

City of Rolling Hills Estates Budget



HIGH RIDGE
PARK

CITY OF ROLLING HILLS ESTATES

Adopted
Fiscal Year 2011 - 2012
&
Proposed
Fiscal Year 2012 - 2013



Prepared by
Administrative Services Department





MEMORANDUM

CITY OF ROLLING HILLS ESTATES

DATE: JUNE 16, 2011

TO: MAYOR AND CITY COUNCIL

FROM: DOUGLAS R. PRICHARD,
CITY MANAGER
MICHAEL C. WHITEHEAD,
ADMINISTRATIVE SERVICES DIRECTOR

SUBJECT: FY2011-12 & FY2012-13 DRAFT BUDGET

This memorandum will serve to transmit the revised draft budget for Fiscal Years 2011-12 and 2012-13 for consideration at the June 21 Budget Study Session. The proposed budget incorporates the policy decisions made as a result of the June 7 and June 14 discussions.

OPERATING REVENUES

Estimated year-end net operating results for FY2010-11 show approximately a 1% surplus (\$53,970) which is consistent with the budget as adopted in June of 2010. Similarly, proposed year-end net operating results include a 4% surplus (\$240,720) for FY2011-12 and a 2% surplus (\$139,071) for FY2012-13.

Major revenue assumptions include a slight increase in sales tax and property tax revenues. Additionally, the Planning Department is estimating an increase overall in building permits and new construction tax from projects in the City.

It is not yet clear what effect the State budget and/or the extension/expiration of the State's temporary taxes will have on certain local revenues, so we have not included the COPS Grant of \$100,000 in the revenue estimates for FY2011-12 and FY2012-13. Interest rates remain at all-time lows.

Council may wish to consider the EAC's recommendation on energy efficient upgrade building permits (attached), but staff is recommending no changes in light of our continued tight budget.

PERSONNEL

Expenditure assumptions include maintaining existing service levels in all major expenditure categories. The budget document itself reflects some combining of expenditure categories for ease of administration and realignment of some personnel costs to various programs to accurately reflect actual time spent on various duties.

As proposed, the budget includes continued operation of the stables with the City's in-house staffing. If the City elects to transfer the operation to a concessionaire, the budget will be adjusted accordingly at that time.

The proposed budget includes keeping vacant six previously funded full-time staff positions, while reassigning two current staff members to different positions. Additionally, one part-time position will be eliminated (speed board officer) and those duties will be undertaken by the Maintenance Department staff.

Salaries and benefits have been adjusted to reflect the PERS EPMC/salary exchange and suspension of the PARS contributions. The Employees' Association has expressed support for these adjustments as well as the creation of a second-tier retirement system for employees hired after July 1, 2011. With these changes, the Council has taken a leading role in pension reform. A Memorandum of Understanding will be presented at the June 28 meeting to formalize these changes. Certain actions of the Council (adoption of resolutions, etc.) will also be required to effectuate the second-tier and EPMC changes with PERS, which will occur after the budget adoption.

Draft salary resolutions are attached to this budget transmittal and will be formally presented for adoption at the June 28 meeting. These resolutions establish the number of approved positions and the salary range for each position. Please note that the ranges have been adjusted upward by 7% to accommodate the salary increases contemplated in the PERS EPMC/salary exchange.

OPERATING EXPENDITURES

Services are proposed to be maintained across the board at existing levels even with the reduction in staff.

As previously reported, we sought proposals from qualified vendors to provide supplemental maintenance services for tree trimming, irrigation, arena grooming and three-rail fence repair. After reviewing the proposals, staff is of the opinion that we do not have enough experience with the reduced staffing levels in the Maintenance Department to adequately determine which of these services are necessary. Therefore, we recommend no action at this time.

As proposed, the budget reflects changing the status of the supplemental traffic enforcement efforts currently undertaken by Rancho Palos Verdes and Rolling Hills and converting this service into a regional traffic car. This will result in no change of service to Rolling Hills Estates. The budget also reflects suspension of the Sheriff's Liability Trust Fund (LTF) Surcharge (\$61,300) for FY2011-12, which requires an action of the County Board of Supervisors, but is expected to occur at any time now.

The LTF Surcharge is expected to be reinstated in FY2012-13 and is currently accounted for in that year's proposed budget figures. As the budget is proposed, assuming the COPS grant is eliminated, our share of the region's two CORE deputies will be covered by the General Fund. If COPS comes through, it will free up \$100,000 in the General Fund for other expenditures.

CAPITAL PROJECTS

Capital projects for FY2011-12 include George F Canyon brush clearance, three-rail fence replacement, street resurfacing and storm drain improvements to comply with NPDES. FY2012-13 should see the construction of the grant funded PVDN bike path project with intersection improvements at PVDN/Hawthorne, minor realignment of the travel lanes and a complete street overlay of PVDN on the City's west side. Sources of revenue available for the next three fiscal years for street maintenance are listed below:

Fiscal Year	Funding Amount	Funding Sources
FY 2011-2012	\$485,000	General Fund \$305,000 Proposition C/TDA \$100,000 Measure R \$80,000
FY 2012-2013	\$921,000	Federal/State Grant \$728,000 Proposition C \$193,000
FY 2013-2014	\$530,000	General Fund \$270,000 Proposition C/TDA \$100,000 Measure R \$160,000
TOTAL:	\$1,936,000	

We have budgeted in FY211-12 undertaking a new Pavement Management System (PMS) study to update the 2008 PMS study. This will give us a better understanding of our progress in meeting the goals of the previous study and guide our street maintenance efforts over the next several years.

Supervisor Knabe has offered \$150,000 in County parks funds for use in our parks and other recreational facilities. Staff is researching the timing of disbursement and qualified uses for these funds, but we believe based on preliminary discussions with the County, that these funds may be used for trail improvements including capital replacement of three-rail fencing. The budget as proposed assumes use of this funding source for large (\$75,000) three-rail fence replacement projects in both FY2011-12 and FY2012-13.

We expect the new barn at the Peter Weber Equestrian Center to be constructed in FY2011-12, which will be funded by a County Proposition A Parks Specified Grant. We have already expended a portion of this funding source, but expect the balance to cover the barn project. Also part of this project will be the installation of drainage improvements, which will be funded by a state-wide competitive grant to be awarded within the next month.

Various fund balances have been revised to reflect our best understanding of future obligations. These include elimination of the PERS Rate Stabilization designation, and reductions in Insurance and Equipment (vehicle) designations, along with an increase in Capital Improvements (future years) designation for infrastructure (streets) and other (George F Canyon brush clearance and storm drains) projects. The Undesignated, Unreserved balance is projected to remain above \$1,200,000.

Please feel free to contact us in advance of Tuesday's meeting if you have any questions.



Staff Report

DATE: APRIL 25, 2011

TO: ENVIRONMENTAL ADVISORY COMMITTEE

FROM: KELLEY THOM, ASSOCIATE PLANNER

SUBJECT: RESIDENTIAL UPGRADES PERMIT FEE WAIVER OR
REDUCTION

OVERVIEW

Staff recommends that the Environmental Advisory Committee provide the City Council and staff with guidance on waiving or reducing planning and building permit fees for residential energy efficient upgrades.

BACKGROUND

At the City's Policy Development Session on March 5, 2011, a resident brought to the Council's attention the desire to waive planning and building permit fees for the replacement of 27 windows and doors on a single-family home suggesting that the replacement would make the home more energy efficient. In response, the Council referred the issue to the Environmental Advisory Committee for further discussion.

It should be noted that in 2009 the Council adopted a Solar Equipment Permit Waiver Fee program, which waived the administrative planning fees and building and safety department overhead charges for single-family residential solar equipment installations for one year. Prior to the waiving of fees, the solar equipment installations were charged the over-the-counter planning fee of \$100, or \$300 with a site inspection. For building permits, the City used a County multiplier to cover the billed overhead charges from the L.A. County Building and Safety Department. However, due to budgetary constraints, the Council elected not to continue the program.

DISCUSSION

Currently, there are state, federal, and manufacturer rebate/incentives programs that are available for homeowners who upgrade their homes for energy efficiency.

A state-wide energy efficiency program for homeowners, Energy Upgrade California, includes collaboration among the California Energy Commission, the California Public Utilities Commission, utilities, local governments and the private sector. Home improvements that qualify for rebates and incentives include insulation, sealing, HVAC upgrades, energy-efficient windows, tankless water heaters and other "fixed" improvements. The program emphasizes a "whole house" approach, rather than installing individual improvements, as the most efficient and effective way to save money on energy bills and qualify for the maximum rebate available.

In addition, federal tax credits are available for homeowners through the 2011 Federal Tax Credits for Consumer Energy Efficiency (Energy Star products).

FINDINGS AND ALTERNATIVES

Maintaining a home over the years usually includes various improvements to the structure, including new roofing or window replacements, upgrades to the electrical, plumbing, and mechanical systems, and to the irrigation/landscaping, etc. Over time, building codes are updated to meet energy efficiency legislation, and, concurrently, the building industry adapts as manufacturers improve their products. As a result, more economical and energy efficient products are available to the homeowner, and in some cases, eligible for energy efficiency rebate/incentives. Because of changes in building codes and the availability of more energy efficient products, most routine maintenance of older homes will result in greater energy efficiency.

For these reasons, staff does not agree that routine home maintenance should qualify for planning and building permit fee waivers or reductions. However, if the Committee feels that waiving or reducing planning and building permit fees for residential energy efficiency upgrades is warranted, the City could develop a program similar to Energy Upgrade California, in terms of being comprehensive and following the "whole house" approach. Components of such an approach would need to be developed and could include the following:

1. Proposed residential upgrades that would be eligible for the fee waiver or reduction would require permits and would be based on a multi-faceted "whole house" approach, rather than installation of individual improvements (i.e., replacement of a water heater); and
2. Request for the fee waiver or reduction would be provided in writing to the Planning Director and include a description of work with project documentation, including plans, energy performance analysis, manufacturer's specifications, and receipts. If approved by the Planning Director, staff would suggest a fee reduction of not more than 25%.

RECOMMENDATION

Staff recommends that the Committee provide staff with further guidance on the waiving or reducing of planning fees and building department overhead charges for single-family residential upgrades.

**ENVIRONMENTAL ADVISORY COMMITTEE
MEETING MINUTES
April 25, 2011**

CALL TO ORDER

Principal Planner Cutler called the meeting to order at 7:07 pm.

COMMITTEE MEMBERS PRESENT

Brit Huff	Michael Mooradian
Craig Knickerbocker	Cat Spydell
William Larson	Bridget Stamos

COMMITTEE MEMBERS ABSENT

Chairwoman Susan Seamans
Debora Chan-Southwell
Deborah Davis

STAFF MEMBERS PRESENT

Niki Cutler, AICP, Principal Planner
Kelley Thom, Associate Planner
Jeremy Hyde, South Bay Environmental Services Center (SBESC)
Marilyn Lyon, South Bay Environmental Services Center (SBESC)

AUDIENCE ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Member Larson moved, seconded by Member Huff

TO APPROVE THE MINUTES OF MAY 24, 2010.

There being no objection, Principal Planner Cutler so ordered.

ENERGY CHAMPIONS PROGRAM

Marilyn Lyon, SBESC, summarized the Energy Champions program. In return for a non-profit group's publicity of the program, the program provides non-profit organizations \$500 per home if an energy efficient upgrade is conducted and the homeowner identifies the non-profit group on their application. An application form will be available in June, and Los Angeles County has designated \$1.5 million in Federal Stimulus funding for the program to be distributed on a first-come-first served basis. Training will be provided to the non-profit group, and support for the program will be provided by the SBESC.

Member Huff inquired about the availability of training times online, and Marilyn Lyon indicated that training information would be posted online.

Member Spydell inquired about specific insulation types, and Marilyn Lyon suggested that specific insulation types be discussed with a qualified Energy Upgrade California contractor to determine program eligibility.

Member Huff moved, seconded by Member Larson

TO RECEIVE AND FILE THIS REPORT.

There being no objection, Principal Planner Cutler so ordered.

DRAFT COMMUNITY GREENHOUSE GAS EMISSIONS INVENTORY

Jeremy Hyde, SBESC, presented the Community Greenhouse Gas Emission Inventory indicating that waste-in-place emissions at the PV Landfill and transportation emissions are the two biggest contributors to greenhouse gas emissions in the City. Now that the emissions from municipal and community sources have been quantified, the next step is to set a greenhouse gas emission reduction goal followed by creation of a Climate Action Plan. Staff plans to bring back a suggestion for a reduction target at the next EAC meeting to be held this summer.

Member Larson inquired about the availability of emissions data from last year. Jeremy Hyde indicated that he has requested this data.

Member Knickerbocker indicated that the PV Landfill is running out of methane emissions which should help in reducing the City's total emission level.

Member Larson moved, seconded by Member Huff

TO RECEIVE AND FILE THIS REPORT.

There being no objection, Principal Planner Cutler so ordered.

POTENTIAL FEE REDUCTION FOR ENERGY EFFICIENT IMPROVEMENTS

Associate Planner Thom summarized the staff report indicating that there are state, federal, utility company and manufacturer rebate/incentive programs currently available for homeowners who upgrade their homes, including Energy Upgrade California, which provides rebates for homeowners who include comprehensive energy efficient upgrades, rather than single routine home improvements, as a "whole house" approach.

Associate Planner Thom stated that the City could develop a program similar to Energy Upgrade California and could waive or reduce fees of up to 25% for projects that follow the "whole house" approach and require permits. The homeowner would provide the City with project documentation for review and approval by the Planning Director.

After discussion, Member Mooradian moved, seconded by Member Larson

TO RECOMMEND TO THE CITY COUNCIL CONSIDERATION OF A REDUCTION OF PLANNING AND BUILDING PERMIT FEES FOR INDIVIDUAL AND/OR WHOLE HOME ENERGY UPGRADES EITHER THROUGH REIMBURSEMENT FROM A POOL OF FUNDS SET ASIDE FOR THIS PURPOSE BY THE CITY COUNCIL (TO BE DISTRIBUTED ON A FIRST-COME-FIRST SERVED BASIS) OR AS A PERCENTAGE REDUCTION OF PERMIT FEES (10% TO 20% WAS SUGGESTED).

Their being no objection, Principal Planner Cutler so ordered.

FUTURE AGENDA ITEMS:

Member Larson suggested follow up on the use of Round Up in the City.

Member Spydell inquired about the availability of recycling containers in the Promenade on the Peninsula on Peninsula Center shopping centers. Principal Planner Cutler said she will contact the ownership of the centers.

Member Spydell inquired about the City's booth at the PV Street Fair indicating that environmental program materials should be made available.

Member Stamos inquired about the availability of graywater systems, and Associate Planner Thom indicated that graywater coordination is conducted by Los Angeles County who can be contacted for additional information.

Principal Planner Cutler indicated that future EAC meeting agendas/reports will be distributed to members electronically.

ADJOURNMENT

The meeting adjourned at 8:22 pm.

Respectfully submitted,

Niki Cutler, AICP, Principal Planner

**CITY OF ROLLING HILLS ESTATES
LOS ANGELES COUNTY, CALIFORNIA
RESOLUTION NO. 2249**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES
ESTABLISHING THE NUMBER OF AUTHORIZED POSITIONS AND COMPENSATION FOR
MANAGEMENT AND PROFESSIONAL CLASSIFICATIONS.**

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The following Management and Professional classifications are hereby authorized in the City service; the number of authorized positions and monthly compensation for each position shall be within the following salary ranges, effective July 1, 2011:

<u>CLASSIFICATION</u>	<u>AUTHORIZED FULL TIME POSITIONS</u>	<u>MONTHLY SALARY RANGE</u>
Administrative Services Director	1	\$ 9,881 TO 14,824
Assistant City Manager	1	10,372 TO 15,558
Assistant Planner	0	5,272 TO 7,904
Assistant to the City Manager	0	6,250 TO 9,374
Associate Planner	1	5,534 TO 8,301
Community Services Director	1	9,575 TO 14,364
Deputy City Clerk*	1	5,910 TO 8,863
Equestrian Svs. Supervisor	1	5,182 TO 7,777
Human Resources Analyst*	1	5,681 TO 8,523
Maintenance Superintendent	0	7,301 TO 10,951
Maintenance Supervisor	1	5,746 TO 8,620
Planning Director	1	9,881 TO 14,824
Principal Planner	1	6,363 TO 9,547
Stable Leadworker	1	3,673 TO 5,508
Zoning and Code Administrator	1	5,272 TO 7,904

SECTION 2. The Contingent Compensation Program established in Resolution No. 1901 shall remain in full force and effect, but shall remain unfunded for Fiscal Year 2011-12.

SECTION 3. All previous resolutions establishing authorized positions and salary ranges for Management and Professional classifications are hereby rescinded.

SECTION 4. The City Clerk shall certify to the passage of this RESOLUTION.

APPROVED AND ADOPTED this 28th day of June 2011.

ATTEST:

STEVEN ZUCKERMAN, MAYOR

DOUGLAS R. PRICHARD, CITY CLERK

I HEREBY CERTIFY that the foregoing Resolution No. 2249 was duly and regularly adopted by the City Council of the City of Rolling Hills Estates at a regular meeting held thereof on the 28th day of June, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DOUGLAS R. PRICHARD, CITY CLERK

RESOLUTION NO. 2249
COMPENSATION FOR PROFESSIONAL AND
MANAGEMENT EMPLOYEE GROUP (FY2011-2012)

*Additional 5% stipend for shorthand skills.

**CITY OF ROLLING HILLS ESTATES
LOS ANGELES COUNTY, CALIFORNIA
RESOLUTION NO. 2250**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES
ESTABLISHING THE NUMBER OF AUTHORIZED POSITIONS AND COMPENSATION FOR
THE CLASSIFIED EMPLOYEE GROUP IN THE CITY SERVICE.**

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES HEREBY RESOLVES AS
FOLLOWS:

SECTION 1. The following Classified Employee Group positions are hereby authorized in
the City service; the number of authorized positions and hourly compensation for each position
shall be within the following hourly ranges, effective July 1, 2011:

<u>CLASSIFICATION</u>	<u>AUTHORIZED FULL TIME POSITIONS</u>	<u>HOURLY PAY RANGE</u>
Account Clerk II	1	\$ 22.64 TO 33.96
Accountant	1	27.03 TO 40.54
General Maintenance Worker I	3	17.67 TO 28.41
General Maintenance Worker II	2	21.15 TO 31.75
General Office Clerk	0	19.56 TO 29.35
Maintenance Leadworker	0	24.17 TO 36.28
Planning Secretary*	1	24.17 TO 36.28
Records Clerk	1	21.15 TO 31.75
Stablehand	4	11.24 TO 16.82

SECTION 2. The Contingent Compensation Program established in Resolution No. 1902
shall remain in full force and effect, but shall remain unfunded for Fiscal Year 2011-12.

SECTION 3. All previous resolutions establishing authorized positions and salary ranges
for the Classified Employee Group are hereby rescinded.

SECTION 4. The City Clerk shall certify to the passage of this RESOLUTION.

APPROVED AND ADOPTED this 28th day of June 2011.

STEVEN ZUCKERMAN, MAYOR

ATTEST:

DOUGLAS R. PRICHARD, CITY CLERK

I HEREBY CERTIFY that the foregoing Resolution No. 2250 was duly and regularly adopted by the City Council of the City of Rolling Hills Estates at a regular meeting held thereof on the 28th day of June 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DOUGLAS R. PRICHARD, CITY CLERK

RESOLUTION NO. 2250
COMPENSATION FOR CLASSIFIED
EMPLOYEE GROUP (FY2011-2012)

*Additional 5% stipend for shorthand skills.

City of Rolling Hills Estates



RollingHillsEstatesCA.gov

**Adopted Budget
FY 2011 – 2012**

**Proposed Budget
FY 2012 – 2013**

**SUSAN SEAMANS
Mayor Pro Tem**

**FRANK V. ZERUNYAN
Council Member**



**STEVEN ZUCKERMAN
Mayor**

**JUDITH M. MITCHELL
Council Member**

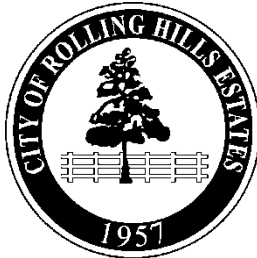
**JOHN C. ADDLEMAN
Council Member**



ROLLING HILLS ESTATES

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CITY OF ROLLING HILLS ESTATES



FUND BALANCE POLICY

INTRODUCTION

The purpose of this document is to state the policies regarding the Fund Balance of the General Fund of the City of Rolling Hills Estates and the budgeting practices that maintain such policies.

These policies are intended to provide guidelines for budget decisions as to the appropriate use of General Fund resources and the maintenance of adequate reserves and designations for contingencies, emergencies, capital improvements, and other such uses as determined by the City Council.

After reservations and designations of the General Fund Fund Balance are authorized, the remaining amount is defined as the Unreserved/Undesignated Fund Balance.

Although there is no formula that defines a completely adequate Fund Balance, a conservative approach would enable the City to finance its operations for approximately six months without having to incur short-term debt or raise new revenues.

STATEMENT OF FUND BALANCE POLICY

1. Operating revenues will sufficiently fund current year operating expenditures. (Operating deficits are normally contrary to City policy as well as reasonable financial prudence.) All unreserved Fund Balance designations are eligible for use at the discretion of the City Council at a time of an unforeseen fiscal crisis. Such determinations will be handled by the City Council on a case-by-case basis. Operating revenues are defined as both (a) current year revenues and (b) revenues generated in prior fiscal years and designated for specific operating uses in future years.
2. Special projects expenditures are projects that by nature go beyond on-going operational expenditures but are not capital in nature. (Examples of such expenditures are General Plan revision costs, mediation costs, CEQA costs, and website design costs.) This category of expenditures shall be specifically excluded when computing the operating surplus of a given fiscal year. In the annual budget and Comprehensive Annual Financial Report (CAFR) documents, a schedule showing the operating surplus computation will be made a part of both those publications.

3. Capital improvements will be funded by prior year operating surpluses. (The pay-as-you-go principle for capital project expenditures is the most efficient use of City resources.)
4. A designation of Fund Balance of no greater than \$876,500 (this is equal to approximately two months of operating expenditures) to provide for contingencies is prudent.
5. Specified grant revenues in Special Revenue Funds shall be used to minimize the cost to the General Fund of both qualifying operating and capital expenditures.
6. The Enterprise Funds of the City shall be essentially self-supporting, without need of General Fund resources.
7. Designations of portions of unreserved fund balance for insurance expenditures shall be made.
8. Designations of portions of the unreserved fund balances for City owned vehicle purchases, and capital projects for City Hall complex.
9. The Unreserved, Undesignated Fund Balance of the General Fund will be no less than \$1,200,000 at any time.

APPROVED: JUNE 28, 2011

**CITY OF ROLLING HILLS ESTATES
VENDOR PAYMENTS GREATER THAN \$10,000
ESTIMATED FOR FY 2011-12**

VENDOR NAME	TOTAL IN FY 11-12	Description of Services Rendered or Goods Purchased	PRIMARY ACCOUNT #
ALL CITY MANAGEMENT	46,000	CROSSING GUARD SERVICES	4340-430
ARTESIA MILLING COMPANY	100,000	ALFALFA HAY FOR HORSES (STABLES)	4650-420
BENNET LANDSCAPE	251,000	LANDSCAPING SERVICES	4620-430
BURKE, WILLIAMS & SORENSEN	66,000	LEGAL SERVICES(CITY ATTORNEY)	4140-431
BOB KRUEGER	20,000	TENNIS FEES & T.A. TOURNEY FEE	4640-430
CALIFORNIA JPIA	250,000	INSURANCE SERVICES	4260-441
CITY OF RANCHO PALOS VERDES	110,000	CORE DEPUTIES/OTHER SAFETY COSTS	4320-430
CITY OF RANCHO PALOS VERDES	18,000	TRAFFIC FINES (SHARED REVENUES)	84-3540
DE BARROS SHAVINGS	38,000	SHAVINGS(STABLES)	4650-420
DEPT. OF PUBLIC WORKS	120,000	STREET/DRAIN MAINTENANCE	4410-434
HOME DEPOT	10,000	MISCELLANEOUS SUPPLIES	4610-430
JOHN DEERE LANDSCAPE	11,000	IRRIGATION SUPPLIES	4610-420
JONES & MAYER	40,000	CONSULTING/LEGAL FEES	4530-430
KATHLEEN McGOWAN	38,000	NPDES COMPLIANCE CONSULTING	4460-430
L.A. CO. SHERIFF'S DEPART.	1,700,000	PATROL SERVICES & OTHER SERVICES	4310-430
LSA ASSOCIATES	50,000	CURRENT PLANNING CONSULTING	4510-430
MACIAS GINI & O'CONNEL	32,000	FINANICAL AUDITORS	4230-430
NATIONWIDE ENVIRONMENTAL	79,000	STREET SWEEPING EXPENDITURES	4460-430
NORTHGATE	20,000	ENVIRONMENTAL MANAGEMENT	4460-430
P & G MAINTENANCE COMPANY	20,000	CLEANING OF CITY HALL & OTHER BLDGS.	4220-434
P.V.P. LAND CONSERVANCY	31,000	CONTRACT NATURALIST/ASSIST. NAT.	4680-430
P.V.P.T.A.	112,000	JOINT VENTURE CONTRIBUTION	4450-430
PAGEANTRY PRODUCTIONS	14,000	HOLIDAY PARADE MANAGEMENT SVCS.	4670-430
REPUBLIC ITS	50,000	SIGNAL MAINTENANCE	4454-434
SCOTT HILL	32,700	MANURE REMOVAL SERVICE (STABLES)	4650-453
SILVER SPUR ARCO	12,000	GASOLINE EXPENSES	4279-462
STANDARD INSURANCE COMPANY	19,000	AD & D, LTD AND LIFE INSURANCE	4260-416
SUNGARD PENTAMATION	21,000	ANNUAL MAINTENANCE CONTRACT	4230-439
WEST COAST ARBORISTS, INC.	75,000	TREE PRUNING & REMOVALS	4615-430
WILLDAN ASSOCIATES	280,000	ENGINEERING FEES & OTHER FEES	4510-437
XO COMMUNICATION	19,000	TELEPHONE EXPENSES	4220-450
	3,684,700		

EXHIBIT A
City of Rolling Hills Estates
Revenue Summary
 (by fund within fund type)

REVENUE SUMMARY		2008-09	2009-10	2010-11	2011-12	2012-13
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
GENERAL FUND						
LOCAL TAXES						
Property tax	3110	1,534,051	1,522,592	1,663,710	1,680,347	1,698,831
Sales tax	3120	986,408	917,855	948,881	949,903	993,684
Franchise tax	3130	513,902	492,746	515,000	515,000	515,000
Business license	3140	235,386	221,600	240,000	240,000	240,000
Business license-County (moved to 3230)	3150	148,543				
Property transfer tax	3160	40,548	65,435	62,000	62,000	62,000
New construction tax	3170			2,000	33,000	10,000
TOTAL		3,458,838	3,220,228	3,431,591	3,480,250	3,519,515
LICENSES & PERMITS						
Landfill regulation fees	3210	156,437	268,014	210,000	210,000	210,000
Animal licenses	3220	9,721	5,711	12,000	12,000	12,000
Building permits	3230	325,474	400,413	450,000	650,000	700,000
TOTAL		491,632	674,138	672,000	872,000	922,000
INTERGOVERNMENTAL REVENUES						
Property Tax in lieu of Sales Tax - State	3308	397,750	246,996	309,620	311,724	344,364
Property Tax in lieu of VLF Fees - State	3309	593,271	599,681	602,824	608,852	614,941
Motor Vehicle License Fees (VLF)	3310	27,834	24,024	25,000	25,000	25,000
COPS Grant (Policing)	3311	75,441	124,559	100,000		
CLEEP Grant (Law Enf. Equipment)	3312					
Sale of CDBG Grants	3320	16,878	16,586	16,410	18,341	18,000
Traffic Safety OTS State Grant	3322	2,452	3,054			
Highway Through Cities Grant	3324					
TOTAL		1,113,626	1,014,900	1,053,854	963,917	1,002,305
CHARGES FOR SERVICES						
Planning Fees	3410	358,342	257,568	225,000	225,000	225,000
GIS Fees	3420	5,100	3,900	6,000	6,000	6,000
City Celebration & Holiday Parade	3430	3,056	2,538	9,719	10,000	10,000
Recreation Fees	3440	37,034	49,858	30,000	30,000	30,000
TOTAL		403,532	313,864	270,719	271,000	271,000
FINES AND FORFEITURES						
Misc fines and forfeitures	3510	35,165	61,278	48,000	48,000	48,000
False alarm fines	3520	7,865	13,060	11,000	11,000	11,000
Business license penalties	3530	5,600	9,022	10,000	10,000	10,000
TOTAL		48,630	83,360	69,000	69,000	69,000
USE OF MONEY AND PROPERTY						
Interest income (Funds 01 & 02)	3610	78,301	26,627	30,000	30,000	30,000
Rents and concessions	3620	15,581	18,787	15,000	15,000	15,000
TOTAL		93,882	45,414	45,000	45,000	45,000
OTHER REVENUES						
Refunds/Rebates/Reimbursements	3710	63,066	9,709	71,000	40,000	40,000
SB 90 Reimb. of State Mandated Costs	3715					
AB 939/Infrastructure Fees	3720	167,667	171,782	180,000	180,000	180,000
Prior Year Adjustments	3725	(423)	1,503			
Miscellaneous revenues	3730	3,106	146,121	20,000	20,000	20,000
Cash Over/Short	3735					
Curbside Recycling/Oil	3740	14,500	500	5,000	5,000	5,000
Litter Abatement/Recycling	3750	5,000	5,000	5,000	5,000	5,000
TOTAL		252,916	334,615	281,000	250,000	250,000
TOTALS, GENERAL FUND	01	5,863,056	5,686,519	5,823,164	5,951,167	6,078,819

EXHIBIT A
City of Rolling Hills Estates
Revenue Summary
 (by fund within fund type)

REVENUE SUMMARY		2008-09	2009-10	2010-11	2011-12	2012-13
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
EXHIBIT A						
SPECIAL REVENUE FUNDS						
QUIMBY FEES						
Quimby Fees	3180	95,080	166,390	320,895	342,500	642,500
Interest income	3610	423	1,037	951	1,000	1,000
QUIMBY FEES	10	95,503	167,427	321,846	343,500	643,500
STATE GAS TAX FUND:						
Gas Tax 2103	3329			60,000	60,000	60,000
Gas Tax 2105	3330	44,548	44,108	50,000	50,000	50,000
Gas Tax 2106	3340	30,730	35,810	36,200	36,200	36,200
Gas Tax 2107	3350	59,348	53,488	62,000	62,000	62,000
Gas Tax 2107.5	3360	2,000	2,000	2,000	2,000	2,000
Traffic Congestion Relief Grant	3370	69,183	73,712			
Prior Year Adjustment	3725	(13,960)		35,845		
GAS TAXES SUBTOTAL		191,849	209,118	246,045	210,200	210,200
Interest income	3610		27	150	150	150
STATE GAS TAX FUND	11	191,849	209,145	246,195	210,350	210,350
LOCAL TRANSPORTATION FUND:						
TDA Article 3 Funds	3121	13,820		15,262	5,000	5,000
Interest income	3610	83	1	15	1	1
LOCAL TRANS FUND	13	13,903	1	15,277	5,001	5,001
TRAFFIC SAFETY:						
Traffic safety fines	3540	65,573	40,186	42,000	42,000	42,000
Interest income	3610	714	219	200	200	200
TRAFFIC SAFETY FUND	14	66,287	40,405	42,200	42,200	42,200
PEG FEES						
Cox PEG Fees	3760			12,000	24,000	24,000
Interest income	3610			50	100	100
TRANSIT FUND	16			12,050	24,100	24,100
TRANSIT:						
PROP A - transit improvement	3121	116,822	104,135	127,000	127,000	127,000
Interest income	3610	1,799	469	400	400	400
TRANSIT FUND	18	118,621	104,604	127,400	127,400	127,400
PROP C:						
PROP C - transit tax	3122	135,855	86,385	108,000	108,000	108,000
Interest income	3610	2,345	827	750	750	750
PROP C FUND	19	138,200	87,212	108,750	108,750	108,750
AQMD:						
Air quality funds AB 2766	3390	8,852	9,227	9,100	9,100	9,100
Interest income	3610	2,811	911	800	800	800
AQMD FUND	20	11,663	10,138	9,900	9,900	9,900
STPL GRANT						
STPL Fund Exchange	3328	6,927				
Interest income	3610	65	39	20	20	20
STPL GRANT	21	6,992	39	20	20	20
PROP. 1B TRANSPORTATION						
Transportation Grant	3385			180		
Interest income	3610	4,509	484			
PROP. 1B TRANSPORTATION	22	4,509	484	180		
MEASURE R						
Residential Street Resurfacing	3371		51,976	80,000	80,000	80,000
Interest income	3610		106	175	175	175
MEASURE R	23		52,082	80,175	80,175	80,175
FEDERAL STIP						
PVDN Bike Lane Project	3327				256,000	1,803,000
Interest income	3610					
FEDERAL STIP	24				256,000	1,803,000
STATE SR2S						
PVDN Bike Lane Project	3372				496,980	
Interest income	3610					
STATE SR2S	25				496,980	

EXHIBIT A
City of Rolling Hills Estates
Revenue Summary
 (by fund within fund type)

REVENUE SUMMARY		2008-09	2009-10	2010-11	2011-12	2012-13
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
FEDERAL ARRA						
PVDN Resurfacing	3373			385,464		
Illuminated Street Signs LED	3374		225	65,472		
Traffic Signals	3375		32,393	15,989		
Interest income	3610		1			
FEDERAL ARRA	26		32,619	466,925		
PROP. 12 PARKS GRANT:						
Prop. 12 Per Capita Grant (ADA Plan)	3395			21,500		
Prop. 12 - Roberti-Z'Berg Grant	3395					
Prop. 12 Riparian Grant (Nature Preserve)	3396		84,403			
Interest income	3610		6	85		
PROP. 12 PARKS GRANT FUND	31		84,409	21,585		
PROP A COUNTY PARKS:						
PROP A - maintenance/service	3392	13,500		30,950	14,000	14,000
PROP A - specified	3394			128,298	955,000	
GRANT REVENUE SUBTOTAL		13,500		159,248	969,000	14,000
Interest income	3610					
PROP A CNTY PARKS FUND	32	13,500		159,248	969,000	14,000
PROP. 40 PARKS GRANT:						
Prop. 40 Per Capita Grant	3397			220,000		
Roberti Z'Berg	3391			25,550		
Interest income	3610					
PROP. 40 PARKS GRANT FUND	33			245,550		
PROP. A 4TH DISTRICT GRANT:						
3 Rail Fencing	3399				75,000	75,000
Interest income	3610					
4TH DISTRICT GRANT	34				75,000	75,000
PEPPERTREE:						
Donations	3440	38,647	31,273	43,618	44,000	44,000
Interest income	3610	896	14			
PEPPERTREE FUND	95	39,543	31,287	43,618	44,000	44,000
TOTALS, SPECIAL REVENUE FUNDS		700,570	819,852	1,900,919	2,792,376	3,187,396

EXHIBIT A
ENTERPRISE FUNDS

STABLES						
Stable rental	3450	554,572	614,853	550,274	550,274	550,274
Western trainer	3451	5,350	9,000	9,000	9,000	9,000
English trainer	3452	9,800	11,325	9,375	9,375	9,375
Non resident surcharge	3453	32,524	43,367	43,147	43,147	43,147
Horse show fees	3454	15,013	17,874	23,000	23,000	23,000
Pony Camp fees	3455	51,382	35,863	28,000	28,000	28,000
Prior Year Adjustment	3725		603			
CHARGES FOR SERVICES		668,641	732,885	662,796	662,796	662,796
Interest income	3610					
STABLES FUND	50	668,641	732,885	662,796	662,796	662,796
TENNIS						
Tennis court fees	3460	47,193	45,306	43,000	43,000	43,000
Tennis membership dues	3461	12,611	13,617	11,000	11,000	11,000
CHARGES FOR SERVICES		59,804	58,923	54,000	54,000	54,000
Interest income	3610	2,785	753	700	700	700
TENNIS FUND	51	62,589	59,676	54,700	54,700	54,700
TOTALS, ENTERPRISE FUNDS		731,230	792,561	717,496	717,496	717,496
GRAND TOTALS, ALL FUNDS		7,294,856	7,298,932	8,441,579	9,461,039	9,983,711



FY 2011-12

City of Rolling Hills Estates

Budget Expenditures 2011-2012 (All Funds)

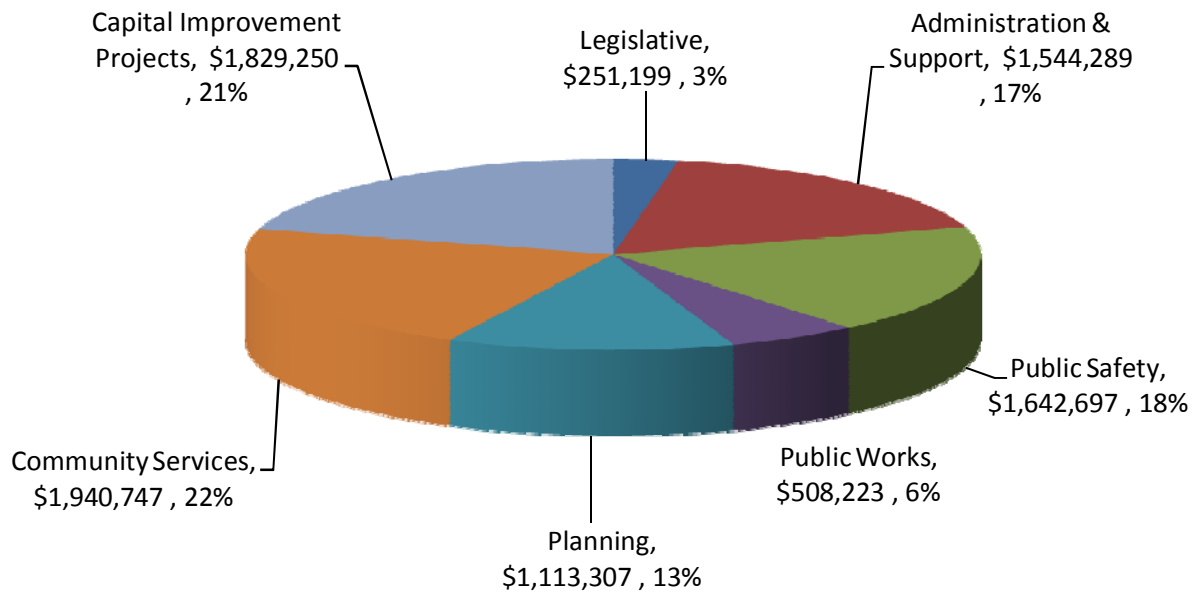


EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary
 (by fund within fund type)

EXPENDITURES/EXPENSES SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
GENERAL FUND OPERATING EXPENDITURES						
LEGISLATIVE						
CITY COUNCIL	4110	78,932	56,998	39,587	43,015	43,015
PLANNING COMMISSION	4120	29,424	25,175	26,279	48,846	48,846
P&A COMMISSION	4130	70,188	64,809	62,907	46,403	46,403
CITY ATTORNEY	4140	75,915	77,997	94,843	88,500	88,500
ELECTION	4150	604	81		17,000	1,000
TOTAL		255,063	225,060	223,616	243,764	227,764
ADMINISTRATION & SUPPORT						
CITY MANAGER	4210	669,939	663,318	670,132	643,644	643,644
CENTRAL SERVICES	4220	316,935	344,615	354,966	337,658	337,660
FINANCE	4230	419,020	421,808	417,667	454,460	454,460
ECONOMIC DEVELOPMENT	4235	132,517	102,708	89,684		
PERSONNEL	4240	67,049	60,843	61,332	69,335	69,335
PUBLIC INFORMATION	4250	89,440	55,448	48,231	29,992	29,992
EMPLOYEE BENEFITS	4260					
OVERHEAD	4270	(44,000)	(46,000)	(48,000)	(49,000)	(50,000)
EQUIPMENT	4279	63,936	50,370	62,066	58,200	58,200
TOTAL		1,714,836	1,653,110	1,656,078	1,544,289	1,543,291
PUBLIC SAFETY						
PATROL SERVICES	4310	2,053,163	1,751,179	1,723,562	1,536,008	1,597,308
ANIMAL CONTROL	4330	28,101	34,059	25,000	35,000	35,000
CROSSING GUARDS - GENERAL FUND	4343					
EMERGENCY MANAGEMENT	4350	4,026	2,289	2,289	2,289	2,289
TOTAL		2,085,290	1,787,527	1,750,851	1,573,297	1,634,597
PUBLIC WORKS						
SIGNALS	4451	64,527	33,433	21,500	24,000	24,000
NPDES	4460	194,167	212,309	208,948	197,833	202,833
SOLID WASTE (RECYCLING)	4625	41,444	34,104	23,431	19,242	19,242
TOTAL		300,138	279,846	253,879	241,075	246,075
PLANNING						
PLANNING ADMINISTRATION	4510	925,516	792,694	706,437	903,316	1,003,316
ADVANCED PLANNING	4520	116,001	62,348	58,208	52,663	52,663
CODE ADMINISTRATION	4530	216,154	141,179	80,881	157,328	157,328
SUBDIVISION REGULATION	4540	30,668	31,104	30,595		
TOTAL		1,288,339	1,027,325	876,121	1,113,307	1,213,307
COMMUNITY SERVICES						
PARKS MAINTENANCE	4610	545,709	504,254	495,845	750,057	750,057
TREE TRIMMING	4615	76,940	102,332	121,233	116,402	116,402
LANDSCAPE MAINTENANCE	4620	353,517	316,929	331,044		
BRIDLE TRAILS	4630	110,516	101,836	125,600	70,098	70,098
RECREATION PROGRAMS	4640	58,600	43,406	41,879	45,249	45,249
SPECIAL EVENTS	4670	76,496	68,952	71,516	69,936	69,936
PEPPERTREE	4674	8,343	8,664	8,188	8,493	8,493
NATURE CENTER	4676	16,254	19,855	16,724	16,980	16,980
TOTAL		1,246,375	1,166,228	1,212,029	1,077,215	1,077,215
TOTAL OPERATING EXPENDITURES						
		6,890,041	6,139,096	5,972,574	5,792,947	5,942,248

EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary
 (by fund within fund type)

EXPENDITURES/EXPENSES SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
GENERAL FUND CAPITAL IMPROVEMENT EXPENDITURES					
STREETS:					
STREET RESURFACING & CURB IMPR. 5103	3,800		30,000	305,000	
CURB/GUTTER/SIDEWALK IMPR. 5140					
STORM DRAIN REPAIRS/IMPROVEMENTS 5145				20,000	20,000
ARTERIAL STREETS MEDIAN IMPROVEMENTS 5150	14,361				
TRAFFIC SIGNAL IMPROVEMENTS 5180					
ADV. STREET SIGNS REPAINTING 5186					
TOTAL STREETS	18,161		30,000	325,000	20,000
PARKS & RECREATION:					
BRUSH CLEARANCE 5201		25,000	25,000	25,000	25,000
PICNIC TABLES 5206					
RIDING RING IMPROVEMENTS 5208					
DAPPLEGRAY RIDING RING 5213					
THREE RAIL FENCING 5221	29,749	24,160	25,000		
4th DISTRICT GRANT 5230	2,753	371			
MAINTENANCE YARD IMPROVEMENTS 5272	1,954				
PORTABLE RADIOS 5293					
TOTAL PARKS & RECR.	34,456	49,531	50,000	25,000	25,000
PUBLIC IMPROVEMENTS:					
GENERATOR AIR QUALITY FILTER 5305					
COMPUTER NETWORK UPGRADE 5307	5,814				10,000
WEBSITE DEVELOPMENT COSTS 5316	27,576	20,584			
ADA IMPROVEMENTS (GENERAL FUND) 5317					
COUNCIL CHAMBERS MULTIMEDIA 5323					
PHONE & VOICE MAIL SYSTEM 5326					
GIS 5345					
TOTAL PUBLIC IMPR.	33,390	20,584			10,000
TOTAL CAPITAL PROJECTS	86,007	70,115	80,000	350,000	55,000
TOTAL GEN. FUND EXPEND.	6,976,048	6,209,211	6,052,574	6,142,947	5,997,248
FUND 02 DESIGNATION EXPENDITURES					
CITY HALL RETRO AND UPDATE 5395	8,302				
CITY HALL KITCHEN EXPANSION 5396	16,765				
CITY HALL FLAG POLE LIGHTS 5395					
TRASH ENCLOSURE REPLACEMENT 5395					
CITY HALL LIGHTING 5397	22,807				
TOTAL FUND 02 DESIGNATION	47,874				
TOTAL GENERAL FUNDS 01 & 02	7,023,922	6,209,211	6,052,574	6,142,947	5,997,248

EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary
 (by fund within fund type)

EXPENDITURES/EXPENSES SUMMARY		2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
SPECIAL REVENUE FUND TYPE EXPENDITURES						
<u>QUIMBY FEES FUND 10</u>						
PEPPERWOOD PARK SIGN	5262				1,500	
CHANDLER PARK RING FOOTING	5263				5,250	
HOWLETT PARK IMPROVEMENTS	5264				124,000	
HIGHRIDGE PARK IMPROVEMENTS	5265				100,000	
NATURE CENTER IMPROVEMENTS	5267				5,000	
TOTAL					235,750	
<u>STATE GAS TAX FUND 11</u>						
STREET REPAIR	4410	11,142	28,115	32,000	32,000	32,000
SIGNALS	4454	131,355	151,261	131,577	102,000	102,000
TOTAL		142,497	179,376	163,577	134,000	134,000
<u>TRANSIT PROP. A FUND 13</u>						
TRANSIT TDA ARTICLE 3	5113	24,800		4,000	10,000	
<u>TRAFFIC SAFETY FUND 14</u>						
CROSSING GUARDS - TRAFFIC FINES	4340	54,742	65,626	69,415	69,400	69,400
<u>TRAFFIC SAFETY FUND 18</u>						
PV TRANSIT	4450	131,973	132,073	131,536	133,148	133,148
TOTAL		131,973	132,073	131,536	133,148	133,148
<u>TRANSIT PROP. C FUND 19</u>						
PVDN BIKE LANE PROJECT	5119			20,761	5,000	193,436
STREET RESURFACING	5120	73,232	22,084	80,000	100,000	
STORM DRAIN REPAIR & IMPR	5146	44,636				
TOTAL		117,868	22,084	100,761	105,000	193,436
<u>COG DUES AIR QUALITY FUND 20</u>						
MOTOR VEHICLES AIR QUALITY	4280			146,465		
COG DUES	4111		7,435	7,435	7,435	7,435
TOTAL			7,435	153,900	7,435	7,435
<u>TRANSPORTATION PROP. 1B FUND 22</u>						
STREET RESURFACING & CURB IMPR.	5187	210,682		80,000		
STORM DRAIN REPAIRS/IMPROVEMENTS	5188	105,623	9,563			
TOTAL		316,305	9,563	80,000		
<u>MEASURE R FUND 23</u>						
RESIDENTIAL STREET RESURFACING	5170			125,000	80,000	
TOTAL				125,000	80,000	
<u>FEDERAL STIP FUND 24</u>						
PVDN BIKE LANE PROJECT	5117		23,063	3,309	256,000	1,803,000
TOTAL			23,063	3,309	256,000	1,803,000
<u>STATE SR2S FUND 25</u>						
PVDN BIKE LANE PROJECT	5118				57,600	496,980
TOTAL					57,600	496,980
<u>FEDERAL ARRA FUND 26</u>						
PVDN RESURFACING	5121			387,869		
TRAFFIC SIGNALS	5178		32,363	19,865		
ILLUMINATED STREET SIGNS LED	5183			65,765		
TOTAL			32,363	473,499		
<u>PROP. 12 PARKS GRANT FUND 31</u>						
PROP. 12 GRANT - ADA PLAN	5234					
PROP. 12 RIPARIAN GRANT - NATURE PR.	5236		29,464			
PROP. 12 ADA IMPROVEMENTS	5238	1,756				
TOTAL		1,756	29,464			

EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary
 (by fund within fund type)

EXPENDITURES/EXPENSES SUMMARY		2008-09	2009-10	2010-11	2011-12	2012-13
		Actual	Actual	Estimated	Adopted	Proposed
<u>PROP. A PARKS FUND 32</u>						
STABLES RENOVATION	5250	167,006	137,190	52,000	655,000	
NATURE CENTER	4680	13,500	17,450	19,000	19,000	19,000
TOTAL		180,506	154,640	71,000	674,000	19,000
<u>PROP. 40 PARKS GRANT FUND 33</u>						
HIGHRIDGE HOWLETT PARK IMP	5248			227,154		
HOWLETT PARK EQUESTRIAN CENTER IM	5292	38,480	5,075			
ROBERTI Z'BERG	5299			24,137		
TOTAL		38,480	5,075	251,291		
<u>PROP. A 4TH DISTRICT GRANT FUND 34</u>						
THREE RAIL FENCING	5220				75,000	75,000
TOTAL					75,000	75,000
<u>PEPPERTREE FUND 95</u>						
PEPPERTREE FOUNDATION	4675	44,116	32,165	40,886	37,950	37,950
PICNIC TABLES REPLACEMENT	5245	3,041				
RIDING RING IMPROVEMENTS	5275					
NATURE CENTER FACILITY	5289		10,059	18		
COMMUNITY CENTER LANDSCAPE	5291					
DAPLEGRAY RIDING ARENA FENCE	5295	6,958	15,905			
CITY COUNCIL RECOGNITION PLAQUE	5296				4,900	
HOWLETT PARK DESSAGE ARENA	5297	3,935	38,833			
TOTAL		58,050	96,962	40,904	42,850	37,950
TOTAL OPERATIONS		386,828	434,125	578,314	400,933	400,933
TOTAL CAPTIAL PROJECTS		680,149	323,599	1,089,878	1,479,250	2,568,416
TOTAL SPECIAL REVENUE FUNDS		1,066,977	757,724	1,668,192	1,880,183	2,969,349
<u>ENTERPRISE FUND TYPE EXPENSES</u>						
<u>STABLES FUND</u>						
STABLES	4650	803,243	775,687	732,386	733,953	733,439
<u>TENNIS FUND</u>						
TENNIS	4660	79,891	71,075	71,849	72,628	73,583
TOTAL ENTERPRISE FUNDS		883,134	846,762	804,235	806,581	807,023
GRAND TOTAL, ALL FUNDS		8,974,033	7,813,697	8,525,001	8,829,711	9,773,620

Exhibits C, D, E, F, G, & H



EXHIBIT C				
City of Rolling Hills Estates SOURCES and USES REVISED BUDGET FY 2009-10	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,220,228			3,220,228
LICENSES/PERMITS	674,138			674,138
REV FR OTH AGENCIES	1,014,900	744,258		1,759,158
CHARGES FOR SVCS	313,864		791,808	1,105,672
FINES/FORFEITURES	83,360	40,186		123,546
USE OF MONEY/PROPERTY	45,414	4,135	753	50,302
OTHER REVENUES	334,615	31,273		365,888
Total Revenues	5,686,519	819,852	792,561	7,298,932
USES				
Legislative	225,060	7,435		232,495
Administration/Support	1,653,110			1,653,110
Public Safety	1,787,527	65,626		1,853,153
Public Works	279,846	311,449		591,295
Planning	1,027,325			1,027,325
Community Services	1,166,228	49,615	846,762	2,062,605
Operations Expenditures	6,139,096	434,125	846,762	7,419,983
Capital Projects	70,115	323,599		393,714
Total Expenditures	6,209,211	757,724	846,762	7,813,697
Net Change	(522,692)	62,128	(54,201)	(514,765)
Fund Balance/RE - 7/1/09	3,340,086	361,329	(73,983)	3,627,432
Fund Balance/RE - 6/30/10	2,817,394	423,457	(128,184)	3,112,667
OPERATING RESULTS:				
Total Revenues	5,686,519	819,852	792,561	7,298,932
Less: Capital Grant Revenues				
Less: Operations Expenditures	(6,139,096)	(434,125)	(846,762)	(7,419,983)
RESULTS	(452,577)	385,727	(54,201)	(121,051)
Add: Note Receivable	160,000			160,000
SUBTOTALS BEFORE SPECIALS	(292,577)	385,727	(54,201)	38,949
Utilization of Fund Balance	292,577			
NET OPERATING RESULTS (\$)	0	385,727	(54,201)	38,949
Net Operating Results (%) as a % of Revenues	0%	47%	-7%	1%

EXHIBIT D		(Continued) Special Funds																					
City of Rolling Hills Estates		PROP A															Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL			
SOURCES and USES		Quimby Fees 10	State GT 11	Local Trans 13	Traffic Safety 14	Transit Imp 18	PROP C 19	AQMD AB 2766 20	STPL Grant 21	Trans Prop 1B 22	Measure R 23	Federal STIP 24	Federal ARRA 26	PROP 12 Parks Grant 31	PROP A Parks Grant 32	PROP 40 Parks Grant 33					Pepper Tree 95		
REVISED BUDGET																							
FY 2009-10																							
SOURCES																							
TAXES																							
LICENSES/PERMITS																							
REV FR OTH AGENCIES		166,390	209,118			104,135	86,385	9,227			51,976		32,618	84,409					744,258				
CHARGES FOR SVCS																			40,186	732,885	58,923	791,808	
FINES/FORFEITURES					40,186																		
USE OF MONEY/PROPERTY		1,037	27	1	219	469	827	911	39	484	106		1					14	4,135		753	753	
OTHER REVENUES																		31,273	31,273				
Total Revenues		167,427	209,145	1	40,405	104,604	87,212	10,138	39	484	52,082		32,619	84,409				31,287	819,852	732,885	59,676	792,561	
USES																							
Legislative																							
Administration/Support																							
Public Safety																							
Public Works		179,376			65,626	132,073													65,626				
Planning																							
Community Services																							
Operations Expenditures		179,376			65,626	132,073		7,435										17,450	32,165	434,125	775,687	71,075	846,762
Capital Projects							22,084			9,563		23,063	32,363	29,464	137,190	5,075	64,797		323,599				
Total Expenditures		179,376			65,626	132,073	22,084	7,435		9,563		23,063	32,363	29,464	154,640	5,075	96,962		757,724	775,687	71,075	846,762	
Net Change		167,427	29,769	1	(25,221)	(27,469)	65,128	2,703	39	(9,079)	52,082	(23,063)	256	54,945	(154,640)	(5,075)	(65,675)		62,128	(42,802)	(11,399)	(54,201)	
Fund Balance/RE - 7/1/09		95,503	(2,546)	207	46,682	116,595	112,650	162,140	6,992	88,204					(18,726)	(239,876)	(38,536)	32,040	361,329	(231,622)	157,639	(73,983)	
Fund Balance/RE - 6/30/10		262,930	27,223	208	21,461	89,126	177,778	164,843	7,031	79,125	52,082	(23,063)	256	36,219	(394,516)	(43,611)	(33,635)		423,457	(274,424)	146,240	(128,184)	

EXHIBIT D				
City of Rolling Hills Estates				
SOURCES and USES	General	Special	Enterprise	
REVISED BUDGET	Fund	Revenue	Funds	Total
FY 2010-11		Funds	Funds	
SOURCES				
TAXES	3,431,591			3,431,591
LICENSES/PERMITS	672,000			672,000
REV FR OTH AGENCIES	1,053,854	1,478,715		2,532,569
CHARGES FOR SVCS	270,719		716,796	987,515
FINES/FORFEITURES	69,000	42,000		111,000
USE OF MONEY/PROPERTY	45,000	3,691	700	49,391
OTHER REVENUES	281,000	376,513		657,513
Total Revenues	5,823,164	1,900,919	717,496	8,441,579
USES				
Legislative	223,616	7,435		231,051
Administration/Support	1,656,078			1,656,078
Public Safety	1,750,851	69,415		1,820,266
Public Works	253,879	299,113		552,992
Planning	876,121			876,121
Community Services	1,212,029	59,886	804,235	2,076,150
Operations Expenditures	5,972,574	435,849	804,235	7,212,658
Capital Projects	80,000	1,232,343		1,312,343
Total Expenditures	6,052,574	1,668,192	804,235	8,525,001
Net Change	(229,410)	232,727	(86,739)	(83,422)
Fund Balance/RE - 7/1/10	2,817,394	423,457	(128,184)	3,112,667
Fund Balance/RE - 6/30/11	2,587,984	656,184	(214,923)	3,029,245
OPERATING RESULTS:				
Total Revenues	5,823,164	1,900,919	717,496	8,441,579
Less: Capital Grant Revenues				
Less: Operations Expenditures	(5,972,574)	(435,849)	(804,235)	(7,212,658)
Add: CLEEP Grant Usage	10,062			10,062
RESULTS AFTER ADD-BACKS	(139,348)	1,465,070	(86,739)	1,238,983
Add: Note Receivable	160,000			160,000
Legal Fees Special Projects	33,318			33,318
SUBTOTALS BEFORE SPECIALS	53,970	1,465,070	(86,739)	1,432,301
NET OPERATING RESULTS (\$)	53,970	1,465,070	(86,739)	1,432,301
Net Operating Results (%) as a % of Revenues	1%	77%	-12%	17%

EXHIBIT D City of Rolling Hills Estates SOURCES and USES REVISED BUDGET FY 2010-11	(Continued) Special Funds																	Enterprise Funds					
	Quimby Fees 10	State GT 11	PROP A Local Trans 13 14		Traffic Safety 15	PEG Fees 16	Transit Imp 18	PROP C 19	AQMD AB 2766 20	STPL Grant 21	Prop 1B Grant 22	Measure R 23	Federal STIP 24	State SR25 25	Federal ARRA 26	PROP 12 Parks Grant 31	PROP A Parks Grant 32	PROP 40 Parks Grant 33	Pepper Tree 95	Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL
SOURCES																							
TAXES																							
LICENSES/PERMITS																							
REV FR OTH AGENCIES		246,045	15,262				127,000	108,000	9,100			80,000			466,925	21,585	159,248	245,550					
CHARGES FOR SVCS																							
FINES/FORFEITURES				42,000																			
USE OF MONEY/PROPERTY	951	150	15	200		50	400	750	800	20	180	175											
OTHER REVENUES	320,895					12,000															43,618		
Total Revenues	321,846	246,195	15,277	42,200	12,050	127,400	108,750	9,900	20	180	80,175			466,925	21,585	159,248	245,550	43,618	1,900,919	662,796	54,700	717,496	
USES																							
Legislative																							
Administration/Support																							
Public Safety				69,415																			
Public Works		163,577	4,000				131,536																
Planning																							
Community Services																							
Operations Expenditures		163,577	4,000	69,415			131,536		7,435								19,000		40,886	435,849	732,386	71,849	804,235
Capital Projects								100,761	146,465		80,000	125,000	3,309		473,499		52,000	251,291	18	1,232,343			
Total Expenditures		163,577	4,000	69,415			131,536	100,761	153,900		80,000	125,000	3,309		473,499		71,000	251,291	40,904	1,668,192	732,386	71,849	804,235
Net Change	321,846	82,618	11,277	(27,215)	12,050	(4,136)	7,989	(144,000)	20	(79,820)	(44,825)	(3,309)		(6,574)	21,585	88,248	(5,741)	2,714	232,727	(69,590)	(17,149)	(86,739)	
Fund Balance/RE - 7/1/10	262,930	27,223	208	21,461		89,126	177,778	164,843	7,031	79,125	52,082	(23,063)		256	36,219	(394,516)	(43,611)	(33,635)	423,457	(274,424)	146,240	(128,184)	
Fund Balance/RE - 6/30/11	584,776	109,841	11,485	(5,754)	12,050	84,990	185,767	20,843	7,051	(695)	7,257	(26,372)		(6,318)	57,804	(306,268)	(49,352)	(30,921)	656,184	(344,014)	129,091	(214,923)	

EXHIBIT E				
City of Rolling Hills Estates SOURCES and USES REVISED BUDGET FY 2011-12	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,480,250			3,480,250
LICENSES/PERMITS	872,000			872,000
REV FR OTH AGENCIES	963,917	2,336,280		3,300,197
CHARGES FOR SVCS	271,000		716,796	987,796
FINES/FORFEITURES	69,000	42,000		111,000
USE OF MONEY/PROPERTY	45,000	3,596	700	49,296
OTHER REVENUES	250,000	410,500		660,500
Total Revenues	5,951,167	2,792,376	717,496	9,461,039
USES				
Legislative	243,764	7,435		251,199
Administration/Support	1,544,289			1,544,289
Public Safety	1,573,297	69,400		1,642,697
Public Works	241,075	277,148		518,223
Planning	1,113,307			1,113,307
Community Services	1,077,215	292,700	806,581	2,176,497
Operations Expenditures	5,792,947	646,683	806,581	7,246,211
Capital Projects	350,000	1,233,500		1,583,500
Total Expenditures	6,142,947	1,880,183	806,581	8,829,711
Net Change	(191,780)	912,193	(89,085)	631,328
Fund Balance/RE - 7/1/11	2,587,984	656,184	(214,923)	3,029,245
Fund Balance/RE - 6/30/12	2,396,204	1,568,377	(304,008)	3,660,573
OPERATING RESULTS:				
Total Revenues	5,951,167	2,792,376	717,496	9,461,039
Less: Capital Grant Revenues		(1,802,155)		(1,802,155)
Less: Operations Expenditures	(5,792,947)	(646,683)	(806,581)	(7,246,211)
RESULTS	158,220	343,538	(89,085)	412,673
Add: Note Receivable	80,000			80,000
SUBTOTALS BEFORE SPECIALS	238,220	343,538	(89,085)	492,673
Utilization of Fund Balance				
Add: Special Project Costs				
NET OPERATING RESULTS (\$)	238,220	343,538	(89,085)	492,673
Net Operating Results (%) as a % of Revenues	4%	12%	-12%	5%

EXHIBIT E City of Rolling Hills Estates SOURCES and USES REVISED BUDGET FY 2011-12	(Continued) Special Funds																		Enterprise Funds						
	Quimby Fees 10	State GT 11	PROP A Local Trans 13		Traffic Safety 14	PEG Fees 16	Transit Imp 18	PROP C 19	AQMD AB 2766 20	STPL Grant 21	PROP 1B Transport Grant 22	Measure R Grant 23	Federal STIP Grant 24	State SR2S Grant 25	Federal ARRA Grants 26	PROP 12 Parks Grant 31	PROP A Parks Grant 32	PROP 40 Parks Grant 33	PROP A 4th District Grant 33	Pepper Tree 95	Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL	
SOURCES																									
TAXES																									
LICENSES/PERMITS																									
REV FR OTH AGENCIES		210,200	5,000				127,000	108,000	9,100			80,000	256,000	496,980			969,000		75,000		2,336,280	662,796	54,000	716,796	
CHARGES FOR SVCS																									
FINES/FORFEITURES				42,000																		42,000			
USE OF MONEY/PROPERTY	1,000	150	1	200		100	400	750	800	20		175									3,596		700	700	
OTHER REVENUES	342,500					24,000															44,000				
Total Revenues	343,500	210,350	5,001	42,200	24,100	127,400	108,750	9,900	20	80,175	256,000	496,980				969,000		75,000	44,000	2,792,376	662,796	54,700	717,496		
USES																									
Legislative								7,435														7,435			
Administration/Support																						69,400			
Public Safety				69,400																					
Public Works		134,000	10,000				133,148															277,148			
Planning																									
Community Services	235,750																19,000				37,950	292,700	733,953	72,628	806,581
Operations Expenditures	235,750	134,000	10,000	69,400		133,148		7,435								19,000				37,950	646,683	733,953	72,628	806,581	
Capital Projects							105,000				80,000	256,000	57,600				655,000		75,000	4,900	1,233,500				
Total Expenditures	235,750	134,000	10,000	69,400		133,148	105,000	7,435			80,000	256,000	57,600			674,000		75,000	42,850	1,880,183	733,953	72,628	806,581		
Net Change	107,750	76,350	(4,999)	(27,200)	24,100	(5,748)	3,750	2,465	20		175		439,380			295,000			1,150	912,193	(71,157)	(17,928)	(89,085)		
Fund Balance/RE - 7/1/11	584,776	109,841	11,485	(5,754)	12,050	84,990	185,767	20,843	7,051	(695)	7,257	(26,372)		(6,318)	57,804	(306,268)	(49,352)		(30,921)	656,184	(344,014)	129,091	(214,923)		
Fund Balance/RE - 6/30/12	692,526	186,191	6,486	(32,954)	36,150	79,242	189,517	23,308	7,071	(695)	7,432	(26,372)	439,380	(6,318)	57,804	(11,268)	(49,352)		(29,771)	1,568,377	(415,172)	111,163	(304,008)		

EXHIBIT F				
City of Rolling Hills Estates SOURCES and USES REVISED BUDGET FY 2012-13	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,519,515			3,519,515
LICENSES/PERMITS	922,000			922,000
REV FR OTH AGENCIES	1,002,305	2,431,300		3,433,605
CHARGES FOR SVCS	271,000		716,796	987,796
FINES/FORFEITURES	69,000	42,000		111,000
USE OF MONEY/PROPERTY	45,000	3,596	700	49,296
OTHER REVENUES	250,000	710,500		960,500
Total Revenues	6,078,819	3,187,396	717,496	9,983,711
USES				
Legislative	227,764	7,435		235,199
Administration/Support	1,543,291			1,543,291
Public Safety	1,634,597	69,400		1,703,997
Public Works	246,075	267,148		513,223
Planning	1,213,307			1,213,307
Community Services	1,077,215	56,950	807,023	1,941,188
Operations Expenditures	5,942,248	400,933	807,023	7,150,204
Capital Projects	55,000	2,568,416		2,623,416
Total Expenditures	5,997,248	2,969,349	807,023	9,773,620
Net Change	81,571	218,047	(89,527)	210,091
Fund Balance/RE - 7/1/12	2,396,204	1,568,377	(304,008)	3,660,573
Fund Balance/RE - 6/30/13	2,477,775	1,786,424	(393,535)	3,870,664
OPERATING RESULTS:				
Total Revenues	6,078,819	3,187,396	717,496	9,983,711
Less: Capital Grant Revenues		(1,897,175)		(1,897,175)
Less: Operations Expenditures	(5,942,248)	(400,933)	(807,023)	(7,150,204)
Add: CLEEP Grant Usage				
RESULTS	136,571	889,288	(89,527)	936,332
SUBTOTALS BEFORE SPECIALS	136,571	889,288	(89,527)	936,332
Utilization of Fund Balance				
Add: Special Project Costs				
NET OPERATING RESULTS (\$)	136,571	889,288	(89,527)	936,332
Net Operating Results (%) as a % of Revenues	2%	28%	-12%	9%

EXHIBIT F City of Rolling Hills Estates SOURCES and USES REVISED BUDGET FY 2012-13	(Continued) Special Funds																			Enterprise Funds			
	Quimby Fees 10	State GT 11	PROP A Local Trans 13	Traffic Safety 14	PEG Fees 16	Transit Imp 18	PROP C 19	AQMD AB 2766 20	STPL Grant 21	PROP 1B Transport Grant 22	Measure R Grant 23	Federal STIP Grant 24	State SR2S Grant 25	Federal ARRA Grant 26	PROP 12 Parks Grant 31	PROP A Parks Grant 32	PROP 40 Parks Grant 33	PROP A 4th District Grant 33	Pepper Tree 95	Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL
SOURCES																							
TAXES																							
LICENSES/PERMITS																							
REV FR OTH AGENCIES		210,200	5,000			127,000	108,000	9,100		80,000	1,803,000				14,000		75,000		2,431,300	662,796	54,000	716,796	
CHARGES FOR SVCS																							
FINES/FORFEITURES				42,000																42,000			
USE OF MONEY/PROPERTY	1,000	150	1	200	100	400	750	800	20	175									3,596		700	700	
OTHER REVENUES	642,500				24,000														44,000	710,500			
Total Revenues	643,500	210,350	5,001	42,200	24,100	127,400	108,750	9,900	20	80,175	1,803,000				14,000		75,000	44,000	3,187,396	662,796	54,700	717,496	
USES																							
Legislative								7,435												7,435			
Administration/Support																							
Public Safety				69,400																69,400			
Public Works		134,000				133,148														267,148			
Planning																							
Community Services																19,000			37,950	56,950	733,439	73,583	807,023
Operations Expenditures		134,000		69,400		133,148		7,435							19,000			37,950	400,933	733,439	73,583	807,023	
Capital Projects							193,436				1,803,000	496,980					75,000		2,568,416				
Total Expenditures		134,000		69,400		133,148	193,436	7,435			1,803,000	496,980			19,000		75,000	37,950	2,969,349	733,439	73,583	807,023	
Net Change	643,500	76,350	5,001	(27,200)	24,100	(5,748)	(84,686)	2,465	20	80,175	(496,980)				(5,000)			6,050	218,047	(70,643)	(18,883)	(89,527)	
Fund Balance/RE - 7/1/12	692,526	186,191	6,486	(32,954)	36,150	79,242	189,517	23,308	7,071	(695)	7,432	(26,372)	439,380	(6,318)	57,804	(11,268)	(49,352)	(29,771)	1,568,377	(415,172)	111,163	(304,008)	
Fund Balance/RE - 6/30/13	1,336,026	262,541	11,487	(60,154)	60,250	73,494	104,831	25,773	7,091	(695)	87,607	(26,372)	(57,600)	(6,318)	57,804	(16,268)	(49,352)	(23,721)	1,786,424	(485,815)	92,280	(393,535)	



CITY OF ROLLING HILLS ESTATES

EXHIBIT G

FUND BALANCE POLICY ANALYSIS
GENERAL FUND ONLY

	EXHIBIT C Actual Year Ending June 30, 2010	EXHIBIT D Estimated Year Ending June 30, 2011	EXHIBIT E Adopted Year Ending June 30, 2012	EXHIBIT F Proposed Year Ending June 30, 2013
FUND BALANCE (per Exhibit)	2,817,394	2,587,984	2,396,204	2,477,775
FUND BALANCE, RESERVED:				
Other Reserves	0	0	0	0
CLEEP Grant	34,823	24,761	24,761	24,761
Traffic Congestion Grant	0	0	0	0
Prepaid Costs	0	0	0	0
Inventories	7,242	7,300	7,300	7,300
Maintenance of Hawthorne Canyon	10,000	10,000	10,000	10,000
Note Receivable	240,000	80,000	0	0
Fund Balance, Total Reserved	292,065	122,061	42,061	42,061
FUND BALANCE, UNRESERVED:				
DESIGNATED:				
Future Operating Expenditures	477,004	477,004	477,004	477,004
Capital Projects (following fiscal year)	80,000	0	0	0
<i>CIP Other than Streets</i>	0	45,000	55,000	45,000
<i>CIP Streets</i>	0	305,000	0	270,000
PERS Rate Stabilization	200,000	0	0	0
Insurance Claims	100,000	50,000	50,000	50,000
Equipment	136,800	60,000	60,000	60,000
Fund 02 Capital Projects	326,000	326,000	326,000	326,000
FUND BALANCE, DESIGNATED:	1,319,804	1,263,004	968,004	1,228,004
FUND BALANCE, UNRESERVED, UNDESIGNATED:	1,205,525	1,202,919	1,386,139	1,207,710

NOTE: The Fund Balance Policy requirement that the Unreserved, Undesignated fund balance shall be at least \$1,200,000.

CITY OF ROLLING HILLS ESTATES

EXHIBIT H - NEW FORMAT PER GASB STATEMENT No. 54
FUND TYPE DEFINITIONS



FUND BALANCE POLICY ANALYSIS
GENERAL FUND ONLY

	EXHIBIT C Actual Year Ending June 30, 2010	EXHIBIT D Estimated Year Ending June 30, 2011	EXHIBIT E Adopted Year Ending June 30, 2012	EXHIBIT F Proposed Year Ending June 30, 2013
Fund Balances:	2,817,394	2,587,984	2,396,204	2,477,775
Nonspendable:				
Note Receivable	240,000	80,000		
Inventories	7,242	7,300	7,300	7,300
Restricted for:				
CLEEP Grant	34,823	24,761	24,761	24,761
Maintenance of Hawthorne Canyon	10,000	10,000	10,000	10,000
Assigned to:				
Equipment	136,800	60,000	60,000	60,000
Capital Asset Replacement	326,000	326,000	326,000	326,000
Capital Projects	80,000	350,000	55,000	315,000
Insurance Claims	100,000	50,000	50,000	50,000
Unassigned:				
PERS Rate Stabilization	200,000			
Future Operating Expenditures	477,004	477,004	477,004	477,004
Fund Balance Policy Reserve	1,205,525	1,202,919	1,386,139	1,207,710
Total Fund Balances	2,817,394	2,587,984	2,396,204	2,477,775

NOTE: The Fund Balance Policy requirement that the Fund Balance Unassigned Reserve balance shall be at least \$1,200,000.

City of Rolling Hills Estates



Gann Appropriations Limit 2011 – 2012

This Year's Limit: \$12,558,239
Amount under Limit: \$8,418,283

PURSUANT to Article XIII-B of Proposition 4, as amended by Proposition 111 and Senate Bill 88, the Appropriations Limit (known as the Gann Limit) for the City of Rolling Hills Estates for Fiscal Year 2011-2012 has been calculated to be \$12,558,239, which is \$8,418,283 under the limit.

THE DOCUMENTATION used in determining the City of Rolling Hills Estates' Appropriations Limit is available for inspection on weekdays at Rolling Hills Estates City Hall, 4045 Palos Verdes Drive North, Rolling Hills Estates, California between the hours of 7:30 a.m. and 5:30 p.m. Monday through Thursday, and Friday 7:30 a.m. and 4:30 p.m. except on holidays.

Supporting documents are also available for viewing online at www.RollingHillsEstatesCA.gov under "Your Government" – "Administrative Services" tab.

**City of Rolling Hills Estates
Summary**

Function Legislative					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
TOTAL PERSONNEL	100,691	103,638	98,525	104,229	104,229
TOTAL MATERIALS & OPS	154,372	128,857	132,526	146,970	130,970
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	255,063	232,495	231,051	251,199	235,199

LEGISLATIVE OVERVIEW

This function includes the activities of City Council, Planning Commission, Park and Activities Commission, City Attorney and Elections, all funded by the General Fund.

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	City Council	4110/4111

Narrative

This activity provides for the legislative operations of the City and includes funding for (1) a Minutes Recorder who attends all City Council meetings and other special meetings; (2) City membership in various associations and organizations; and (3) Council member attendance at local, regional and State-wide meetings.

Description

- 401 SALARIES/WAGES FT
Includes a portion of the Deputy City Clerk's time for services as a Minutes Recorder for all City Council meetings (regular monthly meetings, special joint meetings with the City's two Commissions and Homeowners' Association Presidents).
- 405 WAGES/OVERTIME
Provides for City staff to augment Cox Cable crew for broadcast of City Council meetings or to act as a substitute minutes recorder.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides for proclamations, awards, and other ceremonial items.
- 463 MILEAGE
Includes mileage reimbursement for use of personal automobile while on City related business.
- 470 MEETINGS/CONFERENCES/TRAVEL
Includes attendance at various conferences and meetings including the Annual National League of Cities Conference, League of California Cities Conference, California Contract Cities Association Conference, League sponsored Mayors and Council Members Executive Forum, Spring Council Policy Development Session, Legislative Briefings, South Bay Cities Council of Governments Meetings, and other miscellaneous meetings, conferences, and seminars. Funding for the annual Holiday party is also provided in this account.
- 472 MEMBERSHIPS
Provides for various City memberships (National League of Cities, League of California Cities, California Contract Cities Association, Local Government Commission, Los Angeles County LAFCO, and West Basin Water Association), along with other individual Council memberships/affiliations. South Bay Cities Council of Governments dues are paid by Air Quality Fund 20.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Legislative	City Council					4110/4111
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	9,972	9,874	9,972	10,497	10,497	
405 Wages - Overtime	-					
410 Benefits	4,209	7,143	3,915	3,018	3,018	
TOTAL PERSONNEL	14,181	17,017	13,887	13,515	13,515	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,747	959	2,200	1,000	1,000	
463 Mileage	3,167	2,061	2,000	2,000	2,000	
470 Travel & Meetings	41,031	25,642	10,000	15,000	15,000	
472 Dues & Memberships	18,806	11,319	11,500	11,500	11,500	
472 Dues COG Fund 20		7,435	7,435	7,435	7,435	
TOTAL MATERIALS & OPS	64,751	47,416	33,135	36,935	36,935	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	78,932	64,433	47,022	50,450	50,450	
FUND SOURCE						
01 General Fund 4110	78,932	56,998	39,587	43,015	43,015	
20 Air Quality 4111		7,435	7,435	7,435	7,435	
TOTAL	78,932	64,433	47,022	50,450	50,450	

DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	Planning Commission	4120

Narrative

This activity provides the policy framework for the Planning Department through the workings of the Planning Commission. Staff support is provided by the Planning Director, who, under the direction of the City Manager, heads the professional staff and coordinates the work of various contract agencies in carrying out the decisions of the Commission and City Council. This activity also funds Planning Commissioner attendance at various annual meetings and conferences.

Description

- 401 SALARIES/WAGES FT
Planning activity devoted to this activity is 5% of Planning Secretary's salary and a portion of Planning Director's salary.
- 405 WAGES/OVERTIME
Includes overtime personnel for minutes and transcription of all regular Planning Commission meetings.
- 410 BENEFITS
Allocation from employee benefit cost center.
- 430 GENERAL CONTRACTUAL
Provides contractual services for minutes and transcription of all regular Planning Commission meetings.
- 463 MILEAGE
Includes mileage reimbursement for use of personal automobile while on City related business.
- 470 MEETINGS/CONFERENCES/TRAVEL
Education and training of Commissioners is supported through this account to allow attendance at local planning related meetings.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Legislative	Planning Commission					4120
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	15,963	16,009	15,963	34,000	34,000	
410 Benefits	100	0	0			
410 Benefits	6,806	6,425	6,316	10,846	10,846	
TOTAL PERSONNEL	22,869	22,434	22,279	44,846	44,846	
MATERIALS & OPERATIONS						
430 Contractual Services	3,684	2,741	4,000	4,000	4,000	
463 Mileage	76	0	0			
470 Travel & Meetings	2,795	0	0			
TOTAL MATERIALS & OPS	6,555	2,741	4,000	4,000	4,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	29,424	25,175	26,279	48,846	48,846	
FUND SOURCE						
01 General Fund	29,424	25,175	26,279	48,846	48,846	
TOTAL	29,424	25,175	26,279	48,846	48,846	

DEPARTMENT RESPONSIBLE
Planning Director

City of Rolling Hills Estates

Function	Activity	Code
Legislative	P&A Commission	4130

Narrative

This activity provides for the operations of the Park and Activities Commission, which advises the City Council on all matters relating to parks, landscaping, signage, recreation and special events. Staff support is provided through the Community Services Department, which is responsible for implementing the recommendations of the Commission through the City Council and City Manager.

Description

- 401 **SALARIES/WAGES - FT**
Includes a portion of the full time salaries of the Community Services Director and Human Resources Analyst to staff the Park and Activities Commission, City Council and various City advisory committees relative to Community Services.

- 410 **BENEFITS**
Allocation of employee benefits from the benefit cost center.

- 470 **MEETINGS/CONFERENCE FEES**
Provides registration fees and related expenses for the Park and Activities Commission members and the Community Services Director at the California Contract Cities Annual Conference and at the California Park and Recreation Society Conference.

- 472 **MEMBERSHIPS**
Provides membership in the California Park and Recreation Society and National Recreation and Park Association for the Community Services Director and City membership in the United States Tennis Association.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Legislative	P&A Commission				4130
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
PERSONNEL					
401 Wages -Full Time	44,887	45,527	44,887	34,749	34,749
410 Benefits	18,754	18,660	17,472	11,119	11,119
TOTAL PERSONNEL	63,641	64,187	62,359	45,868	45,868
MATERIALS & OPERATIONS					
470 Travel & Meetings	6,222	292	213	200	200
472 Dues & Memberships	325	330	335	335	335
TOTAL MATERIALS & OPS	6,547	622	548	535	535
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	70,188	64,809	62,907	46,403	46,403
FUND SOURCE					
01 General Fund	70,188	64,809	62,907	46,403	46,403
TOTAL	70,188	64,809	62,907	46,403	46,403

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	City Attorney	4140

Narrative

This activity provides funding for legal services to the City. The City Attorney performs work on a retainer basis. This activity also includes funding at a separate rate for added legal services beyond the retainer, such as litigation defense, settlement and real property transactions.

Description

- 430 GENERAL CONTRACTUAL SERVICES
Charges are made here for maintenance of Hawthorne Canyon Landfill, with annual expenditures necessary funded through General Fund Reserve Designation when expenditures are required.
- 431 CITY ATTORNEY RETAINER
Covers costs associated with the monthly retainer fee for the City Attorney's services.
- 436 SPECIAL COUNSEL
Covers costs associated with litigation defense, CEQA compliance, settlement and real property transactions that are outside the scope of the above monthly retainer.
- 470 MEETINGS/CONFERENCES/TRAVEL
City Attorney's attendance at professional meetings and seminars.
- 476 ADVERTISING
Provides for legal notices and publications as necessary to meet federal, state or local requirements.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Legislative	City Attorney					4140
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services					
431 City Attorney Retainer	66,000	66,935	66,000	66,000	66,000
436 Special Counsel	1,631	163	14,000	10,000	10,000
470 Travel & Meetings	480	480		500	500
476 Advertising	7,804	10,419	14,843	12,000	12,000

TOTAL MATERIALS & OPS	75,915	77,997	94,843	88,500	88,500
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	75,915	77,997	94,843	88,500	88,500
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FUND SOURCE

01 General Fund	75,915	77,997	94,843	88,500	88,500
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TOTAL	75,915	77,997	94,843	88,500	88,500
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DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	Election	4150

Narrative

The next general municipal election will be held in November of 2011 and consolidated with the County's other elections.

Description

430 GENERAL CONTRACTUAL SERVICES
Provides for costs associated with general municipal election, and retainer for an election consultant as needed during off-election year.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Legislative	Election					4150
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	604	81		17,000	1,000
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TOTAL MATERIALS & OPS	604	81	0	17,000	1,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	604	81	0	17,000	1,000
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FUND SOURCE

01 General Fund	604	81		17,000	1,000
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TOTAL	604	81	0	17,000	1,000
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DEPARTMENT RESPONSIBLE
City Manager

**City of Rolling Hills Estates
Summary**

Function					
Administration & Support					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
TOTAL PERSONNEL	1,207,015	1,195,825	1,187,764	1,095,031	1,095,031
TOTAL MATERIALS & OPS	500,857	452,919	465,814	443,258	442,260
TOTAL CAPITAL OUTLAY	6,964	4,366	148,965	6,000	6,000
TOTAL FUNCTION	1,714,836	1,653,110	1,802,543	1,544,289	1,543,291

ADMINISTRATION AND SUPPORT OVERVIEW

This function includes City Manager, Administrative Services, Information Technology, Central Services/Facilities Operations, Finance, Treasury, Economic Development, Personnel, and Public Information.

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	City Manager	4210

Narrative

This activity funds the services and activities of the City Manager's Office in carrying out the policies and directions of the City Council and the management of City staff.

Description

- 401 SALARIES/WAGES FT
Includes full time salaries for the City Manager, Assistant City Manager, Deputy City Clerk, and Records Clerk, and Human Resources Analyst.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides for miscellaneous office supplies.
- 430 GENERAL CONTRACTUAL SERVICES
Provides funds for supplemental updates and online access to Municipal Code provided by LexisNexis Company.
- 438 RECORDS MANAGEMENT SERVICES
Provides for contracted microfilming and file imaging services.
- 463 MILEAGE
Includes mileage reimbursement for use of personal automobile while on City related business.
- 464 EQUIPMENT ASSESSMENT
Refer to the Equipment Assessment Schedule in the front of the budget document for details.
- 470 MEETINGS/CONFERENCES/TRAVEL
Includes City Manager's, Assistant City Manager's, and Deputy City Clerk's attendance at such yearly events as the League of California Cities conferences and the California Contract Cities Association Annual Conference. Also allows for attendance at other seminars/meetings such as the League's City Managers Department meeting, on going California Contract Cities Association, and South Bay City Managers' meetings and the annual International City Management Association Conference.
- 472 MEMBERSHIPS
Accounts for memberships and participation in such organizations as the City Clerk's Association, South Bay City Managers' Association, International City Management Association, International Institute of Municipal Clerks, and PVP Coordinating Council.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	City Manager					4210
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	463,966	470,373	485,000	484,727	484,727	
410 Benefits	196,365	183,104	178,000	151,317	151,317	
TOTAL PERSONNEL	660,331	653,477	663,000	636,044	636,044	
MATERIALS & OPERATIONS						
420 Materials & Supplies		25	300	300	300	
430 Contractual Services	300		35			
438 Records Management Serv	1,726	5,829	4,172	3,000	3,000	
463 Mileage	33	58	25	200	200	
470 Travel & Meetings	5,956	2,294	1,000	2,500	2,500	
472 Dues & Memberships	1,593	1,635	1,600	1,600	1,600	
TOTAL MATERIALS & OPS	9,608	9,841	7,132	7,600	7,600	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	669,939	663,318	670,132	643,644	643,644	
FUND SOURCE						
01 General Fund	669,939	663,318	670,132	643,644	643,644	
TOTAL	669,939	663,318	670,132	643,644	643,644	

DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity	Code
Administration & Support	Central Services/Facilities Ops	4220

Narrative

This program provides for all office and custodial supplies, Information Technology, building and grounds repairs and maintenance, telephone, water, electric, and postage related to activities at City Hall.

Description

- 402 SALARIES/WAGES PT
Provides for a City Hall proctor during certain evening meetings in the Council Chambers.
- 420 MATERIALS & SUPPLIES
Provides for miscellaneous office supplies, custodial supplies and maintenance supplies used at City Hall.
- 430 CONTRACTUAL SERVICE
Provides for computer consultant assistance, network & server support, website hosting & maintenance.
- 434 REPAIRS AND MAINTENANCE SERVICES
Provides for janitorial services, landscape maintenance, and generator maintenance. Including telephone, fax machine, related equipment, and copier. Copier monthly and overage usage billings too.
- 435 BUILDING MAINTENANCE AND REPAIRS
Provides building repairs and maintenance such as carpet cleaning, HVAC, alarm system, and pest control. Landscaped median lighting in the Commercial District are also provided for from this account.
- 439 SOFTWARE & TRAINING
Provides for software, software training and software licensing or maintenance fees including GIS.
- 440 PROPERTY INSURANCE
Property insurance costs, including earthquake coverage.
- 441 LIABILITY INSURANCE
General liability insurance costs are premiums paid to the CJPIA insurance pool.
- 443 PUBLIC OFFICIAL & EMPLOYEE BONDS
Covers management errors and omissions insurance and a blanket bond for all other employees.
- 450 TELEPHONE
Cost for telephone service, except for the Tennis Center, City Stables and Nature Center phone lines.
- 451 WATER
Cost of water service for City Hall and grounds.
- 452 ELECTRICITY
Cost of Edison's electric services for City Hall, Council Chambers and outside lighting.
- 475 POSTAGE
Provides for all mailing costs (including FED-EX) except for the newsletters and calendars.
- 478 EQUIPMENT RENTAL
Provides for monthly rental of the postage meter on our postage machine.
- 484 FURNITURE/OFFICE EQUIPMENT
Includes cost of new office furniture.
- 485 EQUIPMENT
Provides for computer workstation, printers, and related equipment costing less than \$5,000 per item.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Administration & Support	Central Services/Facilities Ops				4220
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
PERSONNEL					
402 Wages - Part Time	160				
410 Benefits	16				
TOTAL PERSONNEL	176	0	0	0	0
MATERIALS & OPERATIONS					
420 Materials & Supplies	35,460	31,807	35,000	35,000	35,000
430 Contractual Services	25,653	10,853	15,000	15,000	15,000
434 Repairs & Maint Services	24,827	14,545	20,000	20,000	20,000
435 Building Maint & Repair	20,768	29,016	20,000	20,000	20,000
439 Software & Training Serv	18,981	13,254	20,000	20,000	20,000
440 Property Insurance	10,656	24,023	22,625	23,000	23,000
441 Liability Insurance	113,825	155,369	155,586	133,758	133,760
443 Public Official Bonds	770	808	755	700	700
450 Telephone Utility	19,749	20,621	19,500	20,000	20,000
451 Water Utility	6,151	6,199	6,000	6,200	6,200
452 Electric Utility	22,363	22,527	23,000	23,000	23,000
475 Postage	9,620	9,609	10,000	10,000	10,000
478 Equipment Rental	972	1,618	5,000	5,000	5,000
TOTAL MATERIALS & OPS	309,795	340,249	352,466	331,658	331,660
CAPITAL OUTLAY					
484 Furniture/Office Equipment	1,808			1,000	1,000
485 Machinery/Special Equip	5,156	4,366	2,500	5,000	5,000
TOTAL CAPITAL OUTLAY	6,964	4,366	2,500	6,000	6,000
TOTAL ACTIVITY	316,935	344,615	354,966	337,658	337,660
FUND SOURCE					
01 General Fund	316,935	344,615	354,966	337,658	337,660
TOTAL	316,935	344,615	354,966	337,658	337,660

DEPARTMENT RESPONSIBLE
Administrative Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Administrative Services	4230

Narrative

This activity provides for operations of the Administrative Services Department consisting of the Finance Division, Information Technology Division, and City Treasurer, accounts receivable, accounts payable, payroll, investments, financial reporting, budgeting and data processing.

Description

- 401 **SALARIES/WAGES FT**
Provides for Administrative Services Director’s salary (90%), Accountant and Account Clerk positions.

- 410 **BENEFITS**
Allocation of employee benefits from the benefit cost center.

- 420 **MATERIALS & SUPPLIES**
Small equipment and supplies for Administrative Services.

- 430 **GENERAL CONTRACTUAL SERVICES**
Provides for the annual external audit and accounting temporary services, for the purchase of materials and submission fees related to preparation of budget document, CAFR, and other agency reports.

- 439 **COMPUTER SOFTWARE AND TRAINING**
Provides for software support and training related to Administrative Services Department accounting system. The annual maintenance contract with Pentamation, the City’s accounting software provider, is also budgeted in this account

- 463 **MILEAGE**
Includes mileage reimbursement for the Administrative Services Department staff’s use of personal automobiles while on City-related business.

- 470 **MEETINGS/CONFERENCES/TRAVEL**
Provides for Administrative Services Director and Department Staff attendance at meetings and annual conferences.

- 472 **MEMBERSHIPS**
Covers Administrative Services Director and Department Staff memberships in the Government Finance Officers Association (GFOA), the California Society of Municipal Finance Officers (CSMFO), the California Municipal Treasurers’ Association (CMTA), California Municipal Revenue & Tax Association (CMRTA), Municipal Information Systems Association of California (MISAC), and other related organizations. Also provides for CAFR awards programs.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Administrative Services					4230
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	225,597	232,657	225,597	263,813	263,813	
402 Wages - Part Time						
405 Wages - Overtime	2,632	1,123	2,600	2,500	2,500	
410 Benefits	111,651	107,484	107,911	104,897	104,897	
TOTAL PERSONNEL	339,880	341,264	336,108	371,210	371,210	
MATERIALS & OPERATIONS						
420 Materials & Supplies	82	790	84	1,000	1,000	
430 Contractual Services	54,143	55,385	55,000	55,000	55,000	
439 Software & Training Serv	22,826	22,512	25,000	25,000	25,000	
463 Mileage	142	106	100	100	100	
470 Travel & Meetings	1,107	526	225	1,000	1,000	
472 Dues & Memberships	840	1,225	1,150	1,150	1,150	
TOTAL MATERIALS & OPS	79,140	80,544	81,559	83,250	83,250	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	419,020	421,808	417,667	454,460	454,460	
FUND SOURCE						
01 General Fund	419,020	421,808	417,667	454,460	454,460	
TOTAL	419,020	421,808	417,667	454,460	454,460	

DEPARTMENT RESPONSIBLE
Administrative Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Business Support	4235

Narrative

Business Support has been eliminated starting FY 2011-12.

This activity is intended to reflect the City's ongoing program activities in the area of business support in the commercial district and enhancement of the local economy. Funding is provided by the annual sale of the City's Community Development Block Grant allocations and by other General Fund revenues.

Description

- 401 SALARIES/WAGES FT
Provides for City Manager (10%), Assistant City Manager (10%), Administrative Services Director (10%), Planning Director (10%) and Principle Planner (10%) salaries.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides for miscellaneous office supplies.
- 430 GENERAL CONTRACTUAL SERVICES
Provides Contractual services as needed for Economic Development, and promotional activities.
- 470 MEETINGS/CONFERENCES/TRAVEL
Includes attendance at meetings of the California Association for Local Economic Development, the League of California Cities and National Town Meeting on Main Street as well as necessary meetings of local Economic Development Commission and committees.
- 472 MEMBERSHIPS
Provides for various memberships for the City in organizations promoting economic development.
- 474 GRANTS TO OTHER AGENCIES
Provides for funding to the Chamber of Commerce on a per project basis.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Administration & Support	Business Support				4235
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
PERSONNEL					
401 Wages -Full Time	68,378	68,814	60,343		
410 Benefits	28,313	27,209	24,500		
TOTAL PERSONNEL	96,691	96,023	84,843	0	0
MATERIALS & OPERATIONS					
420 Materials & Supplies					
430 Contractual Services	22,826	6,685	1,841		
470 Travel & Meetings					
472 Dues & Memberships					
474 Grants to Other Agencies	13,000		3,000		
TOTAL MATERIALS & OPS	35,826	6,685	4,841	0	0
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	132,517	102,708	89,684	0	0
FUND SOURCE					
01 General Fund	132,517	102,708	89,684		
TOTAL	132,517	102,708	89,684	0	0

DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Personnel Administration	4240

Narrative

This activity provides for all activities related to personnel administration including recruitment, selection, processing and maintenance of personnel records, job-related education and training of City staff

Description

- 401 SALARIES AND WAGES FT
Wages for a portion of the Human Resources Analyst's time.
- 410 BENEFITS
Allocation of employee benefits from the benefits cost center. Employee benefits allocated to this division include all benefits not directly allocated to other City divisions.
- 420 MATERIALS & SUPPLIES
Purchase of employment applications, employee data calendars and payroll forms.
- 430 GENERAL CONTRACTUAL SERVICES
Pre-employment physical examinations as required as a condition of employment.
- 470 TRAVEL AND MEETINGS
Funding is provided to support staff training activities through attendance at local seminars.
- 471 TUITION REIMBURSEMENT
Funding provided to support continuing education efforts by staff under City guidelines established for eligibility.
- 472 DUES AND MEMBERSHIPS
Provides for Memberships in various professional organizations.
- 476 ADVERTISING
Advertisement of career opportunity announcements in local newspapers and State and National Municipal publications.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Personnel Administration					4240
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	30,066	29,780	29,780	40,812	40,812	
410 Benefits	35,969	30,752	30,752	27,723	27,723	
TOTAL PERSONNEL	66,035	60,532	60,532	68,535	68,535	
MATERIALS & OPERATIONS						
420 Materials & Supplies	331	193	300	300	300	
430 Contractual Services	568	50	400	400	400	
470 Travel & Meetings	115	68	100	100	100	
471 Tuition Reimbursement						
472 Dues & Memberships						
476 Advertising						
TOTAL MATERIALS & OPS	1,014	311	800	800	800	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	67,049	60,843	61,332	69,335	69,335	
FUND SOURCE						
01 General Fund	67,049	60,843	61,332	69,335	69,335	
TOTAL	67,049	60,843	61,332	69,335	69,335	

DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Public Information	4250

Narrative

This activity provides for Public Information duties related to production of City newsletters as well as broadcast of City Council meetings.

Description

- 401 SALARIES AND WAGES FT
Includes a portion of Assistant City Manager's salary.
- 410 BENEFITS
Allocation of employee benefits from the Benefit Cost Center.
- 420 MATERIALS & SUPPLIES
Provides for purchase of film, film processing and graphic supplies as necessary for layout and design. Also provides for supplies necessary for production and broadcast of City Council meetings.
- 430 GENERAL CONTRACTUAL SERVICES
Provides contractual service as needed for Public Information, including videoing of City Council meetings.
- 475 POSTAGE
The calendar and newsletters were no longer mailed starting in FY2009-10.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Public Information					4250
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	31,441	32,068	31,441	14,900	14,900	
410 Benefits	12,461	12,461	11,840	4,342	4,342	
TOTAL PERSONNEL	43,902	44,529	43,281	19,242	19,242	
MATERIALS & OPERATIONS						
420 Materials & Supplies						
430 Contractual Services	38,853	8,919	4,200	10,000	10,000	
475 Postage	6,685	2,000	750	750	750	
TOTAL MATERIALS & OPS	45,538	10,919	4,950	10,750	10,750	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	89,440	55,448	48,231	29,992	29,992	
FUND SOURCE						
01 General Fund	89,440	55,448	48,231	29,992	29,992	
TOTAL	89,440	55,448	48,231	29,992	29,992	

DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Employee Benefits	4260

Narrative

The City provides a full range of employee benefits including retirement contributions, medical insurance, dental insurance, life insurance, and long-term disability insurance. This activity also records the cost of workers' compensation and general liability insurance. Benefit costs are accumulated here and charged back to the operating and general governmental programs in relation to their wage and salary budgets.

Description

- 410 BENEFITS
The negative amount equals the charges to the other programs -- a reimbursement "receipt" here.

- 411, 412 RETIREMENT
Retirement benefits are provided to full-time employees through the Public Employees Retirement System (PERS).

- 413 WORKERS' COMPENSATION
Workers' Compensation insurance cost premiums paid to the CJPIA insurance pool.

- 414 GROUP HEALTH INSURANCE
Medical, dental and prescription premiums are paid at 100% for each full-time employee. 75% of spousal and dependent coverage's are paid by the City while 25% of such coverage's are paid by the employee.

- 415 LIFE INSURANCE
Coverage for employee life insurance.

- 416 DISABILITY INSURANCE
Long-term disability benefits of 60% of salary are paid sixty days after being unable to work. The City self-insures for first 30 days following elimination period, after which coverage is provided by CIGNA.

- 417 UNEMPLOYMENT INSURANCE
The City self-insures for unemployment insurance compensation.

- 418 FICA/MEDICARE
The City's social security contribution for part-time employees and Medicare contributions for full-time employees, as required by federal law.

- 419 AUTO ALLOWANCE
\$300 monthly Auto Allowance each to the Administrative Services, Planning, and Community Services Directors.

- 428 PARS Retirement
A longevity retirement enhancement program, based on years of service.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Employee Benefits					4260
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
410 Benefits	(1,038,760)	(957,366)	(1,004,735)	(734,949)	(735,200)	
411 Employee Share Retirement	155,904	147,703	155,904			
412 Employer Share Retirement	409,357	400,829	409,357	390,000	390,000	
413 Worker's Compensation	56,412	51,739	64,366	46,749	47,000	
414 Group Health Insurance	250,548	243,236	250,548	230,000	230,000	
415 Life Insurance	12,767	12,114	12,767	10,000	10,000	
416 Disability Insurance	19,738	14,798	19,738	17,500	17,500	
417 Unemployment Insurance		485	1,300	1,000	1,000	
418 Medicare	24,660	24,296	24,660	24,100	24,100	
419 Auto Allowance	10,800	10,800	10,800	10,800	10,800	
428 PARS Retirement	98,574	51,366	55,295	4,800	4,800	
TOTAL PERSONNEL	0	0	0	0	0	
MATERIALS & OPERATIONS						
TOTAL MATERIALS & OPS						
	0	0	0	0	0	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY						
	0	0	0	0	0	
TOTAL ACTIVITY						
	0	0	0	0	0	
FUND SOURCE						
01 General Fund						
TOTAL						
	0	0	0	0	0	

DEPARTMENT RESPONSIBLE
Administrative Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Overhead	4270

Narrative

This program represents charges to other funds for general governmental administrative support. Such support includes the accounting, budgeting, payroll and financial reporting services provided by the Administrative Services Department to the two Enterprise Funds.

Description

467 OVERHEAD ASSESSMENT
Charges for general governmental overhead are credited to the General Fund for expenditures reimbursed by the Equestrian Fund and Tennis Fund. (A portion of the Assistant City Manager's salary is paid directly from the Transit Improvement Tax Fund in lieu of an overhead assessment to this special revenue fund.)

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Overhead					4270
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

467 Overhead Assessment	(44,000)	(46,000)	(48,000)	(49,000)	(50,000)
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TOTAL MATERIALS & OPS	(44,000)	(46,000)	(48,000)	(49,000)	(50,000)
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	(44,000)	(46,000)	(48,000)	(49,000)	(50,000)
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FUND SOURCE

01 General Fund	(44,000)	(46,000)	(48,000)	(49,000)	(50,000)
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TOTAL	(44,000)	(46,000)	(48,000)	(49,000)	(50,000)
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DEPARTMENT RESPONSIBLE
Administrative Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Equipment	4279/4281

Narrative

This fund provides for the purchase and maintenance of the City's vehicles and field equipment.

Description

- 420 MATERIALS & SUPPLIES
Provides for purchase of materials and supplies related to vehicle repairs and related equipment repairs.
- 442 AUTO COMPREHENSIVE/COLLISION INSURANCE
Covers property insurance for vehicles and related equipment as charged by the California Joint Powers Insurance Authority (CJPIA).
- 461 EQUIPMENT & VEHICLE MAINTENANCE
All repair and maintenance costs for the City's fleet and related equipment are charged here, except for gas and oil expenses.
- 462 GAS AND OIL
Reflects costs for petroleum products for city-owned vehicles.
- 482 MOTOR VEHICLES (General Fund)
Provides for the purchase of City owned vehicles from the Unreserved, Designated, Equipment Fund.
- 482 MOTOR VEHICLES (Air Quality Fund)
Provides for the purchase of City owned alternative fueled vehicles and propane fueling facility from AB 2766 Funds.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Equipment					4279/4281
Expenditure Classification	2008-09	2009-10	2010-11	2011-12	2012-13	
	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	726	288	5,366	2,000	2,000
442 Auto Comp/Coll Insurance	565	1,163	1,700	1,200	1,200
461 Vehicle Maintenance	43,352	27,407	30,000	30,000	30,000
462 Gas and Oil	19,293	21,512	25,000	25,000	25,000

TOTAL MATERIALS & OPS	63,936	50,370	62,066	58,200	58,200
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CAPITAL OUTLAY

482 Motor Vehicles					
482 Motor Vehicles Fund 20			146,465		

TOTAL CAPITAL OUTLAY	0	0	146,465	0	0
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TOTAL ACTIVITY	63,936	50,370	208,531	58,200	58,200
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FUND SOURCE

01 General Fund (4279)	63,936	50,370	208,531	58,200	58,200
20 AQMD Fund (4280)			146,465		

TOTAL	0	50,370	354,996	58,200	58,200
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DEPARTMENT RESPONSIBLE
Administrative Services Director

**City of Rolling Hills Estates
Summary**

Function					
Public Safety					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
TOTAL PERSONNEL	29,996	27,504	23,165	23,400	23,400
TOTAL MATERIALS & OPS	2,109,293	1,825,266	1,787,039	1,619,297	1,680,597
TOTAL CAPITAL OUTLAY	743	383	10,062	0	0
TOTAL FUNCTION	2,140,032	1,853,153	1,820,266	1,642,697	1,703,997

PUBLIC SAFETY OVERVIEW

This function represents the largest percentage of the total General Fund operating budget and consists of Patrol Services, Crime Investigation and Prevention, Animal Control, Crossing Guards, and Emergency Management. The Crossing Guards program is funded by Traffic Safety Special Revenue Fund revenues and supplemented by General Fund resources to the extent that the Fund does not cover all program costs.

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Safety	Patrol Services	4310

Narrative

This activity provides for police services under the Regional Policing Agreement between Los Angeles County and the cities of Rolling Hills Estates, Rancho Palos Verdes, and Rolling Hills. In addition to police services provided by the Sheriff's Lomita Station, this activity provides for a commercial vehicle enforcement program; computerized parking citation collection services. A contribution to the City of Rancho Palos Verdes representing 8.2% of city sales tax revenue, as provided in the Sales Tax sharing agreement between the two cities expired on March 25, 2010.

Under the Regional Policing Agreement, this activity covers costs for crime investigation and prevention under the Multi-Jurisdictional Criminal Apprehension Detail (M.C.A.D.), as well as funding for special police services such as the Sobriety Check Point. Also included in this activity are the Dedicated Detective, Community Services Officer, and CORE Deputies (funded primarily through State and Federal grants).

Description

430 GENERAL CONTRACTUAL SERVICES

Under the regional policing arrangement, the City contributes between 30% and 34% of total Regional Service costs. Provides funding for the following: (1) M.C.A.D. operation costs, (2) City's share, including 6% liability insurance, of a Community Services Officer; (3) City's share of CORE Deputies; and (4) costs associated with special services such as Sobriety Check Point. Additional services include CORE deputies to supplement private security personnel at the Avenue of the Peninsula mall, and Student in the Law class.

438 RECORDS MANAGEMENT SERVICES

Provides for computerized parking citation collection services and a citation hearing officer.

474 GRANTS TO OTHER AGENCIES

8.2% of the City's sales tax revenue, which was paid to the City of Rancho Palos Verdes per a sales tax sharing agreement, which expired on March 25, 2010, and no further payments after expiration date.

485 SPECIAL EQUIPMENT

Public Safety computer and equipment technology upgrades constitute the expenditures from this account. Provides the Sheriff Department for two off road patrol vehicles (\$7,800) paid from the CLEEP Grant in 2007-08, and RHE's share of a Sheriff's ASAP vehicle paid from the CLEEP Grant in 2010-11.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Safety	Patrol Services					4310
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	1,968,450	1,691,030	1,710,000	1,532,508	1,593,808
438 Records Management Serv	3,085	3,639	3,500	3,500	3,500
474 Grants to Other Agencies	80,885	56,127			

TOTAL MATERIALS & OPS	2,052,420	1,750,796	1,713,500	1,536,008	1,597,308
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CAPITAL OUTLAY

484 Furniture/Office Equipment					
485 Machinery/Special Equip	743	383	10,062		

TOTAL CAPITAL OUTLAY	743	383	10,062	0	0
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TOTAL ACTIVITY	2,053,163	1,751,179	1,723,562	1,536,008	1,597,308
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FUND SOURCE

01 General Fund	2,053,163	1,751,179	1,723,562	1,536,008	1,597,308
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TOTAL	2,053,163	1,751,179	1,723,562	1,536,008	1,597,308
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DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity	Code
Public Safety	Animal Control	4330

Narrative

Animal Control services are provided through contract with Los Angeles County and include (1) field services for animal ordinance enforcement, impoundment, cruelty investigations and dead animal pick-up; (2) animal shelter services; (3) and other special programs such as spay and neuter clinics. The costs of services are partially offset through animal license fees and housing shelter revenues. Additionally, pest management is provided by County of Los Angeles Department of Agricultural Commissioner/Weights and Measurements.

Description

430 GENERAL CONTRACTUAL SERVICES
Provides animal control, animal sheltering and collection of all licensing fees through a contract with the Los Angeles County Department of Animal Control. Pest management services with the Los Angeles County Department of Agricultural Commissioner/Weights and Measurements.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity					Code
Public Safety	Animal Control					4330
	2008-09	2009-10	2010-11	2011-12	2012-13	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	28,101	34,059	25,000	35,000	35,000
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TOTAL MATERIALS & OPS	28,101	34,059	25,000	35,000	35,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	28,101	34,059	25,000	35,000	35,000
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FUND SOURCE

01 General Fund	28,101	34,059	25,000	35,000	35,000
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TOTAL	28,101	34,059	25,000	35,000	35,000
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DEPARTMENT RESPONSIBLE
Planning Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Safety	Crossing Guards	4340/4343

Narrative

This activity provides for Crossing Guards and a Traffic Control Officer to assist school children at various intersections.

Description

- 402 SALARIES/WAGES PT
Wages for part-time crossing guards at various locations throughout the city, a part-time Traffic Control Officer, and costs associated with deploying the traffic speed board.
- 410 BENEFITS
Allocation of employee benefits from the benefits cost center.
- 420 MATERIALS & SUPPLIES
Purchase of miscellaneous safety equipment and supplies.
- 430 CONTRACTUAL SERVICES
Payments to contractual crossing guards at various locations throughout the City, and a Traffic Control Officer.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Safety	Crossing Guards					4340/4343
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
402 Wages - Part Time	23,772	21,790	18,400	18,400	18,400	
410 Benefits	6,224	5,714	4,765	5,000	5,000	
TOTAL PERSONNEL	29,996	27,504	23,165	23,400	23,400	
MATERIALS & OPERATIONS						
420 Materials & Supplies			250			
430 Contractual Services	24,746	38,122	46,000	46,000	46,000	
TOTAL MATERIALS & OPS	24,746	38,122	46,250	46,000	46,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	54,742	65,626	69,415	69,400	69,400	
FUND SOURCE						
01 General Fund (4343)						
14 Traffic Safety Fund (4340)	54,742	65,626	69,415	69,400	69,400	
TOTAL	54,742	65,626	69,415	69,400	69,400	

DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Safety	Emergency Management	4350

Narrative

This activity provides for membership in the Area G Disaster Preparedness program and support of the Neighborhood Watch groups.

Description

- 420 MATERIALS & SUPPLIES
Provides for materials supplies in support of the Neighborhood Watch program, Disaster Preparedness Information, City Hall Emergency Supplies, and miscellaneous emergency supplies (\$1,500).

- 430 CONTRACTUAL SERVICES
Provides for membership in Area G Disaster Preparedness program.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Safety	Emergency Management					4350
	2008-09	2009-10	2010-11	2011-12	2012-13	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	1,737				
430 Contractual Services	2,289	2,289	2,289	2,289	2,289

TOTAL MATERIALS & OPS	4,026	2,289	2,289	2,289	2,289
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	4,026	2,289	2,289	2,289	2,289
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FUND SOURCE

01 General Fund	4,026	2,289	2,289	2,289	2,289
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TOTAL	4,026	2,289	2,289	2,289	2,289
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DEPARTMENT RESPONSIBLE
City Manager

**City of Rolling Hills Estates
Summary**

Function					
Public Works					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
TOTAL PERSONNEL	121,124	120,870	101,933	68,241	68,241
TOTAL MATERIALS & OPS	453,484	470,425	447,059	439,982	444,982
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	574,608	591,295	548,992	508,223	513,223

PUBLIC WORKS OVERVIEW

This function contains streets related operating activities of the City, including Street Repair, Transit, Signs, Signals, and Operations, Traffic Engineering, and Compliance with NPDES. Also included in this function are Solid Waste and recycling programs.

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Street Repair	4410

Narrative

This activity provides for routine road repairs and scheduled maintenance of various City streets.

Description

- 434 REPAIRS AND MAINTENANCE SERVICES
Routine road maintenance provided by Los Angeles County Public Works crews as directed by City staff.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Works	Street Repair					4410
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

434 Repairs & Maint Services	11,142	28,115	32,000	32,000	32,000
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TOTAL MATERIALS & OPS	11,142	28,115	32,000	32,000	32,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	11,142	28,115	32,000	32,000	32,000
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FUND SOURCE

11 Gas Tax Fund	11,142	28,115	32,000	32,000	32,000
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TOTAL	11,142	28,115	32,000	32,000	32,000
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DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Transit	4450

Narrative

This activity provides for City participation in the Palos Verdes Peninsula Transit Authority which provides general demand transit through PV Transit and demand transit through Dial-a-Ride.

Description

- 401 SALARIES/WAGES FT
Includes a portion of the administration staff time, however, personnel costs can not exceed 20% of expenditures.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 430 GENERAL CONTRACTUAL SERVICES
Participation in PV Transit and Dial-a-Ride is provided through membership in the Palos Verdes Peninsula Transit Authority.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Works	Transit					4450
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	14,354	14,706	14,354	16,390	16,390	
410 Benefits	5,637	5,405	5,200	4,776	4,776	
TOTAL PERSONNEL	19,991	20,111	19,554	21,166	21,166	
MATERIALS & OPERATIONS						
430 Contractual Services	111,982	111,962	111,982	111,982	111,982	
TOTAL MATERIALS & OPS	111,982	111,962	111,982	111,982	111,982	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	131,973	132,073	131,536	133,148	133,148	
FUND SOURCE						
18 Transit Fund	131,973	132,073	131,536	133,148	133,148	
TOTAL	131,973	132,073	131,536	133,148	133,148	

DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Signals	4451/4454

Narrative

This activity provides for operation and installation of street signs, markings, striping and traffic signals as well as professional engineering services.

Description

- 432 ENGINEERING/ARCHITECTURAL SERVICES
Professional traffic engineering service is provided by contractual service. Service includes review of existing facilities and proposed projects with reports and recommendations prepared for the City's management staff, Traffic and Safety Committee, and City Council.
- 434 REPAIRS/MAINTENANCE SERVICES
Maintenance and repair of street signs and street striping is provided by County crews. Maintenance and repair of traffic signals and overhead safety lights at intersections is provided through a contract with a private contractor.
- 452 ELECTRICITY
Electricity for City operated overhead safety lights throughout the City and electricity for operation of signalized intersections.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Works	Signals					4451/4454
	2008-09	2009-10	2010-11	2011-12	2012-13	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

432 Eng/Arch Design	54,309	62,069	61,605	50,000	50,000
434 Repairs & Maint Services	124,508	105,305	77,472	62,000	62,000
452 Electric Utility	17,065	17,320	14,000	14,000	14,000

TOTAL MATERIALS & OPS	195,882	184,694	153,077	126,000	126,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	195,882	184,694	153,077	126,000	126,000
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FUND SOURCE

01 General Fund (4451)	64,527	33,433	21,500	24,000	24,000
11 Gas Tax Fund (4454)	131,355	151,261	131,577	102,000	102,000

TOTAL	195,882	184,694	153,077	126,000	126,000
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DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Function	Activity	Code
Public Works	Compliance w/ NPDES	4460

Narrative

This activity reflects charges related to compliance with state and national storm water requirements.

Description

- 401 SALARIES/WAGES FT
Salaries and wages of City personnel, including a portion of the salaries of the Assistant City Manager and 2% of maintenance staff wages.
- 410 BENEFITS
Allocation of employee benefits from the benefits cost center.
- 430 GENERAL CONTRACTUAL SERVICES
To provide contractual services for the implementation of NPDES programs, including Program Administration, Water Monitoring, Street Sweeping, and Used Oil Recycling.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Public Works	Compliance w/ NPDES				4460
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
PERSONNEL					
401 Wages -Full Time	49,787	49,927	42,448	20,923	20,923
405 Wages - Overtime					
410 Benefits	20,038	19,248	16,500	6,910	6,910
TOTAL PERSONNEL	69,825	69,175	58,948	27,833	27,833
MATERIALS & OPERATIONS					
430 Contractual Services	124,342	143,134	150,000	170,000	175,000
TOTAL MATERIALS & OPS	124,342	143,134	150,000	170,000	175,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	194,167	212,309	208,948	197,833	202,833
FUND SOURCE					
01 General Fund	194,167	212,309	208,948	197,833	202,833
TOTAL	194,167	212,309	208,948	197,833	202,833

DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Solid Waste	4625

Narrative

This activity provides for AB 939 administration and the purchase of recycling cans.

Description

- 401 SALARIES/WAGES FT
Includes a portion of the Assistant City Manager's salary.

- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.

- 430 GENERAL CONTRACTUAL SERVICES
AB 939 reporting provided by Waste Management at no cost to the City.

- 485 MACHINERY/SPECIAL EQUIPMENT
Provides for the purchase of recycling bins (Department of Conservation Beverage Container/Litter Abatement Grant).

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Works	Solid Waste					4625
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	22,458	22,906	17,431	14,900	14,900	
410 Benefits	8,850	8,678	6,000	4,342	4,342	
TOTAL PERSONNEL	31,308	31,584	23,431	19,242	19,242	
MATERIALS & OPERATIONS						
430 Contractual Services	4,969	2,520				
485 Machinery/Special Equip	5,167					
TOTAL MATERIALS & OPS	10,136	2,520	0	0	0	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	41,444	34,104	23,431	19,242	19,242	
FUND SOURCE						
01 General Fund	41,444	34,104	23,431	19,242	19,242	
TOTAL	41,444	34,104	23,431	19,242	19,242	

DEPARTMENT RESPONSIBLE
Assistant City Manager

**City of Rolling Hills Estates
Summary**

Function Planning					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
TOTAL PERSONNEL	694,626	656,118	574,459	586,807	586,807
TOTAL MATERIALS & OPS	593,713	371,207	301,662	526,500	626,500
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	1,288,339	1,027,325	876,121	1,113,307	1,213,307

PLANNING OVERVIEW

This function contains all of the activities of the Planning Department including Planning Administration, Advanced Planning, Code Administration, and Subdivision Regulation.

City of Rolling Hills Estates

Function	Activity Title	Activity
Planning	Planning Administration	4510

Narrative

This activity represents the majority of Planning Department workload including the review, processing and approval of all planning permits, development regulations and public assistance at the City Hall counter and over the telephone. This function also provides for contracted technical service for building plan checks, permit issuance and inspections throughout the City in conjunction with the administration of the various building codes. This activity also represents staff support to the Planning Commission in zoning administration matters and is self-funded through building and plan check fees.

Description

- 401 SALARIES/WAGES FT
 Full-time wages for Planning Administration, Building Regulation, and Zoning have been combined into this activity. Portion of the Department’s planning staff salaries are allocated here.
- 410 BENEFITS FT
 Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
 Provides funding for resources related to presentation materials, including: graphic supplies, photography, blueprinting, public hearing banners, document reproduction printing, and equipment rental for public hearings.
- 430 GENERAL CONTRACTUAL SERVICES
 Provides for professional services for special studies as directed by the City Council. Also provides for environmental consultants to perform CEQA related work, including legal counsel review. All such costs are subject to a 21% administrative overhead fee, all of which is paid by the applicant.
- 432 ENGINEERING/ARCHITECTURAL SERVICES
 Provides for professional engineering services needed from time to time including preparation of legal and boundary descriptions, easement research, traffic analysis, drainage analysis, etc. Also includes traffic and landscape consultant services as required and the review of waste discharge permits issued by the County engineer for compliance with State and County standards. Costs are recovered through permit fees.
- 437 BUILDING INSPECTION SERVICES
 This provides for plan check and inspection services for both residential and commercial areas in the City. Services are provided by Los Angeles County Building and Safety for general commercial and residential construction and by Willdan Associates for projects related to The Promenade on the Peninsula, The Peninsula Shopping Center, Pepper Tree Lane, and other projects as assigned. Charges are offset by revenues collected for plan check and building inspection fees.
- 463 MILEAGE
 Includes mileage reimbursement for use of personal automobile while on City related business.
- 470 MEETINGS/CONFERENCES/TRAVEL
 Includes funding for attendance for local meetings, and semi-monthly South Bay Planning Director’s meetings.
- 472 DUES AND MEMBERSHIPS
 Accounts for Director’s membership in American Planning Association.
- 473 PUBLICATIONS AND SUBSCRIPTIONS
 Annual subscriptions to the Journal of American Planning Association, the California Planning Journal and Zoning Bulletin, and other publications as needed.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Planning	Planning Administration					4510
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	315,355	322,992	311,000	297,014	297,014	
410 Benefits	134,854	135,745	128,912	99,802	99,802	
TOTAL PERSONNEL	450,209	458,737	439,912	396,816	396,816	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,352	1,070	2,000	2,000	2,000	
430 Contractual Services	231,793	117,175	100,000	100,000	100,000	
432 Eng/Arch Design						
437 Building Inspection Serv	237,923	212,192	160,000	400,000	500,000	
463 Mileage	1,051	950	1,000	1,000	1,000	
470 Travel & Meetings	2,938	1,980	2,000	2,000	2,000	
472 Dues & Memberships	250	590	1,525	1,500	1,500	
473 Publications/Subscriptions						
TOTAL MATERIALS & OPS	475,307	333,957	266,525	506,500	606,500	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	925,516	792,694	706,437	903,316	1,003,316	
FUND SOURCE						
01 General Fund	925,516	792,694	706,437	903,316	1,003,316	
TOTAL	925,516	792,694	706,437	903,316	1,003,316	

DEPARTMENT RESPONSIBLE
Planning Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Planning	Advanced Planning	4520

Narrative

This activity provides consultant support and staff time for advanced planning projects.

Description

- 401 SALARIES/WAGES FT
This account provides the funding necessary for all General Plan amendments and special studies. Allocation to this activity is 10% of planning staff salaries.
- 410 BENEFITS
Allocation of employee benefits from benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes graphic supplies and blueprint costs.
- 430 GENERAL CONTRACTUAL SERVICES
Provides for consultant services related to the preparation of the General Plan revisions. Also includes other special studies as directed by the City Council.
- 432 ENGINEERING/ARCHITECTURAL SERVICES
This account provides for design and technical services as needed for advanced planning studies.
- 477 PRINTING AND BINDING
Provides for the reproduction of reports and special studies.
- 484 FURNITURE/OFFICE EQUIPMENT
This account provides for furniture or office equipment for specific use by the Planning Department.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Planning	Advanced Planning					4520
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	43,145	44,061	40,900	39,497	39,497	
410 Benefits	18,192	18,148	17,308	13,166	13,166	
TOTAL PERSONNEL	61,337	62,209	58,208	52,663	52,663	
MATERIALS & OPERATIONS						
420 Materials & Supplies						
430 Contractual Services	54,664	139				
432 Eng/Arch Design						
477 Printing & Binding						
TOTAL MATERIALS & OPS	54,664	139	0	0	0	
CAPITAL OUTLAY						
484 Furniture/Office Equipment						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	116,001	62,348	58,208	52,663	52,663	
FUND SOURCE						
01 General Fund	116,001	62,348	58,208	52,663	52,663	
TOTAL	116,001	62,348	58,208	52,663	52,663	

DEPARTMENT RESPONSIBLE
Planning Director

City of Rolling Hills Estates

Function	Activity	Code
Planning	Code Administration	4530

Narrative

This activity includes processing of all Municipal Code violations and includes enforcement of the False Alarm Ordinance and other applicable ordinances in conjunction with the City Prosecutor and County Sheriff's Department.

Description

- 401 SALARIES/WAGES FT
Provides staffing to administer the City's Code Enforcement Program, under the supervision of the Planning Director.
- 410 BENEFITS
Allocation of employee benefits from benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes acquisition of photographic equipment and other related supplies.
- 430 GENERAL CONTRACTUAL SERVICES
Provides for the services of a City Prosecutor who represents the City in criminal violations of the City's Municipal Code, and for City related surveying contractual work.
- 463 MILEAGE
Includes mileage reimbursement for use of personal automobile while on City related business.
- 470 TRAVEL AND MEETINGS
Provides for travel and meetings expenses at various local conferences.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity					Code
Planning	Code Administration					4530
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	105,237	76,822	33,744	103,969	103,969	
410 Benefits	47,175	27,246	12,000	33,359	33,359	
TOTAL PERSONNEL	152,412	104,068	45,744	137,328	137,328	
MATERIALS & OPERATIONS						
420 Materials & Supplies		368	137			
430 Contractual Services	63,095	36,139	35,000	20,000	20,000	
463 Mileage	421	182				
470 Travel & Meetings	226	422				
TOTAL MATERIALS & OPS	63,742	37,111	35,137	20,000	20,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	216,154	141,179	80,881	157,328	157,328	
FUND SOURCE						
01 General Fund	216,154	141,179	80,881	157,328	157,328	
TOTAL	216,154	141,179	80,881	157,328	157,328	

DEPARTMENT RESPONSIBLE
Planning Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Planning	Subdivision Regulation	4540

Narrative

Subdivision Regulations has been merged into Planning Administration (4510).

In the past, this activity provides resources for review of subdivision applications submitted to the City under requirements of the California Subdivision Map Act.

Description

- 401 SALARIES/WAGES FT
This account provides staff services to perform duties required by the Subdivision Map Act (to process requests for subdivision permits). Activity under this account will involve mainly minor subdivision requests. Allocation to this activity is 5% of planning staff salaries, along with a portion of Planning Director's salary.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 DEPARTMENTAL SUPPLIES/EQUIPMENT
This account will provide the department staff with the graphic presentation resources, including blueprint costs, photo reproduction and artwork.
- 432 ENGINEERING/ARCHITECTURAL SERVICES
Provides contractual services of engineering staff to review technical requirements of proposed subdivision plans.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Planning	Subdivision Regulation				4540
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
PERSONNEL					
401 Wages -Full Time	21,572	22,030	21,572		
410 Benefits	9,096	9,074	9,023		
TOTAL PERSONNEL	30,668	31,104	30,595	0	0
MATERIALS & OPERATIONS					
420 Materials & Supplies					
432 Eng/Arch Design					
TOTAL MATERIALS & OPS	0	0	0	0	0
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	30,668	31,104	30,595	0	0
FUND SOURCE					
01 General Fund	30,668	31,104	30,595		
TOTAL	30,668	31,104	30,595	0	0

DEPARTMENT RESPONSIBLE
Planning Director

**City of Rolling Hills Estates
Summary**

Function					
Community Services					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
TOTAL PERSONNEL	1,183,160	1,070,648	1,130,538	989,393	989,393
TOTAL MATERIALS & OPS	1,002,759	991,114	942,864	947,954	948,395
TOTAL CAPITAL OUTLAY	1,206	842	2,748	3,400	3,400
TOTAL FUNCTION	2,187,125	2,062,604	2,076,150	1,940,747	1,941,188

COMMUNITY SERVICES OVERVIEW

This function features all of the activities of the Community Services Department including Parks Maintenance, Tree Trimming, Landscape Maintenance, Bridle Trails, Recreation Programs, Stables, Tennis, Special Events, Peppertree Foundation, and Nature Center.

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Parks & Landscape Maintenance	4610

Narrative

This activity provides for the maintenance of the seven City parks, and for the maintenance of parkways and medians. Activities are performed by City maintenance staff and contractors according to established maintenance standards.

Description

- 401 **SALARIES/WAGES FT**
Includes an allocation of the maintenance staff's wages and the Maintenance Supervisor's salary, and a portion of the Community Services Director's salary.
- 402 **SALARIES/WAGES PT**
Includes an allocation for Summer part-time staff.
- 405 **OVERTIME**
- 410 **BENEFITS**
Allocation of employee benefits from the benefit cost center.
- 420 **MATERIALS & SUPPLIES**
Includes cost of irrigation supplies, welding, safety equipment, fertilizer, herbicide, decomposed granite, tree stakes and fence repair material. Also, provides for purchase of custodial supplies for Howlett Park restrooms and materials needed to maintain sports fields at Highridge and Howlett Parks. Groups using these fields partially reimburse the City for maintenance.
- 430 **GENERAL/CONTRACTUAL SERVICES**
Provides contractual mowing services for City parks, weed abatement for the Hawthorne Boulevard medians, and landscaping maintenance of parkways, medians, and HOA entryways, and flower changes on Silver Spur. Also includes portable restrooms in Highridge, Dapplegray and Chandler Parks.
- 434 **REPAIRS/MAINTENANCE SERVICE**
Includes repair contract for irrigation controllers and flow valves, insect control for the maintenance yard, irrigation controllers, backflow certifications, and herbicide applications. Also, the cleaning of Highridge Park restrooms.
- 450 **TELEPHONE**
Provides for the cost of the maintenance yard's phone and fax.
- 451 **WATER**
Provides for watering of City parks, horse arenas, medians, and parkways
- 452 **ELECTRICITY**
Provides electrical service to irrigation control valves in parks, medians, and parkways
- 453 **REFUSE REMOVAL**
Provides for park & landscape refuse not removed by WM under City franchise agreement, and landfill disposal fees.
- 470 **MEETINGS/CONFERENCE FEES**
Provides registration and related expenses for Maintenance staff to maintain Herbicide Applicator's Licenses, Certified Playground Safety Inspector Certification, and attend safety seminars.
- 478 **EQUIPMENT RENTAL**
Provides for the rental of miscellaneous equipment and vehicles such as trucks and concrete finishing tools. Also provides for equipment used to renovate sports fields at Highridge and Howlett Parks.
- 485 **MACHINERY/SPECIAL EQUIPMENT**
Budgeted capital outlay includes an irrigation controller (\$800) annually.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Services	Parks & Landscape Maintenance				4610
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
PERSONNEL					
401 Wages -Full Time	244,533	222,832	222,832	270,800	270,800
402 Wages - Part Time	1,009	2,299	1,377	1,878	1,878
405 Wages - Overtime	6,738	6,729	6,000	6,500	6,500
410 Benefits	116,345	105,172	105,172	100,179	100,179
TOTAL PERSONNEL	368,625	337,032	335,381	379,357	379,357
MATERIALS & OPERATIONS					
420 Materials & Supplies	24,347	28,700	28,000	34,100	34,100
430 Contractual Services	82,681	79,091	79,000	216,500	216,500
434 Repairs & Maint Services	8,782	8,526	6,000	7,200	7,200
450 Telephone Utility	2,163	261	300	300	300
451 Water Utility	50,730	42,737	40,000	100,000	100,000
452 Electric Utility	3,316	3,043	4,000	7,000	7,000
453 Refuse Removal	750	150	517	300	300
470 Travel & Meetings	736	888	768	500	500
478 Equipment Rental	3,454	3,826	1,731	4,000	4,000
TOTAL MATERIALS & OPS	176,959	167,222	160,316	369,900	369,900
CAPITAL OUTLAY					
485 Machinery/Special Equip	125		148	800	800
TOTAL CAPITAL OUTLAY	125	0	148	800	800
TOTAL ACTIVITY	545,709	504,254	495,845	750,057	750,057
FUND SOURCE					
01 General Fund	545,709	504,254	495,845	750,057	750,057
TOTAL	545,709	504,254	495,845	750,057	750,057

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Tree Trimming	4615

Narrative

The City's public vegetation guidelines provide for trees located in the public right-of-way or City parks to be maintained on a four-year cycle. View preservation and restoration are also a component of the guidelines, which permit the City to respond to resident requests for public right-of-way tree trimming to restore scenic views.

Description

- 401 SALARIES/WAGES FT
Includes the cost of full-time personnel to maintain street and parkway trees not completed under private contract. An allocation of 8% of both the City maintenance staff's wages and the Maintenance Superintendent's salary is included in this program.
- 402 SALARIES/WAGES PT
Provides an allocation for summer part-time staff.
- 405 OVERTIME
Provides for emergency removal of trees after regular work hours.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides for the purchase of replacement trees and tree trimming repair supplies such as bar oil, chain saw parts, clipper blades, and deep-root fertilization.
- 427 STREET TREES
P&A Commission approved street tree removals that are reimbursed by residents.
- 430 GENERAL CONTRACTUAL SERVICES
Includes miscellaneous and emergency tree removals, plantings, and annual contract street tree trimming program. Also, includes "as needed" tree limb raising services.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Tree Trimming					4615
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	28,768	26,483	28,768	24,091	24,091	
402 Wages - Part Time	718	535	864	535	535	
405 Wages - Overtime	178		500	500	500	
410 Benefits	13,321	12,852	12,641	10,276	10,276	
TOTAL PERSONNEL	42,985	39,870	42,773	35,402	35,402	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,743	1,958	460	2,500	2,500	
427 Street Trees			3,000	3,500	3,500	
430 Contractual Services	32,212	60,504	75,000	75,000	75,000	
TOTAL MATERIALS & OPS	33,955	62,462	78,460	81,000	81,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	76,940	102,332	121,233	116,402	116,402	
FUND SOURCE						
01 General Fund	76,940	102,332	121,233	116,402	116,402	
TOTAL	76,940	102,332	121,233	116,402	116,402	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity	Code
Community Services	Landscape Maintenance	4620

Narrative

Landscape Maintenance has been merged in 4610 Parkway and Landscape Maintenance

In the past, this activity provides for the maintenance of parkways and medians using a combination of City staff and contract services.

Description

- 401 SALARIES/WAGES FT
Includes 20% allocation of both the maintenance staff's wages and the Maintenance Superintendent's salary.
- 402 SALARIES/WAGES PT
Provides an allocation for summer part-time staff.
- 405 OVERTIME
Provides overtime as needed.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes the cost of herbicide, soil amendments, irrigation supplies, safety tools and equipment, welding supplies, fabrication materials and weed cutting machines.
- 430 GENERAL CONTRACTUAL SERVICES
Provides contract services for rights-of-way, intersections, medians, and homeowner entryways. The City is reimbursed by Homeowner Associations for the cost of the entryway maintenance. Includes three flower changes annually in the Silver Spur Road commercial district medians (\$9,000).
- 434 REPAIRS/MAINTENANCE SERVICES
Provides for irrigation controller and line repairs, and backflow certification.
- 451 WATER
Provides water service to medians, parkways, and Howlett Park slopes.
- 452 ELECTRICITY
Provides electrical service to irrigation control valves in medians and parkways.
- 453 REFUSE REMOVAL
Provides for debris removal.
- 464 EQUIPMENT ASSESSMENT
Refer to Equipment Assessment Schedule in the front section of this budget document for details.
- 474 GRANTS TO OTHER AGENCIES
Provides matching grants to Homeowners' Associations for entryway improvements.
- 485 MACHINERY/SPECIAL EQUIPMENT
Provides for equipment replacement or purchase.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Community Services	Landscape Maintenance				4620
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
PERSONNEL					
401 Wages -Full Time	85,451	39,815	85,451		
402 Wages - Part Time	600	341	521		
405 Wages - Overtime	300	362	500		
410 Benefits	41,872	18,131	40,172		
TOTAL PERSONNEL	128,223	58,649	126,644	0	0
MATERIALS & OPERATIONS					
420 Materials & Supplies	12,017	6,176	5,000		
430 Contractual Services	118,721	166,771	135,000		
434 Repairs & Maint Services	2,303		1,200		
451 Water Utility	85,092	82,301	60,000		
452 Electric Utility	2,641	3,032	3,000		
453 Refuse Removal			200		
474 Grants to Other Agencies	4,520				
TOTAL MATERIALS & OPS	225,294	258,280	204,400	0	0
CAPITAL OUTLAY					
485 Machinery/Special Equip					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	353,517	316,929	331,044	0	0
FUND SOURCE					
01 General Fund	353,517	316,929	331,044		
TOTAL	353,517	316,929	331,044	0	0

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Bridle Trails	4630

Narrative

This program provides for the maintenance of the over twenty-five miles of City bridle trails, including the trail surfaces and three-rail fencing adjacent to the trails.

Description

- 401 SALARIES/WAGES FT
Includes a 13% allocation of both the maintenance staff's wages and the Maintenance Superintendent's salary.
- 402 SALARIES/WAGES PT
Provides an allocation for summer part-time staff.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides for materials and supplies for 3-rail fence repairs and bridle trail maintenance. Includes cost of "as needed" fence repair services.
- 478 EQUIPMENT RENTAL
Provides for rental of brush clearing equipment.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Bridle Trails					4630
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	62,165	60,068	78,000	39,149	39,149	
402 Wages - Part Time		366				
410 Benefits	28,208	28,001	34,000	16,699	16,699	
TOTAL PERSONNEL	90,373	88,435	112,000	55,848	55,848	
MATERIALS & OPERATIONS						
420 Materials & Supplies	18,541	12,966	12,000	12,000	12,000	
478 Equipment Rental	1,602	435	1,600	2,250	2,250	
TOTAL MATERIALS & OPS	20,143	13,401	13,600	14,250	14,250	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	110,516	101,836	125,600	70,098	70,098	
FUND SOURCE						
01 General Fund	110,516	101,836	125,600	70,098	70,098	
TOTAL	110,516	101,836	125,600	70,098	70,098	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Recreation Programs	4640

Narrative

The activity provides for over twenty-five different recreational programs including sports camps, which are operated using independent contractors on a fee-recovery basis.

Description

- 401 SALARIES/WAGES FT
Includes a portion of the Community Services Director's salary.
- 402 SALARIES/WAGES PT
Includes the cost of City Hall proctor. Wage costs are reimbursed by facility rental fees.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes small equipment and supplies for parks and recreation class materials.
- 430 GENERAL CONTRACTUAL SERVICES
Provided for payment of more than 10 independent contractors on a fee recovery basis. Programs include equestrian, sports camps, soccer, basketball, golf, nature, and tennis classes. Also includes State mandated fingerprinting of Recreation staff supervising youth, at a cost of \$72 per employee.
- 477 PRINTING/BINDING
Provided for printing of year-round recreation program and the distribution to all Rolling Hills Estates residents on a quarterly basis (discontinued).
- 478 EQUIPMENT RENTAL
Fees for rental of gymnasiums, classrooms and areas for recreation programs at school facilities.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Recreation Programs					4640
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	11,706	12,128	11,706	16,915	16,915	
402 Wages - Part Time	10,583	2,935	1,445	1,000	1,000	
410 Benefits	7,412	6,075	5,600	5,234	5,234	
TOTAL PERSONNEL	29,701	21,138	18,751	23,149	23,149	
MATERIALS & OPERATIONS						
420 Materials & Supplies		288	128	100	100	
430 Contractual Services	28,899	20,230	23,000	21,000	21,000	
477 Printing & Binding						
478 Equipment Rental		1,750		1,000	1,000	
TOTAL MATERIALS & OPS	28,899	22,268	23,128	22,100	22,100	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	58,600	43,406	41,879	45,249	45,249	
FUND SOURCE						
01 General Fund	58,600	43,406	41,879	45,249	45,249	
TOTAL	58,600	43,406	41,879	45,249	45,249	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Stables	4650

Narrative

This activity provides for operation of the Municipal Stables which are located at 26401 Crenshaw Boulevard and includes 45 box stalls, 68 pipe corrals, three riding rings, pony camp, and other support facilities.

Description

- 401 SALARIES/WAGES FT
Includes the cost of Equestrian Services Supervisor (100%), maintenance staff (1%), Community Services Director (10%), Stable Leadsman (100%) and four stable hands.
- 402 SALARIES/WAGES PT
Provides for one part-time stable hand to assist with horse care and stable maintenance.
- 405 SALARIES/WAGES OVERTIME
Provides for emergency staff support for stable operations.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides for the feeding of boarded horses and flooring for pipe corrals and box stalls. Also provides materials needed to maintain stables grounds, riding rings and turnout rings.
- 430 GENERAL CONTRACTUAL SERVICES
Provides for contract services as required for maintenance and repair items that are beyond the expertise of City maintenance staff, janitorial services for the Stables restrooms, and reimbursement of Pony Camp contractual instructors.
- 441 LIABILITY INSURANCE
General liability insurance costs are premiums paid to the CJPIA insurance pool.
- 450 TELEPHONE
Provides telephone service to the Stable Office.
- 451 WATER
Includes the water use cost for stable restrooms, residential trailer, irrigation of selected area of the stable grounds, horse wash racks, rings, dust control system and horse waterers.
- 452 ELECTRICITY
Includes electrical service to Stable Office, barns, riding ring, and trailer.
- 453 REFUSE REMOVAL
Fee from waste recycler to provide documentation in compliance with AB 939.
- 461 EQUIPMENT MAINTENANCE
Provides for maintenance and repairs to two tractors used in the daily operations of the Stables.
- 462 GAS & OIL
- 463 MILEAGE
Includes mileage reimbursement for use of personal automobile while on City related business.
- 466 DEPRECIATION EXPENSE
Depreciation of Equestrian Fund Fixed Assets to allocate the cost of the assets over their estimated useful lives.
- 467 OVERHEAD ASSESSMENT
Charges for general governmental administrative support to the equestrian operations, such as payroll, vendor payments, billing and receipt of user charges, and other accounting services provided by the Administrative Services Department.
- 485 MACHINERY/SPECIAL EQUIPMENT
Provides for replacement of Stables' area harrow (\$700), and purchases of 4 manure carts (\$1,600).

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Stables					4650
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	263,876	271,119	263,876	282,881	282,881	
402 Wages - Part Time	5,871	14,504	3,753			
405 Wages - Overtime	11,010	2,185	4,000	5,000	5,000	
410 Benefits	146,926	147,826	139,849	130,436	130,436	
TOTAL PERSONNEL	427,683	435,634	411,478	418,317	418,317	
MATERIALS & OPERATIONS						
420 Materials & Supplies	224,071	188,745	175,000	175,000	175,000	
430 Contractual Services	46,021	37,325	30,000	30,000	30,000	
441 Liability Insurance	11,605	18,672	18,476	17,082	16,568	
450 Telephone Utility	1,675	850	1,080	1,100	1,100	
451 Water Utility	8,398	5,621	7,000	7,000	7,000	
452 Electric Utility	5,805	5,139	5,500	5,500	5,500	
453 Refuse Removal	32,700	32,700	31,752	31,752	31,752	
461 Vehicle Maintenance	5,932	12,581	10,000	6,000	6,000	
462 Gas and Oil	2,269	1,618	2,000	2,100	2,100	
463 Mileage	201					
466 Depreciation Expense	802	802	800	802	802	
467 Overhead Assessment	35,000	36,000	37,000	37,000	37,000	
TOTAL MATERIALS & OPS	374,479	340,053	318,608	313,336	312,822	
CAPITAL OUTLAY						
485 Machinery/Special Equip	1,081		2,300	2,300	2,300	
TOTAL CAPITAL OUTLAY	1,081	0	2,300	2,300	2,300	
TOTAL ACTIVITY	803,243	775,687	732,386	733,953	733,439	
FUND SOURCE						
50 Equestrian Fund	803,243	775,687	732,386	733,953	733,439	
TOTAL	803,243	775,687	732,386	733,953	733,439	

DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Tennis	4660

Narrative

This activity provides for operation of the City's Tennis Center located at Ernie Howlett Park. The facility of eight courts is open from 8:00 a.m. to dusk, 363 days per year and includes an instructional program for all skill levels offered by a contract Tennis Pro.

Description

- 401 SALARIES/WAGES FT
Includes a portion of the Community Services Director's salary.
- 402 SALARIES/WAGES PT
Provides for six tennis starters to staff Howlett Park tennis courts, daily, year-round, 8:00 a.m. to dusk; and the cost of weekly court washing.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes tennis court nets, staff shirts, and court maintenance supplies and awards for tournaments.
- 423 RESALE SUPPLIES
Provides for the purchase of supplies that are sold to Tennis Center players.
- 430 GENERAL CONTRACTUAL SERVICES
Provides for promotional flyers to market Tennis Center facilities and services, contractual janitorial services for the Center's restrooms and periodic cash register repairs.
- 441 LIABILITY INSURANCE
General liability insurance costs are premiums paid to the CJPIA insurance pool.
- 450 TELEPHONE
Provides a tennis office phone and an adjacent pay phone.
- 466 DEPRECIATION
Depreciation of Tennis fixed assets to allocate the cost of the assets over their estimated useful lives.
- 467 OVERHEAD ASSESSMENT
Charges for general governmental administrative support to tennis operations, such as the accounting services provided by the Administrative Services Department that are paid by the General Fund and reimbursed here.
- 485 MACHINERY/EQUIPMENT
Provides for signage improvements (\$300).

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Tennis					4660
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	24,717	14,124	14,717	15,852	15,852	
402 Wages - Part Time	20,214	23,346	21,840	21,840	21,840	
405 Wages - Overtime	698	547	1,000	1,000	1,000	
410 Benefits	13,661	9,812	10,000	8,998	8,998	
TOTAL PERSONNEL	59,290	47,829	47,557	47,690	47,690	
MATERIALS & OPERATIONS						
420 Materials & Supplies	841	1,406	1,500	1,500	1,500	
423 Resale Supplies	157		200	200	200	
430 Contractual Services	5,558	4,520	5,000	5,000	5,000	
441 Liability Insurance	764	2,114	2,092	1,678	1,161	
450 Telephone Utility	1,221	1,304	1,200	1,200	1,672	
466 Depreciation Expense	3,060	3,060	3,000	3,060	3,060	
467 Overhead Assessment	9,000	10,000	11,000	12,000	13,000	
TOTAL MATERIALS & OPS	20,601	22,404	23,992	24,638	25,593	
CAPITAL OUTLAY						
485 Machinery/Special Equip		842	300	300	300	
TOTAL CAPITAL OUTLAY	0	842	300	300	300	
TOTAL ACTIVITY	79,891	71,075	71,849	72,628	73,583	
FUND SOURCE						
51 Tennis Fund	79,891	71,075	71,849	72,628	73,583	
TOTAL	79,891	71,075	71,849	72,628	73,583	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Special Events	4670

Narrative

This activity includes the City Celebration, and the Annual Holiday Parade. The Annual Peninsula Holiday Parade supports the City's Commercial District, drawing thousands of spectators during the peak holiday shopping period.

Description

- 401 SALARIES/WAGES FT
Includes an allocation of a portion of the Community Services Director's salary.
- 402 SALARIES/WAGES PT
Includes part-time workers to assist with City Celebration and Holiday Parade.
- 405 SALARIES/WAGES OVERTIME
Includes the overtime cost for maintenance workers assigned the day of City Celebration and Holiday Parade.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes City Celebration and Parade supplies.
- 430 GENERAL CONTRACTUAL SERVICES
Provides contract management services, insurance, and Sheriff Services for the Holiday Parade, contractual entertainment services and insurance for the City Celebration, and Holiday Banners in the Commercial District.
- 474 GRANTS TO OTHER AGENCIES
Provides grants to local organizations providing social services to Peninsula residents.
- 476 ADVERTISING
Provides for newspaper ads for the City Celebration and Parade events.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Special Events					4670
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	15,146	18,731	15,146	12,840	12,840	
402 Wages - Part Time	554	170	72	150	150	
405 Wages - Overtime	3,500	3,987	4,121	4,000	4,000	
410 Benefits	8,737	10,509	8,427	4,146	4,146	
TOTAL PERSONNEL	27,937	33,397	27,766	21,136	21,136	
MATERIALS & OPERATIONS						
420 Materials & Supplies	3,000	3,748	3,775	3,800	3,800	
430 Contractual Services	23,204	26,291	39,555	44,000	44,000	
474 Grants to Other Agencies	21,200	5,000				
476 Advertising	1,155	516	420	1,000	1,000	
TOTAL MATERIALS & OPS	48,559	35,555	43,750	48,800	48,800	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	76,496	68,952	71,516	69,936	69,936	
FUND SOURCE						
01 General Fund	76,496	68,952	71,516	69,936	69,936	
TOTAL	76,496	68,952	71,516	69,936	69,936	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function Community Services	Activity Peppertree	Code 4674,4675
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Narrative

This activity provides for special annual recreational events including the Tracy Austin Tennis Tournament, and Cross Country Runs, conducted as fund raising activities of the Peppertree Foundation. Personnel costs are funded by the General Fund out of division 4674, while Materials & Operations costs are funded by the Peppertree Fund, a special revenue fund, from division 4675.

Description

- 401 **SALARIES/WAGES FT**
Includes the personnel cost of the Community Services Director associated with administering the Tracy Austin Tennis Tournament, Cross Country Runs and other Peppertree Foundation activities.

- 405 **SALARIES/WAGES OVERTIME**
Includes the cost of overtime for maintenance workers for the Cross Country Runs.

- 410 **BENEFITS**
Allocation of employee benefits from the benefit cost center.

- 420 **MATERIALS & SUPPLIES**
Provides for awards, t-shirts, resale refreshments, tennis balls, and assorted paper supplies associated with the Cross Country Runs, and tennis tournaments. Also provides for the purchase of resolutions and plaques associated with recognition of citizens and officials.

- 430 **GENERAL CONTRACTUAL SERVICES**
Includes costs for tennis pro and umpires associated with Tracy Austin Tennis Tournament, and costs of a consultant and other services related to the Cross Country Runs. Additionally, the annual preparation of taxes by Moreland & Associates.

- 476 **ADVERTISING**
Provides publicity flyers, advertising, and entry forms for the Cross Country Runs and Tracy Austin Tennis Tournament.

- 478 **EQUIPMENT RENTAL**
Includes the cost of timing equipment on the day of the Cross Country Runs.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity					Code
Community Services	Peppertree					4674,4675
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed	
PERSONNEL						
401 Wages -Full Time	5,853	6,064	5,853	6,420	6,420	
405 Wages - Overtime						
410 Benefits	2,490	2,600	2,335	2,073	2,073	
TOTAL PERSONNEL	8,343	8,664	8,188	8,493	8,493	
MATERIALS & OPERATIONS						
420 Materials & Supplies	13,227	12,353	15,000	12,500	12,500	
430 Contractual Services	28,187	19,124	25,496	23,500	23,500	
476 Advertising	2,702	687	390	1,950	1,950	
478 Equipment Rental						
TOTAL MATERIALS & OPS	44,116	32,164	40,886	37,950	37,950	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	52,459	40,828	49,074	46,443	46,443	
FUND SOURCE						
01 General Fund (4674)	8,343	8,664	8,188	8,493	8,493	
95 Peppertree Fund (4675)	44,116	32,164	40,886	37,950	37,950	
TOTAL	52,459	40,828	49,074	46,443	46,443	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Nature Center Ops/Prop A MTC	4676,4680

Narrative

This activity provides for the anticipated operating costs of the George F. Canyon Nature Center, funded by the General Fund and charged to division 4676. This activity also provides for grant-reimbursable contractual service costs charged to division 4680 of the Proposition A (Parks) Special Revenue Fund. The City has entered into an agreement with the Palos Verdes Peninsula Land Conservancy to provide management services for the Nature Center.

Description

- 420 MATERIALS & SUPPLIES
Provided by PVPLC, except for minor City repair items.
- 423 RESALE SUPPLIES
Provided by PVPLC.
- 430 GENERAL CONTRACT SERVICES
The PVPLC is reimbursed \$31,000 per year management fee. Contractual service costs of a Naturalist and an Assistant Naturalist, including administrative fees, are charged to the Special Revenue Fund 430 account in division 4680. The Los Angeles County Parks and Open Space District provides a Proposition A – Parks grant to reimburse the City for the costs of these services at the Nature Center. Division 4676, account 430 in the General Fund is charged for the portion of these costs not covered by the grant, as well as other services needed at the Nature Center such as janitorial services and fingerprint check costs.
- 434 REPAIRS/MAINTENANCE SERVICE
Includes HVAC maintenance contract at the Nature Center.
- 450 TELEPHONE UTILITY
Provides for payment of telephone services at the Nature Center.
- 451 WATER
Provides for water at the Nature Center and Community Center.
- 452 ELECTRICITY
Provides for electricity at the Nature Center.
- 470 TRAVEL AND MEETINGS
Provided by PVPLC.
- 476 ADVERTISING
Provided by PVPLC.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Services	Nature Center Ops/Prop A MTC				4676,4680
	2008-09	2009-10	2010-11	2011-12	2012-13
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	836	906	300	300	300
430 Contractual Services	24,890	31,840	31,000	31,000	31,000
434 Repairs & Maint Services	1,608	2,533	1,744	2,000	2,000
450 Telephone Utility	491	488	480	480	480
451 Water Utility	705	515	900	900	900
452 Electric Utility	1,224	1,023	1,300	1,300	1,300
470 Travel & Meetings					
476 Advertising					

TOTAL MATERIALS & OPS	29,754	37,305	35,724	35,980	35,980
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	29,754	37,305	35,724	35,980	35,980
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FUND SOURCE

01 General Fund (4676)	16,254	19,855	16,724	16,980	16,980
32 Prop A Fund (4680)	13,500	17,450	19,000	19,000	19,000

TOTAL	29,754	37,305	35,724	35,980	35,980
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DEPARTMENT RESPONSIBLE
Community Services Director

**City of Rolling Hills Estates
Summary**

Function					
Capital Improvements					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed

TOTAL PERSONNEL

TOTAL MATERIALS & OPS

TOTAL CAPITAL OUTLAY	814,030	393,714	1,169,878	1,829,250	2,623,416
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TOTAL FUNCTION	814,030	393,714	1,169,878	1,829,250	2,623,416
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CAPITAL IMPROVEMENT PROJECTS OVERVIEW

Capital improvement projects are divided into various functions depending on the type of project. This budget includes capital improvement projects for Streets, Parks and Recreation, and Public Improvements. Capital improvement projects estimated for FY 2011-12 total \$1,619,350 and a total of \$3,133,316 for FY 2012-13, and the General Fund's portion is \$295,000 for FY 2011-12 and \$275,000 for FY 2012-13.

The Six Year Capital Improvements Plan is found in the subsequent portion of the Capital Improvement Projects section of the budget document that provides a long-term view of the City's proposed capital projects. Presented by proposed Funding Source, with projects for the General Fund arranged by Streets, Parks, and Public Improvements subtotals, the Six Year Plan is intended to assist prioritization of capital budgeting.

City of Rolling Hills Estates

Capital Improvements - Streets
(5100 Capital Projects)

Descriptions

This section contains Capital Improvements related to streets.

FY 2011-12 includes General Fund expenditures for street resurfacing (\$305,000), and Catch Basin upgrades (\$20,000).

The Palos Verdes Drive North Bike Lane project will begin in FY 2011-12 with the majority of the project in 2012-13 with Federal STIP, State SR2S, and Prop. C funds.

An additional \$100,000 of Prop. C will be used for street resurfacing in FY 2011-12.

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Streets				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
5103					
Street Resurfacing (General Fund)					
430 Contractual Services	3,800		30,000	305,000	
5113					
Street Resurfacing (Prop A, Fund 13)					
430 Contractual Services	24,800		4,000	10,000	
5117					
PVDN Bike Lane Project (Federal STIP, Fund 24)					
430 Contractual Services		23,063	3,309	256,000	1,803,000
5118					
PVDN Bike Lane Project (State SR2S, Fund 25)					
430 Contractual Services				57,600	496,980
5119					
PVDN Bike Lane (Prop C, Fund 19)					
430 Contractual Services			20,761	5,000	193,436
5120					
Street Resurfacing (Prop C, Fund 19)					
430 Contractual Services	73,232	22,084	80,000	100,000	
5121					
PVDN Resurfacing (Federal ARRA, Fund 26)					
430 Contractual Services			387,869		
5140					
Curb/Gutter/Sidewalk Improvements (General Fund)					
430 Contractual Services					
5142					
George F Canyon Storm Drain Improvements (Prop 40, Fund 33)					
430 Contractual Services					
5145					
Storm Drain Repairs & Improvements (General Fund)					
430 Contractual Services				20,000	20,000
PAGE TOTAL	101,832	45,147	525,939	753,600	2,513,416

(Streets - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Streets (Continued)				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
5146					
Storm Drain Repairs & Improvements (Prop C, Fund 19)					
430 Contractual Services	44,636				
5150					
Arterial Streets Median Improvements (General Fund)					
430 Contractual Services	14,361				
5178					
Traffic Signals (Federal ARRA, Fund 26)					
430 Contractual Services		32,363	19,865		
5183					
Illuminated Street Signs LED (Federal ARRA, Fund 26)					
430 Contractual Services			65,765		
5187					
Street Resurfacing (Prop 1B, Fund 22)					
430 Contractual Services	210,682		80,000		
5188					
Storm Drain Repairs/Improvements (Prop 1B, Fund 22)					
430 Contractual Services	105,623	9,563			
5170					
Street Resurfacing (Measure R, Fund 23)					
430 Contractual Services			125,000	80,000	
PAGE TOTAL	375,302	41,926	290,630	80,000	0

(Streets - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Streets (Continued)				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed

5186

Advanced Street Signs Repainting (General Fund)

430 Contractual Services

TOTAL FUNCTION	477,134	87,073	816,569	833,600	2,513,416
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FUND SOURCE

01 General Fund	18,161		30,000	325,000	20,000
13 Fund A	24,800		4,000	10,000	
19 Prop C Transit Fund	117,868	22,084	100,761	105,000	193,436
22 Transportation Prop 1B	316,305	9,563	80,000		
23 Measure R			125,000	80,000	
24 Federal STIP		23,063	3,309	256,000	1,803,000
25 State SR2S				57,600	496,980
26 Federal ARRA		32,363	473,499		

TOTAL	477,134	87,073	816,569	833,600	2,513,416
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DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Capital Improvements – Parks and Recreation (5200 Capital Projects)

Descriptions

This section includes all Parks and Recreation Capital Improvement projects.

FY 2011-12 includes General Fund expenditures for George F Canyon Brush Clearance (\$25,000).

FY 2011-12 provides for \$655,000 in renovation costs for the Peter Weber Equestrian Center from 1996 Prop A specified grant funds (Project 5250).

FY 2011-12 provides for a City Council recognition plaque from Pepper Tree Foundation fund (\$4,900).

FY 2011-12 provides for the installation of a Pepper Wood Park sign from Quimby fees (\$1,500).

FY 2011-12 provides for the replacement of the Chandler Park arena footing material from Quimby fees (\$5,250).

FY 2011-12 provides for the replacement of the Howlett Park Equestrian Center bleachers from Quimby fees (\$124,000).

FY 2011-12 provides for parking lot improvements (\$40,000) and replacement of the park's irrigation system (\$60,000) from Quimby fees.

FY 2011-12 provides for \$5,000 in Nature Center improvements from Quimby fees (replace rugs, blinds, computer, and DVD/Monitor player).

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
5201					
Brush Clearance (General Fund)					
430 Contractual Services		25,000	25,000	25,000	25,000
5220					
3 Rail Fencing (Fund 34)					
430 Contractual Services				75,000	75,000
5221					
Three Rail Fencing (General Fund)					
430 Contractual Services	29,749	24,160	25,000		
5230					
4th District Grant (General Fund)					
430 Contractual Services	2,753	371			
5236					
Riparian Grant - Nature Preserve (Fund 31)					
430 Contractual Services		29,464			
5238					
Nature Center ADA Improvements (Fund 31)					
430 Contractual Services	1,756				
5245					
Picnic Tables Replacement (Pepper Tree Fund 95)					
430 Contractual Services	3,041				
5248					
Highridge & Howlett Park Center Improvements (Prop 40, Fund 33)					
430 Contractual Services			227,154		
PAGE TOTAL	37,299	78,995	277,154	100,000	100,000

(Parks & Recreation - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation (Continued)				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
5250					
Stables Renovation (Fund 32)					
430 Contractual Services	167,006	137,190	52,000	655,000	
5262					
Pepperwood Park Sign (Qumiby Fees, Fund 10)					
430 Contractual Services				1,500	
5263					
Chandler Park Ring Footing (Qumiby Fees, Fund 10)					
430 Contractual Services				124,000	
5264					
Howlett Park Improvements (Qumiby Fees, Fund 10)					
430 Contractual Services				100,000	
5265					
Highridge Park Improvements (Qumiby Fees, Fund 10)					
430 Contractual Services				5,000	
5267					
Nature Center Improvements (Quimby Fees, Fund 10)					
430 Contractual Services				5,250	
5272					
Maintenance Yard Improvements (General Fund)					
430 Contractual Services	1,954				
5289					
Nature Center Facility (Pepper Tree Fund 95)					
430 Contractual Services		10,059	18		
5292					
Howlett Park Equestrian Center Improvements (Prop 40, Fund 33)					
430 Contractual Services	38,480	5,075			
PAGE TOTAL	207,440	152,324	52,018	890,750	0

(Parks & Recreation - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation (Continued)				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed

5295

Dapplegray Riding Arena Fence (Pepper Tree Fund 95)

430 Contractual Services	6,958	15,905		
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5296

City Council Recognition Plaque (Pepper Tree Fund 95)

430 Contractual Services				4,900
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5297

Howlett Park Dessage Arena (Pepper Tree Fund 95)

430 Contractual Services	3,935	38,833		
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5299

Roberti Z'Berg (Prop 40, Fund 33)

430 Contractual Services			24,137	
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TOTAL FUNCTION	255,632	286,057	353,309	995,650	100,000
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FUND SOURCE					
01 General Fund	34,456	49,531	50,000	25,000	25,000
10 Quimby Fees				235,750	
31 Prop. 12 Parks Grant Fund	1,756	29,464			
32 Prop. A Parks Grant Fund	167,006	137,190	52,000	655,000	
33 Prop. 40 Parks Grant Fund	38,480	5,075	251,291		
34 Prop. A 4th District Grant				75,000	75,000
95 Peppertree Fund	13,934	64,797	18	4,900	
TOTAL	255,632	286,057	353,309	995,650	100,000

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Capital Improvements – Public Improvements
(5300 Capital Projects)

Descriptions

This section includes Capital Improvement projects, which are designed to improve the overall aesthetics of the City and provide for City Hall capital improvements.

FY 2012-13 provides \$10,000 for upgrading Server Improvements and Security Protection (Project 5307).
Currently, other projects are on hold.

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Improvements				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed
5305					
Generator Air Quality Filter (General Fund)					
430 Contractual Services					
5307					
Computer Network Upgrades					
430 Contractual Services	5,814				10,000
5316					
Website Development Costs					
430 Contractual Services	27,576	20,584			
5317					
ADA Improvements (General Fund)					
430 Contractual Services					
5323					
Council Chambers Multimedia					
430 Contractual Services					
5326					
Phone & Voice Mail System					
430 Contractual Services					
5345					
GIS - Planning					
430 Contractual Services					

PAGE TOTAL	33,390	20,584	0	0	10,000
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(Public Improvements - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Improvements (Continued)				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed

5395

City Hall Retro and Update (Fund 02)

430 Contractual Services 8,302

5396

City Hall Kitchen Expansion (Fund 02)

430 Contractual Services 16,765

5395

City Hall Flag Pole Lights (Fund 02)

430 Contractual Services

5395

City Hall Trash Enclosure (Fund 02)

430 Contractual Services

5397

City Hall Lighting (Fund 02)

430 Contractual Services 22,807

PAGE TOTAL	47,874	0	0	0	0
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(Public Improvements - Continued on Next Page)

Function	Description				
Capital Improvements	Public Improvements (Continued)				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Adopted	2012-13 Proposed

See Totals Below

TOTAL FUNCTION	81,264	20,584	0	0	10,000
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FUND SOURCE					
01 General Fund	33,390	20,584			10,000
02 Capital Projects Designation	47,874				

TOTAL	81,264	20,584	0	0	10,000
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DEPARTMENT RESPONSIBLE
Various Department Managers