



CITY of CALABASAS

# **BUDGET ADOPTION**

## **FY 2021-22 & 2022-23**

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*June 23, 2021  
Council Meeting*

# Budget Basics

## *Calabasas Municipal Code 3.48.050 – Budgeting*

The budget is developed with the goal of presenting a clear picture to residents, council and staff of the city's direction. It shall include information about the city and the services that are provided. Summaries of revenue, expenditures and personnel will provide an overview of what funds are received and how they are spent. The remainder of the budget shall be devoted to detail about the services provided and the funds spent. Activity descriptions and annual departmental objectives will be listed and a report on accomplishments of the previous year budget objectives will be provided. This approach allows council members to make informed decisions about the emphasis they would like staff to put on various services. Therefore:

- A. The annual operating budget for the city will be presented in a line item budget format.
- B. The city will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.
- C. All budgetary procedures will conform to state regulation and generally accepted accounting principles.

# Budget Basics

## *Calabasas Municipal Code 2.08.070 – Powers and Duties of the City Manager*

It shall be the duty of the city manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval.

## *Calabasas Municipal Code 2.24.020 – Powers and Duties of the Chief Financial Officer*

The chief financial officer shall be the head of the finance department of the city, and shall have the power and shall be required to:

- Compile the budget expense and income estimates
- Have charge of the administration of the financial affairs of the city

# Budget Basics

The annual budget is the City's **FISCAL POLICY** and accomplishes the following:

- *Reflects the Council's priorities through the expenditure of taxpayer monies*
- *Identifies the services provided and the costs of those services*
- *Establishes city-wide and department level spending limitations*
- *Serves as a tool for fiscal transparency*

# Revised Budget Document

Meetings with budget subcommittee focused on ways to enhance the document to better serve the City Council, staff, and community residents.

- Detailed budget lists each revenue and expense line.
- Budget document includes current fiscal year budget, year to date actuals (through March), year-end estimates, and proposed budgets for FY 2021-22 and FY 2022-23.
  - Future budgets will include historical year-end actuals for previous fiscal years.

# Revised Budget Document

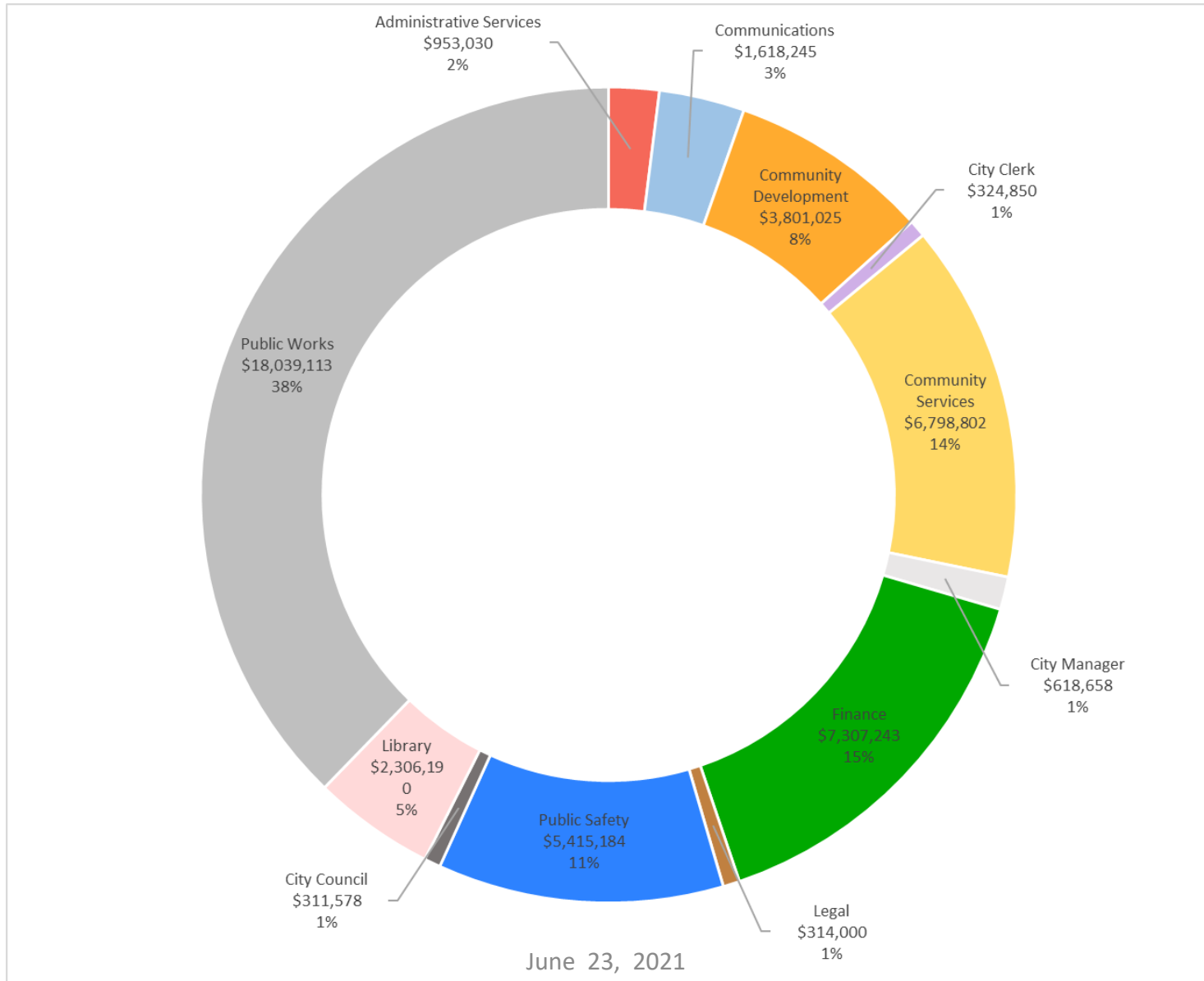
## Department Budgets

- Graph of department expenses FY 2021-22 and FY 2022-23
- Expense Summaries
  - Salaries and Benefits
  - Operations
  - Contractual Services
  - Capital Outlay
  - Capital Projects
  - Debt Service
  - Transfers Out
- Full-Time Positions

# Department Costs

	FY 2021-2022		
Departments/Divisions	Operating Budget	Capital Outlay/Projects	Totals
Administrative Services	\$917,830	\$35,200	\$953,030
City Clerk	\$324,850	\$0	\$324,850
City Council	\$311,578	\$0	\$311,578
City Manager	\$618,658	\$0	\$618,658
Communications	\$1,608,245	\$10,000	\$1,618,245
Community Development	\$3,801,025	\$0	\$3,801,025
Community Services	\$6,701,202	\$97,600	\$6,798,802
Finance	\$6,842,243	\$465,000	\$7,307,243
Legal	\$314,000	\$0	\$314,000
Library	\$2,246,890	\$59,000	\$2,305,890
Public Safety	\$5,415,184	\$0	\$5,415,184
Public Works	\$9,443,513	\$8,595,600	\$18,039,113

# Department Costs





# Revised Budget Document

## Additional Documents

- Budgeted Full-Time Positions for 5 Years
- Full-Time Employee Allocation Costs by Fund
- Fund Descriptions

# Future Budget Components

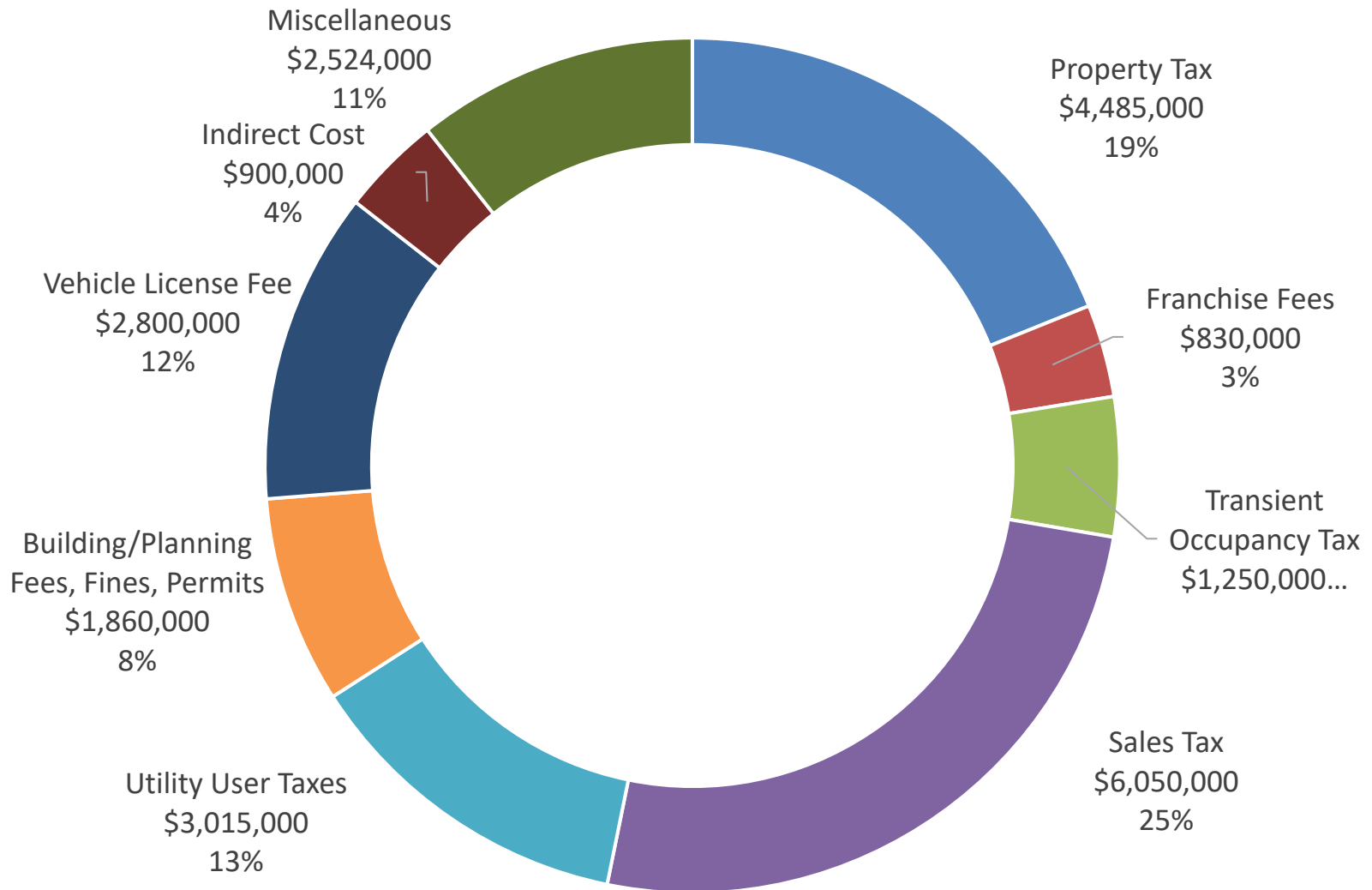
Staff will work with the budget subcommittee to develop the following additional budget components:

- Five year Capital Improvement Program (CIP)
- Set-Aside/Depreciation Funds
  - City Buildings
  - Mobile Equipment
  - Parks and Other Facilities
  - Information Technology (IT) Hardware & Software
- Summary of City Debts and Fiscal Resiliency Plan
- Budget at a Glance

# General Fund Budget

	FY 2020-21		FY 2021-22
	Current Budget	Revised Estimate	Proposed Budget
Revenues	\$ 23,132,600	\$ 22,479,000	\$ 23,714,000
Expenditures	\$ 23,535,020	\$ 22,082,000	\$ 23,708,931
Net Income/(Loss)	(\$ 402,420)	\$ 397,000	\$ 5,069

# General Fund Revenues



June 23, 2021

# Budget Funded

<b>FUND</b>		<b>General Fund</b>	<b>Other Funds</b>	<b>TOTAL</b>
<b>Cost of Living Adjustment COLA</b>	2.00 %	122,500	29,500	152,000
<b>Recreation Manager ~ Tennis/Swim</b>		148,072		148,072
<b>Accounting Supervisor ~ Finance (6 months)</b>		71,508		71,508
<b>On-Line Permit Software</b>		60,000		60,000
<b>PFCs ~ restoration of full \$250k</b>		125,000		125,000

# Budget Not Funded

<b>NOT FUNDED</b>		<b>General Fund</b>	<b>Other Funds</b>	<b>TOTAL</b>
Beach Bus			32,000	24,000
Dodger Nite		20,000		20,000
Open Space ~ purchase tax-default properties		20,000		20,000
Climate Action Plan		50,000		50,000
Deferred Compensation 457 Plan ~ Contingent	2.00 %	103,970	25,360	129,330
Tuition Reimbursement		20,000		20,000
Vacation Sick Leave Cash Out		150,000	36,600	186,600

# Appropriations Limit Resolution

- Nov. 1979 Prop 4 passed (“GANN Limit”)
- Limits the “proceeds of taxes” to the City
- FY 2021-22 GANN limit is \$36 million
- Appropriations subject to limit is \$28.7 million
- Therefore, City is under limit by \$7.3 million

# Salary Schedule Resolution

- Incorporated within the budget is a **Cost Of Living Adjustment (COLA)** of 2.0% for full-time positions (except City Council & City Manager)
  - Effective with paycheck of July 16, 2021
- Resolution expanded to include all employee benefits
- Added section to grant authority to the City Manager to make position title changes as long as total authorized positions does not change



# Salary Schedule Resolution

- 2% Deferred Compensation match by the City to commence based on actual revenues exceeding estimates by 3% for Sales Tax or TOT
  - Begins with January 14, 2022 paycheck
- Resolution references “PersChoice” medical plan. Effective January 2022 CalPERS is eliminating PersCare, PersChoice and PersSelect and replacing with PersPlatinum and PersGold. Staff will return to Council in future to implement this change in all resolutions referencing “PersChoice”.

# Staff Recommendation

- Adopt Resolution No. 2021-1736 approving the Operating and Capital Improvement Budget from July 1, 2021 through June 30, 2023
- Adopt Resolution No. 2021-1737 establishing the appropriations limit for FY 2021-22
- Adopt Resolution No. 2021-1740, Approving a salary schedule for permanent full-time employees
  - Effective with paycheck of July 16, 2021