



## REPORT TO CITY COUNCIL

**DATE:** MARCH 9, 2016  
**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** GREG RAMIREZ, CITY MANAGER   
**BY:** CHRISTY PINUELAS, DIRECTOR OF FINANCE   
**SUBJECT:** ORDINANCE AMENDING ARTICLE II OF THE MUNICIPAL CODE

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Staff reviewed Article II of the Municipal Code Ordinance relating to the budget with the Finance Committee and City Council. Several administrative changes were recommended to bring the code into compliance with current practices and procedures.

The proposed amendments move the budget submittal deadline from the second Wednesday of June, to the first Council meeting of June.

Additionally, the current ordinance requires that the auditing firm retain a copy of the budget, certified by the City Clerk. Currently the auditors receive the budget in an electronic format and from the City website. There is no need for a certified copy to be provided to the auditors. Therefore, staff is recommending this be deleted.

Finally, the ordinance currently recommends that any amendment to the budget be made by resolution. Staff is recommending that this be changed to minute order.

### RECOMMENDATION

It is recommended that the City Council adopt the attached ordinance.

Attachments: Redline version An Ordinance of the City of Agoura Hills amending article II of the Agoura Hills Municipal Code relating to Administration of the City; An Ordinance of the City Council of Agoura Hills amending Article II the Agoura Hills Municipal Code relating to Administration of the City

2601. - Annual budget.

Annually the city manager shall obtain from all city departments, boards and commissions, and all county of Los Angeles departments and agencies providing services to the city an estimate of projected revenues and expenditures for the forthcoming year along with any necessary supporting data. The city manager shall then prepare a preliminary budget based upon such projected revenues and expenditures. In preparing the preliminary budget, the city manager shall review all estimates and hold conferences thereon with the respective department heads, boards or commissions as deemed necessary and may revise the estimates as deemed appropriate.

The city manager shall submit the preliminary budget to the finance committee not later than thirty (30) days prior to the new fiscal year and the council not later than the first Council meeting ~~second Wednesday~~ of June ever year.

(Ord. No. 22, 5-4-83; Ord. No. 09-368, § 7, 8-26-09)

2603. - Same—Adoption.

The city council shall further consider the preliminary budget and may make any revisions thereof it deems appropriate at the public meeting. On or before the second regular meeting in July, the council shall by resolution adopt the budget with revisions, if any, by the affirmative votes of at least three (3) members of the city council. Upon final adoption, the budget shall be in effect for the ensuing fiscal year. ~~A copy thereof, certified by the city clerk, shall be filed with the firm or person retained by the city council to perform auditing services for the council.~~ A certified copy of the adopted budget ~~also~~ shall be placed on file in the office of the city clerk where it shall be available for inspection during normal working hours. The budget so certified shall be reproduced and copies made available for the use of all departments and offices of the city.

(Ord. No. 22, 5-4-83; Ord. No. 09-368, § 7, 8-26-09)

2605. - Same—Amendments.

At any meeting after the adoption of the budget, the city council may amend or supplement the budget by a resolution adopted by the affirmative majority vote of at least three (3) the members of the city council present at the meeting at which a budget amendment or budget supplement is considered. However, the city manager may authorize the transfer of funds from one object account to another within the same department, office, agency or program activity.

(Ord. No. 22, 5-4-83; Ord. No. 09-368, § 7, 8-26-09)

**ORDINANCE NO. 16-421**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING SECTIONS 2601, 2603, AND 2605 OF CHAPTER 6 OF ARTICLE II OF THE AGOURA HILLS MUNICIPAL CODE RELATING TO THE ADOPTION OF A BUDGET AND BUDGET AMENDMENTS**

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY ORDAINS AS FOLLOWS:

**Section 1.** Code Amendment. Section 2601 (Annual budget) of Chapter 6 (Fiscal Administration) of Article II (Administration) of the Agoura Hills Municipal Code is hereby amended to read as follows:

**“2601. - Annual budget.**

Annually the city manager shall obtain from all city departments, boards and commissions, and all county of Los Angeles departments and agencies providing services to the city an estimate of projected revenues and expenditures for the forthcoming year along with any necessary supporting data. The city manager shall then prepare a preliminary budget based upon such projected revenues and expenditures. In preparing the preliminary budget, the city manager shall review all estimates and hold conferences thereon with the respective department heads, boards or commissions as deemed necessary and may revise the estimates as deemed appropriate.

The city manager shall submit the preliminary budget to the finance committee not later than thirty (30) days prior to the new fiscal year and the council not later than the first Council meeting of June every year.”

**Section 2.** Code Amendment. Section 2603 (Same-Adoption) of Chapter 6 (Fiscal Administration) of Article II (Administration) of the Agoura Hills Municipal Code is hereby amended to read as follows:

**“2603. - Same—Adoption.**

The city council shall further consider the preliminary budget and may make any revisions thereof it deems appropriate at the public meeting. On or before the end of July, the council shall by resolution adopt the budget with revisions, if any, by the affirmative votes of at least three (3) members of the city council. Upon final adoption, the budget shall be in effect for the ensuing

fiscal year. A certified copy of the adopted budget shall be placed on file in the office of the city clerk where it shall be available for inspection during normal working hours. The budget so certified shall be reproduced and copies made available for the use of all departments and offices of the city."

**Section 3.** Code Amendment. Section 2605 (Same-Amendments) of Chapter 6 (Fiscal Administration) of Article II (Administration) of the Agoura Hills Municipal Code is hereby amended to read as follows:

**"2605. - Same—Amendments.**

At any meeting after the adoption of the budget, the city council may amend or supplement the budget by at least an affirmative majority vote of the members of the city council present at the meeting at which a budget amendment or budget supplement is considered. However, the city manager may authorize the transfer of funds from one object account to another within the same department, office, agency or program activity."

**Section 4.** Severability. If any provision of this ordinance, or the application thereof, to any person or circumstances is held invalid or unconstitutional by any court or competent jurisdiction, such invalidity or unconstitutionality shall not affect any other provision or applications, and to this end, the provisions of this ordinance are declared to be severable. The City Council declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof even if one or more sections, subsections, sentences, clauses, phrases, parts or portions thereof is declared invalid or unconstitutional.

**Section 5.** Certification and Posting. The City Clerk of the City of Agoura Hills shall certify to the passage and adoption of this Ordinance and shall cause the same or a summary thereof to be published and posted in the manner required by law. This Ordinance shall go into effect on the 31st day after its adoption.

PASSED, APPROVED, and ADOPTED this 9th day of March, 2016, by the following vote to wit:

AYES: ( )  
NOES: ( )  
ABSENT: ( )  
ABSTAIN: ( )

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Harry Schwarz, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC, City Clerk

APPROVED AS TO FORM

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Candice K. Lee, City Attorney