

REPORT TO CITY COUNCIL

DATE: OCTOBER 9, 2013

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER
CHRISTY PINUELAS, DIRECTOR OF FINANCE

SUBJECT: ADOPT AMENDMENTS TO FISCAL YEAR 2012/13 CITY OF AGOURA HILLS BUDGET

Each fiscal year, following the closure of the financial books, an audit is conducted as required by law. Although the fiscal year ends on June 30, cities in California must wait until the end of September to close their books, due to delays in receiving revenues from the State. Auditors review a variety of items, including accuracy of projected budgets, transactions, and proper use of restricted funds.

Following the review, the reports are presented to the City Council for review and request of fiscal amendments required. The request before the City Council is to consider amending the Fiscal Year 2012/13 City of Agoura Hills (City) budget as shown on Exhibit 'A'.

General Fund

The General Fund is the primary fund of the City; it receives the most discretionary money. Unaudited General Fund revenues are at 101% of the budget as shown below:

General Fund	Unaudited Actual	Amended Budget
Total	\$11,955,108	\$11,924,928

Fiscal Year 2012/13 amended General Fund budget for expenditures and transfers is shown as follows:

General Fund	Unaudited Actual	Amended Budget
Operational Expenses	\$10,771,259	\$11,056,832
Transfers	1,672,000	1,672,000
Total	\$12,443,259	\$12,728,832

The City Council authorizes the departmental budget, breaking out various functions of city operations to allow for a transparent budget for the community to see and understand. Although, in total, our operational expenses were under budget at 97%, various departments within the General Fund exceeded budgeted appropriations, as explained in Exhibit "A". The total increases to the four departments are \$58,995 and are summarized below:

Public Facilities

The Public Facilities division exceeded their budget by \$7,350, or 4%, primarily due to unanticipated roof repairs to the Civic Center.

Emergency Operations

The Emergency Operations division exceeded their budget by \$245, or 2%, due to FCC narrow banding, which was a required upgrade to the repeater. Staff received the estimates for the necessary equipment and labor after the budget was submitted, and elected to purchase partial equipment in FY 2012-13. Actual cost for equipment purchased was a little more than the estimate provided. The remainder of the project work will conclude in FY 2013-14.

Parks Maintenance

The Parks Maintenance division exceeded their budget by \$5,800, or 2%, due to increased water rates and usage.

Public Works Administration

The Public Works department exceeded their operational budget by \$45,600, or 9%, due to the distribution of work administering the Redevelopment Successor Agency. It was originally anticipated that Public Works would spend greater time working on Successor Agency matters, when, in fact, Community Development and City Manager Department staff completed the majority of work. Therefore, these Public Works expenses were shifted back to the General Fund.

Offsetting these increases are several departments with realized savings in the amount of \$58,995. The savings can be primarily traced to a shifting of salaries to the Successor Agency in the Planning and Administration budget and to decreased costs in the landscape maintenance budget; these decreases are further explained in Exhibit "A".

Various other Funds had expenditure adjustments in various divisions. These funds are as follows:

Recreation Center Capital Project Fund

This fund is to record the costs of the Recreation Center project. Project costs for 2012/13 exceeded the budget by \$16,000, due to the project contract services coming in slightly higher than originally anticipated.

Reyes Adobe Interchange Project Fund

Completion of the Reyes Adobe Interchange was budgeted from this fund. Project costs exceeded the estimate by \$4,000.

Gas Tax Fund

Contract services in the landscape division were \$20,385 greater than anticipated, due to additional landscaping needs involving tree trimming and work at Reyes Adobe and Agoura Road.

Miscellaneous Grants Fund

The City received grants to complete the Roadside Bridge Widening and Medea Creek Repair. LED lighting upgrades. Total costs of the grants were not included in the budget because the timing was unknown, however, the \$24,400 in grant funds was expended and the City has been reimbursed.

Additionally, the City received \$16,000 in reimbursements towards the close out of the Kanan Bridge Widening Project. These funds are reimbursable to the General Fund.

RECOMMENDATION

Staff respectfully recommends the City Council approve amending the Fiscal Year 2012/13 Budget for the amounts shown in Exhibit "A".

Attachments: Exhibit 'A'

**City of Agoura Hills
Fiscal Year 2012/13 Budget Amendments
Exhibit 'A'**

Project/Fund	Account	Account Number	Amendment	Reason
Public Facilities				
General Fund	Maintenance Buildings/Grounds	010-4180-5434.00	6,700	Unanticipated Roof Repairs
General Fund	Equipment	010-4180-5683.00	650	Unanticipated Roof Repairs
Emergency Operations				
General Fund	Communications	010-4215-5427.00	245	Unanticipated costs for repeater
Parks Maintenance				
General Fund	Water	010-4450-5428.01	5,800	Water use greater than anticipated
Public Works				
General Fund	Salaries and Benefits	010-4505-5101.00	45,600	Salaries reallocated
Total Recommended General Fund Operational Increases			<u>58,995</u>	
Planning & Admin				
General Fund	Salaries and Benefits	010-4305-5101.00	(34,000)	Salaries reallocated
Recreation				
General Fund	Postage - Classes	010-4420-5421.AO	(10,495)	Postage less than anticipated
Landscape Maintenance				
General Fund	Contract Services	010-4520-5520.00	(14,500)	Landscaping less than anticipated
Total Recommended General Fund Operational decreases			<u>(58,995)</u>	

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Fiscal Year 2012/13 Budget Amendments
Exhibit 'A'**

Project/Fund	Account	Account Number	Amendment	Reason
Public Facilities				
Rec. Ctr. Cap. Proj. Fund	Contract Services	015-4190-5520.00	16,000	Greater than anticipated project progress
Street Improvement				
Reyes Adobe Int. Proj. Fun	Reyes Adobe Interchange	017-4640-6302.00	4,000	Greater than anticipated project costs
Landscape Maintenance				
Gas Tax Fund	Contract Services	020-4520-5520.00	20,385	Additional landscaping
Street Improvements				
Misc. Grants Fund	Roadside Bridge Widening	260-4640-6316.00	1,000	Greater than budgeted costs
Misc. Grants Fund	Transfers	260-4900-5900.00	16,000	Kanan receipts to General Fund
Other Improvements				
Misc. Grants Fund	Medea Creek Repair	260-4610-6313.00	23,400	Greater than budgeted costs