

CITY OF AGOURA HILLS, CALIFORNIA



BUDGET FOR THE FISCAL YEARS 2016–17 / 2017–18

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On the Cover:

The beautiful Medea Creek Restoration Project replaced 450-feet of concrete-lined flood channel with native tree and plant species. New trails were constructed on both sides of the creek, and an 80-foot pedestrian bridge was installed to encourage residents and visitors of Agoura Hills to enjoy the natural beauty of the restored creek. In addition, water quality, habitat restoration, and groundwater recharge benefits were achieved as part of this project, that will be forever in place for current and future generations to enjoy.

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City of Agoura Hills
FY 2016-17/ 2017-18
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CITY OF AGOURA HILLS

Budget

Fiscal Year 2016-17 / 2017-18



City Officials

Harry Schwarz, Mayor
Denis Weber, Mayor Pro Tem
Linda Northrup, Councilmember
William Koehler, Councilmember
Illece Buckley Weber, Councilmember

Greg Ramirez, City Manager
Nathan Hamburger, Assistant City Manger
Louis Celaya, Deputy City Manager
Doug Hooper, Planning Director
Christy Pinuelas, Director of Finance
Ramiro Adeva, Director of Public Works
Kimberly Rodrigues, City Clerk
Amy Brink, Director of Community Services
Amir Hamidzadeh, Building Official

CITY OF AGOURA HILLS

ORGANIZATIONAL STRUCTURE

AGOURA HILLS RESIDENTS



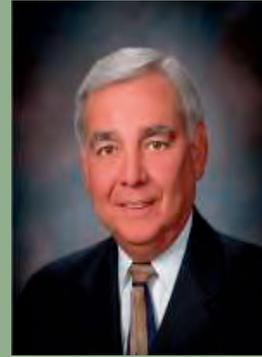
Linda Northrup
Councilmember



Denis Weber
Mayor Pro Tem



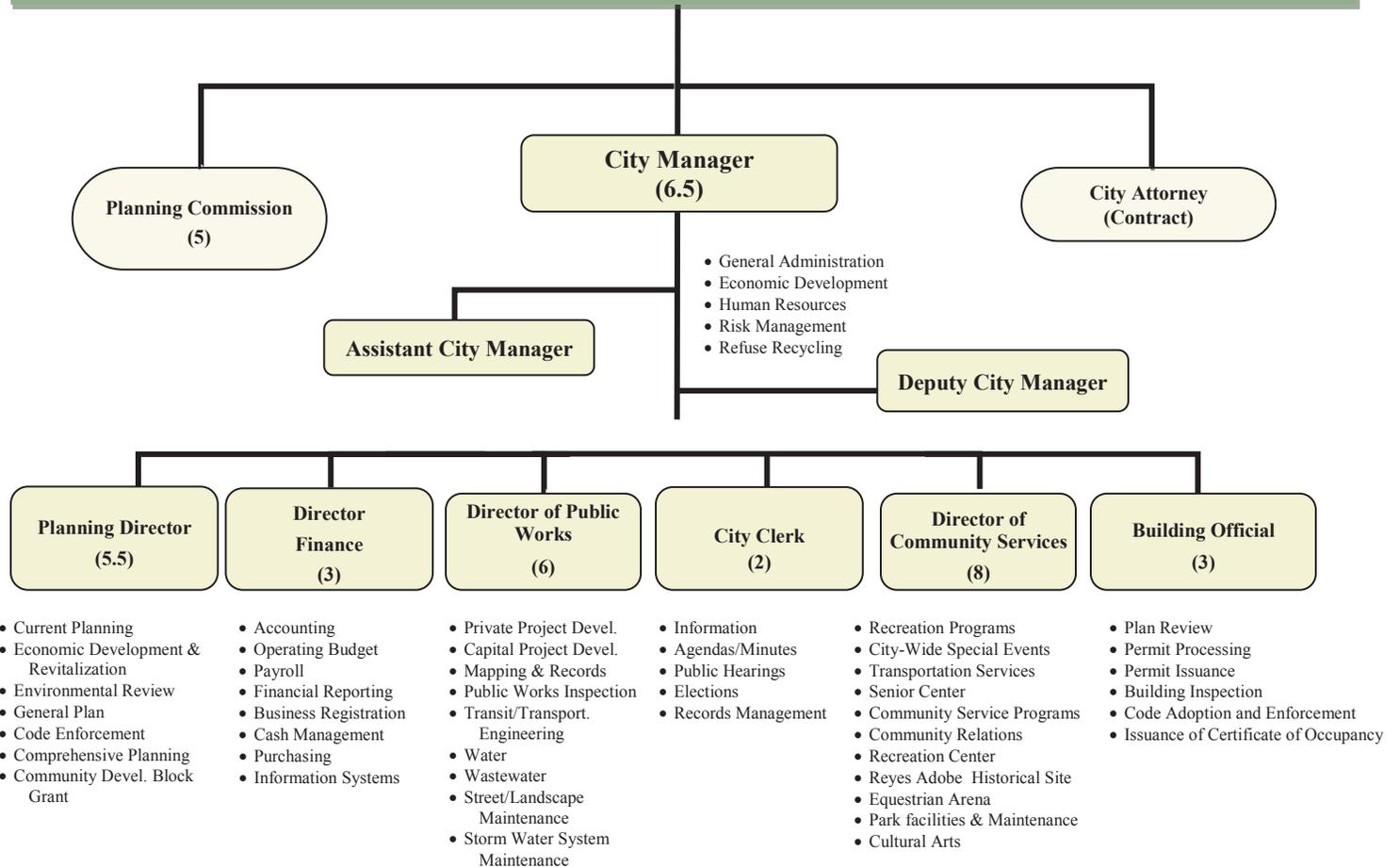
Harry Schwarz
Mayor



William Koehler
Councilmember



Illece Buckley Weber
Councilmember



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 fire land fire protection and forestry service from Department of Forester and Fire Warden.

Budget-at-a-Glance

City of Agoura Hills, California

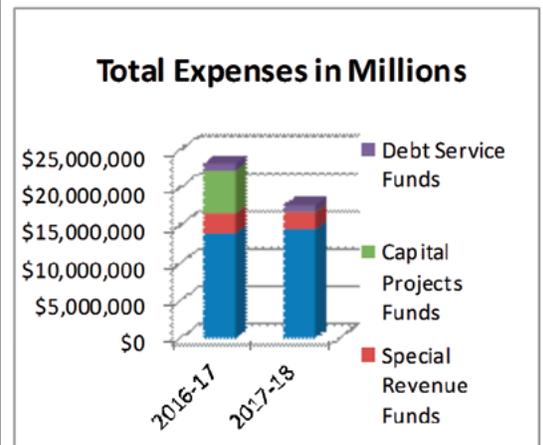
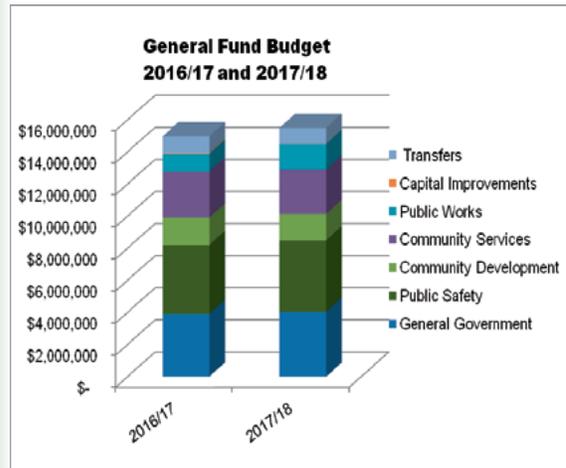
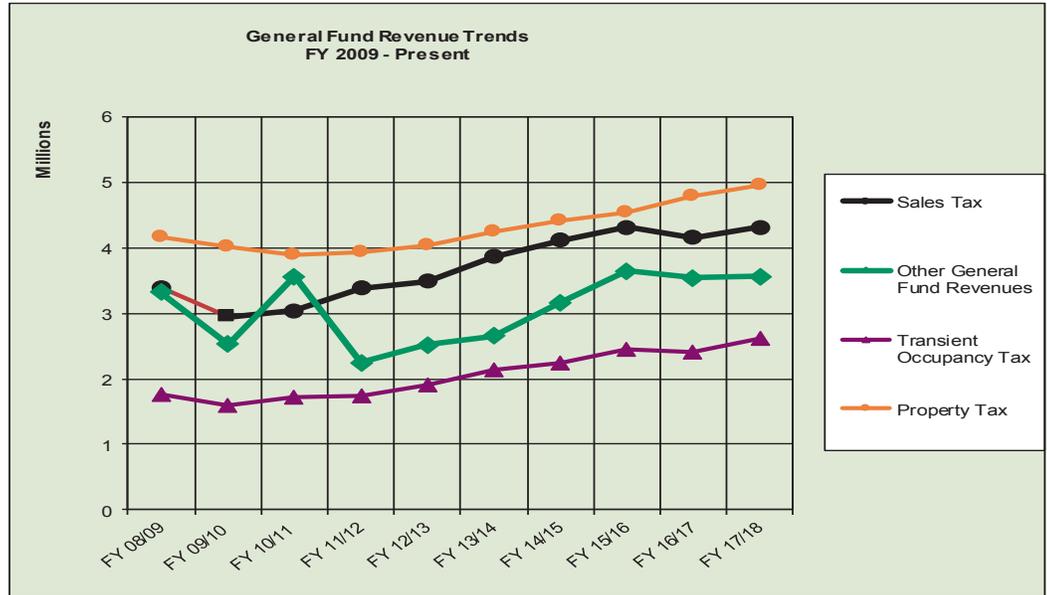


Fiscal Year 2016-17 and 2017-18

Budget Overview

City Council Adopts Fiscal Year 2016-17 Budget and Approves Fiscal Year 2017-18 Budget

- The City Council adopted the budget for Fiscal Year 2016-17 and approved the Fiscal Year 2017-18 at their meeting on June 22, 2016.
- This is the City's first two-year budget. The City Council will review the budget at least twice before the end of Fiscal Year 2016-17.
- The General Fund is where the majority of discretionary spending is recorded.
- The City staff will constantly monitor the revenues and expenditures to ensure a response to events that impact the budget.



Capital Improvement Projects

Project	Cost (2016/17)	Cost (2017/18)
Citywide Street Resurfacing	\$641,000	\$571,000
Palo Comado Interchange	116,000	10,000,000
Catch Basin Inserts	195,000	78,000
Roadside Bridge Widening	148,000	160,000
Agoura Road Widening	4,445,000	0
Remaining Projects	658,782	6,457,533
Total	\$6,203,782	\$17,122,533



Date: June 22, 2016
To: Honorable Mayor and Members of the City Council
From: Greg Ramirez, City Manager
Subject: Fiscal Year 2016/17 and 2017/18 Budgets Executive Summary

Introduction

This document includes the 2016/17 and 2017/18 budgets for the City of Agoura Hills. This is the first two year budget for the City. 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 8, 2016 budgets study session the City Council reviewed the 2016/17 and 2017/18 budgets. The budgets were then presented for adoption at the June 22, 2016, Council meeting.

The City of Agoura Hills remains fiscally sound thanks to prudent and conservative planning by the City Council. Keeping to a clear and strong financial plan and maintaining prudent reserves will continue to be the goal of this budget process.

The City of Agoura Hills, like many other cities in California, had a Redevelopment Agency. Effective February 1, 2012, the California Legislature voted to eliminate all Redevelopment Agencies throughout the state. This was upheld by the California Supreme Court. On February 8, 2012, the City of Agoura Hills elected to become a Successor Agency. The Successor Agency is expected to wind down the Agency affairs, and it is overseen by an oversight board, comprised of representatives of other affected taxing entities, until the debts of the Agency are fully paid.

Financial Highlights

The City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2015 received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). For the first time, the City's Budget for the fiscal year ending June 30, 2016 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. Additionally the City was recognized by the California Society of Municipal Finance Officers (CSMFO) for its outstanding budget presentation. This is the sixth straight year that the City has submitted an

application for an Award from CSMFO. It is our intention to apply to GFOA for consideration 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 July, 2014, S&P affirmed the City's rating on the Agoura Hills Public Financing Authority's Series 2007 Refunding Lease Revenue Bonds at AA+ with a stable outlook. 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 2016/17 Budget is \$23.2 million, including expenditures and operating transfers, while the 2017/18 Budget is \$17.7 million. The day-to-day operational/service costs for the organization as a whole are \$17 million in both fiscal years. We are recommending an additional \$6.2 million in Capital Improvement Projects for 2016/17 and \$712,000 in Capital Improvement Projects for 2017/18. The Capital Improvement Projects for 2016/17 include \$5.2 million in Measure R, a Los Angeles County sales tax initiative, for several transportation related projects which include the Chesebro Interchange plans and designs and Agoura Road Widening Projects. Additionally \$430,000 is included for Stormwater projects. In 2017/18 staff is recommending \$571,000 in annual overlay, and \$78,000 for Stormwater projects.

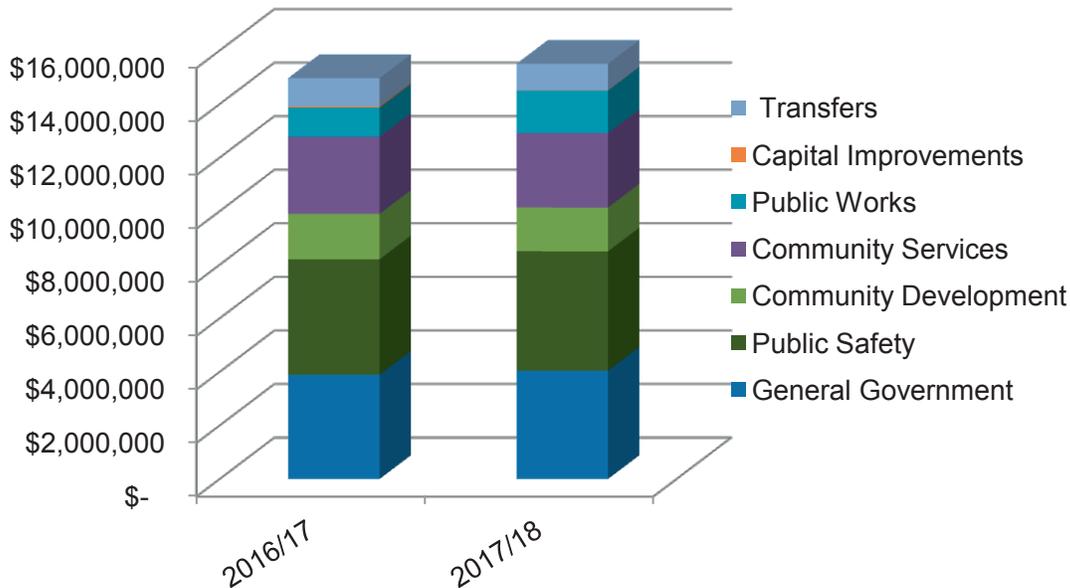
The overall budget consists of the following:

	FY 2016/17	FY 2017/18
General Fund	\$13,921,254	\$14,512,756
Other City Funds	<u>\$9,258,317</u>	<u>\$3,188,411</u>
Total City of Agoura Hills	\$23,179,571	\$17,701,167

Public Safety continues to be a high priority, as is seen through the City's financial commitment (29% 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 education programs. The Sheriff's Department is requesting a 3.7% increase in rates for the 2016/17 year. Additionally the liability insurance rate for the Sheriff is requested to go from 6% to 9.5%. Staff increased 2017/18 by the same percentage. The City will continue to receive \$100,000 in State COPS grant monies to assist in paying for our public safety program. These monies are budgeted in the Supplemental Law Enforcement Fund.

The 2016/17 Budget includes \$5.2 million to be spent on Measure R transportation related projects. In both fiscal years, the City Council is also being asked to approve funding for several other capital improvement projects, including various Storm Water projects, the overlay of several city streets and sidewalk repairs.

General Fund Budget 2016/17 and 2017/18



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 2016/17 revenues are projected to be \$14.9 million, and in 2017/18 revenues are projected to increase to \$15.5 million. In 2016/17 proposed expenditures are recommended at \$13.9 million, and operating fund transfers of \$1,051,432 (\$14.9 million total). In 2017/18 the expenditures increase to \$14.5 million, and operating transfers decrease to \$992,357 for a total of \$15.5 million. The budget includes repayment of the 2013 bonds for the new Recreation Center, as well as the debt service for the 2007 bond refunding. The 2007 bond paid for the Civic Center (City Hall/Library), for a portion of the Kanan Bridge Widening Project and contributed towards the purchase of the recreation center. Furthermore, a transfer to the Successor Housing Fund is budgeted in each year, as required in order for the City to receive loan repayments from the Successor Agency to the City of Agoura Hills.

General Fund revenue is budgeted to increase \$376,085, or ½ percent from 2015/16 to 2016/17. Although the net result is only ½ percent, there is a projected increase in recreation fees primarily due to the implementation of new programs and increased rentals (\$121,850), and a \$123,200 increase in property taxes and transient occupancy Taxes based on projections of increased market values and hotel occupancy. Furthermore, with the growth in development, Development Review fees are projected to increase \$72,000. These are offset by a one-time transfer to the General Fund that occurred in 2015/16 (\$290,814).

General Fund revenues in 2017/18 trend slightly upwards, primarily due to anticipated growth in Sales Tax (3%), and Property Tax (4%). Furthermore a slight increase is recommended in Transient Occupancy Tax.

Operational expenses and transfers are budgeted to increase 5% (\$685,658) from 2015/16 to 2016/17 in the General Fund. The Increases in expenditures come primarily from an increase in the City's contract with the Los Angeles County Sheriff's Department (LASD) of 4.3% (\$302,432). Additionally, a shift in salaries from the Measure R Capital Projects Fund adds \$258,830 to the General Fund, as the City completes the Agoura Road Widening Capital Project. Finally, an increase in Building and Safety contract services (\$125,900) is requested for development related growth.

From 2016/17 to 2017/18 operational expenses and transfers are projected to increase an additional \$528,427 (3.5%) primarily due to the final shifting of salaries (\$306,500) from the Measure R Capital Projects 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. Other major funds within the City include the Measure R Capital Projects Fund in 2016/17. The Measure R Capital Projects Fund is for monies collected by Measure R additional sales tax. The City is budgeted to spend \$5.2 million of Measure R monies in 2016/17 completing the Agoura Road Widening. In 2017/18 there are no monies budgeted in this fund.

The Budget Process

The budget process began in January when the department heads were asked to prepare revenue and expenditure projections and to provide recommendations for the City's first 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 2015/16 year.

Following the preparation of our budget with on-going operational needs, staff met with the City Council to ensure all goals had been included within the document. On May 5, 2016, the City Council held the first Goal/Budget Workshop. The purpose of this workshop is to ensure that all major projects are within the established city goals. On June 2, the Finance Committee met to review the draft budget and to discuss community service grant requests, which are received from various service organizations in the community. The City Council held a budget study session on June 8, 2016 to discuss the 2016/17 and 2017/18 Budget. On June 22, 2016, the City Council adopted the 2016/17 Budget.

Budget Calendar

- | | |
|---------------|--|
| ➤ February 26 | Department Heads – Budgets to Finance |
| ➤ March 9-11 | City Manager met with Department Heads |
| ➤ March 15 | Department Heads – Revenue Projections |
| ➤ May 5 | Goals/Budget Workshop |
| ➤ June 2 | Finance Committee/Community Grants |
| ➤ June 8 | Preliminary Budget Review Workshop |
| ➤ June 22 | 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. Revenue availability criteria are defined as collectible within the current period, or soon enough thereafter, to be used to pay liabilities of the current period (i.e., sixty days after fiscal year end).

The Funds within the Budget

All of the 20 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 (14)

020 – Gas Tax Fund

040 – Traffic Safety Fund

060 – Proposition A Fund

061 – Proposition C Fund

063 – Measure R 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 (3)

012 – Facilities Capital Projects Fund

016 – Storm Water Capital Projects Fund

018 – Measure R Capital Projects Fund

Basis for Assumption for Key Revenue Estimates

The 2016/17 and 2017/18 Budget was built upon a series of assumptions related to employee compensation, insurance rates, economic forecasts and development patterns. The impact of any further State of California budget changes on revenues and expenses will not be known until after this budget is adopted. Therefore no financial cuts from Federal or State grants or legislative changes have been made unless we have already been notified of such change. The budget reflects the best information available from the Governor’s and Legislative’s proposals for the State 2016/17 budget.

The City’s largest revenue sources are as follows:

Revenue Type	2016/17 Budget		2017/18 Budget	
Measure R Capital Projects Grants	\$6,419,863	25%	\$0	0%
Property Taxes	5,281,368	20%	5,482,848	28%
Sales Taxes	4,058,004	16%	4,192,888	22%
Transient Occupancy Tax	2,101,414	8%	2,783,424	15%
Traffic Improvement Fees	1,608,996	7%	1,743,952	9%
Franchise Tax Fees	866,000	4%	866,000	5%
Subtotal Top Revenues	\$20,335,645	78%	\$15,069,112	77%
Total Revenues	\$25,982,819	100%	\$19,516,192	100%

Measure R Capital Projects Grant – In November 2008, Measure R was approved by an amazing 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 \$6.4 million of these monies in 2016/17. These monies are being used for several major transportation related projects, the primary one being the widening of Agoura Road. The monies are paid out as a reimbursement grant. The estimated amount received is based on budgeted expenditures. The City is not anticipating receiving any further funding in 2017/18 unless another proposed ballot measure passes.

Property Taxes – The City’s General Fund receives property taxes. The estimate is projected to increase three percent each year, 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 with 2005/06, a majority of the VLF revenue source has been reclassified from Grants and Subventions as the State reallocates its funding methodology.

Sales Taxes – Sales tax is collected in the City of Agoura Hills at the rate of 9.0%. “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: 6.25% State; 1% City; 1.75% County. The City’s General Fund receives 27% of its revenues from sales tax. The sales tax is primarily collected from the City’s gas stations, restaurants and furniture/appliance stores.

In March 2004, California voters approved Proposition 57, the California Economic Recovery Bond Act that authorized the issuance of \$15 billion in “Economic Recovery Bonds” to close the state’s operating budget deficit.

The Bradley-Burns local sales tax rate was decreased from 1 percent to .75 percent and the diverted .25 percent rate was pledged to repay the bonds. The state then directed that counties reimburse local governments for the .25 percent loss with property tax from the Educational Revenue Augmentation Fund (ERAF) set up for schools and then reimburse schools for the ERAF loss from the State General fund. The funding scheme became known as the “triple Flip”.

The governor’s 15/16 state budget retired the debt in December, 2015; the city received their final “true-ups” of triple flip reimbursements in the first half of 2015 and the full one cent Bradley-Burns tax has been reinstated in the second quarter 2016 receipts.

While sales tax receipts from economic activity are anticipated to increase 2.6% from 2015/16 to 2016/17, and 4.3% from 2016/17 to 2017/18, the City’s receipts are anticipated to decrease 3.1% (\$128,896) in 2016/17 due to the unwinding of the triple flip. This estimate is based on estimates received from the City’s consulting firm. This is primarily due to a one-time true up payment and the timing of payments to the City.

Transient Occupancy Tax – The City imposes a 12% Transient Occupancy Tax on occupants at hotel, motel, or other lodging facilities within the incorporated area of the City. The Transient Occupancy Tax revenue is forecasted to increase 2% in 2016/17 and, 7% in 2017/18 based on current economic trends, and anticipated growth.

Traffic Improvement Fees - Traffic Improvement Fees (TIF) are collected in a separate fund to provide funds for the implementation and construction of arterial roadway improvements to address the traffic impact of new development on the City’s arterial network. The City is anticipating development in both fiscal years which will contribute to this fund. The funds will be utilized on improvements outlined in the City’s Five-Year Capital Improvement Plan.

Franchise Fees – Franchise fees are imposed on gas, electric, refuse and cable companies for the use of City streets and right-of-ways. The budget for both 2016/17 and 2017/18 reflect a flat amount collected from customers. The forecast information is obtained from the franchisees.

Major Issues

There are certain current issues that are of major interest to the City. They include the following:

- The State’s Budget and Legislative Issues
- Successor Agency to Agoura Hills Redevelopment Agency
- Americans with Disability Act (ADA) Compliance
- Storm Water Quality mandates imposed on the City
- Measure R Funding
- Developing a Cost Sharing Plan for Employee Retirement Costs

Many of these issues remain the same as in 2016/17; however in the prior year the City was striving to complete the Medea Creek Restoration Capital Improvement Project and opening the Agoura Hills Recreation Center. A new priority to the City this year is developing a cost sharing plan for employee retirement costs and compliance with the Americans with Disability Act.

The State's Budget and Legislative Issues

In May, the 2016/17 Governor's Budget projects a State General Fund reserve of \$6.7 Billion. The State's budget includes a prioritization to build reserves, pay down debts, and beginning efforts to address the state's large retirement and other liabilities. Although the state appears to have increasingly positive revenue picture, Governor Brown is known for fiscal restraint and is expected to be cautious about expanding future obligations. Of interest to the City is additional funding for transportation, and repayment of state mandates. Neither of these monies has been included within our budget.

Successor Agency to Agoura Hills Redevelopment Agency

In February 2012, Governor Jerry Brown and the California State Legislature eliminated the state's Redevelopment Agencies (RDAs) to supposedly help address the state's ongoing budget deficit. In addition, the State later approved AB 1484 which further defined the mandated actions for each Successor Agency to the previous Redevelopment Agency as well as further defined the duties and responsibilities of the Oversight Boards assigned to each Successor Agency and the State's Department of Finance.

The Successor Agency has been tasked with "winding down" the business affairs and activities of the former Redevelopment Agency. Agency staff has completed all of the required tasks to receive a Certificate of Completion from the State acknowledging the Successor Agency's compliance. The Successor Agency has liquidated any remaining assets and submitted two, six-month expenditure schedules or Recognized Obligation Payment Schedule (ROPS) to request authorization to expend property-tax distributions related to the former Redevelopment Agency. Certain administrative allowance funds are provided to each Successor Agency with a minimum amount to be received on an annual basis.

Resolution No. 2 of the Agoura Hills RDA, adopted on April 13, 1988, established that the City would loan monies to the Agency to pay for the "administrative expenses" of the Agoura Hills RDA. Resolution No. 93-24, adopted on September 22, 2003, approved payment by the RDA for all or part of the value of the land and the cost of the installation and construction of certain improvements. Beginning in 1988/89, the City loaned \$16,414,328 to the Agency. Principal payments on the loan were made beginning in 2014/15, and the principal amount outstanding at June 30, 2016 is calculated at \$15,927,275. The total amount owed currently stands at \$26.0 million. In February, 2011, the City Council and the RDA took formal action to consolidate the City's loans, and any additional administrative expenses into one master loan.

The current language within the Health and Safety Code Section 34178(b) provides that a written agreement between the former Redevelopment Agency and the sponsoring city that provided loans for the purposes of Redevelopment are enforceable obligations that are able to be reimbursed following approval of a repayment plan by the Oversight Board and Department of Finance (DOF).

During 2012/13 the City completed the necessary steps to seek repayment and received approval from the DOF to seek reimbursement for the principal portion of the loan. SB107, adopted by the State of California in September, 2015, required that all loans be recalculated at 3% interest. The DOF has provided the City with a recalculated loan amount (\$26.1 million at 6/30/2016).

The 2016/17 budget includes \$396,656 in loan repayments and the 2017/18 budget includes \$410,000. Of these amounts 20% must be set-aside in the Housing Successor Agency to pay for lower income housing. The set-aside amounts have been included in the budget.

Americans with Disability Act Required Compliance

The City will continue to address any potential conflicts in the public right-of-ways to insure compliance the Americans with Disability Act (ADA). The City has budgeted monies in the 2016/17 Budget for an updated review of all facilities, programs and services, and to begin planning for future improvements through the completion of a new Transition Plan.

Storm Water Mandates Imposed on the City

The Malibu Creek Watershed is located about 35 miles west of Los Angeles and extends from the Santa Monica Mountains to the Pacific Coast. This watershed, approximately 109 square miles, is the second largest watershed draining into the Santa Monica Bay. The Malibu Creek Watershed encompasses portions of the counties of Ventura and Los Angeles, including all or part of seven cities in these two counties. More than 80% of the watershed is open space that includes National Park Service and State Park land. Creeks and lakes located in the upper portions of the watershed drain into Malibu Creek, which then flows downstream into Malibu Lagoon and, ultimately, into the Santa Monica Bay when the lagoon is breached. The water quality at Surfrider Beach, which is directly to the east of the lagoon, is impacted by the outflows from Malibu Lagoon.

Water quality is vastly becoming a major issue for municipalities, specifically urban runoff. It is the responsibility of the City to insure that the water leaving the city meets all state and federal requirements. The Federal Water Act dictates the general standards that must be met but enforcement of the principles falls to other agencies within each State.

As a permittee within the County of Los Angeles Municipal Stormwater NPDES permit, the City is required to comply with several programs to insure the water that is discharged from its limits meets the requirements mandated by the National Pollution Discharge Eliminations System (NPDES) permit. The full cost of the improvements needed to bring the City into compliance is still unknown but the costs are now affecting the City's annual budget and will continue to do so into the future without some consistent and relative revenue source.

Measure R Funding

Projects slated for 2016/17 include completion of Agoura Road Widening; and the design of a transit center. The City plans to utilize \$5.2 million in Measure R monies during 2016/17. The Capital Improvement Plan (CIP) includes the projects utilizing these funds. A ballot measure is proposed in November, 2016, which would allocate additional monies towards future transportation projects. Because the outcome is not known, no monies from the new measure have been included in the 2017/18 Budget.

Cost Sharing Plan for Employee Retirement Costs

The City participates in the CalPERS retirement plan. Currently the City pays the entire rate for employee's hired prior to 2013. Employees hired after 2013, who were not previously members of CalPERS, already cost share. The City is establishing a cost sharing that will require all employees to share 50/50 towards CalPERS contributions between 20% and 25%. If rates

exceed 25%, the employees will pay all costs above the 25%. This plan is intended to limit the City's future exposure to fluctuating rates. The current rates are discussed further in this letter.

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 2016/17 the fund balance in the General Fund is projected to be \$9.2 million or 61% of operating expenses and transfers at June 30, 2017. This fund balance is projected to remain flat from 2016/17 to 2017/18. Due to rising expenses, at June 30, 2017, the fund balance is projected to be \$9.2 million or 59%

General Fund	2015/16	2016/17	2017/18
Ending Fund Balance	\$ 9,159,739	\$9,181,555	\$9,187,082
Operating Expenses and Transfers	\$14,496,214	\$14,967,686	\$15,505,113
Percentage	63%	61%	59%

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

Balanced Budget

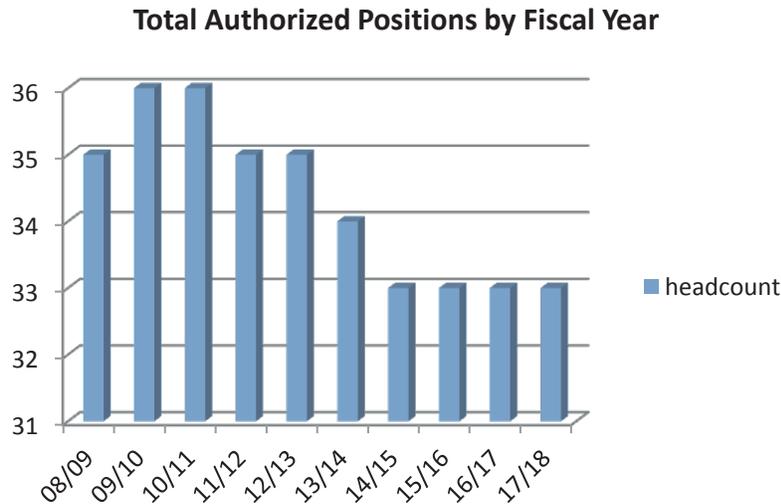
Overall, the combined City of Agoura Hills fund balances are projected to increase \$2.8 million from 6/30/2016 to 6/30/2017 and another \$3.4 million from 6/30/17 to 6/30/18. The increase primarily relates to the receipt of Traffic Improvement Fees, which will be used on future traffic improvements, and to the reimbursement of Measure R Grant funds.

In accordance with the Balanced Budget Policy, which is included within the Appendix of this document, the 2016/17 and 2017/18 budgets are balanced.

<u>Fund</u>	<u>6/30/16</u>	<u>6/30/17</u>	<u>Percent Change</u>	<u>6/30/18</u>	<u>Percent Change</u>
General	\$9,159,739	\$9,181,555	0%	\$9,187,082	0%
Other City Funds	<u>2,522,056</u>	<u>5,303,488</u>	110%	<u>8,678,287</u>	67%
Total All Funds	\$11,681,795	\$14,485,043	24%	\$17,865,369	23%

Personnel Additions/Promotions and Reclassifications

The 2016/17 and 2017/18 headcount includes 33 full-time employees, 5 Council members, 5 Planning Commissioners, 1 appointed part-time Treasurer, and numerous part-time staff, who are primarily employed at the Recreation Center.



Although the overall headcount remains the same, the 2016/17 budget proposes a position change within the Public Works Department.

In 2016/17, the City is proposing to reclassify an Engineering Aide to an Administrative Analyst for a cost of \$27,594 within the Department of Public Works.

Staffing levels have been shifted from the Measure R Capital Projects Fund to the General Fund, primarily to reflect the completion of capital expenditures and the staff time committed to complete these projects. Salary bands are budgeted to adjust 1.0% in 2016/17. Additionally the number of part-time positions within the Community Services Department has been increased, at a cost of \$50,190 to staff the Recreation and Event Center. Salaries and benefits are proposed to increase a total of \$249,675 or 5.0% in 2016/17 and \$179,600 or 4.5% in 2017/18.

The Public Employees Retirement System (CalPERS) has set the City's rate at 18.75% for 2016/17 and 19.8% in 2017/18. The rate in 2016/17 was 18.0%.

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. By taking these actions, the liability was established at only \$1.3 million. The City's contribution for 2016/17 is budgeted at \$168,000, and for 2017/18, \$175,000. The City has budgeted for this contribution in the General Fund and has joined the CalPERS CERBT. It is the City's intention to fund its contribution annually.

Debt Obligations

The 2016/17 and 2017/18 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, 2016.

Currently the City of Agoura Hills has very little debt. The following descriptions include current outstanding debt for each of these issues:

2013 Lease Revenue Bonds

Purpose: Assist the City in financing a portion of the costs of the Agoura Hills Recreation Center and other public infrastructure.

\$3,675,000 issued September 2013
Principal Outstanding 7/1/2016: \$3,605,000
Maturity Date: 2043
Interest Rate: 4.0% - 5.0%
Funding Sources: General Fund

2007 Lease Revenue Refunding Bonds

Purpose: Refunding the Lease Revenue Bonds, Series 1999; assist the City in financing a portion of the costs of the Reyes Adobe Road Freeway Interchange Project and the related improvements and other public infrastructure.

\$12,030,000 issued February 2007
Principal Outstanding 7/1/2016: \$10,300,000
Maturity Date: 2042
Interest Rate: 4.0% - 4.375%
Funding Sources: General Fund

Agoura Hills Successor Agency Promissory Note due to the City

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

\$44,000,000 note dated February 9, 2011
Principal Outstanding 7/1/2016: \$15,927,275
Maturity: 2042
Interest Rate: 3.0%
Funding Sources: RDA tax increment revenue

Debt Limit

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

Included in this document is a debt limit policy on issuing other types of debt. The policy states that debt service payments are not to exceed 10% of General Fund revenues and in no case more than 15%. The 2016/17 and 2016/18 budget is in compliance with this policy.

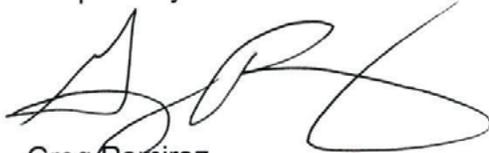
	FY 2016/17	FY 2017/18
Debt service payments	\$922,100	\$ 913,025
General Fund revenues	\$14,994,502	\$15,510,640
Percentage Debt Service	6.1%	5.9%

Summary

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

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

Respectfully



Greg Ramirez
City Manager

**City of Agoura Hills
Appropriations Limit
FY 2016-17**

History

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

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

In June, 1990, the voters modified the original Article XIII-B (Proposition 4) with the passage of Proposition 111 and its implementing legislation (California Senate Bill 88). Beginning with the 1990-90 appropriations limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income **or** the growth in the non-residential assessed valuation due to construction within the City, **and** the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the tax payers within two years (either by reducing taxes levied or fees charged).

Agoura Hills and the Future

The following table provides an analysis of the City of Agoura Hill’s appropriation limit. Historically the City has remained well below its appropriation limit. For the 2016-17 fiscal year, there is a significant gap of \$4,649,120 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 2015-16		\$15,492,106
Adjustment Factors:	<u>% Ratio</u>	
Population Factor	1.0068	
Growth Factor	<u>1.0537</u>	
Population Ratio*Economic Ratio		<u>1.0608652</u>
Appropriation Limit for FY 2016-17		<u>\$16,435,036</u>

**CITY OF AGOURA HILLS
GANN APPROPRIATION LIMIT
FY 2016-17**

Appropriation Limitation Calculation				Schedule 1	Appropriation Subject to Limit			
% Change in			Growth Factor	Appropriation Limit by Fiscal Year	Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax
Personal Income	Population per DOF	in						
1981-82 Base Year Approp Subject to Limit:				\$2,200,000	Unrestricted:			
Allowed Growth Rate:								
1992-93	0.9936	1.0133	1.0068149	5,920,556	Taxes	\$12,594,916	\$11,728,916	\$866,000
1993-94	1.0272	1.0080	1.0354176	6,130,248	License and Permits	468,000		468,000
1994-95	1.0071	1.0028	1.0099199	6,191,060	Intergovernmental	0		0
1995-96	1.0472	0.9969	1.0439537	6,463,180	Charges for Services	1,155,430		1,155,430
1996-97	1.0467	1.0034	1.0502588	6,788,011	Fines and Forfeitures	64,000		64,000
1997-98	1.0467	1.0104	1.0575857	7,178,904	Interest Earnings	25,000	21,000	4,000
1998-99	1.0415	1.0120	1.0539980	7,566,550	Miscellaneous	687,156		687,156
1999-00	1.0453	1.0158	1.0618157	8,034,282	Total Unrestricted	14,994,502	11,749,916	3,244,586
2000-01	1.0491	1.0148	1.0646267	8,553,511	Restricted:			
2001-02	1.0782	1.0137	1.0929713	9,348,742	Taxes	36,000	36,000	0
2002-03	0.9873	1.0400	1.0267920	9,599,213	License and Permits	9,750		9,750
2003-04	1.0231	1.0157	1.0391627	9,975,145	Intergovernmental	8,990,167		8,990,167
2004-05	1.0328	1.0102	1.0433346	10,407,413	Charges for Services	1,664,996		1,664,996
2005-06	1.0526	1.0540	1.1094404	11,546,405	Fines and Forfeitures	70,000		70,000
2006-07	1.0396	1.0017	1.0413673	12,024,049	Interest Earnings	19,700		19,700
2007-08	1.0442	1.0034	1.0477503	12,598,200	Miscellaneous	197,704		197,704
* 2008-09	1.0429	1.0056	1.0487402	13,212,239	Total Restricted	10,988,317	36,000	10,952,317
* 2009-10	1.0062	1.0058	1.0120360	13,371,262	Total Source of Funds	\$25,982,819	\$11,785,916	\$14,196,903
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				
2016-17 Appropriation Limit				\$16,435,036				
Less Appropriations subject to limit (Sched 2)				11,785,916				
2016-17 Appropriations Under Allowed Limit				\$4,649,120				

* Revised



“Civic Center – Library Courtyard”.



RESOLUTION NO. 16-1817

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2016-17, INCLUDING FISCAL YEAR 2016-17 APPROPRIATIONS AND APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2015-16 ANNUAL BUDGET

WHEREAS, the City Council has reviewed the City Manager's preliminary budget for Fiscal Years 2016-17 and 2017-18 and the amended budget for Fiscal Year 2015-16; and

WHEREAS, a budget workshop concerning the Fiscal Years 2016-17 and 2017-18 proposed budget was held Wednesday, June 8, 2016.

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

1. That the Fiscal Year 2016-17 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 2016-17 Budget are hereby appropriated.
3. That the Fiscal Year 2017-18 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2017-18.
4. That the proposed amendments to the Fiscal Year 2015-16 Budget be approved.
5. Any unused appropriations from the Fiscal Year 2015-16 Adopted Budget at the end of Fiscal Year 2015-16 may be re-appropriated by the City Manager for continued use in Fiscal Year 2016-17.

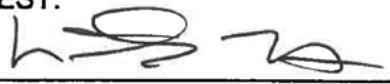
PASSED, APPROVED, AND ADOPTED, this 22nd day of June, 2016, by the following vote to wit;

AYES: (4) Schwarz, Weber, Buckley Weber, Northrup
NOES: (0)
ABSENT: (1) Koehler
ABSTAIN: (0)



Harry Schwarz, Mayor

ATTEST:



Nathan Hamburger, Assistant City Manager

RESOLUTION NO. 16-1816

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2016-17 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

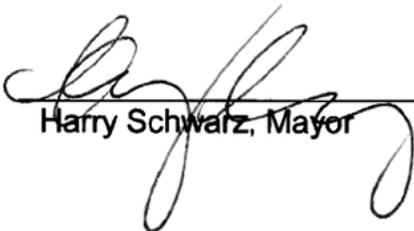
WHEREAS, Senate Bill 1352, Chapter 1205, 1980, statute adds Revenue and Taxation Code, Section 7910, which requires each local government to establish its appropriation limits by resolution each year at a regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City of Agoura Hills' appropriation limitation for Fiscal Year 2016-17 shall be \$16,435,036.

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 22nd day of June, 2016, by the following vote to wit;

AYES: (4) Schwarz, Weber, Buckley Weber, Northrup
NOES: (0)
ABSENT: (1) Koehler
ABSTAIN: (0)



Harry Schwarz, Mayor

ATTEST:



Nathan Hamburger, Assistant City Manager

**City of Agoura Hills
Sources and Uses
FY 2015-16**

Fund	----- Estimate 2015/16-----				Fund Balance 6/30/2016	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2015	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
Major Funds						
10 General Fund*	9,128,350	14,627,603	13,560,199	(1,036,015)	9,159,739	0%
18 Measure R Capital Projects	(2,742,039)	13,184,729	13,384,728		(2,942,038)	7%
Subtotal Major Funds	<u>6,386,311</u>	<u>27,812,332</u>	<u>26,944,927</u>	<u>(1,036,015)</u>	<u>6,217,701</u>	
Non-Major Funds						
21 Traffic Congestion	0	-	-	-	0	
20 Gas Tax	298,922	469,290	738,260		29,952	
60 Proposition A	555,617	509,630	460,152		605,095	
61 Proposition C	205,576	295,500	109,362		391,714	
63 Measure R	21,774	230,000	249,000		2,774	
70 SCAQMD	1,502	27,000	1,200		27,302	
110 Traffic Improvement	1,425,823	354,000	725,000	(290,814)	764,009	
111 Utility Undergrounding	49,697	500	-		50,197	
240 Suppl. Law Enfcmt	12,184	100,700	100,000		12,884	
250 CDBG	11	62,000	62,000		11	
260 Misc. Grants	13,901	1,750,455	1,869,874		(105,518)	
520 Waste Management	106,832	108,750	98,500		117,082	
420 Inc. Housing In-Lieu	2,765,448	8,000			2,773,448	
300 Public Fin Auth Debt Service	5,199		676,000	672,000	1,199	
305 Improvement Authority Debt Ser	248,247		240,825	240,825	248,247	
620 Successor Housing	210,374			94,004	304,378	
12 Facilities Fund	-			50,000	50,000	
15 Rec Center Capital Projects	(412,672)	75,000			(337,672)	
16 Stormwater Capital Projects	406,163		150,000	270,000	526,163	
17 Reyes Adobe Interchange Proje	57				57	
Subtotal Non-Major Funds	<u>5,917,227</u>	<u>4,061,025</u>	<u>5,550,173</u>	<u>1,036,015</u>	<u>5,464,094</u>	-8%
Total City of Agoura Hills	<u>12,303,538</u>	<u>31,873,357</u>	<u>32,495,100</u>	<u>-</u>	<u>11,681,795</u>	

* The General Fund has been restated to eliminate the Successor Agency Loan (\$17,206,059) and the land held for resale (\$115,000) shown in the CAFR.

**City of Agoura Hills
Sources and Uses
Estimate 2016-17**

Fund	----- Estimate 2016/17-----				Fund Balance 6/30/2017	Fund Balance Inc/(Dec)
	Fund Balance 6/30/2016	Revenues	Expenditures	Transfers (Out)/In		
<u>City of Agoura Hills</u>						
Major Funds						
10 General Fund	9,159,739	14,994,502	13,921,254	(1,051,432)	9,181,555	0%
18 Measure R Capital Projects	(2,942,038)	6,419,863	5,167,092		(1,689,267)	-43%
Subtotal Major Funds	<u>6,217,701</u>	<u>21,414,365</u>	<u>19,088,346</u>	<u>(1,051,432)</u>	<u>7,492,288</u>	
Non-Major Funds						
20 Gas Tax	29,952	434,795	463,300		1,447	
40 Traffic Safety	2,773	70,200	70,000		2,973	
60 Proposition A	605,095	537,400	559,509		582,986	
61 Proposition C	391,714	321,643	593,020		120,337	
63 Measure R	2,774	240,840	210,000		33,614	
70 SCAQMD	27,302	27,000	1,200		53,102	
110 Traffic Improvement	764,009	1,608,996			2,373,005	
111 Utility Undergrounding	50,197	500			50,697	
240 Suppl. Law Enfcmt	12,884	100,700	100,000		13,584	
250 CDBG	11	199,458	199,392		77	
260 Misc. Grants	(105,518)	403,672	323,561		(25,407)	
520 Waste Management	117,082	115,250	98,500		133,832	
420 Inc. Housing In-Lieu	2,773,448	8,000			2,781,448	
300 Public Fin Auth Debt Service	1,199		668,515	675,000	7,684	
305 Improvement Authority Debt Ser	248,247		245,024	247,100	250,323	
620 Successor Housing	304,378		24,079	79,332	359,631	
12 Facilities Fund	50,000			50,000	100,000	
15 Rec Center Capital Projects	(337,672)	500,000	105,125		57,203	
16 Stormwater Capital Projects	526,163		430,000		96,163	
17 Reyes Adobe Interchange Proje	57				57	
Subtotal Non-Major Funds	<u>5,464,094</u>	<u>4,568,454</u>	<u>4,091,225</u>	<u>1,051,432</u>	<u>6,992,755</u>	28%
Total City of Agoura Hills	<u>11,681,795</u>	<u>25,982,819</u>	<u>23,179,571</u>	<u>-</u>	<u>14,485,043</u>	

Explanation of fund balance variances of 10% or more

(1) This fund is for a capital project, and it is the nature of the project to expense the costs of the project. The Agoura Road Widening Project is the major expense in this fund.

(2) The Non-Major funds increase is primarily as a result of anticipated revenues for Traffic Impact Fees in the Traffic Improvement Fund. These revenues are related to development projects within the City.

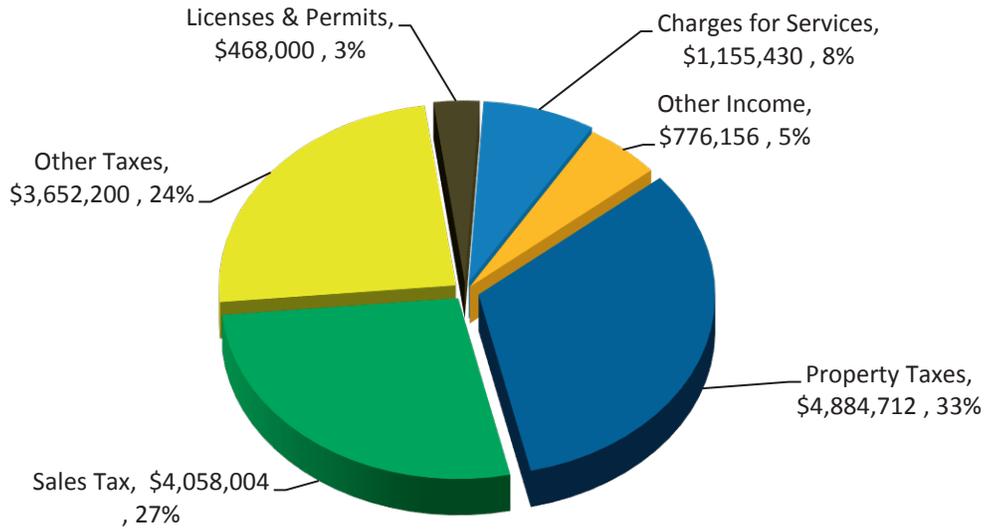
**City of Agoura Hills
Sources and Uses
Estimate 2017-18**

----- Estimate 2017/18-----						
Fund	Fund Balance 6/30/2017	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2018	Fund Balance Inc/(Dec)
<u>City of Agoura Hills</u>						
Major Fund						
010 General Fund	9,181,555	15,510,640	14,512,756	(992,357)	9,187,082	0%
Subtotal Major Fund	9,181,555	15,510,640	14,512,756	(992,357)	9,187,082	
Non-Major Funds						
20 Gas Tax	1,447	432,909	433,800		556	
40 Traffic Safety	2,973	70,200	70,000		3,173	
60 Proposition A	582,986	530,734	439,749		673,971	
61 Proposition C	120,337	331,300	445,621		6,016	
63 Measure R	33,614	236,693	210,000		60,307	
70 SCAQMD	53,102	27,000	1,200		78,902	
110 Traffic Improvement	2,373,005	1,743,952			4,116,957	
111 Utility Undergrounding	50,697	500			51,197	
240 Suppl. Law Encmnt	13,584	100,700	100,000		14,284	
250 CDBG	77	64,392	64,358		111	
260 Misc. Grants	(25,407)	340,672	320,561		(5,296)	
520 Waste Management	133,832	118,500	98,500		153,832	
420 Inc. Housing In-Lieu	2,781,448	8,000			2,789,448	
300 Public Fin Auth Debt Service	7,684		670,031	670,000	7,653	
305 Improvement Authority Debt Ser	250,323		234,512	243,025	258,836	
620 Successor Housing	359,631		25,079	79,332	413,884	
12 Facilities Fund	100,000				100,000	
15 Rec Center Capital Projects	57,203				57,203	
16 Stormwater Capital Projects	96,163		75,000		21,163	
18 Measure R Capital Projects	(1,689,267)	1,689,267			-	
Subtotal Non-Major Funds	5,303,488	5,694,819	3,188,411	992,357	8,802,253	66%
Total City of Agoura Hills	14,485,043	21,205,459	17,701,167	-	17,989,335	

Explanation of fund balance variances of 10% or more

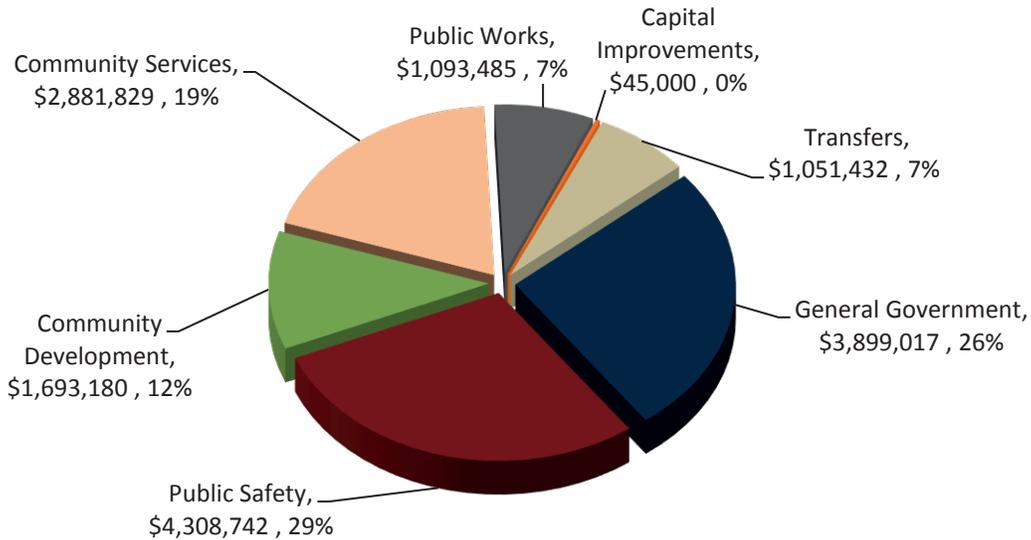
(1) The Non-Major funds increase is primarily as a result of anticipated revenues for Traffic Impact Fees in the Traffic Improvement Fund. These revenues are related to development projects within the City. Furthermore, the Measure R Capital projects Fund is anticipated to be reimbursed for final expenses for the Agoura Road Widening Project.

**City of Agoura Hills
2016-17
General Fund Revenue**



\$14,994,502

**City of Agoura Hills
2016-17 General Fund
Operating Expenditures/Transfers**



Operating Expenses	\$ 13,921,253
Operating Transfers	<u>1,051,432</u>
Total Operating Expenses/Transfers	\$14,972,685



“Civic Center – Library Courtyard”.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Agoura Hill
California**

For the Fiscal Year Beginning

July 1, 2015

Executive Director

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2015-2016

Presented to the

City of Agoura Hills

For meeting the criteria established to achieve the Operating Budget Excellence Award.

February 23, 2016



A handwritten signature in black ink, appearing to read "Jesse Takahashi".

***Jesse Takahashi
CSMFO President***

A handwritten signature in black ink, appearing to read "Michael Gomez".

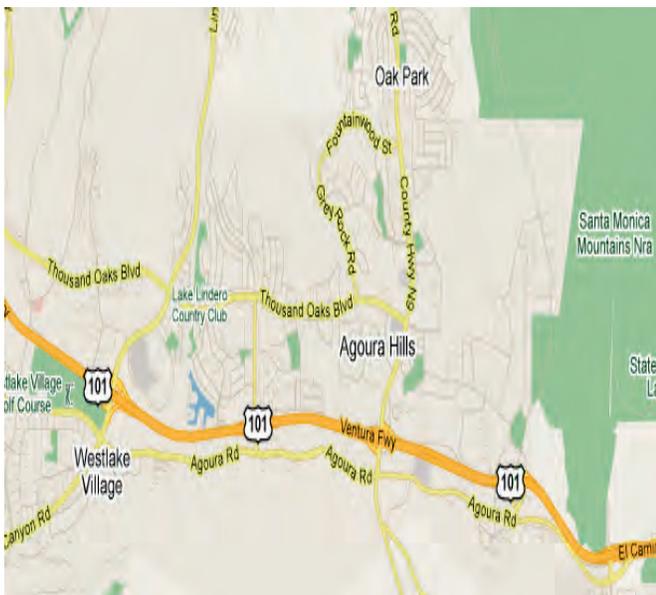
***Michael Gomez, Chair
Professional Standards and
Recognition Committee***

Dedicated Excellence in Municipal Financial Reporting

City of Agoura Hills Geographic Information FY 2016-17

County: Los Angeles
Total Area: 8.20 square miles
Incorporated: December 8, 1982
Median Household Income: \$99,000
Total Housing Units: 7,343
Average Household Size: 3.00
Median Home Value: \$635,000

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



Major area employers in 2016 are:

- Bank of America
- Las Virgenes Unified School District
- IBM Corporation
- Touch Commerce
- Farmers Financial Solutions
- Teradyne Inc.
- Zebra Technologies
- Wood Ranch Barbecue

City of Agoura Hills SPECIAL EVENTS

The Reyes Adobe Historical Site



*Santa Monica Mountains National
Recreation Area*



The Great Race – March



Reyes Adobe Days – October



Concerts in the Park – Summer



Community Service Days – May



CITY OF AGOURA HILLS

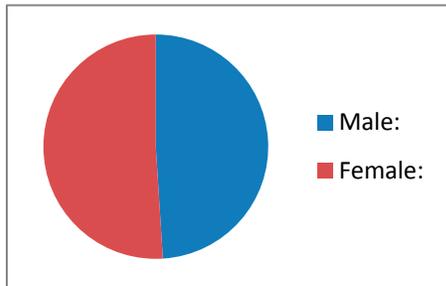
Demographic Information

FY 2016-17

Population:

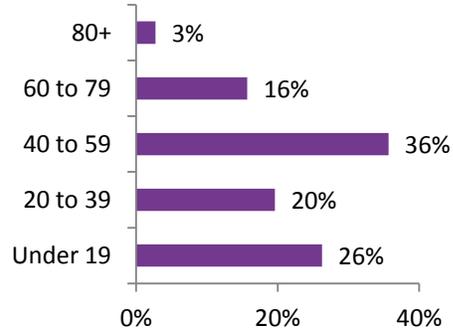
TOTAL: 21,211

Male: 49%
Female: 51%



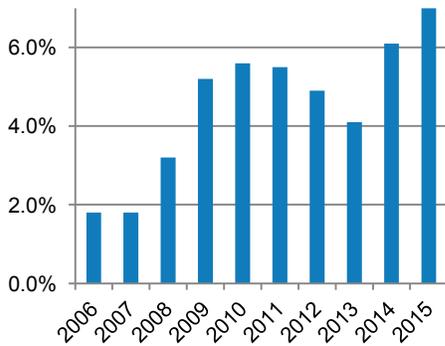
Age Distribution:

Median Age: 42.5

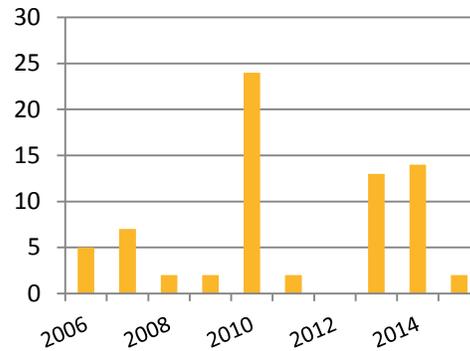


City Unemployment Rates:

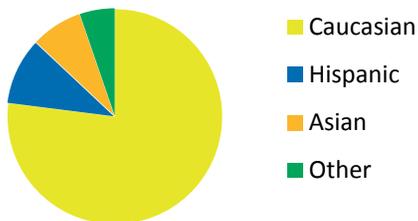
Los Angeles County : 7.9%



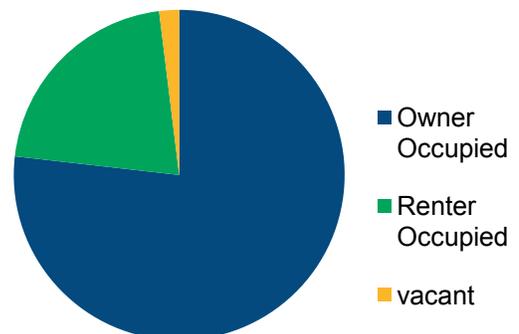
Single-family new house construction:



Ethnicity:



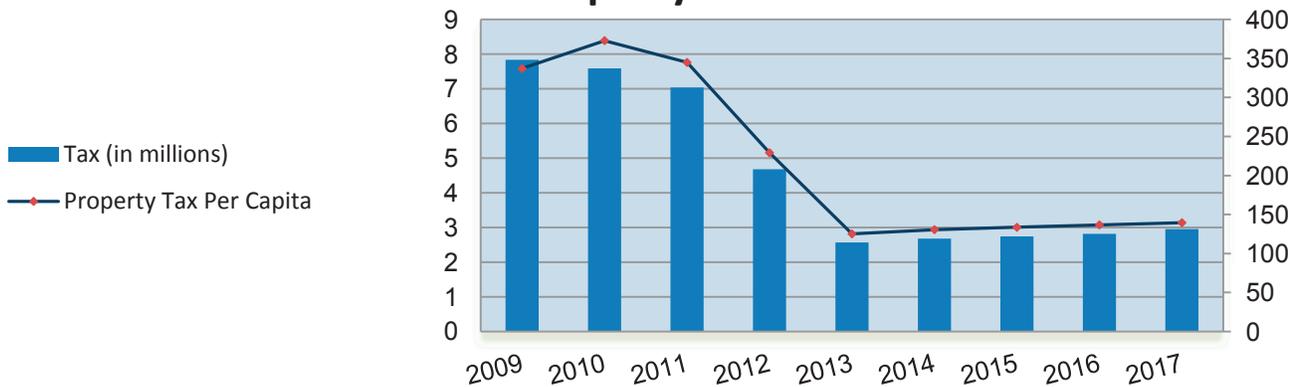
Housing Tenure:



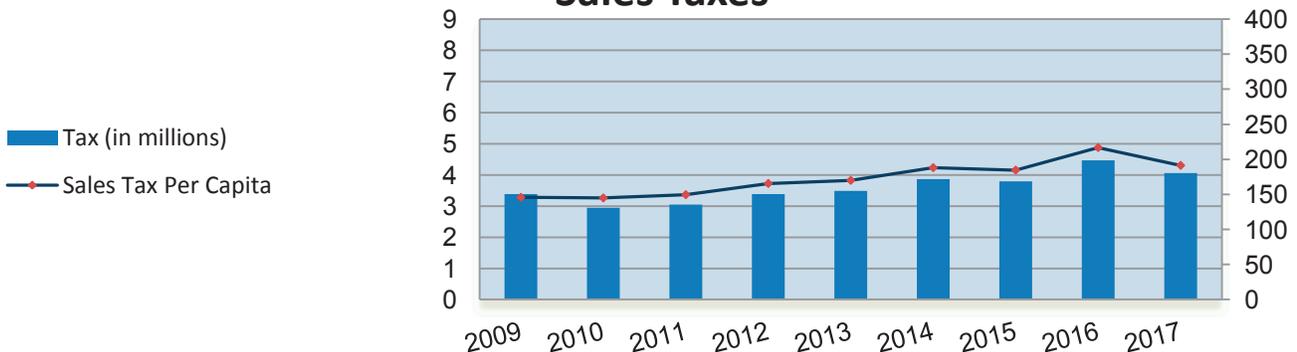
CITY OF AGOURA HILLS Tax Revenues by Source FY 2016-17 & FY 2017-18

Year	Property Tax	Property Tax Per Capita	Population	Sales Tax	Sales Tax Per Capita
2009	7,837,992	337.12	23,250	3,388,117	145.73
2010	7,586,568	372.95	20,342	2,948,718	144.96
2011	7,034,500	344.95	20,393	3,050,187	149.57
2012	4,678,338	229.18	20,413	3,379,646	165.56
2013	2,565,839	125.16	20,500	3,485,596	170.03
2014	2,678,400	130.55	20,516	3,859,515	188.12
2015	2,742,000	133.57	20,528	3,790,000	184.63
2016	2,819,000	136.66	20,628	4,471,077	216.75
2017	2,958,298	139.47	21,211	4,058,004	191.32

Property Taxes



Sales Taxes



Note: Because the population estimates incorporate the 2010 Census numbers as benchmarks, the Population estimates for 2010 and beyond are noticeably different from the previous year estimates. The RDA was dissolved in 2012, reducing the property tax received per citizen.

City of Agoura Hills
Summary Revenues/Expenditures
FY 2014-15 to 2017-18

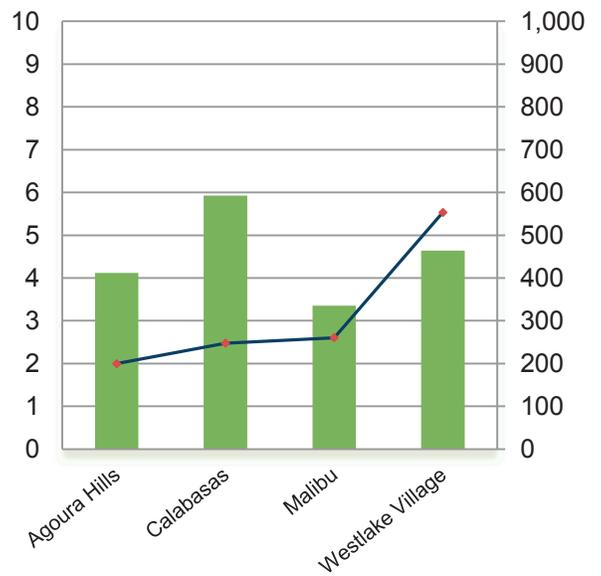
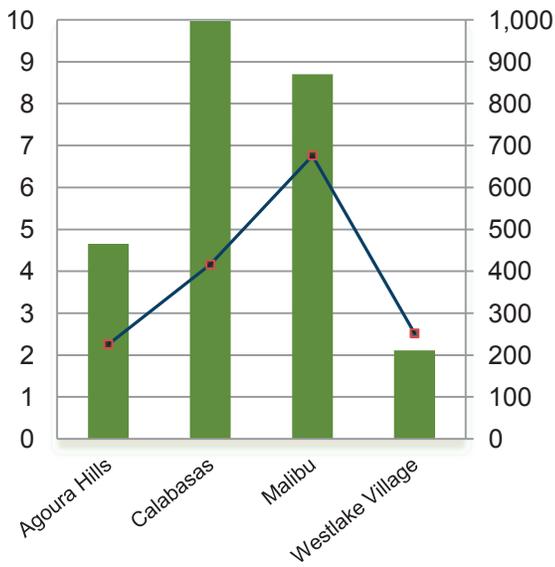
	REVENUES			
	2014-15	2015-16	2016-17	2017-18
	Actual Revenue	Final Budget	Adopted Budget	Approved Budget
<u>City of Agoura Hills</u>				
General Fund	13,933,165	14,627,603	14,994,502	15,510,640
<u>OTHER FUNDS</u>				
Gas Tax	590,402	469,290	434,795	432,909
Traffic Safety	64,439	70,200	70,200	70,200
Proposition A	533,835	509,630	537,400	530,734
Proposition C	302,951	295,500	321,643	331,300
Measure R	225,742	230,000	240,840	236,693
SC Air Quality Mgmt District	25,589	27,000	27,000	27,000
Traffic Improvement	196,446	354,000	1,608,996	1,743,952
Utility Undergrounding	137	500	500	500
Supplemental Law Enforcement	106,277	100,700	100,700	100,700
Community Development Block Gra	57,011	62,000	199,458	64,392
Miscellaneous Grants	418,563	1,750,455	403,672	340,672
Solid Waste Management	73,730	108,750	115,250	118,500
Inclusionary Housing In Lieu	7,627	8,000	8,000	8,000
Pub Fin Authority Debt Service	50	0	0	0
Improvement Authority Debt Serv	715	0	0	0
Successor Housing Agency	3,991	0	0	0
Facilities Capital Project Fund	0	0	0	0
Recreation Center Capital Fund	311,793	75,000	500,000	0
Stormwater Capital Projects	17,182	0	0	0
Measure R Capital Projects	5,138,273	13,184,729	6,419,863	1,689,267
Total City of Agoura Hills	22,007,918	31,873,357	25,982,819	21,205,459

City of Agoura Hills
Summary Revenues/Expenditures
FY 2014-15 to 2017-18

	EXPENDITURES			
	2014-15	2015-16	2016-17	2017-18
	Actual Expend	Final Budget	Adopted Budget	Adopted Budget
<u>City of Agoura Hills</u>				
General Fund	11,843,114	13,560,199	13,921,254	14,512,756
<u>OTHER FUNDS</u>				
Gas Tax	597,084	738,260	463,300	433,800
Traffic Safety	65,629	70,000	70,000	70,000
Proposition A	604,989	460,152	559,509	439,749
Proposition C	512,202	109,362	593,020	445,621
Measure R	420,560	249,000	210,000	210,000
SC Air Quality Mgmt District	61,200	1,200	1,200	1,200
Traffic Improvement	1,650	725,000	0	0
Utility Undergrounding	0	0	0	0
Supplemental Law Enforcement	100,000	100,000	100,000	100,000
Community Development Block Grants	57,000	62,000	199,392	64,358
Miscellaneous Grants	381,681	1,869,874	323,561	320,561
Solid Waste Management	86,993	98,500	98,500	98,500
Inclusionary Housing In Lieu	0	0	0	0
Pub Fin Authority Debt Service	672,076	676,000	668,515	670,031
Improvement Authority Debt Serv	174,209	240,825	245,024	234,512
Successor Housing Agency	0	2,828	24,079	25,079
Facilities Capital Project Fund	0	0	105,125	0
Recreation Center Capital Fund	6,478,586	0	0	0
Stormwater Capital Projects	34,562	150,000	430,000	75,000
Measure R Capital Projects	11,309,617	13,384,728	5,167,092	0
Total City of Agoura Hills	33,401,152	32,497,928	23,179,571	17,701,167

CITY OF AGOURA HILLS Comparative Tax Revenues by Source FY 2016-17 & FY 2017-18

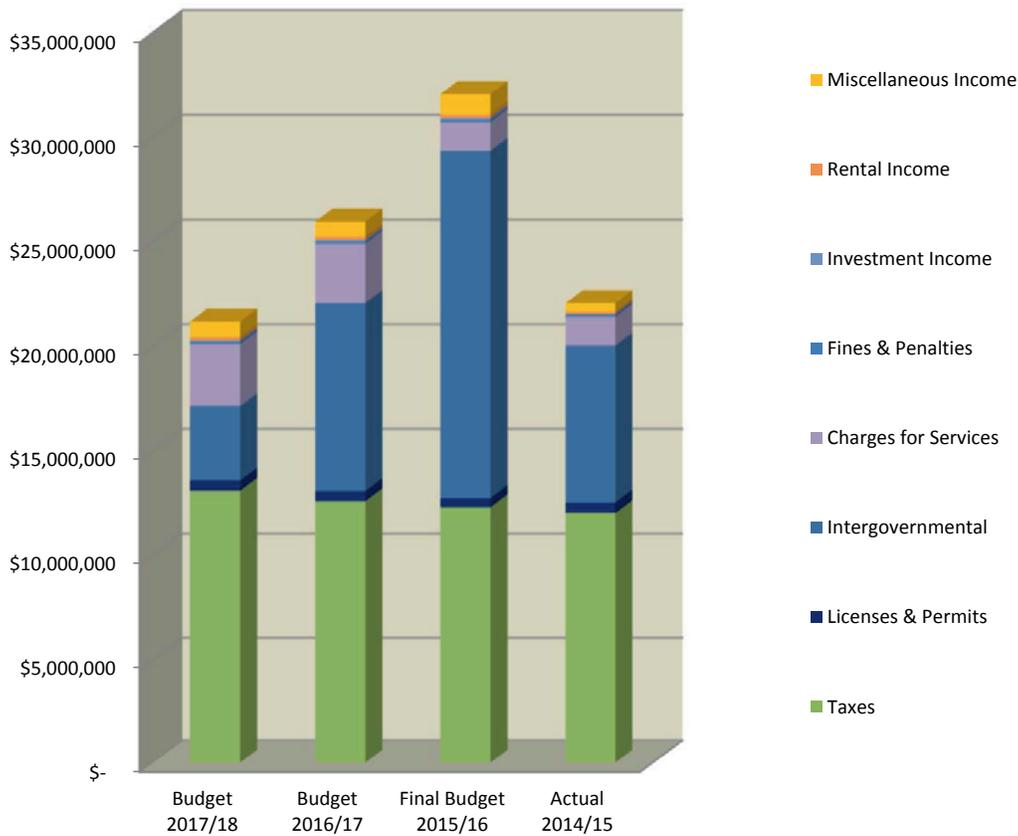
City	2014/15 Property Tax	2014/15 Property Tax Per Capita	2014/15 Population	2014/15 Sales Tax	2014/15 Sales Tax Per Capita
Agoura Hills	4,656,725	225.78	20,625	4,116,324	199.58
Calabasas	9,966,071	416.24	23,943	5,929,568	247.65
Malibu	8,698,278	676.12	12,865	3,350,000	260.40
Westlake Village	2,111,147	251.75	8,386	4,638,462	553.12



*Most recent data available

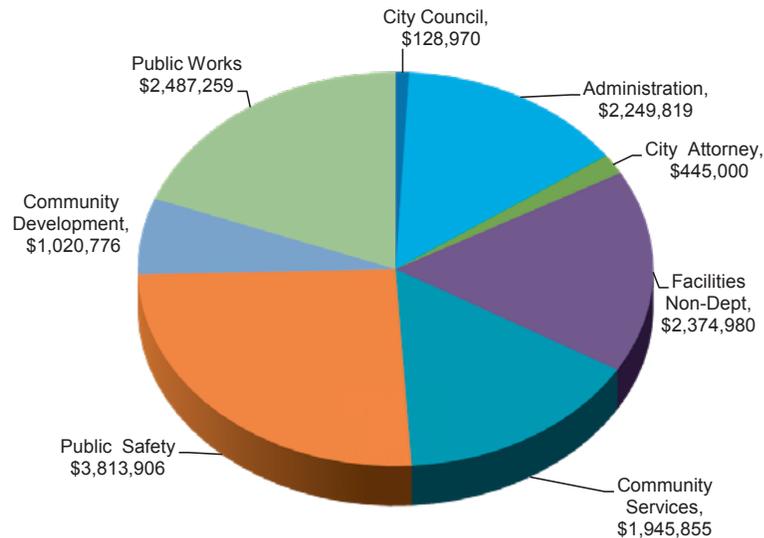
City of Agoura Hills
Revenues by Type Total Budget
FY 2016-17 & FY 2017-18

	2017/18 Budget Total	2016/17 Budget Total	2015/16 Final Budget Total	2014/15 Actual Total
REVENUES				
Taxes	\$ 13,126,160	\$ 12,630,916	\$ 12,348,500	\$ 12,062,480
Licenses & Permits	488,000	477,750	431,250	507,086
Intergovernmental	3,558,463	8,990,167	16,594,396	7,494,364
Charges for Services	2,955,182	2,820,426	1,365,680	1,366,656
Fines & Penalties	134,000	134,000	134,000	139,771
Investment Income	45,450	44,700	64,700	(82,776)
Rental Income	158,800	158,800	158,800	98,342
Miscellaneous Income	739,404	726,060	976,031	421,070
Total	\$ 21,205,459	\$ 25,982,819	\$ 32,073,357	\$ 22,006,993



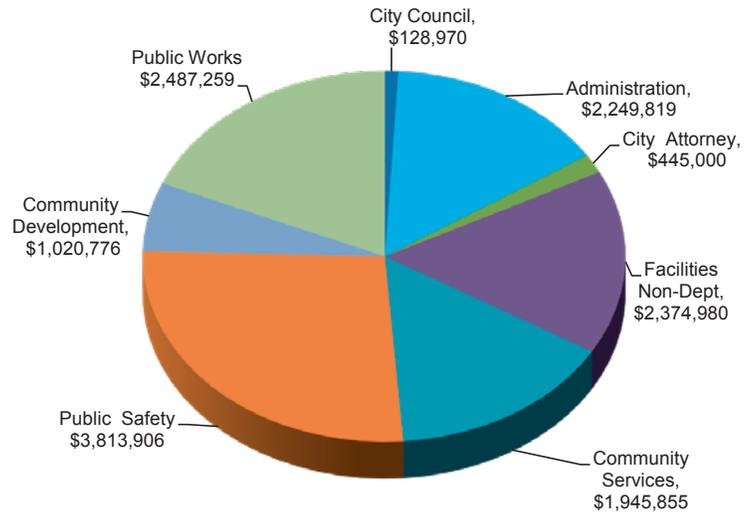
City of Agoura Hills Total Budget FY 2016-17

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2016/17 Budget Total	2015/16 Final Budget Total	2014/15 Actual Total
OPERATIONS								
City Council	125,118	17,000				142,118	135,980	118,747
City Manager	1,084,080	15,500	24,640			1,124,220	1,128,451	1,016,155
City Clerk	232,381	22,800	42,000			297,181	357,755	265,819
City Attorney			280,000			280,000	409,397	476,856
Finance	378,885	25,460	119,700			524,045	494,371	476,883
Public Facilities		345,000	5,000	907,539	92,000	1,349,539	1,262,575	1,331,582
Reyes Adobe Site	7,340	25,200	5,000			37,540	37,540	24,885
Recreation Center		244,000	31,000		85,000	360,000	404,500	129,329
Non-Departmenta	168,000	669,798	243,988			1,081,786	953,586	1,041,697
Auto. Office Systems		8,800	199,119		49,200	257,119	275,484	308,467
L A Co. Sheriff		375,442	3,959,300			4,337,742	4,035,310	3,898,492
Emergency Ops		16,100	1,000		4,900	22,000	24,235	13,248
Crossing Guards			70,000			70,000	70,000	69,604
Animal Control			49,000			49,000	49,000	31,449
Community Dev	787,238	15,600	259,000			1,061,838	1,004,874	1,043,853
Solid Waste Mngmt		53,500	45,000			98,500	98,500	86,993
Recreation	136,040	226,220	404,258			766,518	655,800	611,234
Community Serv	1,109,379	107,200				1,216,579	1,090,741	1,027,749
Parks Maintenance		309,700	312,000	20,000		641,700	441,500	396,655
Public Works Adr	699,383	5,750	217,500			922,633	1,093,146	915,980
Building & Safety	422,553	8,310	210,000			640,863	501,308	534,681
Street Maintenance			162,500			162,500	142,500	134,812
Landscape Maintenance		86,100	337,300			423,400	380,400	377,476
Traffic Safety		50,000	190,500			240,500	202,000	166,403
Transportation			315,559			315,559	322,929	412,092
Storm & Flood Control			549,800			549,800	546,800	228,044
TOTAL	5,150,397	2,627,480	8,033,164	927,539	234,100	16,972,680	16,118,682	15,139,185
CAPITAL IMPROVEMENTS								
Other Improvements					315,125	315,125	607,000	6,609,457
Park Improvements					189,734	189,734	125,000	57,122
Street Improvements					5,702,033	5,702,033	15,644,418	11,598,216
GRAND TOTAL	\$5,150,397	\$2,627,480	\$8,033,164	\$927,539	\$6,440,992	\$23,179,572	\$32,495,100	\$33,403,980



City of Agoura Hills Total Budget FY 2017-18

	Personnel	Materials, Supplies and Services	Contract Services	Debt Service	Capital Outlay	2017/18 Budget Total
OPERATIONS						
City Council	133,740	17,000				150,740
City Manager	1,114,837	15,500	24,640			1,154,977
City Clerk	237,904	22,800	100,000			360,704
City Attorney			280,000			280,000
Finance	389,035	25,460	79,700			494,195
Public Facilities		278,500	5,000	898,544	30,000	1,212,044
Reyes Adobe Site						37,540
Recreation Center						329,000
Non-Departmenta	175,000	716,251	233,988			1,125,239
Auto. Office Systems		8,800	200,119		52,200	261,119
L A Co. Sheriff		388,307	4,093,580		3,000	4,484,887
Emergency Ops		16,600	1,000		3,500	21,100
Crossing Guards			70,000			70,000
Animal Control			49,000			49,000
Community Dev	811,500	15,600	182,000			1,009,100
Solid Waste Mngmt		53,500	45,000			98,500
Recreation	148,250	213,620	407,258			769,128
Community Servic	1,148,909	111,400				1,260,309
Parks Maintenance		253,200	277,000			530,200
Public Works Adrr	722,157	5,750	217,500			945,407
Building & Safety	434,950	5,210	194,100			634,260
Street Maintenance			162,500			162,500
Landscape Maintenance		88,100	325,300			413,400
Traffic Safety		50,000	175,500			225,500
Transportation			293,285			293,285
Storm & Flood Control			444,800			444,800
TOTAL	5,316,282	2,285,598	7,861,270	898,544	88,700	16,816,934
CAPITAL IMPROVEMENTS						
Other Improvements					10,000	10,000
Park Improvements					54,700	54,700
Street Improvements					819,533	819,533
GRAND TOTAL	\$5,316,282	\$2,285,598	\$7,861,270	\$898,544	\$972,933	\$17,701,167



City of Agoura Hills
PERSONNEL
2014-15 to 2017-18

	<u>2014-15</u> <u>Headcount</u>	<u>2015-16</u> <u>Headcount</u>	<u>2016-17</u> <u>Headcount</u>	<u>2017-18</u> <u>Headcount</u>
<u>General Fund</u>				
City Council	5.00	5.00	5.00	5.00
City Manager	4.09	5.26	5.56	6.08
City Clerk	1.85	1.85	1.85	1.85
Finance	2.84	2.84	3.08	3.44
Community Development	11.27	10.30	10.26	10.26
Community Services Administration	6.40	7.43	7.45	7.45
Public Works Administration	3.52	2.76	3.25	4.47
Building and Safety	3.00	3.00	3.00	3.00
Total General Fund	<u>37.97</u>	<u>38.44</u>	<u>39.45</u>	<u>41.55</u>
<u>Proposition A</u>				
City Manager	0.20	0.00	0.00	0.00
Community Services Administration	0.55	0.52	0.55	0.55
Total Proposition A Fund	<u>0.75</u>	<u>0.52</u>	<u>0.55</u>	<u>0.55</u>
<u>Proposition C</u>				
City Manager	0.00	0.00	0.00	0.00
Public Works	0.08	0.14	0.72	0.53
Total Proposition C Fund	<u>0.08</u>	<u>0.14</u>	<u>0.72</u>	<u>0.53</u>
<u>Measure R</u>				
City Manager	0.85	0.88	0.52	0.00
Finance	0.65	0.65	0.36	0.00
Public Works	2.40	2.10	1.03	0.00
Total Measure R Fund	<u>3.90</u>	<u>3.63</u>	<u>1.91</u>	<u>0.00</u>
Total City of Agoura Hills	<u>42.70</u>	<u>42.73</u>	<u>42.63</u>	<u>42.63</u>
<u>Successor Agency to the RDA</u>				
City Manager	0.36	0.36	0.36	0.36
City Clerk	0.15	0.15	0.15	0.15
Finance	0.56	0.56	0.56	0.56
Community Development	0.23	0.20	0.18	0.18
Public Works	0.00	0.00	0.00	0.00
Total Successor Agency to the RDA	<u>1.30</u>	<u>1.27</u>	<u>1.25</u>	<u>1.25</u>
Total Successor Agency to the RDA	<u>1.30</u>	<u>1.27</u>	<u>1.25</u>	<u>1.25</u>
<u>Successor Agency to the RDA-Housing</u>				
Community Development			0.06	0.06
Community Services Administration			0.06	0.06
Total Successor Agency to the RDA-Housing			<u>0.12</u>	<u>0.12</u>
Total Successor Agency to the RDA			<u>1.37</u>	<u>1.37</u>
Total Personnel Headcount	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>

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

City of Agoura Hills
INTERFUND TRANSFERS
FY 2015-16

Fund	Description	Approved
Transfers to Other Funds		
010	General Fund To Facilities Fund	50,000 50,000
010	General Fund To Storm Water Fund	270,000 270,000
010	General Fund To Fin Authority Debt Service	672,000 672,000
010	General Fund To AH Improvement Authority Bond	240,825 240,825
010	General Fund To Housing Successor Agency	94,004 94,004
110	Traffic Improvement Fund To General Fund	290,814 290,814
Total		1,617,643
Transfers from Other Funds		
010	General Fund Traffic Improvement Fund	290,814 290,814
012	Facilities Fund General Fund	50,000 50,000
016	Storm Water fund General Fund	270,000 270,000
300	Finance Authority Debt Service From General Fund	672,000 672,000
305	AH Improvement Authority Bond From General Fund	240,825 240,825
620	Housing Successor Agency From General Fund	94,004 94,004
Total		1,617,643

City of Agoura Hills
INTERFUND TRANSFERS
FY 2016-17

Fund	Description	Approved
Transfers to Other Funds		
010	General Fund To Facilities Fund	50,000 50,000
010	General Fund To Fin Authority Debt Service	675,000 675,000
010	General Fund To AH Improvement Authority Bond	247,100 247,100
010	General Fund To Housing Successor Agency	79,332 79,332
Total		1,051,432
Transfers from Other Funds		
012	Facilities Fund From General Fund	50,000 50,000
300	Financing Authority Debt Service From General Fund	675,000 675,000
305	AH Improvement Authority Bond From General Fund	247,100 247,100
620	Housing Successor Agency From General Fund	79,332 79,332
Total		1,051,432

City of Agoura Hills
INTERFUND TRANSFERS
FY 2017-18

Fund	Description	Approved
Transfers to Other Funds		
010	General Fund To Fin Authority Debt Service	670,000 670,000
010	General Fund To AH Improvement Authority Bond	243,025 243,025
010	General Fund To Housing Succesor Agency	79,332 79,332
Total		992,357
Transfers from Other Funds		
300	Financing Authority Debt Service From General Fund	670,000 670,000
305	AH Improvement Authority Bond From General Fund	243,025 243,025
620	Housing Successor Agency From General Fund	79,332 79,332
Total		992,357



“Reyes Adobe Bridge”





City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Fund: 010 - GENERAL					
Category: 4000 - Taxes and Assessments					
<u>010-0000-311000</u>	Sales And Use Tax	3,159,704	3,360,274	4,058,004	4,192,888
<u>010-0000-311001</u>	Property Tax In Lieu Of Sales	956,620	826,726	0	0
<u>010-0000-312000</u>	Property Tax	2,465,915	2,549,000	2,683,298	2,797,254
<u>010-0000-312001</u>	Property Tax In Lieu Of Vlf	1,938,084	1,982,500	2,101,414	2,175,594
<u>010-0000-312002</u>	Property Tax - Succ. Agcy.	252,726	120,000	100,000	100,000
<u>010-0000-313000</u>	Transient Occupancy Tax	2,244,728	2,560,000	2,611,200	2,783,424
<u>010-0000-314000</u>	Franchise Fee	800,139	754,000	866,000	866,000
<u>010-0000-315000</u>	Property Transfer Tax	244,564	160,000	175,000	175,000
	Category: 4000 - Taxes and Assessments Total:	12,062,480	12,312,500	12,594,916	13,090,160
Category: 4002 - License and Permits					
<u>010-0000-321000</u>	Business Licensing	144,976	145,000	150,000	150,000
<u>010-0000-323000</u>	Building Permits	330,086	260,000	295,000	302,000
<u>010-0000-324000</u>	Industrial Waste Fee	28,524	23,000	23,000	23,000
	Category: 4002 - License and Permits Total:	503,586	428,000	468,000	475,000
Category: 4003 - Intergovernmental					
<u>010-0000-331200</u>	State Mandated Cost	0	6,400	0	0
	Category: 4003 - Intergovernmental Total:	0	6,400	0	0
Category: 4004 - Charges for Services					
<u>010-0000-341000</u>	Planning Fees	289,184	200,000	170,000	170,000
<u>010-0000-341200</u>	General Plan Recovery	5,386	6,000	6,000	6,000
<u>010-0000-341300</u>	Agoura Village Recovery	3,954	0	4,000	4,000
<u>010-0000-341400</u>	Filing Fees	0	7,000	8,000	8,000
<u>010-0000-342000</u>	Engineer Plan Check/inspection	31,380	30,000	25,000	25,000
<u>010-0000-342100</u>	Grading Plan Check	1,347	5,000	5,000	5,000
<u>010-0000-342200</u>	Building Plan Check	178,329	130,000	270,000	247,000
<u>010-0000-342201</u>	Building Plan Check - In House	25,506	35,000	15,000	15,000
<u>010-0000-342300</u>	Building Technician Fee	19,517	16,000	13,000	9,000
<u>010-0000-342500</u>	Encroachment Permits	99,485	90,000	80,000	80,000
<u>010-0000-343000</u>	Traffic Control Plan Review	23,103	15,000	20,000	20,000
<u>010-0000-351000</u>	Park & Recreation Fees	52,461	357,750	0	0
<u>010-0000-3510A0</u>	Classes	181,799	0	250,000	256,000
<u>010-0000-3510B0</u>	Excursions	28,068	0	26,000	32,000
<u>010-0000-3510C0</u>	Camps	22,883	0	28,000	37,000
<u>010-0000-3510D0</u>	Seniors	56,349	0	64,000	70,000
<u>010-0000-3510E0</u>	Special Events	4,698	0	4,500	4,500
<u>010-0000-3510F0</u>	Sports	14,343	0	11,000	11,000
<u>010-0000-3510G0</u>	Teens	4,009	0	53,100	53,100
<u>010-0000-3510I0</u>	Cultural Arts	19,082	0	43,000	43,000
<u>010-0000-351500</u>	Reyes Adobe Fees	3,697	4,500	4,500	4,500
<u>010-0000-351501</u>	Taxable Sales Items	0	700	700	700
<u>010-0000-355000</u>	Sale Of Maps & Copies	2,092	2,000	2,000	2,000
<u>010-0000-357001</u>	Waste Hauling Admin Charges	47,000	47,000	47,000	47,000



City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
<u>010-0000-357002</u>	Scaqc Admin Service Charge	1,200	1,200	1,200	1,200
<u>010-0000-357003</u>	Smip Admin Fees	187	1,000	200	200
<u>010-0000-357004</u>	Fire Sprinkler Fee	0	500	200	200
<u>010-0000-357005</u>	Fire Development Fee	0	1,000	0	0
<u>010-0000-357006</u>	Sb1473 Retainer	15	30	30	30
<u>010-0000-357007</u>	Sb 1186 Admin	1,483	1,000	1,000	800
	Category: 4004 - Charges for Services Total:	1,116,557	955,680	1,155,430	1,155,230
	Category: 4005 - Fines and Penalties				
<u>010-0000-361000</u>	Parking Fines	48,629	45,000	45,000	45,000
<u>010-0000-361500</u>	Municipal Court Fines	14,262	15,000	15,000	15,000
<u>010-0000-361800</u>	False Alarm Fines	400	2,000	2,000	2,000
<u>010-0000-363000</u>	Restitution	12,016	2,000	2,000	2,000
<u>010-0000-365000</u>	Late Fees	25	0	0	0
	Category: 4005 - Fines and Penalties Total:	75,332	64,000	64,000	64,000
	Category: 4006 - Investment Income				
<u>010-0000-371000</u>	Interest Earnings	(96,305)	45,000	25,000	25,750
	Category: 4006 - Investment Income Total:	(96,305)	45,000	25,000	25,750
	Category: 4007 - Rental Income				
<u>010-0000-372000</u>	Rental Income	65,248	130,000	130,000	130,000
<u>010-0000-372100</u>	Medea Creek Rental	33,094	28,800	28,800	28,800
	Category: 4007 - Rental Income Total:	98,342	158,800	158,800	158,800
	Category: 4008 - Other Revenue				
<u>010-0000-358000</u>	Tourism Admin Fee	4,590	5,000	5,000	5,000
<u>010-0000-391000</u>	Miscellaneous Revenue	75,444	81,000	20,000	20,000
<u>010-0000-392000</u>	Contributions	43,794	54,700	60,200	60,200
<u>010-0000-393000</u>	Cash Over/short	10	0	0	0
<u>010-0000-395000</u>	Other Reimbursements	0	1,500	1,500	1,500
<u>010-0000-395002</u>	Library Reimbursements	42,922	40,000	40,000	40,000
<u>010-0000-395006</u>	Beach Bus Reimbursement	5,037	5,000	5,000	5,000
<u>010-0000-395007</u>	Teen Shuttle	250	0	0	0
<u>010-0000-395200</u>	Loan Pmts From Rda	-	470,023	396,656	410,000
	Category: 4008 - Other Revenue Total:	172,048	657,223	528,356	541,700
	Total Revenues	13,932,041	14,627,603	14,994,502	15,510,640
	Fund: 010 - GENERAL Total:	13,932,041	14,627,603	14,994,502	15,510,640



City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

		2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 015 - RECREATION CENTER CAPITAL PROJ					
Category: 4003 - Intergovernmental					
<u>015-0000-334500</u>	Miscellaneous Grants	225,000	75,000	500,000	0
<u>015-0000-334531</u>	Art in Public Places Revenue	85,000	0	0	0
	Category: 4003 - Intergovernmental Total:	310,000	75,000	500,000	0
Category: 4006 - Investment Income					
<u>015-0000-371000</u>	Interest Earnings	(1,207)	0	0	0
	Category: 4006 - Investment Income Total:	(1,207)	0	0	0
Category: 4008 - Other Revenue					
<u>015-0000-391000</u>	Miscellaneous Revenue	3,000	0	0	0
	Category: 4008 - Other Revenue Total:	3,000	0	0	0
	Total Revenues	311,793	75,000	500,000	0
	Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:	311,793	75,000	500,000	0
Fund: 016 - STORM WATER CAP PROJECT FUND					
Category: 4006 - Investment Income					
<u>016-0000-371000</u>	Interest Earnings	525	0	0	0
	Category: 4006 - Investment Income Total:	525	0	0	0
Category: 4008 - Other Revenue					
<u>016-0000-391000</u>	Miscellaneous Revenue	16,656	0	0	0
	Category: 4008 - Other Revenue Total:	16,656	0	0	0
	Total Revenues	17,182	0	0	0
	Fund: 016 - STORM WATER CAP PROJECT FUND Total:	17,182	0	0	0
Fund: 018 - MEASURE R GRANT					
Category: 4003 - Intergovernmental					
<u>018-0000-333101</u>	Measure R Grant	5,138,116	13,184,729	6,419,863	1,689,267
	Category: 4003 - Intergovernmental Total:	5,138,116	13,184,729	6,419,863	1,689,267
Category: 4006 - Investment Income					
<u>018-0000-371000</u>	Interest earnings	157	0	0	0
	Category: 4006 - Investment Income Total:	157	0	0	0
	Total Revenues	5,138,274	13,184,729	6,419,863	1,689,267
	Fund: 018 - MEASURE R GRANT Total:	5,138,274	13,184,729	6,419,863	1,689,267



City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Fund: 020 - GAS TAX					
Category: 4003 - Intergovernmental					
<u>020-0000-332600</u>	State Gas Tax 2106	79,307	66,134	68,110	68,110
<u>020-0000-332700</u>	State Gas Tax 2107	162,125	174,504	182,000	180,114
<u>020-0000-332800</u>	State Gas Tax 2107.5	5,000	5,000	5,000	5,000
<u>020-0000-332801</u>	Revenue Code Section 7360	216,498	96,844	48,981	48,981
	Category: 4003 - Intergovernmental Total:	462,930	342,482	304,091	302,205
Category: 4006 - Investment Income					
<u>020-0000-371000</u>	Interest Earnings	794	1,000	1,000	1,000
	Category: 4006 - Investment Income Total:	794	1,000	1,000	1,000
Category: 4008 - Other Revenue					
<u>020-0000-332500</u>	State Gas Tax 2105 Prop 111	126,678	125,808	129,704	129,704
	Category: 4008 - Other Revenue Total:	126,678	125,808	129,704	129,704
	Total Revenues	590,402	469,290	434,795	432,909
	Fund: 020 - GAS TAX Total:	590,402	469,290	434,795	432,909
Fund: 040 - TRAFFIC SAFETY					
Category: 4005 - Fines and Penalties					
<u>040-0000-360500</u>	Vehicle Code Fines	64,439	70,000	70,000	70,000
	Category: 4005 - Fines and Penalties Total:	64,439	70,000	70,000	70,000
Category: 4006 - Investment Income					
<u>040-0000-371000</u>	Interest Earnings	0	200	200	200
	Category: 4006 - Investment Income Total:	0	200	200	200
	Total Revenues	64,439	70,200	70,200	70,200
	Fund: 040 - TRAFFIC SAFETY Total:	64,439	70,200	70,200	70,200
Fund: 060 - PROPOSITION A					
Category: 4003 - Intergovernmental					
<u>060-0000-333200</u>	Prop A Trans Tax	362,831	360,000	387,165	380,499
<u>060-0000-334516</u>	Ab1012	92,039	86,630	87,235	87,235
	Category: 4003 - Intergovernmental Total:	454,870	446,630	474,400	467,734
Category: 4004 - Charges for Services					
<u>060-0000-353000</u>	Prop A Reimbursements	70,746	60,000	60,000	60,000
	Category: 4004 - Charges for Services Total:	70,746	60,000	60,000	60,000
Category: 4006 - Investment Income					
<u>060-0000-371000</u>	Interest Earnings	1,420	3,000	3,000	3,000
	Category: 4006 - Investment Income Total:	1,420	3,000	3,000	3,000
Category: 4008 - Other Revenue					
<u>060-0000-391000</u>	Miscellaneous revenue	6,800	0	0	0
	Category: 4008 - Other Revenue Total:	6,800	0	0	0
	Total Revenues	533,835	509,630	537,400	530,734
	Fund: 060 - PROPOSITION A Total:	533,835	509,630	537,400	530,734



City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 061 - PROPOSITION C				
Category: 4003 - Intergovernmental				
<u>061-0000-333400</u> Prop C Transit Tax	302,417	295,000	321,143	330,800
Category: 4003 - Intergovernmental Total:	302,417	295,000	321,143	330,800
Category: 4006 - Investment Income				
<u>061-0000-371000</u> Interest Earnings	534	500	500	500
Category: 4006 - Investment Income Total:	534	500	500	500
Total Revenues	302,951	295,500	321,643	331,300
Fund: 061 - PROPOSITION C Total:	302,951	295,500	321,643	331,300
Fund: 063 - MEASURE R FUND				
Category: 4003 - Intergovernmental				
<u>063-0000-333100</u> Measure R - Local	225,771	230,000	240,840	236,693
Category: 4003 - Intergovernmental Total:	225,771	230,000	240,840	236,693
Category: 4006 - Investment Income				
<u>063-0000-371000</u> Interest Earnings	(28)	0	0	0
Category: 4006 - Investment Income Total:	(28)	0	0	0
Total Revenues	225,742	230,000	240,840	236,693
Fund: 063 - MEASURE R FUND Total:	225,742	230,000	240,840	236,693
Fund: 070 - S COAST AIR QUALITY MGMT DIST				
Category: 4003 - Intergovernmental				
<u>070-0000-333000</u> Scaqmd	25,590	26,700	26,700	26,700
Category: 4003 - Intergovernmental Total:	25,590	26,700	26,700	26,700
Category: 4006 - Investment Income				
<u>070-0000-371000</u> Interest Earnings	0	300	300	300
Category: 4006 - Investment Income Total:	0	300	300	300
Total Revenues	25,590	27,000	27,000	27,000
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:	25,590	27,000	27,000	27,000
Fund: 110 - TRAFFIC IMPROVEMENT				
Category: 4004 - Charges for Services				
<u>110-0000-348000</u> Traffic Improvement Fees	179,353	350,000	1,604,996	1,739,952
Category: 4004 - Charges for Services Total:	179,353	350,000	1,604,996	1,739,952
Category: 4006 - Investment Income				
<u>110-0000-371000</u> Interest Earnings	1,814	4,000	4,000	4,000
Category: 4006 - Investment Income Total:	1,814	4,000	4,000	4,000
Category: 4008 - Other Revenue				
<u>110-0000-391000</u> Miscellaneous Revenue	15,279	0	0	0
Category: 4008 - Other Revenue Total:	15,279	0	0	0
Total Revenues	196,446	354,000	1,608,996	1,743,952
Fund: 110 - TRAFFIC IMPROVEMENT Total:	196,446	354,000	1,608,996	1,743,952



City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

		2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 111 - UTILITY UNDERGROUNDING					
Category: 4006 - Investment Income					
<u>111-0000-371000</u>	Interest Earnings	137	500	500	500
Category: 4006 - Investment Income Total:		137	500	500	500
Total Revenues		137	500	500	500
Fund: 111 - UTILITY UNDERGROUNDING Total:		137	500	500	500
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT					
Category: 4003 - Intergovernmental					
<u>240-0000-334500</u>	Miscellaneous Grants	106,230	100,000	100,000	100,000
Category: 4003 - Intergovernmental Total:		106,230	100,000	100,000	100,000
Category: 4006 - Investment Income					
<u>240-0000-371000</u>	Interest Earnings	47	700	700	700
Category: 4006 - Investment Income Total:		47	700	700	700
Total Revenues		106,277	100,700	100,700	100,700
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:		106,277	100,700	100,700	100,700
Fund: 250 - COMMUNITY DEV BLOCK GRANT					
Category: 4003 - Intergovernmental					
<u>250-0000-334000</u>	Cdbg	57,011	62,000	199,458	64,392
Category: 4003 - Intergovernmental Total:		57,011	62,000	199,458	64,392
Category: 4006 - Investment Income					
<u>250-0000-371000</u>	Interest earnings	0			
Category: 4006 - Investment Income Total:		0	0	0	0
Total Revenues		57,011	62,000	199,458	64,392
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:		57,011	62,000	199,458	64,392
Fund: 260 - MISCELLANEOUS GRANTS					
Category: 4003 - Intergovernmental					
<u>260-0000-334501</u>	Tda	30,186	13,155	13,772	13,772
<u>260-0000-334502</u>	Ca Beverage Container-recyclin	0	5,709	0	0
<u>260-0000-334506</u>	Used Oil Grant	6,000	5,900	5,900	5,900
<u>260-0000-334517</u>	Stpl	206,000	52,540	61,000	61,000
<u>260-0000-334519</u>	Peg Fees	47,688	60,000	60,000	60,000
<u>260-0000-334521</u>	Recycled Asphalt Grant	0	74,500	40,000	40,000
<u>260-0000-334527</u>	County Medea Creek Grant	49,934	141,000	0	0
<u>260-0000-334531</u>	Art In Public Places	14,500	0	0	0
<u>260-0000-334533</u>	Prop A Reimbursement	57,122	25,000	75,000	0
<u>260-0000-334534</u>	Prop 84	0	1,247,651	0	0
<u>260-0000-334536</u>	HBP and Toll Credits	0	0	148,000	160,000
Category: 4003 - Intergovernmental Total:		411,429	1,625,455	403,672	340,672
Category: 4008 - Other Revenue					
<u>260-0000-334518</u>	Federal Appropriation	7,134	0	0	0
<u>260-0000-334535</u>	Storm Drain Insert Grant - Prop A	0	125,000	0	0
Category: 4008 - Other Revenue Total:		7,134	125,000	0	0
Total Revenues		418,563	1,750,455	403,672	340,672
Fund: 260 - MISCELLANEOUS GRANTS Total:		418,563	1,750,455	403,672	340,672



City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 300 - FINANCING AUTHORITY DEBT SERVI				
Category: 4006 - Investment Income				
<u>300-0000-371000</u> Interest Earnings	50	0	0	0
Category: 4006 - Investment Income Total:	50	0	0	0
Total Revenues	50	0	0	0
Fund: 300 - FINANCING AUTHORITY DEBT SERVI Total:	50	0	0	0
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Category: 4006 - Investment Income				
<u>305-0000-371000</u> Interest earnings	715	0	0	0
Category: 4006 - Investment Income Total:	715	0	0	0
Total Revenues	715	0	0	0
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total:	715	0	0	0
Fund: 420 - INCLUSIONARY HOUSING IN LIEU				
Category: 4006 - Investment Income				
<u>420-0000-371000</u> Interest Earnings	7,627	8,000	8,000	8,000
Category: 4006 - Investment Income Total:	7,627	8,000	8,000	8,000
Total Revenues	7,627	8,000	8,000	8,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total:	7,627	8,000	8,000	8,000
Fund: 520 - SOLID WASTE MANAGEMENT				
Category: 4000 - Taxes and Assessments				
<u>520-0000-314500</u> AB 939 Fee	0	36,000	36,000	36,000
Category: 4000 - Taxes and Assessments Total:	0	36,000	36,000	36,000
Category: 4002 - License and Permits				
<u>520-0000-325000</u> Waste Hauling Permit Fee	3,500	3,250	9,750	13,000
Category: 4002 - License and Permits Total:	3,500	3,250	9,750	13,000
Category: 4006 - Investment Income				
<u>520-0000-371000</u> Interest Earnings	350	1,500	1,500	1,500
Category: 4006 - Investment Income Total:	350	1,500	1,500	1,500
Category: 4008 - Other Revenue				
<u>520-0000-391000</u> Miscellaneous revenue	1,643	0	0	0
<u>520-0000-394000</u> Waste Hauling Surcharge	68,236	68,000	68,000	68,000
Category: 4008 - Other Revenue Total:	69,880	68,000	68,000	68,000
Total Revenues	73,730	108,750	115,250	118,500
Fund: 520 - SOLID WASTE MANAGEMENT Total:	73,730	108,750	115,250	118,500



City of Agoura Hills

BUDGET

FY 2014-15 TO 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 620 - HOUSING SUCCESSION AGENCY				
Category: 4006 - Investment Income				
<u>620-0000-371000</u> Interest Earnings	591	0	0	0
Category: 4006 - Investment Income Total:	591	0	0	0
Category: 6000 - Other Improvements/Projects				
<u>620-0000-397000</u> Extraordinary Gains	3,400	0	0	0
Category: 6000 - Other Improvements/Projects Total:	3,400	0	0	0
Total Revenues	3,991	0	0	0
Fund: 620 - HOUSING SUCCESSOR AGENCY Total:	3,991	0	0	0



Mission Statement

Agoura Hills is a unique suburban community exemplified by a commitment to the preservation of its history, a high quality of life, a vibrant business community, and environmental sensitivity.

We are a city steeped in a rich historical past through which we have emerged as a vital, prosperous community committed to excellence, innovation, and sound fiscal policies. Our neighborhoods are safe, healthy, and as unique as the individuals who inhabit them.

We believe the City's greatest asset is our people and we welcome the involvement of all those who live and work in the City of Agoura Hills to partner with us in making this community one of excellence.

We are committed to preserving the unique character, historical and rural fabric, and environmental beauty that defines Agoura Hills to its residents. We will accomplish this through the values of Service, Integrity, Positive Solutions, and Cooperation.

Core Values

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

INTEGRITY – This includes:

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

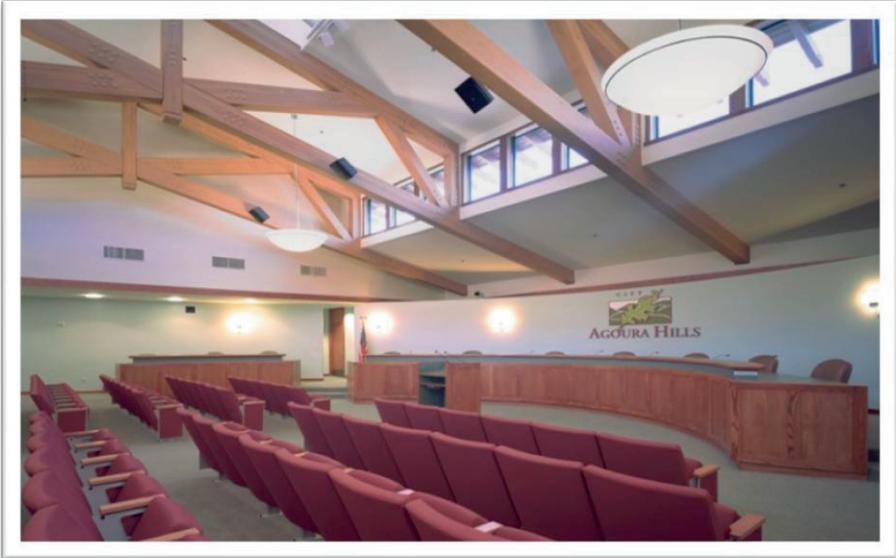
POSITIVE SOLUTIONS – Commitment to providing firm, fair, creative, timely and flexible solutions while encouraging partnerships and strong relationships with the community.

COOPERATION – This includes:

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

**City of Agoura Hills
CITY COUNCIL
Department 4110**

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





CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Fund: 010 - GENERAL					
Department: 4110 - CITY COUNCIL					
Category: 5100 - Personnel					
<u>010-4110-510400</u>	Special Pay	18,000	18,000	18,000	18,000
<u>010-4110-510401</u>	Car Allowance	12,000	12,000	12,000	12,000
<u>010-4110-510800</u>	Group Health Insurance	75,801	83,320	89,458	98,080
<u>010-4110-510900</u>	Group Dental Insurance	5,220	5,220	5,220	5,220
<u>010-4110-511200</u>	Medicare Taxes	295	440	440	440
Category: 5100 - Personnel Total:		111,316	118,980	125,118	133,740
Category: 5400 - Materials, Supplies, and Services					
<u>010-4110-541500</u>	Travel/conferences/meeting	6,965	15,000	15,000	15,000
<u>010-4110-542400</u>	Special Supplies	465	2,000	2,000	2,000
Category: 5400 - Materials, Supplies, and Services Total:		7,431	17,000	17,000	17,000
Department: 4110 - CITY COUNCIL Total:		118,747	135,980	142,118	150,740

**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

- ❖ Completed Renewal of Residential Franchise Agreement
- ❖ Concluded Facilities Reserve Study (City Hall/Library)
- ❖ Completed update and review of City Emergency Operations Plan

Additional Accomplishments

- ❖ Secured Los Angeles County Competitive Grant Funding (Storm Drain Inlet & Filtration System) - \$125,000

Objectives

- ❖ Implement City Council goal to maintain short and long term fiscal sustainability
- ❖ Continue to Promote Local Buy Back Program and business assistance programs
- ❖ Approve City's Emergency Operations Plan
- ❖ Research Energy Efficient Technology (Solar) – Recreation and Event Center
- ❖ Research Potential Installation of Electric Charging Stations at Civic Center
- ❖ Continue to Establish Facility Serve Fund
- ❖ Secure Additional Maintenance and Services Grant Funding available via Proposition A Funding
- ❖ Replace Aged City Shuttle Bus

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget
Number of SeeClickFix residential notifications (received)	403	350	300
Number of SeeClickFix residential notifications (resolved)	399	319	300
Number of Legislative Correspondence Prepared	1	2	2



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
<u>010-4120-510100</u>	Regular Salaries	498,536	594,214	634,707	720,696
<u>010-4120-510200</u>	Part-time Salaries	1,244	0	1,400	1,400
<u>010-4120-510401</u>	Car Allowance	12,000	12,000	12,000	12,000
<u>010-4120-510402</u>	Technology Allowance	3,060	3,060	3,060	3,060
<u>010-4120-510500</u>	Vacation/sick	57,580	58,043	58,139	58,139
<u>010-4120-510600</u>	Deferred Compensation	24,068	24,577	24,826	25,021
<u>010-4120-510700</u>	Retirement	88,837	99,222	112,678	137,711
<u>010-4120-510800</u>	Group Health Insurance	63,484	80,020	91,744	109,229
<u>010-4120-510900</u>	Group Dental Insurance	7,039	6,857	8,234	9,085
<u>010-4120-511000</u>	Group Life Insurance	2,199	2,946	3,370	3,862
<u>010-4120-511100</u>	Group Disability Insurance	6,357	6,812	7,294	8,317
<u>010-4120-511200</u>	Medicare Taxes	8,290	9,115	9,787	11,168
Category: 5100 - Personnel Total:		772,695	896,866	967,239	1,099,688
Category: 5400 - Materials, Supplies, and Services					
<u>010-4120-541500</u>	Travel/conferences/meeting	11,782	10,000	10,000	10,000
<u>010-4120-541600</u>	Membership And Dues	551	3,000	3,000	3,000
<u>010-4120-542000</u>	Office Supplies	139	500	500	500
<u>010-4120-542200</u>	Books And Subscriptions	317	500	500	500
<u>010-4120-542400</u>	Special Supplies	2,069	500	500	500
<u>010-4120-542500</u>	Small Equipment	-	500	500	500
<u>010-4120-543100</u>	Mileage	-	500	500	500
Category: 5400 - Materials, Supplies, and Services Total:		14,859	15,500	15,500	15,500
Category: 5500 - Contract Services					
<u>010-4120-551000</u>	Professional Services	18,390	30,000	13,000	13,000
Category: 5500 - Contract Services Total:		18,390	30,000	13,000	13,000
Department: 4120 - CITY MANAGER Total:		805,944	942,366	995,739	1,128,188

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

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

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

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

Prior Budget Accomplishments

- ❖ Administered the 2015 Citywide Annual Records Destruction.
- ❖ Administered the November 2015 Municipal Election, including FPPC responsibilities.
- ❖ Continue Administration of the Offsite Storage Electronic Document Imaging (Scanning) Project.

Additional Accomplishments

- ❖ Facilitated the Biennial Planning Commission Appointments (Five Vacancies) Process.
- ❖ Assisted with Facilitating an Electronic Data Management System (EDMS) Policy.

Objectives

- ❖ Continue Facilitation of the Strategic Plan for Citywide Scanning of Permanent Records.
- ❖ Update the City’s Records Retention/Destruction Schedule, in compliance with the EDMS Policy.
- ❖ Administer the 2016 Citywide Annual Records Destruction, pursuant to the EDMS Policy.
- ❖ Administer the 2016 Biennial Review and Update of the City’s Conflict of Interest Code.
- ❖ Facilitate Moving the City’s General Municipal Election Date to Even Years, Pursuant to SB 415.
- ❖ Facilitate the 2016 Ethics Training, Pursuant to AB 1234.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 In Progress
Number of Official Records Processed	356	359	350
Number of Public Records Requests	157	126	125



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4125 - CITY CLERK					
Category: 5100 - Personnel					
<u>010-4125-510100</u>	Regular Salaries	159,944	164,120	166,008	167,646
<u>010-4125-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4125-510402</u>	Technology Allowance	540	540	540	540
<u>010-4125-510500</u>	Vacation/sick	1,171	6,497	6,497	6,497
<u>010-4125-510600</u>	Deferred Compensation	4,746	4,784	4,819	4,849
<u>010-4125-510700</u>	Retirement	28,723	29,892	32,014	34,497
<u>010-4125-510800</u>	Group Health Insurance	10,795	12,277	13,535	14,846
<u>010-4125-510900</u>	Group Dental Insurance	1,067	1,080	1,080	1,080
<u>010-4125-511000</u>	Group Life Insurance	668	873	943	952
<u>010-4125-511100</u>	Group Disability Insurance	1,881	1,925	1,947	1,967
<u>010-4125-511200</u>	Medicare Taxes	2,406	2,567	2,597	2,630
Category: 5100 - Personnel Total:		214,342	226,955	232,381	237,904
Category: 5400 - Materials, Supplies, and Services					
<u>010-4125-541500</u>	Travel/conferences/meeting	1,328	1,500	1,500	1,500
<u>010-4125-541600</u>	Membership And Dues	420	600	600	600
<u>010-4125-542000</u>	Office Supplies	253	500	500	500
<u>010-4125-542200</u>	Books And Subscriptions	7,485	5,500	5,500	5,500
<u>010-4125-542400</u>	Special Supplies	834	700	700	700
<u>010-4125-542600</u>	Advertising	192			
<u>010-4125-544000</u>	Other Charges	13,364	22,000	14,000	14,000
Category: 5400 - Materials, Supplies, and Services Total:		23,876	30,800	22,800	22,800
Category: 5500 - Contract Services					
<u>010-4125-551000</u>	Professional Services	130			
<u>010-4125-552000</u>	Contract Services	25,039	100,000	42,000	100,000
Category: 5500 - Contract Services Total:		25,169	100,000	42,000	100,000
Department: 4125 - CITY CLERK Total:		263,387	357,755	297,181	360,704

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

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





CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4140 - CITY ATTORNEY					
Category: 5500 - Contract Services					
<u>010-4140-551000</u>	Professional Services	34,280	100,000	110,000	110,000
<u>010-4140-552000</u>	Contract Services	185,281	160,000	170,000	170,000
Category: 5500 - Contract Services Total:		219,561	260,000	280,000	280,000
Department: 4140 - CITY ATTORNEY Total:		219,561	260,000	280,000	280,000

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

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

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

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. The legislative abolishment of redevelopment agencies and implementation of ABx1 26 added to the demands of the department.

Prior Budget Accomplishments

- ❖ Published FY 2014-15 Comprehensive Annual Financial Report (CAFR) by required deadlines and received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. (June 2016)
- ❖ Prepared 2015-16 Operating and Capital Improvement Program Budget and received California Society of Municipal Finance Officers (CSMFO) Operating Budget Meritorious Award. (February 2016)
- ❖ Submitted California State Controller’s reports by applicable deadlines (October and December 2015).

Additional Accomplishments

- ❖ Prepared 2-year budget plan.
- ❖ Prepared all required ROPs by required deadlines.
- ❖ Successfully implemented new business tax program and new software by required deadline.

Objectives

- ❖ Publish FY 2015-16 CAFR, meeting requirements for GFOA Certificate of Achievement for Excellence in Financial Reporting.
- ❖ Prepare and implement the City’s 2016-17 Operating and Capital Improvement Program Budgets (CIP) Budgets; submit and receive GFOA Budget Award.
- ❖ Submit five FY 2015-16 California State Controller’s Reports by applicable reporting deadlines.

Performance Measures	Prior Year Actuals		Future Estimate
Indicator	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget
Receive GFOA CAFR Award	Yes	Yes	In Progress
Receive CSMFO Budget Award	Yes	Yes	In Progress
Submit California State Controller’s reports by established due dates	Yes	Yes	In Progress
Receive GFOA Budget Award	N/A	Yes	In Progress



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
<u>010-4150-510100</u>	Regular Salaries	151,665	185,476	217,061	258,218
<u>010-4150-510400</u>	Special Pay	3,600	3,600	3,600	3,600
<u>010-4150-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4150-510402</u>	Technology Allowance	540	540	540	540
<u>010-4150-510500</u>	Vacation/sick	11,007	12,384	12,384	12,384
<u>010-4150-510600</u>	Deferred Compensation	7,234	7,210	7,251	7,287
<u>010-4150-510700</u>	Retirement	28,895	33,752	41,912	53,302
<u>010-4150-510800</u>	Group Health Insurance	22,129	26,335	30,708	39,628
<u>010-4150-510900</u>	Group Dental Insurance	2,323	2,126	2,821	3,299
<u>010-4150-511000</u>	Group Life Insurance	825	986	1,234	1,471
<u>010-4150-511100</u>	Group Disability Insurance	1,961	2,174	2,549	3,039
<u>010-4150-511200</u>	Medicare Taxes	2,531	2,765	3,243	3,867
Category: 5100 - Personnel Total:		235,110	279,748	325,703	389,035
Category: 5400 - Materials, Supplies, and Services					
<u>010-4150-541500</u>	Travel/conferences/meeting	2,134	2,810	2,810	2,810
<u>010-4150-541600</u>	Membership And Dues	335	500	500	500
<u>010-4150-542000</u>	Office Supplies	587	750	750	750
<u>010-4150-542200</u>	Books And Subscriptions	3	500	500	500
<u>010-4150-542300</u>	Printing	2,198	4,500	4,500	4,500
<u>010-4150-542500</u>	Small Equipment	0	100	100	100
<u>010-4150-543100</u>	Mileage	302	300	300	300
<u>010-4150-544000</u>	Other Charges	21,261	26,000	16,000	16,000
Category: 5400 - Materials, Supplies, and Services Total:		26,819	35,460	25,460	25,460
Category: 5500 - Contract Services					
<u>010-4150-551000</u>	Professional Services	103,349	91,700	119,700	79,700
Category: 5500 - Contract Services Total:		103,349	91,700	119,700	79,700
Department: 4150 - FINANCE Total:		365,278	406,908	470,863	494,195

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

- ❖ Installation of waterless urinal systems in the City Hall and Library facilities
- ❖ Control of contractor operating cost by implementing longer term contractor agreements

Objectives

- ❖ Continue to research methods and technologies to reduce energy use
- ❖ Continue to purchase environmental friendly green products where feasible
- ❖ Complete Facility Reserve Study to assist with identification of future funding needs as it relates to city facilities and equipment
- ❖ Continue to perform preventative maintenance task at facility



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

	2014-2015	2015-2016	2016-2017	2017-2018
	Actual	Budget	Budget	Budget
Department: 4180 - PUBLIC FACILITIES				
Category: 5400 - Materials, Supplies, and Services				
<u>010-4180-542400</u>	Special Supplies	2,353	3,000	3,000
<u>010-4180-542500</u>	Small Equipment	0	500	500
<u>010-4180-542700</u>	Communications	28,273	20,000	20,000
<u>010-4180-542200</u>	Utilities	121,703	112,000	112,000
<u>010-4180-542801</u>	Water	11,520	12,000	12,000
<u>010-4180-543000</u>	Maintenance Bldg/Grnds	56,157	98,250	73,000
<u>010-4180-543400</u>	Maintenance of Equip	40,917	40,000	94,500
<u>010-4180-543401</u>	Audio Visual Mainenance	3,264	3,000	12,000
<u>010-4180-543402</u>	Vehicle Maintenance/Fuel	16,624	16,000	16,000
Category: 5500 - Contract Services Total:		280,811	304,750	343,000
Category: 5500 - Contract Services				
<u>010-4180-551000</u>	Professional Services	8,087	1,000	1,000
Category: 5500 - Contract Services Total:		8,087	1,000	1,000
Category: 5600 - Capital Outlay				
<u>010-4180-568200</u>	Other Improvements	31,140	20,000	20,000
<u>010-4180-568300</u>	Equipment	9,473	10,000	72,000
Category: 5500 - Contract Services Total:		40,613	30,000	92,000
Department: 4180 - PUBLIC FACILITIES Total:		329,511	335,750	436,000



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4190 - NON DEPARTMENTAL					
Category: 5100 - Personnel					
<u>010-4190-510700</u>	Retirement	(1,607)	0	0	0
<u>010-4190-510800</u>	Group Health Insurance	141,829	160,000	168,000	175,000
	Category: 5100 - Personnel Total:	140,222	160,000	168,000	175,000
Category: 5400 - Materials, Supplies, and Services					
<u>010-4190-541600</u>	Membership And Dues	88,692	90,735	90,735	90,735
<u>010-4190-541700</u>	Training	6,472	19,000	11,000	11,000
<u>010-4190-542000</u>	Office Supplies	6,675	7,000	7,000	7,000
<u>010-4190-542100</u>	Postage	8,609	10,000	10,000	10,000
<u>010-4190-542300</u>	Printing	2,891	3,000	3,000	3,000
<u>010-4190-542400</u>	Special Supplies	6,934	5,500	7,000	5,000
<u>010-4190-542600</u>	Advertising	5,110	5,000	5,000	5,000
<u>010-4190-542900</u>	Rents And Leases	10,945	11,000	11,000	11,000
<u>010-4190-543700</u>	Insurance And Surety Bonds	652,742	419,515	491,215	544,668
<u>010-4190-544000</u>	Other Charges	44,363	26,548	31,548	26,548
	Category: 5400 - Materials, Supplies, and Services Total:	833,431	597,298	667,498	713,951
Category: 5500 - Contract Services					
<u>010-4190-551000</u>	Professional Services	33,273	58,500	93,500	58,500
<u>010-4190-551008</u>	Agoura/Calabasas Communit	25,913	25,000	40,000	65,000
<u>010-4190-551009</u>	Community Participation	18,100	22,000	22,000	22,000
<u>010-4190-551010</u>	Media	7,856	14,100	14,100	14,100
<u>010-4190-552000</u>	Contract Services	31,339	25,000	25,000	25,000
	Category: 5500 - Contract Services Total:	116,481	144,600	194,600	184,600
Category: 5800 - Administrative Charges					
<u>010-4190-585000</u>	Bad Debt Expenses	6,843	1,100	1,100	1,100
	Category: 5800 - Administrative Charges Total:	6,843	1,100	1,100	1,100
	Department: 4190 - NON DEPARTMENTAL Total:	1,096,977	902,998	1,031,198	1,074,651



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4195 - AUTOMATED OFFICE SYSTEMS					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4195-541500</u>	Travel/conferences/meeting	702	0	0	0
<u>010-4195-542000</u>	Office Supplies	4,006	8,000	8,000	8,000
<u>010-4195-542400</u>	Special Supplies	0	300	300	300
<u>010-4195-542900</u>	Rents And Leases	1,996	0	0	0
<u>010-4195-543400</u>	Maintenance Of Equipment	-	500	500	500
Category: 5400 - Materials, Supplies, and Services Total:		6,704	8,800	8,800	8,800
Category: 5500 - Contract Services					
<u>010-4195-551000</u>	Professional Services	14,208	21,000	17,500	17,500
<u>010-4195-552000</u>	Contract Services	191,777	158,284	170,419	171,419
Category: 5500 - Contract Services Total:		205,985	179,284	187,919	188,919
Category: 5600 - Capital Outlay					
<u>010-4195-568200</u>	Other Improvements	375	1,000	1,000	1,000
<u>010-4195-568300</u>	Equipment	85,196	75,200	48,200	51,200
Category: 5600 - Capital Outlay Total:		85,571	76,200	49,200	52,200
Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:		298,260	264,284	245,919	249,919

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

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





CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4210 - LOS ANGELES COUNTY SHERIFF					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4210-543400</u>	Maintenance Of Equipment	1,142	3,000	3,000	3,000
<u>010-4210-543700</u>	Insurance And Surety Bonds	163,579	205,000	367,576	380,441
Category: 5400 - Materials, Supplies, and Services Total:		164,721	208,000	370,576	383,441
Category: 5500 - Contract Services					
<u>010-4210-552050</u>	General Law	2,632,185	2,706,366	2,822,886	2,921,687
<u>010-4210-552051</u>	Traffic Enforcement	115,258	128,384	136,623	141,405
<u>010-4210-552052</u>	Special Events	21,077	20,000	20,000	20,000
<u>010-4210-552055</u>	Star Program	47,261	45,000	46,350	47,975
<u>010-4210-552056</u>	Community Service Officer	28,272	28,979	30,983	33,191
<u>010-4210-552057</u>	Other Sheriff Services	2,450	3,600	3,600	3,600
<u>010-4210-552058</u>	Cops Program	28,099	27,900	27,900	27,900
<u>010-4210-552059</u>	Special Enforcement Deputy	699,854	705,700	715,277	740,312
<u>010-4210-552060</u>	Sttop	31,566	32,700	34,322	35,233
<u>010-4210-552061</u>	Fingerprint Tech	27,750	25,681	26,225	27,143
Category: 5500 - Contract Services Total:		3,633,771	3,724,310	3,864,166	3,998,446
Category: 5600 - Capital Outlay					
<u>010-4210-568300</u>	Equipment	0	3,000	3,000	3,000
Category: 5600 - Capital Outlay Total:		0	3,000	3,000	3,000
Department: 4210 - LOS ANGELES COUNTY SHERIFF Total:		3,798,492	3,935,310	4,237,742	4,384,887

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

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

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

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

Prior Budget Accomplishments

- ❖ Successful completion of 2015 Fall and 2016 Spring Community Emergency Response Team (CERT) training classes.
- ❖ Conducted Four-City (Agoura Hills, Calabasas, Malibu, Westlake Village) CERT Refresher Training for City CERT Volunteers – Summer 2015. 6 City volunteers participated
- ❖ Conducted Advance CERT level training in October 2015. 4 volunteer successfully completed course
- ❖ CERT DRT members logged 1,620 volunteer hours in 2014 and 1,343 in 2015.
- ❖ Completed recertification of CERT DRT members CPR/AED training
- ❖ Completed Review and Update of the 2009 City Emergency Operations Plan
- ❖ Completed Geo-Mapping feature capability with City Connect CTY Systems (9 Sectors developed)

Additional Accomplishments

- ❖ Area B Cities received FY 2015-16 EMPG Grant Funding

Objectives

- ❖ Approve 2016 City Emergency Operations Plan
- ❖ Increase City CERT DRT membership annually (minimum 5%)
- ❖ Continue to develop new maps area using the Geo-Mapping feature capability within the City Connect CTY system

Performance Measures Indicator	Actuals		Future Estimate
	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget
Revised City EOP	In Progress	Completed	N/A
Recertify City CERT DRT members basic first aid/AED training	30	34	N/A
Increase CERT DRT membership – (Active CERT Members)	55	34	40
Connect CTY – Geo-Mapping Features (Create New Maps Areas)	Completed	9	4



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

Department: 4215 - EMERGENCY SERVICES

Category: 5400 - Materials, Supplies, and Services

<u>010-4215-541500</u>	Travel/conferences/meeting	1,625	1,200	1,200	1,200
<u>010-4215-541700</u>	Training	492	6,600	2,500	4,500
<u>010-4215-542300</u>	Printing	849	1,200	1,200	1,500
<u>010-4215-542400</u>	Special Supplies	4,770	4,435	5,700	4,500
<u>010-4215-542700</u>	Communications	5,264	5,900	5,500	4,900
Category: 5400 - Materials, Supplies, and Services Total:		12,999	19,335	16,100	16,600

Category: 5500 - Contract Services

<u>010-4215-552000</u>	Contract Services	0	0	1,000	1,000
Category: 5500 - Contract Services Total:		0	0	1,000	1,000

Category: 5600 - Capital Outlay

<u>010-4215-568300</u>	Equipment	248	4,900	4,900	3,500
Category: 5600 - Capital Outlay Total:		248	4,900	4,900	3,500
Department: 4215 - EMERGENCY SERVICES Total:		13,247	24,235	22,000	21,100



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Department: 4220 - SCHOOL CROSSING GUARDS				
Category: 5500 - Contract Services				
<u>010-4220-551000</u> Professional Services	4,000	0	0	0
Category: 5500 - Contract Services Total:	4,000	0	0	0
Department: 4220 - SCHOOL CROSSING GUARDS Total:	4,000	0	0	0

**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

- ❖ Renewal of Animal Licenses
- ❖ Addressed Reports of Dogs off Leash at local parks (increased patrols)

Objectives

- ❖ Continue to educate pet owners on animal care and local codes
- ❖ Continue to promote proper licensing of pets
- ❖ Continue to promote pet leash laws
- ❖ Work with Animal Control to resolve all animal related complaint issues

Performance Measures Indicator	Prior Year Actuals		Future Estimate
	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget
Kennel Services (Dog & Cat)	857	449 (ytd)	900
Kennel Services (Other Animals)	170	80 (ytd)	90
Animal Licenses Collected	1948	997 (ytd)	1000
Animal Complaints (SeeClick Fix Reported)	14	4 (ytd)	5
Animal Complaints (SeeClick Fix Resolved)	13	6 (ytd)	5
Animal Penalties Collected	100	102(ytd)	110



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4240 - ANIMAL CONTROL					
Category: 5500 - Contract Services					
<u>010-4240-551000</u>	Professional Services	0	4,000	4,000	4,000
<u>010-4240-552000</u>	Contract Services	31,449	45,000	45,000	45,000
Category: 5500 - Contract Services Total:		31,449	49,000	49,000	49,000
Department: 4240 - ANIMAL CONTROL Total:		31,449	49,000	49,000	49,000

PLANNING DEPARTMENT

DEPARTMENT 4305

MISSION STATEMENT

Mission – The department’s mission is to uphold the vision of the community to create an even better Agoura Hills. As guided by the City General Plan, we strive to ensure the orderly development of our city, guide and facilitate high quality projects, preserve our environment, promote the vitality of the business community, and preserve the unique character of our city and the quality of our neighborhoods.

Services – The department implements the City’s General Plan through policies and direction adopted by the City Council. The department reviews and processes various land use and development permits per the zoning ordinance and development standards; provides professional staffing to the City Council and Planning Commission on all planning matters; and assists residents and businesses with zoning and planning questions. Our department also prepares long range planning studies, monitors and participates in regional planning activities and planning studies, and conducts environmental analysis and prepares environmental documents pursuant to state law. The department is also responsible for code compliance of municipal codes related to zoning violations. Our staff processes business license applications and enforces City laws pertaining to business licensing. This department is responsible for applying for and managing various grants, including the Community Development Block Grant program. We continue to develop and maintain knowledgeable staff and are committed to delivering excellent customer service.

Service Level Trends – Development interest increased in 2015, reflective of the improved economy. Compared to 2014, this department experienced an increase in interest and development applications in 2015 for new commercial projects, wireless telecommunication facilities, and new residential development. There is renewed interest in development in the Agoura Village Specific Plan area, and in and near the Planned Office and Manufacturing zoning district along Agoura Road. The Planning Department also assisted in the scoping of various environmental documents for capital improvement projects including the Medea Creek Restoration Project and the Kanan Road/Agoura Road Intersection Design and Specific Plan Amendment. The level of customer service will continue to improve with the recent addition of technological improvements and ongoing refinements to internal customer service protocol.

Budget Accomplishments – During 2015, 16 applications for residential development and 13 applications for commercial development, including renovations, pre-application reviews and use permits, were received. The Planning Commission took action on 22 projects and/or use permits (35 separate applications). The department received and approved 117 administrative permit applications, including sign permits, film permits, temporary use permits, site plan/architectural reviews, special use permits, day care permits and oak tree permits.

Additional Accomplishments

- Williams Homes Phase II completed.
- Construction Permits issued for Raven Ridge’s apartments in Old Agoura.
- Construction Permits issued for Poe Development’s light industrial complex on Canwood Street.

- Processed and filed Agoura Equestrian Estates application to annex the project site and surrounding areas, and completed the pre-zoning of the project site.
- L.A. Fitness development entitlements completed.
- State Model Water Efficient Landscape Ordinance completed.

Objectives

- Review projects for compliance with applicable codes.
- Provide City Council and Planning Commission with high quality professional staff reports consisting of sound planning analysis and recommendations.
- Complete advance planning projects, including implementation of the Liberty Canyon Annexation Study Area
- Complete application review of development projects for entitlement reviews by the Planning Commission.
- Complete Zoning Ordinance Amendments as directed by the City Council.
- Administer a fair and unbiased code compliance program.
- Complete environmental documentation and coordinate environmental implementation measures.

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Planning Commission Action	21 projects (26 applications)	In Progress	20 projects
Code Enforcement Cases	100 cases	In Progress	120 cases
Counter Contacts	3,634	In Progress	3,600
Business Licenses Issued	1,940	In Progress	2,000



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
<u>010-4305-510100</u>	Regular Salaries	582,444	514,762	524,929	532,140
<u>010-4305-510400</u>	Special Pay	8,200	12,600	12,600	12,600
<u>010-4305-510401</u>	Car Allowance	4,300	2,400	2,400	2,400
<u>010-4305-510402</u>	Technology Allowance	540	540	540	540
<u>010-4305-510500</u>	Vacation/sick	51,123	12,921	12,921	12,921
<u>010-4305-510600</u>	Deferred Compensation	12,676	10,010	11,655	11,690
<u>010-4305-510700</u>	Retirement	104,932	95,124	102,694	111,057
<u>010-4305-510800</u>	Group Health Insurance	81,567	85,290	83,901	91,915
<u>010-4305-510900</u>	Group Dental Insurance	9,630	8,946	8,869	8,869
<u>010-4305-511000</u>	Group Life Insurance	3,010	2,780	3,024	3,065
<u>010-4305-511100</u>	Group Disability Insurance	7,010	6,126	6,247	6,332
<u>010-4305-511200</u>	Medicare Taxes	9,407	7,775	7,937	8,042
Category: 5100 - Personnel Total:		874,839	759,274	777,717	801,571
Category: 5400 - Materials, Supplies, and Services					
<u>010-4305-541500</u>	Travel/conferences/meeting	2,149	6,000	6,000	6,000
<u>010-4305-541600</u>	Membership And Dues	1,063	1,500	1,500	1,500
<u>010-4305-542000</u>	Office Supplies	1,266	1,100	1,100	1,100
<u>010-4305-542200</u>	Books And Subscriptions	286	500	500	500
<u>010-4305-542300</u>	Printing	794	1,000	1,000	1,000
<u>010-4305-542400</u>	Special Supplies	123	400	400	400
<u>010-4305-542500</u>	Small Equipment	0	100	100	100
<u>010-4305-542600</u>	Advertising	17,309	15,000	4,000	4,000
<u>010-4305-544000</u>	Other Charges	5,740	1,000	1,000	1,000
Category: 5400 - Materials, Supplies, and Services Total:		28,730	26,600	15,600	15,600
Category: 5500 - Contract Services					
<u>010-4305-551000</u>	Professional Services	17,887	30,000	25,000	25,000
<u>010-4305-552000</u>	Contract Services	91,195	189,000	234,000	157,000
Category: 5500 - Contract Services Total:		109,082	219,000	259,000	182,000
Department: 4305 - COMMUNITY DEVELOPMENT Total:		1,012,651	1,004,874	1,052,317	999,171

City of Agoura Hills
BUILDING AND SAFETY DEPARTMENT
Department 4390

Mission – To provide the highest level of customer service and professionalism and to ensure high quality of life, health and safety for those who live, work, and visit our community. Our proactive enforcement of the Building Codes which regulate the design, use, construction, safety, technical, and maintenance of all buildings and structures, helps us to achieve our high quality of life.

Services - Oversees all construction activities throughout the community. We provide plan review, permitting and inspection services to ensure all structures built in our community, meet the minimum code requirements and are safe for occupancy.

California Building Standard Commission updates and adopts the Building Codes every 3 years and allows the local jurisdiction to amend these codes based on local geologic, climatic and topographic conditions. The construction codes that the department enforces today are the 2013 California codes with few local amendments to meet the unique local conditions.

Service Level Trends – As the level of development activity remained strong through the last ½ century, it slowed dramatically during the last decade due to economy. However in recent years the construction activities have picked up. Even though the department has not experienced many “new” construction submittals but there has been an increase in residential remodels, additions, solar permits as well as commercial tenant improvements.

Prior Budget Accomplishments

- ❖ During 2014 the following number of permits were issued:
 - 1 Multi-Family Dwelling (18 units)
 - 15 new single family dwelling permits
 - 82 commercial alteration/remodel
 - 21 residential addition and 138 residential alteration/remodel permits
 - 114 solar permits, 126 Mechanical, 100 Electrical, 89 Plumbing and 27 Pool permits
 - 18 Sign permits

During 2014, a total of 369 plans were reviewed, 272 were reviewed by our consultants and 97 were reviewed in-house.

Additional Accomplishments

- ❖ Reviewed and approved City's new Recreation facility
- ❖ Successfully reviewed and adopted the new 2013 California Building Code with the local amendments
- ❖ Provided multiple trainings on the new 2013 adopted codes
- ❖ Conducted multiple outreach programs for local school and the community

Objectives

- ❖ Continue to stay abreast and knowledgeable of all new 2013 Codes
- ❖ Utilizing the new permitting software program to improve the efficiency and communication between all city departments



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4390 - BUILDING & SAFETY					
Category: 5100 - Personnel					
<u>010-4390-510100</u>	Regular Salaries	260,858	279,895	283,007	285,810
<u>010-4390-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4390-510402</u>	Technology Allowance	1,020	1,020	1,020	1,020
<u>010-4390-510500</u>	Vacation/sick	16,128	9,200	9,200	9,200
<u>010-4390-510600</u>	Deferred Compensation	6,951	7,067	7,105	7,140
<u>010-4390-510700</u>	Retirement	47,046	51,218	54,830	59,078
<u>010-4390-510800</u>	Group Health Insurance	43,326	50,968	53,560	58,780
<u>010-4390-510900</u>	Group Dental Insurance	2,176	2,180	2,180	2,180
<u>010-4390-511000</u>	Group Life Insurance	1,416	1,497	1,614	1,631
<u>010-4390-511100</u>	Group Disability Insurance	3,256	3,298	3,335	3,369
<u>010-4390-511200</u>	Medicare Taxes	4,136	4,255	4,302	4,342
Category: 5100 - Personnel Total:		388,714	412,998	422,553	434,950
Category: 5400 - Materials, Supplies, and Services					
<u>010-4390-541500</u>	Travel/conferences/meeting	2,720	2,360	3,250	3,250
<u>010-4390-541600</u>	Membership And Dues	310	950	960	960
<u>010-4390-542000</u>	Office Supplies	1,029	200	200	200
<u>010-4390-542200</u>	Books And Subscriptions	0	300	3,400	300
<u>010-4390-542300</u>	Printing	382	200	400	400
<u>010-4390-542500</u>	Small Equipment	220	200	100	100
Category: 5400 - Materials, Supplies, and Services Total:		4,661	4,210	8,310	5,210
Category: 5500 - Contract Services					
<u>010-4390-552000</u>	Contract Services	139,123	84,100	210,000	194,100
Category: 5500 - Contract Services Total:		139,123	84,100	210,000	194,100
Department: 4390 - BUILDING & SAFETY Total:		532,498	501,308	640,863	634,260

City of Agoura Hills

COMMUNITY SERVICES

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

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

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

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

Major Accomplishments

- ❖ Completed the Los Angeles County Comprehensive Park Needs Assessment which included community outreach, workshops, and a park amenity inventory
- ❖ Cultural Arts Council hosted first annual Screenplay Writers Film Festival that drew successful screenplay writers and more than 500 people throughout the weekend event
- ❖ Community Services Coalition created, completed, and distributed a "Quality of Life" survey that resulted in over 350 responses from community members
- ❖ Created and implemented designs for renovation of main arena at the Old Agoura Equestrian Arena
- ❖ Completed seven key landscape improvement projects through Community Service Days

Additional Accomplishments

- ❖ Hosted a Community Service Days event with more than 350 people in attendance
- ❖ Successfully implemented the Dial-A-Ride program with a new transportation provider
- ❖ Continued to offer transportation service to over 28,000 riders, through the Dial-A-Ride, Summer Beach Bus, Summer Shuttle, and Junior Lifeguard programs

Goals

- ❖ Work with the Westlake Village Century Ride to offer a bicycle event for the community
- ❖ Continue to increase the amount of social services being offered to teens and seniors
- ❖ Develop and complete the Reyes Adobe Landscape Maintenance Project
- ❖ Work with the Department of Community Services to complete the Arterial Streetscape Master Plan
- ❖ Work with local agencies to implement a lecture series offering teen-related topics

- ❖ Enhance the process of Facility Reservations which includes the Recreation Center, picnic shelters, ballfields, and park amenities which results in customer satisfaction and increased revenue

Performance Measures	Prior Year Actuals		Future Estimate
Indicator	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget
Receive increased amount of Rental Income for facility reservations	Yes	Yes	In Progress
Recognize lecture series attendees	Yes	Yes	In Progress
Receive feedback from Equestrian Arena users	Yes	Yes	In Progress



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4420 - RECREATION					
Category: 5100 - Personnel					
<u>010-4420-510200</u>	Part-time Salaries	98,070	111,500	1,000	1,000
<u>010-4420-5102A0</u>	Part - Time Salaries	102	0	46,900	49,500
<u>010-4420-5102B0</u>	Part - Time Salaries	142	0	8,000	8,500
<u>010-4420-5102C0</u>	Part - Time Salaries	757	0	11,500	15,500
<u>010-4420-5102D0</u>	Part - Time Salaries	192	0	9,200	10,000
<u>010-4420-5102E0</u>	Part - Time Salaries	161	0	6,400	6,400
<u>010-4420-5102F0</u>	Part - Time Salaries	30	0	2,900	2,900
<u>010-4420-5102G0</u>	Part-time Salaries - Teens	183	0	30,440	32,000
<u>010-4420-5102H0</u>	Part - Time Salaries	0	0	5,700	5,700
<u>010-4420-5102I0</u>	Part - Time Salaries	0	0	9,250	12,000
<u>010-4420-510700</u>	Retirement	1,103	0	3,500	3,500
<u>010-4420-511200</u>	Medicare Taxes	1,476	1,250	1,250	1,250
	Category: 5100 - Personnel Total:	102,215	112,750	136,040	148,250
Category: 5400 - Materials, Supplies, and Services					
<u>010-4420-5421D0</u>	Postage - Seniors	900	900	900	900
<u>010-4420-5421E0</u>	Postage - Special Events	4,000	4,000	4,000	4,000
<u>010-4420-542300</u>	Printing	(75)	0	0	0
<u>010-4420-5423A0</u>	Printing - Classes	12,014	13,800	4,500	4,500
<u>010-4420-5423B0</u>	Printing -excursions	500	500	500	500
<u>010-4420-5423C0</u>	Printing - Camps	1,541	1,500	300	300
<u>010-4420-5423D0</u>	Printing - Seniors	4,394	7,200	6,800	6,800
<u>010-4420-5423E0</u>	Printing - Special Events	40,079	40,000	50,300	42,000
<u>010-4420-5423F0</u>	Printing - Sports	600	600	0	0
<u>010-4420-5423G0</u>	Printing - Teens	2,141	4,400	3,500	3,500
<u>010-4420-5423H0</u>	Printing - Comm Services	11,411	13,900	26,900	16,900
<u>010-4420-5423I0</u>	Cultural Arts	3,405	3,300	3,500	3,500
<u>010-4420-542400</u>	Special Supplies	1,159	0	0	0
<u>010-4420-5424A0</u>	Special Supplies - Classes	892	800	1,200	1,200
<u>010-4420-5424B0</u>	Special Supplies - Excursions	417	250	900	900
<u>010-4420-5424C0</u>	Special Supplies - Camps	5,294	5,000	5,000	6,800
<u>010-4420-5424D0</u>	Special Supplies - Seniors	6,069	5,500	6,000	6,900
<u>010-4420-5424E0</u>	Special Supplies - Spec Event	21,309	13,500	16,300	16,300
<u>010-4420-5424F0</u>	Special Supplies - Sports	1,324	1,300	1,300	1,300
<u>010-4420-5424G0</u>	Special Supplies - Teens	1,686	4,000	7,850	7,850
<u>010-4420-5424H0</u>	Special Supplies - Comm Sen	5,001	4,200	5,700	5,700
<u>010-4420-5424I0</u>	Special Supplies - Cultural Ar	4,526	6,300	6,300	6,300
<u>010-4420-5426C0</u>	Advertising - Camps	75	500	500	700
<u>010-4420-5426D0</u>	Advertising-Seniors	0	400	400	400
<u>010-4420-5426G0</u>	Advertising-Teens	125	250	550	550
<u>010-4420-542900</u>	Rents And Leases	43	0	0	0
<u>010-4420-5429A0</u>	Rents and Leases - Classes	3,374	5,000	14,000	14,000



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
<u>010-4420-5429E0</u>	Rents And Leases - Spec Ever	104	0	0	0
<u>010-4420-5429F0</u>	Rents And Leases - Sports	7,482	8,000	8,000	8,000
<u>010-4420-5429G0</u>	Rents And Leases - Teens	0	900	320	320
<u>010-4420-5429H0</u>	Rents And Leases - Comm Se	1,640	2,200	2,200	2,200
<u>010-4420-5429I0</u>	Rents and Leases - Cultural A	5,380	9,800	5,100	5,100
<u>010-4420-5440B0</u>	Other Charges - Excursions	13,909	13,500	14,200	15,000
<u>010-4420-5440D0</u>	Other Charges - Seniors	17,940	22,000	22,000	24,000
<u>010-4420-5440F0</u>	Other Charges - Sports	1,289	1,400	1,400	1,400
<u>010-4420-5440G0</u>	Other Charges - Teens	6,980	8,250	5,800	5,800
Category: 5400 - Materials, Supplies, and Services Total:		186,927	203,150	226,220	213,620
Category: 5500 - Contract Services					
<u>010-4420-5510E0</u>	Professional Svcs - Spec Ever	58,903	62,000	69,000	72,000
<u>010-4420-5510H0</u>	Professional Services-comm	13,713	11,000	12,000	12,000
<u>010-4420-5510I0</u>	Professional Services - Cultur	17,556	34,800	63,000	63,000
<u>010-4420-5520A0</u>	Contract Services - Classes	122,253	96,400	131,400	131,400
<u>010-4420-5520C0</u>	Contract Services - Camps	0	1,500	1,500	1,500
<u>010-4420-5520D1</u>	Contract Services - Seniors	3,618	8,500	13,500	13,500
<u>010-4420-5520E0</u>	Contract Services-spec Event	37,311	45,500	47,000	47,000
<u>010-4420-5520G0</u>	Contract Services -Teens	0	25,200	2,200	2,200
Category: 5500 - Contract Services Total:		253,354	284,900	339,600	342,600
Department: 4420 - RECREATION Total:		542,496	600,800	701,860	704,470



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4425 - REYES ADOBE					
Category: 5100 - Personnel					
<u>010-4425-510200</u>	Part-time salaries	2,014	7,200	7,200	7,200
<u>010-4425-511200</u>	Medicare taxes	29	140	140	140
Category: 5100 - Personnel Total:		2,043	7,340	7,340	7,340
Category: 5400 - Materials, Supplies, and Services					
<u>010-4425-542000</u>	Office Supplies	173	500	500	500
<u>010-4425-542300</u>	Printing	400	1,000	1,000	1,000
<u>010-4425-542400</u>	Special Supplies	1,153	2,200	2,200	2,200
<u>010-4425-542700</u>	Communications	1,240	1,500	1,500	1,500
<u>010-4425-543000</u>	Maintenance Buildings/group	19,813	20,000	20,000	20,000
Category: 5400 - Materials, Supplies, and Services Total:		22,779	25,200	25,200	25,200
Category: 5500 - Contract Services					
<u>010-4425-552000</u>	Contract Services	63	5,000	5,000	5,000
Category: 5500 - Contract Services Total:		63	5,000	5,000	5,000
Department: 4425 - REYES ADOBE Total:		24,885	37,540	37,540	37,540



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4426 - RECREATION CENTER					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4426-542400</u>	Special supplies	21,808	30,000	15,000	15,000
<u>010-4426-542700</u>	Communications	845	10,000	10,000	10,000
<u>010-4426-542800</u>	Utilities	15,046	80,000	70,000	70,000
<u>010-4426-542801</u>	Water	3,443	20,000	16,000	16,000
<u>010-4426-543000</u>	Maintenance buildings/group	22,822	132,000	133,000	137,000
<u>010-4426-543400</u>	Maintenance of equipment	-			
Category: 5400 - Materials, Supplies, and Services Total:		63,962	272,000	244,000	248,000
Category: 5500 - Contract Services					
<u>010-4426-552000</u>	Contract services	16,814	31,000	31,000	31,000
Category: 5500 - Contract Services Total:		16,814	31,000	31,000	31,000
Category: 5600 - Capital Outlay					
<u>010-4426-568200</u>	Other improvements	3,479	96,500	75,000	40,000
<u>010-4426-568300</u>	Equipment	45,074	5,000	10,000	10,000
Category: 5600 - Capital Outlay Total:		48,553	101,500	85,000	50,000
Department: 4426 - RECREATION CENTER Total:		129,329	404,500	360,000	329,000



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4440 - COMMUNITY SERVICES					
Category: 5100 - Personnel					
<u>010-4440-510100</u>	Regular Salaries	518,899	589,367	629,643	640,483
<u>010-4440-510200</u>	Part-time Salaries	58,931	86,600	113,500	120,000
<u>010-4440-510300</u>	Overtime	160	0	0	0
<u>010-4440-510401</u>	Car Allowance	2,400	2,400	4,800	4,800
<u>010-4440-510402</u>	Technology Allowance	2,143	3,120	5,220	5,220
<u>010-4440-510500</u>	Vacation/sick	12,467	18,126	18,126	18,126
<u>010-4440-510600</u>	Deferred Compensation	7,893	16,539	16,570	16,598
<u>010-4440-510700</u>	Retirement	93,415	104,396	114,152	123,532
<u>010-4440-510800</u>	Group Health Insurance	78,244	96,758	102,879	112,810
<u>010-4440-510900</u>	Group Dental Insurance	8,991	9,789	9,358	9,358
<u>010-4440-511000</u>	Group Life Insurance	2,655	2,794	3,103	3,161
<u>010-4440-511100</u>	Group Disability Insurance	6,103	6,156	6,411	6,530
<u>010-4440-511200</u>	Medicare Taxes	8,565	9,473	9,767	9,927
Category: 5100 - Personnel Total:		800,865	945,518	1,033,529	1,070,545
Category: 5400 - Materials, Supplies, and Services					
<u>010-4440-541500</u>	Travel/conferences/meeting	760	800	800	3,500
<u>010-4440-541600</u>	Membership And Dues	670	1,000	1,200	1,200
<u>010-4440-542000</u>	Office Supplies	11,744	6,000	6,000	7,000
<u>010-4440-542100</u>	Postage	9,521	14,000	14,000	14,000
<u>010-4440-542300</u>	Printing	14,177	19,200	51,500	51,500
<u>010-4440-542400</u>	Special Supplies	5,210	5,000	5,000	5,500
<u>010-4440-542700</u>	Communications	231	0	0	0
<u>010-4440-542800</u>	Utilities	12,769	0	0	0
<u>010-4440-542801</u>	Water	6,562	0	0	0
<u>010-4440-542900</u>	Rents And Leases	15,532	7,500	9,500	9,500
<u>010-4440-543000</u>	Maintenance Buildings/grou	8,793	0	0	0
<u>010-4440-543100</u>	Mileage	11	400	400	400
<u>010-4440-543400</u>	Maintenance Of Equipment	814	0	0	0
<u>010-4440-544000</u>	Other Charges	20,759	16,000	18,800	18,800
Category: 5400 - Materials, Supplies, and Services Total:		107,554	69,900	107,200	111,400
Category: 5500 - Contract Services					
<u>010-4440-552000</u>	Contract Services	106	0	0	0
Category: 5500 - Contract Services Total:		106	0	0	0
Department: 4440 - COMMUNITY SERVICES Total:		908,524	1,015,418	1,140,729	1,181,945



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4450 - PARKS MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4450-542400</u>	Special Supplies	14,530	16,000	43,000	23,000
<u>010-4450-5424H0</u>	Special Supplies - Comm Sen	0	8,500	55,000	18,500
<u>010-4450-542800</u>	Utilities	5,901	11,200	11,200	11,200
<u>010-4450-542801</u>	Water	115,875	120,000	140,000	140,000
<u>010-4450-542900</u>	Rents And Leases	3,025	10,500	10,500	10,500
<u>010-4450-543000</u>	Maintenance Buildings/grou	55,077	48,600	50,000	50,000
Category: 5400 - Materials, Supplies, and Services Total:		194,408	214,800	309,700	253,200
Category: 5500 - Contract Services					
<u>010-4450-552000</u>	Contract Services	193,548	211,500	295,000	260,000
<u>010-4450-552095</u>	Tree Maintenance In Parks	8,699	15,200	17,000	17,000
Category: 5500 - Contract Services Total:		202,247	226,700	312,000	277,000
Category: 5600 - Capital Outlay					
<u>010-4450-568200</u>	Other Improvements	0	0	20,000	0
Category: 5600 - Capital Outlay Total:		0	0	20,000	0
Department: 4450 - PARKS MAINTENANCE Total:		396,655	441,500	641,700	530,200

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 construction of Medea Creek Restoration Project
- ❖ Completed Ladyface Court Improvements Project
- ❖ Completed 80% of Agoura Road Widening, Phase 2 (westerly city limit to Cornell) construction
- ❖ Initiated Citywide Streetscape Plan
- ❖ Completed fourth year of catch basin insert program
- ❖ Conducted Water Conservation Summit and Conservation Expo

Additional Accomplishments

- ❖ Lead agency for Malibu Creek Watershed Coordinated Integrated Monitoring Program (CIMP)
- ❖ Successful relocation of multiple mature oak trees along the Agoura Road Widening Project
- ❖ Completed 2016 Speed Survey
- ❖ Replaced all street signs identified in the Sign Retro-reflectivity Inventory Study as a high priority
- ❖ Executed new contracts for street sweeping, tree maintenance, catch basin cleaning, and on-call emergency services
- ❖ Issued 264 total permits which include encroachment, oversize/wide load, newsrack, etc.
- ❖ Swept over 130 curb miles twice per month
- ❖ Approximately 1,100 trees trimmed per year.

Goals and Objectives

- ❖ Complete design for Palo Comado Interchange Project
- ❖ Complete construction for Agoura Road Widening Project
- ❖ Complete construction of Old Agoura Park Accessibility Improvements Project

- ❖ Complete design for ultimate intersection improvements at Kanan Road and Agoura Road
- ❖ Complete design of Roadside Bridge Widening Project
- ❖ Complete design and construction of Horse Arena Renovation Project
- ❖ Submit Prop. 1 Grant Funding application for County Yard Treatment Plant
- ❖ Complete fifth year of catch basin insert program
- ❖ Timely delivery of annual street overlay and concrete repair projects

Performance Measures	Prior Year Actuals	Future Estimate
Indicator	FY 2015-16	FY 2016-17 Budget
Capital projects constructed	3	~7
Development cases processed	9	10-15
SeeClickFix items addressed	231	200-250



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4505 - PUBLIC WORKS					
Category: 5100 - Personnel					
<u>010-4505-510100</u>	Regular Salaries	234,273	226,996	320,997	431,576
<u>010-4505-510200</u>	Part-time salaries	4,166	0	0	0
<u>010-4505-510401</u>	Car Allowance	2,400	2,400	2,400	2,400
<u>010-4505-510402</u>	Technology Allowance	2,580	2,040	2,040	2,040
<u>010-4505-510500</u>	Vacation/sick	17,897	10,319	10,319	10,319
<u>010-4505-510600</u>	Deferred Compensation	10,669	10,890	10,932	10,969
<u>010-4505-510700</u>	Retirement	39,402	36,661	62,232	89,467
<u>010-4505-510800</u>	Group Health Insurance	38,888	40,163	51,704	81,134
<u>010-4505-510900</u>	Group Dental Insurance	4,491	4,517	5,038	7,246
<u>010-4505-511000</u>	Group Life Insurance	1,187	1,169	1,626	2,006
<u>010-4505-511100</u>	Group Disability Insurance	2,714	2,577	3,359	4,144
<u>010-4505-511200</u>	Medicare Taxes	3,814	3,391	4,788	6,435
Category: 5100 - Personnel Total:		362,479	341,123	475,435	647,736
Category: 5400 - Materials, Supplies, and Services					
<u>010-4505-541500</u>	Travel/conferences/meeting	1,443	1,500	1,500	1,500
<u>010-4505-541600</u>	Membership And Dues	1,620	1,000	1,000	1,000
<u>010-4505-542000</u>	Office Supplies	616	500	500	500
<u>010-4505-542200</u>	Books And Subscriptions	1,911	250	250	250
<u>010-4505-542300</u>	Printing	804	1,500	1,500	1,500
<u>010-4505-542400</u>	Special Supplies	710	500	500	500
<u>010-4505-543400</u>	Maintenance Of Equipment	199	500	500	500
<u>010-4505-544000</u>	Other Charges	253	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:		7,556	5,750	5,750	5,750
Category: 5500 - Contract Services					
<u>010-4505-551000</u>	Professional Services	0	60,000	0	0
<u>010-4505-552000</u>	Contract Services	111,668	100,000	142,500	160,000
<u>010-4505-552002</u>	Plan Check And Inspection	87,512	65,000	50,000	50,000
<u>010-4505-552003</u>	Special Projects	8,401	150,000	0	0
Category: 5500 - Contract Services Total:		207,581	375,000	192,500	210,000
Department: 4505 - PUBLIC WORKS Total:		577,616	721,873	673,685	863,486



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4510 - TRAFFIC SAFETY					
Category: 5500 - Contract Services					
<u>010-4510-551001</u>	Traffic counts/studies	0	50,000	0	50,000
<u>010-4510-552012</u>	Traffic Signing	0	13,000	13,000	13,000
<u>010-4510-552014</u>	Accident repairs	10,000	10,000	10,000	10,000
Category: 5500 - Contract Services Total:		10,000	73,000	23,000	73,000
Department: 4510 - TRAFFIC SAFETY Total:		10,000	73,000	23,000	73,000



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4520 - LANDSCAPE MAINTENANCE					
Category: 5400 - Materials, Supplies, and Services					
<u>010-4520-542400</u>	Special Supplies	15,548	18,000	20,000	22,000
<u>010-4520-542800</u>	Utilities	5,911	5,000	5,000	5,000
<u>010-4520-542801</u>	Water	44,685	60,000	60,000	60,000
Category: 5400 - Materials, Supplies, and Services Total:		66,144	83,000	85,000	87,000
Category: 5500 - Contract Services					
<u>010-4520-552000</u>	Contract Services	40,000	100,000	162,000	162,000
<u>010-4520-552020</u>	Street Repairs & Maintenan	10,000	40,000	10,000	10,000
<u>010-4520-552031</u>	Graffiti Removal	5,456	6,000	6,000	6,000
<u>010-4520-552032</u>	Equestrian Trail Maintenan	4,000	4,000	4,000	4,000
Category: 5500 - Contract Services Total:		59,456	150,000	182,000	182,000
Department: 4520 - LANDSCAPE MAINTENANCE Total:		125,601	233,000	267,000	269,000



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4525 - STORM DRAIN & FLOOD CONTROL					
Category: 5500 - Contract Services					
<u>010-4525-552041</u>	Storm Drain Maintenance	0	60,000	81,000	100,000
<u>010-4525-552043</u>	Npdes Compliance	185,607	211,800	48,800	201,800
<u>010-4525-552044</u>	Storm Water Compliance	27,398	0	0	0
<u>010-4525-552045</u>	Storm Drain Inserts	0	0	0	78,000
Category: 5500 - Contract Services Total:		213,005	271,800	129,800	379,800
Dept: 4525 - STORM DRAIN & FLOOD CONTROL Total:		213,005	271,800	129,800	379,800



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>010-4610-600100</u> City Beautification	25,000	10,000	10,000	10,000
Category: 6000 - Other Improvements/Projects Total:	25,000	10,000	10,000	10,000
Category: 6200 - Street Improvements				
<u>010-4610-631300</u> Medea Creek Repair	0	385,000	0	0
<u>010-4610-631800</u> Ladyface Court Improvemen	0	150,000	0	0
Category: 6200 - Street Improvements Total:	0	535,000	0	0
Dept: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	25,000	545,000	10,000	10,000



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
<u>010-4620-610300</u> Park Improvements	0	25,000	0	0
Category: 6000 - Other Improvements/Projects Total:	0	25,000	0	0
Department: 4620 - PARK IMPROVEMENTS Total:	0	25,000	0	0



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4640 - STREET IMPROVEMENTS					
Category: 6200 - Street Improvements					
<u>010-4640-630100</u>	Annual Sidewalk Repairs	0	0	35,000	0
<u>010-4640-630500</u>	Annual Overlay	0	70,000	0	0
Category: 6200 - Street Improvements Total:		0	70,000	35,000	0
Department: 4640 - STREET IMPROVEMENTS Total:		0	70,000	35,000	0



CITY OF AGOURA HILLS

BUDGET FY 2014-15- 2017-18

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Budget	Budget	Budget
Department: 4900 - TRANSFERS					
Category: 7010 - Transfers Out					
<u>010-4900-700000</u>	Transfer Out	1,518,406	1,326,829	1,051,432	992,357
Category: 7010 - Transfer Out Total:		1,518,406	1,326,829	1,051,432	992,357
Department: 4900- TRANSFERS Total:		1,518,406	1,326,829	1,051,432	992,357
Total Expenses		13,361,520	14,887,028	14,967,686	15,505,113
Fund: 010 - GENERAL FUND Total:		13,361,520	14,887,028	14,972,686	15,505,113



“Chesebro Trail – Old Agoura”





CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 015 - RECREATION CENTER CAPITAL PROJ				
Department: 4180 - PUBLIC FACILITIES				
Category: 5400 - Materials, Supplies, and Services				
015-4180-542400	Special Supplies	2,682	0	0
015-4180-542700	Communications	366	0	0
015-4180-542801	Water	2,737		
Category: 5400 - Materials, Supplies, and Services Total:		5,786	0	0
Category: 5600 - Capital Outlay				
015-4180-568300	Equipment	150,000	0	0
Category: 5600 - Capital Outlay Total:		150,000	0	0
Department: 4180 - PUBLIC FACILITIES Total:		155,786	0	0
Department: 4190 - NON DEPARTMENTAL				
Category: 5500 - Contract Services				
015-4190-552000	Contract Services	6,294,307	0	0
Category: 5500 - Contract Services Total:		6,294,307	0	0
Department: 4190 - NON DEPARTMENTAL Total:		6,294,307	0	0
Department: 4420 - RECREATION				
Category: 5100 - Personnel				
015-4420-510200	Part-time salaries	6,340	0	0
015-4420-511200	Medicare taxes	92	0	0
Category: 5100 - Personnel Total:		6,432	0	0
Department: 4420 - RECREATION Total:		6,432	0	0
Department: 4440 - COMMUNITY SERVICES				
Category: 5600 - Capital Outlay				
015-4440-568500	Art	13,013	0	0
Category: 5600 - Capital Outlay Total:		13,013	0	0
Department: 4440 - COMMUNITY SERVICES Total:		13,013	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 5500 - Contract Services				
015-4610-552000	Contract services	5,597	0	0
Category: 5500 - Contract Services Total:		5,597	0	0
Category: 6000 - Other Improvements/Projects				
015-4610-601500	Trails	0	105,125	0
015-4610-601600	Trailhead	3,451	0	0
Category: 6000 - Other Improvements/Projects Total:		3,451	105,125	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:		9,048	105,125	0
Total Expenses		6,478,586	0	105,125
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total:		6,478,586	0	105,125



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 016 - STORM WATER CAP PROJECT FUND				
Department: 4520 - LANDSCAPE MAINTENANCE				
Category: 5500 - Contract Services				
<u>016-4520-552042</u> Transfer Of Storm Drains	0	0	10,000	10,000
<u>016-4520-552044</u> Storm Water Compliance	19,523	0	0	0
Category: 5500 - Contract Services Total:	19,523	0	10,000	10,000
Department: 4520 - LANDSCAPE MAINTENANCE Total:	19,523	0	10,000	10,000
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
<u>016-4525-552041</u> Storm Drain Maintenance	14,700	0	0	0
<u>016-4525-552043</u> NPDES compliance	0	0	225,000	65,000
<u>016-4525-552045</u> Storm Drain Inserts	339	150,000	195,000	
Category: 5500 - Contract Services Total:	15,039	150,000	420,000	65,000
Dept: 4525 - STORM DRAIN & FLOOD CONTROL Total:	15,039	150,000	420,000	65,000
Total Expenses	34,562	150,000	430,000	75,000
Fund: 016 - STORM WATER CAP PROJECT FUND Total:	34,562	150,000	430,000	75,000



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	
Fund: 018 - MEASURE R GRANT					
Department: 4120 - CITY MANAGER					
Category: 5100 - Personnel					
<u>018-4120-510100</u>	Regular Salaries	125,869	131,017	76,058	0
<u>018-4120-510700</u>	Retirement	21,706	24,211	14,879	0
<u>018-4120-510800</u>	Group Health Insurance	11,622	13,440	7,918	0
<u>018-4120-510900</u>	Group Dental Insurance	1,311	1,383	851	0
<u>018-4120-511000</u>	Group Life Insurance	460	707	438	0
<u>018-4120-511100</u>	Group Disability Insurance	1,429	1,559	905	0
<u>018-4120-511200</u>	Medicare Taxes	1,913	2,127	1,233	0
	Category: 5100 - Personnel Total:	164,309	174,444	102,282	0
	Department: 4120 - CITY MANAGER Total:	164,309	174,444	102,282	0
Department: 4125 - CITY CLERK					
Category: 5100 - Personnel					
<u>018-4125-510100</u>	Regular salaries	1,410	0	0	0
<u>018-4125-510700</u>	Retirement	264	0	0	0
<u>018-4125-510800</u>	Group health insurance	88	0	0	0
<u>018-4125-510900</u>	Group dental insurance	8	0	0	0
<u>018-4125-511000</u>	Group life insurance	7	0	0	0
<u>018-4125-511100</u>	Group disability insurance	17	0	0	0
<u>018-4125-511200</u>	Medicare taxes	22	0	0	0
	Category: 5100 - Personnel Total:	1,817	0	0	0
	Department: 4125 - CITY CLERK Total:	1,817	0	0	0
Department: 4140 - CITY ATTORNEY					
Category: 6200 - Street Improvements					
<u>018-4140-631200</u>	Agoura Road Widening	257,295	149,398	0	0
	Category: 6200 - Street Improvements Total:	257,295	149,398	0	0
	Department: 4140 - CITY ATTORNEY Total:	257,295	149,398	0	0
Department: 4150 - FINANCE					
Category: 5100 - Personnel					
<u>018-4150-510100</u>	Regular Salaries	59,557	64,239	38,466	0
<u>018-4150-510700</u>	Retirement	10,882	11,870	7,525	0
<u>018-4150-510800</u>	Group Health Insurance	7,207	8,462	5,448	0
<u>018-4150-510900</u>	Group Dental Insurance	785	803	478	0
<u>018-4150-511000</u>	Group Life Insurance	287	347	222	0
<u>018-4150-511100</u>	Group Disability Insurance	682	764	458	0
<u>018-4150-511200</u>	Medicare Taxes	912	978	585	0
	Category: 5100 - Personnel Total:	80,312	87,463	53,182	0
	Department: 4150 - FINANCE Total:	80,312	87,463	53,182	0
Department: 4305 - COMMUNITY DEVELOPMENT					
Category: 5100 - Personnel					
<u>018-4305-510100</u>	Regular Salaries	23,073	0	0	0
<u>018-4305-510700</u>	Retirement	4,134	0	0	0



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<u>018-4305-510800</u> Group Health Insurance	2,927	0	0	0
<u>018-4305-510900</u> Group Dental Insurance	352	0	0	0
<u>018-4305-511000</u> Group Life Insurance	108	0	0	0
<u>018-4305-511100</u> Group Disability Insurance	254	0	0	0
<u>018-4305-511200</u> Medicare Taxes	356	0	0	0
Category: 5100 - Personnel Total:	31,202	0	0	0
Department: 4305 - COMMUNITY DEVELOPMENT Total:	31,202	0	0	0
Department: 4390 - BUILDING & SAFETY				
Category: 5100 - Personnel				
<u>018-4390-510100</u> Regular salaries	1,757	0	0	0
<u>018-4390-510700</u> Retirement	308	0	0	0
<u>018-4390-510800</u> Group health insurance	78	0	0	0
<u>018-4390-510900</u> Group dental insurance	3	0	0	0
<u>018-4390-511000</u> Group life insurance	4	0	0	0
<u>018-4390-511100</u> Group disability insurance	8	0	0	0
<u>018-4390-511200</u> Medicare taxes	26	0	0	0
Category: 5100 - Personnel Total:	2,183	0	0	0
Department: 4390 - BUILDING & SAFETY Total:	2,183	0	0	0
Department: 4440 - COMMUNITY SERVICES				
Category: 5100 - Personnel				
<u>018-4440-510100</u> Regular salaries	6,177	5,110	0	0
<u>018-4440-510700</u> Retirement	1,184	944	0	0
<u>018-4440-510800</u> Group health insurance	903	884	0	0
<u>018-4440-510900</u> Group dental insurance	107	96	0	0
<u>018-4440-511000</u> Group life insurance	32	28	0	0
<u>018-4440-511100</u> Group disability insurance	81	61	0	0
<u>018-4440-511200</u> Medicare taxes	98	77	0	0
Category: 5100 - Personnel Total:	8,581	7,200	0	0
Department: 4440 - COMMUNITY SERVICES Total:	8,581	7,200	0	0
Department: 4505 - PUBLIC WORKS				
Category: 5100 - Personnel				
<u>018-4505-510100</u> Regular Salaries	176,950	207,062	99,497	0
<u>018-4505-510700</u> Retirement	31,775	36,613	19,465	0
<u>018-4505-510800</u> Group Health Insurance	27,980	34,336	18,636	0
<u>018-4505-510900</u> Group Dental Insurance	1,655	2,099	1,844	0
<u>018-4505-511000</u> Group Life Insurance	568	750	390	0
<u>018-4505-511100</u> Group Disability Insurance	1,428	1,652	805	0
<u>018-4505-511200</u> Medicare Taxes	2,618	3,099	1,491	0
Category: 5100 - Personnel Total:	242,974	285,611	142,128	0
Department: 4505 - PUBLIC WORKS Total:	242,974	285,611	142,128	0



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Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>018-4610-601500</u> Transit Center	0	0	100,000	0
Category: 6000 - Other Improvements/Projects Total:	0	0	100,000	0
Dept: 4610 - OTHER IMPROVEMENTSS/PROJ Total:	0	0	100,000	0
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>018-4640-630700</u> Chesebro Bridge	864,771	415,686	116,000	0
<u>018-4640-630900</u> Kanan/Agoura Road Intersection	47,881	200,656	208,500	0
<u>018-4640-631200</u> Agoura Road Widening	5,537,985	12,064,270	4,445,000	0
<u>018-4640-631201</u> Agoura Road Project Land Acq.	4,070,306	0	0	0
Category: 6200 - Street Improvements Total:	10,520,943	12,680,612	4,769,500	0
Department: 4640 - STREET IMPROVEMENTS Total:	10,520,943	12,680,612	4,769,500	0
Total Expenses	11,309,617	13,384,728	5,167,092	0
Fund: 018 - MEASURE R GRANT Total:	11,309,617	13,384,728	5,167,092	0



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Fund: 020 - GAS TAX				
Department: 4505 - PUBLIC WORKS				
Category: 5500 - Contract Services				
<u>020-4505-552000</u> Contract Services	67,500	67,500	25,000	7,500
Category: 5500 - Contract Services Total:	67,500	67,500	25,000	7,500
Department: 4505 - PUBLIC WORKS Total:	67,500	67,500	25,000	7,500
Department: 4510 - TRAFFIC SAFETY				
Category: 5400 - Materials, Supplies, and Services				
<u>020-4510-542800</u> Utilities	6,855	34,000	50,000	50,000
Category: 5400 - Materials, Supplies, and Services Total:	6,855	34,000	50,000	50,000
Category: 5500 - Contract Services				
<u>020-4510-551001</u> Traffic Counts/studies	30,000	0	0	0
<u>020-4510-552010</u> Traffic Engineer	2,500	2,500	22,500	22,500
<u>020-4510-552011</u> Traffic Marking And Striping	32,000	32,500	20,000	20,000
<u>020-4510-552012</u> Traffic Signing	13,000	0	0	0
Category: 5500 - Contract Services Total:	77,500	35,000	42,500	42,500
Department: 4510 - TRAFFIC SAFETY Total:	84,355	69,000	92,500	92,500
Department: 4515 - STREET MAINTENANCE				
Category: 5500 - Contract Services				
<u>020-4515-552020</u> Street Repairs & Maintenance	47,500	47,500	47,500	47,500
<u>020-4515-552021</u> Street Sweeping	72,312	80,000	100,000	100,000
<u>020-4515-552022</u> Temporary Sidewalk Repairs	10,000	10,000	10,000	10,000
<u>020-4515-552028</u> Special Street Projects	5,000	5,000	5,000	5,000
Category: 5500 - Contract Services Total:	134,812	142,500	162,500	162,500
Department: 4515 - STREET MAINTENANCE Total:	134,812	142,500	162,500	162,500
Department: 4520 - LANDSCAPE MAINTENANCE				
Category: 5500 - Contract Services				
<u>020-4520-552000</u> Contract Services	131,379	63,300	63,300	63,300
<u>020-4520-552023</u> Street Tree Maintenance	72,772	70,000	70,000	58,000
Category: 5500 - Contract Services Total:	204,151	133,300	133,300	121,300
Department: 4520 - LANDSCAPE MAINTENANCE Total:	204,151	133,300	133,300	121,300
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>020-4610-600100</u> City Beautification	10,000	0	0	0
Category: 6000 - Other Improvements/Projects Total:	10,000	0	0	0
Department: 4610 - OTHER IMPR/PROJECTS Total:	10,000	0	0	0
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>020-4640-630100</u> Annual Sidewalk Repairs	47,745	50,000	50,000	50,000
<u>020-4640-630500</u> Annual Overlay	48,522	275,960	0	0
Category: 6200 - Street Improvements Total:	96,267	325,960	50,000	50,000
Department: 4640 - STREET IMPROVEMENTS Total:	96,267	325,960	50,000	50,000
Total Expenses	597,084	738,260	463,300	433,800
Fund: 020 - GAS TAX Total:	597,084	738,260	463,300	433,800



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Fund: 040 - TRAFFIC SAFETY				
Department: 4220 - SCHOOL CROSSING GUARDS				
Category: 5500 - Contract Services				
<u>040-4220-551000</u> Professional Services	65,604	70,000	70,000	70,000
Category: 5500 - Contract Services Total:	65,604	70,000	70,000	70,000
Department: 4220 - SCHOOL CROSSING GUARDS Total:	65,604	70,000	70,000	70,000
Department: 4510 - TRAFFIC SAFETY				
Category: 5400 - Materials, Supplies, and Services				
<u>040-4510-542800</u> Utilities	25	0	0	0
Category: 5400 - Materials, Supplies, and Services Total:	25	0	0	0
Department: 4510 - TRAFFIC SAFETY Total:	25	0	0	0
Fund: 040 - TRAFFIC SAFETY Total:	65,629	70,000	70,000	70,000



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	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 060 - PROPOSITION A				
Department: 4120 - CITY MANAGER				
Category: 5100 - Personnel				
<u>060-4120-510100</u>	Regular Salaries	15,268	0	0
<u>060-4120-510700</u>	Retirement	2,033	0	0
<u>060-4120-510800</u>	Group Health Insurance	1,424	0	0
<u>060-4120-510900</u>	Group Dental Insurance	178	0	0
<u>060-4120-511000</u>	Group Life Insurance	56	0	0
<u>060-4120-511100</u>	Group Disability Insurance	132	0	0
<u>060-4120-511200</u>	Medicare Taxes	167	0	0
	Category: 5100 - Personnel Total:	19,257	0	0
	Department: 4120 - CITY MANAGER Total:	19,257	0	0
Department: 4420 - RECREATION				
Category: 5500 - Contract Services				
<u>060-4420-5520A0</u>	Contract Services - Classes	2,099	2,000	2,000
<u>060-4420-5520B0</u>	Recreation Transit- Excursions	9,636	16,000	16,000
<u>060-4420-5520D0</u>	Recreation Transit - Seniors	32,006	22,000	22,000
<u>060-4420-5520E0</u>	Contract Services-Spec Events	4,231	5,000	5,000
<u>060-4420-5520G0</u>	Contract Services -Teens	14,334	10,000	10,000
	Category: 5500 - Contract Services Total:	62,307	55,000	55,000
	Department: 4420 - RECREATION Total:	62,307	55,000	55,000
Department: 4440 - COMMUNITY SERVICES				
Category: 5100 - Personnel				
<u>060-4440-510100</u>	Regular Salaries	62,703	51,497	56,342
<u>060-4440-510700</u>	Retirement	11,526	9,516	11,022
<u>060-4440-510800</u>	Group Health Insurance	6,187	5,189	6,427
<u>060-4440-510900</u>	Group Dental Insurance	736	579	590
<u>060-4440-511000</u>	Group Life Insurance	307	173	198
<u>060-4440-511100</u>	Group Disability Insurance	730	381	410
<u>060-4440-511200</u>	Medicare Taxes	943	788	861
	Category: 5100 - Personnel Total:	83,130	68,123	75,850
	Department: 4440 - COMMUNITY SERVICES Total:	83,130	68,123	75,850
Department: 4520 - LANDSCAPE MAINTENANCE				
Category: 5400 - Materials, Supplies, and Services				
<u>060-4520-542801</u>	Water	522	1,100	1,100
	Category: 5400 - Materials, Supplies, and Services Total:	522	1,100	1,100
Category: 5500 - Contract Services				
<u>060-4520-552036</u>	Park & Ride Lot Maintenance	22,401	7,000	6,000
<u>060-4520-552037</u>	Bus Stop Maintenance	5,280	6,000	6,000
	Category: 5500 - Contract Services Total:	27,681	13,000	12,000
	Department: 4520 - LANDSCAPE MAINTENANCE Total:	28,203	14,100	13,100
Department: 4530 - TRANSPORTATION				
Category: 5500 - Contract Services				
<u>060-4530-552080</u>	Dial A Ride	247,602	189,899	181,924
<u>060-4530-552081</u>	Beach Bus	41,772	45,000	45,000
<u>060-4530-552083</u>	Incentive Grant	122,718	86,630	87,235
<u>060-4530-552084</u>	Staff Assistance To Mta	0	1,400	1,400



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<u>060-4530-552085</u> Oak Park Shuttle	0	0	0	0
Category: 5500 - Contract Services Total:	412,092	322,929	315,559	293,285
Category: 5600 - Capital Outlay				
Department: 4530 - TRANSPORTATION Total:	412,092	322,929	315,559	293,285
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 5600 - Capital Outlay				
<u>060-4610-568400</u> Vehicles	0	0	100,000	0
Category: 5600 - Capital Outlay Total:	0	0	100,000	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	0	0	100,000	0
Total Expenses	604,989	460,152	559,509	439,749
Fund: 060 - PROPOSITION A Total:	604,989	460,152	559,509	439,749



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	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 061 - PROPOSITION C				
Department: 4120 - CITY MANAGER				
Category: 5100 - Personnel				
<u>061-4120-510100</u> Regular Salaries	17,645	0	0	0
<u>061-4120-510700</u> Retirement	1,719	0	0	0
<u>061-4120-510800</u> Group Health Insurance	899	0	0	0
<u>061-4120-510900</u> Group Dental Insurance	103	0	0	0
<u>061-4120-511000</u> Group Life Insurance	34	0	0	0
<u>061-4120-511100</u> Group Disability Insurance	93	0	0	0
<u>061-4120-511200</u> Medicare Taxes	150	0	0	0
Category: 5100 - Personnel Total:	20,644	0	0	0
Department: 4120 - CITY MANAGER Total:	20,644	0	0	0
Department: 4125 - CITY CLERK				
Category: 5100 - Personnel				
<u>061-4125-510100</u> Regular salaries	506	0	0	0
<u>061-4125-510700</u> Retirement	100	0	0	0
<u>061-4125-511200</u> Medicare taxes	8	0	0	0
Category: 5100 - Personnel Total:	615	0	0	0
Department: 4125 - CITY CLERK Total:	615	0	0	0
Department: 4150 - FINANCE				
Category: 5100 - Personnel				
<u>061-4150-510100</u> Regular salaries	21,155	0	0	0
<u>061-4150-510700</u> Retirement	3,824	0	0	0
<u>061-4150-510800</u> Group health insurance	2,580	0	0	0
<u>061-4150-510900</u> Group dental insurance	258	0	0	0
<u>061-4150-511000</u> Group life insurance	97	0	0	0
<u>061-4150-511100</u> Group disability insurance	230	0	0	0
<u>061-4150-511200</u> Medicare taxes	322	0	0	0
Category: 5100 - Personnel Total:	28,465	0	0	0
Department: 4150 - FINANCE Total:	28,465	0	0	0
Department: 4195 - AUTOMATED OFFICE SYSTEMS				
Category: 5500 - Contract Services				
<u>061-4195-551010</u> Media	10,207	11,200	11,200	11,200
Category: 5500 - Contract Services Total:	10,207	11,200	11,200	11,200
Department: 4195 - AUTOMATED OFFICE SYSTEMS Total:	10,207	11,200	11,200	11,200
Department: 4505 - PUBLIC WORKS				
Category: 5100 - Personnel				
<u>061-4505-510100</u> Regular Salaries	22,494	13,150	54,368	50,109
<u>061-4505-510700</u> Retirement	2,671	2,232	10,636	10,458
<u>061-4505-510800</u> Group Health Insurance	2,069	2,111	13,876	11,198
<u>061-4505-510900</u> Group Dental Insurance	226	244	1,382	1,018
<u>061-4505-511000</u> Group Life Insurance	65	71	244	289
<u>061-4505-511100</u> Group Disability Insurance	155	156	505	596
<u>061-4505-511200</u> Medicare Taxes	209	198	809	753
Category: 5100 - Personnel Total:	27,890	18,162	81,820	74,421
Department: 4505 - PUBLIC WORKS Total:	27,890	18,162	81,820	74,421



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Department: 4510 - TRAFFIC SAFETY				
Category: 5500 - Contract Services				
<u>061-4510-552010</u> Traffic engineer	20,000	20,000	10,000	10,000
<u>061-4510-552013</u> Signal maintenance	47,189	40,000	50,000	50,000
<u>061-4510-552029</u> Pavement Management Update	4,834	0	65,000	0
Category: 5500 - Contract Services Total:	72,023	60,000	125,000	60,000
Department: 4510 - TRAFFIC SAFETY Total:	72,023	60,000	125,000	60,000
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>061-4640-630500</u> Annual Overlay	352,359	20,000	330,000	300,000
<u>061-4640-631100</u> Bus Pad Installation	0	0	45,000	0
Category: 6200 - Street Improvements Total:	352,359	20,000	375,000	300,000
Department: 4640 - STREET IMPROVEMENTS Total:	352,359	20,000	375,000	300,000
Total Expenses	512,203	109,362	593,020	445,621
Fund: 061 - PROPOSITION C Total:	512,203	109,362	593,020	445,621



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	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 063 - MEASURE R FUND				
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>063-4640-630500</u> Annual Overlay	420,560	249,000	210,000	210,000
Category: 6200 - Street Improvements Total:	420,560	249,000	210,000	210,000
Department: 4640 - STREET IMPROVEMENTS Total:	420,560	249,000	210,000	210,000
Total Expenses	420,560	249,000	210,000	210,000
Fund: 063 - MEASURE R FUND Total:	420,560	249,000	210,000	210,000



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Fund: 070 - S COAST AIR QUALITY MGMT DIST				
Department: 4190 - NON DEPARTMENTAL				
Category: 5600 - Capital Outlay				
<u>070-4190-568300</u> Equipment	60,000	0	0	0
Category: 5600 - Capital Outlay Total:	60,000	0	0	0
Category: 5800 - Administrative Charges				
<u>070-4190-580000</u> Administrative Service Charges	1,200	1,200	1,200	1,200
Category: 5800 - Administrative Charges Total:	1,200	1,200	1,200	1,200
Department: 4190 - NON DEPARTMENTAL Total:	61,200	1,200	1,200	1,200
Total Expenses	61,200	1,200	1,200	1,200
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total:	61,200	1,200	1,200	1,200



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Fund: 110 - TRAFFIC IMPROVEMENT				
Department: 4640 - STREET IMPROVEMENTS				
Category: 5500 - Contract Services				
<u>110-4640-551000</u> Professional Services	1,650	0	0	0
Category: 5500 - Contract Services Total:	1,650	0	0	0
Category: 6200 - Street Improvements				
<u>110-4640-630200</u> Reyes Adobe Interchange	0	75,000	0	0
<u>110-4640-630800</u> Kanan/101 Interchange	0	300,000	0	0
<u>110-4640-631200</u> Agoura Road Widening	0	350,000	0	0
Category: 6200 - Street Improvements Total:	0	725,000	0	0
Department: 4640 - STREET IMPROVEMENTS Total:	1,650	725,000	0	0
Total Expenses	1,650	725,000	0	0
Fund: 110 - TRAFFIC IMPROVEMENT Total:	1,650	725,000	0	0
Department: 4900 - TRANSFERS				
Category: 7010 - Transfer Out				
<u>110-4900-700000</u> Transfer Out	0	290,814	0	0
Category: 7010 - Transfer Out Total:	0	290,814	0	0
Department: 4900 - TRANSFERS Total:	0	290,814	0	0
Total Expenses	1,650	1,015,814	0	0



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	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT				
Department: 4210 - LOS ANGELES COUNTY SHERIFF				
Category: 5400 - Materials, Supplies, and Services				
<u>240-4210-542500</u> Small Equipment	205	4,866	4,866	4,866
Category: 5400 - Materials, Supplies, and Services Total:	205	4,866	4,866	4,866
Category: 5500 - Contract Services				
<u>240-4210-552051</u> Traffic Enforcement	14,189	14,189	14,189	14,189
<u>240-4210-552054</u> Juvenile Intervention Program	85,606	80,945	80,945	80,945
<u>240-4210-552055</u> Star Program	-			
Category: 5500 - Contract Services Total:	99,795	95,134	95,134	95,134
Department: 4210 - LOS ANGELES COUNTY SHERIFF Total:	100,000	100,000	100,000	100,000
Total Expenses	100,000	100,000	100,000	100,000
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total:	100,000	100,000	100,000	100,000



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Fund: 250 - COMMUNITY DEV BLOCK GRANT				
Department: 4420 - RECREATION				
Category: 5500 - Contract Services				
<u>250-4420-5520D0</u> Recreation Transit - Seniors	0	0	9,658	9,658
Category: 5500 - Contract Services Total:	0	0	9,658	9,658
Department: 4420 - RECREATION Total:	0	0	9,658	9,658
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6000 - Other Improvements/Projects				
<u>250-4610-600800</u> Property Acquisition	57,000	62,000	0	0
Category: 6000 - Other Improvements/Projects Total:	57,000	62,000	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	57,000	62,000	0	0
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
<u>250-4620-610300</u> Park Improvements	0	0	189,734	54,700
Category: 6000 - Other Improvements/Projects Total:	0	0	189,734	54,700
Department: 4620 - PARK IMPROVEMENTS Total:	0	0	189,734	54,700
Total Expenses	57,000	62,000	199,392	64,358
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total:	57,000	62,000	199,392	64,358



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	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 260 - MISCELLANEOUS GRANTS				
Department: 4120 - CITY MANAGER				
Category: 5500 - Contract Services				
<u>260-4120-551040</u> Oil Grant	6,000	6,000	6,000	6,000
<u>260-4120-551041</u> Beverage Grant	0	5,640	5,640	5,640
Category: 5500 - Contract Services Total:	6,000	11,640	11,640	11,640
Department: 4120 - CITY MANAGER Total:	6,000	11,640	11,640	11,640
Department: 4180 - PUBLIC FACILITIES				
Category: 5600 - Capital Outlay				
<u>260-4180-568300</u> Equipment	0	10,000	0	0
Category: 5600 - Capital Outlay Total:	0	10,000	0	0
Department: 4180 - PUBLIC FACILITIES Total:	0	10,000	0	0
Department: 4190 - NON DEPARTMENTAL				
Category: 5500 - Contract Services				
<u>260-4190-551000</u> Professional Services	3,598	0	0	0
<u>260-4190-551010</u> Media	44,090	49,388	49,388	49,388
Category: 5500 - Contract Services Total:	47,688	49,388	49,388	49,388
Department: 4190 - NON DEPARTMENTAL Total:	47,688	49,388	49,388	49,388
Department: 4440 - COMMUNITY SERVICES				
Category: 5600 - Capital Outlay				
<u>260-4440-568500</u> Art	14,500	0	0	0
Category: 5600 - Capital Outlay Total:	14,500	0	0	0
Department: 4440 - COMMUNITY SERVICES Total:	14,500	0	0	0
Department: 4525 - STORM DRAIN & FLOOD CONTROL				
Category: 5500 - Contract Services				
<u>260-4525-552045</u> Storm Drain Inserts	0	125,000	0	0
Category: 5500 - Contract Services Total:	0	125,000	0	0
Dept: 4525 - STORM DRAIN & FLOOD CONT Total:	0	125,000	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS				
Category: 6200 - Street Improvements				
<u>260-4610-631300</u> Medea Creek Repair	49,934	0	0	0
Category: 6200 - Street Improvements Total:	49,934	0	0	0
Department: 4610 - OTHER IMPROVEMENTSS/PROJECTS Total:	49,934	0	0	0
Department: 4620 - PARK IMPROVEMENTS				
Category: 6000 - Other Improvements/Projects				
<u>260-4620-610900</u> Old Agoura Park Improvements	57,122	75,000	0	0
<u>260-4620-611000</u> Chumash Park Improvements	0	25,000	0	0
Category: 6000 - Other Improvements/Projects Total:	57,122	100,000	0	0
Department: 4620 - PARK IMPROVEMENTS Total:	57,122	100,000	0	0



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Department: 4640 - STREET IMPROVEMENTS				
Category: 6200 - Street Improvements				
<u>260-4640-630100</u> Annual Sidewalk Repairs	30,186	13,155	13,533	13,533
<u>260-4640-630500</u> Annual Overlay	174,000	127,040	101,000	86,000
<u>260-4640-630600</u> Yb Sidewalk Repair	0	0	0	0
<u>260-4640-631300</u> Medea Creek Repair	0	1,388,651	0	0
<u>260-4640-631600</u> Roadside Bridge Widening	2,252	45,000	148,000	160,000
Category: 6200 - Street Improvements Total:	206,438	1,573,846	262,533	259,533
Department: 4640 - STREET IMPROVEMENTS Total:	206,438	1,573,846	262,533	259,533
Department: 4900 - TRANSFERS				
Category: 7010 - Transfer Out				
<u>260-4900-700000</u> Transfer Out	32,000	0	0	0
Category: 7010 - Transfer Out Total:	32,000	0	0	0
Department: 4900 - TRANSFERS Total:	32,000	0	0	0
Total Expenses	413,681	1,869,874	323,561	320,561
Fund: 260 - MISCELLANEOUS GRANTS Total:	413,681	1,869,874	323,561	320,561



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 300 - FINANCING AUTHORITY DEBT SERVI				
Department: 4180 - PUBLIC FACILITIES				
Category: 5500 - Contract Services				
<u>300-4180-551000</u> Professional Services	4,044	0	0	0
<u>300-4180-552000</u> Contract Services	0	8,568	4,000	4,000
Category: 5500 - Contract Services Total:	4,044	8,568	4,000	4,000
Category: 5700 - Debt Service				
<u>300-4180-570100</u> Debt Service - Principal	210,000	210,000	220,000	235,000
<u>300-4180-570200</u> Debt Service - Interest Paid	457,431	457,432	444,515	431,031
<u>300-4180-570500</u> Misc Costs	600	0	0	0
Category: 5700 - Debt Service Total:	668,031	667,432	664,515	666,031
Department: 4180 - PUBLIC FACILITIES Total:	672,076	676,000	668,515	670,031
Total Expenses	672,076	676,000	668,515	670,031
Fund: 300 - FIN AUTHORITY DEBT SERV Total:	672,076	676,000	668,515	670,031



CITY OF AGOURA HILLS

BUDGET
FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Department: 4180 - PUBLIC FACILITIES				
Category: 5500 - Contract Services				
<u>305-4180-551000</u> Professional services	924	0	0	0
Category: 5500 - Contract Services Total:	924	0	0	0
Category: 5700 - Debt Service				
<u>305-4180-570100</u> Debt Service - Principal	0	70,000	75,000	75,000
<u>305-4180-570200</u> Debt Service - Interest Paid	170,825	170,825	168,024	157,512
Category: 5700 - Debt Service Total:	170,825	240,825	243,024	232,512
Category: 5800 - Administrative Charges				
<u>305-4180-580000</u> Administrative Service Charges	2,460	0	2,000	2,000
Category: 5800 - Administrative Charges Total:	2,460	0	2,000	2,000
Department: 4180 - PUBLIC FACILITIES Total:	174,209	240,825	245,024	234,512
Department: 4900 - TRANSFERS				
Category: 7010 - Transfer Out				
<u>305-4900-700000</u> Transfer Out	697,279	0	0	0
Category: 7010 - Transfer Out Total:	697,279	0	0	0
Department: 4900 - TRANSFERS Total:	697,279	0	0	0
Total Expenses	871,489	240,825	245,024	234,512
Fund: 305 - A HILLS IMPR AUTHORITY BOND Total:	871,489	240,825	245,024	234,512

City of Agoura Hills
SOLID WASTE MANAGEMENT
Department 520

Mission – To assist the City with compliance of all Statewide mandates (e.g., AB 939, SB 314, etc.) related to solid waste diversion from local landfills, encourage residents and business to recycle to the maximum extent practicable, and provide residents and business a wide variety of programs available to properly dispose of household hazardous and electronic waste items.

Services - Services provided by the City Manager’s office include administration of all City solid waste programs, franchise agreements, solid waste commercial collection permits, CalRecycle Used Oil Collection and Beverage Container grants, Business Electronic Waste Collection Program, response to inquires on all matters related to solid waste and recycling.

Service Level Trends – As the California Legislature continue to strive to increase the current mandated statewide solid waste diversion (50%) from local landfills to the 75% statewide goal, the City must review existing programs and developed additional programs to assist the City with continued compliance with solid waste reduction mandates.

Prior Budget Accomplishments

- ❖ Completed Re-negotiation of Residential Franchise Agreement
- ❖ City reported overall solid waste diversion rate of 59% to CalRecycles.

Additional Accomplishments

- ❖ Successful award of CalRecycle Oil Payment Program Grant 5 Funding (FY 2014-15) \$5882, Oil Payment Program Grant 6 (FY2014-15) \$5,800
- ❖ Increased public education of all residential household hazardous waste and electronic waste collection program
- ❖ CalRecycle approval of 2014 Solid Waste Annual Report
- ❖ CalRecycle approval of 2015 Solid Waste Annual Report
- ❖ Oil Payment Program (OPP5) grant officially closed

Objectives

- ❖ Complete review of potential of increasing Construction Demolition program threshold (50%) to enhance city’s overall solid waste solid waste diversion.
- ❖ Implement New Limited Residential Organics Collection Program
- ❖ Implement New Multi-family Recycling Education Program
- ❖ Continue to promote the collection of used oil and paint
- ❖ Continue to promote collection of electronic and universal waste from residents and businesses
- ❖ Continue to promote residential recycling

Performance Measures	Prior Year Actuals		Future Estimate
	FY 2013-14 Actual	FY 2015-16 Actual	FY 2017-18 Budget
Review C&D Threshold	In Progress	In Progress	Complete
**Total Used Oil/Paint Collected (gal.)	2,162	2359 (ytd)	2100
**Total Electronic/Universal Waste Collected (lbs.)	7,932	15,745	10,000
** Total Recyclables collected (tons)	3,813	7,166 (ytd)	5,500

** based on voluntary participation by residents and businesses.



CITY OF AGOURA HILLS

BUDGET

FY 2014-15- 2017-18

	2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
Fund: 520 - SOLID WASTE MANAGEMENT				
Department: 4395 - SOLID WASTE MANAGEMENT				
Category: 5400 - Materials, Supplies, and Services				
<u>520-4395-542300</u> Printing	3,360	3,500	3,500	3,500
<u>520-4395-542400</u> Special supplies	240	3,000	3,000	3,000
Category: 5400 - Materials, Supplies, and Services Total:	3,600	6,500	6,500	6,500
Category: 5500 - Contract Services				
<u>520-4395-552000</u> Contract Services	36,393	45,000	45,000	45,000
Category: 5500 - Contract Services Total:	36,393	45,000	45,000	45,000
Category: 5800 - Administrative Charges				
<u>520-4395-580000</u> Administrative Service Charges	47,000	47,000	47,000	47,000
Category: 5800 - Administrative Charges Total:	47,000	47,000	47,000	47,000
Dept: 4395 - SOLID WASTE MANAGEMENT Total:	86,993	98,500	98,500	98,500
Total Expenses	86,993	98,500	98,500	98,500
Fund: 520 - SOLID WASTE MANAGEMENT Total:	86,993	98,500	98,500	98,500
Fund: 620 - HOUSING SUCCESSOR AGENCY				
Department: 4190 - CITY MANAGER				
Category: 5100 - Personnel				
<u>620-4120-510100</u> Regular Salaries	0	0	10,811	11,083
<u>620-4120-510700</u> Retirement	0	0	2,115	2,313
<u>620-4120-510800</u> Group Health Insurance	0	0	1,156	1,268
<u>620-4120-510900</u> Group Dental Insurance	0	0	115	115
<u>620-4120-511000</u> Group Life Insurance	0	0	62	64
<u>620-4120-511100</u> Group Disability Insurance	0	0	129	132
<u>620-4120-511200</u> Medicare Taxes	0	0	170	175
Category: 5100 - Personnel Total:	0	0	14,558	15,150
Department: 4120 - CITY MANAGER Total:	0	0	14,558	15,150
Category: 5500 - Contract Services				
<u>620-4150-552000</u> Contract Services	0	2,828	0	0
Category: 5500 - Contract Services Total:	0	2,828	0	0
Category: 4305 - COMMUNITY DEVELOPMENT				
<u>620-4305-510100</u> Regular Salaries	0	0	6,715	3,883
<u>620-4305-510700</u> Retirement	0	0	1,314	1,437
<u>620-4305-510800</u> Group Health Insurance	0	0	1,156	1,268
<u>620-4305-510900</u> Group Dental Insurance	0	0	115	115
<u>620-4305-511000</u> Group Life Insurance	0	0	39	40
<u>620-4305-511100</u> Group Disability Insurance	0	0	80	82
<u>620-4305-511200</u> Medicare Taxes	0	0	102	104
Category: 5100 - Personnel Total:	0	0	9,521	9,929
Department: 4305 - COMMUNITY DEVELOPMENT Total:	0	0	9,521	9,929
Fund: 620 - HOUSING SUCCESSOR AGENCY	0	2,828	24,079	25,079

City of Agoura Hills
Capital Improvement Projects
FY 2016-17 and 2017-18

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.

	B	C	D	E	F	G	H	I
1	Project Name	Funding Source	5-Year Total Funding Amount	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020	Fiscal Year 2020/2021
2	Annual Citywide Street Resurfacing	General Fund	0					
3		Grant/RAC	40,000	40,000				
4		Gas Tax	0					
5		Measure R	1,050,000	210,000	210,000	210,000	210,000	210,000
6		Proposition C	630,000	330,000	300,000			
7		STP-L	305,000	61,000	61,000	61,000	61,000	61,000
8		Total	2,025,000	641,000	571,000	271,000	271,000	271,000
9	Annual Concrete Repair Program	Gas Tax	250,000	50,000	50,000	50,000	50,000	50,000
10		TDA	67,665	13,533	13,533	13,533	13,533	13,533
11		Total	317,665	63,533	63,533	63,533	63,533	63,533
12	Bus Pads	Proposition C	45,000	45,000				
13		Total	45,000	45,000	0	0	0	0
14	Palo Comado Interchange							
15	Design	Measure R	116,000	116,000				
16	Construction	Measure R/(Grant or Measure R2?)	20,000,000		10,000,000	10,000,000		
17		Total	20,116,000	116,000	10,000,000	10,000,000	0	0
18	Agoura Road Widening							
19	Construction/CM	Measure R	4,445,000	4,445,000	0			
20		Total	4,445,000	4,445,000	0	0	0	0
21	Kanan/Agoura Intersection							
22	Design	Measure R	208,500	208,500				
23		Total	208,500	208,500	0	0	0	0
24	Catch Basin Inserts (TMDL)	GF	78,000		78,000			
25		Stormwater Fund	195,000	195,000				
26		Gas Tax	0					
27		Total	273,000	195,000	78,000	0	0	0
28	Roadside Bridge Widening							
29	PE/Design	Grant/Toll Credits	308,000	148,000	160,000			
30	Construction	Grant/Toll Credits	1,500,000			1,500,000		
31		Total	1,808,000	148,000	160,000	1,500,000	0	0
32	Traffic Signal (TOB & Argos)							
33	Design	Fund Source To Be Determined	50,000		50,000			
34	Construction	Fund Source To Be Determined	400,000			100,000	100,000	200,000
35		Total	450,000	0	50,000	100,000	100,000	200,000
36	Kanan Interchange Overpass							
37	PSR	Grant/Measure R2?	500,000		300,000	200,000		
38	PR/Enviro (PA/ED)	TIF	1,300,000				1,300,000	
39	PS&E	TIF	2,000,000					2,000,000
40	Construction	Measure R2	0					
41		Total	3,800,000	0	300,000	200,000	1,300,000	2,000,000
42	Water Quality Treatment Plant							
43	Design	Prop 1	500,000	50,000	450,000			
44		50% match	500,000	50,000	450,000			
45	Construction		0					
46		Prop 1	5,000,000			3,000,000	2,000,000	
47		50% match	5,000,000			3,000,000	2,000,000	
48		Total	11,000,000	100,000	900,000	6,000,000	4,000,000	0
49	Regional Transit Facility							
50	Design	Measure R	100,000	100,000				
51	Construction	Fund Source to be determined(Measure R2)	10,000,000		5,000,000	5,000,000		
52		Total	10,100,000	100,000	5,000,000	5,000,000	0	0
53	Old Agoura Park Accessibility Project	CDBG	141,749	141,749				
54								
55		Total	141,749	141,749	0	0	0	0
56		Grand Total	54,729,914	6,203,782	17,122,533	23,134,533	5,734,533	2,534,533

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

I. INVESTMENT OBJECTIVES:

The purpose of this statement is to provide guidelines for the investment of the City's funds and is based upon State law and prudent money management. This policy is designed according to the specific needs of the City of Agoura Hills. The ultimate goal is to enhance the economic status of the City while ensuring the safety of funds. The authority governing investment of public funds is set forth in the Government Code, Sections 53601 et seq.

The City holds to the "prudent investor standard" in that all investments placed shall be made with a degree of judgment and care, not for speculation, but considering the safety of the monies and acting as a fiduciary of the public trust. The prudent investor standard as set forth in Section 53600.3 of the Government Code is as follows. "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." Related activities which comprise good cash management include cash projections, the expeditious collection of revenue, disbursement control and a cost effective banking relationship.

The City shall be guided by the following criteria in priority order when placing investments:

1. Safety: Safety is the primary duty and responsibility in order to protect, preserve and maintain the principal of the City's public funds, which are for the benefit of citizens of the community.
2. Liquidity: An adequate percentage of the portfolio should be maintained in short term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets are placed. These securities should have a low sensitivity to market risk (price changes).
3. Return: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

It is intended that the scope of this policy cover the investment of surplus (i.e., monies not required for the immediate needs of the City) of all monies held under the direct authority of the City.

Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

II. INVESTMENT GOALS

1. Overall objective: The investment portfolio shall be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.
2. Specific objective: The investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to the return on the Market Benchmark Index, as selected by the City based on the City's investment objectives, constraints and risk tolerance.

III. GUIDELINES:

These guidelines are established to direct and control the investment process to meet established goals and objectives.

1. Investment Transaction: Pursuant to Government Code Section 53607, the City Council of the City of Agoura Hills delegates the authority to invest or reinvest funds of the City, or to sell or exchange securities so purchased, to the City Treasurer. 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."
2. Pooled Cash: The City's cash is consolidated into one bank account, and the surplus monies for all funds are invested on a pooled concept basis. Interest earnings shall be allocated according to fund cash balances on a quarterly and/or annual basis.
3. Cash Forecast: The cash flow for the City shall be analyzed daily so that adequate cash will be available to develop an investment strategy and to meet disbursement requirements.
4. Investments: The following is a list of the investments authorized by the City of Agoura Hills and shall be maintained within the statutory limits imposed by the Government Code.

- a. State of California Local Agency Investment Fund.
- b. United States Treasury Issues.
- c. Federal Agency or United States government sponsored total issues will not exceed 75%, nor will one issuer exceed 20% of the total portfolio.

The following is limited to no more than 5% of the total portfolio for any single issuer, other than the US Government, its agencies and enterprises:

- d. Commercial Paper
 - e. Negotiable Certificates of Deposit
 - f. Medium Term Corporate Notes
5. Wire Transfer: Any transfers to/from LAIF representing deposits or withdrawals effectuating an investment decision by the City Treasurer shall be completed by Finance Department staff and authorized by the City Manager. All other transfers shall be made by the City Treasurer or, provided that such transfer effectuates an investment decision, made by the City Treasurer. The City's bank verifies each transaction with the Finance Department.
 6. The City Treasurer shall prepare a monthly Treasurer's Report meeting the requirements of Government Code Section 53646.
 - a. All U.S. Treasury Issues, Federal Agency Securities, Commercial Paper, and Medium Term Corporate Notes purchased shall be delivered to our safekeeping account at an independent third party custodian. Purchase is made on a delivery versus payment basis. Book entry is considered delivery. The City shall retain physical custody of all CD's. There is no safekeeping document for LAIF investments as it is not evidenced by physical or book entry securities.
 - b. The City may engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

IV. LEGAL AND POLICY CONSTRAINTS

1. The City does not purchase or sell securities on margin.

2. The City does not use Reverse Repurchase Agreements for the investment of funds.
3. The City does not use third party broker-dealer accounts for the custody of funds or securities. However, pursuant to Government Code Section 53601.5, the City shall purchase each authorized investment either (a) directly from the issuer or (b) from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, (c) from a member of a federally regulated securities exchange, (d) from a national or state-chartered bank, (e) from a savings association or federal association (as defined by Section 5102 of the Financial Code), or (f) from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.
4. The City will only place that amount which is covered by FDIC Insurance or fully collateralized in a Negotiable Certificate of Deposit.
5. The City does not place investments with a maturity in excess of five years in accordance with Government Code, Section 53601.

V. MITIGATING CREDIT RISK IN THE PORTFOLIO

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

1. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises;
2. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences; and,
3. If securities owned by City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.



OFFICER/EMPLOYEE/OFFICIAL RESPONSIBILITY AND FRAUD PREVENTION POLICY AND PROTOCOL

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 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.



BALANCED BUDGET POLICY

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.



DEBT MANAGEMENT POLICY

I. PURPOSE

This policy establishes the proper and orderly issuance of debt for the purpose of achieving the City Council's goals and objectives. The purpose of this Debt Policy is to ensure that the City's bonded indebtedness is incurred and administered in a prudent financial manner. A decision by the City Council to incur bonded indebtedness is one of its most important decisions. Bond investors are going to purchase the City's bonds with the absolute expectation that the City will honor its promise to pay the annual debt service without exception for the 25-to-30 year life of the bonds. Conduit bonds, for which the City has no financial responsibility, will require the same level of scrutiny prior to bond issuance. A decision to incur bonded indebtedness also incurs the ongoing annual responsibility for the payment of debt service, annual State and Federal reporting requirements and the obligation to address any problems which may arise for as long as the bonds are still in existence.

Although this policy addressed bonded indebtedness, these same policy concerns can be directed to a bank loan or an internal inter-fund loan.

II. GENERAL MANAGEMENT POLICIES

The City will provide for a periodic review of its financial performance, and review its performance relative to the financial policies outlined herein. These financial policies will be taken into account during the capital planning, and budgeting process.

- In recognition of periodic changes in the cost of providing service to citizens, service costs and fees will be reviewed annually and adjusted commensurately.
- The City will present any proposed adjustments to existing fees and charges at public meetings, and will consider recommendations and input from the public as it relates to such proposed changes.
- Necessary appropriations for annual debt service requirements will be routinely included in the City's annual budget.
- The City will maintain proactive communication with the investment community, including rating agencies, credit enhancers and investors, to ensure future capital market access at the lowest possible rates.

III. FINANCIAL MANAGEMENT POLICIES

- The City will evaluate financing for each capital project on a case-by-case basis. The City will seek to pay for all capital projects from current revenues and available reserves prior to or in combination with the use of debt. The evaluation should include (a) determination that the capital project is eligible for bond financing, (b) identification of the sources of financing for the project other than bond financing, (c) identification of the total cost of the capital project including its construction cost, cost of furnishings fixtures and equipment (d) analysis of the municipal bond market, including economic and interest rate trends, (e) identification of alternative bond structures, option to use bond insurance and the information needed by rating agencies and the disclosure requirements of the Official Statement (f) the timing of when the City should enter the bond market.
- The term of a bond issue is not-to-exceed the useful life of the capital project that is being financed. The bonds are to be sold at Competitive Sale; however, the city reserves the option of pursuing a Negotiated Sale if the proposed financing of the Capital Project is unusual or complex. The overall objective is to obtain the lowest possible interest costs. The City is to remain cognizant of fluctuations in interest rates for the purpose of identifying Refunding opportunities. Refund of existing bonds should be undertaken to reduce overall debt service expense or to remove restrictive covenants in the existing Indenture.
- The City is to retain professional consultants including Bond Counsel, Underwriter, Financial Advisor, Trustee, and arbitrage analyst. The city will consider the professional qualifications and experience of these consultants as it relates to the particular bond issue under consideration. In certain instances, the City will conduct a request for proposal/qualification process to select such consultants.
- The City will carefully monitor its levels of general-purpose debt. Because our general purpose debt capacity is limited, it is important that we only use general purpose debt financing for high-priority projects where we cannot reasonably use other financing methods for two key reasons: (a) Funds borrowed for a project today are not available to fund other projects tomorrow. (b) Funds committed for debt repayment today are not available to fund operations in the future.
- In evaluating debt capacity, general-purpose annual debt service payments should generally not exceed 10% of General Fund revenues; and in no case should they exceed 15%. Further, direct debt will not exceed 2% of assessed valuation.



INDEPENDENT AUDITOR POLICY

PURPOSE

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

POLICY

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

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

PROCEDURE

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

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

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



FINANCIAL POLICY

PURPOSE

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

POLICY

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

PROCEDURE

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

TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE PROCEDURES

1. BACKGROUND AND TRAINING

Bonds that receive preferential 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, including the City of Agoura Hills and any related public entity, 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 tax-advantaged treatment.

While compliance with applicable federal tax requirements normally 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 fully tax-exempt bonds, 8038-GC for fully tax-exempt bonds with an issue price of less than \$100,000, 8038 for qualified private activity bonds, or 8038-B for Build America 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 to 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) or employee who will be responsible for compliance with each of the procedures set forth below. 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. 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 must be notified in writing of all such designations and assignments.

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, such as fully tax-exempt bonds or Build America 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 (a change or modification could result in a reissuance, which in the case of BABs, for example, would constitute a refunding of the BABs and thereby jeopardize their preferential tax status).

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 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 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 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 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 (other than individual tenant leases in the case of qualified private activity multifamily rental housing bonds); (c) management or service contracts relating to a bond-financed facility (other than those entered into in connection with qualified private activity bonds); (d) research contracts involving research undertaken in a bond-financed facility (other than those entered into in connection with qualified private activity bonds); and (e) any other contracts involving “special legal entitlements” (such as naming rights or exclusive provider arrangements) with respect to a bond-financed facility (other than those entered into in connection with qualified private activity bonds).

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 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 will 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 shall rely on information provided by the conduit borrower, which shall be required to provide such information within the timeframe described in the preceding section.

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 shall 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 Form 8038-G, 8038-B 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. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

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 to be made. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

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 to ensure that 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 shall 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. After all proceeds of a bond issue have been spent, 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. 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 conduit borrower shall be required to comply with this section.

K. Reserve Fund. The designated officer or employee will ensure that amounts of bond proceeds invested 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. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

L. Escrow Fund. For an advance refunding escrow (where the escrow is established 90 or more days before the refunded bonds are to be redeemed) funded with taxable open market securities earning yields higher than the yield of the advance refunding bonds, assure that all or part of the escrow is invested in zero interest rate SLGS issued by the United States Treasury Department if needed to blend down the yield.

M. 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.

N. 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 issuance 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 conduit borrower shall be required to comply with this section.

O. 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. In the case of qualified private activity bonds, the conduit borrower shall be required to comply with this section.

P. Spending Exceptions. If the six-month, 18-month, or 24-month spending exceptions from the rebate requirement (as described in the tax certificate) 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.

Q. 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 conduit borrower shall be required to comply with this section.

R. Filing of 8038-T. The designated officer or employee will make rebate and yield reduction payments timely and file Form 8038-T.

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 other than a natural person (individual acting as a member of the general public) is treated as a trade or business. Indirect uses of bond proceeds must also be considered in determining whether the proceeds of a bond issue will be for a private business use. For example, a facility is treated as being used for a private business use if it is sold or leased to a nongovernmental person and the nongovernmental person's use is in a trade or business. The designated officer or employee will analyze any private business use of bond-financed facilities and, for each issue of bonds, determine whether the ten percent limit on private business use (five percent in the case of "unrelated or disproportionate" private business use) is exceeded and immediately contact bond counsel if either of these limits is exceeded. This paragraph does not apply to qualified private activity bonds.

B. Management and Service Agreements. Management agreements between governmental entities and certain private parties under which private parties receive compensation 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. This paragraph does not apply to qualified private activity bonds.

C. Special Legal Entitlements. Before entering into any agreement providing special legal entitlements relating to a bond-financing facility, the designated officer or employee will immediately contact bond counsel to review such agreement. This paragraph does not apply to qualified private activity bonds.

6. PROCEDURES RELATING ONLY TO BUILD AMERICA BONDS AND TAX CREDIT BONDS

A. Limit on Premium. The designated officer or employee will consult with the financial advisor to ensure that the premium on each maturity (stated as a percentage of principal amount) does not exceed one-quarter of one-percent multiplied by the number of complete years to the earlier of the final maturity or, generally, the earliest optional redemption date for the bonds.

B. Two Percent Costs of Issuance Limitation. The designated officer or employee will consult with the financial advisor to ensure that the excess of the issue price (*i.e.*, the stated principal amount of the bonds plus the original issue premium or less the original issue discount) over the price at which the bond issue is sold to the investors at the initial bond offering, when combined with other issuance costs paid from bond proceeds, does not exceed two percent of the sale proceeds.

C. Review of Market Availability. The designated officer or employee will ensure that the financial advisor reviews the market trading activity after their sale date but before their

issuance date to determine whether the market pricing is consistent with the issue price reported by the underwriter or original purchaser as of their sale date. Market trading information is generally available through the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System (EMMA) (<http://www.emma.msrb.org>). A record of such determination, including copies of the market trading information, will be maintained.

D. Monitor Interest For Refundable Credit. In the case of BABs or tax credit bonds, the designated officer or employee will monitor the amount of interest payable on each interest payment date to ensure that the proper amount of direct payment (refundable credit) is requested on each Form 8038-CP.

E. Filing of 8038-CP. In the case of BABs or tax credit bonds, the designated officer or employee will ensure that IRS Form 8038-CP is timely filed with respect to each interest payment date (or each quarter in the case of certain variable rate bond issues).

F. Refundable Credit Payments to Proper Person. In the case of BABs or tax credit bonds, if the direct payments (refundable credits) to be made by the federal government with respect to the bonds will be paid to a person other than the issuer (*e.g.*, the bond trustee or the state or local government entity on whose behalf an authority issued the bonds, such as the California Statewide Communities Development Authority), the designated officer or employee will obtain and record the contact information of that person, and ensure that it is properly shown on Form 8038-CP so that the direct payment (refundable credit) will be made to the proper person.

G. Follow-up on Two Percent Costs of Issuance Limitation. In the case of BABs or tax credit bonds, in cooperation with the financial advisor, the designated officer or employee will ensure that no more than two percent of the sale proceeds are used to pay issuance costs.

H. Available Project Proceeds. In the case of BABs or tax credit bonds, the designated officer or employee will ensure that all of the sale proceeds and investment earnings, other than (i) sale proceeds used to pay issuance costs (up to the two percent limit described above) or (ii) deposited in a reasonably required reserve fund, are allocated to capital expenditures.

**Municipal Securities
Post-Issuance
Disclosure Policy**

**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”).

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 M S R B’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, 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 Finance Director 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 City's long-term debt note found in its most current Audited Financial Statements.

E. Event Notice Requirements

1. For any debt issues (subject to SEC Rule 15c2-12) issued 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*.

Unless otherwise specified, the City's Director of Finance will be responsible for monitoring the occurrence of these events, determining (if necessary) their materiality, and notifying the Dissemination Agent of the occurrence of an event for further filing with the MSRB:

- 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.
2. For any debt issues (subject to SEC Rule 15c2-12) issued prior to December 1, 2010, 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

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 (for example, direct placements with banks, i.e., "bank loans"). 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 Policy shall become effective immediately.

CITY OF AGOURA HILLS

FUND BALANCE POLICY FOR THE GENERAL FUND

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.



TWO YEAR BUDGET POLICY

PURPOSE

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

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

POLICY

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

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

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

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

**City of Agoura Hills
List of Acronyms
FY 2016/17 & 2017/18**

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

**City of Agoura Hills
List of Acronyms
FY 2016/17 & 2017/18**

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 2016/17 & 2017/18

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Agoura Hills Glossary of Terms FY 2016/17 & 2017/18

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

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

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

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

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

Capital Projects: Projects which purchase or construct capital assets.

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

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

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

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

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

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

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

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

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

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.

City of Agoura Hills Glossary of Terms FY 2016/17 & 2017/18

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

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

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

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

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

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

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

Modified Accrual Basis: The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

NPDES: National Pollutant Discharge Elimination System.

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

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.

City of Agoura Hills Glossary of Terms FY 2016/17 & 2017/18

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.