

**AGENDA**  
**REGULAR MEETING**  
**AGOURA HILLS CITY COUNCIL**  
Civic Center – Council Chambers  
30001 Ladyface Court, Agoura Hills, California 91301  
**Wednesday, June 25, 2025**  
**6:00 p.m.**

*Please silence all cell phones and other electronic devices during the meeting.*

**ATTEND OR WATCH THE MEETING**

*For in-person attendance, Council Chamber doors will open to the public at 5:30 p.m. To watch the live stream or archive of this meeting on YouTube, enter “Agoura Hills City Council” and click on the date of the meeting. To watch the live stream or archive of this meeting on the City’s website, go to [agourahillscity.org](http://agourahillscity.org) and click on the “Watch Meetings Online” button.*

**PUBLIC PARTICIPATION (PUBLIC COMMENT)**

**Option A: To provide public comments in-person in the Council Chambers**

*Members of the public have an opportunity to attend the meeting in-person in the Council Chambers and speak or submit a written comment on any item listed on the Agenda. If you wish to speak, complete a Speaker’s Card for each item and submit to the City Clerk prior to the public comment portion of the item. Public testimony is limited to three (3) minutes per speaker; a speaker’s time may not be transferred to another speaker. Written public comments submitted at the meeting are not read aloud by the City Clerk.*

**Option B: To submit written public comments prior to the meeting**

*Members of the public have an opportunity to submit written correspondence on any item listed on the Agenda. To ensure the City Council has the opportunity to review and/or consider information prior to the meeting, please identify the Agenda item number or topic in the email subject line and **submit written public comments to: [comments@agourahillscity.gov](mailto:comments@agourahillscity.gov) on or before 4:00 p.m. on the meeting date.** Public comments are not read into the record by the City Clerk. Please note: any public comments received after the deadline may not be considered as part of the City Council’s deliberations nor entered into the official record. However, members of the public may participate by attending the meeting to submit or make their comments in-person.*

**CALL TO ORDER**

**LAND ACKNOWLEDGMENT**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Mayor Penny Sylvester  
Mayor Pro Tem Jeremy Wolf  
Councilmember Kate Anderson  
Councilmember Chris Anstead  
Councilmember Deborah Klein Lopez

## **REPORT OF CLOSED SESSION**

### **APPROVAL OF AGENDA**

### **PRESENTATIONS**

Business of the Month – Johnny Gyro Karate

### **INTERGOVERNMENTAL, SPECIAL PURPOSE COMMITTEE, & DEPARTMENTAL REPORTS**

Reyes Adobe Days Update – Community Services Department

Las Virgenes/Malibu Council of Governments Update

Santa Monica Mountains Conservancy Advisory Committee Update

*(City Council and Staff)*

### **PUBLIC COMMENTS**

*(This section is reserved for persons wishing to address items not listed on the Agenda that are under the subject matter jurisdiction of the City Council. **Please refer to “Public Participation” above for full details on how to speak or submit written public comments under this category.**)*

### **CONSENT CALENDAR**

*(Items on the Consent Calendar may be approved by a single motion and vote. Unless pulled by the City Council, there will be no separate discussion of these items. This section is reserved for persons wishing to address items on the Consent Calendar. **Please refer to “Public Participation” above for full details on how to speak or submit written public comments under this category.**)*

1. Approve Minutes of the Special City Council Budget Workshop of June 11, 2025

STAFF REFERENCE: CITY CLERK RODRIGUES

2. Approve Minutes of the City Council Regular Meeting of June 11, 2025

STAFF REFERENCE: CITY CLERK RODRIGUES

3. Approve Demand Warrant Register No. 935

STAFF REFERENCE: DIRECTOR OF FINANCE IBAÑEZ

4. Approve Treasurer’s Report for March 2025

STAFF REFERENCE: DIRECTOR OF FINANCE IBAÑEZ

5. Approve First Amendment to Agreement for Contractor Services, with Brightview Landscape Services, Inc., Related to Citywide Landscape Maintenance Services

STAFF REFERENCE: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO



**CONSENT CALENDAR, continued –**

6. Approve First Amendment to Agreement for Contractor Services, with Burns-Pacific Construction, Inc., Related to Public Works Maintenance Services

STAFF REFERENCES: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO  
DEPUTY DIRECTOR OF PUBLIC WORKS FISHER

7. Approve First Amendment to Agreement for Contractor Services, with Lanspeed, for Technology Services

STAFF REFERENCES: ASSISTANT CITY MANAGER ADEVA  
MANAGEMENT ANALYST VICTORIA

8. Approve Second Amendment to Agreement for Contractor Services, with Danish Environment, Inc., for Janitorial Services at the Agoura Hills Recreation and Event Center

STAFF REFERENCE: RECREATION MANAGER NEWKIRK

9. Approve Second Amendment to Agreement for Contractor Services, with Street Sweeping Corporation of America, Related to Street Sweeping Services

STAFF REFERENCE: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO

10. Approve Second Amendment to Agreement for Contractor Services, with West Coast Arborists, Inc., Related to Tree Maintenance Services

STAFF REFERENCE: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO

11. Approve Sixth Amendment to Agreement for Design Professional Consultant Services, with Kimley-Horn and Associates, Inc., for Term Extension for the Kanan Road/Agoura Road Ultimate Intersection Improvements Project

STAFF REFERENCE: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO

12. Approve Agreement for Contractor Services, with HdL Coren and Cone, Relating to Property Tax Consulting, Bond Reporting Services, and Audit Services

STAFF REFERENCE: DIRECTOR OF FINANCE IBAÑEZ

13. Approve Agreement for Contractor Services, with Hinderliter de Llamas and Associates, Relating to HdL Prime Business Licensing and Transient Occupancy Tax Software

STAFF REFERENCE: DIRECTOR OF FINANCE IBAÑEZ

**CONSENT CALENDAR, continued –**

14. Approve Agreement for Contractor Services, with Pegasus Studios, for Audio/Visual Broadcasting Services

STAFF REFERENCES: ASSISTANT CITY MANAGER ADEVA  
MANAGEMENT ANALYST VICTORIA

15. Approve Agreement for Contractor Services, with Townsend Public Affairs, for State and Federal Advocacy and Grant Writing Services

STAFF REFERENCES: ASSISTANT CITY MANAGER ADEVA  
MANAGEMENT ANALYST VICTORIA

16. Approve Design Professional Consultant Services Agreement, with Willdan Engineering, for Professional Water Quality Services

STAFF REFERENCES: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO  
DEPUTY DIRECTOR OF PUBLIC WORKS FISHER

17. Adopt **Resolution No. 25-2104**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2025-26 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS

STAFF REFERENCE: DIRECTOR OF FINANCE IBAÑEZ

18. Adopt **Resolution No. 25-2105**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE EMPLOYEE HANDBOOK

STAFF REFERENCES: ASSISTANT CITY MANAGER ADEVA  
HUMAN RESOURCES MANAGER BIRD

19. Adopt **Resolution No. 25-2106**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING THE FISCAL YEAR 2025-26 SB 1: ROAD REPAIR AND ACCOUNTABILITY ACT PROJECT LIST

STAFF REFERENCES: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO  
DEPUTY DIRECTOR OF PUBLIC WORKS FISHER

20. Adopt **Resolution No. 25-2107**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, SUPPORTING THE DEVELOPMENT OF A SAFETY ACTION PLAN TO SUPPORT SUSTAINABLE AND EQUITABLE TRANSPORTATION INITIATIVES AND AUTHORIZING PARTICIPATION IN THE SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

STAFF REFERENCES: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER YAMBAO  
DEPUTY CITY MANAGER CELAYA

**CONSENT CALENDAR, continued –**

21. Adopt **Ordinance No. 25-478**; AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING SECTION 2803 (MEETINGS) OF PART 1 (PLANNING COMMISSION) OF CHAPTER 8 (COMMISSIONS, DEPARTMENTS, AND BOARDS) OF ARTICLE II (ADMINISTRATION) OF THE AGOURA HILLS MUNICIPAL CODE TO CHANGE THE PLANNING COMMISSION REGULAR MEETING TIME FROM 6:30 P.M. TO 6:00 P.M. AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

STAFF REFERENCE: COMMUNITY DEVELOPMENT DIRECTOR THOMAS

**(BUDGET) DISCUSSION / ACTION**

*(This section is reserved for persons wishing to address items listed under Discussion / Action. Please refer to "Public Participation" above for full details on how to submit written public comments or speak under this category.)*

22. Discussion to Consider Adoption of **Resolution No. 25-2108**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY SETTING SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 3.1% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES, INCREASING THE CITY'S MATCHING CONTRIBUTION TO THE DEFERRED COMPENSATION PLAN GENERAL AND EXECUTIVE EMPLOYEES, **Resolution No. 25-2109**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, RESCINDING RESOLUTION 22-2012 AND AMENDING THE LIMIT ON THE CITY'S CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS) CONTRIBUTION AMOUNTS FOR CITY EMPLOYEES, **Resolution No. 25-2110**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR COUNCILMEMBERS, **Resolution No. 25-2111**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, TO AMEND THE MISSION SQUARE RETIREMENT GOVERNMENTAL MONEY PURCHASE PLAN 401(a) ADOPTION AGREEMENT, and Approve the Fifth Amendment to the City Manager's Employment Agreement and the City Manager's Performance Bonus

STAFF REFERENCE: HUMAN RESOURCES MANAGER BIRD

### **(BUDGET) PUBLIC HEARING**

*(This section is reserved for persons wishing to address items listed under Public Hearing. Please refer to "Public Participation" above for full details on how to submit written public comments or speak under this category.)*

23. Conduct a Public Hearing to Consider the Adoption of **Resolution No. 25-2112**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2025-26 APPROPRIATIONS LIMITATIONS and **Resolution No. 25-2113**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26, INCLUDING FISCAL YEAR 2026-27 APPROPRIATIONS, APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26, AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2024-25 ANNUAL BUDGET AND ADOPTING CITYWIDE GOALS FOR FISCAL YEARS 2025-26 AND 2026-27

STAFF REFERENCES:      DIRECTOR OF FINANCE IBAÑEZ  
FINANCE MANAGER CHO  
ACCOUNTANT PALMER

### **ORDINANCE / ACTION**

*(This section is reserved for persons wishing to address items listed under Ordinance / Action. Please refer to "Public Participation" above for full details on how to submit written public comments or speak under this category.)*

24. Waive Full Reading and Introduce **Ordinance No. 25-479**; AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AND APPROVING A CEQA EXEMPTION DETERMINATION

STAFF REFERENCE:      BUILDING OFFICIAL QUACH

### **CITY COUNCIL, STAFF COMMENTS**

### **ADJOURNMENT**

The next Regular City Council Meeting will be held at 6:00 p.m., on Wednesday, July 9, 2025, in the Council Chambers of the Civic Center. The Civic Center is located at 30001 Ladyface Court, Agoura Hills, California.

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City Council meeting or other services offered by the City of Agoura Hills, please contact the City Clerk's Office at (818) 597-7300. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.*

*Copies of staff reports or other written documentation, relating to each item of business described in this Agenda, are posted to the City's website at [agourahillscity.org](http://agourahillscity.org) and are on file in the office of City Clerk Kimberly M. Rodrigues, Agoura Hills City Hall, 30001 Ladyface Court, Agoura Hills, California, 91301.*

*The telecast of the Wednesday, June 25, 2025, Regular City Council Meeting will be shown on Channel 10 for Time Warner Cable subscribers, Channel 3 for Charter subscribers, and Channel 99 for AT&T U-Verse subscribers, at a later date, and run daily until the next regularly scheduled City Council meeting. The broadcast schedule is as follows: M-10a m; T-3pm; W-10am; Th-7pm; F-10am; S-3pm; and Su-7pm.*

**MINUTES**  
**BUDGET WORKSHOP**  
**SPECIAL MEETING OF THE AGOURA HILLS CITY COUNCIL**  
Civic Center – Council Chambers  
30001 Ladyface Court, Agoura Hills, California 91301  
**Wednesday, June 11, 2025**  
**4:00 p.m.**

The City Council Budget Workshop was called to order at 4:00 p.m. by Mayor Sylvester.

The Pledge of Allegiance was led by Recreation Manager Nick Newkirk.

Present were: Mayor Penny Sylvester, Mayor Pro Tem Jeremy Wolf, Councilmember Kate Anstead, Councilmember Chris Anstead, and Councilmember Deborah Klein Lopez.

Also Present were: City Manager Nathan Hamburger, City Attorney Candice K. Lee, Assistant City Manager Ramiro Adeva, Deputy City Manager Louis Celaya, Executive Assistant Michele Hubbs, Director of Community Development Denice Thomas, Principal Planner Robby Nesovic, Building Official Lukas Quach, Director of Public Works/City Engineer Charmaine Yambao, Deputy Director of Public Works Director Kelly Fisher, Director of Finance Diego Ibañez, Finance Manager Brenda Cho, Accountant Leah Palmer, Director of Community Services Amy Brink, Recreation Manager Nick Newkirk, Management Analyst Stephanie Pozos, and City Clerk Kimberly M. Rodrigues.

**APPROVAL OF AGENDA**

ACTION: Councilmember Klein Lopez moved to approve the Agenda, as presented. Councilmember Anstead seconded. The motion carried 5-0, by the following roll call vote:

AYES: Mayor Sylvester, Mayor Pro Tem Wolf, and Councilmembers Anderson, Anstead, and Klein Lopez.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**DISCUSSION / ACTION**

1. Discussion of Proposed Biennial Budget for Fiscal Years 2025-26 and 2026-27

The following person(s) spoke:

Carolyn Trocino, Agoura Hills, representing the Old Agoura Homeowners

Cyrena Nouzille, Agoura Hills, representing the Old Agoura Homeowners  
Danielle Borja, representing the Greater Conejo Valley Chamber of Commerce

Upon discussion of the Proposed Biennial Budget for Fiscal Years 2025-26 and 2026-27, the City Council provided feedback to staff.

There was Council consensus (*Mayor Sylvester, Mayor Pro Tem Wolf, Councilmembers Anderson, Anstead and Klein Lopez*) to include \$5,000 in the General Fund budget to support the events sponsored by the Greater Conejo Valley Chamber of Commerce and \$3,000 in the Special Events budget for the Topanga Banjo Fiddle Contest and Folk Festival.

The City Council requested amendments to the Community Outreach Grants Program, as follows:

- Increase the grant for Cougar Conservancy from \$750 to \$1,395.15
- Increase the grant for Malibu Search and Rescue from \$1,000 to \$2,000
- Increase the grant for Many Mansions from \$2,000 to \$2,500

ACTION: Councilmember Klein Lopez moved to approve the amendments. Councilmember Anderson seconded. The motion carried 5-0, by the following roll call vote:

AYES: Mayor Sylvester, Mayor Pro Tem Wolf, and Councilmembers Anderson, Anstead, and Klein Lopez.

NOES: None.

ABSTAIN: None.

ABSENT: None.

By unanimous consensus, the City Council (*Mayor Sylvester, Mayor Pro Tem Wolf, Councilmembers Anderson, Anstead and Klein Lopez*) approved the proposed budget for final preparation including the transfers to the General Fund and Special Events budgets, along with the Community Outreach Grants Program amendments.

### **CITY COUNCIL, STAFF COMMENTS**

There were no comments.

### **ADJOURNMENT**

At 4:42 p.m., Mayor Sylvester adjourned the meeting.



Kimberly M. Rodrigues, MPPA, MMC  
City Clerk

**MINUTES**  
**REGULAR MEETING**  
**AGOURA HILLS CITY COUNCIL**  
Civic Center – Council Chambers  
30001 Ladyface Court, Agoura Hills, California 91301  
**Wednesday, June 11, 2025**  
**6:00 p.m.**

The City Council meeting was called to order at 6:00 p.m. by Mayor Sylvester.

Mayor Sylvester announced the Land Acknowledgement.

The Pledge of Allegiance was led by Principal Planner Robby Nesovic.

Present were: Mayor Penny Sylvester, Mayor Pro Tem Jeremy Wolf, Councilmember Kate Anderson, Councilmember Chris Anstead, and Councilmember Deborah Klein Lopez.

Also Present were: City Manager Nathan Hamburger, City Attorney Candice K. Lee, Assistant City Manager Ramiro Adeva, Deputy City Manager Louis Celaya, Human Resources Manager Celeste Bird, Executive Assistant Michele Hubbs, Community Development Director Denice Thomas, Principal Planner Robby Nesovic, Director of Public Works/City Engineer Charmaine Yambao, Director of Finance Diego Ibañez, Director of Community Services Amy Brink, and City Clerk Kimberly M. Rodrigues.

**REPORT OF CLOSED SESSION**

City Attorney Lee reported on the Closed Session item pursuant to Government Code Section 54957. Direction was given to staff; no reportable action was taken.

**APPROVAL OF AGENDA**

ACTION: Mayor Pro Tem Wolf moved to approve the Agenda, as presented. Councilmember Anstead seconded. The motion carried 5-0, by the following roll call vote:

AYES: Mayor Sylvester, Mayor Pro Tem Wolf, and Councilmembers Anderson, Anstead, and Klein Lopez.

NOES: None.

ABSTAIN: None.

ABSENT: None.

## **PRESENTATIONS**

There were no presentations.

## **INTERGOVERNMENTAL, SPECIAL PURPOSE COMMITTEE, & DEPARTMENTAL REPORTS**

Councilmember Klein Lopez provided a Clean Power Alliance (CPA) Update.

Councilmember Anderson spoke about the success of the new farmers market in Agoura Hills (Ladyface Marketplace).

## **PUBLIC COMMENTS**

The following person(s) spoke:

Jennifer, Agoura Hills

## **CONSENT CALENDAR**

There were no public comments.

ACTION: Councilmember Anderson moved to approve Consent Calendar Item Nos. 1-6, as presented. Councilmember Klein Lopez seconded. The motion carried 5-0, by the following roll call vote:

AYES: Mayor Sylvester, Mayor Pro Tem Wolf, and Councilmembers Anderson, Anstead, and Klein Lopez.

NOES: None.

ABSTAIN: None.

ABSENT: None.

1. Approve Minutes of the City Council Regular Meeting of May 28, 2025
2. Approve Demand Warrant Register No. 934
3. Approve Award of Contract, for Fiscal Year 2025-26 Annual Concrete Repair Project; NIB 25-03, to JT Construction Groups, Inc.
4. Approve Second Amendment to Agreement for Design Professional Consultant Services, with m6 Consulting, Inc., for Construction Engineering Services Related to the Ladyface Greenway Project
5. Approve Agreement for Contractor Services, with Solid Waste Solutions, Inc., for Ongoing 2025-26 Recycling and Solid Waste Program Consulting Services
6. Adopt **Resolution No. 25-2103**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, TERMINATING THE EMERGENCY ACTION REQUIRING EMERGENCY ROOF REPAIR TO BE

PERFORMED AT THE AGOURA HILLS CIVIC CENTER AND RESOLUTION NO.  
25-2099

**PUBLIC HEARING**

7. Conduct a Public Hearing on Vacancies, Recruitment, and Retention Efforts Relating to Assembly Bill 2561

Following presentation of the staff report, Mayor Sylvester opened the Public Hearing at 6:12 p.m.

Following a question-and-answer period of staff, Mayor Sylvester opened the floor for public comments.

There being no public comments or further questions, Mayor Sylvester closed the Public Hearing at 6:17 p.m.

Feedback was provided to staff; no formal action was required by the City Council.

**PUBLIC HEARING / ORDINANCE**

8. Conduct a Public Hearing, Waive Full Reading, and Introduce **Ordinance No. 25-478**; AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING SECTION 2803 (MEETINGS) OF PART 1 (PLANNING COMMISSION) OF CHAPTER 8 (COMMISSIONS, DEPARTMENTS, AND BOARDS) OF ARTICLE II (ADMINISTRATION) OF THE AGOURA HILLS MUNICIPAL CODE TO CHANGE THE PLANNING COMMISSION REGULAR MEETING TIME FROM 6:30 P.M. TO 6:00 P.M. AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Following presentation of the staff report, Mayor Sylvester opened the Public Hearing at 6:19 p.m.

There being no questions of staff, Mayor Sylvester opened the floor for public comments.

There being no public comments or further questions, Mayor Sylvester closed the Public Hearing at 6:21 p.m.

Following deliberations, Mayor Sylvester called for a motion and second to approve the staff recommendation to adopt **Resolution No. 25-2101**.

ACTION: Councilmember Anderson moved to approve the staff recommendation. Councilmember Anstead seconded. The motion carried 5-0, by the following roll call vote:

AYES: Mayor Sylvester, Mayor Pro Tem Wolf, and Councilmembers Anderson, Anstead, and Klein Lopez.

NOES: None.

ABSTAIN: None.

ABSENT: None.

### **CITY COUNCIL, STAFF COMMENTS**

Director of Community Services Brink announced the first Summer Concert in the Park, featuring Mirage, is set for this Sunday to kick off summer; the Summer Beach Bus will begin service on Monday, the first Movie in the Park event, featuring *Moana*, is scheduled for June 21, encouraged everyone to visit the City's website and social media for event details, and extended warm wishes for a Happy Father's Day.

Councilmember Klein Lopez reported attending an official ribbon-cutting for the HAWK (High-Intensity Activated Crosswalk Beacon) across from Reyes Adobe Park, noted that public information would be distributed regarding the meaning of the various flashing lights, and thanked staff for the installation.

Mayor Pro Tem Wolf reported attending two ribbon-cutting events last week: one for a new bridge in Chesebro National Park that is ADA-compliant and will help connect the trails; and, another for the grand opening of the new farmers market (Ladyface Marketplace).

Councilmember Anderson highlighted the Pride flag flying at City Hall and mentioned she shared with Supervisor Horvath that it was displayed for the second consecutive year.

Mayor Sylvester thanked Mayor Pro Tem Wolf for presiding over the last meeting and wished all fathers a Happy Father's Day.

### **ADJOURNMENT**

At 6:27 p.m., Mayor Sylvester announced the next Regular City Council Meeting would be held at 6:00 p.m., on Wednesday, June 25, 2025, in the Council Chambers of the Civic Center and adjourned the meeting.

Kimberly M. Rodrigues, MPPA, MMC  
City Clerk

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: DIEGO IBANEZ, DIRECTOR OF FINANCE**

**SUBJECT: DEMAND WARRANT NO. 935**

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Demand Warrant No. 935 is hereby submitted for your approval.

All items on the Demand Warrant are budgeted items; and all the items, when aggregated and annualized, are found to be within budget.

### **RECOMMENDATION**

It is recommended the City Council approve Demand Warrant No. 935.

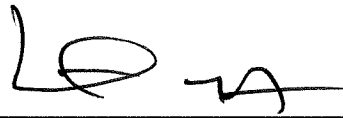
**June 25, 2025**

**DEMAND WARRANT REGISTER NO. NINE HUNDRED THIRTY-FIVE**

Pursuant to Section 2508, of the Agoura Hills Municipal Code (AHMC), the demands are herein presented, having been duly audited, and are hereby allowed and approved for payment in the amount as shown for the designated payees and charged to the appropriate funds as indicated.

Pursuant to Section 37202 of the Government Code, I certify the above demands are accurate and funds are available for payment thereof.

I hereby certify Demand Warrant No. 935 is a full, true, and correct statement.

A handwritten signature in black ink, appearing to read 'N. Hamburger', is written above a horizontal line.

Nathan Hamburger, City Manager



<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6/5/2025	117902	Acorn	NPH CC Notice	256.16
6/5/2025	117903	ACT, A Div of Cherokee Chemical Co., Inc	Water Treatment May 2025	340.00
6/5/2025	117904	Agromin	Cover Mulch Morrison Park	1,591.40
6/5/2025	117905	Alliant Insurance Svc	Special Event Liability Q2 2025	1,347.00
6/5/2025	117906	Broadcast Music, Inc.	Annual Fee 05/01/2025 - 04/30/2026	446.00
6/5/2025	117907	Brodersen Associates	Landscape Architectural Services April 2025	4,856.25
6/5/2025	117908	Bryco Plumbing	City Hall Repairs	6,664.84
6/5/2025	117909	Cr Print	Envelopes	188.77
6/5/2025	117910	Dapeer, Rosenblit & Litvak LLP	Legal Services April 2025	10,174.90
6/5/2025	117911	Direct Tv	Cable Services - June 2025	59.74
6/5/2025	117912	Dish	Rec Center Cable Services June 2025	158.71
6/5/2025	117913	Envicom Corporation	Professional Services	364.25
6/5/2025	117914	Gha Technologies Inc.	Technology Equipment	7,739.57
6/5/2025	117915	GMZ Engineering, Inc.	Ladyface Greenway April 2025	2,003,618.73
6/5/2025	117916	Jeff Wachtel	Reimbursement for CERT Supplies	35.05
6/5/2025	117917	Jessica Samiley	Security Deposit Refund	1,000.00
6/5/2025	117918	La County Assessors	Maps	12.00
6/5/2025	117919	Lori Skope	Security Deposit Refund	1,000.00
6/5/2025	117920	Pegasus Studios	Broadcasting Services May 2025	1,572.50
6/5/2025	117921	Rafael Hernandez	Security Deposit Refund	1,000.00
6/5/2025	117922	Richard Venn	Cancelled Trip	50.00
6/5/2025	117923	Rincon Consultants	Professional Services April 2025	24,043.50
6/5/2025	117924	RMG Communications	Video Filming and Editing	10,175.44
6/5/2025	117925	Ronald F. Troncatty	Monthly Services - May 2025	1,825.00
6/5/2025	117926	SaberDome Corp	Monthly Services - June 2025	12,021.00
6/5/2025	117927	SCA of CA LLC	Street Sweeping May 2025	11,814.00
6/5/2025	117928	Smith Pipe & Supply Inc.	Supplies Chumash Park	555.24
6/5/2025	117929	Solid Waste Solutions, Inc.	Film Permit Fees May 2025	5,023.75
6/5/2025	117930	Staples	Supplies	468.31
6/5/2025	117931	Telecom Law Firm, P.C.	Professional Services	461.00
6/5/2025	117932	T-Mobile USA Inc.	Monthly Services 4/21/25 - 5/20/25	31.15
6/5/2025	117933	TPX Communications	Monthly Communication 5/23/25 - 6/22/25	809.35
6/5/2025	117934	Turbodata	Administrative Citation Processing - May 2025	200.00
6/5/2025	117935	Wageworks	Healthcare Benefits May 2025	204.00
6/5/2025	117936	Waste Management	Oil Recycling Program	9,600.00
6/5/2025	117937	West Coast Arborists, Inc	Tree Maintenance 5/01/25 - 5/15/25	2,998.80
6/12/2025	117938	A Rental Connection	Senior Expo	378.56
6/12/2025	117939	Acorn	Community Survey Ad	1,120.00
6/12/2025	117940	All City Management	School Crossing Guard 5/11/25 - 5/24/25	9,460.06
6/12/2025	117941	Blue Table	Catering	3,071.25
6/12/2025	117942	Brandon Small	Security Deposit Refund	1,000.00
6/12/2025	117943	Brightview Landscape Services	Landscape Maintenance May 2025	50,191.00
6/12/2025	117944	Brodersen Associates	Landscape Architecture March 2025	4,637.50
6/12/2025	117945	Bryco Plumbing	Rec Center Repairs	3,550.00
6/12/2025	117946	Calabasas Printing	Summer 2025 Senior Newsletter	560.82
6/12/2025	117947	CalPERS Educational Forum 2025	Educational Forum 2025	549.00
6/12/2025	117948	CoStar Realty Information, Inc.	CoStar Suite June 2025	497.50
6/12/2025	117949	County of Los Angeles Department of Public	Driver Drain Improvements	14,458.33
6/12/2025	117950	Danish Environment Janitorial Services	Janitorial Services June 2025	8,607.31
6/12/2025	117951	Dapeer, Rosenblit & Litvak LLP	Legal Services May 2025	4,810.50



# AGOURA HILLS

## Demand Register 935

6/12/2025	117952	David Hewitt	Concert Band	3,000.00
6/12/2025	117953	Direct Tv	Cable Service May 2025	53.49
6/12/2025	117954	Elizabeth Eaves	Instructor Payment	251.55
6/12/2025	117955	Envicom Corporation	Rec Center Trail Project	11,044.22
6/12/2025	117956	Executive Facilities Services, Inc	Janitorial Services June 2025	2,608.35
6/12/2025	117957	Facilitron Inc.	Concert Band	759.00
6/12/2025	117958	Geodynamics	Geotechnical Review May 2025	4,025.00
6/12/2025	117959	Gotem, Inc.	Monthly Pest Control May 2025	660.00
6/12/2025	117960	GSG Protective Services	Event Security 5/12/25 - 5/18/25	3,939.90
6/12/2025	117961	Jeni Snyder	Refund Cancelled Class	5.00
6/12/2025	117962	Jennifer Pierce	Westlake Village Graduation Deposit Refund	1,000.00
6/12/2025	117963	Jensen Hughes, Inc.	Wildfire Risk Assessment	35,579.93
6/12/2025	117964	Kevin Cortrite Gates	Rec Center Gate Service	175.00
6/12/2025	117965	Kimley Horn & Assoc.	Kanan/Agoura Intersection March 2025	19,920.12
6/12/2025	117966	Las Virgenes Municipal Water	Water 4/18/25 - 5/20/25	596.66
6/12/2025	117967	Las Virgenes School District	Security Deposit Refund	1,000.00
6/12/2025	117968	Lori Skope	Insurance Refund	27.00
6/12/2025	117969	M & L Partnership	Fingerprinting May 2025	210.00
6/12/2025	117970	m6 Consulting, Inc.	Professional Engineer Services May 2025	16,976.75
6/12/2025	117971	National Utility Locators LLC	Contract Locating May 2025	1,700.00
6/12/2025	117972	Rachel Jorich Litchin	Security Deposit Refund	1,000.00
6/12/2025	117973	Rms Printing Llc	Pop-up Banner	1,253.35
6/12/2025	117974	Sierra Display	Ladyface Marketplace Signage	676.85
6/12/2025	117975	Sierra Installations	Installation of Concert Banners	1,920.00
6/12/2025	117976	Sky Elements LLC	Drone Show Deposit	21,725.00
6/12/2025	117977	Smith Pipe & Supply Inc.	Supplies Freeway On/Off Ramp	924.90
6/12/2025	117978	Southern California Edison	Utilities 4/22/25 - 5/20/25	6,372.38
6/12/2025	117979	Spectrum Enterprise	Cable Services 6/03/25 - 7/02/25	182.98
6/12/2025	117980	Staples	Supplies	564.19
6/12/2025	117981	Stephanie Stater	Security Desopsit Refund 4/4/2025	1,000.00
6/12/2025	117982	Total Access Evevator LLC	Maintenance June 2025	155.00
6/12/2025	117983	Townsend Public Affairs, Inc.	Consulting Services May 2025	5,000.00
6/12/2025	117984	Ventura Transit Systems	Transportation 5/14/2025	1,740.00
6/12/2025	117985	West Coast Arborists, Inc	Tree Maintenance 5/16/25 - 5/31/25	1,523.20
6/12/2025	117986	Wilson Utility Construction Company	Duplicate Business License Refund	73.00
			<b>Total</b>	<b>2,373,241.06</b>
6/13/2025	Payroll	PPD 5/31/25-6/13/25	PPD 5/31/25-6/13/25	267,381.61
			<b>Wire &amp; EFT Total:</b>	<b>267,381.61</b>
			<b>Grand Total</b>	<b>2,640,622.67</b>

**Demand Register No. 935**

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of June, 2025, by the following vote to wit:

AYES:        (  
NOES:        (  
ABSTAIN:    (  
ABSENT:     (

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Penny Sylvester, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC, City Clerk



# AGOURA HILLS

*"Gateway to the Santa Monica Mountains National Recreation Area"*

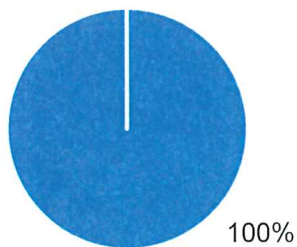
## Treasurer's Report March 2025

Asset Category	Policy Maximum	Market Value	Par Value	% Portfolio	Yield	Days to Maturity
<b>Cash and Cash Equivalents</b>						
Pooled Cash	n/a	\$ 1,023,653.00	\$ 1,023,653.00	n/a	n/a	n/a
Pooled Cash - Sweep	n/a	\$ 1,755,945.23	\$ 1,755,945.23	n/a	4.22%	1
Petty Cash	n/a	\$ 800.00	\$ 800.00	n/a	n/a	n/a
Flexible Spending Acct	n/a	\$ 37,623.67	\$ 37,623.67	n/a	n/a	n/a
Bond Accounts	n/a	\$ 9,244,570.18	\$ 9,244,570.18	n/a	n/a	n/a
Successor Agency Cash Deposits	n/a	\$ 2,373.18	\$ 2,373.18	n/a	n/a	n/a
Successor Agency Bond Accounts	n/a	\$ 875,766.87	\$ 875,766.87	n/a	n/a	n/a
<b>Investments</b>						
LAIF City	75 Million	\$ 22,908,441.87	\$ 22,908,441.87	100%	4.31%	1
LAIF Successor Agency	75 Million	\$ 12,812.97	\$ 12,812.97	100%	4.31%	1

## PORTFOLIO ASSET ALLOCATION

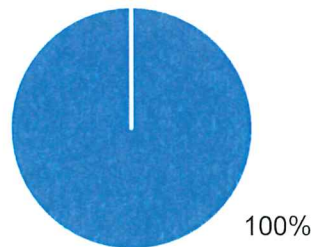
Asset Category	Market Value 2/28/2025	% of Portfolio 2/28/2025	Market Value 3/31/2025	% of Portfolio 3/31/2025
LAIF City	\$ 22,908,441.87	100%	\$ 22,908,441.87	100%

Asset Allocation 2/28/25



■ LAIF City

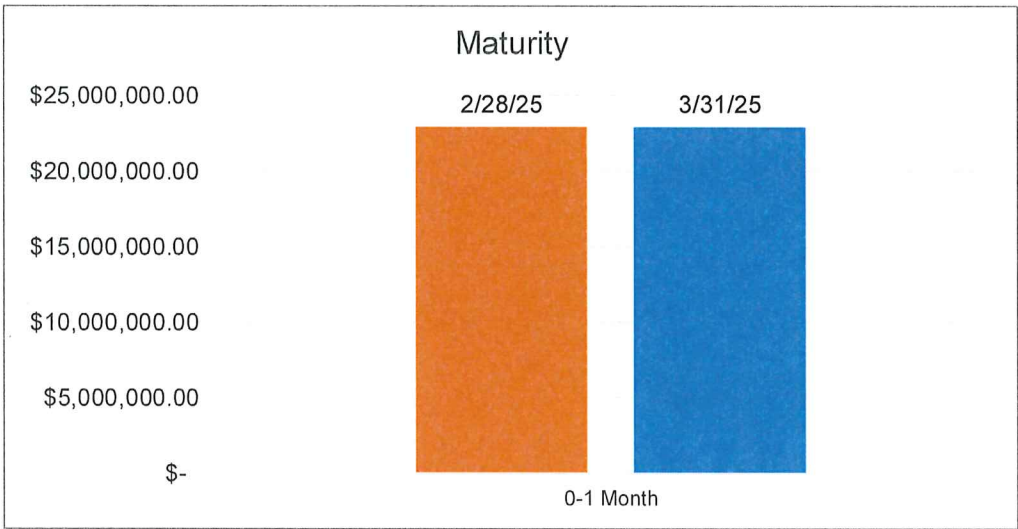
Asset Allocation 2/28/25



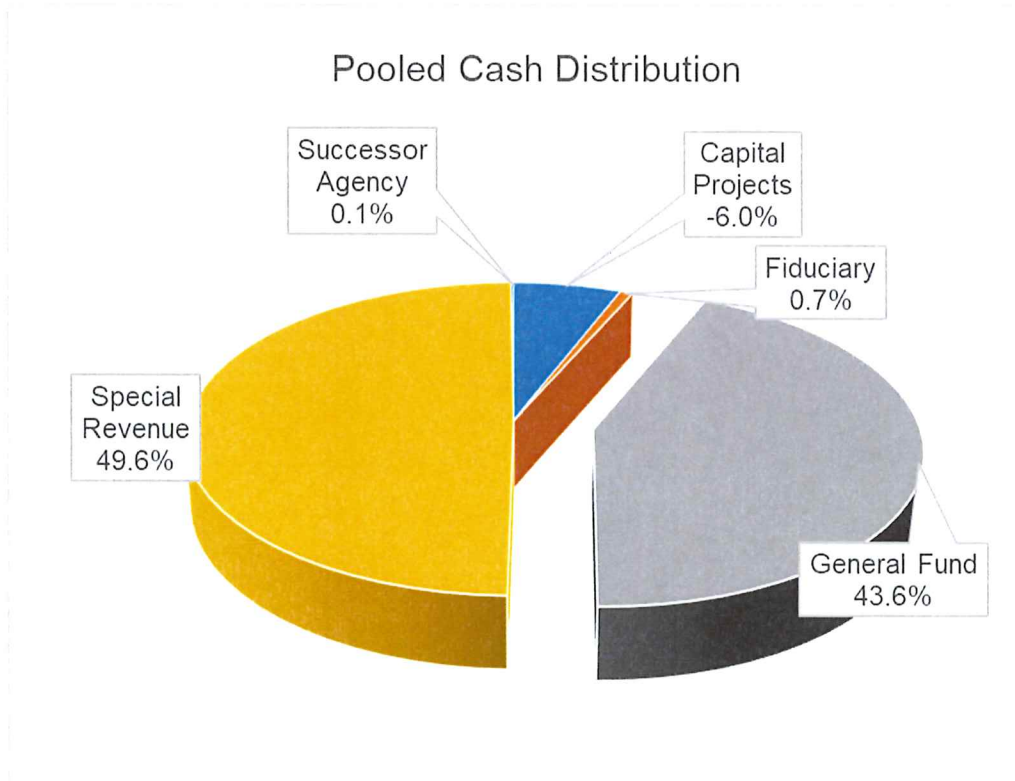
■ LAIF City

**PORTFOLIO MATURITY**

Maturity Range	Market Value 2/28/2025	% of Portfolio 2/28/2025	Market Value 3/31/2025	% of Portfolio 3/31/2025
0-1 Month	\$ 22,908,441.87	100%	\$ 22,908,441.87	100%



**POOLED CASH DISTRIBUTION**



## INVESTMENT POLICY COMPLIANCE

I certify that the City's Investment Portfolio is in full compliance with the City's Investment Policy and California Government Code Section 53601, and I believe the Investment Pool contains sufficient cash flow from liquid and maturing securities, bank deposits, and income to meet the City's expenditure requirement for the next six months.

A handwritten signature in black ink, appearing to read 'N. Hamburger', is written over a horizontal line.

Nathan Hamburger, City Manager  
June 16, 2025

## REPORT TO CITY COUNCIL

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**

**SUBJECT: REQUEST FOR APPROVAL OF FIRST AMENDMENT TO THE AGREEMENT FOR CONTRACTOR SERVICES WITH BRIGHTVIEW LANDSCAPE SERVICES, INC., RELATED TO CITYWIDE LANDSCAPE MAINTENANCE SERVICES**

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Since 2021, Brightview Landscape Services, Inc. (Brightview) has provided the City with landscape services for the City's public right-of-way and parks. Specifically, their contract scope of work includes, but is not limited to:

- Mowing/Edging
- Irrigations Inspections
- Weed Maintenance
- Mulching
- Hardscape Maintenance
- Tree Maintenance
- Litter Control

On June 22, 2022, the City Council authorized the contract award to Brightview which allowed for three years of guaranteed work, with the option of one 2-year extension, for a total of five years.

As with all agreement extensions, the contractor is entitled to a cost increase based on the California Consumer Price Index (CPI). Brightview has requested a cost increase of 3.0% based on the CPI Los Angeles-Anaheim Area "All Urban Consumer's" percentage.

Based on the excellent services being provided by Brightview, staff feels it is in the best interest of the City to approve the first amendment for a not-to-exceed amount of \$1,407,191.39, which includes a 5% contingency (\$67,009.11) for special landscape projects and supplies as directed by City staff. The first amendment would commence on July 1, 2025, and terminate on June 30, 2027.

The proposed amendment has been reviewed by the City Attorney and approved as to form.



## **FISCAL IMPACT**

Funding has been appropriated in the various Public Works and Community Services Departments' accounts to fund these services in the proposed Fiscal Year 2025-26 and 2026-27 Budget.

## **RECOMMENDATION**

Staff respectfully recommends the City Council approve the First Amendment to the Agreement for Contractor Services with Brightview Landscape Services, Inc., related to Citywide landscape maintenance services.

Attachment: First Amendment to Agreement for Contractor Services

FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	Brightview Landscape Services, Inc.
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Greg Conahey
CONTRACTOR'S ADDRESS:	2696 Lavery Ct. Newbury Park, CA 91320
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Brian E. Woodworth
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2027
CONSIDERATION:	Amendment Amount: \$1,340,183.00  Total Contract Price Not to Exceed: \$3,441,904.28

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND BRIGHTVIEW LANDSCAPE SERVICES, INC.**

**Citywide Landscape Services**

THIS **FIRST AMENDMENT** is made and entered into as of **July 1, 2025**, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Brightview Landscape Services, Inc., a **Corporation** (hereinafter referred to as "Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with respect to the following facts and purposes:

a. On July 1, 2022 the City and Contractor entered into that certain Agreement entitled "Agreement for Contractor Services," in the amount of **Two Million One Hundred One Thousand Seven Hundred Twenty-Two and Zero Cents** (\$2,101,722.00),

b. The parties now desire to extend the term of the agreement to June 30, 2027, increase the payment in the amount of **One Million Three Hundred Forty Thousand One Hundred Eighty-Two Dollars and Twenty-Eight Cents** (\$1,340,182.28), increasing the total contract amount to **Three Million Four Hundred Forty-One Thousand Nine Hundred Four Dollars and Twenty-Eight Cents** (\$3,441,904.28), amend Exhibit B in its entirety by replacing the Payment Rates and Schedule and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than **June 30, 2027** unless sooner terminated pursuant to the provisions of this Agreement."

3. Section **Payment** of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Contractor monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The First Amendment amount shall not exceed **One Million Three Hundred Forty Thousand One Hundred Eighty-Two Dollars and Twenty-Eight Cents** (\$1,340,182.28), for Citywide Landscape Services for a total Agreement amount of **Three Million Four Hundred Forty-One Thousand Nine Hundred Four Dollars and Twenty-Eight Cents** (\$3,441,904.28).

4. Exhibit "B" to the Agreement is hereby amended in its entirety as set forth on Attachment "A" to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

5. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this First Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

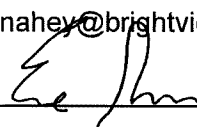
*Date Approved by City Council:* \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

Brightview Landscape Services, Inc.  
2629 Lavery Ct., Unit 6  
Newbury Park, CA 91320  
Greg Conahey  
805-499-8689  
Greg.conahey@brightview.com

By:  \_\_\_\_\_

Print Name: Enrico Marogna

Title: Senior Vice President

By:  \_\_\_\_\_

Print Name: Susan DeSantis

Title: Assistant Secretary

**[Signatures of Two Corporate Officers Required]**

## **ATTACHMENT A**

*Attached hereto and incorporated herein is a revised Exhibit B (Payment Rates and Schedule).*

**EXHIBIT B  
PAYMENT RATE AND SCHEDULE**

**2025-2027 BASE RATE**

The contract payment rates shall be based on the rates below::

	<b>2021-2025 Annual Amount</b>	<b>3% CPI Adjustment</b>	<b>2025-2026 Annual Amount</b>	<b>2026-2027 Annual Amount (2<sup>nd</sup> Year)</b>	<b>2025-2027 Annual Amount for 2 Year Extension</b>
Citywide Landscape Services	\$285,038.00	\$8551.14	\$293,589.14	293,589.14	\$587,178.28
City Park Services	\$365,536.00	\$10,966.00	\$376,502.00	\$376,502.00	\$753,004.00
<b>Total:</b>	<b>\$650,574.00</b>	<b>\$19,517.14</b>	<b>\$670,091.14</b>	<b>\$670,091.14</b>	<b>\$1,340,182.28</b>

## **REPORT TO CITY COUNCIL**

**DATE:** JUNE 25, 2025

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

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
KELLY FISHER, DEPUTY DIRECTOR OF PUBLIC WORKS

**SUBJECT:** REQUEST FOR APPROVAL OF FIRST AMENDMENT TO THE  
AGREEMENT FOR CONTRACTOR SERVICES WITH BURNS-PACIFIC  
CONSTRUCTION, INC., RELATED TO PUBLIC WORKS MAINTENANCE  
SERVICES

---

Since 2011, Burns-Pacific Construction, Inc. (Burns), has provided public works maintenance services to the City. The services include, but are not limited to, street maintenance, sidewalk repairs and inspection, catch basin cleaning, traffic sign maintenance, street striping/pavement marking, general clean-up, and emergency response, as needed.

On June 22, 2022, the City Council authorized the contract award to Burns which allowed for three years of guaranteed maintenance services, with the option of two additional 2-year extensions, for a total of seven years. Burns' excellent record, knowledge of the City, and ability to react swiftly in both emergency and non-emergency events, makes their contract critical to the execution of daily operations. Staff feels it is in the best interest of the City to approve the first amendment for a not-to-exceed amount of \$1,000,000 which is consistent with the current contract. The first amendment would commence on July 1, 2025, and terminate on June 30, 2027.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

Funding has been appropriated in the various Public Works Department's accounts to fund these services in the proposed Fiscal Year 2025-26 Budget.

### **RECOMMENDATION**

Staff respectfully recommends the City Council approve the First Amendment to the Agreement for Contractor Services with Burns-Pacific Construction, Inc., related to public works maintenance services.

Attachment: First Amendment to Agreement for Contractor Services



FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	Burns Pacific Construction, Inc.
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Michael Moraga
CONTRACTOR'S ADDRESS:	505 E. Thousand Oaks Blvd. Thousand Oaks, CA 91360
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	<div><div>Signed by:</div><div>Michael Moraga</div><div>DF93AF5B4BC242F...</div></div> Kelly Fisher
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2027
CONSIDERATION:	Amendment Amount: \$1,000,000  Total Contract Price Not to Exceed: \$2,500,000

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND BURNS PACIFIC CONSTRUCTION, INC.**

Public Works Maintenance Services

THIS FIRST AMENDMENT is made and entered into as of July 1, 2025, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Burns Pacific Construction, Inc., a Corporation (hereinafter referred to as "Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with respect to the following facts and purposes:

a. On July 1, 2022, the City and Contractor entered into that certain Agreement entitled "Agreement for Contractor Services," in the amount of One Million Five Hundred Thousand Dollars and Zero Cents (\$1,500,000.00),

b. The parties now desire to extend the term of the agreement to June 30, 2027, and increase the payment in the amount of One Million Dollars (\$1,000,000.00), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 5 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Contractor monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The First Amendment amount shall not exceed One Million Dollars and Zero Cents (\$1,000,000.00), for an additional two years of Public Works Maintenance Services for a total Agreement amount of Two Million Five Hundred Thousand Dollars and Zero Cents (\$2,500,000.00)."

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this First Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
Date Approved by City Council: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

Burns Pacific Construction, Inc.  
505 E. Thousand Oaks Blvd.  
Thousand Oaks, CA 91360  
Michael Moraga  
808-371-4171  
mmoraga@burnspacific.com

By:

Michael Moraga  
Signed by: DF03AF5B4BC242F...

Print Name: Michael Moraga

Title: President

By:

Maria Gil-Moraga  
Signed by: C3595C11B0EE49E...

Print Name: Maria Gil-Moraga

Title: Secretary of Corporation

**[Signatures of Two Corporate Officers Required]**

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER  
AMBER VICTORIA, MANAGEMENT ANALYST**

**SUBJECT: APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR  
SERVICES WITH LANSPEED FOR INFORMATION TECHNOLOGY  
SERVICES**

---

The City currently contracts with Lanspeed, to provide information technology services to the City. The City Council approved a three-year contract with Lanspeed in June 2022. The current contract is scheduled to terminate on June 30, 2025. Under the existing agreement, there is an option to extend the agreement for an additional two-year term, at the same current rates. City Staff and Lanspeed have discussed the optional extension and are in agreement to extend the current contract.

Lanspeed has been providing information technology services to the City for the past ten years. The City's service has been reliable, and Lanspeed staff has provided considerable expertise in upgrading and maintaining our system and security. Lanspeed maintains software on the City servers that protects against malware, ransomware, and viruses, and has provided staff training both in-person and on-line to educate employees about virtual threats. Staff has been pleased with the work performed by Lanspeed in the past and is confident that the firm will continue to provide high quality services.

The amendment will extend the current agreement until June 30, 2027, and allow City staff to discuss future agreement terms and rates with Lanspeed for continued services in preparation for the next two-year Fiscal Year Budget 2027-28 and 2028-29.

Should the City Council approve the amendment, Lanspeed will continue information technology services for the City. The first amendment to the agreement has been reviewed and approved as to form by the City Attorney.

### **FISCAL IMPACT**

The fiscal impact of (\$153,333/year) is included in the Fiscal Year Budget 2025-26 and 2026-27 in the 010-4195-552000 (Automated Office Systems/Contractor Services).

## **RECOMMENDATION**

Staff respectfully recommends the City Council approve the first amendment to agreement for contractor services with Lanspeed for technology services.

Attachment: First Amendment to Agreement for Contractor Services

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FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	Lanspeed
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Toby Kruse
CONTRACTOR'S ADDRESS:	597 Avenue of the Flags, Ste 103 Buellton, CA 93427
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Amber Victoria
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2027
CONSIDERATION:	Amendment Amount: \$306,666  Total Contract Price: \$766,666 Not to Exceed: \$153,333/yr

## **FIRST AMENDMENT TO AGREEMENT BETWEEN CITY OF AGOURA HILLS AND LANSPEED**

THIS FIRST AMENDMENT is made and entered into as of June 25, 2025, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Lanspeed, (hereinafter referred to as "Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with respect to the following facts and purposes:
  - a. On June 21, 2022, the City and Contractor entered into that certain Agreement entitled "Agreement for Consultant Services," in the amount of Four Hundred Sixty Thousand Dollars and Zero Cents (\$460,000).
  - b. The parties now desire to extend the term of the agreement to June 30, 2027, increase the payment in the amount of Three Hundred and Six Thousand, Six Hundred and Sixty-Six Dollars and Zero Cents (\$306,666), increasing the total contract amount to Seven Hundred Sixty Six Thousand, Six Hundred Sixty-Six Dollars and Zero Cents (\$766,666), and to amend the Agreement as set forth in this Amendment.
2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement."
3. Section 3 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Contractor monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The First Amendment amount shall not exceed Three Hundred and Six Thousand, Six Hundred Sixty-Six Dollars and Zero Cents (\$306,666), for the 2-year term extension of the agreement for a total Agreement amount of Seven Hundred Sixty-Six Thousand, Six Hundred and Sixty-Six Dollars and Zero Cents (\$766,666)."
4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this FIRST Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:


\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
*Date Approved by City Council:* \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

Lanspeed  
597 Avenue of the Flags, Suite 103  
Buellton, CA 93427  
Toby Kruse  
805-682-9981  
sales@lanspeed.com

By: Signed by:   
D8FD68A9C5346F...

Print Name: T. Kruse

Title: CEO

By: Signed by:   
2C0AFB 100FEB444A...

Print Name: Natalie Metz

Title: People Manager

**[Signatures of Two Corporate Officers Required]**



## REPORT TO CITY COUNCIL

**DATE:** JUNE 25, 2025

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

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** NICK NEWKIRK, RECREATION MANAGER

**SUBJECT:** APPROVE SECOND AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES WITH DANISH ENVIRONMENT, INC. FOR JANITORIAL SERVICES AT THE AGOURA HILLS RECREATION AND EVENT CENTER

---

The purpose of this report is to seek approval for the City Council to approve the Second Amendment to the Agreement for Contractor Services with Danish Environment, Inc. ("Danish"). On July 1, 2023, the City entered into an agreement with Danish to provide janitorial services at the Agoura Hills Recreation and Event Center with a detailed and focused scope of work for the facility. On July 1, 2024, a one-year extension First Amendment was approved by the City Council. The current amendment expires on June 30, 2025.

Danish has been working with the City for five years cleaning, sanitizing, and maintaining the Department of Community Services offices, recreation program areas, public restrooms, and The Event Center facilities, including the kitchen and outdoor patio areas. Danish will continue to provide clean up, maintenance, set-up, and breakdown services for all Event Center events that occur seven days a week. The services provided would not be possible without the collaborative efforts between the contractor and City Staff.

City Staff has been pleased with the work that Danish has been providing. They understand that the City's goal is to maintain the aesthetics and beauty of the public facilities that the residents and participants of the programs deserve. Danish has demonstrated that they understand that quality service is paramount to providing the best experience possible that the community expects when visiting the facilities. The agreement is only for 90 days, as City staff is currently out-to-bid for Janitorial Services.

The proposed Second Amendment to the Agreement for Contractor Services has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

There is no fiscal impact. The Second Amendment to the Agreement for Contractor Services is \$35,000 and is included in the Fiscal Year 2025-26 Proposed Budget; Account No. 010-4426-54300.

## **RECOMMENDATION**

Staff respectfully recommends the City Council:

1. Approve the Second Amendment to Agreement with Danish Environment, Inc.
2. Authorize the Mayor to sign the amendment on behalf of the City Council.

Attachment: Second Amendment to Agreement for Contractor Services

SECOND AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	Danish Environment, Inc
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Christina Harlan
CONTRACTOR'S ADDRESS:	820 Muskingum Ave. Pacific Palisades, CA 90272
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Nick Newkirk
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	September 30, 2025
CONSIDERATION:	Amendment Amount:  Total Contract Price Not to Exceed: \$315,000.00 /yr

**SECOND AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND DANISH ENVIRONMENT, INC.**

**JANITORIAL SERVICES**

THIS SECOND AMENDMENT is made and entered into as of July 1, 2025, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Danish Environment, Inc (hereinafter referred to as "Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with respect to the following facts and purposes:

a. On July 1, 2023, the City and Contractor entered into that certain Agreement entitled "Agreement for Contractor Services," in the amount One Hundred Forty Thousand Dollars and Zero Cents (\$140,000.00).

b. On July 1, 2024, the City and Contractor entered into the **First Amendment** to that certain Agreement entitled "Agreement for Contractor Services," to add scope of work/extend the term of the agreement to June 30, 2025 increase the payment in the amount of One Hundred Forty Thousand Dollars and Zero Cents (\$140,000.00).

c. The parties now desire to: add scope of work, extend the term of the agreement to add scope of work/extend the term of the agreement to September 30, 2025 increase the payment in the amount of Thirty Five Thousand Dollars and Zero Cents (\$35,000.00). Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than September 30, 2025 unless sooner terminated pursuant to the provisions of this Agreement."

2. Section 4 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Contractor monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The Second Amendment amount shall not exceed Thirty Five Thousand Dollars and Zero Cents (\$35,000.00), for additional term for a total Agreement amount of Three Hundred Fifteen Thousand Dollars and Zero Cents (\$315,000.00).

3. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this **SECOND** Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:


\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
*Date Approved by City Council:* \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

Danish Environment Inc.  
820 Muskingum Ave.  
Pacific Palisades, CA 90272  
Christina Harlan  
(818)992-6722

By:  \_\_\_\_\_  
0A4D42C0915942F...

Print Name: Christina Harlan

Title: owner

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**[Signatures of Two Corporate Officers Required]**

## **ATTACHMENT A**

*Attached hereto and incorporated herein is the additional scope of work and associated cost as provided by the Contractor.*

### **All Areas**

#### **Daily**

1. Vacuum all open traffic areas.
2. Spot clean carpet as necessary.
3. Clean and sanitize drinking fountains, sinks and kitchenettes.
4. Empty trash containers and wastebaskets, replace liners, clean as necessary.
5. Empty recycling containers.
6. Spot clean all interior and exterior doors, window, frames and glass to remove fingerprints/smudges.
7. Spot clean fingerprints from light switch plates and partitions and walls.
8. Dust all counter tops.
9. Sweep interior and exterior stairs and stairwells

#### **Weekly**

1. Remove dust and cobwebs from ceiling, HVAC grates, walls, fixtures and corners.
2. Damp clean all ceiling air diffuser outlets.
3. Damp clean top set floor base.
4. Low dust all horizontal surfaces (under 6' high) including window sills, ledges, molding, picture frames and vents.

#### **Monthly**

1. High dust all horizontal surfaces (over 6' high) including shelves, moldings ledges, pipes, ducts, etc.

### **Lobby/Reception Areas**

#### **Daily**

1. Damp mop floors, paying special attention not to splash on counter/walls. Use slip resistant solution in water.
2. Clean and vacuum.
3. Wipe down and disinfect all counter top surfaces.

#### **Bi-Monthly (60 Days)**

1. Buff and strip and re-finish/wax hard surface floors.

#### **Quarterly**

1. Vacuum upholstered furniture and damp clean and condition vinyl/leather.

The City reserves the right to redirect the scheduled areas as needed.

#### **RESTROOMS – Note: Do NOT use caustic chemicals on metal fixtures!**

##### **Daily**

1. Clean and sanitize: floors and floor base, sink surfaces, basins and faucets, under sink fixtures.
2. Clean and polish all chrome fixtures.
3. Clean and polish all mirrors and shelving.
4. Clean and sanitize: toilet, toilet seats, both sides, toilet valves, door handles, urinals and urinal valves.
5. Empty all containers and disposals, replace liners as required.
6. Clean and sanitize exterior of all containers.
7. Empty and sanitize interior of sanitary containers and replace wax liners.
8. Spot clean tile walled surfaces.
9. Spot clean and dust tops of toilet partitions and urinal modesty panels.
10. Restock soap and all paper supplies.
11. Maintain batteries and scents in air fresheners and soap dispensers.
12. Report leaky faucets, urinals, toilets, or any other restroom deficiencies.

##### **Weekly**

1. Pour enzyme disinfectant into floor drains to fill trap.
2. Wash and sanitize: toilet partitions and urinal modesty panels.
3. Damp clean ceiling air diffusers and door vents.
4. Clean all door kick panels.

##### **Monthly**

1. Damp clean and sanitize tiled wall surface.

##### **Bi-Monthly (60 days)**

1. Strip and re-finish/wax tile floors.
2. Provide and change all urinal cakes.

## **GENERAL OFFICE AREAS: INCLUDES PRIVATE ROOMS AND WORKSTATIONS**

### **Daily**

1. Empty wastebaskets and replace plastic liners as required.
2. Dust/clean desks, tables, chairs, pen sets, telephone and desk top computers. Do not disturb papers on furniture. Reposition all chairs for a neat appearance.
3. Clean tops of all work surfaces, exposed filing cabinets, bookcases, shelves, tables and other equipment.
4. Vacuum all carpet.
5. Spot clean interior glass.

### **Weekly**

1. Vacuum all carpet thoroughly, giving detail to file cabinet bases, under desks and based board edges.
2. Damp clean ceiling air diffusers.
3. Damp clean plastic, leather and vinyl chair/seat covers.
4. Vacuum upholstered furniture.
5. Low dust all horizontal surfaces to hand height (6 feet) including window sills, ledges, moldings, shelves, picture frames, vents, etc.

### **Monthly**

1. Wash exterior and interior of waste receptacles.
2. Vacuum under clear plastic chair mats.
3. High dust above hand height (6 feet) all horizontal surfaces including partitions, shelves, molding, ledge, pipes, ducts, etc.

## **Common Areas**

### **Daily**

1. Clean work area counter tops (copier areas, layout tables, etc.)
2. Clean and sanitize sinks.
3. Restock hand towels.



## **CONFERENCE ROOMS**

### **Daily**

1. Vacuum carpet.
2. Clean table tops.
3. Wipe off chairs.
4. Reposition chairs for a neat appearance.
5. Empty wastebaskets and replace plastic liners as necessary.
6. Dust telephones and televisions.

### **Weekly**

1. Polish table tops and bases.
2. Damp clean ceiling air diffusers.
3. Low dust all horizontal surfaces.

### **Monthly**

1. High dust above hand height (6 feet).

### **Quarterly**

1. Condition all upholstered/leather furniture

## **STAFF BREAK ROOM & KITCHEN**

### **Daily**

1. Damp mop and sanitize floors.
2. Spot clean walls.
3. Clean, sanitize and polish: counter tops, refrigerator, sink basins, faucets, cabinets, drawers, shelving and table tops.
4. Wipe down all chairs.
5. Empty trash containers, replace liners.
6. Clean exterior of all waste containers.
7. Remove all newspapers, dispose in recycling bins.
8. All recyclables such as cans, bottles, plastic are the property of the City of Agoura Hills and are to be deposited into designated recycling bins for City to recycle.

### **Weekly**

1. Clean inside of microwave ovens.
2. Damp clean ceiling air diffusers.
3. Low dust all horizontal surfaces.

### **Monthly**

1. High dust above hand height (6 feet).
2. On the last Friday of every month, clean the interior and exterior of all refrigerators. This includes disposal of all perishable food and containers. Facilities will assist in the disposal.
3. Buff hard surface floors.

## **MULTI-PURPOSE ROOMS**

### **Daily**

1. Damp mop and sanitize floor
2. Wipe down and dust counter tops, sinks, etc
3. Spot clean mirrors and interior and exterior windows of finger prints and smudges
4. Clean door kick panels

### **Weekly**

1. Clean Mirrors
2. Clean interior and exterior windows

## **CLASS ROOMS**

### **Daily**

1. Damp mop and sanitize floor
2. Wipe down and dust counter tops, sinks, etc
3. Spot clean mirrors and interior and exterior windows of finger prints and smudges
4. Clean door kick panels

### **Weekly**

1. Clean Mirrors
2. Clean interior and exterior windows

### **Bi-Weekly**

1. Dust wall wood paneling

### **Monthly**

1. Buff, wax and polish class room flooring

## **EVENT CENTER**

### **Daily**

1. Empty wastebaskets and replace plastic liners as required.
2. Spot clean interior and exterior glass windows of finger prints and smudges
3. Clean all door kick panels.

### **Weekly**

1. Damp mop event center floor.
2. Low dust all horizontal surfaces to hand height (6 feet) including window sills, ledges, moldings, shelves, picture frames, vents, etc.

### **Bi-Weekly**

1. Dust wall wood paneling

### **Monthly**

1. Polish wall wood paneling
2. Buff, wax and polish event center flooring

### **Quarterly**

1. High dust above hand height (6 feet) all horizontal surfaces including partitions, pipes, beams, HVAC ducts, projectors, etc. Contractor will provide lift gate for these tasks and protective floor covering to prevent flooring damage.

### **Miscellaneous**

1. Clean and rack event center tables and chairs at conclusion of each event

## **EVENT CENTER KITCHEN**

### **Daily**

1. Clean, sanitize and polish: counter tops, refrigerator, stoves, sink basins, faucets, cabinets, drawers, shelving and table tops.

### **Weekly**

1. Mop and sanitize kitchen floor.

### **Monthly**

1. Wash interior and exterior of waste receptacles.

2. High dust above hand height (6 feet) all horizontal surfaces including partitions, shelves, molding, ledge, pipes, ducts, etc.
3. Pour enzyme disinfectant into floor drains to fill trap.

## **EXTERIOR OF BUILDING**

### **Daily**

1. Clean, sanitize and polish: Exterior trash cans

### **Monthly/As Needed**

1. Wash interior and exterior of waste receptacles.
2. Power wash Event Center patio, decks, entryway
3. Clean trellis and lights

## **MISCELLANEOUS**

### **Daily**

1. Clean sink in custodial closets.
2. Maintain custodial closets and supplies in a clean and orderly manner. Keep odor free.
3. Remove trash from hallways, must clearly be marked "Trash/Basura".
4. Vacuum, clean, polish Elevator door, floor and walls.
5. Contractor will be required to utilize Industry Recommended cleaning products for some furniture and fixtures. Contractor and Recreation/Facilities Manager will coordinate this effort.

## **EVENT CENTER SET UP/BREAKDOWN**

### **Per Event**

1. Set up Event Center tables and chairs based on the diagram provided by City Staff beforehand.
2. Clean and put all tables and chairs away.
3. Clean all trash off of floors in Event Center, restrooms and common areas.
4. Clean and restock Event Center restrooms.
5. Clean Event Center kitchen and remove trash.
6. Clean windows as needed.
7. Clean all floors as needed.

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**

**SUBJECT: REQUEST FOR APPROVAL OF SECOND AMENDMENT TO THE AGREEMENT FOR CONTRACTOR SERVICES WITH SWEEPING CORPORATION OF AMERICA, RELATED TO STREET SWEEPING SERVICES**

---

The purpose of this report is to seek approval of a second amendment to the agreement with Sweeping Corporation of America (Contractor), extending the term of the contract for the final year and amending the payment amount.

On May 12, 2021, the City Council authorized a contract award to the Contractor, (formerly Clean Street), in the amount of \$525,000, for a three-year term with the option of two additional 1-year extensions, for a total of five years. The original contract was awarded to Clean Street which was then sold and consolidated into Sweeping Corporation of America in 2023.

Staff feels it is in the best interest of the City to approve the second amendment for a not-to-exceed amount of \$165,660 which is consistent with the current contract. The second amendment would commence on July 1, 2025, and terminate on June 30, 2026.

The proposed Amendment for Contractor Services has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

The proposed Fiscal Year 2025-26 Budget includes \$90,000 of Solid Waste Management Funds (520-4515-5520.21), \$64,000 of Gas Tax Funds (020-4515-5520.21), and \$12,300 of Measure W (Local) Funds to fund these services.

### **RECOMMENDATION**

Staff respectfully recommends the City Council approve the Second Amendment to the Agreement for Contractor Services with Sweeping Corporation of America, related to street sweeping services.

Attachment: Second Amendment to Agreement for Contractor Services

SECOND AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	Sweeping Corporation of America
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Brad Becker
CONTRACTOR'S ADDRESS:	2400 Eastman Ave Oxnard, CA 93030
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Brian E Woodworth
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2026
CONSIDERATION:	Amendment Amount: \$165,660.  Total Contract Price Not to Exceed: \$853,660.00, /yr

**SECOND AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND SWEEPING CORPORATION OF AMERICA**

**Street Sweeping Services**

THIS FIRST AMENDMENT is made and entered into as of July 1, 2025, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Street Corporation of America (hereinafter referred to as "Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with respect to the following facts and purposes:

a. On July 1, 2021, the City and Contractor entered into that certain Agreement entitled "Agreement for Contractor Services," in the amount of Five Hundred Twenty-Five Thousand Dollars and Zero Cents (\$525,000.00).

b. On June 26, 2024, the City and Contractor entered into the First Amendment to that certain Agreement entitled "Agreement for Contractor Services," to extend the term of the agreement to June 30, 2025 and increase the payment in the amount of One Hundred Sixty-Three Thousand Dollars and Zero Cents (\$163,000.00), and to increase the total contract amount of Six Hundred Eighty-Eight Thousand Dollars and Zero Cents (\$688,000.00).

c. The parties now desire to extend the term of the agreement to June 30, 2026, and increase the payment in the amount of One Hundred Sixty-Five Thousand Dollars & zero (\$165,660.00), increasing the total contract amount to Eight Hundred Fifty-Three Thousand Dollars Six Hundred Sixty Dollars and Zero Cents (\$853,660.00), amend Exhibit B in its entirety by replacing the Payment Rates and Schedule and amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2026 unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 5 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Contractor monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The Second Amendment amount shall not exceed One Hundred Sixty-Five Thousand Dollars and Zero Cents (\$165,000.00), for Street Sweeping Services for a total Agreement amount of Eight Hundred Fifty-Three Thousand Dollars and Zero Cents (\$853,000.00)."

4. Exhibit "B" to the Agreement is hereby amended in its entirety as set forth on Attachment "A" to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

5. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Second Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
Date Approved by City Council: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

Sweeping Corporation of America  
2400 Eastman Ave  
Oxnard, CA 93030  
Brad Becker  
805-201-0040

Signed by:  
By: Kelly Rich  
8B3A93F2E3DA405...

Print Name: Kelly Rich

Title: CFO  
DocuSigned by:

By: Brad Becker  
D061C5B895034FD...

Print Name: Brad Becker

Title: Regional Vice President

**[Signatures of Two Corporate Officers Required]**



**ATTACHMENT A**

*Attached hereto and incorporated herein is a revised Exhibit B (Payment Rates and Schedule)*

**EXHIBIT B**  
**PAYMENT RATE AND SCHEDULE**

**2025-2026 BASE RATE**

The contract payment rates shall be based on the base rate as follows:

	Frequency	Rate per Curb Mile	Rate Per Month	Total Actual Cost
Residential and Collector Streets	Once per Month	\$69	\$9,177	\$110,124
Arterial Streets	Twice per Month	\$69	\$3,864	\$46,368
Disposal Estimate				\$9,168
			Total	\$165,660

- ## AGOURA HILLS STREET SWEEPING SCHEDULE

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**

**SUBJECT: REQUEST FOR APPROVAL OF SECOND AMENDMENT TO THE AGREEMENT FOR CONTRACTOR SERVICES WITH WEST COAST ARBORISTS, INC., RELATED TO TREE MAINTENANCE SERVICES**

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Since 2011, West Coast Arborists, Inc. (West Coast) has provided the City with tree trimming services. Specifically, their contract scope of work includes, but is not limited to:

- Tree pruning
- Tree and stump removal
- Tree planting
- Emergency response
- Updating the City's tree inventory.

On May 12, 2021, the City Council authorized the contract award to West Coast, which allowed for three years of guaranteed work, with the option of two additional one-year extensions, for a total of five years.

As with all agreement extensions, the contractor is entitled to a cost increase based on the California Consumer Price Index (CPI). West Coast has requested a cost increase of 3.4% based on the CPI for the Los Angeles-Long Beach-Anaheim region "All Urban Consumer's" percentage.

If approved, the amendment would reflect current rates that account for all items typically included in contractor calculations of fully-burdened rates (ie: current prevailing hourly wage rates pursuant to the provisions of Section 1773 of the Labor Code for the State of California, costs of coverage for multiple insurance policies, and standard company mark-up percentage).

Based on the exceptional services being provided by West Coast, staff feels it is in the best interest of the City to approve the second amendment, which would be the last extension of the contract. The second amendment would commence on July 1, 2025, and terminate on June 30, 2026.

The proposed amendment has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

As with the original agreement, the proposed amendment contains a not-to-exceed amount of \$120,000. The proposed Fiscal Year 2025-26 Budget has sufficient funding appropriated in the Public Works Department's Special Services Account (010-4505-5520.03), Street Tree Maintenance Account (020-4520-5520.23), and Tree Maintenance in Parks Account (010-4450-5520.95).

### **RECOMMENDATION**

Staff respectfully recommends the City Council approve the Second Amendment to the Agreement for Contractor Services with West Coast Arborists, Inc., related to tree maintenance services.

Attachment: Second Amendment to Agreement for Contractor Services

SECOND AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	West Coast Arborist
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Patrick Mahoney
CONTRACTOR'S ADDRESS:	2200 E. Via Burton Anaheim, CA 92806
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Brian E. Woodworth
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2026
CONSIDERATION:	Amendment Amount: \$120,000.00  Total Contract Price Not to Exceed: \$600,000.00

**SECOND AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND WEST COAST ARBORIST**

**Professional Tree Trimming Maintenance Services**

THIS SECOND AMENDMENT is made and entered into as of July 1, 2025 by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and West Coast Arborist, Inc. (hereinafter referred to as "Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with respect to the following facts and purposes:

a. On July 1, 2021 the City and Contractor entered into that certain Agreement entitled "Agreement for Contractor Services," in the amount of Three Hundred Sixty Thousand Dollars and Zero Cents (\$360,000.00).

b. On June 26, 2024, the City and Contractor entered into the First Amendment to that certain Agreement entitled "Agreement for Contractor Services," to extend the term of the agreement to June 30, 2025 and increase the payment in the amount of One Hundred Twenty Thousand Dollars and Zero Cents (\$120,000.00), and to increase the total contract amount of Four Hundred Eighty Thousand Dollars and Zero Cents (\$480,000.00).

c. The parties now desire to extend the term of the agreement to June 30, 2026 and increase the payment in the amount of One Hundred Twenty Thousand Dollars and Zero Cents (\$120,000.00), increase the total contract price to Six Hundred Thousand Dollars and Zero Cents (\$600,000.00), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2026 unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 5 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Contractor monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The Second Amendment amount shall not exceed One Hundred Twenty Thousand Dollars and Zero Cents (\$120,000.00), for Tree Trimming Maintenance Services for a total Agreement amount of Six Hundred Thousand Dollars and Zero Cents (\$600,000.00)."

4. Exhibit "B" to the Agreement is hereby amended by adding thereto the items set forth on Attachment "A" to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

5. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Second Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
Date Approved by City Council: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

West Coast Arborist, Inc.  
2200 E. Via Burton  
Patrick Mahoney  
800-521-3714  
714-956-3745

By: \_\_\_\_\_

Print Name: Patrick Mahoney

Title: President

By: \_\_\_\_\_

Print Name: Richard Mahoney

Title: Secretary

**[Signatures of Two Corporate Officers Required]**



## **ATTACHMENT A**

*Attached hereto and incorporated herein is the additional scope of work and associated cost as provided by the Contractor.*



## Schedule of Compensation for Year 2025 - 2026

### Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
1	Grid Tree Pruning	Each	\$95.25
2	Service Request Tree Pruning 0-6 DSH	Each	\$77.05
3	Service Request Tree Pruning 7-16 DSH	Each	\$141.25
4	Service Request Tree Pruning 17-24 DSH	Each	\$194.75
5	Service Request Tree Pruning 25-36 DSH	Each	\$301.75
6	Service Request Tree Pruning 37+ DSH	Each	\$408.80
7	Coco Palm Pruning	Each	\$55.65
8	Washingtonia Palm Pruning	Each	\$87.75
9	C.I. Date Palm Pruning	Each	\$160.55
10	Tree & Stump Removal	Inch	\$42.80
11	Tree Only Removal	Inch	\$32.10
12	Stump Only Removal	Inch	\$18.20
13	Plant 15 Gallon Tree w/o RB	Each	\$184.05
14	Plant 15 Gallon Tree w/ RB	Each	\$205.45
15	Plant 24" Box Tree w/o RB	Each	\$398.10
16	Plant 24" Box Tree w/ RB	Each	\$419.50
17	Watering - per tree	Each	\$12.80
18	Watering - per day	Day	\$836.85
19	GPS Tree Inventory	Each	\$4.30
20	Tree Master Plan	Each	\$2.10
21	Arborist Services	Man Hour	\$151.95
22	Specialty Equipment Rental	Hour	\$196.95
23	Crew Rental - per man	Man Hour	\$98.45
24	Emergency Crew Rental - per man	Man Hour	\$141.25
25	95-foot Aerial Tower	Hour	\$196.95
26	Crane	Hour	\$196.95
27	Roll-off Truck with Loader	Hour	\$196.95

The proposed rates include a 3.4% adjustment, reflecting changes in the Consumer Price Index for the LA-Long Beach-Anaheim region over the past 12 months. If approved, the new rates will take effect on July 1, 2025

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS / CITY ENGINEER**

**SUBJECT: REQUEST FOR APPROVAL OF SIXTH AMENDMENT TO AGREEMENT FOR DESIGN PROFESSIONAL CONSULTANT SERVICES WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR TERM EXTENSION FOR THE KANAN ROAD/AGOURA ROAD ULTIMATE INTERSECTION IMPROVEMENTS PROJECT**

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This report seeks City Council approval of a sixth amendment to the contract with Kimley-Horn and Associates, Inc., (KHA) for a term extension for the Kanan Road/Agoura Road Ultimate Intersection Improvements Project (Project).

KHA is currently under contract to complete the design improvements of the intersection, coordinate aesthetic elements from the Agoura Village Specific Plan (AVSP) and provide the California Environmental Quality Act (CEQA) analysis for the Project and the AVSP update, which included the Project as a central element of its revisions. The new signalized intersection design was planned as a “gateway” between the City and the Santa Monica Mountains.

On May 22, 2024, the City Council adopted the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, completing the CEQA compliance documentation for the Project.

With the completion of the environmental analysis, the final steps for the design of the Project included approval of the Gateway Entry Monument conceptual design, which are part of the final plans, specifications and estimates for construction of the Project. On May 14, 2025, the City Council provided feedback and final direction on the City Gateway Entry Monument design and directed staff to proceed with the final design of the Project.

There is an executed Memorandum of Understanding (MOU) between the City and Los Angeles County Metropolitan Transportation Authority (Metro) to fund the design of the Project through Measure R. Additional Measure M funds have been approved and appropriated by Metro for the final design, right-of-way and construction of the Project. The amendment to the MOU is currently under review and process with Metro. Staff anticipates execution of the MOU amendment to be finalized before the end of this calendar year.

To complete the final design package for construction, KHA has requested additional compensation for increased design engineering services for final plans, specifications, and estimates, which includes final design of the City Gateway Entry Monument, and costs for right-of-way documentation and coordination services. The additional costs for these services exceed the City 's current MOU with Metro. Staff expect to return to the City Council to request approval of a seventh (7<sup>th</sup>) amendment to the agreement for additional compensation in the amount of \$119,200, once the amendment MOU with Metro is completed.

The scope of work and all other terms and conditions of the Agreement are not expected to change and remain the same as previously approved.

The amendment has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

Sufficient funding was appropriated in the Fiscal Year 2025-26 City Council Budget for the Public Works Department's Street Improvements account number 018-46460-6309.00 to fund the design of the Project through Measure R.

### **RECOMMENDATION**

Staff respectfully recommends the City Council:

1. Approve Sixth Amendment to the Agreement for Design Professional Consultant Services with Kimley-Horn and Associates, Inc.; and
2. Authorize the Mayor to sign the amendment to the agreement on behalf of the City Council.

Attachment: Sixth Amendment to Agreement for Design Professional Consultant Services

SIXTH AMENDMENT TO AGREEMENT FOR DESIGN PROFESSIONAL  
CONSULTANT SERVICES WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT:	Kimley-Horn and Associates, Inc.
RESPONSIBLE PRINCIPAL OF CONSULTANT:	Attn: Sri Chakravarthy, P.E., T.E.
CONSULTANT'S ADDRESS:	660 S. Figueroa Street, Ste 2050 Los Angeles, CA 90017
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Charmaine Yambao
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2026
CONSIDERATION:	Amendment Amount: \$0.00  Total Contract Price Not to Exceed: \$ 1,037,585.00/yr

**SIXTH AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND KIMLEY-HORN AND ASSOCIATES, INC.**

**Kanan Road/Agoura Road Ultimate Intersection Improvements Project**

THIS SIXTH AMENDMENT is made and entered into as of June 30, 2025 by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Kimley-Horn and Associates, Inc., a Corporation (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with respect to the following facts and purposes:
  - a. On February 11, 2015, the City and Consultant entered into that certain Agreement entitled "Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc.", in the amount of Two Hundred Ninety-Nine Thousand Nine Hundred Eighty-Six Dollars and Zero Cents (\$299,986.00).
  - b. On October 28, 2020, the City and Consultant entered into the First Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc." to add additional design services, extend the term of the agreement to June 30, 2022, and increase the payment in the amount of Four Hundred Sixty-Five Thousand One Hundred Seventy-Nine Dollars and Zero Cents (\$465,179.00).
  - c. On September 8, 2021, the City and Consultant entered into the Second Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc." to add scope of work and increase the payment in the amount of Two Hundred Seven Thousand Two Hundred Dollars and Zero Cents (\$207,200.00).
  - d. On January 25, 2023, the City and Consultant entered into the Third Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc." to add scope of work, extend the term of the agreement to June 30, 2024, increase the payment in the amount of Sixty-Five Hundred Two Hundred Twenty Dollars and Zero Cents (\$65,220.00).
  - e. On April 26, 2023, the City and Consultant entered into the Fourth Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc." to add scope of work, and increase the payment in the amount of Fifty Thousand Two Hundred Dollars and Zero Cents (\$50,200.00).
  - f. On July 10, 2024, the City and Consultant entered into the Fifth Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc." to extend the term of the agreement to June 30, 2025.

g. The parties now desire to extend the term of the agreement to June 30, 2026, and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2026 unless sooner terminated pursuant to the provisions of this Agreement."

3. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this SIXTH Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
Date Approved by City Council: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONSULTANT**

Kimley-Horn and Associates, Inc.  
660 S. Figueroa Street, Suite 2050  
Los Angeles, CA 90017  
Sri Chakravarthy, Vice President  
213-261-4037  
srikanth.chakravarthy@kimley-horn.com

By: \_\_\_\_\_

*Sri Chakravarthy*  
0019AC3198DDAE0

Print Name: Sri Chakravarthy

Title: Sr. Vice President / P.E. 73629

By: \_\_\_\_\_

*Laura Forinash*  
823DCB2545C24EE

Print Name: Laura Forinash

Title: Asst. Secretary / P.E. 93146

**[Signatures of Two Corporate Officers Required]**



## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: DIEGO IBAÑEZ, DIRECTOR OF FINANCE**

**SUBJECT: REQUEST TO APPROVE AGREEMENT FOR CONSULTANT SERVICES WITH HDL COREN AND CONE, RELATING TO PROPERTY TAX CONSULTING, BOND REPORTING SERVICES, AND AUDIT SERVICES**

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The City utilizes a consulting service to provide property tax management and audit services on revenues distributed from the State of California and County of Los Angeles. The management services include providing quarterly reports that assist with budget forecasting and detailed analysis to assist with property forecasts, trends, and financial strategies. Furthermore, audits are performed to ensure that the City is receiving the correct allocation of property tax. .

Additionally, HdL provides quarterly reporting, financial forecasts, and staff and City Council presentations to explain property revenues, policy impact, and future trends for better budget preparation. HdL is a leader in the field of property analysis and has a majority of the market, with 335 cities and 45 counties as clients. Among those clients are the cities of Malibu, Moorpark, Thousand Oaks, and Simi Valley.

Based on the information received, staff is recommending HdL provide the property tax management and audit services for a contract period of two (2) years, beginning on July 1, 2025, and ending on June 30, 2027.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

Funds for this contract have been appropriated in the proposed Fiscal Year 2025-26 City Council Budget, Account 010-4150-5510 for an amount of not to exceed \$19,075.

### **RECOMMENDATION**

Staff recommends the City Council approve the Agreement for Contractor Services, with HdL Coren and Cone, for the performance of property tax management, bond reporting services, and audit services, commencing July 1, 2025, through June 30, 2027.

Attachment: Agreement for Contractor Services

**AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS**

NAME OF CONTRACTOR:	HDL COREN AND CONE
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Nichole Cone-Morishita
CONTRACTOR'S ADDRESS:	120 S. State College Blvd., Suite 200 Brea, CA 92821
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Diego Ibanez
COMMENCEMENT DATE:	07/01/2025
TERMINATION DATE:	06/30/2027
CONSIDERATION:	Agreement Price: Not to Exceed: \$ 19,075/yr

**ADDITIONAL SERVICES** *(Describe Services, Amount, and Approval):*


Date: _____	Amount: \$ _____	Authorized By: _____
	<i>(Not to Exceed 10% of Agreement Price)</i>	City Manager

## **AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND HDL COREN AND CONE**

**THIS AGREEMENT** is made and effective as of July 1, 2025, between the City of Agoura Hills, a municipal corporation ("City") and HDL COREN AND CONE ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

### **1. TERM**

This Agreement shall commence on July 1, 2025, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement.

### **2. SERVICES**

Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

### **3. PERFORMANCE**

In meeting its obligations under this Agreement, Contractor shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

### **4. PAYMENT**

A. The City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed Nineteen Thousand Seventy Five Dollars (\$19,075) ("Agreement Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

C. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Contractor shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

## **5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section entitled "**PAYMENT**" herein.

## **6. DEFAULT OF CONTRACTOR**

A. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."

## **7. OWNERSHIP OF DOCUMENTS**

A. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

## **8. INDEMNIFICATION**

Contractor shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims"), in any manner arising out of or incident to any acts or omissions of Contractor, its officials, officers, employees, agents or subcontractors in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Contractor shall defend Indemnitees at Contractor's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

## 9. INSURANCE REQUIREMENTS

Prior to commencement of work, Contractor shall procure, provide, and maintain, at Contractor's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

4) Professional Liability coverage: One million (\$1,000,000) per claim and in aggregate.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers;

or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Contractor agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

6) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the

City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subcontractors.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

G. Verification of Coverage. **Contractor shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause.** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

## **10. INDEPENDENT CONTRACTOR**

A. Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services and tasks under this Agreement on behalf of Contractor shall not be City employees and shall at all times be under Contractor's exclusive direction and control. Contractor and all of Contractor's personnel shall possess the qualifications, permits, and licenses required by state and local law to perform the services and tasks under this Agreement, including, without limitation, a City business license as required by the Agoura Hills Municipal Code. Contractor shall determine the means, methods, and details by which Contractor's personnel will perform the services and tasks. Contractor shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the services and tasks, and compliance with the customary professional standards. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents.

B. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of City. Contractor and Contractor's personnel shall not supervise any of City's employees; and City's employees shall not supervise Contractor's personnel. Contractor's personnel shall not wear or display any City uniform, badge, identification number, or other



information identifying such individual as a City employee; and Contractor's personnel shall not use any City e-mail address or City telephone number in the performance of any of the services and tasks under this Agreement. Contractor shall acquire and maintain at its sole cost and expense such vehicles, equipment, and supplies as Contractor's personnel require to perform any of the services and tasks required by this Agreement. Contractor shall perform all services and tasks off of City premises at locations of Contractor's choice, except as otherwise may from time to time be necessary in order for Contractor's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Contractor's performance of any services and tasks under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services and tasks. City may make a computer available to Contractor from time to time for Contractor's personnel to obtain information about, or to check on, the status of projects pertaining to the services and tasks performed under this Agreement. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

C. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services and tasks hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services and tasks hereunder. Contractor shall be responsible for and pay all salaries, wages, benefits and other amounts due to Contractor's personnel in connection with their performance of the services and tasks under this Agreement, and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute, or ordinance to the contrary, Contractor and any of its officers, employees, agents, and subcontractors providing any of the services and tasks under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit, or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as a City employee, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Contractor shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Contractor's personnel practices, or to the extent arising from, caused by, or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## **11. PERS COMPLIANCE AND INDEMNIFICATION**

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Contractor agrees that, in providing its employees and any other personnel to City to perform the services and tasks under this Agreement, Contractor shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Contractor shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Contractor shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify, and hold harmless City, and its City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Contractor's violation of any provisions of this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## **12. LEGAL RESPONSIBILITIES**

The Contractor shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

## **13. RELEASE OF INFORMATION**

A. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement

and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

#### **14. NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, California 91301  
Attention: City Manager

To Contractor: HDL COREN AND CONE  
120 S. State College Blvd., Suite 200  
Brea, CA 92821  
Attention: Nichole Cone-Morishita

#### **15. ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

#### **16. LICENSES**

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

#### **17. GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation

concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

#### **18. PROHIBITED INTEREST**

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's subcontractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's subcontractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

#### **19. EXHIBITS**

Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

#### **20. ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous Agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

#### **21. AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder. In lieu of a handwritten or wet signature from the Contractor, the City may electronically process and execute this Agreement and request that the Contractor sign the Agreement electronically via DocuSign or similar electronic signature software.

#### **22. COUNTERPARTS**

This Agreement may be executed in counterparts, all such executed counterparts shall constitute the same Agreement, and the signature of any party to any

counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

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Nathan Hamburger,  
City Manager

ATTEST:

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Kimberly M. Rodrigues, MMC  
City Clerk

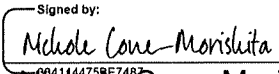
APPROVED AS TO FORM:  
*City Attorney's Office (2025)*

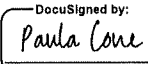
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**CONTRACTOR**

**HDL COREN AND CONE**

120 S. State College Blvd. Suite 200  
Brea, CA 92821  
Nichole Cone-Morishita  
NCone@HdlPorpertyTax.com

By:   
Name: Nichole Cone-Morishita  
Title: CFO

By:   
Name: Paula Cone  
Title: President

**[Signatures of Two Corporate Officers Required]**

## **EXHIBIT A**

### **TASKS TO BE PERFORMED**

#### **1.0 BASE SERVICES**

CONTRACTOR shall perform all of the following duties as part of the Base Services provided hereunder, unless otherwise specified in writing by the Contract Officer:

##### **1.1 Analysis And Identification Of Misallocation Errors (Contingent Fee)**

(a) In the first year of this Agreement, and as necessary thereafter but not less than once every two (2) years, CONTRACTOR shall conduct an analysis to identify and verify CITY parcels on the secured Property Tax Roll which are not properly attributed to CITY and will provide the correct TRA designation to the proper County agency. Typical errors include parcels assigned to incorrect TRAs within CITY or an adjacent city, and TRAs allocated to wrong taxing agencies.

(b) CONTRACTOR shall annually reconcile the annual Auditor-Controller assessed valuations report to the assessor's lien date rolls and identify discrepancies.

(c) CONTRACTOR shall annually review parcels on the unsecured Property Tax Roll to identify inconsistencies such as value variations, values being reported to a mailing address rather than the situs address, and errors involving TRAs (to the extent records are available).

(d) CONTRACTOR may audit general fund or tax increment property tax revenue or other revenues attributable to CITY departments, Successor Agency, and districts (including but not limited to base year value audits; administration of tax sharing agreements; tax increment allocation reviews; county allocation and payments reviews).

##### **1.2 Annual Services (Fixed Fee)**

Annually, after the Property Tax Roll is available:

(a) CONTRACTOR shall establish a Data Base for CITY available through CONTRACTOR'S online property tax application

(b) Utilizing the Data Base, CONTRACTOR will provide:

(1) A listing of the major property owners in CITY, including the assessed value of their property.

(2) A listing of the major property taxpayers by net assessed value.

- (3) A listing of property tax transfers which occurred since the prior lien date.
- (4) A listing of parcels that have not changed ownership since the enactment of Proposition XIII A
- (5) A comparison of property within CITY by county-use code designation
- (6) A listing by parcel of new construction activity to identify non-residential parcels with new construction activity and to provide reports for use in CITY's preparation of Gann (Propositions 4 and 111) State Appropriation Limit calculations
- (7) Tracking of Proposition 8 parcel reductions and restorations
- (8) Calculate an estimate of property tax revenue anticipated to be received for the fiscal year by CITY. This estimate is based upon the initial information provided by the County and is subject to modification. This estimate shall not be used to secure the indebtedness of CITY.
- (9) Development of historical trending reports involving taxable assessed values for CITY, median and average sales prices and related economics trends.
- (10) Upon written request, analyses based on geographic areas designated by CITY to include assessed valuations and square footage computations for use in community development planning.
- (11) One and five-year budget projections for CITY'S general fund and related special districts. This report is interactive for tax modeling
- (12) Prepare a Newsletter summary for public and elected distribution.

### **1.3 Successor Agency Services**

Successor Agency Services including but not limited to:

- (a) Annual tax increment projections and, as requested, cash flow analysis for the Successor Agency by Project Area
- (b) Review of Redevelopment Obligation Payment Schedules (ROPS) as requested.
- (c) Provide property tax information to the Oversight Board at the direction of the Successor Agency



(d) Provide access to the Oversight Board to CITY and former redevelopment agency documents at the direction of the Successor Agency

(e) Monitor the County distribution of tax-sharing revenues to the taxing entities of the former redevelopment agency

(f) Advice and consultation, as requested, on the CITY/Successor Agency's preparation of required reports, such as revenue projections; review of ROPS, submittals to the Oversight Board and/or County or State agencies, and new or revised legislative requirements

(g) Analysis of legislative and judicial matters impacting Redevelopment Property Tax Trust Fund (RPTTF) revenues to the Successor Agency and to CITY.

#### **2.4 Quarterly Services/Monthly Services (Fixed Fee)**

CONTRACTOR shall perform the following services quarterly:

(a) A listing of property tax appeals filed on properties in CITY (selected counties)

(b) A listing of property transfers that have occurred since the last report

(c) Monthly update of CONTRACTOR'S web-based software program to include parcel transfer data and, in select counties, appeal updates

#### **2.5 On-Going Consultation (Fixed Fee)**

During the term of this Agreement, CONTRACTOR will serve as CITY's resource staff on questions relating to property tax and assist in estimating current year property tax revenues. On-going consultation would include, but not be limited to, inquiries resolved through use of CITY's data base.

### **2.0 OPTIONAL SERVICES**

The following services are available on a time and materials basis:

#### **2.1 Specified Data**

Generation of specialized data-based reports which would require additional programming, the purchase of additional data, costs for county staff research, or similar matters not necessary to carry out services outlined in Section 2.0.

#### **2.2 County Research**

Any research with County agencies for which CONTRACTOR does not have a current database.

## **2.3 Bond Services**

Bond services are available for a fixed negotiated fee, including:

- (a) Tax Allocation Bonds fiscal consultant reports
- (b) Mello-Roos Special Tax studies

## **2.4 Additional Meetings Requested**

Meetings in excess of the annual meeting to review the analysis of property tax data, trending information, and other findings with CITY shall be considered an Optional Service.

## **3.0 ADDITIONAL SERVICES**

CITY shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to CONTRACTOR, incorporating therein any material adjustment in the contract and/or the time to perform this Agreement, which said adjustments are subject to the written approval of the CONTRACTOR. Any increase in compensation of up to \$75,000, or in the time to perform of up to one hundred eighty (180) days may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the City Council. It is expressly understood by CONTRACTOR that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein.

## **EXHIBIT B**

### **PAYMENT RATES AND SCHEDULE**

#### **3.1 Base Fixed Fee Services**

CONTRACTOR shall provide the Base Services described in Section 2.0 above, for a fixed annual fee of \$14,435 (invoiced quarterly).

The Base Fixed Fee shall be adjusted annually by the California Consumer Price Index (CCPI) for all items as determined by the California Department of Industrial Relations as measured February to February by the California All Urban Consumers index.

#### **3.2 Base Contingent Fee Services**

For Base Services pursuant to Section 2.1 which are payable on a contingent basis, CONTRACTOR shall receive 25 percent of net general fund attributable to CITY departments, districts, or funds recovered or reallocated which are directly or indirectly the result of an audit, analysis or consultation performed by CONTRACTOR (including but not limited to base year value audits; administration of tax sharing agreements; tax increment allocation reviews; county allocation reviews). CONTRACTOR shall separate and support said reallocation and provide CITY with an itemized invoice showing all amounts due as a result of revenue recovery or reallocation. CITY shall pay audit fees after Contractor's submittal of evidence that corrections have been made by the appropriate agency. Payment to CONTRACTOR shall be made within thirty (30) days after CITY receives its first remittance advice during the fiscal year for which the correction applies.

#### **3.3 Continuing Disclosure Fees**

\$1,290/yr.	Agoura Hills RDA 2008 Tax Allocation Bonds
\$1,030/yr.	Agoura Hills RDA 2008 Housing Bonds
\$1,030/yr.	Agoura Hills Improvement Authority Lease Revenue Bonds, Series 2016
\$1,290/yr.	Agoura Hills Improvement Authority Lease Revenue Bonds, Series 2024

TOTAL: \$4,640/yr.

#### **3.4 Optional Services**

Fees for Optional Services as outlined in Services in Section 3.0 above (except Section 3.3) shall be billed at the following hourly rates:

Partner	\$250	per hour
Principal	\$225	per hour
Programmer	\$200	per hour
Associate	\$175	per hour

Senior Analyst      \$125 per hour

Analyst      \$ 90 per hour

Administrative      \$ 70 per hour

Hourly rates are exclusive of expenses and are subject to adjustment by CONTRACTOR annually. On July 1st of each year CONTRACTOR shall provide CITY with an updated schedule of hourly rates. The rates will not be increased by more than five percent (5%) per year.

### **3.5 Fees for Bond Services**

Services under Section 3.3 above will be determined depending upon the complexity of the bond issue and the time available for completion of the task and will be mutually agreed to be the parties.

### **3.6 Indirect Expenses**

Except as specified above, no other charges shall be made for direct or indirect expenses incurred by CONTRACTOR in performing the services in the Scope of Services including for administrative overhead, salaries of CONTRACTOR'S employees, travel expenses or similar matters.

### **3.7 Due Date**

All fees are due 30 days immediately following billing. All amounts that are not paid when due shall accrue interest from the due date at the rate of one percent per month (12% per annum).

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: DIEGO IBAÑEZ, DIRECTOR OF FINANCE**

**SUBJECT: REQUEST TO APPROVE AGREEMENT FOR CONTRACTOR SERVICES WITH HINDERLITER DE LLAMAS AND ASSOCIATES, RELATING TO HDL PRIME BUSINESS LICENSING AND TRANSIENT OCCUPANCY TAX SOFTWARE**

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The City utilizes a consulting service to provide Business Licensing and Transient Occupancy Tax. The management services include providing quarterly reports that assist with budget forecasting and detailed analysis to assist with business license and Transient Occupancy Tax forecasts, trends, and financial strategies.

The City has been under contract for HdL Prime Business Licensing and Transient Occupancy consulting services with the same firm, HdL Software, Inc. (HdL), since 2017.

Additionally, HdL provides quarterly reporting, financial forecasts, and staff and City Council presentations to explain property revenues, policy impact, and future trends for better budget preparation. HdL is a leader in the field of property analysis and has a majority of the market, with 335 cities and 45 counties as clients. Among those clients are Malibu, Moorpark, Thousand Oaks, and Simi Valley.

Based on the information received, staff is recommending HdL provide HdL prime business licensing and transient occupancy tax software for a contract period of two (2) years, beginning on July 1, 2025, and ending on June 30, 2027

The proposed agreement has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

Funds for this contract have been appropriated in the proposed Fiscal Year 2025-26 City Council Budget, Account 010-4195-5520.

### **RECOMMENDATION**

Staff recommends the City Council approve the Agreement for Contractor Services, with Hinderliter de Llamas and Associates, Inc., for the performance of prime business licensing and transient occupancy tax software services, commencing July 1, 2024, through June 30, 2025.

Attachment: Agreement for Contractor Services

**AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS**

NAME OF CONTRACTOR:	Hinderliter de Llamas and Associates
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Joshua Davis
CONTRACTOR'S ADDRESS:	120 State College Blvd, Suite 200 Brea, CA 91301
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Diego Ibanez
COMMENCEMENT DATE:	07/01/2025
TERMINATION DATE:	06/30/2027
CONSIDERATION:	Agreement Price: Not to Exceed: \$14,000/yr

**ADDITIONAL SERVICES** *(Describe Services, Amount, and Approval):*


Date: _____	Amount: \$_____	Authorized By: _____
	<i>(Not to Exceed 10% of Agreement Price)</i>	City Manager

**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN  
THE CITY OF AGOURA HILLS AND HINDERLITER DE  
LLAMAS AND ASSOCIATES**

**THIS AGREEMENT** is made and effective as of July 1, 2025, between the City of Agoura Hills, a municipal corporation ("City") and Hinderliter de Llamas and Associates ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**1. TERM**

This Agreement shall commence on July 1, 2025, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement.

**2. SERVICES**

Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

**3. PERFORMANCE**

In meeting its obligations under this Agreement, Contractor shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

**4. PAYMENT**

A. The City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed Fourteen Thousand Dollars (\$14,000) ("Agreement Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

C. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Contractor shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

## **5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section entitled "**PAYMENT**" herein.

## **6. DEFAULT OF CONTRACTOR**

A. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."



## **7. OWNERSHIP OF DOCUMENTS**

A. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

## **8. INDEMNIFICATION**

Contractor shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims"), in any manner arising out of or incident to any acts or omissions of Contractor, its officials, officers, employees, agents or subcontractors in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Contractor shall defend Indemnitees at Contractor's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

## 9. **INSURANCE REQUIREMENTS**

Prior to commencement of work, Contractor shall procure, provide, and maintain, at Contractor's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. **Minimum Scope of Insurance.** Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

4) Cyber Security and Privacy Liability shall be written on a policy form providing cyber security and privacy liability.

5) Cyber Technology Errors and Omissions shall be written on a policy providing cyber technology errors and omissions.

6) Professional Liability Insurance shall be written on a policy form providing professional liability for the Contractor's profession.

B. **Minimum Limits of Insurance.** Contractor shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

4) Cyber Security and Privacy Liability coverage: Contractor shall procure and maintain insurance with limits of \$1,000,000 per occurrence/loss, \$2,000,000 general aggregate, which shall include the following coverage:

- a. Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including, but not limited to personally identifiable information (PII), protected health information (PHI), security codes, access codes, passwords, etc.
- b. Network security liability arising from the unauthorized use of, access to, or tampering with computer systems, including hacker or denial of service attacks.
- c. Liability arising from introducing a computer virus into or otherwise causing damage to vendor's (first-party) or customer's (third party) computer, computer system, network, or similarly related property and the data, software, and programs.
- d. Liability arising from professional misconduct or lack of the requisite skill required for performing services defined in the Agreement.
- e. Costs associated with restoring, updating, or replacing data.
- f. Costs associated with a privacy breach, including notification costs, customer support, forensics, crises management, public relations consulting, legal services of a privacy attorney, credit monitoring, and identity fraud resolutions services for affected individuals.
- g. If coverage is maintained on a claims-made basis, Contractor shall maintain such coverage for an additional three (3) years following termination of the Agreement.

5) Cyber Technology Errors and Omissions. Contractor shall procure and maintain insurance with limits of \$1,000,000 per occurrence/loss, \$2,000,000 general aggregate, which shall include the following coverage:

- a. Liability arising from the unauthorized release of information for which an entity has the legal obligation to keep private, such as personally identifiable information (PII) and protected health information (PHI)
- b. Network security liability arising from the unauthorized use of, access to, or tampering with computer systems, including hacker or denial of service attacks.

- c. Liability arising from the failure of technology products (software and hardware) required under the Agreement for Contractor to properly perform the intended services.
- d. Claims alleging the failure of computer security that result in the transmission of malicious code, deletion, destruction or alteration of data, or the denial of service.
- e. Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- f. Liability arising from the rendering, or failure to render, professional services.
- g. Defense costs in regulatory proceedings (state and federal) involving a violation of privacy laws or intellectual property rights.
- h. Crisis management and other expert services.
- i. If coverage is maintained on a claims-made basis, Contractor shall maintain such coverage for an additional three (3) years following termination of the Agreement.

6) Professional Liability coverage: One million (\$1,000,000) per claim and in aggregate.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Contractor agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

6) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subcontractors.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

G. Verification of Coverage. **Contractor shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause.** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current

insurance certificates and endorsements shall be kept on file with the City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

## **10. INDEPENDENT CONTRACTOR**

A. Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services and tasks under this Agreement on behalf of Contractor shall not be City employees and shall at all times be under Contractor's exclusive direction and control. Contractor and all of Contractor's personnel shall possess the qualifications, permits, and licenses required by state and local law to perform the services and tasks under this Agreement, including, without limitation, a City business license as required by the Agoura Hills Municipal Code. Contractor shall determine the means, methods, and details by which Contractor's personnel will perform the services and tasks. Contractor shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the services and tasks, and compliance with the customary professional standards. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents.

B. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of City. Contractor and Contractor's personnel shall not supervise any of City's employees; and City's employees shall not supervise Contractor's personnel. Contractor's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as a City employee; and Contractor's personnel shall not use any City e-mail address or City telephone number in the performance of any of the services and tasks under this Agreement. Contractor shall acquire and maintain at its sole cost and expense such vehicles, equipment, and supplies as Contractor's personnel require to perform any of the services and tasks required by this Agreement. Contractor shall perform all services and tasks off of City premises at locations of Contractor's choice, except as otherwise may from time to time be necessary in order for Contractor's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Contractor's performance of any services and tasks under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services and tasks. City may make a computer available to Contractor from time to time for Contractor's personnel to obtain information about, or to check on, the status of projects pertaining to the services and tasks performed under this Agreement. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

C. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services and tasks hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services and tasks hereunder. Contractor shall be responsible for and pay all salaries, wages, benefits and other amounts due to Contractor's personnel in connection with their performance of the services and tasks under this Agreement, and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute, or ordinance to the contrary, Contractor and any of its officers, employees, agents, and subcontractors providing any of the services and tasks under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit, or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as a City employee, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Contractor shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Contractor's personnel practices, or to the extent arising from, caused by, or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## **11. PERS COMPLIANCE AND INDEMNIFICATION**

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Contractor agrees that, in providing its employees and any other personnel to City to perform the services and tasks under this Agreement, Contractor shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Contractor shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Contractor shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify, and hold harmless City, and its City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Contractor's violation of any provisions of this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## **12. LEGAL RESPONSIBILITIES**

The Contractor shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

## **13. RELEASE OF INFORMATION**

A. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

## **14. NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed



to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, California 91301  
Attention: City Manager

To Contractor: Hinderliter de Llamas and Associates  
120 State College Blvd, Suite 200  
Brea, CA 91301  
Attention: Joshua Davis

#### **15. ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

#### **16. LICENSES**

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

#### **17. GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

#### **18. PROHIBITED INTEREST**

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's subcontractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's subcontractors on this project. Contractor further agrees to notify the City

in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

**19. EXHIBITS**

Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

**20. ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous Agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

**21. AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder. In lieu of a handwritten or wet signature from the Contractor, the City may electronically process and execute this Agreement and request that the Contractor sign the Agreement electronically via DocuSign or similar electronic signature software.

**22. COUNTERPARTS**

This Agreement may be executed in counterparts, all such executed counterparts shall constitute the same Agreement, and the signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

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Nathan Hamburger,  
City Manager

ATTEST:

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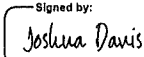
Kimberly M. Rodrigues, MMC  
City Clerk

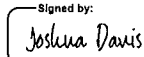
APPROVED AS TO FORM:  
*City Attorney's Office (2025)*

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**CONTRACTOR**

Hinderliter de Llamas and Associates  
120 State College Blvd., Suite 200  
Joshua Davis  
JDavis@hdlcompanies.com

By:   
Name: Joshua Davis  
Title: VP. Tax and Fee Administration

By:   
Name: Joshua Davis  
Title: VP. Tax and Fee Administration

**[Signatures of Two Corporate Officers Required]**

## **EXHIBIT A**

### **TASKS TO BE PERFORMED**

#### **SCOPE OF SERVICES**

Consultant will provide the following Services relative to Consultant's local tax software solution.

1. Software Hosting Services – Consultant's hosting services offload the majority of IT concerns to Consultant's hosting team; including system upgrades, hardware and software maintenance, database management, and disaster recovery. Client will be responsible for maintaining its workstations and a reliable internet connection. Consultant will handle the rest. Website functionality will be hosted using a Client specific sub-domain on Consultant's special purpose hdlgov.com domain. 1.1.

Workstation Specifications – Workstations will access the software through a remote application session with Consultant's hosting service. All workstations require 4+GB Memory, 1280x1024 screen resolution, and MS Windows 10/11 operating system.

1.2. Network Specifications – Consultant's hosted service requires reliable, high speed internet connectivity. High-speed local area network connections are always helpful, but the service will also run without difficulty over slower WAN connections such as T1 or mobile broadband.

1.3. Printer Specifications - The software is designed to work with laser printers. A PCL compliant laser printer is recommended. Each make and model of printer has different drivers and therefore has slightly different results when printing. We design forms/reports using HP LaserJet printers.

2. Software Support 2.1. Client Support - Consultant will provide Client's users no charge support by telephone, email and the web during the term of this Agreement. In the United States support is available as follows: For customer support between the hours of 8:00 am and 5:00 pm Pacific time, Monday through Friday, email support@hdlcompanies.com or call (909) 861-4335 and ask for software support. For urgent off hours support before 8:00 am or after 5:00 pm Pacific time, Monday through Friday (or anytime Saturday), email 911@hdlcompanies.com and Consultant's on call support personnel will be notified. Please only include your name, agency and contact # in emails to 911@hdlcompanies.com. You will be contacted as soon as possible.

2.2. Response Time – In the event that Client encounters an error and/or malfunction whereby the software does not conform to expected behavior in accordance with the software design, Consultant will assign one of the following severity levels and render support services in a timely manner consistent with the urgency of the situation. 2.2.1. Severity Level 1 – a critical problem has been encountered such that the software is essentially inoperable and without a reasonable workaround. Consultant will respond within one (1) business hour to diagnose the problem. A response is defined as an email or call to the Client's designated support contact. Consultant and Client will work diligently and continuously to correct the problem as quickly as possible.

2.2.2. Severity Level 2 – a problem has been encountered that does not prevent use of the software, but the software is not operating correctly. Consultant will diagnose the problem within 48 hours and advise Client of any available work-around. Upon Consultant's confirmation that the software is not operating correctly, Consultant will provide a software update to repair the defect and confirm with Client that the update resolved the issue.

2.2.3. Severity Level 3 – a minor problem has been encountered. The software is usable but could be improved by correction of a minor defect or addition of a usability enhancement. Consultant will assess the request within fifteen (15) business days and, depending on priorities, schedule a software update for a future release, advise Client that the request will not be implemented, or offer the option of implementing the request as a custom software enhancement at additional cost.

2.3. Support Policy Regarding Reports - Consultant will assist with modifications to reports as needed during the term of this agreement. Typical report modifications require 7 to 10 business days to complete. Very complex reports or reports required in a very short time frame may incur development costs, in which case an estimate will be provided for approval before the work is begun.

2.4. Software Upgrades - Except to the extent that upgrades of the software include new modules or features not previously offered as part of the software as of the date hereof, Client is entitled to upgrades of the software within the terms of this Agreement. Additional costs may apply depending on the extent of the upgrade. Potential additional costs include training, consulting, configuration, or other requested services.

2.5. Out of Scope Support – Client agrees to pay additional hourly fees according to Consultant's then current hourly rates if the Client desires Consultant's assistance for matters which are not caused by any defects in Consultant's software.

3. Online Payment Processing 3.1. Standard Payment Processing Solution – Consultant's software includes PCI compliant payment processing services, supporting both credit card and eCheck transactions. Consultant guarantees continued support of the Standard Payment Processing Solution across all releases of Consultant's software and the Standard Payment Processing Solution, at no cost to Client. 3.1.1. Payment Processing - Consultant shall provide its Services to support payments remitted to Client. Consultant shall transmit transactions for authorization and settlement through Consultant's certified payment processor. Funds for transactions processed by Consultant hereunder shall be submitted to Client's designated bank account as follows: (i) no more than two (2) business banking days after all Transactions (other than electronic Check Transactions) that are successfully processed prior to 5:00 p.m. ET on each business banking day (e.g., a Transaction authorized at 2:00 p.m. ET on Monday will be submitted on Wednesday; a Transaction successfully processed at 8:00 p.m. ET on Monday will be submitted on Thursday); and (ii) no more than five (5) business banking days for all electronic Check Transactions that are successfully processed prior to 5:00 p.m. ET on each business banking day. Consultant makes no representation or warranty as to when funds will be made available by Client's bank.

3.1.2. Support - Consultant shall provide Client with payment processing related customer service as needed. Client shall timely report any problems encountered with the service. Consultant shall promptly respond to each report problem based on its severity, the impact on Client's operations and the effect on the service. Consultant shall either resolve the problem or provide Client with the information needed to enable the Client to resolve it.

3.1.3. Transaction Errors - Consultant's sole responsibility for any Transaction error or reversed Transaction is to determine whether the result indicates a problem with Consultant's service and, if necessary, reprocess and resubmit the Transaction without additional charge. In the event that a Transaction is reversed or refunded to any Customer of Client, for any reason, Consultant may offset such amount against funds remitted to Client, or invoice Client for such amount, at Consultant's discretion. Client shall pay any such invoice within 30 days of receipt.

3.1.4. Electronic Check Authorization - If Client elects to accept electronic Checks as a form of payment, the following subsections apply. For the purpose of this section, "checks" means checks drawn on accounts held in the U.S. ("Check(s)").

3.1.4.1. As part of the implementation plan, Client shall select risk management controls governing Check acceptance and assumes sole responsibility for the choice of controls.

3.1.4.2. Consultant shall provide confirmation on a submitted ABA number as part of the Service to assist Client with the decision whether to accept a Check and shall route accepted Checks.

3.1.4.3. Client hereby authorizes Consultant to debit the Client's financial institution account in the amount of any returned item that is received by Consultant.

3.1.5. Client Responsibilities 3.1.5.1. As a condition to its receipt of Consultant's Standard Payment Processing Solution, Client shall execute and deliver a payments services/merchant application with Consultant's Standard Payment Processing Solution vendor to establish Client's merchant account for payments processing, and any and all applications, agreements, certifications or other

**EXHIBIT B****PAYMENT RATES AND SCHEDULE****RECURRING COSTS**

<b>ITEM</b>	<b>PRICE</b>	<b>COMMENTS</b>
<b>SOFTWARE USE FEE</b>	<b>\$ 8,702.97</b>	<b>BILLED ANNUALLY + CPI</b>
<b>FIS ANNUAL MAINTENANCE</b>	<b>414.72</b>	<b>BILLED ANNUALLY</b>

5.3.1. Software Use Fee – Software Use Fee is billed annually, and provides for use of the software by the specified number of licensed users, software hosting services, customer support, and updates to the software. Additional user licenses are available as follows:

\$2,000.00 software use fee per license up to 10 total licenses

\$1,750.00 software use fee per license from 11 to 20 total licenses

\$1,500.00 software use fee per license above 20 total licenses

5.3.2. CPI – Recurring costs will be increased as of January 1st of each calendar year with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-U), West Region, as reported by the U.S. Bureau of Labor Statistics (the “CPI Change”). Each annual increase in the Fees will be equal to the greater of two percent (2%) or the actual CPI Change and the lesser of ten percent (10%) or the actual CPI Change. For example, if the actual CPI Change is 1.5%, then the annual increase will be 2%, if the actual CPI Change is 3.5%, then the annual increase will be 3.5%, and if the actual CPI Change is 12%, then the annual increase will be 10%.

6. Payment Processing – Consultant’s Standard Payment Processing Solution will configure payment processing services to utilize either a taxpayer funded model (service/convenience fee) or Agency funded model, as directed by Client. Client may switch between these models upon written request to Consultant. Fees for each of these payment processing models are detailed here. 6.1. Taxpayer funded model – Client authorizes Consultant to collect each convenience fee from the taxpayer at time of payment. 6.1.1. Credit and debit card processing – 2.9% of transaction amount, minimum of \$2.00

6.1.2. ACH/eCheck processing - \$2.50 per transaction

6.1.3. ACH/eCheck returns - \$0.00 per return

6.1.4. Chargebacks - \$0.00 per chargeback

6.1.5. Payment Account Hosting and Maintenance - \$35.00 per month

6.2. Agency funded interchange passthrough model 6.2.1. Credit and debit card processing – 2.9% of transaction amount, + \$0.30 per transaction

6.2.2. ACH/eCheck processing - \$0.75 per transaction

6.2.3. ACH/eCheck returns - \$10.00 per return

6.2.4. Chargebacks - \$25.00 per chargeback

6.2.5. Payment Account Hosting and Maintenance - \$35.00 per month

6.3. Consultant reserves the right to review and adjust pricing related to payment processing services on an annual basis. Consultant will communicate any such adjustment to Client in writing, with 60 days advance notice. Items that will be considered in the review of fees may include, but are not limited to: regulatory changes, card association rate adjustments, card association category changes, bank/processor dues and assessments, average consumer payment amounts, card type utilization, and costs of service.

6.4. Fees do not include expenses, late fees or charges, or taxes, all of which shall be the responsibility of Client. In addition to the charges specified, Client shall be responsible for (a) all interchange and network provider fees, (b) all dues, fees, fines and assessments established and owed by Client to Visa and/or Mastercard, (c) for all costs and fees associated with changes to ATM protocol caused by Client's conversion to the Services, and (d) any increase in postage charges, provided that any increase in charges resulting from (a) through (d) shall not exceed the actual increase incurred by Consultant.

7. Payment Schedule 7.1. Any travel and lodging expenses are billed at cost as they are incurred. Such expenses shall be due within 30 days of the billing date.

7.2. Recurring software service fees will be invoiced upon first production use of the software, and each year thereafter on the anniversary of the effective date of the Agreement, and shall be due within 30 days of the invoice date.

7.3. Payment processing service fees are invoiced monthly for the prior month's activity, and shall be due within 30 days of the invoice date.

8. Custom Services – Consultant's current hourly rates are as follows: 8.1. Principal - \$325 / hr

8.2. Programmer - \$295 / hr

8.3. Senior Analyst - \$245 / hr

8.4. Analyst - \$195 / hr



## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER  
AMBER VICTORIA, MANAGEMENT ANALYST**

**SUBJECT: APPROVE AGREEMENT FOR CONTRACTOR SERVICES WITH  
PEGASUS STUDIOS FOR AUDIO/VISUAL BROADCASTING SERVICES**

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The City currently contracts with Pegasus Studio (Pegasus) for audio/visual broadcasting services to assist with broadcasting public meetings on various City platforms. The current contract is scheduled to terminate on June 30, 2025.

Pegasus has been in the broadcasting and media business for over 14 years and has been instrumental in providing the City with improvements to the City's broadcasting services. Pegasus has also assisted the City with several special video off-site streaming events and provided recommendations and professional advice on future improvements to the City video and broadcasting equipment. Since joining the City's team, Pegasus has delivered exceptional work and customer service.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

The fiscal impact of (\$30,000/year) is included in the Fiscal Year Budget 2025-26 and 2026-27.

### **RECOMMENDATION**

Staff respectfully recommends the City Council approve the Agreement for Contractor Services with Pegasus for Audio/Visual Broadcasting Service for the City of Agoura Hills in the amount of \$60,000.

Attachment: Agreement for Contractor Services

**AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS**

NAME OF CONTRACTOR:	Pegasus Studios
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Robert Schwieger
CONTRACTOR'S ADDRESS:	5760 Lindero Canyon Rd. #1151 Westlake Village, CA 91362
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Amber Victoria
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2027
CONSIDERATION:	Agreement Price: \$60,000 Not to Exceed: \$30,000/yr

**ADDITIONAL SERVICES** *(Describe Services, Amount, and Approval):*


Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Authorized By: \_\_\_\_\_  
*(Not to Exceed 10% of Agreement Price)* City Manager

## **AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND PEGASUS STUDIOS**

**THIS AGREEMENT** is made and effective as of June 25, 2025 , between the City of Agoura Hills, a municipal corporation ("City") and Pegasus Studios ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

### **1. TERM**

This Agreement shall commence on July 1, 2025, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement.

The City may, at its option, extend this Agreement for one additional term of one year upon providing written notice of its intent to extend this Agreement to the Contractor not less than thirty (30) days prior to the expiration of the initial Term. Such extension shall be at the same price and conditions as set forth herein and shall be processed by an Amendment to this Agreement and signed by both parties.

### **2. SERVICES**

Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

### **3. PERFORMANCE**

In meeting its obligations under this Agreement, Contractor shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

### **4. PREVAILING WAGES**

A. Prevailing wages are required on all CITY agreements involving construction, design, and preconstruction phases of construction (including, but not limited to, inspection and land surveying work), and maintenance (except for janitorial or security guards) for work on CITY property.

B. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute by this Contractor from the Director of the Department of Industrial Relations. Copies may be obtained from the California Department of Industrial Relations Internet website at <http://www.dir.ca.gov>. Contractor shall provide a copy of prevailing wage rates to any staff or subcontractor hired, and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the

provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code. Pursuant to the provisions of 1775 of the Labor Code, Contractor shall forfeit to the City, as a penalty, the sum of \$50.00 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this Agreement, by him or by any subcontractor under him, in violation of the provisions of the Agreement.

## **5. PAYMENT**

A. The City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed Sixty Thousand Dollars and Zero Cents (\$60,000) ("Agreement Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

C. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Contractor shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

## **6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of

the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section entitled "**PAYMENT**" herein.

**7. DEFAULT OF CONTRACTOR**

A. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."

**8. OWNERSHIP OF DOCUMENTS**

A. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

## 9. **INDEMNIFICATION**

Contractor shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims"), in any manner arising out of or incident to any acts or omissions of Contractor, its officials, officers, employees, agents or subcontractors in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Contractor shall defend Indemnitees at Contractor's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

## 10. **INSURANCE REQUIREMENTS**

Prior to commencement of work, Contractor shall procure, provide, and maintain, at Contractor's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its

officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Contractor agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

6) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subcontractors.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

G. Verification of Coverage. **Contractor shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause..** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.



## **11. INDEPENDENT CONTRACTOR**

A. Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services and tasks under this Agreement on behalf of Contractor shall not be City employees and shall at all times be under Contractor's exclusive direction and control. Contractor and all of Contractor's personnel shall possess the qualifications, permits, and licenses required by state and local law to perform the services and tasks under this Agreement, including, without limitation, a City business license as required by the Agoura Hills Municipal Code. Contractor shall determine the means, methods, and details by which Contractor's personnel will perform the services and tasks. Contractor shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the services and tasks, and compliance with the customary professional standards. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents.

B. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of City. Contractor and Contractor's personnel shall not supervise any of City's employees; and City's employees shall not supervise Contractor's personnel. Contractor's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as a City employee; and Contractor's personnel shall not use any City e-mail address or City telephone number in the performance of any of the services and tasks under this Agreement. Contractor shall acquire and maintain at its sole cost and expense such vehicles, equipment, and supplies as Contractor's personnel require to perform any of the services and tasks required by this Agreement. Contractor shall perform all services and tasks off of City premises at locations of Contractor's choice, except as otherwise may from time to time be necessary in order for Contractor's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Contractor's performance of any services and tasks under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services and tasks. City may make a computer available to Contractor from time to time for Contractor's personnel to obtain information about, or to check on, the status of projects pertaining to the services and tasks performed under this Agreement. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

C. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services and tasks hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services and tasks hereunder. Contractor shall be responsible for and pay all salaries, wages, benefits and other amounts due to Contractor's personnel in connection with their performance of the services and tasks under this Agreement, and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability

insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute, or ordinance to the contrary, Contractor and any of its officers, employees, agents, and subcontractors providing any of the services and tasks under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit, or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as a City employee, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Contractor shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Contractor's personnel practices, or to the extent arising from, caused by, or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## **12. PERS COMPLIANCE AND INDEMNIFICATION**

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Contractor agrees that, in providing its employees and any other personnel to City to perform the services and tasks under this Agreement, Contractor shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Contractor shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Contractor shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify, and hold harmless City, and its City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Contractor's violation of any provisions of this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

### **13. LEGAL RESPONSIBILITIES**

The Contractor shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

### **14. RELEASE OF INFORMATION**

A. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

### **15. NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, California 91301  
Attention: City Manager

To Contractor: Pegasus Studios  
5760 Lindero Canyon Rd. #1151  
Westlake Village, CA 91362  
Attention: Robert Schwieger

**16. ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

**17. LICENSES**

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

**18. GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

**19. PROHIBITED INTEREST**

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's subcontractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's subcontractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

**20. EXHIBITS**

Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

**21. ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous Acontrgreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

**22. AMENDMENT OF AGREEMENT**

This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an Amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time that do not result in monetary changes; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement. All monetary changes to this Agreement require City Council approval.

**23. AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder. In lieu of a handwritten or wet signature from the Contractor, the City may electronically process and execute this Agreement and request that the Contractor sign the Agreement electronically via DocuSign or similar electronic signature software.

**24. COUNTERPARTS**

This Agreement may be executed in counterparts, all such executed counterparts shall constitute the same Agreement, and the signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

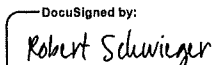
*Date Approved by City Council:* \_\_\_\_\_

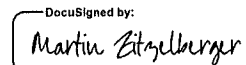
APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

Pegasus Studios  
5760 Lindero Canyon Rd. #1151  
Westlake Village, CA 91362  
Robert Schwieger  
818-216-3939  
Robert@pegstudios.com

By:   
Name: Robert Schwieger  
Title: President

By:   
Name: Martin Zitzelberger  
Title: Vice president

**[Signatures of Two Corporate Officers Required]**

## EXHIBIT A

### TASKS TO BE PERFORMED

*The specific elements (scope of work) of this service include:*

#### **Broadcast Services**

Provision of audio/visual broadcasting services for the City of Agoura Hills City Council, Planning Commission and other public services meetings, workshops, etc., that may arise. Meetings conducted based on the attached schedule(s).

Services will include, but not limited to, provision of project management and on-site staffing necessary to set up, stage, film, edit, monitor and broadcast meetings, special events, on-call services and other programming as outlined in the City's RFQ/ RFP.

City annually shall provide governing body and commission meetings schedules. Contactor will remain flexible to the attached scheduled and be prepared for additional un-planned meetings.

On occasion, and at the City's approval, Contractor will have an assistant broadcast technician assist the lead broadcast technician. This will ensure that Contractor maintains an adequate roster of employees who are versed with the exact scope of work required by the City. Contractor will notify City Staff prior to scheduling a second technician and seek approval.

#### **Production Services**

Additionally, the provision of production services will be performed at the request of the City. Production services will include video, photography, aerial drone, on site live streaming, and editing and post production tasks.

Contractor will provide all necessary equipment and staff for these services beyond the scope of regular broadcast services.

#### **Administrative Service**

Assist with administrative tasks including but not limited to:

- Coordinating with city staff and cable companies
- Preparing schedules
- Assisting city staff with response to public requests for information
- Assistance with maintaining video archives

- Maintaining subscription accounts for services such as Dropbox, Vimeo, music licensing platforms, etc., are used in conjunction with the services Contractor provides to the city



## **EXHIBIT B**

### **PAYMENT RATES AND SCHEDULE**

#### **BROADCASTING SERVICES**

One broadcast technician - \$ 75 per hour  
Minimum charge of 4 hours

Meeting Cancellation —Require 72 hours advance notice prior to meeting date

#### **PRODUCTIONS SERVICES**

- Videography: \$200 per hour, with a 4 -hour minimum charge
- Photography: \$200 per hour, with a 4 -hour minimum charge
- Aerial drone video/photo: \$300 per hour
- Off-site live streaming: \$ 500 per hour, with a 4 -hour minimum charge. This includes two operators, multiple cameras, and a live switcher.
- Editing and post production: \$ 125 per hour
- A/V Management Hourly Rate: \$150 per hour

#### **ADMINISTRATIVE SERVICES**

\$400.00/month

## REPORT TO CITY COUNCIL

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER  
AMBER VICTORIA, MANAGEMENT ANALYST**

**SUBJECT: APPROVE AGREEMENT FOR CONTRACTOR SERVICES WITH  
TOWNSEND PUBLIC AFFAIRS FOR STATE AND FEDERAL  
ADVOCACY AND GRANT WRITING**

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Townsend Public Affairs (TPA) is a state and federal legislative advocacy and grant writing firm. While they have had out-of-state clients, their primary focus is on providing exceptional service to public agencies and nonprofit organizations across the State of California. TPA has a proven track record of securing competitive funding in the water, transportation, and parks and recreation policy sectors, making them an ideal partner for the City.

With the current agreement set to expire on June 30, 2025, staff suggests entering into a two-year agreement, rather than continuing to execute a new contract each year.

TPA has proven to be an invaluable partner and has compiled a growing list of notable advocacy successes for the City, which include:

- \$6M State earmark for design of the Diversion Project and Ladyface Greenway Project through Assemblymember Richard Bloom
- \$500K State earmark for bikeway improvements through Assemblymember Jacqui Irwin
- \$1M Congressional earmark for structural repairs for the Agoura Hills Calabasas Community Center (AHCCC) through Congressman Ted Lieu
- \$1.3M Congressional earmark for the Civic Center Microgrid Project through Congresswoman Julia Brownley
- \$1.6M Congressional earmark for bikeway improvements through Congresswoman Julia Brownley

The ability to have one firm with resources in Washington D.C., as well as Sacramento, has allowed for more seamless advocacy efforts and simplified the coordination necessary for submitting grant applications to the various public agencies responsible for dispersing funds at the different levels of government.

Additionally, TPA provides detailed weekly updates of the political and legislative landscape at both the Federal and State levels, ensuring the City is always in prime

position to respond to pressing matters with timely letters of support or opposition, and can proactively prepare for and monitor any major developments as they unfold.

Should the City Council approve the agreement, Townsend Public Affairs will continue serving the City with the same scope of work for the next two fiscal years.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

Funds for the Fiscal Year 2025-26 have been appropriated in account 010-4190-5510 Non-Departmental Professional Services. In FY 2026-27, an appropriation of \$60,000 has also been included, but during Mid-Cycle staff will increase the amount by \$12,000 to a total of \$72,000 for FY 2026-27 to coincide with the attached two-year agreement.

### **RECOMMENDATION**

Staff respectfully recommends the City Council approve the Agreement for Contractor Services with Townsend Public Affairs.

Attachment: Agreement for Contractor Services

AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	Townsend Public Affairs
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Cori Takkinen
CONTRACTOR'S ADDRESS:	1401 Dove Street, Ste. 430 Newport Beach, CA 92660
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Ramiro Adeva
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2027
CONSIDERATION:	Agreement Price: \$132,000 Not to Exceed: \$60,000/1 <sup>st</sup> yr. \$72,000/2 <sup>nd</sup> yr.

<b>ADDITIONAL SERVICES</b> <i>(Describe Services, Amount, and Approval):</i>          
--

Date: _____	Amount: \$ _____	Authorized By: _____
	<i>(Not to Exceed 10% of Agreement Price)</i>	City Manager

## **AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND TOWNSEND PUBLIC AFFAIRS**

**THIS AGREEMENT** is made and effective as of June 25, 2025, between the City of Agoura Hills, a municipal corporation ("City") and Townsend Public Affairs ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

### **1. TERM**

This Agreement shall commence on July 1, 2025, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement.

The City may, at its option, extend this Agreement for one additional term of one year upon providing written notice of its intent to extend this Agreement to the Contractor not less than thirty (30) days prior to the expiration of the initial Term. Such extension shall be at the same price and conditions as set forth herein and shall be processed by an Amendment to this Agreement and signed by both parties.

### **2. SERVICES**

Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

### **3. PERFORMANCE**

In meeting its obligations under this Agreement, Contractor shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

### **4. PAYMENT**

A. The City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed One Hundred Thirty-Two Thousand Dollars and Zero Cents (\$132,000) ("Agreement Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

The City Manager may approve additional work up to ten percent (10%) of the amount of the Agreement. Any additional work in excess of this amount shall be approved by the City Council.

B. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

C. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Contractor shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

## **5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section entitled "**PAYMENT**" herein.

## **6. DEFAULT OF CONTRACTOR**

A. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.”

## **7. OWNERSHIP OF DOCUMENTS**

A. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

## **8. INDEMNIFICATION**

Contractor shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers (collectively “Indemnitees”) free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively “Claims”), in any manner arising out of or incident to any acts or omissions of Contractor, its officials, officers, employees, agents or subcontractors in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys’ fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Contractor shall defend Indemnitees at Contractor’s own cost, expense, and risk and shall pay and satisfy any judgment, award,

or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

## **9. INSURANCE REQUIREMENTS**

Prior to commencement of work, Contractor shall procure, provide, and maintain, at Contractor's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

4) Professional Liability Insurance shall be written on a policy form providing professional liability for the Contractor's profession.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.



3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

4) Professional Liability coverage: One million (\$1,000,000) per claim and in aggregate.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Contractor agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

6) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subcontractors.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

G. Verification of Coverage. **Contractor shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause..** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

## 10. INDEPENDENT CONTRACTOR

A. Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services and tasks under this Agreement on behalf of Contractor shall not be City employees and shall at all times be under Contractor's exclusive direction and control. Contractor and all of Contractor's

personnel shall possess the qualifications, permits, and licenses required by state and local law to perform the services and tasks under this Agreement, including, without limitation, a City business license as required by the Agoura Hills Municipal Code. Contractor shall determine the means, methods, and details by which Contractor's personnel will perform the services and tasks. Contractor shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the services and tasks, and compliance with the customary professional standards. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents.

B. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of City. Contractor and Contractor's personnel shall not supervise any of City's employees; and City's employees shall not supervise Contractor's personnel. Contractor's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as a City employee; and Contractor's personnel shall not use any City e-mail address or City telephone number in the performance of any of the services and tasks under this Agreement. Contractor shall acquire and maintain at its sole cost and expense such vehicles, equipment, and supplies as Contractor's personnel require to perform any of the services and tasks required by this Agreement. Contractor shall perform all services and tasks off of City premises at locations of Contractor's choice, except as otherwise may from time to time be necessary in order for Contractor's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Contractor's performance of any services and tasks under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services and tasks. City may make a computer available to Contractor from time to time for Contractor's personnel to obtain information about, or to check on, the status of projects pertaining to the services and tasks performed under this Agreement. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

C. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services and tasks hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services and tasks hereunder. Contractor shall be responsible for and pay all salaries, wages, benefits and other amounts due to Contractor's personnel in connection with their performance of the services and tasks under this Agreement, and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute, or ordinance to the contrary, Contractor and any of its officers, employees, agents, and subcontractors providing any of the services and tasks under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit, or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in,

the California Public Employees Retirement System ("PERS") as a City employee, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Contractor shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Contractor's personnel practices, or to the extent arising from, caused by, or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## **11. PERS COMPLIANCE AND INDEMNIFICATION**

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Contractor agrees that, in providing its employees and any other personnel to City to perform the services and tasks under this Agreement, Contractor shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Contractor shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Contractor shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify, and hold harmless City, and its City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Contractor's violation of any provisions of this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## **12. LEGAL RESPONSIBILITIES**

The Contractor shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such ordinances, laws and regulations. The

City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

### **13. RELEASE OF INFORMATION**

A. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

### **14. NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, California 91301 Attention: City Manager
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To Contractor:	Townsend Public Affairs 1401 Dove Street, Suite 430 Newport Beach, CA 92660 Attention: Cori Takkinen
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**15. ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

**16. LICENSES**

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

**17. GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

**18. PROHIBITED INTEREST**

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's subcontractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's subcontractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

**19. EXHIBITS**

Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

**20. ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or

contemporaneous Agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

## **21. AMENDMENT OF AGREEMENT**

This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an Amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time that do not result in monetary changes; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement. All monetary changes to this Agreement require City Council approval.

## **22. AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder. In lieu of a handwritten or wet signature from the Contractor, the City may electronically process and execute this Agreement and request that the Contractor sign the Agreement electronically via DocuSign or similar electronic signature software.

## **23. COUNTERPARTS**

This Agreement may be executed in counterparts, all such executed counterparts shall constitute the same Agreement, and the signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

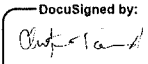
*Date Approved by City Council:* \_\_\_\_\_

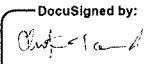
APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

Townsend Public Affairs  
1401 Dove Street, Suite 430  
Newport Beach, CA 92660  
Attention: Cori Takkinen

By:   
Name: Christopher Townsend  
Title: President and Secretary

By:   
Name: Christopher Townsend  
Title: President and Secretary

**[Signatures of Two Corporate Officers Required]**



## **EXHIBIT A**

### **TASKS TO BE PERFORMED**

***The specific elements (scope of work) of this service include:***

**EXHIBIT A**  
**TASKS TO BE PERFORMED**

**The specific elements (scope of work) of this service include:**

- Continuously monitor funding opportunities for City projects.
- Provide the City with updated information on upcoming funding opportunities and assist with grant processes.
- Build and strengthen relevant professional relationships
- Leverage relationships for strategic advocacy planning
- Coordinate advocacy trips Identify, analyze, and monitor legislation
- Craft testimony and position Letters
- Draft bill language
- Prepare and file Lobbying Disclosure Reports
- Identify, research, monitor, and assist in securing grant funding opportunities
- Comprehensive follow-up on unsuccessful grant applications
- Serve as a liaison for the City with State & Federal Legislators

***This contract includes all reasonable business and travel expenses***

**EXHIBIT B**  
**PAYMENT RATES AND SCHEDULE**

**EXHIBIT B**  
**PAYMENT RATES AND SCHEDULE**

*The schedule is as follows:*

*July 1, 2025*

*August 1, 2025*

*September 1, 2025*

*October 1, 2025*

*November 1, 2025*

*December 1, 2025*

*January 1, 2026*

*February 1, 2026*

*March 1, 2026*

*April 1, 2026*

*May 1, 2026*

*June 1, 2026*

*July 1, 2026*

*August 1, 2026*

*September 1, 2026*

*October 1, 2026*

*November 1, 2026*

*December 1, 2026*

*January 1, 2027*

*February 1, 2027*

*March 1, 2027*

*April 1, 2027*

*May 1, 2027*

*June 1, 2027*

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
KELLY FISHER, DEPUTY DIRECTOR OF PUBLIC WORKS**

**SUBJECT: APPROVE DESIGN PROFESSIONAL CONSULTANT AGREEMENT  
WITH WILLDAN ENGINEERING FOR PROFESSIONAL WATER  
QUALITY SERVICES**

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The City has contracted with Willdan Engineering (Willdan) on an annual basis for professional water quality services since February 27, 2008. This particular contract is needed in order to ensure City compliance with the National Pollutant Discharge Elimination System (NPDES) permit which includes, among other things, inclusion of Total Maximum Daily Loads (TMDLs), requirements for ordinance amendments and policy implementations, coordination amongst agencies to implement a watershed management program (WMP), and bi-annual TMDL monitoring and reporting.

Willdan provides competent personnel with the expertise needed in dealing with the highly complex and technical issues surrounding the watershed.

The proposed agreement would have a total not-to-exceed amount of \$90,000, would commence on July 1, 2025, and would terminate on June 30, 2026. A detailed list of the services required of this agreement can be found as Exhibit "A" on the attached agreement.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

### **FISCAL IMPACT**

There is no impact to the proposed Fiscal Year 2025-26 City Council Budget, as sufficient funding was appropriated in the Public Works Department's NPDES Account, 010-4525-5520.41 to fund these services.

### **RECOMMENDATION**

Staff respectfully recommends the City Council approve a Design Professional Consultant Agreement with Willdan Engineering for professional water quality services.

Attachment: Design Professional Consultant Agreement

AGREEMENT FOR DESIGN PROFESSIONAL CONSULTANT SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT:	Willdan Engineering
RESPONSIBLE PRINCIPAL OF CONSULTANT:	Attn: Kelsey Reed
CONSULTANT'S ADDRESS:	374 Poli Street, Suite 101 Ventura, CA 93001
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	<div><div>DocuSigned by:</div><div><i>Vanessa Munoz</i></div><div>ABA1BAC252C2432...</div></div> Kelly Fisher
COMMENCEMENT DATE:	July 1, 2025
TERMINATION DATE:	June 30, 2026
CONSIDERATION:	Contract Price Not to Exceed: \$90,000

**AGREEMENT FOR DESIGN PROFESSIONAL  
CONSULTANT SERVICES BETWEEN THE CITY OF  
AGOURA HILLS AND WILLDAN ENGINEERING**

**THIS AGREEMENT** is made and effective as of July 1, 2025 , between the City of Agoura Hills, a municipal corporation ("City") and Willdan Engineering ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**1. TERM**

This Agreement shall commence on July 1, 2025, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2026, unless sooner terminated pursuant to the provisions of this Agreement.

**2. SERVICES**

Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

**3. PERFORMANCE**

In meeting its obligations under this Agreement, Consultant shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

**4. PAYMENT**

A. The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed Ninety Thousand Dollars and Zero Cents (\$90,000.00) ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Consultant shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

## **5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section entitled "PAYMENT" herein.

## **6. DEFAULT OF CONSULTANT**

A. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Consultant with written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."



## **7. OWNERSHIP OF DOCUMENTS**

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

## **8. INDEMNIFICATION**

A. Indemnity for Design Professional Services. In the connection with its design professional services, Consultant shall hold harmless and indemnify City, and its elected officials, officers, employees, servants, designated volunteers, and those City agents serving as independent consultants in the role of City officials (collectively, "Indemnitees"), with respect to any and all claims, demands, damages, liabilities, losses, costs or expenses, including reimbursement of attorneys' fees and costs of defense (collectively, "Claims" hereinafter), including but not limited to Claims relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate in whole or in part to the negligence, recklessness, or willful misconduct of Consultant or any of its officers, employees, sub-consultants, or agents in the performance of its professional services under this Agreement.

B. Other Indemnities. In connection with any and all claims, demands, damages, liabilities, losses, costs or expenses, including attorneys' fees and costs of defense (collectively, "Damages" hereinafter) not covered by Paragraph 8.a. above, Consultant shall defend, hold harmless and indemnify the Indemnitees with respect to any and all Damages, including but not limited to, Damages relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to acts or omissions of Consultant or any of its officers, employees, sub-consultants, or agents in the performance of this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the City, as determined by final arbitration or court

decision or by the agreement of the parties. Consultant shall defend Indemnitees in any action or actions filed in connection with any such Damages with counsel of City's choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant's duty to defend pursuant to this Section 8.b. shall apply independent of any prior, concurrent or subsequent misconduct, negligent acts, errors or omissions of Indemnitees.

## **9. INSURANCE REQUIREMENTS**

Prior to commencement of work, Consultant shall procure, provide, and maintain, at Consultant's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

4) Professional Liability Insurance shall be written on a policy form providing professional liability for the Consultant's profession.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

4) Professional Liability coverage: One million (\$1,000,000) per claim and in aggregate.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Consultant agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

G. Verification of Coverage. **Consultant shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause.** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

## **10. INDEPENDENT CONSULTANT**

A. Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services and tasks under this Agreement on behalf of Consultant shall not be City employees and shall at all times be under Consultant's exclusive direction and control. Consultant and all of Consultant's personnel shall possess the qualifications, permits, and licenses required by state and local law to perform the services and tasks under this Agreement, including, without limitation, a City business license as required by the Agoura Hills Municipal Code. Consultant shall determine the means, methods, and details by which Consultant's personnel will perform the services and tasks. Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the services and tasks, and compliance with the customary professional standards. Neither City nor

any of its officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents.

B. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of City. Consultant and Consultant's personnel shall not supervise any of City's employees; and City's employees shall not supervise Consultant's personnel. Consultant's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as a City employee; and Consultant's personnel shall not use any City e-mail address or City telephone number in the performance of any of the services and tasks under this Agreement. Consultant shall acquire and maintain at its sole cost and expense such vehicles, equipment, and supplies as Consultant's personnel require to perform any of the services and tasks required by this Agreement. Consultant shall perform all services and tasks off of City premises at locations of Consultant's choice, except as otherwise may from time to time be necessary in order for Consultant's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Consultant's performance of any services and tasks under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services and tasks. City may make a computer available to Consultant from time to time for Consultant's personnel to obtain information about, or to check on, the status of projects pertaining to the services and tasks performed under this Agreement. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

C. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services and tasks hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services and tasks hereunder. Consultant shall be responsible for and pay all salaries, wages, benefits and other amounts due to Consultant's personnel in connection with their performance of the services and tasks under this Agreement, and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute, or ordinance to the contrary, Consultant and any of its officers, employees, agents, and subconsultants providing any of the services and tasks under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit, or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as a City employee, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Consultant shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as

independent consultants in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Consultant's personnel practices, or to the extent arising from, caused by, or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Consultant's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

#### **11. PERS COMPLIANCE AND INDEMNIFICATION**

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Consultant agrees that, in providing its employees and any other personnel to City to perform the services and tasks under this Agreement, Consultant shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Consultant shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Consultant shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify, and hold harmless City, and its City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent consultants in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Consultant's violation of any provisions of this Section. This duty of indemnification is in addition to Consultant's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

#### **12. LEGAL RESPONSIBILITIES**

The Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

#### **13. RELEASE OF INFORMATION**

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant

without City's prior written authorization. Consultant, its officers, employees, agents or sub-consultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or sub-consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

#### **14. NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, California 91301  
Attention: City Manager

To Consultant: Willdan Engineering  
374 Poli Street, Suite 101  
Ventura, CA 93001  
Attention: Kelsey Reed

#### **15. ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

**16. LICENSES**

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

**17. GOVERNING LAW**

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

**18. PROHIBITED INTEREST**

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Consultant, or Consultant's sub-consultants for this project, during his/her tenure or for one year thereafter. The Consultant hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-consultants on this project. Consultant further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

**19. EXHIBITS**

Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

**20. ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.



**21. AMENDMENT OF AGREEMENT**

This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an Amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time that do not result in monetary changes; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement. All monetary changes to this Agreement require City Council approval.

**22. AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder. In lieu of a handwritten or wet signature from the Consultant, the City may electronically process and execute this Agreement and request that the Consultant sign the Agreement electronically via DocuSign or similar electronic signature software.

**23. COUNTERPARTS**

This Agreement may be executed in counterparts, all such executed counterparts shall constitute the same agreement, and the signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Penny Sylvester,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

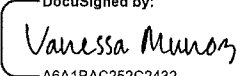
*Date Approved by City Council* \_\_\_\_\_

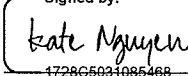
APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONSULTANT**

Willdan Engineering  
374 Poli Street, Suite 101  
Ventura, CA 93001  
Kelsey Reed  
818-383-3092

By:   
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signed by:  
By:   
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**[Signatures of Two Corporate Officers Required]**

## EXHIBIT A

### TASKS TO BE PERFORMED

1. **MS4 Permit Compliance** – Pursuant to Order No. R4-2021-0105, as amended by State Water Board Order WQ 2015-0075, Willdan shall provide services at the specific request of the City. This may include, but not limited to, assistance with discharge prohibitions, effluent and receiving water limitations, monitoring and reporting program requirements, Sewer System Management Plan Update, and Storm Water Management Program Minimum Control Measure requirements of Part VIII. as detailed in the following:
  - a. Progressive Enforcement Policy - Investigation of facilities and maintenance of records to bring facilities within the City into compliance within a given time period;
  - b. Public Information and Public Participation Program - Development of a residential outreach program, distribution of educational materials to facilities that are potential sources of pollution, youth education and outreach, and development and maintenance of the City's stormwater website;
  - c. Industrial and Commercial Facilities Program – Inspection and tracking of industrial and commercial facilities and insurance of effective implementation of Best Management Practices (BMPs);
  - d. Construction Program – Inspection and tracking of construction activities, including enforcement of construction BMPs, Erosion and Sediment Control Plan maintenance, and plan check review;
  - e. Public Agency Activities – Inspection of City-owned facilities to ensure potential pollutant sources are effectively managed and the prevention of non-storm water discharges, site-specific BMPs, routine preventive maintenance of the MS4, and perform annual training for employees and contractors to improve awareness of and compliance with stormwater pollution BMPs; and
  - f. Illicit Discharge Detection and Elimination (IDDE) Program – Investigate and document all reported and observed IDDEs and conduct follow-up inspections as necessary. Provide IDDE training for all municipal staff who may come into contact with or observe an IDDE as part of routine duties.
2. **Representation in the Group** – Willdan will represent the interests of the City in the Group, which includes the following:

- a. Group coordination and work conducted in accordance with the Coordinated Integrated Monitoring Program (CIMP) implementation Memorandum of Understanding (MOU).
  - b. The development and implementation of city-specific monitoring programs. For assurance of appropriate responsibility and cost-allocation of the City's ongoing CIMP participation with the Group, it may be necessary to consider additional monitoring. Should this need arise, Willdan shall provide recommendations for the City to consider.
3. **General Assistance** – As needed, Willdan will provide assistance with any program relating to water quality and stormwater management derived from the Federal Environmental Protection Agency, State Water Resources Control Board, Los Angeles Regional Water Quality Control Board, or County of Los Angeles.

**EXHIBIT B**  
**PAYMENT RATES AND SCHEDULE**

# Schedule of Hourly Rates

Effective July 1, 2025 to June 30, 2026

DESIGN ENGINEERING		BUILDING AND SAFETY		CONSTRUCTION MANAGEMENT	
Technical Aide I	\$83	Code Enforcement Technician	\$109	Labor Compliance Specialist	\$150
Technical Aide II	\$106	Code Enforcement Officer	\$125	Labor Compliance Manager	\$188
Technical Aide III	\$124	Senior Code Enforcement Officer	\$147	Utility Coordinator	\$172
CAD Operator I	\$132	Supervisor Code Enforcement	\$178	Office Engineer I	\$151
CAD Operator II	\$153	Fire Plans Examiner	\$178	Office Engineer II	\$172
CAD Operator III	\$170	Senior Fire Plans Examiner	\$195	Assistant Construction Manager	\$165
GIS Analyst I	\$169	Fire Inspector	\$164	Construction Manager	\$191
GIS Analyst II	\$185	Senior Fire Inspector	\$178	Senior Construction Manager	\$207
GIS Analyst III	\$193	Fire Marshal	\$210	Resident Engineer I	\$215
Environmental Analyst I	\$149	Plans Examiner Aide	\$117	Resident Engineer II	\$223
Environmental Analyst II	\$166	Plans Examiner	\$178	Project Manager IV	\$241
Environmental Analyst III	\$177	Senior Plans Examiner	\$195	Deputy Director	\$255
Environmental Specialist	\$191	Assistant Construction Permit Specialist	\$125	Director	\$261
Designer I	\$174	Construction Permit Specialist	\$131	INSPECTION SERVICES	
Designer II	\$181	Senior Construction Permit Specialist	\$155	Public Works Observer **	\$135
Senior Designer I	\$190	Supervising Construction Permit Specialist	\$164	Public Works Observer ***	\$164
Senior Designer II	\$199	Assistant Building Inspector	\$147	Senior Public Works Observer**	\$147
Design Manager	\$205	Building Inspector	\$164	Senior Public Works Observer ***	\$164
Senior Design Manager	\$212	Senior Building Inspector	\$178	MAPPING AND EXPERT SERVICES	
Project Manager I	\$192	Supervising Building Inspector	\$195	Survey Analyst I	\$151
Project Manager II	\$213	Inspector of Record	\$208	Survey Analyst II	\$174
Project Manager III	\$223	Assistant Building Official	\$185	Senior Survey Analyst	\$187
Project Manager IV	\$241	Deputy Building Official	\$211	Supervisor - Survey & Mapping	\$209
Principal Project Manager	\$247	Building Official	\$211	Principal Project Manager	\$247
Program Manager I	\$203	Plan Check Engineer	\$204	LANDSCAPE ARCHITECTURE	
Program Manager II	\$215	Supervising Plan Check Engineer	\$206	Assistant Landscape Architect	\$157
Program Manager III	\$235	Principal Project Manager	\$247	Associate Landscape Architect	\$181
Assistant Engineer I	\$146	Deputy Director	\$255	Senior Landscape Architect	\$199
Assistant Engineer II	\$160	Director	\$261	Principal Landscape Architect	\$211
Assistant Engineer III	\$169	PLANNING		Principal Project Manager	\$247
Assistant Engineer IV	\$180	CDBG Technician	\$88	ADMINISTRATIVE	
Associate Engineer I	\$189	CDBG Specialists	\$106	Administrative Assistant I	\$102
Associate Engineer II	\$198	CDBG Analyst	\$125	Administrative Assistant II	\$123
Associate Engineer III	\$202	CDBG Coordinator	\$156	Administrative Assistant III	\$144
Senior Engineer I	\$205	CDBG Manager	\$188	Project Accountant I	\$116
Senior Engineer II	\$210	Housing Program Coordinator	\$156	Project Accountant II	\$136
Senior Engineer III	\$213	Planning Technician	\$134	Project Controller I	\$144
Senior Engineer IV	\$217	Assistant Planner	\$167	Project Controller II	\$163
Supervising Engineer	\$226	Associate Planner	\$181		
Traffic Engineer I	\$226	Senior Planner	\$206		
Traffic Engineer II	\$241	Principal Planner	\$215		
City Engineer I	\$241	Planning Manager	\$228		
City Engineer II	\$247	Deputy Director	\$255		
Deputy Director	\$255	Director	\$261		
Director	\$261				
Principal Engineer	\$278				

\*\* For Non-Prevailing Wage Project    \*\*\* For Prevailing Wage Project

Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2025 thru June 30, 2026, thereafter, the rates may be raised once per year to the value between the 12-month % change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area and five percent. For prevailing wage classifications, the increase will be per the prevailing wage increase set by the California Department of Industrial Relations.

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: DIEGO IBANEZ, DIRECTOR OF FINANCE**

**SUBJECT: RESOLUTION NO. 25-2104 ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2025-26 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS**

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State of California Government Code Section 53646 requires the City's investment policy be approved annually. Staff and the City Council have reviewed the policy and recommend the addition of a paragraph on secondary approvals (see XVI) and wire transfer controls (see XVII). While both procedures are currently being followed, they were not noted in the previous version of the policy.

Furthermore, Government Code Section 53607 states that the City Council may annually delegate to the City Treasurer the authority to invest and reinvest City funds.

### **FISCAL IMPACT**

Adopting Resolution No. 25-2104 will not have any fiscal impact on the City's 2024-25 budget.

### **RECOMMENDATION**

Staff recommends the City Council adopt Resolution No. 25-2104 adopting the annual investment policy for Fiscal Year 2025-26 and delegating authority to the City Treasurer to invest and reinvest City funds.

Attachment: Resolution 25-2104, Exhibit A

Exhibit A

*Resolution No. 25-2104*



**RESOLUTION NO. 25-2104**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2025-26 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS**

WHEREAS, on June 25, 2025, the City Council reviewed and adopted the City of Agoura Hill's annual Statement of Investment Policy (Investment Policy); and

WHEREAS, a staff report has been presented to the City Council requesting adoption of the annual Investment Policy; and

WHEREAS, the Investment Policy describes the investment of City funds in compliance with the Agoura Hills Municipal Code and state law, and, therefore, the Investment Policy is to be hereby submitted to an oversight committee in compliance with state law;

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

SECTION 1. The Annual Investment Policy, attached hereto as "Exhibit A," has been reviewed in a public meeting and is hereby adopted.

SECTION 2. The City Council hereby delegates the City Treasurer the authority to invest and reinvest city funds for a twelve-month period, as per State of California Government Code Section 53607.

SECTION 3. The Investment Policy adopted June 26, 2024, is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this 25<sup>th</sup> day of June 2025, by the following vote to wit:

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

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Penny Sylvester, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC, City Clerk



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## CITY OF AGOURA HILLS STATEMENT OF INVESTMENT POLICY

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2025-25

### I. POLICY

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

### II. SCOPE

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

### III. PRUDENCE

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

### IV. OBJECTIVE

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

1. Safety: Safety is the primary duty and responsibility in order to protect, preserve and maintain the principal of the City's public funds, which are for the benefit of citizens of the community.
2. Liquidity: The investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
3. Return: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

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

Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, pursuant to Government Code Sections 5922(d) and 53601(m), such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

## **V. DELEGATION OF AUTHORITY**

Pursuant to Government Code Section 53607, the City Council of the City of Agoura Hills annually delegates the authority to invest or reinvest funds of the City, or to sell or exchange securities so purchased, to the City Treasurer who shall be responsible for all investment transactions undertaken, shall exercise prudence in the selection of subordinate investment officers, and shall establish a system of controls to regulate the activities of subordinate investment officers.

Subject to the foregoing paragraph, the City Treasurer may authorize the Director of Finance to act as the City's Investment Officer in performing the treasury functions and duties under this policy. When acting as the City's Investment Officer as provided in this paragraph, the Director of Finance shall be subject to the direction and supervision of the City Treasurer, shall coordinate with the City Treasurer on investments, and shall discuss changes in the composition of the City's investment portfolio with the City Treasurer prior to purchasing these investments.

Wire Transfer: Any transfers to/from LAIF representing deposits or withdrawals effectuating an investment decision by the City Treasurer shall be completed by Finance Department staff and authorized by the City Manager.

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

Investment officials will refrain from personal business activity that could conflict with proper execution and management of the policy and the investment program, or which could impair their ability to make impartial decisions. Investment officials must file an annual Statement of Economic Interest Form 700 with the city clerk's office prior to April 1 of each year or when material interest in financial institutions or personal investment positions require it.

## **VII. AUTHORIZED FINANCIAL DEALERS AND INSTIUTIONS**

The City does not use third party broker-dealer accounts for the custody of funds or securities. However, pursuant to Government Code Section 53601.5, the City shall purchase each authorized investment either (a) directly from the issuer or (b) from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, (c) from a member of a federally regulated securities exchange, (d) from a national or state-chartered bank, (e) from a savings association or federal association (as defined by Section 5102 of the Financial Code), or (f) from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

## **VIII. AUTHORIZED SUITABLE INVESTMENTS**

The following is a list of the investments authorized by the City of Agoura Hills and shall be maintained within the statutory limits imposed by the Government Code and, if more stringent, the limits set forth in the table below.

<b>Authorized Investment</b>	<b>Govt. Code</b>	<b>Max Percent</b>	<b>Max Maturity</b>	<b>Minimum Quality</b>	<b>Other Constraints</b>
Local Agency Investment Fund (LAIF)	16429.1 et seq.	As permitted by LAIF	N/A	N/A	N/A
U.S. Treasury Issues	53601 (b)	No Limit	5 years	None	Notes, bonds, bills
U.S. Agency Issues	53601 (f)	75% of portfolio  20% single issuer	5 years	None	Federal Agency or U.S. Government sponsored enterprise obligations, participations, or other instruments
Commercial Paper	53601 (h)	5% of portfolio	270 days	Prime	Must be of the highest ranking or the highest letter and number rating as provided for by a nationally recognized statistical rating organization. Must meet all of the following conditions: Entity must be;

Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
					<p>Organized and operating in United States as general corp. and have total assets in excess of five hundred million dollars (\$500,000,000) and have debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.</p> <p>Or</p> <p>Entity must be organized within the USA as a special purpose corporation, trust, or limited liability company and have program wide credit enhancements including, but not limited to overcollateralization, letters of credit, or a surety bond. And have commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.</p>
Negotiable Certificates of Deposit	53601 (i) et seq	<p>30 % of portfolio</p> <p>5% single issuer</p>	5 years	A	<p>Issued by nationally or state-chartered banks; savings or federal associations (as defined in Financial Code Section 5102); state or federal credit unions; or federally licensed or state licensed branches of foreign banks.</p> <p>Per 53638 deposits may not exceed bank shareholder equity; total net worth of depository savings or federal association; unimpaired capital and surplus of a credit union; unimpaired capital and surplus of industrial loan companies.</p>

Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
Medium Term Corporate Notes	53601(k)	5% of portfolio	5 years	A	Must be issued by corporation that is organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
Bank Deposits Collateralized or FDIC Insured	53630 et seq	No limit	5 Years	Satisfactory rating from national bank rating service and from Community Reinvestment Act review per Government Code Section 53635.2.	Amounts up to \$250,000 per institution are insured by the FDIC. Amounts over the insurance limit must be placed with financial institutions participating in the California Local Agency Security Program, providing for collateralization of public funds, and pursuant to a contract with the depository meeting the requirements of Government Code Section 53649. Per 53638 deposits may not exceed bank shareholder equity; total net worth of depository savings or federal association; unimpaired capital and surplus of a credit union; unimpaired capital and surplus of industrial loan companies. Treasurer may waive collateral for the portion of any deposits insured pursuant to federal law. The use of private sector entities authorized by Gov. Code 53601.8 or 53635.8 to assist in the placement of deposits are NOT permitted.
Money Market Funds	53601 (l)(2)	15% of portfolio	N/A	Fund must have the highest ranking by not less than 2 NRSRO's.	Retained an investment advisor registered or exempt from registration with the SEC with 5 years' experience managing money market

Authorized Investment	Govt. Code	Max Percent	Max Maturity	Minimum Quality	Other Constraints
					funds in excess of \$500 million.

## **IX. REVIEW OF INVESTMENT PORTFOLIO**

The securities held by the City of Agoura Hills must be in compliance with section VIII, Authorized Suitable Investments at the time of purchase. Because some securities may not comply with Section VIII subsequent to the date of purchase, the Treasurer shall at least annually review the portfolio to identify those securities that do not comply.

The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences; and,

If securities owned by City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

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

Investment pools include LAIF and shares of beneficial interest issued by authorized diversified management companies (money market funds). A thorough investigation of any pool or fund is required prior to the City's investment and on a periodic basis while funds are invested. The investigation will include review of the following items: Eligible investments; Investment policy and/or investment objectives; interest calculation, distribution, and treatment of gains/losses; Schedule for receiving statements and portfolio listing; Fees.

## **XI. COLLATERALIZATION**

- a. The City does not use Reverse Repurchase Agreements for the investment of funds.
- b. The City will only place in a Non-Negotiable Certificate of Deposit that amount which is covered by FDIC Insurance (per Government Code Section 53653) or fully collateralized (per Government Code Section 53630 et seq., including but not limited to Sections 53649, 53652, and 53656).

## **XII. SAFEKEEPING AND CUSTODY – Code 53608**

- a. The City may engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy, provided that the City Treasurer (as the City Council's delegate for investment authority per Government Code Section 53607) exercises prudence in the selection of the manager, imposes suitable safeguards to prevent abuse in the exercise of discretion by the manager, and remains responsible for any investment decisions made by the manager. Such managers must be registered under the Investment Advisers Act of 1940.
- b. All U.S. Treasury Issues, Federal Agency Securities, Commercial Paper, and Medium-Term Corporate Notes purchased shall be delivered to our safekeeping account at an independent third party custodian meeting the requirements of Government Code Section 53608 (which include a federal or state association (as defined by Section 5102 of the Financial Code), a trust company or a state or national bank located within the State of California, and the Federal Reserve Bank of San Francisco). Purchase is made on a delivery versus payment basis. Book entry is considered delivery. The City shall retain physical custody of all CD's. There is no safekeeping document for LAIF investments as it is not evidenced by physical or book entry securities.

## **XIII. DIVERSIFICATION**

No more than 5% of the total portfolio may be invested in securities of any single issuer, other than LAIF, bank deposits, money market funds, and the US Government, its agencies and enterprises, all as further specified in Section VIII.

## **XIV. MAXIMUM MATURITIES**

The City does not place investments with a maturity in excess of five years in accordance with Government Code, Section 53601.

## **XV. INTERNAL CONTROLS**

Subject to the direction and supervision of the City Treasurer, the Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City of Agoura Hills are protected from loss, theft, fraud or misuse. Annually the City's independent auditor will conduct an independent review of investment records and verify the investments have been made in accordance with this policy.

Internal controls state that every transaction must be reviewed, authorized and documented. Transaction documentation will be maintained for audit purposes.



The investments placed shall conform to the City's "Statement of Investment Policy."

#### **XVI. SECONDARY APPROVAL REQUIRED**

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

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

#### **XVII. WIRE TRANSFER CONTROLS**

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

#### **XVIII. PERFORMANCE STANDARDS**

Subject to the priority of investment objectives set forth in Section IV, this section sets forth the performance standards for the City's investment portfolio.

1. Overall objective: The investment portfolio shall be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.

Specific objective: The City's investment strategy is passive with investments generally held to call or maturity. Given this strategy and policy objectives, the rate of return will be maintained on a consistent level representative of current market direction.

## **XIX. REPORTING**

The City Treasurer shall prepare a monthly Treasurer's Report meeting the requirements of Government Code Sections 53607 and 53646(b) (as modified by Section 53646(d)).

The Treasurer shall submit the monthly investment report to the City Manager and City Council which shall list each investment by investment category and include; (1) issuer, (2) purchase and maturity dates, (3) yield, (4) original cost, (5) par value, and (6) market value; provided, pursuant to Government Code Section 53646(e), for investments in LAIF or FDIC-insured accounts in a bank or savings and loan association, the Treasurer may provide the most recent statement(s) received by the City from these institutions in lieu of the foregoing monthly investment report.

The report shall include a statement denoting the ability of the City to meet its pool's expenditure requirements for the next six months or provide an explanation as to why sufficient money shall, or may, not be available. The report shall also include a statement as to compliance with this investment policy or manner in which the portfolio is not in compliance.

So long as the City Council's annual delegation of investment authority to the City Treasurer pursuant to Government Code Section 53607 is effective, the City Treasurer shall make a monthly report of all investment transactions to the City Council.

## **XX. INVESTMENT POLICY ADOPTION**

The City of Agoura Hills investment policy will be adopted by resolution of the City of Agoura Hills Council. The policy will be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

## **XXI. GLOSSARY**

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

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

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large denomination CD's are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT:** The official annual report of the (entity). It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

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

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

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

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 11 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA or Fannie Mae):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. Due to its federal charter, FNMA is considered a U.S. government-sponsored enterprise. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a publicly traded stockholder-owned corporation that has also been under the conservatorship of the Federal Housing Finance Agency (FHFA) since September 6, 2008. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. For some securities issued by FNMA, FNMA provides guarantees as to the timely payment of principal and interest.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Mortgage-backed securities influencing the volume of affordable housing loans and that are guaranteed by GNMA. Security holder is protected by full faith and credit of the U.S. Government. Underlying mortgages for Ginnie Mae securities include those issued, insured, or guaranteed by the Federal Housing Administration (FHA), the U.S. Department of Veterans Affairs (VA), the U.S. Department of Agriculture's Rural Development (RD), and the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing (PIH). The term "pass throughs" is often used to describe Ginnie Maes.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes. **LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will

often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION:**

A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

**OFFER:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**PRUDENT PERSON RULE:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital. As to the City, the prudent investor standard is established by, and specifically described in, California Government Code Section 53600.3. See Section III of this investment policy.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution meeting the requirements of Government Code Section 53635.2, which has placed with an authorized depository agent per Government Code Section 53657 for the benefit

of the depositor eligible collateral having a value of not less than the amount required by Government Code Section 53652 (currently ranging from 105% to 150% of the deposit, depending upon type of collateral) and the depository agent of which has been approved by the Administrator of Local Agency Security designated by Government Code Section 53661 (currently, the Commissioner of Business Oversight) to hold collateral for public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**TREASURY BILLS:** A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

## REPORT TO CITY COUNCIL

**DATE:** JUNE 25, 2025

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

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** RAMIRO ADEVA, ASSISTANT CITY MANAGER  
CELESTE BIRD, HUMAN RESOURCES MANAGER

**SUBJECT:** ADOPT RESOLUTION NO. 25-2105; AMENDING THE EMPLOYEE HANDBOOK

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Periodically, the Employee Handbook is reviewed to assure its compliance with current federal and state legislation. The amendments include updates in the City's existing policies, workforce and operations and the addition of new policies. Below is a list of the proposed amendments and the addition of a Cyber Policy.

Amendments to the Employee Handbook include:

### **Section 1 Personnel Rules**

Rule VI Leaves, Section 9 Holiday Pay, (A), pg. 25: This section is revised to include a paid floating holiday to the current list of paid holidays included in the Personnel Rules. The floating holiday will become effective July 1, 2025 and must be used as time off within the current fiscal year (July 1 – June 30) or it will be lost. Unused floating holidays will not accrue. The floating holiday may not be cashed out, and may not be converted to vacation, sick leave, or other forms of compensatory time off.

### **Section 6 Telecommunications Policy**

The current Telecommunications Policy has been revised to update the established guidelines for the appropriate use of electronic mail (email), chat platforms, and internet use and to ensure compliance with legal requirements, safeguard organizational information and promote efficient communication. The new policy will be titled: "Electronic Mail and Internet Use Policy".

### **Section 13 Social Media Policy**

The current Social Media Policy has been revised and updated to establish guidelines for the use of social media platforms by the City as a means of communicating with the community regarding government services, activities, emergencies and more.

### **Section 17 Cyber Policy**

To establish a framework for protecting the City's digital assets, information systems, and data from cyber threats, staff has created a new Cyber Policy that outlines the rules, responsibilities, and procedures for preventing, detecting and responding to cyber security incidents.

## **FISCAL IMPACT**

These actions will have no additional fiscal impact on the adopted Fiscal Year 2025-26 Budget.

## **RECOMMENDATION**

It is respectfully recommended the City Council approve Resolution No. 25-2105, amending Section 1 Personnel Rules, Section 6 Electronic Mail and Internet Use Policy, Section 13 Social Media Policy and adding Section 17 Cyber Policy.

Attachments: Resolution No. 25-2105  
Exhibit A, Section 1 Personnel Rules  
Exhibit B, Section 6 Electronic Mail and Internet Use Policy.  
Exhibit C. Section 13 Social Media Policy  
Exhibit D. Section 17 Cyber Policy



**RESOLUTION NO. 25-2105**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AGOURA HILLS, CALIFORNIA, AMENDING THE  
EMPLOYEE HANDBOOK**

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

**SECTION 1.** The City Council of the City of Agoura Hills hereby approves the Employee Handbook as amended in Exhibit A, Section 1 - Personnel Rules, Exhibit B, Section 6 - Electronic Mail and Internet Use Policy (formerly the Telecommunications Policy), Exhibit C, Section 13 - Social Media Policy and Exhibit D, Section 17 – Cyber Policy. The effective date of these amendments will be July 1, 2025.

**PASSED, APPROVED, AND ADOPTED** this 25th day of June 2025, by the following vote to wit:

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

\_\_\_\_\_  
Penny Sylvester, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC, City Clerk

**Exhibit A**  
**Section 1**  
**Personnel Rules**  
**RULE VI**

## **RULE VI**

### **LEAVES**

#### **SECTION 9 - HOLIDAY PAY:**

(A) Subject to the restrictions described below, regular employees (with the exception of temporary and regular part-time employees) will be paid in accordance with their regularly scheduled hours for the holidays listed below.

- 1) New Year's Day, January 1st.
- 2) Martin Luther King Jr's Birthday, the third Monday in January.
- 3) President's Day, the third Monday in February.
- 4) Memorial Day, the last Monday in May.
- 5) Independence Day, July 4th.
- 6) Labor Day, the first Monday in September.
- 7) Veterans Day, November 11th.
- 8) Thanksgiving Day, the fourth Thursday in November.
- 9) Friday after Thanksgiving Day.
- 10) Christmas Eve, December 24th.
- 11) Christmas Day, December 25th.
- 12) New Year's Eve, December 31st.
- 13) Floating Holiday

(B) The floating holiday is equal to one (1) nine-hour workday per fiscal year to be taken at the employee's discretion. Unused floating holidays will not accrue. The floating holiday cannot be cashed out and may not be converted to vacation, sick leave, or other forms of compensatory time off.

(C) If December 24th or December 31st falls on a Saturday or Sunday, the Friday before is the observed holiday.

(D) If July 4th, or November 11th falls on a Saturday or Sunday, the Federal holiday will be observed. If January 1<sup>st</sup> or December 25<sup>th</sup> falls on a Saturday, then holiday hours will be accrued. If January 1<sup>st</sup> or December 25<sup>th</sup> falls on a Sunday, then the Federal holiday will be observed. When such holidays fall on any other day, the day the holiday is observed shall be designated in writing by the City Manager.

(E) In order to be eligible for holiday pay, a non-exempt regular employee must work the last scheduled workday before and the first scheduled workday after the holiday, unless the regular employee is: (i) taking approved vacation leave, management leave, administrative leave, floating holiday, or compensatory time off; (ii) receiving regular wages while on jury duty or; (iii) is on paid sick leave and, at the discretion of the City Manager, the City Manager approves holiday pay.

(F) If a holiday falls during an employee's approved vacation period, the employee will be paid their normal pay rate for their normal work schedule. The employee will not be charged vacation leave for this time.

(G) Regular employees on an unpaid leave of absence for any reason are ineligible for holiday benefits for holidays that are observed, during the period they are on an unpaid leave of absence.

(H) Non-exempt regular employees who work on a holiday shall receive holiday pay as defined in Rule VI, Section 9 (A), and will be paid their regular hourly rate of pay for all hours worked.

(H) If a holiday falls on a day that a regular employee is normally scheduled to be off, the regular employee will be credited with their normal rate of pay. This compensatory holiday time will be accumulated to a maximum of (thirty) 30 hours. Once a regular employee reaches the maximum compensatory holiday time accrual, the regular employee shall cease to accrue any further compensatory holiday time, until the amount of accumulated leave falls below the maximum. Regular employees are strongly encouraged to use holiday compensatory time within one (1) pay period in which it was accrued. Holiday compensatory time off is compensable (may be cashed out) at the time of termination of employment (in good standing) with the City but may not be converted to vacation, sick leave, or other forms of compensatory time off.

(I) If a holiday falls on a day that is a management designated or exempt regular employee is normally scheduled to be off, the management designated or exempt employee will be credited with their normal rate of pay. This compensatory holiday time off must be used as time off within the current fiscal year (July 1 – June 30) or unused holiday compensatory time will return to a zero balance on July 1 of the new fiscal year. Holiday compensatory time off is compensable (may be cashed out) at the time of termination of employment (in good standing) with the City but may not be converted for vacation, sick leave, or other forms of compensatory time off.

**Exhibit B**

**Section 6**

**Electronic Mail and Internet Use Policy**



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## **ELECTRONIC MAIL AND INTERNET USE POLICY**

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### **Purpose**

This policy establishes guidelines for the appropriate use of electronic mail (email), Microsoft Teams chat, and internet use to ensure compliance with legal requirements, safeguard organizational information, and promote efficient communication.

### **Scope**

This policy applies to all employees, contractors, and affiliates who use the City of Agoura Hills's (City) email system or Microsoft Teams ("Users").

### **Email and Chat Platforms**

#### Authorized and Unauthorized Usage

- a. All communications sent or received using the organization's email system or Microsoft Teams are the property of the City.
- b. Users must conduct all email and chat communications in a professional manner.
- c. Communications should be relevant to work duties and responsibilities.
- d. Messages must not include offensive, discriminatory, harassing, or otherwise inappropriate content.
- e. Users should be mindful of tone and clarity when communicating electronically.
- f. Use of email and/or other chat platforms for personal, political, or commercial purposes is not permitted.
- g. Limited incidental personal use may be allowed at management discretion, provided it does not interfere with work duties or consume significant system resources.

## 1. Records Management and Retention

### a. Public Records Compliance

- All communications sent or received via email and other chat platforms that pertain to official City business may constitute public records under applicable laws and regulations.
- Users are responsible for ensuring that business-related communications are preserved and categorized appropriately.

### b. Records Retention

- Emails and other chat platform messages that are part of the official record must be retained in accordance with City's records retention schedule.
- Transitory messages (e.g., scheduling or quick clarifications intended for a temporary purpose that are discarded after that purpose is achieved) may be deleted once they have fulfilled their administrative purpose unless they are subject to: 1) a litigation hold letter from the City Clerk or the City's legal counsel; 2) a pending request made pursuant to the Public Records Act; or 3) they are otherwise required by law.

## **Acceptable Internet Use**

This section provides awareness and notification of what the City deems to be acceptable and unacceptable use of the Internet. It is necessary to ensure the Internet is properly used to avoid distractions in the work environment, and to avoid certain risks including virus attacks, compromise of City network systems and services, and legal issues.

Internet access is granted expressly for employees and other approved Users for the purpose of conducting approved business purposes.

## 1. Authorized and Unauthorized Usage

Personal or incidental use is authorized for limited purposes and will be subject to the following guidelines:

- a. The use must not constitute a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest.
- b. Personal use is on personal time (hours not charged to the City) and must not interfere with the City's business or normal work activities, and not adversely affect the performance of the employee, surrounding employees, the City organization, or City business functions.
- c. Illegal, obscene, pornographic, or offensive material must not be accessed, viewed, downloaded, or sent.



- d. Any access that could result in significant incremental cost, such as noticeable additional electronic mail traffic, large non-business-related file transfers, and the like are not permitted.
- e. Use must not involve any illegal or unethical activity (e.g., gambling, Warez sites containing pirated software, movies, games, or illegal hacking/cracking tools).
- f. Transmitting or sending sensitive or proprietary information, including software applications or personal information, to unauthorized persons or organizations is prohibited. Authorization for any transmission of personally identifiable information ("PII") must be approved by a supervisor prior to transmission and done using authorized protocols (e.g., encryption, VPN, SSL).
- g. Downloading or sending unapproved software, computer viruses, malicious code, or any unauthorized attempts to access another person's data are prohibited.
- h. The addition of any hardware that would allow additional access to the Internet is prohibited.
- i. Users should not bring personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, iPods, or other data storage media) to connect them to the City's systems without permission from the City Manager or his or her designee.

Personal electronic devices are subject to inspection if such personal devices are being used for work related purposes.

- j. Users may not download software onto city devices without permission from the City Manager or his or her designee. Users should not use any externally provided software without first getting approval from the City Manager or his or her designee. Users should not download unapproved or unauthorized software from the Internet.
- k. City's privacy policy should be posted on all official City websites to ensure that customers and clients are aware of the City's desire to maintain and protect the privacy of this data.

## 2. Privacy and Monitoring

By using the Internet access provided by the City, Users agree to this policy and acknowledge that records of internet access, such as sites visited, images reviewed, emails and/or Microsoft Teams messages sent, may be recorded, and monitored by us at any time to ensure policy compliance and investigate misuse. Users shall have no expectation of privacy. Users should expect that:

- a. Encrypted technology that meets City requirements will be employed.
- b. The City owns the rights to all data and files in computers, network, or other information systems, subject to applicable laws. Users may not access networks, servers, drives, folders, or files to which the user has not been granted authorization.
- c. The City licenses the use of certain commercial software application programs from third parties for business purposes. Third parties retain the ownership and distribution rights to this software.
- d. The City may use software that allows the monitoring of messages, files, or other information that is entered, received by, sent, or viewed on the City's network. By using City equipment or the Internet access provided by the City, Users consent to the monitoring of all network and information systems.

### **Violations and Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination of employment.

1. Suspected violations should be reported to a supervisor, manager, or the IT/security department.

### **Acknowledgment**

All Users must acknowledge that they have read, understood, and agree to comply with the terms of this policy.

## **Exhibit C**

**Section 13**  
**Social Media Policy**



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## SOCIAL MEDIA POLICY

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### Purpose

The City of Agoura Hills ("City") engages and furthers the goals of the City using social media platforms and the City's official website: [www.agourahillscity.gov](http://www.agourahillscity.gov). The purpose of the Social Media and Website Policy (Policy) is to establish guidelines for the use of social media platforms by the City as a means of communicating with the community regarding government services, activities, emergencies, and more.

### Scope

This Policy applies to all City departments and offices under the authority of the City Manager. Elected officials, commissioners, and other independent offices are encouraged to comply with this Policy for administrative consistency and transparency.

### Definitions

1. Social Media Platforms: Accessible, expandable, and upgradable technologies to publish information via the internet. Examples of social media platforms include, but are not limited to: Facebook, Twitter (X), YouTube, Instagram, TikTok, LinkedIn, and Nextdoor.
2. City Account: An account on a Social Media Platform which the City establishes and maintains, and over which it has control over all posts, except for advertisements or hyperlinks by the Social Media Platform's owners, vendors, or partners. City accounts will supplement and will not replace required notices.
3. Postings: Information, articles, pictures, videos or any other form of communication posted on a City account or on the website.
4. Designated User: City employee authorized by the City Manager to manage or contribute content to a City account or the website.

## **Policy Statement**

City social media accounts are limited public forums and are maintained to disseminate information about City events, programs, policies, and services. All City-related activity conducted on social media is considered an extension of the City's Public Information Program and governed by this policy and the City's Telecommunications Policy, as stated in the Employee Handbook. This policy does not restrict the free speech or First Amendment rights of City employees, elected officials, or others using personal social media. However, any personal social media accounts must not imply that they are owned, managed, operated or used by City employees acting or speaking in their official City capacity.

## **General Information**

1. The City's website (agourahillscity.gov) will remain the City's primary and predominant internet presence and serve as the official website of the City and remain the City's primary means of internet communication with social media serving as an additional way to disperse information.
2. The City's best and most appropriate use of the website and social media falls in the following categories: 1) Methods for disseminating time-sensitive information as quickly as possible, 2) Marketing City news and events, 3) Keeping the community informed on City programs and projects from each department, 4) Engaging the community through creative social media campaigns.
3. Where possible, City social media sites shall clearly indicate that content posted or submitted for posting on the site is subject to public disclosure.
4. The City shall have a Website Privacy Policy posted on City's website.
5. All City accounts must adhere to applicable federal, state and local laws, regulations, and policies.

## **Responsibilities**

1. The City Manager, or his or her designee, will be responsible for overseeing the City's accounts and website for the City. Responsibilities include:
  - a. Reviewing department requests to contribute to City accounts and having the sole authority to establish and/or terminate City accounts and pages on the website.
  - b. Monitoring content to ensure adherence to both this Policy and the interests and goals of the City.
2. The City reserves the right to restrict, remove, or terminate any City account at any time without notice.

3. The City Manager, or his or her designee, shall maintain a list of all City accounts including login and password information.

### **Requirements of Content and Postings**

1. All City accounts and the website shall clearly indicate that they are the official account for the City and prominently display City contact information.
2. All City accounts and the website shall be consistent with the City's official Branding Guidelines and website Style Guide including designated colors, fonts, and include the City's official logo.
3. Present the City in a positive and professional manner.

### **Records Management**

1. City accounts are subject to the California Public Records Act and the federal Freedom of Information Act. Any content maintained within a City account, whether active or inactive, that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure.

### **Social Media Comments**

1. The City Manager, or his or her designee shall monitor public comments on City accounts to ensure adherence to both this Policy and to provide responses to inquiries where appropriate and applicable.
2. Comments containing any of the following must be reported to the Los Angeles County Sheriff for investigation:
  - a. Violence and/or threats of violence;
  - b. Content that is hateful or incites violence;
  - c. Content that encourages illegal activity.
3. Such content listed above shall be immediately removed by the City Manager, or his or her designee and reported to public safety officials for appropriate investigation.
4. Comments containing messages directed towards a specific post (criticism or support) that do not fall into the above categories shall be left as-is.

### **Conduct of City Representatives**

1. City officials, employees, and representatives shall conduct themselves professionally and in accordance with all City policies.
2. Any person authorized to post items on behalf of the City to any of the City accounts shall not express personal views or concerns through such postings.

**Sponsored Content**

Any requests for postings unrelated to City matters or events shall be under the discretion of the City Manager, or his or her designee.

**Emergency Communications**

The City will use its website and City accounts to provide information and updates regarding an emergency impacting the City per the City's Crisis Communications Plan.

**Acknowledgment**

All users must acknowledge that they have read, understood, and agree to comply with the terms of this policy.

**Exhibit D**  
**Section 17**  
**Cyber Policy**





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## CYBER POLICY

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### **Purpose**

The purpose of this Cyber Policy (Policy) is to establish a framework for protecting City's digital assets, information systems, and data from cyber threats. It outlines the rules, responsibilities, and procedures for preventing, detecting, and responding to cybersecurity incidents. By setting clear expectations for employee behavior, system usage, and incident management, this Policy helps reduce risks, ensure compliance with legal and regulatory requirements, and safeguard the integrity, confidentiality, and availability of critical information.

In this Policy, "Employees" means City of Agoura Hills employees (whether full-time, part-time, contract or temporary), and any individual or organization acting as agent of the City, who has access to City facilities, systems, hardware, or information (which includes, but is not limited to, hard copies of information).

### **Business Email Compromise (BEC)**

Business Email Compromise (BEC) is a sophisticated scam targeting businesses and governmental entities working with other businesses and governmental entities that regularly perform wire transfer payments or other forms of funds transfers. These schemes compromise official email accounts to conduct unauthorized fund transfers or confidential data theft. The purpose of this section is to outline guidelines and processes for the identification, prevention, and reporting of BEC scams, which will help preserve the security of City data and assets.

#### **1. Email Security**

To protect the City against BEC scams, Employees shall:

- a. Review emails that allegedly are being sent from high-level employees, attorneys, or other types of legal representatives that purport to be handling confidential or time-sensitive matters, or to initiate a wire or funds transfer to an account they control, or any other type of data transfer. Employees shall also implement call-backs to contact the executive to confirm the validity of requested wire or data transfers using known information.
- b. Review emails that request transfers of funds or data to determine if the requests are irregular. Such review shall take into consideration whether

payment is being made to new accounts, new beneficiaries, new locations, or whether the amount is significantly different from typical wire transfers.

- c. Maintain vendor contact information to confirm any changes in payment instructions by contacting the vendor using known information.
- d. Confirm request for transfer of funds or data using a multi-factor authentication process. Such process should use known familiar numbers and information, not the details provided in the email request.
- e. Remain vigilant of sudden changes in normal business practices.
- f. When unsolicited email (spam) is received from unknown parties, click on the “S” in the top right corner of the email (see image below). The IT Consultant will block the email.



- g. Be suspicious of emails creating a false sense of urgency or that require a quick response.
- h. Check email names of email senders to ensure they are legitimate.
- i. Look for inconsistencies or giveaways in emails. For example, grammar mistakes, capital letters, misspellings, and an excessive number or inappropriate use of exclamation marks may all be indicators of a BEC scam.
- j. Never give out account passwords or City credentials by email. The City, or any credible website, shall not require employees to share such information via email.
- k. Click on the “S” in the top right corner of any email (see image below) if unsure as to whether or not it is safe, and await further instruction. Do not forward the email to anyone else.
- l. Comply with all other applicable sections of this Policy, including, but not limited to, the Antivirus and Malware, Acceptable Use and Phishing Prevention sections.

## 2. BEC Scams Prevention Methods

- a. To prevent the City’s domain from being used in BEC scams, the City’s IT Consultant shall, in addition to other security procedures required by other section of this Policy, such as Antivirus and Malware, be responsible for:

- Implementing domain level email authentications so that receiving mail servers can verify that a message that claims to be from the City actually came from a domain authorized by the City.
  - Implementing Domain Message Authentication Reporting and Conformance ("DMARC") which, among other things, will enable the City to: (1) gather intelligence on how scam artists are misusing City domains, and (2) instruct receiving email servers how to treat unauthenticated messages that claim to be from the City's domain.
- b. The City's IT Consultant shall install antivirus solutions, schedule signature updates, and require multi-step authentication to prevent hackers from gaining access to City assets.

## **Phishing Prevention**

"Phishing" is a cybercrime in which a target or targets are contacted by email by someone posing as a legitimate institution or person to lure individuals into providing confidential information, such as sensitive City information, that will be used for unlawful and malicious purposes. This section outlines guidelines and processes for the identification, prevention, and reporting of phishing scams, which will help to preserve the security of City data and technology infrastructure.

### **1. Email Security**

To protect the City against phishing attacks via email, employees shall:

- a. Avoid opening emails or attachments from an unknown, suspicious, or untrustworthy source, especially when the content is not adequately explained. All unexpected content from a trusted source should be verified with that source prior to opening. Verification can be conducted by sending a separate follow-up email (not using the "reply" function), texting the alleged sender or calling to validate that the email is from the correct source.
- b. Be suspicious of clickbait headlines, which may be used to get employees to click on a link to go to a certain webpage, or malicious links. For example, if the domain of the link to which an employee is being directed does not match an authorized City domain, then the link is fake.
- c. Be suspicious of emails creating a false sense of urgency or that require a quick response. For example, emails that warn employees of their account being closed or suspended unless immediate action is taken, likely constitute a phishing attack.
- d. Check email and names of email senders to ensure they are legitimate.

- e. Look for inconsistencies or giveaways in emails. For example, grammar mistakes, capital letters, excessive number of exclamation marks may all be indicators of a phishing scam.
- f. Never provide account passwords or City credentials by email. The City, or any credible website, shall not require an employee to share such information via email.
- g. Click on the “S” in the top right corner of any email (see image on page 2) if unsure as to whether or not it is safe and await further instruction. Do not forward the email to anyone else.
- h. Comply with all other applicable policies, including, but not limited to, the City’s Antivirus and Malware Policy, and Acceptable Use Policy.

## 2. Phishing Prevention Methods

- a. To prevent the City’s domain from being used in phishing scams, the City’s IT Consultant, in addition to other security procedures required by other City processes, such as outlined in the Antivirus and Malware section, shall be responsible for:
  - i. Implementing domain level email authentications so that receiving mail servers can verify that a message that claims to be from the City, actually came from a domain authorized by the City.
  - ii. Implementing Domain Message Authentication Reporting and Conformance (“DMARC”) which, among other things, will enable the City’s IT consultant to: (1) gather intelligence on how phishers and other scam artists are misusing City domains, and (2) instruct receiving email servers how to treat unauthenticated messages that claim to be from the City’s domain.
- b. The City’s IT Consultant shall install antivirus solutions, schedule signature updates, and require multi-step authentication to prevent hackers from gaining access to City assets.

## **Antivirus and Malware**

This section sets the minimum guidelines necessary to make sure that the confidentiality, integrity, and availability of data on the City’s network is protected from hostile code such as malware, viruses, and worms. To do this, the City deploys antivirus and malware prevention software on all systems of the City network as a mandatory standard.

### 1. Computing Assets

- a. The willful introduction of a computer virus, malware, and disruptive/destructive code to the City Network is prohibited.
- b. Employees shall not make any changes to their system that will disable or remove City approved antivirus and malware prevention software or otherwise prevent the software from performing its intended purpose.
- c. Employees shall not open any files or macros attached to an email from an unknown, suspicious, or untrustworthy source. All unexpected content received from a trusted source should be verified with that source prior to opening. Users who discover or suspect virus or malware incidents must report them without delay to their supervisor and then to the City's IT Consultant.
- d. Automatic update frequency cannot be altered to reduce the frequency of updates.

## 2. Antivirus/Malware Installation, Management, Maintenance and Support

- a. The City's IT Consultant is responsible for deploying and maintaining approved antivirus/malware prevention software to all systems it supports/administers and for providing timely updates for all components of the software on:
  - any externally facing servers or gateways;
  - proxy servers;
  - application servers such as mail servers and/or mail gateways, FTP servers, web servers, audio/video servers;
  - data management servers such as back-up servers and database servers;
  - City deployed desktops, laptops, and tablets;
  - when technically feasible, cell phones, smart phones and PDAs (please refer to the Insert Applicable Policies 2); and
- b. Antivirus/malware prevention updates will be installed and scheduled to run at regular intervals or upon electronic notification of a new security update, patch, vulnerability, or threat. Wherever possible, City computing resources shall be set to auto-apply/update security patches on a regular basis.
- c. Antivirus and malware prevention scanning shall be programmed to run/initiate upon startup and/or reboot of PCs/servers/other computing devices.
- d. For PCs/servers/computing devices that are not normally rebooted, antivirus and malware scanning shall be "always on" when technically feasible. If not possible, the City's IT Consultant shall ensure that antivirus and malware remediation is accomplished for the protection of City electronic assets.
- e. The City's IT Consultant is responsible for receiving and acting upon alerts (via automated alert, email, news, etc.) promptly to ensure minimal exposure and

security risk to the confidentiality, integrity, and availability of City electronic assets.

- f. Critical security patches shall be deployed by the City's IT Consultant a maximum of 48 hours after release by the operating system software or application vendor, unless there is reason to believe the patch might negatively impact a business-related activity or application.
- g. After appropriate testing, updates without issue will be made available to all PCs/servers/computing devices, as well as to devices utilized by remote employees.
- h. The City's IT Consultant will run malware prevention software scans routinely (at a minimum weekly).
- i. The City's IT Consultant will run antivirus and malware prevention software immediately after the installation of any new software not normally supported by the IT Consultant.
- j. Suspicious content (files or macros attached to email) shall be quarantined for review or permanently deleted immediately.
- k. All downloads shall be scanned with an updated City standard antivirus/malware prevention scanner immediately (automatically, if possible).
- l. Computing systems will be rebooted as required to ensure virus definitions (as well as operating system updates) are updated and that the antivirus software can run to check for viruses.
- m. If possible, default settings shall be set up so that antivirus software runs upon startup or reboot.

## **Reporting responsibilities**

### **1. Reporting a BEC Scam**

- a. Employees shall report perceived attacks, suspicious email, or BEC scam attempts immediately upon receipt by clicking on the "S" in the top right corner of the email. The IT Consultant shall investigate promptly, resolve the issue, and notify other City employees, as appropriate. See image on page 2 of this Policy.
- b. BEC scams can be reported by forwarding the original message, with full message headers-by clicking on the "S" in the top right corner of the email. See image on page 2 of this Policy.

## **2. Reporting a Phishing Attack**

- a. Employees shall report perceived attacks, suspicious emails or phishing attempts as soon as possible to their supervisor and then by clicking on the “S” in the top right corner of the email. The IT Consultant shall investigate promptly, resolve the issue, and notify other City employees, as appropriate.
- b. Phishing attacks can be reported by forwarding the original phishing message, with full message headers by clicking on the “S” in the top right corner of the email. See image on page 2 of this Policy.

## **Employee Awareness and Training**

Cybersecurity awareness training videos will be sent to all employees in order to provide monthly, continuous, hands-on employee training on how to detect email phishing scams. Such training shall regularly inform employees about new scam emails or viruses and ways to combat them.

## **Compliance**

1. Violations of any section of this Policy may lead to the suspension or revocation of system privileges and/or disciplinary action, up to and including termination of employment. The City reserves the right to advise appropriate authorities of any violation of the law.
2. Exceptions: Any exception to this Policy must be approved in writing by the City Manager or his or her designee.
3. Employee Acknowledgement: Human Resources is responsible for ensuring that an employee acknowledgement has been signed by all employees acknowledging this Policy before providing access to City’s sensitive computing resources.

## **Policy Review and Updates**

This Policy will be reviewed periodically or as required by changes in technology, legal requirements, or organizational needs.

## **Acknowledgment**

All employees must acknowledge that they have read, understood, and agree to comply with the terms of this Policy.

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
KELLY FISHER, DEPUTY DIRECTOR OF PUBLIC WORKS**

**SUBJECT: ADOPTION OF RESOLUTION 25-2106; APPROVING THE FISCAL  
YEAR 2025-26 SENATE BILL 1: ROAD REPAIR AND  
ACCOUNTABILITY ACT PROJECT LIST**

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On April 28, 2017, the Governor signed Senate Bill 1 (SB 1), also known as the Road Repair and Accountability Act of 2017, which created the State's Road Maintenance and Rehabilitation Account (RMRA). The RMRA provides funding to agencies for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads systems. The RMRA further requires that the City adopt, by resolution, a list of projects to be funded in the coming year.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. As outlined in the guidelines, recipients of RMRA funding are held accountable through performance goals that are tracked and reported. In order to be considered for funding in Fiscal Year 2025-26, agencies must provide a proposed project list to the California Transportation Committee by July 1, 2025.

After reviewing the City's 5-Year Capital Improvement Program (CIP) Projects, staff is requesting approval of the SB 1 Project List (attached), which will enable an estimated \$547,951 of RMRA funds to be used toward the City's FY 2025-26 Pavement Rehabilitation Project.

### **FISCAL IMPACT**

There is no impact to the proposed City Council Fiscal Year 2025-26 Budget by adopting the resolution.

### **RECOMMENDATION**

Staff respectfully recommends the City Council adopt Resolution No. 25-2106, approving the Fiscal Year 2025-26 SB 1: Road Repair and Accountability Act Project List.

Attachments: Resolution No. 25-2106  
Exhibit A- SB 1 Project List



**RESOLUTION NO. 25-2106**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING THE FISCAL YEAR 2025-26 SB 1: ROAD REPAIR AND ACCOUNTABILITY ACT PROJECT LIST**

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

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City will receive an estimated \$547,951 in RMRP funding in Fiscal Year 2025-26, and from SB 1; and

**WHEREAS**, this is the seventh year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City has undergone a public process to ensure public input into our community's transportation priorities/project list; and

**WHEREAS**, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help the City maintain and rehabilitate two (2) streets throughout the City this year and similar projects into the future; and

**WHEREAS**, the 2021 California Statewide Local Streets and Road Needs Assessment found that the City's streets are in good condition and this revenue will help the City increase the overall quality of the road system over the next decade; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have positive co-benefits statewide.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED, AND FOUND** by the City Council of the City of Agoura Hills, California, as follows:

1. The foregoing recitals are true and correct.
2. The City of Agoura Hills is adopting the proposed project list shown in Exhibit "A" to be funded in-part or solely with Fiscal Year 2025-26 RMRA revenues.

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of June, 2025, by the following vote to wit:

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

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Penny Sylvester, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC, City Clerk

## **EXHIBIT A**

### **FY 2025-26 Senate Bill 1 Project List**

**Project Title:** Fiscal Year 2025-26 Annual Street Resurfacing Project

**Description:** The scope of work consists of crack sealing, localized aggregate base & pavement repair, replacing speed humps at four locations, resurfacing street segments using Asphalt-Rubber Hot Mix (ARHM).

**Proposed Locations:**

- Chesebro Road (North)
- Colodny Drive

**Proposed Schedule for Completion:**

- Authorization to Seek Bids: February 2026
- Bid Opening: March 2026
- Contract Award: April 2026
- Begin Construction: May 2026
- Complete Construction: June 2026

**Estimated Useful Life:** 10- 20 years

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
LOUIS CELAYA, DEPUTY CITY MANAGER**

**SUBJECT: ADOPT RESOLUTION NO. 25-2107, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, SUPPORTING THE DEVELOPMENT OF A SAFETY ACTION PLAN TO SUPPORT SUSTAINABLE AND EQUITABLE TRANSPORTATION INITIATIVES AND AUTHORIZING PARTICIPATION IN THE SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM**

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The City recently received a Notice of Funding Opportunity from the Safe Streets and Roads for All (SS4A) Grant Program, offering funding for local initiatives aimed at preventing roadway fatalities and serious injuries. The Infrastructure Investment and Jobs Act (IIJA) established the Safe Streets and Roads for All (SS4A) competitive grant program, with \$5 billion in appropriated funds available over five fiscal years. The first round of SS4A grants started in Fiscal Year 2022, and the last round is scheduled for Fiscal Year 2026-27.

The SS4A program is a competitive grant program, making available up to \$402,260,494 of funding in this current round for Planning and Demonstration Grants. The SS4A program supports the U.S. Department of Transportation's National Roadway Safety Strategy and the goal of zero roadway deaths using a Safe System Approach. Grant applications must be submitted by June 26, 2025, and require a resolution from the applicant's governing body (attached). The resolution acknowledges the City's commitment to improving safety for all road users, supports the development of a safety plan, demonstrates support for the goal of zero deaths on City roadways, and authorizes participation in the grant program. Funding awards range from \$100,000 to \$500,000, with a 20% local match required from participating agencies. The local match may include non-federal funding (for example, local transportation funding) and/or an in-kind contributions, such as staff time. The SS4A grant program is a reimbursement grant, thereby requiring funding available in advance to complete the identified project. Discussions with Finance staff confirm sufficient allocations of special transportation funding (Measure R, Measure M, TIF) to cover the project expenditures.

City staff proposes to submit a Planning and Demonstration grant application package consisting of the completion of a Safe Route to School (SRTS) Master Plan, an Update to the City's Local Roadway Safety Plan (LRSP), and the construction of a demonstration

Class IV Bikeway project improvement on Thousand Oaks Boulevard. The City's Bicycle Master Plan proposes the installation of a Class IV bikeway, providing both vertical and horizontal protection for the cyclists, on Thousand Oaks Boulevard, which is an east-west primary arterial roadway, connecting the community to the US-101, elementary and middle schools, and is a popular route for cyclists for both commuting and recreational purposes. Currently, there are no Class IV bikeways within the City. The demonstration Class IV bikeway improvement project on Thousand Oaks Boulevard provides an opportunity for the City to engage with the cycling community while in use. While the City's BMP does not provide design details of the Class IV bikeway, particularly for vertical protection, there are several options that the City could consider, such as bollards, flexible posts, or landscaped islands. The project would demonstrate different design options for a Class IV bikeway on a stretch of Thousand Oaks Boulevard. The City would seek public comment during the demonstration project period and incorporate findings into the development of concept plans for Class IV bikeways planned within the City. It should be noted that demonstration projects are planned as temporary and may be removed at the end of the demonstration period. As part of the application submittal, costs are included to remove the demonstration project should the placement of the Class IV Bikeway demonstration improvement not receive support for continued placement.

The estimated cost associated with the SRTS plan, LRSP update, and the Class IV demonstration project is \$450,000. The City's local match requirement will be \$90,000.

<b>Cost Estimate for SS4A Application 2025</b>	
<b>Supplemental Planning LRSP and SRTS</b>	
Local Roadway Safety Plan (LRSP) Update	\$40,000
<b>Safe Routes to School (STRS) Plan</b>	\$175,000
<b>Demonstration</b>	
<b>Class IV Bikeway on Thousand Oaks Blvd – Between Reyes Adobe and Forest Cover</b>	
Design	\$35,000
Implementation	\$180,000
Public Engagement	\$20,000
<b>TOTAL</b>	<b>\$450,000</b>

Source: Kimley Horn & Associates

Should the City be successful and awarded a Planning and Demonstration Grant, the adoption of both the SRTS Master Plan and the updated LRSP would strengthen the City's application for the next round of SS4A funding with an implementation project, as well as for other state or federal transportation funding grant programs.

Funding award notifications are scheduled for release in the Fall of 2025, with approximately a six to twelve-month process for securing final grant agreements. It is anticipated that the identified projects will not commence until Fiscal Year 2026-27. Grant award recipients are provided five years from the point of grant agreement execution to complete projects.

Staff met with the Public Works Subcommittee on June 2, 2025, and presented the information to be considered as part of the grant application package and received their full support for its submittal.

## **FISCAL IMPACT**

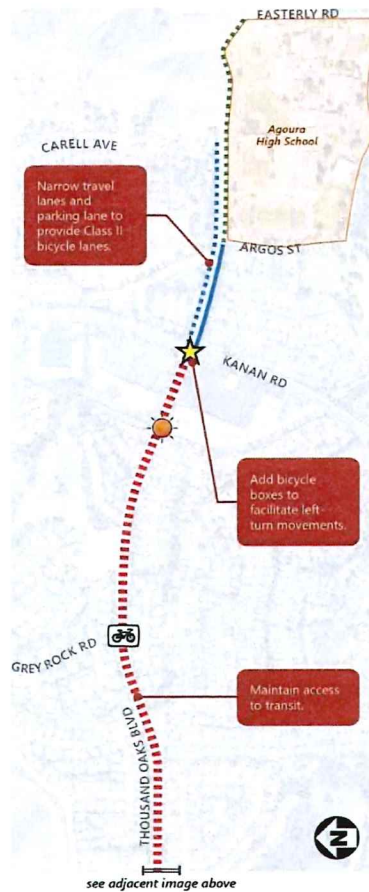
Discussions with the City's lobbyist identify no funding designation is required at the time of application submittal, however after a June 9, 2025, meeting with the Finance Department, there are fund balances available for these identified projects within several special transportation funds for Fiscal Year 2026-27, Fund 061 (Proposition C), Fund 063 (Measure R), Fund 064 (Measure M), and Fund 110 (Traffic Improvement).

## **RECOMMENDATION**

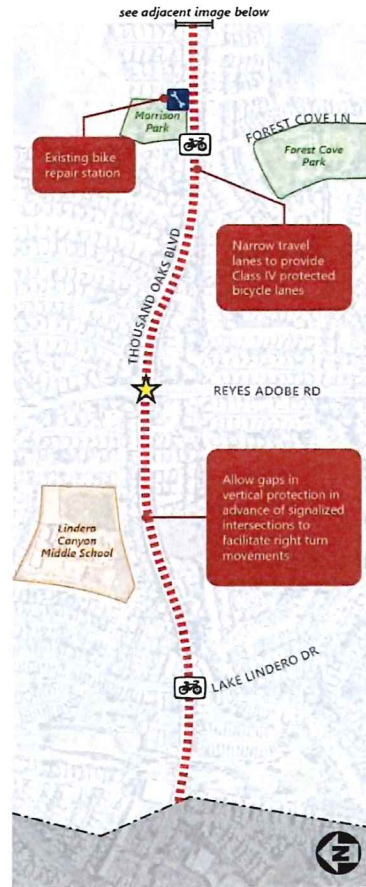
Staff respectfully recommends the City Council adopt Resolution No. 25-2107, a Resolution of the City Council of the City of Agoura Hills, Supporting the Development of a Safety Action Plan to Support Sustainable and Equitable Transportation Initiatives and Authorizing Participation in the Safe Streets and Roads for All Grant Program.

Attachments: Class IV Bikeway Demonstration Project (Graphic)  
Resolution No. 25-2107

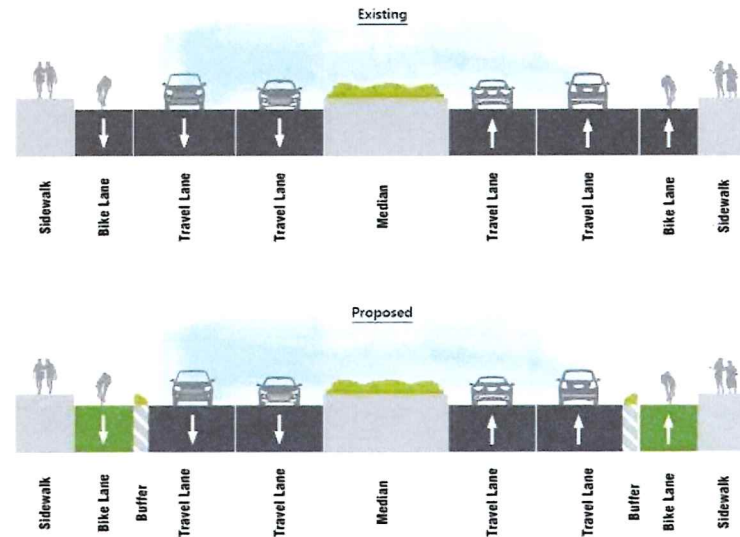
## Class IV Bikeway Demonstration Project (Concept)



- Existing Class II Bicycle Lane
- Proposed Class I Bicycle Path
- Proposed Class II Bicycle Lane
- Proposed Class IV Bikeway (Protected Bicycle Lanes)
- City Limits



- ★ Proposed Intersection Treatments (Bicycle Signals, Bicycle Boxes, Bicycle Detection)
- 🚲 Proposed Bicycle Detection
- 🔧 Bike Repair Station
- ☀️ Crosswalk with Flashing Beacon



## **RESOLUTION NO. 25-2107**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA SUPPORTING THE DEVELOPMENT OF A SAFETY ACTION PLAN TO SUPPORT SUSTAINABLE AND EQUITABLE TRANSPORTATION INITIATIVES AND AUTHORIZING PARTICIPATION IN THE SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM**

**WHEREAS**, the Bipartisan Infrastructure Law established the Safe Streets and Roads for All (SS4A) discretionary program in 2022 to provide \$5-6 billion in grants over a five-year period with funding supporting the Department's National Roadway Safety Strategy and a goal of zero deaths and serious injuries on our nation's roadways; and

**WHEREAS**, the City of Agoura Hills ("City") is committed to improving safety for all road users by identifying and addressing high risk areas through data-driven strategies, including crash analysis and community input; and

**WHEREAS**, the City will use SS4A planning grant funding to develop a city-wide safety plan for the safety and benefits of all transportation network users; and

**WHEREAS**, the City of Agoura Hills acknowledges that many transportation funding opportunities from federal, state, regional, and local sources require cities to have a comprehensive and current transportation or safety plan in place; and

**WHEREAS**, the city-wide safety plan will address existing safety, access, and mobility issues on roadways throughout the State and local system; and

**WHEREAS**, community input and collaboration with regional partners, governmental agencies, and stakeholder organizations will be essential in the creation of this Safety Action Plan;

**WHEREAS**, the City has adopted a Local Roadway Safety Plan, and is finalizing a Bicycle Master Plan that identifies the City's intent and commitment to provide safer streets for residents that are dependent on bicycling for transportation in Agoura Hills, which includes identifying deficiencies and prioritizing improvements;

**WHEREAS**, the City of Agoura Hills has received notification of funding opportunities via the SS4A program where funding can assist the City in the development of this Safety Action Plan.

**NOW, THEREFORE**, the City Council of the City of Agoura Hills hereby resolves as follows:

**SECTION 1.** The City Council of the City of Agoura Hills hereby supports: 1) the development of a safety plan to support the City's sustainable and equitable transportation goals and initiative, promote safety; and 2) a goal of zero deaths and serious injuries on the City's roadways.



**SECTION 2.** The City Council of the City of Agoura Hills hereby directs City staff to initiate the planning and community engagement process necessary to develop the comprehensive safety plan, in coordination with relevant agencies, consultants, and stakeholders and submit an application to the SS4A Program to achieve that purpose.

**SECTION 3.** The City Clerk shall certify the adoption of this Resolution and forward copies to appropriate entities as needed to support planning efforts and funding applications.

**PASSED, APPROVED, and ADOPTED** this 25<sup>th</sup> day of June 2025, by the following vote to wit:

AYES:        (☐)  
NOES:        (☐)  
ABSENT:     (☐)  
ABSTAIN:    (☐)

---

Penny Sylvester, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC, City Clerk

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: DENICE THOMAS, COMMUNITY DEVELOPMENT DIRECTOR**

**SUBJECT: ADOPT ORDINANCE NO. 25-478; AN ORDINANCE OF THE CITY COUNCIL OF AGOURA HILLS, CALIFORNIA, AMENDING SECTION 2803 OF THE AGOURA HILLS MUNICIPAL CODE TO CHANGE THE PLANNING COMMISSION MEETING TIME FROM 6:30 P.M. TO 6:00 P.M. AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

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At the regularly scheduled City Council meeting held on June 11, 2024, the City Council held a continued public hearing where the City Council, by unanimous vote, waived full reading and introduced Ordinance No. 25-478, an Ordinance amending Article II (Administration) of the Agoura Hills Municipal Code to change the regular meeting time of the Planning Commission to 6:00 p.m. on the first and third Thursdays of the month and to make a finding of exemption under the California Environmental Quality Act.

### **FISCAL IMPACT**

Approving the proposed amendment will not impact the adopted 2024-25 Budget; there are no physical improvements or consulting fees associated with the item.

### **RECOMMENDATION**

Staff respectfully recommends the City Council adopt Ordinance No. 25-478.

Attachment: Ordinance No. 25-478

**ATTACHMENT: ORDINANCE NO. 25-478**

## **ORDINANCE NO. 25-478**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING SECTION 2803 (MEETINGS) OF PART 1 (PLANNING COMMISSION) OF CHAPTER 8 (COMMISSIONS, DEPARTMENTS, AND BOARDS) OF ARTICLE II (ADMINISTRATION) OF THE AGOURA HILLS MUNICIPAL CODE TO CHANGE THE PLANNING COMMISSION REGULAR MEETING TIME FROM 6:30 P.M. TO 6:00 P.M. AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, on June 11, 2025, the City Council of the City of Agoura Hills conducted and concluded a duly noticed public hearing concerning the Ordinance as required by law.

**WHEREAS**, at the public hearing on June 11, 2025, the City Council received testimony from City staff and all interested parties regarding the proposed amendments.

**WHEREAS**, all legal prerequisites to the adoption of the Ordinance have occurred.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY ORDAINS AS FOLLOWS:**

**Section 1.** The facts set forth in the recitals of this Ordinance are true and correct.

**Section 2.** Pursuant to the California Environmental Quality Act ("CEQA"), and the City's local CEQA Guidelines, City staff has determined that this Ordinance (the "project") is covered by the general rule that CEQA applies only to projects that have the potential to cause a significant effect on the environment. City staff found that there is no possible significant effect related to the project since the Ordinance proposes to amend the start time for Planning Commission regular meetings. The administrative changes included in the Ordinance will not contribute to any physical changes to the environment; therefore, the project would not result in significant impacts to the environment. No further action is required under CEQA pursuant to Section 15061(b)(3) of the State CEQA Guidelines (14 CCR § 15061(b)(3)). The City Council has reviewed the project, and based upon the whole record before it, in the exercise of its independent judgment and analysis, finds that City staff has correctly concluded that it can be seen with certainty that there is no possibility the proposed Ordinance may have a significant effect on the environment.

**Section 3.** Section 2803 (Meetings) of Part 1 (Planning Commission) of Chapter 8 (Commissions, Departments, and Boards) of Article II (Administration) of the Agoura Hills Municipal Code is hereby amended in its entirety to read as follows:

"2803. Meetings.

Regular meetings of the planning commission shall be held on the first and third Thursday of each calendar month, at the hour of 6:30 6:00 p.m."

**Section 4.** Severability Clause. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or its application to any person or circumstances, is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsections, subdivision, paragraph, sentence, clause, phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

**Section 5.** Any and all additional references to the time of regular meetings of the Planning Commission in the Municipal Code or other official City documents and publications shall be changed to reflect the new starting hour of 6:00 pm. following the effective date of this Ordinance. The City Manager or his designee are hereby directed to cause such time change to be made and to publicize the time change to the community.

**Section 6.** Effective Date. This Ordinance shall take effect thirty (30) days after passage.

**Section 7.** Certification. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same or a summary thereof to be published and posted in the manner required by law.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote to wit:

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

\_\_\_\_\_  
Penny Sylvester, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC, City Clerk

APPROVED AS TO FORM:

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Candice K. Lee, City Attorney

## **REPORT TO CITY COUNCIL**

**DATE: JUNE 25, 2025**

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

**FROM: RAMIRO ADEVA, ASSISTANT CITY MANAGER**

**BY: CELESTE BIRD, HUMAN RESOURCES MANAGER**

**SUBJECT: ADOPT RESOLUTION NO. 25-2108 AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 3.1% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES, INCREASING THE CITY'S MATCHING CONTRIBUTION TO THE DEFERRED COMPENSATION PLAN FOR GENERAL AND EXECUTIVE EMPLOYEES;**

**RESCIND RESOLUTION NO. 22-2012 AND ADOPT RESOLUTION 25-2109 AMENDING THE LIMIT ON THE CITY'S CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEMS (CALPERS) CONTRIBUTION AMOUNTS FOR CITY EMPLOYEES;**

**ADOPT RESOLUTION NO. 25-2010 INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR COUNCILMEMBERS;**

**ADOPT RESOLUTION NO. 25:2011 AMENDING THE MISSION SQUARE RETIREMENT GOVERNMENTAL MONEY PURCHASE PLAN 401(a) ADOPTION AGREEMENT;**

**AND APPROVE THE FIFTH AMENDMENT TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT AND THE CITY MANAGER'S PERFORMANCE BONUS**

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The City follows the practice of meeting and consulting with City employees on matters such as working conditions, classifications, and compensation, including salaries and benefits. Providing competitive salaries and benefits relative to other employers in the area and the professional field is a means to retain high-performing employees. As a result of the Fiscal Year 2025-26 and Fiscal Year 2026-27 consultation sessions with the City employees, the City has agreed to a two-year compensation package, reflected below.

### Fiscal Year 2025-26

- 3.1% Cost of Living Adjustment (COLA) based on the annual average of the Consumer Price Index (CPI) as listed by the U.S. Department of Labor Statistics, Urban Wage Earners, and Clerical Workers for Los Angeles, Riverside, and Orange Counties for year ending 2024, which will be effective July 1, 2025.
- Amend the Flexible Benefits Plan offered by the City to its employees to include an increase to the employer healthcare contribution amount up to \$2,900 per month per employee, effective January 1, 2026, which will include the minimum contribution required under Public Employees' Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) family rate effective July 1, 2025.
- Increase the City's matching contribution to the Deferred Compensation Plan to a dollar-for-dollar match not-to-exceed one hundred twenty dollars (\$120.00) per pay period for general employees, and an increase to 3% for executive employees based on their annual salary, effective July 1, 2025.
- Rescind Resolution 22-2012 and adopt Resolution 25-2109 to amend the PERS contribution from Classic employees to an additional 0.5% for Fiscal Year 2025-26, effective July 1, 2025, and another 0.5% for Fiscal Year 2026-27, effective July 1, 2026.

### Fiscal Year 2026-27

The following benefits will be adopted in Fiscal Year 2026-27 by separate resolutions.

- The COLA will be based on the annual average of the Consumer Price Index (CPI) as listed by the U.S. Department of Labor Statistics, Urban Wage Earners, and Clerical Workers for Los Angeles, Riverside, and Orange Counties for year ending 2025, within a range of no less than 2%, but not more than 6.5%, effective July 1, 2026.
- Amend the Flexible Benefits Plan offered by the City to its employees to include an increase to the employer healthcare contribution amount up to \$3,050 per month per employee, effective January 1, 2027, which will include the minimum contribution required under Public Employee's Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) family rate effective July 1, 2026.
- Increase the City's matching contribution to the Deferred Compensation Plan to a dollar-for-dollar match not-to-exceed one hundred forty dollars (\$140.00) per pay period for general employees, effective July 1, 2025.
- The PERS contribution from Classic employees will be an additional 0.5% for Fiscal Year 2026-27 as per Resolution 25-2109, effective July 1, 2026.



Consistent with past practice, the City Councilmembers are offered the ability to participate in the healthcare plans offered by the City. It is proposed that the same Flexible Benefits Plan stated above, with the same effective dates as the employees, be offered to the Councilmembers.

Staff recommends amending the Mission Square Retirement Governmental Money Purchase Plan 401(a) Adoption Agreement to increase the fixed employer contribution range from 1 to 5% of earnings to 1 to 10% of earnings in anticipation of future changes to the City Manager's employment agreement.

#### Fifth Amendment to City Manager Employment Agreement and Performance Bonus

Following the City Manager's annual performance evaluation on June 11, 2025, the Mayor and Mayor Pro Tem reviewed the City Manager's compensation and benefits, as well as publicly available information regarding compensation and benefits for city managers in neighboring cities. Based on that review, the Mayor and Mayor Pro Tem recommend that the City Manager's employment agreement be amended to increase the City Manager's pay by three point one (3.1%) percent, which would set the City Manager's base salary to two hundred ninety-eight thousand five hundred sixty-eight dollars and eighty-one cents (\$298,568.81) per year. The Mayor and Mayor Pro Tem also recommend that the City Manager be given a performance bonus of fifteen thousand dollars (\$15,000) for Fiscal Year 2025-26 for continued exceptional performance, an increase to his car allowance from five hundred dollars (\$500) per month to five hundred and fifty dollars (\$550) per month and 1.5% increase to the City's contribution to the City Manager's 401(a) retirement savings plan, not-to-exceed six point five (6.5%) percent of the City Manager's salary. This City contribution to the 401(a) plan will be in lieu of any City contribution to the City Manager's 457 deferred compensation plan. The City Attorney has prepared the attached Fifth Amendment to the City Manager's employment agreement for the City Council's consideration. This Fifth Amendment, if adopted, would be effective with the first pay period of the Fiscal Year that includes July 1, 2025.

#### **FISCAL IMPACT**

These numbers are included in the Fiscal Year 2025-26 and Fiscal Year 2026-27 Budgets. No additional appropriations are needed.

#### **RECOMMENDATION**

Staff recommends the City Council adopt:

1) Resolution No. 25-2108; amending the compensation plan by setting the salary ranges for City employees to include a 3.1% COLA rate increase, increasing the employer contribution to healthcare premiums for full-time employees, increasing the City's matching contribution to the deferred compensation plan for general and executive employees;

2) Rescind Resolution 22-2012 and adopt Resolution 25-2109 to amend the PERS contribution from Classic employees to an additional 0.5% for Fiscal Year 2025-26, effective July 1, 2025, and another 0.5% for Fiscal Year 2026-27, effective July 1, 2026.

3) Resolution No. 25-2110; increasing the employer contribution to healthcare premiums for Councilmembers;

5) Resolution 25-2111 amending the Mission Square 401(a) Adoption Agreement;

6) Approve the Fifth Amendment to the City Manager's employment agreement and the City Manager's performance bonus.

Attachments:   1. Resolution No. 25-2108  
                      2. Resolution No. 25-2109  
                      3. Resolution No. 25-2110  
                      4. Resolution No. 25-2111  
                      5. Fifth Amendment to City Manager's Employment Agreement

Attachment 1

*Resolution No. 25-2108*

**RESOLUTION NO. 25-2108**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY SETTING SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 3.1% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES, INCREASING THE CITY'S MATCHING CONTRIBUTION TO THE DEFERRED COMPENSATION PLAN GENERAL AND EXECUTIVE EMPLOYEES**

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

**SECTION 1.** The classifications and salary ranges as shown on Exhibit "A," attached hereto and incorporated herein as though set forth in full, are hereby authorized in City service effective the first pay period of the Fiscal Year that includes July 1, 2025.

**SECTION 2.** Effective January 1, 2026, through December 31, 2026, the City's employer contribution toward healthcare premiums for full-time employees will be up to \$2,900 per month, which will include the minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) benefit effective July 1, 2025.

**SECTION 3.** Effective July 1, 2025, the City's matching contribution to the Deferred Compensation plan will increase to a dollar-for-dollar match not-to-exceed one hundred and twenty (\$120.00) dollars per pay period for general employees, and an increase to 3% for executive employees based on their annual salary.

**PASSED, APPROVED, and ADOPTED** this 25<sup>th</sup> day of June, 2025, by the following vote to wit:

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

---

Penny Sylvester, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC, City Clerk

## Exhibit A

### *Salaries and Positions 2025-26*

## EXHIBIT A

FULL-TIME POSITIONS AND SALARIES							
EFFECTIVE PAY PERIOD BEGINNING 6/28/2025							
POSITIONS	F/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
EXEMPT							
ACCOUNTANT	50	93,182	113,533	7,765	9,461	44.80	54.58
ADMINISTRATIVE ANALYST	51	95,511	116,371	7,959	9,698	45.92	55.95
ASSISTANT CITY MANAGER	82	205,350	250,199	17,113	20,850	98.73	120.29
ASSISTANT DIRECTOR OF COMM SERVICES	68	145,332	177,073	12,111	14,756	69.87	85.13
ASSISTANT PLANNING DIRECTOR	68	145,332	177,073	12,111	14,756	69.87	85.13
ASSISTANT TO THE CITY MANAGER	60	119,281	145,332	9,940	12,111	57.35	69.87
ASSOCIATE CIVIL ENGINEER	59	116,371	141,787	9,698	11,816	55.95	68.17
BUILDING OFFICIAL	70	152,689	186,037	12,724	15,503	73.41	89.44
CITY CLERK	64	131,664	160,419	10,972	13,368	63.30	77.12
CITY ENGINEER	71	156,507	190,688	13,042	15,891	75.24	91.68
CITY MANAGER		298,568		24,881		143.54	
COMMUNICATIONS MANAGER	59	116,371	141,787	9,698	11,816	55.95	68.17
COMMUNITY DEVELOPMENT DIRECTOR	78	186,037	226,668	15,503	18,889	89.44	108.98
DEPUTY CITY MANAGER	73	164,430	200,342	13,702	16,695	79.05	96.32
DEPUTY DIRECTOR OF PUBLIC WORKS	65	134,955	164,430	11,246	13,702	64.88	79.05
DIRECTOR COMMUNITY SERVICES	78	186,037	226,668	15,503	18,889	89.44	108.98
DIRECTOR OF FINANCE	78	186,037	226,668	15,503	18,889	89.44	108.98
DIRECTOR OF PUBLIC WORKS/CITY ENG	78	186,037	226,668	15,503	18,889	89.44	108.98
EXECUTIVE ASSISTANT	46	84,418	102,855	7,035	8,571	40.59	49.45
FINANCE MANAGER	61	122,263	148,965	10,189	12,414	58.78	71.62
HUMAN RESOURCES MANAGER	59	116,371	141,787	9,698	11,816	55.95	68.17
MANAGEMENT ANALYST	51	95,511	116,371	7,959	9,698	45.92	55.95
MEDIA ANALYST	51	95,511	116,371	7,959	9,698	45.92	55.95
PLANNING DIRECTOR	72	160,419	195,455	13,368	16,288	77.12	93.97
PRINCIPAL PLANNER	62	125,319	152,689	10,443	12,724	60.25	73.41
PUBLIC WORKS PROJECT MANAGER	59	116,371	141,787	9,698	11,816	55.95	68.17
RECREATION MANAGER	59	116,371	141,787	9,698	11,816	55.95	68.17
RECREATION SUPERVISOR	50	93,182	113,533	7,765	9,461	44.80	54.58
SENIOR CIVIL ENGINEER	64	131,664	160,419	10,972	13,368	63.30	77.12
SENIOR CODE COMPLIANCE OFFICER	51	95,511	116,371	7,959	9,698	45.92	55.95
SENIOR PLANNER	58	113,533	138,329	9,461	11,527	54.58	66.50
HOURLY							
ACCOUNTING SPECIALIST II	46	84,418	102,855	7,035	8,571	40.59	49.45
ADMINISTRATIVE AIDE	38	69,286	84,418	5,774	7,035	33.31	40.59
ADMINISTRATIVE ASSISTANT I	37	67,596	82,359	5,633	6,863	32.50	39.60
ADMINISTRATIVE ASSISTANT II	41	74,613	90,909	6,218	7,576	35.87	43.71
ASSISTANT ENGINEER	53	100,347	122,263	8,362	10,189	48.24	58.78
ASSISTANT PLANNER	51	95,511	116,371	7,959	9,698	45.92	55.95
ASSOCIATE PLANNER	55	105,427	128,452	8,786	10,704	50.69	61.76
BUILDING PERMIT TECHNICIAN	38	69,286	84,418	5,774	7,035	33.31	40.59
CODE COMPLIANCE OFFICER	46	84,418	102,855	7,035	8,571	40.59	49.45
COMM SERV COORDINATOR	46	84,418	102,855	7,035	8,571	40.59	49.45
COUNTER PERMIT TECHNICIAN	46	84,418	102,855	7,035	8,571	40.59	49.45
CULTURAL EVENT COORDINATOR	46	84,418	102,855	7,035	8,571	40.59	49.45
ENGINEERING AIDE I	38	69,286	84,418	5,774	7,035	33.31	40.59
ENGINEERING AIDE II	46	84,418	102,855	7,035	8,571	40.59	49.45
LAND USE TECHNICIAN	46	84,418	102,855	7,035	8,571	40.59	49.45
PLAN EXAMINER	46	84,418	102,855	7,035	8,571	40.59	49.45
PLANNING TECHNICIAN	38	69,286	84,418	5,774	7,035	33.31	40.59
SENIOR BUILDING INSPECTOR	47	86,529	105,427	7,211	8,786	41.60	50.69
PART-TIME POSITIONS AND SALARIES	P/T	ANNUAL	MONTHLY		HOURLY		
EFFECTIVE 5/14/25	RANGES	LOW	HIGH	LOW	HIGH	LOW	HIGH
ADMINISTRATIVE INTERN I	6	38,830	47,310	3,236	3,943	18.67	22.75
ADMINISTRATIVE INTERN II	13	46,157	56,237	3,846	4,686	22.19	27.04
INSTRUCTOR	1	34,320	41,816	2,860	3,485	16.50	20.10
OFFICE ASSISTANT	11	43,933	53,527	3,661	4,461	21.12	25.73
PUBLIC SAFETY LIAISON OFFICER	46	84,418	102,855	7,035	8,571	40.59	49.45
RECORDS COORDINATOR	46	81,800	99,763	6,823	8,314	39.37	47.96
RECREATION LEADER I	1	34,320	41,816	2,860	3,485	16.50	20.10
RECREATION LEADER II	9	41,816	50,948	3,485	4,246	20.10	24.49
RECREATION SPECIALIST	16	49,706	60,561	4,142	5,047	23.90	29.12
SENIOR PROGRAM INSTRUCTOR	14	47,310	57,643	3,943	4,804	22.75	27.71
SPECIAL EVENT WORKER		160-1,060		PER EVENT			

Attachment 2

*Resolution No. 25-2109*

## **RESOLUTION NO. 25-2109**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, RESCINDING RESOLUTION 22-2012 AND AMENDING THE LIMIT ON THE CITY'S CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS) CONTRIBUTION AMOUNTS FOR CITY EMPLOYEES**

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

**WHEREAS**, the City participates in the CalPERS Retirement System, and

**WHEREAS**, CalPERS has established different contribution rates for employees within the CalPERS System prior to January 1, 2013 (Classic Employees) and for employees within the CalPERS System after January 1, 2013 (PEPRA Employees); and

**WHEREAS**, each year CalPERS provides the City with a contribution rate for the upcoming fiscal year for the Employer and Employee rates. The Employer rate fluctuates on an annual basis. The Classic Employee rate is set at 7% of payroll. The PEPRA Employee rate is set at one-half of Normal Cost of the PEPRA Plan.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The recitals set forth herein are true and correct.

**Section 2.** The City Council hereby rescinds Resolution 22-2012.

**Section 3.** The City Council establishes that the CalPERS contribution from Classic employees will be an additional 0.5% for Fiscal Year 2025-26 and another 0.5% for Fiscal Year 2026-27.

**Section 4.** Beginning in Fiscal Year 2027-28, the City Council establishes that if the City's contribution to CalPERS retirement for both Classic and PEPRA Employees reaches 20% of payroll, the Classic Employees will contribute a rate that is equal to one-half of the increase between 20% and 25% limited to no more than a 2% increase from year to year.

**Section 5.** Furthermore, in addition to Section 4, if the City's contribution to CalPERS retirement for both Classic and PEPRA Employees exceeds 25% of payroll, the Classic Employees will pay the full amount over 25%, up to 7%, limited to a 2% increase from year to year.



**Section 6.** Should the plan cost reach a total of 29.5% in which the Classic employee contribution reaches a maximum of 7%, this specific plan will need to be brought back to the City Council and City employees for further agreement in the sharing of costs associated with this plan.

**Section 7.** Finally, the City will notify employees of the contribution rate, and their anticipated contribution by June 1 of each year.

**Section 8.** This resolution shall take effect the first pay period of the fiscal year that includes July 1, 2025.

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of June, 2025, by the following vote to wit:

AYES:       ()

NOES:       ()

ABSENT:     ()

ABSTAIN:    ()

---

Penny Sylvester, Mayor

ATTEST:

---

Kimberly M. Rodrigues, MMC, City Clerk

Attachment 3

*Resolution No. 25-2110*

**RESOLUTION NO. 25-2110**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AGOURA HILLS, CALIFORNIA, INCREASING THE  
EMPLOYER CONTRIBUTION TO HEALTHCARE  
PREMIUMS FOR COUNCILMEMBERS**

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

**SECTION 1.** Effective January 1, 2026, through December 31, 2026, the City's employer contribution toward healthcare premiums for councilmembers will be up to \$2,900 per month, which will include the minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) benefit effective July 1, 2025.

**PASSED, APPROVED, and ADOPTED** this 25<sup>th</sup> day of June, 2025, by the following vote to wit:

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

---

Penny Sylvester, Mayor

ATTEST:

---

Kimberly M. Rodrigues, MMC, City Clerk

Attachment 4

*Resolution No. 25-2111*

**RESOLUTION NO. 25-2111**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AGOURA HILLS, CALIFORNIA, TO AMEND THE MISSION  
SQUARE RETIREMENT GOVERNMENTAL MONEY  
PURCHASE PLAN 401(a) ADOPTION AGREEMENT**

**WHEREAS**, the City of Agoura Hills (the City) has previously established a 401(a) defined contribution retirement plan (the "Plan") for the benefit of its eligible employees, which is administered by MissionSquare Retirement (formerly ICMA-RC); and

**WHEREAS**, the City desires to amend the Plan to increase the fixed employer contribution range from 1 to 5% of earnings to 1 to 10% of earnings in anticipation of future changes to the City Manager's employment agreement; and

**WHEREAS**, MissionSquare Retirement has provided the appropriate plan amendment documentation for the City's adoption;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AGOURA HILLS  
HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The Human Resources Manager is hereby authorized and directed to execute the necessary documents to amend the Employer's 401(a) Plan administered by MissionSquare Retirement, consistent with the proposed changes described in Exhibit A, attached hereto and incorporated by reference.

**Section 2.** The amended Plan shall be effective as of June 26, 2025.

**Section 3.** The Human Resources Manager is further authorized to take such additional actions as may be necessary or appropriate to implement the amendment and maintain the qualified status of the Plan under the Internal Revenue Code.

**PASSED, APPROVED, and ADOPTED** on this 25th day of June 2025, by the following vote to wit:

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

---

Penny Sylvester, Mayor

ATTEST:

---

Kimberly M. Rodrigues, MMC, City Clerk

## Exhibit A

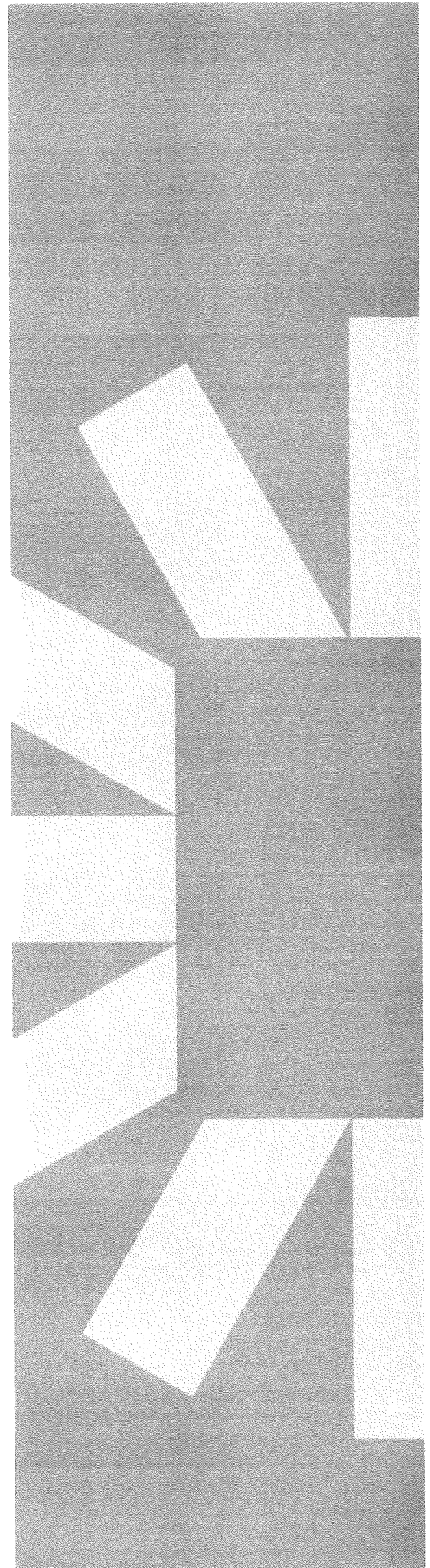
### *Amended Mission Square Retirement Governmental Money Purchase Plan 401(a) Adoption Agreement*

**ICMA Retirement Corporation**  
doing business as

# **MissionSquare Retirement Governmental Money Purchase Plan Adoption Agreement**

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**MissionSquare**  
RETIREMENT





## MissionSquare Retirement Governmental Money Purchase Plan Adoption Agreement

Plan Number: 106663

The Employer hereby establishes a Money Purchase Plan to be known as CITY OF AGOURA HILLS  
(the "Plan") in the form of the MissionSquare Retirement Governmental Money Purchase Plan.

### New Plan or Amendment and Restatement (Check One):

#### ☒ Amendment and Restatement

This Plan is an amendment and restatement of an existing defined contribution Money Purchase Plan. Please specify the name of the defined contribution Money Purchase Plan which this Plan hereby amends and restates:

CITY OF AGOURA HILLS

**Effective Date of Restatement.** The effective date of the Plan shall be:

06/26/2025

*(Note: The effective date can be no earlier than the first day of the Plan Year in which this restatement is adopted. If no date is provided, by default, the effective date will be the first day of the Plan Year in which the restatement is adopted.)*

#### ☐ New Plan

**Effective Date of New Plan.** The effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate effective date is hereby specified: \_\_\_\_\_

*(Note: An alternate effective date can be no earlier than the first day of the Plan Year in which the Plan is adopted.)*

#### I. EMPLOYER: CITY OF AGOURA HILLS

*(The Employer must be a governmental entity under Internal Revenue Code § 414(d))*

#### II. SPECIAL EFFECTIVE DATES

Please note here any elections in the Adoption Agreement with an effective date that is different from that noted above.

*(Note provision and effective date.)*

#### III. PLAN YEAR

The Plan Year will be:

☐ January 1 – December 31 (*Default*)

☒ The 12 month period ending Jun 30  
Month Day

**IV. Normal Retirement Age shall be age 55 (not less than 55 nor in excess of 65).**

*Important Note to Employers:* Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

In 2016, the Internal Revenue Service proposed regulations that would provide rules for determining whether a governmental pension plan's normal retirement age satisfies the Internal Revenue Code's qualification requirements. A normal retirement age that is age 62 or later is deemed to be not earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. Whether an age below 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, says that a normal retirement age that is age 50 or later is deemed to be not earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed if the participants to which this normal retirement age applies are qualified public safety employees (within the meaning of section 72(t)(10)(B)). These regulations are proposed to be effective for employees hired during plan years beginning on or after the later of: (1) January 1, 2017; or (2) the close of the first regular legislative session of the legislative body with the authority to amend the plan that begins on or after the date that is 3 months after the final regulations are published in the Federal Register. In the meantime, however, governmental plan sponsors may rely on these proposed regulations.

**In lieu of age-based Normal Retirement Age, the Plan shall use the following age and service-based Normal Retirement Age \_\_\_\_\_**

*Important Note to Employers:* Before using a Normal Retirement Age based on age and service, a plan sponsor should review the proposed regulations (81 Fed. Reg. 4599 (Jan. 27, 2016)) and consult counsel.

**V. COVERED EMPLOYMENT CLASSIFICATIONS**

1. The following group or groups of Employees are eligible to participate in the Plan:

- ☐ All Employees
- ☐ All Full Time Employees
- ☐ Salaried Employees
- ☐ Non union Employees
- ☐ Management Employees
- ☐ Public Safety Employees
- ☐ General Employees
- ☒ Other Employees (Specify the group(s) of eligible Employees below. Do not specify Employees by name.  
Specific positions are acceptable.) City Manager

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment.

**Note:** As stated in Sections 4.08 and 4.09, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. Period of Service required for participation

☒ N/A – The Employer hereby waives the requirement of a Period of Service for participation. Employees are eligible to participate upon employment. (*“N/A” is the default provision under the Plan if no selection is made.*)

☐ Yes. The required Period of Service shall be \_\_\_\_\_ months (not to exceed 12 months).

The Period of Service selected by the Employer shall apply to all Employees within the Covered Employment Classification.

3. Minimum Age (Select One) – A minimum age requirement is hereby specified for eligibility to participate.

☐ Yes. Age \_\_\_\_\_ (*not to exceed age 21*).

☒ N/A – No minimum age applies (*“N/A” is the default provision under the Plan if no selection is made.*)

## VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Mandatory Participant Contributions under Option B.)

**Fixed Employer Contributions With or Without Mandatory Participant Contributions.** (If Option B is chosen, please complete section C.)

☒ A. Fixed Employer Contributions. The Employer shall contribute on behalf of each Participant See Addendum % of Earnings or

\$\_\_\_\_\_ for the Plan Year (subject to the limitations of Article V of the Plan).

Mandatory Participant Contributions

☒ are required ☐ are not required

to be eligible for this Employer Contribution.

☐ B. Mandatory Participant Contributions for Plan Participation

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

☐ Yes ☐ No

Employee Opt-In Mandatory Contributions. To the extent that Mandatory Participant Contributions are not required by the Plan, each Employee eligible to participate in the Plan shall be given the opportunity, when first eligible to participate in the Plan or any other plan or arrangement of the Employer described in Code section 219(g)(5)(A) to irrevocably elect to contribute Mandatory Participant Contributions by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

☐ Yes ☐ No

Contribution Schedule. (Any percentage or dollar amount entered below must be greater than 0% or \$0.)

i. \_\_\_\_\_ % of Earnings,

ii. \$ \_\_\_\_\_, or

iii. a whole percentage of Earnings between the range of \_\_\_\_\_ (insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions<sup>1</sup> (pickup is required if Option A is not selected)

☐ Yes      ☐ No      (*"Yes" is the default provision under the Plan if no selection is made.*)

☐ C. Election Window (Complete if Option B is selected):

Newly eligible Employees shall be provided an election window of \_\_\_\_\_ days (no more than 60 calendar-days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to make Employer Matching Contributions as follows:

☐ **Fixed Employer Match of After-Tax Voluntary Participant Contributions.** (Do not complete this section unless the Plan permits after-tax Voluntary Participant Contributions under Section VI.3 of the Adoption Agreement.)

The Employer shall contribute on behalf of each Participant \_\_\_\_\_ % of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed \_\_\_\_\_ % of Earnings or \$ \_\_\_\_\_. Under this option, there is a single, fixed rate of Employer Contributions, but a Participant may decline to make the Voluntary Participant Contributions in any Plan Year, in which case no Employer Contribution will be made on the Participant's behalf in that Plan Year.

<sup>1</sup>Neither an IRS opinion letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting Employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

☐ **Variable Employer Match of After-Tax Voluntary Participant Contributions.** (Do not complete unless the Plan permits after-tax Voluntary Participant Contributions under Section VI.3 of the Adoption Agreement.)

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

\_\_\_\_\_ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Voluntary Participant Contributions exceeding \_\_\_\_\_ % of Earnings or \$\_\_\_\_\_);

PLUS \_\_\_\_\_ % of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate \_\_\_\_\_ % of Earnings or \$\_\_\_\_\_).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$\_\_\_\_\_ or \_\_\_\_\_ % of Earnings, whichever is ☐ more or ☐ less.

☐ **Fixed Employer Match of Participant 457(b) Plan Deferrals.** The Employer shall contribute on behalf of each Participant \_\_\_\_\_ % of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has deferred \_\_\_\_\_ % of Earnings or \$\_\_\_\_\_ to the Employer's 457(b) deferred compensation plan. Under this option, there is a single, fixed rate of Employer Contributions, but a Participant may decline to make the required 457(b) deferrals in any Plan Year, in which case no Employer Contribution will be made on the Participant's behalf in that Plan Year.

☒ **Variable Employer Match of Participant 457(b) Plan Deferrals.**

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

See Addendum \_\_\_\_\_ % of the elective deferrals made by the Participant to the Employer's 457(b) plan for the Plan Year (not including Participant contributions exceeding \_\_\_\_\_ % of Earnings or \$\_\_\_\_\_);

PLUS \_\_\_\_\_ % of the elective deferrals made by the Participant to the Employer's 457(b) plan for the Plan Year in excess of those included in the above paragraph (but not including elective deferrals made by a Participant to the Employer's 457(b) plan exceeding in the aggregate \_\_\_\_\_ % of Earnings or \$\_\_\_\_\_).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$\_\_\_\_\_ or \_\_\_\_\_ % of Earnings, whichever is ☐ more or ☐ less.

3. Each Participant may make a Voluntary Participant Contribution, subject to the limitations of Section 4.06 and Article V of the Plan

☒ Yes ☐ No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation Year ends, or in accordance with applicable law):

☐ Weekly ☒ Biweekly ☐ Monthly ☐ Annually in \_\_\_\_\_ (*specify month*)

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation Year ends, or in accordance with applicable law):

☐ Weekly      ☐ Biweekly      ☐ Monthly      ☐ Annually in \_\_\_\_\_ (*specify month*)

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

A. Plan contributions will be made based on differential wage payments:

☒ Yes      ☐ No      (*"Yes" is the default provision under the Plan if no selection is made.*)

B. Participants who die or become disabled will receive Plan contributions with respect to such service:

☐ Yes      ☒ No      (*"No" is the default provision under the Plan if no selection is made.*)

## VII. Earnings

Earnings, as defined under Section 2.09 of the Plan, shall include:

1. Overtime

☐ Yes      ☒ No      (*"No" is the default provision under the Plan if no selection is made.*)

2. Bonuses

☐ Yes      ☒ No      (*"No" is the default provision under the Plan if no selection is made.*)

3. Other Pay (specifically describe any other types of pay to be included below)

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## VIII. ROLLOVER PROVISIONS

1. The Employer will permit Rollover Contributions in accordance with Section 4.13 of the Plan:

☒ Yes      ☐ No      (*"Yes" is the default provision under the Plan if no selection is made.*)

**IX. LIMITATION ON ALLOCATIONS**

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply, unless another method has been indicated below.

[ ] Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any Excess Amounts, in a manner that precludes Employer discretion.) \_\_\_\_\_

2. The Limitation Year is the following 12 consecutive month period: \_\_\_\_\_

**X. VESTING PROVISIONS**

The Employer hereby specifies the following vesting schedule, subject to (1) the Code's vesting requirements in effect on September 1, 1974 and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percentage - from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

The following vesting schedule may apply to a Participant's interest in his/her Employer Contribution Account. The vesting schedule does not apply to Elective Deferrals, Catch-up Contributions, Mandatory Participant Contributions, Rollover Contributions, Voluntary Participant Contributions, Deductible Employee Contributions, Employee Designated Final Pay Contributions, and Employee Designated Accrued Leave Contributions, and the earnings thereon.

<b>Period of Service Completed</b>	<b>Percent Vested</b>
Zero	%
One	%
Two	%
Three	%
Four	%
Five	%
Six	%
Seven	%
Eight	%
Nine	%
Ten	%

## XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a Participant attains (select one of the below options):  
☐ Normal Retirement Age  
☒ 70 ½ (*"70 ½" is the default provision under the Plan if no selection is made.*)  
☐ Alternate age (after Normal Retirement Age): \_\_\_\_\_  
☐ Not permitted at any age
2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.  
☒ Yes ☐ No (*"Yes" is the default provision under the Plan if no selection is made.*)
3. Tax-free distributions of up to \$3,000 for the direct payment of Qualified Health Insurance Premiums for Eligible Retired Public Safety Officers are available under the Plan.  
☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)
4. In-service distributions of the Rollover Account are permitted under the Plan as provided in Section 9.07  
☒ Yes ☐ No (*"No" is the default provision under the Plan if no selection is made.*)
5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:  
☒ Yes ☐ No (*"No" is the default provision under the Plan if no selection is made.*)

## XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- ☒ 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum.  
The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- ☐ 2. Beneficiary Spousal Consent Election (Article XII of the Plan will apply if option 2 is selected).  
The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- ☐ 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If option 3 is selected, the spousal consent requirements in Article XII of the Plan also will apply.)



### XIII. FINAL PAY CONTRIBUTIONS

(Under the Plan's definitions, Earnings automatically include leave cashouts paid by the later of 2 ½ months after severance from employment or the end of the calendar year. If the Plan will provide additional contributions based on the Participant's final paycheck attributable to Accrued Leave, please provide instructions in this section. Otherwise, leave this section blank.)

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected. The following group of Employees shall be eligible for Final Pay Contributions:

- ☐ 1. Employees within the Covered Employment Classification identified in section V of the Adoption Agreement.
- ☐ 2. Other: \_\_\_\_\_  
(This must be a subset of the Covered Employment Classification identified in section V of the Adoption Agreement.)

**Final Pay shall be defined as (select one):**

- ☐ A. Accrued unpaid vacation
- ☐ B. Accrued unpaid sick leave
- ☐ C. Accrued unpaid vacation and sick leave
- ☐ D. Other (insert definition of Final Pay - must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave):  
\_\_\_\_\_

☐ **1. Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant \_\_\_\_\_% of their Final Pay to the Plan (subject to the limitations of Article V of the Plan).

☐ **2. Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute \_\_\_\_\_% (insert fixed percentage of Final Pay to be contributed) or up to \_\_\_\_\_% (insert maximum percentage of Final Pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

### XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for unpaid Accrued Leave Contributions annually if either 1 or 2 is selected below. The following group of Employees shall be eligible for Accrued Leave Contributions:

- ☐ 1. Employees within the Covered Employment Classification identified in section V of the Adoption Agreement.
- ☐ 2. Other: \_\_\_\_\_  
(This must be a subset of the Covered Employment Classification identified in section V of the Adoption Agreement.)

**Accrued Leave shall be defined as (select one):**

- ☐ A. Accrued unpaid vacation
- ☐ B. Accrued unpaid sick leave
- ☐ C. Accrued unpaid vacation and sick leave
- ☐ D. Other (insert definition of Accrued Leave that is bona fide vacation and/or sick leave):  
\_\_\_\_\_

☐ **1. Employer Accrued Leave Contribution.** The Employer shall contribute as follows

(choose one of the following options):

☐ For each Plan Year, the Employer shall contribute on behalf of each eligible Participant the unused Accrued Leave in excess of \_\_\_\_\_ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).

☐ For each Plan Year, the Employer shall contribute on behalf of each eligible Participant \_\_\_\_\_% of un- used Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

☐ **2. Employee Designated Accrued Leave Contribution**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to annually contribute \_\_\_\_\_% (insert fixed percentage of unpaid Accrued Leave to be contributed) or up to \_\_\_\_\_% (insert maximum percentage of unpaid Accrued Leave to be contributed) of unpaid Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

**XV.** The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

**XVI.** The Employer understands that this Adoption Agreement is to be used with only the MissionSquare Retirement Money Purchase Plan. This MissionSquare Retirement Governmental Money Purchase Plan is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on December 31, 2018 and received approval on June 30, 2020.

The Plan Administrator will inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

**XVII.** The Employer hereby appoints the ICMA Retirement Corporation, doing business as MissionSquare Retirement, as the Plan Administrator pursuant to the terms and conditions of the MISSIONSQUARE RETIREMENT GOVERNMENTAL MONEY PURCHASE PLAN.

The Employer hereby agrees to the provisions of the Plan.

- XVIII.** The Employer understands that it must complete a new Adoption Agreement upon first adoption of the Plan. Additionally, upon any modifications to a prior election, making of new elections, or restatements of the Plan, a new Adoption Agreement must be completed. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.
- XIX.** An adopting Employer may rely on an Opinion Letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code only to the extent provided in Rev. Proc. 2017-41. The Employer may not rely on the Opinion Letter in certain other circumstances or with respect to certain qualification requirements, which are specified in the Opinion Letter issued with respect to the Plan and in Rev. Proc. 2017-41.

In Witness Whereof, the Employer hereby causes this Money Purchase Plan Adoption Agreement to be executed.

**EMPLOYER SIGNATURE & DATE**

Signature of Authorized Plan Representative: \_\_\_\_\_

Print Name: Celeste Bird

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**For inquiries regarding adoption of the plan, the meaning of plan provisions, or the effect of the Opinion Letter, contact:**

MissionSquare Retirement  
777 N. Capitol St. NE Suite 600  
Washington, DC 20002  
800-326-7272

52582-0621-W1304

## **Addendum to the City of Agoura Hills ID 106663**

### **Section VI.**

#### **Employer Contributions**

- The Employer shall contribute on behalf of each Participant Amount of contributions from 1%-10%.
- Variable Employer Match of Participant 457(b) Plan Deferrals will now be 1-10%.

#### **Effective 6/25/2025**

Name Celeste Bird

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email: CBird@agourahillscity.org

Phone: \_\_\_\_\_

## Attachment 5

### *Fifth Amendment to City Manager's Employment Agreement*

**FIFTH AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF AGOURA HILLS AND NATHAN HAMBURGER**

THIS FIFTH AMENDMENT to that certain Employment Agreement dated June 24, 2020 ("Agreement") by and between the City of Agoura Hills ("Employer") and Nathan Hamburger ("Employee") is made and entered into as of July 1, 2025. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. Section 3.01(a) of the Agreement is hereby amended to read as follows:

"(a) As compensation for the services to be performed hereunder, Employee shall receive a salary of two hundred ninety-eight thousand five hundred sixty-eight dollars and eighty-one cents (\$298,568.81) per year."

2. Section 4.02 of the Agreement is hereby amended to read as follows:

"Section 4.02. Retirement Savings Plans. The City has established a 457 deferred compensation plan in which the Employee is eligible to participate. The City has also established a 401(a) plan into which retirement contributions may be made for the benefit of the Employee. City will pay the cost, if any, to administer the 401(a) plan. Employee will continue his election making voluntary contributions of at least 6.5% of his salary to the 457 plan. City agrees to make retirement contributions into a 401(a) plan for the benefit of the Employee by matching, dollar for dollar, Employee's 457 contribution with a City contribution to the 401(a) plan, not to exceed 6.5% of the Employee's salary. This City contribution to the 401(a) plan will be in-lieu of any City contribution to the Employee's 457 plan."

3. Section 4.03 of the Agreement is hereby amended to read as follows:

"Section 4.03. Automobile Allowance. Employee shall receive a monthly automobile allowance of \$550.00 in lieu of having an automobile provided to him by the City for business and personal use. Employee shall be solely responsible for maintaining the records necessary for personal tax purposes. This monthly automobile allowance does not, however, preclude the City Manager from using City vehicles for City business when appropriate."

4. This Fifth Amendment, when approved by the City Council and duly executed by Employer and Employee, shall be made a part of the Amended Agreement. Except as amended herein, the terms and conditions of the Amended Agreement shall remain in full force and effect.

Executed on June 25, 2025, at Agoura Hills, California.

**CITY OF AGOURA HILLS (“EMPLOYER”)**

BY \_\_\_\_\_  
Penny Sylvester, Mayor  
City of Agoura Hills

ATTEST

BY \_\_\_\_\_  
Kimberly M. Rodrigues, MMC, City Clerk  
City of Agoura Hills

APPROVED AS TO FORM

BY \_\_\_\_\_  
Candice K. Lee  
City Attorney

Nathan Hamburger (“EMPLOYEE”)

BY \_\_\_\_\_  
Nathan Hamburger



## REPORT TO CITY COUNCIL

**DATE:** JUNE 25, 2025

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

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** DIEGO IBAÑEZ, DIRECTOR OF FINANCE  
BRENDA CHO, FINANCE MANAGER  
LEAH PALMER, ACCOUNTANT

**SUBJECT:** CONDUCT A PUBLIC HEARING TO CONSIDER THE ADOPTION OF RESOLUTION NO. 25-2112; ESTABLISHING FISCAL YEAR 2024-25 APPROPRIATIONS LIMITATIONS, AND RESOLUTION NO. 25-2113; ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26, INCLUDING FISCAL YEAR 2026-27 APPROPRIATIONS, AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2024-25 ANNUAL BUDGET AND ADOPTING CITYWIDE GOALS FOR FISCAL YEARS 2025-26 AND 2026-27

---

Article 13-b of the California State Constitution, known as Proposition 4, the Gann Initiative, was passed by the citizens of California on November 6, 1979. Proposition 4 placed limitations on the amount of annual appropriations “from the proceeds of taxes” for state and local governments. The legislation also provided a method to calculate the annual appropriation limit, using a growth factor comprised of the Consumer Price Index (CPI) for California per capital income and the percentage change in population. The City of Agoura Hills appropriation limit for the General Fund from the “proceeds of taxes” for Fiscal Year 2025-26 is \$24,269,436.

The City is beginning a new two-year budget cycle. This year, staff will recommend the adoption and appropriation of the Fiscal Year 2025-26 Annual Budget. The General Fund operational budget is balanced. Revenues are projected to be \$20.9 million with operating transfers of \$1.1 million (\$19.8 million total)

Proposed expenditures are recommended at \$20.8 million. Public safety continues to be one of the highest priorities, at 27% of the General Fund budget, to fund various programs. These include patrol and traffic personnel, a shared crime analyst, crossing guards and animal control services. Additional Public Safety services such as crossing guards are also financed through the City’s Special Funds.

On June 11, 2025, the City Council held a budget workshop, extensively covering all budget matters, and direction by the City Council has been incorporated into the final budget.

The proposed amendments to the General Fund 2025-26 Budget include adjusting the community service grants to include an additional \$2,146 grant allocation, an appropriation of \$5,000 to support the events sponsored by The Greater Conejo Valley Chamber of Commerce, and a \$3,000 appropriation to the Topanga Banjo Fiddle Contest and Folk Festival. These recommendations are incorporated within the attached Proposed Budget for the Fiscal Year 2025-26.

The Fiscal Year 2025-26 budget for the City of Agoura Hills is \$46.2 million, which includes approximately \$20.9 million in day-to-day operational/service costs, with an additional \$25.3 million in capital projects. The capital improvement projects include various projects that the City Council has identified to be completed in the next fiscal year.

For the budget year 2025-26, the General Fund projected ending fund balance is \$13.8 million, or 67% of operating expenditures and transfers. The rest of the fund balance within the General Fund will be used for operational needs during the upcoming fiscal year, and for cashflow on any grant-related projects. These reserves serve as a temporary funding source for the many grants the City receives, as they come in the form of reimbursements. Additionally, the City utilizes the reserve for cash flow and emergency reserves.

## **FISCAL IMPACT**

The preliminary fiscal year 2025-26 budget has been prepared for all funds and appropriations have been set for FY 2026-27. Funding sources are sufficient to support the preliminary spending plans presented.

## **RECOMMENDATION**

Staff respectfully recommends the City Council conduct a public hearing to consider the adoption of Resolution No. 25-2112 Establishing Fiscal Year 2025-26 Appropriations Limitations; and Resolution No. 25-2113; Adopting the Annual Budget for Fiscal Year 2025-26 including Fiscal Year 2026-27 appropriations and authorizing amendments to the fiscal year 2024-25 Annual Budget.

Attachments: Sources and Uses  
Resolution No. 25-2112  
Resolution No. 25-2113, with Exhibit A (Proposed Budget)

**RESOLUTION NO. 25-2112**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL  
YEAR 2025-26 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 2025-26 shall be \$24,269,436.

**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 25<sup>th</sup> day of June 2025, by the following vote to wit;

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

\_\_\_\_\_  
Penny Sylvester, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC City Clerk

**RESOLUTION NO. 25-2113**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26, INCLUDING FISCAL YEAR 2026-27 APPROPRIATIONS, APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26, AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2024-25 ANNUAL BUDGET AND ADOPTING CITYWIDE GOALS FOR FISCAL YEARS 2025-26 AND 2026-27**

**WHEREAS**, the City Council has reviewed the preliminary budget for Fiscal Years 2025-26 and 2026-27 and the amended budget for Fiscal Year 2024-25; and

**WHEREAS**, a Budget Workshop concerning the Fiscal Year 2025-26 and 2026-27 proposed budget was held on Wednesday, June 11, 2025.

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

1. That the Fiscal Year 2025-26 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 2025-26 Budget are hereby appropriated.
3. That the Fiscal Year 2025-26 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2026-26.
4. Any unused appropriations from the Fiscal Year 2024-25 Adopted Budget at the end of Fiscal Year 2024-25 may be re-appropriated by the City Manager for continued use in Fiscal Year 2024-25.
5. That appropriation for the City Council's Citywide Goals for Fiscal Year 2025-265 be approved.

**PASSED, APPROVED, and ADOPTED** this 25<sup>th</sup> day of June, 2025, by the following vote to wit:

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

---

Penny Sylvester, Mayor

ATTEST:

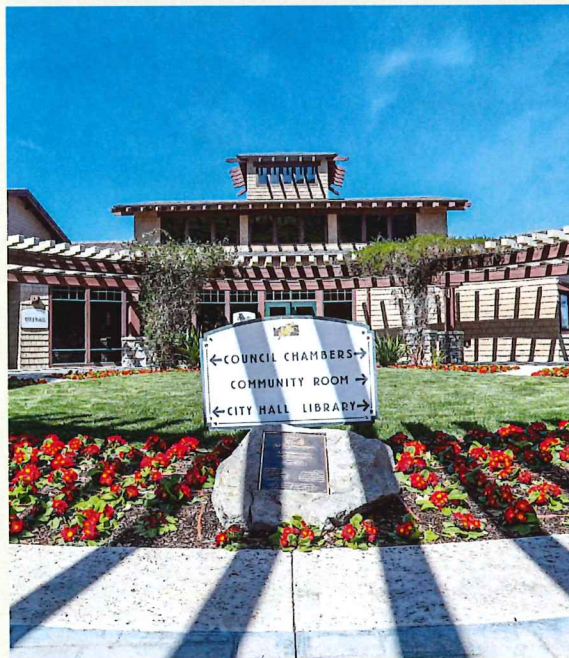
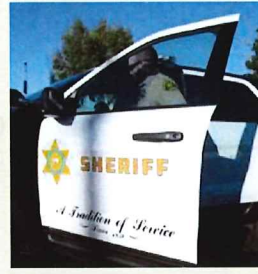
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Kimberly M. Rodrigues, MMC, City Clerk

## Exhibit A

### *City of Agoura Hills Adopted Biennial Budget Fiscal Years 2025-2026 and 2026-2027*






City of Agoura Hills

# Adopted Biennial Budget

Fiscal Years 2025-2026 & 2026-2027

CITY OF  
  
AGGURA HILLS





City of Agoura Hills  
FY 2025-26/ 2026-27  
Table of Contents

**Introduction**

City Officials Listing.....	4
City Council.....	5
Organization Chart.....	6
Budget Calendar.....	7
Budget-At-A-Glance.....	8

**Executive Summary**

Executive Budget Summary.....	9
Gann Appropriation Limit History.....	23
Gann Appropriation Limit.....	24
Resolution Establishing Gann Limitation.....	XX
Resolution Adopting Budget.....	XX
Sources and Uses 2024-2025.....	25
Sources and Uses 2025-2026.....	26
Sources and Uses 2026-2027.....	27
Consolidated Financial Schedule 2025-2026.....	XX
Consolidated Financial Schedule 2026-2027.....	XX
Description of Non-Major Governmental Funds 2025-2026.....	28
General Fund Revenue/Expenditure Pie Chart.....	XX
Award Documentation.....	30
Demographic Information.....	31
Tax Revenues by Source-Trend Analysis.....	XX
Comparative Tax Revenue by Source.....	XX
Summary Revenues/Expenditures.....	XX
Total Budget Summary.....	XX
Revenue by Type Total Budget.....	XX
Personnel Summary.....	32
Interfund Transfers 2024-2025 to 2026-2027.....	33

**General Fund**

Revenues.....	36
Core Values.....	XX
Goals.....	39
City Council.....	40
City Manager.....	42
Communication.....	45
City Clerk.....	48
City Attorney.....	51
Finance.....	54
Public Facilities.....	57



City of Agoura Hills  
FY 2025-26/ 2026-27  
Table of Contents

Non-Departmental.....	60
Automated Office Systems.....	62
Los Angeles County Sheriff.....	64
Emergency Services.....	66
Emergency Incident.....	69
School Crossing Guards.....	70
Animal Care & Control.....	72
Community Development.....	74
Building and Safety.....	77
Recreation.....	80
Reyes Adobe Historical.....	83
Recreation Center.....	85
Special Events.....	86
Community Services.....	87
Parks Maintenance.....	90
Public Works.....	91
Traffic Safety.....	94
Landscape Maintenance.....	96
Storm Drain & Flood Control.....	98
Other Improvements/Projects.....	100
<b>Other Funds</b>	
Capital Projects Fund.....	102
Facilities Fund.....	103
Open Space.....	104
Recreation Center Capital Project.....	105
Storm Water Capital Project.....	106
Measure R Capital Projects.....	107
Measure M Capital Projects.....	109
Gas Tax.....	111
Road Rehab Fund.....	112
CalPERS Set Aside.....	113
Traffic Safety.....	114
Proposition A.....	115
Proposition C.....	117
Measure R.....	118
Measure M.....	119
Measure W.....	120
South Coast Air Quality Management.....	121
Traffic Improvement.....	122

# City of Agoura Hills

## FY 2025-26/ 2026-27

### Table of Contents

Utility Undergrounding.....	123
Supplemental Law Enforcement.....	124
Community Development Block Grant.....	125
Miscellaneous Grants.....	126
Financing Authority Debt Service.....	129
Agoura Hills Improvement Authority Debt Service.....	130
Inclusionary Housing In Lieu.....	131
Solid Waste Management.....	132
Housing Successor Agency.....	133
<b>Capital Improvement Plan</b>	
Capital Improvement Plan.....	135
Capital Improvement.....	136
<b>Policies</b>	
Statement of Investment Policy.....	140
Fraud Prevention Policy and Protocol.....	156
Balanced Budget Policy.....	162
Local Debt Policy.....	163
Independent Auditor Policy.....	175
Financial Policy.....	177
Post-Issuance Compliance Procedures.....	178
Post-Issuance Disclosure Policy.....	185
Fund Balance Policy for the General Fund.....	191
Federally Funded Procurement Policy.....	194
Two Year Budget Policy.....	206
<b>Appendix</b>	
List of Acronyms.....	208
Glossary of Terms.....	210

# **City of Agoura Hills**

## **City Officials**



Penny Sylvester, Mayor

Jeremy Wolf, Mayor Pro Tem

Chris Anstead, Councilmember

Deborah Klein Lopez, Councilmember

Kate Anderson, Councilmember

Nathan Hamburger, City Manager

Ramiro Adeva, Assistant City Manager

Amy Brink, Community Services Director

Charmaine Yambao, Public Works Director

Diego Ibanez, Finance Director

Denice Thomas, Community Development Director

Kimberly Rodrigues, City Clerk



# City of Agoura Hills City Council



**Mayor**  
Penny Sylvester



**Mayor Pro Tem**  
Jeremy Wolf



**Councilmember**  
Chris Anstead



**Councilmember**  
Deborah Klein Lopez

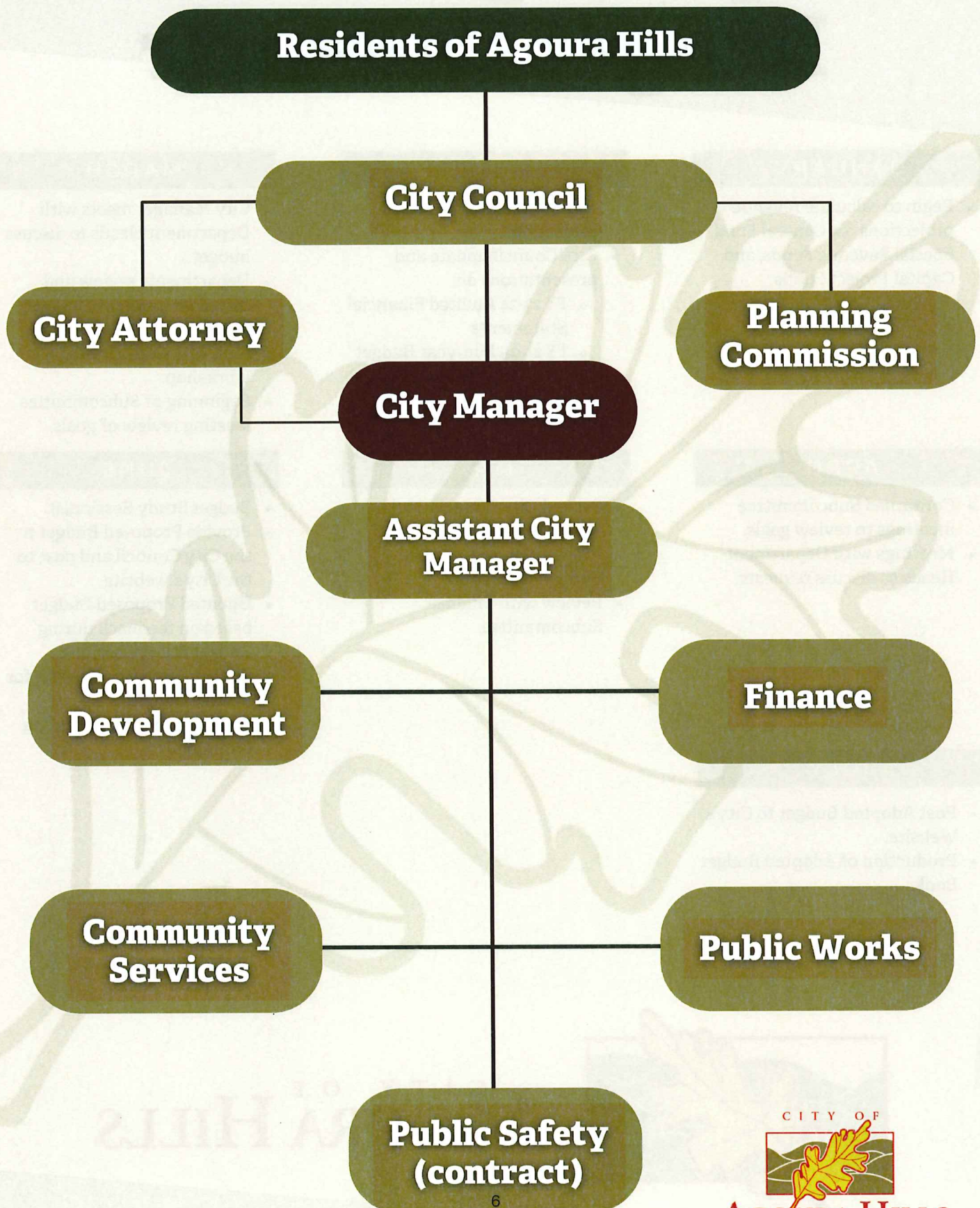


**Councilmember**  
Kate Anderson





# Organizational Chart





# City of Agoura Hills Budget Calendar

## JANUARY

- Begin to calculate revenue projections for General Fund, Special Revenue Funds, and Capital Project Funds.

## FEBRUARY

- Review and update salary projections.
- City Council update and presentations on:
  - FY 23-24 Audited Financial Statements
  - FY 24-25 Mid-year Budget
  - FY 25-26 & FY 26-27 Budget Outlook

## MARCH

- City Manager meets with Department Heads to discuss budget.
- Departments review and complete necessary budget forms.
- First City Council Goal Workshop.
- Beginning of Subcommittee meeting review of goals.

## APRIL

- Continued Subcommittee meetings to review goals.
- Meetings with Department Heads to discuss requests.

## MAY

- Second City Council Goal Workshop.
- Preparation of Proposed Budget document.
- Review with Finance Subcommittee.

## JUNE

- Budget Study Session(s).
- Provide Proposed Budget to the City Council and post to the City's website.
- Updated Proposed Budget based on feedback during Budget Study Sessions.
- Publish Notice of Hearing for Budget Adoption.
- Budget Adoption, including Gann Limit.

## JULY

- Post Adopted Budget to City's Website.
- Production of Adopted Budget Book.



CITY OF  
**AGOURA HILLS**

## BUDGET-AT-A-GLANCE

City of Agoura Hills, California

Fiscal Year 2025-26 and 2026-27



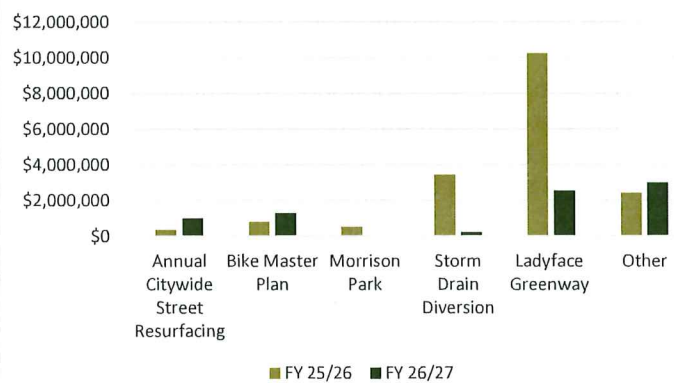
## CITY COUNCIL ADOPTS FISCAL YEAR 2025-2026 BUDGET AND APPROVES FISCAL YEAR 2026-2027 BUDGET

The City Council adopted the budget for Fiscal Year 2025-2026 and approved the budget for Fiscal Year 2026-2027 at their meeting on June 25, 2025. The City Council will review the budget at least twice before the end of Fiscal Year 2025-2026. The General Fund is where the majority of discretionary spending is recorded. The City staff will constantly monitor revenues and expenditures and response to events that impact the budget.

### CAPITAL IMPROVEMENT PROJECTS

Project	Cost (2025/26)	Cost (2026/27)
Annual Citywide Street Resurfacing	\$350,000	\$1,000,000
Bike Master Plan	\$810,000	\$1,280,000
Morrison Park	\$525,749	\$0
Storm Drain Diversion	\$3,435,775	\$226,000
Ladyface Greenway	\$10,238,000	\$2,550,000
Other	\$2,411,921	\$2,995,000
<b>TOTAL</b>	<b>\$17,771,445</b>	<b>\$8,051,000</b>

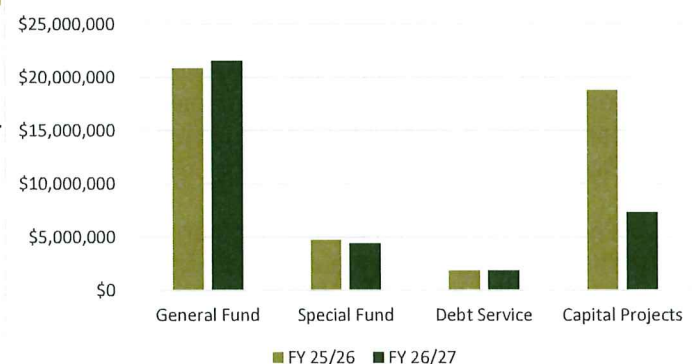
Capital Improvement Projects



### CITYWIDE BUDGET

Fund Type	FY 2025/26 Proposed	FY 2026/27 Proposed
General Fund	\$20,853,895	\$21,540,544
Special Fund	\$4,737,491	\$4,414,406
Debt Service	\$1,850,233	\$1,856,483
Capital Projects	\$18,795,396	\$7,351,638
<b>Total</b>	<b>\$46,237,015</b>	<b>\$35,163,071</b>

Citywide Budget 25/26







Date: June 11, 2025  
To: Honorable Mayor and Members of the City Council  
From: Nathan Hamburger, City Manager  
Subject: Fiscal Year 2025/26 and 2026/27 Proposed Budget Message

Honorable Mayor and City Council,

I am pleased to present the Proposed Operating and Capital Budgets for Fiscal Years 2025/26 and 2026/27. After the threat of wildfire in the surrounding areas of the City during the beginning of the year, the community of Agoura Hills begins the FY 2025/26 with a Proposed Budget theme of *"Resilience, Hope, and Collective Action"*. Staff has created a budget referred to as a Sustainable and Resilient Effort (SRE) Budget, which will focus on allocating financial resources to achieve operational obligations in the year to come, support long-term financial stability, and the ability to withstand any unexpected challenges.

Developing and monitoring the budget is an ongoing process, and the budget that is proposed is modified throughout the budget period to respond to unanticipated events or City Council action. At the June 11, 2025, Budget Study session, the City Council will review the 2025/26 and 2026/27 budgets. The budgets will be adopted at the June 25, 2025, City Council meeting.

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

#### **Financial Highlights**

Since the previous budget cycle, the City of Agoura Hills continues to prosper and maintain a community of growth and accomplishments. The City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023, received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). The June 30, 2024, ACFR has been submitted for review. For the fifth time, the City's Budget for the fiscal years ending June 30, 2024, received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). These certificates are the highest form of recognition in governmental accounting and financial reporting, and their attainment represents a significant accomplishment by the City and its management. It is the Finance Department's intention to apply to GFOA for consideration again this year.

The City of Agoura Hills received an AA+ rating from Standard & Poor's (S&P) in February 2024; this rating signifies a very high credit quality and a very low risk of default. It indicates the City of Agoura Hills has a very strong capacity to meet its financial obligations and it is one of the highest investment grade ratings.

The City continues to stay financially sound. Historically the City has always received high credit ratings. In November 2016, the City of Agoura Hills received a very strong financial endorsement from Standard & Poor's (S&P), who assigned a rating of AA+, stable on the Agoura Hills Improvement Authority's 2016 Lease Revenue Refunding Bonds. And in August 2013, the City of Agoura Hills received a very strong financial endorsement from Standard & Poor's (S&P), who



assigned a rating of AA+ on the Agoura Hills Improvement Authority's 2013 Lease Revenue Bonds. The City continues to enjoy one of the highest bond ratings available to cities in California. The S&P Rating Report reflects Standard & Poor's view of the city's stable economy, effective management, very strong budget flexibility and liquidity. See a later discussion in this summary on the City's debt obligations.

### **Budget Development**

Given the economic uncertainty of the last months, coupled with daily changes in national policies, staff took a conservative approach to projecting revenues, intense review of operational expenditures, and continued work to accomplish the City Council Goals. In preparing the biennial budget, Staff held several goal setting meetings, subcommittee meetings, and budget workshops with the City Council.

For the purposes of budget preparation, each department received a base budget. Any changes were requested by department leaders and submitted to the City Manager for review and discussions with the Personnel and Finance Department to determine the priority of request and if funding was available. The City Manager then met with departments to review the proposed operating budget and any requests.

Along with Department operations review, the process also includes identifying a two-year capital projects program, as well as updating the five year Capital Improvement Plan. Projects are identified based on needs and priorities and available funding sources; some projects have primary funding from Special Funds and some contribution is made by the General Fund. Projects are evaluated each budget cycle and an updated report provided at mid-cycle.

This year, Staff took a proactive approach to developing the budget and sought to control costs by the following methods:

1. **Cost Review:** Department Leaders were asked to closely review their operational budget line by line to address expenditures as precisely and as conservative as possible to reduce obligations and as a result, more funds could be appropriated to other City needs.
2. **Project Prioritization:** Staff closely examined the list of pending projects and prioritized them based on Council priority and available resources, both funding and personnel.
3. **Proper Cost Allocation:** The City Council adopted a new city-wide fee schedule last year that will go into effect on July 1, 2025. The new fee study allowed staff to increase revenue resources while also distributing costs across other funds; this cost allocation will preserve the General Fund from taking on any additional costs.
4. **Personnel Freeze:** Two positions were frozen during the preparation of the FY 2025/26 budget; in the Public Works Department, the Senior Civil Engineer Position will not be filled this year and in the Finance Department the Accountant II position will also remain vacant.

These concepts are not new, but by starting at this level of budgeting, staff was able to determine each departments' operations and seek a programing reset considering the overall economic factors.

### **Overall Budget and Macro and Local Economic Outlook**

An economic outlook helps Councilmembers, staff, and the public understand the anticipated economic conditions, such as employment trends, inflation, property values, consumer spending, and development projects that may affect revenue sources (like taxes and fees) and expenditure needs (such as public safety, infrastructure, and community projects). It allows for informed

forecasting, helps identify potential risks and opportunities, and supports strategic planning by aligning fiscal priorities with anticipated economic realities.

This explanation is important as it drastically affects the funding sources that contribute to the City's General Fund. Recent shifts in federal policy have generally introduced external challenges that are expected to impact day-to-day expenses. Key policy areas include a focus on reduced federal spending, changes in immigration enforcement, and initiatives encouraging domestic manufacturing all while causing erratic consumer behavior, an unstable stock market, and difficulty in using traditional tools to forecast revenues and expenditures. The true extent of these policy changes and their impacts remain uncertain and dynamic – changing daily and adding to persistent uncertainty. Potential impacts to the City could include changes to the availability of federal grants and a conscious consumer that chooses to save and not spend on anything discretionary while being aware of the increase costs of necessary goods.

The City of Agoura Hills has continued to prioritize economic development efforts with a focus on strengthening the local economy, especially amid ongoing uncertainty at the federal level. With a significant portion of the City's annual revenue stream generated from sales tax, developing strategies to attract and retain businesses remains a top priority. This fiscal year, the City completed a comprehensive market analysis to better understand the local economy and identify tools to enhance our business-friendly environment. Through our quarterly "Business and Breakfast" meetings, staff has engaged directly with individual business owners, connecting them with valuable resources such as the Small Business Administration (SBA) and the Service Corps of Retired Executives (SCORE).

The City's General Fund is the primary operating fund used by the City of Agoura Hills to account for ordinary and recurring activities. It typically covers revenues and expenditures related to basic public services that are not required to be accounted for in another fund. It is funded by general revenues such as taxes (sales and property), licenses, and fees.

The City of Agoura Hills' Citywide revenue budget for FY 2025-26 is approximately \$20.9 million, up 1% from the prior year's budget. Net of Transfers, the revenue budget is \$19.8 million.

General Fund Revenue Source	2022-2023 Actual	2023-2024 Actual	2024-2025 Approved Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget
Taxes and Assessments	\$ 16,163,128	\$ 16,258,098	\$ 16,636,445	\$ 16,523,303	\$ 17,070,398
Contributions	\$ 36,789	\$ 38,581	\$ 39,000	\$ 62,400	\$ 65,000
License and Permits	\$ 790,556	\$ 564,814	\$ 710,000	\$ 760,000	\$ 760,000
Charges for Services	\$ 1,066,162	\$ 705,821	\$ 1,177,150	\$ 1,395,023	\$ 1,496,518
Fines and Penalties	\$ 45,574	\$ 33,347	\$ 41,000	\$ 32,000	\$ 32,000
Investment Income	\$ 1,011,697	\$ 1,618,846	\$ 972,000	\$ 995,375	\$ 1,125,500
Other Revenue	\$ 279,761	\$ 555,446	\$ 983,050	\$ 1,093,886	\$ 993,000
<b>Total Revenues</b>	<b>\$ 19,393,667</b>	<b>\$ 19,774,953</b>	<b>\$ 20,558,645</b>	<b>\$ 20,861,987</b>	<b>\$ 21,542,416</b>

The General Fund expenditures for fiscal year 2025-26 are \$20.8 million and the 2026/27 Budget is \$21.5 million. These expenditures account for all personnel and operations costs associated with the agency as well as other departments designated that seek an appropriation from the general fund. The Graph below lists the requests that department leaders have

General Fund Expenditures	2025-2026	2026-2027
	Proposed Budget	Proposed Budget
Department Personnel	\$ 6,705,874	\$ 6,896,359
Department Operations	\$ 3,058,829	\$ 3,342,022
City Attorney	\$ 423,226	\$ 435,922
Public Facilities	\$ 333,650	\$ 350,455
Non-Departmental	\$ 1,467,967	\$ 1,552,517
Automated Office Services	\$ 449,358	\$ 348,200
Los Angeles County Sheriff	\$ 5,649,409	\$ 5,818,891
Emergency Services	\$ 28,169	\$ 24,617
Emergency Incident	\$ -	\$ -
School Crossing Guards	\$ 51,828	\$ 60,000
Animal Control	\$ 100,000	\$ 100,000
Parks & Maintenance	\$ 692,874	\$ 692,874
Traffic Safety	\$ 55,000	\$ 55,000
Landscape Maintenance	\$ 302,000	\$ 298,000
Storm and Drain	\$ 371,522	\$ 380,000
Transfers	\$ 1,054,190	\$ 1,110,688
Flock Cameras	\$ -	\$ 75,000
City Council Goals	\$ 110,000	\$ -
<b>Total Expenditures</b>	<b>\$ 20,853,895</b>	<b>\$ 21,540,544</b>

The budget balances City revenues and expenditures with community priorities and department operations. This budget is noticeably more reserved than the prior two years. Despite the slowing of the local economy and the changing policies on a federal level, the City continues to make great strides to address the most pressing community concerns and issues. Over the past two years, the organization has undertaken modest staffing growth, updated the City's fee schedule, and reviewed internal processes to improve service delivery to residents and improve efficiencies.

The Fiscal Year 2025-26 & 2026-27 Proposed Budget provides financial resources to move the City organization forward, achieve the objectives set out through the City Council Goals, provides for the safety and needs of the City's residents, and addresses the primary operational challenges identified by each Department leader during the budget process.

Public Safety continues to be a high priority, as is seen through the City's financial commitment (27% of the General Fund budget) to the various safety programs. The City contracts with the Los Angeles Sheriff's Department (Sheriff) to provide public safety. Services include patrol and traffic personnel, a juvenile intervention team, and youth drug awareness programs. The Sheriff's Department is requesting a 4.37% increase in rates for the 2025/26 year. Staff increased 2026/27 expenditures by 4.5%.

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

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

The budget process began in January when department heads were asked to prepare revenue and expenditure projections and to provide recommendations for the City's two-year budget. During the first week of March, the City Manager met with each of the department heads to discuss their requests for the two-year period and to review their estimates for the 2025/26 year.

Following the preparation of our budget with on-going operational needs, the City held public meetings with the City Council to ensure all goals had been included within the document. On March 12, 2025, the City Council held the first Goal Gathering Workshop, which included the public. The purpose of this workshop is to discuss all goals and establish a preliminary list for sub-committees to review. On May 12, the City Council held a second Goal Setting Workshop, which was open to the public. This workshop prioritized the goals of the City. On May 19, 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 will hold the budget study session on June 11, 2025, to discuss the 2025/26 and 2026/27 Proposed Budget. On June 25, 2025, the City Council will adopt the 2025/26 and 2026/27 Budgets and appropriated the 2025/26 Budget.

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

- |                       |  |
|-----------------------|--|
| ➤ February 1          | Department Heads – Budgets to Finance  |
| ➤ March 1-15          | City Manager met with Department Heads |
| ➤ March 25            | Department Heads – Revenue Projections |
| ➤ March 12            | Goals Gathering Workshop               |
| ➤ March 29 – April 16 | Council Committee and Staff Meetings   |
| ➤ May 12              | Goal Setting Workshop                  |
| ➤ May 19              | Finance Committee/Community Grants     |
| ➤ June 11             | Preliminary Budget Review Workshop     |
| ➤ June 25             | Adopt Budget                           |

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

### **Level of Budgetary Control**

Since the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line items within it. Various levels of budgetary control have been established to maintain the integrity of the budget. The City Manager has the authority to transfer between expenditure accounts, within the same department, office, agency, or program activity. Where an appropriation requires an increase that cannot be supported by a transfer within those guidelines, City Council authorization is required.

### **Basis of Budgeting**

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

incurred; except that principal and interest payments on general long-term debt are recognized when due.

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

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

All of the 27 budgeted funds are segregated into fund types as shown in the following list. They are described in more detail later in this summary. The City also holds fiduciary responsibility for several funds, which are shown in the financial statements, but are not budgeted.

#### **General Fund**

010 – General Fund

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

020 – Gas Tax Fund  
022 – Road Rehabilitation Fund  
030 – Retirement Rate Stabilization Fund  
040 – Traffic Safety Fund  
060 – Proposition A Fund  
061 – Proposition C Fund  
063 – Measure R Local Return Fund  
064 – Measure M Local Return Fund  
065 – Measure W Local Return Fund  
070 – South Coast Air Quality Control Fund  
110 – Traffic Improvement Fund  
111 – Undergrounding in Lieu Fund  
240 – Supplemental Law Enforcement Fund  
250 – Community Development Block Grant Fund  
260 – Miscellaneous Grants Fund  
420 – Inclusionary Housing In-Lieu Fund  
520 – Solid Waste Management Fund  
620 – Successor Housing Agency Fund

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

300 – Financing Authority Debt Service Fund  
305 – Improvement Authority Debt Service Fund

#### **Capital Projects Funds (7)**

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

### **Basis for Assumption for Key Revenue Estimates**



The 2025/26 and 2026/27 Biennial Budget was built upon a series of assumptions related to employee compensation, insurance rates, economic forecasts, and development patterns.

The City's largest revenue sources are as follows:

Revenue Type	2025/26 Budget		2026/27 Budget	
Property Taxes	6,710,394	16%	6,945,398	21%
Sales Taxes	4,617,909	11%	4,750,000	15%
Transient Occupancy Tax	3,890,000	9%	4,070,000	13%
Franchise Fees 2% 880,000				3%
IRWMP Funding Grant	1,195,135	3%	0	0%
Measure R Capital Projects	6,700,000	16%	4,250,000	13%
Loan Repayment from former RDA	970,886	2%	900,000	3%
State Grant – Ladyface Greenway	4,800,000	12%	1,200,000	4%
<b>Subtotal Top Revenues</b>	<b>29,764,325</b>	<b>73%</b>	<b>22,995,398</b>	<b>71%</b>
<b>Total Revenues</b>	<b>40,962,014</b>		<b>32,473,812</b>	

**Property Taxes** – The City's General Fund receives property taxes. The estimate is projected to increase 3.54% in 2025/26 and 3.63% in 2026/27, based on information received from the State and the County of Los Angeles, historical trends, and a forecast of a moderate increase in assessed valuations. Also included in this category is the Property Tax In-Lieu of Vehicle License Fee (VLF). Beginning in 2005/06, a majority of the VLF revenue source has been reclassified from Grants and Subventions, since the State reallocated its funding methodology

**Sales Taxes** – Sales tax is collected in the City of Agoura Hills at the rate of 9.75% effective April 1, 2025. "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: 3.93% State; 1% City/County General Fund; County Public Safety 0.5%, County Realignment 1.56% and the remaining percentages are distributed across various Measures, Transportation, and Housing Funds. 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.

**HBP and Toll Credits** - Toll or Transportation Development credits are a federal transportation funding tool that can be used on federally approved projects, including bridges. No projects are planned for this budget cycle.

**American Recovery Act Funds** - The Federal Government passed the \$1.9 Trillion American Rescue Plan Act (ARPA) on March 11, 2021; ARPA included multiple provisions including \$350 billion for state and local governments. The City of Agoura Hills received \$4.8 million in two installments of approximately \$2.4 million on June 2021 and June 2022. The City has spent and reported these funds to the US Department of Treasury as required by the Last and Final Rule of the Program.

This was a one-time revenue allotment received by the City during the COVID-19 Pandemic that officially commenced on March 11, 2020, and was officially declared over on May 5, 2023, by the World Health Organization. As part of budgeting, this will be a historical revenue at this cycle and will not be included in future cycles of the City of Agoura Hills Budget.

**Transient Occupancy Tax** – The City imposes a 12% Transient Occupancy Tax on occupants at hotel, motel, or other lodging facilities within the incorporated area of the City. This revenue has previously generated almost one-third of the City's revenues. While both years are budgeted very conservatively, the Transient Occupancy Tax revenue is forecasted to increase XX% in 2025/26 this is attributed to several ancillary worldwide events, e.g., The 2026 World Cup, The 2027 Superbowl, and the 2028 Olympic Games.

**IRWMP** –Integrated Regional Water Management Grant Programs (IRWMP) are funded by the State of California under Proposition 1. The funding is a collaborative effort to manage all aspects of water resources in a region. The City is anticipating \$1.25 million in 2025/26 for a water diversion project.

**Measure R Capital Projects Grant** – In November 2008, Measure R was approved by Los Angeles County votes by a two-thirds majority, committing a projected \$40 billion to traffic relief and transportation upgrades throughout the county over the next 30 years.

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

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

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

**Road Rehab Fund** – The Road Rehab Fund is a program aimed at addressing deferred maintenance on both the state highway system and the local street and road network. The City of Agoura Hills uses these funds for the annual Citywide Street Resurfacing.

### **Strategies for Actions**

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

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

General Plan  
Comprehensive Traffic Study  
Comprehensive Recreation Plan  
Storm Water Management Plan  
Climate Action and Adaption Plan

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

### **Mission Statement**

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

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

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

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

### **Major Issues and Objectives**

Derived from the Goal Workshop, the City Council identified several major initiatives. These initiatives were discussed at the Goal Workshop but only a few will be funded during the FY 2025-26. The overall discussed initiatives are:

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

**Infrastructure** – Currently the City has numerous projects and programs underway, the Kanan/Agoura Intersection Design, and a Storm Drain Diversion Project. Additionally, the City is under construction on the Ladyface Greenway which has an estimated completion date of Mid-2026.

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



**Land Use/Economic Development** - The City implements long-range programs such as the Affordable Housing, Short-Term Rental, Accessory Dwelling Unit (ADU), Landscape Guidance, and Senate Bill 9 Programs, and is also working on updates to the municipal code, including updates to the Oak Tree Ordinance and the creation of a Cultural Heritage Ordinance. The City also reviews individual development applications, which currently include four affordable housing projects. The first project approved under the City's Affordable Housing Overlay has started demolition/construction and will be completed in an estimated 27 months. The project will provide 278 units, including 38 low and very low-income units, helping the City meet its Regional Housing Needs Allocation.

**Parks/Recreation/Transportation** – The City continues to improve its recreation and park facilities for the residents of Agoura Hills. The City is completing bathroom facilities enhancement at Chumash Park and hopes to complete a playground project at Morrison Park this year.

**Emergency Preparedness/Public Safety** – The City continues to review and improve its Emergency Preparedness protocol for its residents. Agoura Hills maintains an Emergency Operations Plan (EOP) to coordinate resources effectively during emergencies, ensuring the protection of residents. The plan is dynamic and adaptable, reviewed and approved by public safety agencies. Additionally, the city has an Evacuation Plan to guide residents and agencies in case of emergencies.

**Communications** – The City's Communications Department will continue implementing the launch of the City's new website, [agourahillscity.gov](http://agourahillscity.gov), promote emergency preparedness, further expand and grow our followership across digital platforms, and continue to market Agoura Hills as a great place to live, work, and visit.

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

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

### **Goals for Goals**

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

#### **A. Infrastructure**

1. Old Agoura Trails and Bikeway Improvement Design
2. Continued work on bike facilities such as dedicated lanes, racks, and expanding trails for biking
3. Enhance median landscaping on Kanan Road (Thousand Oaks Blvd. to City Boundary)

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

1. Solar & Generator Back-Up Systems Screening
2. Artificial Turf – Review Allowance in Residential Zones and Provide Analysis with Options/Exceptions

3. Civic Center Public Private Partnership

C. Parks/Recreation/Transportation

1. Continue to offer Programing with Agoura Hills Themes
2. Morrison Park play equipment replacement

D. Emergency Preparedness/Public Safety

1. Wildfire Prevention Home Hardening Program
2. Enhance Emergency Evacuation Education
3. E-Bike Enforcement – Update to Municipal Code and Park Rules
4. Backup Internet Services for Hard-to-Reach Areas in Community
5. Promote Community Emergency Response Team (CERT) to Rebrand and Recruit Additional Community Members and Consider Volunteers on Patrol for Realtime Crime Center

E. Communications

1. Streamline Emergency notifications sign-up
2. Continue the launch of the City's New Website
3. Promote Emergency Preparedness Programs and Protocols
4. Expand Followership Across All Digital Platforms

F. Environmental Sustainability

1. Tree Management Plan to Replace Non-Native Trees

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

**General Fund Reserve Policy**

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

<b>General Fund</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
<b>Ending Fund Balance</b>	\$13,870,372	\$13,878,464	\$13,880,336
<b>Operating Expenses and Transfers</b>	\$20,796,801	\$20,853,895	\$21,540,544
<b>Percentage</b>	67%	67%	64%

The General Fund serves as a temporary funding source for the many grants the City receives, including the Roadside Bridge and Measure M Capital Projects. These amounts are included in the above referenced fund balance.

### **Balanced Budget**

In accordance with the Balanced Budget Policy, which is included within the Appendix of this document, the 2025/26 and 2026/27 budgets are balanced. This means that operating revenues fully cover operating expenditures, including debt. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time", non-recurring expenditures. Additionally, ending fund balance must meet the minimum policy levels as defined by Council Resolution.

### **Personnel Additions/Promotions and Reclassifications**

The 2025/26 and 2026/27 headcount includes 33 full-time employees, 5 Council members, 5 Planning Commissioners, and numerous part-time staff, who are primarily employed at the Recreation Center.

The City is offering employees a Cost-of-Living Adjustment (COLA) of 3.1% in 2025/26 and a COLA between 2% and 6.5% in 2026/27, based on the Los Angeles Wage Earners CPI. The City also approved an increase to health care coverage from \$2,750 per month to \$2,900 in FY 25/26 and \$3,050 in FY 26/27. The deferred compensation match will also increase \$20 each year to \$120 and \$140, respectively.

Two new positions were added to the salary and positions schedule. The Public Works Deputy Director position was added and filled in FY 24/25. A Records Coordinator position was also added to the schedule but has not been budgeted for FY 25/26 or FY 26/27.

The City has implemented a cost sharing plan with the employees to cover the cost of the Public Employees Retirement System (CalPERS) retirement plan. The City has two plans, Public Employees' Pension Reform Act (PEPRA), where employees receive a benefit of 2% at 62, and Miscellaneous employees (joining prior to January 1, 2013, where) employees receive a benefit of 2% at 55. PEPRA employees contribute 7.75% towards their pension cost. Miscellaneous employees began contributing when combined plan costs exceeded 20.0%. The City's rate is projected to be 26.7% for 2025/26 and 27.4% in 2026/27. Miscellaneous employees are budgeted to contribute 5.0% towards pension costs in 2025/26, and 5.5% in 2026/27. The rate in 2024/25 was 24.6%.

### **Debt Obligations**

The 2025-26 and 2026-27 Budget includes certain debt obligations for the City. The obligations included in the budget represent the annual installment payments of principal and interest to be paid on debt existing on July 1, 2025.

The following descriptions include current outstanding debt for each of these issues:

#### **2024A Lease Revenue Bonds**

Purpose: Assist the City in financing a portion of the Ladyface Greenway project for the benefit of the residents of the City of Agoura Hills.

\$12,325,000 issued March 2024  
Principal Outstanding 7/1/2024: \$12,325,000  
Maturity Date: 2041  
Interest Rate: 3.0% - 3.6%  
Funding Sources: General Fund, Measure M, Measure R

2024B Lease Revenue Refunding Bonds

Purpose: Refunding of the Agoura Hills Financing Authority's remaining outstanding 2013 Lease Revenue Bonds. The 2013 bonds were issued to finance a portion of the costs of the Agoura Hills Recreation Center and other public infrastructure.

\$2,575,000 issued March 2024  
Principal Outstanding 7/1/2024: \$2,575,000  
Maturity Date: 2041  
Interest Rate: 4.0%  
Funding Sources: General Fund

2016 Lease Revenue Refunding Bonds

Purpose: Refunding of the Agoura Hills Financing Authority's remaining outstanding 2007 Bonds. The bonds were issued to finance the Civic Center and other capital projects within the City.

\$10,055,000 issued October 2016  
Principal Outstanding 7/1/2024: \$8,285,000  
Maturity Date: 2041  
Interest Rate: 4.0% - 5.0%  
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 7/1/2024: \$25,781,522  
Maturity: 2042  
Interest Rate: 3.0%  
Funding Sources: RDA tax increment revenue

Debt Limit

The only legal debt limit in California is for general obligation debt. If a city wants to issue general obligation debt, they must go out to the voters and receive a 2/3 majority vote. The city does not have general obligation debt 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 2025/26 and 2026/27 budget are in compliance with this policy.

	FY 2025/26	FY 2026/27
Debt service payments	\$1,844,713	\$1,850,963
General Fund revenues	\$20,861,987	\$21,452,416
<b>Percentage Debt Service</b>	<b>8.8%</b>	<b>8.6%</b>

### Summary

It's an exciting time in the City of Agoura Hills with many events happening in the surrounding area in the next couple of years; the "*Fédération Internationale de Football Association*" or FIFA will host eight (8) games at SoFi Stadium in 2026, followed by Super Bowl LXI in 2027, and The 2028 Summer Olympics, the Games of the XXXIV Olympiad, will also be played in Los Angeles. The City is excited to welcome many visitors from all over the world to these events.

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

I appreciate the support and cooperative policy direction given by the City Council during the past year and believe that this budget fully supports the adopted policies and programs of the Agoura Hills City Council. I would like to acknowledge the guidance of the City Council, the dedication of Finance Department staff, the City's management team, and City staff that ensure the community receives the highest level of service each and every day. I would also like to provide special acknowledgement to the Finance Department who have worked tirelessly to put together this Proposed Budget. Without their dedication and ability to effectively communicate with internal and external stakeholders, this Proposed Budget would not have been possible.

I look forward to working with you when we make this budget a reality.

Respectfully,

*Nathan Hamburger*

Nathan Hamburger  
City Manager  
City of Agoura Hills

## City of Agoura Hills Appropriations Limit FY 2025-26

### History

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

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

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

### Agoura Hills and the Future

The following table provides an analysis of the City of Agoura Hills' appropriation limit. Historically the City has remained well below its appropriation limit. For the 2025-26 fiscal year, there is a significant gap of \$8,239,133 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 2024-25	\$22,842,166
Adjustment Factors:	<u>% Ratio</u>
Population Factor	0.9982
Growth Factor	<u>1.0644</u>
Population Ratio*Economic Ratio	<u>1.062484</u>
Appropriation Limit for FY 2025-26	<u>\$24,269,436</u>

**CITY OF AGOURA HILLS  
GANN APPROPRIATION LIMIT  
FY 2025-26**

Appropriation Limitation Calculation				Schedule 1	Appropriation Subject to Limit				Schedule 2
<div>% Change in</div> <div>Per Capita</div> <div>Personal</div> <div>Income</div>		<div>in</div> <div>Population</div> <div>per DOF</div>	Growth	Appropriation	Source	Estimated	Proceeds	Non	
			Factor	Limit					Revenues
				by Fiscal					
				Year					
1981-82 Base Year Approp Subject to Limit:				\$2,200,000	Unrestricted:				
Allowed Growth Rate:					Taxes	\$16,523,303	\$15,643,303	\$880,000	
1992-93	0.9936	1.0133	1.0068149	5,920,556	License and Permits	760,000		760,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248	Charges for Services	1,395,023		1,395,023	
1994-95	1.0071	1.0028	1.0099199	6,191,060	Fines and Forfeitures	32,000		32,000	
1995-96	1.0472	0.9969	1.0439537	6,463,180	Interest Earnings	450,000	351,000	99,000	
1996-97	1.0467	1.0034	1.0502588	6,788,011	Miscellaneous	1,701,661		1,701,661	
1997-98	1.0467	1.0104	1.0575857	7,178,904	Total Unrestricted	20,861,987	15,994,303	4,867,684	
1998-99	1.0415	1.0120	1.0539980	7,566,550	Restricted:				
1999-00	1.0453	1.0158	1.0618157	8,034,282	Taxes	36,000	36,000	0	
2000-01	1.0491	1.0148	1.0646267	8,553,511	License and Permits			0	
2001-02	1.0782	1.0137	1.0929713	9,348,742	Intergovernmental	19,270,584		19,270,584	
2002-03	0.9873	1.0400	1.0267920	9,599,213	Charges for Services	73,000		73,000	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Fines and Forfeitures	40,000		40,000	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Interest Earnings	639,000		639,000	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Miscellaneous	41,443		41,443	
2006-07	1.0396	1.0017	1.0413673	12,024,049	Total Restricted	20,100,027	36,000	20,064,027	
2007-08	1.0442	1.0034	1.0477503	12,598,200	Total Source of Funds	\$40,962,014	\$16,030,303	\$24,931,711	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239					
* 2009-10	1.0062	1.0058	1.0120360	13,371,262					
2010-11	0.9746	1.0059	0.9803501	13,108,518					
* 2011-12	1.0251	1.0025	1.0276628	13,471,136					
* 2012-13	1.0377	1.0021	1.0398792	14,008,354					
2013-14	1.0512	1.0045	1.0559304	14,791,847					
2014-15	0.9977	1.0047	1.0023892	14,827,188					
2015-16	1.0382	1.0064	1.0448445	15,492,106					
2016-17	1.0537	1.0068	1.0608652	16,435,036					
2017-18	1.0369	1.0001	1.0370037	17,043,191					
2018-19	1.0367	1.0010	1.0377367	17,686,345					
2019-20	1.0385	0.9985	1.0369430	18,339,732					
2020-21	1.0373	0.9973	1.0344993	18,972,440					
2021-22	1.0573	0.9931	1.0500046	19,921,149					
2022-23	1.0755	0.9898	1.0645299	21,206,659					
2023-24	1.0444	0.9997	1.0440867	22,141,590					
2024-25	1.0362	0.9956	1.0316407	22,842,166					
2025-26	1.0644	0.9982	1.0624840	24,269,436					
2025-26 Appropriation Limit				\$24,269,436					
Less Appropriations subject to limit (Sched 2)				16,030,303					
2025-26 Appropriations Under Allowed Limit				\$8,239,133					

\* Revised

City of Agoura Hills  
Sources and Uses  
Adopted Budget 2024-25

----- Estimate 2024/25-----					
Fund	Fund Balance 6/30/2024	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2025
<u>City of Agoura Hills</u>					
<u>Major Funds</u>					
10 General Fund	13,763,528	20,903,645	19,051,328	(1,745,473)	13,870,372
18 Measure R Capital Projects	(2,631,585)	4,621,750	4,865,000		(2,874,835)
19 Measure M Capital Projects	(722,386)	5,498,600	5,788,001		(1,011,787)
305 Improvement Authority Debt Serv	12,148,816		1,847,612	1,271,613	11,572,817
620 Successor Housing	998,963	30,000	58,917	178,010	1,148,056
Subtotal Major Funds	23,557,336	31,053,995	31,610,858	(295,850)	22,704,623
20 Gas Tax	187,384	579,388	604,400		162,372
22 RRAA	150,702	526,155	400,000		276,857
30 Retirement Rate Stablization	94,555	1,200		95,850	191,605
40 Traffic Safety	50,680	46,000	55,143		41,537
60 Proposition A	1,459,046	729,514	885,975		1,302,585
61 Proposition C	764,027	486,240	422,895		827,372
63 Measure R	327,179	353,930	598,787		82,322
64 Measure M	138,653	395,554	497,057		37,150
65 Measure W	516,989	637,390	632,390		521,989
70 SCAQMD	92,310	27,700			120,010
110 Traffic Improvement	1,036,314	6,000			1,042,314
111 Utility Undergrounding	57,599	750			58,349
240 Suppl. Law Enfcmnt	141,190	104,000	236,871		8,319
250 CDBG	(42)	110,000	109,650		308
260 Misc. Grants	(375,707)	5,015,254	4,980,542		(340,995)
520 Waste Management	271,230	122,000	109,848		283,382
420 Inc. Housing In-Lieu	1,946,701	60,000			2,006,701
300 Public Fin Auth Debt Service	1,177				1,177
11 Capital Projects Fund	529,256	14,000	489,585	96,000	149,671
12 Facilities Fund	614,945	17,000	22,300		609,645
13 Open Space Fund	112,892	4,000			116,892
15 Rec Center Capital Projects	9,138	41,443	50,000	104,000	104,581
16 Stormwater Capital Projects	1,412,129	35,000	970,610		476,519
Subtotal Non-Major Funds	9,538,347	9,312,518	11,066,053	295,850	8,080,662
Total City of Agoura Hills	33,095,682	40,366,513	42,676,911	-	30,785,284



City of Agoura Hills  
Sources and Uses  
Proposed Budget 2025-26

----- Estimate 2025/26-----					
Fund	Fund Balance 6/30/2025	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2026
<u>Major Funds</u>					
10 General Fund	13,870,372	20,861,987	19,804,852	(1,054,189)	13,873,318
19 Measure M Capital Projects	(1,011,787)	6,910,000	7,273,563	-	(1,375,350)
260 Misc. Grants	(340,995)	9,673,877	9,673,877	-	(340,995)
Subtotal Major Funds	12,517,590	37,445,864	36,752,292	(1,054,189)	12,156,973
11 Capital Projects Fund	149,671	183,235	167,235	-	165,671
12 Facilities Fund	609,645	10,000	400,000	-	219,645
13 Open Space Fund	116,892	4,000	-	-	120,892
15 Rec Center Capital Projects	104,581	41,443	222,187	10,300	(65,863)
16 Stormwater Capital Projects	476,519	116,769	970,610	-	(377,322)
18 Measure R Capital Projects	(2,874,835)	83,500	87,924	-	(2,879,259)
20 Gas Tax	162,372	586,367	611,500	-	137,239
22 RRAA	276,857	557,951	250,000	-	584,808
30 Retirement Rate Stablization	191,605	3,000	-	-	194,605
40 Traffic Safety	41,537	41,000	50,000	-	32,537
60 Proposition A	1,302,585	675,300	1,019,550	-	958,335
61 Proposition C	827,372	455,717	462,100	-	820,989
63 Measure R	82,322	329,288	335,788	-	75,822
64 Measure M	37,150	365,360	329,733	-	72,777
65 Measure W	521,989	350,000	933,190	-	(61,201)
70 SCAQMD	120,010	28,200	55,000	-	93,210
110 Traffic Improvement	1,042,314	6,000	-	-	1,048,314
111 Utility Undergrounding	58,349	2,000	-	-	60,349
240 Suppl. Law Enfcmnt	8,319	182,000	234,775	-	(44,456)
250 CDBG	308	147,895	147,895	-	308
300 Public Fin Auth Debt Service	1,177	-	-	-	1,177
305 Improvement Authority Debt Serv	11,572,817	300,000	1,850,233	849,712	10,872,296
420 Inc. Housing In-Lieu	2,006,701	65,000	-	-	2,071,701
520 Waste Management	283,382	119,000	231,730	-	170,652
620 Successor Housing	1,148,056	45,000	76,230	194,177	1,311,003
Subtotal Non-Major Funds	18,267,694	4,698,025	8,435,680	1,054,189	15,584,228
Total City of Agoura Hills	30,785,284	42,143,889	45,187,972	-	27,741,201

City of Agoura Hills  
Sources and Uses  
Proposed Budget 2026-27

----- Estimate 2026/27 -----					
Fund	Fund Balance 6/30/2026	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2027
<u>City of Agoura Hills</u>					
<u>Major Funds</u>					
10 General Fund	13,878,464	21,542,416	20,429,856	(1,110,688)	13,880,336
19 Measure M Capital Projects	(1,375,350)	4,230,000	4,523,779	-	(1,669,129)
Subtotal Major Funds	12,503,114	25,772,416	24,953,635	(1,110,688)	12,211,207
11 Capital Projects Fund	165,671	16,000	-	-	181,671
12 Facilities Fund	219,645	8,000	-	-	227,645
13 Open Space Fund	120,892	4,000	-	-	124,892
15 Rec Center Capital Projects	(65,863)	-	-	-	(65,863)
16 Stormwater Capital Projects	(377,322)	23,754	-	-	(353,568)
18 Measure R Capital Projects	(2,879,259)	-	-	-	(2,879,259)
20 Gas Tax	137,239	586,367	611,500	-	112,106
22 RRAA	584,808	552,951	900,000	-	237,759
30 Retirement Rate Stablization	194,605	3,000	-	-	197,605
40 Traffic Safety	32,537	41,000	50,000	-	23,537
60 Proposition A	958,335	675,300	1,019,550	-	614,085
61 Proposition C	820,989	455,717	462,100	-	814,606
63 Measure R	75,822	329,288	335,788	-	69,322
64 Measure M	72,777	365,360	339,733	-	98,404
65 Measure W	(61,201)	345,000	328,000	-	(44,201)
70 SCAQMD	93,210	28,200	-	-	121,410
110 Traffic Improvement	1,048,314	6,000	-	-	1,054,314
111 Utility Undergrounding	60,349	2,000	-	-	62,349
240 Suppl. Law Enfcmt	(44,456)	182,000	159,775	-	(22,231)
250 CDBG	308	10,000	10,000	-	308
260 Misc. Grants	(340,995)	2,827,859	2,827,859	-	(340,995)
300 Public Fin Auth Debt Service	1,177	-	-	-	1,177
305 Improvement Authority Debt Serv	10,872,296	20,000	1,856,483	1,110,688	10,146,501
420 Inc. Housing In-Lieu	2,071,701	65,000	-	-	2,136,701
520 Waste Management	170,652	119,000	121,730	-	167,922
620 Successor Housing	1,311,003	45,000	76,230	-	1,279,773
Subtotal Non-Major Funds	15,243,233	6,710,796	9,098,748	1,110,688	13,965,969
Total City of Agoura Hills	27,746,347	32,483,212	34,052,383	-	26,177,176

**City of Agoura Hills**  
**Description of Non-Major Governmental Funds**  
**FY 2025-26**

**Non-Major Special Revenue Funds**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Agoura Hills  
Description of Non-Major Governmental Funds  
FY 2025-26

Non-Major Capital Projects Funds

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

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

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

Non-Major Debt Service Funds

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

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Agoura Hills  
California**

For the Biennium Beginning

**July 01, 2023**

*Christopher P. Morill*

**Executive Director**



# About the City of Agoura Hills

## About Agoura Hills

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.

## Demographic at a Glance

### Population



19,274

### Median Age



46

### Educational Attainment



37.31% Bach Degree 27.77% Grad Degree

### Median Household Income

\$171,944



**City of Agoura Hills**  
**PERSONNEL**  
**2023-24 to 2026-27**

	<u>2023-24</u> <u>Headcount</u>	<u>2024-25</u> <u>Headcount</u>	<u>2025-26</u> <u>Headcount</u>	<u>2026-27</u> <u>Headcount</u>
<u>General Fund</u>				
City Council	5.00	5.00	5.00	5.00
City Manager	9.25	9.35	6.81	6.81
Communications	0.00	0.00	0.87	0.87
City Clerk	1.00	1.00	1.00	1.00
Finance	3.60	4.24	2.26	2.26
Community Development	6.34	6.34	6.57	6.57
Community Services Administration	7.35	7.40	7.14	7.14
Public Works Administration	1.56	2.18	2.81	2.81
Building and Safety	3.00	3.00	2.00	2.00
Total General Fund	<u>37.10</u>	<u>38.51</u>	<u>34.46</u>	<u>34.46</u>
<u>Proposition A</u>				
Community Services Administration	0.65	0.60	0.71	0.71
Total Proposition A Fund	<u>0.65</u>	<u>0.60</u>	<u>0.71</u>	<u>0.71</u>
<u>Proposition C</u>				
Public Works	0.55	0.28	0.38	0.38
Total Proposition C Fund	<u>0.55</u>	<u>0.28</u>	<u>0.38</u>	<u>0.38</u>
<u>Measure M-Local</u>				
Public Works	0.31	0.31	0.28	0.28
Total Measure M Local	<u>0.31</u>	<u>0.31</u>	<u>0.28</u>	<u>0.28</u>
<u>Measure M-Grant</u>				
City Manager	0.07	0.08	0.23	0.23
Communications	0.00	0.00	0.10	0.10
Community Services	0.00	0.00	0.15	0.15
Finance	0.24	0.56	0.52	0.52
Public Works	1.05	1.95	1.06	1.06
Total Measure M Grant	<u>1.36</u>	<u>2.59</u>	<u>2.06</u>	<u>2.06</u>
<u>Measure R-Local</u>				
Public Works	0.38	0.26	0.29	0.29
Total Measure R Local	<u>0.38</u>	<u>0.26</u>	<u>0.29</u>	<u>0.29</u>
<u>Measure R-Grant</u>				
City Manager	0.00	0.00	0.29	0.29
Finance	0.00	0.00	0.04	0.04
Public Works	0.00	0.00	0.03	0.03
Total Measure R Fund	<u>0.00</u>	<u>0.00</u>	<u>0.36</u>	<u>0.36</u>
<u>Miscellaneous Grants</u>				
City Manager	0.07	0.00	0.01	0.01
Communications	0.00	0.00	0.03	0.03
Finance	0.56	0.02	0.06	0.06
Public Works	1.15	0.02	0.15	0.15
Total Misc Grant Fund	<u>1.78</u>	<u>0.04</u>	<u>0.25</u>	<u>0.25</u>
<b>Total City of Agoura Hills</b>	<u><b>42.13</b></u>	<u><b>42.59</b></u>	<u><b>38.79</b></u>	<u><b>38.79</b></u>
<u>Successor Agency to the RDA</u>				
City Manager	0.05	0.01	0.08	0.08
City Clerk	0.00	0.00	0.00	0.00
Finance	0.60	0.18	0.12	0.12
Total Successor Agency to the RDA	<u>0.65</u>	<u>0.19</u>	<u>0.20</u>	<u>0.20</u>
<b>Total Successor Agency to the RDA</b>	<u><b>0.65</b></u>	<u><b>0.19</b></u>	<u><b>0.20</b></u>	<u><b>0.20</b></u>
<u>Successor Agency to the RDA-Housing</u>				
Community Development	0.16	0.16	0.18	0.18
City Manager	0.06	0.06	0.08	0.08
Total Successor Agency to the RDA-Housing	<u>0.22</u>	<u>0.22</u>	<u>0.26</u>	<u>0.26</u>
<b>Total Successor Agency to the RDA</b>	<u><b>0.87</b></u>	<u><b>0.41</b></u>	<u><b>0.46</b></u>	<u><b>0.46</b></u>
<b>Total Personnel Headcount</b>	<u><b>43.00</b></u>	<u><b>43.00</b></u>	<u><b>39.25</b></u>	<u><b>39.25</b></u>

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



City of Agoura Hills  
COMMITMENTS / INTERFUND TRANSFERS  
FY 2024-25 TO 2026-27

**FY 2024-2025**

Fund	Description	To	From
010	General Fund		1,745,473
011	To Capital Projects Fund	96,000	
015	To Recreation Center Capital Project	104,000	
030	To CalPERS Set Aside Fund	95,850	
305	To AH Improvement Authority Bond	1,271,613	
620	To Housing Succesor Agency	178,010	
Total		<u>1,745,473</u>	<u>1,745,473</u>

**FY 2025-2026**

Fund	Description	To	From
010	General Fund		1,745,473
012	To Facilities Fund	10,300	
305	To AH Improvement Authority Bond	849,712	
620	To Housing Succesor Agency	194,177	
Total		<u>1,054,189</u>	<u>1,054,189</u>

**FY 2026-2027**

Fund	Description	To	From
010	General Fund		1,330,953
305	To AH Improvement Authority Bond	1,130,963	
620	To Housing Succesor Agency	199,991	
Total		<u>1,330,954</u>	<u>1,330,954</u>



# General Fund

The background of the page is a solid olive green color. Overlaid on this background is a large, faint, stylized pattern of leaves or feathers. The pattern is composed of several large, overlapping shapes that resemble the fronds of a palm tree or the leaves of a large plant. The shapes are rendered in a lighter shade of green than the background, creating a subtle, textured effect. The word "Revenues" is centered over this pattern.

# Revenues





# City of Agoura Hills Budget FY2023-24 to FY2026-27

2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
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**Fund: 010 - GENERAL**

Category: 4000 Taxes and Assessments					
010-0000-311000	Sales And Use Tax	4,972,702	5,763,285	4,617,909	4,750,000
010-0000-312000	Property Tax	3,498,488	3,697,463	3,650,419	3,782,914
010-0000-312001	Property Tax In Lieu Of Vlf	2,874,151	3,042,227	3,059,975	3,162,484
010-0000-312002	Property Tax - Succ. Agcy.	231,938	125,000	255,000	255,000
010-0000-313000	Transient Occupancy Tax	3,579,855	3,800,000	3,850,000	4,000,000
010-0000-313001	TOT-S/T Rental	27,209	91,980	40,000	70,000
010-0000-314000	Franchise Fee	925,835	880,000	880,000	880,000
010-0000-315000	Property Transfer Tax	147,921	170,000	170,000	170,000
Category: 4000 Taxes and Assessments Total		16,258,099	17,569,955	16,523,303	17,070,398
Category: 4001 Contributions					
010-0000-392000	Contributions	38,581	39,000	62,400	65,000
Category: 4001 Contributions Total		38,581	39,000	62,400	65,000
Category: 4002 License and Permits					
010-0000-321000	Business Licensing	151,766	150,000	230,000	230,000
010-0000-323000	Building Permits	372,931	350,000	500,000	500,000
010-0000-324000	Industrial Waste Fee	40,117	30,000	30,000	30,000
Category: 4002 License and Permits Total		564,813	530,000	760,000	760,000
Category: 4004 Charges for Services					
010-0000-341000	Planning Fees	170,628	185,000	383,156	394,651
010-0000-341100	Eir Recovery	0	16,000	0	0
010-0000-341200	General Plan Recovery	2,539	6,000	6,000	6,000
010-0000-341300	Agoura Village Recovery	0	1,000	0	0
010-0000-341400	Filming Fees	27,204	25,000	25,000	25,000
010-0000-342000	Engineer Plan Check/inspection	9,582	30,000	10,000	10,000
010-0000-342100	Grading Plan Check	1,263	5,000	5,000	5,000
010-0000-342200	Building Plan Check	206,661	230,000	500,000	600,000
010-0000-342201	Building Plan Check - In House	6,587	20,000	0	0
010-0000-342300	Building Technician Fee	14,235	15,000	25,000	15,000
010-0000-342500	Encroachment Permits	21,402	40,000	25,000	25,000
010-0000-343000	Traffic Control Plan Review	37,212	30,000	35,000	35,000
010-0000-351000	Park & Recreation Fees	110	0	0	0
010-0000-3510A0	Classes	81,685	199,350	136,000	136,000
010-0000-3510B0	Excursions	2,905	22,950	26,000	26,000
010-0000-3510C0	Camps	8,145	76,800	97,199	97,199
010-0000-3510D0	Seniors	57,235	48,900	53,348	53,348
010-0000-3510E0	Special Events	6,997	9,300	9,300	9,300
010-0000-3510F0	Sports	1,305	50,900	2,000	2,000
010-0000-3510G0	Teens	2,250	15,400	6,880	6,880
010-0000-3510I0	Cultural Arts	435	1,800	3,040	3,040
010-0000-351500	Reyes Adobe Fees	10	100	100	100
010-0000-351501	Taxable Sales Items	0	0	0	0
010-0000-355000	Sale Of Maps & Copies	458	0	0	0
010-0000-357001	Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
010-0000-357003	Smip Admin Fees	0	0	0	0
010-0000-357004	Fire Sprinkler Fee	0	0	0	0
010-0000-357006	Sb1473 Retainer	0	0	0	0
010-0000-357007	Sb 1186 Admin	0	0	0	0
Category: 4004 Charges for Services Total		705,848	1,075,500	1,395,023	1,496,518



# City of Agoura Hills Budget FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Category: 4005 Fines and Penalties</b>					
010-0000-361000	Parking Fines	24,000	30,000	25,000	25,000
010-0000-361500	Municipal Court Fines	963	10,000	1,000	1,000
010-0000-361600	Citations	0	0	0	0
010-0000-361800	False Alarm Fines	2,100	1,000	1,000	1,000
010-0000-363000	Restitution	0	0	0	0
010-0000-365000	Late Fees	6,284	0	5,000	5,000
<b>Category: 4005 Fines and Penalties Total</b>		<b>33,347</b>	<b>41,000</b>	<b>32,000</b>	<b>32,000</b>
<b>Category: 4006 Investment Income</b>					
010-0000-371000	Interest Earnings	838,653	300,000	450,000	575,000
010-0000-371001	Interest Earning - Fmv Investm	224,290	0	0	0
010-0000-372000	Rental Income	62,534	40,000	65,000	65,500
010-0000-3720d0	Rental Income - Facilities	493,369	420,000	480,375	485,000
<b>Category: 4006 Investment Income Total</b>		<b>1,618,847</b>	<b>760,000</b>	<b>995,375</b>	<b>1,125,500</b>
<b>Category: 4008 Other Revenue</b>					
010-0000-358000	Tourism Admin Fee	16,796	18,000	18,000	18,000
010-0000-391000	Miscellaneous Revenue	486,058	25,000	50,000	25,000
010-0000-393000	Cash Over/short	4	0	0	0
010-0000-395000	Other Reimbursements	0	0	0	0
010-0000-395002	Library Reimbursements	52,588	30,000	55,000	50,000
010-0000-395006	Beach Bus Reimbursement	0	0	0	0
010-0000-395200	Loan Pmts From Rda	0	890,050	970,886	900,000
<b>Category: 4008 Other Revenue Total</b>		<b>555,446</b>	<b>963,050</b>	<b>1,093,886</b>	<b>993,000</b>
<b>Fund: 010 - GENERAL Total</b>		<b>19,774,982</b>	<b>20,978,505</b>	<b>20,861,987</b>	<b>21,542,416</b>





# **Expenditures**

# City of Agoura Hills

## City Council Goals

### General Fund Fiscal Year 2025-26

1. Old Agoura Trails and Bikeway Improvement Plan Design and Funding - \$60,000
2. Wildfire Prevention Home Hardening Program - \$50,000.
3. Civic Center Public/Private Partnership - \$50,000.
4. Tree Management Plan to Replace Non-Native Trees – Staff was directed to provide follow-up and possible funding at mid-year.
5. Establishment of an MOU with Southern California Edison for Support Centers for Public Safety Power Shutoff Events – Staff was directed to provide follow-up and possible funding at mid-year.

### Additional Goals with no funding requests:

1. Solar & Generator back-up systems screening – code amendment
2. Artificial Turf – Review allowance in residential zones and provide analysis with options/exceptions
3. Enhance median landscaping on Kanan Road (Thousand Oaks Blvd. to City boundary)
4. Adjust Community Events to be more Agoura Hills Centric
5. Enhance Emergency Evacuation education
6. E-Bikes – Update to municipal code and park rules
7. Backup internet services for hard-to-reach areas in community – Staff bring back analysis only
8. Promote CERT to rebrand and recruit additional community members and consider Volunteers on Patrol for Realtime crime center



# City Council

## Overview:

The City Council of Agoura Hills is composed of five councilmembers elected at large by the community to represent the interests of the entire city. Councilmembers serve four-year terms and are responsible for setting policies that guide the operation of the City. Agoura Hills operates under a Council-Manager form of government, where the City Council sets direction and the City Manager carries out day-to-day administration.

The Council appoints both the City Manager and City Attorney and plays a key role in shaping the City's future through policy decisions, adoption of ordinances and resolutions, contract approvals, and oversight of the City's General Plan. Responsibilities also include reviewing and approving the annual budget, authorizing contracts and bonds, granting franchises, appointing members to boards and commissions, and establishing policies that support the overall well-being of the community.





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Fund: 010 - GENERAL				
Department: 4110 CITY COUNCIL				
Category: 5100 Personnel				
010-4110-510400 Special Pay	18,000	18,000	18,000	18,540
010-4110-510401 Car Allowance	12,000	12,000	12,000	12,000
010-4110-510800 Group Health Insurance	70,669	75,970	81,722	84,174
010-4110-510900 Group Dental Insurance	3,147	5,722	4,608	4,746
010-4110-511200 Medicare Taxes	397	440	440	453
Category: 5100 Personnel Total	104,212	112,132	116,770	119,913
Category: 5400 Materials, Supplies, and Services				
010-4110-541500 Travel/meetings/outreach	12,933	23,625	16,945	18,445
010-4110-542400 Special Supplies	602	1,000	1,000	1,000
Category: 5400 Materials, Supplies, and Services Total	13,535	24,625	17,945	19,445
Department: 4110 CITY COUNCIL Total	117,747	136,757	134,715	139,358



# City Manager

Fiscal Year 2025-26/2026-27





# City Manager's Department

## Department Overview:

The City Manager's Office is responsible for the implementation of policy established by the Agoura Hills Council and the coordination of those efforts through the City's Administrative departments.

The City Manager's Office primary functions include legislative support, policy implementation, budget development, strategic planning, economic development, and community engagement services.

The City Manager's Office includes several divisions that provide specific services to the public, in alignment with adopted City Council Goals. The City Manager's Office is responsible for facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, implementing economic development policies and programs, and guiding overall fiscal policy.



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4120 CITY MANAGER</b>				
<b>Category: 5100 Personnel</b>				
010-4120-510100 Regular Salaries	1,033,426	1,124,989	889,751	916,444
010-4120-510200 Part-time Salaries	37,164	50,595	53,022	53,022
010-4120-510401 Car Allowance	13,900	12,000	9,600	9,600
010-4120-510402 Technology Allowance	8,499	7,560	6,570	6,570
010-4120-510500 Vacation/sick	68,747	41,242	49,123	50,597
010-4120-510600 Deferred Compensation	35,323	34,474	36,593	37,691
010-4120-510700 Retirement	277,725	277,567	222,530	229,206
010-4120-510800 Group Health Insurance	179,888	194,080	163,886	168,802
010-4120-510900 Group Dental Insurance	9,027	9,180	6,780	6,984
010-4120-511000 Group Life Insurance	2,150	2,038	1,582	1,629
010-4120-511100 Group Disability Insurance	11,929	14,593	12,839	13,225
010-4120-511200 Medicare Taxes	16,942	17,794	14,693	15,133
<b>Category: 5100 Personnel Total</b>	<b>1,694,719</b>	<b>1,786,112</b>	<b>1,466,970</b>	<b>1,508,903</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4120-541500 Travel/conferences/meetings	9,940	7,300	5,485	6,085
010-4120-541600 Membership And Dues	1,600	2,600	2,600	2,600
010-4120-542000 Office Supplies	21	300	300	300
010-4120-542200 Books And Subscriptions	0	250	200	200
010-4120-542400 Special Supplies	927	500	500	500
010-4120-542500 Small Equipment	0	200	0	0
010-4120-543100 Mileage	0	300	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>12,488</b>	<b>11,450</b>	<b>9,085</b>	<b>9,685</b>
<b>Category: 5500 Contract Services</b>				
010-4120-551000 Professional Services	25	7,000	0	0
010-4120-552000 Contract Services	20,176	10,000	10,000	3,000
<b>Category: 5500 Contract Services Total</b>	<b>20,200</b>	<b>17,000</b>	<b>10,000</b>	<b>3,000</b>
<b>Department: 4120 CITY MANAGER Total</b>	<b>1,727,408</b>	<b>1,814,562</b>	<b>1,486,055</b>	<b>1,521,588</b>



# Communications

Fiscal Year 2025-26/2026-27



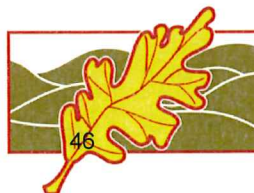
# Communications Department

## Department Overview:

The City of Agoura Hills Communications Department is dedicated to keeping our community informed, engaged, and connected through innovative and effective communication strategies.

As an award-winning team recognized for our branding, creativity, and commitment to transparency, we work to ensure residents, businesses, and visitors have access to clear, timely, and relevant information. The department oversees:

- City News & Updates
- Event Promotion & Outreach
- Social Media & Digital Engagement
- Website Management
- Emergency Notifications
- Filming & Content Creation
- Community Outreach



CITY OF  
AGOURA HILLS





# City of Agoura Hills

## Budget

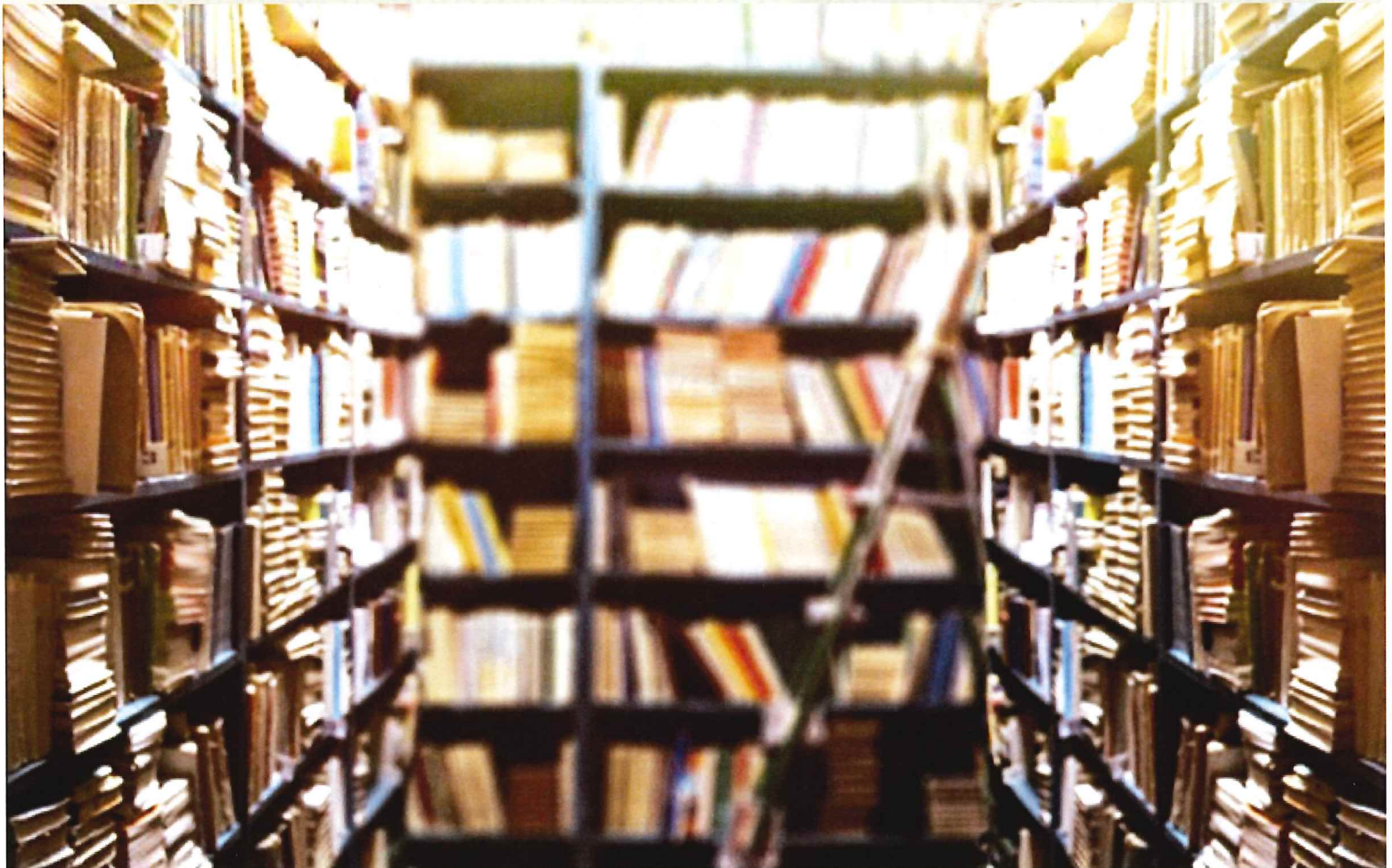
### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4121 COMMUNICATION</b>				
<b>Category: 5100 Personnel</b>				
010-4121-510100 Regular Salaries	93,292	130,280	139,567	143,754
010-4121-510401 Car Allowance	700	2,400	0	0
010-4121-510402 Technology Allowance	438	1,500	1,020	1,020
010-4121-510500 Vacation/sick	1,826	0	0	0
010-4121-510600 Deferred Compensation	1,990	2,730	3,120	3,120
010-4121-510700 Retirement	8,089	16,050	18,027	18,027
010-4121-510800 Group Health Insurance	8,617	15,407	13,270	13,668
010-4121-510900 Group Dental Insurance	500	831	729	751
010-4121-511000 Group Life Insurance	203	277	282	290
010-4121-511100 Group Disability Insurance	964	1,485	1,591	1,639
010-4121-511200 Medicare Taxes	1,422	1,941	2,084	2,147
<b>Category: 5100 Personnel Total</b>	<b>118,039</b>	<b>172,901</b>	<b>179,690</b>	<b>184,415</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4121-541500 Travel/conferences/meetings	1,921	2,125	3,700	4,000
010-4121-541600 Membership And Dues	275	275	300	300
010-4121-542200 Books And Subscriptions	9,610	8,515	9,913	10,113
010-4121-542400 Special Supplies	9,714	400	2,500	1,750
010-4121-542600 Advertising	9,269	20,300	12,400	12,900
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>30,789</b>	<b>31,615</b>	<b>28,813</b>	<b>29,063</b>
<b>Category: 5500 Contract Services</b>				
010-4121-551000 Professional Services	82,625	121,000	100,200	95,200
<b>Category: 5500 Contract Services Total</b>	<b>82,625</b>	<b>121,000</b>	<b>100,200</b>	<b>95,200</b>
<b>Department: 4121 COMMUNICATION Total</b>	<b>231,454</b>	<b>325,516</b>	<b>308,703</b>	<b>308,678</b>

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# City Clerk

Fiscal Year 2025-26/2026-27





# City Clerk's Department

## Department Overview:

The City Clerk Department plays a critical role in ensuring transparent, accountable, and legally compliant governance in Agoura Hills.

The City Clerk Department oversees municipal elections; ensures adherence to laws such as the Political Reform Act, the Brown Act, and the Public Records Act; and manages the City's records management program.

The department prepares and maintains City Council agendas, minutes, and legislative actions, while also coordinating AB 1234 Ethics Training. As a trusted liaison between the public, staff, and elected officials, the City Clerk provides essential administrative and legislative support that keeps the City running smoothly.



CITY OF  
AGOURA HILLS





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4125 CITY CLERK</b>				
<b>Category: 5100 Personnel</b>				
010-4125-510100 Regular Salaries	157,608	163,283	167,969	173,008
010-4125-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4125-510402 Technology Allowance	1,071	1,020	1,020	1,020
010-4125-510500 Vacation/sick	1,522	5,270	6,221	6,408
010-4125-510600 Deferred Compensation	3,859	3,972	4,961	5,110
010-4125-510700 Retirement	51,096	50,834	57,104	58,817
010-4125-510800 Group Health Insurance	11,953	11,964	12,442	12,815
010-4125-510900 Group Dental Insurance	631	608	2,125	2,188
010-4125-511000 Group Life Insurance	392	380	404	416
010-4125-511100 Group Disability Insurance	1,848	1,811	1,840	1,895
010-4125-511200 Medicare Taxes	2,397	2,438	2,579	2,656
<b>Category: 5100 Personnel Total</b>	<b>234,778</b>	<b>243,980</b>	<b>259,063</b>	<b>266,732</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4125-541500 Travel/conferences/meetings	1,587	2,700	3,600	3,600
010-4125-541600 Membership And Dues	475	600	1,510	510
010-4125-542000 Office Supplies	740	500	500	500
010-4125-542200 Books And Subscriptions	7,871	8,000	8,000	8,000
010-4125-542400 Special Supplies	123	700	700	700
010-4125-544000 Other Charges	15,350	15,000	25,000	25,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>26,146</b>	<b>27,500</b>	<b>39,310</b>	<b>38,310</b>
<b>Category: 5500 Contract Services</b>				
010-4125-552000 Contract Services	10,010	104,000	7,000	129,000
<b>Category: 5500 Contract Services Total</b>	<b>10,010</b>	<b>104,000</b>	<b>7,000</b>	<b>129,000</b>
<b>Department: 4125 CITY CLERK Total</b>	<b>270,935</b>	<b>375,480</b>	<b>305,373</b>	<b>434,042</b>

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# City Attorney

Fiscal Year 2025-26/2026-27



# City Attorney

## Overview:

The City of Agoura Hills contracts with a dedicated legal firm to provide expert legal services through its appointed City Attorney. Serving as the chief legal advisor, the City Attorney offers strategic counsel to the City Council, advisory boards, commissions, and City staff, ensuring that all decisions and actions align with applicable local, state, and federal laws.

Beyond day-to-day guidance, the City Attorney plays a critical role in protecting the City's legal interests, mitigating risk, and ensuring sound governance in all municipal affairs. This proactive, solutions-oriented legal support helps the City operate efficiently, ethically, and in full compliance with the law.



CITY OF  
AGOURA HILLS





City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27


	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4140 CITY ATTORNEY				
Category: 5500 Contract Services				
010-4140-551000 Professional Services	156,873	350,000	371,676	382,826
010-4140-552000 Contract Services	281,727	50,000	51,550	53,097
Category: 5500 Contract Services Total	438,600	400,000	423,226	435,923
Department: 4140 CITY ATTORNEY Total	438,600	400,000	423,226	435,923

# Finance


Fiscal Year 2025-26/2026-27

CONGRESSWOMAN  
**JULIA BROWNLEY**  
CALIFORNIA'S 26TH DISTRICT

City of Agoura Hills

 **State of California**  
2023 Budget Achievements  
Assemblymember Jacqui Irwin  
42nd Assembly District

DATED: December 6,

 **FINANCE WAY**  
**AGOURA HILLS**

**Agoura Hills** \$ 500,  
**undred Thousand Dollar**

in - Bike Path Project The State of C



# Finance Department

## Department Overview:

The Finance Department of the City of Agoura Hills is responsible for managing the City's financial operations with transparency, accuracy, and accountability. The department oversees budgeting, accounting, financial reporting, payroll, purchasing, revenue collection, and treasury functions.

It plays a critical role in ensuring the City's fiscal health by preparing the annual budget, managing long-term financial planning, and maintaining compliance with local, state, and federal regulations.

Through careful stewardship of public funds, the Finance Department supports the delivery of essential City services and works to maintain public trust by providing clear and timely financial information to the City Council, departments, and the community.



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4150 FINANCE</b>				
<b>Category: 5100 Personnel</b>				
010-4150-510100 Regular Salaries	331,838	444,937	365,102	376,056
010-4150-510200 Part Time Salaries	0	9,474	0	0
010-4150-510400 Special Pay	3,600	3,600	0	0
010-4150-510401 Car Allowance	2,800	2,600	2,600	2,600
010-4150-510402 Technology Allowance	4,045	4,560	3,540	3,540
010-4150-510500 Vacation/sick	11,418	0	17,212	17,728
010-4150-510600 Deferred Compensation	12,517	12,977	15,675	16,145
010-4150-510700 Retirement	52,077	73,584	28,903	29,770
010-4150-510800 Group Health Insurance	63,437	87,211	78,275	80,624
010-4150-510900 Group Dental Insurance	3,104	5,311	5,511	5,676
010-4150-511000 Group Life Insurance	990	1,012	999	1,029
010-4150-511100 Group Disability Insurance	5,167	5,010	4,127	4,251
010-4150-511200 Medicare Taxes	6,624	6,661	5,670	5,840
<b>Category: 5100 Personnel Total</b>	<b>497,617</b>	<b>656,937</b>	<b>527,615</b>	<b>543,259</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4150-541500 Travel/conferences/meetings	4,396	5,260	4,645	4,645
010-4150-541600 Membership And Dues	710	1,000	1,500	1,500
010-4150-542000 Office Supplies	404	300	300	300
010-4150-542300 Printing	445	1,500	1,500	1,500
010-4150-543100 Mileage	172	300	550	550
010-4150-544000 Other Charges	22,404	31,200	31,200	31,200
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>28,531</b>	<b>39,560</b>	<b>39,695</b>	<b>39,695</b>
<b>Category: 5500 Contract Services</b>				
010-4150-551000 Professional Services	123,095	94,000	118,075	119,075
<b>Category: 5500 Contract Services Total</b>	<b>123,095</b>	<b>94,000</b>	<b>118,075</b>	<b>119,075</b>
<b>Department: 4150 FINANCE Total</b>	<b>649,243</b>	<b>790,497</b>	<b>685,385</b>	<b>702,029</b>



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# Public Facilities

Fiscal Year 2025-26/2026-27





# Public Facilities

## Overview:

The Public Facilities Division, part of the City Manager's Department, is dedicated to providing a safe, healthy, clean, and comfortable environment for all City constituents, including City Council, staff, and visitors. This division oversees the day-to-day maintenance and operations of the Agoura Hills Civic Center.

Responsibilities include maintaining the Civic Center's infrastructure and building systems, managing the City's audio-visual systems and telephone equipment, and overseeing the maintenance of the City's vehicle fleet.

These services are primarily delivered through partnerships with contracted companies and private contractors. The City receives partial reimbursement for certain facility costs from the County of Los Angeles. As the Civic Center continues to age, maintenance needs have steadily increased. This trend is expected to continue, placing a greater demand on resources and long-term infrastructure planning.



CITY OF  
AGOURA HILLS



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4180 PUBLIC FACILITIES</b>				
Category: 5400 Materials, Supplies, and Services				
010-4180-542400 Special Supplies	2,381	3,000	3,000	3,000
010-4180-542700 Communications	18,890	18,590	17,000	18,000
010-4180-542800 Utilities	197,294	135,000	170,000	170,000
010-4180-542801 Water	15,342	30,000	15,000	15,000
010-4180-543000 Maintenance Buildings/grounds	78,565	55,000	59,450	62,050
010-4180-543400 Maintenance Of Equipment	19,789	42,000	26,800	27,105
010-4180-543401 Audio Visual Maintenance	3,348	4,000	4,000	4,000
010-4180-543402 Vehicle Maintenance/fuel	13,851	16,000	16,000	16,000
Category: 5400 Materials, Supplies, and Services Total	349,461	303,590	311,250	315,155
Category: 5600 Capital Outlay				
010-4180-568200 Other Improvements	35,366	10,150	10,300	10,900
010-4180-568300 Equipment	0	27,613	12,100	24,400
Category: 5600 Capital Outlay Total	35,366	37,763	22,400	35,300
Department: 4180 PUBLIC FACILITIES Total	384,826	341,353	333,650	350,455

# Non-Departmental

## Overview:

The Non-Departmental Division accounts for City activities and expenses that are not easily assigned to a specific department or division. These are typically shared services or general government costs that would be inefficient or impractical to allocate individually. This division includes items such as citywide telephone services, leased copier and fax equipment, memberships and dues, bank fees, postage, contingency funds, interfund transfers, and debt service payments when applicable. By centralizing these expenses, the City ensures streamlined management and cost-effectiveness.







# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4190 NON DEPARTMENTAL</b>				
<b>Category: 5100 Personnel</b>				
010-4190-510700 Retirement	0	0	637,967	683,173
010-4190-510800 Group Health Insurance	164,546	104,150	0	0
010-4190-510900 Group Dental Insurance	-2	0	0	0
<b>Category: 5100 Personnel Total</b>	<b>164,544</b>	<b>104,150</b>	<b>637,967</b>	<b>683,173</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4190-541500 Travel/conferences/meetings	10,513	13,400	25,000	25,000
010-4190-541600 Membership And Dues	114,645	126,485	50,000	51,000
010-4190-541700 Training	18,664	13,150	13,500	13,500
010-4190-542000 Office Supplies	6,576	7,000	7,000	7,000
010-4190-542100 Postage	8,619	7,500	8,000	8,000
010-4190-542200 Books And Subscriptions	465	396	350	350
010-4190-542300 Printing	4,794	2,305	9,000	9,000
010-4190-542400 Special Supplies	11,597	16,370	13,500	13,500
010-4190-5424H0 Special Supplies - Comm Servic	8,818	10,000	10,000	10,000
010-4190-542600 Advertising	17,647	7,500	5,000	5,000
010-4190-542900 Rents And Leases	12,841	15,000	15,000	15,000
010-4190-543400 Maintenance Of Equipment	7,085	0	0	0
010-4190-543700 Insurance And Surety Bonds	564,987	599,303	531,150	568,994
010-4190-544000 Other Charges	9,672	19,548	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>796,925</b>	<b>837,957</b>	<b>687,500</b>	<b>726,344</b>
<b>Category: 5500 Contract Services</b>				
010-4190-551000 Professional Services	77,866	60,000	60,000	60,000
010-4190-551008 Agoura/calabasas Community Cen	0	30,000	0	0
010-4190-551009 Community Participation	34,450	30,000	32,146	30,000
010-4190-551010 Media	0	3,600	0	0
010-4190-551011 Reading Program	0	0	0	0
010-4190-552000 Contract Services	44,506	60,600	30,000	30,500
010-4190-552017 Film Permit Svcs.	20,103	20,000	22,500	22,500
<b>Category: 5500 Contract Services Total</b>	<b>176,924</b>	<b>204,200</b>	<b>144,646</b>	<b>143,000</b>
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5800 Administrative Charges</b>				
010-4190-585000 Bad Debt Expenses	6,574	1,000	0	0
<b>Category: 5800 Administrative Charges Total</b>	<b>6,574</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4190 NON DEPARTMENTAL Total</b>	<b>1,144,967</b>	<b>1,147,307</b>	<b>1,470,113</b>	<b>1,552,517</b>

# Automated Office Systems

## Overview:

The Automated Office Systems Division focuses on IT Operations and Cybersecurity to support the City's internal and external communication, technology infrastructure, and service delivery.

By incorporating user feedback, the division ensures systems are functioning effectively and aligned with future needs. Key responsibilities include cybersecurity, IT project management, technology procurement, hardware and software maintenance, policy development, and user training. The division is committed to maintaining a modern, resilient technology environment that enables efficient and secure City operations.





City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4195 AUTOMATED OFFICE SYSTEMS				
Category: 5400 Materials, Supplies, and Services				
010-4195-542000 Office Supplies	8,709	5,150	7,150	7,150
010-4195-542400 Special Supplies	64	150	0	0
Category: 5400 Materials, Supplies, and Services Total	8,772	5,300	7,150	7,150
Category: 5500 Contract Services				
010-4195-551000 Professional Services	94,468	113,500	34,000	10,000
010-4195-551010 Media	10,978	15,000	0	0
010-4195-552000 Contract Services	281,768	471,286	385,983	383,825
Category: 5500 Contract Services Total	387,214	599,786	419,983	393,825
Category: 5600 Capital Outlay				
010-4195-568300 Equipment	11,959	12,150	22,225	22,225
Category: 5600 Capital Outlay Total	11,959	12,150	22,225	22,225
Department: 4195 AUTOMATED OFFICE SYSTEMS Total	407,946	617,236	449,358	423,200



# Los Angeles County Sheriff

Fiscal Year 2025-26/2026-27





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF</b>				
Category: 5400 Materials, Supplies, and Services				
010-4210-543400 Maintenance Of Equipment	403	3,000	3,227	3,324
010-4210-543700 Insurance And Surety Bonds	568,490	640,495	655,408	675,070
Category: 5400 Materials, Supplies, and Services Total	568,894	643,495	658,635	678,394
Category: 5500 Contract Services				
010-4210-552050 General Law	3,827,791	3,981,662	4,122,615	4,246,293
010-4210-552051 Traffic Enforcement	171,377	227,382	179,516	184,902
010-4210-552052 Special Events	17,020	20,000	20,874	21,500
010-4210-552056 Community Service Officer	39,980	42,529	44,388	45,719
010-4210-552057 Other Sheriff Services	0	3,600	3,757	3,870
010-4210-552058 Cops Program	1,095	27,900	29,119	29,993
010-4210-552059 Special Enforcement Deputy	466,152	484,799	505,985	521,164
010-4210-552060 Sttop	45,578	47,981	50,078	51,580
010-4210-552061 Fingerprint Tech	36,318	36,888	31,311	32,250
Category: 5500 Contract Services Total	4,605,310	4,872,741	4,987,643	5,137,271
Category: 5600 Capital Outlay				
010-4210-568300 Equipment	0	3,000	3,131	3,225
Category: 5600 Capital Outlay Total	0	3,000	3,131	3,225
Department: 4210 LOS ANGELES COUNTY SHERIFF Total	5,174,204	5,519,236	5,649,409	5,818,890



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# Emergency Services

Fiscal Year 2025-26/2026-27





# Emergency Services

## Overview:

The City of Agoura Hills Emergency Services is housed in the City Manager's office. Emergency Services includes keeping the community prepared for various disasters including earthquake, fire, hazardous material incidents, floods, and more.

Emergency Services is responsible for managing the City's mass emergency notification system, attending meetings of Disaster Management Area B Cities, oversight of the City's Community Emergency Response Team (CERT), coordination with the Los Angeles County Fire Department, review and update of the City Emergency Operations Plan and Las Virgenes-Malibu Council of Government's Multi-Hazard Mitigation Plan.



CITY OF  
AGOURA HILLS



City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4215 EMERGENCY SERVICES				
Category: 5400 Materials, Supplies, and Services				
010-4215-541500 Travel/conferences/meetings	720	700	700	700
010-4215-541700 Training	4,338	700	1,500	1,000
010-4215-542300 Printing	0	400	1,925	1,925
010-4215-542400 Special Supplies	11,602	12,439	10,000	6,730
010-4215-542700 Communications	5,858	5,236	13,544	13,762
Category: 5400 Materials, Supplies, and Services Total	22,518	19,475	27,669	24,117
Category: 5500 Contract Services				
010-4215-552000 Contract Services	723	500	50,500	500
Category: 5500 Contract Services Total	723	500	50,500	500
Category: 5600 Capital Outlay				
Category: 5600 Capital Outlay Total	0	0	0	0
Department: 4215 EMERGENCY SERVICES Total	23,240	19,975	78,169	24,617



City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4219 EMERGENCY INCIDENT				
Category: 5500 Contract Services				
010-4219-551000 Professional Services	2,751	0	0	0
Category: 5500 Contract Services Total	2,751	0	0	0
Department: 4219 EMERGENCY INCIDENT Total	2,751	0	0	0

# School Crossing Guards

## Overview:

School Crossing Guards are public safety personnel employed by the City of Agoura Hills to ensure the safe passage of children and other pedestrians at designated school crossings, particularly during the beginning and end of the school day. These positions are typically funded by the General Fund and Special Funds.





City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4220 SCHOOL CROSSING GUARDS				
Category: 5500 Contract Services				
010-4220-551000 Professional Services	81,281	83,790	51,828	60,000
Category: 5500 Contract Services Total	81,281	83,790	51,828	60,000
Department: 4220 SCHOOL CROSSING GUARDS Total	81,281	83,790	51,828	60,000



# Animal Care & Control Services

## Overview:

The City of Agoura Hills partners with Los Angeles County's Department of Animal Care and Control to provide comprehensive animal services to the community.

Through this partnership, the City ensures compliance with all County mandates, including Title 10 of the Los Angeles County Animal Control Code. Services include pet licensing, microchipping, spaying and neutering, and overall animal care and control.

These services are managed through a contract overseen by the City Manager's Office. In addition to enforcement, the City and County work together to educate residents and pet owners about responsible pet ownership, with ongoing efforts to ensure all animals are properly licensed and cared for in accordance with local laws.



CITY OF  
AGOURA HILLS



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4240 ANIMAL CONTROL				
Category: 5500 Contract Services				
010-4240-551000 Professional Services	0	4,000	0	0
010-4240-552000 Contract Services	106,712	110,000	100,000	100,000
Category: 5500 Contract Services Total	106,712	114,000	100,000	100,000
Department: 4240 ANIMAL CONTROL Total	106,712	114,000	100,000	100,000



# Community Development

Fiscal Year 2025-26/2026-27





# Community Development Department

## Department Overview:

The Community Development Department of Agoura Hills plays a key role in guiding the city's growth, development, and long-term sustainability. The department is responsible for planning, building, and code enforcement services that ensure safe construction, vibrant neighborhoods, and environmental compliance.

This includes reviewing development proposals for consistency with the City's General Plan, zoning regulations, state housing laws, and CEQA. The department also oversees affordable housing efforts, updates local ordinances to align with state law, and enforces building and property maintenance codes. In addition, staff provides technical support to the City Council and Planning Commission on matters related to new development, neighborhood preservation, and community planning initiatives.



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

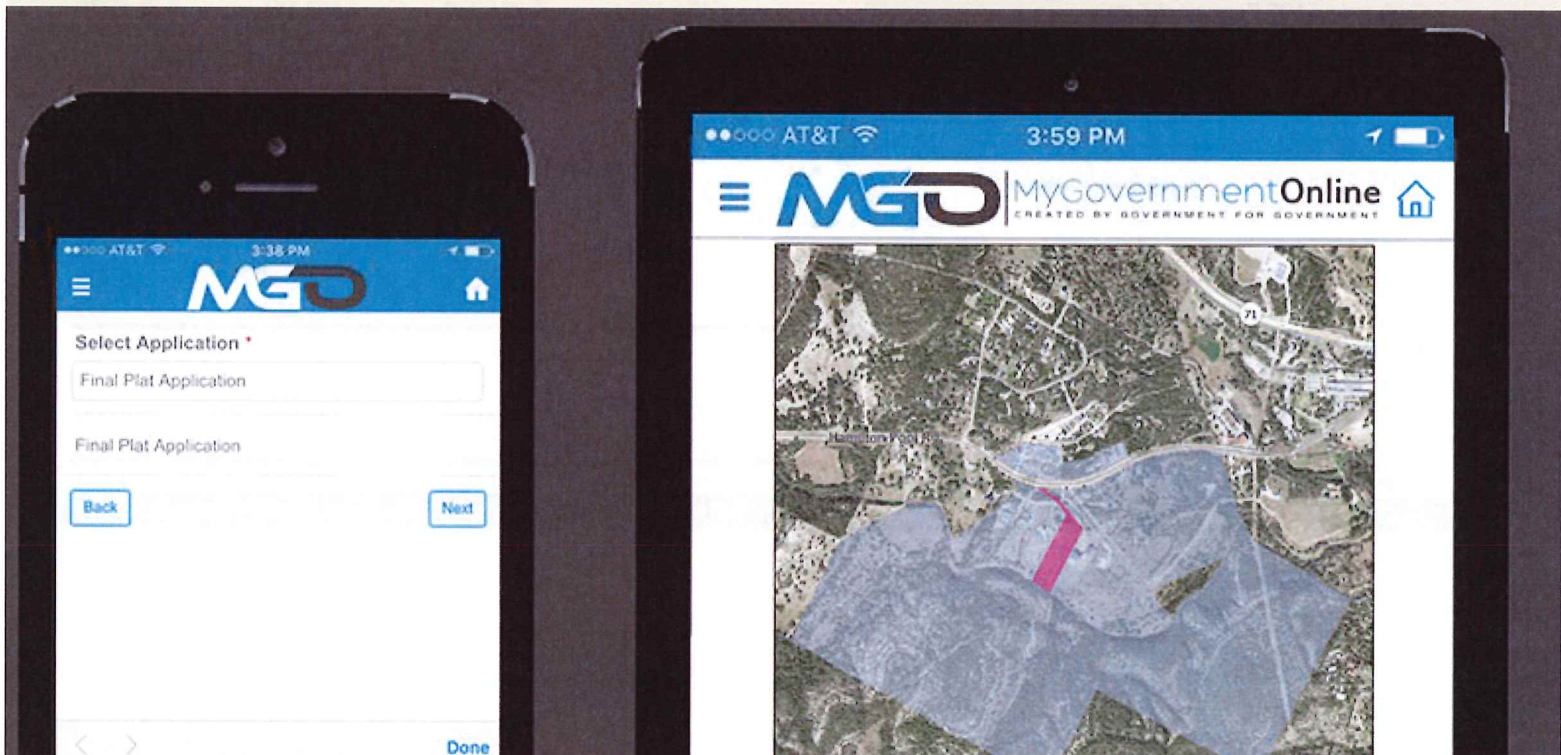
### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4305 COMMUNITY DEVELOPMENT</b>				
<b>Category: 5100 Personnel</b>				
010-4305-510100 Regular Salaries	765,598	832,598	964,463	993,397
010-4305-510200 Part-time Salaries	58,333	73,848	0	0
010-4305-510400 Special Pay	1,600	9,000	9,000	9,000
010-4305-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4305-510402 Technology Allowance	4,475	4,560	5,070	5,070
010-4305-510500 Vacation/sick	7,157	4,200	15,350	15,810
010-4305-510600 Deferred Compensation	19,233	19,912	27,080	27,892
010-4305-510700 Retirement	128,797	141,775	166,746	171,749
010-4305-510800 Group Health Insurance	133,569	116,933	193,967	199,786
010-4305-510900 Group Dental Insurance	6,457	6,437	7,600	7,828
010-4305-511000 Group Life Insurance	1,953	1,863	1,996	2,055
010-4305-511100 Group Disability Insurance	9,168	9,421	10,956	11,285
010-4305-511200 Medicare Taxes	12,444	13,392	14,568	15,005
<b>Category: 5100 Personnel Total</b>	<b>1,151,185</b>	<b>1,236,339</b>	<b>1,419,196</b>	<b>1,461,278</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4305-541500 Travel/conferences/meetings	7,720	8,245	12,500	12,500
010-4305-541600 Membership And Dues	1,499	1,900	2,820	2,820
010-4305-542000 Office Supplies	506	500	500	500
010-4305-542200 Books And Subscriptions	541	500	550	550
010-4305-542300 Printing	1,042	2,000	2,000	2,000
010-4305-542400 Special Supplies	0	500	500	500
010-4305-542600 Advertising	7,923	6,220	6,000	6,000
010-4305-544000 Other Charges	3,073	1,200	1,400	1,400
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>22,303</b>	<b>21,065</b>	<b>26,270</b>	<b>26,270</b>
<b>Category: 5500 Contract Services</b>				
010-4305-551000 Professional Services	349,811	110,000	150,000	150,000
010-4305-552000 Contract Services	215,636	291,000	243,464	168,464
<b>Category: 5500 Contract Services Total</b>	<b>565,446</b>	<b>401,000</b>	<b>393,464</b>	<b>318,464</b>
<b>Department: 4305 COMMUNITY DEVELOPMENT Total</b>	<b>1,738,934</b>	<b>1,658,404</b>	<b>1,838,930</b>	<b>1,806,012</b>



# Building and Safety

Fiscal Year 2025-26/2026-27



# Building & Safety

## Overview:

The Building & Safety Division ensures responsible development in Agoura Hills by administering and enforcing state and local construction regulations. The division conducts plan reviews, issues permits, and provides building inspections to help maintain a safe and healthy built environment.

Through education, guidance, and professional service, the division supports property owners, developers, and the broader community in achieving compliance while promoting safety, quality, and equity in construction practices.





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4390 BUILDING &amp; SAFETY</b>				
<b>Category: 5100 Personnel</b>				
010-4390-510100 Regular Salaries	244,281	272,966	284,890	293,436
010-4390-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4390-510402 Technology Allowance	1,500	1,500	1,500	1,500
010-4390-510500 Vacation/sick	8,125	2,700	7,155	7,370
010-4390-510600 Deferred Compensation	6,155	7,206	8,701	8,962
010-4390-510700 Retirement	28,982	40,938	22,520	23,196
010-4390-510800 Group Health Insurance	46,583	56,468	61,740	63,592
010-4390-510900 Group Dental Insurance	2,955	3,148	3,148	3,242
010-4390-511000 Group Life Insurance	593	584	584	602
010-4390-511100 Group Disability Insurance	2,980	3,054	3,216	3,312
010-4390-511200 Medicare Taxes	3,755	4,027	4,360	4,491
<b>Category: 5100 Personnel Total</b>	<b>348,309</b>	<b>394,991</b>	<b>400,215</b>	<b>412,104</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4390-541500 Travel/conferences/meetings	2,407	3,000	5,250	4,250
010-4390-541600 Membership And Dues	945	1,900	2,250	2,500
010-4390-542000 Office Supplies	41	250	250	250
010-4390-542200 Books And Subscriptions	1,762	1,550	5,500	2,000
010-4390-542300 Printing	128	1,000	1,000	1,000
010-4390-542500 Small Equipment	55	500	2,000	2,000
010-4390-542600 Advertising	0	2,500	3,750	2,500
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>5,338</b>	<b>10,700</b>	<b>20,000</b>	<b>14,500</b>
<b>Category: 5500 Contract Services</b>				
010-4390-552000 Contract Services	403,542	435,000	480,000	710,000
<b>Category: 5500 Contract Services Total</b>	<b>403,542</b>	<b>435,000</b>	<b>480,000</b>	<b>710,000</b>
<b>Department: 4390 BUILDING &amp; SAFETY Total</b>	<b>757,190</b>	<b>840,691</b>	<b>900,215</b>	<b>1,136,604</b>



# Recreation

## Overview:

The City of Agoura Hills Recreation Department plans, organizes, and delivers a variety of recreational programs, community events, and facility management services to enhance the quality of life for residents of all ages. The department manages parks, sports fields, playgrounds, and recreation centers while promoting active living, social connection, and overall community wellness.

Its responsibilities include coordinating sports leagues, fitness and wellness classes, seasonal camps, cultural activities, and special events. The department works closely with local organizations, schools, and volunteers to provide inclusive and accessible programs that meet the diverse needs of the community.





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4420 RECREATION</b>				
<b>Category: 5100 Personnel</b>				
010-4420-510200 Part-time Salaries	11,391	2,000	2,000	2,000
010-4420-5102A0 Part - Time Salaries	1,794	52,200	44,900	44,900
010-4420-5102B0 Part - Time Salaries	171	3,600	10,700	10,700
010-4420-5102C0 Part - Time Salaries	5,606	18,300	68,050	68,050
010-4420-5102D0 Part - Time Salaries	9,830	19,100	19,500	19,500
010-4420-5102E0 Part - Time Salaries	1,729	0	0	0
010-4420-5102G0 Part-time Salaries - Teens	429	3,850	5,600	5,600
010-4420-5102H0 Part - Time Salaries	7,102	6,750	5,789	5,789
010-4420-5102I0 Part - Time Salaries	10,241	11,300	10,932	10,932
010-4420-510700 Retirement	251	0	0	0
010-4420-510800 Group Health Insurance	1,772	0	0	0
010-4420-510900 Group Dental	26	0	0	0
010-4420-511200 Medicare Taxes	700	2,800	2,800	2,800
<b>Category: 5100 Personnel Total</b>	<b>51,041</b>	<b>119,900</b>	<b>170,271</b>	<b>170,271</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4420-5423A0 Printing - Classes	64	650	800	800
010-4420-5423B0 Printing -excursions	0	1,000	0	0
010-4420-5423C0 Printing - Camps	0	500	630	630
010-4420-5423D0 Printing - Seniors	2,811	3,500	4,000	4,000
010-4420-5423G0 Printing - Teens	250	650	500	500
010-4420-5423H0 Printing - Comm Services	13,707	14,000	16,740	16,740
010-4420-5423I0 Printing-Cultural Arts	3,700	1,500	10,930	10,930
010-4420-542400 Special Supplies	331	0	0	0
010-4420-5424A0 Special Supplies - Classes	107	750	1,200	1,200
010-4420-5424B0 Special Supplies - Excursions	0	500	420	420
010-4420-5424C0 Special Supplies - Camps	1,123	2,000	2,450	2,450
010-4420-5424D0 Special Supplies - Seniors	4,764	5,200	5,700	5,700
010-4420-5424F0 Special Supplies - Sports	225	800	700	700
010-4420-5424G0 Special Supplies - Teens	823	1,000	1,000	1,000
010-4420-5424H0 Special Supplies - Comm Servic	7,130	7,600	9,000	9,000
010-4420-5424I0 Special Supplies - Cultural Arts	2,781	3,900	3,975	3,975
010-4420-5426C0 Advertising - Camps	0	500	1,000	1,000
010-4420-5426D0 Advertising-seniors	0	500	500	500
010-4420-5426G0 Advertising-teens	201	0	0	0
010-4420-542900 Rents And Leases	2,210	0	0	0
010-4420-5429A0 Rents and Leases - Classes	0	12,000	0	0
010-4420-5429F0 Rents And Leases - Sports	162	0	8,700	8,700
010-4420-5429H0 Rents And Leases - Comm Servic	6,062	8,100	10,150	10,150
010-4420-5440B0 Other Charges - Excursions	4,085	9,250	18,425	18,425
010-4420-5440D0 Other Charges - Seniors	15,784	12,000	14,128	14,128
010-4420-5440G0 Other Charges - Teens	0	600	600	600
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>66,320</b>	<b>86,500</b>	<b>111,548</b>	<b>111,548</b>





City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Category: 5500 Contract Services				
010-4420-5510H0 Professional Services-comm Ser	16,243	17,500	16,950	16,950
010-4420-5510I0 Professional Services - Cultural Arts	12,440	10,000	12,300	12,300
010-4420-5520A0 Contract Services - Classes	59,790	115,000	45,600	45,600
010-4420-5520C0 Contract Services - Camps	6,183	21,000	33,559	33,559
010-4420-5520D1 Contract Services - Seniors	5,788	12,500	7,200	7,200
010-4420-5520F0 Contract Services - Sports	1,844	35,000	0	0
010-4420-5520G0 Contract Services -teens	0	6,300	6,300	6,300
Category: 5500 Contract Services Total	102,288	217,300	121,909	121,909
Department: 4420 RECREATION Total	219,649	423,700	403,728	403,728

# Reyes Adobe Site

## Overview:

The Reyes Adobe is a preserved 19th-century adobe home and cultural landmark located in Agoura Hills. Built around 1850, it is one of the oldest structures in the Conejo Valley and reflects the area's early Californio rancho heritage influenced by Spanish and Mexican history. Today, the site features the original adobe structure, a museum highlighting 19th-century rancho life, and educational and cultural programs for the community. Operated by the City of Agoura Hills, the Reyes Adobe represents the city's dedication to preserving and sharing its local history.



CITY OF  
AGOURA HILLS



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4425 REYES ADOBE</b>				
Category: 5100 Personnel				
010-4425-510200 Part-time salaries	0	2,100	15,050	15,050
010-4425-511200 Medicare taxes	0	150	218	218
Category: 5100 Personnel Total	0	2,250	15,268	15,268
Category: 5400 Materials, Supplies, and Services				
010-4425-542000 Office Supplies	20	500	500	500
010-4425-542300 Printing	0	1,000	1,000	1,000
010-4425-542400 Special Supplies	1,500	1,500	1,500	1,500
010-4425-542700 Communications	2,722	2,000	2,000	2,000
010-4425-543000 Maintenance Buildings/grounds	23,283	20,000	23,700	23,700
Category: 5400 Materials, Supplies, and Services Total	27,525	25,000	28,700	28,700
Category: 5500 Contract Services				
010-4425-552000 Contract Services	5,000	5,000	5,000	5,000
Category: 5500 Contract Services Total	5,000	5,000	5,000	5,000
Category: 5600 Capital Outlay				
010-4425-568200 Other Improvements	18,700	55,000	30,000	30,000
Category: 5600 Capital Outlay Total	18,700	55,000	30,000	30,000
Department: 4425 REYES ADOBE Total	51,225	87,250	78,968	78,968



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4426 RECREATION CENTER</b>				
<b>Category: 5100 Personnel</b>				
010-4426-510200 Part Time Salaries	109,374	105,944	115,854	118,739
010-4426-510700 Retirement	1,776	2,000	6,575	6,736
010-4426-510800 Group Health Insurance	6,172	0	0	0
010-4426-510900 Group Dental Insurance	221	0	0	0
010-4426-511200 Medicare Taxes	1,583	1,500	1,680	1,704
<b>Category: 5100 Personnel Total</b>	<b>119,125</b>	<b>109,444</b>	<b>124,109</b>	<b>127,179</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4426-542300 Printing	0	0	3,495	3,495
010-4426-542400 Special supplies	7,082	10,000	10,000	10,000
010-4426-542700 Communications	11,830	10,000	10,000	10,000
010-4426-542800 Utilities	82,013	80,000	90,000	90,000
010-4426-542801 Water	13,267	28,000	18,000	18,000
010-4426-543000 Maintenance buildings/grounds	234,433	187,000	192,800	197,800
010-4426-543400 Maintenance of equipment	6,758	10,000	10,000	10,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>355,383</b>	<b>325,000</b>	<b>334,295</b>	<b>339,295</b>
<b>Category: 5500 Contract Services</b>				
010-4426-551000 Professional services	4,715	5,000	7,850	7,850
010-4426-552000 Contract services	60,367	62,700	65,000	65,000
<b>Category: 5500 Contract Services Total</b>	<b>65,082</b>	<b>67,700</b>	<b>72,850</b>	<b>72,850</b>
<b>Category: 5600 Capital Outlay</b>				
010-4426-568200 Other improvements	74,743	80,000	68,000	80,000
010-4426-568300 Equipment	16,000	16,000	16,000	16,000
<b>Category: 5600 Capital Outlay Total</b>	<b>90,743</b>	<b>96,000</b>	<b>84,000</b>	<b>96,000</b>
<b>Department: 4426 RECREATION CENTER Total</b>	<b>630,334</b>	<b>598,144</b>	<b>615,254</b>	<b>635,324</b>



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4430 SPECIAL EVENTS</b>				
Category: 5100 Personnel				
010-4430-510200 Part-time Salaries	17,945	32,900	34,022	34,870
010-4430-510700 Retirement	64	0	0	0
010-4430-510800 Group Health Insurance	228	0	0	0
010-4430-510900 Group Dental Insurance	7	0	0	0
010-4430-511200 Medicare Taxes	260	400	493	506
Category: 5100 Personnel Total	18,504	33,300	34,516	35,376
Category: 5400 Materials, Supplies, and Services				
010-4430-542300 Printing	39,223	26,400	38,300	49,300
010-4430-542400 Special Supplies	16,596	16,100	16,000	16,000
Category: 5400 Materials, Supplies, and Services Total	55,820	42,500	54,300	65,300
Category: 5500 Contract Services				
010-4430-551000 Professional Services	105,245	105,000	115,000	112,000
010-4430-552000 Contract Services	67,449	66,400	98,350	98,350
Category: 5500 Contract Services Total	172,693	171,400	213,350	210,350
Department: 4430 SPECIAL EVENTS Total	247,017	247,200	302,166	311,026



# Community Services

Fiscal Year 2025-26/2026-27





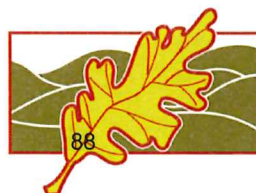
# Community Services Department

## Department Overview:

The Community Services Department enriches the lives of Agoura Hills residents by offering diverse programs that promote health, wellness, and a strong sense of community.

From tots to seniors, the department coordinates engaging activities, facility use, and special events that bring people together. Highlights from the past year include hosting the City's first-ever patriotic Drone Show, launching the long-awaited "RAD Run" at Reyes Adobe Days, and completing the Chumash Park Restroom Renovation Project.

The team also implemented four well-attended Art Shows and welcomed over 250 guests to the One City, One Book "Evening with the Author" event. Thousands of residents participate annually in organized programs, special events, and park activities—making this department a heartbeat of the community.



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4440 COMMUNITY SERVICES</b>				
<b>Category: 5100 Personnel</b>				
010-4440-510100 Regular Salaries	805,149	862,340	835,050	860,102
010-4440-510200 Part-time Salaries	63,755	60,782	0	0
010-4440-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4440-510402 Technology Allowance	7,493	7,450	7,620	7,620
010-4440-510500 Vacation/sick	23,377	22,372	36,336	37,426
010-4440-510600 Deferred Compensation	21,775	23,379	28,640	29,499
010-4440-510700 Retirement	197,384	211,471	203,673	209,783
010-4440-510800 Group Health Insurance	176,252	162,563	162,070	166,932
010-4440-510900 Group Dental Insurance	8,852	8,554	8,191	8,436
010-4440-511000 Group Life Insurance	2,031	1,845	1,769	1,822
010-4440-511100 Group Disability Insurance	9,554	9,760	9,481	9,765
010-4440-511200 Medicare Taxes	13,356	12,998	12,909	13,296
<b>Category: 5100 Personnel Total</b>	<b>1,331,376</b>	<b>1,385,914</b>	<b>1,308,140</b>	<b>1,347,081</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4440-541500 Travel/conferences/meetings	25	1,000	1,000	1,000
010-4440-541600 Membership And Dues	611	1,000	2,500	2,500
010-4440-541700 Training	0	0	0	0
010-4440-542000 Office Supplies	6,218	5,000	5,000	5,000
010-4440-542100 Postage	8,500	12,000	12,000	12,000
010-4440-542300 Printing	47,301	51,500	51,500	51,500
010-4440-542400 Special Supplies	2,820	3,000	3,000	3,000
010-4440-542900 Rents And Leases	7,851	7,000	7,000	7,000
010-4440-543100 Mileage	0	400	400	400
010-4440-544000 Other Charges	45,249	45,950	45,950	45,950
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>118,575</b>	<b>126,850</b>	<b>128,350</b>	<b>128,350</b>
<b>Department: 4440 COMMUNITY SERVICES Total</b>	<b>1,449,950</b>	<b>1,512,764</b>	<b>1,436,490</b>	<b>1,475,431</b>





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4450 PARKS MAINTENANCE</b>				
010-4450-511000 Group Life Ins	16	0	0	0
<b>Category: 5100 Personnel Total</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4450-542400 Special Supplies	30,511	50,000	50,000	50,000
010-4450-5424H0 Special Supplies - Comm Servic	56,986	54,500	54,500	54,500
010-4450-542800 Utilities	2,791	3,000	3,000	3,000
010-4450-542801 Water	65,200	120,000	124,800	124,800
010-4450-542900 Rents And Leases	3,420	5,135	5,135	5,135
010-4450-543000 Maintenance Buildings/grounds	62,162	50,000	50,000	50,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>221,070</b>	<b>282,635</b>	<b>287,435</b>	<b>287,435</b>
<b>Category: 5500 Contract Services</b>				
010-4450-552000 Contract Services	376,208	369,000	440,439	380,439
010-4450-552095 Tree Maintenance In Parks	24,039	25,000	25,000	25,000
<b>Category: 5500 Contract Services Total</b>	<b>400,248</b>	<b>394,000</b>	<b>465,439</b>	<b>405,439</b>
<b>Department: 4450 PARKS MAINTENANCE Total</b>	<b>621,334</b>	<b>676,635</b>	<b>752,874</b>	<b>692,874</b>

# Public Works

Fiscal Year 2025-26/2026-27





# Public Works Department

## Department Overview:

The Public Works Department is responsible for the maintenance and construction improvement of the City's public infrastructure, which includes: streets, sidewalks, storm drains, sewer system, street lighting, traffic signals, parks, medians, parkways, signs, bridges, and trees.

In addition, the Public Works Department administers and manages the street sweeping, Federal Emergency Management Administration (FEMA) floodplain, and water quality programs.

The department is also responsible for planning, designing, and constructing Public Works projects in the Capital Improvement Program, administering the review and permitting for grading, drainage, and right-of-way components of the land development process; managing landscape services for medians, parkways, and public right-of-way areas; and providing 24-hour emergency response for situations within the public right-of-way.



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5100 Personnel</b>				
010-4505-510100 Regular Salaries	456,406	312,292	449,553	463,039
010-4505-510401 Car Allowance	2,400	2,400	4,800	4,800
010-4505-510402 Technology Allowance	5,580	5,580	7,080	7,080
010-4505-510500 Vacation/sick	15,380	10,722	29,160	30,035
010-4505-510600 Deferred Compensation	16,363	16,012	24,104	24,827
010-4505-510700 Retirement	125,099	71,203	148,549	153,005
010-4505-510800 Group Health Insurance	101,512	66,859	117,164	120,679
010-4505-510900 Group Dental Insurance	6,379	4,360	7,021	7,232
010-4505-511000 Group Life Insurance	1,185	638	1,269	1,307
010-4505-511100 Group Disability Insurance	5,464	3,391	5,044	5,195
010-4505-511200 Medicare Taxes	6,966	4,595	7,078	7,290
<b>Category: 5100 Personnel Total</b>	<b>742,733</b>	<b>498,052</b>	<b>800,822</b>	<b>824,490</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4505-541500 Travel/conferences/meetings	1,480	5,500	5,500	5,500
010-4505-541600 Membership And Dues	680	3,760	2,200	2,400
010-4505-542000 Office Supplies	282	300	400	400
010-4505-542200 Books And Subscriptions	0	500	800	800
010-4505-542300 Printing	416	1,000	500	500
010-4505-542400 Special Supplies	963	1,000	1,500	1,500
010-4505-542600 Advertising	1,088	4,000	2,500	2,500
010-4505-543400 Maintenance Of Equipment	237	500	500	500
010-4505-544000 Other Charges	43	0	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>5,189</b>	<b>16,560</b>	<b>13,900</b>	<b>14,100</b>
<b>Category: 5500 Contract Services</b>				
010-4505-551000 Professional Services	91,177	75,000	55,000	45,000
010-4505-552000 Contract Services	152,337	140,000	192,000	192,000
010-4505-552002 Plan Check And Inspection	70,000	80,000	150,000	150,000
010-4505-552003 Special Projects	106,030	50,000	60,000	60,000
<b>Category: 5500 Contract Services Total</b>	<b>419,544</b>	<b>345,000</b>	<b>457,000</b>	<b>447,000</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>1,167,466</b>	<b>859,612</b>	<b>1,271,722</b>	<b>1,285,590</b>

# Traffic Safety

## Overview:

The Traffic Safety Program is committed to enhancing the overall safety and efficiency of the City's transportation network for all users—including motorists, pedestrians, bicyclists, and public transit riders.

This comprehensive initiative focuses on the planning, implementation, and upkeep of key traffic safety elements such as traffic control measures, signage, crosswalks, traffic calming strategies, and street lighting enhancements. By working collaboratively with law enforcement, public works, and community stakeholders, the program aims to reduce traffic collisions, improve mobility, and foster safer, more accessible streets throughout the City.







City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4510 TRAFFIC SAFETY				
Category: 5500 Contract Services				
010-4510-552000 Contract Services	22,100	45,000	45,000	45,000
010-4510-552014 Accident repairs	46,726	10,000	10,000	10,000
Category: 5500 Contract Services Total	68,826	55,000	55,000	55,000
Department: 4510 TRAFFIC SAFETY Total	68,826	55,000	55,000	55,000

# Landscape Maintenance

## Overview:

The Landscape Maintenance program supports the ongoing care, enhancement, and preservation of the City's landscaped public spaces. This includes parks, medians, greenbelts, streetscapes, and the grounds surrounding public facilities. The program ensures these areas are kept safe, clean, visually appealing, and environmentally sustainable year-round, contributing to the overall beauty and livability of Agoura Hills.





City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4520 LANDSCAPE MAINTENANCE				
Category: 5400 Materials, Supplies, and Services				
010-4520-542400 Special Supplies	42,047	120,000	100,000	100,000
010-4520-542800 Utilities	4,705	5,000	6,000	6,000
010-4520-543000 Maintenance Buildings/grounds	9,851	10,000	10,000	10,000
Category: 5400 Materials, Supplies, and Services Total	56,603	135,000	116,000	116,000
Category: 5500 Contract Services				
010-4520-552000 Contract Services	109,881	133,000	130,000	130,000
010-4520-552020 Street Repairs & Maintenance	10,000	10,000	10,000	6,000
010-4520-552031 Graffiti Removal	6,000	6,000	6,000	6,000
010-4520-552032 Equestrian Trail Maintenance	4,000	4,000	10,000	10,000
010-4520-552035 Median Island Maintenance	22,512	30,000	30,000	30,000
Category: 5500 Contract Services Total	152,393	183,000	186,000	182,000
Department: 4520 LANDSCAPE MAINTENANCE Total	208,996	318,000	302,000	298,000



# Storm Drain

## Overview:

The Storm Drain Fund supports the maintenance, repair, and improvement of the City's storm drainage system. It ensures effective management of stormwater runoff to help prevent flooding, reduce pollution, and protect public health and the environment. Funding is used for activities such as cleaning and inspecting storm drains, upgrading infrastructure, implementing stormwater projects, and meeting environmental compliance requirements.





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4525 STORM DRAIN & FLOOD CONTROL				
Category: 5500 Contract Services				
010-4525-552041 Storm Drain Maintenance	125,000	125,000	125,000	125,000
010-4525-552043 Npdes Compliance	265,581	316,132	246,522	255,000
Category: 5500 Contract Services Total	390,581	441,132	371,522	380,000
Department: 4525 STORM DRAIN& FLOOD CONTROL Total	390,581	441,132	371,522	380,000



City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4610 OTHER IMPROVEMENTS				
Category: 6000 Other Improvements/Projects				
010-4610-600100 City Beautification	10,000	10,000	0	0
Category: 6000 Other Improvements/Projects Total	10,000	10,000	0	0
Department: 4610 OTHER IMPROVEMENTS Total	10,000	10,000	0	0
Fund: 010 - GENERAL Total	18,322,814	19,414,241	19,804,852	20,429,855



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# Other Funds



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 011 Capital Projects**

**Fund Overview**

To account for funds to be used for various capital projects throughout the City.  
Major Projects/Programs: Morrison Park Rehabilitation Project

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 011 - CAPITAL PROJECT FUND</b>					
Category: 4003 Intergovernmental					
011-0000-334532	Morrison Park	0	0	167,235	0
Category: 4003 Intergovernmental Total		0	0	167,235	0
Category: 4006 Investment Income					
011-0000-371000	Interest Earnings	32,210	14,000	16,000	16,000
Category: 4006 Investment Income Total		32,210	14,000	16,000	16,000
<b>Fund: 011 - CAPITAL PROJECT FUND Total</b>		<b>32,210</b>	<b>14,000</b>	<b>183,235</b>	<b>16,000</b>
<b>Appropriations</b>					
<b>Fund: 011 - CAPITAL PROJECT FUND</b>					
Department: 4190 NON DEPARTMENTAL					
Category: 5500 Contract Services					
011-4190-551008	Contingency	5,321	0	0	0
Category: 5600 Capital Outlay		5,321	0	0	0
Department: 4190 NON DEPARTMENTAL Total		5,321	0	0	0
Department: 4215 EMERGENCY SERVICES					
Category: 5600 Capital Outlay					
011-4215-568200	Other Improvements	39,736	14,085	0	0
Category: 5600 Capital Outlay		39,736	14,085	0	0
Department: 4215 EMERGENCY SERVICES Total		39,736	14,085	0	0
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
011-4620-610300	Park Improvements	202,571	385,500	0	0
011-4620-610500	Morrison Park Improvements		40,000	167,235	0
011-4640-610600	Reyes Adobe	21,914	50,000	0	0
Category: 6000 Other Improvements/Projects Total		224,485	475,500	167,235	0
Department: 4620 PARK IMPROVEMENTS Total		224,485	475,500	167,235	0
Department: 4640 STREET IMPROVEMENTS					
Category: 6200 Street Improvements					
011-4640-630500	Annual Overlay	163,234	0	0	0
Category: 6200 Street Improvements Total		163,234	0	0	0
Department: 4640 STREET IMPROVEMENTS Total		163,234	0	0	0
<b>Fund: 011 - CAPITAL PROJECT FUND Total</b>		<b>432,776</b>	<b>489,585</b>	<b>167,235</b>	<b>0</b>
Excess (Deficiency) of Revenues		(400,566)	(475,585)	16,000	16,000
Other Financing Sources (Uses)		72,476	96,000	-	-
Beginning Fund Balance		857,346	529,256	149,671	165,671
Ending Fund Balance		529,256	149,671	165,671	181,671





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 012 Facilities**

**Fund Overview**

To account for funds to be used for various projects throughout the city facilities.  
Major Projects/Programs: Civic Center Microgrid Project

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
<b>Fund: 012 - FACILITIES FUND</b>				
Category: 4006 Investment Income				
012-0000-371000 Interest Earnings	22,804	17,000	10,000	8,000
Category: 4006 Investment Income Total	22,804	17,000	10,000	8,000
<b>Fund: 012 - FACILITIES FUND Total</b>	<b>22,804</b>	<b>17,000</b>	<b>10,000</b>	<b>8,000</b>
<b>Appropriations</b>				
<b>Fund: 012 - FACILITIES FUND</b>				
Department: 4180 PUBLIC FACILITIES				
Category: 5600 Capital Outlay				
012-4180-568200 Other Improvements	22,976	22,300	400,000	0
Category: 5600 Capital Outlay Total	22,976	22,300	400,000	0
Department: 4180 PUBLIC FACILITIES Total	22,976	22,300	400,000	0
<b>Fund: 012 - FACILITIES FUND Total</b>	<b>22,976</b>	<b>22,300</b>	<b>400,000</b>	<b>0</b>
Excess (Deficiency) of Revenues	(172)	(5,300)	(390,000)	8,000
Other Financing Sources (Uses)	100,000	-	-	-
Beginning Fund Balance	515,117	614,945	609,645	219,645
<b>Ending Fund Balance</b>	<b>614,945</b>	<b>609,645</b>	<b>219,645</b>	<b>227,645</b>



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 013 OPEN SPACE**

**Fund Overview**

To account for funds to be used for open space and to purchase parcel as it becomes available.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 013 - OPEN SPACE					
Category: 4006 Investment Income					
013-0000-371000	Interest Earnings	5,012	4,000	4,000	4,000
Category: 4006 Investment Income Total		5,012	4,000	4,000	4,000
Fund: 013 - OPEN SPACE Total		5,012	4,000	4,000	4,000

**Appropriations**

Fund: 013 - OPEN SPACE					
Department: 4190 Non Departmental					
Category: 5400 Materials, Supplies, and Services					
013-4190-542400	Special Supplies	2,268	0	0	0
Category: 5400 Materials, Supplies, and Services Total		2,268	0	0	0
Department: 4190 Non Departmental Total		2,268	0	0	0
Fund: 013 - OPEN SPACE Total		2,268	0	0	0

Excess (Deficiency) of Revenues	2,744	4,000	4,000	4,000
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	110,147	112,891	116,891	120,891
Ending Fund Balance	112,891	116,891	120,891	124,891





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 015 Recreation Center Capital Proj      Fund Overview**

To account for funds to be used for the development or maintenance of the City's recreation center.

Major Projects/Programs: Rec Center Trail Project

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 015 - RECREATION CENTER CAPITAL PROJ					
Category: 4003 Intergovernmental					
015-0000-334500	Miscellaneous Grants	0	41,443	41,443	0
Category: 4003 Intergovernmental Total		0	41,443	41,443	0
Category: 4006 Investment Income					
015-0000-371000	Interest Earnings	881	0	0	0
Category: 4006 Investment Income Total		881	0	0	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total		881	41,443	41,443	0

**Appropriations**

Fund: 015 - RECREATION CENTER CAPITAL PROJ					
Department: 4610 OTHER IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
015-4610-601500	Trails	24,935	50,000	222,187	0
Category: 6000 Other Improvements/Projects Total		24,935	50,000	222,187	0
Department: 4610 OTHER IMPROVEMENTS Total		24,935	50,000	222,187	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total		24,935	50,000	222,187	0

Excess (Deficiency) of Revenues	(24,054)	(8,557)	(180,744)	-
Other Financing Sources (Uses)	-	104,000	10,300	-
Beginning Fund Balance	33,192	9,138	104,581	(65,863)
Ending Fund Balance	9,138	104,581	(65,863)	(65,863)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 016 Storm Water Cap Project**

**Fund Overview**

To account for funds to be used for the development or maintenance of the City's storm water program.  
Major Projects/Programs: Storm Drain Diversion

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Category: 4006 Investment Income					
016-0000-371000	Interest Earnings	51,867	35,000	50,000	20,000
Category: 4006 Investment Income Total		51,867	35,000	50,000	20,000
Category: 4008 Other Revenue					
016-0000-391000	Miscellaneous Revenue	299,711	0	66,769	3,754
Category: 4008 Other Revenue Total		299,711	0	66,769	3,754
Fund: 016 - STORM WATER CAP PROJECT FUND Total		351,578	35,000	116,769	23,754

**Appropriations**

Fund: 016 - STORM WATER CAP PROJECT FUND

Department: 4525 STORM DRAIN & FLOOD CONTROL

Category: 5500 Contract Services

016-4525-551000

Professional Services

30,612      0      0      0

Category: 5500 Contract Services Total

30,612      0      0      0

Department: 4525 STORM DRAIN& FLOOD CONTROL Total

30,612      0      0      0

Department: 4610 OTHER IMPROVEMENTS

Category: 6200 Street Improvements

016-4610-632300

Storm Drain Diversion

0      970,610      970,610      0

Category: 6200 Street Improvements Total

0      970,610      970,610      0

Department: 4610 OTHER IMPROVEMENTS Total

0      970,610      970,610      0

Fund: 016 - STORM WATER CAP PROJECT FUND Total

30,612      970,610      970,610      0

Excess (Deficiency) of Revenues	320,966	(935,610)	(853,841)	23,754
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,091,162	1,412,128	476,518	(377,323)
Ending Fund Balance	1,412,128	476,518	(377,323)	(353,569)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 018 Measure R Grant**

**Fund Overview**

To account for funds received through Metropolitan Transit Authority Regional Funds Measure R.

Major Projects/Programs: Kanan/Agoura Road Intersection

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 018 - MEASURE R GRANT</b>					
Category: 4003 Intergovernmental					
018-0000-333101	Measure R Grant	496,097	4,621,750	83,500	0
Category: 4003 Intergovernmental Total		496,097	4,621,750	83,500	0
Category: 4006 Investment Income					
018-0000-371000	Interest Earnings	52	0	0	0
Category: 4006 Investment Income Total		52	0	0	0
<b>Fund: 018 - MEASURE R GRANT Total</b>		<b>496,149</b>	<b>4,621,750</b>	<b>83,500</b>	<b>0</b>
<b>Appropriations</b>					
<b>Fund: 018 - MEASURE R GRANT</b>					
<b>Department: 4120 CITY MANAGER</b>					
<b>Category: 5100 Personnel</b>					
018-4120-510100	Regular Salaries	17,437	2,102	0	0
018-4120-510700	Retirement	2,611	3,598	0	0
018-4120-510800	Group Health Insurance	1,908	347	0	0
018-4120-510900	Group Dental Insurance	132	13	0	0
018-4120-511000	Group Life Insurance	26	3	0	0
018-4120-511100	Group Disability Insurance	196	28	0	0
018-4120-511200	Medicare Taxes	257	54	0	0
Category: 5100 Personnel Total		22,567	6,145	0	0
<b>Department: 4120 CITY MANAGER Total</b>		<b>22,567</b>	<b>6,145</b>	<b>0</b>	<b>0</b>
<b>Department: 4150 FINANCE</b>					
<b>Category: 5100 Personnel</b>					
018-4150-510100	Regular Salaries	36,465	40,213	5,352	0
018-4150-510700	Retirement	3,743	9,917	427	0
018-4150-510800	Group Health Insurance	5,737	9,337	558	0
018-4150-510900	Group Dental Insurance	292	688	52	0
018-4150-511000	Group Life Insurance	87	100	12	0
018-4150-511100	Group Disability Insurance	453	421	61	0
018-4150-511200	Medicare Taxes	539	635	73	0
Category: 5100 Personnel Total		47,316	61,311	6,535	0
<b>Department: 4150 FINANCE Total</b>		<b>47,316</b>	<b>61,311</b>	<b>6,535</b>	<b>0</b>
<b>Department: 4305 COMMUNITY DEVELOPMENT</b>					
<b>Category: 5100 Personnel</b>					
018-4305-510100		402	0	0	0
018-4305-510700	Retirement	29	0	0	0
018-4305-510800	Group Health Insurance	39	0	0	0
018-4305-510900	Group Dental Insurance	2	0	0	0
018-4305-511000	Group Life Insurance	1	0	0	0
018-4305-511100	Group Disability Insurance	4	0	0	0
018-4305-511200	Medicare Taxes		0	0	0
Category: 5100 Personnel Total		477	0	0	0
<b>Department: 4305 COMMUNITY DEVELOPMENT Total</b>		<b>477</b>	<b>0</b>	<b>0</b>	<b>0</b>

Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

018-4505-510100	Regular Salaries	120,113	70,000	5,613	0
018-4505-510700	Retirement	13,197	31,073	1,993	0
018-4505-510800	Group Health Insurance	21,592	13,669	1,066	0
018-4505-510900	Group Dental Insurance	1,470	960	60	0
018-4505-511000	Group Life Insurance	271	160	11	0
018-4505-511100	Group Disability Insurance	1,446	684	62	0
018-4505-511200	Medicare Taxes	1,736	1,104	84	0

Category: 5100 Personnel Total

159,825	117,650	8,889	0
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Department: 4505 PUBLIC WORKS Total

159,825	117,650	8,889	0
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Department: 4620 PARK IMPROVEMENTS

Category: 6000 Other Improvements/Projects

018-4620-612000	Ladyface Greenway	500,194	4,531,894	0	0
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Category: 6000 Other Improvements/Projects Total

500,194	4,531,894	0	0
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Department: 4620 PARK IMPROVEMENTS Total

500,194	4,531,894	0	0
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Category: 6200 Street Improvements

018-4640-630900	Kanan/Agoura Road Intersection	97,070	148,000	72,500	0
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Category: 6200 Street Improvements Total

97,070	148,000	72,500	0
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Department: 4640 STREET IMPROVEMENTS Total

97,070	148,000	72,500	0
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Fund: 018 - MEASURE R GRANT Total

827,449	4,865,000	87,924	0
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Excess (Deficiency) of Revenues	(331,300)	(243,250)	(4,424)	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(2,300,280)	(2,631,580)	(2,874,830)	(2,879,254)
Ending Fund Balance	(2,631,580)	(2,874,830)	(2,879,254)	(2,879,254)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 019 Measure M**

**Fund Overview**

To account for funds received through Metropolitan Transit Authority Regional Funds Measure M.

Major Projects/Programs: Ladyface Greenway; Kanan Corridor

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 019 - MEASURE M					
Category: 4003 Intergovernmental					
019-0000-333101	Measure M Grant	179,974	5,498,600	6,910,000	4,250,000
Category: 4003 Intergovernmental Total		179,974	5,498,600	6,910,000	4,250,000
Fund: 019 - MEASURE M Total		179,974	5,498,600	6,910,000	4,250,000

**Appropriations**

Fund: 019 - MEASURE M					
Department: 4120 CITY MANAGER					
Category: 5100 Personnel					
019-4120-510100	Regular Salaries	14,176	27,383	65,088	30,407
019-4120-510700	Retirement	2,124	12,067	23,106	1,794
019-4120-510800	Group Health Insurance	1,651	3,209	7,770	3,553
019-4120-510900	Group Dental Insurance	105	198	460	200
019-4120-511000	Group Life Insurance	21	37	87	38
019-4120-511100	Group Disability Insurance	175	299	742	347
019-4120-511200	Medicare Taxes	208	457	1,049	503
Category: 5100 Personnel Total		18,460	43,650	98,302	36,842
Department: 4120 CITY MANAGER Total		18,460	43,650	98,302	36,842
Department: 4121 COMMUNICATIONS					
Category: 5100 Personnel					
019-4121-510100	Regular Salaries	0	0	13,166	0
019-4121-510700	Retirement	0	0	1,051	0
019-4121-510800	Group Health Insurance	0	0	1,168	0
019-4121-510900	Group Dental Insurance	0	0	61	0
019-4121-511000	Group Life Insurance	0	0	28	0
019-4121-511100	Group Disability Insurance	0	0	150	0
019-4121-511200	Medicare Taxes	0	0	195	0
Category: 5100 Personnel Total		0	0	15,819	0
Department: 4121 COMMUNICATIONS Total		0	0	15,819	0
Department: 4150 FINANCE					
Category: 5100 Personnel					
019-4150-510100	Regular Salaries	10,470	89,764	72,832	27,564
019-4150-510700	Retirement	913	13,783	5,814	2,200
019-4150-510800	Group Health Insurance	1,399	19,972	8,237	2,790
019-4150-510900	Group Dental Insurance	79	1,241	678	261
019-4150-511000	Group Life Insurance	28	223	161	62
019-4150-511100	Group Disability Insurance	132	1,011	830	314
019-4150-511200	Medicare Taxes	155	1,363	1,118	422
Category: 5100 Personnel Total		13,176	127,357	89,670	33,613
Department: 4150 FINANCE Total		13,176	127,357	89,670	33,613

Department: 4440 COMMUNITY SERVICES

Category: 5100 Personnel

019-4440-510100	Regular Salaries	0	0	22,264	0
019-4440-510700	Retirement	0	0	4,896	0
019-4440-510800	Group Health Insurance	0	0	4,557	0
019-4440-510900	Group Dental Insurance	0	0	196	0
019-4440-511000	Group Life Insurance	0	0	42	0
019-4440-511100	Group Disability Insurance	0	0	254	0
019-4440-511200	Medicare Taxes	0	0	343	0

Category: 5100 Personnel Total

0	0	32,552	0
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Department: 4440 COMMUNITY SERVICES Total

Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

019-4505-510100	Regular Salaries	39,336	396,729	153,451	104,243
019-4505-510700	Retirement	4,014	109,559	48,868	34,600
019-4505-510800	Group Health Insurance	6,036	76,860	30,532	20,318
019-4505-510900	Group Dental Insurance	421	5,012	1,806	1,201
019-4505-511000	Group Life Insurance	80	881	339	220
019-4505-511100	Group Disability Insurance	438	4,421	1,722	1,164
019-4505-511200	Medicare Taxes	572	5,977	2,325	1,578

Category: 5100 Personnel Total

50,897	599,439	239,043	163,324
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Department: 4505 PUBLIC WORKS Total

Department: 4620 PARK IMPROVEMENTS

Category: 6000 Other Improvements/Projects

019-4620-612000	Ladyface Greenway	0	3,949,555	5,225,000	1,790,000
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Category: 6000 Other Improvements/Projects Total

0	3,949,555	5,225,000	1,790,000
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Department: 4620 PARK IMPROVEMENTS Total

Category: 6200 Street Improvements

019-4640-630700	Chesebro Bridge	25,096	0	0	0
019-4640-630900	Kanan/Agoura Road Intersection	0	0	720,907	20,000
019-4640-632000	Kanan Corridor	126,673	1,068,000	852,270	2,480,000

Category: 6200 Street Improvements Total

151,769	1,068,000	1,573,177	2,500,000
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Department: 4640 STREET IMPROVEMENTS Total

151,769	1,068,000	1,573,177	2,500,000
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Fund: 019 - MEASURE M Total

234,302	5,788,001	7,273,563	4,523,779
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Excess (Deficiency) of Revenues	(54,328)	(289,401)	(363,563)	(273,779)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(668,057)	(722,385)	(1,011,786)	(1,375,349)
Ending Fund Balance	(722,385)	(1,011,786)	(1,375,349)	(1,649,128)





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 020 Gas Tax**

**Fund Overview**

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

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 020 - GAS TAX</b>					
Category: 4003 Intergovernmental					
020-0000-332500	State Gas Tax 2105 Prop 111	122,773	127,747	130,771	130,771
020-0000-332600	State Gas Tax 2106	74,582	76,502	77,823	77,823
020-0000-332700	State Gas Tax 2107	166,184	174,214	178,298	178,298
020-0000-332800	State Gas Tax 2107.5	5,000	5,000	5,000	5,000
020-0000-332801	Revenue Code Section 7360	184,098	190,925	189,475	189,475
Category: 4003 Intergovernmental Total		552,637	574,388	581,367	581,367
Category: 4006 Investment Income					
020-0000-371000	Interest Earnings	7,127	5,000	5,000	5,000
Category: 4006 Investment Income Total		7,127	5,000	5,000	5,000
<b>Fund: 020 - GAS TAX Total</b>		<b>559,764</b>	<b>579,388</b>	<b>586,367</b>	<b>586,367</b>

**Appropriations**

**Fund: 020 - GAS TAX**

Department: 4220 SCHOOL CROSSING GUARDS					
Category: 5500 Contract Services					
020-4220-551000	Professional Services	37,011	57,600	60,000	60,000
Category: 5500 Contract Services Total		37,011	57,600	60,000	60,000
Department: 4220 SCHOOL CROSSING GUARDS Total		37,011	57,600	60,000	60,000
Department: 4510 TRAFFIC SAFETY					
Category: 5400 Materials, Supplies, and Services					
020-4510-542800	Utilities	67,055	50,000	60,000	60,000
Category: 5400 Materials, Supplies, and Services Total		67,055	50,000	60,000	60,000
Category: 5500 Contract Services					
020-4510-552010	Traffic Engineer	30,000	30,000	30,000	30,000
020-4510-552013	Signal Maintenance	24,562	50,000	40,000	40,000
Category: 5500 Contract Services Total		54,562	80,000	70,000	70,000
Department: 4510 TRAFFIC SAFETY Total		54,562	80,000	70,000	70,000
Department: 4515 STREET MAINTENANCE					
Category: 5500 Contract Services					
020-4515-552021	Street Sweeping	20,015	61,174	64,000	64,000
Category: 5500 Contract Services Total		20,015	61,174	64,000	64,000
Department: 4515 STREET MAINTENANCE Total		20,015	61,174	64,000	64,000
Category: 5400 Materials, Supplies, and Services					
020-4520-542801	Water	52,908	98,826	95,000	95,000
Category: 5400 Materials, Supplies, and Services Total		52,908	98,826	95,000	95,000
Category: 5500 Contract Services					
020-4520-552000	Contract Services	153,950	181,800	187,500	187,500
020-4520-552023	Street Tree Maintenance	75,000	75,000	75,000	75,000
Category: 5500 Contract Services Total		228,950	256,800	262,500	262,500
Department: 4520 LANDSCAPE MAINTENANCE Total		281,858	355,626	357,500	357,500
<b>Fund: 020 - GAS TAX Total</b>		<b>460,501</b>	<b>604,400</b>	<b>611,500</b>	<b>611,500</b>

Excess (Deficiency) of Revenues	99,263	(25,012)	(25,133)	(25,133)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	88,122	187,385	162,373	137,240
Ending Fund Balance	187,385	162,373	137,240	112,107





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 022 Road Rehab**

**Fund Overview**

To account for funds from the Road Maintenance and Rehabilitation program (SB1) allocated to the City by the State which may only be used for road maintenance and rehabilitation.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 022 - ROAD REHAB FUND					
Category: 4003 Intergovernmental					
022-0000-334600	Road Rehab Revenue	522,263	524,155	547,951	547,951
Category: 4003 Intergovernmental Total		522,263	524,155	547,951	547,951
Category: 4006 Investment Income					
022-0000-371000	Interest Earnings	2,317	2,000	10,000	5,000
Category: 4006 Investment Income Total		2,317	2,000	10,000	5,000
Fund: 022 - ROAD REHAB FUND Total		524,580	526,155	557,951	552,951
<b>Appropriations</b>					
Fund: 022 - ROAD REHAB FUND					
Department: 4640 STREET IMPROVEMENTS					
Category: 6200 Street Improvements					
022-4640-630500	Annual Overlay	478,011	400,000	250,000	900,000
Category: 6200 Street Improvements Total		478,011	400,000	250,000	900,000
Department: 4640 STREET IMPROVEMENTS Total		478,011	400,000	250,000	900,000
Fund: 022 - ROAD REHAB FUND Total		478,011	400,000	250,000	900,000
<b>Summary</b>					
Excess (Deficiency) of Revenues		46,569	126,155	307,951	(347,049)
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		104,133	150,702	276,857	584,808
Ending Fund Balance		150,702	276,857	584,808	237,759



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 030 Cal PERS Set Aside**

**Fund Overview**

To account for funds to be used towards the City's defined benefit pension plan through California Public Employees Retirement System (CalPERS).

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 030 - CAL PERS SET ASIDE					
Category: 4006 Investment Income					
030-0000-371000	Interest Earnings	1,252	1,200	3,000	3,000
Category: 4006 Investment Income Total		1,252	1,200	3,000	3,000
Fund: 030 - CAL PERS SET ASIDE Total		1,252	1,200	3,000	3,000

**Appropriations**

Fund: 030 - CAL PERS SET ASIDE					
Department: 4190 NON DEPARTMENTAL					
Category: 5100 Personnel					
030-4190-510800	CEPPT	100,000	0	0	0
Category: 5100 Personnel Total		100,000	0	0	0
Department: 4190 NON DEPARTMENTAL Total		100,000	0	0	0
Fund: 030 - CAL PERS SET ASIDE Total		100,000	0	0	0

Excess (Deficiency) of Revenues	(98,748)	1,200	3,000	3,000
Other Financing Sources (Uses)	89,550	95,850	-	-
Beginning Fund Balance	103,753	94,555	191,605	194,605
Ending Fund Balance	94,555	191,605	194,605	197,605



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 040 Traffic Safety**

**Fund Overview**

To account for funds from traffic fines levied by local courts which may only be used for traffic safety purposes.

Major Projects/Programs: Crossing Guards

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 040 - TRAFFIC SAFETY					
Category: 4005 Fines and Penalties					
040-0000-360500	Vehicle Code Fines	43,141	45,000	40,000	40,000
Category: 4005 Fines and Penalties Total		43,141	45,000	40,000	40,000
Category: 4006 Investment Income					
040-0000-371000	Interest Earnings	1,631	1,000	1,000	1,000
Category: 4006 Investment Income Total		1,631	1,000	1,000	1,000
Fund: 040 - TRAFFIC SAFETY Total		44,772	46,000	41,000	41,000

**Appropriations**

Fund: 040 - TRAFFIC SAFETY

Department: 4220 SCHOOL CROSSING GUARDS

Category: 5500 Contract Services

040-4220-551000

Professional Services

43,505 55,143 50,000 50,000

Category: 5500 Contract Services Total

43,505 55,143 50,000 50,000

Department: 4220 SCHOOL CROSSING GUARDS Total

43,505 55,143 50,000 50,000

Fund: 040 - TRAFFIC SAFETY Total

43,505 55,143 50,000 50,000

Excess (Deficiency) of Revenues	1,267	(9,143)	(9,000)	(9,000)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	49,414	50,681	41,538	32,538
Ending Fund Balance	50,681	41,538	32,538	23,538



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

Fund 060 Proposition A

Fund Overview

To account for funds from Proposition A, a half-cent sales tax dedicated to transportation funding.

Major Projects/Programs: Dial-A-Ride

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 060 - PROPOSITION A					
Category: 4003 Intergovernmental					
060-0000-333200	Prop A Trans Tax	524,255	556,064	513,238	513,238
060-0000-334516	Ab1012	66,450	66,450	63,562	63,562
060-0000-353000	Prop A Reimbursements	13,938	45,000	45,000	45,000
060-0000-395008	Farebox Revenue	8,760	12,000	3,500	3,500
Category: 4003 Intergovernmental Total		613,403	679,514	625,300	625,300
Category: 4006 Investment Income					
060-0000-371000	Interest Earnings	68,998	50,000	50,000	50,000
Category: 4006 Investment Income Total		68,998	50,000	50,000	50,000
Fund: 060 - PROPOSITION A Total		682,401	729,514	675,300	675,300
<b>Appropriations</b>					
Fund: 060 - PROPOSITION A					
Department: 4150 FINANCE					
Category: 5100 Personnel					
060-4150-510100	Prop A Salaries	9,248	0	0	0
060-4150-510700	Retirement	712	0	0	0
060-4150-510800	Group Health	1,185	0	0	0
060-4150-510900	Group Dental	58	0	0	0
060-4150-511000	Group Life	26	0	0	0
060-4150-511100	Group Disability	121	0	0	0
060-4150-511200	Medicare	139	0	0	0
Category: 5100 Personnel Total		11,489	0	0	0
Department: 4150 FINANCE Total		11,489	0	0	0
Department: 4420 RECREATION					
Category: 5500 Contract Services					
060-4420-5520A0	Contract Services - Classes	1,500	2,000	5,595	5,595
060-4420-5520B0	Recreation Transit- Excursions	12,756	12,800	29,120	29,120
060-4420-5520D0	Recreation Transit - Seniors	18,567	26,000	25,280	25,280
060-4420-5520E0	Contract Services-spec Events	6,825	11,700	11,700	11,700
Category: 5500 Contract Services Total		39,648	52,500	71,695	71,695
Department: 4420 RECREATION Total		39,648	52,500	71,695	71,695
Department: 4440 COMMUNITY SERVICES					
Category: 5100 Personnel					
060-4440-510100		61,817	91,167	113,990	113,990
060-4440-510700	Retirement	18,935	22,677	28,435	28,435
060-4440-510800	Group Health Insurance	12,669	18,235	21,351	21,351
060-4440-510900	Group Dental Insurance	513	835	1,003	1,003
060-4440-511000	Group Life Insurance	139	175	209	209
060-4440-511100	Group Disability Insurance	729	1,039	1,299	1,299
060-4440-511200	Medicare Taxes	913	1,397	1,770	1,770
Category: 5100 Personnel Total		95,715	135,525	168,057	168,057
Department: 4440 COMMUNITY SERVICES Total		95,715	135,525	168,057	168,057

Department: 4520 LANDSCAPE MAINTENANCE				
Category: 5400 Materials, Supplies, and Services				
060-4520-542801	Water	1,707	2,500	2,500
Category: 5400 Materials, Supplies, and Services Total		1,707	2,500	2,500
Category: 5500 Contract Services				
060-4520-552036	Park & Ride Lot Maintenance	55,668	56,000	57,736
060-4520-552037	Bus Stop Maintenance	10,848	15,000	15,465
Category: 5500 Contract Services Total		66,516	71,000	73,201
Department: 4520 LANDSCAPE MAINTENANCE Total		68,223	73,500	75,701
Department: 4530 TRANSPORTATION				
Category: 5400 Materials, Supplies, and Services				
060-4530-544000	Other Charges	345	0	400
Category: 5400 Materials, Supplies, and Services Total		345	0	400
Category: 5500 Contract Services				
060-4530-552080	Dial A Ride	308,862	498,000	578,735
060-4530-552081	Beach Bus	52,639	60,000	61,400
060-4530-552083	Incentive Grant	66,450	66,450	63,562
Category: 5500 Contract Services Total		427,951	624,450	703,697
Department: 4530 TRANSPORTATION Total		428,296	624,450	704,097
Fund: 060 - PROPOSITION A Total		643,371	885,975	1,019,550

Excess (Deficiency) of Revenues	39,030	(156,461)	(344,250)	(344,250)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,420,015	1,459,045	1,302,584	958,334
Ending Fund Balance	1,459,045	1,302,584	958,334	614,084





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 061 Proposition C**

**Fund Overview**

To account for funds from Proposition C, a half-cent sales tax dedicated to transportation funding.  
Major Projects/Programs: Traffic Engineering; Signal Maintenance

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 061 - PROPOSITION C</b>					
Category: 4003 Intergovernmental					
061-0000-333400	Prop C Transit Tax	434,858	461,240	425,717	425,717
Category: 4003 Intergovernmental Total		434,858	461,240	425,717	425,717
Category: 4006 Investment Income					
061-0000-371000	Interest Earnings	34,893	25,000	30,000	30,000
Category: 4006 Investment Income Total		34,893	25,000	30,000	30,000
<b>Fund: 061 - PROPOSITION C Total</b>		<b>469,751</b>	<b>486,240</b>	<b>455,717</b>	<b>455,717</b>
<b>Appropriations</b>					
<b>Fund: 061 - PROPOSITION C</b>					
<b>Department: 4505 PUBLIC WORKS</b>					
Category: 5100 Personnel					
061-4505-510100	Regular Salaries	44,882	30,377	49,287	49,287
061-4505-510700	Retirement	15,046	10,936	15,394	15,394
061-4505-510800	Group Health Insurance	8,369	7,681	10,354	10,354
061-4505-510900	Group Dental Insurance	605	520	635	635
061-4505-511000	Group Life Insurance	115	73	113	113
061-4505-511100	Group Disability Insurance	557	346	562	562
061-4505-511200	Medicare Taxes	655	462	755	755
Category: 5100 Personnel Total		70,229	50,395	77,100	77,100
<b>Department: 4505 PUBLIC WORKS Total</b>		<b>70,229</b>	<b>50,395</b>	<b>77,100</b>	<b>77,100</b>
<b>Department: 4510 TRAFFIC SAFETY</b>					
Category: 5500 Contract Services					
061-4510-551000	Contract Services	103,225	142,500	150,000	100,000
061-4510-552010	Traffic engineer	115,000	115,000	120,000	120,000
061-4510-552013	Signal maintenance	56,439	115,000	115,000	120,000
061-4510-552029	Pavement Management Upd	76,500	0	0	45,000
Category: 5500 Contract Services Total		351,164	372,500	385,000	385,000
<b>Department: 4510 TRAFFIC SAFETY Total</b>		<b>351,164</b>	<b>372,500</b>	<b>385,000</b>	<b>385,000</b>
<b>Fund: 061 - PROPOSITION C Total</b>		<b>421,393</b>	<b>422,895</b>	<b>462,100</b>	<b>462,100</b>
<b>Excess (Deficiency) of Revenues</b>					
		48,358	63,345	(6,383)	(6,383)
<b>Other Financing Sources (Uses)</b>					
		-	-	-	-
<b>Beginning Fund Balance</b>					
		715,669	764,027	827,372	820,989
<b>Ending Fund Balance</b>					
		764,027	827,372	820,989	814,606



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 063 Measure R**

**Fund Overview**

To account for funds from Measure R, a half-cent sales tax dedicated to finance transportation projects and programs.  
Major Projects/Programs: Overlay; Sidewalk Repairs

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 063 - MEASURE R FUND</b>					
Category: 4003 Intergovernmental					
063-0000-333100	Measure R - Local	326,041	345,930	319,288	319,288
Category: 4003 Intergovernmental Total		326,041	345,930	319,288	319,288
Category: 4006 Investment Income					
063-0000-371000	Interest Earnings	12,613	8,000	10,000	10,000
Category: 4006 Investment Income Total		12,613	8,000	10,000	10,000
<b>Fund: 063 - MEASURE R FUND Total</b>		<b>338,654</b>	<b>353,930</b>	<b>329,288</b>	<b>329,288</b>
<b>Appropriations</b>					
<b>Fund: 063 - MEASURE R FUND</b>					
<b>Department: 4505 PUBLIC WORKS</b>					
<b>Category: 5100 Personnel</b>					
063-4505-510100	Regular Salaries	24,085	30,277	36,983	36,983
063-4505-510700	Retirement	10,569	9,688	10,559	10,559
063-4505-510800	Group Health Insurance	4,117	7,430	6,744	6,744
063-4505-510900	Group Dental Insurance	304	520	427	427
063-4505-511000	Group Life Insurance	59	70	88	88
063-4505-511100	Group Disability Insurance	262	341	422	422
063-4505-511200	Medicare Taxes	343	461	565	565
Category: 5100 Personnel Total		39,739	48,787	55,788	55,788
<b>Category: 5500 Contract Services</b>					
063-4505-552000	Contract Services	145,000	200,000	125,000	125,000
Category: 5500 Contract Services Total		145,000	200,000	125,000	125,000
<b>Department: 4505 PUBLIC WORKS Total</b>		<b>184,739</b>	<b>248,787</b>	<b>180,788</b>	<b>180,788</b>
<b>Department: 4510 TRAFFIC SAFETY</b>					
<b>Category: 6000 Other Improvements/Projects</b>					
063-4510-632400	HAWK Project	1,000	200,000	0	0
Category: 6000 Other Improvements/Projects Total		1,000	200,000	0	0
<b>Department: 4510 TRAFFIC SAFETY Total</b>		<b>1,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 STREET IMPROVEMENTS</b>					
<b>Category: 6200 Street Improvements</b>					
063-4640-630500	Annual Overlay	2,512	100,000	100,000	100,000
063-4640-631000	Sidewalk Repairs	50,187	50,000	55,000	55,000
Category: 6200 Street Improvements Total		52,699	150,000	155,000	155,000
<b>Department: 4640 STREET IMPROVEMENTS Total</b>		<b>52,699</b>	<b>150,000</b>	<b>155,000</b>	<b>155,000</b>
<b>Fund: 063 - MEASURE R FUND Total</b>		<b>238,438</b>	<b>598,787</b>	<b>335,788</b>	<b>335,788</b>
<b>Excess (Deficiency) of Revenues</b>					
Excess (Deficiency) of Revenues		100,216	(244,857)	(6,500)	(6,500)
<b>Other Financing Sources (Uses)</b>					
Other Financing Sources (Uses)		-	-	-	-
<b>Beginning Fund Balance</b>					
Beginning Fund Balance		226,964	327,180	82,323	75,823
<b>Ending Fund Balance</b>					
Ending Fund Balance		327,180	82,323	75,823	69,323





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 064 Measure M Local**

**Fund Overview**

To account for funds from Measure M, a half-cent sales tax dedicated for projects that ease traffic, repair local streets and sidewalks, expand transportation, earthquake retrofit bridges and subsidize transit fares for students, seniors and persons with disabilities.

Major Projects/Programs: Street Repair and Maintenance

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 064 - MEASURE M - LOCAL					
Category: 4003 Intergovernmental					
064-0000-333100	Measure M Local	368,170	392,054	361,860	361,860
Category: 4003 Intergovernmental Total		368,170	392,054	361,860	361,860
Category: 4006 Investment Income					
064-0000-371000	Interest Earnings	5,119	3,500	3,500	3,500
Category: 4006 Investment Income Total		5,119	3,500	3,500	3,500
Fund: 064 - MEASURE M - LOCAL Total		373,289	395,554	365,360	365,360

**Appropriations**

Fund: 064 - MEASURE M - LOCAL

Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

064-4505-510100	Regular Salaries	33,874	36,446	36,133	36,133
064-4505-510700	Retirement	9,643	10,657	10,491	10,491
064-4505-510800	Group Health Insurance	6,446	8,331	6,639	6,639
064-4505-510900	Group Dental Insurance	492	580	421	421
064-4505-511000	Group Life Ins	92	82	85	85
064-4505-511100	Group Disability Ins	420	408	412	412
064-4505-511200	Medicare Taxes	495	553	552	552

Category: 5100 Personnel Total

51,462 57,057 54,733 54,733

Category: 5500 Contract Services

064-4505-552000	Contract Services	42,500	45,000	70,000	70,000
Category: 5500 Contract Services Total		42,500	45,000	70,000	70,000

Department: 4505 PUBLIC WORKS Total

93,962 102,057 124,733 124,733

Department: 4510 TRAFFIC SAFETY

Category: 5500 Contract Services

064-4510-552011	Traffic Marking and Stripping	30,000	30,000	30,000	30,000
064-4510-552012	Traffic Signing	40,000	40,000	40,000	40,000
064-4510-552020	Street Repairs & Maintenance	70,000	50,000	50,000	60,000

Category: 5500 Contract Services Total

140,000 120,000 120,000 130,000

Category: 6000 Other Improvements/Projects

064-4510-632200	Bike Lanes	75,000	75,000	0	0
064-4510-632400	HAWK Project	0	100,000	0	0

Category: 6000 Other Improvements/Projects Total

75,000 175,000 0 0

Department: 4510 TRAFFIC SAFETY Total

215,000 295,000 120,000 130,000

Department: 4640 STREET IMPROVEMENTS

Category: 6200 Street Improvements

064-4640-631000	Sidewalk Repairs	0	100,000	85,000	85,000
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Category: 6200 Street Improvements Total

0 100,000 85,000 85,000

Department: 4640 STREET IMPROVEMENTS Total

0 100,000 85,000 85,000

Fund: 064 - MEASURE M - LOCAL Total 308,962 497,057 329,733 339,733

Excess (Deficiency) of Revenues	64,327	(101,503)	35,627	25,627
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	74,328	138,655	37,152	72,779
Ending Fund Balance	138,655	37,152	72,779	98,406



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 065 Measure W Local**

**Fund Overview**

To account for funds from the Safe Clean Water Program allocated to the City for storm water projects.  
Major Projects/Programs: Liberty Canyon Creek Restoration Study; Lake Lindero Study

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Category: 4003 Intergovernmental					
065-0000-333103	Measure W - Local	344,690	632,390	340,000	340,000
Category: 4003 Intergovernmental Total		344,690	632,390	340,000	340,000
Category: 4006 Investment Income					
065-0000-371000	Interest Earnings	17,815	5,000	10,000	5,000
Category: 4006 Investment Income Total		17,815	5,000	10,000	5,000
Fund: 065 - MEASURE W - LOCAL Total		362,505	637,390	350,000	345,000
<b>Appropriations</b>					
<b>Fund: 065 - MEASURE W - LOCAL</b>					
Department: 4515 STREET MAINTENANCE					
Category: 5500 Contract Services					
065-4515-552021	Street Sweeping	102,000	102,000	12,300	102,000
Category: 5500 Contract Services Total		102,000	102,000	12,300	102,000
Department: 4515 STREET MAINTENANCE Total		102,000	102,000	12,300	102,000
Department: 4525 STORM DRAIN & FLOOD CONTROL					
Category: 5500 Contract Services					
065-4525-552043	Driver Storm Drain Improvement	0	50,000	50,000	0
Category: 5500 Contract Services Total		0	50,000	50,000	0
Category: 6200 Street Improvements					
065-4525-632300	City Low Flow Diversion	0	292,390	292,390	226,000
Category: 6200 Street Improvements		0	292,390	292,390	226,000
Department: 4525 STORM DRAIN & FLOOD CONTROL Total		0	342,390	342,390	226,000
Department: 4610 OTHER IMPROVEMENTS					
Category: 5500 Contract Services					
065-4610-552045	MS4 Compliance - Diversion	8,024	0	90,000	0
065-4610-552046	Lake Lindero	0	0	75,500	0
065-4610-552047	Liberty Canyon Creek	0	0	225,000	0
Category: 5500 Contract Services Total		8,024	0	390,500	0
Category: 6200 Street Improvements					
065-4610-632300	Storm Drain Diversion MS4 Comp	21,574	0	0	0
Category: 6200 Street Improvements Total		21,574	0	0	0
Department: 4610 OTHER IMPROVEMENTS Total		21,574	0	0	0
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
065-4620-612000	Ladyface Greenway	0	188,000	188,000	0
Category: 5500 Contract Services Total		0	188,000	188,000	0
Department: 4620 PARK IMPROVEMENTS Total		0	188,000	188,000	0
Fund: 065 - MEASURE W - LOCAL Total		131,598	632,390	933,190	328,000
<b>Excess (Deficiency) of Revenues</b>					
Excess (Deficiency) of Revenues		230,907	5,000	(583,190)	17,000
<b>Other Financing Sources (Uses)</b>					
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		286,082	516,989	521,989	(61,201)
Ending Fund Balance		516,989	521,989	(61,201)	(44,201)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 070 S Coast Air Quality Mgmt Dist      Fund Overview**

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

Major Projects/Programs: Electric Vehicle

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Category: 4003 Intergovernmental					
070-0000-333000	Scaqmd	19,942	26,700	26,700	26,700
Category: 4003 Intergovernmental Total		19,942	26,700	26,700	26,700
Category: 4006 Investment Income					
070-0000-371000	Interest Earnings	3,437	1,000	1,500	1,500
Category: 4006 Investment Income Total		3,437	1,000	1,500	1,500
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total		23,379	27,700	28,200	28,200

**Appropriations**

Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Category: 5600 Capital Outlay					
070-4190-568400	Vehicles	0	0	55,000	0
Category: 5600 Capital Outlay Total		0	0	55,000	0
Department: 4190 NON DEPARTMENTAL Total		0	0	55,000	0
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total		0	0	55,000	0

Excess (Deficiency) of Revenues	23,379	27,700	(26,800)	28,200
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	68,932	92,311	120,011	93,211
Ending Fund Balance	92,311	120,011	93,211	121,411



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 110 Traffic Improvement**

**Fund Overview**

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

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 110 - TRAFFIC IMPROVEMENT					
Category: 4006 Investment Income					
110-0000-371000	Interest Earnings	3,967	6,000	6,000	6,000
Category: 4006 Investment Income Total		3,967	6,000	6,000	6,000
Fund: 110 - TRAFFIC IMPROVEMENT Total		3,967	6,000	6,000	6,000
Excess (Deficiency) of Revenues		3,967	6,000	6,000	6,000
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		1,032,347	1,036,314	1,042,314	1,048,314
Ending Fund Balance		1,036,314	1,042,314	1,048,314	1,054,314



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 111 Utility Undergrounding**

**Fund Overview**

To account for the undergrounding of utility lines within the City undergrounding district.

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
<b>Fund: 111 - UTILITY UNDERGROUNDING</b>				
Category: 4006 Investment Income				
111-0000-371000 Interest Earnings	2,534	750	2,000	2,000
Category: 4006 Investment Income Total	2,534	750	2,000	2,000
<b>Fund: 111 - UTILITY UNDERGROUNDING Total</b>	<b>2,534</b>	<b>750</b>	<b>2,000</b>	<b>2,000</b>
Excess (Deficiency) of Revenues	2,534	750	2,000	2,000
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	55,065	57,599	58,349	60,349
<b>Ending Fund Balance</b>	<b>57,599</b>	<b>58,349</b>	<b>60,349</b>	<b>62,349</b>





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 240 Supplemental Law Enforcement Fund Overview**

To account for Brulte funds received from the state for the use of Public Safety (COPS) programs.  
Major Projects/Programs: Law Enforcement Services; Flock Cameras

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>					
Category: 4003 Intergovernmental					
240-0000-334500	Miscellaneous Grants	186,159	100,000	175,000	175,000
Category: 4003 Intergovernmental Total		186,159	100,000	175,000	175,000
Category: 4006 Investment Income					
240-0000-371000	Interest Earnings	8,434	4,000	7,000	7,000
Category: 4006 Investment Income Total		8,434	4,000	7,000	7,000
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total</b>		<b>194,593</b>	<b>104,000</b>	<b>182,000</b>	<b>182,000</b>
<b>Appropriations</b>					
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>					
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF</b>					
Category: 5400 Materials, Supplies, and Services					
240-4210-542500	Small Equipment	0	5,000	0	0
Category: 5400 Materials, Supplies, and Services Total		0	5,000	0	0
Category: 5500 Contract Services					
240-4210-552051	Traffic Enforcement	72,797	77,615	81,000	81,000
240-4210-552054	Juvenile Intervention Program	75,203	75,476	78,775	78,775
Category: 5500 Contract Services Total		148,000	153,091	159,775	159,775
Category: 5600 Capital Outlay					
240-4210-568300	Equipment	35,500	78,780	75,000	0
Category: 5600 Capital Outlay Total		35,500	78,780	75,000	0
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF Total</b>		<b>183,500</b>	<b>236,871</b>	<b>234,775</b>	<b>159,775</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total</b>		<b>183,500</b>	<b>236,871</b>	<b>234,775</b>	<b>159,775</b>
Excess (Deficiency) of Revenues		11,093	(132,871)	(52,775)	22,225
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		130,098	141,191	8,320	(44,455)
Ending Fund Balance		141,191	8,320	(44,455)	(22,230)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 250 Community Dev Block Grant**

**Fund Overview**

To account for Community Development Block Grant Program funds to be used to supports community development activities to build stronger and more resilient communities.

Major Projects/Programs: Morrison Park Rehabilitation Project; Senior Program

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 250 - COMMUNITY DEV BLOCK GRANT					
Category: 4003 Intergovernmental					
250-0000-334000	Cdbg	15,780	110,000	148,339	10,000
Category: 4003 Intergovernmental Total		15,780	110,000	148,339	10,000
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total		15,780	110,000	148,339	10,000

**Appropriations**

Fund: 250 - COMMUNITY DEV BLOCK GRANT

Category: 5500 Contract Services					
250-4420-552000	Sr Advocate Program	9,167	9,650	10,000	10,000
Category: 5500 Contract Services Total		9,167	9,650	10,000	10,000
Department: 4420 RECREATION Total		9,167	9,650	10,000	10,000
Department: 4610 OTHER IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
250-4610-600700	Accessibility Improvements	3,029	100,000	138,339	0
Category: 6000 Other Improvements/Projects Total		3,029	100,000	138,339	0
Department: 4610 OTHER IMPROVEMENTS		3,029	100,000	138,339	0
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total		12,196	109,650	148,339	10,000

Excess (Deficiency) of Revenues	3,584	350	-	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(3,627)	(43)	307	307
Ending Fund Balance	(43)	307	307	307





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

Fund 260 Miscellaneous Grants

Fund Overview

To account for various grant funds received for capital improvements and park developments.

Major Projects/Programs: Civic Center Microgrid Project; Bikeway Master Plan; Ladyface Greenway

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 260 - MISCELLANEOUS GRANTS					
Category: 4003 Intergovernmental					
260-0000-334501	Tda	42,403	20,309	15,859	15,859
260-0000-334506	Used Oil Grant	5,000	5,000	5,000	0
260-0000-334517	Stpl	5,174	128,530	0	0
260-0000-334518	Federal Appropriation	0	0	1,383,068	0
260-0000-334519	Peg Fees	23,470	32,000	32,000	32,000
260-0000-334531	Art in Public Places	0	25,000	25,000	50,000
260-0000-334532	Roadside Bridge	1,000	0	0	0
260-0000-334533	Meas A Reimbursement	54,547	89,568	185,175	0
260-0000-334539	SB1383 Grant	25,120	75,000	0	0
260-0000-334540	Fire Grant	174,200	50,000	0	0
260-0000-334541	Storm Drain Diversion	0	1,195,135	2,172,775	0
260-0000-334542	AHCCCC Federal Grant	1,000,000	0	0	0
260-0000-334543	Ladyface Greenway	0	2,800,000	4,800,000	1,200,000
260-0000-334544	Bike Master Plan	0	500,000	810,000	1,280,000
260-0000-334545	Driver Drain Improvements	0	60,000	245,000	250,000
260-0000-334546	PLHA	0	34,712	0	0
Category: 4003 Intergovernmental Total		1,330,914	5,015,254	9,673,877	2,827,859
Fund: 260 - MISCELLANEOUS GRANTS Total		1,330,914	5,015,254	9,673,877	2,827,859

**Appropriations**

Fund: 260 - MISCELLANEOUS GRANTS

Department: 4120 CITY MANAGER

Category: 5100 Personnel

260-4120-510100	Regular Salaries	0	0	3,041	0
260-4120-510700	Retirement	0	0	1,079	0
260-4120-510800	Group Health Insurance	0	0	355	0
260-4120-510900	Group Dental Insurance	0	0	20	0
260-4120-511000	Group Life Insurance	0	0	4	0
260-4120-511100	Group Disability Insurance	0	0	35	0
260-4120-511200	Medicare Taxes	0	0	50	0

Category: 5100 Personnel Total

Category: 5500 Contract Services

260-4120-551040	Oil Grant	5,000	5,000	5,000	0
260-4120-551042	SB1383 Expense	21,943	75,000	0	0
260-4120-551050	Home Hardening Grant	11,000	0	0	0

Category: 5500 Contract Services Total

Department: 4120 CITY MANAGER Total

Department: 4121 COMMUNICATIONS

Category: 5100 Personnel

260-4121-510100	Regular Salaries	0	0	3,950	0
260-4121-510700	Retirement	0	0	315	0
260-4121-510800	Group Health Insurance	0	0	350	0
260-4121-510900	Group Dental Insurance	0	0	18	0
260-4121-511000	Group Life Insurance	0	0	8	0
260-4121-511100	Group Disability Insurance	0	0	45	0
260-4121-511200	Medicare Taxes	0	0	59	0

Category: 5100 Personnel Total

Department: 4121 COMMUNICATIONS Total

Department: 4150 FINANCE

Category: 5100 Personnel

260-4150-510100	Regular Salaries	0	0	8,028	0
260-4150-510700	Retirement	0	0	442	0
260-4150-510800	Group Health Insurance	0	0	713	0
260-4150-510900	Group Dental Insurance	0	0	524	0
260-4150-511000	Group Life Insurance	0	0	29	0
260-4150-511100	Group Disability Insurance	0	0	58	0
260-4150-511200	Medicare Taxes	0	0	109	0

Category: 5100 Personnel Total

0	0	9,903	0
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Department: 4150 FINANCE Total

0	0	9,903	0
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Department: 4180 PUBLIC FACILITIES

Category: 5600 Capital Outlay

260-4180-568200	Other Improvements	0	0	1,383,068	0
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Category: 5600 Capital Outlay Total

0	0	1,383,068	0
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Department: 4180 PUBLIC FACILITIES Total

0	0	1,383,068	0
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Department: 4190 NON DEPARTMENTAL

Category: 5500 Contract Services

260-4190-551008	Agoura/Calabasas Comm Ctr	1,000,000	0	0	0
260-4190-551010	Media	23,470	32,000	32,000	32,000

Category: 5500 Contract Services Total

1,023,470	32,000	32,000	32,000
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Department: 4190 NON DEPARTMENTAL Total

1,023,470	32,000	32,000	32,000
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Department: 4215 EMERGENCY SERVICES

Category: 5400 Materials, Supplies, and Services

260-4125-542600	Advertising	580	0	0	0
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Category: 5400 Materials, Supplies, and Services Total

580	0	0	0
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Category: 5500 Contract Services

260-4215-551000	Professional Services	0	50,000	0	0
260-4215-552000	Contract Services	15,000	0	0	0

Category: 5500 Contract Services Total

15,000	50,000	0	0
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Category: 5600 Capital Outlay

260-4215-568400	Vehicle	63,887	0	0	0
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Category: 5600 Capital Outlay Total

63,887	0	0	0
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Department: 4215 EMERGENCY SERVICES Total

79,467	50,000	0	0
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Department: 4440 COMMUNITY SERVICES

Category: 5600 Capital Outlay

260-4440-568500	Art	0	25,000	25,000	50,000
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Category: 5600 Capital Outlay Total

0	25,000	25,000	50,000
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Department: 4440 COMMUNITY SERVICES Total

0	25,000	25,000	50,000
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Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

260-4505-510100	Regular Salaries	0	71,556	20,025	0
260-4505-510700	Retirement	0	9,268	6,174	0
260-4505-510800	Group Health Insurance	0	15,916	4,238	0
260-4505-510900	Group Dental Insurance	0	1,060	244	0
260-4505-511000	Group Life Insurance	0	192	45	0
260-4505-511100	Group Disability Insurance	0	948	225	0
260-4505-511200	Medicare Taxes	0	1,060	304	0

Category: 5100 Personnel Total

0	100,000	31,255	0
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Category: 5500 Contract Services

260-4505-552000	Contract Services	985	0	0	0
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Category: 5500 Contract Services Total

985	0	0	0
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Category: 5600 Capital Outlay

260-4505-552043	Driver Drain Improvements	0	60,000	245,000	250,000
260-4505-568300	Equipment	8,944	0	0	0
260-4505-630500	Bike Path Project	0	400,000	759,513	1,280,000

Category: 5600 Capital Outlay Total

8,944	460,000	1,004,513	1,530,000
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Department: 4505 PUBLIC WORKS Total

9,929	560,000	1,035,768	1,530,000
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Department: 4510 TRAFFIC SAFETY

Category: 6000 Other Improvements/Projects

260-4510-632400	HAWK Project	0	128,530	0	0
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Category: 6000 Other Improvements/Projects Total

0	128,530	0	0
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Department: 4510 TRAFFIC SAFETY Total

0	128,530	0	0
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Department: 4520 LANDSCAPE MAINTENANCE

Category: 5500 Contract Services				
260-4520-552023	Street Tree Maintenance	5,174	0	0
Category: 5600 Landscape Maintenance Total		5,174	0	0
Department: 4520 LANDSCAPE MAINTENANCE Total		5,174	0	0
Department: 4610 OTHER IMPROVEMENTS				
Category: 6000 Other Improvements/Projects				
260-4610-601600	Event Ctr Improvements	54,547	0	0
Category: 6000 Other Improvements/Projects Total		54,547	0	0
Category: 6200 Street Improvements				
260-4610-632300	Storm Drain Diversion	0	1,195,135	2,172,775
Category: 6200 Street Improvements Total		0	1,195,135	2,172,775
Department: 4610 OTHER IMPROVEMENTS		54,547	1,195,135	2,172,775
Department: 4620 PARK IMPROVEMENTS				
Category: 6000 Other Improvements/Projects				
260-4620-610500	Morrison Park Improvements		89,568	185,175
260-4620-611000	Chumash Park Improvements	173,909	0	0
260-4620-612000	Ladyface Greenway		2,800,000	4,800,000
Category: 6000 Other Improvements/Projects Total		173,909	2,889,568	4,985,175
Department: 4620 PARK IMPROVEMENTS Total		173,909	2,889,568	4,985,175
Department: 4640 STREET IMPROVEMENTS				
Category: 6200 Street Improvements				
260-4640-630100	Annual Sidewalk Repairs	26,856	20,309	15,859
Category: 6200 Street Improvements Total		26,856	20,309	15,859
Department: 4640 STREET IMPROVEMENTS Total		26,856	20,309	15,859
Fund: 260 - MISCELLANEOUS GRANTS Total		1,411,295	4,980,542	9,673,877

Excess (Deficiency) of Revenues	(80,381)	34,712	-	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(295,326)	(375,707)	(340,995)	(340,995)
Ending Fund Balance	(375,707)	(340,995)	(340,995)	(340,995)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 300 Financing Authority Debt Service      Fund Overview**

To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 300 - FINANCING AUTHORITY DEBT SERVICE				
Category: 4006 Investment Income				
300-0000-371000                      Interest Earnings	51	0	0	0
Category: 4006 Investment Income Total	51	0	0	0
Fund: 300 - FINANCING AUTH DEBT SERVICE Total	51	0	0	0
Excess (Deficiency) of Revenues	51	-	-	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,126	1,177	1,177	1,177
Ending Fund Balance	1,177	1,177	1,177	1,177



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 305 A Hills Improvement Authority Fund Overview**

To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Category: 4006 Investment Income				
305-0000-371000 Interest Earnings	90,960	0	300,000	20,000
Category: 4006 Investment Income Total	90,960	0	300,000	20,000
Fund: 305 - A HILLS IMPROVEMENT AUTH BOND Total	90,960	0	300,000	20,000

<b>Appropriations</b>				
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Department: 4180 PUBLIC FACILITIES				
Category: 5500 Contract Services				
305-4180-551000 Professional services	0	5,000	0	0
Category: 5500 Contract Services Total	0	5,000	0	0
Category: 5700 Debt Service				
305-4180-570100 Debt Service - Principal	400,000	985,000	1,030,000	1,075,000
305-4180-570200 Debt Service - Interest Paid	603,704	851,612	814,713	775,963
305-4180-570400 Cost of Issuance	287,998	0	0	0
Category: 5700 Debt Service Total	1,291,702	1,836,612	1,844,713	1,850,963
Category: 5800 Administrative Charges				
305-4180-580000 Administrative Service Charges	4,150	6,000	5,520	5,520
Category: 5800 Administrative Charges Total	4,150	6,000	5,520	5,520
Department: 4180 PUBLIC FACILITIES Total	1,295,852	1,847,612	1,850,233	1,856,483
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total	1,295,852	1,847,612	1,850,233	1,856,483

Excess (Deficiency) of Revenues	(1,204,892)	(1,847,612)	(1,550,233)	(1,836,483)
Other Financing Sources (Uses)	13,061,672	1,271,613	849,712	1,130,963
Beginning Fund Balance	292,037	12,148,817	11,572,818	10,872,297
Ending Fund Balance	12,148,817	11,572,818	10,872,297	10,166,777



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 420 Inclusionary Housing In Lieu**

**Fund Overview**

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

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 420 - INCLUSIONARY HOUSING IN LIEU				
Category: 4006 Investment Income				
420-0000-371000 Interest Earnings	85,667	60,000	65,000	65,000
Category: 4006 Investment Income Total	85,667	60,000	65,000	65,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total	85,667	60,000	65,000	65,000
Excess (Deficiency) of Revenues	85,667	60,000	65,000	65,000
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,861,035	1,946,702	2,006,702	2,071,702
Ending Fund Balance	1,946,702	2,006,702	2,071,702	2,136,702





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

Fund 520 Solid Waste Management

Fund Overview

To account for funds relating to collection, transportation and recycling of refuse materials for City residents and businesses.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 520 - SOLID WASTE MANAGEMENT					
Category: 4000 Taxes and Assessments					
520-0000-314500	AB 939 Fee	36,534	36,000	36,000	36,000
Category: 4000 Taxes and Assessments Total		36,534	36,000	36,000	36,000
Category: 4004 Charges for Services					
520-0000-325000	Waste Hauling Permit Fee	13,000	13,000	13,000	13,000
520-0000-394000	Waste Hauling Surcharge	59,429	65,000	60,000	60,000
Category: 4004 Charges for Services Total		72,429	78,000	73,000	73,000
Category: 4006 Investment Income					
520-0000-371000	Interest Earnings	11,843	8,000	10,000	10,000
Category: 4006 Investment Income Total		11,843	8,000	10,000	10,000
Fund: 520 - SOLID WASTE MANAGEMENT Total		120,806	122,000	119,000	119,000

**Appropriations**

Fund: 520 - SOLID WASTE MANAGEMENT					
Department: 4395 SOLID WASTE MANAGEMENT					
Category: 5400 Materials, Supplies, and Services					
520-4395-542300	Printing	2,660	7,248	2,280	2,280
520-4395-542400	Special supplies	130	1,000	1,000	1,000
Category: 5400 Materials, Supplies, and Services Total		2,790	8,248	3,280	3,280
Category: 5500 Contract Services					
520-4395-552000	Contract Services	51,408	54,600	91,450	71,450
Category: 5500 Contract Services Total		51,408	54,600	91,450	71,450
Category: 5800 Administrative Charges					
520-4395-580000	Administrative Service Charge	47,000	47,000	47,000	47,000
Category: 5800 Administrative Charges Total		47,000	47,000	47,000	47,000
Department: 4395 SOLID WASTE MANAGEMENT Total		101,198	109,848	141,730	121,730
Department: 4515 STREET MAINTENANCE					
Category: 5500 Contract Services					
520-4515-552021	Street Sweeping	0	0	90,000	0
Category: 5500 Contract Services Total		0	0	90,000	0
Fund: 520 - SOLID WASTE MANAGEMENT Total		101,198	109,848	231,730	121,730

Excess (Deficiency) of Revenues	19,608	12,152	(112,730)	(2,730)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	251,623	271,231	283,383	170,653
Ending Fund Balance	271,231	283,383	170,653	167,923





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 620 Housing Successor Agency Fund Overview**

In February 2011, the City recorded an advance of \$44 million to the Redevelopment Agency. In December 2011, the California Supreme Court dissolved the Redevelopment Agency and the City elected to become the Successor Agency for the former redevelopment agency. The Successor Agency makes annual payments on the outstanding debt and 20% of the loan repayment is transferred to the Housing Successor Agency to fund low to moderate income housing activities.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>					
Category: 4006 Investment Income					
620-0000-371000	Interest Earnings	46,542	30,000	45,000	45,000
Category: 4006 Investment Income Total		46,542	30,000	45,000	45,000
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY Total</b>		<b>46,542</b>	<b>30,000</b>	<b>45,000</b>	<b>45,000</b>

**Appropriations**

<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>					
Department: 4120 CITY MANAGER					
Category: 5100 Personnel					
620-4120-510100	Regular salaries	23,068	14,561	24,326	24,326
620-4120-510700	Retirement	6,029	5,242	8,635	8,635
620-4120-510800	Group health insurance	2,669	1,866	2,843	2,843
620-4120-510900	Group dental insurance	178	120	160	160
620-4120-511000	Group life insurance	34	23	30	30
620-4120-511100	Group disability insurance	274	166	277	277
620-4120-511200	Medicare taxes	339	221	402	402
Category: 5100 Personnel Total		32,591	22,199	36,673	36,673
Department: 4120 CITY MANAGER Total		32,591	22,199	36,673	36,673
Department: 4305 COMMUNITY DEVELOPMENT					
Category: 5100 Personnel					
620-4305-510100	Regular salaries	15,347	29,597	31,875	31,875
620-4305-510700	Retirement	1,132	2,363	2,545	2,545
620-4305-510800	Group health insurance	1,798	3,674	3,993	3,993
620-4305-510900	Group dental insurance	118	236	221	221
620-4305-511000	Group life insurance	32	61	68	68
620-4305-511100	Group disability insurance	174	337	363	363
620-4305-511200	Medicare taxes	226	450	492	492
Category: 5100 Personnel Total		18,827	36,718	39,557	39,557
Category: 5500 Contract Services					
620-4305-552000	Contract Services	56,429	0	0	0
Category: 5500 Contract Services Total		56,429	0	0	0
Department: 4305 COMMUNITY DEVELOPMENT Total		75,256	36,718	39,557	39,557
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY Total</b>		<b>107,847</b>	<b>58,917</b>	<b>76,230</b>	<b>76,230</b>

Excess (Deficiency) of Revenues	(61,305)	(28,917)	(31,230)	(31,230)
Other Financing Sources (Uses)	166,212	178,010	194,177	199,991
Beginning Fund Balance	894,058	998,965	1,148,058	1,311,005
<b>Ending Fund Balance</b>	<b>998,965</b>	<b>1,148,058</b>	<b>1,311,005</b>	<b>1,479,766</b>



# **Capital Improvement Plan**



# Capital Improvement Plan

## Overview:

The Capital Improvement Plan (CIP) for the City of Agoura Hills is a long-term planning tool that guides investment in the City's physical infrastructure and major assets. It outlines a multi-year forecast of capital projects aligned with Agoura Hills' development goals, financial resources, and service priorities. Typical projects include roadway and transportation improvements, water and wastewater system upgrades, public safety facilities, and parks.

The CIP helps prioritize projects based on factors such as public safety, infrastructure condition, community benefit, and economic impact. It is funded through a combination of the General Fund, special funds, and state and federal grants. Reviewed and updated annually as part of the City's budget process, the CIP ensures that project planning remains responsive to changing needs and resources.

By providing a structured approach to capital planning, the CIP enhances transparency, improves coordination across departments, reduces long-term maintenance costs, and supports the City's vision for a well-maintained and resilient infrastructure system.



Item	Project Name	Funding Source	5-Year Total Funding Amount CIP	Fiscal Year 2025/2026	Fiscal Year 2026/2027	Fiscal Year 2027/2028	Fiscal Year 2028/2029	Fiscal Year 2029/2030
1	Annual Citywide Street Resurfacing Construction Design and Construction Construction Construction	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Measure R (Local)	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
		Road Rehab Fund	\$ 2,350,000	\$ 250,000	\$ 900,000	\$ 400,000	\$ 400,000	\$ 400,000
		STP-L	\$ -					
		Total	\$ 2,850,000	\$ 350,000	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000
2	Annual Concrete Repair Program Design Construction Construction		\$ 110,000					
		Measure R (Local)	\$ 110,000	\$ 55,000	\$ 55,000			
		Measure M (Local)	\$ 340,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
		TDA	\$ 60,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		Total	\$ 610,000	\$ 155,000	\$ 155,000	\$ 100,000	\$ 100,000	\$ 100,000
3	Kanan/Agoura Intersection Design/Env Doc Right-of-Way (Support) Right-of-Way (Support) Right-of-Way (Capital) Construction (CM, CE, Inspection) Construction	Measure R (HWY)	\$ -					
		Measure R (HWY)	\$ 72,500	\$ 72,500				
		Measure M (HWY)	\$ 120,907	\$ 120,907				
		Measure M (HWY)	\$ 600,000	\$ 600,000				
		Measure M (HWY)	\$ 900,000		\$ 20,000	\$ 80,000	\$ 400,000	\$ 400,000
		Measure M (HWY)	\$ 8,648,142				\$ 5,000,000	\$ 3,648,142
		Total	\$ 10,341,549	\$ 793,407	\$ 20,000	\$ 80,000	\$ 5,400,000	\$ 4,048,142
4	Kanan Corridor PSR PS&E and ROW - T.O. to Canwood Construction and CM - T.O. to Canwood PR/Env (PA/ED) PS&E	Measure M (HWY)	\$ -					
		Measure M (HWY)	\$ 552,270	\$ 552,270				
		Measure M (HWY)	\$ 5,022,749		\$ 2,000,000	\$ 3,022,749		
		Measure M (HWY)	\$ 2,580,000	\$ 300,000	\$ 480,000	\$ 600,000	\$ 600,000	\$ 600,000
		Measure M (HWY)	\$ -					
		Total	\$ 8,155,019	\$ 852,270	\$ 2,480,000	\$ 3,622,749	\$ 600,000	\$ 600,000
5	Utility Undergrounding District #2 - Cornell	Rule 20A	\$ 1,300,000	\$ 1,300,000				
		Total	\$ 1,300,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -
6	Storm Drain Diversion Construction  Scope/Design/Construction	Measure W Regional	\$ 977,640	\$ 977,640				
		Stormwater CIP Fund	\$ 970,610	\$ 970,610				
		IRWMP Funding	\$ 1,195,135	\$ 1,195,135				
		Measure W Local	\$ 1,196,390	\$ 292,390	\$ 226,000	\$ 226,000	\$ 226,000	\$ 226,000
		Total	\$ 4,339,775	\$ 3,435,775	\$ 226,000	\$ 226,000	\$ 226,000	\$ 226,000
7	Ladyface Greenway Construction  Construction (Art in Public Places) Construction (Watershed Elements) Construction (LVMWD Improvements) Const Support (CM, CE, Insp, MMRP, Permits) Const Support (CM, CE, Insp, MMRP, Permits)	Measure M (AT)	\$ 5,300,000	\$ 4,000,000	\$ 1,300,000			
		Measure R (AT from LASup)	\$ -					
		State Specified Grant (Parks)	\$ 6,000,000	\$ 4,800,000	\$ 1,200,000			
		Art In Public Spaces Fund	\$ 75,000	\$ 25,000	\$ 50,000			
		Measure W (Local)	\$ 188,000	\$ 188,000				
		LVMWD MOA	\$ 220,000	\$ 220,000				
		Measure M (AT)	\$ 1,445,000	\$ 1,005,000	\$ 440,000			
		Measure R (AT from LASup)	\$ -					
		Total	\$ 12,788,000	\$ 10,238,000	\$ 2,550,000	\$ -	\$ -	\$ -

8	Park Restrooms & Playgrounds Morrison Park Playground Design/Inspection/Testing Play Equipment & Pour and Play (Construction & Inspect) Play Equipment & Pour and Play (Construction & Inspect) Construction (Sidewalks/Site Prep/Site Improv) Construction (Sidewalks/Site Prep/Site Improv) Construction (Sidewalks/Site Prep/Site Improv) Construction (Sidewalks/Site Prep/Site Improv)								
		General Fund	\$ 35,000	\$ 35,000					
		Private Donations	\$ 167,235	\$ 167,235					
		Measure A	\$ 89,568	\$ 89,568					
		Measure A	\$ 95,607	\$ 95,607					
		CDBG	\$ 138,339	\$ 138,339					
		Grants	\$ -	\$ -					
		General Fund	\$ -	\$ -					
		Subtotal	\$ 525,749	\$ 525,749	\$ -	\$ -	\$ -	\$ -	\$ -
		Total	\$ 525,749	\$ 525,749	\$ -	\$ -	\$ -	\$ -	\$ -
9	Rec Center Solar Panels Construction								
		CPA Grant Fund	\$ 200,000	\$ 200,000					
		Total	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
10	Future Park Proposals Design (Architectural/Structural Eng) Construction (Roof, Walls, Walkways)								
		General Fund	\$ 30,000	\$ 30,000					
		Grant TBD	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
		Total	\$ 530,000	\$ 130,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
11	Bike Master Plan Implementation FY 24-25 Pavement Project with Class II & III Bike Improv Construction  Reyes Adobe Class II Gap Closure Design/Environmental Construction								
		State Earmark Funding	\$ 500,000	\$ 500,000					
		Subtotal	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
		Federal Earmark Funding (HUD)	\$ 310,000	\$ 310,000					
		Federal Earmark Funding (HUD)	\$ 1,280,000		\$ 1,280,000				
		Subtotal	\$ 1,590,000	\$ 310,000	\$ 1,280,000	\$ -	\$ -	\$ -	\$ -
		Total	\$ 2,090,000	\$ 810,000	\$ 1,280,000	\$ -	\$ -	\$ -	\$ -
12	Crosswalk Improvements Construction (HAWK at Reyes Adobe and Rainbowcrest) Construction (HAWK at Reyes Adobe and Rainbowcrest) Construction (HAWK at Reyes Adobe and Rainbowcrest)	TBD	\$ 500,000				\$ 500,000		
		Measure M (Local)	\$ -						
		STP-L	\$ -						
		Total	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -
13	Regional Smart Cities Fiber Network Construction								
		Measure M (HWY)	\$ 1,000,000	\$ 1,000,000					
		Total	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
14	Driver Avenue Drainage Improvements Study, Design & Environmental Study, Design & Environmental Construction (Includes CE, Inspection) Construction (Includes CE, Inspection)	FEMA	\$ 162,617	\$ 162,617					
		CalOES	\$ 57,383	\$ 57,383					
		Measure W	\$ 50,000	\$ 50,000					
		FEMA	\$ 275,000	\$ 25,000	\$ 250,000				
		Total	\$ 545,000	\$ 295,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -
15	Rec Center Trail Enivromental Mitigation Construction								
		General Fund	\$ 71,208	\$ 71,208					
		General Fund	\$ 109,536	\$ 109,536					
		Total	\$ 180,744	\$ 180,744	\$ -	\$ -	\$ -	\$ -	\$ -
16	Lake Lindero & Surrounding Amenities Action Plan								

	Alternate Design Study & Public Outreach Feasibility Study (Preferred Alternative)	Measure W	\$ 75,500	\$ 75,500					
		TBD	\$ -						
		Total	\$ 75,500	\$ 75,500	\$ -	\$ -	\$ -	\$ -	
17	Old Agoura Trails & Bikeway Improvements Preliminary Design Report Final Trail Design (Incl. Public Outreach, Utility Coord.)	General Fund	\$ 150,000	\$ 60,000	\$ 90,000				
		General Fund	\$ 160,000			\$ 60,000	\$ 100,000		
		Total	\$ 310,000	\$ 60,000	\$ 90,000	\$ 60,000	\$ 100,000	\$ -	
	Total Funded CIP Projects		\$ 46,341,336	\$ 20,401,445	\$ 8,151,000	\$ 4,688,749	\$ 7,526,000	\$ 5,574,142	
<b>CIP PROJECTS NOT FUNDED &amp; PROPOSED GOALS FY25/26 &amp; FY26/27 (INFORMATIONAL ONLY)</b>									
18	Annual Accessibility Projects Directed by Council	CDBG	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
		Total	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
19	EWMP Compliance Citywide Creek Naturalization Study Various plans under consideration	General Fund	\$ -						
		Funding TBD	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
		Total	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
	Total CIP Not Funded		\$ 10,375,000.00	\$ 2,075,000.00	\$ 2,075,000.00	\$ 2,075,000.00	\$ 2,075,000.00	\$ 2,075,000.00	





# Policies





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## CITY OF AGOURA HILLS STATEMENT OF INVESTMENT POLICY

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### I. POLICY

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

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

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

### II. SCOPE

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

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

## POOLING OF FUNDS

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

### III. PRUDENCE

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

"...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

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

### IV. OBJECTIVES

The City's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives

of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

- **SAFETY.** Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.
- **LIQUIDITY.** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **RETURN ON INVESTMENTS.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

#### V. DELEGATION OF AUTHORITY

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

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

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

The Treasurer may authorize the Director of Finance to function as the City's Investment Officer in performing the treasury functions and duties under this policy. When acting as the City's Investment Officer as provided in this paragraph, the Director of Finance shall be subject to the direction and supervision of the Treasurer, shall coordinate with the City Treasurer on

investments, and shall discuss changes in the composition of the City's investment portfolio with the Treasurer prior to purchasing these investments.

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

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

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

#### VI. ETHICS AND CONFLICTS OF INTEREST

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

Employees and investment officials shall disclose to the Director of Finance any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City. Investment officials must file an annual Statement of Economic Interest Form 700 with the city clerk's office prior to April 1 of each year or when material interest in financial institutions or personal investment positions require it.

#### VII. INTERNAL CONTROLS

Subject to the direction and supervision of the Treasurer, the Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City are protected

from loss, theft, fraud, or misuse.

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

Internal controls state that every transaction must be reviewed, authorized, and documented. Transaction documentation will be maintained for audit purposes.

The investments placed shall conform to the City's "Statement of Investment Policy."

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

#### VIII. WIRE TRANSFER CONTROLS

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

#### LAIF TRANSFERS

Any transfers to/from LAIF representing deposits or withdrawals effectuating an investment decision by the City Treasurer shall be completed by Finance Department staff and authorized by the City Manager in accordance with paragraph 2 of Section VII.

#### IX. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORY, AND BROKER/DEALERS

To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City's Treasurer will determine which financial institutions are authorized

to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

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

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

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

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

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

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

Selection of broker/dealers used by an external investment adviser retained

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

## **X. AUTHORIZED INVESTMENTS**

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

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

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

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

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



2. **U.S. TREASURIES** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in U.S. Treasuries, provided that:
  - The maximum maturity is five (5) years.
3. **FEDERAL AGENCIES** or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in Federal City or Government-Sponsored Enterprises (GSEs), provided that:
  - No more than 30% of the portfolio may be invested in any single City/GSE issuer.
  - The maximum maturity does not exceed five (5) years.
  - The maximum percentage of callable City securities in the portfolio will be 20%.
4. **COMMERCIAL PAPER**, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:
  - No more than 10% of the outstanding commercial paper of any single issuer.
  - No more than 25% of the City's investment assets under management may be invested in Commercial Paper. Under a provision sunseting on January 1, 2026, no more than 40% of the portfolio may be invested in Commercial Paper if the City's investment assets under management are greater than \$100,000,000.
  - No more than 5% of the portfolio may be invested in any single issuer.
  - The maximum maturity does not exceed 270 days.
5. **SECURITIES** issued by corporations:
  - A corporation organized and operating in the United States with assets more than \$500 million.
  - The securities are rated "A-1" or its equivalent or better by at least one NRSRO.
  - If the issuer has other debt obligations, they must be rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
6. **SECURITIES** issued by other entities:

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

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

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

**8. COLLATERALIZED BANK DEPOSITS.** City's deposits with financial institutions will be collateralized with pledged securities per California Government Code, Section 53651. There are no limits on the dollar amount or percentage that the City may invest in collateralized bank deposits.

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

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

**10. LOCAL GOVERNMENT INVESTMENT POOLS**

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

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

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

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

- **MUTUAL FUNDS** that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:
  - Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  - Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
  - No more than 10% of the total portfolio may be invested in shares of any one mutual fund.
- **MONEY MARKET MUTUAL FUNDS** registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
  - Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  - Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.

- No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.
- No more than 20% of the total portfolio may be invested in these securities.

## XI. PROHIBITED INVESTMENT VEHICLES AND PRACTICES

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

## XII. INVESTMENT POOLS/MUTUAL FUNDS

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Treasurer shall develop a questionnaire which will answer the following broad questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities is safeguarded (including the settlement processes), and how often the securities are priced, and the

- program audited.
- A description of who may invest in the program, how often, and what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how it is assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

### XIII. COLLATERALIZATION

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

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

### XIV. DELIVERY,SAFEKEEPING AND CUSTODY

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

**SAFEKEEPING AND CUSTODY.** To protect against potential losses due to failure of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all cash and securities in the City's portfolio shall be held in safekeeping in the City's name by a third-party custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the City from the custodian listing all securities held in safekeeping with current market data and other information. The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (a) local government investment pools; (ii) time certificates of deposit, and (iii) mutual funds and money market mutual funds since these securities are not deliverable.

XV. MAXIMUM MATURITY

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

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

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

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

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

MITIGATING MARKET RISK IN THE PORTFOLIO

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not

needed for current cash flow purposes.

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

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

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

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

The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or the City's risk preferences.

#### **XVIII. PERFORMANCE EVALUATION**

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

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



## XIX. REPORTING

### MONTHLY REPORTS

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

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

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

### ANNUAL REPORTS

An annual comprehensive report will be presented to the Governing Board. This report will include comparisons of the City's return to the market

benchmark return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

XX. REVIEW OF INVESTMENT POLICY

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

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

## GLOSSARY OF INVESTMENT TERMS

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

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

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

FHLB issues discount notes and bonds.

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

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

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

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

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

**ANNUAL COMPREHENSIVE FINANCIAL REPORT.** The official annual report of the (entity). It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DIVERSIFICATION.** Dividing investment funds among a variety of investments to avoid

excessive exposure to any one source of risk.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

values at \$1 per share.

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

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

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

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).** A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

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

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

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

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

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

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

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

dealings with the current client.

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

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

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

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

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

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

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

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





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CITY OF AGOURA HILLS  
OFFICER/EMPLOYEE/OFFICIAL RESPONSIBILITY AND FRAUD PREVENTION POLICY  
AND PROTOCOL 2025-2026

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1. PURPOSE

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

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

2. APPLICABILITY

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

3. POLICY

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

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

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



#### 4. DEFINITION

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

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

#### 5. MANAGEMENT RESPONSIBILITY

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

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

Upon notification from an employee of suspected fraud, or if management has reason to suspect that a fraud has occurred, he/she will contact their immediate supervisor and the department head. The department head will contact the Assistant City Manager. If



the Assistant City Manager position does not exist, the City Manager will designate an alternate position. If the Assistant City Manager is suspected of fraud, the employee should contact the City Manager, and the City Manager will conduct the investigation. If the City Manager is suspected of fraud, the City Attorney on behalf of the City Council, will conduct the investigation. If a City Councilmember is suspected, the City Manager will conduct the investigation. The department head will also immediately contact the Sheriff's Department if he/she feels the situation warrants such action (for example, obvious theft has taken place, security is at risk, or immediate recovery is possible). After informing the Assistant City Manager of the matter, management will not attempt to conduct individual investigations, interviews, or interrogations.

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

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

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

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

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

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





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

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

#### 6. EMPLOYEE RESPONSIBILITIES

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

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

#### 7. INVESTIGATION



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

A prompt investigation will be conducted to include detailed analyses of available records. The audit investigation requires the full co-operation of the departmental personnel. The Assistant City Manager will proceed as follows, if evidence is uncovered showing possible dishonest or fraudulent activities:

- The Assistant City Manager will discuss the findings and recommendations for prevention of future similar occurrences with management and appropriate administrators. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- The Assistant City Manager will meet with Human Resources to determine if disciplinary actions should be taken.
- The Assistant City Manager will notify the City Manager.
- The Assistant City Manager will notify the Finance Committee as appropriate.
- If illegal activity appears to have occurred, the Assistant City Manager, in consultation with the City Attorney, will report the findings to the Sheriff's Department.
- The Assistant City Manager will contact Risk Management to coordinate the notification of insurers and the filing of insurance claims.
- The Assistant City Manager will report to the external auditors of the City all information relating to investigations of actual frauds.
- The Assistant City Manager may assign the investigation to another qualified individual (employee or non-employee). If the Assistant City Manager conducts the investigation, he or she normally will not serve in the human resources function or serve as the disciplinary authority. These functions will be assigned to or retained by others. Depending on the circumstances of the particular case, the Assistant City Manager may delegate the risk management function and reporting to external auditors to other employees. Where the Assistant City Manager assigns or delegates a function, the assignment or delegation will be documented in writing.

The Assistant City Manager is available and receptive to receiving relevant information on a confidential basis to the extent allowed by law. Individuals have the right to contact the Assistant City Manager directly whenever a dishonest or fraudulent activity is suspected.



#### 8. RELATED POLICIES

This Policy and Protocol is designed to augment any other corporate policies containing related information. It does not replace or preclude them. To the extent that this Policy and Protocol may conflict with any other corporate policies containing related information, this Policy and Protocol will take precedence to the extent only of such conflict.

#### 9. COMPLIANCE

Failure of staff to comply with this Fraud Policy and Protocol could result in disciplinary action.



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CITY OF AGOURA HILLS  
BALANCED BUDGET POLICY  
2025-2026

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PURPOSE

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

POLICY

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

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





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CITY OF AGOURA HILLS  
LOCAL DEBT POLICY  
2025-2026

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A. PURPOSE

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

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

B. BACKGROUND

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

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City and its related entities to manage their collective debt program in line with those resources.

Therefore, the objective of this policy is to provide written guidelines and restrictions concerning the amount and type of debt and other financing obligations issued by the City and its related entities and the ongoing management of the debt portfolio.

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



## C. CONDITIONS AND PURPOSES OF DEBT ISSUANCE

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

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

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

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

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

- a) The City will consider financing for the acquisition, substantial refurbishment, replacement, or expansion of capital assets, including land improvements, for the following purposes:
  - i. Acquisition and or improvement of land, right-of-way or long-term easements.
  - ii. Acquisition of a capital asset with a useful life of 3 or more years.
  - iii. Construction or reconstruction of a facility.
  - iv. Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest, original issue discount, underwriter's discount, and other costs of issuance.
- b) Refunding, refinancing, or restructuring debt (including without limitation the refinancing or advance funding of City pension obligations), subject to refunding objectives and parameters discussed in Section G.





c) In the event of temporary shortfalls in cash flow for City operation costs due to timing of receipt of revenues and the lack of cash on hand to cover the temporary deficit, the City may consider interim or cash flow financing, such as anticipation notes. In compliance with applicable state law, any such notes shall be payable either (i) not later than the last day of the fiscal year in which it is issued, or (ii) during the fiscal year succeeding the fiscal year in which issued, but in no event later than 15 months after the date of issue, and only if such note is payable only from revenue received or accrued during the fiscal year in which it was issued.

## 2. Prohibited Uses of Debt and Proceeds of Debt

Prohibited uses of debt include the following:

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

## 3. Internal Control Procedures Concerning Use of Proceeds of Debt

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

- a) The Director of Finance shall retain, for the applicable period specified in Section H.4. of this Policy, a copy of each annual report filed with the California Debt and Investment Advisory Commission (CDIAC) pursuant to Section 8855(k) of the California Government Code concerning (1) debt authorized during the applicable reporting period (whether issued or not), (2) debt outstanding during the reporting period, and (3) the use during the reporting period of proceeds of issued debt.
- b) In connection with the preparation of each annual report to be filed with CDIAC pursuant to Section 8855(k) of the California Government Code, the Director of Finance or the designee of the Director of Finance shall keep a record of the original intended use for which the debt has been issued, and indicate whether the proceeds spent during the applicable one-year reporting period for such annual report comport with the intended use (at the time of original issuance or as modified pursuant to the following sentence). If a change in intended use has been authorized subsequent to the original issuance of the debt, the Director of Finance or the designee of the Director of Finance shall indicate in the record when the change in use was authorized and whether the City Council, City Manager, or another City official has authorized the change in intended use. The Director of Finance shall report apparent deviations from the intended use in debt proceeds to the City Manager for further discussion, and if



the City Manager determines appropriate in consultation with legal counsel (which may be bond counsel, if applicable, or the City Attorney), to the City Council.

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

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

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

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

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





General Fund Supported Debt may also include bonds issued to refund obligations imposed by law, such as judgments (judgment obligation bonds (JOBs)) or unfunded accrued actuarial liabilities for pension plans (pension obligation bonds (POBs)). Without limiting the foregoing, the City also may enter into operating leases and lease-purchase agreements for equipment or other capital assets meeting the criteria of this Policy on an as-needed basis.

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

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

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

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

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain an annual coverage ratio of 110% (or such higher coverage ratio included in the City's existing financing documents), using historical and/or projected net revenues to cover annual debt service for bonds. To the extent necessary, the City shall undertake proceedings for a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratio.

3. Special Districts Financing – The City's special districts primarily consist of Community Facilities Districts (CFDs) and 1913/1915 Act Assessment Districts



(Assessment Districts). The City will consider requests for special district formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Finance Department may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.

4. General Obligation Bonds - Notwithstanding their name, General Obligation Bonds are not general obligations of the City, but instead they are payable from and secured by a dedicated, voter-approved property tax override rate (i.e., a property tax in excess of the 1% basic ad valorem property tax rate which has received the approving two-thirds vote of the City's electorate). While the dedicated revenue stream to repay the debt makes General Obligation Bonds an attractive option, additional considerations for this financing mechanism include the time and expense of an election, the possibility that the electorate will not approve the ballot measure, and the legal bonding capacity limit (for general law cities, 3.75% of the assessed value of all taxable property within the City).

5. Tax Increment Financing - Tax Increment Financing is payable from and secured by a financing method whereby a portion of ad valorem property taxes (commonly called "tax increment") is allocated to a successor agency to redevelopment agency (Successor Agency), an enhanced infrastructure financing district (EIFD), a community revitalization and investment authority (CRIA), or an infrastructure and revitalization financing district (IRFD), and the entity is permitted to incur debt payable from and secured by the tax increment revenues. While tax increment debt for redevelopment agencies and Successor Agencies is entitled to the benefits of Article XVI, Section 16, of the California Constitution, no similar provision exists for EIFDs, CRIs or IRFDs at the time of adoption of this Policy. Therefore, when considering EIFD CRIA or IRFD financing, or other types of tax increment financing that may be permitted by law in the future, debt limit concerns should be analyzed with respect to the proposed structure and taken into account in determining the practical viability of the proposed financing.

6. Conduit Debt - Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

#### E. STRUCTURE OF DEBT





1. Term of Debt -The term of a bond issue is not-to-exceed the economic life of the facilities or projects to be financed, unless specific circumstances exist that would mitigate the extension of time to repay the debt and it would not cause the City to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
2. Rapidity of Debt Payment; Level Payment - To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of 2% without a dedicated and supporting revenue funding stream. Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Finance Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City's projected cash flow to the anticipated debt service payments. "Backloading" of debt service will be considered only when one or more of the following occur:
  - a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
  - b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
  - c) Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
  - d) Such structuring will allow debt service to more closely match projected revenues, whether due to lower project revenues during the early years of the project's operation, inflation escalators in the enterprise user rates, or other quantifiable reasons.
3. Serial Bonds, Term Bonds, and Capital Appreciation Bonds - For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.
4. Reserve Funds - To the extent a reserve fund provides an economic benefit that offsets the cost of funding the reserve fund, as determined by the Director of Finance in consultation with the City's municipal advisor and, if applicable, the underwriter for the bonds, the City may fund a reserve fund for the proposed bonds (in cash or through the purchase of a debt service reserve surety bond or insurance policy), up to the maximum amount permitted by applicable law or regulation. Typically, this amount is equal to the least of (i) maximum annual debt service on the bonds, (ii) 10% of the principal amount of the bonds (or 10% of the sale proceeds of the bonds, within the meaning of Section 148 of the federal Internal Revenue Code), or (iii) 125% of average annual debt service on the bonds.





## F. USE OF ALTERNATIVE DEBT INSTRUMENTS

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

### 1. Variable Rate Debt

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

#### a) Purpose

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

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

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

The City may consider the use of all alternative structures and modes of variable rate debt to the extent permissible under State law and will make determinations among different types of modes of variable rate debt based on cost, benefit, and risk factors. The Director of Finance shall consider the following factors in considering whether to utilize variable rate debt:

- i. Any variable rate debt should not exceed 20% of total City General Fund supported debt.
- ii. Any variable rate debt should be fully hedged by expected future capital fund reserves or unrestricted General Fund reserve levels.
- iii. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
- iv. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.
- v. Costs, implementation and administration are quantified and considered.



vi. Cost and availability of liquidity facilities (lines of credit necessary for variable rate debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.

vii. Whether the ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.

viii. Cost and availability of derivative products to hedge interest rate risk.

ix. The findings of a thorough risk management assessment.

c) Risk Management

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

The City will properly manage the risks as follows:

i. Interest Rate Risk and Tax Risk - The risk that market interest rates increase on variable-rate debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. Mitigation - Limit total variable rate exposure per the defined limits, match the variable rate liabilities with short term assets, and/or purchase appropriate derivative products to hedge against the risk (see also Section F.2 below).

ii. Liquidity/Remarketing Risk - The risk that holders of variable rate bonds exercise their "put" option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid amortization of the repurchased bonds. Mitigation - Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (5-10 years) amortization of any draws on the facility. Endeavor to secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City's bonds are downgraded below these levels (or such other rating levels as provided in the applicable financing documents) as a result of the facility provider's ratings, a replacement provider shall be sought.

iii. Liquidity/Rollover Risk - The risk that arises due to the shorter term of most liquidity provider agreements (1-5 years) relative to the longer-term amortization schedule of the City's variable-rate bonds. Liquidity and rollover risk includes the following risks: (1) the City may incur higher renewal fees when renewal agreements are negotiated, and (2) the liquidity bank market may constrict such that it is difficult to secure third party liquidity at any interest rate. Mitigation - Negotiate longer terms on provider contracts to minimize the number of rollovers.

G. REFUNDING GUIDELINES





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

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

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

#### G. MARKET COMMUNICATION, ADMINISTRATION, AND REPORTING

1. Rating Agency Relations and Annual or Ongoing Surveillance - The Director of Finance shall be responsible for maintaining the City's relationships with the major rating agencies that rate the City's bond issues (such as S&P Global Ratings, Fitch Ratings and Moody's Investor's Service.). These agencies' rating criteria often change, and the City cannot control the decisions made by any rating agency. However, for each debt issue that the City will seek a rating assignment, the City will strive to obtain and maintain the highest possible underlying or uninsured rating consistent with its current operating and capital needs. In addition to general communication, the Director of Finance shall:

- a) Ensure the rating agencies are provided updated financial statements of the City as they become publically available.
- b) Communicate with credit analysts at each agency at least once each year, or as may be requested by the agencies.
- c) Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City's financial position, including the impacts of the proposed debt issuance.

2. Council Communication - The Director of Finance should report feedback from rating agencies, when and if available, regarding the City's financial strengths and weaknesses and areas of concern relating to weaknesses as they pertain to maintaining the City's existing credit ratings.



3. Continuing Disclosure Compliance - The City shall remain in compliance with its Municipal Securities Post-Issuance Disclosure Policy (the "Post-Issuance Disclosure Policy"), as amended from time to time, and Rule 15c2-12, promulgated by the Securities and Exchange Commission (SEC) under the Securities Exchange Act of 1934. Under the Post-Issuance Disclosure Policy, the Director of Finance is responsible to file or caused to be filed (to the extent required by the applicable continuing disclosure undertaking) its annual financial statements and other financial and operating data for the benefit of its bondholders within nine months of the close of the fiscal year, or by such other annual deadline required in any continuing disclosure agreement or certificate for any debt issue. Pursuant to the Post-Issuance Disclosure Policy, the Director of Finance shall also file or cause to be filed such notices of reportable events as required by each continuing disclosure undertaking ("Listed Event Notices") entered into in furtherance of Rule 15c2-12. For any debt proposed to be issued by the City on or after February 27, 2019 that involves a continuing disclosure undertaking, the Director of Finance shall create, maintain and continuously update during the term of such debt a Financial Obligations List (as defined in the Post-Issuance Disclosure Policy) to facilitate compliance with amendments to Rule 15c2-12 adopted by the SEC in 2018 and the filing, if necessary, of a Listed Event Notice pursuant to the applicable continuing disclosure undertaking.

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

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

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

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





## I. CREDIT RATINGS

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

## J. SB 1029 COMPLIANCE

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

- i. The purposes for which the debt proceeds may be used.  
Section C.1 (Acceptable Conditions for the Use of Debt), Section C.2 (Acceptable Uses of Debt and Proceeds of Debt), and Section C.3 (Prohibited Use of Debt and Proceeds of Debt) address the purposes for which debt proceeds may be used.
- ii. The types of debt that may be issued.  
Section C.2 (Acceptable Uses of Debt and Proceeds of Debt), Section D (Types of Financing Instruments; Affordable and Planning Policies), Section E (Structure of Debt) and Section F (Use of Alternative Debt Instruments) provide information regarding the types of debt that may be issued.
- iii. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.  
Section C.1 (Acceptable Conditions for the Use of Debt) provides information regarding the relationship between the City's debt and Capital Improvement Program. Section D (Types of Financing Instruments; Affordability and Planning Policies) provides information regarding the relationship between certain types of debt and the City's budget.
- iv. Policy goals related to the issuer's planning goals and objectives.  
As described in Section B (Background), Section D (Types of Financing; Affordability and Planning Policies) and other sections, this Policy has been adopted to assist with the City's goal of maintaining fiscal sustainability and financial prudence.
- v. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.  
Section C.4 (Internal Control Procedures Concerning Use of Proceeds of Debt) provides information regarding the City's internal control procedures designed to ensure that the proceeds of its debt issues are spent as intended.



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CITY OF AGOURA HILLS  
INDEPENDENT AUDITOR POLICY  
2025-2026

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#### PURPOSE

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

#### POLICY

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

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

#### PROCEDURE

1. The Request for Proposal process shall be used in the evaluation of prospective audit firms.
2. Following the conclusion of the initial two-year term with an auditor, a report to the City Council will be prepared, discussing staff's evaluation of the audit services for the period then ended, and, if staff's evaluation of service levels provided is satisfactory, contract terms for the upcoming three-year period shall be presented to the City Council.



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





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CITY OF AGOURA HILLS  
FINANCIAL POLICY  
2025-2026

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PURPOSE

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

POLICY

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

PROCEDURE

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



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CITY OF AGOURA HILLS  
TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE PROCEDURES AND  
PROTOCOL 2025-2026

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## PURPOSE

### 1. BACKGROUND AND TRAINING

Bonds that receive preferential tax treatment under federal law are commonly referred to by the Internal Revenue Service as "tax-advantaged bonds". These bonds are issued by or on behalf of state and local governments, such as the City of Agoura Hills (and its related public entities, such as the Agoura Hills Financing Authority). These bonds are subject to federal tax requirements both at the time the bonds are issued and for as long as they remain outstanding. An issuer's (or other party's) failure to comply with any applicable federal tax requirement with respect to these bonds jeopardizes their preferential tax treatment.

While compliance with many federal tax requirements occurs at closing, other federal tax requirements require on-going monitoring after the issuance of the bonds. These requirements include filing a Form 8038 information return (8038-G for governmental tax-exempt bonds, 8038-GC for governmental tax-exempt bonds with an issue price of less than \$100,000, and 8038 for tax-exempt private activity bonds), and the issuer having reasonable expectations of on-going, post-issuance compliance.

Post-issuance federal tax requirements generally fall into two categories: (1) the use of proceeds and the use of bond-financed property; and (2) arbitrage yield restriction on investments and rebate. Use requirements require monitoring of the various direct and indirect uses of bond-financed property over the life of the bonds and calculations of the percentage of nonqualified uses. Arbitrage requirements also require monitoring over the life of the bonds to determine whether both the yield on investments acquired with bond proceeds are properly restricted and whether the City must file a Form 8038-T and pay a rebate or a yield reduction payment.

Post-issuance compliance procedures will help the City monitor compliance as long as the bonds remain outstanding and improve the City's ability to identify noncompliance and prevent violations from occurring, or timely correct identified violations, to ensure the continued tax-advantaged status of the bonds.

The designated officer or employee (described in Section 2.A, below) and anyone assigned particular responsibilities in connection with the procedures described below must read the certificate regarding compliance with certain tax matters



(commonly referred to as the "tax certificate") that is executed by the City (or a related public entity) in connection with each bond issue for a more complete explanation of the matters described in these Procedures. In addition, the designated officer or employee and anyone assigned particular responsibilities should discuss these matters with bond counsel.

## 2. GENERAL ADMINISTRATION

A. Responsible Officers or Employees. The City Manager will designate the officer (e.g., the Finance Director) who will be responsible for compliance with each of the procedures set forth below. The City Manager may designate other employees who will also be responsible for such compliance. The City Manager will notify the current holder of that office, or the employee, of the responsibilities and provide that person a copy of these Procedures and any necessary training. The holder of the office, or the employee, may in turn designate other officers or employees and assign to them particular responsibilities for certain of these Procedures. Qualified consultants may also assist in conducting the compliance procedures. The City Manager will be notified in writing of all such designations and assignments under this Section or under the following Section 2.B.

B. Reassignment of Responsibilities. Upon the transition of a designated officer or employee, the City Manager will advise the new officer or employee of the responsibilities under these procedures. If officer or employee positions are restructured or eliminated, the City Manager, or his or her designee, will reassign responsibilities as necessary to ensure that all of the procedures listed below have been appropriately assigned.

C. Periodic Reviews. The designated officer or employee will conduct periodic reviews of compliance with these procedures and with the terms of any existing tax certificate relating to outstanding tax-advantaged bonds to determine whether any violations have occurred. Such periodic reviews will occur at least once every six months. In the event that violations have occurred, bond counsel will be contacted immediately so that violations can be remedied through the remedial actions set forth in Section 1.141-12 of the Treasury Regulations, the Voluntary Closing Agreement Program described in IRS Notice 2008-31, or further guidance as may be provided by the IRS. Where necessary, violations will be reported to the IRS by submitting a VCAP request within 90 days after identification of the violation.

D. Changes or Modifications to Bond Terms. If any change or modification to the terms of tax-advantaged bonds is contemplated, the designated officer or employee will immediately contact bond counsel.





E. Recordkeeping. For each issue of tax-advantaged bonds, the designated officer or employee will:

(1) maintain a copy of the transcript of the documents relating to the bonds.

(2) maintain records of all facilities and other costs (e.g., issuance costs, credit enhancement fees, and capitalized interest) and uses (e.g., deposits to project funds and reserve funds) for which bond proceeds were spent or used (in the case of a qualified private activity bond, the City will assure that any conduit borrower will be responsible for providing the City with this information);

(3) maintain records of investments and expenditures of bond proceeds, rebate exception analyses, rebate calculations, Forms 8038-T, and rebate and yield reduction payments, and any other records relevant to compliance with arbitrage restrictions (in the case of a qualified private activity bond, the City will assure that the borrower will be responsible for providing the City with this information in the event it is not otherwise available to the City);

(4) maintain all records described in these Procedures while any bonds of the issue are outstanding and during the three-year period (or such longer period as applicable under the City's Local Debt Policy, as amended from time to time) following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the three year period (or such longer period as applicable under the City's Local Debt Policy, as amended from time to time) following the final maturity or redemption date of the latest refunding bond issue; and

(5) maintain copies of all of the following contracts or arrangements with non-governmental persons or organizations or with the federal government: (a) the sale of any bond-financed facility; (b) the lease of any bond-financed facility; (c) management or service contracts relating to a bond-financed facility; (d) research contracts involving research undertaken in a bond-financed facility; and (e) any other contracts involving "special legal entitlements" (such as naming rights or exclusive provider arrangements) with respect to a bond-financed facility.

### 3. IRS INFORMATION RETURN FILING

In cooperation with bond counsel, the designated officer or employee will ensure that the Form 8038-G (or other applicable Form 8038) is timely filed (on or before the 15th day of the second calendar month after the end of the calendar quarter in which the bonds were issued) with respect to each tax-advantaged bond issue, including any required schedules and attachments.



#### 4. INVESTMENT AND EXPENDITURE OF BOND PROCEEDS AND REBATE

A. Track Investments and Expenditures. The designated officer or employee will ensure the existence of an established accounting procedure for tracking the investment and the timely expenditures of bond proceeds, including investment earnings.

B. Reimbursement. Upon issuance of the bonds, the designated officer or employee will allocate bond proceeds to reimbursement of prior expenditures (assuming, if required, an appropriate declaration of intent to reimburse has been adopted). In the case of qualified private activity bonds, the designated officer or employee may rely on information provided by the conduit borrower.

C. Final Allocations. The designated officer or employee will ensure that a final allocation of bond proceeds (including investment earnings) to qualifying expenditures is made if bond proceeds are to be allocated to project expenditures on a basis other than "direct tracing" (direct tracing means treating the bond proceeds as spent as shown in the accounting records for bond draws and project expenditures). This allocation must be made within 18 months after the later of the date the expenditure was made or the date the project was placed in service, but not later than the earlier of five years and 60 days after the issuance date of the bonds or 60 days after the bond issue is retired. In the case of qualified private activity bonds, the designated officer or employee may rely on information provided by the conduit borrower, which will be required to provide such information on a timely basis.

D. Timely Expenditure of Bond Proceeds. Mindful of the expectations regarding the timing of the expenditures of bond proceeds set forth in the tax certificate, the designated officer or employee will monitor expenditures of bond proceeds, including investment earnings, against issuance date expectations for satisfaction of three-year (or five-year) temporary period from yield restriction on investment of bond proceeds, and to assure that proceeds and investment earnings are allocated to expenditures for the public improvements or other qualified expenditures described in the tax certificate. In the case of qualified private activity bonds, the conduit borrower will be required to comply with this section.

E. Yield. The designated officer or employee will make note of the "yield" of the bond issue, as shown on the applicable Form 8038G, or other applicable Form 8038.

F. Temporary Periods and Yield Restriction. The designated officer or employee will review the tax certificate to determine the "temporary periods" for the bond issue, during which periods various categories of gross proceeds of the bond issue may be invested without restriction as to yield.





G. Investment of Proceeds and Yield Restriction. The designated officer or employee will ensure that bond proceeds are not invested in investments with a yield above the bond yield following the end of the applicable temporary period unless yield reduction payments are permitted to be made.

H. Bidding Requirements. If purchasing investments other than publicly traded securities for immediate delivery (for example, a guaranteed investment contract or certificates of deposit), the designated officer or employee will consult with bond counsel as to whether the investments of bond proceeds satisfy IRS regulatory safe harbors for establishing fair market value (e.g., through the use of bidding procedures), and maintain records to demonstrate satisfaction of such safe harbors. In the case of qualified private activity bonds, the conduit borrower will be required to comply with this section.

I. Credit Enhancement and Hedging Transactions. The designated officer or employee will consult with bond counsel before engaging in credit enhancement or hedging transactions with respect to a bond issue. The designated officer or employee will maintain copies of all contracts and certificates relating to credit enhancement and hedging transactions.

J. Debt Service Fund. While bonds of an issue, the designated officer or employee will ensure that the debt service fund meets the requirements of a "bona fide debt service fund," i.e., one used primarily to achieve a proper matching of revenues with debt service that is depleted at least once each bond year, except for a reasonable carryover amount not to exceed the greater of (i) the investment earnings on the fund for the immediately preceding bond year; or (ii) one-twelfth of the debt service on the bond issue for the immediately preceding bond year. To the extent that a debt service fund qualifies as a bona fide debt service fund for a given bond year, the investment of amounts held in that fund is not subject to yield restriction for that year and is generally not subject to rebate. The designated officer or employee will consult with bond counsel before creating separate additional funds that are expected to be used to pay debt service on the bonds. In the case of qualified private activity bonds, the City will assure that the conduit borrower is required to comply with this section.

K. Reserve Fund. The designated officer or employee will ensure that amounts invested without yield restriction in any reasonably required reserve fund do not exceed the least of (each determined at the time of issuance of the bonds): (i) ten percent of the stated principal amount of the bonds (or the sale proceeds of the bond issue if the bond issue has original issue discount or original issue premium that exceeds two percent of the stated principal of the bond issue plus, in the case of premium, reasonable underwriter's compensation); (ii) maximum annual debt service on the bond issue; or (iii) 125 percent of average annual debt service on the bond issue. The





designated officer or employee will consult with bond counsel before creating any separate additional funds or accounts that will secure or provide payments of debt service on the bonds.

L. Gifts for Bond-Financed Projects. Before beginning a campaign that may result in gifts that will be restricted for use relating to a bond-financed facility (or, in the absence of such a campaign, upon the receipt of such restricted gifts), the designated officer or employee will consult with bond counsel to determine whether replacement proceeds may result.

M. Performance of Rebate Calculations. Subject to the small issuer exception and the exceptions described in the tax certificate, investment earnings on bond proceeds at a yield in excess of the bond yield generally must be rebated to the United States. The designated officer or employee will ensure that rebate calculations will be timely performed and payment of rebate amounts, if any, will be timely made. Rebate payments are generally due 60 days after the fifth anniversary of the issue date of the bond issue, then in succeeding installments every five years. The final rebate payment is due 60 days after retirement (or early redemption) of the last bond of the issue. In the case of qualified private activity bonds, the City will assure that the conduit borrower is required to comply with this section.

N. Rebate Consultant. The designated officer or employee will engage the services of an experienced rebate consultant to undertake rebate calculations described above for each bond issue.

O. Spending Exceptions. If the six-month, 18-month, or 24-month spending exceptions from the rebate requirement apply to the bond issue, the designated officer or employee will ensure that the spending of bond proceeds is monitored prior to semi-annual spending dates for the applicable exception.

P. Follow-up on Rebate. After all bond proceeds have been spent, the designated officer or employee will ensure compliance with rebate requirements for any reserve fund and any debt service fund that is not exempt from the rebate requirement. In the case of qualified private activity bonds, the City will assure that the conduit borrower is required to comply with this section.

Q. Filing of 8038-T. The designated officer or employee will make rebate and yield reduction payments timely and file a Form 8038-T with each payment.

## 5. PRIVATE BUSINESS USE

A. Private Business Use. Use of bond proceeds or bond-financed property by a nongovernmental person (including the federal government) in furtherance of a



trade or business activity is considered private business use. Any activity carried on by an entity (other than a governmental unit) is treated as a trade or business. Indirect uses of bond proceeds may also be considered private business use. For example, bond proceeds used to finance a facility are treated as used for a private business use if the facility is sold or leased to a nongovernmental entity. The designated officer or employee will analyze any private business use of bond-financed facilities and, for each issue of bonds, determine whether there is or may in the future be more than five percent private business use. If so, the designated officer or employee will immediately contact bond counsel to discuss the private business use limit, including whether the alternative ten percent limit is applicable.

B. Management and Service Contracts. Management or service contracts between governmental entities and nongovernmental persons (private parties) under which the nongovernmental person receives compensation or revenue for services provided with respect to a bond-financed facility may result in private business use. Before entering into any new management agreement or service agreement relating to bond-financed facilities, the designated officer or employee will immediately contact bond counsel to review any such agreement to determine whether it may result in private business use.

C. Special Legal Entitlements. Before entering into any agreement providing special legal entitlements relating to a bond-financing facility, such as naming rights or an exclusive provider agreement, the designated officer or employee will immediately contact bond counsel to review such agreement to determine whether it may result in private business use.



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CITY OF AGOURA HILLS  
MUNICIPAL SECURITIES POST-ISSUANCE DISCLOSURE POLICY  
2025-2026

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A. Purpose

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

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

B. Scope

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

C. Responsibility of the Disclosure Working Group

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

The City's primary spokesperson related to the City's financial information, debt and financings, and other financial reports and events is the City's City Manager. Others within the City may, from time to time, be designated by the City Manager as





spokespersons on behalf of the City and respond to specific inquiries. It is essential that the DWG be fully apprised of all material developments of the City in order to evaluate, discuss those events and determine the appropriateness and timing for release.

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

#### D. Annual Reporting Date Requirements

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

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

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

#### E. Event Notice Requirements

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

##### i. Event Notices for Debt Issued on or after February 27, 2019.

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



- Any of the 14 types of events listed in Section E.2. below.
  - Incurrence of a financial obligation of the obligated person (i.e., City or a related entity of the City), if material, or agreement to covenants, events of default, remedies, priority rights or other similar terms of a financial obligation, any of which affect the security holders, if material.
  - Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the obligated person (i.e., City or a related entity of the City), any of which reflect financial difficulties.
- For purposes of the foregoing, "financial obligation" means (i) a debt obligation (including a lease entered into as a vehicle to borrow money, but excluding ordinary financial and operating liabilities incurred in the normal course of business), (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii); provided, the term "financial obligations" shall not include (a) municipal securities as to which a final official statement has been posted on the EMMA website in accordance with the Rule, and (b) monetary obligations resulting from a judicial, administrative, or arbitration proceeding.

In connection with the events described in the last two bullet points above (which relate to amendments to the Rule adopted by the SEC in 2018), for any new continuing disclosure undertaking executed on or after February 27, 2019 with respect to a debt issue (the "Debt"), the Director of Finance shall, before the Debt issuance date, review the City's financial records and create a list (each, a "Financial Obligations List") of the existing financial obligations (as such term is defined in the Rule) at such time of the City and its related entities. The Financial Obligations List will generally include those financial obligations identified in the long-term debt notes (and which remain outstanding at the time) found in the City's most current Audited Financial Statements, as well as any additional financial obligations incurred since the date of such Audited Financial Statements. The Financial Obligations list shall be updated continuously during the term of such Debt, and in connection with each update, the Director of Finance shall make the determination described in the following paragraph.

Whenever the City prepares to enter into a new financial obligation or modify the terms of an existing financial obligation, the Director of Finance shall determine whether the incurrence of such financial obligation or modification of terms would require an Event Notice under any continuing disclosure undertaking for Debt issued on or after February 27, 2019. If a determination is made that an Event Notice would be required, the Director of Finance, in consultation with legal counsel, shall cause the Event Notice to be filed on a timely basis.





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

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

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

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

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

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





- Modifications to rights of security holders
- Bond calls
- Defeasances
- Release, substitution, or sale of property securing repayment of the securities
- Rating changes

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

#### F. Voluntary Disclosure Requirements

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

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

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

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

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

#### G. Interim Disclosure Requirements

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

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



For City officials, compliance with federal securities law should be considered as important as compliance with local public meetings and records laws. Periodic review of the continuing disclosure policies of the City will be in compliance with the City's financial policy.

I. Effective Date

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



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CITY OF AGOURA HILLS  
FUND BALANCE POLICY FOR THE GENERAL FUND  
2025-2026

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## POLICY

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

## PROCEDURES

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

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

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

### Committed Fund Balance



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

#### Assigned Fund Balance

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

- Continuing Appropriations

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

- Debt Service

Established to provide for future debt service obligations.

- Budget Balancing Measures

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

#### Unassigned Fund Balance

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

#### Minimum Fund Balance Policy

In June 2005, the City of Agoura Hills passed Resolution No. 05-1378 stating that the City Council and City Staff will endeavor to designate an amount equal to or greater





than forty percent (40%) of each year's proposed General Fund Operating Budget as the City's unobligated General Fund Reserve. The City Council recognizes that the unobligated General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State. This resolution requires that if, in any budget year, the City Council determines that the public interest requires expending any amount remaining in General Fund Reserves to fall below forty percent (40%) of that year's General Fund Operating budget, the City council and City staff, shall, in the following budget year, present a plan for returning the General Fund Reserve to the 40% level, as soon as practicable, based on the City's then-current budget circumstances.

#### Fund Balance Classification

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

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



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

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In addition to Chapters 7 (Purchasing System) and 11 (Public Projects) of Article II of the Agoura Hills Municipal Code, this policy shall apply to the awarding of contracts and sub-grants by the City that are funded, in part or in whole, by federal grants or funds pursuant 2 CFR Subtitle A, Chapter 2, Part 200, Subpart D, Sections 200.317-200.326.

I. GENERAL PROCUREMENT STANDARDS

A. Code of Conduct. As representatives of the City of Agoura Hills, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the City. The following Code of Conduct shall govern the performance, behavior and actions of the City, including employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts:

1. No employee, director, appointed or elected official, volunteer, or agent of the City shall participate in the selection, award, or administration of contracts supported by a federal award if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, or agent of the City, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a real or apparent financial or other interest in or a tangible personal benefit from a firm considered for the contract.
3. No employee, director, appointed or elected official, volunteer, or agent of the City shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family, spouse's family, or to any company, vendor, contractor, or parties to subcontractors who either employ or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.





4. The City's employees, directors, appointed or elected officials, volunteers, or agents shall neither solicit nor accept gratuities, favors, gifts, consulting fees, trips, or anything having a monetary value in excess of twenty-five dollars (\$25.00) from a vendor, potential vendor, family or employees of a vendor, contractor or parties to subcontractors.

5. Disciplinary measures for violations of the Code of Conduct by employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts could lead to disciplinary measures, up to and including possible termination of employment.

#### B. Solicitation Procedures

1. Acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or dividing procurements to obtain a more economical purchase. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

2. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services, the City shall enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

3. Procuring federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs shall be utilized.

4. Value engineering clauses may be used in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

5. Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.



6. Records will be maintained sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The City Clerk will be the repository for said records and shall be maintained for period of no less than seven (7) years.

7. Time and material type contracts (open-ended) may be used only after a determination that no other contract is suitable. Time and material type contract means a contract where the cost to the City is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expense, and profit. Each time and material contract will set a ceiling price that the contractor exceeds at its own risk. A higher degree of oversight is required in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

8. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgment for that of the City unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

C. Competition

1. All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:

- a. Placing unreasonable requirements on firms in order for them to qualify to do business;
- b. Requiring unnecessary experience and excessive bonding;
- c. Noncompetitive pricing practices between firms or between affiliated companies;
- d. Noncompetitive contracts to consultants that are on retainer contracts;
- e. Organizational conflicts of interest;
- f. Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement; and





- g. Any arbitrary action in the procurement process.
- 2. Procurements shall be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- 3. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standard to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used as a means to define the performance or other relevant requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
- 4. Bids and proposals shall identify all the requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals
- D. Methods of Procurement to be followed. The City shall use one of the following methods of procurement:
  - 1. Procurement by Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and adjusted periodically for inflation. To the extent practicable, the City must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the City considers the price to be reasonable. As of the date of this policy, the micro-purchase threshold is \$3,000.
  - 2. Procurement by Small Purchase Procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the simplified acquisition



threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and periodically adjusted for inflation. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources. As of the date of this policy, the simplified acquisition threshold is \$150,000. For purchases exceeding twenty five thousand (\$25,000), City Council approval is required.

3. Procurement by Sealed Bids (Formal Advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

a. For sealed bidding to be feasible, the following conditions should be present:

- (1) A complete, adequate, and realistic specification or purchase description is available;
- (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.

b. If sealed bids are used, the following requirements apply:

- (1) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of qualified sources, providing them sufficient time prior to the date set for opening the bids;
- (2) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services for the bidder to properly respond;
- (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (5) If there is a sound documented reason, any or all bids may be rejected.

4. Procurement by Competitive Proposals: Purchases over the Simplified Acquisition threshold, which is currently \$150,000. This procurement method requires formal solicitation, fixed-price or cost-reimbursement contracts, and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors. If this method is used, the following requirements apply:





- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- b. Proposals must be solicited from an adequate number of qualified sources;
- c. The methods for conducting technical evaluations of the proposals received and for selecting recipients may include, but not limited to: oral interviews, references, past performance, availability to perform work, and certifications as determined by project scope.
- d. Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered;
- e. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the City, with price and other factors considered; and,
- f. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
- g. Noncompetitive proposals: Also known as sole-source procurement, this may be appropriate only when one or more of the following criteria are met:
  - The dollar amount does not exceed the micro-purchase threshold in Subsection D.1;
  - The item is available only from a single source;
  - The public emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or
  - After solicitation of a number of sources, competition is determined inadequate.



E. Contract Cost and Price. A cost or price analysis shall be performed in connection with every procurement action in excess of the Simplified Acquisition threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids and proposals.

1. Profit shall be negotiated as a separate element of the price for each contract in which there is a no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

2. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E- Cost Principles of Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

3. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

F. Federal Awarding Agency or Pass-Through Entity Review.

1. The City shall make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the City desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

2. The City will make available upon request, for the Federal awarding agency or pass-through entity pre- procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

a. Procurement procedures or operation fails to comply with the procurement standards in this part;





- b. The procurement is expected to exceed the Simplified Acquisition Threshold (\$150,000) and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  - c. The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
  - d. The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
  - e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
3. The City is exempt from the pre-procurement review in paragraph 2 of this section if the federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.
4. The City may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
5. The City may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### G. Bonding Requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold (\$150,000), the federal awarding or pass-through entity may accept the bonding policy and requirements of the City provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- 1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that



the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;

2. A performance bond on the part of the contractor for 100 percent (100%) of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and,

3. A payment bond on the part of the contractor for 100 percent (100%) of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### H. Contract Provisions

All contracts using federal funding shall comply with the following as applicable:

1. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the City including the manner by which it will be effected and the basis for settlement.

3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by





Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The City entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The City entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The City entity must report all suspected or reported violations to the Federal awarding agency.

5. Copeland "Anti-Kickback" Act. Applies to construction contracts in excess of \$2,000. It prohibits kickbacks in construction contracts funded with Federal monies. Contractors and subcontractors or subrecipients shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled and suspected or reported violations shall be immediately reported to the Federal awarding agency.

6. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the City in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.



7. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements", and any implementing regulations issued by the awarding agency.

8. Clean Air Act & Federal Water Pollution Control Act. Contracts and sub grants in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Suspected or reported violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. Debarment and Suspension. A contract award must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the City award.

I. Contracting with small and minority business, women's business enterprises, and labor surplus area firms.  
All necessary affirmative steps will be taken to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps include:





1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

J. Domestic preferences for procurements.

1. As appropriate and to the extent consistent with law, the City should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

2. For purposes of this Section:

a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



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## CITY OF AGOURA HILLS TWO YEAR BUDGET POLICY

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### PURPOSE

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

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

### POLICY

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

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

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

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





# Appendix





## City of Agoura Hills List of Acronyms FY 2025-26/2026-27

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



PERS	Public Employees Retirement System
RDA	Redevelopment Agency
S&P	Standard & Poors
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  
Fiscal Year 2025-26/2026-27

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

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

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

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

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

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

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

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

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

**Balanced Budget:** The City's definition of a balanced budget is one in which operating revenues fully cover operating expenditures, including debt service. The exception is that total expenditures can exceed revenues in a given year, but only to fund capital





improvement plan projects, or other "one-time", non-recurring expenditures. See Balanced Budget Policy in Appendix.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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





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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

## REPORT TO CITY COUNCIL

**DATE: JUNE 25, 2025**

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

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: DIEGO IBAÑEZ, DIRECTOR OF FINANCE  
BRENDA CHO, FINANCE MANAGER  
LEAH PALMER, ACCOUNTANT**

**SUBJECT: CONDUCT A PUBLIC HEARING TO CONSIDER THE ADOPTION OF  
RESOLUTION NO. 25-2112; ESTABLISHING FISCAL YEAR 2024-25  
APPROPRIATIONS LIMITATIONS, AND RESOLUTION NO. 25-2113;  
ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26,  
INCLUDING FISCAL YEAR 2026-27 APPROPRIATIONS, AND  
AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2024-25  
ANNUAL BUDGET AND ADOPTING CITYWIDE GOALS FOR FISCAL  
YEARS 2025-26 AND 2026-27**

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Article 13-b of the California State Constitution, known as Proposition 4, the Gann Initiative, was passed by the citizens of California on November 6, 1979. Proposition 4 placed limitations on the amount of annual appropriations "from the proceeds of taxes" for state and local governments. The legislation also provided a method to calculate the annual appropriation limit, using a growth factor comprised of the Consumer Price Index (CPI) for California per capital income and the percentage change in population. The City of Agoura Hills appropriation limit for the General Fund from the "proceeds of taxes" for Fiscal Year 2025-26 is \$24,269,436.

The City is beginning a new two-year budget cycle. This year, staff will recommend the adoption and appropriation of the Fiscal Year 2025-26 Annual Budget. The General Fund operational budget is balanced. Revenues are projected to be \$20.9 million with operating transfers of \$1.1 million (\$19.8 million total)

Proposed expenditures are recommended at \$20.8 million. Public safety continues to be one of the highest priorities, at 27% of the General Fund budget, to fund various programs. These include patrol and traffic personnel, a shared crime analyst, crossing guards and animal control services. Additional Public Safety services such as crossing guards are also financed through the City's Special Funds.

On June 11, 2025, the City Council held a budget workshop, extensively covering all budget matters, and direction by the City Council has been incorporated into the final budget.

The proposed amendments to the General Fund 2025-26 Budget include adjusting the community service grants to include an additional \$2,146 grant allocation, an appropriation of \$5,000 to support the events sponsored by The Greater Conejo Valley Chamber of Commerce, and a \$3,000 appropriation to the Topanga Banjo Fiddle Contest and Folk Festival. These recommendations are incorporated within the attached Proposed Budget for the Fiscal Year 2025-26.

The Fiscal Year 2025-26 budget for the City of Agoura Hills is \$46.2 million, which includes approximately \$20.9 million in day-to-day operational/service costs, with an additional \$25.3 million in capital projects. The capital improvement projects include various projects that the City Council has identified to be completed in the next fiscal year.

For the budget year 2025-26, the General Fund projected ending fund balance is \$13.8 million, or 67% of operating expenditures and transfers. The rest of the fund balance within the General Fund will be used for operational needs during the upcoming fiscal year, and for cashflow on any grant-related projects. These reserves serve as a temporary funding source for the many grants the City receives, as they come in the form of reimbursements. Additionally, the City utilizes the reserve for cash flow and emergency reserves.

## **FISCAL IMPACT**

The preliminary fiscal year 2025-26 budget has been prepared for all funds and appropriations have been set for FY 2026-27. Funding sources are sufficient to support the preliminary spending plans presented.

## **RECOMMENDATION**

Staff respectfully recommends the City Council conduct a public hearing to consider the adoption of Resolution No. 25-2112 Establishing Fiscal Year 2025-26 Appropriations Limitations; and Resolution No. 25-2113; Adopting the Annual Budget for Fiscal Year 2025-26 including Fiscal Year 2026-27 appropriations and authorizing amendments to the fiscal year 2024-25 Annual Budget.

Attachments: Sources and Uses  
Resolution No. 25-2112  
Resolution No. 25-2113, with Exhibit A (Proposed Budget)

**RESOLUTION NO. 25-2112**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL  
YEAR 2025-26 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 2025-26 shall be \$24,269,436.

**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 25<sup>th</sup> day of June 2025, by the following vote to wit;

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

\_\_\_\_\_  
Penny Sylvester, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC City Clerk

**RESOLUTION NO. 25-2113**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26, INCLUDING FISCAL YEAR 2026-27 APPROPRIATIONS, APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26, AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2024-25 ANNUAL BUDGET AND ADOPTING CITYWIDE GOALS FOR FISCAL YEARS 2025-26 AND 2026-27**

**WHEREAS**, the City Council has reviewed the preliminary budget for Fiscal Years 2025-26 and 2026-27 and the amended budget for Fiscal Year 2024-25; and

**WHEREAS**, a Budget Workshop concerning the Fiscal Year 2025-26 and 2026-27 proposed budget was held on Wednesday, June 11, 2025.

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

1. That the Fiscal Year 2025-26 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 2025-26 Budget are hereby appropriated.
3. That the Fiscal Year 2025-26 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2026-26.
4. Any unused appropriations from the Fiscal Year 2024-25 Adopted Budget at the end of Fiscal Year 2024-25 may be re-appropriated by the City Manager for continued use in Fiscal Year 2024-25.
5. That appropriation for the City Council's Citywide Goals for Fiscal Year 2025-265 be approved.

**PASSED, APPROVED, and ADOPTED** this 25<sup>th</sup> day of June, 2025, by the following vote to wit:

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



---

Penny Sylvester, Mayor

ATTEST:

---

Kimberly M. Rodrigues, MMC, City Clerk

## Exhibit A


### *City of Agoura Hills Adopted Biennial Budget Fiscal Years 2025-2026 and 2026-2027*



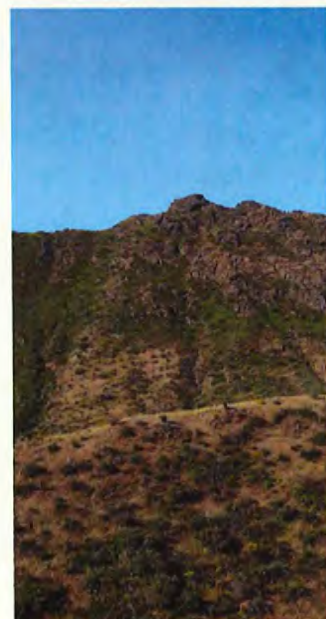
City of Agoura Hills

# Adopted Biennial Budget

Fiscal Years 2025-2026 & 2026-2027



AGGOURA HILLS



City of Agoura Hills  
FY 2025-26/ 2026-27  
Table of Contents

**Introduction**

City Officials Listing.....	4
City Council.....	5
Organization Chart.....	6
Budget Calendar.....	7
Budget-At-A-Glance.....	8

**Executive Summary**

Executive Budget Summary.....	9
Gann Appropriation Limit History.....	23
Gann Appropriation Limit.....	24
Resolution Establishing Gann Limitation.....	XX
Resolution Adopting Budget.....	XX
Sources and Uses 2024-2025.....	25
Sources and Uses 2025-2026.....	26
Sources and Uses 2026-2027.....	27
Consolidated Financial Schedule 2025-2026.....	XX
Consolidated Financial Schedule 2026-2027.....	XX
Description of Non-Major Governmental Funds 2025-2026.....	28
General Fund Revenue/Expenditure Pie Chart.....	XX
Award Documentation.....	30
Demographic Information.....	31
Tax Revenues by Source-Trend Analysis.....	XX
Comparative Tax Revenue by Source.....	XX
Summary Revenues/Expenditures.....	XX
Total Budget Summary.....	XX
Revenue by Type Total Budget.....	XX
Personnel Summary.....	32
Interfund Transfers 2024-2025 to 2026-2027.....	33

**General Fund**

Revenues.....	36
Core Values.....	XX
Goals.....	39
City Council.....	40
City Manager.....	42
Communication.....	45
City Clerk.....	48
City Attorney.....	51
Finance.....	54
Public Facilities.....	57



City of Agoura Hills  
FY 2025-26/ 2026-27  
Table of Contents

Non-Departmental.....	60
Automated Office Systems.....	62
Los Angeles County Sheriff.....	64
Emergency Services.....	66
Emergency Incident.....	69
School Crossing Guards.....	70
Animal Care & Control.....	72
Community Development.....	74
Building and Safety.....	77
Recreation.....	80
Reyes Adobe Historical.....	83
Recreation Center.....	85
Special Events.....	86
Community Services.....	87
Parks Maintenance.....	90
Public Works.....	91
Traffic Safety.....	94
Landscape Maintenance.....	96
Storm Drain & Flood Control.....	98
Other Improvements/Projects.....	100
<b>Other Funds</b>	
Capital Projects Fund.....	102
Facilities Fund.....	103
Open Space.....	104
Recreation Center Capital Project.....	105
Storm Water Capital Project.....	106
Measure R Capital Projects.....	107
Measure M Capital Projects.....	109
Gas Tax.....	111
Road Rehab Fund.....	112
CalPERS Set Aside.....	113
Traffic Safety.....	114
Proposition A.....	115
Proposition C.....	117
Measure R.....	118
Measure M.....	119
Measure W.....	120
South Coast Air Quality Management.....	121
Traffic Improvement.....	122

# City of Agoura Hills

## FY 2025-26/ 2026-27

### Table of Contents

Utility Undergrounding.....	123
Supplemental Law Enforcement.....	124
Community Development Block Grant.....	125
Miscellaneous Grants.....	126
Financing Authority Debt Service.....	129
Agoura Hills Improvement Authority Debt Service.....	130
Inclusionary Housing In Lieu.....	131
Solid Waste Management.....	132
Housing Successor Agency.....	133
<b>Capital Improvement Plan</b>	
Capital Improvement Plan.....	135
Capital Improvement.....	136
<b>Policies</b>	
Statement of Investment Policy.....	140
Fraud Prevention Policy and Protocol.....	156
Balanced Budget Policy.....	162
Local Debt Policy.....	163
Independent Auditor Policy.....	175
Financial Policy.....	177
Post-Issuance Compliance Procedures.....	178
Post-Issuance Disclosure Policy.....	185
Fund Balance Policy for the General Fund.....	191
Federally Funded Procurement Policy.....	194
Two Year Budget Policy.....	206
<b>Appendix</b>	
List of Acronyms.....	208
Glossary of Terms.....	210



# **City of Agoura Hills**

## **City Officials**



Penny Sylvester, Mayor

Jeremy Wolf, Mayor Pro Tem

Chris Anstead, Councilmember

Deborah Klein Lopez, Councilmember

Kate Anderson, Councilmember

Nathan Hamburger, City Manager

Ramiro Adeva, Assistant City Manager

Amy Brink, Community Services Director

Charmaine Yambao, Public Works Director

Diego Ibanez, Finance Director

Denice Thomas, Community Development Director

Kimberly Rodrigues, City Clerk



# City of Agoura Hills City Council



**Mayor**  
Penny Sylvester



**Mayor Pro Tem**  
Jeremy Wolf



**Councilmember**  
Chris Anstead



**Councilmember**  
Deborah Klein Lopez



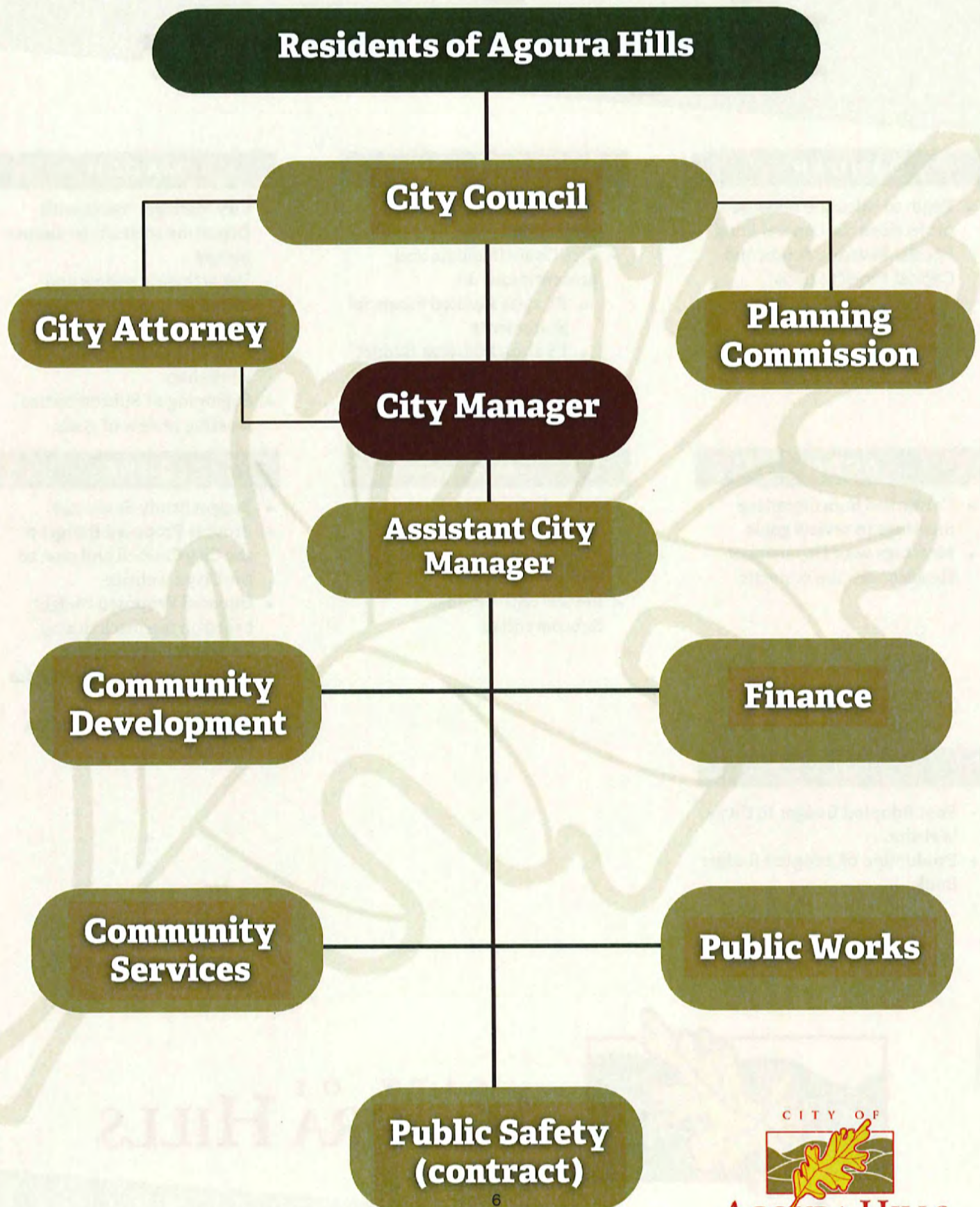
**Councilmember**  
Kate Anderson



CITY OF  
**AGOURA HILLS**



# Organizational Chart





# City of Agoura Hills Budget Calendar

## JANUARY

- Begin to calculate revenue projections for General Fund, Special Revenue Funds, and Capital Project Funds.

## FEBRUARY

- Review and update salary projections.
- City Council update and presentations on:
  - FY 23-24 Audited Financial Statements
  - FY 24-25 Mid-year Budget
  - FY 25-26 & FY 26-27 Budget Outlook

## MARCH

- City Manager meets with Department Heads to discuss budget.
- Departments review and complete necessary budget forms.
- First City Council Goal Workshop.
- Beginning of Subcommittee meeting review of goals.

## APRIL

- Continued Subcommittee meetings to review goals.
- Meetings with Department Heads to discuss requests.

## MAY

- Second City Council Goal Workshop.
- Preparation of Proposed Budget document.
- Review with Finance Subcommittee.

## JUNE

- Budget Study Session(s).
- Provide Proposed Budget to the City Council and post to the City's website.
- Updated Proposed Budget based on feedback during Budget Study Sessions.
- Publish Notice of Hearing for Budget Adoption.
- Budget Adoption, including Gann Limit.

## JULY

- Post Adopted Budget to City's Website.
- Production of Adopted Budget Book.



CITY OF  
**AGOURA HILLS**

## BUDGET-AT-A-GLANCE

City of Agoura Hills, California  
Fiscal Year 2025-26 and 2026-27



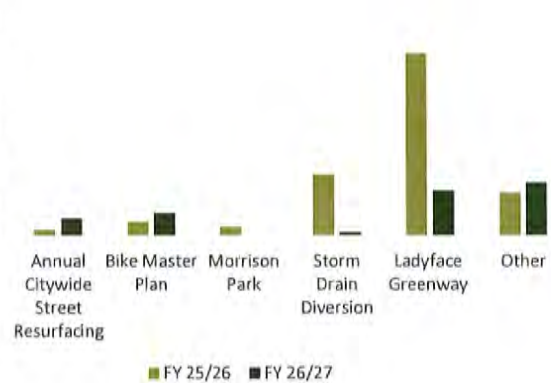
## CITY COUNCIL ADOPTS FISCAL YEAR 2025-2026 BUDGET AND APPROVES FISCAL YEAR 2026-2027 BUDGET

The City Council adopted the budget for Fiscal Year 2025-2026 and approved the budget for Fiscal Year 2026-2027 at their meeting on June 25, 2025. The City Council will review the budget at least twice before the end of Fiscal Year 2025-2026. The General Fund is where the majority of discretionary spending is recorded. The City staff will constantly monitor revenues and expenditures and response to events that impact the budget.

### CAPITAL IMPROVEMENT PROJECTS

Project	Cost (2025/26)	Cost (2026/27)
Annual Citywide Street Resurfacing	\$350,000	\$1,000,000
Bike Master Plan	\$810,000	\$1,280,000
Morrison Park	\$525,749	\$0
Storm Drain Diversion	\$3,435,775	\$226,000
Ladyface Greenway	\$10,238,000	\$2,550,000
Other	\$2,411,921	\$2,995,000
<b>TOTAL</b>	<b>\$17,771,445</b>	<b>\$8,051,000</b>

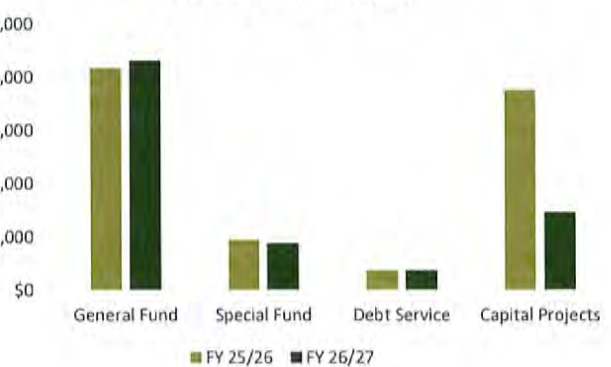
Capital Improvement Projects



### CITYWIDE BUDGET

Fund Type	FY 2025/26 Proposed	FY 2026/27 Proposed
General Fund	\$20,853,895	\$21,540,544
Special Fund	\$4,737,491	\$4,414,406
Debt Service	\$1,850,233	\$1,856,483
Capital Projects	\$18,795,396	\$7,351,638
<b>Total</b>	<b>\$ 46,237,015</b>	<b>\$ 35,163,071</b>

Citywide Budget 25/26







Date: June 11, 2025  
To: Honorable Mayor and Members of the City Council  
From: Nathan Hamburger, City Manager  
Subject: Fiscal Year 2025/26 and 2026/27 Proposed Budget Message

Honorable Mayor and City Council,

I am pleased to present the Proposed Operating and Capital Budgets for Fiscal Years 2025/26 and 2026/27. After the threat of wildfire in the surrounding areas of the City during the beginning of the year, the community of Agoura Hills begins the FY 2025/26 with a Proposed Budget theme of *"Resilience, Hope, and Collective Action"*. Staff has created a budget referred to as a Sustainable and Resilient Effort (SRE) Budget, which will focus on allocating financial resources to achieve operational obligations in the year to come, support long-term financial stability, and the ability to withstand any unexpected challenges.

Developing and monitoring the budget is an ongoing process, and the budget that is proposed is modified throughout the budget period to respond to unanticipated events or City Council action. At the June 11, 2025, Budget Study session, the City Council will review the 2025/26 and 2026/27 budgets. The budgets will be adopted at the June 25, 2025, City Council meeting.

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

#### **Financial Highlights**

Since the previous budget cycle, the City of Agoura Hills continues to prosper and maintain a community of growth and accomplishments. The City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023, received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). The June 30, 2024, ACFR has been submitted for review. For the fifth time, the City's Budget for the fiscal years ending June 30, 2024, received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). These certificates are the highest form of recognition in governmental accounting and financial reporting, and their attainment represents a significant accomplishment by the City and its management. It is the Finance Department's intention to apply to GFOA for consideration again this year.

The City of Agoura Hills received an AA+ rating from Standard & Poor's (S&P) in February 2024; this rating signifies a very high credit quality and a very low risk of default. It indicates the City of Agoura Hills has a very strong capacity to meet its financial obligations and it is one of the highest investment grade ratings.

The City continues to stay financially sound. Historically the City has always received high credit ratings. In November 2016, the City of Agoura Hills received a very strong financial endorsement from Standard & Poor's (S&P), who assigned a rating of AA+, stable on the Agoura Hills Improvement Authority's 2016 Lease Revenue Refunding Bonds. And in August 2013, the City of Agoura Hills received a very strong financial endorsement from Standard & Poor's (S&P), who



assigned a rating of AA+ on the Agoura Hills Improvement Authority's 2013 Lease Revenue Bonds. The City continues to enjoy one of the highest bond ratings available to cities in California. The S&P Rating Report reflects Standard & Poor's view of the city's stable economy, effective management, very strong budget flexibility and liquidity. See a later discussion in this summary on the City's debt obligations.

### **Budget Development**

Given the economic uncertainty of the last months, coupled with daily changes in national policies, staff took a conservative approach to projecting revenues, intense review of operational expenditures, and continued work to accomplish the City Council Goals. In preparing the biennial budget, Staff held several goal setting meetings, subcommittee meetings, and budget workshops with the City Council.

For the purposes of budget preparation, each department received a base budget. Any changes were requested by department leaders and submitted to the City Manager for review and discussions with the Personnel and Finance Department to determine the priority of request and if funding was available. The City Manager then met with departments to review the proposed operating budget and any requests.

Along with Department operations review, the process also includes identifying a two-year capital projects program, as well as updating the five year Capital Improvement Plan. Projects are identified based on needs and priorities and available funding sources; some projects have primary funding from Special Funds and some contribution is made by the General Fund. Projects are evaluated each budget cycle and an updated report provided at mid-cycle.

This year, Staff took a proactive approach to developing the budget and sought to control costs by the following methods:

1. **Cost Review:** Department Leaders were asked to closely review their operational budget line by line to address expenditures as precisely and as conservative as possible to reduce obligations and as a result, more funds could be appropriated to other City needs.
2. **Project Prioritization:** Staff closely examined the list of pending projects and prioritized them based on Council priority and available resources, both funding and personnel.
3. **Proper Cost Allocation:** The City Council adopted a new city-wide fee schedule last year that will go into effect on July 1, 2025. The new fee study allowed staff to increase revenue resources while also distributing costs across other funds; this cost allocation will preserve the General Fund from taking on any additional costs.
4. **Personnel Freeze:** Two positions were frozen during the preparation of the FY 2025/26 budget; in the Public Works Department, the Senior Civil Engineer Position will not be filled this year and in the Finance Department the Accountant II position will also remain vacant.

These concepts are not new, but by starting at this level of budgeting, staff was able to determine each departments' operations and seek a programing reset considering the overall economic factors.

### **Overall Budget and Macro and Local Economic Outlook**

An economic outlook helps Councilmembers, staff, and the public understand the anticipated economic conditions, such as employment trends, inflation, property values, consumer spending, and development projects that may affect revenue sources (like taxes and fees) and expenditure needs (such as public safety, infrastructure, and community projects). It allows for informed

forecasting, helps identify potential risks and opportunities, and supports strategic planning by aligning fiscal priorities with anticipated economic realities.

This explanation is important as it drastically affects the funding sources that contribute to the City's General Fund. Recent shifts in federal policy have generally introduced external challenges that are expected to impact day-to-day expenses. Key policy areas include a focus on reduced federal spending, changes in immigration enforcement, and initiatives encouraging domestic manufacturing all while causing erratic consumer behavior, an unstable stock market, and difficulty in using traditional tools to forecast revenues and expenditures. The true extent of these policy changes and their impacts remain uncertain and dynamic – changing daily and adding to persistent uncertainty. Potential impacts to the City could include changes to the availability of federal grants and a conscious consumer that chooses to save and not spend on anything discretionary while being aware of the increase costs of necessary goods.

The City of Agoura Hills has continued to prioritize economic development efforts with a focus on strengthening the local economy, especially amid ongoing uncertainty at the federal level. With a significant portion of the City's annual revenue stream generated from sales tax, developing strategies to attract and retain businesses remains a top priority. This fiscal year, the City completed a comprehensive market analysis to better understand the local economy and identify tools to enhance our business-friendly environment. Through our quarterly "Business and Breakfast" meetings, staff has engaged directly with individual business owners, connecting them with valuable resources such as the Small Business Administration (SBA) and the Service Corps of Retired Executives (SCORE).

The City's General Fund is the primary operating fund used by the City of Agoura Hills to account for ordinary and recurring activities. It typically covers revenues and expenditures related to basic public services that are not required to be accounted for in another fund. It is funded by general revenues such as taxes (sales and property), licenses, and fees.

The City of Agoura Hills' Citywide revenue budget for FY 2025-26 is approximately \$20.9 million, up 1% from the prior year's budget. Net of Transfers, the revenue budget is \$19.8 million.

General Fund Revenue Source	2022-2023 Actual	2023-2024 Actual	2024-2025 Approved Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget
Taxes and Assessments	\$ 16,163,128	\$ 16,258,098	\$ 16,636,445	\$ 16,523,303	\$ 17,070,398
Contributions	\$ 36,789	\$ 38,581	\$ 39,000	\$ 62,400	\$ 65,000
License and Permits	\$ 790,556	\$ 564,814	\$ 710,000	\$ 760,000	\$ 760,000
Charges for Services	\$ 1,066,162	\$ 705,821	\$ 1,177,150	\$ 1,395,023	\$ 1,496,518
Fines and Penalties	\$ 45,574	\$ 33,347	\$ 41,000	\$ 32,000	\$ 32,000
Investment Income	\$ 1,011,697	\$ 1,618,846	\$ 972,000	\$ 995,375	\$ 1,125,500
Other Revenue	\$ 279,761	\$ 555,446	\$ 983,050	\$ 1,093,886	\$ 993,000
<b>Total Revenues</b>	<b>\$ 19,393,667</b>	<b>\$ 19,774,953</b>	<b>\$ 20,558,645</b>	<b>\$ 20,861,987</b>	<b>\$ 21,542,416</b>

The General Fund expenditures for fiscal year 2025-26 are \$20.8 million and the 2026/27 Budget is \$21.5 million. These expenditures account for all personnel and operations costs associated with the agency as well as other departments designated that seek an appropriation from the general fund. The Graph below lists the requests that department leaders have

General Fund Expenditures	2025-2026	2026-2027
	Proposed Budget	Proposed Budget
Department Personnel	\$ 6,705,874	\$ 6,896,359
Department Operations	\$ 3,058,829	\$ 3,342,022
City Attorney	\$ 423,226	\$ 435,922
Public Facilities	\$ 333,650	\$ 350,455
Non-Departmental	\$ 1,467,967	\$ 1,552,517
Automated Office Services	\$ 449,358	\$ 348,200
Los Angeles County Sheriff	\$ 5,649,409	\$ 5,818,891
Emergency Services	\$ 28,169	\$ 24,617
Emergency Incident	\$ -	\$ -
School Crossing Guards	\$ 51,828	\$ 60,000
Animal Control	\$ 100,000	\$ 100,000
Parks & Maintenance	\$ 692,874	\$ 692,874
Traffic Safety	\$ 55,000	\$ 55,000
Landscape Maintenance	\$ 302,000	\$ 298,000
Storm and Drain	\$ 371,522	\$ 380,000
Transfers	\$ 1,054,190	\$ 1,110,688
Flock Cameras	\$ -	\$ 75,000
City Council Goals	\$ 110,000	\$ -
<b>Total Expenditures</b>	<b>\$ 20,853,895</b>	<b>\$ 21,540,544</b>

The budget balances City revenues and expenditures with community priorities and department operations. This budget is noticeably more reserved than the prior two years. Despite the slowing of the local economy and the changing policies on a federal level, the City continues to make great strides to address the most pressing community concerns and issues. Over the past two years, the organization has undertaken modest staffing growth, updated the City's fee schedule, and reviewed internal processes to improve service delivery to residents and improve efficiencies.

The Fiscal Year 2025-26 & 2026-27 Proposed Budget provides financial resources to move the City organization forward, achieve the objectives set out through the City Council Goals, provides for the safety and needs of the City's residents, and addresses the primary operational challenges identified by each Department leader during the budget process.

Public Safety continues to be a high priority, as is seen through the City's financial commitment (27% of the General Fund budget) to the various safety programs. The City contracts with the Los Angeles Sheriff's Department (Sheriff) to provide public safety. Services include patrol and traffic personnel, a juvenile intervention team, and youth drug awareness programs. The Sheriff's Department is requesting a 4.37% increase in rates for the 2025/26 year. Staff increased 2026/27 expenditures by 4.5%.

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

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

The budget process began in January when department heads were asked to prepare revenue and expenditure projections and to provide recommendations for the City's two-year budget. During the first week of March, the City Manager met with each of the department heads to discuss their requests for the two-year period and to review their estimates for the 2025/26 year.

Following the preparation of our budget with on-going operational needs, the City held public meetings with the City Council to ensure all goals had been included within the document. On March 12, 2025, the City Council held the first Goal Gathering Workshop, which included the public. The purpose of this workshop is to discuss all goals and establish a preliminary list for sub-committees to review. On May 12, the City Council held a second Goal Setting Workshop, which was open to the public. This workshop prioritized the goals of the City. On May 19, 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 will hold the budget study session on June 11, 2025, to discuss the 2025/26 and 2026/27 Proposed Budget. On June 25, 2025, the City Council will adopt the 2025/26 and 2026/27 Budgets and appropriated the 2025/26 Budget.

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

- |                       |  |
|-----------------------|--|
| ➤ February 1          | Department Heads – Budgets to Finance  |
| ➤ March 1-15          | City Manager met with Department Heads |
| ➤ March 25            | Department Heads – Revenue Projections |
| ➤ March 12            | Goals Gathering Workshop               |
| ➤ March 29 – April 16 | Council Committee and Staff Meetings   |
| ➤ May 12              | Goal Setting Workshop                  |
| ➤ May 19              | Finance Committee/Community Grants     |
| ➤ June 11             | Preliminary Budget Review Workshop     |
| ➤ June 25             | Adopt Budget                           |

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

### **Level of Budgetary Control**

Since the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line items within it. Various levels of budgetary control have been established to maintain the integrity of the budget. The City Manager has the authority to transfer between expenditure accounts, within the same department, office, agency, or program activity. Where an appropriation requires an increase that cannot be supported by a transfer within those guidelines, City Council authorization is required.

### **Basis of Budgeting**

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

incurred; except that principal and interest payments on general long-term debt are recognized when due.

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

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

All of the 27 budgeted funds are segregated into fund types as shown in the following list. They are described in more detail later in this summary. The City also holds fiduciary responsibility for several funds, which are shown in the financial statements, but are not budgeted.

#### **General Fund**

010 – General Fund

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

020 – Gas Tax Fund

022 – Road Rehabilitation Fund

030 – Retirement Rate Stabilization Fund

040 – Traffic Safety Fund

060 – Proposition A Fund

061 – Proposition C Fund

063 – Measure R Local Return Fund

064 – Measure M Local Return Fund

065 – Measure W Local Return Fund

070 – South Coast Air Quality Control Fund

110 – Traffic Improvement Fund

111 – Undergrounding in Lieu Fund

240 – Supplemental Law Enforcement Fund

250 – Community Development Block Grant Fund

260 – Miscellaneous Grants Fund

420 – Inclusionary Housing In-Lieu Fund

520 – Solid Waste Management Fund

620 – Successor Housing Agency Fund

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

300 – Financing Authority Debt Service Fund

305 – Improvement Authority Debt Service Fund

#### **Capital Projects Funds (7)**

011 – Capital Projects Fund

012 – Facilities Capital Projects Fund

013 – Open Space Capital Projects

015 – Recreation Center Capital Projects Fund

016 – Storm Water Capital Projects Fund

018 – Measure R Capital Projects Fund

019 – Measure M Capital Projects Fund

### **Basis for Assumption for Key Revenue Estimates**



The 2025/26 and 2026/27 Biennial Budget was built upon a series of assumptions related to employee compensation, insurance rates, economic forecasts, and development patterns.

The City's largest revenue sources are as follows:

Revenue Type	2025/26 Budget		2026/27 Budget	
Property Taxes	6,710,394	16%	6,945,398	21%
Sales Taxes	4,617,909	11%	4,750,000	15%
Transient Occupancy Tax	3,890,000	9%	4,070,000	13%
Franchise Fees	2% 880,000			3%
IRWMP Funding Grant	1,195,135	3%	0	0%
Measure R Capital Projects	6,700,000	16%	4,250,000	13%
Loan Repayment from former RDA	970,886	2%	900,000	3%
State Grant – Ladyface Greenway	4,800,000	12%	1,200,000	4%
<b>Subtotal Top Revenues</b>	<b>29,764,325</b>	<b>73%</b>	<b>22,995,398</b>	<b>71%</b>
<b>Total Revenues</b>	<b>40,962,014</b>		<b>32,473,812</b>	

**Property Taxes** – The City's General Fund receives property taxes. The estimate is projected to increase 3.54% in 2025/26 and 3.63% in 2026/27, based on information received from the State and the County of Los Angeles, historical trends, and a forecast of a moderate increase in assessed valuations. Also included in this category is the Property Tax In-Lieu of Vehicle License Fee (VLF). Beginning in 2005/06, a majority of the VLF revenue source has been reclassified from Grants and Subventions, since the State reallocated its funding methodology

**Sales Taxes** – Sales tax is collected in the City of Agoura Hills at the rate of 9.75% effective April 1, 2025. "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: 3.93% State; 1% City/County General Fund; County Public Safety 0.5%, County Realignment 1.56% and the remaining percentages are distributed across various Measures, Transportation, and Housing Funds. 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.

**HBP and Toll Credits** - Toll or Transportation Development credits are a federal transportation funding tool that can be used on federally approved projects, including bridges. No projects are planned for this budget cycle.

**American Recovery Act Funds** - The Federal Government passed the \$1.9 Trillion American Rescue Plan Act (ARPA) on March 11, 2021; ARPA included multiple provisions including \$350 billion for state and local governments. The City of Agoura Hills received \$4.8 million in two installments of approximately \$2.4 million on June 2021 and June 2022. The City has spent and reported these funds to the US Department of Treasury as required by the Last and Final Rule of the Program.



This was a one-time revenue allotment received by the City during the COVID-19 Pandemic that officially commenced on March 11, 2020, and was officially declared over on May 5, 2023, by the World Health Organization. As part of budgeting, this will be a historical revenue at this cycle and will not be included in future cycles of the City of Agoura Hills Budget.

**Transient Occupancy Tax** – The City imposes a 12% Transient Occupancy Tax on occupants at hotel, motel, or other lodging facilities within the incorporated area of the City. This revenue has previously generated almost one-third of the City's revenues. While both years are budgeted very conservatively, the Transient Occupancy Tax revenue is forecasted to increase XX% in 2025/26 this is attributed to several ancillary worldwide events, e.g., The 2026 World Cup, The 2027 Superbowl, and the 2028 Olympic Games.

**IRWMP** –Integrated Regional Water Management Grant Programs (IRWMP) are funded by the State of California under Proposition 1. The funding is a collaborative effort to manage all aspects of water resources in a region. The City is anticipating \$1.25 million in 2025/26 for a water diversion project.

**Measure R Capital Projects Grant** – In November 2008, Measure R was approved by Los Angeles County votes by a two-thirds majority, committing a projected \$40 billion to traffic relief and transportation upgrades throughout the county over the next 30 years.

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

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

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

**Road Rehab Fund** – The Road Rehab Fund is a program aimed at addressing deferred maintenance on both the state highway system and the local street and road network. The City of Agoura Hills uses these funds for the annual Citywide Street Resurfacing.

### **Strategies for Actions**

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

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

General Plan  
Comprehensive Traffic Study  
Comprehensive Recreation Plan  
Storm Water Management Plan  
Climate Action and Adaption Plan

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

### **Mission Statement**

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

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

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

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

### **Major Issues and Objectives**

Derived from the Goal Workshop, the City Council identified several major initiatives. These initiatives were discussed at the Goal Workshop but only a few will be funded during the FY 2025-26. The overall discussed initiatives are:

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

**Infrastructure** – Currently the City has numerous projects and programs underway, the Kanan/Agoura Intersection Design, and a Storm Drain Diversion Project. Additionally, the City is under construction on the Ladyface Greenway which has an estimated completion date of Mid-2026.

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

**Land Use/Economic Development** - The City implements long-range programs such as the Affordable Housing, Short-Term Rental, Accessory Dwelling Unit (ADU), Landscape Guidance, and Senate Bill 9 Programs, and is also working on updates to the municipal code, including updates to the Oak Tree Ordinance and the creation of a Cultural Heritage Ordinance. The City also reviews individual development applications, which currently include four affordable housing projects. The first project approved under the City's Affordable Housing Overlay has started demolition/construction and will be completed in an estimated 27 months. The project will provide 278 units, including 38 low and very low-income units, helping the City meet its Regional Housing Needs Allocation.

**Parks/Recreation/Transportation** – The City continues to improve its recreation and park facilities for the residents of Agoura Hills. The City is completing bathroom facilities enhancement at Chumash Park and hopes to complete a playground project at Morrison Park this year.

**Emergency Preparedness/Public Safety** – The City continues to review and improve its Emergency Preparedness protocol for its residents. Agoura Hills maintains an Emergency Operations Plan (EOP) to coordinate resources effectively during emergencies, ensuring the protection of residents. The plan is dynamic and adaptable, reviewed and approved by public safety agencies. Additionally, the city has an Evacuation Plan to guide residents and agencies in case of emergencies.

**Communications** – The City's Communications Department will continue implementing the launch of the City's new website, [agourahillscity.gov](http://agourahillscity.gov), promote emergency preparedness, further expand and grow our followership across digital platforms, and continue to market Agoura Hills as a great place to live, work, and visit.

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

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

### **Goals for Goals**

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

#### **A. Infrastructure**

1. Old Agoura Trails and Bikeway Improvement Design
2. Continued work on bike facilities such as dedicated lanes, racks, and expanding trails for biking
3. Enhance median landscaping on Kanan Road (Thousand Oaks Blvd. to City Boundary)

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

1. Solar & Generator Back-Up Systems Screening
2. Artificial Turf – Review Allowance in Residential Zones and Provide Analysis with Options/Exceptions

3. Civic Center Public Private Partnership

C. Parks/Recreation/Transportation

1. Continue to offer Programing with Agoura Hills Themes
2. Morrison Park play equipment replacement

D. Emergency Preparedness/Public Safety

1. Wildfire Prevention Home Hardening Program
2. Enhance Emergency Evacuation Education
3. E-Bike Enforcement – Update to Municipal Code and Park Rules
4. Backup Internet Services for Hard-to-Reach Areas in Community
5. Promote Community Emergency Response Team (CERT) to Rebrand and Recruit Additional Community Members and Consider Volunteers on Patrol for Realtime Crime Center

E. Communications

1. Streamline Emergency notifications sign-up
2. Continue the launch of the City's New Website
3. Promote Emergency Preparedness Programs and Protocols
4. Expand Followership Across All Digital Platforms

F. Environmental Sustainability

1. Tree Management Plan to Replace Non-Native Trees

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

**General Fund Reserve Policy**

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

<b>General Fund</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
<b>Ending Fund Balance</b>	\$13,870,372	\$13,878,464	\$13,880,336
<b>Operating Expenses and Transfers</b>	\$20,796,801	\$20,853,895	\$21,540,544
<b>Percentage</b>	67%	67%	64%

The General Fund serves as a temporary funding source for the many grants the City receives, including the Roadside Bridge and Measure M Capital Projects. These amounts are included in the above referenced fund balance.

### **Balanced Budget**

In accordance with the Balanced Budget Policy, which is included within the Appendix of this document, the 2025/26 and 2026/27 budgets are balanced. This means that operating revenues fully cover operating expenditures, including debt. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time", non-recurring expenditures. Additionally, ending fund balance must meet the minimum policy levels as defined by Council Resolution.

### **Personnel Additions/Promotions and Reclassifications**

The 2025/26 and 2026/27 headcount includes 33 full-time employees, 5 Council members, 5 Planning Commissioners, and numerous part-time staff, who are primarily employed at the Recreation Center.

The City is offering employees a Cost-of-Living Adjustment (COLA) of 3.1% in 2025/26 and a COLA between 2% and 6.5% in 2026/27, based on the Los Angeles Wage Earners CPI. The City also approved an increase to health care coverage from \$2,750 per month to \$2,900 in FY 25/26 and \$3,050 in FY 26/27. The deferred compensation match will also increase \$20 each year to \$120 and \$140, respectively.

Two new positions were added to the salary and positions schedule. The Public Works Deputy Director position was added and filled in FY 24/25. A Records Coordinator position was also added to the schedule but has not been budgeted for FY 25/26 or FY 26/27.

The City has implemented a cost sharing plan with the employees to cover the cost of the Public Employees Retirement System (CalPERS) retirement plan. The City has two plans, Public Employees' Pension Reform Act (PEPRA), where employees receive a benefit of 2% at 62, and Miscellaneous employees (joining prior to January 1, 2013, where) employees receive a benefit of 2% at 55. PEPRA employees contribute 7.75% towards their pension cost. Miscellaneous employees began contributing when combined plan costs exceeded 20.0%. The City's rate is projected to be 26.7% for 2025/26 and 27.4% in 2026/27. Miscellaneous employees are budgeted to contribute 5.0% towards pension costs in 2025/26, and 5.5% in 2026/27. The rate in 2024/25 was 24.6%.

### **Debt Obligations**

The 2025-26 and 2026-27 Budget includes certain debt obligations for the City. The obligations included in the budget represent the annual installment payments of principal and interest to be paid on debt existing on July 1, 2025.

The following descriptions include current outstanding debt for each of these issues:

#### **2024A Lease Revenue Bonds**

Purpose: Assist the City in financing a portion of the Ladyface Greenway project for the benefit of the residents of the City of Agoura Hills.

\$12,325,000 issued March 2024  
Principal Outstanding 7/1/2024: \$12,325,000  
Maturity Date: 2041  
Interest Rate: 3.0% - 3.6%  
Funding Sources: General Fund, Measure M, Measure R

2024B Lease Revenue Refunding Bonds

Purpose: Refunding of the Agoura Hills Financing Authority's remaining outstanding 2013 Lease Revenue Bonds. The 2013 bonds were issued to finance a portion of the costs of the Agoura Hills Recreation Center and other public infrastructure.

\$2,575,000 issued March 2024  
Principal Outstanding 7/1/2024: \$2,575,000  
Maturity Date: 2041  
Interest Rate: 4.0%  
Funding Sources: General Fund

2016 Lease Revenue Refunding Bonds

Purpose: Refunding of the Agoura Hills Financing Authority's remaining outstanding 2007 Bonds. The bonds were issued to finance the Civic Center and other capital projects within the City.

\$10,055,000 issued October 2016  
Principal Outstanding 7/1/2024: \$8,285,000  
Maturity Date: 2041  
Interest Rate: 4.0% - 5.0%  
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 7/1/2024: \$25,781,522  
Maturity: 2042  
Interest Rate: 3.0%  
Funding Sources: RDA tax increment revenue

Debt Limit

The only legal debt limit in California is for general obligation debt. If a city wants to issue general obligation debt, they must go out to the voters and receive a 2/3 majority vote. The city does not have general obligation debt 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 2025/26 and 2026/27 budget are in compliance with this policy.



	FY 2025/26	FY 2026/27
Debt service payments	\$1,844,713	\$1,850,963
General Fund revenues	\$20,861,987	\$21,452,416
<b>Percentage Debt Service</b>	<b>8.8%</b>	<b>8.6%</b>

### Summary

It's an exciting time in the City of Agoura Hills with many events happening in the surrounding area in the next couple of years; the "*Fédération Internationale de Football Association*" or FIFA will host eight (8) games at SoFi Stadium in 2026, followed by Super Bowl LXI in 2027, and The 2028 Summer Olympics, the Games of the XXXIV Olympiad, will also be played in Los Angeles. The City is excited to welcome many visitors from all over the world to these events.

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

I appreciate the support and cooperative policy direction given by the City Council during the past year and believe that this budget fully supports the adopted policies and programs of the Agoura Hills City Council. I would like to acknowledge the guidance of the City Council, the dedication of Finance Department staff, the City's management team, and City staff that ensure the community receives the highest level of service each and every day. I would also like to provide special acknowledgement to the Finance Department who have worked tirelessly to put together this Proposed Budget. Without their dedication and ability to effectively communicate with internal and external stakeholders, this Proposed Budget would not have been possible.

I look forward to working with you when we make this budget a reality.

Respectfully,

*Nathan Hamburger*

Nathan Hamburger  
City Manager  
City of Agoura Hills

## City of Agoura Hills Appropriations Limit FY 2025-26

### History

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

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

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

### Agoura Hills and the Future

The following table provides an analysis of the City of Agoura Hills' appropriation limit. Historically the City has remained well below its appropriation limit. For the 2025-26 fiscal year, there is a significant gap of \$8,239,133 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 2024-25	\$22,842,166
Adjustment Factors:	<u>% Ratio</u>
Population Factor	0.9982
Growth Factor	<u>1.0644</u>
Population Ratio*Economic Ratio	<u>1.062484</u>
Appropriation Limit for FY 2025-26	<u>\$24,269,436</u>

**CITY OF AGOURA HILLS  
GANN APPROPRIATION LIMIT  
FY 2025-26**

Appropriation Limitation Calculation					Schedule 1	Appropriation Subject to Limit				Schedule 2
<div>% Change in</div> <div>Per Capita</div> <div>Personal</div> <div>Income</div>		<div>in</div> <div>Population</div> <div>per DOF</div>	<div>Growth</div> <div>Factor</div>	<div>Appropriation</div> <div>Limit</div> <div>by Fiscal</div> <div>Year</div>		Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax	
1981-82 Base Year Approp Subject to Limit:					\$2,200,000	Unrestricted:				
Allowed Growth Rate:						Taxes	\$16,523,303	\$15,643,303	\$880,000	
1992-93	0.9936	1.0133	1.0068149	5,920,556		License and Permits	760,000		760,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248		Charges for Services	1,395,023		1,395,023	
1994-95	1.0071	1.0028	1.0099199	6,191,060		Fines and Forfeitures	32,000		32,000	
1995-96	1.0472	0.9969	1.0439537	6,463,180		Interest Earnings	450,000	351,000	99,000	
1996-97	1.0467	1.0034	1.0502588	6,788,011		Miscellaneous	1,701,661		1,701,661	
1997-98	1.0467	1.0104	1.0575857	7,178,904		Total Unrestricted	20,861,987	15,994,303	4,867,684	
1998-99	1.0415	1.0120	1.0539980	7,566,550		Restricted:				
1999-00	1.0453	1.0158	1.0618157	8,034,282		Taxes	36,000	36,000	0	
2000-01	1.0491	1.0148	1.0646267	8,553,511		License and Permits			0	
2001-02	1.0782	1.0137	1.0929713	9,348,742		Intergovernmental	19,270,584		19,270,584	
2002-03	0.9873	1.0400	1.0267920	9,599,213		Charges for Services	73,000		73,000	
2003-04	1.0231	1.0157	1.0391627	9,975,145		Fines and Forfeitures	40,000		40,000	
2004-05	1.0328	1.0102	1.0433346	10,407,413		Interest Earnings	639,000		639,000	
2005-06	1.0526	1.0540	1.1094404	11,546,405		Miscellaneous	41,443		41,443	
2006-07	1.0396	1.0017	1.0413673	12,024,049		Total Restricted	20,100,027	36,000	20,064,027	
2007-08	1.0442	1.0034	1.0477503	12,598,200		Total Source of Funds	\$40,962,014	\$16,030,303	\$24,931,711	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239						
* 2009-10	1.0062	1.0058	1.0120360	13,371,262						
2010-11	0.9746	1.0059	0.9803501	13,108,518						
* 2011-12	1.0251	1.0025	1.0276628	13,471,136						
* 2012-13	1.0377	1.0021	1.0398792	14,008,354						
2013-14	1.0512	1.0045	1.0559304	14,791,847						
2014-15	0.9977	1.0047	1.0023892	14,827,188						
2015-16	1.0382	1.0064	1.0448445	15,492,106						
2016-17	1.0537	1.0068	1.0608652	16,435,036						
2017-18	1.0369	1.0001	1.0370037	17,043,191						
2018-19	1.0367	1.0010	1.0377367	17,686,345						
2019-20	1.0385	0.9985	1.0369430	18,339,732						
2020-21	1.0373	0.9973	1.0344993	18,972,440						
2021-22	1.0573	0.9931	1.0500046	19,921,149						
2022-23	1.0755	0.9898	1.0645299	21,206,659						
2023-24	1.0444	0.9997	1.0440867	22,141,590						
2024-25	1.0362	0.9956	1.0316407	22,842,166						
2025-26	1.0644	0.9982	1.0624840	24,269,436						
2025-26 Appropriation Limit					\$24,269,436					
Less Appropriations subject to limit (Sched 2)					16,030,303					
2025-26 Appropriations Under Allowed Limit					\$8,239,133					

\* Revised

City of Agoura Hills  
Sources and Uses  
Adopted Budget 2024-25

----- Estimate 2024/25-----					
Fund	Fund Balance 6/30/2024	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2025
<u>City of Agoura Hills</u>					
<u>Major Funds</u>					
10 General Fund	13,763,528	20,903,645	19,051,328	(1,745,473)	13,870,372
18 Measure R Capital Projects	(2,631,585)	4,621,750	4,865,000		(2,874,835)
19 Measure M Capital Projects	(722,386)	5,498,600	5,788,001		(1,011,787)
305 Improvement Authority Debt Serv	12,148,816		1,847,612	1,271,613	11,572,817
620 Successor Housing	998,963	30,000	58,917	178,010	1,148,056
Subtotal Major Funds	23,557,336	31,053,995	31,610,858	(295,850)	22,704,623
20 Gas Tax	187,384	579,388	604,400		162,372
22 RRAA	150,702	526,155	400,000		276,857
30 Retirement Rate Stablization	94,555	1,200		95,850	191,605
40 Traffic Safety	50,680	46,000	55,143		41,537
60 Proposition A	1,459,046	729,514	885,975		1,302,585
61 Proposition C	764,027	486,240	422,895		827,372
63 Measure R	327,179	353,930	598,787		82,322
64 Measure M	138,653	395,554	497,057		37,150
65 Measure W	516,989	637,390	632,390		521,989
70 SCAQMD	92,310	27,700			120,010
110 Traffic Improvement	1,036,314	6,000			1,042,314
111 Utility Undergrounding	57,599	750			58,349
240 Suppl. Law Enfcmnt	141,190	104,000	236,871		8,319
250 CDBG	(42)	110,000	109,650		308
260 Misc. Grants	(375,707)	5,015,254	4,980,542		(340,995)
520 Waste Management	271,230	122,000	109,848		283,382
420 Inc. Housing In-Lieu	1,946,701	60,000			2,006,701
300 Public Fin Auth Debt Service	1,177				1,177
11 Capital Projects Fund	529,256	14,000	489,585	96,000	149,671
12 Facilities Fund	614,945	17,000	22,300		609,645
13 Open Space Fund	112,892	4,000			116,892
15 Rec Center Capital Projects	9,138	41,443	50,000	104,000	104,581
16 Stormwater Capital Projects	1,412,129	35,000	970,610		476,519
Subtotal Non-Major Funds	9,538,347	9,312,518	11,066,053	295,850	8,080,662
Total City of Agoura Hills	33,095,682	40,366,513	42,676,911	-	30,785,284

City of Agoura Hills  
Sources and Uses  
Proposed Budget 2025-26

	----- Estimate 2025/26-----				
Fund	Fund Balance 6/30/2025	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2026
<u>Major Funds</u>					
10 General Fund	13,870,372	20,861,987	19,804,852	(1,054,189)	13,873,318
19 Measure M Capital Projects	(1,011,787)	6,910,000	7,273,563	-	(1,375,350)
260 Misc. Grants	(340,995)	9,673,877	9,673,877	-	(340,995)
Subtotal Major Funds	12,517,590	37,445,864	36,752,292	(1,054,189)	12,156,973
11 Capital Projects Fund	149,671	183,235	167,235	-	165,671
12 Facilities Fund	609,645	10,000	400,000	-	219,645
13 Open Space Fund	116,892	4,000	-	-	120,892
15 Rec Center Capital Projects	104,581	41,443	222,187	10,300	(65,863)
16 Stormwater Capital Projects	476,519	116,769	970,610	-	(377,322)
18 Measure R Capital Projects	(2,874,835)	83,500	87,924	-	(2,879,259)
20 Gas Tax	162,372	586,367	611,500	-	137,239
22 RRAA	276,857	557,951	250,000	-	584,808
30 Retirement Rate Stabilization	191,605	3,000	-	-	194,605
40 Traffic Safety	41,537	41,000	50,000	-	32,537
60 Proposition A	1,302,585	675,300	1,019,550	-	958,335
61 Proposition C	827,372	455,717	462,100	-	820,989
63 Measure R	82,322	329,288	335,788	-	75,822
64 Measure M	37,150	365,360	329,733	-	72,777
65 Measure W	521,989	350,000	933,190	-	(61,201)
70 SCAQMD	120,010	28,200	55,000	-	93,210
110 Traffic Improvement	1,042,314	6,000	-	-	1,048,314
111 Utility Undergrounding	58,349	2,000	-	-	60,349
240 Suppl. Law Enfcmt	8,319	182,000	234,775	-	(44,456)
250 CDBG	308	147,895	147,895	-	308
300 Public Fin Auth Debt Service	1,177	-	-	-	1,177
305 Improvement Authority Debt Serv	11,572,817	300,000	1,850,233	849,712	10,872,296
420 Inc. Housing In-Lieu	2,006,701	65,000	-	-	2,071,701
520 Waste Management	283,382	119,000	231,730	-	170,652
620 Successor Housing	1,148,056	45,000	76,230	194,177	1,311,003
Subtotal Non-Major Funds	18,267,694	4,698,025	8,435,680	1,054,189	15,584,228
Total City of Agoura Hills	30,785,284	42,143,889	45,187,972	-	27,741,201

City of Agoura Hills  
Sources and Uses  
Proposed Budget 2026-27

----- Estimate 2026/27 -----					
Fund	Fund Balance 6/30/2026	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2027
<u>City of Agoura Hills</u>					
<u>Major Funds</u>					
10 General Fund	13,878,464	21,542,416	20,429,856	(1,110,688)	13,880,336
19 Measure M Capital Projects	(1,375,350)	4,230,000	4,523,779	-	(1,669,129)
Subtotal Major Funds	12,503,114	25,772,416	24,953,635	(1,110,688)	12,211,207
11 Capital Projects Fund	165,671	16,000	-	-	181,671
12 Facilities Fund	219,645	8,000	-	-	227,645
13 Open Space Fund	120,892	4,000	-	-	124,892
15 Rec Center Capital Projects	(65,863)	-	-	-	(65,863)
16 Stormwater Capital Projects	(377,322)	23,754	-	-	(353,568)
18 Measure R Capital Projects	(2,879,259)	-	-	-	(2,879,259)
20 Gas Tax	137,239	586,367	611,500	-	112,106
22 RRAA	584,808	552,951	900,000	-	237,759
30 Retirement Rate Stablization	194,605	3,000	-	-	197,605
40 Traffic Safety	32,537	41,000	50,000	-	23,537
60 Proposition A	958,335	675,300	1,019,550	-	614,085
61 Proposition C	820,989	455,717	462,100	-	814,606
63 Measure R	75,822	329,288	335,788	-	69,322
64 Measure M	72,777	365,360	339,733	-	98,404
65 Measure W	(61,201)	345,000	328,000	-	(44,201)
70 SCAQMD	93,210	28,200	-	-	121,410
110 Traffic Improvement	1,048,314	6,000	-	-	1,054,314
111 Utility Undergrounding	60,349	2,000	-	-	62,349
240 Suppl. Law Enfcmt	(44,456)	182,000	159,775	-	(22,231)
250 CDBG	308	10,000	10,000	-	308
260 Misc. Grants	(340,995)	2,827,859	2,827,859	-	(340,995)
300 Public Fin Auth Debt Service	1,177	-	-	-	1,177
305 Improvement Authority Debt Serv	10,872,296	20,000	1,856,483	1,110,688	10,146,501
420 Inc. Housing In-Lieu	2,071,701	65,000	-	-	2,136,701
520 Waste Management	170,652	119,000	121,730	-	167,922
620 Successor Housing	1,311,003	45,000	76,230	-	1,279,773
Subtotal Non-Major Funds	15,243,233	6,710,796	9,098,748	1,110,688	13,965,969
Total City of Agoura Hills	27,746,347	32,483,212	34,052,383	-	26,177,176



**City of Agoura Hills**  
**Description of Non-Major Governmental Funds**  
**FY 2025-26**

**Non-Major Special Revenue Funds**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Agoura Hills  
Description of Non-Major Governmental Funds  
FY 2025-26

Non-Major Capital Projects Funds

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

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

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

Non-Major Debt Service Funds

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

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Agoura Hills  
California**

For the Biennium Beginning

**July 01, 2023**

*Christopher P. Morill*

Executive Director



# About the City of Agoura Hills

## About Agoura Hills

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.

## Demographic at a Glance

### Population



19,274

### Median Age



46

### Educational Attainment



37.31% Bach Degree 27.77% Grad Degree

### Median Household Income

\$171,944



**City of Agoura Hills**  
**PERSONNEL**  
**2023-24 to 2026-27**

	<u>2023-24</u> <u>Headcount</u>	<u>2024-25</u> <u>Headcount</u>	<u>2025-26</u> <u>Headcount</u>	<u>2026-27</u> <u>Headcount</u>
<u>General Fund</u>				
City Council	5.00	5.00	5.00	5.00
City Manager	9.25	9.35	6.81	6.81
Communications	0.00	0.00	0.87	0.87
City Clerk	1.00	1.00	1.00	1.00
Finance	3.60	4.24	2.26	2.26
Community Development	6.34	6.34	6.57	6.57
Community Services Administration	7.35	7.40	7.14	7.14
Public Works Administration	1.56	2.18	2.81	2.81
Building and Safety	3.00	3.00	2.00	2.00
Total General Fund	<u>37.10</u>	<u>38.51</u>	<u>34.46</u>	<u>34.46</u>
<u>Proposition A</u>				
Community Services Administration	0.65	0.60	0.71	0.71
Total Proposition A Fund	<u>0.65</u>	<u>0.60</u>	<u>0.71</u>	<u>0.71</u>
<u>Proposition C</u>				
Public Works	0.55	0.28	0.38	0.38
Total Proposition C Fund	<u>0.55</u>	<u>0.28</u>	<u>0.38</u>	<u>0.38</u>
<u>Measure M-Local</u>				
Public Works	0.31	0.31	0.28	0.28
Total Measure M Local	<u>0.31</u>	<u>0.31</u>	<u>0.28</u>	<u>0.28</u>
<u>Measure M-Grant</u>				
City Manager	0.07	0.08	0.23	0.23
Communications	0.00	0.00	0.10	0.10
Community Services	0.00	0.00	0.15	0.15
Finance	0.24	0.56	0.52	0.52
Public Works	1.05	1.95	1.06	1.06
Total Measure M Grant	<u>1.36</u>	<u>2.59</u>	<u>2.06</u>	<u>2.06</u>
<u>Measure R-Local</u>				
Public Works	0.38	0.26	0.29	0.29
Total Measure R Local	<u>0.38</u>	<u>0.26</u>	<u>0.29</u>	<u>0.29</u>
<u>Measure R-Grant</u>				
City Manager	0.00	0.00	0.29	0.29
Finance	0.00	0.00	0.04	0.04
Public Works	0.00	0.00	0.03	0.03
Total Measure R Fund	<u>0.00</u>	<u>0.00</u>	<u>0.36</u>	<u>0.36</u>
<u>Miscellaneous Grants</u>				
City Manager	0.07	0.00	0.01	0.01
Communications	0.00	0.00	0.03	0.03
Finance	0.56	0.02	0.06	0.06
Public Works	1.15	0.02	0.15	0.15
Total Misc Grant Fund	<u>1.78</u>	<u>0.04</u>	<u>0.25</u>	<u>0.25</u>
<b>Total City of Agoura Hills</b>	<b><u>42.13</u></b>	<b><u>42.59</u></b>	<b><u>38.79</u></b>	<b><u>38.79</u></b>
<u>Successor Agency to the RDA</u>				
City Manager	0.05	0.01	0.08	0.08
City Clerk	0.00	0.00	0.00	0.00
Finance	0.60	0.18	0.12	0.12
Total Successor Agency to the RDA	<u>0.65</u>	<u>0.19</u>	<u>0.20</u>	<u>0.20</u>
<b>Total Successor Agency to the RDA</b>	<b><u>0.65</u></b>	<b><u>0.19</u></b>	<b><u>0.20</u></b>	<b><u>0.20</u></b>
<u>Successor Agency to the RDA-Housing</u>				
Community Development	0.16	0.16	0.18	0.18
City Manager	0.06	0.06	0.08	0.08
Total Successor Agency to the RDA-Housing	<u>0.22</u>	<u>0.22</u>	<u>0.26</u>	<u>0.26</u>
<b>Total Successor Agency to the RDA</b>	<b><u>0.87</u></b>	<b><u>0.41</u></b>	<b><u>0.46</u></b>	<b><u>0.46</u></b>
<b>Total Personnel Headcount</b>	<b><u>43.00</u></b>	<b><u>43.00</u></b>	<b><u>39.25</u></b>	<b><u>39.25</u></b>

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



City of Agoura Hills  
COMMITMENTS / INTERFUND TRANSFERS  
FY 2024-25 TO 2026-27

**FY 2024-2025**

Fund	Description	To	From
010	General Fund		1,745,473
011	To Capital Projects Fund	96,000	
015	To Recreation Center Capital Project	104,000	
030	To CalPERS Set Aside Fund	95,850	
305	To AH Improvement Authority Bond	1,271,613	
620	To Housing Succesor Agency	178,010	
Total		<u>1,745,473</u>	<u>1,745,473</u>

**FY 2025-2026**

Fund	Description	To	From
010	General Fund		1,745,473
012	To Facilities Fund	10,300	
305	To AH Improvement Authority Bond	849,712	
620	To Housing Succesor Agency	194,177	
Total		<u>1,054,189</u>	<u>1,054,189</u>

**FY 2026-2027**

Fund	Description	To	From
010	General Fund		1,330,953
305	To AH Improvement Authority Bond	1,130,963	
620	To Housing Succesor Agency	199,991	
Total		<u>1,330,954</u>	<u>1,330,954</u>



# General Fund

The background of the page is a solid olive green color. Overlaid on this background is a large, faint, stylized illustration of a plant with several long, pointed leaves and a central stem. The illustration is rendered in a lighter shade of green, creating a subtle watermark effect.

# Revenues





# City of Agoura Hills Budget FY2023-24 to FY2026-27

2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
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## Fund: 010 - GENERAL

Category: 4000 Taxes and Assessments					
010-0000-311000	Sales And Use Tax	4,972,702	5,763,285	4,617,909	4,750,000
010-0000-312000	Property Tax	3,498,488	3,697,463	3,650,419	3,782,914
010-0000-312001	Property Tax In Lieu Of Vlf	2,874,151	3,042,227	3,059,975	3,162,484
010-0000-312002	Property Tax - Succ. Agcy.	231,938	125,000	255,000	255,000
010-0000-313000	Transient Occupancy Tax	3,579,855	3,800,000	3,850,000	4,000,000
010-0000-313001	TOT-S/T Rental	27,209	91,980	40,000	70,000
010-0000-314000	Franchise Fee	925,835	880,000	880,000	880,000
010-0000-315000	Property Transfer Tax	147,921	170,000	170,000	170,000
Category: 4000 Taxes and Assessments Total		16,258,099	17,569,955	16,523,303	17,070,399
Category: 4001 Contributions					
010-0000-392000	Contributions	38,581	39,000	62,400	65,000
Category: 4001 Contributions Total		38,581	39,000	62,400	65,000
Category: 4002 License and Permits					
010-0000-321000	Business Licensing	151,766	150,000	230,000	230,000
010-0000-323000	Building Permits	372,931	350,000	500,000	500,000
010-0000-324000	Industrial Waste Fee	40,117	30,000	30,000	30,000
Category: 4002 License and Permits Total		564,813	530,000	760,000	760,000
Category: 4004 Charges for Services					
010-0000-341000	Planning Fees	170,628	185,000	383,156	394,651
010-0000-341100	Eir Recovery	0	16,000	0	0
010-0000-341200	General Plan Recovery	2,539	6,000	6,000	6,000
010-0000-341300	Agoura Village Recovery	0	1,000	0	0
010-0000-341400	Filming Fees	27,204	25,000	25,000	25,000
010-0000-342000	Engineer Plan Check/inspection	9,582	30,000	10,000	10,000
010-0000-342100	Grading Plan Check	1,263	5,000	5,000	5,000
010-0000-342200	Building Plan Check	206,661	230,000	500,000	600,000
010-0000-342201	Building Plan Check - In House	6,587	20,000	0	0
010-0000-342300	Building Technician Fee	14,235	15,000	25,000	15,000
010-0000-342500	Encroachment Permits	21,402	40,000	25,000	25,000
010-0000-343000	Traffic Control Plan Review	37,212	30,000	35,000	35,000
010-0000-351000	Park & Recreation Fees	110	0	0	0
010-0000-3510A0	Classes	81,685	199,350	136,000	136,000
010-0000-3510B0	Excursions	2,905	22,950	26,000	26,000
010-0000-3510C0	Camps	8,145	76,800	97,199	97,199
010-0000-3510D0	Seniors	57,235	48,900	53,348	53,348
010-0000-3510E0	Special Events	6,997	9,300	9,300	9,300
010-0000-3510F0	Sports	1,305	50,900	2,000	2,000
010-0000-3510G0	Teens	2,250	15,400	6,880	6,880
010-0000-3510I0	Cultural Arts	435	1,800	3,040	3,040
010-0000-351500	Reyes Adobe Fees	10	100	100	100
010-0000-351501	Taxable Sales Items	0	0	0	0
010-0000-355000	Sale Of Maps & Copies	458	0	0	0
010-0000-357001	Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
010-0000-357003	Smip Admin Fees	0	0	0	0
010-0000-357004	Fire Sprinkler Fee	0	0	0	0
010-0000-357006	Sb1473 Retainer	0	0	0	0
010-0000-357007	Sb 1186 Admin	0	0	0	0
Category: 4004 Charges for Services Total		705,848	1,075,500	1,395,023	1,496,511



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Category: 4005 Fines and Penalties</b>				
010-0000-361000 Parking Fines	24,000	30,000	25,000	25,000
010-0000-361500 Municipal Court Fines	963	10,000	1,000	1,000
010-0000-361600 Citations	0	0	0	0
010-0000-361800 False Alarm Fines	2,100	1,000	1,000	1,000
010-0000-363000 Restitution	0	0	0	0
010-0000-365000 Late Fees	6,284	0	5,000	5,000
<b>Category: 4005 Fines and Penalties Total</b>	<b>33,347</b>	<b>41,000</b>	<b>32,000</b>	<b>32,000</b>
<b>Category: 4006 Investment Income</b>				
010-0000-371000 Interest Earnings	838,653	300,000	450,000	575,000
010-0000-371001 Interest Earning - Fmv Investm	224,290	0	0	0
010-0000-372000 Rental Income	62,534	40,000	65,000	65,500
010-0000-3720d0 Rental Income - Facilities	493,369	420,000	480,375	485,000
<b>Category: 4006 Investment Income Total</b>	<b>1,618,847</b>	<b>760,000</b>	<b>995,375</b>	<b>1,125,500</b>
<b>Category: 4008 Other Revenue</b>				
010-0000-358000 Tourism Admin Fee	16,796	18,000	18,000	18,000
010-0000-391000 Miscellaneous Revenue	486,058	25,000	50,000	25,000
010-0000-393000 Cash Over/short	4	0	0	0
010-0000-395000 Other Reimbursements	0	0	0	0
010-0000-395002 Library Reimbursements	52,588	30,000	55,000	50,000
010-0000-395006 Beach Bus Reimbursement	0	0	0	0
010-0000-395200 Loan Pmts From Rda	0	890,050	970,886	900,000
<b>Category: 4008 Other Revenue Total</b>	<b>555,446</b>	<b>963,050</b>	<b>1,093,886</b>	<b>993,000</b>
<b>Fund: 010 - GENERAL Total</b>	<b>19,774,982</b>	<b>20,978,505</b>	<b>20,861,987</b>	<b>21,542,416</b>





# Expenditures

# City of Agoura Hills

## City Council Goals

### General Fund Fiscal Year 2025-26

1. Old Agoura Trails and Bikeway Improvement Plan Design and Funding - \$60,000
2. Wildfire Prevention Home Hardening Program - \$50,000.
3. Civic Center Public/Private Partnership - \$50,000.
4. Tree Management Plan to Replace Non-Native Trees – Staff was directed to provide follow-up and possible funding at mid-year.
5. Establishment of an MOU with Southern California Edison for Support Centers for Public Safety Power Shutoff Events – Staff was directed to provide follow-up and possible funding at mid-year.

### Additional Goals with no funding requests:

1. Solar & Generator back-up systems screening – code amendment
2. Artificial Turf – Review allowance in residential zones and provide analysis with options/exceptions
3. Enhance median landscaping on Kanan Road (Thousand Oaks Blvd. to City boundary)
4. Adjust Community Events to be more Agoura Hills Centric
5. Enhance Emergency Evacuation education
6. E-Bikes – Update to municipal code and park rules
7. Backup internet services for hard-to-reach areas in community – Staff bring back analysis only
8. Promote CERT to rebrand and recruit additional community members and consider Volunteers on Patrol for Realtime crime center



# City Council

## Overview:

The City Council of Agoura Hills is composed of five councilmembers elected at large by the community to represent the interests of the entire city. Councilmembers serve four-year terms and are responsible for setting policies that guide the operation of the City. Agoura Hills operates under a Council-Manager form of government, where the City Council sets direction and the City Manager carries out day-to-day administration.

The Council appoints both the City Manager and City Attorney and plays a key role in shaping the City's future through policy decisions, adoption of ordinances and resolutions, contract approvals, and oversight of the City's General Plan. Responsibilities also include reviewing and approving the annual budget, authorizing contracts and bonds, granting franchises, appointing members to boards and commissions, and establishing policies that support the overall well-being of the community.





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Fund: 010 - GENERAL				
Department: 4110 CITY COUNCIL				
Category: 5100 Personnel				
010-4110-510400 Special Pay	18,000	18,000	18,000	18,540
010-4110-510401 Car Allowance	12,000	12,000	12,000	12,000
010-4110-510800 Group Health Insurance	70,669	75,970	81,722	84,174
010-4110-510900 Group Dental Insurance	3,147	5,722	4,608	4,746
010-4110-511200 Medicare Taxes	397	440	440	453
Category: 5100 Personnel Total	104,212	112,132	116,770	119,913
Category: 5400 Materials, Supplies, and Services				
010-4110-541500 Travel/meetings/outreach	12,933	23,625	16,945	18,445
010-4110-542400 Special Supplies	602	1,000	1,000	1,000
Category: 5400 Materials, Supplies, and Services Total	13,535	24,625	17,945	19,445
Department: 4110 CITY COUNCIL Total	117,747	136,757	134,715	139,358



# City Manager

Fiscal Year 2025-26/2026-27





# City Manager's Department

## Department Overview:

The City Manager's Office is responsible for the implementation of policy established by the Agoura Hills Council and the coordination of those efforts through the City's Administrative departments.

The City Manager's Office primary functions include legislative support, policy implementation, budget development, strategic planning, economic development, and community engagement services.

The City Manager's Office includes several divisions that provide specific services to the public, in alignment with adopted City Council Goals. The City Manager's Office is responsible for facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, implementing economic development policies and programs, and guiding overall fiscal policy.



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4120 CITY MANAGER</b>				
<b>Category: 5100 Personnel</b>				
010-4120-510100 Regular Salaries	1,033,426	1,124,989	889,751	916,444
010-4120-510200 Part-time Salaries	37,164	50,595	53,022	53,022
010-4120-510401 Car Allowance	13,900	12,000	9,600	9,600
010-4120-510402 Technology Allowance	8,499	7,560	6,570	6,570
010-4120-510500 Vacation/sick	68,747	41,242	49,123	50,597
010-4120-510600 Deferred Compensation	35,323	34,474	36,593	37,691
010-4120-510700 Retirement	277,725	277,567	222,530	229,206
010-4120-510800 Group Health Insurance	179,888	194,080	163,886	168,802
010-4120-510900 Group Dental Insurance	9,027	9,180	6,780	6,984
010-4120-511000 Group Life Insurance	2,150	2,038	1,582	1,629
010-4120-511100 Group Disability Insurance	11,929	14,593	12,839	13,225
010-4120-511200 Medicare Taxes	16,942	17,794	14,693	15,133
<b>Category: 5100 Personnel Total</b>	<b>1,694,719</b>	<b>1,786,112</b>	<b>1,466,970</b>	<b>1,508,903</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4120-541500 Travel/conferences/meetings	9,940	7,300	5,485	6,085
010-4120-541600 Membership And Dues	1,600	2,600	2,600	2,600
010-4120-542000 Office Supplies	21	300	300	300
010-4120-542200 Books And Subscriptions	0	250	200	200
010-4120-542400 Special Supplies	927	500	500	500
010-4120-542500 Small Equipment	0	200	0	0
010-4120-543100 Mileage	0	300	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>12,488</b>	<b>11,450</b>	<b>9,085</b>	<b>9,685</b>
<b>Category: 5500 Contract Services</b>				
010-4120-551000 Professional Services	25	7,000	0	0
010-4120-552000 Contract Services	20,176	10,000	10,000	3,000
<b>Category: 5500 Contract Services Total</b>	<b>20,200</b>	<b>17,000</b>	<b>10,000</b>	<b>3,000</b>
<b>Department: 4120 CITY MANAGER Total</b>	<b>1,727,408</b>	<b>1,814,562</b>	<b>1,486,055</b>	<b>1,521,588</b>



# Communications

Fiscal Year 2025-26/2026-27





# Communications Department

## Department Overview:

The City of Agoura Hills Communications Department is dedicated to keeping our community informed, engaged, and connected through innovative and effective communication strategies.

As an award-winning team recognized for our branding, creativity, and commitment to transparency, we work to ensure residents, businesses, and visitors have access to clear, timely, and relevant information. The department oversees:

- City News & Updates
- Event Promotion & Outreach
- Social Media & Digital Engagement
- Website Management
- Emergency Notifications
- Filming & Content Creation
- Community Outreach



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

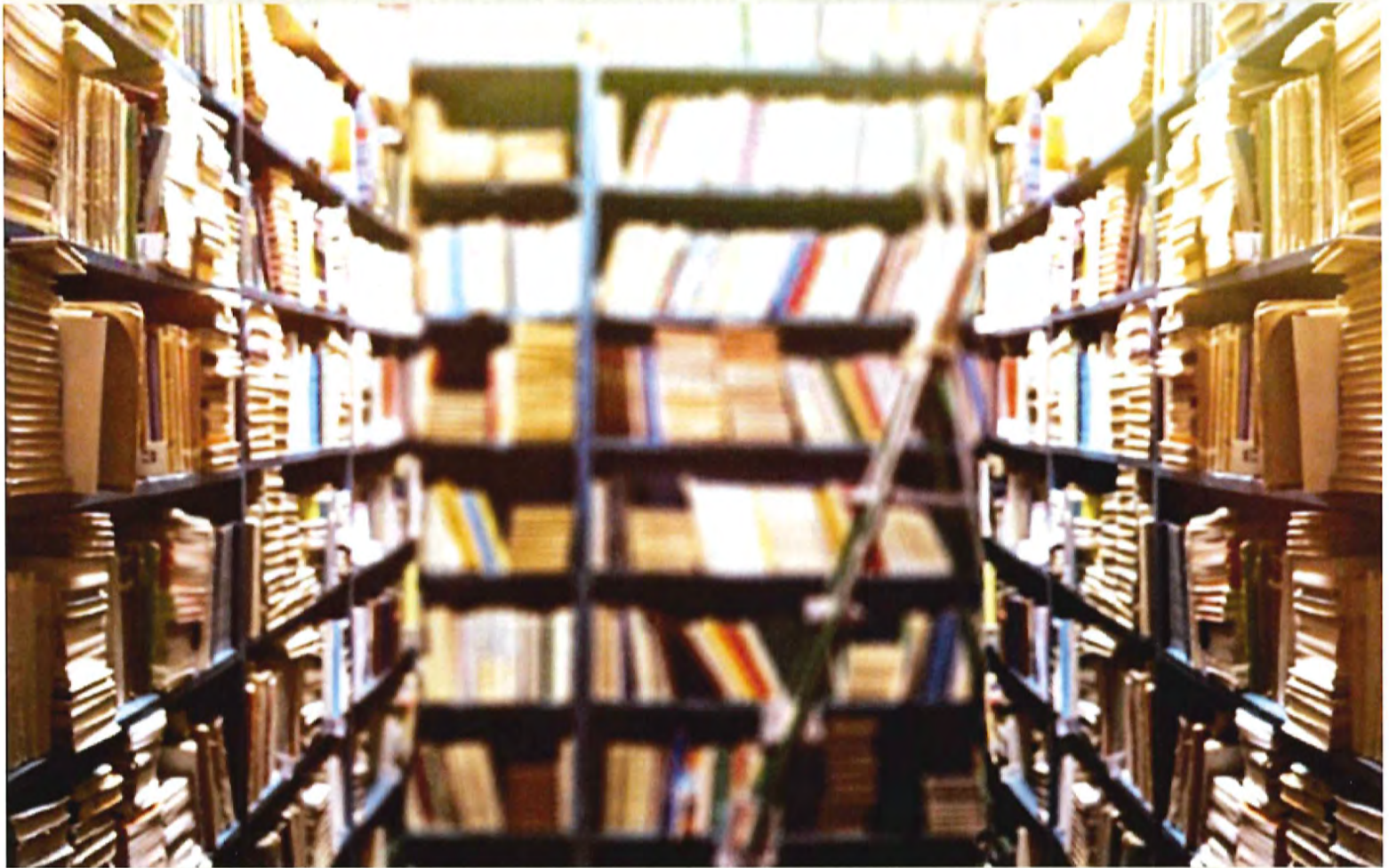
	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4121 COMMUNICATION</b>				
<b>Category: 5100 Personnel</b>				
010-4121-510100 Regular Salaries	93,292	130,280	139,567	143,754
010-4121-510401 Car Allowance	700	2,400	0	0
010-4121-510402 Technology Allowance	438	1,500	1,020	1,020
010-4121-510500 Vacation/sick	1,826	0	0	0
010-4121-510600 Deferred Compensation	1,990	2,730	3,120	3,120
010-4121-510700 Retirement	8,089	16,050	18,027	18,027
010-4121-510800 Group Health Insurance	8,617	15,407	13,270	13,668
010-4121-510900 Group Dental Insurance	500	831	729	751
010-4121-511000 Group Life Insurance	203	277	282	290
010-4121-511100 Group Disability Insurance	964	1,485	1,591	1,639
010-4121-511200 Medicare Taxes	1,422	1,941	2,084	2,147
<b>Category: 5100 Personnel Total</b>	<b>118,039</b>	<b>172,901</b>	<b>179,690</b>	<b>184,415</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4121-541500 Travel/conferences/meetings	1,921	2,125	3,700	4,000
010-4121-541600 Membership And Dues	275	275	300	300
010-4121-542200 Books And Subscriptions	9,610	8,515	9,913	10,113
010-4121-542400 Special Supplies	9,714	400	2,500	1,750
010-4121-542600 Advertising	9,269	20,300	12,400	12,900
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>30,789</b>	<b>31,615</b>	<b>28,813</b>	<b>29,063</b>
<b>Category: 5500 Contract Services</b>				
010-4121-551000 Professional Services	82,625	121,000	100,200	95,200
<b>Category: 5500 Contract Services Total</b>	<b>82,625</b>	<b>121,000</b>	<b>100,200</b>	<b>95,200</b>
<b>Department: 4121 COMMUNICATION Total</b>	<b>231,454</b>	<b>325,516</b>	<b>308,703</b>	<b>308,678</b>



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# City Clerk

Fiscal Year 2025-26/2026-27





# City Clerk's Department

## Department Overview:

The City Clerk Department plays a critical role in ensuring transparent, accountable, and legally compliant governance in Agoura Hills.

The City Clerk Department oversees municipal elections; ensures adherence to laws such as the Political Reform Act, the Brown Act, and the Public Records Act; and manages the City's records management program.

The department prepares and maintains City Council agendas, minutes, and legislative actions, while also coordinating AB 1234 Ethics Training. As a trusted liaison between the public, staff, and elected officials, the City Clerk provides essential administrative and legislative support that keeps the City running smoothly.



CITY OF  
AGOURA HILLS



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4125 CITY CLERK</b>				
<b>Category: 5100 Personnel</b>				
010-4125-510100 Regular Salaries	157,608	163,283	167,969	173,008
010-4125-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4125-510402 Technology Allowance	1,071	1,020	1,020	1,020
010-4125-510500 Vacation/sick	1,522	5,270	6,221	6,408
010-4125-510600 Deferred Compensation	3,859	3,972	4,961	5,110
010-4125-510700 Retirement	51,096	50,834	57,104	58,817
010-4125-510800 Group Health Insurance	11,953	11,964	12,442	12,815
010-4125-510900 Group Dental Insurance	631	608	2,125	2,188
010-4125-511000 Group Life Insurance	392	380	404	416
010-4125-511100 Group Disability Insurance	1,848	1,811	1,840	1,895
010-4125-511200 Medicare Taxes	2,397	2,438	2,579	2,656
<b>Category: 5100 Personnel Total</b>	<b>234,778</b>	<b>243,980</b>	<b>259,063</b>	<b>266,732</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4125-541500 Travel/conferences/meetings	1,587	2,700	3,600	3,600
010-4125-541600 Membership And Dues	475	600	1,510	510
010-4125-542000 Office Supplies	740	500	500	500
010-4125-542200 Books And Subscriptions	7,871	8,000	8,000	8,000
010-4125-542400 Special Supplies	123	700	700	700
010-4125-544000 Other Charges	15,350	15,000	25,000	25,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>26,146</b>	<b>27,500</b>	<b>39,310</b>	<b>38,310</b>
<b>Category: 5500 Contract Services</b>				
010-4125-552000 Contract Services	10,010	104,000	7,000	129,000
<b>Category: 5500 Contract Services Total</b>	<b>10,010</b>	<b>104,000</b>	<b>7,000</b>	<b>129,000</b>
<b>Department: 4125 CITY CLERK Total</b>	<b>270,935</b>	<b>375,480</b>	<b>305,373</b>	<b>434,042</b>



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# City Attorney

Fiscal Year 2025-26/2026-27



# City Attorney

## Overview:

The City of Agoura Hills contracts with a dedicated legal firm to provide expert legal services through its appointed City Attorney. Serving as the chief legal advisor, the City Attorney offers strategic counsel to the City Council, advisory boards, commissions, and City staff, ensuring that all decisions and actions align with applicable local, state, and federal laws.

Beyond day-to-day guidance, the City Attorney plays a critical role in protecting the City's legal interests, mitigating risk, and ensuring sound governance in all municipal affairs. This proactive, solutions-oriented legal support helps the City operate efficiently, ethically, and in full compliance with the law.



CITY OF  
AGOURA HILLS





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4140 CITY ATTORNEY				
Category: 5500 Contract Services				
010-4140-551000 Professional Services	156,873	350,000	371,676	382,826
010-4140-552000 Contract Services	281,727	50,000	51,550	53,097
Category: 5500 Contract Services Total	438,600	400,000	423,226	435,923
Department: 4140 CITY ATTORNEY Total	438,600	400,000	423,226	435,923

# Finance

Fiscal Year 2025-26/2026-27

CONGRESSWOMAN  
**JULIA BROWNLEY**  
CALIFORNIA'S 26TH DISTRICT



## State of California

2023 Budget Achievements  
Assemblymember Jacqui Irwin  
42nd Assembly District

DATED: December 6,

**FINANCE  
WAY**

**AGOURA HILLS**

**Agoura Hills** \$ 500,  
**hundred Thousand Dollar**

in - Bike Path Project

*The State of C*



# Finance Department

## Department Overview:

The Finance Department of the City of Agoura Hills is responsible for managing the City's financial operations with transparency, accuracy, and accountability. The department oversees budgeting, accounting, financial reporting, payroll, purchasing, revenue collection, and treasury functions.

It plays a critical role in ensuring the City's fiscal health by preparing the annual budget, managing long-term financial planning, and maintaining compliance with local, state, and federal regulations.

Through careful stewardship of public funds, the Finance Department supports the delivery of essential City services and works to maintain public trust by providing clear and timely financial information to the City Council, departments, and the community.



CITY OF  
AGOURA HILLS





# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4150 FINANCE</b>				
<b>Category: 5100 Personnel</b>				
010-4150-510100 Regular Salaries	331,838	444,937	365,102	376,056
010-4150-510200 Part Time Salaries	0	9,474	0	0
010-4150-510400 Special Pay	3,600	3,600	0	0
010-4150-510401 Car Allowance	2,800	2,600	2,600	2,600
010-4150-510402 Technology Allowance	4,045	4,560	3,540	3,540
010-4150-510500 Vacation/sick	11,418	0	17,212	17,728
010-4150-510600 Deferred Compensation	12,517	12,977	15,675	16,145
010-4150-510700 Retirement	52,077	73,584	28,903	29,770
010-4150-510800 Group Health Insurance	63,437	87,211	78,275	80,624
010-4150-510900 Group Dental Insurance	3,104	5,311	5,511	5,676
010-4150-511000 Group Life Insurance	990	1,012	999	1,029
010-4150-511100 Group Disability Insurance	5,167	5,010	4,127	4,251
010-4150-511200 Medicare Taxes	6,624	6,661	5,670	5,840
<b>Category: 5100 Personnel Total</b>	<b>497,617</b>	<b>656,937</b>	<b>527,615</b>	<b>543,259</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4150-541500 Travel/conferences/meetings	4,396	5,260	4,645	4,645
010-4150-541600 Membership And Dues	710	1,000	1,500	1,500
010-4150-542000 Office Supplies	404	300	300	300
010-4150-542300 Printing	445	1,500	1,500	1,500
010-4150-543100 Mileage	172	300	550	550
010-4150-544000 Other Charges	22,404	31,200	31,200	31,200
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>28,531</b>	<b>39,560</b>	<b>39,695</b>	<b>39,695</b>
<b>Category: 5500 Contract Services</b>				
010-4150-551000 Professional Services	123,095	94,000	118,075	119,075
<b>Category: 5500 Contract Services Total</b>	<b>123,095</b>	<b>94,000</b>	<b>118,075</b>	<b>119,075</b>
<b>Department: 4150 FINANCE Total</b>	<b>649,243</b>	<b>790,497</b>	<b>685,385</b>	<b>702,029</b>

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# Public Facilities

Fiscal Year 2025-26/2026-27





# Public Facilities

## Overview:

The Public Facilities Division, part of the City Manager's Department, is dedicated to providing a safe, healthy, clean, and comfortable environment for all City constituents, including City Council, staff, and visitors. This division oversees the day-to-day maintenance and operations of the Agoura Hills Civic Center.

Responsibilities include maintaining the Civic Center's infrastructure and building systems, managing the City's audio-visual systems and telephone equipment, and overseeing the maintenance of the City's vehicle fleet.

These services are primarily delivered through partnerships with contracted companies and private contractors. The City receives partial reimbursement for certain facility costs from the County of Los Angeles. As the Civic Center continues to age, maintenance needs have steadily increased. This trend is expected to continue, placing a greater demand on resources and long-term infrastructure planning.





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4180 PUBLIC FACILITIES</b>				
Category: 5400 Materials, Supplies, and Services				
010-4180-542400 Special Supplies	2,381	3,000	3,000	3,000
010-4180-542700 Communications	18,890	18,590	17,000	18,000
010-4180-542800 Utilities	197,294	135,000	170,000	170,000
010-4180-542801 Water	15,342	30,000	15,000	15,000
010-4180-543000 Maintenance Buildings/grounds	78,565	55,000	59,450	62,050
010-4180-543400 Maintenance Of Equipment	19,789	42,000	26,800	27,105
010-4180-543401 Audio Visual Maintenance	3,348	4,000	4,000	4,000
010-4180-543402 Vehicle Maintenance/fuel	13,851	16,000	16,000	16,000
Category: 5400 Materials, Supplies, and Services Total	349,461	303,590	311,250	315,155
Category: 5600 Capital Outlay				
010-4180-568200 Other Improvements	35,366	10,150	10,300	10,900
010-4180-568300 Equipment	0	27,613	12,100	24,400
Category: 5600 Capital Outlay Total	35,366	37,763	22,400	35,300
Department: 4180 PUBLIC FACILITIES Total	384,826	341,353	333,650	350,455



# Non-Departmental

## Overview:

The Non-Departmental Division accounts for City activities and expenses that are not easily assigned to a specific department or division. These are typically shared services or general government costs that would be inefficient or impractical to allocate individually. This division includes items such as citywide telephone services, leased copier and fax equipment, memberships and dues, bank fees, postage, contingency funds, interfund transfers, and debt service payments when applicable. By centralizing these expenses, the City ensures streamlined management and cost-effectiveness.







# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4190 NON DEPARTMENTAL</b>				
<b>Category: 5100 Personnel</b>				
010-4190-510700 Retirement	0	0	637,967	683,173
010-4190-510800 Group Health Insurance	164,546	104,150	0	0
010-4190-510900 Group Dental Insurance	-2	0	0	0
<b>Category: 5100 Personnel Total</b>	<b>164,544</b>	<b>104,150</b>	<b>637,967</b>	<b>683,173</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4190-541500 Travel/conferences/meetings	10,513	13,400	25,000	25,000
010-4190-541600 Membership And Dues	114,645	126,485	50,000	51,000
010-4190-541700 Training	18,664	13,150	13,500	13,500
010-4190-542000 Office Supplies	6,576	7,000	7,000	7,000
010-4190-542100 Postage	8,619	7,500	8,000	8,000
010-4190-542200 Books And Subscriptions	465	396	350	350
010-4190-542300 Printing	4,794	2,305	9,000	9,000
010-4190-542400 Special Supplies	11,597	16,370	13,500	13,500
010-4190-5424H0 Special Supplies - Comm Servic	8,818	10,000	10,000	10,000
010-4190-542600 Advertising	17,647	7,500	5,000	5,000
010-4190-542900 Rents And Leases	12,841	15,000	15,000	15,000
010-4190-543400 Maintenance Of Equipment	7,085	0	0	0
010-4190-543700 Insurance And Surety Bonds	564,987	599,303	531,150	568,994
010-4190-544000 Other Charges	9,672	19,548	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>796,925</b>	<b>837,957</b>	<b>687,500</b>	<b>726,344</b>
<b>Category: 5500 Contract Services</b>				
010-4190-551000 Professional Services	77,866	60,000	60,000	60,000
010-4190-551008 Agoura/calabasas Community Cen	0	30,000	0	0
010-4190-551009 Community Participation	34,450	30,000	32,146	30,000
010-4190-551010 Media	0	3,600	0	0
010-4190-551011 Reading Program	0	0	0	0
010-4190-552000 Contract Services	44,506	60,600	30,000	30,500
010-4190-552017 Film Permit Svcs.	20,103	20,000	22,500	22,500
<b>Category: 5500 Contract Services Total</b>	<b>176,924</b>	<b>204,200</b>	<b>144,646</b>	<b>143,000</b>
<b>Category: 5600 Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5800 Administrative Charges</b>				
010-4190-585000 Bad Debt Expenses	6,574	1,000	0	0
<b>Category: 5800 Administrative Charges Total</b>	<b>6,574</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4190 NON DEPARTMENTAL Total</b>	<b>1,144,967</b>	<b>1,147,307</b>	<b>1,470,113</b>	<b>1,552,517</b>

# Automated Office Systems

## Overview:

The Automated Office Systems Division focuses on IT Operations and Cybersecurity to support the City's internal and external communication, technology infrastructure, and service delivery.

By incorporating user feedback, the division ensures systems are functioning effectively and aligned with future needs. Key responsibilities include cybersecurity, IT project management, technology procurement, hardware and software maintenance, policy development, and user training. The division is committed to maintaining a modern, resilient technology environment that enables efficient and secure City operations.





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4195 AUTOMATED OFFICE SYSTEMS</b>				
Category: 5400 Materials, Supplies, and Services				
010-4195-542000 Office Supplies	8,709	5,150	7,150	7,150
010-4195-542400 Special Supplies	64	150	0	0
Category: 5400 Materials, Supplies, and Services Total	8,772	5,300	7,150	7,150
Category: 5500 Contract Services				
010-4195-551000 Professional Services	94,468	113,500	34,000	10,000
010-4195-551010 Media	10,978	15,000	0	0
010-4195-552000 Contract Services	281,768	471,286	385,983	383,825
Category: 5500 Contract Services Total	387,214	599,786	419,983	393,825
Category: 5600 Capital Outlay				
010-4195-568300 Equipment	11,959	12,150	22,225	22,225
Category: 5600 Capital Outlay Total	11,959	12,150	22,225	22,225
<b>Department: 4195 AUTOMATED OFFICE SYSTEMS Total</b>	<b>407,946</b>	<b>617,236</b>	<b>449,358</b>	<b>423,200</b>



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# Los Angeles County Sheriff

Fiscal Year 2025-26/2026-27





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF</b>				
Category: 5400 Materials, Supplies, and Services				
010-4210-543400 Maintenance Of Equipment	403	3,000	3,227	3,324
010-4210-543700 Insurance And Surety Bonds	568,490	640,495	655,408	675,070
Category: 5400 Materials, Supplies, and Services Total	568,894	643,495	658,635	678,394
Category: 5500 Contract Services				
010-4210-552050 General Law	3,827,791	3,981,662	4,122,615	4,246,293
010-4210-552051 Traffic Enforcement	171,377	227,382	179,516	184,902
010-4210-552052 Special Events	17,020	20,000	20,874	21,500
010-4210-552056 Community Service Officer	39,980	42,529	44,388	45,719
010-4210-552057 Other Sheriff Services	0	3,600	3,757	3,870
010-4210-552058 Cops Program	1,095	27,900	29,119	29,993
010-4210-552059 Special Enforcement Deputy	466,152	484,799	505,985	521,164
010-4210-552060 Sstop	45,578	47,981	50,078	51,580
010-4210-552061 Fingerprint Tech	36,318	36,888	31,311	32,250
Category: 5500 Contract Services Total	4,605,310	4,872,741	4,987,643	5,137,271
Category: 5600 Capital Outlay				
010-4210-568300 Equipment	0	3,000	3,131	3,225
Category: 5600 Capital Outlay Total	0	3,000	3,131	3,225
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF Total</b>	<b>5,174,204</b>	<b>5,519,236</b>	<b>5,649,409</b>	<b>5,818,890</b>



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# Emergency Services

Fiscal Year 2025-26/2026-27





# Emergency Services

## Overview:

The City of Agoura Hills Emergency Services is housed in the City Manager's office. Emergency Services includes keeping the community prepared for various disasters including earthquake, fire, hazardous material incidents, floods, and more.

Emergency Services is responsible for managing the City's mass emergency notification system, attending meetings of Disaster Management Area B Cities, oversight of the City's Community Emergency Response Team (CERT), coordination with the Los Angeles County Fire Department, review and update of the City Emergency Operations Plan and Las Virgenes-Malibu Council of Government's Multi-Hazard Mitigation Plan.



CITY OF  
AGOURA HILLS



# City of Agoura Hills

## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4215 EMERGENCY SERVICES</b>				
Category: 5400 Materials, Supplies, and Services				
010-4215-541500 Travel/conferences/meetings	720	700	700	700
010-4215-541700 Training	4,338	700	1,500	1,000
010-4215-542300 Printing	0	400	1,925	1,925
010-4215-542400 Special Supplies	11,602	12,439	10,000	6,730
010-4215-542700 Communications	5,858	5,236	13,544	13,762
Category: 5400 Materials, Supplies, and Services Total	22,518	19,475	27,669	24,117
Category: 5500 Contract Services				
010-4215-552000 Contract Services	723	500	50,500	500
Category: 5500 Contract Services Total	723	500	50,500	500
Category: 5600 Capital Outlay				
Category: 5600 Capital Outlay Total	0	0	0	0
Department: 4215 EMERGENCY SERVICES Total	23,240	19,975	78,169	24,617



City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4219 EMERGENCY INCIDENT				
Category: 5500 Contract Services				
010-4219-551000 Professional Services	2,751	0	0	0
Category: 5500 Contract Services Total	2,751	0	0	0
Department: 4219 EMERGENCY INCIDENT Total	2,751	0	0	0



# School Crossing Guards

## Overview:

School Crossing Guards are public safety personnel employed by the City of Agoura Hills to ensure the safe passage of children and other pedestrians at designated school crossings, particularly during the beginning and end of the school day. These positions are typically funded by the General Fund and Special Funds.







City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4220 SCHOOL CROSSING GUARDS				
Category: 5500 Contract Services				
010-4220-551000 Professional Services	81,281	83,790	51,828	60,000
Category: 5500 Contract Services Total	81,281	83,790	51,828	60,000
Department: 4220 SCHOOL CROSSING GUARDS Total	81,281	83,790	51,828	60,000

# Animal Care & Control Services

## Overview:

The City of Agoura Hills partners with Los Angeles County's Department of Animal Care and Control to provide comprehensive animal services to the community.

Through this partnership, the City ensures compliance with all County mandates, including Title 10 of the Los Angeles County Animal Control Code. Services include pet licensing, microchipping, spaying and neutering, and overall animal care and control.

These services are managed through a contract overseen by the City Manager's Office. In addition to enforcement, the City and County work together to educate residents and pet owners about responsible pet ownership, with ongoing efforts to ensure all animals are properly licensed and cared for in accordance with local laws.



CITY OF  
AGOURA HILLS



City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4240 ANIMAL CONTROL				
Category: 5500 Contract Services				
010-4240-551000 Professional Services	0	4,000	0	0
010-4240-552000 Contract Services	106,712	110,000	100,000	100,000
Category: 5500 Contract Services Total	106,712	114,000	100,000	100,000
Department: 4240 ANIMAL CONTROL Total	106,712	114,000	100,000	100,000



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# Community Development

Fiscal Year 2025-26/2026-27





# Community Development Department

## Department Overview:

The Community Development Department of Agoura Hills plays a key role in guiding the city's growth, development, and long-term sustainability. The department is responsible for planning, building, and code enforcement services that ensure safe construction, vibrant neighborhoods, and environmental compliance.

This includes reviewing development proposals for consistency with the City's General Plan, zoning regulations, state housing laws, and CEQA. The department also oversees affordable housing efforts, updates local ordinances to align with state law, and enforces building and property maintenance codes. In addition, staff provides technical support to the City Council and Planning Commission on matters related to new development, neighborhood preservation, and community planning initiatives.



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# City of Agoura Hills

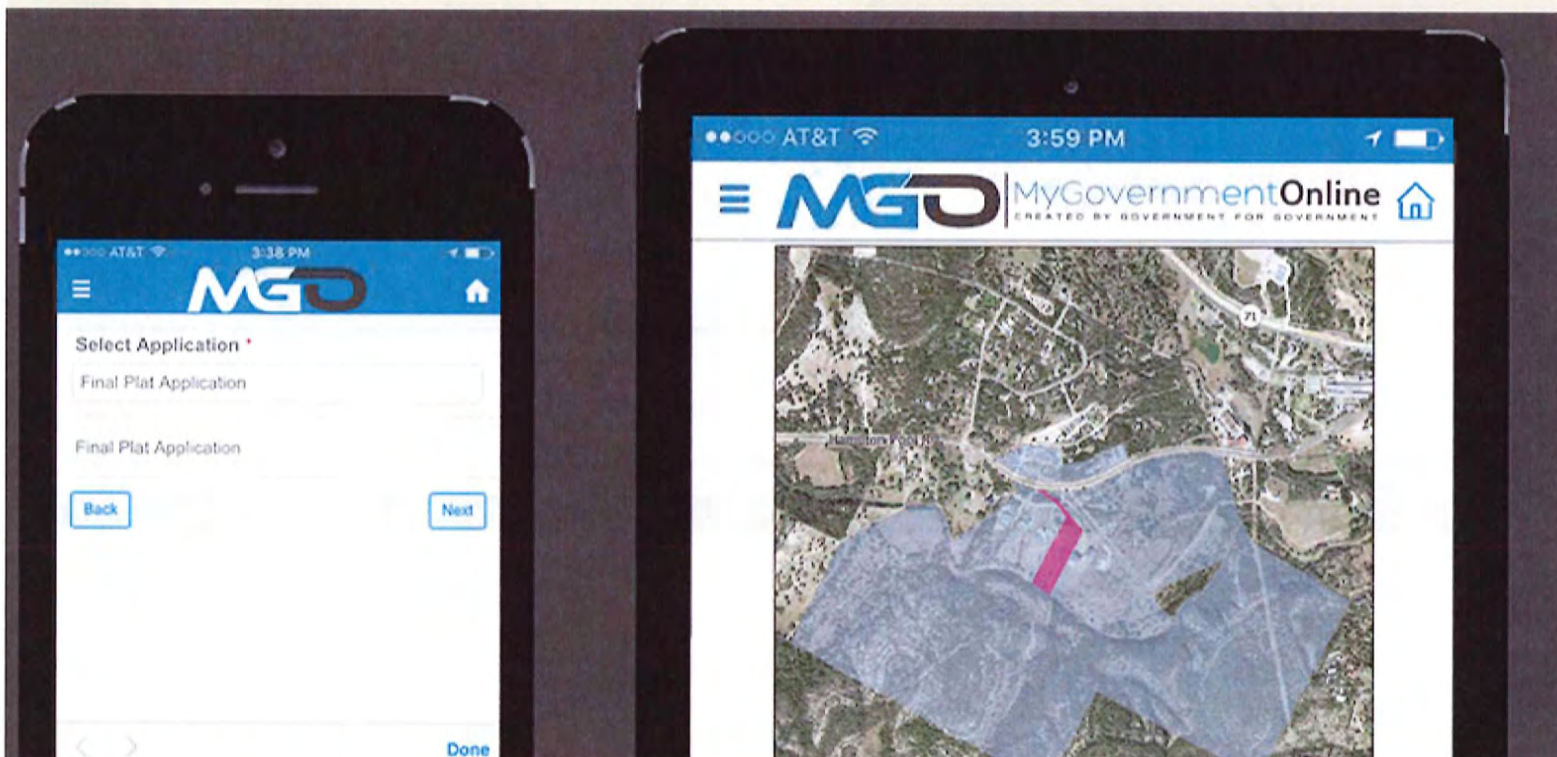
## Budget

### FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4305 COMMUNITY DEVELOPMENT</b>				
<b>Category: 5100 Personnel</b>				
010-4305-510100 Regular Salaries	765,598	832,598	964,463	993,397
010-4305-510200 Part-time Salaries	58,333	73,848	0	0
010-4305-510400 Special Pay	1,600	9,000	9,000	9,000
010-4305-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4305-510402 Technology Allowance	4,475	4,560	5,070	5,070
010-4305-510500 Vacation/sick	7,157	4,200	15,350	15,810
010-4305-510600 Deferred Compensation	19,233	19,912	27,080	27,892
010-4305-510700 Retirement	128,797	141,775	166,746	171,749
010-4305-510800 Group Health Insurance	133,569	116,933	193,967	199,786
010-4305-510900 Group Dental Insurance	6,457	6,437	7,600	7,828
010-4305-511000 Group Life Insurance	1,953	1,863	1,996	2,055
010-4305-511100 Group Disability Insurance	9,168	9,421	10,956	11,285
010-4305-511200 Medicare Taxes	12,444	13,392	14,568	15,005
<b>Category: 5100 Personnel Total</b>	<b>1,151,185</b>	<b>1,236,339</b>	<b>1,419,196</b>	<b>1,461,278</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4305-541500 Travel/conferences/meetings	7,720	8,245	12,500	12,500
010-4305-541600 Membership And Dues	1,499	1,900	2,820	2,820
010-4305-542000 Office Supplies	506	500	500	500
010-4305-542200 Books And Subscriptions	541	500	550	550
010-4305-542300 Printing	1,042	2,000	2,000	2,000
010-4305-542400 Special Supplies	0	500	500	500
010-4305-542600 Advertising	7,923	6,220	6,000	6,000
010-4305-544000 Other Charges	3,073	1,200	1,400	1,400
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>22,303</b>	<b>21,065</b>	<b>26,270</b>	<b>26,270</b>
<b>Category: 5500 Contract Services</b>				
010-4305-551000 Professional Services	349,811	110,000	150,000	150,000
010-4305-552000 Contract Services	215,636	291,000	243,464	168,464
<b>Category: 5500 Contract Services Total</b>	<b>565,446</b>	<b>401,000</b>	<b>393,464</b>	<b>318,464</b>
<b>Department: 4305 COMMUNITY DEVELOPMENT Total</b>	<b>1,738,934</b>	<b>1,658,404</b>	<b>1,838,930</b>	<b>1,806,012</b>

# Building and Safety

Fiscal Year 2025-26/2026-27





# Building & Safety

## Overview:

The Building & Safety Division ensures responsible development in Agoura Hills by administering and enforcing state and local construction regulations. The division conducts plan reviews, issues permits, and provides building inspections to help maintain a safe and healthy built environment.

Through education, guidance, and professional service, the division supports property owners, developers, and the broader community in achieving compliance while promoting safety, quality, and equity in construction practices.





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4390 BUILDING &amp; SAFETY</b>				
<b>Category: 5100 Personnel</b>				
010-4390-510100 Regular Salaries	244,281	272,966	284,890	293,436
010-4390-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4390-510402 Technology Allowance	1,500	1,500	1,500	1,500
010-4390-510500 Vacation/sick	8,125	2,700	7,155	7,370
010-4390-510600 Deferred Compensation	6,155	7,206	8,701	8,962
010-4390-510700 Retirement	28,982	40,938	22,520	23,196
010-4390-510800 Group Health Insurance	46,583	56,468	61,740	63,592
010-4390-510900 Group Dental Insurance	2,955	3,148	3,148	3,242
010-4390-511000 Group Life Insurance	593	584	584	602
010-4390-511100 Group Disability Insurance	2,980	3,054	3,216	3,312
010-4390-511200 Medicare Taxes	3,755	4,027	4,360	4,491
<b>Category: 5100 Personnel Total</b>	<b>348,309</b>	<b>394,991</b>	<b>400,215</b>	<b>412,104</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4390-541500 Travel/conferences/meetings	2,407	3,000	5,250	4,250
010-4390-541600 Membership And Dues	945	1,900	2,250	2,500
010-4390-542000 Office Supplies	41	250	250	250
010-4390-542200 Books And Subscriptions	1,762	1,550	5,500	2,000
010-4390-542300 Printing	128	1,000	1,000	1,000
010-4390-542500 Small Equipment	55	500	2,000	2,000
010-4390-542600 Advertising	0	2,500	3,750	2,500
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>5,338</b>	<b>10,700</b>	<b>20,000</b>	<b>14,500</b>
<b>Category: 5500 Contract Services</b>				
010-4390-552000 Contract Services	403,542	435,000	480,000	710,000
<b>Category: 5500 Contract Services Total</b>	<b>403,542</b>	<b>435,000</b>	<b>480,000</b>	<b>710,000</b>
<b>Department: 4390 BUILDING &amp; SAFETY Total</b>	<b>757,190</b>	<b>840,691</b>	<b>900,215</b>	<b>1,136,604</b>



# Recreation

## Overview:

The City of Agoura Hills Recreation Department plans, organizes, and delivers a variety of recreational programs, community events, and facility management services to enhance the quality of life for residents of all ages. The department manages parks, sports fields, playgrounds, and recreation centers while promoting active living, social connection, and overall community wellness.

Its responsibilities include coordinating sports leagues, fitness and wellness classes, seasonal camps, cultural activities, and special events. The department works closely with local organizations, schools, and volunteers to provide inclusive and accessible programs that meet the diverse needs of the community.







# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4420 RECREATION</b>				
<b>Category: 5100 Personnel</b>				
010-4420-510200 Part-time Salaries	11,391	2,000	2,000	2,000
010-4420-5102A0 Part - Time Salaries	1,794	52,200	44,900	44,900
010-4420-5102B0 Part - Time Salaries	171	3,600	10,700	10,700
010-4420-5102C0 Part - Time Salaries	5,606	18,300	68,050	68,050
010-4420-5102D0 Part - Time Salaries	9,830	19,100	19,500	19,500
010-4420-5102E0 Part - Time Salaries	1,729	0	0	0
010-4420-5102G0 Part-time Salaries - Teens	429	3,850	5,600	5,600
010-4420-5102H0 Part - Time Salaries	7,102	6,750	5,789	5,789
010-4420-5102I0 Part - Time Salaries	10,241	11,300	10,932	10,932
010-4420-510700 Retirement	251	0	0	0
010-4420-510800 Group Health Insurance	1,772	0	0	0
010-4420-510900 Group Dental	26	0	0	0
010-4420-511200 Medicare Taxes	700	2,800	2,800	2,800
<b>Category: 5100 Personnel Total</b>	<b>51,041</b>	<b>119,900</b>	<b>170,271</b>	<b>170,271</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4420-5423A0 Printing - Classes	64	650	800	800
010-4420-5423B0 Printing -excursions	0	1,000	0	0
010-4420-5423C0 Printing - Camps	0	500	630	630
010-4420-5423D0 Printing - Seniors	2,811	3,500	4,000	4,000
010-4420-5423G0 Printing - Teens	250	650	500	500
010-4420-5423H0 Printing - Comm Services	13,707	14,000	16,740	16,740
010-4420-5423I0 Printing-Cultural Arts	3,700	1,500	10,930	10,930
010-4420-542400 Special Supplies	331	0	0	0
010-4420-5424A0 Special Supplies - Classes	107	750	1,200	1,200
010-4420-5424B0 Special Supplies - Excursions	0	500	420	420
010-4420-5424C0 Special Supplies - Camps	1,123	2,000	2,450	2,450
010-4420-5424D0 Special Supplies - Seniors	4,764	5,200	5,700	5,700
010-4420-5424F0 Special Supplies - Sports	225	800	700	700
010-4420-5424G0 Special Supplies - Teens	823	1,000	1,000	1,000
010-4420-5424H0 Special Supplies - Comm Servic	7,130	7,600	9,000	9,000
010-4420-5424I0 Special Supplies - Cultural Arts	2,781	3,900	3,975	3,975
010-4420-5426C0 Advertising - Camps	0	500	1,000	1,000
010-4420-5426D0 Advertising-seniors	0	500	500	500
010-4420-5426G0 Advertising-teens	201	0	0	0
010-4420-542900 Rents And Leases	2,210	0	0	0
010-4420-5429A0 Rents and Leases - Classes	0	12,000	0	0
010-4420-5429F0 Rents And Leases - Sports	162	0	8,700	8,700
010-4420-5429H0 Rents And Leases - Comm Servic	6,062	8,100	10,150	10,150
010-4420-5440B0 Other Charges - Excursions	4,085	9,250	18,425	18,425
010-4420-5440D0 Other Charges - Seniors	15,784	12,000	14,128	14,128
010-4420-5440G0 Other Charges - Teens	0	600	600	600
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>66,320</b>	<b>86,500</b>	<b>111,548</b>	<b>111,548</b>



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Category: 5500 Contract Services				
010-4420-5510H0 Professional Services-comm Ser	16,243	17,500	16,950	16,950
010-4420-5510I0 Professional Services - Cultural Arts	12,440	10,000	12,300	12,300
010-4420-5520A0 Contract Services - Classes	59,790	115,000	45,600	45,600
010-4420-5520C0 Contract Services - Camps	6,183	21,000	33,559	33,559
010-4420-5520D1 Contract Services - Seniors	5,788	12,500	7,200	7,200
010-4420-5520F0 Contract Services - Sports	1,844	35,000	0	0
010-4420-5520G0 Contract Services -teens	0	6,300	6,300	6,300
Category: 5500 Contract Services Total	102,288	217,300	121,909	121,909
Department: 4420 RECREATION Total	219,649	423,700	403,728	403,728

# Reyes Adobe Site

## Overview:

The Reyes Adobe is a preserved 19th-century adobe home and cultural landmark located in Agoura Hills. Built around 1850, it is one of the oldest structures in the Conejo Valley and reflects the area's early Californio rancho heritage influenced by Spanish and Mexican history. Today, the site features the original adobe structure, a museum highlighting 19th-century rancho life, and educational and cultural programs for the community. Operated by the City of Agoura Hills, the Reyes Adobe represents the city's dedication to preserving and sharing its local history.







# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4425 REYES ADOBE</b>				
Category: 5100 Personnel				
010-4425-510200 Part-time salaries	0	2,100	15,050	15,050
010-4425-511200 Medicare taxes	0	150	218	218
Category: 5100 Personnel Total	0	2,250	15,268	15,268
Category: 5400 Materials, Supplies, and Services				
010-4425-542000 Office Supplies	20	500	500	500
010-4425-542300 Printing	0	1,000	1,000	1,000
010-4425-542400 Special Supplies	1,500	1,500	1,500	1,500
010-4425-542700 Communications	2,722	2,000	2,000	2,000
010-4425-543000 Maintenance Buildings/grounds	23,283	20,000	23,700	23,700
Category: 5400 Materials, Supplies, and Services Total	27,525	25,000	28,700	28,700
Category: 5500 Contract Services				
010-4425-552000 Contract Services	5,000	5,000	5,000	5,000
Category: 5500 Contract Services Total	5,000	5,000	5,000	5,000
Category: 5600 Capital Outlay				
010-4425-568200 Other Improvements	18,700	55,000	30,000	30,000
Category: 5600 Capital Outlay Total	18,700	55,000	30,000	30,000
Department: 4425 REYES ADOBE Total	51,225	87,250	78,968	78,968



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4426 RECREATION CENTER</b>				
Category: 5100 Personnel				
010-4426-510200 Part Time Salaries	109,374	105,944	115,854	118,739
010-4426-510700 Retirement	1,776	2,000	6,575	6,736
010-4426-510800 Group Health Insurance	6,172	0	0	0
010-4426-510900 Group Dental Insurance	221	0	0	0
010-4426-511200 Medicare Taxes	1,583	1,500	1,680	1,704
Category: 5100 Personnel Total	119,125	109,444	124,109	127,179
Category: 5400 Materials, Supplies, and Services				
010-4426-542300 Printing	0	0	3,495	3,495
010-4426-542400 Special supplies	7,082	10,000	10,000	10,000
010-4426-542700 Communications	11,830	10,000	10,000	10,000
010-4426-542800 Utilities	82,013	80,000	90,000	90,000
010-4426-542801 Water	13,267	28,000	18,000	18,000
010-4426-543000 Maintenance buildings/grounds	234,433	187,000	192,800	197,800
010-4426-543400 Maintenance of equipment	6,758	10,000	10,000	10,000
Category: 5400 Materials, Supplies, and Services Total	355,383	325,000	334,295	339,295
Category: 5500 Contract Services				
010-4426-551000 Professional services	4,715	5,000	7,850	7,850
010-4426-552000 Contract services	60,367	62,700	65,000	65,000
Category: 5500 Contract Services Total	65,082	67,700	72,850	72,850
Category: 5600 Capital Outlay				
010-4426-568200 Other improvements	74,743	80,000	68,000	80,000
010-4426-568300 Equipment	16,000	16,000	16,000	16,000
Category: 5600 Capital Outlay Total	90,743	96,000	84,000	96,000
<b>Department: 4426 RECREATION CENTER Total</b>	<b>665,334</b>	<b>598,144</b>	<b>615,254</b>	<b>635,324</b>





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4430 SPECIAL EVENTS</b>				
Category: 5100 Personnel				
010-4430-510200 Part-time Salaries	17,945	32,900	34,022	34,870
010-4430-510700 Retirement	64	0	0	0
010-4430-510800 Group Health Insurance	228	0	0	0
010-4430-510900 Group Dental Insurance	7	0	0	0
010-4430-511200 Medicare Taxes	260	400	493	506
Category: 5100 Personnel Total	18,504	33,300	34,516	35,376
Category: 5400 Materials, Supplies, and Services				
010-4430-542300 Printing	39,223	26,400	38,300	49,300
010-4430-542400 Special Supplies	16,596	16,100	16,000	16,000
Category: 5400 Materials, Supplies, and Services Total	55,820	42,500	54,300	65,300
Category: 5500 Contract Services				
010-4430-551000 Professional Services	105,245	105,000	115,000	112,000
010-4430-552000 Contract Services	67,449	66,400	98,350	98,350
Category: 5500 Contract Services Total	172,693	171,400	213,350	210,350
Department: 4430 SPECIAL EVENTS Total	247,017	247,200	302,166	311,026

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# Community Services

Fiscal Year 2025-26/2026-27





# Community Services Department

## Department Overview:

The Community Services Department enriches the lives of Agoura Hills residents by offering diverse programs that promote health, wellness, and a strong sense of community.

From tots to seniors, the department coordinates engaging activities, facility use, and special events that bring people together. Highlights from the past year include hosting the City's first-ever patriotic Drone Show, launching the long-awaited "RAD Run" at Reyes Adobe Days, and completing the Chumash Park Restroom Renovation Project.

The team also implemented four well-attended Art Shows and welcomed over 250 guests to the One City, One Book "Evening with the Author" event. Thousands of residents participate annually in organized programs, special events, and park activities—making this department a heartbeat of the community.



CITY OF  
AGOURA HILLS



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4440 COMMUNITY SERVICES</b>				
<b>Category: 5100 Personnel</b>				
010-4440-510100 Regular Salaries	805,149	862,340	835,050	860,102
010-4440-510200 Part-time Salaries	63,755	60,782	0	0
010-4440-510401 Car Allowance	2,400	2,400	2,400	2,400
010-4440-510402 Technology Allowance	7,493	7,450	7,620	7,620
010-4440-510500 Vacation/sick	23,377	22,372	36,336	37,426
010-4440-510600 Deferred Compensation	21,775	23,379	28,640	29,499
010-4440-510700 Retirement	197,384	211,471	203,673	209,783
010-4440-510800 Group Health Insurance	176,252	162,563	162,070	166,932
010-4440-510900 Group Dental Insurance	8,852	8,554	8,191	8,436
010-4440-511000 Group Life Insurance	2,031	1,845	1,769	1,822
010-4440-511100 Group Disability Insurance	9,554	9,760	9,481	9,765
010-4440-511200 Medicare Taxes	13,356	12,998	12,909	13,296
<b>Category: 5100 Personnel Total</b>	<b>1,331,376</b>	<b>1,385,914</b>	<b>1,308,140</b>	<b>1,347,081</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4440-541500 Travel/conferences/meetings	25	1,000	1,000	1,000
010-4440-541600 Membership And Dues	611	1,000	2,500	2,500
010-4440-541700 Training	0	0	0	0
010-4440-542000 Office Supplies	6,218	5,000	5,000	5,000
010-4440-542100 Postage	8,500	12,000	12,000	12,000
010-4440-542300 Printing	47,301	51,500	51,500	51,500
010-4440-542400 Special Supplies	2,820	3,000	3,000	3,000
010-4440-542900 Rents And Leases	7,851	7,000	7,000	7,000
010-4440-543100 Mileage	0	400	400	400
010-4440-544000 Other Charges	45,249	45,950	45,950	45,950
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>118,575</b>	<b>126,850</b>	<b>128,350</b>	<b>128,350</b>
<b>Department: 4440 COMMUNITY SERVICES Total</b>	<b>1,449,950</b>	<b>1,512,764</b>	<b>1,436,490</b>	<b>1,475,431</b>





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4450 PARKS MAINTENANCE</b>				
010-4450-511000 Group Life Ins	16	0	0	0
<b>Category: 5100 Personnel Total</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4450-542400 Special Supplies	30,511	50,000	50,000	50,000
010-4450-5424H0 Special Supplies - Comm Servic	56,986	54,500	54,500	54,500
010-4450-542800 Utilities	2,791	3,000	3,000	3,000
010-4450-542801 Water	65,200	120,000	124,800	124,800
010-4450-542900 Rents And Leases	3,420	5,135	5,135	5,135
010-4450-543000 Maintenance Buildings/grounds	62,162	50,000	50,000	50,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>221,070</b>	<b>282,635</b>	<b>287,435</b>	<b>287,435</b>
<b>Category: 5500 Contract Services</b>				
010-4450-552000 Contract Services	376,208	369,000	440,439	380,439
010-4450-552095 Tree Maintenance In Parks	24,039	25,000	25,000	25,000
<b>Category: 5500 Contract Services Total</b>	<b>400,248</b>	<b>394,000</b>	<b>465,439</b>	<b>405,439</b>
<b>Department: 4450 PARKS MAINTENANCE Total</b>	<b>621,334</b>	<b>676,635</b>	<b>752,874</b>	<b>692,874</b>



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# Public Works

Fiscal Year 2025-26/2026-27





# Public Works Department

## Department Overview:

The Public Works Department is responsible for the maintenance and construction improvement of the City's public infrastructure, which includes: streets, sidewalks, storm drains, sewer system, street lighting, traffic signals, parks, medians, parkways, signs, bridges, and trees.

In addition, the Public Works Department administers and manages the street sweeping, Federal Emergency Management Administration (FEMA) floodplain, and water quality programs.

The department is also responsible for planning, designing, and constructing Public Works projects in the Capital Improvement Program, administering the review and permitting for grading, drainage, and right-of-way components of the land development process; managing landscape services for medians, parkways, and public right-of-way areas; and providing 24-hour emergency response for situations within the public right-of-way.



CITY OF  
AGOURA HILLS



# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4505 PUBLIC WORKS</b>				
<b>Category: 5100 Personnel</b>				
010-4505-510100 Regular Salaries	456,406	312,292	449,553	463,039
010-4505-510401 Car Allowance	2,400	2,400	4,800	4,800
010-4505-510402 Technology Allowance	5,580	5,580	7,080	7,080
010-4505-510500 Vacation/sick	15,380	10,722	29,160	30,035
010-4505-510600 Deferred Compensation	16,363	16,012	24,104	24,827
010-4505-510700 Retirement	125,099	71,203	148,549	153,005
010-4505-510800 Group Health Insurance	101,512	66,859	117,164	120,679
010-4505-510900 Group Dental Insurance	6,379	4,360	7,021	7,232
010-4505-511000 Group Life Insurance	1,185	638	1,269	1,307
010-4505-511100 Group Disability Insurance	5,464	3,391	5,044	5,195
010-4505-511200 Medicare Taxes	6,966	4,595	7,078	7,290
<b>Category: 5100 Personnel Total</b>	<b>742,733</b>	<b>498,052</b>	<b>800,822</b>	<b>824,490</b>
<b>Category: 5400 Materials, Supplies, and Services</b>				
010-4505-541500 Travel/conferences/meetings	1,480	5,500	5,500	5,500
010-4505-541600 Membership And Dues	680	3,760	2,200	2,400
010-4505-542000 Office Supplies	282	300	400	400
010-4505-542200 Books And Subscriptions	0	500	800	800
010-4505-542300 Printing	416	1,000	500	500
010-4505-542400 Special Supplies	963	1,000	1,500	1,500
010-4505-542600 Advertising	1,088	4,000	2,500	2,500
010-4505-543400 Maintenance Of Equipment	237	500	500	500
010-4505-544000 Other Charges	43	0	0	0
<b>Category: 5400 Materials, Supplies, and Services Total</b>	<b>5,189</b>	<b>16,560</b>	<b>13,900</b>	<b>14,100</b>
<b>Category: 5500 Contract Services</b>				
010-4505-551000 Professional Services	91,177	75,000	55,000	45,000
010-4505-552000 Contract Services	152,337	140,000	192,000	192,000
010-4505-552002 Plan Check And Inspection	70,000	80,000	150,000	150,000
010-4505-552003 Special Projects	106,030	50,000	60,000	60,000
<b>Category: 5500 Contract Services Total</b>	<b>419,544</b>	<b>345,000</b>	<b>457,000</b>	<b>447,000</b>
<b>Department: 4505 PUBLIC WORKS Total</b>	<b>1,167,466</b>	<b>859,612</b>	<b>1,271,722</b>	<b>1,285,590</b>



# Traffic Safety

## Overview:

The Traffic Safety Program is committed to enhancing the overall safety and efficiency of the City's transportation network for all users—including motorists, pedestrians, bicyclists, and public transit riders.

This comprehensive initiative focuses on the planning, implementation, and upkeep of key traffic safety elements such as traffic control measures, signage, crosswalks, traffic calming strategies, and street lighting enhancements. By working collaboratively with law enforcement, public works, and community stakeholders, the program aims to reduce traffic collisions, improve mobility, and foster safer, more accessible streets throughout the City.





City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4510 TRAFFIC SAFETY				
Category: 5500 Contract Services				
010-4510-552000 Contract Services	22,100	45,000	45,000	45,000
010-4510-552014 Accident repairs	46,726	10,000	10,000	10,000
Category: 5500 Contract Services Total	68,826	55,000	55,000	55,000
Department: 4510 TRAFFIC SAFETY Total	68,826	55,000	55,000	55,000



# Landscape Maintenance

## Overview:

The Landscape Maintenance program supports the ongoing care, enhancement, and preservation of the City's landscaped public spaces. This includes parks, medians, greenbelts, streetscapes, and the grounds surrounding public facilities. The program ensures these areas are kept safe, clean, visually appealing, and environmentally sustainable year-round, contributing to the overall beauty and livability of Agoura Hills.





# City of Agoura Hills Budget FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
<b>Department: 4520 LANDSCAPE MAINTENANCE</b>				
Category: 5400 Materials, Supplies, and Services				
010-4520-542400 Special Supplies	42,047	120,000	100,000	100,000
010-4520-542800 Utilities	4,705	5,000	6,000	6,000
010-4520-543000 Maintenance Buildings/grounds	9,851	10,000	10,000	10,000
Category: 5400 Materials, Supplies, and Services Total	56,603	135,000	116,000	116,000
Category: 5500 Contract Services				
010-4520-552000 Contract Services	109,881	133,000	130,000	130,000
010-4520-552020 Street Repairs & Maintenance	10,000	10,000	10,000	6,000
010-4520-552031 Graffiti Removal	6,000	6,000	6,000	6,000
010-4520-552032 Equestrian Trail Maintenance	4,000	4,000	10,000	10,000
010-4520-552035 Median Island Maintenance	22,512	30,000	30,000	30,000
Category: 5500 Contract Services Total	152,393	183,000	186,000	182,000
Department: 4520 LANDSCAPE MAINTENANCE Total	208,996	318,000	302,000	298,000

# Storm Drain

## Overview:

The Storm Drain Fund supports the maintenance, repair, and improvement of the City's storm drainage system. It ensures effective management of stormwater runoff to help prevent flooding, reduce pollution, and protect public health and the environment. Funding is used for activities such as cleaning and inspecting storm drains, upgrading infrastructure, implementing stormwater projects, and meeting environmental compliance requirements.





City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4525 STORM DRAIN & FLOOD CONTROL				
Category: 5500 Contract Services				
010-4525-552041 Storm Drain Maintenance	125,000	125,000	125,000	125,000
010-4525-552043 Npdes Compliance	265,581	316,132	246,522	255,000
Category: 5500 Contract Services Total	390,581	441,132	371,522	380,000
Department: 4525 STORM DRAIN& FLOOD CONTROL Total	390,581	441,132	371,522	380,000

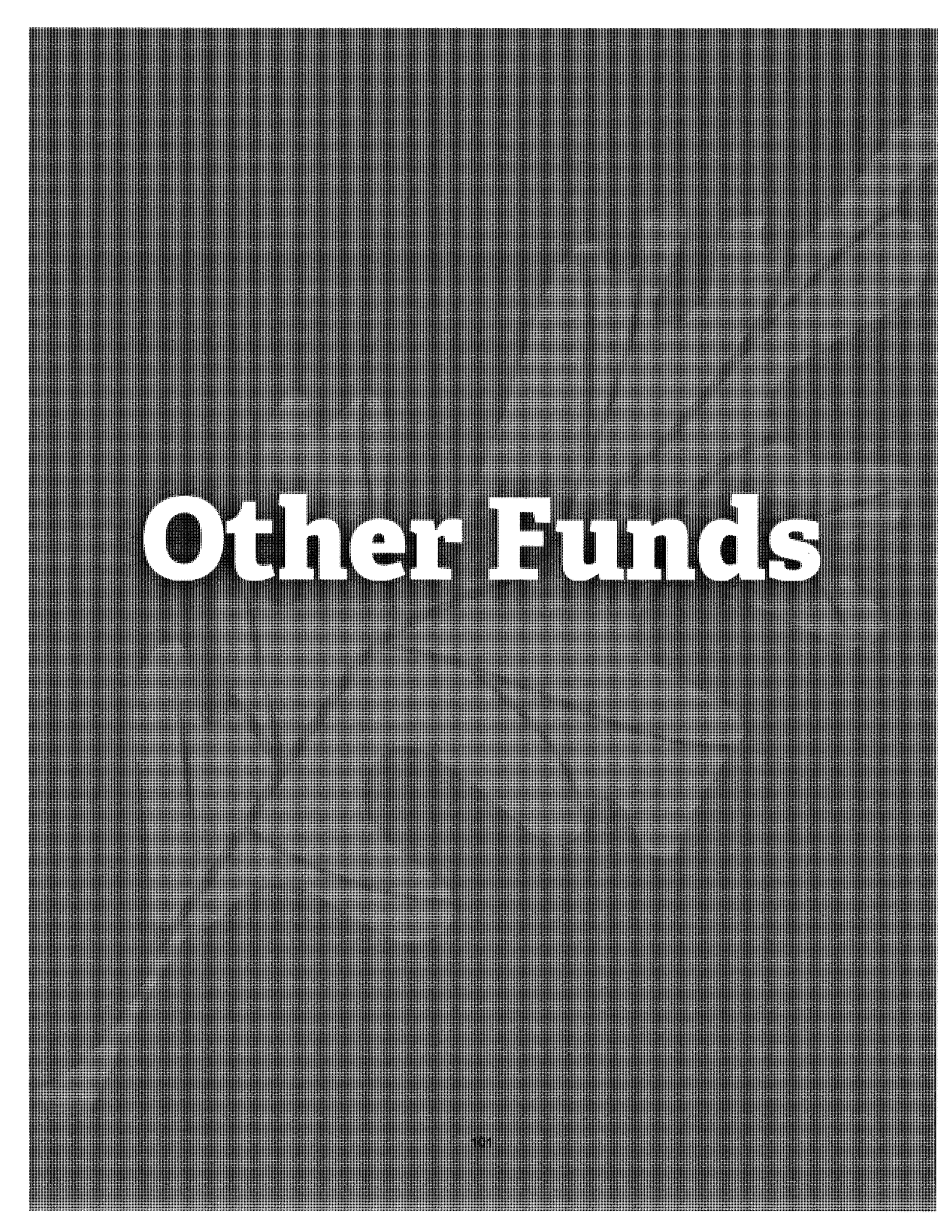




City of Agoura Hills  
Budget  
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	2026-2027 Proposed
Department: 4610 OTHER IMPROVEMENTS				
Category: 6000 Other Improvements/Projects				
010-4610-600100 City Beautification	10,000	10,000	0	0
Category: 6000 Other Improvements/Projects Total	10,000	10,000	0	0
Department: 4610 OTHER IMPROVEMENTS Total	10,000	10,000	0	0
Fund: 010 - GENERAL Total	18,322,814	19,414,241	19,804,852	20,429,855





# Other Funds



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 011 Capital Projects**

**Fund Overview**

To account for funds to be used for various capital projects throughout the City.  
Major Projects/Programs: Morrison Park Rehabilitation Project

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 011 - CAPITAL PROJECT FUND					
Category: 4003 Intergovernmental					
011-0000-334532	Morrison Park	0	0	167,235	0
Category: 4003 Intergovernmental Total		0	0	167,235	0
Category: 4006 Investment Income					
011-0000-371000	Interest Earnings	32,210	14,000	16,000	16,000
Category: 4006 Investment Income Total		32,210	14,000	16,000	16,000
Fund: 011 - CAPITAL PROJECT FUND Total		32,210	14,000	183,235	16,000
<b>Appropriations</b>					
Fund: 011 - CAPITAL PROJECT FUND					
Department: 4190 NON DEPARTMENTAL					
Category: 5500 Contract Services					
011-4190-551008	Contingency	5,321	0	0	0
Category: 5600 Capital Outlay		5,321	0	0	0
Department: 4190 NON DEPARTMENTAL Total		5,321	0	0	0
Department: 4215 EMERGENCY SERVICES					
Category: 5600 Capital Outlay					
011-4215-568200	Other Improvements	39,736	14,085	0	0
Category: 5600 Capital Outlay		39,736	14,085	0	0
Department: 4215 EMERGENCY SERVICES Total		39,736	14,085	0	0
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
011-4620-610300	Park Improvements	202,571	385,500	0	0
011-4620-610500	Morrison Park Improvements		40,000	167,235	0
011-4640-610600	Reyes Adobe	21,914	50,000	0	0
Category: 6000 Other Improvements/Projects Total		224,485	475,500	167,235	0
Department: 4620 PARK IMPROVEMENTS Total		224,485	475,500	167,235	0
Department: 4640 STREET IMPROVEMENTS					
Category: 6200 Street Improvements					
011-4640-630500	Annual Overlay	163,234	0	0	0
Category: 6200 Street Improvements Total		163,234	0	0	0
Department: 4640 STREET IMPROVEMENTS Total		163,234	0	0	0
Fund: 011 - CAPITAL PROJECT FUND Total		432,776	489,585	167,235	0
<b>Summary</b>					
Excess (Deficiency) of Revenues		(400,566)	(475,585)	16,000	16,000
Other Financing Sources (Uses)		72,476	96,000	-	-
Beginning Fund Balance		857,346	529,256	149,671	165,671
Ending Fund Balance		529,256	149,671	165,671	181,671



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 012 Facilities**

**Fund Overview**

To account for funds to be used for various projects throughout the city facilities.  
Major Projects/Programs: Civic Center Microgrid Project

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 012 - FACILITIES FUND				
Category: 4006 Investment Income				
012-0000-371000 Interest Earnings	22,804	17,000	10,000	8,000
Category: 4006 Investment Income Total	22,804	17,000	10,000	8,000
Fund: 012 - FACILITIES FUND Total	22,804	17,000	10,000	8,000
<b>Appropriations</b>				
Fund: 012 - FACILITIES FUND				
Department: 4180 PUBLIC FACILITIES				
Category: 5600 Capital Outlay				
012-4180-568200 Other Improvements	22,976	22,300	400,000	0
Category: 5600 Capital Outlay Total	22,976	22,300	400,000	0
Department: 4180 PUBLIC FACILITIES Total	22,976	22,300	400,000	0
Fund: 012 - FACILITIES FUND Total	22,976	22,300	400,000	0
Excess (Deficiency) of Revenues	(172)	(5,300)	(390,000)	8,000
Other Financing Sources (Uses)	100,000	-	-	-
Beginning Fund Balance	515,117	614,945	609,645	219,645
Ending Fund Balance	614,945	609,645	219,645	227,645





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 013 OPEN SPACE**

**Fund Overview**

To account for funds to be used for open space and to purchase parcel as it becomes available.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 013 - OPEN SPACE					
Category: 4006 Investment Income					
013-0000-371000	Interest Earnings	5,012	4,000	4,000	4,000
Category: 4006 Investment Income Total		5,012	4,000	4,000	4,000
Fund: 013 - OPEN SPACE Total		5,012	4,000	4,000	4,000
<b>Appropriations</b>					
Fund: 013 - OPEN SPACE					
Department: 4190 Non Departmental					
Category: 5400 Materials, Supplies, and Services					
013-4190-542400	Special Supplies	2,268	0	0	0
Category: 5400 Materials, Supplies, and Services Total		2,268	0	0	0
Department: 4190 Non Departmental Total		2,268	0	0	0
Fund: 013 - OPEN SPACE Total		2,268	0	0	0
Excess (Deficiency) of Revenues		2,744	4,000	4,000	4,000
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		110,147	112,891	116,891	120,891
Ending Fund Balance		112,891	116,891	120,891	124,891



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 015 Recreation Center Capital Proj**

**Fund Overview**

To account for funds to be used for the development or maintenance of the City's recreation center.

Major Projects/Programs: Rec Center Trail Project

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 015 - RECREATION CENTER CAPITAL PROJ					
Category: 4003 Intergovernmental					
015-0000-334500	Miscellaneous Grants	0	41,443	41,443	0
Category: 4003 Intergovernmental Total		0	41,443	41,443	0
Category: 4006 Investment Income					
015-0000-371000	Interest Earnings	881	0	0	0
Category: 4006 Investment Income Total		881	0	0	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total		881	41,443	41,443	0
<b>Appropriations</b>					
Fund: 015 - RECREATION CENTER CAPITAL PROJ					
Department: 4610 OTHER IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
015-4610-601500	Trails	24,935	50,000	222,187	0
Category: 6000 Other Improvements/Projects Total		24,935	50,000	222,187	0
Department: 4610 OTHER IMPROVEMENTS Total		24,935	50,000	222,187	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total		24,935	50,000	222,187	0
Excess (Deficiency) of Revenues		(24,054)	(8,557)	(180,744)	-
Other Financing Sources (Uses)		-	104,000	10,300	-
Beginning Fund Balance		33,192	9,138	104,581	(65,863)
Ending Fund Balance		9,138	104,581	(65,863)	(65,863)





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 016 Storm Water Cap Project**

**Fund Overview**

To account for funds to be used for the development or maintenance of the City's storm water program.  
Major Projects/Programs: Storm Drain Diversion

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Category: 4006 Investment Income					
016-0000-371000	Interest Earnings	51,867	35,000	50,000	20,000
Category: 4006 Investment Income Total		51,867	35,000	50,000	20,000
Category: 4008 Other Revenue					
016-0000-391000	Miscellaneous Revenue	299,711	0	66,769	3,754
Category: 4008 Other Revenue Total		299,711	0	66,769	3,754
Fund: 016 - STORM WATER CAP PROJECT FUND Total		351,578	35,000	116,769	23,754

**Appropriations**

**Fund: 016 - STORM WATER CAP PROJECT FUND**

**Department: 4525 STORM DRAIN & FLOOD CONTROL**

**Category: 5500 Contract Services**

016-4525-551000

Professional Services

30,612      0      0      0

**Category: 5500 Contract Services Total**

30,612      0      0      0

**Department: 4525 STORM DRAIN& FLOOD CONTROL Total**

30,612      0      0      0

**Department: 4610 OTHER IMPROVEMENTS**

**Category: 6200 Street Improvements**

016-4610-632300

Storm Drain Diversion

0      970,610      970,610      0

**Category: 6200 Street Improvements Total**

0      970,610      970,610      0

**Department: 4610 OTHER IMPROVEMENTS Total**

0      970,610      970,610      0

**Fund: 016 - STORM WATER CAP PROJECT FUND Total**

30,612      970,610      970,610      0

Excess (Deficiency) of Revenues	320,966	(935,610)	(853,841)	23,754
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,091,162	1,412,128	476,518	(377,323)
Ending Fund Balance	1,412,128	476,518	(377,323)	(353,569)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 018 Measure R Grant**

**Fund Overview**

To account for funds received through Metropolitan Transit Authority Regional Funds Measure R.

Major Projects/Programs: Kanan/Agoura Road Intersection

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 018 - MEASURE R GRANT</b>					
Category: 4003 Intergovernmental					
018-0000-333101	Measure R Grant	496,097	4,621,750	83,500	0
Category: 4003 Intergovernmental Total		496,097	4,621,750	83,500	0
Category: 4006 Investment Income					
018-0000-371000	Interest Earnings	52	0	0	0
Category: 4006 Investment Income Total		52	0	0	0
<b>Fund: 018 - MEASURE R GRANT Total</b>		<b>496,149</b>	<b>4,621,750</b>	<b>83,500</b>	<b>0</b>

**Appropriations**

**Fund: 018 - MEASURE R GRANT**

**Department: 4120 CITY MANAGER**

**Category: 5100 Personnel**

018-4120-510100	Regular Salaries	17,437	2,102	0	0
018-4120-510700	Retirement	2,611	3,598	0	0
018-4120-510800	Group Health Insurance	1,908	347	0	0
018-4120-510900	Group Dental Insurance	132	13	0	0
018-4120-511000	Group Life Insurance	26	3	0	0
018-4120-511100	Group Disability Insurance	196	28	0	0
018-4120-511200	Medicare Taxes	257	54	0	0

**Category: 5100 Personnel Total**

22,567	6,145	0	0
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**Department: 4120 CITY MANAGER Total**

22,567	6,145	0	0
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**Department: 4150 FINANCE**

**Category: 5100 Personnel**

018-4150-510100	Regular Salaries	36,465	40,213	5,352	0
018-4150-510700	Retirement	3,743	9,917	427	0
018-4150-510800	Group Health Insurance	5,737	9,337	558	0
018-4150-510900	Group Dental Insurance	292	688	52	0
018-4150-511000	Group Life Insurance	87	100	12	0
018-4150-511100	Group Disability Insurance	453	421	61	0
018-4150-511200	Medicare Taxes	539	635	73	0

**Category: 5100 Personnel Total**

47,316	61,311	6,535	0
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**Department: 4150 FINANCE Total**

47,316	61,311	6,535	0
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**Department: 4305 COMMUNITY DEVELOPMENT**

**Category: 5100 Personnel**

018-4305-510100		402	0	0	0
018-4305-510700	Retirement	29	0	0	0
018-4305-510800	Group Health Insurance	39	0	0	0
018-4305-510900	Group Dental Insurance	2	0	0	0
018-4305-511000	Group Life Insurance	1	0	0	0
018-4305-511100	Group Disability Insurance	4	0	0	0
018-4305-511200	Medicare Taxes		0	0	0

**Category: 5100 Personnel Total**

477	0	0	0
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**Department: 4305 COMMUNITY DEVELOPMENT Total**

477	0	0	0
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Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

018-4505-510100	Regular Salaries	120,113	70,000	5,613	0
018-4505-510700	Retirement	13,197	31,073	1,993	0
018-4505-510800	Group Health Insurance	21,592	13,669	1,066	0
018-4505-510900	Group Dental Insurance	1,470	960	60	0
018-4505-511000	Group Life Insurance	271	160	11	0
018-4505-511100	Group Disability Insurance	1,446	684	62	0
018-4505-511200	Medicare Taxes	1,736	1,104	84	0

Category: 5100 Personnel Total

159,825	117,650	8,889	0
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Department: 4505 PUBLIC WORKS Total

159,825	117,650	8,889	0
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Department: 4620 PARK IMPROVEMENTS

Category: 6000 Other Improvements/Projects

018-4620-612000	Ladyface Greenway	500,194	4,531,894	0	0
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Category: 6000 Other Improvements/Projects Total

500,194	4,531,894	0	0
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Department: 4620 PARK IMPROVEMENTS Total

500,194	4,531,894	0	0
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Category: 6200 Street Improvements

018-4640-630900	Kanan/Agoura Road Intersection	97,070	148,000	72,500	0
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Category: 6200 Street Improvements Total

97,070	148,000	72,500	0
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Department: 4640 STREET IMPROVEMENTS Total

97,070	148,000	72,500	0
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Fund: 018 - MEASURE R GRANT Total

827,449	4,865,000	87,924	0
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Excess (Deficiency) of Revenues	(331,300)	(243,250)	(4,424)	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(2,300,280)	(2,631,580)	(2,874,830)	(2,879,254)
Ending Fund Balance	(2,631,580)	(2,874,830)	(2,879,254)	(2,879,254)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 019 Measure M**

**Fund Overview**

To account for funds received through Metropolitan Transit Authority Regional Funds Measure M.

Major Projects/Programs: Ladyface Greenway; Kanan Corridor

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 019 - MEASURE M					
Category: 4003 Intergovernmental					
019-0000-333101	Measure M Grant	179,974	5,498,600	6,910,000	4,250,000
Category: 4003 Intergovernmental Total		179,974	5,498,600	6,910,000	4,250,000
Fund: 019 - MEASURE M Total		179,974	5,498,600	6,910,000	4,250,000
<b>Appropriations</b>					
Fund: 019 - MEASURE M					
Department: 4120 CITY MANAGER					
Category: 5100 Personnel					
019-4120-510100	Regular Salaries	14,176	27,383	65,088	30,407
019-4120-510700	Retirement	2,124	12,067	23,106	1,794
019-4120-510800	Group Health Insurance	1,651	3,209	7,770	3,553
019-4120-510900	Group Dental Insurance	105	198	460	200
019-4120-511000	Group Life Insurance	21	37	87	38
019-4120-511100	Group Disability Insurance	175	299	742	347
019-4120-511200	Medicare Taxes	208	457	1,049	503
Category: 5100 Personnel Total		18,460	43,650	98,302	36,842
Department: 4120 CITY MANAGER Total		18,460	43,650	98,302	36,842
Department: 4121 COMMUNICATIONS					
Category: 5100 Personnel					
019-4121-510100	Regular Salaries	0	0	13,166	0
019-4121-510700	Retirement	0	0	1,051	0
019-4121-510800	Group Health Insurance	0	0	1,168	0
019-4121-510900	Group Dental Insurance	0	0	61	0
019-4121-511000	Group Life Insurance	0	0	28	0
019-4121-511100	Group Disability Insurance	0	0	150	0
019-4121-511200	Medicare Taxes	0	0	195	0
Category: 5100 Personnel Total		0	0	15,819	0
Department: 4121 COMMUNICATIONS Total		0	0	15,819	0
Department: 4150 FINANCE					
Category: 5100 Personnel					
019-4150-510100	Regular Salaries	10,470	89,764	72,832	27,564
019-4150-510700	Retirement	913	13,783	5,814	2,200
019-4150-510800	Group Health Insurance	1,399	19,972	8,237	2,790
019-4150-510900	Group Dental Insurance	79	1,241	678	261
019-4150-511000	Group Life Insurance	28	223	161	62
019-4150-511100	Group Disability Insurance	132	1,011	830	314
019-4150-511200	Medicare Taxes	155	1,363	1,118	422
Category: 5100 Personnel Total		13,176	127,357	89,670	33,613
Department: 4150 FINANCE Total		13,176	127,357	89,670	33,613

Department: 4440 COMMUNITY SERVICES

Category: 5100 Personnel

019-4440-510100	Regular Salaries	0	0	22,264	0
019-4440-510700	Retirement	0	0	4,896	0
019-4440-510800	Group Health Insurance	0	0	4,557	0
019-4440-510900	Group Dental Insurance	0	0	196	0
019-4440-511000	Group Life Insurance	0	0	42	0
019-4440-511100	Group Disability Insurance	0	0	254	0
019-4440-511200	Medicare Taxes	0	0	343	0

Category: 5100 Personnel Total

0	0	32,552	0
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Department: 4440 COMMUNITY SERVICES Total

0 0 32,552 0

Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

019-4505-510100	Regular Salaries	39,336	396,729	153,451	104,243
019-4505-510700	Retirement	4,014	109,559	48,868	34,600
019-4505-510800	Group Health Insurance	6,036	76,860	30,532	20,318
019-4505-510900	Group Dental Insurance	421	5,012	1,806	1,201
019-4505-511000	Group Life Insurance	80	881	339	220
019-4505-511100	Group Disability Insurance	438	4,421	1,722	1,164
019-4505-511200	Medicare Taxes	572	5,977	2,325	1,578

Category: 5100 Personnel Total

50,897	599,439	239,043	163,324
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Department: 4505 PUBLIC WORKS Total

50,897 599,439 239,043 163,324

Department: 4620 PARK IMPROVEMENTS

Category: 6000 Other Improvements/Projects

019-4620-612000	Ladyface Greenway	0	3,949,555	5,225,000	1,790,000
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Category: 6000 Other Improvements/Projects Total

0	3,949,555	5,225,000	1,790,000
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Department: 4620 PARK IMPROVEMENTS Total

0 3,949,555 5,225,000 1,790,000

Category: 6200 Street Improvements

019-4640-630700	Chesebro Bridge	25,096	0	0	0
019-4640-630900	Kanan/Agoura Road Intersection	0	0	720,907	20,000
019-4640-632000	Kanan Corridor	126,673	1,068,000	852,270	2,480,000

Category: 6200 Street Improvements Total

151,769	1,068,000	1,573,177	2,500,000
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Department: 4640 STREET IMPROVEMENTS Total

151,769 1,068,000 1,573,177 2,500,000

Fund: 019 - MEASURE M Total

234,302 5,788,001 7,273,563 4,523,779

Excess (Deficiency) of Revenues	(54,328)	(289,401)	(363,563)	(273,779)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(668,057)	(722,385)	(1,011,786)	(1,375,349)
Ending Fund Balance	(722,385)	(1,011,786)	(1,375,349)	(1,649,128)





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 020 Gas Tax**

**Fund Overview**

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

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 020 - GAS TAX</b>					
<b>Category: 4003 Intergovernmental</b>					
020-0000-332500	State Gas Tax 2105 Prop 111	122,773	127,747	130,771	130,771
020-0000-332600	State Gas Tax 2106	74,582	76,502	77,823	77,823
020-0000-332700	State Gas Tax 2107	166,184	174,214	178,298	178,298
020-0000-332800	State Gas Tax 2107.5	5,000	5,000	5,000	5,000
020-0000-332801	Revenue Code Section 7360	184,098	190,925	189,475	189,475
<b>Category: 4003 Intergovernmental Total</b>		<b>552,637</b>	<b>574,388</b>	<b>581,367</b>	<b>581,367</b>
<b>Category: 4006 Investment Income</b>					
020-0000-371000	Interest Earnings	7,127	5,000	5,000	5,000
<b>Category: 4006 Investment Income Total</b>		<b>7,127</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Fund: 020 - GAS TAX Total</b>		<b>559,764</b>	<b>579,388</b>	<b>586,367</b>	<b>586,367</b>

**Appropriations**

**Fund: 020 - GAS TAX**

<b>Department: 4220 SCHOOL CROSSING GUARDS</b>					
<b>Category: 5500 Contract Services</b>					
020-4220-551000	Professional Services	37,011	57,600	60,000	60,000
<b>Category: 5500 Contract Services Total</b>		<b>37,011</b>	<b>57,600</b>	<b>60,000</b>	<b>60,000</b>
<b>Department: 4220 SCHOOL CROSSING GUARDS Total</b>		<b>37,011</b>	<b>57,600</b>	<b>60,000</b>	<b>60,000</b>
<b>Department: 4510 TRAFFIC SAFETY</b>					
<b>Category: 5400 Materials, Supplies, and Services</b>					
020-4510-542800	Utilities	67,055	50,000	60,000	60,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>		<b>67,055</b>	<b>50,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Category: 5500 Contract Services</b>					
020-4510-552010	Traffic Engineer	30,000	30,000	30,000	30,000
020-4510-552013	Signal Maintenance	24,562	50,000	40,000	40,000
<b>Category: 5500 Contract Services Total</b>		<b>54,562</b>	<b>80,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Department: 4510 TRAFFIC SAFETY Total</b>		<b>54,562</b>	<b>80,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Department: 4515 STREET MAINTENANCE</b>					
<b>Category: 5500 Contract Services</b>					
020-4515-552021	Street Sweeping	20,015	61,174	64,000	64,000
<b>Category: 5500 Contract Services Total</b>		<b>20,015</b>	<b>61,174</b>	<b>64,000</b>	<b>64,000</b>
<b>Department: 4515 STREET MAINTENANCE Total</b>		<b>20,015</b>	<b>61,174</b>	<b>64,000</b>	<b>64,000</b>
<b>Category: 5400 Materials, Supplies, and Services</b>					
020-4520-542801	Water	52,908	98,826	95,000	95,000
<b>Category: 5400 Materials, Supplies, and Services Total</b>		<b>52,908</b>	<b>98,826</b>	<b>95,000</b>	<b>95,000</b>
<b>Category: 5500 Contract Services</b>					
020-4520-552000	Contract Services	153,950	181,800	187,500	187,500
020-4520-552023	Street Tree Maintenance	75,000	75,000	75,000	75,000
<b>Category: 5500 Contract Services Total</b>		<b>228,950</b>	<b>256,800</b>	<b>262,500</b>	<b>262,500</b>
<b>Department: 4520 LANDSCAPE MAINTENANCE Total</b>		<b>281,858</b>	<b>355,626</b>	<b>357,500</b>	<b>357,500</b>
<b>Fund: 020 - GAS TAX Total</b>		<b>460,501</b>	<b>604,400</b>	<b>611,500</b>	<b>611,500</b>

Excess (Deficiency) of Revenues	99,263	(25,012)	(25,133)	(25,133)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	88,122	187,385	162,373	137,240
Ending Fund Balance	187,385	162,373	137,240	112,107



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 022 Road Rehab**

**Fund Overview**

To account for funds from the Road Maintenance and Rehabilitation program (SB1) allocated to the City by the State which may only be used for road maintenance and rehabilitation.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 022 - ROAD REHAB FUND					
Category: 4003 Intergovernmental					
022-0000-334600	Road Rehab Revenue	522,263	524,155	547,951	547,951
Category: 4003 Intergovernmental Total		522,263	524,155	547,951	547,951
Category: 4006 Investment Income					
022-0000-371000	Interest Earnings	2,317	2,000	10,000	5,000
Category: 4006 Investment Income Total		2,317	2,000	10,000	5,000
Fund: 022 - ROAD REHAB FUND Total		524,580	526,155	557,951	552,951
<b>Appropriations</b>					
Fund: 022 - ROAD REHAB FUND					
Department: 4640 STREET IMPROVEMENTS					
Category: 6200 Street Improvements					
022-4640-630500	Annual Overlay	478,011	400,000	250,000	900,000
Category: 6200 Street Improvements Total		478,011	400,000	250,000	900,000
Department: 4640 STREET IMPROVEMENTS Total		478,011	400,000	250,000	900,000
Fund: 022 - ROAD REHAB FUND Total		478,011	400,000	250,000	900,000
<b>Summary</b>					
Excess (Deficiency) of Revenues		46,569	126,155	307,951	(347,049)
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		104,133	150,702	276,857	584,808
Ending Fund Balance		150,702	276,857	584,808	237,759



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 030 Cal PERS Set Aside**

**Fund Overview**

To account for funds to be used towards the City's defined benefit pension plan through California Public Employees Retirement System (CalPERS).

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 030 - CAL PERS SET ASIDE					
Category: 4006 Investment Income					
030-0000-371000	Interest Earnings	1,252	1,200	3,000	3,000
Category: 4006 Investment Income Total		1,252	1,200	3,000	3,000
Fund: 030 - CAL PERS SET ASIDE Total		1,252	1,200	3,000	3,000
<b>Appropriations</b>					
Fund: 030 - CAL PERS SET ASIDE					
Department: 4190 NON DEPARTMENTAL					
Category: 5100 Personnel					
030-4190-510800	CEPPT	100,000	0	0	0
Category: 5100 Personnel Total		100,000	0	0	0
Department: 4190 NON DEPARTMENTAL Total		100,000	0	0	0
Fund: 030 - CAL PERS SET ASIDE Total		100,000	0	0	0
<b>Summary</b>					
Excess (Deficiency) of Revenues		(98,748)	1,200	3,000	3,000
Other Financing Sources (Uses)		89,550	95,850	-	-
Beginning Fund Balance		103,753	94,555	191,605	194,605
Ending Fund Balance		94,555	191,605	194,605	197,605





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 040 Traffic Safety**

**Fund Overview**

To account for funds from traffic fines levied by local courts which may only be used for traffic safety purposes.  
Major Projects/Programs: Crossing Guards

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 040 - TRAFFIC SAFETY					
Category: 4005 Fines and Penalties					
040-0000-360500	Vehicle Code Fines	43,141	45,000	40,000	40,000
Category: 4005 Fines and Penalties Total		43,141	45,000	40,000	40,000
Category: 4006 Investment Income					
040-0000-371000	Interest Earnings	1,631	1,000	1,000	1,000
Category: 4006 Investment Income Total		1,631	1,000	1,000	1,000
Fund: 040 - TRAFFIC SAFETY Total		44,772	46,000	41,000	41,000
<b>Appropriations</b>					
Fund: 040 - TRAFFIC SAFETY					
Department: 4220 SCHOOL CROSSING GUARDS					
Category: 5500 Contract Services					
040-4220-551000	Professional Services	43,505	55,143	50,000	50,000
Category: 5500 Contract Services Total		43,505	55,143	50,000	50,000
Department: 4220 SCHOOL CROSSING GUARDS Total		43,505	55,143	50,000	50,000
Fund: 040 - TRAFFIC SAFETY Total		43,505	55,143	50,000	50,000
<b>Summary</b>					
Excess (Deficiency) of Revenues		1,267	(9,143)	(9,000)	(9,000)
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		49,414	50,681	41,538	32,538
Ending Fund Balance		50,681	41,538	32,538	23,538



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

Fund 060 Proposition A

Fund Overview

To account for funds from Proposition A, a half-cent sales tax dedicated to transportation funding.

Major Projects/Programs: Dial-A-Ride

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 060 - PROPOSITION A					
Category: 4003 Intergovernmental					
060-0000-333200	Prop A Trans Tax	524,255	556,064	513,238	513,238
060-0000-334516	Ab1012	66,450	66,450	63,562	63,562
060-0000-353000	Prop A Reimbursements	13,938	45,000	45,000	45,000
060-0000-395008	Farebox Revenue	8,760	12,000	3,500	3,500
Category: 4003 Intergovernmental Total		613,403	679,514	625,300	625,300
Category: 4006 Investment Income					
060-0000-371000	Interest Earnings	68,998	50,000	50,000	50,000
Category: 4006 Investment Income Total		68,998	50,000	50,000	50,000
Fund: 060 - PROPOSITION A Total		682,401	729,514	675,300	675,300
<b>Appropriations</b>					
Fund: 060 - PROPOSITION A					
Department: 4150 FINANCE					
Category: 5100 Personnel					
060-4150-510100	Prop A Salaries	9,248	0	0	0
060-4150-510700	Retirement	712	0	0	0
060-4150-510800	Group Health	1,185	0	0	0
060-4150-510900	Group Dental	58	0	0	0
060-4150-511000	Group Life	26	0	0	0
060-4150-511100	Group Disability	121	0	0	0
060-4150-511200	Medicare	139	0	0	0
Category: 5100 Personnel Total		11,489	0	0	0
Department: 4150 FINANCE Total		11,489	0	0	0
Department: 4420 RECREATION					
Category: 5500 Contract Services					
060-4420-5520A0	Contract Services - Classes	1,500	2,000	5,595	5,595
060-4420-5520B0	Recreation Transit- Excursions	12,756	12,800	29,120	29,120
060-4420-5520D0	Recreation Transit - Seniors	18,567	26,000	25,280	25,280
060-4420-5520E0	Contract Services-spec Events	6,825	11,700	11,700	11,700
Category: 5500 Contract Services Total		39,648	52,500	71,695	71,695
Department: 4420 RECREATION Total		39,648	52,500	71,695	71,695
Department: 4440 COMMUNITY SERVICES					
Category: 5100 Personnel					
060-4440-510100		61,817	91,167	113,990	113,990
060-4440-510700	Retirement	18,935	22,677	28,435	28,435
060-4440-510800	Group Health Insurance	12,669	18,235	21,351	21,351
060-4440-510900	Group Dental Insurance	513	835	1,003	1,003
060-4440-511000	Group Life Insurance	139	175	209	209
060-4440-511100	Group Disability Insurance	729	1,039	1,299	1,299
060-4440-511200	Medicare Taxes	913	1,397	1,770	1,770
Category: 5100 Personnel Total		95,715	135,525	168,057	168,057
Department: 4440 COMMUNITY SERVICES Total		95,715	135,525	168,057	168,057



Department: 4520 LANDSCAPE MAINTENANCE				
Category: 5400 Materials, Supplies, and Services				
060-4520-542801	Water	1,707	2,500	2,500
Category: 5400 Materials, Supplies, and Services Total		1,707	2,500	2,500
Category: 5500 Contract Services				
060-4520-552036	Park & Ride Lot Maintenance	55,668	56,000	57,736
060-4520-552037	Bus Stop Maintenance	10,848	15,000	15,465
Category: 5500 Contract Services Total		66,516	71,000	73,201
Department: 4520 LANDSCAPE MAINTENANCE Total		68,223	73,500	75,701
Department: 4530 TRANSPORTATION				
Category: 5400 Materials, Supplies, and Services				
060-4530-544000	Other Charges	345	0	400
Category: 5400 Materials, Supplies, and Services Total		345	0	400
Category: 5500 Contract Services				
060-4530-552080	Dial A Ride	308,862	498,000	578,735
060-4530-552081	Beach Bus	52,639	60,000	61,400
060-4530-552083	Incentive Grant	66,450	66,450	63,562
Category: 5500 Contract Services Total		427,951	624,450	703,697
Department: 4530 TRANSPORTATION Total		428,296	624,450	704,097
Fund: 060 - PROPOSITION A Total		643,371	885,975	1,019,550

Excess (Deficiency) of Revenues	39,030	(156,461)	(344,250)	(344,250)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,420,015	1,459,045	1,302,584	958,334
Ending Fund Balance	1,459,045	1,302,584	958,334	614,084



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 061 Proposition C**

**Fund Overview**

To account for funds from Proposition C, a half-cent sales tax dedicated to transportation funding.  
Major Projects/Programs: Traffic Engineering; Signal Maintenance

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 061 - PROPOSITION C					
Category: 4003 Intergovernmental					
061-0000-333400	Prop C Transit Tax	434,858	461,240	425,717	425,717
Category: 4003 Intergovernmental Total		434,858	461,240	425,717	425,717
Category: 4006 Investment Income					
061-0000-371000	Interest Earnings	34,893	25,000	30,000	30,000
Category: 4006 Investment Income Total		34,893	25,000	30,000	30,000
Fund: 061 - PROPOSITION C Total		469,751	486,240	455,717	455,717
<b>Appropriations</b>					
Fund: 061 - PROPOSITION C					
Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
061-4505-510100	Regular Salaries	44,882	30,377	49,287	49,287
061-4505-510700	Retirement	15,046	10,936	15,394	15,394
061-4505-510800	Group Health Insurance	8,369	7,681	10,354	10,354
061-4505-510900	Group Dental Insurance	605	520	635	635
061-4505-511000	Group Life Insurance	115	73	113	113
061-4505-511100	Group Disability Insurance	557	346	562	562
061-4505-511200	Medicare Taxes	655	462	755	755
Category: 5100 Personnel Total		70,229	50,395	77,100	77,100
Department: 4505 PUBLIC WORKS Total		70,229	50,395	77,100	77,100
Department: 4510 TRAFFIC SAFETY					
Category: 5500 Contract Services					
061-4510-551000	Contract Services	103,225	142,500	150,000	100,000
061-4510-552010	Traffic engineer	115,000	115,000	120,000	120,000
061-4510-552013	Signal maintenance	56,439	115,000	115,000	120,000
061-4510-552029	Pavement Management Upd	76,500	0	0	45,000
Category: 5500 Contract Services Total		351,164	372,500	385,000	385,000
Department: 4510 TRAFFIC SAFETY Total		351,164	372,500	385,000	385,000
Fund: 061 - PROPOSITION C Total		421,393	422,895	462,100	462,100
<b>Excess (Deficiency) of Revenues</b>					
		48,358	63,345	(6,383)	(6,383)
<b>Other Financing Sources (Uses)</b>					
		-	-	-	-
Beginning Fund Balance		715,669	764,027	827,372	820,989
Ending Fund Balance		764,027	827,372	820,989	814,606



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 063 Measure R**

**Fund Overview**

To account for funds from Measure R, a half-cent sales tax dedicated to finance transportation projects and programs.  
Major Projects/Programs: Overlay; Sidewalk Repairs

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 063 - MEASURE R FUND</b>					
Category: 4003 Intergovernmental					
063-0000-333100	Measure R - Local	326,041	345,930	319,288	319,288
Category: 4003 Intergovernmental Total		326,041	345,930	319,288	319,288
Category: 4006 Investment Income					
063-0000-371000	Interest Earnings	12,613	8,000	10,000	10,000
Category: 4006 Investment Income Total		12,613	8,000	10,000	10,000
<b>Fund: 063 - MEASURE R FUND Total</b>		<b>338,654</b>	<b>353,930</b>	<b>329,288</b>	<b>329,288</b>
<b>Appropriations</b>					
<b>Fund: 063 - MEASURE R FUND</b>					
<b>Department: 4505 PUBLIC WORKS</b>					
Category: 5100 Personnel					
063-4505-510100	Regular Salaries	24,085	30,277	36,983	36,983
063-4505-510700	Retirement	10,569	9,688	10,559	10,559
063-4505-510800	Group Health Insurance	4,117	7,430	6,744	6,744
063-4505-510900	Group Dental Insurance	304	520	427	427
063-4505-511000	Group Life Insurance	59	70	88	88
063-4505-511100	Group Disability Insurance	262	341	422	422
063-4505-511200	Medicare Taxes	343	461	565	565
Category: 5100 Personnel Total		39,739	48,787	55,788	55,788
Category: 5500 Contract Services					
063-4505-552000	Contract Services	145,000	200,000	125,000	125,000
Category: 5500 Contract Services Total		145,000	200,000	125,000	125,000
<b>Department: 4505 PUBLIC WORKS Total</b>		<b>184,739</b>	<b>248,787</b>	<b>180,788</b>	<b>180,788</b>
<b>Department: 4510 TRAFFIC SAFETY</b>					
Category: 6000 Other Improvements/Projects					
063-4510-632400	HAWK Project	1,000	200,000	0	0
Category: 6000 Other Improvements/Projects Total		1,000	200,000	0	0
<b>Department: 4510 TRAFFIC SAFETY Total</b>		<b>1,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>
<b>Department: 4640 STREET IMPROVEMENTS</b>					
Category: 6200 Street Improvements					
063-4640-630500	Annual Overlay	2,512	100,000	100,000	100,000
063-4640-631000	Sidewalk Repairs	50,187	50,000	55,000	55,000
Category: 6200 Street Improvements Total		52,699	150,000	155,000	155,000
<b>Department: 4640 STREET IMPROVEMENTS Total</b>		<b>52,699</b>	<b>150,000</b>	<b>155,000</b>	<b>155,000</b>
<b>Fund: 063 - MEASURE R FUND Total</b>		<b>238,438</b>	<b>598,787</b>	<b>335,788</b>	<b>335,788</b>
<b>Excess (Deficiency) of Revenues</b>					
		100,216	(244,857)	(6,500)	(6,500)
<b>Other Financing Sources (Uses)</b>					
		-	-	-	-
<b>Beginning Fund Balance</b>					
		226,964	327,180	82,323	75,823
<b>Ending Fund Balance</b>					
		327,180	82,323	75,823	69,323





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 064 Measure M Local**

**Fund Overview**

To account for funds from Measure M, a half-cent sales tax dedicated for projects that ease traffic, repair local streets and sidewalks, expand transportation, earthquake retrofit bridges and subsidize transit fares for students, seniors and persons with disabilities.

Major Projects/Programs: Street Repair and Maintenance

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 064 - MEASURE M - LOCAL					
Category: 4003 Intergovernmental					
064-0000-333100	Measure M Local	368,170	392,054	361,860	361,860
Category: 4003 Intergovernmental Total		368,170	392,054	361,860	361,860
Category: 4006 Investment Income					
064-0000-371000	Interest Earnings	5,119	3,500	3,500	3,500
Category: 4006 Investment Income Total		5,119	3,500	3,500	3,500
Fund: 064 - MEASURE M - LOCAL Total		373,289	395,554	365,360	365,360

**Appropriations**

Fund: 064 - MEASURE M - LOCAL

Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

064-4505-510100	Regular Salaries	33,874	36,446	36,133	36,133
064-4505-510700	Retirement	9,643	10,657	10,491	10,491
064-4505-510800	Group Health Insurance	6,446	8,331	6,639	6,639
064-4505-510900	Group Dental Insurance	492	580	421	421
064-4505-511000	Group Life Ins	92	82	85	85
064-4505-511100	Group Disability Ins	420	408	412	412
064-4505-511200	Medicare Taxes	495	553	552	552

Category: 5100 Personnel Total 51,462 57,057 54,733 54,733

Category: 5500 Contract Services

064-4505-552000	Contract Services	42,500	45,000	70,000	70,000
Category: 5500 Contract Services Total		42,500	45,000	70,000	70,000

Department: 4505 PUBLIC WORKS Total 93,962 102,057 124,733 124,733

Department: 4510 TRAFFIC SAFETY

Category: 5500 Contract Services

064-4510-552011	Traffic Marking and Stripping	30,000	30,000	30,000	30,000
064-4510-552012	Traffic Signing	40,000	40,000	40,000	40,000
064-4510-552020	Street Repairs & Maintenance	70,000	50,000	50,000	60,000
Category: 5500 Contract Services Total		140,000	120,000	120,000	130,000

Category: 6000 Other Improvements/Projects

064-4510-632200	Bike Lanes	75,000	75,000	0	0
064-4510-632400	HAWK Project	0	100,000	0	0
Category: 6000 Other Improvements/Projects Total		75,000	175,000	0	0

Department: 4510 TRAFFIC SAFETY Total 215,000 295,000 120,000 130,000

Department: 4640 STREET IMPROVEMENTS

Category: 6200 Street Improvements

064-4640-631000	Sidewalk Repairs	0	100,000	85,000	85,000
Category: 6200 Street Improvements Total		0	100,000	85,000	85,000

Department: 4640 STREET IMPROVEMENTS Total 0 100,000 85,000 85,000

Fund: 064 - MEASURE M - LOCAL Total 308,962 497,057 329,733 339,733

Excess (Deficiency) of Revenues	64,327	(101,503)	35,627	25,627
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	74,328	138,655	37,152	72,779
Ending Fund Balance	138,655	37,152	72,779	98,406



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

Fund 065 Measure W Local

Fund Overview

To account for funds from the Safe Clean Water Program allocated to the City for storm water projects.

Major Projects/Programs: Liberty Canyon Creek Restoration Study; Lake Lindero Study

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Category: 4003 Intergovernmental					
065-0000-333103	Measure W - Local	344,690	632,390	340,000	340,000
Category: 4003 Intergovernmental Total		344,690	632,390	340,000	340,000
Category: 4006 Investment Income					
065-0000-371000	Interest Earnings	17,815	5,000	10,000	5,000
Category: 4006 Investment Income Total		17,815	5,000	10,000	5,000
Fund: 065 - MEASURE W - LOCAL Total		362,505	637,390	350,000	345,000
<b>Appropriations</b>					
Fund: 065 - MEASURE W - LOCAL					
Department: 4515 STREET MAINTENANCE					
Category: 5500 Contract Services					
065-4515-552021	Street Sweeping	102,000	102,000	12,300	102,000
Category: 5500 Contract Services Total		102,000	102,000	12,300	102,000
Department: 4515 STREET MAINTENANCE Total		102,000	102,000	12,300	102,000
Department: 4525 STORM DRAIN & FLOOD CONTROL					
Category: 5500 Contract Services					
065-4525-552043	Driver Storm Drain Improvement	0	50,000	50,000	0
Category: 5500 Contract Services Total		0	50,000	50,000	0
Category: 6200 Street Improvements					
065-4525-632300	City Low Flow Diversion	0	292,390	292,390	226,000
Category: 6200 Street Improvements		0	292,390	292,390	226,000
Department: 4525 STORM DRAIN & FLOOD CONTROL Total		0	342,390	342,390	226,000
Department: 4610 OTHER IMPROVEMENTS					
Category: 5500 Contract Services					
065-4610-552045	MS4 Compliance - Diversion	8,024	0	90,000	0
065-4610-552046	Lake Lindero	0	0	75,500	0
065-4610-552047	Liberty Canyon Creek	0	0	225,000	0
Category: 5500 Contract Services Total		8,024	0	390,500	0
Category: 6200 Street Improvements					
065-4610-632300	Storm Drain Diversion MS4 Comp	21,574	0	0	0
Category: 6200 Street Improvements Total		21,574	0	0	0
Department: 4610 OTHER IMPROVEMENTS Total		21,574	0	0	0
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
065-4620-612000	Ladyface Greenway	0	188,000	188,000	0
Category: 5500 Contract Services Total		0	188,000	188,000	0
Department: 4620 PARK IMPROVEMENTS Total		0	188,000	188,000	0
Fund: 065 - MEASURE W - LOCAL Total		131,598	632,390	933,190	328,000
<b>Excess (Deficiency) of Revenues</b>					
Excess (Deficiency) of Revenues		230,907	5,000	(583,190)	17,000
<b>Other Financing Sources (Uses)</b>					
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		286,082	516,989	521,989	(61,201)
Ending Fund Balance		516,989	521,989	(61,201)	(44,201)





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 070 S Coast Air Quality Mgmt Dist**

**Fund Overview**

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

Major Projects/Programs: Electric Vehicle

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Category: 4003 Intergovernmental					
070-0000-333000	Scaqmd	19,942	26,700	26,700	26,700
Category: 4003 Intergovernmental Total		19,942	26,700	26,700	26,700
Category: 4006 Investment Income					
070-0000-371000	Interest Earnings	3,437	1,000	1,500	1,500
Category: 4006 Investment Income Total		3,437	1,000	1,500	1,500
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total		23,379	27,700	28,200	28,200
<b>Appropriations</b>					
Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Category: 5600 Capital Outlay					
070-4190-568400	Vehicles	0	0	55,000	0
Category: 5600 Capital Outlay Total		0	0	55,000	0
Department: 4190 NON DEPARTMENTAL Total		0	0	55,000	0
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total		0	0	55,000	0
Excess (Deficiency) of Revenues		23,379	27,700	(26,800)	28,200
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		68,932	92,311	120,011	93,211
Ending Fund Balance		92,311	120,011	93,211	121,411



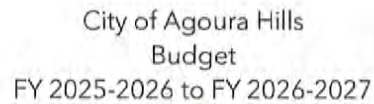
City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 110 Traffic Improvement**

**Fund Overview**

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

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 110 - TRAFFIC IMPROVEMENT				
Category: 4006 Investment Income				
110-0000-371000 Interest Earnings	3,967	6,000	6,000	6,000
Category: 4006 Investment Income Total	3,967	6,000	6,000	6,000
Fund: 110 - TRAFFIC IMPROVEMENT Total	3,967	6,000	6,000	6,000
Excess (Deficiency) of Revenues	3,967	6,000	6,000	6,000
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,032,347	1,036,314	1,042,314	1,048,314
Ending Fund Balance	1,036,314	1,042,314	1,048,314	1,054,314



## Fund Overview

2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
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2,534	750	2,000	2,000
2,534	750	2,000	2,000
2,534	750	2,000	2,000

123



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 240 Supplemental Law Enforcement Fund Overview**

To account for Brulte funds received from the state for the use of Public Safety (COPS) programs.  
Major Projects/Programs: Law Enforcement Services; Flock Cameras

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>					
Category: 4003 Intergovernmental					
240-0000-334500	Miscellaneous Grants	186,159	100,000	175,000	175,000
Category: 4003 Intergovernmental Total		186,159	100,000	175,000	175,000
Category: 4006 Investment Income					
240-0000-371000	Interest Earnings	8,434	4,000	7,000	7,000
Category: 4006 Investment Income Total		8,434	4,000	7,000	7,000
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total</b>		<b>194,593</b>	<b>104,000</b>	<b>182,000</b>	<b>182,000</b>
<b>Appropriations</b>					
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT</b>					
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF</b>					
Category: 5400 Materials, Supplies, and Services					
240-4210-542500	Small Equipment	0	5,000	0	0
Category: 5400 Materials, Supplies, and Services Total		0	5,000	0	0
Category: 5500 Contract Services					
240-4210-552051	Traffic Enforcement	72,797	77,615	81,000	81,000
240-4210-552054	Juvenile Intervention Program	75,203	75,476	78,775	78,775
Category: 5500 Contract Services Total		148,000	153,091	159,775	159,775
Category: 5600 Capital Outlay					
240-4210-568300	Equipment	35,500	78,780	75,000	0
Category: 5600 Capital Outlay Total		35,500	78,780	75,000	0
<b>Department: 4210 LOS ANGELES COUNTY SHERIFF Total</b>		<b>183,500</b>	<b>236,871</b>	<b>234,775</b>	<b>159,775</b>
<b>Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total</b>		<b>183,500</b>	<b>236,871</b>	<b>234,775</b>	<b>159,775</b>
<b>Summary</b>					
Excess (Deficiency) of Revenues		11,093	(132,871)	(52,775)	22,225
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		130,098	141,191	8,320	(44,455)
Ending Fund Balance		141,191	8,320	(44,455)	(22,230)





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 250 Community Dev Block Grant**

**Fund Overview**

To account for Community Development Block Grant Program funds to be used to supports community development activities to build stronger and more resilient communities.

Major Projects/Programs: Morrison Park Rehabilitation Project; Senior Program

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 250 - COMMUNITY DEV BLOCK GRANT					
Category: 4003 Intergovernmental					
250-0000-334000	Cdbg	15,780	110,000	148,339	10,000
Category: 4003 Intergovernmental Total		15,780	110,000	148,339	10,000
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total		15,780	110,000	148,339	10,000
<b>Appropriations</b>					
Fund: 250 - COMMUNITY DEV BLOCK GRANT					
Category: 5500 Contract Services					
250-4420-552000	Sr Advocate Program	9,167	9,650	10,000	10,000
Category: 5500 Contract Services Total		9,167	9,650	10,000	10,000
Department: 4420 RECREATION Total		9,167	9,650	10,000	10,000
Department: 4610 OTHER IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
250-4610-600700	Accessibility Improvements	3,029	100,000	138,339	0
Category: 6000 Other Improvements/Projects Total		3,029	100,000	138,339	0
Department: 4610 OTHER IMPROVEMENTS		3,029	100,000	138,339	0
Fund: 250 - COMMUNITY DEV BLOCK GRANT Total		12,196	109,650	148,339	10,000
Excess (Deficiency) of Revenues		3,584	350	-	-
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		(3,627)	(43)	307	307
Ending Fund Balance		(43)	307	307	307





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 260 Miscellaneous Grants**

**Fund Overview**

To account for various grant funds received for capital improvements and park developments.

Major Projects/Programs: Civic Center Microgrid Project; Bikeway Master Plan; Ladyface Greenway

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 260 - MISCELLANEOUS GRANTS					
Category: 4003 Intergovernmental					
260-0000-334501	Tda	42,403	20,309	15,859	15,859
260-0000-334506	Used Oil Grant	5,000	5,000	5,000	0
260-0000-334517	Stpl	5,174	128,530	0	0
260-0000-334518	Federal Appropriation	0	0	1,383,068	0
260-0000-334519	Peg Fees	23,470	32,000	32,000	32,000
260-0000-334531	Art in Public Places	0	25,000	25,000	50,000
260-0000-334532	Roadside Bridge	1,000	0	0	0
260-0000-334533	Meas A Reimbursement	54,547	89,568	185,175	0
260-0000-334539	SB1383 Grant	25,120	75,000	0	0
260-0000-334540	Fire Grant	174,200	50,000	0	0
260-0000-334541	Storm Drain Diversion	0	1,195,135	2,172,775	0
260-0000-334542	AHCCCC Federal Grant	1,000,000	0	0	0
260-0000-334543	Ladyface Greenway	0	2,800,000	4,800,000	1,200,000
260-0000-334544	Bike Master Plan	0	500,000	810,000	1,280,000
260-0000-334545	Driver Drain Improvements	0	60,000	245,000	250,000
260-0000-334546	PLHA	0	34,712	0	0
Category: 4003 Intergovernmental Total		1,330,914	5,015,254	9,673,877	2,827,859
Fund: 260 - MISCELLANEOUS GRANTS Total		1,330,914	5,015,254	9,673,877	2,827,859

**Appropriations**

**Fund: 260 - MISCELLANEOUS GRANTS**

**Department: 4120 CITY MANAGER**

**Category: 5100 Personnel**

260-4120-510100	Regular Salaries	0	0	3,041	0
260-4120-510700	Retirement	0	0	1,079	0
260-4120-510800	Group Health Insurance	0	0	355	0
260-4120-510900	Group Dental Insurance	0	0	20	0
260-4120-511000	Group Life Insurance	0	0	4	0
260-4120-511100	Group Disability Insurance	0	0	35	0
260-4120-511200	Medicare Taxes	0	0	50	0

**Category: 5100 Personnel Total**

**Category: 5500 Contract Services**

260-4120-551040	Oil Grant	5,000	5,000	5,000	0
260-4120-551042	SB1383 Expense	21,943	75,000	0	0
260-4120-551050	Home Hardening Grant	11,000	0	0	0

**Category: 5500 Contract Services Total**

**Department: 4120 CITY MANAGER Total**

**Department: 4121 COMMUNICATIONS**

**Category: 5100 Personnel**

260-4121-510100	Regular Salaries	0	0	3,950	0
260-4121-510700	Retirement	0	0	315	0
260-4121-510800	Group Health Insurance	0	0	350	0
260-4121-510900	Group Dental Insurance	0	0	18	0
260-4121-511000	Group Life Insurance	0	0	8	0
260-4121-511100	Group Disability Insurance	0	0	45	0
260-4121-511200	Medicare Taxes	0	0	59	0

**Category: 5100 Personnel Total**

**Department: 4121 COMMUNICATIONS Total**

0	0	4,745	0
0	0	4,745	0

Department: 4150 FINANCE

Category: 5100 Personnel

260-4150-510100	Regular Salaries	0	0	8,028	0
260-4150-510700	Retirement	0	0	442	0
260-4150-510800	Group Health Insurance	0	0	713	0
260-4150-510900	Group Dental Insurance	0	0	524	0
260-4150-511000	Group Life Insurance	0	0	29	0
260-4150-511100	Group Disability Insurance	0	0	58	0
260-4150-511200	Medicare Taxes	0	0	109	0
Category: 5100 Personnel Total		0	0	9,903	0

Department: 4150 FINANCE Total

Department: 4180 PUBLIC FACILITIES

Category: 5600 Capital Outlay

260-4180-568200	Other Improvements	0	0	1,383,068	0
Category: 5600 Capital Outlay Total		0	0	1,383,068	0
Department: 4180 PUBLIC FACILITIES Total		0	0	1,383,068	0

Department: 4190 NON DEPARTMENTAL

Category: 5500 Contract Services

260-4190-551008	Agoura/Calabasas Comm Ctr	1,000,000	0	0	0
260-4190-551010	Media	23,470	32,000	32,000	32,000
Category: 5500 Contract Services Total		1,023,470	32,000	32,000	32,000
Department: 4190 NON DEPARTMENTAL Total		1,023,470	32,000	32,000	32,000

Department: 4215 EMERGENCY SERVICES

Category: 5400 Materials, Supplies, and Services

260-4125-542600	Advertising	580	0	0	0
Category: 5400 Materials, Supplies, and Services Total		580	0	0	0

Category: 5500 Contract Services

260-4215-551000	Professional Services	0	50,000	0	0
260-4215-552000	Contract Services	15,000	0	0	0
Category: 5500 Contract Services Total		15,000	50,000	0	0

Category: 5600 Capital Outlay

260-4215-568400	Vehicle	63,887	0	0	0
Category: 5600 Capital Outlay Total		63,887	0	0	0
Department: 4215 EMERGENCY SERVICES Total		79,467	50,000	0	0

Department: 4440 COMMUNITY SERVICES

Category: 5600 Capital Outlay

260-4440-568500	Art	0	25,000	25,000	50,000
Category: 5600 Capital Outlay Total		0	25,000	25,000	50,000
Department: 4440 COMMUNITY SERVICES Total		0	25,000	25,000	50,000

Department: 4505 PUBLIC WORKS

Category: 5100 Personnel

260-4505-510100	Regular Salaries	0	71,556	20,025	0
260-4505-510700	Retirement	0	9,268	6,174	0
260-4505-510800	Group Health Insurance	0	15,916	4,238	0
260-4505-510900	Group Dental Insurance	0	1,060	244	0
260-4505-511000	Group Life Insurance	0	192	45	0
260-4505-511100	Group Disability Insurance	0	948	225	0
260-4505-511200	Medicare Taxes	0	1,060	304	0
Category: 5100 Personnel Total		0	100,000	31,255	0

Category: 5500 Contract Services

260-4505-552000	Contract Services	985	0	0	0
Category: 5500 Contract Services Total		985	0	0	0

Category: 5600 Capital Outlay

260-4505-552043	Driver Drain Improvements	0	60,000	245,000	250,000
260-4505-568300	Equipment	8,944	0	0	0
260-4505-630500	Bike Path Project	0	400,000	759,513	1,280,000
Category: 5600 Capital Outlay Total		8,944	460,000	1,004,513	1,530,000
Department: 4505 PUBLIC WORKS Total		9,929	560,000	1,035,768	1,530,000

Department: 4510 TRAFFIC SAFETY

Category: 6000 Other Improvements/Projects

260-4510-632400	HAWK Project	0	128,530	0	0
Category: 6000 Other Improvements/Projects Total		0	128,530	0	0

Department: 4510 TRAFFIC SAFETY Total

Department: 4520 LANDSCAPE MAINTENANCE

Category: 5500 Contract Services				
260-4520-552023	Street Tree Maintenance	5,174	0	0
Category: 5600 Landscape Maintenance Total		5,174	0	0
Department: 4520 LANDSCAPE MAINTENANCE Total		5,174	0	0
Department: 4610 OTHER IMPROVEMENTS				
Category: 6000 Other Improvements/Projects				
260-4610-601600	Event Ctr Improvements	54,547	0	0
Category: 6000 Other Improvements/Projects Total		54,547	0	0
Category: 6200 Street Improvements				
260-4610-632300	Storm Drain Diversion	0	1,195,135	2,172,775
Category: 6200 Street Improvements Total		0	1,195,135	2,172,775
Department: 4610 OTHER IMPROVEMENTS		54,547	1,195,135	2,172,775
Department: 4620 PARK IMPROVEMENTS				
Category: 6000 Other Improvements/Projects				
260-4620-610500	Morrison Park Improvements		89,568	185,175
260-4620-611000	Chumash Park Improvements	173,909	0	0
260-4620-612000	Ladyface Greenway		2,800,000	4,800,000
Category: 6000 Other Improvements/Projects Total		173,909	2,889,568	4,985,175
Department: 4620 PARK IMPROVEMENTS Total		173,909	2,889,568	4,985,175
Department: 4640 STREET IMPROVEMENTS				
Category: 6200 Street Improvements				
260-4640-630100	Annual Sidewalk Repairs	26,856	20,309	15,859
Category: 6200 Street Improvements Total		26,856	20,309	15,859
Department: 4640 STREET IMPROVEMENTS Total		26,856	20,309	15,859
Fund: 260 - MISCELLANEOUS GRANTS Total		1,411,295	4,980,542	9,673,877

Excess (Deficiency) of Revenues	(80,381)	34,712	-	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(295,326)	(375,707)	(340,995)	(340,995)
Ending Fund Balance	(375,707)	(340,995)	(340,995)	(340,995)



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

Fund 300 Financing Authority Debt Service      Fund Overview

To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 300 - FINANCING AUTHORITY DEBT SERVICE				
Category: 4006 Investment Income				
300-0000-371000      Interest Earnings	51	0	0	0
Category: 4006 Investment Income Total	51	0	0	0
Fund: 300 - FINANCING AUTH DEBT SERVICE Total	51	0	0	0
Excess (Deficiency) of Revenues	51	-	-	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,126	1,177	1,177	1,177
Ending Fund Balance	1,177	1,177	1,177	1,177



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 305 A Hills Improvement Authority Fund Overview**

To account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Category: 4006 Investment Income				
305-0000-371000 Interest Earnings	90,960	0	300,000	20,000
Category: 4006 Investment Income Total	90,960	0	300,000	20,000
Fund: 305 - A HILLS IMPROVEMENT AUTH BOND Total	90,960	0	300,000	20,000

<b>Appropriations</b>				
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND				
Department: 4180 PUBLIC FACILITIES				
Category: 5500 Contract Services				
305-4180-551000 Professional services	0	5,000	0	0
Category: 5500 Contract Services Total	0	5,000	0	0
Category: 5700 Debt Service				
305-4180-570100 Debt Service - Principal	400,000	985,000	1,030,000	1,075,000
305-4180-570200 Debt Service - Interest Paid	603,704	851,612	814,713	775,963
305-4180-570400 Cost of Issuance	287,998	0	0	0
Category: 5700 Debt Service Total	1,291,702	1,836,612	1,844,713	1,850,963
Category: 5800 Administrative Charges				
305-4180-580000 Administrative Service Charges	4,150	6,000	5,520	5,520
Category: 5800 Administrative Charges Total	4,150	6,000	5,520	5,520
Department: 4180 PUBLIC FACILITIES Total	1,295,852	1,847,612	1,850,233	1,856,483
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total	1,295,852	1,847,612	1,850,233	1,856,483

Excess (Deficiency) of Revenues	(1,204,892)	(1,847,612)	(1,550,233)	(1,836,483)
Other Financing Sources (Uses)	13,061,672	1,271,613	849,712	1,130,963
Beginning Fund Balance	292,037	12,148,817	11,572,818	10,872,297
Ending Fund Balance	12,148,817	11,572,818	10,872,297	10,166,777





City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 420 Inclusionary Housing In Lieu**

**Fund Overview**

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

	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>				
Fund: 420 - INCLUSIONARY HOUSING IN LIEU				
Category: 4006 Investment Income				
420-0000-371000 Interest Earnings	85,667	60,000	65,000	65,000
Category: 4006 Investment Income Total	85,667	60,000	65,000	65,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total	85,667	60,000	65,000	65,000
Excess (Deficiency) of Revenues	85,667	60,000	65,000	65,000
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,861,035	1,946,702	2,006,702	2,071,702
Ending Fund Balance	1,946,702	2,006,702	2,071,702	2,136,702



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

Fund 520 Solid Waste Management

Fund Overview

To account for funds relating to collection, transportation and recycling of refuse materials for City residents and businesses.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
Fund: 520 - SOLID WASTE MANAGEMENT					
Category: 4000 Taxes and Assessments					
520-0000-314500	AB 939 Fee	36,534	36,000	36,000	36,000
Category: 4000 Taxes and Assessments Total		36,534	36,000	36,000	36,000
Category: 4004 Charges for Services					
520-0000-325000	Waste Hauling Permit Fee	13,000	13,000	13,000	13,000
520-0000-394000	Waste Hauling Surcharge	59,429	65,000	60,000	60,000
Category: 4004 Charges for Services Total		72,429	78,000	73,000	73,000
Category: 4006 Investment Income					
520-0000-371000	Interest Earnings	11,843	8,000	10,000	10,000
Category: 4006 Investment Income Total		11,843	8,000	10,000	10,000
Fund: 520 - SOLID WASTE MANAGEMENT Total		120,806	122,000	119,000	119,000
<b>Appropriations</b>					
Fund: 520 - SOLID WASTE MANAGEMENT					
Department: 4395 SOLID WASTE MANAGEMENT					
Category: 5400 Materials, Supplies, and Services					
520-4395-542300	Printing	2,660	7,248	2,280	2,280
520-4395-542400	Special supplies	130	1,000	1,000	1,000
Category: 5400 Materials, Supplies, and Services Total		2,790	8,248	3,280	3,280
Category: 5500 Contract Services					
520-4395-552000	Contract Services	51,408	54,600	91,450	71,450
Category: 5500 Contract Services Total		51,408	54,600	91,450	71,450
Category: 5800 Administrative Charges					
520-4395-580000	Administrative Service Charge	47,000	47,000	47,000	47,000
Category: 5800 Administrative Charges Total		47,000	47,000	47,000	47,000
Department: 4395 SOLID WASTE MANAGEMENT Total		101,198	109,848	141,730	121,730
Department: 4515 STREET MAINTENANCE					
Category: 5500 Contract Services					
520-4515-552021	Street Sweeping	0	0	90,000	0
Category: 5500 Contract Services Total		0	0	90,000	0
Fund: 520 - SOLID WASTE MANAGEMENT Total		101,198	109,848	231,730	121,730
<b>Excess (Deficiency) of Revenues</b>					
Excess (Deficiency) of Revenues		19,608	12,152	(112,730)	(2,730)
<b>Other Financing Sources (Uses)</b>					
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		251,623	271,231	283,383	170,653
Ending Fund Balance		271,231	283,383	170,653	167,923



City of Agoura Hills  
Budget  
FY 2025-2026 to FY 2026-2027

**Fund 620 Housing Successor Agency**

**Fund Overview**

In February 2011, the City recorded an advance of \$44 million to the Redevelopment Agency. In December 2011, the California Supreme Court dissolved the Redevelopment Agency and the City elected to become the Successor Agency for the former redevelopment agency. The Successor Agency makes annual payments on the outstanding debt and 20% of the loan repayment is transferred to the Housing Successor Agency to fund low to moderate income housing activities.

		2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed	2026-2027 Proposed
<b>Revenues</b>					
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY</b>					
Category: 4006 Investment Income					
620-0000-371000	Interest Earnings	46,542	30,000	45,000	45,000
Category: 4006 Investment Income Total		46,542	30,000	45,000	45,000
<b>Fund: 620 - HOUSING SUCCESSOR AGENCY Total</b>		<b>46,542</b>	<b>30,000</b>	<b>45,000</b>	<b>45,000</b>

**Appropriations**

**Fund: 620 - HOUSING SUCCESSOR AGENCY**

**Department: 4120 CITY MANAGER**

**Category: 5100 Personnel**

620-4120-510100	Regular salaries	23,068	14,561	24,326	24,326
620-4120-510700	Retirement	6,029	5,242	8,635	8,635
620-4120-510800	Group health insurance	2,669	1,866	2,843	2,843
620-4120-510900	Group dental insurance	178	120	160	160
620-4120-511000	Group life insurance	34	23	30	30
620-4120-511100	Group disability insurance	274	166	277	277
620-4120-511200	Medicare taxes	339	221	402	402

**Category: 5100 Personnel Total**

		32,591	22,199	36,673	36,673
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**Department: 4120 CITY MANAGER Total**

**Department: 4305 COMMUNITY DEVELOPMENT**

**Category: 5100 Personnel**

620-4305-510100	Regular salaries	15,347	29,597	31,875	31,875
620-4305-510700	Retirement	1,132	2,363	2,545	2,545
620-4305-510800	Group health insurance	1,798	3,674	3,993	3,993
620-4305-510900	Group dental insurance	118	236	221	221
620-4305-511000	Group life insurance	32	61	68	68
620-4305-511100	Group disability insurance	174	337	363	363
620-4305-511200	Medicare taxes	226	450	492	492

**Category: 5100 Personnel Total**

		18,827	36,718	39,557	39,557
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**Category: 5500 Contract Services**

620-4305-552000	Contract Services	56,429	0	0	0
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**Category: 5500 Contract Services Total**

		56,429	0	0	0
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**Department: 4305 COMMUNITY DEVELOPMENT Total**

<b>Fund: 620 - HOUSING SUCCESSOR AGENCY Total</b>		<b>107,847</b>	<b>58,917</b>	<b>76,230</b>	<b>76,230</b>
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Excess (Deficiency) of Revenues	(61,305)	(28,917)	(31,230)	(31,230)
Other Financing Sources (Uses)	166,212	178,010	194,177	199,991
Beginning Fund Balance	894,058	998,965	1,148,058	1,311,005
<b>Ending Fund Balance</b>	<b>998,965</b>	<b>1,148,058</b>	<b>1,311,005</b>	<b>1,479,766</b>





# **Capital Improvement Plan**



# Capital Improvement Plan

## Overview:

The Capital Improvement Plan (CIP) for the City of Agoura Hills is a long-term planning tool that guides investment in the City's physical infrastructure and major assets. It outlines a multi-year forecast of capital projects aligned with Agoura Hills' development goals, financial resources, and service priorities. Typical projects include roadway and transportation improvements, water and wastewater system upgrades, public safety facilities, and parks.

The CIP helps prioritize projects based on factors such as public safety, infrastructure condition, community benefit, and economic impact. It is funded through a combination of the General Fund, special funds, and state and federal grants. Reviewed and updated annually as part of the City's budget process, the CIP ensures that project planning remains responsive to changing needs and resources.

By providing a structured approach to capital planning, the CIP enhances transparency, improves coordination across departments, reduces long-term maintenance costs, and supports the City's vision for a well-maintained and resilient infrastructure system.





Item	Project Name	Funding Source	5-Year Total Funding Amount CIP	Fiscal Year 2025/2026	Fiscal Year 2026/2027	Fiscal Year 2027/2028	Fiscal Year 2028/2029	Fiscal Year 2029/2030
1	Annual Citywide Street Resurfacing Construction Design and Construction Construction Construction	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Measure R (Local)	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
		Road Rehab Fund	\$ 2,350,000	\$ 250,000	\$ 900,000	\$ 400,000	\$ 400,000	\$ 400,000
		STP-L	\$ -					
		Total	\$ 2,850,000	\$ 350,000	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000
2	Annual Concrete Repair Program Design Construction Construction		\$ 110,000					
		Measure R (Local)	\$ 110,000	\$ 55,000	\$ 55,000			
		Measure M (Local)	\$ 340,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
		TDA	\$ 60,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		Total	\$ 610,000	\$ 155,000	\$ 155,000	\$ 100,000	\$ 100,000	\$ 100,000
3	Kanan/Agoura Intersection Design/Env Doc Right-of-Way (Support) Right-of-Way (Support) Right-of-Way (Capital) Construction (CM, CE, Inspection) Construction	Measure R (HWY)	\$ -					
		Measure R (HWY)	\$ 72,500	\$ 72,500				
		Measure M (HWY)	\$ 120,907	\$ 120,907				
		Measure M (HWY)	\$ 600,000	\$ 600,000				
		Measure M (HWY)	\$ 900,000		\$ 20,000	\$ 80,000	\$ 400,000	\$ 400,000
		Measure M (HWY)	\$ 8,648,142				\$ 5,000,000	\$ 3,648,142
		Total	\$ 10,341,549	\$ 793,407	\$ 20,000	\$ 80,000	\$ 5,400,000	\$ 4,048,142
4	Kanan Corridor PSR PS&E and ROW - T.O to Canwood Construction and CM - T.O. to Canwood PR/Env (PA/ED) PS&E	Measure M (HWY)	\$ -					
		Measure M (HWY)	\$ 552,270	\$ 552,270				
		Measure M (HWY)	\$ 5,022,749		\$ 2,000,000	\$ 3,022,749		
		Measure M (HWY)	\$ 2,580,000	\$ 300,000	\$ 480,000	\$ 600,000	\$ 600,000	\$ 600,000
		Measure M (HWY)	\$ -					
		Total	\$ 8,155,019	\$ 852,270	\$ 2,480,000	\$ 3,622,749	\$ 600,000	\$ 600,000
5	Utility Undergrounding District #2 - Cornell	Rule 20A	\$ 1,300,000	\$ 1,300,000				
		Total	\$ 1,300,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -
6	Storm Drain Diversion Construction  Scope/Design/Construction	Measure W Regional	\$ 977,640	\$ 977,640				
		Stormwater CIP Fund	\$ 970,610	\$ 970,610				
		IRWMP Funding	\$ 1,195,135	\$ 1,195,135				
		Measure W Local	\$ 1,196,390	\$ 292,390	\$ 226,000	\$ 226,000	\$ 226,000	\$ 226,000
		Total	\$ 4,339,775	\$ 3,435,775	\$ 226,000	\$ 226,000	\$ 226,000	\$ 226,000
7	Ladyface Greenway Construction  Construction (Art in Public Places) Construction (Watershed Elements) Construction (LVMWD Improvements) Const Support (CM, CE, Insp, MMRP, Permits) Const Support (CM, CE, Insp, MMRP, Permits)	Measure M (AT)	\$ 5,300,000	\$ 4,000,000	\$ 1,300,000			
		Measure R (AT from LASup)	\$ -					
		State Specified Grant (Parks)	\$ 6,000,000	\$ 4,800,000	\$ 1,200,000			
		Art In Public Spaces Fund	\$ 75,000	\$ 25,000	\$ 50,000			
		Measure W (Local)	\$ 188,000	\$ 188,000				
		LVMWD MOA	\$ 220,000	\$ 220,000				
		Measure M (AT)	\$ 1,445,000	\$ 1,005,000	\$ 440,000			
		Measure R (AT from LASup)	\$ -					
		Total	\$ 12,788,000	\$ 10,238,000	\$ 2,550,000	\$ -	\$ -	\$ -



	Alternate Design Study & Public Outreach Feasibility Study (Preferred Alternative)	Measure W	\$ 75,500	\$ 75,500					
		TBD	\$ -						
		Total	\$ 75,500	\$ 75,500	\$ -	\$ -	\$ -	\$ -	
17	Old Agoura Trails & Bikeway Improvements Preliminary Design Report Final Trail Design (incl. Public Outreach, Utility Coord.)	General Fund	\$ 150,000	\$ 60,000	\$ 90,000				
		General Fund	\$ 160,000			\$ 60,000	\$ 100,000		
		Total	\$ 310,000	\$ 60,000	\$ 90,000	\$ 60,000	\$ 100,000	\$ -	
	Total Funded CIP Projects		\$ 46,341,336	\$ 20,401,445	\$ 8,151,000	\$ 4,688,749	\$ 7,526,000	\$ 5,574,142	
<b>CIP PROJECTS NOT FUNDED &amp; PROPOSED GOALS FY25/26 &amp; FY26/27 (INFORMATIONAL ONLY)</b>									
18	Annual Accessibility Projects Directed by Council	CDBG	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
		Total	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
19	EWMP Compliance Citywide Creek Naturalization Study Various plans under consideration	General Fund	\$ -						
		Funding TBD	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
		Total	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
	Total CIP Not Funded		\$ 10,375,000.00	\$ 2,075,000.00	\$ 2,075,000.00	\$ 2,075,000.00	\$ 2,075,000.00	\$ 2,075,000.00	



# Policies





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## CITY OF AGOURA HILLS STATEMENT OF INVESTMENT POLICY

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### I. POLICY

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

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

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

### II. SCOPE

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

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



## POOLING OF FUNDS

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

### III. PRUDENCE

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

"...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

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

### IV. OBJECTIVES

The City's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives

of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

- **SAFETY.** Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.
- **LIQUIDITY.** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **RETURN ON INVESTMENTS.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

#### V. DELEGATION OF AUTHORITY

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

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

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

The Treasurer may authorize the Director of Finance to function as the City's Investment Officer in performing the treasury functions and duties under this policy. When acting as the City's Investment Officer as provided in this paragraph, the Director of Finance shall be subject to the direction and supervision of the Treasurer, shall coordinate with the City Treasurer on

investments, and shall discuss changes in the composition of the City's investment portfolio with the Treasurer prior to purchasing these investments.

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

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

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

#### VI. ETHICS AND CONFLICTS OF INTEREST

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

Employees and investment officials shall disclose to the Director of Finance any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City. Investment officials must file an annual Statement of Economic Interest Form 700 with the city clerk's office prior to April 1 of each year or when material interest in financial institutions or personal investment positions require it.

#### VII. INTERNAL CONTROLS

Subject to the direction and supervision of the Treasurer, the Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City are protected

from loss, theft, fraud, or misuse.

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

Internal controls state that every transaction must be reviewed, authorized, and documented. Transaction documentation will be maintained for audit purposes.

The investments placed shall conform to the City's "Statement of Investment Policy."

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

#### VIII. WIRE TRANSFER CONTROLS

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

#### LAIF TRANSFERS

Any transfers to/from LAIF representing deposits or withdrawals effectuating an investment decision by the City Treasurer shall be completed by Finance Department staff and authorized by the City Manager in accordance with paragraph 2 of Section VII.

#### IX. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORY, AND BROKER/DEALERS

To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City's Treasurer will determine which financial institutions are authorized

to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

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

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

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

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

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

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

Selection of broker/dealers used by an external investment adviser retained



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

## **X. AUTHORIZED INVESTMENTS**

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

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

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

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

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

2. **U.S. TREASURIES** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in U.S. Treasuries, provided that:
  - The maximum maturity is five (5) years.
3. **FEDERAL AGENCIES** or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in Federal City or Government-Sponsored Enterprises (GSEs), provided that:
  - No more than 30% of the portfolio may be invested in any single City/GSE issuer.
  - The maximum maturity does not exceed five (5) years.
  - The maximum percentage of callable City securities in the portfolio will be 20%.
4. **COMMERCIAL PAPER**, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:
  - No more than 10% of the outstanding commercial paper of any single issuer.
  - No more than 25% of the City's investment assets under management may be invested in Commercial Paper. Under a provision sunsetting on January 1, 2026, no more than 40% of the portfolio may be invested in Commercial Paper if the City's investment assets under management are greater than \$100,000,000.
  - No more than 5% of the portfolio may be invested in any single issuer.
  - The maximum maturity does not exceed 270 days.
5. **SECURITIES** issued by corporations:
  - A corporation organized and operating in the United States with assets more than \$500 million.
  - The securities are rated "A-1" or its equivalent or better by at least one NRSRO.
  - If the issuer has other debt obligations, they must be rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
6. **SECURITIES** issued by other entities:

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

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

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

**8. COLLATERALIZED BANK DEPOSITS.** City's deposits with financial institutions will be collateralized with pledged securities per California Government Code, Section 53651. There are no limits on the dollar amount or percentage that the City may invest in collateralized bank deposits.

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

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

**10. LOCAL GOVERNMENT INVESTMENT POOLS**

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

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

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

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

- **MUTUAL FUNDS** that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:
  - Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  - Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
  - No more than 10% of the total portfolio may be invested in shares of any one mutual fund.
- **MONEY MARKET MUTUAL FUNDS** registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
  - Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  - Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.

- No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.
- No more than 20% of the total portfolio may be invested in these securities.

#### XI. PROHIBITED INVESTMENT VEHICLES AND PRACTICES

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

#### XII. INVESTMENT POOLS/MUTUAL FUNDS

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Treasurer shall develop a questionnaire which will answer the following broad questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities is safeguarded (including the settlement processes), and how often the securities are priced, and the



- program audited.
- A description of who may invest in the program, how often, and what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how it is assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

### XIII. COLLATERALIZATION

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

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

### XIV. DELIVERY,SAFEKEEPING AND CUSTODY

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

**SAFEKEEPING AND CUSTODY.** To protect against potential losses due to failure of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all cash and securities in the City's portfolio shall be held in safekeeping in the City's name by a third-party custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the City from the custodian listing all securities held in safekeeping with current market data and other information. The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (a) local government investment pools; (ii) time certificates of deposit, and (iii) mutual funds and money market mutual funds since these securities are not deliverable.

XV. MAXIMUM MATURITY

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

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

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

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

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

**MITIGATING MARKET RISK IN THE PORTFOLIO**

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not

needed for current cash flow purposes.

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

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

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

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

The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or the City's risk preferences.

#### **XVIII. PERFORMANCE EVALUATION**

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

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

## XIX. REPORTING

### MONTHLY REPORTS

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

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

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

### ANNUAL REPORTS

An annual comprehensive report will be presented to the Governing Board. This report will include comparisons of the City's return to the market

benchmark return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

XX. REVIEW OF INVESTMENT POLICY

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

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



## GLOSSARY OF INVESTMENT TERMS

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

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

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

FHLB issues discount notes and bonds.

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

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

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

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

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

**ANNUAL COMPREHENSIVE FINANCIAL REPORT.** The official annual report of the (entity). It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DIVERSIFICATION.** Dividing investment funds among a variety of investments to avoid

excessive exposure to any one source of risk.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

values at \$1 per share.

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

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

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

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).** A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

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

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

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

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

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

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

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

dealings with the current client.

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

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

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

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

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

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

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

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





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CITY OF AGOURA HILLS  
OFFICER/EMPLOYEE/OFFICIAL RESPONSIBILITY AND FRAUD PREVENTION POLICY  
AND PROTOCOL 2025-2026

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1. PURPOSE

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

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

2. APPLICABILITY

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

3. POLICY

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

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

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



#### 4. DEFINITION

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

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

#### 5. MANAGEMENT RESPONSIBILITY

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

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

Upon notification from an employee of suspected fraud, or if management has reason to suspect that a fraud has occurred, he/she will contact their immediate supervisor and the department head. The department head will contact the Assistant City Manager. If





the Assistant City Manager position does not exist, the City Manager will designate an alternate position. If the Assistant City Manager is suspected of fraud, the employee should contact the City Manager, and the City Manager will conduct the investigation. If the City Manager is suspected of fraud, the City Attorney on behalf of the City Council, will conduct the investigation. If a City Councilmember is suspected, the City Manager will conduct the investigation. The department head will also immediately contact the Sheriff's Department if he/she feels the situation warrants such action (for example, obvious theft has taken place, security is at risk, or immediate recovery is possible). After informing the Assistant City Manager of the matter, management will not attempt to conduct individual investigations, interviews, or interrogations.

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

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

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

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

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

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



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

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

#### 6. EMPLOYEE RESPONSIBILITIES

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

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

#### 7. INVESTIGATION





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

A prompt investigation will be conducted to include detailed analyses of available records. The audit investigation requires the full co-operation of the departmental personnel. The Assistant City Manager will proceed as follows, if evidence is uncovered showing possible dishonest or fraudulent activities:

- The Assistant City Manager will discuss the findings and recommendations for prevention of future similar occurrences with management and appropriate administrators. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- The Assistant City Manager will meet with Human Resources to determine if disciplinary actions should be taken.
- The Assistant City Manager will notify the City Manager.
- The Assistant City Manager will notify the Finance Committee as appropriate.
- If illegal activity appears to have occurred, the Assistant City Manager, in consultation with the City Attorney, will report the findings to the Sheriff's Department.
- The Assistant City Manager will contact Risk Management to coordinate the notification of insurers and the filing of insurance claims.
- The Assistant City Manager will report to the external auditors of the City all information relating to investigations of actual frauds.
- The Assistant City Manager may assign the investigation to another qualified individual (employee or non-employee). If the Assistant City Manager conducts the investigation, he or she normally will not serve in the human resources function or serve as the disciplinary authority. These functions will be assigned to or retained by others. Depending on the circumstances of the particular case, the Assistant City Manager may delegate the risk management function and reporting to external auditors to other employees. Where the Assistant City Manager assigns or delegates a function, the assignment or delegation will be documented in writing.

The Assistant City Manager is available and receptive to receiving relevant information on a confidential basis to the extent allowed by law. Individuals have the right to contact the Assistant City Manager directly whenever a dishonest or fraudulent activity is suspected.





#### 8. RELATED POLICIES

This Policy and Protocol is designed to augment any other corporate policies containing related information. It does not replace or preclude them. To the extent that this Policy and Protocol may conflict with any other corporate policies containing related information, this Policy and Protocol will take precedence to the extent only of such conflict.

#### 9. COMPLIANCE

Failure of staff to comply with this Fraud Policy and Protocol could result in disciplinary action.



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CITY OF AGOURA HILLS  
BALANCED BUDGET POLICY  
2025-2026

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PURPOSE

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

POLICY

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

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



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CITY OF AGOURA HILLS  
LOCAL DEBT POLICY  
2025-2026

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A. PURPOSE

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

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

B. BACKGROUND

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

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City and its related entities to manage their collective debt program in line with those resources.

Therefore, the objective of this policy is to provide written guidelines and restrictions concerning the amount and type of debt and other financing obligations issued by the City and its related entities and the ongoing management of the debt portfolio.

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





## C. CONDITIONS AND PURPOSES OF DEBT ISSUANCE

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

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

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

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

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

- a) The City will consider financing for the acquisition, substantial refurbishment, replacement, or expansion of capital assets, including land improvements, for the following purposes:
  - i. Acquisition and or improvement of land, right-of-way or long-term easements.
  - ii. Acquisition of a capital asset with a useful life of 3 or more years.
  - iii. Construction or reconstruction of a facility.
  - iv. Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest, original issue discount, underwriter's discount, and other costs of issuance.
- b) Refunding, refinancing, or restructuring debt (including without limitation the refinancing or advance funding of City pension obligations), subject to refunding objectives and parameters discussed in Section G.



c) In the event of temporary shortfalls in cash flow for City operation costs due to timing of receipt of revenues and the lack of cash on hand to cover the temporary deficit, the City may consider interim or cash flow financing, such as anticipation notes. In compliance with applicable state law, any such notes shall be payable either (i) not later than the last day of the fiscal year in which it is issued, or (ii) during the fiscal year succeeding the fiscal year in which issued, but in no event later than 15 months after the date of issue, and only if such note is payable only from revenue received or accrued during the fiscal year in which it was issued.

## 2. Prohibited Uses of Debt and Proceeds of Debt

Prohibited uses of debt include the following:

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

## 3. Internal Control Procedures Concerning Use of Proceeds of Debt

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

- a) The Director of Finance shall retain, for the applicable period specified in Section H.4. of this Policy, a copy of each annual report filed with the California Debt and Investment Advisory Commission (CDIAC) pursuant to Section 8855(k) of the California Government Code concerning (1) debt authorized during the applicable reporting period (whether issued or not), (2) debt outstanding during the reporting period, and (3) the use during the reporting period of proceeds of issued debt.
- b) In connection with the preparation of each annual report to be filed with CDIAC pursuant to Section 8855(k) of the California Government Code, the Director of Finance or the designee of the Director of Finance shall keep a record of the original intended use for which the debt has been issued, and indicate whether the proceeds spent during the applicable one-year reporting period for such annual report comport with the intended use (at the time of original issuance or as modified pursuant to the following sentence). If a change in intended use has been authorized subsequent to the original issuance of the debt, the Director of Finance or the designee of the Director of Finance shall indicate in the record when the change in use was authorized and whether the City Council, City Manager, or another City official has authorized the change in intended use. The Director of Finance shall report apparent deviations from the intended use in debt proceeds to the City Manager for further discussion, and if





the City Manager determines appropriate in consultation with legal counsel (which may be bond counsel, if applicable, or the City Attorney), to the City Council.

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

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

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

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

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



General Fund Supported Debt may also include bonds issued to refund obligations imposed by law, such as judgments (judgment obligation bonds (JOBs)) or unfunded accrued actuarial liabilities for pension plans (pension obligation bonds (POBs)). Without limiting the foregoing, the City also may enter into operating leases and lease-purchase agreements for equipment or other capital assets meeting the criteria of this Policy on an as-needed basis.

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

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

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

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

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain an annual coverage ratio of 110% (or such higher coverage ratio included in the City's existing financing documents), using historical and/or projected net revenues to cover annual debt service for bonds. To the extent necessary, the City shall undertake proceedings for a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratio.

3. Special Districts Financing - The City's special districts primarily consist of Community Facilities Districts (CFDs) and 1913/1915 Act Assessment Districts





(Assessment Districts). The City will consider requests for special district formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Finance Department may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.

4. General Obligation Bonds - Notwithstanding their name, General Obligation Bonds are not general obligations of the City, but instead they are payable from and secured by a dedicated, voter-approved property tax override rate (i.e., a property tax in excess of the 1% basic ad valorem property tax rate which has received the approving two-thirds vote of the City's electorate). While the dedicated revenue stream to repay the debt makes General Obligation Bonds an attractive option, additional considerations for this financing mechanism include the time and expense of an election, the possibility that the electorate will not approve the ballot measure, and the legal bonding capacity limit (for general law cities, 3.75% of the assessed value of all taxable property within the City).

5. Tax Increment Financing - Tax Increment Financing is payable from and secured by a financing method whereby a portion of ad valorem property taxes (commonly called "tax increment") is allocated to a successor agency to redevelopment agency (Successor Agency), an enhanced infrastructure financing district (EIFD), a community revitalization and investment authority (CRIA), or an infrastructure and revitalization financing district (IRFD), and the entity is permitted to incur debt payable from and secured by the tax increment revenues. While tax increment debt for redevelopment agencies and Successor Agencies is entitled to the benefits of Article XVI, Section 16, of the California Constitution, no similar provision exists for EIFDs, CRIs or IRFDs at the time of adoption of this Policy. Therefore, when considering EIFD CRIA or IRFD financing, or other types of tax increment financing that may be permitted by law in the future, debt limit concerns should be analyzed with respect to the proposed structure and taken into account in determining the practical viability of the proposed financing.

6. Conduit Debt - Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

#### E. STRUCTURE OF DEBT





1. Term of Debt - The term of a bond issue is not-to-exceed the economic life of the facilities or projects to be financed, unless specific circumstances exist that would mitigate the extension of time to repay the debt and it would not cause the City to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
2. Rapidity of Debt Payment; Level Payment - To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of 2% without a dedicated and supporting revenue funding stream. Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Finance Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City's projected cash flow to the anticipated debt service payments. "Backloading" of debt service will be considered only when one or more of the following occur:
  - a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
  - b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
  - c) Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
  - d) Such structuring will allow debt service to more closely match projected revenues, whether due to lower project revenues during the early years of the project's operation, inflation escalators in the enterprise user rates, or other quantifiable reasons.
3. Serial Bonds, Term Bonds, and Capital Appreciation Bonds - For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.
4. Reserve Funds - To the extent a reserve fund provides an economic benefit that offsets the cost of funding the reserve fund, as determined by the Director of Finance in consultation with the City's municipal advisor and, if applicable, the underwriter for the bonds, the City may fund a reserve fund for the proposed bonds (in cash or through the purchase of a debt service reserve surety bond or insurance policy), up to the maximum amount permitted by applicable law or regulation. Typically, this amount is equal to the least of (i) maximum annual debt service on the bonds, (ii) 10% of the principal amount of the bonds (or 10% of the sale proceeds of the bonds, within the meaning of Section 148 of the federal Internal Revenue Code), or (iii) 125% of average annual debt service on the bonds.



## F. USE OF ALTERNATIVE DEBT INSTRUMENTS

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

### 1. Variable Rate Debt

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

#### a) Purpose

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

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

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

The City may consider the use of all alternative structures and modes of variable rate debt to the extent permissible under State law and will make determinations among different types of modes of variable rate debt based on cost, benefit, and risk factors. The Director of Finance shall consider the following factors in considering whether to utilize variable rate debt:

- i. Any variable rate debt should not exceed 20% of total City General Fund supported debt.
- ii. Any variable rate debt should be fully hedged by expected future capital fund reserves or unrestricted General Fund reserve levels.
- iii. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
- iv. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.
- v. Costs, implementation and administration are quantified and considered.





vi. Cost and availability of liquidity facilities (lines of credit necessary for variable rate debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.

vii. Whether the ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.

viii. Cost and availability of derivative products to hedge interest rate risk.

ix. The findings of a thorough risk management assessment.

c) Risk Management

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

The City will properly manage the risks as follows:

i. Interest Rate Risk and Tax Risk – The risk that market interest rates increase on variable-rate debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. Mitigation – Limit total variable rate exposure per the defined limits, match the variable rate liabilities with short term assets, and/or purchase appropriate derivative products to hedge against the risk (see also Section F.2 below).

ii. Liquidity/Remarketing Risk – The risk that holders of variable rate bonds exercise their “put” option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid amortization of the repurchased bonds. Mitigation - Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (5-10 years) amortization of any draws on the facility. Endeavor to secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City's bonds are downgraded below these levels (or such other rating levels as provided in the applicable financing documents) as a result of the facility provider's ratings, a replacement provider shall be sought.

iii. Liquidity/Rollover Risk – The risk that arises due to the shorter term of most liquidity provider agreements (1-5 years) relative to the longer-term amortization schedule of the City's variable-rate bonds. Liquidity and rollover risk includes the following risks: (1) the City may incur higher renewal fees when renewal agreements are negotiated, and (2) the liquidity bank market may constrict such that it is difficult to secure third party liquidity at any interest rate. Mitigation – Negotiate longer terms on provider contracts to minimize the number of rollovers.

G. REFUNDING GUIDELINES





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

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

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

#### G. MARKET COMMUNICATION, ADMINISTRATION, AND REPORTING

1. Rating Agency Relations and Annual or Ongoing Surveillance - The Director of Finance shall be responsible for maintaining the City's relationships with the major rating agencies that rate the City's bond issues (such as S&P Global Ratings, Fitch Ratings and Moody's Investor's Service.). These agencies' rating criteria often change, and the City cannot control the decisions made by any rating agency. However, for each debt issue that the City will seek a rating assignment, the City will strive to obtain and maintain the highest possible underlying or uninsured rating consistent with its current operating and capital needs. In addition to general communication, the Director of Finance shall:

- a) Ensure the rating agencies are provided updated financial statements of the City as they become publically available.
- b) Communicate with credit analysts at each agency at least once each year, or as may be requested by the agencies.
- c) Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City's financial position, including the impacts of the proposed debt issuance.

2. Council Communication - The Director of Finance should report feedback from rating agencies, when and if available, regarding the City's financial strengths and weaknesses and areas of concern relating to weaknesses as they pertain to maintaining the City's existing credit ratings.





3. Continuing Disclosure Compliance - The City shall remain in compliance with its Municipal Securities Post-Issuance Disclosure Policy (the "Post-Issuance Disclosure Policy"), as amended from time to time, and Rule 15c2-12, promulgated by the Securities and Exchange Commission (SEC) under the Securities Exchange Act of 1934. Under the Post-Issuance Disclosure Policy, the Director of Finance is responsible to file or caused to be filed (to the extent required by the applicable continuing disclosure undertaking) its annual financial statements and other financial and operating data for the benefit of its bondholders within nine months of the close of the fiscal year, or by such other annual deadline required in any continuing disclosure agreement or certificate for any debt issue. Pursuant to the Post-Issuance Disclosure Policy, the Director of Finance shall also file or cause to be filed such notices of reportable events as required by each continuing disclosure undertaking ("Listed Event Notices") entered into in furtherance of Rule 15c2-12. For any debt proposed to be issued by the City on or after February 27, 2019 that involves a continuing disclosure undertaking, the Director of Finance shall create, maintain and continuously update during the term of such debt a Financial Obligations List (as defined in the Post-Issuance Disclosure Policy) to facilitate compliance with amendments to Rule 15c2-12 adopted by the SEC in 2018 and the filing, if necessary, of a Listed Event Notice pursuant to the applicable continuing disclosure undertaking.

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

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

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

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



## I. CREDIT RATINGS

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

## J. SB 1029 COMPLIANCE

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

- i. The purposes for which the debt proceeds may be used.  
Section C.1 (Acceptable Conditions for the Use of Debt), Section C.2 (Acceptable Uses of Debt and Proceeds of Debt), and Section C.3 (Prohibited Use of Debt and Proceeds of Debt) address the purposes for which debt proceeds may be used.
- ii. The types of debt that may be issued.  
Section C.2 (Acceptable Uses of Debt and Proceeds of Debt), Section D (Types of Financing Instruments; Affordable and Planning Policies), Section E (Structure of Debt) and Section F (Use of Alternative Debt Instruments) provide information regarding the types of debt that may be issued.
- iii. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.  
Section C.1 (Acceptable Conditions for the Use of Debt) provides information regarding the relationship between the City's debt and Capital Improvement Program. Section D (Types of Financing Instruments; Affordability and Planning Policies) provides information regarding the relationship between certain types of debt and the City's budget.
- iv. Policy goals related to the issuer's planning goals and objectives.  
As described in Section B (Background), Section D (Types of Financing; Affordability and Planning Policies) and other sections, this Policy has been adopted to assist with the City's goal of maintaining fiscal sustainability and financial prudence.
- v. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.  
Section C.4 (Internal Control Procedures Concerning Use of Proceeds of Debt) provides information regarding the City's internal control procedures designed to ensure that the proceeds of its debt issues are spent as intended.





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CITY OF AGOURA HILLS  
INDEPENDENT AUDITOR POLICY  
2025-2026

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#### PURPOSE

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

#### POLICY

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

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

#### PROCEDURE

1. The Request for Proposal process shall be used in the evaluation of prospective audit firms.
2. Following the conclusion of the initial two-year term with an auditor, a report to the City Council will be prepared, discussing staff's evaluation of the audit services for the period then ended, and, if staff's evaluation of service levels provided is satisfactory, contract terms for the upcoming three-year period shall be presented to the City Council.





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



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CITY OF AGOURA HILLS  
FINANCIAL POLICY  
2025-2026

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#### PURPOSE

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

#### POLICY

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

#### PROCEDURE

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



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CITY OF AGOURA HILLS  
TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE PROCEDURES AND  
PROTOCOL 2025-2026

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## PURPOSE

### 1. BACKGROUND AND TRAINING

Bonds that receive preferential tax treatment under federal law are commonly referred to by the Internal Revenue Service as "tax-advantaged bonds". These bonds are issued by or on behalf of state and local governments, such as the City of Agoura Hills (and its related public entities, such as the Agoura Hills Financing Authority). These bonds are subject to federal tax requirements both at the time the bonds are issued and for as long as they remain outstanding. An issuer's (or other party's) failure to comply with any applicable federal tax requirement with respect to these bonds jeopardizes their preferential tax treatment.

While compliance with many federal tax requirements occurs at closing, other federal tax requirements require on-going monitoring after the issuance of the bonds. These requirements include filing a Form 8038 information return (8038-G for governmental tax-exempt bonds, 8038-GC for governmental tax-exempt bonds with an issue price of less than \$100,000, and 8038 for tax-exempt private activity bonds), and the issuer having reasonable expectations of on-going, post-issuance compliance.

Post-issuance federal tax requirements generally fall into two categories: (1) the use of proceeds and the use of bond-financed property; and (2) arbitrage yield restriction on investments and rebate. Use requirements require monitoring of the various direct and indirect uses of bond-financed property over the life of the bonds and calculations of the percentage of nonqualified uses. Arbitrage requirements also require monitoring over the life of the bonds to determine whether both the yield on investments acquired with bond proceeds are properly restricted and whether the City must file a Form 8038-T and pay a rebate or a yield reduction payment.

Post-issuance compliance procedures will help the City monitor compliance as long as the bonds remain outstanding and improve the City's ability to identify noncompliance and prevent violations from occurring, or timely correct identified violations, to ensure the continued tax-advantaged status of the bonds.

The designated officer or employee (described in Section 2.A, below) and anyone assigned particular responsibilities in connection with the procedures described below must read the certificate regarding compliance with certain tax matters





(commonly referred to as the "tax certificate") that is executed by the City (or a related public entity) in connection with each bond issue for a more complete explanation of the matters described in these Procedures. In addition, the designated officer or employee and anyone assigned particular responsibilities should discuss these matters with bond counsel.

## 2. GENERAL ADMINISTRATION

A. Responsible Officers or Employees. The City Manager will designate the officer (e.g., the Finance Director) who will be responsible for compliance with each of the procedures set forth below. The City Manager may designate other employees who will also be responsible for such compliance. The City Manager will notify the current holder of that office, or the employee, of the responsibilities and provide that person a copy of these Procedures and any necessary training. The holder of the office, or the employee, may in turn designate other officers or employees and assign to them particular responsibilities for certain of these Procedures. Qualified consultants may also assist in conducting the compliance procedures. The City Manager will be notified in writing of all such designations and assignments under this Section or under the following Section 2.B.

B. Reassignment of Responsibilities. Upon the transition of a designated officer or employee, the City Manager will advise the new officer or employee of the responsibilities under these procedures. If officer or employee positions are restructured or eliminated, the City Manager, or his or her designee, will reassign responsibilities as necessary to ensure that all of the procedures listed below have been appropriately assigned.

C. Periodic Reviews. The designated officer or employee will conduct periodic reviews of compliance with these procedures and with the terms of any existing tax certificate relating to outstanding tax-advantaged bonds to determine whether any violations have occurred. Such periodic reviews will occur at least once every six months. In the event that violations have occurred, bond counsel will be contacted immediately so that violations can be remedied through the remedial actions set forth in Section 1.141-12 of the Treasury Regulations, the Voluntary Closing Agreement Program described in IRS Notice 2008-31, or further guidance as may be provided by the IRS. Where necessary, violations will be reported to the IRS by submitting a VCAP request within 90 days after identification of the violation.

D. Changes or Modifications to Bond Terms. If any change or modification to the terms of tax-advantaged bonds is contemplated, the designated officer or employee will immediately contact bond counsel.



E. Recordkeeping. For each issue of tax-advantaged bonds, the designated officer or employee will:

(1) maintain a copy of the transcript of the documents relating to the bonds.

(2) maintain records of all facilities and other costs (e.g., issuance costs, credit enhancement fees, and capitalized interest) and uses (e.g., deposits to project funds and reserve funds) for which bond proceeds were spent or used (in the case of a qualified private activity bond, the City will assure that any conduit borrower will be responsible for providing the City with this information);

(3) maintain records of investments and expenditures of bond proceeds, rebate exception analyses, rebate calculations, Forms 8038-T, and rebate and yield reduction payments, and any other records relevant to compliance with arbitrage restrictions (in the case of a qualified private activity bond, the City will assure that the borrower will be responsible for providing the City with this information in the event it is not otherwise available to the City);

(4) maintain all records described in these Procedures while any bonds of the issue are outstanding and during the three-year period (or such longer period as applicable under the City's Local Debt Policy, as amended from time to time) following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the three year period (or such longer period as applicable under the City's Local Debt Policy, as amended from time to time) following the final maturity or redemption date of the latest refunding bond issue; and

(5) maintain copies of all of the following contracts or arrangements with non-governmental persons or organizations or with the federal government: (a) the sale of any bond-financed facility; (b) the lease of any bond-financed facility; (c) management or service contracts relating to a bond-financed facility; (d) research contracts involving research undertaken in a bond-financed facility; and (e) any other contracts involving "special legal entitlements" (such as naming rights or exclusive provider arrangements) with respect to a bond-financed facility.

### 3. IRS INFORMATION RETURN FILING

In cooperation with bond counsel, the designated officer or employee will ensure that the Form 8038-G (or other applicable Form 8038) is timely filed (on or before the 15th day of the second calendar month after the end of the calendar quarter in which the bonds were issued) with respect to each tax-advantaged bond issue, including any required schedules and attachments.





#### 4. INVESTMENT AND EXPENDITURE OF BOND PROCEEDS AND REBATE

A. Track Investments and Expenditures. The designated officer or employee will ensure the existence of an established accounting procedure for tracking the investment and the timely expenditures of bond proceeds, including investment earnings.

B. Reimbursement. Upon issuance of the bonds, the designated officer or employee will allocate bond proceeds to reimbursement of prior expenditures (assuming, if required, an appropriate declaration of intent to reimburse has been adopted). In the case of qualified private activity bonds, the designated officer or employee may rely on information provided by the conduit borrower.

C. Final Allocations. The designated officer or employee will ensure that a final allocation of bond proceeds (including investment earnings) to qualifying expenditures is made if bond proceeds are to be allocated to project expenditures on a basis other than "direct tracing" (direct tracing means treating the bond proceeds as spent as shown in the accounting records for bond draws and project expenditures). This allocation must be made within 18 months after the later of the date the expenditure was made or the date the project was placed in service, but not later than the earlier of five years and 60 days after the issuance date of the bonds or 60 days after the bond issue is retired. In the case of qualified private activity bonds, the designated officer or employee may rely on information provided by the conduit borrower, which will be required to provide such information on a timely basis.

D. Timely Expenditure of Bond Proceeds. Mindful of the expectations regarding the timing of the expenditures of bond proceeds set forth in the tax certificate, the designated officer or employee will monitor expenditures of bond proceeds, including investment earnings, against issuance date expectations for satisfaction of three-year (or five-year) temporary period from yield restriction on investment of bond proceeds, and to assure that proceeds and investment earnings are allocated to expenditures for the public improvements or other qualified expenditures described in the tax certificate. In the case of qualified private activity bonds, the conduit borrower will be required to comply with this section.

E. Yield. The designated officer or employee will make note of the "yield" of the bond issue, as shown on the applicable Form 8038G, or other applicable Form 8038.

F. Temporary Periods and Yield Restriction. The designated officer or employee will review the tax certificate to determine the "temporary periods" for the bond issue, during which periods various categories of gross proceeds of the bond issue may be invested without restriction as to yield.





G. Investment of Proceeds and Yield Restriction. The designated officer or employee will ensure that bond proceeds are not invested in investments with a yield above the bond yield following the end of the applicable temporary period unless yield reduction payments are permitted to be made.

H. Bidding Requirements. If purchasing investments other than publicly traded securities for immediate delivery (for example, a guaranteed investment contract or certificates of deposit), the designated officer or employee will consult with bond counsel as to whether the investments of bond proceeds satisfy IRS regulatory safe harbors for establishing fair market value (e.g., through the use of bidding procedures), and maintain records to demonstrate satisfaction of such safe harbors. In the case of qualified private activity bonds, the conduit borrower will be required to comply with this section.

I. Credit Enhancement and Hedging Transactions. The designated officer or employee will consult with bond counsel before engaging in credit enhancement or hedging transactions with respect to a bond issue. The designated officer or employee will maintain copies of all contracts and certificates relating to credit enhancement and hedging transactions.

J. Debt Service Fund. While bonds of an issue, the designated officer or employee will ensure that the debt service fund meets the requirements of a "bona fide debt service fund," i.e., one used primarily to achieve a proper matching of revenues with debt service that is depleted at least once each bond year, except for a reasonable carryover amount not to exceed the greater of (i) the investment earnings on the fund for the immediately preceding bond year; or (ii) one-twelfth of the debt service on the bond issue for the immediately preceding bond year. To the extent that a debt service fund qualifies as a bona fide debt service fund for a given bond year, the investment of amounts held in that fund is not subject to yield restriction for that year and is generally not subject to rebate. The designated officer or employee will consult with bond counsel before creating separate additional funds that are expected to be used to pay debt service on the bonds. In the case of qualified private activity bonds, the City will assure that the conduit borrower is required to comply with this section.

K. Reserve Fund. The designated officer or employee will ensure that amounts invested without yield restriction in any reasonably required reserve fund do not exceed the least of (each determined at the time of issuance of the bonds): (i) ten percent of the stated principal amount of the bonds (or the sale proceeds of the bond issue if the bond issue has original issue discount or original issue premium that exceeds two percent of the stated principal of the bond issue plus, in the case of premium, reasonable underwriter's compensation); (ii) maximum annual debt service on the bond issue; or (iii) 125 percent of average annual debt service on the bond issue. The





designated officer or employee will consult with bond counsel before creating any separate additional funds or accounts that will secure or provide payments of debt service on the bonds.

L. Gifts for Bond-Financed Projects. Before beginning a campaign that may result in gifts that will be restricted for use relating to a bond-financed facility (or, in the absence of such a campaign, upon the receipt of such restricted gifts), the designated officer or employee will consult with bond counsel to determine whether replacement proceeds may result.

M. Performance of Rebate Calculations. Subject to the small issuer exception and the exceptions described in the tax certificate, investment earnings on bond proceeds at a yield in excess of the bond yield generally must be rebated to the United States. The designated officer or employee will ensure that rebate calculations will be timely performed and payment of rebate amounts, if any, will be timely made. Rebate payments are generally due 60 days after the fifth anniversary of the issue date of the bond issue, then in succeeding installments every five years. The final rebate payment is due 60 days after retirement (or early redemption) of the last bond of the issue. In the case of qualified private activity bonds, the City will assure that the conduit borrower is required to comply with this section.

N. Rebate Consultant. The designated officer or employee will engage the services of an experienced rebate consultant to undertake rebate calculations described above for each bond issue.

O. Spending Exceptions. If the six-month, 18-month, or 24-month spending exceptions from the rebate requirement apply to the bond issue, the designated officer or employee will ensure that the spending of bond proceeds is monitored prior to semi-annual spending dates for the applicable exception.

P. Follow-up on Rebate. After all bond proceeds have been spent, the designated officer or employee will ensure compliance with rebate requirements for any reserve fund and any debt service fund that is not exempt from the rebate requirement. In the case of qualified private activity bonds, the City will assure that the conduit borrower is required to comply with this section.

Q. Filing of 8038-T. The designated officer or employee will make rebate and yield reduction payments timely and file a Form 8038-T with each payment.

## 5. PRIVATE BUSINESS USE

A. Private Business Use. Use of bond proceeds or bond-financed property by a nongovernmental person (including the federal government) in furtherance of a



trade or business activity is considered private business use. Any activity carried on by an entity (other than a governmental unit) is treated as a trade or business. Indirect uses of bond proceeds may also be considered private business use. For example, bond proceeds used to finance a facility are treated as used for a private business use if the facility is sold or leased to a nongovernmental entity. The designated officer or employee will analyze any private business use of bond-financed facilities and, for each issue of bonds, determine whether there is or may in the future be more than five percent private business use. If so, the designated officer or employee will immediately contact bond counsel to discuss the private business use limit, including whether the alternative ten percent limit is applicable.

B. Management and Service Contracts. Management or service contracts between governmental entities and nongovernmental persons (private parties) under which the nongovernmental person receives compensation or revenue for services provided with respect to a bond-financed facility may result in private business use. Before entering into any new management agreement or service agreement relating to bond-financed facilities, the designated officer or employee will immediately contact bond counsel to review any such agreement to determine whether it may result in private business use.

C. Special Legal Entitlements. Before entering into any agreement providing special legal entitlements relating to a bond-financing facility, such as naming rights or an exclusive provider agreement, the designated officer or employee will immediately contact bond counsel to review such agreement to determine whether it may result in private business use.





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CITY OF AGOURA HILLS  
MUNICIPAL SECURITIES POST-ISSUANCE DISCLOSURE POLICY  
2025-2026

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A. Purpose

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

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

B. Scope

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

C. Responsibility of the Disclosure Working Group

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

The City's primary spokesperson related to the City's financial information, debt and financings, and other financial reports and events is the City's City Manager. Others within the City may, from time to time, be designated by the City Manager as





spokespersons on behalf of the City and respond to specific inquiries. It is essential that the DWG be fully apprised of all material developments of the City in order to evaluate, discuss those events and determine the appropriateness and timing for release.

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

#### D. Annual Reporting Date Requirements

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

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

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

#### E. Event Notice Requirements

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

##### i. Event Notices for Debt Issued on or after February 27, 2019.

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



- Any of the 14 types of events listed in Section E.2. below.
  - Incurrence of a financial obligation of the obligated person (i.e., City or a related entity of the City), if material, or agreement to covenants, events of default, remedies, priority rights or other similar terms of a financial obligation, any of which affect the security holders, if material.
  - Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the obligated person (i.e., City or a related entity of the City), any of which reflect financial difficulties.
- For purposes of the foregoing, "financial obligation" means (i) a debt obligation (including a lease entered into as a vehicle to borrow money, but excluding ordinary financial and operating liabilities incurred in the normal course of business), (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii); provided, the term "financial obligations" shall not include (a) municipal securities as to which a final official statement has been posted on the EMMA website in accordance with the Rule, and (b) monetary obligations resulting from a judicial, administrative, or arbitration proceeding.

In connection with the events described in the last two bullet points above (which relate to amendments to the Rule adopted by the SEC in 2018), for any new continuing disclosure undertaking executed on or after February 27, 2019 with respect to a debt issue (the "Debt"), the Director of Finance shall, before the Debt issuance date, review the City's financial records and create a list (each, a "Financial Obligations List") of the existing financial obligations (as such term is defined in the Rule) at such time of the City and its related entities. The Financial Obligations List will generally include those financial obligations identified in the long-term debt notes (and which remain outstanding at the time) found in the City's most current Audited Financial Statements, as well as any additional financial obligations incurred since the date of such Audited Financial Statements. The Financial Obligations list shall be updated continuously during the term of such Debt, and in connection with each update, the Director of Finance shall make the determination described in the following paragraph.

Whenever the City prepares to enter into a new financial obligation or modify the terms of an existing financial obligation, the Director of Finance shall determine whether the incurrence of such financial obligation or modification of terms would require an Event Notice under any continuing disclosure undertaking for Debt issued on or after February 27, 2019. If a determination is made that an Event Notice would be required, the Director of Finance, in consultation with legal counsel, shall cause the Event Notice to be filed on a timely basis.





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

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

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

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

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

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



- Modifications to rights of security holders
- Bond calls
- Defeasances
- Release, substitution, or sale of property securing repayment of the securities
- Rating changes

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

#### F. Voluntary Disclosure Requirements

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

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

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

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

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

#### G. Interim Disclosure Requirements

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

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



For City officials, compliance with federal securities law should be considered as important as compliance with local public meetings and records laws. Periodic review of the continuing disclosure policies of the City will be in compliance with the City's financial policy.

I. Effective Date

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





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CITY OF AGOURA HILLS  
FUND BALANCE POLICY FOR THE GENERAL FUND  
2025-2026

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## POLICY

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

## PROCEDURES

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

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

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

### Committed Fund Balance



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

#### Assigned Fund Balance

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

- Continuing Appropriations

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

- Debt Service

Established to provide for future debt service obligations.

- Budget Balancing Measures

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

#### Unassigned Fund Balance

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

#### Minimum Fund Balance Policy

In June 2005, the City of Agoura Hills passed Resolution No. 05-1378 stating that the City Council and City Staff will endeavor to designate an amount equal to or greater





than forty percent (40%) of each year's proposed General Fund Operating Budget as the City's unobligated General Fund Reserve. The City Council recognizes that the unobligated General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State. This resolution requires that if, in any budget year, the City Council determines that the public interest requires expending any amount remaining in General Fund Reserves to fall below forty percent (40%) of that year's General Fund Operating budget, the City council and City staff, shall, in the following budget year, present a plan for returning the General Fund Reserve to the 40% level, as soon as practicable, based on the City's then-current budget circumstances.

#### Fund Balance Classification

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

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



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

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In addition to Chapters 7 (Purchasing System) and 11 (Public Projects) of Article II of the Agoura Hills Municipal Code, this policy shall apply to the awarding of contracts and sub-grants by the City that are funded, in part or in whole, by federal grants or funds pursuant 2 CFR Subtitle A, Chapter 2, Part 200, Subpart D, Sections 200.317-200.326.

I. GENERAL PROCUREMENT STANDARDS

A. Code of Conduct. As representatives of the City of Agoura Hills, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the City. The following Code of Conduct shall govern the performance, behavior and actions of the City, including employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts:

1. No employee, director, appointed or elected official, volunteer, or agent of the City shall participate in the selection, award, or administration of contracts supported by a federal award if a conflict of interest is real or apparent to a reasonable person.

2. Conflicts of interest may arise when any employee, officer, or agent of the City, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a real or apparent financial or other interest in or a tangible personal benefit from a firm considered for the contract.

3. No employee, director, appointed or elected official, volunteer, or agent of the City shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family, spouse's family, or to any company, vendor, contractor, or parties to subcontractors who either employ or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.





4. The City's employees, directors, appointed or elected officials, volunteers, or agents shall neither solicit nor accept gratuities, favors, gifts, consulting fees, trips, or anything having a monetary value in excess of twenty-five dollars (\$25.00) from a vendor, potential vendor, family or employees of a vendor, contractor or parties to subcontractors.

5. Disciplinary measures for violations of the Code of Conduct by employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts could lead to disciplinary measures, up to and including possible termination of employment.

#### B. Solicitation Procedures

1. Acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or dividing procurements to obtain a more economical purchase. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

2. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services, the City shall enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

3. Procuring federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs shall be utilized.

4. Value engineering clauses may be used in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

5. Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.





6. Records will be maintained sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The City Clerk will be the repository for said records and shall be maintained for period of no less than seven (7) years.

7. Time and material type contracts (open-ended) may be used only after a determination that no other contract is suitable. Time and material type contract means a contract where the cost to the City is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expense, and profit. Each time and material contract will set a ceiling price that the contractor exceeds at its own risk. A higher degree of oversight is required in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

8. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgment for that of the City unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

#### C. Competition

1. All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:

- a. Placing unreasonable requirements on firms in order for them to qualify to do business;
- b. Requiring unnecessary experience and excessive bonding;
- c. Noncompetitive pricing practices between firms or between affiliated companies;
- d. Noncompetitive contracts to consultants that are on retainer contracts;
- e. Organizational conflicts of interest;
- f. Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement; and



- g. Any arbitrary action in the procurement process.
- 2. Procurements shall be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- 3. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standard to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used as a means to define the performance or other relevant requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
- 4. Bids and proposals shall identify all the requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals
- D. Methods of Procurement to be followed. The City shall use one of the following methods of procurement:
  - 1. Procurement by Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and adjusted periodically for inflation. To the extent practicable, the City must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the City considers the price to be reasonable. As of the date of this policy, the micro-purchase threshold is \$3,000.
  - 2. Procurement by Small Purchase Procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the simplified acquisition





threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and periodically adjusted for inflation. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources. As of the date of this policy, the simplified acquisition threshold is \$150,000. For purchases exceeding twenty five thousand (\$25,000), City Council approval is required.

3. Procurement by Sealed Bids (Formal Advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

a. For sealed bidding to be feasible, the following conditions should be present:

- (1) A complete, adequate, and realistic specification or purchase description is available;
- (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.

b. If sealed bids are used, the following requirements apply:

- (1) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of qualified sources, providing them sufficient time prior to the date set for opening the bids;
- (2) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services for the bidder to properly respond;
- (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (5) If there is a sound documented reason, any or all bids may be rejected.

4. Procurement by Competitive Proposals: Purchases over the Simplified Acquisition threshold, which is currently \$150,000. This procurement method requires formal solicitation, fixed-price or cost-reimbursement contracts, and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors. If this method is used, the following requirements apply:



- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- b. Proposals must be solicited from an adequate number of qualified sources;
- c. The methods for conducting technical evaluations of the proposals received and for selecting recipients may include, but not limited to: oral interviews, references, past performance, availability to perform work, and certifications as determined by project scope.
- d. Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered;
- e. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the City, with price and other factors considered; and,
- f. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
- g. Noncompetitive proposals: Also known as sole-source procurement, this may be appropriate only when one or more of the following criteria are met:
  - The dollar amount does not exceed the micro-purchase threshold in Subsection D.1;
  - The item is available only from a single source;
  - The public emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or
  - After solicitation of a number of sources, competition is determined inadequate.





E. Contract Cost and Price. A cost or price analysis shall be performed in connection with every procurement action in excess of the Simplified Acquisition threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids and proposals.

1. Profit shall be negotiated as a separate element of the price for each contract in which there is a no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

2. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E- Cost Principles of Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

3. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

F. Federal Awarding Agency or Pass-Through Entity Review.

1. The City shall make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the City desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

2. The City will make available upon request, for the Federal awarding agency or pass-through entity pre- procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

a. Procurement procedures or operation fails to comply with the procurement standards in this part;





- b. The procurement is expected to exceed the Simplified Acquisition Threshold (\$150,000) and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  - c. The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
  - d. The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
  - e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
3. The City is exempt from the pre-procurement review in paragraph 2 of this section if the federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.
4. The City may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
5. The City may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### G. Bonding Requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold (\$150,000), the federal awarding or pass-through entity may accept the bonding policy and requirements of the City provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- 1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that



the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;

2. A performance bond on the part of the contractor for 100 percent (100%) of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and,

3. A payment bond on the part of the contractor for 100 percent (100%) of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### H. Contract Provisions

All contracts using federal funding shall comply with the following as applicable:

1. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the City including the manner by which it will be effected and the basis for settlement.

3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by





Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The City entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The City entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The City entity must report all suspected or reported violations to the Federal awarding agency.

5. Copeland "Anti-Kickback" Act. Applies to construction contracts in excess of \$2,000. It prohibits kickbacks in construction contracts funded with Federal monies. Contractors and subcontractors or subrecipients shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled and suspected or reported violations shall be immediately reported to the Federal awarding agency.

6. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the City in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.





7. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements", and any implementing regulations issued by the awarding agency.

8. Clean Air Act & Federal Water Pollution Control Act. Contracts and sub grants in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Suspected or reported violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. Debarment and Suspension. A contract award must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the City award.

I. Contracting with small and minority business, women's business enterprises, and labor surplus area firms.  
All necessary affirmative steps will be taken to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps include:





1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

J. Domestic preferences for procurements.

1. As appropriate and to the extent consistent with law, the City should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

2. For purposes of this Section:

a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



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## CITY OF AGOURA HILLS TWO YEAR BUDGET POLICY

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### PURPOSE

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

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

### POLICY

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

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

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

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





# Appendix





City of Agoura Hills  
List of Acronyms  
FY 2025-26/2026-27

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





PERS	Public Employees Retirement System
RDA	Redevelopment Agency
S&P	Standard & Poors
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  
Fiscal Year 2025-26/2026-27

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

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

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

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

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

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

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

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

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

**Balanced Budget:** The City's definition of a balanced budget is one in which operating revenues fully cover operating expenditures, including debt service. The exception is that total expenditures can exceed revenues in a given year, but only to fund capital





improvement plan projects, or other "one-time", non-recurring expenditures. See Balanced Budget Policy in Appendix.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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





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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

## REPORT TO CITY COUNCIL

**DATE:** JUNE 25, 2025

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

**FROM:** NATHAN HAMBURGER, CITY MANAGER  
DENICE THOMAS, COMMUNITY DEVELOPMENT DIRECTOR

**BY:** LUKAS QUACH, BUILDING OFFICIAL

**SUBJECT:** WAIVE FULL READING AND INTRODUCE ORDINANCE NO. 25-479  
DESIGNATING FIRE HAZARD SEVERITY ZONES

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The Fire Hazard Severity Zone (FHSZ) maps are developed by the California Department of Forestry and Fire Protection (CAL FIRE) under the direction of the State Fire Marshal. These maps categorize areas into Moderate, High, or Very High Fire Hazard Severity Zones based on vegetation, topography, weather conditions, and historical fire data. The update process is driven by the increasing frequency and intensity of wildfires in California, with the last major update occurring in 2011. Since then, advancements in fire science, climate modeling, and data collection have necessitated a reassessment of fire risks across the state.

The foundation for the FHSZ maps is based on California Government Code Section 51178, which requires the State Fire Marshal to identify and designate fire hazard severity zones using standardized criteria. The updated maps are designed to inform land use decisions, enhance fire safety regulations, and improve community preparedness.

The 2025 update is primarily influenced by several factors. Advances in fire science and climate modeling have enabled more accurate risk assessments, incorporating new technology such as satellite imagery and climate models that reflect changes in temperature, wind patterns, and drought conditions. Additionally, legislative actions such as Assembly Bill 211 (AB 211) mandate the adoption of updated FHSZ maps at the local level. Under Government Code Section 51179(a), local governments must designate FHSZ classifications by ordinance within 120 days of receiving recommendations from the State Fire Marshal. The impact of recent large-scale wildfires, such as the Woolsey Fire in 2018, has further demonstrated the need for improved fire risk assessment tools. These maps are designed to inform building regulations, defensible space requirements, and emergency planning efforts.

The development and public review process for the updated maps involved a collaborative effort between CAL FIRE, fire scientists, meteorologists, and land-use experts. These professionals analyze wildfire hazards based on fuel loading,

topography, historical fire patterns, and wind conditions. When maps were released, public review was facilitated to gather input from residents, businesses, and local agencies. Local governments are required to adopt the maps following state-mandated procedures formally. The updated maps aim to enhance fire prevention efforts, inform building codes, and improve public safety in communities like Agoura Hills, where wildfire risk continues to be a growing concern.

In compliance with Government Code Section 51179(a), local agencies are required to designate these zones by ordinance within 120 days of receiving the recommendations from the State Fire Marshal. The City of Agoura Hills received the updated maps on March 24, 2025, triggering the mandated public review and adoption process.

The FHSZ maps provide critical information for planning, emergency preparedness, building code enforcement, and wildfire risk mitigation. The classification of properties into Moderate, High, or Very High Fire Hazard Severity Zones impacts residents, businesses, and development regulations. Homeowners in Very High FHSZ must comply with stringent regulations, including a mandatory 100-foot defensible space clearance around structures in High and Very High zones. New construction and significant renovations in designated zones must adhere to Wildland-Urban Interface (WUI) building codes to improve fire resistance. Additionally, property sellers must disclose FHSZ classifications during real estate transactions as mandated by Assembly Bill 38 (AB 38), which may require inspections.

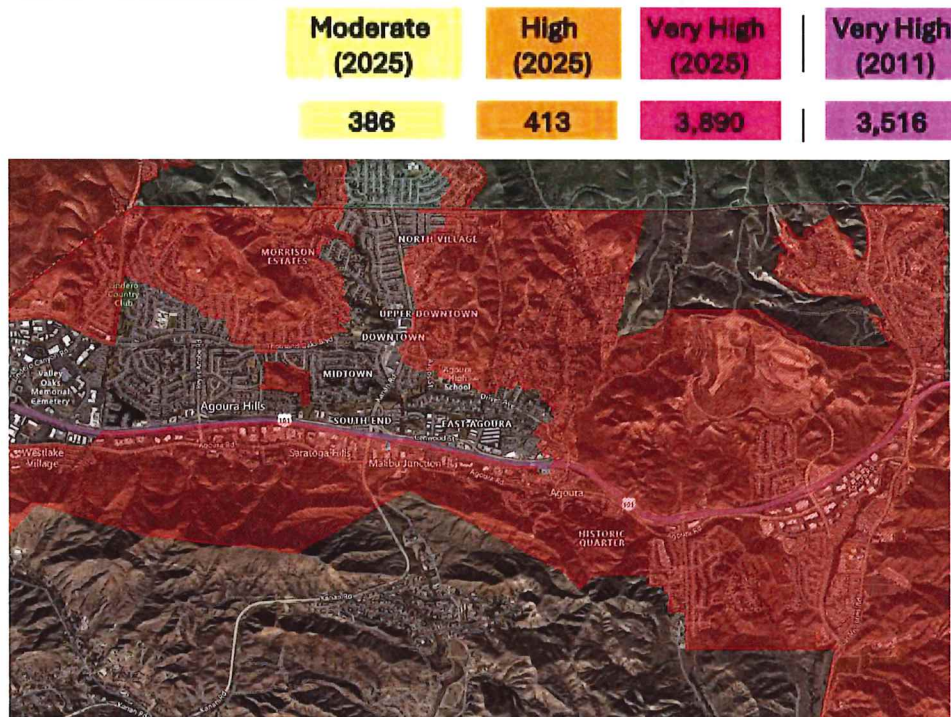
As part of this state-mandated process, the City of Agoura Hills provided public access to the proposed maps and hosted a public comment period online. Public engagement is crucial to validate data, address concerns, and ensure that residents understand how these designations affect them. The City encouraged all stakeholders to review the maps and submit comments. The comments received are mainly not related to the fire hazard severity zones maps and their purpose, as they address housing development, which is not related to the adoption of these maps.

The adoption of the updated FHSZ maps is a legally required action that will help improve fire safety, guide land use planning, and support emergency response efforts. While the City of Agoura Hills does not have control over the creation of these maps, it is responsible for ensuring public participation and compliance with state-mandated regulations. Staff recommend that the City Council proceed with the required adoption process to align with state law and protect the safety and well-being of the community.

Comparison of the 2007-2011 vs. 2025 Fire Hazard Severity Zones in Local Responsibility Area (LRA) as shown in Fig. A and Fig. B, shows approximately 24% of the city was added to the updated map, with 8% accounting for each designation of the Moderate, High, and Very High FHSZ.



**Agoura Hills ~ 5,000 acres**



**Fig. A – 2007-2011 Fire Hazard Severity Zones in LRA**

Very High Fire Hazard Severity Zone - 3516 acres ~ 70%



**Fig. B - 2025 Fire Hazard Severity Zones in LRA**

Total acres in the Fire Hazard Severity Zones – 4689 acres, ~ 94%

- Very High Fire Hazard Severity Zone – 3890 (374 increase acres) ~ 78%
- High Fire Hazard Severity Zone – Added 413 acres ~ 8%
- Moderate Fire Hazard Severity Zone – Added 386 acres, ~ 8%

## **FISCAL IMPACT**

There is no fiscal impact.

## **RECOMMENDATION**

Staff recommends that the City Council waive full reading and introduce Ordinance No. 25-479, designating Fire Hazard Severity Zones, and approving a CEQA exemption determination.

### **ATTACHMENTS:**

1. Ordinance 25-479
2. Recommended Fire Hazard Severity Zone (FHSZ) Map by CALFire
3. Public Comments

Attachment 1

Ordinance 25-479

**ORDINANCE NO. 25-479**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES, AND APPROVING A CEQA EXEMPTION DETERMINATION**

**WHEREAS**, the Legislature has declared in Government Code Section 51175(a): “Wildfires are extremely costly, not only to property owners and residents, but also to local agencies. Wildfires pose a serious threat to the preservation of the public peace, health, or safety. The wildfire front is not the only source of risk since embers, or firebrands, travel far beyond the area impacted by the front and pose a risk of ignition to a structure or fuel on a site for a longer time. Since fires ignore civil boundaries, it is necessary that cities, counties, special districts, state agencies, and federal agencies work together to bring raging fires under control. Preventative measures are needed to ensure the preservation of the public peace, health and safety.”

**WHEREAS**, California Government Code Section 51179 requires the City to adopt an ordinance designating Moderate, High, and Very High Fire Hazard Severity Zones in the City, within 120 days of the identification of such areas by the State Fire Marshal; and

**WHEREAS**, the State Fire Marshal has now published its map identifying Moderate, High, and Very High Fire Hazard Severity Zones within the City; and

**WHEREAS**, the City Council has reviewed the State Fire Marshal’s Fire Zone Map and believes it accurately represents the Moderate, High, and Very High Fire Hazard Severity Zones in the City; and

**WHEREAS**, the City has made information concerning the Fire Hazard Severity Zones identified in the City available for public review and comment as required by law.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS AND ORDAINS AS FOLLOWS:**

**SECTION 1.** The facts set forth in the foregoing recitals are true and correct.

**SECTION 2.** The City of Agoura Hills hereby designates the Moderate, High, and Very High Fire Hazard Severity Zones as those areas identified in attached Exhibit “A”, which is incorporated herein by reference.

**SECTION 3.** Any and all provisions in any previously adopted City ordinances designating Fire Severity Zones within the City of Agoura Hills’ jurisdiction, are superseded by the provisions of this Ordinance.



**SECTION 4.** The City Council has reviewed this Ordinance and hereby finds that it can be seen with certainty that there is no possibility that its adoption, and designation of the Fire Hazard Zones established hereby, may have a significant effect on the environment, since it will provide for greater fire protection. Therefore, it is exempt from review under the California Environmental Quality Act, and the Guidelines thereunder, pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

**SECTION 5.** If any provision of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, the City Council hereby declares that it would have passed each and every remaining provision irrespective of such holding in order to accomplish the intent of this Ordinance.

**SECTION 6.** The City Clerk shall certify to the passage of this Ordinance and shall cause a summary of same to be published at least once in the local newspaper of general circulation, circulated within the City of Agoura Hills. A copy of the full text of this Ordinance shall be on file in the Office of the City Clerk on and after the date following introduction and passage and shall be available to any member of the public.

This Ordinance shall go into effect on the 31<sup>st</sup> day after its adoption.

**PASSED, APPROVED, AND ADOPTED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

AYES: (    )

NOES: (    )

ABSENT: (    )

ABSTAIN:(    )

\_\_\_\_\_  
Penny Sylvester, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee, City Attorney

## Attachment 2

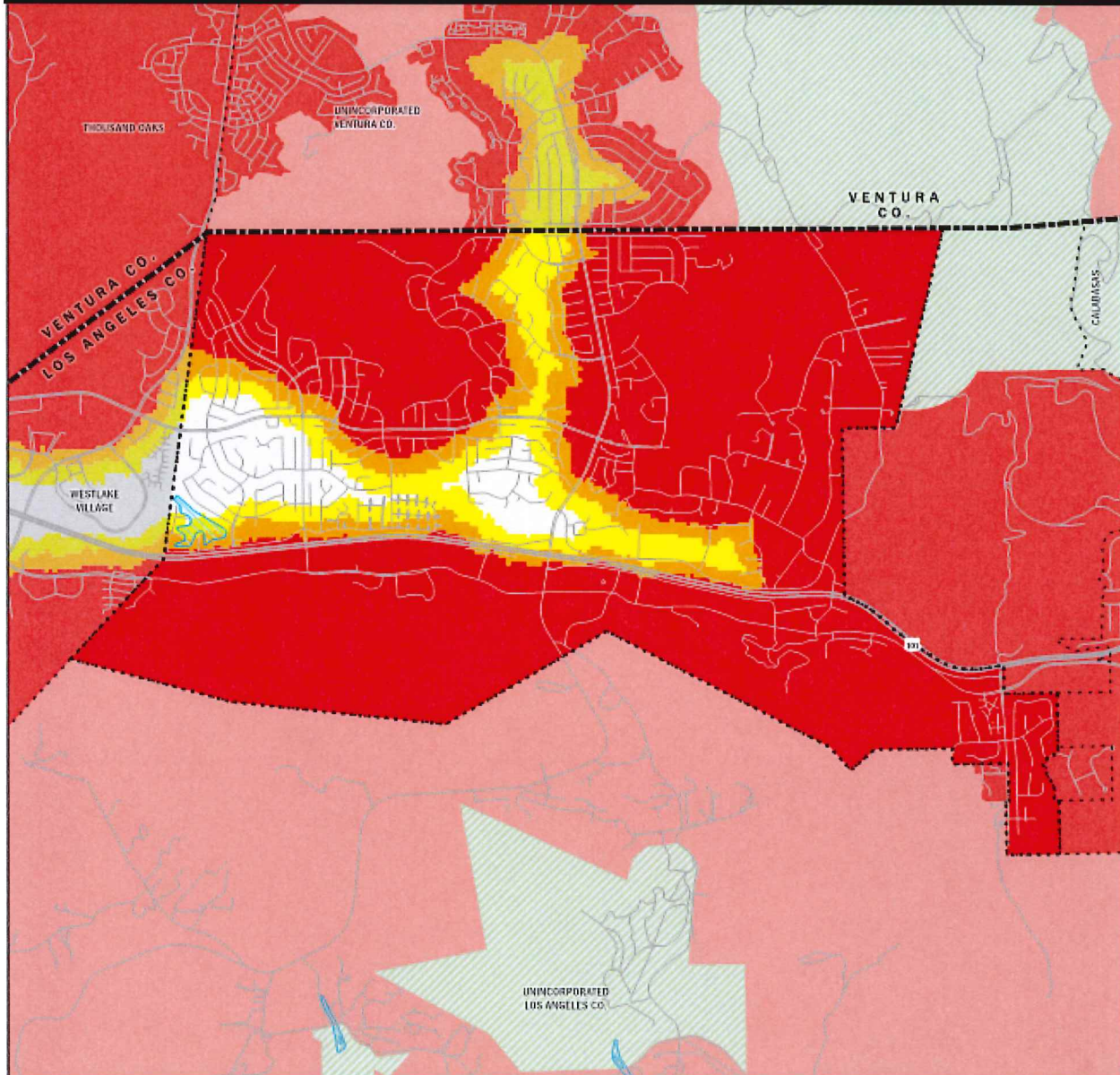
### Recommended Fire Hazard Severity Zone (FHSZ) Map by CALFire



# Local Responsibility Area Fire Hazard Severity Zones

As Identified by the  
State Fire Marshal

March 24, 2025



## Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

## Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High

M 0 1 2  
Kil 0 1 2

Projection: NAD 83 California Teale Albers  
Scale: 1:32,000 at 11" x 17"

Incorporated City Waterbody  
Unzoned LRA Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California  
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency  
Joe Tyler, Director, Fire Chief, CA Department of Forestry and Fire Protection  
Daniel Barilant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:  
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23\_3, FHSZLRA\_25\_1)  
CAL FIRE State Responsibility Areas (SRA25\_1)  
City and County boundaries as of 10/22/24 (CA Board of Equalization)

Attachment 3

Public Comments



# Local Responsibility Area Fire Hazard Severity Zones



**Submitted by:**

**Submitted On:** 2025-04-09 17:30:28

**Submission IP:** 47.156.173.28 (172.31.27.133)  
proxy-IP (raw-IP)

**Status:** Acknowledged

**Priority:** Normal

**Assigned To:** Lukas Quach

**Due Date:** Open

Your input is invaluable in helping us assess community concerns, validate data, and enhance wildfire risk mitigation efforts. This state-mandated process ensures transparency and community involvement in land use planning, building codes, and emergency response. We appreciate your time and commitment to making Agoura Hills a safer, more informed community.

**\* Feedback area:**

I am not in favor of building housing in an area that cannot accommodate present traffic let alone adding thousands of cars and people. We are in a HIGH FIRE ZONE and adding more people isn't smart. Our area/ personel / cuts/ fire risks/obviously cannot handle fires well and horrific state funding cut by L.A. County and state politicians. This makes no sense unless you want demise to an area that cannot be protected well. So many areas around that could be used instead of High Fire Risk areas. Poor planning.

**Want to stay connected on upcoming meetings? Share your email with us!**

# Local Responsibility Area Fire Hazard Severity Zones



**Submitted by:**

**Submitted On:** 2025-04-09 17:35:05

**Submission IP:** 47.156.173.28 (172.31.27.133)  
proxy-IP (raw-IP)

**Status:** Acknowledged

**Priority:** Normal

**Assigned To:** Lukas Quach

**Due Date:** Open

Your input is invaluable in helping us assess community concerns, validate data, and enhance wildfire risk mitigation efforts. This state-mandated process ensures transparency and community involvement in land use planning, building codes, and emergency response. We appreciate your time and commitment to making Agoura Hills a safer, more informed community.

**\* Feedback area:**

Curious where all the board members live who want this?

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smitty.fam@verizon.net

# Local Responsibility Area Fire Hazard Severity Zones

Print

Del

**Submitted by:**

**Submitted On:** 2025-04-08 15:15:40

**Submission IP:** 172.13.233.173 (172.31.31.164)

proxy-IP (raw-IP)

**Status:** Acknowledged

**Priority:** Normal

**Assigned To:** Lukas Quach

**Due Date:** Open

Your input is invaluable in helping us assess community concerns, validate data, and enhance wildfire risk mitigation efforts. This state-mandated process ensures transparency and community involvement in land use planning, building codes, and emergency response. We appreciate your time and commitment to making Agoura Hills a safer, more informed community.

## \* Feedback area:

The Kanan Agoura road intersection scares me in the event of evacuation. Especially now that there is a plan in place to put more housing right there in the same intersection that is already too overloaded.

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# Local Responsibility Area Fire Hazard Severity Zones



**Submitted by:**

**Submitted On:** 2025-04-09 02:56:55

**Submission IP:** 104.28.85.219 (172.31.31.164)  
proxy-IP (raw-IP)

**Status:** Acknowledged

**Priority:** Normal

**Assigned To:** Lukas Quach

**Due Date:** Open

Your input is invaluable in helping us assess community concerns, validate data, and enhance wildfire risk mitigation efforts. This state-mandated process ensures transparency and community involvement in land use planning, building codes, and emergency response. We appreciate your time and commitment to making Agoura Hills a safer, more informed community.

**\* Feedback area:**

This cannot really be happening after we just suffered the fires, this is just wrong. The problems that this is gonna cause For Safety and Security to the residents currently living here in the new ones that will reside here. Already the intersection of Kanan and the 10 one in either direction is a traffic jam if you have a child at the schools in Agoura or Oak park (Which currently has over 50% of Student students on permits and they're not local, they all commute from Simi Valley from Calabasas, etc.) And taking Kanan exit is just traffic jam. This just makes no sense....

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# Local Responsibility Area Fire Hazard Severity Zones



**Submitted by:**

**Submitted On:** 2025-04-09 08:46:57

**Submission IP:** 23.240.190.101 (172.31.74.230)  
proxy-IP (raw-IP)

**Status:** Acknowledged

**Priority:** Normal

**Assigned To:** Lukas Quach

**Due Date:** Open

Your input is invaluable in helping us assess community concerns, validate data, and enhance wildfire risk mitigation efforts. This state-mandated process ensures transparency and community involvement in land use planning, building codes, and emergency response. We appreciate your time and commitment to making Agoura Hills a safer, more informed community.

## \* Feedback area:

We live in a high-risk fire zone, surrounded by the Santa Monica Mountains. As many of us remember, the Woolsey Fire devastated our area in 2018, destroying nearly 1,500 homes in Agoura Hills, Calabasas, and Malibu, and tragically claiming the lives of 3 people. The fire burned over 96,000 acres, and we are constantly reminded of how vulnerable we are to these types of disasters. Despite these facts, the City of Agoura Hills and the State of California are completely overlooking the big risk. The City has already started approving plans for over 1,000 apartment units, with projections that could grow to 2,000-3,000 units. This growth is occurring in a town that, for the most part, still has one-lane streets. This development will put an additional strain on our already limited infrastructure and could further jeopardize the safety of our community and the state of California in the event of another disaster. The risks are clear: more people, more traffic, and more congestion on roads that are ill-equipped to handle such increases. The safety of residents and the wildlife that inhabits our area, are being threatened. In addition, the LA Fire Department will be understaffed putting them at risk in an emergency, and the Sheriff's Department will also be stretched thin. There should be no new building in our area and something needs to be done to mitigate our already crowded streets, especially at peak times. Just yesterday as I exited Kanan going southbound, I had to make a right hand turn instead of the left that I wanted to because the left turn lane was backed up all the way down to the exit. Then I get to Agoura Rd and there's no u-turn! So now I had to go left on Agoura and all the way around to get to the other side of the freeway to the apartments on Canwood St I was trying to reach. WE ARE MAXED OUT! Any approved building by our city representatives and future losses due to fire should be upon every head who approves these builds. Your actions and lack of taking all of this into consideration is what does and will cause loss of life during any emergency, fires, floods, earthquakes, etc. Please think about this seriously and make decisions based on quality of life in our area and not your pocketbooks. Thank You.

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# Local Responsibility Area Fire Hazard Severity Zones



**Submitted by:**

**Submitted On:** 2025-04-09 12:34:43

**Submission IP:** 172.56.120.163 (172.31.27.133)  
proxy-IP (raw-IP)

**Status:** Acknowledged

**Priority:** Normal

**Assigned To:** Lukas Quach

**Due Date:** Open

Your input is invaluable in helping us assess community concerns, validate data, and enhance wildfire risk mitigation efforts. This state-mandated process ensures transparency and community involvement in land use planning, building codes, and emergency response. We appreciate your time and commitment to making Agoura Hills a safer, more informed community.

## \* Feedback area:

The state's objective of creating more affordable housing must be viewed through the lens of climate change and the newly created Fire Hazard Severity Zone maps. Perhaps Agoura Hills is not an ideal location for a project of this nature, without additional roads to accommodate the increased population? It is absolutely irresponsible to approve a building project at the corner of Kanan and Agoura Road. Take a look at Sunset Boulevard during the Palisade Fire. People were leaving their cars and running for their lives. Elderly and disabled people lost their lives. We know fire will come through this corridor, it is not a matter of if, just when. Additional population clustered in this area will lead to a foreseeable death trap. This is all exacerbated by the fact that PCH southbound will not be a passable option for our evacuation for quite some time. Winds run east to west. All along Kanan Road, if people lack advance notice, evacuation will have to run down Kanan, and north on PCH. The limit of options could create a Paradise, CA type scenario. Add to this potentially catastrophic scenario the fact that SCE has not completed all hardening efforts. Planned power outages will continue to be an impediment for evacuation communication for some time. Further, who is holding the telecom companies accountable for back up power and service during SCE PSPS? How does it make sense to add about 1000 more residents into harm's way without fixing our issues. Will these low income residents even be able to afford insurance for these properties? Or will we give them an opportunity for housing only to have them lose everything and be un- or under-insured? Taking fire out of the equation, how about beach traffic on Kanan? What expert has completed a thorough traffic pattern analysis and cleared the way for more development at that corner? Did such research take place on a summer weekend? I suspect not. ciminowendy@gmail.com

**Want to stay connected on upcoming meetings? Share your email with us!**