

CITY OF AGOURA HILLS, CALIFORNIA



BUDGET FOR THE FISCAL YEARS 2019-20 / 2020-21

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City of Agoura Hills
FY 2019-20/ 2020-19
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CITY OF AGOURA HILLS

Budget

Fiscal Year 2019-20 / 2020-21



Introduction

CITY OF AGOURA HILLS

Budget
Fiscal Year 2019-20 / 2020-21



City Officials

Linda Northrup, Mayor
Illece Buckley Weber, Mayor Pro Tem
Chris Anstead, Councilmember
Deborah Klein Lopez, Councilmember
Denis Weber, Councilmember

Greg Ramirez, City Manager
Nathan Hamburger, Assistant City Manager
Louis Celaya, Deputy City Manager
Christy Pinuelas, Director of Finance
Ramiro Adeva, Director of Public Works
Kimberly Rodrigues, City Clerk
Amy Brink, Director of Community Services

CITY OF AGOURA HILLS

ORGANIZATIONAL STRUCTURE

AGOURA HILLS RESIDENTS



Chris Anstead
Councilmember



Illece Buckley Weber
Mayor Pro Tem



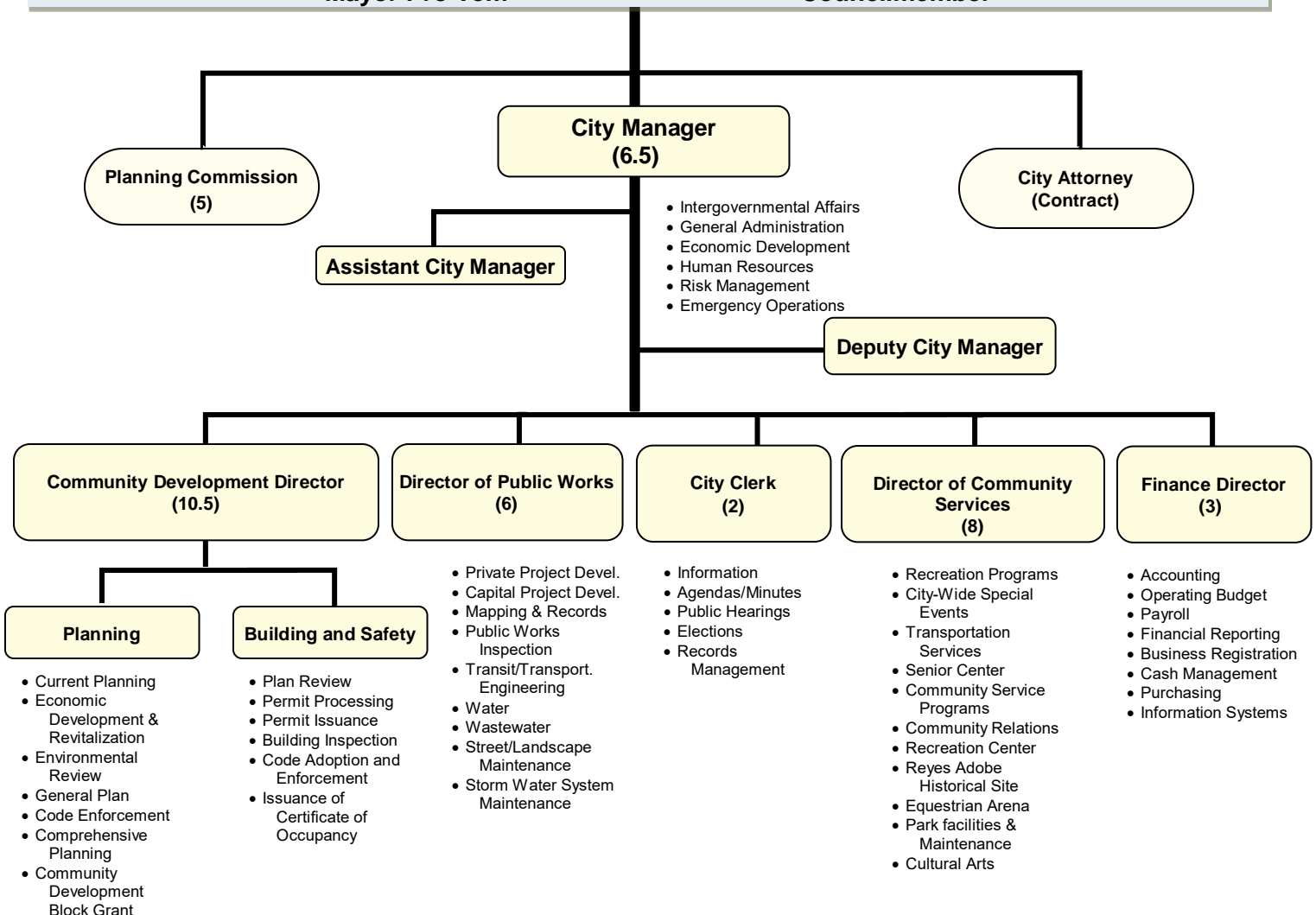
Linda Northrup
Mayor



Deborah Klein Lopez
Councilmember



Denis Weber
Councilmember



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 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 2019-20 and 2020-21

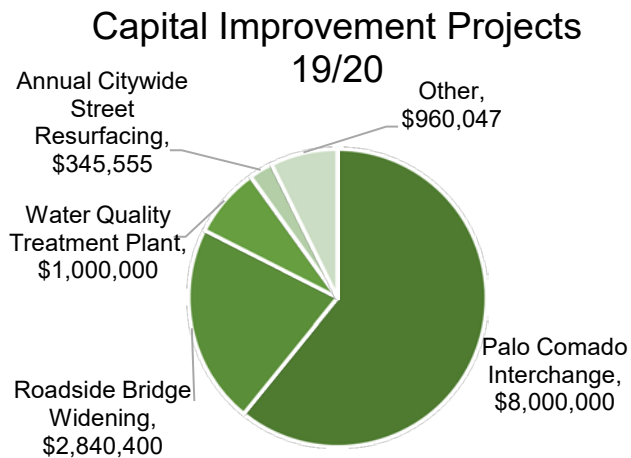


CITY COUNCIL ADOPTS FISCAL YEAR 2019-2020 BUDGET AND APPROVES FISCAL YEAR 2020-2021 BUDGET

The City Council adopted the budget for Fiscal Year 2019-2020 and approved the budget for Fiscal Year 2020-2021 at their meeting on June 26, 2019. This is the City's third two-year budget. The City Council will review the budget at least twice before the end of Fiscal Year 2019-2020. The General Fund is where the majority of discretionary spending is recorded. The City staff will constantly monitor the revenues and expenditures to ensure a response to events that impact the budget.

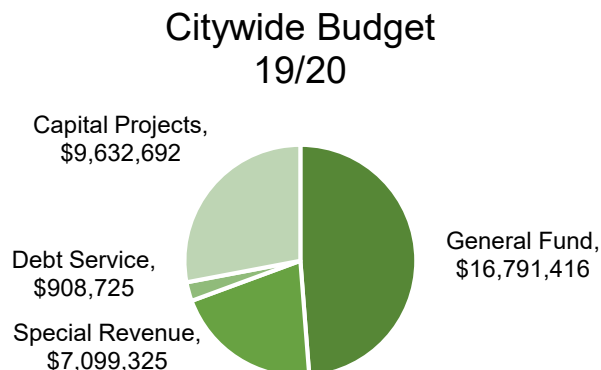
CAPITAL IMPROVEMENT PROJECTS

Project	Cost (2019/20)	Cost (2020/21)
Palo Comado Interchange	\$8,000,000	\$2,000,000
Roadside Bridge Widening	\$2,840,400	\$0
Water Quality Treatment Plant	\$1,000,000	\$5,000,000
Annual Citywide Street Resurfacing	\$345,555	\$1,205,555
Other	\$960,047	\$1,392,547
TOTAL	\$13,146,002	\$9,598,102



CITYWIDE BUDGET

Fund Type	FY 2018/19 Final	FY 2019/20 Adopted
General Fund	\$ 17,541,303	\$ 16,791,416
Special Revenue	\$ 4,663,649	\$ 7,099,325
Debt Service	\$ 908,675	\$ 908,725
Capital Projects	\$ 7,162,361	\$ 9,632,692
Total	\$ 30,275,988	\$ 34,432,158



CITY OF AGOURA HILLS

Budget

Fiscal Year 2019-20 / 2020-21



Executive Summary



Date: June 26, 2019
To: Honorable Mayor and Members of the City Council
From: Greg Ramirez, City Manager
Subject: Fiscal Year 2019/20 and 2020/21 Budgets Executive Summary

Introduction

This document includes the Fiscal Year 2019/20 and 2020/21 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 12, 2019 Budget Study session, the City Council reviewed the 2019/20 and 2020/21 budgets. The budgets were presented for adoption at the June 26, 2019, 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, 2017 received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). For the third time, the City's Budget for the fiscal years ending June 30, 2017 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 2019/20 Budget is \$33.4 million, including expenditures and operating transfers, while the 2020/21 Budget is \$24.9 million. The day-to-day operational/service costs for the organization as a whole are \$23.8 in 2019/20 and \$21.7 million in 2020/21. We are recommending an additional \$9.6 million in Capital Improvement Projects for 2019/20 and \$3.3 million in Capital Improvement Projects for 2020/21. The Capital Improvement Projects for 2019/20 include \$9.0 million in Measure R and Measure M, both Los Angeles County sales tax initiatives, for several transportation related projects, which include the Palo Comado Interchange Project. Additionally \$600,000 is included in 2019/20 for Storm water projects. In 2020/21 staff is recommending \$3.3 million in Measure M for completion of the Palo Comado Interchange.

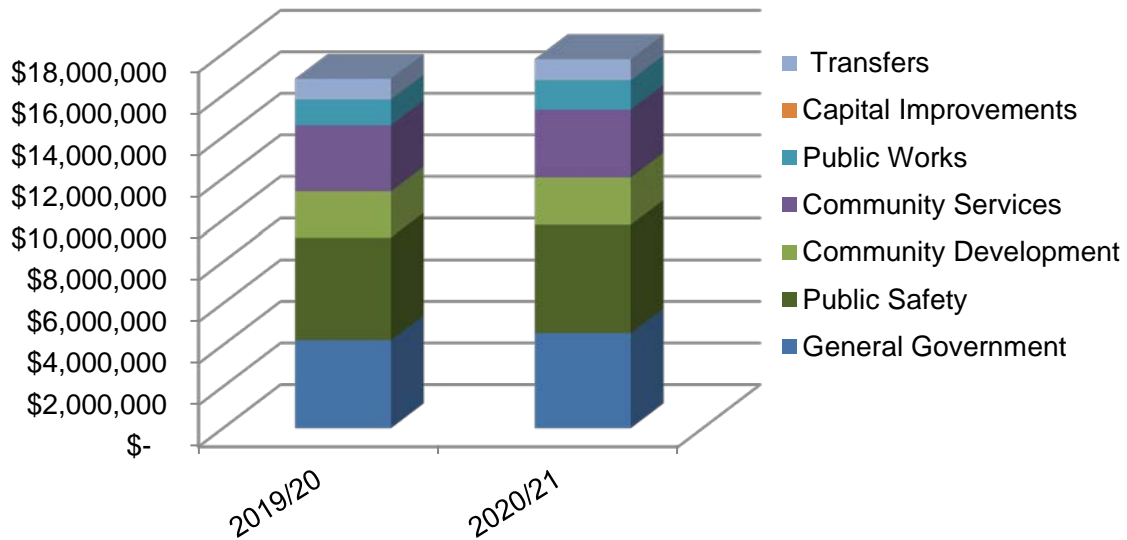
The overall budget consists of the following:

	FY 2019/20	FY 2020/21
General Fund	\$15,804,163	\$16,736,049
Other City Funds	<u>\$17,640,742</u>	<u>\$8,254,675</u>
Total City of Agoura Hills	\$33,444,905	\$24,990,724

Public Safety continues to be a high priority, as is seen through the City's financial commitment (31% 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 2019/20 year. Staff increased 2020/21 by the same percentage. Additionally, the increase includes \$50,000 for a shared Crime Analyst. 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.

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.

City of Agoura Hills
 General Fund Budget
 2019/20 and 2020/21



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 2019/20 revenues are projected to be \$16.8 million, and in 2020/21 revenues are projected to increase to \$17.7 million. In 2019/20 proposed expenditures are recommended at \$15.8 million, and operating fund transfers of \$987,253 (\$16.8 million total). In 2020/21 the expenditures increase to \$16.7 million, and operating transfers increase to \$1,001,025 for a total of \$17.7 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 revenues in 2019/20 trend upwards \$391,000, primarily due to anticipated growth in Property Tax (3.7%). Furthermore, an increase (19%) is recommended in Transient Occupancy Tax in anticipation of the opening of two new hotels.

General Fund revenue is budgeted to increase \$952,793, or 6 percent from 2019/20 to 2020/21, primarily due to an increase in transient occupancy taxes (\$616,000) collected from two new hotels and a slight growth increase (1.5%). There is also a 3% increase budgeted in sales and property tax collections.

In reviewing the General Fund expenditure differences between 2018/19 and 2019/20, operational expenditures are recommended to decrease \$350,129, while transfers are budgeted to decrease \$399,758, for a total decrease of \$749,887. In 2018/19 the City experienced a devastating fire, which required the evacuation of the entire community, and resulted in the loss of several residences. Soon thereafter, record-breaking rainfall and flooding occurred in the

community. The city spent \$110,000 on the Woolsey Fire and an additional \$425,000 on the flooding incident. Reimbursement for some of the money spent on the fire is anticipated from insurance and FEMA. A conservative estimate of the reimbursement is \$20,000. Additionally, the City made a contribution of \$800,000 to preserve Triangle Ranch.

The decrease to operational expenditures in 2019/20 comes primarily from the one-time contribution and emergency spending (\$1.4 million) in 2018/19. This is offset by an increase in Community Development contract services (\$306,000), for the completion of several state mandated projects. An increase in the City's contract with the Los Angeles County Sheriff's Department (LASD) of 3.5% (\$208,801) and an additional crime analyst shared between various cities for a cost of \$50,000. Additionally, salaries are recommended to increase \$532,671. Finally, in 2018/19 the City transferred \$325,000 for capital projects, and \$45,000 for the funding of the Agoura Hills Calabasas Community Center post- retirement benefits and in 2019/20 the transfers were only for debt service and the Successor Housing Agency.

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 2019/20 the General Fund, Measure R and Measure M Capital Projects Funds are major funds. The Measure R and M Capital Projects Funds are for grant monies received from Measure R and M sales tax. The City is budgeted to spend \$4.5 million in the Measure R Fund and an additional \$4.5 million of Measure M monies in 2019/20 on the Palo Comado Interchange. In 2020/21 the General Fund and Measure M Capital Funds are considered major funds. The City is anticipating spending \$3.3 million of Measure M money, primarily on the completion of the Palo Comado Interchange, in 2020/21.

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 2018/19 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 March 27, 2019, the City Council held the first Goal Gathering Workshop. The purpose of this workshop is to discuss all goals and establish a preliminary list for sub-committees to review. On May 8, the City Council held a second Goal Setting Workshop. This workshop prioritized the goals of the City. On May 23, 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 12, 2019 to discuss the 2019/20 and 2020/21 Budget. On June 26, 2019, the City Council adopted the 2019/20 and 2020/21 Budgets and appropriated the 2019/20 Budget.

Budget Calendar

- February 28 Department Heads – Budgets to Finance
- March 11-15 City Manager met with Department Heads
- March 19 Department Heads – Revenue Projections
- March 27 Goals Gathering Workshop

- April 4-24 Council Committee and Staff Meetings
- May 8 Goal Setting Workshop
- May 23 Finance Committee/Community Grants
- June 12 Preliminary Budget Review Workshop
- June 26 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, and CalPERS Set Aside Funds are 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 27 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 (18)

020 – Gas Tax Fund

022 – Road Rehabilitation Fund

030 – Retirement Rate Stabilization 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

- 065 – Measure W 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 (6)

- 011 – Capital Projects Fund
- 012 – Facilities Capital Projects Fund
- 015 – Recreation Center 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 2019/20 and 2020/21 Budget was built upon a series of assumptions related to employee compensation, insurance rates, economic forecasts and development patterns. The State of California budget changes on revenues and expenses did not affect the City. No financial cuts from Federal or State grants or legislative changes have been made, unless we have already been notified of such change. The budget reflects the best information available from the Governor's and Legislative's proposals for the State 2019/20 budget.

The City's largest revenue sources are as follows:

Revenue Type	2019/20 Budget		2020/21 Budget	
Property Taxes	5,481,736	17%	5,658,913	24%
Measure R Capital Projects Grant	5,000,500	15%	1,424,850	6%
Measure M Capital Projects Grant	4,300,000	13%	3,895,436	16%
Sales Taxes	4,049,000	12%	4,150,225	17%
Transient Occupancy Tax	3,495,000	10%	4,110,565	17%
HBP and Toll Credits	2,840,400	9%	0	0%
Subtotal Top Revenues	\$25,166,636	76%	\$19,239,989	71%
Total Revenues	\$32,942,871	100%	\$27,423,347	100%

Property Taxes – The City's General Fund receives property taxes. The estimate is projected to increase 3.7% in 2019/20 and 3.2% in 2020/21, 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 in 2005/06, a majority of the VLF revenue source has been reclassified from Grants and Subventions, since the State reallocated its funding methodology

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 \$4.3 million of these monies in 2019/20 and \$3.9 million in 2020/21. 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.

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 \$4.3 million of these monies in 2019/20 and \$3.0 million in 2020/21. These monies are being used for several major transportation related projects, the primary one also 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.

Sales Taxes – Sales tax is collected in the City of Agoura Hills at the rate of 9.5%. “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; 3.0% County. The City’s General Fund receives 24% 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 4% in 2019/20 due to growth and the opening of two new hotels in January, 2020, and, 1.8% in 2020/21 based on current economic trends, and anticipated growth.

HBP and Toll Credits - Toll or Transportation Development credits are a federal transportation funding tool that can be used on federally-approved projects, including bridges. In 2019/20 the City is anticipating receiving \$2.8 million for the Roadside Bridge widening project. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.

Major Issues

During the Goal Workshop, the City Council established six main areas of prioritization. These include:

- Infrastructure
- Land Use/Economic Development
- Parks/Recreation/Transportation
- Emergency Preparedness/Public Safety
- Communications
- Environmental Sustainability

Infrastructure – Currently the City has numerous projects and programs underway, including the Palo Comado Interchange Construction, the Kanan/Agoura Intersection Design, a Kanan Corridor Project Study Report, Roadside Bridge Widening, and a review of the Wildlife Corridor Bridge Design. Additionally, the City is working on a Water Quality Treatment Plan Design/Agoura Village Park/Wetlands funding, design and environmental clearance.

Additionally, the City Council would like to update the infrastructure of City bike lanes, crosswalks and sidewalks, beautify the Liberty Canyon Area, enhance bus stop amenities, plan and design color coded bike lanes at conflict points on all thoroughfare streets, and consider modifying the lights on Agoura Road in the Village area.

Land Use/Economic Development- Currently the City is working on updating several federal and state mandated ordinances, General Plan amendments, and various advance planning items regarding housing. Additionally, the City is working on reviewing the Agoura Village Specific Plan, analyzing possible land acquisitions and/or rezoning efforts to collaborate with non-profits to construct inclusionary/affordable housing, working to complete a review the sign ordinance, and promoting a presence in conjunction with the Conejo Chamber and Tourism District.

Parks/Recreation/Transportation – The City is planning a master architectural redesign of all park restroom facilities, an Art in Public Places master plan, an update to the policy and procedures to the art gallery and programs registration, and a transition to an annual laser light show, in-lieu of a fireworks show. Additionally the city is upgrading park amenities, to include tables, benches, and trash cans.

Emergency Preparedness/Public Safety – This includes a Task Force and a Los Angeles County Woolsey Fire Ad Hoc working group, which includes additional support for city emergency response efforts, increased outreach to residents regarding the CERT Program and emergency notifications. Additionally the City is continuing to work on displaced homeowner assistance. Finally the city has increased the Sheriff's contract to include an additional crime analyst.

Communications – Within this category, the City plans to expand social media presence, and establish a community outreach discretionary spending amount for the Mayor.

Environmental Sustainability - The installation of electric vehicle charging stations at the Recreation and Event Center is included within this category, along with the expansion of the commercial and multi-family organics recycling program. Additionally, the city will design park restrooms to include solar panels as an alternate option in the plans/specifications, and consider the installation of solar panels on city owned facilities. Finally, the City is working on the preparation of a climate action plan.

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 2018/19 the fund balance in the General Fund is projected to be \$9.4 million or 54% of operating expenses and transfers at June 30, 2019. This fund balance is projected to be 56% in 2019/20 and 53% in 2020/21.

General Fund	2018/19	2019/20	2020/21
Ending Fund Balance	\$ 9,388,603	\$9,388,697	\$9,395,926
Operating Expenses and Transfers	\$17,541,303	\$16,791,416	\$17,737,074
Percentage	54%	56%	53%

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.

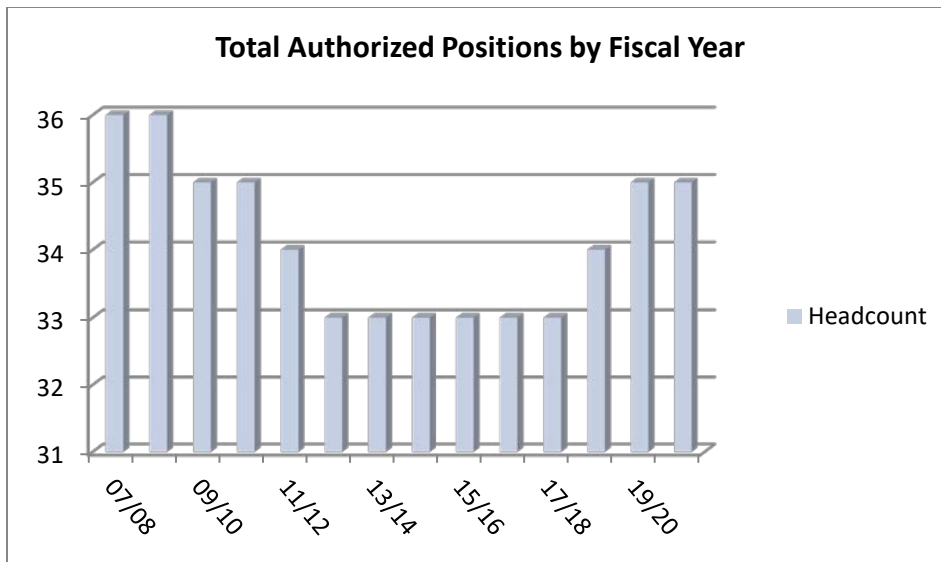
Balanced Budget

Overall, the combined City of Agoura Hills fund balances are projected to decrease \$502,034 from 6/30/2019 to 6/30/2020 and increase \$2.4 million from 6/30/20 to 6/30/21. The increase primarily relates to the receipt of Measure R and Measure M Capital Projects monies 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 2019/20 and 2020/21 budgets are balanced. This means that operating revenues fully cover operating expenditures, including debt. 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. Additionally, ending fund balance must meet the minimum policy levels as defined by Council Resolution.

Personnel Additions/Promotions and Reclassifications

The 2019/20 and 2020/21 headcount includes 35 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.



Within the Public Works Department, a new position of Administrative Aide is proposed. Including the new positions, salaries and benefits are proposed to increase by \$651,652, or 11.1%, in 2019/20 and by \$448,217, or 6.9%, in 2020/21.

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), where employees receive a benefit of 2% at 62, and Miscellaneous employees (joining prior to January 1, 2013, where) employees receive a benefit of 2% at 55. PEPRA employees contribute 6.25% towards their pension cost. Miscellaneous employees began contributing when combined plan costs exceeded 20.0%. The City's rate is projected to be 22.7% for 2019/20 and 24.2% in 2020/21. Miscellaneous employees are budgeted to contribute 1.4% towards pension costs in 2019/20, and 2.1% in 2020/21. The rate in 2018/19 was 21.4%.

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, 2018, the unfunded liability was only \$1,044,000. The City's contribution is budgeted at \$201,000 and \$207,000 respectively, 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 2019/20 and 2020/21 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, 2019.

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 7/1/2019: \$3,375,000
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 7/1/2019: \$9,355,000
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 7/1/2019: \$26,087,482
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 2019/20 and 2020/21 budget are in compliance with this policy.

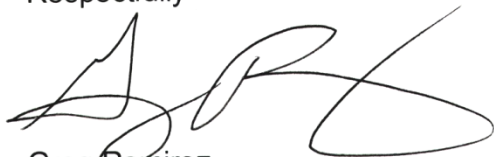
	FY 2019/20	FY 2020/21
Debt service payments	\$908,025	\$ 908,025
General Fund revenues	\$16,791,510	\$17,744,303
Percentage Debt Service	5.4%	5.2%

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, 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 Finance Manager Melinda Brodsly. 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 2019-20**

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 2019-20 fiscal year, there is a significant gap of \$5,000,296 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 2018-19	\$17,686,345
Adjustment Factors:	<u>% Ratio</u>
Population Factor	0.9985
Growth Factor	<u>1.0369</u>
Population Ratio*Economic Ratio	<u>1.0369430</u>
Appropriation Limit for FY 2019-20	<u>\$18,339,732</u>

**CITY OF AGOURA HILLS
GANN APPROPRIATION LIMIT
FY 2019-20**

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							
1981-82 Base Year Approp Subject to Limit:				\$2,200,000	Unrestricted:				
Allowed Growth Rate:									
1992-93	0.9936	1.0133	1.0068149	5,920,556	Taxes	\$14,066,736	\$13,200,736	\$866,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248	License and Permits	458,000		458,000	
1994-95	1.0071	1.0028	1.0099199	6,191,060	Charges for Services	1,116,300		1,116,300	
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	130,000	102,700	27,300	
1997-98	1.0467	1.0104	1.0575857	7,178,904	Miscellaneous	956,474		956,474	
1998-99	1.0415	1.0120	1.0539980	7,566,550	Total Unrestricted	16,791,510	13,303,436	3,488,074	
1999-00	1.0453	1.0158	1.0618157	8,034,282	Restricted:				
2000-01	1.0491	1.0148	1.0646267	8,553,511	Taxes	36,000	36,000	0	
2001-02	1.0782	1.0137	1.0929713	9,348,742	License and Permits	9,000		9,000	
2002-03	0.9873	1.0400	1.0267920	9,599,213	Intergovernmental	14,882,577		14,882,577	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Charges for Services	120,000		120,000	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Fines and Forfeitures	50,000		50,000	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Interest Earnings	73,229		73,229	
2006-07	1.0396	1.0017	1.0413673	12,024,049	Miscellaneous	980,555		980,555	
2007-08	1.0442	1.0034	1.0477503	12,598,200	Total Restricted	16,151,361	36,000	16,115,361	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239	Total Source of Funds	\$32,942,871	\$13,339,436	\$19,603,435	
* 2009-10	1.0062	1.0058	1.0120360	13,371,262					
2010-11	0.9746	1.0059	0.9803501	13,108,518					
* 2011-12	1.0251	1.0025	1.0276628	13,471,136					
* 2012-13	1.0377	1.0021	1.0398792	14,008,354					
2013-14	1.0512	1.0045	1.0559304	14,791,847					
2014-15	0.9977	1.0047	1.0023892	14,827,188					
2015-16	1.0382	1.0064	1.0448445	15,492,106					
2016-17	1.0537	1.0068	1.0608652	16,435,036					
2017-18	1.0369	1.0001	1.0370037	17,043,191					
2018-19	1.0367	1.0010	1.0377367	17,686,345					
2019-20	1.0385	0.9985	1.0369430	18,339,732					
2019-20 Appropriation Limit				\$18,339,732					
Less Appropriations subject to limit (Sched 2)				13,339,436					
2019-20 Appropriations Under Allowed Limit				\$5,000,296					

* Revised

RESOLUTION NO. 19-1902

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL
YEAR 2019-20 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

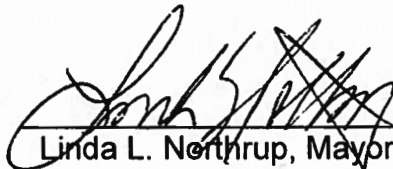
WHEREAS, Senate Bill 1352, Chapter 1205, 1980, statute adds Revenue and Taxation Code, Section 7910, which requires each local government to establish its appropriation limits by resolution each year at a regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City of Agoura Hills' appropriation limitation for Fiscal Year 2019-20 shall be \$18,339,732.

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 26th day of June, 2019, by the following vote to wit;

AYES: (5) Northrup, Buckley Weber, Anstead, Lopez, Weber
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)


Linda L. Northrup, Mayor

ATTEST:



Kimberly M. Rodriguez, City Clerk



RESOLUTION NO. 19-1903

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2019-20, INCLUDING FISCAL YEAR 2019-20 APPROPRIATIONS AND APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2020-21 AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2018-19 ANNUAL BUDGET

WHEREAS, the City Council has reviewed the preliminary budget for Fiscal Years 2019-20 and 2020-21 and the amended budget for Fiscal Year 2018-19; and

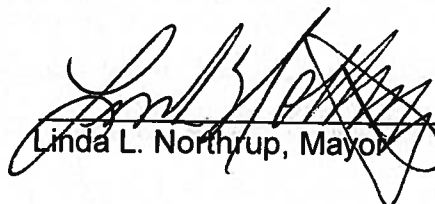
WHEREAS, a Budget Workshop concerning the Fiscal Year 2019-20 and 2020-21 proposed budget was held on Wednesday, June 12, 2019.

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

1. That the Fiscal Year 2019-20 Budget be adopted, pursuant to Chapter 6, Section 2603 (Ordinance No. 22) of the City of Agoura Hills Municipal Code,
2. That the amounts shown on Exhibit "A" for the Fiscal Year 2019-20 Budget are hereby appropriated.
3. That the Fiscal Year 2020-21 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2020-21.
4. That the proposed amendments to the Fiscal Year 2018-19 Budget be approved.
5. Any unused appropriations from the Fiscal Year 2018-19 Adopted Budget at the end of Fiscal Year 2018-19 may be re-appropriated by the City Manager for continued use in Fiscal Year 2019-20.

PASSED, APPROVED, AND ADOPTED, this 26th day of June 2019, by the following vote to wit;

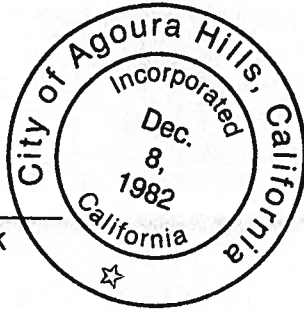
AYES: (5) Northrup, Buckley Weber, Anstead, Lopez, Weber
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)


Linda L. Northrup, Mayor

ATTEST:

Kimberly

Kimberly M. Rodrigues, City Clerk



CITY OF AGOURA HILLS
Consolidated Financial Schedule
FY 2019-2020

Fiscal Year 2019-2020 Budget					
	General Fund	Special Revenue Funds	Debt Service	Capital Projects	Total Appropriated Funds
Starting Fund Balance	\$ 9,388,603	\$ 5,035,094	\$ 277,093	\$ (2,538,673)	\$ 12,162,117
Operating Revenue					
Taxes and Assessments	\$ 14,066,736	\$ 36,000	\$ -	\$ -	\$ 14,102,736
Licenses and Permits	458,000	9,000	-	-	467,000
Intergovernmental	-	5,582,577	-	9,300,000	14,882,577
Fines and Penalties	64,000	50,000	-	-	114,000
Investment Income	130,000	58,700	1,525	13,004	203,229
Rental Income	418,800	-	-	-	418,800
Other Revenue	537,674	980,555	-	-	1,518,229
Total Operating Revenue	\$ 15,675,210	\$ 6,716,832	\$ 1,525	\$ 9,313,004	\$ 31,706,571
Other Financing Sources					
Charges for Services	\$ 1,116,300	\$ 120,000	\$ -	\$ -	\$ 1,236,300
Transfers In	-	74,228	913,025	-	987,253
Total Other Financing	\$ 1,116,300	\$ 194,228	\$ 913,025	\$ -	\$ 2,223,553
Total Revenue	\$ 16,791,510	\$ 6,911,060	\$ 914,550	\$ 9,313,004	\$ 33,930,124
Operating Expenses					
Personnel Costs	\$ 5,634,241	\$ 235,429	\$ -	\$ -	\$ 5,869,670
Materials, Supplies, and Services	2,544,674	126,466	-	-	2,671,140
Contract Services	7,351,048	2,116,928	6,000	-	9,473,976
Debt Service	-	-	902,725	-	902,725
Street Improvements	-	4,211,502	-	-	4,211,502
Other Improvements and Projects	10,000	346,000	-	-	356,000
Total Operating Expenses	\$ 15,539,963	\$ 7,036,325	\$ 908,725	\$ -	\$ 23,485,013
Other Expenses					
Capital Expenditures	\$ 264,200	\$ 63,000	\$ -	\$ 9,632,692	\$ 9,959,892
Transfers Out	987,253	-	-	-	987,253
Total Other Expenses	\$ 1,251,453	\$ 63,000	\$ -	\$ 9,632,692	\$ 10,947,145
Total Expenditures	\$ 16,791,416	\$ 7,099,325	\$ 908,725	\$ 9,632,692	\$ 34,432,158
Net of Revenue/Expenditures	\$ 94	\$ (188,265)	\$ 5,825	\$ (319,688)	\$ (502,034)
Ending Fund Balance	\$ 9,388,697	\$ 4,846,829	\$ 282,918	\$ (2,858,361)	\$ 11,660,083

CITY OF AGOURA HILLS
Consolidated Financial Schedule
FY 2020-2021

	Fiscal Year 2020-2021 Budget				
	General Fund	Special Revenue Funds	Debt Service	Capital Projects	Total Appropriated Funds
Starting Fund Balance	\$ 9,388,697	\$ 4,846,829	\$ 282,918	\$ (2,858,361)	\$ 11,660,083
Operating Revenue					
Taxes and Assessments	\$ 14,960,703	\$ 36,000	\$ -	\$ -	\$ 14,996,703
Licenses and Permits	458,000	9,000	-	-	467,000
Intergovernmental	-	2,860,474	-	5,319,786	8,180,260
Fines and Penalties	64,000	50,000	-	-	114,000
Investment Income	130,000	58,700	1,525	13,004	203,229
Rental Income	413,800	-	-	-	413,800
Other Revenue	601,500	1,210,555	-	-	1,812,055
Total Operating Revenue	\$ 16,628,003	\$ 4,224,729	\$ 1,525	\$ 5,332,790	\$ 26,187,047
Other Financing Sources					
Charges for Services	\$ 1,116,300	\$ 120,000	\$ -	\$ -	\$ 1,236,300
Transfers In	-	88,000	913,025	-	1,001,025
Total Other Financing	\$ 1,116,300	\$ 208,000	\$ 913,025	\$ -	\$ 2,237,325
Total Revenue	\$ 17,744,303	\$ 4,432,729	\$ 914,550	\$ 5,332,790	\$ 28,424,372
Operating Expenses					
Personnel Costs	\$ 6,010,129	\$ 268,771	\$ -	\$ -	\$ 6,278,900
Materials, Supplies, and Services	2,704,227	126,466	-	-	2,830,693
Contract Services	7,698,493	1,879,262	6,000	-	9,583,755
Debt Service	-	-	902,025	-	902,025
Street Improvements	-	1,281,102	-	-	1,281,102
Other Improvements and Projects	60,000	512,000	-	-	572,000
Total Operating Expenses	\$ 16,472,849	\$ 4,067,601	\$ 908,025	\$ -	\$ 21,448,475
Other Expenses					
Capital Expenditures	\$ 263,200	\$ -	\$ -	\$ 3,279,049	\$ 3,542,249
Transfers Out	1,001,025	-	-	-	1,001,025
Total Other Expenses	\$ 1,264,225	\$ -	\$ -	\$ 3,279,049	\$ 4,543,274
Total Expenditures	\$ 17,737,074	\$ 4,067,601	\$ 908,025	\$ 3,279,049	\$ 25,991,749
Net of Revenue/Expenditures	\$ 7,229	\$ 365,128	\$ 6,525	\$ 2,053,741	\$ 2,432,623
Ending Fund Balance	\$ 9,395,926	\$ 5,211,957	\$ 289,443	\$ (804,620)	\$ 14,092,706

City of Agoura Hills
Description of Non-Major Governmental Funds
FY 2019-20

Non-Major Special Revenue Funds

Traffic Improvement – To account for traffic improvement and arterial street system fees paid by developers which may only be used for constructing traffic impacted arterial streets.

Traffic Safety – To account of traffic fines which may only be used for traffic safety purposes.

Transit Tax – To account for Proposition A funds received from the County of Los Angeles which may only be used to provide transportation services.

Public Transit – To account for Proposition C funds received from the County of Los Angeles which may only be used to provide transportation services.

Air Quality Management – To account for funds received from the South Coast Air Quality Management District which may only be used for air quality improvement.

Community Development Block Grant – To account for restricted housing rehabilitation loans administered with Community Development Block Grant (CDBG) funds.

Supplemental Law Enforcement – To account for Brulte funds received from the state for the use of Public Safety (COPS) programs.

Solid Waste Management – To account for the funds relating to collection, transportation and recycling of refuse materials for City residents and businesses.

State Gas Tax – To account for funds allocated to the City by the State which may only be used for street maintenance, construction, right of way acquisition and/or reconstruction.

Measure R – To account for public transit tax received under Measure R. These funds are paid by the County of Los Angeles.

Other Grants – To account for various state grant funds received for street improvements and park developments.

Inclusionary Housing – To account for in-lieu fees that are committed for the development or maintenance of housing that is affordable to low to moderate income households.

Utility Undergrounding – To account for the undergrounding of utility lines within the City undergrounding district.

Road Rehab – To account for funds allocated to the City for road maintenance and rehabilitation.

Measure M – To account for funds allocated to the City for transit projects.

Measure W – To account for funds allocated to the City for storm water projects.

City of Agoura Hills
Description of Non-Major Governmental Funds
FY 2019-20

Non-Major Capital Projects Funds

Recreation Center Capital Projects – To account for the funds to be used for that are assigned for the development or maintenance of the City’s recreation center.

Storm Water Capital Projects – To account for the funds to be used for the development or maintenance of the City's storm water program.

Capital Projects – To account for funds that are to be used for various capital projects throughout the City.

Non-Major Debt Service Funds

Financing Authority Debt Service – To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Agoura Hills Improvement Authority – To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

**City of Agoura Hills
Sources and Uses
Estimated Budget 2018-19**

Fund	----- Estimate 2018/19-----				Fund Balance 6/30/2019	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2018	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
Major Funds						
10 General Fund	10,529,728	16,400,178	16,154,292	(1,387,011)	9,388,603	(1) -11%
18 Measure R Capital Projects	(3,263,055)	6,687,500	6,777,161	0	(3,352,716)	-3%
Subtotal Major Funds	<u>7,266,673</u>	<u>23,087,678</u>	<u>22,931,453</u>	<u>(1,387,011)</u>	<u>6,035,887</u>	
Non-Major Funds						
20 Gas Tax	108,697	448,888	547,300	0	10,285	
22 RRAA	3,440	331,563	325,000	0	10,003	
30 Retirement Rate Stabilization	146,975	3,000	0	45,000	194,975	
40 Traffic Safety	5,079	50,200	50,000	0	5,279	
60 Proposition A	662,038	582,034	525,115	0	718,957	
61 Proposition C	(84,104)	941,729	674,332	0	183,293	
63 Measure R	37,339	258,427	249,543	0	46,223	
64 Measure M	3,342	290,500	244,585	0	49,257	
70 SCAQMD	37,940	54,000	36,200	0	55,740	
110 Traffic Improvement	1,194,208	407,000	380,000	0	1,221,208	
111 Utility Undergrounding	50,768	750	0	0	51,518	
240 Suppl. Law Encmt	63,435	100,700	100,000	0	64,135	
250 CDBG	(4,507)	9,658	9,658	0	(4,507)	
260 Misc. Grants	(147,075)	261,168	261,246	0	(147,153)	
520 Waste Management	185,781	112,000	99,200	0	198,581	
420 Inc. Housing In-Lieu	2,824,797	50,000	1,100,000	0	1,774,797	
300 Public Fin Auth Debt Service	1,626	25	0	0	1,651	
305 Improvement Authority Debt	269,592	1,500	908,675	913,025	275,442	
620 Successor Housing	463,989	96,000	61,470	103,986	602,505	
11 Capital Projects Fund	49,986	0	370,000	325,000	4,986	
12 Facilities Fund	203,053	2,500	0	0	205,553	
15 Rec Center Capital Projects	1,960	15,004	15,200	0	1,764	
16 Stormwater Capital Projects	591,740	10,000	0	0	601,740	
Subtotal Non-Major Funds	<u>6,670,097</u>	<u>4,026,646</u>	<u>5,957,524</u>	<u>1,387,011</u>	<u>6,126,230</u>	-8%
Total City of Agoura Hills	<u>13,936,769</u>	<u>27,114,324</u>	<u>28,888,977</u>	<u>-</u>	<u>12,162,116</u>	

Explanation of fund balance variances of 10% or more

(1) The General Fund is projected to decrease by 11% or \$1.14 million due to a contribution towards open space (\$800,000) and a major fire and flood (\$341,000). The City is seeking reimbursement for the fire and flood costs from FEMA and Cal-OES.

**City of Agoura Hills
Sources and Uses
Estimated Budget 2019-20**

Fund	----- Estimate 2019/20-----				Fund Balance 6/30/2020	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2019	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
Major Funds						
10 General Fund	9,388,603	16,791,510	15,804,163	(987,253)	9,388,697	0%
18 Measure R Capital Projects	(3,352,716)	5,000,500	4,540,500	0	(2,892,716)	(1) 14%
19 Measure M Capital Projects	0	4,300,000	4,492,192	0	(192,192)	0%
Subtotal Major Funds	<u>6,035,887</u>	<u>26,092,010</u>	<u>24,836,855</u>	<u>(987,253)</u>	<u>6,303,789</u>	
Non-Major Funds						
20 Gas Tax	10,285	549,655	540,100	0	19,840	
22 RRAA	10,003	346,055	345,555	0	10,503	
30 Retirement Rate Stabilization	194,975	3,000	0	0	197,975	
40 Traffic Safety	5,279	50,200	50,000	0	5,479	
60 Proposition A	718,957	633,753	736,887	0	615,823	
61 Proposition C	183,293	929,744	755,700	0	357,337	
63 Measure R	46,223	271,933	240,614	0	77,542	
64 Measure M	49,257	305,857	296,728	0	58,386	
65 Measure W	0	185,000	160,000	0	25,000	
70 SCAQMD	55,740	27,000	1,200	0	81,540	
110 Traffic Improvement	1,221,208	4,000	300,000	0	925,208	
111 Utility Undergrounding	51,518	500	0	0	52,018	
240 Suppl. Law Encfcm	64,135	100,700	152,866	0	11,969	
250 CDBG	(4,507)	210,200	210,200	0	(4,507)	
260 Misc. Grants	(147,153)	3,076,235	3,079,975	0	(150,893)	
520 Waste Management	198,581	113,000	102,500	0	209,081	
420 Inc. Housing In-Lieu	1,774,797	20,000	25,000	0	1,769,797	
300 Public Fin Auth Debt Service	1,651	25	0	0	1,676	
305 Improvement Authority Debt Serv	275,442	1,500	908,725	913,025	281,242	
620 Successor Housing	602,505	10,000	102,000	74,228	584,733	
11 Capital Projects Fund	4,986	0	0	0	4,986	
12 Facilities Fund	205,553	2,500	0	0	208,053	
15 Rec Center Capital Projects	1,764	4	0	0	1,768	
16 Stormwater Capital Projects	601,740	10,000	600,000	0	11,740	
Subtotal Non-Major Funds	<u>6,126,230</u>	<u>6,850,861</u>	<u>8,608,050</u>	<u>987,253</u>	<u>5,356,294</u>	(2) -13%
Total City of Agoura Hills	<u>12,162,116</u>	<u>32,942,871</u>	<u>33,444,905</u>	<u>-</u>	<u>11,660,082</u>	

Explanation of fund balance variances of 10% or more

(1) The Measure R Capital Projects Fund is funded with a grant. The reimbursement revenues are anticipated to exceed expenditures as the transportation projects in that fund come to a completion.

(2) The Non-Major Funds are anticipated to decrease by \$769,936 primarily due to a use of Traffic Improvement Funds on a project, and a use of Stormwater Capital Project funds for a grant related project.

**City of Agoura Hills
Sources and Uses
Estimated Budget 2020-21**

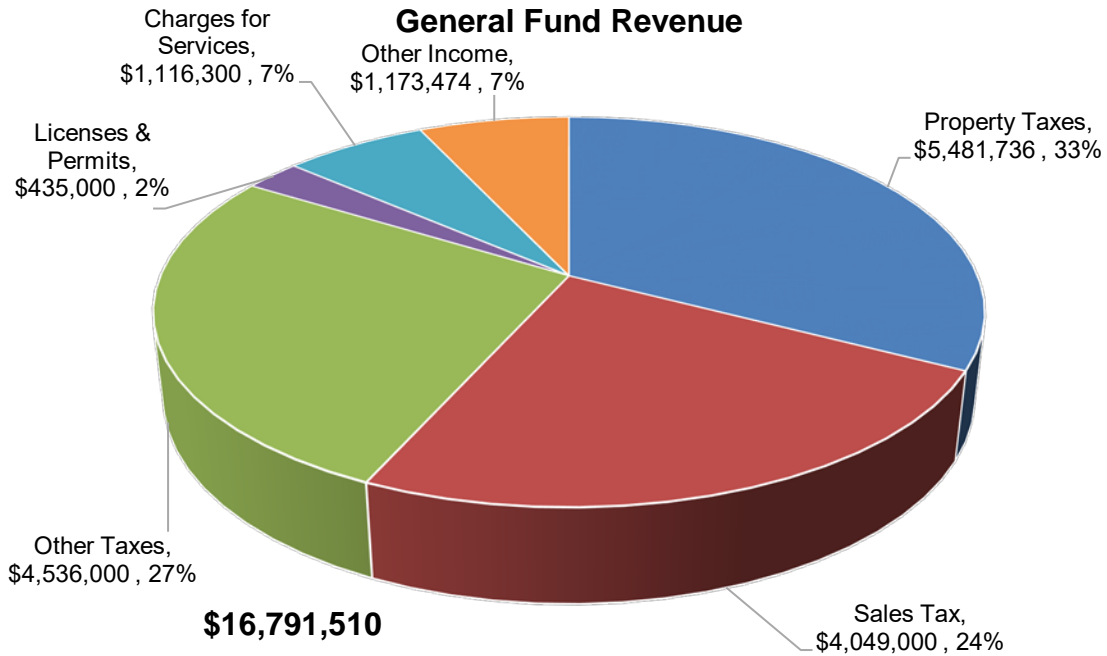
Fund	----- Estimate 2020/21-----				Fund Balance 6/30/2021	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2020	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
Major Funds						
10 General Fund	9,388,697	17,744,303	16,736,049	(1,001,025)	9,395,926	0%
19 Measure M Capital Projects	(192,192)	3,895,436	3,279,049	0	424,195	(1) 321%
Subtotal Major Funds	9,196,505	21,639,739	20,015,098	(1,001,025)	9,820,121	
Non-Major Funds						
20 Gas Tax	19,840	549,655	555,300	0	14,195	
22 RRAA	10,503	346,055	345,555	0	11,003	
30 Retirement Rate Stabilization	197,975	3,000	0	0	200,975	
40 Traffic Safety	5,479	50,200	50,000	0	5,679	
60 Proposition A	615,823	663,077	744,874	0	534,026	
61 Proposition C	357,337	974,114	741,505	0	589,946	
63 Measure R	77,542	282,710	347,363	0	12,889	
64 Measure M	58,386	318,071	300,227	0	76,230	
65 Measure W	25,000	370,000	160,000	0	235,000	
70 SCAQMD	81,540	27,000	1,200	0	107,340	
110 Traffic Improvement	925,208	4,000	0	0	929,208	
111 Utility Undergrounding	52,018	500	0	0	52,518	
240 Suppl. Law Encmnt	11,969	100,700	100,000	0	12,669	
250 CDBG	(4,507)	50,200	50,200	0	(4,507)	
260 Misc. Grants	(150,893)	462,447	462,575	0	(151,021)	
520 Waste Management	209,081	113,000	102,500	0	219,581	
420 Inc. Housing In-Lieu	1,769,797	20,000	0	0	1,789,797	
300 Public Fin Auth Debt Service	1,676	25	0	0	1,701	
305 Improvement Authority Debt Serv	281,242	1,500	908,025	913,025	287,742	
620 Successor Housing	584,733	10,000	106,302	88,000	576,431	
11 Capital Projects Fund	4,986	0	0	0	4,986	
12 Facilities Fund	208,053	2,500	0	0	210,553	
15 Rec Center Capital Projects	1,768	4	0	0	1,772	
16 Stormwater Capital Projects	11,740	10,000	0	0	21,740	
18 Measure R Capital Projects	(2,892,716)	1,424,850	0	0	(1,467,866)	(2)
Subtotal Non-Major Funds	2,463,578	5,783,608	4,975,626	1,001,025	4,272,585	-73%
Total City of Agoura Hills	11,660,082	27,423,347	24,990,724	-	14,092,705	

Explanation of fund balance variances of 10% or more

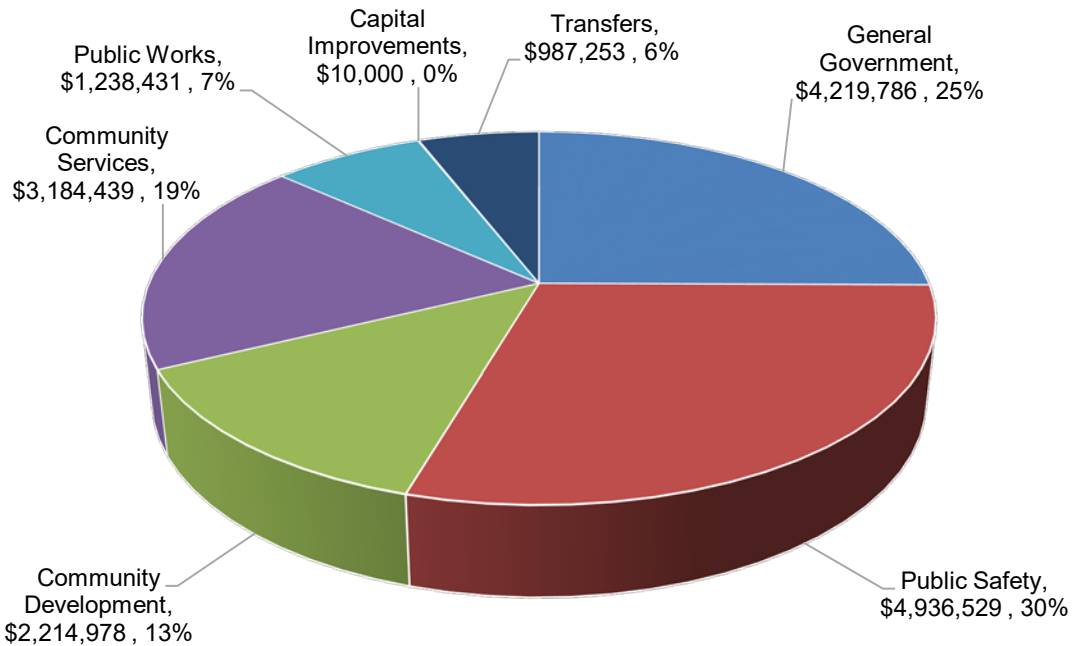
(1) The Measure M Capital Projects Fund is funded with a grant. The reimbursement revenues are anticipated to exceed expenditures as the transportation projects in that fund come to a completion.

(2) The Non-Major Funds are anticipated to increase by \$1.8 million primarily due to reimbursements of grants in the Measure R Capital Projects Fund. This fund is funded with a grant. The reimbursement revenues are anticipated to be almost all received.

**City of Agoura Hills
2019-20
General Fund Revenue**



**City of Agoura Hills
2019-20 General Fund
Operating Expenditures/Transfers**



Operating Expenses	\$ 15,804,163
Operating Transfers	\$ 987,253
Total Operating Expenses/Transfers	<u>\$ 16,791,416</u>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Agoura Hill
California**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morrill

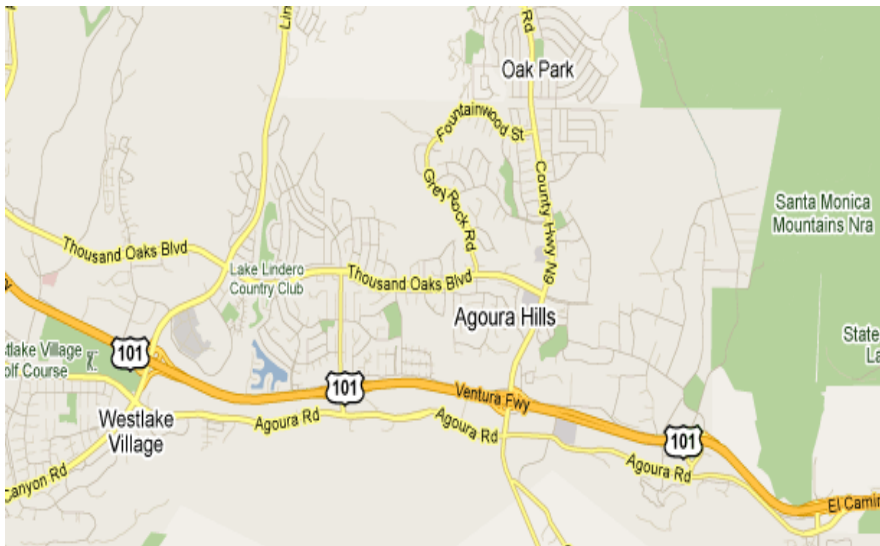
Executive Director

City of Agoura Hills Geographic Information FY 2019-20

County: Los Angeles
Total Area: 8.20 square miles
Incorporated: December 8, 1982
Median Household Income: \$116,652
Total Housing Units: 7,674
Average Household Size: 2.81
Median Home Value: \$745,000

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 2018 are:



Bank of America
Las Virgenes Unified School District
Nuance (Formerly Touch Commerce)
Teradyne Inc.
IBM Corporation
Cydcor LLC
Wood Ranch Barbecue
Zebra Technologies
Farmers Financial Solutions
Motor Vehicle Software Corp/VITU

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

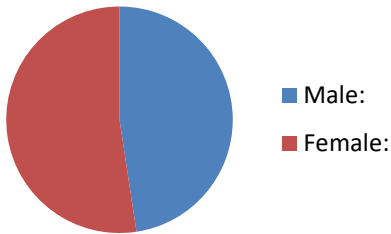
Demographic Information

FY 2019-20

Population:

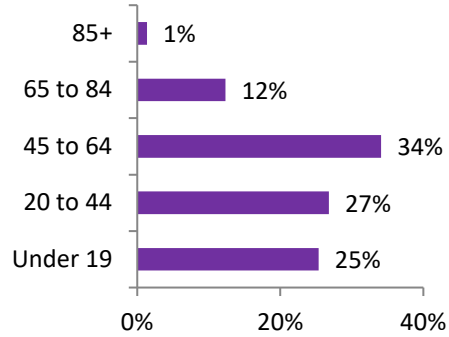
TOTAL: 20,842

Male: 48%
Female: 52%



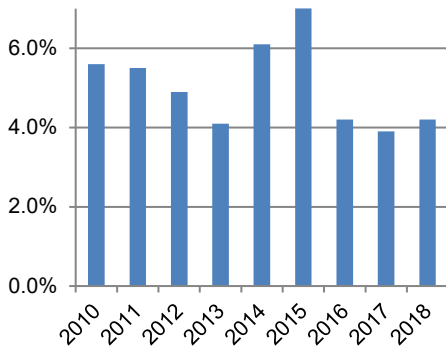
Age Distribution:

Median Age: 44.0



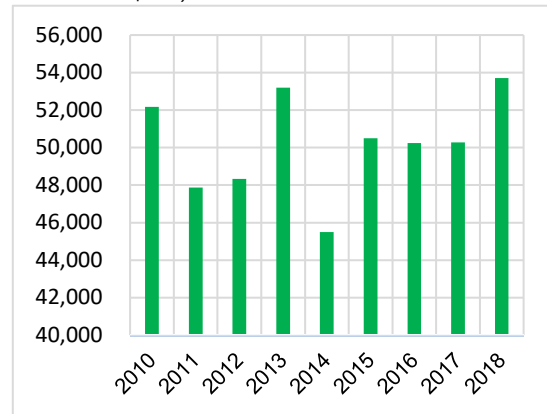
City Unemployment Rates:

Los Angeles County : 4.2%

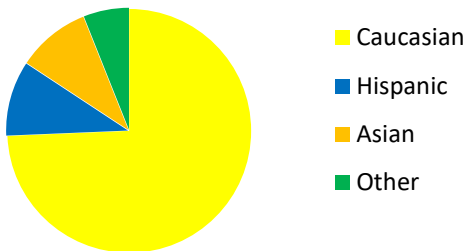


Per Capita Personal Income:

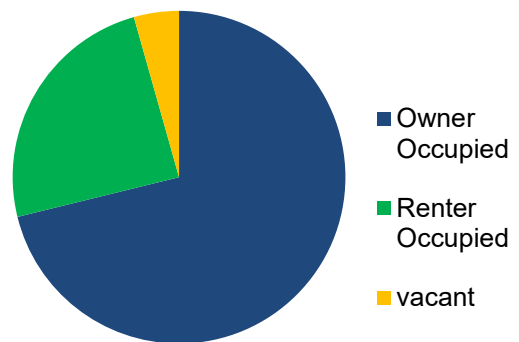
2018: \$53,706



Ethnicity:



Housing Tenure:



City of Agoura Hills
Summary Revenues/Expenditures
FY 2017-18 to 2020-21

	REVENUES			
	2017-18	2018-19	2019-20	2020-21
	Actual Revenue	Final Budget	Adopted Budget	Approved Budget
<u>City of Agoura Hills</u>				
General Fund	15,994,083	16,400,178	16,791,510	17,744,303
<u>OTHER FUNDS</u>				
Gas Tax	448,423	448,888	549,655	549,655
RRAA	123,284	331,563	346,055	346,055
Retirement Rate Stabilization	1,975	48,000	3,000	3,000
Traffic Safety	46,082	50,200	50,200	50,200
Proposition A	556,729	582,034	633,753	663,077
Proposition C	329,380	941,729	929,744	974,114
Measure R	247,420	258,427	271,933	282,710
Measure M	222,778	290,500	305,857	318,071
Measure W	0	0	185,000	370,000
SCAQMD	27,325	54,000	27,000	27,000
Traffic Improvement	782,432	407,000	4,000	4,000
Utility Undergrounding	731	750	500	500
Supplemental Law Enforcement	120,239	100,700	100,700	100,700
CDBG	144,771	9,658	210,200	50,200
Miscellaneous Grants	628,099	261,168	3,076,235	462,447
Solid Waste Management	109,860	112,000	113,000	113,000
Inclusionary Housing In Lieu	40,648	50,000	20,000	20,000
Pub Fin Authority Debt Service	22	25	25	25
Improvement Authority Debt Serv	913,835	914,525	914,525	914,525
Successor Housing Agency	97,705	199,986	84,228	98,000
Capital Projects Fund	114,704	325,000	0	0
Facilities Capital Project Fund	2,777	2,500	2,500	2,500
Recreation Center Capital Fund	28	15,004	4	4
Stormwater Capital Projects	36,188	10,000	10,000	10,000
Measure R Capital Projects	3,919,426	6,687,500	5,000,500	1,424,850
Measure M Capital Projects	0	0	4,300,000	3,895,436
Total City of Agoura Hills	24,908,944	28,501,335	33,930,124	28,424,372

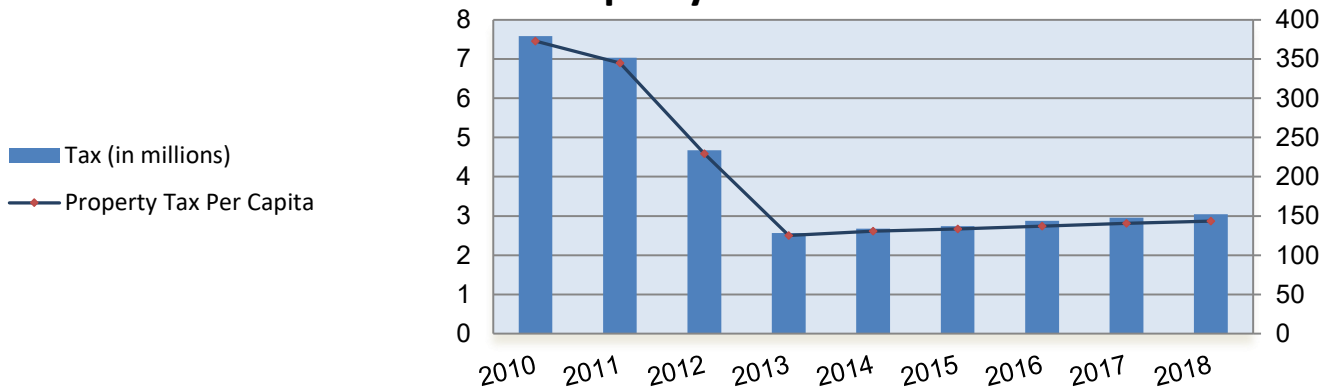
City of Agoura Hills
Summary Revenues/Expenditures
FY 2017-18 to 2020-21

	EXPENDITURES			
	2017-18 Actual Expend	2018-19 Final Budget	2019-20 Adopted Budget	2020-21 Adopted Budget
<u>City of Agoura Hills</u>				
General Fund	15,518,094	17,541,303	16,791,416	17,737,074
<u>OTHER FUNDS</u>				
Gas Tax	412,443	547,300	540,100	555,300
RRAA	119,844	325,000	345,555	345,000
Retirement Rate Stabilization	0	0	0	0
Traffic Safety	45,000	50,000	50,000	50,000
Proposition A	637,181	525,115	736,887	744,874
Proposition C	539,996	674,332	755,700	741,505
Measure R	238,058	249,543	240,614	347,363
Measure M	219,436	244,585	296,728	300,227
Measure W	0	0	160,000	160,000
SCAQMD	38,878	36,200	1,200	1,200
Traffic Improvement	67,996	380,000	300,000	0
Utility Undergrounding	0	0	0	0
Supplemental Law Enforcement	101,956	100,000	152,866	100,000
CDBG	99,480	9,658	210,200	50,200
Miscellaneous Grants	507,554	261,246	3,079,975	462,575
Solid Waste Management	78,183	99,200	102,500	102,500
Inclusionary Housing In Lieu	198	1,100,000	25,000	0
Pub Fin Authority Debt Service	0	0	0	0
Improvement Authority Debt Serv	909,458	908,675	908,725	908,025
Successor Housing Agency	26,649	61,470	102,000	106,302
Capital Projects Fund	314,718	370,000	0	0
Facilities Capital Project Fund	0	0	0	0
Recreation Center Capital Fund	0	15,200	0	0
Stormwater Capital Projects	0	0	600,000	0
Measure R Capital Projects	0	6,777,161	4,540,500	0
Measure M Capital Projects	2,474,030	0	4,492,192	3,279,049
Total City of Agoura Hills	22,349,152	30,275,988	34,432,158	25,991,194

CITY OF AGOURA HILLS
Tax Revenues by Source
FY 2018-19 & FY 2019-20

<u>Year</u>	<u>Property Tax</u>	<u>Property Tax Per Capita</u>	<u>Population</u>	<u>Sales Tax</u>	<u>Sales Tax Per Capita</u>
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	2,875,862	136.85	21,015	4,471,077	212.76
2017	2,958,298	140.75	21,018	4,058,004	193.07
2018	3,042,254	143.43	21,211	4,059,000	191.36

Property Taxes



Sales Taxes

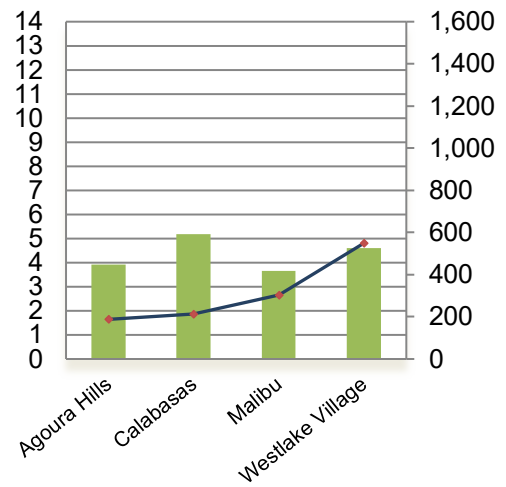
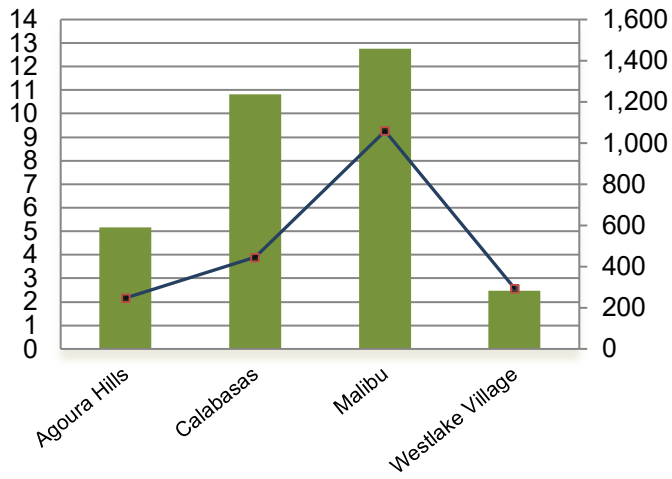


Note: The RDA was dissolved in 2012, reducing the property tax received per citizen.

CITY OF AGOURA HILLS

Comparative Tax Revenues by Source FY 2019-20 & FY 2020-21

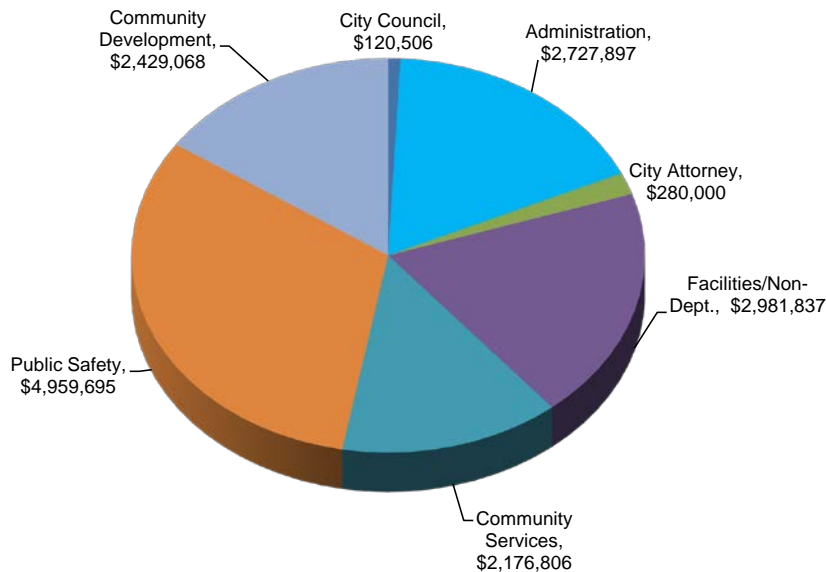
City	2017/18 Property Tax	2017/18 Property Tax Per Capita	2017/18 Population	2017/18 Sales Tax	2017/18 Sales Tax Per Capita
Agoura Hills	5,162,173	247.30	20,874	3,924,897	188.03
Calabasas	10,823,626	445.49	24,296	5,178,580	213.15
Malibu	12,749,432	1,058.40	12,046	3,664,533	304.21
Westlake Village	2,461,188	293.77	8,378	4,599,840	549.04



*Most recent data available

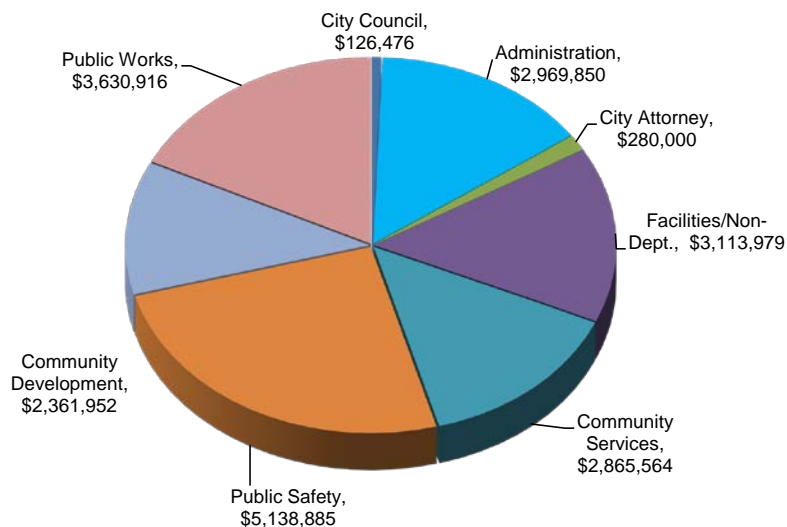
City of Agoura Hills Total Budget FY 2019-20

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2019/20 Budget Total	2018/19 Final Budget Total	2017/18 Actual Total
OPERATIONS								
City Council	95,006	25,500				120,506	140,154	135,327
City Manager	1,304,004	15,500	42,640			1,362,144	1,273,132	1,177,924
City Clerk	276,798	33,800	55,000			365,598	368,432	310,866
City Attorney			280,000			280,000	280,000	323,502
Finance	454,436	33,600	81,700			569,736	520,632	491,403
Public Facilities		280,500	7,000	902,725	30,000	1,220,225	2,074,175	1,229,866
Reyes Adobe Site	7,340	25,200	5,000			37,540	37,540	15,413
Recreation Center	77,930	240,500	50,000		155,000	523,430	519,430	469,340
Non-Departmenta	201,000	645,454	354,188			1,200,642	1,157,243	1,219,466
Auto. Office Systems		8,800	194,219		116,700	319,719	286,719	279,450
L A Co. Sheriff		483,266	4,473,429		3,000	4,959,695	4,654,248	4,490,217
Emergency Ops		22,200	1,000		2,500	25,700	23,200	10,359
Emergency Incident							110,000	
Crossing Guards			85,000			85,000	77,000	81,810
Animal Control			104,000			104,000	104,000	73,536
Community Dev	1,155,826	24,900	541,000			1,721,726	1,103,267	994,976
Recreation	147,596	218,670	423,000			789,266	765,474	706,138
Community Serv	1,250,440	137,100				1,387,540	1,263,899	1,238,426
Parks Maintenance		272,000	308,750		20,000	600,750	570,750	672,146
Public Works Adrr	916,444	6,250	405,050			1,327,744	1,537,789	1,144,006
Building & Safety	475,042	14,300	114,000			603,342	555,025	573,677
Solid Waste		10,500	92,000			102,500	99,200	78,182
Landscape Maintenance		123,100	427,300			550,400	511,850	472,297
Traffic Safety		50,000	338,000			388,000	268,000	254,621
Street Maintenance			165,000			165,000	165,000	150,013
Transportation			539,900			539,900	377,300	346,946
Storm & Flood Control			986,800			986,800	333,800	327,594
TOTAL	6,361,862	2,671,140	10,073,976	902,725	327,200	20,336,903	19,177,259	17,267,501
CAPITAL IMPROVEMENTS								
Other Improvements			96,000			96,000	1,125,200	574,152
Park Improvements					260,000	260,000	60,000	255,418
Street Improvements					12,752,002	12,752,002	8,526,518	3,163,612
GRAND TOTAL	\$6,361,862	\$2,671,140	\$10,169,976	\$902,725	\$13,339,202	\$33,444,905	\$28,888,977	\$21,260,683



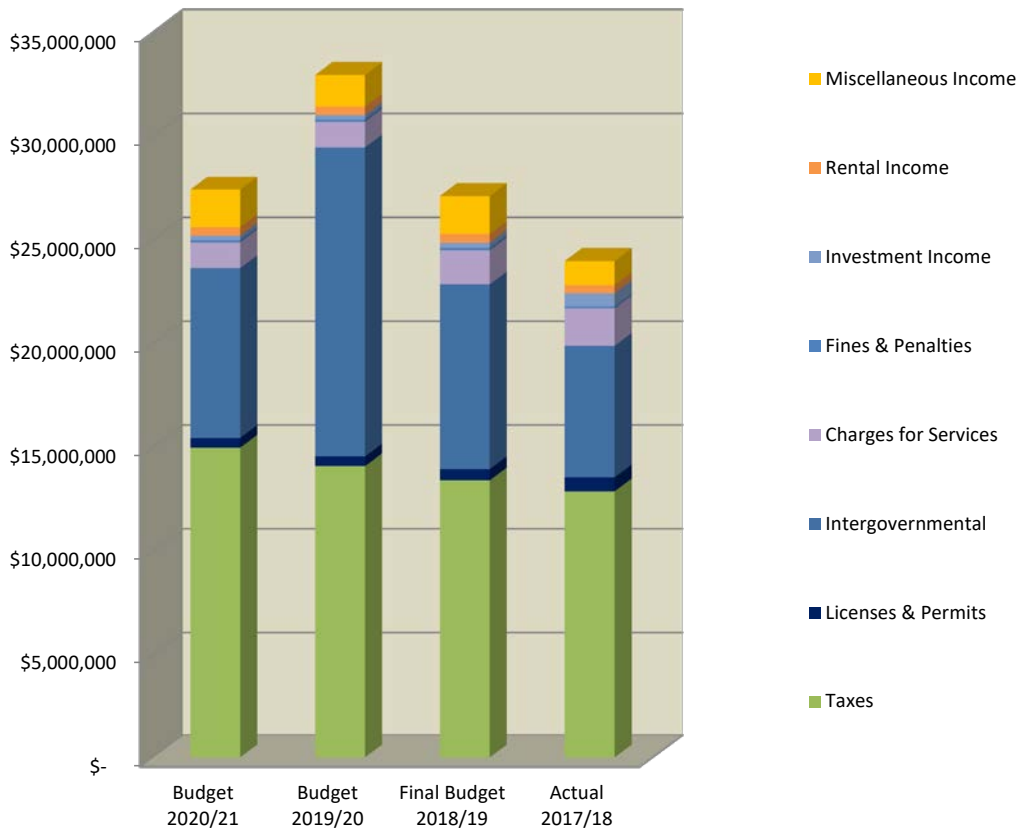
City of Agoura Hills Total Budget FY 2020-21

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2020-21 Budget Total
OPERATIONS						
City Council	100,976	25,500				126,476
City Manager	1,410,096	15,500	42,640			1,468,236
City Clerk	294,935	33,800	102,000			430,735
City Attorney			280,000			280,000
Finance	489,060	33,600	81,700			604,360
Public Facilities		368,500	7,000	902,025	30,000	1,307,525
Reyes Adobe Site	7,340	25,200	5,000			37,540
Recreation Center	77,930	240,500	50,000		155,000	523,430
Non-Departmenta	207,000	702,796	335,688			1,245,484
Auto. Office Systems		8,800	194,219		53,700	256,719
L A Co. Sheriff		501,377	4,634,508		3,000	5,138,885
Emergency Ops		18,300	1,000		1,500	20,800
Crossing Guards			85,000			85,000
Animal Control			104,000			104,000
Community Dev	1,240,544	24,900	456,000			1,721,444
Recreation	147,596	218,670	423,000			789,266
Community Servic	1,338,448	137,100				1,475,548
Parks Maintenance		272,000	308,750		20,000	600,750
Public Works Adr	986,816	6,250	425,050			1,418,116
Building & Safety	507,208	14,300	119,000			640,508
Landscape Maintenance		123,100	527,500			650,600
Traffic Safety		50,000	218,000		100,000	368,000
Street Maintenance			165,000			165,000
Solid Waste Mgmt		10,500	92,000			102,500
Transportation			539,900			539,900
Storm & Flood Control			386,800			386,800
TOTAL	6,807,949	2,830,693	9,583,755	902,025	363,200	20,487,622
CAPITAL IMPROVEMENTS						
Other Improvements					46,000	46,000
Park Improvements					426,000	426,000
Street Improvements					4,031,102	4,031,102
GRAND TOTAL	\$6,807,949	\$2,830,693	\$9,583,755	\$902,025	\$4,866,302	\$24,990,724



City of Agoura Hills
Revenues by Type Total Budget
FY 2019-20 & FY 2020-21

	2020/21 Budget Total	2019/20 Budget Total	2018/19 Final Budget Total	2017/18 Actual Total
REVENUES				
Taxes	\$ 14,996,703	\$ 14,102,736	\$ 13,418,718	\$ 12,894,032
Licenses & Permits	467,000	467,000	541,000	672,469
Intergovernmental	8,180,260	14,882,577	8,899,604	6,335,968
Charges for Services	1,236,300	1,236,300	1,640,230	1,802,916
Fines & Penalties	114,000	114,000	114,000	88,793
Investment Income	203,229	203,229	254,479	639,182
Rental Income	413,800	418,800	413,800	387,239
Miscellaneous Income	1,812,055	1,518,229	1,832,493	1,160,814
Total	\$ 27,423,347	\$ 32,942,871	\$ 27,114,324	\$ 23,981,413



City of Agoura Hills

PERSONNEL

2017-18 to 2020-21

	<u>2017-18</u> <u>Headcount</u>	<u>2018-19</u> <u>Headcount</u>	<u>2019-20</u> <u>Headcount</u>	<u>2020-21</u> <u>Headcount</u>
<u>General Fund</u>				
City Council	5.00	5.00	5.00	5.00
City Manager	5.26	5.48	5.82	5.86
City Clerk	1.85	1.85	1.96	1.96
Finance	2.89	3.04	2.97	3.04
Community Development	10.26	11.16	11.16	11.16
Community Services Administration	7.45	7.45	7.45	7.45
Public Works Administration	2.74	2.60	3.70	3.48
Building and Safety	3.00	3.00	3.00	3.00
Total General Fund	<u>38.45</u>	<u>39.58</u>	<u>41.06</u>	<u>40.95</u>
<u>Proposition A</u>				
Community Services Administration	0.55	0.55	0.55	0.55
Total Proposition A Fund	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>
<u>Proposition C</u>				
Public Works	0.35	0.11	0.11	0.33
Finance			0.07	
Total Proposition C Fund	<u>0.35</u>	<u>0.11</u>	<u>0.18</u>	<u>0.33</u>
<u>Measure M-Local</u>				
Public Works		0.28	0.28	0.28
Total Measure M Local		<u>0.28</u>	<u>0.28</u>	<u>0.28</u>
<u>Measure M-Grant</u>				
City Manager		0.29	0.37	0.37
Finance		0.19	0.40	0.40
Public Works		0.75	1.77	1.77
Total Measure M Grant		<u>1.23</u>	<u>2.54</u>	<u>2.54</u>
<u>Measure R-Local</u>				
Public Works	0.14	0.14	0.14	0.14
Total Measure R Local	<u>0.14</u>	<u>0.14</u>	<u>0.14</u>	<u>0.14</u>
<u>Measure R-Grant</u>				
City Manager	0.82	0.31	0.00	0.00
Finance	0.55	0.21	0.00	0.00
Public Works	1.77	1.12	0.00	0.00
Total Measure R Fund	<u>3.14</u>	<u>1.64</u>	<u>0.00</u>	<u>0.00</u>
Total City of Agoura Hills	<u>42.63</u>	<u>43.53</u>	<u>44.75</u>	<u>44.79</u>
<u>Successor Agency to the RDA</u>				
City Manager	0.36	0.36	0.25	0.21
City Clerk	0.15	0.15	0.04	0.04
Finance	0.56	0.56	0.56	0.56
Community Development	0.18	0.18	0.18	0.18
Total Successor Agency to the RDA	<u>1.25</u>	<u>1.25</u>	<u>1.03</u>	<u>0.99</u>
Total Successor Agency to the RDA	<u>1.25</u>	<u>1.25</u>	<u>1.03</u>	<u>0.99</u>
<u>Successor Agency to the RDA-Housing</u>				
Community Development	0.06	0.16	0.16	0.16
City Manager	0.06	0.06	0.06	0.06
Total Successor Agency to the RDA-Housing	<u>0.12</u>	<u>0.22</u>	<u>0.22</u>	<u>0.22</u>
Total Successor Agency to the RDA	<u>1.37</u>	<u>1.47</u>	<u>1.25</u>	<u>1.21</u>
Total Personnel Headcount	<u>44.00</u>	<u>45.00</u>	<u>46.00</u>	<u>46.00</u>

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

City of Agoura Hills
INTERFUND TRANSFERS
FY 2018-19 TO 2020-21

FY 2018-19

Fund	Description	To	From
010	General Fund		1,387,011
011	Capital Projects Fund	325,000	
030	Cal Pers Set Aside	45,000	
305	To AH Improvement Authority Bond	913,025	
620	To Housing Succesor Agency	103,986	
		Total	
		1,387,011	1,387,011

FY 2019-20

Fund	Description	To	From
010	General Fund		987,253
305	To AH Improvement Authority Bond	913,025	
620	To Housing Succesor Agency	74,228	
		Total	
		987,253	987,253

FY 2020-21

Fund	Description	To	From
010	General Fund		1,001,025
305	To AH Improvement Authority Bond	913,025	
620	To Housing Succesor Agency	88,000	
		Total	
		1,001,025	1,001,025

CITY OF AGOURA HILLS

Budget

Fiscal Year 2019-20 / 2020-21



Revenues



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 010 - GENERAL					
Category: 4000 - Taxes and Assessments					
010-0000-311000	Sales And Use Tax	3,924,897	4,100,000	4,049,000	4,150,225
010-0000-312000	Property Tax	2,860,521	2,892,250	2,999,841	3,096,136
010-0000-312001	Property Tax In Lieu Of Vlf	2,216,903	2,294,293	2,371,895	2,452,777
010-0000-312002	Property Tax - Succ. Agcy.	84,749	110,000	110,000	110,000
010-0000-313000	Transient Occupancy Tax	2,788,088	2,945,175	3,495,000	4,110,565
010-0000-314000	Franchise Fee	799,866	866,000	866,000	866,000
010-0000-315000	Property Transfer Tax	183,419	175,000	175,000	175,000
Category: 4000 - Taxes and Assessments Total:		12,858,441	13,382,718	14,066,736	14,960,703
Category: 4002 - License and Permits					
010-0000-321000	Business Licensing	148,388	160,000	160,000	160,000
010-0000-323000	Building Permits	487,771	350,000	275,000	275,000
010-0000-324000	Industrial Waste Fee	25,560	23,000	23,000	23,000
Category: 4002 - License and Permits Total:		661,719	533,000	458,000	458,000
Category: 4004 - Charges for Services					
010-0000-341000	Planning Fees	131,765	210,000	150,000	150,000
010-0000-341100	Eir Recovery	10,983	25,000	25,000	25,000
010-0000-341200	General Plan Recovery	37,346	6,000	6,000	6,000
010-0000-341300	Agoura Village Recovery	0	1,000	1,000	1,000
010-0000-341400	Filming Fees	31,077	25,000	25,000	25,000
010-0000-342000	Engineer Plan Check/inspection	15,476	30,000	30,000	30,000
010-0000-342100	Grading Plan Check	4,034	5,000	5,000	5,000
010-0000-342200	Building Plan Check	147,798	210,000	220,000	220,000
010-0000-342201	Building Plan Check - In House	38,136	20,000	13,000	13,000
010-0000-342300	Building Technician Fee	52,201	25,000	13,000	13,000
010-0000-342500	Encroachment Permits	69,477	80,000	80,000	80,000
010-0000-343000	Traffic Control Plan Review	57,237	25,000	25,000	25,000
010-0000-3510A0	Classes	338,827	304,000	304,000	304,000
010-0000-3510B0	Excursions	9,907	32,000	32,000	32,000
010-0000-3510C0	Camps	36,855	37,000	37,000	37,000
010-0000-3510D0	Seniors	89,792	70,000	70,000	70,000
010-0000-3510E0	Special Events	8,650	4,500	4,500	4,500
010-0000-3510F0	Sports	701	6,000	6,000	6,000
010-0000-3510G0	Teens	8,987	10,100	10,100	10,100
010-0000-3510I0	Cultural Arts	109	3,000	3,000	3,000
010-0000-351500	Reyes Adobe Fees	1,312	4,500	4,500	4,500
010-0000-351501	Taxable Sales Items	0	700	700	700



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
010-0000-355000 Sale Of Maps & Copies	1,606	2,000	2,000	2,000
010-0000-357001 Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
010-0000-357002 Scaqc Admin Service Charge	0	1,200	1,200	1,200
010-0000-357003 Smip Admin Fees	523	200	200	200
010-0000-357004 Fire Sprinkler Fee	0	200	0	0
010-0000-357006 Sb1473 Retainer	232	30	100	100
010-0000-357007 Sb 1186 Admin	5,420	800	1,000	1,000
Category: 4004 - Charges for Services Total:	1,145,450	1,185,230	1,116,300	1,116,300
Category: 4005 - Fines and Penalties				
010-0000-361000 Parking Fines	30,164	45,000	45,000	45,000
010-0000-361500 Municipal Court Fines	5,549	15,000	15,000	15,000
010-0000-361800 False Alarm Fines	5,000	2,000	2,000	2,000
010-0000-363000 Restitution	615	2,000	2,000	2,000
010-0000-365000 Late Fees	1,413	0	0	0
Category: 4005 - Fines and Penalties Total:	42,741	64,000	64,000	64,000
Category: 4006 - Investment Income				
010-0000-371000 Interest Earnings	555,503	140,000	130,000	130,000
010-0000-371001 Interest Earning - Fmv Investm	(15,831)	0	0	0
Category: 4006 - Investment Income Total:	539,673	140,000	130,000	130,000
Category: 4007 - Rental Income				
010-0000-372000 Rental Income	35,722	40,000	40,000	40,000
010-0000-3720d0 Rental Income - Facilities	346,268	345,000	350,000	345,000
010-0000-372100 Medea Creek Rental	5,249	28,800	28,800	28,800
Category: 4007 - Rental Income Total:	387,239	413,800	418,800	413,800
Category: 4008 - Other Revenue				
010-0000-358000 Tourism Admin Fee	14,678	15,000	15,000	15,000
010-0000-391000 Miscellaneous Revenue	238,474	40,000	55,000	50,000
010-0000-391100 Other Proceeds	175,000	0	0	0
010-0000-392000 Contributions	36,574	50,000	50,000	50,000
010-0000-393000 Cash Over/short	3	0	0	0
010-0000-395000 Other Reimbursements	613	1,500	1,500	1,500
010-0000-395002 Library Reimbursements	47,002	40,000	40,000	40,000
010-0000-395006 Beach Bus Reimbursement	15,543	15,000	5,000	5,000
010-0000-395007 Teen Shuttle	1,175	0	0	0
010-0000-395200 Loan Pmts From Rda	0	519,930	371,174	440,000
Category: 4008 - Other Revenue Total:	529,060	681,430	537,674	601,500
Revenue Total:	16,164,323	16,400,178	16,791,510	17,744,303
Fund: 010 - GENERAL Total:	16,164,323	16,400,178	16,791,510	17,744,303



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 011 - CAPITAL PROJECT FUND				
Category: 4006 - Investment Income				
<u>011-0000-371000</u> Interest Earnings	2,404	0	0	0
Category: 4006 - Investment Income Total:	2,404	0	0	0
Revenue Total:	2,404	0	0	0
Fund: 011 - CAPITAL PROJECT FUND Total:	2,404	0	0	0
Fund: 012 - FACILITIES FUND				
Category: 4006 - Investment Income				
<u>012-0000-371000</u> Interest Earnings	2,777	2,500	2,500	2,500
Category: 4006 - Investment Income Total:	2,777	2,500	2,500	2,500
Revenue Total:	2,777	2,500	2,500	2,500
Fund: 012 - FACILITIES FUND Total:	2,777	2,500	2,500	2,500
Fund: 015 - RECREATION CENTER CAPITAL PROJ				
Category: 4003 - Intergovernmental				
<u>015-0000-371000</u> Interest Earnings	28	4	4	4
Category: 4003 - Intergovernmental Total:	28	4	4	4
Category: 4008 - Other Revenue				
<u>015-0000-391000</u> Miscellaneous Revenue	0	15,000	0	0
Category: 4008 - Other Revenue Total:	0	15,000	0	0
Revenue Total:	28	15,004	4	4
Fund: 015 - RECREATION CTR CAPITAL PROJ Total:	28	15,004	4	4
Fund: 016 - STORM WATER CAP PROJECT FUND				
Category: 4006 - Investment Income				
<u>016-0000-371000</u> Interest Earnings	7,853	10,000	10,000	10,000
Category: 4006 - Investment Income Total:	7,853	10,000	10,000	10,000
Category: 4008 - Other Revenue				
<u>016-0000-391000</u> Miscellaneous Revenue	28,335	0	0	0
Category: 4008 - Other Revenue Total:	28,335	0	0	0
Revenue Total:	36,188	10,000	10,000	10,000
Fund: 016 - STORM WATER CAP PROJ FUND Total:	36,188	10,000	10,000	10,000



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 018 - MEASURE R GRANT					
Category: 4003 - Intergovernmental					
018-0000-333101	Measure R Grant	3,916,539	6,687,000	5,000,000	1,424,350
	Category: 4003 - Intergovernmental Total:	3,916,539	6,687,000	5,000,000	1,424,350
Category: 4006 - Investment Income					
018-0000-371000	Interest Earnings	2,887	500	500	500
	Category: 4006 - Investment Income Total:	2,887	500	500	500
	Revenue Total:	3,919,426	6,687,500	5,000,500	1,424,850
	Fund: 018 - MEASURE R GRANT Total:	3,919,426	6,687,500	5,000,500	1,424,850
Fund: 019 - MEASURE M					
Category: 4003 - Intergovernmental					
019-0000-333101	Measure M Grant	0	0	4,300,000	3,895,436
	Category: 4003 - Intergovernmental Total:	0	0	4,300,000	3,895,436
	Revenue Total:	0	0	4,300,000	3,895,436
	Fund: 019 - MEASURE M Total:	0	0	4,300,000	3,895,436
Fund: 020 - GAS TAX					
Category: 4003 - Intergovernmental					
020-0000-332500	State Gas Tax 2105 Prop 111	114,058	116,847	116,149	116,149
020-0000-332600	State Gas Tax 2106	73,299	74,936	73,380	73,380
020-0000-332700	State Gas Tax 2107	148,439	153,500	152,520	152,520
020-0000-332800	State Gas Tax 2107.5	5,000	5,000	5,000	5,000
020-0000-332801	Revenue Code Section 7360	81,849	74,059	178,062	178,062
020-0000-332802	Repayment of Loan	23,894	23,546	23,544	23,544
	Category: 4003 - Intergovernmental Total:	446,539	447,888	548,655	548,655
Category: 4006 - Investment Income					
020-0000-371000	Interest Earnings	1,883	1,000	1,000	1,000
	Category: 4006 - Investment Income Total:	1,883	1,000	1,000	1,000
	Revenue Total:	448,422	448,888	549,655	549,655
	Fund: 020 - GAS TAX Total:	448,422	448,888	549,655	549,655



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 022 - ROAD REHAB FUND				
Category: 4006 - Investment Income				
<u>022-0000-371000</u> Interest Earnings	128	500	500	500
Category: 4006 - Investment Income Total:	128	500	500	500
Category: 4008 - Other Revenue				
<u>022-0000-334600</u> Road Rehab Revenue	123,156	331,063	345,555	345,555
Category: 4008 - Other Revenue Total:	123,156	331,063	345,555	345,555
Revenue Total:	123,284	331,563	346,055	345,055
Fund: 022 - ROAD REHAB FUND Total:	123,284	331,563	346,055	346,055

Fund: 030 - CAL PERS SET ASIDE				
Category: 4006 - Investment Income				
<u>030-0000-371000</u> Interest Earnings	1,975	3,000	3,000	3,000
Category: 4006 - Investment Income Total:	1,975	3,000	3,000	3,000
Revenue Total:	1,975	3,000	3,000	3,000
Fund: 030 - CAL PERS SET ASIDE Total:	1,975	3,000	3,000	3,000

Fund: 040 - TRAFFIC SAFETY				
Category: 4005 - Fines and Penalties				
<u>040-0000-360500</u> Vehicle Code Fines	46,052	50,000	50,000	50,000
Category: 4005 - Fines and Penalties Total:	46,052	50,000	50,000	50,000
Category: 4006 - Investment Income				
<u>040-0000-371000</u> Interest Earnings	29	200	200	200
Category: 4006 - Investment Income Total:	29	200	200	200
Revenue Total:	46,081	50,200	50,200	50,200
Fund: 040 - TRAFFIC SAFETY Total:	46,081	50,200	50,200	50,200



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 060 - PROPOSITION A				
Category: 4003 - Intergovernmental				
060-0000-333200 Prop A Trans Tax	395,654	411,380	433,099	450,423
060-0000-334516 Ab1012	79,203	68,654	68,654	68,654
060-0000-395008 Farebox Revenue	0	0	0	12,000
Category: 4003 - Intergovernmental Total:	474,857	480,034	501,753	531,077
Category: 4004 - Charges for Services				
060-0000-353000 Prop A Reimbursements	70,609	90,000	120,000	120,000
Category: 4004 - Charges for Services Total:	70,609	90,000	120,000	120,000
Category: 4006 - Investment Income				
060-0000-371000 Interest Earnings	11,262	12,000	12,000	12,000
Category: 4006 - Investment Income Total:	11,262	12,000	12,000	12,000
Revenue Total:	556,728	582,034	633,753	663,077
Fund: 060 - PROPOSITION A Total:	556,728	582,034	633,753	663,077
Fund: 061 - PROPOSITION C				
Category: 4003 - Intergovernmental				
061-0000-333400 Prop C Transit Tax	326,643	341,229	359,244	373,614
Category: 4003 - Intergovernmental Total:	326,643	341,229	359,244	373,614
Category: 4006 - Investment Income				
061-0000-371000 Interest Earnings	2,737	500	500	500
Category: 4006 - Investment Income Total:	2,737	500	500	500
Category: 4008 - Other Revenue				
061-0000-391000 Prop C Funds	0	600,000	570,000	600,000
Category: 4008 - Other Revenue Total:	0	600,000	570,000	600,000
Revenue Total:	329,380	941,729	929,744	974,114
Fund: 061 - PROPOSITION C Total:	329,380	941,729	929,744	974,114
Fund: 063 - MEASURE R FUND				
Category: 4003 - Intergovernmental				
063-0000-333100 Meas R Local	245,807	255,927	269,433	280,210
Category: 4003 - Intergovernmental Total:	245,807	255,927	269,433	280,210
Category: 4006 - Investment Income				
063-0000-371000 Interest Earnings	1,610	2,500	2,500	2,500
Category: 4006 - Investment Income Total:	1,610	2,500	2,500	2,500
Revenue Total:	247,417	258,427	271,933	282,710
Fund: 063 - MEASURE R FUND Total:	247,417	258,427	271,933	282,710



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 064 - MEASURE M - LOCAL				
Category: 4003 - Intergovernmental				
064-0000-333100 Measure M Local	222,757	290,000	305,357	317,571
Category: 4003 - Intergovernmental Total:	222,757	290,000	305,357	317,571
Category: 4006 - Investment Income				
064-0000-371000 Interest Earnings	20	500	500	500
Category: 4006 - Investment Income Total:	20	500	500	500
Revenue Total:	222,778	290,500	305,857	318,071
Fund: 064 - MEASURE M - LOCAL Total:	222,778	290,500	305,857	318,071
Fund: 065 - MEASURE W - LOCAL				
Category: 4003 - Intergovernmental				
065-0000-333103 Measure W - Local	0	0	185,000	370,000
Category: 4003 - Intergovernmental Total:	0	0	185,000	370,000
Revenue Total:	0	0	185,000	370,000
Fund: 065 - MEASURE W - LOCAL Total:	0	0	185,000	370,000
Fund: 070 - S COAST AIR QUALITY MGMT DIST				
Category: 4003 - Intergovernmental				
070-0000-333000 Scaqmd	26,820	26,700	26,700	26,700
Category: 4003 - Intergovernmental Total:	26,820	26,700	26,700	26,700
Category: 4006 - Investment Income				
070-0000-371000 Interest Earnings	505	300	300	300
Category: 4006 - Investment Income Total:	505	300	300	300
Category: 4008 - Other Revenue				
070-0000-333001 Grant - Charging	0	27,000	0	0
Category: 4008 - Other Revenue Total:	0	27,000	0	0
Revenue Total:	27,325	54,000	27,000	27,000
Total Revenues	27,325	54,000	27,000	27,000
Fund: 070-S COAST AIR QUALITY MGMT DIST Total:	27,325	54,000	27,000	27,000



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 110 - TRAFFIC IMPROVEMENT				
Category: 4004 - Charges for Services				
<u>110-0000-348000</u> Traffic Improvement Fees	586,857	365,000	0	0
Category: 4004 - Charges for Services Total:	586,857	365,000	0	0
Category: 4006 - Investment Income				
<u>110-0000-371000</u> Interest Earnings	11,416	15,000	4,000	4,000
Category: 4006 - Investment Income Total:	11,416	15,000	4,000	4,000
Category: 4008 - Other Revenue				
<u>110-0000-391000</u> Miscellaneous Revenue	184,159	27,000	0	0
Category: 4008 - Other Revenue Total:	184,159	27,000	0	0
Revenue Total:	782,432	407,000	4,000	4,000
Fund: 110 - TRAFFIC IMPROVEMENT Total:	782,432	407,000	4,000	4,000
Fund: 111 - UTILITY UNDERGROUNDING				
Category: 4006 - Investment Income				
<u>111-0000-371000</u> Interest Earnings	731	750	500	500
Category: 4006 - Investment Income Total:	731	750	500	500
Revenue Total:	731	750	500	500
Fund: 111 - UTILITY UNDERGROUNDING Total:	731	750	500	500
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT				
Category: 4003 - Intergovernmental				
<u>240-0000-334500</u> Miscellaneous Grants	119,121	100,000	100,000	100,000
Category: 4003 - Intergovernmental Total:	119,121	100,000	100,000	100,000
Category: 4006 - Investment Income				
<u>240-0000-371000</u> Interest Earnings	1,118	700	700	700
Category: 4006 - Investment Income Total:	1,118	700	700	700
Revenue Total:	120,239	100,700	100,700	100,700
Fund: 240 - SUPP LAW ENFORCEMENT Total:	120,239	100,700	100,700	100,700



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 250 - COMMUNITY DEV BLOCK GRANT					
Category: 4003 - Intergovernmental					
250-0000-334000	Cdbg	144,765	9,658	210,200	50,200
Category: 4003 - Intergovernmental Total:		144,765	9,658	210,200	50,200
Category: 4006 - Investment Income					
250-0000-371000	Interest Earnings	6	0	0	0
Category: 4006 - Investment Income Total:		6	0	0	0
Revenue Total:		144,771	9,658	210,200	50,200
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:		144,771	9,658	210,200	50,200
Fund: 260 - MISCELLANEOUS GRANTS					
Category: 4003 - Intergovernmental					
260-0000-334501	Tda	13,722	13,772	15,547	15,547
260-0000-334502	Ca Beverage Container-recyclin	4,191	0	0	0
260-0000-334506	Used Oil Grant	6,000	5,900	5,900	5,900
260-0000-334517	Stpl	183,722	72,496	0	0
260-0000-334519	Peg Fees	64,960	55,000	114,388	55,000
260-0000-334521	Recycled Asphalt Grant	25,277	14,000	0	0
260-0000-334533	Prop A Reimbursement	114,248	0	100,000	186,000
260-0000-334536	HBP and Toll Credits	0	100,000	2,840,400	0
Category: 4003 - Intergovernmental Total:		412,120	261,168	3,076,235	262,447
Category: 4006 - Investment Income					
260-0000-371000	Interest Earnings	0	0	0	0
Category: 4006 - Investment Income Total:		0	0	0	0
Category: 4008 - Other Revenue					
260-0000-334518	Federal Appropriation	90,021	0	0	0
260-0000-334535	Storm Drain Insert Grant - Prop A	125,000	0	0	0
260-0000-391000	Miscellaneous Revenue	0	0	0	200,000
Category: 4008 - Other Revenue Total:		215,021	0	0	200,000
Revenue Total:		628,099	261,168	3,076,235	462,447
Fund: 260 - MISCELLANEOUS GRANTS Total:		628,099	261,168	3,076,235	462,447



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 300 - FINANCING AUTHORITY DEBT SVC				
Category: 4006 - Investment Income				
<u>300-0000-371000</u> Interest Earnings	22	25	25	25
Category: 4006 - Investment Income Total:	22	25	25	25
Revenue Total:	22	25	25	25
Fund: 300 - FIN AUTHORITY DEBT SVC Total:	22	25	25	25
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Category: 4006 - Investment Income				
<u>305-0000-371000</u> Interest Earnings	810	1,500	1,500	1,500
Category: 4006 - Investment Income Total:	810	1,500	1,500	1,500
Revenue Total:	810	1,500	1,500	1,500
Fund: 305 - A H IMPR AUTH BOND Total:	810	1,500	1,500	1,500
Fund: 420 - INCLUSIONARY HOUSING IN LIEU				
Category: 4006 - Investment Income				
<u>420-0000-371000</u> Interest Earnings	40,648	50,000	20,000	20,000
Category: 4006 - Investment Income Total:	40,648	50,000	20,000	20,000
Revenue Total:	40,648	50,000	20,000	20,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:	40,648	50,000	20,000	20,000
Fund: 520 - SOLID WASTE MANAGEMENT				
Category: 4000 - Taxes and Assessments				
<u>520-0000-314500</u> AB 939 Fee	35,591	36,000	36,000	36,000
Category: 4000 - Taxes and Assessments Total:	35,591	36,000	36,000	36,000
Category: 4002 - License and Permits				
<u>520-0000-325000</u> Waste Hauling Permit Fee	10,750	8,000	9,000	9,000
Category: 4002 - License and Permits Total:	10,750	8,000	9,000	9,000
Category: 4006 - Investment Income				
<u>520-0000-371000</u> Interest Earnings	2,437	3,000	3,000	3,000
Category: 4006 - Investment Income Total:	2,437	3,000	3,000	3,000
Category: 4008 - Other Revenue				
<u>520-0000-394000</u> Waste Hauling Surcharge	61,082	65,000	65,000	65,000
Category: 4008 - Other Revenue Total:	61,082	65,000	65,000	65,000
Revenue Total:	109,860	112,000	113,000	113,000
Fund: 520 - SOLID WASTE MANAGEMENT Total:	109,860	112,000	113,000	113,000



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 620 - HOUSING SUCCESSOR AGENCY				
Category: 4006 - Investment Income				
620-0000-371000 Interest Earnings	6,223	10,000	10,000	10,000
Category: 4006 - Investment Income Total:	6,223	10,000	10,000	10,000
Category: 4008 - Other Revenue				
620-0000-391500 Loan Repayment	20,000	86,000	0	0
Category: 4008 - Other Revenue Total:	20,000	86,000	0	0
Revenue Total:	26,223	96,000	10,000	10,000
Fund: 620 - HOUSING SUCCESSOR AGENCY Total:	26,223	96,000	10,000	10,000



“Civic Center – Library Courtyard”.



CITY OF AGOURA HILLS

Budget

Fiscal Year 2019-20 / 2020-21



General Fund



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 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4110 - CITY COUNCIL					
Category: 5100 - Personnel					
010-4110-510400	Special Pay	18,000	18,000	18,000	18,000
010-4110-510401	Car Allowance	12,000	12,000	12,000	12,000
010-4110-510800	Group Health Insurance	86,281	73,194	61,254	67,224
010-4110-510900	Group Dental Insurance	5,220	4,520	3,312	3,312
010-4110-511200	Medicare Taxes	393	440	440	440
Category: 5100 - Personnel Total:		121,894	108,154	95,006	100,976
Category: 5400 - Materials, Supplies, and Services					
010-4110-541500	Travel/meetings/outreach	12,530	30,000	23,500	23,500
010-4110-542000	Office Supplies	0	0	0	0
010-4110-542400	Special Supplies	903	2,000	2,000	2,000
Category: 5400 - Materials, Supplies, and Services Total:		13,433	32,000	25,500	25,500
Department: 4110 - CITY COUNCIL Total:		135,327	140,154	120,506	126,476

**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 update of City Emergency Operations Plan

Additional Accomplishments

- ❖ Secured FEMA Public Assistance Reimbursement funding from Federal Declaration – January Rain Storms
- ❖ Completed Civic Center HVAC Compressor # 2 Installation
- ❖ Secured Public Assistance Reimbursement Funding from Federal Declaration – Woolsey Fire

Objectives

- ❖ Implement City Council goal to maintain short and long term fiscal sustainability
- ❖ Continue to Promote Local Buy Back Program and business assistance programs
- ❖ Research Energy Efficient Technology (Solar) – Recreation and Event Center/Civic Center
- ❖ Research Potential Installation of Electric Charging Stations at Civic Center
- ❖ Continue to Secure FEMA/CalOES Public Assistance Funding from the Woolsey Fire/Rainstorms
- ❖ Secure Additional Maintenance and Services Grant Funding available via Proposition A Funding
- ❖ Replace Aged City Fleet Vehicle
- ❖ Implement City Audio Visual improvements (Phase 1)
- ❖ Complete Risk Management Evaluations for City’s Property and Rights of Way
- ❖ Continue Assisting with Recovery Effort from the Woolsey Fire

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget
Number of SeeClickFix residential notifications (received)	438	647	400
Number of SeeClickFix residential notifications (resolved)	432	526	400
Number of Legislative Correspondence Prepared	6	10	2



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
010-4120-510100	Regular Salaries	570,293	671,947	791,357	854,719
010-4120-510200	Part-time Salaries	0	1,400	0	0
010-4120-510401	Car Allowance	12,000	12,000	12,000	12,000
010-4120-510402	Technology Allowance	3,060	7,050	8,070	8,070
010-4120-510500	Vacation/sick	49,895	59,794	62,961	62,961
010-4120-510600	Deferred Compensation	26,109	27,087	28,810	30,175
010-4120-510700	Retirement	110,841	127,250	158,388	179,344
010-4120-510800	Group Health Insurance	93,872	97,640	112,340	124,181
010-4120-510900	Group Dental Insurance	7,333	8,312	9,026	9,111
010-4120-511000	Group Life Insurance	2,041	3,571	1,554	1,569
010-4120-511100	Group Disability Insurance	6,990	7,738	8,767	9,478
010-4120-511200	Medicare Taxes	9,432	10,304	12,179	13,124
Category: 5100 - Personnel Total:		891,866	1,034,093	1,205,452	1,304,732
Category: 5400 - Materials, Supplies, and Services					
010-4120-541500	Travel/conferences/meetings	16,161	10,000	10,000	10,000
010-4120-541600	Membership And Dues	336	3,000	3,000	3,000
010-4120-542000	Office Supplies	956	500	500	500
010-4120-542200	Books And Subscriptions	792	500	500	500
010-4120-542400	Special Supplies	1,174	500	500	500
010-4120-542500	Small Equipment	0	500	500	500
010-4120-543100	Mileage	37	500	500	500
Category: 5400 - Materials, Supplies, and Services Total:		19,456	15,500	15,500	15,500
Category: 5500 - Contract Services					
010-4120-551000	Professional Services	20,809	38,000	21,000	21,000
010-4120-552000	Contract Services	0	10,000	10,000	10,000
Category: 5500 - Contract Services Total:		20,809	48,000	31,000	31,000
Department: 4120 - CITY MANAGER Total:		932,132	1,097,593	1,251,952	1,351,232

City of Agoura Hills
CITY CLERK
Department 4125

Mission – To serve the City Council, 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; processes agreements, resolutions, and ordinances; 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; 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 Agreement Templates Update.
- ❖ 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.

Additional Accomplishments

- ❖ Administered the 2018 General Municipal Election.
- ❖ Facilitated the 2018 Ethics Training, Pursuant to AB 1234.
- ❖ Facilitated the 2018 Agoura High School “Every 15 Minutes” filming in the Council Chambers.
- ❖ Facilitated the Implementation of iPads for the Electronic Agenda Packet Process.

Objectives

- ❖ Continue Facilitation of the Citywide Scanning of Permanent Records.
- ❖ Administer the 2019 Citywide Annual Records Destruction, pursuant to the EDMS Policy.
- ❖ Review and Update the City’s Records Retention/Destruction Schedule.
- ❖ Facilitate the City’s Campaign Reform Ordinance Update by 2020.
- ❖ Facilitate the City Council Norms Update.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 In Progress
Number of Official Records Processed	497	495	400
Number of Public Records Requests	138	131	100



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4125 - CITY CLERK					
Category: 5100 - Personnel					
010-4125-510100	Regular Salaries	167,147	171,900	193,018	204,301
010-4125-510200	Part-time Salaries	0	0	0	0
010-4125-510300	Overtime	0	0	0	0
010-4125-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4125-510402	Technology Allowance	540	1,020	1,020	1,020
010-4125-510500	Vacation/sick	3,605	6,497	7,339	7,339
010-4125-510600	Deferred Compensation	4,873	4,972	5,355	5,546
010-4125-510700	Retirement	33,996	37,266	44,247	49,001
010-4125-510800	Group Health Insurance	14,430	14,637	16,453	18,043
010-4125-510900	Group Dental Insurance	1,080	1,184	1,254	1,254
010-4125-511000	Group Life Insurance	590	990	438	438
010-4125-511100	Group Disability Insurance	1,997	2,046	2,200	2,329
010-4125-511200	Medicare Taxes	2,568	2,720	3,074	3,264
Category: 5100 - Personnel Total:		233,227	245,632	276,798	294,935
Category: 5400 - Materials, Supplies, and Services					
010-4125-541500	Travel/conferences/meetings	1,274	1,500	1,500	1,500
010-4125-541600	Membership And Dues	1,064	600	600	600
010-4125-542000	Office Supplies	166	500	500	500
010-4125-542200	Books And Subscriptions	4,515	5,500	5,500	5,500
010-4125-542400	Special Supplies	99	700	700	700
010-4125-544000	Other Charges	17,600	25,000	25,000	25,000
Category: 5400 - Materials, Supplies, and Services Total:		24,718	33,800	33,800	33,800
Category: 5500 - Contract Services					
010-4125-552000	Contract Services	52,921	89,000	55,000	102,000
Category: 5500 - Contract Services Total:		52,921	89,000	55,000	102,000
Department: 4125 - CITY CLERK Total:		310,866	368,432	365,598	430,735

**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 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4140 - CITY ATTORNEY				
Category: 5500 - Contract Services				
010-4140-551000 Professional Services	63,257	110,000	110,000	110,000
010-4140-552000 Contract Services	240,642	170,000	170,000	170,000
Category: 5500 - Contract Services Total:	303,899	280,000	280,000	280,000
Department: 4140 - CITY ATTORNEY Total:	303,899	280,000	280,000	280,000

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

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

Services - Services provided by the Finance Department include managing the City’s computer services, maintaining reliable accounting records, payment of approved warrants, financial statement reporting in compliance with Generally Accepted Accounting Principles (GAAP), and preparation of the annual budget, prudent fiscal planning, and debt administration. The cash-management function is responsible for the prudent investment of surplus 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 2017-18 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 2019)
- ❖ Prepared two-year budget for 2017-18/2018-19 Operating and Capital Improvement Program Budget and received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. (February 2018)
- ❖ Submitted California State Controller’s reports by applicable deadlines (October and December 2018).

Additional Accomplishments

- ❖ Prepared 2-year budget plan.
- ❖ Prepared all required ROPs by required deadlines.
- ❖ Successfully implemented online business tax renewals.

Objectives

- ❖ Publish FY 2018-19 CAFR, meeting requirements for GFOA Certificate of Achievement for Excellence in Financial Reporting.
- ❖ Prepare and implement the Mid-Cycle Operating and Capital Improvement Program Review (CIP) .
- ❖ Submit five FY 2019-20 California State Controller’s Reports by applicable reporting deadlines.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget
Receive GFOA CAFR 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 2017-18 TO 2020-21

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Budget	Budget	Budget
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
010-4150-510100	Regular Salaries	206,744	252,316	236,647	266,451
010-4150-510200	Part Time Salaries	2,825	2,000	11,102	11,529
010-4150-510400	Special Pay	3,600	3,600	3,600	3,600
010-4150-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4150-510402	Technology Allowance	540	2,520	2,520	2,520
010-4150-510500	Vacation/sick	8,330	12,384	16,190	16,190
010-4150-510600	Deferred Compensation	7,096	7,599	8,352	8,597
010-4150-510700	Retirement	44,879	50,443	53,136	62,702
010-4150-510800	Group Health Insurance	28,296	23,357	24,705	27,954
010-4150-510900	Group Dental Insurance	2,686	2,553	1,886	1,970
010-4150-511000	Group Life Insurance	905	1,340	1,253	1,310
010-4150-511100	Group Disability Insurance	2,647	2,769	2,643	2,980
010-4150-511200	Medicare Taxes	3,753	3,510	3,723	4,169
Category: 5100 - Personnel Total:		314,701	366,791	368,157	412,372
Category: 5400 - Materials, Supplies, and Services					
010-4150-541500	Travel/conferences/meetings	2,206	4,200	4,200	4,200
010-4150-541600	Membership And Dues	1,067	500	500	500
010-4150-542000	Office Supplies	681	750	750	750
010-4150-542200	Books And Subscriptions	715	500	500	500
010-4150-542300	Printing	5,528	4,500	4,500	4,500
010-4150-542500	Small Equipment	0	100	100	100
010-4150-543100	Mileage	150	300	300	300
010-4150-544000	Other Charges	21,428	22,750	22,750	22,750
Category: 5400 - Materials, Supplies, and Services Total:		31,774	33,600	33,600	33,600
Category: 5500 - Contract Services					
010-4150-551000	Professional Services	83,511	81,700	81,700	81,700
Category: 5500 - Contract Services Total:		83,511	81,700	81,700	81,700
Department: 4150 - FINANCE Total:		429,986	482,091	483,457	527,672

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

- ❖ Completed installation of Civic Center HVAC Compressor
- ❖ Completed exterior landscape enhancements

Objectives

- ❖ Continue to research methods and technologies to reduce energy use
- ❖ Continue to purchase environmental friendly green products where feasible
- ❖ Utilize Five Year Facility Forecasting Improvement Schedule to anticipate future expenditure costs
- ❖ Continue to perform preventative maintenance task at facility
- ❖ Implement Phase 1 of City Audio Visual Improvements
- ❖ Continue implementing longer term contractor agreements to control of operating cost



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4180 - PUBLIC FACILITIES					
Category: 5400 - Materials, Supplies, and Services					
010-4180-542400	Special Supplies	2,719	3,000	3,000	3,000
010-4180-542500	Small Equipment	138	500	500	500
010-4180-542700	Communications	19,797	22,000	22,000	22,000
010-4180-542800	Utilities	110,976	112,000	112,000	112,000
010-4180-542801	Water	25,024	12,000	12,000	12,000
010-4180-543000	Maintenance Buildings/grounds	51,409	55,000	55,000	55,000
010-4180-543400	Maintenance Of Equipment	64,568	75,000	45,000	70,000
010-4180-543401	Audio Visual Maintenance	15,867	15,000	15,000	78,000
010-4180-543402	Vehicle Maintenance/fuel	12,299	16,000	16,000	16,000
010-4180-544000	Other Charges	204	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:		302,999	310,500	280,500	368,500
Category: 5500 - Contract Services					
010-4180-551000	Professional Services	0	1,000	1,000	1,000
Category: 5500 - Contract Services Total:		0	1,000	1,000	1,000
Category: 5600 - Capital Outlay					
010-4180-568100	Land	0	800,000	0	0
010-4180-568200	Other Improvements	11,014	44,000	20,000	20,000
010-4180-568300	Equipment	6,396	10,000	10,000	10,000
Category: 5600 - Capital Outlay Total:		17,410	854,000	30,000	30,000
Department: 4180 - PUBLIC FACILITIES Total:		320,408	1,165,500	311,500	399,500



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4190 - NON DEPARTMENTAL					
Category: 5100 - Personnel					
010-4190-510800	Group Health Insurance	187,420	195,000	201,000	207,000
Category: 5100 - Personnel Total:		187,420	195,000	201,000	207,000
Category: 5400 - Materials, Supplies, and Services					
010-4190-541600	Membership And Dues	106,959	103,235	111,710	111,710
010-4190-541700	Training	10,566	11,000	15,000	15,000
010-4190-542000	Office Supplies	7,375	7,000	7,000	7,000
010-4190-542100	Postage	7,130	10,000	10,000	10,000
010-4190-542300	Printing	2,958	3,000	3,000	3,000
010-4190-542400	Special Supplies	10,968	5,000	5,000	5,000
010-4190-542600	Advertising	14,240	5,000	5,000	5,000
010-4190-542700	Communications	2,343	3,432	3,432	3,432
010-4190-542900	Rents And Leases	9,757	12,000	12,000	12,000
010-4190-543700	Insurance And Surety Bonds	502,041	445,840	452,164	511,106
010-4190-544000	Other Charges	22,881	39,548	21,148	19,548
Category: 5400 - Materials, Supplies, and Services Total:		697,217	645,055	645,454	702,796
Category: 5500 - Contract Services					
010-4190-551000	Professional Services	83,527	58,500	118,500	118,500
010-4190-551008	Agoura/Calabasas Community Cen	51,047	50,000	65,000	65,000
010-4190-551009	Community Participation	18,550	29,000	22,000	22,000
010-4190-551010	Media	19,100	20,000	40,500	30,500
010-4190-552000	Contract Services	28,439	53,000	34,000	28,000
010-4190-552017	Film Permit Svcs.	22,963	20,000	20,000	20,000
Category: 5500 - Contract Services Total:		223,626	230,500	302,500	284,000
Category: 5800 - Administrative Charges					
010-4190-585000	Bad Debt Expenses	497	1,100	1,100	1,100
Category: 5800 - Administrative Charges Total:		497	1,100	1,100	1,100
Department: 4190 - NON DEPARTMENTAL Total:		1,108,761	1,071,655	1,150,054	1,194,896



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4195 - AUTOMATED OFFICE SYSTEMS					
Category: 5400 - Materials, Supplies, and Services					
010-4195-542000	Office Supplies	5,109	8,000	8,000	8,000
010-4195-542400	Special Supplies	0	300	300	300
010-4195-543400	Maintenance Of Equipment	0	500	500	500
Category: 5400 - Materials, Supplies, and Services		5,109	8,800	8,800	8,800
Total:					
Category: 5500 - Contract Services					
010-4195-551000	Professional Services	16,308	6,000	6,000	6,000
010-4195-552000	Contract Services	206,222	188,219	188,219	188,219
Category: 5500 - Contract Services Total:		222,530	194,219	194,219	194,219
Category: 5600 - Capital Outlay					
010-4195-568200	Other Improvements	0	1,000	1,000	1,000
010-4195-568300	Equipment	50,884	82,700	52,700	52,700
Category: 5600 - Capital Outlay Total:		50,884	83,700	53,700	53,700
Department: 4195 - AUTOMATED OFFICE SYSTEMS		278,523	286,719	256,719	256,719
Total:					

**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 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4210 - LOS ANGELES COUNTY SHERIFF					
Category: 5400 - Materials, Supplies, and Services					
010-4210-543400	Maintenance Of Equipment	5,177	3,000	3,000	3,000
010-4210-543700	Insurance And Surety Bonds	400,978	431,620	475,400	493,511
Category: 5400 - Materials, Supplies, and Services		406,155	434,620	478,400	496,511
Total:					
Category: 5500 - Contract Services					
010-4210-552050	General Law	2,947,283	3,035,005	3,210,066	3,350,112
010-4210-552051	Traffic Enforcement	141,517	151,731	119,200	179,377
010-4210-552052	Special Events	15,613	20,000	20,000	20,000
010-4210-552054	Juvenile Intervention Program	250	0	0	0
010-4210-552055	Star Program	42,789	50,100	50,100	50,839
010-4210-552056	Community Service Officer	34,003	31,944	33,541	34,819
010-4210-552057	Other Sheriff Services	2,220	3,600	3,600	3,600
010-4210-552058	Cops Program	15,176	27,900	27,900	27,900
010-4210-552059	Special Enforcement Deputy	723,886	732,907	743,642	754,213
010-4210-552060	Sttop	31,452	35,066	37,680	37,680
010-4210-552061	Fingerprint Tech	27,916	28,375	29,700	30,834
010-4210-552063	Crime Analyst	0	0	50,000	50,000
Category: 5500 - Contract Services Total:		3,982,105	4,116,628	4,325,429	4,539,374
Category: 5600 - Capital Outlay					
010-4210-568300	Equipment	0	3,000	3,000	3,000
Category: 5600 - Capital Outlay Total:		0	3,000	3,000	3,000
Department: 4210 - LOS ANGELES COUNTY SHERIFF		4,388,261	4,554,248	4,806,829	5,038,885
Total:					

**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 2018 Fall and 2019 Spring Community Emergency Response Team (CERT) training classes.
- ❖ CERT DRT members logged numerous volunteer hours in FY 2017-18.
- ❖ Two additional members added to the City’s DRT
- ❖ Completed 2017 City Emergency Operations Plan
- ❖ Completed the 2018 Las Virgenes COG Multi-Jurisdiction Hazard Mitigation Plan

Additional Accomplishments

- ❖ Area B Cities received FY 2018-19 EMPG Grant Funding

Objectives

- ❖ Increase City CERT DRT membership annually (minimum 5%)
- ❖ Complete recertification of CERT DRT members CPR/AED training for 2020
- ❖ Begin work on City Crisis Communication Plan
- ❖ Complete Review of City Response to Woolsey Fire

Performance Measures	Actuals		Future Estimate
	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget
Revised City EOP	Completed	n/a	n/a
Recertify City CERT DRT members basic first aid/AED training	n/a	n/a	34
Increase CERT DRT membership – (Active CERT Members)	35	37	36
Connect CTY – Geo-Mapping Features (Create New Maps Areas)	n/a	25	3



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Budget	Budget	Budget
Department: 4215 - EMERGENCY SERVICES					
Category: 5400 - Materials, Supplies, and Services					
010-4215-541500	Travel/conferences/meetings	1,268	1,200	1,200	1,200
010-4215-541700	Training	780	4,500	3,500	2,500
010-4215-542300	Printing	950	1,500	1,500	1,500
010-4215-542400	Special Supplies	3,791	5,000	10,000	9,600
010-4215-542700	Communications	3,475	4,000	6,000	3,500
Category: 5400 - Materials, Supplies, and Services Total:		10,264	16,200	22,200	18,300
Category: 5500 - Contract Services					
010-4215-552000	Contract Services	95	1,000	1,000	1,000
Category: 5500 - Contract Services Total:		95	1,000	1,000	1,000
Category: 5600 - Capital Outlay					
010-4215-568300	Equipment	0	6,000	2,500	1,500
Category: 5600 - Capital Outlay Total:		0	6,000	2,500	1,500
Department: 4215 - EMERGENCY SERVICES Total:		10,359	23,200	25,700	20,800



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Budget	Budget	Budget
Department: 4219 - Emergency Incident					
Category: 5100 - Personnel					
010-4219-510100	Regular Salaries	0	35,000	0	0
010-4219-510200	Part Time Salaries	0	1,023	0	0
010-4219-510600	Deferred Comp	0	630	0	0
010-4219-510700	Retirement	0	4,800	0	0
010-4219-510800	Group Health Ins	0	380	0	0
010-4219-510900	Group Dental	0	35	0	0
010-4219-511000	Group Life Ins	0	10	0	0
010-4219-511100	Group Disability Ins	0	42	0	0
010-4219-511200	Medicare	0	510	0	0
Category: 5100 - Personnel Total:		0	42,430	0	0
Category: 5500 - Contract Services					
010-4219-551000	Professional Services	0	67,570	0	0
Category: 5500 - Contract Services Total:		0	67,570	0	0
Department: 4219 - Emergency Incident Total:		0	110,000	0	0



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4220 - SCHOOL CROSSING GUARDS					
Category: 5500 - Contract Services					
<u>010-4220-551000</u>	Professional Services	36,810	27,000	0	35,000
Category: 5500 - Contract Services Total:		36,810	27,000	0	35,000
Department: 4220 - SCHOOL CROSSING GUARDS Total:		36,810	27,000	0	35,000

**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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget
Indicator			
Kennel Services (Dog & Cat)	625	882	700
Kennel Services (Other Animals)	211	203	150
Animal Licenses Collected	1880	1797	1500
Animal Complaints (SeeClick Fix Reported)	11	6	5
Animal Complaints (SeeClick Fix Resolved)	10	6	5
Animal Penalties Collected	121	157	150



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4240 - ANIMAL CONTROL				
Category: 5500 - Contract Services				
010-4240-551000 Professional Services	0	4,000	4,000	4,000
010-4240-552000 Contract Services	73,536	100,000	100,000	100,000
Category: 5500 - Contract Services Total:	73,536	104,000	104,000	104,000
Department: 4240 - ANIMAL CONTROL Total:	73,536	104,000	104,000	104,000

City of Agoura Hills
PLANNING DIVISION
Department 4305

Mission – The division’s mission is to uphold the vision of the community to enhance the already great quality of life that exists in 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 division implements the City’s General Plan through policies and direction adopted by the City Council. The division is tasked to review and process 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 related questions. Our division 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 division 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 professional staff and are committed to delivering excellent customer service.

Service Level Trends – The division has seen an increase in the amount of development applications for the remodel of existing commercial centers as well as new commercial projects, wireless telecommunication facilities, and new residential development, including additions. There is a strong interest in development in the Agoura Village Specific Plan area, and construction permits as several applications have been received and are currently being processed. The Planning Division also assisted in the review of various environmental documents for capital improvement and trail projects, including the Kanan Road/Agoura Road Intersection Design, 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 2018-2019, the department received 12 applications for residential development projects, and 20 applications for 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 14 projects and/or use permits (17 separate applications). The department also received and approved 74 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

- Woolsey Fire rebuilding process and homeowner assistance/support
- Completion of LA Fitness Project
- Completion of construction plan review and start of construction for Marriott Courtyard/Towne Place Suites Hotel Project on Agoura Road
- Completion of construction plan review and start of construction Agoura Landmark Light Industrial Complex on Agoura Road
- Completed the ADA bridge in conjunction with Public Works staff

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 inclusionary housing ordinance and procedural guidelines
- 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, environmental review 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

Performance Measures	Prior Year Actuals	Future Estimate
Indicator	FY 2018-19 Budget	FY 2019-20 Budget
Planning Commission Action	14 projects (17 applications)	15 projects
Code Enforcement Cases	212	245
Counter Contacts	3,249	3,500



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
010-4305-510100	Regular Salaries	538,642	582,801	740,686	789,876
010-4305-510300	Overtime	0	0	0	0
010-4305-510400	Special Pay	5,400	12,600	9,000	9,000
010-4305-510401	Car Allowance	4,800	4,800	7,200	7,200
010-4305-510402	Technology Allowance	540	4,590	5,550	5,550
010-4305-510500	Vacation/sick	15,634	12,921	22,833	22,833
010-4305-510600	Deferred Compensation	11,637	12,038	17,567	18,132
010-4305-510700	Retirement	105,695	123,663	161,555	180,279
010-4305-510800	Group Health Insurance	93,875	99,536	122,441	134,279
010-4305-510900	Group Dental Insurance	8,053	9,272	10,693	10,693
010-4305-511000	Group Life Insurance	2,163	3,293	3,828	3,828
010-4305-511100	Group Disability Insurance	6,385	6,968	8,315	8,870
010-4305-511200	Medicare Taxes	8,311	8,936	11,068	11,781
Category: 5100 - Personnel Total:		801,135	881,418	1,120,736	1,202,321
Category: 5400 - Materials, Supplies, and Services					
010-4305-541500	Travel/conferences/meetings	454	4,000	11,000	11,000
010-4305-541600	Membership And Dues	1,498	2,000	3,000	3,000
010-4305-542000	Office Supplies	1,147	1,100	1,500	1,500
010-4305-542200	Books And Subscriptions	216	500	600	600
010-4305-542300	Printing	232	2,000	2,000	2,000
010-4305-542400	Special Supplies	152	800	800	800
010-4305-542500	Small Equipment	0	100	0	0
010-4305-542600	Advertising	4,863	5,000	5,000	5,000
010-4305-544000	Other Charges	3,729	1,000	1,000	1,000
Category: 5400 - Materials, Supplies, and Services Total:		12,290	16,500	24,900	24,900
Category: 5500 - Contract Services					
010-4305-551000	Professional Services	61,186	50,000	40,000	40,000
010-4305-552000	Contract Services	108,753	110,000	426,000	366,000
Category: 5500 - Contract Services Total:		169,939	160,000	466,000	406,000
Department: 4305 - COMMUNITY DEVELOPMENT Total:		983,364	1,057,918	1,611,636	1,633,221

City of Agoura Hills
BUILDING AND SAFETY DIVISION
Department 4390

Mission – To provide the highest level of customer service and professionalism that will continue to ensure a 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 goals.

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 2018-19 Fiscal year the following number of permits were issued:

- 3 New single family dwelling permits (1 is for a destroyed residence during Woolsey Fire)
- 17 Residential additions
- 6 Accessory dwelling units (ADU)
- 91 Residential/remodel permits
- 7 New commercial structures
- 30 Commercial alteration/remodel
- 70 Solar photovoltaic permits
- 20 Electric vehicle charging stations (EVCS)
- 126 Mechanical permits, 64 Electrical, 100 Plumbing
- 11 Pool permits
- 36 Sign permits

During 2018-19 Fiscal year 355 projects/plans were reviewed. Of these, 277 projects/plans were reviewed by our consultants and 78 were reviewed in-house

Additional Accomplishments

- Successfully, assisted the community during Woolsey Fire. Conducted field surveys, evaluated and assessed the buildings and tagged them accordingly.
- Continue to assist the residents with fire damaged properties with the recovery process.

- Continue to attend more trainings to understand the changes to the upcoming code (2019 California Building, Residential, Mechanical, Electrical, Plumbing, Fire, Energy, Green Building Codes). These codes will be adopted and enforced on January, 1, 2020.
- Prepare and amend the upcoming 2019 Codes based on our community's Climatic, Geologic and Topographic conditions.
- Successfully prepared and presented the departmental budget to the Finance Director and the City Manager.
- Successfully selected two local consultants out of total of eight proposals, to assist the department with the plan review and inspection services.
- Reviewed consultant's report for the accessibility inspections of all City facilities including but not limited to City Hall, Library, Recreation Center and City Parks.
- Successfully presented multiple training/events for the local chapter of International Code Council.
- Conducted multiple outreach programs locally to better inform our community of the efforts toward building safer structures.

Objectives

- Continue to stay abreast and knowledgeable of upcoming 2019 Codes
- Continue to stay abreast of all Department related Assembly and Senate Bills
- Utilizing the new technology to improve the efficiency and communication between all city departments.

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City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4390 - BUILDING & SAFETY					
Category: 5100 - Personnel					
010-4390-510100	Regular Salaries	292,952	299,762	303,808	321,480
010-4390-510200	Part-time Salaries	1,196	0	0	0
010-4390-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4390-510402	Technology Allowance	1,020	2,520	2,520	2,520
010-4390-510500	Vacation/sick	13,718	9,200	11,086	11,086
010-4390-510600	Deferred Compensation	7,187	7,295	7,865	8,082
010-4390-510700	Retirement	58,286	64,044	68,648	76,024
010-4390-510800	Group Health Insurance	55,018	57,992	66,024	72,470
010-4390-510900	Group Dental Insurance	2,696	2,912	2,912	2,912
010-4390-511000	Group Life Insurance	1,202	1,702	1,748	1,748
010-4390-511100	Group Disability Insurance	3,423	3,516	3,414	3,613
010-4390-511200	Medicare Taxes	4,614	4,522	4,617	4,873
Category: 5100 - Personnel Total:		443,712	455,865	475,042	507,208
Category: 5400 - Materials, Supplies, and Services					
010-4390-541500	Travel/conferences/meetings	4,943	4,800	7,700	7,700
010-4390-541600	Membership And Dues	912	960	1,300	1,300
010-4390-542000	Office Supplies	238	200	900	900
010-4390-542200	Books And Subscriptions	215	2,000	3,500	3,500
010-4390-542300	Printing	152	400	400	400
010-4390-542500	Small Equipment	159	800	500	500
010-4390-543100	Mileage	25	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:		6,643	9,160	14,300	14,300
Category: 5500 - Contract Services					
010-4390-552000	Contract Services	123,322	90,000	114,000	119,000
Category: 5500 - Contract Services Total:		123,322	90,000	114,000	119,000
Department: 4390 - BUILDING & SAFETY Total:		573,677	555,025	603,342	640,508

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

- ❖ Centralized volunteer program efforts which included implementing year-round teen volunteer program
- ❖ Cultural Arts Council hosted five separate Art Shows as part of the Art Gallery Series, including the Student Art Show, Solo Artist Show, and the Photography Show. CAC also presented the student scholarship to the Agoura High School Arts program, as part of the annual Give 91301 program
- ❖ Hosted another One City One Book event with bestselling author and over 500 people in attendance
- ❖ Hosted Community Service Days which included the creation of a new butterfly garden at Morrison Park
- ❖ Co-sponsored the Reality Party with Las Virgenes Unified School District with more than 200 people in attendance, as part of the Community 360 program
- ❖ Implemented monthly information blasts for the Teen and Senior Programs, along with Special Events
- ❖ Hosted a Creek Clean-Up Day as part of Community Service Days, with more than 150 people participating

Additional Accomplishments

- ❖ Coordinated with Westlake Village to implement a technology program for older adults at the computer lab at Agoura High School that sees many seniors each month
- ❖ 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 the Event Center to more than 75 customers for private events
- ❖ Received a Los Angeles County Arts Commission Grant for the entertainment at the annual Reyes Adobe Days
- ❖ Implemented new annual Holiday Boutique featuring local artists and artisans

Goals

- ❖ Increase the programs, activities, and services being offered to teens
- ❖ Continue to add, repair, and replace park equipment including recycling containers, picnic tables, and trash cans
- ❖ Work collaboratively with the Public Works Department to implement the Park Restroom Renovation Design Project
- ❖ Continue to work with the Regional Park and Open Space District to seek funding for various parks and recreation programs or projects
- ❖ Strengthen the publicity and marketing efforts of programs and announcements through an enhanced outreach approach, including an expanded social media plan
- ❖ Review Administrative Process, including Recreation Registration, Facility Reservations which includes the Recreation Center, picnic shelters, ballfields, and park amenities, and the Event Center
- ❖ Create, develop, and implement an annual event highlighting the Event Center and rental opportunities

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget
Receive increased amount of Rental Income for the Event Center and facility reservations	Yes	Yes	In Progress
Recognize Teen participants	Yes	Yes	In Progress
Recognize increase in participation at cultural arts events	Yes	Yes	In Progress



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Budget	Budget	Budget
Department: 4420 - RECREATION					
Category: 5100 - Personnel					
010-4420-510200	Part-time Salaries	4,944	1,000	1,000	1,000
010-4420-5102A0	Part - Time Salaries	28,471	49,500	49,500	49,500
010-4420-5102B0	Part - Time Salaries	1,528	8,500	8,500	8,500
010-4420-5102C0	Part - Time Salaries	30,053	15,500	15,500	15,500
010-4420-5102D0	Part - Time Salaries	22,516	10,000	10,000	10,000
010-4420-5102E0	Part - Time Salaries	12,922	6,700	6,700	6,700
010-4420-5102F0	Part - Time Salaries	326	3,200	3,200	3,200
010-4420-5102G0	Part-time Salaries - Teens	31,817	32,000	32,000	32,000
010-4420-5102H0	Part - Time Salaries	4,999	6,000	6,000	6,000
010-4420-5102I0	Part - Time Salaries	3,230	12,000	12,000	12,000
010-4420-510700	Retirement	1,402	1,946	1,946	1,946
010-4420-511200	Medicare Taxes	2,032	1,250	1,250	1,250
Category: 5100 - Personnel Total:		144,239	147,596	147,596	147,596
Category: 5400 - Materials, Supplies, and Services					
010-4420-5421D0	Postage - Seniors	900	900	900	900
010-4420-5421E0	Postage - Special Events	4,000	4,000	4,000	4,000
010-4420-542300	Printing	876	0	0	0
010-4420-5423A0	Printing - Classes	500	4,500	4,500	4,500
010-4420-5423B0	Printing -excursions	79	500	500	500
010-4420-5423C0	Printing - Camps	0	300	300	300
010-4420-5423D0	Printing - Seniors	3,692	6,800	6,800	6,800
010-4420-5423E0	Printing - Special Events	29,935	42,000	42,000	42,000
010-4420-5423G0	Printing - Teens	3,641	3,500	3,500	3,500
010-4420-5423H0	Printing - Comm Services	9,119	16,900	22,700	22,700
010-4420-5423I0	Cultural Arts	2,008	3,500	9,000	9,000
010-4420-542400	Special Supplies	803	0	0	0
010-4420-5424A0	Special Supplies - Classes	1,557	1,200	1,200	1,200
010-4420-5424B0	Special Supplies - Excursions	366	900	900	900
010-4420-5424C0	Special Supplies - Camps	3,825	6,800	6,800	6,800
010-4420-5424D0	Special Supplies - Seniors	5,237	6,900	7,400	7,400
010-4420-5424E0	Special Supplies - Spec Events	15,273	16,300	16,300	16,300
010-4420-5424F0	Special Supplies - Sports	0	1,300	1,300	1,300
010-4420-5424G0	Special Supplies - Teens	2,841	7,850	7,850	7,850
010-4420-5424H0	Special Supplies - Comm Servic	3,013	5,700	6,150	6,150
010-4420-5424I0	Special Supplies - Cultural Arts	1,030	6,300	4,000	4,000
010-4420-5426C0	Advertising - Camps	0	700	700	700



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Budget	Budget	Budget
010-4420-5426D0	Advertising-seniors	0	400	400	400
010-4420-5426G0	Advertising-teens	630	550	550	550
010-4420-5429A0	Rents and Leases - Classes	12,625	14,000	14,000	14,000
010-4420-5429F0	Rents And Leases - Sports	0	8,000	8,000	8,000
010-4420-5429G0	Rents And Leases - Teens	0	320	320	320
010-4420-5429H0	Rents And Leases - Comm Servic	1,789	2,200	2,400	2,400
010-4420-5429I0	Rents and Leases - Cultural Arts	0	5,100	0	0
010-4420-5440B0	Other Charges - Excursions	9,307	15,000	15,000	15,000
010-4420-5440D0	Other Charges - Seniors	20,194	24,000	24,000	24,000
010-4420-5440F0	Other Charges - Sports	0	1,400	1,400	1,400
010-4420-5440G0	Other Charges - Teens	1,528	5,800	5,800	5,800
Category: 5400 - Materials, Supplies, and Services		134,766	213,620	218,670	218,670
Total:					
Category: 5500 - Contract Services					
010-4420-5510E0	Professional Svcs - Spec Event	69,600	72,000	84,200	84,200
010-4420-5510H0	Professional Services-comm Ser	6,833	12,000	19,000	19,000
010-4420-5510I0	Professional Services - Cultural Arts	15,654	28,000	12,000	12,000
010-4420-5520A0	Contract Services - Classes	221,567	161,400	161,400	161,400
010-4420-5520C0	Contract Services - Camps	1,344	1,500	1,500	1,500
010-4420-5520D1	Contract Services - Seniors	10,986	15,500	15,500	15,500
010-4420-5520E0	Contract Services-spec Events	51,024	52,000	64,000	64,000
010-4420-5520G0	Contract Services -teens	2,298	2,200	2,200	2,200
Category: 5500 - Contract Services Total:		379,306	344,600	359,800	359,800
Department: 4420 - RECREATION Total:		658,311	705,816	726,066	726,066



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4425 - REYES ADOBE					
Category: 5100 - Personnel					
010-4425-510200	Part-time salaries	10,881	7,200	7,200	7,200
010-4425-510700	Retirement	0	0	0	0
010-4425-511200	Medicare taxes	158	140	140	140
	Category: 5100 - Personnel Total:	11,039	7,340	7,340	7,340
Category: 5400 - Materials, Supplies, and Services					
010-4425-542000	Office Supplies	35	500	500	500
010-4425-542300	Printing	283	1,000	1,000	1,000
010-4425-542400	Special Supplies	435	2,200	2,200	2,200
010-4425-542700	Communications	136	1,500	1,500	1,500
010-4425-543000	Maintenance Buildings/grounds	3,485	20,000	20,000	20,000
	Category: 5400 - Materials, Supplies, and Services Total:	4,374	25,200	25,200	25,200
Category: 5500 - Contract Services					
010-4425-552000	Contract Services	0	5,000	5,000	5,000
	Category: 5500 - Contract Services Total:	0	5,000	5,000	5,000
	Department: 4425 - REYES ADOBE Total:	15,413	37,540	37,540	37,540



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Budget	Budget	Budget
Department: 4426 - RECREATION CENTER					
Category: 5100 - Personnel					
010-4426-510200	Part Time Salaries	50,037	75,600	75,600	75,600
010-4426-510700	Retirement	1,571	1,946	1,946	1,946
010-4426-511200	Medicare Taxes	735	384	384	384
Category: 5100 - Personnel Total:		52,343	77,930	77,930	77,930
Category: 5400 - Materials, Supplies, and Services					
010-4426-542400	Special supplies	19,509	15,000	15,000	15,000
010-4426-542700	Communications	7,999	10,000	10,000	10,000
010-4426-542800	Utilities	56,079	60,000	60,000	60,000
010-4426-542801	Water	15,610	16,000	16,000	16,000
010-4426-543000	Maintenance buildings/grounds	135,850	145,000	137,000	137,000
010-4426-543400	Maintenance of equipment	990	2,500	2,500	2,500
Category: 5400 - Materials, Supplies, and Services Total:		236,037	248,500	240,500	240,500
Category: 5500 - Contract Services					
010-4426-552000	Contract services	46,038	38,000	50,000	50,000
Category: 5500 - Contract Services Total:		46,038	38,000	50,000	50,000
Category: 5600 - Capital Outlay					
010-4426-568200	Other improvements	134,921	145,000	145,000	145,000
010-4426-568300	Equipment	0	10,000	10,000	10,000
Category: 5600 - Capital Outlay Total:		134,921	155,000	155,000	155,000
Department: 4426 - RECREATION CENTER Total:		469,340	519,430	523,430	523,430



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Budget	Budget	Budget
Department: 4440 - COMMUNITY SERVICES					
Category: 5100 - Personnel					
010-4440-510100	Regular Salaries	656,761	633,313	712,698	771,245
010-4440-510200	Part-time Salaries	99,414	89,300	89,300	89,300
010-4440-510300	Overtime	489	0	0	0
010-4440-510401	Car Allowance	4,800	4,800	4,800	4,800
010-4440-510402	Technology Allowance	4,493	7,635	7,620	7,620
010-4440-510500	Vacation/sick	14,583	18,126	19,545	19,545
010-4440-510600	Deferred Compensation	11,211	15,311	17,783	17,971
010-4440-510700	Retirement	124,924	131,933	153,320	161,233
010-4440-510800	Group Health Insurance	107,274	112,539	121,726	133,533
010-4440-510900	Group Dental Insurance	9,335	9,344	9,166	9,166
010-4440-511000	Group Life Insurance	2,705	3,281	4,122	4,122
010-4440-511100	Group Disability Insurance	7,500	6,608	8,067	8,733
010-4440-511200	Medicare Taxes	11,452	10,144	11,406	12,306
Category: 5100 - Personnel Total:		1,054,939	1,042,334	1,159,553	1,239,574
Category: 5400 - Materials, Supplies, and Services					
010-4440-541500	Travel/conferences/meetings	780	3,500	3,500	3,500
010-4440-541600	Membership And Dues	625	1,200	1,200	1,200
010-4440-542000	Office Supplies	7,123	7,000	7,000	7,000
010-4440-542100	Postage	12,535	14,000	14,000	14,000
010-4440-542300	Printing	41,646	51,500	51,500	51,500
010-4440-542400	Special Supplies	3,769	5,500	5,500	5,500
010-4440-542900	Rents And Leases	4,952	7,000	7,000	7,000
010-4440-543100	Mileage	12	400	400	400
010-4440-544000	Other Charges	46,189	47,000	47,000	47,000
Category: 5400 - Materials, Supplies, and Services Total:		117,631	137,100	137,100	137,100
Department: 4440 - COMMUNITY SERVICES Total:		1,172,570	1,179,434	1,296,653	1,376,674



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4450 - PARKS MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
010-4450-542400	Special Supplies	38,184	30,000	30,000	30,000
010-4450-5424H0	Special Supplies - Comm Service	34,445	54,500	54,500	54,500
010-4450-542800	Utilities	6,820	7,000	7,000	7,000
010-4450-542801	Water	99,981	90,000	120,000	120,000
010-4450-542900	Rents And Leases	3,025	10,500	10,500	10,500
010-4450-543000	Maintenance Buildings/grounds	55,429	50,000	50,000	50,000
Category: 5400 - Materials, Supplies, and Services Total:		237,884	242,000	272,000	272,000
Category: 5500 - Contract Services					
010-4450-552000	Contract Services	302,176	283,750	283,750	283,750
010-4450-552095	Tree Maintenance In Parks	22,788	25,000	25,000	25,000
Category: 5500 - Contract Services Total:		324,964	308,750	308,750	308,750
Category: 5600 - Capital Outlay					
010-4450-568200	Other Improvements	109,298	20,000	20,000	20,000
Category: 5600 - Capital Outlay Total:		109,298	20,000	20,000	20,000
Department: 4450 - PARKS MAINTENANCE Total:		672,146	570,750	600,750	600,750

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 6, 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 the Reyes Adobe Landscaping.
- ❖ Initiated Construction of the Palo Comado Interchange.
- ❖ Secured a \$1 million dollar earmark in the state budget for design of the Medea/Palo Comado Storm Water Treatment Plant, Linear Park, and Wetlands Improvement Project.
- ❖ Secured \$3.5 million dollars through Proposition 1 funding to go towards the construction of the Medea/Palo Comado Storm Water Treatment Plant, Linear Park, and Wetlands Improvement Project.
- ❖ Reconstructed Balkins Drive & Fairview Place as part of emergency preparations.
- ❖ Completed the Old Agoura Park CDBG ADA Improvements Project.

Additional Accomplishments

- ❖ Lead agency for Malibu Creek Watershed Coordinated Integrated Monitoring Program (CIMP)
- ❖ Issued 181 total permits which include encroachment, oversize/wide load, news rack, etc.
- ❖ Completed the Annual Street Resurfacing Project.
- ❖ Completed the Annual Sidewalk Repair Project.
- ❖ Swept over 476 curb miles twice per month.
- ❖ Approximately 803 trees trimmed per year.
- ❖ Completed the sixth year of the catch basin insert program.
- ❖ Completed Woolsey Fire and Rainstorm Prep/Clean-up.

Goals and Objectives

- ❖ Complete construction of the U.S.101/Palo Comado Interchange Project by summer 2020.
- ❖ Complete design for Kanan/Agoura Ultimate Intersection.
- ❖ Complete design and begin construction of Roadside Bridge Widening Project.
- ❖ Submit Prop. 1-Round 2 grant funding application for County Yard Treatment Plant.
- ❖ Timely delivery of annual street overlay and concrete repair projects.
- ❖ Complete the Kanan Corridor Project Study Report.
- ❖ Complete the design of the Medea/Palo Comado Storm Water Treatment Plant, Linear Park, and Wetlands Improvement Project.
- ❖ Secure additional grant funding for the Medea/Palo Comado Storm Water Treatment Plant, Linear Park, and Wetlands Improvement project.

Performance Measures	Prior Year Actuals	Future Estimate
Indicator	FY 2018-19	FY 2019-20 Budget
Capital projects constructed	6	8
Development cases processed	1	4
SeeClickFix items addressed	549	600



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
010-4505-510100	Regular Salaries	264,600	337,181	315,630	319,758
010-4505-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4505-510402	Technology Allowance	2,580	5,580	5,580	5,580
010-4505-510500	Vacation/sick	11,984	10,319	15,036	15,036
010-4505-510600	Deferred Compensation	10,732	11,288	14,669	14,948
010-4505-510700	Retirement	54,320	63,293	61,996	65,128
010-4505-510800	Group Health Insurance	63,693	53,427	68,095	69,546
010-4505-510900	Group Dental Insurance	6,014	5,470	6,321	5,858
010-4505-511000	Group Life Insurance	1,178	1,416	1,701	1,599
010-4505-511100	Group Disability Insurance	3,313	2,925	3,522	3,566
010-4505-511200	Medicare Taxes	4,166	3,688	4,681	4,726
Category: 5100 - Personnel Total:		424,981	496,987	499,631	508,145
Category: 5400 - Materials, Supplies, and Services					
010-4505-541500	Travel/conferences/meetings	2,056	2,000	2,000	2,000
010-4505-541600	Membership And Dues	1,440	1,000	1,000	1,000
010-4505-542000	Office Supplies	384	500	500	500
010-4505-542200	Books And Subscriptions	352	250	250	250
010-4505-542300	Printing	953	1,500	1,500	1,500
010-4505-542400	Special Supplies	1,352	500	500	500
010-4505-543400	Maintenance Of Equipment	39	500	500	500
010-4505-544000	Other Charges	746	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:		7,321	6,250	6,250	6,250
Category: 5500 - Contract Services					
010-4505-551000	Professional Services	24,271	0	0	0
010-4505-552000	Contract Services	208,715	149,550	72,550	147,550
010-4505-552002	Plan Check And Inspection	99,341	100,000	100,000	100,000
010-4505-552003	Special Projects	20,556	425,000	50,000	50,000
Category: 5500 - Contract Services Total:		352,883	674,550	222,550	297,550
Department: 4505 - PUBLIC WORKS Total:		785,185	1,177,787	728,431	811,945



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4510 - TRAFFIC SAFETY					
Category: 5500 - Contract Services					
010-4510-552012	Traffic Signing	17,455	0	0	0
010-4510-552014	Accident repairs	9,081	25,000	10,000	10,000
Category: 5500 - Contract Services Total:		26,536	25,000	10,000	10,000
Category: 6000 - Other Improvements/Projects					
010-4510-632200	Bike Lanes	0	0	0	50,000
Category: 6000 - Other Improvements/Projects Total:		0	0	0	50,000
Department: 4510 - TRAFFIC SAFETY Total:		26,536	25,000	10,000	60,000



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
010-4520-542400	Special Supplies	17,808	22,000	47,000	47,000
010-4520-542800	Utilities	5,211	5,000	5,000	5,000
010-4520-543000	Maintenance Buildings/grounds	0	0	10,000	10,000
Category: 5400 - Materials, Supplies, and Services Total:		23,019	27,000	62,000	62,000
 Category: 5500 - Contract Services					
010-4520-552000	Contract Services	186,098	206,200	191,200	241,200
010-4520-552020	Street Repairs & Maintenance	7,578	10,000	10,000	10,000
010-4520-552031	Graffiti Removal	3,237	6,000	6,000	6,000
010-4520-552032	Equestrian Trail Maintenance	6,348	4,000	4,000	4,000
Category: 5500 - Contract Services Total:		203,260	226,200	211,200	261,200
Department: 4520 - LANDSCAPE MAINTENANCE Total:		226,280	253,200	273,200	323,200



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
010-4525-552041 Storm Drain Maintenance	131,509	75,000	0	0
010-4525-552043 Npdes Compliance	196,085	201,800	226,800	226,800
Category: 5500 - Contract Services Total:	327,595	276,800	226,800	226,800
Department: 4525 - STORM DRAIN & FLOOD CONTROL	327,595	276,800	226,800	226,800
Total:				



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS					
Category: 6000 - Other Improvements/Projects					
010-4610-600100	City Beautification	9,082	10,000	10,000	10,000
010-4610-600800	Property Acquisition	167,980	0	0	0
Category: 6000 - Other Improvements/Projects Total:		177,062	10,000	10,000	10,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:		177,062	10,000	10,000	10,000



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>010-4640-630500</u> Annual Overlay	5,000	75,000	0	0
Category: 6200 - Street Improvements Total:	5,000	75,000	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	5,000	75,000	0	0
Expense Total:	15,518,153	16,154,292	15,804,165	16,736,049
Fund: 010 - GENERAL Total:	15,518,153	16,154,292	15,804,165	16,736,049



“Chesebro Trail – Old Agoura”



CITY OF AGOURA HILLS

Budget

Fiscal Year 2019-20 / 2020-21



Other Funds



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 011 - CAPITAL PROJECT FUND				
Department: 4610 - OTHER IMPROVEMENTS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>011-4610-600300</u> Kanan Median Project	254,333	0	0	0
Category: 6000 - Other Imp/Projects Total:	254,333	0	0	0
Dept: 4610 - OTHER IMPROVEMENT/PROJ Total:	254,333	0	0	0
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
<u>011-4620-610300</u> Park Improvements	51,155	60,000	0	0
Category: 6000 - Other Imp/Projects Total:	51,155	60,000	0	0
Department: 4620 - PARK IMPROVEMENTS Total:	51,155	60,000	0	0
Department: 4640 - STREET IMPROVEMENTS				
Category: 5600 - Capital Outlay				
<u>011-4640-632100</u> Reyes Adobe LS Project	9,230	210,000	0	0
Category: 5600 - Capital Outlay Total:	9,230	210,000	0	0
Category: 6200 - Street Improvements				
<u>011-4640-630500</u> Annual Overlay	0	100,000	0	0
Category: 6200 - Street Improvements Total:	0	100,000	0	0
Dept: 4640 - STREET IMPROVEMENTS Total:	9,230	310,000	0	0
Expense Total:	314,718	370,000	0	0
Fund: 011 - CAPITAL PROJECT FUND Total:	314,718	370,000	0	0



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 015 - RECREATION CENTER CAPITAL PROJ				
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 5500 - Contract Services				
<u>015-4610-552000</u> Contract services	0	12,000	0	0
Category: 5500 - Contract Services Total:	0	12,000	0	0
Category: 6000 - Other Improvements/Projects				
<u>015-4610-601500</u> Trails	0	3,200	0	0
Category: 6000 - Other Impr/Projects Total:	0	3,200	0	0
Dept: 4610 - OTHER IMPR/PROJECTS Total:	0	15,200	0	0
Expense Total:	0	15,200	0	0
nd: 015 - RECREATION CENTER CAPITAL PROJ Total:	0	15,200	0	0

Fund: 016 - STORM WATER CAP PROJECT FUND				
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
<u>016-4525-551000</u> Professional Services	0	0	600,000	0
<u>016-4525-552043</u> NPDES compliance	0	0	0	0
<u>016-4525-552045</u> Storm Drain Inserts	0	0	0	0
Category: 5500 - Contract Services Total:	0	0	600,000	0
Dept: 4525 - STORM DRAIN & FLOOD CONT Total:	0	0	600,000	0
Expense Total:	0	0	600,000	0
Fund: 016-STORM WATER CAP PROJ FUND Total:	0	0	600,000	0



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 018 - MEASURE R GRANT					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
018-4120-510100	Regular Salaries	159,778	109,262	0	0
018-4120-510700	Retirement	28,979	22,964	0	0
018-4120-510800	Group Health Insurance	13,663	10,876	0	0
018-4120-510900	Group Dental Insurance	1,302	1,085	0	0
018-4120-511000	Group Life Insurance	376	610	0	0
018-4120-511100	Group Disability Insurance	1,662	1,261	0	0
018-4120-511200	Medicare Taxes	2,319	1,720	0	0
Category: 5100 - Personnel Total:		208,079	147,778	0	0
Department: 4120 - CITY MANAGER Total:		208,079	147,778	0	0
Department: 4140 - CITY ATTORNEY					
Category: 6200 - Street Improvements					
018-4140-631200	Agoura Road Widening	19,604	0	0	0
Category: 6200 - Street Improvements Total:		19,604	0	0	0
Department: 4140 - CITY ATTORNEY Total:		19,604	0	0	0
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
018-4150-510100	Regular Salaries	23,471	27,978	0	0
018-4150-510700	Retirement	6,559	5,948	0	0
018-4150-510800	Group Health Insurance	3,366	3,415	0	0
018-4150-510900	Group Dental Insurance	271	301	0	0
018-4150-511000	Group Life Insurance	101	158	0	0
018-4150-511100	Group Disability Insurance	277	327	0	0
018-4150-511200	Medicare Taxes	347	414	0	0
Category: 5100 - Personnel Total:		34,391	38,541	0	0
Department: 4150 - FINANCE Total:		34,391	38,541	0	0
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
018-4305-510100	Regular Salaries	188	0	0	0
018-4305-510700	Retirement	28	0	0	0
018-4305-510800	Group Health Insurance	109	0	0	0
018-4305-510900	Group Dental Insurance	10	0	0	0
018-4305-511000	Group Life Insurance	3	0	0	0
018-4305-511100	Group Disability Insurance	7	0	0	0
018-4305-511200	Medicare Taxes	3	0	0	0
Category: 5100 - Personnel Total:		348	0	0	0
Dept: 4305 - COMMUNITY DEVELOPMENT Total:		348	0	0	0



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
018-4505-510100	Regular Salaries	182,245	134,153	0	0
018-4505-510700	Retirement	36,614	28,635	0	0
018-4505-510800	Group Health Insurance	31,968	24,898	0	0
018-4505-510900	Group Dental Insurance	2,983	2,546	0	0
018-4505-511000	Group Life Insurance	696	761	0	0
018-4505-511100	Group Disability Insurance	2,036	1,572	0	0
018-4505-511200	Medicare Taxes	2,629	1,977	0	0
Category: 5100 - Personnel Total:		259,172	194,542	0	0
Department: 4505 - PUBLIC WORKS Total:		259,172	194,542	0	0
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
018-4640-630700	Chesebro Bridge	282,328	5,000,000	4,000,000	0
018-4640-630900	Kanan/Agoura Road Intersection	116,898	92,000	58,000	0
018-4640-631200	Agoura Road Widening	1,506,751	1,004,000	270,000	0
018-4640-632000	Kanan Interchange Overpass	46,459	300,300	212,500	0
Category: 6200 - Street Improvements Total:		1,952,437	6,396,300	4,540,500	0
Department: 4640 - STREET IMPROVEMENTS Total:		1,952,437	6,396,300	4,540,500	0
Expense Total:		2,474,031	6,777,161	4,540,500	0
Fund: 018 - MEASURE R GRANT Total:		2,474,031	6,777,161	4,540,500	0



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 019 - MEASURE M					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
019-4120-510100	Regular Salaries	0	0	59,171	62,630
019-4120-510700	Retirement	0	0	13,564	15,022
019-4120-510800	Group Health Insurance	0	0	6,574	7,209
019-4120-510900	Group Dental Insurance	0	0	600	601
019-4120-511000	Group Life Insurance	0	0	105	105
019-4120-511100	Group Disability Insurance	0	0	675	714
019-4120-511200	Medicare Taxes	0	0	953	1,004
Category: 5100 - Personnel Total:		0	0	81,642	87,285
Department: 4120 - CITY MANAGER Total:		0	0	81,642	87,285
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
019-4150-510100	Regular Salaries	0	0	50,135	53,973
019-4150-510700	Retirement	0	0	11,492	12,945
019-4150-510800	Group Health Insurance	0	0	6,927	7,604
019-4150-510900	Group Dental Insurance	0	0	455	455
019-4150-511000	Group Life Insurance	0	0	275	275
019-4150-511100	Group Disability Insurance	0	0	572	615
019-4150-511200	Medicare Taxes	0	0	765	821
Category: 5100 - Personnel Total:		0	0	70,621	76,688
Department: 4150 - FINANCE Total:		0	0	70,621	76,688
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
019-4505-510100	Regular Salaries	0	0	234,948	249,797
019-4505-510700	Retirement	0	0	53,858	59,914
019-4505-510800	Group Health Insurance	0	0	39,853	43,709
019-4505-510900	Group Dental Insurance	0	0	3,724	3,724
019-4505-511000	Group Life Insurance	0	0	1,265	1,265
019-4505-511100	Group Disability Insurance	0	0	2,678	2,848
019-4505-511200	Medicare Taxes	0	0	3,603	3,819
Category: 5100 - Personnel Total:		0	0	339,929	365,076
Department: 4505 - PUBLIC WORKS Total:		0	0	339,929	365,076
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
019-4640-630700	Kanan Corridor/Chesebro Bridge	0	0	4,000,000	2,750,000
Category: 6200 - Street Improvements Total:		0	0	4,000,000	2,750,000
Department: 4640 - STREET IMPROVEMENTS Total:		0	0	4,000,000	2,750,000
Expense Total:		0	0	4,492,192	3,279,049
Fund: 019 - MEASURE M Total:		0	0	4,492,192	3,279,049



City of Agoura Hills

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FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 020 - GAS TAX				
Department: 4220 - SCHOOL CROSSING GUARDS				
Category: 5500 - Contract Services				
<u>020-4220-551000</u> Professional Services	0	0	0	35,000
Category: 5500 - Contract Services Total:	0	0	0	35,000
Dept: 4220 - SCHOOL CROSSING GUARDS Total:	0	0	0	35,000
Department: 4510 - TRAFFIC SAFETY				
Category: 5400 - Materials, Supplies, and Services				
<u>020-4510-542800</u> Utilities	29,391	30,000	50,000	50,000
Category: 5400 - Mat, Supplies, and Svcs Total:	29,391	30,000	50,000	50,000
Category: 5500 - Contract Services				
<u>020-4510-552010</u> Traffic Engineer	0	50,000	30,000	30,000
Category: 5500 - Contract Services Total:	0	50,000	30,000	30,000
Department: 4510 - TRAFFIC SAFETY Total:	29,391	80,000	80,000	80,000
Department: 4515 - STREET MAINTENANCE				
Category: 5500 - Contract Services				
<u>020-4515-552021</u> Street Sweeping	144,347	160,000	160,000	160,000
<u>020-4515-552028</u> Special Street Projects	5,666	5,000	5,000	5,000
Category: 5500 - Contract Services Total:	150,013	165,000	165,000	165,000
Department: 4515 - STREET MAINTENANCE Total:	150,013	165,000	165,000	165,000
Department: 4520 - LANDSCAPE MAINTENANCE				
Category: 5400 - Materials, Supplies, and Services				
<u>020-4520-542801</u> Water	54,839	60,000	60,000	60,000
Category: 5400 - Mat, Supplies, and Svcs Total:	54,839	60,000	60,000	60,000
Category: 5500 - Contract Services				
<u>020-4520-552000</u> Contract Services	104,573	110,300	125,100	175,300
<u>020-4520-552023</u> Street Tree Maintenance	73,686	75,000	75,000	75,000
Category: 5500 - Contract Services Total:	178,258	185,300	200,100	250,300
Dept: 4520 - LANDSCAPE MAINTENANCE Total:	233,097	245,300	260,100	310,300
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
<u>020-4525-552045</u> Storm Drain Inserts	0	57,000	0	0
Category: 5500 - Contract Services Total:	0	57,000	0	0
Dept: 4525 - STORM DRAIN & FLOOD CONTROL Total:	0	57,000	0	0
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>020-4640-630100</u> Annual Sidewalk Repairs	(59)	0	0	0
Category: 6200 - Street Improvements Total:	(59)	0	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	(59)	0	0	0
Expense Total:	412,442	547,300	540,100	555,300
Fund: 020 - GAS TAX Total:	412,442	547,300	540,100	555,300



City of Agoura Hills

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FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 022 - ROAD REHAB FUND				
Expense				
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>022-4640-630500</u> Annual Overlay	119,844	175,000	345,555	345,555
<u>022-4640-631900</u> Traffic Signal	0	150,000	0	0
Category: 6200 - Street Improvements Total:	119,844	325,000	345,555	345,555
Department: 4640 - STREET IMPROVEMENTS Total:	119,844	325,000	345,555	345,555
Expense Total:	119,844	325,000	345,555	345,555
Fund: 022 - ROAD REHAB FUND Total:	119,844	325,000	345,555	345,555
Fund: 040 - TRAFFIC SAFETY				
Department: 4220 - SCHOOL CROSSING GUARDS				
Category: 5500 - Contract Services				
<u>040-4220-551000</u> Professional Services	45,000	50,000	50,000	50,000
Category: 5500 - Contract Services Total:	45,000	50,000	50,000	50,000
Dept: 4220 - SCHOOL CROSSING GUARDS Total:	45,000	50,000	50,000	50,000
Expense Total:	45,000	50,000	50,000	50,000
Fund: 040 - TRAFFIC SAFETY Total:	45,000	50,000	50,000	50,000



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 060 - PROPOSITION A				
Department: 4120 - CITY MANAGER				
Category: 5100 - Personnel				
<u>060-4120-510100</u> Regular Salaries	10,524	0	0	0
Category: 5100 - Personnel Total:	10,524	0	0	0
Department: 4120 - CITY MANAGER Total:	10,524	0	0	0
Department: 4150 - FINANCE				
Category: 5100 - Personnel				
<u>060-4150-510100</u> Prop A Salaries	20,398	0	0	0
<u>060-4150-510700</u> Retirement	219	0	0	0
<u>060-4150-510800</u> Group Health	92	0	0	0
<u>060-4150-510900</u> group Dental	20	0	0	0
<u>060-4150-511000</u> Group Life	5	0	0	0
<u>060-4150-511100</u> Group Disability	18	0	0	0
<u>060-4150-511200</u> Medicare	22	0	0	0
Category: 5100 - Personnel Total:	20,774	0	0	0
Department: 4150 - FINANCE Total:	20,774	0	0	0
Department: 4420 - RECREATION				
Category: 5500 - Contract Services				
<u>060-4420-5520A0</u> Contract Services - Classes	2,000	2,000	2,000	2,000
<u>060-4420-5520B0</u> Recreation Transit- Excursions	6,768	16,000	16,000	16,000
<u>060-4420-5520D0</u> Recreation Transit - Seniors	27,158	22,000	25,000	25,000
<u>060-4420-5520E0</u> Contract Services-spec Events	1,221	5,000	5,000	5,000
<u>060-4420-5520G0</u> Contract Services -teens	1,215	5,000	5,000	5,000
Category: 5500 - Contract Services Total:	38,362	50,000	53,000	53,000
Department: 4420 - RECREATION Total:	38,362	50,000	53,000	53,000
Department: 4440 - COMMUNITY SERVICES				
Category: 5100 - Personnel				
<u>060-4440-510100</u> Regular Salaries	49,927	62,673	66,448	71,707
<u>060-4440-510700</u> Retirement	10,172	13,587	15,232	17,199
<u>060-4440-510800</u> Group Health Insurance	3,017	5,982	6,459	7,084
<u>060-4440-510900</u> Group Dental Insurance	294	590	590	590
<u>060-4440-511000</u> Group Life Insurance	203	222	386	386
<u>060-4440-511100</u> Group Disability Insurance	561	458	758	817
<u>060-4440-511200</u> Medicare Taxes	724	953	1,014	1,091
Category: 5100 - Personnel Total:	64,898	84,465	90,887	98,874
Department: 4440 - COMMUNITY SERVICES Total:	64,898	84,465	90,887	98,874
Department: 4520 - LANDSCAPE MAINTENANCE				
Category: 5400 - Materials, Supplies, and Services				
<u>060-4520-542801</u> Water	724	1,100	1,100	1,100
Category: 5400 - Matsl, Supplies, and Svc Total:	724	1,100	1,100	1,100
Category: 5500 - Contract Services				
<u>060-4520-552036</u> Park & Ride Lot Maintenance	6,196	6,250	10,000	10,000
<u>060-4520-552037</u> Bus Stop Maintenance	6,000	6,000	6,000	6,000
Category: 5500 - Contract Services Total:	12,196	12,250	16,000	16,000
Dept: 4520 - LANDSCAPE MAINTENANCE Total:	12,920	13,350	17,100	17,100



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Department: 4530 - TRANSPORTATION				
Category: 5500 - Contract Services				
060-4530-552080 Dial A Ride	195,047	232,246	384,846	384,846
060-4530-552081 Beach Bus	47,696	50,000	50,000	50,000
060-4530-552083 Incentive Grant	79,203	68,654	68,654	68,654
060-4530-552084 Staff Assistance To Mta	0	1,400	1,400	1,400
060-4530-552085 Shuttles	25,000	25,000	35,000	35,000
Category: 5500 - Contract Services Total:	346,946	377,300	539,900	539,900
Department: 4530 - TRANSPORTATION Total:	346,946	377,300	539,900	539,900
Department: 4610 - OTHER IMPROVEMENTS/PROJECTS				
Category: 5600 - Capital Outlay				
060-4610-568400 Vehicles	142,758	0	0	0
Category: 5600 - Capital Outlay Total:	142,758	0	0	0
Category: 6000 - Other Improvements/Projects				
060-4610-600200 Bus Shelter	0	0	36,000	36,000
Category: 6000 - Other Improvements/Projects Total:	0	0	36,000	36,000
Dept: 4610 - OTHER IMP/PROJECTS Total:	142,758	0	36,000	36,000
Expense Total:	637,181	525,115	736,887	744,874
Fund: 060 - PROPOSITION A Total:	637,181	525,115	736,887	744,874



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 061 - PROPOSITION C					
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
061-4150-510100	Regular salaries	4,713	0	11,738	0
061-4150-510700	Retirement	708	0	2,691	0
061-4150-510800	Group health insurance	618	0	773	0
061-4150-510900	Group dental insurance	61	0	85	0
061-4150-511000	Group life insurance	22	0	58	0
061-4150-511100	Group disability insurance	61	0	134	0
061-4150-511200	Medicare taxes	68	0	179	0
Category: 5100 - Personnel Total:		6,252	0	15,658	0
Department: 4150 - FINANCE Total:		6,252	0	15,658	0
Department: 4195 - AUTOMATED OFFICE SYSTEMS					
Category: 5500 - Contract Services					
061-4195-551010	Media	928	0	0	0
Category: 5500 - Contract Services Total:		928	0	0	0
Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:		928	0	0	0
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
061-4505-510100	Regular Salaries	29,549	9,511	9,869	29,956
061-4505-510700	Retirement	4,868	2,062	2,262	7,185
061-4505-510800	Group Health Insurance	3,520	2,218	2,360	7,718
061-4505-510900	Group Dental Insurance	335	231	231	694
061-4505-511000	Group Life Insurance	79	55	57	160
061-4505-511100	Group Disability Insurance	243	113	113	341
061-4505-511200	Medicare Taxes	294	142	150	451
Category: 5100 - Personnel Total:		38,888	14,332	15,042	46,505
Department: 4505 - PUBLIC WORKS Total:		38,888	14,332	15,042	46,505
Department: 4510 - TRAFFIC SAFETY					
Category: 5500 - Contract Services					
061-4510-552010	Traffic engineer	10,000	10,000	10,000	10,000
061-4510-552013	Signal maintenance	66,006	50,000	65,000	65,000
061-4510-552029	Pavement Management Update	0	0	80,000	0
Category: 5500 - Contract Services Total:		76,006	60,000	155,000	75,000
Department: 4510 - TRAFFIC SAFETY Total:		76,006	60,000	155,000	75,000
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
061-4640-630500	Annual Overlay	417,921	0	0	620,000
061-4640-630700	Palo Comado - Chesebro Bridge	0	600,000	570,000	0
061-4640-631100	Bus Pad Installation	0	0	0	0
Category: 6200 - Street Improvements Total:		417,921	600,000	570,000	620,000
Department: 4640 - STREET IMPROVEMENTS Total:		417,921	600,000	570,000	620,000
Expense Total:		539,996	674,332	755,700	741,505
Fund: 061 - PROPOSITION C Total:		539,996	674,332	755,700	741,505



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 063 - MEASURE R FUND				
Department: 4505 - PUBLIC WORKS				
Category: 5100 - Personnel				
063-4505-510100 Regular Salaries	17,816	13,145	13,726	14,763
063-4505-510700 Retirement	2,561	2,850	3,146	3,541
063-4505-510800 Group Health Insurance	2,853	2,825	3,007	3,297
063-4505-510900 Group Dental Insurance	262	295	295	295
063-4505-511000 Group Life Insurance	70	76	75	75
063-4505-511100 Group Disability Insurance	199	156	156	168
063-4505-511200 Medicare Taxes	251	196	209	224
Category: 5100 - Personnel Total:	24,012	19,543	20,614	22,363
Category: 5500 - Contract Services				
063-4505-552000 Contract Services	0	50,000	140,000	85,000
Category: 5500 - Contract Services Total:	0	50,000	140,000	85,000
Department: 4505 - PUBLIC WORKS Total:	24,012	69,543	160,614	107,363
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
063-4610-600100 City Beautification	0	0	50,000	0
Category: 6000 - Other Impr/Projects Total:	0	0	50,000	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	0	50,000	0
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
063-4640-630500 Annual Overlay	214,046	180,000	0	240,000
063-4640-631000 Sidewalk Repairs	0	0	30,000	0
Category: 6200 - Street Improvements Total:	214,046	180,000	30,000	240,000
Department: 4640 - STREET IMPROVEMENTS Total:	214,046	180,000	30,000	240,000
Expense Total:	238,058	249,543	240,614	347,363
Fund: 063 - MEASURE R FUND Total:	238,058	249,543	240,614	347,363



City of Agoura Hills

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FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	
Fund: 064 - MEASURE M - LOCALI					
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
064-4505-510100	Regular Salaries	0	26,290	27,451	29,526
064-4505-510700	Retirement	0	5,699	6,293	7,082
064-4505-510800	Group Health Insurance	0	5,650	6,013	6,594
064-4505-510900	Group Dental Insurance	0	589	589	589
064-4505-511000	Group Life Ins	0	151	151	151
064-4505-511100	Group Disability Ins	0	313	313	337
064-4505-511200	Medicare Taxes	0	393	418	448
Category: 5100 - Personnel Total:		0	39,085	41,228	44,727
Category: 5500 - Contract Services					
064-4505-552000	Contract Services	36,748	42,500	42,500	42,500
Category: 5500 - Contract Services Total:		36,748	42,500	42,500	42,500
Department: 4505 - PUBLIC WORKS Total:		36,748	81,585	83,728	87,227
Department: 4510 - TRAFFIC SAFETY					
Category: 5500 - Contract Services					
064-4510-552010	Traffic Engineer	34,713	22,500	22,500	22,500
064-4510-552011	Traffic Marking and Striping	20,937	20,000	20,000	20,000
064-4510-552012	Traffic Signing	13,000	13,000	13,000	13,000
064-4510-552020	Street Repairs & Maintenance	54,039	47,500	47,500	47,500
Category: 5500 - Contract Services Total:		122,688	103,000	103,000	103,000
Category: 6000 - Other Improvements/Projects					
064-4510-632200	Bike Lanes	0	0	0	50,000
Category: 6000 - Other Imp/Projects Total:		0	0	0	50,000
Department: 4510 - TRAFFIC SAFETY Total:		122,688	103,000	103,000	153,000
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
064-4640-631000	Sidewalk Repairs	60,000	60,000	110,000	60,000
Category: 6200 - Street Improvements Total:		60,000	60,000	110,000	60,000
Department: 4640 - STREET IMPROVEMENTS Total:		60,000	60,000	110,000	60,000
Expense Total:		219,436	244,585	296,728	300,227
Fund: 064 - MEASURE M - LOCALI Total:		219,436	244,585	296,728	300,227



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 065 - MEASURE W - LOCAL				
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
065-4525-552041 Storm Drain Maintenance	0	0	75,000	75,000
065-4525-552043 NPDES Compliance	0	0	85,000	85,000
Category: 5500 - Contract Services Total:	0	0	160,000	160,000
Dept: 4525 - STORM DRAIN & FLOOD CONT Total:	0	0	160,000	160,000
Expense Total:	0	0	160,000	160,000
Total Revenues	0	0	0	0
Fund: 065 - MEASURE W - LOCAL Total:	0	0	160,000	160,000
Fund: 070 - S COAST AIR QUALITY MGMT DIST				
Department: 4120 - CITY MANAGER				
Category: 5100 - Personnel				
070-4120-510100 Regular Salaries	1,112	0	0	0
070-4120-510700 Retirement	163	0	0	0
070-4120-510800 Group Health Ins	104	0	0	0
070-4120-510900 Group Dental Ins	10	0	0	0
070-4120-511000 Group Life Insurance	4	0	0	0
070-4120-511100 Group Disability	8	0	0	0
070-4120-511200 Medicare Taxes	16	0	0	0
Category: 5100 - Personnel Total:	1,416	0	0	0
Department: 4120 - CITY MANAGER Total:	1,416	0	0	0
Department: 4190 - NON DEPARTMENTAL				
Category: 5600 - Capital Outlay				
070-4190-568200 Charging Station	0	35,000	0	0
070-4190-568400 Vehicles	37,461	0	0	0
Category: 5600 - Capital Outlay Total:	37,461	35,000	0	0
Category: 5800 - Administrative Charges				
070-4190-580000 Administrative Service Charges	-	1,200	1,200	1,200
Category: 5800 - Administrative Charges Total:	-	1,200	1,200	1,200
Department: 4190 - NON DEPARTMENTAL Total:	37,461	36,200	1,200	1,200
Expense Total:	38,878	36,200	1,200	1,200
Fund: 070-S COAST AIR QUALITY MGMT DIST Total:	38,878	36,200	1,200	1,200



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

	2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 110 - TRAFFIC IMPROVEMENT				
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
110-4640-630800 Kanan Agoura Intersection/Interchange	0	0	300,000	0
110-4640-631900 Traffic Signal	67,996	380,000	0	0
Category: 6200 - Street Improvements Total:	67,996	480,000	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	67,996	480,000	0	0
Expense Total:	67,996	480,000	0	0
Fund: 110 - TRAFFIC IMPROVEMENT Total:	67,996	480,000	300,000	0
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT				
Department: 4210 - LOS ANGELES COUNTY SHERIFF				
Category: 5400 - Materials, Supplies, and Services				
240-4210-542500 Small Equipment	0	4,866	4,866	4,866
Category: 5400 - Mat, Supplies, and Svcs Total:	0	4,866	4,866	4,866
Category: 5500 - Contract Services				
240-4210-552051 Traffic Enforcement	14,189	14,189	85,264	14,189
240-4210-552054 Juvenile Intervention Program	87,767	80,945	62,736	80,945
Category: 5500 - Contract Services Total:	101,956	95,134	148,000	95,134
Dept: 4210 - LOS ANGELES COUNTY SHERIFF Total:	101,956	100,000	152,866	100,000
Expense Total:	101,956	100,000	152,866	100,000
Fund: 240 - SUPP LAW ENFORCEMENT Total:	101,956	100,000	152,866	100,000
Fund: 250 - COMMUNITY DEV BLOCK GRANT				
Department: 4420 - RECREATION				
Category: 5500 - Contract Services				
250-4420-552000 Sr Advocate Program	9,465	0	10,200	10,200
250-4420-5520D0 Recreation transit - Seniors	0	9,658	0	0
Category: 5500 - Contract Services Total:	9,465	9,658	10,200	10,200
Department: 4420 - RECREATION Total:	9,465	9,658	10,200	10,200
Department: 4510 - TRAFFIC SAFETY				
Category: 5500 - Contract Services				
250-4510-552020 Street Repairs and Maintenance	0	0	40,000	0
Category: 5500 - Contract Services Total:	0	0	40,000	0
Department: 4510 - TRAFFIC SAFETY Total:	0	0	40,000	0
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
250-4620-610300 Park Improvements	90,015	0	160,000	40,000
Category: 6000 - Other Imp/Projects Total:	90,015	0	160,000	40,000
Department: 4620 - PARK IMPROVEMENTS Total:	90,015	0	160,000	40,000
Expense Total:	99,480	9,658	210,200	50,200
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:	99,480	9,658	210,200	50,200



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 260 - MISCELLANEOUS GRANTS					
Department: 4120 - CITY MANAGER					
Category: 5500 - Contract Services					
260-4120-551040	Oil Grant	6,000	6,000	6,000	6,000
260-4120-551041	Beverage Grant	4,191	5,640	5,640	5,640
Category: 5500 - Contract Services Total:		10,191	11,640	11,640	11,640
Department: 4120 - CITY MANAGER Total:		10,191	11,640	11,640	11,640
Department: 4190 - NON DEPARTMENTAL					
Category: 5500 - Contract Services					
260-4190-551000	Professional Services	2,199	0	0	0
260-4190-551010	Media	71,045	49,388	49,388	49,388
Category: 5500 - Contract Services Total:		73,244	49,388	49,388	49,388
Department: 4190 - NON DEPARTMENTAL Total:		73,244	49,388	49,388	49,388
Department: 4195 - AUTOMATED OFFICE SYSTEMS					
Category: 5600 - Capital Outlay					
260-4195-568200	Other Improvements	0	0	63,000	0
Category: 5600 - Capital Outlay Total:		0	0	63,000	0
Dept: 4195 - AUTOMATED OFFICE SYSTEMS Total:		0	0	63,000	0
Department: 4440 - COMMUNITY SERVICES					
Category: 5600 - Capital Outlay					
260-4440-568500	Art	958	0	0	0
Category: 5600 - Capital Outlay Total:		958	0	0	0
Department: 4440 - COMMUNITY SERVICES Total:		958	0	0	0
Department: 4620 - PARK IMPROVEMENTS					
Category: 6000 - Other Improvements/Projects					
260-4620-610300	Park Improvements	0	0	100,000	386,000
260-4620-610900	Old Agoura Park Improvements	114,248	0	0	0
Category: 6000 - Other Imp/Projects Total:		114,248	0	100,000	386,000
Department: 4620 - PARK IMPROVEMENTS Total:		114,248	0	100,000	386,000
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
260-4640-630100	Annual Sidewalk Repairs	13,781	13,722	15,547	15,547
260-4640-630500	Annual Overlay	208,999	86,496	0	0
260-4640-631600	Roadside Bridge Widening	94,417	100,000	2,840,400	0
Category: 6200 - Street Improvements Total:		317,197	200,218	2,855,947	15,547
Department: 4640 - STREET IMPROVEMENTS Total:		317,197	200,218	2,855,947	15,547
Expense Total:		515,838	261,246	3,079,975	462,575
Fund: 260 - MISCELLANEOUS GRANTS Total:		515,838	261,246	3,079,975	462,575



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND					
Department: 4180 - PUBLIC FACILITIES					
Category: 5700 - Debt Service					
305-4180-570100	Debt Service - Principal	310,000	315,000	330,000	345,000
305-4180-570200	Debt Service - Interest Paid	593,658	587,675	572,725	557,025
Category: 5700 - Debt Service Total:		903,658	902,675	902,725	902,025
Category: 5800 - Administrative Charges					
305-4180-580000	Administrative Service Charges	5,800	6,000	6,000	6,000
Category: 5800 - Administrative Charges Total:		5,800	6,000	6,000	6,000
Department: 4180 - PUBLIC FACILITIES Total:		909,458	908,675	908,725	908,025
Expense Total:		909,458	908,675	908,725	908,025
Fund: 305-A HILLS IMP AUTHORITY BOND Total:		909,458	908,675	908,725	908,025
Fund: 420 - INCLUSIONARY HOUSING IN LIEU					
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5500 - Contract Services					
420-4305-552000	Contract Services	198	0	0	0
420-4305-552070	Housing Program-mdg Consulta	0	0	25,000	0
Category: 5500 - Contract Services Total:		198	0	25,000	0
Dept: 4305 - COMMUNITY DEVELOPMENT Total:		198	0	25,000	0
Department: 4610 - OTHER IMPROVEMENTS/PROJECTS					
Category: 5600 - Capital Outlay					
420-4610-568100	Land	0	1,100,000	0	0
Category: 5600 - Capital Outlay Total:		0	1,100,000	0	0
Department: 4610 - OTHER IMPR/PROJECTS Total:		0	1,100,000	0	0
Expense Total:		198	1,100,000	25,000	0
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:		198	1,100,000	25,000	0
Fund: 520 - SOLID WASTE MANAGEMENT					
Department: 4395 - SOLID WASTE MANAGEMENT					
Category: 5400 - Materals, Supplies, and Services					
520-4395-542300	Printing	3,738	4,200	4,500	4,500
520-4395-542400	Special supplies	0	3,000	6,000	6,000
Category: 5400 - Mat, Supplies, and Svcs Total:		3,738	7,200	10,500	10,500
Category: 5500 - Contract Services					
520-4395-552000	Contract Services	27,445	45,000	45,000	45,000
Category: 5500 - Contract Services Total:		27,445	45,000	45,000	45,000
Category: 5800 - Administrative Charges					
520-4395-580000	Administrative Service Charges	47,000	47,000	47,000	47,000
Category: 5800 - Administrative Charges Total:		47,000	47,000	47,000	47,000
Dept: 4395 - SOLID WASTE MANAGEMENT Total:		78,183	99,200	102,500	102,500
Expense Total:		78,183	99,200	102,500	102,500
Fund: 520 - SOLID WASTE MANAGEMENT Total:		78,183	99,200	102,500	102,500



City of Agoura Hills

BUDGET

FY 2017-18 TO 2020-21

		2017-2018 Actual	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Fund: 620 - HOUSING SUCCESSOR AGENCY					
Expense					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
620-4120-510100	Regular salaries	11,746	11,799	12,259	12,975
620-4120-510700	Retirement	2,205	2,558	2,810	3,112
620-4120-510800	Group health insurance	1,192	1,245	1,360	1,492
620-4120-510900	Group dental insurance	110	126	126	126
620-4120-511000	Group life insurance	33	68	23	23
620-4120-511100	Group disability insurance	130	140	140	148
620-4120-511200	Medicare taxes	166	185	192	203
	Category: 5100 - Personnel Total:	15,583	16,121	16,910	18,079
	Department: 4120 - CITY MANAGER Total:	15,583	16,121	16,910	18,079
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
620-4305-510100	Regular salaries	7,110	10,767	24,726	26,720
620-4305-510700	Retirement	1,394	2,334	5,668	6,409
620-4305-510800	Group health insurance	1,223	1,742	3,578	3,924
620-4305-510900	Group dental insurance	113	179	337	337
620-4305-511000	Group life insurance	30	48	128	128
620-4305-511100	Group disability insurance	82	118	282	305
620-4305-511200	Medicare taxes	102	161	371	400
	Category: 5100 - Personnel Total:	10,054	15,349	35,090	38,223
Category: 5500 - Contract Services					
620-4305-552000	Contract Services	1,013	30,000	50,000	50,000
	Category: 5500 - Contract Services Total:	1,013	30,000	50,000	50,000
	Deprt: 4305 - COMMUNITY DEVELOPMENT Total:	11,066	45,349	85,090	88,223
	Expense Total:	26,649	61,470	102,000	106,302
	Fund: 620 - HOUSING SUCCESSOR AGENCY Total:	26,649	61,470	102,000	106,302



“Reyes Adobe Bridge”



CITY OF AGOURA HILLS

Budget

Fiscal Year 2019-20 / 2020-21



Capital Improvements



**City of Agoura Hills
Capital Improvement Projects
FY 2019-2020**

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.

Item	Project Name	Funding Source	5-Year Total Funding Amount	Fiscal Year 2019/2020	Fiscal Year 2020/2021	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Fiscal Year 2023/2024
1	Annual Citywide Street Resurfacing	General Fund						
		Proposition C	\$ 1,220,000		\$ 620,000			\$ 600,000
		Measure R (Local)	\$ 960,000		\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
		Road Rehab Fund	\$ 1,727,775	\$ 345,555	\$ 345,555	\$ 345,555	\$ 345,555	\$ 345,555
		STP-L						
		<i>Total</i>	\$ 3,907,775	\$ 345,555	\$ 1,205,555	\$ 585,555	\$ 585,555	\$ 1,185,555
2	Annual Concrete Repair Program	Measure M (Local)	\$ 350,000	\$ 110,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
		Mesaure R (Local)		\$ 30,000				
		TDA	\$ 77,735	\$ 15,547	\$ 15,547	\$ 15,547	\$ 15,547	\$ 15,547
		<i>Total</i>	\$ 427,735	\$ 155,547	\$ 75,547	\$ 75,547	\$ 75,547	\$ 75,547
3	Palo Comado Interchange							
		Design	Measure R (HWY)					
		Construction	Measure R (HWY)		\$ 4,000,000			
		Construction	Measure M (HWY)	\$ 6,000,000	\$ 4,000,000	\$ 2,000,000		
		<i>Total</i>	\$ 6,000,000	\$ 8,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
4	Agoura Road Widening Construction/CM							
		Measure R (HWY)	\$ 270,000	\$ 270,000				
		<i>Total</i>	\$ 270,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -
5	Kanan/Agoura Intersection							
		Design	TIF	\$ 100,000	\$ 100,000			
		<i>Total</i>	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
6	Roadside Bridge Widening Construction							
		Grant/Toll Credits	\$ 2,840,400	\$ 2,840,400				
		<i>Total</i>	\$ 2,840,400	\$ 2,840,400	\$ -	\$ -	\$ -	\$ -

7	Kanan Corridor							
	PSR	Measure R (HWY)	\$ 212,500	\$ 212,500				
	PSR (cont.)	Measure M (HWY)	\$ -					
	PR/Enviro (PA/ED)	Measure M (HWY)	\$ 1,300,000		\$ 750,000	\$ 550,000		
	PS&E	Measure M (HWY)	\$ 1,000,000			\$ 1,000,000		
	Construction	Measure M (HWY)	\$ -					
		<i>Total</i>	\$ 2,512,500	\$ 212,500	\$ 750,000	\$ 1,550,000	\$ -	\$ -
8	WQ Treatment Plant/Linear Park/Wetlands							
	Design	State Budget Ask	\$ 1,000,000	\$ 1,000,000				
	Construction	Grant TBD	\$ 19,500,000		\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 4,500,000
		<i>Total</i>	\$ 20,500,000	\$ 1,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 4,500,000
9	Park Restrooms							
	Design	Proposition A	\$ 100,000	\$ 100,000				
	Construction	Proposition A	\$ 437,000		\$ 167,000	\$ 90,000	\$ 90,000	\$ 90,000
		State Bond	\$ 200,000		\$ 200,000			
		<i>Total</i>	\$ 737,000	\$ 100,000	\$ 367,000	\$ 90,000	\$ 90,000	\$ 90,000
10	Modifying Lights On Agoura Road							
	Design	Measure R (HWY)	\$ 50,000	\$ 50,000				
	Construction	Measure R (HWY)	\$ 100,000		\$ 100,000			
		<i>Total</i>	\$ 150,000	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -
11	Remove/Replace Bus Stop Amenities (Benches & Trash Receptacles)							
		Proposition A	\$ 75,000	\$ 72,000	\$ -			
		<i>Total</i>	\$ 75,000	\$ 72,000	\$ -	\$ -	\$ -	\$ -
12	Color-Coded Bike Lanes (Planning & Design)							
		General Fund	\$ 50,000		\$ 50,000			
		Measure M (Local)	\$ 50,000	\$ -	\$ 50,000			
		<i>Total</i>	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -
13	Traffic Improvements							
		TIF						\$ 1,000,000
		<i>Total</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
		TOTAL	\$ 37,620,410	\$ 13,146,002	\$ 9,598,102	\$ 7,301,102	\$ 5,751,102	\$ 6,851,102

City of Agoura Hills
Capital Improvement Projects
Fiscal Impacts
2019-20

Item	Project Name	Fiscal Impact Explanation	Fiscal Year 2019/20	Fiscal Year 2020/21	Fiscal Year 2021/22	Fiscal Year 2022/23	Fiscal Year 2023/24
1	Annual Citywide Street Resurfacing	No impact projected					
2	Annual Concrete Repair Program	No impact projected					
3	Palo Comado Interchange	Landscape and street sweeping			\$12,240	\$12,240	\$12,240
4	Agoura Road Widening	Street sweeping and lighting	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5	Kanan/Agoura Intersection	No impact projected					
6	Roadside Bridge Widening	No impact projected					
7	Kanan Corridor	No impact projected					
8	WQ Treatment Plant/Park/Wetlands					\$300,000	\$300,000
9	Park Restrooms	Reduced maintenance projected					
10	Modifying Lights on Agoura Road	No impact projected					
11	Remove/Replace Bus Stop Amenities	No impact projected					
12	Color-Coded Bike Lanes	Maintenance of lanes		\$7,000		\$7,000	

CITY OF AGOURA HILLS

Budget
Fiscal Year 2019-20 / 2020-21



Policies

RESOLUTION NO. 19-1899

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2019-20 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS

WHEREAS, on June 27, 2018, 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 City 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:

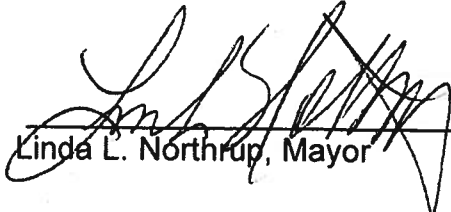
SECTION 1. The annual Investment Policy, attached hereto as "Exhibit A," has been reviewed in a public meeting and is hereby adopted.

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 27, 2018, is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this 26th day of June, 2019, by the following vote to wit:

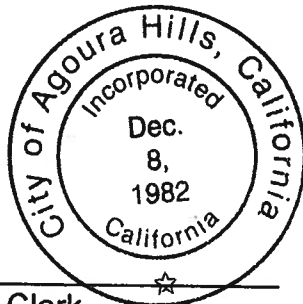
AYES: (5) Northrup, Buckley Weber, Anstead, Lopez, Weber
NOES: (0)
ABSENT: (0)
ABSTAIN (0)


Linda L. Northrup, Mayor

ATTEST:



Kimberly M. Rodrigues, City Clerk





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

2019-2020

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: The investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
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, pursuant to Government Code Sections 5922(d) and 53601(m), 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 annually delegates the authority to invest or reinvest funds of the City, or to sell or exchange securities so purchased, to the City Treasurer who shall be responsible for all investment transactions undertaken, shall exercise prudence in the selection of subordinate investment officers, and shall establish a system of controls to regulate the activities of subordinate investment officers.

Subject to the foregoing paragraph, the City Treasurer may authorize the Director of Finance to act as the City's Investment Officer in performing the treasury functions and duties under this policy. When acting as the City's Investment Officer as provided in this paragraph, the Director of Finance shall be subject to the direction and supervision of the City Treasurer, shall coordinate with the City Treasurer on investments, and shall discuss changes in the composition of the City's investment portfolio with the City Treasurer prior to purchasing these investments.

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.

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. Investment officials must file an annual Statement of Economic Interest Form 700 with the city clerk’s office prior to April 1 of each year or when material interest in financial institutions or personal investment positions require it.

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 and, if more stringent, the limits set forth in the table below.

Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
Local Agency Investment Fund (LAIF)	16429.1 et seq.	As permitted by LAIF	N/A	N/A	N/A
U.S. Treasury Issues	53601 (b)	No Limit	5 years	None	Notes, bonds, bills
U.S. Agency Issues	53601 (f)	75% of portfolio 20% single issuer	5 years	None	Federal Agency or U.S. Government sponsored enterprise obligations, participations, or other instruments
Commercial Paper	53601 (h)	5% of portfolio	270 days	Prime	Must be of the highest ranking or the highest letter and number rating as provided for by a nationally recognized statistical rating organization. Must meet all of the following conditions:

Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
					<p>Entity must be; Organized and operating in United States as general corp. and have total assets in excess of five hundred million dollars (\$500,000,000) and have debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.</p> <p>Or</p> <p>Entity must be organized within the USA as a special purpose corporation, trust, or limited liability company and have programwide credit enhancements including, but not limited to overcollateralization, letters of credit, or a surety bond. And have commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.</p>
Negotiable Certificates of Deposit	53601 (i) et seq	30 % of portfolio 5% single issuer	5 years	A	<p>Issued by nationally or state chartered banks; savings or federal associations (as defined in Financial Code Section 5102); state or federal credit unions; or federally licensed or state licensed branches of foreign banks.</p> <p>Per 53638 deposits may not exceed bank shareholder equity; total net worth of depository savings or federal association; unimpaired capital and surplus of a credit union; unimpaired capital and surplus of industrial loan companies.</p>

Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
Medium Term Corporate Notes	53601(k)	5% of portfolio	5 years	A	Must be issued by corporation that is organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
Bank Deposits Collateralized or FDIC Insured	53630 et seq	No limit	5 Years	Satisfactory rating from national bank rating service and from Community Reinvestment Act review per Government Code Section 53635.2.	Amounts up to \$250,000 per institution are insured by the FDIC. Amounts over the insurance limit must be placed with financial institutions participating in the California Local Agency Security Program, providing for collateralization of public funds, and pursuant to a contract with the depository meeting the requirements of Government Code Section 53649. Per 53638 deposits may not exceed bank shareholder equity; total net worth of depository savings or federal association; unimpaired capital and surplus of a credit union; unimpaired capital and surplus of industrial loan companies. Treasurer may waive collateral for the portion of any deposits insured pursuant to federal law. The use of private sector entities authorized by Gov. Code 53601.8 or 53635.8 to assist in the placement of deposits are NOT permitted.
Money Market Funds	53601 (l)(2)	15% of portfolio	N/A	Fund must have the highest ranking by not less than 2 NRSRO's.	Retained an investment advisor registered or exempt from registration with the SEC with 5 years' experience managing money market

Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
					funds in excess of \$500 million.

IX. REVIEW OF INVESTMENT PORTFOLIO

The securities held by the City of Agoura Hills must be in compliance with section VIII, Authorized Suitable Investments at the time of purchase. Because some securities may not comply with Section VIII subsequent to the date of purchase, the Treasurer shall at least annually review the portfolio to identify those securities that do not comply.

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,

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

Investment pools include LAIF and shares of beneficial interest issued by authorized diversified management companies (money market funds). A thorough investigation of any pool or fund is required prior to the City’s investment and on a periodic basis while funds are invested. The investigation will include review of the following items: Eligible investments; Investment policy and/or investment objectives; interest calculation, distribution, and treatment of gains/losses; Schedule for receiving statements and portfolio listing; Fees.

XI. COLLATERALIZATION

- a. The City does not use Reverse Repurchase Agreements for the investment of funds.
- b. The City will only place in a Non-Negotiable Certificate of Deposit that amount which is covered by FDIC Insurance (per Government Code Section 53653) or fully collateralized (per Government Code Section 53630 et seq., including but not limited to Sections 53649, 53652, and 53656).

XII. SAFEKEEPING AND CUSTODY – Code 53608

- a. 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, provided that the City Treasurer (as the City Council's delegate for investment authority per Government Code Section 53607) exercises prudence in the selection of the manager, imposes suitable safeguards to prevent abuse in the exercise of discretion by the manager, and remains responsible for any investment decisions made by the manager. Such managers must be registered under the Investment Advisers Act of 1940.

- b. 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 meeting the requirements of Government Code Section 53608 (which include a federal or state association (as defined by Section 5102 of the Financial Code), a trust company or a state or national bank located within the State of California, and the Federal Reserve Bank of San Francisco). 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.

XIII. DIVERSIFICATION

No more than 5% of the total portfolio may be invested in securities of any single issuer, other than LAIF, bank deposits, money market funds, and the US Government, its agencies and enterprises, all as further specified in Section VIII.

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

Subject to the direction and supervision of the City Treasurer, the Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City of Agoura Hills are protected from loss, theft, fraud or misuse. Annually the City's independent auditor will conduct an independent review of investment records and verify the investments have been made in accordance with this policy.

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

Subject to the priority of investment objectives set forth in Section IV, this section sets forth the performance standards for the City's investment portfolio.

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.

Specific objective: The City's investment strategy is passive with investments generally held to call or maturity. Given this strategy and policy objectives, the rate of return will be maintained on a consistent level representative of current market direction.

XVII. REPORTING

The City Treasurer shall prepare a monthly Treasurer's Report meeting the requirements of Government Code Sections 53607 and 53646(b) (as modified by Section 53646(d)).

The Treasurer shall submit the monthly investment report to the City Manager and City Council which shall list each investment by investment category and include; (1) issuer, (2) purchase and maturity dates, (3) yield, (4) original cost, (5) par value, and (6) market value; provided, pursuant to Government Code Section 53646(e), for investments in LAIF or FDIC-insured accounts in a bank or savings and loan association, the Treasurer may provide the most recent statement(s) received by the City from these institutions in lieu of the foregoing monthly investment report.

The report shall include a statement denoting the ability of the City to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available. The report shall also include a statement as to compliance with this investment policy or manner in which the portfolio is not in compliance.

So long as the City Council's annual delegation of investment authority to the City Treasurer pursuant to Government Code Section 53607 is effective, the City Treasurer shall make a monthly report of all investment transactions to the City Council.

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 depositor per insured bank.

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 11 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 or Fannie Mae): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. Due to its federal charter, FNMA is considered a U.S. government-sponsored enterprise. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a publicly-traded stockholder-owned corporation that has also been under the conservatorship of the Federal Housing Finance Agency (FHFA) since September 6, 2008. 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. For some securities issued by FNMA, FNMA provides guarantees as to the timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Mortgage-backed securities influencing the volume of affordable housing loans and that are guaranteed by GNMA. Security holder is protected by full faith and credit of the U.S. Government. Underlying mortgages for Ginnie Mae securities include those issued, insured, or guaranteed by the Federal Housing Administration (FHA), the U.S. Department of Veterans Affairs (VA), the U.S. Department of Agriculture's Rural Development (RD), and the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing (PIH). 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.

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION: A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

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. As to the City, the prudent investor standard is established by, and specifically described in, California Government Code Section 53600.3. See Section III of this investment policy.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution meeting the requirements of Government Code Section 53635.2, which has placed with an authorized depository agent per Government Code Section 53657 for the benefit of the depositor eligible collateral having a value of not less than the amount required by Government Code Section 53652 (currently ranging from 105% to 150% of the deposit, depending upon type of collateral) and the depository agent of which has been approved by the Administrator of Local Agency Security designated by Government Code Section 53661 (currently, the Commissioner of Business Oversight) to hold collateral for 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.

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.



**CITY OF AGOURA HILLS
OFFICER/EMPLOYEE/OFFICIAL RESPONSIBILITY AND FRAUD
PREVENTION POLICY AND PROTOCOL
2020-2021**

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 may assign the investigation to another qualified individual (employee or non-employee). If the Assistant City Manager conducts the investigation, he or she normally will not serve in the human resources function or serve as the disciplinary authority. These functions will be assigned to or retained by others. Depending on the circumstances of the particular case, the Assistant City Manager may delegate the risk management function and reporting to external auditors to other employees. Where the Assistant City Manager assigns or delegates a function, the assignment or delegation will be documented in writing.

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.



**CITY OF AGOURA HILLS
BALANCED BUDGET POLICY
2019-2020**

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.

RESOLUTION NO. 19-1900

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

WHEREAS, on June 28, 2017, the City Council reviewed and adopted the City of Agoura Hill's Local Debt Policy in furtherance of the objectives and requirements added to Section 8855 of the California Government Code ("Section 8855") by Senate Bill No. 1029 ("SB 1029"), effective January 1, 2017, regarding information that must be reported to the California Debt and Investment Advisory Commission ("CDIAC") in connection with the issuance of bonds or other financing obligations (collectively, "Local Debt"); 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) has issued, and may also in the future issue, Local Debt subject to the reporting requirements of Section 8855; and

WHEREAS, in August 2018, the U.S. Securities and Exchange Commission (SEC) adopted amendments to its Rule 15c2-12, promulgated under the Securities Exchange Act of 1934, that expand the continuing disclosure requirements applicable to Local Debt issued in a public offering on or after February 27, 2019; and

WHEREAS, a staff report has been presented to the City Council requesting amendment of the Local Debt Policy (the "Updated Policy") to address the 2018 amendments to SEC Rule 15c2-12 and make certain other clarifying changes; and

WHEREAS, the proposed Updated Policy is 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 Updated 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 Updated Policy is intended to supersede and to replace in its entirety the original Local Debt Policy adopted on June 28, 2017.

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 Updated 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 26th day of June, 2019 by the following vote to wit:

AYES: (5) Northrup, Buckley Weber, Anstead, Lopez, Weber
NOES: (0)
ABSTAIN: (0)
ABSENT: (0)


Linda Northrup, Mayor

ATTEST:


Kimberly M. Rodrigues, City Clerk ☆

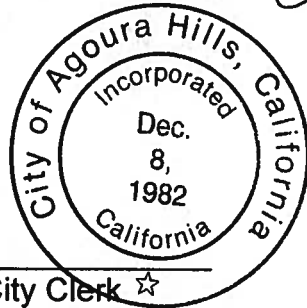


EXHIBIT A

CITY OF AGOURA HILLS, CALIFORNIA LOCAL DEBT POLICY

Updated as of June 26, 2019
Resolution No. 19-1900

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 statutory or constitutional debt limitation where the substance and terms of the obligation fall within exceptions to such legal limitation.

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 asset and project needs of the City. Debt will be considered to finance such projects if:

- a) The capital asset or 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 asset or 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 capital 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, except for funding temporary shortfall as provided in Section C.2.c.
- 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 Director of Finance 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. TYPES 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) that are lease obligations that are secured 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)).

Without limiting the foregoing, the City also may enter into operating leases and lease-purchase agreements for equipment or other capital assets meeting the criteria of this Policy on an as-needed basis.

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 as a default remedy. 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.

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

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 an annual 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 financing method whereby a portion of *ad valorem* property taxes (commonly called "tax increment") is allocated to a successor agency to redevelopment agency (Successor Agency), an enhanced infrastructure financing district (EIFD), –a community revitalization and investment authority (CRIA), or an infrastructure and revitalization financing district (IRFD), and the entity is permitted to incur debt payable from and secured by the tax increment revenues. 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, CRIAs or IRFDs at the time of adoption of this Policy. Therefore, when considering EIFD CRIA or IRFD financing, or other types of tax increment financing that may be permitted by law in the future, 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 (in cash or through the purchase of a debt service reserve surety bond or insurance policy), up to the maximum amount permitted by applicable law or regulation. Typically, this amount is equal to the least of (i) maximum annual debt service on the bonds, (ii) 10% of the principal amount of the bonds (or 10% of the sale proceeds of the bonds, within the meaning of Section 148 of the federal Internal Revenue Code), 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

Director of Finance 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. Refundings which produce a net present value savings of less than 3% will be

considered on a case-by-case basis. Notwithstanding the foregoing, a refunding of former Redevelopment Agency or Successor Agency bonds shall be determined based on the requirements of Health and Safety Code Section 34177.5.

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 the major rating agencies that rate the City's bond issues (such as S&P Global Ratings, Fitch Ratings and Moody's Investor's Service.). These agencies' rating criteria often change, and the City cannot control the decisions made by any rating agency. However, for each debt issue that the City will seek a rating assignment, the City will strive to obtain and maintain the highest possible underlying or uninsured rating consistent with its current operating and capital needs. 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 its Municipal Securities Post-Issuance Disclosure Policy (the "Post-Issuance Disclosure Policy"), as amended from time to time, and Rule 15c2-12, promulgated by the Securities and Exchange Commission (SEC) under the Securities Exchange Act of 1934. Under the Post-Issuance Disclosure Policy, the Director of Finance is responsible to file or caused to be filed (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 nine months 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. Pursuant to the Post-Issuance Disclosure Policy, the Director of Finance shall also file or cause to be filed such notices of reportable events as required by each continuing disclosure undertaking ("Listed Event Notices") entered into in furtherance of Rule 15c2-12.

For any debt proposed to be issued by the City on or after February 27, 2019 that involves a continuing disclosure undertaking, the Director of Finance shall create, maintain and continuously update during the term of such debt a Financial Obligations List (as defined in the Post-Issuance Disclosure Policy) to facilitate compliance with amendments to Rule 15c2-12 adopted by the SEC in 2018 and the filing, if necessary, of a Listed Event Notice pursuant to the applicable continuing disclosure undertaking.

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 six-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 six-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.

J. SB 1029 COMPLIANCE

Senate Bill 1029, signed by the State Governor on September 12, 2016, and enacted as Chapter 307, Statutes of 2016, requires issuers to adopt debt policies addressing each of the five items below:

- i. *The purposes for which the debt proceeds may be used.*

Section C.1 (Acceptable Conditions for the Use of Debt), Section C.2 (Acceptable Uses of Debt and Proceeds of Debt), and Section C.3

(Prohibited Use of Debt and Proceeds of Debt) address the purposes for which debt proceeds may be used.

ii. The types of debt that may be issued.

Section C.2 (Acceptable Uses of Debt and Proceeds of Debt), Section D (Types of Financing Instruments; Affordable and Planning Policies), Section E (Structure of Debt) and Section F (Use of Alternative Debt Instruments) provide information regarding the types of debt that may be issued.

iii. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.

Section C.1 (Acceptable Conditions for the Use of Debt) provides information regarding the relationship between the City's debt and Capital Improvement Program. Section D (Types of Financing Instruments; Affordability and Planning Policies) provides information regarding the relationship between certain types of debt and the City's budget.

iv. Policy goals related to the issuer's planning goals and objectives.

As described in Section B (Background), Section D (Types of Financing; Affordability and Planning Policies) and other sections, this Policy has been adopted to assist with the City's goal of maintaining fiscal sustainability and financial prudence.

v. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Section C.4 (Internal Control Procedures Concerning Use of Proceeds of Debt) provides information regarding the City's internal control procedures designed to ensure that the proceeds of its debt issues are spent as intended.



INDEPENDENT AUDITOR POLICY

PURPOSE

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

POLICY

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

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

PROCEDURE

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

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

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



FINANCIAL POLICY

PURPOSE

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

POLICY

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

PROCEDURE

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



**AMENDED AND RESTATED
TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE
PROCEDURES
2019-2020**

PURPOSE

1. BACKGROUND AND TRAINING

Bonds that receive preferential tax 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, such as the City of Agoura Hills (and its related public entities, 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 preferential tax treatment.

While compliance with many federal tax requirements 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 governmental tax-exempt bonds, 8038-GC for governmental tax-exempt bonds with an issue price of less than \$100,000, and 8038 for tax-exempt private activity 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 and 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) who will be responsible for compliance with each of the procedures set forth below. The City Manager may designate other employees who will also be responsible for such compliance. 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 and any necessary training. 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 will be notified in writing of all such designations and assignments under this Section or under the following Section 2.B.

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 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.

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 City will assure that any 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 City will assure that 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 (or such longer period as applicable under the City's Local Debt Policy, as amended from time to time) 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 (or such longer period as applicable under the City's Local Debt Policy, as amended from time to time) 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; (c) management or service contracts relating to a bond-financed facility; (d) research contracts involving research undertaken in a bond-financed facility; and (e) any other contracts involving "special legal entitlements" (such as naming rights or exclusive provider arrangements) with respect to a bond-financed facility.

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 calendar 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 may 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 may rely on information provided by the conduit borrower, which will be required to provide such information on a timely basis.

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 will 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 applicable Form 8038G, 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.

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 permitted to be made.

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 as to whether the 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 will 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. While bonds of an issue, 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 and is generally not subject to rebate. 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 City will assure that the conduit borrower is required to comply with this section.

K. Reserve Fund. The designated officer or employee will ensure that amounts invested without yield restriction 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. The designated officer or employee will consult with bond counsel before creating any separate additional funds or accounts that will secure or provide payments of debt service on the bonds.

L. 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.

M. 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 issue 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 City will assure that the conduit borrower is required to comply with this section.

N. 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.

O. Spending Exceptions. If the six-month, 18-month, or 24-month spending exceptions from the rebate requirement 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.

P. 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 City will assure that the conduit borrower is required to comply with this section.

Q. Filing of 8038-T. The designated officer or employee will make rebate and yield reduction payments timely and file a Form 8038-T with each payment.

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 an entity (other than a governmental unit) is treated as a trade or business. Indirect uses of bond proceeds may also be considered private business use. For example, bond proceeds used to finance a facility are treated as used for a private business use if the facility is sold or leased to a nongovernmental entity. The designated officer or employee will analyze any private business use of bond-financed facilities and, for each issue of bonds, determine whether there is or may in the future be more than five percent private business use. If so, the designated officer or employee will immediately contact bond counsel to discuss the private business use limit, including whether the alternative ten percent limit is applicable.

B. Management and Service Contracts. Management or service contracts between governmental entities and nongovernmental persons (private parties) under which the nongovernmental person receives compensation or revenue 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.

C. Special Legal Entitlements. Before entering into any agreement providing special legal entitlements relating to a bond-financing facility, such as naming rights or an exclusive provider agreement, the designated officer or employee will immediately contact bond counsel to review such agreement to determine whether it may result in private business use.

**Amended and Restated
Municipal Securities
Post-Issuance
Disclosure Policy
(effective as of June 26, 2019)**

**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” or “SEC Rule 15c2-12”). As used herein, the term “City” may include the City and/or its related entities, as the context may require.

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 MSRB’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 (as defined in Section E below), 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 Director of Finance 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 long-term debt notes found in the City’s most current Audited Financial Statements.

E. Event Notice Requirements

Unless otherwise specified, the City’s Director of Finance will be responsible for monitoring the occurrence of the events specified in this Section E, determining (if necessary) their materiality, and notifying the Dissemination Agent of the occurrence of a reportable event for further filing of a notice (each, an “Event Notice”) with the MSRB.

1. Event Notices for Debt Issued on or after February 27, 2019.

For any debt issues (subject to SEC Rule 15c2-12) issued on or after February 27, 2019, 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*.

- Any of the 14 types of events listed in Section E.2. below.
- Incurrence of a financial obligation of the obligated person (i.e., City or a related entity of the City), if material, or agreement to covenants, events of default, remedies, priority rights or other similar terms of a financial obligation, any of which affect the security holders, if material.
- Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the obligated person (i.e., City or a related entity of the City), any of which reflect financial difficulties.

For purposes of the foregoing, “financial obligation” means (i) a debt obligation (including a lease entered into as a vehicle to borrow money, but excluding ordinary financial and operating liabilities incurred in the normal course of business), (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii); provided, the term “financial obligations” shall not include (a) municipal securities as to which a final official statement has been posted on the EMMA website in accordance with the Rule, and (b) monetary obligations resulting from a judicial, administrative, or arbitration proceeding.

In connection with the events described in the last two bullet points above (which relate to amendments to the Rule adopted by the SEC in 2018), for any new continuing disclosure undertaking executed on or after February 27, 2019 with respect to a debt issue (the “Debt”), the Director of Finance shall, before the Debt issuance date, review the City’s financial records and create a list (each, a “Financial Obligations List”) of the existing financial obligations (as such term is defined in the Rule) at such time of the City and its related entities. The Financial Obligations List will generally include those financial obligations identified in the long-term debt notes (and which remain outstanding at the time) found in the City’s most current Audited Financial Statements, as well as any additional financial obligations incurred since the date of such Audited Financial Statements. The Financial Obligations list shall be updated continuously during the term of such Debt, and in connection with each update, the Director of Finance shall make the determination described in the following paragraph.

Whenever the City prepares to enter into a new financial obligation or modify the terms of an existing financial obligation, the Director of Finance shall determine whether the incurrence of such financial obligation or modification of terms would require an Event Notice under any continuing disclosure undertaking for Debt issued on or after February 27, 2019. If a determination is made that an Event Notice would be required, the Director of Finance, in consultation with legal counsel, shall cause the Event Notice to be filed on a timely basis.

2. Event Notices for Debt Issued before February 27, 2019 and on or after December 1, 2010.

For any debt issues (subject to SEC Rule 15c2-12) issued before February 27, 2019 and 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.*

- 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.

3. Event Notices for Debt Issued prior to December 1, 2010.

For any debt issues (subject to SEC Rule 15c2-12) issued prior to December 1, 2010, notice of 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
4. Notices of Failure to File. 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. 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 Amended and Restated Policy shall become effective immediately upon its approval by the City Council.



**CITY OF AGOURA HILLS
FUND BALANCE POLICY FOR THE GENERAL FUND
2019-2020**

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.



**CITY OF AGOURA HILLS
POLICY FOR PROCUREMENT WITH FEDERAL FUNDS**

In addition to Chapters 7 (Purchasing System) and 11 (Public Projects) of Article II of the Agoura Hills Municipal Code, this policy shall apply to the awarding of contracts and sub-grants by the City that are funded, in part or in whole, by federal grants or funds pursuant 2 CFR Subtitle A, Chapter 2, Part 200, Subpart D, Sections 200.317-200.326.

I. GENERAL PROCUREMENT STANDARDS

- A. Code of Conduct.** As representatives of the City of Agoura Hills, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the City. The following Code of Conduct shall govern the performance, behavior and actions of the City, including employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts:
1. No employee, director, appointed or elected official, volunteer, or agent of the City shall participate in the selection, award, or administration of contracts supported by a federal award if a conflict of interest is real or apparent to a reasonable person.
 2. Conflicts of interest may arise when any employee, officer, or agent of the City, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a real or apparent financial or other interest in or a tangible personal benefit from a firm considered for the contract.
 3. No employee, director, appointed or elected official, volunteer, or agent of the City shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family, spouse's family, or to any company, vendor, contractor, or parties to subcontractors who either employ or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.

4. The City's employees, directors, appointed or elected officials, volunteers, or agents shall neither solicit nor accept gratuities, favors, gifts, consulting fees, trips, or anything having a monetary value in excess of twenty-five dollars (\$25.00) from a vendor, potential vendor, family or employees of a vendor, contractor or parties to subcontractors.
5. Disciplinary measures for violations of the Code of Conduct by employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts could lead to disciplinary measures, up to and including possible termination of employment.

B. Solicitation Procedures

1. Acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or dividing procurements to obtain a more economical purchase. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
2. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services, the City shall enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
3. Procuring federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs shall be utilized.
4. Value engineering clauses may be used in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
5. Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
6. Records will be maintained sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The City Clerk will be the repository for said records and shall be maintained for period of no less

than seven (7) years.

7. Time and material type contracts (open-ended) may be used only after a determination that no other contract is suitable. Time and material type contract means a contract where the cost to the City is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expense, and profit. Each time and material contract will set a ceiling price that the contractor exceeds at its own risk. A higher degree of oversight is required in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
8. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgment for that of the City unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

C. Competition

1. All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experience and excessive bonding;
 - c. Noncompetitive pricing practices between firms or between affiliated companies;
 - d. Noncompetitive contracts to consultants that are on retainer contracts;
 - e. Organizational conflicts of interest;
 - f. Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement; and
 - g. Any arbitrary action in the procurement process.
2. Procurements shall be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable

federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

3. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standard to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used as a means to define the performance or other relevant requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
4. Bids and proposals shall identify all the requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals

D. Methods of Procurement to be followed. The City shall use one of the following methods of procurement:

1. **Procurement by Micro-Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and adjusted periodically for inflation. To the extent practicable, the City must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the City considers the price to be reasonable. As of the date of this policy, the micro-purchase threshold is \$3,000.
2. **Procurement by Small Purchase Procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the simplified acquisition threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and periodically adjusted for inflation. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources. As of the date of this policy, the simplified acquisition threshold is \$150,000. For purchases exceeding twenty five thousand (\$25,000), City Council approval is required.

3. **Procurement by Sealed Bids (Formal Advertising).** Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 - a. For sealed bidding to be feasible, the following conditions should be present:
 - (1) A complete, adequate, and realistic specification or purchase description is available;
 - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
 - b. If sealed bids are used, the following requirements apply:
 - (1) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
 - (2) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services for the bidder to properly respond;
 - (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (5) If there is a sound documented reason, any or all bids may be rejected.
4. **Procurement by Competitive Proposals:** Purchases over the Simplified Acquisition threshold, which is currently \$150,000. This procurement method requires formal solicitation, fixed-price or cost-reimbursement contracts, and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified

sources;

- c. The methods for conducting technical evaluations of the proposals received and for selecting recipients may include, but not limited to: oral interviews, references, past performance, availability to perform work, and certifications as determined by project scope.
- d. Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered;
- e. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and,
- f. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
- g. Noncompetitive proposals: Also known as sole-source procurement, this may be appropriate only when one or more of the following criteria are met:
 - The item is available only from a single source;
 - The public emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or
 - After solicitation of a number of sources, competition is determined inadequate.

E. Contract Cost and Price. A cost or price analysis shall be performed in connection with every procurement action in excess of the Simplified Acquisition threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids and proposals.

1. Profit shall be negotiated as a separate element of the price for each contract in which there is a no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
2. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E- Cost Principles of Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
3. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall be used.

F. Federal Awarding Agency or Pass-Through Entity Review.

1. The City shall make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the City desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
2. The City will make available upon request, for the Federal awarding agency or pass-through entity pre- procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - a. Procurement procedures or operations fails to comply with the procurement standards in this part;
 - b. The procurement is expected to exceed the Simplified Acquisition Threshold (\$150,000) and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - c. The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
 - d. The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

- e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
- 3. The City is exempt from the pre-procurement review in paragraph 2 of this section if the federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.
- 4. The City may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- 5. The City may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

G. Bonding Requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold (\$150,000), the federal awarding or pass-through entity may accept the bonding policy and requirements of the City provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- 1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
- 2. A performance bond on the part of the contractor for 100 percent (100%) of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and,
- 3. A payment bond on the part of the contractor for 100 percent (100%) of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

H. Contract Provisions

All contracts using federal funding shall comply with the following as applicable:

1. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the City including the manner by which it will be effected and the basis for settlement.
3. Equal Employment Opportunity. All contracts, when funded in whole or partly by monies derived from the federal government (either directly or indirectly), shall contain must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. Davis-Bacon Act. Construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148). Contractors must be required to pay laborers and mechanics wages not less than the prevailing wage as determined by the Secretary of Labor and must be required to pay wages not less than once a week. Each bid solicitation published by the City must contain the current prevailing wage determination. Any award of the contract must be conditioned on contractor's acceptance of that wage determination and suspected or reported violations of this act shall be immediately reported to the Federal awarding agency.
5. Copeland "Anti-Kickback" Act. Applies to construction contracts in excess of \$2,000. It prohibits kickbacks in construction contracts funded with Federal monies. Contractors and subcontractors or subrecipients shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled and suspected or reported violations shall be immediately reported to the Federal awarding agency.
6. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the City in excess of \$100,000 that

involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

7. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under
8. Clean Air Act & Federal Water Pollution Control Act. Contracts and sub grants in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Suspected or reported violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. Debarment and Suspension. A contract award must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
10. Byrd Anti-Lobbying Amendment. Contractors that apply or bid for an award of \$100,000 must certify that they will not and have not used federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award. Contractors must

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

I. Contracting with small and minority business, women's business enterprises, and labor surplus area firms.

All necessary affirmative steps will be taken to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.



TWO YEAR BUDGET POLICY

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 2019/20 & 2020/21**

AED	Automated External Defibrillator
CAFR	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 2019/20 & 2020/21**

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 2019/20 & 2020/21

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 2019/20 & 2020/21

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.

City of Agoura Hills Glossary of Terms FY 2019/20 & 2020/21

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.

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.

City of Agoura Hills Glossary of Terms FY 2019/20 & 2020/21

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.

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.