



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
SPECIAL MEETING/BUDGET WORKSHOP  
SATURDAY, JUNE 3, 2017, 9:00 A.M.  
CITY HALL COUNCIL CHAMBERS  
100 CIVIC CENTER WAY, CALABASAS  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

The starting times listed for each agenda item should be considered as a guide only. The City Council reserves the right to alter the order of the agenda to allow for an effective meeting. Attendance at the entire meeting may be necessary to ensure interested parties hear a particular item. The public may speak on a closed session item prior to Council's discussion. To do so, a speaker card must be submitted to the City Clerk at least five minutes prior to the start of closed session. The City values and invites written comments from residents on matters set for Council consideration. **In order to provide councilmembers ample time to review all correspondence, any written communication must be submitted to the City Clerk's office before 5:00 p.m. two days prior to the meeting.**

### **OPENING MATTERS – 9:00 A.M.**

Call to Order/Roll Call of Councilmembers  
Pledge of Allegiance  
Approval of Agenda

### **ANNOUNCEMENTS/INTRODUCTIONS – 9:10 A.M.**

### **ORAL COMMUNICATION – PUBLIC COMMENT – 9:15 A.M.**

### **CONSENT ITEMS 9:20 A.M.**

1. Recommendation to reject all bids for the Las Virgenes/Thousand Oaks Roundabout Project and Calabasas High School Access Improvement, Specification No. 16-17-01 and direct staff to re-bid the Las Virgenes/Thousand Oaks Roundabout Project and Calabasas High School Access Improvement as two (2) separate projects

**SPECIAL ITEMS – 9:30 A.M.**

2. Presentation and discussion of proposed FY 2017-2018 and FY 2018-2019 budgets

**ADJOURN – 11:00 A.M.**

The City Council to their next regular meeting scheduled on Wednesday, June 14, 2017, at 7:30 p.m.




**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: MAY 30, 2017**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR /CITY ENGINEER**

**SUBJECT: RECOMMENDATIONS TO REJECT ALL BIDS FOR THE LAS VIRGENES/THOUSAND OAKS ROUNDABOUT PROJECT & CALABASAS H.S ACCESS IMPROVEMENT SPECIFICATION NO. # 16-17-01 AND DIRECT STAFF TO RE-BID THE LAS VIRGENES/THOUSAND OAKS ROUNDABOUT PROJECT & CALABASAS H.S ACCESS IMPROVEMENT PROJECT AS TWO (2) SEPARATE PROJECTS**

**MEETING DATE: JUNE 3, 2017**

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**SUMMARY RECOMMENDATION:**

That the City Council reject all bid proposals for the Las Virgenes/Thousand Oaks Roundabout Project and Calabasas High School Access Improvement at Old Topanga Canyon Road Projects, Specification No. 16-17-01 and direct staff to re-bid the Las Virgenes/Thousand Oaks Roundabout Project and Calabasas High School Access Improvement at Old Topanga Canyon Road Projects as two (2) separate projects.

**BACKGROUND:**

The Las Virgenes Road/Thousand Oaks Boulevard intersection experiences delays during the morning and afternoon commute hours, and during school drop-offs in the morning. In addition, a new retail and office development, located in the northwest corner, expects to add more traffic to the intersection. As a result, the

City proposes construction of a roundabout to mitigate delays and reduce potential right angle crashes at the intersection.

The Mulholland Highway and Old Topanga Canyon Corridors have experienced traffic congestion caused by school traffic during morning drop-off and afternoon pick-up hours. One of the primary school traffic generators on these two corridors is Calabasas High School. Currently, there are two primary driveways for students and parents to access Calabasas High School. One is located on Mulholland Hwy. and the other driveway is located on Old Topanga Canyon Road. In order to improve vehicular circulation within the school compound and improve mobility on the access to Old Topanga Canyon Road, City staff proposed creating a merging lane on Old Topanga Canyon Road immediately north of the school driveway.

Staff proposed to combine both the Las Virgenes/Thousand Oaks Roundabout Project and the Calabasas High School Access Improvement projects to expedite construction and obtain better unit prices. Notice Inviting Sealed Bids was posted on May 5<sup>th</sup>, 2017 and Project Plans, Specifications and Contract Documents were available at City Hall; Project Bids were due May 25<sup>th</sup>, 2017 at 2:00pm.

**DISCUSSION/ANALYSIS:**

Bids for this project were received on May 25, 2017. Only one (1) sealed bid was received for this project from R.C. Becker and Son, Inc. in the amount of \$950,826.63. The bid submitted by R.C. Becker and Son, Inc. was well above the engineer's estimate and there are no other bids for comparison. A copy of the received bid list is shown in Attachment A.

The specifications presented for bid consisted of two (2) separate projects that were combined to create the one. Staff has reviewed, updated and created PS&E's (plans, specifications and estimates) for each project and recommends to advertise and bid the projects separately to allow staff to evaluate and recommend for award independently.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Mitigation Measure Funds cover all costs pertaining to the two projects.

**REQUESTED ACTION:**

That the City Council reject all bid proposals for the Las Virgenes/Thousand Oaks Roundabout Project and Calabasas High School Access Improvement at Old Topanga Canyon Road Projects, Specification No. 16-17-01 and direct staff to re-bid the Las Virgenes/Thousand Oaks Roundabout Project and Calabasas High

School Access Improvement at Old Topanga Canyon Road Projects as two (2) separate projects.

**ATTACHMENTS:**

Attachment A: Bid List Results

Item 1 Attachment A

RECEIVED BID LIST  
CIP #16-17-01

PROJECT TITLE: LAS VIRGENES ROAD ROUNDABOUT PROJECT  
& CALABASAS HIGH SCHOOL ACCESS IMPROVEMENT

CONTACT: BEN CHAN

BID OPENING DATE: MAY 25, 2017

CONTRACTOR	AMOUNT	BID BOND/ CASHIERS	CHECK ACKNOWLEDGED ADDENDUMS
RC Becker and Son, Inc	\$950,826.63	/	

COMMENTS:

NAME: MARICELA HERNANDEZ

TITLE: CITY CLERK

DATE: MAY 25, 2017

TIME: 2:10 PM



CITY of CALABASAS



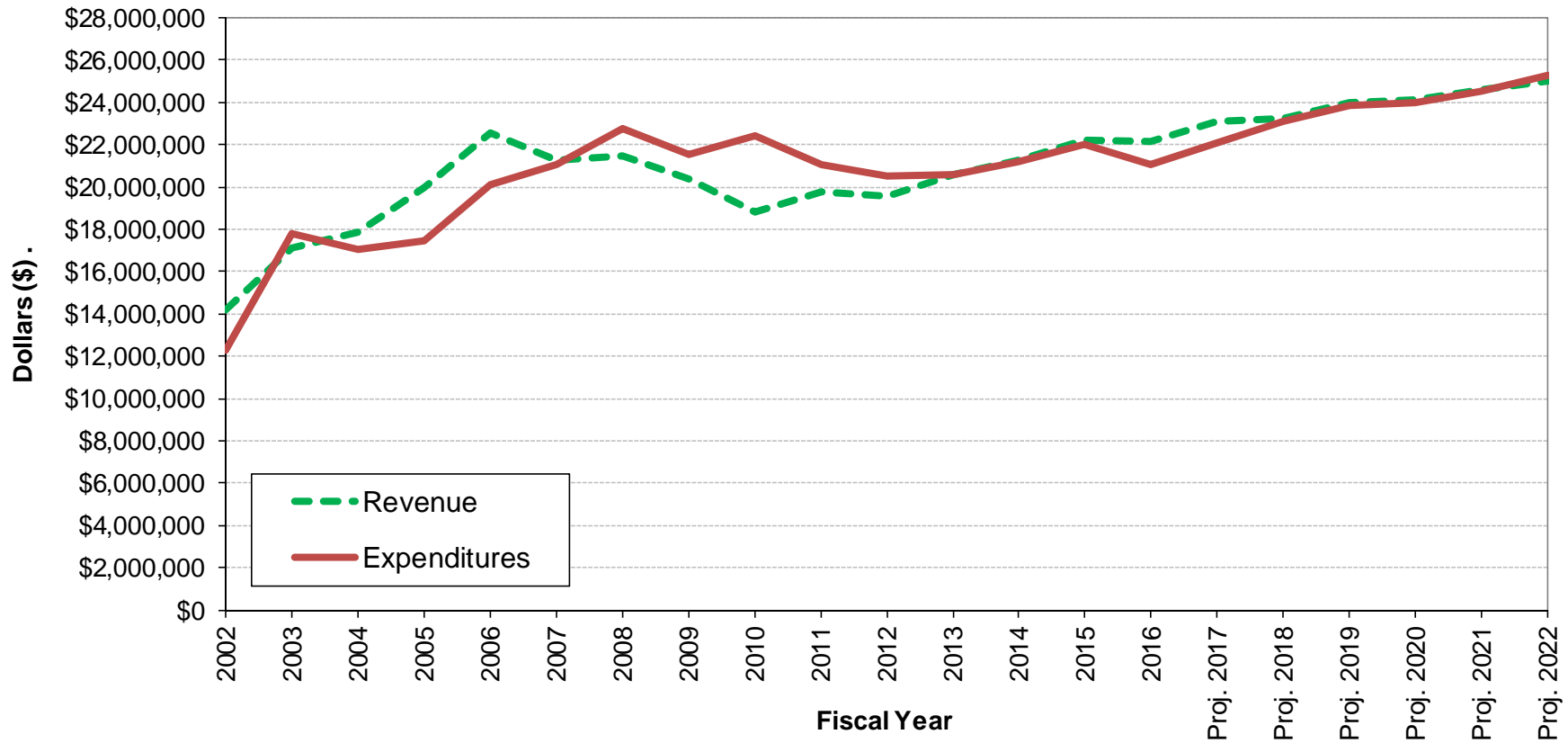
# **Budget Workshop FY 2017-18 & 2018-19 Plus Additional 3-Year Forecast**

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**June 3, 2017**



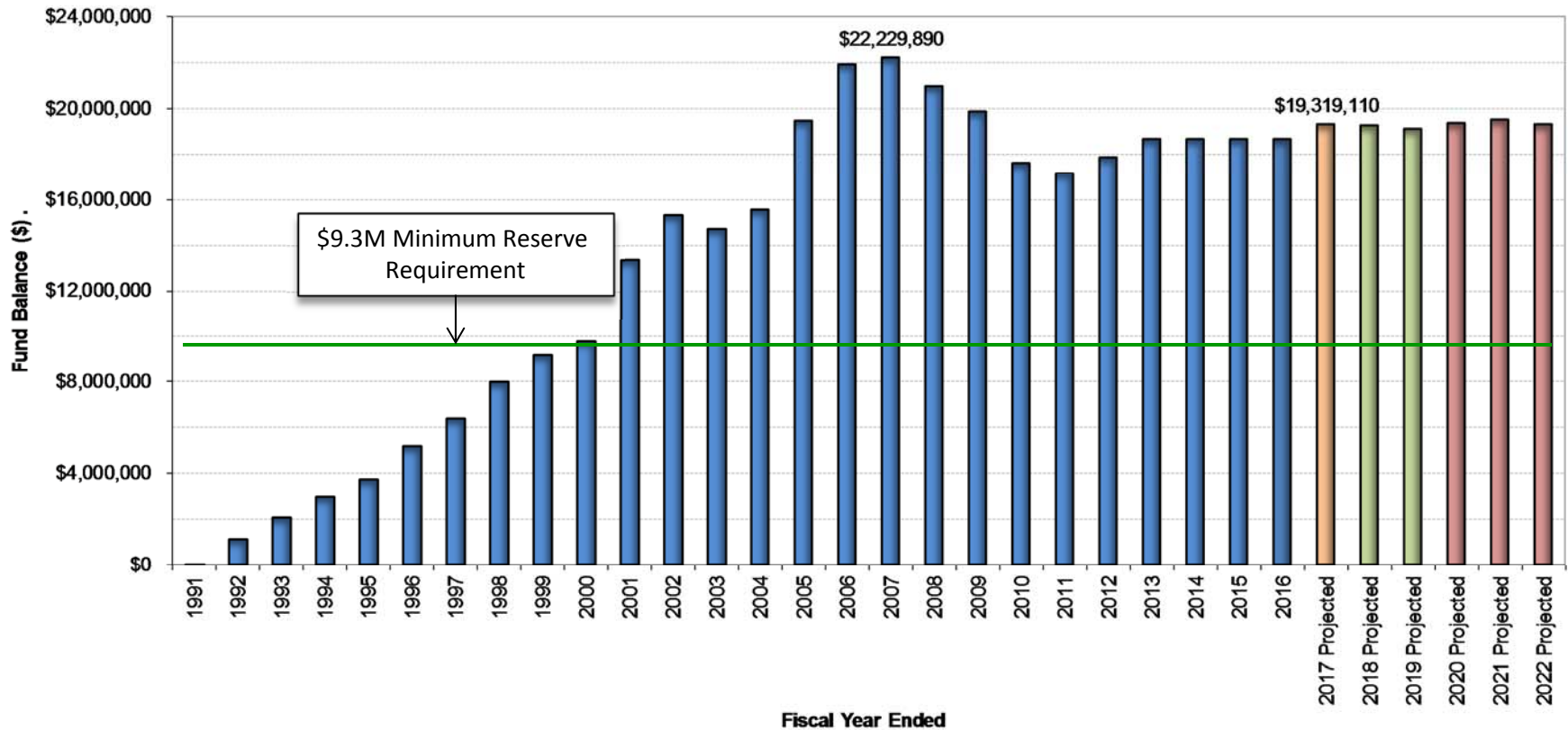
# Historical & Projected Revenue & Expenditures for the General Fund







# Historical & Projected Fund Balances for the General Fund & Management Reserve





# Change in Fund Balance - Overview



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2016-17	Projected 2016-17	Budget 2017-18	Budget 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22
<b>Revenue</b>	<b>\$22,465,800</b>	<b>\$23,113,800</b>	<b>\$23,224,100</b>	<b>\$23,951,000</b>	<b>\$24,130,900</b>	<b>\$24,591,000</b>	<b>\$24,993,200</b>
<b>Expenditures</b>							
Personnel Services	\$9,213,500	\$9,707,900	\$9,647,100	\$9,950,600	\$10,099,400	\$10,250,200	\$10,403,200
Supplies & Services	7,523,300	6,860,300	7,619,400	7,979,100	7,876,900	8,162,000	8,622,000
Sheriff Services	4,466,400	4,395,300	4,655,900	4,749,000	4,844,000	4,940,900	5,039,800
<b>Sub-Total - Operational Costs</b>	<b>\$21,203,200</b>	<b>\$20,963,500</b>	<b>\$21,922,400</b>	<b>\$22,678,700</b>	<b>\$22,820,300</b>	<b>\$23,353,100</b>	<b>\$24,065,000</b>
Capital Outlay	\$170,400	\$166,000	\$203,300	\$205,600	\$232,000	\$210,900	\$244,800
Discretionary	951,200	933,300	954,700	963,400	953,900	965,600	977,700
<b>Total Expenditures</b>	<b>\$22,324,800</b>	<b>\$22,062,800</b>	<b>\$23,080,400</b>	<b>\$23,847,700</b>	<b>\$24,006,200</b>	<b>\$24,529,600</b>	<b>\$25,287,500</b>
<b>Change to Fund Balance</b>	<b>\$141,000</b>	<b>\$1,051,000</b>	<b>\$143,700</b>	<b>\$103,300</b>	<b>\$124,700</b>	<b>\$61,400</b>	<b>(\$294,300)</b>

**Notes:**

1. Principal reason for the \$0.6M increase in General Fund Revenue for FY 2016-17 is due to higher projections for New Car Sales - \$0.3M and increased revenue from Creekside Preschool Registration Fees - \$0.3M.





## Budget Performance – FY 2016-17



**The General Fund Balance for FY 2016-17 is projected to increase by \$1.1M. The main causes for the increase includes:**

### **Gains:**

- Sales Tax – \$410.2K (New Car Sales)
- Building Fees - \$540.2K
- Creekside Preschool Registration Fees - \$284.1K
- Interest Earnings - \$797.2K (Held with Trustee)

### **Losses:**

- Transient Occupancy Tax – (\$212.2K)
- Utility Tax – Electric – (\$154.7K)
- Planning Fees – (\$127.2K)
- Building Inspection Costs (\$317.1K)



## Budget Forecast – FYs 2016-17 & 2017-18



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### BALANCED BUDGET FOR NEXT 2 FISCAL YEARS

#### Revenue Assumptions:

- Sales Tax growth from existing businesses per MuniServices' Forecast plus an additional \$100K/\$400K projection for Audi Sales;
- Property Tax, VLF, UUT, ToT growth at 2.0% (trend);
- Building, Planning & Engineering Fees based on historical averages.

#### Expenditure Assumptions:

- Employee count remains consistent with currently approved levels;
- Increase in staffing costs: salaries, minimum wage, 1.89% COLA;
- Sheriff Services service level remains unchanged, but includes a 3.8% service level cost increase and a 10% liability surcharge;
- In FY 2017-18 – end of COP Payment for Creekside;
- Used remaining, unspent money for the Sr. Center construction for future debt service payments - \$1.3M





# Revenue Summary



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2016-17	Projected 2016-17	Budget 2017-18	Budget 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22
Sales Tax	\$5,324,400	\$5,734,600	\$5,225,800	\$5,568,900	\$5,623,300	\$5,688,000	\$5,760,100
Utility Tax	3,131,700	2,936,100	2,994,700	3,054,500	3,115,600	3,177,900	3,241,500
Property Tax	3,316,900	3,368,000	3,395,700	3,463,600	3,532,900	3,603,600	3,675,700
Automobile Registration Fees	2,286,100	2,302,800	2,348,900	2,395,900	2,443,800	2,492,700	2,542,600
Transient Occupancy Tax	2,306,300	2,094,100	2,202,200	2,246,200	2,291,100	2,336,900	2,383,600
Fees	1,833,000	2,244,100	2,289,100	2,334,900	2,399,400	2,446,200	2,494,100
Creekside	932,700	1,223,300	1,247,800	1,272,800	1,298,300	1,324,300	1,350,800
Franchise Fees	794,400	736,900	751,600	766,700	782,000	797,700	813,700
Parks & Rec	669,800	695,800	707,000	722,300	736,800	751,600	766,700
Other	908,500	769,500	947,400	957,300	669,500	714,700	694,400
Interest Income	198,400	159,600	248,000	284,700	287,200	288,400	282,600
Fines & Forfeitures	181,000	162,900	166,100	169,400	172,900	176,400	180,000
Transfer Tax	302,600	329,900	336,500	343,200	350,100	357,100	364,200
Senior Center	280,000	356,200	363,300	370,600	378,000	385,500	393,200
<b>TOTAL REVENUE</b>	<b>\$22,465,800</b>	<b>\$23,113,800</b>	<b>\$23,224,100</b>	<b>\$23,951,000</b>	<b>\$24,080,900</b>	<b>\$24,541,000</b>	<b>\$24,943,200</b>

## Notes:

1. In FY 2016-17, Sales Tax is expected to over-perform due mostly to an increase in projected new car sales;
2. Building fees received are greater than initially planned;
3. Creekside registration fees improved due to increased enrollment;
4. Interest income was reduced from the preceding FY due to poor investment opportunities and moving to a strong cash position;

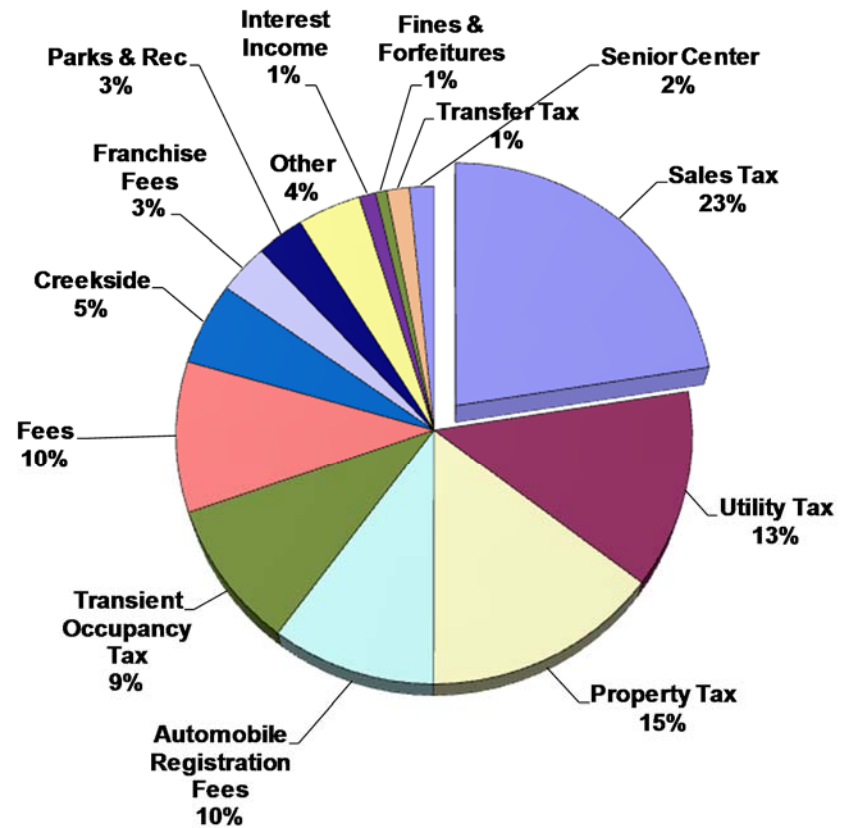




# Revenue by Category for FY 2017-18



	<u>Proposed 2017-18</u>
Sales Tax	\$5,225,800
Utility Tax	2,994,700
Property Tax	3,395,700
Automobile Registration Fees	2,348,900
Transient Occupancy Tax	2,202,200
Fees	2,289,100
Creekside	1,247,800
Franchise Fees	751,600
Parks & Rec	707,000
Other	947,400
Interest Income	248,000
Fines & Forfeitures	166,100
Transfer Tax	336,500
Senior Center	363,300
<b>TOTAL REVENUE</b>	<b>\$23,224,100</b>





# Expenditure Summary by Account Class



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2016-17	Projected 2016-17	Budget 2017-18	Budget 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22
Personnel Services	\$9,213,500	\$9,707,900	\$9,647,100	\$9,950,600	\$10,099,400	\$10,250,200	\$10,403,200
Supplies & Services	7,523,300	6,860,300	7,619,400	7,979,100	7,876,900	8,162,000	8,622,000
Sheriff Services	4,466,400	4,395,300	4,655,900	4,749,000	4,844,000	4,940,900	5,039,800
<b>Sub-Total</b>	<b>\$21,203,200</b>	<b>\$20,963,500</b>	<b>\$21,922,400</b>	<b>\$22,678,700</b>	<b>\$22,820,300</b>	<b>\$23,353,100</b>	<b>\$24,065,000</b>
Capital Outlay	\$170,400	\$166,000	\$203,300	\$205,600	\$232,000	\$210,900	\$244,800
Discretionary	951,200	933,300	954,700	963,400	953,900	965,600	977,700
<b>Total Expenditures</b>	<b>\$22,324,800</b>	<b>\$22,062,800</b>	<b>\$23,080,400</b>	<b>\$23,847,700</b>	<b>\$24,006,200</b>	<b>\$24,529,600</b>	<b>\$25,287,500</b>

**Note:**

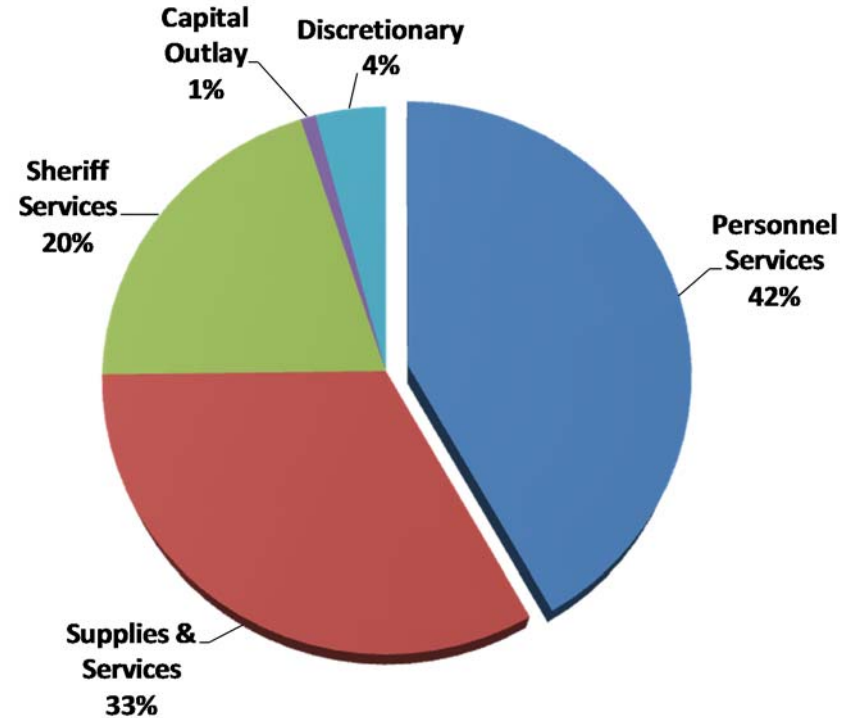
1. *FY 2016-17 Projected Expenditures are forecasted to Underrun by \$262.0K:*
  - a. *Personnel services – overstated projection due to three pay periods in the month of March 2017 – (\$494.4K); and*
  - b. *Underrun condition for the payment of debt service caused by the usage of interest earnings held by the Trustee - \$797.2K.*
  - c. *Transferred (\$592.4) to Management Reserve for proper recording of Triple-Flip receipt.*
2. *Starting in FY 2018-19, principal payments for the Civic Center COP begin, adding ~\$725K per year through FY 2042. In FYs 2018-19, 2019-20, and 2020-21, the City will draw down a total amount of \$1.33M from the Sr. Center Construction Fund being held with the Trustee. In FY 2021-22 and beyond, the City will have to make debt service payments from the annual revenue it collects.*



# Expenditure Summary by Account Class



	<u>Proposed 2017-18</u>
Personnel Services	\$9,647,100
Supplies & Services	7,619,400
Sheriff Services	4,655,900
Capital Outlay	203,300
Discretionary	954,700
<b>TOTAL EXPENDITURES</b>	<b>\$23,080,400</b>







# Payroll & Vendor Services



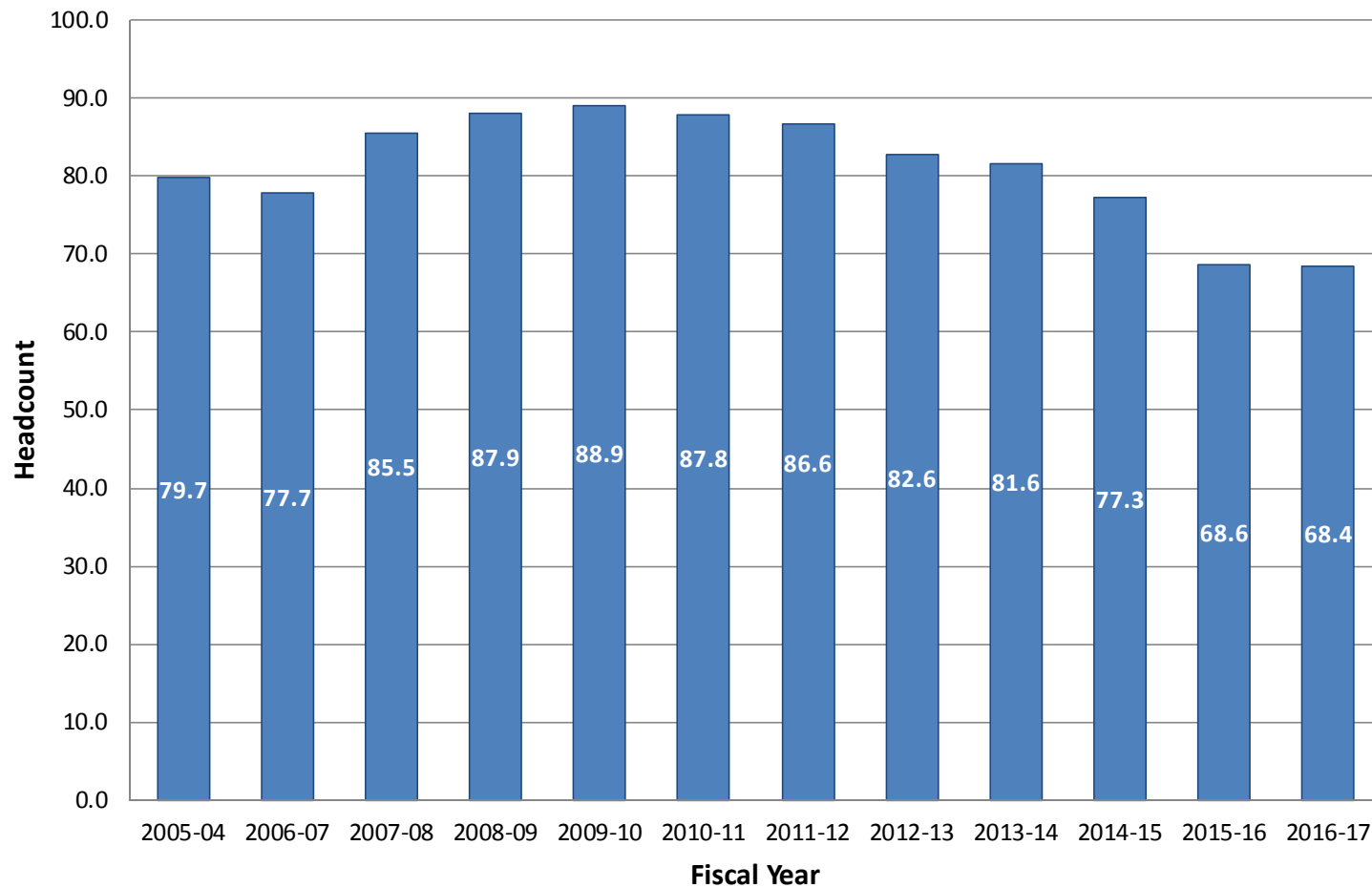
	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2016-17	Projected 2016-17	Budget 2017-18	Budget 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22
Full Time Salaries	\$5,789,000	\$6,128,100	\$5,889,700	\$6,070,600	\$6,161,700	\$6,254,100	\$6,347,900
Full Time Employee Overtime	50,500	51,200	51,300	52,100	52,900	53,700	54,500
Benefits	1,646,000	1,672,500	1,541,700	1,559,800	1,583,200	1,606,900	1,631,000
Retirement Benefits	89,500	82,500	91,300	92,200	93,600	95,000	96,400
Employer Taxes	873,300	869,700	965,600	1,065,300	1,081,300	1,097,500	1,114,000
Temporary Employees	626,500	750,100	960,000	960,000	974,400	989,000	1,003,800
Temporary Employee Overtime	0	400	0	0	0	0	0
Auto Allowance	46,200	47,900	46,000	46,000	46,200	46,200	46,200
457 Match	92,500	105,600	101,500	104,600	106,100	107,800	109,400
<b>Total Payroll &amp; Payroll Related Costs</b>	<b>\$9,213,500</b>	<b>\$9,708,000</b>	<b>\$9,647,100</b>	<b>\$9,950,600</b>	<b>\$10,099,400</b>	<b>\$10,250,200</b>	<b>\$10,403,200</b>
Sheriff Services	\$4,466,400	\$4,395,300	\$4,655,900	\$4,749,000	\$4,844,000	\$4,940,900	\$5,039,800
Contractual Services	1,612,700	1,854,500	1,973,100	2,012,700	1,612,100	1,644,000	1,676,300
<b>Total Vendor Services</b>	<b>\$6,079,100</b>	<b>\$6,249,800</b>	<b>\$6,629,000</b>	<b>\$6,761,700</b>	<b>\$6,456,100</b>	<b>\$6,584,900</b>	<b>\$6,716,100</b>
<b>TTL PAYROLL &amp; VENDOR SERVICES</b>	<b>\$15,292,600</b>	<b>\$15,957,800</b>	<b>\$16,276,100</b>	<b>\$16,712,300</b>	<b>\$16,555,500</b>	<b>\$16,835,100</b>	<b>\$17,119,300</b>

**Notes:**

1. The General Fund employs 90.6 FTE Employees, 66.7 Full-time and 23.9 Part-time Employees.
2. Over 75% of Full-time employees (General Fund) will not receive pay increases, except for a 1.89% Cost of Living Adjustment.
3. Sheriff Service Level remains unchanged. Rate increases increased Sheriff costs by \$242.8K.

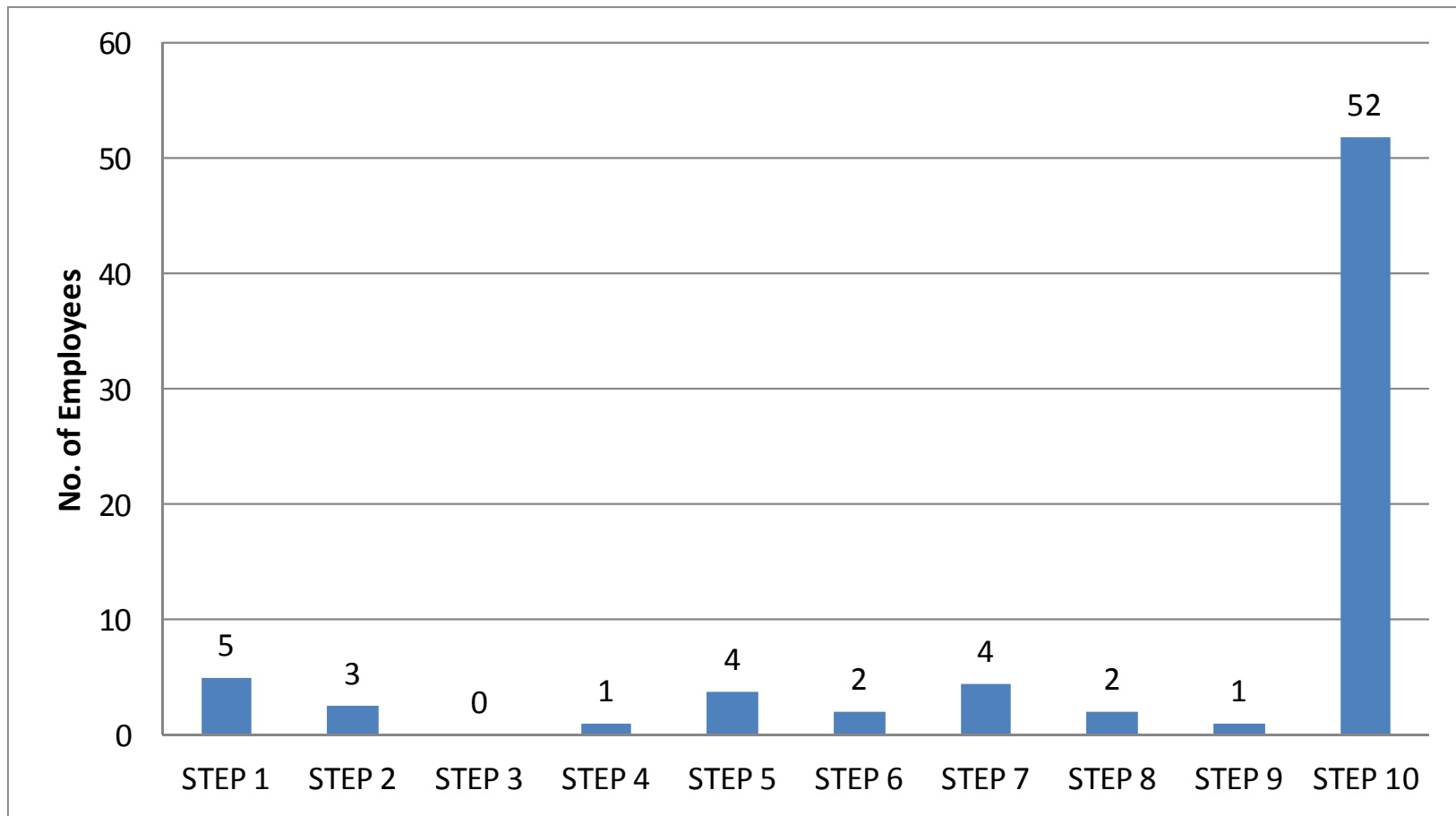


# General Fund Full-time Headcount (excludes Council)





## General Fund Full-time Employees by Step





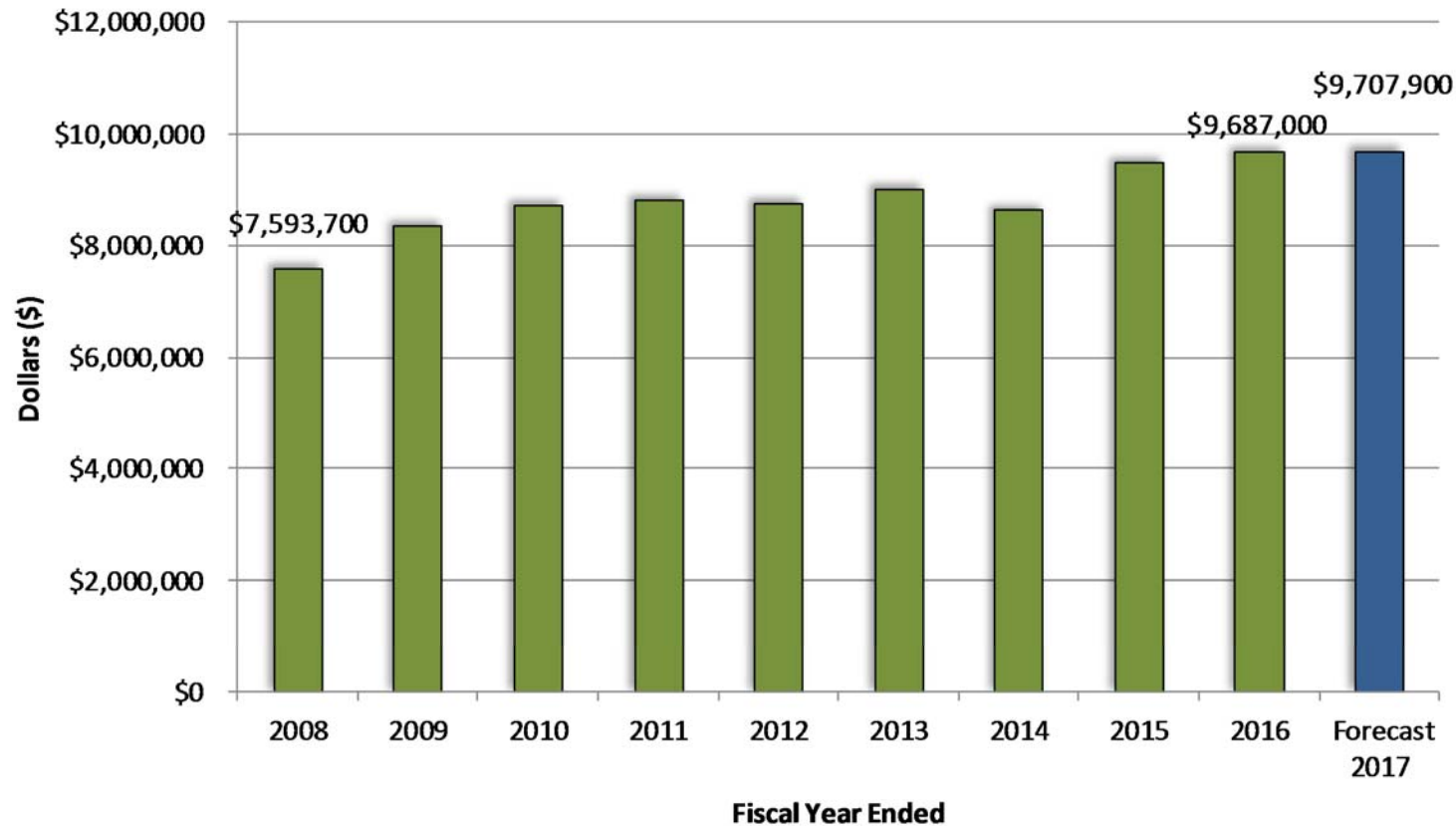
# General Fund Full-time Equivalent (FTE) Headcount



Full Time Equivalent (FTE) Headcount	Budget 2017-18		Budget 2017-18		Budget 2017-18
<b><u>Administrative Services</u></b>		<b><u>Community Services</u></b>		<b><u>Public Safety</u></b>	
Administrative Services Manager	0.85	Community Services Director	0.72	Director Public Safety & Emerg	0.48
Facility Maintenance Technicia	1.04	Deputy Director of Community Services	0.70	Public Safety Coordinator	1.00
Human Resources Specialist	1.00	Events Specialist	0.14	<b>Total Public Safety</b>	<b>1.48</b>
Maintenance Assistant	0.24	Executive Assistant I	3.00	<b><u>Public Works</u></b>	
<b>Total Administrative Services</b>	<b>3.13</b>	Facility Maintenance Technicia	1.82	Assistant Engineer	1.00
<b><u>City Clerk</u></b>		Facility Supervisor	2.00	Assistant Transportation Plann	1.96
City Clerk	1.00	Maintenance Assistant	1.86	Deputy Public Works Director	1.00
Executive Assistant I	0.48	Preschool Principal	1.00	Engineering Assistant	0.48
Executive Assistant III	1.00	Preschool Supervisor	1.00	Environmental Services Supervi	1.00
Office Assistant	2.00	Preschool Teacher	12.63	Executive Assistant I	1.00
<b>Total City Clerk</b>	<b>4.48</b>	Recreation Coordinator	2.00	Executive Assistant II	1.00
<b><u>City Council</u></b>		Recreation Leader I	4.23	Maintenance Assistant	0.48
Councilmember	5.00	Recreation Leader II	2.79	Public Works Director	1.00
<b>Total City Council</b>	<b>5.00</b>	Recreation Specialist	2.30	Public Works Inspector	1.00
<b><u>City Management</u></b>		Teacher Aid	1.64	Senior Civil Engineer	1.00
City Manager	1.00	<b>Total Community Services</b>	<b>37.83</b>	Senior Public Works Inspector	1.00
<b>Total City Management</b>	<b>1.00</b>	<b><u>Finance</u></b>		<b>Total Public Works</b>	<b>11.92</b>
<b><u>Community Development</u></b>		Accounting Specialist	3.00	<b>TOTAL FULL-TIME EQUIV. (FTE) EMPLOYEES</b>	<b>98.80</b>
Associate Planner	2.00	Accounting Supervisor	1.00		
Building Assistant	0.96	Chief Financial Officer	1.00		
Building Inspector	1.00	Executive Assistant I	1.00		
Building Official	1.00	Grant/Contract Administrator	1.00		
City Planner	1.00	Senior Accounting Specialist	1.00		
Code Enforcement Officer	2.00	<b>Total Finance</b>	<b>8.00</b>		
Community Development Director	1.00	<b><u>Media Operations</u></b>			
Executive Assistant I	1.00	Executive Assistant I	1.48		
Executive Assistant II	1.00	Information Systems Assistant	1.40		
Permit Center Supervisor	1.00	Information Systems Manager	1.00		
Planner	1.00	Media Operations Director	0.72		
Senior Building Inspector	1.00	Media Production Specialist	0.96		
Senior Planner	2.00	Media Supervisor	1.00		
<b>Total Community Development</b>	<b>15.96</b>	Production Assistant	0.96		
		Public Information Officer	0.48		
		Senior Media Specialist	2.00		
		<b>Total Media Operations</b>	<b>10.00</b>		



# Cost History for Personnel Services



**Notes:**

1. The increase in FY 2015 was due to the catchup of a 3-year delay in the issuance of a Cost-of-Living Adjustment (COLA);
2. The average 10-year annual percentage increase is 2.7%.





# Programs & Activities Funded in FY 2017-18 Budget



	PROPOSED Budget 2017-18	PROPOSED Revenue 2017-18	NET COST 2017-18
City Council Discretionary - J Bozajian	\$5,000	\$0	\$5,000
City Council Discretionary - MS Maurer	5,000	0	5,000
City Council Discretionary - F Gaines	5,000	0	5,000
City Council Discretionary - D Shapiro	5,000	0	5,000
City Council Discretionary - A Weintraub	5,000	0	5,000
City Council Events & Conferences	15,300	0	15,300
Contribution to PFA / PFCs	255,000	0	255,000
Contribution to Chamber of Com	21,000	0	21,000
Neighbors in Need	25,000	0	25,000
Relay for Life	5,000	0	5,000
Art Rental	7,700	0	7,700
Open Space & Environmental Prg	20,000	0	20,000
Business Meetings & Conferences	20,000	0	20,000
Special Events	20,700	0	20,700
School Safety	13,700	0	13,700
Crossing Guard	92,800	0	92,800
School Programs	7,700	0	7,700
Senior Rental Voucher	91,500	0	91,500
Tickets / Pre-sale	12,500	500	12,000
July 4th	74,500	27,900	46,600
Egg Stravaganza	6,000	0	6,000
Teen Events	10,000	0	10,000
Holiday Gala Event	12,000	0	12,000
Film Festival	15,000	0	15,000
Pumpkin Festival Exp.	110,000	93,200	16,800
Calabasas Musical Programs	50,200	0	50,200
Civic Center Art Programs	3,100	0	3,100
Calabasas Fine Arts Festival Exp.	41,000	39,700	1,300
<b>TOTAL</b>	<b>\$954,700</b>	<b>\$161,300</b>	<b>\$793,400</b>





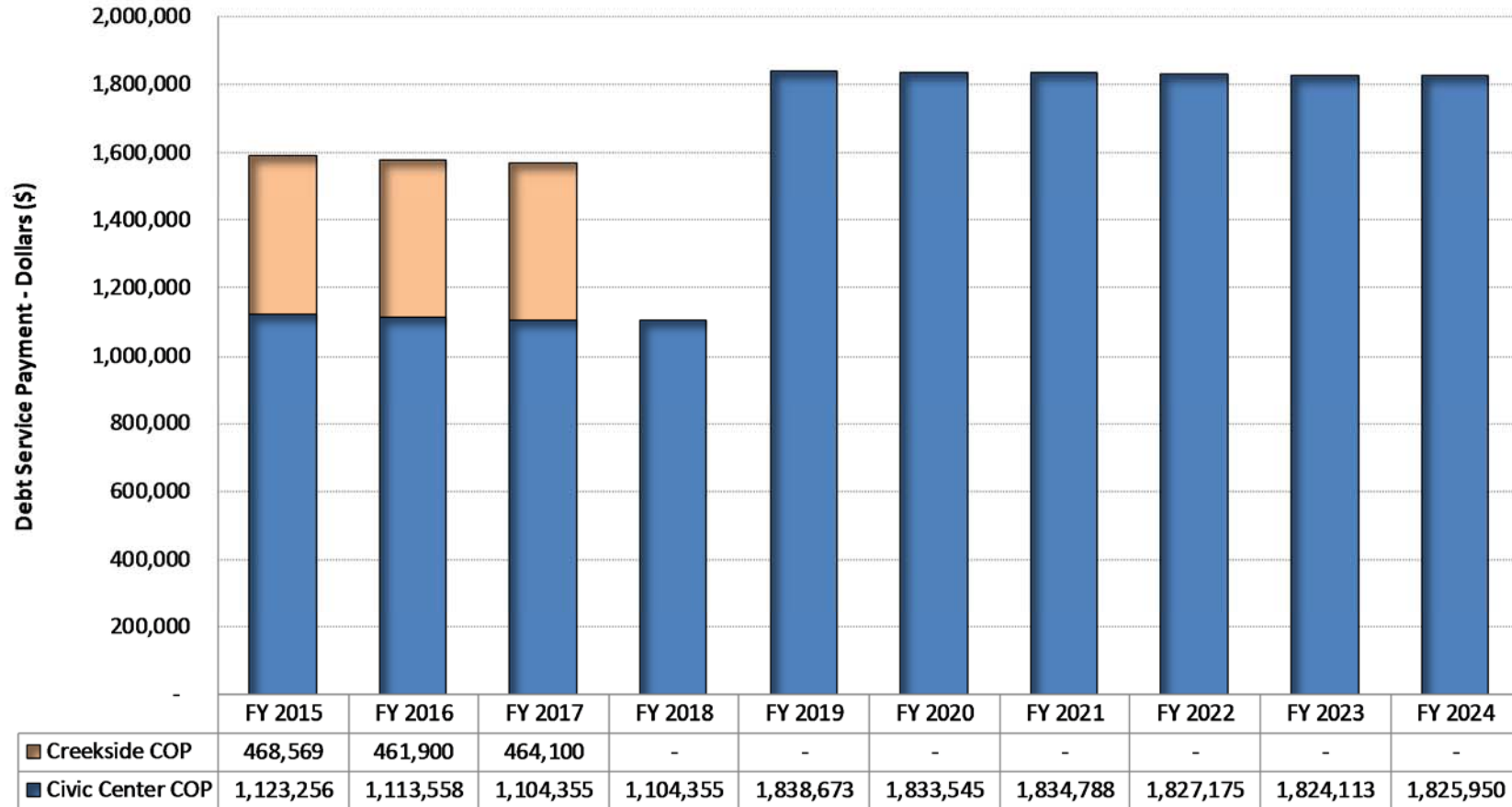
# Support for Schools



<u>Program Description</u>	<u>Amount</u>
Title I Grants	\$156,000
Fixed Shuttle	130,000
School Grants	94,000
Crossing Guard Program	92,800
School Facility Maintenance	65,500
Joint Use Agreement - A.E. Wright & A.C. Stelle	48,900
Before and After School Aides	13,700
School Programs	7,700
Facility Rentals	6,400
Walk-To-School Program	1,500
Bus Pass Processing	500
Flu Clinic Services	400
<b>TOTAL AMOUNT BUDGETED</b>	<b>\$617,400</b>



# Debt Service Payment Schedule Summary



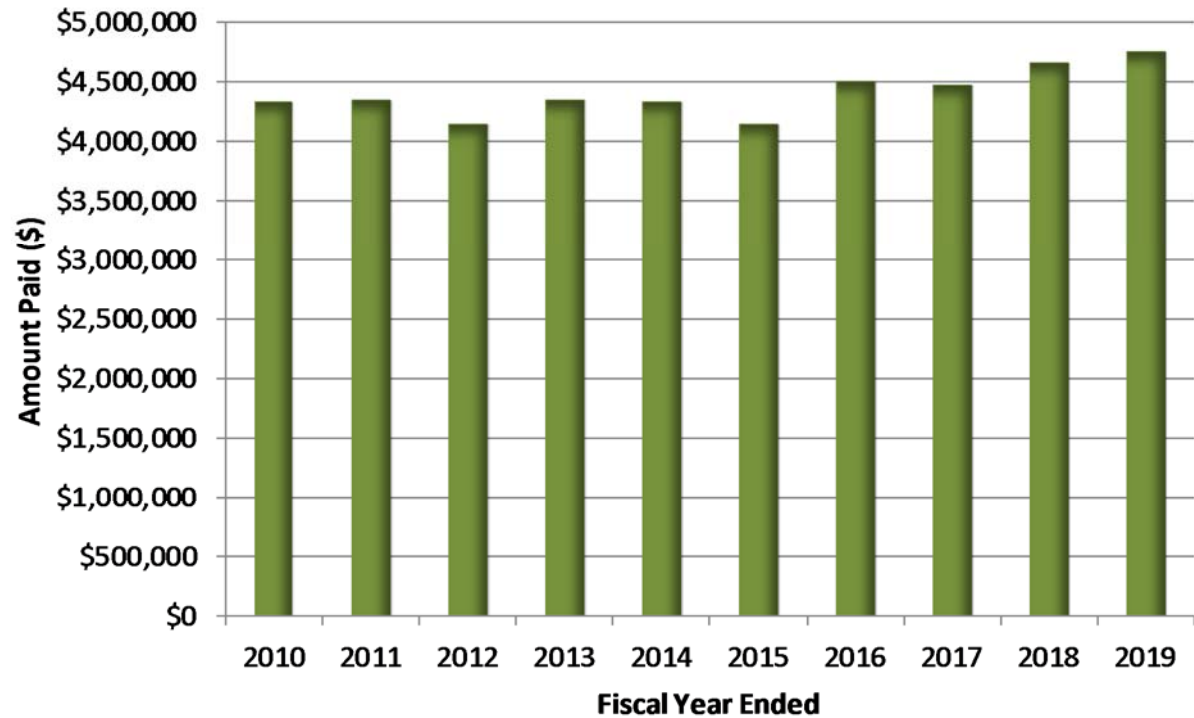




# Sheriff Service Cost History



<u>Fiscal Year</u>	<u>Amount</u>
2010	4,323,100
2011	4,345,700
2012	4,140,300
2013	4,341,800
2014	4,318,400
2015	4,138,300
2016	4,493,200
2017	4,466,400
2018	4,655,900
2019	4,749,000
<b>10-YEAR TOTAL</b>	<b>\$43,972,100</b>





# Capital Improvement Projects



	Proposed Budget		FY 2017-18 Funding Sources		FY 2018-19 Funding Sources	
	2017-18	2018-19	General Fund	Other Funds	General Fund	Other Funds
Citywide Guardrails	\$50,000	\$50,000	\$50,000	\$0	\$50,000	\$0
Las Virg Scenic MeasR	900,000	0	0	900,000	0	0
Las Virgenes / Thousand Oaks Roundabout	650,000	0	0	650,000	0	0
Las Virgenes Shoulder Safety	0	250,000	0	0	0	250,000
Lost Hills O/P & Intchg MeasR	8,000,000	0	0	8,000,000	0	0
Mulholland Shoulder Safety	0	300,000	0	0	0	300,000
MulHwy Bicycle Gap Closure	445,000	1,000,000	0	445,000	0	1,000,000
Old Town Calabasas	100,000	1,000,000	0	100,000	0	1,000,000
Rondell Parking Lot	500,000	2,000,000	0	500,000	0	2,000,000
STATE - Green Street Project	500,000	0	0	500,000	0	0
STATE - LV Creek RestoreDesign	3,000,000	0	0	3,000,000	0	0
Street - Rubberized Overlay	500,000	500,000	0	500,000	0	500,000
Traffic Signal Interconnect	100,000	638,000	0	100,000	0	638,000
<b>Total CIP Projects</b>	<b>\$14,745,000</b>	<b>\$5,738,000</b>	<b>\$50,000</b>	<b>\$14,695,000</b>	<b>\$50,000</b>	<b>\$5,688,000</b>





# Fund Balances – All City Funds



Fund No.	Fund Description	(a) Projected Fund Balance June 2017	(b) Revenue	(c) Expenditures	(a) + (b) - (c) Projected Fund Balance June 2018
10	General Fund	\$14,273,980	\$23,224,100	\$23,080,400	\$14,417,680
11	Refundable Deposits	0	459,100	454,800	4,300
12	South Coast Air Quality Management District	92,353	34,800	26,200	100,953
13	Park & Recreation Improvements	36,299	40,600	40,000	36,899
14	AB 939	1,889,244	249,400	123,100	2,015,544
15	Gas Tax	955,105	534,900	350,000	1,140,005
16	Developer Impact Fees	1,896,888	65,400	650,000	1,312,288
18	Affordable Housing	1,627,173	28,500	0	1,655,673
19	Las Virgenes/ Lost Hills B&T	1,708,883	29,900	0	1,738,783
20	Prop A	557,570	462,300	359,800	660,070
21	LMD 22 - Common Benefit Areas	3,242,144	1,956,000	1,032,600	4,165,544
22	Landscape Maintenance District #22	1,171,688	2,835,700	2,367,600	1,639,788
24	Landscape Maintenance District #24	1,525	194,600	122,000	74,125
25	Prop C	150,990	364,600	294,000	221,590
26	TDA	6,955	29,800	33,000	3,755
27	Landscape Maintenance District #27	84,259	33,200	20,200	97,259
28	Library	1,184,026	2,275,900	1,974,900	1,485,026
29	Transportation Programs	1,398	780,800	834,900	-52,702
30	Storm Damage	-303,809	299,900	0	-3,909
32	Landscape Maintenance District #32	-1,161	34,300	30,200	2,939
33	Used Oil Grants	-8,187	13,900	9,400	-3,687
34	Measure R - Local Return	704,033	265,100	102,600	866,533
35	Community Development Block Grant	15,149	159,500	141,500	33,149
36	Grants	-756,782	3,821,700	3,680,000	-615,082
38	Cops- AB 3229 Grant	-39,183	114,600	100,000	-24,583
39	Measure R - MTA	-513,506	9,763,500	9,250,000	-6
40	Capital Improvement	0	14,745,000	14,745,000	0
41	Senior Center Construction	508	0	0	508
42	Civic Center Capital Replacement	1,053,539	18,300	10,000	1,061,839
48	Library Capital Replacement	517,473	9,100	0	526,573
50	Tennis & Swim Center Operation	504,115	3,815,900	3,740,200	579,815
60	Management Reserve	5,045,130	83,000	300,000	4,828,130
64	Quimby Act	16,750	13,200	0	29,950
65	Oak Tree Mitigation	89,872	22,900	16,300	96,472
80	CFD 98-1	2,177,536	546,500	508,400	2,215,636
83	2005 COP (Refunding 1999 COP)	515,601	0	0	515,601
84	CFD 2006 (The Oaks Mello-Roos)	3,383,484	1,845,900	1,786,700	3,442,684
85	2006 COP (Civic Center Construction)	0	3,500	3,500	0
87	2015 COP (Civic Center Project)	1,941,237	1,616,700	1,582,700	1,975,237
	<b>Total</b>	<b>\$43,222,279</b>	<b>\$70,792,100</b>	<b>\$67,770,000</b>	<b>\$46,244,379</b>





# Creekside Preschool – Revenue and Expenditures

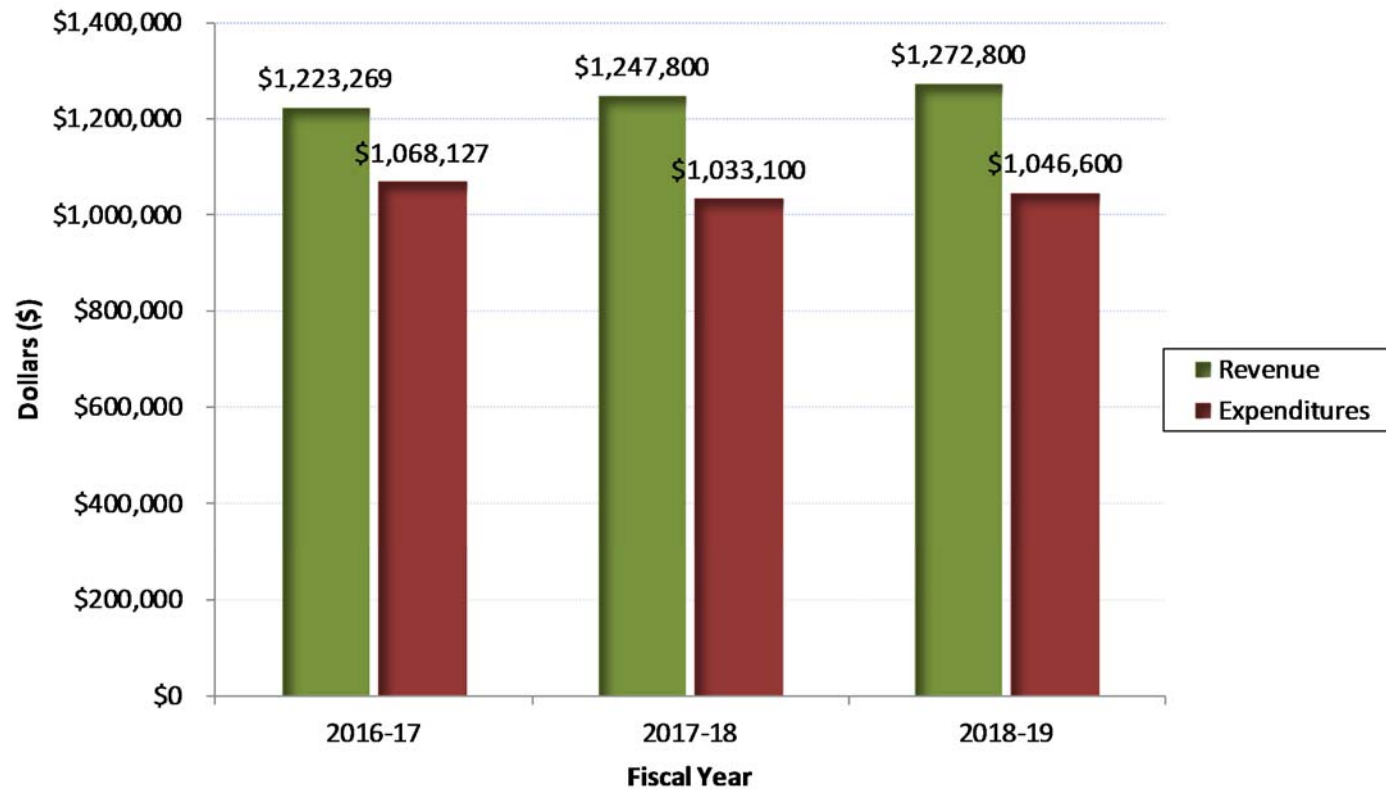


	FY 2016-17			FY 2017-18	FY 2018-19
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Budget</u>	<u>Budget</u>
<b>REVENUE</b>					
Creekside PreSchool Registrati	\$930,000	\$1,214,083	\$284,083	\$1,238,400	\$1,263,200
Creekside Classes	2,700	9,090	6,390	9,300	9,500
Facility Rental - Creekside	0	96	96	100	100
<b>TOTAL REVENUE</b>	<b>\$932,700</b>	<b>\$1,223,269</b>	<b>\$290,569</b>	<b>\$1,247,800</b>	<b>\$1,272,800</b>
<b>EXPENDITURES</b>					
<b>Operations &amp; Maintenance</b>					
Telephone	\$2,400	\$2,244	\$156	\$2,300	\$2,300
Office Supplies	5,500	3,875	1,625	4,000	4,100
Special Dept. Supplies	65,000	84,905	(19,905)	65,000	65,000
Printing	2,100	2,100	0	2,100	2,100
Contractual Services	27,200	26,993	207	27,500	28,100
School Programs	1,600	0	1,600	0	0
State Mandates	3,300	968	2,332	1,000	1,000
Advertising	1,200	1,000	200	1,000	1,000
Copier Supplies	100	100	0	100	100
Custodial Supplies	11,000	11,743	(743)	12,000	12,200
Refunds - Deposits & Overpays	300	300	0	300	300
<b>Total Operations &amp; Maintenance</b>	<b>\$119,700</b>	<b>\$134,227</b>	<b>(\$14,527)</b>	<b>\$115,300</b>	<b>\$116,200</b>
<b>Personnel Costs</b>					
Full Time Employees	\$827,700	\$827,700	\$0	\$683,600	\$696,200
Part Time Employees	106,200	106,200	0	\$234,200	\$234,200
<b>Total Personnel Costs</b>	<b>\$933,900</b>	<b>\$933,900</b>	<b>\$0</b>	<b>\$917,800</b>	<b>\$930,400</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,053,600</b>	<b>\$1,068,127</b>	<b>(\$14,527)</b>	<b>\$1,033,100</b>	<b>\$1,046,600</b>
Surplus / (Shortfall) - \$	(\$120,900)	\$155,142		\$214,700	\$226,200
Surplus / (Shortfall) - %	-11.5%	14.5%		20.8%	21.6%





# Creekside Preschool – Revenue and Expenditures





# Senior Center – Revenue and Expenditures



	FY 2016-17			FY 2017-18	FY 2018-19
	Budget	Actual	Variance	Budget	Budget
<b>REVENUE</b>					
Senior Center Membership	\$40,000	\$66,812	\$26,812	\$68,100	\$69,500
Senior Center Rentals	20,000	5,067	(14,933)	5,200	5,300
Senior Center Daily Fees	5,000	4,820	(180)	4,900	5,000
Senior Center Program Fees	215,000	279,478	64,478	285,100	290,800
<b>TOTAL REVENUE</b>	<b>\$280,000</b>	<b>\$356,177</b>	<b>\$76,177</b>	<b>\$363,300</b>	<b>\$370,600</b>
<b>EXPENDITURES</b>					
<b>Operations &amp; Maintenance</b>					
Event Insurance	\$3,000	\$6,082	(\$3,082)	\$5,000	\$5,000
Telephone	4,000	5,269	(1,269)	\$4,000	\$4,000
Office Supplies	5,000	2,453	2,547	\$2,500	\$2,600
Special Dept. Supplies	40,000	53,778	(13,778)	\$45,000	\$45,000
Facility Maintenance	0	248	(248)	\$300	\$300
Printing	20,000	4,945	15,055	\$5,000	\$5,100
Dues and Memberships	1,000	100	900	\$100	\$100
State Required Fingerprinting	500	500	0	\$500	\$500
Postage / Courier Service	3,500	800	2,700	\$800	\$800
Equipment Maintenance	0	343	(343)	\$300	\$300
Utilities - Electric	30,000	21,704	8,296	\$22,100	\$22,500
Utilities - Water	4,000	5,328	(1,328)	\$5,400	\$5,500
Utilities - Gas	4,000	2,408	1,592	\$2,500	\$2,600
Utilities - Cable	4,500	1,752	2,748	\$1,800	\$1,800
Contract Instructors	60,000	57,370	2,630	\$58,500	\$59,700
Contractual Services	25,000	46,493	(21,493)	\$32,000	\$34,000
Senior Programs	20,000	20,066	(66)	\$20,500	\$20,900
Custodial Supplies	10,000	14,474	(4,474)	\$14,800	\$15,100
Mileage Reimbursement	200	200	0	\$200	\$200
Building Security	0	437	(437)	\$2,000	\$2,000
Capital Outlay	0	2,412	(2,412)	10,000	10,000
<b>Total Operations &amp; Maintenance</b>	<b>\$234,700</b>	<b>\$247,161</b>	<b>(\$12,461)</b>	<b>\$233,300</b>	<b>\$238,000</b>
<b>Personnel Costs</b>					
Full Time Employees	\$197,300	\$197,300	\$0	\$198,200	\$206,700
Part Time Employees	50,000	50,000	0	\$65,700	\$65,700
<b>Total Personnel Costs</b>	<b>\$247,300</b>	<b>\$247,300</b>	<b>\$0</b>	<b>\$263,900</b>	<b>\$272,400</b>
<b>TOTAL EXPENDITURES</b>	<b>\$482,000</b>	<b>\$494,461</b>	<b>(\$12,461)</b>	<b>\$497,200</b>	<b>\$510,400</b>
Annual Surplus / (Shortfall)	(\$202,000)	(\$138,284)	\$88,637	(\$133,900)	(\$139,800)
	-41.9%	-28.0%	-711.3%	-26.9%	-27.4%





# Senior Center – Revenue and Expenditures

