

CITY OF AGOURA HILLS CALIFORNIA



A CULTURAL EXPERIENCE

ADOPTED BUDGET FISCAL YEAR 2012-13

www.ci.agoura-hills.ca.us

CITY OF AGOURA HILLS CALIFORNIA



A CULTURAL EXPERIENCE

ADOPTED BUDGET FISCAL YEAR 2012-13

www.ci.agoura-hills.ca.us

TABLE OF CONTENTS

	Page No.		Page No.
Introduction		General Fund (continued)	
Organization Chart	1-1	Community Services/Recreation	4-39
Gann Appropriation Limit	1-2	Reyes Adobe Historical	4-42
Gann Appropriation Limit	1-3	Community Services	4-45
Resolution NO. 12-1673	1-4	Parks Maintenance	4-47
Resolution NO. 12-1674	1-5	Public Works	4-49
General Fund Revenue/Expenditure Pie Chart	1-6	Landscape Maintenance	4-52
		Storm Drain & Flood Control	4-53
		Transportation	4-55
		General Fund	4-56
Executive Summary		Other Funds	
Executive Budget Message	2-1	Gas Tax	5-1
Award Documentation	2-15	Traffic Confestion Relief	5-2
Geographic Information	2-16	Traffic Safety	5-3
Demographic Information	2-17	Proposition A	5-4
Tax Revenues by Source - Trend Analysis	2-18	Proposition C	5-6
Sources and Uses 2011-12	2-20	Measure R	5-7
Sources and Uses 2012-13	2-21	South Coast Air Quality Control	5-8
Summary Revenues/Expenditures	2-22	Traffic Improvement	5-9
Total Budget Summary 2012-13	2-23	Utility Undergrounding	5-10
Personnel Summary	2-24	Supplemental Law Enforcement	5-11
Interfund Transfers 2012-13	2-26	Miscellaneous Grants	5-12
Interfund Transfers 2011-12	2-28	Solid Waste Management	5-13
Draft Five Year Forecast	2-30	Financing Authority Debt Service	5-14
Comparative Tax Revenues by Source	2-31	Recreation Center Capital Project Fund	5-15
		Storm Water Capital Projects Fund	5-16
		Reyes Adobe Capital Projects Fund	5-17
		Measure R Capital Projects Fund	5-18
Revenues		Capital Improvement Plan	
All Revenues	3-1	Annual Overlay Schedule	6-1
General Fund		Appendix	
City Council	4-1	Statement of Investment Policy	7-1
City Manager	4-4	Fund Balance Policy for the General Fund	7-5
City Clerk	4-7	Post-Issuance Compliance Procedures	7-8
City Attorney	4-10	Glossary of Terms	7-16
Finance	4-13	List of Acronyms	7-19
Public Facilities	4-16		
Non-Departmental	4-19		
Automated Office Systems	4-22		
Los Angeles County Sheriff	4-25		
Emergency Services	4-28		
Animal Control	4-31		
Community Development	4-34		
Building and Safety	4-37		

CITY OF AGOURA HILLS

ORGANIZATIONAL STRUCTURE AND DIRECTORY OF CITY OFFICIALS

AGOURA HILLS RESIDENTS



Harry Schwarz
Councilmember

Denis Weber
Mayor Pro Tem

John Edelston
Mayor

William Koehler
Councilmember

Ilce Buckley-Weber
Councilmember

Planning Commission
(5)

Greg Ramirez
City Manager
(5.5)

Candice Lee
City Attorney
(Contract)

Nathan Hamburger
Assistant City Manager

- General Administration
- Economic Development
- Human Resources
- Risk Management
- Refuse Recycling

Louis Celaya
Deputy City Manager

Mike Kamino
Director
Comm. Development
(6.5)

Christy Pinuelas
Director
Finance
(3)

Ramiro Adeva
Director of Public
Works
(7)

Kimberly Rodrigues
City Clerk
(2)

Amy Brink
Director of
Community Services
(7)

Amir Hamidzadeh
Building Official
(3)

- Current Planning
- Economic Development & Revitalization
- Environmental Review
- General Plan
- Code Enforcement
- Comprehensive Planning
- Community Devel. Block Grant

- Accounting
- Operating Budget
- Payroll
- Financial Reporting
- Business Registration
- Cash Management
- Purchasing
- Information Systems

- Private Project Devel.
- Capital Project Devel.
- Mapping & Records
- Public Works Inspection
- Transit/Transport. Engineering
- Water
- Wastewater
- Street/Landscape Maintenance
- Storm Water System Maintenance

- Information
- Agendas/Minutes
- Public Hearings
- Elections
- Records Management

- Recreation Programs
- City-Wide Special Events
- Transportation Services
- Senior Center
- Community Service Programs
- Community Relations
- Recreation Center
- Reyes Adobe Historical Site
- Equestrian Arena
- Park facilities & Maintenance

- Plan Review
- Permit Processing
- Permit Issuance
- Building Inspection
- Code Adoption and Enforcement
- Issuance of Certificate of Occupancy

**City of Agoura Hills
APPROPRIATION LIMIT
FY 2012-13**

History

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution (informally known as Proposition 4, or the “Gann Initiative”), which restricts the total amount of appropriations allowed in any given fiscal year from the “proceeds of taxes.”

In 1980, the State Legislature added section 9710 to Government Code which required the governing body of each local jurisdiction to establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year’s limit, adjusted for population changes and the change in the U.S. Consumer Price Index (or California per Capita Personal Income, if smaller). The necessary statistical information is provided each year by the California Department of Finance

In June, 1990, the voters modified the original Article XIII-B (Proposition 4) with the passage of Proposition 111 and its implementing legislation (California Senate Bill 88). Beginning with the 1990-90 appropriations limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income **or** the growth in the non-residential assessed valuation due to construction within the City, **and** the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the tax payers within two years (either by reducing taxes levied or fees charged).

Agoura Hills and the Future

The following table provides an analysis of the City of Agoura Hill’s appropriation limit. Historically the City has remained well below its appropriation limit. For the 2012/13 fiscal year, there is a significant gap of \$4,672,508 between the appropriations limit and the General Fund appropriations allowed under the limit. With such a sizable margin, the provisions related to the return of taxes clearly do not, and will not, apply to Agoura Hills any time in the new future.

Calculation of Limitation

Appropriation Limit for FY 2011-12		\$13,541,011
Adjustment Factors:	<u>% Ratio</u>	
Population Factor	1.0377	
Growth Factor	<u>1.0021</u>	
Population Ratio*Economic Ratio		<u>1.0398792</u>
Appropriation Limit for FY 2012-13		<u>\$14,081,016</u>

**CITY OF AGOURA HILLS
GANN APPROPRIATION LIMIT
FY 2012-13**

Appropriation Limitation Calculation				Schedule 1	Appropriation Subject to Limit				Schedule 2
% Change in		Population per DOF	Growth Factor	Appropriation Limit by Fiscal Year	Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax	
Personal Income	in								
1981-82 Base Year Approp Subject to Limit:				\$2,200,000	Unrestricted:				
Allowed Growth Rate:					Taxes	\$10,084,508	\$9,328,508	\$756,000	
1992-93	0.9936	1.0133	1.0068149	5,920,556	License and Permits	328,000		328,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248	Intergovernmental	0		0	
1994-95	1.0071	1.0028	1.0099199	6,191,060	Charges for Services	657,830		657,830	
1995-96	1.0472	0.9969	1.0439537	6,463,180	Fines and Forfeitures	85,000		85,000	
1996-97	1.0467	1.0034	1.0502588	6,788,011	Interest Earnings	90,000	80,000	10,000	
1997-98	1.0467	1.0104	1.0575857	7,178,904	Miscellaneous	232,593		232,593	
1998-99	1.0415	1.0120	1.0539980	7,566,550	Total Unrestricted	11,477,931	9,408,508	2,069,423	
1999-00	1.0453	1.0158	1.0618157	8,034,282	Restricted:				
2000-01	1.0491	1.0148	1.0646267	8,553,511	Taxes	0		0	
2001-02	1.0782	1.0137	1.0929713	9,348,742	License and Permits	12,500		12,500	
2002-03	0.9873	1.0400	1.0267920	9,599,213	Intergovernmental	7,050,116		7,050,116	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Charges for Services	83,350		83,350	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Fines and Forfeitures	150,000		150,000	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Interest Earnings	40,500		40,500	
2006-07	1.0396	1.0017	1.0413673	12,024,049	Miscellaneous	0		0	
2007-08	1.0442	1.0034	1.0477503	12,598,200	Total Restricted	7,336,466	0	7,336,466	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239	Total Source of Funds	\$18,814,397	\$9,408,508	\$9,405,889	
* 2009-10	1.0062	1.0058	1.0120360	13,371,262					
2010-11	0.9746	1.0059	0.9803501	13,108,518					
2011-12	1.0251	1.0077	1.0329933	13,541,011					
2012-13	1.0377	1.0021	1.0398792	14,081,016					
2012-13 Appropriation Limit				\$14,081,016					
Less Appropriations subject to limit (Sched 2)				9,408,508					
2012-13 Appropriations Under Allowed Limit				\$4,672,508					

* Revised

RESOLUTION NO. 12-1673

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF AGOURA HILLS, CALIFORNIA, ESTABLISHING
FISCAL YEAR 2012-13 APPROPRIATIONS LIMITATIONS**

WHEREAS, Article 13b of the California Constitution refers to a government entity's requirement for the establishment of an appropriations limit; and

WHEREAS, Senate Bill 1352, Chapter 1205, 1980, statutes adds Revenue and Taxation Code, Section 7910 which requires each local government to establish its appropriation limits by resolution each year at a regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City of Agoura Hills' appropriation limitation for Fiscal Year 2012-13 shall be \$14,081,016.

BE IT FURTHER RESOLVED, that any challenge to the appropriations limits as per the above mentioned government codes must be brought to the City of Agoura Hills' attention within sixty (60) days of the effective date of this resolution.

PASSED, APPROVED, AND ADOPTED, this 27th day of June, 2012, by the following vote to wit;

AYES: (5) Edelston, Weber, Buckley Weber, Koehler, Schwarz
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

ATTEST:

Kimberly

Kimberly Rodrigues, City Clerk



John M. Edelston
John M. Edelston, Mayor

RESOLUTION NO. 12-1674

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2012-13

WHEREAS, the City Council has reviewed the City Manager's preliminary budget for Fiscal Year 2012-13, and


WHEREAS, a budget workshop concerning the Fiscal Year 2012-13 proposed budget was held Wednesday, June 13, 2012,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Agoura Hills, as follows:

1. That the Fiscal Year 2012-13 Budget be approved pursuant to Chapter 6, Section 2603 (Ordinance No. 22) of the City of Agoura Hills Municipal Code and that the proposed amendments to the Fiscal Year 2011-12 Budget be approved.
2. Any unused appropriations from the Fiscal Year 2011-12 Adopted Budget at the end of Fiscal Year 2011-12 may be re-appropriated by the City Manager for continued use in Fiscal Year 2012-13.

PASSED, APPROVED, AND ADOPTED, this 27th day of June, 2012, by the following vote to wit;

AYES: (5) Edelston, Weber, Buckley Weber, Koehler, Schwarz
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)



John M. Edelston, Mayor

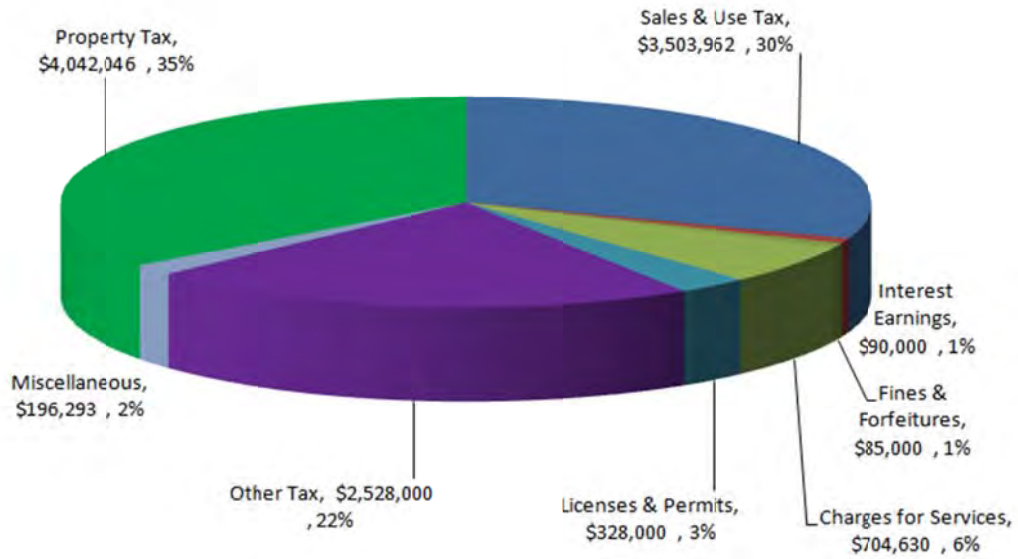
ATTEST:



Kimberly Rodrigues, City Clerk

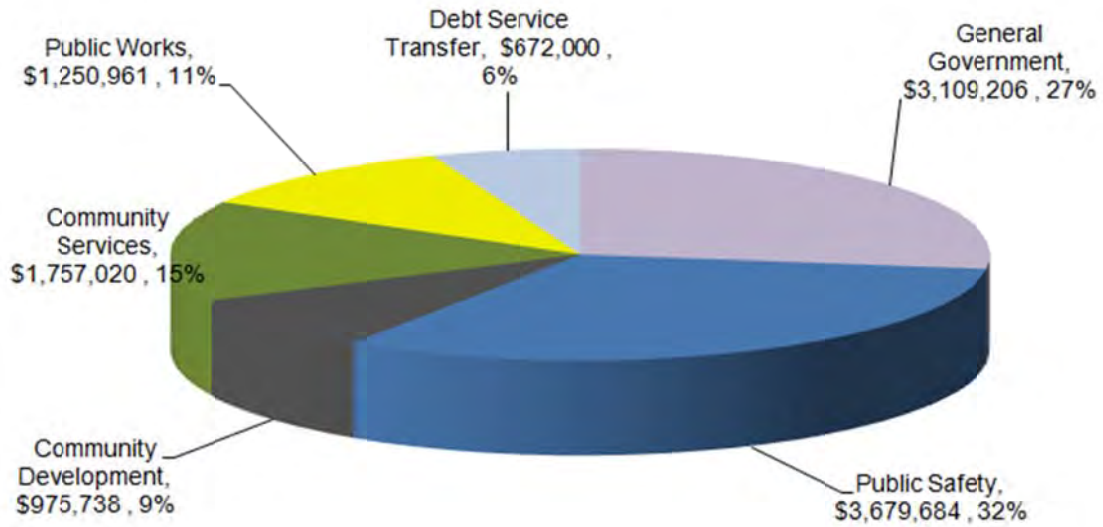


City of Agoura Hills 2012-2013 General Fund Revenue



\$11,477,931

2012-2013 General Fund Operating Expenditures/Transfers



\$11,444,609

Executive Summary

City of Agoura Hills FY 2012-13



Date: June 27, 2012
To: Honorable Mayor and Members of the City Council
From: Greg Ramirez, City Manager
Subject: Fiscal Year 2012/13 Budget Executive Summary

Introduction

This document includes the 2012/13 adopted budget for the City of Agoura Hills. The adoption of the budget is one of the most important actions taken by the City Council, as it establishes the City's direction for the near future.

Developing and monitoring the budget is an ongoing process and the budget that is developed from this process is modified throughout the budget period to respond to unanticipated events. At the June 13 budget study session the City Council reviewed the 2012/13 preliminary budget.

In reviewing the 2012/13 financial projections, it is important to note that although it is imperative that we take steps to meet new and continuing economic challenges facing our region and the entire nation, the City of Agoura Hills remains fiscally sound thanks to prudent and conservative planning by the City Council. Keeping to a clear and strong financial plan and maintaining prudent reserves will continue to be the goal of this budget process.

The City of Agoura Hills, like many other cities in California, had a Redevelopment Agency. Effective February 1, 2012 the California Supreme Court ruled to eliminate all Redevelopment Agencies throughout the state. On February 8, 2012, the City of Agoura Hills elected to become a Successor Agency. The Successor Agency is expected to wind down the Agency affairs, and it is overseen by an oversight board, comprised of representatives of other affected taxing entities, until the debts of the Agency are fully paid.

Financial Highlights

The City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2010 was awarded its first Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by the City and its management. The City has submitted its' 2011 CAFR and is waiting for the results of the review.

City of Agoura Hills FY 2012-13

For the second time, the City's Budget for the fiscal year ended June 30, 2012 received the California Society of Municipal Finance Officer's (CSMFO) Excellence in Operating Budgets Award. It is our intention to submit to both of these programs for consideration this year.

In April 2012, the City of Agoura Hills received a very strong financial endorsement from S&P, who affirmed the City's rating on the Agoura Hills Public Financing Authority's Series 2007 Refunding Lease Revenue Bonds at AA+ with a stable outlook. The City continues to enjoy one of the highest bond ratings available to cities in California. The S&P Rating Report reflects Standard & Poor's view of the city's participation in the Los Angeles-Long Beach Metropolitan Statistical Area, Low level of funding interdependencies with the federal government, historically very strong financial position, and low overall debt burden as a percent of market value. See a later discussion in this summary on the City's debt obligations.

Overall Budget

The 2012/13 Adopted Budget of \$19.6 million includes approximately \$19.3 million in City of Agoura Hills expenditures and operating transfers and \$265 thousand in expenditures for the Successor Agency to the Agoura Hills Redevelopment Agency (Successor Agency). The day-to-day operational/service costs for the organization as a whole are \$14.3 million and we are recommending an additional \$5.3 million in Capital Improvement Projects. The Capital Improvement Projects include \$4.9 million in Measure R, a Los Angeles County sales tax initiative, for several transportation related projects which include the Chesebro Interchange and Agoura Road Widening Projects.

The overall budget consists of the following:

General Fund	\$10,770,066
Other City Funds	<u>\$ 8,518,913</u>
Total City of Agoura Hills	<u>\$19,288,979</u>
Successor Agency	<u>\$ 264,410</u>

Total All Funds **\$19,553,389**

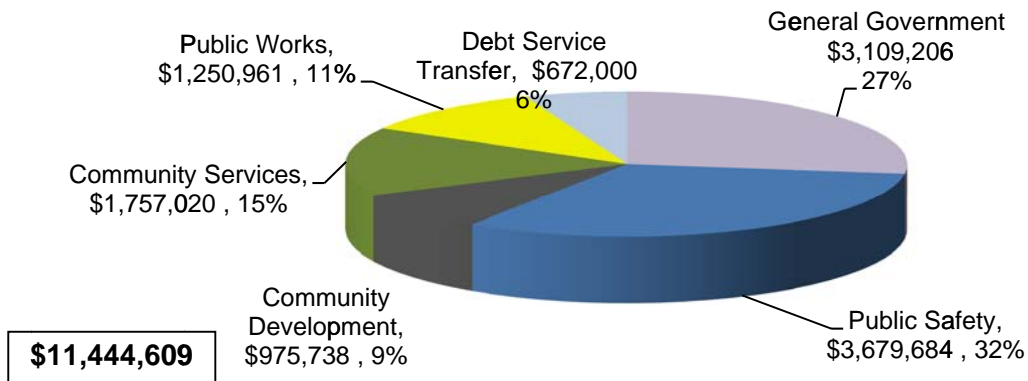
Public Safety continues to be a high priority, as is seen through the City's financial commitment (32% of the General Fund budget) to the various safety programs. The City contracts with the Los Angeles Sheriff's Department (Sheriff) to provide public safety. Services include patrol and traffic personnel, a juvenile intervention team, school crossing guards, youth drug awareness education programs, and animal control services. The Sheriff's Department is requesting a 2.23% increase in rates for the 2012/13 year. In 2011/12, the Sheriff's Department provided agencies with a one year rate holiday from liability insurance. This year the City will pay \$138 thousand for liability insurance. The City will receive \$100,000 in State COPS grant monies to assist in paying for our public safety program. These monies are budgeted in the Supplemental Law Enforcement Fund.

In addition to the Measure R transportation related projects, the City Council has approved funding for several other capital improvement projects, including design work for the new

City of Agoura Hills FY 2012-13

Recreation Center, Storm Water projects, the overlay of various city streets, sidewalk repairs, and other traffic improvement projects.

City of Agoura Hills 2012-2013 General Fund Operating Expenditures/Transfers



General Fund

The General Fund is where the majority of discretionary funds are recorded and where the majority of general municipal services are provided. The General Fund operational budget is balanced with revenues of \$11.5 million, expenditures of \$10.8 million, and operating fund transfers of \$672 thousand (\$11.5 million total). The debt service transfer out is to pay for debt service on the 2007 bond refunding. This bond paid for the Civic Center (City Hall/Library), for a portion of the Kanan Bridge Widening Project and is set-aside for the purchase of a recreation center.

General Fund revenue is budgeted to increase \$128,448 (1%). This is primarily a result of projected growth in sales tax. Agoura Hills receives a large portion of sales tax from both gasoline sales and furniture store sales. This, coupled with the opening of a small retail center with restaurants and a Trader Joe's grocery store, has led to a \$100 thousand (3%) increased projection in sales tax.

Operational expenses and transfers are budgeted to increase 1% (\$123,245) in the General Fund. The City is anticipating reduced City Clerk costs due to the fact that there is no election during the 2012/13 year (\$48,000) coupled with a reduction in the Public Works budget of \$150,000 due to the elimination of a position. Offsetting the above mentioned decreases is a shifting of costs for Community Development (\$280,000) from the Agoura Hills Redevelopment Agency and a \$115,000 increase in computer equipment to pay for new personal computers for employees, finance and recreation software. Personnel costs are further discussed elsewhere in this summary.

City of Agoura Hills FY 2012-13

The Budget Process

The budget process began in February when the department heads were asked to prepare revenue and expenditure projections and to provide recommendations for reducing expenses. During the first week of March, the City Manager met with each of the department heads to discuss their requests for the 2012/13 year and to review their estimates for the 2011/12 year.

On March 28, 2012, the City Council held a Goal/Budget Workshop to set a plan for the 2012/13 Budget. On May 23, 2012, the Finance Committee, met to review the draft budget and to discuss community service grant requests, which were received from various service organizations in the community. The City Council held a budget study session on June 13, 2012 to discuss the 2012/13 Preliminary Budget. On June 27, 2012, the City Council adopted the 2012/13 Budget.

2012 Budget Calendar

- | | |
|---------------|--|
| ➤ February 17 | Department Heads – Budgets to Finance |
| ➤ March 6-7 | City Manager met with Department Heads |
| ➤ March 10 | Department Heads – Revenue Projections |
| ➤ March 28 | Goals/Budget Workshop |
| ➤ May 23 | Finance Committee/Community Grants |
| ➤ June 6 | Preliminary Budget Review Workshop |
| ➤ June 27 | Adopt Budget |

Developing and monitoring the budget is an ongoing process. The estimates that are developed from this process are modified throughout the budget period to respond to unanticipated events.

Level of Budgetary Control

Since the budget is an estimate, from time to time, it is necessary to make adjustments to fine-tune the line items within it. Various levels of budgetary control have been established to maintain the integrity of the budget. The City Manager has the authority to transfer between expenditure accounts, within the same department, office, agency, or program activity. Where an appropriation requires an increase that cannot be supported by a transfer within those guidelines, City Council authorization is required.

Basis of Budgeting

The City of Agoura Hills' basis of budgeting is the same as the basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP). The City only has governmental funds (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds) whose budgets are prepared on a modified accrual basis where revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred; except that principal and interest payments on general long-term debt are recognized when due. Revenue availability criteria are defined as collectible within the current period, or soon enough thereafter, to be used to pay liabilities of the current period (i.e., sixty days after fiscal year end).

City of Agoura Hills FY 2012-13

The Funds within the Budget

All of the 20 budgeted funds are segregated into fund types as shown in the following list. They are described in more detail later in this summary. The City also holds fiduciary responsibility for several funds which are shown in the financial statements, but are not budgeted.

City of Agoura Hills

General Fund

010 – General Fund

Special Revenue Funds (12)

020 – Gas Tax Fund

040 – Traffic Safety Fund

060 – Proposition A Fund

061 – Proposition C Fund

063 – Measure R Fund

070 – South Coast Air Quality Control Fund

110 – Traffic Improvement Fund

111 – Undergrounding in Lieu Fund

240 – Supplemental Law Enforcement Fund

260 – Miscellaneous Grants Fund

420 – Inclusionary Housing In-Lieu Fund

520 – Solid Waste Management Fund

Debt Service Fund

300 – Financing Authority Debt Service Fund

Capital Projects Funds (4)

015 – Recreation Center Capital Projects Fund

016 – Storm Water Capital Projects Fund

017 – Reyes Adobe Interchange Project Fund

018 – Measure R Capital Projects Fund

Successor Agency to the Agoura Hills Redevelopment Agency

Debt Service Fund

390 – RDA Debt Service Fund

Trust Fund

600 – RDA Capital Projects Fund

Basis for Assumption for Key Revenue Estimates

The 2012/13 Budget was built upon a series of assumptions related to employee compensation, insurance rates, economic forecasts and development patterns. The impact of any further State of California budget changes on revenues and expenses will not be known until after this budget

City of Agoura Hills FY 2012-13

is adopted. Therefore no financial cuts from Federal or State grants or legislative changes have been made unless we have already been notified of such change. The budget reflects the best information available from the Governor's and Legislative's proposals for the State 2012/13 budget.

Net Tax Increment – The Agoura Hills Redevelopment Agency (RDA) was established in 1991/92 and dissolved in 2011/12. A new Agency, the Successor Agency to the Agoura Hills Redevelopment Agency was formed to manage and dissolve the assets of the Agency. The revenues are still pledged to bonds outstanding by the Agency. This revenue, known as net tax increment, represents the increase in property tax over the base year. In 2010/11, several property owners were successful in appealing their assessed valuations. These appeals resulted in a \$900 thousand loss of revenue (18%). These revenues further declined \$470 thousand in 2011/12. Several appeals remain outstanding. The Net Tax Increment is pledged to bond repayment, to pass through payments, and to enforceable loans with the City. The Successor Agency continues to experience new development which will bring additional revenue in future years. See further discussion of the RDA later in this summary.

Property Taxes – The City's General Fund receives property taxes. The estimate is projected to increase one percent, based on information received from the State and the County of Los Angeles, historical trends, and a forecast of a moderate decrease in assessed valuations. The decrease in assessed valuations is primarily the result of temporary appeals to the County Assessor based on declining property values. Also included in this category is the Property Tax In-Lieu of Vehicle License Fee (VLF). Beginning with 2005/06, a majority of the VLF revenue source has been reclassified from Grants and Subventions as the State reallocates its funding methodology.

Sales Taxes – Sales tax is collected in the City of Agoura Hills at the rate of 8.75%. "Local Tax" is the general term for sales and use taxes imposed under the Bradley-Burns Uniform Sales and Use Tax Law. The tax is distributed as follows: 6.25% State; 1% City; 1.5% County. The City's General Fund receives 23% of its revenues from sales tax. The sales tax is primarily collected from the City's gas stations and various furniture stores. Sales tax is projected by the City's consultant, based on expected growth within the primary industries in the community. For 2012/13, the sales tax is projected to rise by 3%.

Transient Occupancy Tax – The City imposes a 12% Transient Occupancy Tax on occupants at hotel, motel, or other lodging facilities within the incorporated area of the City. The Transient Occupancy Tax is forecasted to increase 1% based on current economic trends.

Major Issues

There are certain current issues that are of major interest to the City. They include the following:

- The State's Budget and Legislative Issues
- Agoura Hills Redevelopment Agency
- The Agoura Hills Recreation Center
- Measure R Funding

City of Agoura Hills FY 2012-13

- Five Year Computer Upgrades Plan

The State's Budget and Legislative Issues

In January, the 2012/13 Governor's Budget projected that the state needed to address a budget problem of \$9.2 billion to balance the 2012-13 General Fund budget. In the May Revision, the administration estimates that the problem has increased to \$15.7 billion. The increase mainly results from lower revenue projections, which have the counterintuitive effect of increasing the state's Proposition 98 minimum guarantee for schools and community colleges in 2012/13. The Governor's May Revision projects a \$1 billion reserve if the Governor's Proposals are adopted. The administration also estimates the plan would leave the state with a small structural surplus in the coming years.

The 2012/13 Governor's Budget is balanced on the backs of the assets of former redevelopment agency's liquid assets (cash) to local governments including school and community college districts. See later discussion of the Agoura Hills Redevelopment Agency.

Since the passage of Proposition 13, the Legislature of the State of California has had the power to reallocate property taxes among local governments. The most significant use of this authority has been to allocate city, county and special district shares of the property tax to schools through Educational Revenue Augmentation Funds (ERAF) and reduce state general fund support for schools. Proposition 1A, passed by the voters in November 2004, and Proposition 1A (Prop 1A) passed by the voters in November 2006, preclude the State from taking away resources but does not preclude the State from borrowing from local government. As a part of the 2009/10 Budget package, the State of California Legislative Budget Conference Committee suspended the 2004 Prop1A and borrowed monies from local government.

The suspension of the 2004 Prop 1A required the Governor to declare a "severe state fiscal hardship" and for the Legislature to enact an urgency statute suspending Prop 1A with 2/3 vote of each house; and for the Legislature to enact a law providing for full repayment of the "borrowed funds", plus interest, within three years. The Legislature may not enact such a suspension more than twice in any ten-year period and may only do so if any previous borrowings have been repaid. The City of Agoura Hills' share of the loan was \$400,641. These monies came from the City's General Fund Reserves (see discussion later). The City participated in a third party securitization program and received 100% of the receivables by the end of 2009/10. As such, the monies borrowed have all been repaid to the City although, since it was a securitization, the State monies are still outstanding and another borrowing may not occur until this has been fully repaid.

As of the date of this letter, the State has still not reached a decision on the final 2012/13 State Budget. There are no current budget proposals that would impact the City of Agoura Hills. However, the City will continue to monitor the progress of the State budget, and if any recommendations are passed which impact the City's budget, staff will bring recommendations forward at a later date.

City of Agoura Hills FY 2012-13

Agoura Hills Redevelopment Agency/Successor Agency

In his 2011/12 budget, Governor Jerry Brown proposed eliminating the state's Redevelopment Agencies (RDAs) to help address the state's ongoing budget deficit. In June 2011, the Legislature passed, and the Governor signed, two bills in response to his proposal:

- ABx1 26 prevented RDAs from engaging in new activities and dissolved the agencies
- ABx1 27 allowed RDAs to opt-in to an alternative redevelopment program to avoid dissolution.

The bills were challenged on constitutional grounds. On December 29, 2011 the California Supreme Court upheld the constitutionality of ABx1 26 and struck down ABx1 27 as unconstitutional. As a result the Agoura Hills Redevelopment Agency was dissolved on February 1, 2012. The assets and liabilities (excluding housing assets) of RDAs have now been transferred to Successor Agencies pursuant to ABx1 26. The City has chosen the County of Los Angeles as the Successor Housing Agency, managing the RDA's housing assets.

The Agoura Hills Redevelopment Agency was formed in 1988 and covered 1,028 acres, most of which lay in the southern portion of the City along commercial arterials and the U.S. 101 Freeway. The Agency issued the following debt in June, 2008:

- \$10 million in Housing Set-Aside Tax Allocation Bonds
- \$ 5.7 million in Tax Allocation Bonds

In 2008/09, the Agoura Hills Redevelopment Agency used \$4.1 million of the Tax Allocation Bonds to purchase property within the Redevelopment Agency. Furthermore, the City has used some of the Housing Set-Aside Bond proceeds to lease property within the Agency for the construction of Affordable Housing.

The 2010/11 Budget included the use of the remaining Tax Allocation Bonds (\$1.5 million) to pay for the completion of the Reyes Adobe Interchange Capital Project and the signal and intersection upgrades at Kanan/Canwood.

Resolution No. 2 of the Agoura Hills RDA, adopted on April 13, 1988, established that the City would loan monies to the Agency to pay for the "administrative expenses" of the Agoura Hills RDA. Resolution No. 93-24, adopted on September 22, 2003, approved payment by the RDA for all or part of the value of the land and the cost of the installation and construction of certain improvements. Beginning in 1988/89, the City loaned \$16,414,328 to the Agency. The total amount owed currently stands at \$30,611,655. In February, 2011, the City Council and the RDA took formal action to consolidate the City's loans, and any additional administrative expenses into one master loan.

The current language within the Health and Safety code Section 34178(b) provides that a written agreement between the former Redevelopment Agency and the sponsoring city that provided loans for the first two years of the formation of the redevelopment agency are valid and cannot be deemed invalid. Although the City is unwilling to relinquish or give up its right to be repaid the full loan amount, the Oversight Board for the Successor Agency has agreed to

City of Agoura Hills FY 2012-13

repayment on the loan amount for the first two years of formation. The new amount is \$4,013,073. The Board will meet to determine the repayment amount to the City.

Proposed payments to the City vary from \$111 thousand to \$264 thousand. It is important to note that the City has not included any amounts for the loan in the proposed budget.

AB 1389 was approved by the State Legislature in September 2008 as part of the 2008/09 State Budget package and authorized a one-time take of \$350 million from redevelopment agencies. In April 2009, a California Superior Court ruled that State raids of redevelopment funds are unconstitutional, invalidating AB 1389. Despite the clear unconstitutionality, just three months later legislators and the Governor approved budget bill ABX4-26 as part of the 2009 State budget which authorized a \$2.05 billion raid of local redevelopment funds, including \$1.7 billion in 2009/10 and another \$350 million in 2010/11. The California Redevelopment Association (CRA) and two of its member agencies filed a lawsuit on October 20, 2009, to challenge the constitutionality of State raids of redevelopment funds. This time the California Superior Court ruled against the Redevelopment Agencies. In May of 2010, the Agoura Hills RDA was forced to pay \$1 million to the State and in May 2011, the Agoura Hills RDA paid another \$206 thousand. The CRA is appealing the Superior Court ruling to the Court of Appeal.

The payment of these funds to the State greatly hampered the ability of the Agoura Hills RDA to complete projects slated within the Agency.

AB1389 required agencies to file a report of all pass-through obligations and payments for fiscal years 2003/04 through 2007/08 to their County Auditor. Because the Agoura Hills Redevelopment Agency is not subject to AB 1290 statutory pass-through, no findings were made against the agency.

The RDA did not expend any of the Housing Bond Proceeds and the Oversight Board is currently seeking ways to defease the bonds, thus freeing up more tax increment to pass on to the taxing entities.

The Agoura Hills Recreation Center

The City of Agoura Hills currently leases space for a recreation center. The lease expires in December, 2014. In June, 2011, the City acquired an existing school site for \$4.4 million to replace the leased facility. The City has set-aside an additional \$3.3 million towards the cost of the recreation center. Costs for completing architectural review and for maintaining the site are budgeted in the 2012/13 Budget.

Measure R Funding

In November 2008, Measure R was approved by an amazing two-thirds majority, committing a projected \$40 billion to traffic relief and transportation upgrades throughout the county over the next 30 years. The City of Agoura Hills is scheduled to receive approximately \$15.6 million of these monies through 2013/14. Projects slated for the monies include the Chesebro/Palo Comado Interchange(PR); the Agoura Road Widening; and the Agoura Road Roundabout

City of Agoura Hills FY 2012-13

(design). The City plans to utilize \$4.9 million in Measure R monies during 2012/13. The Capital Improvement Plan (CIP) includes the projects utilizing these funds in 2012/13.

Five-Year Computer Upgrades Plan

The City recently completed a network assessment. The City has a reliable and secure Information Technology environment and realizes that a long range plan has to be laid out to maintain the system. It is the goal of the City to begin providing more accessibility to citizens by providing on-line services and information. In order to achieve this goal, adjustments to the 2011/12 budget recommend the purchase of a new server and two new laptops, the 2012/13 budget recommends the purchase of new software for recreation and finance, and the refreshing of staff personal computers. The needs of the network were reviewed over the next five years and the costs of this maintenance are included within the General Fund operating budget.

General Fund Reserve Policy

A prudent General Fund reserve policy should be an integral part of municipal financial operations. In June, 2005, the City of Agoura Hills passed Resolution No. 05-1378 stating that the City Council and City Staff will endeavor to designate an amount equal to or greater than forty percent (40%) of each year's proposed General Fund Operating Budget as the City's unobligated General Fund Reserve. The City Council recognizes that the unobligated General Fund reserves are needed for cash flow requirements and contingencies, such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State. This resolution requires that if, in any budget year, the City Council determines that the public interest requires expending any amount remaining in General Fund Reserves causing it to fall below forty percent (40%) of that year's General Fund Operating Budget, the City Council and City staff, shall, in the following budget year, present a plan for returning the General Fund Reserve to the 40% level, as soon as practicable, based on the City's then-current budget circumstances.

For the budget year 2012/13 the fund balance in the General Fund is projected to be \$8.6 million or 75% of operating expenditures and transfers at June 30, 2013. This fund balance will increase 1% from the 2011/12 level.

It is important to note that the General Fund serves as a temporary funding source for the many grants the City receives, including the Measure R Capital Projects. The total of these advances is anticipated to be \$2.2 million. These amounts are included in the above referenced fund balance.

Overall, the combined City of Agoura Hills fund balances are projected to decrease \$510 thousand from 6/30/2012 to 6/30/2013. The decrease primarily relates to a one-time use of funds in the Gas Tax Fund, the Measure R Sales Tax Fund and the Recreation Center Capital Projects Fund.

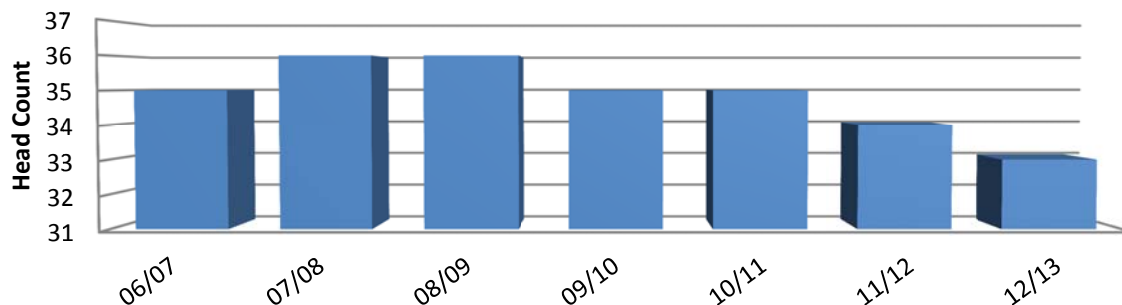
City of Agoura Hills FY 2012-13

<u>Fund</u>	<u>6/30/12</u>	<u>6/30/13</u>	<u>Percent Change</u>
General	\$8,552,372	\$8,585,694	1%
Other City Funds	<u>8,587,789</u>	<u>8,068,566</u>	- 6%
Total All Funds	\$17,140,161	\$16,654,260	- 3%

Personnel Additions/Promotions and Reclassifications

The 2012/13 headcount includes 33 full-time employees, 5 Council members, 5 Planning Commissioners, 1 appointed part-time Treasurer, and numerous part-time staff, who are primarily employed at the Recreation Center.

Total Authorized Funded Positions by Fiscal Year



One full-time position, Senior Civil Engineer, has been eliminated in the 2012/13 budget and the duties have been assumed by a contractor and from within the department. The City previously reduced staffing levels in 2009/10 by leaving two Community Development positions unfilled and in 2011/12 by eliminating a Parks and Landscape Superintendent position.

Staffing levels have been shifted from the Proposition C and the RDA Capital Projects Funds to the General Fund and Measure R Capital Projects Fund, primarily to reflect new capital expenditures and the staff time committed to complete these projects. Although the salary bands are budgeted to adjust 3.0% in 2012/13, due to the elimination of the Senior Civil Engineering position, the overall costs of salaries and benefits are budgeted to remain flat.

The Public Employees Retirement System (CalPERS) has set the City's rate at 10.00%. The rate in 2011/12 was 9.539%. In 2006, CalPERS pooled all plans with fewer than 100 actives. When the plans were pooled, their unfunded liability was calculated and each agency was placed on a 15-year repayment plan with an interest rate of 7.75%. The unfunded liability was placed in a "Side Fund". In 2010/11 the City paid-off its "Side Fund". By pre-paying the "Side Fund" the City saved approximately \$400,000 in interest and reduced the overall rate it pays to CalPERS.

City of Agoura Hills FY 2012-13

GASB 45, implemented by the Governmental Accounting Standards Board, requires that the City record the Annual Required Contribution each year for Other Post Employment Benefits provided to retirees or place the amount in a trust. In the fall of 2008, the City Council took action to mitigate retiree medical costs by establishing a longer service period and lower threshold for retiree benefits. By taking these actions, the liability was established at only \$1.3 million. The City's contribution for 2012/13 is budgeted at \$179,700. The City has budgeted for this contribution in the General Fund and has joined the CalPERS CERBT. It is the City's intention to fund its contribution annually.

Debt Obligations

The 2012/13 Budget includes certain debt obligations for the City and the Successor Agency. The obligations included in the budget represent the annual installment payments of principal and interest to be paid on debt existing at July 1, 2012. For 2012/13, there is currently not a plan for any additional bond issues.

Currently the City of Agoura Hills has very little debt. The Successor Agency, relatively speaking, does have considerable debt, but that is the nature of redevelopment.

The following descriptions include current outstanding debt for each of these issues:

2007 Lease Revenue Refunding Bonds

Purpose: Refunding the Lease Revenue Bonds, Series 1999; assist the City in financing a portion of the costs of the Reyes Adobe Road Freeway Interchange Project and the related improvements and other public infrastructure.

\$12,030,000 issued February 2007

Principal Outstanding 7/1/2012: \$11,125,000

Maturity Date: 2042

Interest Rate: 4.0% - 4.375%

Funding Sources: General Fund

Agoura Hills Redevelopment Agency Tax Allocations Bonds Series 2008 A-T

Purpose: Financing redevelopment projects benefiting the Agoura Hills Redevelopment Project Area.

\$5,740,000 issued June 2008

Principal Outstanding 7/1/2012: \$5,580,000

Maturity: 2041

Interest Rate: 4.728% - 7.842%

Funding Sources: RDA tax increment revenue

Agoura Hills Redevelopment Agency Housing Set-Aside Tax Allocation Bonds, Series 2008

Purpose: Financing low and moderate income housing projects benefiting the Agoura Hills Redevelopment Agency.

City of Agoura Hills FY 2012-13

\$10,000,000 issued June 2008
Principal Outstanding 7/1/2011: \$9,570,000
Maturity: 2041
Interest Rate: 4.0% - 5.0%
Funding Sources: RDA tax increment revenue

Agoura Hills Redevelopment Agency Promissory Note due to the City

Purpose: Financing low and moderate income housing projects benefiting the Agoura Hills Redevelopment Agency.
\$44,000,000 note dated February 9, 2011
Principal Outstanding 7/1/2011: \$43,723,765
Maturity: 2042
Interest Rate: 2.94%
Funding Sources: RDA tax increment revenue

Agoura Hills Redevelopment Agency Capital Projects Fund Loan due to the Housing Fund

Purpose: Payment of 2011/12 SERAF to State of California
\$206,968 dated January 26, 2011
Principal Outstanding 7/1/2011: \$206,968
Maturity: 2015
Interest Rate: 0.00%
Funding Sources: RDA tax increment revenue

Debt Limit

The only legal debt limit in California is for general obligation debt. If a city wants to issue general obligation debt, they must go out to the voters and receive a 2/3 majority vote. The city does not have general obligation debt because of the difficulty in obtaining a 2/3 vote, as required in the State of California; therefore a legal limit has not been established. It is up to the governing body of the City to decide whether or not a debt limit should be imposed on issuing other types of debt. Because of the limited debt that the City has had to issue and because of the tight fiscal policies in place, we have not adopted a debt limit on any other type of debt.

Summary

This year's budget document is the culmination of continuous dialogue and review with department heads and their staffs. This budget could not have been produced without their creative ideas and their professional discipline and desire to serve the community. It is anticipated that the City of Agoura Hills will remain in good financial condition throughout the next fiscal year. The City has been very committed to establishing and maintaining good fiscal health.

I appreciate the support and cooperative policy direction given by the City Council during the past year and believe that this budget fully supports the adopted policies and programs of the Agoura Hills City Council. I sincerely appreciate the hard work staff put into this budget,

City of Agoura Hills FY 2012-13

especially Finance Director Christy Pinuelas and Assistant City Manager Nathan Hamburger. I look forward to working with you when we make this budget a reality.

Respectfully



Greg Ramirez
City Manager



California Society of Municipal Finance Officers

Certificate of Award

***Excellence Award in Operating Budget
Fiscal Year 2011-2012***

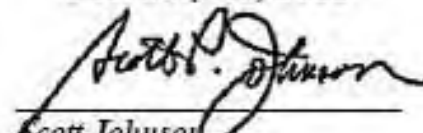
Presented to the

City of Agoura Hills

For meeting the criteria established to achieve the Excellence Award in Operating Budget.

February 29, 2012





Scott Johnson
CSMFO President



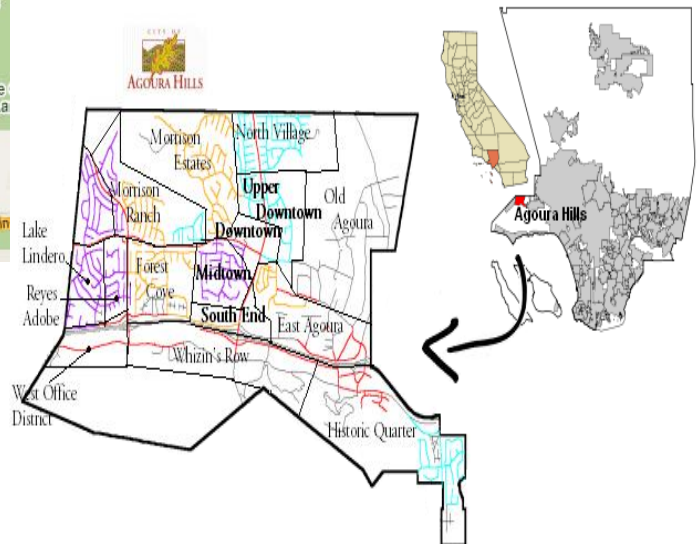
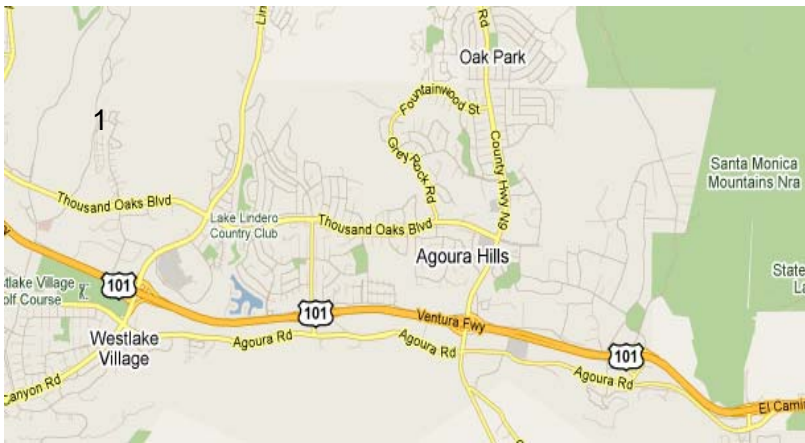
Chu Thai, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

City of Agoura Hills GEOGRAPHIC INFORMATION FY 2012-13

County: Los Angeles
Total Area: 8.20 square miles
Incorporated: December 8, 1982
Median Household Income: \$106,886
Total Housing Units: 7,327
Average Household Size: 3.15
Median Home Value: \$543,100

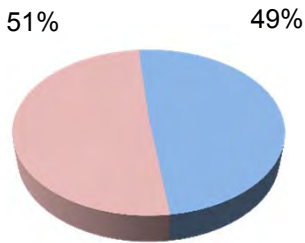
Perched on the western edge of Los Angeles County in the foothills of the Santa Monica Mountains, Agoura Hills is located just forty-five minutes from busy downtown Los Angeles, but is nevertheless rich with undulating hills and inspiring canyons. For many centuries the area that would become Agoura Hills was familiar territory for Chumash Native Americans who wandered inland from their haunts along the sea in search of game and other food. The permanent arrival of the Spanish in the late 1700s banished the Indians from their homes and introduced a ranching culture that would linger to the early twentieth century. In the 1900s, vast cattle and sheep ranches conceded ground to rows of lettuce and celery, orchards, and wheat fields. Ranching and agriculture eventually diminished in importance. Ranchers began dividing up their property and selling individual tracts for housing. From the outset, ranchers and farmers had worried about water supplies; concerns were shared by the citizens of Agoura Hills into the mid 1950s. Then, provision of outside sources of water helped ensure the growth of the community, aided by the new highways which acted as a conduit for fresh faces and commercial development and contributed to the maturation of Agoura Hills.



City of Agoura Hills DEMOGRAPHIC INFORMATION FY 2012-13

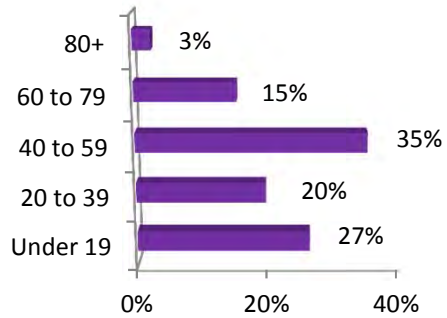
Gender Breakdown:

Male 10,073
 Female 10,359
 TOTAL: 20,432



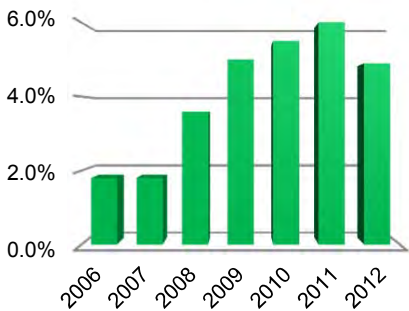
Age Distribution:

Median Age: 42.5

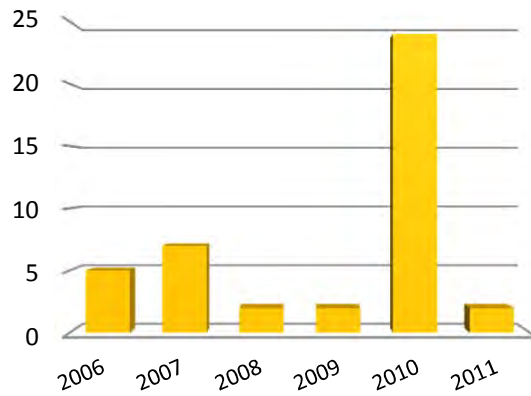


City Unemployment Rates:

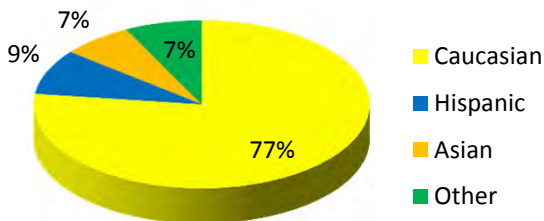
Los Angeles County : 11.1%



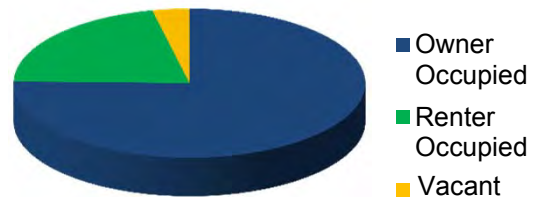
Single-family New House Construction:



Ethnicity:



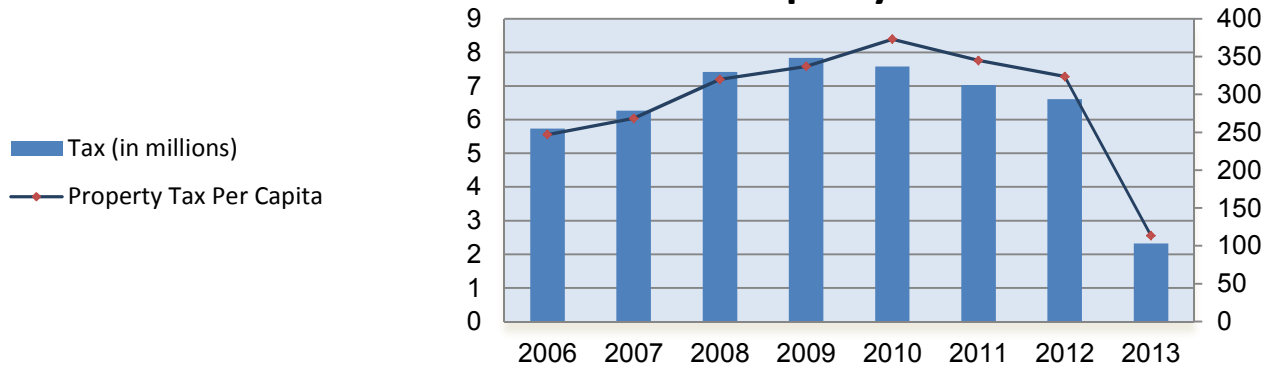
Housing Tenure:



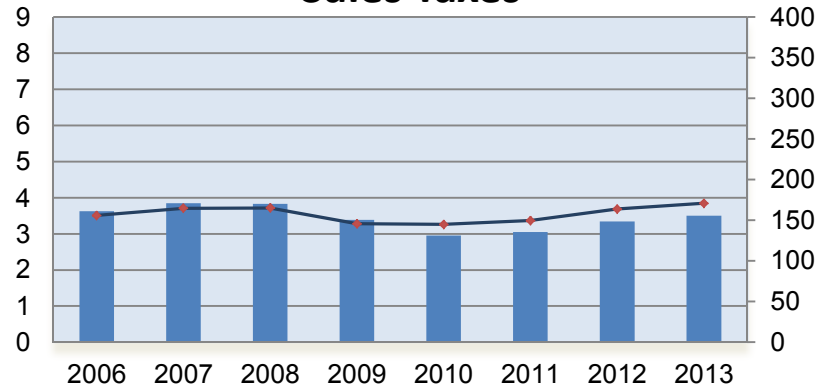
City of Agoura Hills
TAX REVENUES BY SOURCE
FY 2012-13

Year	Property Tax	Property Tax Per Capita	Population	Sales Tax	Sales Tax Per Capita
2006	\$5,740,245	\$247.09	23,231	\$3,622,790	\$155.95
2007	6,264,171	268.39	23,340	3,845,844	164.77
2008	7,421,654	319.86	23,203	3,829,708	165.05
2009	7,837,992	337.12	23,250	3,388,117	145.73
2010	7,586,568	372.95	20,342	2,948,718	144.96
2011	7,034,500	344.95	20,393	3,050,187	149.57
2012	6,607,200	323.68	20,413	3,341,232	163.68
2013	2,322,357	113.29	20,500	3,503,962	170.92

Property Taxes



Sales Taxes



Note: Because the population estimates incorporate the 2010 Census numbers as benchmarks, the population estimates for 2010 and beyond are noticeably different from the previous year estimates. The RDA was dissolved in 2012, reducing the property tax received per citizen.

This page left intentionally blank.



City of Agoura Hills
SOURCES AND USES
Estimated Actual 2011-12

Fund	Estimated 2011/12				Projected Fund Balance 6/30/2012
	Fund Balance 6/30/2011	Revenues	Expenditures	Transfers (Out)/In	
<u>City of Agoura Hills</u>					
010 General Fund	9,839,753	11,289,205	10,048,554	(2,385,379)	8,695,025
20 Gas Tax	175,476	653,555	475,007		354,024
21 Traffic Congestion	0				0
40 Traffic Safety	18,780	142,500	138,854		22,426
60 Proposition A	522,977	720,000	694,143		548,834
61 Proposition C	-	283,173		(269,500)	13,673
63 Measure R	8,124	212,880	-		221,004
70 SCAQMD	42,362	27,000	17,700		51,662
110 Traffic Improvement	2,966,040	29,000	505,182	(985,000)	1,504,858
111 Utility Undergrounding	118,325	800			119,125
240 Suppl. Law Enfemt	9,213	100,700	108,879		1,034
260 Misc. Grants	(60,350)	213,350	153,000		(0)
520 Waste Management	181,545	72,850	107,000		147,395
420 Inc. Housing In-Lieu	2,434,486	15,000			2,449,486
300 Public Fin Auth Debt Service	(0)		670,401	672,000	1,599
500 Public Fin Auth Cap Projects	1,567,054			(1,557,390)	9,664
15 Rec Center Capital Projects	386,274	15,000	300,710	3,194,592	3,295,156
16 Stormwater Capital Projects	94,128	700	3,800		91,028
17 Reyes Adobe Interchange Projec	(1,204,401)	1,503,841	1,591,395	1,291,955	0
18 Measure R Capital Projects	(550,745)	1,453,088	902,343		-
Subtotal City of Agoura Hills	16,549,040	16,732,642	15,716,968	(38,722)	17,525,992
<u>Agoura Hills RDA</u>					
390 RDA Debt Service	898,602	2,461,988	2,725,132	657,573	1,293,031
400 RDA Capital Projects	381,049	20,000	275,021	(122,739)	3,289
410 RDA Housing Set-Aside	11,939,038	40,000	562,079	(534,834)	10,882,125
Subtotal Agoura Hills RDA	13,218,689	2,521,988	3,562,232	-	12,178,445
<u>Successor Agency</u>					
600 Successor Agency	-				-
Grand Total	29,767,728	19,254,630	19,279,200	(38,722)	29,704,436

City of Agoura Hills
SOURCES AND USES
Budget 2012-13

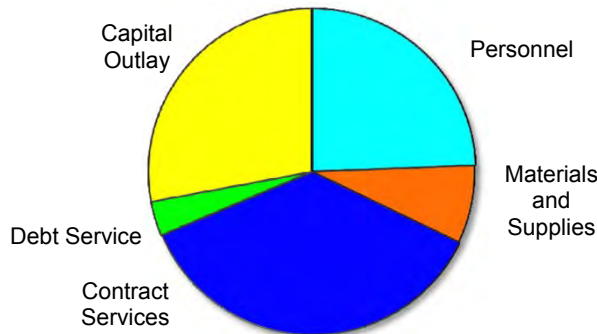
Fund	----- Estimate 2012/13-----				Fund Balance 6/30/2013
	Fund Balance 6/30/2012	Revenues	Expenditures	Transfers (Out)/In	
<u>City of Agoura Hills</u>					
010 General Fund	8,695,025	11,477,931	10,770,066	(672,000)	8,730,890
20 Gas Tax	354,024	616,531	710,500		260,055
21 Traffic Congestion	0	-	-	-	0
40 Traffic Safety	22,426	151,000	156,000		17,426
60 Proposition A	548,834	727,095	768,377		507,552
61 Proposition C	13,673	267,507	45,906		235,274
63 Measure R	221,004	200,267	411,500		9,771
70 SCAQMD	51,662	27,000	74,200		4,462
110 Traffic Improvement	1,504,858	57,500	25,000		1,537,358
111 Utility Undergrounding	119,125	500	-		119,625
240 Suppl. Law Enfcmnt	1,034	100,700	100,000		1,734
260 Misc. Grants	(0)	164,000	164,000		(0)
520 Waste Management	147,395	84,850	107,000		125,245
420 Inc. Housing In-Lieu	2,449,486	21,301			2,470,787
300 Public Fin Auth Debt Service	1,599		669,631	672,000	3,968
500 Public Fin Auth Cap Projects	9,664	9,664			19,328
15 Rec Center Capital Projects	3,295,156	20,000	309,000		3,006,156
16 Stormwater Capital Projects	91,028	672	91,000		700
17 Reyes Adobe Interchange Project	0				0
18 Measure R Capital Projects	-	4,886,799	4,886,799		-
Subtotal City of Agoura Hills	17,525,992	18,813,317	19,288,979	-	17,050,329
<u>Agoura Hills RDA</u>					
390 RDA Debt Service	1,293,031				
400 RDA Capital Projects	3,289				
410 RDA Housing Set-Aside	10,882,125				
Subtotal Agoura Hills RDA	12,178,445	-	-	-	-
<u>Successor Agency</u>					
600 Successor Agency	-	250,000	264,410		(14,410)
Grand Total	29,704,436	19,063,317	19,553,389	-	17,035,919

City of Agoura Hills
SUMMARY REVENUES/EXPENDITURES
FY 2010-11 to 2012-13

	REVENUES			EXPENDITURES		
	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
	Actual Rev	Final Budget	Adopted Budget	Actual Expend	Final Budget	Adopted Budget
<u>City of Agoura Hills</u>						
General Fund	11,931,723	11,349,483	11,477,931	10,650,694	10,249,364	10,765,616
<u>OTHER FUNDS</u>						
Gas Tax	601,559	608,222	616,531	496,822	556,112	710,500
Traffic Congestion Relief	2	0	0	1,912	0	0
Traffic Safety	156,814	151,000	151,000	152,168	152,682	156,000
Proposition A	451,233	696,893	727,095	637,434	720,968	768,377
Proposition C	262,465	267,007	267,507	1,535,454	0	45,906
Measure R	195,691	200,267	200,267	195,600	0	411,500
SC Air Quality Mgmt District	25,908	27,000	27,000	19,165	19,200	74,200
Traffic Improvement	29,049	172,500	57,500	182,829	281,723	32,500
Utility Undergrounding	150,818	500	500	32,493	0	0
Supplemental Law Enforcement	100,045	100,350	100,700	100,000	109,001	100,000
Miscellaneous Grants	160,180	173,335	164,000	160,007	112,985	164,000
Solid Waste Management	82,058	83,980	84,850	86,352	100,280	107,000
Inclusionary Housing In Lieu	21,301	10,000	21,301	0	0	0
Pub Fin Authority Debt Service	3	0	0	671,733	669,631	669,631
Pub Fin Authority Cap Projects	9,664	0	9,664	0	0	0
Recreation Center Capital Fund	37,245	10,000	20,000	4,457,107	389,000	309,000
Stormwater Capital Projects	825	0	672	1,001	3,800	91,000
Reyes Adobe Interchange Project	3,004,642	1,503,841	0	3,361,948	1,576,000	0
Measure R Capital Projects	463,600	1,688,624	4,886,799	1,014,345	1,137,879	4,886,799
Total City of Agoura Hills	17,684,825	17,043,002	18,813,317	23,757,064	16,078,625	19,292,029
Redevelopment Agency Debt Serv	5,251,320	4,935,976	0	4,695,827	5,450,264	0
Redevelopment Agency Cap Proj	9,006	8,000	0	1,725,056	64,553	0
Redevelopment Housing Set Aside	91,765	70,000	0	1,141,947	167,835	0
Total Agoura Hills Redev. Agency	5,352,091	5,013,976	0	7,562,830	5,682,652	0
Successor Agency Agoura Hills	0	0	250,000	0	0	264,410
TOTAL ALL FUNDS	\$23,036,916	\$22,056,978	\$19,063,317	\$31,319,894	\$21,761,277	\$19,556,439

**City of Agoura Hills
TOTAL BUDGET
FY 2012-13**

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2012/13 Budget Total	2011/12 Final Budget Total	2010/11 Actual Total
OPERATIONS								
City Council	115,578	16,000	0	0	0	131,578	133,726	117,583
City Manager	940,548	17,980	85,500	0	0	1,044,028	1,029,560	1,042,392
City Clerk	232,974	15,000	2,000	0	0	249,974	304,261	227,430
City Attorney	0	0	405,000	0	0	405,000	421,521	783,521
Finance	410,750	16,450	77,000	0	0	504,200	553,078	444,526
Public Facilities	0	234,250	31,000	669,631	22,000	956,881	928,131	247,779
Reyes Adobe Histor	0	23,200	2,500	0	0	25,700	21,200	19,694
Non-Departmental	179,700	354,860	487,550	0	50,000	1,072,110	1,068,780	2,156,121
Auto. Office System	0	8,800	162,000	0	145,000	315,800	203,300	187,625
L A Co. Sheriff	0	146,335	3,556,349	0	0	3,702,684	3,596,292	3,698,611
Emergency Ops	0	13,500	0	0	1,500	15,000	14,642	23,121
Crossing Guards	0	0	60,000	0	0	60,000	60,000	58,390
Animal Control	0	0	62,000	0	0	62,000	62,000	64,510
Community Dev	914,892	20,250	75,000	0	0	1,010,142	891,453	1,285,912
Solid Waste Mngmt	0	0	107,000	0	0	107,000	100,280	107,000
Recreation	75,050	178,150	271,500	0	0	524,700	523,151	516,175
Community Ser Adn	784,265	114,200	0	0	7,000	905,465	872,614	800,388
Parks Maintenance	0	254,300	212,700	0	0	467,000	440,300	427,933
Public Works Admin	737,943	6,150	197,400	0	0	941,493	1,021,960	942,006
Building & Safety	378,189	4,920	61,000	0	0	444,109	430,380	561,426
Street Maintenance	0	0	140,000	0	0	140,000	133,525	149,325
Landscape Mainten:	0	59,500	332,200	0	0	391,700	278,860	294,591
Traffic Safety	0	34,000	120,000	0	0	154,000	160,269	155,351
Transportation	0	0	534,025	0	50,000	584,025	22,000	411,604
Storm & Flood Cont	0	0	151,300	0	0	151,300	148,900	430,408
Redevelopment	0	0	0	0	0	0	2,624,950	7,827,229
TOTAL	4,769,889	1,517,845	7,133,024	669,631	275,500	14,365,889	16,045,133	22,980,651
CAPITAL IMPROVEMENTS								
Other Improvements	0	0	0	0	10,000	10,000	160,000	4,876,805
Park Improvements	0	0	0	0	0	0	0	187,818
Street Improvement	0	0	0	0	5,177,500	5,177,500	2,831,012	3,274,619
GRAND TOTAL	\$4,769,889	\$1,517,845	\$7,133,024	\$669,631	\$5,463,000	\$19,553,389	\$19,036,145	\$31,319,893



City of Agoura Hills

PERSONNEL

2010-11 to 2012 -13

	2010-11 Headcount	2011-12 Headcount	2012-13 Headcount
<u>General Fund</u>			
City Council	5.00	5.00	5.00
City Manager	4.37	3.88	4.15
City Clerk	1.90	1.90	1.85
Finance	3.20	3.05	2.90
Community Development	9.10	9.65	11.27
Community Services Administration	5.95	5.95	6.02
Public Works Administration	3.27	4.80	3.59
Building and Safety	3.00	3.00	3.00
Total General Fund	35.79	37.23	37.78
<u>Proposition A</u>			
City Manager	0.00	0.00	0.00
Community Services Administration	1.05	1.05	0.98
Total Proposition A Fund	1.05	1.05	0.98
<u>Proposition C</u>			
City Manager	0.00	0.00	0.00
Public Works	2.03	0.00	0.06
Total Proposition C Fund	2.03	0.00	0.06
<u>Measure R</u>			
City Manager	0.43	0.65	0.90
Finance	0.15	0.30	0.50
Public Works	1.05	1.90	2.35
Total Measure R Fund	1.63	2.85	3.75
Total City of Agoura Hills	40.50	41.13	42.57

City of Agoura Hills
PERSONNEL
2010-11 to 2012 -13

	<u>2010-11</u> <u>Headcount</u>	<u>2011-12</u> <u>Headcount</u>	<u>2012-13</u> <u>Headcount</u>
<u>Redevelopment Capital Projects Fund</u>			
City Manager	0.80	0.42	0.45
City Clerk	0.10	0.10	0.15
Finance	0.20	0.20	0.60
Community Development	0.70	0.40	0.23
Public Works	0.55	0.25	0.00
Total Redevelopment Capital Proj Fund	<u>2.35</u>	<u>1.37</u>	<u>1.43</u>
<u>Redevelopment Housing Set-Aside Fund</u>			
City Manager	0.90	0.55	0.00
Finance	0.45	0.45	0.00
Community Development	1.70	1.45	0.00
Public Works	0.10	0.05	0.00
Total Redevelopment Housing Set-Aside Fund	<u>3.15</u>	<u>2.50</u>	<u>0.00</u>
Total Agoura Hills Redevelopment Agency	<u>5.50</u>	<u>3.87</u>	<u>1.43</u>
<u>Successor Agency</u>			
City Manager	0.00	0.00	0.00
Finance	0.00	0.00	0.00
Total Successor Agency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Personnel Headcount	<u>46.00</u>	<u>45.00</u>	<u>44.00</u>

Note: Headcount includes Council Members, Planning Commissioners and Appointed Treasurer

**City of Agoura Hills
INTERFUND TRANSFERS
FY 2012-13**

Fund	Description	Approved
Transfers to Other Funds		
010	General Fund To Fin Authority Debt Service	672,000 672,000
	Total	672,000

Transfers from Other Funds		
300	Pub Financing Authority Debt Svc. From General Fund	672,000 672,000
	Total	672,000

This page left intentionally blank.



**City of Agoura Hills
INTERFUND TRANSFERS
FY 2011-12**

Fund	Description	Approved
Transfers to Other Funds		
010	General Fund	
	To Fin Authority Dept Svc	672,000
	To Recreation Center Capital Project	1,630,000
	To Successor Agency	352,879
		2,654,879
110	Traffic Improvement Fund	
	To Reyes Adobe Interchange Fund	982,095
		982,095
390	RDA Debt Service	
	To Successor Agency	911,924
		911,924
400	RDA Capital Projects	
	To Successor Agency	269,891
		269,891
410	RDA Housing	
	To Successor Agency	379,603
		379,603
500	Financing Authority	
	To Recreation Center Capital Project	1,564,592
		1,564,592
600	Successor Agency	
	To RDA Debt Service	430,925
		430,925
	Total	7,193,909

**City of Agoura Hills
INTERFUND TRANSFERS
FY 2011-12**

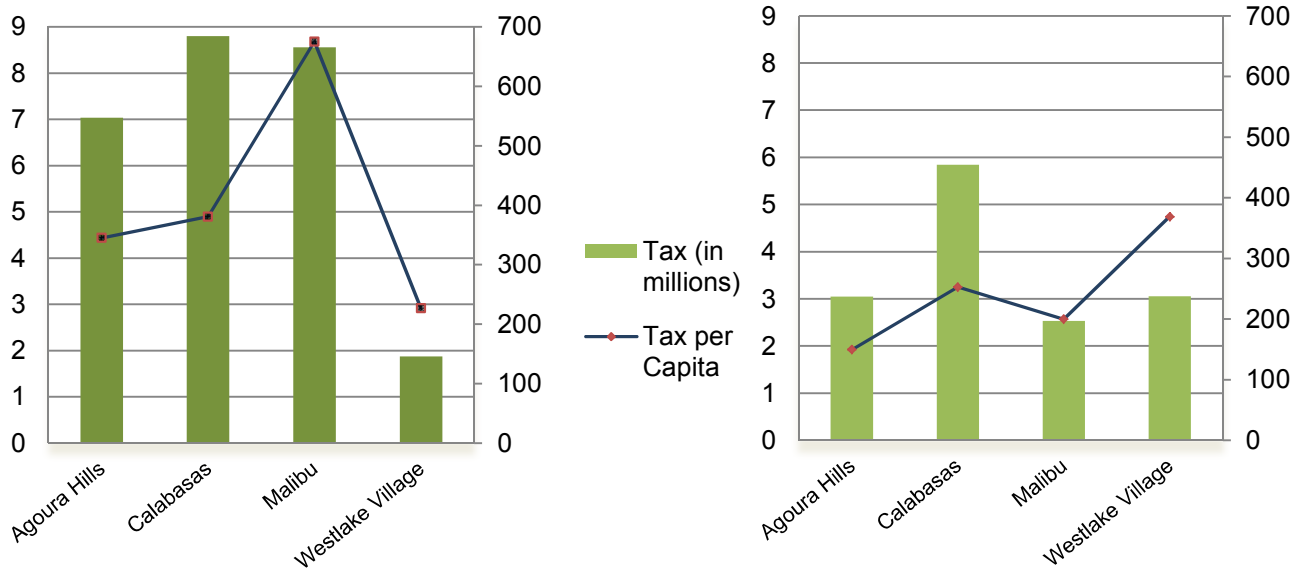
Fund	Description	Approved
Transfers from Other Funds		
015	Recreation Center Capital Project	
	From Public Finance Authority Cap Projects	1,564,592
	From General Fund	1,630,000
		3,194,592
017	Reyes Adobe Interchange	
	From Traffic Improvement Fund	982,095
		982,095
300	Pub Financing Authority Debt Svc.	
	From General Fund	672,000
		672,000
390	RDA Debt Svc.	
	From RDA Cap Proj	269,891
	From Housing Set Aside Fund 410	379,603
	From Successory Agency	430,925
		1,080,419
400	RDA Capital Projects	
	From RDA Debt Svc	440,426
		440,426
410	RDA Housing	
	From RDA Debt Svc.	471,498
		471,498
600	Successor Agency	
	From General Fund	352,879
		352,879
	Total	7,193,909

City of Agoura Hills
DRAFT General Fund Five Year Forecast - RDA RAID 11/12 as of 6/6/12

	2008-09	2009-10	2010-11		FORECAST				
	Actual	Actual	Budget	Actual	2011-12	2012-13	2013-14	2014-15	2015-16
REVENUES & OTHER SOURCES									
Sales Tax - General	3,388,117	2,948,718	3,050,187	3,041,806	3,383,991	3,503,962	3,702,256	3,839,105	4,076,000
Property Tax	2,293,037	2,183,933	2,150,000	2,167,516	2,190,000	2,202,357	2,279,439	2,370,617	2,465,442
Property Tax - RDA Take	0	0	0	0	0	15,000	15,000	15,000	15,000
Property Tax in lieu of VLF	1,776,431	1,734,085	1,716,400	1,716,083	1,729,500	1,734,689	1,795,403	1,867,219	1,941,908
Transient Occupancy Tax	1,767,254	1,590,124	1,700,000	1,709,143	1,750,000	1,767,500	1,802,850	1,838,907	1,875,685
Franchise Fees	764,392	757,736	762,764	703,309	763,459	756,000	771,120	786,542	802,273
Real Property Transfer Tax	90,661	100,930	100,000	85,277	118,000	105,000	109,200	120,000	130,000
Licenses and Permits									
Business Registration	59,466	60,585	61,000	61,745	90,000	100,000	105,000	110,300	115,800
Building Permits	192,823	313,348	280,000	207,795	200,000	207,000	250,000	275,000	275,000
Industrial Waste Fees	13,417	22,056	18,000	19,060	21,000	21,000	21,800	22,700	23,600
Revenues From Other Agencies									
Motor Vehicle In Lieu	84,860	68,490	87,000	118,561	0	0	0	0	0
Service Charges									
Development Review Fees	309,028	243,149	398,750	478,736	307,150	311,900	325,000	350,000	350,000
Recreation Fees	283,718	242,213	254,600	271,304	317,600	292,200	303,900	350,000	364,000
Other Service Charges	73,202	57,543	61,600	55,151	101,500	100,530	104,600	108,800	113,200
Other Revenues									
Fines & Forfeitures	119,505	110,845	115,500	84,245	85,000	85,000	87,600	90,200	95,000
Interest Earnings	171,300	89,321	90,000	59,936	90,000	90,000	85,860	125,589	167,494
Grant - YB Property	600,000	147,000	0	0	0	0	0	0	0
Transition Revenue - RDA	0	0	0	0	0	0	0	0	0
Other Revenues	584,020	297,316	255,600	252,073	202,283	185,793	193,200	200,900	208,900
Total Revenues	12,571,231	10,967,392	11,101,401	11,031,740	11,349,483	11,477,931	11,952,228	12,470,880	13,019,302
EXPENDITURES & OTHER USES									
Salaries and Benefits	3,594,245	3,666,514	3,449,404	3,158,810	3,661,362	3,894,415	4,042,992	4,405,911	4,775,508
Sheriff Expenses	3,394,860	3,358,179	3,601,931	3,598,610	3,457,291	3,602,684	3,710,765	3,803,534	3,917,640
Other Operating Programs	4,078,095	3,596,357	3,651,087	3,644,694	3,130,711	3,275,510	3,459,520	3,593,711	3,659,585
Interfund Transfers - debt service/rec center operating	669,931	669,831	672,000	670,111	1,100,000	672,000	667,832	665,632	665,632
Total Operating Expenditures and Transfers	11,737,131	11,290,881	11,374,422	11,072,225	11,349,364	11,444,609	11,881,108	12,468,788	13,018,364
Net Operating Revenue/(Loss)	834,100	(323,489)	(273,021)	(40,485)	119	33,322	71,120	2,092	938
Capital Improvement Plan	1,682,879	0	0	0	0	0	0	0	0
CJPIA - Retrospective Adjustment	0	0	0	0	0	0	284,469	0	0
Land Acquisition	0	630,000	0	0	0	0	0	0	0
Side Fund PERS Prepayment	0	240,000	0	247,244	0	0	0	0	0
Total Expenditures and Transfers	13,420,010	12,160,881	11,374,422	11,319,469	11,349,364	11,444,609	12,165,577	12,468,788	13,018,364
Revenues Over (Under) Expenditures	(848,779)	(1,193,489)	(273,021)	(287,729)	119	33,322	(213,349)	2,092	938
FUND BALANCE, START OF YEAR	9,930,325	9,035,648	8,241,389	8,241,389	9,839,753	8,532,372	8,585,951	8,372,601	8,374,694
Interfund Transfers - Stormwater	(53,507)	(43,726)	0	0	0	0	0	0	0
Interfund Transfers - TCRF	7,609	0	0	0	0	0	0	0	0
Interfund Transfers - Kanan	0	2,871,902	0	0	0	0	0	0	0
Loans-Reyes Adobe Grants	0	(1,755,958)	1,755,958	1,755,958	0	0	0	0	0
Loans - Traffic Congestion relief	0	(57,988)	57,988	57,988	0	0	0	0	0
Recreation Center	0	(1,500,000)	0	0	(1,202,000)	0	0	0	0
Transfer Back from TIF	0	1,000,000	0	0	0	0	0	0	0
RDA Loan Payment	0	0	1,176,218	1,176,242	(375,000)	0	0	0	0
Advance RDA Fund	0	0	(825,000)	(824,693)	0	0	0	0	0
Advance Prop C Fund	0	0	(279,402)	(279,402)	269,500	20,257	0	0	0
Land Held for Resale, not cash	0	(115,000)	0	0	0	0	0	0	0
Designated @ 40% of Operating Budget	4,694,852	4,516,352	4,549,769	4,428,890	4,539,746	4,577,844	4,752,443	4,987,515	5,207,346
Undesignated	4,340,796	3,725,037	5,304,361	5,410,863	3,992,626	4,008,107	3,620,158	3,387,179	3,168,286
Total General Fund Balance, End of Year	9,035,648	8,241,389	9,854,130	9,839,753	8,532,372	8,585,951	8,372,601	8,374,694	8,375,631
Special Revenues/ Capital Projects									
Gas Tax	280,567	70,739	137,063	175,476	227,586	133,617	121,313	115,487	97,142
Traffic Congestion Relief	323,886	580	580	0	0	0	0	0	0
Traffic Safety	79,422	14,135	1,235	18,605	16,923	11,923	9,793	10,770	15,106
Proposition A	900,667	709,178	498,327	522,976	498,901	457,447	480,545	517,563	547,251
Proposition C	942,713	985,233	(334,563)	0	7	201,328	83,535	372,871	673,780
Measure R	0	8,033	8,371	8,124	208,391	(2,842)	(2,842)	2,158	2,158
Recreation Center	3,280,215	4,806,136	7,928,135	386,276	3,201,868	0	0	0	0
Reyes Adobe Interchange	0	(847,095)	(847,095)	(1,204,401)	0	0	0	0	0
2007 Bond Proceeds	2,658,332	1,557,390	(1,100,942)	1,567,054	0	0	0	0	0
Traffic Improvement Fund	5,454,658	3,119,820	902,028	2,966,040	1,580,317	1,605,317	1,680,317	1,755,317	280,317
Total Special Revenues	13,920,460	10,424,149	7,193,139	4,440,150	5,733,993	2,406,790	2,372,661	2,774,165	1,615,753
Total of Available Funds	22,956,108	18,665,538	17,047,269	14,279,903	14,266,365	10,992,741	10,745,262	11,148,859	9,991,385

City of Agoura Hills COMPARATIVE TAX REVENUES BY SOURCE FY 2012-13

City	2010/11 Property Tax	2010/11 Property Tax Per Capita	2010/11 Population	2010/11 Sales Tax	2010/11 Sales Tax Per Capita
Agoura Hills	7,034,500	344.95	20,393	3,050,187	149.57
Calabasas	8,800,069	380.81	23,109	5,840,139	252.72
Malibu	8,554,750	675.14	12,671	2,532,459	199.86
Westlake Village	1,876,474	226.52	8,284	3,054,967	368.78



City	2009/10 Sales Tax Per Capita	2010/11 Sales Tax Per Capita
Agoura Hills	144.96	149.57
Calabasas	213.88	252.72
Malibu	190.01	199.86
Westlake Village	361.74	368.78

This page left intentionally blank.



Revenues

City of Agoura Hills

REVENUE

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Fund: 010 - GENERAL FUND				
<u>LOCAL TAXES</u>				
3110.00 Sales and use tax	2,353,802	2,491,232	2,549,824	2,628,799
3110.01 Property tax in lieu of Sales	688,004	850,000	832,200	875,163
3120.00 Property tax	2,167,516	2,190,000	2,190,000	2,217,357
3120.01 Property tax in lieu of VLF	1,716,083	1,729,500	1,729,500	1,734,689
3130.00 Transient occupancy tax	1,709,143	1,750,000	1,750,000	1,767,500
3140.00 Franchise fee	703,309	778,000	763,500	756,000
3150.00 Property transfer tax	85,277	100,000	118,000	105,000
TOTAL	9,423,134	9,888,732	9,933,024	10,084,508
<u>LICENSES & PERMITS</u>				
3210.00 Business registration	61,745	86,000	90,000	100,000
3230.00 Building permits	207,795	190,000	200,000	207,000
3240.00 Industrial waste fee	19,060	21,000	21,000	21,000
TOTAL	288,600	297,000	311,000	328,000
<u>CHARGES FOR SERVICES</u>				
3410.00 Planning Fees	206,914	140,000	140,000	140,000
3411.00 EIR Recovery	3,313	5,000	1,000	5,000
3412.00 General Plan Recovery	6,127	6,000	13,000	6,000
3413.00 Agoura Village Recovery		2,500	0	2,500
3420.00 Engineer plan check/Inspection	24,085	30,000	0	30,000
3421.00 Grading Plan check	1,540	2,000	0	2,000
3422.00 Building plan check	154,922	100,000	80,000	75,000
3423.00 Building technician fee	16,672	18,000	20,000	10,000
3425.00 Encroachment permits	65,123	38,000	50,000	38,000
3510.00 Park & recreation fees	271,304	317,600	317,600	292,200
3515.00 Reyes Adobe fees	2,616	2,500	3,500	2,500
3550.00 Sale of maps & copies	2,761	3,000	2,000	3,000
3570.01 Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
3570.02 SCAQC Admins Service charge	1,200	1,200	1,200	1,200
3570.03 SMIP Admin fees	55	100	150	400
3570.04 Fire Sprinkler Fee	338	4,000	1,000	1,000
3570.05 Fire Development Fee	1,182	2,500	2,000	2,000
3570.06 SB1473 Retainer	3	50	0	30
TOTAL	805,155	719,450	678,450	657,830
<u>FINES & PENALTIES</u>				
3610.00 Parking Fines	55,310	80,000	55,000	55,000
3615.00 Municipal court fines	26,535	30,000	26,000	26,000
3618.00 False alarm fines	1,000	4,000	2,000	2,000
3630.00 Restitution	1,400	1,500	2,000	2,000
TOTAL	84,245	115,500	85,000	85,000

City of Agoura Hills

REVENUE

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
USE OF PROPERTY				
3710.00 Interest earnings	965,625	90,000	90,000	90,000
3710.01 Interest Earning - FMV Investment	-5,706	0	0	0
3720.00 Rental income	24,830	19,000	19,000	18,000
3721.00 Medea Creek Rental	28,992	28,800	28,800	28,800
TOTAL	1,019,447	137,800	137,800	136,800
 OTHER REVENUE				
3910.00 Miscellaneous revenue	37,710	90,000	50,000	50,200
3920.00 Contributions	44,104	45,000	45,000	45,000
3930.00 Cash over/short	16	0	0	0
3950.00 Other reimbursements	178	1,500	7,000	1,500
3950.02 Library Reimbursements	42,014	40,000	40,000	40,000
3950.04 Sale of CDBG Funds	66,955	60,674	55,209	44,093
3950.06 Beach Bus Reimbursement	7,310	0	5,000	5,000
TOTAL	198,287	237,174	202,209	185,793
 TOTAL GENERAL FUND	 11,931,723	 11,395,656	 11,347,483	 11,477,931

City of Agoura Hills

REVENUE

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Fund: 020 GAS TAX FUND				
<u>INTERGOVERNMENTAL REVENUE</u>				
3325.00 State gas tax 2105 prop 111	124,391	123,307	114,258	113,040
3326.00 State gas tax 2106	75,159	77,088	81,244	80,406
3327.00 State gas tax 2107	175,232	164,096	162,099	162,228
3328.00 State gas tax 2107.5	5,000	5,000	0	5,000
3328.01 Revenue Code Section 7360	221,425	259,131	246,621	253,857
TOTAL	601,207	628,622	604,222	614,531
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	353	2,000	2,000	2,000
TOTAL	353	2,000	2,000	2,000
TOTAL GAS TAX FUND	601,560	630,622	606,222	616,531
 Fund: 021 TRAFFIC CONGESTION RELIEF				
<u>INTERGOVERNMENTAL REVENUE</u>				
3710.00 Interest earnings	2	0	0	0
TOTAL	2	0	0	0
<u>OTHER REVENUE</u>				
3961.00 Transfer In	1,330	0	0	0
TOTAL	1,330	0	0	0
TOTAL TRAFFIC CONGESTION RELIEF	1,332	0	0	0
 Fund: 040 - TRAFFIC SAFETY				
<u>FINES & PENALTIES</u>				
3605.00 Vehicle code fines	156,639	150,000	150,000	150,000
TOTAL	156,639	150,000	150,000	150,000
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	176	1,000	1,000	1,000
TOTAL	176	1,000	1,000	1,000
TOTAL TRAFFIC SAFETY	156,815	151,000	151,000	151,000

**City of Agoura Hills
REVENUE**

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Fund: 060 PROPOSITION A				
<u>INTERGOVERNMENTAL REVENUE</u>				
3332.00 Prop A trans tax	315,627	321,889	321,889	349,700
3345.16 AB1012	86,236	101,605	101,605	103,395
TOTAL	<u>401,863</u>	<u>423,494</u>	<u>423,494</u>	<u>453,095</u>
<u>CHARGES FOR SERVICES</u>				
3530.00 Prop A reimbursements	44,221	300,000	270,399	271,000
TOTAL	<u>44,221</u>	<u>300,000</u>	<u>270,399</u>	<u>271,000</u>
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	5,149	6,000	3,000	3,000
TOTAL	<u>5,149</u>	<u>6,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL PROPOSITION A	<u><u>451,233</u></u>	<u><u>729,494</u></u>	<u><u>696,893</u></u>	<u><u>727,095</u></u>
Fund: 061 - PROPOSITION C				
<u>INTERGOVERNMENTAL REVENUE</u>				
3334.00 Prop C transit tax	261,463	267,007	267,007	267,007
TOTAL	<u>261,463</u>	<u>267,007</u>	<u>267,007</u>	<u>267,007</u>
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	1,002	500	0	500
TOTAL	<u>1,002</u>	<u>500</u>	<u>0</u>	<u>500</u>
TOTAL PROPOSITION C	<u><u>262,465</u></u>	<u><u>267,507</u></u>	<u><u>267,007</u></u>	<u><u>267,507</u></u>
Fund: 063 - MEASURE R FUND				
<u>INTERGOVERNMENTAL REVENUE</u>				
3331.00 Measure R - Local	195,691	200,267	200,267	200,267
TOTAL	<u>195,691</u>	<u>200,267</u>	<u>200,267</u>	<u>200,267</u>
TOTAL MEASURE R FUND	<u><u>195,691</u></u>	<u><u>200,267</u></u>	<u><u>200,267</u></u>	<u><u>200,267</u></u>

**City of Agoura Hills
REVENUE**

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Fund: 070 - S COAST AIR QUALITY MGMT DIST				
<u>INTERGOVERNMENTAL REVENUE</u>				
3330.00 SCAQMD	25,599	26,700	26,700	26,700
TOTAL	<u>25,599</u>	<u>26,700</u>	<u>26,700</u>	<u>26,700</u>
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	309	300	300	300
TOTAL	<u>309</u>	<u>300</u>	<u>300</u>	<u>300</u>
TOTAL S COAST AIR QUALITY MGMT DIST	<u>25,908</u>	<u>27,000</u>	<u>27,000</u>	<u>27,000</u>
Fund: 110 - TRAFFIC IMPROVEMENT				
<u>CHARGES FOR SERVICES</u>				
3480.00 Traffic improvement fees	2,440	150,000	160,000	45,000
TOTAL	<u>2,440</u>	<u>150,000</u>	<u>160,000</u>	<u>45,000</u>
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	26,609	25,000	12,500	12,500
TOTAL	<u>26,609</u>	<u>25,000</u>	<u>12,500</u>	<u>12,500</u>
TOTAL TRAFFIC IMPROVEMENT	<u>29,049</u>	<u>175,000</u>	<u>172,500</u>	<u>57,500</u>
Fund: 111 - UTILITY UNDERGROUNDING				
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	818	0	500	500
TOTAL	<u>818</u>	<u>0</u>	<u>500</u>	<u>500</u>
<u>OTHER REVENUE</u>				
3485.00 Utility Undergrounding	150,000	0	0	0
TOTAL	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL UTILITY UNDERGROUNDING	<u>150,818</u>	<u>0</u>	<u>500</u>	<u>500</u>

**City of Agoura Hills
REVENUE**

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
--	-------------------------------	-------------------------------	----------------------------------	--------------------------------

Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT

INTERGOVERNMENTAL REVENUE

3345.00 Miscellaneous grants	100,000	100,000	100,000	100,000
TOTAL	100,000	100,000	100,000	100,000

USE OF PROPERTY

3710.00 Interest earnings	45	700	350	700
TOTAL	45	700	350	700

TOTAL SUPPLEMENTAL LAW ENF.

	100,045	100,700	100,350	100,700
--	----------------	----------------	----------------	----------------

Fund: 260 - MISCELLANEOUS GRANTS

INTERGOVERNMENTAL REVENUE

3345.01 TDA	0	0	11,000	11,000
3345.02 CA Beverage Container-Recyclin	6,797	6,000	0	6,000
3345.06 Used Oil Grant	7,317	0	0	0
3345.11 Seat Belt Grant	81,262	0	30,000	0
3345.19 PEG Fees	59,259	59,000	59,013	59,000
3345.20 Quimby Fees	5,545	0	0	0
3345.21 Recycled Asphalt Grant	0	75,000	0	75,000
3345.28 Energy Grant	0	0	46,300	0
TOTAL	160,180	140,000	146,313	151,000

TOTAL MISCELLANEOUS GRANTS

	160,180	140,000	146,313	151,000
--	----------------	----------------	----------------	----------------

Fund: 520 - SOLID WASTE MANAGEMENT

LICENSES & PERMITS

3250.00 Waste Hauling Permit Fee	3,250	3,000	3,250	3,250
TOTAL	3,250	3,000	3,250	3,250

USE OF PROPERTY

3710.00 Interest earnings	1,656	1,500	1,000	1,500
TOTAL	1,656	1,500	1,000	1,500

OTHER REVENUE

3940.00 Waste Hauling Surcharge	77,152	68,350	79,730	80,100
TOTAL	77,152	68,350	79,730	80,100

TOTAL SOLID WASTE MANAGEMENT

	82,058	72,850	83,980	84,850
--	---------------	---------------	---------------	---------------

City of Agoura Hills
REVENUE
FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
--	-------------------------------	-------------------------------	----------------------------------	--------------------------------

Fund: 300 - FINANCING AUTHORITY DEBT SERVICE

USE OF PROPERTY

3710.00 Interest earnings	3	0	0	0
TOTAL	3	0	0	0
TOTAL FINANCING AUTHORITY DEBT SVC	3	0	0	0

Fund: 420 - INCLUSIONARY HOUSING IN LIEU

USE OF PROPERTY

3710.00 Interest earnings	21,301	15,000	20,000	0
TOTAL	21,301	15,000	20,000	0
TOTAL INCLUSIONARY HOUSING IN LIEU	21,301	15,000	20,000	0

Fund: 500 - FINANCING AUTHORITY CAPITAL PROJECTS

USE OF PROPERTY

3710.00 Interest earnings	9,756	0	0	0
3710.01 Interest Earning - FMV Investm	-92	0	0	0
TOTAL	9,664	0	0	0
TOTAL FINANCING AUTHORITY CAPITAL PROJECTS	9,664	0	0	0

TOTAL CITY OF AGOURA FUNDS	14,178,515	13,905,096	13,999,515	13,854,881
-----------------------------------	-------------------	-------------------	-------------------	-------------------

City of Agoura Hills
REVENUE
FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
--	-------------------------------	-------------------------------	----------------------------------	--------------------------------

Fund: 015 - RECREATION CENTER CAPITAL PROJ

USE OF PROPERTY

3710.00 Interest earnings	37,245	20,000	10,000	20,000
TOTAL	37,245	20,000	10,000	20,000
TOTAL RECREATION CTR CAPITAL PROJ	37,245	20,000	10,000	20,000

Fund: 016 - STORM WATER CAP PROJECT FUND

USE OF PROPERTY

3710.00 Interest earnings	825	500	0	500
TOTAL	825	500	0	500
TOTAL STORM WATER CAP PROJECT FUND	825	500	0	500

Fund: 017 - REYES ADOBE INTERCHAGE PROJECT

INTERGOVERNMENTAL REVENUE

3345.18 Federal Appropriation	2,160,250	0	0	0
3345.24 MTA Grant - Reyes Adobe	473,985	1,503,841	1,503,841	0
TOTAL	2,634,235	1,503,841	1,503,841	0

USE OF PROPERTY

3710.00 Interest earnings	1,348	0	0	0
TOTAL	1,348	0	0	0

OTHER REVENUE

3950.00 Other reimbursements	369,059	0	82,119	0
TOTAL	369,059	0	82,119	0

TOTAL REYES ADOBE INTERCHAGE PROJECT	3,004,642	1,503,841	1,585,960	0
---	------------------	------------------	------------------	----------

**City of Agoura Hills
REVENUE**

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Fund: 018 - MEASURE R GRANT				
<u>INTERGOVERNMENTAL REVENUE</u>				
3331.01 Measure R Grant	463,600	2,314,053	2,314,053	4,734,718
TOTAL	<u>463,600</u>	<u>2,314,053</u>	<u>2,314,053</u>	<u>4,734,718</u>
TOTAL MEASURE R GRANT	<u>463,600</u>	<u>2,314,053</u>	<u>2,314,053</u>	<u>4,734,718</u>
CAPITAL PROJECTS TOTAL:	<u>3,506,312</u>	<u>8,302,344</u>	<u>8,373,963</u>	<u>4,755,218</u>

City of Agoura Hills

REVENUE

FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Fund: 390 - RDA DEBT SERVICE				
<u>LOCAL TAXES</u>				
3120.00 Property tax	5,238,066	2,357,488	2,357,488	0
TOTAL	5,238,066	2,357,488	2,357,488	0
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	24,063	0	12,000	0
3710.01 Interest Earning - FMV Investm	-10,809	0	0	0
TOTAL	13,254	0	12,000	0
<u>OTHER REVENUE</u>				
3910.00 Miscellaneous revenue	0	104,500	104,500	0
TOTAL	0	104,500	104,500	0
TOTAL RDA DEBT SERVICE	5,251,320	2,461,988	2,473,988	0
 Fund: 400 - CAPITAL PROJECTS				
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	9,071	20,000	8,000	0
3710.01 Interest Earning - FMV Investm	-65	0	0	0
TOTAL	9,006	20,000	8,000	0
<u>OTHER REVENUE</u>				
3951.00 Advance From Gen Fund	-823,363	0	0	0
TOTAL	-823,363	0	0	0
TOTAL CAPITAL PROJECTS	-814,357	20,000	8,000	0
 Fund: 410 - HOUSING SET ASIDE				
<u>USE OF PROPERTY</u>				
3710.00 Interest earnings	86,891	40,000	70,000	0
3710.01 Interest Earning - FMV Investm	-6,126	0	0	0
TOTAL	80,765	40,000	70,000	0
<u>OTHER REVENUE</u>				
3915.00 Loan Repayment	11,000	0	0	0
3950.00 Other reimbursements	0	0	0	0
TOTAL	11,000	0	0	0
TOTAL HOUSING SET ASIDE	91,765	40,000	70,000	0

City of Agoura Hills
REVENUE
FY 2010-11 to 2012-13

	2010-11 Actual Revenues	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
--	-------------------------------	-------------------------------	----------------------------------	--------------------------------

Fund: 600 - SUCCESSOR AGENCY TO AH RDA

OTHER REVENUE

3900.00 Administrative Revenue	0	0	0	250,000
3961.00 Transfer In	0	0	0	0
TOTAL	0	0	0	250,000
TOTAL SUCCESSOR AGENCY TO AH RDA	0	0	0	250,000

This page left intentionally blank.



General Fund

CITY COUNCIL

City of Agoura Hills is a general law city incorporated on December 8, 1982. It is governed by the City Council/City Manager form of government. A five-member City Council is elected by the residents to oversee the City operations and to guide the future development of the community. The terms are staggered so that a measure of continuity is maintained in the transitions from one Council to the next. The Mayor is selected annually by the City Councilmember's to serve a one-year term. The City Manager is appointed by the City Council to supervise the administrative personnel and contract services.

**City of Agoura Hills
CITY COUNCIL
Department 4110**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5104.00 Special pay	18,000	18,000	18,000	18,000
5104.01 Car allowance	12,000	12,000	12,000	12,000
5108.00 Group health insurance	69,490	78,790	78,790	79,918
5109.00 Group dental insurance	7,529	7,996	7,996	5,220
5112.00 Medicare taxes	438	440	440	440
TOTAL	<u>107,457</u>	<u>117,226</u>	<u>117,226</u>	<u>115,578</u>
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	8,487	6,500	14,000	14,000
5424.00 Special supplies	1,639	4,000	2,500	2,000
TOTAL	<u>10,126</u>	<u>10,500</u>	<u>16,500</u>	<u>16,000</u>
CITY COUNCIL				
TOTAL EXPENDITURES	<u><u>117,583</u></u>	<u><u>127,726</u></u>	<u><u>133,726</u></u>	<u><u>131,578</u></u>

**City of Agoura Hills
CITY COUNCIL
Department 4110**

	<u>2012-13 Projected Budget</u>	
TOTAL BUDGET	131,578	PERSONNEL
FUNDING:		
General Fund	131,578	Mayor 1.0
		Council Members 4.0

EXPENDITURE COMMENTS

5424- Purchase of various supplies, plaques, etc.

CITY MANAGER

The City Manager is appointed by the City Council and serves at its pleasure. The Manager provides professional leadership in the management of the City and execution of City Council policies and provides effective municipal services through the coordination and direction of all City activities, finance and personnel.

This office provides services which include administering and executing City Council policy, presenting recommendations and information to enable the City Council to make decisions on matters of policy, responding promptly and positively to all inquiries and requests of citizens, disseminating information regarding City activities, providing input on regional, State and Federal issues which affect the City of Agoura Hills, conducting audits and studies of fiscal procedures and transactions within the City, maintaining a sound fiscal position for the City through the preparation of the annual budget and providing continuous monitoring of financial conditions of the City.

The City Manager is responsible for the administration of the City's personnel program pursuant to the appropriate federal, state and local personnel laws.

The City Manager's Office in conjunction with the Community Development Department is responsible for implementing various programs to meet state mandated waste reduction goals. Through a grant from the California Integrated Waste Management Board, the department administers a Used Oil Recycling program to promote the recycling of used oil, latex paint, car batteries, anti-freeze, and used oil filters. The department also issues commercial/industrial collectors permit and has established a curbside recycling program, green waste program, Christmas tree recycling program, household hazardous waste program, and phone book recycling program. These program are established to reduce the amount of solid waste going to our local landfills and help the City comply with State and Federal mandates.

**City of Agoura Hills
CITY MANAGER
Department 4120**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5101.00 Regular salaries	393,126	423,702	423,702	463,556
5102.00 Part-time salaries	0	0	0	0
5104.01 Car allowance	12,000	12,000	12,000	12,000
5104.02 Technology Allowance	4,080	3,060	3,060	3,060
5105.00 Vacation/Sick	36,414	37,250	37,250	37,427
5106.00 Deferred Compensation	21,715	19,845	19,845	20,350
5107.00 Retirement	71,166	65,942	65,942	77,490
5108.00 Group health insurance	57,148	51,379	51,379	57,038
5109.00 Group dental insurance	5,946	5,293	5,293	5,743
5110.00 Group life insurance	1,933	2,153	2,153	2,503
5111.00 Group disability insurance	4,983	4,745	4,745	5,516
5112.00 Medicare taxes	6,560	6,674	6,674	7,206
TOTAL	<u>615,071</u>	<u>632,043</u>	<u>632,043</u>	<u>691,889</u>
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	13,414	6,000	12,000	14,000
5416.00 Membership and dues	1,480	1,480	1,480	1,480
5420.00 Office supplies	371	500	500	500
5422.00 Books and subscriptions	277	500	200	500
5424.00 Special supplies	816	500	742	500
5425.00 Small equipment	0	500	300	500
5431.00 Mileage	119	500	200	500
TOTAL	<u>16,477</u>	<u>9,980</u>	<u>15,422</u>	<u>17,980</u>
<u>CONTRACT SERVICES</u>				
5510.00 Professional services	22,160	56,000	56,000	73,500
TOTAL	<u>22,160</u>	<u>56,000</u>	<u>56,000</u>	<u>73,500</u>
CITY MANAGER				
TOTAL EXPENDITURES	<u><u>653,708</u></u>	<u><u>698,023</u></u>	<u><u>703,465</u></u>	<u><u>783,369</u></u>

**City of Agoura Hills
CITY MANAGER
Department 4120**

**2012-13
Projected
Budget**

TOTAL BUDGET

1,044,028

FUNDING:

General Fund	783,369
Misc Grants	12,000
Measure R Capital Projects	166,025
Successor Agency	82,634

PERSONNEL

City Manager	1.0
Assistant City Manager	1.0
Assistant to the City Manager	1.0
Administrative Analyst	1.0
Executive Assistant	1.0
Administrative Secretary I	0.5

EXPENDITURE COMMENTS

5510 - Business assistance program and Economic Development

CITY CLERK

The City Clerk is the official “custodian of records” and is responsible for managing the legislative history of the City and maintaining, disposing, and preserving official City documents and records in accordance with legal requirements. The City Clerk serves as the City’s Election Official and, in compliance with the California Elections Code, administers all municipal elections and performs oaths of office for elected and appointed officials. In compliance with the Political Reform Act, the City Clerk also serves as the Filing Officer for the Fair Political Practices Commission (FPPC) and coordinates the filing of all campaign disclosure reports for all local candidates and campaign committees and Statements of Economic Interest (Form 700) for members of the City Council, designated employees, and committee members.

The City Clerk oversees the City Clerk Department and serves the City Council, City Manager, City staff, and the public. The Department is responsible for the preparation of all City Council, Financing Authority, and Redevelopment Agency meeting agenda packets; processing the legislative actions of the City Council (i.e.; minutes, ordinances, resolutions, contracts); codifying the City's Municipal Code, maintaining the City’s legislative history and archives, including the Laserfiche electronic imaging system and the Granicus web streaming system; and responding to requests for information in compliance with the Public Records Act.

In addition, the City Clerk attests, seals, and/or certifies official documents; administers the City’s Records Retention/Destruction Schedule and annual destruction of records; receives and files all petitions, subpoenas, and summons on behalf of the City; conducts all formal bid openings for the City; coordinates appointments by the City Council to City advisory bodies; conducts the annual update of the Local Appointments Listing (Maddy Act); and prepares all awards, certificates, and proclamations.

The City Clerk Department is dedicated to providing citizens responsible, professional, and accessible service.

**City of Agoura Hills
CITY CLERK
Department 4125**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5101.00 Regular salaries	150,214	153,754	153,754	154,650
5104.01 Car allowance	2,400	2,400	2,400	2,400
5104.02 Technology Allowance	540	540	540	540
5105.00 Vacation/Sick	1,072	6,497	6,497	6,497
5106.00 Deferred Compensation	4,462	4,519	4,519	4,653
5107.00 Retirement	26,530	25,429	25,429	25,852
5108.00 Group health insurance	9,877	10,804	10,804	10,845
5109.00 Group dental insurance	1,058	1,110	1,110	1,080
5110.00 Group life insurance	629	831	831	835
5111.00 Group disability insurance	1,773	1,830	1,830	1,840
5112.00 Medicare taxes	2,254	2,450	2,450	2,443
TOTAL	<u>200,809</u>	<u>210,164</u>	<u>210,164</u>	<u>211,635</u>
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	2,123	1,800	1,800	1,000
5416.00 Membership and dues	461	500	500	500
5420.00 Office supplies	418	1,500	1,500	800
5422.00 Books and subscriptions	4,303	5,500	5,500	5,500
5424.00 Special supplies	590	750	700	700
5440.00 Other charges	6,105	6,500	6,500	6,500
TOTAL	<u>14,000</u>	<u>16,550</u>	<u>16,500</u>	<u>15,000</u>
<u>CONTRACT SERVICES</u>				
5520.00 Contract services	621	40,000	50,000	2,000
TOTAL	<u>621</u>	<u>40,000</u>	<u>50,000</u>	<u>2,000</u>
CITY CLERK				
TOTAL EXPENDITURES	<u><u>215,430</u></u>	<u><u>266,714</u></u>	<u><u>276,664</u></u>	<u><u>228,635</u></u>

**City of Agoura Hills
CITY CLERK
Department 4125**

	<u>2012-13 Projected Budget</u>		
TOTAL BUDGET	249,974	PERSONNEL	
FUNDING:			
General Fund	228,635	City Clerk	1.0
Successor Agency	21,339	Administrative Secretary I	1.0

EXPENDITURE COMMENTS

5422 - Code Library

5440 - Records Storage

CITY ATTORNEY

The City of Agoura Hills contracts with an outside agency to provide legal services. The City Attorney provides legal counsel and services to the City Council, advisory boards, commissions and staff. The City Attorney also provides legal counsel to the Agoura Hills -Calabasas Community Center. The City Attorney assures that the City is in compliance with applicable laws and ensures protection of the City's interest on all legal matters.

**City of Agoura Hills
CITY ATTORNEY
Department 4140**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
CONTRACT SERVICES				
5510.00 Professional services	447,395	200,000	200,000	175,000
5520.00 Contract services	<u>305,525</u>	<u>210,000</u>	<u>210,000</u>	<u>210,000</u>
TOTAL	<u>752,920</u>	<u>410,000</u>	<u>410,000</u>	<u>385,000</u>
CITY ATTORNEY				
TOTAL EXPENDITURES	<u><u>752,920</u></u>	<u><u>410,000</u></u>	<u><u>410,000</u></u>	<u><u>385,000</u></u>

**City of Agoura Hills
CITY ATTORNEY
Department 4140**

	<u>2012-13 Projected Budget</u>
TOTAL BUDGET	405,000
FUNDING:	
General Fund	385,000
Successor Agency	20,000

EXPENDITURE COMMENTS

5520 - General legal services

FINANCE DEPARTMENT

The Finance Department is responsible for collection of all revenue, recording of all expenditures and investing of City funds. Internal controls are established and maintained to ensure that the assets of the City are protected from loss, theft or misuse. Internal controls also ensure that adequate accounting data allows for the department to audit, budget coordinate, and conduct the fiscal affairs of the City in compliance with all applicable laws, regulations, and sound business practices all while diligently safeguarding the resources of the city and ensuring the prudent fiscal management policies are maintained.

**City of Agoura Hills
FINANCE
Department 4150**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5101.00 Regular salaries	182,780	173,619	173,619	175,491
5103.00 Overtime	0	0	0	0
5104.00 Special pay	2,700	3,600	3,600	3,600
5104.01 Car allowance	2,400	2,400	2,400	2,400
5104.02 Technology Allowance	540	540	540	540
5105.00 Vacation/Sick	10,278	8,000	8,000	8,154
5106.00 Deferred Compensation	6,941	6,950	6,950	7,053
5107.00 Retirement	31,313	28,715	28,715	29,334
5108.00 Group health insurance	28,667	27,642	27,642	26,964
5109.00 Group dental insurance	3,507	3,295	3,295	2,582
5110.00 Group life insurance	983	938	938	948
5111.00 Group disability insurance	2,246	2,066	2,066	2,088
5112.00 Medicare taxes	2,879	2,615	2,615	2,629
TOTAL	275,234	260,380	260,380	261,783
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	2,566	2,500	2,500	2,500
5416.00 Membership and dues	810	500	500	500
5420.00 Office supplies	373	1,525	750	750
5422.00 Books and subscriptions	0	500	500	500
5423.00 Printing	1,880	2,200	2,200	2,200
5425.00 Small equipment	0	100	100	100
5431.00 Mileage	257	300	300	300
5440.00 Other charges	9,801	9,600	9,600	9,600
TOTAL	15,687	17,225	16,450	16,450
<u>CONTRACT SERVICES</u>				
5510.00 Professional services	43,099	83,000	83,000	56,000
TOTAL	43,099	83,000	83,000	56,000
<u>FINANCE TOTAL EXPENDITURES</u>				
	334,020	360,605	359,830	334,233

**City of Agoura Hills
FINANCE
Department 4150**

**2012-13
Projected
Budget**

TOTAL BUDGET

504,200

FUNDING:

General Fund	334,233
Measure R	65,511
Successor Agency	104,456

PERSONNEL

Treasurer	1.0
Director of Finance	1.0
Finance Manager	1.0
Accounting Specialist II	1.0

EXPENDITURE COMMENTS

5440 - Banking charges

5510 - Vavrinek, Trine, Day & Co. (audit services),
MuniServices (sales tax and property tax recovery consultant).

PUBLIC FACILITIES

The Public Facilities division of the City Manager's department is responsible for the maintenance of the City's civic center. This division is responsible for the maintenance of the audio visual equipment and all of the telephone equipment used by the City. The City receives a partial reimbursement for costs from the County of Los Angeles.

**City of Agoura Hills
PUBLIC FACILITIES
Department 4180**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5424.00 Special supplies	1,479	3,500	3,500	3,500
5425.00 Small equipment	294	1,500	1,500	750
5427.00 Communications	20,418	21,000	21,000	21,000
5428.00 Utilities	101,156	98,000	98,000	98,000
5428.01 Water	10,793	10,000	10,000	10,000
5430.00 Maintenance buildings/grounds	53,745	45,000	45,000	45,000
5434.00 Maintenance of equipment	14,266	13,000	13,000	13,000
5434.01 Audio Visual Maintenance	1,991	2,500	2,500	2,000
5434.02 Vehicle maintenance/fuel	13,634	11,000	11,000	12,000
TOTAL	<u>217,776</u>	<u>205,500</u>	<u>205,500</u>	<u>205,250</u>
<u>CONTRACT SERVICES</u>				
5510.00 Professional services	3,207	1,000	1,000	1,000
TOTAL	<u>3,207</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<u>CAPITAL OUTLAY</u>				
5682.00 Other improvements	19,096	12,000	12,000	12,000
5683.00 Equipment	7,700	10,000	1,000	10,000
TOTAL	<u>26,796</u>	<u>22,000</u>	<u>13,000</u>	<u>22,000</u>
<u>PUBLIC FACILITIES</u>				
TOTAL EXPENDITURES	<u><u>247,779</u></u>	<u><u>228,500</u></u>	<u><u>219,500</u></u>	<u><u>228,250</u></u>

**City of Agoura Hills
PUBLIC FACILITIES
Department 4180**

**2012-13
Projected
Budget**

TOTAL BUDGET	956,881
<hr/>	
FUNDING:	
General Fund	228,250
Financing Authority Debt Service	669,631
Recreation Center Capital Proj	59,000

EXPENDITURE COMMENTS

NON-DEPARTMENTAL

This division records city-wide expenditures such as training and insurance. The costs for providing medical insurance to retirees are also in this division.

**City of Agoura Hills
NON DEPARTMENTAL
Department 4190**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5107.00 Retirement	247,244	0	0	0
5108.00 Group health insurance	159,920	186,000	186,000	179,700
TOTAL	<u>407,164</u>	<u>186,000</u>	<u>186,000</u>	<u>179,700</u>
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5416.00 Membership and dues	31,220	34,000	36,000	36,000
5417.00 Training	12,260	5,000	10,000	11,000
5420.00 Office supplies	4,861	6,000	6,000	6,000
5421.00 Postage	13,599	15,000	15,000	15,000
5423.00 Printing	4,688	8,000	0	8,000
5424.00 Special supplies	4,624	6,200	4,000	6,200
5426.00 Advertising	6,179	5,000	8,000	5,000
5429.00 Rents and leases	9,944	12,480	12,480	12,460
5434.00 Maintenance of equipment	406	0	0	0
5437.00 Insurance and surety bonds	214,059	225,000	225,000	254,000
5440.00 Other charges	115,569	0	0	0
TOTAL	<u>417,409</u>	<u>316,680</u>	<u>316,480</u>	<u>339,660</u>
<u>CONTRACT SERVICES</u>				
5510.00 Professional services	114,027	92,500	92,500	92,500
5510.08 Agoura/Calabasas Community Cen	13,348	0	0	25,000
5510.09 Community Participation	19,250	9,600	9,600	14,050
5510.10 Media	27,189	22,000	22,000	15,000
5520.00 Contract services	24,948	25,000	25,000	25,000
TOTAL	<u>198,762</u>	<u>149,100</u>	<u>149,100</u>	<u>171,550</u>
NON DEPARTMENTAL TOTAL EXPENDITURES	<u><u>1,023,335</u></u>	<u><u>651,780</u></u>	<u><u>651,580</u></u>	<u><u>704,910</u></u>

**City of Agoura Hills
NON DEPARTMENTAL
Department 4190**

	2012-13 Projected Budget
TOTAL BUDGET	1,072,110
FUNDING:	
General Fund	704,910
Recreation Center Capital Project	250,000
Miscellaneous Grants	66,000
SQAMD	51,200

EXPENDITURE COMMENTS

- 5108 - Current retiree medical and OPEB unfunded liability

- 5416 - Dues for City membership in State League, L.A. County League Division, LVMCCOG,
5417 - Training expenses for all employees

- 5426 - Personnel advertising costs

- 5429 - Rental of copiers and postage meters

- 5437 - Expenses for City's various insurance coverages (liability, workers compensation, etc.)

- 5510 - Legislative Assistance

- 5510.09 - Community Service Grants

- 5510.10 - 4 Citywide Newsletters, Video productions, Web Hosting, Webstreaming.

- 5520 - LA County DPW -Padri's parking lot.

AUTOMATED OFFICE SYSTEMS

This division records city-wide expenditures for all automated systems. The City contracts with an outside consultant to provide information technology. The contract is managed by the Department of Finance.

City of Agoura Hills
AUTOMATED OFFICE SYSTEMS
Department 4195

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5420.00 Office supplies	6,765	8,000	8,000	8,000
5424.00 Special supplies	44	300	300	300
5434.00 Maintenance of equipment	0	1,000	1,000	500
TOTAL	<u>6,809</u>	<u>9,300</u>	<u>9,300</u>	<u>8,800</u>
<u>CONTRACT SERVICES</u>				
5510.00 Professional services	47,719	63,000	63,000	73,000
5520.00 Contract services	91,465	89,000	89,000	89,000
TOTAL	<u>139,184</u>	<u>152,000</u>	<u>152,000</u>	<u>162,000</u>
<u>CAPITAL OUTLAY</u>				
5682.00 Other improvements	1,102	1,000	1,000	1,000
5683.00 Equipment	40,530	20,000	41,000	144,000
	<u>41,632</u>	<u>21,000</u>	<u>42,000</u>	<u>145,000</u>
AUTOMATED OFFICE SYSTEMS				
TOTAL EXPENDITURES	<u><u>187,625</u></u>	<u><u>182,300</u></u>	<u><u>203,300</u></u>	<u><u>315,800</u></u>

**City of Agoura Hills
AUTOMATED OFFICE SYSTEMS
Department 4195**

	<u>2012-13 Projected Budget</u>
TOTAL BUDGET	315,800
FUNDING:	
General Fund	315,800

EXPENDITURE COMMENTS

- 5510 - Computer system software support, miscellaneous services.
- 5520 - Computer system technical support.
- 5683 - Computer replacement or as needed.

LOS ANGELES COUNTY SHERIFF

All police and fire services are provided to residents through a contract with the Los Angeles County Sheriffs Department and Consolidated Fire Protection District of Los Angeles County. The City receives fire protection and paramedic services as well as wild land fire protection and forester service from the Department of Forester and Fire Warden.

**City of Agoura Hills
LOS ANGELES COUNTY SHERIFF
Department 4210**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5434.00 Maintenance of equipment	2,313	3,000	3,000	3,000
5437.00 Insurance and surety bonds	139,650	0	0	138,469
TOTAL	<u>141,963</u>	<u>3,000</u>	<u>3,000</u>	<u>141,469</u>
<u>CONTRACT SERVICES</u>				
5520.50 General law	2,439,495	2,514,525	2,514,525	2,500,478
5520.51 Traffic enforcement	12,594	142,419	142,419	117,716
5520.52 Special Events	26,415	20,000	20,000	20,000
5520.53 Special Assignment Deputy	0	0	0	0
5520.54 Juvenile Intervention Program	0	0	0	0
5520.55 STAR Program	41,693	43,130	43,130	43,130
5520.56 Community Service Officer	26,493	26,363	26,363	26,951
5520.57 Other Sheriff Services	2,400	3,600	3,600	3,600
5520.58 COPS Program	15,551	27,900	27,900	27,900
5520.59 Special Enforcement Deputy	865,969	653,124	653,124	667,689
5520.60 STTOP	0	0	0	30,001
5520.61 Fingerprint Tech	26,038	23,230	23,230	23,750
TOTAL	<u>3,456,648</u>	<u>3,454,291</u>	<u>3,454,291</u>	<u>3,461,215</u>
<u>CAPITAL OUTLAY</u>				
5683.00 Equipment	0	0	0	0
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
LOS ANGELES COUNTY SHERIFF				
TOTAL EXPENDITURES	<u><u>3,598,611</u></u>	<u><u>3,457,291</u></u>	<u><u>3,457,291</u></u>	<u><u>3,602,684</u></u>

**City of Agoura Hills
LOS ANGELES COUNTY SHERIFF
Department 4210**

	2012-13 Projected Budget
TOTAL BUDGET	3,702,684
FUNDING:	
General Fund	3,602,684
Supplemental Law Enforcement (Brulte)	100,000

EXPENDITURE COMMENTS

EMERGENCY SERVICES

This division of the City Manager's office serves to assist the City and its' citizens to be prepared to respond to various disasters including earthquake, hazardous materials incidents, fires, floods, transportation disasters and terrorism.

**City of Agoura Hills
EMERGENCY SERVICES
Department 4215**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5102.00 Part-time salaries	320	0	0	0
TOTAL	<u>320</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	1,406	2,000	1,900	2,000
5417.00 Training	5,935	4,000	2,000	3,000
5423.00 Printing	825	1,000	375	1,000
5424.00 Special supplies	7,304	4,000	3,900	4,000
5427.00 Communications	2,534	2,500	3,467	3,500
TOTAL	<u>18,004</u>	<u>13,500</u>	<u>11,642</u>	<u>13,500</u>
<u>CONTRACT SERVICES</u>				
5420.00 Contract Services	2,000	0	0	0
TOTAL	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>CAPITAL OUTLAY</u>				
5683.00 Equipment	2,797	1,500	3,000	1,500
TOTAL	<u>2,797</u>	<u>1,500</u>	<u>3,000</u>	<u>1,500</u>
EMERGENCY OPERATIONS				
TOTAL EXPENDITURES	<u><u>23,121</u></u>	<u><u>15,000</u></u>	<u><u>14,642</u></u>	<u><u>15,000</u></u>

**City of Agoura Hills
EMERGENCY SERVICES
Department 4215**

	<u>2012-13 Projected Budget</u>
TOTAL BUDGET	15,000
<hr/>	
FUNDING:	
General Fund	15,000

EXPENDITURE COMMENTS

- 5417 - CERT, Search & Rescue, Triage/Medical training
- 5423 - CERT Materials
- 5424 - Bins, Search & Rescue and Triage training supplies
- 5427 - Satellite phone operational agreement
- 5683 - Radio communication equipment, generators

ANIMAL CONTROL

All animal control services are provided to residents through a contract with the Los Angeles County Animal Control.

**City of Agoura Hills
ANIMAL CONTROL
Department 4240**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
CONTRACT SERVICES				
5510.00 Professional services	0	4,000	4,000	4,000
5520.00 Contract services	<u>64,510</u>	<u>58,000</u>	<u>58,000</u>	<u>58,000</u>
TOTAL	<u>64,510</u>	<u>62,000</u>	<u>62,000</u>	<u>62,000</u>
ANIMAL CONTROL				
TOTAL EXPENDITURES	<u><u>64,510</u></u>	<u><u>62,000</u></u>	<u><u>62,000</u></u>	<u><u>62,000</u></u>

**City of Agoura Hills
ANIMAL CONTROL
Department 4240**

	<u>2012-13 Projected Budget</u>
TOTAL BUDGET	62,000
FUNDING:	
General Fund	62,000

EXPENDITURE COMMENTS

5520 - Animal housing and field services costs - L.A. County

COMMUNITY DEVELOPMENT

Zoning & Community Development

The Zoning Map and Zoning Ordinance embody the community's goal for land use regulation, which helps preserve the quality of life of Agoura Hills. The Zoning Map designates districts in the City where certain land uses are permitted. The Zoning Ordinance regulates the development standards for all land uses. The department provides assistance to the public on questions regarding general zoning in the City over the phone, in person or through the City's website. The department is also responsible for coordinating various advance planning and special land use studies for reviews by the Planning Commission and City Council.

Development Review and Application Process

This department is responsible for providing analysis and recommendations to the City Council, Planning Commission and Architectural Review Panel on all development projects in the City.

General Plan

The General Plan is the City's constitution for land use. It is a state mandated long range plan for the future of Agoura Hills and embodies the desires of the community for land use and development. It helps preserve the quality of life by turning the visions of the community into reality through a number of implementation measures. The Planning Department is currently updating its General Plan.

Code Enforcement

The City continues to protect the health, safety, and welfare of the public and addressing public nuisance and visual blight by assuring that compliance is met with the Municipal Code.

Regional Planning

The Planning Department is responsible for evaluating and making recommendations on regional issues such as traffic, housing, air quality, open space preservation and land use planning which require regional solutions to protect and promote the quality of life in the region.

Open Space

Over one-third of the City's land area is designated for open space. The sheer abundance of open space in and around the City make Agoura Hills unique. The department is responsible for planning and implementing programs to enhance and maintain the open space in Agoura Hills.

Grant Administration

To take advantage of available resources, this department applies for and administers a number of grants, which have included the approval of grants for freeway landscaping, park-and-ride lots, housing rehabilitation and assistance of low and moderate income households.

City of Agoura Hills
COMMUNITY DEVELOPMENT
Department 4305

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5101.00 Regular salaries	320,482	395,021	395,021	607,782
5103.00 Overtime	91	0	0	0
5104.00 Special pay	8,300	12,600	12,600	12,600
5104.01 Car allowance	4,800	4,800	4,800	4,800
5104.02 Technology Allowance	540	540	540	540
5105.00 Vacation/Sick	20,023	26,753	26,753	20,059
5106.00 Deferred Compensation	13,453	13,357	13,357	13,460
5107.00 Retirement	54,869	65,334	65,334	101,598
5108.00 Group health insurance	48,281	60,922	60,922	87,994
5109.00 Group dental insurance	7,515	8,984	8,984	10,292
5110.00 Group life insurance	1,693	2,118	2,118	3,282
5111.00 Group disability insurance	3,909	4,701	4,701	7,233
5112.00 Medicare taxes	5,109	6,005	6,005	9,271
TOTAL	<u>489,065</u>	<u>601,135</u>	<u>601,135</u>	<u>878,911</u>
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	2,610	4,000	4,000	3,000
5416.00 Membership and dues	1,185	1,500	1,500	1,500
5420.00 Office supplies	833	1,000	1,000	750
5422.00 Books and subscriptions	537	1,000	1,000	750
5423.00 Printing	1,898	5,000	5,000	3,000
5424.00 Special supplies	389	500	500	400
5425.00 Small equipment	0	100	100	100
5426.00 Advertising	10,586	10,000	10,000	10,000
5431.00 Mileage	0	300	300	0
5440.00 Other charges	983	750	750	750
TOTAL	<u>19,021</u>	<u>24,150</u>	<u>24,150</u>	<u>20,250</u>
<u>CONTRACT SERVICES</u>				
5510.00 Professional services	23,907	40,000	30,000	30,000
5520.00 Contract services	21,305	45,000	40,000	45,000
TOTAL	<u>45,212</u>	<u>85,000</u>	<u>70,000</u>	<u>75,000</u>
COMMUNITY DEVELOPMENT				
TOTAL EXPENDITURES	<u><u>553,298</u></u>	<u><u>710,285</u></u>	<u><u>695,285</u></u>	<u><u>974,161</u></u>

**City of Agoura Hills
COMMUNITY DEVELOPMENT
Department 4305**

**2012-13
Projected
Budget**

TOTAL BUDGET

1,010,142

PERSONNEL

FUNDING:

General Fund	974,161
Successor Agency	35,981

Director of Community Developme	1.0
Asst. Director Comm. Developmer	1.0
Principal Planner	1.0
Associate Planner	2.0
Administrative Secretary I	0.5
Code Compliance Officer	1.0

EXPENDITURE COMMENTS

5510 - Code Enforcement Attorney services

BUILDING AND SAFETY

The mission of the Building and Safety Division is to protect the health, life and safety of all those who live, work and visit the City of Agoura Hills. This is accomplished through our proactive efforts and enforcement of minimum standards and building codes which regulate the design, construction, quality, use, occupancy, location and maintenance of all building and structures within our jurisdiction.

City of Agoura Hills
BUILDING & SAFETY
Department 4390

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5101.00 Regular salaries	251,886	257,185	257,185	265,079
5102.00 Part-time salaries	0	0	0	0
5104.01 Car allowance	2,400	2,400	2,400	2,400
5104.02 Technology Allowance	1,020	1,020	1,020	1,020
5105.00 Vacation/Sick	5,990	9,200	9,200	9,200
5106.00 Deferred Compensation	5,502	5,460	5,460	5,460
5107.00 Retirement	43,225	42,536	42,536	44,310
5108.00 Group health insurance	34,367	37,400	37,400	39,898
5109.00 Group dental insurance	2,101	2,180	2,180	2,180
5110.00 Group life insurance	1,302	1,389	1,389	1,431
5111.00 Group disability insurance	2,967	3,060	3,060	3,154
5112.00 Medicare taxes	3,840	3,950	3,950	4,057
TOTAL	<u>354,600</u>	<u>365,780</u>	<u>365,780</u>	<u>378,189</u>
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	1,030	2,700	1,700	2,320
5416.00 Membership and dues	1,165	1,900	1,200	1,400
5420.00 Office supplies	296	800	400	200
5422.00 Books and subscriptions	1,707	1,000	400	500
5423.00 Printing	579	700	700	300
5425.00 Small equipment	17	400	200	200
5431.00 Mileage	0	200	0	0
TOTAL	<u>4,794</u>	<u>7,700</u>	<u>4,600</u>	<u>4,920</u>
<u>CONTRACT SERVICES</u>				
5520.00 Contract services	69,048	100,000	60,000	61,000
TOTAL	<u>69,048</u>	<u>100,000</u>	<u>60,000</u>	<u>61,000</u>
<u>BUILDING & SAFETY</u>				
TOTAL EXPENDITURES	<u><u>428,442</u></u>	<u><u>473,480</u></u>	<u><u>430,380</u></u>	<u><u>444,109</u></u>

COMMUNITY SERVICES

The Community Services Department encompasses both parks maintenance as well as recreational classes and events. Toddlers to teens, adults and seniors all enjoy high quality recreation activities.

The Agoura Hills Department of Community Services takes a leadership role in improving the quality of life for the community through diverse recreational opportunities that promote families and individuals, community involvement and a desire to preserve the natural and cultural resources of Agoura Hills.

From 2008-2011 the Department of Community Services managed to increase the number of City sponsored events over 20%.

**City of Agoura Hills
RECREATION
Department 4420**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5102.00 Part-time salaries	60,018	70,000	70,000	70,000
5107.00 Retirement	880	1,200	3,000	3,500
5112.00 Medicare taxes	809	1,030	1,030	1,050
TOTAL	<u>61,707</u>	<u>72,230</u>	<u>74,030</u>	<u>74,550</u>
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5421.D0 Postage - Seniors	900	900	900	900
5421.E0 Postage - Special Events	4,000	4,000	4,000	4,000
5423.A0 Printing - Classes	9,735	12,200	11,200	11,200
5423.B0 Printing -Excursions	198	500	500	500
5423.C0 Printing - Camps	1,846	1,500	1,500	1,500
5423.D0 Printing - Seniors	1,351	4,200	4,200	4,200
5423.G0 Printing - Teens	37,790	41,000	41,000	40,000
5423.H0 Printing - Comm Services	17,285	15,400	15,400	15,400
5424.A0 Special supplies - Classes	1,194	800	800	800
5424.B0 Special supplies - Excursions	57	250	250	250
5424.C0 Special supplies - Camps	1,446	2,000	2,000	2,000
5424.D0 Special supplies - Seniors	7,119	5,500	5,500	5,500
5424.E0 Special supplies - Spec Events	12,637	11,400	11,400	16,400
5424.F0 Special supplies - Sports	3,268	3,500	3,500	3,500
5424.G0 Special supplies - Teens	3,178	500	500	500
5424.H0 Special supplies - Comm Servic	7,554	6,200	6,200	6,200
5426.C0 Advertising - Camps	500	500	500	500
5426.D0 Advertising-Seniors	185	400	400	400
5429.B0 Rents & leases - Excursions	0	1,400	1,400	0
5429.C0 Rents & leases - Camps	-576	3,200	3,200	6,000
5429.F0 Rents & leases - Sports	12,168	12,000	12,000	12,000
5429.H0 Rents and leases - Comm Servic	1,203	1,700	2,000	1,700
5437.D0 Insurance - Seniors	500	600	500	600
5440.B0 Other charges - Excursions	14,624	14,000	13,500	13,500
5440.D0 Other charges - Seniors	28,186	22,000	22,000	22,000
5440.F0 Other charges - Sports	5,221	5,000	5,000	5,000
5440.G0 Other charges - Teens	2,422	2,500	13,600	2,800
TOTAL	<u>175,791</u>	<u>174,350</u>	<u>181,450</u>	<u>178,150</u>
<u>CONTRACT SERVICES</u>				
5510.E0 Professional svcs - Spec Event	57,947	57,000	57,000	67,000
5510.H0 Professional services-Comm Ser	37,601	19,500	19,500	19,500
5520.A0 Contract services - Classes	50,471	68,000	68,000	63,600
5520.C0 Contract services - Camps	3,993	18,000	18,000	22,400
5520.D1 Contract Services - Seniors	5,475	3,000	3,500	3,500
5520.E0 Contract Services-Spec Events	33,608	39,500	39,500	44,500
5520.F0 Contract Services - Sports	2,084	0	0	0
TOTAL	<u>191,179</u>	<u>205,000</u>	<u>205,500</u>	<u>220,500</u>
RECREATION TOTAL EXPENDITURES	<u><u>428,677</u></u>	<u><u>451,580</u></u>	<u><u>463,680</u></u>	<u><u>473,200</u></u>

**City of Agoura Hills
RECREATION
Department 4420**

**2012-13
Projected
Budget**

TOTAL BUDGET	524,700
<hr/>	
FUNDING:	
General Fund	473,200
Prop A	51,500

EXPENDITURE COMMENTS

5423.A - Printing costs for Recreation brochure

5440.B - Youth caravan program

5440.H - Cultural Arts Initiative

REYES ADOBE HISTORICAL

Built in approximately 1850, Agoura Hills' first home represents 150 years of exciting California history. This history includes the acquisition of the documented stories and artifacts from the families that have called the Reyes Adobe home over the years. The Reyes Adobe Historical Site has preserved their unique legacies to help visitors understand the political, social and economic changes that have shaped present day culture.

Through restoration and research efforts, the City of Agoura Hills has created an interpretive center and museum for visitors to hear their stories for years to come.

City of Agoura Hills
REYES ADOBE
Department 4425

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>MATERIALS,SUPPLIES & SERVICES</u>				
5420.00 Office supplies	210	0	0	0
5423.00 Printing	71	0	0	1,000
5424.00 Special supplies	2,565	2,200	2,200	2,200
5427.00 Communications	2,120	0	0	0
5430.00 Maintenance buildings/grounds	14,028	16,500	16,500	20,000
TOTAL	<u>18,994</u>	<u>18,700</u>	<u>18,700</u>	<u>23,200</u>
<u>CONTRACT SERVICES</u>				
5520.00 Contract services	<u>700</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
TOTAL	<u>700</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
REYES ADOBE				
TOTAL EXPENDITURES	<u><u>19,694</u></u>	<u><u>21,200</u></u>	<u><u>21,200</u></u>	<u><u>25,700</u></u>

**City of Agoura Hills
REYES ADOBE HISTORICAL
Department 4425**

	<u>2012-13 Projected Budget</u>
TOTAL BUDGET	25,700
FUNDING:	
General Fund	25,700

EXPENDITURE COMMENTS

5520 - Historical promotion items

5430 - Stream and electrical maintenance

5423 - Brochure printing

**City of Agoura Hills
COMMUNITY SERVICES
Department 4440**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5101.00 Regular salaries	397,184	424,762	424,762	451,180
5102.00 Part-time salaries	21,659	16,000	16,000	15,215
5103.00 Overtime	0	0	0	0
5104.01 Car allowance	2,400	2,400	2,400	2,400
5104.02 Technology Allowance	2,528	2,715	2,715	2,715
5105.00 Vacation/Sick	7,908	10,665	10,665	10,665
5106.00 Deferred Compensation	7,131	13,310	13,310	14,510
5107.00 Retirement	72,823	70,248	70,248	75,418
5108.00 Group health insurance	63,036	72,700	72,700	76,086
5109.00 Group dental insurance	6,266	6,773	6,773	6,696
5110.00 Group life insurance	2,118	1,932	1,932	2,016
5111.00 Group disability insurance	4,679	4,258	4,258	4,444
5112.00 Medicare taxes	6,360	6,440	6,440	7,068
TOTAL	<u>594,092</u>	<u>632,203</u>	<u>632,203</u>	<u>668,413</u>
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5415.00 Travel/conferences/meetings	1,089	2,800	2,000	800
5416.00 Membership and dues	625	1,200	1,000	1,000
5417.00 Training	66	0	0	0
5420.00 Office supplies	6,086	6,000	6,000	6,000
5421.00 Postage	8,564	14,000	14,000	14,000
5423.00 Printing	10,395	12,000	12,000	12,000
5424.00 Special supplies	2,041	2,000	2,000	2,000
5428.00 Utilities	9,191	9,000	9,000	10,000
5428.01 Water	5,307	5,000	7,000	7,500
5429.00 Rents and leases	27,846	32,300	32,300	32,300
5430.00 Maintenance buildings/grounds	21,135	20,500	20,500	20,500
5431.00 Mileage	318	800	200	400
5520.00 Contract services	5,074	7,700	7,700	7,700
TOTAL	<u>97,737</u>	<u>113,300</u>	<u>113,700</u>	<u>114,200</u>
<u>CAPITAL OUTLAY</u>				
5682.00 Other improvements	2,876	4,500	4,500	4,500
5683.00 Equipment	2,227	2,500	2,500	2,500
TOTAL	<u>5,103</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
COMMUNITY SERVICES				
TOTAL EXPENDITURES	<u><u>696,932</u></u>	<u><u>752,503</u></u>	<u><u>752,903</u></u>	<u><u>789,613</u></u>

**City of Agoura Hills
COMMUNITY SERVICES
Department 4440**

**2012-13
Projected
Budget**

TOTAL BUDGET

905,465

FUNDING:

General Fund

789,613

Prop A

115,852

PERSONNEL

Director of Community Services	1.0
Recreation Manager	1.0
Recreation Supervisor	2.0
Community Services Coordinators	2.0
Administrative Secretary I	1.0

EXPENDITURE COMMENTS

5424 - Department staff shirts

5430 - Recreation Center maintenance

**City of Agoura Hills
PARKS MAINTENANCE
Department 4450**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5424.00 Special supplies	27,230	25,000	16,000	16,000
5424.H0 Special supplies - Comm Servic	1,769	6,000	6,000	8,500
5428.00 Utilities	10,850	12,000	12,000	11,200
5428.01 Water	117,711	115,000	120,000	120,000
5429.00 Rents and leases	10,300	25,000	25,000	25,000
5430.00 Maintenance buildings/grounds	49,967	48,600	48,600	73,600
TOTAL	<u>217,827</u>	<u>231,600</u>	<u>227,600</u>	<u>254,300</u>
<u>CONTRACT SERVICES</u>				
5520.00 Contract services	193,443	197,500	197,500	197,500
5520.95 Tree Maintenance in Parks	16,663	15,200	15,200	15,200
TOTAL	<u>210,106</u>	<u>212,700</u>	<u>212,700</u>	<u>212,700</u>
PARKS MAINTENANCE				
TOTAL EXPENDITURES	<u><u>427,933</u></u>	<u><u>444,300</u></u>	<u><u>440,300</u></u>	<u><u>467,000</u></u>

**City of Agoura Hills
PARKS MAINTENANCE
Department 4450**

	<u>2012-13 Projected Budget</u>
TOTAL BUDGET	467,000
<hr/>	
FUNDING:	
General Fund	467,000

EXPENDITURE COMMENTS

5520 - Monthly landscape maintenance service within City parks

PUBLIC WORKS

The Engineering Division is responsible for the approval and inspection of all public improvements, both privately and publicly funded, to confirm compliance with City standards through the development review process. The Engineering Division develops annual maintenance needs and provides recommendations to the Administration and City Council through the budget process. The Engineering Division administers annual maintenance contracts with Los Angeles County for Street Maintenance, Sewer Maintenance, Signal Maintenance, Striping and Signing Maintenance, and Flood Control Maintenance. The Engineering Division administers contracts for Traffic Engineering services which evaluates the needs for stop signs, speed humps and other traffic control devices.

From 2008-2011 the Public Works department has continued to ensure that streets are maintained by resurfacing 29 miles of roadway.

**City of Agoura Hills
PUBLIC WORKS
Department 4505**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>SALARIES AND FRINGE BENEFITS</u>				
5101.00 Regular salaries	185,293	397,832	397,832	283,208
5103.00 Overtime	0	0	0	0
5104.01 Car allowance	2,400	2,400	2,400	2,400
5104.02 Technology Allowance	2,895	4,080	4,080	3,060
5105.00 Vacation/Sick	5,521	8,709	8,709	8,709
5106.00 Deferred Compensation	9,683	12,740	12,740	10,920
5107.00 Retirement	41,882	65,796	65,796	47,341
5108.00 Group health insurance	41,706	70,911	70,911	56,111
5109.00 Group dental insurance	4,691	7,404	7,404	6,009
5110.00 Group life insurance	1,036	2,044	2,044	1,477
5111.00 Group disability insurance	2,572	4,505	4,505	3,255
5112.00 Medicare taxes	2,857	5,980	5,980	4,284
TOTAL	<u>300,536</u>	<u>582,401</u>	<u>582,401</u>	<u>426,774</u>
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5415.00 Travell/conferences/meetings	2,216	2,232	2,232	2,200
5416.00 Membership and dues	860	675	675	500
5420.00 Office supplies	519	700	700	700
5422.00 Books and subscriptions	1,153	500	0	250
5423.00 Printing	3,971	1,500	1,910	1,500
5424.00 Special supplies	898	1,000	1,000	500
5431.00 Mileage	0	500	0	0
5434.00 Maintenance of equipment	0	800	800	500
5440.00 Other charges	222	0	0	0
TOTAL	<u>9,839</u>	<u>7,907</u>	<u>7,317</u>	<u>6,150</u>
<u>CONTRACT SERVICES</u>				
5520.00 Contract services	55,447	51,000	51,000	85,900
5520.02 Plan check and inspection	37,405	21,000	21,000	21,000
TOTAL	<u>92,852</u>	<u>72,000</u>	<u>72,000</u>	<u>106,900</u>
<u>PUBLIC WORKS ADMINISTRATION</u>				
TOTAL EXPENDITURES	<u><u>403,227</u></u>	<u><u>662,308</u></u>	<u><u>661,718</u></u>	<u><u>539,824</u></u>

**City of Agoura Hills
PUBLIC WORKS
Department 4505**

**2012-13
Projected
Budget**

TOTAL BUDGET

941,493

FUNDING:

General Fund	539,824
Gas Tax	67,500
Prop C	5,906
Measure R Fund	305,263
SCAQMD	23,000

PERSONNEL

City Engineer	1.0
Senior Civil Engineer	1.0
Associate Civil Engineer	1.0
Public Works Project Manage	1.0
Parks & Landscape Superinte	1.0
Administrative Secretary I	1.0
Engineering Aide	1.0

EXPENDITURE COMMENTS

City of Agoura Hills
LANDSCAPE MAINTENANCE
Department 4520

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>MATERIALS, SUPPLIES & SERVICES</u>				
5424.00 Special supplies	20,569	15,000	15,000	15,000
5428.00 Utilities	4,442	7,000	5,000	5,000
5428.01 Water	37,459	55,000	36,000	37,500
TOTAL	<u>62,470</u>	<u>77,000</u>	<u>56,000</u>	<u>57,500</u>
<u>CONTRACT SERVICES</u>				
5520.00 Contract services	162,491	55,000	40,000	40,000
5520.20 Street repairs & maintenance	0	0	15,000	10,000
5520.23 Street tree maintenance	393	0	0	0
5520.31 Graffiti removal	2,555	7,500	5,000	5,000
5520.32 Equestrian trail maintenance	12,420	8,000	5,000	5,000
5520.35 Median island maintenance	700	0	0	0
TOTAL	<u>178,559</u>	<u>70,500</u>	<u>65,000</u>	<u>60,000</u>
LANDSCAPE MAINTENANCE				
TOTAL EXPENDITURES	<u><u>241,029</u></u>	<u><u>147,500</u></u>	<u><u>121,000</u></u>	<u><u>117,500</u></u>

City of Agoura Hills
STORM DRAIN & FLOOD CONTROL
Department 4525

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>CONTRACT SERVICES</u>				
5520.40 Road cleanup after storms	600	0	0	0
5520.41 Storm drain maintenance	9,500	0	0	0
5520.43 NPDES compliance	221,384	0	148,900	147,500
5520.44 Storm Water Compliance	<u>0</u>	<u>148,900</u>	<u>0</u>	<u>0</u>
TOTAL	<u>231,484</u>	<u>148,900</u>	<u>148,900</u>	<u>147,500</u>
STORM DRAIN & FLOOD CONTROL				
TOTAL EXPENDITURES	<u><u>231,484</u></u>	<u><u>148,900</u></u>	<u><u>148,900</u></u>	<u><u>147,500</u></u>

City of Agoura Hills
STORM DRAIN & FLOOD CONTROL
Department 4525

	<u>2012-13 Projected Budget</u>
TOTAL BUDGET	151,300
<hr/>	
FUNDING:	
General Fund	147,500
Storm Water Capital Project	3,800

EXPENDITURE COMMENTS

**City of Agoura Hills
TRANSPORTATION
Department 4530**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
<u>CONTRACT SERVICES</u>				
5520.81 Beach Bus	0	0	22,000	0
TOTAL	<u>0</u>	<u>0</u>	<u>22,000</u>	<u>0</u>
TRANSPORTATION				
TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>22,000</u></u>	<u><u>0</u></u>

**City of Agoura Hills
GENERAL FUND**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
GENERAL FUND TOTAL EXPENDITURES	<u><u>10,649,358</u></u>	<u><u>10,271,975</u></u>	<u><u>10,249,364</u></u>	<u><u>10,770,066</u></u>

Other Funds

**City of Agoura Hills
GAS TAX
FUND 020**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4505 PUBLIC WORKS ADMINISTRATION				
CONTRACT SERVICES				
5520.00 Contract services	41,872	50,000	50,000	67,500
TOTAL	<u>41,872</u>	<u>50,000</u>	<u>50,000</u>	<u>67,500</u>
Dept: 4510 TRAFFIC SAFETY				
CONTRACT SERVICES				
5510.01 Traffic counts/studies	0	0	0	0
5520.10 Traffic engineer	22,500	22,500	22,500	22,500
5520.11 Traffic marking and striping	2,680	8,000	8,000	20,000
5520.12 Traffic signing	21,807	25,000	25,000	13,000
5520.14 Accident repairs	3,655	2,500	12,087	2,500
TOTAL	<u>50,642</u>	<u>58,000</u>	<u>67,587</u>	<u>58,000</u>
Dept: 4515 STREET MAINTENANCE				
CONTRACT SERVICES				
5520.10 Traffic engineer	0	0	0	0
5520.20 Street repairs & maintenance	39,817	30,000	38,525	45,000
5520.21 Street sweeping	80,022	85,000	80,000	80,000
5520.22 Temporary sidewalk repairs	8,080	10,000	10,000	10,000
5520.27 Bridge repair	0	0	0	0
5520.28 Special street projects	5,065	5,000	5,000	5,000
TOTAL	<u>132,984</u>	<u>130,000</u>	<u>133,525</u>	<u>140,000</u>
Dept: 4520 LANDSCAPE MAINTENANCE				
CONTRACT SERVICES				
5520.00 Contract services	103	195,000	95,000	120,000
5520.23 Street tree maintenance	52,458	50,000	50,000	50,000
TOTAL	<u>52,561</u>	<u>245,000</u>	<u>145,000</u>	<u>170,000</u>
Dept: 4610 OTHER IMPROVEMENTS				
OTHER IMPROVEMENTS/PROJECTS				
6001.00 City Beautification	7,756	10,000	10,000	10,000
TOTAL	<u>7,756</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Dept: 4640 STREET IMPROVEMENTS				
STREET IMPROVEMENTS				
6301.00 Annual sidewalk repairs	47,790	50,000	50,000	50,000
6305.00 Annual overlay	163,219	195,000	100,000	215,000
TOTAL	<u>211,009</u>	<u>245,000</u>	<u>150,000</u>	<u>265,000</u>
GAS TAX TOTAL	<u><u>496,824</u></u>	<u><u>738,000</u></u>	<u><u>556,112</u></u>	<u><u>710,500</u></u>

**City of Agoura Hills
TRAFFIC CONGESTION RELIEF
FUND 021**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4640 STREET IMPROVEMENTS				
STREET IMPROVEMENTS				
6305.00 Annual overlay	<u>1,912</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>1,912</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRAFFIC CONGESTION RELIEF	<u><u>1,912</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**City of Agoura Hills
TRAFFIC SAFETY
FUND 040**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4220 SCHOOL CROSSING GUARDS				
CONTRACT SERVICES				
5510.00 Professional services	58,390	60,000	60,000	60,000
TOTAL	<u>58,390</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
Dept: 4510 TRAFFIC SAFETY				
MATERIALS,SUPPLIES & SERVICES				
5428.00 Utilities	29,182	34,000	34,000	34,000
TOTAL	<u>29,182</u>	<u>34,000</u>	<u>34,000</u>	<u>34,000</u>
CONTRACT SERVICES				
5510.01 Traffic counts/studies	9,655	6,500	6,682	10,000
5520.10 Traffic engineer	13,452	0	0	0
5520.11 Traffic marking and striping	2,861	12,000	12,000	12,000
5520.12 Traffic signing	3,785	0	0	0
5520.13 Signal maintenance	34,844	40,000	40,000	40,000
TOTAL	<u>64,597</u>	<u>58,500</u>	<u>58,682</u>	<u>62,000</u>
TOTAL TRAFFIC SAFETY	<u><u>152,169</u></u>	<u><u>152,500</u></u>	<u><u>152,682</u></u>	<u><u>156,000</u></u>

**City of Agoura Hills
PROPOSITION A
FUND 060**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4420 RECREATION				
SALARIES AND FRINGE BENEFITS				
5102.00 Part-time salaries	0	500	471	500
TOTAL	<u>0</u>	<u>500</u>	<u>471</u>	<u>500</u>
CONTRACT SERVICES				
5520.62 Transit Safety Eduction/STTOP	29,059	33,000	0	0
5520.87 Bike Rodeo	0	0	0	0
5520.A0 Contract services - Classes	0	2,000	2,000	2,000
5520.B0 Recreation transit- Excursions	9,462	22,000	18,000	16,000
5520.D0 Recreation transit - Seniors	23,787	20,000	24,000	22,000
5520.E0 Contract Services-Spec Events	4,933	5,000	5,000	6,000
5520.F0 Contract Services - Sports	0	0	0	0
5520.G0 Contract Services -Teens	20,257	15,000	10,000	5,000
TOTAL	<u>87,498</u>	<u>97,000</u>	<u>59,000</u>	<u>51,000</u>
Dept: 4440 COMMUNITY SERVICES ADMIN				
SALARIES AND FRINGE BENEFITS				
5101.00 Regular salaries	77,329	89,282	89,282	86,211
5106.00 Deferred Compensation	0	0	0	0
5107.00 Retirement	14,814	14,766	14,766	14,411
5108.00 Group health insurance	8,350	12,483	12,483	12,103
5109.00 Group dental insurance	629	775	775	728
5110.00 Group life insurance	361	327	327	340
5111.00 Group disability insurance	866	721	721	749
5112.00 Medicare taxes	1,107	1,357	1,357	1,310
TOTAL	<u>103,456</u>	<u>119,711</u>	<u>119,711</u>	<u>115,852</u>
Dept: 4520 LANDSCAPE MAINTENANCE				
MATERIALS,SUPPLIES & SERVICES				
5428.01 Water	1,012	3,000	1,100	2,000
TOTAL	<u>1,012</u>	<u>3,000</u>	<u>1,100</u>	<u>2,000</u>
CONTRACT SERVICES				
5520.36 Park & ride lot maintenance	9,060	11,000	6,000	8,000
5520.37 Bus stop maintenance	6,000	7,000	5,760	7,000
TOTAL	<u>15,060</u>	<u>18,000</u>	<u>11,760</u>	<u>15,000</u>
Dept: 4530 TRANSPORTATION				
CONTRACT SERVICES				
5520.80 Dial A Ride	302,520	333,025	381,735	384,230
5520.81 Beach bus	44,366	46,425	44,300	45,000
5520.82 Summer shuttle express	0	0	0	0
5520.83 Incentive Grant	82,236	101,605	101,605	103,395
5520.84 Staff assistance to MTA	1,286	1,400	1,286	1,400
TOTAL	<u>430,408</u>	<u>482,455</u>	<u>528,926</u>	<u>534,025</u>

**City of Agoura Hills
PROPOSITION A
FUND 060**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
CAPITAL OUTLAY				
5684.00 Vehicles	0	0	0	50,000
TOTAL	0	0	0	50,000
PROPOSITON A TOTAL	<u>637,434</u>	<u>720,666</u>	<u>720,968</u>	<u>768,377</u>

**City of Agoura Hills
PROPOSITION C
FUND 061**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4505 PUBLIC WORKS				
SALARIES AND FRINGE BENEFITS				
5101.00 Regular salaries	189,589	0	0	4,141
5107.00 Retirement	31,686	0	0	692
5108.00 Group health insurance	26,396	0	0	1,011
5109.00 Group dental insurance	2,178	0	0	0
5110.00 Group life insurance	679	0	0	0
5111.00 Group disability insurance	1,664	0	0	0
5112.00 Medicare taxes	2,763	0	0	62
TOTAL	<u>254,955</u>	<u>0</u>	<u>0</u>	<u>5,906</u>
Dept: 4510 TRAFFIC SAFETY				
CONTRACT SERVICES				
5520.29 Pavement Management Update	45,500	0	0	0
TOTAL	<u>45,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
STREET IMPROVEMENTS				
6305.00 Annual overlay	1,235,000	0	0	0
6311.00 Bus Pad Installation	0	0	0	40,000
TOTAL	<u>1,235,000</u>	<u>0</u>	<u>0</u>	<u>40,000</u>
PROPOSITON C TOTAL	<u>1,535,455</u>	<u>0</u>	<u>0</u>	<u>45,906</u>

**City of Agoura Hills
MEASURE R
FUND 063**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4640 STREET IMPROVEMENTS				
STREET IMPROVEMENTS				
6305.00 Annual overlay	195,600	201,500	0	411,500
TOTAL	<u>195,600</u>	<u>201,500</u>	<u>0</u>	<u>411,500</u>
MEASURE R TOTAL	<u>195,600</u>	<u>201,500</u>	<u>0</u>	<u>411,500</u>

City of Agoura Hills
SOUTH COAST AIR QUALITY CONTROL
FUND 070

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4190 NON-DEPARTMENTAL ADMINISTRATIVE CHARGES				
5800.00 Administrative Service Charges	1,200	1,200	1,200	1,200
TOTAL	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Acct Class: 71 CAPITAL OUTLAY				
5684.00 Vehicles	-1	0	0	50,000
TOTAL	<u>-1</u>	<u>0</u>	<u>0</u>	<u>50,000</u>
Dept: 4505 PUBLIC WORKS ADMINISTRATION CONTRACT SERVICES				
5520.00 Contract services	0	0	18,000	23,000
TOTAL	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>23,000</u>
Dept: 4640 STREET IMPROVEMENTS				
Acct Class: 64 STREET IMPROVEMENTS				
6310.00 Signal Sync	17,997	23,000	0	0
TOTAL	<u>17,997</u>	<u>23,000</u>	<u>0</u>	<u>0</u>
SOUTH COAST AIR QUALITY CONTROL TOT.	<u>19,196</u>	<u>24,200</u>	<u>19,200</u>	<u>74,200</u>

**City of Agoura Hills
TRAFFIC IMPROVEMENT
FUND 110**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4190 NON-DEPARTMENTAL OTHER PAYABLES				
5850.00 Bad Debt Expenses	105,316	0	0	0
TOTAL	<u>105,316</u>	<u>0</u>	<u>0</u>	<u>0</u>
Dept: 4640 STREET IMPROVEMENTS MATERIALS,SUPPLIES & SERVICES				
5440.00 Other charges	-1	0	0	0
TOTAL	<u>-1</u>	<u>0</u>	<u>0</u>	<u>0</u>
Acct Class: 55 CONTRACT SERVICES				
5510.00 Professional services	33,039	5,000	1,373	5,000
TOTAL	<u>33,039</u>	<u>5,000</u>	<u>1,373</u>	<u>5,000</u>
Acct Class: 64 STREET IMPROVEMENTS				
6307.00 Chesebro Bridge	10,347	0	0	0
6308.00 Kanan/101 Interchange	34,128	250,000	280,000	20,000
6309.00 Kanan/Agoura Road Roundabout	0	0	350	0
TOTAL	<u>44,475</u>	<u>250,000</u>	<u>280,350</u>	<u>20,000</u>
TRAFFIC IMPROVEMENT TOTAL	<u><u>182,829</u></u>	<u><u>255,000</u></u>	<u><u>281,723</u></u>	<u><u>25,000</u></u>

**City of Agoura Hills
UTILITY UNDERGROUNDING
FUND 111**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4140 CITY ATTORNEY				
CONTRACT SERVICES				
5520.00 Contract services	7,493	0	0	0
TOTAL	<u>7,493</u>	<u>0</u>	<u>0</u>	<u>0</u>
Dept: 4610 OTHER IMPROVEMENTS				
CONTRACT SERVICES				
5510.00 Professional services	25,000	0	0	0
TOTAL	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TRAFFIC IMPROVEMENT TOTAL	<u><u>32,493</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

City of Agoura Hills
SUPPLEMENTAL LAW ENFORCEMENT
FUND 240

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4210 LOS ANGELES COUNTY SHERIFF				
MATERIALS,SUPPLIES & SERVICES				
5425.00 Small equipment	3,143	13,856	13,856	4,866
TOTAL	<u>3,143</u>	<u>13,856</u>	<u>13,856</u>	<u>4,866</u>
CONTRACT SERVICES				
5520.51 Traffic enforcement	48,644	16,936	16,936	14,189
5520.54 Juvenile Intervention Program	48,213	78,209	78,209	80,945
5520.56 Community Service Officer	0	0	0	0
5520.60 STTOP	0	0	0	0
TOTAL	<u>96,857</u>	<u>95,145</u>	<u>95,145</u>	<u>95,134</u>
SUPPLEMENTAL LAW ENFORCEMENT	<u><u>100,000</u></u>	<u><u>109,001</u></u>	<u><u>109,001</u></u>	<u><u>100,000</u></u>

City of Agoura Hills
MISCELLANEOUS GRANTS
FUND 260

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4120 CITY MANAGER				
CONTRACT SERVICES				
5510.40 Oil Grant	7,317	6,000	6,000	6,000
5510.41 Beverage Grant	6,797	2,000	2,000	6,000
TOTAL	<u>14,114</u>	<u>8,000</u>	<u>8,000</u>	<u>12,000</u>
Dept: 4190 NON-DEPARTMENTAL				
CONTRACT SERVICES				
5510.10 Media	59,259	70,000	66,000	66,000
TOTAL	<u>59,259</u>	<u>70,000</u>	<u>66,000</u>	<u>66,000</u>
Dept: 4210 LOS ANGELES COUNTY SHERIFF				
CONTRACT SERVICES				
5520.52 Special Events	81,095	0	30,000	0
5520.56 Community Service Officer	-6	0	0	0
TOTAL	<u>81,089</u>	<u>0</u>	<u>30,000</u>	<u>0</u>
Dept: 4450 Parks Maintenance				
CAPITAL OUTLAY				
5682.00 Other improvements	5,545	0	0	0
TOTAL	<u>5,545</u>	<u>0</u>	<u>0</u>	<u>0</u>
Dept: 4640 STREET IMPROVEMENTS				
STREET IMPROVEMENTS				
6301.00 Annual sidewalk repairs	0	0	8,985	11,000
6305.00 Annual overlay	0	75,000	0	75,000
TOTAL	<u>0</u>	<u>75,000</u>	<u>8,985</u>	<u>86,000</u>
MISCELLANEOUS GRANTS TOTAL	<u><u>160,007</u></u>	<u><u>153,000</u></u>	<u><u>112,985</u></u>	<u><u>164,000</u></u>

**City of Agoura Hills
SOLID WASTE MANAGEMENT
FUND 520**

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4395 SOLID WASTE MANAGEMENT				
CONTRACT SERVICES				
5520.00 Contract services	<u>39,352</u>	<u>60,000</u>	<u>53,280</u>	<u>60,000</u>
TOTAL	<u>39,352</u>	<u>60,000</u>	<u>53,280</u>	<u>60,000</u>
Acct Class: 70 ADMINISTRATIVE CHARGES				
5800.00 Administrative Service Charges	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>
TOTAL	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>
SOLID WASTE MANAGEMENT TOTAL	<u><u>86,352</u></u>	<u><u>107,000</u></u>	<u><u>100,280</u></u>	<u><u>107,000</u></u>

City of Agoura Hills
FINANCING AUTHORITY DEBT SERVICE
FUND 300

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4180 PUBLIC FACILITIES				
CONTRACT SERVICES				
5520.00 Contract services	<u>3,896</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
TOTAL	3,896	4,000	4,000	4,000
DEBT SERVICE				
5701.00 Debt Service - principal	180,000	185,000	185,000	185,000
5702.00 Debt Service - Interest paid	<u>487,831</u>	<u>480,631</u>	<u>480,631</u>	<u>480,631</u>
TOTAL	667,831	665,631	665,631	665,631
FINANCING AUTHORITY DEBT SVC TOTAL	<u><u>671,727</u></u>	<u><u>669,631</u></u>	<u><u>669,631</u></u>	<u><u>669,631</u></u>

City of Agoura Hills
RECREATION CENTER CAPITAL PROJECT FUND
FUND 015

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4140 CITY ATTORNEY				
CONTRACT SERVICES				
5520.00 Contract services	2,665	0	0	0
TOTAL	<u>2,665</u>	<u>0</u>	<u>0</u>	<u>0</u>
Dept: 4180 PUBLIC FACILITIES				
MATERIALS,SUPPLIES & SERVICES				
5424.00 Special supplies	0	0	0	0
5427.00 Communications	0	0	0	0
5428.00 Utilities	0	5,000	8,000	8,000
5428.01 Water	0	5,000	11,000	11,000
5430.00 Maintenance buildings/grounds	0	10,000	10,000	10,000
TOTAL	<u>0</u>	<u>20,000</u>	<u>29,000</u>	<u>29,000</u>
CONTRACT SERVICES				
5520.00 Contract services	0	30,000	10,000	30,000
TOTAL	<u>0</u>	<u>30,000</u>	<u>10,000</u>	<u>30,000</u>
Dept: 4190 NON-DEPARTMENTAL				
CONTRACT SERVICES				
5520.00 Contract services	40,639	350,000	350,000	250,000
TOTAL	<u>40,639</u>	<u>350,000</u>	<u>350,000</u>	<u>250,000</u>
Dept: 4610 OTHER IMPROVEMENTS				
OTHER IMPROVEMENTS/PROJECTS				
6008.00 Property Acquisition	4,413,802	0	0	0
TOTAL	<u>4,413,802</u>	<u>0</u>	<u>0</u>	<u>0</u>
RECREATION CENTER				
CAPITAL PROJECTS FUND TOTAL	<u><u>4,457,106</u></u>	<u><u>400,000</u></u>	<u><u>389,000</u></u>	<u><u>309,000</u></u>

City of Agoura Hills
STORM WATER CAPITAL PROJECTS FUND
FUND 016

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4520 LANDSCAPE MAINTENANCE				
5520.42 Transfer of storm drains	0	10,000	0	10,000
5520.44 Storm Water Compliance	<u>1,001</u>	<u>77,200</u>	<u>0</u>	<u>77,200</u>
TOTAL	1,001	87,200	0	87,200
Dept: 4525 STORM DRAIN & FLOOD CONTROL				
CONTRACT SERVICES				
5520.41 Storm drain maintenance	<u>0</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>
TOTAL	0	3,800	3,800	3,800
STORM WATER CAPITAL PROJECT FUND	<u><u>1,001</u></u>	<u><u>91,000</u></u>	<u><u>3,800</u></u>	<u><u>91,000</u></u>

City of Agoura Hills
REYES ADOBE CAPITAL PROJECTS FUND
FUND 017

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
5421.00 Postage	0	0	0	0
5423.00 Printing	1,111	0	0	0
5424.00 Special supplies	3,911	1,000	1,000	0
TOTAL	<u>5,022</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>
 CONTRACT SERVICES				
5510.00 Professional services	960	0	0	0
TOTAL	<u>960</u>	<u>0</u>	<u>0</u>	<u>0</u>
 STREET IMPROVEMENTS				
6302.00 Reyes Adobe Interchange	2,613,275	1,415,000	1,415,000	0
6302.01 Reyes Adobe Pre Construction	1,992	10,000	10,000	0
6302.02 Reyes Adobe Const Mgmt	566,268	75,000	75,000	0
6302.03 Reyes Adobe Intchg Const Engin	174,084	75,000	75,000	0
6302.05 Reyes Adobe Permits	346	0	0	0
TOTAL	<u>3,355,965</u>	<u>1,575,000</u>	<u>1,575,000</u>	<u>0</u>
 REYES ADOBE				
CAPITAL PROJECTS FUND	<u><u>3,361,947</u></u>	<u><u>1,576,000</u></u>	<u><u>1,576,000</u></u>	<u><u>0</u></u>

City of Agoura Hills
MEASURE R CAPITAL PROJECTS FUND
FUND 018

	2010-11 Actual Expenditures	2011-12 Ammended Budget	2011-12 Recommended Budget	2012-13 Projected Budget
Dept: 4120 CITY MANAGER				
SALARIES AND FRINGE BENEFITS				
5101.00 Regular salaries	35,199	86,446	86,446	126,314
5107.00 Retirement	5,687	14,298	14,298	21,114
5108.00 Group health insurance	3,878	9,346	9,346	13,034
5109.00 Group dental insurance	38	640	640	1,422
5110.00 Group life insurance	136	467	467	682
5111.00 Group disability insurance	361	1,029	1,029	1,503
5112.00 Medicare taxes	520	1,402	1,402	1,956
TOTAL	<u>45,819</u>	<u>113,628</u>	<u>113,628</u>	<u>166,025</u>
Dept: 4150 FINANCE				
SALARIES AND FRINGE BENEFITS				
5101.00 Regular salaries	12,247	27,495	27,495	47,915
5107.00 Retirement	1,761	4,548	4,548	8,009
5108.00 Group health insurance	1,611	4,039	4,039	7,363
5109.00 Group dental insurance	192	496	496	673
5110.00 Group life insurance	56	148	148	259
5111.00 Group disability insurance	128	327	327	570
5112.00 Medicare taxes	178	413	413	722
TOTAL	<u>16,173</u>	<u>37,466</u>	<u>37,466</u>	<u>65,511</u>
Dept: 4505 PUBLIC WORKS ADMINISTRATION				
SALARIES AND FRINGE BENEFITS				
5101.00 Regular salaries	80,378	172,175	172,175	220,785
5107.00 Retirement	12,791	28,476	28,476	36,905
5108.00 Group health insurance	13,019	30,029	30,029	38,639
5109.00 Group dental insurance	808	2,027	2,027	2,771
5110.00 Group life insurance	248	687	687	894
5111.00 Group disability insurance	716	1,515	1,515	1,970
5112.00 Medicare taxes	1,177	2,572	2,572	3,299
TOTAL	<u>109,137</u>	<u>237,481</u>	<u>237,481</u>	<u>305,263</u>
Dept: 4640 STREET IMPROVEMENTS				
STREET IMPROVEMENTS				
6307.00 Chesebro Bridge	382,518	405,000	123,500	850,000
6309.00 Kanan/Agoura Road Roundabout	22,968	90,000	25,804	0
6312.00 Agoura Road Widening	437,730	1,430,000	600,000	3,500,000
TOTAL	<u>843,216</u>	<u>1,925,000</u>	<u>749,304</u>	<u>4,350,000</u>
MEASURE R CAPITAL PROJECTS FUND	<u>1,014,345</u>	<u>2,313,575</u>	<u>1,137,879</u>	<u>4,886,799</u>

Capital Improvements

Item	Project Name	Funding Source	5-Year Total Funding Amount	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Fiscal Year 2013/2014	Fiscal Year 2014/2015	Fiscal Year 2015/2016	Fiscal Year 2016/2017
1	Annual Citywide Street Resurfacing	General Fund	130,000						130,000
		Gas Tax	945,000	100,000	215,000		190,000	310,000	130,000
		Measure R	1,254,500	-	411,500	213,000	210,000	210,000	210,000
		Proposition C	350,000	-	-	350,000			
		Traffic Congestion	-	-	-	-	-	-	-
		RAC Grant	75,000	-	75,000				
		TIF	150,000						150,000
	Total	2,904,500	100,000	701,500	563,000	400,000	520,000	620,000	
2	Annual Concrete Repair Program	Gas Tax	300,000	50,000	50,000	50,000	50,000	50,000	50,000
		TDA	64,600	9,600	11,000	11,000	11,000	11,000	11,000
		Total	364,600	59,600	61,000	61,000	61,000	61,000	61,000
3	Bus Pads	Proposition C	80,000	-	40,000	40,000			
		Total	80,000	-	40,000	40,000	-	-	-
4	Palo Comado Interchange Construction		-						
		Measure R	1,123,500	123,500	850,000	150,000			
		Measure R	10,000,000				6,000,000	4,000,000	
		TIF	1,550,000	-				1,550,000	
	Total	12,673,500	123,500	850,000	150,000	6,000,000	5,550,000	-	
5	Agoura Road Widening Design Construction	Measure R	600,000	600,000					
		Measure R	6,000,000		3,500,000	2,500,000			
		Total	6,600,000	600,000	3,500,000	2,500,000	-	-	-
6	Palo Comado Creek Overcrossing	Grant	50,000	-	-	50,000	-	-	
		GF	50,000	-	-	50,000	-	-	
		Total	100,000	-	-	100,000	-	-	-
7	Driver Avenue Culvert	GF	150,000	-	-	-	-	150,000	
		Total	150,000	-	-	-	-	150,000	-
8	Catch Basin Inserts (TMDL)	General Fund	900,000	-	-	200,000	200,000	250,000	250,000
		Total	900,000	-	-	200,000	200,000	250,000	250,000
9	Ozone Plant	Grant - Design	300,000	-	-	300,000	-	-	
		Grant - Construction	3,000,000	-	-	-	-	3,000,000	
		Total	3,300,000	-	-	300,000	-	3,000,000	-
10	Reyes Adobe Green Street Project	Grant - Design	300,000	-	-	300,000	-	-	
		Grant - Construction	2,500,000	-	-	-	-	2,500,000	
		Total	2,800,000	-	-	300,000	-	2,500,000	-
11	Recreation Center	General Fund	3,700,000	350,000	250,000	3,100,000			
		Total	3,700,000	350,000	250,000	3,100,000	-	-	-
12	Trail YB Property	Grant	100,000	-	100,000	-	-	-	
		Total	100,000	-	100,000	-	-	-	-
13	Roadside Bridge Widening PE Construction								
		Grant/Toll Credits	150,000		150,000				
		Grant/Toll Credits	1,500,000			1,500,000			
		Total	1,650,000	-	150,000	1,500,000	-	-	-
TOTAL			\$ 35,322,600.00	\$ 1,233,100.00	\$ 5,652,500.00	\$ 8,814,000.00	\$ 6,661,000.00	\$ 12,031,000.00	\$ 931,000.00

Appendix

**CITY OF AGOURA HILLS
STATEMENT OF INVESTMENT POLICY**

I. INVESTMENT OBJECTIVES:

The purpose of this statement is to provide guidelines for the investment of the City's funds and is based upon State law and prudent money management. This policy is designed according to the specific needs of the City of Agoura Hills. The ultimate goal is to enhance the economic status of the City while ensuring the safety of funds. The authority governing investment of public funds is set forth in the Government Code, Sections 53601 et seq.

The City holds to the "prudent investor standard" in that all investments placed shall be made with a degree of judgment and care, not for speculation, but considering the safety of the monies and acting as a fiduciary of the public trust. The prudent investor standard as set forth in Section 53600.3 of the Government Code is as follows. "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." Related activities which comprise good cash management include cash projections, the expeditious collection of revenue, disbursement control and a cost effective banking relationship.

The City shall be guided by the following criteria in priority order when placing investments:

1. Safety: Safety is the primary duty and responsibility in order to protect, preserve and maintain the principal of the City's public funds, which are for the benefit of citizens of the community.
2. Liquidity: An adequate percentage of the portfolio should be maintained in short term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets are placed. These securities should have a low sensitivity to market risk (price changes).
3. Return: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

It is intended that the scope of this policy cover the investment of surplus (i.e., monies not required for the immediate needs of the City) of all monies held under the direct authority of the City.

Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures

II. INVESTMENT GOALS

1. Overall objective: The investment portfolio shall be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.
2. Specific objective: The investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to the return on the Market Benchmark Index, as selected by the City based on the City's investment objectives, constraints and risk tolerance.

III. GUIDELINES:

These guidelines are established to direct and control the investment process to meet established goals and objectives.

1. Investment Transaction: Pursuant to Government Code Section 53607, the City Council of the City of Agoura Hills delegates the authority to invest or reinvest funds of the City, or to sell or exchange securities so purchased, to the City Treasurer. Internal controls state that every transaction must be reviewed, authorized and documented. Transaction documentation will be maintained for audit purposes. The investments placed shall conform to the City's "Statement of Investment Policy."
2. Pooled Cash: The City's cash is consolidated into one bank account, and the surplus monies for all funds are invested on a pooled concept basis. Interest earnings shall be allocated according to fund cash balances on a quarterly and/or annual basis.
3. Cash Forecast: The cash flow for the City shall be analyzed daily so that adequate cash will be available to develop an investment strategy and to meet disbursement requirements.
4. Investments: The following is a list of the investments authorized by the City of Agoura Hills and shall be maintained within the statutory limits imposed by the Government Code.

- a. State of California Local Agency Investment Fund.
- b. United States Treasury Issues.
- c. Federal Agency or United States government sponsored total issues will not exceed 75%, nor will one issuer exceed 20% of the total portfolio.

The following is limited to no more than 5% of the total portfolio for any single issuer, other than the US Government, its agencies and enterprises:

- d. Commercial Paper
 - e. Negotiable Certificates of Deposit
 - f. Medium Term Corporate Notes
5. Wire Transfer: Any transfers to/from LAIF representing deposits or withdrawals effectuating an investment decision by the City Treasurer shall be completed by Finance Department staff and authorized by the City Manager. All other transfers shall be made by the City Treasurer or, provided that such transfer effectuates an investment decision made by the City Treasurer. The City's bank verifies each transaction with the Finance Department.
6. The City Treasurer shall prepare a monthly Treasurer's Report meeting the requirements of Government Code Section 53646.
- a. All U.S. Treasury Issues, Federal Agency Securities, Commercial Paper, and Medium Term Corporate Notes purchased shall be delivered to our safekeeping account at an independent third party custodian. Purchase is made on a delivery versus payment basis. Book entry is considered delivery. The City shall retain physical custody of all CD's. There is no safekeeping document for LAIF investments as it is not evidenced by physical or book entry securities.
 - b. The City may engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

IV. LEGAL AND POLICY CONSTRAINTS

1. The City does not purchase or sell securities on margin.
2. The City does not use Reverse Repurchase Agreements for the investment of funds.
3. The City does not use third party broker-dealer accounts for the custody of funds or securities. However, pursuant to Government Code Section 53601.5, the City shall purchase each authorized investment either (a) directly from the issuer or (b) from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code), or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.
4. The City will only place that amount which is covered by FDIC Insurance or fully collateralized in a Negotiable Certificate of Deposit.
5. The City does not place investments with a maturity in excess of five years in accordance with Government Code, Section 53601.

V. MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City shall mitigate credit risk by adopting the following strategies:

1. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises;
2. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences; and,
3. If securities owned by City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

CITY OF AGOURA HILLS FUND BALANCE POLICY FOR THE GENERAL FUND

POLICY

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the city against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

PROCEDURES

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Non-spendable fund balance (inherently non-spendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of non-spendable fund balance is prepaid expenses. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the city Council removes or changes the specified use

through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however the amount can be determined subsequently.

Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Finance Director for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow:

- Continuing Appropriations

Fund balance levels must be sufficient to meet funding requirements for projects approved in prior years and which must be carried forward into the new fiscal year.

- Debt Service

Established to provide for future debt service obligations.

- Budget Balancing Measures

Funds set aside for the purpose of stabilizing the delivery of city services during periods of operational budget deficits and to mitigate the effects of major economic uncertainties resulting from unforeseen changes in revenues and/or expenditures.

Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories. An example of unassigned fund balance would be the following:

Minimum Fund Balance Policy

In June 2005, the City of Agoura Hills passed Resolution No. 05-1378 stating that the City Council and City Staff will endeavor to designate an amount equal to or greater than forty percent (40%) of each year's proposed General Fund

Operating Budget as the City's unobligated General Fund Reserve. The City Council recognizes that the unobligated General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State. This resolution requires that if, in any budget year, the City Council determines that the public interest requires expending any amount remaining in General Fund Reserves to fall below forty percent (40%) of that year's General Fund Operating budget, the City council and City staff, shall, in the following budget year, present a plan for returning the General Fund Reserve to the 40% level, as soon as practicable, based on the City's then-current budget circumstances.

Fund Balance Classification

The accounting policies of the city consider restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the city considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the city against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

City of Agoura Hills
TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE PROCEDURES

1. BACKGROUND AND TRAINING

Bonds that receive preferential treatment under federal law are commonly referred to by the Internal Revenue Service as “tax-advantaged bonds”. These bonds are issued by or on behalf of state and local governments, including the City of Agoura Hills and any related public entity, such as the Agoura Hills Financing Authority. These bonds are subject to federal tax requirements both at the time the bonds are issued and for as long as they remain outstanding. An issuer’s (or other party’s) failure to comply with any applicable federal tax requirement with respect to these bonds jeopardizes their tax-advantaged treatment.

While compliance with applicable federal tax requirements normally occurs at closing, other federal tax requirements require on-going monitoring after the issuance of the bonds. These requirements include filing a Form 8038 information return (8038-G for fully tax-exempt bonds, 8038-GC for fully tax-exempt bonds with an issue price of less than \$100,000, 8038 for qualified private activity bonds, or 8038-B for Build America Bonds) and the issuer having reasonable expectations of on-going, post-issuance compliance.

Post-issuance federal tax requirements generally fall into two categories: (1) the use of proceeds and the use of bond-financed property; and (2) arbitrage yield restriction on investments and rebate. Use requirements require monitoring of the various direct and indirect uses of bond-financed property over the life of the bonds and calculations of the percentage of nonqualified uses. Arbitrage requirements also require monitoring over the life of the bonds to determine whether both the yield on investments acquired with bond proceeds are properly restricted and whether the City must file a Form 8038-T to pay a rebate or a yield reduction payment.

Post-issuance compliance procedures will help the City monitor compliance as long as the bonds remain outstanding and improve the City’s ability to identify noncompliance and prevent violations from occurring, or timely correct identified violations, to ensure the continued tax-advantaged status of the bonds.

The designated officer or employee (described in Section 2.A, below) and anyone assigned particular responsibilities in connection with the procedures described below must read the certificate regarding compliance with certain tax matters (commonly referred to as the “tax certificate”) that is executed by the City (or a related public entity) in connection with each bond issue for a more complete explanation of the matters described in these procedures. In addition, the designated officer or employee and anyone assigned particular responsibilities should discuss these matters with bond counsel.

2. GENERAL ADMINISTRATION

A. Responsible Officers or Employees. The City Manager will designate the officer (e.g., the Finance Director) or employee who will be responsible for compliance with each of the procedures set forth below. The City Manager will notify the current holder of that office, or the employee, of the responsibilities and provide that person a copy of these procedures. The holder of the office, or the employee, may in turn designate other officers or employees and assign to them particular responsibilities for certain of these procedures. Qualified consultants may also assist in conducting the compliance procedures. The City Manager must be notified in writing of all such designations and assignments.

B. Reassignment of Responsibilities. Upon the transition of a designated officer or employee, the City Manager will advise the new officer or employee of the responsibilities under these procedures. If officer or employee positions are restructured or eliminated, the City Manager, or his or her designee will reassign responsibilities as necessary to ensure that all of the procedures listed below have been appropriately assigned.

C. Periodic Reviews. The designated officer or employee will conduct periodic reviews of compliance with these procedures and with the terms of any existing tax certificate relating to outstanding tax-advantaged bonds, such as fully tax-exempt bonds or Build America Bonds, to determine whether any violations have occurred. Such periodic reviews will occur at least once every six months. In the event that violations have occurred, bond counsel will be contacted immediately so that violations can be remedied through the remedial actions set forth in Section 1.141-12 of the Treasury Regulations, the Voluntary Closing Agreement Program described in IRS Notice 2008-31, or further guidance as may be provided by the IRS. Where necessary, violations will be reported to the IRS by submitting a VCAP request within 90 days after identification of the violation.

D. Changes or Modifications to Bond Terms. If any change or modification to the terms of tax-advantaged bonds is contemplated, the designated officer or employee will immediately contact bond counsel (a change or modification could result in a reissuance, which in the case of BABs, for example, would constitute a refunding of the BABs and thereby jeopardize their preferential tax status).

E. Recordkeeping. For each issue of tax-advantaged bonds, the designated officer or employee will:

(1) maintain a copy of the transcript of the documents relating to the bonds.

(2) maintain records of all facilities and other costs (e.g., issuance costs, credit enhancement fees and capitalized interest) and uses (e.g., deposits to project funds and reserve funds) for which bond proceeds were spent or used (in the

case of a qualified private activity bond, the conduit borrower will be responsible for providing the City with this information);

(3) maintain records of investments and expenditures of bond proceeds, rebate exception analyses, rebate calculations, Forms 8038-T, and rebate and yield reduction payments, and any other records relevant to compliance with arbitrage restrictions (in the case of a qualified private activity bond, the borrower will be responsible for providing the City with this information in the event it is not otherwise available to the City);

(4) maintain all records described in these procedures while any bonds of the issue are outstanding and during the three-year period following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the three year period following the final maturity or redemption date of the latest refunding bond issue; and

(5) maintain copies of all of the following contracts or arrangements with non-governmental persons or organizations or with the federal government: (a) the sale of any bond-financed facility; (b) the lease of any bond-financed facility (other than individual tenant leases in the case of qualified private activity multifamily rental housing bonds); (c) management or service contracts relating to a bond-financed facility (other than those entered into in connection with qualified private activity bonds); (d) research contracts involving research undertaken in a bond-financed facility (other than those entered into in connection with qualified private activity bonds); and (e) any other contracts involving "special legal entitlements" (such as naming rights or exclusive provider arrangements) with respect to a bond-financed facility (other than those entered into in connection with qualified private activity bonds).

3. IRS INFORMATION RETURN FILING

In cooperation with bond counsel, the designated officer or employee will ensure that the Form 8038-G (or other applicable Form 8038) is timely filed (on or before the 15th day of the second calendar month after the end of the quarter in which the bonds were issued) with respect to each tax-advantaged bond issue, including any required schedules and attachments.

4. INVESTMENT AND EXPENDITURE OF BOND PROCEEDS AND REBATE

A. Track Investments and Expenditures. The designated officer or employee will ensure the existence of an established accounting procedure for tracking the investment and the timely expenditures of bond proceeds, including investment earnings.

B. Reimbursement. Upon issuance of the bonds, the designated officer or employee will allocate bond proceeds to reimbursement of prior expenditures (assuming, if required, an appropriate declaration of intent to reimburse has been adopted). In the case of qualified private activity bonds, the designated officer or employee will rely on information provided by the conduit borrower.

C. Final Allocations. The designated officer or employee will ensure that a final allocation of bond proceeds (including investment earnings) to qualifying expenditures is made if bond proceeds are to be allocated to project expenditures on a basis other than “direct tracing” (direct tracing means treating the bond proceeds as spent as shown in the accounting records for bond draws and project expenditures). This allocation must be made within 18 months after the later of the date the expenditure was made or the date the project was placed in service, but not later than the earlier of five years and 60 days after the issuance date of the bonds or 60 days after the bond issue is retired. In the case of qualified private activity bonds, the designated officer or employee shall rely on information provided by the conduit borrower, which shall be required to provide such information within the timeframe described in the preceding section.

D. Timely Expenditure of Bond Proceeds. Mindful of the expectations regarding the timing of the expenditures of bond proceeds set forth in the tax certificate, the designated officer or employee will monitor expenditures of bond proceeds, including investment earnings, against issuance date expectations for satisfaction of three-year (or five-year) temporary period from yield restriction on investment of bond proceeds, and to assure that proceeds and investment earnings are allocated to expenditures for the public improvements or other qualified expenditures described in the tax certificate. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

E. Yield. The designated officer or employee will make note of the “yield” of the bond issue, as shown on the Form 8038-G, 8038-B or other applicable Form 8038.

F. Temporary Periods and Yield Restriction. The designated officer or employee will review the tax certificate to determine the “temporary periods” for the bond issue, during which periods various categories of gross proceeds of the bond issue may be invested without restriction as to yield. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

G. Investment of Proceeds and Yield Restriction. The designated officer or employee will ensure that bond proceeds are not invested in investments with a yield above the bond yield following the end of the applicable temporary period unless yield reduction payments are to be made. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

H. Bidding Requirements. If purchasing investments other than publicly traded securities for immediate delivery (for example, a guaranteed investment contract or certificates of deposit), the designated officer or employee will consult with bond counsel to ensure that investments of bond proceeds satisfy IRS regulatory safe harbors for establishing fair market value (e.g., through the use of bidding procedures), and maintain records to demonstrate satisfaction of such safe harbors. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

I. Credit Enhancement and Hedging Transactions. The designated officer or employee will consult with bond counsel before engaging in credit enhancement or hedging transactions with respect to a bond issue. The designated officer or employee will maintain copies of all contracts and certificates relating to credit enhancement and hedging transactions.

J. Debt Service Fund. After all proceeds of a bond issue have been spent, the designated officer or employee will ensure that the debt service fund meets the requirements of a “bona fide debt service fund,” i.e., one used primarily to achieve a proper matching of revenues with debt service that is depleted at least once each bond year, except for a reasonable carryover amount not to exceed the greater of (i) the investment earnings on the fund for the immediately preceding bond year; or (ii) one-twelfth of the debt service on the bond issue for the immediately preceding bond year. To the extent that a debt service fund qualifies as a bona fide debt service fund for a given bond year, the investment of amounts held in that fund is not subject to yield restriction for that year. The designated officer or employee will consult with bond counsel before creating separate additional funds that are expected to be used to pay debt service on the bonds. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

K. Reserve Fund. The designated officer or employee will ensure that amounts of bond proceeds invested in any reasonably required reserve fund do not exceed the least of (each determined at the time of issuance of the bonds): (i) ten percent of the stated principal amount of the bonds (or the sale proceeds of the bond issue if the bond issue has original issue discount or original issue premium that exceeds two percent of the stated principal of the bond issue plus, in the case of premium, reasonable underwriter’s compensation); (ii) maximum annual debt service on the bond issue; or (iii) 125 percent of average annual debt service on the bond issue. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

L. Escrow Fund. For an advance refunding escrow (where the escrow is established 90 or more days before the refunded bonds are to be redeemed) funded with taxable open market securities earning yields higher than the yield of the advance refunding bonds, assure that all or part of the escrow is invested in zero interest rate SLGS issued by the United States Treasury Department if needed to blend down the yield.

M. Gifts for Bond-Financed Projects. Before beginning a campaign that may result in gifts that will be restricted for use relating to a bond-financed facility (or, in the absence of such a campaign, upon the receipt of such restricted gifts), the designated officer or employee will consult with bond counsel to determine whether replacement proceeds may result.

N. Performance of Rebate Calculations. Subject to the small issuer exception and the exceptions described in the tax certificate, investment earnings on bond proceeds at a yield in excess of the bond yield generally must be rebated to the United

States. The designated officer or employee will ensure that rebate calculations will be timely performed and payment of rebate amounts, if any, will be timely made. Rebate payments are generally due 60 days after the fifth anniversary of the issuance date of the bond issue, then in succeeding installments every five years. The final rebate payment is due 60 days after retirement (or early redemption) of the last bond of the issue. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

O. Rebate Consultant. The designated officer or employee will engage the services of an experienced rebate consultant to undertake rebate calculations described above for each bond issue. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

P. Spending Exceptions. If the six-month, 18-month, or 24-month spending exceptions from the rebate requirement (as described in the tax certificate) apply to the bond issue, the designated officer or employee will ensure that the spending of bond proceeds is monitored prior to semi-annual spending dates for the applicable exception.

Q. Follow-up on Rebate. After all bond proceeds have been spent, the designated officer or employee will ensure compliance with rebate requirements for any reserve fund and any debt service fund that is not exempt from the rebate requirement. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

R. Filing of 8038-T. The designated officer or employee will make rebate and yield reduction payments timely and file Form 8038-T.

5. PRIVATE BUSINESS USE

A. Private Business Use. Use of bond proceeds or bond-financed property by a nongovernmental person (including the federal government) in furtherance of a trade or business activity is considered private business use. Any activity carried on by other than a natural person (individual acting as a member of the general public) is treated as a trade or business. Indirect uses of bond proceeds must also be considered in determining whether the proceeds of a bond issue will be for a private business use. For example, a facility is treated as being used for a private business use if it is sold or leased to a nongovernmental person and the nongovernmental person's use is in a trade or business. The designated officer or employee will analyze any private business use of bond-financed facilities and, for each issue of bonds, determine whether the ten percent limit on private business use (five percent in the case of "unrelated or disproportionate" private business use) is exceeded and immediately contact bond counsel if either of these limits is exceeded. This paragraph does not apply to qualified private activity bonds.

B. Management and Service Agreements. Management agreements between governmental entities and certain private parties under which private parties receive compensation for services provided with respect to a bond-financed facility may

result in private business use. Before entering into any new management agreement or service agreement relating to bond-financed facilities, the designated officer or employee will immediately contact bond counsel to review any such agreement to determine whether it may result in private business use. This paragraph does not apply to qualified private activity bonds.

C. Special Legal Entitlements. Before entering into any agreement providing special legal entitlements relating to a bond-financing facility, the designated officer or employee will immediately contact bond counsel to review such agreement. This paragraph does not apply to qualified private activity bonds.

6. PROCEDURES RELATING ONLY TO BUILD AMERICA BONDS AND TAX CREDIT BONDS

A. Limit on Premium. The designated officer or employee will consult with the financial advisor to ensure that the premium on each maturity (stated as a percentage of principal amount) does not exceed one-quarter of one-percent multiplied by the number of complete years to the earlier of the final maturity or, generally, the earliest optional redemption date for the bonds.

B. Two Percent Costs of Issuance Limitation. The designated officer or employee will consult with the financial advisor to ensure that the excess of the issue price (*i.e.*, the stated principal amount of the bonds plus the original issue premium or less the original issue discount) over the price at which the bond issue is sold to the investors at the initial bond offering, when combined with other issuance costs paid from bond proceeds, does not exceed two percent of the sale proceeds.

C. Review of Market Availability. The designated officer or employee will ensure that the financial advisor reviews the market trading activity after their sale date but before their issuance date to determine whether the market pricing is consistent with the issue price reported by the underwriter or original purchaser as of their sale date. Market trading information is generally available through the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System (EMMA) (<http://www.emma.msrb.org>). A record of such determination, including copies of the market trading information, will be maintained.

D. Monitor Interest For Refundable Credit. In the case of BABs or tax credit bonds, the designated officer or employee will monitor the amount of interest payable on each interest payment date to ensure that the proper amount of direct payment (refundable credit) is requested on each Form 8038-CP.

E. Filing of 8038-CP. In the case of BABs or tax credit bonds, the designated officer or employee will ensure that IRS Form 8038-CP is timely filed with respect to each interest payment date (or each quarter in the case of certain variable rate bond issues).

F. Refundable Credit Payments to Proper Person. In the case of BABs or tax credit bonds, if the direct payments (refundable credits) to be made by the federal

government with respect to the bonds will be paid to a person other than the issuer (e.g., the bond trustee or the state or local government entity on whose behalf an authority issued the bonds, such as the California Statewide Communities Development Authority), the designated officer or employee will obtain and record the contact information of that person, and ensure that it is properly shown on Form 8038-CP so that the direct payment (refundable credit) will be made to the proper person.

G. Follow-up on Two Percent Costs of Issuance Limitation. In the case of BABs or tax credit bonds, in cooperation with the financial advisor, the designated officer or employee will ensure that no more than two percent of the sale proceeds are used to pay issuance costs.

H. Available Project Proceeds. In the case of BABs or tax credit bonds, the designated officer or employee will ensure that all of the sale proceeds and investment earnings, other than (i) sale proceeds used to pay issuance costs (up to the two percent limit described above) or (ii) deposited in a reasonably required reserve fund, are allocated to capital expenditures.

City of Agoura Hills

GLOSSARY OF TERMS

FY 2012-13

Accounting System: The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis of Accounting: The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unbilled utility receivables are accrued at fiscal year end.

Activity: A specific and distinguishable unit of work or service performed.

Appropriation: An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Resolution: The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Assessed Value: The value placed on real and other property as a basis for levying taxes.

Assets: Property owned by a government, which has monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

Balance Sheet: A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specific date.

Bond: A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

Budget (Operating): A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates).

Budget Calendar: The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Budget Document: The official written statement submitted by the City Manager and supporting staff to the legislative body detailing the proposed budget.

Budget Message: A general discussion of the proposed budget presented in writing as a part of, or supplement of, the budget document. The budget message explains principal budget issues against the background of financial trends and presents recommendations made by the City Manager.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

City of Agoura Hills

GLOSSARY OF TERMS

FY 2012-13

Capital Budget: A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget, which includes both operating and capital outlays.

Capital Expenditure: An acquisition or an improvement (as distinguished from a repair) that will have a life of more than one year. The City of Agoura Hills' Operating Budget defines "Capital" as acquisitions costing more than \$10,000.00 or infrastructure assets costing more than \$25,000.00.

Capital Improvement Program: A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, and identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlays: Expenditures for the acquisition and/or construction of capital assets.

Capital Projects: Projects which purchase or construct capital assets.

Cost Accounting: Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

Debt Service: Payment of interest and repayment of principal to holders of a government's debt instruments.

Deficit: (1) The excess of an entity's liabilities over its assets (See *Fund Balance*) or (2) the excess of expenditures or expenses over revenues during a single accounting period.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

Expenditures: Where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not.

Fiscal Year: The City of Agoura Hills operates on a fiscal year from July 1 through June 30.

Fund: A separate accounting entity with a self-balancing set of accounts. Funds are classified into three categories: governmental, proprietary and fiduciary. The City of Agoura Hills does not have any proprietary funds.

Fund Balance: The excess of an entity's assets over its liabilities. A negative fund balance is called a *fund deficit*.

Goals and Objectives: Specific projects and programs to be undertaken utilizing allocated fiscal resources, designed to further the achievement of the City Work Plan.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes

City of Agoura Hills

GLOSSARY OF TERMS

FY 2012-13

Interfund Loans: Amounts provided between funds and blended component units of the primary government with a requirement for repayment.

Interfund Transfers: Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without a requirement for repayment.

Internal Control: A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: (1) the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; (2) proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, (3) records and procedures are arranged appropriately to facilitate safekeeping and effective control.

Internal Service Fund: Proprietary fund type used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, on a cost-reimbursement basis.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date. Note: The term does not include encumbrances.

Major Accomplishments: A report of those significant programs, projects, and other activities which were successfully implemented and/or completed by a Department during the prior fiscal year.

Modified Accrual Basis: The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

NPDES: National Pollutant Discharge Elimination System.

Primary Activities: A summary of what each department accomplishes during the fiscal year.

Proprietary Funds: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds. The City of Agoura Hills does not have any propriety funds.

Purchase Order: A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Reserve: An account used to indicate that a portion of fund equity is restricted for a specific purpose or not available for appropriation and subsequent spending.

Service Level Trends: A summary of changes in service levels from one fiscal year to the next. Changes discussed will include staffing levels, operational expenditures and capital outlay.

**City of Agoura Hills
LIST OF ACRONYMS
FY 2013**

AED	Automated External Defibrillator
CAFR	The Comprehensive Annual Financial Report
CalPERS	Public Employees Retirement System
CCTV	Closed Circuit TV
CD	Certificate of Deposit
CDBG	Community Development Block Grant
CIP	Capital Improvements Program
CJPIA	California Joint Powers Insurance Authority
CMAQ	Congestion Mitigation & Air Quality
CMWD	Calleguas Municipal Water District
COP	Certificates of Participation
CRA	California Redevelopment Association
CSMFO	California Society of Municipal Finance Officers
DUI	Driving Under the Influence
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Educational Revenue Augmentation Fund
FAMC	Federal Agricultural Mortgage Corporation
FFCB	Federal Farm Credit Banks
FHLB	Federal Home Loan Bank
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HBRR	Highway Bridge Rehabilitation & Replacement
HUD	Department of Housing & Urban Development
HUTA	Highway Users Tax Account
HVAC	Heating, Ventilation & Air Conditioning
LAIF	Local Agency Investment Fund
LAN/WAN	Local and Wide Area Network
METRO	L.A. County Metropolitan Transport Authority
MWD	Metropolitan Water District
NPDES	National Pollutant Discharge Elimination System
OES	Office of Emergency Services
OPEB	Other Post Employment Benefits
OSHA	Occupational Safety & Health Acts
PERS	Public Employees Retirement System
RDA	Redevelopment Agency
S&P	Standard & Poors
SEC	Securities and Exchange Commission
SEMS	Standardized Emergency Management System

**City of Agoura Hills
LIST OF ACRONYMS
FY 2013**

SRO	School Resource Officer
STP	Surface Transportation Program
TDA	State of CA Transportation Development Act
TMDL	Total Maximum Daily Load
TVA	Tennessee Valley Authority
VLF	Vehicle License Fee