

City of Rolling Hills Estates Budget

4045

Rolling Hills Estates
CITY HALL

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



Prepared by
Administrative Services Department



City of Rolling Hills Estates



RollingHillsEstatesCA.gov

**Actual Budget
FY 2011 – 2012**

**Adopted Budget
FY 2012 – 2013**

**SUSAN SEAMANS
Mayor**

**FRANK V. ZERUNYAN
Mayor Pro Tem**



**STEVEN ZUCKERMAN
Council Member**

**JUDITH M. MITCHELL
Council Member**

**JOHN C. ADDLEMAN
Council Member**



ROLLING HILLS ESTATES

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MEMORANDUM

CITY OF ROLLING HILLS ESTATES

DATE: JUNE 12, 2012

TO: MAYOR AND CITY COUNCIL

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

SUBJECT: FINAL FY2012-13 BUDGET

This memorandum will serve to transmit the final budget for Fiscal Year 2012-13 for adoption at the June 26 Budget Public Hearing. The budget document incorporates direction and decisions from Budget Study Session held June 12.

OPERATING REVENUES

Total General Fund operating revenues and expenditures for FY2011-12 are \$6,010,281 and \$5,669,453 respectively. The estimated net positive operating result for FY2011-12 is \$455,928 (8%) which exceeds the projected 4% surplus estimated when the budget was adopted in June of 2011. Total General Fund operating revenues and expenditures for FY2012-13 are \$6,129,852 and \$5,978,330 respectively leading to an estimated year-end net operating result of \$251,522 or 4%.

Major revenue assumptions include flat sales tax, an increase in property tax, and a continued improved level of building permits. For both FY2011-12 and FY2012-13, the major source of additional revenue comes from an increase in planning and building permit fees.

Specifically, building permit fees are expected to total \$700,000 in both FY2011-12 and FY2012-13. Further, planning fees are anticipated to total \$225,000 each year. New construction tax (\$500/residential dwelling unit) will generate approximately \$33,000, which represents the construction of 66 new dwelling units (58 units at 627 Deep Valley Drive and 8 units at the Butcher and/or Tanglewood properties). A portion of the building permit revenue this fiscal year came from the Rolling Hills Covenant Church and Butcher projects.

Similarly, major projects contributing to building permit revenue for FY2012-13 will include Chase Bank, the continuation of the Butcher project (particularly several homes being constructed) and the construction of the 627 Deep Valley Drive project consisting of 58 residential condominiums and some limited commercial space (currently in escrow with Anastasi Development). We expect to bring the revised project to Council for review and comment within the next several months. Planning fees are expected to include CEQA review for the redevelopment of the Village Shopping Center (Continental Development) for the construction of an assisted living project, by which building permit revenues would be realized the following fiscal year (FY2013-14). Planning fees and building permit revenue should also continue at a steady pace with the slight increase in residential and commercial remodeling projects that the City has seen in the past year.

Approximately \$13,000 is presently available for a General Plan Update. These fees were collected under the City's Public Impact Facility Fee program. More specifically, a fee of \$0.60 per square foot was collected from the 449 Silver Spur and Rolling Hills Covenant Church projects. Note that with several other entitled and/or expected projects in the near future, the City should begin to amass funds necessary to undertake a complete General Plan Update. Also, the Housing Element will need to be updated in the next year or two. Existing fees collected should be ample to perform this task given that the Housing Element was certified a few years ago. The General Plan Update will remain on hold until such time additional General Plan Update fees are collected.

It appears that the State will continue to fund the COPS Grant of \$100,000 for FY2012-13, but the Motor Vehicle License Fee has been eliminated as of FY2011-12. Additionally, investment interest rates remain at all-time lows (below 1% return) in LAIF and CDs.

However, grants and special fund revenues to City remain strong with the Federal STIP, Measure R, and the State Parks Grant to name a few.

OPERATING EXPENDITURES

Expenditure assumptions include maintaining existing service levels in most major expenditure categories, the exception being a slight reduction in traffic enforcement. Additionally, parkway maintenance and median/parks watering have been reduced during this fiscal year in anticipation of the need to reduce costs in FY2012-13.

The budget document itself reflects the combining of expenditure categories made in FY2011-12 for ease of administration and realignment of some personnel costs to various programs to more accurately reflect actual time spent on various duties.

As proposed, the budget reflects reduced participation by the City in the supplemental traffic enforcement efforts by the Los Angeles Sheriff's Department. The City will continue to share in the cost of two Regional dedicated traffic units, but will not share in the cost of a third (supplemental) dedicated traffic unit as it has in the past due to continuing concern over long-term funding levels, competing funding requirements and a continuing overall outstanding Traffic Enforcement Index utilizing only the two dedicated units. The FY2012-13 budget also reflects reinstatement of the Sheriff's Liability Trust Fund (LTF) Surcharge, which had been suspended for the past eighteen months. As previously mentioned, the COPS grant revenue of \$100,000 is projected to be received in FY2012-13 in order to continue funding of the CORE Deputy program. Without this grant, the CORE program would have to be reconsidered.

Crossing Guard coverage in the City at various intersections has been evaluated by the City's Traffic Engineer and Staff. As a result of that evaluation, crossing guards will no longer be staffed at Silver Spur/Monte Malaga, PVDN/Crenshaw and PVDN/PVDE as these locations do not meet threshold criteria for staffing.

The proposed budget includes a \$100,000 special project for the retention of a polling firm and community engagement consultant to ascertain the opinion of the community on service levels (particularly street maintenance) and gauge interest in the potential for raising new revenues for existing and expanded City services. As mentioned below in the capital projects discussion, maintaining the City's streets at an acceptable level in accordance with the Pavement Management System (PMS) will require more funding than annual surpluses could sustain even at previous historic highs. Any new revenue source would be eligible for program and capital use City-wide, including maintenance of streets, curbs, gutters, sidewalks, storm drains, bike paths, parks, riding rings and bridle trails as well as funding public safety services and recreation programs.

PERSONNEL

The FY2012-13 budget includes the revenue anticipated from the operation of the stables by the new concessionaire and reflects the cost savings of eliminating the six staff positions at the Peter Weber Equestrian Center, which include salary and benefits costs, liability insurance and workers' compensation insurance.

The FY2012-13 budget anticipates keeping vacant six previously funded full-time administrative and maintenance staff positions. All told, the City's full-time staff level has decreased from 32 in 2006 to 20 today.

Salaries and benefits have been adjusted to reflect the PERS EPMC/salary exchange and suspension of the PARS contributions in FY2011-12 as well as continued suspension of the previously funded bonus program. The Employees' Association has been supportive of these adjustments, the assumption of more duties and the salary freeze that has been in place over the past three fiscal years.

After Council consideration of the Employees' Association request, a 2.0% cost-of-living adjustment (COLA) has been budgeted for FY2012-13.

CAPITAL PROJECTS

Capital projects for FY2012-13 include George F Canyon brush clearance, three-rail fence replacement, and catch basin improvements to comply with NPDES. Construction of the Palos Verdes Drive North Bike Lane project will commence in FY2012-13 and be completed in FY2013-14. The project consists of five foot wide striped on street bike lanes, intersection improvements, new merge lanes and a complete street overlay on Palos Verdes Drive North between Crenshaw Boulevard and the City's West City Limits. Sources of revenue available for the PVDN Bike Lane project include federal and state grants, and a local match comprised of Proposition C and Traffic Impact fees. As grant funds are not eligible for landscaping the medians that will be constructed as part of this project, we have designated \$75,000 for a tree planting program within the project area under *CIP Other Than Streets* which can be found on Exhibit G. Actual planting will take place following completion of the project in FY2013-14.

Of the \$150,000 in the Capital Improvements Designation (*CIP Other Than Streets*), \$143,438 is the amount of traffic impact fees collected from Terranea Resort for fair share costs of intersection mitigation measures, some of which will be allocated toward intersection improvements at Hawthorne Boulevard in connection with the PVDN Bike Lane project.

While the Bike Lane project will address the deterioration of PVDN on the City's west side, the 2011 Pavement Management System (PMS) Update Report concluded that a majority of the City's streets are in need of major maintenance and recommended a \$550,000 annual budget for street resurfacing in order to catch up and gradually improve the overall condition of streets over a fifteen year period. Funding options for such a street maintenance program are still under consideration.

The Community Services Department plans to complete a variety of capital projects during FY 2012-13. Significant brush clearance efforts throughout George F Canyon Nature Preserve over the past several years (\$25,000 annually) has left only minor clearing required in future years at an estimated cost of \$12,000 per year. Over a mile of three-rail vinyl fencing along City bridle trails is proposed for FY2012-13, as \$80,000 of a \$150,000 Los Angeles County Proposition "A" Excess Funds grant remains available for this purpose.

Quimby Funds have been designated for improvements to a variety of sites within City for FY 2012-13 and include uncompleted capital projects budgeted in FY 2011-12. Proposed for FY 2012-13 are Pepperwood Park/Civic Center improvements (\$25,000), Highridge Park improvements which include a Master Irrigation Control System (\$100,000), replacement of a portable 500-gallon water tank (\$2,000), development of Peninsula High School's Pool (\$73,000), and Howlett Park Equestrian Center footing, fencing, and sprinklers improvements (\$114,000).

The Park and Activities Commission recommendations regarding the Howlett Park Master Plan have been approved by Council, which identify future prioritized park improvements, with a timeline and funding sources identified. It should also be noted that potential uses of the balance (net of the Howlett Park Ring Improvements mentioned above) of the \$300,000 from the Chandler Ranch Development Agreement, which includes Quimby Funds advanced from the City and a good faith contribution by the Developer, are currently under consideration by the Equestrian Committee and Park and Activities Commission for a recommendation to City Council. Recommended uses of the Chandler Ranch Development Agreement funds may result in additional capital projects for City Council's consideration during FY 2012-13, thus requiring mid-year budget adjustments.

Finally, the land donated for park purposes a condition of the Butcher Development remains undeveloped as part of this budget. However, as lots and/or homes are sold, the City will receive \$8,455 per unit in unrestricted funds (\$93,005 total), which may be applied to park development or other general government uses. Additionally, undesignated Quimby fees of approximately \$1,000,000 required from the Chandler development (apart from the developer's \$1,000,000 special equestrian donation and the City's \$1,000,000 Quimby designation required by the development agreement) may also be used for development of this parcel as a park. Until these funds are received, there is no proposed project or designation in the fund balance reserves within the budget document.

For ease in reviewing our considerable Capital Improvement Budget, we have added an exhibit which describes each project and lists it by funding source.

FUND BALANCES

Various fund balances have been revised to reflect our best understanding of future obligations. For FY 2012-13, these include separating Capital Improvement Projects designations into two separate categories (*CIP Other Than Streets* and *CIP Streets*), and an increase in the Equipment Designation to \$100,000.

As mentioned above, the \$150,000 reserve in *CIP Streets* reflects the funds reserved within the General Fund received from the Terranea project in RPV for intersection improvements at Hawthorne and Silver Spur and Hawthorne and Palos Verdes Drive North.

The Undesignated, Unreserved Fund Balance is projected to remain above \$1,200,000, which is consistent with the current fund balance policy. Exhibit G reflects this approach in order to designate \$75,000 for the previously mentioned tree planting project, increase the Equipment Designation by \$40,000 to help rebuild that designation and increase the Future Operating Expenditures by \$166,000 to help maintain a contingency balance within the Fund Balance Designations.

With respect to accounting for payback of the General Fund subsidy of the Equestrian Fund, you will find on Exhibit F under Enterprise Funds (Fund 50-Stables) an estimated \$50,000 in revenue which we expect to receive from the stables concessionaire, thus reducing the negative balance in that fund from \$491,759 to \$441,759.

POTENTIAL CUTS

Staff has identified numerous line items, programs, and service levels that can be dramatically reduced to reflect a worst-case operating scenario. However, the current revenue and expenditure projections do not suggest that this severe level of reductions or cuts will be required in FY2012-13. In order to be proactive though, identifying these potential cuts allows Council and staff to be prepared for the potential of another dramatic economic downturn.

Severe cuts to the budget would include complete elimination of line items such as meetings, travel, memberships and dues. Community events that are a net cost to the City, including the Holiday Parade, Holiday Party, and perhaps the City Celebration would have to be evaluated for elimination as well.

Service level cuts to the Sheriff's CORE Deputies would also have to be considered. City operations that might be decreased or eliminated could include personnel administration, records management, street sweeping, tree trimming, park maintenance, and nature center operations.

Finally, staff levels could be reduced further. However, any further staff reductions would have to be offset with at least some level of contractual services to continue to provide a basic level of service to the community, thus reducing the total savings available from the potential staff reductions.

FISCAL FUTURE

With Building Permit fees showing signs of improvement both this year and possibly into the next several budget cycles, it may seem that the worst of the recent economic times may be behind us. Even so, the large development projects we may see coming on the horizon will provide a revenue stream of limited duration. If we assume a normal year of Building Permit activity generates approximately \$400,000 in revenue, we can see that during FY2012-13 we are expecting large projects to provide approximately \$300,000 in revenue. This may even increase as the Chandler or Continental projects come on line. However, at some point these types of large projects may cease to be undertaken either due to changes in economic conditions or a general completion of large scale commercial building renovations or residential development.

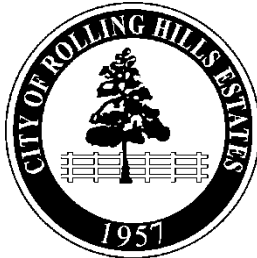
With a recommended annual expenditure of \$550,000 in on-going street maintenance projects coming from our PMS report, the City must identify a funding source for this effort. We currently receive approximately \$180,000 combined Proposition C and Measure R funds which are eligible for maintenance of our streets. However, restricted funds are typically not eligible for use in maintaining residential streets. Use of General Funds is usually required for maintenance of these streets.

A quick calculation of the assumptions above might show a potential scenario in which an on-going revenue shortfall of \$670,000 in the future might be anticipated. This might come about if our large projects do not come through (\$300,000) and we do not have an identified funding source to complement our restricted funds for street maintenance (\$370,000). Without sounding alarmist, this is probably on the low end of the potential shortfall given the minimum street maintenance effort calculated into the \$550,000 recommendation and the fact that we are still operating at lower than historic levels in our operating budget programs and services.

SUMMARY

Although certain revenues have seen an increase since the worst of the recent economic downturn, and the City's fiscal position has been maintained through a combination of cost cutting measures and reliance on previously established reserves, there are a number of long-term projects and programs that are in need of identified funding sources. These include such projects as the General Plan Update, street and parks maintenance and other capital infrastructure maintenance as well as on-going program needs and maintenance of the City's competitive position in marketplace for well qualified employees. Given the City's historic reliance on sales tax, property tax and planning and building permit fees, all of which are highly subject to the ups and downs of the economy, it would be appropriate to consider an alternative, and more stable, revenue source to secure the City's fiscal future.

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 current year operating surpluses and reserves. (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.

FOR APPROVAL: JUNE 26, 2012

CITY OF ROLLING HILLS ESTATES

FY 2012-2013



INVESTMENT POLICY

INTRODUCTION

The purpose of this document is to identify policies and procedures, which enhance opportunities for prudent and systematic investment of City funds, and to organize and formalize investment-related activities.

Activities, which comprise good cash management, include accurate cash projections, expeditious collection and deposit of revenue, control of disbursements, cost-effective banking relations and a short-term borrowing program, which coordinates cash requirements and investment opportunity.

STATEMENT OF INVESTMENT POLICY

This policy shall cover all funds and investments under the direct authority of the City of Rolling Hills Estates.

The primary objective of the City's investment function shall be safety, since the safeguarding of City assets is of paramount importance. Most investments will be highly liquid with maturities selected to anticipate cash needs and avoid the need for forced liquidations. Yield shall be a consideration only after the basic requirements of safety and liquidity have been met.

The City shall strive to achieve a market-average rate of return throughout budgetary and economic cycles. Available cash balances are consolidated for maximum investment. Investment earnings are allocated based on average monthly cash balances. Authorized investment mechanisms for the City of Rolling Hills Estates, in accordance with the California Government Code, shall include the following:

- * LAIF (Sec. 16429.1)
- * Savings Passbook (53632)
- * Treasury Issues (53601 b)
- * Certificates of Deposit (53635)

More detailed descriptions of these vehicles are in the Appendix.

Collateral, as necessary in excess of federally insured limits or as applicable, shall be maintained as specified by the Government Code. All purchased securities shall be physically delivered to a safekeeping account at Bank of America Nationsbank, N.A.

Except as otherwise restricted by the Government Code, the City shall strive to maintain no more than 90% of excess funds in any one-investment mechanism. However, when LAIF yields exceed those of other allowable investment vehicles, the City is permitted to maintain up to 100% of excess funds in LAIF. A maximum of 25% of the total investment portfolio may be invested for a period exceeding five years with City Council approval.

All participants in the investment process shall act as custodians of the public trust. The investment program shall be managed with a degree of professionalism that is worthy of the public trust. The City Treasurer shall be responsible for the management and investment of excess funds. However, all purchases or sales shall require signatures of two City officials, at least one being the City Manager or Assistant City Manager.

Investments shall be disclosed in a schedule of cash and investment report, which is presented to the City Manager and City Council, as part of monthly financial statements. This report shall include the type of investment, a description of the investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and monies held by the City. Also, included shall be the market value of the investment and the source of market value, a statement of compliance with the investment policy established by City Council, and a statement denoting the City's ability to meet all expenditure requirements for the next six months.

Approval: June 26, 2012

CITY OF ROLLING HILLS ESTATES



APPENDIX OF DESCRIPTIONS OF INVESTMENT MECHANISMS

1. LOCAL AGENCY INVESTMENT FUND (LAIF) is a special fund of the State Treasury which local agencies may use to deposit excess funds. There is no minimum investment period and the minimum investment is \$5,000 with a maximum of \$50 million per agency. Funds are available on a same day basis with no loss of interest. Interest is distributed quarterly, based on the agency's proportionate share of deposits and length of deposit. (16429.1)

2. U.S. TREASURY ISSUES (T-BILLS, NOTES, BONDS) are direct obligations of the U.S. Government. Maturities range from 13 to 52 weeks for T-Bills, 1 to 10 years for Notes and 10 to 30 years for T-Bonds. They are highly liquid and considered the safest investment security. (53601 b)

3. CERTIFICATES OF DEPOSIT (CDs) are investments for inactive funds issued by banks, savings and loans and credit unions. Investments of \$250,000 are insured by the following respective insurance agencies (FDIC, FSLIC and NCUFIC). Deposits can be from 14 days to several years. Deposits exceeding \$250,000 can be collateralized with government securities. (53635)

**City of Rolling Hills Estates
Vendor Payments Greater Than \$10,000
Estimated for Fiscal Year 2012-2013**

Vendor Name	Estimated Total	Description of Services Rendered or Goods Purchased	Budget Account
ALL CITY MANAGEMENT	32,000	CROSSING GUARD SERVICES	4340-430
BENNET LANDSCAPE	240,000	LANDSCAPING SERVICES	4610-430
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	200,000	INSURANCE SERVICES	Various
CITY OF RANCHO PALOS VERDES	110,000	CORE DEPUTIES/OTHER SAFETY COSTS	4310-430
CITY OF RANCHO PALOS VERDES	18,000	TRAFFIC FINES (SHARED REVENUES)	84-3540
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	25,000	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	FINANCIAL AUDITORS	4230-430
NATIONWIDE ENVIRONMENTAL	79,000	STREET SWEEPING EXPENDITURES	4460-430
NORTHGATE	30,000	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
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	17,500	TELEPHONE EXPENSES	4220-450
	3,432,500		

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	ACTUAL	ACTUAL	ADOPTED
GENERAL FUND						
LOCAL TAXES						
Property tax	3110	1,534,051	1,522,592	1,582,384	1,568,868	1,719,861
Sales tax	3120	986,408	917,855	917,016	871,060	936,919
Franchise tax	3130	513,902	492,746	518,175	551,059	515,000
Business license	3140	235,386	221,600	267,177	236,334	240,000
Business license-County (moved to 3230)	3150	148,543				
Property transfer tax	3160	40,548	65,435	72,779	69,824	62,000
New construction tax	3170					33,000
TOTAL		3,458,838	3,220,228	3,357,531	3,297,145	3,506,780
LICENSES & PERMITS						
Landfill regulation fees	3210	156,437	268,014	194,005	214,883	200,000
Animal licenses	3220	9,721	5,711	7,047	7,969	7,000
Building permits	3230	325,474	400,413	480,497	722,611	700,000
TOTAL		491,632	674,138	681,549	945,463	907,000
INTERGOVERNMENTAL REVENUES						
Property Tax in lieu of Sales Tax - State	3308	397,750	246,996	309,620	301,499	344,364
Property Tax in lieu of VLF Fees - State	3309	593,271	599,681	602,824	622,162	628,384
Motor Vehicle License Fees (VLF)	3310	27,834	24,024	41,551		
COPS Grant (Policing)	3311	75,441	124,559	100,000	100,000	100,000
CLEEP Grant (Law Enf. Equipment)	3312					
Sale of CDBG Grants	3320	16,878	16,586	16,410	16,371	14,324
Traffic Safety OTS State Grant	3322	2,452	3,054	679		
Highway Through Cities Grant	3324				400,000	
TOTAL		1,113,626	1,014,900	1,071,084	1,440,032	1,087,072
CHARGES FOR SERVICES						
Planning Fees	3410	358,342	257,568	256,132	250,763	225,000
GIS Fees	3420	5,100	3,900	5,100	6,000	6,000
City Celebration & Holiday Parade	3430	3,056	2,538	3,719	5,658	10,000
Recreation Fees	3440	37,034	49,858	34,723	32,371	25,000
TOTAL		403,532	313,864	299,674	294,792	266,000
FINES AND FORFEITURES						
Misc fines and forfeitures	3510	35,165	61,278	31,357	50,667	48,000
False alarm fines	3520	7,865	13,060	15,090	13,300	11,000
Business license penalties	3530	5,600	9,022	18,286	7,689	10,000
TOTAL		48,630	83,360	64,733	71,656	69,000
USE OF MONEY AND PROPERTY						
Interest income (Funds 01 & 02)	3610	78,301	26,627	14,176	4,717	5,000
Rents and concessions	3620	15,581	18,787	16,017	17,635	15,000
TOTAL		93,882	45,414	30,193	22,352	20,000
OTHER REVENUES						
Refunds/Rebates/Reimbursements	3710	63,066	9,709	77,108	58,074	57,000
SB 90 Reimb. of State Mandated Costs	3715					
AB 939/Infrastructure Fees	3720	167,667	171,782	178,088	179,149	187,000
Prior Year Adjustments	3725	(423)	1,503	(7,164)	25,689	
Miscellaneous revenues	3730	3,106	146,121	22,481	13,953	20,000
Cash Over/Short	3735					
Curbside Recycling/Oil	3740	14,500	500	5,500	8,684	5,000
Litter Abatement/Recycling	3750	5,000	5,000		10,000	5,000
TOTAL		252,916	334,615	276,013	295,549	274,000
TOTALS, GENERAL FUND						
	01	5,863,056	5,686,519	5,780,777	6,366,989	6,129,852

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	ACTUAL	ACTUAL	ADOPTED
EXHIBIT A					
SPECIAL REVENUE FUNDS					
QUIMBY FEES					
Quimby Fees	3180	95,080	166,390	392,205	47,540
Interest income	3610	423	1,037	1,944	1,966
QUIMBY FEES	10	95,503	167,427	394,149	49,506
STATE GAS TAX FUND:					
Gas Tax 2103	3329			62,515	109,128
Gas Tax 2105	3330	44,548	44,108	45,459	37,657
Gas Tax 2106	3340	30,730	35,810	31,923	28,768
Gas Tax 2107	3350	59,348	53,488	60,452	55,608
Gas Tax 2107.5	3360	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	(7,091)
GAS TAXES SUBTOTAL		191,849	209,118	238,194	226,070
Interest income	3610		27	160	360
STATE GAS TAX FUND	11	191,849	209,145	238,354	226,430
LOCAL TRANSPORTATION FUND:					
TDA Article 3 Funds	3121	13,820		15,250	7,320
Interest income	3610	83	1	37	30
LOCAL TRANS FUND	13	13,903	1	15,287	7,350
TRAFFIC SAFETY:					
Traffic safety fines	3540	65,573	40,186	38,524	51,642
Interest income	3610	714	219	32	200
TRAFFIC SAFETY FUND	14	66,287	40,405	38,556	51,642
PEG FEES					
Cox PEG Fees	3760			12,825	26,018
Interest income	3610			4	58
PEG FUND	16			12,829	26,076
TRANSIT:					
PROP A - transit improvement	3121	116,822	104,135	110,213	119,198
Interest income	3610	1,799	469	203	149
TRANSIT FUND	18	118,621	104,604	110,416	119,347
PROP C:					
PROP C - transit tax	3122	135,855	86,385	100,605	99,097
Interest income	3610	2,345	827	813	816
PROP C FUND	19	138,200	87,212	101,418	99,913
AQMD:					
Air quality funds AB 2766	3390	8,852	9,227	8,836	10,151
Interest income	3610	2,811	911	328	47
AQMD FUND	20	11,663	10,138	9,164	10,198
STPL GRANT					
STPL Fund Exchange	3328	6,927			
Interest income	3610	65	39	28	21
STPL GRANT	21	6,992	39	28	21
PROP. 1B TRANSPORTATION					
Transportation Grant	3385				
Interest income	3610	4,509	484	287	
PROP. 1B TRANSPORTATION	22	4,509	484	287	
MEASURE R					
Residential Street Resurfacing	3371		51,976	71,333	73,674
Interest income	3610		106	313	98
MEASURE R	23		52,082	71,646	73,772
FEDERAL STIP					
PVDN Bike Lane Project	3327				231,064
Interest income	3610				1,803,000
FEDERAL STIP	24				231,064
STATE SR2S					
PVDN Bike Lane Project	3372			20,818	
Interest income	3610				
STATE SR2S	25			20,818	

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	ACTUAL	ACTUAL	ADOPTED
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	1		
FEDERAL ARRA	26		32,619	466,926		
ARRA EECBG						
City Hall Lights & HVAC	3386				43,580	
ARRA EECBG GRANT	27				43,580	
STATE PARK GRANT EQUESTRIAN						
Peter Weber Equestrian Center	3387					1,024,000
STATE PARK GRANT	30					1,024,000
PROP. 12 PARKS GRANT:						
Prop. 12 - Roberti-Z/Berg Grant	3395			25,550		
Prop. 12 Riparian Grant (Nature Preserve)	3396		84,403		54,296	
Interest income	3610		6	148	154	
PROP. 12 PARKS GRANT FUND	31		84,409	25,698	54,450	
PROP A COUNTY PARKS:						
PROP A - maintenance/service	3392	13,500		30,950	17,453	14,000
PROP A - specified	3394			128,298		
PROP A CNTY PARKS FUND	32	13,500		159,248	17,453	14,000
PROP. 40 PARKS GRANT:						
Roberti Z/Berg	3391			21,460		
Prop. 40 Per Capita Grant	3397			220,000		
PROP. 40 PARKS GRANT FUND	33			241,460		
PROP. A 4TH DISTRICT GRANT:						
3 Rail Fencing	3399				30,780	80,000
4TH DISTRICT GRANT	34				30,780	80,000
PEPPERTREE:						
Donations	3440	38,647	31,273	46,198	41,546	44,000
Interest income	3610	896	14			
PEPPERTREE FUND	95	39,543	31,287	46,198	41,546	44,000
CHANDLER EQUESTRIAN						
Donations/Match	3780				100,000	
Interest income	3610				291	250
CHANDLER EQUESTRIAN	97				100,291	250
TOTALS, SPECIAL REVENUE FUNDS		700,570	819,852	1,931,664	1,204,237	3,557,126

EXHIBIT A
ENTERPRISE FUNDS

STABLES						
Stable rental	3450	554,572	614,853	565,824	252,758	50,000
Western trainer	3451	5,350	9,000	9,000	3,750	
English trainer	3452	9,800	11,325	10,500	7,500	
Non resident surcharge	3453	32,524	43,367	43,485	17,710	
Horse show fees	3454	15,013	17,874	25,857	23,788	
Pony Camp fees	3455	51,382	35,863	34,205	27,600	
Prior Year Adjustment	3725		603			
CHARGES FOR SERVICES		668,641	732,885	688,871	333,106	50,000
Interest income	3610					
STABLES FUND	50	668,641	732,885	688,871	333,106	50,000
TENNIS						
Tennis court fees	3460	47,193	45,306	43,250	50,646	43,000
Tennis membership dues	3461	12,611	13,617	12,918	10,203	11,000
CHARGES FOR SERVICES		59,804	58,923	56,168	60,849	54,000
Interest income	3610	2,785	753	477	310	700
TENNIS FUND	51	62,589	59,676	56,645	61,159	54,700
TOTALS, ENTERPRISE FUNDS		731,230	792,561	745,516	394,265	104,700
GRAND TOTALS, ALL FUNDS		7,294,856	7,298,932	8,457,957	7,965,491	9,791,678

City of Rolling Hills Estates

Budget Expenditures 2012- 2013 (All Funds)

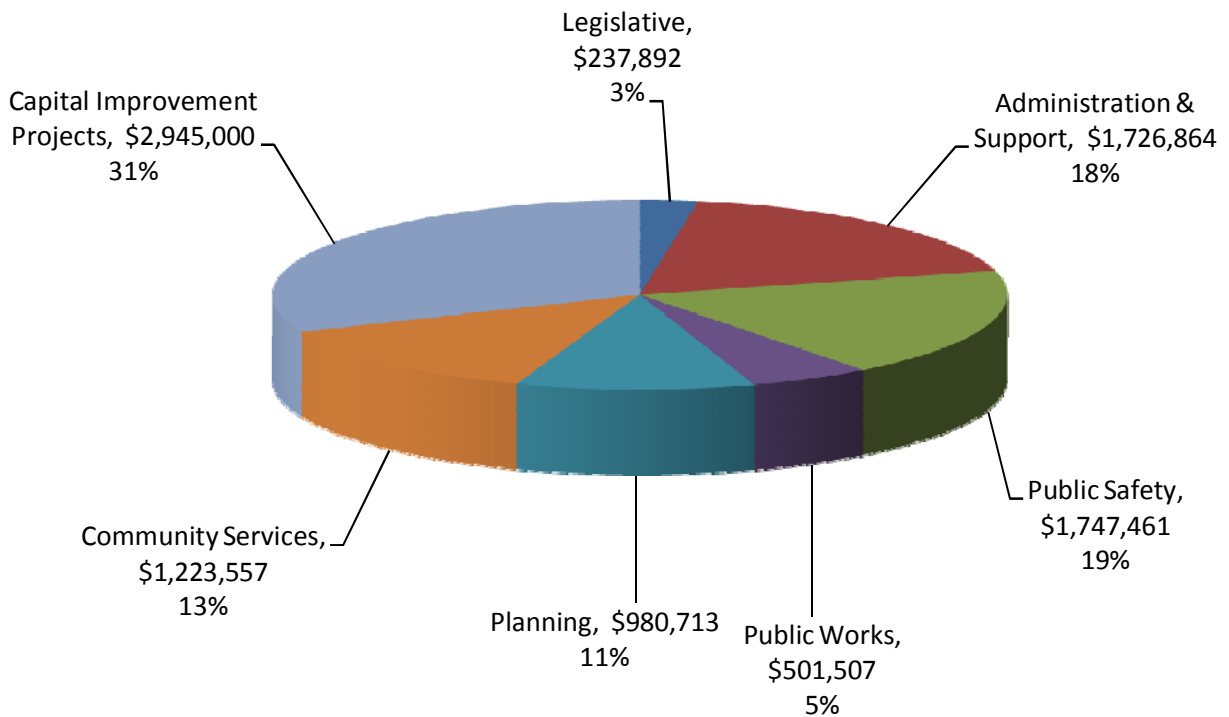


EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary
 (by fund within fund type)

EXPENDITURES/EXPENSES SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted	
GENERAL FUND OPERATING EXPENDITURES						
LEGISLATIVE						
CITY COUNCIL	4110	78,932	56,998	45,710	41,608	43,405
PLANNING COMMISSION	4120	29,424	25,175	28,098	48,494	49,277
P&A COMMISSION	4130	70,188	64,809	65,771	48,452	48,272
CITY ATTORNEY	4140	75,915	77,997	99,622	111,646	88,500
ELECTION	4150	604	81		751	1,000
TOTAL		255,063	225,060	239,201	250,951	230,455
ADMINISTRATION & SUPPORT						
CITY MANAGER	4210	669,939	663,318	706,877	654,971	765,696
CENTRAL SERVICES	4220	316,935	344,615	331,310	317,161	341,533
FINANCE	4230	419,020	421,808	423,813	490,158	472,470
ECONOMIC DEVELOPMENT	4235	132,517	102,708	89,651		
PERSONNEL	4240	67,049	60,843	75,049	87,170	72,444
PUBLIC INFORMATION	4250	89,440	55,448	34,863	27,523	28,498
EMPLOYEE BENEFITS	4260					
OVERHEAD	4270	(44,000)	(46,000)	(48,000)	(27,417)	(13,000)
EQUIPMENT	4279	63,936	50,370	68,246	48,399	58,200
TOTAL		1,714,836	1,653,110	1,681,809	1,597,965	1,725,840
PUBLIC SAFETY						
PATROL SERVICES	4310	2,053,163	1,751,179	1,753,856	1,523,374	1,693,461
ANIMAL CONTROL	4330	28,101	34,059	21,329	16,568	20,000
CROSSING GUARDS - GENERAL FUND	4343					
EMERGENCY MANAGEMENT	4350	4,026	2,289	2,289	10,289	2,000
TOTAL		2,085,290	1,787,527	1,777,474	1,550,231	1,715,461
PUBLIC WORKS						
SIGNALS	4451	64,527	33,433	40,919	20,688	24,000
NPDES	4460	194,167	212,309	186,747	214,988	189,076
SOLID WASTE (RECYCLING)	4625	41,444	34,104	24,764	19,650	20,248
TOTAL		300,138	279,846	252,430	255,326	233,324
PLANNING						
PLANNING ADMINISTRATION	4510	925,516	792,694	776,568	738,971	760,060
ADVANCED PLANNING	4520	116,001	62,348	60,048	53,479	54,237
CODE ADMINISTRATION	4530	216,154	141,179	98,959	173,466	166,403
SUBDIVISION REGULATION	4540	30,668	31,104	30,024		
TOTAL		1,288,339	1,027,325	965,599	965,916	980,700
COMMUNITY SERVICES						
PARKS MAINTENANCE	4610	545,709	504,254	443,095	789,637	764,239
TREE TRIMMING	4615	76,940	102,332	131,667	120,980	117,342
LANDSCAPE MAINTENANCE	4620	353,517	316,929	362,807		
BRIDLE TRAILS	4630	110,516	101,836	139,465	83,281	71,626
RECREATION PROGRAMS	4640	58,600	43,406	44,183	37,361	45,603
SPECIAL EVENTS	4670	76,496	68,952	72,241	62,614	70,523
PEPPERTREE	4674	8,343	8,664	8,774	8,787	8,787
NATURE CENTER	4676	16,254	19,855	19,783	19,724	16,980
TOTAL		1,246,375	1,166,228	1,222,015	1,122,384	1,095,101
TOTAL OPERATING EXPENDITURES						
		6,890,041	6,139,096	6,138,528	5,742,773	5,980,882

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 Actual	2011-12 Actual	2012-13 Adopted
GENERAL FUND CAPITAL IMPROVEMENT EXPENDITURES					
STREETS:					
STREET RESURFACING & CURB IMPR. 5103	3,800		32,345	184,423	25,000
CURB/GUTTER/SIDEWALK IMPR. 5140					
STORM DRAIN REPAIRS/IMPROVEMENTS 5145				9,151	20,000
ARTERIAL STREETS MEDIAN IMPROVEME 5150	14,361				
TRAFFIC SIGNAL IMPROVEMENTS 5180					
ADV. STREET SIGNS REPAINTING 5186					
TOTAL STREETS	18,161		32,345	193,574	45,000
PARKS & RECREATION:					
BRUSH CLEARANCE 5201		25,000	25,000	11,898	12,000
PICNIC TABLES 5206					
RIDING RING IMPROVEMENTS 5208					
DAPPLEGRAY RIDING RING 5213					
THREE RAIL FENCING 5221	29,749	24,160	6,824	17,997	
4th DISTRICT GRANT 5230	2,753	371			
MAINTENANCE YARD IMPROVEMENTS 5272	1,954				
PORTABLE RADIOS 5293					
TOTAL PARKS & RECR.	34,456	49,531	31,824	29,895	12,000
PUBLIC IMPROVEMENTS:					
GENERATOR AIR QUALITY FILTER 5305			2,095		
COMPUTER NETWORK UPGRADE 5307	5,814				
WEBSITE DEVELOPMENT COSTS 5316	27,576	20,584			
ADA IMPROVEMENTS (GENERAL FUND) 5317					
PHONE & VOICE MAIL SYSTEM 5326					
GIS 5345					
TOTAL PUBLIC IMPROVEMENTS	33,390	20,584	2,095		
<hr/>					
TOTAL CAPITAL PROJECTS	86,007	70,115	66,264	223,469	57,000
TOTAL GEN. FUND EXPEND.	6,976,048	6,209,211	6,204,792	5,966,242	6,037,882
<hr/>					
FUND 02 DESIGNATION EXPENDITURES					
CITY HALL HVAC 5395	8,302			232	
CITY HALL KITCHEN EXPANSION 5396	16,765				
CITY HALL LIGHTING 5397	22,807				
TOTAL FUND 02 DESIGNATION	47,874			232	
TOTAL GENERAL FUNDS 01 & 02	7,023,922	6,209,211	6,204,792	5,966,474	6,037,882

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 Actual	2011-12 Actual	2012-13 Adopted
SPECIAL REVENUE FUND TYPE EXPENDITURES					
<u>QUIMBY FEES FUND 10</u>					
PEPPERWOOD PARK/CIVIC CENTER	5262			4,201	25,000
CHANDLER PARK RING FOOTING	5263			8,082	
HOWLETT PARK IMPROVEMENTS	5264			74,192	116,000
HIGHRIDGE PARK IMPROVEMENTS	5265				100,000
RANCHVIEW PARK	5266			1,000	
NATURE CENTER IMPROVEMENTS	5267			5,130	
PV PENINSULA HIGH POOL	5268				73,000
TOTAL				92,605	314,000
<u>STATE GAS TAX FUND 11</u>					
STREET REPAIR	4410	11,142	28,115	29,391	74,325
SIGNALS	4454	131,355	151,261	160,534	102,601
TOTAL		142,497	179,376	189,925	176,926
<u>TRANSIT PROP. A FUND 13</u>					
TRANSIT TDA ARTICLE 3	5113	24,800	4,000	16,816	5,000
<u>TRAFFIC SAFETY FUND 14</u>					
CROSSING GUARDS - TRAFFIC FINES	4340	54,742	65,626	73,871	55,305
<u>PEG FEES FUND 16</u>					
COX PEG FEES	5322			3,074	
<u>TRAFFIC SAFETY FUND 18</u>					
PV TRANSIT	4450	131,973	132,073	127,577	133,395
TOTAL		131,973	132,073	127,577	133,395
<u>TRANSIT PROP. C FUND 19</u>					
PVDN BIKE LANE PROJECT	5119			1,730	75,000
STREET RESURFACING	5120	73,232	22,084	34,180	78,198
STORM DRAIN REPAIR & IMPR	5146	44,636			
TOTAL		117,868	22,084	34,180	79,928
<u>COG DUES AIR QUALITY FUND 20</u>					
MOTOR VEHICLES AIR QUALITY	4280		146,465		
COG DUES	4111		7,435	6,685	7,435
TOTAL			7,435	153,900	6,685
<u>TRANSPORTATION PROP. 1B FUND 22</u>					
STREET RESURFACING & CURB IMPR.	5187	210,682		79,413	
STORM DRAIN REPAIRS/IMPROVEMENTS	5188	105,623	9,563		
TOTAL		316,305	9,563	79,413	
<u>MEASURE R FUND 23</u>					
RESIDENTIAL STREET RESURFACING	5170		128,167	7,620	10,000
TOTAL			128,167	7,620	10,000
<u>FEDERAL STIP FUND 24</u>					
PVDN BIKE LANE PROJECT	5117		23,063	3,309	268,921
TOTAL			23,063	3,309	268,921
<u>STATE SR2S FUND 25</u>					
PVDN BIKE LANE PROJECT	5118			33,894	165,000
TOTAL				33,894	165,000
<u>FEDERAL ARRA FUND 26</u>					
PRIOR YEAR ADJUSTMENT	5105			(6,316)	
PVDN RESURFACING	5121		387,869		
TRAFFIC SIGNALS	5178		32,363	19,865	
ILLUMINATED STREET SIGNS LED	5183			65,765	
TOTAL			32,363	473,499	(6,316)

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	Actual	Actual	Adopted
<u>ARRA EECBG GRANT FUND 27</u>						
CITY HALL LIGHTS & HVAC	5370				55,701	
TOTAL					55,701	
<u>STATE GRANT EQUESTRIAN FUND 30</u>						
PETER WEBER EQUESTRIAN CENTER	5251					1,024,000
TOTAL						1,024,000
<u>PROP. 12 PARKS GRANT FUND 31</u>						
PROP. 12 GRANT - ADA PLAN	5234					
PROP. 12 RIPARIAN GRANT - NATURE PR.	5236		29,464		54,296	
PROP. 12 ADA IMPROVEMENTS	5238	1,756				
TOTAL		1,756	29,464		54,296	
<u>PROP. A PARKS FUND 32</u>						
STABLES RENOVATION	5250	167,006	137,190	50,194	65,567	555,000
NATURE CENTER	4680	13,500	17,450	17,453	17,453	19,000
TOTAL		180,506	154,640	67,647	83,020	574,000
<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				69,897	80,000
TOTAL					69,897	80,000
<u>PEPPERTREE FUND 95</u>						
PEPPERTREE FOUNDATION	4675	44,116	32,165	36,259	29,138	37,950
PICNIC TABLES REPLACEMENT	5245	3,041				
NATURE CENTER FACILITY	5289		10,059	18		
DAPPLEGRAY RIDING ARENA FENCE	5295	6,958	15,905			
CITY COUNCIL RECOGNITION PLAQUE	5296			5,000	5,077	
HOWLETT PARK DRESSAGE ARENA	5297	3,935	38,833			
TOTAL		58,050	96,962	41,277	34,215	37,950
TOTAL OPERATIONS		386,828	434,125	598,985	418,902	364,640
TOTAL CAPITAL PROJECTS		680,149	323,599	1,029,071	747,080	2,888,000
TOTAL SPECIAL FUNDS		1,066,977	757,724	1,628,056	1,165,982	3,252,640
<u>ENTERPRISE FUND TYPE EXPENSES</u>						
<u>STABLES FUND</u>						
STABLES	4650	803,243	775,687	760,760	431,121	802
<u>TENNIS FUND</u>						
TENNIS	4660	79,891	71,075	75,133	79,372	74,258
TOTAL ENTERPRISE FUNDS		883,134	846,762	835,893	510,493	75,060
GRAND TOTAL, ALL FUNDS		8,974,033	7,813,697	8,668,741	7,642,949	9,365,582

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



EXHIBIT C				
City of Rolling Hills Estates				
SOURCES and USES				
ACTUAL BUDGET	General	Special	Enterprise	
FY 2009-10	Fund	Revenue	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 C		(Continued) Special Funds																				
City of Rolling Hills Estates		PROP A																Special Revenue	Stables	Tennis	Enterprise Funds	
SOURCES and USES		Quimby	State	Local	Traffic	Transit	PROP	AQMD	STPL	Trans	Measure	Federal	Federal	PROP 12	PROP A	PROP 40	Pepper					
ACTUAL BUDGET		Fees	GT	Trans	Safety	Imp	C	AB 2766	Grant	Prop 1B	R	STIP	ARRA	Parks Grant	Parks Grant	Parks Grant	Tree	TOTAL	50	51	TOTAL	
FY 2009-10		10	11	13	14	18	19	20	21	22	23	24	26	31	32	33	95					
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																					732,885	
FINES/FORFEITURES					40,186															40,186	58,923	
USE OF MONEY/PROPERTY		1,037	27	1	219	469	827	911	39	484	106		1					14		753	753	
OTHER REVENUES																		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	730,410	59,676	792,561
USES																						
Legislative								7,435														
Administration/Support																						
Public Safety					65,626																	
Public Works			179,376			132,073																
Planning																						
Community Services																						
Operations Expenditures			179,376		65,626	132,073		7,435								17,450	32,165	49,615	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	(45,277)	(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	(276,899)	146,240	(128,184)	

EXHIBIT D				
City of Rolling Hills Estates				
SOURCES and USES				
ACTUAL BUDGET	General	Special	Enterprise	
FY 2010-11	Fund	Revenue	Funds	Total
SOURCES				
TAXES	3,357,531			3,357,531
LICENSES/PERMITS	681,549			681,549
REV FR OTH AGENCIES	1,071,084	1,437,762		2,508,846
CHARGES FOR SVCS	299,674		745,039	1,044,713
FINES/FORFEITURES	64,733	38,524		103,257
USE OF MONEY/PROPERTY	30,193	4,150	477	34,820
OTHER REVENUES	276,013	451,228		727,241
Total Revenues	5,780,777	1,931,664	745,516	8,457,957
USES				
Legislative	239,201	7,435		246,636
Administration/Support	1,681,809			1,681,809
Public Safety	1,777,474	73,871		1,851,345
Public Works	252,430	317,502		569,932
Planning	965,599			965,599
Community Services	1,222,015	200,177	835,893	2,258,085
Operations Expenditures	6,138,528	598,985	835,893	7,573,406
Capital Projects	66,264	1,029,071		1,095,335
Total Expenditures	6,204,792	1,628,056	835,893	8,668,741
Net Change	(424,015)	303,608	(90,377)	(210,784)
Fund Balance/RE - 7/1/10	2,817,394	423,457	(130,659)	3,110,192
Fund Balance/RE - 6/30/11	2,393,379	727,065	(221,036)	2,899,408
OPERATING RESULTS:				
Total Revenues	5,780,777	1,931,664	745,516	8,457,957
Less: Capital Grant Revenues		(806,017)		(806,017)
Less: Operations Expenditures	(6,138,528)	(598,985)	(835,893)	(7,573,406)
Add: CLEEP Grant Usage	7,651			7,651
RESULTS AFTER ADD-BACKS	(350,100)	526,662	(90,377)	86,185
Add: Note Receivable	160,000			160,000
Legal Fees Special Projects	45,350			45,350
SUBTOTALS BEFORE SPECIALS	(144,750)	526,662	(90,377)	291,535
NET OPERATING RESULTS (\$)	(144,750)	526,662	(90,377)	291,535
Net Operating Results (%) as a % of Revenues	-3%	27%	-12%	3%

EXHIBIT D City of Rolling Hills Estates SOURCES and USES ACTUAL BUDGET FY 2010-11	(Continued) Special Funds																	Enterprise Funds				
	Quimby Fees 10	State GT 11	PROP A Local Trans 13 14		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		238,194	15,250			110,213	100,605	8,836		71,333			466,925	25,698	159,248	241,460		1,437,762				
CHARGES FOR SVCS																						
FINES/FORFEITURES				38,524															38,524			
USE OF MONEY/PROPERTY	1,944	160	37	32	4	203	813	328	28	287	313		1					4,150		477	477	
OTHER REVENUES	392,205				12,825													46,198				
Total Revenues	394,149	238,354	15,287	38,556	12,829	110,416	101,418	9,164	28	287	71,646		466,926	25,698	159,248	241,460	46,198	1,931,664	688,871	56,645	745,516	
USES																						
Legislative								7,435											7,435			
Administration/Support																						
Public Safety				73,871															73,871			
Public Works		189,925				127,577													317,502			
Planning																						
Community Services								146,465							17,453		36,259	200,177	760,760	75,133	835,893	
Operations Expenditures		189,925		73,871		127,577		153,900							17,453		36,259	598,985	760,760	75,133	835,893	
Capital Projects			4,000				34,180		79,413	128,167	3,309		473,499		50,194	251,291	5,018	1,029,071				
Total Expenditures		189,925	4,000	73,871		127,577	34,180	153,900		79,413	128,167	3,309	473,499		67,647	251,291	41,277	1,628,056	760,760	75,133	835,893	
Net Change	394,149	48,429	11,287	(35,315)	12,829	(17,161)	67,238	(144,736)	28	(79,126)	(56,521)	(3,309)	(6,573)	25,698	91,601	(9,831)	4,921	303,608	(71,889)	(18,488)	(90,377)	
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	(276,899)	146,240	(130,659)	
Fund Balance/RE - 6/30/11	657,079	75,652	11,495	(13,854)	12,829	71,965	245,016	20,107	7,059	(1)	(4,439)	(26,372)	(6,317)	61,917	(302,915)	(53,442)	(28,714)	727,065	(348,788)	127,752	(221,036)	

EXHIBIT E				
City of Rolling Hills Estates SOURCES and USES ACTUAL BUDGET FY 2011-12	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,297,145			3,297,145
LICENSES/PERMITS	945,463			945,463
REV FR OTH AGENCIES	1,440,032	933,501		2,373,533
CHARGES FOR SVCS	294,792		393,955	688,747
FINES/FORFEITURES	71,656	51,642		123,298
USE OF MONEY/PROPERTY	22,352	3,990	310	26,652
OTHER REVENUES	295,549	215,104		510,653
Total Revenues	6,366,989	1,204,237	394,265	7,965,491
USES				
Legislative	250,951	6,685		257,636
Administration/Support	1,597,965			1,597,965
Public Safety	1,550,231	55,305		1,605,536
Public Works	255,326	310,321		565,647
Planning	965,916			965,916
Community Services	1,122,384	46,591	510,493	1,679,468
Operations Expenditures	5,742,773	418,902	510,493	6,672,168
Capital Projects	223,701	747,080		970,781
Total Expenditures	5,966,474	1,165,982	510,493	7,642,949
Net Change	400,515	38,255	(116,228)	322,542
Fund Balance/RE - 7/1/11	2,393,379	727,067	(221,036)	2,899,410
Fund Balance/RE - 6/30/12	2,793,894	765,322	(337,264)	3,221,952
OPERATING RESULTS:				
Total Revenues	6,366,989	1,204,237	394,265	7,965,491
Less: Capital Grant Revenues	(400,000)	(471,917)		(871,917)
Less: Operations Expenditures	(5,742,773)	(418,902)	(510,493)	(6,672,168)
RESULTS	224,216	313,418	(116,228)	421,406
Add: Note Receivable	80,000			80,000
SUBTOTALS BEFORE SPECIALS	304,216	313,418	(116,228)	501,406
Utilization of Fund Balance				
Add: Special Project Costs	35,100			35,100
NET OPERATING RESULTS (\$)	339,316	313,418	(116,228)	536,506
Net Operating Results (%) as a % of Revenues	5%	26%	-29%	7%

EXHIBIT E City of Rolling Hills Estates SOURCES and USES ACTUAL BUDGET FY 2011-12	(Continued) Special Funds																				Enterprise Funds				
	Quimby	State	PROP A	Traffic	PEG	Transit	PROP	AQMD	STPL	Measure R	Federal	State	Federal	ARRA	PROP 12	PROP A	PROP 40	PROP A	Pepper	Chandler	Special	Stables	Tennis	Enterprise	
	Fees	GT	Local	Safety	Fees	Imp	C	AB 2766	Grant	Grant	Grant	Grant	ARRA	Grant	Grant	Grant	Grant	Grant	Tree	Equest	Revenue	50	51	Funds	
	10	11	13	14	16	18	19	20	21	23	24	25	26	27	31	32	33	34	95	97	TOTAL			TOTAL	
SOURCES																									
TAXES																									
LICENSES/PERMITS																									
REV FR OTH AGENCIES		226,070	7,320			119,198	99,097	10,151		73,674	231,064	20,818		43,580	54,296	17,453		30,780			933,501				
CHARGES FOR SVCS				51,642																	51,642	333,106	60,849	393,955	
FINES/FORFEITURES	1,966	360	30		58	149	816	47	21	98										291	3,990		310	310	
USE OF MONEY/PROPERTY	47,540				26,018											154				41,546	100,000	215,104			
OTHER REVENUES																									
Total Revenues	49,506	226,430	7,350	51,642	26,076	119,347	99,913	10,198	21	73,772	231,064	20,818		43,580	54,450	17,453		30,780	41,546	100,291	1,204,237	333,106	61,159	394,265	
USES																									
Legislative								6,685													6,685				
Administration/Support																									
Public Safety				55,305																	55,305				
Public Works		176,926				133,395															310,321				
Planning																									
Community Services																	17,453		29,138		46,591	431,121	79,372	510,493	
Operations Expenditures		176,926		55,305		133,395		6,685								17,453			29,138		418,902	431,121	79,372	510,493	
Capital Projects	92,605		16,816		3,074		79,928			7,620	268,921	33,894	(6,316)	55,701	54,296	65,567		69,897	5,077		747,080				
Total Expenditures	92,605	176,926	16,816	55,305	3,074	133,395	79,928	6,685		7,620	268,921	33,894	(6,316)	55,701	54,296	83,020		69,897	34,215		1,165,982	431,121	79,372	510,493	
Net Change	(43,099)	49,504	(9,466)	(3,663)	23,002	(14,048)	19,985	3,513	21	66,152	(37,857)	(13,076)	6,316	(12,121)	154	(65,567)		(39,117)	7,331	100,291	38,255	(98,015)	(18,213)	(116,228)	
Fund Balance/RE - 7/1/11	657,079	75,652	11,495	(13,854)	12,829	71,965	245,016	20,107	7,059	(4,439)	(26,372)		(6,316)		61,917	(302,915)	(53,442)		(28,714)		727,067	(348,788)	127,752	(221,036)	
Fund Balance/RE - 6/30/12	613,980	125,156	2,029	(17,517)	35,831	57,917	265,001	23,620	7,080	61,713	(64,229)	(13,076)		(12,121)	62,071	(368,482)	(53,442)		(39,117)	(21,383)	765,322	(446,803)	109,539	(337,264)	

EXHIBIT F				
City of Rolling Hills Estates SOURCES and USES ADOPTED BUDGET FY 2012-13	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,506,780			3,506,780
LICENSES/PERMITS	907,000			907,000
REV FR OTH AGENCIES	1,087,072	3,443,300		4,530,372
CHARGES FOR SVCS	266,000		104,000	370,000
FINES/FORFEITURES	69,000	42,000		111,000
USE OF MONEY/PROPERTY	20,000	3,826	700	24,526
OTHER REVENUES	274,000	68,000		342,000
Total Revenues	6,129,852	3,557,126	104,700	9,791,678
USES				
Legislative	230,455	7,435		237,890
Administration/Support	1,725,840			1,725,840
Public Safety	1,715,461	32,000		1,747,461
Public Works	233,324	268,235		501,559
Planning	980,700			980,700
Community Services	1,095,101	56,950	75,060	1,227,112
Operations Expenditures	5,980,882	364,620	75,060	6,420,562
Capital Projects	273,000	2,888,000		3,161,000
Total Expenditures	6,253,882	3,252,620	75,060	9,581,562
Net Change	(124,029)	304,506	29,640	210,117
Fund Balance/RE - 7/1/12	2,793,894	756,693	(337,264)	3,213,323
Fund Balance/RE - 6/30/13	2,669,864	1,061,199	(307,624)	3,423,439
OPERATING RESULTS:				
Total Revenues	6,129,852	3,557,126	104,700	9,791,678
Less: Capital Grant Revenues		(1,977,175)		(1,977,175)
Less: Operations Expenditures	(5,980,882)	(364,620)	(75,060)	(6,420,562)
Add: CLEEP Grant Usage				
RESULTS	148,971	1,215,331	29,640	1,393,942
SUBTOTALS BEFORE SPECIALS				
Utilization of Fund Balance				
Add: Special Project Costs	100,000			100,000
NET OPERATING RESULTS (\$)	248,971	1,215,331	29,640	1,493,942
Net Operating Results (%) as a % of Revenues	4%	34%	28%	15%

EXHIBIT F City of Rolling Hills Estates SOURCES and USES ADOPTED 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	Measure R Grant 23	Federal STIP Grant 24	State SR2S Grant 25	State Grant 30	PROP A Parks Grant 32	PROP A 4th District Grant 34	Pepper Tree 95	Chandler Equest 97	Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL
SOURCES																					
TAXES																					
LICENSES/PERMITS																					
REV FR OTH AGENCIES		210,200	5,000			110,000	108,000	9,100		80,000	1,803,000		1,024,000	14,000	80,000			3,443,300			
CHARGES FOR SVCS																					
FINES/FORFEITURES																		42,000			
USE OF MONEY/PROPERTY	1,000	150	1	42,000		200	100	400	750	800		175					250	42,000			104,000
OTHER REVENUES																		3,826			
																		68,000			
Total Revenues	1,000	210,350	5,001	42,200	24,100	110,400	108,750	9,900		80,175	1,803,000		1,024,000	14,000	80,000	44,000	250	3,557,126	50,000	54,700	104,700
USES																					
Legislative																					
Administration/Support																		7,435			
Public Safety																		32,000			
Public Works																		268,235			
Planning																					
Community Services																					
Operations Expenditures		134,000		32,000		134,235		7,435					19,000		37,950			56,950	802	74,258	75,060
Capital Projects	314,000		5,000				75,000		10,000	660,000	165,000	1,024,000	555,000	80,000				2,888,000			
Total Expenditures	314,000	134,000	5,000	32,000		134,235	75,000	7,435	10,000	660,000	165,000	1,024,000	574,000	80,000	37,950			3,252,620	802	74,258	75,060
Net Change	(313,000)	76,350	1	10,200	24,100	(23,835)	33,750	2,465	70,175	1,143,000	(165,000)		(560,000)		6,050	250		304,506	49,198	(19,558)	29,640
Fund Balance/RE - 7/1/12	613,980	125,156	2,029	(17,517)	35,831	57,917	265,001	23,620	7,080	61,713	(64,229)	(13,076)	(12,121)	(368,482)	(39,117)	(21,383)	100,291	756,693	(446,803)	109,539	(337,264)
Fund Balance/RE - 6/30/13	300,980	201,506	2,030	(7,317)	59,931	34,082	298,751	26,085	7,080	131,888	1,078,771	(178,076)	(12,121)	(928,482)	(39,117)	(15,333)	100,541	1,061,199	(397,605)	89,981	(307,624)



CITY OF ROLLING HILLS ESTATES

EXHIBIT G

FUND BALANCE POLICY ANALYSIS
GENERAL FUND ONLY

	EXHIBIT C Actual Year Ending June 30, 2010	EXHIBIT D Actual Year Ending June 30, 2011	EXHIBIT E Actual Year Ending June 30, 2012	EXHIBIT F Adopted Year Ending June 30, 2013
FUND BALANCE (per Exhibit)	2,816,987	2,392,970	2,793,894	2,669,864
FUND BALANCE, RESERVED:				
Other Reserves				
CLEEP Grant	34,823	27,172	27,172	27,172
Traffic Congestion Grant				
Prepaid Costs				
Inventories	7,242	6,741	6,741	6,741
Maintenance of Hawthorne Canyon	10,000	10,000	10,000	10,000
Note Receivable	240,000	80,000		
Fund Balance, Total Reserved	292,065	123,913	43,913	43,913
FUND BALANCE, UNRESERVED:				
DESIGNATED:				
Future Operating Expenditures	477,004	477,004	477,004	643,045
<i>CIP Other than Streets</i>	80,000	33,919	29,895	75,000
<i>CIP Streets</i>		32,345	143,438	143,438
PERS Rate Stabilization	200,000			
Insurance Claims	100,000	50,000	50,000	50,000
Equipment	136,800	60,000	60,000	100,000
Fund 02 Capital Projects	326,000	326,000	325,768	325,768
FUND BALANCE, DESIGNATED:	1,319,804	979,268	1,086,105	1,337,251
FUND BALANCE, UNRESERVED, UNDESIGNATED:	1,205,118	1,289,789	1,663,876	1,288,700

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 Actual Year Ending June 30, 2011	EXHIBIT E Actual Year Ending June 30, 2012	EXHIBIT F Adopted Year Ending June 30, 2013
Fund Balances:	2,816,987	2,392,970	2,793,894	2,669,864
Nonspendable:				
Note Receivable	240,000	80,000		
Inventories	7,242	6,741	6,741	6,741
Restricted for:				
CLEEP Grant	34,823	27,172	27,172	27,172
Maintenance of Hawthorne Canyon	10,000	10,000	10,000	10,000
Assigned to:				
Equipment	136,800	60,000	60,000	100,000
Capital Asset Replacement	326,000	326,000	325,768	325,768
Capital Projects	80,000	66,264	173,333	218,438
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	643,045
Fund Balance Policy Reserve	1,205,118	1,289,789	1,663,876	1,288,700
Total Fund Balances	2,816,987	2,392,970	2,793,894	2,669,864

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 2012 – 2013

This Year's Limit: \$13,081,205
Amount under Limit: \$8,918,271

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 2012-2013 has been calculated to be \$13,081,205, which is \$8,918,271 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 Actual	2011-12 Actual	2012-13 Adopted
TOTAL PERSONNEL	100,691	103,638	107,385	105,741	107,920
TOTAL MATERIALS & OPS	154,372	128,857	139,251	151,895	129,970
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	255,063	232,495	246,636	257,636	237,890

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	9,972	9,874	9,874	10,558	10,706	
405 Wages - Overtime	-					
410 Benefits	4,209	7,143	9,665	2,135	3,199	
TOTAL PERSONNEL	14,181	17,017	19,539	12,693	13,905	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,747	959	2,197	1,568	1,000	
463 Mileage	3,167	2,061	1,522	1,459	2,000	
470 Travel & Meetings	41,031	25,642	11,796	14,810	15,000	
472 Dues & Memberships	18,806	11,319	10,656	11,078	11,500	
472 Dues COG Fund 20		7,435	7,435	6,685	7,435	
TOTAL MATERIALS & OPS	64,751	47,416	33,606	35,600	36,935	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	78,932	64,433	53,145	48,293	50,840	
FUND SOURCE						
01 General Fund 4110	78,932	56,998	45,710	41,608	43,405	
20 Air Quality 4111		7,435	7,435	6,685	7,435	
TOTAL	78,932	64,433	53,145	48,293	50,840	

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 a portion of the 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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	15,963	16,009	16,010	34,127	34,792	
405 Wages - Overtime	100					
410 Benefits	6,806	6,425	6,613	11,237	11,485	
TOTAL PERSONNEL	22,869	22,434	22,623	45,364	46,277	
MATERIALS & OPERATIONS						
430 Contractual Services	3,684	2,741	5,475	3,130	3,000	
463 Mileage	76					
470 Travel & Meetings	2,795					
TOTAL MATERIALS & OPS	6,555	2,741	5,475	3,130	3,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	29,424	25,175	28,098	48,494	49,277	
FUND SOURCE						
01 General Fund	29,424	25,175	28,098	48,494	49,277	
TOTAL	29,424	25,175	28,098	48,494	49,277	

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's 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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
401 Wages -Full Time	44,887	45,527	45,700	35,417	35,880
410 Benefits	18,754	18,660	19,523	12,267	11,857
TOTAL PERSONNEL	63,641	64,187	65,223	47,684	47,737
MATERIALS & OPERATIONS					
470 Travel & Meetings	6,222	292	213	463	200
472 Dues & Memberships	325	330	335	305	335
TOTAL MATERIALS & OPS	6,547	622	548	768	535
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	70,188	64,809	65,771	48,452	48,272
FUND SOURCE					
01 General Fund	70,188	64,809	65,771	48,452	48,272
TOTAL	70,188	64,809	65,771	48,452	48,272

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 Actual	2011-12 Actual	2012-13 Adopted	

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	66,547	66,000	66,000
436 Special Counsel	1,631	163	14,287	33,760	10,000
470 Travel & Meetings	480	480			500
476 Advertising	7,804	10,419	18,788	11,886	12,000

TOTAL MATERIALS & OPS	75,915	77,997	99,622	111,646	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	99,622	111,646	88,500
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FUND SOURCE

01 General Fund	75,915	77,997	99,622	111,646	88,500
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TOTAL	75,915	77,997	99,622	111,646	88,500
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DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	Election	4150

Narrative

The general municipal elections are held in November of the odd numbered years (2013, 2015, etc.) 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 Actual	2011-12 Actual	2012-13 Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	604	81		751	1,000
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TOTAL MATERIALS & OPS	604	81	0	751	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	751	1,000
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FUND SOURCE

01 General Fund	604	81		751	1,000
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TOTAL	604	81	0	751	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 Actual	2011-12 Actual	2012-13 Adopted
TOTAL PERSONNEL	1,207,015	1,195,825	1,233,559	1,128,756	1,140,708
TOTAL MATERIALS & OPS	500,857	452,919	445,615	463,688	579,133
TOTAL CAPITAL OUTLAY	6,964	4,366	149,100	5,521	6,000
TOTAL FUNCTION	1,714,836	1,653,110	1,828,274	1,597,965	1,725,840

ADMINISTRATION AND SUPPORT OVERVIEW

This function includes City Manager, Administrative Services, Information Technology, Central Services/Facilities Operations, Finance, Treasury, Personnel, Equipment/Vehicles, 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, ongoing 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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	463,966	470,373	499,239	490,935	498,578	
410 Benefits	196,365	183,104	197,752	156,672	161,018	
TOTAL PERSONNEL	660,331	653,477	696,991	647,607	659,596	
MATERIALS & OPERATIONS						
420 Materials & Supplies		25	306	186	300	
430 Contractual Services	300		35		100,000	
438 Records Management Serv	1,726	5,829	6,789	3,890	3,000	
463 Mileage	33	58	25		200	
470 Travel & Meetings	5,956	2,294	1,196	1,065	1,000	
472 Dues & Memberships	1,593	1,635	1,535	2,223	1,600	
TOTAL MATERIALS & OPS	9,608	9,841	9,886	7,364	106,100	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	669,939	663,318	706,877	654,971	765,696	
FUND SOURCE						
01 General Fund	669,939	663,318	706,877	654,971	765,696	
TOTAL	669,939	663,318	706,877	654,971	765,696	

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, and property tax for City's house.
- 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, 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 workstations, 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 Actual	2011-12 Actual	2012-13 Adopted
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	25,895	24,700	35,000
430 Contractual Services	25,653	10,853	12,545	10,250	15,000
434 Repairs & Maint Services	24,827	14,545	18,102	20,952	20,000
435 Building Maint & Repair	20,768	29,016	19,574	17,412	20,000
439 Software & Training Serv	18,981	13,254	13,916	11,163	20,000
440 Property Insurance	10,656	24,023	21,517	22,862	23,000
441 Liability Insurance	113,825	155,369	155,586	139,539	137,633
443 Public Official Bonds	770	808	755	700	700
450 Telephone Utility	19,749	20,621	20,868	20,931	20,000
451 Water Utility	6,151	6,199	4,780	7,856	6,200
452 Electric Utility	22,363	22,527	22,852	22,907	23,000
475 Postage	9,620	9,609	8,882	9,486	10,000
478 Equipment Rental	972	1,618	3,403	2,882	5,000
TOTAL MATERIALS & OPS	309,795	340,249	328,675	311,640	335,533
CAPITAL OUTLAY					
484 Furniture/Office Equipment	1,808			920	1,000
485 Machinery/Special Equip	5,156	4,366	2,635	4,601	5,000
TOTAL CAPITAL OUTLAY	6,964	4,366	2,635	5,521	6,000
TOTAL ACTIVITY	316,935	344,615	331,310	317,161	341,533
FUND SOURCE					
01 General Fund	316,935	344,615	331,310	317,161	341,533
TOTAL	316,935	344,615	331,310	317,161	341,533

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	225,597	232,657	231,595	268,695	275,284	
402 Wages - Part Time						
405 Wages - Overtime	2,632	1,123	2,593	184	2,500	
410 Benefits	111,651	107,484	113,841	106,525	111,436	
TOTAL PERSONNEL	339,880	341,264	348,029	375,404	389,220	
MATERIALS & OPERATIONS						
420 Materials & Supplies	82	790	83	227	1,000	
430 Contractual Services	54,143	55,385	52,225	90,000	55,000	
439 Software & Training Serv	22,826	22,512	22,012	22,561	25,000	
463 Mileage	142	106	106	101	100	
470 Travel & Meetings	1,107	526	208	635	1,000	
472 Dues & Memberships	840	1,225	1,150	1,230	1,150	
TOTAL MATERIALS & OPS	79,140	80,544	75,784	114,754	83,250	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	419,020	421,808	423,813	490,158	472,470	
FUND SOURCE						
01 General Fund	419,020	421,808	423,813	490,158	472,470	
TOTAL	419,020	421,808	423,813	490,158	472,470	

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, Assistant City Manager, Administrative Services Director, Planning Director, and Principle Planner 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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
401 Wages -Full Time	68,378	68,814	61,627		
410 Benefits	28,313	27,209	23,183		
TOTAL PERSONNEL	96,691	96,023	84,810	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	89,651	0	0
FUND SOURCE					
01 General Fund	132,517	102,708	89,651		
TOTAL	132,517	102,708	89,651	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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	30,066	29,780	30,023	42,128	42,870	
410 Benefits	35,969	30,752	43,527	43,967	28,774	
TOTAL PERSONNEL	66,035	60,532	73,550	86,095	71,644	
MATERIALS & OPERATIONS						
420 Materials & Supplies	331	193	210		300	
430 Contractual Services	568	50	1,240	1,034	400	
470 Travel & Meetings	115	68	49	41	100	
471 Tuition Reimbursement						
472 Dues & Memberships						
476 Advertising						
TOTAL MATERIALS & OPS	1,014	311	1,499	1,075	800	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	67,049	60,843	75,049	87,170	72,444	
FUND SOURCE						
01 General Fund	67,049	60,843	75,049	87,170	72,444	
TOTAL	67,049	60,843	75,049	87,170	72,444	

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 video production of City Council meetings.
- 475 POSTAGE

**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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	31,441	32,068	21,694	15,306	15,551	
410 Benefits	12,461	12,461	8,485	4,344	4,697	
TOTAL PERSONNEL	43,902	44,529	30,179	19,650	20,248	
MATERIALS & OPERATIONS						
420 Materials & Supplies			100			
430 Contractual Services	38,853	8,919	4,399	7,683	8,000	
475 Postage	6,685	2,000	185	190	250	
TOTAL MATERIALS & OPS	45,538	10,919	4,684	7,873	8,250	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	89,440	55,448	34,863	27,523	28,498	
FUND SOURCE						
01 General Fund	89,440	55,448	34,863	27,523	28,498	
TOTAL	89,440	55,448	34,863	27,523	28,498	

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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
410 Benefits	(1,038,760)	(957,366)	(981,040)	(749,542)	(739,240)
411 Employee Share Retirement	155,904	147,703	142,433	5,118	
412 Employer Share Retirement	409,357	400,829	391,415	380,763	390,000
413 Worker's Compensation	56,412	51,739	64,366	46,749	37,440
414 Group Health Insurance	250,548	243,236	258,563	240,398	243,600
415 Life Insurance	12,767	12,114	11,540	8,486	10,000
416 Disability Insurance	19,738	14,798	18,324	15,880	17,500
417 Unemployment Insurance		485	3,746	6,772	1,000
418 Medicare	24,660	24,296	24,525	28,029	24,100
419 Auto Allowance	10,800	10,800	10,800	10,800	10,800
428 PARS Retirement	98,574	51,366	55,328	6,547	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 administration, personnel, accounting, budgeting, payroll and financial reporting services provided by City Departments to any 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. After December 1, 2011, only the Tennis Fund will be charged overhead as the Peter Weber Equestrian Center is now operated by a concessionaire.

**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 Actual	2011-12 Actual	2012-13 Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

467 Overhead Assessment	(44,000)	(46,000)	(48,000)	(27,417)	(13,000)
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TOTAL MATERIALS & OPS	(44,000)	(46,000)	(48,000)	(27,417)	(13,000)
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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)	(27,417)	(13,000)
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FUND SOURCE

01 General Fund	(44,000)	(46,000)	(48,000)	(27,417)	(13,000)
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TOTAL	(44,000)	(46,000)	(48,000)	(27,417)	(13,000)
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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 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	726	288	5,481	890	2,000
442 Auto Comp/Coll Insurance	565	1,163	1,108	1,817	1,200
461 Vehicle Maintenance	43,352	27,407	32,489	17,356	30,000
462 Gas and Oil	19,293	21,512	29,168	28,336	25,000

TOTAL MATERIALS & OPS	63,936	50,370	68,246	48,399	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	214,711	48,399	58,200
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FUND SOURCE

01 General Fund (4279)	63,936	50,370	214,711	48,399	58,200
20 AQMD Fund (4280)			146,465		

TOTAL	0	50,370	361,176	48,399	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 Actual	2011-12 Actual	2012-13 Adopted
TOTAL PERSONNEL	29,996	27,504	26,879	176	0
TOTAL MATERIALS & OPS	2,109,293	1,825,266	1,824,266	1,605,256	1,747,461
TOTAL CAPITAL OUTLAY	743	383	200	104	0
TOTAL FUNCTION	2,140,032	1,853,153	1,851,345	1,605,536	1,747,461

PUBLIC SAFETY OVERVIEW

This function 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 Actual	2011-12 Actual	2012-13 Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	1,968,450	1,691,030	1,749,133	1,520,519	1,689,961
438 Records Management Serv	3,085	3,639	4,523	2,751	3,500
474 Grants to Other Agencies	80,885	56,127			

TOTAL MATERIALS & OPS	2,052,420	1,750,796	1,753,656	1,523,270	1,693,461
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CAPITAL OUTLAY

484 Furniture/Office Equipment					
485 Machinery/Special Equip	743	383	200	104	

TOTAL CAPITAL OUTLAY	743	383	200	104	0
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TOTAL ACTIVITY	2,053,163	1,751,179	1,753,856	1,523,374	1,693,461
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FUND SOURCE

01 General Fund	2,053,163	1,751,179	1,753,856	1,523,374	1,693,461
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TOTAL	2,053,163	1,751,179	1,753,856	1,523,374	1,693,461
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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
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	28,101	34,059	21,329	16,568	20,000
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TOTAL MATERIALS & OPS	28,101	34,059	21,329	16,568	20,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	28,101	34,059	21,329	16,568	20,000
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FUND SOURCE

01 General Fund	28,101	34,059	21,329	16,568	20,000
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TOTAL	28,101	34,059	21,329	16,568	20,000
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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 to assist school children at various intersections.

Description

- 402 SALARIES/WAGES PT-Discontinued FY 2011-12- All Contractual Personnel Starting in FY2011-12
Wages for part-time Crossing Guards at various locations throughout the city.
- 410 BENEFITS-Discontinued FY 2011-12
Allocation of employee benefits from the benefits cost center.
- 420 MATERIALS & SUPPLIES
Purchase of miscellaneous safety equipment and supplies.
- 430 CONTRACTUAL SERVICES
Payments for contractual Crossing Guards at various locations throughout the City.

**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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
402 Wages - Part Time	23,772	21,790	21,143	134		
410 Benefits	6,224	5,714	5,736	42		
TOTAL PERSONNEL	29,996	27,504	26,879	176	0	
MATERIALS & OPERATIONS						
420 Materials & Supplies						
430 Contractual Services	24,746	38,122	46,992	55,129	32,000	
TOTAL MATERIALS & OPS	24,746	38,122	46,992	55,129	32,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	54,742	65,626	73,871	55,305	32,000	
FUND SOURCE						
01 General Fund (4343)						
14 Traffic Safety Fund (4340)	54,742	65,626	73,871	55,305	32,000	
TOTAL	54,742	65,626	73,871	55,305	32,000	

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
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted	

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	10,289	2,000

TOTAL MATERIALS & OPS	4,026	2,289	2,289	10,289	2,000
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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	10,289	2,000
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FUND SOURCE

01 General Fund	4,026	2,289	2,289	10,289	2,000
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TOTAL	4,026	2,289	2,289	10,289	2,000
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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 Actual	2011-12 Actual	2012-13 Adopted
TOTAL PERSONNEL	121,124	120,870	94,616	70,551	71,597
TOTAL MATERIALS & OPS	453,484	470,425	475,316	495,096	429,962
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	574,608	591,295	569,932	565,647	501,559

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 Actual	2011-12 Actual	2012-13 Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

434 Repairs & Maint Services	11,142	28,115	29,391	74,325	32,000
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TOTAL MATERIALS & OPS	11,142	28,115	29,391	74,325	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	29,391	74,325	32,000
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FUND SOURCE

11 Gas Tax Fund	11,142	28,115	29,391	74,325	32,000
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TOTAL	11,142	28,115	29,391	74,325	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 that 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 cannot 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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	14,354	14,706	12,468	16,741	17,106	
410 Benefits	5,637	5,405	3,147	4,692	5,167	
TOTAL PERSONNEL	19,991	20,111	15,615	21,433	22,273	
MATERIALS & OPERATIONS						
430 Contractual Services	111,982	111,962	111,962	111,962	111,962	
TOTAL MATERIALS & OPS	111,982	111,962	111,962	111,962	111,962	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	131,973	132,073	127,577	133,395	134,235	
FUND SOURCE						
18 Transit Fund	131,973	132,073	127,577	133,395	134,235	
TOTAL	131,973	132,073	127,577	133,395	134,235	

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
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

432 Eng/Arch Design	54,309	62,069	69,170	48,700	50,000
434 Repairs & Maint Services	124,508	105,305	115,197	60,131	62,000
452 Electric Utility	17,065	17,320	17,086	14,458	14,000

TOTAL MATERIALS & OPS	195,882	184,694	201,453	123,289	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	201,453	123,289	126,000
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FUND SOURCE

01 General Fund (4451)	64,527	33,433	40,919	20,688	24,000
11 Gas Tax Fund (4454)	131,355	151,261	160,534	102,601	102,000

TOTAL	195,882	184,694	201,453	123,289	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 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/TMDL programs, including Program Administration, Water Quality 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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
401 Wages -Full Time	49,787	49,927	39,783	22,098	21,695
410 Benefits	20,038	19,248	14,454	7,370	7,381
TOTAL PERSONNEL	69,825	69,175	54,237	29,468	29,076
MATERIALS & OPERATIONS					
430 Contractual Services	124,342	143,134	132,510	185,520	160,000
TOTAL MATERIALS & OPS	124,342	143,134	132,510	185,520	160,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	194,167	212,309	186,747	214,988	189,076
FUND SOURCE					
01 General Fund	194,167	212,309	186,747	214,988	189,076
TOTAL	194,167	212,309	186,747	214,988	189,076

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	22,458	22,906	17,856	15,306	15,551	
410 Benefits	8,850	8,678	6,908	4,344	4,697	
TOTAL PERSONNEL	31,308	31,584	24,764	19,650	20,248	
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	24,764	19,650	20,248	
FUND SOURCE						
01 General Fund	41,444	34,104	24,764	19,650	20,248	
TOTAL	41,444	34,104	24,764	19,650	20,248	

DEPARTMENT RESPONSIBLE
Assistant City Manager

**City of Rolling Hills Estates
Summary**

Function Planning					
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted
TOTAL PERSONNEL	694,626	656,118	597,278	599,002	604,150
TOTAL MATERIALS & OPS	593,713	371,207	368,321	366,914	376,550
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	1,288,339	1,027,325	965,599	965,916	980,700

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	315,355	322,992	318,563	298,724	303,291	
410 Benefits	134,854	135,745	138,184	107,502	105,269	
TOTAL PERSONNEL	450,209	458,737	456,747	406,226	408,560	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,352	1,070	1,491	684	2,000	
430 Contractual Services	231,793	117,175	103,781	118,309	125,000	
432 Eng/Arch Design						
437 Building Inspection Serv	237,923	212,192	207,105	209,939	220,000	
463 Mileage	1,051	950	1,099	830	1,000	
470 Travel & Meetings	2,938	1,980	4,895	1,583	2,000	
472 Dues & Memberships	250	590	1,450	1,400	1,500	
473 Publications/Subscriptions						
TOTAL MATERIALS & OPS	475,307	333,957	319,821	332,745	351,500	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	925,516	792,694	776,568	738,971	760,060	
FUND SOURCE						
01 General Fund	925,516	792,694	776,568	738,971	760,060	
TOTAL	925,516	792,694	776,568	738,971	760,060	

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. Allocations to this activity are a portion 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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	43,145	44,061	42,060	39,695	40,342	
410 Benefits	18,192	18,148	17,988	13,784	13,895	
TOTAL PERSONNEL	61,337	62,209	60,048	53,479	54,237	
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	60,048	53,479	54,237	
FUND SOURCE						
01 General Fund	116,001	62,348	60,048	53,479	54,237	
TOTAL	116,001	62,348	60,048	53,479	54,237	

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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
401 Wages -Full Time	105,237	76,822	35,577	104,108	106,111
410 Benefits	47,175	27,246	14,882	35,189	35,242
TOTAL PERSONNEL	152,412	104,068	50,459	139,297	141,353
MATERIALS & OPERATIONS					
420 Materials & Supplies		368	137		
430 Contractual Services	63,095	36,139	48,171	34,066	25,000
463 Mileage	421	182	16	53	
470 Travel & Meetings	226	422	176	50	50
TOTAL MATERIALS & OPS	63,742	37,111	48,500	34,169	25,050
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	216,154	141,179	98,959	173,466	166,403
FUND SOURCE					
01 General Fund	216,154	141,179	98,959	173,466	166,403
TOTAL	216,154	141,179	98,959	173,466	166,403

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	21,572	22,030	21,030			
410 Benefits	9,096	9,074	8,994			
TOTAL PERSONNEL	30,668	31,104	30,024	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	30,024	0	0	
FUND SOURCE						
01 General Fund	30,668	31,104	30,024			
TOTAL	30,668	31,104	30,024	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 Actual	2011-12 Actual	2012-13 Adopted
TOTAL PERSONNEL	1,183,160	1,070,648	1,114,789	861,806	608,282
TOTAL MATERIALS & OPS	1,002,759	991,114	994,782	817,662	617,729
TOTAL CAPITAL OUTLAY	1,206	842	2,049	0	1,100
TOTAL FUNCTION	2,187,125	2,062,604	2,111,620	1,679,468	1,227,112

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, 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, 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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
401 Wages -Full Time	244,533	222,832	231,879	256,470	292,750
402 Wages - Part Time	1,009	2,299	1,417	6,768	1,878
405 Wages - Overtime	6,738	6,729	4,322	2,272	6,500
410 Benefits	116,345	105,172	109,854	112,798	110,986
TOTAL PERSONNEL	368,625	337,032	347,472	378,308	412,114
MATERIALS & OPERATIONS					
420 Materials & Supplies	24,347	28,700	28,788	28,464	30,000
430 Contractual Services	82,681	79,091	7,801	215,123	203,775
434 Repairs & Maint Services	8,782	8,526	5,748	6,151	7,200
450 Telephone Utility	2,163	261	418	564	550
451 Water Utility	50,730	42,737	46,264	153,991	100,000
452 Electric Utility	3,316	3,043	3,423	6,214	5,000
453 Refuse Removal	750	150	517	75	300
470 Travel & Meetings	736	888	785	329	500
478 Equipment Rental	3,454	3,826	1,731	418	4,000
TOTAL MATERIALS & OPS	176,959	167,222	95,475	411,329	351,325
CAPITAL OUTLAY					
485 Machinery/Special Equip	125		148		800
TOTAL CAPITAL OUTLAY	125	0	148	0	800
TOTAL ACTIVITY	545,709	504,254	443,095	789,637	764,239
FUND SOURCE					
01 General Fund	545,709	504,254	443,095	789,637	764,239
TOTAL	545,709	504,254	443,095	789,637	764,239

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	28,768	26,483	30,705	25,163	24,574	
402 Wages - Part Time	718	535	864	255	535	
405 Wages - Overtime	178		484	275	500	
410 Benefits	13,321	12,852	13,901	11,491	10,733	
TOTAL PERSONNEL	42,985	39,870	45,954	37,184	36,342	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,743	1,958	460	2,566	2,500	
427 Street Trees			2,949		3,500	
430 Contractual Services	32,212	60,504	82,304	81,230	75,000	
TOTAL MATERIALS & OPS	33,955	62,462	85,713	83,796	81,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	76,940	102,332	131,667	120,980	117,342	
FUND SOURCE						
01 General Fund	76,940	102,332	131,667	120,980	117,342	
TOTAL	76,940	102,332	131,667	120,980	117,342	

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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
401 Wages -Full Time	85,451	39,815	47,971		
402 Wages - Part Time	600	341	825		
405 Wages - Overtime	300	362			
410 Benefits	41,872	18,131	21,791		
TOTAL PERSONNEL	128,223	58,649	70,587	0	0
MATERIALS & OPERATIONS					
420 Materials & Supplies	12,017	6,176	7,011		
430 Contractual Services	118,721	166,771	196,015		
434 Repairs & Maint Services	2,303		157		
451 Water Utility	85,092	82,301	85,650		
452 Electric Utility	2,641	3,032	3,239		
453 Refuse Removal					
474 Grants to Other Agencies	4,520				
TOTAL MATERIALS & OPS	225,294	258,280	292,072	0	0
CAPITAL OUTLAY					
485 Machinery/Special Equip			148		
TOTAL CAPITAL OUTLAY	0	0	148	0	0
TOTAL ACTIVITY	353,517	316,929	362,807	0	0
FUND SOURCE					
01 General Fund	353,517	316,929	362,807		
TOTAL	353,517	316,929	362,807	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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	62,165	60,068	86,693	50,484	39,933	
402 Wages - Part Time		366		85		
410 Benefits	28,208	28,001	39,954	21,422	17,443	
TOTAL PERSONNEL	90,373	88,435	126,647	71,991	57,376	
MATERIALS & OPERATIONS						
420 Materials & Supplies	18,541	12,966	11,302	11,290	12,000	
478 Equipment Rental	1,602	435	1,516		2,250	
TOTAL MATERIALS & OPS	20,143	13,401	12,818	11,290	14,250	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	110,516	101,836	139,465	83,281	71,626	
FUND SOURCE						
01 General Fund	110,516	101,836	139,465	83,281	71,626	
TOTAL	110,516	101,836	139,465	83,281	71,626	

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	11,706	12,128	12,128	12,971	17,059	
402 Wages - Part Time	10,583	2,935	1,463	136	1,000	
410 Benefits	7,412	6,075	5,875	4,614	5,444	
TOTAL PERSONNEL	29,701	21,138	19,466	17,721	23,503	
MATERIALS & OPERATIONS						
420 Materials & Supplies		288	128		100	
430 Contractual Services	28,899	20,230	24,589	19,640	21,000	
477 Printing & Binding						
478 Equipment Rental		1,750			1,000	
TOTAL MATERIALS & OPS	28,899	22,268	24,717	19,640	22,100	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	58,600	43,406	44,183	37,361	45,603	
FUND SOURCE						
01 General Fund	58,600	43,406	44,183	37,361	45,603	
TOTAL	58,600	43,406	44,183	37,361	45,603	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Stables	4650

Narrative

Peter Weber Equestrian Center - Operated by a Concessionaire as of December 1, 2011
Now, Only Depreciation Expense is Charged to the Fund

This activity provided for the operation of the Municipal Stables, which are located at 26401 Crenshaw Boulevard.

Description

401	<u>SALARIES/WAGES FT</u>	
402	<u>SALARIES/WAGES PT</u>	
405	<u>SALARIES/WAGES OVERTIME</u>	
410	<u>BENEFITS</u>	
420	<u>MATERIALS & SUPPLIES</u>	
430	<u>GENERAL CONTRACTUAL SERVICES</u>	
441	<u>LIABILITY INSURANCE</u>	
450	<u>TELEPHONE</u>	
451	<u>WATER</u>	
452	<u>ELECTRICITY</u>	
453	<u>REFUSE REMOVAL</u>	
461	<u>EQUIPMENT MAINTENANCE</u>	
462	<u>GAS & OIL</u>	
463	<u>MILEAGE</u>	
466	<u>DEPRECIATION EXPENSE</u>	
	Depreciation of Equestrian Fund Fixed Assets to allocate the cost of the assets over their estimated useful lives.	
467	<u>OVERHEAD ASSESSMENT</u>	
485	<u>MACHINERY/SPECIAL EQUIPMENT</u>	

**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 Actual	2011-12 Actual	2012-13 Adopted
PERSONNEL					
401 Wages -Full Time	263,876	271,119	256,181	194,106	
402 Wages - Part Time	5,871	14,504	3,753	740	
405 Wages - Overtime	11,010	2,185	3,218	5,660	
410 Benefits	146,926	147,826	152,428	63,359	
TOTAL PERSONNEL	427,683	435,634	415,580	263,865	0
MATERIALS & OPERATIONS					
420 Materials & Supplies	224,071	188,745	196,946	86,716	
430 Contractual Services	46,021	37,325	36,124	27,540	
441 Liability Insurance	11,605	18,672	18,476	17,082	
450 Telephone Utility	1,675	850	1,748	858	
451 Water Utility	8,398	5,621	3,181	2,050	
452 Electric Utility	5,805	5,139	4,923	2,612	
453 Refuse Removal	32,700	32,700	32,700	13,625	
461 Vehicle Maintenance	5,932	12,581	10,408		
462 Gas and Oil	2,269	1,618	2,345	554	
463 Mileage	201				
466 Depreciation Expense	802	802	802	802	802
467 Overhead Assessment	35,000	36,000	37,000	15,417	
TOTAL MATERIALS & OPS	374,479	340,053	344,653	167,256	802
CAPITAL OUTLAY					
485 Machinery/Special Equip	1,081		527		
TOTAL CAPITAL OUTLAY	1,081	0	527	0	0
TOTAL ACTIVITY	803,243	775,687	760,760	431,121	802
FUND SOURCE					
50 Equestrian Fund	803,243	775,687	760,760	431,121	802
TOTAL	803,243	775,687	760,760	431,121	802

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 a.m. to dusk on weekends, 8 a.m. to Noon on weekdays, and the cost of monthly court washing.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes tennis court nets, staff shirts, and office and court maintenance supplies.
- 423 RESALE SUPPLIES
Provides for the purchase of tennis balls 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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	24,717	14,124	14,371	14,874	16,248	
402 Wages - Part Time	20,214	23,346	24,124	26,825	21,840	
405 Wages - Overtime	698	547	716	130	1,000	
410 Benefits	13,661	9,812	11,076	9,811	9,348	
TOTAL PERSONNEL	59,290	47,829	50,287	51,640	48,436	
MATERIALS & OPERATIONS						
420 Materials & Supplies	841	1,406	1,704	5,098	1,500	
423 Resale Supplies	157				200	
430 Contractual Services	5,558	4,520	4,500	4,782	5,000	
441 Liability Insurance	764	2,114	2,092	1,678	1,161	
450 Telephone Utility	1,221	1,304	1,264	1,114	1,601	
466 Depreciation Expense	3,060	3,060	3,060	3,060	3,060	
467 Overhead Assessment	9,000	10,000	11,000	12,000	13,000	
TOTAL MATERIALS & OPS	20,601	22,404	23,620	27,732	25,522	
CAPITAL OUTLAY						
485 Machinery/Special Equip		842	1,226		300	
TOTAL CAPITAL OUTLAY	0	842	1,226	0	300	
TOTAL ACTIVITY	79,891	71,075	75,133	79,372	74,258	
FUND SOURCE						
51 Tennis Fund	79,891	71,075	75,133	79,372	74,258	
TOTAL	79,891	71,075	75,133	79,372	74,258	

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	15,146	18,731	16,642	19,810	13,176	
402 Wages - Part Time	554	170	72		150	
405 Wages - Overtime	3,500	3,987	4,120	3,572	4,000	
410 Benefits	8,737	10,509	9,188	8,928	4,397	
TOTAL PERSONNEL	27,937	33,397	30,022	32,310	21,723	
MATERIALS & OPERATIONS						
420 Materials & Supplies	3,000	3,748	3,794	2,749	3,800	
430 Contractual Services	23,204	26,291	38,005	26,830	44,000	
474 Grants to Other Agencies	21,200	5,000				
476 Advertising	1,155	516	420	725	1,000	
TOTAL MATERIALS & OPS	48,559	35,555	42,219	30,304	48,800	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	76,496	68,952	72,241	62,614	70,523	
FUND SOURCE						
01 General Fund	76,496	68,952	72,241	62,614	70,523	
TOTAL	76,496	68,952	72,241	62,614	70,523	

DEPARTMENT RESPONSIBLE
Community Services Director

City of Rolling Hills Estates

Function	Activity	Code
Community Services	Peppertree	4674,4675

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 Actual	2011-12 Actual	2012-13 Adopted	
PERSONNEL						
401 Wages -Full Time	5,853	6,064	6,064	6,486	6,588	
405 Wages - Overtime						
410 Benefits	2,490	2,600	2,710	2,301	2,199	
TOTAL PERSONNEL	8,343	8,664	8,774	8,787	8,787	
MATERIALS & OPERATIONS						
420 Materials & Supplies	13,227	12,353	10,154	12,223	12,500	
430 Contractual Services	28,187	19,124	25,650	16,813	23,500	
476 Advertising	2,702	687	455	102	1,950	
478 Equipment Rental						
TOTAL MATERIALS & OPS	44,116	32,164	36,259	29,138	37,950	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	52,459	40,828	45,033	37,925	46,737	
FUND SOURCE						
01 General Fund (4674)	8,343	8,664	8,774	8,787	8,787	
95 Peppertree Fund (4675)	44,116	32,164	36,259	29,138	37,950	
TOTAL	52,459	40,828	45,033	37,925	46,737	

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
Expenditure Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	836	906	786	95	300
430 Contractual Services	24,890	31,840	31,840	31,964	31,000
434 Repairs & Maint Services	1,608	2,533	1,897	1,234	2,000
450 Telephone Utility	491	488	505	848	480
451 Water Utility	705	515	936	1,656	900
452 Electric Utility	1,224	1,023	1,272	1,380	1,300
470 Travel & Meetings					
476 Advertising					

TOTAL MATERIALS & OPS	29,754	37,305	37,236	37,177	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	37,236	37,177	35,980
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FUND SOURCE

01 General Fund (4676)	16,254	19,855	19,783	19,724	16,980
32 Prop A Fund (4680)	13,500	17,450	17,453	17,453	19,000

TOTAL	29,754	37,305	37,236	37,177	35,980
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DEPARTMENT RESPONSIBLE
Community Services Director

**City of Rolling Hills Estates
Summary**

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

TOTAL PERSONNEL

TOTAL MATERIALS & OPS

TOTAL CAPITAL OUTLAY	847,420	414,298	1,097,430	970,781	3,161,000
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TOTAL FUNCTION	847,420	414,298	1,097,430	970,781	3,161,000
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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 \$1,195,573 and a total of \$2,950,000 for FY 2012-13, and the General Fund's portion is \$207,632 for FY 2011-12 and \$57,000 for FY 2012-13.

A summary of the FY2012-13 Capital Improvements is on page 133 in the subsequent portion of the Capital Improvement Projects section. The summary lists all the projects by fund type for review.

City of Rolling Hills Estates

Capital Improvements - Streets
(5100 Capital Projects)

Descriptions

This section contains Capital Improvements related to streets.

FY 2012-13 includes General Fund expenditures for street resurfacing (\$25,000)(5103), and Catch Basin upgrades (\$20,000)(5145).

The Palos Verdes Drive North Bike Lane project will begin in FY 2012-13 with much of the work completed in FY 2013-14 with Federal STIP (5117), State SR2S (5118), Traffic Impact Fees (5170), and Prop. C (5119) funds.

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Streets				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted
5103					
Street Resurfacing (General Fund)					
430 Contractual Services	3,800		32,345	184,423	241,000
5113					
Street Resurfacing (Prop A, Fund 13)					
430 Contractual Services	24,800		4,000	16,816	5,000
5117					
PVDN Bike Lane Project (Federal STIP, Fund 24)					
430 Contractual Services		23,063	3,309	268,921	660,000
5118					
PVDN Bike Lane Project (State SR2S, Fund 25)					
430 Contractual Services				33,894	165,000
5119					
PVDN Bike Lane (Prop C, Fund 19)					
430 Contractual Services				1,730	75,000
5120					
Street Resurfacing (Prop C, Fund 19)					
430 Contractual Services	73,232	22,084	34,180	78,198	
5121					
PVDN Resurfacing (Federal ARRA, Fund 26)					
430 Contractual Services			387,869	-6,316	
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				9,151	20,000
PAGE TOTAL	101,832	45,147	461,703	586,817	1,166,000

(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 Actual	2011-12 Actual	2012-13 Adopted
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				
5170					
Street Resurfacing (Measure R, Fund 23)					
430 Contractual Services			128,167	7,620	10,000
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		79,413		
5188					
Storm Drain Repairs/Improvements (Prop 1B, Fund 22)					
430 Contractual Services	105,623	9,563			
PAGE TOTAL	375,302	41,926	293,210	7,620	10,000

(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 Actual	2011-12 Actual	2012-13 Adopted

5186

Advanced Street Signs Repainting (General Fund)

430 Contractual Services

TOTAL FUNCTION	477,134	87,073	754,913	594,437	1,176,000
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FUND SOURCE

01 General Fund	18,161		32,345	193,574	261,000
13 Fund A	24,800		4,000	16,816	5,000
19 Prop C Transit Fund	117,868	22,084	34,180	79,928	75,000
22 Transportation Prop 1B	316,305	9,563	79,413		
23 Measure R			128,167	7,620	10,000
24 Federal STIP		23,063	3,309	268,921	660,000
25 State SR2S				33,894	165,000
26 Federal ARRA		32,363	473,499	-6,316	

TOTAL	477,134	87,073	754,913	594,437	1,176,000
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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 2012-13 includes General Fund expenditures for George F Canyon Brush Clearance (\$12,000) (5201).

FY 2012-13 provides for \$555,000 in renovation costs for the Peter Weber Equestrian Center from 1996 Prop A specified grant funds (5250).

FY 2012-13 provides \$1,024,000 in renovation costs for the Peter Weber Equestrian Center from State Prop. 84 grant funds (5251).

FY 2012-13 provides for Pepper Wood Park and Civic Center Improvements from Quimby fees (\$25,000)(5262).

FY 2012-13 provides for the improvements to the Howlett Park Equestrian Center arenas from Quimby fees (\$114,000)(5264).*

FY 2012-13 provides for parking lot improvements (\$40,000) and replacement of the park's irrigation system (\$60,000) at Highridge Park from Quimby fees (5265).

FY 2011-12 provides for \$5,000 to develop a new pocket park at PVDN and Ranchview - Quimby Fees (5266).

FY 2012-13 provides for \$80,000 in trail fencing improvements from Los Angeles County 4th District Excess Grant (5220).

FY 2012-13 provides for \$73,000 for improvements to the Peninsula High School's swimming pool from Quimby Fees (5268).

FY 2012-13 provides for \$2,000 to replace a portable water tank from Quimby Fees (5264).

(*Funding Source may change to USA Equestrian Trust Grant)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation				
Activity Title	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted
5201					
Brush Clearance (General Fund)					
430 Contractual Services		25,000	25,000	11,898	12,000
5220					
3 Rail Fencing (Fund 34)					
430 Contractual Services				69,897	80,000
5221					
Three Rail Fencing (General Fund)					
430 Contractual Services	29,749	24,160	6,824	17,997	
5230					
4th District Grant (General Fund)					
430 Contractual Services	2,753	371			
5236					
Riparian Grant - Nature Preserve (Fund 31)					
430 Contractual Services		29,464		54,296	
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	258,978	154,088	92,000

(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 Actual	2011-12 Actual	2012-13 Adopted
5250					
Stables Renovation (Fund 32)					
430 Contractual Services	167,006	137,190	50,194	65,567	555,000
5251					
Peter Weber Equestrian Center (Fund 30)					
430 Contractual Services					1,024,000
5262					
Pepperwood Park / Civic Center Improvements (Quimby Fees, Fund 10)					
430 Contractual Services				4,201	25,000
5263					
Chandler Park Ring Footing (Quimby Fees, Fund 10)					
430 Contractual Services				8,082	
5264					
Howlett Park Improvements (Quimby Fees, Fund 10)					
430 Contractual Services				74,192	116,000
5265					
Highridge Park Improvements (Quimby Fees, Fund 10)					
430 Contractual Services					100,000
5266					
Ranchview Park (Quimby Fees, Fund 10)					
430 Contractual Services				1,000	
5267					
Nature Center Improvements (Quimby Fees, Fund 10)					
430 Contractual Services				5,130	
5268					
PV Peninsula High Pool (Quimby Fees, Fund 10)					
430 Contractual Services					73,000
5272					
Maintenance Yard Improvements (General Fund)					
430 Contractual Services	1,954				
PAGE TOTAL					
	168,960	137,190	50,194	158,172	1,893,000

(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 Actual	2011-12 Actual	2012-13 Adopted
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			
5295					
Dapplegray Riding Arena Fence (Pepper Tree Fund 95)					
430 Contractual Services	6,958	15,905			
5296					
City Council Recognition Plaque (Pepper Tree Fund 95)					
430 Contractual Services			5,000	5,077	
5297					
Howlett Park Dressage Arena (Pepper Tree Fund 95)					
430 Contractual Services	3,935	38,833			
5299					
Roberti Z'Berg (Prop 40, Fund 33)					
430 Contractual Services			24,137		
TOTAL FUNCTION	255,632	286,057	338,327	317,337	1,985,000
FUND SOURCE					
01 General Fund	34,456	49,531	31,824	29,895	12,000
10 Quimby Fees				92,605	314,000
30 State Park Grant Equestrian					1,024,000
31 Prop. 12 Parks Grant Fund	1,756	29,464		54,296	
32 Prop. A Parks Grant Fund	167,006	137,190	50,194	65,567	555,000
33 Prop. 40 Parks Grant Fund	38,480	5,075	251,291		
34 Prop. A 4th District Grant				69,897	80,000
95 Peppertree Fund	10,893	64,797	5,018	5,077	
TOTAL	252,591	286,057	338,327	317,337	1,985,000

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 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 Actual	2011-12 Actual	2012-13 Adopted
5305					
Generator Air Quality Filter (General Fund)					
430 Contractual Services			2,095		
5307					
Computer Network Upgrades					
430 Contractual Services	5,814				
5316					
Website Development Costs					
430 Contractual Services	27,576	20,584			
5317					
ADA Improvements (General Fund)					
430 Contractual Services					
5322					
Cox PEG Fees Fund 16					
430 Contractual Services				3,074	
5326					
Phone & Voice Mail System					
430 Contractual Services					
5345					
GIS - Planning					
430 Contractual Services	33,390	20,584	2,095		
5370					
City Hall Lights & HVAC Fund 27					
430 Contractual Services				55,701	
PAGE TOTAL	66,780	41,168	4,190	58,775	0

(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 Actual	2011-12 Actual	2012-13 Adopted

5395

City Hall Retro and Update (Fund 02)

430 Contractual Services	8,302			232	
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5396

City Hall Kitchen Expansion (Fund 02)

430 Contractual Services	16,765				
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5395

City Hall Flag Pole Lights (Fund 02)

430 Contractual Services	22,807				
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5395

City Hall Trash Enclosure (Fund 02)

430 Contractual Services					
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5397

City Hall Lighting (Fund 02)

430 Contractual Services					
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PAGE TOTAL	47,874	0	0	232	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 Actual	2011-12 Actual	2012-13 Adopted

See Totals Below

TOTAL FUNCTION	114,654	41,168	4,190	59,007	0
FUND SOURCE					
01 General Fund	66,780	41,168	4,190		
02 Capital Projects Designation	47,874			232	
16 Cox PEG Fees				3,074	
27 ARRA City Hall Lights				55,701	
TOTAL	114,654	41,168	4,190	59,007	0

DEPARTMENT RESPONSIBLE
Various Department Managers

**City of Rolling Hills Estates
Capital Improvement Projects**

Summary

General Fund Capital Improvement Expenditures		2012-13 Adopted
Streets:		
Street Resurfacing & Curb Improvements	5103	25,000
Storm Drain Repairs/Improvements	5145	20,000
Total Streets		45,000
Parks & Recreation:		
Brush Clearance	5201	12,000
Total General Fund Capital Projects		\$57,000
Special Revenue Fund Type Expenditures		
<u>Quimby Fees Fund 10</u>		
Pepperwood Park/Civic Center	5262	25,000
Howlett Park - Ring & Water Tank	5264	116,000
Highridge Park - Parking Lot & Irrigation	5265	100,000
PV Peninsula High Pool	5268	73,000
Total Quimby		314,000
<u>Transit Prop. A Fund 13</u>		
PVDN Bike Lane Project	5113	5,000
<u>Transit Prop. C Fund 19</u>		
PVDN Bike Lane Project	5119	75,000
<u>Measure R Fund 23</u>		
Residential Street Resurfacing	5170	10,000
<u>Federal STIP Fund 24</u>		
PVDN Bike Lane Project	5117	660,000
<u>State SR2S Fund 25</u>		
PVDN Bike Lane Project	5118	165,000
<u>State Grant Equestrian Fund 30</u>		
Peter Weber Equestrian Center - Water & Barn	5251	1,024,000
<u>Prop. A Parks Fund 32</u>		
Peter Weber Equestrian Center - Barn	5250	555,000
<u>Prop. A 4th District Grant Fund 34</u>		
Three Rail Fencing	5220	80,000
Total CIP Special Funds		\$2,888,000
Total CIP All Funds		\$2,945,000