



CITY OF WESTLAKE VILLAGE, CALIFORNIA  
ANNUAL BUDGET Fiscal Year 2021-2022



CITY OF WESTLAKE VILLAGE





# City of Westlake Village

## PRELIMINARY BUDGET

### FISCAL YEAR

2021-22

Mayor Susan McSweeney

Mayor Pro Tem Brad Halpern

Councilmember Ray Pearl

Councilmember Ned Davis

Councilmember Kelly Honig

### ADMINISTRATIVE OFFICIALS

Rob de Geus, City Manager

Terence Boga, City Attorney

Robert S. Biery, City Treasurer

Josephine Wilson, Administrative Services Director



# CITY OF WESTLAKE VILLAGE SUMMARY OF EXPENDITURES

Exhibit 1

EXPENDITURES BY DEPARTMENT/PROGRAM				
Department	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Proposed
Legislative	\$ 136,176	\$ 180,400	\$ 136,102	\$ 150,880
Administration	2,005,251	1,875,050	1,656,985	2,162,010
City General	3,009,949	2,841,170	2,830,580	2,871,420
Public Safety	2,951,556	3,604,802	3,553,802	3,573,536
Development Services	1,689,431	1,910,255	1,829,350	1,578,885
Public Works	622,536	584,315	562,976	1,059,942
Parks & Recreation	1,364,085	1,438,645	1,142,535	1,725,297
Special Programs	411,310	567,450	157,000	205,400
Library	118,742	174,600	158,000	148,000
Landscaping District	655,646	766,650	758,050	756,150
Street Lighting District	339,633	342,770	333,042	345,085
Capital	2,211,403	3,622,135	2,921,967	2,547,500
ASFP	17,867	275,000	275,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,533,585</b>	<b>\$ 18,183,242</b>	<b>\$ 16,315,389</b>	<b>\$ 17,124,105</b>

EXPENDITURES BY TYPE				
Expenditure Type	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Proposed
Personnel	\$ 2,211,174	\$ 2,308,220	\$ 2,138,107	\$ 2,593,440
Materials/Operations	9,832,201	10,563,417	9,645,845	10,709,645
Capital Outlay/Projects	2,352,991	4,173,135	3,392,967	2,686,000
<b>Subtotal - Operations</b>	<b>\$ 14,396,366</b>	<b>\$ 17,044,772</b>	<b>\$ 15,176,919</b>	<b>\$ 15,989,085</b>
Debt Service	1,137,219	1,138,470	1,138,470	1,135,020
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,533,585</b>	<b>\$ 18,183,242</b>	<b>\$ 16,315,389</b>	<b>\$ 17,124,105</b>

# CITY OF WESTLAKE VILLAGE

## SUMMARY COMPARISON OF EXPENDITURES

Exhibit 2

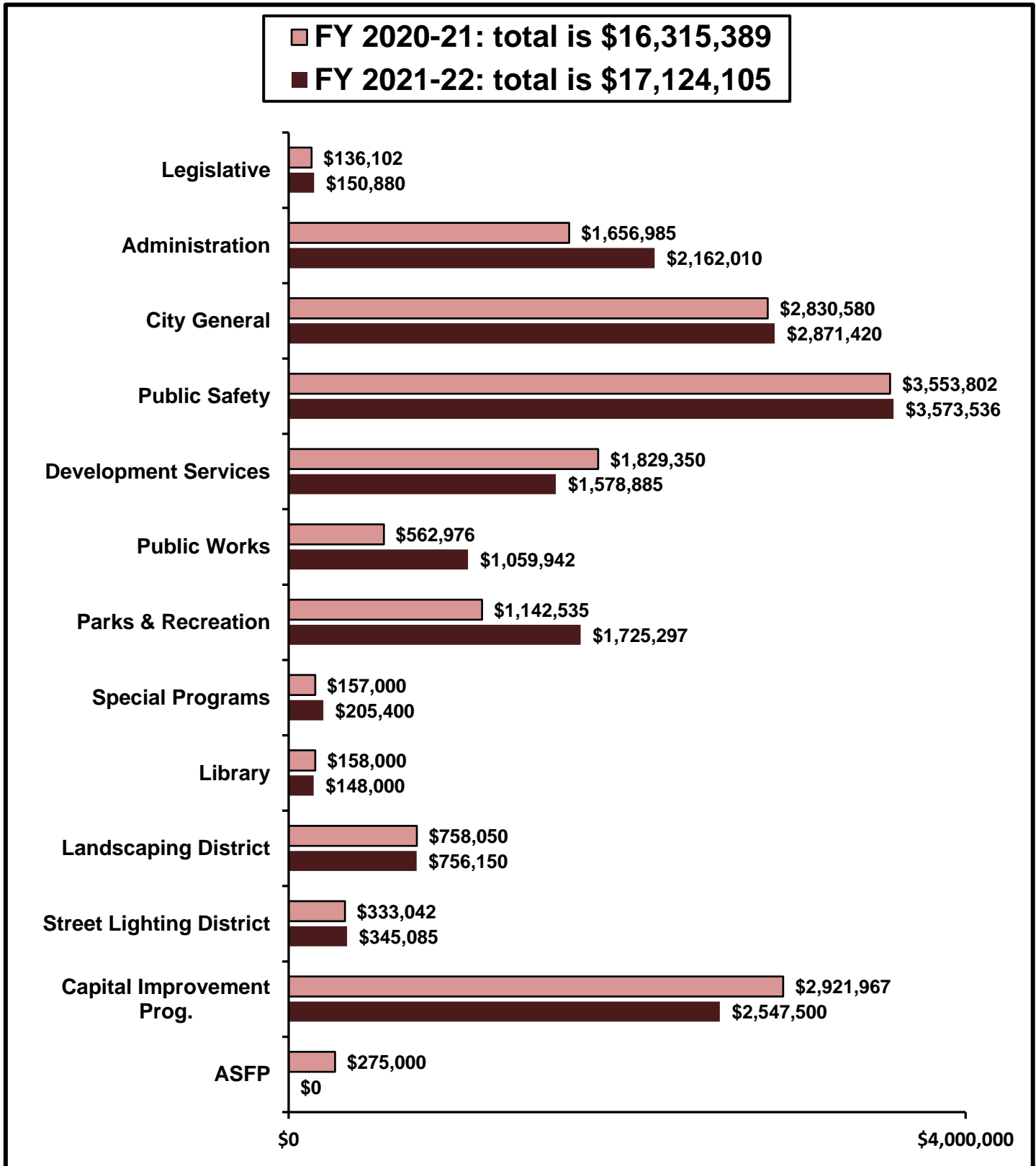
### EXPENDITURES BY DEPARTMENT/PROGRAM

Department	2019-20 Actual	2020-21 Budget	2021-22 Proposed	% Change 20-21 Budget to 21-22 Pro.
Legislative	\$ 136,176	\$ 180,400	\$ 150,880	-16.36%
Administration	2,005,251	1,875,050	2,162,010	15.30%
City General	3,009,949	2,841,170	2,871,420	1.06%
Public Safety	2,951,556	3,604,802	3,573,536	-0.87%
Development Services	1,689,431	1,910,255	1,578,885	-17.35%
Public Works	622,536	584,315	1,059,942	81.40%
Parks & Recreation	1,364,085	1,438,645	1,725,297	19.93%
Special Programs	411,310	567,450	205,400	-63.80%
Library	118,742	174,600	148,000	-15.23%
Landscaping District	655,646	766,650	756,150	-1.37%
Street Lighting District	339,633	342,770	345,085	0.68%
Capital	2,211,403	3,622,135	2,547,500	-29.67%
ASFP	17,867	275,000	-	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,533,585</b>	<b>\$ 18,183,242</b>	<b>\$ 17,124,105</b>	<b>-5.82%</b>

# DEPARTMENT EXPENDITURES (All Funds)

## SUMMARY OF EXPENDITURES FY 2021-2022 & FY 2020-21

Exhibit 3



# CITY OF WESTLAKE VILLAGE REVENUE PROJECTIONS

Exhibit 4

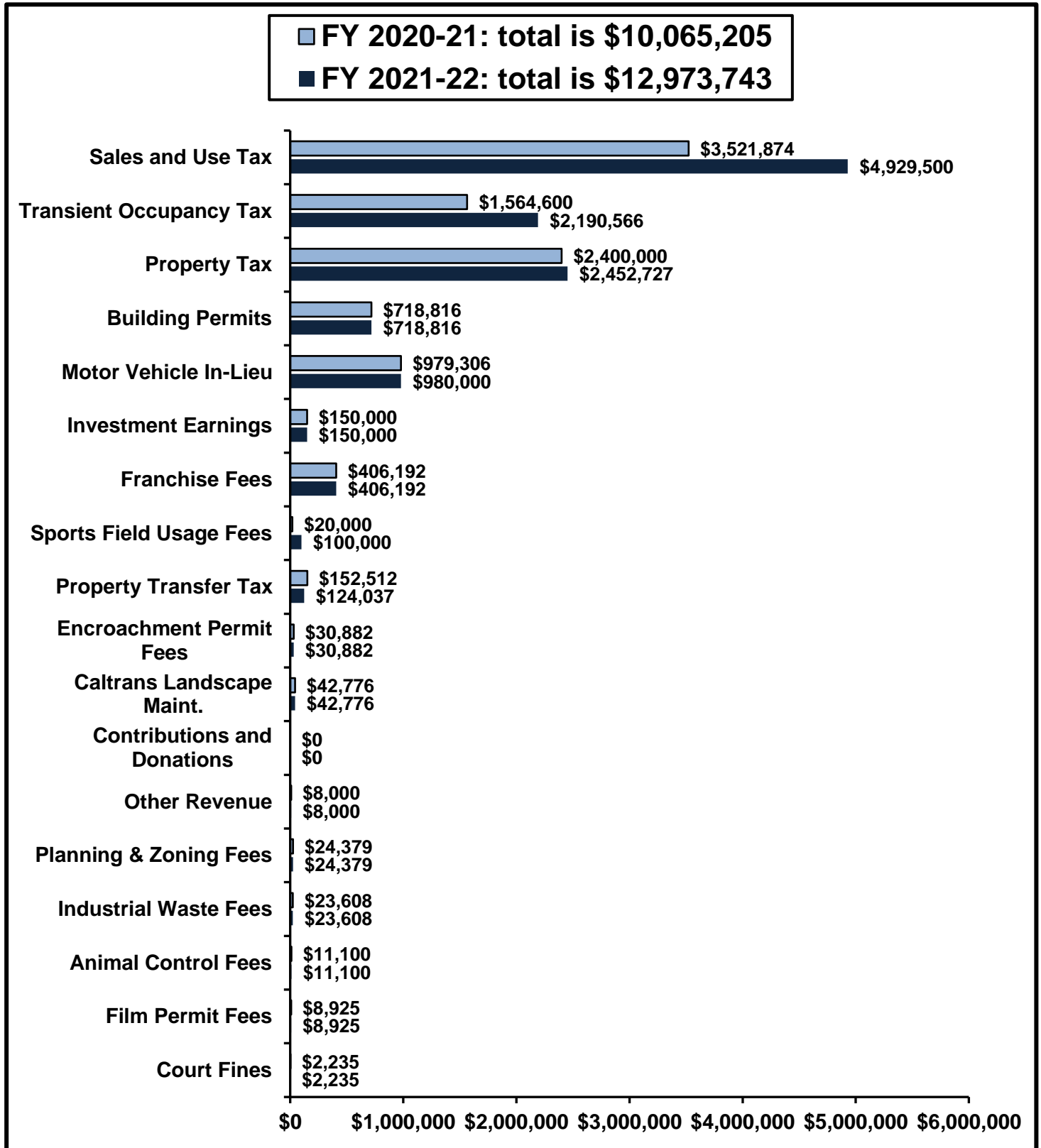
Acct #. Account Name	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Proposed
<b>GENERAL FUND REVENUE</b>				
01-3110 Property Tax	\$ 2,401,360	\$ 2,395,265	\$ 2,400,000	\$ 2,452,727
01-3111 Property Transfer Tax	151,045	148,284	152,512	124,037
01-3120 Sales and Use Tax	4,448,820	2,940,224	3,521,874	4,929,500
01-3131 Transient Occupancy Tax	2,672,470	1,564,600	1,564,600	2,190,566
01-3133 Franchise Fees	405,475	406,192	406,192	406,192
01-3211 Animal Control Fees	10,535	11,100	11,100	11,100
01-3219 Encroachment Permit Fees	26,020	30,882	30,882	30,882
01-3220 Building Permits	946,230	718,816	718,816	718,816
01-3221 Industrial Waste Fees	29,965	23,608	23,608	23,608
01-3223 Film Permit Fees	10,500	8,925	8,925	8,925
01-3323 Motor Vehicle In-Lieu	951,430	950,000	979,306	980,000
01-3410 Planning & Zoning Fees	40,565	24,379	24,379	24,379
01-3424 Sports Field Usage Fees	176,660	195,000	20,000	100,000
01-3425 Caltrans Landscape Maint.	44,000	42,776	42,776	42,776
01-3520 Court Fines	1,455	2,235	2,235	2,235
01-3610 Investment Earnings	396,435	386,536	150,000	150,000
01-3688 Contributions and Donations	-	-	-	-
01-3690 Other Revenue	33,195	30,000	8,000	8,000
01-3701 Other Revenue	50,000	-	-	770,000
<b>TOTAL GENERAL FUND REV.</b>	<b>\$ 12,796,160</b>	<b>\$ 9,878,822</b>	<b>\$ 10,065,205</b>	<b>\$ 12,973,743</b>
<b>RESTRICTED FUND REVENUE</b>				
02-3326 Gas Tax - 2106	\$ 29,040	\$ 30,921	\$ 29,597	\$ 31,602
02-3327 Gas Tax - 2107	53,965	53,423	56,724	56,724
02-3328 Gas Tax - 2107.5	2,000	2,000	2,000	2,000
02-3329 Gas Tax - 2105	42,735	44,408	44,689	48,226
02-3330 Gas Tax - 2103	57,770	70,788	64,835	74,010
02-3334 Gas Tax - Repay	9,420	-	-	-
03-3124 Senior Taxi	6,375	7,500	-	-
03-3313 Proposition C Local Return	134,558	130,200	130,200	137,558
04-3510 Traffic Safety Fines	37,985	28,000	28,000	30,000
05-3314 TDA - Article 3	6,050	5,500	5,000	6,027
06-3121 Proposition A Local Return	162,215	144,800	144,800	165,837
06-3123 Westlake Transit	36,868	36,000	-	-
10-3628 Highway Bridge Program	2,320	-	-	-
12-3224 EV Charging Fees	5,967	6,000	4,000	6,000
12-3692 Air Quality (AB 2766)	10,470	10,500	10,500	10,500
12-3701 Air Quality Grant	-	-	-	-
13-3426 Recycling Fees	158,438	90,000	90,000	90,000
15-3694 COPS	155,948	100,000	156,727	100,000
18-3695 CDBG	8,010	30,055	30,055	30,000
22-3710 Assessment - Street Lighting	368,559	370,730	370,730	388,306
23-3710 Assessment - Landscaping	790,332	772,800	772,800	790,150
25-3315 Prop A Park Bond	28,369	-	-	-
25-3316 Measure A Parks	-	-	-	150,993
28-3725 SB2/LEAP Grant	-	-	-	225,000
29-3750 County Park Grant	-	-	-	-
30-3730 MTA Transportation Grant	-	435,000	435,000	-
32-3624 Measure R Local Return	100,774	75,500	93,934	103,168
35-3630 Measure M Local Return	113,428	85,600	106,458	116,924
36-3631 Measure M Regional Imp.	411,620	-	-	-
37-3333 Road Maint & Rehab/SB1	145,105	143,990	149,514	163,745
38-3640 Measure W-Safe Clean Water	-	161,000	161,000	-
50-3680 Misc Reimbursement	218,900	-	-	-
50-3690 Other Revenue	1,075,969	-	-	-
50-3699 FEMA	8,250	-	-	-
51-3681 CARES Act	-	-	101,395	-
3610 Investment Earnings	27,400	20,000	20,000	10,000
<b>TOTAL RESTRICTED FUND REV.</b>	<b>\$ 4,208,840</b>	<b>\$ 2,854,715</b>	<b>\$ 3,007,958</b>	<b>\$ 2,736,770</b>
<b>TOTAL REVENUE - ALL FUNDS</b>	<b>\$ 17,005,000</b>	<b>\$ 12,733,537</b>	<b>\$ 13,073,163</b>	<b>\$ 15,710,513</b>



# GENERAL FUND REVENUES

## SUMMARY OF GENERAL FUND REVENUES FY 2020-21 & 2021-22

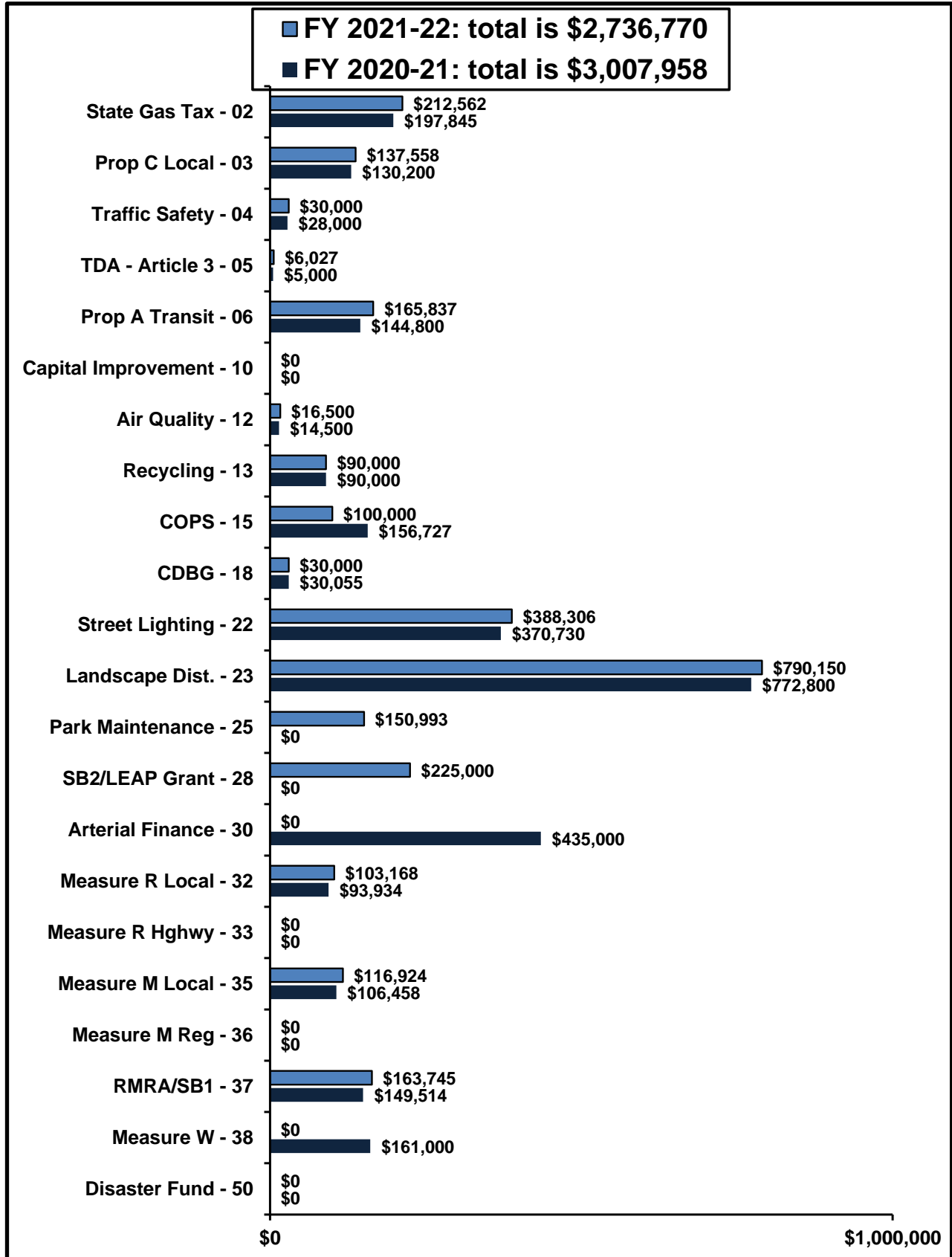
Exhibit 5



# RESTRICTED FUND REVENUES (by Fund)

## SUMMARY OF RESTRICTED REVENUES FY 2020-21 & 2021-22

Exhibit 6



# CITY OF WESTLAKE VILLAGE PROJECTED FUND BALANCES FY 2020-21

Exhibit 7

Fund #	Fund Name	Actual Balance 7/1/20	Projected Revenues	General Fund Transfers	Restricted Fund Transfers Out	Restricted Fund Transfers In	Projected Expenditures	Estimated Balance 6/30/21
01	General	\$ 6,734,438	\$ 10,065,205	\$ 1,429,269	-	-	\$ 11,494,474	\$ 6,734,438
02	State Gas Tax	6,603	197,845	-	-	-	124,656	79,792
03	Prop C Local	57,983	130,200	-	-	-	-	188,183
04	Traffic Safety	6,973	28,000	-	-	-	30,000	4,973
05	TDA - Article 3	-	5,000	-	-	-	-	5,000
06	Prop A Transit	42,215	144,800	-	-	-	-	187,015
08	Traffic Signal	84,998	-	-	-	-	-	84,998
10	Capital Improvement (CIP)							
	Restricted CIP	1,790,605	-	-	-	-	-	1,790,605
	Unrestricted CIP	14,440,580		(1,429,269)	-	957,400	3,225,000	10,743,711
12	Air Quality	(8,461)	14,500	-	-	-	5,000	1,039
13	Recycling	180,243	90,000	-	-	-	123,470	146,773
14	Surface Transport	-	-	-	-	-	-	-
15	COPS	-	156,727	-	-	-	156,000	727
18	CDBG	-	30,055	-	-	-	5,000	25,055
22	Street Lighting	669,981	370,730	-	(250,000)	-	333,042	457,669
23	Landscape Dist.	341,871	772,800	-	-	-	758,050	356,621
25	Park Maintenance	-	-	-	-	-	5,150	(5,150)
29	County Grants	-	-	-	-	-	-	-
30	Arterial Finance	(693,344)	435,000	-	-	-	-	(258,344) <sup>(2)</sup>
31	Bldg Maint/Repl	614,700	-	-	-	-	-	614,700
32	Measure R Local	-	93,934	-	(75,000)	-	-	18,934
33	Measure R Hghwy	(298,002)	-	-	(275,000)	-	-	(573,002) <sup>(2)</sup>
35	Measure M Local	-	106,458	-	(85,600)	-	-	20,858
36	Measure M Reg	(467,602)	-	-	-	-	-	(467,602)
37	RMRA-SB1	11,710	149,514	-	(110,800)	-	-	50,424
38	Measure W	-	161,000	-	(161,000)	-	-	-
50	Disaster	849,230	-	-	-	-	-	849,230
51	Emergency Fund	(46,248)	101,395	-	-	-	83,580	(28,433)
<b>Total</b>		<b>\$ 24,318,473</b>	<b>\$ 12,951,768<sup>(1)</sup></b>	<b>\$ -</b>	<b>\$ (957,400)</b>	<b>\$ 957,400</b>	<b>\$ 16,343,422</b>	<b>\$ 21,028,214</b>

**NOTES:**

(1) This total does not include the projected \$20,000 in investment earnings to be spread among the various restricted funds

(2) This negative balance reflects Measure R payments and retention amounts that will be reimbursed to the City in future fiscal years.

# CITY OF WESTLAKE VILLAGE PROJECTED FUND BALANCES FY 2021-22

Exhibit 8

Fund #	Fund Name	Projected Balance 7/1/21	Projected Revenues	General Fund Transfers	Restricted Fund Transfers Out	Restricted Fund Transfers In	Projected Expenditures	Estimated Balance 6/30/22
01	General	\$ 6,734,438	\$ 12,973,743	\$ 109,770			\$ 12,863,973	\$ 6,953,977
02	State Gas Tax	79,792	212,562				210,200	82,154
03	Prop C Local	188,183	137,558				-	325,741
04	Traffic Safety	4,973	30,000				30,000	4,973
05	TDA - Article 3	5,000	6,027				6,027	5,000
06	Prop A Transit	187,015	165,837				80,000	272,852
08	Traffic Signal	84,998	-				-	84,998
10	Capital Improvement (CIP)		-				-	-
	Restricted CIP	1,790,605	-				-	1,790,605
	Unrestricted CIP	10,743,711	-			881,337	2,547,500	9,077,548
12	Air Quality	1,039	16,500				15,400	2,139
13	Recycling	146,773	90,000				139,390	97,383
14	Surface Transport	-	-				-	-
15	COPS	727	100,000				100,000	727
18	CDBG	25,055	30,000				20,000	35,055
22	Street Lighting	457,669	388,306				345,085	500,890
23	Landscape Dist.	356,621	790,150		(15,000)		756,150	375,621
25	Park Maintenance	(5,150)	150,993				5,300	140,543
28	SB2/LEAP Grant	-	225,000				-	225,000
29	County Grants	-	-				-	-
30	Arterial Finance	(258,344)	-				-	(258,344) <sup>(2)</sup>
31	Bldg Maint/Repl	614,700	-				-	614,700
32	Measure R Local	18,934	103,168		(103,168)			18,934
33	Measure R Hghwy	(573,002)	-					(573,002) <sup>(2)</sup>
35	Measure M Local	20,858	116,924		(116,924)			20,858
36	Measure M Reg	(467,602)	-		(482,500)			(950,102)
37	RMRA-SB1	50,424	163,745		(163,745)			50,424
38	Measure W	-	-					-
50	Disaster	849,230	-					849,230
51	Emergency Fund	(28,433)	-				5,080	(33,513)
<b>Total</b>		<b>\$ 21,028,214</b>	<b>\$ 15,700,513 <sup>(1)</sup></b>	<b>\$ 109,770</b>	<b>\$ (881,337)</b>	<b>\$ 881,337</b>	<b>\$ 17,124,105</b>	<b>\$ 19,747,904</b>

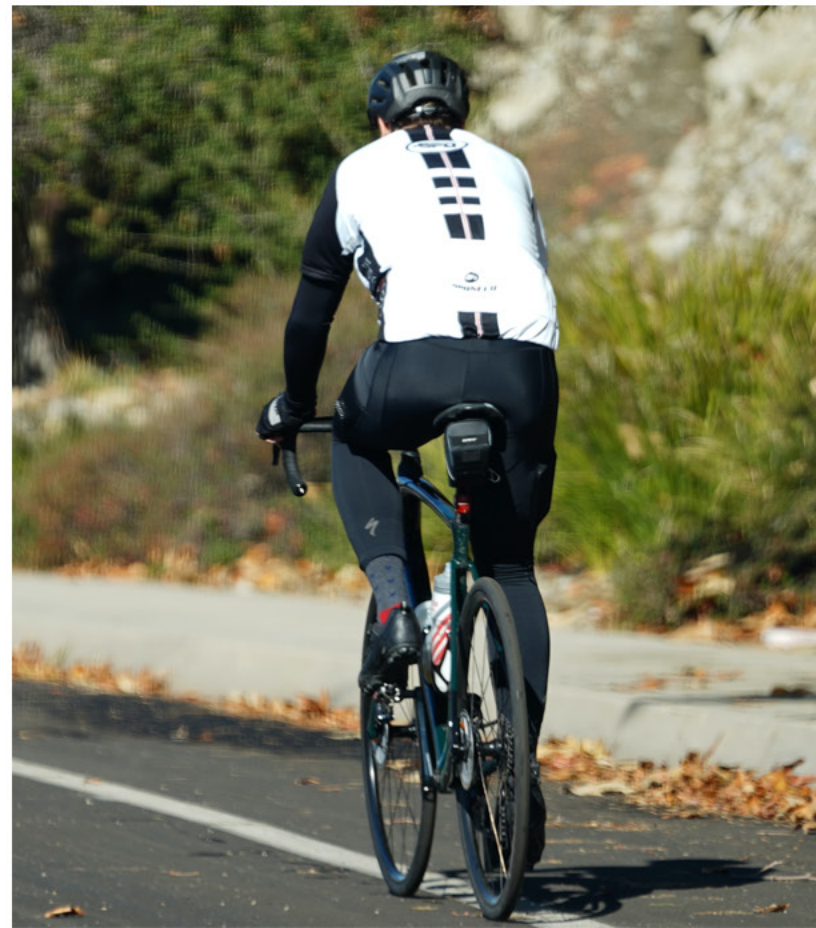
**NOTES:**

(1) This total does not include the projected \$10,000 in investment earnings to be spread among the various restricted funds

(2) This negative balance reflects Measure R payments and retention amounts that will be reimbursed to the City in future fiscal years.



## OPERATING BUDGET



# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: LEGISLATIVE**

**Account: 4110**

### 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 public 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.

**Budget Highlights:** This year's budget was reduced to adjust for actual expenses for a non-election year.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Employee Services	\$ 129,895	\$ 133,800	\$ 133,620	\$ 180	\$ 143,780
Operations Expense	6,281	46,100	2,482	43,618	6,100
Capital Outlay	-	500	-	500	1,000
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 136,176</b>	<b>\$ 180,400</b>	<b>\$ 136,102</b>	<b>\$ 44,298</b>	<b>\$ 150,880</b>

### DEPARTMENT FUNDING SOURCES

01 General Fund	\$ 150,880
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 150,880</b>

# CITY OF WESTLAKE VILLAGE

## EXPENDITURE DETAIL

**Department: LEGISLATIVE**

**Account: 4110**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
014 Stipend	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	\$ 18,000
021 Retirement	3,429	2,180	2,000	180	2,735
030 Medical Insurance	107,934	112,970	112,970	-	122,395
040 Workers' Compensation	411	400	400	-	400
042 Unemployment Insurance	-	-	-	-	-
043 Medicare	121	250	250	-	250
<b>Total Employee Services:</b>	<b>\$ 129,895</b>	<b>\$ 133,800</b>	<b>\$ 133,620</b>	<b>\$ 180</b>	<b>\$ 143,780</b>
<b>OPERATIONS EXPENSE</b>					
170 Meetings & Conferences	\$ 5,838	\$ 5,000	\$ 2,000	\$ 3,000	\$ 5,000
172 Mileage Reimbursement	68	100	-	100	100
190 Election Expense	375	40,000	482	39,518	-
320 Special Departmental Expense	-	1,000	-	1,000	1,000
<b>Total Operating Expenses:</b>	<b>\$ 6,281</b>	<b>\$ 46,100</b>	<b>\$ 2,482</b>	<b>\$ 43,618</b>	<b>\$ 6,100</b>
<b>CAPITAL OUTLAY</b>					
430 Office Furniture & Equipment	\$ -	\$ 500	\$ -	\$ 500	\$ 1,000
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 1,000</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 136,176</b>	<b>\$ 180,400</b>	<b>\$ 136,102</b>	<b>\$ 44,298</b>	<b>\$ 150,880</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE 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 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 Mayors and Councilmembers Executive Forum, monthly Las Virgenes Malibu Council of Governments meetings, and other miscellaneous meetings, conferences, and seminars, etc.

### 172 Mileage Reimbursement

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

### 190 Election Expense

This account reflects anticipated costs associated with preparation for the City election. Funding for the next election will be budgeted in the following fiscal year for the election to be held in November 2022.

### 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 AND NARRATIVE

**Department: ADMINISTRATION**

**Account: 4120**

### NARRATIVE

Expenditures under this Department support the general administrative activities of the City which include general management, legal services, records management, financial services and personnel services. The City Clerk's Office also operates under this Department and is responsible for the City election processes, legislative history and management of all 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 and investment of funds, while the Administrative Services Director oversees all of the personnel and financial operations, including preparation of the annual budget and the Comprehensive Annual Financial Report.

**Budget Highlights:** This fiscal year, the cost for the Deputy City Manager position was fully transferred into this Department. Funding was also added to support the City Survey, Reserve Study, Classification and Compensation study, as well as consultants for the City's communication and legislative advocacy efforts. Funding for professional and organizational development was also restored. Finally, an adjustment was made to provide additional funding for legal services.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Employee Services	\$ 1,653,486	\$ 1,566,050	\$ 1,425,385	\$ 140,665	\$ 1,654,010
Operations Expense	351,765	308,000	231,600	76,400	508,000
Capital Outlay	-	1,000	-	1,000	-
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 2,005,251</b>	<b>\$ 1,875,050</b>	<b>\$ 1,656,985</b>	<b>\$ 218,065</b>	<b>\$ 2,162,010</b>

### DEPARTMENT FUNDING SOURCES

01 General Fund	\$ 2,162,010
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 2,162,010</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: ADMINISTRATION**

**Account: 4120**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
010 Salaries - Full-time	\$ 1,107,529	\$ 1,100,895	\$ 1,000,000	\$ 100,895	\$ 1,099,530
011 Salaries - Part-time	4,327	-	-	-	-
013 Overtime	9,805	5,000	12,000	(7,000)	5,000
014 Stipend	3,600	3,600	3,600	-	3,600
021 Retirement	276,219	194,640	180,000	14,640	277,040
030 Medical Insurance	173,969	187,795	160,000	27,795	196,760
040 Workers' Compensation	25,831	23,915	23,915	-	23,890
042 Unemployment Insurance	1,328	1,655	900	755	1,440
043 Medicare	35,753	30,670	30,670	-	32,350
045 Deferred Compensation	4,725	8,920	4,100	4,820	4,800
050 Auto and Insurance Allowance	10,400	8,960	10,200	(1,240)	9,600
<b>Total Employee Services:</b>	<b>\$ 1,653,486</b>	<b>\$ 1,566,050</b>	<b>\$ 1,425,385</b>	<b>\$ 140,665</b>	<b>\$ 1,654,010</b>
<b>OPERATIONS EXPENSE</b>					
110 Contract Svcs - Legal	\$ 296,419	\$ 275,000	\$ 220,100	\$ 54,900	\$ 295,000
112 Contract Svcs - Temp Svcs	2,863	3,000	-	3,000	3,000
113 Contract Svcs-Other	-	-	-	-	75,000
117 Internship Program	6,469	-	-	-	-
140 Memberships	9,625	10,000	5,000	5,000	10,000
141 Publications/Subscriptions	-	500	-	500	500
170 Meetings & Conferences	19,332	10,000	3,000	7,000	20,000
171 Employee Training	15,946	7,500	3,000	4,500	7,500
172 Mileage Reimbursement	1,111	1,000	500	500	1,000
320 Special Departmental Expenses	-	1,000	-	1,000	96,000
<b>Total Operating Expenses:</b>	<b>\$ 351,765</b>	<b>\$ 308,000</b>	<b>\$ 231,600</b>	<b>\$ 76,400</b>	<b>\$ 508,000</b>
<b>CAPITAL OUTLAY</b>					
430 Office Furniture & Equipment	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 2,005,251</b>	<b>\$ 1,875,050</b>	<b>\$ 1,656,985</b>	<b>\$ 218,065</b>	<b>\$ 2,162,010</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: ADMINISTRATION**

**Account: 4120**

## **EMPLOYEE SERVICES**

### 010 Salaries - Full-time

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

### 011 Salaries - Part-Time

Includes compensation for the part-time temporary positions as well as additional outside finance assistance as needed.

### 013 Overtime

Covers costs associated with occasional overtime required throughout the year.

### 014 Statutory Stipend

Includes individual stipend totaling \$300 per month for the appointed City Treasurer

### 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 positions 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 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.

### 050 Auto Allowance

Appropriations cover an auto allowance for the City Manager, Deputy City Manager and Administrative Services Director 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 administrative services on an as-needed basis throughout the year.

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: ADMINISTRATION**

**Account: 4120**

## **OPERATIONS EXPENSE (Continued)**

### 117 Internship Program

Includes a stipend for the City's college summer internship program. The program is currently suspended.

### 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, Government Finance Officers Association, local service clubs, etc.

### 141 Publications

Allows for the acquisition of various publications beneficial to the City.

### 170 Meetings & Conference

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, International City Management Association conference, City Clerk's Association conference and 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 AND NARRATIVE

**Department: CITY GENERAL**

**Account: 4190**

### NARRATIVE

Expenditures 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), the annual audit of City finances, ongoing data processing services, 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.

**Budget Highlights:** This year, line items were added to reflect pest control and tree trimming services. There was also an adjustment in costs for the liability insurance program as well as an increase to reflect the current cost of the new janitorial services contract.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Operations Expense	\$ 1,856,585	\$ 1,582,700	\$ 1,609,110	\$ (26,410)	\$ 1,706,400
Capital Outlay	16,147	120,000	83,000	37,000	30,000
Debt Service	1,137,220	1,138,470	1,138,470	-	1,135,020
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 3,009,952</b>	<b>\$ 2,841,170</b>	<b>\$ 2,830,580</b>	<b>\$ 10,590</b>	<b>\$ 2,871,420</b>

### DEPARTMENT FUNDING SOURCES

01 General Fund	\$ 2,871,420
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 2,871,420</b>

## CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: CITY GENERAL**

**Account: 4190**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>OPERATIONS EXPENSE</b>					
100 Legal Notices - Advertising	\$ 6,580	\$ 5,000	\$ 4,000	\$ 1,000	\$ 5,000
111 Contract Svcs - Audit	74,656	72,700	72,700	-	74,200
113 Contract Svcs - Other	212,850	150,800	190,800	(40,000)	160,000
114 Contract Svcs - Data Processing	2,755	3,000	3,000	-	3,000
120 Insurance Premiums	142,485	217,000	217,000	-	245,000
131 Maintenance & Repair	66,162	98,600	80,000	18,600	100,000
132 Office & IT Equipment Maintena	54,025	50,000	50,300	(300)	67,500
140 Memberships	12,650	13,800	13,800	-	15,000
141 Publications	5,270	4,500	4,500	-	4,500
150 Postage	4,866	6,200	5,000	1,200	7,500
162 Equipment Rental	21,885	20,000	20,000	-	22,000
180 Utilities - Water	6,881	9,400	9,400	-	10,000
182 Utilities - Gas & Electric	35,565	58,800	58,800	-	60,000
183 Utilities - Telephone	21,285	26,000	26,000	-	26,000
214 Tree Trimming	-	-	-	-	18,000
274 Pest Control	-	-	-	-	5,000
300 Office Supplies	12,020	10,500	10,600	(100)	11,000
301 Printing	3,202	5,000	5,000	-	6,000
310 Janitorial Services	29,800	30,700	18,000	12,700	60,000
320 Special Departmental Expense	1,066,296	725,700	725,700	-	725,700
325 Intergovt/Intragovt Relations	20,527	21,000	20,510	490	22,000
340 Newsletter/Public Info.	56,825	54,000	74,000	(20,000)	59,000
<b>Total Operating Expenses:</b>	<b>\$ 1,856,585</b>	<b>\$ 1,582,700</b>	<b>\$ 1,609,110</b>	<b>\$ (26,410)</b>	<b>\$ 1,706,400</b>
<b>CAPITAL OUTLAY</b>					
430 Office Furniture & Equipment	\$ 5,113	\$ 30,000	\$ 13,000	\$ 17,000	\$ 10,000
431 Telephone Equipment	-	10,000	-	10,000	10,000
435 Cable TV Equipment	-	10,000	-	10,000	10,000
446 City Hall/Library Project	11,034	70,000	70,000	-	-
<b>Total Capital Outlay:</b>	<b>\$ 16,147</b>	<b>\$ 120,000</b>	<b>\$ 83,000</b>	<b>\$ 37,000</b>	<b>\$ 30,000</b>
<b>DEBT SERVICE</b>					
452 City Debt Service	\$ 1,137,220	\$ 1,138,470	\$ 1,138,470	\$ -	1,135,020
<b>Total Debt Service:</b>	<b>\$ 1,137,220</b>	<b>\$ 1,138,470</b>	<b>\$ 1,138,470</b>	<b>\$ -</b>	<b>\$ 1,135,020</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 3,009,952</b>	<b>\$ 2,841,170</b>	<b>\$ 2,830,580</b>	<b>\$ 10,590</b>	<b>\$ 2,871,420</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE 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 various audits and financial reports, including the comprehensive annual financial audit performed under contract by an outside auditing firm specializing in governmental accounting, sales tax and transient occupancy tax audit services in order to detect and correct distribution errors and thereby generate revenue which could not otherwise have been realized by the City. Other contract services include GASB 34, State Controllers Report, PERS and Other Post Employment Benefit services.

### 113 Contract Services - Other

Covers annual contract costs for cablecasting and videotaping 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 contract services to maintain the City's general accounting and payroll systems, as well as 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 and 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.

### 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, etc.

### 180 Utilities - Water

Accounts for water charges at the Civic Center.

### 182 Utilities - Electric

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

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: CITY GENERAL**

**Account: 4190**

## **OPERATIONS EXPENSE (Continued)**

### 183 Utilities - Telephone

Includes costs for telephone 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. For FY 2021-22, this object code also reflects an appropriation of \$126,333 to continue the pre-funding of the City's "Other Post-Employment Benefits" (OPEB) unfunded liability (for retiree medical obligations). In addition, the FY 2021-22 budget includes \$487,345 to accelerate the paydown of the City pension plan's Unfunded Accrued Liability (UAL).

### 325 Inter-Government/Intra-Government Relations

Allows for City participation and involvement in on-going inter-governmental and intra-governmental activities affecting the community such as the Council of Governments and Local Agency Formation Commission (LAFCO).

### 340 Newsletter/Public Information

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

## **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

Reflects appropriations for on-going maintenance and repairs to the Civic Center building.

## **DEBT SERVICE**

### 452 Debt Service

Includes annual payments applied to the principal and interest on the 2015 (Series A and B) Certificates of Participation (COPs).



# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: PUBLIC SAFETY**

**Account: 4210**

### 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, with services provided out of 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.

**Budget Highlights:** The Liability Trust Fund rate was maintained at 11% for the upcoming fiscal year and the rate for Deputy Sheriff services will only be increased by 1.45%. These increases were absorbed in the current budget with no adjustments necessary.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Operations Expense	\$ 2,948,510	\$ 3,579,802	\$ 3,548,802	\$ 31,000	\$ 3,548,536
Capital Outlay	3,050	25,000	5,000	20,000	25,000
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 2,951,560</b>	<b>\$ 3,604,802</b>	<b>\$ 3,553,802</b>	<b>\$ 51,000</b>	<b>\$ 3,573,536</b>

### DEPARTMENT FUNDING SOURCES

01 General Fund	\$ 3,473,536
15 COPS Fund	100,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 3,573,536</b>

## CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: PUBLIC SAFETY**

**Account: 4210**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>OPERATIONS EXPENSE</b>					
251 General Law Enforcement	\$ 853,431	\$ 1,379,972	\$ 1,379,972	\$ -	\$ 3,020,536
252 Traffic Law Enforcement	1,328,260	1,390,717	1,390,717	-	-
253 Other Law Enforcement	246,280	287,113	287,113	-	-
254 Crossing Guard	33,657	52,500	40,000	12,500	52,500
256 Contract Svcs - Animal Contro	36,536	50,000	35,000	15,000	50,000
257 Contract Svcs - Agriculture	-	500	-	500	500
320 Special Departmental Exp.	99,111	94,000	50,000	44,000	100,000
330 Emergency Preparedness	10,100	25,000	10,000	15,000	25,000
333 COPS Program	341,135	300,000	356,000	(56,000)	300,000
<b>Total Operating Expenses:</b>	<b>\$ 2,948,510</b>	<b>\$ 3,579,802</b>	<b>\$ 3,548,802</b>	<b>\$ 31,000</b>	<b>\$ 3,548,536</b>
<b>CAPITAL OUTLAY</b>					
443 Emergency Equipment	\$ 3,050	\$ 25,000	\$ 5,000	\$ 20,000	\$ 25,000
<b>Total Capital Outlay:</b>	<b>\$ 3,050</b>	<b>\$ 25,000</b>	<b>\$ 5,000</b>	<b>\$ 20,000</b>	<b>\$ 25,000</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 2,951,560</b>	<b>\$ 3,604,802</b>	<b>\$ 3,553,802</b>	<b>\$ 51,000</b>	<b>\$ 3,573,536</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: PUBLIC SAFETY**

**Account: 4210**

## OPERATIONS EXPENSE

### 251 General Law Enforcement

Reflects costs associated with the City's contract for policing services with the Los Angeles County Sheriff's Department. Services include a variety of law enforcement needs that may arise in the City including but not limited to citywide patrol, responses to crimes in progress, crime suppression activities, criminal investigations, traffic enforcement and patrol, traffic incident investigations, emergency incident response, and special operations. Special law enforcement assignments such as the school age children focused Juvenile Intervention Team and a Community Relations Officer are also included in these services. Approximately 10 sworn Sheriff's Deputies are directly contracted for through these services with additional Command staff (Chiefs, Captains, Lieutenants, etc.) and Administrative staff (Law Enforcement Technicians, etc.) provided in addition.

### 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 several public safety programs and activities conducted during the year. Examples of those programs and the accompanying costs include the following:

- "Every 15 Minutes"
- "Is Your Teen Road Ready?"
- DUI checkpoints
- Safe Halloween Program
- "STOPP" Program
- "STAR" Program
- Volunteers in Policing Program
- City/Schools Program
- Special Crime Impact Fund

### 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, two motorcycle officers at 40 hours per week, and the Sheriff's Teen Traffic Offender Program (STTOP).

## CAPITAL OUTLAY

### 443 Emergency Equipment

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

# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: DEVELOPMENT SERVICES**

**Account: 4240**

### 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 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 for the implementation of the City's Source Reduction and Recycling Element pursuant to the statutory requirements of AB 939.

**Budget Highlights:** This fiscal year, funding related to industrial waste and stormwater management practices were moved to the Public Works budget. There was also a slight reduction in recycling contractor costs.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Employee Services	\$ 138,260	\$ 310,840	\$ 317,635	\$ (6,795)	\$ 444,185
Operations Expense	1,551,170	1,598,415	1,511,715	86,700	1,134,700
Capital Outlay	-	1,000	-	1,000	-
Debt Service	-	-	-	-	-
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 1,689,430</b>	<b>\$ 1,910,255</b>	<b>\$ 1,829,350</b>	<b>\$ 80,905</b>	<b>\$ 1,578,885</b>

### DEPARTMENT FUNDING SOURCES

01 General Fund	\$ 1,409,495
13 Recycling Fund	139,390
18 CDBG Fund	30,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 1,578,885</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: DEVELOPMENT SERVICES**

**Account: 4240**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
010 Salaries - Full-time	\$ 77,965	\$ 206,950	\$ 230,420	\$ (23,470)	\$ 301,445
011 Salaries - Part-time	17,040	38,240	30,000	8,240	37,905
013 Overtime	-	2,500	-	2,500	2,500
021 Retirement	31,495	27,810	26,000	1,810	58,085
030 Medical Insurance	4,420	14,975	14,975	-	17,990
040 Workers' Compensation	2,170	5,315	5,315	-	7,350
042 Unemployment Insurance	380	505	300	205	540
043 Medicare	4,240	9,625	9,625	-	12,370
045 Deferred Compensation	550	1,080	1,000	80	1,200
050 Auto and Insurance Allowance	-	3,840	-	3,840	4,800
<b>Total Employee Services:</b>	<b>\$ 138,260</b>	<b>\$ 310,840</b>	<b>\$ 317,635</b>	<b>\$ (6,795)</b>	<b>\$ 444,185</b>
<b>OPERATIONS EXPENSE</b>					
100 Legal Notices	\$ 335	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
112 Temp Services	21,278	25,000	-	25,000	25,000
140 Memberships	119	3,300	-	3,300	3,300
141 Publications/Subscriptions	5	100	-	100	100
150 Postage	-	100	-	100	100
170 Meetings & Conferences	665	3,000	-	3,000	3,000
171 Employee Training	-	1,000	-	1,000	1,000
172 Mileage Reimbursement	-	1,000	500	500	1,000
260 Contract Svcs - Engineering	210,003	204,340	204,340	-	215,000
261 Contract Svcs - Bldg & Safety	505,575	500,000	500,000	-	515,000
262 Contract Svcs - Indust. Waste	34,250	40,000	20,000	20,000	-
266 Contract Svcs - General Plan	13,635	20,000	20,000	-	20,000
267 Contract Svcs - Spcl Processii	9,575	8,000	8,000	-	10,000
269 Bus/Eco Dev - Chamber of Cc	118,125	68,125	68,125	-	70,000
270 Recycling Services	102,175	112,500	100,000	12,500	100,000
272 NPDES	322,190	385,750	385,750	-	-
300 Office Supplies	-	100	-	100	100
301 Printing	-	100	-	100	100
320 Special Departmental Expense	205,230	200,000	200,000	-	150,000
903 Housing Rehab Program	8,010	25,000	5,000	20,000	20,000
<b>Total Operating Expenses:</b>	<b>\$ 1,551,170</b>	<b>\$ 1,598,415</b>	<b>\$ 1,511,715</b>	<b>\$ 86,700</b>	<b>\$ 1,134,700</b>
<b>CAPITAL OUTLAY</b>					
430 Office Furniture & Equipment	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 1,689,430</b>	<b>\$ 1,910,255</b>	<b>\$ 1,829,350</b>	<b>\$ 80,905</b>	<b>\$ 1,578,885</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: DEVELOPMENT SERVICES**

**Account: 4240**

## **EMPLOYEE SERVICES**

### 010 Salaries - Full-time

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

### 011 Salaries - Part-time

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

### 013 Overtime

Covers costs associated with occasional overtime.

### 021 Retirement

Represents the allocation of Public Employees Retirement System costs.

### 030 Medical Insurance

Reflects annual insurance costs as employee benefits for the 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 (EDD) for the Department's two full-time employees.

### 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.

### 050 Auto and Insurance Allowance

Appropriations cover an auto allowance for the Planning Director 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 and other organizations by the Planning Director and Associate 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 EXPENDITURE DESCRIPTION

**Department: DEVELOPMENT SERVICES**

**Account: 4240**

## **OPERATIONS EXPENSE (Continued)**

### 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 and Safety

Provides for building plan check and inspection services for both residential and commercial/business 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.

### 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 funds provided 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 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).

### 300 Office Supplies

Provides for miscellaneous office supplies to serve departmental staff.

### 301 Printing

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

### 320 Special Departmental Expense

Includes an appropriation for 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.

### 903 Housing Rehabilitation Program

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

## **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 AND NARRATIVE

**Department: PUBLIC WORKS**

**Account: 4310**

### NARRATIVE

Expenditures 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.

**Budget Highlights:** This fiscal year, funding related to industrial waste and stormwater management practices were moved to the Public Works budget. The street sweeping budget was adjusted to allow for a weekly street sweeping schedule during three months in the fall.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Employee Services	\$ 74,070	\$ 82,315	\$ 81,440	\$ 875	\$ 67,885
Operations Expense	\$ 548,465	\$ 502,000	\$ 481,536	\$ 20,464	\$ 992,057
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 622,535</b>	<b>\$ 584,315</b>	<b>\$ 562,976</b>	<b>\$ 21,339</b>	<b>\$ 1,059,942</b>

### DEPARTMENT FUNDING SOURCES

01	General Fund	\$ 813,715
02	Gas Tax Fund	210,200
04	Traffic Safety Fund	30,000
05	TDA Article 3 Fund	6,027
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,059,942</b>



# CITY OF WESTLAKE VILLAGE

## EXPENDITURE DETAIL

**Department: PUBLIC WORKS**

**Account: 4310**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
010 Salaries - Full-time	\$ 40,465	\$ 42,120	\$ 57,150	\$ (15,030)	\$ 48,820
011 Salaries - Part-time	16,398	19,780	5,000	14,780	-
013 Overtime	638	1,250	1,000	250	1,250
021 Retirement	2,827	3,730	3,500	230	4,300
030 Medical Insurance	8,403	10,595	10,595	-	10,640
040 Workers' Compensation	1,268	1,335	1,335	-	1,060
042 Unemployment Insurance	126	180	60	120	90
043 Medicare	3,645	3,025	2,500	525	1,425
045 Deferred Compensation	300	300	300	-	300
050 Auto and Insurance Allowance	-	-	-	-	-
<b>Total Employee Services:</b>	<b>\$ 74,070</b>	<b>\$ 82,315</b>	<b>\$ 81,440</b>	<b>\$ 875</b>	<b>\$ 67,885</b>
<b>OPERATIONS EXPENSE</b>					
131 Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ 20,000
172 Mileage Reimbursement	\$ 135	\$ -	\$ -	\$ -	\$ -
201 Street Maintenance & Repair	\$ 17,001	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
202 Street Sweeping	126,973	65,000	65,000	-	80,000
203 Marking & Striping	13,300	20,200	20,200	-	20,200
204 Traffic Signing	8,733	10,000	10,000	-	10,000
205 Curb & Sidewalk Repair	72,673	80,700	80,700	-	76,027
208 Accident Repairs	(887)	10,000	5,000	5,000	10,000
211 Storm Drain Maintenance	-	10,000	9,456	544	15,000
213 Traffic Engineering	145,705	106,100	136,180	(30,080)	140,080
218 Reports, Investigations/Permits	-	-	-	-	-
219 Highway 101 Landscape Maint.	53,358	60,000	60,000	-	60,000
222 Canyon Oaks Landscape Maint.	12,114	20,000	15,000	5,000	15,000
259 Encroachment Permit Processing	53,757	50,000	40,000	10,000	50,000
262 Industrial Waste	-	-	-	-	40,000
272 NPDES	-	-	-	-	385,750
320 Special Departmental Expense	45,603	45,000	15,000	30,000	45,000
<b>Total Operating Expenses:</b>	<b>\$ 548,465</b>	<b>\$ 502,000</b>	<b>\$ 481,536</b>	<b>\$ 20,464</b>	<b>\$ 992,057</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 622,535</b>	<b>\$ 584,315</b>	<b>\$ 562,976</b>	<b>\$ 21,339</b>	<b>\$ 1,059,942</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: PUBLIC WORKS**

**Account: 4310**

## **EMPLOYEE SERVICES**

### 010 Salaries - Full-time

Includes the salary of 50% of one full-time Lead Public Services Inspector.

### 011 Salaries - Part-time

Includes wages for 50% of one part-time Public Works Inspector.

### 013 Overtime

Covers costs associated with occasional overtime or call-back time.

### 021 Retirement

Represents the allocation of Public Employees Retirement System costs.

### 030 Medical Insurance

Reflects annual insurance costs as employee benefits for the full-time position 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 (EDD) for the Department's employees.

### 043 Medicare

Federal law requires this coverage with the City paying both the employer and employee rates for full-time employees.

### 045 Deferred Compensation

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

## **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 by private contractors when specialized services are required by the City.

### 202 Street Sweeping

Reflects costs associated with the bi-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.

# CITY OF WESTLAKE VILLAGE

## EXPENDITURE DESCRIPTION

**Department: PUBLIC WORKS**

**Account: 4310**

### OPERATIONS EXPENSE (Continued)

#### 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, typically those resulting from accidents that damage public infrastructure.

#### 211 Storm Drain 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.

#### 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.

#### 222 Canyon Oaks Landscape Maintenance

Covers the costs to maintain three landscaped areas in this neighborhood that are located in the public right of way.

#### 259 Encroachment Permit Processing

Accounts for costs related to the processing and inspection of encroachment permits issued by the City.

#### 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.

#### 272 National Pollutant Discharge Elimination System (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.

#### 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 AND NARRATIVE

**Department: PARKS AND RECREATION**

**Account: 4410**

### NARRATIVE

Expenditures under this Department support the City's various cultural and recreational programs offered to City residents throughout the year. Additionally, ongoing maintenance of the City's seven 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.

**Budget Highlights:** This year's budget includes funding for a fulltime (previously part-time) Community Services Specialist position. Funding has been restored for community events such as City celebration, in addition to resuming youth and senior recreation programs. With the re-opening of City fields for recreation team sports, operations such as the Field Ambassador program for monitoring the fields have been reinstated. There was a reduction in contract costs due to the lapse of the Oaks Christian Field Use Agreement. Line items for tree trimming and pest control were also added for adequate landscaping maintenance. There is an increase in Community Park maintenance costs to accommodate planned maintenance projects such as staining the wood railing around the entire park perimeter, and the Organic Geo Fill for the soccer fields which is a required safety and warranty item. Enhanced janitorial services will now provide for a cleaning schedule on Sundays.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Employee Services	\$ 200,890	\$ 198,745	\$ 167,285	\$ 31,460	\$ 269,995
Operations Expense	\$ 1,058,670	\$ 1,167,400	\$ 927,250	\$ 240,150	\$ 1,397,802
Capital Outlay	104,526	72,500	48,000	24,500	57,500
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 1,364,086</b>	<b>\$ 1,438,645</b>	<b>\$ 1,142,535</b>	<b>\$ 296,110</b>	<b>\$ 1,725,297</b>

### DEPARTMENT FUNDING SOURCES

01 General Fund	\$ 1,574,304
25 Prop A Park Bond Fund	150,993
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 1,725,297</b>

## CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: PARKS AND RECREATION**

**Account: 4410**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
010 Salaries - Full Time	\$ 122,885	\$ 100,930	\$ 103,000	\$ (2,070)	\$ 188,565
011 Salaries - Part-time	13,130	42,520	20,000	22,520	-
013 Overtime	7,805	10,000	4,000	6,000	16,000
021 Retirement	23,590	8,945	8,200	745	16,600
030 Medical Insurance	23,720	28,275	24,000	4,275	37,370
040 Worker's Compensation	3,255	2,525	2,525	-	4,080
042 Unemployment Insurance	225	325	335	(10)	430
043 Medicare	5,315	4,385	4,385	-	5,510
045 Deferred Compensation	965	840	840	-	1,440
<b>Total Employee Services</b>	<b>\$ 200,890</b>	<b>\$ 198,745</b>	<b>\$ 167,285</b>	<b>\$ 31,460</b>	<b>\$ 269,995</b>
<b>OPERATIONS EXPENSE</b>					
131 Maintenance and Repair	\$ 22,110	\$ 25,000	\$ 25,000	\$ -	\$ 31,500
140 Memberships	1,105	600	-	600	1,000
170 Meetings & Conferences	1,050	1,000	-	1,000	1,000
171 Employee Training	-	1,000	500	500	1,000
172 Mileage Reimbursement	300	200	200	-	200
180 Utilities - Water	48,500	79,700	65,000	14,700	85,000
182 Utilities - Electric	8,535	9,900	6,150	3,750	10,200
214 Tree Trimming	-	-	-	-	45,000
274 Pest Control	-	-	-	-	6,800
276 Contract Svcs - Lndscp Maint.	\$ 122,615	\$ 147,700	\$ 120,000	\$ 27,700	\$ 150,000
277 Contract Svcs - Special Maint.	39,025	60,500	30,000	30,500	12,000
278 Summer Recreation Program	-	-	-	-	-
284 Youth Recreation Program	-	2,000	2,000	-	2,000
310 Janitorial Services	16,695	23,000	10,000	13,000	17,000
320 Special Department Expense	26,090	2,500	2,500	-	50,000
323 Community Events	204,025	158,200	60,000	98,200	240,000
324 Special Projects	7,055	18,200	8,000	10,200	18,200
368 Community Park Maintenance	357,100	360,200	360,200	-	446,902
369 Community Park Common Area	\$ 183,920	\$ 227,700	\$ 227,700	\$ -	\$ 230,000
905 Senior Recreation Program	20,545	50,000	10,000	40,000	50,000
<b>Total Operating Expenses:</b>	<b>\$ 1,058,670</b>	<b>\$ 1,167,400</b>	<b>\$ 927,250</b>	<b>\$ 240,150</b>	<b>\$ 1,397,802</b>
<b>CAPITAL OUTLAY</b>					
433 Park Improvements	\$ 72,288	\$ 47,500	\$ 23,000	\$ 24,500	\$ 47,500
434 Park Construction	32,238	25,000	25,000	-	10,000
<b>Total Capital Outlay:</b>	<b>\$ 104,526</b>	<b>\$ 72,500</b>	<b>\$ 48,000</b>	<b>\$ 24,500</b>	<b>\$ 57,500</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 1,364,086</b>	<b>\$ 1,438,645</b>	<b>\$ 1,142,535</b>	<b>\$ 296,110</b>	<b>\$ 1,725,297</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: PARKS AND RECREATION**

**Account: 4410**

## **EMPLOYEE SERVICES**

### 010 Salary - Full Time

Provides funding to cover the salary for the Community Services Coordinator and Community Services Specialist position responsible for managing, coordinating and overseeing community service and recreation programming. Also included is 40% of the salary of one full-time Lead Public Services Inspector.

### 011 Salaries - Part-time

Includes wages for 40% of one part-time Public Works Inspector.

### 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.

### 043 Medicare

Federal law requires this coverage with the City paying both the employer and employee rates for full-time employees.

## **OPERATIONS EXPENSE**

### 131 Maintenance and Repair

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

### 180 Utilities - Water

Reflects water costs for the City's neighborhood parks.

### 182 Utilities - Electric

Reflects electric costs for the City's neighborhood parks.

### 276 Contract Services - Landscape Maintenance

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

### 277 Contract Services - Special Maintenance

Encompasses charges associated with alarm monitoring of the Berniece Bennett Park and Russell Ranch Park restroom facilities.

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: PARKS AND RECREATION**

**Account: 4410**

## **OPERATIONS EXPENSE (Continued)**

### 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.

### 284 Youth Recreation Program

Includes miscellaneous funding for community service/recreation programming.

### 310 Janitorial Services

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

### 320 Special Department Expense

Reflects funding for part-time assistance through the Conejo Recreation and Parks District to help oversee various parks and recreation services.

### 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, the "Spring Fling" at the Community Park, and street banners.

### 324 Special Projects

Covers miscellaneous costs for programs, projects and activities which might arise during the fiscal year including support for the Senior Expo, Community Concert Band, Rotary Street Fair, annual Memorial Day event, and other miscellaneous events throughout the year.

### 368 Community Park Maintenance

Reflects all maintenance costs and operations associated with the City's new Community Park.

### 369 Community Park Common Area Maintenance

Reflects all maintenance costs and operations associated with the City/YMCA "common area" portions of the new Community Park.

### 905 Senior Recreation Program

Covers the cost of providing a subsidy for several 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 AND NARRATIVE

**Department: SPECIAL PROGRAMS**

**Account: 4500**

### NARRATIVE

Expenditures 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 line items associated with the funding of community service grants. Finally, City costs related to electric vehicles are accounted for in this Department.

**Budget Highlights:** While funding for the Dial A Ride program has been maintained, the Westlake Transit and Trolley programs remain suspended.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Operations Expense	411,310	\$ 567,450	\$ 157,000	\$ 410,450	\$ 205,400
Capital Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 411,310</b>	<b>\$ 567,450</b>	<b>\$ 157,000</b>	<b>\$ 410,450</b>	<b>\$ 205,400</b>

### DEPARTMENT FUNDING SOURCES

01	General Fund				\$ 110,000
03	Proposition C				-
06	Proposition A				80,000
12	Air Quality Fund				15,400
	<b>TOTAL FUNDING SOURCES</b>				<b>\$ 205,400</b>



# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: SPECIAL PROGRAMS**

**Account: 4500**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>OPERATIONS EXPENSE</b>					
326 Trolley Service	\$ 41,145	\$ -	\$ -	\$ -	\$ -
328 Westlake Transit	157,725	283,650	-	283,650	<b>80,000</b>
329 Senior & Youth Subsidized Taxi	88,105	120,900	-	120,900	-
331 Community Services Allocation	51,000	147,500	147,500	-	<b>100,000</b>
334 City Hybrid Vehicles	9,570	8,400	5,000	3,400	<b>8,400</b>
337 City Vehicles	39,270	-	4,500	(4,500)	<b>10,000</b>
341 Public Art Projects	-	-	-	-	-
342 Electric Veh. Charging Stations	24,495	7,000	-	7,000	<b>7,000</b>
392 School District Funding	-	-	-	-	-
<b>Total Operating Expenses:</b>	<b>\$ 411,310</b>	<b>\$ 567,450</b>	<b>\$ 157,000</b>	<b>\$ 410,450</b>	<b>\$ 205,400</b>
<b>CAPITAL OUTLAY</b>					
446 City Hall/Library	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 411,310</b>	<b>\$ 567,450</b>	<b>\$ 157,000</b>	<b>\$ 410,450</b>	<b>\$ 205,400</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: SPECIAL PROGRAMS**

**Account: 4500**

## OPERATIONS EXPENSE

### 328 Westlake Transit

Provides for a contract public transportation program with Durham Transportation, Inc. for a fixed route service operating five days a week (Monday through Friday) from September through the latter part of June each year. Pursuant to Proposition A & C requirements, ridership is open to the general public with heavy usage from school-age children. Some Dial A Ride costs for senior citizen and disabled residents are also included.

### 326 Community Trolley Service

Reflects costs to undertake a weekend-based community trolley service during the holidays and summer periods. This program was suspended in FY 2020-21.

### 329 Subsidized Taxi Service

Covers the on-going costs for a subsidized taxi service program (Dial A Ride) 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.

### 341 Public Art Projects

Provides appropriations for various forms of public art projects.

### 342 Electric Vehicle Charging Stations

Provides appropriations to maintain and operate the City's electric vehicle charging stations.

### 392 School District Funding

Included funding to furnish Lindero Canyon Middle School's Read 180 classroom and to staff the facility after hours on specific days.

# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: LIBRARY**

**Account: 4600**

### NARRATIVE

Library services are provided under contract with the County of Los Angeles Public Library system. The Library houses 56,972 volumes, 5,427 audio-visual materials, provides seating for 100 library patrons, features a young adult resource center, several group study rooms, and a 420 square foot area with 12 seats dedicated to electronic work stations. 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.

**Budget Highlights:** This year, the County is continuing the suspension of Sunday library hours. There was a reduction in capital outlay and maintenance costs due to the completion of the Library painting project as part of last year's budget.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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### EXPENDITURE CLASSIFICATION

Operations Expense	\$ 118,740	\$ 118,600	\$ 98,000	\$ 20,600	\$ 123,000
Capital Outlay	-	56,000	60,000	(4,000)	25,000
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 118,740</b>	<b>\$ 174,600</b>	<b>\$ 158,000</b>	<b>\$ 16,600</b>	<b>\$ 148,000</b>

### DEPARTMENT FUNDING SOURCES

01 General Fund	\$ 148,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 148,000</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: LIBRARY**

**Account: 4600**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>OPERATIONS EXPENSE</b>					
113 Contract Svcs - Sunday Hour	\$ 51,130	\$ -	\$ -	\$ -	\$ -
131 Maintenance and Repair	21,880	53,000	53,000	-	<b>45,000</b>
182 Utilities - Electric & Water	30,620	50,000	30,000	20,000	<b>50,000</b>
310 Janitorial Services	15,110	15,600	15,000	600	<b>28,000</b>
<b>Total Operating Expenses:</b>	<b>\$ 118,740</b>	<b>\$ 118,600</b>	<b>\$ 98,000</b>	<b>\$ 20,600</b>	<b>\$ 123,000</b>
<b>CAPITAL OUTLAY</b>					
430 Office Furniture & Equipment	\$ -	\$ 1,000	\$ 5,000	\$ (4,000)	<b>\$ 5,000</b>
446 City Hall/Library	-	55,000	55,000	-	<b>20,000</b>
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ 56,000</b>	<b>\$ 60,000</b>	<b>\$ (4,000)</b>	<b>\$ 25,000</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 118,740</b>	<b>\$ 174,600</b>	<b>\$ 158,000</b>	<b>\$ 16,600</b>	<b>\$ 148,000</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DESCRIPTION

**Department: LIBRARY**

## 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. This service was suspended in FY 2020-21.

### 131 Maintenance and Repair

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

### 182 Utilities - Electric & Water

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

Appropriation includes miscellaneous costs for furnishings as needed.

### 446 City Hall/Library

Appropriation includes miscellaneous costs for furnishings as needed to meet evolving health order mandates.

# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: LANDSCAPE ASSESSMENT DISTRICT**  
**Arterial Medians & Parkways - Zone 1**

**Account: 4710**

### 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.

	2019-20	2020-21	2020-21	Bud v. Est.	2021-22
	Actual	Budget	Estimate	Under/(Over)	Proposed

### EXPENDITURE CLASSIFICATION

Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Expense	495,444	583,800	575,000	8,800	<b>562,500</b>
Capital Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 495,444</b>	<b>\$ 583,800</b>	<b>\$ 575,000</b>	<b>\$ 8,800</b>	<b>\$ 562,500</b>

### DEPARTMENT FUNDING SOURCES

23	Beginning Fund Balance	266,545
23	Assessment Revenue	108,650
23	Ad Valorem Revenue	596,570
	<b>TOTAL FUNDING SOURCES</b>	<b>\$ 971,765</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

<b>Department: LANDSCAPE ASSESSMENT DISTRICT</b>	<b>Account: 4710</b>
<b>Arterial Medians &amp; Parkways - Zone 1</b>	

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
013 Call-Back	\$ -	\$ -	\$ -	\$ -	\$ -
015 Administration & Inspection	-	-	-	-	-
040 Worker's Compensation	-	-	-	-	-
042 Unemployment Insurance	-	-	-	-	-
043 Medicare	-	-	-	-	-
<b>Total Employee Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS EXPENSE</b>					
110 Contract Srvs - Legal	\$ -	\$ 3,000	\$ 1,000	\$ 2,000	\$ 3,000
180 Utilities - Water	110,735	125,000	125,000	-	125,000
182 Utilities - Electric	12,098	15,000	15,000	-	15,000
214 Tree Trimming	64,536	105,000	105,000	-	65,000
260 Contract Srvs - Engineering	8,157	12,000	5,000	7,000	12,000
271 Contract Srvs - Lndscp Arch Srv:	230	20,000	20,000	-	10,000
274 Pest Control	-	-	-	-	8,500
276 Contract Srvs - Lndscp Maint.	298,142	299,800	300,000	(200)	320,000
391 Contingency	1,546	4,000	4,000	-	4,000
<b>Total Operating Expenses:</b>	<b>\$ 495,444</b>	<b>\$ 583,800</b>	<b>\$ 575,000</b>	<b>\$ 8,800</b>	<b>\$ 562,500</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 495,444</b>	<b>\$ 583,800</b>	<b>\$ 575,000</b>	<b>\$ 8,800</b>	<b>\$ 562,500</b>

# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: LANDSCAPE ASSESSMENT DISTRICT** **Account: 4711**  
**First Neighborhood Landscaping - Zone 2**

### 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. Revenues which offset expenditures within this zone are generated through annual assessments collected on the tax rolls.

	2019-20	2020-21	2020-21	Bud v. Est.	2021-22
	Actual	Budget	Estimate	Under/(Over)	Proposed

### EXPENDITURE CLASSIFICATION

Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Expense	102,565	113,600	112,100	1,500	117,400
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 102,565</b>	<b>\$ 113,600</b>	<b>\$ 112,100</b>	<b>\$ 1,500</b>	<b>\$ 117,400</b>

### DEPARTMENT FUNDING SOURCES

23	Beginning Fund Balance	59,800
23	Assessment Revenue	57,600
23	Ad Valorem Revenue	-
		-
	<b>TOTAL FUNDING SOURCES</b>	<b>\$ 117,400</b>



# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: LANDSCAPE ASSESSMENT DISTRICT    Account: 4711**  
**First Neighborhood Landscaping - Zone 2**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
013 Call-Back	\$ -	\$ -	\$ -	\$ -	\$ -
015 Administration & Inspection	-	-	-	-	-
040 Worker's Compensation	-	-	-	-	-
042 Unemployment Insurance	-	-	-	-	-
043 Medicare	-	-	-	-	-
<b>Total Employee Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS EXPENSE</b>					
110 Contract Srvs - Legal	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
180 Utilities - Water	42,960	45,000	45,000	-	45,000
260 Contract Srvs - Engineering	-	2,500	2,500	-	2,500
276 Contract Srvs - Lndscp Maint.	59,605	63,100	63,100	-	66,900
391 Contingency	-	1,500	1,500	-	1,500
<b>Total Operating Expenses:</b>	<b>\$ 102,565</b>	<b>\$ 113,600</b>	<b>\$ 112,100</b>	<b>\$ 1,500</b>	<b>\$ 117,400</b>
<b>CAPITAL OUTLAY</b>					
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 102,565</b>	<b>\$ 113,600</b>	<b>\$ 112,100</b>	<b>\$ 1,500</b>	<b>\$ 117,400</b>

# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: LANDSCAPE ASSESSMENT DISTRICT** **Account: 4712**  
**Lakeshore Landscaping - Zone 3**

### 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. Revenues which offset expenditures within this zone are generated through annual assessments collected on the tax rolls.

	2019-20	2020-21	2020-21	Bud v. Est.	2021-22
	Actual	Budget	Estimate	Under/(Over)	Proposed

### EXPENDITURE CLASSIFICATION

Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Expense	23,190	28,250	27,250	1,000	<b>30,650</b>
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 23,190</b>	<b>\$ 28,250</b>	<b>\$ 27,250</b>	<b>\$ 1,000</b>	<b>\$ 30,650</b>

### DEPARTMENT FUNDING SOURCES

23	Beginning Fund Balance	16,950
23	Assessment Revenue	13,700
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 30,650</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: LANDSCAPE ASSESSMENT DISTRICT**  
**Lakeshore Landscaping - Zone 3**

**Account: 4712**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
013 Call-Back	\$ -	\$ -	\$ -	\$ -	\$ -
015 Administration & Inspection	-	-	-	-	-
040 Worker's Compensation	-	-	-	-	-
042 Unemployment Insurance	-	-	-	-	-
043 Medicare	-	-	-	-	-
<b>Total Employee Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS EXPENSE</b>					
110 Contract Srvs - Legal	\$ -	\$ 500	\$ -	\$ 500	\$ 500
180 Utilities - Water	11,190	13,000	13,000	-	13,000
260 Contract Srvs - Engineering	-	650	650	-	650
276 Contract Srvs - Lndscp Maint.	12,000	13,600	13,600	-	16,000
391 Contingency	-	500	-	500	500
<b>Total Operating Expenses:</b>	<b>\$ 23,190</b>	<b>\$ 28,250</b>	<b>\$ 27,250</b>	<b>\$ 1,000</b>	<b>\$ 30,650</b>
<b>CAPITAL OUTLAY</b>					
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 23,190</b>	<b>\$ 28,250</b>	<b>\$ 27,250</b>	<b>\$ 1,000</b>	<b>\$ 30,650</b>

# CITY OF WESTLAKE VILLAGE DEPARTMENT SUMMARY AND NARRATIVE

**Department: LANDSCAPE ASSESSMENT DISTRICT**  
**Three Springs Landscaping - Zone 4**

**Account: 4713**

## 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. Revenues which offset expenditures within this zone are generated through annual assessments collected on the tax rolls.

	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
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## EXPENDITURE CLASSIFICATION

Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Expense	31,570	24,500	31,200	(6,700)	29,100
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 31,570</b>	<b>\$ 24,500</b>	<b>\$ 31,200</b>	<b>\$ (6,700)</b>	<b>\$ 29,100</b>

## DEPARTMENT FUNDING SOURCES

23	Beginning Fund Balance	15,470
23	Assessment Revenue	13,630
	<b>TOTAL FUNDING SOURCES</b>	<b>\$ 29,100</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: LANDSCAPE ASSESSMENT DISTRICT**

**Account: 4713**

**Three Springs Landscaping - Zone 4**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
013 Call-Back	\$ -	\$ -	\$ -	\$ -	\$ -
015 Administration & Inspection	-	-	-	-	-
040 Worker's Compensation	-	-	-	-	-
042 Unemployment Insurance	-	-	-	-	-
043 Medicare	-	-	-	-	-
<b>Total Employee Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS EXPENSE</b>					
110 Contract Srvs - Legal	\$ -	\$ 500	\$ -	\$ 500	\$ 500
180 Utilities - Water	7,850	8,300	8,300	-	8,500
182 Utilities - Electric	1,320	1,500	1,500	-	1,500
260 Contract Srvs - Engineering	-	600	600	-	600
276 Contract Srvs - Lndscp Maint.	16,400	12,600	19,800	(7,200)	16,000
391 Contingency	6,000	1,000	1,000	-	2,000
<b>Total Operating Expenses:</b>	<b>\$ 31,570</b>	<b>\$ 24,500</b>	<b>\$ 31,200</b>	<b>\$ (6,700)</b>	<b>\$ 29,100</b>
<b>CAPITAL OUTLAY</b>					
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 31,570</b>	<b>\$ 24,500</b>	<b>\$ 31,200</b>	<b>\$ (6,700)</b>	<b>\$ 29,100</b>

# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: LANDSCAPE ASSESSMENT DISTRICT** **Account: 4720**  
**Westlake Spectrum District No. 15**

### 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 to the Spectrum Business Park, using an outside landscape contractor.

	2019-20	2020-21	2020-21	Bud v. Est.	2021-22
	Actual	Budget	Estimate	Under/(Over)	Proposed

### EXPENDITURE CLASSIFICATION

Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Expense	2,880	16,500	12,500	4,000	<b>16,500</b>
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 2,880</b>	<b>\$ 16,500</b>	<b>\$ 12,500</b>	<b>\$ 4,000</b>	<b>\$ 16,500</b>

### DEPARTMENT FUNDING SOURCES

23	Beginning Fund Balance	12,950
23	Assessment Revenue	10,450
	<b>TOTAL FUNDING SOURCES</b>	<b>\$ 23,400</b>

# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

**Department: LANDSCAPE ASSESSMENT DISTRICT**  
**Westlake Spectrum District No. 15**

**Account: 4720**

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
013 Call-Back	\$ -	\$ -	\$ -	\$ -	\$ -
015 Administration & Inspection	-	-	-	-	-
040 Worker's Compensation	-	-	-	-	-
042 Unemployment Insurance	-	-	-	-	-
043 Medicare	-	-	-	-	-
<b>Total Employee Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS EXPENSE</b>					
110 Contract Srvs - Legal	\$ -	\$ -	\$ -	\$ -	\$ -
214 Tree Trimming	-	5,000	1,000	4,000	<b>5,000</b>
260 Contract Srvs - Engineering	-	1,000	1,000	-	<b>1,000</b>
276 Contract Srvs - Lndscp Maint.	2,535	10,000	10,000	-	<b>10,000</b>
391 Contingency	345	500	500	-	<b>500</b>
<b>Total Operating Expenses:</b>	<b>\$ 2,880</b>	<b>\$ 16,500</b>	<b>\$ 12,500</b>	<b>\$ 4,000</b>	<b>\$ 16,500</b>
<b>CAPITAL OUTLAY</b>					
<b>Total Capital Outlay:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 2,880</b>	<b>\$ 16,500</b>	<b>\$ 12,500</b>	<b>\$ 4,000</b>	<b>\$ 16,500</b>

# CITY OF WESTLAKE VILLAGE

## DEPARTMENT SUMMARY AND NARRATIVE

**Department: LIGHTING ASSESSMENT DISTRICT**  
**Lighting Maintenance District No. 1**

**Account: 4730**

### NARRATIVE

Originally formed by the County and subsequently transferred to the City in 1991, Lighting Maintenance District No. 1 administers the maintenance of traffic signals within the City 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

	2019-20	2020-21	2020-21	Bud v. Est.	2021-22
	Actual	Budget	Estimate	Under/(Over)	Proposed

### EXPENDITURE CLASSIFICATION

Employee Services	\$ 14,575	\$ 16,470	\$ 12,742	\$ 3,728	\$ 13,585
Operations Expense	325,060	326,300	320,300	6,000	331,500
Capital Outlay	10,146	250,000	250,000	-	-
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$ 349,781</b>	<b>\$ 592,770</b>	<b>\$ 583,042</b>	<b>\$ 9,728</b>	<b>\$ 345,085</b>

### DEPARTMENT FUNDING SOURCES

22	Beginning Fund Balance	467,499
22	Assessment Revenue	70,730
22	Ad Valorem Revenue	317,576
	<b>TOTAL FUNDING SOURCES</b>	<b>\$ 855,805</b>



# CITY OF WESTLAKE VILLAGE EXPENDITURE DETAIL

<b>Department: LIGHTING ASSESSMENT DISTRICT</b>	<b>Account: 4730</b>
<b>Lighting Maintenance District No. 1</b>	

EXPENDITURE CLASSIFICATION	2019-20 Actual	2020-21 Budget	2020-21 Estimate	Bud v. Est. Under/(Over)	2021-22 Proposed
<b>EMPLOYEE SERVICES</b>					
010 Salaries - Full-time	\$ 8,095	\$ 8,425	\$ 8,425	\$ -	\$ 9,765
011 Salaries - Part-time	3,280	3,955	471	3,484	-
012 Call-Back/Overtime	130	250	41	209	250
015 Administration & Inspection	-	-	-	-	-
021 Retirement	565	745	745	-	860
030 Medical Insurance	1,680	2,125	2,125	-	2,135
040 Worker's Compensation	255	270	270	-	210
042 Unemployment Insurance	25	35	-	35	20
043 Medicare	485	605	605	-	285
045 Deferred Compensation	60	60	60	-	60
<b>Total Employee Services</b>	<b>\$ 14,575</b>	<b>\$ 16,470</b>	<b>\$ 12,742</b>	<b>\$ 3,728</b>	<b>\$ 13,585</b>
<b>OPERATIONS EXPENSE</b>					
110 Contract Srvs - Legal	\$ 2,175	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
206 Signal Maintenance	133,120	100,000	100,000	-	100,000
207 Highway Safety Lighting	179,920	194,800	194,800	-	200,000
260 Contract Srvs - Engineering	6,640	16,000	10,000	6,000	16,000
391 Contingency	3,205	12,000	12,000	-	12,000
<b>Total Operating Expenses:</b>	<b>\$ 325,060</b>	<b>\$ 326,300</b>	<b>\$ 320,300</b>	<b>\$ 6,000</b>	<b>\$ 331,500</b>
<b>CAPITAL OUTLAY</b>					
721 Traffic Signal Pole Painting	\$ 10,146	\$ 250,000	\$ 250,000	\$ -	\$ -
<b>Total Capital Outlay:</b>	<b>\$ 10,146</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENTAL COSTS:</b>	<b>\$ 349,781</b>	<b>\$ 592,770</b>	<b>\$ 583,042</b>	<b>\$ 9,728</b>	<b>\$ 345,085</b>





# CAPITAL IMPROVEMENT PROGRAM



**CITY OF WESTLAKE VILLAGE**  
**SUMMARY OF CIP AND ASFP FUNDING SOURCES**  
**FY 2021-22**

			Funding Sources (Fund Number & Name)							
			(10)	(3)	(6)	(23)	(36)	(37)	(38)	
Proj #	Project Name	2021-22 Budget	CIP	Prop C	Prop A	Landscape	M-Reg	RMRA SB-1	W	Total Sources
<b>CIP - Recurring Projects</b>										
702	Adv Strt Sign Rplcmnt	25,000	25,000	0	0	0	0	0	0	25,000
718	Ann Strt Tree Rplmnt	15,000	0	0	0	15,000	0	0	0	15,000
719	Conduit Installation	75,000	75,000	0	0	0	0	0	0	75,000
738	Storm Drain Basin Clean	100,000	100,000	0	0	0	0	0	0	100,000
743	Ann Strt Rsfc - 21/22	1,250,000	762,663	195,540	128,052	0	0	163,745	0	1,250,000
<b>Subtotal - Recurring</b>		<b>1,465,000</b>	<b>962,663</b>	<b>195,540</b>	<b>128,052</b>	<b>15,000</b>	<b>0</b>	<b>163,745</b>	<b>0</b>	<b>1,465,000</b>
<b>CIP - Park Improvements</b>										
468	WLV Community Park	0	0	0	0	0	0	0	0	0
713	Cyn Oks Passive Park	85,000	0	0	0	0	0	0	85,000	85,000
748	Pickle Ball Courts	50,000	50,000	0	0	0	0	0	0	50,000
<b>Subtotal - Parks</b>		<b>135,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>	<b>135,000</b>
<b>CIP - Sidewalk Improvements</b>										
744	Sidewalk Improv	482,500	0	0	0	0	482,500	0	0	482,500
<b>Subtotal - Sidewalk Impr</b>		<b>482,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>482,500</b>	<b>0</b>	<b>85,000</b>	<b>482,500</b>
<b>CIP - Streetscape Projects</b>										
739	Landscape Controllers	70,000	70,000	0	0	0	0	0	0	70,000
<b>Subtotal - Streetscape</b>		<b>70,000</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
<b>CIP - Other Projects</b>										
723	Rdgfrd Site Feas. Study	115,000	39,000	0	0	0	0	0	76,000	115,000
740	CC Generator Replace	170,000	170,000	0	0	0	0	0	0	170,000
745	Ped Safe Improv	75,000	75,000	0	0	0	0	0	0	75,000
746	Add Strt Light	15,000	15,000	0	0	0	0	0	0	15,000
747	Nbrhd Strt Nm Sgn Rep	20,000	20,000	0	0	0	0	0	0	20,000
<b>Subtotal - Other</b>		<b>395,000</b>	<b>319,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76,000</b>	<b>395,000</b>
<b>Total - CIP</b>		<b>2,547,500</b>	<b>1,401,663</b>	<b>195,540</b>	<b>128,052</b>	<b>15,000</b>	<b>0</b>	<b>163,745</b>	<b>161,000</b>	<b>2,547,500</b>
<b>Arterial Streets Fin. Program (ASFP)</b>										
260	Mea R Mntr & Coord	0	0	0	0	0	0	0	0	0
714	Lndro Brdg Sfty Bar.	0	0	0	0	0	0	0	0	0
<b>Total - ASFP</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total - CIP &amp; ASFP</b>		<b>2,547,500</b>	<b>1,401,663</b>	<b>195,540</b>	<b>128,052</b>	<b>15,000</b>	<b>482,500</b>	<b>163,745</b>	<b>161,000</b>	<b>2,547,500</b>

Notes:



**CITY OF WESTLAKE VILLAGE**  
31200 Oak Crest Drive, Westlake Village, CA 91361  
[www.wlv.org](http://www.wlv.org)