



REPORT TO CITY COUNCIL

DATE: OCTOBER 14, 2015
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: GREG RAMIREZ, CITY MANAGER 
BY: CHRISTY PINUELAS, DIRECTOR OF FINANCE 
SUBJECT: ADOPT AMENDMENTS TO FISCAL YEAR 2014/15 CITY OF AGOURA HILLS BUDGET

The request before the City Council is to consider the amendments to the Fiscal Year 2014/15 City of Agoura Hills (City) budget, as shown on Exhibit 'A'. The recommended amendments have been presented to the Finance Committee and are recommended for consideration.

General Fund

Unaudited General Fund revenues are 103% of the amended budget:

General Fund Revenues	Unaudited Actual	Amended Budget
Total	\$13,993,165	\$13,597,865

The majority of increased revenues came from these sources: Sales and Use Tax (\$69,669); Property Tax (\$118,641); Transient Occupancy Tax (\$44,729); Building Permits (\$25,586) and Encroachment Permits (\$40,653).

Fiscal Year 2014/15 amended General Fund budget for expenditures and transfers is shown as follows:

General Fund Expenditures	Unaudited Actual	Amended Budget
Operational Expenses	\$11,839,874	\$12,056,200
Transfers	1,518,406	1,518,406
Total	\$13,358,280	\$13,574,606

With the increased revenues and decreased expenditure/transfers, General Fund was \$551,627 under budget. The recommended amounts are shown on Exhibit "A". After recommended transfers, reserve levels are projected to be at 72% of operating expenses and transfers for Fiscal Year 2014/15. The recommended budget is balanced and in

compliance with the Balanced Budget Policy. This means operating revenues cover operating expenditures, including debt service, and the ending fund balance meets the minimum policy level as defined by City Council resolution.

The City utilizes a departmental budget process, breaking out various functions of operations to allow for a transparent budget for the community to see and understand. Operational expenses were under budget in Fiscal Year 2014/15 by \$216,326, but various departments within the General Fund exceeded budgeted appropriations, as explained in Exhibit "A". These costs were offset by a like amount of savings in other departments. The total increases to the eleven departments are \$169,800 and are summarized below:

Public Facilities

The Public Facilities division exceeded their budget by \$26,912, or 9%, because of increased utility costs at the Civic Center (\$10,000), unanticipated costs for carpet cleaning and parking lot lighting repairs (\$5,000); and other improvements such as water conservation upgrades and unanticipated building maintenance (\$12,000).

Automated Office Systems

Costs of connecting with the new Recreation Center and wireless connectivity throughout the Civic Center and Recreation Center led to a \$25,216, or 9%, overage in the automated office systems division. After the budget was submitted, it was discovered that the conduits needed to be replaced and upgraded, leading to the overage in this division.

Building & Safety

The Building & Safety department exceeded their budget by \$2,622, or .5%, due to an increase in building activity. This cost was offset by increased revenues.

Community Services Administration

Community Services exceeded their budget by \$35,899 (4%) due to the relocation of the Recreation Center from the old building to the new building. Utility, water and other costs to operate the other facility were anticipated to end sooner than they actually did. However costs within the Recreation division and Recreation Center budgets were under budget, which offset the Community Services Administration budget.

Public Works Administration

Costs for Public Works Administration exceeded their budget by \$72,368 or 14% primarily due to Plan Check and Inspection costs (\$33,000) related to the inspection of projects for Southern California Edison, and to salaries (\$42,000) which were budgeted to be allocated to Measure R Projects. When the budget was prepared, it was anticipated that the Agoura Road Widening Project would begin sooner.

Storm Drain & Flood Control

The cost of monitoring the storm drains was greater than anticipated by \$1,300 or .6% in the General Fund and \$21,000 or 98% in the Storm Water Capital Projects Fund.

Measure R Grants Funds

The Measure R Grants Fund exceeded their budget by \$2,250,145 (25%), which is mainly related to increased costs in land acquisition and related attorney costs. These costs are reimbursed with Measure R Grant funding.

Gas Tax Fund

Costs to work on the Kanan Road median landscape and street trees caused the Gas Tax Fund to exceed its budget by \$8,579 (1.5%).

Proposition A Fund

The Summer Shuttle Express exceeded the budget in the Proposition A Fund by \$7,326 (1%).

Financing Authority Debt Service

The trustee costs for the 2007 bonds exceeded budget by \$644 (.1%).

Agoura Hills Improvement Bond

The costs of a new consultant for continuing disclosure caused the 2013 bond fund to exceed the budget by \$3,385 (.39%).

Housing Successor Agency

New reporting costs for state mandated reporting on the Housing Successor Agency caused an overage of \$2,828 (100%).

RECOMMENDATION

Staff respectfully recommends the City Council adopt the proposed amendments to the Fiscal Year 2014/15 Budget for the amounts shown in Exhibit "A".

Attachments: Exhibit 'A'

**City of Agoura Hills
Fiscal Year 2014/15 Budget Amendments
Exhibit 'A'**

Project/Fund	Account	Account Number	Amendment	Reason
Public Facilities				
General Fund	Utilities	010-4180-542800	10,000	Costs greater than anticipated Carpet cleaning and parking lot lighting repairs Water conservation upgrades and additional maintenance to building
General Fund	Maintenance Building/Grounds	010-4180-543000	5,000	
General Fund	Other Improvements	010-4180-551000	12,000	
Automated Office Systems				
General Fund	Contract Services	010-4195-552000	26,000	Costs of connecting with new recreation center for dark fiber and wireless, greater than anticipated
Building & Safety				
General Fund	Contract Services	010-4390-552000	4,000	Due to increased building activity, contract costs increased, offset by revenues
Community Services				
General Fund	Part-Time Salaries	010-4440-510100	14,500	With the relocation of the Recreation Center, costs were greater in this cost area. This was offset by greater revenues, and savings on utilities in the new Recreation Center.
General Fund	Office Supplies	010-4440-542000	6,500	
General Fund	Utilities	010-4440-542800	7,500	
General Fund	Water	010-4440-542801	3,000	
General Fund	Other Charges	010-4440-544000	5,000	
Public Works				
General Fund	Salaries	010-4505-510100	42,000	Salaries were not allocated to Measure R projects as budgeted, due to the delay of some projects. Additional costs for inspection of projects, mostly related to SCE.
General Fund	Plan Check and Inspection	010-4505-552002	33,000	
Storm Drain & Flood				
General Fund	Stormwater Compliance	010-4525-552044	1,300	Costs for monitoring stormdrains greater than anticipated
Total General Fund Recommended Increases			<u><u>169,800</u></u>	
City Attorney				
General Fund	Professional Services	010-4140-551000	(120,000)	Costs less than anticipated
	Contract Services	010-4140-552000	(10,000)	
Community Development				
General Fund	Regular Salaries	010-4305-5101	<u>(40,000)</u>	Savings on position.
Total General Fund Recommended Decreases			<u><u>(170,000)</u></u>	
Net Decrease General Fund			(200)	

**City of Agoura Hills
Fiscal Year 2014/15 Budget Amendments
Exhibit 'A'**

Project/Fund	Account	Account Number	Amendment	Reason
Storm Drain Projects				
Storm Water Cap Proj Fund	Stormwater Compliance	016-4520-552044	21,000	Costs for monitoring stormdrains greater than anticipated
Mesure R Grants Funds				
City Attorney	Agoura Road Widening	018-4140-631200	108,000	Costs for land acquisition and legal consulting for Agoura Road Widening.
Street Improvements	Agoura Road Proj Land	018-4640-631201	2,150,000	
Gas Tax				
Landscape Maintenance	Contract Services	020-4520-552000	8,900	Maintenance of Kanan Road Median greater than anticipated
Proposition A				
Transportation	Contract Services - teens	060-4420-5520GO	7,350	Summer shuttle express exceeded budget
Financing Authority Debt Service				
Debt Service	Miscellaneous Costs	300-4180-570500	650	Trustee costs for bonds.
Agoura Hills Improvement Bond				
Contract Services	Professional Services	305-4180-551000	3,500	Consultant costs for Continuing
Housing Successor Agency				
Finance	Contract Services	620-4150-552000	3,000	Consultant costs for State mandated reporting