

# CITY OF AGOURA HILLS, CALIFORNIA



## BUDGET FOR THE FISCAL YEARS 2017-18 / 2018-19

[www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us)

On the Cover:

The Agoura Road Widening Project widened a 2.2-mile stretch of Agoura Road from two to four lanes between the City's westerly limits and Kanan Road. This project improves local traffic flow, provides an emergency bypass for the U.S. Highway 101, and increases safety for pedestrians, cyclists and recreationists. The Agoura Road Widening Project was a Measure R project fully funded by Metro.

City of Agoura Hills  
FY 2017-18/ 2018-19  
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# CITY OF AGOURA HILLS

## Budget Fiscal Year 2017-18 / 2018-19



### City Officials

Denis Weber, Mayor  
William Koehler, Mayor Pro Tem  
Linda Northrup, Councilmember  
Harry Schwarz, Councilmember  
Illece Buckley Weber, Councilmember

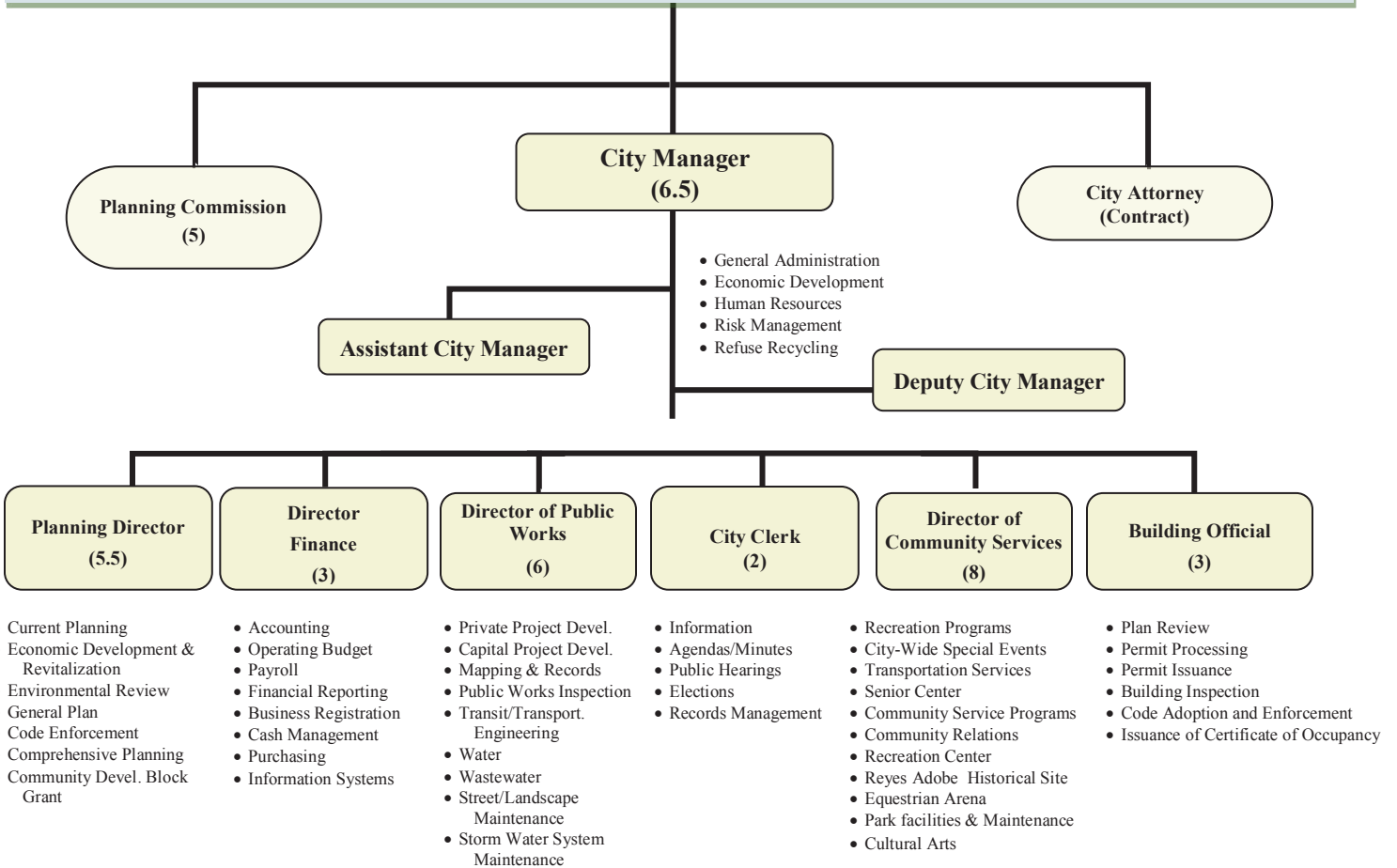
Greg Ramirez, City Manager  
Nathan Hamburger, Assistant City Manger  
Louis Celaya, Deputy City Manager  
Doug Hooper, Planning Director  
Christy Pinuelas, Director of Finance  
Ramiro Adeva, Director of Public Works  
Kimberly Rodrigues, City Clerk  
Amy Brink, Director of Community Services  
Amir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



# CITY OF AGOURA HILLS

## ORGANIZATIONAL STRUCTURE

AGOURA HILLS RESIDENTS



All police and fire services are provided to residents through a contract with the Los Angeles County Sheriffs Department and Consolidated Fire Protection District of Los Angeles County. The City receives fire protection and paramedic services as well as wild fire land fire protection and forestry service from Department of Forester and Fire Warden.





# Budget-at-a-Glance

City of Agoura Hills, California

Fiscal Year 2017-18 and 2018-19



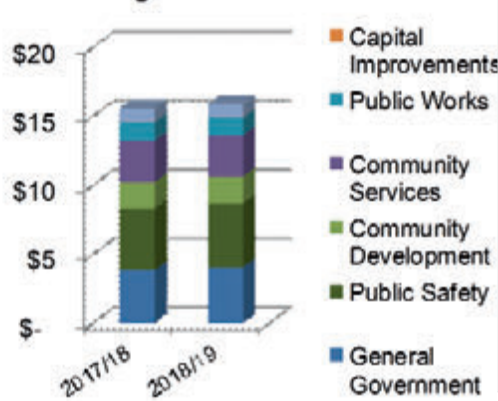
## Budget Overview

### City Council Adopts Fiscal Year 2017-18 Budget and Approves Fiscal Year 2018-19 Budget

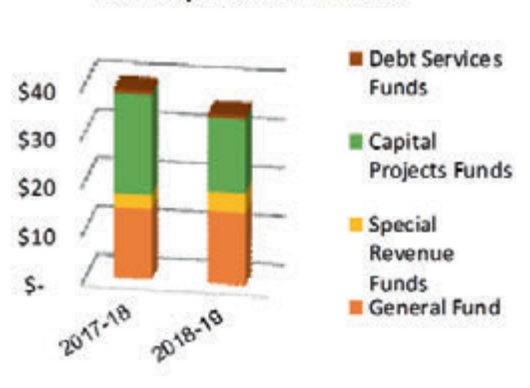
- The City Council adopted the budget for Fiscal Year 2017-18 and approved the Fiscal Year 2018-19 at their meeting on June 28, 2017.
- This is the City's second two-year budget. The City Council will review the budget at least twice before the end of Fiscal Year 2017-18.
- The General Fund is where the majority of discretionary spending is recorded.



**General Fund Budget in Millions**



**Total Expenses in Millions**



## Capital Improvement Projects

Project	Cost (2017/18)	Cost (2018/19)
Annual Citywide Street Resurfacing	\$824,844	\$461,000
Palo Comado Interchange	682,000	10,200,000
Kanan/Agoura Intersection	200,000	2,700,000
Roadside Bridge Widening	160,000	1,500,000
Traffic Signal (TOB & Argos)	50,000	450,000
Kanan Interchange Overpass	150,000	350,000
	<b>\$2,066,844</b>	<b>\$15,661,000</b>





Date: June 28, 2017  
To: Honorable Mayor and Members of the City Council  
From: Greg Ramirez, City Manager  
Subject: Fiscal Year 2017/18 and 2018/19 Budgets Executive Summary

### **Introduction**

This document includes the 2017/18 and 2018/19 budgets for the City of Agoura Hills. This document outlines specific programs, together with a financial plan, to meet the City's service goals for the community over the next twenty-four months. As a financial plan, the budget contains both fund summaries and line item detail. The fund summaries provide the reader with an understanding of the financial condition of the many funds that comprise the overall budget, while the line detail explains how each City Department is funded. As a communication instrument, the budget includes organization charts, and mission statements to better explain the structure, function and goals of each department.

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 14, 2017 Budget Study session the City Council reviewed the 2017/18 and 2018/19 budgets. The budgets were presented for adoption at the June 28, 2017, 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, 2016 received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). For the second time, the City's Budget for the fiscal years ending June 30, 2017 and June 30, 2018 received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). These certificates are the highest form of recognition in governmental accounting and financial reporting, and their attainment represents a significant accomplishment by the City and its management. It is our intention to apply to GFOA for consideration again this year.

In November, 2016, the City of Agoura Hills received a very strong financial endorsement from Standard & Poor's (S&P), who assigned a rating of AA+, stable on the Agoura Hills Improvement Authority's 2016 Lease Revenue Refunding Bonds. 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. 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 2017/18 Budget is \$20.7 million, including expenditures and operating transfers, while the 2018/19 Budget is \$35.1 million. The day-to-day operational/service costs for the organization as a whole are \$18 million in both fiscal years. We are recommending an additional \$2.3 million in Capital Improvement Projects for 2017/18 and \$15.0 million in Capital Improvement Projects for 2018/19. The Capital Improvement Projects for 2017/18 include \$2.0 million in Measure R, a Los Angeles County sales tax initiative, for several transportation related projects, which include the Palo Comado Interchange plans and designs, and Agoura Road Widening Projects. Additionally \$250,000 is included to enhance the Kanan Road medians and \$75,000 is included for Storm water projects. In 2018/19 staff is recommending \$14.5 million in Measure M, a Los Angeles county sales tax initiative, for construction of the Palo Comado Interchange and \$479,000 for the completion of Measure R projects.

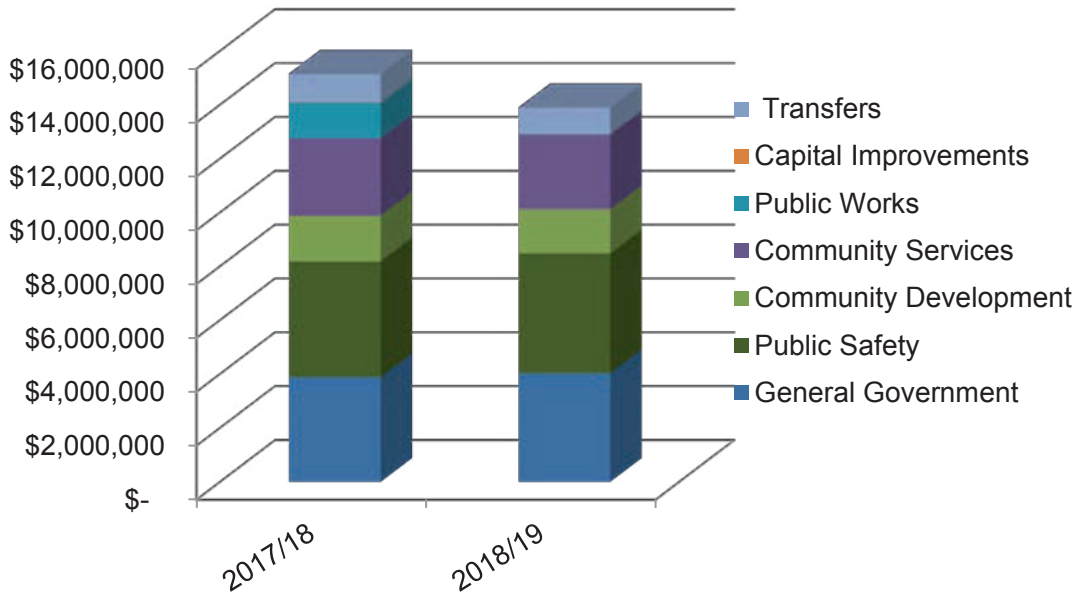
The overall budget consists of the following:

	<b>FY 2017/18</b>	<b>FY 2018/19</b>
General Fund	\$14,572,418	\$14,899,934
Other City Funds	<u>\$6,137,234</u>	<u>\$20,185,507</u>
Total City of Agoura Hills	\$20,709,652	\$35,085,441

Public Safety continues to be a high priority, as is seen through the City's financial commitment (29% 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, and youth drug awareness programs. The Sheriff's Department is requesting a 3.5% increase in rates for the 2017/18 year. Staff increased 2018/19 by the same percentage. 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 2017/18 Budget includes \$2.0 million to be spent on Measure R transportation related projects, including the Kanan/Agoura Intersection design and completion of the Agoura Road widening project. In 2018/19 the Budget includes \$14.5 million to be spent on Measure M transportation related projects. Measure M is a newly voted sales tax override. In both fiscal years, the City Council is also being asked to approve funding for several other capital improvement projects, including landscaping projects, the overlay of several city streets and sidewalk repairs.

## General Fund Budget 2017/18 and 2018/19



### 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 in each fiscal year. In 2017/18 revenues are projected to be \$15.6 million, and in 2018/19 revenues are projected to increase to \$16.1 million. In 2017/18 proposed expenditures are recommended at \$14.6 million, and operating fund transfers of \$984,525 (\$15.6 million total). In 2018/19 the expenditures increase to \$14.9 million, and operating transfers remain at \$984,525 for a total of \$15.9 million. The budget includes repayment of the 2013 bonds for the Recreation Center, as well as the debt service for the 2016 lease revenue refunding bonds. The 2016 revenue refunding bonds paid for the Civic Center (City Hall/Library), for a portion of the Kanan Bridge Widening Project and contributed towards the building of the of the Recreation Center. Furthermore, a transfer to the Successor Housing Fund is budgeted in each year, as required in order for the City to receive loan repayments from the Successor Agency to the City of Agoura Hills.

General Fund revenue is budgeted to decrease \$465,431, or 3 percent from 2016/17 to 2017/18, primarily due to a one-time payment for a property sale in 2016/17 (\$924,000). This is offset by a 4% increase in property taxes (\$205,168) and a 7% increase in transient occupancy taxes (\$172,224).

General Fund revenues in 2018/19 trend slightly upwards, primarily due to anticipated growth in Property Tax (3.2%). Furthermore, a slight increase (1.7%) is recommended in Transient Occupancy Tax in anticipation of the opening of a new hotel.

In reviewing the differences between 2016/17 and 2017/18, operational expenditures are recommended to increase \$358,601, while transfers are budgeted to decrease \$316,907. This results in a net increase of \$41,694 from 2016/17 to 2017/18 in the General Fund. The

recommended increase to operational expenditures come primarily from an increase in the Community Development contract services (\$215,000), for a new contract planner to assist with large projects. Furthermore, the City's contract with the Los Angeles County Sheriff's Department (LASD) is budgeted to increase 3.5% (\$175,582). Additionally, salaries are recommended to increase \$203,095. \$77,720 relates to additional part-time help at the Recreation and Events Center due to more events, and \$125,275 relates to increases in employee costs. These are offset by a recommended decrease of \$115,000 to the City Attorney's budget and a \$101,000 decrease to the Public Works contract services, as costs are shifted to the new Measure M Fund.

The decrease to transfers of \$316,907 primarily relates to a decrease in the set-aside for the Facilities Fund (\$50,000) and to the Capital Projects Fund (\$250,000).

From 2017/18 to 2018/19 operational expenses and transfers are projected to increase an additional \$327,516 (2.3%) primarily due to recommended salary and benefit adjustments (\$196,416) and an estimated increase of \$144,441 (3.5%) to the Sheriff's contract.

### **Other Major Funds**

Any fund whose revenues or expenditures, excluding other financing sources or uses, is more than 10% of the total revenues or expenditures of the appropriated budget is considered a major fund for budgeting purposes. In 2016/17 the City's only major fund is the General Fund. For the 2018/19 fiscal year, the only other major fund within the City is the Measure M Capital Projects Fund. The Measure M Capital Projects Fund is for grant monies received from Measure M sales tax. The City is budgeted to spend \$14.5 million of Measure M monies in 2018/19 on the Palo Comado Interchange.

### **The Budget Process**

The budget process began in January when the department heads were asked to prepare revenue and expenditure projections and to provide recommendations for the City's two- year budget. During the first week of March, the City Manager met with each of the department heads to discuss their requests for the two-year period and to review their estimates for the 2016/17 year.

Following the preparation of our budget with on-going operational needs, staff met with the City Council to ensure all goals had been included within the document. On April 12, 2017, the City Council held the first Goal/Budget Workshop. The purpose of this workshop is to ensure that all major projects are within the established city goals. On May 24, 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 the budget study session on June 14, 2017 to discuss the 2017/18 and 2018/19 Budget. On June 28, 2017, the City Council adopted the 2017/18 Budget.

### **Budget Calendar**

- |               |                                        |
|---------------|----------------------------------------|
| ➤ February 27 | Department Heads – Budgets to Finance  |
| ➤ March 6-8   | City Manager met with Department Heads |
| ➤ March 15    | Department Heads – Revenue Projections |
| ➤ April 12    | Goals/Budget Workshop                  |
| ➤ May 24      | Finance Committee/Community Grants     |
| ➤ June 14     | Preliminary Budget Review Workshop     |
| ➤ June 28     | 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.

For budgeting purposes the City treats the loan repayment from the Agoura Hills Successor Agency as current year revenue. Furthermore, the Facilities Fund, is combined with the General Fund for accounting purposes. 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 24 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 (16)**

020 – Gas Tax Fund

022 – Road Rehabilitation Fund

040 – Traffic Safety Fund

060 – Proposition A Fund

061 – Proposition C Fund

063 – Measure R Local Return Fund

064 – Measure M Local Return 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 (5)

- 011 – Capital Projects Fund
- 012 – Facilities Capital Projects Fund
- 016 – Storm Water Capital Projects Fund
- 018 – Measure R Capital Projects Fund
- 019 – Measure M Capital Projects Fund

**Basis for Assumption for Key Revenue Estimates**

The 2017/18 and 2018/19 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. However, based on preliminary information, the City has established the new Road Rehabilitation Fund (RRAA). The RRAA will pay for transportation costs, funded with a new statewide tax on gasoline. No other 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 2017/18 budget.

The City’s largest revenue sources are as follows:

Revenue Type	2017/18 Budget		2018/19 Budget	
Measure M Capital Projects Grant	0	0%	10,000,000	31%
Property Taxes	5,164,881	24%	5,405,321	17%
Sales Taxes	4,059,000	19%	4,171,000	13%
Transient Occupancy Tax	2,783,424	13%	2,945,175	9%
Traffic Improvement Fees	1,743,952	8%	4,000	0.1%
Measure R Capital Projects Grant	1,689,267	8%	2,000,000	6%
Subtotal Top Revenues	\$15,440,524	72%	\$24,525,496	76.1%
Total Revenues	\$21,877,765	100%	\$32,290,628	100%

**Measure M Capital Projects Grant** – In November 2016, Measure M was approved by a two-thirds majority of Los Angeles County, adding a ½ cent sales tax to be used for traffic relief and transportation upgrades throughout the county. The City of Agoura Hills is scheduled to receive approximately \$10.0 million of these monies in 2018/19. These monies are being used for several major transportation related projects, the primary one being the retrofitting of the Palo Comado Interchange. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.



**Property Taxes** – The City’s General Fund receives property taxes. The estimate is projected to increase four percent in 2017/18 and three percent in 2018/19, based on information received from the State and the County of Los Angeles, historical trends, and a forecast of a moderate increase in assessed valuations. 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: 5.5% State; 1% City; 2.25% County. The City’s General Fund receives 26% of its revenues from sales tax. The sales tax is primarily collected from the City’s gas stations, restaurants and furniture/appliance stores.

**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 revenue is forecasted to increase 7% in 2017/18 due to the opening of two new hotels and, 3% in 2018/19 based on current economic trends, and anticipated growth.

**Traffic Improvement Fees** - Traffic Improvement Fees (TIF) are collected in a separate fund to provide funds for the implementation and construction of arterial roadway improvements to address the traffic impact of new development on the City’s arterial network. The City is anticipating development in 2017/18, which will contribute to this fund. The funds will be utilized on improvements outlined in the City’s Five-Year Capital Improvement Plan.

**Measure R Capital Projects Grant** – In November 2008, Measure R was approved by Los Angeles County votes by a 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 \$1.7 million of these monies in 2017/18 and \$2.0 million in 2018/19. These monies are being used for several major transportation related projects, the primary one being the completion of the widening of Agoura Road. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.

### **Major Issues**

There are certain current issues that are of major interest to the City. They include the following:

- State and local legislation
- Americans with Disability Act (ADA) compliance
- Storm Water quality mandate costs
- Planning a significant number of capital projects

Many of these issues remain the same as in 2016/17; however, in the prior year the City was striving to complete the Agoura Road Widening Project, and legislation impacting the loan between the City and the Successor Agency to the City of Agoura Hills. With the Agoura Road Widening Project nearing completion, and no new legislation regarding the Successor Agency, these items are no longer a major focus. A new priority to the City this year is planning additional capital projects.

### ***The State's Budget and Legislative Issues***

In May, the 2017/18 Governor's Budget projects a State General Fund reserve of \$8.4 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. Although the state appears to have increasingly positive revenue picture, Governor Brown is known for fiscal restraint and is expected to be cautious about expanding future obligations.

### **Americans with Disability Act Required Compliance**

The City will continue to address any potential conflicts in the public right-of-ways to insure compliance the Americans with Disability Act (ADA). The City has budgeted monies in the 2017/18 Budget to begin planning for future improvements through the completion of a new Transition Plan.

### **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 Storm water 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.

### **Capital Projects Funding**

In November, 2016, a ballot measure passed in Los Angeles County, which allocates additional monies toward future transportation projects. Additionally, another ballot measure passed in 2008 provides funding for additional transportation projects. The City has included \$2.1 million in projects in the 2017/18 budget, including the completion of Agoura Road Widening. The City plans to utilize \$14.5 million in Measure M monies during 2018/19. The Capital Improvement Plan (CIP) includes the projects utilizing these funds. The management and completion of these large projects are a major focus of the City in the next two fiscal years.

**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 2017/18 the fund balance in the General Fund is projected to be \$10.4 million or 67% of operating expenses and transfers at June 30, 2018. This fund balance is projected to remain flat from 2017/18 to 2018/19.

<b>General Fund</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Ending Fund Balance</b>	\$ 10,372,824	\$10,461,166	\$10,645,183
<b>Operating Expenses and Transfers</b>	\$15,515,249	\$15,556,943	\$15,884,459
<b>Percentage</b>	67%	67%	67%

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 and M Capital Projects. The total of these advances is anticipated to be \$3.0 million. These amounts are included in the above referenced fund balance.

**Balanced Budget**

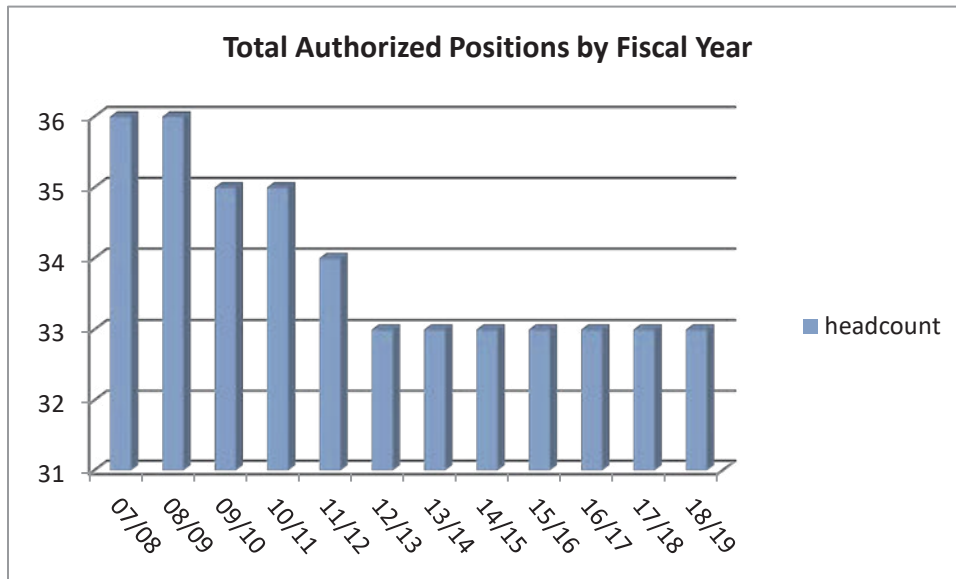
Overall, the combined City of Agoura Hills fund balances are projected to increase \$1.2 million from 6/30/2017 to 6/30/2018 and decrease \$2.8 million from 6/30/18 to 6/30/19. The increase primarily relates to the receipt of Traffic Improvement Fees, which will be used on future traffic improvements, and the decrease relates to the spending of monies on capital projects.

In accordance with the Balanced Budget Policy, which is included within the Appendix of this document, the 2016/17 and 2017/18 budgets are balanced.

<b>Fund</b>	<b>6/30/17</b>	<b>6/30/18</b>	<b>Percent Change</b>	<b>6/30/19</b>	<b>Percent Change</b>
General	\$9,777,824	\$9,866,166	0%	\$10,050,183	2%
Other City Funds	<u>7,847,777</u>	<u>5,822,671</u>	-26%	<u>1,884,042</u>	-68%
<b>Total All Funds</b>	<b>\$14,520,724</b>	<b>\$15,688,837</b>	<b>8%</b>	<b>\$12,864,024</b>	<b>-18%</b>

**Personnel Additions/Promotions and Reclassifications**

The 2017/18 and 2018/19 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.



The City completed a comp and class study during the 2016/17 fiscal year. Salary bands were adjusted to bring positions to the average of like positions. Additionally the number of part-time positions within the Community Services Department has been increased, at a cost of \$77,720 to staff the Recreation and Event Center. Salaries and benefits are proposed to increase a total of \$328,875 or 6.1% in 2017/18 and \$187,161 or 3.3% in 2018/19.

The City has implemented a cost sharing plan with the employees to cover the cost of the Public Employees Retirement System (CalPERS) retirement plan. The City has two plans, Public Employees Pension Reform Act (PEPRA) employees receive a benefit of 2% at 62, and Miscellaneous employees (joining prior to January 1, 2013) employees receive a benefit of 2% at 55. PEPRA employees contribute 6.25% towards their pension cost. Miscellaneous employees will begin contributing when combined plan costs exceed 20.0%. The City's rate is projected to be 19.6% for 2017/18 and 21.0% in 2018/19. Miscellaneous employees are budgeted to contribute .5% towards pension costs in 2018/19. The rate in 2016/17 was 18.8%.

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. As of June 30, 2016, the unfunded liability was only \$954,000. The City's contribution is budgeted at \$175,000 in each of the budget years. 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 2017/18 and 2018/19 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, 2017.

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.

\$3,675,000 issued September 2013  
 Principal Outstanding 7/1/2017: \$3,530,000  
 Maturity Date: 2043  
 Interest Rate: 4.0% - 5.0%  
 Funding Sources: General Fund

2016 Lease Revenue Refunding Bonds

Purpose: Refunding of the Agoura Hills Financing Authority’s remaining outstanding 2007 Bonds. The bonds were issued to finance the Civic Center and other capital projects within the City.

\$10,055,000 issued October 2016  
 Principal Outstanding 7/1/2017: \$9,825,000  
 Maturity Date: 2041  
 Interest Rate: 3.875% - 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 7/1/2017: \$25,818,595  
 Maturity: 2042  
 Interest Rate: 3.0%  
 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 2017/18 and 2018/19 budget are in compliance with this policy.

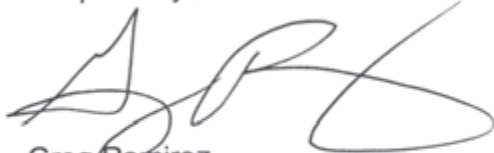
	<b>FY 2017/18</b>	<b>FY 2018/19</b>
Debt service payments	\$913,025	\$ 913,025
General Fund revenues	\$15,645,285	\$16,068,476
<b>Percentage Debt Service</b>	<b>5.9%</b>	<b>5.7%</b>

**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

**City of Agoura Hills  
Appropriations Limit  
FY 2017-18**

**History**

The voters 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 voters 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 2017-18 fiscal year, there is a significant gap of \$4,908,256 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 2016-17		\$16,435,036
Adjustment Factors:	<u>% Ratio</u>	
Population Factor	1.0001	
Growth Factor	<u>1.0369</u>	
Population Ratio*Economic Ratio		<u>1.0370037</u>
Appropriation Limit for FY 2017-18		<u>\$17,043,191</u>



**CITY OF AGOURA HILLS  
GANN APPROPRIATION LIMIT  
FY 2017-18**

Appropriation Limitation Calculation				Schedule 1	Appropriation Subject to Limit				Schedule 2
% Change in			Growth Factor	Appropriation Limit by Fiscal Year	Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax	
Per Capita Income	Population per DOF	in							
<b>1981-82 Base Year Approp Subject to Limit:</b>				\$2,200,000	<b>Unrestricted:</b>				
<b>Allowed Growth Rate:</b>									
1992-93	0.9936	1.0133	1.0068149	5,920,556	Taxes	\$12,943,305	\$12,077,305	\$866,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248	License and Permits	583,000		583,000	
1994-95	1.0071	1.0028	1.0099199	6,191,060	Charges for Services	1,241,230		1,241,230	
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	25,750	21,630	4,120	
1997-98	1.0467	1.0104	1.0575857	7,178,904	Miscellaneous	788,000		788,000	
1998-99	1.0415	1.0120	1.0539980	7,566,550		<b>15,645,285</b>	<b>12,098,935</b>	<b>3,546,350</b>	
1999-00	1.0453	1.0158	1.0618157	8,034,282	<b>Total Unrestricted</b>				
2000-01	1.0491	1.0148	1.0646267	8,553,511	<b>Restricted:</b>				
2001-02	1.0782	1.0137	1.0929713	9,348,742	Taxes	36,000	36,000	0	
2002-03	0.9873	1.0400	1.0267920	9,599,213	License and Permits	13,000		13,000	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Intergovernmental	4,225,828		4,225,828	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Charges for Services	1,799,952		1,799,952	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Fines and Forfeitures	70,000		70,000	
2006-07	1.0396	1.0017	1.0413673	12,024,049	Interest Earnings	19,700		19,700	
2007-08	1.0442	1.0034	1.0477503	12,598,200	Miscellaneous	68,000		68,000	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239		<b>6,232,480</b>	<b>36,000</b>	<b>6,196,480</b>	
* 2009-10	1.0062	1.0058	1.0120360	13,371,262	<b>Total Restricted</b>	<b>\$21,877,765</b>	<b>\$12,134,935</b>	<b>\$9,742,830</b>	
2010-11	0.9746	1.0059	0.9803501	13,108,518	<b>Total Source of Funds</b>				
* 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					
2016-17	1.0537	1.0068	1.0608652	16,435,036					
2017-18	1.0369	1.0001	1.0370037	17,043,191					
<b>2017-18 Appropriation Limit</b>				<b>\$17,043,191</b>					
<b>Less Appropriations subject to limit (Sched 2)</b>				<b>12,134,935</b>					
<b>2017-18 Appropriations Under Allowed Limit</b>				<b>\$4,908,256</b>					

\* Revised



RESOLUTION NO. 17-1849

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2017-18 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

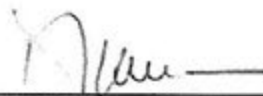
WHEREAS, Senate Bill 1352, Chapter 1205, 1980, statute adds Revenue and Taxation Code, Section 7910, which requires each local government to establish its appropriation limits by resolution each year at a regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City of Agoura Hills' appropriation limitation for Fiscal Year 2017-18 shall be \$17,043,192.

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 28<sup>th</sup> day of June, 2017, by the following vote to wit;

AYES: (3) Weber, Koehler, Schwarz  
NOES: (0)  
ABSENT: (2) Buckley Weber, Northrup  
ABSTAIN: (0)

  
\_\_\_\_\_  
Denis Weber, Mayor

ATTEST:

  
\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk





*“Civic Center – Library Courtyard”.*



**RESOLUTION NO. 17-1850**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEARS 2017-18 AND 2018-19, INCLUDING FISCAL YEAR 2017-18 APPROPRIATIONS AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2016-17 ANNUAL BUDGET**

**WHEREAS**, the City Council has reviewed the City Manager's preliminary budget for Fiscal Years 2017-18 and 2018-19 and the amended budget for Fiscal Year 2016-17; and

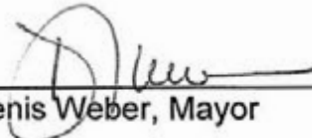
**WHEREAS**, a budget workshop concerning the Fiscal Years 2017-18 and 2018-19 proposed budget was held Wednesday, June 14, 2017.

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

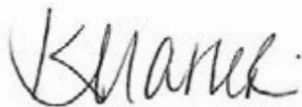
1. That the Fiscal Years 2017-18 and 2018-19 Budget be adopted, pursuant to Chapter 6, Section 2603 (Ordinance No. 22) of the City of Agoura Hills Municipal Code, and that the proposed amendments to the Fiscal Year 2016-17 Budget be approved.
2. That the amounts shown on Exhibit "A" for the Fiscal Year 2017-18 Budget are hereby appropriated.
3. Any unused appropriations from the Fiscal Year 2016-17 Adopted Budget at the end of Fiscal Year 2016-17 may be re-appropriated by the City Manager for continued use in Fiscal Year 2017-18.

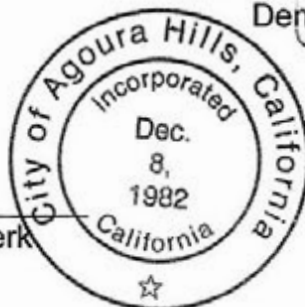
**PASSED, APPROVED, AND ADOPTED**, this 28<sup>th</sup> day of June, 2017, by the following vote to wit;

AYES: (3) Weber, Koehler, Schwarz  
NOES: (0)  
ABSENT: (2) Buckley Weber, Northrup  
ABSTAIN: (0)

  
\_\_\_\_\_  
Denis Weber, Mayor

ATTEST:

  
\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk





**City of Agoura Hills  
Sources and Uses  
Amended Budget 2016-17**

Fund	----- Estimate 2016/17-----				Fund Balance 6/30/2017	Fund Balance Inc./(Dec.)
	Fund Balance 6/30/2016	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
<b>Major Funds</b>						
10 General Fund	9,777,357	16,110,716	14,213,817	(1,896,432)	9,777,824	0%
18 Measure R Capital Projects	(4,226,377)	6,419,863	5,298,363		(3,104,877)	(1) -27%
Subtotal Major Funds	<u>5,550,980</u>	<u>22,530,579</u>	<u>19,512,180</u>	<u>(1,896,432)</u>	<u>6,672,947</u>	
<b>Non-Major Funds</b>						
20 Gas Tax	43,709	414,829	428,300		30,238	
30 Retirement Rate Stabilization	-			145,000	145,000	
40 Traffic Safety	2,612	70,200	70,000		2,812	
60 Proposition A	600,546	537,400	469,453		668,493	
61 Proposition C	375,109	321,643	592,965		103,787	
63 Measure R	4,526	240,840	210,000		35,366	
70 SCAQMD	26,626	27,000	1,200		52,426	
110 Traffic Improvement	772,669	1,608,996			2,381,665	
111 Utility Undergrounding	49,762	500			50,262	
240 Suppl. Law Enfcmnt	13,720	100,700	100,000		14,420	
250 CDBG	-	199,458	199,392		66	
260 Misc. Grants	(1,364,819)	1,500,672	323,561		(187,708)	
520 Waste Management	126,686	115,250	98,500		143,436	
420 Inc. Housing In-Lieu	2,769,046	8,000			2,777,046	
300 Public Fin Auth Debt Service	7,461		668,515	675,000	13,946	
305 Improvement Authority Debt S	244,534		245,024	247,100	246,610	
620 Successor Housing	332,409		24,535	79,332	387,206	
11 Capital Projects Fund	-			250,000	250,000	
12 Facilities Fund	50,000			150,000	200,000	
15 Rec Center Capital Projects	(382,940)	500,000	105,125		11,935	
16 Stormwater Capital Projects	549,773	36,000	415,000	350,000	520,773	
Subtotal Non-Major Funds	<u>4,221,427</u>	<u>5,681,488</u>	<u>3,951,570</u>	<u>1,896,432</u>	<u>7,847,777</u>	(2) 86%
<b>Total City of Agoura Hills</b>	<b><u>9,772,407</u></b>	<b><u>28,212,067</u></b>	<b><u>23,463,750</u></b>	<b><u>-</u></b>	<b><u>14,520,724</u></b>	

**Explanation of fund balance variances of 10% of 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 for this fund.

(2) The Non-Major funds increase is primarily a result of anticipated revenues for Traffic Impact Fees in the Traffic Improvement Fund. These revenues are related to development projects within the City. Additionally the City is anticipating reimbursement in the Miscellaneous Grants Fund for the Roadside Bridge Widening Project.

**City of Agoura Hills  
Sources and Uses  
Adopted Budget 2017-18**

Fund	----- Estimate 2017/18-----				Fund Balance 6/30/2018	Fund Balance Inc/(Dec.)
	Fund Balance 6/30/2017	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
<b>Major Fund</b>						
10 General Fund	9,777,824	15,645,285	14,572,418	(984,525)	9,866,166	1%
Subtotal Major Fund	9,777,824	15,645,285	14,572,418	(984,525)	9,866,166	
<b>Non-Major Funds</b>						
20 Gas Tax	30,238	477,002	440,300		66,940	
22 RRAA		122,318	118,000		4,318	
30 Retirement Rate Stabilization	145,000				145,000	
40 Traffic Safety	2,812	70,200	70,000		3,012	
60 Proposition A	668,493	530,734	581,588		617,639	
61 Proposition C	103,787	331,300	425,990		9,097	
63 Measure R	35,366	236,693	228,435		43,624	
64 Measure M		221,250	205,500		15,750	
70 SCAQMD	52,426	27,000	36,200		43,226	
110 Traffic Improvement	2,381,665	1,743,952	50,000		4,075,617	
111 Utility Undergrounding	50,262	500			50,762	
240 Suppl. Law Enfcmnt	14,420	100,700	100,000		15,120	
250 CDBG	66	64,392	64,358		100	
260 Misc. Grants	(187,708)	490,672	424,750		(121,786)	
520 Waste Management	143,436	118,500	98,500		163,436	
420 Inc. Housing In-Lieu	2,777,046	8,000			2,785,046	
300 Public Fin Auth Debt Service	13,946		670,031	670,000	13,915	
305 Improvement Auth. Debt Serv	246,610		234,512	243,025	255,123	
620 Successor Housing	387,206		25,909	71,500	432,797	
11 Capital Projects Fund	250,000		250,000		-	
12 Facilities Fund	200,000				200,000	
15 Rec Center Capital Projects	11,935				11,935	
16 Stormwater Capital Projects	520,773		75,000		445,773	
18 Measure R Capital Projects	(3,104,877)	1,689,267	2,038,161		(3,453,771)	
Subtotal Non-Major Funds	4,742,900	6,232,480	6,137,234	984,525	5,822,671	(2) 23%
<b>Total City of Agoura Hills</b>	<b>14,520,724</b>	<b>21,877,765</b>	<b>20,709,652</b>	<b>-</b>	<b>15,688,837</b>	

**Explanation of fund balance variances of 10% of more**

(1) The Non-Major funds increase is primarily a result of anticipated revenues for Traffic Impact Fees in the Traffic Improvement Fund. These revenues are related to development projects within the City.

**City of Agoura Hills  
Sources and Uses  
Estimate 2018-19**

----- Estimate 2018/19-----

Fund	Fund Balance 6/30/2018	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2019	Fund Balance Inc./Dec.)
<u>City of Agoura Hills</u>						
<b>Major Funds</b>						
10 General Fund	9,866,166	16,068,476	14,899,934	(984,525)	10,050,183	2%
19 Measure M Capital Projects	-	10,000,000	14,545,192		(4,545,192)	(1) -454%
Subtotal Major Fund	<u>9,866,166</u>	<u>26,068,476</u>	<u>29,445,126</u>	<u>(984,525)</u>	<u>5,504,991</u>	
<b>Non-Major Funds</b>						
20 Gas Tax	66,940	485,495	490,300		62,135.06	
22 RRAA	4,318	364,265	350,000		18,583	
30 Retirement Rate Stablization	145,000				145,000	
40 Traffic Safety	3,012	70,200	70,000		3,212.11	
60 Proposition A	617,639	520,235	494,977		642,896.62	
61 Proposition C	9,097	320,500	85,327		244,270	
63 Measure R	43,624	236,693	229,219		51,098.05	
64 Measure M	15,750	290,000	244,032		61,718	
70 SCAQMD	43,226	27,000	1,200		69,025.76	
110 Traffic Improvement	4,075,617	4,000	300,000		3,779,617	
111 Utility Undergrounding	50,762	500			51,261.76	
240 Suppl. Law Encmt	15,120	100,700	100,000		15,819.80	
250 CDBG	100	64,392	64,358		134	
260 Misc. Grants	(121,786)	1,625,672	1,625,750		(121,864.19)	
520 Waste Management	163,436	104,500	99,200		168,736	
420 Inc. Housing In-Lieu	2,785,046	8,000			2,793,046	
300 Public Fin Auth Debt Service	13,915		670,031	670,000	13,883.76	
305 Improvement Authority Debt Sei	255,123		234,512	243,025	263,636	
620 Successor Housing	432,797		26,960	71,500	477,336.50	
11 Capital Projects Fund	-				-	
12 Facilities Fund	200,000				200,000	
15 Rec Center Capital Projects	11,935				11,934.94	
16 Stormwater Capital Projects	445,773		75,000		370,772.84	
18 Measure R Capital Projects	(3,453,771)	2,000,000	479,449		(1,933,220)	
Subtotal Non-Major Funds	<u>5,822,671</u>	<u>6,222,152</u>	<u>5,640,315</u>	<u>984,525</u>	<u>7,389,033</u>	(2) 27%
<b>Total City of Agoura Hills</b>	<b><u>15,688,837</u></b>	<b><u>32,290,628</u></b>	<b><u>35,085,441</u></b>	<b><u>-</u></b>	<b><u>12,894,024</u></b>	

**Explanation of fund balance variances of 10% of more**

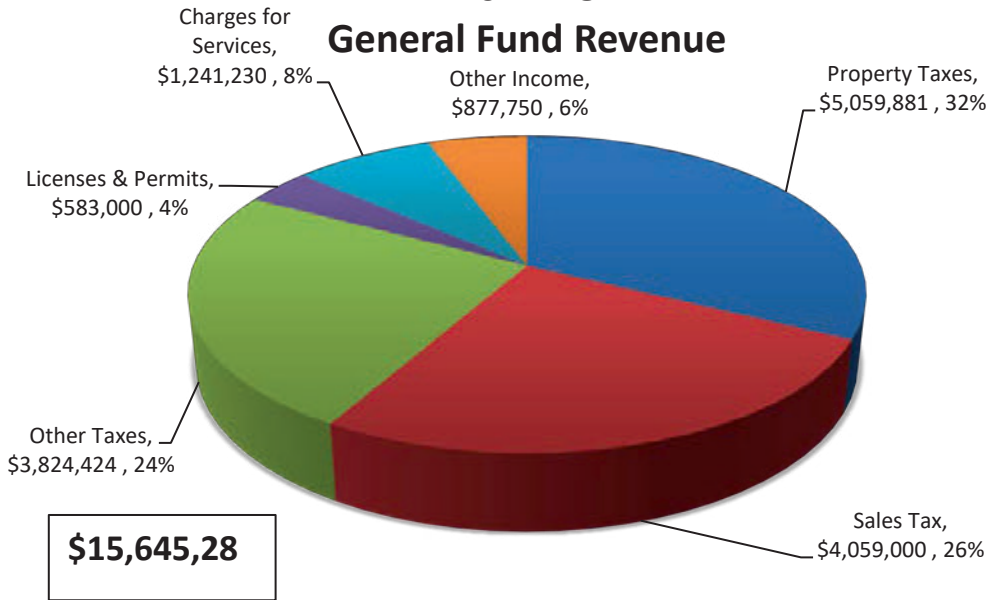
(1) This fund is for a capital project, and it is the nature of the project to expense the costs of the project. The Agoura Road Widening Project is the major expense for this fund.

(2) the City is anticipating reimbursement in the Miscellaneous Grants Fund for the second phase of the Roadside Bridge Widening Project.

## City of Agoura Hills

**2017-18**

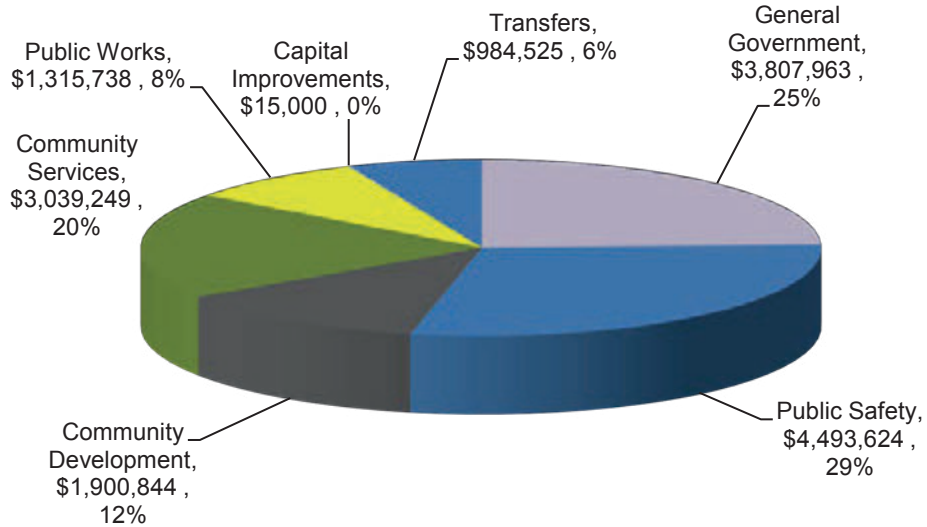
### General Fund Revenue



## City of Agoura Hills

**2017-18 General Fund**

### Operating Expenditures/Transfers



<b>Operating Expenses</b>	<b>\$14,572,418</b>
<b>Operating Transfers</b>	<b>\$984,525</b>
<b>Total Operating Expenses /Transfers</b>	<b><u>\$15,556,943</u></b>



*“Reyes Adobe Bridge”*







GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Agoura Hill  
California**

For the Fiscal Year Beginning

**July 1, 2016**

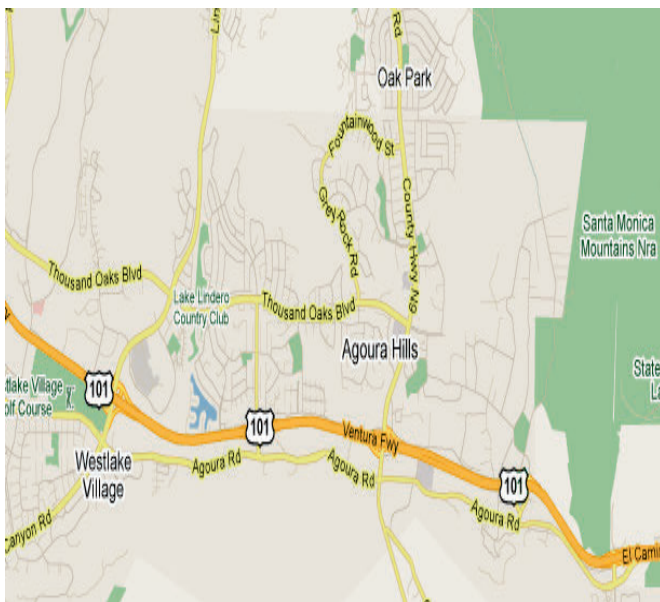
Executive Director

## City of Agoura Hills Geographic Information FY 2017-18

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**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 2017 are:

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

# City of Agoura Hills SPECIAL EVENTS

*The Reyes Adobe Historical Site*



*Santa Monica Mountains National  
Recreation Area*



*The Great Race – March*



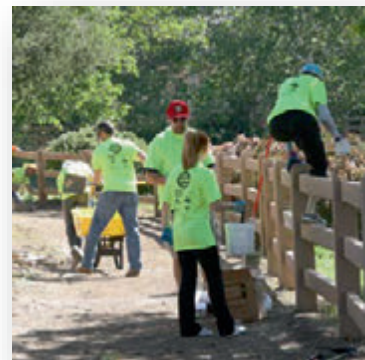
*Reyes Adobe Days – October*



*Concerts in the Park – Summer*



*Community Service Days – May*



# CITY OF AGOURA HILLS

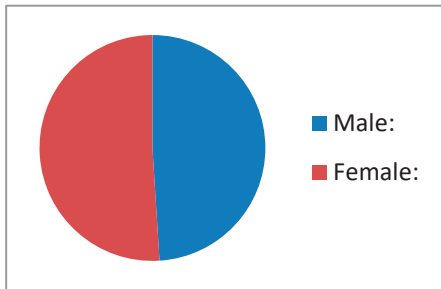
## Demographic Information

### FY 2017-18

#### Population:

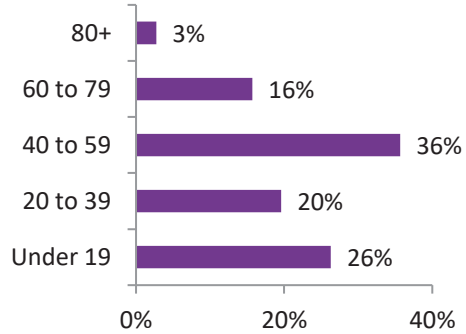
TOTAL: 21,211

Male: 49%  
Female: 51%



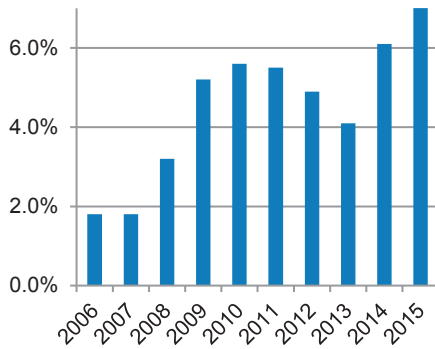
#### Age Distribution:

Median Age: 42.5

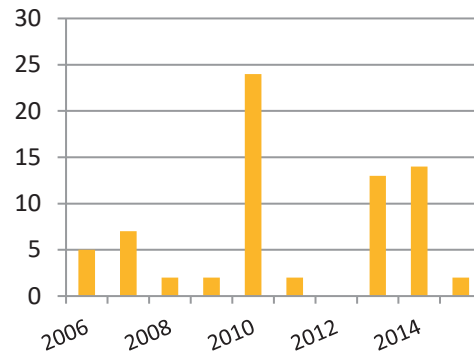


#### City Unemployment Rates:

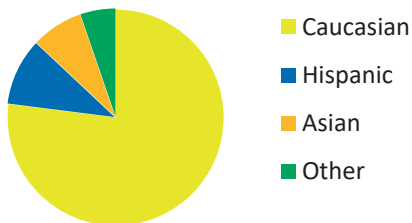
Los Angeles County : 7.9%



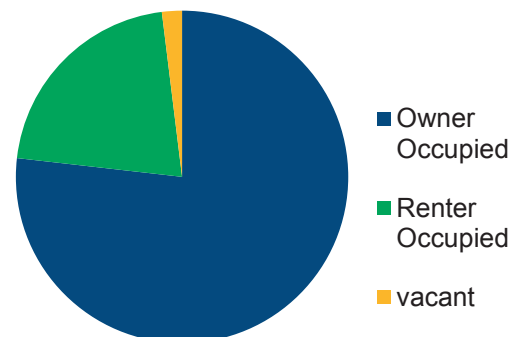
#### Single-family new house construction:



#### Ethnicity:



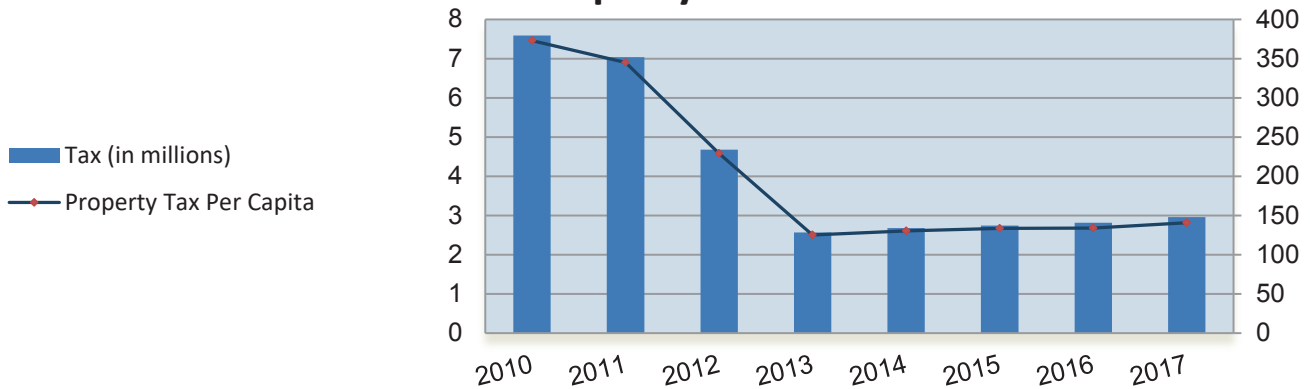
#### Housing Tenure:



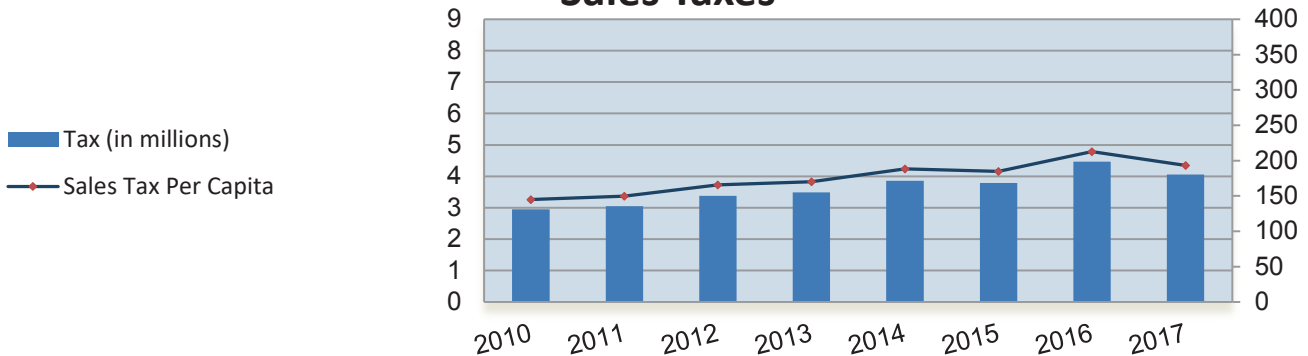
**CITY OF AGOURA HILLS**  
**Tax Revenues by Source**  
**FY 2016-17 & FY 2017-18**

Year	Property Tax	Property Tax Per Capita	Population	Sales Tax	Sales Tax Per Capita
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	134.14	21,015	4,471,077	212.76
2017	2,958,298	140.75	21,018	4,058,004	193.07

**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 2015-16 to 2018-19**

	<b>REVENUES</b>			
	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Actual Revenue</b>	<b>Final Budget</b>	<b>Adopted Budget</b>	<b>Approved Budget</b>
<u>City of Agoura Hills</u>				
General Fund	14,914,903	16,110,716	15,645,285	16,068,476
<b><u>OTHER FUNDS</u></b>				
Gas Tax	453,435	414,829	477,002	485,495
RRAA	-	-	122,318	364,265
Traffic Safety	53,039	70,200	70,200	70,200
Proposition A	508,912	537,400	530,734	520,235
Proposition C	310,495	321,643	331,300	320,500
Measure R	231,752	240,840	236,693	236,693
Measure M	-	-	221,250	290,000
SC Air Quality Mgmt District	26,324	27,000	27,000	27,000
Traffic Improvement	74,275	1,608,996	1,743,952	4,000
Utility Undergrounding	65	500	500	500
Supplemental Law Enforcement	100,039	100,700	100,700	100,700
Community Development Block Gra	62,000	199,458	64,392	64,392
Miscellaneous Grants	535,541	1,500,672	490,672	1,625,672
Solid Waste Management	103,347	115,250	118,500	104,500
Inclusionary Housing In Lieu	3,598	8,000	8,000	8,000
Pub Fin Authority Debt Service	568	-	-	-
Improvement Authority Debt Serv	332	-	-	-
Successor Housing Agency	28,244	-	-	-
Capital Projects Fund	-	-	-	-
Facilities Capital Project Fund	-	-	-	-
Recreation Center Capital Fund	44,474	500,000	-	-
Stormwater Capital Projects	1,376	36,000	-	-
Measure R Capital Projects	11,118,068	6,419,863	1,689,267	2,000,000
Measure M Capital Projects	-	-	-	10,000,000
<b>Total City of Agoura Hills</b>	<b>28,570,787</b>	<b>28,212,067</b>	<b>21,877,765</b>	<b>32,290,628</b>

**City of Agoura Hills**  
**Summary Revenues/Expenditures**  
**FY 2015-16 to 2018-19**

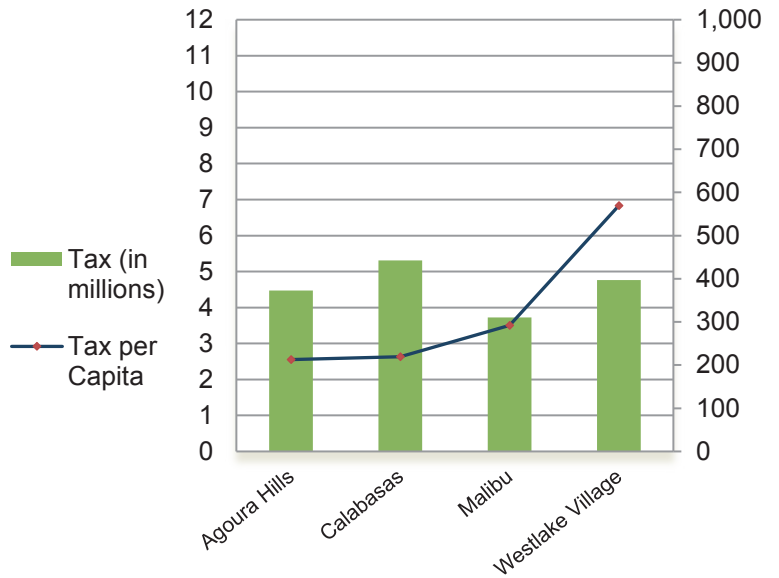
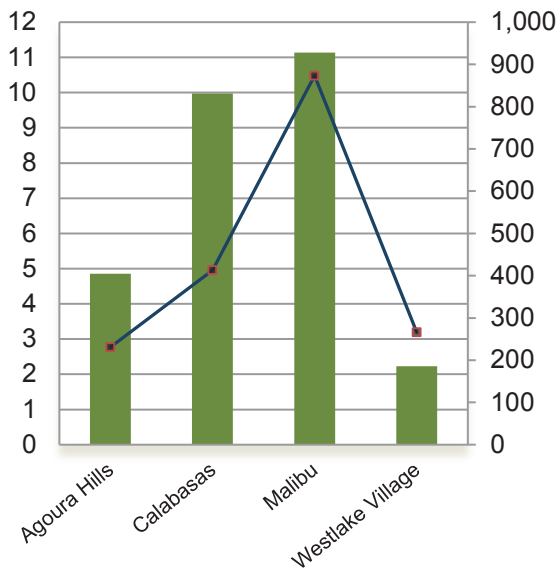
	<b>EXPENDITURES</b>			
	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Actual</b>	<b>Final</b>	<b>Adopted</b>	<b>Adopted</b>
	<b>Expend</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<u>City of Agoura Hills</u>				
General Fund	13,342,881	14,213,817	14,572,418	14,899,934
<b>OTHER FUNDS</b>				
Gas Tax	708,648	428,300	440,300	490,300
RRAA	-	-	118,000	350,000
Traffic Safety	53,000	70,000	70,000	70,000
Proposition A	463,983	469,453	581,588	494,977
Proposition C	140,962	592,965	425,990	85,327
Measure R	249,000	210,000	228,435	229,219
Measure M	-	-	205,500	244,032
SC Air Quality Mgmt District	1,200	1,200	36,200	1,200
Traffic Improvement	436,615	-	50,000	300,000
Utility Undergrounding	-	-	-	-
Supplemental Law Enforcement	98,503	100,000	100,000	100,000
Community Development Block Grants	62,011	199,392	64,358	64,358
Miscellaneous Grants	1,914,261	323,561	424,750	1,625,750
Solid Waste Management	83,493	98,500	98,500	99,200
Inclusionary Housing In Lieu	-	-	-	-
Pub Fin Authority Debt Service	670,306	668,515	670,031	670,031
Improvement Authority Debt Serv	246,870	245,024	234,512	234,512
Successor Housing Agency	1,378	24,535	25,909	26,960
Capital Projects Fund	-	-	250,000	-
Facilities Capital Project Fund	14,742	-	-	-
Recreation Center Capital Fund	127,766	105,125	-	-
Stormwater Capital Projects	57	415,000	75,000	75,000
Measure R Capital Projects	12,602,406	5,298,363	2,038,161	479,449
Measure M Capital Projects	-	-	-	14,545,192
<b>Total City of Agoura Hills</b>	<b>31,218,082</b>	<b>23,463,750</b>	<b>20,709,652</b>	<b>35,085,441</b>



## CITY OF AGOURA HILLS

### Comparative Tax Revenues by Source FY 2016-17 & FY 2017-18

City	2015/16 Property Tax	2015/16 Property Tax Per Capita	2015/16 Population	2015/16 Sales Tax	2015/16 Sales Tax Per Capita
Agoura Hills	4,852,448	230.90	21,015	4,471,077	212.76
Calabasas	9,974,360	412.71	24,168	5,305,321	219.52
Malibu	11,134,844	873.53	12,747	3,723,057	292.07
Westlake Village	2,228,016	266.19	8,370	4,764,110	569.19

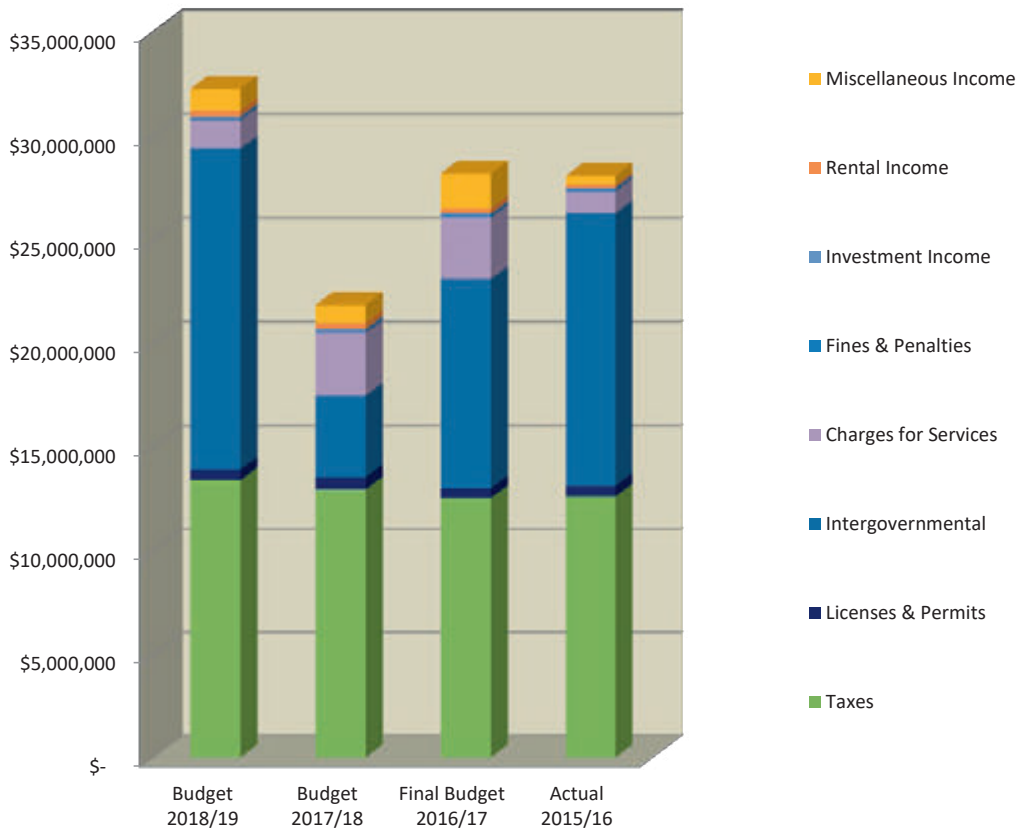


\*Most recent data available



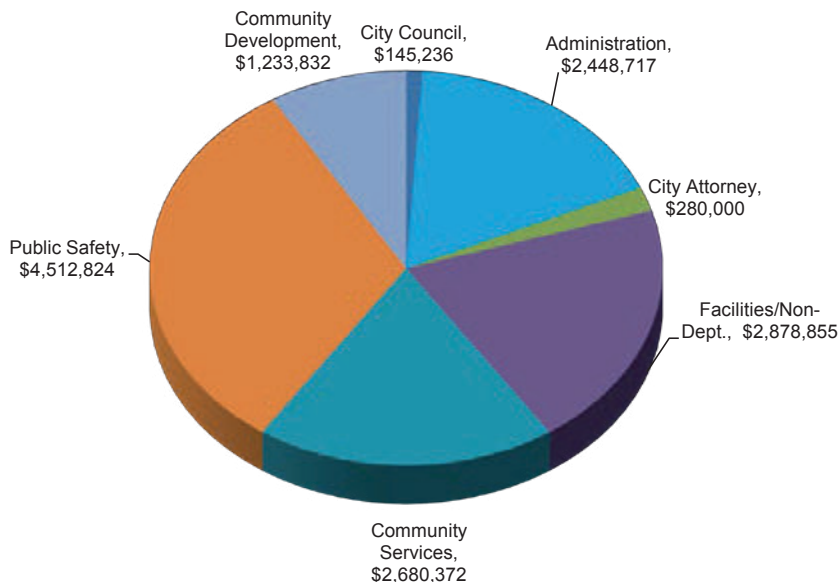
**City of Agoura Hills**  
**Revenues by Type Total Budget**  
**FY 2017-18 & FY 2018-19**

	2018/19 Budget Total	2017/18 Budget Total	2016/17 Final Budget Total	2015/16 Actual Total
<b>REVENUES</b>				
Taxes	\$ 13,423,496	\$ 12,979,305	\$ 12,564,916	\$ 12,634,441
Licenses & Permits	514,000	596,000	477,750	519,864
Intergovernmental	15,476,903	3,919,226	10,074,701	13,134,890
Charges for Services	1,365,230	3,041,182	2,972,426	1,072,354
Fines & Penalties	134,000	134,000	134,000	104,802
Investment Income	45,450	45,450	44,700	57,894
Rental Income	298,800	298,800	265,000	145,796
Miscellaneous Income	1,032,749	863,802	1,678,574	430,725
<b>Total</b>	<b>\$ 32,290,628</b>	<b>\$ 21,877,765</b>	<b>\$ 28,212,067</b>	<b>\$ 28,100,767</b>



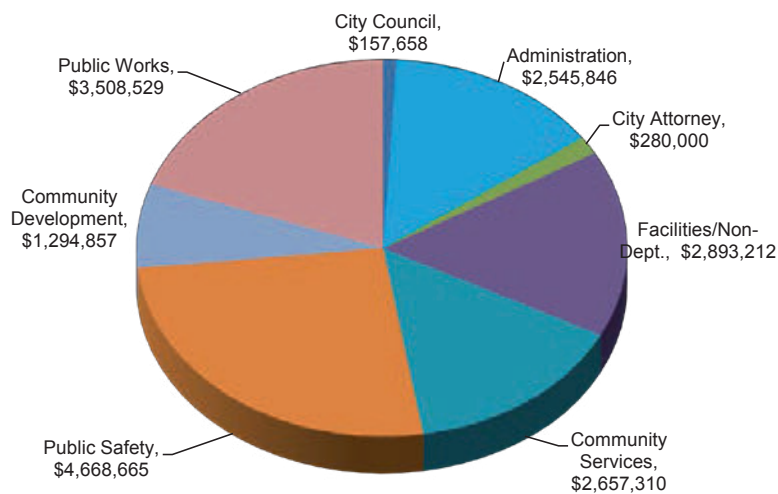
## City of Agoura Hills Total Budget FY 2017-18

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2017/18 Budget Total	2016/17 Final Budget Total	2015/16 Actual Total
<b>OPERATIONS</b>								
City Council	128,236	17,000				145,236	142,118	129,273
City Manager	1,142,546	15,500	24,640			1,182,686	1,138,997	1,083,595
City Clerk	240,325	34,400	50,000			324,725	317,018	359,037
City Attorney			280,000			280,000	395,000	400,281
Finance	400,369	32,210	94,700			527,279	531,306	472,023
Public Facilities		304,000	7,000	898,543	30,000	1,239,543	1,374,539	1,260,058
Reyes Adobe Site	7,340	25,200	5,000			37,540	37,540	28,612
Recreation Center	77,720	250,500	38,000		100,000	466,220	395,000	368,698
Non-Departmenta	175,000	676,264	249,288		35,000	1,135,552	1,110,786	974,078
Auto. Office Systems		8,800	200,327			263,227	317,319	252,701
L A Co. Sheriff		408,307	4,101,517		3,000	4,512,824	4,337,742	4,033,677
Emergency Ops		16,600	1,000		4,200	21,800	22,000	19,917
Crossing Guards			70,000			70,000	70,000	69,656
Animal Control			59,000			59,000	59,000	56,525
Community Dev	825,332	18,500	390,000			1,233,832	985,372	918,798
Recreation	148,250	213,620	379,258			741,128	721,418	682,808
Community Serv	1,150,894	111,400				1,262,294	1,217,110	1,053,996
Parks Maintenance		296,200	300,750		80,000	676,950	606,700	443,176
Public Works Adr	757,751	5,750	297,500			1,061,001	1,085,627	1,123,834
Building & Safety	441,856	5,210	230,100			677,166	582,007	479,436
Solid Waste		6,500	92,000			98,500	98,500	83,494
Landscape Maintenance		88,100	473,550			561,650	518,400	360,526
Traffic Safety		50,000	213,000			263,000	225,500	198,250
Street Maintenance			145,000			145,000	202,500	143,520
Transportation			298,285			298,285	315,559	316,083
Storm & Flood Control			494,800			494,800	534,800	498,959
<b>TOTAL</b>	<b>5,495,619</b>	<b>2,584,061</b>	<b>8,494,715</b>	<b>898,543</b>	<b>306,300</b>	<b>17,779,238</b>	<b>17,341,858</b>	<b>15,811,011</b>
<b>CAPITAL IMPROVEMENTS</b>								
Other Improvements					555,000	555,000	230,125	1,644,015
Park Improvements					54,700	54,700	189,734	33,508
Street Improvements					2,320,722	2,320,722	5,702,033	13,725,504
<b>GRAND TOTAL</b>	<b>\$5,495,619</b>	<b>\$2,584,061</b>	<b>\$8,494,715</b>	<b>\$898,543</b>	<b>\$3,236,722</b>	<b>\$20,709,660</b>	<b>\$23,463,750</b>	<b>\$31,214,038</b>



## City of Agoura Hills Total Budget FY 2018-19

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2018/19 Budget Total
<b>OPERATIONS</b>						
City Council	137,158	20,500				157,658
City Manager	1,179,348	15,500			28,640	1,223,488
City Clerk	244,927	34,400	100,000			379,327
City Attorney			280,000			280,000
Finance	415,192	32,600	81,700			529,492
Public Facilities		313,500	7,000	898,543	30,000	1,249,043
Reyes Adobe Site	7,340	25,200	5,000			37,540
Recreation Center	77,720	250,500	38,000		85,000	451,220
Non-Departmenta	175,000	706,721	273,688			1,155,409
Auto. Office Systems		8,800	200,839		51,700	261,339
L A Co. Sheriff		422,326	4,243,339		3,000	4,668,665
Emergency Ops		16,200	1,000		6,000	23,200
Crossing Guards			70,000			70,000
Animal Control			59,000			59,000
Community Dev	852,357	18,500	424,000			1,294,857
Recreation	149,150	213,620	374,258			737,028
Community Servic	1,191,932	111,400				1,303,332
Parks Maintenance		296,200	300,750		20,000	616,950
Public Works Adr	787,239	5,750	247,500			1,040,489
Building & Safety	456,530	5,210	192,600			654,340
Landscape Maintenance		88,100	473,800			561,900
Traffic Safety		50,000	223,000			273,000
Street Maintenance			145,000			145,000
Solid Waste Mgmt		7,200	92,000			99,200
Transportation			317,800			317,800
Storm & Flood Control			416,800			416,800
<b>TOTAL</b>	<b>5,673,893</b>	<b>2,642,227</b>	<b>8,567,074</b>	<b>898,543</b>	<b>224,340</b>	<b>18,006,077</b>
<b>CAPITAL IMPROVEMENTS</b>						
Other Improvements					1,290,000	1,290,000
Park Improvements					54,700	54,700
Street Improvements					15,734,722	15,734,722
<b>GRAND TOTAL</b>	<b>\$5,673,893</b>	<b>\$2,642,227</b>	<b>\$8,567,074</b>	<b>\$898,543</b>	<b>\$17,303,762</b>	<b>\$35,085,499</b>



**City of Agoura Hills  
PERSONNEL  
2015-16 to 2018-19**

	<u>2015-16 Headcount</u>	<u>2016-17 Headcount</u>	<u>2017-18 Headcount</u>	<u>2018-19 Headcount</u>
<b><u>General Fund</u></b>				
City Council	5.00	5.00	5.00	5.00
City Manager	5.26	5.56	5.26	5.48
City Clerk	1.85	1.85	1.85	1.85
Finance	2.84	3.08	2.89	3.04
Community Development	10.30	10.26	10.26	10.26
Community Services Administration	7.43	7.45	7.45	7.45
Public Works Administration	2.76	3.25	2.74	2.60
Building and Safety	3.00	3.00	3.00	3.00
Total General Fund	<u>38.44</u>	<u>39.45</u>	<u>38.45</u>	<u>38.68</u>
<b><u>Proposition A</u></b>				
Community Services Administration	0.52	0.55	0.55	0.55
Total Proposition A Fund	<u>0.52</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>
<b><u>Proposition C</u></b>				
Public Works	0.14	0.72	0.35	0.11
Total Proposition C Fund	<u>0.14</u>	<u>0.72</u>	<u>0.35</u>	<u>0.11</u>
<b><u>Measure M-Local</u></b>				
Public Works	_____	_____	_____	0.28
Total Measure M Local	_____	_____	_____	<u>0.28</u>
<b><u>Measure M-Grant</u></b>				
City Manager	_____	_____	_____	0.60
Finance	_____	_____	_____	0.40
Public Works	_____	_____	_____	1.37
Total Measure M Grant	_____	_____	_____	<u>2.37</u>
<b><u>Measure R-Local</u></b>				
Public Works	_____	_____	0.14	0.14
Total Measure R Local	_____	_____	<u>0.14</u>	<u>0.14</u>
<b><u>Measure R-Grant</u></b>				
City Manager	0.88	0.52	0.82	0.00
Finance	0.65	0.36	0.55	0.00
Public Works	2.10	1.03	1.77	0.50
Total Measure R Fund	<u>3.63</u>	<u>1.91</u>	<u>3.14</u>	<u>0.50</u>
<b>Total City of Agoura Hills</b>	<b><u>42.73</u></b>	<b><u>42.63</u></b>	<b><u>42.63</u></b>	<b><u>42.63</u></b>
<b><u>Successor Agency to the RDA</u></b>				
City Manager	0.36	0.36	0.36	0.36
City Clerk	0.15	0.15	0.15	0.15
Finance	0.56	0.56	0.56	0.56
Community Development	0.20	0.18	0.18	0.18
Total Successor Agency to the RDA	<u>1.27</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
Total Successor Agency to the RDA	<u>1.27</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
<b><u>Successor Agency to the RDA-Housing</u></b>				
Community Development	_____	0.06	0.06	0.06
Community Services Administration	_____	0.06	0.06	0.06
Total Successor Agency to the RDA-Housing	_____	<u>0.12</u>	<u>0.12</u>	<u>0.12</u>

**City of Agoura Hills  
PERSONNEL  
2015-16 to 2018-19**

	<u>2015-16 Headcount</u>	<u>2016-17 Headcount</u>	<u>2017-18 Headcount</u>	<u>2018-19 Headcount</u>
<b>Total Succesor Agency to the RDA</b>	<u>          </u>	<u>      1.37</u>	<u>      1.37</u>	<u>      1.37</u>
<b>Total Personnel Headcount</b>	<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**  
**INTERFUND TRANSFERS**  
**FY 2016-17**

Fund	Description	Approved
<b>Transfers to Other Funds</b>		
010	General Fund To Capital Projects Fund	250,000 <b>250,000</b>
010	General Fund To Facilities Fund	150,000 <b>150,000</b>
010	General Fund To Storm Water Fund	350,000 <b>350,000</b>
010	General Fund To Fin Authority Debt Service	675,000 <b>675,000</b>
010	General Fund To Cal Pers Set Aside Fund	145,000 <b>145,000</b>
010	General Fund To AH Improvement Authority Bond	247,100 <b>247,100</b>
010	General Fund To Housing Succesor Agency	79,332 <b>79,332</b>
<b>Total</b>		<b>1,896,432</b>
<b>Transfers from Other Funds</b>		
011	Capital Projects Fund From General Fund	250,000 <b>250,000</b>
012	Facilities Fund From General Fund	150,000 <b>150,000</b>
016	Storm Water Fund From General Fund	350,000 <b>350,000</b>
030	Cal Pers Set Aside Fund From General Fund	145,000 <b>145,000</b>
300	Financing Authority Debt Service From General Fund	675,000 <b>675,000</b>
305	AH Improvement Authority Bond From General Fund	247,100 <b>247,100</b>
620	Housing Successor Agency From General Fund	79,332 <b>79,332</b>
<b>Total</b>		<b>1,896,432</b>

**City of Agoura Hills  
INTERFUND TRANSFERS  
FY 2017-18**

Fund	Description	Approved
<b>Transfers to Other Funds</b>		
010	General Fund To Fin Authority Debt Service	670,000 <b>670,000</b>
010	General Fund To AH Improvement Authority Bond	243,025 <b>243,025</b>
010	General Fund To Housing Succesor Agency	71,500 <b>71,500</b>
	<b>Total</b>	<b>984,525</b>
<b>Transfers from Other Funds</b>		
300	Financing Authority Debt Service From General Fund	670,000 <b>670,000</b>
305	AH Improvement Authority Bond From General Fund	243,025 <b>243,025</b>
620	Housing Successor Agency From General Fund	71,500 <b>71,500</b>
	<b>Total</b>	<b>984,525</b>

**City of Agoura Hills  
INTERFUND TRANSFERS  
FY 2018-19**

Fund	Description	Approved
<b>Transfers to Other Funds</b>		
010	General Fund To Fin Authority Debt Service	670,000 <b>670,000</b>
010	General Fund To AH Improvement Authority Bond	243,025 <b>243,025</b>
010	General Fund To Housing Succesor Agency	71,500 <b>71,500</b>
	<b>Total</b>	<b>984,525</b>
<b>Transfers from Other Funds</b>		
300	Financing Authority Debt Service From General Fund	670,000 <b>670,000</b>
305	AH Improvement Authority Bond From General Fund	243,025 <b>243,025</b>
620	Housing Successor Agency From General Fund	71,500 <b>71,500</b>
	<b>Total</b>	<b>984,525</b>





# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 010 - GENERAL</b>					
<b>Category: 4000 - Taxes and Assessments</b>					
<u>010-0000-311000</u>	Sales And Use Tax	3,330,081	4,058,004	4,059,000	4,171,000
<u>010-0000-311001</u>	Property Tax In Lieu Of Sales	826,654	0	0	0
<u>010-0000-312000</u>	Property Tax	2,593,291	2,683,298	2,797,254	2,888,540
<u>010-0000-312001</u>	Property Tax In Lieu Of Vlf	2,033,448	2,101,414	2,192,627	2,271,781
<u>010-0000-312002</u>	Property Tax - Succ. Agcy.	84,699	100,000	70,000	70,000
<u>010-0000-313000</u>	Transient Occupancy Tax	2,764,208	2,611,200	2,783,424	2,945,175
<u>010-0000-314000</u>	Franchise Fee	754,636	800,000	866,000	866,000
<u>010-0000-315000</u>	Property Transfer Tax	197,873	175,000	175,000	175,000
<b>Category: 4000 - Taxes and Assessments Total:</b>		<b>12,584,891</b>	<b>12,528,916</b>	<b>12,943,305</b>	<b>13,387,496</b>
<b>Category: 4002 - License and Permits</b>					
<u>010-0000-321000</u>	Business Licensing	149,154	150,000	160,000	160,000
<u>010-0000-323000</u>	Building Permits	341,838	295,000	400,000	320,000
<u>010-0000-324000</u>	Industrial Waste Fee	22,366	23,000	23,000	23,000
<b>Category: 4002 - License and Permits Total:</b>		<b>513,358</b>	<b>468,000</b>	<b>583,000</b>	<b>503,000</b>
<b>Category: 4003 - Intergovernmental</b>					
<u>010-0000-331200</u>	State Mandated Cost	11,441	0	0	0
<b>Category: 4003 - Intergovernmental Total:</b>		<b>11,441</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 4004 - Charges for Services</b>					
<u>010-0000-341000</u>	Planning Fees	198,177	200,000	180,000	180,000
<u>010-0000-341100</u>	Eir Recovery	4,943	3,000	25,000	25,000
<u>010-0000-341200</u>	General Plan Recovery	11,264	6,000	6,000	6,000
<u>010-0000-341300</u>	Agoura Village Recovery	0	4,000	1,000	1,000
<u>010-0000-341400</u>	Filming Fees	12,355	15,000	8,000	12,000
<u>010-0000-342000</u>	Engineer Plan Check/inspection	25,972	50,000	30,000	30,000
<u>010-0000-342100</u>	Grading Plan Check	17	5,000	5,000	5,000
<u>010-0000-342200</u>	Building Plan Check	98,863	375,000	330,000	385,000
<u>010-0000-342201</u>	Building Plan Check - In House	49,247	20,000	20,000	20,000
<u>010-0000-342300</u>	Building Technician Fee	23,714	13,000	13,000	13,000
<u>010-0000-342500</u>	Encroachment Permits	63,256	80,000	80,000	80,000
<u>010-0000-343000</u>	Traffic Control Plan Review	16,308	40,000	20,000	20,000
<u>010-0000-351000</u>	Park & Recreation Fees	1,978	0	0	0
<u>010-0000-3510A0</u>	Classes	226,696	250,000	256,000	256,000
<u>010-0000-3510B0</u>	Excursions	19,712	26,000	32,000	32,000
<u>010-0000-3510C0</u>	Camps	28,611	28,000	37,000	37,000
<u>010-0000-3510D0</u>	Seniors	60,972	64,000	70,000	70,000
<u>010-0000-3510E0</u>	Special Events	7,768	4,500	4,500	4,500
<u>010-0000-3510F0</u>	Sports	7,889	11,000	11,000	11,000
<u>010-0000-3510G0</u>	Teens	7,396	53,100	53,100	53,100
<u>010-0000-3510I0</u>	Cultural Arts	10,070	3,000	3,000	3,000



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Budget	Budget	Budget
<u>010-0000-351500</u>	Reyes Adobe Fees	1,297	4,500	4,500	4,500
<u>010-0000-351501</u>	Taxable Sales Items	0	700	700	700
<u>010-0000-355000</u>	Sale Of Maps & Copies	1,343	2,000	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	191	200	200	200
<u>010-0000-357004</u>	Fire Sprinkler Fee	401	200	200	200
<u>010-0000-357005</u>	Fire Development Fee	0	0	0	0
<u>010-0000-357006</u>	Sb1473 Retainer	70	30	30	30
<u>010-0000-357007</u>	Sb 1186 Admin	1,377	1,000	800	800
<b>Category: 4004 - Charges for Services Total:</b>		<b>928,086</b>	<b>1,307,430</b>	<b>1,241,230</b>	<b>1,300,230</b>
<b>Category: 4005 - Fines and Penalties</b>					
<u>010-0000-361000</u>	Parking Fines	34,872	45,000	45,000	45,000
<u>010-0000-361500</u>	Municipal Court Fines	12,046	15,000	15,000	15,000
<u>010-0000-361800</u>	False Alarm Fines	1,200	2,000	2,000	2,000
<u>010-0000-363000</u>	Restitution	2,695	2,000	2,000	2,000
<b>Category: 4005 - Fines and Penalties Total:</b>		<b>51,763</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>
<b>Category: 4006 - Investment Income</b>					
<u>010-0000-371000</u>	Interest Earnings	8,015	25,000	25,750	25,750
<b>Category: 4006 - Investment Income Total:</b>		<b>47,309</b>	<b>25,000</b>	<b>25,750</b>	<b>25,750</b>
<b>Category: 4007 - Rental Income</b>					
<u>010-0000-372000</u>	Rental Income	117,297	190,000	70,000	70,000
<u>010-0000-3720d0</u>	Rental Income - Facilities	0	60,000	200,000	200,000
<u>010-0000-372100</u>	Medea Creek Rental	28,499	15,000	28,800	28,800
<b>Category: 4007 - Rental Income Total:</b>		<b>145,796</b>	<b>265,000</b>	<b>298,800</b>	<b>298,800</b>
<b>Category: 4008 - Other Revenue</b>					
<u>010-0000-358000</u>	Tourism Admin Fee	10,055	5,000	5,000	5,000
<u>010-0000-391000</u>	Miscellaneous Revenue	43,492	20,000	20,000	20,000
<u>010-0000-391100</u>	Other Proceeds	0	924,014	0	0
<u>010-0000-392000</u>	Contributions	54,001	60,200	60,200	60,200
<u>010-0000-395000</u>	Other Reimbursements	573	1,500	1,500	1,500
<u>010-0000-395002</u>	Library Reimbursements	45,118	40,000	40,000	40,000
<u>010-0000-395006</u>	Beach Bus Reimbursement	6,484	5,000	5,000	5,000
<u>010-0000-395200</u>	Loan Pmts From Rda	0	396,656	357,500	357,500
<b>Category: 4008 - Other Revenue Total:</b>		<b>162,234</b>	<b>1,452,370</b>	<b>489,200</b>	<b>489,200</b>
<b>Revenue Total:</b>		<b>14,444,878</b>	<b>16,110,716</b>	<b>15,645,285</b>	<b>16,068,476</b>
<b>Fund: 010 - GENERAL Total:</b>		<b>14,444,878</b>	<b>16,110,716</b>	<b>15,645,285</b>	<b>16,068,476</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>015-0000-334500</u> Miscellaneous Grants	25,000	500,000	0	0
<b>Category: 4003 - Intergovernmental Total:</b>	<b>25,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>
<b>Revenue Total:</b>	<b>25,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:</b>	<b>25,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>

<b>Fund: 016 - STORM WATER CAP PROJECT FUND</b>				
<b>Category: 4006 - Investment Income</b>				
<u>016-0000-371000</u> Interest Earnings	456	0	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>456</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 4008 - Other Revenue</b>				
<u>016-0000-391000</u> Miscellaneous Revenue	920	36,000	0	0
<b>Category: 4008 - Other Revenue Total:</b>	<b>920</b>	<b>36,000</b>	<b>0</b>	<b>0</b>
<b>Revenue Total:</b>	<b>1,346</b>	<b>36,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 016 - STORM WATER CAP PROJECT FUND Total:</b>	<b>1,346</b>	<b>36,000</b>	<b>0</b>	<b>0</b>

<b>Fund: 018 - MEASURE R GRANT</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>018-0000-333101</u> Measure R Grant	13,424,739	6,419,863	1,689,267	2,000,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>13,424,739</b>	<b>6,419,863</b>	<b>1,689,267</b>	<b>2,000,000</b>
<b>Revenue Total:</b>	<b>13,424,739</b>	<b>6,419,863</b>	<b>1,689,267</b>	<b>2,000,000</b>
<b>Fund: 018 - MEASURE R GRANT Total:</b>	<b>13,424,739</b>	<b>6,419,863</b>	<b>1,689,267</b>	<b>2,000,000</b>

<b>Fund: 019 - MEASURE M</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>019-0000-333101</u> Measure M Grant	0	0	0	10,000,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000,000</b>
<b>Revenue Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000,000</b>
<b>Fund: 019 - MEASURE M Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000,000</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 020 - GAS TAX</b>					
<b>Category: 4003 - Intergovernmental</b>					
<u>020-0000-332600</u>	State Gas Tax 2106	73,177	78,603	79,260	79,260
<u>020-0000-332700</u>	State Gas Tax 2107	151,824	157,853	159,265	159,265
<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	106,679	50,169	84,924	93,417
<u>020-0000-332802</u>	Repayment of Loan	0	0	24,269	24,269
<b>Category: 4003 - Intergovernmental Total:</b>		<b>336,681</b>	<b>291,625</b>	<b>352,718</b>	<b>361,211</b>
<b>Category: 4006 - Investment Income</b>					
<u>020-0000-371000</u>	Interest Earnings	159	1,000	1,000	1,000
<b>Category: 4006 - Investment Income Total:</b>		<b>159</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Category: 4008 - Other Revenue</b>					
<u>020-0000-332500</u>	State Gas Tax 2105 Prop 111	116,596	122,204	123,284	123,284
<b>Category: 4008 - Other Revenue Total:</b>		<b>116,596</b>	<b>122,204</b>	<b>123,284</b>	<b>123,284</b>
<b>Revenue Total:</b>		<b>453,436</b>	<b>414,829</b>	<b>477,002</b>	<b>485,495</b>
<b>Fund: 020 - GAS TAX Total:</b>		<b>453,436</b>	<b>414,829</b>	<b>477,002</b>	<b>485,495</b>

<b>Fund: 022 - ROAD REHAB FUND</b>					
<b>Category: 4008 - Other Revenue</b>					
<u>022-0000-334600</u>	Road Rehab Revenue	0	0	122,318	364,265
<b>Category: 4008 - Other Revenue Total:</b>		<b>0</b>	<b>0</b>	<b>122,318</b>	<b>364,265</b>
<b>Department: 0000 - UNDESIGNATED Total:</b>		<b>0</b>	<b>0</b>	<b>122,318</b>	<b>364,265</b>
<b>Revenue Total:</b>		<b>0</b>	<b>0</b>	<b>122,318</b>	<b>364,265</b>
<b>Fund: 022 - ROAD REHAB FUND Total:</b>		<b>0</b>	<b>0</b>	<b>122,318</b>	<b>364,265</b>

<b>Fund: 040 - TRAFFIC SAFETY</b>					
<b>Category: 4005 - Fines and Penalties</b>					
<u>040-0000-360500</u>	Vehicle Code Fines	53,039	70,000	70,000	70,000
<b>Category: 4005 - Fines and Penalties Total:</b>		<b>53,039</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Category: 4006 - Investment Income</b>					
<u>040-0000-371000</u>	Interest Earnings	0	200	200	200
<b>Category: 4006 - Investment Income Total:</b>		<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Revenue Total:</b>		<b>53,039</b>	<b>70,200</b>	<b>70,200</b>	<b>70,200</b>
<b>Fund: 040 - TRAFFIC SAFETY Total:</b>		<b>53,039</b>	<b>70,200</b>	<b>70,200</b>	<b>70,200</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 060 - PROPOSITION A</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>060-0000-333200</u> Prop A Trans Tax	372,286	387,165	380,499	365,000
<u>060-0000-334516</u> Ab1012	64,973	87,235	87,235	87,235
<b>Category: 4003 - Intergovernmental Total:</b>	<b>437,259</b>	<b>474,400</b>	<b>467,734</b>	<b>452,235</b>
<b>Category: 4004 - Charges for Services</b>				
<u>060-0000-353000</u> Prop A Reimbursements	70,927	60,000	60,000	65,000
<b>Category: 4004 - Charges for Services Total:</b>	<b>70,927</b>	<b>60,000</b>	<b>60,000</b>	<b>65,000</b>
<b>Category: 4006 - Investment Income</b>				
<u>060-0000-371000</u> Interest Earnings	726	3,000	3,000	3,000
<b>Category: 4006 - Investment Income Total:</b>	<b>726</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Revenue Total:</b>	<b>508,913</b>	<b>537,400</b>	<b>530,734</b>	<b>520,235</b>
<b>Fund: 060 - PROPOSITION A Total:</b>	<b>508,913</b>	<b>537,400</b>	<b>530,734</b>	<b>520,235</b>

<b>Fund: 061 - PROPOSITION C</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>061-0000-333400</u> Prop C Transit Tax	310,205	321,143	330,800	320,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>310,205</b>	<b>321,143</b>	<b>330,800</b>	<b>320,000</b>
<b>Category: 4006 - Investment Income</b>				
<u>061-0000-371000</u> Interest Earnings	290	500	500	500
<b>Category: 4006 - Investment Income Total:</b>	<b>290</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Revenue Total:</b>	<b>310,495</b>	<b>321,643</b>	<b>331,300</b>	<b>320,500</b>
<b>Fund: 061 - PROPOSITION C Total:</b>	<b>310,495</b>	<b>321,643</b>	<b>331,300</b>	<b>320,500</b>

<b>Fund: 063 - MEASURE R FUND</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>063-0000-333100</u> Measure R - Local	231,741	240,840	236,693	236,693
<b>Category: 4003 - Intergovernmental Total:</b>	<b>231,741</b>	<b>240,840</b>	<b>236,693</b>	<b>236,693</b>
<b>Category: 4006 - Investment Income</b>				
<u>063-0000-371000</u> Interest Earnings	11	0	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Total:</b>	<b>231,752</b>	<b>240,840</b>	<b>236,693</b>	<b>236,693</b>
<b>Fund: 063 - MEASURE R FUND Total:</b>	<b>231,752</b>	<b>240,840</b>	<b>236,693</b>	<b>236,693</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 064 - MEASURE M - LOCALI</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>064-0000-333100</u> Measure M Local	0	0	221,250	290,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>0</b>	<b>0</b>	<b>221,250</b>	<b>290,000</b>
<b>Revenue Total:</b>	<b>0</b>	<b>0</b>	<b>221,250</b>	<b>290,000</b>
<b>Fund: 064 - MEASURE M - LOCALI Total:</b>	<b>0</b>	<b>0</b>	<b>221,250</b>	<b>290,000</b>
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>070-0000-333000</u> Scaqmd	26,324	26,700	26,700	26,700
<b>Category: 4003 - Intergovernmental Total:</b>	<b>26,324</b>	<b>26,700</b>	<b>26,700</b>	<b>26,700</b>
<b>Category: 4006 - Investment Income</b>				
<u>070-0000-371000</u> Interest Earnings	0	300	300	300
<b>Category: 4006 - Investment Income Total:</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Revenue Total:</b>	<b>26,324</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:</b>	<b>26,324</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>Fund: 110 - TRAFFIC IMPROVEMENT</b>				
<b>Category: 4004 - Charges for Services</b>				
<u>110-0000-348000</u> Traffic Improvement Fees	73,341	1,604,996	1,739,952	0
<b>Category: 4004 - Charges for Services Total:</b>	<b>73,341</b>	<b>1,604,996</b>	<b>1,739,952</b>	<b>0</b>
<b>Category: 4006 - Investment Income</b>				
<u>110-0000-371000</u> Interest Earnings	934	4,000	4,000	4,000
<b>Category: 4006 - Investment Income Total:</b>	<b>934</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Revenue Total:</b>	<b>74,275</b>	<b>1,608,996</b>	<b>1,743,952</b>	<b>4,000</b>
<b>Fund: 110 - TRAFFIC IMPROVEMENT Total:</b>	<b>74,275</b>	<b>1,608,996</b>	<b>1,743,952</b>	<b>4,000</b>
<b>Fund: 111 - UTILITY UNDERGROUNDING</b>				
<b>Category: 4006 - Investment Income</b>				
<u>111-0000-371000</u> Interest Earnings	65	500	500	500
<b>Category: 4006 - Investment Income Total:</b>	<b>65</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Fund: 111 - UTILITY UNDERGROUNDING Total:</b>	<b>65</b>	<b>500</b>	<b>500</b>	<b>500</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>240-0000-334500</u> Miscellaneous Grants	100,000	100,000	100,000	100,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Category: 4006 - Investment Income</b>				
<u>240-0000-371000</u> Interest Earnings	39	700	700	700
<b>Category: 4006 - Investment Income Total:</b>	<b>39</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>Revenue Total:</b>	<b>100,039</b>	<b>100,700</b>	<b>100,700</b>	<b>100,700</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:</b>	<b>100,039</b>	<b>100,700</b>	<b>100,700</b>	<b>100,700</b>

<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>250-0000-334000</u> Cdbg	62,000	199,458	64,392	64,392
<b>Category: 4003 - Intergovernmental Total:</b>	<b>62,000</b>	<b>199,458</b>	<b>64,392</b>	<b>64,392</b>
<b>Department: 0000 - UNDESIGNATED Total:</b>	<b>62,000</b>	<b>199,458</b>	<b>64,392</b>	<b>64,392</b>
<b>Revenue Total:</b>	<b>62,000</b>	<b>199,458</b>	<b>64,392</b>	<b>64,392</b>
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:</b>	<b>62,000</b>	<b>199,458</b>	<b>64,392</b>	<b>64,392</b>

<b>Fund: 260 - MISCELLANEOUS GRANTS</b>				
<b>Category: 4003 - Intergovernmental</b>				
<u>260-0000-334501</u> Tda	13,249	13,772	13,772	13,772
<u>260-0000-334506</u> Used Oil Grant	6,000	5,900	5,900	5,900
<u>260-0000-334517</u> Stpl	33,997	61,000	150,000	51,000
<u>260-0000-334519</u> Peg Fees	57,246	60,000	60,000	55,000
<u>260-0000-334521</u> Recycled Asphalt Grant	0	40,000	40,000	0
<u>260-0000-334527</u> County Medea Creek Grant	342,240	1,097,000	0	0
<u>260-0000-334533</u> Prop A Reimbursement	22,580	75,000	0	0
<u>260-0000-334536</u> HBP and Toll Credits	0	148,000	160,000	1,500,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>476,178</b>	<b>1,500,672</b>	<b>490,672</b>	<b>1,625,672</b>
<b>Category: 4006 - Investment Income</b>				
<u>260-0000-371000</u> Interest Earnings	16	0	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 4008 - Other Revenue</b>				
<u>260-0000-334518</u> Federal Appropriation	59,346	8,000	8,000	8,000
<b>Category: 4006 - Investment Income Total:</b>	<b>59,346</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Revenue Total:</b>	<b>535,541</b>	<b>1,500,672</b>	<b>490,672</b>	<b>1,625,672</b>
<b>Fund: 260 - MISCELLANEOUS GRANTS Total:</b>	<b>535,541</b>	<b>1,500,672</b>	<b>490,672</b>	<b>1,625,672</b>





# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 300 - FINANCING AUTHORITY DEBT SVC</b>				
<b>Category: 4006 - Investment Income</b>				
<u>300-0000-371000</u> Interest Earnings	568	0	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>568</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Total:</b>	<b>568</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 300 - FINANCING AUTHORITY DEBT SVC Total:</b>	<b>568</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND</b>				
<b>Category: 4006 - Investment Income</b>				
<u>305-0000-371000</u> Interest Earnings	333	0	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>333</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Total:</b>	<b>333</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 300 - FINANCING AUTHORITY DEBT SVC Total:</b>	<b>333</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU</b>				
<b>Category: 4006 - Investment Income</b>				
<u>420-0000-371000</u> Interest Earnings	3,598	8,000	8,000	8,000
<b>Category: 4006 - Investment Income Total:</b>	<b>3,598</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Revenue Total:</b>	<b>3,598</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:</b>	<b>3,598</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Fund: 520 - SOLID WASTE MANAGEMENT</b>				
<b>Category: 4000 - Taxes and Assessments</b>				
<u>520-0000-314500</u> AB 939 Fee	49,550	36,000	36,000	36,000
<b>Category: 4000 - Taxes and Assessments Total:</b>	<b>49,550</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>Category: 4002 - License and Permits</b>				
<u>520-0000-325000</u> Waste Hauling Permit Fee	6,505	9,750	13,000	11,000
<b>Category: 4002 - License and Permits Total:</b>	<b>6,505</b>	<b>9,750</b>	<b>13,000</b>	<b>11,000</b>
<b>Category: 4006 - Investment Income</b>				
<u>520-0000-371000</u> Interest Earnings	137	1,500	1,500	1,500
<b>Category: 4006 - Investment Income Total:</b>	<b>137</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Category: 4008 - Other Revenue</b>				
<u>520-0000-394000</u> Waste Hauling Surcharge	47,155	68,000	68,000	56,000
<b>Category: 4008 - Other Revenue Total:</b>	<b>47,155</b>	<b>68,000</b>	<b>68,000</b>	<b>56,000</b>
<b>Revenue Total:</b>	<b>103,348</b>	<b>115,250</b>	<b>118,500</b>	<b>104,500</b>
<b>Fund: 520 - SOLID WASTE MANAGEMENT Total:</b>	<b>103,348</b>	<b>115,250</b>	<b>118,500</b>	<b>104,500</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>				
<b>Category: 4006 - Investment Income</b>				
<u>620-0000-371000</u> Interest Earnings	3,244	0	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>3,244</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 4008 - Other Revenue</b>				
<u>620-0000-391500</u> Loan Repayment	25,000	0	0	0
<b>Category: 4008 - Other Revenue Total:</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Total:</b>	<b>28,244</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 620 - HOUSING SUCCESOR AGENCY Total:</b>	<b>28,244</b>	<b>0</b>	<b>0</b>	<b>0</b>





## 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

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 010 - GENERAL</b>				
<b>Department: 4110 - CITY COUNCIL</b>				
<b>Category: 5100 - Personnel</b>				
<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	83,747	89,458	92,576	101,498
<u>010-4110-510900</u> Group Dental Insurance	5,220	5,220	5,220	5,220
<u>010-4110-511200</u> Medicare Taxes	359	440	440	440
<b>Category: 5100 - Personnel Total:</b>	<b>119,326</b>	<b>125,118</b>	<b>128,236</b>	<b>137,158</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>010-4110-541500</u> Travel/conferences/meeting	9,285	15,000	15,000	18,500
<u>010-4110-542400</u> Special Supplies	662	2,000	2,000	2,000
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>	<b>9,947</b>	<b>17,000</b>	<b>17,000</b>	<b>20,500</b>
<b>Department: 4110 - CITY COUNCIL Total:</b>	<b>129,273</b>	<b>142,118</b>	<b>145,236</b>	<b>157,658</b>



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

**Mission** – To provide professional leadership in the 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**

- ❖ Renewed Tourism Improvement District
- ❖ Completed Civic Center Cooling Tower Installation (HVAC System)
- ❖ Completed City Council Chambers audio upgrade
- ❖ Continued update and review of City Emergency Operations Plan

**Additional Accomplishments**

- ❖ Secured FEMA Public Assistance Reimbursement funding from Federal Declaration – January Rain Storms

**Objectives**

- ❖ Implement City Council goal to maintain short and long term fiscal sustainability
- ❖ Continue to Promote Local Buy Back Program and business assistance programs
- ❖ Approve City’s Emergency Operations Plan
- ❖ Research Energy Efficient Technology (Solar) – Recreation and Event Center
- ❖ Research Potential Installation of Electric Charging Stations at Civic Center
- ❖ Continue to Establish Facility Serve Fund
- ❖ Secure Additional Maintenance and Services Grant Funding available via Proposition A Funding
- ❖ Replace Aged City Fleet Vehicle
- ❖ Implement City Audio Visual improvements (Phase 2)
- ❖ Renew and update City’s Employee Handbook
- Complete Risk Management Evaluations for City’s Property and Rights of Way

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2015-16 Actual	FY 2016-17 Actual	FY 2018-19 Budget
Number of SeeClickFix residential notifications (received)	350	364	300
Number of SeeClickFix residential notifications (resolved)	319	306	300
Number of Legislative Correspondence Prepared	2	6	2



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4120-510100</u>	Regular Salaries	478,292	598,852	614,710	648,619
<u>010-4120-510200</u>	Part-time Salaries	2,027	1,400	1,400	1,400
<u>010-4120-510401</u>	Car Allowance	12,000	12,000	12,000	12,000
<u>010-4120-510402</u>	Technology Allowance	3,060	3,060	3,060	3,060
<u>010-4120-510500</u>	Vacation/sick	39,826	58,626	59,029	59,226
<u>010-4120-510600</u>	Deferred Compensation	24,796	25,414	26,107	26,437
<u>010-4120-510700</u>	Retirement	92,318	105,434	111,050	126,980
<u>010-4120-510800</u>	Group Health Insurance	76,028	87,889	97,516	111,976
<u>010-4120-510900</u>	Group Dental Insurance	7,367	7,850	7,817	8,086
<u>010-4120-511000</u>	Group Life Insurance	2,402	3,173	3,254	3,443
<u>010-4120-511100</u>	Group Disability Insurance	6,126	6,885	7,065	7,464
<u>010-4120-511200</u>	Medicare Taxes	8,174	9,159	9,442	9,964
<b>Category: 5100 - Personnel Total:</b>		<b>752,417</b>	<b>919,742</b>	<b>952,450</b>	<b>1,018,655</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4120-541500</u>	Travel/conferences/meeting	12,259	10,000	10,000	10,000
<u>010-4120-541600</u>	Membership And Dues	450	3,000	3,000	3,000
<u>010-4120-542000</u>	Office Supplies	372	500	500	500
<u>010-4120-542200</u>	Books And Subscriptions	80	500	500	500
<u>010-4120-542400</u>	Special Supplies	1,717	500	500	500
<u>010-4120-542500</u>	Small Equipment	-	500	500	500
<u>010-4120-543100</u>	Mileage	100	500	500	500
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>14,978</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4120-551000</u>	Professional Services	31,491	13,000	13,000	17,000
<b>Category: 5500 - Contract Services Total:</b>		<b>31,491</b>	<b>13,000</b>	<b>13,000</b>	<b>17,000</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>798,886</b>	<b>948,242</b>	<b>980,950</b>	<b>1,051,155</b>



**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, Successor Agency to the Redevelopment Agency, and the Agoura Hills Planning Commission; 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; 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 continues to assist with providing electronic access to the City’s permanent records, which helps to reduce the hours of staff time dedicated to manually researching records maintained in offsite storage.

**Prior Budget Accomplishments**

- ❖ Administered the 2016 Agreement Templates Update.
- ❖ Administered the 2016 Citywide Annual Records Destruction.
- ❖ Administered the Offsite Storage Electronic Document Imaging (Scanning) Project.

**Additional Accomplishments**

- ❖ Facilitated the 2016 Ethics Training, Pursuant to AB 1234.
- ❖ Facilitated the Agoura High School “Every 15 Minutes” filming in the Council Chambers.
- ❖ Facilitated Moving the City’s General Municipal Election Date to Even Years, Pursuant to SB 415.
- ❖ Administered Distribution of Planning Commission Packets and Served as Recording Secretary.

**Objectives**

- ❖ Continue Facilitation of the Citywide Scanning of Permanent Records.
- ❖ Assist with the Facilitation of the Implementation of iPads for the Electronic Agenda Packet Process.
- ❖ Review and Update the City’s Records Retention/Destruction Schedule.
- ❖ Administer the Citywide Annual Records Destruction, pursuant to the EDMS Policy.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 In Progress
Number of Official Records Processed	359	597	350
Number of Public Records Requests	126	132	125



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4125 - CITY CLERK</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4125-510100</u>	Regular Salaries	164,109	166,008	169,748	169,748
<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	9,256	6,497	6,497	6,497
<u>010-4125-510600</u>	Deferred Compensation	4,824	4,819	4,889	4,889
<u>010-4125-510700</u>	Retirement	30,015	31,851	34,569	37,718
<u>010-4125-510800</u>	Group Health Insurance	12,524	13,535	14,998	16,444
<u>010-4125-510900</u>	Group Dental Insurance	1,091	1,080	1,080	1,080
<u>010-4125-511000</u>	Group Life Insurance	744	943	964	964
<u>010-4125-511100</u>	Group Disability Insurance	1,959	1,947	1,992	1,992
<u>010-4125-511200</u>	Medicare Taxes	2,604	2,597	2,648	2,654
<b>Category: 5100 - Personnel Total:</b>		<b>230,066</b>	<b>232,218</b>	<b>240,326</b>	<b>244,927</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4125-541500</u>	Travel/conferences/meeting	1,209	1,500	1,500	1,500
<u>010-4125-541600</u>	Membership And Dues	519	600	1,200	1,200
<u>010-4125-542000</u>	Office Supplies	136	500	500	500
<u>010-4125-542200</u>	Books And Subscriptions	5,673	5,500	5,500	5,500
<u>010-4125-542400</u>	Special Supplies	-	700	700	700
<u>010-4125-544000</u>	Other Charges	14,551	34,000	25,000	25,000
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>22,089</b>	<b>42,800</b>	<b>34,400</b>	<b>34,400</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4125-552000</u>	Contract Services	104,083	42,000	50,000	100,000
<b>Category: 5500 - Contract Services Total:</b>		<b>104,083</b>	<b>42,000</b>	<b>50,000</b>	<b>100,000</b>
<b>Department: 4125 - CITY CLERK Total:</b>		<b>356,238</b>	<b>317,018</b>	<b>324,726</b>	<b>379,327</b>

**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

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4140 - CITY ATTORNEY</b>				
<b>Category: 5500 - Contract Services</b>				
<u>010-4140-551000</u> Professional Services	114,639	225,000	110,000	110,000
<u>010-4140-552000</u> Contract Services	214,448	170,000	170,000	170,000
<b>Category: 5500 - Contract Services Total:</b>	<b>329,088</b>	<b>395,000</b>	<b>280,000</b>	<b>280,000</b>
<b>Department: 4140 - CITY ATTORNEY Total:</b>	<b>329,088</b>	<b>395,000</b>	<b>280,000</b>	<b>280,000</b>

**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 finds.

**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.

**Prior Budget Accomplishments**

- ❖ Published FY 2015-16 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 2017)
- ❖ Prepared first two-year budget for 2016-17/2017-18 Operating and Capital Improvement Program Budget and received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. (February 2017)
- ❖ Submitted California State Controller’s reports by applicable deadlines (October and December 2016).

**Additional Accomplishments**

- ❖ Prepared 2-year budget plan.
- ❖ Prepared all required ROPs by required deadlines.
- ❖ Successfully implemented new business tax program and new software by required deadline.

**Objectives**

- ❖ Publish FY 2016-17 CAFR, meeting requirements for GFOA Certificate of Achievement for Excellence in Financial Reporting.
- ❖ Prepare and implement the City’s 2017-18 Operating and Capital Improvement Program Budgets (CIP) Budgets; submit and receive GFOA Budget Award.
- ❖ Submit five FY 2016-17 California State Controller’s Reports by applicable reporting deadlines.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget
Receive GFOA CAFR Award	Yes	Yes	In Progress
Receive CSMFO Budget Award	Yes	Yes	In Progress
Submit California State Controller’s reports by established due dates	Yes	N/A	In Progress
Receive GFOA Budget Award	N/A	Yes	In Progress



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4150-510100</u>	Regular Salaries	125,318	201,241	205,030	227,291
<u>010-4150-510200</u>	Part Time Salaries	0	0	1,200	1,200
<u>010-4150-510400</u>	Special Pay	3,600	3,600	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	540	540	540
<u>010-4150-510500</u>	Vacation/sick	17,528	12,384	12,384	12,384
<u>010-4150-510600</u>	Deferred Compensation	7,268	7,251	7,401	7,495
<u>010-4150-510700</u>	Retirement	31,333	38,325	41,410	50,189
<u>010-4150-510800</u>	Group Health Insurance	21,554	29,614	30,069	35,247
<u>010-4150-510900</u>	Group Dental Insurance	2,225	2,591	2,546	2,777
<u>010-4150-511000</u>	Group Life Insurance	876	1,134	1,155	1,283
<u>010-4150-511100</u>	Group Disability Insurance	1,957	2,343	2,386	2,650
<u>010-4150-511200</u>	Medicare Taxes	2,702	2,978	3,030	3,365
<b>Category: 5100 - Personnel Total:</b>		<b>217,302</b>	<b>304,401</b>	<b>313,151</b>	<b>350,421</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4150-541500</u>	Travel/conferences/meeting	3,645	2,810	2,810	3,200
<u>010-4150-541600</u>	Membership And Dues	1,305	500	500	500
<u>010-4150-542000</u>	Office Supplies	1,271	750	750	750
<u>010-4150-542200</u>	Books And Subscriptions	573	500	500	500
<u>010-4150-542300</u>	Printing	5,292	4,500	4,500	4,500
<u>010-4150-542500</u>	Small Equipment	0	100	100	100
<u>010-4150-543100</u>	Mileage	237	300	300	300
<u>010-4150-544000</u>	Other Charges	34,768	22,000	22,750	22,750
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>47,092</b>	<b>31,460</b>	<b>32,210</b>	<b>32,600</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4150-551000</u>	Professional Services	78,476	119,700	94,700	81,700
<b>Category: 5500 - Contract Services Total:</b>		<b>78,476</b>	<b>119,700</b>	<b>94,700</b>	<b>81,700</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>342,870</b>	<b>455,561</b>	<b>440,061</b>	<b>464,721</b>

**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

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4180 - PUBLIC FACILITIES</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4180-542400</u>	Special Supplies	2,597	3,000	3,000	3,000
<u>010-4180-542500</u>	Small Equipment	197	500	500	500
<u>010-4180-542700</u>	Communications	22,544	20,000	20,000	22,000
<u>010-4180-542800</u>	Utilities	109,500	112,000	112,000	112,000
<u>010-4180-542801</u>	Water	11,561	12,000	12,000	12,000
<u>010-4180-543000</u>	Maintenance Buildings/grou	95,585	73,000	55,000	55,000
<u>010-4180-543400</u>	Maintenance Of Equipment	49,559	44,500	57,500	65,000
<u>010-4180-543401</u>	Audio Visual Maintenance	2,641	12,000	28,000	28,000
<u>010-4180-543402</u>	Vehicle Maintenance/fuel	14,138	16,000	16,000	16,000
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>308,325</b>	<b>293,000</b>	<b>304,000</b>	<b>313,500</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4180-551000</u>	Professional Services	1,014	1,000	1,000	1,000
<b>Category: 5500 - Contract Services Total:</b>		<b>1,014</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Category: 5600 - Capital Outlay</b>					
<u>010-4180-568200</u>	Other Improvements	18,592	20,000	20,000	20,000
<u>010-4180-568300</u>	Equipment	5,229	147,000	10,000	10,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>23,821</b>	<b>167,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Department: 4180 - PUBLIC FACILITIES Total:</b>		<b>333,160</b>	<b>461,000</b>	<b>335,000</b>	<b>344,500</b>





# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4190 - NON DEPARTMENTAL</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4190-510800</u>	Group Health Insurance	159,555	168,000	175,000	175,000
<b>Category: 5100 - Personnel Total:</b>		<b>159,555</b>	<b>168,000</b>	<b>175,000</b>	<b>175,000</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4190-541600</u>	Membership And Dues	83,577	103,235	103,235	103,235
<u>010-4190-541700</u>	Training	19,906	14,500	11,000	11,000
<u>010-4190-542000</u>	Office Supplies	8,496	7,000	7,000	7,000
<u>010-4190-542100</u>	Postage	11,328	10,000	10,000	10,000
<u>010-4190-542300</u>	Printing	2,255	3,000	3,000	3,000
<u>010-4190-542400</u>	Special Supplies	7,627	7,000	5,000	5,000
<u>010-4190-542600</u>	Advertising	4,159	5,000	5,000	5,000
<u>010-4190-542900</u>	Rents And Leases	10,988	11,000	11,000	11,000
<u>010-4190-543700</u>	Insurance And Surety Bonds	418,106	491,215	501,481	531,938
<u>010-4190-544000</u>	Other Charges	43,972	31,548	19,548	19,548
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>610,414</b>	<b>683,498</b>	<b>676,264</b>	<b>706,721</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4190-551000</u>	Professional Services	64,655	93,500	58,500	58,500
<u>010-4190-551008</u>	Agoura/Calabasas Communi	25,000	40,000	65,000	65,000
<u>010-4190-551009</u>	Community Participation	19,450	22,000	22,000	22,000
<u>010-4190-551010</u>	Media	3,749	14,100	14,100	38,500
<u>010-4190-552000</u>	Contract Services	27,807	30,000	28,000	28,000
<u>010-4190-552017</u>	Film Permit Svcs.	0	8,000	10,000	10,000
<b>Category: 5500 - Contract Services Total:</b>		<b>140,661</b>	<b>207,600</b>	<b>197,600</b>	<b>222,000</b>
<b>Category: 5800 - Administrative Charges</b>					
<u>010-4190-585000</u>	Bad Debt Expenses	0	1,100	1,100	1,100
<b>Category: 5800 - Administrative Charges Total:</b>		<b>0</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
<b>Department: 4190 - NON DEPARTMENTAL Total:</b>		<b>910,630</b>	<b>1,060,198</b>	<b>1,049,964</b>	<b>1,104,821</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Budget	Budget	Budget
<b>Department: 4195 - AUTOMATED OFFICE SYSTEMS</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4195-541500</u>	Travel/conferences/meeting	0	1,100	0	0
<u>010-4195-542000</u>	Office Supplies	6,730	8,000	8,000	8,000
<u>010-4195-542400</u>	Special Supplies	162	300	300	300
<u>010-4195-543400</u>	Maintenance Of Equipment	0	500	500	500
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>6,892</b>	<b>9,900</b>	<b>8,800</b>	<b>8,800</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4195-551000</u>	Professional Services	12,968	40,500	11,000	6,000
<u>010-4195-552000</u>	Contract Services	155,307	183,419	178,127	183,639
<b>Category: 5500 - Contract Services Total:</b>		<b>168,275</b>	<b>223,919</b>	<b>189,127</b>	<b>189,639</b>
<b>Category: 5600 - Capital Outlay</b>					
<u>010-4195-568200</u>	Other Improvements	740	1,000	1,000	1,000
<u>010-4195-568300</u>	Equipment	65,660	71,300	53,100	50,700
<b>Category: 5600 - Capital Outlay Total:</b>		<b>66,400</b>	<b>72,300</b>	<b>54,100</b>	<b>51,700</b>
<b>Dept: 4195 - AUTOMATED OFFICE SYSTEMS Total:</b>		<b>241,567</b>	<b>306,119</b>	<b>252,027</b>	<b>250,139</b>

**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

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Budget	Budget	Budget
<b>Department: 4210 - LOS ANGELES COUNTY SHERIFF</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4210-543400</u>	Maintenance Of Equipment	2,229	3,000	3,000	3,000
<u>010-4210-543700</u>	Insurance And Surety Bonds	223,607	367,576	400,441	414,460
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>225,836</b>	<b>370,576</b>	<b>403,441</b>	<b>417,460</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4210-552050</u>	General Law	2,705,696	2,822,886	2,947,274	3,066,744
<u>010-4210-552051</u>	Traffic Enforcement	127,910	136,623	142,982	151,416
<u>010-4210-552052</u>	Special Events	17,252	20,000	20,000	20,000
<u>010-4210-552055</u>	Star Program	45,976	46,350	48,406	50,100
<u>010-4210-552056</u>	Community Service Officer	29,879	30,983	31,011	32,097
<u>010-4210-552057</u>	Other Sheriff Services	2,450	3,600	3,600	3,600
<u>010-4210-552058</u>	Cops Program	15,176	27,900	27,900	27,900
<u>010-4210-552059</u>	Special Enforcement Deputy	705,642	715,277	723,885	732,907
<u>010-4210-552060</u>	Sttop	29,256	34,322	33,879	35,066
<u>010-4210-552061</u>	Fingerprint Tech	30,100	26,225	27,446	28,375
<b>Category: 5500 - Contract Services Total:</b>		<b>3,709,337</b>	<b>3,864,166</b>	<b>4,006,383</b>	<b>4,148,205</b>
<b>Category: 5600 - Capital Outlay</b>					
<u>010-4210-568300</u>	Equipment	0	3,000	3,000	3,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Dept: 4210 - LOS ANGELES COUNTY SHERIFF Total:</b>		<b>3,935,174</b>	<b>4,237,742</b>	<b>4,412,824</b>	<b>4,568,665</b>

**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**

- ❖ Successful completion of 2016 Fall and 2017 Spring Community Emergency Response Team (CERT) training classes.
- ❖ CERT DRT members logged 1,343 volunteer hours in 2015 and 514 in 2016.
- ❖ Two additional members added to the City’s DRT

**Additional Accomplishments**

- ❖ Area B Cities received FY 2016-17 EMPG Grant Funding

**Objectives**

- ❖ Approve 2017 City Emergency Operations Plan
- ❖ Increase City CERT DRT membership annually (minimum 5%)
- ❖ Complete recertification of CERT DRT members CPR/AED training for 2017
- ❖ Recertification of advance first aid training for four DRT Members. Potential for 2 additional new certifications
- ❖ Conduct Community Fire Preparedness Workshop
- ❖ Begin work on City Emergency Debris Management Plan

Performance Measures	Actuals		Future Estimate
	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget
Revised City EOP	In Progress	In Progress	Completed
Recertify City CERT DRT members basic first aid/AED training	34	n/a	34
Increase CERT DRT membership – (Active CERT Members)	34	35	36
Connect CTY – Geo-Mapping Features (Create New Maps Areas)	9	Completed	n/a



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4215 - EMERGENCY SERVICES</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>010-4215-541500</u> Travel/conferences/meeting	1,209	1,200	1,200	1,200
<u>010-4215-541700</u> Training	4,385	2,500	4,500	4,500
<u>010-4215-542300</u> Printing	500	1,200	1,500	1,500
<u>010-4215-542400</u> Special Supplies	5,799	5,700	4,500	5,000
<u>010-4215-542700</u> Communications	3,835	5,500	4,900	4,000
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>	<b>15,727</b>	<b>16,100</b>	<b>16,600</b>	<b>16,200</b>
<b>Category: 5500 - Contract Services</b>				
<u>010-4215-552000</u> Contract Services	0	1,000	1,000	1,000
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Category: 5600 - Capital Outlay</b>				
<u>010-4215-568300</u> Equipment	4,191	4,900	4,200	6,000
<b>Category: 5600 - Capital Outlay Total:</b>	<b>4,191</b>	<b>4,900</b>	<b>4,200</b>	<b>6,000</b>
<b>Department: 4215 - EMERGENCY SERVICES Total:</b>	<b>19,917</b>	<b>22,000</b>	<b>21,800</b>	<b>23,200</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4220 - SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 - Contract Services</b>				
<u>010-4220-551000</u> Professional Services	16,656	0	0	0
<b>Category: 5500 - Contract Services Total:</b>	<b>16,656</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dept: 4220 - SCHOOL CROSSING GUARDS Total:</b>	<b>16,656</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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**

- ❖ Increased renewal of Animal Licenses
- ❖ Addressed Reports of Dogs off Leash at local parks (increased patrols)

**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	Prior Year Actuals		Future Estimate
	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget
Kennel Services (Dog & Cat)	449	817	900
Kennel Services (Other Animals)	80	174	150
Animal Licenses Collected	997	1891	1500
Animal Complaints (SeeClick Fix Reported)	4	7	5
Animal Complaints (SeeClick Fix Resolved)	6	8	5
Animal Penalties Collected	102	152	150





# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4240 - ANIMAL CONTROL</b>					
<b>Category: 5500 - Contract Services</b>					
<u>010-4240-551000</u>	Professional Services	-	4,000	4,000	4,000
<u>010-4240-552000</u>	Contract Services	56,525	55,000	55,000	55,000
<b>Category: 5500 - Contract Services Total:</b>		<b>56,525</b>	<b>59,000</b>	<b>59,000</b>	<b>59,000</b>
<b>Department: 4240 - ANIMAL CONTROL Total:</b>		<b>56,525</b>	<b>59,000</b>	<b>59,000</b>	<b>59,000</b>

## PLANNING DEPARTMENT

### DEPARTMENT 4305

#### MISSION STATEMENT

**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 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 matters; 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 also 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. We continue to develop and maintain knowledgeable staff and are committed to delivering excellent customer service.

**Service Level Trends** – Development interest increased in FY 2016-2017. Compared to FY 2015-2016, this department received and increased number of development applications for new commercial projects, wireless telecommunication facilities, and new residential development, including additions. There is renewed interest in development in the Agoura Village Specific Plan area, and construction permits are in review for the Planned Office and Manufacturing zoning district along Agoura Road. The Planning Department also assisted in the scoping and review of various environmental documents for capital improvement and trail projects, including the Kanan Road/Agoura Road Intersection Design and Specific Plan Amendment, and the Recreation and Event Center Trail. The level of customer service will continue to improve with the recent addition of technological improvements and ongoing refinements to internal customer service protocol.

**Budget Accomplishments** – During FY 2016-2017, the department received 22 applications for 18 residential development projects, and 21 applications for 15 commercial development projects. These residential and commercial applications included requests for Site Plan/Architectural Reviews, Conditional Use Permits, Wireless Telecommunication Facilities, Lot Line Adjustments, Parcel Maps, Oak Tree Permits, Sign Permits, Day Care Permits, Variances and Pre-Applications. The Planning Commission took action on 18 projects and/or use permits (40 separate applications). The department also received and approved 87 administrative permit applications, including sign permits, temporary use permits, site plan/architectural reviews, special use permits, day care permits and oak tree permits.

#### Additional Accomplishments

- Phase I completed for Poe Development’s Light Industrial Complex on Canwood Street
- Grading permit issued for LA Fitness Project
- Entitlements completed for Cornerstone Mixed-Use Project in Agoura Village

- Entitlements completed for Marriott Courtyard/TownePlace Suites Hotel Project on Agoura Road
- Entitlements completed for the Agoura Landmark Light Industrial Complex on Agoura Road
- Completed the Community Development Block Grant ADA Access Improvements Project for Chumash Park

**Objectives**

- Deliver excellent customer service
- Provide City Council and Planning Commission with high quality professional staff reports consisting of sound planning analysis and recommendations
- Complete advance planning projects, including implementation of the Liberty Canyon Annexation Study Area
- Review and implement programs to meet the Successor Housing Agency expenditure requirements
- Implement the Agoura Village Specific Plan, including processing applications, reviewing economic development strategies, and preparing amendments as directed by the City Council
- Complete application review of development projects for entitlement reviews by the Planning Commission
- Complete Zoning Ordinance Amendments as directed by the City Council.
- Administer a fair and unbiased code compliance program
- Complete environmental documentation and coordinate environmental implementation measures

<b>Performance Measures</b>	<b>Prior Year Actuals</b>	<b>Future Estimate</b>
<b>Indicator</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>
Planning Commission Action	18 projects (40 applications)	18 projects
Code Enforcement Cases	233	200
Counter Contacts	2,877	3,000
Business Licenses Issued	1,808	1,850



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Budget	Budget	Budget
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4305-510100</u>	Regular Salaries	505,268	529,087	539,477	545,313
<u>010-4305-510400</u>	Special Pay	6,600	12,600	12,600	12,600
<u>010-4305-510401</u>	Car Allowance	2,400	2,400	4,800	4,800
<u>010-4305-510402</u>	Technology Allowance	540	540	540	540
<u>010-4305-510500</u>	Vacation/sick	26,321	16,830	12,921	12,921
<u>010-4305-510600</u>	Deferred Compensation	11,333	11,655	11,749	11,838
<u>010-4305-510700</u>	Retirement	92,275	102,168	106,196	116,966
<u>010-4305-510800</u>	Group Health Insurance	78,562	83,901	100,461	110,119
<u>010-4305-510900</u>	Group Dental Insurance	8,219	8,869	8,869	8,869
<u>010-4305-511000</u>	Group Life Insurance	2,631	3,024	3,083	3,116
<u>010-4305-511100</u>	Group Disability Insurance	5,984	6,247	6,369	6,437
<u>010-4305-511200</u>	Medicare Taxes	7,925	7,937	8,091	8,174
<b>Category: 5100 - Personnel Total:</b>		<b>748,057</b>	<b>785,258</b>	<b>815,156</b>	<b>841,693</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4305-541500</u>	Travel/conferences/meeting	6,962	6,000	6,000	6,000
<u>010-4305-541600</u>	Membership And Dues	1,470	1,500	2,000	2,000
<u>010-4305-542000</u>	Office Supplies	1,202	1,100	1,100	1,100
<u>010-4305-542200</u>	Books And Subscriptions	521	500	500	500
<u>010-4305-542300</u>	Printing	562	1,000	2,000	2,000
<u>010-4305-542400</u>	Special Supplies	18	400	800	800
<u>010-4305-542500</u>	Small Equipment	0	100	100	100
<u>010-4305-542600</u>	Advertising	16,371	4,000	5,000	5,000
<u>010-4305-544000</u>	Other Charges	711	1,000	1,000	1,000
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>27,816</b>	<b>15,600</b>	<b>18,500</b>	<b>18,500</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4305-551000</u>	Professional Services	13,396	25,000	25,000	25,000
<u>010-4305-552000</u>	Contract Services	120,872	150,000	365,000	399,000
<b>Category: 5500 - Contract Services Total:</b>		<b>134,267</b>	<b>175,000</b>	<b>390,000</b>	<b>424,000</b>
<b>Dept: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>910,140</b>	<b>975,858</b>	<b>1,223,656</b>	<b>1,284,193</b>

**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 currently enforced by the department are the 2016 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 2016-17 Fiscal year the following number of permits were issued:
  - 2 New single family dwelling permits
  - 47 Commercial alteration/remodel
  - 19 Residential additions and 125 residential/remodel permits
  - 99 Solar permits and 1 commercial solar photovoltaic permits
  - 132 Mechanical, 75 Electrical, 107 Plumbing
  - 36 Pool Permits
  - 18 Sign permits
  
- ❖ During 2016-17 Fiscal year 315 projects/plans were reviewed. Of these, 203 projects/plans were reviewed by our consultants and 112 were reviewed in-house

**Additional Accomplishments**

- ❖ Successfully reviewed and adopted the new 2016 California Building Code with the local amendments
- ❖ Successfully reviewed and updated the Departments fees and assisted the Finance Department and the consultant to adopt the revised fees.
- ❖ Completed accessibility inspections of all City facilities including City Hall, Library, Recreation Center and all City Parks in order to put together the “Transitional Plan”.
- ❖ Provided multiple trainings on the new 2016 adopted codes
- ❖ Conducted multiple outreach programs for local school and the community

**Objectives**

- ❖ Continue to stay abreast and knowledgeable of all new 2016 Codes
- ❖ Continue to stay abreast of all Department related Assembly and Senate Bills
- ❖ Utilizing the new permitting software program to improve the efficiency and communication between all city departments.



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	
<b>Department: 4390 - BUILDING &amp; SAFETY</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4390-510100</u>	Regular Salaries	278,301	284,431	291,328	294,134
<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	10,605	9,200	9,200	9,200
<u>010-4390-510600</u>	Deferred Compensation	7,122	7,105	7,199	7,253
<u>010-4390-510700</u>	Retirement	50,792	54,550	59,406	65,306
<u>010-4390-510800</u>	Group Health Insurance	49,769	53,560	59,654	65,476
<u>010-4390-510900</u>	Group Dental Insurance	2,304	2,180	2,180	2,180
<u>010-4390-511000</u>	Group Life Insurance	1,512	1,614	1,657	1,669
<u>010-4390-511100</u>	Group Disability Insurance	3,291	3,335	3,423	3,449
<u>010-4390-511200</u>	Medicare Taxes	4,330	4,302	4,411	4,443
<b>Category: 5100 - Personnel Total:</b>		<b>411,445</b>	<b>423,697</b>	<b>441,878</b>	<b>456,530</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4390-541500</u>	Travel/conferences/meeting	2,277	3,250	3,250	3,250
<u>010-4390-541600</u>	Membership And Dues	763	960	960	960
<u>010-4390-542000</u>	Office Supplies	943	200	200	200
<u>010-4390-542200</u>	Books And Subscriptions	0	3,400	300	300
<u>010-4390-542300</u>	Printing	16	400	400	400
<u>010-4390-542500</u>	Small Equipment	172	100	100	100
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>4,171</b>	<b>8,310</b>	<b>5,210</b>	<b>5,210</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4390-552000</u>	Contract Services	63,268	150,000	230,100	192,600
<b>Category: 5500 - Contract Services Total:</b>		<b>63,268</b>	<b>150,000</b>	<b>230,100</b>	<b>192,600</b>
<b>Department: 4390 - BUILDING &amp; SAFETY Total:</b>		<b>478,884</b>	<b>582,007</b>	<b>677,188</b>	<b>654,340</b>

# 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. The Department is responsible for the City-wide landscape services, including parks, medians, public right of ways, freeway on and off ramps, and the City-wide irrigation system.

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

### Major Accomplishments

- ❖ Increased the membership in the Agoura Hills Senior Recreation Program to over 600 members, the highest in the history of the program
- ❖ Cultural Arts Council hosted first Student Film Competition and implemented the first student scholarship to the Agoura High School Arts program, as part of the annual Give 91301 program
- ❖ Hosted the One City One Book with world famous author and over 300 people in attendance
- ❖ Completed seven key landscape improvement projects through Community Service Days
- ❖ Sponsored the first annual Westlake Village Century Ride with over 500 participants in the large ride and 75 in the fun ride through Agoura Hills
- ❖ Implemented a lecture series offering teen-related topics with more than 150 in attendance

### Additional Accomplishments

- ❖ Hosted a Creek Clean-Up Day as part of Community Service Days, with more than 100 people in attendance
- ❖ Successfully implemented a collaboration with California State University, Channel Islands to offer an Adult Education program with more than 100 older adults in attendance each week
- ❖ Provided transportation for the Summer Beach Bus, Ladyface Loop, Summer Shuttle, and Junior Lifeguard programs
- ❖ Worked with Dial-A-Ride provider to see a tracking software installed and implemented that will improve and enhance the quality of the Dial-A-Ride reservations and overall service

**Goals**

- ❖ Work with the Westlake Village to offer a technology program for older adults at the computer lab at Agoura High School
- ❖ Continue to increase the amount of social services being offered to teens and seniors
- ❖ Continue to add, repair, and replace park equipment including recycling containers, picnic tables, and trash cans
- ❖ Continue to develop and complete the Reyes Adobe Landscape Maintenance Project
- ❖ Work with the Department of Public Works to complete the Arterial Streetscape Master Plan
- ❖ Enhance the process of Facility Reservations which includes the Recreation Center, picnic shelters, ballfields, and park amenities which results in customer satisfaction and increased revenue

<b>Performance Measures</b>	<b>Prior Year Actuals</b>		<b>Future Estimate</b>
	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budget</b>
Receive increased amount of Rental Income for the Event Center and facility reservations	Yes	Yes	In Progress
Recognize senior membership participants	Yes	Yes	In Progress
Recognize increase in participation at cultural arts events	Yes	Yes	In Progress





# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Budget	Budget	Budget
<b>Department: 4420 - RECREATION</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4420-510200</u>	Part-time Salaries	18,883	1,000	1,000	1,000
<u>010-4420-5102A0</u>	Part - Time Salaries	18,368	46,900	49,500	49,500
<u>010-4420-5102B0</u>	Part - Time Salaries	2,231	8,000	8,500	8,500
<u>010-4420-5102C0</u>	Part - Time Salaries	37,419	11,500	15,500	15,500
<u>010-4420-5102D0</u>	Part - Time Salaries	19,737	9,200	10,000	10,000
<u>010-4420-5102E0</u>	Part - Time Salaries	14,697	6,400	6,400	6,700
<u>010-4420-5102F0</u>	Part - Time Salaries	2,856	2,900	2,900	3,200
<u>010-4420-5102G0</u>	Part-time Salaries - Teens	16,981	30,440	32,000	32,000
<u>010-4420-5102H0</u>	Part - Time Salaries	1,571	5,700	5,700	6,000
<u>010-4420-5102I0</u>	Part - Time Salaries	3,946	9,250	12,000	12,000
<u>010-4420-510700</u>	Retirement	0	3,500	3,500	3,500
<u>010-4420-511200</u>	Medicare Taxes	1,930	1,250	1,250	1,250
<b>Category: 5100 - Personnel Total:</b>		<b>138,619</b>	<b>136,040</b>	<b>148,250</b>	<b>149,150</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<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>010-4420-5423A0</u>	Printing - Classes	10,820	4,500	4,500	4,500
<u>010-4420-5423B0</u>	Printing -excursions	500	500	500	500
<u>010-4420-5423C0</u>	Printing - Camps	1,200	300	300	300
<u>010-4420-5423D0</u>	Printing - Seniors	7,750	6,800	6,800	6,800
<u>010-4420-5423E0</u>	Printing - Special Events	29,858	50,300	42,000	42,000
<u>010-4420-5423F0</u>	Printing - Sports	600	0	0	0
<u>010-4420-5423G0</u>	Printing - Teens	3,644	3,500	3,500	3,500
<u>010-4420-5423H0</u>	Printing - Comm Services	14,313	26,900	16,900	16,900
<u>010-4420-5423I0</u>	Cultural Arts	3,367	3,500	3,500	3,500
<u>010-4420-5424A0</u>	Special Supplies - Classes	843	1,200	1,200	1,200
<u>010-4420-5424B0</u>	Special Supplies - Excursions	559	900	900	900
<u>010-4420-5424C0</u>	Special Supplies - Camps	4,820	5,000	6,800	6,800
<u>010-4420-5424D0</u>	Special Supplies - Seniors	6,080	6,000	6,900	6,900
<u>010-4420-5424E0</u>	Special Supplies - Spec Event	14,944	16,300	16,300	16,300
<u>010-4420-5424F0</u>	Special Supplies - Sports	1,091	1,300	1,300	1,300
<u>010-4420-5424G0</u>	Special Supplies - Teens	4,397	7,850	7,850	7,850
<u>010-4420-5424H0</u>	Special Supplies - Comm Ser	3,940	5,700	5,700	5,700
<u>010-4420-5424I0</u>	Special Supplies - Cultural Ar	3,543	6,300	6,300	6,300
<u>010-4420-5426C0</u>	Advertising - Camps	0	500	700	700
<u>010-4420-5426D0</u>	Advertising-seniors	0	400	400	400
<u>010-4420-5426G0</u>	Advertising-teens	0	550	550	550
<u>010-4420-5429A0</u>	Rents and Leases - Classes	6,105	14,000	14,000	14,000



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<u>010-4420-5429FO</u>	Rents And Leases - Sports	6,516	8,000	8,000	8,000
<u>010-4420-5429G0</u>	Rents And Leases - Teens	0	320	320	320
<u>010-4420-5429H0</u>	Rents And Leases - Comm Se	1,783	2,200	2,200	2,200
<u>010-4420-5429I0</u>	Rents and Leases - Cultural /	1,466	0	5,100	5,100
<u>010-4420-5440B0</u>	Other Charges - Excursions	13,052	14,200	15,000	15,000
<u>010-4420-5440D0</u>	Other Charges - Seniors	23,422	22,000	24,000	24,000
<u>010-4420-5440FO</u>	Other Charges - Sports	1,229	1,400	1,400	1,400
<u>010-4420-5440G0</u>	Other Charges - Teens	8,243	5,800	5,800	5,800
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>179,123</b>	<b>221,120</b>	<b>213,620</b>	<b>213,620</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4420-5510E0</u>	Professional Svcs - Spec Even	68,298	69,000	72,000	72,000
<u>010-4420-5510H0</u>	Professional Services-comm	13,203	12,000	12,000	12,000
<u>010-4420-5510I0</u>	Professional Services - Cultu	32,470	28,000	28,000	28,000
<u>010-4420-5520A0</u>	Contract Services - Classes	148,743	131,400	131,400	131,400
<u>010-4420-5520C0</u>	Contract Services - Camps	0	1,500	1,500	1,500
<u>010-4420-5520D1</u>	Contract Services - Seniors	4,489	13,500	15,500	15,500
<u>010-4420-5520E0</u>	Contract Services-spec Even	47,737	47,000	52,000	52,000
<u>010-4420-5520G0</u>	Contract Services -teens	0	2,200	2,200	2,200
<b>Category: 5500 - Contract Services Total:</b>		<b>314,940</b>	<b>304,600</b>	<b>314,600</b>	<b>314,600</b>
<b>Department: 4420 - RECREATION Total:</b>		<b>632,681</b>	<b>661,760</b>	<b>676,470</b>	<b>677,370</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4425 - REYES ADOBE</b>				
<b>Category: 5100 - Personnel</b>				
<u>010-4425-510200</u> Part-time salaries	6,809	7,200	7,200	7,200
<u>010-4425-511200</u> Medicare taxes	98	140	140	140
<b>Category: 5100 - Personnel Total:</b>	<b>6,907</b>	<b>7,340</b>	<b>7,340</b>	<b>7,340</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>010-4425-542000</u> Office Supplies	132	500	500	500
<u>010-4425-542300</u> Printing	69	1,000	1,000	1,000
<u>010-4425-542400</u> Special Supplies	1,494	2,200	2,200	2,200
<u>010-4425-542700</u> Communications	127	1,500	1,500	1,500
<u>010-4425-543000</u> Maintenance Buildings/grou	19,883	20,000	20,000	20,000
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>	<b>21,705</b>	<b>25,200</b>	<b>25,200</b>	<b>25,200</b>
<b>Category: 5500 - Contract Services</b>				
<u>010-4425-552000</u> Contract Services	0	5,000	5,000	5,000
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Department: 4425 - REYES ADOBE Total:</b>	<b>28,612</b>	<b>37,540</b>	<b>37,540</b>	<b>37,540</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	
<b>Department: 4426 - RECREATION CENTER</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4426-510200</u>	Part Time Salaries	0	0	75,600	75,600
<u>010-4426-510700</u>	Retirement	0	0	1,736	1,736
<u>010-4426-511200</u>	Medicare Taxes	0	0	384	384
<b>Category: 5100 - Personnel Total:</b>		<b>0</b>	<b>0</b>	<b>77,720</b>	<b>77,720</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4426-542400</u>	Special supplies	31,506	15,000	15,000	15,000
<u>010-4426-542700</u>	Communications	5,425	10,000	10,000	10,000
<u>010-4426-542800</u>	Utilities	52,890	70,000	70,000	70,000
<u>010-4426-542801</u>	Water	10,208	16,000	16,000	16,000
<u>010-4426-543000</u>	Maintenance buildings/grou	138,396	133,000	137,000	137,000
<u>010-4426-543400</u>	Maintenance of equipment	101	5,000	2,500	2,500
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>238,525</b>	<b>249,000</b>	<b>250,500</b>	<b>250,500</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4426-552000</u>	Contract services	27,776	31,000	38,000	38,000
<b>Category: 5500 - Contract Services Total:</b>		<b>28,476</b>	<b>31,000</b>	<b>38,000</b>	<b>38,000</b>
<b>Category: 5600 - Capital Outlay</b>					
<u>010-4426-568200</u>	Other improvements	96,978	105,000	90,000	75,000
<u>010-4426-568300</u>	Equipment	4,719	10,000	10,000	10,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>101,697</b>	<b>115,000</b>	<b>100,000</b>	<b>85,000</b>
<b>Department: 4426 - RECREATION CENTER Total:</b>		<b>368,698</b>	<b>395,000</b>	<b>466,220</b>	<b>451,220</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4440 - COMMUNITY SERVICES</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4440-510100</u>	Regular Salaries	589,602	630,787	659,852	671,643
<u>010-4440-510200</u>	Part-time Salaries	75,029	113,500	89,300	89,300
<u>010-4440-510401</u>	Car Allowance	3,400	4,800	4,800	4,800
<u>010-4440-510402</u>	Technology Allowance	2,800	5,220	5,220	5,220
<u>010-4440-510500</u>	Vacation/sick	13,955	18,126	18,126	18,126
<u>010-4440-510600</u>	Deferred Compensation	9,674	16,570	15,545	15,615
<u>010-4440-510700</u>	Retirement	102,793	113,595	125,600	138,939
<u>010-4440-510800</u>	Group Health Insurance	97,547	102,879	122,703	134,604
<u>010-4440-510900</u>	Group Dental Insurance	9,802	9,358	9,358	9,358
<u>010-4440-511000</u>	Group Life Insurance	3,404	3,103	3,258	3,312
<u>010-4440-511100</u>	Group Disability Insurance	7,361	6,411	6,731	6,843
<u>010-4440-511200</u>	Medicare Taxes	9,949	9,767	10,176	10,345
<b>Category: 5100 - Personnel Total:</b>		<b>925,317</b>	<b>1,034,116</b>	<b>1,070,669</b>	<b>1,108,105</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4440-541500</u>	Travel/conferences/meeting	2,145	800	3,500	3,500
<u>010-4440-541600</u>	Membership And Dues	1,040	1,200	1,200	1,200
<u>010-4440-542000</u>	Office Supplies	7,959	6,000	7,000	7,000
<u>010-4440-542100</u>	Postage	6,375	14,000	14,000	14,000
<u>010-4440-542300</u>	Printing	17,882	51,500	51,500	51,500
<u>010-4440-542400</u>	Special Supplies	5,213	5,000	5,500	5,500
<u>010-4440-542900</u>	Rents And Leases	7,898	9,500	9,500	9,500
<u>010-4440-543100</u>	Mileage	0	400	400	400
<u>010-4440-544000</u>	Other Charges	23,681	18,800	18,800	18,800
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>72,512</b>	<b>107,200</b>	<b>111,400</b>	<b>111,400</b>
<b>Department: 4440 - COMMUNITY SERVICES Total:</b>		<b>997,828</b>	<b>1,141,316</b>	<b>1,182,069</b>	<b>1,219,505</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4450 - PARKS MAINTENANCE</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>010-4450-542400</u> Special Supplies	16,697	43,000	30,000	30,000
<u>010-4450-5424H0</u> Special Supplies - Comm Ser	8,017	55,000	54,500	54,500
<u>010-4450-542800</u> Utilities	4,689	11,200	11,200	11,200
<u>010-4450-542801</u> Water	105,126	140,000	140,000	140,000
<u>010-4450-542900</u> Rents And Leases	10,025	10,500	10,500	10,500
<u>010-4450-543000</u> Maintenance Buildings/grou	51,337	50,000	50,000	50,000
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>	<b>195,892</b>	<b>309,700</b>	<b>296,200</b>	<b>296,200</b>
<b>Category: 5500 - Contract Services</b>				
<u>010-4450-552000</u> Contract Services	214,821	260,000	283,750	283,750
<u>010-4450-552095</u> Tree Maintenance In Parks	32,463	17,000	17,000	17,000
<b>Category: 5500 - Contract Services Total:</b>	<b>247,284</b>	<b>277,000</b>	<b>300,750</b>	<b>300,750</b>
<b>Category: 5600 - Capital Outlay</b>				
<u>010-4450-568200</u> Other Improvements	0	20,000	80,000	20,000
<b>Category: 5600 - Capital Outlay Total:</b>	<b>0</b>	<b>20,000</b>	<b>80,000</b>	<b>20,000</b>
<b>Department: 4450 - PARKS MAINTENANCE Total:</b>	<b>443,176</b>	<b>606,700</b>	<b>676,950</b>	<b>616,950</b>

# 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

- ❖ Completed Agoura Road Widening
- ❖ Completed fiber optic project between westerly city limits and Cornell Road
- ❖ Completed design of Horse Arena Renovation Project
- ❖ Completed DRAFT Arterial Streetscape Master Plan
- ❖ Completed Agoura Road landscape improvements between Reyes Adobe Rd and Ladyface Ct
- ❖ Completed fifth year of catch basin insert program
- ❖ Completed Chumash Park ADA Improvements
- ❖ Secured \$7 million grant from LA County for Palo Comado Interchange

#### Additional Accomplishments

- ❖ Lead agency for Malibu Creek Watershed Coordinated Integrated Monitoring Program (CIMP)
- ❖ Completed Revisions to 2016 Speed Survey
- ❖ Issued 231 total permits which include encroachment, oversize/wide load, newsrack, etc.
- ❖ Swept over 476 curb miles twice per month
- ❖ Approximately 803 trees trimmed per year.

**Goals and Objectives**

- ❖ Complete design and begin construction for Palo Comado Interchange Project
- ❖ Complete design for Kanan/Agoura Ultimate Intersection
- ❖ Complete Kanan Medians Landscape Improvements Project
- ❖ Complete design of signal at Thousand Oaks Blvd and Argos Street
- ❖ Complete construction of Old Agoura Park Accessibility Improvements Project
- ❖ Initiate PSR-phase for Kanan Corridor Project
- ❖ Initiate PSR\_phase for Regional Transit Facility at County Yard
- ❖ Complete design for ultimate intersection improvements at Kanan Road and Agoura Road
- ❖ Complete design and begin construction of Roadside Bridge Widening Project
- ❖ Complete construction of Horse Arena Renovation Project
- ❖ Submit Prop. 1-Round 2 grant funding application for County Yard Treatment Plant
- ❖ Complete catch basin inserts at Liberty Canyon
- ❖ Timely delivery of annual street overlay and concrete repair projects

<b>Performance Measures</b>	<b>Prior Year Actuals</b>	<b>Future Estimate</b>
<b>Indicator</b>	<b>FY 2016-17</b>	<b>FY 2017-18 Budget</b>
Capital projects constructed	7	8
Development cases processed	6	6
SeeClickFix items addressed	277	300





# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<u>010-4505-510100</u>	Regular Salaries	263,692	292,111	250,127	244,697
<u>010-4505-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4505-510402</u>	Technology Allowance	2,580	2,040	2,040	2,040
<u>010-4505-510500</u>	Vacation/sick	16,700	10,319	10,319	10,319
<u>010-4505-510600</u>	Deferred Compensation	10,665	10,932	11,088	11,183
<u>010-4505-510700</u>	Retirement	43,976	55,718	50,398	53,729
<u>010-4505-510800</u>	Group Health Insurance	50,734	43,996	60,314	62,678
<u>010-4505-510900</u>	Group Dental Insurance	5,242	4,270	5,261	4,992
<u>010-4505-511000</u>	Group Life Insurance	1,511	1,626	1,406	1,375
<u>010-4505-511100</u>	Group Disability Insurance	3,342	3,359	2,904	2,838
<u>010-4505-511200</u>	Medicare Taxes	4,126	4,316	3,681	3,579
<b>Category: 5100 - Personnel Total:</b>		<b>404,967</b>	<b>431,087</b>	<b>399,938</b>	<b>399,830</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4505-541500</u>	Travel/conferences/meeting	2,360	1,500	1,500	1,500
<u>010-4505-541600</u>	Membership And Dues	890	1,000	1,000	1,000
<u>010-4505-542000</u>	Office Supplies	395	500	500	500
<u>010-4505-542200</u>	Books And Subscriptions	265	250	250	250
<u>010-4505-542300</u>	Printing	2,941	1,500	1,500	1,500
<u>010-4505-542400</u>	Special Supplies	961	500	500	500
<u>010-4505-543400</u>	Maintenance Of Equipment	0	500	500	500
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>7,812</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4505-551000</u>	Professional Services	22,151	0	0	0
<u>010-4505-552000</u>	Contract Services	142,796	203,000	155,000	105,000
<u>010-4505-552002</u>	Plan Check And Inspection	85,236	100,000	100,000	100,000
<u>010-4505-552003</u>	Special Projects	149,985	50,000	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>400,168</b>	<b>353,000</b>	<b>255,000</b>	<b>205,000</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>812,946</b>	<b>789,837</b>	<b>660,688</b>	<b>610,580</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4510 - TRAFFIC SAFETY</b>					
<b>Category: 5500 - Contract Services</b>					
<u>010-4510-551001</u>	Traffic counts/studies	35,175	0	0	0
<u>010-4510-552012</u>	Traffic Signing	13,000	13,000	0	0
<u>010-4510-552014</u>	Accident repairs	14,260	10,000	10,000	10,000
<b>Category: 5500 - Contract Services Total:</b>		<b>62,435</b>	<b>23,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>		<b>62,435</b>	<b>23,000</b>	<b>10,000</b>	<b>10,000</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Budget	Budget	Budget
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>010-4520-542400</u>	Special Supplies	18,780	20,000	22,000	22,000
<u>010-4520-542800</u>	Utilities	6,018	5,000	5,000	5,000
<u>010-4520-542801</u>	Water	39,967	60,000	0	0
<b>Category: 5400 - Materials, Supp, and Svcs Total:</b>		<b>64,765</b>	<b>85,000</b>	<b>27,000</b>	<b>27,000</b>
<b>Category: 5500 - Contract Services</b>					
<u>010-4520-552000</u>	Contract Services	102,160	257,000	246,250	246,250
<u>010-4520-552020</u>	Street Repairs & Maintenan	45,996	10,000	10,000	10,000
<u>010-4520-552023</u>	Street Tree Maintenance	0	60,000	0	0
<u>010-4520-552031</u>	Graffiti Removal	5,374	6,000	6,000	6,000
<u>010-4520-552032</u>	Equestrian Trail Maintenanc	4,000	4,000	4,000	4,000
<b>Dept: 4520 - LANDSCAPE MAINTENANCE Total:</b>		<b>222,295</b>	<b>422,000</b>	<b>293,250</b>	<b>293,250</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL</b>				
<b>Category: 5500 - Contract Services</b>				
<u>010-4525-552041</u> Storm Drain Maintenance	16,074	81,000	150,000	150,000
<u>010-4525-552043</u> Npdes Compliance	226,112	48,800	201,800	201,800
<b>Category: 5500 - Contract Services Total:</b>	<b>246,193</b>	<b>129,800</b>	<b>351,800</b>	<b>351,800</b>
<b>Dept: 4525 - STORM DRAIN &amp; FLOOD CTRL Total:</b>	<b>246,193</b>	<b>129,800</b>	<b>351,800</b>	<b>351,800</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4610 - OTHER IMPROVEMENTS/PROJECTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
<u>010-4610-600100</u>	City Beautification	10,000	10,000	10,000	10,000
<b>Category: 6000 - Other Imp/Projects Total:</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Category: 6200 - Street Improvements</b>					
<u>010-4610-631300</u>	Medea Creek Repair	393,710	0	0	0
<u>010-4610-631800</u>	Ladyface Court Improvemen	122,688	0	0	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>516,398</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 - OTHER IMP/PROJECTS Total:</b>		<b>526,398</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4620 - PARK IMPROVEMENTS</b>				
<b>Category: 6000 - Other Improvements/Projects</b>				
<u>010-4620-610300</u> Park Improvements	10,928	0	0	0
<b>Category: 6000 - Other Imp/Projects Total:</b>	<b>10,928</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>	<b>10,928</b>	<b>0</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Budget	Budget	Budget
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<u>010-4640-630100</u>	Annual Sidewalk Repairs	2,751	35,000	0	0
<u>010-4640-630500</u>	Annual Overlay	126,106	0	5,000	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>128,856</b>	<b>35,000</b>	<b>5,000</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>128,856</b>	<b>35,000</b>	<b>5,000</b>	<b>0</b>
<b>Expense Total:</b>		<b>13,340,054</b>	<b>14,213,817</b>	<b>14,572,418</b>	<b>14,899,934</b>
<b>Fund: 010 - GENERAL Total:</b>		<b>13,340,054</b>	<b>14,213,817</b>	<b>14,572,418</b>	<b>14,899,934</b>



*“Civic Center – Library Courtyard”.*







# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 011 - CAPITAL PROJECTS FUND</b>				
Expense				
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>011-4610-630300</u> Kanan Road Medians	0	0	250,000	0
Category: 6000 - Other Improvements/Projects Total:	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>
Dept: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>
Expense Total:	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>
Fund: 011 - CAPITAL PROJECTS FUND Total:	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ</b>				
<b>Expense</b>				
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>				
<b>Category: 5500 - Contract Services</b>				
<u>015-4610-552000</u> Contract services	14,743	0	0	0
<b>Category: 5500 - Contract Services Total:</b>	<b>14,743</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 6000 - Other Improvements/Projects</b>				
<u>015-4610-601500</u> Trails	0	105,125	0	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>0</b>	<b>105,125</b>	<b>0</b>	<b>0</b>
<b>Dept: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>14,743</b>	<b>105,125</b>	<b>0</b>	<b>0</b>
<b>Expense Total:</b>	<b>14,743</b>	<b>105,125</b>	<b>0</b>	<b>0</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:</b>	<b>14,743</b>	<b>105,125</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 016 - STORM WATER CAP PROJECT FUND</b>				
<b>Expense</b>				
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>				
<b>Category: 5500 - Contract Services</b>				
<u>016-4520-552042</u> Transfer Of Storm Drains	0	10,000	10,000	10,000
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE Total:</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL</b>				
<b>Category: 5500 - Contract Services</b>				
<u>016-4525-552043</u> NPDES compliance	0	225,000	65,000	65,000
<u>016-4525-552045</u> Storm Drain Inserts	127,766	180,000	0	0
<b>Category: 5500 - Contract Services Total:</b>	<b>127,766</b>	<b>405,000</b>	<b>65,000</b>	<b>65,000</b>
<b>Dept: 4525 - STORM DRAIN &amp; FLOOD CONTROL Total:</b>	<b>127,766</b>	<b>405,000</b>	<b>65,000</b>	<b>65,000</b>
<b>Expense Total:</b>	<b>127,766</b>	<b>415,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Fund: 016 - STORM WATER CAP PROJECT FUND Total:</b>	<b>127,766</b>	<b>415,000</b>	<b>75,000</b>	<b>75,000</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 018 - MEASURE R GRANT</b>					
<b>Expense</b>					
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5100 - Personnel</b>					
<u>018-4120-510100</u>	Regular Salaries	191,275	122,938	127,144	0
<u>018-4120-510700</u>	Retirement	31,391	23,927	25,390	0
<u>018-4120-510800</u>	Group Health Insurance	17,479	11,772	16,253	0
<u>018-4120-510900</u>	Group Dental Insurance	1,862	1,235	1,268	0
<u>018-4120-511000</u>	Group Life Insurance	695	708	732	0
<u>018-4120-511100</u>	Group Disability Insurance	2,074	1,463	1,513	0
<u>018-4120-511200</u>	Medicare Taxes	2,822	2,050	2,057	0
<b>Category: 5100 - Personnel Total:</b>		<b>247,597</b>	<b>164,093</b>	<b>174,357</b>	<b>0</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>247,597</b>	<b>164,093</b>	<b>174,357</b>	<b>0</b>
<b>Department: 4140 - CITY ATTORNEY</b>					
<b>Category: 6200 - Street Improvements</b>					
<u>018-4140-631200</u>	Agoura Road Widening	71,193	0	0	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>71,193</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4140 - CITY ATTORNEY Total:</b>		<b>71,193</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<u>018-4150-510100</u>	Regular Salaries	81,192	55,800	62,766	0
<u>018-4150-510700</u>	Retirement	13,950	10,861	12,962	0
<u>018-4150-510800</u>	Group Health Insurance	11,777	6,541	8,675	0
<u>018-4150-510900</u>	Group Dental Insurance	1,030	708	753	0
<u>018-4150-511000</u>	Group Life Insurance	443	321	362	0
<u>018-4150-511100</u>	Group Disability Insurance	968	664	747	0
<u>018-4150-511200</u>	Medicare Taxes	1,188	850	953	0
<b>Category: 5100 - Personnel Total:</b>		<b>110,549</b>	<b>75,745</b>	<b>87,218</b>	<b>0</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>110,549</b>	<b>75,745</b>	<b>87,218</b>	<b>0</b>
<b>Department: 4440 - COMMUNITY SERVICES</b>					
<b>Category: 5100 - Personnel</b>					
<u>018-4440-510100</u>	Regular salaries	5,190	0	0	0
<u>018-4440-510700</u>	Retirement	930	0	0	0
<u>018-4440-510800</u>	Group health insurance	880	0	0	0
<u>018-4440-510900</u>	Group dental insurance	96	0	0	0
<u>018-4440-511000</u>	Group life insurance	27	0	0	0
<u>018-4440-511100</u>	Group disability insurance	61	0	0	0
<u>018-4440-511200</u>	Medicare taxes	77	0	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>7,262</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4440 - COMMUNITY SERVICES Total:</b>		<b>7,262</b>	<b>0</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<u>018-4505-510100</u>	Regular Salaries	166,960	131,347	195,405	52,844
<u>018-4505-510700</u>	Retirement	30,580	25,563	40,356	11,908
<u>018-4505-510800</u>	Group Health Insurance	23,957	26,345	39,063	12,016
<u>018-4505-510900</u>	Group Dental Insurance	2,472	2,612	3,398	960
<u>018-4505-511000</u>	Group Life Insurance	815	390	1,126	304
<u>018-4505-511100</u>	Group Disability Insurance	1,783	805	2,325	629
<u>018-4505-511200</u>	Medicare Taxes	2,415	1,963	2,913	788
	<b>Category: 5100 - Personnel Total:</b>	<b>228,983</b>	<b>189,025</b>	<b>284,586</b>	<b>79,449</b>
	<b>Department: 4505 - PUBLIC WORKS Total:</b>	<b>228,983</b>	<b>189,025</b>	<b>284,586</b>	<b>79,449</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
<u>018-4610-601500</u>	Transit Center	0	100,000	80,000	0
<u>018-4610-611100</u>	Regional Transit Facility	0	0	80,000	0
	<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>0</b>	<b>100,000</b>	<b>160,000</b>	<b>0</b>
	<b>Dept: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>0</b>	<b>100,000</b>	<b>160,000</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<u>018-4640-630700</u>	Chesebro Bridge	30,196	116,000	682,000	200,000
<u>018-4640-630900</u>	Kanan/Agoura Road Intersection	101,385	208,500	200,000	200,000
<u>018-4640-631200</u>	Agoura Road Widening	11,754,529	4,445,000	300,000	0.00
<u>018-4640-632000</u>	Kanan Interchange Overpass	0	0	150,000	0.00
	<b>Category: 6200 - Street Improvements Total:</b>	<b>11,893,810</b>	<b>4,769,500</b>	<b>1,332,000</b>	<b>400,000</b>
	<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>11,924,814</b>	<b>4,769,500</b>	<b>1,332,000</b>	<b>400,000</b>
	<b>Expense Total:</b>	<b>12,602,406</b>	<b>5,298,363</b>	<b>2,038,161</b>	<b>479,449</b>
	<b>Fund: 018 - MEASURE R GRANT Total:</b>	<b>12,602,406</b>	<b>5,298,363</b>	<b>2,038,161</b>	<b>479,449</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 019 - MEASURE M</b>				
<b>Expense</b>				
<b>Department: 4120 - CITY MANAGER</b>				
<b>Category: 5100 - Personnel</b>				
<u>019-4120-510100</u>	Regular Salaries	0	0	103,740
<u>019-4120-510700</u>	Retirement	0	0	23,377
<u>019-4120-510800</u>	Group Health Insurance	0	0	12,752
<u>019-4120-510900</u>	Group Dental Insurance	0	0	999
<u>019-4120-511000</u>	Group Life Insurance	0	0	597
<u>019-4120-511100</u>	Group Disability Insurance	0	0	1,234
<u>019-4120-511200</u>	Medicare Taxes	0	0	1,688
	<b>Category: 5100 - Personnel Total:</b>	<b>0</b>	<b>0</b>	<b>144,387</b>
	<b>Department: 4120 - CITY MANAGER Total:</b>	<b>0</b>	<b>0</b>	<b>144,387</b>
<b>Department: 4150 - FINANCE</b>				
<b>Category: 5100 - Personnel</b>				
<u>019-4150-510100</u>	Regular Salaries	0	0	45,325
<u>019-4150-510700</u>	Retirement	0	0	10,214
<u>019-4150-510800</u>	Group Health Insurance	0	0	7,222
<u>019-4150-510900</u>	Group Dental Insurance	0	0	522
<u>019-4150-511000</u>	Group Life Insurance	0	0	261
<u>019-4150-511100</u>	Group Disability Insurance	0	0	539
<u>019-4150-511200</u>	Medicare Taxes	0	0	688
	<b>Category: 5100 - Personnel Total:</b>	<b>0</b>	<b>0</b>	<b>64,771</b>
	<b>Department: 4150 - FINANCE Total:</b>	<b>0</b>	<b>0</b>	<b>64,771</b>
<b>Department: 4505 - PUBLIC WORKS</b>				
<b>Category: 5100 - Personnel</b>				
<u>019-4505-510100</u>	Regular Salaries	0	0	158,664
<u>019-4505-510700</u>	Retirement	0	0	35,753
<u>019-4505-510800</u>	Group Health Insurance	0	0	33,800
<u>019-4505-510900</u>	Group Dental Insurance	0	0	2,630
<u>019-4505-511000</u>	Group Life Insurance	0	0	914
<u>019-4505-511100</u>	Group Disability Insurance	0	0	1,888
<u>019-4505-511200</u>	Medicare Taxes	0	0	2,385
	<b>Category: 5100 - Personnel Total:</b>	<b>0</b>	<b>0</b>	<b>236,034</b>
	<b>Department: 4505 - PUBLIC WORKS Total:</b>	<b>0</b>	<b>0</b>	<b>236,034</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 020 - GAS TAX</b>				
<b>Expense</b>				
<b>Department: 4505 - PUBLIC WORKS</b>				
<b>Category: 5500 - Contract Services</b>				
<u>020-4505-552000</u> Contract Services	67,500	25,000	0	0
<b>Category: 5500 - Contract Services Total:</b>	<b>67,500</b>	<b>25,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>	<b>67,500</b>	<b>25,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4510 - TRAFFIC SAFETY</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>020-4510-542800</u> Utilities	22,856	35,000	50,000	50,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>22,856</b>	<b>35,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Category: 5500 - Contract Services</b>				
<u>020-4510-552010</u> Traffic Engineer	2,500	22,500	0	50,000
<u>020-4510-552011</u> Traffic Marking And Striping	26,883	20,000	0	0
<b>Category: 5500 - Contract Services Total:</b>	<b>29,383</b>	<b>42,500</b>	<b>0</b>	<b>50,000</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>	<b>52,239</b>	<b>77,500</b>	<b>50,000</b>	<b>100,000</b>
<b>Department: 4515 - STREET MAINTENANCE</b>				
<b>Category: 5500 - Contract Services</b>				
<u>020-4515-552020</u> Street Repairs & Maintenance	47,500	47,500	0	0
<u>020-4515-552021</u> Street Sweeping	81,020	140,000	140,000	140,000
<u>020-4515-552022</u> Temporary Sidewalk Repairs	10,000	10,000	0	0
<u>020-4515-552028</u> Special Street Projects	5,000	5,000	5,000	5,000
<b>Category: 5500 - Contract Services Total:</b>	<b>143,520</b>	<b>202,500</b>	<b>145,000</b>	<b>145,000</b>
<b>Department: 4515 - STREET MAINTENANCE Total:</b>	<b>143,520</b>	<b>202,500</b>	<b>145,000</b>	<b>145,000</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>020-4520-542801</u> Water	0	0	60,000	60,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>
<b>Category: 5500 - Contract Services</b>				
<u>020-4520-552000</u> Contract Services	63,300	63,300	110,300	110,300
<u>020-4520-552023</u> Street Tree Maintenance	62,896	10,000	75,000	75,000
<b>Category: 5500 - Contract Services Total:</b>	<b>126,196</b>	<b>73,300</b>	<b>185,300</b>	<b>185,300</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE Total:</b>	<b>126,196</b>	<b>73,300</b>	<b>245,300</b>	<b>245,300</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<u>020-4640-630100</u> Annual Sidewalk Repairs	50,000	50,000	0	0
<u>020-4640-630500</u> Annual Overlay	269,195	0	0	0
<b>Category: 6200 - Street Improvements Total:</b>	<b>319,195</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>319,195</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>Expense Total:</b>	<b>708,650</b>	<b>428,300</b>	<b>440,300</b>	<b>490,300</b>
<b>Fund: 020 - GAS TAX Total:</b>	<b>708,650</b>	<b>428,300</b>	<b>440,300</b>	<b>490,300</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 022 - ROAD REHAB FUND</b>				
<b>Department: 4510 - TRAFFIC SAFETY</b>				
<b>Category: 5500 - Contract Services</b>				
<u>022-4510-552011</u> Traffic Marking and Stripping	0	0	40,000	0
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL</b>				
<b>Category: 5500 - Contract Services</b>				
<u>022-4525-552045</u> Storm Drain Inserts	0	0	78,000	0
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>0</b>	<b>78,000</b>	<b>0</b>
<b>Dept: 4525 - STORM DRAIN &amp; FLOOD CONTROL Total:</b>	<b>0</b>	<b>0</b>	<b>78,000</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<u>022-4640-630500</u> Annual Overlay	0	0	0	200,000
<u>022-4640-631900</u> Traffic Signal	0	0	0	150,000
<b>Category: 6200 - Street Improvements Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>
<b>Expense Total:</b>	<b>0</b>	<b>0</b>	<b>118,000</b>	<b>350,000</b>
<b>Fund: 022 - ROAD REHAB FUND Total:</b>	<b>0</b>	<b>0</b>	<b>118,000</b>	<b>350,000</b>





# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 040 - TRAFFIC SAFETY</b>				
<b>Expense</b>				
<b>Department: 4220 - SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 - Contract Services</b>				
<u>040-4220-551000</u> Professional Services	53,000	70,000	70,000	70,000
<b>Category: 5500 - Contract Services Total:</b>	<b>53,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Department: 4220 - SCHOOL CROSSING GUARDS Total:</b>	<b>53,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Expense Total:</b>	<b>53,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Fund: 040 - TRAFFIC SAFETY Total:</b>	<b>53,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 060 - PROPOSITION A</b>					
<b>Expense</b>					
<b>Department: 4420 - RECREATION</b>					
<b>Category: 5500 - Contract Services</b>					
<u>060-4420-5520A0</u>	Contract Services - Classes	2,000	2,000	2,000	2,000
<u>060-4420-5520B0</u>	Recreation Transit- Excursions	9,220	16,000	16,000	16,000
<u>060-4420-5520D0</u>	Recreation Transit - Seniors	26,726	22,000	22,000	22,000
<u>060-4420-5520E0</u>	Contract Services-spec Events	4,747	5,000	5,000	5,000
<u>060-4420-5520F0</u>	Contract Services - Sports	0	0	0	0
<u>060-4420-5520G0</u>	Contract Services -teens	8,641	5,000	10,000	5,000
<b>Category: 5500 - Contract Services Total:</b>		<b>51,334</b>	<b>50,000</b>	<b>55,000</b>	<b>50,000</b>
<b>Department: 4420 - RECREATION Total:</b>		<b>51,334</b>	<b>50,000</b>	<b>55,000</b>	<b>50,000</b>
<b>Department: 4440 - COMMUNITY SERVICES</b>					
<b>Category: 5100 - Personnel</b>					
<u>060-4440-510100</u>	Regular Salaries	36,803	56,342	58,956	60,431
<u>060-4440-510700</u>	Retirement	7,020	10,966	12,176	13,617
<u>060-4440-510800</u>	Group Health Insurance	2,773	6,427	6,937	7,608
<u>060-4440-510900</u>	Group Dental Insurance	301	590	590	590
<u>060-4440-511000</u>	Group Life Insurance	186	198	210	216
<u>060-4440-511100</u>	Group Disability Insurance	410	410	435	445
<u>060-4440-511200</u>	Medicare Taxes	543	861	899	920
<b>Category: 5100 - Personnel Total:</b>		<b>48,037</b>	<b>75,794</b>	<b>80,203</b>	<b>83,827</b>
<b>Department: 4440 - COMMUNITY SERVICES Total:</b>		<b>48,037</b>	<b>75,794</b>	<b>80,203</b>	<b>83,827</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<u>060-4520-542801</u>	Water	515	1,100	1,100	1,100
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>515</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
<b>Category: 5500 - Contract Services</b>					
<u>060-4520-552036</u>	Park & Ride Lot Maintenance	6,240	6,000	6,000	6,250
<u>060-4520-552037</u>	Bus Stop Maintenance	5,280	6,000	6,000	6,000
<b>Category: 5500 - Contract Services Total:</b>		<b>11,520</b>	<b>12,000</b>	<b>12,000</b>	<b>12,250</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE Total:</b>		<b>12,035</b>	<b>13,100</b>	<b>13,100</b>	<b>13,350</b>
<b>Department: 4530 - TRANSPORTATION</b>					
<b>Category: 5500 - Contract Services</b>					
<u>060-4530-552080</u>	Dial A Ride	185,150	181,924	159,650	179,165
<u>060-4530-552081</u>	Beach Bus	44,304	45,000	50,000	50,000
<u>060-4530-552083</u>	Incentive Grant	86,630	87,235	87,235	87,235
<u>060-4530-552084</u>	Staff Assistance To Mta	0	1,400	1,400	1,400
<b>Category: 5500 - Contract Services Total:</b>		<b>316,083</b>	<b>315,559</b>	<b>298,285</b>	<b>317,800</b>
<b>Department: 4530 - TRANSPORTATION Total:</b>		<b>316,083</b>	<b>315,559</b>	<b>298,285</b>	<b>317,800</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>				
<b>Category: 5600 - Capital Outlay</b>				
<u>060-4610-568400</u> Vehicles	0	15,000	135,000	30,000
<b>Category: 5600 - Capital Outlay Total:</b>	<b>0</b>	<b>15,000</b>	<b>135,000</b>	<b>30,000</b>
<b>Dept: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>0</b>	<b>15,000</b>	<b>135,000</b>	<b>30,000</b>
<b>Expense Total:</b>	<b>463,985</b>	<b>469,453</b>	<b>581,588</b>	<b>494,977</b>
<b>Fund: 060 - PROPOSITION A Total:</b>	<b>463,985</b>	<b>469,453</b>	<b>581,588</b>	<b>494,977</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 061 - PROPOSITION C</b>				
<b>Expense</b>				
<b>Department: 4150 - FINANCE</b>				
<b>Category: 5100 - Personnel</b>				
<u>061-4150-510100</u> Regular salaries	4,660	0	0	0
<b>Category: 5100 - Personnel Total:</b>	<b>6,636</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE Total:</b>	<b>6,636</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>Department: 4195 - AUTOMATED OFFICE SYSTEMS</b>				
<b>Category: 5500 - Contract Services</b>				
<u>061-4195-551010</u> Media	11,135	11,200	11,200	11,200
<b>Category: 5500 - Contract Services Total:</b>	<b>11,135</b>	<b>11,200</b>	<b>11,200</b>	<b>11,200</b>
<b>Dept: 4195 - AUTOMATED OFFICE SYSTEMS Total:</b>	<b>11,135</b>	<b>11,200</b>	<b>11,200</b>	<b>11,200</b>
 <b>Department: 4505 - PUBLIC WORKS</b>				
<b>Category: 5100 - Personnel</b>				
<u>061-4505-510100</u> Regular Salaries	10,507	54,368	37,589	9,103
<u>061-4505-510700</u> Retirement	1,826	10,581	7,763	2,051
<u>061-4505-510800</u> Group Health Insurance	1,583	13,876	7,539	2,466
<u>061-4505-510900</u> Group Dental Insurance	175	1,382	672	211
<u>061-4505-511000</u> Group Life Insurance	49	244	217	52
<u>061-4505-511100</u> Group Disability Insurance	113	505	447	108
<u>061-4505-511200</u> Medicare Taxes	152	809	563	136
<b>Category: 5100 - Personnel Total:</b>	<b>14,405</b>	<b>81,765</b>	<b>54,790</b>	<b>14,127</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>	<b>14,405</b>	<b>81,765</b>	<b>54,790</b>	<b>14,127</b>
 <b>Department: 4510 - TRAFFIC SAFETY</b>				
<b>Category: 5500 - Contract Services</b>				
<u>061-4510-552010</u> Traffic engineer	20,000	10,000	10,000	10,000
<u>061-4510-552013</u> Signal maintenance	63,576	50,000	50,000	50,000
<u>061-4510-552029</u> Pavement Management Update	-	65,000	0	0
<b>Category: 5500 - Contract Services Total:</b>	<b>83,576</b>	<b>125,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>	<b>83,576</b>	<b>125,000</b>	<b>60,000</b>	<b>60,000</b>
 <b>Department: 4640 - STREET IMPROVEMENTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<u>061-4640-630500</u> Annual Overlay	20,000	330,000	300,000	0
<u>061-4640-631100</u> Bus Pad Installation	0	45,000	0	0
<b>Category: 6200 - Street Improvements Total:</b>	<b>20,000</b>	<b>375,000</b>	<b>300,000</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>20,000</b>	<b>375,000</b>	<b>300,000</b>	<b>0</b>
<b>Expense Total:</b>	<b>140,960</b>	<b>592,965</b>	<b>425,990</b>	<b>85,327</b>
<b>Fund: 061 - PROPOSITION C Total:</b>	<b>140,960</b>	<b>592,965</b>	<b>425,990</b>	<b>85,327</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	
<b>Fund: 063 - MEASURE R FUND</b>					
<b>Expense</b>					
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<u>063-4505-510100</u>	Regular Salaries	0	0	12,348	12,602
<u>063-4505-510700</u>	Retirement	0	0	2,550	2,840
<u>063-4505-510800</u>	Group Health Insurance	0	0	2,868	3,145
<u>063-4505-510900</u>	Group Dental Insurance	0	0	269	269
<u>063-4505-511000</u>	Group Life Insurance	0	0	71	73
<u>063-4505-511100</u>	Group Disability Insurance	0	0	147	188
<u>063-4505-511200</u>	Medicare Taxes	0	0	182	102
	<b>Category: 5100 - Personnel Total:</b>	<b>0</b>	<b>0</b>	<b>18,435</b>	<b>19,219</b>
	<b>Department: 4505 - PUBLIC WORKS Total:</b>	<b>0</b>	<b>0</b>	<b>18,435</b>	<b>19,219</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<u>063-4640-630500</u>	Annual Overlay	249,000	210,000	210,000	210,000
	<b>Category: 6200 - Street Improvements Total:</b>	<b>249,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>
	<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>249,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>
	<b>Expense Total:</b>	<b>249,000</b>	<b>210,000</b>	<b>228,435</b>	<b>229,219</b>
	<b>Fund: 063 - MEASURE R FUND Total:</b>	<b>249,000</b>	<b>210,000</b>	<b>228,435</b>	<b>229,219</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 064 - MEASURE M - LOCALI</b>					
<b>Expense</b>					
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<u>064-4505-510100</u>	Regular Salaries	0	0	0	25,204
<u>064-4505-510700</u>	Retirement	0	0	0	5,679
<u>064-4505-510800</u>	Group Health Insurance	0	0	0	6,290
<u>064-4505-510900</u>	Group Dental Insurance	0	0	0	538
<u>064-4505-511000</u>	Group Life Ins	0	0	0	145
<u>064-4505-511100</u>	Group Disability Ins	0	0	0	300
<u>064-4505-511200</u>	Medicare Taxes	0	0	0	376
	<b>Category: 5100 - Personnel Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,532</b>
<b>Category: 5500 - Contract Services</b>					
<u>064-4505-552000</u>	Contract Services	0	0	42,500	42,500
	<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>0</b>	<b>42,500</b>	<b>42,500</b>
	<b>Department: 4505 - PUBLIC WORKS Total:</b>	<b>0</b>	<b>0</b>	<b>42,500</b>	<b>81,032</b>
<b>Department: 4510 - TRAFFIC SAFETY</b>					
<b>Category: 5500 - Contract Services</b>					
<u>064-4510-552010</u>	Traffic Engineer	0	0	22,500	22,500
<u>064-4510-552011</u>	Traffic Marking and Striping	0	0	20,000	20,000
<u>064-4510-552012</u>	Traffic Signing	0	0	13,000	13,000
<u>064-4510-552020</u>	Street Repairs & Maintenance	0	0	47,500	47,500
	<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>0</b>	<b>103,000</b>	<b>103,000</b>
	<b>Department: 4510 - TRAFFIC SAFETY Total:</b>	<b>0</b>	<b>0</b>	<b>103,000</b>	<b>103,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<u>064-4640-631000</u>	Sidewalk Repairs	0	0	60,000	60,000
	<b>Category: 6200 - Street Improvements Total:</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>
	<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>
	<b>Expense Total:</b>	<b>0</b>	<b>0</b>	<b>205,500</b>	<b>244,032</b>
	<b>Fund: 064 - MEASURE M - LOCALI Total:</b>	<b>0</b>	<b>0</b>	<b>205,500</b>	<b>244,032</b>



# City of Agoura Hills

## BUDGET

FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST</b>				
<b>Expense</b>				
<b>Department: 4190 - NON DEPARTMENTAL</b>				
<b>Category: 5600 - Capital Outlay</b>				
<u>070-4190-568400</u> Vehicles	0	0	35,000	0
<b>Category: 5600 - Capital Outlay Total:</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>
<b>Category: 5800 - Administrative Charges</b>				
<u>070-4190-580000</u> Administrative Service Charges	1,200	1,200	1,200	1,200
<b>Category: 5800 - Administrative Charges Total:</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Department: 4190 - NON DEPARTMENTAL Total:</b>	<b>1,200</b>	<b>1,200</b>	<b>36,200</b>	<b>1,200</b>
<b>Expense Total:</b>	<b>1,200</b>	<b>1,200</b>	<b>36,200</b>	<b>1,200</b>
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:</b>	<b>1,200</b>	<b>1,200</b>	<b>36,200</b>	<b>1,200</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 110 - TRAFFIC IMPROVEMENT</b>					
<b>Expense</b>					
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<u>110-4640-630200</u>	Reyes Adobe Interchange	136,615	0	0	0
<u>110-4640-630800</u>	Kanan/101 Interchange	0	0	0	0
<u>110-4640-631200</u>	Agoura Road Widening	300,000	0	0	0
<u>110-4640-631900</u>	Traffic Signal	0	0	50,000	300,000
<b>Category: 6200 - Street Improvements Total:</b>		<b>436,615</b>	<b>0</b>	<b>50,000</b>	<b>300,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>436,615</b>	<b>0</b>	<b>50,000</b>	<b>300,000</b>
<b>Expense Total:</b>		<b>436,615</b>	<b>0</b>	<b>50,000</b>	<b>300,000</b>
<b>Fund: 110 - TRAFFIC IMPROVEMENT Total:</b>		<b>436,615</b>	<b>0</b>	<b>50,000</b>	<b>300,000</b>





# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>				
<b>Expense</b>				
<b>Department: 4210 - LOS ANGELES COUNTY SHERIFF</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>240-4210-542500</u> Small Equipment	149	4,866	4,866	4,866
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>149</b>	<b>4,866</b>	<b>4,866</b>	<b>4,866</b>
<b>Category: 5500 - Contract Services</b>				
<u>240-4210-552051</u> Traffic Enforcement	14,539	14,189	14,189	14,189
<u>240-4210-552054</u> Juvenile Intervention Program	83,815	80,945	80,945	80,945
<b>Category: 5500 - Contract Services Total:</b>	<b>98,354</b>	<b>95,134</b>	<b>95,134</b>	<b>95,134</b>
<b>Dept: 4210 - LOS ANGELES COUNTY SHERIFF Total:</b>	<b>98,503</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Expense Total:</b>	<b>98,503</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:</b>	<b>98,503</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT</b>				
<b>Expense</b>				
<b>Department: 4420 - RECREATION</b>				
<b>Category: 5500 - Contract Services</b>				
<u>250-4420-5520D0</u> Recreation transit - Seniors	0	9,658	9,658	9,658
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>9,658</b>	<b>9,658</b>	<b>9,658</b>
<b>Department: 4420 - RECREATION Total:</b>	<b>0</b>	<b>9,658</b>	<b>9,658</b>	<b>9,658</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>				
<b>Category: 6000 - Other Improvements/Projects</b>				
<u>250-4610-600800</u> Property Acquisition	62,000	0	0	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>62,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dept: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>62,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4620 - PARK IMPROVEMENTS</b>				
<b>Category: 6000 - Other Improvements/Projects</b>				
<u>250-4620-610300</u> Park Improvements	0	189,734	54,700	54,700
<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>0</b>	<b>189,734</b>	<b>54,700</b>	<b>54,700</b>
<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>	<b>0</b>	<b>189,734</b>	<b>54,700</b>	<b>54,700</b>
<b>Expense Total:</b>	<b>62,000</b>	<b>199,392</b>	<b>64,358</b>	<b>64,358</b>
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:</b>	<b>62,000</b>	<b>199,392</b>	<b>64,358</b>	<b>64,358</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 260 - MISCELLANEOUS GRANTS</b>				
<b>Expense</b>				
<b>Department: 4120 - CITY MANAGER</b>				
<b>Category: 5500 - Contract Services</b>				
<u>260-4120-551040</u>	Oil Grant	6,000	6,000	6,000
<u>260-4120-551041</u>	Beverage Grant	0	5,640	5,640
<b>Category: 5500 - Contract Services Total:</b>		<b>6,000</b>	<b>11,640</b>	<b>11,640</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>6,000</b>	<b>11,640</b>	<b>11,640</b>
<b>Department: 4180 - PUBLIC FACILITIES</b>				
<b>Category: 5600 - Capital Outlay</b>				
<u>260-4180-568300</u>	Equipment	9,722	0	0
<b>Category: 5600 - Capital Outlay Total:</b>		<b>9,722</b>	<b>0</b>	<b>0</b>
<b>Department: 4180 - PUBLIC FACILITIES Total:</b>		<b>9,722</b>	<b>0</b>	<b>0</b>
<b>Department: 4190 - NON DEPARTMENTAL</b>				
<b>Category: 5500 - Contract Services</b>				
<u>260-4190-551010</u>	Media	62,248	49,388	49,388
<b>Category: 5500 - Contract Services Total:</b>		<b>62,248</b>	<b>49,388</b>	<b>49,388</b>
<b>Department: 4190 - NON DEPARTMENTAL Total:</b>		<b>62,248</b>	<b>49,388</b>	<b>49,388</b>
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL</b>				
<b>Category: 5500 - Contract Services</b>				
<u>260-4525-552045</u>	Storm Drain Inserts	125,000	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>125,000</b>	<b>0</b>	<b>0</b>
<b>Dept: 4525 - STORM DRAIN &amp; FLOOD CONTROL Total:</b>		<b>125,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<u>260-4610-631300</u>	Medea Creek Repair	1,040,875	0	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>1,040,875</b>	<b>0</b>	<b>0</b>
<b>Dept: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>1,040,875</b>	<b>0</b>	<b>0</b>
<b>Department: 4620 - PARK IMPROVEMENTS</b>				
<b>Category: 6000 - Other Improvements/Projects</b>				
<u>260-4620-610900</u>	Old Agoura Park Improvements	0	0	0
<u>260-4620-611000</u>	Chumash Park Improvements	22,580	0	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>22,580</b>	<b>0</b>	<b>0</b>
<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>		<b>22,580</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<u>260-4640-630100</u>	Annual Sidewalk Repairs	13,249	13,533	13,722
<u>260-4640-630500</u>	Annual Overlay	59,038	101,000	190,000
<u>260-4640-631300</u>	Medea Creek Repair	520,115	0	0
<u>260-4640-631600</u>	Roadside Bridge Widening	54,567	148,000	160,000
<b>Category: 6200 - Street Improvements Total:</b>		<b>646,969</b>	<b>262,533</b>	<b>363,722</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>646,969</b>	<b>262,533</b>	<b>363,722</b>
<b>Expense Total:</b>		<b>1,914,261</b>	<b>323,561</b>	<b>424,750</b>
<b>Fund: 260 - MISCELLANEOUS GRANTS Total:</b>		<b>1,914,261</b>	<b>323,561</b>	<b>424,750</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 300 - FINANCING AUTHORITY DEBT SERVI</b>				
<b>Expense</b>				
<b>Department: 4180 - PUBLIC FACILITIES</b>				
<b>Category: 5500 - Contract Services</b>				
<u>300-4180-552000</u> Contract Services	375	4,000	4,000	4,000
<b>Category: 5500 - Contract Services Total:</b>	<b>675</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Category: 5700 - Debt Service</b>				
<u>300-4180-570100</u> Debt Service - Principal	220,000	220,000	235,000	235,000
<u>300-4180-570200</u> Debt Service - Interest Paid	449,031	444,515	431,031	431,031
<b>Category: 5700 - Debt Service Total:</b>	<b>669,631</b>	<b>664,515</b>	<b>666,031</b>	<b>666,031</b>
<b>Department: 4180 - PUBLIC FACILITIES Total:</b>	<b>670,306</b>	<b>668,515</b>	<b>670,031</b>	<b>670,031</b>
<b>Expense Total:</b>	<b>670,306</b>	<b>668,515</b>	<b>670,031</b>	<b>670,031</b>
<b>Fund: 300 - FINANCING AUTHORITY DEBT SERVI Total:</b>	<b>670,306</b>	<b>668,515</b>	<b>670,031</b>	<b>670,031</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND</b>				
<b>Expense</b>				
<b>Department: 4180 - PUBLIC FACILITIES</b>				
<b>Category: 5700 - Debt Service</b>				
<u>305-4180-570100</u>	Debt Service - Principal	70,000	75,000	75,000
<u>305-4180-570200</u>	Debt Service - Interest Paid	170,825	168,024	157,512
	<b>Category: 5700 - Debt Service Total:</b>	<b>241,200</b>	<b>243,024</b>	<b>232,512</b>
<b>Category: 5800 - Administrative Charges</b>				
<u>305-4180-580000</u>	Administrative Service Charges	4,220	2,000	2,000
	<b>Category: 5800 - Administrative Charges Total:</b>	<b>4,220</b>	<b>2,000</b>	<b>2,000</b>
	<b>Department: 4180 - PUBLIC FACILITIES Total:</b>	<b>246,870</b>	<b>245,024</b>	<b>234,512</b>
	<b>Expense Total:</b>	<b>246,870</b>	<b>245,024</b>	<b>234,512</b>
<b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total:</b>		<b>246,870</b>	<b>245,024</b>	<b>234,512</b>

**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 50.7% to CalRecycles.
- ❖ Implement New Limited Residential Organics Collection Program

**Additional Accomplishments**

- ❖ Successful award of CalRecycle Oil Payment Program Grant 6 Funding (FY 2015-16) \$5,868, Oil Payment Program Grant 7 (FY2016-17) \$5,600
- ❖ Increased public education of all residential household hazardous waste and electronic waste collection program
- ❖ CalRecycle approval of 2015 Solid Waste Annual Report
- ❖ CalRecycle approval of 2016 Solid Waste Annual Report

**Objectives**

- ❖ Implement New Multi-family Recycling Education Program
- ❖ 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
- ❖ Continue to promote organics recycling in applicable business categories

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2015-16 Actual	FY 2016-17 <sub>2</sub> Actual	FY 2017-18 Budget
Review C&D Threshold	In Progress	N/A	N/A
**Total Used Oil/Paint Collected (gal.)	2,070	1,669	1,800
**Total Electronic/Universal Waste Collected (lbs.)	10,994	8,760	9,000
** Total Recyclables collected (tons)	5,286	8,287	8,000
** based on voluntary participation by residents and businesses. 2 – CalRecycles Increased threshold statewide to 65%. Currently being implemented			



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Fund: 520 - SOLID WASTE MANAGEMENT</b>				
<b>Expense</b>				
<b>Department: 4395 - SOLID WASTE MANAGEMENT</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>520-4395-542300</u> Printing	3,570	3,500	3,500	4,200
<u>520-4395-542400</u> Special supplies	118	3,000	3,000	3,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>3,688</b>	<b>6,500</b>	<b>6,500</b>	<b>7,200</b>
<b>Category: 5500 - Contract Services</b>				
<u>520-4395-552000</u> Contract Services	32,806	45,000	45,000	45,000
<b>Category: 5500 - Contract Services Total:</b>	<b>32,806</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Category: 5800 - Administrative Charges</b>				
<u>520-4395-580000</u> Administrative Service Charges	47,000	47,000	47,000	47,000
<b>Category: 5800 - Administrative Charges Total:</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>
<b>Dept: 4395 - SOLID WASTE MANAGEMENT Total:</b>	<b>83,494</b>	<b>98,500</b>	<b>98,500</b>	<b>99,200</b>
<b>Expense Total:</b>	<b>83,494</b>	<b>98,500</b>	<b>98,500</b>	<b>99,200</b>
<b>Fund: 520 - SOLID WASTE MANAGEMENT Total:</b>	<b>83,494</b>	<b>98,500</b>	<b>98,500</b>	<b>99,200</b>



# City of Agoura Hills

## BUDGET

### FY 2015-16 TO 2018-19

		2015-2016 Actual	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>					
<b>Expense</b>					
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5100 - Personnel</b>					
<u>620-4120-510100</u>	Regular salaries	0	11,197	11,489	11,661
<u>620-4120-510700</u>	Retirement	0	2,179	2,373	2,628
<u>620-4120-510800</u>	Group health insurance	0	1,156	1,373	1,506
<u>620-4120-510900</u>	Group dental insurance	0	115	115	115
<u>620-4120-511000</u>	Group life insurance	0	64	66	66
<u>620-4120-511100</u>	Group disability insurance	0	133	137	138
<u>620-4120-511200</u>	Medicare taxes	0	176	181	183
	<b>Category: 5100 - Personnel Total:</b>	<b>0</b>	<b>15,021</b>	<b>15,733</b>	<b>16,297</b>
	<b>Department: 4120 - CITY MANAGER Total:</b>	<b>0</b>	<b>15,021</b>	<b>15,733</b>	<b>16,297</b>
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5500 - Contract Services</b>					
<u>620-4150-552000</u>	Contract services	1,378	0	0	0
	<b>Category: 5500 - Contract Services Total:</b>	<b>1,378</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Department: 4150 - FINANCE Total:</b>	<b>1,378</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5100 - Personnel</b>					
<u>620-4305-510100</u>	Regular salaries	0	6,715	7,011	7,187
<u>620-4305-510700</u>	Retirement	0	1,307	1,448	1,620
<u>620-4305-510800</u>	Group health insurance	0	1,156	1,373	1,506
<u>620-4305-510900</u>	Group dental insurance	0	115	115	115
<u>620-4305-511000</u>	Group life insurance	0	39	40	41
<u>620-4305-511100</u>	Group disability insurance	0	80	83	86
<u>620-4305-511200</u>	Medicare taxes	0	102	106	109
	<b>Category: 5100 - Personnel Total:</b>	<b>0</b>	<b>9,514</b>	<b>10,176</b>	<b>10,664</b>
	<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>	<b>0</b>	<b>9,514</b>	<b>10,176</b>	<b>10,664</b>
	<b>Expense Total:</b>	<b>1,378</b>	<b>24,535</b>	<b>25,909</b>	<b>26,961</b>
	<b>Fund: 620 - HOUSING SUCCESSOR AGENCY Total:</b>	<b>1,378</b>	<b>24,535</b>	<b>25,909</b>	<b>26,961</b>





**City of Agoura Hills**  
**Capital Improvement Projects**  
**FY 2016-17 and 2017-18**

**The Capital Improvement Projects Process**

The City of Agoura Hills reviews the Capital Improvement Projects (CIP) Budget for a five-year period at the beginning of each budget cycle. The process begins in February, during the budget preparation process.

Projects are decided based on City Council direction, coupled with state mandates. The key factor to determining which projects are completed is funding. The City has been diligent in obtaining grants from many sources.

Each year staff meets with the appropriate council committee to review and prioritize the project list. The list is given a final review during the goal setting session held in May.

At the end of each year, the list is reviewed and updated to ensure that the funding is available.

	B	C	D	E	F	G	H
	Project Name	Funding Source	5-Year Total Funding Amount	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020	Fiscal Year 2020/2021
1	Annual Citywide Street Resurfacing	General Fund	5,000	5,000			
2		Proposition C	300,000	300,000			
3		Measure R (Local)	1,050,000	210,000	210,000	210,000	210,000
4		Road Rehab Fund	319,844	119,844	200,000		
5		STP-L	302,000	190,000	51,000	0	0
6		<b>Total</b>	<b>1,976,844</b>	<b>824,844</b>	<b>461,000</b>	<b>210,000</b>	<b>210,000</b>
7	Annual Concrete Repair Program	Measure M (Local)	300,000	60,000	60,000	60,000	60,000
8		TDA	68,610	13,722	13,722	13,722	13,722
9		<b>Total</b>	<b>368,610</b>	<b>73,722</b>	<b>73,722</b>	<b>73,722</b>	<b>73,722</b>
10	Palo Comado Interchange	Measure R (HWY)	882,000	682,000	200,000		
11	Design	Measure M (HWY)	20,000,000		10,000,000	10,000,000	
12	Construction	<b>Total</b>	<b>20,882,000</b>	<b>682,000</b>	<b>10,200,000</b>	<b>10,000,000</b>	<b>0</b>
13	Agoura Road Widening	Measure R (HWY)	300,000	300,000			
14	Construction/CM	<b>Total</b>	<b>300,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
15	Kanan/Agoura Intersection	Measure R (HWY)	400,000	200,000	200,000		
16	Design	Measure M (HWY)	5,000,000		2,500,000	2,500,000	
17	Construction	<b>Total</b>	<b>5,400,000</b>	<b>200,000</b>	<b>2,700,000</b>	<b>2,500,000</b>	<b>0</b>
18	Catch Basin Inserts (TMDL)	Measure M (Local)	78,000	78,000			
19		<b>Total</b>	<b>78,000</b>	<b>78,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
20	Roadside Bridge Widening	Grant/Toll Credits	160,000	160,000			
21	PE/Design	Grant/Toll Credits	1,500,000		1,500,000		
22	Construction	<b>Total</b>	<b>1,660,000</b>	<b>160,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>
23	Traffic Signal (TOB & Argos)	TIF	350,000	50,000	300,000		
24	Design	Road Rehab Fund	150,000		150,000		
25	Construction	<b>Total</b>	<b>500,000</b>	<b>50,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>
26	Kanan Interchange Overpass	Measure R (HWY)	150,000	150,000			
27	PSR	Measure M (HWY)	350,000		350,000		
28	PSR (cont.)	Measure M (HWY)	1,300,000			750,000	550,000
29	PR/Enviro (PA/ED)	Measure M (HWY)	2,000,000				1,000,000
30	PS&E	Measure M (HWY)	7,500,000				
31	Construction (first yr 2021-2022)	<b>Total</b>	<b>11,300,000</b>	<b>150,000</b>	<b>350,000</b>	<b>750,000</b>	<b>1,550,000</b>



RESOLUTION NO. 17-1846

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2017-18 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS**

WHEREAS, on June 22, 2016, the City Council reviewed and adopted the City of Agoura Hill's annual Investment Policy; and

WHEREAS, a staff report has been presented to the Council requesting adoption of the annual Investment Policy; and

WHEREAS, the Investment Policy describes the investment of City funds in compliance with the Municipal Code and state law, and, therefore, the Investment Policy is to be hereby submitted to an oversight committee in compliance with state law;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. The annual Investment Policy attached hereto as "Exhibit A" has been reviewed in a public meeting and is hereby adopted.

SECTION 2. The City Council hereby delegates the City Treasurer the authority to invest and reinvest city funds for a twelve-month period as per State of California, Government Code Section 53607.

SECTION 3. The Investment Policy adopted June 22, 2016, is hereby rescinded.

**PASSED, APPROVED, AND ADOPTED** this 28<sup>th</sup> day of June, 2017, by the following vote to wit:

AYES: (3) Weber, Koehler, Schwarz  
NOES: (0)  
ABSENT: (2) Buckley Weber, Northrup  
ABSTAIN (0)

  
\_\_\_\_\_  
Denis Weber, Mayor

ATTEST:



\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk



**CITY OF AGOURA HILLS  
STATEMENT OF INVESTMENT POLICY**

**I. POLICY**

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.

**II. SCOPE**

This investment policy applies to all investment activities and financial assets of the City of Agoura Hills. The funds are accounted for and incorporated in the City of Agoura Hills Comprehensive Annual Financial Report (CAFR) and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Trust Funds.

**III. PRUDENCE**

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.

**IV. OBJECTIVE**

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.

#### **V. DELEGATION OF AUTHORITY**

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.

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.

#### **VI. ETHICS AND CONFLICTS OF INTEREST**

Investment officials will refrain from personal business activity that could conflict with proper execution and management of the policy and the investment program, or which could impair their ability to make impartial decisions.

#### **VII. AUTHORIZED FINANCIAL DEALERS AND INSTIUTIONS**

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,(c) from a member of a federally regulated securities exchange, (d) from a national or state-chartered bank, (e) from a savings association or federal association (as defined by Section 5102 of the Financial Code), or (f) from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

#### **VIII. AUTHORIZED SUITABLE 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

#### **IX. REVIEW OF INVESTMENT PORTFOLIO**

1. 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,
2. 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.

#### **X. INVESTMENT POOLS / MUTUAL FUNDS**

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.

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.

**XI. COLLATERALIZATION**

- a. The City does not use Reverse Repurchase Agreements for the investment of funds.
- b. The City will only place that amount which is covered by FDIC Insurance or fully collateralized in a Negotiable Certificate of Deposit.

**XII. SAFEKEEPING AND CUSTODY**

The City does not purchase or sell securities on margin.

**XIII. DIVERSIFICATION**

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

**XIV. MAXIMUM MATURITIES**

The City does not place investments with a maturity in excess of five years in accordance with Government Code, Section 53601.

**XV. INTERNAL CONTROLS**

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."

**XVI. PERFORMANCE STANDARDS**

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.



## **XVII. REPORTING**

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.

## **XVIII. INVESTMENT POLICY ADOPTION**

The City of Agoura Hills investment policy will be adopted by resolution of the City of Agoura Hills Council. The policy will be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

## **XIX. GLOSSARY**

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**ASKED:** The price at which securities are offered.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large denomination CD's are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report of the (entity). It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value (e.g., U.S. Treasury Bills.)

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per entity.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.



**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FHA mortgages. The term "pass throughs" is often used to describe Ginnie Maes.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes. **LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**OFFER:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**PRUDENT PERSON RULE:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.



**SEC RULE 15C3-1:** See Uniform Net Capital Rule.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



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

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### **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.



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## **BALANCED BUDGET POLICY**

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### **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.



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## **DEBT MANAGEMENT POLICY**

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### **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.

### III. 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.



**RESOLUTION NO. 17-1847**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AGOURA HILLS, CALIFORNIA, ADOPTING A LOCAL DEBT  
POLICY**

**RECITALS:**

WHEREAS, the City of Agoura Hills (the "City") or its related entities (such as the Agoura Hills Public Financing Authority or the Successor Agency to the City of Agoura Hills Redevelopment Agency) has issued bonds or other financing obligations (collectively, "Local Debt") subject to the filing of reports with the California Debt and Investment Advisory Commission ("CDIAC") pursuant to Section 8855 of the California Government Code ("Section 8855"); and

WHEREAS, Senate Bill No. 1029 ("SB 1029"), effective January 1, 2017, amended Section 8855 to augment the information that must be provided by municipal issuers of Local Debt to CDIAC; and

WHEREAS, prior to SB 1029, Section 8855 has required municipal issuers of Local Debt to file a Report of Proposed Debt Issuance at least 30 days prior to the sale of any Local Debt issue; and

WHEREAS, SB 1029 amends the requirements of the Report of Proposed Debt Issuance to require that this report include a certification by the municipal issuer that it has adopted local debt policies concerning the use of Local Debt and that the contemplated Local Debt issuance is consistent with those local debt policies; and

WHEREAS, the City or its related entities (such as the [Agoura Hills Public Financing Authority] or the [Successor Agency to the City of Agoura Hills Redevelopment Agency]) may also, in the future, issue Local Debt for which a Report of Proposed Debt Issuance, including the aforementioned certification, will need to be filed with CDIAC; and

WHEREAS, to facilitate issuance of Local Debt in the future and the ability of the City and its related entities to make the requisite local debt policies certification required in connection therewith by subdivision (i) of Section 8855, as amended by SB 1029, the City desires to adopt the Local Debt Policy (the "Policy"), as set forth in Exhibit A hereto;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AGOURA HILLS,  
CALIFORNIA DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. The above recitals, and each of them, are true and correct.

Section 2. The Policy, as set forth in Exhibit A, is hereby approved and adopted and shall be made applicable to all Local Debt issued by or on behalf of the City and its related entities (such as the [Agoura Hills Public Financing Authority] or the [Successor Agency to the City of Agoura Hills Redevelopment Agency]). This Policy is intended to supersede and to replace in its entirety the debt management policy dated May 2016.

Section 3. The City Manager, the City Treasurer, the Director of Finance, and all other officers of the City are hereby authorized and directed, jointly and severally, to do any and all things to effectuate the purposes of this Resolution and to implement the Policy, and any such actions previously taken by such officers are hereby ratified and confirmed.

Section 4. This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, and ADOPTED** this 28<sup>th</sup> day of June, 2017 by the following vote to wit:

AYES: (3) Weber, Koehler, Schwarz  
NOES: (0)  
ABSTAIN: (0)  
ABSENT: (2) Buckley Weber, Northrup

  
\_\_\_\_\_  
Denis Weber, Mayor

ATTEST:

  
\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk





**CITY OF AGOURA HILLS, CALIFORNIA  
LOCAL DEBT POLICY**

**A. PURPOSE**

The purpose of this Local Debt Policy (this "Policy") is to establish guidelines and parameters for the effective governance, management and administration of debt and other financing obligations issued by the City and its related entities (such as the Agoura Hills Public Financing Authority) or the [Successor Agency to the City of Agoura Hills Redevelopment Agency]).

As used in this Policy, "City" shall mean the City and/or the City and its related entities, as the context may require. As used in this Policy, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt within the meaning of any constitutional debt limitation where the substance and terms of the obligation comport with exceptions thereto.

**B. BACKGROUND**

The City and its related entities are committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserves levels and employing prudent practices in governance, management, budget administration and financial reporting.

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City and its related entities to manage their collective debt program in line with those resources. Therefore, the objective of this policy is to provide written guidelines and restrictions concerning the amount and type of debt and other financing obligations issued by the City and its related entities and the ongoing management of the debt portfolio.

This Policy is intended to improve the quality of decisions, assist with the determination of the structure of debt issuance, identify policy goals, and demonstrate a commitment to long-term financial planning, including a multi-year capital plan. Adherence to a local debt policy signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner.



## **C. CONDITIONS AND PURPOSES OF DEBT ISSUANCE**

### **1. Acceptable Conditions for the Use of Debt**

The City believes that prudent amounts of debt can be an equitable and cost-effective means of financing major infrastructure and capital project needs of the City. Debt will be considered to finance such projects if:

- a) The capital project has been, or will be, included in the City's capital improvement plan or has otherwise been coordinated with the City's planning goals and objectives.
- b) The capital project can be financed with debt not exceeding the term specified in Section E.1. of this Policy, to assure that long-term debt is not issued to finance projects with a short useful life.
- c) It is the most cost-effective funding means available to the City, taking into account cash flow needs and other funding alternatives.
- d) It is fiscally prudent and meets the guidelines of this Policy. Any consideration of debt financing shall consider financial alternatives, including pay-as-you-go funding, proceeds derived from development or redevelopment of existing land and capital assets owned by the City, and use of existing or future cash reserves, or combinations thereof.

### **2. Acceptable Uses of Debt and Proceeds of Debt**

The primary purpose of debt is to finance one of the following:

- a) The City will consider financing for the acquisition, substantial refurbishment, replacement, or expansion of physical assets, including land improvements, for the following purposes:
  - i. Acquisition and or improvement of land, right-of-way or long-term easements.
  - ii. Acquisition of a capital asset with a useful life of 3 or more years.
  - iii. Construction or reconstruction of a facility.
  - iv. Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest, original issue discount, underwriter's discount, and other costs of issuance.



- b) Refunding, refinancing, or restructuring debt (including without limitation the refinancing or advance funding of City pension obligations), subject to refunding objectives and parameters discussed in Section G.
- c) In the event of temporary shortfalls in cash flow for City operation costs due to timing of receipt of revenues and the lack of cash on hand to cover the temporary deficit, the City may consider interim or cash flow financing, such as anticipation notes. In compliance with applicable state law, any such notes shall be payable either (i) not later than the last day of the fiscal year in which it is issued, or (ii) during the fiscal year succeeding the fiscal year in which issued, but in no event later than 15 months after the date of issue, and only if such note is payable only from revenue received or accrued during the fiscal year in which it was issued.

**3. Prohibited Uses of Debt and Proceeds of Debt**

Prohibited uses of debt include the following:

- a) Financing of operating costs, except for anticipation notes satisfying the criteria set forth in Section C.2.c.
- b) Debt issuance used to address budgetary deficits.
- c) Debt issued for which the term of the debt exceeds the term specified in Section E.1. of this Policy.

**4. Internal Control Procedures Concerning Use of Proceeds of Debt**

One of the City's priorities in the management of debt is to assure that the proceeds of the debt will be directed to the intended use for which the debt has been issued. In furtherance of this priority, the following procedures shall apply:

- a) The Director of Finance shall retain, for the applicable period specified in Section H.4. of this Policy, a copy of each annual report filed with the California Debt and Investment Advisory Commission (CDIAC) pursuant to Section 8855(k) of the California Government Code concerning (1) debt authorized during the applicable reporting period (whether issued or not), (2) debt outstanding during the reporting period, and (3) the use during the reporting period of proceeds of issued debt.
- b) In connection with the preparation of each annual report to be filed with CDIAC pursuant to Section 8855(k) of the California Government Code, the Director of Finance or the designee of the Director of Finance shall keep a record of the original intended use



for which the debt has been issued, and indicate whether the proceeds spent during the applicable one-year reporting period for such annual report comport with the intended use (at the time of original issuance or as modified pursuant to the following sentence). If a change in intended use has been authorized subsequent to the original issuance of the debt, the Director of Finance or the designee of the Director of Finance shall indicate in the record when the change in use was authorized and whether the City Council, City Manager, or another City official has authorized the change in intended use. The [Finance Director] shall report apparent deviations from the intended use in debt proceeds to the City Manager for further discussion, and if the City Manager determines appropriate in consultation with legal counsel (which may be bond counsel, if applicable, or the City Attorney), to the City Council.

- c) If the debt has been issued to finance a capital project and the project timeline or scope of project has changed in a way that all or a portion of the debt proceeds cannot be expended on the original project, the Director of Finance shall consult with the City Manager and legal counsel (which may be bond counsel, if applicable, or the City Attorney) as to available alternatives for the expenditure of the remaining debt proceeds (including prepayment of the debt). After such consultation, the Director of Finance shall seek the direction of the City Council as to an alternative for the expenditure or use of such remaining debt proceeds.

#### **D. TYPE OF FINANCING INSTRUMENTS; AFFORDABILITY AND PLANNING POLICIES**

The City recognizes that there are numerous types of financing structures and funding sources available, each with specific benefits, risks, and costs. All potential funding sources are reviewed by management within the context of this Policy and the overall portfolio to ensure that any financial product or structure is consistent with the City's objectives. Regardless of what financing structure(s) is utilized, due diligence review must be performed for each transaction, including the quantification of potential risks and benefits, and analysis of the impact on City creditworthiness and debt affordability and capacity.

Prior to the issuance of debt or other financing obligations to finance a project, the City will carefully consider the overall long-term affordability of the proposed debt issuance. The City shall not assume more debt or other financing obligations without conducting an objective analysis of the City's ability to assume and support additional debt service payments. The City will consider its long-term revenue and expenditure trends, the impact on operational flexibility and the overall debt burden on the taxpayers. The evaluation process shall include a review of generally accepted measures of affordability and will strive to achieve and or maintain debt levels consistent with its current operating and capital needs.



1. **General Fund-Supported Debt** – General Fund Supported Debt generally include Certificates of Participation (COPs) and Lease Revenue Bonds (LRBs) which are lease obligations that are secured by an installment sale or by a lease-back arrangement between the City and another public entity. The general operating revenues of the City pay the lease payments, which are, in turn, used and typically pledged to pay debt service on the bonds or Certificates of Participation.

General Fund Supported Debt may also include bonds issued to refund obligations imposed by law, such as judgments (judgment obligation bonds (JOBs)) or unfunded accrued actuarial liabilities for pension plans (pension obligation bonds (POBs)).

These obligations do not constitute indebtedness under the state constitutional debt limitation and, therefore, are not subject to voter approval.

Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated. Lease financing requires the fair market rental value of the leased property to be equal to or greater than the required debt service or lease payment schedule. The lessee (City) is obligated to include in its Annual Budget and appropriate the rental payments that are due and payable during each fiscal year the lessee has use of the leased property.

The City should strive to maintain its net General Fund-backed annual debt service at or less than 10% of General Fund annually budgeted revenue; and in no case should they exceed 15%. Future direct debt will not exceed 2% of assessed valuation. This ratio is defined as the City's annual debt service requirements on General Fund Supported Debt (including, but not limited to, COPs, LRBs, JOBs, and POBs) compared to total annual General Fund Revenues net of interfund transfers.

2. **Revenue Bonds** – Long-term obligations payable solely from specific special fund sources, in general, are not subject to a debt limitation. Examples of such long-term obligations include those which are payable from a special fund consisting of restricted revenues or user fees (Enterprise Revenues) and revenues derived from the system of which the project being funded is a part.

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain a coverage ratio of 110% (or such higher coverage ratio included in the City's existing financing documents), using historical and/or projected net revenues to cover annual



debt service for bonds. To the extent necessary, the City shall undertake proceedings for a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratio.

3. **Special Districts Financing** – The City's special districts primarily consist of Community Facilities Districts (CFDs) and 1913/1915 Act Assessment Districts (Assessment Districts). The City will consider requests for special district formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Finance Department may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.
4. **General Obligation Bonds** – Notwithstanding their name, General Obligation Bonds are not general obligations of the City, but instead they are payable from and secured by a dedicated, voter-approved property tax override rate (*i.e.*, a property tax in excess of the 1% basic *ad valorem* property tax rate which has received the approving two-thirds vote of the City's electorate). While the dedicated revenue stream to repay the debt makes General Obligation Bonds an attractive option, additional considerations for this financing mechanism include the time and expense of an election, the possibility that the electorate will not approve the ballot measure, and the legal bonding capacity limit (for general law cities, 3.75% of the assessed value of all taxable property within the City).
5. **Tax Increment Financing** – Tax Increment Financing is payable from and secured by a portion of *ad valorem* property taxes that are allocated to a successor agency to redevelopment agency (Successor Agency), an enhanced infrastructure financing district (EIFD), or a community revitalization and investment authority (CRIA) subject to a plan adopted for such entity and the applicable law. While tax increment debt for redevelopment agencies and Successor Agencies is entitled to the benefits of Article XVI, Section 16, of the California Constitution, no similar provision exists for EIFDs and CRIAs at the time of adoption of this Policy. Therefore, when considering EIFD or CRIA financing, debt limit concerns should be analyzed with respect to the proposed structure and taken into account in determining the practical viability of the proposed financing.
6. **Conduit Debt** – Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.



## E. STRUCTURE OF DEBT

1. **Term of Debt** –The term of a bond issue is not-to-exceed the economic life of the facilities or projects to be financed, unless specific circumstances exist that would mitigate the extension of time to repay the debt and it would not cause the City to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
2. **Rapidity of Debt Payment; Level Payment** – To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of 2% without a dedicated and supporting revenue funding stream.

Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Finance Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City's projected cash flow to the anticipated debt service payments. "Backloading" of debt service will be considered only when one or more of the following occur:

- a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
  - b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
  - c) Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
  - d) Such structuring will allow debt service to more closely match projected revenues, whether due to lower project revenues during the early years of the project's operation, inflation escalators in the enterprise user rates, or other quantifiable reasons.
3. **Serial Bonds, Term Bonds, and Capital Appreciation Bonds** – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.
  4. **Reserve Funds** – To the extent a reserve fund provides an economic benefit that offsets the cost of funding the reserve fund, as determined by the Director of Finance in consultation with the City's municipal advisor and, if applicable, the underwriter for the bonds, the City may fund a reserve fund for the proposed bonds, up to the maximum amount permitted by applicable law or regulation. Typically, this amount is equal to the lesser of (i)



maximum annual debt service on the bonds, (ii) 10% of the principal amount of the bonds, or (iii) 125% of average annual debt service on the bonds.

## **F. USE OF ALTERNATIVE DEBT INSTRUMENTS**

Alternative debt instruments and financing structures sometimes can provide a lower cost of borrowing in the short run, but may involve greater medium-term or long-term risk. Due diligence review must be performed for each transaction, including the quantification of potential risks and benefits, analysis of the impact on City creditworthiness and debt affordability and capacity, and an evaluation of the ability of the City to withstand the medium-term or long-term risk attendant to alternative debt instruments, including the feasibility of exit strategies.

### **1. Variable Rate Debt**

Variable rate debt affords the City the potential to achieve a lower cost debt depending on market conditions. However, the City will seek to limit the use of variable-rate debt due to the potential risks of such instruments.

#### **a) Purpose**

The City shall consider the use of variable rate debt for the purposes of:

- i. Reducing the costs of debt issues.
- ii. Increasing flexibility for accelerating principal repayment and amortization.
- iii. Enhancing the management of assets and liabilities (matching short-term "priced debt" with the City's short-term investments).

#### **b) Considerations and Limitations on Variable-Rate Debt**

The City may consider the use of all alternative structures and modes of variable rate debt to the extent permissible under State law and will make determinations among different types of modes of variable rate debt based on cost, benefit, and risk factors. The [Finance Director] shall consider the following factors in considering whether to utilize variable rate debt:

- i. Any variable rate debt should not exceed 20% of total City General Fund supported debt.
- ii. Any variable rate debt should be fully hedged by expected future capital fund reserves or unrestricted General Fund reserve levels.



- iii. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
- iv. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.
- v. Costs, implementation and administration are quantified and considered.
- vi. Cost and availability of liquidity facilities (lines of credit necessary for variable rate debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.
- vii. Whether the ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.
- viii. Cost and availability of derivative products to hedge interest rate risk.
- ix. The findings of a thorough risk management assessment.

**c) Risk Management**

Any issuance of variable rate debt shall require a rigorous risk assessment, including, but not limited to factors discussed in this section. Variable rate debt subjects the City to additional financial risks (relative to fixed rate bonds), including interest rate risk, tax risk, and certain risks related to providing liquidity for certain types of variable rate debt.

The City will properly manage the risks as follows:

- i. ***Interest Rate Risk and Tax Risk*** – The risk that market interest rates increase on variable-rate debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. Mitigation – Limit total variable rate exposure per the defined limits, match the variable rate liabilities with short term assets, and/or purchase appropriate derivative products to hedge against the risk (see also Section F.2 below).
- ii. ***Liquidity/Remarketing Risk*** – The risk that holders of variable rate bonds exercise their “put” option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the



facility provider and the potential rapid amortization of the repurchased bonds. Mitigation - Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (5-10 years) amortization of any draws on the facility. Endeavor to secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City's bonds are downgraded below these levels (or such other rating levels as provided in the applicable financing documents) as a result of the facility provider's ratings, a replacement provider shall be sought.

- iii. **Liquidity/Rollover Risk** – The risk that arises due to the shorter term of most liquidity provider agreements (1-5 years) relative to the longer-term amortization schedule of the City's variable-rate bonds. Liquidity and rollover risk includes the following risks: (1) the City may incur higher renewal fees when renewal agreements are negotiated, and (2) the liquidity bank market may constrict such that it is difficult to secure third party liquidity at any interest rate. Mitigation – Negotiate longer terms on provider contracts to minimize the number of rollovers.

## **G. REFUNDING GUIDELINES**

The Director of Finance shall monitor at least annually all outstanding City debt obligations for potential refinancing opportunities. The City will consider refinancing of outstanding debt to achieve annual savings or to refinance a bullet payment or spike in debt service. Except for instances in which a bullet payment or spike in debt service is being refinanced, absent a compelling economic reason or financial benefit to the City, any refinancing should not result in an increase to the weighted average life of the refinanced debt.

Except for instances in which a bullet payment or spike in debt service is being refinanced, the City will generally seek to achieve debt service savings which, on a net present value basis, are at least 3% of the debt being refinanced. The net present value assessment shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand. Any potential refinancing shall additionally consider whether an alternative refinancing opportunity with higher savings is reasonably expected in the future.

## **H. MARKET COMMUNICATION, ADMINISTRATION, AND REPORTING**

1. **Rating Agency Relations and Annual or Ongoing Surveillance** – The Director of Finance shall be responsible for maintaining the City's relationships with S&P Global Ratings, Fitch Ratings and Moody's Investor's Service. The City is committed to maintaining its existing rating levels. In addition to general communication, the Director of Finance shall:



- a) Ensure the rating agencies are provided updated financial statements of the City as they become publically available.
  - b) Communicate with credit analysts at each agency at least once each year, or as may be requested by the agencies.
  - c) Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City's financial position, including the impacts of the proposed debt issuance.
2. **Council Communication** – The Director of Finance should report feedback from rating agencies, when and if available, regarding the City's financial strengths and weaknesses and areas of concern relating to weaknesses as they pertain to maintaining the City's existing credit ratings.
  3. **Continuing Disclosure Compliance** – The City shall remain in compliance with Rule 15c2-12, promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, by filing (to the extent required by the applicable continuing disclosure undertaking) its annual financial statements and other financial and operating data for the benefit of its bondholders within 270 days of the close of the fiscal year, or by such other annual deadline required in any continuing disclosure agreement or certificate for any debt issue. The City shall maintain a log or file evidencing that all continuing disclosure filings have been made promptly.
  4. **Debt Issue Record-Keeping** – A copy of all debt-related records shall be retained at the City's offices. At minimum, these records shall include all official statements, bond legal documents/transcripts, resolutions, trustee statements, leases, and title reports for each City financing (to the extent available).

Such records shall be retained while any bonds of an 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.

5. **Arbitrage Rebate** – The use of bond proceeds and their investments must be monitored to ensure compliance with all arbitrage rebate requirements of the Internal Revenue Code and related Internal Revenue Service regulations, in keeping with the covenants of the City and/or related entity in the tax certificate for any federally tax-exempt financing. The Director of finance shall ensure that all bond proceeds and investments are tracked in a manner which facilitates accurate calculation; and, if a rebate payment is due, such payment is made in a timely manner.

## **I. CREDIT RATINGS**

The City will consider published ratings agency guidelines regarding best financial practices and guidelines for structuring its capital funding and debt strategies to maintain the highest possible credit ratings consistent with its current operating and capital needs.



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## INDEPENDENT AUDITOR POLICY

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### 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.





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## FINANCIAL POLICY

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### **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.

**Municipal Securities  
Post-Issuance  
Disclosure Policy**

**City of Agoura Hills,  
California**

**30001 Ladyface Court  
Agoura Hills, CA 91301**

## **A. Purpose**

The City of Agoura Hills, California (the “City”) is committed to providing timely and consistent dissemination of financial information in accordance with the continuing disclosure undertakings of the City and its related entities, entered into in furtherance of Securities and Exchange Commission (“SEC”) Rule 15c2-12 (the “Rule”).

This policy affirms the City’s commitment to post-issuance disclosure. The goal is to establish and maintain guidelines for presenting related financial reports and events to interested third parties, financial institutions and the general public in compliance with the Rule and the City’s continuing disclosure undertakings.

## **B. Scope**

This policy covers all City employees and officials of the City. It covers disclosure documents filed with the Municipal Securities Rulemaking Board (The “MSRB”).

## **C. Responsibility of the Disclosure Working Group**

The City has established a Disclosure Working Group (“DWG”) consisting of the City’s City Manager, Director of Finance, Finance Manager and Treasurer and others from the Finance Department as designated by the Director of Finance. Annually in connection with its continuing disclosure filings required by the continuing disclosure undertakings of the City and its related entities, the DWG will systematically review filings, reports and other public statements to determine whether any updating or correcting of information is appropriate. The DWG will review and recommend updates to the City Council, if necessary, to this disclosure policy. Finally, the DWG will react quickly to developments and events that affect the City and notify its dissemination agent, when appropriate.

The City’s primary spokesperson related to the City’s financial information, debt and financings, and other financial reports and events is the City’s City Manager. Others within the City may, from time to time, be designated by the City Manager as spokespersons on behalf of the City and respond to specific inquiries. It is essential that the DWG be fully apprised of all material developments of the City in order to evaluate, discuss those events and determine the appropriateness and timing for release.

The City or its designated agent will provide continuing disclosure documents and related information to the M S R B’s EMMA System <http://dataport.emma.msrb.org>. The continuing disclosure documents, which include annual financial statements, operating data of the City and its related entity issuers and event notices, will be posted to the EMMA website by the City’s Disclosure Dissemination Agent, Digital Assurance Certification, LLC (“DAC”), or its successor, upon the approval of the City’s Director of Finance.

## **D. Annual Reporting Date Requirements**

The Finance Director shall review the continuing disclosure undertaking (to the extent not otherwise exempt therefrom under the Rule) for each separate issue of the outstanding municipal securities of the City or its related entities and identify the following:

- (i) the date by which the Annual Report must be filed;
- (ii) the contents that need to be included in the Annual Report;
- (iii) the Event Notices that must be filed; and
- (iv) when Event Notices are required to be filed.

For a current list of the City's debt issues, including those which are not subject to the Rule, please refer to the City's long-term debt note found in its most current Audited Financial Statements.

## **E. Event Notice Requirements**

1. For any debt issues (subject to SEC Rule 15c2-12) issued on or after December 1, 2010, notice of the following events would need to be provided to the City's Disclosure Dissemination Agent, for further filing with the MSRB, *within ten (10) business days of their occurrence*.

Unless otherwise specified, the City's Director of Finance will be responsible for monitoring the occurrence of these events, determining (if necessary) their materiality, and notifying the Dissemination Agent of the occurrence of an event for further filing with the MSRB:

- Principal and interest payment delinquencies
- Non-payment related defaults, if material
- Unscheduled draws on debt service reserves reflecting financial difficulty
- Unscheduled draws on credit enhancements reflecting financial difficulty
- Substitution of credit or liquidity providers, or their failure to perform
- Adverse tax opinions, the issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701 TEB) or other material notices or determinations with respect to the tax status of the security or other material events affecting the tax status of the security
- Modifications to rights of security holders, if material
- Bond calls, if material, and tender offers

- Defeasances
  - Release, substitution, or sale of property securing repayment of the securities, if material
  - Rating changes
  - Bankruptcy, insolvency, receivership or similar event of the obligated person (i.e., City or a related entity of the City).
  - The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material
  - Appointment of a successor or additional trustee or the change of name of a trustee, if material.
2. For any debt issues (subject to SEC Rule 15c2-12) issued prior to December 1, 2010, the following events, *if determined to be material*, would need to be provided to the City's Disclosure Dissemination Agent, for further filing with the MSRB, "in a timely manner."
- Principal and interest payment delinquencies
  - Non-payment related defaults
  - Unscheduled draws on debt service reserves reflecting financial difficulty
  - Unscheduled draws on credit enhancements reflecting financial difficulty
  - Substitution of credit or liquidity providers, or their failure to perform
  - Adverse tax opinions or events affecting the tax-exempt status of the security
  - Modifications to rights of security holders
  - Bond calls
  - Defeasances
  - Release, substitution, or sale of property securing repayment of the securities
  - Rating changes



In addition, the City's Director of Finance will be responsible for providing notice, in a timely manner, of a failure by the City or other obligated related entity, as applicable, to provide any of the required annual financial information by the date specified in the continuing disclosure undertaking.

## **F. Voluntary Disclosure Requirements**

In addition to preparing annual reports and event notices, the City may wish to keep investors informed by providing information that is not required to be provided under its continuing disclosure undertakings entered into in furtherance of the Rule (for example, direct placements with banks, i.e., "bank loans"). Examples of such types of information are investments, interim financial information, capital improvement plans, fund balance policies, etc. and financial forecasts.

Because providing this information is voluntary, the City Manager will monitor events which may impact the City, so that a determination can be made by the DWG, in consultation with the City's legal counsel, if the event should be disclosed.

Information provided to potential or present owners of municipal securities is subject to federal securities laws, regulations and standards. Therefore, all proposed voluntary disclosure notices will be subject to legal review prior to any dissemination.

Evidence of the filings for any of the event notices described in Section E of this Policy or any voluntary disclosed notice described in this Section F, when made, shall be maintained on the DAC system, for so long as DAC is the City's Disclosure Dissemination Agent.

The City does not maintain an "Investor Relations" website.

## **G. Interim Disclosure Requirements**

Currently, the City is not required to file interim financial information. In the future, if such filings are required in continuing disclosure undertakings, the City's Director of Finance will notify the Disclosure Dissemination Agent for assistance when these filings become necessary.

## **H. Training for Employees and Issuer Officials**

For City officials, compliance with federal securities law should be considered as important as compliance with local public meetings and records laws. Periodic review

of the continuing disclosure policies of the City will be in compliance with the City's financial policy.

**I. Effective Date**

This Policy shall become effective immediately.

# CITY OF AGOURA HILLS

## FUND BALANCE POLICY FOR THE GENERAL FUND

### POLICY

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the city against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

### PROCEDURES

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Nonspendable fund balance (inherently nonspendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is prepaid expenses. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

#### **Committed Fund Balance**

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the city Council removes or changes the specified use

through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however the amount can be determined subsequently.

### **Assigned Fund Balance**

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Finance Director for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow:

- Continuing Appropriations

Fund balance levels must be sufficient to meet funding requirements for projects approved in prior years and which must be carried forward into the new fiscal year.

- Debt Service

Established to provide for future debt service obligations.

- Budget Balancing Measures

Funds set aside for the purpose of stabilizing the delivery of city services during periods of operational budget deficits and to mitigate the effects of major economic uncertainties resulting from unforeseen changes in revenues and/or expenditures.

### **Unassigned Fund Balance**

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories. An example of unassigned fund balance would be the following:

#### Minimum Fund Balance Policy

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 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.

### **Fund Balance Classification**

The accounting policies of the city consider restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the city considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the city against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.



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## TWO YEAR BUDGET POLICY

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### PURPOSE

This policy establishes the use of a two-year financial plan, emphasizing long-range planning and effective program management. The City's two-year plan will:

1. Reinforce the importance of long-range planning in managing the City's fiscal affairs.
2. Concentrate on developing and budgeting for the accomplishment of significant objectives.
3. Establish realistic timeframes for achieving objectives.
4. Create a pro-active budget that provides for stable operations and assures the City's long-term fiscal health.

### POLICY

**Measurable Objectives** - The City will prepare a two-year financial plan with measurable objectives. The two year plan will allow reasonable time to accomplish the objectives.

**Second Year Budget** - Before the beginning of the second year of the two-year cycle, the Council will review progress during the first year and approve appropriations for the second fiscal year.

**Operating Carryover** – Operating program appropriations not spent during the first fiscal year may be carried over for specific purposes into the second fiscal year with the approval of the City Manager.

**Mid-Year Budget Reviews** – The Council will formally review the City's fiscal condition, and amend appropriations if necessary, by February of each fiscal year.



**City of Agoura Hills  
List of Acronyms  
FY 2017/18 & 2018/19**

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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 2017/18 & 2018/19**

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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 2017/18 & 2018/19

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**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 2017/18 & 2018/19

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**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 2017/18 & 2018/19

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**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 2017/18 & 2018/19

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**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.