

CITY OF  
AGOURA HILLS, CALIFORNIA



MID-CYCLE  
BUDGET REVIEW  
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

## Mid Cycle Review Fiscal Year 2021-22/ 2022-23



### City Officials

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

Nathan Hamburger, City Manager  
Ramiro Adeva, Assistant City Manager  
Louis Celaya, Deputy City Manager  
Jessica Forte, Director of Public Works  
Christy Truelsen, Director of Finance  
Denice Thomas, Community Development Director  
Kimberly Rodrigues, City Clerk  
Amy Brink, Director of Community Services  
Lukas Quach, Building Official

# CITY OF AGOURA HILLS

## ORGANIZATIONAL STRUCTURE

AGOURA HILLS RESIDENTS



**Linda Northrup**  
Councilmember



**Chris Anstead**  
Mayor Pro Tem



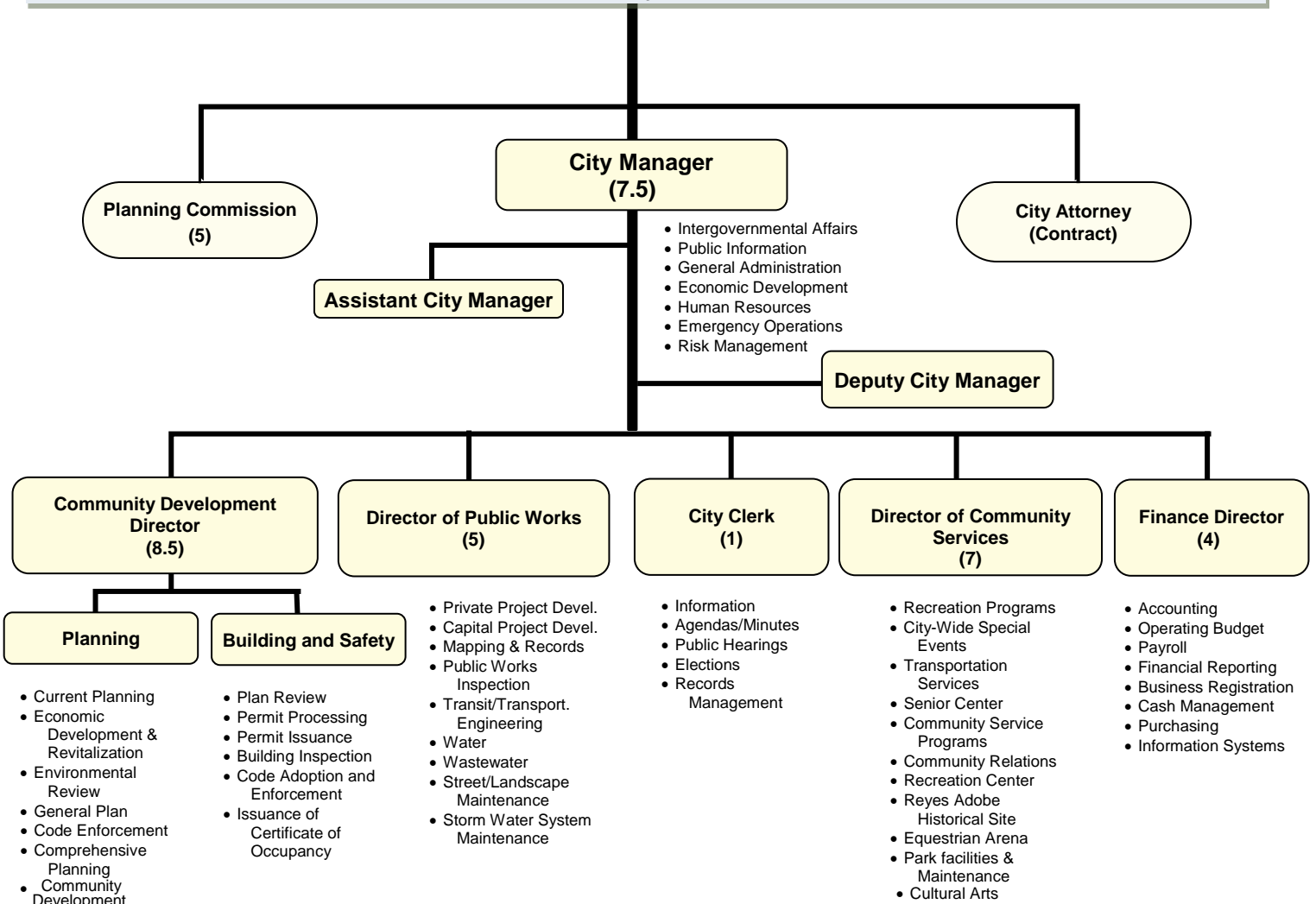
**Deborah Klein Lopez**  
Mayor



**Denis Weber**  
Councilmember



**Illece Buckley Weber**  
Councilmember



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



Date: June 22, 2022  
To: Honorable Mayor and Members of the City Council Nathan  
From: Hamburger, City Manager  
Subject: Fiscal Year 2021/22 and 2022/23 Mid-Cycle Budget Review

### **Introduction**

Last year, the City Council adopted a two-year budget plan covering the period July 1, 2021, to June 30, 2023. At that time, staff indicated it would be necessary to revisit the 2022/23 budget plan and to make any appropriate amendments based on unforeseen events, changes in the economy, and unanticipated operational needs.

This document outlines specific programs, together with a financial plan, to meet the City's service goals for the community over the remaining twelve months of the budget plan. 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. 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 8, 2022, Mid-Cycle Budget Review session the City Council reviewed the amended 2021/22 and the 2022/23 budgets. The budgets were presented for adoption at the June 22, 2022, 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.

### **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. California, and in particular Los Angeles County, did not lift the majority of the health orders until March 2022. 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 June 2021 the Federal Government passed the \$1.9 Trillion American Rescue Plan Act (ARPA), which includes multiple provisions including \$350 billion for state and local governments.

The City of Agoura Hills will receive \$4.8 million in two installments. The first \$2.4 million was received in June of 2021 and the second installment is anticipated to be received in 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 will receive.

### **Financial Highlights**

For the fifth time, the City's Budget for the fiscal years ending June 30, 2022, and June 30, 2023 received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). This certificate is the highest form of recognition in governmental accounting and financial reporting, and the attainment represents a significant accomplishment by the City and its management.

The City's Annual Comprehensive Financial Report (CAFR) for the fiscal year ended June 30, 2021, received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

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, and very strong budget flexibility and liquidity. See a later discussion in this summary on the City's debt obligations.

### **Overall Budget**

The previously approved 2022/23 Budget was \$24.6 million, including expenditures and operating transfers, while the recommended Mid-Cycle 2022/23 Budget is \$28.0 million. Due to the uncertainty in the economy, the day-to-day operational/service costs for the organization were previously adopted at \$22.5 million but are now being adopted at \$25.5 million. The largest increases recommended are in Community Development and transportation special funding. The Capital Improvements Projects were previously adopted at \$2.1 million. The new Mid-Cycle 2022/23 Budget shows an increase in the Capital Improvements Projects to \$2.4 million. This adjustment primarily reflects an addition of a facilities improvement at both the Event Center and a local park. The Capital Improvement Projects for 2022/23 include \$351,402 in Measure R, and \$1.1 million in Measure M, Los Angeles County sales tax initiatives. This revenue is for transportation related projects, which include the Kanan Corridor Study.

The overall budget consists of the following:

**FY 2022/23**

General Fund	\$17,748,424
Other City Funds	<u>\$10,254,242</u>
Total City of Agoura Hills	\$28,002,666

Public Safety continues to be a high priority, as is seen through the City's financial commitment (27% 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 1.43% increase in rates for the 2022/23 year. 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.

**Basis for Assumption for Key Revenue Estimates**

The 2022/23 Budget was built upon a series of assumptions related to a steady growth of revenue, primarily in the General Fund, as the economy grows following the pandemic. In 2021/22 many of the City's non-essential businesses were closed, resulting in a loss of sales taxes and transient occupancy taxes, which are two of the primary revenue sources for the General Fund. The previously adopted 2022/23 Budget had a projected loss of almost \$1.4 million but with anticipated revenue growth and many tough decisions, the 2022/23 Budget is now balanced. Although the State of California experienced a surplus in 2021/22, the City does not anticipate any changes on revenues and expenses as a result of any State actions. Furthermore, no financial cuts from Federal or State grants or legislative changes have been made. The budget reflects the best information available from the Governor's and Legislator's proposals for the State 2022/23 budget.

The City's largest revenue sources are as follows:

Revenue Type	Adopted 2022/23 Budget		Mid-Cycle 2022/23 Budget	
Property Taxes	\$5,971,800	27%	\$6,165,056	24%
Sales Taxes	4,493,360	20%	5,302,632	20%
Transient Occupancy Tax	2,186,352	10%	3,546,748	14%
IRWMP Funding Grant	1,250,000	6%	625,000	2%
Measure M/R Grants	1,150,000	5%	1,150,000	4%
HBP and Toll Credits	0		1,000,000	4%
Franchise Fees	800,000	4%	800,000	4%
Recreation Fees	709,300	3%	709,300	3%
Loan Repayment from former RDA	690,000	2%	671,157	3%
Proposition A Local Sales Tax	574,650	3%	634,535	1%
STP-L	96,362	1%	391,116	1%
Subtotal Top Revenues	\$17,921,824	81%	\$20,695,544	80%
Total Revenues	\$22,218,749	100%	\$26,004,476	100%

**Property Taxes** – The City’s General Fund receives property taxes. The estimate is projected to increase 2.1 percent 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). Since 2005/06, VLF revenue has been reclassified from Grants and Subventions as the State reallocated its funding methodology.

**Sales Taxes** – Sales tax is collected in the City of Agoura Hills at the rate of 8.75%. “Local Tax” is the general term for sales and use taxes imposed under the Bradley-Burns Uniform Sales and Use Tax Law. The tax is distributed as follows: 5.5% State; 1% City; 2.25% County. The original 2022/23 budget anticipated sales tax of \$4.5 million, this revised budget projects \$5.3 million (an \$800,000 increase). This is primarily due to the recovery of the economy as the health order restrictions being lifted, and to increased fuel prices. The City’s General Fund receives 28% of its General Fund revenues from sales tax, primarily collected from the City’s gas stations, restaurants, and furniture/appliance stores.

**Transient Occupancy Tax** – The City imposes a 12% Transient Occupancy Tax on occupants at hotel, motel, or other lodging facilities within the incorporated area of the City. With COVID 19 requiring sheltering in place orders, the hotel industry has been especially hit hard. Agoura Hills relies on small events within the surrounding area, and business travel as its main occupants of hotels. In the last half of 2021/22 the area began to recover and perform at levels seen in 2019, pre-pandemic. A projection of a steady increase, and recovery has been included in this budget. This budget projects a 62% increase from the originally adopted 22/23 budget.

**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. In the previously Adopted 2022/23 Budget the City was planning to utilize \$1.25 million in 2022/23 for a water diversion project. The recommended budget plans to utilize \$625,000 in 2022/23 and then the same amount in 2023/24.

**Measure M and R Capital Projects Grants** – In November 2008, Measure R was approved by Los Angeles County voters by a two-thirds majority. Subsequently, in November 2016, Measure M was approved by a two-thirds majority of Los Angeles County, adding an additional ½ cent sales tax to be used for traffic relief and transportation upgrades throughout the county. This revenue source is stable. The City of Agoura Hills is scheduled to receive approximately \$1.2 million of these monies in 2022/23. These monies are being used for several major transportation related projects, the primary one being the Kanan Corridor project. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.

**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. The originally adopted 2022/23 budget assumed that the project would be completed by the end of 2021/22. However, the project is still under construction and the new recommended budget 2022/23 shows that the City is anticipating receiving \$1.0 million for the completion of the Roadside Bridge widening project. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.

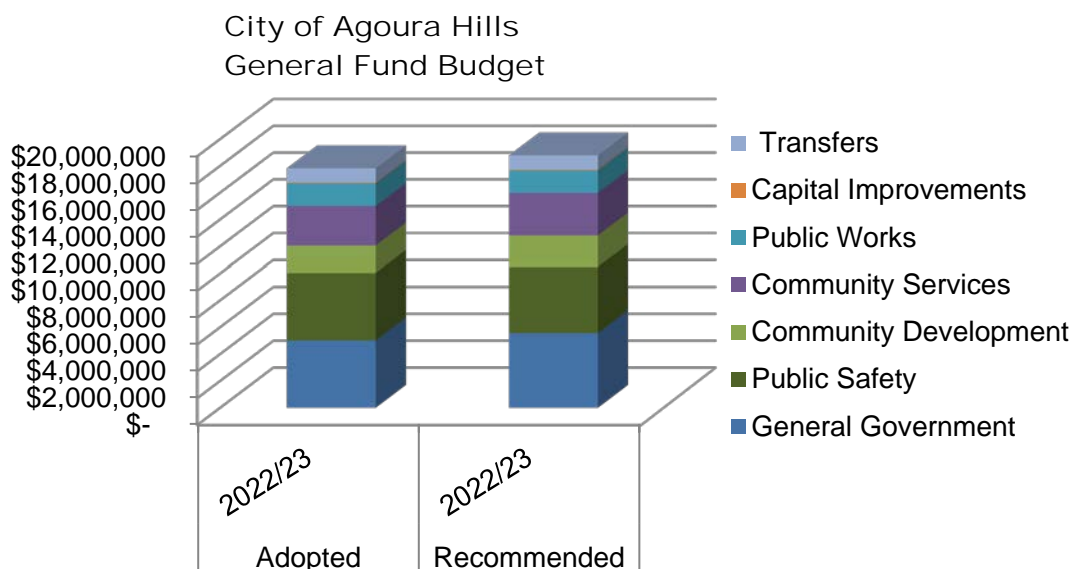
**Franchise Fees** – Franchise fees are imposed on gas, electric, refuse and cable companies for the use of City streets and rights-of-way. The budget for 2022/23 reflects a flat amount collected from customers. The forecast information is obtained from the franchisees.

**Recreation Fees** – Recreation fees are budgeted for \$709,300 which is the original amount anticipated in the original 2022/23 budget. These fees are generated by event center rentals and classes/excursions.

**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. The amount has been adjusted to the actual payment calculated per the formula.

**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 based on sales tax growth. The recommended 2022/23 budget anticipates the receipt of \$634,535.

**STP-L** – State Transportation Improvement Program Funding is received through Los Angeles County METRO and is used to fund overlay projects within the City. The recommended 2022/23 budget anticipates an increase in this funding, due to an increased allocation from METRO.



**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 with revenues of \$18.8 million, proposed expenditures of \$17.7 million, and operating fund transfers of \$1.1 million (\$18.7 million total). 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 and Event Center. Furthermore, a transfer to the Successor Housing Fund is budgeted, as required, in order for the City to receive loan repayments from the Successor Agency



to the City of Agoura Hills. Additionally, the City has committed \$50,000 of the General Fund balance to Open Space.

From the original 2022/23 budget to the recommended 2022/23 budget, General Fund revenue is recommended to be increased \$2.4 million. The budget is recommended to increase \$967,940 or 6% from the original 2022/23 budget to the recommended 2022/23 budget. The top revenues sources were previously discussed. The original 2022/23 budget proposed using reserves of \$1.4 million to balance the budget, however the increase in taxes, primarily Transient Occupancy Taxes, have reduced the City's need to use the reserves.

In reviewing, the differences between the previously approved 2022/23 budget and the recommended 2022/23 budget, operational expenditures are recommended to increase \$967,940, while transfers are budgeted to remain the same. This results in a net increase of \$50,465 from 2021/22 to 2022/23 in the General Fund. The recommended increase to operational expenditures comes primarily from General Government (\$494,953) due to proposed upgrades to our information technology, coupled with facility improvements and services for several studies. With many of the Safer at Home Orders lifted, community events such as movies in the park and summer concerts have been reinstated. Additionally, camps and excursions are proposed to be reinstated. Additionally, an increase is requested in Community Development (\$313,880) as more State mandated projects were added to the City, such as General Plan amendments and other studies.

### **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. For the 2022/23 fiscal year, the General Fund, and Miscellaneous Grants Funds are considered major funds. The Miscellaneous Grants Fund is for grant monies received from various sources. The City is budgeted to spend \$2.5 million in various grant monies, with the largest being \$1 million on the Roadside Bridge Widening Project.

### **The Budget and Goal Setting Process**

The budget process began in January when staff was asked to review the City's goals. Then, in February, the department heads were asked to prepare revenue and expenditure projections and to provide recommendations for the City's mid-cycle review. During the first week of March, the City Manager met with each of the department heads to discuss their goal accomplishments and to review their estimates for the 2021/22 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 9, 2022, the Council held a public meeting to review the existing goals and discuss updates and new directions. Using the 2022/23 adopted budget as a framework, the various Council sub-committees then met and recommended adjustments. On May 11, the City Council held a second Goal Setting Workshop, which was open to the public. The workshop prioritized the goals of the City. On May 25, the Finance Committee met to review the draft budget and discuss community service grant requests, which are received from various service organizations in the community. The City Council held a budget study session on June 8, 2022, with the public in attendance. During this meeting, the Council discussed the updates to the mid-cycle review. On June 22, 2022, the City Council adopted and appropriated the 2022/23 Budget.



## **Budget and Goal Setting Calendar**

March 9	March	Budget Update/Goal Review Meeting with Council Schedule
9 – May 2	May	Necessary Committees for Discussion and Impacts Review
11		Priorities with Council
May 25		Finance Committee/Community Grant Discussions
May 27		Preliminary Mid-cycle Budget Finalized
June 8		Budget workshop
June 22		Budget Adoption

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. Revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred. 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 Retirement Rate Stabilization Fund 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

**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  
Climate Action and Adaptation 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**

During the Goal Workshop, the City Council identified several major initiatives that encompass goals set by the City Council. These include:

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

**Infrastructure** – Currently the City has numerous projects and programs underway, including the Kanan Corridor Project Study Report, Roadside Bridge Widening, and the final design of a linear park. Additionally, the City is working on Liberty Canyon street and landscape improvements and seeking to increase/enhance bike facilities based on findings from the Bike Master Plan/VMT Study. There is also consideration to design and construct a freeway signage monument using public art integration as an option.

Additionally, the City Council would like to update the infrastructure of crosswalks and sidewalks, to include the design of a flashing lights crosswalk at two intersections.

**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. The design of fully sustainable “small homes” is being considered to provide affordable housing within the community and would be done utilizing housing funds. Additionally, the City is working on reviewing the Agoura Village Specific Plan, and preparing a historical ordinance, addressing local historical significant locations and buildings. Finally, a short-term rental ordinance addressing regulations and enforcing the collection of Transient Occupancy Tax is being considered.

**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.

Additionally, the City is planning on celebrating the 40<sup>th</sup> anniversary with multiple events throughout the year, culminating with a celebration in October 2022. If private funds are raised/donated to the City for the purchase of play equipment and rubber play surface, the City would do accessibility site improvements at Morrison Park using Community Block Grant Funds. Finally, a new restroom is planned for Chumash Park utilizing grant funds and one-time capital project funds.

**Emergency Preparedness/Public Safety** – The City is reviewing the emergency/safety contract provided throughout Los Angeles County and considering the installation of safety cameras with license identification capabilities in high traffic areas.

**Communications** – Within this category, the City has streamlined emergency notifications sign-ups, and is improving the City website through the use of a Public Information consultant. Under this initiative, the City expanded the social media presence of the City.

**Environmental Sustainability** - The City has completed a climate action and adaptation plan and is drafting an ordinance for full electrification of new residential development. The installation of electric vehicle charging stations at the Civic Center, is included within this category. Additional items include, the implementation of programs and policies supporting the climate action and adaptation plan, and the use of organics for landscaping within one of the City's parks.

## **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)
5. Flashing lights crosswalk at Reyes Adobe & Stonecrest
6. Crosswalk and flashing lights at Reyes Adobe & Rainbow Crest

### **B. Land Use/Economic Development**

1. Complete Agoura Village Specific Plan Review
2. Design small homes to provide Affordable Housing
3. Prepare Historical Ordinance
4. Prepare Short-term Rental Ordinance

### **C. Parks/Recreation/Transportation**

1. Replace restroom at Chumash Park
2. Morrison Park play equipment replacement
3. Celebrate City's 40<sup>th</sup> Anniversary

### **D. Emergency Preparedness/Public Safety**

1. Review emergency response contract services provided through Los Angeles County
2. Educate campaign for public on hardening home/business
3. Install safety cameras

### **E. Communications**

1. Streamline Emergency notifications sign-up
2. Expedite fixes on website

**F. Environmental Sustainability**

1. Draft ordinance for full electrification of new residential development
2. Test Organic landscape treatment within one city park
3. Adopt programs and policies supporting Climate Action and Adaptation Plan

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 Open Space commitment, the 2022/23 the fund balance in the General Fund is projected to be \$13.4 million or 71% of operational expenditures and transfers.

<b>General Fund</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Ending Fund Balance</b>	\$ 10,654,100	\$13,340,815	\$13,370,277
<b>Operating Expenses and Transfers</b>	\$14,999,401	\$18,708,032	\$18,804,429
<b>Percentage</b>	71%	71%	71%

It is important to note that General Fund expenses were reduced in 2020/21, as the revenue sources were uncertain. Furthermore, the City received funding from the federal government to assist in funding operations during 2020/21 and 2021/22. As the City’s revenues stabilize, and long-term financial impacts of the Pandemic are known, the Council is taking a long-term approach to monitoring this resource.

Reserves serve as a temporary funding source for the many grants the City receives, including the Measure R and M Capital Projects, and the Roadside Bridge Widening. The total of these advances is anticipated to be several million. Additionally, the City utilizes \$3.7 million for cash flow, due to the timing of our major revenues received. These amounts are included in the above referenced fund balance.

**Balanced Budget**

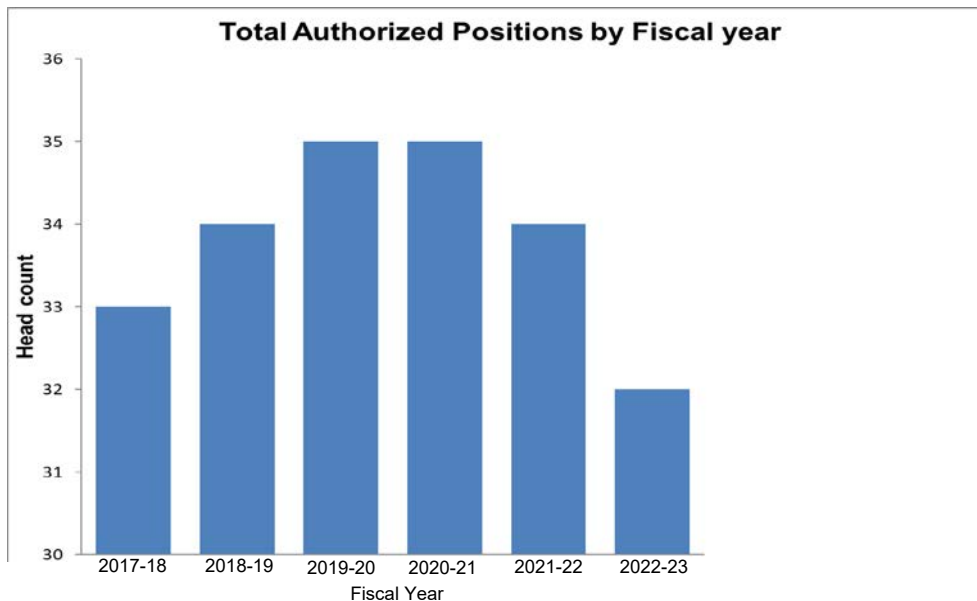
Overall, the combined City of Agoura Hills fund balances are projected to decrease \$1.9 million from 6/30/2022 to 6/30/2023. The fluctuation primarily relates to the spending of monies on capital projects.

In accordance with the Balanced Budget Policy, the 2022/23 budget is 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 2022/23 headcount includes 32 full-time employees, 5 Council members, 5 Planning Commissioners, 1 appointed part-time Treasurer, and part-time staff, who are primarily employed at the Recreation Center.



In 2022/23 the City has budgeted for two less positions than in 2021/22. During 2021/22 a Counter Technician for the Building and Safety Division of Community Development was proposed. This position was never filled, and currently the City is utilizing a consultant to perform some of the proposed assignments. Additionally, a full-time position within the Community Services Department was eliminated. Employees were given a Cost-of-Living Adjustment of 4.3%, and medical benefits were held at the same level of contribution as 2022.

The City has implemented a cost sharing plan with the employees to cover the cost of the Public Employees Retirement System (CalPERS) retirement plan. The City has two plans, Public Employees' Pension Reform Act (PEPRA) employees receive a benefit of 2% at 62, and Miscellaneous employees (joining prior to January 1, 2013) employees receive a benefit of 2% at 55. PEPRA employees will contribute 6.75% towards their pension cost. Miscellaneous employees began contributing to their CalPERS cost in 2019/20. Those employees who joined CalPERS prior to January 1, 2013, are budgeted to contribute 3.6% towards pension costs in 2022/23.

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, 2021, measured on June 30, 2020, the unfunded actuarial accrued liability was only \$642,396. The City's contribution is budgeted at \$144,843 in 2022/23. 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 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 on July 1, 2022.

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 7/1/2022: \$3,120,000  
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 7/1/2022: \$8,570,000  
Maturity Date: 2041  
Interest Rate: 3.875% - 4.375%  
Funding Sources: General Fund

#### **Agoura Hills Successor Agency Promissory Note due to the City**

Purpose: Financing low- and moderate-income housing projects benefiting the Agoura Hills Redevelopment Agency.

\$44,000,000 note dated February 9, 2011  
Principal Outstanding 7/1/2022: \$25,781,522  
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 at this time primarily because there are adequate reserves and grants for all foreseen projects. In the State of California, a 2/3 vote must be obtained to issue general obligation debt, which is difficult to obtain; 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 2022/23 budget is in compliance with this policy.

	<b>FY 2022/23</b>
<b>Percentage Debt Service</b>	<b>4.8%</b>
Debt service payments	\$ 905,475
General Fund revenues	\$18,833,893

### **Summary**

This year's budget document is the culmination of continuous dialogue and review with department heads and their staffs. This budget could not have been produced without their creative ideas and their professional discipline and desire to serve the community. It is anticipated that the City of Agoura Hills will remain in good financial condition throughout the next fiscal year. The City has been very committed to establishing and maintaining good fiscal health.

I appreciate the support and cooperative policy direction given by the City Council during the past year and believe that this budget fully supports the adopted policies and programs of the Agoura Hills City Council. I sincerely appreciate the hard work staff put into this budget, especially Finance Director Christy Truelsen and Finance Manager Melinda Brodsky. I look forward to working with you when we make this budget a reality.

Respectfully,



Nathan Hamburger  
City Manager



91301

A CULTURAL EXPERIENCE

**RESOLUTION NO. 22-2014**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2022-23 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 2022-23 shall be \$21,206,659.

**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 22<sup>nd</sup> day of June 2022, by the following vote to wit;

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



  
\_\_\_\_\_  
Deborah Klein Lopez, Mayor

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

RESOLUTION NO. 22-2015

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

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

WHEREAS, a Budget Workshop concerning the Fiscal Year 2022-23 proposed budget was held on Wednesday, June 8, 2022.

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

1. That the Fiscal Years 2022-23 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 2022-23 Budget are hereby appropriated.
3. That the proposed amendments to the Fiscal Year 2021-22 Budget be approved.
4. Any unused appropriations from the Fiscal Year 2021-22 Adopted Budget at the end of Fiscal Year 2021-22 may be re-appropriated by the City Manager for continued use in Fiscal Year 2022-23.

PASSED, APPROVED, AND ADOPTED, this 22<sup>nd</sup> day of June 2022, by the following vote to wit;

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



Deborah Klein Lopez, Mayor



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

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

Fund	----- Estimate 2021/22-----				Fund Balance 6/30/2022
	Fund Balance 6/30/2021	Revenues	Expenditures	Transfers (Out)/In	
<u>City of Agoura Hills</u>					
10 General Fund	10,654,100	21,394,747	16,772,027	(1,936,005)	13,340,815
20 Gas Tax	5,967	537,389	481,000	0	62,356
22 RRAA	448,097	424,216	787,000	0	85,313
30 Retirement Rate Stabilization	200,975	3,000	0		203,975
40 Traffic Safety	13,770	40,200	40,000	0	13,970
60 Proposition A	883,827	625,450	559,140	0	950,137
61 Proposition C	831,525	454,500	796,621	0	489,404
63 Measure R	167,879	340,500	344,883	0	163,496
64 Measure M	10,353	360,500	297,758	0	73,095
65 Measure W	104,517	340,000	423,000	0	21,517
70 SCAQMD	113,926	27,000	95,700	0	45,226
110 Traffic Improvement	1,632,326	4,000	0	0	1,636,326
111 Utility Undergrounding	53,441	500	0	0	53,941
240 Suppl. Law Enfcmt	134,404	136,700	152,865	0	118,239
250 CDBG	109	115,026	115,026	0	109
260 Misc. Grants	(419,915)	3,350,186	3,350,186	0	(419,915)
520 Waste Management	219,053	113,000	121,900	0	210,153
420 Inc. Housing In-Lieu	1,809,035	20,000	10,000	0	1,819,035
300 Public Fin Auth Debt Service	1,095	-	0	0	1,095
305 Improvement Authority Debt Sei	292,614	1,500	913,025	913,025	294,114
620 Successor Housing	702,080	10,000	103,412	147,980	756,648
11 Capital Projects Fund	12,544	0	106,000	625,000	531,544
12 Facilities Fund	210,553	2,500	60,425	250,000	402,628
15 Rec Center Capital Projects	(23,560)	25,000	25,000	0	(23,560)
16 Stormwater Capital Projects	1,004,462	709,700	434,000	0	1,280,162
18 Measure R Capital Projects	(3,197,741)	1,350,500	1,344,027	0	(3,191,268)
19 Measure M Capital Projects	(1,101,474)	600,000	801,756	0	(1,303,230)
<b>Total City of Agoura Hills</b>	<b>14,763,960</b>	<b>30,986,114</b>	<b>28,134,751</b>	<b>0</b>	<b>17,615,323</b>

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

Fund	----- Estimate 2022/23-----				Fund Balance 6/30/2023
	Fund Balance 6/30/2022	Revenues	Expenditures	Transfers (Out)/In	
<u>City of Agoura Hills</u>					
10 General Fund	13,340,815	18,833,891	17,748,424	(1,056,005)	13,370,277
20 Gas Tax	62,356	598,034	654,800	0	5,590
22 RRAA	85,313	466,810	450,000	0	102,123
30 Retirement Rate Stablization	203,975	3,000	0	0	206,975
40 Traffic Safety	13,970	40,200	40,000	0	14,170
60 Proposition A	950,137	634,535	734,847	0	849,825
61 Proposition C	489,404	414,478	185,992	0	717,890
63 Measure R	163,496	312,983	342,547	0	133,932
64 Measure M	73,095	352,381	342,754	0	82,722
65 Measure W	21,517	340,000	328,000	0	33,517
70 SCAQMD	45,226	27,000	60,000	0	12,226
110 Traffic Improvement	1,636,326	4,000	600,000	0	1,040,326
111 Utility Undergrounding	53,941	500	0	0	54,441
240 Suppl. Law Encfcm	118,239	100,700	192,866	0	26,073
250 CDBG	109	100,000	100,000	0	109
260 Misc. Grants	(419,915)	2,472,464	2,472,460	0	(419,911)
520 Waste Management	210,153	112,000	118,900	0	203,253
420 Inc. Housing In-Lieu	1,819,035	20,000	30,000	0	1,809,035
300 Public Fin Auth Debt Service	1,095	0	0	0	1,095
305 Improvement Authority Debt Ser	294,114	1,500	905,475	908,025	298,164
620 Successor Housing	756,648	10,000	261,435	147,980	653,193
11 Capital Projects Fund	531,544	0	517,500	0	14,044
12 Facilities Fund	402,628	0	0	0	402,628
15 Rec Center Capital Projects	(23,560)	0	0	0	(23,560)
16 Stormwater Capital Projects	1,280,162	10,000	500,000	0	790,162
18 Measure R Capital Projects	(3,191,268)	550,000	351,402	0	(2,992,670)
19 Measure M Capital Projects	(1,303,230)	600,000	1,065,264	0	(1,768,494)
<b>Total City of Agoura Hills</b>	<b>17,615,323</b>	<b>26,004,476</b>	<b>28,002,666</b>	<b>0</b>	<b>15,617,133</b>

# 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>
<b><u>General Fund</u></b>				
City Council	5.00	5.00	5.00	5.00
City Manager	5.82	5.86	7.31	7.31
City Clerk	1.96	1.96	0.99	1.00
Finance	2.97	3.04	3.35	3.20
Community Development	11.16	11.16	12.10	11.10
Community Services Administration	7.45	7.45	6.49	6.49
Public Works Administration	3.70	3.48	3.30	3.30
Building and Safety	3.00	3.00	3.00	2.00
Total General Fund	<u>41.06</u>	<u>40.95</u>	<u>41.54</u>	<u>39.40</u>
<b><u>Proposition A</u></b>				
Community Services Administration	0.55	0.55	0.51	0.51
Total Proposition A Fund	<u>0.55</u>	<u>0.55</u>	<u>0.51</u>	<u>0.51</u>
<b><u>Proposition C</u></b>				
Public Works	0.11	0.33	0.28	0.28
Finance	0.07	0.00	0.00	0.00
Total Proposition C Fund	<u>0.18</u>	<u>0.33</u>	<u>0.28</u>	<u>0.28</u>
<b><u>Measure M-Local</u></b>				
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>
<b><u>Measure M-Grant</u></b>				
City Manager	0.37	0.37	0.00	0.00
Finance	0.40	0.40	0.00	0.18
Public Works	1.77	1.77	0.42	0.42
Total Measure M Grant	<u>2.54</u>	<u>2.54</u>	<u>0.42</u>	<u>0.60</u>
<b><u>Measure R-Local</u></b>				
Public Works	0.14	0.14	0.38	0.38
Total Measure R Local	<u>0.14</u>	<u>0.14</u>	<u>0.38</u>	<u>0.38</u>
<b><u>Measure R-Grant</u></b>				
City Manager	0.00	0.00	0.08	0.08
Finance	0.00	0.00	0.12	0.12
Public Works	0.00	0.00	0.31	0.31
Total Measure R Fund	<u>0.00</u>	<u>0.00</u>	<u>0.51</u>	<u>0.51</u>
<b>Total City of Agoura Hills</b>	<b><u>44.75</u></b>	<b><u>44.79</u></b>	<b><u>43.95</u></b>	<b><u>41.99</u></b>
<b><u>Successor Agency to the RDA</u></b>				
City Manager	0.25	0.21	0.05	0.05
City Clerk	0.04	0.04	0.01	0.00
Finance	0.56	0.56	0.53	0.50
Community Development	0.18	0.18	0.24	0.24
Total Successor Agency to the RDA	<u>1.03</u>	<u>0.99</u>	<u>0.83</u>	<u>0.79</u>
Total Successor Agency to the RDA	<b><u>1.03</u></b>	<b><u>0.99</u></b>	<b><u>0.83</u></b>	<b><u>0.79</u></b>
<b><u>Successor Agency to the RDA-Housing</u></b>				
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>
<b>Total Successor Agency to the RDA</b>	<b><u>1.25</u></b>	<b><u>1.21</u></b>	<b><u>1.05</u></b>	<b><u>1.01</u></b>
<b>Total Personnel Headcount</b>	<b><u>46.00</u></b>	<b><u>46.00</u></b>	<b><u>45.00</u></b>	<b><u>43.00</u></b>

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

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

**FY 2020-21**

<b>Fund</b>	<b>Description</b>	<b>To</b>	<b>From</b>
010	General Fund		1,039,825
305	To AH Improvement Authority Bond	913,025	
620	To Housing Successor Agency	126,800	
		<b>Total</b>	<b>1,039,825</b>
		<b>1,039,825</b>	<b>1,039,825</b>

**FY 2021-22**

<b>Fund</b>	<b>Description</b>	<b>To</b>	<b>From</b>
010	General Fund		1,936,005
011	Capital Projects	625,000	
012	Facilities Fund	250,000	
305	To AH Improvement Authority Bond	913,025	
620	To Housing Successor Agency	147,980	
		<b>Total</b>	<b>1,936,005</b>
		<b>1,936,005</b>	<b>1,936,005</b>

**FY 2022-23**

<b>Fund</b>	<b>Description</b>	<b>To</b>	<b>From</b>
010	General Fund		1,106,005
	Committed to Open Space	50,000	
305	To AH Improvement Authority Bond	908,025	
620	To Housing Successor Agency	147,980	
		<b>Total</b>	<b>1,106,005</b>
		<b>1,106,005</b>	<b>1,106,005</b>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Agoura Hills  
California**

For the Biennium Beginning

**July 01, 2021**

*Christopher P. Morill*

Executive Director



# CITY OF AGOURA HILLS

Mid-Cycle Budget Review  
Fiscal Year 2021-22 / 2022-23



## Revenues



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget	
<b>Fund: 010 - GENERAL</b>					
<b>Category: 4000 - Taxes and Assessments</b>					
<a href="#">010-0000-311000</a>	Sales And Use Tax	4,176,609	4,382,974	5,299,978	5,302,632
<a href="#">010-0000-312000</a>	Property Tax	2,929,816	3,142,078	3,203,573	3,319,696
<a href="#">010-0000-312001</a>	Property Tax In Lieu Of Vlf	2,410,884	2,498,706	2,549,438	2,695,360
<a href="#">010-0000-312002</a>	Property Tax - Succ. Agcy.	143,426	210,947	222,000	150,000
<a href="#">010-0000-313000</a>	Transient Occupancy Tax	1,948,347	1,494,022	3,100,000	3,546,749
<a href="#">010-0000-314000</a>	Franchise Fee	770,336	820,378	800,000	800,000
<a href="#">010-0000-315000</a>	Property Transfer Tax	165,048	258,050	300,000	180,000
<b>Category: 4000 - Taxes and Assessments Total:</b>		<b>12,544,467</b>	<b>12,807,155</b>	<b>15,474,989</b>	<b>15,994,437</b>
<b>Category: 4001 - Contributions</b>					
<a href="#">010-0000-392000</a>	Contributions	16,544	7,200	10,000	36,500
<b>Category: 4001 - Contributions Total:</b>		<b>16,544</b>	<b>7,200</b>	<b>10,000</b>	<b>36,500</b>
<b>Category: 4002 - License and Permits</b>					
<a href="#">010-0000-321000</a>	Business Licensing	142,796	141,501	150,000	150,000
<a href="#">010-0000-323000</a>	Building Permits	387,001	356,597	415,000	350,000
<a href="#">010-0000-324000</a>	Industrial Waste Fee	37,677	27,376	23,000	23,000
<b>Category: 4002 - License and Permits Total:</b>		<b>567,474</b>	<b>525,474</b>	<b>588,000</b>	<b>523,000</b>
<b>Category: 4004 - Charges for Services</b>					
<a href="#">010-0000-341000</a>	Planning Fees	132,097	299,145	225,000	200,000
<a href="#">010-0000-341100</a>	Eir Recovery	146.4	0	500	500
<a href="#">010-0000-341200</a>	General Plan Recovery	18,301	3,742	6,000	6,000
<a href="#">010-0000-341300</a>	Agoura Village Recovery	0	0	1,000	1,000
<a href="#">010-0000-341400</a>	Filming Fees	13,302	17,678	25,000	25,000
<a href="#">010-0000-342000</a>	Engineer Plan Check/inspection	5,068	32,394	30,000	30,000
<a href="#">010-0000-342100</a>	Grading Plan Check	1,555	1,279	5,000	5,000
<a href="#">010-0000-342200</a>	Building Plan Check	165,204	174,580	240,000	200,000
<a href="#">010-0000-342201</a>	Building Plan Check - In House	21,727	34,569	20,000	20,000
<a href="#">010-0000-342300</a>	Building Technician Fee	31,478	16,747	13,000	13,000
<a href="#">010-0000-342500</a>	Encroachment Permits	53,702	33,601	60,000	60,000
<a href="#">010-0000-343000</a>	Traffic Control Plan Review	40,756	19,492	25,000	25,000
<a href="#">010-0000-351000</a>	Park & Recreation Fees	(1,744)	3,327	0	0
<a href="#">010-0000-3510A0</a>	Classes	138,659	10,452	121,350	121,350
<a href="#">010-0000-3510B0</a>	Excursions	8,488	0	12,050	22,950
<a href="#">010-0000-3510C0</a>	Camps	19,216	0	34,600	76,800
<a href="#">010-0000-3510D0</a>	Seniors	32,864	9,156	48,900	48,900
<a href="#">010-0000-3510E0</a>	Special Events	7,200	593	0	5,100
<a href="#">010-0000-3510F0</a>	Sports	0	0	41,500	41,500
<a href="#">010-0000-3510G0</a>	Teens	1,824	1,205	2,700	2,700
<a href="#">010-0000-3510I0</a>	Cultural Arts	0	0	0	0
<a href="#">010-0000-351501</a>	Taxable Sales Items	0	0	700	700
<a href="#">010-0000-355000</a>	Sale Of Maps & Copies	1,654	531	2,000	2,000



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<a href="#">010-0000-357001</a> Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
<a href="#">010-0000-357002</a> Scaqc Admin Service Charge	0	0	0	0
<a href="#">010-0000-357003</a> Smip Admin Fees	222	141	200	200
<a href="#">010-0000-357004</a> Fire Sprinkler Fee	0	0	0	0
<a href="#">010-0000-357006</a> Sb1473 Retainer	168	121	100	100
<a href="#">010-0000-357007</a> Sb 1186 Admin	2,600	6,674	1,000	1,000
<b>Category: 4004 - Charges for Services Total:</b>	<b>741,486</b>	<b>712,426</b>	<b>962,600</b>	<b>955,800</b>
<b>Category: 4005 - Fines and Penalties</b>				
<a href="#">010-0000-361000</a> Parking Fines	35,816	34,159	45,000	45,000
<a href="#">010-0000-361500</a> Municipal Court Fines	3,771	6,438	15,000	15,000
<a href="#">010-0000-361600</a> Citations	0	0	0	0
<a href="#">010-0000-361800</a> False Alarm Fines	700	0	2,000	2,000
<a href="#">010-0000-363000</a> Restitution	3,824	1,173	2,000	2,000
<a href="#">010-0000-365000</a> Late Fees	4,838	5,050	0	0
<b>Category: 4005 - Fines and Penalties Total:</b>	<b>48,949</b>	<b>46,819</b>	<b>64,000</b>	<b>64,000</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">010-0000-371000</a> Interest Earnings	555,060	437,536	20,000	60,000
<a href="#">010-0000-371001</a> Interest Earning - Fmv Investm	36,670	(60,254)	-	-
<a href="#">010-0000-372000</a> Rental Income	15,338	14,606	40,000	40,000
<a href="#">010-0000-3720d0</a> Rental Income - Facilities	188,751	17,102	350,000	350,000
<b>Category: 4006 - Investment Income Total:</b>	<b>795,818</b>	<b>408,989</b>	<b>410,000</b>	<b>450,000</b>
<b>Category: 4008 - Other Revenue</b>				
<a href="#">010-0000-358000</a> Tourism Admin Fee	10,027	6,090	15,000	15,000
<a href="#">010-0000-391000</a> Miscellaneous Revenue	1,585,226	2,906,400	3,083,766	77,500
<a href="#">010-0000-395000</a> Other Reimbursements	0	0	1,500	1,500
<a href="#">010-0000-395002</a> Library Reimbursements	29,331	44,105	40,000	40,000
<a href="#">010-0000-395006</a> Beach Bus Reimbursement	2,350	0	5,000	5,000
<a href="#">010-0000-395200</a> Loan Pmts From Rda	0	0	739,892	671,157
<b>Category: 4008 - Other Revenue Total:</b>	<b>1,626,935</b>	<b>2,956,595</b>	<b>3,885,158</b>	<b>810,157</b>
<b>Total Revenues:</b>	<b>16,341,674</b>	<b>17,464,659</b>	<b>21,394,747</b>	<b>18,833,894</b>



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 011 - CAPITAL PROJECT FUND</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">011-0000-371000</a> Interest Inc.	135	139	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>135</b>	<b>139</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>	<b>135</b>	<b>139</b>	<b>0</b>	<b>0</b>
<b>Fund: 012 - FACILITIES FUND</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">012-0000-371000</a> Interest Income	4,302	1,324	2,500	0
<b>Category: 4006 - Investment Income Total:</b>	<b>4,302</b>	<b>1,324</b>	<b>2,500</b>	<b>0</b>
<b>Total Revenues</b>	<b>4,302</b>	<b>1,324</b>	<b>2,500</b>	<b>0</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">015-0000-334500</a> Miscellaneous Grants	0	0	25,000	0
<b>Category: 4003 - Intergovernmental Total:</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
<b>Total Revenues</b>	<b>8</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
<b>Fund: 016 - STORM WATER CAP PROJECT FUND</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">016-0000-371000</a> Interest Earnings	13,079	5,239	10,000	10,000
<b>Category: 4006 - Investment Income Total:</b>	<b>13,079</b>	<b>5,239</b>	<b>10,000</b>	<b>10,000</b>
<b>Category: 4008 - Other Revenue</b>				
<a href="#">016-0000-391000</a> Miscellaneous Revenue	83,912	254,964	699,700	0
<b>Category: 4008 - Other Revenue Total:</b>	<b>83,912</b>	<b>254,964</b>	<b>699,700</b>	<b>0</b>
<b>Total Revenues</b>	<b>96,991</b>	<b>260,203</b>	<b>709,700</b>	<b>10,000</b>
<b>Fund: 018 - MEASURE R GRANT</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">018-0000-333101</a> Measure R Grant	3,360,580	463,516	1,350,000	550,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>3,360,580</b>	<b>463,516</b>	<b>1,350,000</b>	<b>550,000</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">018-0000-371000</a> Interest earnings	2,692	771	500	0
<b>Category: 4006 - Investment Income Total:</b>	<b>2,692</b>	<b>771</b>	<b>500</b>	<b>0</b>
<b>Total Revenues</b>	<b>3,363,272</b>	<b>464,287</b>	<b>1,350,500</b>	<b>550,000</b>



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 019 - MEASURE M</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">019-0000-333101</a> Measure M Grant	547,966	3,558,604	600,000	600,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>547,966</b>	<b>3,558,604</b>	<b>600,000</b>	<b>600,000</b>
<b>Total Revenues</b>	<b>547,966</b>	<b>3,558,604</b>	<b>600,000</b>	<b>600,000</b>
<b>Fund: 020 - GAS TAX</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">020-0000-332500</a> State Gas Tax 2105 Prop 111	106,317	104,777	120,995	131,985
<a href="#">020-0000-332600</a> State Gas Tax 2106	65,096	63,534	72,026	78,255
<a href="#">020-0000-332700</a> State Gas Tax 2107	134,245	141,781	164,891	180,313
<a href="#">020-0000-332800</a> State Gas Tax 2107.5	5,000	5,000	5,000	5,000
<a href="#">020-0000-332801</a> Revenue Code Section 7360	143,713	137,211	173,477	201,481
<a href="#">020-0000-332802</a> Repayment of Loan	23,431	0	0	0
<b>Category: 4003 - Intergovernmental Total:</b>	<b>477,803</b>	<b>452,302</b>	<b>536,389</b>	<b>597,034</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">020-0000-371000</a> Interest Earnings	1,185	123	1,000	1,000
<b>Category: 4006 - Investment Income Total:</b>	<b>1,185</b>	<b>123</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Revenues</b>	<b>478,988</b>	<b>452,425</b>	<b>537,389</b>	<b>598,034</b>
<b>Fund: 022 - ROAD REHAB FUND</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">022-0000-334600</a> Road Rehab Revenue	360,981	381,264	423,716	466,310
<b>Category: 4003 - Intergovernmental Total:</b>	<b>360,981</b>	<b>381,264</b>	<b>423,716</b>	<b>466,310</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">022-0000-371000</a> Interest Inc.	186	989	500	500
<b>Category: 4006 - Investment Income Total:</b>	<b>186</b>	<b>989</b>	<b>500</b>	<b>500</b>
<b>Total Revenues</b>	<b>361,167</b>	<b>382,253</b>	<b>424,216</b>	<b>466,810</b>
<b>Fund: 030 - CAL PERS SET ASIDE</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">030-0000-371000</a> Interest Inc.	2,796	1,237	3,000	3,000
<b>Category: 4006 - Investment Income Total:</b>	<b>2,796</b>	<b>1,237</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Revenues</b>	<b>2,796</b>	<b>1,237</b>	<b>3,000</b>	<b>3,000</b>



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 040 - TRAFFIC SAFETY</b>				
<b>Category: 4005 - Fines and Penalties</b>				
<a href="#">040-0000-360500</a> Vehicle Code Fines	44,357	40,033	40,000	40,000
<b>Category: 4005 - Fines and Penalties Total:</b>	<b>44,357</b>	<b>40,033</b>	<b>40,000</b>	<b>40,000</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">040-0000-371000</a> Interest Earnings	0	53	200	200
<b>Category: 4006 - Investment Income Total:</b>	<b>0</b>	<b>53</b>	<b>200</b>	<b>200</b>
<b>Total Revenues</b>	<b>44,357</b>	<b>40,086</b>	<b>40,200</b>	<b>40,200</b>

<b>Fund: 060 - PROPOSITION A</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">060-0000-333200</a> Prop A Trans Tax	405,062	419,343	509,000	499,085
<a href="#">060-0000-334516</a> Ab1012	51,381	84,571	66,450	66,450
<a href="#">060-0000-353000</a> Prop A Reimbursements	23,725	19,262	45,000	45,000
<a href="#">060-0000-395008</a> Farebox Revenue	9,128	1,287	0	12,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>489,296</b>	<b>524,463</b>	<b>620,450</b>	<b>622,535</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">060-0000-371000</a> Interest Earnings	18,316	6,200	5,000	12,000
<b>Category: 4006 - Investment Income Total:</b>	<b>18,316</b>	<b>6,200</b>	<b>5,000</b>	<b>12,000</b>
<b>Category: 4008 - Other Revenue</b>				
<a href="#">060-0000-391000</a> Miscellaneous revenue	0	(2)	0	0
<b>Category: 4008 - Other Revenue Total:</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>	<b>507,613</b>	<b>530,661</b>	<b>625,450</b>	<b>634,535</b>

<b>Fund: 061 - PROPOSITION C</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">061-0000-333400</a> Prop C Transit Tax	336,000	347,830	454,000	413,978
<a href="#">061-0000-391000</a> Prop C Funds	1,200,000	1,800,000	0	0
<b>Category: 4003 - Intergovernmental Total:</b>	<b>1,536,000</b>	<b>2,147,830</b>	<b>454,000</b>	<b>413,978</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">061-0000-371000</a> Interest Earnings	10,073	2,434	500	500
<b>Category: 4006 - Investment Income Total:</b>	<b>10,073</b>	<b>2,434</b>	<b>500</b>	<b>500</b>
<b>Total Revenues</b>	<b>1,546,073</b>	<b>2,150,264</b>	<b>454,500</b>	<b>414,478</b>



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 063 - MEASURE R FUND</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">063-0000-333100</a> Measure R - Local	251,639	261,234	338,000	310,483
<b>Category: 4003 - Intergovernmental Total:</b>	<b>251,639</b>	<b>261,234</b>	<b>338,000</b>	<b>310,483</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">063-0000-371000</a> Interest Earnings	1,675	606	2,500	2,500
<b>Category: 4006 - Investment Income Total:</b>	<b>1,675</b>	<b>606</b>	<b>2,500</b>	<b>2,500</b>
<b>Total Revenues</b>	<b>253,315</b>	<b>261,840</b>	<b>340,500</b>	<b>312,983</b>

<b>Fund: 064 - MEASURE M - LOCALI</b>				
<b>Category: 4003 - Intergovernmental</b>				
<b>Category: 4003 - Intergovernmental Total:</b>	<b>283,023</b>	<b>295,988</b>	<b>360,000</b>	<b>351,881</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">064-0000-371000</a> Interest Income	984	215	500	500
<b>Category: 4006 - Investment Income Total:</b>	<b>984</b>	<b>215</b>	<b>500</b>	<b>500</b>
<b>Total Revenues</b>	<b>284,007</b>	<b>296,203</b>	<b>360,500</b>	<b>352,381</b>

<b>Fund: 065 - MEASURE W - LOCAL</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">065-0000-333103</a> Measure W - Local	0	335342.39	340000	340000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>0</b>	<b>335342.39</b>	<b>340000</b>	<b>340000</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">065-0000-371000</a> Interest	0	295	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>0</b>	<b>295</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>	<b>0</b>	<b>335,637</b>	<b>340,000</b>	<b>340,000</b>

<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">070-0000-333000</a> Scaqmd	19,759	45,693	26,700	26,700
<a href="#">070-0000-333001</a> Grant - Charging	5,600	0	0	0
<b>Category: 4003 - Intergovernmental Total:</b>	<b>25,359</b>	<b>45,693</b>	<b>26,700</b>	<b>26,700</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">070-0000-371000</a> Interest Earnings	1,270	555	300	300
<b>Category: 4006 - Investment Income Total:</b>	<b>1,270</b>	<b>555</b>	<b>300</b>	<b>300</b>
<b>Total Revenues</b>	<b>26,628</b>	<b>46,247</b>	<b>27,000</b>	<b>27,000</b>



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 110 - TRAFFIC IMPROVEMENT</b>				
<b>Category: 4001 - Contributions</b>				
<a href="#">110-0000-348000</a> Traffic Improvement Fees	497,530	0	0	0
<b>Category: 4001 - Contributions Total:</b>	<b>497,530</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">110-0000-371000</a> Interest Earnings	14,815	4,250	4,000	4,000
<b>Category: 4006 - Investment Income Total:</b>	<b>14,815</b>	<b>4,250</b>	<b>4,000</b>	<b>4,000</b>
<b>Total Revenues</b>	<b>512,345</b>	<b>4,250</b>	<b>4,000</b>	<b>4,000</b>
<b>Fund: 111 - UTILITY UNDERGROUNDING</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">111-0000-371000</a> Interest Earnings	1,075	331	500	500
<b>Category: 4006 - Investment Income Total:</b>	<b>1,075</b>	<b>331</b>	<b>500</b>	<b>500</b>
<b>Department: 0000 - UNDESIGNATED Total:</b>	<b>1,075</b>	<b>331</b>	<b>500</b>	<b>500</b>
<b>Total Revenues</b>	<b>1,075</b>	<b>331</b>	<b>500</b>	<b>500</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">240-0000-334500</a> Miscellaneous Grants	155,948	156,727	136,000	100,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>155,948</b>	<b>156,727</b>	<b>136,000</b>	<b>100,000</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">240-0000-371000</a> Interest Earnings	2,752	1,043	700	700
<b>Category: 4006 - Investment Income Total:</b>	<b>2,752</b>	<b>1,043</b>	<b>700</b>	<b>700</b>
<b>Total Revenues</b>	<b>158,700</b>	<b>157,770</b>	<b>136,700</b>	<b>100,700</b>
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT</b>				
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">250-0000-334000</a> Cdbg	10,009	346,516	115,026	100,000
<b>Category: 4003 - Intergovernmental Total:</b>	<b>10,009</b>	<b>346,516</b>	<b>115,026</b>	<b>100,000</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">250-0000-371000</a> Interest earnings	98	2	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>98</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>	<b>10,107</b>	<b>346,518</b>	<b>115,026</b>	<b>100,000</b>





# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 260 - MISCELLANEOUS GRANTS</b>				
<b>Category: 0000 - Undesignated</b>				
<a href="#">260-0000-334539</a> SB1383 Grant	0	0	0	27,582
<a href="#">260-0000-334541</a> IRWMP Storm Drain Diversion	0	0	0	625,000
<b>Category: 0000 - Undesignated Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>652,582</b>
<b>Category: 4003 - Intergovernmental</b>				
<a href="#">260-0000-334501</a> Tda	15,086	11,632	15,547	19,266
<a href="#">260-0000-334502</a> Ca Beverage Container-recyclin	1,765	0	0	0
<a href="#">260-0000-334506</a> Used Oil Grant	6,010	5,000	5,900	5,900
<a href="#">260-0000-334517</a> Stpl	58,734	0	0	391,116
<a href="#">260-0000-334519</a> Peg Fees	95,954	57,332	55,000	33,600
<a href="#">260-0000-334525</a> Local Roadway Safety Plan	0	0	36,000	0
<a href="#">260-0000-334532</a> Roadside Bridge	30,280	2,892	2,462,900	1,000,000
<a href="#">260-0000-334533</a> Meas A Reimbursement	24,240	45,446	222,124	320,000
<a href="#">260-0000-334537</a> State Bond	0	0	190,690	0
<a href="#">260-0000-334540</a> Fire Grant	0	0	362,025	0
<b>Category: 4003 - Intergovernmental Total:</b>	<b>232,069</b>	<b>122,302</b>	<b>3,350,186</b>	<b>1,769,882</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">260-0000-371000</a> Interest Earnings	0	25	0	0
<b>Category: 4006 - Investment Income Total:</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>
<b>Category: 4008 - Other Revenue</b>				
<a href="#">260-0000-334538</a> Hawk Grant	0	0	0	50,000
<a href="#">260-0000-391000</a> Miscellaneous Revenue	0	1	0	0
<b>Category: 4008 - Other Revenue Total:</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>50,000</b>
<b>Total Revenues</b>	<b>232,069</b>	<b>122,327</b>	<b>3,350,186</b>	<b>2,472,464</b>
 <b>Fund: 300 - FINANCING AUTHORITY DEBT SERVI</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">300-0000-371000</a> Interest Earnings	18	4	0.00	0.00
<b>Category: 4006 - Investment Income Total:</b>	<b>18</b>	<b>4</b>	<b>0.00</b>	<b>0.00</b>
<b>Department: 0000 - UNDESIGNATED Total:</b>	<b>18</b>	<b>4</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>18</b>	<b>4</b>	<b>0.00</b>	<b>0.00</b>
 <b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">305-0000-371000</a> Interest earnings	3,532	(87)	1,500	1,500
<b>Category: 4006 - Investment Income Total:</b>	<b>3,532</b>	<b>(87)</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Revenues</b>	<b>3,532</b>	<b>(87)</b>	<b>1,500</b>	<b>1,500</b>
 <b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">420-0000-371000</a> Interest Earnings	30,442	11,209	20,000	20,000
<b>Category: 4006 - Investment Income Total:</b>	<b>30,442</b>	<b>11,209</b>	<b>20,000</b>	<b>20,000</b>
<b>Total Revenues</b>	<b>30,442</b>	<b>11,209</b>	<b>20,000</b>	<b>20,000</b>



# City of Agoura Hills Budget

FY2019-20 to 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 520 - SOLID WASTE MANAGEMENT</b>				
<b>Category: 4000 - Taxes and Assessments</b>				
<a href="#">520-0000-314500</a> AB 939 Fee	35,984	27,135	36,000	36,000
<b>Category: 4000 - Taxes and Assessments Total:</b>	<b>35,984</b>	<b>27,135</b>	<b>36,000</b>	<b>36,000</b>
<b>Category: 4004 - Charges for Services</b>				
<a href="#">520-0000-325000</a> Waste Hauling Permit Fee	7,000	8,000	9,000	8,000
<a href="#">520-0000-394000</a> Waste Hauling Surcharge	66,389	68,173	65,000	65,000
<b>Category: 4004 - Charges for Services Total:</b>	<b>73,389</b>	<b>76,173</b>	<b>74,000</b>	<b>73,000</b>
<b>Category: 4006 - Investment Income</b>				
<a href="#">520-0000-371000</a> Interest Earnings	4,388	1,341	3,000	3,000
<b>Category: 4006 - Investment Income Total:</b>	<b>4,388</b>	<b>1,341</b>	<b>3,000</b>	<b>3,000</b>
<b>Category: 4008 - Other Revenue</b>				
<a href="#">520-0000-391000</a> Miscellaneous revenue	0	392	0	0
<b>Category: 4008 - Other Revenue Total:</b>	<b>0</b>	<b>392</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>	<b>113,761</b>	<b>105,040</b>	<b>113,000</b>	<b>112,000</b>
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>				
<b>Category: 4006 - Investment Income</b>				
<a href="#">620-0000-371000</a> Interest earnings	16,295	3,846	10,000	10,000
<b>Category: 4006 - Investment Income Total:</b>	<b>16,295</b>	<b>3,846</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Revenues</b>	<b>16,295</b>	<b>3,846</b>	<b>10,000</b>	<b>10,000</b>

# **CITY OF AGOURA HILLS**

Mid-Cycle Budget Review  
Fiscal Year 2021-22 / 2022-23



## **General Fund**



**City of Agoura Hills**  
**Budget**  
 FY 2019-20 to FY 2022-23

		<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Budget</b>	<b>2022-2023 Budget</b>
<b>Fund: 010 - GENERAL</b>					
<b>Department: 4110 - CITY COUNCIL</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4110-510400</a>	Special Pay	18,000	18,000	18,000	18,000
<a href="#">010-4110-510401</a>	Car Allowance	12,000	12,000	12,000	12,000
<a href="#">010-4110-510800</a>	Group Health Insurance	66,835	77,156	88,724	131,384
<a href="#">010-4110-510900</a>	Group Dental Insurance	3,312	3,312	3,312	8,728
<a href="#">010-4110-511200</a>	Medicare Taxes	391	402	440	440
<b>Category: 5100 - Personnel Total:</b>		<b>100,538</b>	<b>110,869</b>	<b>122,476</b>	<b>170,552</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4110-541500</a>	Travel/meetings/outreach	10,640	18,406	23,500	25,825
<a href="#">010-4110-542400</a>	Special Supplies	1,387	612	2,000	2,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>12,027</b>	<b>19,018</b>	<b>25,500</b>	<b>27,825</b>
<b>Department: 4110 - CITY COUNCIL Total:</b>		<b>112,565</b>	<b>129,887</b>	<b>147,976</b>	<b>198,377</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4120-510100</a>	Regular Salaries	850,616	810,278	946,786	1,017,579
<a href="#">010-4120-510200</a>	Part-time Salaries	17,743	35,979	39,486	40,471
<a href="#">010-4120-510401</a>	Car Allowance	12,000	11,600	13,200	14,400
<a href="#">010-4120-510402</a>	Technology Allowance	8,028	6,925	7,800	8,550
<a href="#">010-4120-510500</a>	Vacation/sick	54,325	41,609	78,946	40,092
<a href="#">010-4120-510600</a>	Deferred Compensation	29,379	25,212	28,444	29,507
<a href="#">010-4120-510700</a>	Retirement	164,480	190,227	226,192	234,116
<a href="#">010-4120-510800</a>	Group Health Insurance	124,656	151,939	168,457	166,249
<a href="#">010-4120-510900</a>	Group Dental Insurance	9,669	10,111	10,612	9,880
<a href="#">010-4120-511000</a>	Group Life Insurance	1,740	1,816	2,078	2,104
<a href="#">010-4120-511100</a>	Group Disability Insurance	9,397	9,079	10,545	11,381
<a href="#">010-4120-511200</a>	Medicare Taxes	14,359	13,230	15,301	16,048
<b>Category: 5100 - Personnel Total:</b>		<b>1,296,390</b>	<b>1,308,006</b>	<b>1,547,847</b>	<b>1,590,377</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4120-541500</a>	Travel/conferences/meetings	11,252	4,404	5,000	9,134
<a href="#">010-4120-541600</a>	Membership And Dues	1,210	1,786	3,000	2,875
<a href="#">010-4120-542000</a>	Office Supplies	0	0	500	500
<a href="#">010-4120-542200</a>	Books And Subscriptions	119	0	500	700
<a href="#">010-4120-542400</a>	Special Supplies	1,087	443	500	500
<a href="#">010-4120-542500</a>	Small Equipment	0	0	500	500
<a href="#">010-4120-543100</a>	Mileage	0	0	500	500
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>13,668</b>	<b>6,634</b>	<b>10,500</b>	<b>14,709</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4120-551000</a>	Professional Services	13,613	21,320	30,000	21,000
<a href="#">010-4120-552000</a>	Contract Services	5,036	10,997	10,000	60,000
<b>Category: 5500 - Contract Services Total:</b>		<b>18,650</b>	<b>32,317</b>	<b>40,000</b>	<b>81,000</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>1,328,708</b>	<b>1,346,957</b>	<b>1,598,347</b>	<b>1,686,086</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4125 - CITY CLERK</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4125-510100</a>	Regular Salaries	197,390	133,716	137,689	144,954
<a href="#">010-4125-510300</a>	Overtime	146	0	0	0
<a href="#">010-4125-510401</a>	Car Allowance	2,400	2,400	2,400	2,400
<a href="#">010-4125-510402</a>	Technology Allowance	1,020	1,020	1,020	1,020
<a href="#">010-4125-510500</a>	Vacation/sick	3,846	11,337	7,865	5,270
<a href="#">010-4125-510600</a>	Deferred Compensation	5,097	3,341	3,373	3,518
<a href="#">010-4125-510700</a>	Retirement	41,887	36,280	40,828	41,872
<a href="#">010-4125-510800</a>	Group Health Insurance	18,072	11,359	11,207	11,628
<a href="#">010-4125-510900</a>	Group Dental Insurance	1,263	638	634	640
<a href="#">010-4125-511000</a>	Group Life Insurance	468	373	376	380
<a href="#">010-4125-511100</a>	Group Disability Insurance	2,224	1,491	1,523	1,604
<a href="#">010-4125-511200</a>	Medicare Taxes	3,034	2,184	2,235	2,168
<b>Category: 5100 - Personnel Total:</b>		<b>276,847</b>	<b>204,140</b>	<b>209,150</b>	<b>215,454</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4125-541500</a>	Travel/conferences/meetings	610	305	1,500	1,500
<a href="#">010-4125-541600</a>	Membership And Dues	344	409	1,400	600
<a href="#">010-4125-542000</a>	Office Supplies	52	17	500	500
<a href="#">010-4125-542200</a>	Books And Subscriptions	2,221	2,802	5,500	5,500
<a href="#">010-4125-542400</a>	Special Supplies	-	30	700	700
<a href="#">010-4125-544000</a>	Other Charges	7,407	6,941	16,000	20,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>10,634</b>	<b>10,504</b>	<b>25,600</b>	<b>28,800</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4125-552000</a>	Contract Services	32,431	43,775	16,000	92,000
<b>Category: 5500 - Contract Services Total:</b>		<b>32,431</b>	<b>43,775</b>	<b>16,000</b>	<b>92,000</b>
<b>Department: 4125 - CITY CLERK Total:</b>		<b>319,912</b>	<b>258,419</b>	<b>250,750</b>	<b>336,254</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Budget</b>	<b>2022-2023 Budget</b>
<b>Department: 4140 - CITY ATTORNEY</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4140-551000</a>	Professional Services	116,206	24,692	113,300	116,700
<a href="#">010-4140-551005</a>	Community Center	0	921	0	0
<a href="#">010-4140-552000</a>	Contract Services	261,316	259,830	253,500	180,765
	<b>Category: 5500 - Contract Services Total:</b>	<b>377,522</b>	<b>285,442</b>	<b>366,800</b>	<b>297,465</b>
	<b>Department: 4140 - CITY ATTORNEY Total:</b>	<b>377,522</b>	<b>285,442</b>	<b>366,800</b>	<b>297,465</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4150-510100</a>	Regular Salaries	214,670	181,159	309,289	316,117
<a href="#">010-4150-510200</a>	Part Time Salaries	4,804	314	1,885	9,474
<a href="#">010-4150-510400</a>	Special Pay	3,600	3,600	3,600	3,600
<a href="#">010-4150-510401</a>	Car Allowance	2,400	2,400	2,400	2,600
<a href="#">010-4150-510402</a>	Technology Allowance	2,520	2,988	3,030	3,665
<a href="#">010-4150-510500</a>	Vacation/sick	16,946	5,063	22,798	15,320
<a href="#">010-4150-510600</a>	Deferred Compensation	8,405	8,611	8,723	9,421
<a href="#">010-4150-510700</a>	Retirement	64,565	77,371	92,855	92,384
<a href="#">010-4150-510800</a>	Group Health Insurance	33,473	34,581	42,124	39,006
<a href="#">010-4150-510900</a>	Group Dental Insurance	2,521	2,329	2,943	2,849
<a href="#">010-4150-511000</a>	Group Life Insurance	796	745	765	733
<a href="#">010-4150-511100</a>	Group Disability Insurance	3,524	3,347	3,463	3,540
<a href="#">010-4150-511200</a>	Medicare Taxes	5,032	4,543	4,618	4,947
<b>Category: 5100 - Personnel Total:</b>		<b>363,254</b>	<b>327,050</b>	<b>498,493</b>	<b>503,656</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4150-541500</a>	Travel/conferences/meetings	4,344	711	2,500	4,200
<a href="#">010-4150-541600</a>	Membership And Dues	540	445	500	500
<a href="#">010-4150-542000</a>	Office Supplies	164	0	750	750
<a href="#">010-4150-542200</a>	Books And Subscriptions	741	222	500	500
<a href="#">010-4150-542300</a>	Printing	3,076	535	1,500	3,500
<a href="#">010-4150-542500</a>	Small Equipment	0	0	100	100
<a href="#">010-4150-543100</a>	Mileage	335	68	300	300
<a href="#">010-4150-544000</a>	Other Charges	20,230	30,489	30,070	31,350
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>29,431</b>	<b>32,470</b>	<b>36,220</b>	<b>41,200</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4150-551000</a>	Professional Services	84,185	66,232	91,700	86,900
<b>Category: 5500 - Contract Services Total:</b>		<b>84,185</b>	<b>66,232</b>	<b>91,700</b>	<b>86,900</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>476,870</b>	<b>425,752</b>	<b>626,413</b>	<b>631,756</b>





# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4180 - PUBLIC FACILITIES</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4180-542400</a>	Special Supplies	2,291	1,183	2,000	3,000
<a href="#">010-4180-542500</a>	Small Equipment	0	0	0	0
<a href="#">010-4180-542700</a>	Communications	25,507	20,079	22,000	22,000
<a href="#">010-4180-542800</a>	Utilities	103,293	106,953	150,000	150,000
<a href="#">010-4180-542801</a>	Water	15,105	19,966	35,000	35,000
<a href="#">010-4180-543000</a>	Maintenance Buildings/grounds	72,097	57,703	55,000	55,000
<a href="#">010-4180-543400</a>	Maintenance Of Equipment	20,995	8,888	41,000	42,000
<a href="#">010-4180-543401</a>	Audio Visual Maintenance	84,830	5,217	3,750	4,000
<a href="#">010-4180-543402</a>	Vehicle Maintenance/fuel	15,815	9,970	20,000	20,000
<a href="#">010-4180-544000</a>	Other Charges	6,040	5	0	0
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>345,974</b>	<b>229,963</b>	<b>328,750</b>	<b>331,000</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4180-551000</a>	Professional Services	570	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4180-568200</a>	Other Improvements	21,651	6,740	10,000	60,000
<a href="#">010-4180-568300</a>	Equipment	4,214	5,900	10,000	10,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>25,865</b>	<b>12,640</b>	<b>20,000</b>	<b>70,000</b>
<b>Department: 4180 - PUBLIC FACILITIES Total:</b>		<b>372,409</b>	<b>242,603</b>	<b>348,750</b>	<b>401,000</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4190 - NON DEPARTMENTAL</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4190-510800</a>	Group Health Insurance	198,564	179,510	182,000	200,000
<a href="#">010-4190-510900</a>	Group Dental Insurance	0	154	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>198,564</b>	<b>179,664</b>	<b>182,000</b>	<b>200,000</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4190-541500</a>	Trave/conferences/meetings	0	0	0	1,800
<a href="#">010-4190-541600</a>	Membership And Dues	113,522	110,003	130,000	126,535
<a href="#">010-4190-541700</a>	Training	16,715	10,621	15,000	13,994
<a href="#">010-4190-542000</a>	Office Supplies	10,456	6,429	7,000	7,000
<a href="#">010-4190-542100</a>	Postage	6,104	4,255	10,000	10,000
<a href="#">010-4190-542200</a>	Books And Subscriptions	(25)	298	0	0
<a href="#">010-4190-542300</a>	Printing	1,589	2,400	3,000	3,000
<a href="#">010-4190-542400</a>	Special Supplies	6,263	4,086	5,000	5,000
<a href="#">010-4190-542600</a>	Advertising	17,453	6,765	25,000	35,000
<a href="#">010-4190-542700</a>	Communications	5,698	7,563	8,000	8,000
<a href="#">010-4190-542900</a>	Rents And Leases	11,142	14,067	12,000	12,000
<a href="#">010-4190-543700</a>	Insurance And Surety Bonds	452,296	497,039	582,232	616,605
<a href="#">010-4190-544000</a>	Other Charges	13,783	9,507	9,548	4,548
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>654,995</b>	<b>673,034</b>	<b>806,780</b>	<b>843,482</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4190-551000</a>	Professional Services	99,978	64,899	146,000	182,400
<a href="#">010-4190-551008</a>	Agoura/calabasas Community Cen	50,650	65,134	50,000	103,000
<a href="#">010-4190-551009</a>	Community Participation	27,250	20,000	22,000	25,000
<a href="#">010-4190-551010</a>	Media	14,583	18,030	50,500	45,500
<a href="#">010-4190-552000</a>	Contract Services	74,186	38,092	82,000	122,500
<a href="#">010-4190-552017</a>	Film Permit Svcs.	10,377	12,206	20,000	20,000
<b>Category: 5500 - Contract Services Total:</b>		<b>277,024</b>	<b>218,360</b>	<b>370,500</b>	<b>498,400</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4190-568300</a>	Equipment	0	285	0	0
<b>Category: 5600 - Capital Outlay Total:</b>		<b>0</b>	<b>285</b>	<b>0</b>	<b>0</b>
<b>Category: 5800 - Administrative Charges</b>					
<a href="#">010-4190-585000</a>	Bad Debt Expenses	0	0	1,100	1,100
<b>Category: 5800 - Administrative Charges Total:</b>		<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>
<b>Department: 4190 - NON DEPARTMENTAL Total:</b>		<b>1,130,583</b>	<b>1,071,342</b>	<b>1,360,380</b>	<b>1,542,982</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4195 - AUTOMATED OFFICE SYSTEMS</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4195-542000</a>	Office Supplies	4,914	4,329	8,000	8,000
<a href="#">010-4195-542400</a>	Special Supplies	0	488	300	300
<a href="#">010-4195-543400</a>	Maintenance Of Equipment	0	0	500	500
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>4,914</b>	<b>4,818</b>	<b>8,800</b>	<b>8,800</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4195-551000</a>	Professional Services	6,160	22,015	31,000	109,250
<a href="#">010-4195-552000</a>	Contract Services	271,985	246,913	229,379	275,775
<b>Category: 5500 - Contract Services Total:</b>		<b>278,145</b>	<b>268,928</b>	<b>260,379</b>	<b>385,025</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4195-568200</a>	Other Improvements	371	18,584	1,000	1,000
<a href="#">010-4195-568300</a>	Equipment	28,198	36,271	63,700	28,700
<b>Category: 5600 - Capital Outlay Total:</b>		<b>28,569</b>	<b>54,855</b>	<b>64,700</b>	<b>29,700</b>
<b>Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:</b>		<b>311,628</b>	<b>328,600</b>	<b>333,879</b>	<b>423,525</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4210 - LOS ANGELES COUNTY SHERIFF</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4210-543400</a>	Maintenance Of Equipment	3,840	2,630	3,000	3,000
<a href="#">010-4210-543700</a>	Insurance And Surety Bonds	475,433	470,303	476,756	483,413
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>479,272</b>	<b>472,933</b>	<b>479,756</b>	<b>486,413</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4210-552050</a>	General Law	3,206,942	3,407,122	3,467,692	3,524,874
<a href="#">010-4210-552051</a>	Traffic Enforcement	119,711	150,583	141,869	143,710
<a href="#">010-4210-552052</a>	Special Events	10,230	0	20,000	20,000
<a href="#">010-4210-552055</a>	Star Program	43,714	0	0	0
<a href="#">010-4210-552056</a>	Community Service Officer	33,900	33,479	37,053	37,136
<a href="#">010-4210-552057</a>	Other Sheriff Services	2,400	2,480	3,600	3,600
<a href="#">010-4210-552058</a>	Cops Program	18,667	21,100	27,900	19,500
<a href="#">010-4210-552059</a>	Special Enforcement Deputy	743,492	466,153	466,153	466,153
<a href="#">010-4210-552060</a>	Sttop	37,581	40,244	40,828	42,131
<a href="#">010-4210-552061</a>	Fingerprint Tech	31,987	34,341	32,548	32,662
<b>Category: 5500 - Contract Services Total:</b>		<b>4,248,623</b>	<b>4,155,503</b>	<b>4,237,643</b>	<b>4,289,766</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4210-568300</a>	Equipment	0	2,633	3,000	3,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>0</b>	<b>2,633</b>	<b>3,000</b>	<b>3,000</b>
<b>Department: 4210 - LOS ANGELES COUNTY SHERIFF Total:</b>		<b>4,727,895</b>	<b>4,631,069</b>	<b>4,720,399</b>	<b>4,779,179</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4215 - EMERGENCY SERVICES</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4215-541500</a>	Travel/conferences/meetings	677	0	1,000	1,000
<a href="#">010-4215-541700</a>	Training	1,300	25	1,800	1,500
<a href="#">010-4215-542300</a>	Printing	128	0	1,000	1,500
<a href="#">010-4215-542400</a>	Special Supplies	5,641	231	5,000	5,000
<a href="#">010-4215-542700</a>	Communications	4,567	2,572	3,500	3,500
	<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>12,312</b>	<b>2,828</b>	<b>12,300</b>	<b>12,500</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4215-552000</a>	Contract Services	76	100	500	500
	<b>Category: 5500 - Contract Services Total:</b>	<b>76</b>	<b>100</b>	<b>500</b>	<b>500</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4215-568300</a>	Equipment	4,529	0	1,000	2,500
	<b>Category: 5600 - Capital Outlay Total:</b>	<b>4,529</b>	<b>0</b>	<b>1,000</b>	<b>2,500</b>
	<b>Department: 4215 - EMERGENCY SERVICES Total:</b>	<b>16,918</b>	<b>2,928</b>	<b>13,800</b>	<b>15,500</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4219 - Emergency Incident</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4219-510100</a>	Regular Salaries	299	0	0	0
<a href="#">010-4219-510300</a>	Overtime	4,166	122	0	0
<a href="#">010-4219-510600</a>	Deferred Comp	(23)	30	0	0
<a href="#">010-4219-510700</a>	Retirement	1,535	0	0	0
<a href="#">010-4219-510800</a>	Group Health Ins	86	0	0	0
<a href="#">010-4219-510900</a>	Group Dental	(1,482)	0	0	0
<a href="#">010-4219-511000</a>	Group Life Ins	2	0	0	0
<a href="#">010-4219-511100</a>	Group Disability Ins	7	0	0	0
<a href="#">010-4219-511200</a>	Medicare	4	0	0	0
	<b>Category: 5100 - Personnel Total:</b>	<b>4,594</b>	<b>153</b>	<b>0</b>	<b>0</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4219-542400</a>	Special Supplies	54,926	14,380	8,500	0
	<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>54,926</b>	<b>14,380</b>	<b>8,500</b>	<b>0</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4219-551000</a>	Professional Services	90,109	127,567	10,000	0
	<b>Category: 5500 - Contract Services Total:</b>	<b>90,109</b>	<b>127,567</b>	<b>10,000</b>	<b>0</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4219-568300</a>	Equipment	22,261	0	0	0
	<b>Category: 5600 - Capital Outlay Total:</b>	<b>22,261</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Department: 4219 - Emergency Incident Total:</b>	<b>171,890</b>	<b>142,099</b>	<b>18,500</b>	<b>0</b>



**City of Agoura Hills**  
**Budget**  
 FY 2019-20 to FY 2022-23

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Department: 4220 - SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 - Contract Services</b>				
<a href="#">010-4220-551000</a> Professional Services	0	0	66,000	0
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>0</b>	<b>66,000</b>	<b>0</b>
<b>Department: 4220 - SCHOOL CROSSING GUARDS Total:</b>	<b>0</b>	<b>0</b>	<b>66,000</b>	<b>0</b>



## City of Agoura Hills Budget FY 2019-20 to FY 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4240 - ANIMAL CONTROL</b>				
<b>Category: 5500 - Contract Services</b>				
<a href="#">010-4240-552000</a> Contract Services	79,410	77,758	120,000	120,000
<b>Category: 5500 - Contract Services Total:</b>	<b>79,410</b>	<b>77,758</b>	<b>120,000</b>	<b>120,000</b>
<b>Department: 4240 - ANIMAL CONTROL Total:</b>	<b>79,410</b>	<b>77,758</b>	<b>120,000</b>	<b>120,000</b>





# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4305-510100</a>	Regular Salaries	676,631	704,274	682,245	685,501
<a href="#">010-4305-510200</a>	Part-time Salaries	33,776	38,724	58,301	60,149
<a href="#">010-4305-510300</a>	Overtime	757	630	0	0
<a href="#">010-4305-510400</a>	Special Pay	5,900	9,400	9,000	9,000
<a href="#">010-4305-510401</a>	Car Allowance	6,100	4,400	4,800	2,400
<a href="#">010-4305-510402</a>	Technology Allowance	4,905	4,310	5,070	5,070
<a href="#">010-4305-510500</a>	Vacation/sick	27,158	6,628	14,756	8,150
<a href="#">010-4305-510600</a>	Deferred Compensation	14,388	9,729	15,917	16,226
<a href="#">010-4305-510700</a>	Retirement	146,552	134,802	121,749	94,782
<a href="#">010-4305-510800</a>	Group Health Insurance	122,495	119,405	101,644	104,669
<a href="#">010-4305-510900</a>	Group Dental Insurance	8,913	8,440	7,902	7,902
<a href="#">010-4305-511000</a>	Group Life Insurance	1,700	1,625	1,807	1,807
<a href="#">010-4305-511100</a>	Group Disability Insurance	7,566	6,852	7,733	7,749
<a href="#">010-4305-511200</a>	Medicare Taxes	11,139	11,043	10,976	11,065
<b>Category: 5100 - Personnel Total:</b>		<b>1,067,978</b>	<b>1,060,262</b>	<b>1,041,900</b>	<b>1,014,470</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4305-541500</a>	Travel/conferences/meetings	6,706	3,028	4,178	4,790
<a href="#">010-4305-541600</a>	Membership And Dues	877	672	2,000	3,644
<a href="#">010-4305-542000</a>	Office Supplies	157	702	1,500	1,500
<a href="#">010-4305-542200</a>	Books And Subscriptions	1,003	309	600	800
<a href="#">010-4305-542300</a>	Printing	0	0	4,500	500
<a href="#">010-4305-542400</a>	Special Supplies	784	56	500	500
<a href="#">010-4305-542500</a>	Small Equipment	193	90	0	0
<a href="#">010-4305-542600</a>	Advertising	7,256	6,734	10,000	15,000
<a href="#">010-4305-544000</a>	Other Charges	236	10	1,000	1,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>17,211</b>	<b>11,601</b>	<b>24,278</b>	<b>27,734</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4305-551000</a>	Professional Services	160,227	237,512	325,000	250,000
<a href="#">010-4305-552000</a>	Contract Services	260,862	275,638	565,050	363,500
<b>Category: 5500 - Contract Services Total:</b>		<b>421,089</b>	<b>513,150</b>	<b>890,050</b>	<b>613,500</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>1,506,278</b>	<b>1,585,013</b>	<b>1,956,228</b>	<b>1,655,704</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4390 - BUILDING &amp; SAFETY</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4390-510100</a>	Regular Salaries	308,811	221,911	208,837	242,162
<a href="#">010-4390-510300</a>	Overtime	0	0	0	0
<a href="#">010-4390-510401</a>	Car Allowance	2,400	2,400	2,000	2,400
<a href="#">010-4390-510402</a>	Technology Allowance	2,478	1,500	1,250	1,500
<a href="#">010-4390-510500</a>	Vacation/sick	9,521	4,528	37,212	2,700
<a href="#">010-4390-510600</a>	Deferred Compensation	7,883	5,904	5,433	6,160
<a href="#">010-4390-510700</a>	Retirement	69,151	61,656	36,264	34,514
<a href="#">010-4390-510800</a>	Group Health Insurance	70,776	53,194	46,332	46,954
<a href="#">010-4390-510900</a>	Group Dental Insurance	2,910	1,703	2,827	3,312
<a href="#">010-4390-511000</a>	Group Life Insurance	843	576	584	584
<a href="#">010-4390-511100</a>	Group Disability Insurance	3,499	2,518	2,339	2,705
<a href="#">010-4390-511200</a>	Medicare Taxes	4,830	3,413	3,054	3,569
<b>Category: 5100 - Personnel Total:</b>		<b>483,102</b>	<b>359,303</b>	<b>346,132</b>	<b>346,560</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4390-541500</a>	Travel/conferences/meetings	3,434	2,113	1,040	4,000
<a href="#">010-4390-541600</a>	Membership And Dues	1,656	460	1,300	1,500
<a href="#">010-4390-542000</a>	Office Supplies	748	150	200	200
<a href="#">010-4390-542200</a>	Books And Subscriptions	1,957	392	500	4,500
<a href="#">010-4390-542300</a>	Printing	69	0	400	1,000
<a href="#">010-4390-542500</a>	Small Equipment	0	0	500	500
<a href="#">010-4390-542600</a>	Advertising	0	0	0	1,500
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>7,864</b>	<b>3,115</b>	<b>3,940</b>	<b>13,200</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4390-552000</a>	Contract Services	132,681	174,322	361,000	325,000
<b>Category: 5500 - Contract Services Total:</b>		<b>132,681</b>	<b>174,322</b>	<b>361,000</b>	<b>325,000</b>
<b>Department: 4390 - BUILDING &amp; SAFETY Total:</b>		<b>623,647</b>	<b>536,739</b>	<b>711,072</b>	<b>684,760</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4420 - RECREATION</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4420-510200</a>	Part-time Salaries	22,546	5,769	1,000	1,000
<a href="#">010-4420-5102A0</a>	Part - Time Salaries	25,332	19,908	34,950	34,950
<a href="#">010-4420-5102B0</a>	Part - Time Salaries	232	0	2,400	3,600
<a href="#">010-4420-5102C0</a>	Part - Time Salaries	20,238	64	9,100	50,300
<a href="#">010-4420-5102D0</a>	Part - Time Salaries	24,222	14,209	40,200	43,600
<a href="#">010-4420-5102E0</a>	Part - Time Salaries	21,800	3,990	0	0
<a href="#">010-4420-5102F0</a>	Part - Time Salaries	134	0	0	0
<a href="#">010-4420-5102G0</a>	Part-time Salaries - Teens	18,442	8,157	750	3,850
<a href="#">010-4420-5102H0</a>	Part - Time Salaries	7,608	2,016	3,600	6,090
<a href="#">010-4420-5102I0</a>	Part - Time Salaries	12,702	292	4,500	4,500
<a href="#">010-4420-510700</a>	Retirement	4,502	3,559	5,600	5,600
<a href="#">010-4420-510800</a>	Group Health Insurance	3,400	18,520	0	0
<a href="#">010-4420-510900</a>	Group Dental	116	476	0	0
<a href="#">010-4420-511200</a>	Medicare Taxes	2,221	783	1,900	1,900
<b>Category: 5100 - Personnel Total:</b>		<b>163,494</b>	<b>77,742</b>	<b>104,000</b>	<b>155,390</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4420-5421D0</a>	Postage - Seniors	0	0	900	900
<a href="#">010-4420-5423A0</a>	Printing - Classes	0	1,792	900	1,650
<a href="#">010-4420-5423B0</a>	Printing -excursions	50	0	500	500
<a href="#">010-4420-5423C0</a>	Printing - Camps	0	0	500	500
<a href="#">010-4420-5423D0</a>	Printing - Seniors	2,327	1,817	3,500	3,500
<a href="#">010-4420-5423E0</a>	Printing - Special Events	21,853	1,845	0	0
<a href="#">010-4420-5423G0</a>	Printing - Teens	808	77	250	650
<a href="#">010-4420-5423H0</a>	Printing - Comm Services	5,728	1,292	5,200	22,700
<a href="#">010-4420-5423I0</a>	Cultural Arts	3,532	750	3,000	3,000
<a href="#">010-4420-542400</a>	Special Supplies	744	882	0	0
<a href="#">010-4420-5424A0</a>	Special Supplies - Classes	582	0	250	500
<a href="#">010-4420-5424B0</a>	Special Supplies - Excursions	50	0	500	750
<a href="#">010-4420-5424C0</a>	Special Supplies - Camps	1,954	0	2,000	2,400
<a href="#">010-4420-5424D0</a>	Special Supplies - Seniors	3,466	51	3,800	5,200
<a href="#">010-4420-5424E0</a>	Special Supplies - Spec Events	14,468	917	1,000	0
<a href="#">010-4420-5424F0</a>	Special Supplies - Sports	0	0	0	500
<a href="#">010-4420-5424G0</a>	Special Supplies - Teens	2,605	1,025	1,000	1,000
<a href="#">010-4420-5424H0</a>	Special Supplies - Comm Servic	4,370	0	5,000	11,150
<a href="#">010-4420-5424I0</a>	Special Supplies - Cultural Arts	811	25	1,300	3,600
<a href="#">010-4420-5426C0</a>	Advertising - Camps	0	0	500	500
<a href="#">010-4420-5426D0</a>	Advertising-seniors	0	0	500	500
<a href="#">010-4420-5429A0</a>	Rents and Leases - Classes	2,308	0	3,500	7,000
<a href="#">010-4420-5429H0</a>	Rents And Leases - Comm Servic	1,898	0	2,400	2,400
<a href="#">010-4420-5440B0</a>	Other Charges - Excursions	7,603	0	7,250	9,250
<a href="#">010-4420-5440D0</a>	Other Charges - Seniors	13,980	(151)	10,000	10,000



## City of Agoura Hills Budget FY 2019-20 to FY 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<a href="#">010-4420-5440E0</a> Other Charges - Special Events	0	18	0	0
<a href="#">010-4420-5440G0</a> Other Charges - Teens	380	0	600	600
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>89,518</b>	<b>10,341</b>	<b>54,350</b>	<b>88,750</b>
<b>Category: 5500 - Contract Services</b>				
<a href="#">010-4420-5510E0</a> Professional Svcs - Spec Event	87,593	1,201	0	0
<a href="#">010-4420-5510H0</a> Professional Services-comm Ser	3,265	3,500	6,000	19,000
<a href="#">010-4420-5510I0</a> Professional Services - Cultural Arts	14,606	5,483	8,000	13,800
<a href="#">010-4420-5520A0</a> Contract Services - Classes	92,139	442	63,600	97,000
<a href="#">010-4420-5520C0</a> Contract Services - Camps	0	1,410	21,000	21,000
<a href="#">010-4420-5520D1</a> Contract Services - Seniors	4,991	5,210	4,000	18,500
<a href="#">010-4420-5520E0</a> Contract Services-spec Events	38,291	(1,277)	0	0
<a href="#">010-4420-5520F0</a> Contract Services - Sports	0	0	29,000	35,000
<a href="#">010-4420-5520G0</a> Contract Services -teens	1,473	263	1,000	6,300
<b>Category: 5500 - Contract Services Total:</b>	<b>242,358</b>	<b>16,231</b>	<b>132,600</b>	<b>210,600</b>
<b>Department: 4420 - RECREATION Total:</b>	<b>495,370</b>	<b>104,314</b>	<b>290,950</b>	<b>454,740</b>



## City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4425 - REYES ADOBE</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4425-510200</a>	Part-time salaries	5,008	0	4,500	4,500
<a href="#">010-4425-511200</a>	Medicare taxes	73	0	140	140
<b>Category: 5100 - Personnel Total:</b>		<b>5,081</b>	<b>0</b>	<b>4,640</b>	<b>4,640</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4425-542000</a>	Office Supplies	0	0	500	500
<a href="#">010-4425-542300</a>	Printing	66	0	1,000	1,000
<a href="#">010-4425-542400</a>	Special Supplies	300	73	1,500	1,500
<a href="#">010-4425-542700</a>	Communications	134	1,520	1,500	1,500
<a href="#">010-4425-543000</a>	Maintenance Buildings/grounds	3,834	3,510	15,000	15,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>4,334</b>	<b>5,104</b>	<b>19,500</b>	<b>19,500</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4425-552000</a>	Contract Services	0	0	5,000	5,000
<b>Category: 5500 - Contract Services Total:</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>
<b>Department: 4425 - REYES ADOBE Total:</b>		<b>9,414</b>	<b>5,104</b>	<b>29,140</b>	<b>29,140</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4426 - RECREATION CENTER</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4426-510200</a>	Part Time Salaries	38,019	1,287	45,000	75,000
<a href="#">010-4426-510700</a>	Retirement	155	35	1,000	1,000
<a href="#">010-4426-510800</a>	Group Health Insurance	0	33	0	0
<a href="#">010-4426-510900</a>	Group Dental Insurance	0	0	0	0
<a href="#">010-4426-511200</a>	Medicare Taxes	551	19	384	384
<b>Category: 5100 - Personnel Total:</b>		<b>38,725</b>	<b>1,375</b>	<b>46,384</b>	<b>76,384</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4426-542400</a>	Special supplies	7,450	4,923	10,000	10,000
<a href="#">010-4426-542700</a>	Communications	8,468	10,317	10,000	10,000
<a href="#">010-4426-542800</a>	Utilities	46,040	44,783	60,000	60,000
<a href="#">010-4426-542801</a>	Water	20,243	24,389	26,000	26,000
<a href="#">010-4426-543000</a>	Maintenance buildings/grounds	153,770	96,631	153,600	172,000
<a href="#">010-4426-543400</a>	Maintenance of equipment	3,121	0	2,500	2,500
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>239,092</b>	<b>181,042</b>	<b>262,100</b>	<b>280,500</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4426-551000</a>	Professional services	0	0	0	5,000
<a href="#">010-4426-552000</a>	Contract services	35,554	8,878	50,000	50,000
<b>Category: 5500 - Contract Services Total:</b>		<b>35,554</b>	<b>8,878</b>	<b>50,000</b>	<b>55,000</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4426-568200</a>	Other improvements	69,650	41,511	72,000	80,000
<a href="#">010-4426-568300</a>	Equipment	(910)	5,955	10,000	16,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>68,740</b>	<b>47,466</b>	<b>82,000</b>	<b>96,000</b>
<b>Department: 4426 - RECREATION CENTER Total:</b>		<b>382,111</b>	<b>238,760</b>	<b>440,484</b>	<b>507,884</b>



**City of Agoura Hills**  
**Budget**  
 FY 2019-20 to FY 2022-23

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Department: 4430 - SPECIAL EVENTS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4430-510200</a>	Part-time Salaries	0.0	0.0	5,400.0	29,800.0
<b>Category: 5100 - Personnel Total:</b>		<b>0.0</b>	<b>0.0</b>	<b>5,400.0</b>	<b>29,800.0</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4430-542100</a>	Postage	0	0	4,000	4,000
<a href="#">010-4430-542300</a>	Printing	0	0	16,200	30,600
<a href="#">010-4430-542400</a>	Special Supplies	0	140	2,250	13,500
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>0</b>	<b>140</b>	<b>22,450</b>	<b>48,100</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4430-551000</a>	Professional Services	0	0	24,500	115,700
<a href="#">010-4430-552000</a>	Contract Services	0	0	24,900	65,100
<b>Category: 5500 - Contract Services Total:</b>		<b>0</b>	<b>0</b>	<b>49,400</b>	<b>180,800</b>
<b>Department: 4430 - SPECIAL EVENTS Total:</b>		<b>0</b>	<b>140</b>	<b>77,250</b>	<b>258,700</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4440 - COMMUNITY SERVICES</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4440-510100</a>	Regular Salaries	662,975	537,482	598,925	753,787
<a href="#">010-4440-510200</a>	Part-time Salaries	71,254	12,607	90,000	90,000
<a href="#">010-4440-510401</a>	Car Allowance	4,800	4,600	2,400	2,400
<a href="#">010-4440-510402</a>	Technology Allowance	7,025	5,495	6,005	7,620
<a href="#">010-4440-510500</a>	Vacation/sick	19,730	25,517	29,831	22,372
<a href="#">010-4440-510600</a>	Deferred Compensation	13,622	10,717	15,857	19,410
<a href="#">010-4440-510700</a>	Retirement	143,502	124,869	153,197	170,582
<a href="#">010-4440-510800</a>	Group Health Insurance	122,447	90,251	108,890	142,903
<a href="#">010-4440-510900</a>	Group Dental Insurance	9,333	6,827	8,333	9,315
<a href="#">010-4440-511000</a>	Group Life Insurance	2,032	1,455	1,570	1,898
<a href="#">010-4440-511100</a>	Group Disability Insurance	8,017	5,824	6,765	8,527
<a href="#">010-4440-511200</a>	Medicare Taxes	11,329	8,576	8,815	11,382
<b>Category: 5100 - Personnel Total:</b>		<b>1,076,067</b>	<b>834,220</b>	<b>1,030,588</b>	<b>1,240,196</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4440-541500</a>	Travel/conferences/meetings	850	0	1,000	1,000
<a href="#">010-4440-541600</a>	Membership And Dues	335	170	1,000	1,000
<a href="#">010-4440-541700</a>	Training	500	80	0	0
<a href="#">010-4440-542000</a>	Office Supplies	5,631	984	5,000	5,000
<a href="#">010-4440-542100</a>	Postage	2,235	240	10,000	10,000
<a href="#">010-4440-542300</a>	Printing	45,607	7,914	40,000	51,500
<a href="#">010-4440-542400</a>	Special Supplies	947	981	3,000	3,000
<a href="#">010-4440-542800</a>	Utilities	499	217	0	0
<a href="#">010-4440-542900</a>	Rents And Leases	4,884	3,410	7,000	7,000
<a href="#">010-4440-543100</a>	Mileage	0	0	400	400
<a href="#">010-4440-544000</a>	Other Charges	28,733	13,560	35,250	35,250
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>90,222</b>	<b>27,557</b>	<b>102,650</b>	<b>114,150</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4440-551000</a>	Professional Services	(324)	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>(324)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4440 - COMMUNITY SERVICES Total:</b>		<b>1,165,965</b>	<b>861,777</b>	<b>1,133,238</b>	<b>1,354,346</b>





# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4450 - PARKS MAINTENANCE</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4450-542400</a>	Special Supplies	16,281	22,177	50,000	50,000
<a href="#">010-4450-5424H0</a>	Special Supplies - Comm Servic	47,334	36,020	54,500	54,500
<a href="#">010-4450-542800</a>	Utilities	3,888	2,139	7,000	7,000
<a href="#">010-4450-542801</a>	Water	117,142	119,204	120,000	120,000
<a href="#">010-4450-542900</a>	Rents And Leases	5,135	3,135	10,500	10,500
<a href="#">010-4450-543000</a>	Maintenance Buildings/grounds	56,715	59,768	50,000	50,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>246,495</b>	<b>242,443</b>	<b>292,000</b>	<b>292,000</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4450-552000</a>	Contract Services	289,394	238,836	275,000	387,000
<a href="#">010-4450-552095</a>	Tree Maintenance In Parks	25,721	6,725	25,000	25,000
<b>Category: 5500 - Contract Services Total:</b>		<b>315,115</b>	<b>245,561</b>	<b>300,000</b>	<b>412,000</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">010-4450-568200</a>	Other Improvements	4,908	0	0	0
<b>Category: 5600 - Capital Outlay Total:</b>		<b>4,908</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4450 - PARKS MAINTENANCE Total:</b>		<b>566,517</b>	<b>488,004</b>	<b>592,000</b>	<b>704,000</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">010-4505-510100</a>	Regular Salaries	372,624	274,666	369,096	432,453
<a href="#">010-4505-510300</a>	Overtime	530	0	0	0
<a href="#">010-4505-510401</a>	Car Allowance	1,800	2,300	1,600	2,400
<a href="#">010-4505-510402</a>	Technology Allowance	5,205	5,518	5,080	5,580
<a href="#">010-4505-510500</a>	Vacation/sick	14,626	9,316	16,173	10,722
<a href="#">010-4505-510600</a>	Deferred Compensation	13,167	12,497	11,540	13,291
<a href="#">010-4505-510700</a>	Retirement	69,329	56,527	89,443	94,364
<a href="#">010-4505-510800</a>	Group Health Insurance	88,815	73,988	86,470	90,836
<a href="#">010-4505-510900</a>	Group Dental Insurance	7,802	6,065	6,943	6,943
<a href="#">010-4505-511000</a>	Group Life Insurance	1,081	787	1,036	1,036
<a href="#">010-4505-511100</a>	Group Disability Insurance	4,607	3,238	4,507	4,772
<a href="#">010-4505-511200</a>	Medicare Taxes	5,767	4,153	5,483	6,419
<b>Category: 5100 - Personnel Total:</b>		<b>585,353</b>	<b>449,054</b>	<b>597,371</b>	<b>668,816</b>
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4505-541500</a>	Travel/conferences/meetings	1,394	450	750	3,750
<a href="#">010-4505-541600</a>	Membership And Dues	1,390	296	1,500	2,610
<a href="#">010-4505-542000</a>	Office Supplies	522	230	300	300
<a href="#">010-4505-542200</a>	Books And Subscriptions	20	250	250	250
<a href="#">010-4505-542300</a>	Printing	5,836	5	1,000	1,000
<a href="#">010-4505-542400</a>	Special Supplies	599	159	500	1,000
<a href="#">010-4505-542600</a>	Advertising	0	0	0	4,000
<a href="#">010-4505-543400</a>	Maintenance Of Equipment	0	0	500	500
<a href="#">010-4505-544000</a>	Other Charges	225	108	0	0
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>9,985</b>	<b>1,499</b>	<b>4,800</b>	<b>13,410</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4505-551000</a>	Professional Services	0	0	0	110,000
<a href="#">010-4505-552000</a>	Contract Services	264,342	137,716	159,500	105,000
<a href="#">010-4505-552002</a>	Plan Check And Inspection	111,973	55,778	60,000	100,000
<a href="#">010-4505-552003</a>	Special Projects	105,208	20,000	50,000	50,000
<b>Category: 5500 - Contract Services Total:</b>		<b>481,523</b>	<b>213,494</b>	<b>269,500</b>	<b>365,000</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>1,076,861</b>	<b>664,046</b>	<b>871,671</b>	<b>1,047,226</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Budget</b>	<b>2022-2023 Budget</b>
<b>Department: 4510 - TRAFFIC SAFETY</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4510-542800</a>	Utilities	2,530	0	0	0
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>2,530</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4510-552000</a>	Contract Services	0	0	55,000	45,000
<a href="#">010-4510-552012</a>	Traffic Signing	8,751	0	0	0
<a href="#">010-4510-552014</a>	Accident repairs	34,527	14,751	80,000	10,000
<a href="#">010-4510-552020</a>	Street Repairs	3,321	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>46,599</b>	<b>14,751</b>	<b>135,000</b>	<b>55,000</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>		<b>49,129</b>	<b>14,751</b>	<b>135,000</b>	<b>55,000</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">010-4520-542400</a>	Special Supplies	8,049	12,713	30,000	47,000
<a href="#">010-4520-542800</a>	Utilities	4,768	4,472	5,000	5,000
<a href="#">010-4520-543000</a>	Maintenance Buildings/grounds	2,694	-	10,000	10,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>15,510</b>	<b>17,185</b>	<b>45,000</b>	<b>62,000</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4520-551000</a>	Professional Services	10,805	0	0	0
<a href="#">010-4520-552000</a>	Contract Services	227,940	161,442	176,200	100,000
<a href="#">010-4520-552020</a>	Street Repairs & Maintenance	11,431	10,001	10,000	10,000
<a href="#">010-4520-552031</a>	Graffiti Removal	12,388	6,000	6,000	6,000
<a href="#">010-4520-552032</a>	Equestrian Trail Maintenance	4,259	4,000	4,000	4,000
<a href="#">010-4520-552033</a>	Weed Abatement	613	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>267,436</b>	<b>181,443</b>	<b>196,200</b>	<b>120,000</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE Total:</b>		<b>282,946</b>	<b>198,628</b>	<b>241,200</b>	<b>182,000</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4525-552041</a>	Storm Drain Maintenance	20,214	32,856	75,000	75,000
<a href="#">010-4525-552043</a>	Npdes Compliance	351,659	286,924	226,800	226,800
<a href="#">010-4525-552044</a>	Storm Water Compliance	53,720	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>425,593</b>	<b>319,781</b>	<b>301,800</b>	<b>301,800</b>
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL Total:</b>		<b>425,593</b>	<b>319,781</b>	<b>301,800</b>	<b>301,800</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4530 - TRANSPORTATION</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">010-4530-552081</a>	Beach Bus	0	465	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>0</b>	<b>465</b>	<b>0</b>	<b>0</b>
<b>Department: 4530 - TRANSPORTATION Total:</b>		<b>0</b>	<b>465</b>	<b>0</b>	<b>0</b>
 <b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
<a href="#">010-4610-600100</a>	City Beautification	10,060	0	20,000	60,000
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>10,060</b>	<b>0</b>	<b>20,000</b>	<b>60,000</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>10,060</b>	<b>0</b>	<b>20,000</b>	<b>60,000</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4620 - PARK IMPROVEMENTS</b>				
<b>Category: 6000 - Other Improvements/Projects</b>				
<a href="#">010-4620-610300</a> Park Improvements	0	9,200	0	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>0</b>	<b>9,200</b>	<b>0</b>	<b>0</b>
<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>	<b>0</b>	<b>9,200</b>	<b>0</b>	<b>0</b>



**City of Agoura Hills**  
**Budget**  
 FY 2019-20 to FY 2022-23

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<a href="#">010-4640-630100</a> Annual Sidewalk Repairs	1,593	0	0	0
<b>Category: 6200 - Street Improvements Total:</b>	<b>1,593</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>1,593</b>	<b>0</b>	<b>0</b>	<b>0</b>



# CITY OF AGOURA HILLS

Mid-Cycle Budget Review  
Fiscal Year 2021-22 / 2022-23



## Other Funds



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

			2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 011 - CAPITAL PROJECT FUND</b>						
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>						
<b>Category: 6000 - Other Improvements/Projects</b>						
<a href="#">011-4610-600300</a>		Kanan Median Project	3,315	0	0	0
<a href="#">011-4610-601600</a>		Event Ctr Improvements	0	0	0	200,000
		<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>3,315</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
		<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>3,315</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
		<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>3,315</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
<b>Department: 4620 - PARK IMPROVEMENTS</b>						
<b>Category: 6000 - Other Improvements/Projects</b>						
<a href="#">011-4620-610300</a>		Park Improvements	0	11,270	106,000	250,000
		<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>0</b>	<b>11,270</b>	<b>106,000</b>	<b>250,000</b>
		<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>	<b>0</b>	<b>11,270</b>	<b>106,000</b>	<b>250,000</b>
		<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>	<b>0</b>	<b>11,270</b>	<b>106,000</b>	<b>250,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>						
<b>Category: 5600 - Capital Outlay</b>						
<a href="#">011-4640-632100</a>		Reyes Adobe LS Project	126,281	0	0	0
		<b>Category: 5600 - Capital Outlay Total:</b>	<b>126,281</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 6200 - Street Improvements</b>						
<a href="#">011-4640-630500</a>		Annual Overlay	0	0	0	67,500
		<b>Category: 6200 - Street Improvements Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>67,500</b>
		<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>126,281</b>	<b>0</b>	<b>0</b>	<b>67,500</b>
		<b>FUND 011 Total Expenses</b>	<b>129,596</b>	<b>11,270</b>	<b>106,000</b>	<b>517,500</b>
<b>Fund: 012 - FACILITIES FUND</b>						
<b>Department: 4180 - PUBLIC FACILITIES</b>						
<b>Category: 5400 - Materials, Supplies, and Services</b>						
<a href="#">012-4180-543400</a>		Maintenance of Equipment	0	0	60,425	0
		<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>0</b>	<b>0</b>	<b>60,425</b>	<b>0</b>
		<b>Department: 4180 - PUBLIC FACILITIES Total:</b>	<b>0</b>	<b>0</b>	<b>60,425</b>	<b>0</b>
		<b>FUND 012 Total Expenses</b>	<b>0</b>	<b>0</b>	<b>60,425</b>	<b>0</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ</b>						
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>						
<b>Category: 5500 - Contract Services</b>						
<a href="#">015-4610-552000</a>		Contract services	0	111	0	0
		<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>111</b>	<b>0</b>	<b>0</b>
<b>Category: 6000 - Other Improvements/Projects</b>						
<a href="#">015-4610-601500</a>		Trails	1,952	22,346	25,000	0
		<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>1,952</b>	<b>22,346</b>	<b>25,000</b>	<b>0</b>
		<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>1,952</b>	<b>22,457</b>	<b>25,000</b>	<b>0</b>
		<b>FUND 015 Total Expenses</b>	<b>1,952</b>	<b>22,457</b>	<b>25,000</b>	<b>0</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 016 - STORM WATER CAP PROJECT FUND</b>					
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">016-4525-551000</a>	Professional Services	113,111	93,532	434,000	0
<a href="#">016-4525-551012</a>	Watershed/Linear Pk	152,589	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>265,700</b>	<b>93,532</b>	<b>434,000</b>	<b>0</b>
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL Total:</b>		<b>265,700</b>	<b>93,532</b>	<b>434,000</b>	<b>0</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<a href="#">016-4610-632300</a>	Storm Drain Diversion	0	0	0	500,000
<b>Category: 6200 - Street Improvements Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>FUND 016 Total Expenses</b>		<b>265,700</b>	<b>93,532</b>	<b>434,000</b>	<b>500,000</b>

<b>Fund: 018 - MEASURE R GRANT</b>					
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">018-4120-510100</a>	Regular Salaries	30,999	6,709	15,999	17,329
<a href="#">018-4120-510700</a>	Retirement	8,734	1,043	4,890	5,156
<a href="#">018-4120-510800</a>	Group Health Insurance	2,530	1,066	2,354	2,382
<a href="#">018-4120-510900</a>	Group Dental Insurance	247	73	168	168
<a href="#">018-4120-511000</a>	Group Life Insurance	42	13	30	30
<a href="#">018-4120-511100</a>	Group Disability Insurance	316	77	183	198
<a href="#">018-4120-511200</a>	Medicare Taxes	486	99	250	260
<b>Category: 5100 - Personnel Total:</b>		<b>43,354</b>	<b>9,080</b>	<b>23,874</b>	<b>25,523</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>43,354</b>	<b>9,080</b>	<b>23,874</b>	<b>25,523</b>
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">018-4150-510100</a>	Regular Salaries	16,039	16,622	17,229	19,021
<a href="#">018-4150-510700</a>	Retirement	4,556	2,630	5,265	5,659
<a href="#">018-4150-510800</a>	Group Health Insurance	2,395	1,827	2,567	2,538
<a href="#">018-4150-510900</a>	Group Dental Insurance	179	127	178	187
<a href="#">018-4150-511000</a>	Group Life Insurance	49	40	42	44
<a href="#">018-4150-511100</a>	Group Disability Insurance	219	186	196	217
<a href="#">018-4150-511200</a>	Medicare Taxes	234	244	259	291
<b>Category: 5100 - Personnel Total:</b>		<b>23,672</b>	<b>21,677</b>	<b>25,736</b>	<b>27,957</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>23,672</b>	<b>21,677</b>	<b>25,736</b>	<b>27,957</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 018 - MEASURE R GRANT</b>					
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">018-4305-510100</a>	Regular Salaries	13,054	1,524	0	0
<a href="#">018-4305-510700</a>	Retirement	1,954	242	0	0
<a href="#">018-4305-510800</a>	Group Health Insurance	1,838	185	0	0
<a href="#">018-4305-510900</a>	Group Dental Insurance	133	13	0	0
<a href="#">018-4305-511000</a>	Group Life Insurance	24	2	0	0
<a href="#">018-4305-511100</a>	Group Disability Insurance	127	13	0	0
<a href="#">018-4305-511200</a>	Medicare Taxes	184	25	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>17,313</b>	<b>2,005</b>	<b>0</b>	<b>0</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>17,313</b>	<b>2,005</b>	<b>0</b>	<b>0</b>
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">018-4505-510100</a>	Regular Salaries	63,607	64,346	38,499	41,152
<a href="#">018-4505-510700</a>	Retirement	18,829	14,047	10,887	10,925
<a href="#">018-4505-510800</a>	Group Health Insurance	12,760	13,221	8,232	8,997
<a href="#">018-4505-510900</a>	Group Dental Insurance	1,182	1,123	652	652
<a href="#">018-4505-511000</a>	Group Life Insurance	168	163	109	109
<a href="#">018-4505-511100</a>	Group Disability Insurance	790	719	454	465
<a href="#">018-4505-511200</a>	Medicare Taxes	927	948	584	622
<b>Category: 5100 - Personnel Total:</b>		<b>98,262</b>	<b>94,567</b>	<b>59,417</b>	<b>62,922</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>98,262</b>	<b>94,567</b>	<b>59,417</b>	<b>62,922</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<a href="#">018-4640-630700</a>	Chesebro Bridge	1,666,158	0	0	0
<a href="#">018-4640-630900</a>	Kanan/Agoura Road Intersection	0	95,580	400,000	235,000
<a href="#">018-4640-631200</a>	Agoura Road Widening	445,218	77,066	735,000	0
<a href="#">018-4640-632000</a>	Kanan Corridor	29,966	0	100,000	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>2,141,342</b>	<b>172,646</b>	<b>1,235,000</b>	<b>235,000</b>
<b>FUND 018 Total Expenses</b>		<b>2,323,944</b>	<b>299,974</b>	<b>1,344,027</b>	<b>351,402</b>

**Fund: 019 - MEASURE M**

**Department: 4120 - CITY MANAGER**

**Category: 5100 - Personnel**

<a href="#">019-4120-510100</a>	Regular Salaries	6,198	4,689	1,900	6,440
<a href="#">019-4120-510700</a>	Retirement	4,787	7,221	280	1,883
<a href="#">019-4120-510800</a>	Group Health Insurance	570	925	220	911
<a href="#">019-4120-510900</a>	Group Dental Insurance	50	62	25	63
<a href="#">019-4120-511000</a>	Group Life Insurance	9	11	10	11
<a href="#">019-4120-511100</a>	Group Disability Insurance	67	72	25	73
<a href="#">019-4120-511200</a>	Medicare Taxes	89	70	40	99
<b>Category: 5100 - Personnel Total:</b>		<b>11,771</b>	<b>13,051</b>	<b>2,500</b>	<b>9,480</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>11,771</b>	<b>13,051</b>	<b>2,500</b>	<b>9,480</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">019-4150-510100</a>	Regular Salaries	3,789	19,338	15,500	27,012
<a href="#">019-4150-510700</a>	Retirement	2,292	9,146	2,900	8,037
<a href="#">019-4150-510800</a>	Group Health Insurance	494	3,059	2,700	3,645
<a href="#">019-4150-510900</a>	Group Dental Insurance	28	170	225	258
<a href="#">019-4150-511000</a>	Group Life Insurance	8	51	100	64
<a href="#">019-4150-511100</a>	Group Disability Insurance	34	219	225	308
<a href="#">019-4150-511200</a>	Medicare Taxes	55	282	350	414
<b>Category: 5100 - Personnel Total:</b>		<b>6,700</b>	<b>32,266</b>	<b>22,000</b>	<b>39,738</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>6,700</b>	<b>32,266</b>	<b>22,000</b>	<b>39,738</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">019-4305-510100</a>	Regular Salaries	777	330	0	0
<a href="#">019-4305-510700</a>	Retirement	116	52	0	0
<a href="#">019-4305-510800</a>	Group Health Insurance	148	44	0	0
<a href="#">019-4305-510900</a>	Group Dental Insurance	11	3	0	0
<a href="#">019-4305-511000</a>	Group Life Insurance	2	1	0	0
<a href="#">019-4305-511100</a>	Group Disability Insurance	10	3	0	0
<a href="#">019-4305-511200</a>	Medicare Taxes	11	5	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>1,076</b>	<b>438</b>	<b>0</b>	<b>0</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>1,076</b>	<b>438</b>	<b>0</b>	<b>0</b>
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">019-4505-510100</a>	Regular Salaries	24,331	109,800	52,509	64,901
<a href="#">019-4505-510700</a>	Retirement	9,698	27,026	11,064	11,837
<a href="#">019-4505-510800</a>	Group Health Insurance	4,588	22,065	11,165	11,577
<a href="#">019-4505-510900</a>	Group Dental Insurance	307	1,692	884	884
<a href="#">019-4505-511000</a>	Group Life Insurance	63	278	150	150
<a href="#">019-4505-511100</a>	Group Disability Insurance	241	1,284	682	719
<a href="#">019-4505-511200</a>	Medicare Taxes	359	1,594	802	978
<b>Category: 5100 - Personnel Total:</b>		<b>39,588</b>	<b>163,738</b>	<b>77,256</b>	<b>91,046</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>39,588</b>	<b>163,738</b>	<b>77,256</b>	<b>91,046</b>
<b>Fund: 019 - MEASURE M</b>					
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<a href="#">019-4640-630700</a>	Chesebro Bridge	1,204,800	3,734,614	400,000	50,000
<a href="#">019-4640-632000</a>	Kanan Corridor	0	0	300,000	875,000
<b>Category: 6200 - Street Improvements Total:</b>		<b>1,204,800</b>	<b>3,734,614</b>	<b>700,000</b>	<b>925,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>1,204,800</b>	<b>3,734,614</b>	<b>700,000</b>	<b>925,000</b>
<b>FUND 019 Total Expenses</b>		<b>1,263,935</b>	<b>3,944,107</b>	<b>801,756</b>	<b>1,065,264</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 020 - GAS TAX</b>				
<b>Department: 4220 - SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 - Contract Services</b>				
<u>020-4220-551000</u> Professional Services	15,440	0	0	80,000
<b>Category: 5500 - Contract Services Total:</b>	<b>15,440</b>	<b>0</b>	<b>0</b>	<b>80,000</b>
<b>Department: 4220 - SCHOOL CROSSING GUARDS Total:</b>	<b>15,440</b>	<b>0</b>	<b>0</b>	<b>80,000</b>
<b>Department: 4510 - TRAFFIC SAFETY</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>020-4510-542800</u> Utilities	34,742	38,584	40,000	50,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>34,742</b>	<b>38,584</b>	<b>40,000</b>	<b>50,000</b>
<b>Category: 5500 - Contract Services</b>				
<u>020-4510-552010</u> Traffic Engineer	2,821	6,000	11,000	30,000
<b>Category: 5500 - Contract Services Total:</b>	<b>2,821</b>	<b>6,000</b>	<b>11,000</b>	<b>30,000</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>	<b>37,563</b>	<b>44,584</b>	<b>51,000</b>	<b>80,000</b>
<b>Department: 4515 - STREET MAINTENANCE</b>				
<b>Category: 5500 - Contract Services</b>				
<u>020-4515-552021</u> Street Sweeping	141,805	58,000	75,000	73,000
<u>020-4515-552028</u> Special Street Projects	0	16,000	5,000	5,000
<b>Category: 5500 - Contract Services Total:</b>	<b>141,805</b>	<b>74,000</b>	<b>80,000</b>	<b>78,000</b>
<b>Department: 4515 - STREET MAINTENANCE Total:</b>	<b>141,805</b>	<b>74,000</b>	<b>80,000</b>	<b>78,000</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>				
<b>Category: 5400 - Materials, Supplies, and Services</b>				
<u>020-4520-542801</u> Water	85,657	110,511	115,000	126,500
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>	<b>85,657</b>	<b>110,511</b>	<b>115,000</b>	<b>126,500</b>
<b>Category: 5500 - Contract Services</b>				
<u>020-4520-552000</u> Contract Services	127,959	150,833	150,000	215,300
<u>020-4520-552023</u> Street Tree Maintenance	72,178	67,249	85,000	75,000
<b>Category: 5500 - Contract Services Total:</b>	<b>200,137</b>	<b>218,082</b>	<b>235,000</b>	<b>290,300</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE Total:</b>	<b>285,794</b>	<b>328,593</b>	<b>350,000</b>	<b>654,800</b>
<b>FUND 020 Total Expenses</b>	<b>480,602</b>	<b>447,177</b>	<b>481,000</b>	<b>654,800</b>
<b>Fund: 022 - ROAD REHAB FUND</b>				
<b>Department: 4640 - STREET IMPROVEMENTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<u>022-4640-630500</u> Annual Overlay	357,959	0	787,000	450,000
<b>Category: 6200 - Street Improvements Total:</b>	<b>357,959</b>	<b>0</b>	<b>787,000</b>	<b>450,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>357,959</b>	<b>0</b>	<b>787,000</b>	<b>450,000</b>
<b>FUND 022 Total Expenses</b>	<b>357,959</b>	<b>0</b>	<b>787,000</b>	<b>450,000</b>
<b>Fund: 040 - TRAFFIC SAFETY</b>				
<b>Department: 4220 - SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 - Contract Services</b>				
<u>040-4220-551000</u> Professional Services	44,649	31,942	40,000	40,000
<b>Category: 5500 - Contract Services Total:</b>	<b>44,649</b>	<b>31,942</b>	<b>40,000</b>	<b>40,000</b>
<b>Department: 4220 - SCHOOL CROSSING GUARDS Total:</b>	<b>44,649</b>	<b>31,942</b>	<b>40,000</b>	<b>40,000</b>
<b>FUND 040 Total Expenses</b>	<b>44,649</b>	<b>31,942</b>	<b>40,000</b>	<b>40,000</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 060 - PROPOSITION A</b>					
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">060-4150-510100</a>	Prop A Salaries	0	1,529	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>0</b>	<b>1,529</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>0</b>	<b>1,529</b>	<b>0</b>	<b>0</b>
<b>Department: 4190 - NON DEPARTMENTAL</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">060-4190-551010</a>	Professional Svcs.	0	0	25,000	0
<b>Category: 5500 - Contract Services Total:</b>		<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
<b>Department: 4190 - NON DEPARTMENTAL Total:</b>		<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
<b>Department: 4420 - RECREATION</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">060-4420-5520A0</a>	Contract Services - Classes	2,000	0	2,000	2,000
<a href="#">060-4420-5520B0</a>	Recreation Transit- Excursions	6,726	0	5,000	11,200
<a href="#">060-4420-5520D0</a>	Recreation Transit - Seniors	27,426	0	11,000	11,000
<a href="#">060-4420-5520E0</a>	Contract Services-spec Events	2,850	0	2,500	2,500
<b>Category: 5500 - Contract Services Total:</b>		<b>39,003</b>	<b>0</b>	<b>20,500</b>	<b>26,700</b>
<b>Department: 4420 - RECREATION Total:</b>		<b>39,003</b>	<b>0</b>	<b>20,500</b>	<b>26,700</b>
<b>Department: 4440 - COMMUNITY SERVICES</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">060-4440-510100</a>	Regular Salaries	49,061	41,519	52,080	70,934
<a href="#">060-4440-510700</a>	Retirement	12,089	13,030	15,917	17,732
<a href="#">060-4440-510800</a>	Group Health Insurance	3,170	2,752	4,561	11,999
<a href="#">060-4440-510900</a>	Group Dental Insurance	322	273	548	765
<a href="#">060-4440-511000</a>	Group Life Insurance	128	111	117	158
<a href="#">060-4440-511100</a>	Group Disability Insurance	513	473	594	809
<a href="#">060-4440-511200</a>	Medicare Taxes	728	630	773	1,100
<b>Category: 5100 - Personnel Total:</b>		<b>66,010</b>	<b>58,788</b>	<b>74,590</b>	<b>103,497</b>
<b>Department: 4440 - COMMUNITY SERVICES Total:</b>		<b>66,010</b>	<b>58,788</b>	<b>74,590</b>	<b>103,497</b>
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">060-4505-510100</a>	Regular Salaries	0	169	0	0
<a href="#">060-4505-510700</a>	Retirement	0	13	0	0
<a href="#">060-4505-510800</a>	Group Health	0	22	0	0
<a href="#">060-4505-510900</a>	Group Dental	0	2	0	0
<a href="#">060-4505-511000</a>	Group Life	0	0	0	0
<a href="#">060-4505-511100</a>	Group Disability	0	2	0	0
<a href="#">060-4505-511200</a>	Medicare	0	2	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>0</b>	<b>211</b>	<b>0</b>	<b>0</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>0</b>	<b>211</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 060 - PROPOSITION A</b>					
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">060-4520-542801</a>	Water	1,114	1,387	2,000	2,200
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>1,114</b>	<b>1,387</b>	<b>2,000</b>	<b>2,200</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">060-4520-552036</a>	Park & Ride Lot Maintenance	6,000	6,266	25,000	20,000
<a href="#">060-4520-552037</a>	Bus Stop Maintenance	6,000	6,000	6,000	6,000
<b>Category: 5500 - Contract Services Total:</b>		<b>12,000</b>	<b>12,266</b>	<b>31,000</b>	<b>26,000</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE Total:</b>		<b>13,114</b>	<b>13,653</b>	<b>33,000</b>	<b>28,200</b>
<b>Department: 4530 - TRANSPORTATION</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">060-4530-552080</a>	Dial A Ride	274,982	96,551	304,600	425,000
<a href="#">060-4530-552081</a>	Beach Bus	44,848	0	10,000	60,000
<a href="#">060-4530-552083</a>	Incentive Grant	68,497	97,753	66,450	66,450
<a href="#">060-4530-552085</a>	Shuttles	23,635	0	25,000	25,000
<b>Category: 5500 - Contract Services Total:</b>		<b>411,962</b>	<b>194,304</b>	<b>406,050</b>	<b>576,450</b>
<b>Department: 4530 - TRANSPORTATION Total:</b>		<b>411,962</b>	<b>194,304</b>	<b>406,050</b>	<b>576,450</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
<a href="#">060-4610-600200</a>	Bus Shelter	0	111,600	0	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>0</b>	<b>111,600</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>0</b>	<b>111,600</b>	<b>0</b>	<b>0</b>
<b>FUND 060 Total Expenses</b>		<b>530,088</b>	<b>380,086</b>	<b>559,140</b>	<b>734,847</b>

<b>Fund: 061 - PROPOSITION C</b>					
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">061-4120-510100</a>	Regular Salaries	0	4,180	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>0</b>	<b>4,180</b>	<b>0</b>	<b>0</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>0</b>	<b>4,180</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">061-4150-510100</a>	Regular salaries	2,032	6,225	0	0
<a href="#">061-4150-510700</a>	Retirement	304	17	0	0
<a href="#">061-4150-510800</a>	Group health insurance	123	12	0	0
<a href="#">061-4150-510900</a>	Group dental insurance	14	1	0	0
<a href="#">061-4150-511000</a>	Group life insurance	4	0	0	0
<a href="#">061-4150-511100</a>	Group disability insurance	21	2	0	0
<a href="#">061-4150-511200</a>	Medicare taxes	29.85	1.61	0.00	0.00
<b>Category: 5100 - Personnel Total:</b>		<b>2527.43</b>	<b>6259.01</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>2527.43</b>	<b>6259.01</b>	<b>0</b>	<b>0</b>





# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 061 - PROPOSITION C</b>					
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">061-4505-510100</a>	Regular Salaries	18,707	46,828	27,509	28,752
<a href="#">061-4505-510700</a>	Retirement	3,925	9,729	8,407	8,555
<a href="#">061-4505-510800</a>	Group Health Insurance	1,893	9,629	6,801	7,259
<a href="#">061-4505-510900</a>	Group Dental Insurance	156	751	589	589
<a href="#">061-4505-511000</a>	Group Life Insurance	24	118	78	78
<a href="#">061-4505-511100</a>	Group Disability Insurance	98	546	314	328
<a href="#">061-4505-511200</a>	Medicare Taxes	274	683	423	431
<b>Category: 5100 - Personnel Total:</b>		<b>25,078</b>	<b>68,285</b>	<b>44,121</b>	<b>45,992</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>25,078</b>	<b>68,285</b>	<b>44,121</b>	<b>45,992</b>
<b>Department: 4510 - TRAFFIC SAFETY</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">061-4510-552010</a>	Traffic engineer	10,000	40,000	120,000	75,000
<a href="#">061-4510-552011</a>	Traffic Marking and Striping	0	100,000	0	0
<a href="#">061-4510-552013</a>	Signal maintenance	61,116	64,025	65,000	65,000
<a href="#">061-4510-552029</a>	Pavement Management Update	67,490	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>138,606</b>	<b>204,025</b>	<b>185,000</b>	<b>140,000</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>		<b>138,606</b>	<b>204,025</b>	<b>185,000</b>	<b>140,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<a href="#">061-4640-630500</a>	Annual Overlay	0	153,082	145,000	0
<a href="#">061-4640-630700</a>	Palo Comado - Chesebro Bridge	1,800,000	1,200,000	0	0
<a href="#">061-4640-631000</a>	Roadside Drive Bridge Widening	0	0	415,000	0
<a href="#">061-4640-631100</a>	Traffic Signal Battery Backups	0	46,865	7,500	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>1,800,000</b>	<b>1,399,948</b>	<b>567,500</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>1,800,000</b>	<b>1,399,948</b>	<b>567,500</b>	<b>0</b>
<b>Total Expenses</b>		<b>1,966,211</b>	<b>1,682,697</b>	<b>796,621</b>	<b>185,992</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 063 - MEASURE R FUND</b>					
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">063-4150-510100</a>	Regular Salaries	1,935	0	0	0
<a href="#">063-4150-510700</a>	Retirement	444	0	0	0
<a href="#">063-4150-511200</a>	Medicare Taxes	28	0	0	0
<b>Category: 5100 - Personnel Total:</b>		<b>2,407</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>2,407</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">063-4505-510100</a>	Regular Salaries	30,695	13,404	38,671	41,584
<a href="#">063-4505-510700</a>	Retirement	6,032	3,616	11,232	11,493
<a href="#">063-4505-510800</a>	Group Health Insurance	3,635	3,287	9,522	9,964
<a href="#">063-4505-510900</a>	Group Dental Insurance	335	294	800	800
<a href="#">063-4505-511000</a>	Group Life Insurance	48	37	109	109
<a href="#">063-4505-511100</a>	Group Disability Insurance	191	166	451	472
<a href="#">063-4505-511200</a>	Medicare Taxes	448	221	598	625
<b>Category: 5100 - Personnel Total:</b>		<b>41,385</b>	<b>21,025</b>	<b>61,383</b>	<b>65,047</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">063-4505-552000</a>	Contract Services	139,292	85,000	107,500	107,500
<b>Category: 5500 - Contract Services Total:</b>		<b>139,292</b>	<b>85,000</b>	<b>107,500</b>	<b>107,500</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>180,678</b>	<b>106,025</b>	<b>168,883</b>	<b>172,547</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
<a href="#">063-4610-600100</a>	City Beautification	50,000	0	0	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<a href="#">063-4640-630500</a>	Annual Overlay	0	16,281	160,000	100,000
<a href="#">063-4640-630700</a>	Battery Backups	0	0	16,000	70,000
<a href="#">063-4640-631000</a>	Sidewalk Repairs	30,000	4,063	0	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>30,000</b>	<b>20,344</b>	<b>176,000</b>	<b>170,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>30,000</b>	<b>20,344</b>	<b>176,000</b>	<b>170,000</b>
<b>FUND 063 Total Expenses</b>		<b>263,084</b>	<b>126,369</b>	<b>344,883</b>	<b>342,547</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 064 - MEASURE M - LOCAL</b>					
<b>Department: 4505 - PUBLIC WORKS</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">064-4505-510100</a>	Regular Salaries	30,602	30,774	30,605	34,708
<a href="#">064-4505-510700</a>	Retirement	6,485	6,805	8,181	8,568
<a href="#">064-4505-510800</a>	Group Health Insurance	6,704	6,977	7,395	7,829
<a href="#">064-4505-510900</a>	Group Dental Insurance	583	598	652	652
<a href="#">064-4505-511000</a>	Group Life Ins	80	84	87	87
<a href="#">064-4505-511100</a>	Group Disability Ins	324	328	368	391
<a href="#">064-4505-511200</a>	Medicare Taxes	449	453	470	519
<b>Category: 5100 - Personnel Total:</b>		<b>45,228</b>	<b>46,019</b>	<b>47,758</b>	<b>52,754</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">064-4505-552000</a>	Contract Services	51,939	55,720	42,500	42,500
<b>Category: 5500 - Contract Services Total:</b>		<b>51,939</b>	<b>55,720</b>	<b>42,500</b>	<b>42,500</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>		<b>97,167</b>	<b>101,739</b>	<b>90,258</b>	<b>95,254</b>
<b>Department: 4510 - TRAFFIC SAFETY</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">064-4510-552010</a>	Traffic Engineer	31,935	48,500	0	0
<a href="#">064-4510-552011</a>	Traffic Marking and Striping	22,079	20,000	20,000	20,000
<a href="#">064-4510-552012</a>	Traffic Signing	10,921	13,000	40,000	40,000
<a href="#">064-4510-552020</a>	Street Repairs & Maintenance	56,687	47,500	47,500	47,500
<b>Category: 5500 - Contract Services Total:</b>		<b>121,622</b>	<b>129,000</b>	<b>107,500</b>	<b>107,500</b>
<b>Category: 6000 - Other Improvements/Projects</b>					
<a href="#">064-4510-632200</a>	Bike Lanes	0	0	0	50,000
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
<b>Department: 4510 - TRAFFIC SAFETY Total:</b>		<b>121,622</b>	<b>129,000</b>	<b>107,500</b>	<b>157,500</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">064-4520-542400</a>	Street Tree Maintenance	0.00	0.00	20,000	10,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>20,000</b>	<b>10,000</b>
<b>Department: 4520 - LANDSCAPE MAINTENANCE Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>20,000</b>	<b>10,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<a href="#">064-4640-631000</a>	Sidewalk Repairs	110,000	60,000	80,000	80,000
<b>Category: 6200 - Street Improvements Total:</b>		<b>110,000</b>	<b>60,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>110,000</b>	<b>60,000</b>	<b>80,000</b>	<b>80,000</b>
<b>FUND 064 Total Expenses</b>		<b>328,789</b>	<b>290,739</b>	<b>297,758</b>	<b>342,754</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 065 - MEASURE W - LOCAL</b>					
<b>Department: 4515 - STREET MAINTENANCE</b>					
<b>Category: 5500 - Contract Services</b>					
065-4515-552021	Street Sweeping	0	90,282	100,000	102,000
<b>Category: 5500 - Contract Services Total:</b>		<b>0</b>	<b>90,282</b>	<b>100,000</b>	<b>102,000</b>
<b>Department: 4515 - STREET MAINTENANCE Total:</b>		<b>0</b>	<b>90,282</b>	<b>100,000</b>	<b>102,000</b>
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL</b>					
<b>Category: 5500 - Contract Services</b>					
065-4525-552041	Storm Drain Maintenance	0	14,200	0	0
065-4525-552043	NPDES Compliance	0	0	0	0
065-4525-552044	Storm Water Compliance - Nutrient Study	0	126,638	118,000	0
<b>Category: 5500 - Contract Services Total:</b>		<b>0</b>	<b>140,838</b>	<b>118,000</b>	<b>0</b>
<b>Department: 4525 - STORM DRAIN &amp; FLOOD CONTROL Total:</b>		<b>0</b>	<b>140,838</b>	<b>118,000</b>	<b>0</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6200 - Street Improvements</b>					
065-4610-632300	Storm Drain Diversion MS4 Compliance	0	0	205,000	226,000
<b>Category: 6200 - Street Improvements Total:</b>		<b>0</b>	<b>0</b>	<b>205,000</b>	<b>226,000</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>0</b>	<b>0</b>	<b>205,000</b>	<b>226,000</b>
<b>FUND 065 Total Expenses</b>		<b>0</b>	<b>231,120</b>	<b>423,000</b>	<b>328,000</b>
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST</b>					
<b>Department: 4150 - FINANCE</b>					
<b>Category: 5100 - Personnel</b>					
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
<b>Category: 5100 - Personnel Total:</b>		<b>1,194</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>1,194</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 - FINANCE Total:</b>		<b>1,194</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4190 - NON DEPARTMENTAL</b>					
<b>Category: 5600 - Capital Outlay</b>					
070-4190-568200	Charging Station	7,466	0	0	0
070-4190-568400	Vehicles	-	0	50,000	60,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>7,466</b>	<b>0</b>	<b>50,000</b>	<b>60,000</b>
<b>Department: 4190 - NON DEPARTMENTAL Total:</b>		<b>7,466</b>	<b>0</b>	<b>50,000</b>	<b>60,000</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
070-4610-601100	Natural Gas Fueling Station	0	0	45,700	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>0</b>	<b>0</b>	<b>45,700</b>	<b>0</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>0</b>	<b>0</b>	<b>45,700</b>	<b>0</b>
<b>FUND 070 Total Expenses</b>		<b>8,661</b>	<b>0</b>	<b>95,700</b>	<b>60,000</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 110 - TRAFFIC IMPROVEMENT</b>					
<b>Department: 4640 - STREET IMPROVEMENTS</b>					
<b>Category: 6200 - Street Improvements</b>					
<a href="#">110-4640-630800</a>	Kanan/101 Interchange	5,325	(5,325)	0	0
<a href="#">110-4640-630900</a>	Kanan/agoura Road Intersection	82,243	5,325	0	0
<a href="#">110-4640-631000</a>	Roadside Bridge	0	0	0	600,000
<a href="#">110-4640-631900</a>	VMT Impletmentation	0	0	0	0
<b>Category: 6200 - Street Improvements Total:</b>		<b>87,567</b>	<b>0</b>	<b>0</b>	<b>600,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>		<b>87,567</b>	<b>0</b>	<b>0</b>	<b>600,000</b>
<b>FUND 110 Total Expenses</b>		<b>87,567</b>	<b>0</b>	<b>0</b>	<b>600,000</b>

<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>					
<b>Department: 4210 - LOS ANGELES COUNTY SHERIFF</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">240-4210-542500</a>	Small Equipment	0	7,765	4,866	4,866
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>0</b>	<b>7,765</b>	<b>4,866</b>	<b>4,866</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">240-4210-552051</a>	Traffic Enforcement	85,428	81,597	80,634	79,498
<a href="#">240-4210-552054</a>	Juvenile Intervention Program	62,008	66,402	67,365	68,502
<b>Category: 5500 - Contract Services Total:</b>		<b>147,436</b>	<b>148,000</b>	<b>147,999</b>	<b>148,000</b>
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">240-4210-568300</a>	Equipment	0	0	0	40,000
<b>Category: 5600 - Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>
<b>Department: 4210 - LOS ANGELES COUNTY SHERIFF Total:</b>		<b>147,436</b>	<b>155,765</b>	<b>152,865</b>	<b>192,866</b>
<b>FUND 240 Total Expenses</b>		<b>147,436</b>	<b>155,765</b>	<b>152,865</b>	<b>192,866</b>



# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT</b>					
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">250-4305-552000</a>	Contract Services	0	44,646	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>0</b>	<b>44,646</b>	<b>0</b>	<b>0</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>0</b>	<b>44,646</b>	<b>0</b>	<b>0</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>0</b>	<b>44,646</b>	<b>0</b>	<b>0</b>
<b>Department: 4420 - RECREATION</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">250-4420-552000</a>	Sr Advocate Program	10,009	13,750	15,026	15,000
<b>Category: 5500 - Contract Services Total:</b>		<b>10,009</b>	<b>13,750</b>	<b>15,026</b>	<b>15,000</b>
<b>Department: 4420 - RECREATION Total:</b>		<b>10,009</b>	<b>13,750</b>	<b>15,026</b>	<b>15,000</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
<a href="#">250-4610-600700</a>	Accessibility Improvements	0	0	100,000	85,000
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>0</b>	<b>0</b>	<b>100,000</b>	<b>85,000</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>		<b>0</b>	<b>0</b>	<b>100,000</b>	<b>85,000</b>
<b>Department: 4620 - PARK IMPROVEMENTS</b>					
<b>Category: 6000 - Other Improvements/Projects</b>					
<a href="#">250-4620-610300</a>	Park Improvements	0	288,121	0	0
<b>Category: 6000 - Other Improvements/Projects Total:</b>		<b>0</b>	<b>288,121</b>	<b>0</b>	<b>0</b>
<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>		<b>0</b>	<b>288,121</b>	<b>0</b>	<b>0</b>
<b>FUND 250 Total Expenses</b>		<b>10,009</b>	<b>346,517</b>	<b>115,026</b>	<b>100,000</b>
<b>Fund: 260 - MISCELLANEOUS GRANTS</b>					
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">260-4120-551040</a>	Oil Grant	6,000	5,000	5,900	5,900
<a href="#">260-4120-551041</a>	Beverage Grant	1,765	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>7,765</b>	<b>5,000</b>	<b>5,900</b>	<b>5,900</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>7,765</b>	<b>5,000</b>	<b>5,900</b>	<b>5,900</b>
<b>Department: 4190 - NON DEPARTMENTAL</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">260-4190-551010</a>	Media	26,066	57,332	55,000	33,600
<b>Category: 5500 - Contract Services Total:</b>		<b>26,066</b>	<b>57,332</b>	<b>55,000</b>	<b>33,600</b>
<b>Department: 4190 - NON DEPARTMENTAL Total:</b>		<b>26,066</b>	<b>57,332</b>	<b>55,000</b>	<b>33,600</b>
<b>Department: 4195 - AUTOMATED OFFICE SYSTEMS</b>					
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">260-4195-568200</a>	Other Improvements	61,604	0	0	0
<b>Category: 5600 - Capital Outlay Total:</b>		<b>61,604</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:</b>		<b>61,604</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4215 - EMERGENCY SERVICES</b>					
<b>Category: 5600 - Capital Outlay</b>					
<a href="#">260-4215-568400</a>	Vehicle	0	0	160,000	0
<b>Category: 5600 - Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>160,000</b>	<b>0</b>
<b>Department: 4215 - EMERGENCY SERVICES Total:</b>		<b>0</b>	<b>0</b>	<b>160,000</b>	<b>0</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 260 - MISCELLANEOUS GRANTS</b>				
<b>Department: 4505 - PUBLIC WORKS</b>				
<b>Category: 5500 - Contract Services</b>				
<a href="#">260-4505-552000</a> Contract Services	0	0	238,025	77,582
<b>Category: 5500 - Contract Services Total:</b>	<b>0</b>	<b>0</b>	<b>238,025</b>	<b>77,582</b>
<b>Department: 4505 - PUBLIC WORKS Total:</b>	<b>0</b>	<b>0</b>	<b>238,025</b>	<b>77,582</b>
<b>Department: 4515 - STREET MAINTENANCE</b>				
<b>Category: 5500 - Contract Services</b>				
<a href="#">260-4515-552058</a> Special Street Project	58,734	0	0	0
<b>Category: 5500 - Contract Services Total:</b>	<b>58,734</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4515 - STREET MAINTENANCE Total:</b>	<b>58,734</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS</b>				
<b>Category: 6000 - Other Improvements/Projects</b>				
<a href="#">260-4610-601600</a> Event Ctr Improvements	0	0	0	70,000
<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
<b>Category: 6200 - Street Improvements</b>				
<a href="#">260-4610-632300</a> Storm Drain Diversion	0	0	0	625,000
<b>Category: 6200 - Street Improvements Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>625,000</b>
<b>Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>695,000</b>
<b>Department: 4620 - PARK IMPROVEMENTS</b>				
<b>Category: 6000 - Other Improvements/Projects</b>				
<a href="#">260-4620-610300</a> Park Improvements	82,254	(3,924)	412,814	0
<a href="#">260-4620-611000</a> Chumash Park Improvements	0	0	0	250,000
<b>Category: 6000 - Other Improvements/Projects Total:</b>	<b>82,254</b>	<b>(3,924)</b>	<b>412,814</b>	<b>250,000</b>
<b>Department: 4620 - PARK IMPROVEMENTS Total:</b>	<b>82,254</b>	<b>(3,924)</b>	<b>412,814</b>	<b>250,000</b>
<b>Department: 4640 - STREET IMPROVEMENTS</b>				
<b>Category: 6200 - Street Improvements</b>				
<a href="#">260-4640-630100</a> Annual Sidewalk Repairs	15,086	11,632	15,547	19,266
<a href="#">260-4640-630500</a> Annual Overlay	0	0	0	391,116
<a href="#">260-4640-631600</a> Roadside Bridge Widening	23,066	258,798	2,462,900	1,000,000
<b>Category: 6200 - Street Improvements Total:</b>	<b>38,152</b>	<b>270,430</b>	<b>2,478,447</b>	<b>1,410,382</b>
<b>Department: 4640 - STREET IMPROVEMENTS Total:</b>	<b>38,152</b>	<b>270,430</b>	<b>2,478,447</b>	<b>1,410,382</b>
<b>FUND 260 Total Expenses</b>	<b>274,575</b>	<b>328,837</b>	<b>3,350,186</b>	<b>2,472,464</b>



# City of Agoura Hills Budget FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND</b>					
<b>Department: 4180 - PUBLIC FACILITIES</b>					
<b>Category: 5700 - Debt Service</b>					
<a href="#">305-4180-570100</a>	Debt Service - Principal	330,000	345,000	365,000	380,000
<a href="#">305-4180-570200</a>	Debt Service - Interest Paid	572,725	556,844	542,025	519,475
<b>Category: 5700 - Debt Service Total:</b>		<b>902,725</b>	<b>901,844</b>	<b>907,025</b>	<b>899,475</b>
<b>Category: 5800 - Administrative Charges</b>					
<a href="#">305-4180-580000</a>	Administrative Service Charges	10,990	3,220	6,000	6,000
<b>Category: 5800 - Administrative Charges Total:</b>		<b>10,990</b>	<b>3,220</b>	<b>6,000</b>	<b>6,000</b>
<b>Department: 4180 - PUBLIC FACILITIES Total:</b>		<b>913,715</b>	<b>905,064</b>	<b>913,025</b>	<b>905,475</b>
<b>FUND 305 Total Expenses</b>		<b>913,715</b>	<b>905,064</b>	<b>913,025</b>	<b>905,475</b>

<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU</b>					
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5500 - Contract Services</b>					
<a href="#">420-4305-552000</a>	Contract Services	1,625	0	10,000	30,000
<a href="#">420-4305-552070</a>	Housing Program-MDG Consultant	6,006	0	0	0
<b>Category: 5500 - Contract Services Total:</b>		<b>7,631</b>	<b>0</b>	<b>10,000</b>	<b>30,000</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>7,631</b>	<b>0</b>	<b>10,000</b>	<b>30,000</b>
<b>Total Expenses</b>		<b>7,631</b>	<b>0</b>	<b>10,000</b>	<b>30,000</b>
<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:</b>		<b>7,631</b>	<b>0</b>	<b>10,000</b>	<b>30,000</b>

<b>Fund: 520 - SOLID WASTE MANAGEMENT</b>					
<b>Department: 4395 - SOLID WASTE MANAGEMENT</b>					
<b>Category: 5400 - Materials, Supplies, and Services</b>					
<a href="#">520-4395-542300</a>	Printing	3,286	2,908	5,900	5,900
<a href="#">520-4395-542400</a>	Special supplies	5,944	110	6,000	6,000
<b>Category: 5400 - Materials, Supplies, and Services Total:</b>		<b>9,230</b>	<b>3,018</b>	<b>11,900</b>	<b>11,900</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">520-4395-552000</a>	Contract Services	53,419	49,740	63,000	60,000
<b>Category: 5500 - Contract Services Total:</b>		<b>53,419</b>	<b>49,740</b>	<b>63,000</b>	<b>60,000</b>
<b>Category: 5800 - Administrative Charges</b>					
<a href="#">520-4395-580000</a>	Administrative Service Charges	47,000	47,000	47,000	47,000
<b>Category: 5800 - Administrative Charges Total:</b>		<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>
<b>Department: 4395 - SOLID WASTE MANAGEMENT Total:</b>		<b>109,649</b>	<b>99,758</b>	<b>121,900</b>	<b>118,900</b>
<b>FUND 520 Total Expenses</b>		<b>109,649</b>	<b>99,758</b>	<b>121,900</b>	<b>118,900</b>





# City of Agoura Hills Budget

FY 2019-20 to FY 2022-23

		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Budget
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>					
<b>Department: 4120 - CITY MANAGER</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">620-4120-510100</a>	Regular salaries	27,922	33,988	11,999	12,997
<a href="#">620-4120-510700</a>	Retirement	5,038	6,683	3,668	3,867
<a href="#">620-4120-510800</a>	Group health insurance	3,024	4,219	1,765	1,787
<a href="#">620-4120-510900</a>	Group dental insurance	260	305	126	126
<a href="#">620-4120-511000</a>	Group life insurance	47	55	23	23
<a href="#">620-4120-511100</a>	Group disability insurance	288	378	137	148
<a href="#">620-4120-511200</a>	Medicare taxes	407	502	187	194
<b>Category: 5100 - Personnel Total:</b>		<b>36,986</b>	<b>46,130</b>	<b>17,905</b>	<b>19,142</b>
<b>Department: 4120 - CITY MANAGER Total:</b>		<b>36,986</b>	<b>46,130</b>	<b>17,905</b>	<b>19,142</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT</b>					
<b>Category: 5100 - Personnel</b>					
<a href="#">620-4305-510100</a>	Regular salaries	7,725	9,917	26,414	25,121
<a href="#">620-4305-510700</a>	Retirement	2,470	4,680	3,995	1,921
<a href="#">620-4305-510800</a>	Group health insurance	1,501	2,085	4,003	4,194
<a href="#">620-4305-510900</a>	Group dental insurance	116	151	336	337
<a href="#">620-4305-511000</a>	Group life insurance	23	27	60	61
<a href="#">620-4305-511100</a>	Group disability insurance	96	110	302	286
<a href="#">620-4305-511200</a>	Medicare taxes	114	146	397	373
<b>Category: 5100 - Personnel Total:</b>		<b>12,044</b>	<b>17,115</b>	<b>35,507</b>	<b>32,293</b>
<b>Category: 5500 - Contract Services</b>					
<a href="#">620-4305-552000</a>	Contract Services	7,737	5,293	50,000	210,000
<b>Category: 5500 - Contract Services Total:</b>		<b>7,737</b>	<b>5,293</b>	<b>50,000</b>	<b>210,000</b>
<b>Department: 4305 - COMMUNITY DEVELOPMENT Total:</b>		<b>19,781</b>	<b>22,408</b>	<b>85,507</b>	<b>242,293</b>
<b>FUND 620 Total Expenses</b>		<b>56,767</b>	<b>68,538</b>	<b>103,412</b>	<b>261,435</b>

# **CITY OF AGOURA HILLS**

Mid-Cycle Budget Review  
Fiscal Year 2021-22 / 2022-23



## **Capital Improvements**

Item	Project Name	Funding Source	5-Year Total Funding Amount CIP	Fiscal Year 2022/2023	Fiscal Year 2023/2024	Fiscal Year 2024/2025	Fiscal Year 2025/2026	Fiscal Year 2026/2027
1	Annual Citywide Street Resurfacing	General Fund	\$ 67,500.00	\$ 67,500.00	\$ -	\$ -	\$ -	\$ -
		Proposition C	\$ -	\$ -	\$ -			
		Measure R (Local)	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
		Road Rehab Fund	\$ 2,050,000	\$ 450,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
		STP-L	\$ 391,116	\$ 391,116	\$ -	\$ -	\$ -	\$ -
		<i>Total</i>	\$ 3,008,616	\$ 1,008,616	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
2	Annual Concrete Repair Program <i>(Construction)</i>	Measure M (Local)	\$ 405,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 85,000
		TDA	\$ 79,266	\$ 19,266	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		<i>Total</i>	\$ 484,266	\$ 99,266	\$ 95,000	\$ 95,000	\$ 95,000	\$ 100,000
3	Palo Comado Interchange <i>Construction</i>							
		Measure M (HWY)	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
		<i>Total</i>	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
4	Kanan/Agoura Intersection <i>Design/SEIR</i> <i>Right-of-Way (Attorney)</i> <i>Right-of-Way (Capital)</i> <i>Construction</i>							
		Measure R (HWY)	\$ 200,000	\$ 200,000				
		Measure R (HWY)	\$ 70,000	\$ 35,000	\$ 35,000			
		Measure M (HWY)	\$ 500,000		\$ 500,000			
		Measure M (HWY)	\$ 10,000,000				\$ 10,000,000	
		<i>Total</i>	\$ 10,770,000	\$ 235,000	\$ 535,000	\$ -	\$ 10,000,000	\$ -
5	Roadside Bridge Widening <i>Construction</i>							
		FHWA HBP	\$ 1,000,000	\$ 1,000,000				
		Prop C	\$ -					
		TIF	\$ 600,000	\$ 600,000				
		<i>Total</i>	\$ 1,600,000	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -
6	Kanan Corridor <i>PSR</i> <i>PSR</i> <i>PS&amp;E/ROW/Construction/CM - T.O to Canwood</i> <i>PR/Env (PA/ED)</i> <i>PS&amp;E</i>							
		Measure R (HWY)	\$ -					
		Measure M (HWY)	\$ 375,000	\$ 375,000				
		Measure M (HWY)	\$ 2,400,000	\$ 400,000	\$ 2,000,000			
		Measure M (HWY)	\$ 1,120,000	\$ 100,000	\$ 300,000	\$ 400,000	\$ 320,000	\$ -
		Measure M (HWY)	\$ 1,500,000				\$ 500,000	\$ 1,000,000
<i>Total</i>	\$ 5,395,000	\$ 875,000	\$ 2,300,000	\$ 400,000	\$ 820,000	\$ 1,000,000		
7	Utility Undergrounding District #2 - Cornell							
		Rule 20A	\$ 1,300,000	\$ 200,000	\$ 500,000	\$ 600,000		
		<i>Total</i>	\$ 1,300,000	\$ 200,000	\$ 500,000	\$ 600,000	\$ -	\$ -
8	Storm Drain Diversion <i>Design</i> <i>Design</i> <i>Construction</i>							
		State Earmark	\$ -					
		Measure W Local	\$ 226,000	\$ 226,000				
		Stormwater CIP Fund	\$ 1,000,000	\$ 500,000	\$ 500,000			
		IRWMP Funding	\$ 1,250,000	\$ 625,000	\$ 625,000			
		Measure W Local	\$ 904,000		\$ 226,000	\$ 226,000	\$ 226,000	\$ 226,000
<i>Total</i>	\$ 3,380,000	\$ 1,351,000	\$ 1,351,000	\$ 226,000	\$ 226,000	\$ 226,000		

9	<b>Linear Park - TENTATIVE</b> Design Construction Construction Construction Management	State Earmark Design	\$ -					
		Measure M (AT)			\$ 3,000,000			
		Measure R (AT from LASup)		\$ 3,000,000				
		TBD	\$ 6,000,000		\$ 6,000,000			
		TBD	\$ 1,000,000	\$ 300,000	\$ 700,000			
		Total	\$ 13,000,000	\$ 3,300,000	\$ 9,700,000	\$ -	\$ -	\$ -
10	<b>Park Restrooms &amp; Playgrounds</b> Design Construction Construction Chumash Park Design and Construction	Measure A	\$ 330,000	\$ 250,000		\$ 40,000		\$ 40,000
		Measure A	\$ 400,000				\$ 400,000	
		Private Funds			\$ 350,000			
		CDBG	\$ 250,000		\$ 150,000		\$ 100,000	
		General Fund	\$ 270,000	\$ 250,000	\$ 10,000		\$ 10,000	
		Total	\$ 1,600,000	\$ 500,000	\$ 510,000	\$ 40,000	\$ 510,000	\$ 40,000
11	<b>Bike Routes</b> Design Construction	HSIP Grant TBD		\$ 50,000	\$ 200,000			
		VMT Revenue			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
		General Fund		\$ 50,000				
		Total	\$ 500,000	\$ 100,000	\$ 250,000	\$ 50,000	\$ 50,000	\$ 50,000
12	<b>Crosswalk Improvemets</b> Reyes Adobe/Stonecrest striping HSIP Application for HAWK flashing lights HAWK flashing lights on Reyes Adobe at Stonecrest and Rainbowcrest	Measure M (local)	\$ -					
		General Fund	\$ 12,000	\$ 12,000				
		HSIP Grant TBD	\$ 270,000	\$ 50,000	\$ 220,000			
		Total	\$ 282,000	\$ 62,000	\$ 220,000	\$ -	\$ -	\$ -
13	<b>Annual Accesibility Projects</b>  Directed by Committee/Council	CDBG	\$ 460,000	\$ 85,000	\$ 150,000	\$ 75,000	\$ 75,000	\$ 75,000
		Total	\$ 460,000	\$ 85,000	\$ 150,000	\$ 75,000	\$ 75,000	\$ 75,000
14	<b>TIF Projects and Updates</b> TIF Update	General Fund	\$ 110,000	\$ 110,000				
		Total	\$ 110,000	\$ 110,000	\$ -	\$ -	\$ -	\$ -
15	<b>EWMP Compliance</b> various plans under consideration	Funding TBD	\$ 8,000,000		\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
		Total	\$ 8,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
16	<b>Rec Center Solar Panels</b> Design & Construction Construction	General Fund	\$ 200,000	\$ 200,000				
		Grant TBD CPA	\$ -					
		Total	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
		<b>TOTAL</b>	<b>\$ 49,939,882.00</b>	<b>\$ 9,575,882.00</b>	<b>\$ 18,111,000.00</b>	<b>\$ 3,986,000.00</b>	<b>\$ 14,276,000.00</b>	<b>\$ 3,991,000.00</b>

# CITY OF AGOURA HILLS

Mid-Cycle Budget Review  
Fiscal Year 2021-22 / 2022-23



## Policies



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

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**2022-2023**

**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.

<b>Authorized Investment</b>	<b>Govt. Code</b>	<b>Max Percent</b>	<b>Max Maturity</b>	<b>Minimum Quality</b>	<b>Other Constraints</b>
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: Entity must be;



Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
					<p>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 program wide 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>

<b>Authorized Investment</b>	<b>Govt. Code</b>	<b>Max Percent</b>	<b>Max Maturity</b>	<b>Minimum Quality</b>	<b>Other Constraints</b>
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. SECONDARY APPROVAL REQUIRED**

The Director of Finance will review and approve the Treasurer's establishment of investment accounts, broker/dealer and financial institution relationships, all investment transactions, and any agreements or contracts related to investments. The City Manager will be immediately informed of any pending investment transaction approved by both the Treasurer and the Director of Finance and will have the right to reject any such transaction prior to final trade settlement.

Permitted exceptions to the secondary approval requirement are for investment deposit sweeps and withdrawals to and from LAIF, which function as short-term investment sweep accounts. Wires to LAIF must be processed through templated wire protocols and conform to the City's wire transfer controls as described herein.

**XVII. WIRE TRANSFER CONTROLS**

All City wire transfers will be executed in accordance with written operating procedures specifying controls required for wire transfers of funds. All wire transfers require three City employees to initiate, approve, and release each transaction. Two factor authentication is required for each individual to engage in the wire release process, which includes unique passwords, and the use of bank security tokens generating random numerical passwords. Final release of any and all wires from the City, investment or otherwise, require the approval of either the City Manager or Director of Finance.

**XVIII. 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.

## **XIX. 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.

## **XX. 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.

## **XXI. 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 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.



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## TWO YEAR BUDGET POLICY

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### PURPOSE

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

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

### POLICY

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

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

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

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



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## **TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE PROCEDURES**

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### **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 (e.g., Agoura Hills Public Financing Authority), 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. The DWG shall keep a file of all continuing disclosure undertakings (including continuing disclosure agreements and certificates and relevant annual disclosure covenants in Indentures or Trust Agreements), as well as the related Official Statements. 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 notes found in the City's most current Audited Financial Statements regarding Long-Term Liabilities.

#### **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. 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.

**H. Effective Date**

This Amended and Restated Policy shall become effective immediately upon its approval by the City Council.



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## LOCAL DEBT POLICY

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### 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 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, CRIs 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.

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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 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.



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## TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE PROCEDURES

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### 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.



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**CITY OF AGOURA HILLS  
BALANCED BUDGET POLICY  
2021-2022**

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**PURPOSE**

This policy establishes the definition of a balanced budget for the City.

**POLICY**

The City will maintain a balanced budget. This means that:

1. The City's operating budget is the General Fund budget.
2. Operating revenues must fully cover operating expenditures, including debt service.
3. Under this policy, it is allowable for total expenditures to exceed revenues in a given year: however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time", non-recurring expenditures.
4. Ending fund balance must meet the minimum policy levels as defined by Council Resolution.



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

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**1. PURPOSE**

The City of Agoura Hills is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, vendors, agents, or its own employees, to gain financial or other benefits by deceit. It is also designed to protect its staff from false allegations.

This Policy and Protocol addresses specific guidelines and responsibilities regarding appropriate actions for detecting, reporting, and investigating fraud or other similar irregularities.

**2. APPLICABILITY**

This Policy and Protocol applies to Councilmembers, all employees of the City of Agoura Hills, and to employees of local boards, agencies, and commissions over which Council has authority to require general procedures to be followed.

**3. POLICY**

The City of Agoura Hills will identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City of Agoura Hills and, when appropriate, pursue legal remedies available under the law.

The City of Agoura Hills will take appropriate disciplinary and legal actions against employees and/or entities, to include the possibility of termination of employment or contract, restitution, and forwarding information to the appropriate authorities for criminal prosecution, as appropriate.

This Policy and Protocol will attempt to clarify acts that are considered to be fraudulent, and describe the steps to be taken when fraud or other related irregularities are suspected or have occurred. This statement also includes the procedures to follow in accounting for missing funds, restitution, and recoveries.

#### **4. DEFINITION**

**Fraud:** For the purposes of this Policy and Protocol, fraud encompasses any array of irregularities and illegal acts characterized by intentional deception. Dishonest or fraudulent activities include, but are not limited to, the following:

- Forgery or alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, etc.)
- Intentional misrepresentation of information by an individual
- Intentional misrepresentation of information on documents
- Misappropriation of funds, securities, supplies, or any other asset
- Unauthorized use, disappearance, or destruction of City property, equipment, materials or records
- Improprieties in the handling or reporting of money transactions
- Authorization or receipt of payments for goods not received or services not performed
- Authorization or receipt of payment for hours not worked
- Any claim for reimbursement of expenses that are not made for the exclusive benefit of the City
- Any apparent violation of Federal, State, or local laws related to dishonest activities or fraud
- Any similar or related activity

#### **5. MANAGEMENT RESPONSIBILITY**

Each department head is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities.

Management should be familiar with the types of improprieties that might occur in their area and be alert to any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her operational area.

Upon notification from an employee of suspected fraud, or if management has reason to suspect that a fraud has occurred, he/she will contact their immediate supervisor and the department head. The department head will contact the Assistant City Manager. If the Assistant City Manager position does not exist, the City Manager will designate an alternate position. If the Assistant City Manager is suspected of fraud, the employee should contact the City Manager, and the City Manager will conduct the investigation. If the City Manager is suspected of fraud, the City Attorney on behalf of the City Council, will conduct the investigation. If a

City Councilmember is suspected, the City Manager will conduct the investigation. The department head will also immediately contact the Sheriff's Department if he/she feels the situation warrants such action (for example, obvious theft has taken place, security is at risk, or immediate recovery is possible). After informing the Assistant City Manager of the matter, management will not attempt to conduct individual investigations, interviews, or interrogations.

Management will support and co-operate with the Assistant City Manager, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including prosecution of offenders.

The Assistant City Manager will have full and unrestricted access to all necessary City records and personnel. Upon completion of the investigation, including all legal and personnel actions, any records, documents, and other evidentiary material will be returned by the Assistant City Manager to the appropriate department(s).

All furniture and contents, including employee desks and computers, are open to inspection when there is a reasonable suspicion of a dishonest or fraudulent activity, which makes such inspection appropriate. There is no assumption of privacy in such cases. Every effort will be made to effectively recover any of the City's losses.

Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid the following:

- Incorrect accusations;
- Alerting suspected individuals/companies that an investigation is underway;
- Treating employees/third parties unfairly; or
- Making statements that could lead to claims of false accusations or other offenses. Employees who knowingly or negligently make false accusations may be subject to disciplinary action.

All participants in a fraud investigation will keep the details and results of the investigation confidential. However, the Assistant City Manager, in consultation with City Attorney, may disclose particulars of the investigation with potential witnesses/personnel if such disclosure would further the investigation.

Responsibilities of the manager in handling dishonest or fraudulent activities include the following:

- Do not contact the suspected individual to determine facts or demand restitution.



- Do not discuss the case, facts, suspicions, or allegations with anyone outside the City, unless specifically directed to do so by the Assistant City Manager or City Attorney.
- Do not discuss the case with anyone inside the City other than employees who have a need to know, such as the Assistant City Manager.
- Direct all inquiries from the suspected individual/company or his/her/its representative/attorney to the City Manager.
- Direct all inquiries from the media to the City Manager's Office. A proper response to such an inquiry might be, "I'm not at liberty to discuss this matter. Let me refer you to the City Manager's Office". The City Manager's Office will determine the appropriate media messages and identify an appropriate City spokesperson, as required.
- Take appropriate corrective and disciplinary action after consulting with the City Manager.

## **6. EMPLOYEE RESPONSIBILITIES**

When suspected fraudulent incidents or practices are observed by, or made known to, an employee, the following will be done:

- The incident or practice must be reported to his/her supervisor for reporting to the proper management official. When the employee believes the supervisor may be involved in the inappropriate activity, the employee will make the report directly to a higher level of management and/or the Sheriff's Department.
- The reporting employee will refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone other than his/her supervisor, the Assistant City Manager/City Manager, and/or law enforcement personnel.

## **7. INVESTIGATION**

The Assistant City Manager will carry out an initial review. If the Assistant City Manager is suspected of fraud, the City Manager will conduct the initial review. After this review is completed, a determination of whether the suspected fraud warrants additional investigation by the Assistant City Manager will be made. As warranted, the Assistant City Manager will inform Risk Management of a pending investigation.

A prompt investigation will be conducted to include detailed analyses of available records. The audit investigation requires the full co-operation of the departmental

personnel. The Assistant City Manager will proceed as follows, if evidence is uncovered showing possible dishonest or fraudulent activities:

- The Assistant City Manager will discuss the findings and recommendations for prevention of future similar occurrences with management and appropriate administrators. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- The Assistant City Manager will meet with Human Resources to determine if disciplinary actions should be taken.
- The Assistant City Manager will notify the City Manager.
- The Assistant City Manager will notify the Finance Committee as appropriate.
- If illegal activity appears to have occurred, the Assistant City Manager, in consultation with the City Attorney, will report the findings to the Sheriff's Department.
- The Assistant City Manager will contact Risk Management to coordinate the notification of insurers and the filing of insurance claims.
- The Assistant City Manager will report to the external auditors of the City all information relating to investigations of actual frauds.
- The Assistant City Manager 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.



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## CITY OF AGOURA HILLS FUND BALANCE POLICY FOR THE GENERAL FUND

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### **POLICY**

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

### **PROCEDURES**

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

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

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

### **Committed Fund Balance**

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the city Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however the amount can be determined subsequently.

### **Assigned Fund Balance**

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

- **Continuing Appropriations**

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

- **Debt Service**

Established to provide for future debt service obligations.

- **Budget Balancing Measures**

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

### **Unassigned Fund Balance**

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

### Minimum Fund Balance Policy

In June 2005, the City of Agoura Hills passed Resolution No. 05-1378 stating that the City Council and City Staff will endeavor to designate an amount equal to or greater than forty percent (40%) of each year's proposed General Fund Operating Budget as the City's unobligated General Fund Reserve. The City Council recognizes that the unobligated General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State. This resolution requires that if, in any budget year, the City Council determines that the public interest requires expending any amount remaining in General Fund Reserves to fall below forty percent (40%) of that year's General Fund Operating budget, the City council and City staff, shall, in the following budget year, present a plan for returning the General Fund Reserve to the 40% level, as soon as practicable, based on the City's then-current budget circumstances.

### Fund Balance Classification

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

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



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**CITY OF AGOURA HILLS  
POLICY FOR PROCUREMENT WITH FEDERAL FUNDS  
(REVISED 5-19-21)**

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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 a



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 qualified sources, 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 City, 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 dollar amount does not exceed the micro-purchase threshold in Subsection D.1;
  - 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 must not 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 operation 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. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 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, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The City entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The City entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient

must be prohibited from inducing, by any means, 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. The City entity must report all suspected or reported violations 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 Government Grants, Contracts, and Cooperative Agreements", and any implementing regulations issued by the awarding agency.
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 (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated 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 covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the City 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.

**J. Domestic preferences for procurements.**

1. As appropriate and to the extent consistent with law, the City should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
2. For purposes of this Section:
  - a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
  - b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



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## FINANCIAL POLICY

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### **PURPOSE**

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

### **POLICY**

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

### **PROCEDURE**

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



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## INDEPENDENT AUDITOR POLICY

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### PURPOSE

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

### POLICY

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

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

### PROCEDURE

1. The Request for Proposal process shall be used in the evaluation of prospective audit firms.
2. Following the conclusion of the initial two-year term with an auditor, a report to the City Council will be prepared, discussing staff's evaluation of the audit services for the period then ended, and, if staff's evaluation of service levels provided is satisfactory, contract terms for the upcoming three-year period shall be presented to the City Council.
3. Prior to the expiration of a five-year term with an auditor, staff will solicit proposals from at least three firms (one may be the current firm) and will evaluate such proposals. Members of the Finance Committee will be invited to interview the firms. A report to the City Council will be prepared recommending

the selection of an audit firm for a period of two years with a provision to extend for three additional years, along with a proposed contract for approval.

4. Prior to the expiration of a ten-year term with an audit firm, staff will solicit proposals from at least three firms (not including the current firm) and will evaluate such proposals. A report to the City Council will be prepared recommending the selection of an audit firm for a period of two years with a provision to extend for three additional years.
5. Audit contracts shall require that auditors conform to the independence standard promulgated in the General Accounting Office's Government Audit Standards, even for audit engagements that are not otherwise subject to generally accepted government auditing standards.
6. All audits shall be made by a certified public accountant or public accountant licensed by and in good standing with the California Board of Accountancy.