AGENDA
REGULAR MEETING
AGOURA HILLS CITY COUNCIL
Civic Center - Council Chambers
30001 Ladyface Court, Agoura Hills, California 91301
Wednesday, June 24, 2026
6:00 PM

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

ATTEND OR WATCH THE MEETING

*For in-person attendance, the Council Chambers will open to the public at 5:30 p.m. To watch the live stream or archived meeting, visit the City's website at **agourahillscity.gov** and click the dark green "Watch Meetings" button under Quick Links or search "Agoura Hills City Council" on **YouTube** and select the meeting by date,*

PUBLIC PARTICIPATION (PUBLIC COMMENT)

Option A: To provide public comments in person in the Council Chambers
Members of the public may attend the meeting in person in the Council Chambers and speak or submit written comments on any item listed on the Agenda. To speak, complete a Speaker's Card for each item and submit it to the City Clerk before the public comment period of that item. Public testimony is limited to three (3) minutes per speaker; a speaker's time may not be transferred to another person. Written comments submitted during the meeting will not be read aloud by the City.

Option B: To submit written public comments prior to the meeting
*Members of the public may submit written comments on any item listed on the Agenda. To ensure the City Council has time to review and/or consider the information prior to the meeting, please include the item number or topic in the subject line and **email comments@agourahillscity.gov by 4:00 p.m. on the meeting date.** Public comments are not read into the record by the City. Any comments submitted after the deadline may not be considered during the City Council's deliberations or included in the official record. However, the public may attend the meeting to make or submit comments in person.*

CALL TO ORDER

LAND ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REPORT OF CLOSED SESSION

APPROVAL OF AGENDA

PRESENTATIONS

INTERGOVERNMENTAL, SPECIAL PURPOSE COMMITTEE, AND DEPARTMENTAL REPORTS

Las Virgenes/Malibu Council of Governments Update
Santa Monica Mountains Conservancy Advisory Committee Update

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 Regular City Council Meeting of June 10, 2026
   RECOMMENDATION: Approve the Minutes, as presented.

2. Approve Demand Warrant Register No. 954
   RECOMMENDATION: Approve Demand Warrant Register No. 954.

3. Approve First Amendment to Agreement for Contractor Services, with All City Management Services, Inc., for Crossing Guard Services
   RECOMMENDATION: Approve the First Amendment to Agreement for Contractor Services, with All City Management Services, Inc., for Crossing Guard Services.

4. Approve First Amendment to Agreement for Contractor Services, with Ron's Maintenance, Inc.,, Related to Storm Drain Connector Pipe Screen and Filter Inspection/Cleaning Services
   RECOMMENDATION: Approve the First Amendment to Agreement for Contractor Services, with Ron’s Maintenance, Inc., related to storm drain connector pipe screen and filter inspection/cleaning services.

5. Approve Agreement for Contractor Services, with ARC Event Rentals & Sales., DBA A Rental Connection, for 2026 Event Rental Services
   RECOMMENDATION: Approve Agreement for Contractor Services, with ARC Event Rentals & Sales., DBA A Rental Connection., for 2026 Event Rental Services and authorize the Mayor to sign the agreement on behalf of the City Council.

6. Approve Agreement for Design Professional Consultant Services, with Kimley-Horn and Associates, Inc., for On-Call Engineering Services
   RECOMMENDATION: Approve Agreement for Design Professional Consultant Services, with Kimley-Horn and Associates, Inc., for on-call engineering services.

7. Approve Agreement for Contractor Services, with RMG Communications, for Communications and Public Relations Support Services
   RECOMMENDATION: Approve Agreement for Contractor Services, with RMG Communications, for communications and public relations support services.

8. Approve Agreement for Contractor Services, with SCA of CA, LLC, for Street Sweeping Services
   RECOMMENDATION: Approve Agreement for Contractor Services, with SCA of CA, LLC, for street sweeping services.

9. Approve Agreement for Contractor Services, with Solid Waste Solutions (SWS), for Solid Waste and Project Management Services
   RECOMMENDATION: Approve Agreement for Contractor Services, with Solid Waste Solutions (SWS), for solid waste and project management services.

10. Approve Agreement for Contractor Services, with Ventura Transit System, Inc., for Charter Transportation Services
    RECOMMENDATION: Approve Agreement for Contractor Services, with Ventura Transit System, Inc., to provide Charter Transportation Services for the City’s Recreation Transit Program and other City-sponsored events.

11. Approve Authorization of Expenditures for the Civic Center Microgrid Project to Preserve Eligibility for Federal Investment Tax Credits Under the Inflation Reduction Act
    RECOMMENDATION: Authorize the expenditures for the Civic Center Microgrid Project to preserve eligibility for federal investment tax credits and approve the necessary budget appropriation to facilitate project procurement activities required to preserve eligibility for federal clean energy tax incentives available through the Inflation Reduction Act.

12. Approve Name Change of Community Wildfire Protection Plan (CWPP) Implementation Advisory Committee to Agency Working Group
    RECOMMENDATION: Approve the modification of the CWPP to replace references to the "CWPP Advisory Committee" with "CWPP Agency Working Group" to better reflect the collaborative implementation structure envisioned for the Plan.

13. Approve a Resolution Adopting the Annual Investment Policy for Fiscal Year 2026-27 and Delegating Authority to the City Treasurer to Invest and Reinvest City Funds
RECOMMENDATION: Adopt Resolution No. 26-2138; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2026-27 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS.

14. Adopt a Resolution Amending the Compensation Plan by Setting the Salary Ranges for City Employees, Increasing the Employer Contribution to Healthcare Premiums for Full-Time Employees, and Increasing the City's Matching Contribution to the Deferred Compensation Plan for General and Executive Employees; Adopt a Resolution Increasing the Employer Contribution to Healthcare Premiums for Councilmembers; and Approve the Sixth Amendment to the City Manager's Employment Agreement and the City Manager's Performance Bonus
RECOMMENDATION: 1) Adopt Resolution No. 26-2139; 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 3.2% 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 EMPLOYEES, 2) Adopt Resolution No. 21-2140; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR COUNCILMEMBERS, and 3) Approve the Sixth Amendment to the City Manager's employment agreement and the City Manager's performance bonus.

15. Adopt a Resolution Approving the City of Agoura Hills' Participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Entitlement Program, HOME Investment Partnerships Program, and the Emergency Solutions Grant Program and Authorize a Cooperation Agreement with the County of Los Angeles to Receive CDBG Funds
RECOMMENDATION: Adopt Resolution No. 26-2141; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING THE CITY OF AGOURA HILLS' PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PROGRAM, for the time period of July 1, 2027, through June 30, 2030, and self-renewing thereafter, by authorizing the Mayor, or his/her designee, to sign a Cooperation Agreement with the County of Los Angeles.

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.)

16. Conduct a Public Hearing to Consider the Adoption of a Resolution Establishing Fiscal Year 2026-27 Appropriations Limitations, and a Resolution Adopting the Annual Budget for Fiscal Year 2026-27
RECOMMENDATION: Adopt Resolution No. 26-2142; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2026-27 APPROPRIATIONS LIMITATIONS and, Resolution No. 26-2143; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE MIDCYCLE BUDGET FOR FISCAL YEAR 2026-27, INCLUDING FISCAL YEAR 2026-27 APPROPRIATIONS, APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2026-27.

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.)

17. Adopt a Resolution Approving the City Council Meeting Telephonic/Internet Service Disruption Policy Addressing Interruptions to Two-Way Telephonic Services in Compliance with Senate Bill 707
RECOMMENDATION: Adopt Resolution No. 26-2144; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE "INTERNET SERVICE AND TELEPHONIC SERVICE DISRUPTION POLICY" FOR CITY COUNCIL MEETINGS.

CITY COUNCIL, STAFF COMMENTS

ADJOURNMENT

The next Regular City Council Meeting will be held at 6:00 p.m., on July 8, 2026, in the Council Chambers of the Civic Center. The Civic Center is located at 30001 Ladyface Court, Agoura Hills, California.

In accordance with the Americans with Disabilities Act, if you require special assistance to participate in a City Council meeting or to access other services offered by the City of Agoura Hills, please contact the City Clerk's Office at (818) 597-7300. To ensure that reasonable arrangements can be made to provide appropriate access, please provide notification at least 48 hours in advance of the meeting or time when services are needed.

Copies of staff reports or other written documentation related to each item of business on this Agenda are available on the City's website at ***agourahillscity.gov*** *and are on file in the Office of the City Clerk, Kimberly M. Rodrigues, at Agoura Hills City Hall, 30001 Ladyface Court, Agoura Hills, California, 91301.*

The telecast of Regular City Council Meeting held on Wednesday, June 24, 2026 will be broadcast on Channel 10 for Time Warner Cable subscribers and Channel 3 for Charter subscribers and air 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.

Date Posted: June 19, 2026

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE: JUNE 24, 2026

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: KIMBERLY RODRIGUES, CITY CLERK

SUBJECT: APPROVE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF JUNE 10, 2026

RECOMMENDATION

Approve the Minutes, as presented.

Attachments

CC Minutes 061026.pdf

MINUTES
REGULAR MEETING
AGOURA HILLS CITY COUNCIL
Civic Center – Council Chambers
30001 Ladyface Court, Agoura Hills, California 91301
Wednesday, June 10, 2026
6:00 p.m.

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

The Pledge of Allegiance was led by Las Virgenes Municipal Water District President Coradeschi.

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

Also Present were: City Manager Nathan Hamburger, City Attorney Candice K. Lee, Assistant City Manager Ramiro Adeva, Communications Manager Mary Haddad, Executive Assistant Michele Hubbs, Community Development Director Robby Nesovic, Senior Planner Angela Georgeff, RRM Design Consultant Nick Deitch, Director of Public Works/City Engineer Charmaine Yambao, Deputy City Manager Louis Celaya, Director of Finance Diego Ibañez, Director of Community Services Amy Brink, and City Clerk Kimberly M. Rodrigues.

REPORT OF CLOSED SESSION

Mayor Wolf announced: "*The City Council recessed from Closed Session prior to this meeting and will reconvene into Closed Session following adjournment of this meeting."*

APPROVAL OF AGENDA

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

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

PRESENTATIONS

There were no presentations.

INTERGOVERNMENTAL, SPECIAL PURPOSE COMMITTEE, & DEPARTMENTAL REPORTS

Las Virgenes Municipal Water District (LVMWD) Engineering Program Manager Oliver Slosser provided a PURE Water Project Update. Following the presentation, LVMWD President Andy Coradeschi made a few remarks.

Mayor Wolf recognized Mayor Pro Tem Klein Lopez for her more than two years of service as Clean Power Alliance (CPA) Chair. Mayor Pro Tem Klein Lopez shared highlights from her tenure, and Councilmembers Anderson and Sylvester joined in thanking her for her service.

PUBLIC COMMENTS

Following distribution of the Agenda Packet, and prior to the City Council meeting, written correspondence was received from the following person(s), forwarded to the City Council, and made available for public review:

Doug Kruschen, Agoura Hills

The following person(s) spoke:

Christine Richardson, Agoura Hills

CONSENT CALENDAR

Councilmember Anderson requested Item No. 6 be pulled for discussion.

No public comments were received.

ACTION: Councilmember Sylvester moved to approve Consent Calendar Item Nos. 1, 2, 3, 4, 5, 7, and 8, as presented. Mayor Pro Tem Klein Lopez seconded. The motion carried 5-0, by the following roll call vote:

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

1. Approve Minutes of the Regular City Council Meeting of May 27, 2026

2. Approve Demand Warrant Register No. 953

3. Approve Award of Contract, to Onyx Paving Company, Inc., for the Fiscal Year 2025-26 & 2026-27 Street Improvements Project; NIB 26-02

4. Approve Agreement for Contractor Services, with Durham School Services, L.P. for Services for the 2026 Summer Beach Bus Program and 2026 Read with the Mayor Event

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

6. **CONSENT CALENDAR ITEM - PULLED FOR DISCUSSION**

7. Adopt Resolution **No. 26-2134**; A RESOLUTION OF THE CITY COUNCIL OF THECITY OF AGOURA HILLS, CALIFORNIA, APPROVING THE FISCAL YEAR 2026-27 SB 1: ROAD REPAIRAND ACCOUNTABILITY ACT PROJECT LIST

8. Adopt: 1) **Resolution No. 26-2135**; A RESOLUTION OF THE CITY COUNCIL OF THECITY OF AGOURA HILLS, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF AGENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTIONOF THREE (3) MEMBERS OF THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; 2) **Resolution No. 26-2136**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026; and 3) **Resolution No. 26-2137**; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LO SANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION OF THE CITY OF AGOURA HILLS TOBE HELD ON NOVEMBER 3, 2026, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON SAIDDATE AND TO RENDER SPECIFIED SERVICES TO THE CITY OF AGOURA HILLS PURSUANT TOSECTION 10403 OF THE CALIFORNIA ELECTIONS CODE

CONSENT CALENDAR ITEM PULLED FOR DISCUSSION

6. Adopt **Resolution No. 26-2133**; A RESOLUTION OF THE CITY COUNCIL OF THECITY OF AGOURA HILLS, CALIFORNIA, RECOGNIZING JUNE 2026 AND FUTURE YEARS AS LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUESTIONING, PLUS (LGBTQ+) PRIDE MONTH IN THE CITY OFAGOURA HILLS AND DIRECTING STAFF TO FLY THE RAINBOW PRIDE FLAG AT AGOURA HILLS CIVIC CENTER THROUGHOUT THE MONTH OF JUNE

Councilmember Anderson made a few brief comments in support of the item and invited the public to an upcoming picnic on June 27, 2026. The City Council expressed their support for the item, noting the City's leadership in fostering an open and welcoming community and its distinction as the only municipality in the region to fly the Pride flag.

ACTION: Councilmember Anderson moved to approve Consent Calendar Item No. 6 as presented. Mayor Pro Tem Klein Lopez seconded. The motion carried 5-0, by the following roll call vote:

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

PUBLIC HEARING

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

Mayor Wolf opened the Public Hearing at 6:44 p.m.

Following presentation of the staff report, and a question-and-answer period of staff, Mayor Wolf opened the floor for public testimony.

No public comment was received.

There being no public comment or questions of staff, Mayor Wolf closed the Public Hearing at 6:47 p.m.

The City Council provided feedback to staff; no formal action was required on this item.

DISCUSSION / ACTION

8. Consider Update on Economic Development Concept Plans

Mayor Wolf deferred to Mayor Pro Tem Klein Lopez.

Mayor Pro Tem Klein Lopez announced *"I will be recusing myself from Agenda Item 10, leaving the dais, out of an abundance of caution. In connection with Agenda Item 10, which involves a discussion regarding the community place making efforts and, as required under Government Code Section 84308, I am disclosing that I received a contribution of over $500 to my campaign for state office from a potential participant, as defined under the Levine Act, within the last 12 months. The contribution was from Kelly and Carla Kimball and Vitu, Inc., which are tenants, not landlords, in the areas where you will be discussing. Again, out of an abundance of caution, I'm going to be recusing myself from the report."*

After her announcement, Mayor Pro Tem Klein Lopez stepped down from the Council dais and exited the Council Chambers at 6:49 p.m.

Following presentation of the staff report, and a question-and-answer period of staff, Mayor Wolf opened the floor for public comment.

Following distribution of the Agenda Packet, and prior to the City Council meeting, written correspondence was received from the following person(s), forwarded to the City Council, and made available for public review:

Mary Wiesbrock, Agoura Hills, representing Save Open Space Santa Monica Mountains

Following deliberations, Mayor Wolf called for a motion and second to approve the staff recommendation (to: 1) receive and file the Community Placemaking Vision document for the Agoura Road corridor; 2) Provide feedback regarding the overall vision, concepts, and potential opportunities identified in the document; 3) Confirm its interest in continuing to explore opportunities to activate and enhance the Agoura Road corridor through ongoing discussions with property owners, businesses, investors, and other stakeholders; 4) Direct staff to continue evaluating short-term activation opportunities, partnership opportunities, and potential implementation strategies that further the City's economic development and community placemaking goals; and, 5) Direct staff to return to the City Council, as appropriate, with recommendations regarding future planning efforts, market analysis, funding opportunities, and other actions necessary to advance the long-term vision for the corridor).

ACTION: Councilmember Sylvester moved to approve the staff recommendation. Councilmember Anstead seconded. The motion carried 4-0, by the following roll call vote:

AYES: Mayor Wolf and Councilmembers Anderson, Anstead, and Sylvester.

NOES: None.

ABSTAIN: None.

ABSENT: None.

Mayor Pro Tem Klein Lopez returned to the Council dais at 7:29 p.m.

CITY COUNCIL, STAFF COMMENTS

Director of Community Services Brink announced the City’s summer events kick off with the first Concert in the Park on June 14 (Chumash Park), followed by the first Movie in the Park (June 20 at Reyes Adobe Park), and the concert and patriotic drone show on Sunday, July 5 (Chumash Park) and invited the community to attend.

Councilmember Sylvester encouraged residents to remind their children of the City’s new e-bike regulations, noting that e-bikes are not permitted on sidewalks or in parks and that carrying passengers is prohibited.

ADJOURNMENT

At 7:31 p.m., Mayor Wolf announced the next Regular City Council Meeting was scheduled for 6:00 p.m., on Wednesday, June 24, 2026, in the Council Chambers of the Civic Center, and adjourned the meeting.

Following adjournment of the City Council meeting at 7:32 p.m., Mayor Wolf announced the City Council would recess back into Closed Session.

REPORT OF CLOSED SESSION

At 8:15 p.m., Mayor Wolf reconvened and deferred to City Attorney Lee.

City Attorney Lee reported on the Closed Session item pursuant to Government Code Section 54956.9(d)(2). No reportable action was taken.

There being no further business, Mayor Wolf adjourned the Closed Session at 8:16 p.m.

Kimberly M. Rodrigues, MPPA, MMC
City Clerk

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**ALEJANDRA KINCHELOE, ACCOUNTING SPECIALIST**
SUBJECT:	**APPROVE DEMAND WARRANT REGISTER NO. 954**

Demand Warrant Register No. 954 is hereby submitted for your approval.

FISCAL IMPACT

All items on the Demand Warrant Register 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 Register No. 954.

Attachments

DWR 954

JUNE 24, 2026

DEMAND WARRANT REGISTER NO. NINE HUNDRED FIFTY-FOUR

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 Register No. 954 is a full, true, and correct statement.

Nathan Hamburger, City Manager

Demand Register 954

AGOURA HILLS

Payment Date	Number	Vendor Name	Payable Description	Payment Amount
06/04/2026	119976	All City Management	Phone System	3,501.32
06/04/2026	119977	B Safe Playground Inspection Services, Inc	Professional Services 10/10/25 - 12/31/25	14,562.50
06/04/2026	119978	Brightview Landscape Services	ACTIVENet- Verifone T650C Payment Device	531.74
06/04/2026	119979	Broadcast Music, Inc	School Crossing Guard Services 05/10/26 - 05/23/26	9,790.59
06/04/2026	119980	Bureau Veritas America	Permit Refund due to Incorrect Address	492.8
06/04/2026	119981	Candu Graphics	Contrusction Mgmt, Inspection, & PR - Ladyface Greenway	68,235.97
06/04/2026	119982	Capital Industrial Medical Supply Co.	Portable Restroom Jun 2026 Morrison Park	450.93
06/04/2026	119983	City of Thousand Oaks Finance/Cashier	Dial-A-Ride Apr 2026	11,859.25
06/04/2026	119984	DIY Home Center	Business Cards	181.09
06/04/2026	119985	Emily Lopez	Color Blueprint	30.78
06/04/2026	119986	GSG Protective Services	Cable Services Jun 2026	163.73
06/04/2026	119987	Jaye Oliver	Janitorial Services Jun 2026	2,930.76
06/04/2026	119988	Jose Ubaldo	Security 05/11/26 - 05//17/26 Event Center	1,605.00
06/04/2026	119989	LA County Registrar-Recorder/County Clerk	Audit & Contract Services Sales Tax Q4 2025	3,170.45
06/04/2026	119990	Las Virgenes Municipal Water	Reimbursement for CERT Supplies	103.78
06/04/2026	119991	Los Angeles County Department of Public Works	Professional Services Mar & Apr 2026 Kanan/Agoura Intersect	45,294.66
06/04/2026	119992	m6 Consulting, Inc.	Water Usage 04/20/26 - 05/20/26	14,902.09
06/04/2026	119993	National Utility Locators LLC	LA County Division Dues for 07/01/26 - 06/30/27	1,281.00
06/04/2026	119994	Pitney Bowes Global Financial Services LLC	Damage/Security Deposit Refund	250
06/04/2026	119995	Rms Printing Llc	Morrison Park Rehabilitation Apr 2026	1,537.50
06/04/2026	119996	Shanice Burbanks	Reimbursement for ICMA Annual Membership	1,200.00
06/04/2026	119997	Smith Pipe & Supply Inc.	Broadcast Services May 2026	2,050.00
06/04/2026	119998	Southern California Edison	Professional Services Apr 2026 Bycycle Master Plan	2,786.50
06/04/2026	119999	Southern California Gas Comp	Graphic Design & Ad Content	2,492.50
06/04/2026	120000	Staples	Vinyl Signs	351.2
06/04/2026	120001	Taft Electric	Monthly Maintenance Old Agoura Park May 2026	1,825.00
06/04/2026	120002	Thomas Bost	Monthly Billing Jun 2026	12,163.60
06/04/2026	120003	Underground Service Alert	Concert in the Park Sponsor Patches	2,370.60
06/04/2026	120004	Venco Electric Inc.	Supplies - Morrison Park Irrigation	313.7
06/04/2026	120005	Solid Waste Solutions, Inc.	Annual Report Preparation AB939-SB1383	5,570.25
06/04/2026	120006	Southern California Edison	Utilities 04/17/26 - 05/17/26	359.84
06/04/2026	120007	ACT, A Div of Cherokee Chemical Co., Inc	City Ad - Concert in the Park	873
06/04/2026	120008	Agromin	Business License Fee Refund	154
06/04/2026	120009	Ashley Robinson	HP DesignJet Maintenance Service	282.5
06/04/2026	120010	AT&T	Consulting Services May 2026	5,000.00
06/04/2026	120011	Brightview Landscape Services	Monthly Communication 05/23/26 - 06/22/26	1,114.29
06/04/2026	120012	Cal State Site Services	Morrison Park ADA Rehabilitation	50,522.58
06/04/2026	120013	Capital Industrial Medical Supply Co.	Electrical Repair - Morrison Park	5,327.15
06/04/2026	120014	Dept Of Animal Care & Control	Transportation Services May 2026	2,970.00
06/04/2026	120015	Fedex	Repairs	1,735.95
06/04/2026	120016	Geiger Enterprises	Emergency Response 05/01/26 - 05/15/26	1,589.06
			Total	**281,927.66**
	ACH Payment			
06/04/2026	DFT0007831	Spare Labs Inc.	Spare Base Platform & Lyft Open Fleets	1,875.00
06/04/2026	DFT0007833	Spare Labs Inc.	Spare Base Platfrom & Lyft Open Fleets	1,875.00
06/04/2026	DFT0007834	Spare Labs Inc.	Dia-A-Ride May 2026	18,360.94
			Total	**22,110.94**
06/12/2026		**Payroll**	Payroll & Vendor Payments	**268,536.03**
06/12/2026	120017	72 Hour, LLC	Final Payment for Chevy Silverado EV	3,106.10
06/12/2026	120018	Access Information Intermediate Holdings I, LLC	Storage Jun 2026	944.92
06/12/2026	120019	Agromin	Shredded Decorative Bark	7,887.07
06/12/2026	120020	Alma Rincon	Security Deposit Refund - Event 05/02/26	100.00
06/12/2026	120021	American Family Care	TB Tests	175.00
06/12/2026	120022	American Global Security, Inc.	Security Guard Services 05/18/296 & 05/19/26	8,048.85
06/12/2026	120023	Andrea Kuehnert	Reimbursement for Teen VIP Fingerprinting	67.00
06/12/2026	120024	Base Hill, Inc.	Janitorial Services May 2026	14,367.92
06/12/2026	120025	Biaina Haritunian	Security Deposit Refund	1,000.00
06/12/2026	120026	Bonnie Solomon	Class Refund Due to Low Enrollment	48.00
06/12/2026	120027	Brightview Landscape Services	Landscape Maintenance May 2026	53,578.88
06/12/2026	120028	Burns Pacific Construction	Professional Services Apr 2026	72,236.70
06/12/2026	120029	Bushfire Mitigation Solutions LLC	Wildfire Defense Mesh	13,770.03
06/12/2026	120030	Carrie Slatoff	Security Deposit Refund - Event 05/23/26	1,127.00
06/12/2026	120031	CoStar Realty Information, Inc.	CoStar Suite	1,043.76
06/12/2026	120032	David M Hewitt	Concert Performer	3,500.00
06/12/2026	120033	Delphine G. Herrera	Instructor Payment May 2026	630.00
06/12/2026	120034	Department Of Justice	Fingerprinting May 2026	720.00
06/12/2026	120035	Disability Access Consultants	DACTrak Subscription Jun 2026 - May 2027	2,000.00
06/12/2026	120036	Elizabeth Eaves	Instructor Payment	387.10

06/12/2026	120037	Facilitron Inc.	Concert Band Rehearsals	1,233.00
06/12/2026	120038	FC Management Services	Recycling Fee & COD	50.00
06/12/2026	120039	Gotem, Inc.	Monthly General Pest Control - Morrison Park	495.00
06/12/2026	120040	GSG Protective Services	Security 05/04/26 - 05/10/26 Event Center	3,060.00
06/12/2026	120041	HR Performance Solutions	Additional Performance Pro Licenses	1,400.00
06/12/2026	120042	Kimley Horn & Assoc.	Professional Services Feb 2026	86,875.17
06/12/2026	120043	Larry Walker Associates	Malibu Creek CIMP Implementation Apr 2026	71,680.32
06/12/2026	120044	Las Virgenes Municipal Water	Water Usage 04/20/26 - 05/20/26	9,050.91
06/12/2026	120045	Las Virgenes USD	Security Deposit Refud - Event 05/28/26	1,245.00
06/12/2026	120046	Los Angeles County Sheriff Department	Wage Garnishment	760.74
06/12/2026	120047	Los Angeles County Sheriff's	Sheriff Services May 2026	481,741.95
06/12/2026	120048	M & L Partnership	Fingerprinting May 2026	245.00
06/12/2026	120049	Mackay Communications	Airtime May 2026	952.17
06/12/2026	120050	Marcus Johnson	Security Deposit Refund	1,210.00
06/12/2026	120051	Michael Baker International, Inc.	Professional Services May 2026	9,575.00
06/12/2026	120052	Michael Lang	Concerts & Movies in the Park Flyer & Ad Design	3,389.40
06/12/2026	120053	MMASC	MMASC Region 2 Event Registration for MH + Guest	200.00
06/12/2026	120054	National Utility Locators LLC	Utility Locating Service May 2026	1,700.00
06/12/2026	120055	Ooma, Inc.	AirDial Services May & June 2026	1,107.94
06/12/2026	120056	Ricoh USA, Inc	Copier Lease	4,584.16
06/12/2026	120057	Rms Printing Llc	Advertising - Home Hardening Program	4,153.44
06/12/2026	120058	SaberDome Corp	Connect Services: Ethernet Adapter	10.77
06/12/2026	120059	SCA of CA LLC	Street Sweeping May 2026	12,351.00
06/12/2026	120060	Senior Concerns	Senior Advocacy Services May 2026	833.00
06/12/2026	120061	Sierra Installations	Installation of Concert Banners	1,920.00
06/12/2026	120062	Smith Pipe & Supply Inc.	Supplies	399.54
06/12/2026	120063	South Central Planning and Development Commission	Permitting and Planning & Zoning Module May 2026	1,533.33
06/12/2026	120064	South Coast Lighting & Design	Lighting Fixture with Agoura Hills Logo	5,202.15
06/12/2026	120065	Southern California Edison	Utilities 04/23/26 - 05/31/26	23,557.12
06/12/2026	120066	Spectrum Enterprise	Cable Services 06/01/26 - 07/01/26	408.15
06/12/2026	120067	Staples	Office Supplies	646.19
06/12/2026	120068	Sydnee Isom	Security Deposit Refund - Event 05/30/26	1,000.00
06/12/2026	120069	The People Concern	COG Dec 2025 - Feb 2026	28,054.00
06/12/2026	120070	T-Mobile USA Inc.	Monthly Services 04/21/26 - 05/20/26	31.85
06/12/2026	120071	Tyler Purgason	Event Cancellation - Security Deposit Refund	2,175.75
06/12/2026	120072	U.S. Bank	AH Succesor Agency Series 2008 Admin Fees 2026-27	3,200.00
06/12/2026	120073	Underground Service Alert	Database Maintenance Fee & AGRH Ticket Charges	35.80
06/12/2026	120074	Us Bank Corp. Payment System	City Credit Card Payment May 2026	24,470.11
06/12/2026	120075	Wageworks	HC FSA Admin Fee Apr 2026	169.00
06/12/2026	120076	Waste Management	Disposal Green/Yard Waste Apr 2026	1,547.95
06/12/2026	120077	West Coast Promotional Solutions	Deposit - EC & REC Staff Polo's & Jackets	1,725.00
06/12/2026	120078	Willdan	Water Quality Services Apr 2026	8,212.50
				986,930.74
			Grand Total	**1,559,505.37**

Demand Warrant Register No. 954

PASSED, APPROVED, AND ADOPTED this 24th day of June 2026, by the following vote to wit:

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly M. Rodrigues, City Clerk

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**JANE HOOVER, ADMINISTRATIVE AIDE** **LOUIS CELAYA, DEPUTY CITY MANAGER**
SUBJECT:	**APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES, WITH ALL CITY MANAGEMENT SERVICES, INC., FOR CROSSING GUARD SERVICES**

On July 1, 2023, the City Council approved a three-year agreement with All City Management Services (ACM) to provide crossing guard management services. Crossing guard management services are essential in assisting students during the school year get to and from campus safely. The contract terminates on June 30, 2026.

The current Agreement provides an option to extend this Agreement for one additional term of three years. Both the City and ACM have agreed to continue services and extend the agreement as ACM continues to be a good service provider for the City. This extension of a crossing guard service agreement will begin on July 11, 2026 and continue through June 30, 2029.

Below is the cost proposal breakdown for the next three (3) years, including an agreed upon cost of living increase:

Company	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029
All City Management Services, Inc.	**$182,999.00**	**$190,300.00**	**$196,938.00**

The scope of work and all other terms and conditions of the Agreement will remain the same as previously approved.

The upcoming school year is scheduled to begin on August 19, 2026, and ACM has reviewed the new Las Virgenes School District calendars for the upcoming school year and subsequent years.

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

FISCAL IMPACT

The overall amount of the contract for three years is $570,237.00. For the Fiscal Year 2026-2027, the contract amount is $182,999.00.

The Crossing Guard Contract is funded from several sources. For the Fiscal year 2026-2027, a request for a $60,000 appropriation from the General fund in account 010-4420-5510. To account for the 3% increase and the remaining amount of the contract, staff is requesting $68,000.00 be appropriate in Special Fund 20 Gas Tax (020-4220-5510) and $55,000 from Special Fund 40 Traffic Safety (040-4220-5510).

Additional projected costs for fiscal years 2027-2028 and 2028-2029 will be incorporated as part of the next two-year budget cycle process.

RECOMMENDATION

Staff respectfully recommends the City Council approve the First Amendment to Agreement for Contractor Services, with All City Management Services, Inc., for Crossing Guard Services.

Attachments

All City Management Services, Inc. Renewal Letter 2026-2029.pdf

ACMS First Amendment to Agreement.pdf

ALL CITY MANAGEMENT SERVICES

May 25, 2026

Louis Celaya – Deputy City Manager
City of Agoura Hills
30001 Ladyface Court, Agoura Hills, CA 91301

Dear Mr. Celaya,

As many agencies begin preparing budgets, we would like to confirm our interest in extending our agreement for School Crossing Guard Services through the 2026–2029 school year. Enclosed is a Client Worksheet detailing the updated hourly billing rate and a projection of your annual program cost based on current post locations and service hours.

Each year, we conduct a comprehensive review of the factors that influence the cost of providing a safe and fully compliant School Crossing Guard Program. For the upcoming term, the most significant driver of increased expenses is substantial nationwide increases in insurance premiums. These increases are directly tied to the well-documented risks associated with crossing-guard duties.

Recent research found that the job of a crossing guard has become increasingly dangerous and ranks among the top 5 deadliest occupations in the United States. According to a major Associated Press review of nearly 200 police departments, at least 230 school crossing guards across 37 states were struck by vehicles over the past decade, and nearly three dozen were killed.

These realities—documented fatality rates, rising injury claims, and a high-risk job profile—are directly reflected in the premium increases issued by insurance carriers. As a result, ACMS is experiencing materially higher costs to maintain the essential General Liability and Workers' Compensation coverage required to operate a safe, compliant, and responsibly insured program.

We remain fully committed to providing a safe, reliable, and professional School Crossing Guard Program for your community. We value our partnership and hope you will find the updated rate both reasonable and necessary to sustain the high safety and coverage standards your program deserves. If you have any questions or need further information, please contact me at (800) 540-9290.

Thank you for your continued partnership,

Brian Brooks
Chief Operating Officer

All City Management Services Inc.

Client Worksheet 2026 - 2027

Department: **1000801** **Agoura Hills, City of**

Billing Rate for 2026/2027: **$35.84**

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
5 Sites @ 3.00 hrs/day, 5 days/wk	2700 (5 sites x 3.00 hrs/day x 180 days/yr)	X	$35.84	=	$96,768.00
2 Sites @ 3.00 hrs/day, 1 day/wk	216 (2 sites x 3.00 hrs/day x 36 days/yr)	X	$35.84	=	$7,741.44
3 Sites @ 3.25 hrs/day, 4 days/wk	1404 (3 sites x 3.25 hrs/day x 144 days/yr)	X	$35.84	=	$50,319.36
1 Site @ 3.33 hrs/day, 1 day/wk	120 (1 site x 3.33 hrs/day x 36 days/yr)	X	$35.84	=	$4,300.80
1 Site @ 3.67 hrs/day, 4 days/wk	528 (1 site x 3.67 hrs/day x 144 days/yr)	X	$35.84	=	$18,923.52
1 Site @ 3.83 hrs/day, 1 day/wk	138 (1 site x 3.83 hrs/day x 36 days/yr)	X	$35.84	=	$4,945.92

TOTAL ANNUAL **PROJECTED HOURS** **5106** **PROJECTED COST** **$182,999.04**

All City Management Services Inc.

Client Worksheet 2027 - 2028

Department: **1000801** **Agoura Hills, City of**

Billing Rate for 2027/2028: **$37.27**

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
5 Sites @ 3.00 hrs/day, 5 days/wk	2700 (5 sites x 3.00 hrs/day x 180 days/yr)	X	$37.27	=	$100,629.00
2 Sites @ 3.00 hrs/day, 1 day/wk	216 (2 sites x 3.00 hrs/day x 36 days/yr)	X	$37.27	=	$8,050.32
3 Sites @ 3.25 hrs/day, 4 days/wk	1404 (3 sites x 3.25 hrs/day x 144 days/yr)	X	$37.27	=	$52,327.08
1 Site @ 3.33 hrs/day, 1 day/wk	120 (1 site x 3.33 hrs/day x 36 days/yr)	X	$37.27	=	$4,472.40
1 Site @ 3.67 hrs/day, 4 days/wk	528 (1 site x 3.67 hrs/day x 144 days/yr)	X	$37.27	=	$19,678.56
1 Site @ 3.83 hrs/day, 1 day/wk	138 (1 site x 3.83 hrs/day x 36 days/yr)	X	$37.27	=	$5,143.26

TOTAL ANNUAL **PROJECTED HOURS** **5106** **PROJECTED COST** **$190,300.62**

All City Management Services Inc.

Client Worksheet 2028 - 2029

Department: **1000801** **Agoura Hills, City of**

Billing Rate for 2028/2029: **$38.57**

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
5 Sites @ 3.00 hrs/day, 5 days/wk	2700 (5 sites x 3.00 hrs/day x 180 days/yr)	X	$38.57	=	$104,139.00
2 Sites @ 3.00 hrs/day, 1 day/wk	216 (2 sites x 3.00 hrs/day x 36 days/yr)	X	$38.57	=	$8,331.12
3 Sites @ 3.25 hrs/day, 4 days/wk	1404 (3 sites x 3.25 hrs/day x 144 days/yr)	X	$38.57	=	$54,152.28
1 Site @ 3.33 hrs/day, 1 day/wk	120 (1 site x 3.33 hrs/day x 36 days/yr)	X	$38.57	=	$4,628.40
1 Site @ 3.67 hrs/day, 4 days/wk	528 (1 site x 3.67 hrs/day x 144 days/yr)	X	$38.57	=	$20,364.96
1 Site @ 3.83 hrs/day, 1 day/wk	138 (1 site x 3.83 hrs/day x 36 days/yr)	X	$38.57	=	$5,322.66

TOTAL ANNUAL **PROJECTED HOURS** **5106** **PROJECTED COST** **$196,938.42**

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

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

NAME OF CONTRACTOR:	All City Management Services, Inc.
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Brian Brooks
CONTRACTOR'S ADDRESS:	11643 Telegraph Rd. Santa Fe Springs, CA 90670
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Jane Hoover
COMMENCEMENT DATE:	July 1, 2026
TERMINATION DATE:	June 30, 2029
CONSIDERATION:	Amendment Amount: $ 570,238.00 Total Contract Price Not to Exceed: $ 1,083,548.00 (1st Amendment of $570,238.00 increased original contract of $513,310.00 to $ 1,083,548.00)

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

FIRST AMENDMENT TO AGREEMENT BETWEEN CITY OF AGOURA HILLS AND ALL CITY MANAGEMENT SERVICES, INC.

THIS FIRST AMENDMENT is made and entered into as of July 1, 2026, by and between the City of Agoura Hills, a municipal corporation ("City"), and All City Management Services, Inc. ("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 five hundred thirteen thousand, three hundred and ten dollars ($513,310.00).

b. The parties now desire to make a first amendment to extend the term of the agreement to June 30, 2029, increase the payment in the amount of five hundred seventy thousand two hundred and thirty eight dollars ($570,238.00), increase the contingency in the amount of zero dollars ($0), and to amend the Agreement as set forth in this Amendment.

2. Section one 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, 2029, unless sooner terminated pursuant to the provisions of this Agreement."

3. Section four 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 five hundred seventy thousand two hundred and thirty eight dollars ($570,238.00), for additional crossing guard services for a total Agreement amount of One Million Eighty-Three Thousand Five Hundred and Forty-Eight Dollars ($1,083,548.00)."

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 First Amendment to Agreement to be executed the day and year first above written.

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

CITY OF AGOURA HILLS

_____
Jeremy Wolf,
Mayor

ATTEST:

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

APPROVED AS TO FORM:

_____
Candice K. Lee,
City Attorney

CONTRACTOR
All City Management Services, Inc.
Brian Brooks
(800) 540-9290
clientservices@thecrossingguardcompany.com

By: Signed by: Brian Brooks 4495230D04634D1...

Print Name: Brian Brooks

Title: Chief Operating Officer

By: Signed by: Demetra Farwell 9B1616324E0466...

Print Name: Demetra Farwell

Title: Corporate Secretary

[Signatures of Two Corporate Officers Required]

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

EXHIBIT A

TASKS TO BE PERFORMED

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

Duties shall include the following:

- Providing crossing guard services at each location on specified days and during specified hours designated by the City (See attached Appendix B)
- Coordinating any scheduling and any schedule changes directly with the City
- Providing payroll and workers' compensation for all guards
- Providing training to all new hires
- Maintaining sufficient numbers of alternate guards and guaranteeing crossing guard coverage for absent or sick guards.
- Supplying all necessary equipment including signs, traffic vests, whistles and raincoats
- Submitting invoices to the City of Agoura Hills on a monthly basis for the number of hours worked by crossing guards during the previous month

Minimum Standards for Crossing Guards

- Be able to read, write and speak English
- Be a minimum of 18 years old
- Not have any felony convictions, misdemeanor convictions involving crimes against children, or convictions involving any violent crime
- Not be a registered sex offender or narcotics offender (background check to be done by firm)
- Have the ability to communicate clearly and concisely with motorists and pedestrians

Demonstrate the following abilities and characteristics:

- Good physical condition, including sight and hearing
- Mental alertness
- Neat appearance
- Good character
- Dependability
- Sense of responsibility for the safety of children
- Good verbal communication skills
- Familiarity with traffic rules and regulations

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

Supervision

A local area supervisor shall be available at all times to see that guard activities are taking place at required locations and times. The supervisor shall assign schedules, monitor and supervise crossing guards when necessary, and have a vehicle to travel to work sites. The supervisor shall visit each school site at least once a month. The supervisor must be available to the City by returning phone calls or emails promptly. The supervisor must be available to respond to problems and/or complaints.

Training and Orientation

Training and orientation shall be provided prior to deploying any crossing guard or reserve crossing guard. All training and orientation procedures shall be provided by firm.

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Traditional Calendar:

For sites with no regularly scheduled early release days, use 180 regular days

Billing Rate for 2026/2027: $35.84

5	Sites at 3.0 hrs per day	5	Total day/wk	X	2,700	hrs/yr	X	$35.84	=	$96,768.00
								Hourly Billing Rate		
2	Sites at 3.0 hrs per day	1	Total day/wk	X	216	hrs/yr	X	$35.84	=	$7,741.44
								Hourly Billing Rate		
3	Site at 3.25 hrs per day	4	Total day/wk	X	1404	hrs/yr	X	$35.84	=	$50,319.36
								Hourly Billing Rate		
1	Site at 3.33 hrs per day	1	Total day/wk	X	120	hrs/yr	X	$35.84	=	$4,300.80
								Hourly Billing Rate		
1	Sites at 3.67 hrs per day	4	Total day/wk	X	1528	hrs/yr	X	$35.84	=	$18,923.52
								Hourly Billing Rate		
1	Sites at 3.83 hrs per day	1	Total day/wk	X	138	hrs/yr	X	$35.84	=	$4,945.92
								Hourly Billing Rate		

TOTAL PROJECTED HOURS **5106** **TOTAL ANNUAL PROJECTED COST** **$182,999.04**

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

Billing Rate for 2027/2028: $37.27

		5		2,700		$37.27	=	$100,629.00
5	Sites at 3.0 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		1		216		$37.27	=	$8,050.32
2	Sites at 3.0 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		4		1404		$37.27	=	$52,327.08
3	Site at 3.25 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		1		120		$37.27	=	$4,472.40
1	Site at 3.33 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		4		1528		$37.27	=	$19,678.56
1	Sites at 3.67 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		1		138		$37.27	=	$5,143.26
1	Sites at 3.83 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS	**5106**	**TOTAL ANNUAL PROJECTED COST**	**$190,300.62**

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

Billing Rate for 2028/2029: $38.57

		5		2,700		$38.57	=	$104,139.00
5	Sites at 3.0 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		1		216		$38.57	=	$8,331.12
2	Sites at 3.0 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		4		1404		$38.57	=	$54,152.28
3	Site at 3.25 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		1		120		$38.57	=	$4,628.40
1	Site at 3.33 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		4		1528		$38.57	=	$20,364.96
1	Sites at 3.67 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		
		1		138		$38.57	=	$5,322.66
1	Sites at 3.83 hrs per day	Total day/wk	X	hrs/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS	**5106**	**TOTAL ANNUAL PROJECTED COST**	**$196,938.42**

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

LVUSD | 2026-2027 CALENDAR

JULY '26

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	23	23	24	25
26	27	28	29	30	31	

3 Independence Day observed
4 Independence Day

AUGUST '26

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 First Day of School

SEPTEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day
21 Fall Recess
22 Fall Recess

OCTOBER '26

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 SDD

NOVEMBER '26

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans Day
26 Thanksgiving Day
27 Local Holiday

23-27 Thanksgiving Break

DECEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 Local Holiday
25 Legal Holiday
31 Local Holiday

Dec 21 – Jan 1 Winter Break

JANUARY '27

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 New Year's Day
18 M.L. King Day
25 SDD

Dec 21 – Jan 1 Winter Break

FEBRUARY '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents' Day

MARCH '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 - 26 Spring Break
29 Local Holiday

APRIL '27

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

23 SDD

MAY '27

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day

JUNE '27

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9 Last Day of School
10 HS Graduation
18 Juneteenth observed

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Las Virgenes Schools | 2027-2028 CALENDAR

JULY '27

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 Independence Day
5 Independence Day observed

AUGUST '27

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 First Day of School

SEPTEMBER '27

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day

OCTOBER '27

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 Fall Recess

NOVEMBER '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Staff Dev. Day
11 Veterans Day
12 Fall Recess
25 Thanksgiving Day
26 Local Holiday

22-26 Thanksgiving Break

DECEMBER '27

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Local Holiday
24 Legal Holiday (Obs.)
30 Local Holiday
31 Legal Holiday (Obs.)

20-31 Winter Break

JANUARY '28

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

03 Staff Dev. Day
17 Martin Luther King Jr Day

FEBRUARY '28

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

21 Presidents' Day

MARCH '28

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 Staff Dev. Day

APRIL '28

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10-17 Spring Break
17 Local Holiday

MAY '28

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 Memorial Day

JUNE '28

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 Last Day of School
8 HS Graduation (in AM)
19 Juneteenth

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Las Virgenes Schools | 2028-2029 CALENDAR

JULY '28

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

AUGUST '28

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 First Day of School

SEPTEMBER '28

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day
21 Fall Recess
22 Fall Recess

OCTOBER '28

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	29
29	30	31				

NOVEMBER '28

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 Staff Dev. Day
10 Veterans Day (Obs.)
23 Thanksgiving Day
24 Local Holiday

20-24 Thanksgiving Break

DECEMBER '28

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Legal Holiday
26 Local Holiday
29 Local Holiday

Dec 18 – Jan 1 Winter Break

JANUARY '29

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 New Year's Day
02 Staff Dev. Day
15 Martin Luther King Jr Day

FEBRUARY '29

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

19 Presidents' Day

MARCH '29

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Staff Dev. Day
30 Local Holiday

APRIL '29

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 30 – April 6 Spring Break

MAY '29

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 Memorial Day

JUNE '29

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 Last Day of School
8 HS Graduation (in AM)
19 Juneteenth

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC Marsh & McLennan Ins. Agency LLC 1 Polaris Way #300 Aliso Viejo CA 92656 License#: 0H18131 ALLCITYMAN	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:** occerts@marshmma.com
INSURED All City Management Services, Inc. 11643 Telegraph Rd Santa Fe Springs, CA 90670-3656	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** National Casualty Company — 11991 **INSURER B :** Lexington Insurance Company — 19437 **INSURER C :** AXIS Surplus Insurance Company — 26620 **INSURER D :** Westchester Surplus Lines Insurance Co — 10172 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1532756105 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR X Retention: $750K GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC OTHER:	Y	Y	020744001	6/15/2025	6/15/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
C	**UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED RETENTION $	N	N	P00100118039403	6/15/2025	6/15/2026	EACH OCCURRENCE AGGREGATE $	$ 3,000,000 $ 3,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	WCC334410A	1/1/2026	1/1/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D	Excess Layer	N	N	G72535522005	6/15/2025	6/15/2026	EACH OCCURRENCE AGGREGATE	6,000,000 6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Agoura Hills, its officers, officials, employees, and volunteers are included as Additional Insured with respects to General Liability per the attached endorsement. Waiver of Subrogation applies to General Liability and Workers Compensation per attached endorsement. Primary and Non-Contributory Wording applies per attached endorsement. Cancellation provisions apply per the attached.

CERTIFICATE HOLDER

City of Agoura Hills
30001 Lady Face Court
Agoura Hills CA 91301-0000

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Christina Dorer

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/27/2026

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PRODUCER

State Farm

Florence Harrison Insurance Agency, Inc
License # 0F73725
227 S La Brea Ave.
Inglewood CA 90301

CONTACT NAME: Florence Harrison
PHONE (A/C, No, Ext): 310-330-8220 FAX (A/C, No): 310-330-0043
E-MAIL ADDRESS: florence.harrison.kius@statefarm.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

All City Management Services, INC.

10440 Pioneer Blvd. Ste 5
Santa Fe Springs CA 90670

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			642 2191-B01-75B	08/01/2026	08/01/2027	PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Agoura Hills

30001 Lady Face Court
Agoura Hills CA 91301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/27/2026

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State Farm

Florence Harrison Insurance Agency, Inc
License # 0F73725
227 S La Brea Ave.
Inglewood CA 90301

CONTACT NAME: Florence Harrison
PHONE (A/C, No, Ext): 310-330-8220 **FAX (A/C, No):** 310-330-0043
E-MAIL ADDRESS: florence.harrison.kius@statefarm.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

All City Management Services, INC.

10440 Pioneer Blvd. Ste 5
Santa Fe Springs CA 90670

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			642 2191-B01-75B	08/01/2025	08/01/2026	PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Agoura Hills

30001 Lady Face Court
Agoura Hills CA 91301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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INSURED: All City Management Services, Inc.

POLICY #: 020744001 POLICY PERIOD: 06/15/2025 TO: 06/15/2026

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED REQUIRED BY WRITTEN CONTRACT

This endorsement modifies insurance provided under the following:

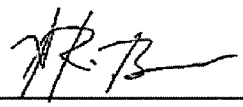
COMMERCIAL GENERAL LIABILITY POLICY, COVERAGE APPLICABLE TO COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE (SECTION I - COVERAGES) ONLY

A. **Section II - Who Is An Insured** is amended to include any person or organization you are required to include as an additional insured on this policy by a written contract or written agreement in effect during this policy period and executed prior to the "occurrence" of the "bodily injury" or "property damage."

B. The insurance provided to the above described A additional insured under this endorsement is limited as follows:

1. COVERAGE A BODILY INJURY AND PROPERTY DAMAGE (Section I - Coverages) only.
2. The person or organization is only an additional insured with respect to liability arising out of "your work" or "your product".
3. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance shown in the Declarations pertaining to the coverage provided herein.
4. The insurance provided to such an additional insured does not apply to "bodily injury" or "property damage" arising out of an architect's, engineer's, or surveyor's rendering of or failure to render any professional services, including, but not limited to:
   i. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and
   ii. Supervisory, inspection, architectural, or engineering activities.
5. This insurance does not apply to "bodily injury" or "property damage" arising out of "your work" or "your product" included in the "product-completed operations hazard" unless you are required to provide such coverage by written contract or written agreement and then only for the period of time required by the written contract or written agreement and in no event beyond the expiration date of the policy.
6. Any coverage provided by this endorsement to an additional insured shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis.

C. In accordance with the terms and conditions of the policy and as more fully explained in the policy, as soon as practicable, each additional insured must give us prompt notice of any "occurrence" which may result in a claim, forward all legal papers to us, cooperate in the defense of any actions, and otherwise comply with all of the policy's terms and conditions. Failure to comply with this provision may, at our option, result in the claim or "suit" being denied.



Authorized Representative OR
Countersignature (In states where applicable)

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INSURED:

POLICY#: 020744001 POLICY PERIOD: 06/15/2025 TO: 06/15/2026

ENDORSEMENT

LEXINGTON INSURANCE COMPANY

WAIVER OF SUBROGATION (BLANKET)

It is agreed that we, in the event of a payment under this policy, waive our right of subrogation against any person or organization where the insured has waived liability of such person or organization as part of a written contractual agreement between the insured and such person or organization entered into prior to the "occurrence" or offense.

All other terms and conditions remain unchanged.

Authorized Representative OR
Countersignature (In states where applicable)

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

INSURED: All City Management Services, Inc.

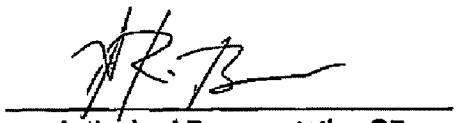
POLICY #: 020744001 POLICY PERIOD: 06/15/2025 TO 06/15/2026

PRIMARY/NON CONTRIBUTORY ENDORSEMENT

This endorsement modifies insurance provided by the policy:

Notwithstanding any other provision of the policy to the contrary, the insurance afforded by this policy for the benefit of the Additional Insured shall be primary insurance, but only with respect to any claim, loss or liability arising out of the Named Insured's operations; and any insurance maintained by the Additional Insured shall be non-contributing.

All other terms and conditions of the policy remain the same.



Authorized Representative OR Countersignature (In states where applicable)

LX9838 (08/05)

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

INSURED: All City Management Services, Inc.
POLICY #: 020744001 POLICY PERIOD: 06/15/2025 TO: 06/15/2026

ENDORSEMENT # 013

Issued to: All City Management Services, Inc.

By: LEXINGTON INSURANCE COMPANY

CANCELLATION AMENDMENT

In consideration of the premium charged, it is hereby agreed that the cancellation provision is amended to 60 days in lieu of (30) days, except for non-payment of premium which remains (10) days.

All other terms and conditions remain unchanged.

Authorized Representative OR
Countersignature (In states where applicable)

LX9586 (02/03)

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ANY PERSON(S) OR ORGANIZATION(S) WITH WHOM YOU HAVE AGREED TO SUCH WAIVER, IN A VALID WRITTEN CONTRACT OR WRITTEN AGREEMENT THAT HAS BEEN EXECUTED PRIOR TO A LOSS.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. Endorsement No.
Insured Premium $

Countersigned By_____

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

ALL CITY MANAGEMENT SERVICES

May 25, 2026

Louis Celaya – Deputy City Manager
City of Agoura Hills
30001 Ladyface Court, Agoura Hills, CA 91301

Dear Mr. Celaya,

As many agencies begin preparing budgets, we would like to confirm our interest in extending our agreement for School Crossing Guard Services through the 2026–2029 school year. Enclosed is a Client Worksheet detailing the updated hourly billing rate and a projection of your annual program cost based on current post locations and service hours.

Each year, we conduct a comprehensive review of the factors that influence the cost of providing a safe and fully compliant School Crossing Guard Program. For the upcoming term, the most significant driver of increased expenses is substantial nationwide increases in insurance premiums. These increases are directly tied to the well-documented risks associated with crossing-guard duties.

Recent research found that the job of a crossing guard has become increasingly dangerous and ranks among the top 5 deadliest occupations in the United States. According to a major Associated Press review of nearly 200 police departments, at least 230 school crossing guards across 37 states were struck by vehicles over the past decade, and nearly three dozen were killed.

These realities—documented fatality rates, rising injury claims, and a high-risk job profile—are directly reflected in the premium increases issued by insurance carriers. As a result, ACMS is experiencing materially higher costs to maintain the essential General Liability and Workers' Compensation coverage required to operate a safe, compliant, and responsibly insured program.

We remain fully committed to providing a safe, reliable, and professional School Crossing Guard Program for your community. We value our partnership and hope you will find the updated rate both reasonable and necessary to sustain the high safety and coverage standards your program deserves. If you have any questions or need further information, please contact me at (800) 540-9290.

Thank you for your continued partnership,

Brian Brooks
Chief Operating Officer

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

All City Management Services Inc.

Client Worksheet 2026 - 2027

Department: **1000801** **Agoura Hills, City of**

Billing Rate for 2026/2027: **$35.84**

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
5 Sites @ 3.00 hrs/day, 5 days/wk	2700 (5 sites x 3.00 hrs/day x 180 days/yr)	X	$35.84	=	$96,768.00
2 Sites @ 3.00 hrs/day, 1 day/wk	216 (2 sites x 3.00 hrs/day x 36 days/yr)	X	$35.84	=	$7,741.44
3 Sites @ 3.25 hrs/day, 4 days/wk	1404 (3 sites x 3.25 hrs/day x 144 days/yr)	X	$35.84	=	$50,319.36
1 Site @ 3.33 hrs/day, 1 day/wk	120 (1 site x 3.33 hrs/day x 36 days/yr)	X	$35.84	=	$4,300.80
1 Site @ 3.67 hrs/day, 4 days/wk	528 (1 site x 3.67 hrs/day x 144 days/yr)	X	$35.84	=	$18,923.52
1 Site @ 3.83 hrs/day, 1 day/wk	138 (1 site x 3.83 hrs/day x 36 days/yr)	X	$35.84	=	$4,945.92

TOTAL ANNUAL **PROJECTED HOURS** **5106** **PROJECTED COST** **$182,999.04**

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

All City Management Services Inc.

Client Worksheet 2027 - 2028

Department: **1000801** **Agoura Hills, City of**

Billing Rate for 2027/2028: **$37.27**

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
5 Sites @ 3.00 hrs/day, 5 days/wk	2700 (5 sites x 3.00 hrs/day x 180 days/yr)	X	$37.27	=	$100,629.00
2 Sites @ 3.00 hrs/day, 1 day/wk	216 (2 sites x 3.00 hrs/day x 36 days/yr)	X	$37.27	=	$8,050.32
3 Sites @ 3.25 hrs/day, 4 days/wk	1404 (3 sites x 3.25 hrs/day x 144 days/yr)	X	$37.27	=	$52,327.08
1 Site @ 3.33 hrs/day, 1 day/wk	120 (1 site x 3.33 hrs/day x 36 days/yr)	X	$37.27	=	$4,472.40
1 Site @ 3.67 hrs/day, 4 days/wk	528 (1 site x 3.67 hrs/day x 144 days/yr)	X	$37.27	=	$19,678.56
1 Site @ 3.83 hrs/day, 1 day/wk	138 (1 site x 3.83 hrs/day x 36 days/yr)	X	$37.27	=	$5,143.26

TOTAL ANNUAL **PROJECTED HOURS** **5106** **PROJECTED COST** **$190,300.62**

Docusign Envelope ID: 0CAAC473-03DE-8AA8-8215-A7F5E212C8FF

All City Management Services Inc.

Client Worksheet 2028 - 2029

Department: **1000801** **Agoura Hills, City of**

Billing Rate for 2028/2029: **$38.57**

Sites with Traditional Calendar

Calendar Groups	Hours/Year		Hourly Billing Rate		Group Total
5 Sites @ 3.00 hrs/day, 5 days/wk	2700 (5 sites x 3.00 hrs/day x 180 days/yr)	X	$38.57	=	$104,139.00
2 Sites @ 3.00 hrs/day, 1 day/wk	216 (2 sites x 3.00 hrs/day x 36 days/yr)	X	$38.57	=	$8,331.12
3 Sites @ 3.25 hrs/day, 4 days/wk	1404 (3 sites x 3.25 hrs/day x 144 days/yr)	X	$38.57	=	$54,152.28
1 Site @ 3.33 hrs/day, 1 day/wk	120 (1 site x 3.33 hrs/day x 36 days/yr)	X	$38.57	=	$4,628.40
1 Site @ 3.67 hrs/day, 4 days/wk	528 (1 site x 3.67 hrs/day x 144 days/yr)	X	$38.57	=	$20,364.96
1 Site @ 3.83 hrs/day, 1 day/wk	138 (1 site x 3.83 hrs/day x 36 days/yr)	X	$38.57	=	$5,322.66

TOTAL ANNUAL **PROJECTED HOURS** **5106** **PROJECTED COST** **$196,938.42**

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**KELLY FISHER, DEPUTY DIRECTOR OF PUBLIC WORKS** **CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS / CITY ENGINEER**
SUBJECT:	**APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES, WITH RON'S MAINTENANCE, INC.,, RELATED TO STORM DRAIN CONNECTOR PIPE SCREEN AND FILTER INSPECTION/CLEANING SERVICES**

On May 1, 2008, the Los Angeles Regional Water Quality Control Board adopted a resolution incorporating a revised Total Maximum Daily Load (TMDL) for trash in the Malibu Creek Watershed. The Trash TMDL is one of a series of water quality regulations intended to protect municipal and domestic water supplies, groundwater recharge areas, aquatic and wildlife habitats, and both contact and non-contact recreational uses within the watershed. As part of these requirements, the TMDL established a numeric discharge limit of zero trash entering any water body, shoreline, or channel.

To comply with the Trash TMDL, the City installed connector pipe screens and filters in 442 catch basins throughout the City. Regular maintenance of these devices is necessary to ensure optimal performance, prevent trash discharges, and maintain compliance with regulatory requirements.

On February 14, 2024, the City Council awarded a contract to Ron’s Maintenance, Inc. (Ron’s Maintenance) for storm drain connector pipe screen and filter inspection/cleaning services. The agreement is scheduled to expire on June 30, 2026, and includes an option to extend the term for an additional two (2) years.

Based on Ron’s Maintenance’s excellent performance and reliable service, staff recommends approval of the First Amendment to extend the agreement through June 30, 2028.

Consistent with other contract extensions, Ron’s Maintenance is eligible for a rate adjustment based on the California Consumer Price Index (CPI). However, the contractor has agreed to forego any rate increase associated with this amendment.

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

FISCAL IMPACT

The proposed Fiscal Year 2026–2027 Budget includes funding in the Public Works Department's Storm Drain Maintenance Account (010-4525-5520.41) for these services.

RECOMMENDATION

Staff respectfully recommends the City Council approve the First Amendment to Agreement for Contractor Services, with Ron's Maintenance, Inc., related to storm drain connector pipe screen and filter inspection/cleaning services.

Attachments

Amendment to Agreement for Contractor Services.pdf

Docusign Envelope ID: 1081D7E6-CB8C-8D22-83BE-947226C1B4D0

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

NAME OF CONTRACTOR:	Ron's Maintenance
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Ron Norman
CONTRACTOR'S ADDRESS:	11542 Horley Avenue Downey, CA 90241
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, 2026
TERMINATION DATE:	June 30, 2028
CONSIDERATION:	Amendment Amount: $150,000.00 Total Contract Price Not to Exceed: $351,000.00 (1st Amendment of $150,000.00 increased Original contract of $201,000.00 to $351,000.00)

Docusign Envelope ID: 1081D7E6-CB8C-8D22-83BE-947226C1B4D0

FIRST AMENDMENT TO AGREEMENT BETWEEN CITY OF AGOURA HILLS AND RON'S MAINTENANCE INC.

THIS FIRST AMENDMENT is made and entered into as of July 1, 2026 by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Ron's Maintenance 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 February 14, 2024, the City and Contractor entered into that certain Agreement entitled "Agreement for Contractor Services," in the amount of **Two Hundred One Thousand Dolars and Zero Cents ($201,000.00)**.

b. The parties now desire to extend the term of agreement to June 30, 2028, increase the payment in the amount of One Hundred and **Fifty Thousand Dollars and Zero Cents** ($150,000.00), 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, 2028, 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 Hundred Fifty Thousand Dollars and Zero Cents ($150,000.00)**, for additional Contractor Services for Storm Drain Connector Pipe Screen and Filter Inspection/Cleaning Services for a total Agreement amount of **Three Hundred Fifty-One Thousand Dollars and Zero Cents ($351,000.00)**."

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 First Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

_____
Jeremy Wolf,
Mayor

ATTEST:

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

APPROVED AS TO FORM:

_____
Candice K. Lee,
City Attorney

CONTRACTOR
Ron's Maintenance Inc.
11542 Horley Avenue
Downey, CA 90241
Ron Norman
(213) 945-7593
ronsmaintenanc@aol.com

By: DocuSigned by: Ron Norman A2A9C5455D2D405...

Print Name: Ron Norman

Title: President

By: DocuSigned by: Ron Norman A2A9C5455D2D405...

Print Name: Ron Norman

Title: President

[Signatures of Two Corporate Officers Required]

Docusign Envelope ID: 1081D7E6-CB8C-8D22-83BE-947226C1B4D0

ATTACHMENT A

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

Docusign Envelope ID: 1081D7E6-CB8C-8D22-83BE-947226C1B4D0

EXHIBIT B

PAYMENT RATE AND SCHEDULE

Storm Drain CPS & Filter Inspection and Cleaning Services

JULY 1, 2026, TO JUNE 31, 2028, BASE RATE

The Contract Payment Rates Shall be Based on the base rate as follows:

$64 Per catch basin not-to-exceed $75,000 for Fiscal Year 2026-2027
$64 Per catch basin not-to-exceed &75,000 for Fiscal Year 2027-2028

*

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**NICK NEWKIRK, RECREATION MANAGER**
SUBJECT:	**APPROVE AGREEMENT FOR CONTRACTOR SERVICES, WITH ARC EVENT RENTALS & SALES., DBA A RENTAL CONNECTION, FOR 2026 EVENT RENTAL SERVICES**

Throughout the year, the City of Agoura Hills hosts various indoor and outdoor community events. These events require products and equipment including, but not limited to, tables, chairs, stages, and canopies. This equipment rental also requires services such as delivery, installation, set-up and breakdown, engineering event plans, and permits. The largest event that the City hosts is the annual Reyes Adobe Days Fall Festival, which also requires assistance from the event rental company during the event planning phase and throughout the duration of the event over the weekend. Equipment and services will also be provided for additional events throughout the year, as needed for other community events, including Summer Concerts in the Park, One City, One Book and the annual State of the City.

ARC Event Rentals & Sales, DBA A Rental Connection's was selected during a request for proposal process last year. They have demonstrated their ability to provide high quality equipment, professional staff, and timely service delivery.

A Rental Connection has been working with the City for several years providing multiple components for City events. These can include, but are not limited to, stages, canopies, tables, and chairs. City staff has been pleased with the work that A Rental Connection has been providing. They provide a high quality product for all rentals and also provide exceptional customer service. A Rental Connection has demonstrated that they understand that quality service is paramount to providing the best experience possible that the community expects when attending City events.

The agreement with ARC Event Rentals & Sales, DBA A Rental Connection will be a one-year contract, with an option to extend for one more year. The estimated cost for this service is a not-to-exceed $50,000 annually.

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

FISCAL IMPACT

There is no additional fiscal impact to the City Council 2026-2027 Proposed Budget as funds were appropriated for this item in various Department of Community Services accounts associated with specific events (010-4420-5424D0, 010-4430-551000, 010-4430-552000, 4010.4190.5424H, and 010.4420.5510H).

RECOMMENDATION

1. Approve the Agreement for Contractor Services with ARC Event Rentals & Sales, DBA A Rental Connection for indoor and outdoor event equipment rental and related services.

2. Authorize the Mayor to sign the agreement on behalf of the City Council.

Attachments

A Rental Connection Agreement.pdf

Docusign Envelope ID: 2F3DA507-25C5-8201-8254-10637A98567D

AGREEMENT FOR CONTRACTOR SERVICES WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	ARC Event Rentals & Sales, dba, A Rental Connection
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Omar Iqbal
CONTRACTOR'S ADDRESS:	5397 N. Commerce Ave. Moorpark, CA 93021
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, 2026
TERMINATION DATE:	June 30, 2027
CONSIDERATION:	Agreement Price: Not to Exceed: $50,000.00/yr

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

_____

_____

_____

_____

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

Docusign Envelope ID: 2F3DA507-25C5-8201-8254-10637A98567D

AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND ARC EVENT RENTALS & SALES, DBA, A RENTAL CONNECTION

THIS AGREEMENT is made and effective as of July 1, 2026, between the City of Agoura Hills, a municipal corporation ("City") and ARC Event Rentals & Sales., dba, A Rental Connection ("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, 2026, 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 Fifty-Thousand Dollars and Zero Cents ($50,000.00) (“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

Docusign Envelope ID: 2F3DA507-25C5-8201-8254-10637A98567D

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

Docusign Envelope ID: 2F3DA507-25C5-8201-8254-10637A98567D

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.

Docusign Envelope ID: 2F3DA507-25C5-8201-8254-10637A98567D

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.

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.

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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

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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

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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.

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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

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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:	ARC Event Rentals & Sales, dba, A Rental Connection 5397 N. Commerce Ave. Moorpark, CA 93021 Attention: Omar Iqbal

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.

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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 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.

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.

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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.

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

CITY OF AGOURA HILLS

Jeremy Wolf,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

Date Approved by City Council: _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONTRACTOR

ARC Event Rentals & Sales, dba, A Rental Connection
5397 N. Commerce Ave.
Moorpark, CA 93021

Attn: Omar Iqbal
(805)876-0020

By: Signed by: Omar Iqbal BB257CF18FA54C8... 6/8/2026
Name:
Title:

By: _____
Name:
Title:

[Signatures of Two Corporate Officers Required]

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EXHIBIT A

TASKS TO BE PERFORMED

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

General

The City estimates approximately twelve (12) events in which service will be needed each year. Contractor shall perform all labor, services, and furnish all the materials, tools, equipment, supplies, permits, engineering plans, transportation, delivery and set up of rental equipment. Event equipment is included in Exhibit B – Payment Rates and Schedule. Contractor must attend in-person planning meetings, work with City staff, and provide ongoing communication via email and phone. Provide creative ideas and solutions to layout issues. Provide adequate staff to set up (pre-event), manage (during event) and tear down (post-event) events, including day-of event staff as needed. Ensuring that all required tent permits/certifications, insurances per contract and other necessary documentation are obtained prior to events will be the responsibility of Contractor. Contractor is responsible for obtaining Building and Safety permits as needed and working with inspector(s) to meet requirements.

The services include, but are not limited to, equipment rental services for tables, chairs, tablecloths, canopies, lights, pole lights, umbrellas, umbrella bases, guard rails, artificial turf, fire extinguishers, no smoking signs, sunshades, tent stakes, canopy cement bases, water barrels, oak wine barrels, indoor and outdoor stages, and delivery, setup, and breakdown of all rental equipment. Rental company will be responsible for providing all necessary permits and engineer approvals as required per City. Rental Company must be available to City Staff throughout the duration of the event to address issues with equipment that arises.

A diagram will be provided to Contractor for each event.

Prior to the event, Contractor shall provide a cost estimate to City staff for approval. Contractor will confirm the job in writing with the availability and total cost for each event.

Permits and Local Licenses

The Contractor shall obtain and pay for a business registration as necessitated for doing work within the City of Agoura Hills. Valid licensure shall be in place for the life of the contract as stipulated in the executed Contractor Services Agreement. Contractor shall obtain the necessary Building and Safety permits as needed.

Working Hours and Schedule

Contractor must be available to work Monday through Friday, Weekends and after-hours as needed.
Contractor must provide a staffed phone number during events that happen after regular business hours and on weekends for emergencies.

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Safety
1. Contractor shall plan and conduct all work in a manner that will safeguard all persons from injury and shall take precautions required by all applicable government regulations.
2. Contractor is responsible for ensuring the safety of any set-up of equipment. This includes but is not exclusive to tents, water barrels, stage, etc.
3. Contractor shall at all times adhere to all applicable safety practices and cooperate with the City in any adverse condition related thereto.

Personnel
1. Contractor must have staff and stock to provide small events of fifty (50) people and large events of ten thousand (10,000) people.
2. The City reserves the right to reject any personnel or supervisor of the Contractor's work force. It shall be the Contractor's responsibility to replace such rejected worker in a timely manner that will not affect the execution of the Contract responsibilities as specified in the Contract document.
3. Contractor shall strive to maintain excellent public relations at all times. The work shall be conducted in a manner which will cause the least possible interference and disturbance to the public. Work shall be performed by competent employees and supervised by a person(s) experienced in supervising event equipment rental and related services.
4. Contractor shall ensure that its employees are dressed in a company uniform shirt recognizable as Contractor's. Uniforms shall include any necessary protective gear.

Communication/Urgent Response
1. Contractor shall have the ability to contact their staff within fifteen (15) minutes of notification by City representative during normal working hours.
2. Contractor shall provide capabilities for twenty-four (24) hours per day, seven (7) days a week service. Contractor shall provide a 24-hour emergency contact person, who is familiar with the City's operation, with phone number (not an answering service) for non-working hours, including weekends and holidays.

Workmanship
All material and workmanship shall be of the highest quality possible. All work shall be subject to the satisfaction of the City representative, who may exercise such control of the work as is required to safeguard the interest of the City and private property.

Services will include:

1. ARC Event Rentals & Sales/A Rental Connection will be responsible for all set-up and break-down of provided equipment. A diagram outlining equipment placement will be provided to the vendor for each event.

2. ARC Event Rentals & Sales/A Rental Connection is solely responsible for ensuring that all rented equipment be in proper working order. If at any time during the

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rental said equipment fails to be in proper working order, the contractor will be notified. At that time it is the responsibility of the contractor to mitigate or remedy the situation.

3. ARC Event Rentals & Sales/A Rental Connection and a City of Agoura Hills staff person shall inspect each item of equipment delivered pursuant to this rental. The staff person shall immediately notify the vendor of any discrepancies with the equipment ordered, or if the equipment is not in proper condition or working order.

4. ARC Event Rentals & Sales/A Rental Connection and its employees are responsible for ensuring the safety of any set-up of equipment. This includes, but is not exclusive to, tents, water barrels, stage, etc.

5. CITY will email ARC Event Rentals & Sales/A Rental Connection the request for specific rentals and equipment at least thirty (30) days prior to the event to reserve the equipment.

6. ARC Event Rentals & Sales/A Rental Connection will confirm the job in writing with the availability and pricing consistent with Exhibit B.

7. CITY will pay ARC Event Rentals & Sales/A Rental Connection for requested equipment based on the schedule in Exhibit B.

City of Agoura Hills event schedule:

- Summer Concerts in the Park: July 5th, August 2nd, and August 16th, 2026.
- Reyes Adobe Days: October 2-4, 2026 (Set up for park activities will be on Wednesday, September 30th, 2026.
- Other City events TBD

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EXHIBIT B

PAYMENT RATES AND SCHEDULE

See attached rate sheet

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**KELLY FISHER, DEPUTY DIRECTOR OF PUBLIC WORKS** **CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS / CITY ENGINEER**
SUBJECT:	**APPROVE AGREEMENT FOR DESIGN PROFESSIONAL CONSULTANT SERVICES, WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR ON-CALL ENGINEERING SERVICES**

On April 28, 2026, the City initiated the solicitation process for on-call engineering services. The requested services include, but are not limited to, the following:

- Acting as the City's Contract City Traffic Engineer.
- Plan checking of public improvement plans, grading plans, hydrology/drainage reports, and subdivision maps.
- Traffic engineering services, which includes reviewing: technical traffic studies, land development projects, traffic control plans, public infrastructure plans, and environmental impact reports.
- Preparing the Pavement Management System (PMS) update.
- Providing in-house engineering design as-needed.
- Providing additional engineering assistance upon request.

On May 28, 2026, the City received proposals from seven firms: Bureau Veritas North America, Inc., Kimley-Horn and Associates, Inc., m6 Consulting, Inc., RRM Design Group, Rick Engineering Company, Sikand Engineering Associates, Inc., and Transtech Engineers, Inc.

A selection committee comprised of City staff reviewed and evaluated each proposal based on the following proposal criteria:

- Completeness and thoroughness of proposal.
- Grasp of the scope and services to be performed.
- Qualifications and experience of key personnel.
- Related experience working with public agencies.
- Approach to performing the work.

Following its evaluation, the selection committee unanimously determined that Kimley-Horn and Associates, Inc. (Kimley-Horn) was the most qualified firm and best suited to provide the requested services.

Kimley-Horn has served as an engineering consultant to the City since 2007, consistently delivering high-quality work products and providing exceptional technical expertise and guidance on engineering-related issues. Their responsiveness, knowledge, and commitment to excellence have made them a valuable partner to the City.

In addition, Kimley-Horn has successfully assisted with the delivery of numerous capital improvement projects, including the Agoura Road Widening Project, the Kanan/Agoura Ultimate Intersection Project, and the Reyes Adobe Road High-Intensity Activated Crosswalk (HAWK) Signal Project, as well as, transportation planning and traffic operational studies, such as the recently approved Bicycle Master Plan, Traffic Impact Study Guidelines, and the 2025 Transportation Impact Fee (TIF) Program Update.

The proposed agreement authorizes a total amount not to exceed $1,500,000 for the term of July 1, 2026, through June 30, 2029. A detailed Scope of Services is provided in Exhibit A of the attached agreement.

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

FISCAL IMPACT

The proposed Fiscal Year 2026-2027 Budget includes sufficient funding in the following Public Works Department's accounts to fund these services:

Account Name	Funding Source	Account No.
Contract Services	General Fund	010-4505-5520.00
Plan Check and Inspection	General Fund	010-4505-5520.02
Professional Services	General Fund	010-4505-5510.00
Traffic Engineer	Gas Tax	020-4510-5520.10
Traffic Engineer	Proposition C	061-4510-5520.10
Pavement Management Update	Proposition C	061-4510-5520.29
Contract Services	Measure R (Local)	063-4505-5520.00
Contract Services	Measure M (Local)	064-4505-5520.00

RECOMMENDATION

Staff respectfully recommends the City Council approve an Agreement for Design Professional Consultant Services, with Kimley-Horn and Associates, Inc., for on-call engineering services.

Attachments

2026 Kimley Horn Design Professional Agreement for On-call Engineering Services.pdf

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
CONSULTANT'S ADDRESS:	25152 Springfield Ct., Suite 200 Santa Clarita, CA 91355
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Kelly Fisher
COMMENCEMENT DATE:	July 1, 2026
TERMINATION DATE:	June 30, 2029
CONSIDERATION:	Contract Price Not to Exceed: $1,500,000

AGREEMENT FOR DESIGN PROFESSIONAL CONSULTANT SERVICES BETWEEN THE CITY OF AGOURA HILLS AND KIMLEY-HORN AND ASSOCIATES, INC.

THIS AGREEMENT is made and effective as of July 1, 2026, between the City of Agoura Hills, a municipal corporation ("City") and Kimley-Horn and Associates, Inc. ("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, 2026, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 20, 2029, unless sooner terminated pursuant to the provisions of this Agreement.

The City may, at its option, extend this Agreement for one additional term of two year upon providing written notice of its intent to extend this Agreement to the Consultant 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

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 One Million Five Hundred Thousand Dollars and Zero Cents ($1,500,000.00) ("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. In no event shall the cost to defend charged to the design professional exceed the design professional's proportionate percentage of fault.

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: Kimley-Horn and Associates, Inc.
25152 Springfield Ct., Suite 200
Santa Clarita, CA 91355
Attention: Sri Chakravarthy

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.

Docusign Envelope ID: AF553BF7-F260-8F68-835C-91C4D905208E

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

CITY OF AGOURA HILLS

Jeremy Wolf,
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.
25152 Springfield Ct., Suite 200
Santa Clarita, CA 91355
Sri Chakravarthy
661-347-5627
srikanth.chakravarth@kimley-horn.com

By: Signed by: Sri Chakravarthy FAD3BE0EAA2646C...
Name: Sri Chakravarthy
Title: Senior Vice President, PE 73629

By: Signed by: Matt Stewart D89E57B681C04B3...
Name: Matt Stewart
Title: Associate, PE 90465

[Signatures of Two Corporate Officers Required]

EXHIBIT A

TASKS TO BE PERFORMED

Traffic Engineering

A. Traffic Engineer shall possess certification as a Traffic Engineer from the California Board for Professional Engineers. Traffic engineering services include a minimum one, 4-hour day of service at City Hall. The Consultant shall attend various meetings, hearings, special events, etc. on an as-needed basis. Any additional hours of service shall be paid on a time and material basis.

B. Consultant shall complete all work required in accordance with Federal, State, County, and City requirements. All traffic engineering services shall be conducted under the direction of a Registered Civil Engineer, or a Traffic Engineer licensed in the State of California.

C. Upon request by the City, Consultant shall perform the following tasks:

- Provide general traffic engineering services.
- Provide plan checking services for traffic related issues.
- Provide plan checking services for traffic impact analysis reports, parking studies, and other traffic reports.
- Provide plan checking services for traffic control plans.
- Perform field investigations related to traffic.
- Perform speed study surveys and analysis.
- Perform traffic signal and stop sign warrant analysis.
- Perform sight distance analysis.
- Prepare traffic control plans.
- Perform traffic counts and perform related analysis.
- Perform pavement conditioning rating related to the City's Pavement Management System.
- Prepare traffic signal plans.
- Prepare traffic impact analysis.
- Collect and analyze traffic data.
- Participate in meetings with the community, City, County, and Caltrans staff associated with various development and improvement projects.
- Provide drafting and computer aided drafting support.
- Provide data collection and complete the required documentation for the Highway Performance Monitoring System (HPMS).
- Provide other traffic related consultant services as directed by the City.

Plan Checking

A. Consultant shall provide plan checking services for grading/drainage/erosion control plans, public improvement plans, hydrology/drainage reports, and subdivision maps. Plan checking shall follow a set schedule of turnaround timeframes as established by the City. It is expected that plan checks should not exceed three (3) total reviews. Turnaround times are as follows:

First Submittal:	15 working days
Second Submittal:	10 working days
Third Submittal:	10 working days
Approval of Final Plans:	5 working days
Major Changes at Design Stage:	15 working days
Major Change in the Field:	5 working days

This turnaround time schedule does not exclude the option for expedited plan reviews as needed by the City. Expedited reviews is not the norm, but is anticipated for affordable housing projects and other projects deemed as priorities by the City.

B. Plan checks shall be performed to ensure compliance with all applicable Federal, State, and City codes, standards, and regulations.

C. Consultant shall have a thorough knowledge of hydrology and hydraulic principles and theories. In addition, consultant will be expected to have develop a firm understanding of the Los Angeles County Hydrology and Low Impact Development manuals.

D. Consultant shall be knowledgeable of the Subdivision Map Act, City's subdivision ordinance, and map checking procedures. Consultant shall review tentative maps, final maps, easement deeds, and lot line adjustments/mergers. Reviews shall include checking map boundaries, metes and bounds, and performing final monumentation field inspections prior to bond exoneration. Reviews and approvals of land divisions shall be performed by a registered Land Surveyor or registered Civil Engineer licensed to practice land surveying in the State of California.

Engineering Design

D. Consultant shall provide design engineering services on an as-needed basis. Consultants will be expected to deliver completed and approved design and supporting documents on or ahead of approved schedule. Consultant shall be knowledgeable of the design, environmental, and funding requirements of the project.

E. The scope of work includes preparing design plans, specifications, and engineer's estimates for various improvements projects including, but not limited to streets, traffic signals, bike trails, storm drains, sewers, and bridges.

F. The design services may include the following tasks:

- Conducting/coordinating ground and/or aerial survey.
- Preparing cross sections.
- Coordinating topographic and cultural surveys.
- Conducting right-of-way research and preparing legal descriptions.
- Preparing signing, striping, detour, and traffic control design.
- Coordinating geotechnical investigations and soils analysis reports.
- Coordinating approvals with other agencies.
- Conducting utility research and coordinate relocations (if required).
- Preparing and processing environmental clearances.
- Processing plans and permits through other agencies.
- Preparing storm water pollution prevention plans.
- Preparing hydrology reports per County of Los Angeles guidelines.

G. Consultant shall submit a cost proposal for approval prior to starting work. Proposal shall include estimated personnel hours, rates, and schedule (with milestones).

Additional Engineering Services

The City may from time to time have the need for other services not specifically listed in the Scope of Services for which the Consultant has the necessary experience and capabilities to provide such services including, but not limited to, real property services, environmental planning, municipal planning, inspection services (public and/or private development), and related work. The City, through its City Manager, Assistant City Manager, or City Engineer, may authorize the Consultant to perform such selected services on an as needed basis. Costs shall be negotiated separately and paid on a time and material basis.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Kimely-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	Rate
Analyst I	$145
Analyst II	$165
Analyst III	$185
Professional I	$200
Professional II	$225
Professional III	$245
Senior Professional I	$270
Senior Professional II	$315
Senior Professional III	$345
Senior Technical Support	$170
Technical Support	$150
Support Staff	$125

Effective through June 30, 2027. Subject to adjustment thereafter

Internal Reimbursable Expenses will be charged at 6% of Labor Billings

Sub-Consultant Management/Direct Expense will be billed at cost plus 10%

Sri Chakravarthy, PE, TE
Contract Manager/Senior Vice President

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**MARY HADDAD, COMMUNICATIONS MANAGER**
SUBJECT:	**APPROVE AGREEMENT FOR CONTRACTOR SERVICES, WITH RMG COMMUNICATIONS, FOR COMMUNICATIONS AND PUBLIC RELATIONS SUPPORT SERVICES**

In 2022, the City Council approved an agreement with RMG Communications to provide professional communications and public relations support services. Since that time, RMG Communications has been a valuable partner in advancing the City's communications objectives, including public outreach, media relations, strategic messaging, content development, video production, and community engagement initiatives.

RMG Communications has demonstrated a strong understanding of the City's goals and has consistently provided responsive, high-quality services that support transparency, public awareness, and effective communication with residents and stakeholders.

The proposed agreement would extend services for a three-year period concluding in June 2029.

With City Council's approval, RMG Communications will continue to serve as an on-call communications and public relations resource supporting Citywide communications needs across all departments. Services will include:

- Participation in strategy meetings with City staff to develop messaging, outreach approaches, and communications plans for various projects, initiatives, and programs.
- On-call communications and public relations support.
- Communications support for major City initiatives, campaigns, and special projects as requested, including housing educational program.
- Development and design of branded graphic materials consistent with City branding guidelines, including but not limited to flyers, social media graphics, presentations, fact sheets, and digital content.
- Support for website content updates, formatting, and visual enhancements as needed.
- Assistance with media relations, including drafting press releases, talking points, media advisories, and responding to press inquiries in coordination with City staff.
- Emergency and crisis communications support as needed and available, including messaging, and coordination of public information during emergencies.
- Assistance with video production and editing for City outreach, public information campaigns, and special events.
- Consultation on communications strategy, public engagement approaches, and reputation management as requested by City leadership.
- Flexible, as-needed support for additional communications tasks not otherwise specified, as directed by the City Manager or designee.

The proposed agreement will allow the City to continue utilizing RMG Communications' expertise and institutional knowledge to support ongoing communications efforts and special projects.

FISCAL IMPACT

Funding for these services ($75,000/annually) is included in the adopted Fiscal Year 2026-2027 budget.

RECOMMENDATION

Staff respectfully requests City Council approval of Agreement for Contractor Services, with RMG Communications, for communications and public relations support services

Attachments

RMGCommunicationsAgreement_26-2027_A.pdf

AGREEMENT FOR CONTRACTOR SERVICES
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	RMG Communications
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Rachel Dickman
CONTRACTOR'S ADDRESS:	Address City, State, Zip Code
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Mary Haddad
COMMENCEMENT DATE:	June 30, 2026
TERMINATION DATE:	June 30, 2029
CONSIDERATION:	Agreement Price: Not to Exceed: $75,000 /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 RMG COMMUNICATIONS

THIS AGREEMENT is made and effective as of June 30, 2026 , between the City of Agoura Hills, a municipal corporation ("City") and RMG Communications ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on June 30, 2026 , and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2029, unless sooner terminated pursuant to the provisions of this Agreement.

The City may, at its option, extend this Agreement for one additional term of two years 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 ($75,000) (“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.

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.

Worker's Compensation insurance is required only if Contractor employs any employees. Contractor warrants and represents to the City that it has no employees and that it will obtain the required Workers Compensation Insurance upon the hiring of any employees.

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:
RMG Communications
747 S. Mission Rd. #535
Fallbrook, CA 92028
Attention: Rachel Dickman

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 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.

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

Jeremy Wolf,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

Date Approved by City Council: _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONTRACTOR

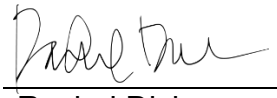
RMG Communications

747 S. Mission Rd. #535

Fallbrook, CA 92028

Attention: Rachel Dickman

(760) 707-4149

By: 
Name: Rachel Dickman
Title: President

By:
Name: Rachel Dickman
Title: Secretary

[Signatures of Two Corporate Officers Required]

EXHIBIT A

TASKS TO BE PERFORMED

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

- Serve as an on-call communications and public relations consultant supporting Citywide communications needs across all departments.
- Participate in strategy meetings with City staff to develop messaging, outreach approaches, and communications plans for projects, initiatives, and programs.
- Provide communications support for major City initiatives, campaigns, and special projects as requested.
- Develop and design branded graphic materials consistent with City branding guidelines, including but not limited to flyers, social media graphics, presentations, fact sheets, and digital content.
- Provide support for website content updates, formatting, and visual enhancements as needed.
- Assist with media relations, including drafting press releases, talking points, media advisories, and responding to press inquiries in coordination with City staff.
- Provide emergency and crisis communications support as needed and available, including messaging, and coordination of public information during emergencies.
- Assist with video production and editing for City outreach, public information campaigns, and special events.
- Provide event communications support, including promotional materials, branding, and on-site messaging coordination as needed.
- Provide consultation on communications strategy, public engagement approaches, and reputation management as requested by City leadership.
- Provide flexible, as-needed support for additional communications tasks not otherwise specified, as directed by the City Manager or designee.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

COMPENSATION SCHEDULE

Year 1
July 1, 2026 – June 30, 2027

Hourly Rates

Classification	Hourly Rate
Principal in Charge, Director and Sr. Communications Manager (blended rate)	$185/hour
Communications Manager, Visual Designer	$140/hour
Video Editor	$175/hour

Video, Drone and Photography Services

Service	Rate
Full-Day Videography (up to 8 hours)	$2,250
Half-Day Videography (up to 4 hours)	$1,750
Full-Day Drone Services (up to 8 hours)	$1,250
Half-Day Drone Services (up to 4 hours)	$625
Full-Day Photography (up to 8 hours)	$1,250
Half-Day Photography (up to 4 hours)	$625

Year 2
July 1, 2027 – June 30, 2028

Hourly Rates

Classification	Hourly Rate
Principal in Charge, Director and Sr. Communications Manager (blended rate)	$194/hour

Classification	Hourly Rate
Communications Manager and Visual Designer	$147/hour

Video, Drone and Photography Services

Video Production Services
- Half-Day Video Shoot (4-hour minimum): $2,000
- Full-Day Video Shoot (up to 8 hours): $4,000

Drone Video Services
- Half-Day Drone Footage (4-hour minimum): $1,200
- Full-Day Drone Footage (up to 8 hours): $2,400

Photography Services
- Half-Day Photography (4-hour minimum): $1,400
- Full-Day Photography (up to 8 hours): $2,800

Multimedia Production and Post-Production Services
- $225/hour

All video, drone, and photography services are subject to a four (4) hour minimum. Staffing levels for video, drone, and photography services are determined based on the scope and complexity of each assignment and are designed to be efficient and right-sized. Services are typically provided by a small, experienced production team rather than a large multi-person crew.

Year 3
July 1, 2028 – June 30, 2029

Hourly Rates

Classification	Hourly Rate
Principal in Charge and Senior Communications Manager (blended rate)	$204/hour
Communications Manager and Visual Designer	$154/hour

Video, Drone and Photography Services

Video Production Services
- Half-Day Video Shoot (4-hour minimum): $2,100
- Full-Day Video Shoot (up to 8 hours): $4,200

Drone Video Services
• Half-Day Drone Footage (4-hour minimum): $1,260
• Full-Day Drone Footage (up to 8 hours): $2,520

Photography Services
• Half-Day Photography (4-hour minimum): $1,470
• Full-Day Photography (up to 8 hours): $2,940

Multimedia Production and Post-Production Services
• $236/hour

All video, drone, and photography services are subject to a four (4) hour minimum. Staffing levels for video, drone, and photography services are determined based on the scope and complexity of each assignment and are designed to be efficient and right-sized. Services are typically provided by a small, experienced production team rather than a large multi-person crew.

Additional Services and Expenses

Mileage expenses shall be billed at the current IRS mileage reimbursement rate.

A customary 20 percent markup may be applied to approved third-party expenses, including advertising placements, printing, stock photography, and similar direct project costs.

Client shall reimburse reasonable travel-related expenses, including hotel accommodations and meals, when incurred in the course of providing services.

Annual Rate Adjustments

Beginning July 1, 2027, rates shall be adjusted annually by the Consumer Price Index (CPI) or five percent (5%), whichever is greater. The rates shown above for Years 2 and 3 are provided for budgeting purposes and may be adjusted in accordance with this provision.

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**KELLY FISHER, DEPUTY DIRECTOR OF PUBLIC WORKS** **CHARMAINE YAMBAO, DIRECTOR OF PUBLIC WORKS / CITY ENGINEER**
SUBJECT:	**APPROVE AGREEMENT FOR CONTRACTOR SERVICES, WITH SCA OF CA, LLC, FOR STREET SWEEPING SERVICES**

On May 12, 2021, the City Council approved an agreement with Clean Street for street sweeping services. In 2023, Clean Street was acquired and merged into Sweeping Corporation of America, now operating as SCA of CA, LLC (SCA), which assumed the agreement. The agreement included an initial three-year term and allowed for up to two one-year extensions, for a maximum total term of five years.

With the current SCA agreement expiring on June 30, 2026, staff is conducting a competitive solicitation process to provide qualified companies an opportunity to submit proposals for the new contract and to ensure the City receives high-quality services in a cost-effective manner.

As with most City contracts and projects, the solicitation process typically provides companies with four weeks to prepare and submit proposals, followed by a two-week evaluation period conducted by a selection committee comprised of City staff.

With street sweeping proposals due on July 16, 2026, staff will require additional time to complete the evaluation process and prepare a contract award recommendation for City Council consideration. As a result, a recommendation will not be presented until the City Council meeting scheduled for August 12, 2026.

To maintain uninterrupted street sweeping services during this interim period, staff contacted SCA regarding a short-term agreement. SCA has agreed to continue providing services at its current rates until a new contract is awarded, thereby avoiding any service disruption.

On June 12, 2024, the City Council approved a reduction in the frequency of street sweeping due to budget constraints. While recognizing the fiscal necessity of the change, the City Council directed staff to monitor program performance and report back if additional sweeping services were warranted.

Since implementation of the reduced sweeping schedule, staff has not identified any adverse impacts to water quality or bicycle lane conditions. Staff also remains highly satisfied with the level of service provided by SCA and has not observed a need for increased sweeping frequency at this time.

The proposed agreement authorizes a total amount not to exceed $30,000 for the term of July 1, 2026, through August 31, 2026.

FISCAL IMPACT

Funding for these services has been allocated in the proposed Fiscal Year 2026–2027 Budget through a combination of Gas Tax Funds (020-4515-5520.21) and Measure W – Local Funds (065-4515-5520.21).

RECOMMENDATION

Staff respectfully recommends the City Council approve an Agreement for Contractor Services, in the amount of $30,000, to SCA of CA, LLC, for street sweeping services.

Attachments

Agreement for Contractor Services - SCA.pdf

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AGREEMENT FOR CONTRACTOR SERVICES WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	SCA of CA., LLC
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Brad Becker
CONTRACTOR'S ADDRESS:	3031 N Rocky Point Drive West, Suite 130 Tampa, FL 33607
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, 2026
TERMINATION DATE:	August 31, 2026
CONSIDERATION:	Agreement Price: Not to Exceed: $30,000.00

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

_____

_____

_____

_____

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

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AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND SCA OF CA, LLC

THIS AGREEMENT is made and effective as of July 1, 2026 , between the City of Agoura Hills, a municipal corporation ("City") and SCA of CA, LLC ("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, 2026, and shall remain and continue in effect until tasks described herein are completed, but in no event later than August 31, 2026, 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. 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,

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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 **Thirty Thousand Dollars and Zero Cents ($30,000.00)** ("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

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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. Worker's Compensation insurance is required only if Contractor employs any employees. Contractor warrants and represents to the City that it has no employees and that it will obtain the required Workers Compensation Insurance upon the hiring of any employees..

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

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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.

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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.

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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.

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To City:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, California 91301 Attention: City Manager
To Contractor:	SCA of CA, LLC 3031 N. Rocky Point West, Suite 730 Tampa, FL 33607 Attention: Brad Becker

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.

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

CITY OF AGOURA HILLS

Jeremy Wolf,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

Date Approved by City Council: _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONTRACTOR

SCA of CA, LLC
3301 N. Rocky Point Drive West, Suite 730
Tampa, FL 33607
Brad Becker
(704) 807-8020
BBecker#@sweepingcorp.com

By: DocuSigned by: Brad Becker
Name: Brad Becker
Title: Regional Vice President

By: Signed by: Patrick Bobo
Name: Patrick Bobo
Title: Secretary and Chief Legal Officer

[Signatures of Two Corporate Officers Required]

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EXHIBIT A

TASKS TO BE PERFORMED

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

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EXIBIT "A"

General Scope of Services

The work to be done consists of sweeping ALL public and residential and arterial streets along the curb and medians, sweeping the parking lot of the Civic Center located at 30001 Ladyface Court once per month on the Second Monday of each month, and cleaning the drainage swale at Buffwood Place north of Hillrise Drive of the accumulated mud, leaves, and debris by hand and disposing of the material. In the event that the sweeper is not able to sweeper is not able to sweep Yankee Dr from Country Glen Dr to Endeavor St because vehicles are parked in the street, the scope of work shall require the sweeping company to provide manual labor to clean/clear any areas along the curb where trash and water have accumulated. The attached street sweeping map.is consistent with the current trash pick-up schedule.

The streets included in the scope of work and the hours during which the street sweeping shall be performed are shown on the Street Sweeping Schedule/Map in attachment "A". All specially posted parking restrictions to facilitate street sweeping are shown on the current posted streets. Costs for all streets and parking lots shall include any and all disposal fees. The Engineer has the authority to revise the schedules as needed immediately, only changes to the frequency of sweeping shall require advance notification. The street sweeping service provider shall perform the sweeping services in accordance with the revised schedule at no cost to the City. The City does not have suitable for storage of street sweeping equipment, therefore the selected street sweeping contractor is responsible for making any arrangements required, at no cost to the City.

The contractor shall comply with AQMD 1186.1 to the satisfaction of the City Engineer.

GPS tracking Access required:

The street sweeping vehicles(s) assigned to the City shall be outfitted with a GPS tracking system, and the Contractor is required to provide the City's designated representative access to such system to be able to track the unit and view reports/map when sweeper is providing sweeping services for the City.

Schedule:

The unit price in the proposal and in the monthly progress payment shall be based on the actual curb miles swept. The residential street sweeping shown on the Street Sweeping Schedule are to be swept on Monday or Tuesday. Arterial street sweeping shown on the Street Sweeping Schedule are to be swept biweekly on Wednesday. The City Hall parking lots hall be swept once per month before 7:00a.m.

Exceptions To The Schedule:

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When inclement weather, in the opinion of the Engineer, prevents adherence to the sweeping schedule, the Contractor shall not be required to comply with the schedule. However, the Contractor shall perform all extra work resulting from such inclement weather without additional charge when the streets are next swept in accordance with the City's approved schedule.

In the event the Contractor is prevented from completing the sweeping for any reason other than inclement weather (i.e. because of equipment breakdown, etc.), the Contractor shall be required to complete the sweeping so deferred a minimum of one week prior to the next scheduled sweeping date, or give the City credit for the work not performed in accordance with the compensation rate specified in the Contractor's bid proposal, subject to the approval of the City. Deferred sweeping must commence on the next available date and the regular street sweeping sequence defined on Street Sweeping Schedules and List of Streets in Attachment C must be maintained. In no circumstance shall sweeping be performed within 7 days of the next regularly scheduled sweep to avoid crediting the City for work not performed.

The Contractor will be advised of any possible temporary/permanent disruptions to the sweeping schedule that will require temporary/permanent changes to the schedule. Upon notification of any such disruption, the Contractor will submit, within five (5) working days, a revised temporary/permanent schedule to accommodate the newly advised situation to the Engineer for approval. No additional compensation will be made for work required by the Contractor to create, submit and deploy the newly revised schedule.

Additional Work:

In the event the Agency desires to extend the regularly scheduled street sweeping program to include additional streets or a group of streets for a specified period of time after the effective date of the contract, then any such additional sweeping which is required of the Contractor shall be paid at the current bid unit price for compensation specified by this contract or any subsequent amendments to it.

The Contractor shall provide on-call street sweeping services as directed by the Engineer. The Contractor will be given a two (2) hour notification when these services are required, and they will be paid for at the current unit prices for compensation specified by this contract or any subsequent amendments to it.

Standards of Performance:

The Contractor shall perform in accordance with standards of performance

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which are considered to be good street sweeping practices and which are subject to approval of the City.

Street sweeping speed shall not exceed the manufacturer's recommendations for the sweeper nor the speed for good street sweeping practices as determined by the City. In any case, vehicle speed shall not exceed eight (8) miles per hour during sweeping operations. The City may require installation of sweeping speed monitoring devices to record actual vehicle speed during sweeping to verify sweeping speed.

City-Observed Holidays:
There shall be no sweeping of any streets on any City-Observed Holiday. When a scheduled sweeping day falls on a City-Observed Holiday, the sweeping schedule must be modified for sweeping to take place the first working day after the celebration of the Holiday in question. For example, if Holiday falls on a Monday, then the sweeper will sweep the Monday route on Tuesday, the Tuesday route on Wednesday, and the Wednesday route on Thursday, etc.

Below is a list of City-Observed Holidays:

New Year's Day
Martin Luther King
President's Day
Memorial Day
Independence Day (July
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

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EXHIBIT B

PAYMENT RATES AND SCHEDULE

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EXHIBIT B

PAYMENT RATE S AND SCHEDULE

JULY 1, 2026 TO AUGUST 31, 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	$0 (Flat Rate)	$12,351.00	$24,702.00
Arterial Streets	Twice per Month	$0 (Flat Rate)		
Disposal Estimate			$0.00	$0.00
			Total	$24,702.00

DISPOSAL FEE INCLUDED IN MONTHLY RATE. NO ADDITIONAL CHARGES SHALL BE CHARGED TO THE CITY FOR DISPOSAL FEES

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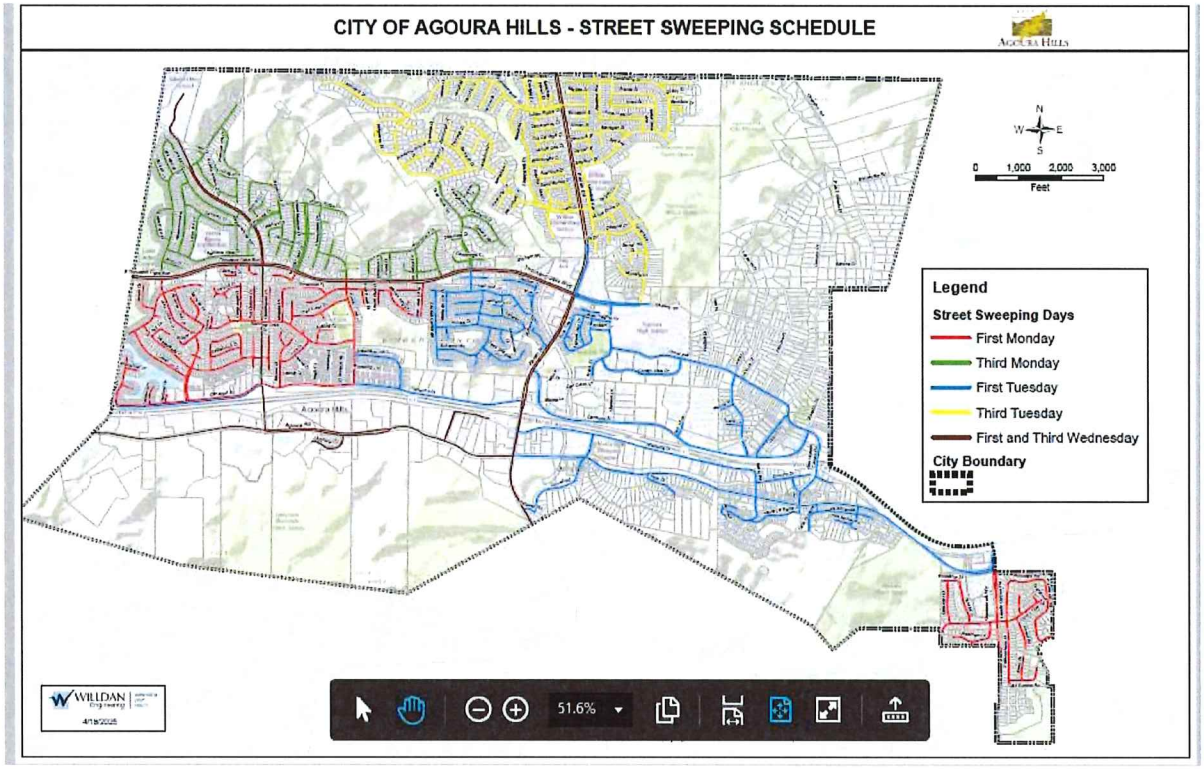

EXHIBIT “A “Street sweeping map/schedule

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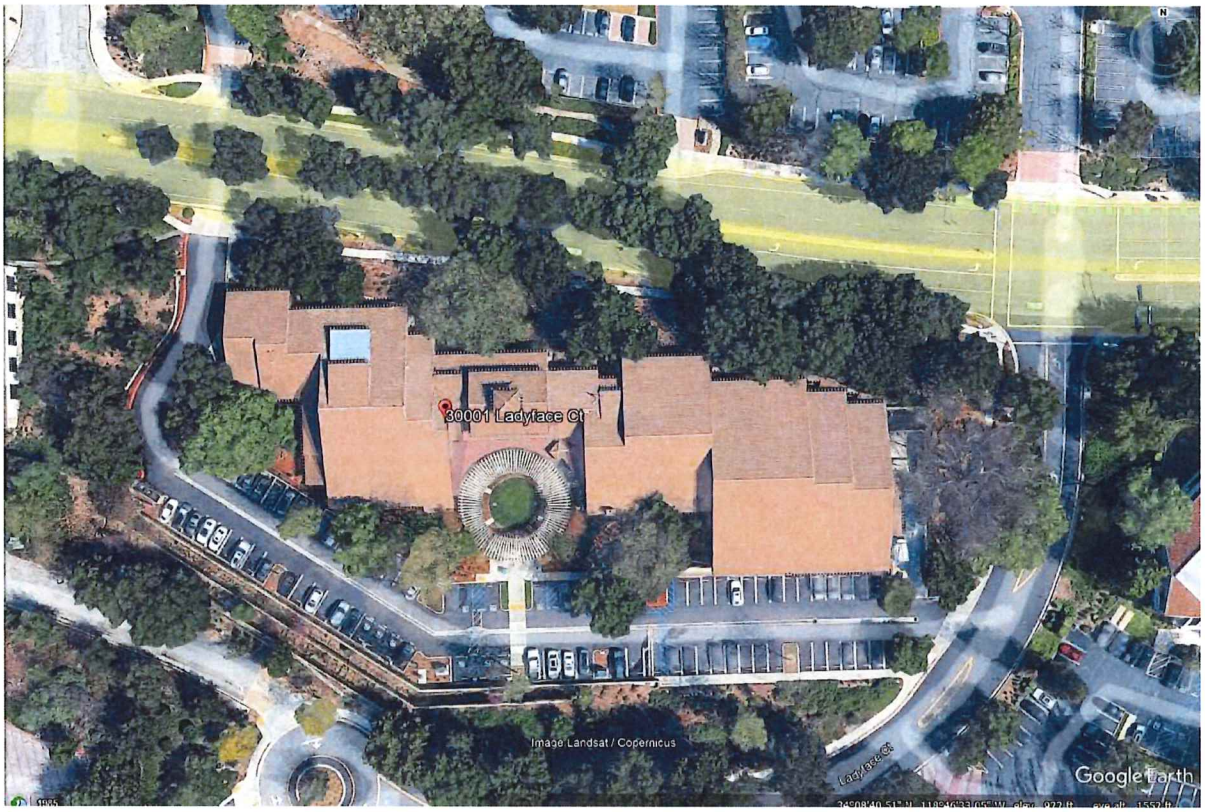

Exhibit "B" Agoura Hills City Hall and County Library Parking Lot

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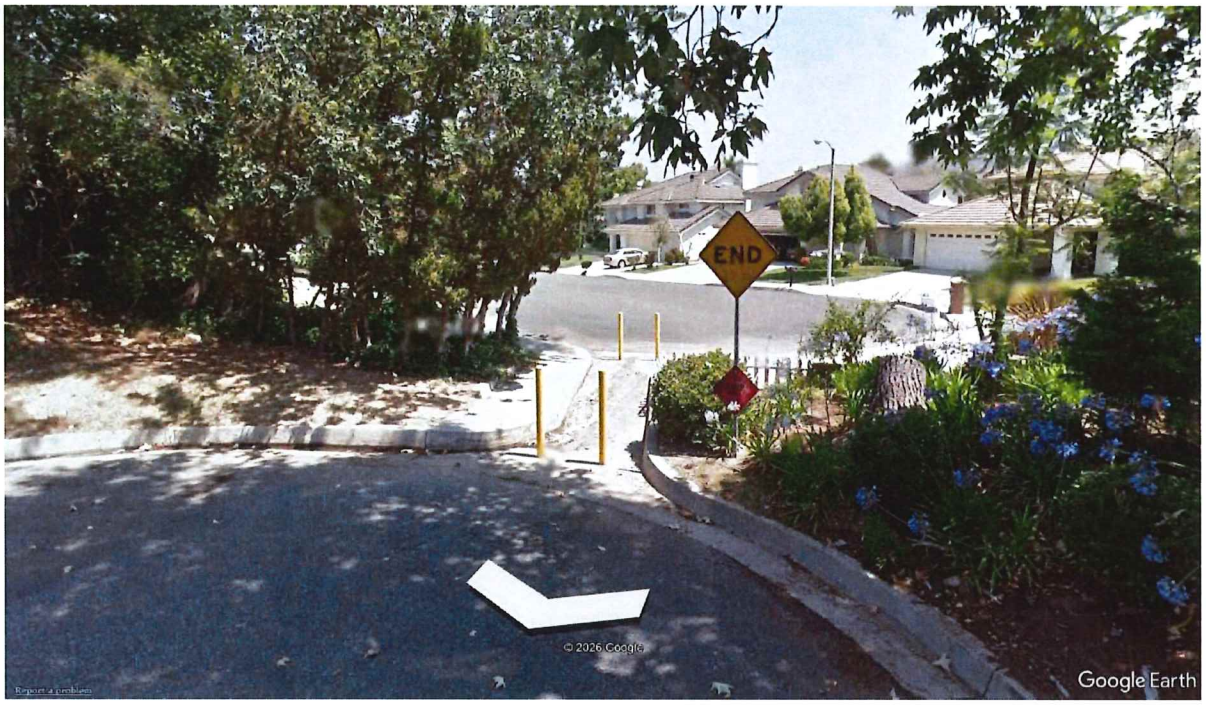

Exhibit “C” Drainage Swale Area at Buffwod Place, North of Hillrise Drive

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**RAMIRO ADEVA, ASSISTANT CITY MANAGER**
SUBJECT:	**APPROVE AGREEMENT FOR CONTRACTOR SERVICES, WITH SOLID WASTE SOLUTIONS (SWS), FOR SOLID WASTE AND PROJECT MANAGEMENT SERVICES**

Solid Waste Solutions, Inc. (SWS) is the City's current provider of specialized solid waste consulting, regulatory compliance, franchise agreement administration, grant management, and program implementation services.

The current agreement with SWS expires on June 30, 2026. SWS has consistently provided exceptional support to City staff and has successfully assisted the City in maintaining compliance with numerous State solid waste mandates while advancing local sustainability initiatives.

As California continues to impose significant regulatory requirements on local jurisdictions related to waste diversion, organics recycling, edible food recovery, household hazardous waste, construction and demolition debris recycling, and other environmental programs, there is a need for ongoing technical expertise, reporting, coordination, and monitoring.

Over the course of the current agreement, SWS has successfully assisted the City with:

- Preparation and submission of annual CalRecycle reports;
- Administration and coordination of household hazardous waste programs;
- Solid waste permit administration and franchise oversight;
- Compliance efforts related to AB 341, AB 1826, and SB 1383;
- Grant administration and reporting;
- Public outreach and education efforts;
- Coordination with franchise haulers and regulatory agencies; and
- Ongoing support for State and regional solid waste initiatives.

In addition to continuing these services, the proposed agreement will position the City to address several significant initiatives over the next three years, including:

- Preparation and coordination for future CalRecycle Jurisdiction Agency Compliance and Enforcement (JACE) reviews;
- Support for renegotiation of the City's residential solid waste franchise agreement or implementation of a future Request for Proposals process; and
- Support for implementation and enforcement of the City's single-use plastics reduction ordinance.

SWS has consistently provided exceptional professional service to the City and has become a trusted partner in administering the City's solid waste and recycling programs. The proposed three-year agreement will allow the City to continue receiving specialized technical expertise, maintain compliance with evolving State regulations, and successfully implement key solid waste initiatives over the coming years.

Accordingly, staff recommends approval of the agreement with SWS for Fiscal Years 2026-27 through 2028-29.

FISCAL IMPACT

Funding for the agreement is included in the proposed Solid Waste Program budgets and will be appropriated annually through the City's budget process.

The proposed agreement provides for the following annual not-to-exceed amounts:

- Fiscal Year 2026-27: $141,450
- Fiscal Year 2027-28: $121,450
- Fiscal Year 2028-29: $121,450

The total not-to-exceed amount over the three-year term is $384,350.

The Fiscal Year 2026-27 not-to-exceed amount includes a one-time allocation of $20,000 for the ongoing solid waste franchise agreement discussions. Because these efforts are anticipated to conclude prior to the expiration of the current franchise agreement with Waste Management (WM) on June 30, 2027, the $20,000 allocation is included only in Fiscal Year 2026-27. Accordingly, the Fiscal Year 2027-28 and Fiscal Year 2028-29 not-to-exceed amounts reflect the removal of this one-time cost and are reduced to $121,450 annually.

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

RECOMMENDATION

Staff respectfully recommends approval of the Agreement for Contractor Services, with Solid Waste Solutions, Inc., for solid waste and project management services.

Attachments

SWSagreementwithexhibits.pdf

Docusign Envelope ID: 2459BA2E-ED8D-8092-8347-84EA9A28E061

AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND SOLID WASTE SOLUTIONS, INC.

THIS AGREEMENT is made and effective as of July 1, 2026, between the City of Agoura Hills, a municipal corporation ("City") and Solid Waste Solutions, Inc. ("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, 2026, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2029, 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 one-hundred forty-one thousand, four-hundred and fifty dollars ($141,450) in Fiscal Year 2026-27; one-hundred twenty-one thousand, four-hundred and fifty dollars ($121,450) in Fiscal Year 2027-28; and one-hundred twenty-one thousand, four-hundred and fifty dollars ($121,450) in Fiscal Year 2028-29 ("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.

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;

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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.

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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 unifrm, 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 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 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:	Solid Waste Solutions, Inc. 25 W. Rolling Oaks Dr., Ste 201 Attention: Kimberly Nilsson

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.

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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 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.

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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

_____

Jeremy Wolf,
Mayor

ATTEST:

_____

Kimberly M. Rodrigues, MMC
City Clerk

Date Approved by City Council: _____

APPROVED AS TO FORM:

_____

Candice K. Lee,
City Attorney

CONTRACTOR

Solid Waste Solutions, Inc.
25 W. Rolling Oaks Dr., Ste 201
Kimberly Nilsson
(805) 495-7521
kim@sws-inc.com

By: Signed by: Kimberly Nilsson A3D446E00F56480...
Name: Kimberly Nilsson
Title: President

By: Signed by: Joseph Lombardo 875FFFBD1ED84D7...
Name: Joseph Lombardo
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:

Solid Waste Solutions, Inc.

Exhibit A: Scope of Services: Solid Waste Tasks and Project Management Services

Item 1: Solid Waste Services: SWS will continue to provide on-call solid waste services to the City of Agoura Hills. Services shall include, but not be limited to the following:

1. Preparation of the CalRecycle Annual Report as required by the State:
Per California Assembly Bill 939, all cities are required to prepare and submit an annual report on the status of the solid waste diversion and program implementation for the jurisdiction. This task includes gathering all disposal and diversion data from the local landfill and reporting agencies, the solid waste haulers, and any data regarding City's implemented programs that have diverted material from the landfill or instituted policies for more environmental practices. This data shall be included in the preparation of the online CalRecycle Annual Report, due August 1 annually.

2. Household Hazardous Waste Program Coordination: Continue to assist the city with the coordination and advertising of the Household Hazardous Waste programs and also tracking the programs. This includes the annual submittal of the CalRecycle Form 303 every October.

3. Solid Waste Permit Coordination. The solid waste hauler permits are issued annually for the commercial and roll-off/rent-a-bin sectors. Tasks include the processing of said permits from distribution of the applications through to issuance of the permit, review of the quarterly submittals, and diversion reports, etc. In addition, the solid waste hauler is required to advertise their programs and educate the public in all sectors.

4. Solid Waste Franchise Agreement Coordination:
Day to day Management and tracking of Residential/Multi-Family franchise agreement requirements. This includes a review of the haulers franchise defined reports, diversion tracking, rate increase requests, hauler's education program, advertisements, etc.

5. Program Development for the Implementation and Reporting of AB341, AB1826 and SB 1383 compliance :
SWS will help the city staff update existing City solid waste programs further to increase the diversion of waste from the landfill. These tasks may include but are not limited to:

S.W.S. Inc./City Permit Services, 25 W. Rolling Oaks Dr., Suite 201, 1000 Oaks, CA 91361
Phone: (805) 495-7521 Fax: (805) 495-7621 E-mail: info@sws-inc.com

- Implementing CAL Green for diversion of the Construction and Demolition (C&D) Debris Recycling Program. Tracking C&D final reports as approved by Building & Safety.
- Increase Commercial Recycling Program and Organics participation.
- Assist in expanding the public outreach programs to the community for all programs.
- Participate in CalRecycle and local and regional stakeholder meetings as requested.
- Implement new solid waste programs developed by the City of Agoura Hills.
- Special Events Reporting & tracking as required.
- Assist the City implementation of State Assembly Bills: Currently - California Assembly Bills AB 341, AB 1826, and SB 1383.
    - Monitoring and tracking of the implementation of AB 341 Mandatory Commercial Recycling
    - Monitoring and tracking of the implementation of AB 1826 Organics and the 2 Cubic yard implementation trigger.
    - Continued development and monitoring/reporting of SB 1383 Program. This includes coordination of Ordinance implementation, implementation of education and outreach, continued development of the program exemption/waiver process, self-hauler and 3rd party recycling identification and tracking, program enforcement, organics procurement and coordination of edible food recovery.

The city is required to implement these programs for the residential, multi-family, and commercial sectors. The city is required to report annually to CalRecycle for compliance with State Law and also participate in conference calls and site visits.

6. Grant Coordination: SWS will assist with the coordination of grants including the tracking of expenditures and assist in expending grant funding as required by each grant.

- *CalRecycle Used Oil Payment Program (OPP):* Review and assist the City with the CalRecycle Program Funding and Expenditures of funds received. Assist in tracking and annually reporting to the State on the OPP Program expenditures.
- *SB 1383 Local Assistance Grant*: Review and assist the city with the CalRecycle program funding and expenditures. Assist in tracking and reporting expenditures.
- *CalRecycle-Beverage Container Recycling Grant*: If the City chooses to apply, then SWS will review the CalRecycle Beverage Container Recycling funds received and expenditures.

- *Miscellaneous Grants*: Assist the City to apply, review or expend funds for any other grants the City may be interested in.

Item 2: CalRecycle JACE Review (Jurisdiction Agency Compliance and Enforcement) **preparation and coordination**:

Every four (4) years CalRecycle is required to review the mandatory SB 1383 program and all associated solid waste programs in every agency (City/County/District) statewide. The City of Agoura Hills has not yet been tasked for this detailed review, but the implementation of the review is time consuming.

Associated tasks for the JACE review will include the tracking, monitoring and file maintenance in accordance with the State regulations. Specifically SWS will assist the city with the maintenance of the jurisdiction's implementation record. This is an Excel spreadsheet with roughly 18 worksheets that track all aspects of SB 1383 and its implementation, monitoring, enforcement and tracking. Additionally, the JACE team will request access to the file folders where all SB 1383 files are kept. To date SWS has maintained the Agoura Hills files and folders and they are shared with the City through Dropbox.

This scope shall include all JACE preparation work, ongoing monitoring and coordination once the City is requested to provide all information to the CalRecycle JACE staff.

Item 3: Franchise Agreement Renegotiation or Request for Proposal

Presently the City's current franchise agreement is due to expire on June 30, 2027. Staff are currently working with SWS and Waste Management to present a package to the City Council to receive direction on whether to continue to renegotiate with Waste Management or begin the Request for proposal process.

SWS scope at this time has two possible directions as stated above. SWS can be tasked with assisting city staff with the development of a new franchise agreement. This work will include the coordination of a new agreement, coordination with staff and the city attorney, presenting the agreement to the hauler (Waste Management) and also to the council sub-committee then to the City council for approval. The tasks in developing a new agreement are time-consuming due to the amount of coordination required between the staff and the hauler. As previously discussed, it is hoped that this could be before the City Council by December 2026.

If directed, a request for proposal (RFP) process will be started. This process typically takes upwards of 12 months to complete. The reason for the longer schedule as an RFP document has to be generated, reviewed by the City Attorney and approved by the city Council. The RFP is then released with roughly a 3-month turnaround and once received back you need time to interview and award a contract. The outside considerations to keep in mind are also the ordering of new containers if a different hauler is awarded a contract. It can take 3 months to get the necessary containers.

SWS can provide staff with the needed assistance at whatever level is required. As we bill hourly, there are no established costs for these services. Just our estimate of anticipated costs.

Item 4: Plastic Ban coordination and enforcement inspections

Solid Waste Solutions, (SWS) is available to provide inspection services to the cities to ensure compliance with local regulations and product bans. On December 11, 2024, the Agoura Hills City Council adopted Ordinance No. 24-477. The Ordinance requires all food facility vendors to use reusable food ware for dine-in operations and compliant compostable food ware accessories for take-out services. Ordinance 24-477 also prohibits the use of single-use plastics and polystyrene products within the city limits. When the Ordinance was adopted, the City Council granted a one-year implementation grace period. On January 11, 2026, the requirements of Ordinance 24-477 were now effective.

SWS proposes the implementation of an enforcement program in two (2) phases. First the notification of all businesses that these requirements exist are now effective and enforceable. SWS field inspector will visit the commercial food establishments and go door to door providing program information for all impacted businesses. The information shall also include helpful information about purchasing options etc.

Once this is complete, in six (6) months schedule enforcement inspections where compliance will be review, tracked and non-compliance noticed. SWS has a list of food establishments from the City that shall be used to generate a tracking log and check list.

Please note that SWS suggests distributing information on all solid waste programs that impact food establishments. For example, AB 827-Front of hours recycling, AB 341 Mandatory commercial recycling and SB1383 Mandatory Organics.

All of these items have been budgeted as total costs and will be billed hourly using Exhibit B's billing rates.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Solid Waste Solutions, Inc.

Exhibit B - Billing Rates:

Standard SWS Inc. Billing Rates
January 2026

Professional Staff	Hourly Rate
Senior Manager/Computer Programming / Database-Development/Management:	$195.00/hour
Principal:	$220.00/hour
Travel:	Actual Costs
2026 IRS Mileage Reimbursement:	$0.725

Note: All hourly rates are effective for 12 months after the date of proposal or contract execution, at which time they can be raised due to the cost-of-living increases and inflation (CPI) with the approval of client.

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Phone: (805) 495-7521 Fax: (805) 495-7621 E-mail: info@sws-inc.com

Solid Waste Solutions, Inc.

Each aspect of the solid waste program listed has separate and overlapping tasks. SWS estimates that the work will be broken out annually as follows and billed using the rates in Exhibit B:

ESTIMATED ANNUAL PROGRAM COSTS:

Tasks	Total	Item Total
ITEM 1		
Annual Report Preparation and Disposal Tracking	$8,950.00	
Household Hazardous Waste Coordination	$3,000.00	
Solid Waste Permit Coordination	$12,000.00	
Solid Waste Franchise Agreement Coordination	$9,000.00	
Program Development, Implementation and reporting for AB 341, AB 1826 and SB 1383: Miscellaneous meetings, residential, commercial, compost & organics programs, C&D, outreach, etc.	$30,000.00	
CalRecycle Used Oil Grants/ Beverage Grants	$3,500.00	$66,450.00
ITEM 2		
CalRecycle JACE Review Preparation and Coordination	$5,000.00	$5,000.00
ITEM 3		
Franchise Agreement Renegotiation or Request for Proposal(Cost based on renegotiation)	$20,000	$20,000.00
ITEM 4		
Plastic Ban coordination and enforcement inspections (83 locations bi-annually)	$50,000.00	$50,000.00
TOTAL		$141,450.00

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CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**AMY BRINK, DIRECTOR OF COMMUNITY SERVICES** **STEPHANIE POZOS, MANAGEMENT ANALYST**
SUBJECT:	**APPROVE AGREEMENT FOR CONTRACTOR SERVICES, WITH VENTURA TRANSIT SYSTEM, INC., FOR CHARTER TRANSPORTATION SERVICES**

The Department of Community Services has contracted with Ventura Transit System, Inc. (VTS) since March 2020 to provide charter transportation services for the City's Recreation Transit Program and other City-sponsored events. These services transport residents and program participants to local destinations and special events.

Throughout the term of the agreement, VTS has demonstrated the resources, personnel, and operational capacity necessary to provide efficient transportation services. The proposed agreement includes a not-to-exceed amount of $45,000 annually. Contract costs have increased in recent years due to rising labor expenses and fuel prices affecting the transportation industry.

The proposed agreement will commence on July 1, 2026, and expire on June 30, 2028, with the option to extend for one additional one-year term.

The City owns a 28 passenger 2017 Starcraft Allstar 32' Ford that will be the primary vehicle utilized by the contractor. VTS will also provide additional shuttle vehicles in the event the primary vehicle passenger is not sufficient to accommodate the requested trip(s).

The proposed program requires $45,000 in Los Angeles County Metropolitan Transportation Authority (LACMTA) Proposition A Funds and is recommended in the Fiscal Year 2026/27 Budget.

FISCAL IMPACT

There is no fiscal impact. Funds were appropriated in the FY 2026-27 Proposed Budget. As this is an ongoing recreation transit program, the funds will be appropriated in the FY 2027-28 Budget using Los Angeles County Metropolitan Transportation Authority (LACMTA) Proposition A Funds, in the following Recreation Department accounts:

Recreation Transit – Excursions 060-4420-5520B0

Recreation Transit – Seniors 060-4420-5520D0

Contract Services – Special Events 060-4420-5520E0

RECOMMENDATION

Staff respectfully recommends the City Council approve the Agreement for Contractor Services with Ventura Transit System, Inc. (VTS), in the amount of $90,000 to provide Charter Transportation Services for the City's Recreation Transit Program and other City-sponsored events.

Attachments

2026 1 TEMPLATE-Over$25K-City Council_VTS(signed by VTS).pdf

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AGREEMENT FOR CONTRACTOR SERVICES WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR:	Ventura Transit System, Inc.
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Attn: Sara Pontecchi, Director of Business Development
CONTRACTOR'S ADDRESS:	280 Skyway Dr. Camarillo, CA, 93010
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Stephanie Pozos
COMMENCEMENT DATE:	July 1, 2026
TERMINATION DATE:	June 30, 2028
CONSIDERATION:	Agreement Price: Not to Exceed: $90,000.00

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

_____

_____

_____

_____

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

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AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND VENTURA TRANSIT SYSTEM, INC.

THIS AGREEMENT is made and effective as of July 1, 2026, between the City of Agoura Hills, a municipal corporation ("City") and Ventura Transit System, Inc. ("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, 2026, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2028, 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[s] 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

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 Ninety Thousand Dollars and Zero Cents ($90,000.00) (“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.

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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

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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

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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) Sexual Abuse/Molestation Insurance. Contractor shall procure and maintain sexual abuse and molestation liability coverage in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate. This coverage may be part

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of commercial general liability coverage, professional liability coverage, or a separate policy.

5) Umbrella or Excess Liability: $4,000,000. Provider shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- "Pay on behalf of" wording as opposed to "reimbursement";
- Concurrency of effective dates with primary policies.

Should Provider obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

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

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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.

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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

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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

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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

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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:	Ventura Transit System, Inc. 280 Skyway Dr., Camarillo, CA 93010 Attention: Sara Pontecchi

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.

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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 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.

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.

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

CITY OF AGOURA HILLS

Jeremy Wolf,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

Date Approved by City Council: _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONTRACTOR

Ventura Transit System, Inc.
280 Skyway Dr. Camarillo, CA 93010
Sara Pontecchi
(805) 218-1583
sarap@venturatransit.com

By: DocuSigned by: MASOOD BABAEIAN D58358E4334C458...
Name: MASOOD BABAEIAN
Title: President

By: DocuSigned by: Bobby Babaeian DBAB8C569D4E4D2...
Name: Bobby Babaeian
Title: CEO

[Signatures of Two Corporate Officers Required]

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EXHIBIT A

TASKS TO BE PERFORMED

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

Provision of special charter transportation services to transport residents and program participants to various special events for the City's recreation transit program. Charters can include, but not limited to the following service locations:

- Chumash Casino
- Magic Castle
- Medieval Times
- Pantages Theatre
- Restaurants (in town, out of town)
- Route 66
- Solvang
- Teen Camps
- Workman Template
- Las Virgenes Municipal Water District Facility Tours
- City of Agoura Hills - State of the City
- Other trips requested by City

CITY OWNED VEHICLE (SHUTTLE BUS)

The City owns a 28 passenger 2017 Starcraft Allstar 32' Ford 550 CNG Bus that is used for current specials charter services. Additional bus passenger options available are 26 passenger+ 1 wheelchair capacity, or 22 passenger+ 2 wheelchair capacity. A rear lift gate is also included.

<u>This will be the primary vehicle utilized by the contractor.</u> Contractor will also provide additional shuttle vehicles in the event the primary vehicle passenger capacity is not sufficient to accommodate the requested trip(s).

<u>SERVICE REQUESTS</u>

As standard practice, the City provides request notifications in the following manner:

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- Final Week of Each Month - City provides date and trip destinations for the following month

- Summer Schedule - City provides Summer schedule program dates and destinations in the Spring

- Short Notice - While the City strives to provide ample service request notifications, service request can be provided as short as 24 hours in advance of charter service.

MAINTENANCE/STORAGE/FUEL

Maintenance

Contractor will be responsible for performing general maintenance (GM) and preventative maintenance inspections and service (PMS) on the City Owned Vehicle (Shuttle Bus) in compliance with, or more frequently than, the manufacturer's recommendations. Contractor will also be required to submit quarterly GM/PMS reports.

Contractor shall maintain and clean vehicle (exterior/interior) at regular intervals necessary to ensure vehicle is clean and presentable for charter trips.

Storage

The City vehicle shall be stored at the following location:

Ventura Transit System Yard, 295 Wills Ave., Ste. H4, Camarillo CA

Fuel

Contractor acknowledges City owned vehicle requires CNG fuel. Fuel must be obtained at an approved CNG only facility.

Contractor to advise City where CNG fuel is obtained

Contractor will be responsible for all interior and exterior damages to the vehicle and for all repairs costs associated to address the damage.

Contractor acknowledges the City Owned Vehicle will receive an annual performance maintenance inspection by the City of Thousand Oaks Transportation Division to review the overall condition of the shuttle bus. Inspection will be at the City of Agoura Hills' expense.

DRIVER ATTIRE/EXPECTATIONS

- Shuttle Bus Drivers are required to wear a nametag and dress professionally with collared polo shirt and Docker/dickie-style pants.

- Drivers must be:

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- Trained and experienced with securing passenger(s) with special mobility needs (i.e., wheelchairs)
- Trained and experienced with securing wheelchairs in their designated positions
- Trained and experienced with working with youth and teens
- Trained and experienced with assisting elder passengers and providing assistance into vehicle if needed
- Be knowledgeable of directions to destinations, including the use of GPS devices to assist in this endeavor

NON-GUARANTEE – LEVEL OF CHARTER SERVICE REQUESTS

Contractor acknowledges the City cannot guarantee a particular level of service requests/special charter services. There are increased frequencies of charter services in the summer months.

EMERGENCY SERVICE ASSISTANCE

Contractor acknowledges the City may request assistance for emergency transportation situations. City acknowledges assistance is based on availability of resources. Contractor will make the best effort to assist with these types of request.

INVOICING & REPORTS

Monthly invoicing will consist of dates of service, destinations, number of passengers, total miles traveled, and total vehicle hours to facilitate staff review.

General Maintenance and PMS reports will consist of dates of service, description of maintenance performed, mileage of vehicle at time of service, and summary of vehicle condition.

ACKNOWLEDGEMENT OF MULTIPLE CONTRACTS

Contractor acknowledges the City may enter into multiple contracts for charter services if needed.

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EXHIBIT B

PAYMENT RATES AND SCHEDULE

Use of City Owned Vehicle	
Cost per hour (weekday)	$140
Cost per hour (weekend)	$140

The City anticipates a revenue vehicle hour is the time between the first pick-up and last drop-off, less driver breaks and service interruptions.

Minimum hours required: 5

Use of Contractor Owned Vehicle	
Cost per hour (weekday)	$160
Cost per hour (weekend)	$160

Minimum hours required: 5

Contractor will provide mobility accessible vehicles, and additional vehicles needed at the Contractor Owned Vehicle Rate.

Contractor acknowledges that the "not to exceed" price is not a guaranteed total contract annual cost. Amount can be less.

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**RAMIRO ADEVA, ASSISTANT CITY MANAGER** **DIEGO IBANEZ, DIRECTOR OF FINANCE**
SUBJECT:	**APPROVE AUTHORIZATION OF EXPENDITURES FOR THE CIVIC CENTER MICROGRID PROJECT TO PRESERVE ELIGIBILITY FOR FEDERAL INVESTMENT TAX CREDITS UNDER THE INFLATION REDUCTION ACT**

On May 27, 2026, the City Council awarded a contract to SitelogIQ for the design and construction of the Civic Center Microgrid Project. The project is intended to enhance the resiliency of critical City facilities through the installation of renewable energy generation, battery storage, and associated infrastructure capable of supporting emergency operations during utility outages.

The project is being funded through a combination of federal grant funding, City contributions, and anticipated federal clean energy incentives available through the Inflation Reduction Act (IRA). To preserve eligibility for the anticipated tax credit benefits, the project must satisfy federal "beginning of construction" requirements by July 3, 2026. One recognized method for satisfying this requirement is to incur or pay a percentage of 5%-8% of eligible project costs before the applicable deadline.

Based on the current estimated project cost of $3,319,673, staff recommends the expenditure of approximately $265,574. SitelogIQ has identified qualifying equipment and procurement activities that can be completed prior to the deadline and would satisfy the applicable federal requirements. These expenditures would become part of the overall project and are not anticipated to increase the total authorized project budget.

Failure to authorize the required expenditures before the federal deadline could jeopardize the City's ability to claim these tax credit benefits, potentially reducing available project funding by hundreds of thousands of dollars.

Therefore, staff is recommending appropriating $265,574 from Facilities Fund 012 to facilitate the required procurement activities prior to the federal deadline.

FISCAL IMPACT

This project has been in the planning stages over the last few years. Staff has requested funds to be set aside in Fund 012 Facilities to appropriate for costs for this project. The Capital Outlay Account 012-4180-5682 currently has a balance of $400,000 and staff is requesting an appropriation of $265,574 for payment to SitelogIQ. This payment is needed by July 3, 2026, in order to qualify for tax savings related to the Inflation Reduction Act.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Authorize the expenditures for the Civic Center Microgrid Project to preserve eligibility for federal investment tax credits; and
2. Approve the necessary budget appropriation to facilitate project procurement activities required to preserve eligibility for federal clean energy tax incentives available through the Inflation Reduction Act.

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**RAMIRO ADEVA, ASSISTANT CITY MANAGER** **MARY HADDAD, COMMUNICATIONS MANAGER**
SUBJECT:	**APPROVE NAME CHANGE OF COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) IMPLEMENTATION ADVISORY COMMITTEE TO AGENCY WORKING GROUP**

In July 2024, the City initiated the Community Wildfire Risk Assessment (CWRA) process to identify local wildfire vulnerabilities, high-risk areas, and neighborhood-specific preparedness needs. Completed in October 2025, the CWRA provided the technical foundation for the development of the City's Community Wildfire Protection Plan (CWPP), which was adopted by the City Council on May 27, 2026.

A key component of the CWPP development process was collaboration with an Agency Working Group comprised of representatives from the Los Angeles County Fire Department, Lost Hills Sheriff's Station, Agoura Hills Fire Safe Council, Santa Monica Mountains Fire Safe Council, Mountains Recreation and Conservation Authority, Santa Monica Mountains Conservancy, California State Parks, National Park Service, Southern California Edison, and the Community Fire Brigade. This group provided valuable technical expertise, local knowledge, and interagency coordination throughout the planning process.

Following adoption of the CWPP, the City Council approved the establishment of a CWPP Advisory Committee to support implementation of the Plan's recommendations. As staff has begun preparing for implementation efforts, it has become evident that continued success will depend on maintaining a collaborative, action-oriented partnership among the agencies and organizations responsible for carrying out CWPP projects and initiatives.

To support this objective, staff recommends renaming the "CWPP Advisory Committee" to the "CWPP Agency Working Group" within the final CWPP document and future implementation materials. This name more accurately reflects the intended purpose of the group as a collaborative forum for coordination, information sharing, project development, and implementation among partner agencies and stakeholders. Additionally, the name maintains consistency with the structure that successfully guided development of the CWPP and is familiar to participating organizations.

To ensure ongoing community engagement, staff will supplement the Agency Working Group meetings with annual public workshops to provide updates on CWPP implementation progress, gather community feedback, and identify emerging wildfire preparedness needs. Staff will also provide periodic updates to the City's Emergency Preparedness Subcommittee and conduct outreach to encourage public participation in those meetings.

FISCAL IMPACT

There is no fiscal impact to this item.

RECOMMENDATION

Staff recommends that the City Council approve the modification of the CWPP to replace references to the "CWPP Advisory Committee" with "CWPP Agency Working Group" to better reflect the collaborative implementation structure envisioned for the Plan.

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**DIEGO IBANEZ, DIRECTOR OF FINANCE**
SUBJECT:	**APPROVE A RESOLUTION ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2026-27 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS**

The California Government Code, Section 53646, requires the City's investment policy be approved annually. Staff and the City's Finance Subcommittee have reviewed the current version of the policy and there are no proposed changes.

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

Review of the Investment Policy will not have an impact on the City Council FY 2026-27 approved budget. In addition, there are no direct financial impacts as no actions are being taken on current investments.

RECOMMENDATION

Staff recommends the City Council review the current investment policy and adopt Resolution No. 26-2138 regarding the annual investment policy for Fiscal Year 2026-27 and continuing to delegate authority to the City Treasurer to invest and reinvest City funds consistent with this policy.

Attachments

Reso 26-2138 for Investment Policy.pdf
City of Agoura Hills Investment Policy 26.27.pdf

RESOLUTION NO. 26-2138

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2026-27 AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST AND REINVEST CITY FUNDS

WHEREAS, on June 24, 2026, 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 23, 2025, is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this 24th day of June 2026, by the following vote to wit:

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly M. Rodrigues, City Clerk

CITY OF AGOURA HILLS
STATEMENT OF INVESTMENT POLICY

I. POLICY

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

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

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

II. SCOPE

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

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

- Any other funds specifically exempted by the City Council.

POOLING OF FUNDS

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

III. PRUDENCE

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

"…all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

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

IV. OBJECTIVES

The City's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives

of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

- SAFETY. Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.

- LIQUIDITY. The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

- RETURN ON INVESTMENTS. The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

V. DELEGATION OF AUTHORITY

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

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

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

The Treasurer may authorize the Director of Finance to function as the City's Investment Officer in performing the treasury functions and duties under this policy. When acting as the City's Investment Officer as provided in this paragraph, the Director of Finance shall be subject to the direction and supervision of the Treasurer, shall coordinate with the City Treasurer on

investments, and shall discuss changes in the composition of the City's investment portfolio with the Treasurer prior to purchasing these investments.

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

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

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

VI. ETHICS AND CONFLICTS OF INTEREST

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

Employees and investment officials shall disclose to the Director of Finance any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City. Investment officials must file an annual Statement of Economic Interest Form 700 with the city clerk's office prior to April 1 of each year or when material interest in financial institutions or personal investment positions require it.

VII. INTERNAL CONTROLS

Subject to the direction and supervision of the Treasurer, the Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City are protected

from loss, theft, fraud, or misuse.

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

Internal controls state that every transaction must be reviewed, authorized, and documented. Transaction documentation will be maintained for audit purposes.

The investments placed shall conform to the City's "Statement of Investment Policy."

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

VIII. WIRE TRANSFER CONTROLS

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

LAIF TRANSFERS

Any transfers to/from LAIF representing deposits or withdrawals effectuating an investment decision by the City Treasurer shall be completed by Finance Department staff and authorized by the City Manager in accordance with paragraph 2 of Section VII.

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

To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City's Treasurer will determine which financial institutions are authorized

to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

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

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

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

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

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

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.
Selection of broker/dealers used by an external investment adviser retained

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

X. AUTHORIZED INVESTMENTS

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

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

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

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

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

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

   - The maximum maturity is five (5) years.

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

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

4. COMMERCIAL PAPER, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:
   - No more than 10% of the outstanding commercial paper of any single issuer.
   - No more than 25% of the City's investment assets under management may be invested in Commercial Paper. Under a provision 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 sunsetting 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 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 City 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 City 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.

CITY OF AGOURA HILLS
OFFICER/EMPLOYEE/OFFICIAL RESPONSIBILITY AND FRAUD PREVENTION POLICY AND PROTOCOL 2025-2026

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.

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**AMBER VICTORIA, MANAGEMENT ANALYST** **RAMIRO ADEVA, ASSISTANT CITY MANAGER**
SUBJECT:	**ADOPT A RESOLUTION AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES, AND INCREASING THE CITY'S MATCHING CONTRIBUTION TO THE DEFERRED COMPENSATION PLAN FOR GENERAL AND EXECUTIVE EMPLOYEES; ADOPT A RESOLUTION INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR COUNCILMEMBERS; AND APPROVE THE SIXTH AMENDMENT TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT AND THE CITY MANAGER'S PERFORMANCE BONUS**

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 is a means to retain high performing employees. Fiscal Year 2026-2027 is the second year of the two-year compensation package, previously approved by the City Council. The following is what was agreed to for Fiscal Year 2026-2027.

Fiscal Year 2026-27

- Full-Time employee salaries will include a 3.2% Cost of Living Adjustment (COLA) increase effective the pay period beginning June 27, 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, 2026.

- Establish the CalPERS classic employee contribution as an additional 0.5% and the PEPRA employee contribution is 7.75% as established by CalPERS

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.

Sixth Amendment to City Manager Employment Agreement and Performance Bonus

Following the City Manager's annual performance evaluation on April 22, 2026, 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 recommends that the City Manager's employment agreement be amended to increase the City Manager's pay by three-point two (3.2%) percent, which would set the City Manager's base salary to three hundred and eight thousand one hundred twenty-three dollars and one cent ($308,123.01) 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 2026-2027 for continued exceptional performance. This Sixth Amendment, if adopted, would be effective with the first pay period of the Fiscal Year that includes July 1, 2026.

FISCAL IMPACT

These increases have been budgeted in the Proposed Fiscal Year 2026-2027 Budget. No additional appropriations are needed.

RECOMMENDATION

Staff recommends the City Council adopt:

1) Resolution No. 26-2139; amending the compensation plan by setting the salary ranges for City employees to include a 3.2% COLA rate increase, increasing the employer contribution to healthcare premiums for full-time employees; and increasing the City's matching contribution to the deferred compensation plan for general employees;

2) Resolution No. 26-2140; increasing the employer contribution to healthcare premiums for Councilmembers; and,

3) Approve the Sixth Amendment to the City Manager's employment agreement and the City Manager's performance bonus

Attachments

(Attachment) COLA Reso 26-2139.pdf
Salaries and Positions 6.27.26.pdf
(Attachment) Healthcare Councilmembers Reso 26-2140.pdf
Sixth Amendment to Nathan Hamburger City Manager Agreement.pdf

RESOLUTION NO. 26-2139

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 3.2% 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 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 pay period beginning June 27, 2026.

SECTION 2. Effective January 1, 2027, through December 31, 2027, the City's employer contribution toward healthcare premiums for full-time employees will be up to $3,050 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, 2026.

SECTION 3. Effective July 1, 2026, the City's matching contribution to the Deferred Compensation plan will increase to a dollar-for-dollar match not-to-exceed one hundred and forty ($140.00) dollars per pay period for general employees.

PASSED, APPROVED, and ADOPTED this 24th day of June 2026, by the following vote to wit:

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly M. Rodrigues, City Clerk

EXHIBIT A

SALARIES AND POSITIONS 2026-2027

EXHIBIT A

FULL-TIME POSITIONS AND SALARIES							
EFFECTIVE PAY PERIOD BEGINNING 6/27/2026							
POSITIONS	F/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
EXEMPT							
ACCOUNTANT	50	96,164	117,166	8,014	9,764	46.23	56.33
ADMINISTRATIVE ANALYST	51	98,568	120,095	8,214	10,008	47.39	57.74
ASSISTANT CITY MANAGER	82	211,921	258,205	17,660	21,517	101.89	124.14
ASSISTANT DIRECTOR OF COMM SERVICES	68	149,982	182,739	12,499	15,228	72.11	87.86
ASSISTANT PLANNING DIRECTOR	68	149,982	182,739	12,499	15,228	72.11	87.86
ASSISTANT TO THE CITY MANAGER	60	123,098	149,982	10,258	12,499	59.18	72.11
ASSOCIATE CIVIL ENGINEER	59	120,095	146,324	10,008	12,194	57.74	70.35
BUILDING OFFICIAL	70	157,575	191,990	13,131	15,999	75.76	92.30
CITY CLERK	64	135,877	165,553	11,323	13,796	65.33	79.59
CITY ENGINEER	71	161,515	196,790	13,460	16,399	77.65	94.61
CITY MANAGER		308,123		25,677		148.14	
COMMUNICATIONS MANAGER	59	120,095	146,324	10,008	12,194	57.74	70.35
COMMUNITY DEVELOPMENT DIRECTOR	78	191,990	233,921	15,999	19,493	92.30	112.46
DEPUTY CITY MANAGER	73	169,691	206,752	14,141	17,229	81.58	99.40
DEPUTY DIRECTOR OF PUBLIC WORKS	65	134,955	164,430	11,246	13,702	64.88	79.05
DIRECTOR COMMUNITY SERVICES	78	191,990	233,921	15,999	19,493	92.30	112.46
DIRECTOR OF FINANCE	78	191,990	233,921	15,999	19,493	92.30	112.46
DIRECTOR OF PUBLIC WORKS/CITY ENG	78	191,990	233,921	15,999	19,493	92.30	112.46
EXECUTIVE ASSISTANT	46	87,120	106,147	7,260	8,846	41.88	51.03
FINANCE MANAGER	61	126,175	153,732	10,515	12,811	60.66	73.91
HUMAN RESOURCES MANAGER	59	120,095	146,324	10,008	12,194	57.74	70.35
MANAGEMENT ANALYST	51	98,568	120,095	8,214	10,008	47.39	57.74
MEDIA ANALYST	51	98,568	120,095	8,214	10,008	47.39	57.74
PLANNING DIRECTOR	72	165,553	201,710	13,796	16,809	79.59	96.98
PRINCIPAL PLANNER	62	129,329	157,575	10,777	13,131	62.18	75.76
PUBLIC WORKS PROJECT MANAGER	59	120,095	146,324	10,008	12,194	57.74	70.35
RECREATION MANAGER	59	120,095	146,324	10,008	12,194	57.74	70.35
RECREATION SUPERVISOR	50	96,164	117,166	8,014	9,764	46.23	56.33
SENIOR CIVIL ENGINEER	64	135,877	165,553	11,323	13,796	65.33	79.59
SENIOR CODE COMPLIANCE OFFICER	51	98,568	120,095	8,214	10,008	47.39	57.74
SENIOR PLANNER	58	117,166	142,755	9,764	11,896	56.33	68.63
HOURLY							
ACCOUNTING SPECIALIST II	46	87,120	106,147	7,260	8,846	41.88	51.03
ADMINISTRATIVE AIDE	38	71,503	87,120	5,959	7,260	34.38	41.88
ADMINISTRATIVE ASSISTANT I	37	69,759	84,995	5,813	7,083	33.54	40.86
ADMINISTRATIVE ASSISTANT II	41	77,001	93,818	6,417	7,818	37.02	45.10
ASSISTANT ENGINEER	53	103,558	126,175	8,630	10,515	49.79	60.66
ASSISTANT PLANNER	51	98,568	120,095	8,214	10,008	47.39	57.74
ASSOCIATE PLANNER	55	108,800	132,563	9,067	11,047	52.31	63.73
BUILDING PERMIT TECHNICIAN	38	71,503	87,120	5,959	7,260	34.38	41.88
CODE COMPLIANCE OFFICER	46	87,120	106,147	7,260	8,846	41.88	51.03
COMM SERV COORDINATOR	46	87,120	106,147	7,260	8,846	41.88	51.03
COUNTER PERMIT TECHNICIAN	46	87,120	106,147	7,260	8,846	41.88	51.03
CULTURAL EVENT COORDINATOR	46	87,120	106,147	7,260	8,846	41.88	51.03
ENGINEERING AIDE I	38	71,503	87,120	5,959	7,260	34.38	41.88
ENGINEERING AIDE II	46	87,120	106,147	7,260	8,846	41.88	51.03
LAND USE TECHNICIAN	46	87,120	106,147	7,260	8,846	41.88	51.03
PLAN EXAMINER	46	87,120	106,147	7,260	8,846	41.88	51.03
PLANNING TECHNICIAN	38	71,503	87,120	5,959	7,260	34.38	41.88
SENIOR BUILDING INSPECTOR	47	89,297	108,800	7,441	9,067	42.93	52.31
PART-TIME POSITIONS AND SALARIES	**P/T**	**ANNUAL**		**MONTHLY**		**HOURLY**	
EFFECTIVE 1/1/26	**RANGES**	**LOW**	**HIGH**	**LOW**	**HIGH**	**LOW**	**HIGH**
ADMINISTRATIVE INTERN I	6	39,771	48,457	3,314	4,038	19.12	23.30
ADMINISTRATIVE INTERN II	13	47,276	57,601	3,940	4,800	22.73	27.69
INSTRUCTOR	1	35,152	42,829	2,929	3,569	16.90	20.59
OFFICE ASSISTANT	11	44,998	54,825	3,750	4,569	21.63	26.36
PUBLIC SAFETY LIAISON OFFICER	46	87,120	106,147	7,260	8,846	41.88	51.03
RECORDS COORDINATOR	46	81,800	99,763	6,823	8,314	39.37	47.96
RECREATION LEADER I	1	35,152	42,829	2,929	3,569	16.90	20.59
RECREATION LEADER II	9	42,829	52,183	3,569	4,349	20.59	25.09
RECREATION SPECIALIST	16	50,911	62,030	4,243	5,169	24.48	29.82
SENIOR PROGRAM INSTRUCTOR	14	48,457	59,041	4,038	4,920	23.30	28.38
SPECIAL EVENT WORKER		160-1,060		PER EVENT			

RESOLUTION NO. 26-2140

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, 2027, through December 31, 2027, the City's employer contribution toward healthcare premiums for councilmembers will be up to $3,050 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) rate.

PASSED, APPROVED, AND ADOPTED this 24th day of June 2026, by the following vote to wit:

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly M. Rodrigues, City Clerk

SIXTH AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF AGOURA HILLS AND NATHAN HAMBURGER

THIS SIXTH 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, 2026. 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 three hundred and eight thousand one hundred twenty-three dollars and one cent ($308,123.01) per year."

2. This Sixth 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 _____, 2026 at Agoura Hills, California.

CITY OF AGOURA HILLS ("EMPLOYER")

BY _____
Jeremy Wolf, 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

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE: JUNE 24, 2026

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: NATHAN HAMBURGER, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING THE CITY OF AGOURA HILLS' PARTICIPATION IN THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM, HOME INVESTMENT PARTNERSHIPS PROGRAM, AND THE EMERGENCY SOLUTIONS GRANT PROGRAM AND AUTHORIZE A COOPERATION AGREEMENT WITH THE COUNTY OF LOS ANGELES TO RECEIVE CDBG FUNDS

The request before the City Council is to consider adoption of Resolution No. 26-2141, approving the City's continued participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Entitlement Program, Home Investment Partnerships Program, and the Emergency Solutions Grant Program by authorizing the Mayor, or his designee, to sign the Participating City Cooperation Agreement with the Los Angeles County Development Authority (LACDA). The proposed Cooperation Agreement authorizes the City's participation in these programs during the time period of July 1, 2027 – June 30, 2030, unless otherwise terminated by the City, or by the County of Los Angeles.

Each year, CDBG funds are allocated to cities by the Federal Housing and Urban Development Department (HUD), and administered through the Los Angeles County Development Authority (LACDA). Funding for participating cities of the Los Angeles Urban County CDBG Program is based upon the total number of participating cities. It is also based on the cities' need to provide housing, economic and social service, and community development opportunities that principally benefit seniors and persons of low and moderate income levels, aid in the prevention of neighborhood blight, and meet other urgent community development needs due to natural disasters or other emergencies. The City of Agoura Hills has participated in the CDBG Program since 1984 and allocated funds have been used for such programs as the Senior Social Services Program, including the construction projects that include the path of travel and resurfacing of the Forest Cove Playground, and most recently the completion of the ADA Ramp located at Morrison Ranch Park.

These programs and projects have provided significant benefits to the residents of the City and staff supports extending the City's participation in the CDBG Program through FY 2026-2027 through FY 2029-2030. This Cooperation Agreement includes a couple of other programs that the LACDA offers which are reflected in the name change of the program under their Consolidated Plan. In addition, there is also a provision that will allow for automatic renewal of participation in the CDBG Program in successive three-year periods, unless the County of Los Angeles or the City of Agoura Hills provides written notice that it elects not to participate in a new qualification period.

The Cooperation Agreement was prepared and approved by the County of Los Angeles' legal counsel and HUD's legal counsel. The Agreement was also reviewed by the City Attorney and approved as to form.

FISCAL IMPACT

There is no negative fiscal impact to the City's General Fund through the use of the Community Development Block Grant Funds. Were the City not be able to utilize these funds, the programs supported may not be able to be offered.

RECOMMENDATION

Staff respectfully recommends the City Council approve Resolution No. 26-2141, approving the City’s participation in the Los Angeles Urban County Community Development Block Grant Program for the time period of July 1, 2027, through June 30, 2030, and self-renewing thereafter, by authorizing the Mayor, or his/her designee, to sign a Cooperation Agreement with the County of Los Angeles.

Attachments

Reso. No. 26-2141.pdf

RESOLUTION 26-2141

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PROGRAM

WHEREAS, the City of Agoura Hills desires to participate in the Los Angeles Urban County Community Development Block Grant ("CDBG") Entitlement Program, and if applicable, the HOME Investment Partnerships ("HOME") Program, and the Emergency Solutions Grant ("ESG") Program, in the Los Angeles County's Consolidated Plan, commencing on July 1, 2027 and through June 30, 2030; and

WHEREAS, the City authorizes the execution of a Cooperation Agreement with the County of Los Angeles in order to receive said CDBG funds.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, AS FOLLOWS:

SECTION 1**.** The City Council adopts and approve its participation in the Los Angeles Urban County Program and receiving CDBG funds, and if applicable, HOME and ESG Program Funds, and execution of the Cooperation Agreement between the City of Agoura Hills and the County of Los Angeles for the time period of July 1, 2027, through June 30, 2030, and self-renewing thereafter.

SECTION 2. The City Council authorizes the Mayor, or his/her designee, to execute the Cooperation Agreement, any and all related documents necessary, for participation in the Los Angeles Urban County Program on behalf of the City of Agoura Hills.

PASSED, APPROVED, AND ADOPTED this 24th day of June, 2026, by the following vote to wit:

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly, M. Rodrigues, City Clerk

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**NATHAN HAMBURGER, CITY MANAGER**
BY:	**DIEGO IBANEZ, DIRECTOR OF FINANCE**
SUBJECT:	**CONDUCT A PUBLIC HEARING TO CONSIDER THE ADOPTION OF A RESOLUTION ESTABLISHING FISCAL YEAR 2026-27 APPROPRIATIONS LIMITATIONS, AND A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 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 2026-27 is $25,434,369.

The City of Agoura Hills has a two-year budget plan. This year, staff will recommend the adoption and appropriation of the Fiscal Year 2026-27 Annual Budget. Furthermore, staff has no recommended changes for the approved Fiscal Year 2025-26 Annual Budget. The General Fund operational budget is balanced. Revenues are projected to be $19.7 million in the General Fund for Fiscal Year 2026-27.

Proposed expenditures for the Fiscal Year 2026-27 General Fund are recommended at $19.7 million, with operating transfers of $1.0 million ($20.7 million total). Public safety continues to be one of the highest priorities, at 30% of the General Fund Budget, to fund various programs largely provided via contract with the Los Angeles County Sheriff's Department. These include patrol and traffic personnel, a shared crime analyst, crossing guards, and animal control services.

On June 10, 2026, the City Council held a budget workshop, covering all budget matters, and direction by the City Council has been incorporated into the updated proposed budget. The proposed adjustments within the General Fund 2026-27 Budget include adjusting the Community Service Grants to include additional amounts to several local non-profit organizations serving the local community. These recommendations are incorporated within the proposed budget for the Fiscal Year 2026-27.

FISCAL IMPACT

The preliminary fiscal year 2026-27 budget has been prepared for all funds. 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. 26-2142 Establishing Fiscal Year 2026-27 Appropriations Limitations; and Resolution No. 26-2143; Adopting the Annual Budget for Fiscal Year 2026-27.

Attachments

Reso 26-2142 for GANN.pdf
Appropriations limit 2026-27.pdf
Gann Worksheet2026-27.pdf
Reso 26-2143 for Budget.pdf
24-25 to 26-27 Budget sources and uses 6-16-26.pdf
Proposed 26-27 Biennel Budget.pdf

RESOLUTION NO. 26-2142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL YEAR 2026-27 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 2026-27 shall be $25,434,369

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 24th day of June 2026, by the following vote to wit;

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly M. Rodrigues, City Clerk

City of Agoura Hills
Appropriations Limit
FY 2026-27

History

The votes 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 votes 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 Count or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the tax payers within two years (either by reducing taxes levied or fees charged).

Agoura Hills and the Future

The following table provides an analysis of the City of Agoura Hill's appropriation limit. Historically the City has remained well below its appropriation limit. For the 2026-27 fiscal year, there is a significant gap of $9,342,630 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 2025-26		$24,269,436
Adjustment Factors:	% Ratio	
Population Factor	0.9986	
Growth Factor	1.0480	
Population Ratio*Economic Ratio		1.0495
Appropriation Limit for FY 2026-27		$25,434,369

CITY OF AGOURA HILLS
GANN APPROPRIATION LIMIT
FY 2026-27

Schedule 1

Appropriation Limitation Calculation

		% Change in			Appropriation Limit
		Per Capita Personal Income	in Population per DOF	Growth Factor	by Fiscal Year
1981-82 Base Year Approp Subject to Limit:					$2,200,000
Allowed Growth Rate:					
	1992-93	0.9936	1.0133	1.0068149	5,920,556
	1993-94	1.0272	1.0080	1.0354176	6,130,248
	1994-95	1.0071	1.0028	1.0099199	6,191,060
	1995-96	1.0472	0.9969	1.0439537	6,463,180
	1996-97	1.0467	1.0034	1.0502588	6,788,011
	1997-98	1.0467	1.0104	1.0575857	7,178,904
	1998-99	1.0415	1.0120	1.0539980	7,566,550
	1999-00	1.0453	1.0158	1.0618157	8,034,282
	2000-01	1.0491	1.0148	1.0646267	8,553,511
	2001-02	1.0782	1.0137	1.0929713	9,348,742
	2002-03	0.9873	1.0400	1.0267920	9,599,213
	2003-04	1.0231	1.0157	1.0391627	9,975,145
	2004-05	1.0328	1.0102	1.0433346	10,407,413
	2005-06	1.0526	1.0540	1.1094404	11,546,405
	2006-07	1.0396	1.0017	1.0413673	12,024,049
	2007-08	1.0442	1.0034	1.0477503	12,598,200
*	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
	2026-27	1.0495	0.9986	1.0480000	25,434,369

2025-26 Appropriation Limit	**$25,434,369**
Less Appropriations subject to limit (Sched 2)	**16,091,739**
2026-27 Appropriations Under Allowed Limit	**$9,342,630**

* Revised

Schedule 2

Appropriation Subject to Limit

Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax
Unrestricted:			
Taxes	$16,577,439	$15,693,039	$884,400
License and Permits	710,000		710,000
Charges for Services	887,300		887,300
Fines and Forfeitures	38,500		38,500
Interest Earnings	465,000	362,700	102,300
Miscellaneous	1,069,286		1,069,286
Total Unrestricted	**19,747,525**	**16,055,739**	**3,691,786**
Restricted:			
Taxes	36,000	36,000	0
License and Permits			0
Intergovernmental	19,270,584		19,270,584
Charges for Services	73,000		73,000
Fines and Forfeitures	40,000		40,000
Interest Earnings	639,000		639,000
Miscellaneous	41,443		41,443
Total Restricted	**20,100,027**	**36,000**	**20,064,027**
Total Source of Funds	**$39,847,552**	**$16,091,739**	**$23,755,813**

RESOLUTION NO. 26-2143

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE MID-CYCLE BUDGET FOR FISCAL YEAR 2026-27, INCLUDING FISCAL YEAR 2026-27 APPROPRIATIONS, APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2026-27

WHEREAS, the City Council has reviewed the Mid-Cycle preliminary budget for Fiscal Years 2025-26 and 2026-27; and

WHEREAS, a Budget Workshop concerning the Mid-Cycle Fiscal Year 2025-26 and 2026-27 proposed budget was held on Wednesday, June 10, 2026.

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

1. That the Fiscal Years 2026-27 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 2026-27 Budget are hereby appropriated.

3. That the Fiscal Year 2026-27 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2026-27.

4. Any unused appropriations from the Fiscal Year 2025-26 Adopted Budget at the end of Fiscal Year 2025-26 may be re-appropriated by the City Manager for continued use in Fiscal Year 2025-26.

PASSED, APPROVED, and ADOPTED this 24th day of June, 2026, by the following vote to wit:

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly M. Rodrigues, City Clerk

City of Agoura Hills
Sources and Uses
Actual Budget 2024-25

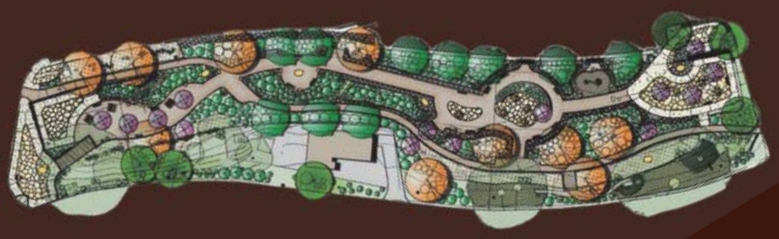
	Fund	Fund Balance 6/30/2024	Actual 2024/25 Revenues	Actual 2024/25 Expenditures	Actual 2024/25 Transfers (Out)/In	Fund Balance 6/30/2025
	City of Agoura Hills					
	Major Funds					
1	General Fund	$14,042,190	$20,313,401	$19,091,400	$812,565	$16,076,756
18	Measure R Capital Projects	-$2,631,585	$407,843	$5,010,894	$4,065,157	-$3,169,479
19	Measure M Capital Projects	-$722,386	$211,558	$3,129,013	$22,054	-$3,617,787
305	Improvement Authority Debt Serv	$12,148,816	$318,282	$1,844,813	-$4,534,064	$6,088,221
620	Successor Housing	$998,963	$56,378	$65,864	$178,010	$1,167,487
	Subtotal Major Funds	$23,835,998	$21,307,462	$29,141,984	$543,722	$16,545,198
20	Gas Tax	$187,384	$577,695	$585,862	$0	$179,217
22	RRAA	$150,702	$565,095	$127,766	$0	$588,031
30	Retirement Rate Stablization	$94,555	$3,433	$0	$95,850	$97,988
40	Traffic Safety	$50,680	$38,685	$55,143	$0	$34,222
60	Proposition A	$1,459,046	$634,112	$714,868	$0	$1,378,290
61	Proposition C	$764,027	$472,416	$381,290	$0	$855,153
63	Measure R	$327,179	$335,180	$623,870	$0	$38,489
64	Measure M	$138,653	$370,032	$494,436	$0	$14,249
65	Measure W	$516,989	$377,561	$119,416	$0	$775,134
70	SCAQMD	$92,310	$31,313	$0	$0	$123,623
110	Traffic Improvement	$1,036,314	$272,922	$0	$0	$1,309,236
111	Utility Undergrounding	$57,599	$2,839	$0	$0	$60,438
240	Suppl. Law Enfcmt	$141,190	$204,043	$233,355	$0	$111,878
250	CDBG	-$42	$241,113	$240,960	$0	$111
260	Misc. Grants	-$375,707	$857,280	$2,822,259	$1,718,466	-$2,340,686
520	Waste Management	$271,230	$124,577	$104,222	$0	$291,585
420	Inc. Housing In-Lieu	$1,946,701	$95,959	$0	$0	$2,042,660
300	Public Fin Auth Debt Service	$1,177	$44	$0	$0	$1,221
11	Capital Projects Fund	$529,256	$253,930	$742,696	$96,000	$136,490
12	Facilities Fund	$614,945	$28,774	$22,000	$0	$621,719
13	Open Space Fund	$118,456	$5,565	$0	$0	$124,021
15	Rec Center Capital Projects	$9,138	$285	$20,030	$104,000	$93,393
16	Stormwater Capital Projects	$1,412,129	$111,496	$360	$0	$1,523,265
	Subtotal Non-Major Funds	$9,543,911	$5,604,349	$7,288,533	$2,014,316	$8,059,727
	Total City of Agoura Hills	$33,379,909	$26,911,811	$36,430,517	$2,558,038	$24,604,925

City of Agoura Hills
Sources and Uses
Adopted Budget 2025-26

	Fund	Fund Balance 6/30/2025	Adopted 2025/26 Revenues	Adopted 2025/26 Expenditures	Adopted 2025/26 Transfers (Out)/In	Fund Balance 6/30/2026
	City of Agoura Hills					
	Major Funds					
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	$0	$165,671
12	Facilities Fund	$609,645	$10,000	$400,000	$0	$219,645
13	Open Space Fund	$116,892	$4,000	$0	$0	$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	$0	-$377,322
18	Measure R Capital Projects	-$2,874,835	$83,500	$87,924	$0	-$2,879,259
20	Gas Tax	$162,372	$586,367	$611,500	$0	$137,239
22	RRAA	$276,857	$557,951	$250,000	$0	$584,808
30	Retirement Rate Stablization	$191,605	$3,000	$0	$0	$194,605
40	Traffic Safety	$41,537	$41,000	$50,000	$0	$32,537
60	Proposition A	$1,302,585	$675,300	$1,019,550	$0	$958,335
61	Proposition C	$827,372	$455,717	$462,100	$0	$820,989
63	Measure R	$82,322	$329,288	$335,788	$0	$75,822
64	Measure M	$37,150	$365,360	$329,733	$0	$72,777
65	Measure W	$521,989	$350,000	$933,190	$0	-$61,201
70	SCAQMD	$120,010	$28,200	$55,000	$0	$93,210
110	Traffic Improvement	$1,042,314	$6,000	$0	$0	$1,048,314
111	Utility Undergrounding	$58,349	$2,000	$0	$0	$60,349
240	Suppl. Law Enfcmt	$8,319	$182,000	$234,775	$0	-$44,456
250	CDBG	$308	$147,895	$147,895	$0	$308
300	Public Fin Auth Debt Service	$1,177	$0	$0	$0	$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	$0	$0	$2,071,701
520	Waste Management	$283,382	$119,000	$231,730	$0	$170,652
620	Successor Housing	$1,148,056	$45,000	$76,230	$194,177	$1,311,003
	Subtotal Non-Major Funds	$18,267,695	$4,698,025	$8,435,680	$1,054,189	$15,584,229
	Total City of Agoura Hills	$30,785,285	$42,143,889	$45,187,972	$0	$27,741,202

City of Agoura Hills
Sources and Uses
Propsed Budget 2026-27

Fund		Fund Balance 6/30/2026	Proposed 2026/27 Revenues	Proposed 2026/27 Expenditures	Proposed 2026/27 Transfers (Out)/In	Proposed 2026/27 Fund Balance 6/30/2027
	City of Agoura Hills					
	Major Funds					
10	General Fund	$13,873,318	$19,747,525	$19,740,310	-$1,092,141	$12,788,392
19	Measure M Capital Projects	-$1,375,350	$4,230,000	$6,274,686	$0	-$3,420,036
	Subtotal Major Funds	$12,497,968	$23,977,525	$26,014,996	-$1,092,141	$9,368,356
11	Capital Projects Fund	$165,671	$16,000	$0	$0	$181,671
12	Facilities Fund	$219,645	$8,000	$0	$0	$227,645
13	Open Space Fund	$120,892	$4,000	$0	$0	$124,892
15	Rec Center Capital Projects	-$65,863	$0	$1,500,000	$0	-$1,565,863
16	Stormwater Capital Projects	-$377,322	$0	$0	$0	-$377,322
18	Measure R Capital Projects	-$2,879,259	$23,754	$1,115,072	$0	-$3,970,577
20	Gas Tax	$137,239	$586,367	$619,500	$0	$104,106
22	RRAA	$584,808	$552,951	$900,000	$0	$237,759
30	Retirement Rate Stablization	$194,605	$3,000	$0	$0	$197,605
40	Traffic Safety	$32,537	$41,000	$55,000	$0	$18,537
60	Proposition A	$958,335	$683,275	$1,019,550	$0	$622,060
61	Proposition C	$820,989	$462,332	$512,100	$0	$771,221
63	Measure R	$75,822	$334,249	$335,788	$0	$74,283
64	Measure M	$72,777	$370,982	$339,733	$0	$104,026
65	Measure W	-$61,201	$345,000	$1,448,200	$0	-$1,164,401
70	SCAQMD	$93,210	$28,200	$0	$0	$121,410
110	Traffic Improvement	$1,048,314	$6,000	$0	$0	$1,054,314
111	Utility Undergrounding	$60,349	$2,000	$0	$0	$62,349
240	Suppl. Law Enfcmt	-$44,456	$182,000	$234,775	$0	-$97,231
250	CDBG	$308	$10,000	$10,000	$0	$308
260	Misc. Grants	-$340,995	$3,286,641	$5,781,776	$0	-$2,836,130
300	Public Fin Auth Debt Service	$1,177	$0	$0	$0	$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	$110,000	$0	$2,026,701
520	Waste Management	$170,652	$119,000	$144,730	$0	$144,922
620	Successor Housing	$1,311,003	$45,000	$76,230	$0	$1,279,773
	Subtotal Non-Major Funds	$15,243,234	$7,194,751	$16,058,937	$1,110,688	$7,489,736
	Total City of Agoura Hills	$27,741,202	$31,172,276	$42,073,933	$18,547	$16,858,092

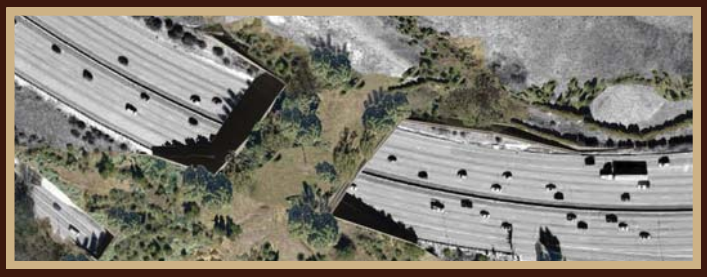


City of Agoura Hills

Proposed Mid-Cycle Biennial Budget

Fiscal Years 2025-2026 & 2026-2027

CITY OF AGOURA HILLS



Organizational Chart

CITY OF AGOURA HILLS

City of Agoura Hills
City Council

Mayor
Jeremy Wolf

Mayor Pro Tem
Deborah Klein Lopez

Councilmember
Chris Anstead

Councilmember
Penny Sylvester

Councilmember
Kate Anderson

CITY OF
AGOURA HILLS

City of Agoura Hills
City Officials

CITY OF
AGOURA HILLS

Jeremy Wolf, Mayor
Deborah Klein Lopez, Mayor Pro Tem
Chris Anstead, Councilmember
Penny Sylvester, 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
Robby Nesovic, Community Development Director
Kimberly Rodrigues, City Clerk

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 24-25 Audited Financial Statements
  - FY 25- 26 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

CITY OF AGOURA HILLS

Date: June 10, 2026
To: Honorable Mayor and Members of the City Council
From: Nathan Hamburger, City Manager
Subject: Mid-Cycle Fiscal Year 2025/26 and 2026/27 Proposed Budget Message

Honorable Mayor and City Council,

I am pleased to present the Mid-Cycle Proposed Operating and Capital Budgets for Fiscal Years 2025/26 and 2026/27; this review will take into account the second year of the City's Biennial budget, and focus on continued plans and operations that began in FY 2025/26, the status of City Council goals, and the goal of remaining financial sound.

Following a year marked by significant regional challenges—including the aftermath of the Palisades Fire, continued wildfire risk across Los Angeles County (and more recently, the threat of the Sandy Fire), and broader economic pressures such as new federal tariffs impacting construction materials and supply chains—the community of Agoura Hills enters FY 2026/27 with a renewed focus on adaptability and long-term sustainability, and the continued theme of *"Resilience, Hope, and Collective Action*.

The events of the last year have had direct and indirect impacts on the City, including heightened emergency preparedness needs, increased costs for capital projects, and ongoing attention to economic ambiguity.

In response, the Proposed FY 2026/27 Budget reflects the City's commitment to managing uncertainty while continuing to invest in essential services and the well-being of the community. Staff has prepared a Sustainable and Resilient Effort (SRE) Budget that prioritizes directing resources toward meeting near-term operational needs, supporting long-term fiscal stability, and enhancing the City's capacity to withstand future challenges, whether environmental, economic, or operational.

Staff's budget monitoring and oversight are continuous; it's a year-round process that extends well beyond initial preparation and adoption. Staff actively monitors the proposed budget throughout the fiscal period to address changing economic conditions, revenue fluctuations, emerging service demands, unforeseen emergencies, and any additional direction provided by the City Council. Staff regularly evaluates financial performance, adjust projections as needed, and recommends mid-year or periodic updates to ensure the budget remains balanced, responsive, and aligned with the City's priorities.

Since this is the Mid-Cycle of the FY 2025/26 and 2026/27 Biennial Budget. at the June 10, 2026, Budget Study Session, the City Council will conduct a detailed review of the Proposed FY 2026/27 budget, including key assumptions, expenditure plans, and revenue forecasts. This session will provide an opportunity for discussion, feedback, and potential adjustments prior to adoption. Formal adoption of the budget is scheduled for June 24, 2026, City Council meeting, at which time the Council will consider final approval of the spending plan for the upcoming fiscal year.

The City of Agoura Hills continues to demonstrate strong fiscal health, grounded in the City Council's disciplined, forward-looking financial stewardship. This stability is not incidental, it is the result of consistent, conservative planning, thoughtful prioritization, and a commitment to living within the City's means. As the budget process moves forward, the City will remain guided by a clear and deliberate financial strategy: safeguarding adequate reserves, anticipating and mitigating emerging risks, and making strategic investments that sustain essential services while positioning the community for long-term resilience.

Financial Highlights

Since the prior budget cycle, the City of Agoura Hills has continued to thrive, marked by steady progress, responsible growth, and meaningful accomplishments. This momentum is reflected in the City's ongoing commitment to excellence in financial management and transparency. The Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2024, the City was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA), underscoring the City's adherence to the highest standards in governmental accounting. The ACFR for the fiscal year ended June 30, 2025, has been submitted and is currently under review.

In addition, for the fifth time, the City's budget for the fiscal year ending June 30, 2025, received the Distinguished Budget Presentation Award from GFOA, further demonstrating the City's commitment to clarity, accountability, and strategic financial planning. These honors represent the highest level of recognition in governmental financial reporting and budget presentation, highlighting the professionalism and dedication of the City's leadership and staff. The Finance Department intends to continue this tradition of excellence by submitting this year's budget for GFOA consideration once again.

In February 2024, the City of Agoura Hills earned an AA+ credit rating from Standard & Poor's (S&P), reflecting exceptional financial strength and stability. This high investment-grade rating signals a very strong capacity to meet financial obligations and an extremely low risk of default. It places the City among the most creditworthy municipalities, reinforcing investor confidence and affirming the effectiveness of the City's prudent financial management practices.

The City of Agoura Hills continues to demonstrate strong and consistent financial health, supported by a longstanding history of high credit ratings. This sustained performance reflects disciplined fiscal management and a stable economic foundation. In November 2016, Standard & Poor's (S&P) reaffirmed this strength by assigning an AA+ rating with a stable outlook to the Agoura Hills Improvement Authority's 2016 Lease Revenue Refunding Bonds. Similarly, in August 2013, S&P assigned an AA+ rating to the Authority's 2013 Lease Revenue Bonds, further underscoring the City's solid credit profile.

The City continues to maintain one of the highest bond ratings available to municipalities in California, reinforcing its strong standing in the municipal credit market. S&P's rating reports consistently highlight the City's stable local economy, effective and proactive management practices, and very strong budgetary flexibility and liquidity. Additional details regarding the City's outstanding debt obligations is provided later in this summary.

Budget Development

In response to recent economic uncertainty and the rapid pace of change in national policy, staff approached this budget mid-cycle with heightened caution and discipline. Revenue projections were developed conservatively, operational expenditures were evaluated, and every effort was

made to advance the City Council's strategic goals without compromising fiscal stability. Throughout the development of the mid-cycle biennial budget, staff engaged in a collaborative and transparent process, including internal team meetings project and funding discussions, and the annual budget workshops with the City Council to ensure alignment and informed decision-making.

For budget preparation, each department was tasked with reviewing their approved budget from last year for project updates, contract costs, and viable deadlines. Any proposed adjustments were carefully developed by department leaders and submitted to the City Manager for thorough review. These requests were evaluated in coordination with the Finance and Personnel Departments to assess priority, operational need, and available funding. The City Manager then conducted detailed meetings with each department to review proposed budgets, review assumptions, and ensure that all requests were strategically justified and fiscally responsible.

In addition to evaluating departmental operations, the budget process includes an update to the development of a two-year Capital Projects Program and updates to the City's five-year Capital Improvement Plan (CIP). Capital projects are identified and prioritized based on community needs, infrastructure conditions, strategic goals, and available funding sources. While many projects are primarily supported by dedicated Special Funds, the General Fund may also contribute where appropriate to advance critical initiatives.

Each project is carefully reviewed during every budget cycle to ensure alignment with current priorities, cost estimates, and funding capacity. Progress and financial status are monitored on an ongoing basis, with a comprehensive update provided at the mid-cycle point to reflect any changes, emerging needs, or adjustments in project timing and scope.

Continuing with last year's fiscal approach, 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 positions will continue to be vacant in FY 2026/27.
5. **Salary Savings:** For 2026/27, salary savings were identified as additional resources to balance the budget. Cost reductions will exists as some positions will remain temporarily vacant or employees retire before replacements are hired. These savings occur because allocated compensation and benefit expenses are not fully spent during the vacancy period.

These budgeting 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 budget cycle, 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 2026-27 is approximately $19.7 million, down 8.3% from the adopted budget last year.

General Fund Revenue Source	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	Actual	Actual	Actual	Adopted	Proposed
Taxes and Assessements	$ 16,163	$ 16,258,098	$ 16,366,048	$ 16,523,303	$ 16,577,439
Contributions	$ 36,789	$ 38,581	$ 43,248	$ 62,400	$ 45,000
License and Permits	$ 790,556	$ 564,814	$ 618,988	$ 760,000	$ 710,000
Charges for Services	$ 1,066,162	$ 705,821	$ 1,215,305	$ 1,395,023	$ 887,300
Fines and Penalties	$ 45,574	$ 33,347	$ 43,485	$ 32,000	$ 38,500
Investment Income	$ 1,011,697	$ 1,618,846	$ 1,703,214	$ 995,375	$ 1,376,786
Other Revenue	$ 279,761	$ 555,446	$ 323,113	$ 1,093,886	$ 112,500
Total Revenues	$ 3,246,702	$ 19,774,953	$ 20,313,401	$ 20,861,987	$ 19,747,525

The General Fund expenditures for fiscal year 2025-26 are $20.8 million and the 2026/27 Budget is $19.7 million. These expenditures account for all personnel and operations costs associated with the agency as well as other departments designated that seek appropriation from the general fund. The Graph below lists the requests that department leaders have

GENERAL FUND EXPENDITURES	2025-2026 Adapted Budget	2026-2027 Proposed Budget
Department Personnel	$ 6,705,874	$ 6,540,023
Department Operations	$ 3,058,829	$ 2,892,879
City Attorney	$ 423,226	$ 435,923
Public Facilities	$ 333,650	$ 350,455
Non-Departmental	$ 1,467,967	$ 1,346,197
Automated Office Services	$ 449,358	$ 355,590
Los Angeles County Sheriff	$ 5,649,409	$ 5,772,911
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	$ 1,092,141
Flock Cameras	$ -	$ -
City Council Goals	$ 110,000	$ -
Mid-Cycle Forecast Adjustment		$ (656,300)
Total Expenditures	$ 20,853,896.00	$ 19,740,310.00

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 Mid-Cycle review of the Fiscal Year 2025-26 & 2026-27 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 (29% of the General Fund budget) to the various safety programs. The City contracts with the Los Angeles Sheriff's Department (Sheriff) to provide public safety. Services include patrol and traffic personnel, a juvenile intervention team, and youth drug awareness programs. The Sheriff's Department is requesting a 4.37% increase in rates for the 2025/26 year and 2.3% for the 2026/27 year. Staff decreased overall General Fund 2026/27 expenditures by 5.3%.

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 2026/27 year.

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 29 – April 16	Council Committee and Staff Meetings
➢ June 1	Finance Committee/Community Grants
➢ June 10	Preliminary Budget Review Workshop
➢ June 24	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 28 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
014 – City Council of Governments Fiber Optic Project
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	2025/2026 Budget	2026/2027 Budget
Property Taxes	$ 6,710,394	$ 7,651,935
Sales Taxes	$ 4,617,909	$ 4,514,443
Transient Occupancy Tax	$ 3,890,000	$ 3,914,003
Franchise Fee	$ 880,000	$ 888,822
IRWMP Funding Grant	$ 1,195,135	$ -
Measure R Capital Projects	$ 6,700,000	$ 4,250,000
Loan Repayment from former RDA	$ 970,886	$ 900,000
State Grant - Ladyface Greenway	$ 4,800,000	$ 1,200,000
Subtotal Top Revenues	**$ 29,764,324**	**$ 23,319,203**
Total Revenues	**$ 40,962,014**	**$ 32,473,812**

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. In 2021/22 the City is anticipating receiving $3.5 million for the Roadside Bridge widening project. No Projects are expected in FY 2026-27.

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 and continued in 2026/27 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.

Strategies for Actions

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

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

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

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

Mission Statement

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

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

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

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

Major Issues and Objectives

Derived from the Goal Workshop, the City Council identified several major initiatives. These initiatives were discussed at the Goal Workshop but only a few will be funded during the FY 2025-26 and continued in FY 2026/27. 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 of the Ladyface Greenway which has an estimated completion date of Summer 2026.

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

Land Use/Economic Development – 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. The City has an Evacuation Plan to guide residents and agencies in case of emergencies.

Communications – The City's Communications Department completed the implementation of the City's new website, agourahillscity.gov, and complied with AB 1637, before the required deadline of January 1, 2029. The Communications Department continues to 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, passed a plastic ban ordinance, and is seeking ways to utilize a micro-grid project.

City Council 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); this is Phase I of III.

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. 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.

General Fund	*2024/25*	*2025/26*	*2026/27*
Ending Fund Balance	$13,870,372	$13,878,464	$13,880,336
Operating Expenses and Transfers	$20,796,801	$20,853,895	$21,540,544
Percentage	67%	67%	64%

The General Fund serves as a temporary funding source for the many grants the City receives, including the Ladyface Greenway 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 of 3.2% 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. And an Administrative Aide in the City Manager's office was also included in 25/26

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 2025/2026	FY 2026/2027
Debt service payments	$1,844,713	$1,850,963
General Fund revenues	$20,861,987	$19,747,525
Percentage Debt Service	**8.8%**	**9.4%**

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
Description of Non-Major Governmental Funds
FY 2026-27

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 2026-27

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

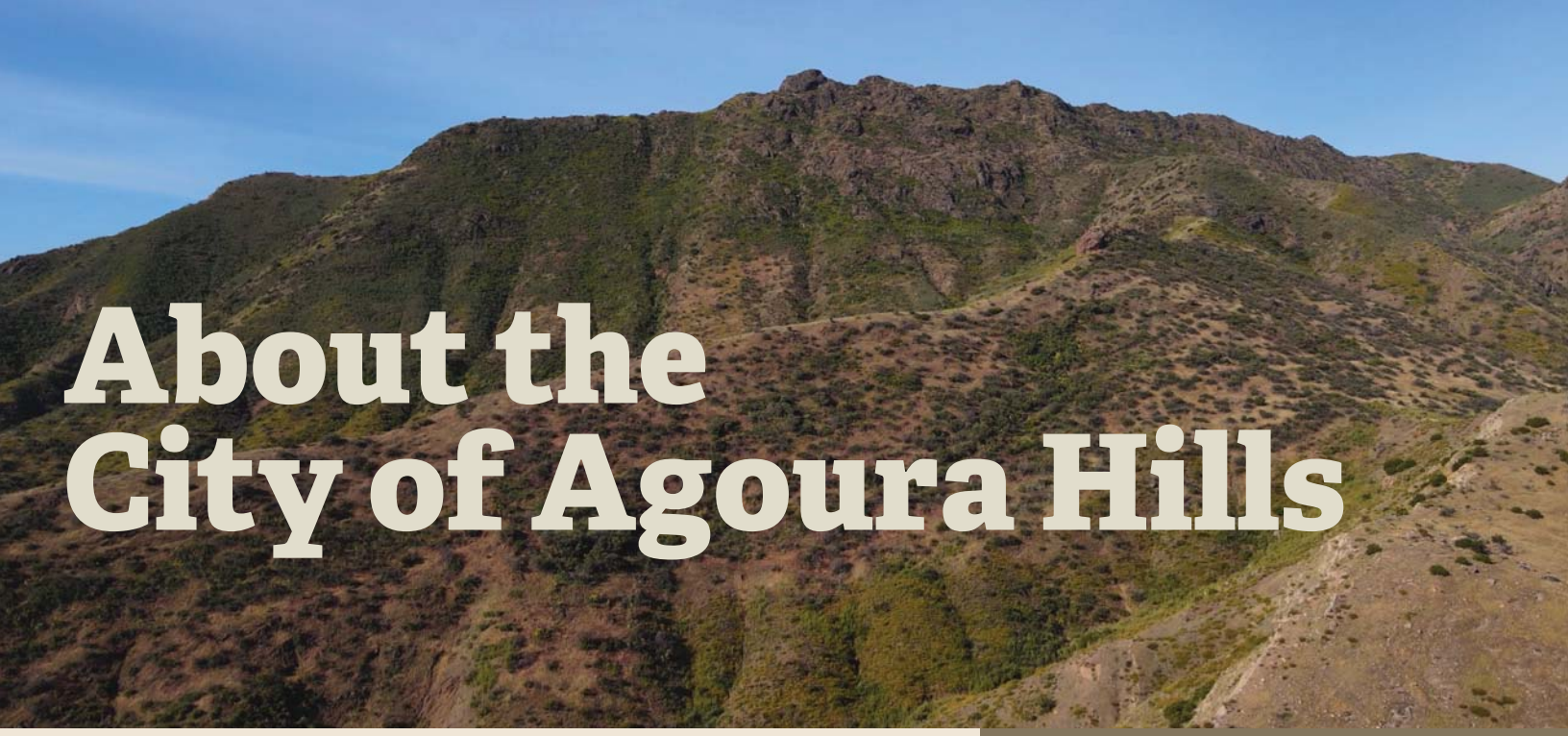
City of Agoura Hills
California

For the Biennium Beginning

July 01, 2025

Christopher P. Morrill

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

City of Agoura Hills
PERSONNEL
2023-24 to 2026-27

	2023-24 Headcount	2024-25 Headcount	2025-26 Headcount	2026-27 Headcount
General Fund				
City Council	5.00	5.00	5.00	5.00
City Manager	9.25	9.35	6.81	7.81
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	37.10	38.51	34.46	35.46
Proposition A				
Community Services Administration	0.65	0.60	0.71	0.71
Total Proposition A Fund	0.65	0.60	0.71	0.71
Proposition C				
Public Works	0.55	0.28	0.38	0.38
Finance				
Total Proposition C Fund	0.55	0.28	0.38	0.38
Measure M-Local				
Public Works	0.31	0.31	0.28	0.28
Total Measure M Local	0.31	0.31	0.28	0.28
Measure M-Grant				
City Manager	0.07	0.08	0.23	0.23
Communications	0.00	0.00	0.10	0.10
Community Service	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	1.36	2.59	2.06	2.06
Measure R-Local				
Public Works	0.38	0.26	0.29	0.29
Total Measure R Local	0.38	0.26	0.29	0.29
Measure R-Grant				
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	0.00	0.00	0.36	0.36
Miscellaneous Grants				
City Manager	0.07	0.00	0.01	0.01
Communications	0.00	0.02	0.03	0.03
Finance	0.56	0.02	0.06	0.06
Public Works	1.15		0.15	0.15
Total Misc Grant Fund	1.78	0.04	0.25	0.25
Total City of Agoura Hills	**42.13**	**42.59**	**38.79**	**39.79**
Successor Agency to the RDA				
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
Community Development	0.00	0.00	0.00	0.00
Total Successor Agency to the RDA	0.65	0.19	0.20	0.20
Total Successor Agency to the RDA	**0.65**	**0.19**	**0.20**	**0.20**
Successor Agency to the RDA-Housing				
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	0.22	0.22	0.26	0.26
Total Succesor Agency to the RDA	**0.87**	**0.41**	**0.46**	**0.46**
Total Personnel Headcount	**43.00**	**43.00**	**39.25**	**40.25**

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

General Fund

Revenues

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Fund: 010 - GENERAL					
Category: 4000 Taxes and Assessments					
010-0000-311000	Sales And Use Tax	4,972,702	4,507,704	4,617,909	4,412,333
010-0000-312000	Property Tax	3,498,488	3,572,547	3,650,419	3,794,826
010-0000-312001	Property Tax In Lieu Of Vlf	2,874,151	2,994,408	3,059,975	3,204,130
010-0000-312002	Property Tax - Succ. Agcy.	231,938	332,601	255,000	255,000
010-0000-313000	Transient Occupancy Tax	3,579,855	3,803,183	3,850,000	3,850,000
010-0000-313001	TOT-S/T Rental	27,209	59,864	40,000	25,250
010-0000-314000	Franchise Fee	925,835	902,470	880,000	884,400
010-0000-315000	Property Transfer Tax	147,921	193,270	170,000	151,500
Category: 4000 Taxes and Assessments Total		16,258,099	16,366,048	16,523,303	16,577,439
Category: 4001 Contributions					
010-0000-392000	Contributions	38,581	43,248	62,400	45,000
Category: 4001 Contributions Total		38,581	43,248	62,400	45,000
Category: 4002 License and Permits					
010-0000-321000	Business Licensing	151,766	159,411	230,000	230,000
010-0000-323000	Building Permits	372,931	417,378	500,000	450,000
010-0000-324000	Industrial Waste Fee	40,117	42,199	30,000	30,000
Category: 4002 License and Permits Total		564,813	618,988	760,000	710,000
Category: 4004 Charges for Services					
010-0000-341000	Planning Fees	170,628	165,967	383,156	180,000
010-0000-341200	General Plan Recovery	2,539	2,223	6,000	4,000
010-0000-341400	Filming Fees	27,204	18,166	25,000	25,000
010-0000-342000	Engineer Plan Check/inspection	9,582	10,000	10,000	10,000
010-0000-342100	Grading Plan Check	1,263	9,075	5,000	2,500
010-0000-342200	Building Plan Check	206,661	724,422	500,000	375,000
010-0000-342201	Building Plan Check - In House	6,587	964	0	0
010-0000-342300	Building Technician Fee	14,235	20,235	25,000	25,000
010-0000-342500	Encroachment Permits	21,402	31,166	25,000	25,000
010-0000-343000	Traffic Control Plan Review	37,212	32,286	35,000	15,000
010-0000-351000	Park & Recreation Fees	110	100	0	0
010-0000-3510A0	Classes	81,685	80,125	136,000	80,000
010-0000-3510B0	Excursions	2,905	4,385	26,000	5,000
010-0000-3510C0	Camps	8,145	8,600	97,199	10,000
010-0000-3510D0	Seniors	57,235	47,667	53,348	60,000
010-0000-3510E0	Special Events	6,997	8,088	9,300	9,300
010-0000-3510F0	Sports	1,305	1,355	2,000	5,000
010-0000-3510G0	Teens	2,250	605	6,880	500
010-0000-3510I0	Cultural Arts	435	2,839	3,040	4,000
010-0000-351500	Reyes Adobe Fees	10	0	100	0
010-0000-355000	Sale Of Maps & Copies	458	37	0	0

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
010-0000-357001	Waste Hauling Admin Charges	47,000	47,000	47,000	47,000
Category: 4004 Charges for Services Total		705,848	1,215,305	1,395,023	882,300
Category: 4005 Fines and Penalties					
010-0000-361000	Parking Fines	24,000	18,115	25,000	17,500
010-0000-361500	Municipal Court Fines	963	914	1,000	15,000
010-0000-361800	False Alarm Fines	2,100	7,800	1,000	1,000
010-0000-363000	Restitution	0	10,600	0	0
010-0000-365000	Late Fees	6,284	6,056	5,000	5,000
Category: 4005 Fines and Penalties Total		33,347	43,485	32,000	38,500
Category: 4006 Investment Income					
010-0000-371000	Interest Earnings	838,653	982,360	450,000	465,000
010-0000-371001	Interest Earning - Fmv Investm	224,290	111,810	0	341,786
010-0000-372000	Rental Income	62,534	44,447	65,000	90,000
010-0000-3720d0	Rental Income - Facilities	493,369	564,598	480,375	480,000
Category: 4006 Investment Income Total		1,618,847	1,703,214	995,375	1,376,786
Category: 4008 Other Revenue					
010-0000-358000	Tourism Admin Fee	16,796	14,539	18,000	12,500
010-0000-391000	Miscellaneous Revenue	486,058	260,374	50,000	50,000
010-0000-393000	Cash Over/short	4	3	0	0
010-0000-395002	Library Reimbursements	52,588	48,197	55,000	55,000
010-0000-395200	Loan Pmts From Rda	0	0	970,886	0
Category: 4008 Other Revenue Total		555,446	323,113	1,093,886	117,500
Fund: 010 - GENERAL Total		19,774,982	20,313,401	20,861,987	19,747,525

Expenditures

Core Values

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

INTEGRITY – This includes:

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

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

COOPERATION – This includes:

a) Commitment to working hand-in-hand with our residents and businesses.

b) Commitment to working co-operatively with one another to accomplish the mission of the City.

c) Empowerment in dealing with a myriad of clients and taking responsibility for our actions.

City of Agoura Hills
City Council Goals

General Fund Fiscal Year 2026-27

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

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Fund: 010 - GENERAL					
Department: 4110 CITY COUNCIL					
Category: 5100 Personnel					
010-4110-510400	Special Pay	18,000	18,300	18,000	34,500
010-4110-510401	Car Allowance	12,000	12,200	12,000	12,000
010-4110-510800	Group Health Insurance	70,669	74,127	81,722	86,016
010-4110-510900	Group Dental Insurance	3,147	4,302	4,608	4,700
010-4110-511200	Medicare Taxes	397	369	440	674
Category: 5100 Personnel Total		104,212	109,298	116,770	137,890
Category: 5400 Materials, Supplies, and Services					
010-4110-541500	Travel/meetings/outreach	12,933	17,038	16,945	18,445
010-4110-542400	Special Supplies	602	2,575	1,000	1,000
Category: 5400 Materials, Supplies, and Services Total		13,535	19,613	17,945	19,445
Department: 4110 CITY COUNCIL Total		117,747	128,911	134,715	157,335

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 Manager's Department

Mission Statement

The City Manager Department of the City of Agoura Hills provides professional, forward-thinking leadership in managing the operations of the City of Agoura Hills, ensuring the effective implementation of City Council policies, annual City Council goals, developing and maintaining responsive City programs and services within approved budgetary guidelines, provides leadership to City staff, maintains and plans for fiscal integrity, and fosters strong relationships with local and regional businesses and governmental agencies.

City Manager staff is committed to delivering high-quality, responsive municipal services through the coordinated direction of all city departments, finances, and personnel, while preserving the community's unique character, protecting its natural environment, and enhancing the quality of life for all who live, work, and visit Agoura Hills.

Services

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

City Manager's Department

Service Level Trends

The City of Agoura Hills continues to face challenges associated with increasing demands for services and rising operational costs, driven in part by broader economic conditions. As a community that values high-quality municipal services, environmental preservation, and thoughtful growth, the City must remain vigilant and strategic in managing its limited financial resources. To meet these growing service expectations within a responsible budget framework, Agoura Hills will need to maintain a disciplined, proactive approach to fiscal planning. At the same time, the City must continue to actively engage with regional partners, local stakeholders, and all levels of government to identify sustainable strategies that support economic vitality, enhance community resilience, and preserve the unique character that defines Agoura Hills.

Prior Budget Accomplishments

- Recruited a Communications Manager.
- Received prestigious awards for Communications accomplishments.
- Approved Ordinance to ban Styrofoam and plastic utensils from City Restaurants.

	CITY MANAGER ADMINSTRATION	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27
A.	Promote Emergency Notification System	Yes	Yes	Ongoing	Ongoing
B.	Update City Website	Yes	Yes	Ongoing	Ongoing
C.	Coordiante Events with Mayor (State of the City, Mayor's Art Show)	Yes	Yes	Ongoing	Ongoing
D.	Award Winning Communications Program	Yes	Yes	Ongoing	Ongoing
E.	Utilized Wildfire Resileincy Grants to Promote Home Hardening	9	12	NA	NA
F.	Old Agoura Trails & Bikeway IMPR. Plan Design and Funding	NA	NA	Budgeted	Ongoing
G.	Wildfire Prevention Home Hardening Program	NA	NA	Budgeted	Ongoing
H.	Civic Center Public/Private Partnership	NA	NA	Budgeted	Ongoing
I.	Tree Management Plan to Replace Non-Native Trees	NA	NA	Budgeted	Ongoing
J.	MOU with Southern California Edison	NA	NA	Approved	Ongoing
K	Solar & Generator back-up systems screening	NA	NA	Approved	Ongoing
L	Artificial Turf	NA	NA	Approved	Ongoing
M	Enhance median landscaping on Kanan Road	NA	NA	Approved	Ongoing
N	Adjust Community Events to be more Agoura Hills Centric	NA	NA	Approved	Ongoing
O	Backup internet services for hard-to-reach areas in community	NA	NA	Approved	Ongoing
P	Rebrand Recruit Community memebers for CERT	NA	NA	Approved	Ongoing

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4120 CITY MANAGER					
Category: 5100 Personnel					
010-4120-510100	Regular Salaries	1,033,426	1,063,101	889,751	1,006,910
010-4120-510200	Part-time Salaries	37,164	43,103	53,022	53,022
010-4120-510401	Car Allowance	13,900	12,700	9,600	9,600
010-4120-510402	Technology Allowance	8,499	8,217	6,570	6,570
010-4120-510500	Vacation/sick	68,747	48,995	49,123	49,123
010-4120-510600	Deferred Compensation	35,323	35,271	36,593	38,044
010-4120-510700	Retirement	277,725	301,229	222,530	111,172
010-4120-510800	Group Health Insurance	179,888	188,328	163,886	178,661
010-4120-510900	Group Dental Insurance	9,027	9,378	6,780	8,504
010-4120-511000	Group Life Insurance	2,150	2,125	1,582	2,013
010-4120-511100	Group Disability Insurance	11,929	12,442	12,839	11,804
010-4120-511200	Medicare Taxes	16,942	17,149	14,693	16,415
Category: 5100 Personnel Total		**1,694,719**	**1,742,037**	**1,466,970**	**1,491,838**
Category: 5400 Materials, Supplies, and Services					
010-4120-541500	Travel/conferences/meetings	9,940	4,981	5,485	6,085
010-4120-541600	Membership And Dues	1,600	2,400	2,600	2,600
010-4120-542000	Office Supplies	21	114	300	300
010-4120-542200	Books And Subscriptions	0	0	200	200
010-4120-542400	Special Supplies	927	548	500	50
Category: 5400 Materials, Supplies, and Services Total		**12,488**	**8,043**	**9,085**	**9,235**
Category: 5500 Contract Services					
010-4120-551000	Professional Services	25	0	0	0
010-4120-552000	Contract Services	20,176	11,549	10,000	3,000
Category: 5500 Contract Services Total		**20,200**	**11,549**	**10,000**	**3,000**
Department: 4120 CITY MANAGER Total		**1,727,408**	**1,761,630**	**1,486,055**	**1,504,073**

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

Communications Department

Mission Statement

The Communications Department's mission is to keep the Agoura Hills community informed, connected, and engaged. We are committed to delivering clear, accurate, and timely information about City programs, news, initiatives, and emergency updates. Through transparent communication and meaningful engagement, we strive to foster civic participation and strengthen relationships with those who live, work, and visit Agoura Hills.

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 Communications Department oversees:

- City News & Updates – Delivering important announcements and community news through multiple channels.
- Social Media & Digital Engagement – Managing the City's presence across platforms with engaging content.
- Website Management – Keeping the City's website updated and user-friendly, ensuring easy access to resources and information.
- Emergency Notifications – Providing critical alerts and real-time updates to keep the community safe and informed.
- Filming & Content Creation – Producing high-quality videos, podcasts, and graphics to communicate City initiatives in dynamic and creative ways.
- Newsletters & Publications – Crafting digital newsletters that highlight key city happenings and resources for residents and businesses.
- Community Outreach & Public Engagement – Connecting with residents through surveys, public meetings, and innovative engagement strategies.

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4121 COMMUNICATION					
Category: 5100 Personnel					
010-4121-510100	Regular Salaries	93,292	143,972	139,567	144,033
010-4121-510401	Car Allowance	700	0	0	0
010-4121-510402	Technology Allowance	438	978	1,020	1,020
010-4121-510500	Vacation/sick	1,826	1,325	0	0
010-4121-510600	Deferred Compensation	1,990	3,089	3,120	3,576
010-4121-510700	Retirement	8,089	18,330	18,027	12,968
010-4121-510800	Group Health Insurance	8,617	19,555	13,270	30,803
010-4121-510900	Group Dental Insurance	500	387	729	743
010-4121-511000	Group Life Insurance	203	391	282	368
010-4121-511100	Group Disability Insurance	964	1,782	1,591	1,714
010-4121-511200	Medicare Taxes	1,422	2,164	2,084	2,155
Category: 5100 Personnel Total		**118,039**	**191,972**	**179,690**	**197,380**
Category: 5400 Materials, Supplies, and Services					
010-4121-541500	Travel/conferences/meetings	1,921	2,693	3,700	4,000
010-4121-541600	Membership And Dues	275	281	300	300
010-4121-542200	Books And Subscriptions	9,610	8,840	9,913	10,444
010-4121-542400	Special Supplies	9,714	266	2,500	1,350
010-4121-542600	Advertising	9,269	8,255	12,400	6,650
Category: 5400 Materials, Supplies, and Services Total		**30,789**	**20,336**	**28,813**	**22,744**
Category: 5500 Contract Services					
010-4121-551000	Professional Services	82,625	124,169	100,200	95,200
Category: 5500 Contract Services Total		**82,625**	**124,169**	**100,200**	**95,200**
Department: 4121 COMMUNICATION Total		**231,454**	**336,476**	**308,703**	**315,324**

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 Clerk's Department

Mission Statement

To serve the City Council, staff, and the public in a courteous, responsible, and efficient manner safeguard vital, historic, and permanent records of the City; facilitate transparency in government by providing timely access to information, records, and legislative processes; administer fair and impartial municipal elections and ensure compliance with applicable federal, state, county, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act.

Services

The City Clerk Department handles various responsibilities, including:

- Preparing and distributing City Council meeting agenda packets
- Administering legal notices and recording legislative minutes
- Processing agreements, resolutions, and ordinances
- Maintaining the City's records and archives
- Managing the citywide records program, including scanning and destruction
- Overseeing municipal elections and oaths of office
- Maintaining economic interest statements and campaign disclosures
- Updating the City's Conflict of Interest Code
- Coordinating Planning Commission recruitment and Ethics Training
- Providing access to public records
- Codifying the Agoura Hills Municipal Code
- Accepting legal documents and issuing parking permits
- Preparing awards, certificates, and proclamations

City Clerk's Department

Service Level Trends

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

Prior Budget Accomplishments

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

	City Clerk	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27
A.	Number of Agenda Packets Produced - City Council Planning Commission	62	60	TBD	TBD
B.	Number of Minutes Approved - City Council Planning Commission	34	31	TBD	TBD
C.	Number of Ordinances	6	3	TBD	TBD
D.	Number of Resolutions	52	45	TBD	TBD
E.	Number of Contracts	121	224	TBD	TBD
F.	Recorded Doucments	14	11	TBD	TBD
G	Public Records Request	289	334	TBD	TBD

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4125 CITY CLERK					
Category: 5100 Personnel					
010-4125-510100	Regular Salaries	157,608	165,601	167,969	173,343
010-4125-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4125-510402	Technology Allowance	1,071	1,071	1,020	1,020
010-4125-510500	Vacation/sick	1,522	4,629	6,221	9,429
010-4125-510600	Deferred Compensation	3,859	3,993	4,961	5,128
010-4125-510700	Retirement	51,096	58,134	57,104	23,466
010-4125-510800	Group Health Insurance	11,953	12,765	12,442	15,033
010-4125-510900	Group Dental Insurance	631	632	2,125	644
010-4125-511000	Group Life Insurance	392	393	404	394
010-4125-511100	Group Disability Insurance	1,848	1,932	1,840	1,992
010-4125-511200	Medicare Taxes	2,397	2,548	2,579	2,774
Category: 5100 Personnel Total		**234,778**	**254,097**	**259,063**	**235,623**
Category: 5400 Materials, Supplies, and Services					
010-4125-541500	Travel/conferences/meetings	1,587	1,372	3,600	3,600
010-4125-541600	Membership And Dues	475	725	1,510	510
010-4125-542000	Office Supplies	740	104	500	500
010-4125-542200	Books And Subscriptions	7,871	3,041	8,000	8,000
010-4125-542400	Special Supplies	123	256	700	700
010-4125-544000	Other Charges	15,350	12,128	25,000	25,000
Category: 5400 Materials, Supplies, and Services Total		**26,146**	**17,626**	**39,310**	**38,310**
Category: 5500 Contract Services					
010-4125-552000	Contract Services	10,010	55,291	7,000	77,105
Category: 5500 Contract Services Total		**10,010**	**55,291**	**7,000**	**77,105**
Department: 4125 CITY CLERK Total		**270,935**	**327,015**	**305,373**	**351,038**

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 Attorney

Services:

The City Attorney serves as the Chief Legal Officer for the City of Agoura Hills, Financing Authority and also provided assistance to the now dissolved Agoura Hills Calabasas Community Center. The City Attorney provides professional legal advice to the City Council, boards and commissions, and all City Departments. Responsibilities include providing legal advice on matters spanning municipal law, regulatory compliance, and contract negotiations, as well as representing the City in certain court proceedings and alternative dispute resolution methods. The City Attorney's Office drafts and reviews all legal documents necessary to support the ongoing operations of the City, including, but not limited to, contracts, resolutions, and ordinances.The City contracts with an outside law firm, Richards Watson Gershon, to provide City Attorney services.

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4140 CITY ATTORNEY					
Category: 5500 Contract Services					
010-4140-551000	Professional Services	156,873	450,933	371,676	382,826
010-4140-552000	Contract Services	281,727	230,435	51,550	53,097
Category: 5500 Contract Services Total		438,600	681,368	423,226	435,923
Department: 4140 CITY ATTORNEY Total		438,600	681,368	423,226	435,923

Finance

Fiscal Year 2025-26/2026-27

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.

Finance Department

Mission Statement

The Finance Division handles financial administration, budgeting, accounting, auditing, internal controls, cash and debt management, purchasing, billing, and payroll. It supports internal departments and prepares the City's Annual Budget Book and Comprehensive Financial Report. Additionally, it oversees the Successor Agency.

Services

The Finance Department provides services such as managing computer services, maintaining accounting records, processing payments, ensuring GAAP-compliant financial reporting, preparing the annual budget, and overseeing fiscal planning and debt administration. Additionally, it manages the prudent investment of surplus funds.

Service Level Trends:

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

Prior Budget Accomplishments:

- Published FY 2023-24 Annual Comprehensive Financial Report (ACFR) by required deadlines and received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. (June 2024)
- Prepared two-year budget for 2024-25/2025-26 Operating and Capital Improvement Program Budget and received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.(February 2020)
- Submitted California State Controller's reports by applicable deadlines (October and December 2024).

Finance Department

Objectives

- Publish FY 2024-25 ACFR, meeting requirements for GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Prepare and implement the Mid-Cycle Operating and Capital Improvement Program Review (CIP).
- Submit five FY 2024-25 California State Controller's Reports by applicable reporting deadlines.

	FINANCE DIVISION		FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27
A.	Receive GFOA ACFR Award		Yes	Yes	In Progress	In Progress
B.	Submit California State Reports		Yes	NA	Ongoing	Ongoing
C.	Receive GFOA Budget Award		Yes	NA	In Progress	NA

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4150 FINANCE					
Category: 5100 Personnel					
010-4150-510100	Regular Salaries	331,838	430,095	365,102	409,160
010-4150-510400	Special Pay	3,600	3,300	0	0
010-4150-510401	Car Allowance	2,800	2,400	2,600	2,600
010-4150-510402	Technology Allowance	4,045	3,540	3,540	2,520
010-4150-510500	Vacation/sick	11,418	0	17,212	14,123
010-4150-510600	Deferred Compensation	12,517	11,906	15,675	11,790
010-4150-510700	Retirement	52,077	49,922	28,903	32,196
010-4150-510800	Group Health Insurance	63,437	69,461	78,275	54,250
010-4150-510900	Group Dental Insurance	3,104	2,807	5,511	4,084
010-4150-511000	Group Life Insurance	990	1,042	999	808
010-4150-511100	Group Disability Insurance	5,167	5,002	4,127	4,327
010-4150-511200	Medicare Taxes	6,624	6,483	5,670	6,383
Category: 5100 Personnel Total		**497,617**	**585,959**	**527,615**	**542,241**
Category: 5400 Materials, Supplies, and Services					
010-4150-541500	Travel/conferences/meetings	4,396	4,876	4,645	4,645
010-4150-541600	Membership And Dues	710	770	1,500	1,500
010-4150-542000	Office Supplies	404	107	300	300
010-4150-542300	Printing	445	747	1,500	1,500
010-4150-543100	Mileage	172	94	550	550
010-4150-544000	Other Charges	22,404	28,420	31,200	31,200
Category: 5400 Materials, Supplies, and Services Total		**28,531**	**35,014**	**39,695**	**39,695**
Category: 5500 Contract Services					
010-4150-551000	Professional Services	123,095	89,775	118,075	119,075
Category: 5500 Contract Services Total		**123,095**	**89,775**	**118,075**	**119,075**
Department: 4150 FINANCE Total		649,243	710,747	685,385	701,011

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.

Public Facilities

Mission

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

Services

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

Service Level Trends

Maintenance continue to increase as the building systems continue to age.

Prior Budget Accomplishments

- Install Electric Vehicle Charging Stations (Civic Center)
- Purchase environmentally friendly products when feasible
- Update Five-Year Facility Forecasting Improvement Schedule for future costs
- Perform preventative maintenance tasks at the facility
- Research methods and technologies to reduce energy use
- Implement long-term contractor agreements to control operating costs

Objectives

- Ongoing review and maintenance of city infrastructure
- Analyze funding opportunities for repairing aging infrastructure
- Update the Five-Year Facility Forecasting Improvement Schedule for future costs
- Research methods and technologies to reduce energy use
- Implement long-term contractor agreements to control operating costs

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4180 PUBLIC FACILITIES					
Category: 5400 Materials, Supplies, and Services					
010-4180-542400	Special Supplies	2,381	4,057	3,000	3,000
010-4180-542700	Communications	18,890	19,078	17,000	18,000
010-4180-542800	Utilities	197,294	203,119	170,000	170,000
010-4180-542801	Water	15,342	16,469	15,000	15,000
010-4180-543000	Maintenance Buildings/grounds	78,565	87,507	59,450	62,050
010-4180-543400	Maintenance Of Equipment	19,789	24,820	26,800	27,105
010-4180-543401	Audio Visual Maintenance	3,348	1,361	4,000	4,000
010-4180-543402	Vehicle Maintenance/fuel	13,851	22,370	16,000	16,000
Category: 5400 Materials, Supplies, and Services Total		349,461	378,791	311,250	315,155
Category: 5600 Capital Outlay					
010-4180-568200	Other Improvements	35,366	8,849	10,300	10,900
010-4180-568300	Equipment	0	2,778	12,100	24,400
Category: 5600 Capital Outlay Total		35,366	11,627	22,400	35,300
Department: 4180 PUBLIC FACILITIES Total		384,826	390,419	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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4190 NON DEPARTMENTAL					
Category: 5100 Personnel					
010-4190-510700	Retirement	0	0	637,967	592,644
010-4190-510800	Group Health Insurance	164,546	82,075	0	85,000
010-4190-510900	Group Dental Insurance	-2	-2	0	0
Category: 5100 Personnel Total		**164,544**	**82,074**	**637,967**	**677,644**
Category: 5400 Materials, Supplies, and Services					
010-4190-541500	Travel/conferences/meetings	10,513	14,317	25,000	17,000
010-4190-541600	Membership And Dues	114,645	59,019	50,000	51,000
010-4190-541700	Training	18,664	12,236	13,500	6,500
010-4190-542000	Office Supplies	6,576	6,047	7,000	7,000
010-4190-542100	Postage	8,619	7,646	8,000	8,000
010-4190-542200	Books And Subscriptions	465	223	350	500
010-4190-542300	Printing	4,794	3,263	9,000	7,450
010-4190-542400	Special Supplies	11,597	15,760	13,500	13,500
010-4190-5424H0	Special Supplies - Comm Servic	8,818	12,496	10,000	10,000
010-4190-542600	Advertising	17,647	1,367	5,000	5,000
010-4190-542900	Rents And Leases	12,841	12,700	15,000	15,000
010-4190-543400	Maintenance Of Equipment	7,085	0	0	0
010-4190-543700	Insurance And Surety Bonds	564,987	475,419	531,150	612,603
010-4190-544000	Other Charges	9,672	14,155	0	0
Category: 5400 Materials, Supplies, and Services Total		**796,925**	**634,648**	**687,500**	**753,553**
Category: 5500 Contract Services					
010-4190-551000	Professional Services	77,866	85,786	60,000	72,000
010-4190-551009	Community Participation	34,450	33,100	30,000	33,050
010-4190-552000	Contract Services	44,506	42,824	67,000	35,500
010-4190-552017	Film Permit Svcs.	20,103	12,138	22,500	22,500
Category: 5500 Contract Services Total		**176,924**	**173,849**	**179,500**	**163,050**
Category: 5600 Capital Outlay Total		**0**	**0**	**0**	**0**
Category: 5800 Administrative Charges					
010-4190-585000	Bad Debt Expenses	6,574	0	0	0
Category: 5800 Administrative Charges Total		**6,574**	**0**	**0**	**0**
Department: 4190 NON DEPARTMENTAL Total		**1,144,967**	**890,570**	**1,504,967**	**1,594,247**

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4195 AUTOMATED OFFICE SYSTEMS					
Category: 5400 Materials, Supplies, and Services					
010-4195-542000	Office Supplies	8,709	6,931	7,150	7,150
010-4195-542400	Special Supplies	64	130	0	0
Category: 5400 Materials, Supplies, and Services Total		**8,772**	**7,061**	**7,150**	**7,150**
Category: 5500 Contract Services					
010-4195-551000	Professional Services	94,468	31,584	34,000	10,000
010-4195-551010	Media	10,978	0	0	0
010-4195-552000	Contract Services	281,768	407,799	385,983	321,215
Category: 5500 Contract Services Total		**387,214**	**439,383**	**419,983**	**331,215**
Category: 5600 Capital Outlay					
010-4195-568300	Equipment	11,959	18,694	22,225	17,225
Category: 5600 Capital Outlay Total		**11,959**	**18,694**	**22,225**	**17,225**
Department: 4195 AUTOMATED OFFICE SYSTEMS Total		407,946	465,138	449,358	355,590

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4210 LOS ANGELES COUNTY SHERIFF					
Category: 5400 Materials, Supplies, and Services					
010-4210-543400	Maintenance Of Equipment	403	1,451	3,227	3,324
010-4210-543700	Insurance And Surety Bonds	568,490	612,632	655,408	665,239
Category: 5400 Materials, Supplies, and Services Total		**568,894**	**614,083**	**658,635**	**668,563**
Category: 5500 Contract Services					
010-4210-552050	General Law	3,827,791	3,908,819	4,122,615	4,217,435
010-4210-552051	Traffic Enforcement	171,377	176,417	179,516	183,645
010-4210-552052	Special Events	17,020	15,531	20,874	20,874
010-4210-552056	Community Service Officer	39,980	42,113	44,388	45,409
010-4210-552057	Other Sheriff Services	0	0	3,757	3,757
010-4210-552058	Cops Program	1,095	7,682	29,119	29,119
010-4210-552059	Special Enforcement Deputy	466,152	533,021	505,985	517,623
010-4210-552060	Sttop	45,578	42,244	50,078	51,230
010-4210-552061	Fingerprint Tech	36,318	44,367	31,311	32,031
Category: 5500 Contract Services Total		**4,605,310**	**4,770,194**	**4,987,643**	**5,101,123**
Category: 5600 Capital Outlay					
010-4210-568300	Equipment	0	0	3,131	3,225
Category: 5600 Capital Outlay Total		0	0	3,131	3,225
Department: 4210 LOS ANGELES COUNTY SHERIFF Total		5,174,204	5,384,277	5,649,409	5,772,911

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.

Emergency Services

Mission Statement

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

Services

The City Manager's office offers various services, including the management of the Connect CTY system for emergency notifications, attendance at Disaster Management Area B Cities meetings, oversight of the CERT Disaster Response Team, coordination with the Los Angeles Fire Department for emergency training, and review and updates of the City Emergency Operations Plan. Additionally, they are involved in the Las Virgenes-Malibu Council of Government's Multi-Hazard Mitigation Plan.

Service Level Trends

As the City grows, service demands for this department continue to increase.

Prior Budget Accomplishments

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

Objectives

- Enhance wildfire risk mitigation through home-hardening programs and collaboration with fire agencies.
- Strengthen emergency communication by improving evacuation outreach and educating residents on protocols.
- Support public safety infrastructure with resources for the LA County Sheriff and Fire Department, including safe evacuation routes.
- Address power outage preparedness by partnering with utility providers to create community support centers during safety power shutoffs.

Leverage funding strategically to maximize one-time grants for home hardening and wildfire preparedness.

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4215 EMERGENCY SERVICES					
Category: 5400 Materials, Supplies, and Services					
010-4215-541500	Travel/conferences/meetings	720	591	700	700
010-4215-541700	Training	4,338	18,953	1,500	1,000
010-4215-542300	Printing	0	163	1,925	1,925
010-4215-542400	Special Supplies	11,602	10,855	10,000	6,730
010-4215-542700	Communications	5,858	6,083	13,544	13,762
Category: 5400 Materials, Supplies, and Services Total		22,518	36,644	27,669	24,117
Category: 5500 Contract Services					
010-4215-552000	Contract Services	723	35,000	50,500	500
Category: 5500 Contract Services Total		723	35,000	50,500	500
Category: 5600 Capital Outlay					
Category: 5600 Capital Outlay Total		0	0	0	0
Department: 4215 EMERGENCY SERVICES Total		23,240	71,644	78,169	24,617

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4219 EMERGENCY INCIDENT				
Category: 5400 Materials, Supplies, and Services				
010-4219-542400 Special Supplies	0	14,037	0	0
Category: 5400 Materials, Supplies, and Services Total	0	14,037	0	0
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	14,037	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

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4220 SCHOOL CROSSING GUARDS				
Category: 5500 Contract Services				
010-4220-551000 Professional Services	81,281	52,064	51,828	60,000
Category: 5500 Contract Services Total	81,281	52,064	51,828	60,000
Department: 4220 SCHOOL CROSSING GUARDS Total	81,281	52,064	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

Animal Care & Control Services

Mission Statement

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

Services

Animal control services are contracted through the Los Angeles County Department of Animal Care & Control and are managed by the City Manager's office.

Service Level Trends:

Animal Control continues to educate residents on proper licensing and local laws and continues it consistent efforts to proper license all animals.

Prior Budget Accomplishments:

- Increased renewal of Animal Licenses
- Addressed reports of dogs off leash at local parks (increased patrols)
- Continue to work with Animal Control to resolve all animal related complaint issues
- Developed protocol for animal control during natural disasters

Objectives

- Educate pet owners on care and local regulations.
- Promote proper pet licensing.
- Advocate for pet leash laws.
- Collaborate with Animal Control on complaints.
- Manage rising animal control costs (LA County).
- Develop emergency protocols for animal control and pet safety.

	Animal Control	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27
A.	Kennel Services (Dog and Cat)	792	1,335	155	1,000
B.	Kennel Services (Other Animal)	39	165	10	100
C.	Animal Licenses Collected	1,222	1,083	99	1,000
D.	Animal Complaints (Reported)	17	4	1	5
E.	Animal Complaints (Resolved)	17	4	1	5
F.	Animal Penalties Collected	68	45	2	50

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4240 ANIMAL CONTROL					
Category: 5500 Contract Services					
010-4240-551000	Professional Services	0	6,300	0	0
010-4240-552000	Contract Services	106,712	79,455	100,000	100,000
Category: 5500 Contract Services Total		106,712	85,756	100,000	100,000
Department: 4240 ANIMAL CONTROL Total		106,712	85,756	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

Community Development Department

Mission Statement

The division's mission is to uphold the vision of the community to enhance the already great quality of life that exists in Agoura Hills.As guided by the City General Plan, we strive to ensure the orderly development of our city, guide and facilitate high quality projects, preserve our environment, promote the vitality of the business community, and preserve the unique character of our city and the quality of our neighborhoods.

Services

The division executes the City's General Plan by implementing policies set by the City Council. Its responsibilities include reviewing land use and development permits, providing support for planning matters, assisting residents and businesses with zoning questions, conducting long-range planning studies, participating in regional planning, and ensuring compliance with zoning codes. Additionally, the staff processes business license applications and enforces related laws while focusing on professional development and customer service.

Service Level Trends

The division has experienced a rise in development applications for remodeling commercial centers, new projects, and residential developments, particularly in the Agoura Village Specific Plan area. Several construction permits are being processed. Additionally, the Planning Division reviewed environmental documents for capital improvement and trail projects, such as the Kanan Road/Agoura Road Intersection Design and the Recreation and Event Center Trail. Customer service is set to improve with new technology and refined protocols.

Community Development Department

Budget Accomplishments

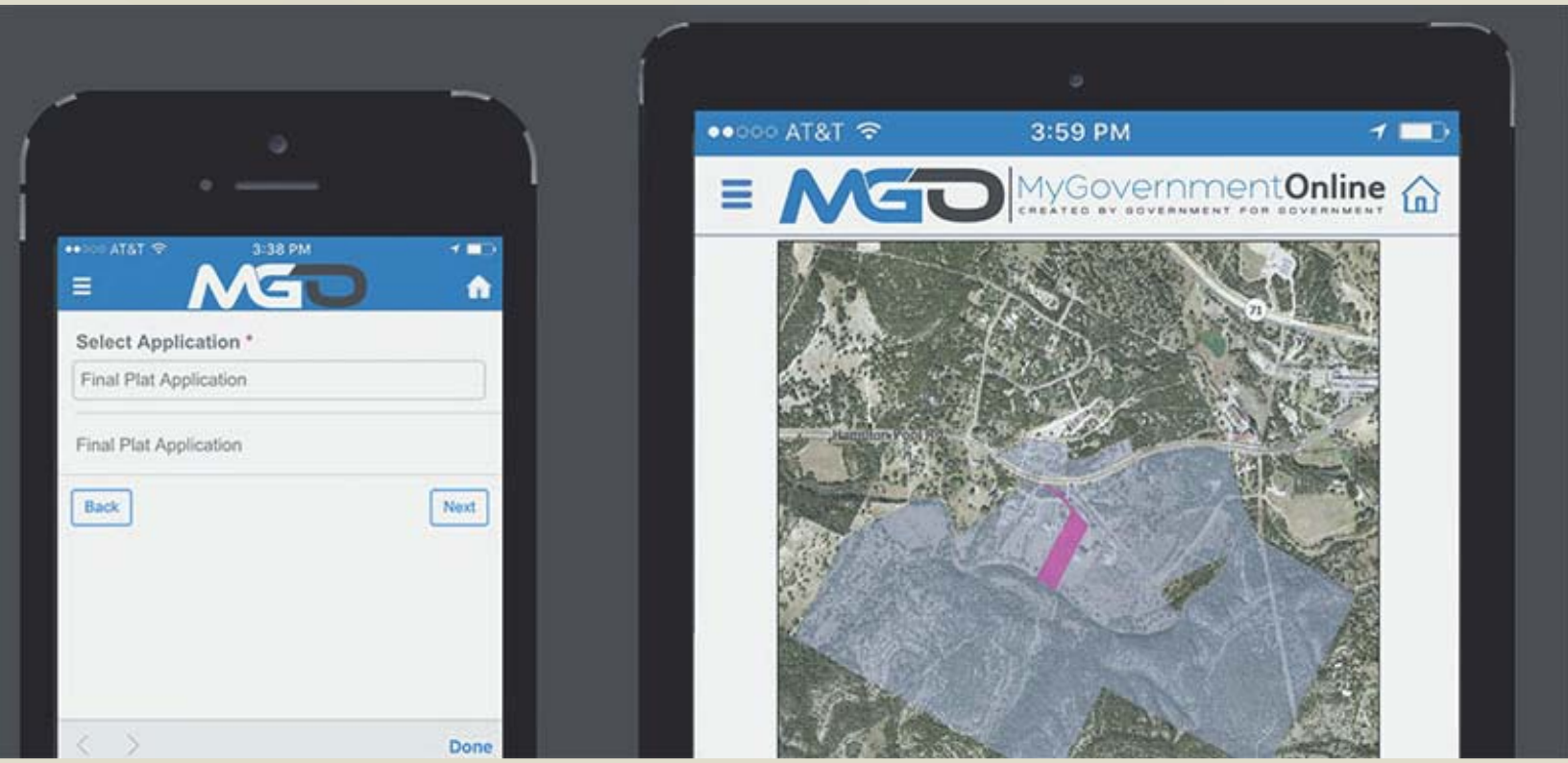
- Updated the General Plan and Housing Element to meet state housing laws, certified by the California Department of Housing Community Development.
- Drafted a ministerial process for Affordable Housing projects.
- Rezoned 20 sites for multi-family affordable housing.
- Amended the Agoura Village and Ladyface Mountain Specific Plans for multi-family developments.
- Created Objective Design Standards for multi-family projects.
- Drafted a Street Vendor Ordinance, Short Term Rental Program, and Outdoor Dining Ordinance amendment.
- Completed Phases I and II of the Climate Action Adaptation Plan.
- Commented on the Pure Water Project Environmental Impact Report.
- Issued Temporary Outdoor Operation Permits to support local businesses.
- Managed 12 discretionary permit applications.
- Code Enforcement Division handled 42 complaints from "See Click Fix."
- Addressed 95 other complaints.
- Issued various citations and stop work orders.

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4305 COMMUNITY DEVELOPMENT					
Category: 5100 Personnel					
010-4305-510100	Regular Salaries	765,598	794,030	964,463	926,610
010-4305-510400	Special Pay	1,600	6,600	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	4,590
010-4305-510500	Vacation/sick	7,157	8,856	15,350	8,197
010-4305-510600	Deferred Compensation	19,233	21,781	27,080	26,228
010-4305-510700	Retirement	128,797	117,462	166,746	91,784
010-4305-510800	Group Health Insurance	133,569	179,205	193,967	191,472
010-4305-510900	Group Dental Insurance	6,457	9,713	7,600	9,475
010-4305-511000	Group Life Insurance	1,953	2,333	1,996	2,457
010-4305-511100	Group Disability Insurance	9,168	10,102	10,956	11,556
010-4305-511200	Medicare Taxes	12,444	13,020	14,568	14,167
Category: 5100 Personnel Total		**1,151,185**	**1,239,427**	**1,419,196**	**1,297,936**
Category: 5400 Materials, Supplies, and Services					
010-4305-541500	Travel/conferences/meetings	7,720	3,259	12,500	12,500
010-4305-541600	Membership And Dues	1,499	1,686	2,820	2,820
010-4305-542000	Office Supplies	506	351	500	500
010-4305-542200	Books And Subscriptions	541	576	550	550
010-4305-542300	Printing	1,042	0	2,000	2,000
010-4305-542400	Special Supplies	0	167	500	500
010-4305-542600	Advertising	7,923	5,044	6,000	6,000
010-4305-544000	Other Charges	3,073	235	1,400	1,400
Category: 5400 Materials, Supplies, and Services Total		**22,303**	**11,318**	**26,270**	**26,270**
Category: 5500 Contract Services					
010-4305-551000	Professional Services	349,811	152,018	150,000	150,000
010-4305-552000	Contract Services	215,636	81,397	243,464	158,464
Category: 5500 Contract Services Total		**565,446**	**233,415**	**393,464**	**308,464**
Department: 4305 COMMUNITY DEVELOPMENT Total		**1,738,934**	**1,484,160**	**1,838,930**	**1,632,670**

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

Building & Safety

Mission

The goal is to deliver top-notch customer service and professionalism to enhance the quality of life, health, and safety in Agoura Hills. Proactive enforcement of Building Codes ensures the proper design, construction, and maintenance of buildings, helping to achieve these objectives.

Services

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

Service Level Trends

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

Budget Accomplishments

- Assisted the community during the Woolsey Fire, conducting field surveys and tagging buildings.
- Continued support for residents with fire-damaged properties during recovery.
- Attended training on the 2019 California Building Codes, effective January 1, 2020.
- Prepared and adjusted the 2019 Codes for local climatic, geologic, and topographic conditions.
- Presented the departmental budget to the Finance Director and City Manager.
- Selected two local consultants from eight proposals for plan review and inspection services.
- Reviewed reports on accessibility inspections for City facilities.
- Presented training and events for the International Code Council's local chapter.
- Conducted outreach programs to inform the community about building safety efforts.

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4390 BUILDING & SAFETY					
Category: 5100 Personnel					
010-4390-510100	Regular Salaries	244,281	274,883	284,890	293,441
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	0	7,155	7,384
010-4390-510600	Deferred Compensation	6,155	5,769	8,701	7,103
010-4390-510700	Retirement	28,982	21,207	22,520	23,041
010-4390-510800	Group Health Insurance	46,583	50,881	61,740	56,263
010-4390-510900	Group Dental Insurance	2,955	3,147	3,148	3,210
010-4390-511000	Group Life Insurance	593	637	584	652
010-4390-511100	Group Disability Insurance	2,980	3,259	3,216	3,387
010-4390-511200	Medicare Taxes	3,755	4,080	4,360	4,521
Category: 5100 Personnel Total		**348,309**	**367,764**	**400,215**	**402,902**
Category: 5400 Materials, Supplies, and Services					
010-4390-541500	Travel/conferences/meetings	2,407	2,111	5,250	4,250
010-4390-541600	Membership And Dues	945	990	2,250	2,500
010-4390-542000	Office Supplies	41	0	250	250
010-4390-542200	Books And Subscriptions	1,762	35	5,500	2,000
010-4390-542300	Printing	128	425	1,000	1,000
010-4390-542500	Small Equipment	55	74	2,000	2,000
010-4390-542600	Advertising	0	0	3,750	2,500
Category: 5400 Materials, Supplies, and Services Total		**5,338**	**3,635**	**20,000**	**14,500**
Category: 5500 Contract Services					
010-4390-552000	Contract Services	403,542	683,972	480,000	480,000
Category: 5500 Contract Services Total		**403,542**	**683,972**	**480,000**	**480,000**
Department: 4390 BUILDING & SAFETY Total		**757,190**	**1,055,371**	**900,215**	**897,402**

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4420 RECREATION					
Category: 5100 Personnel					
010-4420-510200	Part-time Salaries	11,391	4,871	2,000	2,000
010-4420-5102A0	Part - Time Salaries	1,794	7,940	44,900	15,900
010-4420-5102B0	Part - Time Salaries	171	173	10,700	10,700
010-4420-5102C0	Part - Time Salaries	5,606	15,435	68,050	15,000
010-4420-5102D0	Part - Time Salaries	9,830	13,636	19,500	19,500
010-4420-5102E0	Part - Time Salaries	1,729	0	0	0
010-4420-5102G0	Part-time Salaries - Teens	429	3,103	5,600	5,600
010-4420-5102H0	Part - Time Salaries	7,102	4,734	5,789	5,789
010-4420-5102I0	Part - Time Salaries	10,241	11,092	10,932	10,932
010-4420-510700	Retirement	251	175	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	894	2,800	2,800
Category: 5100 Personnel Total		**51,041**	**62,053**	**170,271**	**88,221**
Category: 5400 Materials, Supplies, and Services					
010-4420-5423A0	Printing - Classes	64	267	800	800
010-4420-5423B0	Printing -excursions	0	50	0	0
010-4420-5423C0	Printing - Camps	0	167	630	630
010-4420-5423D0	Printing - Seniors	2,811	2,941	4,000	4,000
010-4420-5423G0	Printing - Teens	250	600	500	500
010-4420-5423H0	Printing - Comm Services	13,707	12,100	16,740	16,740
010-4420-5423I0	Printing-Cultural Arts	3,700	6,949	10,930	10,930
010-4420-542400	Special Supplies	331	266	0	0
010-4420-5424A0	Special Supplies - Classes	107	532	1,200	1,200
010-4420-5424B0	Special Supplies - Excursions	0	0	420	420
010-4420-5424C0	Special Supplies - Camps	1,123	718	2,450	2,450
010-4420-5424D0	Special Supplies - Seniors	4,764	5,157	5,700	5,700
010-4420-5424F0	Special Supplies - Sports	225	570	700	700
010-4420-5424G0	Special Supplies - Teens	823	0	1,000	1,000
010-4420-5424H0	Special Supplies - Comm Servic	7,130	8,008	9,000	9,000
010-4420-5424I0	Special Supplies - Cultural Arts	2,781	4,860	3,975	3,975
010-4420-5426C0	Advertising - Camps	0	0	1,000	1,000
010-4420-5426D0	Advertising-seniors	0	120	500	500
010-4420-5426G0	Advertising-teens	201	0	0	0
010-4420-542900	Rents And Leases	2,210	0	0	0
010-4420-5429F0	Rents And Leases - Sports	162	2,197	8,700	8,700
010-4420-5429H0	Rents And Leases - Comm Servic	6,062	9,031	10,150	10,150
010-4420-5440B0	Other Charges - Excursions	4,085	4,085	18,425	18,425
010-4420-5440D0	Other Charges - Seniors	15,784	13,865	14,128	14,125
010-4420-5440G0	Other Charges - Teens	0	0	600	600
Category: 5400 Materials, Supplies, and Services Total		**66,320**	**72,484**	**111,548**	**111,545**

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Category: 5500 Contract Services					
010-4420-5510H0	Professional Services-comm Ser	16,243	19,531	16,950	16,950
010-4420-5510I0	Professional Services - Cultural Arts	12,440	11,393	12,300	12,300
010-4420-5520A0	Contract Services - Classes	59,790	45,117	45,600	33,600
010-4420-5520C0	Contract Services - Camps	6,183	8,279	33,559	15,000
010-4420-5520D1	Contract Services - Seniors	5,788	8,870	7,200	7,200
010-4420-5520F0	Contract Services - Sports	1,844	0	0	0
010-4420-5520G0	Contract Services -teens	0	0	6,300	6,300
Category: 5500 Contract Services Total		102,288	93,189	121,909	91,350
Department: 4420 RECREATION Total		219,649	227,726	403,728	291,116

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4425 REYES ADOBE					
Category: 5100 Personnel					
010-4425-510200	Part-time salaries	0	845	15,050	15,050
010-4425-511200	Medicare taxes	0	12	218	218
Category: 5100 Personnel Total		**0**	**857**	**15,268**	**15,268**
Category: 5400 Materials, Supplies, and Services					
010-4425-542000	Office Supplies	20	0	500	500
010-4425-542300	Printing	0	242	1,000	1,000
010-4425-542400	Special Supplies	1,500	509	1,500	1,500
010-4425-542700	Communications	2,722	1,534	2,000	2,000
010-4425-543000	Maintenance Buildings/grounds	23,283	17,725	23,700	23,700
Category: 5400 Materials, Supplies, and Services Total		**27,525**	**20,010**	**28,700**	**28,700**
Category: 5500 Contract Services					
010-4425-552000	Contract Services	5,000	0	5,000	5,000
Category: 5500 Contract Services Total		**5,000**	**0**	**5,000**	**5,000**
Category: 5600 Capital Outlay					
010-4425-568200	Other Improvements	18,700	0	30,000	30,000
Category: 5600 Capital Outlay Total		**18,700**	**0**	**30,000**	**30,000**
Department: 4425 REYES ADOBE Total		51,225	20,867	78,968	78,968

Recreation Center

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4426 RECREATION CENTER					
Category: 5100 Personnel					
010-4426-510200	Part Time Salaries	109,374	119,627	115,854	115,854
010-4426-510700	Retirement	1,776	1,920	6,575	0
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	1,735	1,680	1,680
Category: 5100 Personnel Total		**119,125**	**123,282**	**124,109**	**117,534**
Category: 5400 Materials, Supplies, and Services					
010-4426-542300	Printing	0	0	3,495	3,495
010-4426-542400	Special supplies	7,082	10,657	10,000	10,000
010-4426-542700	Communications	11,830	1,036	10,000	10,000
010-4426-542800	Utilities	82,013	94,840	90,000	90,000
010-4426-542801	Water	13,267	16,561	18,000	18,000
010-4426-543000	Maintenance buildings/grounds	234,433	224,995	192,800	197,800
010-4426-543400	Maintenance of equipment	6,758	7,285	10,000	10,000
Category: 5400 Materials, Supplies, and Services Total		**355,383**	**355,372**	**334,295**	**339,295**
Category: 5500 Contract Services					
010-4426-551000	Professional services	4,715	5,194	7,850	7,850
010-4426-552000	Contract services	60,367	61,081	65,000	65,000
Category: 5500 Contract Services Total		**65,082**	**66,275**	**72,850**	**72,850**
Category: 5600 Capital Outlay					
010-4426-568200	Other improvements	74,743	66,702	68,000	80,000
010-4426-568300	Equipment	16,000	16,000	16,000	16,000
Category: 5600 Capital Outlay Total		**90,743**	**82,702**	**84,000**	**96,000**
Department: 4426 RECREATION CENTER Total		**630,334**	**627,631**	**615,254**	**625,679**

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4430 SPECIAL EVENTS					
Category: 5100 Personnel					
010-4430-510200	Part-time Salaries	17,945	26,148	34,022	34,022
010-4430-510700	Retirement	64	43	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	379	493	493
Category: 5100 Personnel Total		**18,504**	**26,571**	**34,516**	**34,515**
Category: 5400 Materials, Supplies, and Services					
010-4430-542300	Printing	39,223	38,242	38,300	49,300
010-4430-542400	Special Supplies	16,596	20,033	16,000	16,000
Category: 5400 Materials, Supplies, and Services Total		**55,820**	**58,274**	**54,300**	**65,300**
Category: 5500 Contract Services					
010-4430-551000	Professional Services	105,245	112,115	119,300	112,000
010-4430-552000	Contract Services	67,449	85,493	98,350	98,350
Category: 5500 Contract Services Total		**172,693**	**197,608**	**217,650**	**210,350**
Department: 4430 SPECIAL EVENTS Total		**247,017**	**282,453**	**306,466**	**310,165**

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.

Community Services Department

Mission Statement

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

Services

The Department of Community Services offers various recreation programs, community services, and cultural events for all ages, including special events like Reyes Adobe Days and Summer Concerts in the Park. Its responsibilities include managing the City's transportation program, providing social services, facilitating a volunteer program, and maintaining playgrounds, picnic areas, and sports facilities. Additionally, the Department oversees the Reyes Adobe Historical Site, including educational tours and events. It collaborates with several boards and committees and manages City-wide landscape services, including parks and irrigation systems.

Service Level Trends:

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

Community Services Department

Prior Budget Accomplishments

- Centralized volunteer program efforts which included implementing year-round teen volunteer program
- Cultural Arts Council hosted five separate Art Shows as part of the Art Gallery Series, including the Student Art Show, Solo Artist Show, and the Photography Show. CAC also presented the student scholarship to the Agoura High School Arts program, as part of the annual Give 91301 program
- Hosted another One City One Book event with bestselling author and over 500 people in attendance
- Hosted Community Service Days with intent of being more Agoura Hills – Centric.
- Implemented monthly information blasts for the Teen and Senior Programs, along with Special Events
- Hosted a Creek Clean-Up Day as part of Community Service Days, with more than 150 people participating.

	Community Services	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27
A.	Chumash Park	In Progess	Completed	Not Applicable	Not Applicable
B.	Morrision Park - Playground Equipment	In Progess	In Progress	Completed	Not Applicable
C.	Review and Update Park Restrictions	Not Applicable	Not Applicable	In Progress	In Progress

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4440 COMMUNITY SERVICES					
Category: 5100 Personnel					
010-4440-510100	Regular Salaries	805,149	838,979	835,050	855,089
010-4440-510200	Part-time Salaries	63,755	78,279	0	0
010-4440-510401	Car Allowance	2,400	2,400	2,400	2,400
010-4440-510402	Technology Allowance	7,493	7,323	7,620	7,620
010-4440-510500	Vacation/sick	23,377	24,621	36,336	41,685
010-4440-510600	Deferred Compensation	21,775	20,296	28,640	29,557
010-4440-510700	Retirement	197,384	229,600	203,673	98,274
010-4440-510800	Group Health Insurance	176,252	168,250	162,070	175,105
010-4440-510900	Group Dental Insurance	8,852	9,734	8,191	8,447
010-4440-511000	Group Life Insurance	2,031	2,161	1,769	2,165
010-4440-511100	Group Disability Insurance	9,554	9,918	9,481	9,927
010-4440-511200	Medicare Taxes	13,356	14,014	12,909	13,577
Category: 5100 Personnel Total		**1,331,376**	**1,405,576**	**1,308,140**	**1,243,846**
Category: 5400 Materials, Supplies, and Services					
010-4440-541500	Travel/conferences/meetings	25	1,052	1,000	1,000
010-4440-541600	Membership And Dues	611	3,853	2,500	2,500
010-4440-542000	Office Supplies	6,218	4,575	5,000	5,000
010-4440-542100	Postage	8,500	10,541	12,000	12,000
010-4440-542300	Printing	47,301	44,827	51,500	51,500
010-4440-542400	Special Supplies	2,820	4,545	3,000	3,000
010-4440-542900	Rents And Leases	7,851	6,323	7,000	7,000
010-4440-543100	Mileage	0	0	400	400
010-4440-544000	Other Charges	45,249	47,532	45,950	45,950
Category: 5400 Materials, Supplies, and Services Total		**118,575**	**123,248**	**128,350**	**128,350**
Department: 4440 COMMUNITY SERVICES Total		**1,449,950**	**1,528,992**	**1,436,490**	**1,372,196**

Park's Maintenance

Overview:

The Parks Maintenance Division is responsible for the care, upkeep, and enhancement of all city-owned parks, recreational facilities, open spaces, trails, and landscaped areas. The division ensures that public green spaces are safe, clean, and accessible for residents and visitors year-round. Maintenance activities include turf care, tree and shrub maintenance, irrigation system management, playground inspections, facility repairs, litter and graffiti removal, and support for community events and recreational programming.

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4450 PARKS MAINTENANCE					
Category: 5400 Materials, Supplies, and Services					
010-4450-542400	Special Supplies	30,511	14,328	50,000	50,000
010-4450-5424H0	Special Supplies - Comm Servic	56,986	63,730	54,500	54,500
010-4450-542800	Utilities	2,791	2,867	3,000	3,000
010-4450-542801	Water	65,200	111,147	124,800	124,800
010-4450-542900	Rents And Leases	3,420	3,135	5,135	5,135
010-4450-543000	Maintenance Buildings/grounds	62,162	69,458	50,000	50,000
Category: 5400 Materials, Supplies, and Services Total		221,070	264,664	287,435	287,435
Category: 5500 Contract Services					
010-4450-552000	Contract Services	376,208	396,664	380,439	380,439
010-4450-552095	Tree Maintenance In Parks	24,039	29,235	25,000	25,000
Category: 5500 Contract Services Total		400,248	425,898	405,439	405,439
Department: 4450 PARKS MAINTENANCE Total		621,334	690,562	692,874	692,874

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
010-4505-510100	Regular Salaries	456,406	323,310	449,553	461,433
010-4505-510401	Car Allowance	2,400	2,100	4,800	4,800
010-4505-510402	Technology Allowance	5,580	4,458	7,080	7,080
010-4505-510500	Vacation/sick	15,380	14,113	29,160	30,093
010-4505-510600	Deferred Compensation	16,363	12,214	24,104	24,842
010-4505-510700	Retirement	125,099	134,373	148,549	61,584
010-4505-510800	Group Health Insurance	101,512	69,523	117,164	123,505
010-4505-510900	Group Dental Insurance	6,379	4,208	7,021	7,161
010-4505-511000	Group Life Insurance	1,185	770	1,269	1,327
010-4505-511100	Group Disability Insurance	5,464	3,633	5,044	5,344
010-4505-511200	Medicare Taxes	6,966	4,926	7,078	7,660
Category: 5100 Personnel Total		**742,733**	**573,630**	**800,822**	**734,829**
Category: 5400 Materials, Supplies, and Services					
010-4505-541500	Travel/conferences/meetings	1,480	212	5,500	5,500
010-4505-541600	Membership And Dues	680	2,277	2,200	2,400
010-4505-542000	Office Supplies	282	0	400	400
010-4505-542200	Books And Subscriptions	0	454	800	800
010-4505-542300	Printing	416	0	500	500
010-4505-542400	Special Supplies	963	786	1,500	1,500
010-4505-542600	Advertising	1,088	835	2,500	2,500
010-4505-543400	Maintenance Of Equipment	237	0	500	500
010-4505-544000	Other Charges	43	53	0	0
Category: 5400 Materials, Supplies, and Services Total		**5,189**	**4,617**	**13,900**	**14,100**
Category: 5500 Contract Services					
010-4505-551000	Professional Services	91,177	83,764	55,000	45,000
010-4505-552000	Contract Services	152,337	280,453	252,000	192,000
010-4505-552002	Plan Check And Inspection	70,000	135,532	150,000	150,000
010-4505-552003	Special Projects	106,030	52,221	60,000	60,000
Department: 4505 PUBLIC WORKS Total		1,167,466	1,130,218	1,331,722	1,195,929

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4510 TRAFFIC SAFETY					
Category: 5500 Contract Services					
010-4510-552000	Contract Services	22,100	20,400	45,000	45,000
010-4510-552014	Accident repairs	46,726	30,487	10,000	10,000
Category: 5500 Contract Services Total		68,826	50,887	55,000	55,000
Department: 4510 TRAFFIC SAFETY Total		68,826	50,887	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 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4520 LANDSCAPE MAINTENANCE					
Category: 5400 Materials, Supplies, and Services					
010-4520-542400	Special Supplies	42,047	61,637	100,000	100,000
010-4520-542800	Utilities	4,705	3,945	6,000	6,000
010-4520-543000	Maintenance Buildings/grounds	9,851	1,346	10,000	10,000
Category: 5400 Materials, Supplies, and Services Total		56,603	66,928	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	11,534	6,000	6,000
010-4520-552032	Equestrian Trail Maintenance	4,000	5,102	10,000	10,000
010-4520-552035	Median Island Maintenance	22,512	15,018	30,000	30,000
Category: 5500 Contract Services Total		152,393	174,655	186,000	182,000
Department: 4520 LANDSCAPE MAINTENANCE Total		208,996	241,583	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 Actual	2025-2026 Adopted	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	315,900	246,522	255,000
Category: 5500 Contract Services Total		390,581	440,900	371,522	380,000
Department: 4525 STORM DRAIN& FLOOD CONTROL Total		390,581	440,900	371,522	380,000

City of Agoura Hills
Budget
FY2023-24 to FY2026-27

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Department: 4610 OTHER IMPROVEMENTS				
Category: 6000 Other Improvements/Projects				
010-4610-600100 City Beautification	10,000	10,000	10,000	0
Category: 6000 Other Improvements/Projects Total	10,000	10,000	10,000	0
Department: 4610 OTHER IMPROVEMENTS Total	10,000	10,000	10,000	0
Fund: 010 - GENERAL Total	18,322,814	19,091,400	19,854,006	19,549,473

Other Funds

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 011 - CAPITAL PROJECT FUND					
Category: 4003 Intergovernmental					
011-0000-334547	Morrison Park	0	243,153	167,235	0
Category: 4003 Intergovernmental Total		0	243,153	167,235	0
Category: 4006 Investment Income					
011-0000-371000	Interest Earnings	32,210	11,621	16,000	16,000
Category: 4006 Investment Income Total		32,210	11,621	16,000	16,000
Fund: 011 - CAPITAL PROJECT FUND Total		32,210	254,774	183,235	16,000
Appropriations					
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	0	0	0
Category: 5600 Capital Outlay		39,736	0	0	0
Department: 4215 EMERGENCY SERVICES Total		39,736	0	0	0
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
011-4620-610300	Park Improvements	202,571	415,846	0	0
011-4620-610500	Morrison Park Improvements		302,582	167,235	0
011-4640-610600	Reyes Adobe	21,914	24,268	0	0
Category: 6000 Other Improvements/Projects Total		224,485	742,696	167,235	0
Department: 4620 PARK IMPROVEMENTS Total		224,485	742,696	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	742,696	167,235	0

Excess (Deficiency) of Revenues	(400,566)	(487,922)	16,000	16,000
Other Financing Sources (Uses)	72,476	96,000	-	-
Beginning Fund Balance	857,346	529,256	137,334	153,334
Ending Fund Balance	529,256	137,334	153,334	169,334

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 012 - FACILITIES FUND					
Category: 4006 Investment Income					
012-0000-371000	Interest Earnings	22,804	28,774	10,000	8,000
Category: 4006 Investment Income Total		22,804	28,774	10,000	8,000
Fund: 012 - FACILITIES FUND Total		22,804	28,774	10,000	8,000
Appropriations					
Fund: 012 - FACILITIES FUND					
Department: 4180 PUBLIC FACILITIES					
Category: 5600 Capital Outlay					
012-4180-568200	Other Improvements	22,976	22,000	400,000	0
Category: 5600 Capital Outlay Total		22,976	22,000	400,000	0
Department: 4180 PUBLIC FACILITIES Total		22,976	22,000	400,000	0
Fund: 012 - FACILTIES FUND Total		22,976	22,000	400,000	0
Excess (Deficiency) of Revenues		(172)	6,774	(390,000)	8,000
Other Financing Sources (Uses)		100,000	-	-	
Beginning Fund Balance		515,117	614,945	621,719	231,719
Ending Fund Balance		614,945	621,719	231,719	239,719

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 013 - OPEN SPACE					
Category: 4006 Investment Income					
013-0000-371000	Interest Earnings	5,012	5,565	4,000	4,000
Category: 4006 Investment Income Total		5,012	5,565	4,000	4,000
Fund: 013 - OPEN SPACE Total		5,012	5,565	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	5,565	4,000	4,000
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		110,147	112,891	118,456	122,456
Ending Fund Balance		112,891	118,456	122,456	126,456

Fund 014 Fiber Optic In Lieu — Fund Overview

To account for in-lieu fees that are committed for constructing fiber infrastructure across the communities of Calabasa, Hidden Hills, Malibu, Agoura Hills and Westlake Village.

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 014 - FIBER OPTIC Council of Government (COG) Project					
Category: 4003 Intergovernmental					
014-0000-333100	COG Contribution				1,500,000
Category: 4003 Intergovernmental Total					1,500,000
Category: 4006 Investment Income					
014-0000-371000	Interest Earnings				0
Category: 4006 Investment Income Total					0
Fund: 014 - FIBER OPTIC Total					
Appropriations					
Fund: 014 - FIBER OPTIC					
Department: 4505 PUBLIC WORKS					
Category: 5500 Contract Services					
014-4505-551000	Professional Services				500,000
014-4505-552000	Contract Services				999,400
Category: 5500 Contract Services Total					1,499,400
Department: 4150 FINANCE					
Category: 5400 Materials, Supplies, and Services					
014-4150-544000	Other Charges				600
Category: 5400 Materials, Supplies, and Services Total					600
Fund: 014 - FIBER OPTIC IN LIEU Total					1,500,000

Excess (Deficiency) of Revenues	-			(1,500,000)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance		-		-
Ending Fund Balance	-	#VALUE!	#VALUE!	(1,500,000)

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 015 - RECREATION CENTER CAPITAL PROJ					
Category: 4003 Intergovernmental					
015-0000-334500	Miscellaneous Grants	0	0	41,443	0
Category: 4003 Intergovernmental Total		0	0	41,443	0
Category: 4006 Investment Income					
015-0000-371000	Interest Earnings	881	285	0	0
Category: 4006 Investment Income Total		881	285	0	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total		881	285	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	20,030	222,187	0
Category: 6000 Other Improvements/Projects Total		24,935	20,030	222,187	0
Department: 4610 OTHER IMPROVEMENTS Total		24,935	20,030	222,187	0
Fund: 015 - RECREATION CENTER CAPITAL PROJ Total		24,935	20,030	222,187	0

Excess (Deficiency) of Revenues	(24,054)	(19,745)	(180,744)	-
Other Financing Sources (Uses)	-	104,000	10,300	
Beginning Fund Balance	33,192	9,138	93,393	(77,051)
Ending Fund Balance	9,138	93,393	(77,051)	(77,051)

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 016 - STORM WATER CAP PROJECT FUND					
Category: 4006 Investment Income					
016-0000-371000	Interest Earnings	51,867	70,876	50,000	20,000
Category: 4006 Investment Income Total		51,867	70,876	50,000	20,000
Category: 4008 Other Revenue					
016-0000-391000	Miscellaneous Revenue	299,711	40,621	66,769	3,754
Category: 4008 Other Revenue Total		299,711	40,621	66,769	3,754
Fund: 016 - STORM WATER CAP PROJECT FUND Total		351,578	111,496	116,769	23,754
Appropriations					
Fund: 016 - STORM WATER CAP PROJECT FUND					
Department: 4505 PUBLIC WORKS					
Category: 5600 Capital Outlay					
016-4505-552043	Driver Drain Improvements				144,462
Category: 5600 Capital Outlay Total					144,462
Department: 4505 PUBLIC WORKS Total					
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	360	0	970,610
Category: 6200 Street Improvements Total		0	360	0	970,610
Department: 4610 OTHER IMPROVEMENTS Total		0	360	0	970,610
Fund: 016 - STORM WATER CAP PROJECT FUND Total		30,612	360	0	1,115,072

Excess (Deficiency) of Revenues	320,966	111,136	116,769	(1,091,318)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,091,162	1,412,128	1,523,264	1,640,033
Ending Fund Balance	1,412,128	1,523,264	1,640,033	548,715

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 018 - MEASURE R GRANT					
Category: 4003 Intergovernmental					
018-0000-333101	Measure R Grant	496,097	407,843	83,500	0
Category: 4003 Intergovernmental Total		496,097	407,843	83,500	0
Category: 4006 Investment Income					
018-0000-371000	Interest Earnings	52	0	0	0
Category: 4006 Investment Income Total		52	0	0	
Fund: 018 - MEASURE R GRANT Total		496,149	407,843	83,500	0
Appropriations					
Fund: 018 - MEASURE R GRANT					
Department: 4120 CITY MANAGER					
Category: 5100 Personnel					
018-4120-510100	Regular Salaries	17,437	15,914	0	0
018-4120-510700	Retirement	2,611	2,230	0	0
018-4120-510800	Group Health Insurance	1,908	1,750	0	0
018-4120-510900	Group Dental Insurance	132	107	0	0
018-4120-511000	Group Life Insurance	26	20	0	0
018-4120-511100	Group Disability Insurance	196	185	0	0
018-4120-511200	Medicare Taxes	257	235	0	0
Category: 5100 Personnel Total		22,567	20,441	0	0
Department: 4120 CITY MANAGER Total		22,567	20,441	0	0
Department: 4150 FINANCE					
Category: 5100 Personnel					
018-4150-510100	Regular Salaries	36,465	17,647	5,352	0
018-4150-510700	Retirement	3,743	1,425	427	0
018-4150-510800	Group Health Insurance	5,737	2,746	558	0
018-4150-510900	Group Dental Insurance	292	114	52	0
018-4150-511000	Group Life Insurance	87	49	12	0
018-4150-511100	Group Disability Insurance	453	211	61	0
018-4150-511200	Medicare Taxes	539	262	73	0
Category: 5100 Personnel Total		47,316	22,454	6,535	0
Department: 4150 FINANCE Total		47,316	22,454	6,535	0
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
Department: 4305 COMMUNITY DEVELOPMENT Total		477	0	0	0

Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
018-4505-510100	Regular Salaries	120,113	91,316	5,613	0
018-4505-510700	Retirement	13,197	10,912	1,993	0
018-4505-510800	Group Health Insurance	21,592	18,230	1,066	0
018-4505-510900	Group Dental Insurance	1,470	1,113	60	0
018-4505-511000	Group Life Insurance	271	207	11	0
018-4505-511100	Group Disability Insurance	1,446	1,058	62	0
018-4505-511200	Medicare Taxes	1,736	1,301	84	0
Category: 5100 Personnel Total		159,825	124,139	8,889	0
Department: 4505 PUBLIC WORKS Total		159,825	124,139	8,889	0
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
018-4620-612000	Ladyface Greenway	500,194	4,801,905	0	0
Category: 6000 Other Improvements/Projects Total		500,194	4,801,905	0	0
Department: 4620 PARK IMPROVEMENTS Total		500,194	4,801,905	0	0
Category: 6200 Street Improvements					
018-4640-630900	Kanan/Agoura Road Intersection	97,070	41,955	72,000	0
018-4640-632000	Kanan Corridor		0	0	0
Category: 6200 Street Improvements Total		97,070	41,955	72,000	0
Department: 4640 STREET IMPROVEMENTS Total		97,070	41,955	72,000	0
Fund: 018 - MEASURE R GRANT Total		827,449	5,010,894	87,424	0

Excess (Deficiency) of Revenues	(331,300)	(4,603,052)	(3,924)	-
Other Financing Sources (Uses)	-	4,065,157	-	-
Beginning Fund Balance	(2,300,280)	(2,631,580)	(3,169,475)	(3,173,399)
Ending Fund Balance	(2,631,580)	(3,169,475)	(3,173,399)	(3,173,399)

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 019 - MEASURE M					
Category: 4003 Intergovernmental					
019-0000-333101	Measure M Grant	179,974	209,325	6,910,000	4,230,000
Category: 4003 Intergovernmental Total		179,974	209,325	6,910,000	4,230,000
Fund: 019 - MEASURE M Total		179,974	209,325	6,910,000	4,230,000
Appropriations					
Fund: 019 - MEASURE M					
Department: 4120 CITY MANAGER					
Category: 5100 Personnel					
019-4120-510100	Regular Salaries	14,176	4,803	65,088	30,407
019-4120-510700	Retirement	2,124	673	23,106	1,794
019-4120-510800	Group Health Insurance	1,651	548	7,770	3,553
019-4120-510900	Group Dental Insurance	105	33	460	200
019-4120-511000	Group Life Insurance	21	6	87	38
019-4120-511100	Group Disability Insurance	175	57	742	347
019-4120-511200	Medicare Taxes	208	71	1,049	503
Category: 5100 Personnel Total		18,460	6,192	98,302	36,842
Department: 4120 CITY MANAGER Total		18,460	6,192	98,302	36,842
Department: 4121 COMMUNICATIONS					
Category: 5100 Personnel					
019-4121-510100	Regular Salaries	0	0		0
019-4121-510700	Retirement	0	0		0
019-4121-510800	Group Health Insurance	0	0		0
019-4121-510900	Group Dental Insurance	0	0		0
019-4121-511000	Group Life Insurance	0	0		0
019-4121-511100	Group Disability Insurance	0	0		0
019-4121-511200	Medicare Taxes	0	0		0
Category: 5100 Personnel Total		0	0	0	0
Department: 4121 COMMUNICATIONS Total		0	0	0	0
Department: 4150 FINANCE					
Category: 5100 Personnel					
019-4150-510100	Regular Salaries	10,470	6,484	72,832	27,564
019-4150-510700	Retirement	913	505	5,814	2,200
019-4150-510800	Group Health Insurance	1,399	976	8,237	2,790
019-4150-510900	Group Dental Insurance	79	40	678	261
019-4150-511000	Group Life Insurance	28	19	161	62
019-4150-511100	Group Disability Insurance	132	79	830	314
019-4150-511200	Medicare Taxes	155	96	1,118	422
Category: 5100 Personnel Total		13,176	8,199	89,670	33,613
Department: 4150 FINANCE Total		13,176	8,199	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
Department: 4440 COMMUNITY SERVICES Total		0	0	32,552	0
Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
019-4505-510100	Regular Salaries	39,336	31,447	153,451	104,243
019-4505-510700	Retirement	4,014	3,319	48,868	34,600
019-4505-510800	Group Health Insurance	6,036	5,245	30,532	20,318
019-4505-510900	Group Dental Insurance	421	319	1,806	1,201
019-4505-511000	Group Life Insurance	80	64	339	220
019-4505-511100	Group Disability Insurance	438	346	1,722	1,164
019-4505-511200	Medicare Taxes	572	456	2,325	1,578
Category: 5100 Personnel Total		50,897	41,196	239,043	163,324
Department: 4505 PUBLIC WORKS Total		50,897	41,196	239,043	163,324
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
019-4620-612000	Ladyface Greenway	0	2,836,127	5,225,000	1,740,000
Category: 6000 Other Improvements/Projects Total		0	2,836,127	5,225,000	1,740,000
Department: 4620 PARK IMPROVEMENTS Total		0	2,836,127	5,225,000	1,740,000
Category: 6200 Street Improvements					
019-4640-630700	Chesebro Bridge	25,096	0	0	0
019-4640-630900	Kanan/Agoura Road Intersection	0	0	212,500	1,150,907
019-4640-632000	Kanan Corridor	126,673	237,300	602,270	3,150,000
Category: 6200 Street Improvements Total		151,769	237,300	814,770	4,300,907
Department: 4640 STREET IMPROVEMENTS Total		151,769	237,300	814,770	4,300,907
Fund: 019 - MEASURE M Total		234,302	3,129,013	6,499,337	6,274,686

Excess (Deficiency) of Revenues	(54,328)	(2,919,688)	410,663	(2,044,686)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	(668,057)	(722,385)	(3,642,073)	(3,231,410)
Ending Fund Balance	(722,385)	(3,642,073)	(3,231,410)	(5,276,096)

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 020 - GAS TAX					
Category: 4003 Intergovernmental					
020-0000-332500	State Gas Tax 2105 Prop 111	122,773	125,698	130,771	130,771
020-0000-332600	State Gas Tax 2106	74,582	76,438	77,823	77,823
020-0000-332700	State Gas Tax 2107	166,184	166,750	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	193,284	189,475	189,475
Category: 4003 Intergovernmental Total		552,637	567,170	581,367	581,367
Category: 4006 Investment Income					
020-0000-371000	Interest Earnings	7,127	10,525	5,000	5,000
Category: 4006 Investment Income Total		7,127	10,525	5,000	5,000
Fund: 020 - GAS TAX Total		559,764	577,695	586,367	586,367
Appropriations					
Fund: 020 - GAS TAX					
Department: 4220 SCHOOL CROSSING GUARDS					
Category: 5500 Contract Services					
020-4220-551000	Professional Services	37,011	58,901	60,000	68,000
Department: 4220 SCHOOL CROSSING GUARDS Total		37,011	58,901	60,000	68,000
Department: 4505 CONTRACT SERVICES	Contract Services				
020-4505-552000			58,412	0	0
Department: 4505 CONTRACT SERVICES Total			58,412	0	0
Category: 5500 Contract Services Total		37,011	117,313	60,000	0
Department: 4510 TRAFFIC SAFETY					
Category: 5400 Materials, Supplies, and Services					
020-4510-542800	Utilities	67,055	64,213	60,000	60,000
Category: 5400 Materials, Supplies, and Services Total		67,055	64,213	60,000	60,000
Category: 5500 Contract Services					
020-4510-552010	Traffic Engineer	30,000	41,828	30,000	30,000
020-4510-552013	Signal Maintenance	24,562	14,839	40,000	40,000
Category: 5500 Contract Services Total		54,562	56,667	70,000	70,000
Department: 4510 TRAFFIC SAFETY Total		54,562	56,667	70,000	70,000
Department: 4515 STREET MAINTENANCE					
Category: 5500 Contract Services					
020-4515-552021	Street Sweeping	20,015	58,455	64,000	64,000
Category: 5500 Contract Services Total		20,015	58,455	64,000	64,000
Department: 4515 STREET MAINTENANCE Total		20,015	58,455	64,000	64,000
Category: 5400 Materials, Supplies, and Services					
020-4520-542801	Water	52,908	74,246	95,000	95,000
Category: 5400 Materials, Supplies, and Services Total		52,908	74,246	95,000	95,000
Category: 5500 Contract Services					
020-4520-552000	Contract Services	153,950	151,959	187,500	187,500
020-4520-552023	Street Tree Maintenance	75,000	63,009	75,000	75,000
Category: 5500 Contract Services Total		228,950	214,967	262,500	262,500
Department: 4520 LANDSCAPE MAINTENANCE Total		281,858	289,213	357,500	357,500
Fund: 020 - GAS TAX Total		460,501	585,861	611,500	619,500
Excess (Deficiency) of Revenues		99,263	(8,166)	(25,133)	(33,133)
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		88,122	187,385	179,219	154,086
Ending Fund Balance		187,385	179,219	154,086	120,953

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 022 - ROAD REHAB FUND					
Category: 4003 Intergovernmental					
022-0000-334600	Road Rehab Revenue	522,263	552,113	547,951	547,951
Category: 4003 Intergovernmental Total		522,263	552,113	547,951	547,951
Category: 4006 Investment Income					
022-0000-371000	Interest Earnings	2,317	12,981	10,000	5,000
Category: 4006 Investment Income Total		2,317	12,981	10,000	5,000
Fund: 022 - ROAD REHAB FUND Total		524,580	565,094	557,951	552,951
Appropriations					
Fund: 022 - ROAD REHAB FUND					
Department: 4640 STREET IMPROVEMENTS					
Category: 6200 Street Improvements					
022-4640-630500	Annual Overlay	478,011	127,766	250,000	900,000
Category: 6200 Street Improvements Total		478,011	127,766	250,000	900,000
Department: 4640 STREET IMPROVEMENTS Total		478,011	127,766	250,000	900,000
Fund: 022 - ROAD REHAB FUND Total		478,011	127,766	250,000	900,000
Excess (Deficiency) of Revenues		46,569	437,328	307,951	(347,049)
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		104,133	150,702	588,030	895,981
Ending Fund Balance		150,702	588,030	895,981	548,932

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 030 - CAL PERS SET ASIDE					
Category: 4006 Investment Income					
030-0000-371000	Interest Earnings	1,252	3,433	3,000	3,000
Category: 4006 Investment Income Total		1,252	3,433	3,000	3,000
Fund: 030 - CAL PERS SET ASIDE Total		1,252	3,433	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)	3,433	3,000	3,000
Other Financing Sources (Uses)		89,550	95,850	-	
Beginning Fund Balance		103,753	94,555	193,838	196,838
Ending Fund Balance		94,555	193,838	196,838	199,838

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 040 - TRAFFIC SAFETY					
Category: 4005 Fines and Penalties					
040-0000-360500	Vehicle Code Fines	43,141	37,278	40,000	40,000
Category: 4005 Fines and Penalties Total		43,141	37,278	40,000	40,000
Category: 4006 Investment Income					
040-0000-371000	Interest Earnings	1,631	1,407	1,000	1,000
Category: 4006 Investment Income Total		1,631	1,407	1,000	1,000
Fund: 040 - TRAFFIC SAFETY Total		44,772	38,684	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	55,000
Category: 5500 Contract Services Total		43,505	55,143	50,000	55,000
Department: 4220 SCHOOL CROSSING GUARDS Total		43,505	55,143	50,000	55,000
Fund: 040 - TRAFFIC SAFETY Total		43,505	55,143	50,000	55,000

Excess (Deficiency) of Revenues	1,267	(16,459)	(9,000)	(14,000)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	49,414	50,681	34,222	25,222
Ending Fund Balance	50,681	34,222	25,222	11,222

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 060 - PROPOSITION A					
Category: 4003 Intergovernmental					
060-0000-333200	Prop A Trans Tax	524,255	518,739	513,238	521,213
060-0000-334516	Ab1012	66,450	33,225	63,562	63,562
060-0000-353000	Prop A Reimbursements	13,938	-474	45,000	45,000
060-0000-395008	Farebox Revenue	8,760	9,770	3,500	3,500
Category: 4003 Intergovernmental Total		613,403	561,260	625,300	633,275
Category: 4006 Investment Income					
060-0000-371000	Interest Earnings	68,998	72,851	50,000	50,000
Category: 4006 Investment Income Total		68,998	72,851	50,000	50,000
Fund: 060 - PROPOSITION A Total		682,401	634,111	675,300	683,275
Appropriations					
Fund: 060 - PROPOSITION A					55,000
Department: 4150 FINANCE					
Category: 5100 Personnel					
060-4150-510100	Prop A Salaries	9,248	10,261	0	0
060-4150-510700	Retirement	712	800	0	0
060-4150-510800	Group Health	1,185	1,192	0	0
060-4150-510900	Group Dental	58	60	0	0
060-4150-511000	Group Life	26	31	0	0
060-4150-511100	Group Disability	121	130	0	0
060-4150-511200	Medicare	139	152	0	0
Category: 5100 Personnel Total		11,489	12,626	0	0
Department: 4150 FINANCE Total		11,489	12,626	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	7,074	29,120	29,120
060-4420-5520D0	Recreation Transit - Seniors	18,567	25,020	25,280	25,280
060-4420-5520E0	Contract Services-spec Events	6,825	11,451	11,700	11,700
Category: 5500 Contract Services Total		39,648	45,545	71,695	71,695
Department: 4420 RECREATION Total		39,648	45,545	71,695	71,695
Department: 4440 COMMUNITY SERVICES					
Category: 5100 Personnel					
060-4440-510100		61,817	69,548	113,990	113,990
060-4440-510700	Retirement	18,935	20,291	28,435	28,435
060-4440-510800	Group Health Insurance	12,669	14,032	21,351	21,351
060-4440-510900	Group Dental Insurance	513	642	1,003	1,003
060-4440-511000	Group Life Insurance	139	153	209	209
060-4440-511100	Group Disability Insurance	729	805	1,299	1,299
060-4440-511200	Medicare Taxes	913	1,031	1,770	1,770
Category: 5100 Personnel Total		95,715	106,504	168,057	168,057
Department: 4440 COMMUNITY SERVICES Total		95,715	106,504	168,057	168,057

Department: 4520 LANDSCAPE MAINTENANCE					
Category: 5400 Materials, Supplies, and Services					
060-4520-542801	Water	1,707	1,303	2,500	2,500
Category: 5400 Materials, Supplies, and Services Total		1,707	1,303	2,500	2,500
Category: 5500 Contract Services					
060-4520-552036	Park & Ride Lot Maintenance	55,668	55,668	57,736	57,736
060-4520-552037	Bus Stop Maintenance	10,848	10,848	15,465	15,465
Category: 5500 Contract Services Total		66,516	66,516	73,201	73,201
Department: 4520 LANDSCAPE MAINTENANCE Total		68,223	67,819	75,701	75,701
Department: 4530 TRANSPORTATION					
Category: 5400 Materials, Supplies, and Services					
060-4530-544000	Other Charges	345	386	400	400
Category: 5400 Materials, Supplies, and Services Total		345	386	400	400
Category: 5500 Contract Services					
060-4530-552080	Dial A Ride	308,862	369,639	578,735	578,735
060-4530-552081	Beach Bus	52,639	56,927	61,400	61,400
060-4530-552083	Incentive Grant	66,450	55,423	63,562	63,562
Category: 5500 Contract Services Total		427,951	481,988	703,697	703,697
Department: 4530 TRANSPORTATION Total		428,296	482,375	704,097	704,097
Fund: 060 - PROPOSITION A Total		643,371	714,868	1,019,550	1,019,550

Excess (Deficiency) of Revenues	39,030	(80,757)	(344,250)	(336,275)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,420,015	1,459,045	1,378,288	1,034,038
Ending Fund Balance	1,459,045	1,378,288	1,034,038	697,763

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 061 - PROPOSITION C					
Category: 4003 Intergovernmental					
061-0000-333400	Prop C Transit Tax	434,858	430,281	425,717	432,332
Category: 4003 Intergovernmental Total		434,858	430,281	425,717	432,332
Category: 4006 Investment Income					
061-0000-371000	Interest Earnings	34,893	42,135	30,000	30,000
Category: 4006 Investment Income Total		34,893	42,135	30,000	30,000
Fund: 061 - PROPOSITION C Total		469,751	472,416	455,717	462,332
Appropriations					
Fund: 061 - PROPOSITION C					
Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
061-4505-510100	Regular Salaries	44,882	45,458	49,287	49,287
061-4505-510700	Retirement	15,046	8,321	15,394	15,394
061-4505-510800	Group Health Insurance	8,369	7,935	10,354	10,354
061-4505-510900	Group Dental Insurance	605	516	635	635
061-4505-511000	Group Life Insurance	115	103	113	113
061-4505-511100	Group Disability Insurance	557	527	562	562
061-4505-511200	Medicare Taxes	655	665	755	755
Category: 5100 Personnel Total		70,229	63,524	77,100	77,100
Department: 4505 PUBLIC WORKS Total		70,229	63,524	77,100	77,100
Department: 4510 TRAFFIC SAFETY					
Category: 5500 Contract Services					
061-4510-551000	Contract Services	103,225	149,075	150,000	150,000
061-4510-552010	Traffic engineer	115,000	115,000	120,000	120,000
061-4510-552013	Signal maintenance	56,439	53,690	115,000	120,000
061-4510-552029	Pavement Management Upda	76,500			45,000
Category: 5500 Contract Services Total		351,164	317,765	385,000	435,000
Department: 4510 TRAFFIC SAFETY Total		351,164	317,765	385,000	435,000
Fund: 061 - PROPOSITION C Total		421,393	381,289	462,100	512,100

Excess (Deficiency) of Revenues	48,358	91,127	(6,383)	(49,768)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	715,669	764,027	855,154	848,771
Ending Fund Balance	764,027	855,154	848,771	799,003

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 063 - MEASURE R FUND					
Category: 4003 Intergovernmental					
063-0000-333100	Measure R - Local	326,041	322,651	319,288	324,249
Category: 4003 Intergovernmental Total		326,041	322,651	319,288	324,249
Category: 4006 Investment Income					
063-0000-371000	Interest Earnings	12,613	12,529	10,000	10,000
Category: 4006 Investment Income Total		12,613	12,529	10,000	10,000
Fund: 063 - MEASURE R FUND Total		338,654	335,180	329,288	334,249
Appropriations					
Fund: 063 - MEASURE R FUND					
Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
063-4505-510100	Regular Salaries	24,085	55,631	36,983	36,983
063-4505-510700	Retirement	10,569	9,225	10,559	10,559
063-4505-510800	Group Health Insurance	4,117	10,810	6,744	6,744
063-4505-510900	Group Dental Insurance	304	714	427	427
063-4505-511000	Group Life Insurance	59	136	88	88
063-4505-511100	Group Disability Insurance	262	663	422	422
063-4505-511200	Medicare Taxes	343	811	565	565
Category: 5100 Personnel Total		39,739	77,990	55,788	55,788
Category: 5500 Contract Services					
063-4505-552000	Contract Services	145,000	249,840	125,000	125,000
Category: 5500 Contract Services Total		145,000	249,840	125,000	125,000
Department: 4505 PUBLIC WORKS Total		184,739	327,831	180,788	180,788
Department: 4510 TRAFFIC SAFETY					
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
Department: 4510 TRAFFIC SAFETY Total		1,000	200,000	0	0
Department: 4640 STREET IMPROVEMENTS					
Category: 6200 Street Improvements					
063-4640-630500	Annual Overlay	2,512	96,040	100,000	100,000
063-4640-631000	Sidewalk Repairs	50,187	0	55,000	55,000
Category: 6200 Street Improvements Total		52,699	96,040	155,000	155,000
Department: 4640 STREET IMPROVEMENTS Total		52,699	96,040	155,000	155,000
Fund: 063 - MEASURE R FUND Total		238,438	623,871	335,788	335,788

Excess (Deficiency) of Revenues	100,216	(288,690)	(6,500)	(1,539)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	226,964	327,180	38,490	31,990
Ending Fund Balance	327,180	38,490	31,990	30,451

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 064 - MEASURE M - LOCAL					
Category: 4003 Intergovernmental					
064-0000-333100	Measure M Local	368,170	365,553	361,860	367,482
Category: 4003 Intergovernmental Total		368,170	365,553	361,860	367,482
Category: 4006 Investment Income					
064-0000-371000	Interest Earnings	5,119	4,480	3,500	3,500
Category: 4006 Investment Income Total		5,119	4,480	3,500	3,500
Fund: 064 - MEASURE M - LOCAL Total		373,289	370,033	365,360	370,982
Appropriations					
Fund: 064 - MEASURE M - LOCAL					
Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
064-4505-510100	Regular Salaries	33,874	55,411	36,133	36,133
064-4505-510700	Retirement	9,643	8,475	10,491	10,491
064-4505-510800	Group Health Insurance	6,446	10,210	6,639	6,639
064-4505-510900	Group Dental Insurance	492	679	421	421
064-4505-511000	Group Life Ins	92	132	85	85
064-4505-511100	Group Disability Ins	420	654	412	412
064-4505-511200	Medicare Taxes	495	811	552	552
Category: 5100 Personnel Total		51,462	76,373	54,733	54,733
Category: 5500 Contract Services					
064-4505-552000	Contract Services	42,500	36,041	70,000	70,000
Category: 5500 Contract Services Total		42,500	36,041	70,000	70,000
Department: 4505 PUBLIC WORKS Total		93,962	112,415	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	43,182	50,000	60,000
Category: 5500 Contract Services Total		140,000	113,182	120,000	130,000
Category: 6000 Other Improvements/Projects					
064-4510-632200	Bike Lanes	75,000	68,841	0	0
064-4510-632400	HAWK Project	0	100,000	0	0
Category: 6000 Other Improvements/Projects Total		75,000	168,841	0	0
Department: 4510 TRAFFIC SAFETY Total		215,000	282,024	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	494,438	329,733	339,733

Excess (Deficiency) of Revenues	64,327	(124,405)	35,627	31,249
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	74,328	138,655	14,250	49,877
Ending Fund Balance	138,655	14,250	49,877	81,126

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Category: 4003 Intergovernmental					
065-0000-333103	Measure W - Local	344,690	345,953	340,000	340,000
Category: 4003 Intergovernmental Total		344,690	345,953	340,000	340,000
Category: 4006 Investment Income					
065-0000-371000	Interest Earnings	17,815	31,607	10,000	5,000
Category: 4006 Investment Income Total		17,815	31,607	10,000	5,000
Fund: 065 - MEASURE W - LOCAL Total		362,505	377,561	350,000	345,000
Appropriations					
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	0	0	50,000
Category: 5500 Contract Services Total		0	0	0	50,000
Category: 6200 Street Improvements					
065-4525-632300	City Low Flow Diversion	0	17,416	292,390	226,000
Category: 6200 Street Improvements		0	17,416	292,390	226,000
Department: 4525 STORM DRAIN & FLOOD CONTROL Total		0	17,416	292,390	276,000
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	30,000	59,200
065-4610-552047	Liberty Canyon Creek	0	0	0	225,000
Category: 5500 Contract Services Total		8,024	0	120,000	284,200
Category: 6200 Street Improvements					
065-4610-632300	Storm Drain Diversion MS4 Comp	21,574	0	109,000	786,000
Category: 6200 Street Improvements Total		21,574	0	109,000	786,000
Department: 4610 OTHER IMPROVEMENTS Total		21,574	0	109,000	786,000
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
065-4620-612000	Ladyface Greenway	0	0	188,000	0
Category: 5500 Contract Services Total		0	0	188,000	0
Department: 4620 PARK IMPROVEMENTS Total		0	0	188,000	0
Fund: 065 - MEASURE W - LOCAL Total		131,598	119,416	721,690	1,448,200

Excess (Deficiency) of Revenues	230,907	258,145	(371,690)	(1,103,200)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	286,082	516,989	775,134	403,444
Ending Fund Balance	516,989	775,134	403,444	(699,756)

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 070 - S COAST AIR QUALITY MGMT DIST					
Category: 4003 Intergovernmental					
070-0000-333000	Scaqmd	19,942	26,192	26,700	26,700
Category: 4003 Intergovernmental Total		19,942	26,192	26,700	26,700
Category: 4006 Investment Income					
070-0000-371000	Interest Earnings	3,437	5,121	1,500	1,500
Category: 4006 Investment Income Total		3,437	5,121	1,500	1,500
Fund: 070 - S COAST AIR QUALITY MGMT DIST Total		23,379	31,312	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	31,312	(26,800)	28,200
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		68,932	92,311	123,623	96,823
Ending Fund Balance		92,311	123,623	96,823	125,023

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 110 - TRAFFIC IMPROVEMENT					
Category: 4001 Contributions					
110-0000-348000	Traffic Improvement Fees	0	32	0	-
Category: 4001 Contributions Total		0	32	0	0
Category: 4006 Investment Income					
110-0000-371000	Interest Earnings	3,967	11,537	6,000	6,000
Category: 4006 Investment Income Total		3,967	11,537	6,000	6,000
Category: 4008 Other Revenue					
110-0000-391000	Miscellaneous Revenue	0	261,353	0	0
Category: 4008 Other Revenue Total		0	261,353	0	0
Fund: 110 - TRAFFIC IMPROVEMENT Total		3,967	272,922	6,000	6,000

Excess (Deficiency) of Revenues	3,967	272,922	6,000	6,000
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,032,347	1,036,314	1,309,236	1,315,236
Ending Fund Balance	1,036,314	1,309,236	1,315,236	1,321,236

Fund 111 Utility Undergrounding — Fund Overview

To account for the undergrounding of utility lines within the City undergrounding district.

		2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 111 - UTILITY UNDERGROUNDING					
Category: 4006 Investment Income					
111-0000-371000	Interest Earnings	2,534	2,839	2,000	2,000
Category: 4006 Investment Income Total		2,534	2,839	2,000	2,000
Fund: 111 - UTILITY UNDERGROUNDING Total		2,534	2,839	2,000	2,000

Excess (Deficiency) of Revenues	2,534	2,839	2,000	2,000
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	55,065	57,599	60,439	62,439
Ending Fund Balance	57,599	60,439	62,439	64,439

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT					
Category: 4003 Intergovernmental					
240-0000-334500	Miscellaneous Grants	186,159	194,663	175,000	175,000
Category: 4003 Intergovernmental Total		186,159	194,663	175,000	175,000
Category: 4006 Investment Income					
240-0000-371000	Interest Earnings	8,434	9,380	7,000	7,000
Category: 4006 Investment Income Total		8,434	9,380	7,000	7,000
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total		194,593	204,043	182,000	182,000
Appropriations					
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT					
Department: 4210 LOS ANGELES COUNTY SHERIFF					
Category: 5400 Materials, Supplies, and Services					
240-4210-542500	Small Equipment	0	0	0	0
Category: 5400 Materials, Supplies, and Services Total		0	0	0	0
Category: 5500 Contract Services					
240-4210-552051	Traffic Enforcement	72,797	75,607	81,000	81,000
240-4210-552054	Juvenile Intervention Program	75,203	78,468	78,775	78,775
240-4210-XXXX	Flock Camera Maintenance	0	0	0	75,000
Category: 5500 Contract Services Total		148,000	154,075	159,775	234,775
Category: 5600 Capital Outlay					
240-4210-568300	Equipment	35,500	79,280	75,000	0
Category: 5600 Capital Outlay Total		35,500	79,280	75,000	0
Department: 4210 LOS ANGELES COUNTY SHERIFF Total		183,500	233,355	234,775	234,775
Fund: 240 - SUPPLEMENTAL LAW ENFORCEMENT Total		183,500	233,355	234,775	234,775

Excess (Deficiency) of Revenues	11,093	(29,311)	(52,775)	(52,775)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	130,098	141,191	111,880	59,105
Ending Fund Balance	141,191	111,880	59,105	6,330

Fund 260 Miscellaneous Grants — Fund Overview

To account for various grand 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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
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	128,531	0	0
260-0000-334518	Federal Appropriation	0	0	1,383,068	0
260-0000-334519	Peg Fees	23,470	16,367	32,000	32,000
260-0000-334531	Art in Public Places	0	0	25,000	50,000
260-0000-334532	Roadside Bridge	1,000	206,100	0	0
260-0000-334533	Meas A Reimbursement	54,547	173,909	185,175	0
260-0000-334539	SB1383 Grant	25,120	9,768	0	0
260-0000-334540	Fire Grant	174,200	47,675	0	0
260-0000-334541	IRWMP	0	0	1,195,135	0
260-0000-334542	AHCCCC Federal Grant	1,000,000	0	0	0
260-0000-334543	Ladyface Greenway	0	0	4,800,000	1,200,000
260-0000-334544	Bike Master Plan	0	181,862	0	310,000
260-0000-334545	Driver Drain Improvements	0	39,413	245,000	250,000
260-0000-334546	PLHA	0	0	0	0
260-0000-334548	Measure W Regional				1,368,782
260-0000-334549	SS4A Grant				60,000
Category: 4003 Intergovernmental Total		1,330,914	828,934	7,886,237	3,286,641
Category: 4006 Investment Income					
260-0000-371000	Interest Earnings	0	28,346	0	0
Category: 4006 Investment Income Total		0	28,346	0	0
Fund: 260 - MISCELLANEOUS GRANTS Total		1,330,914	857,280	7,886,237	3,286,641
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		0	0	4,584	0
Category: 5500 Contract Services					
260-4120-551040	Oil Grant	5,000	5,000	5,000	0
260-4120-551042	SB1383 Expense	21,943	9,768	0	0
260-4120-551050	Home Hardening Grant	11,000	10,000	0	0
Category: 5500 Contract Services Total		37,943	24,768	5,000	0
Department: 4120 CITY MANAGER Total		37,943	24,768	9,584	0
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		0	0	4,745	0
Department: 4121 COMMUNICATIONS Total		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		0	0	9,903	0
Department: 4180 PUBLIC FACILITIES					
Category: 5600 Capital Outlay					
260-4180-568200	Other Improvements	0	0	25,000	1,075,000
Category: 5600 Capital Outlay Total		0	0	25,000	1,075,000
Department: 4180 PUBLIC FACILITIES Total		0	0	25,000	1,075,000
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	16,368	32,000	32,000
Category: 5500 Contract Services Total		1,023,470	16,368	32,000	32,000
Department: 4190 NON DEPARTMENTAL Total		1,023,470	16,368	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	19,895	0	0
Category: 5500 Contract Services Total		15,000	69,895	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	69,895	0	0
Department: 4440 COMMUNITY SERVICES					
Category: 5600 Capital Outlay					
260-4440-568500	Art	0	0	0	75,000
Category: 5600 Capital Outlay Total		0	0	0	75,000
Department: 4440 COMMUNITY SERVICES Total		0	0	0	75,000
Department: 4505 PUBLIC WORKS					
Category: 5100 Personnel					
260-4505-510100	Regular Salaries	0	16,359	20,025	0
260-4505-510700	Retirement	0	2,180	6,174	0
260-4505-510800	Group Health Insurance	0	3,901	4,238	0
260-4505-510900	Group Dental Insurance	0	235	244	0
260-4505-511000	Group Life Insurance	0	42	45	0
260-4505-511100	Group Disability Insurance	0	185	225	0
260-4505-511200	Medicare Taxes	0	225	304	0
Category: 5100 Personnel Total		0	23,127	31,255	0
Category: 5500 Contract Services					
260-4505-552000	Contract Services	985	580	0	0
Category: 5500 Contract Services Total		985	580	0	0
Category: 5600 Capital Outlay					
260-4505-552043	Driver Drain Improvements	0	0	245,000	250,000
260-4505-568300	Equipment	8,944	0	0	0
260-4505-630500	Bike Path Gap Closure	0	181,862	500,000	310,000
260-4505-631500	SS4A Grant Studies and Demo Project				60,000
Category: 5600 Capital Outlay Total		8,944	181,862	745,000	620,000
Department: 4505 PUBLIC WORKS Total		9,929	205,570	776,255	620,000

Department: 4510 TRAFFIC SAFETY					
Category: 6000 Other Improvements/Projects					
260-4510-632400	HAWK Project	0	128,531	0	0
Category: 6000 Other Improvements/Projects Total		0	128,531	0	0
Department: 4510 TRAFFIC SAFETY Total		0	128,531	0	0
Department: 4520 LANDSCAPE MAINTENANCE					
Category: 5500 Contract Services					
260-4520-552023	Street Tree Maintenance	5,174	0	0	0
Category: 5600 Landscape Maintenance Total		5,174	0	0	0
Department: 4520 LANDSCAPE MAINTENANCE Total		5,174	0	0	0
Department: 4610 OTHER IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
260-4610-601600	Event Ctr Improvements	54,547	0	0	200,000
Category: 6000 Other Improvements/Projects Total		54,547	0	0	200,000
Category: 6200 Street Improvements					
260-4610-632300	IRWMP Funding - Low Flow Dive	0	0	0	1,195,135
260-4610-632301	Mesure W Regional - Low Flow Diversion				1,368,782
Category: 6200 Street Improvements Total		0	0	0	2,563,917
Department: 4610 OTHER IMPROVEMENTS		54,547	0	0	2,763,917
Department: 4620 PARK IMPROVEMENTS					
Category: 6000 Other Improvements/Projects					
260-4620-610500	Morrison Park Improvements		0	185,175	0
260-4620-611000	Chumash Park Improvements	173,909	0	0	0
260-4620-612000	Ladyface Greenway		2,313,218	4,800,000	1,200,000
Category: 6000 Other Improvements/Projects Total		173,909	2,313,218	4,985,175	1,200,000
Department: 4620 PARK IMPROVEMENTS Total		173,909	2,313,218	4,985,175	1,200,000
Department: 4640 STREET IMPROVEMENTS					
Category: 6200 Street Improvements					
260-4640-630100	Annual Sidewalk Repairs	26,856	20,309	15,859	15,859
Category: 6200 Street Improvements Total		26,856	20,309	15,859	15,859
Department: 4640 STREET IMPROVEMENTS Total		26,856	20,309	15,859	15,859
Fund: 260 - MISCELLANEOUS GRANTS Total		1,411,295	2,778,657	5,858,521	5,781,776

Excess (Deficiency) of Revenues	(80,381)	(1,921,377)	2,027,716	(2,495,135)
Other Financing Sources (Uses)	-	1,718,466	-	-
Beginning Fund Balance	(295,326)	(375,707)	(578,618)	1,449,098
Ending Fund Balance	(375,707)	(578,618)	1,449,098	(1,046,037)

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 300 - FINANCING AUTHORITY DEBT SERVICE					
Category: 4006 Investment Income					
300-0000-371000	Interest Earnings	51	44	0	0
Category: 4006 Investment Income Total		51	44	0	0
Fund: 300 - FINANCING AUTH DEBT SERVICE Total		51	44	0	0

Excess (Deficiency) of Revenues	51	44	-	-
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,126	1,177	1,221	1,221
Ending Fund Balance	1,177	1,221	1,221	1,221

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND					
Category: 4006 Investment Income					
305-0000-371000	Interest Earnings	90,960	318,283	300,000	20,000
Category: 4006 Investment Income Total		90,960	318,283	300,000	20,000
Fund: 305 - A HILLS IMPROVEMENT AUTH BOND Total		90,960	318,283	300,000	20,000
Appropriations					
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND					
Department: 4180 PUBLIC FACILITIES					
Category: 5500 Contract Services					
305-4180-551000	Professional services	0	0	0	0
Category: 5500 Contract Services Total		0	0	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	851,613	814,713	775,963
305-4180-570400	Cost of Issuance	287,998	0	0	0
Category: 5700 Debt Service Total		1,291,702	1,836,613	1,844,713	1,850,963
Category: 5800 Administrative Charges					
305-4180-580000	Administrative Service Charges	4,150	8,200	5,520	5,520
Category: 5800 Administrative Charges Total		4,150	8,200	5,520	5,520
Department: 4180 PUBLIC FACILITIES Total		1,295,852	1,844,813	1,850,233	1,856,483
Fund: 305 - A HILLS IMPROVEMENT AUTHORITY BOND Total		1,295,852	1,844,813	1,850,233	1,856,483

Excess (Deficiency) of Revenues	(1,204,892)	(1,526,530)	(1,550,233)	(1,836,483)
Other Financing Sources (Uses)	13,061,672	(4,534,064)	849,712	1,110,688
Beginning Fund Balance	292,037	12,148,817	6,088,223	5,387,702
Ending Fund Balance	12,148,817	6,088,223	5,387,702	4,661,907

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 420 - INCLUSIONARY HOUSING IN LIEU					
Category: 4006 Investment Income					
420-0000-371000	Interest Earnings	85,667	95,958	65,000	65,000
Category: 4006 Investment Income Total		85,667	95,958	65,000	65,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total		85,667	95,958	65,000	65,000
Appropriations					
Fund: 420 - INCLUSIONARY HOUSING IN LIEU					
Category: 5500 Contract Services					
420-4305-552000	Housing Element updati	0	0	0	110,000
Category: 5500 Contract Services Total		0	0	0	110,000
Fund: 420 - INCLUSIONARY HOUSING IN LIEU Total		0	0	0	110,000

Excess (Deficiency) of Revenues	85,667	95,958	65,000	(45,000)
Other Financing Sources (Uses)	-	-	-	-
Beginning Fund Balance	1,861,035	1,946,702	2,042,660	2,107,660
Ending Fund Balance	1,946,702	2,042,660	2,107,660	2,062,660

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 520 - SOLID WASTE MANAGEMENT					
Category: 4000 Taxes and Assessments					
520-0000-314500	AB 939 Fee	36,534	36,164	36,000	36,000
Category: 4000 Taxes and Assessments Total		36,534	36,164	36,000	36,000
Category: 4004 Charges for Services					
520-0000-325000	Waste Hauling Permit Fee	13,000	13,001	13,000	13,000
520-0000-394000	Waste Hauling Surcharge	59,429	61,953	60,000	60,000
Category: 4004 Charges for Services Total		72,429	74,954	73,000	73,000
Category: 4006 Investment Income					
520-0000-371000	Interest Earnings	11,843	13,459	10,000	10,000
Category: 4006 Investment Income Total		11,843	13,459	10,000	10,000
Fund: 520 - SOLID WASTE MANAGEMENT Total		120,806	124,576	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	1,217	2,280	2,280
520-4395-542400	Special supplies	130	0	1,000	1,000
Category: 5400 Materials, Supplies, and Services Total		2,790	1,217	3,280	3,280
Category: 5500 Contract Services					
520-4395-552000	Contract Services	51,408	56,005	91,450	94,450
Category: 5500 Contract Services Total		51,408	56,005	91,450	94,450
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	104,221	141,730	144,730
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	104,221	231,730	144,730
Excess (Deficiency) of Revenues		19,608	20,355	(112,730)	(25,730)
Other Financing Sources (Uses)		-	-	-	-
Beginning Fund Balance		251,623	271,231	291,586	178,856
Ending Fund Balance		271,231	291,586	178,856	153,126

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 Actual	2025-2026 Adopted	2026-2027 Proposed
Revenues					
Fund: 620 - HOUSING SUCCESSOR AGENCY					
Category: 4006 Investment Income					
620-0000-371000	Interest Earnings	46,542	56,378	45,000	45,000
Category: 4006 Investment Income Total		46,542	56,378	45,000	45,000
Fund: 620 - HOUSING SUCCESSOR AGENCY Total		46,542	56,378	45,000	45,000
Appropriations					
Fund: 620 - HOUSING SUCCESSOR AGENCY					
Department: 4120 CITY MANAGER					
Category: 5100 Personnel					
620-4120-510100	Regular salaries	23,068	17,403	24,326	24,326
620-4120-510700	Retirement	6,029	4,630	8,635	8,635
620-4120-510800	Group health insurance	2,669	1,953	2,843	2,843
620-4120-510900	Group dental insurance	178	118	160	160
620-4120-511000	Group life insurance	34	22	30	30
620-4120-511100	Group disability insurance	274	206	277	277
620-4120-511200	Medicare taxes	339	256	402	402
Category: 5100 Personnel Total		32,591	24,589	36,673	36,673
Department: 4120 CITY MANAGER Total		32,591	24,589	36,673	36,673
Department: 4305 COMMUNITY DEVELOPMENT					
Category: 5100 Personnel					
620-4305-510100	Regular salaries	15,347	33,574	31,875	31,875
620-4305-510700	Retirement	1,132	2,398	2,545	2,545
620-4305-510800	Group health insurance	1,798	4,103	3,993	3,993
620-4305-510900	Group dental insurance	118	248	221	221
620-4305-511000	Group life insurance	32	72	68	68
620-4305-511100	Group disability insurance	174	385	363	363
620-4305-511200	Medicare taxes	226	496	492	492
Category: 5100 Personnel Total		18,827	41,275	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	41,275	39,557	39,557
Fund: 620 - HOUSING SUCCESSOR AGENCY Total		107,847	65,864	76,230	76,230
Excess (Deficiency) of Revenues		(61,305)	(9,487)	(31,230)	(31,230)
Other Financing Sources (Uses)		166,212	178,010	-	
Beginning Fund Balance		894,058	998,965	1,167,488	1,136,258
Ending Fund Balance		998,965	1,167,488	1,136,258	1,105,028

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.

CITY OF AGOURA HILLS

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	General Fund	$ -	$ -	$ -	$ -	$ -	$ -
	Design and Construction	Measure R (Local)	$ 500,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
	Construction	Road Rehab Fund	$ 2,350,000	$ 250,000	$ 900,000	$ 400,000	$ 400,000	$ 400,000
	Construction	STP-L	$ -					
		Total	*$ 2,850,000*	*$ 350,000*	*$ 1,000,000*	*$ 500,000*	*$ 500,000*	*$ 500,000*
2	**Annual Concrete Repair Program**							
	Construction	Measure R (Local)	$ 110,000	$ 55,000	$ 55,000			
	Construction	Measure M (Local)	$ 340,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000
	Construction	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	Measure R (HWY)	$ 72,500	$ 72,500				
	Design/Env Doc	Measure M (HWY)	$ 150,000	$ 100,000	$ 50,000			
	Right-of-Way (Support)	Measure M (HWY)	$ 120,907	$ 40,000	$ 80,907			
	Right-of-Way (Capital)	Measure M (HWY)	$ 1,000,000		$ 1,000,000			
	Construction (CM, CE, Inspection)	Measure M (HWY)	$ 900,000		$ 20,000	$ 80,000	$ 400,000	$ 400,000
	Construction	Measure M (HWY)	$ 7,847,889			$ 1,000,000	$ 4,000,000	$ 2,847,889
		Total	*$ 10,091,296*	*$ 212,500*	*$ 1,150,907*	*$ 1,080,000*	*$ 4,400,000*	*$ 3,247,889*
4	**Kanan Corridor**							
	PSR	Measure M (HWY)	$ -					
	PS&E and ROW - T.O to Canwood	Measure M (HWY)	$ 552,270	$ 552,270				
	Construction Support (CM, CE, Inspection) - T.O. To Canwood	Measure M (HWY)	$ 800,000	$ 50,000	$ 350,000	$ 400,000		
	Construction - T.O. to Canwood	Measure M (HWY)	$ 4,650,000		$ 2,500,000	$ 2,150,000		
	PR/Env (PA/ED)	Measure M (HWY)	$ 1,980,000		$ 300,000	$ 480,000	$ 600,000	$ 600,000
	PS&E	Measure M (HWY)	$ -					
		Total	*$ 7,982,270*	*$ 602,270*	*$ 3,150,000*	*$ 3,030,000*	*$ 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	Measure W Regional	$ 970,503		$ 970,503			
		Stormwater CIP Fund	$ 970,610		$ 970,610			
		IRWMP Funding	$ 1,195,135		$ 1,195,135			
	Scope/Design/Construction	Measure W Local	$ 1,573,000	$ 109,000	$ 786,000	$ 226,000	$ 226,000	$ 226,000
		Total	$ 4,709,248	*$ 109,000*	*$ 3,922,248*	*$ 226,000*	*$ 226,000*	*$ 226,000*
7	***Ladyface Greenway***							
	Construction	Measure M (AT)	$ 8,860,000	*$ 7,560,000*	*$ 1,300,000*			
		Measure R (AT from LASup)	$ -					
		State Specified Grant (Parks)	$ 6,000,000	*$ 4,800,000*	*$ 1,200,000*			
	Construction (Art in Public Places)	Art in Public Spaces Fund	$ 75,000		*$ 75,000*			
	Construction (Watershed Elements)	Measure W (Local)	$ 188,000	*$ 188,000*				
	Construction (LVMWD Improvements)	LVMWD MOA	$ 220,000	*$ 220,000*				
	Const Support (CM, CE, Insp, MMRP, Permits)	Measure M (AT)	$ 1,885,000	*$ 1,445,000*	*$ 440,000*			
	Const Support (CM, CE, Insp, MMRP, Permits)	Measure R (AT from LASup)	$ -					
		Total	$ 17,228,000	*$ 14,213,000*	*$ 3,015,000*	*$ -*	*$ -*	*$ -*
8	**Park Restrooms & Playgrounds**							
	Morrison Park Playground							
	Design/Inspection/Testing	General Fund	$ 35,000	$ 35,000				
	Play Equipment & Pour and Play (Construction & Inspect)	Private Donations	$ 167,235	$ 167,235				
	Play Equipment & Pour and Play (Construction & Inspect)	Measure A	$ 89,568	$ 89,568				
	Construction (Sidewalks/Site Prep/Site Improv)	Measure A	$ 95,607	$ 95,607				
	Construction (Sidewalks/Site Prep/Site Improv)	CDBG	$ 138,339	$ 138,339				

	Construction (Sidewalks/Site Prep/Site Improv)	Grants	$ -	$ -				
	Construction (Sidewalks/Site Prep/Site Improv)	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)	General Fund	$ 30,000	$ 30,000				
	Construction (Roof, Walls, Walkways)	Grant TBD	$ 500,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
		Total	$ 530,000	$ *130,000*	$ *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	State Earmark Funding	$ 500,000	$ 500,000				
		Subtotal	$ *500,000*	$ *500,000*	$ -	$ -	$ -	$ -
	Reyes Adobe Class II Gap Closure							
	Design/Environmental	Federal Earmark Funding (HUD)	$ 310,000		$ 310,000			
	Construction	Federal Earmark Funding (HUD)	$ 1,280,000			$ 1,280,000		
		Subtotal	$ 1,590,000	$ -	$ 310,000	$ 1,280,000	$ -	$ -
	Class IV Bikeway Demonstration on Thousand Oaks Blvd.							
	Update Local Roadway Safety Plan (LRSP)	SS4A Grant	$ 32,000		$ 16,000	$ 16,000		
		Prop C/MR/MM/Traffic Impr/SB1	$ 8,000		$ 4,000	$ 4,000		
	Develop Safe Routes to School Plan (SR2S)	SS4A Grant	$ 140,000		$ 44,000	$ 96,000		
		Prop C/MR/MM/Traffic Impr/SB1	$ 35,000		$ 11,000	$ 24,000		
	Design, Construction and Public Engagement	SS4A Grant	$ 172,000				$ 28,000	$ 144,000
		Prop C/MR/MM/Traffic Impr/SB1	$ 43,000				$ 7,000	$ 36,000
		Subtotal	$ *430,000*	$ -	$ *75,000*	$ *140,000*	$ *35,000*	$ *180,000*
		Total	$ *2,520,000*	$ *500,000*	$ *385,000*	$ *1,420,000*	$ *35,000*	$ *180,000*
12	**Crosswalk Improvements**							
	Construction (HAWK at Reyes Adobe Rd and Stonecrest Dr)	TBD/Measure M/TIF/Grant	$ 500,000				$ 500,000	
		Total	$ *500,000*	$ -	$ -	$ -	$ *500,000*	$ -
13	**Regional Smart Cities Fiber Network**							
	Construction	*Measure M (HWY)*	$ *2,000,000*	$ *1,000,000*	$ *1,000,000*			
		Total	$ *2,000,000*	$ *1,000,000*	$ *1,000,000*	$ -	$ -	$ -
14	**Driver Avenue Drainage Improvements**							
	Study, Design & Environmental	FEMA	$ 162,617	$ 162,617				
	Study, Design & Environmental	CalOES	$ 57,383	$ 57,383				
	Construction (includes CE, Inspection)	Measure W (Local)	$ 50,000		$ 50,000			
	Construction (includes CE, Inspection)	FEMA	$ 275,000	$ 25,000	$ 250,000			
	Construction (inlcudes CE, Inspection)	Storm Water Capital Project Fund	$ 144,462		$ 144,462			
		Total	$ 689,462	$ *245,000*	$ *444,462*	$ -	$ -	$ -
15	**Rec Center Trail**							
	Enivornmental Mitigation	General Fund	$ 71,208	$ 71,208				
	Construction	General Fund	$ 109,536	$ 109,536				
		Total	$ 180,744	$ 180,744	$ -	$ -	$ -	$ -
16	**Lake Lindero & Surrounding Amenities Action Plan**							
	Alternate Design Study & Public Outreach	Measure W (Local)	$ 89,200	$ 30,000	$ 59,200			
	Feasibility Study (Preferred Alternative)	TBD	$ -					
		Total	$ *89,200*	$ *30,000*	$ *59,200*	$ -	$ -	$ -
17	**Old Agoura Trails & Bikeway Imrpovements**							
	Preliminary Design Report	General Fund	$ 150,000	$ 60,000	$ 90,000			
	Final Trail Design (incl. Public Outreach, Utility Coord.)	General Fund	$ 160,000			$ 60,000	$ 100,000	
		Total	$ *310,000*	$ *60,000*	$ *90,000*	$ *60,000*	$ *100,000*	$ -
18	**Liberty Canyon Creek Restoration**							

	Preliminary Engineering Report	Measure W (Local)	*$ 225,000*		*$ 225,000*			
	Final Design (incl. Public Outreach, Utility Coord, CEQA)	Funding TBD	$ -					
		Total	*$ 225,000*	*$ -*	*$ 225,000*	*$ -*	*$ -*	*$ -*
19	**Traffic Signal System Improvements**							
	Traffic Signal System Master Plan	Proposition C	$ 150,000		$ 150,000			
	Signalized Intersection Improvements	Funding TBD	$ -					
		Total	*$ 150,000*	*$ -*	*$ 150,000*	*$ -*	*$ -*	*$ -*
20	**Microgrid Design/Build**							
	Design/Build	*Federal Earmark Funding (FEMA)*	*$ 1,300,000*	*$ 15,000*	*$ 1,085,000*	*$ 200,000*		
		City Match	*$ 500,000*		*$ 500,000*			
		TBD	*$ 1,500,000*		*$ 1,200,000*	*$ 300,000*		
		Total	*$ 3,300,000*	*$ 15,000*	*$ 2,785,000*	*$ 500,000*	*$ -*	*$ -*
Total Funded CIP Projects			**$ 55,990,969**	**$ 18,328,263**	**$ 19,131,817**	**$ 7,016,000**	**$ 6,561,000**	**$ 4,953,889**

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.

Policies

CITY OF AGOURA HILLS
STATEMENT OF INVESTMENT POLICY

I. POLICY

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

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

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

II. SCOPE

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

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

- Any other funds specifically exempted by the City Council.

POOLING OF FUNDS

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

III. PRUDENCE

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

"…all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

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

IV. OBJECTIVES

The City's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives

of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

- SAFETY. Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.

- LIQUIDITY. The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

- RETURN ON INVESTMENTS. The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

V. DELEGATION OF AUTHORITY

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

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

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

The Treasurer may authorize the Director of Finance to function as the City's Investment Officer in performing the treasury functions and duties under this policy. When acting as the City's Investment Officer as provided in this paragraph, the Director of Finance shall be subject to the direction and supervision of the Treasurer, shall coordinate with the City Treasurer on

investments, and shall discuss changes in the composition of the City's investment portfolio with the Treasurer prior to purchasing these investments.

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

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

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

VI. ETHICS AND CONFLICTS OF INTEREST

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

Employees and investment officials shall disclose to the Director of Finance any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City. Investment officials must file an annual Statement of Economic Interest Form 700 with the city clerk's office prior to April 1 of each year or when material interest in financial institutions or personal investment positions require it.

VII. INTERNAL CONTROLS

Subject to the direction and supervision of the Treasurer, the Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City are protected

from loss, theft, fraud, or misuse.

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

Internal controls state that every transaction must be reviewed, authorized, and documented. Transaction documentation will be maintained for audit purposes.

The investments placed shall conform to the City's "Statement of Investment Policy."

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

VIII. WIRE TRANSFER CONTROLS

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

LAIF TRANSFERS

Any transfers to/from LAIF representing deposits or withdrawals effectuating an investment decision by the City Treasurer shall be completed by Finance Department staff and authorized by the City Manager in accordance with paragraph 2 of Section VII.

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

To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City's Treasurer will determine which financial institutions are authorized

to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

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

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

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

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

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

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.
Selection of broker/dealers used by an external investment adviser retained

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

X. AUTHORIZED INVESTMENTS

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

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

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

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

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

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

   - The maximum maturity is five (5) years.

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

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

4. COMMERCIAL PAPER, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:
   - No more than 10% of the outstanding commercial paper of any single issuer.
   - No more than 25% of the City's investment assets under management may be invested in Commercial Paper. Under a provision 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 sunsetting 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 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 City 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 City 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.

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

1. PURPOSE

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

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

2. APPLICABILITY

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

3. POLICY

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

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

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

4. DEFINITION

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

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

5. MANAGEMENT RESPONSIBILITY

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

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

Upon notification from an employee of suspected fraud, or if management has reason to suspect that a fraud has occurred, he/she will contact their immediate supervisor and the department head. The department head will contact the Assistant City Manager. If

the Assistant City Manager position does not exist, the City Manager will designate an alternate position. If the Assistant City Manager is suspected of fraud, the employee should contact the City Manager, and the City Manager will conduct the investigation. If the City Manager is suspected of fraud, the City Attorney on behalf of the City Council, will conduct the investigation. If a City Councilmember is suspected, the City Manager will conduct the investigation. The department head will also immediately contact the Sheriff's Department if he/she feels the situation warrants such action (for example, obvious theft has taken place, security is at risk, or immediate recovery is possible). After informing the Assistant City Manager of the matter, management will not attempt to conduct individual investigations, interviews, or interrogations.

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

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

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

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

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

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

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

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

6. EMPLOYEE RESPONSIBILITIES

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

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

7. INVESTIGATION

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

A prompt investigation will be conducted to include detailed analyses of available records. The audit investigation requires the full co-operation of the departmental personnel. The Assistant City Manager will proceed as follows, if evidence is uncovered showing possible dishonest or fraudulent activities:

- The Assistant City Manager will discuss the findings and recommendations for prevention of future similar occurrences with management and appropriate administrators. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- The Assistant City Manager will meet with Human Resources to determine if disciplinary actions should be taken.
- The Assistant City Manager will notify the City Manager.
- The Assistant City Manager will notify the Finance Committee as appropriate.
- If illegal activity appears to have occurred, the Assistant City Manager, in consultation with the City Attorney, will report the findings to the Sheriff's Department.
- The Assistant City Manager will contact Risk Management to coordinate the notification of insurers and the filing of insurance claims.
- The Assistant City Manager will report to the external auditors of the City all information relating to investigations of actual frauds.
- The Assistant City Manager may assign the investigation to another qualified individual (employee or non-employee). If the Assistant City Manager conducts the investigation, he or she normally will not serve in the human resources function or serve as the disciplinary authority. These functions will be assigned to or retained by others. Depending on the circumstances of the particular case, the Assistant City Manager may delegate the risk management function and reporting to external auditors to other employees. Where the Assistant City Manager assigns or delegates a function, the assignment or delegation will be documented in writing.

The Assistant City Manager is available and receptive to receiving relevant information on a confidential basis to the extent allowed by law. Individuals have the right to contact the Assistant City Manager directly whenever a dishonest or fraudulent activity is suspected.

8. RELATED POLICIES

This Policy and Protocol is designed to augment any other corporate policies containing related information. It does not replace or preclude them. To the extent that this Policy and Protocol may conflict with any other corporate policies containing related information, this Policy and Protocol will take precedence to the extent only of such conflict.

9. COMPLIANCE

Failure of staff to comply with this Fraud Policy and Protocol could result in disciplinary action.

CITY OF AGOURA HILLS
BALANCED BUDGET POLICY

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.

CITY OF AGOURA HILLS
LOCAL DEBT POLICY

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 bya financing method whereby a portion of ad valorem property taxes (commonly called "tax increment") is allocated to a successor agency to redevelopment agency (Successor Agency), an enhanced infrastructure financing district (EIFD), a community revitalization and investment authority (CRIA), or an infrastructure and revitalization financing district (IRFD), and the entity is permitted to incur debt payable from and secured by the tax increment revenues. While tax increment debt for redevelopment agencies and Successor Agencies is entitled to the benefits of Article XVI, Section 16, of the California Constitution, no similar provision exists for EIFDs, CRIAs or IRFDs at the time of adoption of this Policy. Therefore, when considering EIFD CRIA or IRFD financing, or other types of tax increment financing that may be permitted by law in the future, debt limit concerns should be analyzed with respect to the proposed structure and taken into account in determining the practical viability of the proposed financing.

6. Conduit Debt – Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

E. STRUCTURE OF DEBT

1. Term of Debt –The term of a bond issue is not-to-exceed the economic life of the facilities or projects to be financed, unless specific circumstances exist that would mitigate the extension of time to repay the debt and it would not cause the City to violate any covenants to maintain the tax-exempt status of such debt, if applicable.

2. Rapidity of Debt Payment; Level Payment – To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of 2% without a dedicated and supporting revenue funding stream. Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Finance Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City's projected cash flow to the anticipated debt service payments. "Backloading" of debt service will be considered only when one or more of the following occur:

a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
c) Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
d) Such structuring will allow debt service to more closely match projected revenues, whether due to lower project revenues during the early years of the project's operation, inflation escalators in the enterprise user rates, or other quantifiable reasons.

3. Serial Bonds, Term Bonds, and Capital Appreciation Bonds – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.

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

F. USE OF ALTERNATIVE DEBT INSTRUMENTS

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

1. Variable Rate Debt

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

a) Purpose

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

i. Reducing the costs of debt issues.

ii. Increasing flexibility for accelerating principal repayment and amortization.

iii. Enhancing the management of assets and liabilities (matching short-term "priced debt" with the City's short-term investments).

b) Considerations and Limitations on Variable-Rate Debt

The City may consider the use of all alternative structures and modes of variable rate debt to the extent permissible under State law and will make determinations among different types of modes of variable rate debt based on cost, benefit, and risk factors. The Director of Finance shall consider the following factors in considering whether to utilize variable rate debt:

i. Any variable rate debt should not exceed 20% of total City General Fund supported debt.

ii. Any variable rate debt should be fully hedged by expected future capital fund reserves or unrestricted General Fund reserve levels.

iii. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.

iv. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.

v. Costs, implementation and administration are quantified and considered.

vi. Cost and availability of liquidity facilities (lines of credit necessary for variable rate debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.

vii. Whether the ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.

viii. Cost and availability of derivative products to hedge interest rate risk.

ix. The findings of a thorough risk management assessment.

c) Risk Management

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

The City will properly manage the risks as follows:

i. Interest Rate Risk and Tax Risk – The risk that market interest rates increase on variable-rate debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. Mitigation – Limit total variable rate exposure per the defined limits, match the variable rate liabilities with short term assets, and/or purchase appropriate derivative products to hedge against the risk (see also Section F.2 below).

ii. Liquidity/Remarketing Risk – The risk that holders of variable rate bonds exercise their "put" option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid amortization of the repurchased bonds. Mitigation - Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (5-10 years) amortization of any draws on the facility. Endeavor to secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City's bonds are downgraded below these levels (or such other rating levels as provided in the applicable financing documents) as a result of the facility provider's ratings, a replacement provider shall be sought.

iii. Liquidity/Rollover Risk – The risk that arises due to the shorter term of most liquidity provider agreements (1-5 years) relative to the longer-term amortization schedule of the City's variable-rate bonds. Liquidity and rollover risk includes the following risks: (1) the City may incur higher renewal fees when renewal agreements are negotiated, and (2) the liquidity bank market may constrict such that it is difficult to secure third party liquidity at any interest rate. Mitigation – Negotiate longer terms on provider contracts to minimize the number of rollovers.

G. REFUNDING GUIDELINES

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

Except for instances in which a bullet payment or spike in debt service is being refinanced, the City will generally seek to achieve debt service savings which, on a net present value basis, are at least 3% of the debt being refinanced. The net present value assessment shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand. Any potential refinancing shall additionally consider whether an alternative refinancing opportunity with higher savings is reasonably expected in the future. Refundings which produce a net present value savings of less than 3% will be considered on a case-by-case basis. Notwithstanding the foregoing, a refunding of former Redevelopment Agency or Successor Agency bonds shall be determined based on the requirements of Health and Safety Code Section 34177.5.

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.

CITY OF AGOURA HILLS
INDEPENDENT AUDITOR POLICY

PURPOSE

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

POLICY

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

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

PROCEDURE

1. The Request for Proposal process shall be used in the evaluation of prospective audit firms.

2. Following the conclusion of the initial two-year term with an auditor, a report to the City Council will be prepared, discussing staff's evaluation of the audit services for the period then ended, and, if staff's evaluation of service levels provided is satisfactory, contract terms for the upcoming three-year period shall be presented to the City Council.

3. Prior to the expiration of a five-year term with an auditor, staff will solicit proposals from at least three firms (one may be the current firm) and will evaluate such proposals. Members of the Finance Committee will be invited to interview the firms. A report to the City Council will be prepared recommending the selection of an audit firm for a period of two years with a provision to extend for three additional years, along with a proposed contract for approval.

4. Prior to the expiration of a ten-year term with an audit firm, staff will solicit proposals from at least three firms (not including the current firm) and will evaluate such proposals. A report to the City Council will be prepared recommending the selection of an audit firm for a period of two years with a provision to extend for three additional years.

5. Audit contracts shall require that auditors conform to the independence standard promulgated in the General Accounting Office's Government Audit Standards, even for audit engagements that are not otherwise subject to generally accepted government auditing standards.

6. All audits shall be made by a certified public accountant or public accountant licensed by and in good standing with the California Board of Accountancy.

CITY OF AGOURA HILLS
FINANCIAL POLICY

PURPOSE

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

POLICY

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

PROCEDURE

1. Each financial policy shall be updated every three years, reviewed by the Finance Committee for its recommendation to the City Council, and considered by the City Council for final approval.

2. All financial policies shall be included in the City's annual budget document and reviewed annually as a part of the City's annual budget workshop.

3. All financial procedures shall be reviewed by the City Treasurer annually and updated at least every three years.

CITY OF AGOURA HILLS
TAX-ADVANTAGED BONDS POST-ISSUANCE COMPLIANCE
PROCEDURESAND PROTOCOL

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.

CITY OF AGOURA HILLS
MUNICIPAL SECURITIES POST-ISSUANCE DISCLOSURE POLICY

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.

CITY OF AGOURA HILLS
FUND BALANCE POLICY FOR THE GENERAL FUND

POLICY

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

PROCEDURES

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

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

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

Committed Fund Balance

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

Assigned Fund Balance

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

- Continuing Appropriations

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

- Debt Service

Established to provide for future debt service obligations.

- Budget Balancing Measures

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

Unassigned Fund Balance

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

Minimum Fund Balance Policy

In June 2005, the City of Agoura Hills passed Resolution No. 05-1378 stating that the City Council and City Staff will endeavor to designate an amount equal to or greater

than forty percent (40%) of each year's proposed General Fund Operating Budget as the City's unobligated General Fund Reserve. The City Council recognizes that the unobligated General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State. This resolution requires that if, in any budget year, the City Council determines that the public interest requires expending any amount remaining in General Fund Reserves to fall below forty percent (40%) of that year's General Fund Operating budget, the City council and City staff, shall, in the following budget year, present a plan for returning the General Fund Reserve to the 40% level, as soon as practicable, based on the City's then-current budget circumstances.

Fund Balance Classification

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

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

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

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.

CITY OF AGOURA HILLS
TWO YEAR BUDGET POLICY

PURPOSE

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

1. Reinforce the importance of long-range planning in managing the City's fiscal affairs.

2. Concentrate on developing and budgeting for the accomplishment of significant objectives.

3. Establish realistic timeframes for achieving objectives.

4. Create a pro-active budget that provides for stable operations and assures the City's long-term fiscal health.

POLICY

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

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

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

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

CITY OF
AGOURA HILLS

30001 Ladyface Court, Agoura Hills, CA 91301

CITY OF AGOURA HILLS

REPORT TO CITY COUNCIL

DATE:	**JUNE 24, 2026**
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:	**ADOPT A RESOLUTION APPROVING THE CITY COUNCIL MEETING TELEPHONIC/INTERNET SERVICE DISRUPTION POLICY ADDRESSING INTERRUPTIONS TO TWO-WAY TELEPHONIC SERVICES IN COMPLIANCE WITH SENATE BILL 707**

On October 3, 2025, Governor Newsom signed Senate Bill 707 ("SB 707"), which amended the Brown Act with the intent to diversify and increase public engagement during local government meetings of the legislative body. SB 707 enacted the most comprehensive set of amendments to the Brown Act in decades including the introduction of new requirements that provide for teleconferencing and remote participation of qualifying meetings.

Under SB 707, the Agoura Hills City Council qualifies as an "eligible legislative body" because the City is located in a county with a population of 600,000 or more. As such, the City Council is subject to enhanced accessibility requirements, including the provision of real-time two-way remote public access for City Council meetings. Beginning July 1, 2026, eligible legislative bodies are required to provide two-way public access to meetings through telephonic or audiovisual platforms (e.g., Zoom), allowing for members of the public to provide public comments remotely in real-time. The City of Agoura Hills will provide remote public participation through a two-way telephonic service for City Council meetings.

In addition, SB 707 requires agencies to adopt a formal policy, no later than July 1, 2026, addressing how the legislative body will respond to disruptions in remote access services. The policy must include the following:

- In the event of a disruption to remote access services, the legislative body must recess the meeting and make a good-faith effort to restore service.
- The recess may last up to one (1) hour while staff attempt to restore service.
- The eligible legislative body may meet in closed session during the service disruption.
- If service cannot be restored after the one (1) hour period, the City Council must adopt findings by roll call vote confirming that good-faith efforts were made in accordance with the policy adopted and that continuing the meeting outweighs the public interest in remote public access.

The proposed policy establishes procedures for addressing service disruption response and addresses the requirements as outlined above. Adoption of this policy ensures compliance with SB 707 prior to the July 1, 2026, deadline, and provides clear and consistent framework for maintaining public access and participation during technical disruptions.

Please note, City Council meetings are currently broadcast via live stream on the City website, on Channel 10 for Time Warner Cable subscribers and Channel 3 for Charter subscribers. This policy does not apply to disruptions of one-way television or internet broadcast of City Council meetings.

FISCAL IMPACT

There is no fiscal impact to the City Council adopted FY 2025-2026 budget with the adoption of this policy.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 26-2144 approving the City Council Telephonic/Internet service disruption policy addressing interruptions to two-way telephonic services in compliance with SB 707.

Attachments

Reso No. 26-2144.pdf
(Attachment) Internet Service and Telephonic Service Disruption Policy.pdf

RESOLUTION NO. 26-2144

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE "INTERNET SERVICE AND TELEPHONIC SERVICE DISRUPTION POLICY" FOR CITY COUNCIL MEETINGS

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

1. **Recitals.** The City Council hereby finds determines and declares as follows:

A. The Ralph M. Brown Act, commonly known as the "Brown Act," is California's "sunshine" law for local government. The Brown Act is found in the California Government Code commencing with Government Code Section 54950. In 2025, the California Legislature passed Senate Bill 707 ("SB 707"), which was signed into law on October 3, 2025, and is effective January 1, 2026. SB 707 enacted an extensive modernization of the Brown Act.

B. SB 707 adds a new Section 54953.4 that requires specific actions be taken by an "eligible legislative body" to make meetings more accessible to the public. An "eligible legislative body" is defined in Section 54953.4(e)(2) and as applied to the City of Agoura Hills, the City Council is an eligible legislative body.

C. Starting on July 1, 2026, public meetings held by an eligible legislative body are required to include an opportunity for members of the public to attend via a two-way telephonic service (such as Zoom), commonly referred to as a "hybrid meeting." The only exception is if adequate telephonic or internet service is not operational at the meeting location.

D. In conjunction with hybrid meetings, SB 707 requires the City Council, on or before July 1, 2026, to approve a policy regarding the disruption of telephonic or internet services occurring during the meeting. The adoption of such policy must occur at a noticed public meeting of the City Council in open session and not as an item on the consent calendar.

E. The purpose of this policy is to adopt the "Internet Service and Telephonic Service Disruption Policy" in the manner and content required by Section 54953.4(b)(1)(A)(i)(I) and (II).

2. **Adoption of Policy.** The City Council of the City of Agoura Hills does hereby adopt the "Internet Service and Telephonic Service Disruption Policy" in substantially the form attached hereto as Exhibit A. The City Manager shall have the authority to make such adjustments to the Policy as are necessary to implement amendments to the Brown Act or to facilitate the implementation of the requirements of Government Code Section 54953.

3. **Certification.** The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 24th day of June 2026, by the following vote to wit:

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

_____
Jeremy Wolf, Mayor

ATTEST:

_____
Kimberly M. Rodrigues, City Clerk

EXHIBIT A

INTERNET SERVICE AND TELEPHONIC SERVICE DISRUPTION POLICY

INTERNET SERVICE AND TELEPHONIC SERVICE DISRUPTION POLICY

Background

The Ralph M. Brown Act, commonly known as the "Brown Act," is California's "sunshine" law for local government. The Brown Act is found in the California Government Code commencing with Section 54950.[1] In 2025, the California Legislature passed Senate Bill 707 ("SB 707"), which was signed into law on October 3, 2025, and is effective January 1, 2026. SB 707 enacted an extensive modernization of the Brown Act.

SB 707 adds a new Section 54953.4 that requires specific actions be taken by an "eligible legislative body" to make meetings more accessible to the public. An "eligible legislative body" is defined in Section 54953.4(e)(2) and as applied to the City of Agoura Hills, the City Council is an eligible legislative body.

Starting on July 1, 2026, public meetings held by an eligible legislative body are required to include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform (such as Zoom), commonly referred to as a "hybrid meeting." The only exception is if adequate telephonic or internet service is not operational at the meeting location.

In conjunction with hybrid meetings, SB 707 requires the City Council on or before July 1, 2026, approve a policy regarding the disruption of telephonic or internet services occurring during the meeting. The adoption of such policy must occur at a noticed public meeting of the City Council in open session and not as an item on the consent calendar.

The purpose of this policy is to adopt the "Internet Service and Telephonic Service Disruption Policy" in the manner and content required by Section 54953.4(b)(1)(A)(i)(I) and (II).

[1] All section references are to the California Government Code.

City of Agoura Hills Teleconference Meeting Disruption Policy

1. Designation of Responsible Person of the City's Two-Way Telephonic Service: The City Manager or his or her designee shall identify a City employee or vendor who is responsible for operating the two-way telephonic service, referred to herein as the "Hybrid Platform", at noticed public meetings of the City Council ("Responsible Person"). The Responsible Person shall be responsible for ensuring the proper operation, functionality, and connectivity of the telephonic participation system used to provide remote public access to City Council meetings. Duties may include operating telephonic equipment, monitoring audio quality and connectivity, facilitating public participation through the telephonic system, and responding to any technical issues affecting remote attendance. The City of Agoura Hills will provide remote public participation through a two-way telephonic service for City Council meetings.

2. Role of the City Clerk. The City Clerk is the person designated at City Council meetings for operating the Hybrid Platform to ensure the recording of the City Council meeting and for interacting with the Hybrid Platform to receive and record public comments. The City Clerk works within the Hybrid Platform as the meeting host to queue speakers who desire to provide public comment, admit speakers into the meeting when it is their turn to speak and thereafter remove said speakers, interact with the speakers as needed, including muting and unmuting speakers, and closes the queue when the public comment period ends. If a telephonic system is used, the City Clerk conducts the same or similar activities. The City Clerk interacts with the Mayor so that speakers who participate telephonically are called upon by the Mayor to provide their comments.

3. Disruption of the Hybrid Platform - Notification to the Mayor. If the Responsible Person or the City Clerk determines at any time during the City Council meeting that the Hybrid Platform is experiencing technical difficulties such that there is no telephonic or internet service in order for the Hybrid Platform to be operational, or there is a disruption or other technical issue that makes two-way remote participation not possible during the City Council meeting (for example, the City Council meeting is no longer able to be observed or heard by the public via the Hybrid Platform or the public is unable to telephonically attend the City Council meeting via the Hybrid Platform), the Responsible Person or the City Clerk shall immediately inform the Mayor or the presiding officer if the Mayor is not in attendance at the meeting, that the Hybrid Platform has been disrupted and a recess is required in order to restore service to the Hybrid Platform.

4. Announcement by the Mayor. The Mayor or presiding officer shall make an announcement regarding the need to call a recess because there is a disruption or other technical issue that has rendered the Hybrid Platform non-operational preventing two-way telephonic remote participation. After such announcement, the Mayor or presiding officer shall call for a recess and inform the in-person audience that under the

Brown Act, the recess may last for up to an hour or until the service is restored to the Hybrid Platform. Pursuant to the Brown Act, the City Council is required to recess the open session of the City Council meeting for at least one hour following the disruption, or until telephonic or internet service is restored, whichever is earlier.

5. Recordation of the Time Recess is Called. The City Clerk shall physically in writing record the time when the recess is called by the Mayor or the presiding officer if the Mayor is not in attendance at the meeting.

6. Good Faith Attempt to Restore Service to the Hybrid Platform. During the recess, the Responsible Person and/or the City Clerk and any other member of City Staff shall make a good faith attempt to restore service to the Hybrid Platform. This includes troubleshooting any issues impacting connectivity including but not limited to the following: internet or telephonic connectivity issues (for example, check the connection, check the connection speed, test the internet bandwidth, contact the internet or telephonic provider, etc.), audio issues (check settings of equipment and/or Hybrid Platform, check connections and cables, check app permissions (if applicable), test of audio, reinstall app or program (if applicable) etc.).

7. Troubleshooting Hybrid Platform is Successful. If the Responsible Person, City Clerk, or any other member of City Staff is successful in restoring the service to the Hybrid Platform within one hour of when the recess was called, the City Clerk shall inform the Mayor or presiding officer that the matter has been resolved. The Mayor or presiding officer shall then reconvene the City Council meeting and shall inform the public that service has been restored to the Hybrid Platform. The City Clerk shall physically in writing record the time of when the City Council meeting is reconvened.

8. Troubleshooting Hybrid Platform is Not Successful. If the Responsible Person, City Clerk, or any other member of City Staff was not successful in restoring the service to the Hybrid Platform within one hour of when the recess was called, the City Clerk shall inform the Mayor ore presiding officer that after making a good faith attempt to restore service, service to the Hybrid Platform was unable to be restored. The City Clerk shall give a description of the efforts made to restore service. The City Clerk shall physically in writing record the time of when the City Council meeting is reconvened.

9. Reconvening the Open Session of the City Council Meeting. The Mayor or presiding officer shall subsequently reconvene the City Council meeting. Upon reconvening the meeting, the Mayor or presiding officer shall inform the City Council and the public that services to the Hybrid Platform were unable to be restored and the Mayor or presiding officer shall request that a finding be made as follows: (i) that good faith efforts to restore the telephonic or internet service have been made in accordance with the City's Internet Service and Telephonic Service Disruption Policy; and (ii) that the public interest in continuing the meeting outweighs the public interest in remote public

access. The Mayor or presiding officer shall call for a motion, ask for a second and ask the City Clerk to take a roll call vote. If the motion making the finding is passed, the City Council may continue the City Council meeting.

10. Certain Meetings Exempt. The requirement set forth in Government Code Section 54953.4 that open and public meetings shall include an opportunity for members of the public to attend the City Council meeting via a two-way remote system telephonically, does not apply to the following meetings: (i) a meeting to attend a judicial or administrative proceeding to which the City is a party; (ii) a meeting to inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property; (iii) a meeting with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the city and over which the federal or state officials have jurisdiction; (iv) a meeting in or nearby a facility owned by the City, provided that the topic of the meeting is limited to items directly related to the facility; and (v) a meeting in an emergency situation pursuant to Government Code Section 54956.5.

11. Closed Session During a Recess. During the recess described herein, the City Council may meet in closed session during this period for items listed in the closed session agenda for that meeting.