

CITY OF
AGOURA HILLS, CALIFORNIA



ADOPTED BUDGET
FOR THE FISCAL YEAR
ENDED JUNE 30, 2016

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City of Agoura Hills
FY 2015-16
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CITY OF AGOURA HILLS

Adopted Budget Fiscal Year 2015-2016



City Officials

Illece Buckley Weber, Mayor
Harry Schwarz, Mayor Pro Tem
Denis Weber, Councilmember
John Edelston, Councilmember
William Koehler, Councilmember

Greg Ramirez, City Manager
Nathan Hamburger, Assistant City Manger
Louis Celaya, Deputy City Manager
Doug Hooper, Planning Director
Christy Pinuelas, Director of Finance
Ramiro Adeva, Director of Public Works
Kimberly Rodriques, City Clerk
Amy Brink, Director of Community Services
Amir Hamidzadeh, Building Official

CITY OF AGOURA HILLS

ORGANIZATIONAL STRUCTURE

AGOURA HILLS RESIDENTS



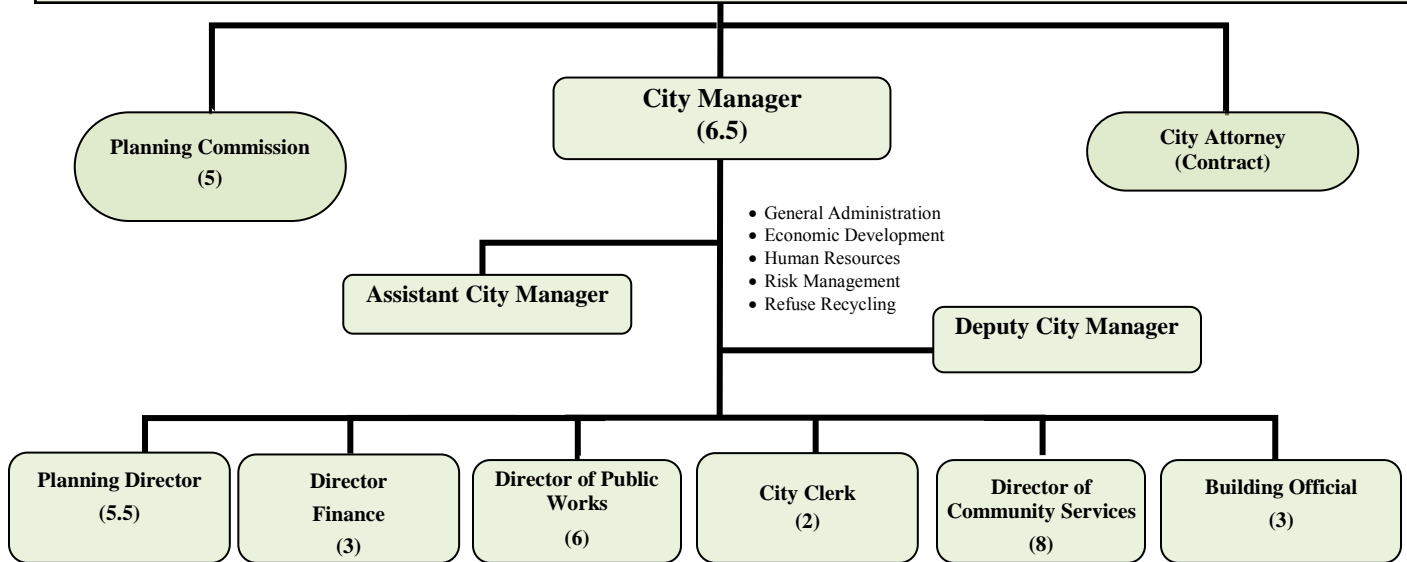
William Koehler
Councilmember

Harry Schwarz
Mayor Pro Tem

Illece Buckley Weber
Mayor

Denis Weber
Councilmember

John Edelston
Councilmember



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

- 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
- Cultural Arts

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

Budget-at-a-Glance

City of Agoura Hills, California

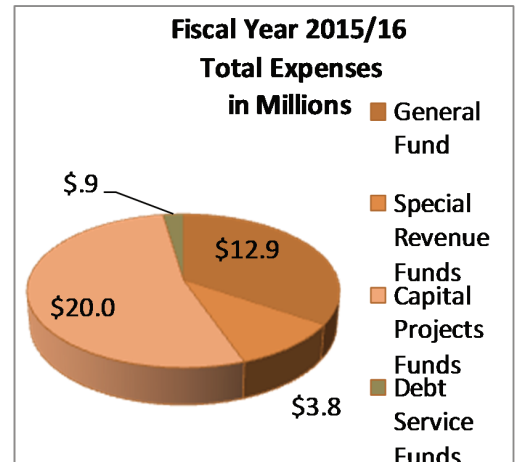
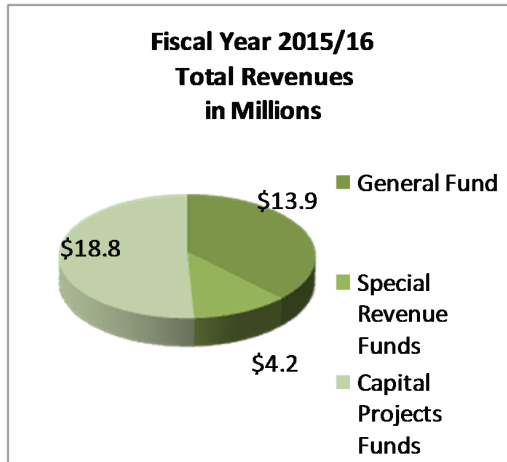
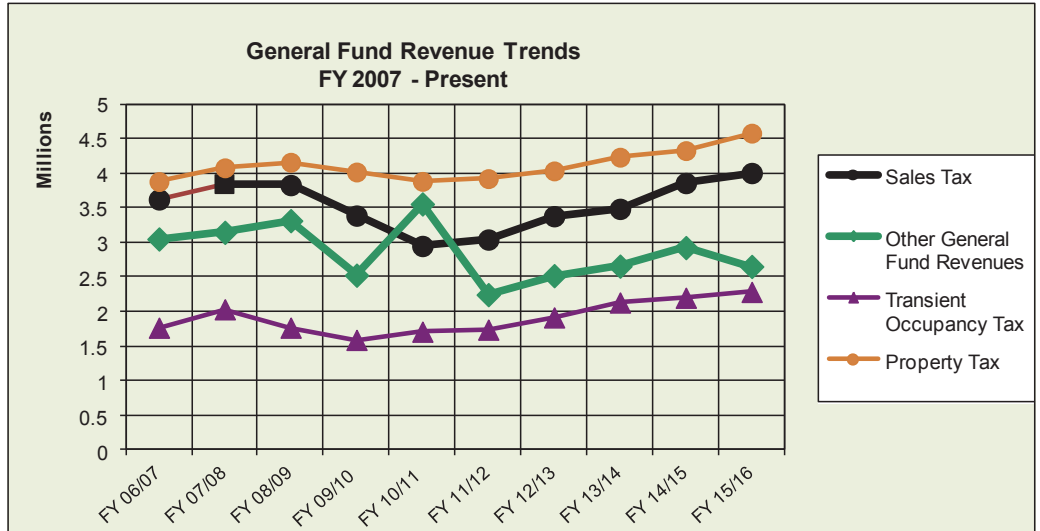


Fiscal Year 2015-16

Budget Overview

City Council Adopts Fiscal Year 2015-16 Budget

- The City Council adopted the budget for Fiscal Year 2015-16 at their meeting on June 23, 2015.
- The City anticipates spending \$37.8 million in overall expenditures.
- The General Fund is where the majority of discretionary spending is recorded.
- The City staff will constantly monitor the revenues and expenditures to ensure a response to events that impact the budget.
- The City Council will formerly review the budget at least twice before the end of Fiscal Year 2015-16.



Capital Improvement Projects

Project	Cost
Agoura Road Widening	\$17,965,000
Medea Creek Naturalization	1,603,750
Palo Comado Interchange	1,000,000
Citywide Street Resurfacing	772,000
Catch Basin Inserts	250,000
Remaining Projects	<u>823,989</u>
	\$22,282,279

**City of Agoura Hills
Appropriations Limit
FY 2015-16**

History

The votes 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 votes 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 2015/16 fiscal year, there is a significant gap of \$3,898,179 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 2014-15	\$14,827,188
Adjustment Factors:	<u>% Ratio</u>
Population Factor	1.0064
Growth Factor	<u>1.0382</u>
Population Ratio*Economic Ratio	<u>1.0448445</u>
Appropriation Limit for FY 2015-16	<u>\$15,492,106</u>

**CITY OF AGOURA HILLS
GANN APPROPRIATION LIMIT
FY 2015-16**

Appropriation Limitation Calculation				Schedule 1	Appropriation Subject to Limit				Schedule 2
% Change in		Population in per DOF	Growth Factor	Appropriation Limit by Fiscal Year	Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax	
Personal Income	Per Capita								
1981-82 Base Year Approp Subject to Limit:				\$2,200,000	Unrestricted:				
Allowed Growth Rate:					Taxes	\$12,316,577	\$11,556,577	\$760,000	
1992-93	0.9936	1.0133	1.0068149	5,920,556	License and Permits	418,000		418,000	
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	862,680		862,680	
1995-96	1.0472	0.9969	1.0439537	6,463,180	Fines and Forfeitures	64,000		64,000	
1996-97	1.0467	1.0034	1.0502588	6,788,011	Interest Earnings	45,000	37,350	7,650	
1997-98	1.0467	1.0104	1.0575857	7,178,904	Miscellaneous	285,000		285,000	
1998-99	1.0415	1.0120	1.0539980	7,566,550	Total Unrestricted	13,991,257	11,593,927	2,397,330	
1999-00	1.0453	1.0158	1.0618157	8,034,282	Restricted:				
2000-01	1.0491	1.0148	1.0646267	8,553,511	Bonds			0	
2001-02	1.0782	1.0137	1.0929713	9,348,742	License and Permits	3,250		3,250	
2002-03	0.9873	1.0400	1.0267920	9,599,213	Intergovernmental	22,114,044		22,114,044	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Charges for Services	658,526		658,526	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Fines and Forfeitures	73,000		73,000	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Interest Earnings	16,700		16,700	
2006-07	1.0396	1.0017	1.0413673	12,024,049	Miscellaneous	201,615		201,615	
2007-08	1.0442	1.0034	1.0477503	12,598,200	Total Restricted	23,067,135	0	23,067,135	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239	Total Source of Funds	\$37,058,392	\$11,593,927	\$25,464,465	
* 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	1.0025	1.0276628	13,471,136					
* 2012-13	1.0377	1.0021	1.0398792	14,008,354					
2013-14	1.0512	1.0045	1.0559304	14,791,847					
2014-15	0.9977	1.0047	1.0023892	14,827,188					
2015-16	1.0382	1.0064	1.0448445	15,492,106					
2015-16 Appropriation Limit				\$15,492,106					
Less Appropriations subject to limit (Sched 2)				11,593,927					
2015-16 Appropriations Under Allowed Limit				\$3,898,179					

* Revised

RESOLUTION NO. 15-1794

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2015-16 AND AMENDING THE ANNUAL BUDGET FOR FISCAL YEAR 2014-15

WHEREAS, the City Council has reviewed the City Manager's preliminary budget for Fiscal Year 2015-16 and the amended budget for Fiscal Year 2014-15; and


WHEREAS, a budget workshop concerning the Fiscal Year 2015-16 proposed budget was held Wednesday, June 10, 2015.

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

1. That the Fiscal Year 2015-16 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 2014-15 Budget be approved.
2. Any unused appropriations from the Fiscal Year 2014-15 Adopted Budget at the end of Fiscal Year 2014-15 may be re-appropriated by the City Manager for continued use in Fiscal Year 2015-16.

PASSED, APPROVED, AND ADOPTED, this 23rd day of June, 2015, by the following vote to wit;

AYES: (4) Buckley Weber, Edelston, Koehler, Weber
NOES: (0)
ABSENT: (1) Schwarz
ABSTAIN: (0)


Illice Buckley Weber, Mayor

ATTEST:



Kimberly M. Rodrigues, City Clerk



RESOLUTION NO. 15-1793

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2015-16 APPROPRIATIONS LIMITATIONS

WHEREAS, Article 13-b 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, statute 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 2015-16 shall be \$15,492,106.

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 23th day of June, 2015, by the following vote to wit;

AYES: (4) Buckley Weber, Edelston, Koehler, Schwarz
NOES: (0)
ABSENT: (1) Schwarz
ABSTAIN: (0)


Illece Buckley Weber, Mayor

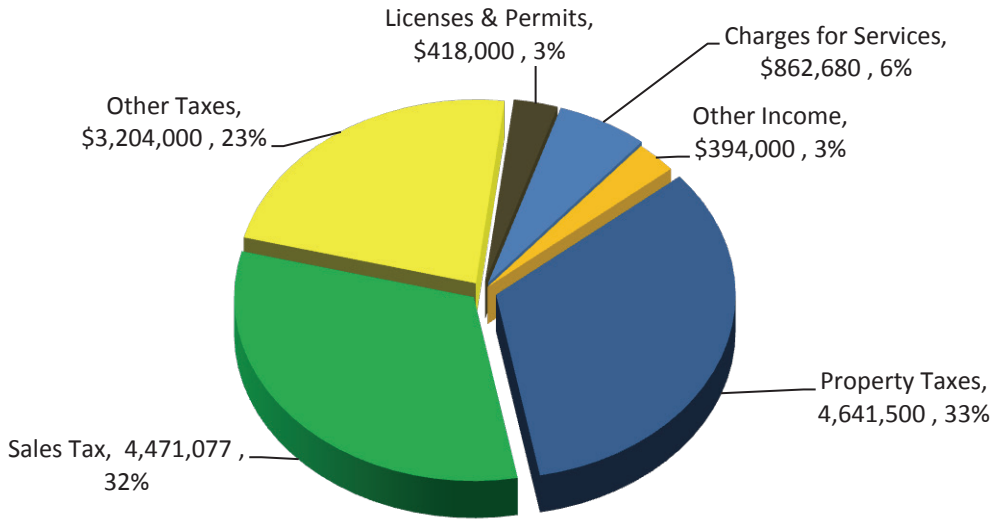
ATTEST:



Kimberly M. Rodrigues, City Clerk

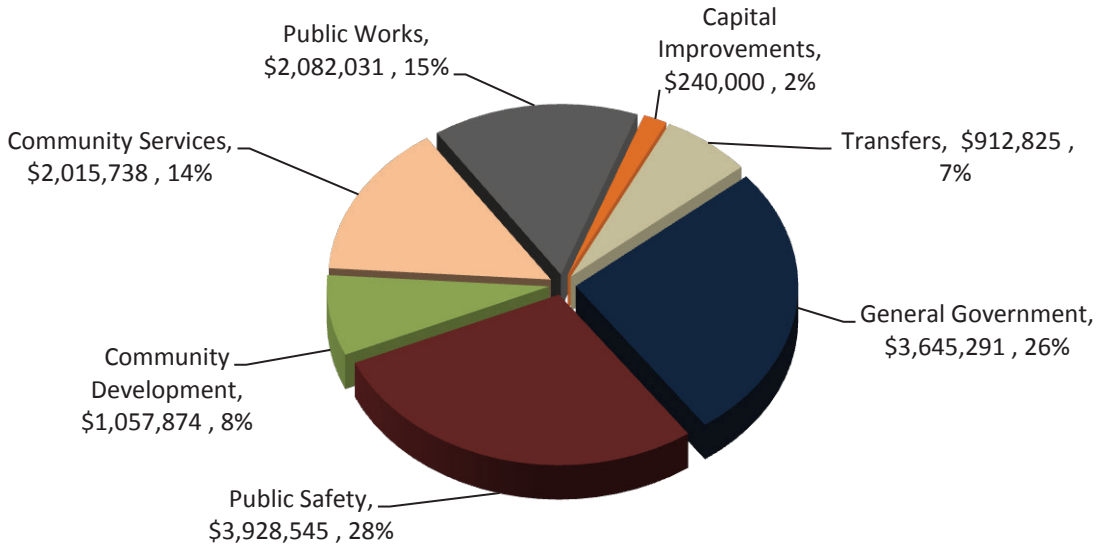


**City of Agoura Hills
2015-16
General Fund Revenue**



\$13,991,257

**City of Agoura Hills
2015-16 General Fund
Operating Expenditures/Transfers**



Operating Expenses	\$12,969,479
Operating Transfers	<u>912,825</u>
Total Operating Expenses/Transfers	\$13,882,304



Date: June 23, 2015
To: Honorable Mayor and Members of the City Council
From: Greg Ramirez, City Manager
Subject: Fiscal Year 2015/16 Budget Executive Summary

Introduction

This document includes the 2015/16 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 10, 2015 budget study session the City Council reviewed the 2015/16 preliminary budget. The budget was adopted at the June 23, 2015, Council meeting.

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 Legislature voted to eliminate all Redevelopment Agencies throughout the state. This was upheld by the California Supreme Court. 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, 2014 received the 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's Budget for the fiscal year ending June 30, 2015 received the California Society of Municipal Finance Officer's (CSMFO) Operating Budgets Excellence Award. This is the fifth straight year that the City has submitted for an Award from CSMFO. It is our intention to apply to both of these programs for consideration this year.

In August, 2013, the City of Agoura Hills received a very strong financial endorsement from Standard & Poor's (S&P), who assigned a rating of AA+ on the Agoura Hills Improvement Authority's 2013 Lease Revenue Bonds. In July, 2014, S&P 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 very strong economy, strong management, very strong budget flexibility and liquidity. See a later discussion in this summary on the City's debt obligations.

Overall Budget

The 2015/16 Budget is \$37.8 million, including expenditures and operating transfers. The day-to-day operational/service costs for the organization as a whole are \$16.0 million and we are recommending an additional \$21.7 million in Capital Improvement Projects. The Capital Improvement Projects include \$19.9 million in Measure R, a Los Angeles County sales tax initiative, for several transportation related projects which include the Chesebro Interchange plans and designs and Agoura Road Widening Projects. Additionally \$1.6 million is included for the Medea Creek Naturalization Project.

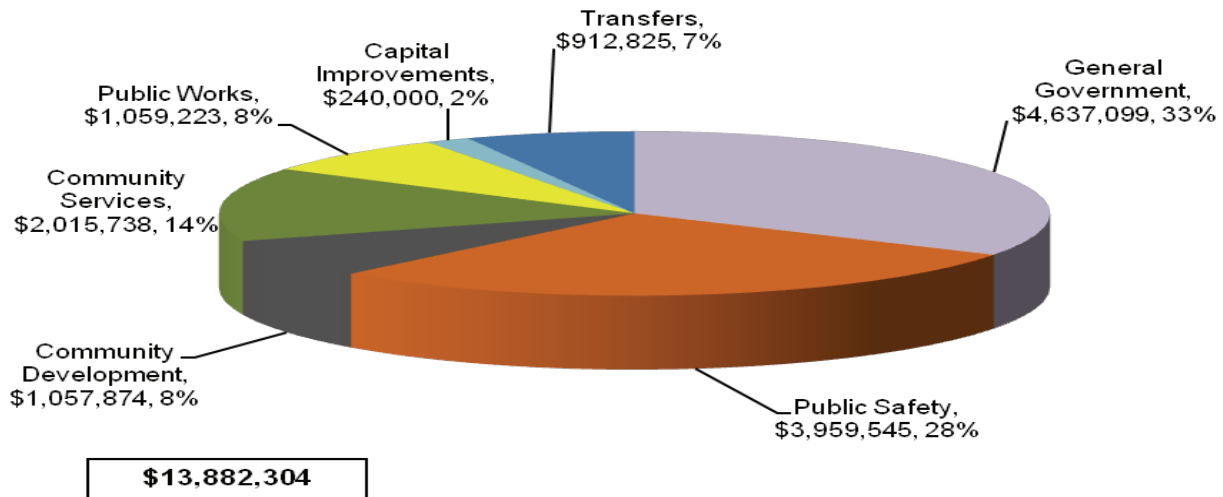
The overall budget consists of the following:

General Fund	\$12,969,479
Other City Funds	<u>\$24,874,134</u>
Total City of Agoura Hills	\$37,843,613

Public Safety continues to be a high priority, as is seen through the City's financial commitment (28% 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 2.5% increase in rates for the 2015/16 year. The City will continue to 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.

The 2015/16 Budget includes \$19.9 million to be spent on Measure R transportation related projects. The City Council is also being asked to approve funding for several other capital improvement projects, including the Medea Creek Naturalization Project, street improvements at Ladyface Court, various Storm Water projects, the overlay of several city streets, sidewalk repairs, and other traffic improvement projects.

**City of Agoura Hills
2015-16 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 \$13.9 million, proposed expenditures of \$12.9 million, and operating fund transfers of \$912,825 (\$13.8 million total). This is the first year the City begins to repay the 2013 bonds for the new Recreation Center (\$240,825), as well as the \$672,000 debt service for the 2007 bond refunding. The 2007 bond paid for the Civic Center (City Hall/Library), for a portion of the Kanan Bridge Widening Project and contributed towards the purchase of the recreation center.

General Fund revenue is budgeted to increase \$393,392 (3%). This is primarily a result of an increase in Sales Tax of \$424,422 related to the unwinding of the triple flip. In 2015/16 the State will true-up the revenues and this will cause a one-time increase in sales tax. Also property taxes and transient occupancy taxes are budgeted for an increase of \$136,000 based on projections of increased market values and hotel occupancy. Offsetting the increase is a \$117,000 decrease in development review fees, and a \$60,000 decrease in building permits. Staff has budgeted these revenues conservatively, as future development is hard to project.

Operational expenses and transfers are budgeted to increase 6% (\$698,279) in the General Fund. Increases in expenditures come from a variety of costs across the board. Increases include, but are not limited to recreation center operating costs, debt service on the recreation center, personnel, and public safety costs.

Other Major Funds

Other major funds within the City include the Measure R Capital Projects Fund and the Miscellaneous Grants Fund. The Measure R Capital Projects Fund is for monies collected by Measure R additional sales tax. The City is budgeted to spend \$14.3 million of Measure R

monies in 2015/16 on such projects as the Palo Comado Interchange and Agoura Road Widening.

The Miscellaneous Grants Fund is where the City spends grants and records the various grants received that are not related to a project budgeted elsewhere. In 2015/16 the City anticipates receiving \$141,000 from Los Angeles County and \$1.2 million from the State of California for the restoration of Medea Creek. A further discussion of these projects can be found later within this letter.

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 2015/16 year and to review their estimates for the 2014/15 year.

On April 22, 2015, the City Council held a Goal/Budget Workshop to set a plan for the 2015/16 Budget. On May 26, 2015, the Finance Committee met to review the draft budget and to discuss community service grant requests, which are received from various service organizations in the community. The City Council held a budget study session on June 10, 2015 to discuss the 2015/16 Budget. On June 23, 2015, the City Council adopted the 2015/16 Budget.

2015/16 Budget Calendar

- | | |
|---------------|--|
| ➤ February 23 | Department Heads – Budgets to Finance |
| ➤ March 3-5 | City Manager met with Department Heads |
| ➤ March 12 | Department Heads – Revenue Projections |
| ➤ April 22 | Goals/Budget Workshop |
| ➤ May 26 | Finance Committee/Community Grants |
| ➤ June 10 | Preliminary Budget Review Workshop |
| ➤ June 23 | 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).

The Funds within the Budget

All of the 19 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.

General Fund

010 – General Fund

Special Revenue Funds (14)

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

250 – Community Development Block Grant Fund

260 – Miscellaneous Grants Fund

420 – Inclusionary Housing In-Lieu Fund

520 – Solid Waste Management Fund

620 – Successor Housing Agency Fund

Debt Service Funds (2)

300 – Financing Authority Debt Service Fund

305 – Improvement Authority Debt Service Fund

Capital Projects Funds (2)

016 – Storm Water Capital Projects Fund

018 – Measure R Capital Projects Fund

Basis for Assumption for Key Revenue Estimates

The 2015/16 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 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 2015/16 budget.

The City's largest revenue sources are as follows:

Revenue Type	2015/16 Budget	
Measure R Capital Projects Grants	\$18,830,720	51%
Property Taxes	\$4,641,500	13%
Sales Taxes	\$4,471,077	12%
Subtotal Top Revenues	\$27,762,310	76%
Total Revenues	\$37,072,892	100%

Measure R Capital Projects Grant – 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 \$18.7 million of these monies in 2015/16. These monies are being used for several major transportation related projects, the primary one being the widening of Agoura Road. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures. The City is not anticipating receiving any further funding in 2016/17 unless another proposed ballot measure passes.

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 32% of its revenues from sales tax. The sales tax is primarily collected from the City's gas stations, restaurants and furniture/appliance stores.

In March 2004, California voters approved Proposition 57, the California Economic Recovery Bond Act that authorized the issuance of \$15 billion in "Economic Recovery Bonds" to close the state's operating budget deficit.

The Bradley-Burns local sales tax rate was decreased from 1 percent to .75 percent and the diverted .25 percent rate was pledged to repay the bonds. The state then directed that counties reimburse local governments for the .25 percent loss with property tax from the Educational Revenue Augmentation Fund (ERAF) set up for schools and then reimburse schools for the ERAF loss from the State General fund. The funding scheme became known as the "triple Flip".

The governor's 14/15 state budget currently provides for retiring the bonds as early as July, 2015. If carried out as planned, the city will receive their final "true-ups" of triple flip reimbursements in the first half of 2015 and the full one cent Bradley-Burns tax reinstated in the second quarter 2016 receipts.

While sales tax receipts from economic activity are anticipated to remain flat from 2014/15 to 2015/16, the City's receipts are anticipated to increase 10.5% (\$424,422) due to the unwinding of the triple flip. This estimate is based on estimates received from the City's consulting firm. This is primarily due to a one-time true up payment and the timing of payments to the City. Staff has already looked at 2016/17 projections, and anticipates that with stable economic growth sales tax receipts will only dip slightly (\$160,000) in 2016/17 from 2015/16 levels.

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 4% 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
- State Legislation regarding the Successor Agency to Agoura Hills Redevelopment Agency loan to the City
- Operations of the new Agoura Hills Recreation Center
- Storm water mandates imposed on the City
- Measure R Funding
- Medea Creek Restoration Capital Improvement Project

Many of these issues remain the same as in 2014/15, however in the prior year the City was striving to complete the Agoura Hills Recreation Center, and in the current year we are working with on-going operations. Similarly in 2014/15 the City had the Five Year Computer Upgrade Plan as a priority, but this has been laid out and we have now implemented the plan. A new priority to the City this year is the Medea Creek Restoration Capital Improvement Project.

The State's Budget and Legislative Issues

In May, the 2015/16 Governor's Budget projects a State General Fund reserve of \$3.5 Billion. The State's budget includes a prioritization to build reserves, pay down debts, and beginning efforts to address the state's large retirement and other liabilities. The state is taking an approach to improve its chances of managing the next significant state revenue downturn with little in the way of the drastic budget cuts required during the last few recessions.

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.

Successor Agency to Agoura Hills Redevelopment Agency

In February 2012, Governor Jerry Brown and the California State Legislature eliminated the state’s Redevelopment Agencies (RDAs) to supposedly help address the state’s ongoing budget deficit. In addition, the State later approved AB 1484 which further defined the mandated actions for each Successor Agency to the previous Redevelopment Agency as well as further defined the duties and responsibilities of the Oversight Boards assigned to each Successor Agency and the State’s Department of Finance.

The Successor Agency has been tasked with “winding down” the business affairs and activities of the former Redevelopment Agency. Agency staff has completed all of the required tasks to receive a Certificate of Completion from the State acknowledging the Successor Agency’s compliance. Over the next year, the Successor Agency will be required to liquidate any of the remaining assets and submit two, six-month expenditure schedules or Recognized Obligation Payment Schedule (ROPS) to request authorization to expend property-tax distributions related to the former Redevelopment Agency. Certain administrative allowance funds are provided to each Successor Agency with a minimum amount be received on an annual basis.

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 \$29.2 million. 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 purposes of Redevelopment are enforceable obligations that are able to be reimbursed following approval of a repayment plan by the Oversight Board and Department of Finance (DOF).

During 2012/13 the City completed the necessary steps to seek repayment and received approval from the DOF to seek reimbursement for the principal portion of the loan. The DOF has requested that all cities recalculate the outstanding interest, which would reduce the City’s

loan by approximately \$12 million from \$29.2 million to \$17.2 million. The City calculated interest on the average LAIF rate for each year, and is currently disputing the restated interest rate with DOF.

In May, 2015, a trailer bill was attached to the 2015/16 State budget which proposes to retroactively reverse approval of reimbursement loans between the City and the former Redevelopment Agency. If passed, this bill would greatly reduce, and possibly eliminate, the loan between the City and the former Redevelopment Agency.

It is important to note that the City has not included any amounts for the loan in the proposed budget.

The Agoura Hills Recreation Center

In June, 2011, the City acquired an existing school site for \$4.4 million to replace the leased facility. The City set-aside an additional \$4.5 million and in September, 2013, the City issued \$3.6 million in bonds. The Conrad Hilton Foundation awarded the City a \$2.3 million grant and the City was awarded \$750,000 in grants from the County of Los Angeles regional Parks and Open Space District for a trailhead, trail and interpretive play area. While the majority of the costs were spent in 2013/14, the final costs of completion were included in the 2014/15 Budget. The 2015/16 Budget includes the first full year of operating costs for the Recreation Center. The requests include one-time costs for special supplies of \$70,000 and general operating costs of \$237,000. This is off-set by anticipated rental revenues of \$130,000. Additionally the 2015/16 Budget includes the first year's debt service (\$240,825) on the 2013 bonds which were issued to pay for the facility.

Storm water mandates imposed on the City

The Malibu Creek Watershed is located about 35 miles west of Los Angeles and extends from the Santa Monica Mountains to the Pacific Coast. This watershed, approximately 109 square miles, is the second largest watershed draining into the Santa Monica Bay. The Malibu Creek Watershed encompasses portions of the counties of Ventura and Los Angeles, including all or part of seven cities in these two counties. More than 80% of the watershed is open space that includes National Park Service and State Park land. Creeks and lakes located in the upper portions of the watershed drain into Malibu Creek, which then flows downstream into Malibu Lagoon and, ultimately, into the Santa Monica Bay when the lagoon is breached. The water quality at Surfrider Beach, which is directly to the east of the lagoon, is impacted by the outflows from Malibu Lagoon.

Water quality is vastly becoming a major issue for municipalities, specifically urban runoff. It is the responsibility of the City to insure that the water leaving the city meets all state and federal requirements. The Federal Water Act dictates the general standards that must be met but enforcement of the principles falls to other agencies within each State.

As a permittee within the County of Los Angeles Municipal Stormwater NPDES permit, the City is required to comply with several programs to insure the water that is discharged from its limits meets the requirements mandated by the National Pollution Discharge Eliminations System (NPDES) permit. The full cost of the improvements needed to bring the City into compliance is still unknown but the costs are now affecting the City's annual budget and will continue to do so into the future without some consistent and relative revenue source.

Measure R Funding

Projects slated for the monies include the Chesebro/Palo Comado Interchange (PR); the Agoura Road Widening; and the Agoura Road Roundabout (design). The City plans to utilize \$18.7 million in Measure R monies during 2015/16. The Capital Improvement Plan (CIP) includes the projects utilizing these funds in 2015/16.

Medea Creek Restoration

The City plans to restore and improve the natural conditions and habitat along an approximate 450-foot concrete section of Medea Creek (Storm Drain No. PD 1005), while maintaining flood protection to surrounding areas. The project entails both hydrologic and hydraulic analyses and aquatic restoration design for the creek system.

These types of projects have shown to have positive impacts to the environment. The benefits of this restoration project would include creating an area of new riparian ecosystem, reconnecting wildlife migration corridors, improving water quality, and establishing a recreational trail.

The 2015/16 Budget includes \$1.6 million for this project (\$1.2 million in Proposition 84 grant monies and \$385,000 in Los Angeles County grant monies).

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 2015/16 the fund balance in the General Fund is projected to be \$8.5 million or 63% of operating expenditures and transfers at June 30, 2016. This fund balance is projected to increase 1% from the 2014/15 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.

Balanced Budget

Overall, the combined City of Agoura Hills fund balances are projected to decrease \$3.7 million from 6/30/2015 to 6/30/2016. The decrease primarily relates to a one-time use of funds in the Recreation Center Capital Projects Fund.

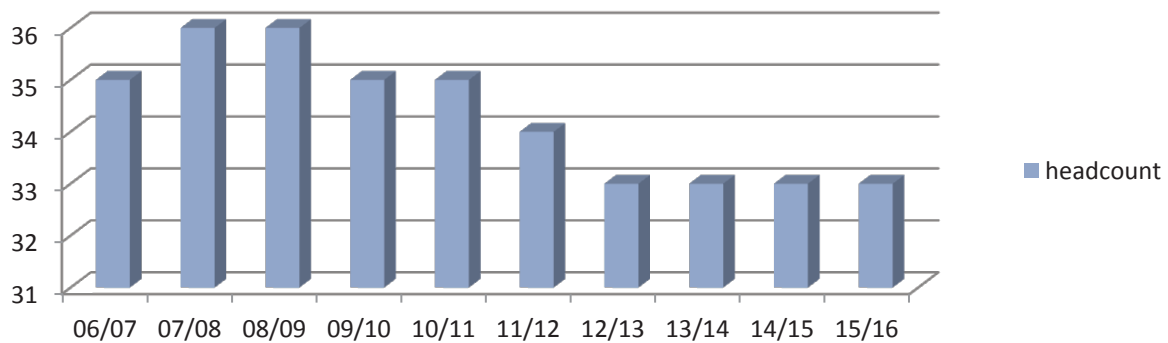
In accordance with the Balanced Budget Policy, which is included within the Appendix of this document, the 2015/16 budget is balanced.

<u>Fund</u>	<u>6/30/15</u>	<u>6/30/16</u>	<u>Percent Change</u>
General	\$8,438,408	\$8,547,361	1%
Other City Funds	<u>8,843,045</u>	<u>8,759,686</u>	- 1%
Total All Funds	\$17,281,453	\$17,307,047	1%

Personnel Additions/Promotions and Reclassifications

The 2015/16 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 Positions by Fiscal Year



Although the overall headcount remains the same, the 2015/16 budget proposes several position changes within the City Manager, Community Development, Community Services, and Public Works Departments.

In Community Development, the City is eliminating the position, Director of Planning and Community Development, and transferring those duties to the Assistant City Manager. Additionally, some duties will be fulfilled by existing staff, and some will be filled by a contractor. This results in a savings of \$134,000 within the Department of Community Development.

In 2014/15, the City budgeted for an Administrative Analyst in the Public Works Department, but did not fill the position. Also an Administrative Secretary I was replaced with an Engineering Aide, and an Engineering Aide was reclassified to an Engineering Aide II. This resulted in a cost savings of \$77,832 within the Department of Public Works.

Within Community Services, a new position of Cultural Event Coordinator is proposed for a cost of \$81,052, this position will assist with special events within the City, and at the new Recreation Center. Additionally a new position, Assistant Director of Community Services is proposed, and the elimination of one Recreation Manager is proposed for a net cost of \$16,060.

Also in 2015/16, an Administrative Aide position has been added within the City Manager's Office. This resulted in a cost increase of \$79,028. In total the realignment of the various positions, and the addition of the new positions, and contractor, saved the City \$35,692.

Department	Cost/(Savings)
Community Development	(\$134,000)
Public Works	(77,832)
Community Services	97,112
City Manager	79,028
Total	(\$35,692)

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

Staffing levels have been shifted from the Proposition C Fund 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. Salary bands are budgeted to adjust 1.3% in 2015/16. With the increased costs of benefits, and the unfilled position previously mentioned, salaries and benefits are proposed to increase a total of \$117,000 or 2.4% in 2015/16.

The Public Employees Retirement System (CalPERS) has set the City's rate at 11.488%. The rate in 2014/15 was 11.032%. In 2006, CalPERS pooled all plans with fewer than 100 lives. 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.

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 2014/15 is budgeted at \$160,000. 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 2015/16 Budget includes certain debt obligations for the City. The obligations included in the budget represent the annual installment payments of principal and interest to be paid on debt existing at July 1, 2015.

Currently the City of Agoura Hills has very little debt. The following descriptions include current outstanding debt for each of these issues:

2013 Lease Revenue Bonds

Purpose: Assist the City in financing a portion of the costs of the Agoura Hills Recreation Center and other public infrastructure.

\$13,675,000 issued September 2013
Principal Outstanding 7/1/2015: \$3,675,000
Maturity Date: 2043
Interest Rate: 4.0% - 5.0%
Funding Sources: General Fund

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 7/1/2015: \$10,520,000
Maturity Date: 2042
Interest Rate: 4.0% - 4.375%
Funding Sources: General Fund

Agoura Hills Successor 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 7/1/2015: \$29,175,631
Maturity: 2042
Interest Rate: 2.94%
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.

Included in this document is a debt limit policy on issuing other types of debt. The policy states that debt service payments are not to exceed 10% of General Fund revenues and in no case more than 15%. The 2015/16 budget is in compliance with this policy.

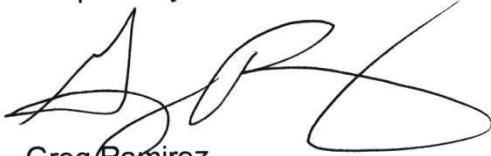
Debt service payments	\$ 912,825
General Fund revenues	\$13,991,257
Percentage Debt Service	6.6%

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, 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

A handwritten signature in black ink, appearing to read 'Greg Ramirez', written in a cursive style.

Greg Ramirez
City Manager

California Society of Municipal Finance Officers

Certificate of Award

***Excellence
Fiscal Year 2014-2015***

Presented to the

City of Agoura Hills

For meeting the criteria established to achieve the Operating Budgeting Excellence Award.

February 8, 2015



***Michael Gomez, Chair
Professional Standards and
Recognition Committee***

***Pamela Arends-King
CSMFO President***

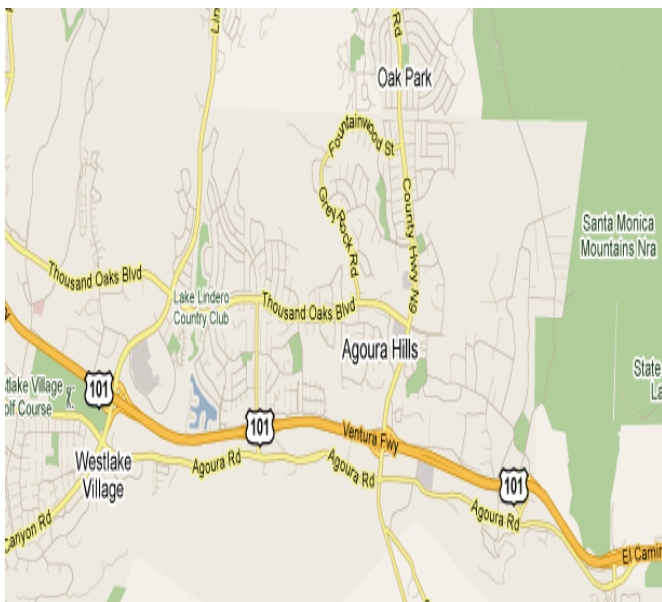
Dedicated Excellence in Municipal Financial Reporting



City of Agoura Hills Geographic Information FY 2015-16

County: Los Angeles
Total Area: 8.20 square miles
Incorporated: December 8, 1982
Median Household Income: \$99,000
Total Housing Units: 7,343
Average Household Size: 3.00
Median Home Value: \$635,000

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.



Major area employers in 2015 are:

- Bank of America
- Las Virgenes Unified School District
- IBM Corporation
- Touch Commerce
- Farmers Financial Solutions
- Teradyne Inc.
- Zebra Technologies
- Wood Ranch Barbecue
- Pacific Compensation Insurance

Major Tourism within the area includes:

- The Great Race
- Reyes Adobe Days
- The Reyes adobe Historical Site
- Santa Monica Mountains National Recreation Area

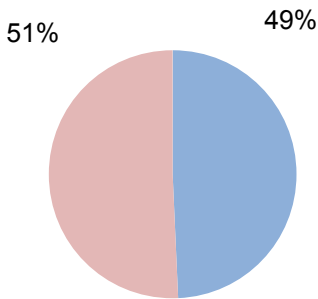
CITY OF AGOURA HILLS

Demographic Information

FY 2015-16

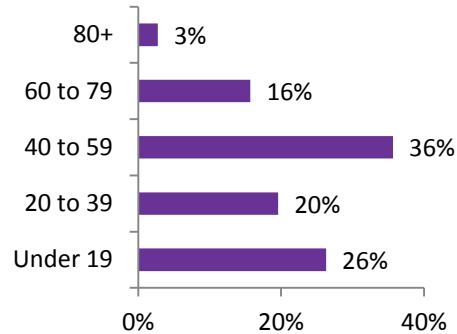
Gender Breakdown:

Male 10,118
 Female 10,410
 TOTAL: 20,528



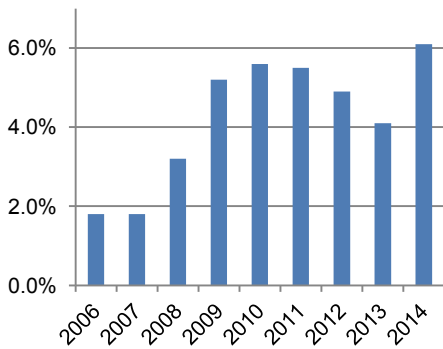
Age Distribution:

Median Age: 42.5

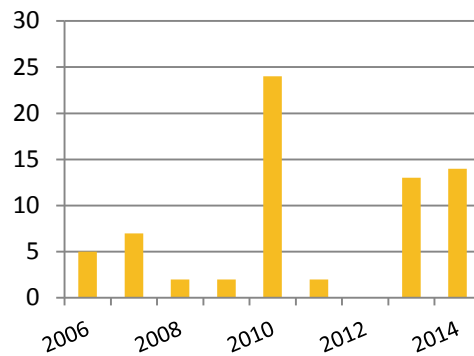


City Unemployment Rates:

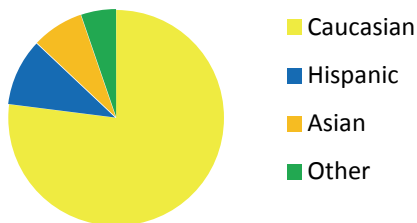
Los Angeles County : 8.2%



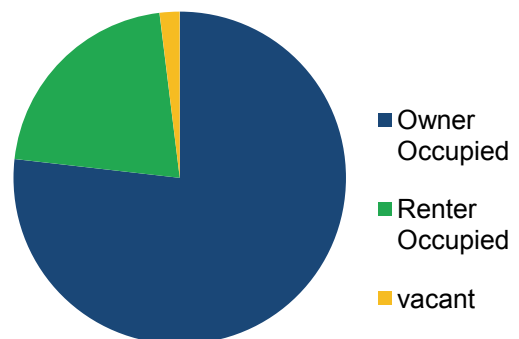
Single-family new house construction:



Ethnicity:



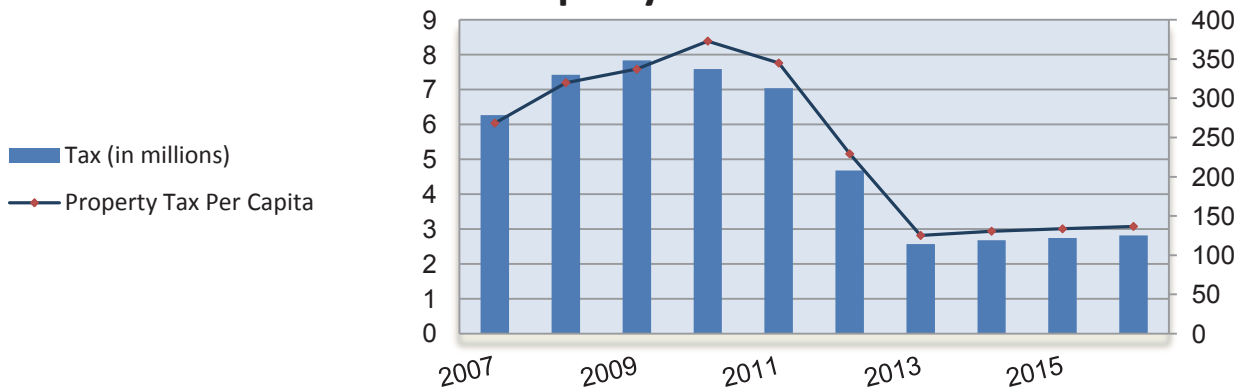
Housing Tenure:



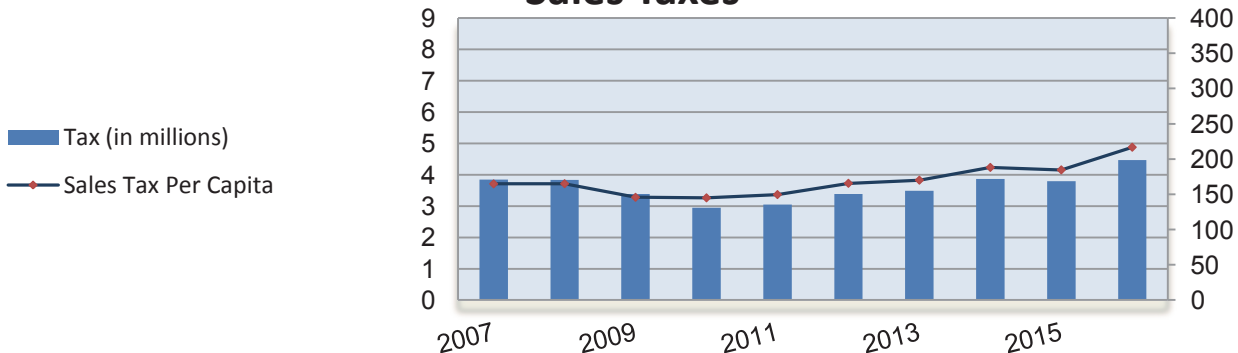
CITY OF AGOURA HILLS Tax Revenues by Source FY 2014-15

Year	Property Tax	Property Tax Per Capita	Population	Sales Tax	Sales Tax Per Capita
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	4,678,338	229.18	20,413	3,379,646	165.56
2013	2,565,839	125.16	20,500	3,485,596	170.03
2014	2,678,400	130.55	20,516	3,859,515	188.12
2015	2,742,000	133.57	20,528	3,790,000	184.63
2016	2,819,000	136.66	20,628	4,471,077	216.75

Property Taxes



Sales Taxes



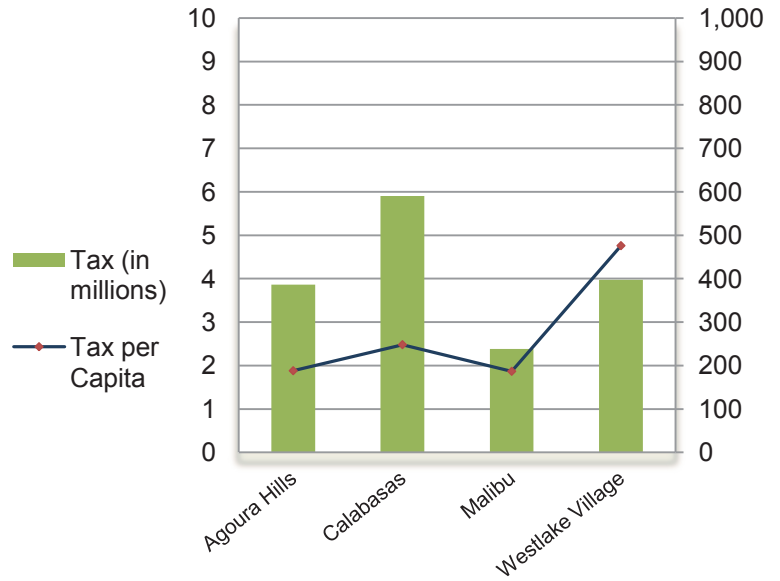
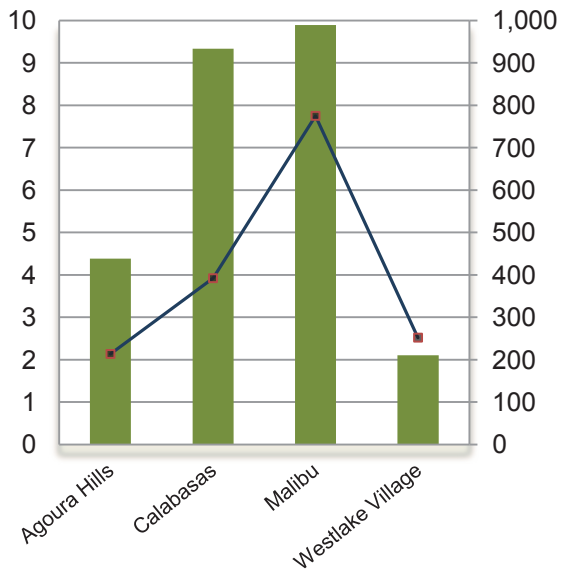
Note: Because the population estimates incorporate the 2010 Census numbers as benchmarks, the population estimates for 2010 and beyond are noticeably different from the previous year estimates. The RDA was dissolved in 2012, reducing the property tax received per citizen.

City of Agoura Hills
Summary Revenues/Expenditures
FY 2013-14 to 2015-16

	REVENUES			EXPENDITURES		
	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
	Actual Revenue	Final Budget	Adopted Budget	Actual Expend	Final Budget	Adopted Budget
<u>City of Agoura Hills</u>						
General Fund	12,828,849	13,597,865	13,991,257	11,388,711	12,056,200	12,969,479
OTHER FUNDS						
Gas Tax	732,561	671,678	502,884	592,297	588,505	818,260
Traffic Safety	69,051	70,200	70,200	76,529	70,000	70,000
Proposition A	1,069,483	556,718	509,630	1,032,136	597,663	530,152
Proposition C	292,820	305,980	295,500	128,700	515,711	109,362
Measure R	216,419	230,000	230,000	0	420,560	249,000
SC Air Quality Mgmt District	25,809	27,000	27,000	47,444	61,200	1,200
Traffic Improvement	4,528	185,000	602,526	31,277	15,000	-
Utility Undergrounding	727	500	500	71,529	0	0
Supplemental Law Enforcement	100,103	100,700	100,700	99,053	100,000	100,000
Community Development Block Gra	0	171,000	63,000	0	119,000	115,000
Miscellaneous Grants	606,379	1,017,986	1,768,225	572,487	764,714	1,762,719
Solid Waste Management	73,104	73,170	72,750	95,020	92,510	109,500
Inclusionary Housing In Lieu	281,432	8,000	8,000	0	0	0
Pub Fin Authority Debt Service	17	0	0	668,551	671,432	676,000
Improvement Authority Debt Serv	3,729,962	0	0	297,727	170,825	240,825
Recreation Center Capital Fund	2,340,371	835,000	0	4,483,446	6,589,121	0
Stormwater Capital Projects	11,935	0	0	172,182	20,000	150,000
Reyes Adobe Interchange Project	1,267	0	0	0	0	0
Measure R Capital Projects	7,047,478	8,033,704	18,830,720	3,535,086	8,973,334	19,942,116
Total City of Agoura Hills	29,432,295	25,884,501	37,072,892	23,292,175	31,825,775	37,843,613

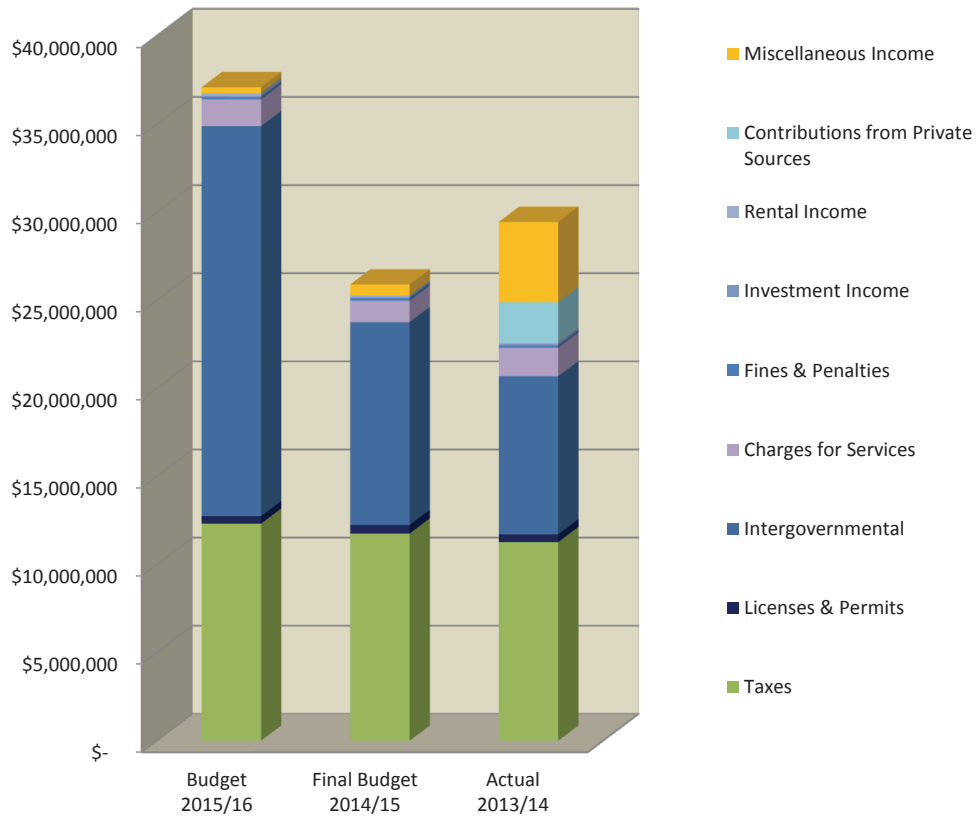
CITY OF AGOURA HILLS Comparative Tax Revenues by Source FY 2015-16

City	2013/14 Property Tax	2013/14 Property Tax Per Capita	2013/14 Population	2013/14 Sales Tax	2013/14 Sales Tax Per Capita
Agoura Hills	4,379,938	213.49	20,516	3,859,516	188.12
Calabasas	9,333,684	392.14	23,802	5,905,147	248.09
Malibu	9,894,000	774.97	12,767	2,384,000	186.73
Westlake Village	2,101,915	252.00	8,341	3,970,679	476.04



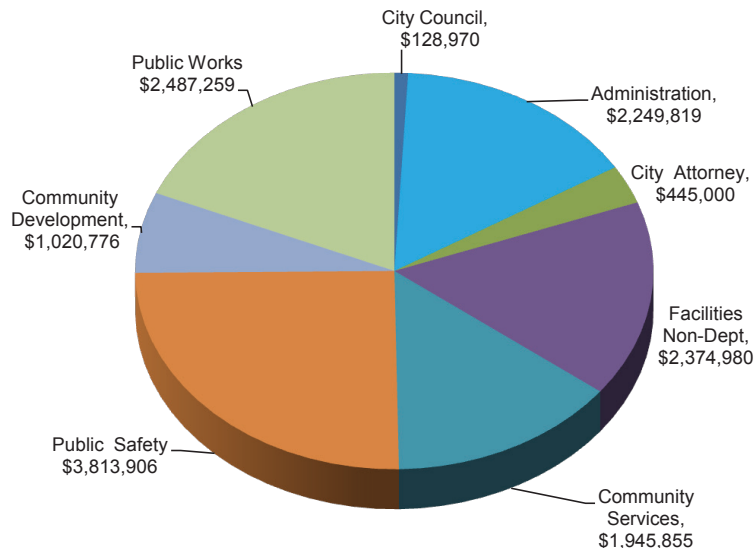
City of Agoura Hills
Revenues by Type Total Budget
FY 2015-16

	2015/16 Budget Total	2014/15 Final Budget Total	2013/14 Actual Total
REVENUES			
Taxes	\$ 12,316,577	\$ 11,756,155	\$ 11,270,893
Licenses & Permits	421,250	481,250	433,878
Intergovernmental	22,128,544	11,511,149	8,975,491
Charges for Services	1,521,206	1,218,180	1,609,543
Fines & Penalties	134,000	143,000	133,653
Investment Income	64,700	45,700	92,096
Rental Income	158,800	97,800	61,998
Contributions from Private Sources	0	0	2,300,000
Miscellaneous Income	327,815	631,267	4,554,759
Total	\$ 37,072,892	\$ 25,884,501	\$ 29,432,311



City of Agoura Hills Total Budget FY 2015-16

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2015/16 Budget Total	2014/15 Final Budget Total	2013/14 Actual Total
OPERATIONS								
City Council	118,980	17,000	0			135,980	131,978	128,966
City Manager	1,071,312	15,500	24,640			1,111,452	1,041,732	971,321
City Clerk	226,955	20,800	100,000			347,755	240,342	287,689
City Attorney			355,000		150,000	504,398	505,000	788,140
Finance	367,211	25,460	91,700			484,371	446,047	462,033
Public Facilities		274,500	5,000	908,257	50,000	1,242,325	1,391,757	1,320,388
Reyes Adobe Site	7,340	25,200	5,000			37,540	27,700	19,603
Recreation Center		307,000	31,000		11,500	349,500	131,000	
Non-Departmenta	160,000	588,798	196,288			945,086	866,656	887,248
Auto. Office Systems		8,800	190,484		76,200	275,484	279,844	313,197
L A Co. Sheriff		212,866	3,819,444			4,035,310	3,884,710	3,778,677
Emergency Ops		19,335			4,900	24,235	16,050	14,459
Crossing Guards			70,000			70,000	70,000	54,529
Animal Control			49,000			49,000	54,000	30,991
Community Dev	759,274	26,600	272,000			1,057,874	1,078,786	983,468
Solid Waste Mngmt		7,500	102,000			109,500	109,500	95,020
Recreation	92,750	203,150	355,900			651,800	586,550	499,750
Community Serv	1,041,321	65,900				1,107,221	1,069,788	937,582
Parks Maintenance		214,800	226,700		100,000	541,500	547,500	454,610
Public Works Adr	644,896	5,750	242,050			892,696	823,300	918,797
Building & Safety	412,998	4,210	84,100			501,308	527,142	478,181
Street Maintenance			162,500			162,500	142,500	123,624
Landscape Maintenance		84,100	296,300			380,400	397,400	341,753
Traffic Safety		34,000	168,000			202,000	151,500	258,646
Transportation			322,929			322,929	457,400	824,628
Storm & Flood Control			521,800			521,800	301,800	483,716
TOTAL	4,903,037	2,161,269	7,691,835	908,257	395,600	16,063,964	15,279,982	15,457,016
CAPITAL IMPROVEMENTS								
Other Improvements					80,000	230,000	7,230,108	4,851,074
Park Improvements					115,000	115,000		
Street Improvements			150,000		21,434,651	21,434,649	9,785,194	2,982,271
GRAND TOTAL	\$4,903,037	\$2,161,269	\$7,841,835	\$908,257	\$22,025,251	\$37,843,613	\$32,295,284	\$23,290,361



City of Agoura Hills
PERSONNEL
2012-13 to 2015-16

	<u>2012-13</u> <u>Headcount</u>	<u>2013-14</u> <u>Headcount</u>	<u>2014-15</u> <u>Headcount</u>	<u>2015-16</u> <u>Headcount</u>
<u>General Fund</u>				
City Council	5.00	5.00	5.00	5.00
City Manager	4.15	4.04	4.09	5.26
City Clerk	1.85	1.85	1.85	1.85
Finance	2.90	2.94	2.84	2.84
Community Development	11.27	11.27	11.27	10.30
Community Services Administration	6.02	6.03	6.40	7.43
Public Works Administration	3.59	3.50	3.52	2.76
Building and Safety	3.00	3.00	3.00	3.00
Total General Fund	<u>37.78</u>	<u>37.63</u>	<u>37.97</u>	<u>38.44</u>
<u>Proposition A</u>				
City Manager	0.00	0.07	0.20	0.00
Community Services Administration	0.98	0.97	0.55	0.52
Total Proposition A Fund	<u>0.98</u>	<u>1.04</u>	<u>0.75</u>	<u>0.52</u>
<u>Proposition C</u>				
City Manager	0.00	0.13	0.00	0.00
Public Works	0.06	0.05	0.08	0.14
Total Proposition C Fund	<u>0.06</u>	<u>0.18</u>	<u>0.08</u>	<u>0.14</u>
<u>Measure R</u>				
City Manager	0.90	0.90	0.85	0.88
Finance	0.50	0.50	0.65	0.65
Public Works	2.35	2.45	2.40	2.10
Total Measure R Fund	<u>3.75</u>	<u>3.85</u>	<u>3.90</u>	<u>3.63</u>
Total City of Agoura Hills	<u>42.57</u>	<u>42.70</u>	<u>42.70</u>	<u>42.73</u>
<u>Successor Agency to the RDA</u>				
City Manager	0.45	0.36	0.36	0.36
City Clerk	0.15	0.15	0.15	0.15
Finance	0.60	0.56	0.56	0.56
Community Development	0.23	0.23	0.23	0.20
Public Works	0.00	0.00	0.00	0.00
Total Successor Agency to the RDA	<u>1.43</u>	<u>1.30</u>	<u>1.30</u>	<u>1.27</u>
Total Successor Agency to the RDA	<u>1.43</u>	<u>1.30</u>	<u>1.30</u>	<u>1.27</u>
Total Personnel Headcount	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>

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

**City of Agoura Hills
Sources and Uses
FY 2014-15**

----- Estimate 2014/15-----

Fund	Fund Balance 6/30/2014	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2015
<u>City of Agoura Hills</u>					
<u>Major Funds</u>					
10 General Fund	8,654,633	13,597,865	12,056,200	(1,518,406)	8,677,892
18 Measure R Capital Projects	2,232,013	8,033,704	8,973,334		1,292,383
15 Rec Center Capital Projects	4,449,842	835,000	6,589,121	1,304,279	(0)
Subtotal Major Funds	15,336,488	22,466,569	27,618,655	(214,127)	9,970,275
<u>Non-Major Funds</u>					
20 Gas Tax	305,604	671,678	588,505		388,777
40 Traffic Safety	3,763	70,200	70,000		3,963
60 Proposition A	626,771	556,718	597,663		585,826
61 Proposition C	414,826	305,980	515,711		205,095
63 Measure R	216,592	230,000	420,560		26,032
70 SCAQMD	37,111	27,000	61,200		2,911
110 Traffic Improvement	1,231,027	185,000	15,000		1,401,027
111 Utility Undergrounding	49,560	500	-		50,060
240 Suppl. Law Encfct	5,907	100,700	100,000		6,607
250 CDBG	-	171,000	119,000		52,000
260 Misc. Grants	9,019	1,017,986	764,714	(32,000)	230,291
520 Waste Management	120,095	73,170	92,510		100,755
420 Inc. Housing In-Lieu	2,757,821	8,000	-		2,765,821
300 Public Fin Auth Debt Service	5,224	-	174,825	672,000	502,399
305 Improvement Authority Debt Ser	1,111,020	-	170,825	(689,279)	250,916
620 Successor Housing	206,968	3,400	-	3,406	213,774
500 Public Fin Auth Cap Projects	1	-	-		1
16 Stormwater Capital Projects	163,543	-	20,000	260,000	403,543
17 Reyes Adobe Interchange Proje	57	-	-		57
Subtotal Non-Major Funds	7,264,907	3,421,332	3,710,513	214,127	7,189,853
Total City of Agoura Hills	22,601,395	25,887,901	31,329,168	-	17,160,128

Explanation of variances of 10% or more

(1) This fund is for a capital project, and it is the nature of the project to expense the costs of the project. The Agoura Road Widening Project is the major expense in this fund.

(2) This fund is for a capital project, and it is the nature of the project to expense the costs of the project. The Agoura Hills Recreation Center is the project in this fund.

**City of Agoura Hills
Sources and Uses
FY 2015-16**

----- Estimate 2015/16-----

Fund	Fund Balance 6/30/2015	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2016	Fund Balance Inc/(Dec)
<u>City of Agoura Hills</u>						
<u>Major Funds</u>						
10 General Fund	8,677,892	13,991,257	12,969,479	(912,825)	8,786,845	1%
18 Measure R Capital Projects	1,292,383	18,830,720	19,942,116		180,987	-86% (1)
260 Misc. Grants	230,291	1,768,225	1,762,719		235,797	2%
Subtotal Major Funds	10,200,565	34,590,202	34,674,314	(912,825)	9,203,628	
<u>Non-Major Funds</u>						
20 Gas Tax	388,777	502,884	818,260		73,401	
40 Traffic Safety	3,963	70,200	70,000		4,163	
60 Proposition A	585,826	509,630	530,152		565,304	
61 Proposition C	205,095	295,500	109,362		391,233	
63 Measure R	26,032	230,000	249,000		7,032	
70 SCAQMD	2,911	27,000	1,200		28,711	
110 Traffic Improvement	1,401,027	602,526	-		2,003,553	
111 Utility Undergrounding	50,060	500	-		50,560	
240 Suppl. Law Enfcmt	6,607	100,700	100,000		7,307	
250 CDBG	52,000	63,000	115,000		-	
520 Waste Management	100,755	72,750	109,500		64,005	
420 Inc. Housing In-Lieu	2,765,821	8,000			2,773,821	
300 Public Fin Auth Debt Service	502,399		676,000	672,000	498,399	
305 Improvement Authority Debt Ser	250,916		240,825	240,825	250,916	
620 Successor Housing	213,774				213,774	
500 Public Fin Auth Cap Projects	1				1	
15 Rec Center Capital Projects	(0)				(0)	
16 Stormwater Capital Projects	403,543	-	150,000		253,543	
17 Reyes Adobe Interchange Proje	57				57	
Subtotal Non-Major Funds	6,959,563	2,482,690	3,169,299	912,825	7,185,779	3%
Total City of Agoura Hills	17,160,128	37,072,892	37,843,613	-	16,389,407	

Explanation of variances of 10% or more

(1) This fund is for a capital project, and it is the nature of the project to expense the costs of the project. The Agoura Road Widening Project is the major expense in this fund.

City of Agoura Hills
INTERFUND TRANSFERS
FY 2014-15

Fund	Description	Approved
Transfers to Other Funds		
010	General Fund To Fin Authority Debt Service	672,000 672,000
010	General Fund To Recreation Center Capital Project	575,000 575,000
010	General Fund To Housing Succesor Agency	3,406 3,406
010	General Fund To AH Improvement Authority Bond	8,000 8,000
010	General Fund To Storm Water	260,000 260,000
260	Misc Grants Fund To Recreation Center Capital Project	32,000 32,000
305	AH Improvement Authority Bond To Recreation Capital Project	697,280 697,280
	Total	2,247,686

City of Agoura Hills
INTERFUND TRANSFERS
FY 2014-15

Fund	Description	Approved
Transfers from Other Funds		
015	Recreation Center Capital Project	
	From General Fund	575,000
	From Misc Grants Fund	32,000
	From AH Improvement Authority Bond	697,280
		1,304,280
016	Storm Water Fund	
	From General Fund	260,000
		260,000
300	Finance Authority Debt Service	
	From General Fund	672,000
		672,000
305	AH Improvement Authority Bond	
	From General Fund	8,000
		8,000
620	Housing Successor Agency	
	From General Fund	3,406
		3,406
	Total	2,247,686

**City of Agoura Hills
INTERFUND TRANSFERS
FY 2015-16**

Fund	Description	Approved
Transfers to Other Funds		
010	General Fund To Fin Authority Debt Service	672,000 672,000
010	General Fund To AH Improvement Authority Bond	240,825 240,825
	Total	912,825
Transfers from Other Funds		
300	Finance Authority Debt Service From General Fund	672,000 672,000
305	AH Improvement Authority Bond From General Fund	240,825 240,825
	Total	912,825



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 010 - GENERAL					
Category: 4000 - Taxes and Assessments					
<u>010-0000-311000</u>	Sales And Use Tax	2,681,747	2,844,591	3,090,035	3,882,876
<u>010-0000-311001</u>	Property Tax In Lieu Of Sales	803,849	1,014,925	956,620	588,201
<u>010-0000-312000</u>	Property Tax	2,277,189	2,393,525	2,400,000	2,549,000
<u>010-0000-312001</u>	Property Tax In Lieu Of Vlf	1,757,705	1,839,717	1,928,500	1,982,500
<u>010-0000-312002</u>	Property Tax - Succ. Agcy.	133,989	146,696	200,000	110,000
<u>010-0000-313000</u>	Transient Occupancy Tax	1,915,323	2,131,045	2,200,000	2,284,000
<u>010-0000-314000</u>	Franchise Fee	758,890	762,214	771,000	760,000
<u>010-0000-315000</u>	Property Transfer Tax	154,662	138,181	210,000	160,000
Category: 4000 - Taxes and Assessments Total:		10,483,354	11,270,893	11,756,155	12,316,577
Category: 4002 - License and Permits					
<u>010-0000-321000</u>	Business Registration	126,674	137,754	135,000	135,000
<u>010-0000-323000</u>	Building Permits	245,382	265,445	320,000	260,000
<u>010-0000-324000</u>	Industrial Waste Fee	22,712	27,676	23,000	23,000
Category: 4002 - License and Permits Total:		394,768	430,875	478,000	418,000
Category: 4004 - Charges for Services					
<u>010-0000-341000</u>	Planning Fees	220,660	128,786	250,000	200,000
<u>010-0000-341100</u>	Eir Recovery	0	0	3,000	3,000
<u>010-0000-341200</u>	General Plan Recovery	1,357	5,246	6,000	6,000
<u>010-0000-341300</u>	Agoura Village Recovery	1,098	7,774	4,000	4,000
<u>010-0000-342000</u>	Engineer Plan Check/inspection	24,042	8,967	30,000	25,000
<u>010-0000-342100</u>	Grading Plan Check	1,484	1,087	5,000	5,000
<u>010-0000-342200</u>	Building Plan Check	137,018	135,562	150,000	100,000
<u>010-0000-342201</u>	Building Plan Check - In House	20,321	15,566	15,000	15,000
<u>010-0000-342300</u>	Building Technician Fee	11,507	13,648	20,000	8,000
<u>010-0000-342500</u>	Encroachment Permits	68,286	83,244	60,000	60,000
<u>010-0000-343000</u>	Traffic Control Plan Review	23,032	19,086	20,000	20,000
<u>010-0000-351000</u>	Park & Recreation Fees	237,842	259,637	357,750	357,750
<u>010-0000-351500</u>	Reyes Adobe Fees	3,265	994	4,500	4,500
<u>010-0000-351501</u>	Taxable Sales Items	703	0	700	700
<u>010-0000-355000</u>	Sale Of Maps & Copies	1,613	1,238	2,000	2,000
<u>010-0000-357001</u>	Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
<u>010-0000-357002</u>	Scaqc Admin Service Charge	1,200	1,200	1,200	1,200
<u>010-0000-357003</u>	Smip Admin Fees	132	73	1,000	1,000
<u>010-0000-357004</u>	Fire Sprinkler Fee	0	55	500	500
<u>010-0000-357005</u>	Fire Development Fee	0	106	1,000	1,000
<u>010-0000-357006</u>	Sb1473 Retainer	36	14	30	30
<u>010-0000-357007</u>	Sb 1186 Admin	1,023	1,229	1,000	1,000
Category: 4004 - Charges for Services Total:		801,618	730,512	979,680	862,680



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Category: 4005 - Fines and Penalties					
<u>010-0000-361000</u>	Parking Fines	44,682	43,762	45,000	45,000
<u>010-0000-361500</u>	Municipal Court Fines	10,508	17,605	15,000	15,000
<u>010-0000-361800</u>	False Alarm Fines	2,400	2,300	2,000	2,000
<u>010-0000-363000</u>	Restitution	0	962	11,000	2,000
Category: 4005 - Fines and Penalties Total:		57,590	64,629	73,000	64,000
Category: 4006 - Investment Income					
<u>010-0000-371000</u>	Interest Earnings	61,243	50,261	25,000	45,000
<u>010-0000-371001</u>	Interest Earning - Fmv Investm	(83,844)	(37,763)		
Category: 4006 - Investment Income Total:		(22,602)	12,498	25,000	45,000
Category: 4007 - Rental Income					
<u>010-0000-372000</u>	Rental Income	47,635	31,466	69,000	130,000
<u>010-0000-372100</u>	Medea Creek Rental	27,628	30,532	28,800	28,800
Category: 4007 - Rental Income Total:		75,263	61,998	97,800	158,800
Category: 4008 - Other Revenue					
<u>010-0000-358000</u>	Tourism Admin Fee	-	3,643	5,000	5,000
<u>010-0000-391000</u>	Miscellaneous Revenue	8,980	128,400	65,000	20,000
<u>010-0000-392000</u>	Contributions	50,067	44,900	54,700	54,700
<u>010-0000-393000</u>	Cash Over/short	4	23	0	0
<u>010-0000-395000</u>	Other Reimbursements	0	11,544	1,500	1,500
<u>010-0000-395002</u>	Library Reimbursements	38,306	43,419	40,000	40,000
<u>010-0000-395004</u>	Sale Of Cdbg Funds	44,093	0	0	0
<u>010-0000-395006</u>	Beach Bus Reimbursement	7,150	5,515	5,000	5,000
<u>010-0000-395007</u>	Teen Shuttle	0	6,725	0	0
<u>010-0000-395200</u>	Loan Pmts From Rda	0	13,273	17,030	0
Category: 4008 - Other Revenue Total:		148,600	257,441	188,230	126,200
Revenue Total:		11,938,591	12,828,846	13,597,865	13,991,257
Total Revenues		11,938,591	12,828,846	13,597,865	13,991,257
Fund: 010 - GENERAL Total:		11,938,591	12,828,846	13,597,865	13,991,257



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 015 - RECREATION CENTER CAPITAL PROJ					
Category: 4003 - Intergovernmental					
<u>015-0000-334500</u>	Miscellaneous Grants	0	2,300,000	750,000	0
<u>015-0000-334531</u>	Art in Public Places Revenue	0	0	85,000	0
Category: 4003 - Intergovernmental Total:		0	2,300,000	835,000	0
Category: 4006 - Investment Income					
<u>015-0000-371000</u>	Interest Earnings	26,788	40,371	0	0
Category: 4006 - Investment Income Total:		26,788	40,371	0	0
Category: 4008 - Other Revenue					
Revenue Total:		26,788	2,340,371	835,000	0
Total Revenues		26,788	2,340,371	835,000	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:		26,788	2,340,371	835,000	0
Fund: 016 - STORM WATER CAP PROJECT FUND					
Category: 4006 - Investment Income					
<u>016-0000-371000</u>	Interest Earnings	611	963	0	0
Category: 4006 - Investment Income Total:		611	963	0	0
Category: 4008 - Other Revenue					
<u>016-0000-391000</u>	Miscellaneous Revenue	46,342	10,971	0	0
Category: 4008 - Other Revenue Total:		46,342	10,971	0	0
Revenue Total:		46,953	11,935	0	0
Total Revenues		46,953	11,935	0	0
Fund: 016 - STORM WATER CAP PROJECT FUND Total:		46,953	11,935	0	0
Fund: 017 - REYES ADOBE INTERCHAGE PROJECT					
Category: 4006 - Investment Income					
<u>017-0000-371000</u>	Interest Earnings	20	256	0	0
Category: 4006 - Investment Income Total:		20	256	0	0
Category: 4008 - Other Revenue					
<u>017-0000-334524</u>	Mta Grant - Reyes Adobe	65,911	1,011	0	0
Category: 4008 - Other Revenue Total:		65,911	1,011	0	0
Revenue Total:		65,931	1,267	0	0
Total Revenues		65,931	1,267	0	0
Fund: 017 - REYES ADOBE INTERCHAGE PROJECT Total:		65,931	1,267	0	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 018 - MEASURE R GRANT					
Category: 4003 - Intergovernmental					
<u>018-0000-333101</u>	Measure R Grant	622,650	7,043,713	8,033,704	18,830,720
Category: 4003 - Intergovernmental Total:		622,650	7,043,713	8,033,704	18,830,720
<u>018-0000-371000</u>	Interest earnings	0	3,783	0	0
Category: 4006 - Investment Income Total:		0	3,783	0	0
Revenue Total:		622,650	7,047,496	8,033,704	18,830,720
Total Revenues		622,650	7,047,496	8,033,704	18,830,720
Fund: 018 - MEASURE R GRANT Total:		622,650	7,047,496	8,033,704	18,830,720
Fund: 020 - GAS TAX					
Category: 4003 - Intergovernmental					
<u>020-0000-332600</u>	State Gas Tax 2106	75,060	76,844	85,559	73,679
<u>020-0000-332700</u>	State Gas Tax 2107	165,813	168,613	194,987	183,657
<u>020-0000-332800</u>	State Gas Tax 2107.5	5,000	5,000	5,000	5,000
<u>020-0000-332801</u>	Revenue Code Section 7360	183,734	322,878	242,315	105,933
Category: 4003 - Intergovernmental Total:		429,608	573,335	527,861	368,269
Category: 4006 - Investment Income					
<u>020-0000-371000</u>	Interest Earnings	1,525	1,605	1,000	1,000
Category: 4006 - Investment Income Total:		1,525	1,605	1,000	1,000
Category: 4008 - Other Revenue					
<u>020-0000-332500</u>	State Gas Tax 2105 Prop 111	101,189	157,621	142,817	133,615
Category: 4008 - Other Revenue Total:		101,189	157,621	142,817	133,615
Revenue Total:		532,322	732,561	671,678	502,884
Total Revenues		532,322	732,561	671,678	502,884
Fund: 020 - GAS TAX Total:		532,322	732,561	671,678	502,884
Fund: 040 - TRAFFIC SAFETY					
Category: 4005 - Fines and Penalties					
<u>040-0000-360500</u>	Vehicle Code Fines	96,721	69,024	70,000	70,000
Category: 4005 - Fines and Penalties Total:		96,721	69,024	70,000	70,000
Category: 4006 - Investment Income					
<u>040-0000-371000</u>	Interest Earnings	35	27	200	200
Category: 4006 - Investment Income Total:		35	27	200	200
Revenue Total:		96,756	69,051	70,200	70,200
Total Revenues		96,756	69,051	70,200	70,200
Fund: 040 - TRAFFIC SAFETY Total:		96,756	69,051	70,200	70,200



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 060 - PROPOSITION A					
Category: 4003 - Intergovernmental					
<u>060-0000-333200</u>	Prop A Trans Tax	361,387	348,193	365,700	360,000
<u>060-0000-334516</u>	Ab1012	103,395	103,394	122,718	86,630
Category: 4003 - Intergovernmental Total:		464,782	451,587	488,418	446,630
Category: 4004 - Charges for Services					
<u>060-0000-353000</u>	Prop A Reimbursements	294,797	614,085	58,500	60,000
Category: 4004 - Charges for Services Total:		294,797	614,085	58,500	60,000
Category: 4006 - Investment Income					
<u>060-0000-371000</u>	Interest Earnings	4,258	3,811	3,000	3,000
Category: 4006 - Investment Income Total:		4,258	3,811	3,000	3,000
Category: 4008 - Other Revenue					
<u>060-0000-391000</u>	Miscellaneous revenue	0	0	6,800	0
Category: 4008 - Other Revenue Total:		0	0	6,800	0
Revenue Total:		763,837	1,069,483	556,718	509,630
Total Revenues		763,837	1,069,483	556,718	509,630
Fund: 060 - PROPOSITION A Total:		763,837	1,069,483	556,718	509,630
Fund: 061 - PROPOSITION C					
Category: 4003 - Intergovernmental					
<u>061-0000-333400</u>	Prop C Transit Tax	299,422	290,221	305,480	295,000
Category: 4003 - Intergovernmental Total:		299,422	290,221	305,480	295,000
Category: 4006 - Investment Income					
<u>061-0000-371000</u>	Interest Earnings	1,365	2,599	500	500
Category: 4006 - Investment Income Total:		1,365	2,599	500	500
Revenue Total:		300,787	292,819	305,980	295,500
Total Revenues		300,787	292,819	305,980	295,500
Fund: 061 - PROPOSITION C Total:		300,787	292,819	305,980	295,500
Fund: 063 - MEASURE R FUND					
Category: 4003 - Intergovernmental					
<u>063-0000-333100</u>	Measure R - Local	224,551	215,542	230,000	230,000
Category: 4003 - Intergovernmental Total:		224,551	215,542	215,000	230,000
Category: 4006 - Investment Income					
<u>063-0000-371000</u>	Interest Earnings	389	877	0	0
Category: 4006 - Investment Income Total:		389	877	0	0
Revenue Total:		224,940	216,419	230,000	230,000
Total Revenues		224,940	216,419	230,000	230,000
Fund: 063 - MEASURE R FUND Total:		224,940	216,419	230,000	230,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Category: 4003 - Intergovernmental					
<u>070-0000-333000</u>	Scaqmd	24,625	25,340	26,700	26,700
Category: 4003 - Intergovernmental Total:		24,625	25,340	26,700	26,700
Category: 4006 - Investment Income					
<u>070-0000-371000</u>	Interest Earnings	414	469	300	300
Category: 4006 - Investment Income Total:		414	469	300	300
Revenue Total:		25,039	25,809	27,000	27,000
Total Revenues		25,039	25,809	27,000	27,000
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:		25,039	25,809	27,000	27,000
Fund: 110 - TRAFFIC IMPROVEMENT					
Category: 4004 - Charges for Services					
<u>110-0000-348000</u>	Traffic Improvement Fees	12,399	3,094	180,000	598,526
Category: 4004 - Charges for Services Total:		12,399	3,094	180,000	598,526
Category: 4006 - Investment Income					
<u>110-0000-371000</u>	Interest Earnings	10,307	1,434	5,000	4,000
Category: 4006 - Investment Income Total:		10,307	1,434	5,000	4,000
Revenue Total:		22,706	4,528	185,000	602,526
Total Revenues		22,706	4,528	185,000	602,526
Fund: 110 - TRAFFIC IMPROVEMENT Total:		22,706	4,528	185,000	602,526
Fund: 111 - UTILITY UNDERGROUNDING					
Category: 4006 - Investment Income					
<u>111-0000-371000</u>	Interest Earnings	1,013	727	500	500
Category: 4006 - Investment Income Total:		1,013	727	500	500
Revenue Total:		1,013	727	500	500
Total Revenues		1,013	727	500	500
Fund: 111 - UTILITY UNDERGROUNDING Total:		1,013	727	500	500
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT					
Category: 4003 - Intergovernmental					
<u>240-0000-334500</u>	Miscellaneous Grants	100,000	100,000	100,000	100,000
Category: 4003 - Intergovernmental Total:		100,000	100,000	100,000	100,000
Category: 4006 - Investment Income					
<u>240-0000-371000</u>	Interest Earnings	148	103	700	700
Category: 4006 - Investment Income Total:		148	103	700	700
Revenue Total:		100,148	100,103	100,700	100,700
Total Revenues		100,148	100,103	100,700	100,700
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:		100,148	100,103	100,700	100,700



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 250 - COMMUNITY DEV BLOCK GRANT					
Category: 4003 - Intergovernmental					
<u>250-0000-334000</u>	Cdbg	0	0	171,000	63,000
Category: 4003 - Intergovernmental Total:		0	0	171,000	63,000
Revenue Total:		0	0	171,000	63,000
Total Revenues		0	0	171,000	63,000
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:		0	0	171,000	63,000
Fund: 260 - MISCELLANEOUS GRANTS					
Category: 4003 - Intergovernmental					
<u>260-0000-334501</u>	Tda	16,651	0	30,186	16,634
<u>260-0000-334502</u>	Ca Beverage Container-recycling	6,157	5,640	0	0
<u>260-0000-334506</u>	Used Oil Grant	6,000	6,000	5,900	5,900
<u>260-0000-334517</u>	Stpl	0	85,477	209,000	122,540
<u>260-0000-334519</u>	Peg Fees	59,383	61,011	68,400	60,000
<u>260-0000-334521</u>	Recycled Asphalt Grant	51,988	0	0	74,500
<u>260-0000-334525</u>	Tda	12,474	0	0	0
<u>260-0000-334527</u>	County Medea Creek Grant	23,316	116,123	365,000	141,000
<u>260-0000-334528</u>	Energy Grant	66,061	0	0	0
<u>260-0000-334531</u>	Art In Public Places	0	1,500	14,500	0
<u>260-0000-334533</u>	Prop A Reimbursement	0	0	100,000	100,000
<u>260-0000-334534</u>	Prop 84	0	0	0	1,247,651
Category: 4003 - Intergovernmental Total:		242,031	275,752	792,986	1,768,225
Category: 4006 - Investment Income					
<u>260-0000-371000</u>	Interest Earnings	281	0	0	0
Category: 4006 - Investment Income Total:		281	0	0	0
Category: 4008 - Other Revenue					
<u>260-0000-334518</u>	Federal Appropriation	152,020	156,142	225,000	0
<u>260-0000-391000</u>	Miscellaneous Revenue	0	174,486		
Category: 4008 - Other Revenue Total:		152,020	330,628	225,000	0
Revenue Total:		394,331	606,380	1,017,986	1,768,225
Total Revenues		394,331	606,380	1,017,986	1,768,225
Fund: 260 - MISCELLANEOUS GRANTS Total:		394,331	606,380	1,017,986	1,768,225



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 300 - FINANCING AUTHORITY DEBT SERVI				
Category: 4006 - Investment Income				
<u>300-0000-371000</u> Interest Earnings	1	18	0	0
Category: 4006 - Investment Income Total:	1	18	0	0
Revenue Total:	1	18	0	0
Total Revenues	1	18	0	0
Fund: 300 - FINANCING AUTHORITY DEBT SERVI Total:	1	18	0	0
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Category: 4006 - Investment Income				
<u>305-0000-371000</u> Interest earnings	0	1,978	0	0
Category: 4006 - Investment Income Total:	0	1,978	0	0
Category: 4008 - Other Revenue				
<u>305-0000-391200</u> Debt Proceeds	0	3,675,000	0	0
<u>305-0000-391300</u> Bond Premium	0	52,984	0	0
Category: 4008 - Other Revenue Total:	0	3,727,984	0	0
Revenue Total:	0	3,729,962	0	0
Total Revenues	0	3,729,962	0	0
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total:	0	3,729,962	0	0
Fund: 390 - RDA DEBT SERVICE				
Category: 4006 - Investment Income				
<u>390-0000-371000</u> Interest Earnings	5	0	0	0
Category: 4006 - Investment Income Total:	5	0	0	0
Revenue Total:	5	0	0	0
Total Revenues	5	0	0	0
Fund: 390 - RDA DEBT SERVICE Total:	5	0	0	0
Fund: 410 - HOUSING SET ASIDE				
Category: 4006 - Investment Income				
<u>410-0000-371000</u> Interest Earnings	0	1	0	0
Category: 4006 - Investment Income Total:	0	1	0	0
Revenue Total:	0	1	0	0
Total Revenues	0	1	0	0
Fund: 410 - HOUSING SET ASIDE Total:	0	1	0	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 420 - INCLUSIONARY HOUSING IN LIEU				
Category: 4004 - Charges for Services				
420-0000-349000	In Lieu Housing	0	261,852	0
Category: 4004 - Charges for Services Total:		0	261,852	0
Category: 4006 - Investment Income				
420-0000-371000	Interest Earnings	20,834	19,580	8,000
Category: 4006 - Investment Income Total:		20,834	19,580	8,000
Revenue Total:		20,834	281,432	8,000
Total Revenues		20,834	281,432	8,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:		20,834	281,432	8,000
 Fund: 500 - FINANCING AUTHORITY CAPITAL PR				
Category: 4006 - Investment Income				
500-0000-371001	Interest Earning - Fmv Investm	(2,461)	0	0
Category: 4006 - Investment Income Total:		(2,461)	0	0
Revenue Total:		(2,461)	0	0
Total Revenues		(2,461)	0	0
Fund: 500 - FINANCING AUTHORITY CAPITAL PR Total:		(2,461)	0	0
 Fund: 520 - SOLID WASTE MANAGEMENT				
Category: 4002 - License and Permits				
520-0000-325000	Waste Hauling Permit Fee	3,500	3,003	3,250
Category: 4002 - License and Permits Total:		3,500	3,003	3,250
Category: 4006 - Investment Income				
520-0000-371000	Interest Earnings	1,381	999	1,500
Category: 4006 - Investment Income Total:		1,381	999	1,500
Category: 4008 - Other Revenue				
520-0000-391000	Miscellaneous revenue	-	-	-
520-0000-394000	Waste Hauling Surcharge	70,798	69,102	68,420
Category: 4008 - Other Revenue Total:		70,798	69,102	68,420
Revenue Total:		75,679	73,104	73,170
Total Revenues		75,679	73,104	72,750
Fund: 520 - SOLID WASTE MANAGEMENT Total:		75,679	73,104	73,170



“Civic Center – Library Courtyard”.





Mission Statement

Agoura Hills is a unique suburban community exemplified by a commitment to the preservation of its history, a high quality of life, a vibrant business community, and environmental sensitivity.

We are a city steeped in a rich historical past through which we have emerged as a vital, prosperous community committed to excellence, innovation, and sound fiscal policies. Our neighborhoods are safe, healthy, and as unique as the individuals who inhabit them.

We believe the City's greatest asset is our people and we welcome the involvement of all those who live and work in the City of Agoura Hills to partner with us in making this community one of excellence.

We are committed to preserving the unique character, historical and rural fabric, and environmental beauty that defines Agoura Hills to its residents. We will accomplish this through the values of Service, Integrity, Positive Solutions, and Cooperation.

Core Values

SERVICE – Commitment to attentiveness and genuine concern. Being always courteous, helpful, professional, and exceeding client expectations.

INTEGRITY – This includes:

- a) Accountability – Commitment to being accountable to the community we serve.
- b) Fiscal Responsibility – Commitment to practicing sound fiscal policies.

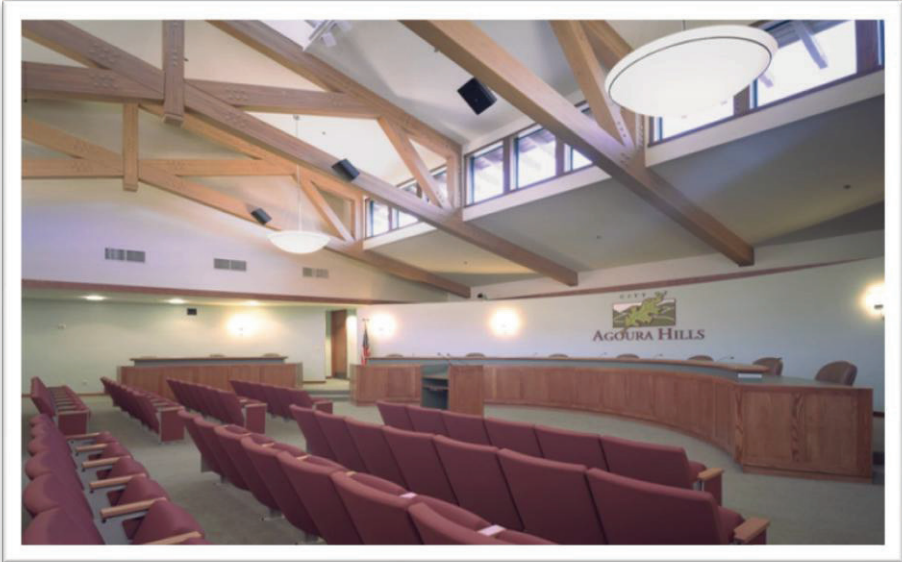
POSITIVE SOLUTIONS – Commitment to providing firm, fair, creative, timely and flexible solutions while encouraging partnerships and strong relationships with the community.

COOPERATION – This includes:

- a) Commitment to working hand-in-hand with our residents and businesses.
- b) Commitment to working co-operatively with one another to accomplish the mission of the City.
- c) Empowerment in dealing with a myriad of clients and taking responsibility for our actions.

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

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 Council-member'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

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4110 - CITY COUNCIL					
Category: 5100 - Personnel					
<u>010-4110-510400</u>	Special Pay	18,000	18,000	18,000	18,000
<u>010-4110-510401</u>	Car Allowance	12,000	12,000	12,000	12,000
<u>010-4110-510800</u>	Group Health Insurance	77,543	76,017	79,318	83,320
<u>010-4110-510900</u>	Group Dental Insurance	5,970	5,220	5,220	5,220
<u>010-4110-511200</u>	Medicare Taxes	399	352	440	440
	Category: 5100 - Personnel Total:	113,912	111,589	114,978	118,980
Category: 5400 - Materials, Supplies, and Services					
<u>010-4110-541500</u>	Travel/conferences/meeting	6,568	15,684	10,000	15,000
<u>010-4110-542000</u>	Office Supplies	0	9	0	0
<u>010-4110-542400</u>	Special Supplies	1,225	1,683	2,000	2,000
	Category: 5400 - Materials, Supplies, and Services Total:	7,793	17,376	12,000	17,000
	Department: 4110 - CITY COUNCIL Total:	121,705	128,966	126,978	135,980

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

Mission – To provide professional leadership in the executive management of the City and execution of City Council policies and provide effective municipal services through the coordination and direction of all City activities, finance and personnel.

Services - Services provided by the City Manager’s office include administering and executing City Council policy, presentation recommendations and information to enable the City Council to make decisions on matters of policy, oversight of all City Departments, administrate the City’s successor agency activities, Personnel Administration, Solid Waste, Emergency Services, Public Safety, Animal Control, and Legislative Tracking.

Service Level Trends – Like many municipalities, the City continues to be challenged by increasing service demands and costs as a result of a recovering economy. The City will need to be continually diligent as it preparing to respond to increasing demands for services within its allocation budget. The City will also need to continue to be diligent and active at various levels of government within the community to continue to seek methods and strategies to encourage economic growth and stability.

Prior Budget Accomplishments

- ❖ Concluded construction of the new Recreation and Event Center
- ❖ Assisted with Implementation of Taxi Cab Permitting Program (City Business licenses)
- ❖ Completed associated Successor Agency transition plan
- ❖ Assisted with Implementation of Community Service Days

Additional Accomplishments

- ❖ Renewed Dial-A-Ride Service Agreement

Objectives

- ❖ Implement City Council goal to maintain short and long term fiscal sustainability
- ❖ Continue to promote Local Buy Back Program and business assistance programs
- ❖ Renew Solid Waste Residential Franchise Agreement
- ❖ Review Legislative Platform for 2015
- ❖ Conclude Facilities Reserve Study (City Hall/Library)
- ❖ Complete review and update of City’s Emergency Operations Plan

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget
Number of SeeClickFix residential notifications (received)	325	204	225
Number of SeeClickFix residential notifications (resolved)	301	204	225
Number of Legislative Correspondence Prepared	2	1	2



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
<u>010-4120-510100</u>	Regular Salaries	472,355	479,998	564,691	594,214
<u>010-4120-510401</u>	Car Allowance	12,000	12,000	12,000	12,000
<u>010-4120-510402</u>	Technology Allowance	4,080	3,698	3,060	3,060
<u>010-4120-510500</u>	Vacation/sick	51,444	26,793	38,309	58,043
<u>010-4120-510600</u>	Deferred Compensation	20,592	21,955	21,021	24,577
<u>010-4120-510700</u>	Retirement	80,491	82,373	90,972	99,222
<u>010-4120-510800</u>	Group Health Insurance	59,481	57,477	57,308	80,020
<u>010-4120-510900</u>	Group Dental Insurance	6,165	5,710	5,867	6,857
<u>010-4120-511000</u>	Group Life Insurance	2,049	2,037	2,724	2,946
<u>010-4120-511100</u>	Group Disability Insurance	5,648	5,814	6,003	6,812
<u>010-4120-511200</u>	Medicare Taxes	7,814	7,591	7,814	9,115
Category: 5100 - Personnel Total:		722,119	705,446	809,768	896,866
Category: 5400 - Materials, Supplies, and Services					
<u>010-4120-541500</u>	Travel/conferences/meeting	10,054	14,019	10,000	10,000
<u>010-4120-541600</u>	Membership And Dues	485	1,379	1,480	3,000
<u>010-4120-542000</u>	Office Supplies	134	342	500	500
<u>010-4120-542200</u>	Books And Subscriptions	279	277	500	500
<u>010-4120-542400</u>	Special Supplies	1,307	1,251	500	500
<u>010-4120-542500</u>	Small Equipment	500	0	500	500
<u>010-4120-543100</u>	Mileage	94	28	500	500
Category: 5400 - Materials, Supplies, and Services Total:		12,853	17,295	13,980	15,500
Category: 5500 - Contract Services					
<u>010-4120-551000</u>	Professional Services	69,355	44,024	38,000	13,000
Category: 5500 - Contract Services Total:		69,355	44,024	38,000	13,000
Department: 4120 - CITY MANAGER Total:		804,327	766,766	861,748	925,366

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

Mission – To serve the City Council, City Manager, City staff, and the public in a courteous, responsible, and efficient manner; facilitate transparency in government by providing timely access to information, records, and legislative processes; and ensure compliance with applicable federal, state, county, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act.

Services – The City Clerk Department prepares and distributes the agenda packets of all City Council meetings, including the Financing Authority, Improvement Authority, Parking Authority, and Successor Agency to the Redevelopment Agency; administers the publication and posting of legal notices; records minute actions of the legislative body; serves as the custodian of the City’s records, archives, and legislative history; administers the citywide records management program, including records destruction; administers all municipal elections held in the City and oaths of office; maintains all statements of economic interest and campaign disclosure statement filings; maintains and updates the City’s Conflict of Interest Code; coordinates the Planning Commission recruitment process; facilitates Ethics Training; provides access to public records and information; coordinates the codification of the Agoura Hills Municipal Code; accepts service of summons, subpoenas, and other legal documents; conducts bid openings; prepares all awards, certificates and proclamations; issues parking permits; and staffs the main reception area for City Hall. In addition, the City Clerk attests, seals, and/or certifies official documents.

Service Level Trends – Service demands for this department continue to increase in the areas of research and providing information responsive to public records requests. The citywide scanning project will help provide electronic access to the City’s permanent records, which will help to reduce the hours of staff time dedicated to manually researching records maintained onsite or in offsite storage.

Prior Budget Accomplishments

- ❖ Administered the 2014 Agreement Templates Update.
- ❖ Administered the 2014 Citywide Annual Records Destruction.
- ❖ Administered the 2014 Biennial Review and Update of the City’s Conflict of Interest Code.

Additional Accomplishments

- ❖ Facilitated the 2014 Ethics Training, Pursuant to AB 1234.
- ❖ Facilitated the Strategic Plan for Citywide Scanning of Permanent Records.
- ❖ Facilitated the Agoura High School “Every 15 Minutes” filming in the Council Chambers.
- ❖ Awarded an Electronic Document Imaging (Scanning) and Indexing Services RFP.
- ❖ Commenced the Offsite Storage Electronic Document Imaging (Scanning) Project.

Objectives

- ❖ Review and Update the City’s Records Retention/Destruction Schedule.
- ❖ Administer the 2015 Citywide Annual Records Destruction.
- ❖ Facilitate an offsite City Council meeting at the AHS Performing Arts and Education Center.
- ❖ Conduct the November 2015 Municipal Election, including FPPC responsibilities.
- ❖ Facilitate the Biennial Planning Commission Appointments (Five Vacancies) Process.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 In Progress
Number of Official Records Processed	315	356	375
Number of Public Records Requests	144	157	165



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4125 - CITY CLERK					
Category: 5100 - Personnel					
<u>010-4125-510100</u>	Regular Salaries	154,845	164,647	162,001	164,120
<u>010-4125-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4125-510402</u>	Technology Allowance	540	540	540	540
<u>010-4125-510500</u>	Vacation/sick	6,606	0	6,497	6,497
<u>010-4125-510600</u>	Deferred Compensation	4,655	4,713	4,745	4,784
<u>010-4125-510700</u>	Retirement	25,851	27,421	28,785	29,892
<u>010-4125-510800</u>	Group Health Insurance	10,795	11,420	11,573	12,277
<u>010-4125-510900</u>	Group Dental Insurance	1,073	1,080	1,080	1,080
<u>010-4125-511000</u>	Group Life Insurance	651	670	862	873
<u>010-4125-511100</u>	Group Disability Insurance	1,823	1,875	1,900	1,925
<u>010-4125-511200</u>	Medicare Taxes	2,499	2,476	2,522	2,567
Category: 5100 - Personnel Total:		211,740	217,242	222,906	226,955
Category: 5400 - Materials, Supplies, and Services					
<u>010-4125-541500</u>	Travel/conferences/meeting	819	1,724	1,500	1,500
<u>010-4125-541600</u>	Membership And Dues	482	973	600	600
<u>010-4125-542000</u>	Office Supplies	491	263	500	500
<u>010-4125-542200</u>	Books And Subscriptions	2,824	6,488	5,500	5,500
<u>010-4125-542400</u>	Special Supplies	513	2,676	700	700
<u>010-4125-542600</u>	Advertising	0	0	0	0
<u>010-4125-544000</u>	Other Charges	8,704	9,301	12,000	12,000
Category: 5400 - Materials, Supplies, and Services Total:		13,833	21,425	20,800	20,800
Category: 5500 - Contract Services					
<u>010-4125-551000</u>	Professional Services	0	0	0	0
<u>010-4125-552000</u>	Contract Services	30	49,022	27,000	100,000
Category: 5500 - Contract Services Total:		30	49,022	27,000	100,000
Department: 4125 - CITY CLERK Total:		225,602	287,689	270,706	347,755

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

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

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Department: 4140 - CITY ATTORNEY				
Category: 5500 - Contract Services				
<u>010-4140-551000</u> Professional Services	154,132	89,542	155,000	155,000
<u>010-4140-552000</u> Contract Services	207,827	172,749	200,000	200,000
Category: 5500 - Contract Services Total:	361,959	262,291	355,000	355,000
Department: 4140 - CITY ATTORNEY Total:	361,959	262,291	355,000	355,000

**City of Agoura Hills
FINANCE DEPARTMENT
Department 4150**

Mission – The Department of Finance is charged with providing financial management and reporting and with oversight of the Information Technology function, for the City, and the Successor Agency.

Services - Services provided by the Finance Department include managing the City’s computer services, maintaining reliable accounting records, payment of approved warrants, financial statement reporting in compliance with Generally Accepted Accounting Principles (GAAP), and preparation of the annual budget, prudent fiscal planning, and debt administration. The cash-management function is responsible for the prudent investment of surplus funds.

Service Level Trends – As the City grows, service demands for this department continue to increase, particularly in the areas of business tax and grants management. The legislative abolishment of redevelopment agencies and implementation of ABx1 26 added to the demands of the department.

Prior Budget Accomplishments

- ❖ Published FY 2012-13 Comprehensive Annual Financial Report (CAFR) by required deadlines and received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. (June 2013)
- ❖ Prepared 2014-15 Operating and Capital Improvement Program Budget and received California Society of Municipal Finance Officers (CSMFO) Operating Budget Meritorious Award. (February 2015)
- ❖ Submitted California State Controller’s reports by applicable deadlines (October and December 2014).

Additional Accomplishments

- ❖ Received AA+ Rating from Standard and Poor’s for Agoura Hills Improvement Authority Bonds.
- ❖ Prepared all required reports by required deadlines for RDA Dissolution as required by ABx1 26.
- ❖ Successfully implemented new business tax program and new software by required deadline.

Objectives

- ❖ Publish FY 2014-15 CAFR, meeting requirements for GFOA Certificate of Achievement for Excellence in Financial Reporting.
- ❖ Prepare and implement the City’s 2015-16 Operating and Capital Improvement Program Budgets (CIP) Budgets; submit and receive CSMFO Budget Award.
- ❖ Submit five FY 2014-15 California State Controller’s Reports by applicable reporting deadlines.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget
Receive GFOA CAFR Award	Yes	In Progress	In Progress
Receive CSMFO Budget Award	Yes	Yes	In Progress
Submit California State Controller’s reports by established due dates	Yes	Yes	In Progress



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
<u>010-4150-510100</u>	Regular Salaries	177,616	185,814	165,505	185,476
<u>010-4150-510400</u>	Special Pay	3,600	3,300	3,600	3,600
<u>010-4150-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4150-510402</u>	Technology Allowance	540	413	540	540
<u>010-4150-510500</u>	Vacation/sick	12,302	11,174	8,154	12,384
<u>010-4150-510600</u>	Deferred Compensation	7,055	7,124	7,162	7,210
<u>010-4150-510700</u>	Retirement	29,520	32,591	34,114	33,752
<u>010-4150-510800</u>	Group Health Insurance	26,440	29,440	26,214	26,335
<u>010-4150-510900</u>	Group Dental Insurance	2,971	3,142	2,251	2,126
<u>010-4150-511000</u>	Group Life Insurance	882	963	1,022	986
<u>010-4150-511100</u>	Group Disability Insurance	2,037	2,241	2,251	2,174
<u>010-4150-511200</u>	Medicare Taxes	2,778	2,943	2,831	2,765
Category: 5100 - Personnel Total:		268,141	281,544	256,044	279,748
Category: 5400 - Materials, Supplies, and Services					
<u>010-4150-541500</u>	Travel/conferences/meeting	2,097	2,659	2,500	2,810
<u>010-4150-541600</u>	Membership And Dues	445	660	500	500
<u>010-4150-542000</u>	Office Supplies	360	141	750	750
<u>010-4150-542200</u>	Books And Subscriptions	175	0	500	500
<u>010-4150-542300</u>	Printing	3,936	1,704	4,500	4,500
<u>010-4150-542500</u>	Small Equipment	0	0	100	100
<u>010-4150-543100</u>	Mileage	255	252	300	300
<u>010-4150-544000</u>	Other Charges	11,442	15,517	16,750	16,000
Category: 5400 - Materials, Supplies, and Services Total:		18,710	20,934	25,900	25,460
Category: 5500 - Contract Services					
<u>010-4150-551000</u>	Professional Services	61,912	92,108	89,900	91,700
Category: 5500 - Contract Services Total:		61,912	92,108	89,900	91,700
Department: 4150 - FINANCE Total:		348,763	394,586	371,844	396,908

City of Agoura Hills
PUBLIC FACILITIES
Department 4180

Mission – To provide a safe, healthy, clean, comfortable environment for all constituents, City Council, City Staff, and visitors.

Services - 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, all of the telephone equipment used by the City, and the City fleet. Maintenance is provided by contracted companies and private contractors. The City receives a partial reimbursement for costs from the County of Los Angeles.

Service Level Trends – Maintenance continue to increase as the building systems continue to age.

Prior Budget Accomplishments

- ❖ Installation of waterless urinal systems in the City Hall and Library facilities
- ❖ Control of contractor operating cost by implementing longer term contractor agreements

Objectives

- ❖ Continue to research methods and technologies to reduce energy use
- ❖ Continue to purchase environmental friendly green products where feasible
- ❖ Complete Facility Reserve Study to assist with identification of future funding needs as it relates to city facilities and equipment
- ❖ Continue to perform preventative maintenance task at facility



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4180 - PUBLIC FACILITIES					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4180-542400</u>	Special Supplies	1,554	725	2,800	3,000
<u>010-4180-542500</u>	Small Equipment	160	144	500	500
<u>010-4180-542700</u>	Communications	20,282	20,398	25,000	20,000
<u>010-4180-542800</u>	Utilities	99,016	110,407	112,300	112,000
<u>010-4180-542801</u>	Water	11,756	11,013	12,300	12,000
<u>010-4180-543000</u>	Maintenance Buildings/group	51,723	58,677	52,700	78,000
<u>010-4180-543400</u>	Maintenance Of Equipment	11,788	14,794	44,000	30,000
<u>010-4180-543401</u>	Audio Visual Maintenance	2,065	4,646	2,500	3,000
<u>010-4180-543402</u>	Vehicle Maintenance/fuel	12,221	19,319	15,000	16,000
Category: 5400 - Materials, Supplies, and Services Total:		210,566	240,122	267,100	274,500
Category: 5500 - Contract Services					
<u>010-4180-551000</u>	Professional Services	265	376	5,500	1,000
Category: 5500 - Contract Services Total:		265	376	5,500	1,000
Category: 5600 - Capital Outlay					
<u>010-4180-568200</u>	Other Improvements	13,459	44,721	20,000	20,000
<u>010-4180-568300</u>	Equipment	11,286	3,735	10,000	30,000
Category: 5600 - Capital Outlay Total:		24,745	48,455	30,000	50,000
Department: 4180 - PUBLIC FACILITIES Total:		235,576	288,954	302,600	325,500



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4190 - NON DEPARTMENTAL					
Category: 5100 - Personnel					
<u>010-4190-510700</u>	Retirement	0	(1,475)	0	0
<u>010-4190-510800</u>	Group Health Insurance	178,037	189,900	143,500	160,000
Category: 5100 - Personnel Total:		178,037	188,425	143,500	160,000
Category: 5400 - Materials, Supplies, and Services					
<u>010-4190-541600</u>	Membership And Dues	35,528	37,386	90,735	90,735
<u>010-4190-541700</u>	Training	6,775	9,695	11,000	11,000
<u>010-4190-542000</u>	Office Supplies	9,508	4,879	7,000	7,000
<u>010-4190-542100</u>	Postage	7,242	10,777	10,000	10,000
<u>010-4190-542300</u>	Printing	2,180	3,989	3,000	3,000
<u>010-4190-542400</u>	Special Supplies	5,096	2,233	5,000	5,000
<u>010-4190-542600</u>	Advertising	4,089	8,057	5,000	5,000
<u>010-4190-542900</u>	Rents And Leases	13,404	10,644	11,000	11,000
<u>010-4190-543700</u>	Insurance And Surety Bonds	254,350	531,231	644,035	419,515
<u>010-4190-544000</u>	Other Charges	85,369	29,951	26,548	26,548
Category: 5400 - Materials, Supplies, and Services Total:		423,541	648,842	813,318	588,798
Category: 5500 - Contract Services					
<u>010-4190-551000</u>	Professional Services	111,847	96,404	58,500	58,500
<u>010-4190-551008</u>	Agoura/calabasas Communit	27,398	25,896	25,000	25,000
<u>010-4190-551009</u>	Community Participation	14,050	19,500	22,000	22,000
<u>010-4190-551010</u>	Media	3,364	17,170	14,100	14,100
<u>010-4190-552000</u>	Contract Services	24,877	26,650	30,000	25,000
Category: 5500 - Contract Services Total:		181,535	185,620	149,600	144,600
Category: 5800 - Administrative Charges					
<u>010-4190-585000</u>	Bad Debt Expenses	1,190	2,538	1,100	1,100
Category: 5800 - Administrative Charges Total:		1,190	2,538	1,100	1,100
Department: 4190 - NON DEPARTMENTAL Total:		784,303	1,025,424	1,107,518	894,498



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4195 - AUTOMATED OFFICE SYSTEMS					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4195-541500</u>	Travel/conferences/meeting	0	0	1,000	0
<u>010-4195-542000</u>	Office Supplies	6,433	5,377	8,000	8,000
<u>010-4195-542400</u>	Special Supplies	0	902	300	300
<u>010-4195-542900</u>	Rents And Leases	0	0	0	0
<u>010-4195-543400</u>	Maintenance Of Equipment	0	0	500	500
Category: 5400 - Materials, Supplies, and Services Total:		6,433	6,279	9,800	8,800
Category: 5500 - Contract Services					
<u>010-4195-551000</u>	Professional Services	45,747	10,307	19,300	21,000
<u>010-4195-552000</u>	Contract Services	129,221	101,318	153,744	158,284
Category: 5500 - Contract Services Total:		174,968	111,625	173,044	179,284
Category: 5600 - Capital Outlay					
<u>010-4195-568200</u>	Other Improvements	553	1,774	1,000	1,000
<u>010-4195-568300</u>	Equipment	74,285	193,519	89,200	75,200
Category: 5600 - Capital Outlay Total:		74,838	195,293	90,200	76,200
Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:		256,239	313,197	273,044	264,284

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

All police and fire services are provided to residents through a contract with the Los Angeles County Sheriff's 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

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Department: 4210 - LOS ANGELES COUNTY SHERIFF					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4210-542500</u>	Small Equipment	178	0	0	0
<u>010-4210-543400</u>	Maintenance Of Equipment	2,057	16,115	3,000	3,000
<u>010-4210-543700</u>	Insurance And Surety Bonds	138,462	127,340	160,500	205,000
Category: 5400 - Materials, Supplies, and Services Total:		140,696	143,456	163,500	208,000
Category: 5500 - Contract Services					
<u>010-4210-552050</u>	General Law	2,701,005	2,339,195	2,629,925	2,706,366
<u>010-4210-552051</u>	Traffic Enforcement	115,291	48,374	125,800	128,384
<u>010-4210-552052</u>	Special Events	22,003	22,726	20,000	20,000
<u>010-4210-552055</u>	Star Program	42,147	40,924	43,130	45,000
<u>010-4210-552056</u>	Community Service Officer	25,665	31,463	29,651	28,979
<u>010-4210-552057</u>	Other Sheriff Services	2,513	2,425	3,600	3,600
<u>010-4210-552058</u>	Cops Program	24,179	18,152	27,900	27,900
<u>010-4210-552059</u>	Special Enforcement Deputy	470,527	906,623	699,925	705,700
<u>010-4210-552060</u>	Sttop	29,635	28,203	31,566	32,700
<u>010-4210-552061</u>	Fingerprint Tech	25,298	25,087	24,693	25,681
Category: 5500 - Contract Services Total:		3,458,262	3,463,171	3,636,190	3,724,310
Category: 5600 - Capital Outlay					
<u>010-4210-568300</u>	Equipment	0	72,997	3,000	3,000
Category: 5600 - Capital Outlay Total:		0	72,997	3,000	3,000
Department: 4210 - LOS ANGELES COUNTY SHERIFF Total:		3,598,958	3,679,623	3,802,690	3,935,310

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

Mission – To assist the City and its citizens and businesses to prepare to respond to various disasters including earthquake, fire, hazardous material incidents, floods, transportation disasters and terrorism.

Services - Services provided by the City Manager’s office include management of the City’s mass notification Connect CTY system for emergency message dissemination, attending meetings of Disaster Management Area B Cities, oversight of the City’s CERT Disaster Response Team, coordination with the County Los Angeles Fire Department for Community Emergency Response Training classes, review and update of the City Emergency Operations Plan and Las Virgenes-Malibu Council of Government’s Multi-Hazard Mitigation Plan.

Service Level Trends – As the City grows, service demands for this department continue to increase.

Prior Budget Accomplishments

- ❖ Completed successful completion of 2014 Fall and 2015 Spring Community Emergency Response Team (CERT) training classes.
- ❖ Conducted Four-City (Agoura Hills, Calabasas, Malibu, Westlake Village) CERT Refresher Training for City CERT Volunteers – Summer 2012. 6 City volunteers participated
- ❖ CERT DRT members logged 1,467 volunteer hours in 2013 and 1,620 in 2014.

Additional Accomplishments

- ❖ Area B Cities received FY 2014-15 EMPG Grant Funding

Objectives

- ❖ Complete Review and Revise 2009 City Emergency Operations Plan
- ❖ Increase City CERT DRT membership annually (minimum 5%)
- ❖ Recertify City’s CERT DRT members Basic First Aid and AED training (Spring 2016)
- ❖ Incorporate new Geo-Mapping feature capability within the City Connect CTY system

Performance Measures	Actuals		Future Estimate
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget
Indicator			
Revised City EOP	In Progress	In Progress	Complete
Recertify City CERT DRT members basic first aid/AED training	30	0	40
Increase CERT DRT membership – (Active CERT Members)	55	60	N/A
Connect CTY – Geo-Mapping Features	N/A	Scheduled	Completed



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4215 - EMERGENCY SERVICES					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4215-541500</u>	Travel/conferences/meeting	1,137	1,142	1,100	1,200
<u>010-4215-541700</u>	Training	55	516	1,000	6,600
<u>010-4215-542300</u>	Printing	966	207	1,300	1,200
<u>010-4215-542400</u>	Special Supplies	3,548	2,590	4,000	4,435
<u>010-4215-542700</u>	Communications	3,870	7,660	5,000	5,900
Category: 5400 - Materials, Supplies, and Services Total:		9,576	12,114	12,400	19,335
Category: 5600 - Capital Outlay					
<u>010-4215-568300</u>	Equipment	3,500	2,345	1,500	4,900
Category: 5600 - Capital Outlay Total:		3,500	2,345	1,500	4,900
Department: 4215 - EMERGENCY SERVICES Total:		13,076	14,459	13,900	24,235

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

Mission – To assist the City with compliance of all County Los Angeles Animal Control mandates (e.g., LA County Title 10 - Animal Control Code) related to animal care and control, and educate residents, pet owners, etc., on properly license, care, microchip and neuter processes as necessary.

Services - All animal control services are provided to residents through a contract with the Los Angeles County Department of Animal Care & Control. The City Manager’s office manages this contract and oversee administration of the services.

Service Level Trends – Animal Control continues to educate residents on proper licensing and local laws and continues it consistent efforts to proper license all animals.

Prior Budget Accomplishments

- ❖ Renewal of Animal Licenses
- ❖ Transition of Business E-Waste Program from tri-annual collection program to annual appointment based program

Objectives

- ❖ Continue to educate pet owners on animal care and local codes
- ❖ Continue to promote proper licensing of pets
- ❖ Continue to promote pet leash laws
- ❖ Work with Animal Control to resolve all animal related complaint issues

Performance Measures Indicator	Prior Year Actuals		Future Estimate
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget
Kennel Services (Dog & Cat)	861	367	750
Kennel Services (Other Animals)	174	60	120
Animal Licenses Collected	1900	691	1700
Animal Complaints (SeeClick Fix Reported)	10	8 (ytd)	8
Animal Complaints (SeeClick Fix Resolved)	9	7 (ytd)	8
Animal Penalties Collected	161	48 (ytd)	100



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Budget	Budget
Department: 4240 - ANIMAL CONTROL				
Category: 5500 - Contract Services				
<u>010-4240-551000</u> Professional Services	118	0	500	4,000
<u>010-4240-552000</u> Contract Services	35,096	30,990	35,000	45,000
Category: 5500 - Contract Services Total:	35,213	30,990	35,500	49,000
Department: 4240 - ANIMAL CONTROL Total:	35,213	30,990	35,500	49,000

City of Agoura Hills
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
Department 4305

Mission – The department’s mission is to uphold the vision of the community to create an even better Agoura Hills. As guided by the City’s General Plan, we strive to ensure the orderly development of our city, guide and facilitate high quality projects, preserve our environment, promote the vitality of the business community, and preserve the unique character of our city and the quality of our neighborhoods.

Services - The department implements the City’s General Plan through policies and direction adopted by the City Council. The department reviews and processes various land use and development permits per the zoning ordinance and development standards; provides professional staffing to the City Council and Planning Commission on all planning matter; and assists residents and businesses with zoning and planning questions. Our department also prepares long range planning studies, monitors and participates in regional planning activities and planning studies, and conducts environmental analysis and prepares environmental documents pursuant to state law. The department is responsible for code compliance of municipal codes related to zoning violations. Our staff processes business license applications and enforces City laws pertaining to business licensing. This department is also responsible for applying for and managing various grants, including the Community Development Block Grant program. We continue to develop and maintain knowledgeable staff and are committed to delivering excellent customer service.

Service Level Trends – Development interest increased in 2014, reflective of the improved economy. Compared to 2013, this department experienced significant increase in interest and development permit applications in 2014 for new commercial projects, wireless telecommunications facilities, and new residential development. There is renewed interest in development in the Agoura Village Specific Plan area and in September 2014, the City Council conducted a special study to revisit the Specific Plan. The level of customer service will continue to improve with the addition of technological improvements and refinements to internal customer service protocol. Code compliance cases remain high but stable. The City took over the business licensing process from the County of Los Angeles in 2013 with our department responsible for coordinating business license review and issuance. The Planning and Community Development Department staff also assisted in preparation of a number of environmental documents for capital projects including the Agoura Road widening project and the Chumash Park-Medea Creek Restoration project.

Prior Budget Accomplishments

During 2013, 11 applications for residential development and 8 applications for commercial development and use permits were received. The Planning Commission took action on 15 projects and/or use permits (22 separate applications). The department received and approved 131 administrative permit applications including sign permits, film permits, temporary use permits, site plan/architectural reviews, special use permit and oak tree permits.

Additional Accomplishments

- * Williams Homes Phase I completed in 2014.
- * GPA, ZC, and ZOA for General Plan Sub-Area 5 Planning Area completed in 2014.
- * General Plan Housing Element adopted in 2013.
- * ZOA for Housing Element Implementation Measures completed in 2014.
- * Amendments to Business License Ordinance adopted in 2014.
- * MND and CUP for Agoura Hills Recreation Center approved in 2013.
- * MND for Agoura Road Widening Project completed in 2013.
- * MNDs for Kanan/Agoura Road Roundabout and Intersection completed in 2014.

Objectives

- ❖ Review projects for compliance with applicable City Codes.
- ❖ Provide City Council and Planning Commission with high quality professional staff reports consisting of sound planning analysis and recommendations.
- ❖ Complete advance planning projects including Annexation study.
- ❖ Complete application review of development projects for entitlement reviews by Planning Commission.
- ❖ Complete Zoning Ordinance Amendments as directed by City Council.
- ❖ Administer a fair and unbiased code compliance program.
- ❖ Complete environmental documentation and coordinate environmental implementation measures, including Agoura Road widening and Chumash Park-Medea Creek Restoration projects.
- ❖ Continue delivery of excellent customer service.

Performance Measures	Prior Year Actuals		Future Estimate
	Indicator	FY 2013-14 Actual	FY 2014-15 Budget
Planning Commission Action	7 projects (13 applications)	In Progress	22
Code Enforcement Cases	139 cases	In Progress	150 cases
Counter Contacts	3,577	In Progress	3,500
Business Licenses Issued	1,800	In Progress	1,800



“Chesebro Trail – Old Agoura”





City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
<u>010-4305-510100</u>	Regular Salaries	577,857	643,664	639,029	514,762
<u>010-4305-510400</u>	Special Pay	7,100	5,400	12,600	12,600
<u>010-4305-510401</u>	Car Allowance	4,800	4,800	4,800	2,400
<u>010-4305-510402</u>	Technology Allowance	540	540	540	540
<u>010-4305-510500</u>	Vacation/sick	26,602	7,894	20,059	12,921
<u>010-4305-510600</u>	Deferred Compensation	13,433	13,518	13,573	10,010
<u>010-4305-510700</u>	Retirement	96,646	108,614	115,228	95,124
<u>010-4305-510800</u>	Group Health Insurance	86,465	97,754	93,769	85,290
<u>010-4305-510900</u>	Group Dental Insurance	10,527	10,820	10,808	8,946
<u>010-4305-511000</u>	Group Life Insurance	2,965	3,203	3,451	2,780
<u>010-4305-511100</u>	Group Disability Insurance	6,846	7,427	7,604	6,126
<u>010-4305-511200</u>	Medicare Taxes	9,076	9,650	9,725	7,775
Category: 5100 - Personnel Total:		842,858	913,284	931,186	759,274
Category: 5400 - Materials, Supplies, and Services					
<u>010-4305-541500</u>	Travel/conferences/meeting	2,372	2,013	3,000	6,000
<u>010-4305-541600</u>	Membership And Dues	1,455	238	1,500	1,500
<u>010-4305-542000</u>	Office Supplies	1,844	869	1,100	1,100
<u>010-4305-542200</u>	Books And Subscriptions	722	331	500	500
<u>010-4305-542300</u>	Printing	268	498	1,000	1,000
<u>010-4305-542400</u>	Special Supplies	120	355	400	400
<u>010-4305-542500</u>	Small Equipment	150	0	100	100
<u>010-4305-542600</u>	Advertising	15,808	7,573	12,000	15,000
<u>010-4305-544000</u>	Other Charges	556	499	1,000	1,000
Category: 5400 - Materials, Supplies, and Services Total:		23,295	12,375	20,600	26,600
Category: 5500 - Contract Services					
<u>010-4305-551000</u>	Professional Services	34,209	38,091	30,000	30,000
<u>010-4305-552000</u>	Contract Services	86,607	19,719	86,000	242,000
Category: 5500 - Contract Services Total:		120,815	57,810	116,000	272,000
Department: 4305 - COMMUNITY DEVELOPMENT Total:		986,967	983,468	1,067,786	1,057,874

City of Agoura Hills
BUILDING AND SAFETY DEPARTMENT
Department 4390

Mission – To provide the highest level of customer service and professionalism and to ensure high quality of life, health and safety for those who live, work, and visit our community. Our proactive enforcement of the Building Codes which regulate the design, use, construction, safety, technical, and maintenance of all buildings and structures, helps us to achieve our high quality of life.

Services - Oversees all construction activities throughout the community. We provide plan review, permitting and inspection services to ensure all structures built in our community, meet the minimum code requirements and are safe for occupancy.

California Building Standard Commission updates and adopts the Building Codes every 3 years and allows the local jurisdiction to amend these codes based on local geologic, climatic and topographic conditions. The construction codes that the department enforces today are the 2013 California codes with few local amendments to meet the unique local conditions.

Service Level Trends – As the level of development activity remained strong through the last ½ century, it slowed dramatically during the last decade due to economy. However in recent years the construction activities have picked up. Even though the department has not experienced many “new” construction submittals but there has been an increase in residential remodels, additions, solar permits as well as commercial tenant improvements.

Prior Budget Accomplishments

- ❖ During 2014 the following number of permits were issued:
 - 1 Multi-Family Dwelling (18 units)
 - 15 new single family dwelling permits
 - 82 commercial alteration/remodel
 - 21 residential addition and 138 residential alteration/remodel permits
 - 114 solar permits, 126 Mechanical, 100 Electrical, 89 Plumbing and 27 Pool permits
 - 18 Sign permits

During 2014, a total of 369 plans were reviewed, 272 were reviewed by our consultants and 97 were reviewed in-house.

Additional Accomplishments

- ❖ Reviewed and approved City's new Recreation facility
- ❖ Successfully reviewed and adopted the new 2013 California Building Code with the local amendments
- ❖ Provided multiple trainings on the new 2013 adopted codes
- ❖ Conducted multiple outreach programs for local school and the community

Objectives

- ❖ Continue to stay abreast and knowledgeable of all new 2013 Codes
- ❖ Utilizing the new permitting software program to improve the efficiency and communication between all city departments



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4390 - BUILDING & SAFETY					
Category: 5100 - Personnel					
<u>010-4390-510100</u>	Regular Salaries	265,034	270,526	276,232	279,895
<u>010-4390-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4390-510402</u>	Technology Allowance	1,020	1,020	1,020	1,020
<u>010-4390-510500</u>	Vacation/sick	6,502	0	9,200	9,200
<u>010-4390-510600</u>	Deferred Compensation	5,460	6,986	5,460	7,067
<u>010-4390-510700</u>	Retirement	44,303	46,752	49,318	51,218
<u>010-4390-510800</u>	Group Health Insurance	39,891	39,469	40,046	50,968
<u>010-4390-510900</u>	Group Dental Insurance	2,178	2,178	2,180	2,180
<u>010-4390-511000</u>	Group Life Insurance	1,384	1,405	1,477	1,497
<u>010-4390-511100</u>	Group Disability Insurance	3,146	3,203	3,255	3,298
<u>010-4390-511200</u>	Medicare Taxes	4,039	4,044	4,178	4,255
Category: 5100 - Personnel Total:		375,357	377,984	394,766	412,998
Category: 5400 - Materials, Supplies, and Services					
<u>010-4390-541500</u>	Travel/conferences/meeting	2,336	2,831	2,360	2,360
<u>010-4390-541600</u>	Membership And Dues	1,195	713	1,150	950
<u>010-4390-542000</u>	Office Supplies	634	448	200	200
<u>010-4390-542200</u>	Books And Subscriptions	68	2,928	800	300
<u>010-4390-542300</u>	Printing	423	142	400	200
<u>010-4390-542500</u>	Small Equipment	35	0	200	200
Category: 5400 - Materials, Supplies, and Services Total:		4,690	7,061	5,110	4,210
Category: 5500 - Contract Services					
<u>010-4390-552000</u>	Contract Services	106,032	93,136	130,000	84,100
Category: 5500 - Contract Services Total:		106,032	93,136	130,000	84,100
Department: 4390 - BUILDING & SAFETY Total:		486,079	478,181	529,876	501,308

City of Agoura Hills COMMUNITY SERVICES

Department 4420- Recreation, Reyes Adobe, Recreation and Event Center, Community Services, Parks/Landscape Maintenance

Mission – The Department of Community Services is charged with providing recreation programs, community service, and cultural events that will enrich and enhance the quality of life for citizens of Agoura Hills.

Services – Recreation programs, community services, and cultural events provided by the Department of Community Services contain a multitude of classes and activities for all ages including tots, youth, teens, adults, seniors, and families. Special Events which include programs such as Reyes Adobe Days and Summer Concerts in the Park, are a major component of what is provided through the Department. The Department of Community Services is also responsible for managing the City’s transportation program, providing social services for local residents, facilitating a city-wide volunteer program, implementing Community Service programs, such as Public Safety Day and Community Service Days, maintaining the City’s playgrounds, picnic areas, ballfields, tennis courts, and recreation center. The Department is also responsible for overseeing the Reyes Adobe Historical Site which includes maintaining both the Adobe House and Barn, comprehensive volunteer docent program, educational tours and special events at the site. The Department works directly with several boards and committees, including the Cultural Arts Council, Community Services Coalition, and the Senior Advisory Committee.

Service Level Trends – As the demographics of the Agoura Hills population continues to change, the Department of Community Service is charged with keeping up with the changes in demands for programs and services.

Major Accomplishments

- ❖ Opened the new Teen Center, called it “The Garage” and had several hundred teens attend events
- ❖ Cultural Arts Council hosted successful One Man Art Show and Student Art Show that drew more than 1,000 people
- ❖ Registered over 500 members into the Senior Recreation Program

Additional Accomplishments

- ❖ Hosted a Grand Opening of the new Agoura Hills Recreation and Event Center that included a VIP Reception and a family day at the center
- ❖ Reyes Adobe Days saw more than 10,000 people in attendance throughout the weekend

Goals

- ❖ Continue to increase the amount of social services being offered to teens and seniors
- ❖ Offer multiple reservations at the new Recreation and Event Center
- ❖ Launch a new Teen Recreation Program

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget
Receive increased amount of Rental Income	Yes	Yes	In Progress
Recognize new Senior Members	Yes	Yes	In Progress
Offer teen recreation and social service	Yes	Yes	In Progress



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4420 - RECREATION					
Category: 5100 - Personnel					
<u>010-4420-510200</u>	Part-time Salaries	70,913	89,911	92,100	91,500
<u>010-4420-510700</u>	Retirement	2,738	304	6,200	0
<u>010-4420-511200</u>	Medicare Taxes	1,028	1,304	1,250	1,250
Category: 5100 - Personnel Total:		74,678	91,518	99,550	92,750
Category: 5400 - Materials, Supplies, and Services					
<u>010-4420-5421D0</u>	Postage - Seniors	900	900	900	900
<u>010-4420-5421E0</u>	Postage - Special Events	4,000	4,000	4,000	4,000
<u>010-4420-542300</u>	Printing	0	92	0	0
<u>010-4420-5423A0</u>	Printing - Classes	10,650	11,609	11,400	13,800
<u>010-4420-5423B0</u>	Printing -excursions	500	500	500	500
<u>010-4420-5423C0</u>	Printing - Camps	1,363	1,426	1,500	1,500
<u>010-4420-5423D0</u>	Printing - Seniors	4,106	4,195	4,200	7,200
<u>010-4420-5423E0</u>	Printing - Special Events	37,686	36,967	40,000	40,000
<u>010-4420-5423F0</u>	Printing - Sports	0	1,054	600	600
<u>010-4420-5423G0</u>	Printing - Teens	0	0	2,400	4,400
<u>010-4420-5423H0</u>	Printing - Comm Services	13,462	14,501	13,900	13,900
<u>010-4420-5423I0</u>	Cultural Arts	0	0	2,900	3,300
<u>010-4420-542400</u>	Special Supplies	146	324	0	0
<u>010-4420-5424A0</u>	Special Supplies - Classes	656	971	800	800
<u>010-4420-5424B0</u>	Special Supplies - Excursions	569	259	250	250
<u>010-4420-5424C0</u>	Special Supplies - Camps	2,586	5,387	5,000	5,000
<u>010-4420-5424D0</u>	Special Supplies - Seniors	4,320	6,716	5,500	5,500
<u>010-4420-5424E0</u>	Special Supplies - Spec Event	14,957	14,485	13,500	13,500
<u>010-4420-5424F0</u>	Special Supplies - Sports	3,311	5,288	1,600	1,300
<u>010-4420-5424G0</u>	Special Supplies - Teens	82	801	700	4,000
<u>010-4420-5424H0</u>	Special Supplies - Comm Ser	5,667	5,855	4,200	4,200
<u>010-4420-5424I0</u>	Special Supplies - Cultural Ar	0	0	6,300	6,300
<u>010-4420-5426C0</u>	Advertising - Camps	528	368	500	500
<u>010-4420-5426D0</u>	Advertising-seniors	311	303	400	400
<u>010-4420-5426G0</u>	Advertising-teens	0	0	0	250
<u>010-4420-5429A0</u>	Rents and Leases - Classes	0	0	2,450	5,000
<u>010-4420-5429C0</u>	Rents And Leases - Camps	4,508	0	0	0
<u>010-4420-5429F0</u>	Rents And Leases - Sports	9,844	13,512	16,300	8,000
<u>010-4420-5429G0</u>	Rents And Leases - Teens	0	0	0	900
<u>010-4420-5429H0</u>	Rents And Leases - Comm Se	1,056	2,216	2,200	2,200
<u>010-4420-5429I0</u>	Rents and Leases - Cultural A	0	0	17,800	9,800
<u>010-4420-5437D0</u>	Insurance - Seniors	500	0	0	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
<u>010-4420-5440B0</u>	Other Charges - Excursions	14,361	13,653	13,500	13,500
<u>010-4420-5440D0</u>	Other Charges - Seniors	15,614	19,751	22,000	22,000
<u>010-4420-5440F0</u>	Other Charges - Sports	4,182	1,760	1,900	1,400
<u>010-4420-5440G0</u>	Other Charges - Teens	347	0	100	8,250
Category: 5400 - Materials, Supplies, and Services Total:		156,211	166,894	197,300	203,150
Category: 5500 - Contract Services					
<u>010-4420-5510E0</u>	Professional Svcs - Spec Ever	66,886	63,508	62,000	62,000
<u>010-4420-5510H0</u>	Professional Services-comm	24,628	15,864	11,000	11,000
<u>010-4420-5510I0</u>	Professional Services - Cultur	0	0	18,300	34,800
<u>010-4420-5520A0</u>	Contract Services - Classes	60,420	67,103	89,000	96,400
<u>010-4420-5520C0</u>	Contract Services - Camps	18,993	0	1,500	1,500
<u>010-4420-5520D1</u>	Contract Services - Seniors	4,448	6,779	8,500	8,500
<u>010-4420-5520E0</u>	Contract Services-spec Event	39,041	42,289	45,500	45,500
<u>010-4420-5520F0</u>	Contract Services - Sports	5,446	0	16,000	16,000
<u>010-4420-5520G0</u>	Contract Services -teens	0	0	0	25,200
Category: 5500 - Contract Services Total:		219,862	195,543	251,800	300,900
Department: 4420 - RECREATION Total:		450,751	453,955	548,650	596,800



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Department: 4425 - REYES ADOBE					
Category: 5100 - Personnel					
<u>010-4425-510200</u>	Part-time salaries	0	2,220	3,000	7,200
<u>010-4425-511200</u>	Medicare taxes	0	32	30	140
Category: 5100 - Personnel Total:		0	2,252	3,030	7,340
Category: 5400 - Materials, Supplies, and Services					
<u>010-4425-542000</u>	Office Supplies	233	142	500	500
<u>010-4425-542300</u>	Printing	865	250	1,000	1,000
<u>010-4425-542400</u>	Special Supplies	1,587	1,459	2,200	2,200
<u>010-4425-542700</u>	Communications	1,300	1,305	1,500	1,500
<u>010-4425-543000</u>	Maintenance Buildings/group	12,707	14,196	20,000	20,000
Category: 5400 - Materials, Supplies, and Services Total:		16,693	17,351	25,200	25,200
Category: 5500 - Contract Services					
<u>010-4425-552000</u>	Contract Services	125	0	2,500	5,000
Category: 5500 - Contract Services Total:		125	0	2,500	5,000
Department: 4425 - REYES ADOBE Total:		16,818	19,603	30,730	37,540



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4426 - RECREATION CENTER					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4426-542400</u>	Special supplies	0	0	27,000	85,000
<u>010-4426-542700</u>	Communications	0	0	3,000	10,000
<u>010-4426-542800</u>	Utilities	0	0	37,000	80,000
<u>010-4426-542801</u>	Water	0	0	10,000	45,000
<u>010-4426-543000</u>	Maintenance buildings/group	0	0	28,000	87,000
Category: 5400 - Materials, Supplies, and Services Total:		0	0	105,000	307,000
Category: 5500 - Contract Services					
<u>010-4426-552000</u>	Contract services	0	0	5,000	31,000
Category: 5500 - Contract Services Total:		0	0	5,000	31,000
Category: 5600 - Capital Outlay					
<u>010-4426-568200</u>	Other improvements	0	0	5,000	6,500
<u>010-4426-568300</u>	Equipment	0	0	43,500	5,000
Category: 5600 - Capital Outlay Total:		0	0	48,500	11,500
Department: 4426 - RECREATION CENTER Total:		0	0	158,500	349,500



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4440 - COMMUNITY SERVICES					
Category: 5100 - Personnel					
<u>010-4440-510100</u>	Regular Salaries	452,162	475,756	504,533	609,367
<u>010-4440-510200</u>	Part-time Salaries	14,517	13,372	50,000	86,600.00
<u>010-4440-510300</u>	Overtime	0	0	0	0
<u>010-4440-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4440-510402</u>	Technology Allowance	2,640	2,803	3,120	3,600
<u>010-4440-510500</u>	Vacation/sick	11,229	15,558	10,665	18,126
<u>010-4440-510600</u>	Deferred Compensation	8,950	7,796	14,684	16,539
<u>010-4440-510700</u>	Retirement	76,120	82,106	90,390	104,396
<u>010-4440-510800</u>	Group Health Insurance	78,305	77,700	78,729	96,758
<u>010-4440-510900</u>	Group Dental Insurance	7,775	7,936	8,250	9,789
<u>010-4440-511000</u>	Group Life Insurance	2,347	2,429	2,245	2,794
<u>010-4440-511100</u>	Group Disability Insurance	5,340	5,565	4,948	6,156
<u>010-4440-511200</u>	Medicare Taxes	7,082	7,415	7,818	9,473
Category: 5100 - Personnel Total:		668,866	700,836	777,782	965,998
Category: 5400 - Materials, Supplies, and Services					
<u>010-4440-541500</u>	Travel/conferences/meeting	100	1,706	800	800
<u>010-4440-541600</u>	Membership And Dues	924	575	1,000	1,000
<u>010-4440-542000</u>	Office Supplies	5,877	5,732	6,000	6,000
<u>010-4440-542100</u>	Postage	9,349	14,788	14,000	14,000
<u>010-4440-542300</u>	Printing	11,916	12,442	14,200	19,200
<u>010-4440-542400</u>	Special Supplies	1,728	1,163	4,000	5,000
<u>010-4440-542700</u>	Communications	0	0	0	0
<u>010-4440-542800</u>	Utilities	10,690	10,681	5,500	0
<u>010-4440-542801</u>	Water	9,891	7,046	4,500	0
<u>010-4440-542900</u>	Rents And Leases	25,929	28,217	19,900	7,500
<u>010-4440-543000</u>	Maintenance Buildings/group	21,163	17,432	10,000	0
<u>010-4440-543100</u>	Mileage	61	112	400	400
<u>010-4440-543400</u>	Maintenance Of Equipment	0	0	0	0
<u>010-4440-544000</u>	Other Charges	11,363	10,629	12,000	12,000
Category: 5400 - Materials, Supplies, and Services Total:		108,992	110,523	92,300	65,900
Category: 5600 - Capital Outlay					
<u>010-4440-568200</u>	Other Improvements	1,110	1,502	2,500	0
<u>010-4440-568300</u>	Equipment	543	1,770	0	0
Category: 5600 - Capital Outlay Total:		1,653	3,273	2,500	0
Department: 4440 - COMMUNITY SERVICES Total:		779,511	814,631	872,582	1,031,898



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4450 - PARKS MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4450-542400</u>	Special Supplies	12,468	15,663	16,000	16,000
<u>010-4450-5424H0</u>	Special Supplies - Comm Ser	0	9,134	8,500	8,500
<u>010-4450-542800</u>	Utilities	9,799	9,944	11,200	11,200
<u>010-4450-542801</u>	Water	158,786	159,041	120,000	120,000
<u>010-4450-542900</u>	Rents And Leases	3,025	3,025	10,500	10,500
<u>010-4450-543000</u>	Maintenance Buildings/group	57,693	47,683	48,600	48,600
Category: 5400 - Materials, Supplies, and Services Total:		241,771	244,490	214,800	214,800
Category: 5500 - Contract Services					
<u>010-4450-552000</u>	Contract Services	196,542	194,741	197,500	211,500
<u>010-4450-552095</u>	Tree Maintenance In Parks	19,940	15,379	15,200	15,200
Category: 5500 - Contract Services Total:		216,482	210,120	212,700	226,700
Category: 5600 - Capital Outlay					
<u>010-4450-568200</u>	Other Improvements	0	0	20,000	0
Category: 5600 - Capital Outlay Total:		0	0	20,000	0
Department: 4450 - PARKS MAINTENANCE Total:		458,253	454,610	447,500	441,500

City of Agoura Hills

PUBLIC WORKS DEPARTMENT

Department 4505- Public Works, Traffic Safety, Storm Drain & Flood Control, Other Improvements/ Projects, Park Improvements

Mission – The department’s mission is to provide the highest standard of design, construction, operations, and maintenance of the City’s public infrastructure. We strive to ensure that public health, welfare, and safety is always preserved, and that services are provided with the highest degree of responsiveness, attention, and professionalism at all times.

Services – The services provided by the Public Works Department include administering the grading, drainage, and right-of-way components of the land development process; administering, budgeting for, and delivering infrastructure projects consistent with the approved Capital Improvement Program; overseeing the water quality program, City GIS system; facilitating the FEMA floodplain management program, general operations and maintenance of public infrastructure citywide. Provide 24-hour response for emergency situations within the public right-of-way. Apply for, and administer grants to fund infrastructure projects.

Service Level Trends – Although service level demands continue to increase with several multi-million dollar capital improvement projects, the department’s responsiveness and service level as a whole continue to remain stable. With the constant threat of diminishing state and federal revenue sources, staff has remained steadfast in producing high-quality, timely, and fiscally prudent projects. The department’s SeeClickFix system ensures that efficiency and effectiveness are constantly monitored and measured, yielding excellent results. With a full-time staff of 5, a contract City Traffic Engineer, and a handful of special operations and maintenance contracts, the department continues to meet the service needs of the Council and community-at-large with limited human and fiscal resources.

Major Prior Accomplishments

- ❖ Groundbreaking for Agoura Road Widening, Phase 2 (westerly city limit to Cornell)
- ❖ Completed design of Medea Creek Restoration Project
- ❖ Initiated design of the ultimate intersection improvement at Kanan Road and Agoura Road
- ❖ Initiated feasibility study for water quality treatment plant at County yard
- ❖ Completion of Citywide Water Quality Master Plan
- ❖ Active implementation of the SeeClickFix system

Additional Accomplishments

- ❖ Fostered cooperative effort to include over 500-feet of recycled-water mainline into Agoura Road Widening Project
- ❖ Successful relocation of multiple mature oak trees along the Agoura Road Widening Project
- ❖ Active implementation of a citywide tree and landscape maintenance program.
- ❖ Issued 214 total permits which include encroachment, oversize/wide load, newsrack, etc.
- ❖ Swept over 130 curb miles twice per month
- ❖ Approximately 1,100 trees trimmed per year.

Goals and Objectives

- ❖ Timely delivery of annual street overlay and concrete repair projects
- ❖ Complete design for Palo Comado Interchange Improvements
- ❖ Complete Construction for Agoura Road Widening Improvements Project
- ❖ Complete Construction of the Medea Creek Restoration Project
- ❖ Complete Construction of Old Agoura Park Accessibility Improvements Project
- ❖ Complete Design for Ultimate Intersection Improvements at Kanan Road and Agoura Road

- ❖ Research funding options for the Agoura Hills Regional Transit Center
- ❖ Research funding options for the Kanan Overpass Improvements Project
- ❖ Install filtration inserts in all city owned/maintained storm drain catch basins .
- ❖ Switchover Carell and Lake Lindero medians from potable to recycled water
- ❖ Successful Water Conservation Summit and Conservation Expo

Performance Measures	Prior Year Actuals	Future Estimate
Indicator	FY 2014-15	FY 2015-16 Budget
Capital projects constructed	3	~6
Development Cases processed	11	10-15
SeeClickFix items addressed	278	300-350



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
<u>010-4505-510100</u>	Regular Salaries	316,093	264,068	196,316	226,996
<u>010-4505-510200</u>	Part-time salaries	0	0	0	0
<u>010-4505-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4505-510402</u>	Technology Allowance	2,580	2,750	2,550	2,040
<u>010-4505-510500</u>	Vacation/sick	11,431	16,236	6,000	10,319
<u>010-4505-510600</u>	Deferred Compensation	11,224	10,161	11,753	10,890
<u>010-4505-510700</u>	Retirement	53,694	45,151	43,148	36,661
<u>010-4505-510800</u>	Group Health Insurance	62,936	51,002	46,319	40,163
<u>010-4505-510900</u>	Group Dental Insurance	6,723	5,600	4,963	4,517
<u>010-4505-511000</u>	Group Life Insurance	1,624	1,261	1,143	1,169
<u>010-4505-511100</u>	Group Disability Insurance	3,742	3,149	2,758	2,577
<u>010-4505-511200</u>	Medicare Taxes	4,854	4,262	3,598	3,391
	Category: 5100 - Personnel Total:	477,301	406,040	320,948	341,123
Category: 5400 - Materials, Supplies, and Services					
<u>010-4505-541500</u>	Travel/conferences/meeting	1,336	2,070	1,500	1,500
<u>010-4505-541600</u>	Membership And Dues	1,255	32	1,000	1,000
<u>010-4505-542000</u>	Office Supplies	487	399	500	500
<u>010-4505-542200</u>	Books And Subscriptions	0	177	250	250
<u>010-4505-542300</u>	Printing	809	1,963	1,500	1,500
<u>010-4505-542400</u>	Special Supplies	451	471	500	500
<u>010-4505-543400</u>	Maintenance Of Equipment	0	0	500	500
<u>010-4505-544000</u>	Other Charges	0	74	0	0
	Category: 5400 - Materials, Supplies, and Services Total:	4,337	5,188	5,750	5,750
Category: 5500 - Contract Services					
<u>010-4505-551000</u>	Professional Services	0	0	0	40,000
<u>010-4505-552000</u>	Contract Services	52,593	82,970	114,550	84,550
<u>010-4505-552002</u>	Plan Check And Inspection	23,483	29,780	55,000	50,000
<u>010-4505-552003</u>	Special Projects	0	0	9,000	0
	Category: 5500 - Contract Services Total:	76,076	112,750	178,550	174,550
	Department: 4505 - PUBLIC WORKS Total:	557,714	523,977	505,248	521,423



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Department: 4510 - TRAFFIC SAFETY				
Category: 5500 - Contract Services				
<u>010-4510-551001</u> Traffic counts/studies	0	0	0	50,000
<u>010-4510-552012</u> Traffic Signing	0	0	0	13,000
<u>010-4510-552014</u> Accident repairs	0	35,199	10,000	10,000
Category: 5500 - Contract Services Total:	0	35,199	10,000	73,000
Department: 4510 - TRAFFIC SAFETY Total:	0	35,199	10,000	73,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4520-542400</u>	Special Supplies	15,375	12,225	15,000	18,000
<u>010-4520-542800</u>	Utilities	4,344	11,897	5,000	5,000
<u>010-4520-542801</u>	Water	52,385	62,569	47,000	60,000
<u>010-4520-543000</u>	Maintenance Buildings/group	306	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:		72,410	86,691	67,000	83,000
Category: 5500 - Contract Services					
<u>010-4520-552000</u>	Contract Services	30,544	39,900	40,000	40,000
<u>010-4520-552020</u>	Street Repairs & Maintenan	8,888	10,000	10,000	40,000
<u>010-4520-552031</u>	Graffiti Removal	5,145	4,795	6,000	6,000
<u>010-4520-552032</u>	Equestrian Trail Maintenance	755	600	4,000	4,000
Category: 5500 - Contract Services Total:		45,332	55,294	60,000	90,000
Department: 4520 - LANDSCAPE MAINTENANCE Total:		117,742	141,985	127,000	173,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Department: 4525 - STORM DRAIN & FLOOD CONTROL					
Category: 5500 - Contract Services					
<u>010-4525-552040</u>	Road Cleanup After Storms	23,977	0	0	0
<u>010-4525-552041</u>	Storm Drain Maintenance	7,366	7,510	0	60,000
<u>010-4525-552042</u>	Transfer Of Storm Drains	340	0	0	0
<u>010-4525-552043</u>	Npdes Compliance	68,171	213,619	211,800	211,800
<u>010-4525-552044</u>	Storm Water Compliance	0	4,627	0	0
<u>010-4525-552045</u>	Storm Drain Inserts	0	67,586	0	100,000
Category: 5500 - Contract Services Total:		99,854	293,341	211,800	371,800
Department: 4525 - STORM DRAIN & FLOOD CONTROL Total:		99,854	293,341	211,800	371,800



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Budget	Budget
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>010-4610-600100</u> City Beautification	0	0	25,000	10,000
Category: 6000 - Other Improvements/Projects Total:	0	0	25,000	10,000
Category: 6200 - Street Improvements				
<u>010-4610-631800</u> Ladyface Court Improvem	0	0	0	150,000
Category: 6200 - Street Improvements Total:	0	0	0	150,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	0	25,000	160,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
<u>010-4620-610700</u> Park Structure	31,850	0	0	0
Category: 6000 - Other Improvements/Projects Total:	31,850	0	0	0
Department: 4620 - PARK IMPROVEMENTS Total:	31,850	0	0	0
Department: 4900 - TRANSFERS				
Category: 7010 - Transfer Out				
<u>010-4900-700000</u> Transfer Out	1,672,000	1,374,081	1,518,406	912,825
Category: 7010 - Transfer Out Total:	1,672,000	1,374,081	1,518,406	912,825
Department: 4900 - TRANSFERS Total:	1,672,000	1,374,081	1,518,406	912,825
Expense Total:	12,443,258	12,765,978	13,574,606	13,882,304
Total Revenues	0	0	0	0
Fund: 010 - GENERAL Total:	12,443,258	12,765,978	13,574,606	13,882,304



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Budget	Budget
Fund: 015 - RECREATION CENTER CAPITAL PROJ				
Department: 4180 - PUBLIC FACILITIES				
Category: 5400 - Materials, Supplies, and Services				
<u>015-4180-542000</u>	Office Supplies	0	464	0
<u>015-4180-542400</u>	Special Supplies	0	0	0
<u>015-4180-542700</u>	Communications	952	982	0
<u>015-4180-542800</u>	Utilities	5,134	4,791	5,000
<u>015-4180-542801</u>	Water	10,502	3,483	5,000
<u>015-4180-543000</u>	Maintenance Buildings/grou	7,540	4,480	3,000
	Category: 5400 - Materials, Supplies, and Services Total:	24,128	14,200	13,000
	Category: 5500 - Contract Services			
<u>015-4180-552000</u>	Contract Services	9,694	3,031	10,000
	Category: 5500 - Contract Services Total:	9,694	3,031	10,000
	Category: 5600 - Capital Outlay			
<u>015-4180-568300</u>	Equipment	0	47,925	250,000
	Category: 5600 - Capital Outlay Total:	0	47,925	250,000
	Department: 4180 - PUBLIC FACILITIES Total:	33,822	65,156	273,000
Department: 4190 - NON DEPARTMENTAL				
Category: 5500 - Contract Services				
<u>015-4190-552000</u>	Contract Services	320,673	3,704,464	5,501,001
	Category: 5500 - Contract Services Total:	320,673	3,704,464	5,501,001
	Department: 4190 - NON DEPARTMENTAL Total:	320,673	3,704,464	5,501,001
Department: 4440 - COMMUNITY SERVICES				
Category: 5600 - Capital Outlay				
<u>015-4440-568500</u>	Art	0	0	85,000
	Category: 5600 - Capital Outlay Total:	0	0	85,000
	Department: 4440 - COMMUNITY SERVICES Total:	0	0	85,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 5500 - Contract Services				
<u>015-4610-552000</u>	Contract services	0	19,804	0
	Category: 5500 - Contract Services Total:	0	19,804	0
	Category: 6000 - Other Improvements/Projects			
<u>015-4610-600800</u>	Property Acquisition	0	691,849	230,120
<u>015-4610-601500</u>	Trails	0	0	100,000
<u>015-4610-601600</u>	Trailhead	0	2,172	400,000
	Category: 6000 - Other Improvements/Projects Total:	0	694,021	730,120
	Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	713,825	730,120
	Expense Total:	354,495	4,483,445	6,589,121
	Total Revenues	0	0	0
	Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:	354,495	4,483,445	6,589,121



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

Fund: 016 - STORM WATER CAP PROJECT FUND

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Department: 4520 - LANDSCAPE MAINTENANCE				
Category: 5500 - Contract Services				
<u>016-4520-552044</u> Storm Water Compliance	17,463	37,182	0	0
Category: 5500 - Contract Services Total:	17,463	37,182	0	0
Department: 4520 - LANDSCAPE MAINTENANCE Total:	17,463	37,182	0	0
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
<u>016-4525-552041</u> Storm Drain Maintenance	0	0	20,000	0
<u>016-4525-552045</u> Storm Drain Inserts	0	130,000	0	150,000
Category: 5500 - Contract Services Total:	0	130,000	20,000	150,000
Department: 4525 - STORM DRAIN & FLOOD CONTROL Total:	0	130,000	20,000	150,000
Expense Total:	17,463	167,182	20,000	150,000
Total Revenues	0	0	0	0
Fund: 016 - STORM WATER CAP PROJECT FUND Total:	17,463	167,182	20,000	150,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Fund: 017 - REYES ADOBE INTERCHAGE PROJECT					
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
<u>017-4640-630200</u>	Reyes Adobe Interchange	17,105	0	0	0
<u>017-4640-630202</u>	Reyes Adobe Const Mgmt	9,759	0	0	0
	Category: 6200 - Street Improvements Total:	26,864	0	0	0
	Department: 4640 - STREET IMPROVEMENTS Total:	26,864	0	0	0
Department: 4900 - TRANSFERS					
Category: 7010 - Transfer Out					
<u>017-4900-700000</u>	Tansfer Out	0	51,732	0	0
	Category: 7010 - Transfer Out Total:	0	51,732	0	0
	Department: 4900 - TRANSFERS Total:	0	51,732	0	0
	Expense Total:	26,864	51,732	0	0
	Total Revenues	0	0	0	0
	Fund: 017 - REYES ADOBE INTERCHAGE PROJECT Total:	26,864	51,732	0	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 018 - MEASURE R GRANT					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
<u>018-4120-510100</u>	Regular Salaries	125,681	124,869	127,880	131,017
<u>018-4120-510700</u>	Retirement	19,480	20,228	23,060	24,211
<u>018-4120-510800</u>	Group Health Insurance	12,086	11,746	12,571	13,440
<u>018-4120-510900</u>	Group Dental Insurance	1,362	1,291	1,413	1,383
<u>018-4120-511000</u>	Group Life Insurance	465	458	691	707
<u>018-4120-511100</u>	Group Disability Insurance	1,375	1,361	1,522	1,559
<u>018-4120-511200</u>	Medicare Taxes	1,845	1,822	1,975	2,127
	Category: 5100 - Personnel Total:	162,295	161,774	169,112	174,444
	Department: 4120 - CITY MANAGER Total:	162,295	161,774	169,112	174,444
Department: 4140 - CITY ATTORNEY					
Category: 6200 - Street Improvements					
<u>018-4140-631200</u>	Agoura Road Widening	116,812	525,848	150,000	150,000
	Category: 6200 - Street Improvements Total:	116,812	525,848	150,000	150,000
	Department: 4140 - CITY ATTORNEY Total:	116,812	525,848	150,000	150,000
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
<u>018-4150-510100</u>	Regular Salaries	47,180	49,599	50,893	64,239
<u>018-4150-510700</u>	Retirement	7,612	8,285	9,177	11,870
<u>018-4150-510800</u>	Group Health Insurance	7,027	7,210	6,828	8,462
<u>018-4150-510900</u>	Group Dental Insurance	826	836	678	803
<u>018-4150-511000</u>	Group Life Insurance	234	240	275	347
<u>018-4150-511100</u>	Group Disability Insurance	538	556	606	764
<u>018-4150-511200</u>	Medicare Taxes	689	719	766	978
	Category: 5100 - Personnel Total:	64,105	67,447	69,223	87,463
	Department: 4150 - FINANCE Total:	64,105	67,447	69,223	87,463
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
<u>018-4305-510100</u>	Regular Salaries	29,780	0	0	0
<u>018-4305-510700</u>	Retirement	4,866	0	0	0
<u>018-4305-510800</u>	Group Health Insurance	3,923	0	0	0
<u>018-4305-510900</u>	Group Dental Insurance	512	0	0	0
<u>018-4305-511000</u>	Group Life Insurance	142	0	0	0
<u>018-4305-511100</u>	Group Disability Insurance	323	0	0	0
<u>018-4305-511200</u>	Medicare Taxes	434	0	0	0
	Category: 5100 - Personnel Total:	39,980	0	0	0
	Department: 4305 - COMMUNITY DEVELOPMENT Total:	39,980	0	0	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

Department: 4440 - COMMUNITY SERVICES
Category: 5100 - Personnel

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
<u>018-4440-510100</u>	Regular salaries	0	0	0	5,110
<u>018-4440-510700</u>	Retirement	0	0	0	944
<u>018-4440-510800</u>	Group health insurance	0	0	0	884
<u>018-4440-510900</u>	Group dental insurance	0	0	0	96
<u>018-4440-511000</u>	Group life insurance	0	0	0	28
<u>018-4440-511100</u>	Group disability insurance	0	0	0	61
<u>018-4440-511200</u>	Medicare taxes	0	0	0	77
	Category: 5100 - Personnel Total:	0	0	0	7,200
	Department: 4440 - COMMUNITY SERVICES Total:	0	0	0	7,200

Department: 4505 - PUBLIC WORKS
Category: 5100 - Personnel

<u>018-4505-510100</u>	Regular Salaries	188,476	231,998	193,889	207,062
<u>018-4505-510700</u>	Retirement	30,487	38,639	43,088	36,613
<u>018-4505-510800</u>	Group Health Insurance	33,351	37,842	38,754	34,336
<u>018-4505-510900</u>	Group Dental Insurance	2,121	2,525	2,723	2,099
<u>018-4505-511000</u>	Group Life Insurance	675	789	921	750
<u>018-4505-511100</u>	Group Disability Insurance	1,568	1,859	2,043	1,652
<u>018-4505-511200</u>	Medicare Taxes	2,716	3,303	3,582	3,099
	Category: 5100 - Personnel Total:	259,394	316,955	285,000	285,611
	Department: 4505 - PUBLIC WORKS Total:	259,394	316,955	285,000	285,611

Department: 4640 - STREET IMPROVEMENTS
Category: 6200 - Street Improvements

<u>018-4640-630700</u>	Chesebro Bridge	12,585	669,434	1,000,000	1,000,000
<u>018-4640-630900</u>	Kanan/Agoura Road Intersec	119,060	17,913	1,000,000	273,000
<u>018-4640-631200</u>	Agoura Road Widening	952,789	1,775,716	6,300,000	17,964,398
<u>018-4640-631201</u>	Agoura Road Project Land Ac	-	-		
	Category: 6200 - Street Improvements Total:	1,084,434	2,463,063	8,300,000	19,237,398
	Department: 4640 - STREET IMPROVEMENTS Total:	1,084,434	2,463,063	8,300,000	19,238,000
	Expense Total:	1,727,020	3,535,087	8,973,335	19,942,116
	Total Revenues	0	0	0	0
	Fund: 018 - MEASURE R GRANT Total:	1,727,020	3,535,087	8,973,335	19,942,116



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Fund: 020 - GAS TAX					
Department: 4505 - PUBLIC WORKS					
Category: 5500 - Contract Services					
<u>020-4505-552000</u>	Contract Services	110,461	67,500	67,500	67,500
Category: 5500 - Contract Services Total:		110,461	67,500	67,500	67,500
Department: 4505 - PUBLIC WORKS Total:		110,461	67,500	67,500	67,500
Department: 4510 - TRAFFIC SAFETY					
Category: 5400 - Materials, Supplies, and Services					
<u>020-4510-542800</u>	Utilities	0	34,414	12,000	34,000
Category: 5400 - Materials, Supplies, and Services Total:		0	34,414	12,000	34,000
Category: 5500 - Contract Services					
<u>020-4510-551001</u>	Traffic Counts/studies	0	0	30,000	1
<u>020-4510-552010</u>	Traffic Engineer	22,500	22,500	2,500	2,500
<u>020-4510-552011</u>	Traffic Marking And Striping	29,339	20,000	32,500	32,500
<u>020-4510-552012</u>	Traffic Signing	13,376	14,058	13,000	0
<u>020-4510-552013</u>	Signal Maintenance	0	41,779	0	0
<u>020-4510-552014</u>	Accident Repairs	2,200	2,500	0	0
Category: 5500 - Contract Services Total:		67,415	100,837	78,000	35,000
Department: 4510 - TRAFFIC SAFETY Total:		67,415	135,251	112,000	69,000
Department: 4515 - STREET MAINTENANCE					
Category: 5500 - Contract Services					
<u>020-4515-552020</u>	Street Repairs & Maintenan	44,077	45,000	47,500	47,500
<u>020-4515-552021</u>	Street Sweeping	72,907	66,286	67,000	100,000
<u>020-4515-552022</u>	Temporary Sidewalk Repairs	7,889	7,338	10,000	10,000
<u>020-4515-552028</u>	Special Street Projects	3,361	5,000	5,000	5,000
Category: 5500 - Contract Services Total:		128,234	123,624	142,500	162,500
Department: 4515 - STREET MAINTENANCE Total:		128,234	123,624	142,500	162,500
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5500 - Contract Services					
<u>020-4520-552000</u>	Contract Services	122,193	124,344	123,300	123,300
<u>020-4520-552023</u>	Street Tree Maintenance	39,193	26,223	70,000	70,000
Category: 5500 - Contract Services Total:		161,386	150,567	193,300	193,300
Department: 4520 - LANDSCAPE MAINTENANCE Total:		161,386	150,567	193,300	193,300
Department: 4525 - STORM DRAIN & FLOOD CONTROL					
Category: 5500 - Contract Services					
<u>020-4525-552045</u>	Storm Drain Inserts	0	60,376	0	0
Category: 5500 - Contract Services Total:		0	60,376	0	0
Department: 4525 - STORM DRAIN & FLOOD CONTROL Total:		0	60,376	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS					
Category: 6000 - Other Improvements/Projects					
<u>020-4610-600100</u>	City Beautification	10,000	10,000	10,000	0
Category: 6000 - Other Improvements/Projects Total:		10,000	10,000	10,000	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:		10,000	10,000	10,000	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

Department: 4640 - STREET IMPROVEMENTS

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Category: 6200 - Street Improvements					
<u>020-4640-630100</u>	Annual Sidewalk Repairs	35,847	44,980	50,000	50,000
<u>020-4640-630500</u>	Annual Overlay	208,197	0	48,205	275,960
Category: 6200 - Street Improvements Total:		244,044	44,980	98,205	325,960
Department: 4640 - STREET IMPROVEMENTS Total:		244,044	44,980	98,205	325,960
Expense Total:		721,539	592,297	588,505	818,260
Total Revenues		0	0	0	0
Fund: 020 - GAS TAX Total:		721,539	592,297	588,505	818,260



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget	
Fund: 040 - TRAFFIC SAFETY					
Department: 4220 - SCHOOL CROSSING GUARDS					
Category: 5500 - Contract Services					
<u>040-4220-551000</u>	Professional Services	66,306	54,529	70,000	70,000
Category: 5500 - Contract Services Total:		66,306	54,529	70,000	70,000
Department: 4220 - SCHOOL CROSSING GUARDS Total:		66,306	54,529	70,000	70,000
Department: 4510 - TRAFFIC SAFETY					
Category: 5500 - Contract Services					
<u>040-4510-551001</u>	Traffic Counts/studies	0	10,000	0	0
<u>040-4510-552011</u>	Traffic Marking And Striping	0	12,000	0	0
<u>040-4510-552012</u>	Traffic Signing	194	0	0	0
<u>040-4510-552013</u>	Signal Maintenance	29,949	0	0	0
Category: 5500 - Contract Services Total:		30,144	22,000	0	0
Department: 4510 - TRAFFIC SAFETY Total:		30,144	22,000	0	0
Expense Total:		96,450	76,529	70,000	70,000
Total Revenues		-	-	-	-
Fund: 040 - TRAFFIC SAFETY Total:		96,450	76,529	70,000	70,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 060 - PROPOSITION A					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
<u>060-4120-510100</u>	Regular Salaries	0	16,218	0	0
<u>060-4120-510700</u>	Retirement	0	2,635	0	0
<u>060-4120-510800</u>	Group Health Insurance	0	1,966	0	0
<u>060-4120-510900</u>	Group Dental Insurance	0	225	0	0
<u>060-4120-511000</u>	Group Life Insurance	0	71	0	0
<u>060-4120-511100</u>	Group Disability Insurance	0	161	0	0
<u>060-4120-511200</u>	Medicare Taxes	0	230	0	0
	Category: 5100 - Personnel Total:	0	21,506	0	0
	Department: 4120 - CITY MANAGER Total:	0	21,506	0	0
Department: 4420 - RECREATION					
Category: 5500 - Contract Services					
<u>060-4420-5520A0</u>	Contract Services - Classes	1,500	2,000	2,000	2,000
<u>060-4420-5520B0</u>	Recreation Transit- Excursior	15,356	14,339	15,800	16,000
<u>060-4420-5520D0</u>	Recreation Transit - Seniors	16,488	18,683	22,500	22,000
<u>060-4420-5520E0</u>	Contract Services-spec Event	4,323	6,246	6,000	5,000
<u>060-4420-5520G0</u>	Contract Services -teens	0	4,528	2,400	10,000
	Category: 5500 - Contract Services Total:	37,667	45,795	48,700	55,000
	Department: 4420 - RECREATION Total:	37,667	45,795	48,700	55,000
Department: 4440 - COMMUNITY SERVICES					
Category: 5100 - Personnel					
<u>060-4440-510100</u>	Regular Salaries	87,207	90,019	74,920	51,497
<u>060-4440-510700</u>	Retirement	14,264	15,077	13,510	9,516
<u>060-4440-510800</u>	Group Health Insurance	12,151	12,160	9,341	5,189
<u>060-4440-510900</u>	Group Dental Insurance	1,367	1,422	1,114	579
<u>060-4440-511000</u>	Group Life Insurance	446	448	289	173
<u>060-4440-511100</u>	Group Disability Insurance	1,014	1,031	637	381
<u>060-4440-511200</u>	Medicare Taxes	1,273	1,293	1,134	788
	Category: 5100 - Personnel Total:	117,721	121,451	100,945	68,123
	Department: 4440 - COMMUNITY SERVICES Total:	117,721	121,451	100,945	68,123
Department: 4510 - TRAFFIC SAFETY					
Category: 5500 - Contract Services					
<u>060-4510-552013</u>	Signal maintenance	0	6,737	0	0
	Category: 5500 - Contract Services Total:	0	6,737	0	0
	Department: 4510 - TRAFFIC SAFETY Total:	0	6,737	0	0
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5400 - Materals, Supplies, and Services					
<u>060-4520-542801</u>	Water	399	499	700	1,100
	Category: 5400 - Materals, Supplies, and Services Total:	399	499	700	1,100



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Category: 5500 - Contract Services					
<u>060-4520-552036</u>	Park & Ride Lot Maintenance	5,760	5,760	21,920	7,000
<u>060-4520-552037</u>	Bus Stop Maintenance	8,689	5,760	5,280	6,000
Category: 5500 - Contract Services Total:		14,449	11,520	27,200	13,000
Department: 4520 - LANDSCAPE MAINTENANCE Total:		14,848	12,019	27,900	14,100
Category: 5500 - Contract Services					
<u>060-4530-552080</u>	Dial A Ride	365,858	258,740	251,100	189,899
<u>060-4530-552081</u>	Beach Bus	41,472	39,878	45,000	45,000
<u>060-4530-552082</u>	Summer Shuttle Express	0	0	0	0
<u>060-4530-552083</u>	Incentive Grant	103,395	103,394	122,718	86,630
<u>060-4530-552084</u>	Staff Assistance To Mta	1,198	1,198	1,300	1,400
<u>060-4530-552085</u>	Oak Park Shuttle	0	377,306	0	0
Category: 5500 - Contract Services Total:		511,923	780,516	420,118	322,929
Category: 5600 - Capital Outlay					
<u>060-4530-568400</u>	Vehicles	41,934	44,112	0	0
Category: 5600 - Capital Outlay Total:		41,934	44,112	0	0
Department: 4530 - TRANSPORTATION Total:		553,858	824,628	420,118	322,929
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS					
Category: 5600 - Capital Outlay					
<u>060-4610-568400</u>	Vehicles	0	0	0	70,000
Category: 5600 - Capital Outlay Total:		0	0	0	70,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:		0	0	0	70,000
Expense Total:		724,094	1,032,136	597,663	530,152
Total Revenues		0	0	0	0
Fund: 060 - PROPOSITION A Total:		724,094	1,032,136	597,663	530,152



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Fund: 061 - PROPOSITION C					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
<u>061-4120-510100</u>	Regular Salaries	0	6,998	21,000	0
<u>061-4120-510700</u>	Retirement	0	1,209	0	0
<u>061-4120-510800</u>	Group Health Insurance	0	1,084	0	0
<u>061-4120-510900</u>	Group Dental Insurance	0	115	0	0
<u>061-4120-511000</u>	Group Life Insurance	0	38	0	0
<u>061-4120-511100</u>	Group Disability Insurance	0	83	0	0
<u>061-4120-511200</u>	Medicare Taxes	0	106	0	0
Category: 5100 - Personnel Total:		0	9,634	21,000	0
Department: 4120 - CITY MANAGER Total:		0	9,634	21,000	0
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
<u>061-4150-510100</u>	Regular salaries	0	0	30,400	0
<u>061-4150-510700</u>	Retirement	0	0	0	0
<u>061-4150-510800</u>	Group health insurance	0	0	0	0
<u>061-4150-510900</u>	Group dental insurance	0	0	0	0
<u>061-4150-511000</u>	Group life insurance	0	0	0	0
<u>061-4150-511100</u>	Group disability insurance	0	0	0	0
<u>061-4150-511200</u>	Medicare taxes	0	0	0	0
Category: 5100 - Personnel Total:		0	0	30,400	0
Department: 4150 - FINANCE Total:		0	0	30,400	0
Department: 4195 - AUTOMATED OFFICE SYSTEMS					
Category: 5500 - Contract Services					
<u>061-4195-551010</u>	Media	0	0	11,200	11,200
Category: 5500 - Contract Services Total:		0	0	11,200	11,200
Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:		0	0	11,200	11,200
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
<u>061-4505-510100</u>	Regular Salaries	4,000	7,206	31,750	13,150
<u>061-4505-510700</u>	Retirement	663	1,245	1,306	2,232
<u>061-4505-510800</u>	Group Health Insurance	1,056	1,807	1,127	2,111
<u>061-4505-510900</u>	Group Dental Insurance	0	0	134	244
<u>061-4505-511000</u>	Group Life Insurance	0	107	39	71
<u>061-4505-511100</u>	Group Disability Insurance	0	0	86	156
<u>061-4505-511200</u>	Medicare Taxes	57	0	110	198
Category: 5100 - Personnel Total:		5,776	10,365	34,552	18,162
Department: 4505 - PUBLIC WORKS Total:		5,776	10,365	34,552	18,162



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

Department: 4510 - TRAFFIC SAFETY
Category: 5500 - Contract Services

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
<u>061-4510-552010</u>	Traffic engineer	0	0	20,000	20,000
<u>061-4510-552013</u>	Signal maintenance	0	0	41,300	40,000
<u>061-4510-552029</u>	Pavement Management Upd	0	59,460	4,900	0
Category: 5500 - Contract Services Total:		0	59,460	66,200	60,000
Department: 4510 - TRAFFIC SAFETY Total:		0	59,460	66,200	60,000

Department: 4640 - STREET IMPROVEMENTS
Category: 6200 - Street Improvements

<u>061-4640-630500</u>	Annual Overlay	0	0	352,359	20,000
<u>061-4640-631100</u>	Bus Pad Installation	40,000	49,240	0	0
Category: 6200 - Street Improvements Total:		40,000	49,240	352,359	20,000
Department: 4640 - STREET IMPROVEMENTS Total:		40,000	49,240	352,359	20,000
Expense Total:		45,776	128,699	515,711	109,362
Total Revenues		0	0	0	0
Fund: 061 - PROPOSITION C Total:		45,776	128,699	515,711	109,362



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget	
Fund: 063 - MEASURE R FUND					
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
063-4640-630500	Annual Overlay	389,041	0	420,560	249,000
Category: 6200 - Street Improvements Total:		389,041	0	420,560	249,000
Department: 4640 - STREET IMPROVEMENTS Total:		389,041	0	420,560	249,000
Expense Total:		389,041	0	420,560	249,000
Total Revenues		0	0	0	0
Fund: 063 - MEASURE R FUND Total:		389,041	0	420,560	249,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget	
Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Department: 4190 - NON DEPARTMENTAL					
Category: 5600 - Capital Outlay					
070-4190-568300	Equipment	0	46,244	60,000	0
Category: 5600 - Capital Outlay Total:		0	46,244	60,000	0
Category: 5800 - Administrative Charges					
070-4190-580000	Administrative Service Chrg	1,200	1,200	1,200	1,200
Category: 5800 - Administrative Charges Total:		1,200	1,200	1,200	1,200
Department: 4190 - NON DEPARTMENTAL Total:		1,200	47,444	61,200	1,200
Department: 4505 - PUBLIC WORKS					
Category: 5500 - Contract Services					
070-4505-552000	Contract Services	15,695	0	0	0
Category: 5500 - Contract Services Total:		15,695	0	0	0
Department: 4505 - PUBLIC WORKS Total:		15,695	0	0	0
Expense Total:		16,895	47,444	61,200	1,200
Total Revenues		0	0	0	0
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:		16,895	47,444	61,200	1,200



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 110 - TRAFFIC IMPROVEMENT				
Department: 4640 - STREET IMPROVEMENTS				
Category: 5500 - Contract Services				
<u>110-4640-551000</u> Professional Services	0	5,000	15,000	0
Category: 5500 - Contract Services Total:	0	5,000	15,000	0
Category: 6200 - Street Improvements				
<u>110-4640-630200</u> Reyes Adobe Interchange	0	646	0	0
<u>110-4640-630800</u> Kanan/101 Interchange	4,200	1,777	0	0
<u>110-4640-631700</u> Canwood Street Improvement	0	23,853	0	0
Category: 6200 - Street Improvements Total:	4,200	26,277	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	4,200	31,277	15,000	0
Department: 4900 - TRANSFERS				
Category: 7010 - Transfer Out				
<u>110-4900-700000</u> Transfer Out	272,522	0	0	0
Category: 7010 - Transfer Out Total:	272,522	0	0	0
Department: 4900 - TRANSFERS Total:	272,522	0	0	0
Expense Total:	276,721	31,277	15,000	0
Total Revenues	0	0	0	0
Fund: 110 - TRAFFIC IMPROVEMENT Total:	276,721	31,277	15,000	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget		
Fund: 111 - UTILITY UNDERGROUNDING						
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS						
Category: 5500 - Contract Services						
111-4610-551000		Professional Services	0	71,529	0	0
Category: 5500 - Contract Services Total:			0	71,529	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:			0	71,529	0	0
Expense Total:			0	71,529	0	0
Total Revenues			0	0	0	0
Fund: 111 - UTILITY UNDERGROUNDING Total:			0	71,529	0	0



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT				
Department: 4210 - LOS ANGELES COUNTY SHERIFF				
Category: 5400 - Materials, Supplies, and Services				
<u>240-4210-542500</u> Small Equipment	694	189	4,866	4,866
Category: 5400 - Materials, Supplies, and Services Total:	694	189	4,866	4,866
Category: 5500 - Contract Services				
<u>240-4210-552051</u> Traffic Enforcement	14,189	14,189	14,189	14,189
<u>240-4210-552054</u> Juvenile Intervention Program	80,955	80,955	80,945	80,945
<u>240-4210-552055</u> Star Program	0	3,720	0	0
Category: 5500 - Contract Services Total:	95,144	98,864	95,134	95,134
Department: 4210 - LOS ANGELES COUNTY SHERIFF Total:	95,838	99,054	100,000	100,000
Expense Total:	95,838	99,054	100,000	100,000
Total Revenues	0	0	0	0
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:	95,838	99,054	100,000	100,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 250 - COMMUNITY DEV BLOCK GRANT				
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>250-4610-600800</u> Property Acquisition	0	0	119,000	0
Category: 6000 - Other Improvements/Projects Total:	0	0	119,000	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	0	119,000	0
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
<u>250-4620-610300</u> Park Improvements	0	0	0	115,000
Category: 6000 - Other Improvements/Projects Total:	0	0	0	115,000
Department: 4620 - PARK IMPROVEMENTS Total:	0	0	0	115,000
Expense Total:	0	0	119,000	115,000
Total Revenues	0	0	0	0
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:	0	0	119,000	115,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
Fund: 260 - MISCELLANEOUS GRANTS					
Department: 4120 - CITY MANAGER					
Category: 5500 - Contract Services					
<u>260-4120-551040</u>	Oil Grant	6,000	6,000	6,000	6,000
<u>260-4120-551041</u>	Beverage Grant	6,157	5,640	5,640	5,640
Category: 5500 - Contract Services Total:		12,157	11,640	11,640	11,640
Department: 4120 - CITY MANAGER Total:		12,157	11,640	11,640	11,640
Department: 4190 - NON DEPARTMENTAL					
Category: 5500 - Contract Services					
<u>260-4190-551000</u>	Professional Services	0	0	0	0
<u>260-4190-551010</u>	Media	59,383	61,011	49,388	49,388
Category: 5500 - Contract Services Total:		59,383	61,011	49,388	49,388
Department: 4190 - NON DEPARTMENTAL Total:		59,383	61,011	49,388	49,388
Department: 4440 - COMMUNITY SERVICES					
Category: 5600 - Capital Outlay					
<u>260-4440-568500</u>	Art	0	1,500	14,500	0
Category: 5600 - Capital Outlay Total:		0	1,500	14,500	0
Department: 4440 - COMMUNITY SERVICES Total:		0	1,500	14,500	0
Department: 4450 - PARKS MAINTENANCE					
Category: 5600 - Capital Outlay					
<u>260-4450-568200</u>	Other Improvements	0	0	100,000	100,000
Category: 5600 - Capital Outlay Total:		0	0	100,000	100,000
Department: 4450 - PARKS MAINTENANCE Total:		0	0	100,000	100,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS					
Category: 6200 - Street Improvements					
<u>260-4610-631300</u>	Medea Creek Repair	23,316	104,625	0	0
Category: 6200 - Street Improvements Total:		23,316	104,625	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:		23,316	104,625	0	0
Department: 4620 - PARK IMPROVEMENTS					
Category: 6000 - Other Improvements/Projects					
<u>260-4620-610900</u>	Old Agoura Park Improve	0	0	0	0
Category: 6000 - Other Improvements/Projects Total:		0	0	0	0
Department: 4620 - PARK IMPROVEMENTS Total:		0	0	0	0
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
<u>260-4640-630100</u>	Annual Sidewalk Repairs	16,651	0	30,186	16,000
<u>260-4640-630500</u>	Annual Overlay	51,988	85,477	174,000	197,040
<u>260-4640-630600</u>	Yb Sidewalk Repair	0	174,487	0	0
<u>260-4640-631000</u>	Signal Sync	2,306	0	0	0
<u>260-4640-631300</u>	Medea Creek Repair	0	11,498	160,000	1,388,651
<u>260-4640-631600</u>	Roadside Bridge Widening	152,020	122,249	225,000	0
Category: 6200 - Street Improvements Total:		222,965	393,712	589,186	1,601,691
Department: 4640 - STREET IMPROVEMENTS Total:		222,965	393,712	589,186	1,601,691



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

Department: 4900 - TRANSFERS
Category: 7010 - Transfer Out

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Budget	Budget
<u>260-4900-700000</u>	Transfer Out	16,672	0	32,000	0
	Category: 7010 - Transfer Out Total:	16,672	0	32,000	0
	Department: 4900 - TRANSFERS Total:	16,672	0	32,000	0
	Expense Total:	334,493	572,488	796,714	1,762,719
	Total Revenues	0	0	0	0
	Fund: 260 - MISCELLANEOUS GRANTS Total:	334,493	572,488	796,714	1,762,719



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Budget	Budget
Fund: 300 - FINANCING AUTHORITY DEBT SERVI				
Department: 4180 - PUBLIC FACILITIES				
Category: 5500 - Contract Services				
<u>300-4180-551000</u> Professional Services	2,420	3,120	0	0
<u>300-4180-552000</u> Contract Services	1,200	0	4,000	8,568
Category: 5500 - Contract Services Total:	3,620	3,120	4,000	8,568
Category: 5700 - Debt Service				
<u>300-4180-570100</u> Debt Service - Principal	195,000	200,000	210,000	210,000
<u>300-4180-570200</u> Debt Service - Interest Paid	473,231	465,431	457,432	457,432
Category: 5700 - Debt Service Total:	668,231	665,431	667,432	667,432
Department: 4180 - PUBLIC FACILITIES Total:	671,851	668,551	671,432	676,000
Expense Total:	671,851	668,551	671,432	676,000
Total Revenues	0	0	0	0
Fund: 300 - FINANCING AUTHORITY DEBT SERVI Total:	671,851	668,551	671,432	676,000



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Budget	Budget
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Department: 4180 - PUBLIC FACILITIES				
Category: 5700 - Debt Service				
<u>305-4180-570100</u>	Debt Service - Principal	0	0	70,000
<u>305-4180-570200</u>	Debt Service - Interest Paid	0	170,825	170,825
<u>305-4180-570400</u>	Cost Of Issuance	0	0	0
<u>305-4180-570500</u>	Misc Costs	0	0	0
	Category: 5700 - Debt Service Total:	0	170,825	240,825
Category: 5800 - Administrative Charges				
<u>305-4180-580000</u>	Administrative Service Chrg	0	0	0
	Category: 5800 - Administrative Charges Total:	0	0	0
	Department: 4180 - PUBLIC FACILITIES Total:	0	170,825	240,825
Department: 4900 - TRANSFERS				
Category: 7010 - Transfer Out				
<u>305-4900-700000</u>	Transfer Out	0	697,279	0
	Category: 7010 - Transfer Out Total:	0	697,279	0
	Department: 4900 - TRANSFERS Total:	0	697,279	0
	Expense Total:	0	868,104	240,825
	Total Revenues	0	0	0
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total:	0	2,621,022	868,104	240,825

City of Agoura Hills
SOLID WASTE MANAGEMENT
Department 520

Mission – To assist the City with compliance of all Statewide mandates (e.g., AB 939, SB 314, etc.) related to solid waste diversion from local landfills, encourage residents and business to recycle to the maximum extent practicable, and provide residents and business a wide variety of programs available to properly dispose of household hazardous and electronic waste items.

Services - Services provided by the City Manager’s office include administration of all City solid waste programs, franchise agreements, solid waste commercial collection permits, CalRecycle Used Oil Collection and Beverage Container grants, Business Electronic Waste Collection Program, response to inquires on all matters related to solid waste and recycling.

Service Level Trends – As the California Legislature continue to strive to increase the current mandated statewide solid waste diversion (50%) from local landfills to the 75% statewide goal, the City must review existing programs and developed additional programs to assist the City with continued compliance with solid waste reduction mandates.

Prior Budget Accomplishments

- ❖ City reported overall solid waste diversion rate of 58% to CalRecycles.
- ❖ Implemented new Business Electronic Waste Program

Additional Accomplishments

- ❖ Successful award of CalRecycle Oil Payment Program Grant 4 Funding (FY 2013-14) \$5882, Oil Payment Program Grant 5 (FY2014-15) \$6,000, and Cal Recycle Beverage Container Grant Funding FY 2013-14 - \$5,679 and FY 2014-15 - \$5,601.
- ❖ Transition of Business E-Waste Program from tri-annual collection program to annual appointment based program
- ❖ CalRecycle approval of 2013 Solid Waste Annual Report
- ❖ CalRecycle approval of 2014 Solid Waste Annual Report

Objectives

- ❖ Review potential of increasing Construction Demolition program threshold (50%) to enhance city’s overall solid waste solid waste diversion.
- ❖ Re-Negotiate Residential Franchise Agreement
- ❖ Continue to promote the collection of used oil and paint
- ❖ Continue to promote collection of electronic and universal waste from residents and businesses
- ❖ Continue to promote residential recycling

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget
Review C&D Threshold	In Progress	In Progress	Complete
**Total Used Oil/Paint Collected (gal.)	2,721	2,162	
**Total Electronic/Universal Waste Collected (lbs.)	7,122	7,932	
** Total Recyclables collected (tons)	3,515	3,813	
** based on voluntary participation by residents and businesses.			



City of Agoura Hills

FINAL BUDGET

F/Y 2012-13 to 2015-16

		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Fund: 520 - SOLID WASTE MANAGEMENT					
Department: 4395 - SOLID WASTE MANAGEMENT					
Category: 5400 - Materials, Supplies, and Services					
<u>520-4395-542300</u>	Printing	0	305	3,360	3,500
<u>520-4395-542400</u>	Special supplies	0	0	3,800	4,000
Category: 5400 - Materials, Supplies, and Services Total:		0	305	7,160	7,500
Category: 5500 - Contract Services					
<u>520-4395-552000</u>	Contract Services	43,618	47,715	38,350	55,000
Category: 5500 - Contract Services Total:		43,618	47,715	38,350	55,000
Category: 5800 - Administrative Charges					
<u>520-4395-580000</u>	Administrative Service Charge	47,000	47,000	47,000	47,000
Category: 5800 - Administrative Charges Total:		47,000	47,000	47,000	47,000
Department: 4395 - SOLID WASTE MANAGEMENT Total:		90,618	95,020	92,510	109,500
Expense Total:		90,618	95,020	92,510	109,500
Total Revenues		0	0	0	0
Fund: 520 - SOLID WASTE MANAGEMENT Total:		90,618	95,020	92,510	109,500

Item	Project Name	Funding Source	5-Year Total Funding Amount	Fiscal Year 2014/2015	Fiscal Year 2015/2016	Fiscal Year 2016/2017 (Year 10)	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020
1	Annual Citywide Street Resurfacing	General Fund	30,000		30,000				
		Grant/RAC	114,500		74,500	40,000			
		Gas Tax	288,500	48,205	288,500				
		Measure R	1,077,000	420,560	237,000	210,000	210,000	210,000	210,000
		Proposition C	750,000	352,359	20,000	330,000	400,000		
		STP-L	366,540	209,000	122,540	61,000	61,000	61,000	61,000
		Total	2,626,540	1,030,124	772,540	641,000	671,000	271,000	271,000
2	Annual Concrete Repair Program	Gas Tax	250,000	50,000	50,000	50,000	50,000	50,000	50,000
		TDA	80,000	30,186	16,000	16,000	16,000	16,000	16,000
		Total	330,000	80,186	66,000	66,000	66,000	66,000	66,000
3	Palo Comado Interchange Design Construction Construction	Measure R	0		250,000				
		Fund Source To Be Determine	1,500,000		1,500,000				
		Measure R	4,510,000		750,000				
		Fund Source To Be Determine	10,990,000		10,990,000				
		Total	17,000,000	0	2,500,000	14,750,000	0	0	0
4	Agoura Road Widening Design (PAED,PS&E) ROW Construction & CM	Measure R	225,000	895,000	75,000	75,000	75,000		
		Measure R	250,000	550,000	250,000	0	0		
		Measure R	17,665,000	4,000,000	17,640,000	25,000	0		
		Total	18,140,000	5,445,000	17,965,000	100,000	75,000	0	0
		Measure R	273,000	25,000	273,000				
5	Kanan/Agoura Intersection Design ROW Construction	Measure R	400,000		400,000				
		Measure R	2,200,000		2,200,000				
		Total	2,873,000	25,000	673,000	1,100,000	1,100,000	0	0
		GF	100,000		100,000				
		Stormwater Fund	390,000	0	150,000	120,000	120,000	0	0
6	Catch Basin Inserts (TMDL)	Total	490,000	0	250,000	120,000	120,000	0	0
		Grant/Toll Credits	174,500	225,000	174,500				
		Grant/Toll Credits	1,770,700		1,770,700				
		Total	1,945,200	225,000	174,500	1,770,700	0	0	0
7	Roadside Bridge Widening PE/Design Construction	LA County Grant	365,000		365,000				
		Prop 84 Grant	1,218,750		1,218,750				
		Total	1,583,750	0	1,583,750	0	0	0	0
8	Medea Creek Naturalization Feasibility/Enviro/PS&E Construction	LA County Grant	365,000		365,000				
		Prop 84 Grant	1,218,750		1,218,750				
	Total	1,583,750	0	1,583,750	0	0	0	0	

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.



OFFICER/EMPLOYEE/OFFICIAL RESPONSIBILITY AND FRAUD PREVENTION POLICY AND PROTOCOL

1. PURPOSE

The City of Agoura Hills is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, vendors, agents, or its own employees, to gain financial or other benefits by deceit. It is also designed to protect its staff from false allegations.

This Policy and Protocol addresses specific guidelines and responsibilities regarding appropriate actions for detecting, reporting, and investigating fraud or other similar irregularities.

2. APPLICABILITY

This Policy and Protocol applies to Councilmembers, all employees of the City of Agoura Hills, and to employees of local boards, agencies, and commissions over which Council has authority to require general procedures to be followed.

3. POLICY

The City of Agoura Hills will identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City of Agoura Hills and, when appropriate, pursue legal remedies available under the law.

The City of Agoura Hills will take appropriate disciplinary and legal actions against employees and/or entities, to include the possibility of termination of employment or contract, restitution, and forwarding information to the appropriate authorities for criminal prosecution, as appropriate.

This Policy and Protocol will attempt to clarify acts that are considered to be fraudulent, and describe the steps to be taken when fraud or other related irregularities are suspected or have occurred. This statement also includes the procedures to follow in accounting for missing funds, restitution, and recoveries.

4. DEFINITION

Fraud: For the purposes of this Policy and Protocol, fraud encompasses any array of irregularities and illegal acts characterized by intentional deception. Dishonest or fraudulent activities include, but are not limited to, the following:

- Forgery or alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, etc.)
- Intentional misrepresentation of information by an individual
- Intentional misrepresentation of information on documents
- Misappropriation of funds, securities, supplies, or any other asset
- Unauthorized use, disappearance, or destruction of City property, equipment, materials or records
- Improprieties in the handling or reporting of money transactions
- Authorization or receipt of payments for goods not received or services not performed
- Authorization or receipt of payment for hours not worked
- Any claim for reimbursement of expenses that are not made for the exclusive benefit of the City
- Any apparent violation of Federal, State, or local laws related to dishonest activities or fraud
- Any similar or related activity

5. MANAGEMENT RESPONSIBILITY

Each department head is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities.

Management should be familiar with the types of improprieties that might occur in their area and be alert to any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her operational area.

Upon notification from an employee of suspected fraud, or if management has reason to suspect that a fraud has occurred, he/she will contact their immediate supervisor and the department head. The department head will contact the Assistant City Manager. If the Assistant City Manager position does not exist, the City Manager will designate an alternate position. If the Assistant City Manager is suspected of fraud, the employee should contact the City Manager, and the City Manager will conduct the investigation. If the City Manager is suspected of fraud, the City Attorney on behalf of the City Council, will conduct the investigation. If a City Councilmember is suspected, the City Manager will conduct the investigation. The department head will also immediately contact the

Sheriff's Department if he/she feels the situation warrants such action (for example, obvious theft has taken place, security is at risk, or immediate recovery is possible). After informing the Assistant City Manager of the matter, management will not attempt to conduct individual investigations, interviews, or interrogations.

Management will support and co-operate with the Assistant City Manager, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including prosecution of offenders.

The Assistant City Manager will have full and unrestricted access to all necessary City records and personnel. Upon completion of the investigation, including all legal and personnel actions, any records, documents, and other evidentiary material will be returned by the Assistant City Manager to the appropriate department(s).

All furniture and contents, including employee desks and computers, are open to inspection when there is a reasonable suspicion of a dishonest or fraudulent activity, which makes such inspection appropriate. There is no assumption of privacy in such cases. Every effort will be made to effectively recover any of the City's losses.

Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid the following:

- Incorrect accusations;
- Alerting suspected individuals/companies that an investigation is underway;
- Treating employees/third parties unfairly; or
- Making statements that could lead to claims of false accusations or other offenses. Employees who knowingly or negligently make false accusations may be subject to disciplinary action.

All participants in a fraud investigation will keep the details and results of the investigation confidential. However, the Assistant City Manager, in consultation with City Attorney, may disclose particulars of the investigation with potential witnesses/personnel if such disclosure would further the investigation.

Responsibilities of the manager in handling dishonest or fraudulent activities include the following:

- Do not contact the suspected individual to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone outside the City, unless specifically directed to do so by the Assistant City Manager or City Attorney.
- Do not discuss the case with anyone inside the City other than employees who have a need to know, such as the Assistant City Manager.

- Direct all inquiries from the suspected individual/company or his/her/its representative/attorney to the City Manager.
- Direct all inquiries from the media to the City Manager’s Office. A proper response to such an inquiry might be, “I’m not at liberty to discuss this matter. Let me refer you to the City Manager’s Office”. The City Manager’s Office will determine the appropriate media messages and identify an appropriate City spokesperson, as required.
- Take appropriate corrective and disciplinary action after consulting with the City Manager.

6. EMPLOYEE RESPONSIBILITIES

When suspected fraudulent incidents or practices are observed by, or made known to, an employee, the following will be done:

- The incident or practice must be reported to his/her supervisor for reporting to the proper management official. When the employee believes the supervisor may be involved in the inappropriate activity, the employee will make the report directly to a higher level of management and/or the Sheriff’s Department.
- The reporting employee will refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone other than his/her supervisor, the Assistant City Manager/City Manager, and/or law enforcement personnel.

7. INVESTIGATION

The Assistant City Manager will carry out an initial review. If the Assistant City Manager is suspected of fraud, the City Manager will conduct the initial review. After this review is completed, a determination of whether the suspected fraud warrants additional investigation by the Assistant City Manager will be made. As warranted, the Assistant City Manager will inform Risk Management of a pending investigation.

A prompt investigation will be conducted to include detailed analyses of available records. The audit investigation requires the full co-operation of the departmental personnel. The Assistant City Manager will proceed as follows, if evidence is uncovered showing possible dishonest or fraudulent activities:

- The Assistant City Manager will discuss the findings and recommendations for prevention of future similar occurrences with management and appropriate administrators. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.

- The Assistant City Manager will meet with Human Resources to determine if disciplinary actions should be taken.
- The Assistant City Manager will notify the City Manager.
- The Assistant City Manager will notify the Finance Committee as appropriate.
- If illegal activity appears to have occurred, the Assistant City Manager, in consultation with the City Attorney, will report the findings to the Sheriff's Department.
- The Assistant City Manager will contact Risk Management to coordinate the notification of insurers and the filing of insurance claims.
- The Assistant City Manager will report to the external auditors of the City all information relating to investigations of actual frauds.

The Assistant City Manager is available and receptive to receiving relevant information on a confidential basis to the extent allowed by law. Individuals have the right to contact the Assistant City Manager directly whenever a dishonest or fraudulent activity is suspected.

8. RELATED POLICIES

This Policy and Protocol is designed to augment any other corporate policies containing related information. It does not replace or preclude them. To the extent that this Policy and Protocol may conflict with any other corporate policies containing related information, this Policy and Protocol will take precedence to the extent only of such conflict.

9. COMPLIANCE

Failure of staff to comply with this Fraud Policy and Protocol could result in disciplinary action.



BALANCED BUDGET POLICY

PURPOSE

This policy establishes the definition of a balanced budget for the City.

POLICY

The City will maintain a balanced budget. This means that:

1. The City's operating budget is the General Fund budget.
2. Operating revenues must fully cover operating expenditures, including debt service.
3. Under this policy, it is allowable for total expenditures to exceed revenues in a given year: however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time", non-recurring expenditures.
4. Ending fund balance must meet the minimum policy levels as defined by Council Resolution.



DEBT MANAGEMENT POLICY

I. PURPOSE

This policy establishes the proper and orderly issuance of debt for the purpose of achieving the City Council's goals and objectives. The purpose of this Debt Policy is to ensure that the City's bonded indebtedness is incurred and administered in a prudent financial manner. A decision by the City Council to incur bonded indebtedness is one of its most important decisions. Bond investors are going to purchase the City's bonds with the absolute expectation that the City will honor its promise to pay the annual debt service without exception for the 25-to-30 year life of the bonds. Conduit bonds, for which the City has no financial responsibility, will require the same level of scrutiny prior to bond issuance. A decision to incur bonded indebtedness, also incurs the ongoing annual responsibility for the payment of debt service, annual State and Federal reporting requirements and the obligation to address any problems which may arise for as long as the bonds are still in existence.

Although this policy addressed bonded indebtedness, these same policy concerns can be directed to a bank loan or an internal inter-fund loan.

II. GENERAL MANAGEMENT POLICIES

The City will provide for a periodic review of its financial performance, and review its performance relative to the financial policies outlined herein. These financial policies will be taken into account during the capital planning, and budgeting process.

- In recognition of periodic changes in the cost of providing service to citizens, service costs and fees will be reviewed annually and adjusted commensurately.
- The City will present any proposed adjustments to existing fees and charges at public meetings, and will consider recommendations and input from the public as it relates to such proposed changes.
- Necessary appropriations for annual debt service requirements will be routinely included in the City's annual budget.
- The City will maintain proactive communication with the investment community, including rating agencies, credit enhancers and investors, to ensure future capital market access at the lowest possible rates.

II. FINANCIAL MANAGEMENT POLICIES

- The City will evaluate financing for each capital project on a case-by-case basis. The City will seek to pay for all capital projects from current revenues and available reserves prior to or in combination with the use of debt. The evaluation should include (a) determination that the capital project is eligible for bond financing, (b) identification of the sources of financing for the project other than bond financing, (c) identification of the total cost of the capital project including its construction cost, cost of furnishings fixtures and equipment (d) analysis of the municipal bond market, including economic and interest rate trends, (e) identification of alternative bond structures, option to use bond insurance and the information needed by rating agencies and the disclosure requirements of the Official Statement (f) the timing of when the City should enter the bond market.
- The term of a bond issue is not-to-exceed the useful life of the capital project that is being financed. The bonds are to be sold at competitive Sale; however, the city reserves the option of pursuing a Negotiated Sale if the proposed financing of the Capital Project is unusual or complex. The overall objective is to obtain the lowest possible interest costs. The City is to remain cognizant of fluctuations in interest rates for the purpose of identifying Refunding opportunities. Refund of existing bonds should be undertaken to reduce overall debt service expense or to remove restrictive covenants in the existing Indenture.
- The City is to retain professional consultants including Bond Counsel, Underwriter, Financial Advisor, Trustee, and arbitrage analyst. The city will consider the professional qualifications and experience of these consultants as it relates to the particular bond issue under consideration. In certain instances, the City will conduct a request for proposal/qualification process to select such consultants.
- The City will carefully monitor its levels of general-purpose debt. Because our general purpose debt capacity is limited, it is important that we only use general purpose debt financing for high-priority projects where we cannot reasonably use other financing methods for two key reasons: (A) Funds borrowed for a project today are not available to fund other projects tomorrow. (B) Funds committed for debt repayment today are not available to fund operations in the future.
- In evaluating debt capacity, general-purpose annual debt service payments should generally not exceed 10% of General Fund revenues; and in no case should they exceed 15%. Further, direct debt will not exceed 2% of assessed valuation.



INDEPENDENT AUDITOR POLICY

PURPOSE

The purpose of this policy is to provide for the rotation of independent auditors who perform the annual examination of the City's financial statements and render an opinion thereon.

POLICY

It shall be the policy of the City Council that independent auditors will serve initially for a period of two years. Provided that services are satisfactory to staff and the City Council, at the conclusion of the initial two-year period, staff will be authorized to negotiate an additional three-year term and revised contract, subject to City Council approval.

Following the first five-year period of utilizing any audit firm, the City shall consider other audit firms, as well as the current firm. However, if the current firm is selected, a mandatory rotation of the Partner and Manager shall take place. Following ten years of utilizing any audit firm, a mandatory rotation of firms will take place. Pursuant to Government Code Section 12410.6(b), in no event shall the City employ a public accounting firm to provide audit services to the City if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the City for six consecutive fiscal years, unless the Controller waives this requirement upon making the finding that another eligible public accounting firm is not available to perform the audit.

PROCEDURE

1. The Request for Proposal process shall be used in the evaluation of prospective audit firms.
2. Following the conclusion of the initial two-year term with an auditor, a report to the City Council will be prepared, discussing staff's evaluation of the audit services for the period then ended, and, if staff's evaluation of service levels provided is satisfactory, contract terms for the upcoming three-year period shall be presented to the City Council.
3. Prior to the expiration of a five-year term with an auditor, staff will solicit proposals from at least three firms (one may be the current firm) and will evaluate such proposals. Members of the Finance Committee will be invited to interview the firms. A report to the City Council will be prepared recommending the selection of an audit firm for a period of two years with a provision to extend for three additional years, along with a proposed contract for approval.
4. Prior to the expiration of a ten-year term with an audit firm, staff will solicit proposals from at least three firms (not including the current firm) and will evaluate such proposals.

A report to the City Council will be prepared recommending the selection of an audit firm for a period of two years with a provision to extend for three additional years.

5. Audit contracts shall require that auditors conform to the independence standard promulgated in the General Accounting Office's Government Audit Standards, even for audit engagements that are not otherwise subject to generally accepted government auditing standards.
6. All audits shall be made by a certified public accountant or public accountant licensed by and in good standing with the California Board of Accountancy.



FINANCIAL POLICY

PURPOSE

The purpose of this policy is to provide for the implementation, review and update of financial policies and procedures.

POLICY

It shall be the policy of the City Council that financial policies and procedures be reviewed annually and updated at least once every three years.

PROCEDURE

1. Each financial policy shall be updated every three years, reviewed by the Finance Committee for its recommendation to the City Council, and considered by the City Council for final approval.
2. All financial policies shall be included in the City's annual budget document and reviewed annually as a part of the City's annual budget workshop.
3. All financial procedures shall be reviewed by the City Treasurer annually and updated at least every three years.

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 List of Acronyms FY 2015-16

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

City of Agoura Hills List of Acronyms FY 2015-16

SEC	Securities and Exchange Commission
SEMS	Standardized Emergency Management System
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

City of Agoura Hills

Glossary of Terms

FY 2015-16

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.

City of Agoura Hills Glossary of Terms FY 2015-16

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

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.

City of Agoura Hills

Glossary of Terms

FY 2015-16

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

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.

City of Agoura Hills Glossary of Terms FY 2015-16

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.