

**REPORT TO CITY COUNCIL**

**DATE:** NOVEMBER 12, 2014

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER *GR*

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

**SUBJECT:** ADOPT AMENDMENTS TO FISCAL YEAR 2013/14 CITY OF AGOURA HILLS BUDGET

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Annually, following year-end, an audit is conducted, as required by law. Auditors review a variety of items, including accuracy of projected budgets, transactions, and proper use of restricted funds.

The request before the Council is to consider the amendments to the Fiscal Year 2013/14 City of Agoura Hills (City) budget, as shown on Exhibit 'A'. The recommended amendments have been presented to the Finance Committee and are recommended for consideration.

**General Fund**

Unaudited General Fund revenues are 104% of the amended budget:

<b>General Fund Revenues</b>	<b>Unaudited Actual</b>	<b>Amended Budget</b>
<b>Total</b>	<b>\$12,880,578</b>	<b>\$12,476,555</b>

The majority of increased revenues came from three sources: Sales and Use Tax (\$144,500); Transient Occupancy Tax (\$131,000); Building Permits (\$25,500) and Encroachment Permits (\$43,200).

Fiscal Year 2013/14 amended General Fund budget for expenditures and transfers is shown as follows:

<b>General Fund Expenditures</b>	<b>Unaudited Actual</b>	<b>Amended Budget</b>
Operational Expenses	\$11,388,360	\$11,454,352
Transfers	974,081	972,000
<b>Total</b>	<b>\$12,362,441</b>	<b>\$12,426,352</b>

The Fiscal Year 2013/14 General Fund budget included a \$50,202 surplus. However, with the increased revenues and decreased expenditure/transfers, General Fund was \$517,795 under budget.

Consistent with previous City Council direction, staff respectfully recommends transfers from the General Fund to the Stormwater Capital Projects Fund, for use on future mandated projects, and to the Recreation Center Capital Project Fund, to complete further enhancements on the project. The recommended amounts are shown on Exhibit "A". After the recommended transfers, reserve levels are projected to be at 69% of operating expenses and transfers.

The City utilizes a departmental budget process, breaking out various functions of city operations to allow for a transparent budget for the community to see and understand. Operational expenses were under budget in Fiscal Year 2013/14 by \$63,911, but various departments within the General Fund exceeded budgeted appropriations, as explained in Exhibit "A". These costs were offset by a like amount of savings in other departments. The total increases to the eleven departments are \$214,816 and are summarized below:

### **Finance**

This division exceeded their budget by \$16,864, or 5%, due to increased sales tax audit findings. The City's sales tax consultant found several findings, which resulted in increased sales tax to the City for fiscal year 2013/14. This is the offsetting cost of the audit.

### **Public Facilities**

The Public Facilities division exceeded their budget by \$9,849, or 3%, primarily due to increased utility costs at the Civic Center.

### **Non-Departmental**

Increased costs for professional services in the amount of \$4,191, or 1%, due to additional costs for services by Patton & Boggs.

### **Emergency Operations**

The Emergency Operations division exceeded their budget by \$1,079, or 8%, 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.

### **Recreation**

Increased costs for recreation courses \$4,227, or 1%, due to greater participation in courses. This was offset by increased revenues to Recreation Fees.

### **Parks Maintenance**

The Parks Maintenance division exceeded their budget by \$27,110, or 7%, due to increased water rates and usage.

### **Public Works Administration**

The Public Works department exceeded their operational budget by \$59,391, or 13%, due to the fact that the overlay project slated for the end of June was delayed until the first of July. This project would distribute cost administering the project to the Proposition C Fund. The project will decrease costs in the General Fund in 2014/15.

### **Traffic Safety**

This division exceeded their operational budget by \$14,199 or 68%. This primarily relates to accidental damage to City property (i.e.: monument signs, park equipment, etc.) that exceeded our budget for repairs. These accidents are billed for restitution, and offsetting revenues will be recorded if they are collected.

### **Landscape Maintenance**

Landscape maintenance exceeded their budget by \$14,985, or 12%, due to increased water rates and usage.

### **Storm Drain & Flood Control**

The completion of a water quality master plan in 2013/14 led to a \$60,840 budget variance, or 27%. The plan was originally anticipated to be completed in 2012/13, but was finished in 2013/14.

### **Transfers Out**

Transfers out for the new 2013 debt service exceeded the budget by \$2,081, or 1%. This was to cover the cost of trustee services and was not anticipated in the original budget.

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

#### **Storm Water Capital Projects Fund**

The cost of storm drain inserts exceeded the budget by \$1,482, or 1%.

#### **Traffic Improvements Fund**

Work on the Agoura Road Widening Canwood Street Improvements exceeded the budget by \$26,277. This project was not originally anticipated in the 2013/14 budget year.

### **Miscellaneous Grants Fund**

The Medea Creek Naturalization cost of \$87,165 was not included in the original budget. These costs are offset by a grant.

### **RECOMMENDATION**

Staff respectfully recommends the City Council adopt the proposed amendments to the Fiscal Year 2013/14 Budget for the amounts shown in Exhibit "A".

Attachments: Exhibit 'A'

**City of Agoura Hills  
Fiscal Year 2013/14 Budget Amendments  
Exhibit 'A'**

<b>Project/Fund</b>	<b>Account</b>	<b>Account Number</b>	<b>Amendment</b>	<b>Reason</b>
<b>Finance</b>				
General Fund	Professional Services	010-4150-551000	16,864	Additional Sales Tax Consultant Costs - off set by Additional Sales Tax Revenue
<b>Public Facilities</b>				
General Fund	Maintenance Building/Grounds	010-4180-543000	9,849	Utility costs exceeded budget
<b>Non-Departmental</b>				
General Fund	Professional Services	010-4190-551000	4,191	Costs greater than anticipated
<b>Emergency Services</b>				
General Fund	Equipment	010-4215-568300	1,079	Narrow-Banding of Repeater needed
<b>Recreation</b>				
General Fund	Contract Services - Classes	010-4420-5520AO	4,227	Additional Classes offset by Additional
<b>Parks Maintenance</b>				
General Fund	Water	010-4450-542801	27,110	Water costs greater than anticipated
<b>Public Works</b>				
General Fund	Personnel	010-4505-5101	59,391	Shift in personnel costs due to delay of overlay project
<b>Traffic Safety</b>				
General Fund	Accident Repairs	010-4510-552014	14,199	Unanticipated accident repair costs,
<b>Landscape Maintenance</b>				
General Fund	Water	010-4520-542801	14,985	Water costs greater than anticipated
<b>Storm Drain &amp; Flood Control</b>				
General Fund	NPDES Compliance	010-4525-552043	60,840	Water Quality Master Plan
<b>Transfers Out</b>				
General Fund	Debt Service Transfer	010-4900-7000	2,081	To cover Trustee costs on 2013
<b>Total Recommended General Fund Operational Increases</b>			<b><u>214,816</u></b>	
<b>City Manager</b>				
General Fund	Personnel	010-4120-510100	(20,541)	Savings in position
General Fund	Professional Services	010-4120-551000	(23,976)	Reduction in use of Professional
<b>City Attorney</b>				
General Fund	Contract Services	010-4140-552000	(123,051)	Needed less services than anticipated
<b>Animal Control</b>				
General Fund	Contract Services	010-4240-552000	(9,010)	Needed less services than anticipated
<b>Building &amp; Safety</b>				

City of Agoura Hills  
 Fiscal Year 2013/14 Budget Amendments  
 Exhibit 'A'

<u>Project/Fund</u>	<u>Account</u>	<u>Account Number</u>	<u>Amendment</u>	<u>Reason</u>
General Fund	Contract Services	010-4390-552000	(17,570)	Costs less than anticipated
<b>Reyes Adobe</b>				
General Fund	Creek/Building/Grounds Maint	010-4425-543000	(8,096)	Costs less than anticipated
<b>Community Services</b>				
General Fund	Personnel Costs	010-4440-510100	(9,591)	Costs less than anticipated for part time assistance
General Fund	Materials, Supplies, and Serv.	010-4440-542900	(2,981)	Costs less than anticipated
<b>Total Recommended General Fund Operational decreases</b>			<b><u>(214,816)</u></b>	

**City of Agoura Hills  
Fiscal Year 2013/14 Budget Amendments  
Exhibit 'A'**

<b>Project/Fund</b>	<b>Account</b>	<b>Account Number</b>	<b>Amendment</b>	<b>Reason</b>
<b>Storm Water</b>				
StormWater Cap Proj Fnd	Storm Drain Inserts	016-4525-552045	1,482	Costs greater than anticipated
<b>Canwood Street Improvement</b>				
Traffic Improvements Fund	Canwood Street Improvements	110-4640-631700	26,277	Costs not anticipated
<b>Medea Creek Repair</b>				
Miscellaneous Grants Fund	Medea Creek Repair	260-4610-631300	87,165	Costs offset by grant funds, not anticipated in 2013/14
<b>Transfers</b>				
<b>Transfers From</b>		<b>Transfers To</b>		
General Fund	StormWater Cap Proj Fnd	Various	100,000	To cover future NPDES requirements
General Fund	Recreation Center Cap Proj Fnd	Various	300,000	To cover Recreation Center

**AGENDA**  
**REGULAR MEETING OF THE**  
**AGOURA HILLS CITY COUNCIL**  
Civic Center – Council Chambers  
30001 Ladyface Court, Agoura Hills, California 91301  
**Wednesday, November 12, 2014**  
**6:00 P.M.**

*In compliance with the Americans with Disabilities Act, individuals with a disability who plan to attend or otherwise participate in this meeting and who may require any accommodation should contact the City Clerk's Office at least 48 hours before the meeting either in person at City Hall or by telephone at (818) 597-7303.*

*Assisted Listening is available in the Council Chambers. Prior to the meeting, please contact the City Clerk to arrange for use of a personal listening device.*

***Please turn off all cell phones and other electronic devices during the meeting.***

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**      Cub Scout Pack 227

**ROLL CALL**      Mayor William D. Koehler  
Mayor Pro Tem Illece Buckley Weber  
Councilmember John M. Edelston  
Councilmember Harry Schwarz  
Councilmember Denis Weber

**REPORT OF CLOSED SESSION**

**APPROVAL OF AGENDA**

**PRESENTATIONS**

**INTERGOVERNMENTAL, SPECIAL PURPOSE COMMITTEE, & DEPARTMENTAL REPORTS**

Greater Conejo Valley Chamber of Commerce Update  
Senior Concerns Survey Update – Community Services  
(*City Council and Staff*)

**PUBLIC COMMENTS**

*(This section is reserved for persons wishing to speak on items not listed on the Agenda. Please submit a "Speaker's Card" to the City Clerk and limit testimony to **three (3) minutes**.)*



## **CONSENT CALENDAR**

*(Items on the Consent Calendar may be approved by a single motion and vote. Unless pulled by the City Council, there will be no separate discussion of these items. Members of the public have a total of **three (3) minutes**, cumulatively, to address any/all items on the Consent Calendar.)*

1. Approve Minutes of the Regular City Council Meeting of October 22, 2014

STAFF REFERENCE: CITY CLERK RODRIGUES

2. Approve Demand Warrant Register No. 718

STAFF REFERENCE: DIRECTOR OF FINANCE PINUELAS

3. Adopt Amendments to Fiscal Year 2013/14 City of Agoura Hills Budget

STAFF REFERENCE: ASSISTANT CITY MANAGER HAMBURGER

4. Approve Memorandum of Understanding and First Amendment for Professional Services Related to the Malibu Creek Trash and Bacteria TMDL Compliance Monitoring Programs

STAFF REFERENCE: PUBLIC WORKS DIRECTOR/  
CITY ENGINEER ADEVA

5. Approve Authorization to Seek Bids for FY 2014-15 Annual Concrete Repair Project; NIB 14-06

STAFF REFERENCE: PUBLIC WORKS DIRECTOR/  
CITY ENGINEER ADEVA

6. Approve Notice of Completion for Pavement Rehabilitation Program Fiscal Years 2013-14 and 2014-15; NIB 14-04

STAFF REFERENCE: PUBLIC WORKS DIRECTOR/  
CITY ENGINEER ADEVA

7. Adopt **Resolution No. 14-1768**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, IN SUPPORT FOR THE BUILDING OF A WILDLIFE CORRIDOR ON THE 101 FREEWAY

STAFF REFERENCE: DEPUTY CITY MANAGER CELAYA

**CONSENT CALENDAR**, *continued* -

8. Adopt **Ordinance No. 14-411**; AN ORDINANCE OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING ARTICLE II OF THE AGOURA HILLS MUNICIPAL CODE BY ADDING CHAPTER 11 TO PROVIDE FOR BIDDING PROCEDURES FOR PUBLIC PROJECTS UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

STAFF REFERENCE: ASSISTANT CITY MANAGER HAMBURGER

**PUBLIC HEARING/ORDINANCE**

9. Conduct a Public Hearing and Introduce, Read by Title Only, and Waive Further Reading of **Ordinance No. 14-412**; AN ORDINANCE OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING MUNICIPAL CODE SECTIONS 9312.2; 9312.3; AND 9552.1 TO ALLOW DAYTIME PET CARE AND OVERNIGHT BOARDING IN THE COMMERCIAL RETAIL SERVICE (CRS) ZONE AS A CONDITIONALLY PERMITTED USE (Case No. 14-ZOA-004)

STAFF REFERENCE: DIRECTOR OF PLANNING AND  
COMMUNITY DEVELOPMENT KAMINO

**DISCUSSION/ACTION**

10. Discussion Regarding Follow-Up to Agoura Village Specific Plan Study Session and Request for Staff Direction

STAFF REFERENCE: DIRECTOR OF PLANNING AND  
COMMUNITY DEVELOPMENT KAMINO

11. Discussion Regarding Temporary Commercial Window Sign Provisions and Request for Staff Direction

STAFF REFERENCE: DIRECTOR OF PLANNING AND  
COMMUNITY DEVELOPMENT KAMINO

**CITY COUNCIL, STAFF COMMENTS**

**ADJOURN** to 6:00 p.m., Wednesday, December 10, 2014, for a Regular Meeting of the City Council in the Council Chambers of the Civic Center, with a Closed Session at 5:00 p.m. The Civic Center is located at 30001 Ladyface Court, Agoura Hills, California.

The Regular Meeting of the City Council for November 26, 2014, has been canceled, the next Regular City Council Meeting is scheduled for December 10, 2014.

*Copies of staff reports or other written documentation, relating to each item of business described in this Agenda, are posted to the City's website at [www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us) and are on file and available for public inspection, during normal business hours, in the office of City Clerk Kimberly M. Rodrigues, Agoura Hills City Hall, 30001 Ladyface Court, Agoura Hills, California.*

*Any disclosable public records submitted to the City Council after the distribution of the Agenda packet (less than 72 hours prior to the meeting), relating to an item of business described in this Agenda, will be available for public inspection, during normal business hours, in the Office of the City Clerk.*

*Normal business hours are from 7:00 a.m. to 5:00 p.m., Monday through Thursday, and 7:00 a.m. to 4:00 p.m. on Friday. The City Hall general telephone number is (818) 597-7300.*

*The telecast of the November 12, 2014, Regular City Council Meeting will be shown on Channel 10 for Time Warner Cable subscribers, Channel 3 for Charter subscribers, and Channel 99 for AT&T U-Verse subscribers, beginning at 7:00 p.m. on Thursday, November 13, 2014, and running daily until the next regularly scheduled City Council meeting. The broadcast schedule is as follows: M-10am; T-3pm; W-10am; Th-7pm; F-10am; S-3pm; and Su-7pm.*