WESTLAKE VILLAGE
BUDGET GLOSSARY (CONTINUED)**

BOND – A city may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

BONDED INDEBTEDNESS – Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.

BUDGET – A financial plan that identifies revenues, types and levels of services to be provided, and the amount of funds which can be spent.

BUDGET CALENDAR – The schedule of key dates which a government follows in the preparation and adoption of the budget.

BUDGET DEFICIT – Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

BUDGET MESSAGE – A general outline of the budget which includes comments regarding the City's financial status at the time of the message, and recommendations regarding the financial policies for the coming period.

BUDGET OBJECTIVE – A specific, measurable and observable result of an organization's activity which advances the organization toward its goal, to be accomplished within the fiscal year.

BUDGET POLICIES – General and specific guidelines adopted by the Council that govern budget preparation and administration.

CAPITAL IMPROVEMENT PROGRAM (CIP) – A multi-year financial plan to provide for the maintenance or replacement of infrastructure, existing public facilities and for the construction or acquisition of new ones.

CAPITAL OUTLAY – Equipment (fixed assets) with a useful life of more than one year, such as computers and office furniture, which are part of the operating budget.

CONTINGENCY – A budgeted reserve set aside for unanticipated expenditures. Council authorization is required to transfer the necessary amount to the appropriate expenditure account.

DEBT SERVICE – Annual principal and interest payments owed on money the City has borrowed.

DEPARTMENT – The highest organizational unit which is responsible for managing divisions within a functional area.

**CITY OF WESTLAKE VILLAGE
BUDGET GLOSSARY (CONTINUED)**

DIVISION – An organizational unit that provides a specific service within a department.

ENTERPRISE FUNDS – Funds established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

EXPENDITURE – Decrease in net financial resources. Represents the actual payment for goods and services or the accrual thereof.

EXPENSE – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

FIDUCIARY FUNDS – Trust and Agency Funds.

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 character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery and furniture.

FULL-TIME EQUIVALENT (FTE) – Number of positions calculated on the basis that one FTE equates to a 40-hour work week for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.

FUND – An accounting entity that records all financial transactions for specific activities or government functions. The four generic fund types used by the City are: General Fund, Special Revenue, Capital Project, and Internal Service.

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.

GENERAL OBLIGATION BONDS – Bonds where the City pledges its full faith and credit to the repayment of the bonds. These bonds are secured by the General Fund of the City.

GRANT FUNDS – Monies received from another government such as the State or Federal Government, usually restricted to a specific purpose.

GOAL – A long-term, attainable target for an organization – its vision for the future.

GOVERNMENTAL FUNDS – General, Special Revenue, Debt Service, and Capital Project Funds.

**CITY OF WESTLAKE VILLAGE
BUDGET GLOSSARY (CONTINUED)**

INFRASTRUCTURE – A substructure or underlying foundation on which the continuance or growth of a community depend; such as streets, roads, transportation systems, etc.

LINE-ITEM BUDGET – A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category.

MODIFIED ACCRUAL – Under the modified- accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recorded when the related fund liability is incurred. The City uses a modified accrual basis of accounting.

MUNICIPAL CODE – The collection of City Council approved ordinances currently in effect. The Municipal Code defines City policy in various categories (i.e. building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

OPERATING BUDGET – The portion of the budget that pertains to daily operations providing basic governmental services.

ORDINANCE – A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

PERSONNEL COSTS – Salaries and benefits paid to City employees. Included are items such as insurance and retirement.

PROPOSITION 4/GANN INITIATIVE LIMIT – The City is required, under Article XIII.B of the State Constitution to limit appropriations from the proceeds of taxes. The annual appropriation limit is based on data received from the State, including various growth measures such as population, CPI, and non-residential construction changes.

RESERVE – An account used to indicate a portion of fund balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

RESOLUTION – An order of a legislative body requiring less formality than an ordinance.

RESOURCES – The amounts available for appropriation including estimated revenues, beginning fund balances and beginning appropriated reserves.

**CITY OF WESTLAKE VILLAGE
BUDGET GLOSSARY (CONTINUED)**

REVENUE – Income received through such sources as taxes, fines, fees, grants or service charges which can be used to finance operations or capital assets.

RISK MANAGEMENT – An organized attempt to protect an organization’s assets against accidental loss in the most cost-effective manner.

SPECIAL REVENUE FUNDS – Funds 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.

SUBVENTION – Revenues collected by the State 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.

OPERATIONS EXPENSE – This budget category accounts for all non-personnel, and non-capital expenses. Such expenditures include building maintenance, contract services, equipment maintenance, office supplies, and utility costs.

TRANSFERS – All interfund transactions except loans or advances, quasi-external transactions and reimbursements.

TRUST & AGENCY FUNDS – A classification of funds, which temporarily holds cash for other agencies or legal entities.

Budget Acronyms

CITY OF WESTLAKE VILLAGE
BUDGET ACRONYMS

AB	Assembly Bill
AQMD	Air Quality Management District
ASFP	Arterial System Finance Program
CAFR	Comprehensive Annual Financial Report
CALTRANS	California Department of Transportation
CCCA	California Contract Cities Association
CDBG	Community Development Block Grant
CDC	Community Development Commission
CIP	Capital Improvement Program
CJPIA	California Joint Powers Insurance Association
CLEEP	California Law Enforcement Education Program
CNG	Compressed Natural Gas
COG	Council of Governments
COP	Certificates of Participation
COPS	Community Oriented Policing Services
CPA	Certified Public Accountant
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
CUP	Conditional Use Permit
DRT	Disaster Response Team
FEMA	Federal Emergency Management Administration
FTA	Federal Transit Administration
FTE	Full-Time Equivalent
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principals
GASB	Government Accounting Standards Board
GFOA	Government Finance Officers Association

CITY OF WESTLAKE VILLAGE
BUDGET ACRONYMS

GIS	Geographic Information System
HOA	Home Owners Association
HUD	Federal Housing and Urban Development Department
ICMA	International City Manager's Association
JPIA	Joint Powers Insurance Association
LAFCO	Local Agency Formation Commission
LAIF	Local Agency Investment Fund
LCC	League of California Cities
LVMCOG	Las Virgenes Municipal Council of Governments
MMASC	Municipal Management Assistants of Southern California
MTA	Metropolitan Transportation Authority
NPDES	National Pollution Discharge Elimination System
OPEB	Other Post Employment Benefits
PERS	Public Employee Retirement System (California)
SB	Senate Bill
SCAG	Southern California Association of Governments
SCE	Southern California Edison
STAR	Success Through Awareness & Resistance Program
STOPP	Safety Through Our Perseverance Program
TDA	Transportation Development Act
TOT	Transient Occupancy Tax
VIP	Volunteers in Policing
VLF	Vehicle License Fee

Financial Reserve Policy

CITY OF WESTLAKE VILLAGE

FINANCIAL RESERVE POLICY

(1) INTRODUCTION

In an effort to ensure fiscal stability, sound financial management of public finances, and fiscal responsibility and accountability in the receipt and expenditure of City funds, it is appropriate for the City Council to adopt this Financial Reserve Policy. Through the adoption of this Policy, three distinct reserve categories are hereby established: (1) the General Fund Reserve; (2) the Capital Improvement Program Fund Reserve; and (3) the Building Maintenance and Replacement Fund Reserve.

A description of these three reserve categories is presented below.

(2) ESTABLISHMENT OF RESERVE CATEGORIES

(A) General Fund Reserve

- (i) Description: This represents an annual uncommitted, unencumbered contingency reserve in the General Fund to protect the City's essential service programs and funding requirements.
- (ii) Process for establishing annual reserve: Each fiscal year during the budget planning process, the General Fund Reserve shall be evaluated by the City Council's Fiscal/Budget Committee and staff to determine appropriate reserve resources needed based on the current fiscal and economic conditions of the City. At the time of the adoption of the City's fiscal year budget, the Fiscal/Budget Committee and staff shall recommend to the City Council, for adoption, a level of reserve sufficient to protect the fiscal needs of the City for the ensuing year.
- (iii) Basis for funding this reserve: For purposes of this Policy, the annual General Fund Reserve level shall be evaluated and established based on an analysis of the annual fiscal resources necessary to meet essential service and funding requirements during periods of economic downturn, unforeseen natural disasters, reductions in revenue through actions by the State and/or Federal governments, other unexpected circumstances such as litigation arising from lawsuits, and cash flow constraints and working capital needs. (Note: As a "general rule of thumb", the practice of using this type of analysis will likely result in a reserve level which falls somewhere between 50% to 75% of the City's estimated General Fund operating expenditures in any given fiscal year. Contrasted with reserve levels of between 5% and 20% typically found in other municipalities, it is felt that this City's level of reserve

represents sound, conservative, and fiscally prudent oversight).

- (iv) Establishment of Fiscal Year 2005-06 General Fund Reserve level: With the adoption of this Policy, the Fiscal Year 2005-06 General Fund Reserve level shall total \$4,630,000. *(Note: For illustrative purposes, Exhibit A attached to this policy statement depicts the factors and analysis used to calculate this reserve level. In subsequent fiscal years, these same factors and analysis shall be employed to establish future annual reserve levels.)*
- (v) One-time uses of the General Fund Reserve: Notwithstanding the annually adopted reserve level, the City Council has the discretion to appropriate portions of the General Fund Reserve for one-time or extraordinary purposes which may result in the reserve falling below the target level in any given year. Should this occur, the City Manager shall be instructed to prepare a plan for consideration by the City Council to implement actions within a twelve month period or longer, as determined by the City Council, to rebuild the fund balance.

(B) Capital Improvement Program Fund Reserve

- (i) Description: This represents a reserve dedicated to expenditures associated with the City's on-going, multi-year Capital Improvement Program, such as road repairs/maintenance, park projects, streetscape enhancements, etc.
- (ii) Process for establishing annual reserve: After assessing the capital improvement priorities and attendant costs during the annual budget review process, the annual reserve level shall be evaluated and established by the City Council as part of the adoption of the City's budget.
- (iii) Basis for funding this reserve: The Capital Improvement Program Fund Reserve is typically composed of revenues from two sources: the General Fund and various Restricted Funds. With regard to the former, in the event the General Fund Reserve in any given fiscal year exceeds the amount established in (2) (A) (iv) above, the excess revenue may be transferred to the Capital Improvement Program Fund Reserve by action of the City Council.
- (iv) Carry-over of reserve: Any unspent Capital Improvement Program Fund Reserve funds existing at the end of any fiscal year shall remain in this reserve and be carried-over to the subsequent fiscal year for appropriation as deemed appropriate by the City Council.

(C) Building Maintenance and Replacement Fund Reserve

- (i) Definition: This represents a reserve dedicated to expenditures associated with the on-going maintenance of various City buildings as well as upgrades

and replacement of these facilities to extend their useful life or use (i.e., painting, replacement of roof, etc.).

- (ii) Process for establishing annual reserve: For purposes of this Policy, the annual Building Maintenance and Replacement Fund Reserve shall be evaluated each fiscal year by the City Council's Fiscal/Budget Committee and staff to determine appropriate reserve resources necessary for the on-going maintenance and replacement costs for the City's facilities/buildings. At the time of the adoption of the City's fiscal year budget, the Fiscal/Budget Committee and staff shall recommend to the City Council, for adoption, a level of reserve sufficient to ensure that the required maintenance and replacement needs of City buildings are properly budgeted from the perspective of both the ensuing year and on a long-term basis.
- (iii) Basis for funding this reserve: The Building Maintenance and Replacement Reserve Fund shall be funded each fiscal year through the General Fund. Such funding shall be reflected as a transfer from the General Fund to this reserve.
- (iv) Carry-over of reserve: Any unspent Building Maintenance and Replacement Fund Reserve funds existing at the end of any fiscal year shall remain in this reserve and be carried-over to the subsequent fiscal year for appropriation as deemed appropriate by the City Council.

(3) ANNUAL REVIEW OF FINANCIAL RESERVE POLICY

As part of the budget planning process each fiscal year, the Fiscal/Budget Committee and staff shall review this Policy and recommend any changes as deemed appropriate for review and consideration by the full City Council.

EXHIBIT A

CITY OF WESTLAKE VILLAGE FINANCIAL RESERVE POLICY (ESTABLISHMENT OF FISCAL YEAR 2005-06 GENERAL FUND RESERVE LEVEL)

(1) CRITERIA USED IN FORMULATING CITY'S GENERAL FUND RESERVE

In considering the development of a City reserve policy, several factors need to be addressed including cash flow and on-going working capital requirements, the City's exposure to natural disasters, the potential impact of economic downturns in the economy, the City's vulnerability to actions by the State, and other contingency factors.

Cash flow and on-going working capital requirements. The need to cover cash flow requirements as a function of a city's reserve is of paramount importance to municipalities. Cash flow is measured by observing the cash inflow and outflow. It is literally impossible to find a city in which the inflow of cash is precisely matched, month by month, with the outflow. For example, property taxes are collected by the counties in California in December and then again in April. The fifty-eight counties throughout the State then disburse the cities' share of property taxes shortly thereafter, so the inflow from revenue from this source is not evenly distributed month by month throughout the year. The same type of scenario occurs with building permit revenues which are collected monthly, but are tied to projects of varying valuation; hence, revenues collected from month to month can and do vary greatly.

Exposure to natural disasters. California cities are no strangers to natural disasters and southern California communities in particular are very attuned to a whole host of potential threats arising from fires, earthquakes and floods. This is an important factor in arriving at an appropriate reserve level, a portion of which may need to be used in offsetting costs that arise in dealing with natural disasters.

Exposure to economic impacts. The recession experienced in California in the early 1990's and more recent times are prime examples of economic impact. Another example might include a city that is heavily reliant upon sales tax generated by a single commercial center or auto mall that could abruptly announce its closure. Obviously, cities must decide for themselves their degree of vulnerability and the importance of setting aside reserves to respond to economic changes. Cities with a greater degree of diversity in their revenue base will generally need less of a reserve to respond to economic impacts than those that are more heavily reliant on single or limited sources of revenue.

Vulnerability to actions by the State. Historically, California cities have found themselves vulnerable to actions taken by the State—particularly as a result of the Education Reimbursement Augmentation Fund (ERAF) shift in the 1990's. Fortunately, with the passage of Proposition 1A approved by the voters in 2004, considerable protection

is now in place to guard against raids of local government coffers by the State. Notwithstanding these new safeguards, the State still has the authority to “borrow” from local government under certain circumstances. Therefore, cities need to be vigilant in monitoring actions by Sacramento, and in ensuring that adequate reserves are in place to cover cash flow and working capital requirements should such “borrowing” occur in the future.

Other contingency factors. While it is difficult to predict all future fiscal needs, certainly cities need to be aware of the fact that occasional unexpected circumstances arise which require the expenditure of General Fund dollars—ranging from litigation costs resulting from lawsuits to increased insurance costs due to claims.

(2) FISCAL YEAR 2005-06 GENERAL FUND RESERVE LEVEL

The following chart depicts the criteria used (and the related dollar impacts) in analyzing the City's annual General Fund Reserve requirements for Fiscal Year 2005-06.

FISCAL YEAR 2005-06 GENERAL FUND RESERVE REQUIREMENTS		
(1)	Cash flow and on-going working capital requirements	\$1,000,000
(2)	Downturns in economy	400,000
(3)	Vulnerability to actions by State and Federal governments	200,000
(4)	Interruptions in City revenue stream due to catastrophic/natural disasters	600,000
(5)	Exposure to potential damages to City infrastructure caused by catastrophic/natural disasters ¹	2,230,000
(6)	Other contingency factors	200,000
TOTAL ANNUAL GENERAL FUND RESERVE REQUIREMENTS:		\$4,630,000

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¹See attached analysis addressing infrastructure valuations.

Capital Improvement Program Fund Policy

CITY OF WESTLAKE VILLAGE

CAPITAL IMPROVEMENT PROGRAM FUND

POLICY

(1) INTRODUCTION

In order to ensure fiscal stability, sound financial management of public finances, and fiscal responsibility and accountability in the receipt and expenditure of City funds, the City Council adopted a comprehensive general Financial Reserve Policy in 2005. The policy created and defined three distinct reserve categories involving the General Fund, Capital Improvement Program Fund and Building Maintenance and Replacement Fund Reserves. Further, the policy established an annual General Fund Reserve level based on an analysis of the annual fiscal resources necessary to meet essential service and funding requirements during periods of: economic downturn, unforeseen natural disaster, reductions in revenue through actions by the State and/or Federal governments, other unexpected circumstances such as litigation arising from lawsuits, and cash flow constraints and working capital needs.

Building on sound fiscal management practices, it is appropriate for the City Council to adopt a Capital Improvement Program (CIP) Fund Policy to supplement the original general Financial Reserve Policy noted above. The purpose of this CIP Fund Policy is to establish certain guidelines similar to those used to calculate and maintain the annual General Fund Reserve level so that adequate capital reserves will be available to meet the City's needs in the future. With that in mind, this CIP Policy is defined by several key principles that accomplish the following:

- (1) the establishment of a minimum CIP Fund reserve level (i.e., "rainy day" fund);
- (2) at the sole discretion of the City Council, the establishment of one or more key annual priority projects having "first call" on available General Fund surplus revenue transferred to the CIP Fund in any given fiscal year;
- (3) to the extent practicable, the operation of a "balanced CIP Fund" whereby annual expenditures match available revenues transferred to the fund each year; and
- (4) at the sole discretion of the City Council, the occasional establishment of several "accounts" within the CIP Fund dedicated to specific capital project categories of high importance and value.

(2) CIP FUND DEFINITION

The CIP Fund is a governmental accounting fund through which capital improvements are financed such as major road work, streetscape enhancements, park improvements,

storm drain repairs, and other similar construction-related infrastructure improvements.

(3) CIP FUND REVENUE SOURCES

The CIP Fund is composed of, and funded by, revenues from two sources: the General Fund and various Restricted Funds. With regard to the former, excess General Fund revenues remaining at the conclusion of a fiscal year are transferred to the CIP Fund per the City Council's adopted general Financial Reserve Policy. Concerning the latter and whenever applicable, various restricted revenues are transferred to the CIP Fund to offset capital expenditures in any given fiscal year.

(4) BASIS FOR MINIMUM CIP FUND RESERVE LEVEL

For purposes of this Policy, a minimum annual CIP Fund Reserve level (i.e., "rainy day" fund) shall be established, maintained on an annual basis, and retained to offset costs for any number of extraordinary and/or one-time expenditures including, but not limited to, exigent conditions of a capital nature, opportunities to acquire vacant or open space lands for public purposes, exposures to potential damages to City infrastructure caused by catastrophic/natural disasters not offset by existing General Fund Reserves, and any other circumstances deemed appropriate by the City Council.

There is no general "rule of thumb" or standard in terms of requiring a minimum CIP Fund Reserve level for municipalities. However, to promote prudent and conservative budgeting practices, this Policy shall dictate that the City's initial minimum CIP Reserve level will be calculated as a percentage amounting to between 20% and 30% of the City's annual operating budget, effective July 1, 2013. (This reserve level will be reviewed and established at the City Council's budget workshop to be held in March, 2013).

(5) ESTABLISHMENT OF MINIMUM CIP FUND RESERVE LEVEL

Unless otherwise directed by the City Council, this minimum reserve level shall be maintained from year to year to be available for the extraordinary and/or one-time uses referenced in Section 4 of this Policy. Further, this minimum reserve level may be adjusted annually for inflationary or other factors as deemed appropriate by the City Council.

Should any portion of the minimum reserve level be appropriated by the City Council per Section 4 of this Policy, the City Manager shall be requested to develop a fiscal plan to help restore the minimum reserve level at the earliest possible time.

(6) OPERATION/MANAGEMENT OF CIP FUND

- (A) Sub-funds: Within the CIP Fund, the Finance Department shall establish a "restricted" sub-fund denoting the City's minimum reserve level (referenced above in Section 5) as well as an "unrestricted" sub-fund

denoting remaining funds available for general capital expenditures.

- (B) Managing CIP Fund on “balanced” budget basis: To the extent practicable, annual CIP Fund expenditures incurred in the “unrestricted” sub-fund should not exceed available revenues transferred to the fund each year. It is recognized that balancing expenditures to match revenues within the “unrestricted” sub-fund may not be possible, or even desirable, in a given fiscal year. Accordingly, the City Council may opt to draw down on the existing reserve in the “unrestricted” sub-fund to undertake certain capital improvements as deemed appropriate.
- (C) Establishment of five-year CIP program: Each fiscal year, the City Council will review and adopt a comprehensive five-year capital improvement program setting forth potential projects desired to be constructed using funds that may be available within the “unrestricted” sub-fund. This five-year CIP program shall be used as a guide in assisting the City Council in determining long-range capital budget priorities.
- (D) “First call” projects: During the budget planning process each fiscal year, the City Council in its sole discretion may establish one or more key priority capital project categories, such as street work or other types of CIP projects of significance, which will have “first call” on available General Fund surplus revenue transferred to the “unrestricted” sub-fund. Other improvements not identified as “first call” projects may be funded using a combination of remaining surplus revenue, if any, plus a draw down of either “unrestricted” sub-fund reserves (as noted in Subsection B above) or “restricted” sub-fund reserves (as noted in Section 4 above), or such projects may be held in abeyance for funding and construction in subsequent fiscal years as deemed appropriate by the City Council.
- (E) Establishment of accounts within the “unrestricted” sub-fund: It is recognized that it may be desirable to construct certain types of capital projects, such as streetscape improvements or sidewalks, over multiple years and in phases. In such instances and per the direction of the City Council, this Policy will allow for the establishment of accounts within the “unrestricted” sub-fund for the purpose of receiving and accruing funds over time thereafter allowing for the construction of those projects when sufficient funds have been collected to offset project costs.

(7) ANNUAL REVIEW OF CIP FUND

As part of the budget planning process each fiscal year, the City Council’s Administrative Committee and staff shall review this Policy and recommend any changes as deemed appropriate for consideration by the City Council.

Fiscal Health Report

**CITY OF WESTLAKE VILLAGE
"FISCAL HEALTH REPORT"
FOR THE PERIOD FROM
1993 to 2014**

I. OVERVIEW

This "Fiscal Health Report" is a financial monitoring system that computes a number of "factors" and compares the results over time. Its purpose is to provide the City Council with a comprehensive look at the financial condition of the City since the early 1990's to help ensure the City's continued future fiscal health. Monitoring systems can give early warnings of trends before they become major problems.

II. HOW THE SYSTEM WORKS

The selected factors (see attached) are calculated over time and trends are established and graphed. Data for all factors has been extracted from annual audit reports from 1992 through 2013, and the latest year-end projections for revenues and expenditures account for the data reflected for 2014 (Fiscal Year 2013-14). In all cases, the information presented is for the General Fund only. Note that revenues and expenditures have not been adjusted for inflation and therefore do not represent constant dollar comparisons.

Trends are judged as favorable, stable or unfavorable. If a solid trend is not established, the factor may be rated as a combination such as stable/favorable or stable/unfavorable. Several factors use population as a component of the formula. The intent is to show if revenues and expenditures are keeping pace with population changes which might increase demand for services. While the City's population has historically been very stable, the per capita formula is still valid for purposes of establishing a relationship between the factors. Finally, it is also important to view the factors in relation to each other. Therefore, an unfavorable trend in expenditures combined with a favorable trend in revenues should not necessarily raise an immediate concern. On the other hand, stable or declining revenues combined with increasing expenditures could pose a problem in a very short time.

III. FINDINGS

In reviewing the findings reflected in the various factors, a total of five factors were judged as favorable, six were stable, and one was unfavorable as noted below:

	<u>FACTOR</u>	<u>TREND</u>
#1	Revenue per capita	Favorable
#2	Sales tax per capita	Favorable
#3	State subventions per capita	Stable

#4	State subventions as a percentage of total General Fund Revenue	Stable
#5	Expenditures per capita	Stable
#6	Public Safety expend. per capita	Stable
#7	Operating position	Favorable
#8	Capital expend. as a percentage of total General Fund revenue	Unfavorable
#9	Revenue compared to expenditures per capita	Favorable
#10	Population growth	Stable
#11	Building permit revenue as a percentage of General Fund revenues	Stable
#12	Transient Occupancy Tax per capita	Favorable

IV. CONCLUSIONS

Several conclusions can be drawn from this year's fiscal health "report card." First, it is evident that the City is continuing to see improvement in its finances after several years of static growth in General Fund revenues due to the recession. This is reinforced by the fact that two categories experienced an upgrade in rating from "stable" to "favorable" (#1 Revenue per capita and #12 Transient Occupancy Tax per capita) from the previous year. Also, it is noted that all but one of the twelve categories are rated either "favorable" or "stable" in 2014. The one exception involves capital expenditures as a percentage of total General Fund revenue (#8). Likewise, in the face of the recession over the last several years, the City made a conscious decision to ensure that its operating position remained strong. Factor #7 demonstrates whether a municipality is operating on a "break even basis" or is relying on fund balances to fund current operations. In this calculation, a number more than 100% means the City was operating during the year at a deficit; 100% means the City broke even; and less than 100% means the City has an "operating surplus" and earned more than it spent. The calculation for 2014 shows that the City did indeed operate with a surplus with a factor of 64% as it is estimated that revenues of over \$12 million will exceed operating expenditures of \$7.8 million by slightly more than \$4.2 million.

Finally, it has been noted before that one of the City's long term fiscal goals to diversify its revenue stream was partially met with the addition of two hotel projects approved several years ago. While this was a very positive step in stabilizing the City's revenue base, it is still important for the City to continue to look ahead, to address new or increased revenue sources where possible, and to pro-actively manage and protect the City's overall fiscal health in the future. The addition of the new commercial development associated with Planning C of the Westlake North Specific Plan is another step toward diversifying the City's revenue stream.

FACTOR 1 - REVENUE PER CAPITA

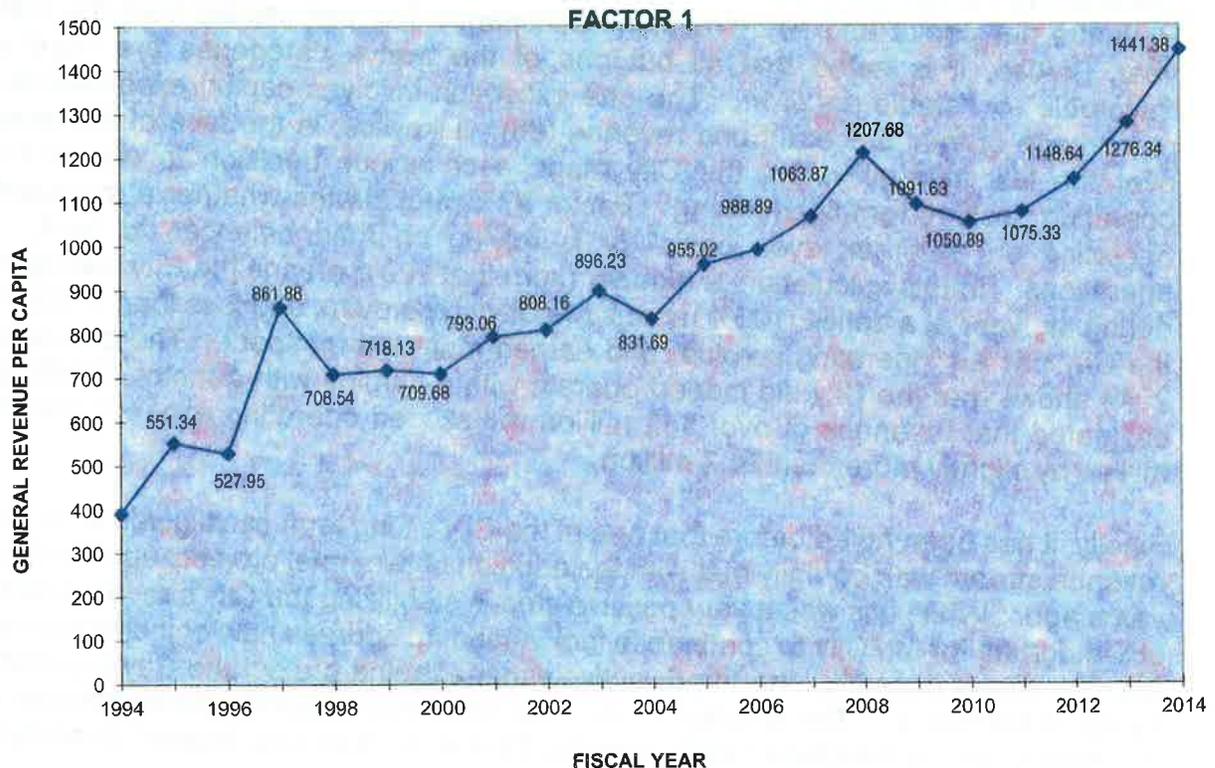
DESCRIPTION - This factor is designed to show whether revenues are keeping pace with expenditures, growth in the community, etc. For example, if revenues are decreasing, a municipality might not be able to maintain service levels unless new revenue sources are found. In the case of Westlake Village, revenues per capita decreased between 1991 and 1993, mainly the result of poor economic conditions. However, revenues stabilized in 1994 and then reflected a sharp growth rate in 1995 due to the one-time exaction payment from Dole and the partial payment from Westlake North. After falling slightly in 1996, revenues once again increased dramatically in 1997 as a result of the final Westlake North exaction payment. For the last several years, revenues per capita have been in the \$1,000 range but declined beginning in 2007-08 due to the recession. A slight rebound was experienced beginning in 2011 which has continued through 2014.

While the City's population does not change dramatically, this factor examined in conjunction with expenditures per capita (see FACTOR 5) provides a relevant comparison of performance. This factor should be watched closely in relation to FACTOR 5.

FORMULA -
$$\frac{\text{Total Operating Revenue}}{\text{Population}}$$

WARNING SIGN - Decreasing operating revenue per capita sustained over multiple years.

TREND-Favorable



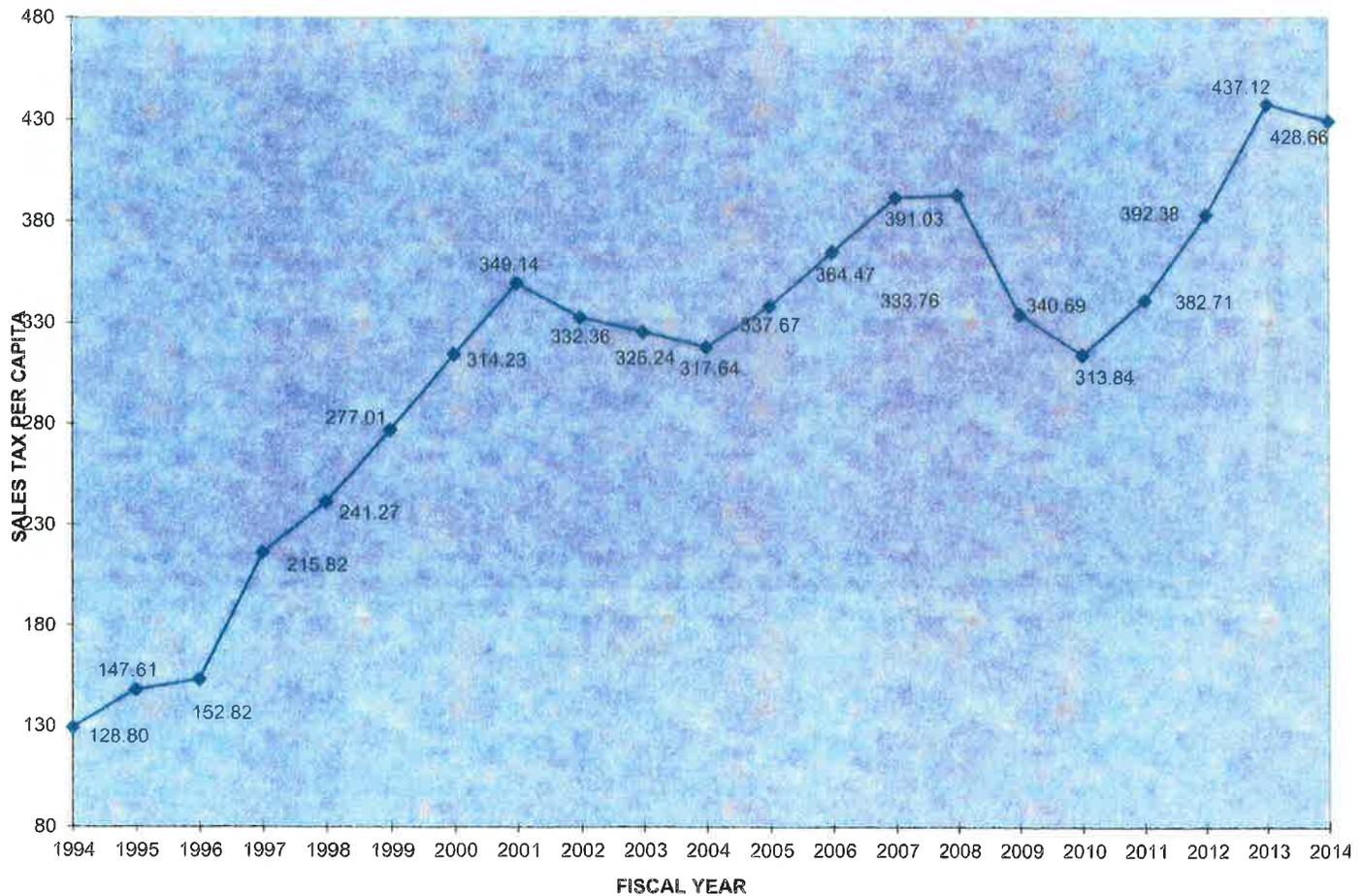
FACTOR 2 - SALES TAX PER CAPITA

DESCRIPTION - Since the sales tax constitutes such a large percentage of the General Fund revenue, this factor is examined against Westlake Village population. At a minimum, sales tax revenue should not be decreasing when compared to population. However, when measured on a per capita basis, sales tax revenue declined several years between 1991 and 1994 highlighting the obvious economic downturn reflective of both the local region and the State. However, in 1995 sales tax stabilized and actually matched per capita figures experienced earlier that decade. That positive trend continued in the mid to late 1990's, as a result of the commercial development at the Westlake North site. An economic slowdown resulted in a leveling off of overall sales tax starting in 2002, although sales tax receipts recovered with a trend of upward growth through 2008. The significant downturn in the economy over the last several years has resulted in a corresponding downturn in sales tax receipts for the City. However, sales tax revenues appear to be recovering with upward trends experienced over the last several years.

FORMULA - $\frac{\text{Sales Tax Revenue}}{\text{Population}}$

TREND - Favorable

FACTOR 2



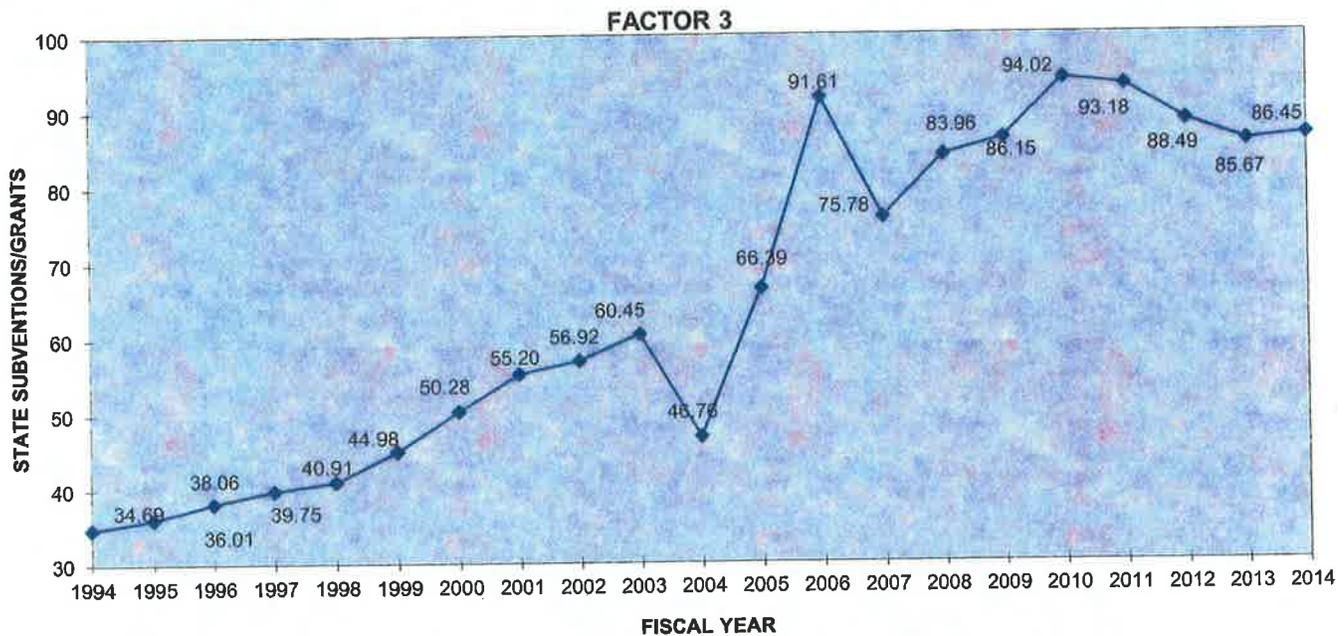
FACTOR 3 - STATE SUBVENTIONS PER CAPITA

DESCRIPTION - This factor is designed to show total State subventions and grants in relation to population on a year-to-year basis. Historically, State subventions have been relatively stable since incorporation given that the funds for such revenues are tied to population (i.e., three times the total number of registered voters for a ten year period following incorporation for new cities). However, beginning in FY 1992-93, the State Department of Finance recalculated the City's population base using 1990 census figures. This resulted in lower subventions particularly with Motor Vehicle In-Lieu fees (which dropped from over \$389,000 in 1992 to approximately \$265,000 in 1993) as well as with Gas Tax monies. In the late 1990's, subventions per capita remained fairly flat between \$38 to \$40, but have risen in recent years with the full restoration of Motor Vehicle In-Lieu fees from the State.

FORMULA - $\frac{\text{Total Subventions/Grants}}{\text{Population}}$

WARNING SIGN - Decreasing Subventions/Grants Per Capita

TREND - Stable



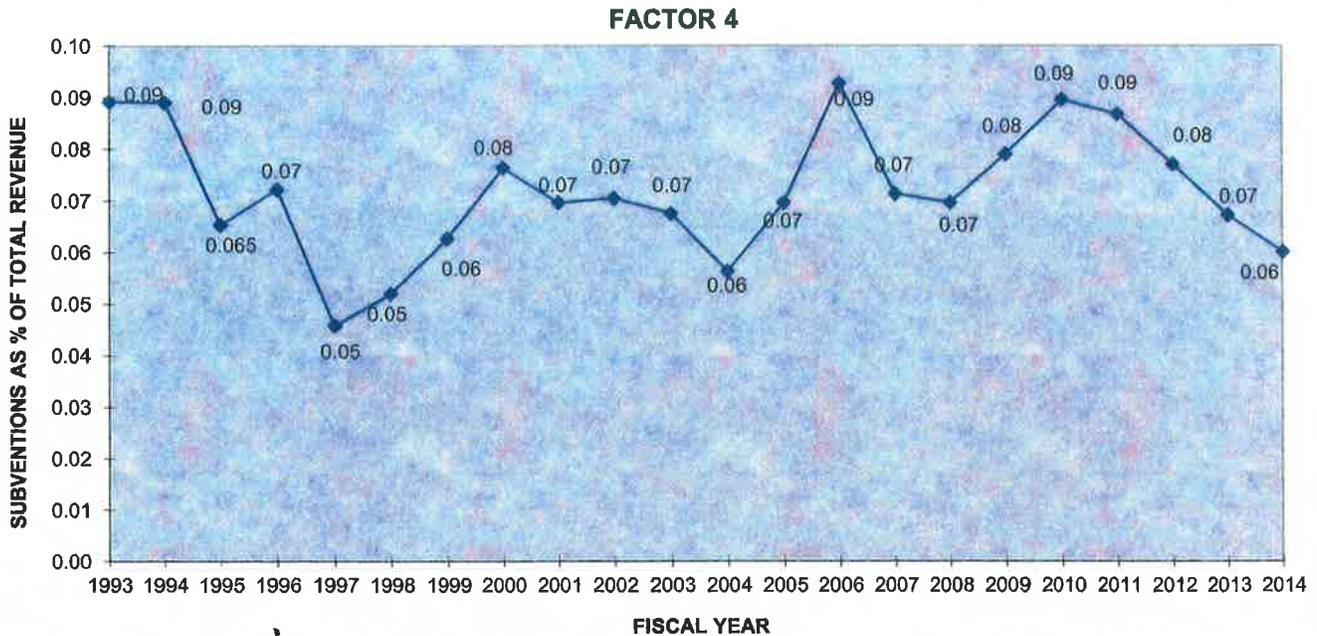
FACTOR 4 - STATE SUBVENTIONS REVENUE AS % OF TOTAL GENERAL FUND REVENUE

DESCRIPTION - This factor is designed to show whether a municipality is becoming heavily dependent on revenues from other levels of government. An over dependence can be dangerous since the funding source may be withdrawn or reduced. This is especially relevant considering the reduction in subventions experienced by the City in FY 1992-93.

FORMULA - $\frac{\text{State Subventions}}{\text{Total Operating Revenue}}$

WARNING SIGN - State subvention revenue increasing as a percentage of total operating revenue.

TREND - Stable



FACTOR 5 - EXPENDITURES PER CAPITA

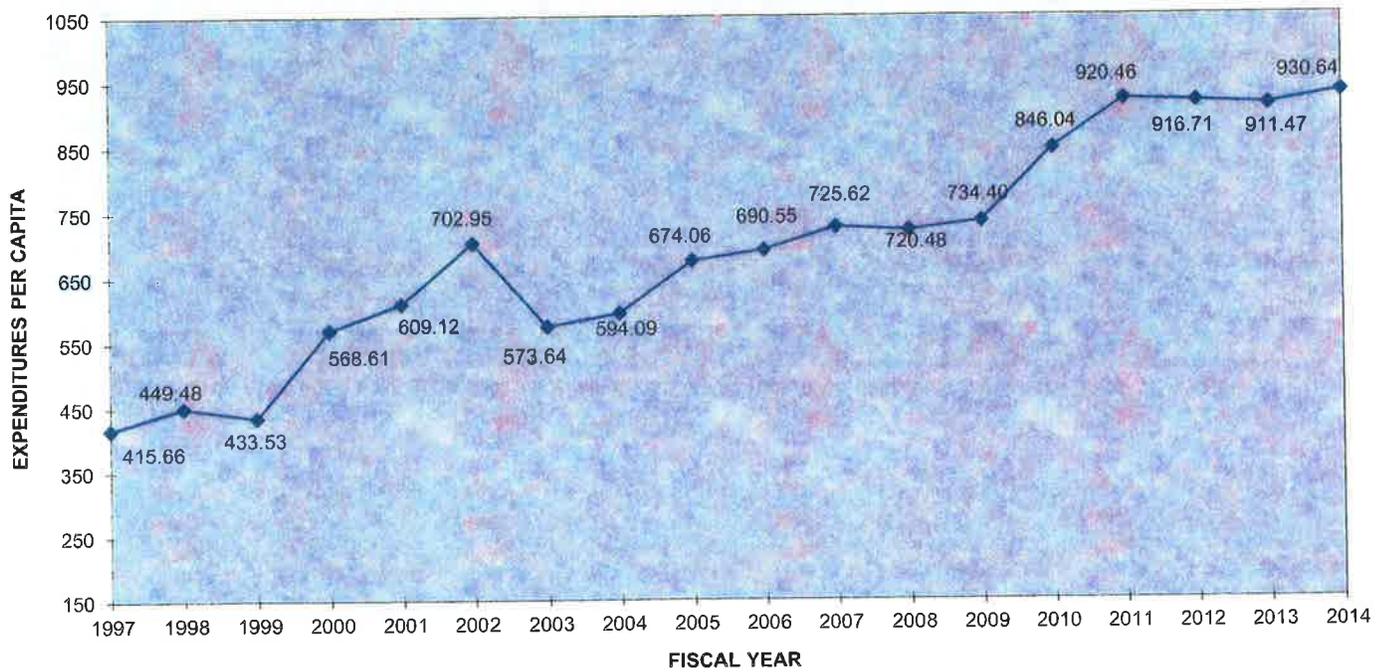
DESCRIPTION - This factor is designed to show the cost-per-person of providing City services. Increasing expenditures per capita are troublesome if revenues per capita are stable or declining. Furnishings for the leased City Hall/Library complex plus the initiation of Certificates of Participation payments associated with the Library Land Acquisition Project contributed in part to the increase in 1992-93. Budget adjustments on the expenditure side helped stabilize this trend in 1993-94. Overall costs absorbed in the General Fund have increased slightly over the last several years, with expenditures per capita rising to \$609 in 2001 and \$702 in 2002 due to one-time expenditures on the City Hall/Library project. Per capita expenditures in 2003 fell with the completion of the Civic Center project, but have risen slightly in recent years with the advent of new programming and several cost increases in law enforcement expenditures.

FORMULA - $\frac{\text{Total Operating Expenditures}}{\text{Population}}$

WARNING SIGN - Significantly increasing operating expenditures per capita, especially when combined with a stable or unfavorable trend in FACTOR 1 - Revenues Per Capita.

TREND - Stable

FACTOR 5



FACTOR 6 - PUBLIC SAFETY EXPENDITURES PER CAPITA

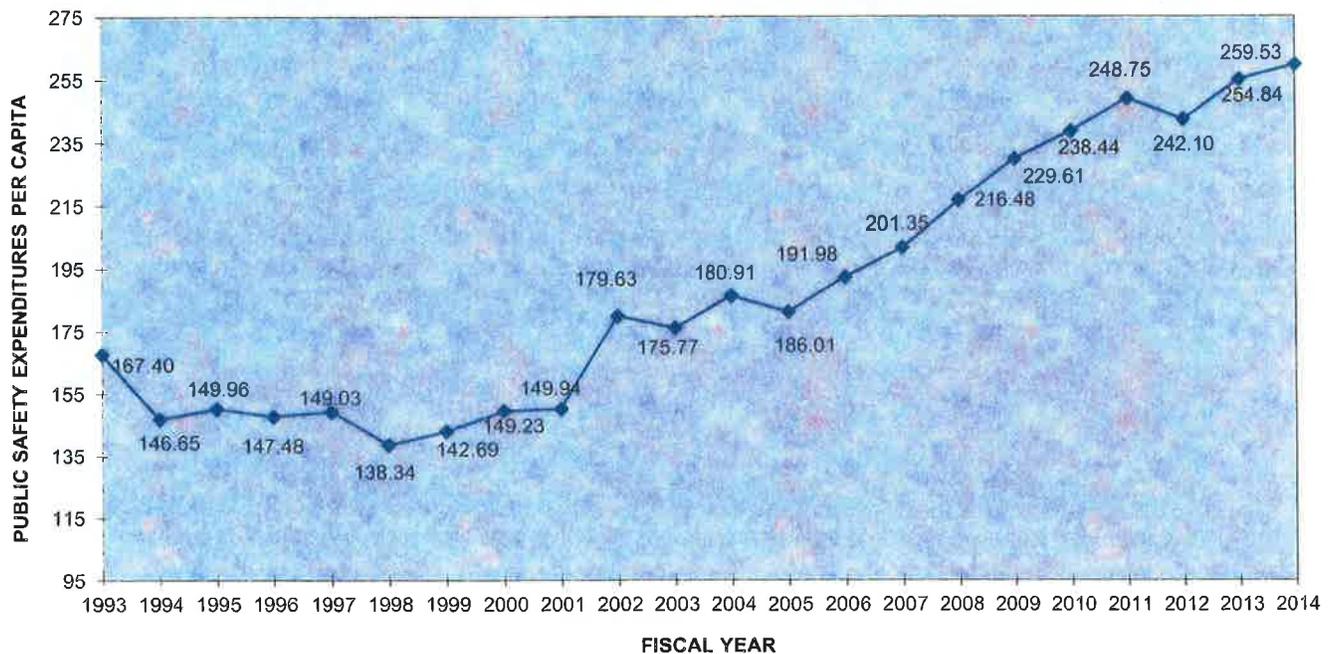
DESCRIPTION - Since public safety expenditures represent such a large portion of total operating expenditures, this item was examined separately. During the period from 1988 through 1993, law enforcement per capita costs increased, with a particularly sharp rise noted between 1990 and 1991 coinciding with the year in which an additional traffic car was added for deployment purposes. In order to balance the budget in FY 1993-94, several Sheriff's Department services were adjusted downward resulting in a corresponding decrease in per capita expenditures that year. FY 1994-95 expenditures per capita showed a slight increase due to a City Council policy decision to restore traffic car services to 1992-93 levels. Annual expenditures from 1996 through 2000 remained fairly constant, but increased in 2002 due to the addition of another general law car and two motorcycle units to enhance service levels. Increases in expenditures over the last seven years have been the direct result of modest county rate adjustments passed along to contract cities.

FORMULA -
$$\frac{\text{Public Safety Expenditures}}{\text{Population}}$$

WARNING SIGN - Significantly increasing per capita expenditures.

TREND - Stable

FACTOR 6



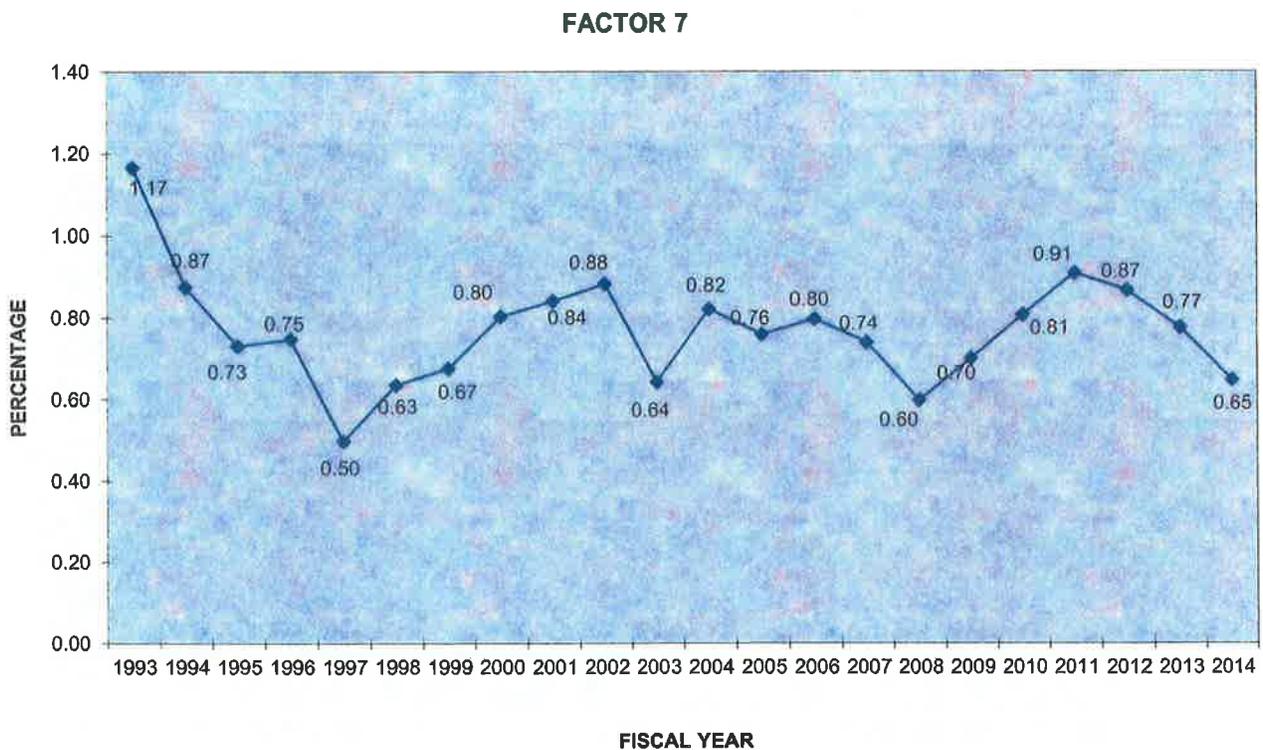
FACTOR 7 - OPERATING POSITION

DESCRIPTION - This factor is designed to demonstrate whether a municipality is operating on a "break even basis" or is relying on fund balances to fund current operations. In this calculation, a number more than 100% means the City was operating during the year at a deficit; 100% means the City broke even; less 100% means the City has an "operating surplus" and earned more than was spent.

FORMULA - $\frac{\text{General Fund Operating Expenditures}}{\text{General Operating Revenues}}$

WARNING SIGN - Increasing amount of General Fund operating deficits as a percentage of total operating revenues.

TREND - Favorable



FACTOR 8 - CAPITAL EXPENDITURES AS A PERCENTAGE OF TOTAL GENERAL FUND EXPENDITURES

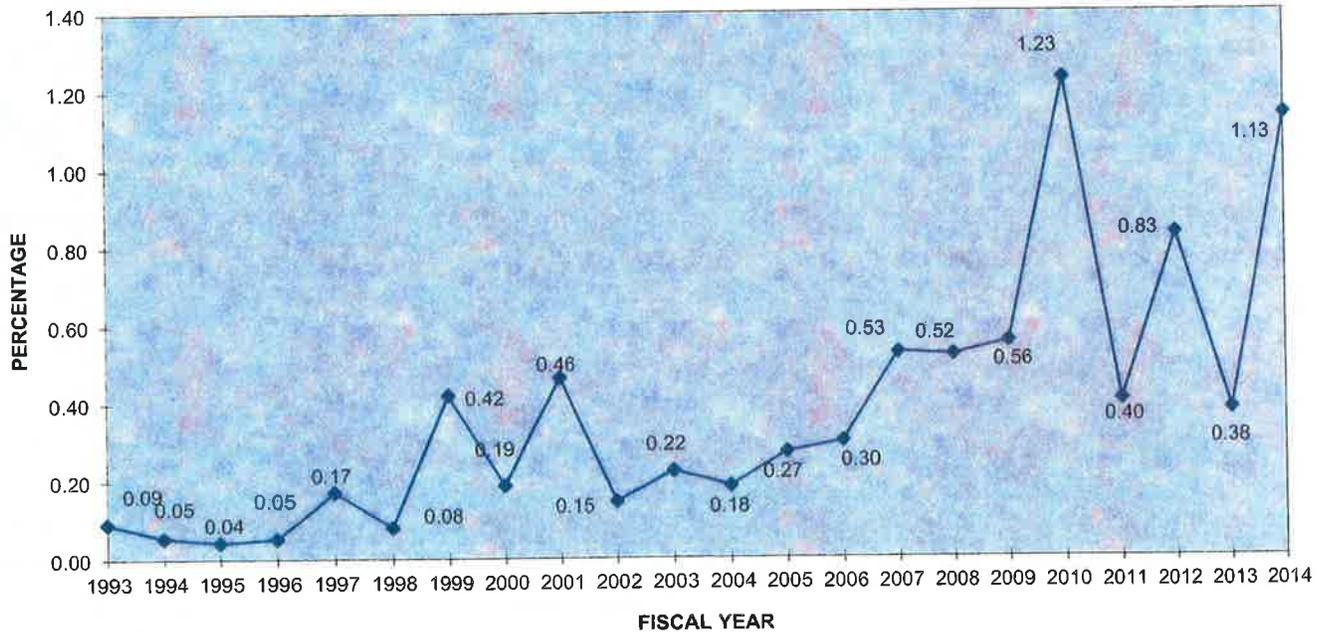
DESCRIPTION - This factor is designed to show the percentage of total expenditures devoted to capital outlay costs. While there is no percentage that is considered ideal, this factor is nevertheless important to monitor and track since the revenue sources for capital expenditures are usually revenues established through the General Fund. This can represent a troublesome indicator given rising capital expenditures over multiple years in the face of static or declining General Fund revenues over the same period.

FORMULA - $\frac{\text{Capital Outlay Expenditures}}{\text{Total General Fund Expenditures}}$

WARNING SIGN - Significantly increasing Capital Outlay costs compared to total expenditures without increasing or partially offsetting new revenues.

TREND - Unfavorable

FACTOR 8



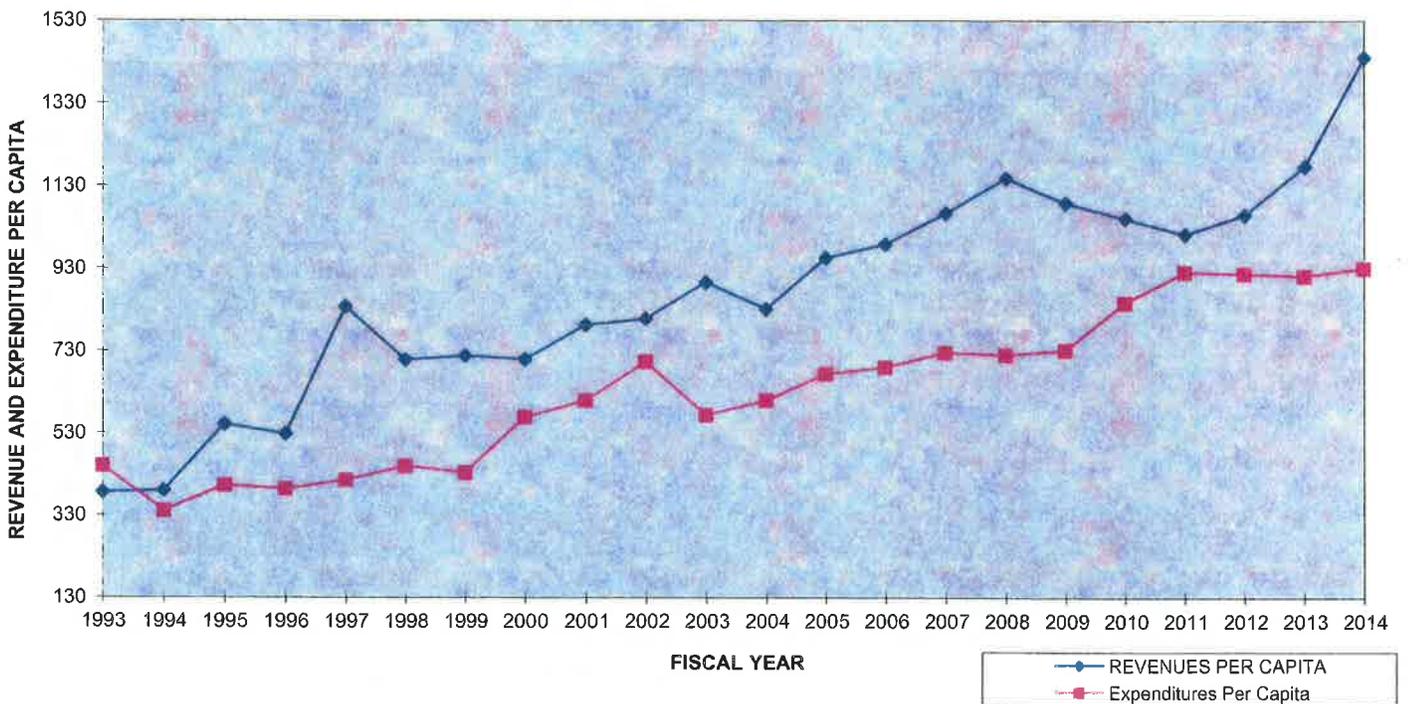
FACTOR 9 - REVENUES AND EXPENDITURES PER CAPITA

DESCRIPTION - This table shows Factors 1 and 5 combined and provides a graphic display of the relationship between the two. For three years (1991, 1992, and 1993), expenditures per capita exceeded revenues. Prior to 1990, a positive gap existed each year with revenues per capita exceeding expenditures per capita by a comfortable margin. Expenditure reductions in 1994 and one-time exaction payments in 1995 and 1996 resulted in excess revenues over expenditures and strong sales tax and building permit revenues over the last four years have resulted in a continuation of that pattern.

WARNING SIGN - Significantly increasing per capita expenditures combined with stable or declining per capital revenues.

TREND - Stable prior to 1990, followed by an unfavorable pattern in 1991, 1992 and 1993. Favorable from 1994 to the present.

FACTOR 9



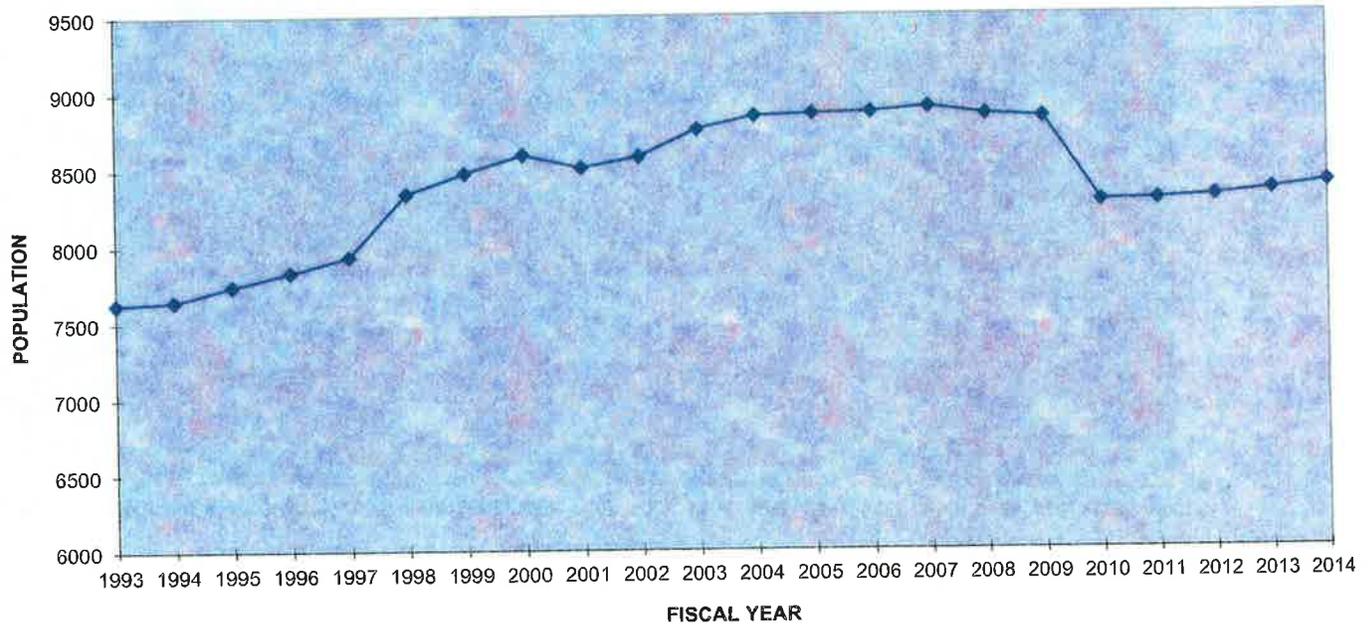
FACTOR 10 - POPULATION GROWTH

DESCRIPTION - This table simply illustrates population growth based on both State Department of Finance (Population Research Unit) and the U.S. Department of Commerce, Bureau of Census and Neighborhood Statistics Program. For emerging or developing cities, population growth is usually a key contributor to an increase in service delivery costs. However, in Westlake Village's case, population growth has been essentially flat for the past ten years.

WARNING SIGN - Increasing population and accompanying service demands in the face of static or declining General Fund Revenues.

TREND - Stable

FACTOR 10



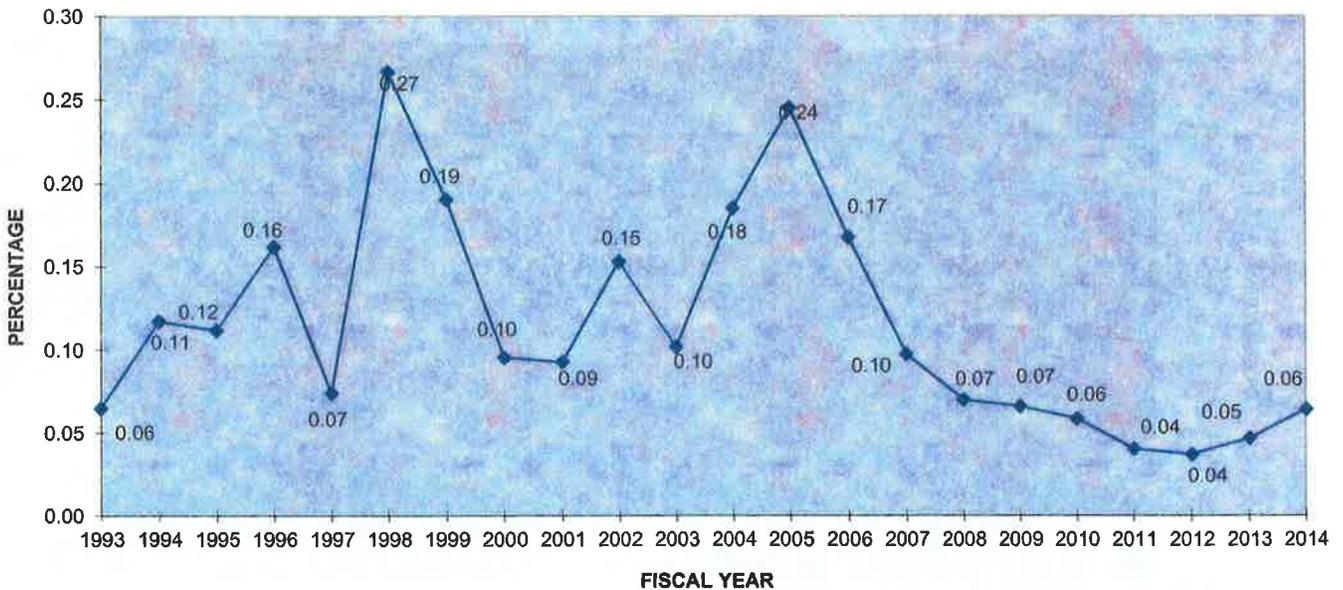
FACTOR 11 - TOTAL BUILDING PERMIT REVENUE AS A PERCENTAGE OF TOTAL GENERAL FUND REVENUES

DESCRIPTION - This factor illustrates the effect on permit revenue related to declines in construction activity, and should be watched closely in relation to FACTOR 11. The table below reflects a dramatic decrease in the percentage of building permit revenues to total General Fund revenues beginning in 1988 followed by a leveling off period in 1991. When such trends begin to appear, care needs to be given to adjusting expenditures accordingly, adjusting fees when necessary, or identifying other possible revenue sources. Building permit revenues in 1998 topped the \$1 million figure, followed by another strong year in 1999 (\$1.1 million). Building fees of roughly \$1 million were received in 2002, followed by approximately \$600,000 in 2003, \$1.3 million in 2004, and \$2.07 million in 2005. As noted below, the City experienced a decline in building fees in 2007, and, with only slight annual variations, that trend is expected to continue as the City nears buildout.

FORMULA - $\frac{\text{Total Permit Revenues}}{\text{Total General Fund Revenues}}$

TREND - Stable

FACTOR 11



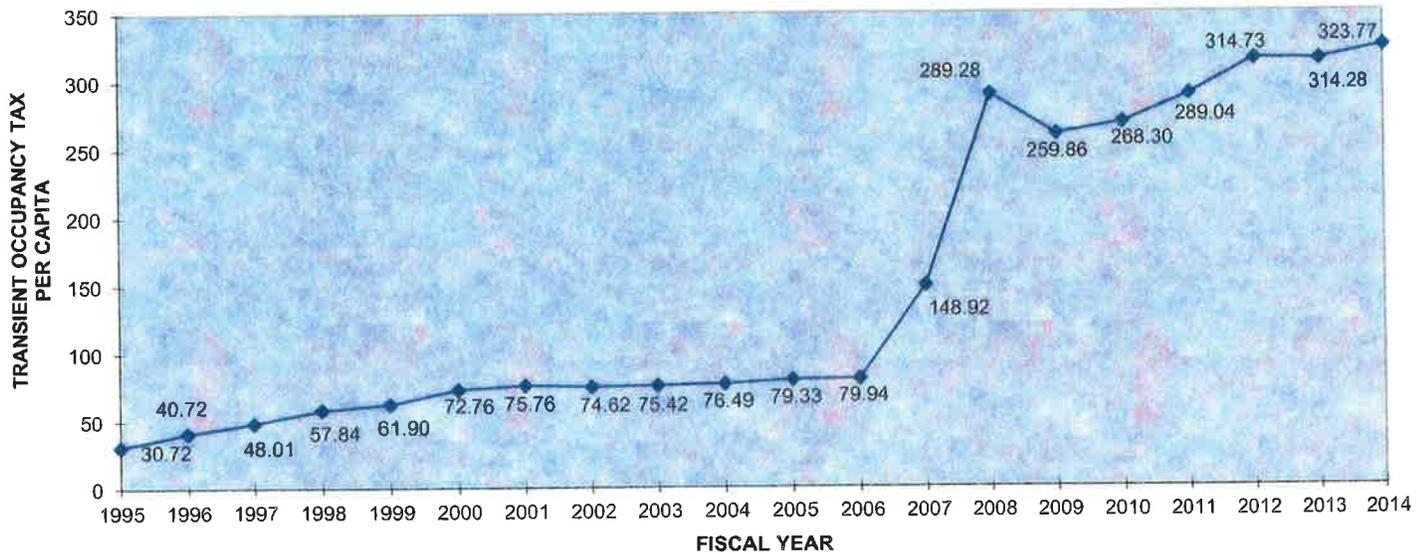
FACTOR 12 - TRANSIENT OCCUPANCY TAX PER CAPITA

DESCRIPTION - The Transient Occupancy Tax, or bed tax as it is commonly referred to, is a general tax imposed on occupants for the privilege of occupying room(s) in a hotel, motel, inn, etc. While this particular revenue source did not constitute a significant percentage of General Fund revenues in the 1980's, that situation changed with the expansion of the Westlake Inn in the early 1990's. Receipts from this revenue source have shifted from an approximate \$12 per capita in 1992 to over \$74 per capita in 2005. Indeed, for the fiscal year ending June 30, 2005, a total of \$660,000 was received from the Transient Occupancy Tax - representing around 10% of the City's total General Fund revenue base. Two new hotels led to dramatic growth in the bed tax in FY 2006-07, which has resulted in it becoming the second most dominant revenue source in the General Fund.

WARNING SIGN -

TREND - Favorable

FACTOR 12



Ten-Year Budget Forecast

**CITY OF WESTLAKE VILLAGE
STATEMENT OF PROJECTED
GENERAL FUND
REVENUES VERSUS EXPENDITURES
FOR TEN-YEAR PERIOD ENDING
JUNE 30, 2024**

I. OVERVIEW

This financial projection presents, based on certain assumptions and beliefs, the City's expected General Fund revenues and expenditures for the projection period. The presentation is designed to forecast the City's financial condition over a period of a decade using a series of selected factors, as outlined below, that are believed to be significant to the analysis. However, one major caveat is offered at the outset of this report. There will undoubtedly be differences between projected and actual results because events and circumstances frequently do not occur as expected. Accordingly, this report should be used strictly as another informational tool with other documents, such as the City's two-year budget document, fiscal health report, annual audit reports, etc., as financial commitments and policy actions are undertaken by the City Council.

II. OUTLINE OF THE REPORT

This report reflects anticipated expenditure and revenue patterns for the ten-year period ending June 30, 2024 *for the General Fund only*. The base year data is arrived at by tracking estimated expenditures and revenues for FY 2013-14, reflecting the two-year budget proposal (FY 2014-15 and FY 2015-16) presented under separate cover, and then projecting out another eight years using a number of assumptions.

Under the analysis, the report assumes three separate scenarios against which projected revenues are compared to anticipated expenditures. Scenario 1 is a conservative look at revenues when matched against expenditures. Scenario 2 is considered a very likely projection of revenues based on historical trends, but the estimates are nonetheless somewhat conservative. Finally, Scenario 3 can be described as an optimistic projection of revenues, yet the estimates are still considered realistic if certain assumptions prove to be on target over the projection period.

The report consists of a number of tables highlighting the following information:

Attachment A:	Projected General Fund Expenditures;
Attachment B:	Projected General Fund Revenues (Scenario 1);
Attachment C:	Projected General Fund Revenues (Scenario 2);
Attachment D:	Projected General Fund Revenues (Scenario 3); and
Attachment E:	Projected General Fund Operating Revenues versus Operating Expenditures (under the three scenarios); and General Fund Revenues, available for the annual Capital Improvement Program and/or other expenditures.

III. SUMMARY OF SIGNIFICANT PROJECTION ASSUMPTIONS

1. Expenditures

Attachment A reflects anticipated expenditures beginning with the proposed two-year budget (FY 2014-15 and FY 2015-16) presented under separate cover. Projections beginning in year three and ending in year ten do not assume any significant program changes, but have been adjusted to allow for an annual inflationary rate assumed to be around 2.0%; however, in several departments, expenditures were assumed to increase at a slightly higher rate to reflect historical trends and to present a fairly conservative estimate.

2. Revenues

Attachments B, C, and D address General Fund revenue projections under the three scenarios described above. The differences reflected in the scenarios are due to the percentage increases applied in each case. For example, Scenario I assumes Sales Tax revenue will increase by an annual factor of 1.75%, while Scenarios 2 and 3 depict annual increases of 1.85% and 2%, respectively.

3. Fund Balances

The Financial Reserve Policy dictates a General Fund reserve level of \$5,738,460 for FY 2013-14 and a restricted Capital Improvement Program (CIP) reserve level of \$1,556,860. This policy also requires that the City Council adopt revised reserve levels in advance of each new fiscal year. As indicated in the preliminary FY 2014-15 City budget, these reserves will be adjusted 2.25% for the coming year.

Based on the foregoing and in order to conduct this ten-year forecast, staff has made the assumption that the General Fund and the restricted CIP fund reserve will need to continue to increase each year to account for changed circumstances including inflation. Accordingly, for this analysis only, the tables contained in Attachment E reflect annual growth of 2.25% in these reserves, as well as an annual appropriation of \$25,000 to be set aside for the Building Maintenance and Replacement Fund reserve. Together, the sum of these three categories is subtracted from excess operating revenues over the ten-year study period to arrive at total General Fund revenues, available for the unrestricted Capital Improvement Program.

IV. FINDINGS

The following briefly highlights several findings and trends associated with this ten-year analysis:

- Under all three scenarios, revenues per year are expected to exceed expenditures.
- Under the most conservative revenue generation estimate, Scenario 1, it is expected that modest discretionary excess General Fund revenues, averaging approximately \$2.4 million per year, will be available for capital projects over the projection

period.

- Scenarios 2 and 3 assumed slightly higher revenue from the development of Planning Area C resulting in additional sales tax. This factor, coupled with slightly more optimistic revenue growth for each scenario over the ten-year period, results in estimates of surplus revenue averaging approximately \$2.7 million per year for Scenario 2 and \$3 million per year for Scenario 3.
- Barring any unforeseen negative circumstances (i.e., further raids of City monies by the State, etc.), this analysis illustrates that the City's revenue generation capabilities appear to allow fairly significant capital expenditures in the future.

H:\Carol\FINANCE\Budget 2012-13\Statement of Projected General Fund2012.wpd

CITY OF WESTLAKE VILLAGE
STATEMENT OF PROJECTED GENERAL FUND EXPENDITURES
FOR TEN-YEAR PERIOD ENDING
JUNE 30, 2024

Department	Proposed 2014-15	Proposed 2015-16	Reference %	Proposed 2016-17	Proposed 2017-18	Proposed 2018-19	Proposed 2019-20	Proposed 2020-21	Proposed 2021-22	Proposed 2022-23	Proposed 2023-24
LEGISLATIVE											
Employ.	116,425	117,455	1.25%	118,925	120,410	121,915	123,435	124,980	126,545	128,125	129,725
Oper.	27,500	64,000	2.0%	28,050	62,220	28,610	66,585	29,180	67,915	29,765	69,270
Capital	500	500	nominal annual adjustment	525	525	550	550	575	575	600	600
ADMINISTRATION											
Employ.	1,219,900	1,251,935	2.0%	1,276,974	1,302,513	1,328,563	1,355,135	1,382,237	1,409,882	1,438,080	1,466,841
Oper.	234,700	240,200	2.0%	245,004	249,904	254,902	260,000	265,200	270,504	275,914	281,433
Capital	500	500	nominal annual adjustment	550	550	600	600	650	650	700	700
CITY GENERAL											
Oper.	611,600	579,300	2.0%	590,886	602,704	614,758	627,053	639,594	652,386	665,434	678,742
Capital	52,800	57,500	0.5%	57,788	58,075	58,365	58,660	58,950	59,245	59,540	59,840
Debt	1,024,325	1,024,275	COP debt schedule	1,020,635	1,023,320	1,020,020	1,020,395	1,024,195	1,022,135	1,024,045	1,019,495
PUBLIC SAFETY											
Oper.	2,135,605	2,191,090	2.25%	2,240,390	2,290,780	2,342,340	2,395,045	2,448,930	2,504,075	2,560,375	2,617,985
Capital	7,500	7,500	nominal annual adjustment	7,775	7,775	8,000	8,000	8,250	8,250	8,500	8,500
DEV. SERVICES											
Employ.	324,185	337,155	2.0%	343,898	350,776	357,792	364,947	372,246	379,691	387,285	395,031
Oper.	1,074,825	1,041,525	2.0%	1,062,356	1,083,603	1,105,275	1,127,380	1,149,928	1,172,926	1,196,385	1,220,313
Capital	500	500	nominal annual adjustment	550	550	600	600	650	650	700	700
PUBLIC WORKS											
Oper.	204,000	211,775	2.0%	216,011	220,331	224,737	229,232	233,817	238,493	243,263	248,128
PARKS & REC.											
Employ.	101,500	105,500	2.0%	107,610	109,762	111,957	114,197	116,481	118,810	121,186	123,610
Oper.	505,910	536,970	1.5%	545,025	553,200	561,498	569,920	578,469	587,146	595,954	604,893
Capital	84,900	17,000	nominal annual adjustment	17,500	17,500	18,000	18,000	18,500	18,500	19,000	19,000
SP. PROGRAMS											
Oper.	174,400	151,100	2.0%	154,122	157,204	160,349	163,555	166,827	170,163	173,566	177,038
LIBRARY											
Oper.	107,700	110,700	2.0%	112,914	115,172	117,476	119,825	122,222	124,666	127,160	129,703
Capital	25,500	500	nominal annual adjustment	550	550	600	600	625	625	650	650
Total	8,034,775	8,046,980		8,148,036	8,327,424	8,436,907	8,623,715	8,742,506	8,933,834	9,056,226	9,252,196

**CITY OF WESTLAKE VILLAGE
STATEMENT OF PROJECTED GENERAL FUND REVENUES
FOR TEN-YEAR PERIOD ENDING
JUNE 30, 2024**

GENERAL FUND REVENUES	Proposed 2014-15	Proposed 2015-16	Reference % Increase	Proposed 2016-17	Proposed 2017-18	Proposed 2018-19	Proposed 2019-20	Proposed 2020-21	Proposed 2021-22	Proposed 2022-23	Proposed 2023-24
Property Tax	1,835,475	1,840,065	1.25%	1,863,066	1,886,354	1,909,934	1,933,808	1,957,980	1,982,455	2,007,236	2,032,326
Property Transfer Tax	90,000	90,000	1.75%	91,575	93,178	94,808	96,467	98,155	99,873	101,621	103,399
Sales & Use Tax	3,807,785	4,157,785	1.75%	4,230,546	4,304,581	4,379,911	4,456,559	4,534,549	4,613,904	4,694,647	4,776,803
Transient Occupancy Tax	2,728,680	2,742,325	2.00%	2,797,172	2,853,115	2,910,177	2,968,381	3,027,748	3,088,303	3,150,069	3,213,071
Franchise Fees	390,000	392,000	1.50%	397,880	403,848	409,906	416,055	422,295	428,630	435,059	441,585
Animal Control Fees	12,000	12,500	1.50%	12,688	12,878	13,071	13,267	13,466	13,668	13,873	14,081
Encroachment Permit Fees	40,000	40,000	1.75%	40,700	41,412	42,137	42,874	43,625	44,388	45,165	45,955
Building Permits	350,000	350,000	2.00%	357,000	364,140	371,423	378,851	386,428	394,157	402,040	410,081
Industrial Waste Fees	15,000	15,500	1.75%	15,771	16,047	16,328	16,614	16,905	17,200	17,501	17,808
Film Permit Fees	5,000	5,500	1.50%	5,583	5,666	5,751	5,837	5,925	6,014	6,104	6,196
Motor Vehicle In-Lieu	730,000	734,000	1.75%	746,845	759,915	773,213	786,745	800,513	814,522	828,776	843,279
Planning & Zoning Fees	24,500	25,000	2.00%	25,500	26,010	26,530	27,061	27,602	28,154	28,717	29,291
Sales of Maps & Copies	50	50	-	50	50	50	50	50	50	50	50
Sports Field Usage Fees	38,200	40,000	2.00%	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866
Caltrans Landscape Maint.	44,000	44,000	-	44,000	44,000	44,000	44,000	44,000	44,000	44,000	44,000
Airport Shuttle	6,500	6,500	-	6,600	6,600	6,700	6,700	6,800	6,800	6,900	6,900
Court Fines	2,700	2,750	-	3,000	3,000	3,500	3,500	4,000	4,000	4,500	4,500
Investment Earnings	50,000	50,000	1.00%	50,500	51,005	51,515	52,030	52,551	53,076	53,607	54,143
Other Revenue	1,773,990	20,000	1.50%	20,300	20,605	20,914	21,227	21,546	21,869	22,197	22,530
TOTAL:	11,943,880	10,567,975		10,749,575	10,934,019	11,122,316	11,313,324	11,508,301	11,706,109	11,908,010	12,112,865

**CITY OF WESTLAKE VILLAGE
STATEMENT OF PROJECTED GENERAL FUND REVENUES
FOR TEN-YEAR PERIOD ENDING
JUNE 30, 2024**

GENERAL FUND REVENUES	Proposed	Proposed										
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Reference % Increase	TOTAL
Property Tax	1,835,475	1,840,065	1,867,666	1,895,681	1,924,116	1,952,978	1,982,273	2,012,007	2,042,187	2,072,820	1.50%	11,943,880
Property Transfer Tax	90,000	90,000	91,800	93,636	95,509	97,419	99,367	101,355	103,382	105,449	2.00%	900,000
Sales & Use Tax	3,807,785	4,157,785	4,234,704	4,313,046	4,392,837	4,474,105	4,556,876	4,641,178	4,727,040	4,814,490	1.85%	38,200
Transient Occupancy Tax	2,728,680	2,742,325	2,797,172	2,853,115	2,910,177	2,968,381	3,027,748	3,088,303	3,150,069	3,213,071	2.00%	24,500
Franchise Fees	390,000	392,000	399,252	406,638	414,161	421,823	429,627	437,575	445,670	453,915	1.85%	3,900,000
Animal Control Fees	12,000	12,500	12,731	12,967	13,207	13,451	13,700	13,953	14,211	14,474	1.85%	12,000
Encroachment Permit Fees	40,000	40,000	40,740	41,494	42,261	43,043	43,839	44,650	45,477	46,318	1.85%	40,000
Building Permits	350,000	350,000	358,750	367,719	376,912	386,335	395,993	405,893	416,040	426,441	2.50%	350,000
Industrial Waste Fees	15,000	15,500	15,810	16,126	16,449	16,778	17,113	17,456	17,805	18,161	2.00%	15,000
Film Permit Fees	5,000	5,500	5,596	5,694	5,794	5,895	5,998	6,103	6,210	6,319	1.75%	5,000
Motor Vehicle In-Lieu	730,000	734,000	746,845	759,915	773,213	786,745	800,513	814,522	828,776	843,279	1.75%	730,000
Planning & Zoning Fees	24,500	25,000	25,563	26,138	26,726	27,327	27,942	28,571	29,213	29,871	2.25%	24,500
Sales of Maps & Copies	50	50	50	50	50	50	50	50	50	50	-	50
Sports Field Usage Fees	38,200	40,000	40,900	41,820	42,761	43,723	44,707	45,713	46,742	47,793	2.25%	38,200
Caltrans Landscape Maint.	44,000	44,000	44,000	44,000	44,000	44,000	44,000	44,000	44,000	44,000	-	44,000
Airport Shuttle	6,500	6,500	6,600	6,600	6,700	6,700	6,800	6,800	6,900	6,900	-	6,500
Court Fines	2,700	2,750	3,000	3,000	3,500	3,500	3,500	3,500	3,500	3,500	-	2,700
Investment Earnings	50,000	50,000	50,625	51,258	51,899	52,547	53,204	53,869	54,543	55,224	1.25%	50,000
Other Revenue	1,773,990	20,000	20,350	20,604	20,862	21,123	21,387	21,654	21,925	22,199	1.75%	1,773,990
TOTAL:	11,943,880	10,567,975	10,762,153	10,959,501	11,161,133	11,365,922	11,574,637	11,787,151	12,003,738	12,224,274		111,943,880

**CITY OF WESTLAKE VILLAGE
STATEMENT OF PROJECTED GENERAL FUND REVENUES
FOR TEN-YEAR PERIOD ENDING
JUNE 30, 2024**

GENERAL FUND REVENUES	Proposed 2014-15	Proposed 2015-16	Reference % Increase	Proposed 2016-17	Proposed 2017-18	Proposed 2018-19	Proposed 2019-20	Proposed 2020-21	Proposed 2021-22	Proposed 2022-23	Proposed 2023-24
Property Tax	1,835,475	1,840,065	2.00%	1,876,866	1,914,404	1,952,692	1,991,746	2,031,580	2,072,212	2,113,656	2,155,929
Property Transfer Tax	90,000	90,000	2.25%	92,025	94,096	96,213	98,377	100,591	102,854	105,169	107,535
Sales & Use Tax	3,807,785	4,157,785	2.0%	4,507,785	4,597,941	4,689,900	4,783,698	4,879,371	4,976,959	5,076,498	5,178,028
Transient Occupancy Tax	2,728,680	2,742,325	2.25%	2,804,027	2,874,128	2,938,796	3,004,919	3,072,529	3,141,661	3,212,349	3,284,627
Franchise Fees	390,000	392,000	2.0%	399,840	407,837	415,994	424,313	432,800	441,456	450,285	459,290
Animal Control Fees	12,000	12,500	2.00%	12,750	13,005	13,265	13,530	13,801	14,077	14,359	14,646
Encroachment Permit Fees	40,000	40,000	2.0%	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866
Building Permits	350,000	350,000	2.75%	359,625	369,515	379,676	390,117	400,846	411,869	423,195	434,833
Industrial Waste Fees	15,000	15,500	2.25%	15,849	16,205	16,570	16,943	17,324	17,714	18,112	18,520
Film Permit Fees	5,000	5,500	2.00%	5,610	5,722	5,837	5,953	6,072	6,194	6,318	6,444
Motor Vehicle In-Lieu	730,000	734,000	2.25%	750,515	767,402	784,668	802,323	820,375	838,834	857,708	877,006
Planning & Zoning Fees	24,500	25,000	2.50%	25,625	26,266	26,922	27,596	28,285	28,992	29,717	30,460
Sales of Maps & Copies	50	50	-	50	50	50	50	50	50	50	50
Sports Field Usage Fees	38,200	40,000	2.25%	40,900	41,820	42,761	43,723	44,707	45,713	46,742	47,793
Caltrans Landscape Maint.	44,000	44,000	-	44,000	44,000	44,000	44,000	44,500	44,000	44,500	44,500
Airport Shuttle	6,500	6,500	-	6,600	6,600	6,700	6,700	6,800	6,800	6,900	6,900
Court Fines	2,700	2,750	-	3,000	3,000	3,500	3,500	4,000	4,000	4,500	4,500
Investment Earnings	50,000	50,000	1.75%	50,875	51,765	52,671	53,593	54,531	55,485	56,456	57,444
Other Revenue	1,773,990	20,000	2.0%	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433
TOTAL:	11,943,880	10,567,975		11,057,142	11,296,179	11,533,887	11,776,027	12,024,409	12,276,440	12,535,434	12,798,805

CITY OF WESTLAKE VILLAGE
STATEMENT OF PROJECTED GENERAL FUND REVENUES
AVAILABLE FOR THE CAPITAL IMPROVEMENT PROGRAM
FOR TEN-YEAR PERIOD ENDING
JUNE 30, 2024

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
SCENARIO 1										
Revenues	\$ 11,943,880	\$ 10,567,975	\$ 10,749,575	\$ 10,934,019	\$ 11,122,316	\$ 11,313,324	\$ 11,508,301	\$ 11,706,109	\$ 11,908,010	\$ 12,112,865
Expenditures	8,034,775	8,046,980	8,148,036	8,327,424	8,436,907	8,623,715	8,742,506	8,933,834	9,056,226	9,252,196
Excess (deficiency)	3,909,105	2,520,995	2,601,539	2,606,595	2,685,410	2,689,608	2,765,796	2,772,276	2,851,784	2,860,669
Growth in General Fund, restricted CIP, and Bldg. & Maint. Fund Reserves	179,940	192,965	196,605	200,495	204,445	208,480	212,610	216,835	221,150	225,560
TOTAL (available for CIP)	\$ 3,729,165	\$ 2,328,030	\$ 2,404,934	\$ 2,406,100	\$ 2,480,965	\$ 2,481,128	\$ 2,553,186	\$ 2,555,441	\$ 2,630,634	\$ 2,635,109
SCENARIO 2										
Revenues	11,943,880	10,567,975	10,762,153	10,959,501	11,161,133	11,365,922	11,574,637	11,787,151	12,003,738	12,224,274
Expenditures	8,034,775	8,046,980	8,148,036	8,327,424	8,436,907	8,623,715	8,742,506	8,933,834	9,056,226	9,252,196
Excess (deficiency)	3,909,105	2,520,995	2,614,118	2,632,076	2,724,227	2,742,207	2,832,131	2,853,318	2,947,512	2,972,078
Growth in General Fund, restricted CIP, and Bldg. Bldg & Maint. Fund Reserves	179,940	192,965	196,605	200,495	204,445	208,480	212,610	216,835	221,150	225,560
TOTAL (available for CIP)	\$ 3,729,165	\$ 2,328,030	\$ 2,417,513	\$ 2,431,581	\$ 2,519,782	\$ 2,533,727	\$ 2,619,521	\$ 2,636,483	\$ 2,726,362	\$ 2,746,518
SCENARIO 3										
Revenues	11,943,880	10,567,975	11,057,142	11,296,179	11,533,887	11,776,027	12,024,409	12,276,440	12,535,434	12,798,805
Expenditures	8,034,775	8,046,980	8,148,036	8,327,424	8,436,907	8,623,715	8,742,506	8,933,834	9,056,226	9,252,196
Excess (deficiency)	3,909,105	2,520,995	2,909,107	2,968,754	3,096,980	3,152,312	3,281,903	3,342,606	3,479,208	3,546,609
Growth in General Fund, restricted CIP, and Bldg. Bldg & Maint. Fund Reserves	179,940	192,965	196,605	200,495	204,445	208,480	212,610	216,835	221,150	225,560
TOTAL (available for CIP)	\$ 3,729,165	\$ 2,328,030	\$ 2,712,502	\$ 2,768,259	\$ 2,892,535	\$ 2,943,832	\$ 3,069,293	\$ 3,125,771	\$ 3,258,058	\$ 3,321,049