

## REPORT TO CITY COUNCIL

**DATE:** JUNE 24, 2020

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER

**BY:** NATHAN HAMBURGER, ASSISTANT CITY MANAGER  
CHRISTY PINUELAS, DIRECTOR OF FINANCE

**SUBJECT:** DISCUSSION TO CONSIDER THE ADOPTION OF RESOLUTION NO. 20-1945; CONFIRMING FISCAL YEAR 2020-21 BUDGETED EXPENDITURES RELATING TO THE AGOURA HILLS IMPROVEMENT AUTHORITY LEASE REVENUE BONDS, SERIES 2013 AND 2016, AND MAKING FISCAL YEAR 2020-21 APPROPRIATIONS THEREFORE; AND RESOLUTION NO. 20-1946 AUTHORIZING THE CITY'S FISCAL YEAR 2019-20 BUDGET APPROPRIATIONS TO REMAIN IN EFFECT PENDING THE APPROVAL OF THE MODIFIED FISCAL YEAR 2020-21 BUDGET, THEREBY CONTINUING THE FISCAL YEAR 2019-20 BUDGET INTO FISCAL YEAR 2020-21 AND AUTHORIZING THE CONTINUATION OF NECESSARY AND ESSENTIAL EXPENDITURES; RESOLUTION NO. 20-1947 AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY FULL-TIME EMPLOYEES, AMENDING THE RANGE FOR THE POSITION OF DIRECTOR OF FINANCE

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The City Council is being asked to consider adoption of two resolutions relating to the approval and extension of the budget. The first resolution relates to the two bond issues that were issued by the Agoura Hills Improvement Authority, the Lease Revenue Bonds, Series 2013, (the "2013 bonds") which were used to finance the construction of the recreation center, and the Lease Revenue Refunding Bonds, Series 2016 (the "2016 bonds"), which were used to construct the civic center. The City Council adopted Resolution No.19-1903 in June 2019, approving the Fiscal Year 2020-21 budget, as part of the two-year budget plan. Resolution No.19-1903 included the rental payments for the 2013 and 2016 bonds.

On March 4, 2020 the State of California, and the Los Angeles County Board of Supervisors, and Los Angeles Department of Public Health, declared a state of emergency and a local and public health emergency, respectively, in response to increased spread of the novel coronavirus causing the COVID-19 pandemic. On March 20, 2020, the City Manager of the City of Agoura Hills signed Executive Order No. 2020-21 imposing certain emergency regulations relating to the COVID-19 public health crisis.

These circumstances caused complications in the projections of revenues and expenditures necessary to modify and finalize the Fiscal Year 2020-21 budget. Therefore, the Fiscal Year 2020-21 budget is not being recommended for adoption until July 22, 2020.

At this time, to show compliance with the bond covenants, it is recommended that the City Council confirm and approve the budget expenditures for the FY 2020-21 Bond Payments, as stated in the Fiscal Year 2020-21 budget approved by Resolution No. 19-1903, and to make appropriations for the bond payments by approving Resolution No. 20-1945.

It is also recommended that Council adopt Resolution No. 20-1946 to continue the operation of existing and ongoing City services and to continue the City's Fiscal Year 2019-20 budget until the adoption of the City's modified Fiscal Year 2020-21 budget.

Due to recommended operational changes, caused by the vacancy of the Assistant City Manager position, approval of Resolution No. 20-1947 is recommended, which increases the salary range for the position for the Director of Finance to reflect additional duties related to personnel and risk management, effective with the pay period of July 4, 2020.

## **RECOMMENDATION**

Staff respectfully recommends the City Council adopt:

1. Resolution No. 20-1945; confirming Fiscal Year 2020-21 Budgeted Expenditures relating to the Agoura Hills Improvement Authority Lease Revenue Bonds, Series 2013 and 2016, and making Fiscal Year 2020-21 appropriations therefore;
2. Resolution No. 20-1946 authorizing the City's Fiscal Year 2019-20 budget appropriations to remain in effect pending the approval of the modified Fiscal Year 2020-21 Budget, thereby continuing the Fiscal Year 2019-20 Budget into Fiscal Year 2020-21 and authorizing the continuation of necessary and essential expenditures, and
3. Resolution No. 20-1947 amending the compensation plan by setting salary ranges for full-time employees, amending the range for the position of Director of Finance

Attachments: City Council Resolution No. 20-1945  
City Council Resolution No. 20-1946  
City Council Resolution No. 20-1947

**RESOLUTION NO. 20-1945**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, CONFIRMING FISCAL YEAR 2020-21 BUDGETED EXPENDITURES RELATING TO THE AGOURA HILLS IMPROVEMENT AUTHORITY LEASE REVENUE BONDS, SERIES 2013 AND 2016, AND MAKING FISCAL YEAR 2020-21 APPROPRIATIONS THEREFORE**

WHEREAS, pursuant to its Resolution No. 19-1903 adopted on June 26, 2019, the City Council adopted the annual budget for the City of Agoura Hills (the "City") for Fiscal Year 2019-20, including Fiscal Year 2019-20 appropriations, and approved the City's annual budget for Fiscal Year 2020-21, subject to modification prior to the commencement of Fiscal Year 2020-21; and

WHEREAS, on September 25, 2013, the Agoura Hills Improvement Authority (the "Authority") issued its Lease Revenue Bonds, Series 2013 (the "2013 Bonds"), to assist the City in financing a portion of the costs of the community recreation center project and the related improvements; and

WHEREAS, on December 6, 2016, the Authority issued its Lease Revenue Refunding Bonds, Series 2016 (the "2016 Bonds"), to assist the City in refinancing the costs of the acquisition and construction of the city hall and library facilities and to finance the costs of the acquisition and construction of the Reyes Adobe Road freeway interchange and the related improvements, and other public infrastructure and public facilities; and

WHEREAS, in connection with the 2013 Bonds and the 2016 Bonds, the City entered into Sublease Agreements (the "Subleases") with the Authority, dated as of September 1, 2013 and November 1, 2016, respectively, pursuant to which the City has covenanted to (i) take such action as may be necessary to include all rental payments due thereunder in its annual budget and to make the necessary annual appropriations for all such rental payments (which include amounts necessary to pay debt service on the 2013 Bonds and the 2016 Bonds and certain administrative costs relating to the 2013 Bonds and the 2016 Bonds), and (ii) certify on or before July 1 of each year that it has complied with the actions described in foregoing clause (i); and

WHEREAS, the Fiscal Year 2020-21 budget, approved by Resolution No. 19-1903, includes amounts to be expended for such rental payments coming due and payable in Fiscal Year 2020-21 under the Subleases (collectively, the "FY 2020-21 Bond Payments"); and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak to be a global pandemic, and on March 13, 2020, the President of the United States declared a national state of emergency; and

WHEREAS, in California, on March 4, 2020 Governor Newsom, as well as the Los Angeles County Board of Supervisors and the Los Angeles County Department of Public

Health, declared a state of emergency and a local and public health emergency, respectively, in response to increased spread of the novel coronavirus causing the COVID-19 pandemic, and on March 20, 2020, the City Manager of the City signed Executive Order No. 2020-21 imposing certain emergency regulations relating to the COVID-19 public health crisis; and

WHEREAS, exigent circumstances relating to the COVID-19 pandemic and public health crisis have complicated projections of revenues and expenditures necessary to modify and finalize the Fiscal Year 2020-21 budget, and in view of fluid and unpredictable nature of the crisis and related fiscal impacts on the City, particularly in the medium to longer term, the City may benefit from adopting a modified Fiscal Year 2020-21 budget after July 1, 2020; and

WHEREAS, to facilitate the City's timely compliance with the above-described covenants with respect to the 2013 Bonds and the 2016 Bonds, the City Council desires to confirm and approve the budget expenditures for the FY 2020-21 Bond Payments, as set forth in the Fiscal Year 2020-21 budget approved by Resolution No. 19-1903, and to make appropriations for such amounts;

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 budget expenditures for the FY 2020-21 Bond Payments, as set forth in the Fiscal Year 2020-21 budget approved by Resolution No. 19-1903 (the "Existing FY 2020-21 Budget"), are hereby confirmed and approved.

Section 3. The amounts shown in the Existing FY 2020-21 Budget for the FY 2020-21 Bond Payments are hereby appropriated.

Section 4. 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 any such actions previously taken by such officers are hereby ratified and confirmed.

Section 5. This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, and ADOPTED** this 24<sup>th</sup> day of June, 2020 by the following vote to wit:

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

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Illece Buckley Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, City Clerk

## RESOLUTION NO. 20-1946

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AUTHORIZING THE CITY'S FISCAL YEAR 2019-20 BUDGET APPROPRIATIONS TO REMAIN IN EFFECT PENDING THE APPROVAL OF THE MODIFIED FISCAL YEAR 2020-21 BUDGET, THEREBY CONTINUING THE FISCAL YEAR 2019-20 BUDGET INTO FISCAL YEAR 2020-21 AND AUTHORIZING THE CONTINUATION OF NECESSARY AND ESSENTIAL EXPENDITURES**

WHEREAS, pursuant to its Resolution No. 19-1903 adopted on June 26, 2019, the City Council adopted the annual budget for the City of Agoura Hills (the "City") for Fiscal Year 2019-20, including Fiscal Year 2019-20 appropriations, and approved the City's annual budget for Fiscal Year 2020-21 (the "Existing FY 2020-21 Budget"), subject to modification prior to the commencement of Fiscal Year 2020-21; and

WHEREAS, the City's Fiscal Year 2019-20 budget ends on June 30, 2020; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak to be a global pandemic, and on March 13, 2020, the President of the United States declared a national state of emergency; and

WHEREAS, in California, on March 4, 2020 Governor Newsom, as well as the Los Angeles County Board of Supervisors and the Los Angeles County Department of Public Health, declared a state of emergency and a local and public health emergency, respectively, in response to increased spread of the novel coronavirus causing the COVID-19 pandemic, and on March 20, 2020, the City Manager of the City signed Executive Order No. 2020-21 imposing certain emergency regulations relating to the COVID-19 public health crisis; and

WHEREAS, exigent circumstances relating to the COVID-19 pandemic and public health crisis have complicated projections of revenues and expenditures necessary to modify and finalize the Fiscal Year 2020-21 budget, and in view of fluid and unpredictable nature of the crisis and related fiscal impacts on the City, particularly in the medium to longer term, the City may benefit from adopting a modified Fiscal Year 2020-21 budget after July 1, 2020; and

WHEREAS, updates and modifications to the Existing FY 2020-21 Budget are currently being developed and will not be adopted prior to the end of Fiscal Year 2019-20; and

WHEREAS, on September 25, 2013, the Agoura Hills Improvement Authority (the "Authority") issued its Lease Revenue Bonds, Series 2013 (the "2013 Bonds"), to assist the City in financing a portion of the costs of the community recreation center project and the related improvements; and

WHEREAS, on December 6, 2016, the Authority issued its Lease Revenue Refunding Bonds, Series 2016 (the "2016 Bonds"), to assist the City in refinancing the costs of the acquisition and construction of the city hall and library facilities and to finance the costs of the acquisition and construction of the Reyes Adobe Road freeway interchange and the related improvements, and other public infrastructure and public facilities; and

WHEREAS, by its Resolution No. 20-1945, adopted by the City Council to comply with certain bond covenants, the City Council has confirmed budgeted expenditures included in the Existing FY 2020-21 Budget for the 2013 Bonds and the 2016 Bonds (which include amounts necessary to pay debt service on the 2013 Bonds and the 2016 Bonds and certain administrative costs relating to the 2013 Bonds and the 2016 Bonds) and made Fiscal Year 2020-21 appropriations therefor (the "Approved FY 2020-21 Bond Appropriations"); and

WHEREAS, subject to the Approved FY 2020-21 Bond Appropriations, the City Council deems it appropriate to continue the operation of existing and ongoing City services and to continue the City's Fiscal Year 2019-20 budget until the adoption of the City's modified Fiscal Year 2020-21 budget;

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. Subject to the Approved FY 2020-21 Bond Appropriations, the City Council of the City of Agoura Hills hereby authorizes: 1) the City's Fiscal Year 2019-20 budget appropriations to remain in effect pending the approval of the City's modified Fiscal Year 2020-21 budget; and 2) the continuation of necessary and essential expenditures to operate the City pursuant to the City's adopted Fiscal Year 2019-20 Budget until the approval of the City's modified Fiscal Year 2020-21 budget.

Section 3. This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, and ADOPTED** this 24<sup>th</sup> day of June, 2020 by the following vote to wit:

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

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Illece Buckley Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, City Clerk



**RESOLUTION NO. 20-1947**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY SETTING SALARY RANGES FOR FULL-TIME EMPLOYEES, AMENDING THE RANGE FOR THE POSITION OF DIRECTOR OF FINANCE**

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

**SECTION 1.** The classifications and salary ranges as shown on Exhibit "A," attached hereto and incorporated herein as though set forth in full, are hereby authorized in City service effective the pay period beginning July 4, 2020.

**PASSED, APPROVED, AND ADOPTED** this 24<sup>th</sup> day of June 2020, by the following vote to wit:

.....AYES       ( )  
          NOES       ( )  
          ABSENT     ( )  
          ABSTAIN   ( )

\_\_\_\_\_  
Illece Buckley Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, City Clerk

**EXHIBIT "A"**

**SALARIES AND POSITIONS 2020-2021**

**EXHIBIT A**

<b>FULL-TIME POSITIONS AND SALARIES</b>							
<b>EFFECTIVE 7/4/2020 (*CITY MANAGER EFFECTIVE 7/1/2020)</b>							
<b>POSITIONS</b>	<b>RANGE</b>	<b>ANNUAL</b>		<b>MONTHLY</b>		<b>HOURLY</b>	
		<b>LOW</b>	<b>HIGH</b>	<b>LOW</b>	<b>HIGH</b>	<b>LOW</b>	<b>HIGH</b>
<b>EXEMPT</b>							
ACCOUNTANT	50	76,094	92,713	6,341	7,726	36.5834	44.5734
ADMINISTRATIVE ANALYST	51	77,996	95,030	6,500	7,919	37.4980	45.6877
ASSISTANT CITY MANAGER	82	167,692	204,316	13,974	17,026	80.6210	98.2289
ASSISTANT DIRECTOR OF COMM SERVICES	68	118,680	144,600	9,890	12,050	57.0577	69.5193
ASSISTANT PLANNING DIRECTOR	68	118,680	144,600	9,890	12,050	57.0577	69.5193
ASSISTANT TO THE CITY MANAGER	60	97,406	118,680	8,117	9,890	46.8299	57.0577
ASSOCIATE CIVIL ENGINEER	59	95,030	115,785	7,919	9,649	45.6877	55.6660
BUILDING OFFICIAL	70	124,688	151,920	10,391	12,660	59.9462	73.0387
CITY CLERK	64	107,518	131,001	8,960	10,917	51.6914	62.9810
CITY ENGINEER	71	127,805	155,718	10,650	12,977	61.4449	74.8646
CITY MANAGER*		236,000		19,667		113.4615	
COMMUNITY DEVELOPMENT DIRECTOR	78	151,920	185,100	12,660	15,425	73.0387	88.9905
DEPUTY CITY MANAGER	73	134,276	163,602	11,190	13,633	64.5555	78.6547
DIRECTOR COMMUNITY SERVICES	78	151,920	185,100	12,660	15,425	73.0387	88.9905
DIRECTOR OF FINANCE	78	151,920	185,100	12,660	15,425	73.0387	88.9905
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	78	151,920	185,100	12,660	15,425	73.0387	88.9905
EXECUTIVE ASSISTANT	46	68,937	83,993	5,745	6,999	33.1428	40.3813
FINANCE MANAGER	61	99,841	121,647	8,320	10,137	48.0006	58.4841
PLANNING DIRECTOR	72	131,001	159,611	10,917	13,301	62.9810	76.7362
PRINCIPAL PLANNER	62	102,337	124,688	8,528	10,391	49.2007	59.9462
PUBLIC WORKS PROJECT MANAGER	59	95,030	115,785	7,919	9,649	45.6877	55.6660
RECREATION MANAGER	59	95,030	115,785	7,919	9,649	45.6877	55.6660
RECREATION SUPERVISOR	50	76,094	92,713	6,341	7,726	36.5834	44.5734
SENIOR PLANNER	58	92,713	112,961	7,726	9,413	44.5734	54.3083
<b>HOURLY</b>							
ACCOUNTING SPECIALIST II	46	68,937	83,993	5,745	6,999	33.1428	40.3813
ADMINISTRATIVE AIDE	38	56,580	68,937	4,715	5,745	27.2018	33.1428
ADMINISTRATIVE ASSISTANT I	37	55,200	67,256	4,600	5,605	26.5384	32.3344
ADMINISTRATIVE ASSISTANT II	41	60,930	74,238	5,078	6,186	29.2934	35.6912
ASSISTANT ENGINEER	53	81,944	99,841	6,829	8,320	39.3964	48.0006
ASSISTANT PLANNER	51	77,996	95,030	6,500	7,919	37.4980	45.6877
ASSOCIATE PLANNER	55	86,093	104,896	7,174	8,741	41.3908	50.4307
BUILDING PERMIT TECHNICIAN	38	56,580	68,937	4,715	5,745	27.2018	33.1428
CODE COMPLIANCE OFFICER	46	68,937	83,993	5,745	6,999	33.1428	40.3813
COMM SERV COORDINATOR	46	68,937	83,993	5,745	6,999	33.1428	40.3813
CULTURAL EVENT COORDINATOR	46	68,937	83,993	5,745	6,999	33.1428	40.3813
ENGINEERING AIDE I	38	56,580	68,937	4,715	5,745	27.2018	33.1428
ENGINEERING AIDE II	46	68,937	83,993	5,745	6,999	33.1428	40.3813
PLANNING TECHNICIAN	38	56,580	68,937	4,715	5,745	27.2018	33.1428
SENIOR BUILDING INSPECTOR	47	70,660	86,093	5,888	7,174	33.9714	41.3908
SENIOR CIVIL ENGINEER	64	107,518	131,001	8,960	10,917	51.6914	62.9810
<b>PART-TIME POSITIONS AND SALARIES</b>							
<b>EFFECTIVE 12/28/2019</b>							
ADMINISTRATIVE INTERN I	17	31,103	37,896	2,592	3,158	14.9535	18.2194
ADMINISTRATIVE INTERN II	24	36,972	45,047	3,081	3,754	17.7751	21.6572
INSTRUCTOR	12	27,491	33,495	2,291	2,791	13.2167	16.1033
OFFICE ASSISTANT	22	35,191	42,876	2,933	3,573	16.9186	20.6136
PUBLIC SAFETY LIAISON OFFICER	46	68,937	83,993	5,745	6,999	33.1428	40.3813
RECREATION LEADER I	12	27,491	33,495	2,291	2,791	13.2167	16.1033
RECREATION LEADER II	20	33,495	40,810	2,791	3,401	16.1033	19.6203
RECREATION SPECIALIST	27	39,815	48,511	3,318	4,043	19.1418	23.3224
SENIOR PROGRAM INSTRUCTOR	25	37,896	46,173	3,158	3,848	18.2194	22.1986
LAND USE TECHNICIAN	46	68,937	83,993	5,745	6,999	33.1428	40.3813
SPECIAL EVENT WORKER	425	160-1,060		PER EVENT			