

CITY OF  
AGOURA HILLS, CALIFORNIA



BUDGET  
FOR THE FISCAL YEARS  
2023-24 / 2024-25

[www.agourahillscity.org](http://www.agourahillscity.org)

City of Agoura Hills  
FY 2023-24/ 2024-25  
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# CITY OF AGOURA HILLS

Budget  
Fiscal Year 2023-24 / 2024-25



## Introduction

# CITY OF AGOURA HILLS

Budget  
Fiscal Year 2023-24 / 2024-25



## City Officials

Chris Anstead, Mayor  
Illece Buckley Weber, Mayor Pro Tem  
Deborah Klein Lopez, Councilmember  
Jeremy Wolf, Councilmember  
Penny Sylvester, Councilmember

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

# CITY OF AGOURA HILLS

## ORGANIZATIONAL STRUCTURE

AGOURA HILLS RESIDENTS



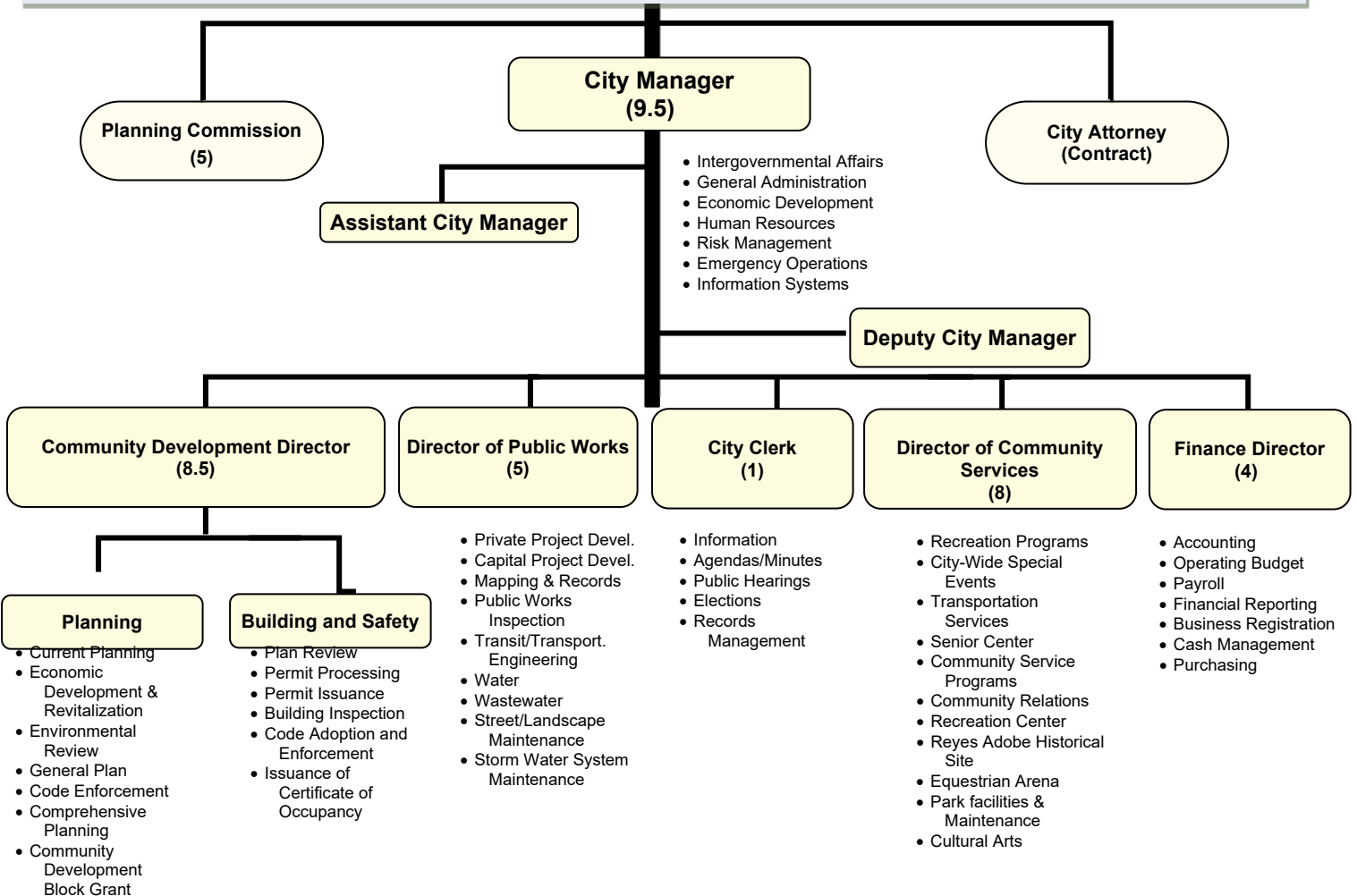
**Jeremy Wolf**  
Councilmember

**Illece Buckley Weber**  
Mayor Pro Tem

**Chris Anstead**  
Mayor

**Deborah Klein Lopez**  
Councilmember

**Penny Sylvester**  
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 wildfire land fire protection and forestry service from Department of Forester and Fire Warden.

# BUDGET-AT-A-GLANCE

City of Agoura Hills, California  
Fiscal Year 2023-24 and 2024-25



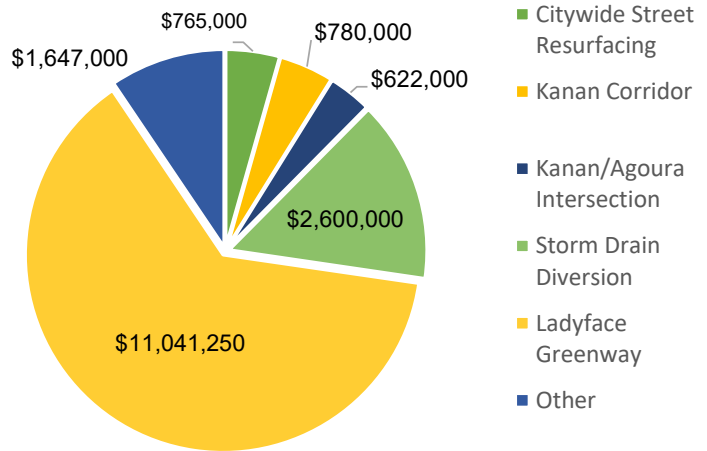
## CITY COUNCIL ADOPTS FISCAL YEAR 2023-2024 BUDGET AND APPROVES FISCAL YEAR 2024-2025 BUDGET

The City Council adopted the budget for Fiscal Year 2023-2024 and approved the budget for Fiscal Year 2024-2025 at their meeting on June 28, 2023. The City Council will review the budget at least twice before the end of Fiscal Year 2023-2024. The General Fund is where the majority of discretionary spending is recorded. The City staff will constantly monitor the revenues and expenditures and responded to events that impact the budget as necessary.

### CAPITAL IMPROVEMENT PROJECTS

Project	Cost (2023/24)	Cost (2024/25)
Citywide Street Resurfacing	\$765,000	\$500,000
Kanan Corridor	\$780,000	\$1,780,000
Kanan/Agoura Intersection	\$622,000	\$220,000
Storm Drain Diversion	\$2,600,000	\$188,000
Ladyface Greenway	\$11,041,250	\$5,864,000
Other	\$1,647,000	\$905,000
<b>TOTAL</b>	<b>\$17,455,250</b>	<b>\$9,457,000</b>

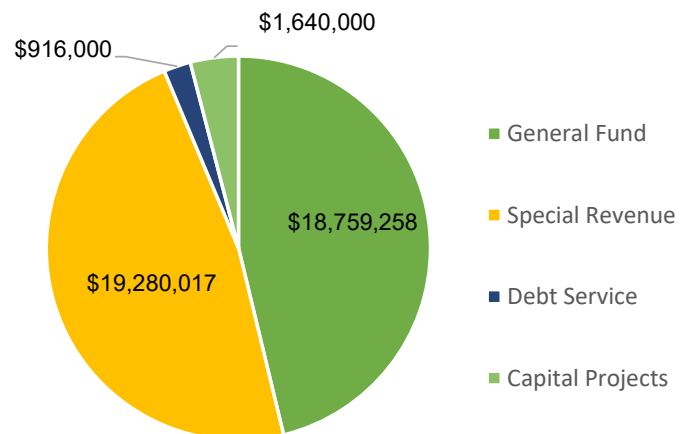
Capital Improvement Projects 23/24



### CITYWIDE BUDGET

Fund Type	FY 2023/24 Adopted	FY 2024/25 Approved
General Fund	\$18,759,258	\$19,414,241
Special Revenue	\$19,280,017	\$6,857,808
Debt Service	\$916,000	\$931,225
Capital	\$1,640,000	\$5,598,567
<b>Total</b>	<b>\$ 40,595,275</b>	<b>\$ 32,801,841</b>

Citywide Budget 23/24





# **CITY OF AGOURA HILLS**

Budget  
Fiscal Year 2023-24 / 2024-25



## **Executive Summary**



Date: June 28, 2023  
To: Honorable Mayor and Members of the City Council  
From: Nathan Hamburger, City Manager  
Subject: Fiscal Year 2023/24 and 2024/25 Budgets Executive Summary

### **Introduction**

This document includes the Fiscal Year 2023/24 and 2024/25 adopted budgets for the City of Agoura Hills. This document outlines specific programs, together with a financial plan, to meet the City's service goals for the community over the next twenty-four months. As a financial plan, the budget contains both fund summaries and line-item detail. The fund summaries provide the reader with an understanding of the financial condition of the many funds that comprise the overall budget, while the line detail explains how each City Department is funded. As a communication instrument, the budget includes organization charts and mission statements to better explain the structure, function, and goals of each department.

Developing and monitoring the budget is an ongoing process and the budget that is developed from this process is modified throughout the budget period to respond to unanticipated events. At the June 14, 2023, Budget Study session, the City Council reviewed the 2023/24 and 2024/25 budgets. The budgets were adopted at the June 28, 2023, 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.

### **Financial Highlights**

The City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022, received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). For the fifth time, the City's Budget for the fiscal years ending June 30, 2023, received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). These certificates are the highest form of recognition in governmental accounting and financial reporting, and their attainment represents a significant accomplishment by the City and its management. It is our intention to apply to GFOA for consideration again this year.

In 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. 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. The City continues to enjoy one of the highest bond ratings available to cities in California. The S&P Rating Report reflects Standard & Poor's view of the city's very strong economy, strong management, very strong budget flexibility and liquidity. See a later discussion in this summary on the City's debt obligations.

## **Overall Budget**

The 2023/24 Budget is \$40.6 million, including expenditures and operating transfers, while the 2024/25 Budget is \$32.8 million. The day-to-day operational/service costs for the organization are \$23.4 million in 2023/24 and \$23.7 million in 2024/25. We are recommending an additional \$17.1 million in Capital Improvement Projects for 2023/24 and \$9.1 million in Capital Improvement Projects for 2024/25. The Capital Improvement Projects for 2023/24 include \$11.0 million for the construction of a greenway utilizing \$5.5 million in Measure R and \$1.5 million Measure M, and both Los Angeles County sales tax initiatives, and \$2.8 million in state grants. Additionally, the City is planning to construct a \$2.6 million storm drain diversion project utilizing \$1.0 million in City funds, \$1.25 million in IRWMP funding and \$350,000 in Measure W local funding. Major projects in 2024/25 include \$5.9 million for the completion of the greenway utilizing \$3.2 million in state grant money and \$2.7 million in Measure M and work on the \$1.8 million on the Kanan Corridor project utilizing Measure M funding.

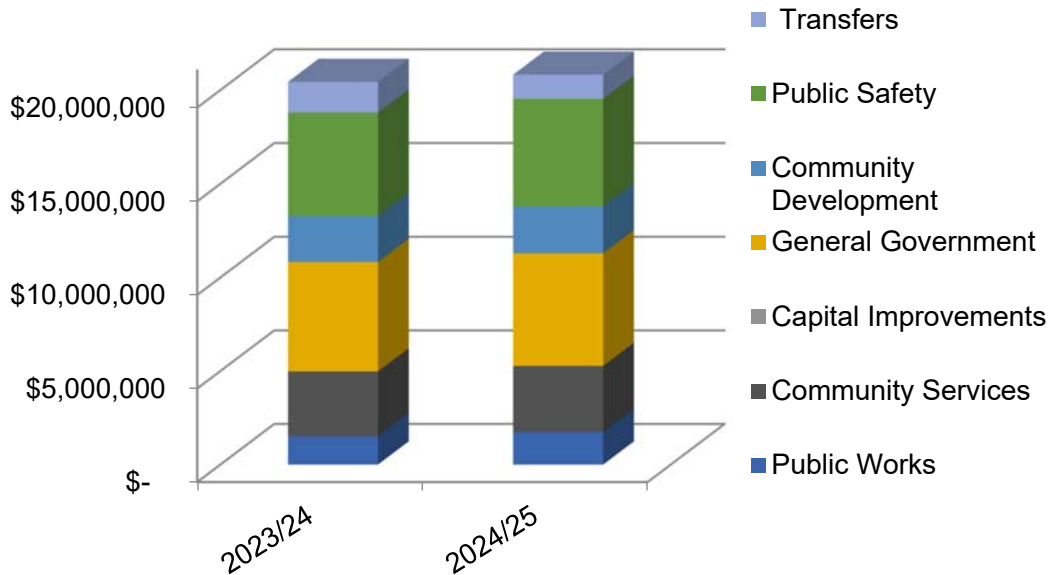
The overall budget consists of the following:

	<b>FY 2023/24</b>	<b>FY 2024/25</b>
General Fund	\$18,759,258	\$19,414,241
Other City Funds	<u>\$21,836,017</u>	<u>\$13,387,600</u>
Total City of Agoura Hills	\$40,595,275	\$32,801,841

Public Safety continues to be a high priority, as is seen through the City's financial commitment (26% 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 7.63% increase in rates for the 2023/24 year. Staff increased 2024/25 by 4%. The City will continue to receive \$100,000 in State COPS grant monies to assist in paying for our public safety program. These monies are budgeted in the Supplemental Law Enforcement Fund.

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

## City of Agoura Hills General Fund Budget



### **General Fund**

The General Fund is where the majority of discretionary funds are recorded and where the majority of general municipal services are provided. The General Fund operational budget is balanced in each fiscal year. In 2023/24 revenues are projected to be \$20.6 million, and in 2024/25 revenues are projected to increase to \$20.9 million. In 2023/24 proposed expenditures are recommended at \$18.8 million, and operating fund transfers of \$1.6 million (\$20.4 million total). In 2024/25 the expenditures increase to \$19.4 million, and operating transfers decrease to \$1.3 million for a total of \$20.8 million. The budget includes repayment of the 2013 bonds for the Recreation Center, as well as the debt service for the 2016 lease revenue refunding bonds. The 2016 revenue refunding bonds paid for the Civic Center (City Hall/Library), for a portion of the Kanan Bridge Widening Project and contributed towards the building of the of the Recreation Center. Furthermore, a transfer to the Successor Housing Fund is budgeted each year, as required for the City to receive loan repayments from the Successor Agency to the City of Agoura Hills.

The trend in Sales and Use Tax is to increase 1.0% in 2023/24 and 4.0% in 2024/25 while Property Tax is estimated to increase by 5.1% in 2023/24 and 2.9% in 2024/25. Transient Occupancy Tax, which is generated from hotel stays, is anticipated to remain flat between the two years.

Overall, General Fund revenue is budgeted to increase \$1.0 million or 6% from 2022/23 and 2% or \$415,006 from 2023/24 to 2024/25 for an overall two-year budget increase of \$1.4 million primarily due to projected increases in tax revenues, interest earnings and loan repayments from the Successor Agency.

In reviewing the General Fund expenditure differences between 2023/24 and 2024/25, operational expenditures are recommended to increase \$672,483, while transfers are budgeted to decrease \$291,115.

The increase in operational expenditures in 2024/25 comes primarily from the increased cost of operations in areas like the sheriff contract, liability insurance, salaries, and special events. The decrease in transfers relates to a one-time set-aside in 2023/24 to the Facilities Fund.

### **Other Major Funds**

Any fund whose revenues or expenditures, excluding other financing sources or uses, is more than 10% of the total revenues or expenditures of the appropriated budget is considered a major fund for budgeting purposes. In 2023/24 the General Fund, Miscellaneous Grants Fund, and the Measure R and Measure M Capital Grants Funds are major funds. These funds are budgeted to pay for the Greenway Project. In 2024/25, the General Fund, and Miscellaneous Grants Fund are major funds.

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

The budget process began in January when the department heads were asked to prepare revenue and expenditure projections and to provide recommendations for the City's two-year budget. During the first week of March, the City Manager met with each of the department heads to discuss their requests for the two-year period and to review their estimates for the 2022/23 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 22, 2023, the City Council held the first Goal Gathering Workshop, which included the public. The purpose of this workshop is to discuss all goals and establish a preliminary list for sub-committees to review. On May 10, the City Council held a second Goal Setting Workshop, which was open to the public. This workshop prioritized the goals of the City. On May 24, the Finance Committee met to review the draft budget and to discuss community service grant requests, which are received from various non-profit service organizations in the community. The City Council held the budget study session on June 14, 2023, to discuss the 2023/24 and 2024/25 preliminary Budget. On June 28, 2023, the City Council adopted the 2023/24 and 2024/25 Budgets and appropriated the 2023/24 Budget.

### **Budget and Goal Setting Calendar**

- |                       |  |
|-----------------------|--|
| ➤ February 24         | Department Heads – Budgets to Finance  |
| ➤ March 7-9           | City Manager met with Department Heads |
| ➤ March 27            | Department Heads – Revenue Projections |
| ➤ March 23            | Goals Gathering Workshop               |
| ➤ March 23 – April 14 | Council Committee and Staff Meetings   |
| ➤ May 10              | Goal Setting Workshop                  |
| ➤ May 24              | Finance Committee/Community Grants     |
| ➤ June 14             | Preliminary Budget Review Workshop     |
| ➤ June 28             | Adopt Budget                           |

Developing and monitoring the budget is an ongoing process. The estimates that are developed from this process are modified throughout the budget period to respond to unanticipated events.

### **Level of Budgetary Control**

Since the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line items within it. Various levels of budgetary control have been established to maintain

the integrity of the budget. The City Manager has the authority to transfer between expenditure accounts, within the same department, office, agency, or program activity. Where an appropriation requires an increase that cannot be supported by a transfer within those guidelines, City Council authorization is required.

### **Basis of Budgeting**

The City of Agoura Hills' basis of budgeting is the same as the basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP). The City only has governmental funds (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds) whose budgets are prepared on a modified accrual basis where revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred; except that principal and interest payments on general long-term debt are recognized when due.

For budgeting purposes, the City treats the loan repayment from the Agoura Hills Successor Agency as current year revenue. Furthermore, the Facilities Fund, and CalPERS Set Aside Funds are combined with the General Fund for accounting purposes. Revenue availability criteria are defined as collectible within the current period, or soon enough thereafter, to be used to pay liabilities of the current period (i.e., sixty days after the fiscal year end).

### **The Funds within the Budget**

All of the twenty-seven budgeted funds are segregated into fund types as shown in the following list. They are described in more detail later in this summary. The City also holds fiduciary responsibility for several funds, which are shown in the financial statements, but are not budgeted.

#### **General Fund**

010 – General Fund

#### **Special Revenue Funds (18)**

020 – Gas Tax Fund

022 – Road Rehabilitation Fund

030 – Retirement Rate Stabilization Fund

040 – Traffic Safety Fund

060 – Proposition A Fund

061 – Proposition C Fund

063 – Measure R Local Return Fund

064 – Measure M Local Return Fund

065 – Measure W Local Return Fund

070 – South Coast Air Quality Control Fund

110 – Traffic Improvement Fund

111 – Undergrounding in Lieu Fund

240 – Supplemental Law Enforcement Fund

250 – Community Development Block Grant Fund

260 – Miscellaneous Grants Fund

420 – Inclusionary Housing In-Lieu Fund

520 – Solid Waste Management Fund

620 – Successor Housing Agency Fund

#### **Debt Service Funds (2)**

300 – Financing Authority Debt Service Fund

305 – Improvement Authority Debt Service Fund

Capital Projects Funds (6)

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

**Basis for Assumption for Key Revenue Estimates**

The 2023/24 and 2024/25 Budget was built upon a series of assumptions related to employee compensation, insurance rates, economic forecasts, and development patterns. While the City was preparing the budget, the State of California unveiled a revised budget proposal for 2023/24. The State budget has a \$31.5 billion deficit, which uses a combination of funding deferrals and shifts from the General Fund to balance the budget. The proposal also draws heavily on federal funding and a potential climate bond to meet environmental goals. The May budget proposal does not include deep cuts to cities, and even includes some modest increases for local government including money for fentanyl overdoses aids. Because Californians have until October to finish their taxes, due to a delayed deadline, it is assumed that more revisions will be on their way. The direct impacts of these proposals are not yet known and have not been incorporated into our Budget. The budget reflects the best information available from the Governor’s and Legislative’s proposals for the State 2023/24 budget.

The City’s largest revenue sources are as follows:

Revenue Type	2023/24 Budget		2024/25 Budget	
Property Taxes	\$6,598,272	17%	\$6,864,690	21%
Measure R Capital Projects	5,622,000	14%	25,000	0%
Sales Taxes	5,588,689	14%	5,763,285	17%
Measure M Capital Projects	4,393,250	11%	5,070,000	15%
Transient Occupancy Tax	3,891,980	10%	3,891,980	12%
State Specified Grant – Greenway	2,800,000	7%	3,200,000	10%
Franchise Fees	880,000	2%	880,000	3%
Loan Repayment from former RDA	831,058	2%	890,050	3%
<b>Subtotal Top Revenues</b>	<b>\$30,605,249</b>	<b>78%</b>	<b>\$26,585,005</b>	<b>80%</b>
<b>Total Revenues</b>	<b>\$39,172,457</b>	<b>100%</b>	<b>\$33,186,713</b>	<b>100%</b>

**Property Taxes** – Property taxes, which are the City’s largest revenue source, represent over 30% of the City’s General fund revenue. In the State of California, Property tax rates are set by the State and collected by the County. The estimate for secured property tax, which is the largest component, is projected to increase 5.0% in 2023/24 and 2.9% in 2024/25, based on information received from the State and the County of Los Angeles, historical trends, and a forecast of a moderate increase in assessed valuations. Also included in this category is the Property Tax In-

Lieu of Vehicle License Fee (VLF). Beginning in 2005/06, the VLF revenue source has been reclassified from Grants and Subventions, since the State reallocated its funding methodology.

**Measure R Capital Projects Grant** – In November 2008, Measure R was approved by Los Angeles County voters by a two-thirds majority, committing a projected \$40 billion to traffic relief and transportation upgrades throughout the county over the next 30 years. The City of Agoura Hills is scheduled to receive approximately \$5.6 million of these monies in 2023/24 and \$25,000 in 2024/25 for transportation related projects, the primary one being a greenway which will provide multi-modal transportation along Agoura Road. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.

**Sales Taxes** – Sales tax is collected in the City of Agoura Hills at the rate of 9.5%. “Local Tax” is the general term for sales and use taxes imposed under the Bradley-Burns Uniform Sales and Use Tax Law. The tax is distributed as follows: 5.5% State; 1% City; 3.0% County. While Sales Tax represents 15% of the overall revenues for 2023/24, the City’s General Fund is budgeted to receive 28% of its revenues from sales tax. The sales tax is primarily collected from the City’s gas stations, restaurants, and furniture/appliance stores. With the decline of anticipated grant funding in 2024/25, Sales Tax represents 18% of the overall revenues, and remains at 28% of the General Fund budgeted revenues.

**Measure M Capital Projects Grant** – In November 2016, Measure M was approved by a two-thirds majority vote of Los Angeles County. This measure added a ½ cent sales tax to be used for traffic relief and transportation upgrades throughout the county. The City receives an annual local allocation and then additionally applies for the County-wide portion which is utilized for large capital projects. Excluding the local allocation, the City of Agoura Hills is scheduled to receive \$4.4 million in 2023/24 and \$5.1 million in 2024/25 from the County-wide portion. The primary project is a greenway which will provide modal transportation along Agoura Road. The project also uses Measure R funding and a state grant. Additional uses of this money include Kanan/Agoura Intersection and Kanan Corridor work. These monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures.

**Transient Occupancy Tax** – The City imposes a 12% Transient Occupancy Tax on occupants at hotels, motels, or other lodging facilities within the incorporated area of the City. This revenue generates approximately 10% of the City’s revenues and 19% of the General Fund revenue. Transient Occupancy Tax (TOT) was hit especially hard during the COVID pandemic, but has returned to previous levels, and is projected to increase slightly due to increased hotel rates. Additionally, the City passed an ordinance to impose TOT on short term rentals, which is projected to generate approximately \$90,000 in revenue for the two fiscal years. Using conservative budgeting strategies, this revenue source is budgeted flat for the 2024/25 fiscal year.

**State Specified Grant - Greenway** – The State of California granted the City of Agoura Hills \$6 million from the Department of Parks and Recreation to provide funds for the greenway project. Some of the money is budgeted for 2023/24, the remaining money is programmed for 2024/25.

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

**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.

### **Strategies for Actions**

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

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

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

Through the implementation of the findings in these various planning documents, Agoura Hills continues to strive to be 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**

When the previous budget was prepared, the COVID-19 pandemic health orders had just been lifted in Los Angeles County. The City's Transient Occupancy Taxes, event rentals and recreation revenues were hit particularly hard, and the continuous shutdowns and reopening's created very unstable tax revenues.

The City received \$4.8 million in American Rescue Plan monies (ARPA), which stabilized the revenues. For the upcoming two budget cycles, the City revenues are projected to remain stable, which will allow for the Council to continue to work on their major initiatives, derived from the Goal Workshop. These major initiatives, which are the same as the prior initiatives, include:

- Infrastructure
- Land Use/Economic Development
- Parks/Recreation/Transportation

- Emergency Preparedness/Public Safety
- Communications
- Environmental Sustainability

**Infrastructure** – Currently the City has numerous projects and programs underway and is completing the design phase of a greenway, which will be constructed utilizing several grants. The change out of light poles on the Reyes Adobe Bridge is being studied, along with the enhancement of bikeways. Under this initiative, the City previously completed the Roadside Bridge widening, improved overlay, conducted sidewalk repairs and road overlay.

**Land Use/Economic Development-** Currently the City is working on updating several federal and state mandated ordinances, General Plan amendments, and various advance planning items regarding housing. Additionally, the City is working on creating drought tolerant landscape plans for residential areas and penalties for the removal of protected tree species.

**Parks/Recreation/Transportation** – The City is working on an upgraded Dial-A-Ride program and performing analysis on additional outdoor recreation facility opportunities and renovations. Additional use of organics is being considered within the City’s parks, especially those near environmentally sensitive habitats. Additionally, funding has been added for a city historian. Under this initiative, the city upgraded several park restrooms, and amenities, to include tables, benches, and trash cans.

**Emergency Preparedness/Public Safety** – Under this initiative, the City started an education campaign about home hardening, and purchased a mobile Emergency Operations Center vehicle, and other emergency preparedness items. During the upcoming budget cycle, the City plans to expand the use of technology for public safety, provide additional funding for the Community Emergency Response Team (CERT) and consider a cyber security assessment.

**Communications** – The City is planning website infrastructure upgrades and reviewing software and technology to provide alternatives for public meetings and communication. Additionally, the City is reviewing its use of social media to increase followers and viewership. Within this category, the City previously streamlined emergency notifications sign-ups, and added a Public Information consultant and media analyst.

**Environmental Sustainability** – During the last budget cycle the City completed a climate action and adaptation plan, adopting an ordinance for full electrification of new residential development and expanded charging stations at city facilities. In the upcoming cycle the City will study the naturalization and clean-up of creeks and waterways. The City also plans to plant additional trees throughout the community.

## **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 Bikeway Improvements consistent with draft plan.
2. Complete a photometric study for lighting on Reyes Adobe Interchange/bridge.
3. Implement a light pole solution on Reyes Adobe Interchange/bridge.
4. Implement any proposed updates to public meeting equipment.

## B. Land Use and Economic Development

1. Complete public outreach process on possibility of commercial cannabis.
2. Review penalties for the removal of protected tree species.

## C. Parks/Recreation/Transportation

1. Research additional outdoor recreation/facility opportunities.
2. Dial-A-Ride program analysis.
3. Review basketball court layouts (full court vs half court).
4. Implement the next capital park improvement(s).

## D. Emergency Preparedness/Public Safety

1. Support the Community Emergency Response Team (CERT) via funding for expanded training and additional storage.
2. Expand the use of technology for public safety monitoring programs.

## E. Communications

1. Research and implement City website infrastructure updates.
2. Expand followers and viewership via paid social media ads.
3. Review software and technology for public meetings and consider alternatives.
4. Preserve/archive City's historical documents and photos electronically.

## F. Environmental Sustainability

1. Remove non-native trees and seek tree planting opportunities for native trees.
2. Consider an ordinance to ban Styrofoam and plastic utensils.
3. Implement ban on use of Styrofoam and plastic utensils via education and enforcement.
4. Analyze the use of landscape and tree planting along Agoura Road to serve as an alternative to a sound wall.
5. Complete a city-wide feasibility analysis on the potential for naturalization of creeks and waterways.
6. Consider options to reduce light impacts near wildlife migration and significant ecological areas.

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

For the budget year 2022/23 the fund balance in the General Fund is projected to be \$13.7 million or 71% of operating expenses and transfers at June 30, 2023. This fund balance is projected to be 69% in 2023/24 and 68% in 2024/25.

<b>General Fund</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>Ending Fund Balance</b>	\$ 13,716,578	\$13,847,669	\$14,029,898
<b>Operating Expenses and Transfers</b>	\$19,508,877	\$20,432,408	\$20,796,276
<b>Percentage</b>	71%	68%	67%

It is important to note that the General Fund serves as a temporary funding source for the many grants the City receives. The total of these advances is anticipated to be more than \$4.0 million. And an additional \$2.0 million in accounts receivable. 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 \$1.4 million or less than 7% from 6/30/2023 to 6/30/2024 and increase \$384,873 or 2% from 6/30/24 to 6/30/25. Both years are relatively flat because most of the expenses are grant reimbursed.

In accordance with the Balanced Budget Policy, which is included within the Appendix of this document, the 2023/24 and 2024/25 budgets are balanced. This means that operating revenues fully cover operating expenditures, including debt. Under this policy, it is allowable for total expenditures to exceed revenues in a given year: however, in this situation beginning fund balance can only be used to fund capital improvement plan projects, or other “one-time”, non-recurring expenditures. Additionally, ending fund balance must meet the minimum policy levels as defined by Council Resolution.

**Personnel Additions/Promotions and Reclassifications**

The 2023/24 and 2024/25 headcount include thirty-six full-time employees, 5 Council members, 5 Planning Commissioners, one appointed part-time Treasurer, and numerous part-time staff, who are primarily employed at the Recreation Center.

The City is considering offering employees a Cost-of-Living Adjustment (COLA) of 6% in 2023/24 and a COLA not to exceed 6.5% in 2024/25, based on the Los Angeles Wage Earners CPI. The City has implemented a cost sharing plan with the employees to cover the cost of the Public Employees Retirement System (CalPERS) retirement plan. The City has two plans, Public Employees’ Pension Reform Act (PEPRA), where employees receive a benefit of 2% at 62, and Miscellaneous employees (joining prior to January 1, 2013, where) employees receive a benefit of 2% at 55. PEPRA employees contribute half the cost of their pension. Miscellaneous employees began contributing when combined plan costs exceeded 20.0%. The City’s rate is projected to be 21.8% for 2023/24 and 21.5% in 2024/25. The rate in 2022/23 was 22.3%.

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, 2022, the liability was fully funded. The City's contribution is budgeted at \$110,450 and \$104,150 respectively, in each of the budget years. The City has budgeted for this contribution in the General Fund and has joined the CalPERS CERBT. It is the City's intention to fund its contribution annually.

Additionally, the City has begun prefunding the CalPERS liability which was \$2,691,618 at June 30, 2022. In order to reduce the liability, the City is budgeted to contribute an additional \$55,000 and \$56,000 above the required contribution towards the debt in 2023/24 and 2024/25 respectively.

### **Debt Obligations**

The 2023/24 and 2024/25 Budget includes certain debt obligations for the City. The obligations included in the budget represent the annual installment payments of principal and interest to be paid on debt existing at July 1, 2023.

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 - S&P AA+**

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 7/1/2023: \$3,025,000  
Maturity Date: 2043  
Interest Rate: 4.0% - 5.0%  
Funding Sources: General Fund

#### **2016 Lease Revenue Refunding Bonds – S&P AA+**

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 7/1/2023: \$8,285,000  
Maturity Date: 2041  
Interest Rate: 3.875% - 4.375%  
Funding Sources: General Fund

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

Purpose: Financing projects benefiting the Agoura Hills Redevelopment Agency.

\$44,000,000 note dated February 9, 2011  
Principal Outstanding 7/1/2023: \$29,789,354  
Maturity: 2042  
Interest Rate: 4.0%  
Funding Sources: RDA tax increment revenue

## **Debt Limit**

The only legal debt limit in California is for general obligation debt. If a city wants to issue general obligation debt, they must go out to the voters and receive a 2/3 majority vote. The city does not have general obligation debt because of the difficulty in obtaining a 2/3 vote, as required in the State of California; therefore, a legal limit has not been established.

Included in this document is a debt limit policy on issuing other types of debt. The policy states that debt service payments are not to exceed 10% of General Fund revenues, and in no case more than 15%. The 2023/24 and 2024/25 budget are in compliance with this policy.

	<b>FY 2023/24</b>	<b>FY 2024/25</b>
Debt service payments	\$ 905,225	\$ 901,175
General Fund revenues	\$20,563,499	\$20,978,505
<b>Percentage Debt Service</b>	<b>4.4%</b>	<b>4.3%</b>

## **Summary**

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

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

Respectfully,

*Nathan Hamburger*

Nathan Hamburger  
City Manager

**City of Agoura Hills  
Appropriations Limit  
FY 2023-24**

**History**

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution (informally known as Proposition 4, or the “Gann Initiative”), which restricts the total amount of appropriations allowed in any given fiscal year from the “proceeds of taxes.”

In 1980, the State Legislature added section 9710 to Government Code which required the governing body of each local jurisdiction to establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year’s limit, adjusted for population changes and the change in the U.S. Consumer Price Index (or California per Capita Personal Income, if smaller). The necessary statistical information is provided each year by the California Department of Finance

In June, 1990, the voters modified the original Article XIII-B (Proposition 4) with the passage of Proposition 111 and its implementing legislation (California Senate Bill 88). Beginning with the 1990-91 appropriations limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income **or** the growth in the non-residential assessed valuation due to construction within the City, **and** the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the tax payers within two years (either by reducing taxes levied or fees charged).

**Agoura Hills and the Future**

The following table provides an analysis of the City of Agoura Hill’s appropriation limit. Historically the City has remained well below its appropriation limit. For the 2023-24 fiscal year, there is a significant gap of \$5,619,649 between the appropriations limit and the General Fund appropriations allowed under the limit. With such a sizable margin, the provisions related to the return of taxes clearly do not, and will not, apply to Agoura Hills any time in the new future.

**Calculation of Limitation**

Appropriation Limit for FY 2022-23	\$21,206,659
Adjustment Factors:	<u>% Ratio</u>
Population Factor	0.9997
Growth Factor	<u>1.0444</u>
Population Ratio*Economic Ratio	<u>1.0440867</u>
Appropriation Limit for FY 2023-24	<u>\$22,141,590</u>

**CITY OF AGOURA HILLS  
GANN APPROPRIATION LIMIT  
FY 2023-24**

Appropriation Limitation Calculation				Schedule 1	Appropriation Subject to Limit				Schedule 2
% Change in		Population per DOF	Growth Factor	Appropriation Limit by Fiscal Year	Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax	
Personal Income	in								
<b>1981-82 Base Year Approp Subject to Limit:</b>				\$2,200,000	<b>Unrestricted:</b>				
<b>Allowed Growth Rate:</b>					Taxes	\$17,128,941	\$16,248,941	\$880,000	
1992-93	0.9936	1.0133	1.0068149	5,920,556	License and Permits	530,000		530,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248	Charges for Services	1,120,500		1,120,500	
1994-95	1.0071	1.0028	1.0099199	6,191,060	Fines and Forfeitures	41,000		41,000	
1995-96	1.0472	0.9969	1.0439537	6,463,180	Interest Earnings	300,000	237,000	63,000	
1996-97	1.0467	1.0034	1.0502588	6,788,011	Miscellaneous	1,443,058		1,443,058	
1997-98	1.0467	1.0104	1.0575857	7,178,904	<b>Total Unrestricted</b>	<b>20,563,499</b>	<b>16,485,941</b>	<b>4,077,558</b>	
1998-99	1.0415	1.0120	1.0539980	7,566,550	<b>Restricted:</b>				
1999-00	1.0453	1.0158	1.0618157	8,034,282	Taxes	36,000	36,000	0	
2000-01	1.0491	1.0148	1.0646267	8,553,511	License and Permits			0	
2001-02	1.0782	1.0137	1.0929713	9,348,742	Intergovernmental	18,265,858		18,265,858	
2002-03	0.9873	1.0400	1.0267920	9,599,213	Charges for Services	76,000		76,000	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Fines and Forfeitures	45,000		45,000	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Interest Earnings	86,100		86,100	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Miscellaneous	100,000		100,000	
2006-07	1.0396	1.0017	1.0413673	12,024,049	<b>Total Restricted</b>	<b>18,608,958</b>	<b>36,000</b>	<b>18,572,958</b>	
2007-08	1.0442	1.0034	1.0477503	12,598,200	<b>Total Source of Funds</b>	<b>\$39,172,457</b>	<b>\$16,521,941</b>	<b>\$22,650,516</b>	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239					
* 2009-10	1.0062	1.0058	1.0120360	13,371,262					
2010-11	0.9746	1.0059	0.9803501	13,108,518					
* 2011-12	1.0251	1.0025	1.0276628	13,471,136					
* 2012-13	1.0377	1.0021	1.0398792	14,008,354					
2013-14	1.0512	1.0045	1.0559304	14,791,847					
2014-15	0.9977	1.0047	1.0023892	14,827,188					
2015-16	1.0382	1.0064	1.0448445	15,492,106					
2016-17	1.0537	1.0068	1.0608652	16,435,036					
2017-18	1.0369	1.0001	1.0370037	17,043,191					
2018-19	1.0367	1.0010	1.0377367	17,686,345					
2019-20	1.0385	0.9985	1.0369430	18,339,732					
2020-21	1.0373	0.9973	1.0344993	18,972,440					
2021-22	1.0573	0.9931	1.0500046	19,921,149					
2022-23	1.0755	0.9898	1.0645299	21,206,659					
2023-24	1.0444	0.9997	1.0440867	22,141,590					
<b>2023-24 Appropriation Limit</b>				<b>\$22,141,590</b>					
<b>Less Appropriations subject to limit (Sched 2)</b>				<b>16,521,941</b>					
<b>2023-24 Appropriations Under Allowed Limit</b>				<b>\$5,619,649</b>					

\* Revised



**RESOLUTION NO. 23-2039**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2023-24 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 2023-24 shall be \$22,141,590.

**BE IT FURTHER RESOLVED**, that any challenge to the appropriations limits, as per the above mentioned government codes, must be brought to the City of Agoura Hills' attention within sixty (60) days of the effective date of this resolution.

**PASSED, APPROVED, AND ADOPTED**, this 28<sup>th</sup> day of June 2023, by the following vote to wit.

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



Chris Anstead, Mayor

ATTEST:



Kimberly M. Rodrigues, City Clerk



**RESOLUTION NO. 23-2040**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2023-24, INCLUDING FISCAL YEAR 2023-24 APPROPRIATIONS, APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2024-25, AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2022-23 ANNUAL BUDGET AND ADOPTING CITYWIDE GOALS FOR FISCAL YEARS 2023-24 AND 2024-25**

**WHEREAS**, the City Council has reviewed the preliminary budget for Fiscal Years 2023-24 and 2024-25 and the amended budget for Fiscal Year 2022-23; and

**WHEREAS**, a Budget Workshop concerning the Fiscal Year 2023-24 and 2024-25 proposed budget was held on Wednesday, June 14, 2023.

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

1. That the Fiscal Years 2023-24 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 2023-24 Budget are hereby appropriated.
3. That the Fiscal Year 2024-25 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2024-25.
4. That the proposed amendments to the Fiscal Year 2022-23 Budget be approved.
5. Any unused appropriations from the Fiscal Year 2022-23 Adopted Budget at the end of Fiscal Year 2022-23 may be re-appropriated by the City Manager for continued use in Fiscal Year 2022-23.
6. That the Citywide Goals for Fiscal Year 2023-24 and 2024-25 be approved.

**PASSED, APPROVED, and ADOPTED** this 28<sup>th</sup> day of June, 2023, by the following vote to wit:

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

*Chris Anstead*

Chris Anstead, Mayor

ATTEST:

*Kimberly M. Rodrigues*

Kimberly M. Rodrigues, City Clerk



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

Fund	----- Estimate 2022/23-----				Fund Balance 6/30/2023	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2022	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
<u>Major Funds</u>						
10 General Fund	13,690,128	19,532,327	18,285,372	(1,220,505)	13,716,578	0%
Subtotal Major Funds	<u>13,690,128</u>	<u>19,532,327</u>	<u>18,285,372</u>	<u>(1,220,505)</u>	<u>13,716,578</u>	
20 Gas Tax	59,162	522,551	527,300	-	54,413	
22 RRAA	91,237	440,127	450,000	-	81,364	
30 Retirement Rate Stabilization	200,636	3,000	222,000	23,000	4,636	
40 Traffic Safety	28,899	40,350	40,000	-	29,249	
60 Proposition A	1,173,230	629,535	445,372	-	1,357,393	
61 Proposition C	686,282	547,478	845,626	-	388,134	
63 Measure R	173,062	312,983	305,485	-	180,560	
64 Measure M	103,266	353,381	406,741	-	49,906	
65 Measure W	113,313	345,800	328,000	-	131,113	
70 SCAQMD	140,595	27,700	112,000	-	56,295	
110 Traffic Improvement	1,617,431	10,000	650,000	-	977,431	
111 Utility Undergrounding	53,674	750	-	-	54,424	
240 Suppl. Law Enfcmnt	148,444	168,000	192,866	-	123,578	
250 CDBG	(7,574)	16,400	16,400	-	(7,574)	
260 Misc. Grants	(829,196)	2,766,367	2,614,545	-	(677,374)	
520 Waste Management	236,757	112,000	93,900	-	254,857	
420 Inc. Housing In-Lieu	1,816,920	20,000	30,000	-	1,806,920	
300 Public Fin Auth Debt Service	1,095	11	-	-	1,106	
305 Improvement Authority Debt Serv	293,850	1,500	914,225	913,274	294,399	
620 Successor Housing	797,420	10,000	51,435	134,231	890,215	
11 Capital Projects Fund	568,626	218,500	135,000	100,000	752,126	
12 Facilities Fund	404,632	4,000	-	-	408,632	
13 Open Space Fund	-	-	-	50,000	50,000	
15 Rec Center Capital Projects	(29,997)	65,000	35,000	-	3	
16 Stormwater Capital Projects	799,265	225,000	122,000	-	902,265	
18 Measure R Capital Projects	(3,064,224)	900,000	66,322	-	(2,230,546)	
19 Measure M Capital Projects	(488,371)	30,000	410,523	-	(868,894)	
Subtotal Non-Major Funds	<u>5,088,432</u>	<u>7,770,433</u>	<u>9,014,740</u>	<u>1,220,505</u>	<u>5,064,630</u>	0%
<b>Total City of Agoura Hills</b>	<b><u>18,778,560</u></b>	<b><u>27,302,760</u></b>	<b><u>27,300,112</u></b>	<b><u>-</u></b>	<b><u>18,781,207</u></b>	

**City of Agoura Hills  
Sources and Uses  
Estimated Budget 2023-24**

Fund	----- Estimate 2023/24-----				Fund Balance 6/30/2024	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2023	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
<u>Major Funds</u>						
10 General Fund	13,716,578	20,563,499	18,759,258	(1,673,150)	13,847,669	1%
18 Measure R Capital Projects	(2,230,546)	5,622,000	5,989,446	-	(2,597,992)	(1) -16%
19 Measure M Capital Projects	(868,894)	4,393,250	4,287,385	-	(763,029)	(2) 12%
260 Misc. Grants	(677,374)	4,524,500	4,524,500	-	(677,374)	0%
Subtotal Major Funds	<u>9,939,764</u>	<u>35,103,249</u>	<u>33,560,589</u>	<u>(1,673,150)</u>	<u>9,809,273</u>	
20 Gas Tax	54,413	578,961	556,311	-	77,063	
22 RRAA	81,364	501,488	480,000	-	102,852	
30 Retirement Rate Stabilization	4,636	-	-	89,550	94,186	
40 Traffic Safety	29,249	45,350	43,505	-	31,094	
60 Proposition A	1,357,393	709,853	840,388	-	1,226,858	
61 Proposition C	388,134	481,964	640,871	-	229,227	
63 Measure R	180,560	357,973	409,440	-	129,093	
64 Measure M	49,906	404,369	413,884	-	40,391	
65 Measure W	131,113	345,800	452,000	-	24,913	
70 SCAQMD	56,295	27,700	70,000	-	13,995	
110 Traffic Improvement	977,431	6,000	-	-	983,431	
111 Utility Undergrounding	54,424	750	-	-	55,174	
240 Suppl. Law Enfcmnt	123,578	100,000	183,000	-	40,578	
250 CDBG	(7,574)	250,000	236,000	-	6,426	
520 Waste Management	254,857	115,000	98,804	-	271,053	
420 Inc. Housing In-Lieu	1,806,920	25,000	-	-	1,831,920	
300 Public Fin Auth Debt Service	1,106	-	-	-	1,106	
305 Improvement Authority Debt Serv	294,399	-	916,000	915,000	293,399	
620 Successor Housing	890,215	12,000	54,483	168,600	1,016,332	
11 Capital Projects Fund	752,126	3,000	640,000	200,000	315,126	
12 Facilities Fund	408,632	4,000	-	300,000	712,632	
13 Open Space Fund	50,000	-	-	-	50,000	
15 Rec Center Capital Projects	3	-	-	-	3	
16 Stormwater Capital Projects	902,265	100,000	1,000,000	-	2,265	
Subtotal Non-Major Funds	<u>8,841,444</u>	<u>4,069,208</u>	<u>7,034,686</u>	<u>1,673,150</u>	<u>7,549,116</u>	(3) -15%
<b>Total City of Agoura Hills</b>	<b><u>18,781,207</u></b>	<b><u>39,172,457</u></b>	<b><u>40,595,275</u></b>	<b><u>-</u></b>	<b><u>17,358,389</u></b>	

**Explanation of fund balances variance of 10% or more**

(1) The Measure R Capital Projects Fund is funded with a grant, and it is the nature of the project to expense the costs of the project. The Linear Park Project is the major expense for this fund. (2) The Measure M Capital Projects Fund is funded with a grant. The reimbursement revenues are anticipated to exceed expenditures as the Chesebro Bridge projects in that fund come to a completion (3) Non Major Funds will decrease by approximately \$1.2 million priarily due to the use of Stormwater Capital Projects Funds for a planned capital project.

**City of Agoura Hills  
Sources and Uses  
Estimated Budget 2024-25**

Fund	----- Estimate 2024/25-----				Fund Balance 6/30/2025	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2024	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
<u>Major Funds</u>						
10 General Fund	13,847,669	20,978,505	19,414,241	(1,382,035)	14,029,898	1%
260 Misc. Grants	(677,374)	3,297,000	3,297,000	-	(677,374)	0%
Subtotal Major Funds	<u>13,170,294</u>	<u>24,275,505</u>	<u>22,711,241</u>	<u>(1,382,035)</u>	<u>13,352,524</u>	
20 Gas Tax	77,063	578,961	560,343	-	95,681	
22 RRAA	102,852	501,488	400,000	-	204,340	
30 Retirement Rate Stabilization	94,186	-	-	95,850	190,036	
40 Traffic Safety	31,094	45,350	45,247	-	31,197	
60 Proposition A	1,226,858	709,853	837,874	-	1,098,837	
61 Proposition C	229,227	481,964	308,316	-	402,875	
63 Measure R	129,093	357,973	268,480	-	218,586	
64 Measure M	40,391	404,369	400,160	-	44,600	
65 Measure W	24,913	345,800	340,000	-	30,713	
70 SCAQMD	13,995	27,700	-	-	41,695	
110 Traffic Improvement	983,431	6,000	-	-	989,431	
111 Utility Undergrounding	55,174	750	-	-	55,924	
240 Suppl. Law Enfcmt	40,578	100,000	133,000	-	7,578	
250 CDBG	6,426	100,000	110,000	-	(3,574)	
520 Waste Management	271,053	115,000	98,804	-	287,249	
420 Inc. Housing In-Lieu	1,831,920	25,000	-	-	1,856,920	
300 Public Fin Auth Debt Service	1,106	-	-	-	1,106	
305 Improvement Authority Debt Serv	293,399	-	931,225	908,175	270,349	
620 Successor Housing	1,016,332	12,000	58,584	178,010	1,147,758	
11 Capital Projects Fund	315,126	-	290,000	200,000	225,126	
12 Facilities Fund	712,632	4,000	24,000	-	692,632	
13 Open Space Fund	50,000	-	-	-	50,000	
15 Rec Center Capital Projects	3	-	-	-	3	
16 Stormwater Capital Projects	2,265	-	-	-	2,265	
18 Measure R Capital Projects	(2,597,992)	25,000	27,489	-	(2,600,481)	
19 Measure M Capital Projects	(763,029)	5,070,000	5,257,078	-	(950,107)	
Subtotal Non-Major Funds	<u>4,188,095</u>	<u>8,911,208</u>	<u>10,090,600</u>	<u>1,382,035</u>	<u>4,390,738</u>	5%
<b>Total City of Agoura Hills</b>	<b><u>17,358,389</u></b>	<b><u>33,186,713</u></b>	<b><u>32,801,841</u></b>	<b><u>-</u></b>	<b><u>17,743,262</u></b>	

**CITY OF AGOURA HILLS**  
**Consolidated Financial Schedule**  
**FY 2023-2024**

Fiscal Year 2023-2024 Budget					
	General Fund	Special Revenue Funds	Debt Service	Capital Projects	Total Appropriated Funds
Starting Fund Balance	\$ 13,716,578	\$ 5,755,539	\$ 295,505	\$ (986,414)	\$ 18,781,207
<b>Operating Revenue</b>					
Taxes and Assessments	\$ 17,128,941	\$ 36,000	\$ -	\$ -	\$ 17,164,941
License and Permits	530,000	-	-	-	530,000
Intergovernmental	-	8,250,608	-	10,015,250	18,265,858
Fines and Penalties	41,000	45,000	-	-	86,000
Investment Income	300,000	79,100	-	7,000	386,100
Rental Income	460,000	-	-	-	460,000
Other Revenue	983,058	-	-	100,000	1,083,058
<b>Total Operating Revenue</b>	<b>\$ 19,442,999</b>	<b>\$ 8,410,708</b>	<b>\$ -</b>	<b>\$ 10,122,250</b>	<b>\$ 37,975,957</b>
<b>Other Financing Sources</b>					
Charges for Services	\$ 1,120,500	\$ 76,000	\$ -	\$ -	\$ 1,196,500
Transfer In	-	258,150	915,000	500,000	1,673,150
<b>Total Other Financing</b>	<b>\$ 1,120,500</b>	<b>\$ 334,150</b>	<b>\$ 915,000</b>	<b>\$ 500,000</b>	<b>\$ 2,869,650</b>
<b>Total Revenue</b>	<b>\$ 20,563,499</b>	<b>\$ 8,744,858</b>	<b>\$ 915,000</b>	<b>\$ 10,622,250</b>	<b>\$ 40,845,607</b>
<b>Operating Expenses</b>					
Personnel Costs	\$ 6,191,252	\$ 419,516	\$ -	\$ 708,581	\$ 7,319,349
Materials, Supplies, and Services	2,999,853	190,548	-	-	3,190,401
Contract Services	9,333,020	2,712,622	5,000	-	12,050,642
Debt Service	-	-	905,000	-	905,000
Street Improvements	-	2,182,500	-	2,592,000	4,774,500
Administrative Charges	1,000	47,000	6,000	-	54,000
Other Improvements and Projects	10,000	3,276,000	-	8,616,250	11,902,250
<b>Total Operating Expenses</b>	<b>\$ 18,535,125</b>	<b>\$ 8,828,186</b>	<b>\$ 916,000</b>	<b>\$ 11,916,831</b>	<b>\$ 40,196,142</b>
<b>Other Expenses</b>					
Capital Expenditures	\$ 224,133	\$ 175,000	\$ -	\$ -	\$ 399,133
Transfer Out	1,673,150	-	-	-	1,673,150
<b>Total Other Expenses</b>	<b>\$ 1,897,283</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,072,283</b>
<b>Total Expenditures</b>	<b>\$ 20,432,408</b>	<b>\$ 9,003,186</b>	<b>\$ 916,000</b>	<b>\$ 11,916,831</b>	<b>\$ 42,268,425</b>
<b>Net of Revenue/Expenditures</b>	<b>\$ 131,091</b>	<b>\$ (258,328)</b>	<b>\$ (1,000)</b>	<b>\$ (1,294,581)</b>	<b>\$ (1,422,818)</b>
Ending Fund Balance	\$ 13,847,669	\$ 5,497,211	\$ 294,505	\$ (2,280,995)	\$ 17,358,389

**CITY OF AGOURA HILLS**  
**Consolidated Financial Schedule**  
**FY 2024-2025**

	Fiscal Year 2024-2025 Budget				
	General Fund	Special Revenue Funds	Debt Service	Capital Projects	Total Appropriated Funds
Starting Fund Balance	\$ 13,847,669	\$ 5,497,211	\$ 294,505	\$ (2,280,995)	\$ 17,358,389
<b>Operating Revenue</b>					
Taxes and Assessments	\$ 17,569,955	\$ 36,000	\$ -	\$ -	\$ 17,605,955
License and Permits	530,000	-	-	-	530,000
Intergovernmental	-	6,873,108	-	5,095,000	11,968,108
Fines and Penalties	41,000	45,000	-	-	86,000
Investment Income	300,000	79,100	-	4,000	383,100
Rental Income	460,000	-	-	-	460,000
Other Revenue	1,002,050	-	-	-	1,002,050
<b>Total Operating Revenue</b>	<b>\$ 19,903,005</b>	<b>\$ 7,033,208</b>	<b>\$ -</b>	<b>\$ 5,099,000</b>	<b>\$ 32,035,213</b>
<b>Other Financing Sources</b>					
Charges for Services	\$ 1,075,500	\$ 76,000	\$ -	\$ -	\$ 1,151,500
Transfer In	-	273,860	908,175	200,000	1,382,035
<b>Total Other Financing</b>	<b>\$ 1,075,500</b>	<b>\$ 349,860</b>	<b>\$ 908,175</b>	<b>\$ 200,000</b>	<b>\$ 2,533,535</b>
<b>Total Revenue</b>	<b>\$ 20,978,505</b>	<b>\$ 7,383,068</b>	<b>\$ 908,175</b>	<b>\$ 5,299,000</b>	<b>\$ 34,568,748</b>
<b>Operating Expenses</b>					
Personnel Costs	\$ 6,856,402	\$ 356,164	\$ -	\$ 620,567	\$ 7,833,133
Materials, Supplies, and Services	3,016,376	190,748	-	-	3,207,124
Contract Services	9,326,549	2,243,896	5,000	-	11,575,445
Debt Service	-	-	920,225	-	920,225
Street Improvements	-	615,000	-	2,250,000	2,865,000
Administrative Charges	1,000	47,000	6,000	-	54,000
Other Improvements and Projects	10,000	3,375,000	-	2,704,000	6,089,000
<b>Total Operating Expenses</b>	<b>\$ 19,210,328</b>	<b>\$ 6,827,808</b>	<b>\$ 931,225</b>	<b>\$ 5,574,567</b>	<b>\$ 32,543,928</b>
<b>Other Expenses</b>					
Capital Expenditures	\$ 203,913	\$ 30,000	\$ -	\$ 24,000	\$ 257,913
Transfer Out	1,382,035	-	-	-	1,382,035
<b>Total Other Expenses</b>	<b>\$ 1,585,948</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 24,000</b>	<b>\$ 1,639,948</b>
<b>Total Expenditures</b>	<b>\$ 20,796,276</b>	<b>\$ 6,857,808</b>	<b>\$ 931,225</b>	<b>\$ 5,598,567</b>	<b>\$ 34,183,876</b>
<b>Net of Revenue/Expenditures</b>	<b>\$ 182,229</b>	<b>\$ 525,260</b>	<b>\$ (23,050)</b>	<b>\$ (299,567)</b>	<b>\$ 384,872</b>
Ending Fund Balance	\$ 14,029,898	\$ 6,022,471	\$ 271,455	\$ (2,580,562)	\$ 17,743,262



**City of Agoura Hills**  
**Description of Non-Major Governmental Funds**  
**FY 2023-24**

**Non-Major Special Revenue Funds**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**City of Agoura Hills**  
**Description of Non-Major Governmental Funds**  
**FY 2023-24**

**Non-Major Capital Projects Funds**

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

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

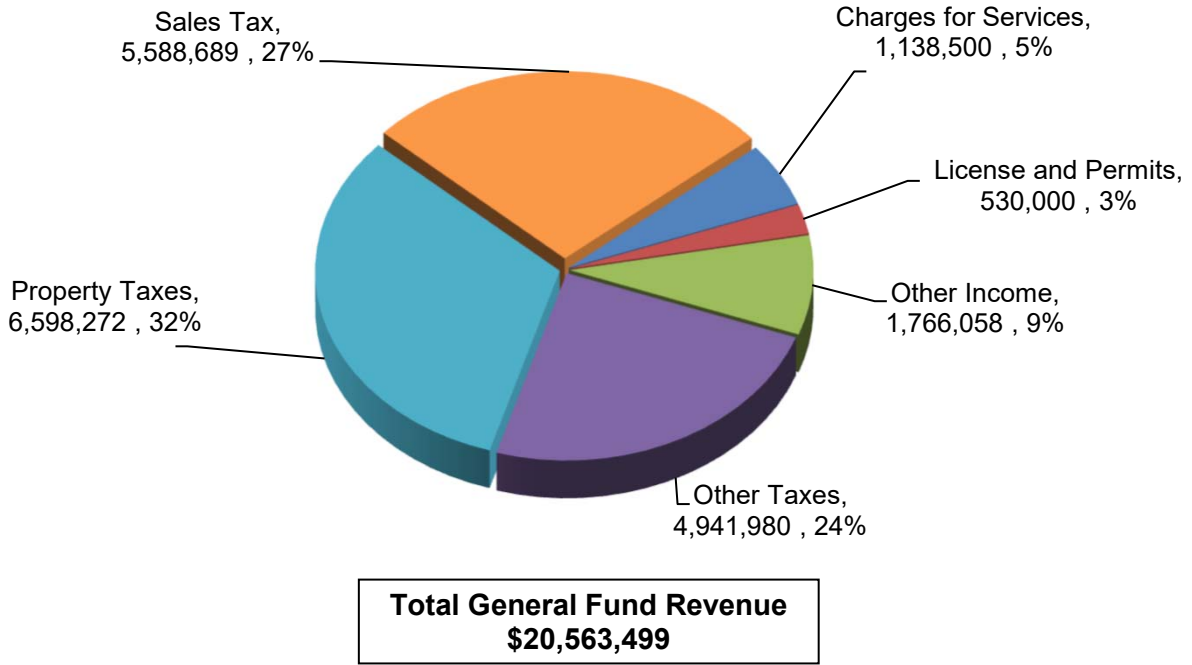
**Capital Projects** – To account for funds that are to be used for various capital projects throughout the City.

**Non-Major Debt Service Funds**

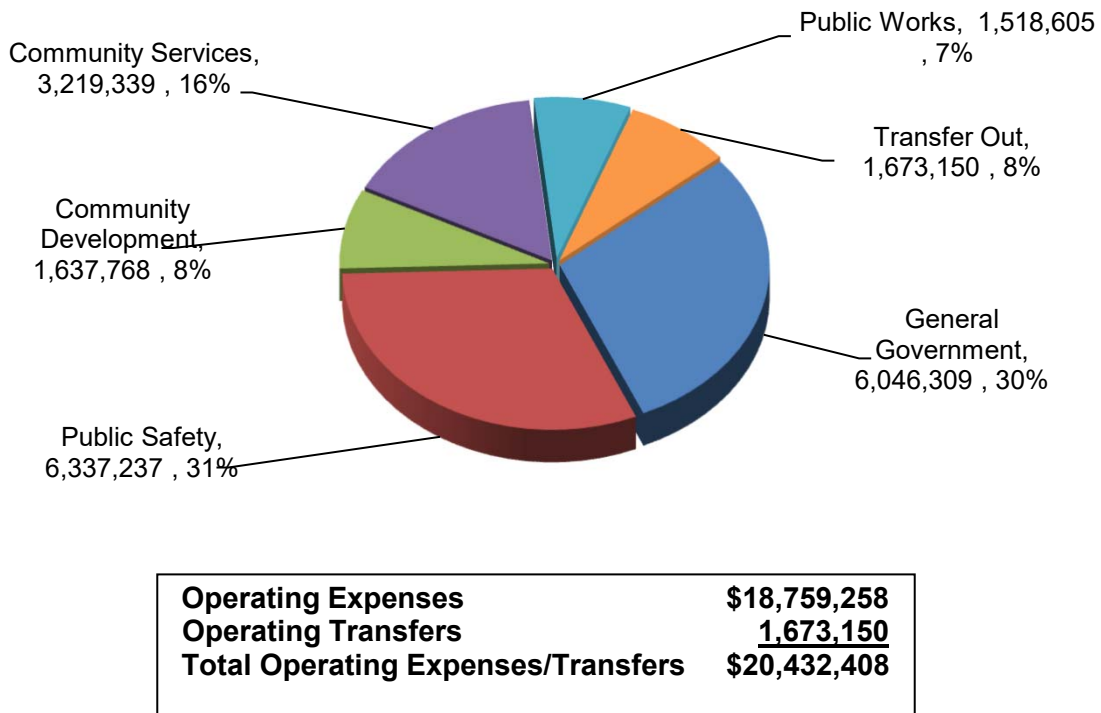
**Financing Authority Debt Service** – To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

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

**City of Agoura Hills  
2023-24  
General Fund Revenue**



**City of Agoura Hills  
2023-24 General Fund  
Operating Expenditures/Transfers**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Agoura Hills  
California**

For the Biennium Beginning

**July 01, 2021**

*Christopher P. Morill*

Executive Director

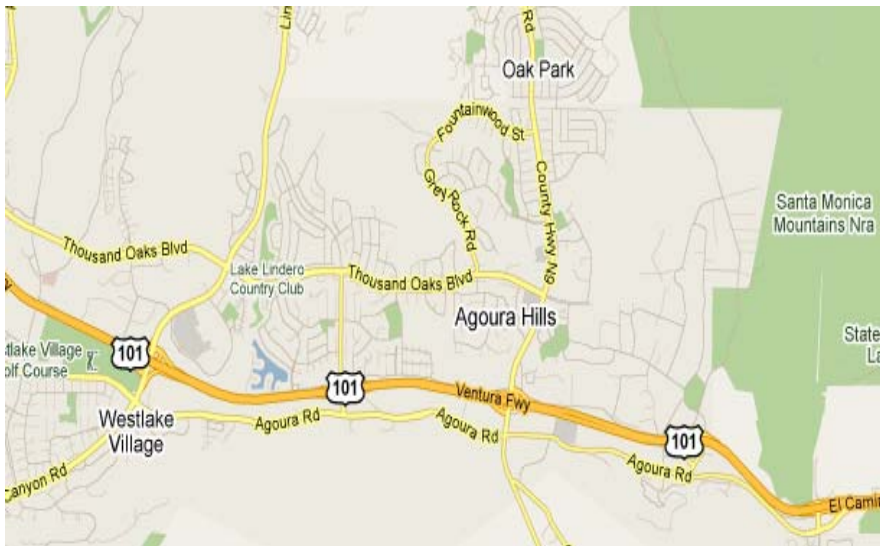
# City of Agoura Hills Geographic Information FY 2023-24

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**County:** Los Angeles  
**Total Area:** 8.20 square miles  
**Incorporated:** December 8, 1982  
**Median Household Income:** \$141,099  
**Total Housing Units:** 7,621  
**Average Household Size:** 2.77  
**Median Home Value:** \$857,700

Perched on the western edge of Los Angeles County in the foothills of the Santa Monica Mountains, Agoura Hills is located just forty-five minutes from busy downtown Los Angeles, but is nevertheless rich with undulating hills and inspiring canyons. For many centuries the area that would become Agoura Hills was familiar territory for Chumash Native Americans who wandered inland from their haunts along the sea in search of game and other food. The permanent arrival of the Spanish in the late 1700s banished the Indians from their homes and introduced a ranching culture that would linger to the early twentieth century. In the 1900s, vast cattle and sheep ranches conceded ground to rows of lettuce and celery, orchards, and wheat fields. Ranching and agriculture eventually diminished in importance. Ranchers began dividing up their property and selling individual tracts for housing. From the outset, ranchers and farmers had worried about water supplies; concerns were shared by the citizens of Agoura Hills into the mid-1950s. Then, provision of outside sources of water helped ensure the growth of the community, aided by the new highways which acted as a conduit for fresh faces and commercial development and contributed to the maturation of Agoura Hills.

Major area employers in 2022 are:



Las Virgenes USD  
National Veterinary Association, Inc.  
Westlake Financial Services  
Private National Mortgage  
Acceptance Company, LLC  
Teradyne Inc.  
Motor Vehicle Software Corp/VITU  
Joni and Friends  
Curinos LLC  
Cydcor LLC  
Wood Ranch

# Special Events

City of Agoura Hills, California



## CONCERTS IN THE PARK

SUMMER



## REYES ADOBE HISTORICAL SITE



## MOVIES IN THE PARK

SUMMER



## COMMUNITY SERVICE DAYS

MAY



## REYES ADOBE DAYS

OCTOBER



## BREAKFAST WITH BUNNY

MARCH





# CITY OF AGOURA HILLS

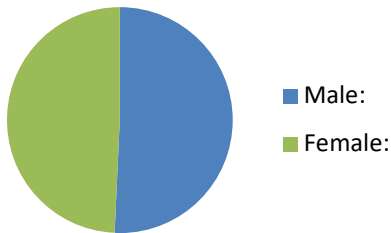
## Demographic Information

### FY 2023-24

#### Population:

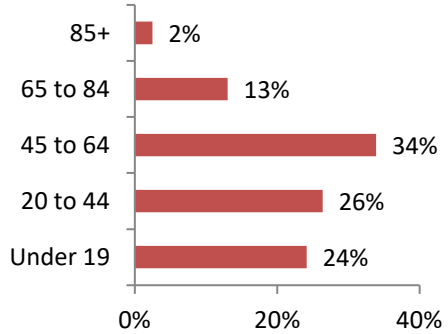
TOTAL: 20,457

Male: 51%  
Female: 49%



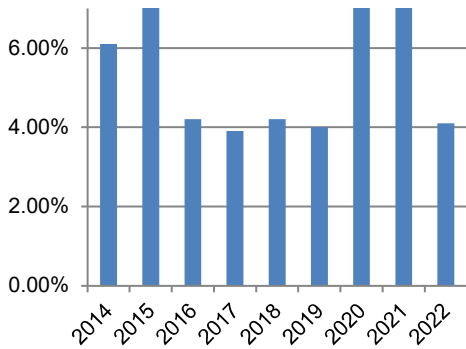
#### Age Distribution:

Median Age: 44.8



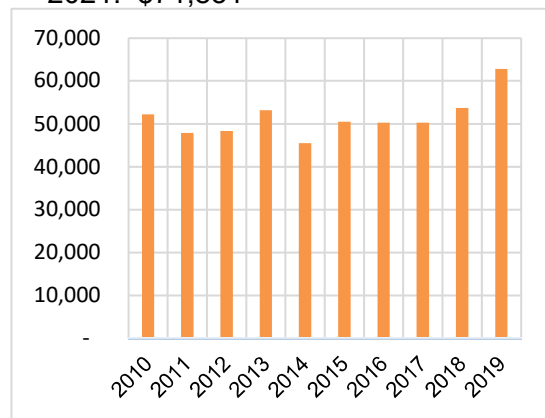
#### City Unemployment Rates:

Los Angeles County : 4.4%

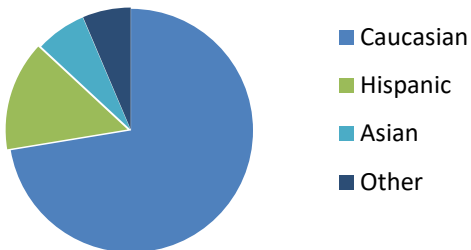


#### Per Capita Personal Income:

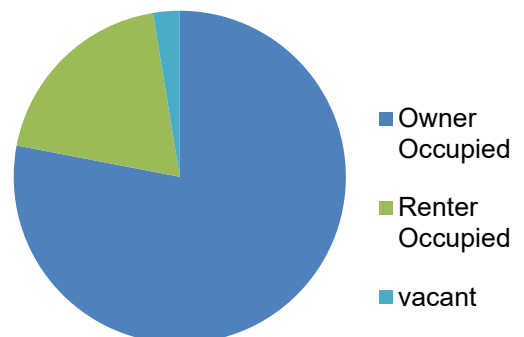
2021: \$71,851



#### Ethnicity:



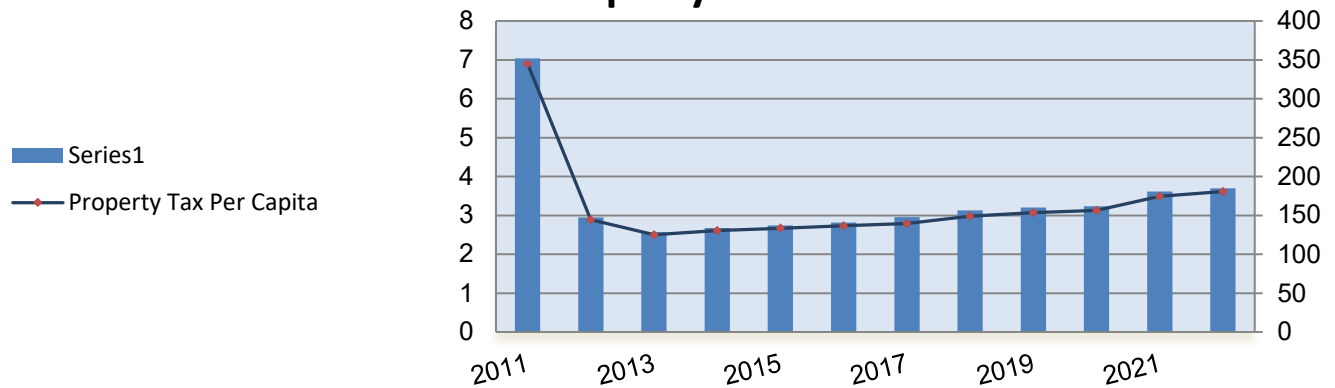
#### Housing Tenure:



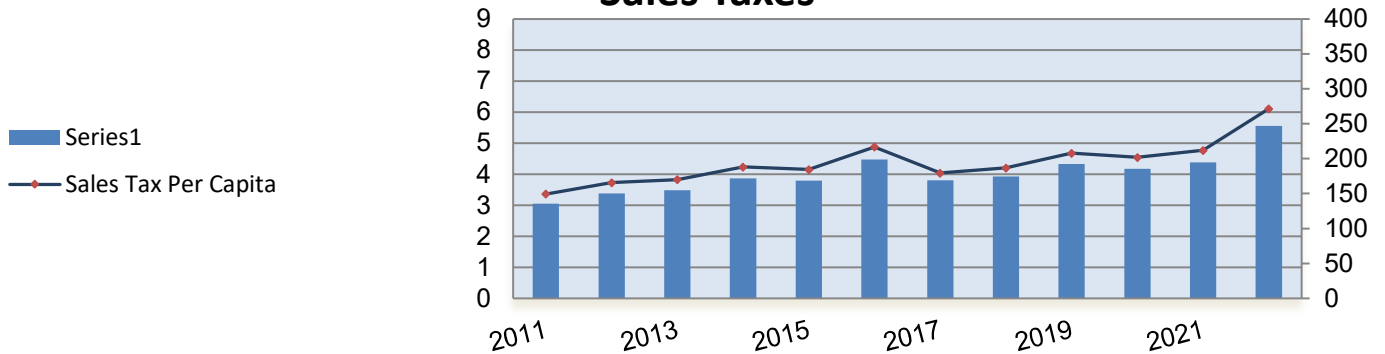
## CITY OF AGOURA HILLS Tax Revenues by Source FY 2023-24 & FY 2024-25

Year	Property Tax	Property Tax Per Capita	Population	Sales Tax	Sales Tax Per Capita
2011	7,034,500	344.95	20,393	3,050,187	149.57
2012	2,950,083	144.52	20,413	3,379,646	165.56
2013	2,565,839	125.16	20,500	3,485,596	170.03
2014	2,678,400	130.55	20,516	3,859,515	188.12
2015	2,742,000	133.57	20,528	3,790,000	184.63
2016	2,819,000	136.68	20,625	4,471,077	216.78
2017	2,958,298	139.47	21,211	3,805,109	179.39
2018	3,128,689	148.86	21,018	3,924,897	186.74
2019	3,203,261	153.69	20,842	4,330,498	207.78
2020	3,238,290	156.52	20,689	4,176,609	201.88
2021	3,611,075	174.54	20,689	4,382,974	211.85
2022	3,698,852	180.81	20,457	5,555,147	271.55

### Property Taxes



### Sales Taxes

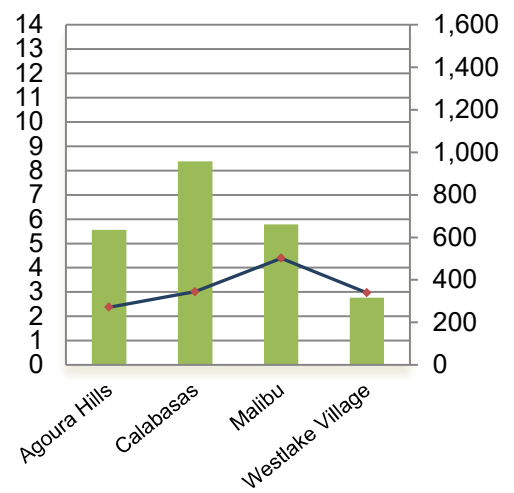
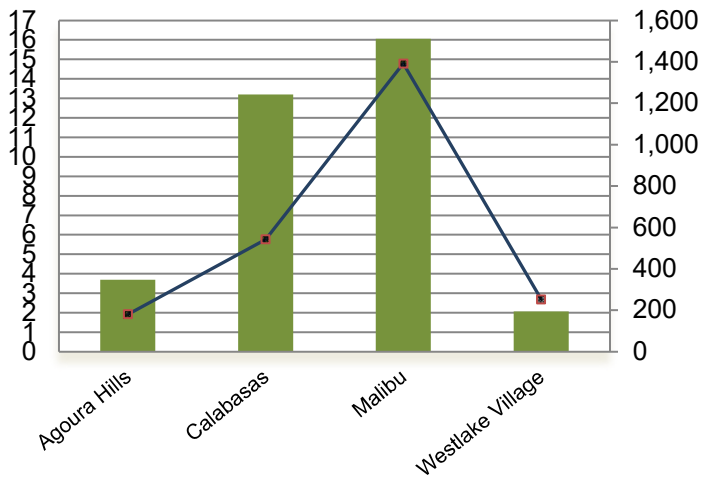


Note: The RDA was dissolved in 2012, reducing the property tax received per citizen.



## CITY OF AGOURA HILLS Comparative Tax Revenues by Source FY 2023-24 & FY 2024-25

City	2021/22 Property Tax	2021/22 Property Tax Per Capita	2021/22 Population	2021/22 Sales Tax	2021/22 Sales Tax Per Capita
Agoura Hills	3,698,852	180.81	20,457	5,555,147	271.55
Calabasas	13,203,317	542.43	24,341	8,385,815	344.51
Malibu	16,055,000	1,391.61	11,537	5,789,000	501.78
Westlake Village	2,067,495	252.75	8,180	2,773,537	339.06



\*Most recent data available

**City of Agoura Hills  
Summary Revenues/Expenditures  
FY 2021-22 to 2024-25**

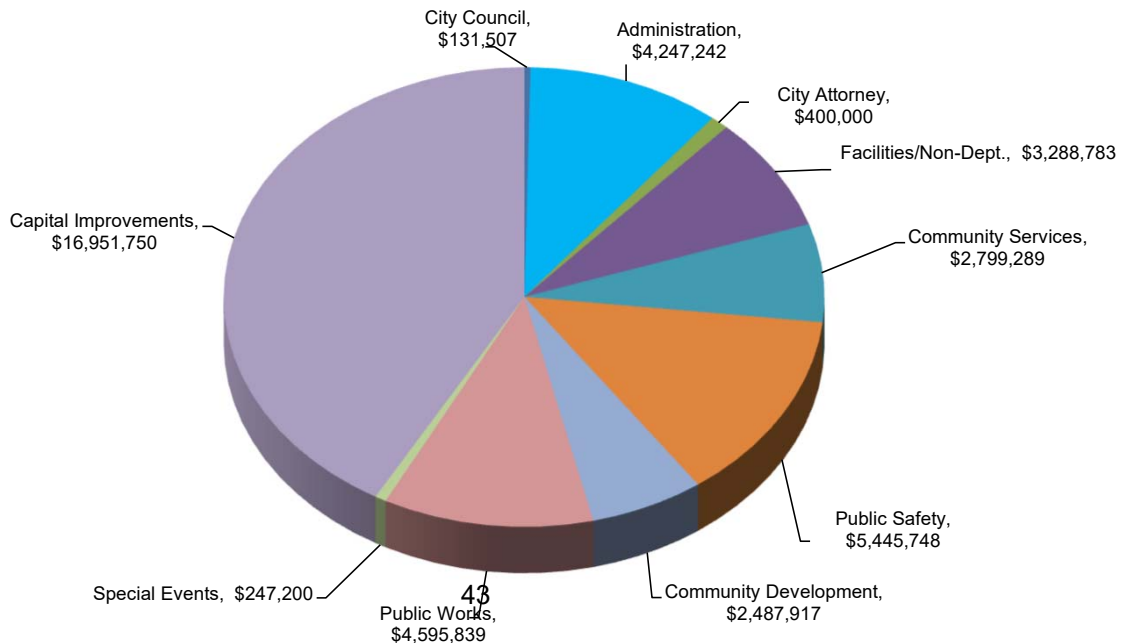
	<b>REVENUES</b>			
	<b>2021-22 Actual Revenue</b>	<b>2022-23 Final Budget</b>	<b>2023-24 Adopted Budget</b>	<b>2024-25 Approved Budget</b>
<u>City of Agoura Hills</u>				
General Fund	21,371,912	19,532,327	20,563,499	20,978,505
<b><u>OTHER FUNDS</u></b>				
Gas Tax	485,253	522,551	578,961	578,961
RRAA	411,833	440,127	501,488	501,488
Retirement Rate Stablazation	871	3,000	-	-
Traffic Safety	55,129	40,350	45,350	45,350
Proposition A	608,123	629,535	709,853	709,853
Proposition C	434,403	547,478	481,964	481,964
Measure R	323,635	312,983	357,973	357,973
Measure M	365,847	353,381	404,369	404,369
Measure W	341,734	345,800	345,800	345,800
SCAQMD	26,669	27,700	27,700	27,700
Traffic Improvement	10,386	10,000	6,000	6,000
Utility Undergrounding	233	750	750	750
Supplemental Law Enforcement	162,040	168,000	100,000	100,000
CDBG	83,296	16,400	250,000	100,000
Miscellaneous Grants	2,210,444	2,766,367	4,524,500	3,297,000
Solid Waste Management	117,751	112,000	115,000	115,000
Inclusionary Housing In Lieu	7,885	20,000	25,000	25,000
Pub Fin Authority Debt Service	2	11	-	-
Improvement Authority Debt Serv	585	1,500	-	-
Successor Housing Agency	3,199	10,000	12,000	12,000
Capital Projects Fund	363	218,500	3,000	-
Facilities Capital Project Fund	1,044	4,000	4,000	4,000
Recreation Center Capital Fund	22,346	65,000	-	-
Stormwater Capital Projects	152,553	225,000	100,000	-
Measure R Capital Projects	495,740	900,000	5,622,000	25,000
Measure M Capital Projects	1,200,480	30,000	4,393,250	5,070,000
<b>Total City of Agoura Hills</b>	<b>28,893,757</b>	<b>27,302,760</b>	<b>39,172,457</b>	<b>33,186,713</b>

**City of Agoura Hills  
Summary Revenues/Expenditures  
FY 2021-22 to 2024-25**

	<b>EXPENDITURES</b>			
	<b>2021-22 Actual Expend</b>	<b>2022-23 Final Budget</b>	<b>2024-25 Adopted Budget</b>	<b>2024-25 Adopted Budget</b>
<u>City of Agoura Hills</u>				
General Fund	16,486,344	18,285,372	18,759,258	19,414,241
<b><u>OTHER FUNDS</u></b>				
Gas Tax	432,059	527,300	556,311	560,343
RRAA	768,693	450,000	480,000	400,000
Retirement Rate Stabilization	-	222,000	-	-
Traffic Safety	40,000	40,000	43,505	45,247
Proposition A	318,721	445,372	840,388	837,874
Proposition C	579,648	845,626	640,871	308,316
Measure R	318,451	305,485	409,440	268,480
Measure M	272,934	406,741	413,884	400,160
Measure W	332,938	328,000	452,000	340,000
SCAQMD	-	112,000	70,000	-
Traffic Improvement	25,281	650,000	-	-
Utility Undergrounding	-	-	-	-
Supplemental Law Enforcement	148,000	192,866	183,000	133,000
CDBG	90,977	16,400	236,000	110,000
Miscellaneous Grants	2,619,721	2,614,545	4,524,500	3,297,000
Solid Waste Management	100,046	93,900	98,804	98,804
Inclusionary Housing In Lieu	-	30,000	-	-
Pub Fin Authority Debt Service	-	-	-	-
Improvement Authority Debt Serv	912,375	914,225	916,000	931,225
Successor Housing Agency	55,836	51,435	54,483	58,584
Capital Projects Fund	319,283	135,000	640,000	290,000
Facilities Capital Project Fund	60,425	-	-	24,000
Recreation Center Capital Fund	28,783	35,000	-	-
Stormwater Capital Projects	357,750	122,000	1,000,000	-
Measure R Capital Projects	264,970	66,322	5,989,446	27,489
Measure M Capital Projects	587,378	410,523	4,287,385	5,257,078
<b>Total City of Agoura Hills</b>	<b>25,120,612</b>	<b>27,300,112</b>	<b>40,595,275</b>	<b>32,801,841</b>

## City of Agoura Hills Total Budget FY 2023-24

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2023/24 Budget Total	2022/23 Final Budget Total
<b>OPERATIONS</b>							
City Council	106,882	24,625	-	-	-	131,507	145,161
City Manager	1,716,274	11,450	17,000	-	-	1,744,724	1,783,616
Communication	159,802	46,615	151,000	-	-	357,417	-
City Clerk	230,159	27,500	16,000	-	-	273,659	295,368
City Attorney	-	-	400,000	-	-	400,000	750,000
Finance	672,995	39,560	144,000	-	-	856,555	763,117
Public Facilities	-	342,040	5,000	911,000	57,983	1,316,023	1,300,225
Reyes Adobe Site	2,250	25,000	5,000	-	55,000	87,250	21,640
Recreation Center	109,438	325,000	67,700	-	96,000	598,138	524,884
Non-Departmental	110,450	822,222	283,700	1,000	70,000	1,287,372	2,907,582
Auto. Office Systems	-	5,300	658,786	-	12,150	676,236	393,525
L A Co. Sheriff	-	623,860	4,788,888	-	33,000	5,445,748	4,971,945
Emergency Ops	-	33,021	30,500	-	-	63,521	127,200
Emergency Incident	-	-	-	-	-	-	111,000
Crossing Guards	-	-	161,130	-	-	161,130	120,000
Animal Control	-	-	114,000	-	-	114,000	105,000
Community Dev	1,199,498	21,065	451,000	-	-	1,671,563	1,673,329
Recreation	119,900	86,500	269,300	-	-	475,700	427,640
Community Services	1,425,104	126,850	20,000	-	75,000	1,646,954	1,412,158
Parks Maintenance	-	282,635	394,000	-	-	676,635	625,000
Public Works Admin.	1,062,643	13,410	612,500	-	-	1,688,553	1,645,165
Building & Safety	370,654	10,700	435,000	-	-	816,354	759,760
Solid Waste	-	8,248	43,556	47,000	-	98,804	93,900
Landscape Maintenance	-	222,300	556,300	-	-	778,600	658,500
Traffic Safety	-	50,000	790,000	-	75,000	915,000	665,000
Street Maintenance	-	-	137,000	-	-	137,000	135,000
Transportation	-	-	586,750	-	-	586,750	270,450
Storm & Flood Control	-	-	391,132	-	-	391,132	476,800
Special Events	33,300	42,500	171,400	-	-	247,200	275,200
<b>TOTAL</b>	<b>7,319,349</b>	<b>3,190,401</b>	<b>11,700,642</b>	<b>959,000</b>	<b>474,133</b>	<b>23,643,525</b>	<b>23,438,165</b>
<b>CAPITAL IMPROVEMENTS</b>							
Other Improvements						2,836,000	374,400
Park Improvements						11,591,250	100,000
Street Improvements						2,524,500	3,387,547
<b>GRAND TOTAL</b>	<b>\$7,319,349</b>	<b>\$3,190,401</b>	<b>\$11,700,642</b>	<b>\$959,000</b>	<b>\$474,133</b>	<b>\$40,595,275</b>	<b>27,300,112</b>

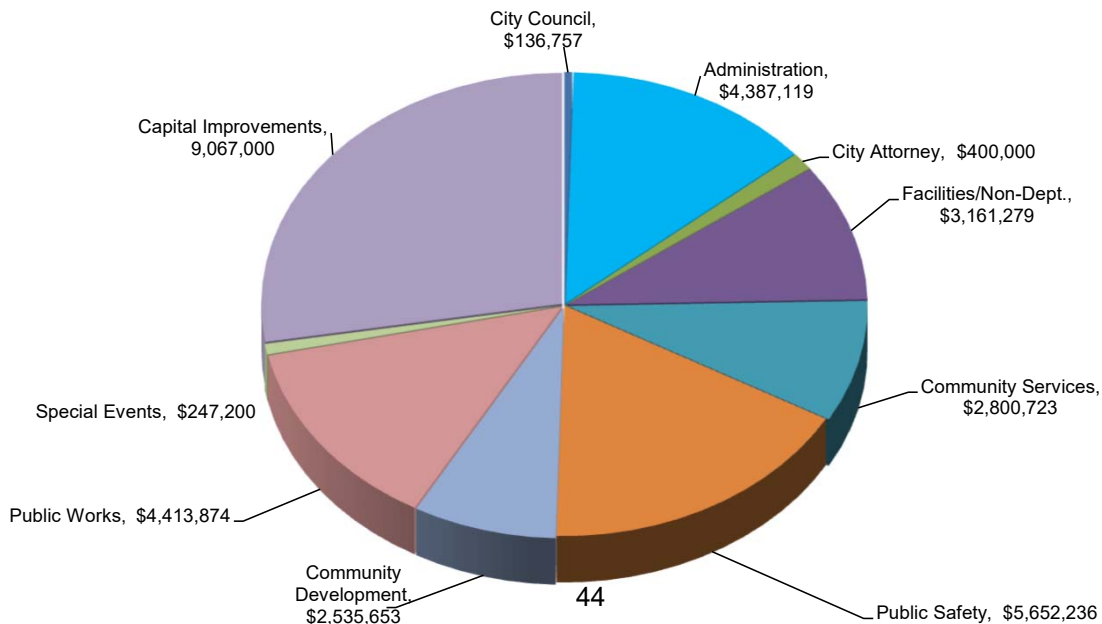


## City of Agoura Hills Total Budget FY 2024-25

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2024-25 Budget Total
<b>OPERATIONS</b>						
City Council	112,132	24,625	-	-	-	136,757
City Manager	1,842,628	11,450	17,000	-	-	1,871,078
Communication	172,901	31,615	121,000	-	-	325,516
City Clerk	243,980	27,500	104,000	-	-	375,480
City Attorney	-	-	400,000	-	-	400,000
Finance	762,694	39,560	94,000	-	-	896,254
Public Facilities	-	303,590	5,000	926,225	61,763	1,296,578
Reyes Adobe Site	2,250	25,000	5,000	-	55,000	87,250
Recreation Center	109,444	325,000	67,700	-	96,000	598,144
Non-Departmental	104,150	837,957	236,200	1,000	-	1,179,307
Auto. Office Systems	-	5,300	599,786	-	12,150	617,236
L A Co. Sheriff	-	648,495	4,970,741	-	33,000	5,652,236
Emergency Ops	-	19,475	500	-	-	19,975
Emergency Incident	-	-	-	-	-	-
Crossing Guards	-	-	167,580	-	-	167,580
Animal Control	-	-	114,000	-	-	114,000
Community Dev	1,272,897	21,065	401,000	-	-	1,694,962
Recreation	119,900	86,500	269,300	-	-	475,700
Community Services	1,521,538	126,850	-	-	-	1,648,388
Parks Maintenance	-	282,635	394,000	-	-	676,635
Public Works Admin.	1,140,328	16,560	510,000	-	-	1,666,888
Building & Safety	394,991	10,700	435,000	-	-	840,691
Solid Waste	-	8,248	43,556	47,000	-	98,804
Landscape Maintenance	-	262,500	560,800	-	-	823,300
Traffic Safety	-	50,000	485,000	-	75,000	610,000
Street Maintenance	-	-	137,000	-	-	137,000
Transportation	-	-	586,750	-	-	586,750
Storm & Flood Control	-	-	491,132	-	-	491,132
Special Events	33,300	42,500	171,400	-	-	247,200
<b>TOTAL</b>	<b>7,833,133</b>	<b>3,207,124</b>	<b>11,387,445</b>	<b>974,225</b>	<b>332,913</b>	<b>23,734,841</b>

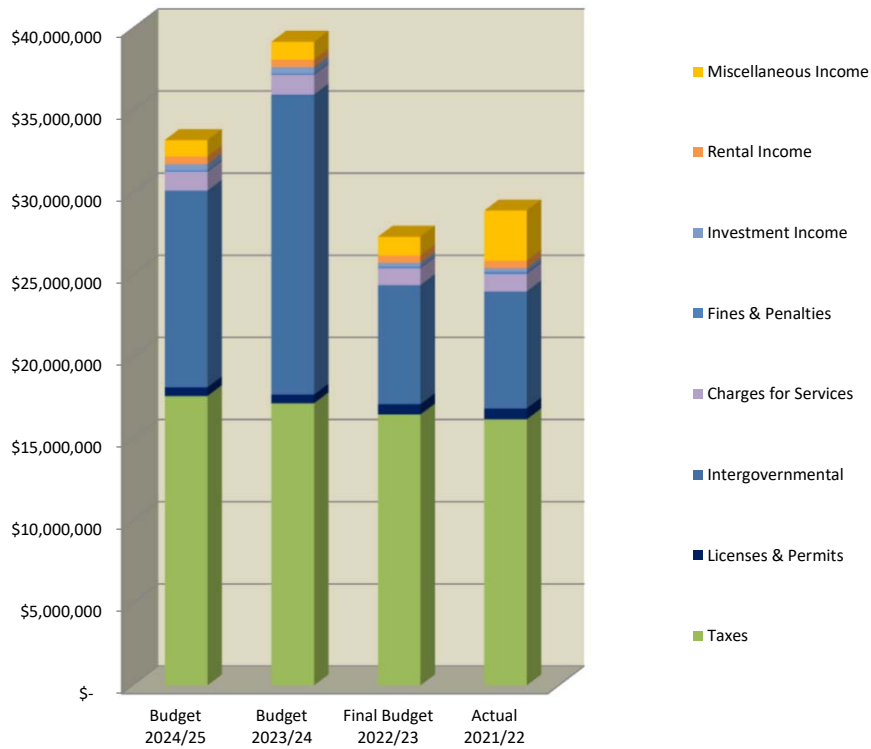
### CAPITAL IMPROVEMENTS

Other Improvements	298,000
Park Improvements	5,904,000
Street Improvements	2,865,000
<b>GRAND TOTAL</b>	<b>\$7,833,133    \$3,207,124    \$11,387,445    \$974,225    \$332,913    \$32,801,841</b>



**City of Agoura Hills**  
**Revenues by Type Total Budget**  
**FY 2023-24 & FY 2024-25**

	2024/25 Budget Total	2023/24 Budget Total	2022/23 Final Budget Total	2021/22 Actual Total
<b>REVENUES</b>				
Taxes	\$ 17,605,955	\$ 17,164,941	\$ 16,479,770	\$ 16,185,671
Licenses & Permits	530,000	530,000	623,000	661,623
Intergovernmental	11,968,108	18,265,858	7,252,322	7,124,148
Charges for Services	1,151,500	1,196,500	1,029,400	1,064,611
Fines & Penalties	86,000	86,000	85,000	122,111
Investment Income	383,100	386,100	240,111	221,718
Rental Income	460,000	460,000	440,000	468,510
Miscellaneous Income	1,002,050	1,083,058	1,153,157	3,045,365
<b>Total</b>	<b>\$ 33,186,713</b>	<b>\$ 39,172,457</b>	<b>\$ 27,302,760</b>	<b>\$ 28,893,757</b>



# City of Agoura Hills

## PERSONNEL

### 2021-22 to 2025-26

	<u>2021-22</u> <u>Headcount</u>	<u>2022-23</u> <u>Headcount</u>	<u>2023-24</u> <u>Headcount</u>	<u>2024-25</u> <u>Headcount</u>
<b><u>General Fund</u></b>				
City Council	5.00	5.00	5.00	5.00
City Manager	7.31	9.34	9.25	9.35
City Clerk	0.99	1.00	1.00	1.00
Finance	3.35	4.09	3.60	4.24
Community Development	12.10	6.34	6.34	6.34
Community Services Administration	6.49	7.60	7.35	7.40
Public Works Administration	3.30	3.33	1.56	2.18
Building and Safety	3.00	3.00	3.00	<b>3.00</b>
Total General Fund	<u>41.54</u>	<u>39.70</u>	<u>37.10</u>	<u>38.51</u>
<b><u>Proposition A</u></b>				
Community Services Administration	0.51	0.40	0.65	0.60
Total Proposition A Fund	<u>0.51</u>	<u>0.40</u>	<u>0.65</u>	<u>0.60</u>
<b><u>Proposition C</u></b>				
Public Works	0.28	0.73	0.55	0.28
Finance				
Total Proposition C Fund	<u>0.28</u>	<u>0.73</u>	<u>0.55</u>	<u>0.28</u>
<b><u>Measure M-Local</u></b>				
Public Works	0.31	0.37	0.31	0.31
Total Measure M Local	<u>0.31</u>	<u>0.37</u>	<u>0.31</u>	<u>0.31</u>
<b><u>Measure M-Grant</u></b>				
City Manager	0.00	0.03	0.07	0.08
Finance	0.00	0.11	0.24	0.56
Public Works	0.42	0.22	1.05	1.95
Total Measure M Grant	<u>0.42</u>	<u>0.36</u>	<u>1.36</u>	<u>2.59</u>
<b><u>Measure R-Local</u></b>				
Public Works	0.38	0.32	0.38	0.26
Total Measure R Local	<u>0.38</u>	<u>0.32</u>	<u>0.38</u>	<u>0.26</u>
<b><u>Measure R-Grant</u></b>				
City Manager	0.08	0.01	0.07	0.00
Finance	0.12	0.04	0.56	0.02
Public Works	0.31	0.03	1.15	0.02
Total Measure R Fund	<u>0.51</u>	<u>0.08</u>	<u>1.78</u>	<u>0.04</u>
<b>Total City of Agoura Hills</b>	<b><u>43.95</u></b>	<b><u>41.96</u></b>	<b><u>42.13</u></b>	<b><u>42.59</u></b>
<b><u>Successor Agency to the RDA</u></b>				
City Manager	0.05	0.06	0.05	0.01
City Clerk	0.01	0.00	0.00	0.00
Finance	0.53	0.76	0.60	0.18
Community Development	0.24	0.00	0.00	0.00
Total Successor Agency to the RDA	<u>0.83</u>	<u>0.82</u>	<u>0.65</u>	<u>0.19</u>
Total Successor Agency to the RDA	<b><u>0.83</u></b>	<b><u>0.82</u></b>	<b><u>0.65</u></b>	<b><u>0.19</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>1.05</u></b>	<b><u>1.04</u></b>	<b><u>0.87</u></b>	<b><u>0.41</u></b>
<b>Total Personnel Headcount</b>	<b><u>45.00</u></b>	<b><u>43.00</u></b>	<b><u>43.00</u></b>	<b><u>43.00</u></b>

**City of Agoura Hills**  
**COMMITMENTS / INTERFUND TRANSFERS**  
**FY 2022-2023 TO 2024-25**

<b>FY 2022-23</b>			
<b>Fund</b>	<b>Description</b>	<b>To</b>	<b>From</b>
010	General Fund		1,220,505
011	To Capital Projects Fund	100,000.00	
013	To Open Space Fund	50,000	
030	To Retirement Rate Stabilization	23,000	
305	To AH Improvement Authority Bond	913,274	
620	To Housing Successor Agency	134,231	
	<b>Total</b>	<b>1,220,505</b>	<b>1,220,505</b>

<b>FY 2023-24</b>			
<b>Fund</b>	<b>Description</b>	<b>To</b>	<b>From</b>
010	General Fund		1,673,150
011	To Capital Projects Fund	200,000	
012	To Facilities Fund	300,000	
030	To CAL PERS SET ASIDE Fund	89,550	
305	To AH Improvement Authority Bond	915,000	
620	To Housing Successor Agency	168,600	
	<b>Total</b>	<b>1,673,150</b>	<b>1,673,150</b>

<b>FY 2024-25</b>			
<b>Fund</b>	<b>Description</b>	<b>To</b>	<b>From</b>
010	General Fund		1,382,035
011	To Capital Projects Fund	200,000	
030	To CAL PERS SET ASIDE Fund	95,850	
305	To AH Improvement Authority Bond	908,175	
620	To Housing Successor Agency	178,010	
	<b>Total</b>	<b>1,382,035</b>	<b>1,382,035</b>



# CITY OF AGOURA HILLS

Budget  
Fiscal Year 2023-24 / 2024-25



## Revenues



# City of Agoura Hills Budget FY2021-22 to FY2024-25

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Budget	Budget	Budget
<b>Fund: 010 - GENERAL</b>					
<b>Category: 4000 Taxes and Assessments</b>					
010-0000-311000	Sales And Use Tax	5,555,147	5,618,655	5,588,689	5,763,285
010-0000-312000	Property Tax	3,191,315	3,319,696	3,615,675	3,697,463
010-0000-312001	Property Tax In Lieu Of Vlf	2,588,444	2,718,670	2,857,597	3,042,227
010-0000-312002	Property Tax - Succ. Agcy.	173,898	150,000	125,000	125,000
010-0000-313000	Transient Occupancy Tax	3,426,496	3,546,749	3,800,000	3,800,000
010-0000-313001	TOT-S/T Rental	0	0	91,980	91,980
010-0000-314000	Franchise Fee	880,542	880,000	880,000	880,000
010-0000-315000	Property Transfer Tax	333,639	210,000	170,000	170,000
<b>Category: 4000 Taxes and Assessments Total</b>		<b>16,149,481</b>	<b>16,443,770</b>	<b>17,128,941</b>	<b>17,569,955</b>
<b>Category: 4001 Contributions</b>					
010-0000-392000	Contributions	8,837	36,500	39,000	39,000
<b>Category: 4001 Contributions Total</b>		<b>8,837</b>	<b>36,500</b>	<b>39,000</b>	<b>39,000</b>
<b>Category: 4002 License and Permits</b>					
010-0000-321000	Business Licensing	170,922	150,000	150,000	150,000
010-0000-323000	Building Permits	461,032	450,000	350,000	350,000
010-0000-324000	Industrial Waste Fee	29,669	23,000	30,000	30,000
<b>Category: 4002 License and Permits Total</b>		<b>661,623</b>	<b>623,000</b>	<b>530,000</b>	<b>530,000</b>
<b>Category: 4004 Charges for Services</b>					
010-0000-341000	Planning Fees	259,452	140,000	185,000	185,000
010-0000-341100	Eir Recovery	0	500	16,000	16,000
010-0000-341200	General Plan Recovery	2,236	6,000	6,000	6,000
010-0000-341300	Agoura Village Recovery	0	1,000	1,000	1,000
010-0000-341400	Filming Fees	37,842	25,000	25,000	25,000
010-0000-342000	Engineer Plan Check/inspection	13,235	33,000	30,000	30,000
010-0000-342100	Grading Plan Check	1,700	5,000	5,000	5,000
010-0000-342200	Building Plan Check	257,991	325,000	275,000	230,000
010-0000-342201	Building Plan Check - In House	11,732	20,000	20,000	20,000
010-0000-342300	Building Technician Fee	18,628	13,000	15,000	15,000
010-0000-342500	Encroachment Permits	41,041	40,000	40,000	40,000
010-0000-343000	Traffic Control Plan Review	35,440	30,000	30,000	30,000



# City of Agoura Hills Budget FY2021-22 to FY2024-25

		2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
010-0000-351000	Park & Recreation Fees	143	0	0	0
010-0000-3510A0	Classes	210,147	155,000	199,350	199,350
010-0000-3510B0	Excursions	1,270	15,000	22,950	22,950
010-0000-3510C0	Camps	7,533	30,000	76,800	76,800
010-0000-3510D0	Seniors	30,416	48,900	48,900	48,900
010-0000-3510E0	Special Events	250	10,000	9,300	9,300
010-0000-3510F0	Sports	105	5,000	50,900	50,900
010-0000-3510G0	Teens	82	2,700	15,400	15,400
010-0000-3510I0	Cultural Arts	44	300	1,800	1,800
010-0000-351500	Reyes Adobe Fees	0	0	100	100
010-0000-351501	Taxable Sales Items	0	700	0	0
010-0000-355000	Sale Of Maps & Copies	925	2,000	0	0
010-0000-357001	Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
010-0000-357003	Smip Admin Fees	196	200	0	0
010-0000-357004	Fire Sprinkler Fee	117	0	0	0
010-0000-357006	Sb1473 Retainer	103	100	0	0
010-0000-357007	Sb 1186 Admin	6,492	1,000	0	0
<b>Category: 4004 Charges for Services Total</b>		<b>984,120</b>	<b>956,400</b>	<b>1,120,500</b>	<b>1,075,500</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Category: 4005 Fines and Penalties</b>				
010-0000-361000 Parking Fines	37,651	26,000	30,000	30,000
010-0000-361500 Municipal Court Fines	10,905	15,000	10,000	10,000
010-0000-361600 Citations	200	0	0	0
010-0000-361800 False Alarm Fines	4,300	2,000	1,000	1,000
010-0000-363000 Restitution	7,532	2,000	0	0
010-0000-365000 Late Fees	6,450	0	0	0
<b>Category: 4005 Fines and Penalties Total</b>	<b>67,038</b>	<b>45,000</b>	<b>41,000</b>	<b>41,000</b>
<b>Category: 4006 Investment Income</b>				
010-0000-371000 Interest Earnings	412,985	140,000	300,000	300,000
010-0000-371001 Interest Earning - Fmv Investm	-226,085	0	0	0
010-0000-372000 Rental Income	56,995	40,000	40,000	40,000
010-0000-3720d0 Rental Income - Facilities	411,515	400,000	420,000	420,000
<b>Category: 4006 Investment Income Total</b>	<b>655,410</b>	<b>580,000</b>	<b>760,000</b>	<b>760,000</b>
<b>Category: 4008 Other Revenue</b>				
010-0000-358000 Tourism Admin Fee	15,002	15,000	18,000	18,000
010-0000-391000 Miscellaneous Revenue	2,776,270	115,000	65,000	25,000
010-0000-393000 Cash Over/short	4	0	0	0
010-0000-395000 Other Reimbursements	0	1,500	0	0
010-0000-395002 Library Reimbursements	54,127	40,000	30,000	30,000
010-0000-395006 Beach Bus Reimbursement	0	5,000	0	0
010-0000-395200 Loan Pmts From Rda	0	671,157	831,058	890,050
<b>Category: 4008 Other Revenue Total</b>	<b>2,845,403</b>	<b>847,657</b>	<b>944,058</b>	<b>963,050</b>
<b>Fund: 010 - GENERAL Total</b>	<b>21,371,912</b>	<b>19,532,327</b>	<b>20,563,499</b>	<b>20,978,505</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 011 - CAPITAL PROJECT FUND</b>				
<b>Category: 4003 Intergovernmental</b>				
011-0000-334532 Roadside Bridge	0	211,500	0	0
<b>Category: 4003 Intergovernmental Total</b>	<b>0</b>	<b>211,500</b>	<b>0</b>	<b>0</b>
<b>Category: 4006 Investment Income</b>				
011-0000-371000 Interest Inc.	363	7,000	3,000	0
<b>Category: 4006 Investment Income Total</b>	<b>363</b>	<b>7,000</b>	<b>3,000</b>	<b>0</b>
<b>Fund: 011 - CAPITAL PROJECT FUND Total</b>	<b>363</b>	<b>218,500</b>	<b>3,000</b>	<b>0</b>
<b>Fund: 012 - FACILITIES FUND</b>				
<b>Category: 4006 Investment Income</b>				
012-0000-371000 Interest Income	1,044	4,000	4,000	4,000
<b>Category: 4006 Investment Income Total</b>	<b>1,044</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Fund: 012 - FACILITIES FUND Total</b>	<b>1,044</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ</b>				
<b>Category: 4003 Intergovernmental</b>				
015-0000-334500 Miscellaneous Grants	22,346	65,000	0	0
<b>Category: 4003 Intergovernmental Total</b>	<b>22,346</b>	<b>65,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ Total</b>	<b>22,346</b>	<b>65,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 016 - STORM WATER CAP PROJECT FUND</b>				
<b>Category: 4006 Investment Income</b>				
016-0000-371000 Interest Earnings	3,856	10,000	0	0
<b>Category: 4006 Investment Income Total</b>	<b>3,856</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>Category: 4008 Other Revenue</b>				
016-0000-391000 Miscellaneous Revenue	148,698	215,000	100,000	0
<b>Category: 4008 Other Revenue Total</b>	<b>148,698</b>	<b>215,000</b>	<b>100,000</b>	<b>0</b>
<b>Fund: 016 - STORM WATER CAP PROJECT FUND Total</b>	<b>152,553</b>	<b>225,000</b>	<b>100,000</b>	<b>0</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 018 - MEASURE R GRANT</b>				
<b>Category: 4003 Intergovernmental</b>				
018-0000-333101 Measure R Grant	495,740	900,000	5,622,000	25,000
<b>Category: 4003 Intergovernmental Total</b>	<b>495,740</b>	<b>900,000</b>	<b>5,622,000</b>	<b>25,000</b>
<b>Fund: 018 - MEASURE R GRANT Total</b>	<b>495,740</b>	<b>900,000</b>	<b>5,622,000</b>	<b>25,000</b>
<b>Fund: 019 - MEASURE M</b>				
<b>Category: 4003 Intergovernmental</b>				
019-0000-333101 Measure M Grant	1,200,480	30,000	4,393,250	5,070,000
<b>Category: 4003 Intergovernmental Total</b>	<b>1,200,480</b>	<b>30,000</b>	<b>4,393,250</b>	<b>5,070,000</b>
<b>Fund: 019 - MEASURE M Total</b>	<b>1,200,480</b>	<b>30,000</b>	<b>4,393,250</b>	<b>5,070,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 020 - GAS TAX</b>				
<b>Category: 4003 Intergovernmental</b>				
020-0000-332500 State Gas Tax 2105 Prop 111	113,393	122,114	132,802	132,802
020-0000-332600 State Gas Tax 2106	69,526	73,934	80,102	80,102
020-0000-332700 State Gas Tax 2107	135,556	146,285	159,512	159,512
020-0000-332800 State Gas Tax 2107.5	5,000	5,000	5,000	5,000
020-0000-332801 Revenue Code Section 7360	161,591	173,718	200,545	200,545
<b>Category: 4003 Intergovernmental Total</b>	<b>485,066</b>	<b>521,051</b>	<b>577,961</b>	<b>577,961</b>
<b>Category: 4006 Investment Income</b>				
020-0000-371000 Interest Earnings	187	1,500	1,000	1,000
<b>Category: 4006 Investment Income Total</b>	<b>187</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>
<b>Fund: 020 - GAS TAX Total</b>	<b>485,253</b>	<b>522,551</b>	<b>578,961</b>	<b>578,961</b>
<b>Fund: 022 - ROAD REHAB FUND</b>				
<b>Category: 4003 Intergovernmental</b>				
022-0000-334600 Road Rehab Revenue	410,907	438,927	500,288	500,288
<b>Category: 4003 Intergovernmental Total</b>	<b>410,907</b>	<b>438,927</b>	<b>500,288</b>	<b>500,288</b>
<b>Category: 4006 Investment Income</b>				
022-0000-371000 Interest Inc.	926	1,200	1,200	1,200
<b>Category: 4006 Investment Income Total</b>	<b>926</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Fund: 022 - ROAD REHAB FUND Total</b>	<b>411,833</b>	<b>440,127</b>	<b>501,488</b>	<b>501,488</b>
<b>Fund: 030 - CAL PERS SET ASIDE</b>				
<b>Category: 4006 Investment Income</b>				
030-0000-371000 Interest Inc.	871	3,000	0	0
<b>Category: 4006 Investment Income Total</b>	<b>871</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 030 - CAL PERS SET ASIDE Total</b>	<b>871</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 040 - TRAFFIC SAFETY</b>				
<b>Category: 4005 Fines and Penalties</b>				
040-0000-360500 Vehicle Code Fines	55,073	40,000	45,000	45,000
<b>Category: 4005 Fines and Penalties Total</b>	<b>55,073</b>	<b>40,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Category: 4006 Investment Income</b>				
040-0000-371000 Interest Earnings	56	350	350	350
<b>Category: 4006 Investment Income Total</b>	<b>56</b>	<b>350</b>	<b>350</b>	<b>350</b>
<b>Fund: 040 - TRAFFIC SAFETY Total</b>	<b>55,129</b>	<b>40,350</b>	<b>45,350</b>	<b>45,350</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 060 - PROPOSITION A</b>				
<b>Category: 4003 Intergovernmental</b>				
060-0000-333200 Prop A Trans Tax	519,354	499,085	571,403	571,403
060-0000-334516 Ab1012	33,225	66,450	66,450	66,450
060-0000-353000 Prop A Reimbursements	15,586	45,000	45,000	45,000
060-0000-395008 Farebox Revenue	0	4,000	12,000	12,000
<b>Category: 4003 Intergovernmental Total</b>	<b>568,165</b>	<b>614,535</b>	<b>694,853</b>	<b>694,853</b>
<b>Category: 4006 Investment Income</b>				
060-0000-371000 Interest Earnings	5,034	15,000	15,000	15,000
<b>Category: 4006 Investment Income Total</b>	<b>5,034</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Category: 4008 Other Revenue</b>				
060-0000-391000 Miscellaneous revenue	34,925	0	0	0
<b>Category: 4008 Other Revenue Total</b>	<b>34,925</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 060 - PROPOSITION A Total</b>	<b>608,123</b>	<b>629,535</b>	<b>709,853</b>	<b>709,853</b>
<b>Fund: 061 - PROPOSITION C</b>				
<b>Category: 4003 Intergovernmental</b>				
061-0000-333400 Prop C Transit Tax	430,793	413,978	473,964	473,964
061-0000-391000 Prop C Funds	0	125,500	0	0
<b>Category: 4003 Intergovernmental Total</b>	<b>430,793</b>	<b>539,478</b>	<b>473,964</b>	<b>473,964</b>
<b>Category: 4006 Investment Income</b>				
061-0000-371000 Interest Earnings	3,610	8,000	8,000	8,000
<b>Category: 4006 Investment Income Total</b>	<b>3,610</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Fund: 061 - PROPOSITION C Total</b>	<b>434,403</b>	<b>547,478</b>	<b>481,964</b>	<b>481,964</b>





# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 063 - MEASURE R FUND</b>				
<b>Category: 4003 Intergovernmental</b>				
063-0000-333100 Measure R - Local	323,043	310,483	355,473	355,473
<b>Category: 4003 Intergovernmental Total</b>	<b>323,043</b>	<b>310,483</b>	<b>355,473</b>	<b>355,473</b>
<b>Category: 4006 Investment Income</b>				
063-0000-371000 Interest Earnings	592	2,500	2,500	2,500
<b>Category: 4006 Investment Income Total</b>	<b>592</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Fund: 063 - MEASURE R FUND Total</b>	<b>323,635</b>	<b>312,983</b>	<b>357,973</b>	<b>357,973</b>
<b>Fund: 064 - MEASURE M - LOCAL</b>				
<b>Category: 4003 Intergovernmental</b>				
064-0000-333100 Measure M Local	365,560	351,881	402,869	402,869
<b>Category: 4003 Intergovernmental Total</b>	<b>365,560</b>	<b>351,881</b>	<b>402,869</b>	<b>402,869</b>
<b>Category: 4006 Investment Income</b>				
064-0000-371000 Interest Income	287	1,500	1,500	1,500
<b>Category: 4006 Investment Income Total</b>	<b>287</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Fund: 064 - MEASURE M - LOCAL Total</b>	<b>365,847</b>	<b>353,381</b>	<b>404,369</b>	<b>404,369</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 065 - MEASURE W - LOCAL</b>				
<b>Category: 4003 Intergovernmental</b>				
065-0000-333103 Measure W - Local	340,888	344,000	344,000	344,000
<b>Category: 4003 Intergovernmental Total</b>	<b>340,888</b>	<b>344,000</b>	<b>344,000</b>	<b>344,000</b>
<b>Category: 4006 Investment Income</b>				
065-0000-371000 Interest	846	1,800	1,800	1,800
<b>Category: 4006 Investment Income Total</b>	<b>846</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
<b>Fund: 065 - MEASURE W - LOCAL Total</b>	<b>341,734</b>	<b>345,800</b>	<b>345,800</b>	<b>345,800</b>
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST</b>				
<b>Category: 4003 Intergovernmental</b>				
070-0000-333000 Scaqmd	26,138	26,700	26,700	26,700
<b>Category: 4003 Intergovernmental Total</b>	<b>26,138</b>	<b>26,700</b>	<b>26,700</b>	<b>26,700</b>
<b>Category: 4006 Investment Income</b>				
070-0000-371000 Interest Earnings	531	1,000	1,000	1,000
<b>Category: 4006 Investment Income Total</b>	<b>531</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST Total</b>	<b>26,669</b>	<b>27,700</b>	<b>27,700</b>	<b>27,700</b>
<b>Fund: 110 - TRAFFIC IMPROVEMENT</b>				
<b>Category: 4001 Contributions</b>				
110-0000-348000 Traffic Improvement Fees	7,380	4,000	0	0
<b>Category: 4001 Contributions Total</b>	<b>7,380</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>Category: 4006 Investment Income</b>				
110-0000-371000 Interest Earnings	3,006	6,000	6,000	6,000
<b>Category: 4006 Investment Income Total</b>	<b>3,006</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Fund: 110 - TRAFFIC IMPROVEMENT Total</b>	<b>10,386</b>	<b>10,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Fund: 111 - UTILITY UNDERGROUNDING</b>				
<b>Category: 4006 Investment Income</b>				
111-0000-371000 Interest Earnings	233	750	750	750
<b>Category: 4006 Investment Income Total</b>	<b>233</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>Fund: 111 - UTILITY UNDERGROUNDING Total</b>	<b>233</b>	<b>750</b>	<b>750</b>	<b>750</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>				
<b>Category: 4003 Intergovernmental</b>				
240-0000-334500 Miscellaneous Grants	161,285	166,000	100,000	100,000
<b>Category: 4003 Intergovernmental Total</b>	<b>161,285</b>	<b>166,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Category: 4006 Investment Income</b>				
240-0000-371000 Interest Earnings	755	2,000	0	0
<b>Category: 4006 Investment Income Total</b>	<b>755</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total</b>	<b>162,040</b>	<b>168,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT</b>				
<b>Category: 4003 Intergovernmental</b>				
250-0000-334000 Cdbg	83,296	16,400	250,000	100,000
<b>Category: 4003 Intergovernmental Total</b>	<b>83,296</b>	<b>16,400</b>	<b>250,000</b>	<b>100,000</b>
<b>Category: 4006 Investment Income</b>				
250-0000-371000 Interest earnings	0	0	0	0
<b>Category: 4006 Investment Income Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT Total</b>	<b>83,296</b>	<b>16,400</b>	<b>250,000</b>	<b>100,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 260 - MISCELLANEOUS GRANTS</b>				
<b>Category: 4003 Intergovernmental</b>				
260-0000-334501 Tda	15,074	15,547	15,000	15,000
260-0000-334506 Used Oil Grant	5,901	5,900	0	0
260-0000-334517 Stpl	0	265,000	177,500	50,000
260-0000-334519 Peg Fees	32,150	33,600	32,000	32,000
260-0000-334527 County Medea Creek Grant	0	150,000	0	0
260-0000-334531 Art In Public Places	0	0	75,000	0
260-0000-334532 Roadside Bridge	1,795,499	1,000,000	0	0
260-0000-334533 Meas A Reimbursement	174,143	70,000	175,000	0
260-0000-334537 State Bond	152,552	38,138	0	0
260-0000-334539 SB1383 Grant	0	27,582	0	0
260-0000-334540 Fire Grant	35,123	110,600	0	0
260-0000-334541 IRWMP Storm Drain Diversion	0	0	1,250,000	0
260-0000-334542 AHCCCC Federal Grant	0	1,000,000	0	0
260-0000-334543 Linear Park Grant	0	0	2,800,000	3,200,000
<b>Category: 4003 Intergovernmental Total</b>	<b>2,210,442</b>	<b>2,716,367</b>	<b>4,524,500</b>	<b>3,297,000</b>
<b>Category: 4006 Investment Income</b>				
260-0000-371000 Interest Earnings	2	0	0	0
<b>Category: 4006 Investment Income Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 4008 Other Revenue</b>				
260-0000-334538 Hawk Grant	0	50,000	0	0
<b>Category: 4008 Other Revenue Total</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 260 - MISCELLANEOUS GRANTS Total</b>	<b>2,210,444</b>	<b>2,766,367</b>	<b>4,524,500</b>	<b>3,297,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 300 - FINANCING AUTHORITY DEBT SERVI</b>				
<b>Category: 4006 Investment Income</b>				
300-0000-371000 Interest Earnings	2	11	0	0
<hr/>				
<b>Category: 4006 Investment Income Total</b>	<b>2</b>	<b>11</b>	<b>0</b>	<b>0</b>
<hr/>				
<b>Fund: 300 - FINANCING AUTH DEBT SERVI Total</b>	<b>2</b>	<b>11</b>	<b>0</b>	<b>0</b>
<b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND</b>				
<b>Category: 4006 Investment Income</b>				
305-0000-371000 Interest earnings	585	1,500	0	0
<hr/>				
<b>Category: 4006 Investment Income Total</b>	<b>585</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
<hr/>				
<b>Fund: 305 - A HILLS IMPROVEMENT AUTH BOND Total</b>	<b>585</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU</b>				
<b>Category: 4006 Investment Income</b>				
420-0000-371000 Interest Earnings	7,885	20,000	25,000	25,000
<hr/>				
<b>Category: 4006 Investment Income Total</b>	<b>7,885</b>	<b>20,000</b>	<b>25,000</b>	<b>25,000</b>
<hr/>				
<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total</b>	<b>7,885</b>	<b>20,000</b>	<b>25,000</b>	<b>25,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 520 - SOLID WASTE MANAGEMENT</b>				
<b>Category: 4000 Taxes and Assessments</b>				
520-0000-314500 AB 939 Fee	36,191	36,000	36,000	36,000
<b>Category: 4000 Taxes and Assessments Total</b>	<b>36,191</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>Category: 4004 Charges for Services</b>				
520-0000-325000 Waste Hauling Permit Fee	10,000	8,000	11,000	11,000
520-0000-394000 Waste Hauling Surcharge	70,490	65,000	65,000	65,000
<b>Category: 4004 Charges for Services Total</b>	<b>80,490</b>	<b>73,000</b>	<b>76,000</b>	<b>76,000</b>
<b>Category: 4006 Investment Income</b>				
520-0000-371000 Interest Earnings	947	3,000	3,000	3,000
<b>Category: 4006 Investment Income Total</b>	<b>947</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Category: 4008 Other Revenue</b>				
520-0000-391000 Miscellaneous revenue	123	0	0	0
<b>Category: 4008 Other Revenue Total</b>	<b>123</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund: 520 - SOLID WASTE MANAGEMENT Total</b>	<b>117,751</b>	<b>112,000</b>	<b>115,000</b>	<b>115,000</b>
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>				
<b>Category: 4006 Investment Income</b>				
620-0000-371000 Interest earnings	3,199	10,000	12,000	12,000
<b>Category: 4006 Investment Income Total</b>	<b>3,199</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY Total</b>	<b>3,199</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>

# CITY OF AGOURA HILLS

Budget  
Fiscal Year 2023-24 / 2024-25



## General Fund



## Core Values

*SERVICE* – Commitment to attentiveness and genuine concern. Being always courteous, helpful, professional, and exceeding client expectations.

*INTEGRITY* – This includes:

- a) Accountability – Commitment to being accountable to the community we serve.
- b) Fiscal Responsibility – Commitment to practicing sound fiscal policies.

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

*COOPERATION* – This includes:

- a) Commitment to working hand-in-hand with our residents and businesses.
- b) Commitment to working co-operatively with one another to accomplish the mission of the City.
- c) Empowerment in dealing with a myriad of clients and taking responsibility for our actions.





## **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 Bikeway Improvements consistent with draft plan.
2. Complete a photometric study for lighting on Reyes Adobe Interchange/bridge.
3. Implement a light pole solution on Reyes Adobe Interchange/bridge.
4. Implement any proposed updates to public meeting equipment.

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

1. Complete public outreach process on possibility of commercial cannabis.
2. Review penalties for the removal of protected tree species.

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

1. Research additional outdoor recreation/facility opportunities.
2. Dial-A-Ride program analysis.
3. Review basketball court layouts (full court vs half court).
4. Implement the next capital park improvement(s).

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

1. Support the Community Emergency Response Team (CERT) via funding for expanded training and additional storage.
2. Expand the use of technology for public safety monitoring programs.

### **E. Communications**

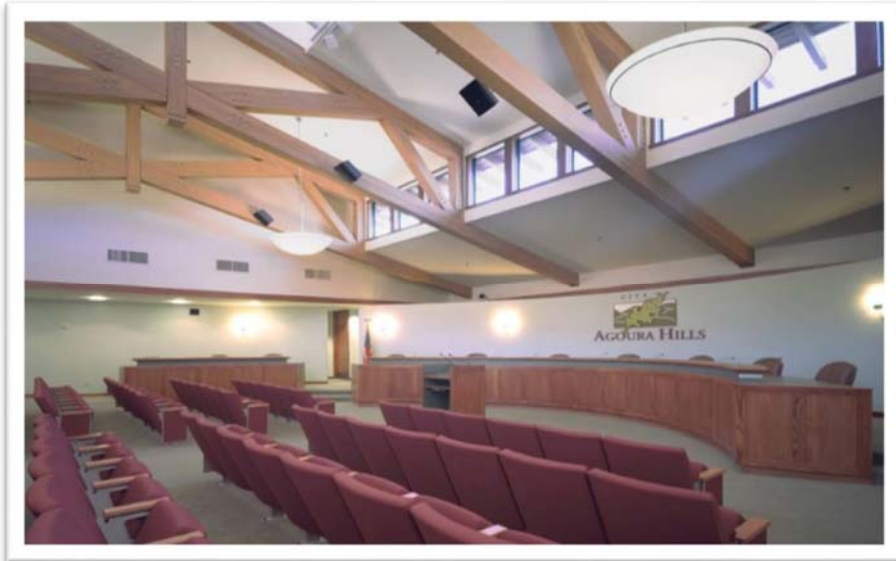
1. Research and implement City website infrastructure updates.
2. Expand followers and viewership via paid social media ads.
3. Review software and technology for public meetings and consider alternatives.
4. Preserve/archive City's historical documents and photos electronically.

## F. Environmental Sustainability

1. Remove non-native trees and seek tree planting opportunities for native trees.
2. Consider an ordinance to ban Styrofoam and plastic utensils.
3. Analyze the use of landscape and tree planting along Agoura Road to serve as an alternative to a sound wall.
4. Complete a city-wide feasibility analysis on the potential for naturalization of creeks and waterways.
5. Consider options to reduce light impacts near wildlife migration and significant ecological areas.

# City of Agoura Hills CITY COUNCIL Department 4110

City of Agoura Hills is a general law city incorporated on December 8, 1982. It is governed by the City Council/City Manager form of government. A five-member City Council is elected by the residents to oversee the City operations and to guide the future development of the community. The terms are staggered so that a measure of continuity is maintained in the transitions from one Council to the next. The Mayor is selected annually by the City Council- members to serve a one-year term. The City Manager is appointed by the City Council to supervise the administrative personnel and contract services.





# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 010 - GENERAL</b>				
<b>Department: 4110 CITY COUNCIL</b>				
<b>Category: 5100 Personnel</b>				
010-4110-510400 Special Pay	18,000	18,000	18,000	18,000
010-4110-510401 Car Allowance	12,000	12,000	12,000	12,000
010-4110-510800 Group Health Insurance	88,727	88,928	70,720	75,970
010-4110-510900 Group Dental Insurance	3,174	4,968	5,722	5,722
010-4110-511200 Medicare Taxes	413	440	440	440
<b>Category: 5100 Personnel Total</b>	<b>122,314</b>	<b>124,336</b>	<b>106,882</b>	<b>112,132</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4110-541500 Travel/meetings/outreach	7,381	18,825	23,625	23,625
010-4110-542400 Special Supplies	778	2,000	1,000	1,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>8,159</b>	<b>20,825</b>	<b>24,625</b>	<b>24,625</b>
<b>Department: 4110 CITY COUNCIL Total</b>	<b>130,473</b>	<b>145,161</b>	<b>131,507</b>	<b>136,757</b>

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

**Mission** – To provide professional leadership in the management of the City and execution of City Council policies and provide effective municipal services through the coordination and direction of all City activities, finance, and personnel.

**Services** - Services provided by the City Manager’s office include administering and executing City Council policy, presentation recommendations and information to enable the City Council to make decisions on matters of policy, oversight of all City Departments, administrate the City’s successor agency activities, Personnel Administration, Solid Waste, Emergency Services, Public Safety, Animal Control, and Legislative Tracking.

**Service Level Trends** – Like many municipalities, the City continues to be challenged by increasing service demands and costs as a result of a recovering economy. The City will need to be continually diligent as it preparing to respond to increasing demands for services within its allocation budget. The City will also need to continue to be diligent and active at various levels of government within the community to continue to seek methods and strategies to encourage economic growth and stability.

**Prior Budget Accomplishments**

- ❖ Renewed Tourism Improvement District
- ❖ Completed update of City Emergency Operations Plan
- ❖ Completed City Evacuation Plan

**Additional Accomplishments**

- ❖ Secured FEMA/CALOES Public Assistance Reimbursement funding from Federal/State Declaration – January-February 2023 Rain Storms
- ❖ Completed Enhancements to City Communication and Social Media Platforms; received three prestigious communications awards
- ❖ Completed campaign for public on hardening home/business

**Goals**

- ❖ Research and implement City website infrastructure updates.
- ❖ Review software and technology for public meetings and consider alternatives.
- ❖ Expand followers and viewership via paid social media ads.
- ❖ Expand use of technology for public safety monitoring programs.
- ❖ Add Communications Manager (staff)
- ❖ Prepare and implement Succession Plan
- ❖ Explore ordinance to ban Styrofoam and plastic utensils
- ❖ Continue to Implement Mayor’s Outreach program
- ❖ Support CERT via funding for expanded training and additional storage
- ❖ Implement any proposed updates to public meeting equipment

<b>Performance Measures</b>	<b>Year Actuals</b>	<b>Future Estimate</b>	
<b>Indicator</b>	<b>FY 2022-23 Actual</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Budget</b>
Promote Emergency Notification System	Yes	Yes	On-going
Update City Website	Yes	On-going	On-going
Coordinate Events with Mayor	Yes	N/A	In Progress
Award-winning communications program	2	On-going	On-going
Utilize Wildfire Resiliency Grant to Promote Home Hardening	Yes	Yes	On-going



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4120 CITY MANAGER</b>				
<b>Category: 5100 Personnel</b>				
010-4120-510100 Regular Salaries	940,383	1,062,231	1,026,294	1,124,989
010-4120-510200 Part-time Salaries	35,471	40,471	46,042	50,595
010-4120-510401 Car Allowance	13,200	14,400	12,000	12,000
010-4120-510402 Technology Allowance	7,800	8,550	7,560	7,560
010-4120-510500 Vacation/sick	73,724	40,092	41,242	41,242
010-4120-510600 Deferred Compensation	28,813	31,067	33,076	34,474
010-4120-510700 Retirement	215,419	238,441	255,136	277,567
010-4120-510800 Group Health Insurance	163,692	171,540	178,031	194,080
010-4120-510900 Group Dental Insurance	9,984	10,424	8,980	9,180
010-4120-511000 Group Life Insurance	2,051	2,241	2,000	2,038
010-4120-511100 Group Disability Insurance	10,365	11,890	13,300	14,593
010-4120-511200 Medicare Taxes	15,803	16,721	16,251	17,794
<b>Category: 5100 Personnel Total</b>	<b>1,516,705</b>	<b>1,648,068</b>	<b>1,639,912</b>	<b>1,786,112</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4120-541500 Travel/conferences/meetings	11,217	9,134	7,300	7,300
010-4120-541600 Membership And Dues	614	2,875	2,600	2,600
010-4120-542000 Office Supplies	246	500	300	300
010-4120-542200 Books And Subscriptions	36	700	250	250
010-4120-542400 Special Supplies	264	500	500	500
010-4120-542500 Small Equipment	183	500	200	200
010-4120-543100 Mileage	104	500	300	300
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>12,663</b>	<b>14,709</b>	<b>11,450</b>	<b>11,450</b>
<b>Category: 5500 Contract Services</b>				
010-4120-551000 Professional Services	30,000	21,000	7,000	7,000
010-4120-552000 Contract Services	12,425	60,000	10,000	10,000
<b>Category: 5500 Contract Services Total</b>	<b>42,425</b>	<b>81,000</b>	<b>17,000</b>	<b>17,000</b>
<b>Department: 4120 CITY MANAGER Total</b>	<b>1,571,794</b>	<b>1,743,777</b>	<b>1,668,362</b>	<b>1,814,562</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4121 COMMUNICATION</b>				
<b>Category: 5100 Personnel</b>				
010-4121-510100 Regular Salaries	0	0	119,912	130,280
010-4121-510401 Car Allowance	0	0	2,400	2,400
010-4121-510402 Technology Allowance	0	0	1,500	1,500
010-4121-510600 Deferred Compensation	0	0	2,730	2,730
010-4121-510700 Retirement	0	0	14,950	16,050
010-4121-510800 Group Health Insurance	0	0	14,042	15,407
010-4121-510900 Group Dental Insurance	0	0	832	831
010-4121-511000 Group Life Insurance	0	0	277	277
010-4121-511100 Group Disability Insurance	0	0	1,367	1,485
010-4121-511200 Medicare Taxes	0	0	1,792	1,941
<b>Category: 5100 Personnel Total</b>	<b>0</b>	<b>0</b>	<b>159,802</b>	<b>172,901</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4121-541500 Travel/conferences/meetings	0	0	2,125	2,125
010-4121-541600 Membership And Dues	0	0	275	275
010-4121-542200 Books And Subscriptions	0	0	8,515	8,515
010-4121-542400 Special Supplies	0	0	400	400
010-4121-542600 Advertising	0	0	35,300	20,300
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>0</b>	<b>0</b>	<b>46,615</b>	<b>31,615</b>
<b>Category: 5500 Contract Services</b>				
010-4121-551000 Professional Services	0	0	151,000	121,000
<b>Category: 5500 Contract Services Total</b>	<b>0</b>	<b>0</b>	<b>151,000</b>	<b>121,000</b>
<b>Department: 4121 COMMUNICATION Total</b>	<b>0</b>	<b>0</b>	<b>357,417</b>	<b>325,516</b>



**City of Agoura Hills**  
**CITY CLERK**  
**Department 4125**

**Mission** – To serve the public in a courteous, responsible, and efficient manner; facilitate transparency in government by providing timely access to information, records, and legislative processes; and ensure compliance with applicable federal, state, county, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act.

**Services** – The City Clerk Department prepares and distributes the agenda packets of all City Council meetings, including the Financing Authority, Improvement Authority, Parking Authority, Successor Agency to the Redevelopment Agency, and the Agoura Hills Planning Commission; administers the publication and posting of legal notices; records minute actions of the legislative body; processes agreements, resolutions, and ordinances; serves as the custodian of the City’s records, archives, and legislative history; administers the citywide records management program, including scanning and records destruction; administers all municipal elections held in the City and oaths of office; maintains all statements of economic interest and campaign disclosure statement filings; updates the City’s Conflict of Interest Code; coordinates the Planning Commission appointment process; facilitates Ethics Training; provides access to public records and information; coordinates the codification of the Agoura Hills Municipal Code; accepts service of summons, subpoenas, and other legal documents; and prepares all awards, certificates, and proclamations. In addition, the City Clerk attests, seals, and/or certifies official documents.

**Service Level Trends** – Service demands for this department continue to increase in the areas of research and providing information responsive to public records requests. The citywide scanning project continues to assist with providing electronic access to the City’s permanent records, which helps to reduce the hours of staff time dedicated to manually researching records maintained in offsite storage.

**Prior Budget Accomplishments**

- ❖ Facilitated Agenda Scripts for Remote City Council and Planning Commission Meetings.
- ❖ Facilitated the Campaign Reform Ordinance and Council Norms Updates.
- ❖ Facilitated the Installation of a Permanent Ballot Drop Box at the City Hall Civic Center.

**Additional Accomplishments**

- ❖ Facilitated Coordination of a Permanent Vote Center at the City Hall Civic Center for all Elections.
- ❖ Administered the City Council (1) and Planning Commission (1) Vacancy Processes.
- ❖ Administered the 2022 General Municipal Election and Reorganization Meeting.
- ❖ Facilitated the 2022 Ethics Training, Pursuant to AB 1234.

**Objectives**

- ❖ Continue Administration of the Citywide Scanning and Destruction of Records Processes.
- ❖ Review and Update the City’s Records Retention/Destruction Schedule.
- ❖ Facilitate the Preservation and Electronic Archiving of the City’s Historical Documents.
- ❖ Facilitate the Electronic Filing of Campaign Disclosure Statements for Elected Officials.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget
Number of Official Records Processed	457	552	500
Number of Public Records Requests	552	223	200



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4125 CITY CLERK</b>				
<b>Category: 5100 Personnel</b>				
010-4125-510100 Regular Salaries	132,930	144,954	153,586	163,283
010-4125-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4125-510402 Technology Allowance	1,020	1,020	1,020	1,020
010-4125-510500 Vacation/sick	2,595	5,270	5,270	5,270
010-4125-510600 Deferred Compensation	3,333	3,518	3,730	3,972
010-4125-510700 Retirement	39,014	41,872	48,268	50,834
010-4125-510800 Group Health Insurance	11,319	10,742	10,902	11,964
010-4125-510900 Group Dental Insurance	613	640	608	608
010-4125-511000 Group Life Insurance	379	380	380	380
010-4125-511100 Group Disability Insurance	1,538	1,604	1,701	1,811
010-4125-511200 Medicare Taxes	2,049	2,168	2,294	2,438
<b>Category: 5100 Personnel Total</b>	<b>197,191</b>	<b>214,568</b>	<b>230,159</b>	<b>243,980</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4125-541500 Travel/conferences/meetings	927	1,500	2,700	2,700
010-4125-541600 Membership And Dues	1,160	600	600	600
010-4125-542000 Office Supplies	74	500	500	500
010-4125-542200 Books And Subscriptions	3,181	5,500	8,000	8,000
010-4125-542400 Special Supplies	0	700	700	700
010-4125-544000 Other Charges	10,637	20,000	15,000	15,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>15,980</b>	<b>28,800</b>	<b>27,500</b>	<b>27,500</b>
<b>Category: 5500 Contract Services</b>				
010-4125-552000 Contract Services	3,127	52,000	16,000	104,000
<b>Category: 5500 Contract Services Total</b>	<b>3,127</b>	<b>52,000</b>	<b>16,000</b>	<b>104,000</b>
<b>Department: 4125 CITY CLERK Total</b>	<b>216,298</b>	<b>295,368</b>	<b>273,659</b>	<b>375,480</b>

**City of Agoura Hills  
CITY ATTORNEY  
Department 4140**

The City of Agoura Hills contracts with an outside agency to provide legal services. The City Attorney provides legal counsel and services to the City Council, advisory boards, commissions and staff. The City Attorney also provides legal counsel to the Agoura Hills-Calabasas Community Center. The City Attorney assures that the City is in compliance with applicable laws and ensures protection of the City's interest on all legal matters.





# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4140 CITY ATTORNEY</b>				
<b>Category: 5500 Contract Services</b>				
010-4140-551000 Professional Services	229,158	60,000	350,000	350,000
010-4140-552000 Contract Services	261,169	690,000	50,000	50,000
<b>Category: 5500 Contract Services Total</b>	<b>490,327</b>	<b>750,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Department: 4140 CITY ATTORNEY Total</b>	<b>490,327</b>	<b>750,000</b>	<b>400,000</b>	<b>400,000</b>

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

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

**Services** - Services provided by the Finance Department include managing maintaining reliable accounting records, payment of approved warrants, financial statement reporting in compliance with Generally Accepted Accounting Principles (GAAP), and preparation of the annual budget, prudent fiscal planning, and debt administration. The cash-management function is responsible for the prudent investment of surplus finds.

**Service Level Trends** – As the City grows, service demands for this department continue to increase, particularly in the areas of business tax and grants management.

**Prior Budget Accomplishments**

- ❖ Published FY 2021-22 Annual Comprehensive Financial Report (ACFR) by required deadlines and received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. (June 2022)
- ❖ Prepared two-year budget for 2021-22/2022-23 Operating and Capital Improvement Program Budget and received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. (February 2022)
- ❖ Submitted California State Controller’s reports by applicable deadlines (October and December 2022).

**Additional Accomplishments**

- ❖ Prepared 2-year budget plan.
- ❖ Prepared all required Last and Final ROPs.

**Objectives**

- ❖ Publish FY 2022-23 ACFR, meeting requirements for GFOA Certificate of Achievement for Excellence in Financial Reporting.
- ❖ Prepare and implement the Mid-Cycle Operating and Capital Improvement Program Review (CIP).
- ❖ Submit five FY 2022--23 California State Controller’s Reports by applicable reporting deadlines.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Budget
Receive GFOA ACFR Award	Yes	N/A	In Progress
Submit California State Controller’s reports by established due dates	Yes	N/A	In Progress
Receive GFOA Budget Award	Yes	N/A	In Progress



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4150 FINANCE</b>				
<b>Category: 5100 Personnel</b>				
010-4150-510100 Regular Salaries	252,293	340,770	336,988	444,937
010-4150-510200 Part Time Salaries	2,458	9,474	9,474	9,474
010-4150-510400 Special Pay	3,600	3,600	3,600	3,600
010-4150-510401 Car Allowance	2,400	2,600	2,800	2,600
010-4150-510402 Technology Allowance	3,540	4,119	4,685	4,560
010-4150-510500 Vacation/sick	22,505	39,962	17,000	0
010-4150-510600 Deferred Compensation	8,738	10,078	13,246	12,977
010-4150-510700 Retirement	91,668	83,282	55,007	73,584
010-4150-510800 Group Health Insurance	42,777	55,998	66,121	87,211
010-4150-510900 Group Dental Insurance	3,050	3,604	4,262	5,311
010-4150-511000 Group Life Insurance	797	829	814	1,012
010-4150-511100 Group Disability Insurance	3,671	3,821	3,777	5,010
010-4150-511200 Medicare Taxes	5,395	5,513	5,199	6,661
<b>Category: 5100 Personnel Total</b>	<b>442,894</b>	<b>563,650</b>	<b>522,973</b>	<b>656,937</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4150-541500 Travel/conferences/meetings	3,303	4,200	5,260	5,260
010-4150-541600 Membership And Dues	335	500	1,000	1,000
010-4150-542000 Office Supplies	89	750	300	300
010-4150-542200 Books And Subscriptions	0	500	0	0
010-4150-542300 Printing	314	3,500	1,500	1,500
010-4150-542500 Small Equipment	0	100	0	0
010-4150-543100 Mileage	280	300	300	300
010-4150-544000 Other Charges	31,211	31,350	31,200	31,200
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>35,533</b>	<b>41,200</b>	<b>39,560</b>	<b>39,560</b>
<b>Category: 5500 Contract Services</b>				
010-4150-551000 Professional Services	94,202	136,900	144,000	94,000
<b>Category: 5500 Contract Services Total</b>	<b>94,202</b>	<b>136,900</b>	<b>144,000</b>	<b>94,000</b>
<b>Department: 4150 FINANCE Total</b>	<b>572,629</b>	<b>741,750</b>	<b>706,533</b>	<b>790,497</b>

# City of Agoura Hills

## PUBLIC FACILITIES

### Department 4180

**Mission** – To provide a safe, healthy, clean, comfortable environment for all constituents, City Council, City Staff, and visitors.

**Services** - The Public Facilities division of the City Manager's department is responsible for the maintenance of the City's civic center. This division is responsible for the maintenance of the audio visual equipment, all of the telephone equipment used by the City, and the City fleet. Maintenance is provided by contracted companies and private contractors. The City receives a partial reimbursement for costs from the County of Los Angeles.

**Service Level Trends** – Maintenance continue to increase as the building systems continue to age.

#### **Prior Budget Accomplishments**

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

#### **Objectives**

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



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4180 PUBLIC FACILITIES</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4180-542400 Special Supplies	1,903	3,000	3,000	3,000
010-4180-542700 Communications	21,310	22,000	18,590	18,590
010-4180-542800 Utilities	143,117	150,000	145,000	135,000
010-4180-542801 Water	34,575	35,000	35,000	30,000
010-4180-543000 Maintenance Buildings/grounds	45,773	55,000	55,000	55,000
010-4180-543400 Maintenance Of Equipment	37,514	42,000	65,450	42,000
010-4180-543401 Audio Visual Maintenance	1,538	4,000	4,000	4,000
010-4180-543402 Vehicle Maintenance/fuel	18,838	15,000	16,000	16,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>304,568</b>	<b>326,000</b>	<b>342,040</b>	<b>303,590</b>
<b>Category: 5600 Capital Outlay</b>				
010-4180-568200 Other Improvements	7,416	50,000	31,600	10,150
010-4180-568300 Equipment	9,187	10,000	26,383	27,613
<b>Category: 5600 Capital Outlay Total</b>	<b>16,604</b>	<b>60,000</b>	<b>57,983</b>	<b>37,763</b>
<b>Department: 4180 PUBLIC FACILITIES Total</b>	<b>321,172</b>	<b>386,000</b>	<b>400,023</b>	<b>341,353</b>





# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4190 NON DEPARTMENTAL</b>				
<b>Category: 5100 Personnel</b>				
010-4190-510800 Group Health Insurance	168,600	200,000	110,450	104,150
<b>Category: 5100 Personnel Total</b>	<b>168,600</b>	<b>200,000</b>	<b>110,450</b>	<b>104,150</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4190-541500 Trave/conferences/meetings	3,674	1,800	13,400	13,400
010-4190-541600 Membership And Dues	128,891	126,535	126,485	126,485
010-4190-541700 Training	15,096	13,994	13,150	13,150
010-4190-542000 Office Supplies	8,283	7,000	7,000	7,000
010-4190-542100 Postage	6,445	10,000	7,500	7,500
010-4190-542200 Books And Subscriptions	375	1,500	396	396
010-4190-542300 Printing	3,699	3,000	2,305	2,305
010-4190-542400 Special Supplies	9,978	5,000	17,450	16,370
010-4190-5424H0 Special Supplies - Comm Servic	0	0	10,000	10,000
010-4190-542600 Advertising	29,079	35,000	7,500	7,500
010-4190-542700 Communications	9,681	8,000	0	0
010-4190-542900 Rents And Leases	14,744	12,000	15,000	15,000
010-4190-543700 Insurance And Surety Bonds	563,922	616,605	582,488	599,303
010-4190-544000 Other Charges	14,504	4,548	19,548	19,548
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>808,372</b>	<b>844,982</b>	<b>822,222</b>	<b>837,957</b>
<b>Category: 5500 Contract Services</b>				
010-4190-551000 Professional Services	127,213	182,400	90,000	60,000
010-4190-551008 Agoura/calabasas Community Cen	52,142	103,000	37,500	30,000
010-4190-551009 Community Participation	18,000	50,500	40,000	30,000
010-4190-551010 Media	31,225	15,500	3,600	3,600
010-4190-552000 Contract Services	62,010	122,500	60,600	60,600
010-4190-552017 Film Permit Svcs.	27,164	20,000	20,000	20,000
<b>Category: 5500 Contract Services Total</b>	<b>317,754</b>	<b>493,900</b>	<b>251,700</b>	<b>204,200</b>
<b>Category: 5800 Administrative Charges</b>				
010-4190-585000 Bad Debt Expenses	0	1,100	1,000	1,000
<b>Category: 5800 Administrative Charges Total</b>	<b>0</b>	<b>1,100</b>	<b>1,000</b>	<b>1,000</b>
<b>Department: 4190 NON DEPARTMENTAL Total</b>	<b>1,294,726</b>	<b>1,539,982</b>	<b>1,185,372</b>	<b>1,147,307</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4195 AUTOMATED OFFICE SYSTEMS</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4195-542000 Office Supplies	4,262	8,000	5,150	5,150
010-4195-542400 Special Supplies	-16	300	150	150
010-4195-543400 Maintenance Of Equipment	0	500	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>4,246</b>	<b>8,800</b>	<b>5,300</b>	<b>5,300</b>
<b>Category: 5500 Contract Services</b>				
010-4195-551000 Professional Services	21,367	79,250	42,000	113,500
010-4195-551010 Media	0	0	15,000	15,000
010-4195-552000 Contract Services	317,153	275,775	601,786	471,286
<b>Category: 5500 Contract Services Total</b>	<b>338,520</b>	<b>355,025</b>	<b>658,786</b>	<b>599,786</b>
<b>Category: 5600 Capital Outlay</b>				
010-4195-568200 Other Improvements	0	1,000	0	0
010-4195-568300 Equipment	18,438	28,700	12,150	12,150
<b>Category: 5600 Capital Outlay Total</b>	<b>18,438</b>	<b>29,700</b>	<b>12,150</b>	<b>12,150</b>
<b>Department: 4195 AUTOMATED OFFICE SYSTEMS Total</b>	<b>361,205</b>	<b>393,525</b>	<b>676,236</b>	<b>617,236</b>

**City of Agoura Hills  
LOS ANGELES COUNTY SHERIFF  
Department 4210**

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





# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4210-543400 Maintenance Of Equipment	469	3,000	3,000	3,000
010-4210-543700 Insurance And Surety Bonds	476,983	483,413	615,860	640,495
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>477,452</b>	<b>486,413</b>	<b>618,860</b>	<b>643,495</b>
<b>Category: 5500 Contract Services</b>				
010-4210-552050 General Law	3,467,831	3,524,874	3,828,521	3,981,662
010-4210-552051 Traffic Enforcement	139,540	143,710	172,216	227,382
010-4210-552052 Special Events	5,140	20,000	20,000	20,000
010-4210-552056 Community Service Officer	36,606	37,136	40,893	42,529
010-4210-552057 Other Sheriff Services	2,020	3,600	3,600	3,600
010-4210-552058 Cops Program	20,143	19,400	27,900	27,900
010-4210-552059 Special Enforcement Deputy	466,153	466,153	466,153	484,799
010-4210-552060 Sttop	41,537	42,131	46,136	47,981
010-4210-552061 Fingerprint Tech	34,081	32,662	35,469	36,888
<b>Category: 5500 Contract Services Total</b>	<b>4,213,051</b>	<b>4,289,666</b>	<b>4,640,888</b>	<b>4,872,741</b>
<b>Category: 5600 Capital Outlay</b>				
010-4210-568300 Equipment	0	3,000	3,000	3,000
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF Total</b>	<b>4,690,503</b>	<b>4,779,079</b>	<b>5,262,748</b>	<b>5,519,236</b>

**City of Agoura Hills  
EMERGENCY SERVICES  
Department 4215**

**Mission** – To assist the City and its citizens and businesses to prepare to respond to various disasters including earthquake, fire, hazardous material incidents, floods, transportation disasters and terrorism.

**Services** - Services provided by the City Manager’s office include management of the City’s mass notification Connect CTY system for emergency message dissemination, attending meetings of Disaster Management Area B Cities, oversight of the City’s CERT Disaster Response Team, coordination with the County Los Angeles Fire Department for Community Emergency Response Training classes, review and update of the City Emergency Operations Plan and Las Virgenes-Malibu Council of Government’s Multi-Hazard Mitigation Plan.

**Service Level Trends** – As the City grows, service demands for this department continue to increase.

**Prior Budget Accomplishments**

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

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

**Additional Accomplishments**

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

**Objectives**

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

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



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4215 EMERGENCY SERVICES</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4215-541500 Travel/conferences/meetings	293	1,000	700	700
010-4215-541700 Training	970	1,500	8,800	700
010-4215-542300 Printing	1,202	500	500	400
010-4215-542400 Special Supplies	1,497	5,000	17,485	12,439
010-4215-542700 Communications	4,120	5,600	5,536	5,236
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>8,082</b>	<b>13,600</b>	<b>33,021</b>	<b>19,475</b>
<b>Category: 5500 Contract Services</b>				
010-4215-552000 Contract Services	68	500	30,500	500
<b>Category: 5500 Contract Services Total</b>	<b>68</b>	<b>500</b>	<b>30,500</b>	<b>500</b>
<b>Category: 5600 Capital Outlay</b>				
010-4215-568300 Equipment	0	2,500	0	0
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>
<b>Department: 4215 EMERGENCY SERVICES Total</b>	<b>8,150</b>	<b>16,600</b>	<b>63,521</b>	<b>19,975</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4219 EMERGENCY INCIDENT</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4219-542400 Special Supplies	9,918	0	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>9,918</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5500 Contract Services</b>				
010-4219-551000 Professional Services	12,355	1,000	0	0
010-4219-552000 Contract Services	0	110,000	0	0
<b>Category: 5500 Contract Services Total</b>	<b>12,355</b>	<b>111,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4219 EMERGENCY INCIDENT Total</b>	<b>22,272</b>	<b>111,000</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4220 SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 Contract Services</b>				
010-4220-551000 Professional Services	63,279	50,000	80,614	83,790
<b>Category: 5500 Contract Services Total</b>	<b>63,279</b>	<b>50,000</b>	<b>80,614</b>	<b>83,790</b>
<b>Department: 4220 SCHOOL CROSSING GUARDS Total</b>	<b>63,279</b>	<b>50,000</b>	<b>80,614</b>	<b>83,790</b>



**City of Agoura Hills  
ANIMAL CONTROL  
Department 4240**

**Mission** – To assist the City with compliance of all County Los Angeles Animal Control mandates (e.g., LA County Title 10 - Animal Control Code) related to animal care and control, and educate residents, pet owners, etc., on properly license, care, microchip and neuter processes as necessary.

**Services** - All animal control services are provided to residents through a contract with the Los Angeles County Department of Animal Care & Control. The City Manager’s office manages this contract and oversee administration of the services.

**Service Level Trends** – Animal Control continues to educate residents on proper licensing and local laws and continues it consistent efforts to proper license all animals.

**Prior Budget Accomplishments**

- ❖ Increased renewal of Animal Licenses
- ❖ Addressed reports of dogs off leash at local parks (increased patrols)
- ❖ Continue to work with Animal Control to resolve all animal related complaint issues

**Objectives**

- ❖ Continue to educate pet owners on animal care and local codes
- ❖ Continue to promote proper licensing of pets
- ❖ Continue to promote pet leash laws
- ❖ Continue to work with Animal Control to resolve all animal related complaint issues
- ❖ Work to control increase predicted animal control cost (LA County Dept. of Animal Control)

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Budget
Indicator			
Kennel Services (Dog & Cat)	180	200	200
Kennel Services (Other Animals)	127	140	140
Animal Licenses Collected	1354	1400	1400
Animal Complaints (SeeClick Fix Reported)	13	10	10
Animal Complaints (SeeClick Fix Resolved)	13	10	9
Animal Penalties Collected	78	100	100



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4240 ANIMAL CONTROL</b>				
<b>Category: 5500 Contract Services</b>				
010-4240-551000 Professional Services	0	0	4,000	4,000
010-4240-552000 Contract Services	88,794	105,000	110,000	110,000
<b>Category: 5500 Contract Services Total</b>	<b>88,794</b>	<b>105,000</b>	<b>114,000</b>	<b>114,000</b>
<b>Department: 4240 ANIMAL CONTROL Total</b>	<b>88,794</b>	<b>105,000</b>	<b>114,000</b>	<b>114,000</b>

**City of Agoura Hills**  
**PLANNING DIVISION**  
**Department 4305**

**Mission** – Guide development that creates a sustainable, vibrant, environmentally friendly community for those who live, work, and play in the City of Agoura Hills.

**Services** – The Planning Division implements and enforces the Zoning Ordinance, the General Plan, and applicable chapters of the Municipal Code while providing excellent customer service. The Division advises the appointed and elected officials on planning and planning-related issues. The Division ensures the environment is protected through the administration of the California Environmental Quality Act.

**Service Trends** – As a result of changes in state law and certification of the Housing Element, residential development has increased in the city (e.g.: additions to residential dwelling units, renovation of existing residential dwelling units, multi-family residential proposals, and accessory dwelling unit construction). The non-residential development in our city has experienced a demand for outdoor dining and tenant improvements. The city has responded to the increased demand by adjusting internal processes, contracting with consultants, and exploring technology to create capacity within the division.

**Budget Accomplishments** - During the fiscal years of 2022-2023 and 2023-2024, the Planning Division updated the General Plan including the Housing Element to comply with new state housing laws. The Housing Element was then reviewed and certified by the California Department of Housing Community Development. In conjunction with the General Plan and Housing Element update, the Division drafted a ministerial process for review of Affordable Housing projects, rezoned 20 sites within the City to allow for multi-family affordable housing projects, amended the Agoura Village Specific Plan and Ladyface Mountain Specific Plan to allow for multi-family affordable housing projects, and drafted Objective Design Standards for multi-family development. In addition, this Division drafted a Street Vendor Ordinance, Short Term Rental Program, and Outdoor Dining Ordinance amendment. In furtherance of the City’s strong environmental focus, the Division completed Phase I and Phase II of the Climate Action Adaptation Plan (CAAP) and commented on the Pure Water Project Environmental Impact Report. Additionally, to assist local businesses in providing services to patrons outdoors, the City continued to issue Temporary Outdoor Operation Permits while drafting the Outdoor Dining Ordinance amendment.

The Division continues to review and approve administrative and discretionary permit applications and, during 2021-2022 and 2022-2023 fiscal years, brought 12 discretionary applications to Planning Commission and City Council for approval.

In addition to Planning functions, the Division also includes the Code Enforcement Division which enforces the rules and regulations adopted by the City Council and codified in the City of Agoura Hills Municipal Code. Within these fiscal years, code enforcement received and responded to 42 complaints from the City’s “See Click Fix” online reporting software, 95 code enforcement complaints from other sources and issued 23 parking citations, four administrative citation, two administrative citation warnings, and two stop work orders.

**Goals -**

<b>Performance Measures</b>	<b>Prior Year Actuals</b>		<b>Future Estimate</b>
	<b>FY 2021-22 Actual</b>	<b>FY 2022-23 Actual</b>	<b>FY 2023-24 Budget</b>
Draft ordinance for full electrification	<b>Completed</b>		
Prioritize completion of Climate Action & Adaptation Plan, discussion of staffing needs to monitor	<b>Completed</b>		
Complete AVSP Review		<b>Completed</b>	
Review Oak Tree Ordinance/Tree Preservation			<b>In Progress</b>
Review outdoor operation & commercial parking requirements		<b>Completed</b>	
Present Historical Preservation Ordinance			<b>In Progress</b>
Short-Term Rental Ordinance		<b>Completed</b>	
Plan for affordable housing on City owned property			<b>In Progress</b>
Phase III – Implementation of Climate Action & Adaptation Plan			<b>In Progress</b>
Consider ordinance to ban Styrofoam and plastic utensils			<b>In Progress</b>
Complete public outreach process on possibility of commercial cannabis			<b>In Progress</b>
Review penalties for removal of protected tree species			<b>In Progress</b>
Consider options to reduce light impacts near wildlife migration and significant ecological areas			<b>In Progress</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4305 COMMUNITY DEVELOPMENT</b>				
<b>Category: 5100 Personnel</b>				
010-4305-510100 Regular Salaries	704,863	741,519	785,178	832,598
010-4305-510200 Part-time Salaries	40,704	60,149	69,341	73,848
010-4305-510300 Overtime	318	0	0	0
010-4305-510400 Special Pay	7,700	9,000	9,000	9,000
010-4305-510401 Car Allowance	4,700	2,400	2,400	2,400
010-4305-510402 Technology Allowance	4,943	5,070	4,560	4,560
010-4305-510500 Vacation/sick	21,092	5,350	4,200	4,200
010-4305-510600 Deferred Compensation	15,521	16,226	19,501	19,912
010-4305-510700 Retirement	106,951	115,286	135,133	141,775
010-4305-510800 Group Health Insurance	105,104	90,442	106,568	116,933
010-4305-510900 Group Dental Insurance	7,922	6,370	6,437	6,437
010-4305-511000 Group Life Insurance	1,832	1,807	1,863	1,863
010-4305-511100 Group Disability Insurance	7,937	7,749	8,881	9,421
010-4305-511200 Medicare Taxes	11,843	11,065	12,641	13,392
<b>Category: 5100 Personnel Total</b>	<b>1,041,430</b>	<b>1,072,433</b>	<b>1,165,703</b>	<b>1,236,339</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4305-541500 Travel/conferences/meetings	7,419	12,101	8,245	8,245
010-4305-541600 Membership And Dues	2,377	3,644	1,900	1,900
010-4305-542000 Office Supplies	494	1,500	500	500
010-4305-542200 Books And Subscriptions	178	800	500	500
010-4305-542300 Printing	4,931	500	2,000	2,000
010-4305-542400 Special Supplies	812	500	500	500
010-4305-542600 Advertising	13,273	20,058	6,220	6,220
010-4305-544000 Other Charges	1,545	1,000	1,200	1,200
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>31,029</b>	<b>40,103</b>	<b>21,065</b>	<b>21,065</b>
<b>Category: 5500 Contract Services</b>				
010-4305-551000 Professional Services	376,590	110,000	110,000	110,000
010-4305-552000 Contract Services	516,138	388,500	341,000	291,000
<b>Category: 5500 Contract Services Total</b>	<b>892,728</b>	<b>498,500</b>	<b>451,000</b>	<b>401,000</b>
<b>Department: 4305 COMMUNITY DEVELOPMENT Total</b>	<b>1,965,187</b>	<b>1,611,036</b>	<b>1,637,768</b>	<b>1,658,404</b>

**City of Agoura Hills**  
**BUILDING AND SAFETY DIVISION**  
**Department 4390**

**Mission** – Meet the needs of the community through ensuring responsible development while maintaining a safe built environment for Agoura Hills’ residents, businesses, and visitors.

**Building & Safety Division:**

Provides development and building services by educating, administering, and enforcing State and local construction regulations to maintain property and protect life, safety, and health of all occupants; conducts plan reviews; issues permits; and provides inspection services in a professional, flexible, and equitable manner.

**ACCOMPLISHMENTS IN FISCAL YEAR 2022-23:**

- ❖ Adoption of 2022 California Building Standard Code
- ❖ Adoption of the Reach Code Ordinance (Building Electrification)
- ❖ Recruited an CivicSparks Fellow
- ❖ Applied for and received \$40,000 Solar APP+ Grant
- ❖ Created and/or updated 80+ Forms, Handouts, Informational Bulletins
- ❖ Updated website information for the Building Safety Division
- ❖ RFP and Contracted for the development of ADU Standard Plans
- ❖ New consultant contracts for M6 and BV, and Backups with JLee Engineering and Willdan Engineering
- ❖ Recruit permit technician (part-time, contract)

**GOALS & OBJECTIVES FOR FISCAL YEAR 2023-24:**

- ❖ Core Building Safety Operations-
  - Processing permits
  - Plan Reviews
  - Inspections
  - Preliminary reviews
  - Continual process improvement
- ❖ Adopt LA County Fire Code
- ❖ Complete ADU Standard plans development and implement their use.
- ❖ Continue to update Building and Safety webpage and handouts for new 2022 Codes.
- ❖ Assist with Implementation of the Climate Action and Adaptation Plan CAAP.
- ❖ Participate in fee study and implement recommendations.
- ❖ Revamp of permitting procedure and process and administration
- ❖ Facilitate acquisition and implementation of a new permitting system for online submittal and electronic plan check
  - Implement complete Online Plan Submittal services
  - Implement Electronic approval for different divisions involved in plan review and permitting process to reduce the time.
  - Implement Express Permit Program which expands the list of the permits which can be issued online.
  - Develop Standard Office Procedure (SOP)
  - Reduce use of paper by implementing digital technology
  - Develop meaningful KPI for each divisions



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4390 BUILDING &amp; SAFETY</b>				
<b>Category: 5100 Personnel</b>				
010-4390-510100 Regular Salaries	237,629	242,162	256,617	272,966
010-4390-510300 Overtime	410	0	0	0
010-4390-510401 Car Allowance	2,100	2,400	2,400	2,400
010-4390-510402 Technology Allowance	1,313	1,500	1,500	1,500
010-4390-510500 Vacation/sick	10,127	2,700	2,700	2,700
010-4390-510600 Deferred Compensation	5,564	6,160	6,925	7,206
010-4390-510700 Retirement	63,221	34,514	38,688	40,938
010-4390-510800 Group Health Insurance	44,307	46,954	51,440	56,468
010-4390-510900 Group Dental Insurance	3,100	3,312	3,148	3,148
010-4390-511000 Group Life Insurance	582	584	584	584
010-4390-511100 Group Disability Insurance	2,622	2,705	2,867	3,054
010-4390-511200 Medicare Taxes	3,703	3,569	3,785	4,027
<b>Category: 5100 Personnel Total</b>	<b>374,676</b>	<b>346,560</b>	<b>370,654</b>	<b>394,991</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4390-541500 Travel/conferences/meetings	901	4,000	3,000	3,000
010-4390-541600 Membership And Dues	1,277	1,500	1,900	1,900
010-4390-542000 Office Supplies	146	200	250	250
010-4390-542200 Books And Subscriptions	249	4,500	1,550	1,550
010-4390-542300 Printing	0	1,000	1,000	1,000
010-4390-542500 Small Equipment	60	500	500	500
010-4390-542600 Advertising	0	1,500	2,500	2,500
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>2,633</b>	<b>13,200</b>	<b>10,700</b>	<b>10,700</b>
<b>Category: 5500 Contract Services</b>				
010-4390-552000 Contract Services	279,282	400,000	435,000	435,000
<b>Category: 5500 Contract Services Total</b>	<b>279,282</b>	<b>400,000</b>	<b>435,000</b>	<b>435,000</b>
<b>Department: 4390 BUILDING &amp; SAFETY Total</b>	<b>656,591</b>	<b>759,760</b>	<b>816,354</b>	<b>840,691</b>

# City of Agoura Hills

## COMMUNITY SERVICES

### Department 4420- Recreation, Reyes Adobe, Recreation and Event Center, Community Services, Parks/Landscape Maintenance

**Mission** – The Department of Community Services is charged with providing recreation programs, community service, and cultural events that will enrich and enhance the quality of life for citizens of Agoura Hills.

**Services** – Recreation programs, community services, and cultural events provided by the Department of Community Services contain a multitude of classes and activities for all ages including tots, youth, teens, adults, seniors, and families. Special Events which include programs such as Reyes Adobe Days and Summer Concerts in the Park are a major component of what is provided through the Department. The Department of Community Services is also responsible for managing the City's transportation program, providing social services for local residents, facilitating a city-wide volunteer program, implementing Community Service programs, such as Public Safety Day and Community Service Days, maintaining the City's playgrounds, picnic areas, ballfields, tennis courts, and recreation center. The Department is also responsible for overseeing the Reyes Adobe Historical Site which includes maintaining both the Adobe House and Barn, comprehensive volunteer docent program, educational tours, and special events at the site. The Department works directly with several boards and committees, including the Cultural Arts Council, Community Services Coalition, and the Senior Advisory Committee. The Department is responsible for the City-wide landscape services, including parks, medians, public right of way, freeway on and off ramps, and the City-wide irrigation system.

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

#### Major Accomplishments

- ❖ Implemented an afterschool enrichment program with more than 150 participants each session during the school year.
- ❖ Cultural Arts Council hosted separate Art Shows as part of the Art Gallery Series, including the Student Art Show and the Community Art Show. CAC also presented the student scholarship to the Agoura High School Arts program, as part of the annual Give 91301 program
- ❖ Hosted celebrations and recognitions marking the City's 40<sup>th</sup> anniversary that included a special event, programs, and activities throughout the year for the entire community.
- ❖ Hosted the One City, One Book "Evening with the Author" event with more than 250 people in attendance.
- ❖ Hosted annual Reyes Adobe Days for three days of community activities, events, and programs with more than 8,000 people in attendance.
- ❖ Completed the Sumac Park Restroom Renovation Project with majority of grant funds being used on building that was more than 40 years old.

#### Additional Accomplishments

- ❖ Launched the AH Go transportation service as an extension of the existing Dial A Ride program which included the development and creation of a new software app specific to the City of Agoura Hills
- ❖ Implemented a patriotic laser show at the Summer Concert in the Park in lieu of fireworks show to more than 4,000 attendees.
- ❖ Implemented annual Holiday Boutique featuring local artists and artisans with the Letters to Santa Program serving more than 150 children.



**Goals**

- ❖ Implement organic maintenance program as part of park maintenance.
- ❖ Work with local organizations to fundraise and replace Morrison Park play equipment.
- ❖ Implement Chumash Park Restroom Renovation Project
- ❖ Research additional outdoor recreation/facility opportunities
- ❖ Review Basketball court layouts
- ❖ Conduct a Dial-A-Ride Program analysis.
- ❖ Implement next Capital Park Improvement

<b>Performance Measures</b>	<b>Prior Year Actuals</b>		<b>Future Estimate</b>
	<b>FY 2021-2022 Actual</b>	<b>FY 2022-23 Actual</b>	<b>FY 2023-2024 Budget</b>
<b>Indicator</b>			
Chumash Park Restroom Renovation Project	Yes	Yes	In Progress
Complete Feasibility Analysis and Guidance to Public	Yes	N/A	In Progress
City Will Recognize Monumental Moments in a Series of Events	Yes	N/A	In Progress



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget	
<b>Department: 4420 RECREATION</b>					
<b>Category: 5100 Personnel</b>					
010-4420-510200	Part-time Salaries	8,563	1,000	2,000	2,000
010-4420-5102A0	Part - Time Salaries	19,774	34,950	52,200	52,200
010-4420-5102B0	Part - Time Salaries	0	3,600	3,600	3,600
010-4420-5102C0	Part - Time Salaries	0	18,300	18,300	18,300
010-4420-5102D0	Part - Time Salaries	30,780	19,100	19,100	19,100
010-4420-5102E0	Part - Time Salaries	5,561	0	0	0
010-4420-5102G0	Part-time Salaries - Teens	591	3,850	3,850	3,850
010-4420-5102H0	Part - Time Salaries	2,600	6,090	6,750	6,750
010-4420-5102I0	Part - Time Salaries	6,444	10,000	11,300	11,300
010-4420-510700	Retirement	2,083	2,000	0	0
010-4420-510800	Group Health Insurance	4,699	0	0	0
010-4420-510900	Group Dental	5	0	0	0
010-4420-511200	Medicare Taxes	1,077	1,900	2,800	2,800
<b>Category: 5100 Personnel Total</b>		<b>82,178</b>	<b>100,790</b>	<b>119,900</b>	<b>119,900</b>
<b>Category: 5400 Materials, Supplies, and Services</b>					
010-4420-5423A0	Printing - Classes	0	650	650	650
010-4420-5423B0	Printing -excursions	0	1,000	1,000	1,000
010-4420-5423C0	Printing - Camps	0	500	500	500
010-4420-5423D0	Printing - Seniors	1,595	3,500	3,500	3,500
010-4420-5423G0	Printing - Teens	191	650	650	650
010-4420-5423H0	Printing - Comm Services	1,041	22,700	14,000	14,000
010-4420-5423I0	Cultural Arts	0	3,000	1,500	1,500
010-4420-542400	Special Supplies	20	0	0	0
010-4420-5424A0	Special Supplies - Classes	24	500	750	750
010-4420-5424B0	Special Supplies - Excursions	0	250	500	500
010-4420-5424C0	Special Supplies - Camps	712	2,400	2,000	2,000
010-4420-5424D0	Special Supplies - Seniors	2,616	5,200	5,200	5,200
010-4420-5424E0	Special Supplies - Spec Events	609	0	0	0
010-4420-5424F0	Special Supplies - Sports	0	500	800	800
010-4420-5424G0	Special Supplies - Teens	443	1,000	1,000	1,000
010-4420-5424H0	Special Supplies - Comm Servic	5,912	6,150	7,600	7,600
010-4420-5424I0	Special Supplies - Cultural Arts	1,252	3,600	3,900	3,900
010-4420-5426C0	Advertising - Camps	0	500	500	500
010-4420-5426D0	Advertising-seniors	0	500	500	500
010-4420-542900	Rents And Leases	1,966	0	0	0
010-4420-5429A0	Rents and Leases - Classes	8,466	7,000	12,000	12,000
010-4420-5429H0	Rents And Leases - Comm Servic	1,987	2,400	8,100	8,100
010-4420-5440B0	Other Charges - Excursions	4,750	7,250	9,250	9,250
010-4420-5440D0	Other Charges - Seniors	-920	10,000	12,000	12,000
010-4420-5440G0	Other Charges - Teens	180	600	600	600
<b>Category: 5400 Materials, Supplies, and Services Total</b>		<b>30,843</b>	<b>79,850</b>	<b>86,500</b>	<b>86,500</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Category: 5500 Contract Services</b>				
010-4420-5510H0 Professional Services-comm Ser	6,895	19,000	17,500	17,500
010-4420-5510I0 Professional Services - Cultural Arts	8,358	13,800	10,000	10,000
010-4420-5520A0 Contract Services - Classes	127,856	127,000	115,000	115,000
010-4420-5520C0 Contract Services - Camps	3,844	21,000	21,000	21,000
010-4420-5520D1 Contract Services - Seniors	5,164	12,500	12,500	12,500
010-4420-5520F0 Contract Services - Sports	0	8,500	35,000	35,000
010-4420-5520G0 Contract Services -teens	0	1,000	6,300	6,300
<b>Category: 5500 Contract Services Total</b>	<b>152,118</b>	<b>202,800</b>	<b>217,300</b>	<b>217,300</b>
<b>Department: 4420 RECREATION Total</b>	<b>265,139</b>	<b>383,440</b>	<b>423,700</b>	<b>423,700</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4425 REYES ADOBE</b>				
<b>Category: 5100 Personnel</b>				
010-4425-510200 Part-time salaries	0	0	2,100	2,100
010-4425-511200 Medicare taxes	0	140	150	150
<b>Category: 5100 Personnel Total</b>	<b>0</b>	<b>140</b>	<b>2,250</b>	<b>2,250</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4425-542000 Office Supplies	86	0	500	500
010-4425-542300 Printing	0	1,000	1,000	1,000
010-4425-542400 Special Supplies	0	1,500	1,500	1,500
010-4425-542700 Communications	2,213	1,500	2,000	2,000
010-4425-543000 Maintenance Buildings/grounds	3,853	15,000	20,000	20,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>6,152</b>	<b>19,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Category: 5500 Contract Services</b>				
010-4425-552000 Contract Services	975	2,500	5,000	5,000
<b>Category: 5500 Contract Services Total</b>	<b>975</b>	<b>2,500</b>	<b>5,000</b>	<b>5,000</b>
<b>Category: 5600 Capital Outlay</b>				
010-4425-568200 Other Improvements	0	0	55,000	55,000
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>
<b>Department: 4425 REYES ADOBE Total</b>	<b>7,127</b>	<b>21,640</b>	<b>87,250</b>	<b>87,250</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4426 RECREATION CENTER</b>				
<b>Category: 5100 Personnel</b>				
010-4426-510200 Part Time Salaries	70,069	75,000	105,944	105,944
010-4426-510700 Retirement	1,424	3,000	1,994	2,000
010-4426-510800 Graoup Health Insurance	35	0	0	0
010-4426-510900 Group Dental Insurance	0	0	0	0
010-4426-511200 Medicare Taxes	1,016	384	1,500	1,500
<b>Category: 5100 Personnel Total</b>	<b>72,544</b>	<b>78,384</b>	<b>109,438</b>	<b>109,444</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4426-542400 Special supplies	11,261	10,000	10,000	10,000
010-4426-542700 Communications	13,782	10,000	10,000	10,000
010-4426-542800 Utilities	67,261	75,000	80,000	80,000
010-4426-542801 Water	33,000	26,000	28,000	28,000
010-4426-543000 Maintenance buildings/grounds	200,480	172,000	187,000	187,000
010-4426-543400 Maintenance of equipment	2,714	2,500	10,000	10,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>328,499</b>	<b>295,500</b>	<b>325,000</b>	<b>325,000</b>
<b>Category: 5500 Contract Services</b>				
010-4426-551000 Professional services	1,458	5,000	5,000	5,000
010-4426-552000 Contract services	49,293	50,000	62,700	62,700
<b>Category: 5500 Contract Services Total</b>	<b>50,751</b>	<b>55,000</b>	<b>67,700</b>	<b>67,700</b>
<b>Category: 5600 Capital Outlay</b>				
010-4426-568200 Other improvements	55,719	80,000	80,000	80,000
010-4426-568300 Equipment	2,277	16,000	16,000	16,000
<b>Category: 5600 Capital Outlay Total</b>	<b>57,996</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>
<b>Department: 4426 RECREATION CENTER Total</b>	<b>509,790</b>	<b>524,884</b>	<b>598,138</b>	<b>598,144</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4430 SPECIAL EVENTS</b>				
<b>Category: 5100 Personnel</b>				
010-4430-510200 Part-time Salaries	0	29,800	32,900	32,900
010-4430-510700 Retirement	0	0	0	0
010-4430-511200 Medicare Taxes	0	0	400	400
<b>Category: 5100 Personnel Total</b>	<b>0</b>	<b>29,800</b>	<b>33,300</b>	<b>33,300</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4430-542100 Postage	0	500	0	0
010-4430-542300 Printing	17,945	30,600	26,400	26,400
010-4430-542400 Special Supplies	1,633	13,500	16,100	16,100
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>19,579</b>	<b>44,600</b>	<b>42,500</b>	<b>42,500</b>
<b>Category: 5500 Contract Services</b>				
010-4430-551000 Professional Services	20,607	135,700	105,000	105,000
010-4430-552000 Contract Services	28,870	65,100	66,400	66,400
<b>Category: 5500 Contract Services Total</b>	<b>49,478</b>	<b>200,800</b>	<b>171,400</b>	<b>171,400</b>
<b>Department: 4430 SPECIAL EVENTS Total</b>	<b>69,057</b>	<b>275,200</b>	<b>247,200</b>	<b>247,200</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4440 COMMUNITY SERVICES</b>				
<b>Category: 5100 Personnel</b>				
010-4440-510100 Regular Salaries	621,452	739,364	794,380	862,340
010-4440-510200 Part-time Salaries	34,671	90,000	60,782	60,782
010-4440-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4440-510402 Technology Allowance	6,048	7,450	7,450	7,450
010-4440-510500 Vacation/sick	28,951	22,372	22,372	22,372
010-4440-510600 Deferred Compensation	15,564	19,063	23,470	23,379
010-4440-510700 Retirement	163,810	172,912	197,048	211,471
010-4440-510800 Group Health Insurance	108,574	141,091	147,594	162,563
010-4440-510900 Group Dental Insurance	8,185	9,348	8,454	8,554
010-4440-511000 Group Life Insurance	1,638	1,936	1,826	1,845
010-4440-511100 Group Disability Insurance	6,998	8,362	8,985	9,760
010-4440-511200 Medicare Taxes	10,323	11,188	12,005	12,998
<b>Category: 5100 Personnel Total</b>	<b>1,008,614</b>	<b>1,225,486</b>	<b>1,286,766</b>	<b>1,385,914</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4440-541500 Travel/conferences/meetings	0	1,000	1,000	1,000
010-4440-541600 Membership And Dues	90	1,000	1,000	1,000
010-4440-541700 Training	630	0	0	0
010-4440-542000 Office Supplies	4,390	5,000	5,000	5,000
010-4440-542100 Postage	8,500	10,000	12,000	12,000
010-4440-542300 Printing	32,224	51,500	51,500	51,500
010-4440-542400 Special Supplies	3,206	3,000	3,000	3,000
010-4440-542800 Utilities	131	0	0	0
010-4440-542900 Rents And Leases	4,531	7,000	7,000	7,000
010-4440-543000 Maintenance Buildings/grounds	680	0	0	0
010-4440-543100 Mileage	0	400	400	400
010-4440-544000 Other Charges	49,895	35,250	45,950	45,950
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>104,276</b>	<b>114,150</b>	<b>126,850</b>	<b>126,850</b>
010-4440-552000 Contract Services	0	0	20,000	0
<b>Category: 5500 Contract Services Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>
<b>Department: 4440 COMMUNITY SERVICES Total</b>	<b>1,112,890</b>	<b>1,339,636</b>	<b>1,433,616</b>	<b>1,512,764</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4450 PARKS MAINTENANCE</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4450-542400 Special Supplies	27,973	50,000	50,000	50,000
010-4450-5424H0 Special Supplies - Comm Servic	19,688	54,500	54,500	54,500
010-4450-542800 Utilities	2,439	3,000	3,000	3,000
010-4450-542801 Water	100,164	75,000	120,000	120,000
010-4450-542900 Rents And Leases	5,135	10,500	5,135	5,135
010-4450-543000 Maintenance Buildings/grounds	60,694	50,000	50,000	50,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>216,094</b>	<b>243,000</b>	<b>282,635</b>	<b>282,635</b>
<b>Category: 5500 Contract Services</b>				
010-4450-552000 Contract Services	293,298	357,000	369,000	369,000
010-4450-552095 Tree Maintenance In Parks	24,667	25,000	25,000	25,000
<b>Category: 5500 Contract Services Total</b>	<b>317,965</b>	<b>382,000</b>	<b>394,000</b>	<b>394,000</b>
<b>Department: 4450 PARKS MAINTENANCE Total</b>	<b>534,059</b>	<b>625,000</b>	<b>676,635</b>	<b>676,635</b>



# City of Agoura Hills PUBLIC WORKS DEPARTMENT

## Department 4505 - Public Works, Traffic Safety, Storm Drain & Flood Control, Other Improvements/ Projects, Park Improvements

**Mission** – The department’s mission is to provide the highest standard of design, construction, operations, and maintenance of the City’s public infrastructure. We strive to ensure that public health, welfare, and safety is always preserved, and that services are provided with the highest degree of responsiveness, attention, and professionalism at all times.

**Services** – The services provided by the Public Works Department include administering the grading, drainage, and right-of-way components of the land development process; administering, budgeting for, and delivering infrastructure projects consistent with the approved Capital Improvement Program; overseeing the water quality program, City GIS system; facilitating the FEMA floodplain management program, general operations and maintenance of public infrastructure citywide. Provide 24-hour response for emergency situations within the public right-of-way. Apply for, and administer grants to fund infrastructure projects.

**Service Level Trends** – Although service level demands continue to increase with several multi-million dollar capital improvement projects, the department’s responsiveness and service level as a whole continue to remain stable. With the constant threat of diminishing state and federal revenue sources, staff has remained steadfast in producing high-quality, timely, and fiscally prudent projects. The department’s SeeClickFix system ensures that efficiency and effectiveness are constantly monitored and measured, yielding excellent results. With a full-time staff of 5, a contract City Traffic Engineer, and a handful of special operations and maintenance contracts, the department continues to meet the service needs of the Council and community-at-large with limited human and fiscal resources.

### Major Prior Accomplishments

- ❖ Completed U.S.101/Palo Comado Interchange Project.
- ❖ Completed Construction of the Roadside Drive Bridge Widening Project.
- ❖ Completed CEQA documentation and preliminary design for the Storm Drain Diversion Project
- ❖ Completed Civil Design and Permitting for the Storm Drain Diversion Project
- ❖ Completed Civil Design and Permitting for the Ladyface Greenway Project
- ❖ Complete Sumac Park Restroom Rehabilitation Project.
- ❖ Completed Recreation and Event Center Outdoor Accessibility Project.
- ❖ Completed traffic signal back up batteries at all intersections
- ❖ Lead agency for Malibu Creek Watershed’s Enhanced Watershed Management Program.
- ❖ Completed Annual Street Resurfacing Project.
- ❖ Completed Annual Concrete Repair Project
- ❖ Completed HAWK signal analysis and began final design.
- ❖ Installed bike repair stations at 4 locations throughout the City, installed sharrows on Canwood and Roadside, and installed green conflict zone striping at the City’s 5 most incident prone intersections with existing bike lanes.
- ❖ Removed non-native trees along Chesebro Road

### Goals and Objectives

- ❖ Continue to Develop the Kanan Corridor Project
- ❖ Identify funding for HAWK signal construction for Reyes Adobe/Rainbow Crest and begin construction if feasible.
- ❖ Complete Bicycle Master Plan Environmental Document and Associated General Plan Amendment
- ❖ Continue coordination with LA County for their proposed Liberty Canyon Green Improvement Project.

- ❖ Improve private City entry sign facing U.S. 101 at westerly-City limit.
- ❖ Complete a photometric study for lighting on Reyes Adobe Interchange / Bridge and implement the solution
- ❖ Continue Bikeway Improvements consistent with Draft Bicycle Master Plan
- ❖ Analyze the use of landscape and tree planting along Agoura Road as a sound wall alternative and begin implementation if approved and permitted by Caltrans
- ❖ Complete a City-wide feasibility analysis on the potential for naturalizing creeks and waterways
- ❖ Continue removal of non-native trees and implement planting opportunities for native trees

Performance Measures	Prior Year Actuals	
	FY 2020-21 Actual	FY 2022-23 Actual
Sumac Park Restroom Rehabilitation Project Construction	Aug. – Nov. 2021	
Kanan Corridor Project Study Report	Underway	Sept. 2022
Kanan Corridor PA/ED		Jan. – Jun. 2023
Kanan/Agoura Intersection Design Completion	Underway	Jul. 2022
Kanan/Agoura Intersection CEQA	Underway – Jun. 2022	
Linear Park Design	Aug- May 2022	
Seek Grant and Special Funds for Linear Park Construction	On-going	On-going
Dry-weather Diversion Project	Aug - Mar. 2022 (Design)	Jul. – Sept. 2022 (Construction)
Roadside Drive Bridge Widening Construction	Underway	Aug. 2022
Recreation and Event Center Outdoor Accessibility Project	Aug.- Nov. 2021	
Purchase and install traffic signal battery back-ups for non-bus route intersections	Aug. - Oct. 2021	
Reyes Adobe Rd. HAWK signal analyses	Sept. - Dec. 2021	
Submit HSIP Applications for HAWK signals	Mar. 2022	
Reyes Adobe/Stonecrest HAWK signal construction		Jul. - Sept. 2022
Bicycle Master Plan and VMT Bank	Sept. – Jun. 2022	
Allocate Funding to Apply to Items Identified in Bicycle Master Plan		Jul. 2022
Coordination with LA County for their proposed Liberty Canyon Green Improvement Project	On-going	On-going
Approach Owner and Consider Cooperative Effort to Enhance Former City Entry Sign	Aug.	



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget	
<b>Department: 4505 PUBLIC WORKS</b>					
<b>Category: 5100 Personnel</b>					
010-4505-510100	Regular Salaries	403,604	445,465	200,436	312,292
010-4505-510401	Car Allowance	1,700	2,400	2,400	2,400
010-4505-510402	Technology Allowance	5,143	5,580	5,580	5,580
010-4505-510500	Vacation/sick	19,520	10,722	6,122	10,722
010-4505-510600	Deferred Compensation	11,953	13,291	15,670	16,012
010-4505-510700	Retirement	81,750	92,960	48,275	71,203
010-4505-510800	Group Health Insurance	82,313	90,337	45,926	66,859
010-4505-510900	Group Dental Insurance	6,419	7,006	3,120	4,360
010-4505-511000	Group Life Insurance	1,004	1,053	438	638
010-4505-511100	Group Disability Insurance	4,342	4,906	2,170	3,391
010-4505-511200	Medicare Taxes	5,534	6,604	2,926	4,595
<b>Category: 5100 Personnel Total</b>		<b>623,280</b>	<b>680,324</b>	<b>333,063</b>	<b>498,052</b>
<b>Category: 5400 Materials, Supplies, and Services</b>					
010-4505-541500	Travel/conferences/meetings	82	3,750	3,750	5,500
010-4505-541600	Membership And Dues	2,561	2,610	2,610	3,760
010-4505-542000	Office Supplies	135	300	300	300
010-4505-542200	Books And Subscriptions	0	250	250	500
010-4505-542300	Printing	267	1,000	1,000	1,000
010-4505-542400	Special Supplies	383	1,000	1,000	1,000
010-4505-542600	Advertising	0	4,000	4,000	4,000
010-4505-543400	Maintenance Of Equipment	1,022	1,500	500	500
010-4505-544000	Other Charges	37	0	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>		<b>4,487</b>	<b>14,410</b>	<b>13,410</b>	<b>16,560</b>
<b>Category: 5500 Contract Services</b>					
010-4505-551000	Professional Services	0	90,000	130,000	75,000
010-4505-552000	Contract Services	160,306	105,000	175,000	140,000
010-4505-552002	Plan Check And Inspection	53,330	65,000	70,000	80,000
010-4505-552003	Special Projects	49,521	70,000	50,000	50,000
<b>Category: 5500 Contract Services Total</b>		<b>263,157</b>	<b>330,000</b>	<b>425,000</b>	<b>345,000</b>
<b>Department: 4505 PUBLIC WORKS Total</b>		<b>890,925</b>	<b>1,024,734</b>	<b>771,473</b>	<b>859,612</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4510 TRAFFIC SAFETY</b>				
<b>Category: 5500 Contract Services</b>				
010-4510-552000 Contract Services	19,232	45,000	45,000	45,000
010-4510-552014 Accident repairs	110,124	20,000	10,000	10,000
<b>Category: 5500 Contract Services Total</b>	<b>129,357</b>	<b>65,000</b>	<b>55,000</b>	<b>55,000</b>
<b>Department: 4510 TRAFFIC SAFETY Total</b>	<b>129,357</b>	<b>65,000</b>	<b>55,000</b>	<b>55,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4520 LANDSCAPE MAINTENANCE</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4520-542400 Special Supplies	24,535	62,000	80,000	120,000
010-4520-542800 Utilities	5,044	5,000	5,000	5,000
010-4520-543000 Maintenance Buildings/grounds	0	10,000	10,000	10,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>29,579</b>	<b>77,000</b>	<b>95,000</b>	<b>135,000</b>
<b>Category: 5500 Contract Services</b>				
010-4520-552000 Contract Services	161,052	100,000	146,000	133,000
010-4520-552020 Street Repairs & Maintenance	9,999	10,000	10,000	10,000
010-4520-552031 Graffiti Removal	5,999	10,000	6,000	6,000
010-4520-552032 Equestrian Trail Maintenance	4,000	4,000	4,000	4,000
010-4520-552035 Median Island Maintenance	0	0	30,000	30,000
<b>Category: 5500 Contract Services Total</b>	<b>181,050</b>	<b>124,000</b>	<b>196,000</b>	<b>183,000</b>
<b>Department: 4520 LANDSCAPE MAINTENANCE Total</b>	<b>210,629</b>	<b>201,000</b>	<b>291,000</b>	<b>318,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4525 STORM DRAIN &amp; FLOOD CONTROL</b>				
<b>Category: 5500 Contract Services</b>				
010-4525-552041 Storm Drain Maintenance	74,779	75,000	125,000	125,000
010-4525-552043 Npdes Compliance	227,260	291,800	266,132	316,132
<b>Category: 5500 Contract Services Total</b>	<b>302,039</b>	<b>366,800</b>	<b>391,132</b>	<b>441,132</b>
<b>Department: 4525 STORM DRAIN&amp; FLOOD CONTROL Total</b>	<b>302,039</b>	<b>366,800</b>	<b>391,132</b>	<b>441,132</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4610 OTHER IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
010-4610-600100 City Beautification	1,933	30,000	10,000	10,000
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>1,933</b>	<b>30,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Department: 4610 OTHER IMPROVEMENTS Total</b>	<b>1,933</b>	<b>30,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Fund: 010 - GENERAL Total</b>	<b>16,486,344</b>	<b>18,285,372</b>	<b>18,759,258</b>	<b>19,414,241</b>



# CITY OF AGOURA HILLS

Budget  
Fiscal Year 2023-24 / 2024-25



## Other Funds



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 011 - CAPITAL PROJECT FUND</b>				
<b>Department: 4620 PARK IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
011-4620-610300 Park Improvements	107,783	100,000	450,000	40,000
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>107,783</b>	<b>100,000</b>	<b>450,000</b>	<b>40,000</b>
<b>Department: 4620 PARK IMPROVEMENTS Total</b>	<b>107,783</b>	<b>100,000</b>	<b>450,000</b>	<b>40,000</b>
<b>Category: 6200 Street Improvements</b>				
011-4640-610600 Reyes Adobe	0	0	25,000	250,000
011-4640-630500 Annual Overlay	0	35,000	165,000	0
011-4640-631600 Roadside Bridge	211,500	0	0	0
<b>Category: 6200 Street Improvements Total</b>	<b>211,500</b>	<b>35,000</b>	<b>190,000</b>	<b>250,000</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>211,500</b>	<b>35,000</b>	<b>190,000</b>	<b>250,000</b>
<b>Fund: 011 - CAPITAL PROJECT FUND Total</b>	<b>319,283</b>	<b>135,000</b>	<b>640,000</b>	<b>290,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 012 - FACILITIES FUND</b>				
<b>Department: 4180 PUBLIC FACILITIES</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
012-4180-543400 Maintenance of Equipment	60,425	0	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>60,425</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5600 Capital Outlay</b>				
012-4180-568200 Other Improvement	0	0	0	24,000
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,000</b>
<b>Department: 4180 PUBLIC FACILITIES Total</b>	<b>60,425</b>	<b>0</b>	<b>0</b>	<b>24,000</b>
<b>Fund: 012 - FACILITIES FUND Total</b>	<b>60,425</b>	<b>0</b>	<b>0</b>	<b>24,000</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ</b>				
<b>Department: 4610 OTHER IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
015-4610-601500 Trails	28,783	35,000	0	0
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>28,783</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 OTHER IMPROVEMENTS Total</b>	<b>28,783</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 015 - RECREATION CENTER CAPITAL PROJ Total</b>	<b>28,783</b>	<b>35,000</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills

## Budget

### FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 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>				
016-4525-551000 Professional Services	357,750	110,000	0	0
<b>Category: 5500 Contract Services Total</b>	<b>357,750</b>	<b>110,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4525 STORM DRAIN&amp; FLOOD CONTROL Total</b>	<b>357,750</b>	<b>110,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 OTHER IMPROVEMENTS</b>				
<b>Category: 6200 Street Improvements</b>				
016-4610-632300 Storm Drain Diversion	0	12,000	1,000,000	0
<b>Category: 6200 Street Improvements Total</b>	<b>0</b>	<b>12,000</b>	<b>1,000,000</b>	<b>0</b>
<b>Department: 4610 OTHER IMPROVEMENTS Total</b>	<b>0</b>	<b>12,000</b>	<b>1,000,000</b>	<b>0</b>
<b>Fund: 016 - STORM WATER CAP PROJECT FUND Total</b>	<b>357,750</b>	<b>122,000</b>	<b>1,000,000</b>	<b>0</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 018 - MEASURE R GRANT</b>				
<b>Department: 4120 CITY MANAGER</b>				
<b>Category: 5100 Personnel</b>				
018-4120-510100 Regular Salaries	14,225	2,166	18,875	0
018-4120-510700 Retirement	4,349	644	6,107	0
018-4120-510800 Group Health Insurance	1,731	279	2,172	0
018-4120-510900 Group Dental Insurance	124	21	140	0
018-4120-511000 Group Life Insurance	22	4	27	0
018-4120-511100 Group Disability Insurance	159	24	215	0
018-4120-511200 Medicare Taxes	211	32	301	0
<b>Category: 5100 Personnel Total</b>	<b>20,820</b>	<b>3,170</b>	<b>27,837</b>	<b>0</b>
<b>Department: 4120 CITY MANAGER Total</b>	<b>20,820</b>	<b>3,170</b>	<b>27,837</b>	<b>0</b>
<b>Department: 4150 FINANCE</b>				
<b>Category: 5100 Personnel</b>				
018-4150-510100 Regular Salaries	7,770	4,630	74,184	2,130
018-4150-510700 Retirement	4,295	1,193	13,223	164
018-4150-510800 Group Health Insurance	2,200	751	14,497	470
018-4150-510900 Group Dental Insurance	125	50	949	26
018-4150-511000 Group Life Insurance	35	11	180	5
018-4150-511100 Group Disability Insurance	147	53	846	24
018-4150-511200 Medicare Taxes	189	74	1,137	32
<b>Category: 5100 Personnel Total</b>	<b>14,760</b>	<b>6,762</b>	<b>105,016</b>	<b>2,851</b>
<b>Department: 4150 FINANCE Total</b>	<b>14,760</b>	<b>6,762</b>	<b>105,016</b>	<b>2,851</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5100 Personnel</b>				
018-4505-510100 Regular Salaries	50,225	4,491	179,451	2,934
018-4505-510700 Retirement	9,084	896	42,459	939
018-4505-510800 Group Health Insurance	8,274	811	33,295	641
018-4505-510900 Group Dental Insurance	686	63	2,300	40
018-4505-511000 Group Life Insurance	117	11	407	7
018-4505-511100 Group Disability Insurance	549	50	1,998	33
018-4505-511200 Medicare Taxes	735	68	2,683	44
<b>Category: 5100 Personnel Total</b>	<b>69,670</b>	<b>6,390</b>	<b>262,593</b>	<b>4,638</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>69,670</b>	<b>6,390</b>	<b>262,593</b>	<b>4,638</b>
<b>Department: 4620 PARK IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
018-4620-612000 Linear Park	0	0	5,472,000	0
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>0</b>	<b>0</b>	<b>5,472,000</b>	<b>0</b>
<b>Department: 4620 PARK IMPROVEMENTS Total</b>	<b>0</b>	<b>0</b>	<b>5,472,000</b>	<b>0</b>
<b>Category: 6200 Street Improvements</b>				
018-4640-630900 Kanan/Agoura Road Intersection	342,728	50,000	122,000	20,000
018-4640-631200 Agoura Road Widening	-183,009	0	0	0
<b>Category: 6200 Street Improvements Total</b>	<b>159,719</b>	<b>50,000</b>	<b>122,000</b>	<b>20,000</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>159,719</b>	<b>50,000</b>	<b>122,000</b>	<b>20,000</b>
<b>Fund: 018 - MEASURE R GRANT Total</b>	<b>264,970</b>	<b>66,322</b>	<b>5,989,446</b>	<b>27,489</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 019 - MEASURE M</b>				
<b>Department: 4120 CITY MANAGER</b>				
<b>Category: 5100 Personnel</b>				
019-4120-510100 Regular Salaries	2,609	6,440	18,875	23,498
019-4120-510700 Retirement	389	1,883	6,107	7,518
019-4120-510800 Group Health Insurance	308	911	2,172	2,639
019-4120-510900 Group Dental Insurance	22	63	140	160
019-4120-511000 Group Life Insurance	4	11	27	30
019-4120-511100 Group Disability Insurance	30	73	215	268
019-4120-511200 Medicare Taxes	39	99	301	377
<b>Category: 5100 Personnel Total</b>	<b>3,402</b>	<b>9,480</b>	<b>27,837</b>	<b>34,490</b>
<b>Department: 4120 CITY MANAGER Total</b>	<b>3,402</b>	<b>9,480</b>	<b>27,837</b>	<b>34,490</b>
<b>Department: 4150 FINANCE</b>				
<b>Category: 5100 Personnel</b>				
019-4150-510100 Regular Salaries	19,133	9,987	31,793	73,583
019-4150-510700 Retirement	2,492	2,417	5,667	11,200
019-4150-510800 Group Health Insurance	3,047	1,793	6,213	15,108
019-4150-510900 Group Dental Insurance	175	105	407	911
019-4150-511000 Group Life Insurance	46	26	77	173
019-4150-511100 Group Disability Insurance	198	114	362	839
019-4150-511200 Medicare Taxes	240	163	487	1,092
<b>Category: 5100 Personnel Total</b>	<b>25,330</b>	<b>14,605</b>	<b>45,006</b>	<b>102,906</b>
<b>Department: 4150 FINANCE Total</b>	<b>25,330</b>	<b>14,605</b>	<b>45,006</b>	<b>102,906</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5100 Personnel</b>				
019-4505-510100 Regular Salaries	38,825	32,578	165,438	322,948
019-4505-510700 Retirement	8,981	6,615	37,925	78,783
019-4505-510800 Group Health Insurance	9,240	5,849	30,147	60,909
019-4505-510900 Group Dental Insurance	690	463	2,100	3,900
019-4505-511000 Group Life Insurance	99	78	372	688
019-4505-511100 Group Disability Insurance	422	363	1,839	3,592
019-4505-511200 Medicare Taxes	520	492	2,471	4,862
<b>Category: 5100 Personnel Total</b>	<b>58,776</b>	<b>46,438</b>	<b>240,292</b>	<b>475,682</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>58,776</b>	<b>46,438</b>	<b>240,292</b>	<b>475,682</b>
<b>Department: 4620 PARK IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
019-4620-612000 Linear Park	0	0	2,694,250	2,664,000
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>0</b>	<b>0</b>	<b>2,694,250</b>	<b>2,664,000</b>
<b>Department: 4620 PARK IMPROVEMENTS Total</b>	<b>0</b>	<b>0</b>	<b>2,694,250</b>	<b>2,664,000</b>
<b>Category: 6200 Street Improvements</b>				
019-4640-630700 Chesebro Bridge	469,525	180,000	0	0
019-4640-630900 Kanan/Agoura Road Intersection	0	0	500,000	200,000
019-4640-632000 Kanan Corridor	30,346	160,000	780,000	1,780,000
<b>Category: 6200 Street Improvements Total</b>	<b>499,870</b>	<b>340,000</b>	<b>1,280,000</b>	<b>1,980,000</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>499,870</b>	<b>340,000</b>	<b>1,280,000</b>	<b>1,980,000</b>
<b>Fund: 019 - MEASURE M Total</b>	<b>587,378</b>	<b>410,523</b>	<b>4,287,385</b>	<b>5,257,078</b>





# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 020 - GAS TAX</b>				
<b>Department: 4220 SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 Contract Services</b>				
020-4220-551000 Professional Services	0	30,000	37,011	38,543
<b>Category: 5500 Contract Services Total</b>	<b>0</b>	<b>30,000</b>	<b>37,011</b>	<b>38,543</b>
<b>Department: 4220 SCHOOL CROSSING GUARDS Total</b>	<b>0</b>	<b>30,000</b>	<b>37,011</b>	<b>38,543</b>
<b>Department: 4510 TRAFFIC SAFETY</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
020-4510-542800 Utilities	52,905	50,000	50,000	50,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>52,905</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Category: 5500 Contract Services</b>				
020-4510-552010 Traffic Engineer	10,946	30,000	30,000	30,000
020-4510-552013 Signal Maintenance	0	25,000	25,000	25,000
<b>Category: 5500 Contract Services Total</b>	<b>10,946</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
<b>Department: 4510 TRAFFIC SAFETY Total</b>	<b>63,851</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>
<b>Department: 4515 STREET MAINTENANCE</b>				
<b>Category: 5500 Contract Services</b>				
020-4515-552021 Street Sweeping	20,873	33,000	35,000	35,000
020-4515-552028 Special Street Projects	3,526	0	0	0
<b>Category: 5500 Contract Services Total</b>	<b>24,399</b>	<b>33,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Department: 4515 STREET MAINTENANCE Total</b>	<b>24,399</b>	<b>33,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
020-4520-542801 Water	109,225	105,000	125,000	125,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>109,225</b>	<b>105,000</b>	<b>125,000</b>	<b>125,000</b>
<b>Category: 5500 Contract Services</b>				
020-4520-552000 Contract Services	150,048	179,300	179,300	181,800
020-4520-552023 Street Tree Maintenance	84,535	75,000	75,000	75,000
<b>Category: 5500 Contract Services Total</b>	<b>234,583</b>	<b>254,300</b>	<b>254,300</b>	<b>256,800</b>
<b>Department: 4520 LANDSCAPE MAINTENANCE Total</b>	<b>343,808</b>	<b>359,300</b>	<b>379,300</b>	<b>381,800</b>
<b>Fund: 020 - GAS TAX Total</b>	<b>432,059</b>	<b>527,300</b>	<b>556,311</b>	<b>560,343</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 022 - ROAD REHAB FUND</b>				
<b>Department: 4640 STREET IMPROVEMENTS</b>				
<b>Category: 6200 Street Improvements</b>				
022-4640-630500 Annual Overlay	768,693	450,000	480,000	400,000
<b>Category: 6200 Street Improvements Total</b>	<b>768,693</b>	<b>450,000</b>	<b>480,000</b>	<b>400,000</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>768,693</b>	<b>450,000</b>	<b>480,000</b>	<b>400,000</b>
<b>Fund: 022 - ROAD REHAB FUND Total</b>	<b>768,693</b>	<b>450,000</b>	<b>480,000</b>	<b>400,000</b>
<b>Fund: 030 - CAL PERS SET ASIDE</b>				
<b>Department: 4190 NON DEPARTMENTAL</b>				
<b>Category: 5100 Personnel</b>				
030-4190-510800 CEPPT	0	222,000	0	0
<b>Category: 5100 Personnel Total</b>	<b>0</b>	<b>222,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4190 NON DEPARTMENTAL Total</b>	<b>0</b>	<b>222,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 030 - CAL PERS SET ASIDE Total</b>	<b>0</b>	<b>222,000</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 040 - TRAFFIC SAFETY</b>				
<b>Department: 4220 SCHOOL CROSSING GUARDS</b>				
<b>Category: 5500 Contract Services</b>				
040-4220-551000 Professional Services	40,000	40,000	43,505	45,247
<b>Category: 5500 Contract Services Total</b>	<b>40,000</b>	<b>40,000</b>	<b>43,505</b>	<b>45,247</b>
<b>Department: 4220 SCHOOL CROSSING GUARDS Total</b>	<b>40,000</b>	<b>40,000</b>	<b>43,505</b>	<b>45,247</b>
<b>Fund: 040 - TRAFFIC SAFETY Total</b>	<b>40,000</b>	<b>40,000</b>	<b>43,505</b>	<b>45,247</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 060 - PROPOSITION A</b>				
<b>Department: 4150 FINANCE</b>				
<b>Category: 5100 Personnel</b>				
060-4150-510100 Prop A Salaries	349	0	0	0
060-4150-510700 Retirement	52	0	0	0
060-4150-510800 Group Health	44	0	0	0
060-4150-510900 group Dental	4	0	0	0
060-4150-511000 Group Life	1	0	0	0
060-4150-511100 Group Disability	4	0	0	0
060-4150-511200 Medicare	5	0	0	0
<b>Category: 5100 Personnel Total</b>	<b>459</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 FINANCE Total</b>	<b>459</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4420 RECREATION</b>				
<b>Category: 5500 Contract Services</b>				
060-4420-5520A0 Contract Services - Classes	1,500	2,000	2,000	2,000
060-4420-5520B0 Recreation Transit- Excursions	900	11,200	17,400	17,400
060-4420-5520D0 Recreation Transit - Seniors	600	11,000	17,600	17,600
060-4420-5520E0 Contract Services-spec Events	1,918	5,000	5,000	5,000
<b>Category: 5500 Contract Services Total</b>	<b>4,918</b>	<b>29,200</b>	<b>42,000</b>	<b>42,000</b>
<b>Department: 4420 RECREATION Total</b>	<b>4,918</b>	<b>29,200</b>	<b>42,000</b>	<b>42,000</b>
<b>Department: 4440 COMMUNITY SERVICES</b>				
<b>Category: 5100 Personnel</b>				
060-4440-510100 Regular Salaries	32,011	49,427	93,385	93,090
060-4440-510700 Retirement	14,972	12,657	22,776	20,803
060-4440-510800 Group Health Insurance	3,458	8,458	18,540	18,235
060-4440-510900 Group Dental Insurance	383	531	935	835
060-4440-511000 Group Life Insurance	70	120	194	175
060-4440-511100 Group Disability Insurance	362	563	1,065	1,061
060-4440-511200 Medicare Taxes	476	766	1,443	1,425
<b>Category: 5100 Personnel Total</b>	<b>51,731</b>	<b>72,522</b>	<b>138,338</b>	<b>135,624</b>
<b>Department: 4440 COMMUNITY SERVICES Total</b>	<b>51,731</b>	<b>72,522</b>	<b>138,338</b>	<b>135,624</b>



# City of Agoura Hills

## Budget

### FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4520 LANDSCAPE MAINTENANCE</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
060-4520-542801 Water	2,036	2,200	2,300	2,500
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>2,036</b>	<b>2,200</b>	<b>2,300</b>	<b>2,500</b>
<b>Category: 5500 Contract Services</b>				
060-4520-552036 Park & Ride Lot Maintenance	21,171	56,000	56,000	56,000
060-4520-552037 Bus Stop Maintenance	6,000	15,000	15,000	15,000
<b>Category: 5500 Contract Services Total</b>	<b>27,171</b>	<b>71,000</b>	<b>71,000</b>	<b>71,000</b>
<b>Department: 4520 LANDSCAPE MAINTENANCE Total</b>	<b>29,207</b>	<b>73,200</b>	<b>73,300</b>	<b>73,500</b>
<b>Department: 4530 TRANSPORTATION</b>				
<b>Category: 5500 Contract Services</b>				
060-4530-552080 Dial A Ride	152,409	144,000	460,300	460,300
060-4530-552081 Beach Bus	13,546	60,000	60,000	60,000
060-4530-552083 Incentive Grant	66,450	66,450	66,450	66,450
060-4530-552085 Shuttles	0	0	0	0
<b>Category: 5500 Contract Services Total</b>	<b>232,406</b>	<b>270,450</b>	<b>586,750</b>	<b>586,750</b>
<b>Department: 4530 TRANSPORTATION Total</b>	<b>232,406</b>	<b>270,450</b>	<b>586,750</b>	<b>586,750</b>
<b>Fund: 060 - PROPOSITION A Total</b>	<b>318,721</b>	<b>445,372</b>	<b>840,388</b>	<b>837,874</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 061 - PROPOSITION C</b>				
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5100 Personnel</b>				
061-4505-510100 Regular Salaries	30,759	84,726	65,247	33,006
061-4505-510700 Retirement	8,962	25,208	17,990	10,560
061-4505-510800 Group Health Insurance	8,957	19,672	14,672	8,241
061-4505-510900 Group Dental Insurance	663	1,536	1,100	560
061-4505-511000 Group Life Insurance	109	231	155	78
061-4505-511100 Group Disability Insurance	465	966	734	376
061-4505-511200 Medicare Taxes	608	1,287	973	495
<b>Category: 5100 Personnel Total</b>	<b>50,523</b>	<b>133,626</b>	<b>100,871</b>	<b>53,316</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>50,523</b>	<b>133,626</b>	<b>100,871</b>	<b>53,316</b>
<b>Department: 4510 TRAFFIC SAFETY</b>				
<b>Category: 5500 Contract Services</b>				
061-4510-551000 Contract Services	0	50,000	225,000	25,000
061-4510-552010 Traffic engineer	83,432	115,000	115,000	115,000
061-4510-552013 Signal maintenance	131,761	120,000	115,000	115,000
061-4510-552029 Pavement Management Update	0	0	85,000	0
<b>Category: 5500 Contract Services Total</b>	<b>215,193</b>	<b>285,000</b>	<b>540,000</b>	<b>255,000</b>
<b>Department: 4510 TRAFFIC SAFETY Total</b>	<b>215,193</b>	<b>285,000</b>	<b>540,000</b>	<b>255,000</b>
<b>Category: 6200 Street Improvements</b>				
061-4640-630500 Annual Overlay	145,000	0	0	0
061-4640-630700 Palo Comado - Chesebro Bridge	0	172,000	0	0
061-4640-631000 Roadside Drive Bridge Widening	161,697	255,000	0	0
061-4640-631100 Traffic Signal Battery Backups	7,234	0	0	0
<b>Category: 6200 Street Improvements Total</b>	<b>313,931</b>	<b>427,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>313,931</b>	<b>427,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 061 - PROPOSITION C Total</b>	<b>579,648</b>	<b>845,626</b>	<b>640,871</b>	<b>308,316</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 063 - MEASURE R FUND</b>				
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5100 Personnel</b>				
063-4505-510100 Regular Salaries	26,929	34,121	44,081	30,866
063-4505-510700 Retirement	11,928	9,273	13,222	8,785
063-4505-510800 Group Health Insurance	11,806	7,931	10,115	7,430
063-4505-510900 Group Dental Insurance	885	673	760	520
063-4505-511000 Group Life Insurance	137	89	109	70
063-4505-511100 Group Disability Insurance	570	387	499	348
063-4505-511200 Medicare Taxes	743	511	654	461
<b>Category: 5100 Personnel Total</b>	<b>52,996</b>	<b>52,985</b>	<b>69,440</b>	<b>48,480</b>
<b>Category: 5500 Contract Services</b>				
063-4505-552000 Contract Services	93,702	162,500	145,000	120,000
<b>Category: 5500 Contract Services Total</b>	<b>93,702</b>	<b>162,500</b>	<b>145,000</b>	<b>120,000</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>146,698</b>	<b>215,485</b>	<b>214,440</b>	<b>168,480</b>
<b>Department: 4640 STREET IMPROVEMENTS</b>				
<b>Category: 6200 Street Improvements</b>				
063-4640-630500 Annual Overlay	160,000	20,000	120,000	100,000
063-4640-630700 Battery Backups	11,753	70,000	0	0
063-4640-631000 Sidewalk Repairs	0	0	75,000	0
<b>Category: 6200 Street Improvements Total</b>	<b>171,753</b>	<b>90,000</b>	<b>195,000</b>	<b>100,000</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>171,753</b>	<b>90,000</b>	<b>195,000</b>	<b>100,000</b>
<b>Fund: 063 - MEASURE R FUND Total</b>	<b>318,451</b>	<b>305,485</b>	<b>409,440</b>	<b>268,480</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 064 - MEASURE M - LOCAL</b>				
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5100 Personnel</b>				
064-4505-510100 Regular Salaries	27,167	42,171	36,791	39,183
064-4505-510700 Retirement	8,546	10,789	9,824	10,355
064-4505-510800 Group Health Insurance	8,068	9,287	8,102	8,890
064-4505-510900 Group Dental Insurance	620	778	620	620
064-4505-511000 Group Life Ins	98	107	87	87
064-4505-511100 Group Disability Ins	421	476	413	439
064-4505-511200 Medicare Taxes	568	633	547	586
<b>Category: 5100 Personnel Total</b>	<b>45,489</b>	<b>64,241</b>	<b>56,384</b>	<b>60,160</b>
<b>Category: 5500 Contract Services</b>				
064-4505-552000 Contract Services	56,084	42,500	42,500	45,000
<b>Category: 5500 Contract Services Total</b>	<b>56,084</b>	<b>42,500</b>	<b>42,500</b>	<b>45,000</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>101,573</b>	<b>106,741</b>	<b>98,884</b>	<b>105,160</b>
<b>Department: 4510 TRAFFIC SAFETY</b>				
<b>Category: 5500 Contract Services</b>				
064-4510-552011 Traffic Marking and Striping	4,770	50,000	30,000	30,000
064-4510-552012 Traffic Signing	27,041	40,000	40,000	40,000
064-4510-552020 Street Repairs & Maintenance	45,893	70,000	70,000	50,000
<b>Category: 5500 Contract Services Total</b>	<b>77,703</b>	<b>160,000</b>	<b>140,000</b>	<b>120,000</b>
<b>Category: 6000 Other Improvements/Projects</b>				
064-4510-632200 Bike Lanes	0	50,000	75,000	75,000
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>0</b>	<b>50,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Department: 4510 TRAFFIC SAFETY Total</b>	<b>77,703</b>	<b>210,000</b>	<b>215,000</b>	<b>195,000</b>
<b>Department: 4520 LANDSCAPE MAINTENANCE</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
064-4520-542400 Street Tree Maintenance	13,658	10,000	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>13,658</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4520 LANDSCAPE MAINTENANCE Total</b>	<b>13,658</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 STREET IMPROVEMENTS</b>				
<b>Category: 6200 Street Improvements</b>				
064-4640-631000 Sidewalk Repairs	80,000	80,000	100,000	100,000
<b>Category: 6200 Street Improvements Total</b>	<b>80,000</b>	<b>80,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>80,000</b>	<b>80,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Fund: 064 - MEASURE M - LOCAL Total</b>	<b>272,934</b>	<b>406,741</b>	<b>413,884</b>	<b>400,160</b>





# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 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	100,000	102,000	102,000	102,000
<b>Category: 5500 Contract Services Total</b>	<b>100,000</b>	<b>102,000</b>	<b>102,000</b>	<b>102,000</b>
<b>Department: 4515 STREET MAINTENANCE Total</b>	<b>100,000</b>	<b>102,000</b>	<b>102,000</b>	<b>102,000</b>
<b>Department: 4525 STORM DRAIN &amp; FLOOD CONTROL</b>				
<b>Category: 5500 Contract Services</b>				
065-4525-552043 NPDES Compliance	0	0	0	50,000
065-4525-552044 Storm Water Compliance - Nutrient Study	117,435	0	0	0
<b>Category: 5500 Contract Services Total</b>	<b>117,435</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
<b>Department: 4525 STORM DRAIN&amp; FLOOD CONTROL Total</b>	<b>117,435</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
<b>Department: 4610 OTHER IMPROVEMENTS</b>				
<b>Category: 5500 Contract Services</b>				
065-4610-552045 MS4 Compliance - Diversion	1,238	0	350,000	188,000
<b>Category: 5500 Contract Services Total</b>	<b>1,238</b>	<b>0</b>	<b>350,000</b>	<b>188,000</b>
<b>Category: 6200 Street Improvements</b>				
065-4610-632300 Storm Drain Diversion MS4 Compliance	114,265	226,000	0	0
<b>Category: 6200 Street Improvements Total</b>	<b>114,265</b>	<b>226,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4610 OTHER IMPROVEMENTS Total</b>	<b>115,504</b>	<b>226,000</b>	<b>350,000</b>	<b>188,000</b>
<b>Fund: 065 - MEASURE W - LOCAL Total</b>	<b>332,938</b>	<b>328,000</b>	<b>452,000</b>	<b>340,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST</b>				
<b>Category: 5600 Capital Outlay</b>				
070-4190-568200 Charging Station	0	52,000	0	0
070-4190-568400 Vehicles	0	60,000	70,000	0
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>112,000</b>	<b>70,000</b>	<b>0</b>
<b>Department: 4190 NON DEPARTMENTAL Total</b>	<b>0</b>	<b>112,000</b>	<b>70,000</b>	<b>0</b>
<b>Fund: 070 - S COAST AIR QUALITY MGMT DIST Total</b>	<b>0</b>	<b>112,000</b>	<b>70,000</b>	<b>0</b>
<b>Fund: 110 - TRAFFIC IMPROVEMENT</b>				
<b>Category: 6200 Street Improvements</b>				
110-4640-631000 Roadside Bridge	0	650,000	0	0
110-4640-631600 Roadside Bridge	25,281	0	0	0
<b>Category: 6200 Street Improvements Total</b>	<b>25,281</b>	<b>650,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>25,281</b>	<b>650,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 110 - TRAFFIC IMPROVEMENT Total</b>	<b>25,281</b>	<b>650,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>				
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
240-4210-542500 Small Equipment	0	4,866	5,000	5,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>0</b>	<b>4,866</b>	<b>5,000</b>	<b>5,000</b>
<b>Category: 5500 Contract Services</b>				
240-4210-552051 Traffic Enforcement	80,477	79,498	75,034	25,034
240-4210-552054 Juvenile Intervention Program	67,523	68,502	72,966	72,966
<b>Category: 5500 Contract Services Total</b>	<b>148,000</b>	<b>148,000</b>	<b>148,000</b>	<b>98,000</b>
<b>Category: 5600 Capital Outlay</b>				
240-4210-568300 Equipment	0	40,000	30,000	30,000
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>40,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF Total</b>	<b>148,000</b>	<b>192,866</b>	<b>183,000</b>	<b>133,000</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total</b>	<b>148,000</b>	<b>192,866</b>	<b>183,000</b>	<b>133,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT</b>				
<b>Category: 5500 Contract Services</b>				
250-4420-552000 Sr Advocate Program	8,334	15,000	10,000	10,000
<b>Category: 5500 Contract Services Total</b>	<b>8,334</b>	<b>15,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Department: 4420 RECREATION Total</b>	<b>8,334</b>	<b>15,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Department: 4610 OTHER IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
250-4610-600700 Accessibility Improvements	82,643	1,400	226,000	100,000
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>82,643</b>	<b>1,400</b>	<b>226,000</b>	<b>100,000</b>
<b>Department: 4610 OTHER IMPROVEMENTS</b>	<b>82,643</b>	<b>1,400</b>	<b>226,000</b>	<b>100,000</b>
<b>Fund: 250 - COMMUNITY DEV BLOCK GRANT Total</b>	<b>90,977</b>	<b>16,400</b>	<b>236,000</b>	<b>110,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 260 - MISCELLANEOUS GRANTS</b>				
<b>Department: 4120 CITY MANAGER</b>				
<b>Category: 5500 Contract Services</b>				
260-4120-551040 Oil Grant	5,901	5,900	0	0
260-4120-551042 SB1383 Expense	0	2,147	0	0
<b>Category: 5500 Contract Services Total</b>	<b>5,901</b>	<b>8,047</b>	<b>0</b>	<b>0</b>
<b>Department: 4120 CITY MANAGER Total</b>	<b>5,901</b>	<b>8,047</b>	<b>0</b>	<b>0</b>
<b>Department: 4190 NON DEPARTMENTAL</b>				
<b>Category: 5500 Contract Services</b>				
260-4190-551008 Agoura/Calabasas Comm Ctr	0	1,000,000	0	0
260-4190-551010 Media	32,150	33,600	32,000	32,000
<b>Category: 5500 Contract Services Total</b>	<b>32,150</b>	<b>1,033,600</b>	<b>32,000</b>	<b>32,000</b>
<b>Department: 4190 NON DEPARTMENTAL Total</b>	<b>32,150</b>	<b>1,033,600</b>	<b>32,000</b>	<b>32,000</b>
<b>Category: 5600 Capital Outlay</b>				
260-4215-568400 Vehicle	0	110,600	0	0
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>110,600</b>	<b>0</b>	<b>0</b>
<b>Department: 4215 EMERGENCY SERVICES Total</b>	<b>0</b>	<b>110,600</b>	<b>0</b>	<b>0</b>
260-4440-568500 Art	0	0	75,000	0
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>
<b>Department: 4440 COMMUNITY SERVICES Total</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5500 Contract Services</b>				
260-4505-552000 Contract Services	86,829	77,582	0	0
<b>Category: 5500 Contract Services Total</b>	<b>86,829</b>	<b>77,582</b>	<b>0</b>	<b>0</b>
<b>Category: 5600 Capital Outlay</b>				
260-4505-568300 Equipment	0	34,169	0	0
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>34,169</b>	<b>0</b>	<b>0</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>86,829</b>	<b>111,751</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Department: 4520 LANDSCAPE MAINTENANCE</b>				
<b>Category: 5500 Contract Services</b>				
260-4520-552023	0	15,000	35,000	50,000
<b>Category: 5500 Contract Services Total</b>	<b>0</b>	<b>15,000</b>	<b>35,000</b>	<b>50,000</b>
<b>Department: 4520 LANDSCAPE MAINTENANCE Total</b>	<b>0</b>	<b>15,000</b>	<b>35,000</b>	<b>50,000</b>
<b>Department: 4610 OTHER IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
260-4610-601600 Event Ctr Improvements	0	70,000	0	0
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>0</b>	<b>70,000</b>	<b>0</b>	<b>0</b>
<b>Category: 6200 Street Improvements</b>				
260-4610-632300 Storm Drain Diversion	0	0	1,250,000	0
<b>Category: 6200 Street Improvements Total</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>
<b>Department: 4610 OTHER IMPROVEMENTS Total</b>	<b>0</b>	<b>70,000</b>	<b>1,250,000</b>	<b>0</b>
<b>Department: 4620 PARK IMPROVEMENTS</b>				
<b>Category: 6000 Other Improvements/Projects</b>				
260-4620-610300 Park Improvements	360,878	0	0	0
260-4620-611000 Chumash Park Improvements	0	0	175,000	0
260-4620-612000 Linear Park	0	0	2,800,000	3,200,000
<b>Category: 6000 Other Improvements/Projects Total</b>	<b>360,878</b>	<b>0</b>	<b>2,975,000</b>	<b>3,200,000</b>
<b>Department: 4620 PARK IMPROVEMENTS Total</b>	<b>360,878</b>	<b>0</b>	<b>2,975,000</b>	<b>3,200,000</b>
<b>Department: 4640 STREET IMPROVEMENTS</b>				
<b>Category: 6200 Street Improvements</b>				
260-4640-630100 Annual Sidewalk Repairs	15,074	15,547	15,000	15,000
260-4640-630500 Annual Overlay	0	250,000	142,500	0
260-4640-631600 Roadside Bridge Widening	2,118,889	1,000,000	0	0
<b>Category: 6200 Street Improvements Total</b>	<b>2,133,963</b>	<b>1,265,547</b>	<b>157,500</b>	<b>15,000</b>
<b>Department: 4640 STREET IMPROVEMENTS Total</b>	<b>2,133,963</b>	<b>1,265,547</b>	<b>157,500</b>	<b>15,000</b>
<b>Fund: 260 - MISCELLANEOUS GRANTS Total</b>	<b>2,619,721</b>	<b>2,614,545</b>	<b>4,524,500</b>	<b>3,297,000</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND</b>				
<b>Department: 4180 PUBLIC FACILITIES</b>				
<b>Category: 5500 Contract Services</b>				
305-4180-551000 Professional services	0	8,750	5,000	5,000
<b>Category: 5500 Contract Services Total</b>	<b>0</b>	<b>8,750</b>	<b>5,000</b>	<b>5,000</b>
<b>Category: 5700 Debt Service</b>				
305-4180-570100 Debt Service - Principal	365,000	380,000	385,000	415,000
305-4180-570200 Debt Service - Interest Paid	540,625	519,475	520,000	505,225
<b>Category: 5700 Debt Service Total</b>	<b>905,625</b>	<b>899,475</b>	<b>905,000</b>	<b>920,225</b>
<b>Category: 5800 Administrative Charges</b>				
305-4180-580000 Administrative Service Charges	6,750	6,000	6,000	6,000
<b>Category: 5800 Administrative Charges Total</b>	<b>6,750</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Department: 4180 PUBLIC FACILITIES Total</b>	<b>912,375</b>	<b>914,225</b>	<b>916,000</b>	<b>931,225</b>
<b>Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total</b>	<b>912,375</b>	<b>914,225</b>	<b>916,000</b>	<b>931,225</b>
<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU</b>				
<b>Department: 4305 COMMUNITY DEVELOPMENT</b>				
<b>Category: 5500 Contract Services</b>				
420-4305-552000 Contract Services	0	30,000	0	0
<b>Category: 5500 Contract Services Total</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4305 COMMUNITY DEVELOPMENT Total</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>



# City of Agoura Hills Budget FY2021-22 to FY2024-25

	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget
<b>Fund: 520 - SOLID WASTE MANAGEMENT</b>				
<b>Department: 4395 SOLID WASTE MANAGEMENT</b>				
<b>Category: 5400 Materials, Supplies, and Services</b>				
520-4395-542300 Printing	6,179	5,900	7,248	7,248
520-4395-542400 Special supplies	0	1,000	1,000	1,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>6,179</b>	<b>6,900</b>	<b>8,248</b>	<b>8,248</b>
<b>Category: 5500 Contract Services</b>				
520-4395-552000 Contract Services	46,868	40,000	43,556	43,556
<b>Category: 5500 Contract Services Total</b>	<b>46,868</b>	<b>40,000</b>	<b>43,556</b>	<b>43,556</b>
<b>Category: 5700 Debt Service</b>				
<b>Category: 5700 Debt Service Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5800 Administrative Charges</b>				
520-4395-580000 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>100,046</b>	<b>93,900</b>	<b>98,804</b>	<b>98,804</b>
<b>Fund: 520 - SOLID WASTE MANAGEMENT Total</b>	<b>100,046</b>	<b>93,900</b>	<b>98,804</b>	<b>98,804</b>
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>				
<b>Department: 4120 CITY MANAGER</b>				
<b>Category: 5100 Personnel</b>				
620-4120-510100 Regular salaries	26,580	12,997	13,960	14,868
620-4120-510700 Retirement	5,641	3,867	4,517	4,757
620-4120-510800 Group health insurance	3,209	1,787	1,700	1,866
620-4120-510900 Group dental insurance	229	126	120	120
620-4120-511000 Group life insurance	41	23	23	23
620-4120-511100 Group disability insurance	305	148	159	169
620-4120-511200 Medicare taxes	394	194	209	223
<b>Category: 5100 Personnel Total</b>	<b>36,399</b>	<b>19,142</b>	<b>20,688</b>	<b>22,026</b>
<b>Department: 4120 CITY MANAGER Total</b>	<b>36,399</b>	<b>19,142</b>	<b>20,688</b>	<b>22,026</b>
<b>Department: 4305 COMMUNITY DEVELOPMENT</b>				
<b>Category: 5100 Personnel</b>				
620-4305-510100 Regular salaries	12,540	25,121	27,333	29,537
620-4305-510700 Retirement	3,070	1,921	2,099	2,274
620-4305-510800 Group health insurance	2,759	4,194	3,348	3,674
620-4305-510900 Group dental insurance	197	337	236	236
620-4305-511000 Group life insurance	35	61	61	61
620-4305-511100 Group disability insurance	150	286	312	337
620-4305-511200 Medicare taxes	185	373	406	439
<b>Category: 5100 Personnel Total</b>	<b>18,936</b>	<b>32,293</b>	<b>33,795</b>	<b>36,558</b>
<b>Category: 5500 Contract Services</b>				
620-4305-552000 Contract Services	500	0	0	0
<b>Category: 5500 Contract Services Total</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department: 4305 COMMUNITY DEVELOPMENT Total</b>	<b>19,436</b>	<b>32,293</b>	<b>33,795</b>	<b>36,558</b>
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY Total</b>	<b>55,836</b>	<b>51,435</b>	<b>54,483</b>	<b>58,584</b>

# CITY OF AGOURA HILLS

Budget  
Fiscal Year 2023-24 / 2024-25



## Capital Improvements





**City of Agoura Hills  
Capital Improvement Projects  
FY 2023-2024**

**The Capital Improvement Projects Process**

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

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

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

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

**FIVE (5) YEAR CAPITAL IMPROVEMENT PROJECTS**

Item	Project Name	Funding Source	5-Year Total Funding Amount CIP	Fiscal Year 2023/2024	Fiscal Year 2024/2025	Fiscal Year 2025/2026	Fiscal Year 2026/2027	Fiscal Year 2027/2028
1	<b>Annual Citywide Street Resurfacing</b> <i>Construction (parking lots)</i> <i>Design and Construction</i> <i>Construction</i>	General Fund	\$ 165,000	\$ 165,000	\$ -	\$ -	\$ -	\$ -
		Measure R (Local)	\$ 520,000	\$ 120,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
		Road Rehab Fund	\$ 2,080,000	\$ 480,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
		<b>Total</b>	<b>\$ 2,765,000</b>	<b>\$ 765,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
2	<b>Annual Concrete Repair Program</b> <i>Design</i> <i>Construction</i> <i>Construction</i>	Measure R FUND	\$ 75,000	\$ 75,000				
		Measure M (Local)	\$ 450,000	\$ 100,000	\$ 100,000	\$ 80,000	\$ 85,000	\$ 85,000
		MISC GRANTS - TDA	\$ 75,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		<b>Total</b>	<b>\$ 600,000</b>	<b>\$ 190,000</b>	<b>\$ 115,000</b>	<b>\$ 95,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
3	<b>Kanan/Agoura Intersection</b> <i>Design/Env Doc</i> <i>Right-of-Way (Attorney)</i> <i>Right-of-Way (Capital)</i> <i>Construction (CM, CE, Inspection)</i> <i>Construction</i>	Measure R (HWY)	\$ 52,000	\$ 52,000				
		Measure R (HWY)	\$ 90,000	\$ 70,000	\$ 20,000			
		Measure M (HWY)	\$ 600,000	\$ 500,000	\$ 100,000			
		Measure M (HWY)	\$ 600,000			\$ 300,000	\$ 300,000	
		Measure M (HWY)	\$ 7,500,000		\$ 100,000	\$ 3,900,000	\$ 3,500,000	
		<b>Total</b>	<b>\$ 8,842,000</b>	<b>\$ 622,000</b>	<b>\$ 220,000</b>	<b>\$ 4,200,000</b>	<b>\$ 3,800,000</b>	<b>\$ -</b>
4	<b>Kanan Corridor</b> <i>PSR</i> <i>PS&amp;E/ROW/Construction/CM</i> <i>T.O to Canwood</i> <i>PR/Env (PA/ED)</i> <i>PS&amp;E</i>	Measure M (HWY)	\$ 80,000	\$ 80,000				
		Measure M (HWY)	\$ 1,745,000	\$ 380,000	\$ 1,080,000	\$ 285,000		
		Measure M (HWY)	\$ 1,170,000	\$ 320,000	\$ 700,000	\$ 150,000	\$ -	\$ -
		Measure M (HWY)	\$ 1,700,000				\$ 850,000	\$ 850,000
		<b>Total</b>	<b>\$ 4,695,000</b>	<b>\$ 780,000</b>	<b>\$ 1,780,000</b>	<b>\$ 435,000</b>	<b>\$ 850,000</b>	<b>\$ 850,000</b>
5	<b>Utility Undergrounding</b> <i>District #2 - Cornell</i>	Rule 20A	\$ 1,300,000	\$ 200,000	\$ 500,000	\$ 600,000		
		<b>Total</b>	<b>\$ 1,300,000</b>	<b>\$ 200,000</b>	<b>\$ 500,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>
6	<b>Storm Drain Diversion</b> <i>Design</i> <i>Construction</i> <i>Construction</i> <i>Scope/Design/Construction</i>	Measure W Local	\$ -	\$ -				
		Stormwater CIP Fund	\$ 1,000,000	\$ 1,000,000				
		IRWMP Funding	\$ 1,250,000	\$ 1,250,000				
		Measure W Local	\$ 1,216,000	\$ 350,000	\$ 188,000	\$ 226,000	\$ 226,000	\$ 226,000
		<b>Total</b>	<b>\$ 3,466,000</b>	<b>\$ 2,600,000</b>	<b>\$ 188,000</b>	<b>\$ 226,000</b>	<b>\$ 226,000</b>	<b>\$ 226,000</b>
7	<b>Linear Park</b> <i>R/W (Easements &amp; Agreements)</i> <i>Construction</i> <i>Construction</i> <i>Construction</i> <i>Construction (Art in Public Places)</i> <i>Construction Management (CM, CE, Insp)</i>	Measure M (AT)	\$ 16,000	\$ 16,000				
		Measure M (AT)	\$ 2,867,250	\$ 1,478,250	\$ 1,389,000			
		Measure R (AT from	\$ 5,472,000	\$ 5,472,000	\$ -			
		State Specified Grant	\$ 6,000,000	\$ 2,800,000	\$ 3,200,000			
		Art in Public Places	\$ 75,000	\$ 75,000	\$ -			
		Measure M (AT)	\$ 2,475,000	\$ 1,200,000	\$ 1,275,000			
		<b>Total</b>	<b>\$ 16,905,250</b>	<b>\$ 11,041,250</b>	<b>\$ 5,864,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8	<b>Park Restrooms &amp; Playgrounds</b> <b>Chumash Park Restrooms</b> <i>Design</i> <i>Design</i> <i>Construction (Sidewalks/Site Prep)</i> <i>Construction (Restroom Bldg)</i> <i>Construction (Restroom Bldg)</i>	General Fund	\$ 26,000	\$ 26,000				
		General Fund	\$ -	\$ -				
		CDBG	\$ 326,000	\$ 226,000	\$ 100,000			
		Measure A	\$ 175,000	\$ 175,000				
		General Fund	\$ 450,000	\$ 450,000				
		<b>SubTotal</b>	<b>\$ 977,000</b>	<b>\$ 877,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FIVE (5) YEAR CAPITAL IMPROVEMENT PROJECTS**

Item	Project Name	Funding Source	5-Year Total Funding Amount CIP	Fiscal Year 2023/2024	Fiscal Year 2024/2025	Fiscal Year 2025/2026	Fiscal Year 2026/2027	Fiscal Year 2027/2028	
8	<b>Morrison Park Playground</b> Design Design Construction (Sidewalks/Site Prep) Construction (Play Equipment/Site Imprv) Construction (Play Equipment/Site Imprv)	General Fund	\$ 40,000	\$ -	\$ 40,000				
		General Fund	\$ -	\$ -					
		CDBG	\$ -	\$ -	\$ -				
		General Fund	\$ -						
		General Fund	\$ -		\$ -				
		Grants TBD	\$ -		\$ -				
		<b>Subtotal</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Total</b>	<b>\$ 1,017,000</b>	<b>\$ 877,000</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
9	<b>Rec Center Solar Panels</b> Construction	CPA Grant Fund	\$ 200,000	\$ 200,000					
		<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
10	<b>Future Park Proposals</b> Design (Architectural/Structural Eng) Construction (Roof, Walls, Walkways)	General Fund	\$ 60,000	\$ 30,000		\$ 30,000			
		Grants TBD	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		
		<b>Total</b>	<b>\$ 560,000</b>	<b>\$ 130,000</b>	<b>\$ 100,000</b>	<b>\$ 130,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	
11	<b>Bike Master Plan Implementation</b> Design Construction	Measure M (Local)	\$ 50,000	\$ 50,000					
		VMT Grant TBD	\$ 200,000		\$ 50,000	\$ 50,000	\$ 50,000		
		<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	
12	<b>Crosswalk Improvements</b> Design HAWK flashing lights HAWK flashing lights on Reyes Adobe/ Stonecrest/ Rainbowcrest	Measure M (Local)	\$ -						
		Grant TBD	\$ 250,000		\$ 250,000				
		<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL FUNDED CIP PROJECTS</b>			<b>TOTAL</b>	<b>\$ 40,600,330.00</b>	<b>\$ 17,455,330.00</b>	<b>\$ 9,457,080.00</b>	<b>\$ 6,236,080.00</b>	<b>\$ 5,626,080.00</b>	<b>\$ 1,826,080.00</b>
<b>CIP PROJECTS NOT FUNDED (INFORMATIONAL ONLY)</b>									
13	<b>Annual Accesibility Projects</b> Directed by Committee/Council	CDBG	\$ 225,000	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	
		<b>Total</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	
14	<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	
		<b>Total</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	
15	<b>Driver Avenue Drainage Improvements</b> Study, Design & Environmental Construction (includes CE, Inspection)	Grants TBD	\$ 100,000	\$ 100,000					
		Grants TBD	\$ 1,000,000		\$ 1,000,000				
		<b>Total</b>	<b>\$ 1,100,000</b>	<b>\$ 100,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
		<b>\$ 9,325,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 2,075,000.00</b>	<b>\$ 2,075,000.00</b>	<b>\$ 2,075,000.00</b>		
<b>GRAND TOTAL</b>			<b>\$ 49,925,330.00</b>	<b>\$ 17,555,330.00</b>	<b>\$ 12,457,080.00</b>	<b>\$ 8,311,080.00</b>	<b>\$ 7,701,080.00</b>	<b>\$ 3,901,080.00</b>	

**City of Agoura Hills**  
**Capital Improvement Projects**  
**Fiscal Impacts**  
**2023-24**

<b>Item</b>	<b>Project Name</b>	<b>Fiscal Impact Explanation</b>	<b>Fiscal Year 2023/24</b>	<b>Fiscal Year 2024/25</b>	<b>Fiscal Year 2025/26</b>	<b>Fiscal Year 2026/27</b>	<b>Fiscal Year 2027/28</b>
1	Annual Citywide Street Resurfacing	No impact projected					
2	Annual Concrete Repair Program	No impact projected					
3	Kanan/Agoura Intersection	No impact projected					
4	Kanan Corridor	No impact projected					
5	Utility Undergrounding	No impact projected					
6	Storm Drain Diversion	Maintenance Required		\$50,000			
7	Ladyface Greenway	On-going maintenance, irrigation, and lighting	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
8	Park Restroom & Playgrounds Chumash Park Restrooms	No impact projected					
9	Rec Center Solar Panels	No impact projected					
10	Future Park Proposal	No impact projected					
11	Bike Master Plan Implementation	No impact projected					
12	Crosswalk Improvements	No impact projected					

# CITY OF AGOURA HILLS

Budget  
Fiscal Year 2023-24 / 2022-25



## Policies

City of Agoura Hills  
FY 2023-24  
Summary of Financial Policies

Statement of Investment Policy  
Fraud Prevention Policy and Protocol  
Balanced Budget Policy  
Local Debt Policy  
Independent Auditor Policy  
Financial Policy  
Post-Issuance Compliance Procedures  
Post-Issuance Disclosure Policy  
Fund Balance Policy for the General Fund  
Federally Funded Procurement Policy  
Two Year Budget Policy



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

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**2023-2024**

**I. POLICY**

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

The purpose of this investment policy is to identify various policies and procedures that will foster a prudent and systematic investment program designed to seek the City objectives of safety, liquidity and return on investment through a diversified investment portfolio.

This policy also serves to organize and formalize the City investment-related activities, while complying with all applicable statutes governing the investment of public funds. This policy is written to incorporate industry best practices and recommendations from sources such as the Government Finance Officers Association (GFOA), California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and the Association of Public Treasurers (APT).

**II. SCOPE**

This policy covers all funds and investment activities under the direct authority of the City, as set forth in the State Government Code, Sections 53600 *et seq.*, with the following exceptions:

- Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, such proceeds are to be invested pursuant to the permitted investment provisions of their specific bond indentures.
- Any other funds specifically exempted by the City Council.

## **POOLING OF FUNDS**

Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### **III. PRUDENCE**

Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the ***Prudent Investor Standard***:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. 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 City, 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 City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

The Treasurer and other authorized persons responsible for managing City funds acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that the Treasurer or other authorized persons acted in good faith. Deviations from expectations of a security's credit or market risk should be reported to the City Council in a timely fashion and appropriate action should be taken to control adverse developments.

### **IV. OBJECTIVES**

The City's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.



- **SAFETY.** Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.
- **LIQUIDITY.** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **RETURN ON INVESTMENTS.** The investment portfolio will 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.

## V. DELEGATION OF AUTHORITY

Authority to manage the City's investment program is derived from California Government Code, Sections 41006 and 53600 et seq. The City Council is responsible for the management of the City's funds, including the administration of this investment policy. Management responsibility for the cash management of the City's funds is hereby delegated to the Treasurer.

The City Manager, after reviewing the City's cashflow needs with the Director of Finance, will authorize the amount of cash available to be invested by the City Treasurer.

The Treasurer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate officials and employees. Such procedures will include explicit delegation of authority to the people responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

The Treasurer may authorize the Director of Finance to function 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 Treasurer, shall coordinate with the City Treasurer on investments, and shall discuss changes in the composition of the City's investment portfolio with the Treasurer prior to purchasing these investments.

The City may engage the services of one or more external investment advisers, who are registered under the Investment Advisers Act of 1940, to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. External investment advisers may be granted discretion to

purchase and sell investment securities in accordance with this investment policy.

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that in a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the City.

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

All participants in the investment process shall function as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus, employees and officials involved in the investment process shall refrain from personal business activity that could create a conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Director of Finance any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City. 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. INTERNAL CONTROLS**

Subject to the direction and supervision of the 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 are protected from loss, theft, fraud, or misuse.

The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

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."

Annually the City's auditor will conduct an independent analysis to review internal controls, account activity, compliance with policies and procedures and review of investment records and verify the investments have been made in accordance with this policy.

#### **VIII. 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.

#### **LAIF TRANSFERS**

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 in accordance with paragraph 2 of Section VII.

#### **IX. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS**

To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City's Treasurer will determine which financial institutions are authorized to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

The Treasurer shall maintain procedures for establishing a list of authorized broker/dealers and financial institutions which are approved for investment purposes that are selected through a process of due diligence as determined by the City. Due inquiry shall determine whether such authorized brokers/dealers, and the individuals covering the City are reputable and trustworthy, knowledgeable, and experienced in Public City investing and able to meet all of their financial obligations. These institutions may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

In accordance with Section 53601.5, institutions eligible to transact investment business with the City include:

1. Institutions licensed by the state as broker-dealer.
2. Institutions that are members of a federally regulated securities exchange.
3. Primary government dealers as designated by the Federal Reserve Bank.
4. National or state-chartered banks.
5. The Federal Reserve Bank.
6. Direct issuers of securities eligible for purchase.

Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the City, except where the City utilizes an external investment adviser in which case the City may rely on the adviser for selection.

All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Treasurer with audited financials and a statement certifying that the institution has reviewed the California Government Code, Section 53600 et seq. and the City's investment policy. The Treasurer will conduct an annual review of the financial condition and registrations of such qualified bidders.

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the adviser. Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

## **X. AUTHORIZED INVESTMENTS**

The City's investments are governed by the California Government Code, Sections 53600 et seq. Within the investments permitted by the Code, the City seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. The percentage holding limits listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

**1. MUNICIPAL SECURITIES (REGISTERED TREASURY NOTES OR BONDS)** of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, City, or authority of any of the other 49 states, in addition to California.

- The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO").
- No more than 5% of the portfolio may be invested in any single issuer.
- No more than 30% of the portfolio may be in Municipal Securities.
- The maximum maturity does not exceed five (5) years.

**2. U.S. TREASURIES** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in U.S. Treasuries, provided that:

- The maximum maturity is five (5) years.

**3. FEDERAL AGENCIES** or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in Federal City or Government-Sponsored Enterprises (GSEs), provided that:

- No more than 30% of the portfolio may be invested in any single City/GSE issuer.
- The maximum maturity does not exceed five (5) years.
- The maximum percentage of callable City securities in the portfolio will be 20%.

**4. COMMERCIAL PAPER**, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:

- No more than 10% of the outstanding commercial paper of any single issuer.
- No more than 25% of the City's investment assets under management may be invested in Commercial Paper. Under a provision sunseting on January 1, 2026, no more than 40% of the portfolio may be invested in Commercial Paper if the City's investment assets under management are greater than \$100,000,000.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed 270 days.

**5. SECURITIES** issued by corporations:

- A corporation organized and operating in the United States with assets more than \$500 million.
- The securities are rated "A-1" or its equivalent or better by at least one NRSRO.
- If the issuer has other debt obligations, they must be rated in a rating category of "A" or its equivalent or better by at least one NRSRO.

**6. SECURITIES** issued by other entities:

- The issuer is organized within the United States as a special purpose corporation, trust, or limited liability company.
- The securities must have program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond.
- The securities are rated "A-1" or its equivalent or better by at least one NRSRO.

**7. NEGOTIABLE CERTIFICATES OF DEPOSIT (NCDs)**, issued by a nationally or state- chartered bank, a savings association, or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank, provided that:

- The amount of the NCD insured up to the FDIC limit does not require any credit ratings.
- Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
- No more than 30% of the total portfolio may be invested in NCDs (combined with CDARS).
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

**8. COLLATERALIZED BANK DEPOSITS.** City's deposits with financial institutions will be collateralized with pledged securities per California

Government Code, Section 53651. There are no limits on the dollar amount or percentage that the City may invest in collateralized bank deposits.

**9. STATE OF CALIFORNIA LOCAL CITY INVESTMENT FUND (LAIF),** provided that:

- The City may invest up to the maximum amount permitted by LAIF.
- LAIF's investments in instruments prohibited by or not specified in the City's policy do not exclude the investment in LAIF itself from the City's list of allowable investments, provided LAIF's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

**10. LOCAL GOVERNMENT INVESTMENT POOLS**

- Other LGIPs permitted by client.
- There is no issuer limitation for Local Government Investment Pools

**11. CORPORATE MEDIUM-TERM NOTES (MTNS),** provided that:

- The issuer is a corporation 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.
- The securities are rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
- No more than 30% of the total portfolio may be invested in MTNs.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

**12. MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS** that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

- **MUTUAL FUNDS** that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:
  - Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  - Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
  - No more than 10% of the total portfolio may be invested in shares of any one mutual fund.

- **MONEY MARKET MUTUAL FUNDS** registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
  - Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  - Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
  - No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.
  - No more than 20% of the total portfolio may be invested in these securities.

## **XI. PROHIBITED INVESTMENT VEHICLES AND PRACTICES**

1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
2. In accordance with Government Code, Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
3. Investment in any security that could result in a zero-interest accrual if held to maturity is prohibited. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
5. Purchasing or selling securities on the margin is prohibited.
6. The use of reverse repurchases agreements, securities lending or any other form of borrowing or leverage is prohibited.
7. The purchase of foreign currency denominated securities is prohibited.
8. Agencies that are not Qualified Institutional Buyers (QIB) as defined by the Securities and Exchange Commission are prohibited from purchasing Private Placement Securities. The SEC defines a QIB as having at least \$100,000,000 in securities owned and invested.
9. The purchase of a security with a forward settlement date exceeding 45 days from the time of the investment is prohibited.
10. Crypto currency.

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

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Treasurer



shall develop a questionnaire which will answer the following broad questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities is safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
- A description of who may invest in the program, how often, and what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how it is assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

### **XIII. COLLATERALIZATION**

**CERTIFICATES OF DEPOSIT (CDS).** The City shall require any commercial bank or savings and loan association to deposit eligible securities with a City of a depository approved by the State Banking Department to secure any uninsured portion of a Non- Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security.

**COLLATERALIZATION OF BANK DEPOSITS.** This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The City shall require any bank or financial institution to comply with the collateralization criteria defined in the California Government Code, Section 53651.

### **XIV. DELIVERY, SAFEKEEPING AND CUSTODY**

**DELIVERY-VERSUS-PAYMENT (DVP).** All investment transactions shall be conducted on a delivery-versus-payment basis.

**SAFEKEEPING AND CUSTODY.** To protect against potential losses due to failure of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all cash and securities in the City's portfolio shall be held in safekeeping in the City's name by a third-party custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly

report will be received by the City from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (a) local government investment pools; (ii) time certificates of deposit, and (iii) mutual funds and money market mutual funds since these securities are not deliverable.

**XV. MAXIMUM MATURITY**

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

The City will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the City Council has by resolution granted authority to make such an investment.

**XVI. RISK MANAGEMENT AND DIVERSIFICATION MITIGATING CREDIT RISK IN THE PORTFOLIO**

Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

- The diversification requirements included in the “Authorized Investments” section of this policy are designed to mitigate credit risk in the portfolio.
- No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.
- The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or the City’s risk preferences.
- If a security owned by the City is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:
  - Any actions taken related to the downgrade by the investment manager will be communicated to the Treasurer in a timely manner.
  - If a decision is made to retain the security, the credit situation will be monitored and reported to the City Council.

**MITIGATING MARKET RISK IN THE PORTFOLIO**

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand,

longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The City will maintain a minimum of six months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements.
- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City based on the City's investment objectives, constraints, and risk tolerances.

## **XVII. REVIEW OF INVESTMENT PORTFOLIO**

The Treasurer shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the City Council.

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 the City's risk preferences.

## **XVIII. PERFORMANCE EVALUATION**

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The Treasurer shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the Treasurer's quarterly report. The Treasurer shall select an appropriate, readily available index to use as a market benchmark.

## **XIX. REPORTING**

### **MONTHLY REPORTS**

Monthly transaction reports will be submitted by the Treasurer to the City Manager and City Council within 30 days of the end of the reporting period in accordance with California Government Code Section 53607.

Additionally, the Treasurer will submit a monthly investment report to the City Manager and the City Council which provides full disclosure of the City's investment activities within 45 days after the end of the month. These reports will disclose, at a minimum, the following information about the City's portfolio:

- An asset listing showing par value, cost, and independent third-party fair market value of each security as of the date of the report, the source of the valuation, type of investment, issuer, maturity date and interest rate.
- Transactions for the period.
- A description of the funds, investments, and programs (including lending programs) managed by contracted parties (i.e., LAIF, investment pools, outside money managers and securities lending agents)
- A one-page summary report that shows:
  - Average maturity of the portfolio and modified duration of the portfolio.
  - Maturity distribution of the portfolio.
  - Percentage of the portfolio represented by each investment category.
  - Average portfolio credit quality; and,
- Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months and since inception compared to the City's market benchmark returns for the same periods.
- A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their presence in the portfolio and a timetable for resolution.
- A statement that the City has adequate funds to meet its cash flow requirements for the next six months. or provide an explanation as to why sufficient money shall, or may, not be available.

### **ANNUAL REPORTS**

An annual comprehensive report will be presented to the Governing Board. This report will include comparisons of the City's return to the market benchmark return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

**XX. REVIEW OF INVESTMENT POLICY**

The investment policy will be reviewed by the Finance Subcommittee and adopted by resolution at least annually within 120 days of the end of the fiscal year, to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

Any recommended modifications or amendments shall be presented by Staff to the City Council for their consideration and adoption.

## GLOSSARY OF INVESTMENT TERMS

**AGENCIES.** Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

**FFCB.** The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

**FHLB.** The Federal Home Loan Bank provides credit and liquidity in the housing market.

FHLB issues discount notes and bonds.

**FHLMC.** Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds, and mortgage pass-through securities.

**FNMA.** Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds, and mortgage pass-through securities.

**GNMA.** The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

**PEFCO.** The Private Export Funding Corporation assists exporters. The obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

**TVA.** The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

**ANNUAL COMPREHENSIVE 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.

**ASSET BACKED SECURITIES.** Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

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

**AVERAGE LIFE.** In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

**BANKER’S ACCEPTANCE.** A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

**BENCHMARK.** A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

**BROKER.** A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from their own position.

**CALLABLE.** A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of the call is a decline in interest rates. If interest

rates decline, the issuer will likely call its current securities and reissue them at a lower rate of interest.

**CERTIFICATE OF DEPOSIT (CD).** A time deposit with a specific maturity evidenced by a certificate. **CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS).** A private placement service that allows local agencies to purchase more than \$250,000 in CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.

**COLLATERAL.** Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

**COLLATERALIZED BANK DEPOSIT.** A bank deposit that is collateralized at least 100% (principal plus interest to maturity). The deposit is collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

**COLLATERALIZED MORTGAGE OBLIGATIONS (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have various levels of prepayment risk, as compared to the underlying mortgage securities.

**COLLATERALIZED TIME DEPOSIT.** Time deposits that are collateralized at least 100% (principal plus interest to maturity). These instruments are collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

**COMMERCIAL PAPER.** The short-term unsecured debt of corporations.

**COUPON.** The rate of return at which interest is paid on a bond.

**CREDIT RISK.** The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

**DEALER.** A dealer acts as a principal in security transactions, selling securities from and buying securities for their own position.

**DEBENTURE.** A bond secured only by the general credit of the issuer.

**DELIVERY VS. PAYMENT (DVP).** A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

**DERIVATIVE.** Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

**DISCOUNT.** The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the

coupon rate is lower than the current market rate for securities of that maturity and/or quality.

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

**DIVERSIFICATION.** Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

**DURATION.** The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a security to changes in interest rates.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC).** The Federal Deposit Insurance Corporation (FDIC) is an independent federal agency insuring deposits in U.S. banks and thrifts in the event of bank failures. The FDIC was created in 1933 to maintain public confidence and encourage stability in the financial system through the promotion of sound banking practices.

**FEDERALLY INSURED TIME DEPOSIT.** A time deposit is an interest-bearing bank deposit account that has a specified date of maturity, such as a certificate of deposit (CD). These deposits are limited to funds insured in accordance with FDIC insurance deposit limits.

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

**LEVERAGE.** Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

**LIQUIDITY.** The speed and ease with which an asset can be converted to cash.

**LOCAL CITY INVESTMENT FUND (LAIF).** A voluntary investment fund opens to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

**LOCAL GOVERNMENT INVESTMENT POOL.** Investment pools that range from the State Treasurer's Office Local City Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

**MAKE WHOLE CALL.** A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

**MARGIN.** The difference between the market value of a security and the loan a broker makes using that security as collateral.

**MARKET RISK.** The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

**MARKET VALUE.** The price at which a security can be traded.

**MATURITY.** The final date upon which the principal of a security becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.

**MEDIUM TERM NOTES.** Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively lesser amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

**MODIFIED DURATION.** The percent change in price for a 100-basis point change in yields. Modified duration is the best single measure of a portfolio or security's exposure to market risk.



**MONEY MARKET.** The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

**MONEY MARKET MUTUAL FUND.** A mutual fund that invests exclusively in short-term securities. Examples of investments in money market funds are certificates of deposit and U.S. Treasury securities. Money market funds attempt to keep their net asset values at \$1 per share.

**MORTGAGE PASS-THROUGH SECURITIES.** A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

**MUNICIPAL SECURITIES.** Securities issued by state and local agencies to finance capital and operating expenses.

**MUTUAL FUND.** An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in several types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).** 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.

**NEGOTIABLE CERTIFICATE OF DEPOSIT (CD).** A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

**PRIMARY DEALER.** A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to conduct U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

**PRUDENT PERSON (PRUDENT INVESTOR) RULE.** A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

**REPURCHASE AGREEMENT.** Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

**SAFEKEEPING.** A service to bank customers whereby securities are held by the bank in the customer's name.

**SECURITIES AND EXCHANGE COMMISSION (SEC).** The U.S. Securities and Exchange Commission (SEC) is an independent federal government agency responsible for protecting investors, maintaining fair and orderly functioning of securities markets, and facilitating capital formation. It was created by Congress in 1934 as the first federal regulator of securities markets. The SEC promotes full public disclosure, protects investors against fraudulent and manipulative practices in the market, and monitors corporate takeover actions in the United States.

**SECURITIES AND EXCHANGE COMMISSION SEC) RULE 15C3-1.** An SEC rule setting capital requirement for brokers and dealers. Under Rule 15c3-1, a broker or dealer must have sufficient liquidity in order to cover the most pressing obligations. This is defined as having a certain amount of liquidity as a percentage of the broker/dealer's total obligations. If the percentage falls below a certain point, the broker or dealer may not be allowed to take on new clients and may have restrictions placed on dealings with the current client.

**STRUCTURED NOTE.** A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities, or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten- year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

**SUPRANATIONAL.** A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

**TOTAL RATE OF RETURN.** A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

**U.S. TREASURY OBLIGATIONS.** Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**TREASURY BILLS.** All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

**TREASURY NOTES.** All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.

**TREASURY BONDS.** All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

**YIELD TO MATURITY.** The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.



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

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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  
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.

## **EXHIBIT A**

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

Updated as of June 26, 2019

#### **A. PURPOSE**

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

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

#### **B. BACKGROUND**

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

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

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

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

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

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

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

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

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

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

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

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

Prohibited uses of debt include the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual

debt service. The City should strive to maintain an annual coverage ratio of 110% (or such higher coverage ratio included in the City's existing financing documents), using historical and/or projected net revenues to cover annual debt service for bonds. To the extent necessary, the City shall undertake proceedings for a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratio.

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

profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

## **E. STRUCTURE OF DEBT**

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

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

- a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
  - b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
  - c) Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
  - d) Such structuring will allow debt service to more closely match projected revenues, whether due to lower project revenues during the early years of the project's operation, inflation escalators in the enterprise user rates, or other quantifiable reasons.
3. **Serial Bonds, Term Bonds, and Capital Appreciation Bonds** – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.



4. **Reserve Funds** – To the extent a reserve fund provides an economic benefit that offsets the cost of funding the reserve fund, as determined by the Director of Finance in consultation with the City’s municipal advisor and, if applicable, the underwriter for the bonds, the City may fund a reserve fund for the proposed bonds (in cash or through the purchase of a debt service reserve surety bond or insurance policy), up to the maximum amount permitted by applicable law or regulation. Typically, this amount is equal to the least of (i) maximum annual debt service on the bonds, (ii) 10% of the principal amount of the bonds (or 10% of the sale proceeds of the bonds, within the meaning of Section 148 of the federal Internal Revenue Code), or (iii) 125% of average annual debt service on the bonds.

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

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

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

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

#### **a) Purpose**

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

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

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

The City may consider the use of all alternative structures and modes of variable rate debt to the extent permissible under State law and will make determinations among different types of modes of variable rate debt based on cost, benefit, and risk factors. The

Director of Finance shall consider the following factors in considering whether to utilize variable rate debt:

- i. Any variable rate debt should not exceed 20% of total City General Fund supported debt.
- ii. Any variable rate debt should be fully hedged by expected future capital fund reserves or unrestricted General Fund reserve levels.
- iii. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
- iv. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.
- v. Costs, implementation and administration are quantified and considered.
- vi. Cost and availability of liquidity facilities (lines of credit necessary for variable rate debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.
- vii. Whether the ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.
- viii. Cost and availability of derivative products to hedge interest rate risk.
- ix. The findings of a thorough risk management assessment.

**c) Risk Management**

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

The City will properly manage the risks as follows:

- i. ***Interest Rate Risk and Tax Risk*** – The risk that market interest rates increase on variable-rate debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. Mitigation – Limit total variable rate exposure per the defined limits, match the

variable rate liabilities with short term assets, and/or purchase appropriate derivative products to hedge against the risk (see also Section F.2 below).

- ii. ***Liquidity/Remarketing Risk*** – The risk that holders of variable rate bonds exercise their “put” option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid amortization of the repurchased bonds. Mitigation - Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (5-10 years) amortization of any draws on the facility. Endeavor to secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City’s bonds are downgraded below these levels (or such other rating levels as provided in the applicable financing documents) as a result of the facility provider’s ratings, a replacement provider shall be sought.
- iii. ***Liquidity/Rollover Risk*** – The risk that arises due to the shorter term of most liquidity provider agreements (1-5 years) relative to the longer-term amortization schedule of the City’s variable-rate bonds. Liquidity and rollover risk includes the following risks: (1) the City may incur higher renewal fees when renewal agreements are negotiated, and (2) the liquidity bank market may constrict such that it is difficult to secure third party liquidity at any interest rate. Mitigation – Negotiate longer terms on provider contracts to minimize the number of rollovers.

## **G. REFUNDING GUIDELINES**

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

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

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

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

- 1. Rating Agency Relations and Annual or Ongoing Surveillance** – The Director of Finance shall be responsible for maintaining the City’s relationships with the major rating agencies that rate the City’s bond issues (such as S&P Global Ratings, Fitch Ratings and Moody’s Investor’s Service.). These agencies’ rating criteria often change, and the City cannot control the decisions made by any rating agency. However, for each debt issue that the City will seek a rating assignment, the City will strive to obtain and maintain the highest possible underlying or uninsured rating consistent with its current operating and capital needs. In addition to general communication, the Director of Finance shall:
  - a)** Ensure the rating agencies are provided updated financial statements of the City as they become publically available.
  - b)** Communicate with credit analysts at each agency at least once each year, or as may be requested by the agencies.
  - c)** Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City’s financial position, including the impacts of the proposed debt issuance.
- 2. Council Communication** – The Director of Finance should report feedback from rating agencies, when and if available, regarding the City’s financial strengths and weaknesses and areas of concern relating to weaknesses as they pertain to maintaining the City’s existing credit ratings.
- 3. Continuing Disclosure Compliance** – The City shall remain in compliance with its Municipal Securities Post-Issuance Disclosure Policy (the “Post-Issuance Disclosure Policy”), as amended from time to time, and Rule 15c2-12, promulgated by the Securities and Exchange Commission (SEC) under the Securities Exchange Act of 1934. Under the Post-Issuance Disclosure Policy, the Director of Finance is responsible to file or caused to be filed (to the extent required by the applicable continuing disclosure undertaking) its annual financial statements and other financial and operating data for the benefit of its bondholders within nine months of the close of the fiscal year, or by such other annual deadline required in any continuing disclosure agreement or certificate for any debt issue. Pursuant to the Post-Issuance Disclosure Policy, the Director of Finance shall also file or cause to be filed such notices of reportable events as required by each continuing disclosure undertaking (“Listed Event Notices”) entered into in furtherance of Rule 15c2-12.

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

The City shall maintain a log or file evidencing that all continuing disclosure filings have been made promptly.

4. **Debt Issue Record-Keeping** – A copy of all debt-related records shall be retained at the City’s offices. At minimum, these records shall include all official statements, bond legal documents/transcripts, resolutions, trustee statements, leases, and title reports for each City financing (to the extent available).

Such records shall be retained while any bonds of an issue are outstanding and during the six-year period following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the six-year period following the final maturity or redemption date of the latest refunding bond issue.

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

## I. CREDIT RATINGS

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

## J. SB 1029 COMPLIANCE

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

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

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

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

*ii. The types of debt that may be issued.*

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

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

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

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

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

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

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



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## INDEPENDENT AUDITOR POLICY

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### PURPOSE

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

### POLICY

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

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

### PROCEDURE

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

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

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





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## **FINANCIAL POLICY**

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### **PURPOSE**

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

### **POLICY**

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

### **PROCEDURE**

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



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

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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.



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

**City of Agoura Hills,  
California**

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

## **A. Purpose**

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

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

## **B. Scope**

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

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

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

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

The City or its designated agent will provide continuing disclosure documents and related information to the MSRB’s EMMA System <http://dataport.emma.msrb.org>. The continuing disclosure documents, which include annual financial statements, operating data of the City and its related entity issuers and Event Notices (as defined in Section E below), will be posted to the EMMA website by the City’s Disclosure Dissemination Agent, Digital

Assurance Certification, LLC (“DAC”), or its successor, upon the approval of the City’s Director of Finance.

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

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

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

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

#### **E. Event Notice Requirements**

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

- i. 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.

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

For any debt issues (subject to SEC Rule 15c2-12) issued before February 27, 2019 and on or after December 1, 2010, notice of the following events would need to be provided to the City’s Disclosure Dissemination Agent, for further filing with the MSRB, *within ten (10) business days of their occurrence.*

- Principal and interest payment delinquencies
- Non-payment related defaults, if material

- Unscheduled draws on debt service reserves reflecting financial difficulty
- Unscheduled draws on credit enhancements reflecting financial difficulty
- Substitution of credit or liquidity providers, or their failure to perform
- Adverse tax opinions, the issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701 TEB) or other material notices or determinations with respect to the tax status of the security or other material events affecting the tax status of the security
- Modifications to rights of security holders, if material
- Bond calls, if material, and tender offers
- Defeasances
- Release, substitution, or sale of property securing repayment of the securities, if material
- Rating changes
- Bankruptcy, insolvency, receivership or similar event of the obligated person (i.e., City or a related entity of the City).
- The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material
- Appointment of a successor or additional trustee or the change of name of a trustee, if material.

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

For any debt issues (subject to SEC Rule 15c2-12) issued prior to December 1, 2010, notice of the following events, *if determined to be material*, would need to be provided to the City's Disclosure Dissemination Agent, for further filing with the MSRB, "in a timely manner."

- Principal and interest payment delinquencies
- Non-payment related defaults
- Unscheduled draws on debt service reserves reflecting financial difficulty
- Unscheduled draws on credit enhancements reflecting financial difficulty
- Substitution of credit or liquidity providers, or their failure to perform
- Adverse tax opinions or events affecting the tax-exempt status of the security
- Modifications to rights of security holders
- Bond calls
- Defeasances

- Release, substitution, or sale of property securing repayment of the securities
  - Rating changes
4. Notices of Failure to File. In addition, the City's Director of Finance will be responsible for providing notice, in a timely manner, of a failure by the City or other obligated related entity, as applicable, to provide any of the required annual financial information by the date specified in the continuing disclosure undertaking.

#### **F. Voluntary Disclosure Requirements**

In addition to preparing annual reports and Event Notices, the City may wish to keep investors informed by providing information that is not required to be provided under its continuing disclosure undertakings entered into in furtherance of the Rule. Examples of such types of information are investments, interim financial information, capital improvement plans, fund balance policies, etc. and financial forecasts.

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

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

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

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

#### **G. Interim Disclosure Requirements**

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

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

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

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

**I. Effective Date**

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



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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 and material contract will set a ceiling price that the contractor exceeds at its own risk. A higher degree of oversight is required in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
8. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgment for that of the City unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### **C. Competition**

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

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

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

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

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

3. **Procurement by Sealed Bids (Formal Advertising).** Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  - a. For sealed bidding to be feasible, the following conditions should be present:
    - (1) A complete, adequate, and realistic specification or purchase description is available;
    - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
    - (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
  - b. If sealed bids are used, the following requirements apply:
    - (1) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of 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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## TWO YEAR BUDGET POLICY

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### PURPOSE

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

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

### POLICY

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

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

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

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

## **City of Agoura Hills List of Acronyms FY 2023-24 & 2024-25**

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ACFR	Annual Comprehensive Financial Report
AED	Automated External Defibrillator
CalPERS	Public Employees Retirement System
CCTV	Closed Circuit TV
CD	Certificate of Deposit
CDBG	Community Development Block Grant
CIP	Capital Improvements Program
CJPIA	California Joint Powers Insurance Authority
CMAQ	Congestion Mitigation & Air Quality
CMWD	Calleguas Municipal Water District
COP	Certificates of Participation
CRA	California Redevelopment Association
CSMFO	California Society of Municipal Finance Officers
DUI	Driving Under the Influence
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Educational Revenue Augmentation Fund
FAMC	Federal Agricultural Mortgage Corporation
FFCB	Federal Farm Credit Banks
FHLB	Federal Home Loan Bank
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HBRR	Highway Bridge Rehabilitation & Replacement
HUD	Department of Housing & Urban Development
HUTA	Highway Users Tax Account
HVAC	Heating, Ventilation & Air Conditioning
LAIF	Local Agency Investment Fund
LAN/WAN	Local and Wide Area Network
METRO	L.A. County Metropolitan Transport Authority
MWD	Metropolitan Water District
NPDES	National Pollutant Discharge Elimination System
OES	Office of Emergency Services
OPEB	Other Post Employment Benefits
OSHA	Occupational Safety & Health Acts
PERS	Public Employees Retirement System
RDA	Redevelopment Agency
S&P	Standard & Poors



## **City of Agoura Hills List of Acronyms FY 2023-24 & 2024-25**

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SEC	Securities and Exchange Commission
SEMS	Standardized Emergency Management System
SRO	School Resource Officer
STP	Surface Transportation Program
TDA	State of CA Transportation Development Act
TMDL	Total Maximum Daily Load
TVA	Tennessee Valley Authority
VLF	Vehicle License Fee

# City of Agoura Hills

## Glossary of Terms FY

### 2023-24 & 2024-25

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**Accounting System:** The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting:** The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unbilled utility receivables are accrued at fiscal year end.

**Activity:** A specific and distinguishable unit of work or service performed.

**Appropriation:** An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**Appropriation Resolution:** The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**Assessed Value:** The value placed on real and other property as a basis for levying taxes.

**Assets:** Property owned by a government, which has monetary value.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specific date.

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

**Bond:** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

**Budget (Operating):** A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates).

**Budget Calendar:** The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

**Budget Document:** The official written statement submitted by the City Manager and supporting staff to the legislative body detailing the proposed budget.

# City of Agoura Hills Glossary of Terms FY 2023-24 & 2024-25

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**Budget Message:** A general discussion of the proposed budget presented in writing as a part of, or supplement of, the budget document. The budget message explains principal budget issues against the background of financial trends and presents recommendations made by the City Manager.

**Capital Assets:** Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Budget:** A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget, which includes both operating and capital outlays.

**Capital Expenditure:** An acquisition or an improvement (as distinguished from a repair) that will have a life of more than one year. The City of Agoura Hills' Operating Budget defines "Capital" as acquisitions costing more than \$10,000.00 or infrastructure assets costing more than \$25,000.00.

**Capital Improvement Program:** A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, and identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**Capital Outlays:** Expenditures for the acquisition and/or construction of capital assets.

**Capital Projects:** Projects which purchase or construct capital assets.

**Cost Accounting:** Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

**Debt Service:** Payment of interest and repayment of principal to holders of a government's debt instruments.

**Deficit:** (1) The excess of an entity's liabilities over its assets (See *Fund Balance*) or (2) the excess of expenditures or expenses over revenues during a single accounting period.

**Depreciation:** (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

**Expenditures:** Where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not.

**Fiscal Year:** The City of Agoura Hills operates on a fiscal year from July 1 through June 30.

**Fund:** A separate accounting entity with a self-balancing set of accounts. Funds are classified into three categories: governmental, proprietary and fiduciary. The City of Agoura Hills does not have any proprietary funds.

**Fund Balance:** The excess of an entity's assets over its liabilities. A negative fund balance is called a *fund deficit*.

# City of Agoura Hills

## Glossary of Terms FY

### 2023-24 & 2024-25

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

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

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

**Grant:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes

**Interfund Loans:** Amounts provided between funds and blended component units of the primary government with a requirement for repayment.

**Interfund Transfers:** Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without a requirement for repayment.

**Internal Control:** A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: (1) the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; (2) proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, (3) records and procedures are arranged appropriately to facilitate safekeeping and effective control.

**Internal Service Fund:** Proprietary fund type used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, on a cost-reimbursement basis.

**Liability:** Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date. Note: The term does not include encumbrances.

**Major Accomplishments:** A report of those significant programs, projects, and other activities which were successfully implemented and/or completed by a Department during the prior fiscal year.

**Major Fund:** Any fund whose revenues or expenditures, excluding other financing sources or uses, is more than 10% of the total revenues or expenditures of the appropriated budget is considered a major fund for budgeting purposes.

**Modified Accrual Basis:** The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on

# City of Agoura Hills Glossary of Terms FY 2023-24 & 2024-25

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investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

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

**NPDES:** National Pollutant Discharge Elimination System.

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

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

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

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

**Service Level Trends:** A summary of changes in service levels from one fiscal year to the next. Changes discussed will include staffing levels, operational expenditures and capital outlay.