

CITY OF AGOURA HILLS, CALIFORNIA



BUDGET FOR THE FISCAL YEARS 2021-22 / 2022-23

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City of Agoura Hills
FY 2021-22/ 2022-23
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CITY OF AGOURA HILLS

Budget

Fiscal Year 2021-22 / 2022-23



Introduction

CITY OF AGOURA HILLS

Budget Fiscal Year 2021-22 / 2022-23



City Officials

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

Nathan Hamburger, City Manager
Ramiro Adeva, Assistant City Manager
Louis Celaya, Deputy City Manager
Christy Pinuelas, Director of Finance
Jessica Forte, Director of Public Works
Denice Thomas, Director of Community Development
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
Councilmember



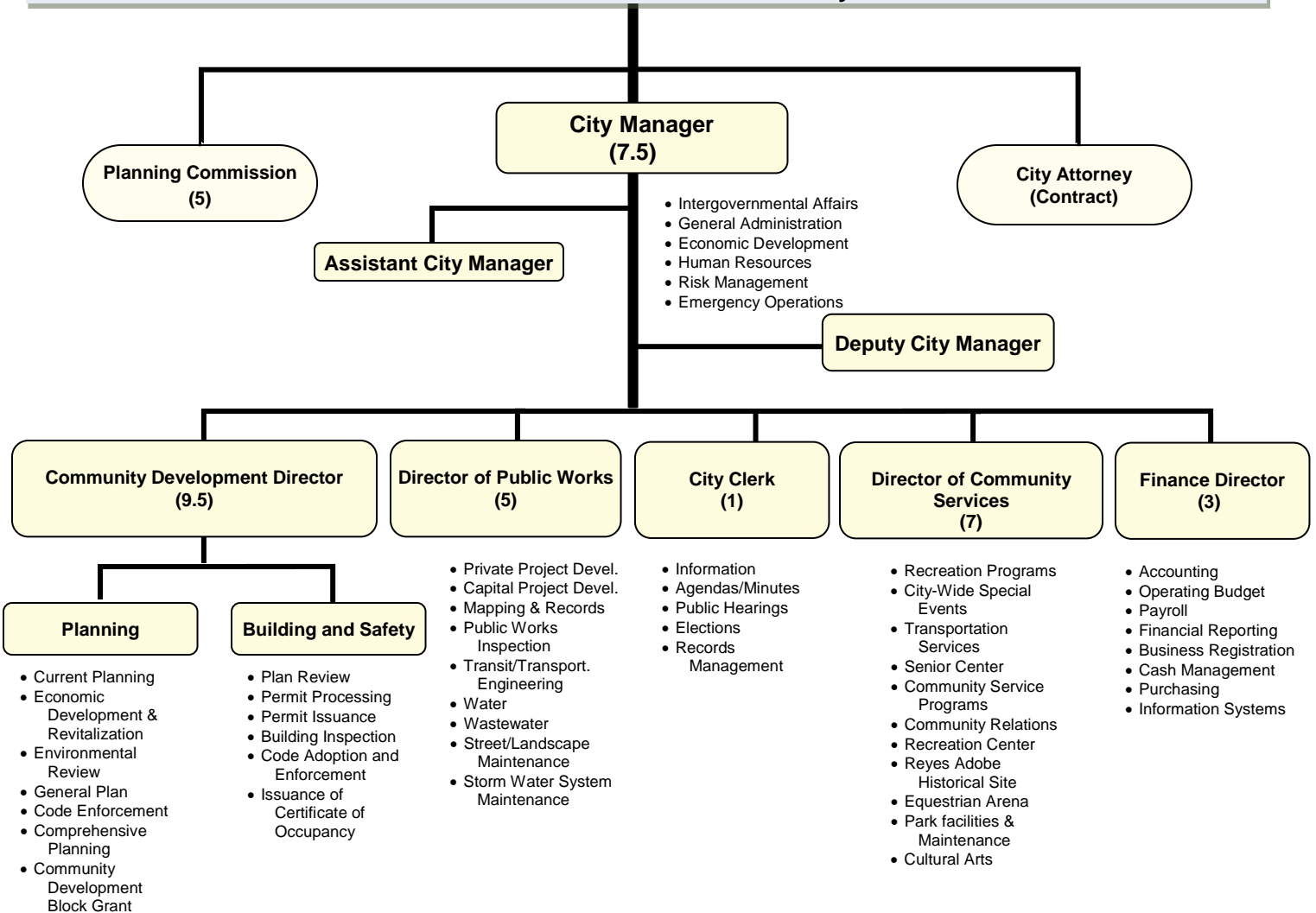
Denis Weber
Mayor



Deborah Klein Lopez
Mayor Pro Tem



Linda Northrup
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 2021-22 and 2022-23

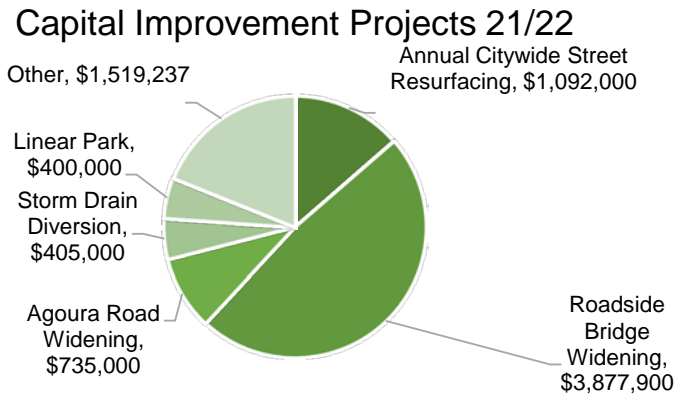


CITY COUNCIL ADOPTS FISCAL YEAR 2021-2022 BUDGET AND APPROVES FISCAL YEAR 2022-2023 BUDGET

The City Council adopted the budget for Fiscal Year 2021-2022 and approved the budget for Fiscal Year 2022-2023 at their meeting on June 23, 2021. 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 2021-2022. 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.

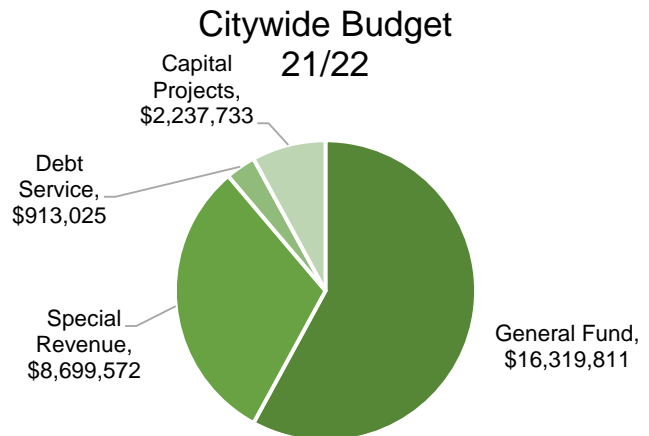
CAPITAL IMPROVEMENT PROJECTS

Project	Cost (2021/22)	Cost (2022/23)
Annual Citywide Street Resurfacing	\$1,092,000	\$646,362
Roadside Bridge Widening	\$3,877,900	\$0
Agoura Road Widening	\$735,000	\$0
Storm Drain Diversion	\$405,000	\$2,247,600
Linear Park	\$400,000	\$10,200,000
Other	\$1,519,237	\$1,313,947
TOTAL	\$8,029,137	\$14,407,909



CITYWIDE BUDGET

Fund Type	FY 2020/21 Final	FY 2021/22 Adopted
General Fund	\$14,576,371	\$16,319,811
Special Revenue	\$3,979,980	\$8,699,572
Debt Service	\$908,025	\$913,025
Capital Projects	\$4,800,635	\$2,237,733
Total	\$ 24,265,011	\$ 28,170,141



CITY OF AGOURA HILLS

Budget

Fiscal Year 2021-22 / 2022-23



Executive Summary



Date: June 23, 2021
To: Honorable Mayor and Members of the City Council
From: Nathan Hamburger, City Manager
Subject: Fiscal Year 2021/22 and 2022/23 Budgets Executive Summary

Introduction

This document includes the Fiscal Year 2021/22 and 2022/23 preliminary 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 9, 2021 Budget Study session, the City Council reviewed the 2021/22 and 2022/23 budgets. The budgets were adopted at the June 23, 2021, 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.

COVID-19 Pandemic Impacts

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in China, and has since spread to a number of other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, several states in the U.S., including California, declared a state of emergency. The pandemic resulted in several temporary closures of all businesses, forced employees to telecommute and negatively impacted our revenues. Hit particularly hard were our Transient Occupancy Taxes (generated from hotel stays), event rentals, and recreation revenues. Additionally the continuous shutdowns and reopenings created very unstable sales tax revenues.

In March, 2020, in response to the economic fall out of the Coronavirus pandemic in the United States, Congress passed the Coronavirus Aid, Relief and Economic Security Act, also known as the CARES Act which provided \$253,931 in funding to the City.

The Federal Government recently passed the \$1.9 Trillion American Rescue Plan (ARPA), which includes multiple provisions including \$350 billion for state and local governments.

The City of Agoura Hills is estimated to receive \$4.8 million in two installments of approximately \$2.4 million in June of 2021 and June 2022. The money comes with the following restrictions: Cannot be used to offset tax reductions or hikes; cannot be deposited into any pension fund; and must be spent by the end of calendar year 2024.

The money is eligible to be used for revenue replacement for the provision of government services, to the extent the reduction in revenue is due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency. It can also be used for COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery. Final uses are for premium pay for essential workers and for investments in water, sewer and broadband infrastructure.

Using fiscal year 18/19 as a base year (as required in the ARPA guidelines), the City experienced an \$8.3 million decrease in calendar year 2020. These revenue losses justify the \$4.8 million we are scheduled to receive.

Financial Highlights

The City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2019 received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). The June 30, 2020 ACFR has been submitted for review. For the fourth time, the City's Budget for the fiscal years ending June 30, 2021 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 2021/22 Budget is \$28.2 million, including expenditures and operating transfers, while the 2022/23 Budget is \$24.6 million. The day-to-day operational/service costs for the organization as a whole are \$21.5 in 2021/22 and \$21.8 million in 2022/23. We are recommending an additional \$6.7 million in Capital Improvement Projects for 2021/22 and \$2.8 million in Capital Improvement

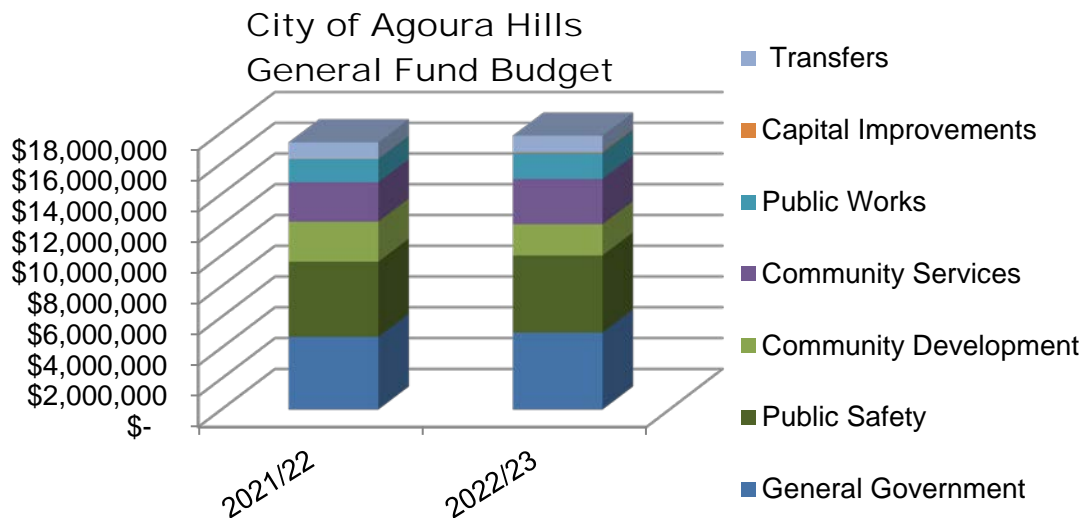
Projects for 2022/23. The Capital Improvement Projects for 2021/22 include \$1.8 million in Measure R and Measure M, both Los Angeles County sales tax initiatives, for several transportation related projects, which include the completion of the Agoura Road Widening and Kanan Corridor Projects. Additionally \$4.0 million is included in 2021/22 for the widening of the Roadside Bridge. In 2022/23 staff is recommending \$2.5 million for a storm drain diversion project and \$475,000 in Measure M monies for the Kanan Corridor Project.

The overall budget consists of the following:

	FY 2021/22	FY 2022/23
General Fund	\$16,319,811	\$16,759,484
Other City Funds	<u>\$11,850,330</u>	<u>\$7,862,955</u>
Total City of Agoura Hills	\$28,170,141	\$24,622,439

Public Safety continues to be a high priority, as is seen through the City's financial commitment (28% 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 2021/22 year. Staff increased 2022/23 by the same percentage. The City will continue to receive \$100,000 in State COPS grant monies to assist in paying for our public safety program. These monies are budgeted in the Supplemental Law Enforcement Fund.

In both fiscal years, the City Council is also being asked to approve funding for several other capital improvement projects, including landscaping projects, the overlay of several city streets, and sidewalk repairs.



General Fund

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 2021/22 revenues are projected to be \$18.2 million, and in 2022/23 revenues are projected to decrease to \$16.4 million. In 2021/22 proposed expenditures

are recommended at \$16.3 million, and operating fund transfers of \$1.0 million (\$17.3 million total). In 2022/23 the expenditures increase to \$16.8 million, and operating transfers remain at \$1 million for a total of \$17.8 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.

In June of 2021 the City is projected to receive the first installment of ARPA monies. The second installment is scheduled to be received in June 2022.

Aside from this revenue, the trend in Sales and Use Tax is to increase 2.5% in each year while Property Tax is estimated to increase by 3.5%. Transient Occupancy Tax, which is generated from hotel stays is anticipated to remain flat in 2021/22 and to increase by 43% in 2022/23 in anticipation of the reopening of the City's hotels and increased business and leisure travel.

General Fund revenue is budgeted to decrease \$1.7 million, or 9.6 percent from 2021/22 to 2022/23, primarily due to the one-time receipt of ARPA money in 2021/22 (2.4 million) offset by the increased transient occupancy taxes.

In reviewing, the General Fund expenditure differences between 2021/22 and 2022/23, operational expenditures are recommended to increase \$439,673, while transfers are budgeted to remain flat.

The increase to operational expenditures in 2022/23 comes primarily from the increased cost of operations in areas like the Sheriff Contract, liability insurance, salaries, and special event. This is offset by a decrease in contract services in Community Development, as they near the completion of several state mandated projects.

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 2021/22 the General Fund and Miscellaneous Grants Fund are major funds. The City is budgeted to spend \$4.3 million in the Miscellaneous Grants Fund, primarily for the Roadside Bridge Widening. In 2022/23, the General Fund is the only major fund.

The Budget and Goal Setting 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 2020/21 year.

Following the preparation of our budget with on-going operational needs, the City held public meetings with the City Council to ensure all goals had been included within the document. On March 24, 2021, the City Council held the first Goal Gathering Workshop, which included the public. The purpose of this workshop is to discuss all goals and establish a preliminary list for sub-committees to review. On May 12, the City Council held a second Goal Setting Workshop, which

was open to the public. This workshop prioritized the goals of the City. On May 24, the Finance Committee met to review the draft budget and to discuss community service grant requests, which are received from various service organizations in the community. The City Council held the budget study session on June 9, 2021 to discuss the 2021/22 and 2022/23 preliminary Budget. On June 23, 2021, the City Council adopted the 2021/22 and 2022/23 Budgets and appropriated the 2021/22 Budget.

Budget and Goal Setting Calendar

- February 25 Department Heads – Budgets to Finance
- March 9-11 City Manager met with Department Heads
- March 25 Department Heads – Revenue Projections
- March 24 Goals Gathering Workshop
- March 29 – April 16 Council Committee and Staff Meetings
- May 12 Goal Setting Workshop
- May 26 Finance Committee/Community Grants
- June 9 Preliminary Budget Review Workshop
- June 23 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 26 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 (5)

011 – Capital Projects Fund

012 – Facilities Capital Projects Fund

016 – Storm Water Capital Projects Fund

018 – Measure R Capital Projects Fund

019 – Measure M Capital Projects Fund

Basis for Assumption for Key Revenue Estimates

The 2021/22 and 2022/23 Budget was built upon a series of assumptions related to employee compensation, insurance rates, economic forecasts and development patterns. The State of California recently announced a record-breaking \$267.8 billion revised May budget proposal. The revised budget includes funding available for local government for housing the homeless, accelerating the availability of affordable housing, expanding broadband services, and strengthening our transportation systems, drought resilience, and emergency preparedness. The direct impacts of these proposals are not yet known and have not been incorporated in to our Budget. The budget reflects the best information available from the Governor's and Legislative's proposals for the State 2021/22 budget.

The City's largest revenue sources are as follows:

Revenue Type	2021/22 Budget		2022/23 Budget	
Property Taxes	\$5,821,011	21%	\$5,971,800	27%
Sales Taxes	4,315,212	15%	4,493,360	20%
HBP and Toll Credits	3,462,900	12%	0	0%
American Recovery Act Funding	2,418,766	9%	0	0%
Transient Occupancy Tax	1,525,535	5%	2,186,352	10%
IRWMP Funding Grant	0	0%	1,250,000	6%
Measure R Capital Projects	1,350,000	5%	550,000	2%
Franchise Fees	800,000	3%	800,000	4%
State DWR Grant	699,700	2%	0	0%
Proposition A Funding	574,650	2%	574,650	3%
Loan Repayment from former RDA	739,892	3%	690,000	3%
STP-L	0	0%	96,362	0%
Subtotal Top Revenues	\$21,707,666	77%	\$16,612,524	75%
Total Revenues	\$28,228,691	100%	\$22,218,749	100%

Property Taxes – The City's General Fund receives property taxes. The estimate is projected to increase 2.5% in 2021/22 and 2.5% in 2022/23, 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

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. While Sales Tax represents 16% of the overall revenues for 2021/22, the City's General Fund receives 26% of its revenues from sales tax. The sales tax is primarily collected from the City's gas stations, restaurants, and furniture/appliance stores.

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 2021/22 the City is anticipating receiving \$3.5 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.

American Recovery Act Funds - The Federal Government recently passed the \$1.9 Trillion American Rescue Plan, which includes multiple provisions including \$350 billion for state and local governments. The City of Agoura Hills is estimated to receive \$4.8 million in two installments of approximately \$2.4 million in June 2021 and June 2022.

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. This revenue

has previously generated almost one-third of the City's revenues. While both years are budgeted very conservatively, the Transient Occupancy Tax revenue is forecasted to increase 43% in 2022/23 as Health Orders related to COVID-19 restrictions are lifted. The revenue will still be below previous levels, and is not anticipated to return to full levels until 2024/25, as business travel returns.

IRWMP –Integrated Regional Water Management Grant Programs (IRWMP) are funded by the State of California under Proposition 1. The funding is a collaborative effort to manage all aspects of water resources in a region. The City is anticipating \$1.25 million in 2022/23 for a water diversion project.

Measure R Capital Projects Grant – In November 2008, Measure R was approved by Los Angeles County voters by a two-thirds majority, committing a projected \$40 billion to traffic relief and transportation upgrades throughout the county over the next 30 years. The City of Agoura Hills is scheduled to receive approximately \$1.4 million of these monies in 2021/22 and \$550,000 in 2022/23. These monies are being used for several major transportation related projects, the primary one being the completion of the Agoura Road Widening and the beginning of the Kanan Corridor project. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.

Franchise Fees – Franchise fees cover the reasonable value of a franchise operating within the City. The City receives fees from various utilities. This revenue supports General Fund operations.

State DWR Grant – The State of California granted the City of Agoura Hills \$1 million from the Department of Water Resources to provide funds for water quality improvement. Some of the money was spent in 2020/21, the remaining \$699,700 is programmed for 2021/22.

Proposition A Local Sales Tax – Approved by voters within Los Angeles County in November 1980, Proposition A local sales tax (Prop A Local) is a half-cent sales tax dedicated to transportation funding. Prop A has funded municipal transportation projects and improved bus service. The City receives an annual allocation of approximately \$574,500.

Loan Repayment from former RDA – In February, 2011, the City recorded an advance of \$44 million to the Redevelopment Agency. In December, 2011, the California Supreme Court dissolved the Redevelopment Agency and the City elected to become the Successor Agency for the former redevelopment agency. The Successor Agency makes annual payments on the outstanding debt, to the extent allowed by law. The law requires that 20% of the loan repayment must be transferred to the Housing Successor Agency, the remainder of the payment is unrestricted General Fund revenues and will be repaid through 2042.

STP-L – State Transportation Improvement Program Funding is received through Los Angeles County METRO and is used to fund overlay projects within the City.

Strategies for Actions

The annual budget for the City of Agoura Hills is an action plan in which the Agoura Hills Council appropriates funds aimed at implementing various initiatives. These initiatives enable the City to achieve its long-term goals.

The long-term goals of the City are derived from various planning studies including:

General Plan
Comprehensive Traffic Study
Comprehensive Recreation Plan
Storm Water Management Plan

Through the implementation of the findings in these various planning documents, Agoura Hills hopes to become the kind of community that the General Plan envisions.

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.

Major Issues and Objectives

Derived from the Goal Workshop, the City Council identified several major initiatives. These major initiatives, which are the same as the prior initiatives, 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, the Kanan/Agoura Intersection Design, the Roadside Bridge Widening and a Storm Drain Diversion Project. Additionally, the City is working on a Linear Park, which will be constructed if several grants are successfully received.

Additionally, the City Council would like to increase/enhance bike facilities, expand trails for biking and beautify the Liberty Canyon Area. Under this initiative, the City previously completed the Palo Comado Interchange Construction.

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 completing the review of the Agoura Village

Specific Plan, reviewing outdoor operation and commercial parking requirements and assisting in business recovery in conjunction with the Conejo Chamber and Tourism District.

Parks/Recreation/Transportation – The City is planning park enhancements to restrooms, benches and landscaping and is working towards a solution for the Agoura Hills Calabasas Community Center, a joint powers authority operated with the City of Calabasas. Under this initiative, the city upgraded park amenities, to include tables, benches, and trash cans.

Emergency Preparedness/Public Safety – The City is planning to apply for a Highway Safety grant for pedestrian improvements along Reyes Adobe. Additionally, an education campaign about hardening and a review of the emergency response contract services provided through Los Angeles County are planned during the budget cycle. Under this initiative, the City formed a Task Force and a Los Angeles County Woolsey Fire Ad Hoc working group, who issued a report. Additionally, the city worked with displaced homeowners and provided assistance.

Communications – Within this category, the City plans to streamline emergency notifications sign-ups, improve the City website and add a Public Information consultant. Under this initiative, the City expanded the social media presence and established a community outreach discretionary spending amount for the Mayor.

Environmental Sustainability - The City is working on the completion of a climate action and adaptation plan, drafting an ordinance for full electrification of new residential development and aggressively seeking funding to expand charging stations throughout the city (public and private facilities).

Under this initiative, the City installed electric vehicle charging stations at the Recreation and Event Center and expanded the commercial and multi-family organics recycling program.

Goals

The goals established by the General Plan are intended to be achievable and measurable. Agoura Hills's key community goals are derived from and grouped by the adopted set of six guiding principles which includes:

A. Infrastructure

1. Continue working on Linear Park (design, water quality features, funding)
2. Agoura Hills signage along U.S 101
3. Liberty Canyon Street & Landscape Master Plan
4. Increase/Enhance bike facilities (dedicated lanes, racks, and expand trails for biking)

B. Land Use/Economic Development

1. Assist in Business Recovery
2. Review outdoor operation & commercial parking requirements
3. Complete AVSP Review

C. Parks/Recreation/Transportation

1. Additional Park Enhancements
2. Morrison Park play equipment replacement
3. Flashing lights crosswalk at Reyes Adobe & Stonecrest

4. Crosswalk and flashing lights at Reyes Adobe & Rainbowcrest

D. Emergency Preparedness/Public Safety

1. Mayor’s Outreach program
2. Review emergency response contract services provided through Los Angeles County
3. Educate campaign for public on hardening home/business

E. Communications

1. Streamline Emergency notifications sign-up
2. Expedite fixes on website
3. Add Public Information Officer (consultant)
4. Agoura Hills 40th Anniversary Recognition

F. Environmental Sustainability

1. Prioritize completion of Climate Action & Adaptation Plan, discussion of staffing needs to monitor
2. Review Oak Tree Ordinance
3. Draft ordinance for full electrification of new residential development
4. Aggressively seek funding to expand charging stations throughout the City

The City does not anticipate any major changes in service levels, fees or taxes to complete these goals.

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.

Inclusive of the American Rescue Plan Act Funding, for the budget year 2020/21 the fund balance in the General Fund is projected to be \$10.2 million or 65% of operating expenses and transfers at June 30, 2021. This fund balance is projected to be 63% in 2021/22 and 54% in 2022/23, as the City relies on the ARPA monies to assist in meeting operational needs.

General Fund	2020/21	2021/22	2022/23
Ending Fund Balance	\$ 10,201,375	\$11,020,659	\$9,616,282
Operating Expenses and Transfers	\$15,616,196	\$17,380,816	\$17,815,489
Percentage	65%	63%	54%

The General Fund balance includes the ARPA funds, which will be spent through December 31, 2024. It is important to note that the City's revenues do not meet operational expenditures throughout the budget period. Until the City's revenues stabilize, and the long-term financial impacts of the Pandemic are fully known, the Council is taking a long-term approach to monitoring this resource.

It is also important to note that the General Fund serves as a temporary funding source for the many grants the City receives, including the Roadside Bridge and Measure M Capital Projects. The total of these advances is anticipated to be \$3.0 million. These amounts are included in the above referenced fund balance.

Balanced Budget

Overall, the combined City of Agoura Hills fund balances are projected to increase \$60,550 or less than 1% from 6/30/2021 to 6/30/2022 and decrease an additional \$2.4 million or 15% from 6/30/22 to 6/30/23.

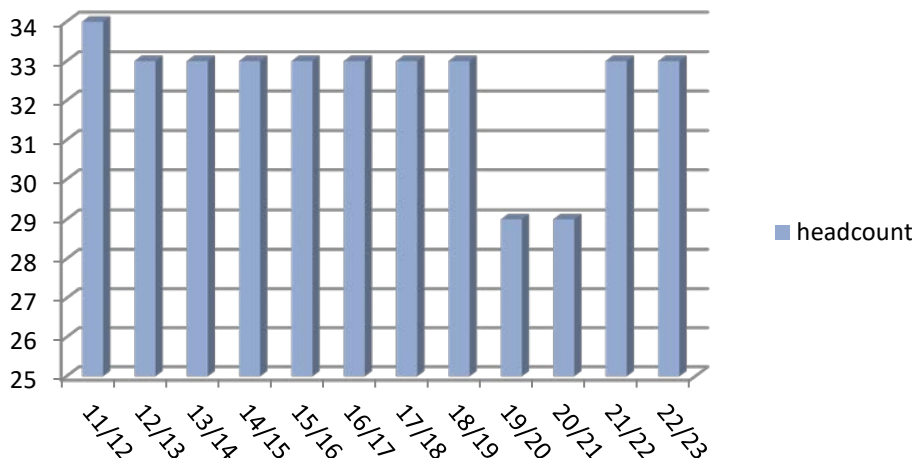
Fiscal Year 2021/22 is relatively flat, because the City is projected to receive \$2.4 million in ARPA monies. In 2022/23, the decrease primarily relates to the spending of the ARPA funds, coupled with a use of Storm water Capital Project set-aside funds to complete a storm drain diversion project.

In accordance with the Balanced Budget Policy, which is included within the Appendix of this document, the 2021/22 and 2022/23 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 2021/22 and 2022/23 headcount includes 33 full-time employees, 5 Council members, 5 Planning Commissioners, 1 appointed part-time Treasurer, and numerous part-time staff, who are primarily employed at the Recreation Center.

Total Authorized Positions by Fiscal Year



During the Pandemic, which began in March, 2020, the City laid off several employees, had several furloughs and retirements. The updated budget includes new positions, as the City opens back up to full services to the public. Within the City Manager's Office, an additional administrative assistant is proposed. The Community Services Department has an additional position of Recreation Coordinator proposed, and the Building and Safety Division of Community Development has an additional Counter Technician proposed. Including these additional positions, salaries and benefits are proposed to increase by \$819,323, or 13.9%, in 2021/22 and by \$304,953, or 8.6%, in 2022/23.

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 24.3% for 2021/22 and 25.1% in 2022/23. Miscellaneous employees are budgeted to contribute 2.0% towards pension costs in 2021/22, and 3.5% in 2022/23. The rate in 2020/21 was 24.6%.

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, 2020, the unfunded liability was only \$656,122. The City's contribution is budgeted at \$182,000 and \$190,000 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 2021/22 and 2022/23 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, 2021.

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 7/1/2021: \$3,210,000
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 7/1/2021: \$8,845,000
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 projects benefiting the Agoura Hills Redevelopment Agency.

\$44,000,000 note dated February 9, 2011
Principal Outstanding 7/1/2021: \$26,134,183
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 2021/22 and 2022/23 budget are in compliance with this policy.

	FY 2021/22	FY 2022/23
Debt service payments	\$ 913,025	\$ 908,025
General Fund revenues	\$18,155,100	\$16,411,112
Percentage Debt Service	5.0%	5.5%

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 Assistant City Manager Ramiro Adeva, Finance Director Christy Pinuelas and Finance Manager Melinda Brodsky. I look forward to working with you when we make this budget a reality.

Respectfully,

Nathan Hamburger
Nathan Hamburger
City Manager

**City of Agoura Hills
Appropriations Limit
FY 2021-22**

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 1990-91 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 2021-22 fiscal year, there is a significant gap of \$8,033,391 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 2020-21		\$18,972,440
Adjustment Factors:	<u>% Ratio</u>	
Population Factor	0.9931	
Growth Factor	<u>1.0573</u>	
Population Ratio*Economic Ratio		<u>1.0500046</u>
Appropriation Limit for FY 2021-22		<u>\$19,921,149</u>

**CITY OF AGOURA HILLS
GANN APPROPRIATION LIMIT
FY 2021-22**

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	\$12,638,758	\$11,772,758	\$800,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248	License and Permits	523,000		523,000	
1994-95	1.0071	1.0028	1.0099199	6,191,060	Charges for Services	937,600		937,600	
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	100,000	79,000	21,000	
1997-98	1.0467	1.0104	1.0575857	7,178,904	Miscellaneous	3,891,742		3,891,742	
1998-99	1.0415	1.0120	1.0539980	7,566,550	Total Unrestricted	18,155,100	11,851,758	6,237,342	
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	8,600,341		8,600,341	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Charges for Services	45,000		45,000	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Fines and Forfeitures	40,000		40,000	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Interest Earnings	73,200		73,200	
2006-07	1.0396	1.0017	1.0413673	12,024,049	Miscellaneous	1,272,050		1,272,050	
2007-08	1.0442	1.0034	1.0477503	12,598,200	Total Restricted	10,075,591	36,000	10,039,591	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239	Total Source of Funds	\$28,230,691	\$11,887,758	\$16,276,933	
* 2009-10	1.0062	1.0058	1.0120360	13,371,262					
2010-11	0.9746	1.0059	0.9803501	13,108,518		\$28,230,691			
* 2011-12	1.0251	1.0025	1.0276628	13,471,136					
* 2012-13	1.0377	1.0021	1.0398792	14,008,354		\$0			
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					
2020-21	1.0373	0.9973	1.0344993	18,972,440					
2021-22	1.0573	0.9931	1.0500046	19,921,149					
2021-22 Appropriation Limit				\$19,921,149					
Less Appropriations subject to limit (Sched 2)				11,887,758					
2021-22 Appropriations Under Allowed Limit				\$8,033,391					

* Revised

RESOLUTION NO. 21-1977

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2021-22 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 2021-22 shall be \$19,921,149.

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 23rd day of June, 2021, by the following vote to wit:

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


Denis Weber, Mayor

ATTEST:



Kimberly M. Rodrigues, City Clerk



RESOLUTION NO. 21-1978

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2021-22, INCLUDING FISCAL YEAR 2021-22 APPROPRIATIONS, APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2022-23, AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2020-21 ANNUAL BUDGET AND ADOPTING CITYWIDE GOALS FOR FISCAL YEARS 2021-22 AND 2022-23

WHEREAS, the City Council has reviewed the preliminary budget for Fiscal Years 2021-22 and 2022-23 and the amended budget for Fiscal Year 2020-21; and

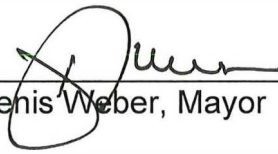
WHEREAS, a Budget Workshop concerning the Fiscal Year 2021-22 and 2022-23 proposed budget was held on Wednesday, June 9, 2021.

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

1. That the Fiscal Years 2021-22 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 2021-22 Budget are hereby appropriated.
3. That the Fiscal Year 2022-23 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2022-23.
4. That the proposed amendments to the Fiscal Year 2020-21 Budget be approved.
5. Any unused appropriations from the Fiscal Year 2020-21 Adopted Budget at the end of Fiscal Year 2020-21 may be re-appropriated by the City Manager for continued use in Fiscal Year 2021-22.
6. That the Citywide Goals for Fiscal Year 2021-22 and 2022-23 be approved.

PASSED, APPROVED, and ADOPTED this 23rd day of June, 2021, by the following vote to wit:

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

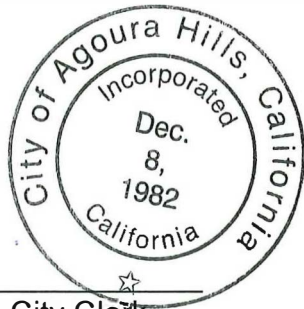


Denis Weber, Mayor

ATTEST:



Kimberly M. Rodrigues, City Clerk



**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>							
<u>Major Funds</u>							
10 General Fund	8,223,763	17,593,808	14,576,371	(1,039,825)	10,201,375	(1)	24%
19 Measure M Capital Projects	(715,970)	4,895,436	4,100,000	0	79,466	(2)	111%
Subtotal Major Funds	<u>7,507,793</u>	<u>22,489,244</u>	<u>18,676,371</u>	<u>(1,039,825)</u>	<u>10,280,841</u>		
20 Gas Tax	719	486,065	447,150	0	39,634		
22 RRAA	65,844	372,446	0	0	438,290		
30 Retirement Rate Stabilization	197,975	3,000	0	0	200,975		
40 Traffic Safety	5,628	40,200	40,000	0	5,828		
60 Proposition A	733,253	576,956	349,214	0	960,995		
61 Proposition C	363,959	2,164,889	1,621,232	0	907,616		
63 Measure R	32,407	282,710	156,981	0	158,136		
64 Measure M	4,890	310,231	281,189	0	33,932		
65 Measure W	0	335,400	214,450	0	120,950		
70 SCAQMD	67,679	27,000	1,200	0	93,479		
110 Traffic Improvement	1,628,076	4,000	0	0	1,632,076		
111 Utility Undergrounding	53,110	500	0	0	53,610		
240 Suppl. Law Enfcmt	132,399	157,400	152,866	0	136,933		
250 CDBG	107	349,400	349,346	0	161		
260 Misc. Grants	(213,405)	149,637	96,447	0	(160,215)		
520 Waste Management	213,771	113,000	135,000	0	191,771		
420 Inc. Housing In-Lieu	1,797,826	20,000	10,000	0	1,807,826		
300 Public Fin Auth Debt Service	1,091	25	0	0	1,116		
305 Improvement Authority Debt	284,739	1,500	908,025	913,025	291,239		
620 Successor Housing	639,973	10,000	124,905	126,800	651,868		
11 Capital Projects Fund	23,675	0	11,300	0	12,375		
12 Facilities Fund	208,053	2,500	0	0	210,553		
15 Rec Center Capital Projects	(1,104)	4	0	0	(1,100)		
16 Stormwater Capital Projects	837,789	260,000	250,000	0	847,789		
18 Measure R Capital Projects	(3,362,055)	415,500	439,335	0	(3,385,890)		
Subtotal Non-Major Funds	<u>3,716,399</u>	<u>6,082,363</u>	<u>5,588,640</u>	<u>1,039,825</u>	<u>5,249,947</u>	(3)	41%
Total City of Agoura Hills	<u>11,224,189</u>	<u>28,571,607</u>	<u>24,265,011</u>	<u>0</u>	<u>15,530,785</u>		

Explanation of fund balances variance of 10% or more

(1) After using reserves in 2018/19 to pay for the Woolsey Fire, the City received a settlement of \$1.3 million in 2019/20 from SCE.

(2) This fund is for building capital projects paid for by a reimbursement grant from METRO. The City anticipates receiving reimbursement over and above the cost of capital projects for this year.

(3) The City's non-major funds are primarily special revenue funds, restricted for use on specific projects. Because the City does not receive large amounts each year, the funds are often saved up for a larger project. These include the RRAA (22); Measure R (63) Measure M (64) and Measure W (65) Funds. Fund 61 (Proposition C) received a reimbursement for its share of the Palo Comado Bridge Project.

**City of Agoura Hills
Sources and Uses
Estimated Budget 2021-22**

----- Estimate 2021/22-----

Fund	Fund Balance 6/30/2021	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2022	Fund Balance Inc/(Dec)
<u>City of Agoura Hills</u>						
<u>Major Funds</u>						
10 General Fund	10,201,375	18,155,100	16,319,811	(1,016,005)	11,020,659	8%
260 Misc. Grants	(160,215)	4,292,037	4,292,037	0	(160,215)	0%
Subtotal Major Funds	<u>10,041,160</u>	<u>22,447,137</u>	<u>20,611,848</u>	<u>(1,016,005)</u>	<u>10,860,444</u>	
20 Gas Tax	39,634	524,236	470,000	0	103,870	
22 RRAA	438,290	407,850	787,000	0	59,140	
30 Retirement Rate Stabilization	200,975	3,000	0	(45,000)	158,975	
40 Traffic Safety	5,828	40,200	40,000	0	6,028	
60 Proposition A	960,995	574,650	594,046	0	941,599	
61 Proposition C	907,616	344,997	787,241	0	465,372	
63 Measure R	158,136	260,873	400,564	0	18,445	
64 Measure M	33,932	293,322	300,935	0	26,319	
65 Measure W	120,950	340,000	423,000	0	37,950	
70 SCAQMD	93,479	127,000	101,200	0	119,279	
110 Traffic Improvement	1,632,076	4,000	0	0	1,636,076	
111 Utility Undergrounding	53,610	500	0	0	54,110	
240 Suppl. Law Enfcmt	136,933	100,700	152,865	0	84,768	
250 CDBG	161	115,026	115,026	0	161	
520 Waste Management	191,771	113,000	121,900	0	182,871	
420 Inc. Housing In-Lieu	1,807,826	20,000	10,000	0	1,817,826	
300 Public Fin Auth Debt Service	1,116	0	0	0	1,116	
305 Improvement Authority Debt	291,239	1,500	913,025	913,025	292,739	
620 Successor Housing	651,868	10,000	103,758	147,980	706,090	
11 Capital Projects Fund	12,375	0	0	0	12,375	
12 Facilities Fund	210,553	2,500	40,000	0	173,053	
15 Rec Center Capital Projects	(1,100)	0	0	0	(1,100)	
16 Stormwater Capital Projects	847,789	709,700	434,000	0	1,123,489	
18 Measure R Capital Projects	(3,385,890)	1,350,500	1,334,870	0	(3,370,260)	
19 Measure M Capital Projects	79,466	430,000	428,863	0	80,603	
Subtotal Non-Major Funds	<u>5,489,626</u>	<u>5,773,554</u>	<u>7,558,293</u>	<u>1,016,005</u>	<u>4,730,892</u>	(1) -14%
Total City of Agoura Hills	<u><u>15,530,785</u></u>	<u><u>28,220,691</u></u>	<u><u>28,170,141</u></u>	<u><u>0</u></u>	<u><u>15,591,335</u></u>	

Explanation of fund balances variance of 10% or more

(1) The City's non-major funds are primarily special revenue funds, restricted for use on specific projects. Because the City does not receive large amounts each year, the funds are often saved up for a larger project. These include the Measure R (63) Measure M (64) and Measure W (65) Funds. Fund 61 (Proposition C) is waiting for a grant reimbursement for its share of the Palo Comado Bridge Project. The Stormwater Capital Projects Fund (16) received a reimbursement of a capital project.

**City of Agoura Hills
Sources and Uses
Estimated Budget 2022-23**

----- Estimate 2022/23-----

Fund	Fund Balance 6/30/2022	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2023	Fund Balance Inc/(Dec)
<u>City of Agoura Hills</u>						
<u>Major Funds</u>						
10 General Fund	11,020,659	16,411,112	16,759,484	(1,056,005)	9,616,282	(1) -13%
Subtotal Major Fund	11,020,659	16,411,112	16,759,484	(1,056,005)	9,616,282	
20 Gas Tax	103,870	534,236	519,800	0	118,306	
22 RRAA	59,140	407,850	450,000	0	16,990	
30 Retirement Rate Stablization	158,975	3,000	0	0	161,975	
40 Traffic Safety	6,028	40,200	40,000	0	6,228	
60 Proposition A	941,599	574,650	635,079	0	881,170	
61 Proposition C	465,372	344,997	125,757	0	684,612	
63 Measure R	18,445	260,873	250,450	0	28,868	
64 Measure M	26,319	293,322	302,157	0	17,484	
65 Measure W	37,950	340,000	328,000	0	49,950	
70 SCAQMD	119,279	27,000	46,200	0	100,079	
110 Traffic Improvement	1,636,076	4,000	0	0	1,640,076	
111 Utility Undergrounding	54,110	500	0	0	54,610	
240 Suppl. Law Enfcmt	84,768	100,700	152,865	0	32,603	
250 CDBG	161	100,000	100,000	0	161	
260 Misc. Grants	(160,215)	1,472,809	1,472,809	0	(160,215)	
520 Waste Management	182,871	112,000	118,900	0	175,971	
420 Inc. Housing In-Lieu	1,817,826	20,000	10,000	0	1,827,826	
300 Public Fin Auth Debt Service	1,116	0	0	0	1,116	
305 Improvement Authority Debt	292,739	1,500	905,475	908,025	296,789	
620 Successor Housing	706,090	10,000	266,131	147,980	597,939	
11 Capital Projects Fund	12,375	0	0	0	12,375	
12 Facilities Fund	173,053	0	0	0	173,053	
15 Rec Center Capital Projects	(1,100)	0	0	0	(1,100)	
16 Stormwater Capital Projects	1,123,489	10,000	1,000,000	0	133,489	
18 Measure R Capital Projects	(3,370,260)	550,000	540,673	0	(3,360,933)	
19 Measure M Capital Projects	80,603	600,000	598,659	0	81,944	
Subtotal Non-Major Funds	4,570,677	5,807,637	7,862,955	1,056,005	3,571,364	(2) -22%
Total City of Agoura Hills	15,591,336	22,218,749	24,622,439	0	13,187,646	

Explanation of fund balances variance of 10% or more

(1) The City will receive \$2.4 million in American Rescue Plan Act funds in 2021/22, which will be used to support spending in 2022/23. It is anticipated that revenues will return in 2023/24. (2) Non Major Funds will decrease by approximately \$1 million priarily due to the use of Stormwater Capital Projects Funds for a planned capital project.

CITY OF AGOURA HILLS
Consolidated Financial Schedule
FY 2021-2022

Fiscal Year 2021-2022 Budget					
	General Fund	Special Revenue Funds	Debt Service	Capital Projects	Total Appropriated Funds
Starting Fund Balance	\$ 10,201,374	\$ 7,273,863	\$ 292,355	\$ (2,236,807)	\$ 15,530,785
Operating Revenue					
Taxes and Assessments	\$ 12,638,758	\$ 36,000	\$ -	\$ -	\$ 12,674,758
Licenses and Permits	523,000		-	-	523,000
Intergovernmental	-	7,372,691	-	1,780,000	9,152,691
Fines and Penalties	64,000	40,000	-	-	104,000
Investment Income	518,800	58,700	1,500	13,000	592,000
Rental Income	-	-	-	-	-
Other Revenue	3,472,942	-	-	699,700	4,172,642
Total Operating Revenue	\$ 17,217,500	\$ 7,507,391	\$ 1,500	\$ 2,492,700	\$ 27,219,091
Other Financing Sources					
Charges for Services	\$ 937,600	\$ 74,000	\$ -	\$ -	\$ 1,011,600
Transfers In	45,000	147,980	913,025	-	1,106,005
Total Other Financing	\$ 982,600	\$ 221,980	\$ 913,025	\$ -	\$ 2,117,605
Total Revenue	\$ 18,200,100	\$ 7,729,371	\$ 914,525	\$ 2,492,700	\$ 29,336,696
Operating Expenses					
Personnel Costs	\$ 6,058,943	\$ 319,494	\$ -	\$ 188,733	\$ 6,567,170
Materials, Supplies, and Services	2,365,496	193,766	-	40,000	2,599,262
Contract Services	7,720,572	2,245,975	-	434,000	10,400,547
Debt Service	-	-	907,025	-	907,025
Street Improvements	-	5,340,447	-	1,575,000	6,915,447
Administrative Charges	1,100	48,200	6,000	-	55,300
Other Improvements and Projects	20,000	551,690	-	-	571,690
Total Operating Expenses	\$ 16,166,111	\$ 8,699,572	\$ 913,025	\$ 2,237,733	\$ 28,016,441
Other Expenses					
Capital Expenditures	\$ 153,700		\$ -	\$ -	\$ 153,700
Transfers Out	1,061,005	45,000	-	-	1,106,005
Total Other Expenses	\$ 1,214,705	\$ 45,000	\$ -	\$ -	\$ 1,259,705
Total Expenditures	\$ 17,380,816	\$ 8,744,572	\$ 913,025	\$ 2,237,733	\$ 29,276,146
Net of Revenue/Expenditures	\$ 819,284	\$ (1,015,201)	\$ 1,500	\$ 254,967	\$ 60,550
Ending Fund Balance	\$ 11,020,658	\$ 6,258,662	\$ 293,855	\$ (1,981,840)	\$ 15,591,335

CITY OF AGOURA HILLS
Consolidated Financial Schedule
FY 2022-2023

Fiscal Year 2022-2023 Budget					
	General Fund	Special Revenue Funds	Debt Service	Capital Projects	Total Appropriated Funds
Starting Fund Balance	\$ 11,020,659	\$ 6,258,662	\$ 293,855	\$ (1,981,840)	\$ 15,591,336
Operating Revenue					
Taxes and Assessments	\$ 13,611,512	\$ 36,000	\$ -	\$ -	\$ 13,647,512
Licenses and Permits	473,000		-	-	473,000
Intergovernmental	-	3,138,437	-	1,150,000	4,288,437
Fines and Penalties	64,000	40,000	-	-	104,000
Investment Income	518,800	58,700	1,500	10,000	589,000
Rental Income	-	-	-	-	-
Other Revenue	813,000	1,300,000	-	-	2,113,000
Total Operating Revenue	\$ 15,480,312	\$ 4,573,137	\$ 1,500	\$ 1,160,000	\$ 21,214,949
Other Financing Sources					
Charges for Services	\$ 930,800	\$ 73,000	\$ -	\$ -	\$ 1,003,800
Transfers In	-	147,980	908,025	-	1,056,005
Total Other Financing	\$ 930,800	\$ 220,980	\$ 908,025	\$ -	\$ 2,059,805
Total Revenue	\$ 16,411,112	\$ 4,794,117	\$ 909,525	\$ 1,160,000	\$ 23,274,754
Operating Expenses					
Personnel Costs	\$ 6,366,575	\$ 291,124	\$ -	\$ 234,332	\$ 6,892,031
Materials, Supplies, and Services	2,579,108	215,466	-	-	2,794,574
Contract Services	7,594,001	1,915,449	-	-	9,509,450
Debt Service	-	-	899,475	-	899,475
Street Improvements	-	2,217,909	-	-	2,217,909
Administrative Charges	1,100	48,200	6,000	-	55,300
Other Improvements and Projects	60,000	85,000	-	1,905,000	2,050,000
Total Operating Expenses	\$ 16,600,784	\$ 4,773,148	\$ 905,475	\$ 2,139,332	\$ 24,418,739
Other Expenses					
Capital Expenditures	\$ 158,700	\$ 45,000	\$ -	\$ -	\$ 203,700
Transfers Out	1,056,005	-	-	-	1,056,005
Total Other Expenses	\$ 1,214,705	\$ 45,000	\$ -	\$ -	\$ 1,259,705
Total Expenditures	\$ 17,815,489	\$ 4,818,148	\$ 905,475	\$ 2,139,332	\$ 25,678,444
Net of Revenue/Expenditures	\$ (1,404,377)	\$ (24,031)	\$ 4,050	\$ (979,332)	\$ (2,403,690)
Ending Fund Balance	\$ 9,616,282	\$ 6,234,631	\$ 297,905	\$ (2,961,172)	\$ 13,187,646

City of Agoura Hills
Description of Non-Major Governmental Funds
FY 2021-22

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 2021-22

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.

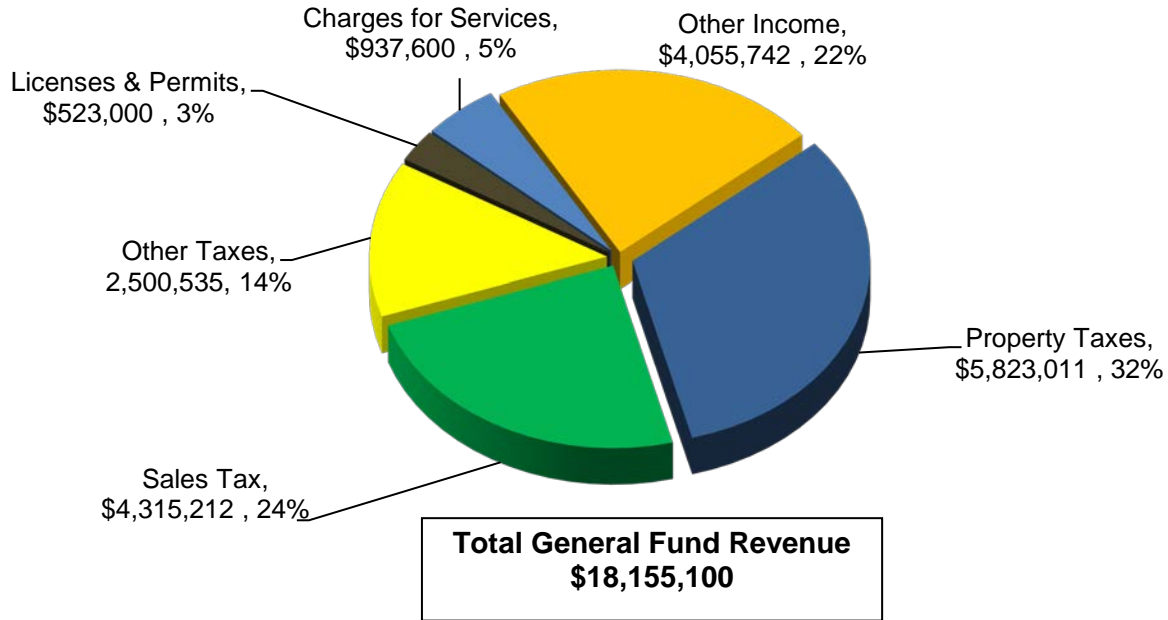
Capital Projects – To account for funds that are to be used for various capital projects throughout the City.

Non-Major Debt Service Funds

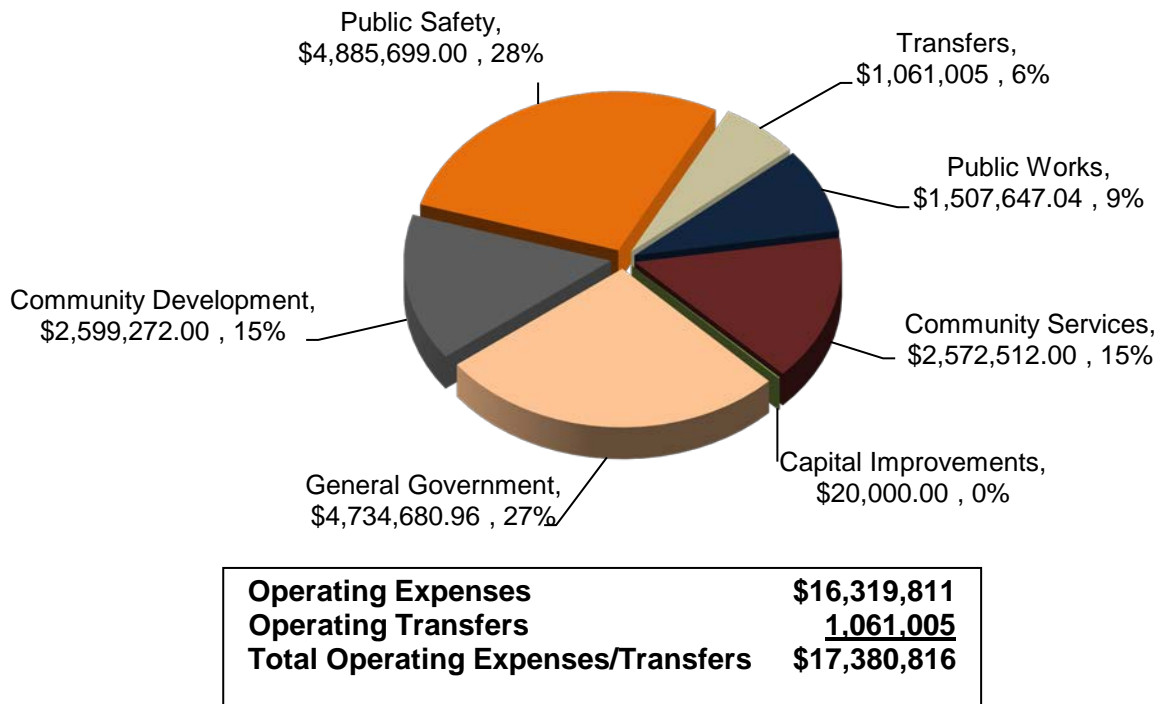
Financing Authority Debt Service – To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

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
2021-22
General Fund Revenue**



**City of Agoura Hills
2021-22 General Fund
Operating Expenditures/Transfers**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Agoura Hills
California**

For the Biennium Beginning

July 1, 2019

Christopher P. Morill

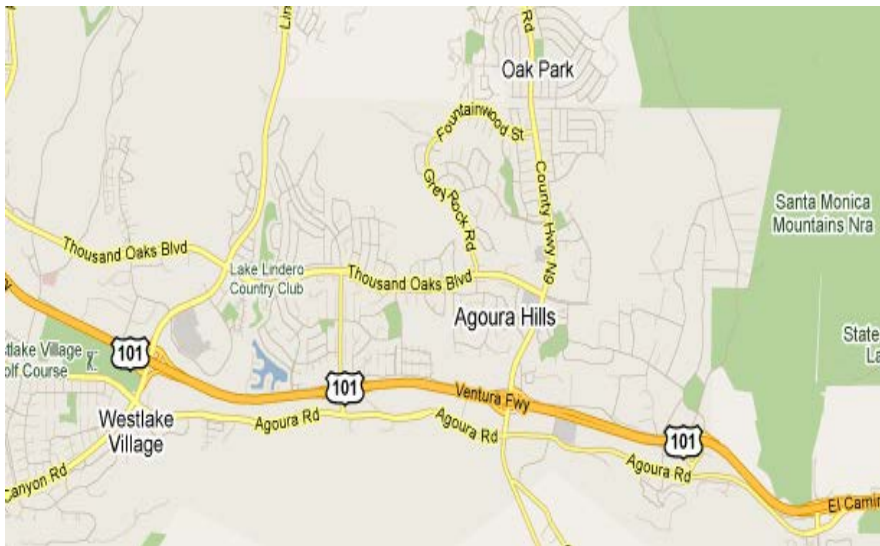
Executive Director

City of Agoura Hills Geographic Information FY 2021-22

County: Los Angeles
Total Area: 8.20 square miles
Incorporated: December 8, 1982
Median Household Income: \$122,998
Total Housing Units: 7,779
Average Household Size: 2.81
Median Home Value: \$815,000

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 2020 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

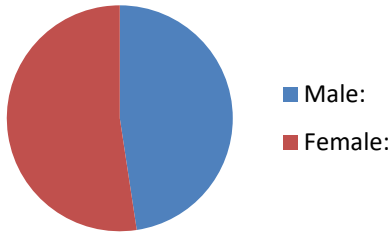
Demographic Information

FY 2021-22

Population:

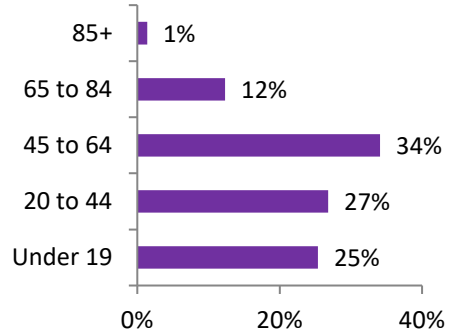
TOTAL: 20,689

Male: 48%
Female: 52%



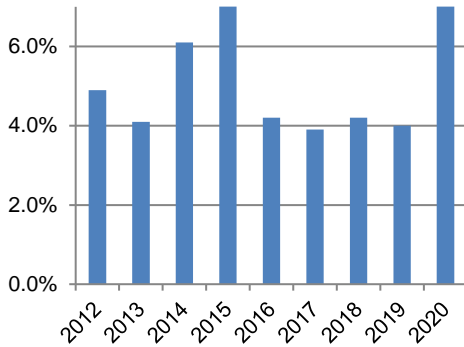
Age Distribution:

Median Age: 44.0



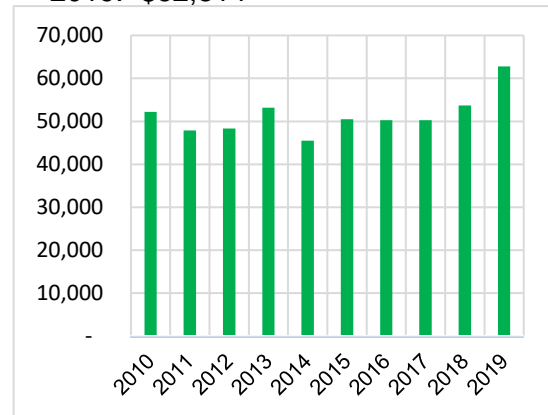
City Unemployment Rates:

Los Angeles County : 4.2%

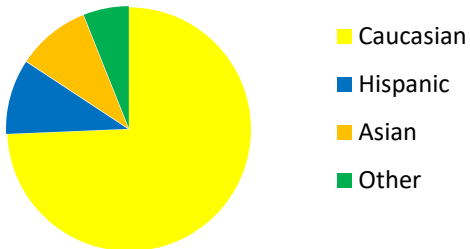


Per Capita Personal Income:

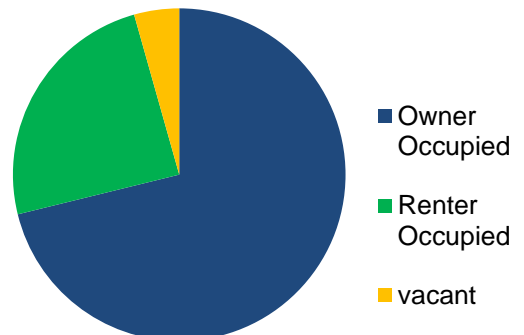
2019: \$62,814



Ethnicity:



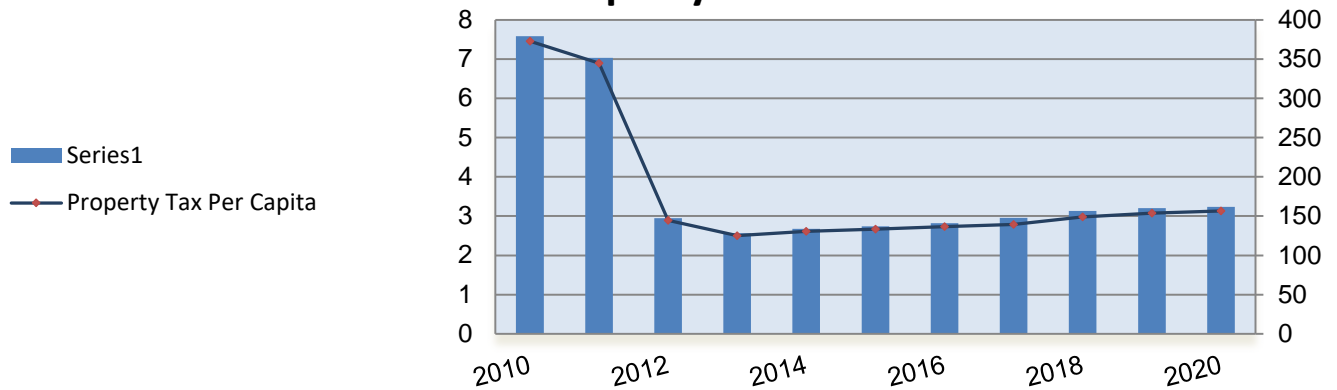
Housing Tenure:



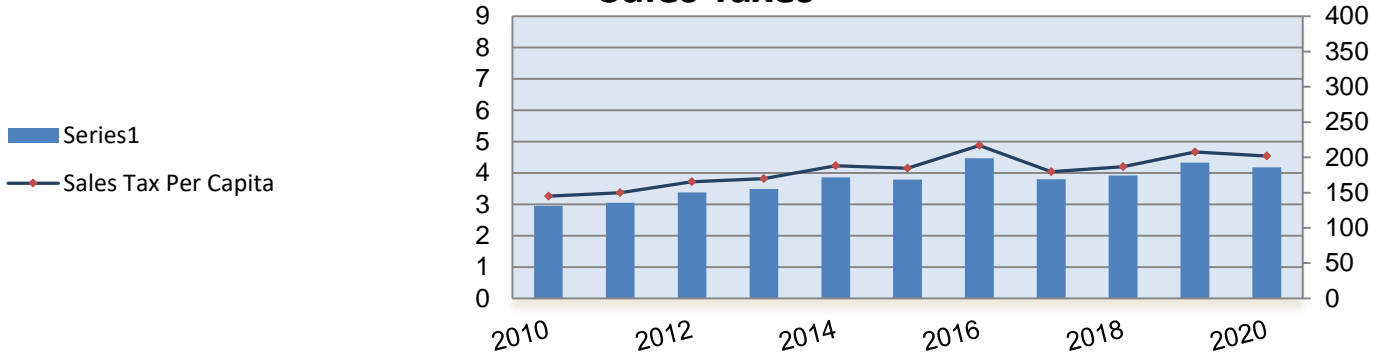
CITY OF AGOURA HILLS
Tax Revenues by Source
FY 2021-22 & FY 2022-23

<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	2,950,083	144.52	20,413	3,379,646	165.56
2013	2,565,839	125.16	20,500	3,485,596	170.03
2014	2,678,400	130.55	20,516	3,859,515	188.12
2015	2,742,000	133.57	20,528	3,790,000	184.63
2016	2,819,000	136.68	20,625	4,471,077	216.78
2017	2,958,298	139.47	21,211	3,805,109	179.39
2018	3,128,689	148.86	21,018	3,924,897	186.74
2019	3,203,261	153.69	20,842	4,330,498	207.78
2020	3,238,290	156.52	20,689	4,176,609	201.88

Property Taxes



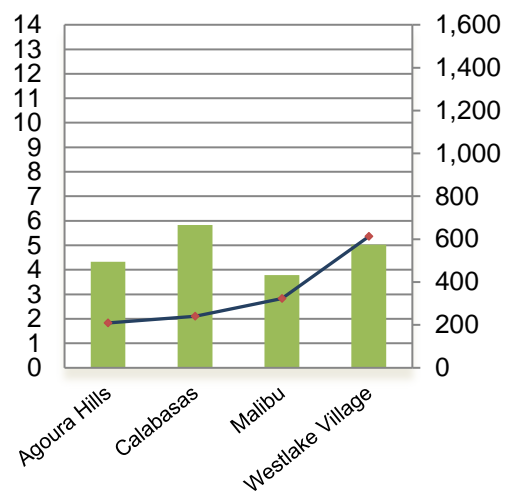
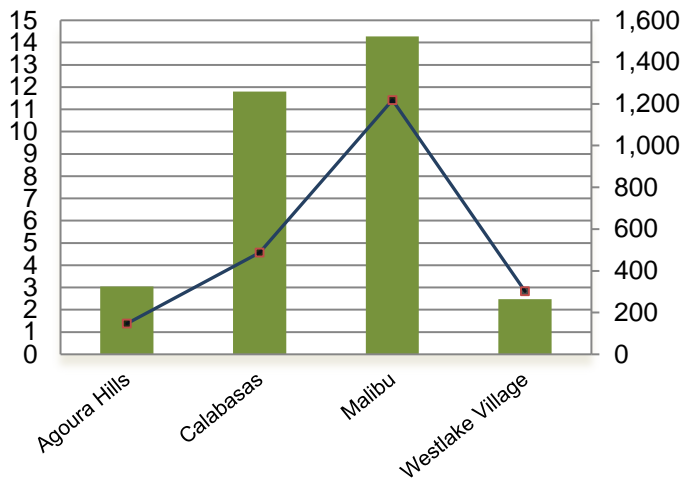
Sales Taxes



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

CITY OF AGOURA HILLS Comparative Tax Revenues by Source FY 2021-22 & FY 2022-23

City	2019/20 Property Tax	2019/20 Property Tax Per Capita	2019/20 Population	2019/20 Sales Tax	2019/20 Sales Tax Per Capita
Agoura Hills	3,042,963	147.08	20,689	4,330,498	209.31
Calabasas	11,803,300	486.95	24,239	5,824,369	240.29
Malibu	14,279,651	1,218.40	11,720	3,788,472	323.25
Westlake Village	2,478,352	301.80	8,212	5,030,974	612.64



*Most recent data available

**City of Agoura Hills
Summary Revenues/Expenditures
FY 2019-20 to 2022-23**

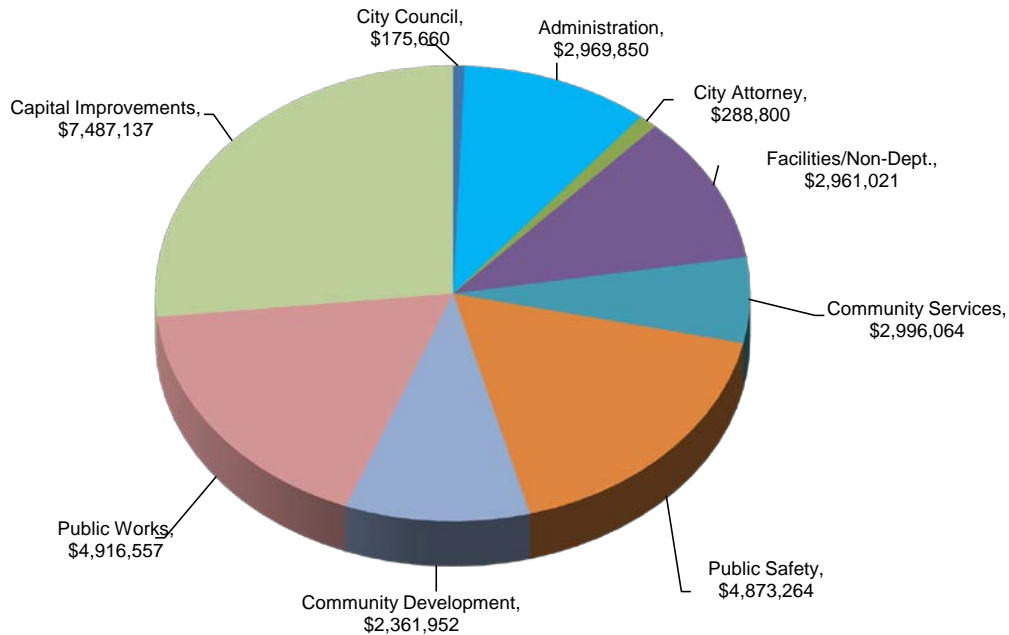
	REVENUES			
	2019-20 Actual Revenue	2020-21 Final Budget	2021-22 Adopted Budget	2022-23 Approved Budget
<u>City of Agoura Hills</u>				
General Fund	16,348,770	17,593,808	18,155,100	16,411,112
<u>OTHER FUNDS</u>				
Gas Tax	478,987	486,065	534,236	534,236
RRAA	361,167	372,446	407,850	407,850
Retirement Rate Stabilization	3,000	3,000	3,000	3,000
Traffic Safety	44,357	40,200	40,200	40,200
Proposition A	507,612	576,956	574,650	574,650
Proposition C	1,546,073	2,164,889	344,997	344,997
Measure R	253,313	282,710	260,873	260,873
Measure M	284,006	310,231	293,322	293,322
Measure W	0	335,400	340,000	340,000
SCAQMD	26,627	27,000	127,000	27,000
Traffic Improvement	512,346	4,000	4,000	4,000
Utility Undergrounding	1,076	500	500	500
Supplemental Law Enforcement	158,699	157,400	100,700	100,700
CDBG	10,116	349,400	115,026	100,000
Miscellaneous Grants	232,069	149,637	4,292,037	1,472,809
Solid Waste Management	113,761	113,000	113,000	112,000
Inclusionary Housing In Lieu	30,442	20,000	20,000	20,000
Pub Fin Authority Debt Service	18	25	0	0
Improvement Authority Debt Serv	3,532	1,500	1,500	1,500
Successor Housing Agency	16,297	10,000	10,000	10,000
Capital Projects Fund	136	0	0	0
Facilities Capital Project Fund	2,500	2,500	2,500	0
Recreation Center Capital Fund	8	4	0	0
Stormwater Capital Projects	96,991	260,000	709,700	10,000
Measure R Capital Projects	3,363,271	415,500	1,350,500	550,000
Measure M Capital Projects	547,966	4,895,436	430,000	600,000
Total City of Agoura Hills	24,943,140	28,571,607	28,230,691	22,218,749

City of Agoura Hills
Summary Revenues/Expenditures
FY 2019-20 to 2022-2023

	EXPENDITURES			
	2019-20 Actual Expend	2020-21 Final Budget	2021-22 Adopted Budget	2022-23 Adopted Budget
<u>City of Agoura Hills</u>				
General Fund	16,019,803	14,576,371	16,319,811	16,759,484
<u>OTHER FUNDS</u>				
Gas Tax	480,602	447,150	470,000	519,800
RRAA	357,959	0	787,000	450,000
Retirement Rate Stabilization	0	0	0	0
Traffic Safety	44,649	40,000	40,000	40,000
Proposition A	530,624	349,214	594,046	635,079
Proposition C	1,965,676	1,621,232	787,241	125,757
Measure R	263,083	156,981	400,564	250,450
Measure M	328,788	281,189	300,935	302,157
Measure W	0	214,450	423,000	328,000
SCAQMD	8,660	1,200	101,200	46,200
Traffic Improvement	87,568	0	0	0
Utility Undergrounding	0	0	0	0
Supplemental Law Enforcement	147,436	152,866	152,865	152,865
CDBG	10,009	349,346	115,026	100,000
Miscellaneous Grants	274,575	96,447	4,292,037	1,472,809
Solid Waste Management	109,649	135,000	121,900	118,900
Inclusionary Housing In Lieu	7,631	10,000	10,000	10,000
Pub Fin Authority Debt Service	0	0	0	0
Improvement Authority Debt Serv	913,715	908,025	913,025	905,475
Successor Housing Agency	56,768	124,905	103,758	266,131
Capital Projects Fund	129,596	11,300	0	0
Facilities Capital Project Fund	0	0	40,000	0
Recreation Center Capital Fund	1,952	0	0	0
Stormwater Capital Projects	265,701	250,000	434,000	1,000,000
Measure R Capital Projects	2,323,944	439,335	1,334,870	540,673
Measure M Capital Projects	1,263,936	4,100,000	428,863	598,659
Total City of Agoura Hills	25,592,324	24,265,011	28,170,141	24,622,439

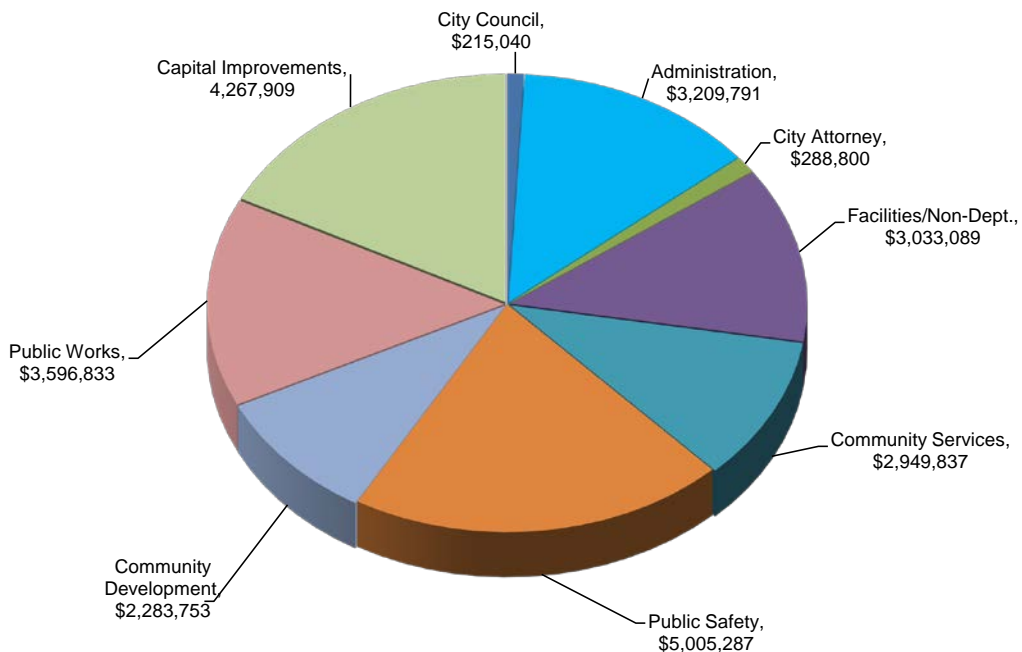
City of Agoura Hills Total Budget FY 2021-22

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2021/22 Budget Total	2020/21 Final Budget Total	2019/20 Actual Total
OPERATIONS								
City Council	150,160	25,500				175,660	131,408	112,565
City Manager	1,557,381	10,500	36,900			1,604,781	1,473,199	1,428,584
City Clerk	211,660	29,600	16,000			257,260	278,783	319,912
City Attorney			288,800			288,800	280,000	377,522
Finance	514,067	29,400	81,700			625,167	566,027	513,370
Public Facilities		299,750	6,000	907,025	20,000	1,232,775	1,171,075	1,286,124
Reyes Adobe Site	4,640	19,500	5,000			29,140	8,140	9,414
Recreation Center	46,384	188,500	50,000		65,000	349,884	220,884	382,111
Non-Departmenta	182,000	769,422	397,800			1,349,222	1,215,756	1,164,115
Auto. Office Systems		8,800	235,379		64,700	308,879	310,179	373,232
L A Co. Sheriff		484,622	4,385,642		3,000	4,873,264	4,814,946	4,875,332
Emergency Ops		12,300	500		1,000	13,800	11,300	16,918
Emergency Incident						0	145,000	171,890
Crossing Guards			67,500			67,500	50,000	60,089
Animal Control			124,000			124,000	104,000	79,410
Community Dev	1,097,865	16,278	815,050			1,929,193	1,854,960	1,552,080
Recreation	104,000	60,350	168,126			332,476	151,246	544,382
Community Serv	1,271,134	102,650				1,373,784	991,542	1,231,975
Parks Maintenance		292,000	275,000			567,000	567,000	566,517
Public Works Adrr	915,807	4,800	840,500			1,761,107	1,233,969	1,517,634
Building & Safety	506,672	3,940	255,000			765,612	540,831	623,647
Solid Waste		11,900	110,000			121,900	135,000	109,649
Landscape Maintenance		167,000	452,200			619,200	566,100	581,854
Traffic Safety		40,000	367,500			407,500	290,000	346,920
Street Maintenance			180,000			180,000	164,300	200,539
Transportation			406,050			406,050	151,400	411,962
Storm & Flood Control			853,800			853,800	634,250	691,294
Special Events	5,400	22,450	37,400			65,250	0	0
TOTAL	6,567,170	2,599,262	10,455,847	907,025	153,700	20,683,004	18,061,295	19,549,040
CAPITAL IMPROVEMENTS								
Other Improvements						425,000	136,700	65,327
Park Improvements						351,690	290,000	82,254
Street Improvements						6,710,447	5,777,016	5,897,695
GRAND TOTAL	\$6,567,170	\$2,599,262	\$10,455,847	\$907,025	\$153,700	\$28,170,141	24,265,011	\$25,594,316



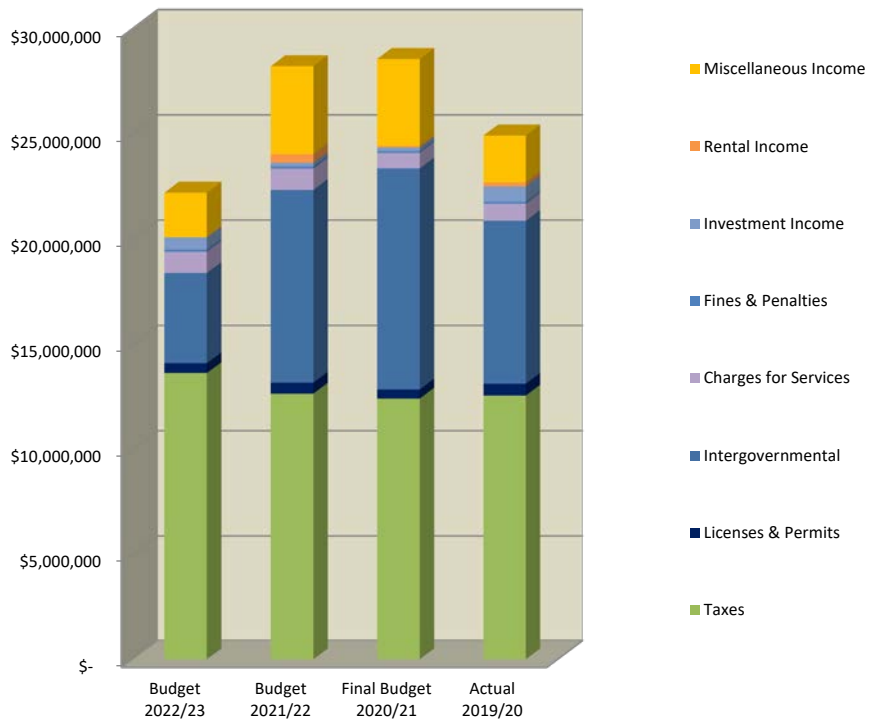
City of Agoura Hills Total Budget FY 2022-23

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2022-23 Budget Total
OPERATIONS						
City Council	189,540	25,500				215,040
City Manager	1,603,323	10,500	86,900			1,700,723
City Clerk	213,919	28,800	87,000			329,719
City Attorney			288,800			288,800
Finance	543,970	32,600	81,700			658,270
Public Facilities		260,000	6,000	899,475	20,000	1,185,475
Reyes Adobe Site	4,640	19,500	5,000			29,140
Recreation Center	56,984	188,500	50,000		65,000	360,484
Non-Departmenta	190,000	825,190	397,800		45,000	1,457,990
Auto. Office Systems		8,800	235,379		69,700	313,879
L A Co. Sheriff		538,366	4,463,921		3,000	5,005,287
Emergency Ops		14,200	500		1,000	15,700
Crossing Guards			67,500			67,500
Animal Control			124,000			124,000
Community Dev	1,153,154	16,278	435,000			1,604,432
Recreation	155,390	90,750	252,300			498,440
Community Servic	1,314,447	114,150				1,428,597
Parks Maintenance		292,000	275,000			567,000
Public Works Adr	935,783	4,800	580,000			1,520,583
Building & Safety	515,381	3,940	160,000			679,321
Landscape Maintenance		210,700	486,300			697,000
Traffic Safety		50,000	297,500			347,500
Street Maintenance			165,000			165,000
Solid Waste Mgmt		11,900	107,000			118,900
Transportation			446,050			446,050
Storm & Flood Control			301,800			301,800
Special Events	15,500	48,100	164,300			227,900
TOTAL	6,892,031	2,794,574	9,564,750	899,475	203,700	20,354,530
CAPITAL IMPROVEMENTS						
Other Improvements						2,621,000
Park Improvements						
Street Improvements						1,646,909
GRAND TOTAL	\$6,892,031	\$2,794,574	\$9,564,750	\$899,475	\$203,700	\$24,622,439



City of Agoura Hills
Revenues by Type Total Budget
FY 2021-22 & FY 2022-23

	2022/23 Budget Total	2021/22 Budget Total	2020/21 Final Budget Total	2019/20 Actual Total
REVENUES				
Taxes	\$ 13,647,512	\$ 12,674,758	\$ 12,439,622	\$ 12,580,450
Licenses & Permits	473,000	523,000	433,000	567,474
Intergovernmental	4,288,437	9,152,691	10,504,570	7,730,671
Charges for Services	1,003,800	1,011,600	735,500	814,875
Fines & Penalties	104,000	104,000	72,000	93,306
Investment Income	589,000	173,200	173,229	721,848
Rental Income	0	418,800	75,000	204,088
Miscellaneous Income	2,113,000	4,172,642	4,138,686	2,224,922
Total	\$ 22,218,749	\$ 28,230,691	\$ 28,571,607	\$ 24,937,635



City of Agoura Hills

PERSONNEL

2019-20 to 2022-23

	<u>2019-20</u> <u>Headcount</u>	<u>2020-21</u> <u>Headcount</u>	<u>2021-22</u> <u>Headcount</u>	<u>2022-23</u> <u>Headcount</u>
<u>General Fund</u>				
City Council	5.00	5.00	5.00	5.00
City Manager	5.82	5.86	7.31	7.33
City Clerk	1.96	1.96	0.99	0.99
Finance	2.97	3.04	2.35	2.22
Community Development	11.16	11.16	12.10	12.16
Community Services Administration	7.45	7.45	6.49	6.47
Public Works Administration	3.70	3.48	3.30	3.51
Building and Safety	3.00	3.00	3.00	3.00
Total General Fund	<u>41.06</u>	<u>40.95</u>	<u>40.54</u>	<u>40.68</u>
<u>Proposition A</u>				
Community Services Administration	0.55	0.55	0.51	0.53
Total Proposition A Fund	<u>0.55</u>	<u>0.55</u>	<u>0.51</u>	<u>0.53</u>
<u>Proposition C</u>				
Public Works	0.11	0.33	0.28	0.12
Finance	0.07			
Total Proposition C Fund	<u>0.18</u>	<u>0.33</u>	<u>0.28</u>	<u>0.12</u>
<u>Measure M-Local</u>				
Public Works	0.28	0.28	0.31	0.31
Total Measure M Local	<u>0.28</u>	<u>0.28</u>	<u>0.31</u>	<u>0.31</u>
<u>Measure M-Grant</u>				
City Manager	0.37	0.37	0.00	0.03
Finance	0.40	0.40	0.00	0.19
Public Works	1.77	1.77	0.42	0.55
Total Measure M Grant	<u>2.54</u>	<u>2.54</u>	<u>0.42</u>	<u>0.77</u>
<u>Measure R-Local</u>				
Public Works	0.14	0.14	0.38	0.25
Total Measure R Local	<u>0.14</u>	<u>0.14</u>	<u>0.38</u>	<u>0.25</u>
<u>Measure R-Grant</u>				
City Manager	0.00	0.00	0.08	0.03
Finance	0.00	0.00	0.12	0.12
Public Works	0.00	0.00	0.31	0.26
Total Measure R Fund	<u>0.00</u>	<u>0.00</u>	<u>0.51</u>	<u>0.41</u>
Total City of Agoura Hills	<u>44.75</u>	<u>44.79</u>	<u>42.95</u>	<u>43.07</u>
<u>Successor Agency to the RDA</u>				
City Manager	0.25	0.21	0.05	0.05
City Clerk	0.04	0.04	0.01	0.01
Finance	0.56	0.56	0.53	0.47
Community Development	0.18	0.18	0.24	0.18
Total Successor Agency to the RDA	<u>1.03</u>	<u>0.99</u>	<u>0.83</u>	<u>0.71</u>
Total Successor Agency to the RDA	<u>1.03</u>	<u>0.99</u>	<u>0.83</u>	<u>0.71</u>
<u>Successor Agency to the RDA-Housing</u>				
Community Development	0.16	0.16	0.16	0.16
City Manager	0.06	0.06	0.06	0.06
Total Successor Agency to the RDA-Housing	<u>0.22</u>	<u>0.22</u>	<u>0.22</u>	<u>0.22</u>
Total Successor Agency to the RDA	<u>1.25</u>	<u>1.21</u>	<u>1.05</u>	<u>0.93</u>
Total Personnel Headcount	<u>46.00</u>	<u>46.00</u>	<u>44.00</u>	<u>44.00</u>

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

City of Agoura Hills
INTERFUND TRANSFERS
FY 2020-21 TO 2022-23

FY 2020-21

Fund	Description	To	From
010	General Fund		1,039,825
011	Capital Projects Fund		
030	Cal Pers Set Aside		
305	To AH Improvement Authority Bond	913,025	
620	To Housing Succesor Agency	126,800	
		Total	
		1,039,825	1,039,825

FY 2021-22

Fund	Description	To	From
010	General Fund		1,016,005
030	To AH Improvement Authority Bond		45,000
305	To AH Improvement Authority Bond	913,025	
620	To Housing Succesor Agency	147,980	
		Total	
		1,061,005	1,061,005

FY 2022-23

Fund	Description	To	From
010	General Fund		1,056,005
305	To AH Improvement Authority Bond	908,025	
620	To Housing Succesor Agency	147,980	
		Total	
		1,056,005	1,056,005

CITY OF AGOURA HILLS

Budget

Fiscal Year 2021-22 / 2022-23



Revenues



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget	
Fund: 010 - GENERAL					
Category: 4000 - Taxes and Assessments					
010-0000-311000	Sales And Use Tax	4,176,609	4,190,674	4,315,212	4,493,360
010-0000-312000	Property Tax	2,929,816	3,096,136	3,203,573	3,283,017
010-0000-312001	Property Tax In Lieu Of Vlf	2,410,884	2,476,277	2,549,438	2,618,783
010-0000-312002	Property Tax - Succ. Agcy.	143,426	140,000	70,000	70,000
010-0000-313000	Transient Occupancy Tax	1,948,347	1,525,535	1,525,535	2,186,352
010-0000-314000	Franchise Fee	770,336	800,000	800,000	800,000
010-0000-315000	Property Transfer Tax	165,048	175,000	175,000	160,000
Category: 4000 - Taxes and Assessments Total:		12,544,467	12,403,622	12,638,758	13,611,512
Category: 4002 - License and Permits					
010-0000-321000	Business Licensing	142,796	135,000	150,000	150,000
010-0000-323000	Building Permits	387,001	275,000	350,000	300,000
010-0000-324000	Industrial Waste Fee	37,677	23,000	23,000	23,000
Category: 4002 - License and Permits Total:		567,474	433,000	523,000	473,000
Category: 4004 - Charges for Services					
010-0000-341000	Planning Fees	132,097	220,000	200,000	175,000
010-0000-341100	Eir Recovery	146	500	500	500
010-0000-341200	General Plan Recovery	18,301	6,000	6,000	6,000
010-0000-341300	Agoura Village Recovery	0	1,000	1,000	1,000
010-0000-341400	Filming Fees	13,302	25,000	25,000	25,000
010-0000-342000	Engineer Plan Check/inspector	5,068	30,000	30,000	30,000
010-0000-342100	Grading Plan Check	1,555	5,000	5,000	5,000
010-0000-342200	Building Plan Check	165,204	150,000	240,000	200,000
010-0000-342201	Building Plan Check - In House	21,727	20,000	20,000	20,000
010-0000-342300	Building Technician Fee	31,478	13,000	13,000	13,000
010-0000-342500	Encroachment Permits	53,702	60,000	60,000	60,000
010-0000-343000	Traffic Control Plan Review	40,756	25,000	25,000	25,000
010-0000-351000	Park & Recreation Fees	(1,744)	0	0	0
010-0000-3510A0	Classes	138,659	45,000	121,350	121,350
010-0000-3510B0	Excursions	8,488	0	12,050	22,950
010-0000-3510C0	Camps	19,216	5,000	34,600	76,800
010-0000-3510D0	Seniors	32,864	5,000	48,900	48,900
010-0000-3510E0	Special Events	7,200	0	0	5,100
010-0000-3510F0	Sports	0	0	41,500	41,500
010-0000-3510G0	Teens	1,824	0	2,700	2,700
010-0000-351501	Taxable Sales Items	0	700	700	700
010-0000-355000	Sale Of Maps & Copies	1,654	2,000	2,000	2,000
010-0000-357001	Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
010-0000-357003	Smip Admin Fees	222	200	200	200
010-0000-357006	Sb1473 Retainer	168	100	100	100



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
010-0000-357007 Sb 1186 Admin	2,600	1,000	1,000	1,000
Category: 4004 - Charges for Services Total:	741,486	661,500	937,600	930,800
Category: 4005 - Fines and Penalties				
010-0000-361000 Parking Fines	35,816	20,000	45,000	45,000
010-0000-361500 Municipal Court Fines	3,771	10,000	15,000	15,000
010-0000-361800 False Alarm Fines	700	0	2,000	2,000
010-0000-363000 Restitution	3,824	2,000	2,000	2,000
010-0000-365000 Late Fees	4,838	0	0	0
Category: 4005 - Fines and Penalties Total:	48,949	32,000	64,000	64,000
Category: 4006 - Investment Income				
010-0000-371000 Interest Earnings	555,060	100,000	100,000	100,000
010-0000-371001 Interest Earning - Fmv Investm	36,670	0	0	0
Category: 4006 - Investment Income Total:	591,730	100,000	100,000	100,000
Category: 4007 - Rental Income				
010-0000-372000 Rental Income	15,338	5,000	40,000	40,000
010-0000-3720d0 Rental Income - Facilities	188,751	70,000	350,000	350,000
010-0000-372100 Medea Creek Rental	0	0	28,800	28,800
Category: 4007 - Rental Income Total:	204,088	75,000	418,800	418,800
Category: 4008 - Other Revenue				
010-0000-358000 Tourism Admin Fee	10,027	15,000	15,000	15,000
010-0000-391000 Miscellaneous Revenue	1,585,226	3,187,737	2,661,550	25,000
010-0000-392000 Contributions	16,544	10,000	10,000	36,500
010-0000-393000 Cash Over/short	0	0	0	0
010-0000-395000 Other Reimbursements	0	1,500	1,500	1,500
010-0000-395002 Library Reimbursements	29,331	40,000	40,000	40,000
010-0000-395006 Beach Bus Reimbursement	2,350	0	5,000	5,000
010-0000-395200 Loan Pmts From Rda	0	634,449	739,892	690,000
Category: 4008 - Other Revenue Total:	1,643,479	3,588,686	3,472,942	813,000
Total Revenues	16,341,674	17,593,808	18,155,100	16,411,112
Fund: 010 - GENERAL Total:	16,341,674	17,593,808	18,155,100	16,411,112



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 011 - CAPITAL PROJECT FUND				
Category: 4006 - Investment Income				
011-0000-371000 Interest Inc.	135			
Category: 4006 - Investment Income Total:	135	0	0	0
Fund: 011 - CAPITAL PROJECT FUND Total:	135	0	0	0
Fund: 012 - FACILITIES FUND				
Category: 4006 - Investment Income				
012-0000-371000 Interest Income	4,302	2,500	2,500	
Category: 4006 - Investment Income Total:	4,302	2,500	2,500	0
Fund: 012 - FACILITIES FUND Total:	4,302	2,500	2,500	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ				
Category: 4006 - Investment Income				
015-0000-371000 Interest Earnings	8	4		
Category: 4006 - Investment Income Total:	8	4	0	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:	8	4	0	0
Fund: 016 - STORM WATER CAP PROJECT FUND				
Category: 4006 - Investment Income				
016-0000-371000 Interest Earnings	13,079	10,000	10,000	10,000
Category: 4006 - Investment Income Total:	13,079	10,000	10,000	10,000
Category: 4008 - Other Revenue				
016-0000-391000 Miscellaneous Revenue	83,912	250,000	699,700	0
Category: 4008 - Other Revenue Total:	83,912	250,000	699,700	0
Total Revenues	96,991	260,000	709,700	10,000
Fund: 016 - STORM WATER CAP PROJECT FUND Total:	96,991	260,000	709,700	10,000
Fund: 018 - MEASURE R GRANT				
Category: 4003 - Intergovernmental				
018-0000-333101 Measure R Grant	3,360,580	415,000	1,350,000	550,000
Category: 4003 - Intergovernmental Total:	3,360,580	415,000	1,350,000	550,000
Category: 4006 - Investment Income				
018-0000-371000 Interest earnings	2,692	500	500	0
Category: 4006 - Investment Income Total:	2,692	500	500	0
Total Revenues	3,363,272	415,500	1,350,500	550,000
Fund: 018 - MEASURE R GRANT Total:	3,363,272	415,500	1,350,500	550,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 019 - MEASURE M				
Category: 4003 - Intergovernmental				
019-0000-333101 Measure M Grant	547,966	4,895,436	430,000	600,000
Category: 4003 - Intergovernmental Total:	547,966	4,895,436	430,000	600,000
Total Revenues	547,966	4,895,436	430,000	600,000
Fund: 019 - MEASURE M Total:	547,966	4,895,436	430,000	600,000
Fund: 020 - GAS TAX				
Category: 4003 - Intergovernmental				
020-0000-332500 State Gas Tax 2105 Prop 111	106,317	111,173	119,971	119,971
020-0000-332600 State Gas Tax 2106	65,096	66,489	71,477	71,477
020-0000-332700 State Gas Tax 2107	134,245	141,112	152,672	152,672
020-0000-332800 State Gas Tax 2107.5	5,000	5,000	5,000	5,000
020-0000-332801 Revenue Code Section 7360	143,713	161,291	184,116	184,116
020-0000-332802 Repayment of Loan	23,431	0	0	0
Category: 4003 - Intergovernmental Total:	477,803	485,065	533,236	533,236
Category: 4006 - Investment Income				
020-0000-371000 Interest Earnings	1,185	1,000	1,000	1,000
Category: 4006 - Investment Income Total:	1,185	1,000	1,000	1,000
Total Revenues	478,988	486,065	534,236	534,236
Fund: 020 - GAS TAX Total:	478,988	486,065	534,236	534,236
Fund: 022 - ROAD REHAB FUND				
Category: 4006 - Investment Income				
022-0000-371000 Interest Inc.	186	500	500	500
Category: 4006 - Investment Income Total:	186	500	500	500
Category: 4008 - Other Revenue				
022-0000-334600 Road Rehab Revenue	360,981	371,946	407,350	407,350
Category: 4008 - Other Revenue Total:	360,981	371,946	407,350	407,350
Total Revenues	361,167	372,446	407,850	407,850
Fund: 022 - ROAD REHAB FUND Total:	361,167	372,446	407,850	407,850
Fund: 030 - CAL PERS SET ASIDE				
Category: 4006 - Investment Income				
030-0000-371000 Interest Inc.	2,796	3,000	3,000	3,000
Category: 4006 - Investment Income Total:	2,796	3,000	3,000	3,000
Total Revenues	2,796	3,000	3,000	3,000
Fund: 030 - CAL PERS SET ASIDE Total:	2,796	3,000	3,000	3,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 040 - TRAFFIC SAFETY				
Category: 4005 - Fines and Penalties				
040-0000-360500 Vehicle Code Fines	44,357	40,000	40,000	40,000
Category: 4005 - Fines and Penalties Total:	44,357	40,000	40,000	40,000
Category: 4006 - Investment Income				
040-0000-371000 Interest Earnings	0	200	200	200
Category: 4006 - Investment Income Total:	0	200	200	200
Total Revenues	44,357	40,200	40,200	40,200
Fund: 040 - TRAFFIC SAFETY Total:	44,357	40,200	40,200	40,200
Fund: 060 - PROPOSITION A				
Category: 4003 - Intergovernmental				
060-0000-333200 Prop A Trans Tax	405,062	439,302	439,200	439,200
060-0000-334516 Ab1012	51,381	68,654	66,450	66,450
060-0000-395008 Farebox Revenue	9,128	12,000	12,000	12,000
Category: 4003 - Intergovernmental Total:	465,571	519,956	517,650	517,650
Category: 4004 - Charges for Services				
060-0000-353000 Prop A Reimbursements	23,725	45,000	45,000	45,000
Category: 4004 - Charges for Services Total:	23,725	45,000	45,000	45,000
Category: 4006 - Investment Income				
060-0000-371000 Interest Earnings	18,316	12,000	12,000	12,000
Category: 4006 - Investment Income Total:	18,316	12,000	12,000	12,000
Total Revenues	507,613	576,956	574,650	574,650
Fund: 060 - PROPOSITION A Total:	507,613	576,956	574,650	574,650
Fund: 061 - PROPOSITION C				
Category: 4003 - Intergovernmental				
061-0000-333400 Prop C Transit Tax	336,000	364,389	344,497	344,497
Category: 4003 - Intergovernmental Total:	336,000	364,389	344,497	344,497
Category: 4006 - Investment Income				
061-0000-371000 Interest Earnings	10,073	500	500	500
Category: 4006 - Investment Income Total:	10,073	500	500	500
Category: 4008 - Other Revenue				
061-0000-391000 Prop C Funds	1,200,000	1,800,000	0	0
Category: 4008 - Other Revenue Total:	1,200,000	1,800,000	0	0
Total Revenues	1,546,073	2,164,889	344,997	344,997
Fund: 061 - PROPOSITION C Total:	1,546,073	2,164,889	344,997	344,997



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 063 - MEASURE R FUND					
Category: 4003 - Intergovernmental					
063-0000-333100	Measure R - Local	251,639	280,210	258,373	258,373
Category: 4003 - Intergovernmental Total:		251,639	280,210	258,373	258,373
 Category: 4006 - Investment Income					
063-0000-371000	Interest Earnings	1,675	2,500	2,500	2,500
Category: 4006 - Investment Income Total:		1,675	2,500	2,500	2,500
Total Revenues		253,315	282,710	260,873	260,873
Fund: 063 - MEASURE R FUND Total:		253,315	282,710	260,873	260,873
 Fund: 064 - MEASURE M - LOCALI					
Category: 4003 - Intergovernmental					
064-0000-333100	Measure M Local	283,023	309,731	292,822	292,822
Category: 4003 - Intergovernmental Total:		283,023	309,731	292,822	292,822
 Category: 4006 - Investment Income					
064-0000-371000	Interest Income	984	500	500	500
Category: 4006 - Investment Income Total:		984	500	500	500
Total Revenues		284,007	310,231	293,322	293,322
Fund: 064 - MEASURE M - LOCALI Total:		284,007	310,231	293,322	293,322
 Fund: 065 - MEASURE W - LOCAL					
Category: 4003 - Intergovernmental					
065-0000-333103	Measure W - Local	0	335,400	340,000	340,000
Category: 4003 - Intergovernmental Total:		0	335,400	340,000	340,000
Total Revenues		0	335,400	340,000	340,000
Fund: 065 - MEASURE W - LOCAL Total:		0	335,400	340,000	340,000
 Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Category: 4003 - Intergovernmental					
070-0000-333000	Scaqmd	19,759	26,700	26,700	26,700
Category: 4003 - Intergovernmental Total:		19,759	26,700	26,700	26,700
 Category: 4006 - Investment Income					
070-0000-371000	Interest Earnings	1,270	300	300	300
Category: 4006 - Investment Income Total:		1,270	300	300	300
 Category: 4008 - Other Revenue					
070-0000-333001	Grant - Charging	5,600	0	100,000	0
Category: 4008 - Other Revenue Total:		5,600	0	0	0
Total Revenues		26,628	27,000	127,000	27,000
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:		26,628	27,000	127,000	27,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 110 - TRAFFIC IMPROVEMENT				
Category: 4004 - Charges for Services				
110-0000-348000 Traffic Improvement Fees	497,530	0	0	0
Category: 4004 - Charges for Services Total:	497,530	0	0	0
 Category: 4006 - Investment Income				
110-0000-371000 Interest Earnings	14,815	4,000	4,000	4,000
Category: 4006 - Investment Income Total:	14,815	4,000	4,000	4,000
Total Revenues	512,345	4,000	4,000	4,000
Fund: 110 - TRAFFIC IMPROVEMENT Total:	512,345	4,000	4,000	4,000
 Fund: 111 - UTILITY UNDERGROUNDING				
Category: 4006 - Investment Income				
111-0000-371000 Interest Earnings	1075.48	500	500	500
Category: 4006 - Investment Income Total:	1075.48	500	500	500
Total Revenues	1075.48	500	500	500
Fund: 111 - UTILITY UNDERGROUNDING Total:	1075.48	500	500	500
 Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT				
Category: 4003 - Intergovernmental				
240-0000-334500 Miscellaneous Grants	155,948	156,700	100,000	100,000
Category: 4003 - Intergovernmental Total:	155,948	156,700	100,000	100,000
 Category: 4006 - Investment Income				
240-0000-371000 Interest Earnings	2,752	700	700	700
Category: 4006 - Investment Income Total:	2,752	700	700	700
Total Revenues	158,700	157,400	100,700	100,700
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:	158,700	157,400	100,700	100,700
 Fund: 250 - COMMUNITY DEV BLOCK GRANT				
Category: 4003 - Intergovernmental				
250-0000-334000 Cdbg	10,009	349,400	115,026	100,000
Category: 4003 - Intergovernmental Total:	10,009	349,400	115,026	100,000
 Category: 4006 - Investment Income				
250-0000-371000 Interest earnings	98	0	0	0
Category: 4006 - Investment Income Total:	98	0	0	0
Total Revenues	10,107	349,400	115,026	100,000
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:	10,107	349,400	115,026	100,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 260 - MISCELLANEOUS GRANTS				
Category: 4003 - Intergovernmental				
260-0000-334501 Tda	15,086	15,547	15,547	15,547
260-0000-334502 Ca Beverage Container-recyclin	1,765	0	0	0
260-0000-334506 Used Oil Grant	6,010	5,900	5,900	5,900
260-0000-334517 Stpl	58,734	0	0	96,362
260-0000-334519 Peg Fees	95,954	55,000	55,000	55,000
260-0000-334525 Local Roadway Safety Plan	0	0	36,000	0
260-0000-334532 Roadside Bridge	30,280	20,000	3,462,900	0
260-0000-334533 Meas A Reimbursement	24,240	53190	161,000	0
260-0000-334537 State Bond	0	0	190,690	0
260-0000-334540 Fire Grant	0	0	365,000	0
Category: 4003 - Intergovernmental Total:	232,069	149,637	4,292,037	172,809
Category: 4008 - Other Revenue				
260-0000-334538 Hawk Grant	0	0	0	50,000
260-0000-391000 Miscellaneous Revenue	0	0	0	1,250,000
Category: 4008 - Other Revenue Total:	0	0	0	1,300,000
Total Revenues	232,069	149,637	4,292,037	1,472,809
Fund: 260 - MISCELLANEOUS GRANTS Total:	232,069	149,637	4,292,037	1,472,809
Fund: 300 - FINANCING AUTHORITY DEBT SERVI				
Category: 4006 - Investment Income				
300-0000-371000 Interest Earnings	18.42	25	0	0
Category: 4006 - Investment Income Total:	18.42	25	0	0
Total Revenues	18.42	25	0	0
Fund: 300 - FINANCING AUTHORITY DEBT SERVI Total:	18.42	25	0	0
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Category: 4006 - Investment Income				
305-0000-371000 Interest earnings	3,532	1,500	1,500	1,500
Category: 4006 - Investment Income Total:	3,532	1,500	1,500	1,500
Total Revenues	3,532	1,500	1,500	1,500
305 - A HILLS IMPROVEMENT AUTHORITY BOND Total:	3,532	1,500	1,500	1,500



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 420 - INCLUSIONARY HOUSING IN LIEU				
Category: 4006 - Investment Income				
420-0000-371000 Interest Earnings	30,442	20,000	20,000	20,000
Category: 4006 - Investment Income Total:	30,442	20,000	20,000	20,000
Total Revenues	30,442	20,000	20,000	20,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:	30,442	20,000	20,000	20,000
Fund: 520 - SOLID WASTE MANAGEMENT				
Category: 4000 - Taxes and Assessments				
520-0000-314500 AB 939 Fee	35,984	36,000	36,000	36,000
Category: 4000 - Taxes and Assessments Total:	35,984	36,000	36,000	36,000
Category: 4002 - License and Permits				
520-0000-325000 Waste Hauling Permit Fee	7,000	9,000	9,000	8,000
Category: 4002 - License and Permits Total:	7,000	9,000	9,000	8,000
Category: 4006 - Investment Income				
520-0000-371000 Interest Earnings	4,388	3,000	3,000	3,000
Category: 4006 - Investment Income Total:	4,388	3,000	3,000	3,000
Category: 4008 - Other Revenue				
520-0000-394000 Waste Hauling Surcharge	66,389	65,000	65,000	65,000
Category: 4008 - Other Revenue Total:	66,389	65,000	65,000	65,000
Total Revenues	113,761	113,000	113,000	112,000
Fund: 520 - SOLID WASTE MANAGEMENT Total:	113,761	113,000	113,000	112,000
Fund: 620 - HOUSING SUCCESSOR AGENCY				
Category: 4006 - Investment Income				
620-0000-371000 Interest earnings	16,295	10,000	10,000	10,000
Category: 4006 - Investment Income Total:	16,295	10,000	10,000	10,000
Total Revenues	16,295	10,000	10,000	10,000
Fund: 620 - HOUSING SUCCESSOR AGENCY Total:	16,295	10,000	10,000	10,000

CITY OF AGOURA HILLS

Budget

Fiscal Year 2020-21 / 2021-22



General Fund



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.

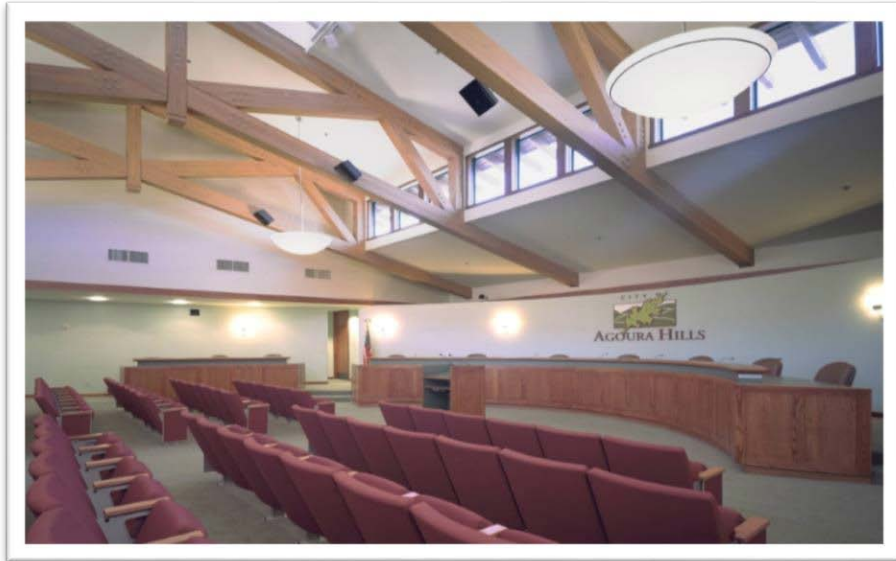
POSITIVE SOLUTIONS – Commitment to providing firm, fair, creative, timely and flexible solutions while encouraging partnerships and strong relationships with the community.

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 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 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	66,835	77,156	113,096	150,372
010-4110-510900	Group Dental Insurance	3,312	3,312	6,624	8,728
010-4110-511200	Medicare Taxes	391	440	440	440
	Category: 5100 - Personnel Total:	100,538	110,908	150,160	189,540
 Category: 5400 - Materials, Supplies, and Services					
010-4110-541500	Travel/meetings/outreach	10,640	18,500	23,500	23,500
010-4110-542400	Special Supplies	1,387	2,000	2,000	2,000
	Category: 5400 - Materials, Supplies, and Services Total:	12,027	20,500	25,500	25,500
	Department: 4110 - CITY COUNCIL Total:	112,565	131,408	175,660	215,040

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

Goals

- ❖ Streamline Emergency notifications sign-up
- ❖ Expedite fixes on website
- ❖ Add Public Information Officer (consultant)
- ❖ Implement Mayor’s Outreach program
- ❖ Aggressively seek funding to expand charging stations throughout the City
- ❖ Assist in Business Recovery
- ❖ Educate campaign for public on hardening home/business
- ❖ Review emergency response contract services provided through Los Angeles County

Performance Measures	Year Actuals		Future Estimate
	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget
Indicator			
Promote New Emergency Notification System	Yes	N/A	In Progress
Update City Website	Yes	N/A	In Progress
Draft Scope of Work	Yes	N/A	In Progress
Coordinate Events with Mayor	Yes	N/A	In Progress
Apply SCE Grant Program for Civic Center & special funds for possible park locations	Yes	N/A	In Progress

Continue working with Greater Conejo Chamber of Commerce and Local Businesses	Yes	N/A	In Progress
Utilize Wildfire Resiliency Grant to Promote Education Electronically	Yes	N/A	In Progress
Look at all options available	Yes	N/A	In Progress



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
010-4120-510100	Regular Salaries	850,616	839,552	939,819	973,744
010-4120-510200	Part-time Salaries	17,743	39,507	38,998	41,172
010-4120-510401	Car Allowance	12,000	12,000	12,000	12,000
010-4120-510402	Technology Allowance	8,028	7,050	7,050	7,050
010-4120-510500	Vacation/sick	54,325	41,811	66,697	62,370
010-4120-510600	Deferred Compensation	29,379	26,609	28,429	28,941
010-4120-510700	Retirement	164,480	200,102	218,040	224,080
010-4120-510800	Group Health Insurance	124,656	147,488	166,395	177,273
010-4120-510900	Group Dental Insurance	9,669	9,950	9,880	9,922
010-4120-511000	Group Life Insurance	1,740	1,828	2,020	2,027
010-4120-511100	Group Disability Insurance	9,397	9,571	10,507	10,887
010-4120-511200	Medicare Taxes	14,359	13,237	15,021	15,491
	Category: 5100 - Personnel Total:	1,296,390	1,348,705	1,514,856	1,564,957
Category: 5400 - Materials, Supplies, and Services					
010-4120-541500	Travel/conferences/meetings	11,252	5,000	5,000	5,000
010-4120-541600	Membership And Dues	1,210	3,000	3,000	3,000
010-4120-542000	Office Supplies	0	500	500	500
010-4120-542200	Books And Subscriptions	119	500	500	500
010-4120-542400	Special Supplies	1,087	500	500	500
010-4120-542500	Small Equipment	0	500	500	500
010-4120-543100	Mileage	0	500	500	500
	Category: 5400 - Materials, Supplies, and Services Total:	13,668	10,500	10,500	10,500
Category: 5500 - Contract Services					
010-4120-551000	Professional Services	13,613	21,000	21,000	21,000
010-4120-552000	Contract Services	5,036	10,000	10,000	60,000
	Category: 5500 - Contract Services Total:	18,650	31,000	31,000	81,000
	Department: 4120 - CITY MANAGER Total:	1,328,708	1,390,205	1,556,356	1,656,457

**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 scanning and 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; 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 prepares all awards, certificates and proclamations. 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

- ❖ Facilitated Moving the City’s General Municipal Election Date to Even Years, Pursuant to SB 415.
- ❖ Facilitated the Agoura High School “Every 15 Minutes” Filming in the Council Chambers.
- ❖ Facilitated the Implementation of iPads for the Electronic Agenda Packet Process.

Additional Accomplishments

- ❖ Facilitated Agenda Scripts for “Virtual” City Council and Planning Commission Meetings.
- ❖ Facilitated the Campaign Reform Ordinance and Council Norms Updates.
- ❖ Facilitated the Installation of a Permanent Ballot Drop Box at the City Hall Civic Center.
- ❖ Administered the 2020 General Municipal Election and “Virtual” Reorganization Meeting.
- ❖ Facilitated the 2020 Ethics Training, Pursuant to AB 1234.

Objectives

- ❖ Continue Facilitation of the Citywide Scanning of Permanent Records.
- ❖ Administer the 2021 Citywide Annual Records Destruction, Pursuant to the EDMS Policy.
- ❖ Review and Update the City’s Records Retention/Destruction Schedule.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2019-20 Actual	FY 2020-2021 Actual	FY 2021-2022 Budget
Number of Official Records Processed	548	400	N/A
Number of Public Records Requests	137	100	N/A



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4125 - CITY CLERK					
Category: 5100 - Personnel					
010-4125-510100	Regular Salaries	197,390	134,678	137,570	140,361
010-4125-510300	Overtime	146	0	0	0
010-4125-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4125-510402	Technology Allowance	1,020	1,020	1,020	1,020
010-4125-510500	Vacation/sick	3,846	12,000	11,150	8,820
010-4125-510600	Deferred Compensation	5,097	3,401	3,373	3,441
010-4125-510700	Retirement	41,887	38,365	39,327	39,849
010-4125-510800	Group Health Insurance	18,072	11,264	11,995	13,165
010-4125-510900	Group Dental Insurance	1,263	634	634	634
010-4125-511000	Group Life Insurance	468	368	368	368
010-4125-511100	Group Disability Insurance	2,224	1,535	1,523	1,553
010-4125-511200	Medicare Taxes	3,034	2,318	2,300	2,308
	Category: 5100 - Personnel Total:	276,847	207,983	211,660	213,919
 Category: 5400 - Materials, Supplies, and Services					
010-4125-541500	Travel/conferences/meetings	610	1,500	1,500	1,500
010-4125-541600	Membership And Dues	344	600	1,400	600
010-4125-542000	Office Supplies	52	500	500	500
010-4125-542200	Books And Subscriptions	2,221	5,500	5,500	5,500
010-4125-542400	Special Supplies	0	700	700	700
010-4125-544000	Other Charges	7,407	10,000	20,000	20,000
	Category: 5400 - Materials, Supplies, and Services Total:	10,634	18,800	29,600	28,800
 Category: 5500 - Contract Services					
010-4125-552000	Contract Services	32,431	52,000	16,000	87,000
	Category: 5500 - Contract Services Total:	32,431	52,000	16,000	87,000
	Department: 4125 - CITY CLERK Total:	319,912	278,783	257,260	329,719

**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 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4140 - CITY ATTORNEY					
Category: 5500 - Contract Services					
010-4140-551000	Professional Services	116,206	110,000	113,300	113,300
010-4140-552000	Contract Services	261,316	170,000	175,500	175,500
Category: 5500 - Contract Services Total:		377,522	280,000	288,800	288,800
Department: 4140 - CITY ATTORNEY Total:		377,522	280,000	288,800	288,800

**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 2019-20 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 2020)
- ❖ Prepared two-year budget for 2019-20/2020-21 Operating and Capital Improvement Program Budget and received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. (February 2020)
- ❖ Submitted California State Controller’s reports by applicable deadlines (October and December 2020).

Additional Accomplishments

- ❖ Prepared 2-year budget plan.
- ❖ Prepared all required ROPs by required deadlines.
- ❖ Successfully implemented online timekeeping software.

Objectives

- ❖ Publish FY 2020-21 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 202--21 California State Controller’s Reports by applicable reporting deadlines.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget
Receive GFOA CAFR Award	Yes	N/A	In Progress
Submit California State Controller’s reports by established due dates	Yes	N/A	In Progress
Receive GFOA Budget Award	Yes	N/A	In Progress



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
010-4150-510100	Regular Salaries	214,670	253,940	309,413	304,600
010-4150-510200	Part Time Salaries	4,804	0	7,776	7,970
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	2,520	3,030	3,030	3,030
010-4150-510500	Vacation/sick	16,946	12,318	14,987	12,350
010-4150-510600	Deferred Compensation	8,405	8,734	8,727	8,935
010-4150-510700	Retirement	64,565	72,341	89,524	87,445
010-4150-510800	Group Health Insurance	33,473	29,655	38,217	38,303
010-4150-510900	Group Dental Insurance	2,521	1,957	2,316	2,182
010-4150-511000	Group Life Insurance	796	615	726	686
010-4150-511100	Group Disability Insurance	3,524	2,895	3,467	3,408
010-4150-511200	Medicare Taxes	5,032	3,815	4,671	4,598
	Category: 5100 - Personnel Total:	363,254	395,300	488,854	479,507
Category: 5400 - Materials, Supplies, and Services					
010-4150-541500	Travel/conferences/meetings	4,344	1,000	1,000	4,200
010-4150-541600	Membership And Dues	540	500	500	500
010-4150-542000	Office Supplies	164	750	750	750
010-4150-542200	Books And Subscriptions	741	500	500	500
010-4150-542300	Printing	3,076	3,500	3,500	3,500
010-4150-542500	Small Equipment	0	100.00	100.00	100.00
010-4150-543100	Mileage	335	300.00	300.00	300.00
010-4150-544000	Other Charges	20,230	22,750.00	22,750.00	22,750.00
	Category: 5400 - Materials, Supplies, and Services Total:	29,431	29,400.00	29,400.00	32,600.00
Category: 5500 - Contract Services					
010-4150-551000	Professional Services	84,185	81,700	81,700	81,700
	Category: 5500 - Contract Services Total:	84,185	81,700	81,700	81,700
	Department: 4150 - FINANCE Total:	476,870	506,400	599,954	593,807

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 enhanced security equipment
- ❖ Completed City Audio Visual Improvements (Public Meetings)
- ❖ Completed COVID-19 pandemic facility safety and sanitizing enhancements

Objectives

- ❖ Continue to provide safe and sanitized city facilities to address the pandemic (Civic Center)
- ❖ Installation of Electrical Vehicle Charging Stations (Civic Center)
- ❖ Continue to purchase environmental friendly green products where feasible
- ❖ Continue & Update Five Year Facility Forecasting Improvement Schedule to anticipate future expenditure costs
- ❖ Continue to perform preventative maintenance task at facility
- ❖ Continue to research methods and technologies to reduce energy use
- ❖ Replacement of Civic Center Boiler Equipment
- ❖ Continue implementing longer term contractor agreements to control of operating cost



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4180 - PUBLIC FACILITIES					
Category: 5400 - Materials, Supplies, and Services					
010-4180-542400	Special Supplies	2,291	1,300	2,000	2,000
010-4180-542700	Communications	25,507	22,000	22,000	22,000
010-4180-542800	Utilities	103,293	105,000	105,000	105,000
010-4180-542801	Water	15,105	26,000	26,000	26,000
010-4180-543000	Maintenance Buildings/grounds	72,097	55,000	55,000	55,000
010-4180-543400	Maintenance Of Equipment	20,995	25,000	31,000	31,000
010-4180-543401	Audio Visual Maintenance	84,830	3,750	3,750	4,000
010-4180-543402	Vehicle Maintenance/fuel	15,815	10,000	15,000	15,000
010-4180-544000	Other Charges	6,040	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:		345,974	248,050	259,750	260,000
Category: 5500 - Contract Services					
010-4180-551000	Professional Services	569.54	0	0	0
Category: 5500 - Contract Services Total:		569.54	0	0	0
Category: 5600 - Capital Outlay					
010-4180-568200	Other Improvements	21,651	10,000	10,000	10,000
010-4180-568300	Equipment	4,214	5,000	10,000	10,000
Category: 5600 - Capital Outlay Total:		25,865	15,000	20,000	20,000
Department: 4180 - PUBLIC FACILITIES Total:		372,409	263,050	279,750	280,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4190 - NON DEPARTMENTAL					
Category: 5100 - Personnel					
010-4190-510800	Group Health Insurance	198,564	177,000	182,000	190,000
	Category: 5100 - Personnel Total:	198,564	177,000	182,000	190,000
Category: 5400 - Materials, Supplies, and Services					
010-4190-541600	Membership And Dues	113,522	136,710	117,210	118,710
010-4190-541700	Training	16,715	15,000	15,000	15,000
010-4190-542000	Office Supplies	10,456	7,000	7,000	7,000
010-4190-542100	Postage	6,104	10,000	10,000	10,000
010-4190-542200	Books And Subscriptions	(25)	0	0	0
010-4190-542300	Printing	1,589	3,000	3,000	3,000
010-4190-542400	Special Supplies	6,263	5,000	5,000	5,000
010-4190-542600	Advertising	17,453	5,000	5,000	5,000
010-4190-542700	Communications	5,698	3,432	3,432	3,432
010-4190-542900	Rents And Leases	11,142	12,000	12,000	12,000
010-4190-543700	Insurance And Surety Bonds	452,296	517,016	582,232	636,500
010-4190-544000	Other Charges	13,783	9,548	9,548	9,548
	Category: 5400 - Materials, Supplies, and Services Total:	654,995	723,706	769,422	825,190
Category: 5500 - Contract Services					
010-4190-551000	Professional Services	99,978	92,250	146,000	146,000
010-4190-551008	Agoura/calabasas Community Cen	50,650	65,000	50,000	50,000
010-4190-551009	Community Participation	27,250	22,000	22,000	22,000
010-4190-551010	Media	14,583	30,500	30,500	30,500
010-4190-552000	Contract Services	74,186	28,000	47,000	47,000
010-4190-552017	Film Permit Svcs.	10,377	20,000	20,000	20,000
	Category: 5500 - Contract Services Total:	277,024	257,750	340,500	315,500
Category: 5800 - Administrative Charges					
010-4190-585000	Bad Debt Expenses	0	1,100	1,100	1,100
	Category: 5800 - Administrative Charges Total:	0	1,100	1,100	1,100
	Department: 4190 - NON DEPARTMENTAL Total:	1,130,583	1,159,556	1,293,022	1,331,790



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4195 - AUTOMATED OFFICE SYSTEMS					
Category: 5400 - Materials, Supplies, and Services					
010-4195-542000	Office Supplies	4,914	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 Total:		4,914	8,800	8,800	8,800
Category: 5500 - Contract Services					
010-4195-551000	Professional Services	6,160	6,000	6,000	6,000
010-4195-552000	Contract Services	271,985	217,379	229,379	229,379
Category: 5500 - Contract Services Total:		278,145	223,379	235,379	235,379
Category: 5600 - Capital Outlay					
010-4195-568200	Other Improvements	371	16,000	1,000	1,000
010-4195-568300	Equipment	28,198	62,000	63,700	68,700
Category: 5600 - Capital Outlay Total:		28,569	78,000	64,700	69,700
Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:		311,628	310,179	308,879	313,879

**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 Sheriffs 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 Forestand Fire Warden.





City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4210 - LOS ANGELES COUNTY SHERIFF					
Category: 5400 - Materials, Supplies, and Services					
010-4210-543400	Maintenance Of Equipment	3,840	3,000	3,000	3,000
010-4210-543700	Insurance And Surety Bonds	475,433	469,083	476,756	530,500
Category: 5400 - Materials, Supplies, and Services Total:		479,272	472,083	479,756	533,500
Category: 5500 - Contract Services					
010-4210-552050	General Law	3,206,942	3,408,959	3,467,692	3,546,369
010-4210-552051	Traffic Enforcement	119,711	150,583	141,869	147,666
010-4210-552052	Special Events	10,230	20,000	20,000	20,000
010-4210-552055	Star Program	43,714	0	0	0
010-4210-552056	Community Service Officer	33,900	35,764	37,053	37,791
010-4210-552057	Other Sheriff Services	2,400	3,600	3,600	3,600
010-4210-552058	Cops Program	18,667	27,900	27,900	19,500
010-4210-552059	Special Enforcement Deputy	743,492	466,153	466,153	466,153
010-4210-552060	Sttop	37,581	42,055	40,828	41,644
010-4210-552061	Fingerprint Tech	31,987	31,983	32,548	33,199
Category: 5500 - Contract Services Total:		4,248,623	4,186,997	4,237,643	4,315,922
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 Total:		4,727,895	4,662,080	4,720,399	4,852,422

**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

- ❖ Completed Draft City Emergency Evacuation Plan
- ❖ Completed Draft Internal City Crisis Communication Plan
- ❖ City successfully secured Fire Resiliency Grant (SMMC)
- ❖ Completed transition to new mass emergency notification system (Code Red)

COVID-19 pandemic and County of Los Angeles directives prevented all CERT related activities and CERT community training classes

Additional Accomplishments

- ❖ Area B Cities received FY 2019-20 EMPG Grant Funding
- ❖ Area B Cities received FY 2020-21 EMPG Grant Funding

Objectives

- ❖ Pending pandemic conclusion, continue to increase City CERT DRT membership annually (minimum 5%)
- ❖ Complete recertification of CERT DRT members - CPR/AED training for 2021-22
- ❖ Begin work on updating/revising City Emergency Operation Plan
- ❖ Complete securement of equipment and programs related to the SMMC Fire Resiliency Grant

Performance Measures	Actuals		Future Estimate
	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget
Update/revise City EOP	n/a	n/a	Schedule to complete revision
Recertify City CERT DRT members basic first aid/AED training *pending pandemic protocols	n/a	n/a	25
Increase CERT DRT membership – (Active CERT Members) *pending pandemic protocols	0	0	5
Code Red – Geo-Mapping Features (Create New Maps Areas) PSPS	n/a	n/a	10



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4215 - EMERGENCY SERVICES					
Category: 5400 - Materials, Supplies, and Services					
010-4215-541500	Travel/conferences/meetings	677	300	1,000	1,000
010-4215-541700	Training	1,300	500	1,800	1,500
010-4215-542300	Printing	128	500	1,000	1,000
010-4215-542400	Special Supplies	5,641	5,000	5,000	7,200
010-4215-542700	Communications	4,567	3,500	3,500	3,500
Category: 5400 - Materials, Supplies, and Services Total:		12,312	9,800	12,300	14,200
Category: 5500 - Contract Services					
010-4215-552000	Contract Services	76	500	500	500
Category: 5500 - Contract Services Total:		76	500	500	500
Category: 5600 - Capital Outlay					
010-4215-568300	Equipment	4,529	1,000	1,000	1,000
Category: 5600 - Capital Outlay Total:		4,529	1,000	1,000	1,000
Department: 4215 - EMERGENCY SERVICES Total:		16,918	11,300	13,800	15,700



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4219 - Emergency Incident					
Category: 5100 - Personnel					
010-4219-510100	Regular Salaries	299	0	0	0
010-4219-510200	Part Time Salaries	0	0	0	0
010-4219-510300	Overtime	4,166	0	0	0
010-4219-510600	Deferred Comp	(23)	0	0	0
010-4219-510700	Retirement	1,535	0	0	0
010-4219-510800	Group Health Ins	86	0	0	0
010-4219-510900	Group Dental	(1,482)	0	0	0
010-4219-511000	Group Life Ins	2	0	0	0
010-4219-511100	Group Disability Ins	7	0	0	0
010-4219-511200	Medicare	4	0	0	0
Category: 5100 - Personnel Total:		4,594	0	0	0
Category: 5100 - Personnel Total:		4,594	0	0	0
Category: 5400 - Materials, Supplies, and Services					
010-4219-542400	Special Supplies	54,926	15,000	0	0
Category: 5400 - Materials, Supplies, and Services Total:		54,926	15,000	0	0
Category: 5500 - Contract Services					
010-4219-551000	Professional Services	90,109	130,000	0	0
Category: 5500 - Contract Services Total:		90,109	130,000	0	0
Category: 5600 - Capital Outlay					
010-4219-568300	Equipment	22,261	0	0	0
Category: 5600 - Capital Outlay Total:		22,261	0	0	0
Department: 4219 - Emergency Incident Total:		171,890	145,000	0	0



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4220 - SCHOOL CROSSING GUARDS				
Category: 5500 - Contract Services				
010-4220-551000 Professional Services	0	10,000	27,500	27,500
Category: 5500 - Contract Services Total:	0	10,000	27,500	27,500
Department: 4220 - SCHOOL CROSSING GUARDS Total:	0	10,000	27,500	27,500

**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)
- ❖ Continue to work with Animal Control to resolve all animal related complaint issues

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
- ❖ Continue to work with Animal Control to resolve all animal related complaint issues
- ❖ Work to control increase predicted animal control cost (LA County Dept. of Animal Control)

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2018-19 Actual	FY 2020-21 Actual	FY 2021-22 Budget
Kennel Services (Dog & Cat)	841	180	200
Kennel Services (Other Animals)	186	127	140
Animal Licenses Collected	1597	1354	1400
Animal Complaints (SeeClick Fix Reported)	7	13	9
Animal Complaints (SeeClick Fix Resolved)	7	13	9
Animal Penalties Collected	145	78	100



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	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	79,410	100,000	120,000	120,000
Category: 5500 - Contract Services Total:		79,410	104,000	124,000	124,000
Department: 4240 - ANIMAL CONTROL Total:		79,410	104,000	124,000	124,000

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 – Collectively, during the fiscal years of 2019-2020 and 2020-2021, the department received 27 applications for residential development projects and 18 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, Sign Permits, Variances, and Pre-Applications. The Planning Commission took action on 21 projects and/or use permits. The table below includes a breakdown of new applications and Planning Commission actions based on the fiscal year, along with a comparison to the previous fiscal year of 2018-2019. A dramatic decrease in new applications submitted to the department occurred in early 2020 due to the pandemic. These numbers have been steadily on the rise since the reopening of City Hall.

The department also received and approved over 250 administrative permit applications, including sign permits, temporary use permits, special event permits, oak tree permits, and a newly established temporary outdoor operations permit. In addition, the department approved 14 accessory dwelling unit (ADU) permits (six in FY 2019-2020 and eight in FY 2020-2021) and served 613 residents at the public counter. Similar to the projected increase in discretionary applications, the projected administrative permit applications and counter service contacts are estimated to rise with the reopening of City Hall.

The Code Enforcement Division closed 70 code enforcement cases, responded to 207 SeeClickFix complaints, issued 75 parking citations, and issued 47 Stop Work Orders for unpermitted construction.

Additional Accomplishments

- ❖ Drafted a Resolution to amend the Sign Regulation Ordinance which was approved by the Planning Commission on September 5, 2019.
- ❖ Drafted a Resolution to amend the Residential Density Bonus Ordinance which was approved by the Planning Commission on May 7, 2020.
- ❖ Requested the Planning Commission receive information on updating the CEQA Transportation Thresholds of Significance with regards to Vehicles Miles Traveled (VMTs) pursuant to Senate Bill 743.
- ❖ Held a Planning Commission Orientation Workshop on March 4, 2021, for new Commissioners.
- ❖ Held a State Housing Laws Workshop for the Planning Commission on March 18, 2021.
- ❖ Held a Joint City Council and Planning Commission workshop to discuss the 2021-2029 Housing Element Update.
- ❖ Held a Planning Commission regular meeting on May 20, 2021, to discuss potential housing sites to satisfy the 6th Cycle RHNA requirements.
- ❖ Drafted a Resolution to approve a Zoning Text Amendment to update accessory dwelling unit regulations consistent with State Law and schedule the amendment to be brought to City Council in August of 2021.
- ❖ Drafting an Administrative Citation Ordinance which is scheduled to be brought to City Council in August of 2021.
- ❖ Updated and standardized the staff reports for the Planning Commission which was in line with the objective to provide the Planning Commission with high-quality professional reports consisting of sound planning analysis and recommendations.

Goals

- ❖ Draft ordinance for full electrification of new residential development
- ❖ Prioritize completion of Climate Action & Adaptation Plan and discuss monitoring staff
- ❖ Complete ASVP Review
- ❖ Review Oak Tree Ordinance
- ❖ Review outdoor operation & commercial parking requirements

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget
Begin drafting ordinance for full electrification	Yes	N/A	In Progress
Continue Implementation Phase, And Coordinate With Civic Spark Program For Establishing Monitoring Protocols	Yes	N/A	In Progress
Finalize Feedback from CAG for PC Consideration	Yes	N/A	In Progress
Review Oak Tree Ordinance and Prepare Recommendation for LUEDC Consideration	Yes	N/A	In Progress
Complete Feasibility Study	Yes	N/A	In Progress



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
010-4305-510100	Regular Salaries	676,631	631,431	684,721	722,494
010-4305-510200	Part-time Salaries	33,776	44,449	56,547	59,699
010-4305-510300	Overtime	757	0	0	0
010-4305-510400	Special Pay	5,900	9,000	9,000	9,000
010-4305-510401	Car Allowance	6,100	4,600	4,800	4,800
010-4305-510402	Technology Allowance	4,905	4,435	5,070	5,070
010-4305-510500	Vacation/sick	27,158	58,279	14,709	10,412
010-4305-510600	Deferred Compensation	14,388	13,151	15,926	16,130
010-4305-510700	Retirement	146,552	114,454	118,143	124,013
010-4305-510800	Group Health Insurance	122,495	118,714	122,345	132,153
010-4305-510900	Group Dental Insurance	8,913	9,903	10,566	10,693
010-4305-511000	Group Life Insurance	1,700	1,509	1,730	1,752
010-4305-511100	Group Disability Insurance	7,566	6,748	7,743	8,170
010-4305-511200	Medicare Taxes	11,139	10,707	11,032	11,599
Category: 5100 - Personnel Total:		1,067,978	1,027,380	1,062,332	1,115,985
Category: 5400 - Materials, Supplies, and Services					
010-4305-541500	Travel/conferences/meetings	6,706	2,000	4,178	4,178
010-4305-541600	Membership And Dues	877	2,000	2,000	2,000
010-4305-542000	Office Supplies	157	1,500	1,500	1,500
010-4305-542200	Books And Subscriptions	1,003	600	600	600
010-4305-542300	Printing	0	0	500	500
010-4305-542400	Special Supplies	784	500	500	500
010-4305-542500	Small Equipment	193	0	0	0
010-4305-542600	Advertising	7,256	5,000	6,000	6,000
010-4305-544000	Other Charges	236	1,000	1,000	1,000
Category: 5400 - Materials, Supplies, and Services Total:		17,211	12,600	16,278	16,278
Category: 5500 - Contract Services					
010-4305-551000	Professional Services	160,227	205,000	175,000	85,000
010-4305-552000	Contract Services	260,862	480,450	580,050	130,000
Category: 5500 - Contract Services Total:		421,089	685,450	755,050	215,000
Department: 4305 - COMMUNITY DEVELOPMENT Total:		1,506,278	1,725,430	1,833,660	1,347,263

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.



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4390 - BUILDING & SAFETY					
Category: 5100 - Personnel					
010-4390-510100	Regular Salaries	308,811	229,354	308,577	316,742
010-4390-510200	Part-time Salaries	0	0	0	0
010-4390-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4390-510402	Technology Allowance	2,478	1,500	2,520	2,520
010-4390-510500	Vacation/sick	9,521	8,074	10,962	7,035
010-4390-510600	Deferred Compensation	7,883	6,024	8,072	8,150
010-4390-510700	Retirement	69,151	65,337	72,934	74,098
010-4390-510800	Group Health Insurance	70,776	56,733	88,505	91,525
010-4390-510900	Group Dental Insurance	2,910	1,704	3,809	3,809
010-4390-511000	Group Life Insurance	843	576	904	904
010-4390-511100	Group Disability Insurance	3,499	2,615	3,465	3,556
010-4390-511200	Medicare Taxes	4,830	3,414	4,524	4,642
	Category: 5100 - Personnel Total:	483,102	377,731	506,672	515,381
Category: 5400 - Materials, Supplies, and Services					
010-4390-541500	Travel/conferences/meetings	3,434	700	1,040	1,040
010-4390-541600	Membership And Dues	1,656	700	1,300	1,300
010-4390-542000	Office Supplies	748	200	200	200
010-4390-542200	Books And Subscriptions	1,957	600	500	500
010-4390-542300	Printing	69	400	400	400
010-4390-542500	Small Equipment	0	500	500	500
	Category: 5400 - Materials, Supplies, and Services Total:	7,864	3,100	3,940	3,940
Category: 5500 - Contract Services					
010-4390-552000	Contract Services	132,681	160,000	255,000	160,000
	Category: 5500 - Contract Services Total:	132,681	160,000	255,000	160,000
	Department: 4390 - BUILDING & SAFETY Total:	623,647	540,831	765,612	679,321

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

- ❖ Implement additional park enhancements
- ❖ Replace Morrison Park play equipment
- ❖ Host Agoura Hills 40th Anniversary Recognition Events

Performance Measures	Prior Year Actuals		Future Estimate
Indicator	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-2022 Budget
Complete Upgrade of Park Amenities Including Recycle Bins, Benches, and Picnic Tables	Yes	N/A	In Progress
Complete Feasibility Analysis and Guidance to Public	Yes	N/A	In Progress
City Will Recognize Monumental Moments in a Series of Events	Yes	N/A	In Progress



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4420 - RECREATION					
Category: 5100 - Personnel					
010-4420-510200	Part-time Salaries	22,546	1,000	1,000	1,000
010-4420-5102A0	Part - Time Salaries	25,332	23,000	34,950	34,950
010-4420-5102B0	Part - Time Salaries	232	0	2,400	3,600
010-4420-5102C0	Part - Time Salaries	20,238	1,500	9,100	50,300
010-4420-5102D0	Part - Time Salaries	24,222	14,000	40,200	43,600
010-4420-5102E0	Part - Time Salaries	21,800	6,000	0	0
010-4420-5102F0	Part - Time Salaries	134	0	0	0
010-4420-5102G0	Part-time Salaries - Teens	18,442	12,000	750	3,850
010-4420-5102H0	Part - Time Salaries	7,608	0	3,600	6,090
010-4420-5102I0	Part - Time Salaries	12,702	0	4,500	4,500
010-4420-510700	Retirement	4,502	1,946	5,600	5,600
010-4420-510800	Group Health Insurance	3,400	0	0	0
010-4420-510900	Group Dental	116	0	0	0
010-4420-511200	Medicare Taxes	2,221	1,250	1,900	1,900
	Category: 5100 - Personnel Total:	163,494	60,696	104,000	155,390
Category: 5400 - Materials, Supplies, and Services					
010-4420-5421D0	Postage - Seniors	0	600	900	900
010-4420-5421E0	Postage - Special Events	0	500	0	0
010-4420-5423A0	Printing - Classes	0	2,500	900	1,650
010-4420-5423B0	Printing -excursions	50	0	500	500
010-4420-5423C0	Printing - Camps	0	300	500	500
010-4420-5423D0	Printing - Seniors	2,327	1,000	3,500	3,500
010-4420-5423E0	Printing - Special Events	21,853	2,500	0	0
010-4420-5423G0	Printing - Teens	808	250	250	650
010-4420-5423H0	Printing - Comm Services	5,728	1,500	5,200	22,700
010-4420-5423I0	Cultural Arts	3,532	750	3,000	3,000
010-4420-542400	Special Supplies	744	0	0	0
010-4420-5424A0	Special Supplies - Classes	582	200	250	500
010-4420-5424B0	Special Supplies - Excursions	50	0	500	750
010-4420-5424C0	Special Supplies - Camps	1,954	500	2,000	2,400
010-4420-5424D0	Special Supplies - Seniors	3,466	1,000	3,800	5,200
010-4420-5424E0	Special Supplies - Spec Events	14,468	1,500	0	0
010-4420-5424F0	Special Supplies - Sports	0	0	0	500
010-4420-5424G0	Special Supplies - Teens	2,605	2,000	1,000	1,000
010-4420-5424H0	Special Supplies - Comm Servic	4,370	1,500	5,000	6,150
010-4420-5424I0	Special Supplies - Cultural Arts	811	1,000	1,300	3,600
010-4420-5426C0	Advertising - Camps	0	350	500	500
010-4420-5426D0	Advertising-seniors	0	400	500	500
010-4420-5426G0	Advertising-teens	0	300	0	0
010-4420-5429A0	Rents and Leases - Classes	2,308	4,500	3,500	7,000
010-4420-5429F0	Rents And Leases - Sports	0	0	7,000	7,000



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
010-4420-5429H0	Rents And Leases - Comm Servic	1,898	0	2,400	2,400
010-4420-5440B0	Other Charges - Excursions	7,603	1,000	7,250	9,250
010-4420-5440D0	Other Charges - Seniors	13,980	1,000	10,000	10,000
010-4420-5440G0	Other Charges - Teens	380	0	600	600
Category: 5400 - Materials, Supplies, and Services Total:		89,518	25,150	60,350	90,750
 Category: 5500 - Contract Services					
010-4420-5510E0	Professional Svcs - Spec Event	87,593	1,200	0	0
010-4420-5510H0	Professional Services-comm Ser	3,265	2,000	6,000	19,000
010-4420-5510I0	Professional Services - Cultural Art:	14,606	5,000	8,000	13,800
010-4420-5520A0	Contract Services - Classes	92,139	35,000	63,600	97,000
010-4420-5520C0	Contract Services - Camps	0	0	21,000	21,000
010-4420-5520D1	Contract Services - Seniors	4,991	3,000	4,000	18,500
010-4420-5520E0	Contract Services-spec Events	38,291	2,500	0	0
010-4420-5520F0	Contract Services - Sports	0	0	29,000	35,000
010-4420-5520G0	Contract Services -teens	1,473	0	1,000	6,300
Category: 5500 - Contract Services Total:		242,358	48,700	132,600	210,600
Department: 4420 - RECREATION Total:		495,370	134,546	296,950	456,740



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4425 - REYES ADOBE					
Category: 5100 - Personnel					
010-4425-510200	Part-time salaries	5,008	0	4,500	4,500
010-4425-511200	Medicare taxes	73	140	140	140
	Category: 5100 - Personnel Total:	5,081	140	4,640	4,640
 Category: 5400 - Materials, Supplies, and Services					
010-4425-542000	Office Supplies	0	0	500	500
010-4425-542300	Printing	66	500	1,000	1,000
010-4425-542400	Special Supplies	300	500	1,500	1,500
010-4425-542700	Communications	134	1,500	1,500	1,500
010-4425-543000	Maintenance Buildings/grounds	3,834	5,500	15,000	15,000
	Category: 5400 - Materials, Supplies, and Services Total:	4,334	8,000	19,500	19,500
 Category: 5500 - Contract Services					
010-4425-552000	Contract Services	0	0	5,000	5,000
	Category: 5500 - Contract Services Total:	0	0	5,000	5,000
	Department: 4425 - REYES ADOBE Total:	9,414	8,140	29,140	29,140



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4426 - RECREATION CENTER					
Category: 5100 - Personnel					
010-4426-510200	Part Time Salaries	38,019	7,500	45,000	55,600
010-4426-510700	Retirement	155	1,000	1,000	1,000
010-4426-510800	Graoup Health Insurance	0	0	0	0
010-4426-510900	Group Dental Insurance	0	0	0	0
010-4426-511200	Medicare Taxes	551	384	384	384
Category: 5100 - Personnel Total:		38,725	8,884	46,384	56,984
Category: 5400 - Materials, Supplies, and Services					
010-4426-542400	Special supplies	7,450	5,000	10,000	10,000
010-4426-542700	Communications	8,468	10,000	10,000	10,000
010-4426-542800	Utilities	46,040	60,000	60,000	60,000
010-4426-542801	Water	20,243	26,000	26,000	26,000
010-4426-543000	Maintenance buildings/grounds	153,770	80,000	80,000	80,000
010-4426-543400	Maintenance of equipment	3,121	2,500	2,500	2,500
Category: 5400 - Materials, Supplies, and Services Total:		239,092	183,500	188,500	188,500
Category: 5500 - Contract Services					
010-4426-552000	Contract services	35,554	7,500	50,000	50,000
Category: 5500 - Contract Services Total:		35,554	7,500	50,000	50,000
Category: 5600 - Capital Outlay					
010-4426-568200	Other improvements	69,650	20,000	55,000	55,000
010-4426-568300	Equipment	(910)	1,000	10,000	10,000
Category: 5600 - Capital Outlay Total:		68,740	21,000	65,000	65,000
Department: 4426 - RECREATION CENTER Total:		382,111	220,884	349,884	360,484



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4440 - COMMUNITY SERVICES					
Category: 5100 - Personnel					
010-4440-510100	Regular Salaries	662,975	542,259	684,178	710,563
010-4440-510200	Part-time Salaries	71,254	19,300	90,000	90,000
010-4440-510401	Car Allowance	4,800	4,800	4,800	4,800
010-4440-510402	Technology Allowance	7,025	5,580	6,600	6,600
010-4440-510500	Vacation/sick	19,730	48,026	31,889	24,215
010-4440-510600	Deferred Compensation	13,622	11,467	17,017	17,223
010-4440-510700	Retirement	143,502	138,878	166,521	171,642
010-4440-510800	Group Health Insurance	122,447	111,811	131,993	141,008
010-4440-510900	Group Dental Insurance	9,333	6,840	9,022	8,980
010-4440-511000	Group Life Insurance	2,032	1,477	1,714	1,706
010-4440-511100	Group Disability Insurance	8,017	6,182	7,738	8,036
010-4440-511200	Medicare Taxes	11,329	8,108	10,166	10,545
	Category: 5100 - Personnel Total:	1,076,067	904,728	1,161,638	1,195,318
Category: 5400 - Materials, Supplies, and Services					
Category: 5400 - Materials, Supplies, and Services					
010-4440-541500	Travel/conferences/meetings	850	500	1,000	1,000
010-4440-541600	Membership And Dues	335	850	1,000	1,000
010-4440-541700	Training	500	0	0	0
010-4440-542000	Office Supplies	5,631	1,500	5,000	5,000
010-4440-542100	Postage	2,235	1,000	10,000	10,000
010-4440-542300	Printing	43,607	9,000	40,000	51,500
010-4440-542400	Special Supplies	947	1,500	3,000	3,000
010-4440-542800	Utilities	499	0	0	0
010-4440-542900	Rents And Leases	4,884	4,000	7,000	7,000
010-4440-543100	Mileage	0	400	400	400
010-4440-544000	Other Charges	28,733	10,000	35,250	35,250
	Category: 5400 - Materials, Supplies, and Services Total:	88,222	28,750	102,650	114,150
Category: 5500 - Contract Services					
010-4440-551000	Professional Services	(324)	0	0	0
	Category: 5500 - Contract Services Total:	(324)	0	0	0
	Department: 4440 - COMMUNITY SERVICES Total:	1,163,965	933,478	1,264,288	1,309,468



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4450 - PARKS MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
010-4450-542400	Special Supplies	16,281	50,000	50,000	50,000
010-4450-5424H0	Special Supplies - Comm Servic	47,334	54,500	54,500	54,500
010-4450-542800	Utilities	3,888	7,000	7,000	7,000
010-4450-542801	Water	117,142	120,000	120,000	120,000
010-4450-542900	Rents And Leases	5,135	10,500	10,500	10,500
010-4450-543000	Maintenance Buildings/grounds	56,715	50,000	50,000	50,000
	Category: 5400 - Materials, Supplies, and Services Total:	246,495	292,000	292,000	292,000
Category: 5500 - Contract Services					
010-4450-552000	Contract Services	289,394	250,000	250,000	250,000
010-4450-552095	Tree Maintenance In Parks	25,721	25,000	25,000	25,000
	Category: 5500 - Contract Services Total:	315,115	275,000	275,000	275,000
Category: 5600 - Capital Outlay					
010-4450-568200	Other Improvements	4,908	0	0	0
	Category: 5600 - Capital Outlay Total:	4,908	0	0	0
	Department: 4450 - PARKS MAINTENANCE Total:	566,517	567,000	567,000	567,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4430 - SPECIAL EVENTS					
Category: 5100 - Personnel					
010-4430-510200	Part-time Salaries	0	0	5,400	15,500
	Category: 5100 - Personnel Total:	0	0	5,400	15,500
Category: 5400 - Materials, Supplies, and Services					
010-4430-542100	Postage	0	0	4,000	4,000
010-4430-542300	Printing	0	0	16,200	30,600
010-4430-542400	Special Supplies	0	0	2,250	13,500
	Category: 5400 - Materials, Supplies, and Services Total:	0	0	22,450	48,100
Category: 5500 - Contract Services					
010-4430-551000	Professional Services	0	0	12,500	112,200
010-4430-552000	Contract Services	0	0	24,900	52,100
	Category: 5500 - Contract Services Total:	0	0	37,400	164,300
	Department: 4430 - SPECIAL EVENTS Total:	0	0	65,250	227,900

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 U.S.101/Palo Comado Interchange Project.
- ❖ Initiated Construction of the Roadside Drive Bridge Widening Project.
- ❖ Completed Forest Cove Park ADA Improvements.
- ❖ Completed CEQA documentation and preliminary design for the Linear Park Project.
- ❖ Completed replacement of bus stop amenities.
- ❖ Replaced traffic signal batteries for intersections on bus route.
- ❖ Lead agency for Malibu Creek Watershed’s Enhanced Watershed Management Program.
- ❖ Completed Annual Street Resurfacing Project.
- ❖ Completed Annual Concrete Repair Project

Goals and Objectives

- ❖ Complete Sumac Park Restroom Rehabilitation Project.
- ❖ Complete Kanan Corridor Project Study Report.
- ❖ Complete design of Kanan/Agoura Intersection.
- ❖ Complete design of Linear Park Project.
- ❖ Complete design of Dry-weather Diversion Project.
- ❖ Make substantial progress on the Roadside Drive Bridge Widening Project.
- ❖ Complete Recreation and Event Center Outdoor Accessibility Project.
- ❖ Purchase and install traffic signal battery back-ups for non-bus route intersections.
- ❖ Complete HAWK signal analyses for Reyes Adobe/Rainbow Crest and Reyes Adobe/Stonecrest.
- ❖ Complete Bicycle Master Plan.
- ❖ Continue coordination with LA County for their proposed Liberty Canyon Green Improvement Project.
- ❖ Improve private City entry sign facing U.S. 101 at westerly-City limit.

Performance Measures	Year Actuals	
	FY 2019-20 Actual	FY 2021-22 Actual
Sumac Park Restroom Rehabilitation Project Construction	Aug. – Nov. 2021	
Kanan Corridor Project Study Report	Underway	Sept. 2022
Kanan Corridor PA/ED		Jan. – Jun. 2023
Kanan/Agoura Intersection Design Completion	Underway	Jul. 2022
Kanan/Agoura Intersection CEQA	Underway – Jun. 2022	
Linear Park Design	Aug- May 2022	
Seek Grant and Special Funds for Linear Park Construction	On-going	On-going
Dry-weather Diversion Project	Aug - Mar. 2022 (Design)	Jul. – Sept. 2022 (Construction)
Roadside Drive Bridge Widening Construction	Underway	Aug. 2022
Recreation and Event Center Outdoor Accessibility Project	Aug.- Nov. 2021	
Purchase and install traffic signal battery back-ups for non-bus route intersections	Aug. - Oct. 2021	
Reyes Adobe Rd. HAWK signal analyses	Sept. - Dec. 2021	
Submit HSIP Applications for HAWK signals	Mar. 2022	
Reyes Adobe/Stonecrest HAWK signal construction		Jul. - Sept. 2022
Bicycle Master Plan and VMT Bank	Sept. – Jun. 2022	
Allocate Funding to Apply to Items Identified in Bicycle Master Plan		Jul. 2022
Coordination with LA County for their proposed Liberty Canyon Green Improvement Project	On-going	On-going
Approach Owner and Consider Cooperative Effort to Enhance Former City Entry Sign	Aug.	



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
010-4505-510100	Regular Salaries	372,624	288,230	389,494	424,984
010-4505-510300	Overtime	530	0	0	0
010-4505-510401	Car Allowance	1,800	2,400	2,400	2,400
010-4505-510402	Technology Allowance	5,205	5,580	5,580	5,580
010-4505-510500	Vacation/sick	14,626	10,673	15,004	12,777
010-4505-510600	Deferred Compensation	13,167	12,894	12,970	13,182
010-4505-510700	Retirement	69,329	61,876	83,314	88,456
010-4505-510800	Group Health Insurance	88,815	69,504	93,531	102,612
010-4505-510900	Group Dental Insurance	7,802	5,302	6,943	7,385
010-4505-511000	Group Life Insurance	1,081	714	936	988
010-4505-511100	Group Disability Insurance	4,607	3,285	4,380	4,781
010-4505-511200	Medicare Taxes	5,767	4,322	5,795	6,309
Category: 5100 - Personnel Total:		585,353	464,780	620,347	669,454
Category: 5400 - Materials, Supplies, and Services					
010-4505-541500	Travel/conferences/meetings	1,394	500	750	750
010-4505-541600	Membership And Dues	1,390	1,421	1,500	1,500
010-4505-542000	Office Supplies	522	300	300	300
010-4505-542200	Books And Subscriptions	20	250	250	250
010-4505-542300	Printing	5,836	300	1,000	1,000
010-4505-542400	Special Supplies	599	500	500	500
010-4505-543400	Maintenance Of Equipment	0	500	500	500
010-4505-544000	Other Charges	225	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:		9,985	3,771	4,800	4,800
Category: 5500 - Contract Services					
010-4505-551000	Professional Services	0	0	0	80,000
010-4505-552000	Contract Services	264,342	147,550	159,500	150,000
010-4505-552002	Plan Check And Inspection	111,973	50,000	80,000	100,000
010-4505-552003	Special Projects	105,208	20,000	50,000	50,000
Category: 5500 - Contract Services Total:		481,523	217,550	289,500	380,000
Department: 4505 - PUBLIC WORKS Total:		1,076,861	686,101	914,647	1,054,254



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4510 - TRAFFIC SAFETY				
Category: 5400 - Materials, Supplies, and Services				
010-4510-542800 Utilities	2,530	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:	2,530	0	0	0
Category: 5500 - Contract Services				
010-4510-552000 Contract Services	0	0	55,000	45,000
010-4510-552012 Traffic Signing	8,751	0	0	0
010-4510-552014 Accident repairs	34,527	10,000	10,000	10,000
010-4510-552020 Street Repairs	3,321	0	0	0
Category: 5500 - Contract Services Total:	46,599	10,000	65,000	55,000
Department: 4510 - TRAFFIC SAFETY Total:	49,129	10,000	65,000	55,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
010-4520-542400	Special Supplies	8,049	15,000	15,000	47,000
010-4520-542800	Utilities	4,768	5,000	5,000	5,000
010-4520-543000	Maintenance Buildings/grounds	2,694	10,000	10,000	10,000
Category: 5400 - Materials, Supplies, and Services Total:		15,510	30,000	30,000	62,000
Category: 5500 - Contract Services					
010-4520-551000	Professional Services	10,805	0	0	0
010-4520-552000	Contract Services	227,940	171,200	176,200	200,000
010-4520-552020	Street Repairs & Maintenance	11,431	10,000	10,000	10,000
010-4520-552031	Graffiti Removal	12,388	6,000	6,000	6,000
010-4520-552032	Equestrian Trail Maintenance	4,259	4,000	4,000	4,000
010-4520-552033	Weed Abatement	613	0	0	0
Category: 5500 - Contract Services Total:		267,436	191,200	196,200	220,000
Department: 4520 - LANDSCAPE MAINTENANCE Total:		282,946	221,200	226,200	282,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Department: 4525 - STORM DRAIN & FLOOD CONTROL					
Category: 5500 - Contract Services					
010-4525-552041	Storm Drain Maintenance	20,214	50,000	75,000	75,000
010-4525-552043	Npdes Compliance	351,659	226,800	226,800	226,800
010-4525-552044	Storm Water Compliance	53,720	0	0	0
Category: 5500 - Contract Services Total:		425,593	276,800	301,800	301,800
Department: 4525 - STORM DRAIN & FLOOD CONTROL Total:		425,593	276,800	301,800	301,800



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
010-4610-600100 City Beautification	10,060	0	20,000	60,000
Category: 6000 - Other Improvements/Projects Total:	10,060	0	20,000	60,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	10,060	0	20,000	60,000



City of Agoura Hills

BUDGET

FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
Category: 6200 - Street Improvements				
010-4640-630100 Annual Sidewalk Repairs	1,593	0	0	0
Category: 6200 - Street Improvements Total:	1,593	0	0	0
Category: 6200 - Street Improvements Total:	1,593	0	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	1,593	0	0	0
<hr/>				
Total Expenses	16,019,795	14,576,371	16,344,811	16,759,484
Fund: 010 - GENERAL Total:	16,019,795	14,576,371	16,344,811	16,759,484

CITY OF AGOURA HILLS

Budget

Fiscal Year 2021-22 / 2022-23



Other Funds



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 011 - CAPITAL PROJECT FUND				
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
011-4610-600300 Kanan Median Project	3,315	0	0	0
Category: 6000 - Other Improvements/Projects Total:	3,315	0	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	3,315	0	0	0
Department: 4640 - STREET IMPROVEMENTS				
Category: 5600 - Capital Outlay				
011-4640-632100 Reyes Adobe LS Project	126,281	11,300		
Category: 5600 - Capital Outlay Total:	126,281	11,300	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	126,281	11,300	0	0
Total Expenses	129,596	11,300	0	0
Fund: 011 - CAPITAL PROJECT FUND Total:	129,596	11,300	0	0
Fund: 012 - FACILITIES FUND				
Department: 4180 - PUBLIC FACILITIES				
Category: 5400 - Materials, Supplies, and Services				
012-4180-543400 Maintenance of Equipment	0	0	40,000	0
Category: 5400 - Materials, Supplies, and Services Total:	0	0	40,000	0
Department: 4180 - PUBLIC FACILITIES Total:	0	0	40,000	0
Total Expenses	0	0	40,000	0
Fund: 012 - FACILITIES FUND Total:	0	0	40,000	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ				
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
015-4610-601500 Trails	1,952	0	0	0
Category: 6000 - Other Improvements/Projects Total:	1,952	0	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	1,952	0	0	0
Total Expenses	1,952	0	0	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:	1,952	0	0	0



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 016 - STORM WATER CAP PROJECT FUND				
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
016-4525-551000 Professional Services	113,111	250,000	434,000	0
016-4525-551012 Watershed/Linear Pk	152,589	0	0	0
Category: 5500 - Contract Services Total:	265,700	250,000	434,000	0
Department: 4525 - STORM DRAIN & FLOOD CONTROL Total:	265,700	250,000	434,000	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6200 - Street Improvements				
016-4610-632300 Storm Drain Diversion	0	0	0	1,000,000
Category: 6200 - Street Improvements Total:	0	0	0	1,000,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	0	0	1,000,000
Total Expenses	265,700	250,000	434,000	1,000,000
Fund: 016 - STORM WATER CAP PROJECT FUND Total:	265,700	250,000	434,000	1,000,000
Fund: 018 - MEASURE R GRANT				
Department: 4120 - CITY MANAGER				
Category: 5100 - Personnel				
018-4120-510100 Regular Salaries	30,999	8,014	16,425	6,772
018-4120-510700 Retirement	8,734	2,283	4,836	1,981
018-4120-510800 Group Health Insurance	2,530	1,165	2,402	912
018-4120-510900 Group Dental Insurance	247	84	168	63
018-4120-511000 Group Life Insurance	42	15	30	12
018-4120-511100 Group Disability Insurance	316	92	187	77
018-4120-511200 Medicare Taxes	486	119	252	107
Category: 5100 - Personnel Total:	43,354	11,772	24,300	9,924
Department: 4120 - CITY MANAGER Total:	43,354	11,772	24,300	9,924
Department: 4150 - FINANCE				
Category: 5100 - Personnel				
018-4150-510100 Regular Salaries	16,039	17,161	17,241	16,919
018-4150-510700 Retirement	4,556	4,889	5,076	4,949
018-4150-510800 Group Health Insurance	2,395	2,056	2,270	2,381
018-4150-510900 Group Dental Insurance	179	134	134	128
018-4150-511000 Group Life Insurance	49	40	40	39
018-4150-511100 Group Disability Insurance	219	196	197	193
018-4150-511200 Medicare Taxes	234	254	255	251
Category: 5100 - Personnel Total:	23,672	24,730	25,213	24,860
Department: 4150 - FINANCE Total:	23,672	24,730	25,213	24,860



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
018-4305-510100	Regular Salaries	13,054	0	0	0
018-4305-510700	Retirement	1,954	0	0	0
018-4305-510800	Group Health Insurance	1,838	0	0	0
018-4305-510900	Group Dental Insurance	133	0	0	0
018-4305-511000	Group Life Insurance	24	0	0	0
018-4305-511100	Group Disability Insurance	127	0	0	0
018-4305-511200	Medicare Taxes	184	0	0	0
	Category: 5100 - Personnel Total:	17,313	0	0	0
	Department: 4305 - COMMUNITY DEVELOPMENT Total:	17,313	0	0	0
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
018-4505-510100	Regular Salaries	63,607	57,715	32,118	33,748
018-4505-510700	Retirement	18,829	16,441	8,248	7,785
018-4505-510800	Group Health Insurance	12,760	15,639	8,399	7,828
018-4505-510900	Group Dental Insurance	1,182	1,346	652	547
018-4505-511000	Group Life Insurance	168	159	83	84
018-4505-511100	Group Disability Insurance	790	658	366	385
018-4505-511200	Medicare Taxes	927	875	491	512
	Category: 5100 - Personnel Total:	98,262	92,833	50,357	50,889
	Department: 4505 - PUBLIC WORKS Total:	98,262	92,833	50,357	50,889
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
Category: 6200 - Street Improvements					
018-4640-630700	Chesebro Bridge	1,666,158	0	0	0
018-4640-630900	Kanan/Agoura Road Intersection	0	150,000	400,000	380,000
018-4640-631200	Agoura Road Widening	445,218	100,000	735,000	0
018-4640-632000	Kanan Corridor	29,966	60,000	100,000	75,000
	Category: 6200 - Street Improvements Total:	2,141,342	310,000	1,235,000	455,000
	Department: 4640 - STREET IMPROVEMENTS Total:	2,141,342	310,000	1,235,000	455,000
	Total Expenses	2,323,944	439,335	1,334,870	540,673
	Fund: 018 - MEASURE R GRANT Total:	2,323,944	439,335	1,334,870	540,673



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 019 - MEASURE M					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
Category: 5100 - Personnel					
019-4120-510100	Regular Salaries	6,198	10,465	0	6,440
019-4120-510700	Retirement	4,787	2,981	0	1,883
019-4120-510800	Group Health Insurance	570	1,456	0	911
019-4120-510900	Group Dental Insurance	50	105	0	63
019-4120-511000	Group Life Insurance	9	19	0	11
019-4120-511100	Group Disability Insurance	67	119	0	73
019-4120-511200	Medicare Taxes	89	156	0	99
Category: 5100 - Personnel Total:		11,771	15,301	0	9,480
Department: 4120 - CITY MANAGER Total:		11,771	15,301	0	9,480
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
019-4150-510100	Regular Salaries	3,789	24,189	0	26,815
019-4150-510700	Retirement	2,292	6,891	0	7,843
019-4150-510800	Group Health Insurance	494	2,936	0	3,974
019-4150-510900	Group Dental Insurance	28	189	0	207
019-4150-511000	Group Life Insurance	8	58	0	62
019-4150-511100	Group Disability Insurance	34	276	0	305
019-4150-511200	Medicare Taxes	55	358	0	397
Category: 5100 - Personnel Total:		6,700	34,897	0	39,603
Department: 4150 - FINANCE Total:		6,700	34,897	0	39,603
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
019-4305-510100	Regular Salaries	777	0	0	0
019-4305-510700	Retirement	116	0	0	0
019-4305-510800	Group Health Insurance	148	0	0	0
019-4305-510900	Group Dental Insurance	11	0	0	0
019-4305-511000	Group Life Insurance	2	0	0	0
019-4305-511100	Group Disability Insurance	10	0	0	0
019-4305-511200	Medicare Taxes	11	0	0	0
Category: 5100 - Personnel Total:		1,076	0	0	0
Department: 4305 - COMMUNITY DEVELOPMENT Total:		1,076	0	0	0



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4505 - PUBLIC WORKS				
Category: 5100 - Personnel				
019-4505-510100 Regular Salaries	24,331	140,961	62,124	63,975
019-4505-510700 Retirement	9,698	25,169	11,445	16,208
019-4505-510800 Group Health Insurance	4,588	28,075	12,612	16,367
019-4505-510900 Group Dental Insurance	307	2,083	884	1,157
019-4505-511000 Group Life Insurance	63	337	147	164
019-4505-511100 Group Disability Insurance	241	1,607	707	730
019-4505-511200 Medicare Taxes	359	2,126	944	975
Category: 5100 - Personnel Total:	39,588	200,358	88,863	99,576
Department: 4505 - PUBLIC WORKS Total:	39,588	200,358	88,863	99,576
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
019-4640-630700 Chesebro Bridge	1,204,800	3,899,642	40,000	0
019-4640-630900 Kanan/Agoura Road Intersection	0	0	0	50,000
019-4640-632000 Kanan Corridor	0	0	300,000	400,000
Category: 6200 - Street Improvements Total:	1,204,800	3,899,642	340,000	450,000
Department: 4640 - STREET IMPROVEMENTS Total:	1,204,800	3,899,642	340,000	450,000
Total Expenses	1,263,935	4,100,000	428,863	598,659
Fund: 019 - MEASURE M Total:	1,263,935	4,100,000	428,863	598,659



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 020 - GAS TAX				
Department: 4220 - SCHOOL CROSSING GUARDS				
Category: 5500 - Contract Services				
<u>020-4220-551000</u> Professional Services	15,440	0	0	0
Category: 5500 - Contract Services Total:	15,440	0	0	0
Department: 4220 - SCHOOL CROSSING GUARDS Total:	15,440	0	0	0
Department: 4510 - TRAFFIC SAFETY				
Category: 5400 - Materials, Supplies, and Services				
<u>020-4510-542800</u> Utilities	34,742	40,000	40,000	50,000
Category: 5400 - Materials, Supplies, and Services Total:	34,742	40,000	40,000	50,000
Category: 5500 - Contract Services				
<u>020-4510-552010</u> Traffic Engineer	2,821	6,000	10,000	30,000
Category: 5500 - Contract Services Total:	2,821	6,000	10,000	30,000
Department: 4510 - TRAFFIC SAFETY Total:	37,563	46,000	50,000	80,000
Department: 4515 - STREET MAINTENANCE				
Category: 5500 - Contract Services				
<u>020-4515-552021</u> Street Sweeping	141,805	58,000	75,000	58,000
<u>020-4515-552028</u> Special Street Projects	0	16,000	5,000	5,000
Category: 5500 - Contract Services Total:	141,805	74,000	80,000	63,000
Department: 4515 - STREET MAINTENANCE Total:	141,805	74,000	80,000	63,000
Department: 4520 - LANDSCAPE MAINTENANCE				
Category: 5400 - Materials, Supplies, and Services				
<u>020-4520-542801</u> Water	85,657	102,000	115,000	126,500
Category: 5400 - Materials, Supplies, and Services Total:	85,657	102,000	115,000	126,500
Category: 5500 - Contract Services				
<u>020-4520-552000</u> Contract Services	127,959	150,150	150,000	175,300
<u>020-4520-552023</u> Street Tree Maintenance	72,178	75,000	75,000	75,000
Category: 5500 - Contract Services Total:	200,137	225,150	225,000	250,300
Department: 4520 - LANDSCAPE MAINTENANCE Total:	285,794	327,150	340,000	376,800
Total Expenses	480,602	447,150	470,000	519,800
Fund: 020 - GAS TAX Total:	480,602	447,150	470,000	519,800



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
Fund: 022 - ROAD REHAB FUND					
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
022-4640-630500	Annual Overlay	357,959	0	787,000	450,000
022-4640-631900	Traffic Signal	0	0	0	0
Category: 6200 - Street Improvements Total:		357,959	0	787,000	450,000
Department: 4640 - STREET IMPROVEMENTS Total:		357,959	0	787,000	450,000
Total Expenses		357,959	0	787,000	450,000
Fund: 022 - ROAD REHAB FUND Total:		357,959	0	787,000	450,000
Fund: 040 - TRAFFIC SAFETY					
Department: 4220 - SCHOOL CROSSING GUARDS					
Category: 5500 - Contract Services					
040-4220-551000	Professional Services	44,649	40,000	40,000	40,000
Category: 5500 - Contract Services Total:		44,649	40,000	40,000	40,000
Department: 4220 - SCHOOL CROSSING GUARDS Total:		44,649	40,000	40,000	40,000
Total Expenses		44,649	40,000	40,000	40,000
Fund: 040 - TRAFFIC SAFETY Total:		44,649	40,000	40,000	40,000
Fund: 060 - PROPOSITION A					
Department: 4190 - NON DEPARTMENTAL					
Category: 5500 - Contract Services					
060-4190-551010	Profession Svcs.	0	0	25,000	25,000
Category: 5500 - Contract Services Total:		0	0	25,000	25,000
Department: 4190 - NON DEPARTMENTAL Total:		0	0	25,000	25,000
Department: 4420 - RECREATION					
Category: 5500 - Contract Services					
060-4420-5520A0	Contract Services - Classes	2,000	2,000	2,000	2,000
060-4420-5520B0	Recreation Transit- Excursions	6,726	0	5,000	11,200
060-4420-5520D0	Recreation Transit - Seniors	27,426	0	11,000	11,000
060-4420-5520E0	Contract Services-spec Events	2,850	0	2,500	2,500
060-4420-5520G0	Contract Services -teens	0	0	0	0
Category: 5500 - Contract Services Total:		39,003	2,000	20,500	26,700
Department: 4420 - RECREATION Total:		39,003	2,000	20,500	26,700



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget	
Department: 4440 - COMMUNITY SERVICES					
Category: 5100 - Personnel					
060-4440-510100	Regular Salaries	49,061	41,519	78,245	84,844
060-4440-510700	Retirement	12,089	11,828	23,035	24,814
060-4440-510800	Group Health Insurance	3,170	3,187	5,516	6,548
060-4440-510900	Group Dental Insurance	322	316	443	485
060-4440-511000	Group Life Insurance	128	111	178	186
060-4440-511100	Group Disability Insurance	513	473	892	967
060-4440-511200	Medicare Taxes	728	630	1,187	1,285
Category: 5100 - Personnel Total:		66,010	58,064	109,496	119,129
Department: 4440 - COMMUNITY SERVICES Total:		66,010	58,064	109,496	119,129
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
060-4520-542801	Water	1,114	1,750	2,000	2,200
Category: 5400 - Materials, Supplies, and Services Total:		1,114	1,750	2,000	2,200
Category: 5500 - Contract Services					
060-4520-552036	Park & Ride Lot Maintenance	6,000	10,000	25,000	10,000
060-4520-552037	Bus Stop Maintenance	6,000	6,000	6,000	6,000
Category: 5500 - Contract Services Total:		12,000	16,000	31,000	16,000
Department: 4520 - LANDSCAPE MAINTENANCE Total:		13,114	17,750	33,000	18,200
Department: 4530 - TRANSPORTATION					
Category: 5500 - Contract Services					
060-4530-552080	Dial A Ride	274,982	81,346	304,600	304,600
060-4530-552081	Beach Bus	44,848	0	10,000	50,000
060-4530-552083	Incentive Grant	68,497	68,654	66,450	66,450
060-4530-552084	Staff Assistance To Mta	0	1,400	0	0
060-4530-552085	Shuttles	23,635	0	25,000	25,000
Category: 5500 - Contract Services Total:		411,962	151,400	406,050	446,050
Department: 4530 - TRANSPORTATION Total:		411,962	151,400	406,050	446,050
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS					
Category: 6000 - Other Improvements/Projects					
060-4610-600200	Bus Shelter	0	120,000	0	0
Category: 6000 - Other Improvements/Projects Total:		0	120,000	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:		0	120,000	0	0
Total Expenses		530,088	349,214	594,046	635,079
Fund: 060 - PROPOSITION A Total:		530,088	349,214	594,046	635,079



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 061 - PROPOSITION C				
Department: 4150 - FINANCE				
Category: 5100 - Personnel				
061-4150-510100 Regular salaries	2,032	0	0	0
061-4150-510700 Retirement	304	0	0	0
061-4150-510800 Group health insurance	123	0	0	0
061-4150-510900 Group dental insurance	14	0	0	0
061-4150-511000 Group life insurance	4	0	0	0
061-4150-511100 Group disability insurance	21	0	0	0
061-4150-511200 Medicare taxes	30	0	0	0
Category: 5100 - Personnel Total:	2,527	0	0	0
Department: 4150 - FINANCE Total:	2,527	0	0	0
Department: 4505 - PUBLIC WORKS				
Category: 5100 - Personnel				
061-4505-510100 Regular Salaries	18,707	38,408	26,249	13,321
061-4505-510700 Retirement	3,925	10,942	7,728	3,479
061-4505-510800 Group Health Insurance	1,893	9,850	6,902	3,315
061-4505-510900 Group Dental Insurance	156	905	589	252
061-4505-511000 Group Life Insurance	24	104	70	34
061-4505-511100 Group Disability Insurance	98	438	298	153
061-4505-511200 Medicare Taxes	274	585	405	203
Category: 5100 - Personnel Total:	25,078	61,232	42,241	20,757
Department: 4505 - PUBLIC WORKS Total:	25,078	61,232	42,241	20,757
Department: 4510 - TRAFFIC SAFETY				
Category: 5500 - Contract Services				
061-4510-552010 Traffic engineer	10,000	40,000	120,000	40,000
061-4510-552011 Traffic Marking and Striping	0	0	0	0
061-4510-552013 Signal maintenance	61,116	65,000	65,000	65,000
061-4510-552029 Pavement Management Update	67,490	0	0	0
Category: 5500 - Contract Services Total:	138,606	105,000	185,000	105,000
Department: 4510 - TRAFFIC SAFETY Total:	138,606	105,000	185,000	105,000
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
061-4640-630500 Annual Overlay	0	185,000	145,000	0
061-4640-630700 Palo Comado - Chesebro Bridge	1,800,000	1,200,000	0	0
061-4640-631000 Roadside Drive Bridge Widening	0	0	415,000	0
061-4640-631100 Traffic Signal Battery Backups	0	70,000	0	0
Category: 6200 - Street Improvements Total:	1,800,000	1,455,000	560,000	0
Department: 4640 - STREET IMPROVEMENTS Total:	1,800,000	1,455,000	560,000	0
Total Expenses	1,966,211	1,621,232	787,241	125,757
Fund: 061 - PROPOSITION C Total:	1,966,211	1,621,232	787,241	125,757



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 063 - MEASURE R FUND				
Department: 4150 - FINANCE				
Category: 5100 - Personnel				
063-4150-510100 Regular Salaries	1,935	0	0	0
063-4150-510700 Retirement	444	0	0	0
063-4150-511200 Medicare Taxes	28	0	0	0
Category: 5100 - Personnel Total:	2,407	0	0	0
Department: 4150 - FINANCE Total:	2,407	0	0	0
Department: 4505 - PUBLIC WORKS				
Category: 5100 - Personnel				
063-4505-510100 Regular Salaries	30,695	14,574	40,190	27,525
063-4505-510700 Retirement	6,032	3,402	11,027	7,216
063-4505-510800 Group Health Insurance	3,635	3,287	9,866	6,878
063-4505-510900 Group Dental Insurance	335	294	800	526
063-4505-511000 Group Life Insurance	48	37	105	70
063-4505-511100 Group Disability Insurance	191	166	457	315
063-4505-511200 Medicare Taxes	448	221	619	420
Category: 5100 - Personnel Total:	41,385	21,981	63,064	42,950
Category: 5500 - Contract Services				
063-4505-552000 Contract Services	139,292	85,000	107,500	107,500
Category: 5500 - Contract Services Total:	139,292	85,000	107,500	107,500
Department: 4505 - PUBLIC WORKS Total:	180,678	106,981	170,564	150,450
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
063-4610-600100 City Beautification	50,000	0	0	0
Category: 6000 - Other Improvements/Projects Total:	50,000	0	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	50,000	0	0	0
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
063-4640-630500 Annual Overlay	0	50,000	160,000	100,000
063-4640-630700 Battery Backups	0	0	70,000	0
063-4640-631000 Sidewalk Repairs	30,000	0	0	0
Category: 6200 - Street Improvements Total:	30,000	50,000	230,000	100,000
Department: 4640 - STREET IMPROVEMENTS Total:	30,000	50,000	230,000	100,000
Total Expenses	263,084	156,981	400,564	250,450
Fund: 063 - MEASURE R FUND Total:	263,084	156,981	400,564	250,450



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

		2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 064 - MEASURE M - LOCALI					
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
064-4505-510100	Regular Salaries	30,602	29,147	33,284	33,943
064-4505-510700	Retirement	6,485	6,805	8,188	8,259
064-4505-510800	Group Health Insurance	6,704	6,575	7,838	8,315
064-4505-510900	Group Dental Insurance	583	589	652	652
064-4505-511000	Group Life Ins	80	74	84	84
064-4505-511100	Group Disability Ins	324	332	379	387
064-4505-511200	Medicare Taxes	449	442	510	517
	Category: 5100 - Personnel Total:	45,228	43,964	50,935	52,157
Category: 5500 - Contract Services					
064-4505-552000	Contract Services	51,939	42,500	42,500	42,500
	Category: 5500 - Contract Services Total:	51,939	42,500	42,500	42,500
	Department: 4505 - PUBLIC WORKS Total:	97,167	86,464	93,435	94,657
Department: 4510 - TRAFFIC SAFETY					
Category: 5500 - Contract Services					
064-4510-552010	Traffic Engineer	31,935	48,500	0	0
064-4510-552011	Traffic Marking and Striping	22,079	20,000	20,000	20,000
064-4510-552012	Traffic Signing	10,921	13,000	40,000	40,000
064-4510-552020	Street Repairs & Maintenance	56,687	47,500	47,500	47,500
	Category: 5500 - Contract Services Total:	121,622	129,000	107,500	107,500
	Department: 4510 - TRAFFIC SAFETY Total:	121,622	129,000	107,500	107,500
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
064-4520-542400	Street Tree Maintenance	0	0	20,000	20,000
	Category: 5400 - Materials, Supplies, and Services Total:	0	0	20,000	20,000
	Department: 4520 - LANDSCAPE MAINTENANCE Total:	0	0	20,000	20,000
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
064-4640-631000	Sidewalk Repairs	110,000	65,725	80,000	80,000
	Category: 6200 - Street Improvements Total:	110,000	65,725	80,000	80,000
	Department: 4640 - STREET IMPROVEMENTS Total:	110,000	65,725	80,000	80,000
	Total Expenses	328,789	281,189	300,935	302,157
	Fund: 064 - MEASURE M - LOCALI Total:	328,789	281,189	300,935	302,157



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 065 - MEASURE W - LOCAL				
Department: 4515 - STREET MAINTENANCE				
Category: 5500 - Contract Services				
065-4515-552021 Street Sweeping	0	90,300	100,000	102,000
Category: 5500 - Contract Services Total:	0	90,300	100,000	102,000
Department: 4515 - STREET MAINTENANCE Total:	0	90,300	100,000	102,000
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
065-4525-552041 Storm Drain Maintenance	0	0	0	0
065-4525-552044 Storm Water Compliance - Nutri	0	107,450	118,000	0
Category: 5500 - Contract Services Total:	0	107,450	118,000	0
Department: 4525 - STORM DRAIN & FLOOD CONTROL Total:	0	107,450	118,000	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 5500 - Contract Services				
065-4610-552045 MS4 Compliance - Diversion	0	16,700	0	0
Category: 5500 - Contract Services Total:	0	16,700	0	0
Category: 5500 - Contract Services Total:	0	16,700	0	0
Category: 6200 - Street Improvements				
065-4610-632300 Storm Drain Diversion MS4 Com	0	0	205,000	226,000
Category: 6200 - Street Improvements Total:	0	0	205,000	226,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	16,700	205,000	226,000
Total Expenses	0	214,450	423,000	328,000
Fund: 065 - MEASURE W - LOCAL Total:	0	214,450	423,000	328,000



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 070 - S COAST AIR QUALITY MGMT DIST				
Department: 4150 - FINANCE				
Category: 5100 - Personnel				
070-4150-510100 Regular Salaries	960	0	0	0
070-4150-510700 Retirement	220	0	0	0
070-4150-511200 Medicare	14	0	0	0
Category: 5100 - Personnel Total:	1,194	0	0	0
Department: 4150 - FINANCE Total:	1,194	0	0	0
Department: 4190 - NON DEPARTMENTAL				
Category: 5600 - Capital Outlay				
070-4190-568200 Charging Station	7,466	0	0	0
070-4190-568400 Vehicles	0	0	0	45,000
Category: 5600 - Capital Outlay Total:	7,466	0	0	45,000
Category: 5800 - Administrative Charges				
070-4190-580000 Administrative Service Charges	0	1,200	1,200	1,200
Category: 5800 - Administrative Charges Total:	0	1,200	1,200	1,200
Department: 4190 - NON DEPARTMENTAL Total:	7,466	1,200	1,200	46,200
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
070-4610-601100 Natural Gas Fueling Station	0	0	100,000	0
Category: 6000 - Other Improvements/Projects Total:	0	0	100,000	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	0	100,000	0
Total Expenses	8,661	1,200	101,200	46,200
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:	8,661	1,200	101,200	46,200
Fund: 110 - TRAFFIC IMPROVEMENT				
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
110-4640-630800 Kanan/101 Interchange	5,325	0	0	0
110-4640-630900 Kanan/agoura Road Intersection	82,243	0	0	0
110-4640-631900 VMT Impletmentation	0	0	0	0
Category: 6200 - Street Improvements Total:	87,567	0	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	87,567	0	0	0
Total Expenses	87,567	0	0	0
Fund: 110 - TRAFFIC IMPROVEMENT Total:	87,567	0	0	0



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT				
Department: 4210 - LOS ANGELES COUNTY SHERIFF				
Category: 5400 - Materials, Supplies, and Services				
240-542500 Small Equipment	0	4,866	4,866	4,866
Category: 5400 - Materials, Supplies, and Services Total:	0	4,866	4,866	4,866
Category: 5500 - Contract Services				
240-4210-552051 Traffic Enforcement	85,428	81,986	80,634	78,609
240-4210-552054 Juvenile Intervention Program	62,008	66,014	67,365	69,390
Category: 5500 - Contract Services Total:	147,436	148,000	147,999	147,999
Department: 4210 - LOS ANGELES COUNTY SHERIFF Total:	147,436	152,866	152,865	152,865
Total Expenses	147,436	152,866	152,865	152,865
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:	147,436	152,866	152,865	152,865
Fund: 250 - COMMUNITY DEV BLOCK GRANT				
Department: 4305 - COMMUNITY DEVELOPMENT				
Category: 5500 - Contract Services				
250-4305-552000 Contract Services	0	44,646	0	0
Category: 5500 - Contract Services Total:	0	44,646	0	0
Department: 4305 - COMMUNITY DEVELOPMENT Total:	0	44,646	0	0
Department: 4420 - RECREATION				
Category: 5500 - Contract Services				
250-4420-552000 Sr Advocate Program	10,009	14,700	15,026	15,000
Category: 5500 - Contract Services Total:	10,009	14,700	15,026	15,000
Department: 4420 - RECREATION Total:	10,009	14,700	15,026	15,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
250-4610-600700 Accessibility Improvements	0	0	100,000	85,000
Category: 6000 - Other Improvements/Projects Total:	0	0	100,000	85,000
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	0	100,000	85,000
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
250-4620-610300 Park Improvements	0	290,000	0	0
Category: 6000 - Other Improvements/Projects Total:	0	290,000	0	0
Department: 4620 - PARK IMPROVEMENTS Total:	0	290,000	0	0
Total Expenses	10,009	349,346	115,026	100,000
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:	10,009	349,346	115,026	100,000



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 260 - MISCELLANEOUS GRANTS				
Department: 4120 - CITY MANAGER				
Category: 5500 - Contract Services				
260-4120-551040 Oil Grant	6,000	5,900	5,900	5,900
260-4120-551041 Beverage Grant	1,765	0	0	0
Category: 5500 - Contract Services Total:	7,765	5,900	5,900	5,900
Department: 4120 - CITY MANAGER Total:	7,765	5,900	5,900	5,900
Department: 4190 - NON DEPARTMENTAL				
Category: 5500 - Contract Services				
260-4190-551010 Media	26,066	55,000	55,000	55,000
Category: 5500 - Contract Services Total:	26,066	55,000	55,000	55,000
Department: 4190 - NON DEPARTMENTAL Total:	26,066	55,000	55,000	55,000
Department: 4195 - AUTOMATED OFFICE SYSTEMS				
Category: 5600 - Capital Outlay				
260-4195-568200 Other Improvements	61,604	0	0	0
Category: 5600 - Capital Outlay Total:	61,604	0	0	0
Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:	61,604	0	0	0
Department: 4505 - PUBLIC WORKS				
Category: 5500 - Contract Services				
260-4505-552000 Contract Services	0	0	401,000	50,000
Category: 5500 - Contract Services Total:	0	0	401,000	50,000
Department: 4505 - PUBLIC WORKS Total:	0	0	401,000	50,000
Department: 4515 - STREET MAINTENANCE				
Category: 5500 - Contract Services				
260-4515-552058 Special Street Project	58,734	0	0	0
Category: 5500 - Contract Services Total:	58,734	0	0	0
Department: 4515 - STREET MAINTENANCE Total:	58,734	0	0	0
Category: 6200 - Street Improvements				
260-4610-632300 Storm Drain Diversion	0	0	0	1,250,000
Category: 6200 - Street Improvements Total:	0	0	0	1,250,000
Department: 4610 - OTHER IMPROVEMENTS/PROJECTS Total:	0	0	0	1,250,000
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
260-4620-610300 Park Improvements	82,254	0	351,690	0
Category: 6000 - Other Improvements/Projects Total:	82,254	0	351,690	0
Department: 4620 - PARK IMPROVEMENTS Total:	82,254	0	351,690	0



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
260-4640-630100	Annual Sidewalk Repairs	15,086	15,547	15,547
260-4640-630500	Annual Overlay	0	0	96,362
260-4640-631600	Roadside Bridge Widening	23,066	20,000	3,462,900
Category: 6200 - Street Improvements Total:		38,152	35,547	3,478,447
Department: 4640 - STREET IMPROVEMENTS Total:		38,152	35,547	111,909
Total Expenses		274,575	96,487	4,292,037
Fund: 260 - MISCELLANEOUS GRANTS Total:		274,575	96,487	1,472,809
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Department: 4180 - PUBLIC FACILITIES				
Category: 5700 - Debt Service				
305-4180-570100	Debt Service - Principal	330,000	345,000	365,000
305-4180-570200	Debt Service - Interest Paid	572,725	557,025	542,025
Category: 5700 - Debt Service Total:		902,725	902,025	907,025
Category: 5800 - Administrative Charges				
305-4180-580000	Administrative Service Charges	10,990	6,000	6,000
Category: 5800 - Administrative Charges Total:		10,990	6,000	6,000
Department: 4180 - PUBLIC FACILITIES Total:		913,715	908,025	913,025
Total Expenses		913,715	908,025	905,475
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total:		913,715	908,025	913,025
Fund: 420 - INCLUSIONARY HOUSING IN LIEU				
Department: 4305 - COMMUNITY DEVELOPMENT				
Category: 5500 - Contract Services				
420-4305-552000	Contract Services	1,625	10,000	10,000
420-4305-552070	Housing Program-mdg Consultar	6,006	0	0
Category: 5500 - Contract Services Total:		7,631	10,000	10,000
Category: 5500 - Contract Services Total:		7,631	10,000	10,000
Department: 4305 - COMMUNITY DEVELOPMENT Total:		7,631	10,000	10,000
Total Expenses		7,631	10,000	10,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:		7,631	10,000	10,000



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Fund: 520 - SOLID WASTE MANAGEMENT				
Department: 4395 - SOLID WASTE MANAGEMENT				
Category: 5400 - Materials, Supplies, and Services				
520-4395-542300 Printing	3,286	4,500	5,900	5,900
520-4395-542400 Special supplies	5,944	6,000	6,000	6,000
Category: 5400 - Materials, Supplies, and Services Total:	9,230	10,500	11,900	11,900
 Category: 5500 - Contract Services				
520-4395-552000 Contract Services	53,419	77,500	63,000	60,000
Category: 5500 - Contract Services Total:	53,419	77,500	63,000	60,000
 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
Department: 4395 - SOLID WASTE MANAGEMENT Total:	109,649	135,000	121,900	118,900
Total Expenses	109,649	135,000	121,900	118,900
Fund: 520 - SOLID WASTE MANAGEMENT Total:	109,649	135,000	121,900	118,900

Fund: 620 - HOUSING SUCCESSOR AGENCY				
Department: 4120 - CITY MANAGER				
Category: 5100 - Personnel				
620-4120-510100 Regular salaries	27,922	34,292	12,319	12,879
620-4120-510700 Retirement	5,038	9,769	3,627	3,767
620-4120-510800 Group health insurance	3,024	4,659	1,802	1,823
620-4120-510900 Group dental insurance	260	337	126	126
620-4120-511000 Group life insurance	47	61	23	23
620-4120-511100 Group disability insurance	288	391	140	147
620-4120-511200 Medicare taxes	407	512	188	197
Category: 5100 - Personnel Total:	36,986	50,021	18,225	18,962
Department: 4120 - CITY MANAGER Total:	36,986	50,021	18,225	18,962

Department: 4305 - COMMUNITY DEVELOPMENT				
Category: 5100 - Personnel				
620-4305-510100 Regular salaries	7,725	17,952	26,448	27,652
620-4305-510700 Retirement	2,470	3,151	3,903	4,064
620-4305-510800 Group health insurance	1,501	3,013	4,085	4,327
620-4305-510900 Group dental insurance	116	249	337	337
620-4305-511000 Group life insurance	23	45	60	60
620-4305-511100 Group disability insurance	96	204	302	315
620-4305-511200 Medicare taxes	114	270	398	414
Category: 5100 - Personnel Total:	12,044	24,884	35,533	37,169

Category: 5500 - Contract Services



City of Agoura Hills BUDGET FY 2019-20 to 2022-23

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Budget	Budget	Budget
620-4305-552000	Contract Services	7,737	50,000	50,000	210,000
	Category: 5500 - Contract Services Total:	7,737	50,000	50,000	210,000
	Department: 4305 - COMMUNITY DEVELOPMENT Total:	19,781	74,884	85,533	247,169
	Total Expenses	56,767	124,905	103,758	266,131
	Fund: 620 - HOUSING SUCCESSOR AGENCY Total:	56,767	124,905	103,758	266,131

CITY OF AGOURA HILLS

Budget

Fiscal Year 2021-22 / 2022-23



Capital Improvements



**City of Agoura Hills
Capital Improvement Projects
FY 2021-2022**

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 CIP	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Fiscal Year 2023/2024	Fiscal Year 2024/2025	Fiscal Year 2025/2026
1	Annual Citywide Street Resurfacing	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Proposition C	\$ 145,000	\$ 145,000	\$ -	\$ -		
		Measure R (Local)	\$ 560,000	\$ 160,000	\$ 100,000	\$ 100,000	\$ 100,000	
		Road Rehab Fund	\$ 2,437,000	\$ 787,000	\$ 450,000	\$ 400,000	\$ 400,000	
		STP-L	\$ 180,000	\$ -	\$ -	\$ 60,000	\$ 60,000	
		CRRSAA Transfer - STPL			\$ 96,362			
	Total	\$ 3,418,362	\$ 1,092,000	\$ 646,362	\$ 560,000	\$ 560,000	\$ 560,000	
2	Annual Concrete Repair Program (Construction)	Measure M (Local)	\$ 400,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
		TDA	\$ 76,094	\$ 15,547	\$ 15,547	\$ 15,000	\$ 15,000	
		Total	\$ 476,094	\$ 95,547	\$ 95,547	\$ 95,000	\$ 95,000	
3	Palo Comado Interchange Construction	Measure M (HWY)	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	
		Total	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	
4	Kanan/Agoura Intersection Design Right-of-Way Construction	Measure R (HWY)	\$ 710,000	\$ 400,000	\$ 310,000			
		Measure R (HWY)	\$ 70,000		\$ 70,000			
		Measure M (HWY)	\$ 10,000,000				\$ 10,000,000	
		Total	\$ 10,780,000	\$ 400,000	\$ 380,000	\$ -	\$ -	\$ 10,000,000
5	Roadside Bridge Widening Construction	FHWA HBP	\$ 3,462,900	\$ 3,462,900				
		Prop C	\$ 415,000	\$ 415,000				
		Total	\$ 3,877,900	\$ 3,877,900	\$ -	\$ -	\$ -	
6	Kanan Corridor PSR PS&E/Construction/CM - T.O to Canwood PR/Env (PA/ED) PS&E	Measure R (HWY)	\$ 100,000	\$ 100,000				
		Measure M (HWY)	\$ 375,000	\$ 300,000	\$ 75,000			
		Measure M (HWY)	\$ 2,500,000			\$ 675,000	\$ 1,825,000	
		Measure M (HWY)	\$ 1,400,000		\$ 400,000	\$ 800,000	\$ 200,000	
		Measure M (HWY)	\$ 1,500,000				\$ 1,500,000	
		Total	\$ 5,875,000	\$ 400,000	\$ 475,000	\$ 1,475,000	\$ 2,025,000	\$ 1,500,000
7	Agoura Road Widening Environmental Mitigation (Oaks)	Measure R (HWY)	\$ 735,000	\$ 735,000				
		Total	\$ 735,000	\$ 735,000	\$ -	\$ -	\$ -	
8	Storm Drain Diversion Design Construction Construction Construction	State Earmark	\$ 200,000	\$ 200,000				
		Measure W Local	\$ 431,000	\$ 205,000	\$ 226,000			
		Storm Water CIP Fund	\$ 1,000,000		\$ 1,000,000			
		IRWMP Funding	\$ 1,250,000		\$ 1,250,000			
		Total	\$ 2,881,000	\$ 405,000	\$ 2,476,000	\$ -	\$ -	
9	Linear Park Design Construction Construction Management	State Earmark Design	\$ 400,000	\$ 400,000				
		Funding TBD (possibly SPP)	\$ 8,500,000		\$ 8,500,000			
		Funding TBD	\$ 1,700,000		\$ 1,700,000			
		Total	\$ 10,600,000	\$ 400,000	\$ 10,200,000	\$ -	\$ -	
10	Park Restrooms Design Construction Construction	Measure A	\$ 20,000				\$ 20,000	
		Measure A	\$ 461,000	\$ 161,000			\$ 300,000	
		State Bond - Prop 68	\$ 190,690	\$ 190,690				
		General Fund					\$ 100,000	
		Total	\$ 771,690	\$ 351,690	\$ -	\$ -	\$ 20,000	\$ 400,000
11	Recreation & Event Center Outdoor Accessibility Project Construction	CDBG	\$ 100,000	\$ 100,000				
		Total	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	

Item	Project Name	Funding Source	5-Year Total Funding Amount CIP	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Fiscal Year 2023/2024	Fiscal Year 2024/2025	Fiscal Year 2025/2026
12	Crosswalk Improvemtns Reyes Adobe/Stonecrest striping	Measure M (local)	\$ 20,000	\$ 20,000				
		General Fund	\$ 12,000	\$ 12,000				
	HSIP Application for HAWK flashing lights HAWK flashing lights on Reyes Adobe at Stonecrest and Rainbowcrest	HSIP Grant TBD			\$ 50,000	\$ 220,000		
		<i>Total</i>	\$ 302,000	\$ 32,000	\$ 50,000	\$ 220,000	\$ -	\$ -
13	Electrical Vehicle Charging Stations	AQMD	\$ 100,000	\$ 100,000				
		<i>Total</i>	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
14	TIF Projects and Updates Cornell Design Cornell Construction TIF Update	TIF	\$ 1,000,000			\$ 1,000,000		
		Funding TBD	\$ 7,000,000				\$ 3,500,000	\$ 3,500,000
		General Funda	\$ 80,000			\$ 80,000		
		<i>Total</i>	\$ 8,080,000	\$ -	\$ -	\$ 1,080,000	\$ 3,500,000	\$ 3,500,000
15	EWMP Compliance various plans under consideration	Funding TBD	\$ 6,000,000			\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
		<i>Total</i>	\$ 6,000,000	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
16	Annual Accessibility Projects Directed by committee/council	CDBG	\$ 310,000		\$ 85,000	\$ 75,000	\$ 75,000	\$ 75,000
		<i>Total</i>	\$ 310,000	\$ -	\$ 85,000	\$ 75,000	\$ 75,000	\$ 75,000
		TOTAL	\$ 54,347,046.00	\$ 8,029,137.00	\$ 14,407,909.00	\$ 5,505,000.00	\$ 8,275,000.00	\$ 18,130,000.00

City of Agoura Hills
Capital Improvement Projects
Fiscal Impacts
2020-21

Item	Project Name	Fiscal Impact Explanation	Fiscal Year 2020/21	Fiscal Year 2021/22	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25
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	\$12,240	\$ 12,240
4	Kanan/Agoura Intersection	No impact projected					
5	Roadside Bridge Widening	No impact projected				\$5,000	\$5,000
6	Kanan Corridor	No impact projected					
7	Agoura Road Widening	Street sweeping and lighting	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
8	Storm Drain Diversion	Maintenance Required					\$50,000
9	Linear Park	On-going maintenance, irrigation, and lighting				\$20,000	\$20,000
10	Park Restrooms	No impact projected					
11	Recreation & Event Center Outdoor Accessibility Project	No impact projected					
12	Crosswalk Improvements	No impact projected					

13	Electrical Vehicle Charging Stations	No impact projected					
14	TIF Projects and Updates	No impact projected				\$80,000	\$ 80,000
15	EWMP Compliance	No impact projected				\$53,000	\$76,000
16	Annual Accessibility Projects	No impact projected					

CITY OF AGOURA HILLS

Budget
Fiscal Year 2021-22 / 2022-23



Policies



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

2021-2022

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 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: 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 at 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
2021-2022**

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.

EXHIBIT A

CITY OF AGOURA HILLS, CALIFORNIA LOCAL DEBT POLICY

Updated as of June 26, 2019

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 & 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 2021/22 & 2022/23**

ACFR	Annual Comprehensive Financial Report
AED	Automated External Defibrillator
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 2021/22 & 2022/23**

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 2021/22 & 2022/23

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.

Balanced Budget: The City's definition of a balanced budget is one in which operating revenues fully cover operating expenditures, including debt service. The exception is that total expenditures can exceed revenues in a given year, but only to fund capital improvement plan projects, or other "one-time", non-recurring expenditures. See Balanced Budget Policy in Appendix.

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.

City of Agoura Hills Glossary of Terms FY 2021/22 & 2022/23

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.

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*.

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General Fund: Revenues which can be used for the general operation of the City government. General fund revenues are not specifically required in statute or in the constitution to support particular programs or agencies.

Goals and Objectives: Specific projects and programs to be undertaken utilizing allocated fiscal resources, designed to further the achievement of the City Work Plan.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

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.

Major Fund: 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.

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

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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.

Non-Major Fund: Any fund whose revenues or expenditures, excluding other financing sources or uses, is less than 10% of the total revenues or expenditures of the appropriated budget is considered a non-major fund.

NPDES: National Pollutant Discharge Elimination System.

Primary Activities: A summary of what each department accomplishes during the fiscal year.

Proprietary Funds: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds. The City of Agoura Hills does not have any propriety funds.

Purchase Order: A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Reserve: An account used to indicate that a portion of fund equity is restricted for a specific purpose or not available for appropriation and subsequent spending.

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.