

City of Rolling Hills Estates Budget

Adopted
Fiscal Year 2013 - 2014
&
Proposed
Fiscal Year 2014 - 2015



Prepared by
Administrative Services Department



City of Rolling Hills Estates



RollingHillsEstatesCA.gov

**Adopted Budget
FY 2013 – 2014**

**Proposed Budget
FY 2014 – 2015**

**SUSAN SEAMANS
Council Member**

**FRANK V. ZERUNYAN
Mayor**



**STEVEN ZUCKERMAN
Council Member**

**JUDITH M. MITCHELL
Mayor Pro Tem**

**JOHN C. ADDLEMAN
Council Member**



ROLLING HILLS ESTATES

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MEMORANDUM

CITY OF ROLLING HILLS ESTATES

DATE: JUNE 11, 2013

TO: MAYOR AND CITY COUNCIL

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

SUBJECT: PROPOSED FY2013-14 & FY2014-15 BUDGETS

This memorandum will serve to transmit the proposed budget for Fiscal Years 2013-14 and 2014-15 for discussion at the June 11 Budget Study Session. The budget document incorporates direction and decisions from Budget Subcommittee Meeting held May 29. This document also includes projected year-end budget numbers for FY2012-13.

OPERATING REVENUES

Total General Fund operating revenues and expenditures for FY2012-13 are projected to be \$6,019,802 and \$5,846,197 respectively, with an estimated net positive operating result for FY2012-13 of \$205,355 (3%). This is very close to the projected 4% surplus estimated when the budget was adopted in June of 2012. Total General Fund operating revenues and expenditures for FY2013-14 are proposed at \$6,739,531 and \$6,295,233 respectively leading to an estimated year-end net positive operating result of \$344,298 or 5%.

General Fund undesignated, unreserved balance is projected to be \$1,435,587 at June 30, 2013, \$1,245,233 at June 30, 2014 and \$1,449,016 at June 30, 2015.

Major revenue assumptions come from conservative estimates based on actual revenues received in FY2012-13. Sales tax continues to be flat as projected by MuniServices. Property tax is expected to increase based on calculations provided by the Assessor's office. Building Permit revenues are expected to continue their recent upward trend based on actual projects in the pipeline over the next two years. Specifically, building permit fees, which will total approximately \$700,000 in FY2012-13, are expected to total \$1,000,000 in FY2013-14. Further, planning fees are anticipated to total \$225,000. New construction tax (\$500/residential dwelling unit) will generate approximately

\$40,000, which includes the construction of new units in approved residential projects along Deep Valley Drive.

A new source of revenue will be our Street Permits as Willdan takes over processing of applications for work in the City's right of way. Expenditures will be accounted for in our traffic signal program and are expected to be 85% of revenues, leaving the City with 15% of the revenue collected.

It appears that the State will continue to fund the COPS Grant of \$100,000 for FY2013-14 which will continue to fund our CORE Deputies. 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.

The FY2012-13, FY2013-14 and FY2014-15 budgets all include revenue received from the operation of the stables by the City's concessionaire. This revenue will be used to pay down the Equestrian Fund negative balance over the next several years. When completely paid down, the Equestrian Fund will be eliminated.

OPERATING EXPENDITURES

Expenditure assumptions include maintaining existing service levels in most major expenditure categories, the exception being a reduction in code enforcement due to elimination of a full time staff position. Code Enforcement will be undertaken by a combination of existing staff and/or part-time contract services. Elimination of the Zoning & Code Administrator position will result in a savings of approximately \$60-70,000. The \$55,000 noted in that line item includes the cost of a part-time contract Code Enforcement Officer, plus the normal City Prosecutor expense item.

Sheriff's costs are set to increase by 2.4% due to overall unit cost increases within the department. The City's regional cost percentage remains at approximately 27%, with Rancho Palos Verdes' share at approximately 70% and Rolling Hills' share at approximately 3%.

The line item for watering of our parks is substantially overspent for the current fiscal year as the water savings technology which was expected to be installed at Ernie Howlett and Highridge parks late last year has only recently been installed. We should see some savings in FY2013-14 and FY2014-15.

The budget document itself reflects the combining of expenditure categories made in FY2012-13 for ease of administration and realignment of some personnel costs to various programs to more accurately reflect actual time spent on various duties.

We have added a line item to account for the pension obligation bond payments, which in comparison to the previous cost of paying down the City's PERS Side-Fund, will save approximately \$42,000 annually.

PERSONNEL

The FY2013-14 and FY2014-15 budgets reflect continued reductions in staff levels achieved over the past several years. All told, the City's full-time staff level has decreased from 32 in 2006 to 19 effective July 1, 2013.

Similar to Council approved action in FY2012-13, the FY2013-14 budget as presented and approved by the Council Committee includes a 2.0% cost of living adjustment for staff, which is consistent with CPI from January 2012 to January 2013.

CAPITAL PROJECTS

On the capital side, we have again proposed a fairly aggressive capital projects budget for FY2013-14. Both the bleachers renovations and the tennis courts resurfacing will be funded from the Tennis Fund. The streets capital project includes General Fund contributions to the Palos Verdes Drive North Bike Lane Project as well as \$100,000 for other improvements which may include a curb, gutter and sidewalk project following the inventory to be conducted by Willdan. \$75,000 is programmed for planting of street trees throughout the length of the Bike Path Project. We have also programmed \$100,000 to renovate the Hawthorne Boulevard escape lanes.

We have identified a \$350,000 reserve for contingencies associated with the Bike Path Project. If it is not needed, staff may suggest reallocating it to *CIP Streets* for an additional street project late in FY2013-14 depending on overall fund balance projections. We also anticipate a \$400,000 General Fund contribution to street capital projects in FY2014-15 which is reflected in *CIP Streets* in the Fund Balance Exhibit. It is hoped that by funding these projects over the next two years we will improve our overall Pavement Condition Index when our next Pavement Management System survey is completed.

The Community Services Department plans to complete the new barn project at the Peter Weber Equestrian Center during FY 2013-14. Three rail fencing is also programmed at \$20,000 which will include that portion of fencing adjacent to Moccasin Lane and Palos Verdes Drive North following completion of the Bike Lane Project. Arena footing renovation will be funded from the City's dedicated equestrian Quimby balance.

The land donated for park purposes a condition of the Butcher Development remains undeveloped as part of the FY2013-14 budget, but a plan should be in place for FY2014-15, which is reflected by the \$100,000 identified for the project in that fiscal year.

Quimby Funds will continue to flow to the City over the next several years as residential projects are completed. Projects for those funds will be identified over the next two years.

FUND BALANCES

Various fund balances have been revised to reflect our best understanding of future obligations. For FY 2013-14, these include separating Capital Improvement Projects designations into two separate categories (*CIP Other Than Streets* and *CIP Streets*), and a new designation of PV Bike Lane Project of \$350,000.

As mentioned above, the reserve in *CIP Streets* is reflected within the General Fund Capital Projects expenditures where a reserve of \$400,000 is noted for an as yet to be identified Capital Project in FY2014-15.

The Undesignated, Unreserved Fund Balance is projected to remain above \$1,200,000, which is consistent with the current fund balance policy. The Equipment Designation has been increased by \$40,000 to help rebuild that designation and the Future Operating Expenditures reserve has been

increased to \$500,000. Additionally, the newly added PVDN Bike Lane designation is \$350,000. As mentioned up Capital Projects, \$400,000 has been reserved for street improvements in FY2014-15. Also, Fund 02 Capital Projects has been increase to \$450,000 in FY2014-15 in the event replacement of the City Hall and Council Chambers' roofing is required.

With respect to accounting for payback of the General Fund subsidy of the Equestrian Fund, you will find on Exhibit E under Enterprise Funds (Fund 50-Stables) an estimated \$88,000 in revenue which we expect to receive from the stables concessionaire, thus reducing the negative balance in that fund from approximately \$397,607 to \$310,411.

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 is 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 \$500,000 in revenue, we can see that during FY2013-14 we are expecting large projects to provide approximately \$1,000,000 and more 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. Utilizing General Fund surplus revenue during peak revenue generating cycles is the best method of addressing the gap in our street maintenance funding needs and existing dedicated revenue unless and until a new revenue source can be identified and collected, which will most likely require voter approval. Given the results of our community survey, that seems unlikely in the short term.

SUMMARY

Certain key revenues have seen increases since the worst of the recent economic downturn, and are even showing signs of dramatic upturns over the next several budget cycles. The City's fiscal position has been maintained recently through a combination of cost cutting measures and reliance on previously established reserves, although each of the last two budgets have had positive net operating results without the need to dip into reserves further. There continue to be 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, we will need to continue to budget conservatively by prudently maintaining appropriate reserves while funneling as much as is available into needed infrastructure maintenance and essential programs.

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 25, 2013

CITY OF ROLLING HILLS ESTATES

FY 2013-2014



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.

FOR APPROVAL: JUNE 25, 2013

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)

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

REVENUE SUMMARY		2010-11	2011-12	2012-13	2013-14	2014-15
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
GENERAL FUND						
LOCAL TAXES						
Property tax	3110	1,582,384	1,568,868	1,641,926	1,711,379	1,745,607
Sales tax	3120	917,016	871,060	886,700	935,117	965,251
Franchise tax	3130	518,175	551,059	515,000	515,000	515,000
Business license	3140	267,177	236,334	240,000	240,000	240,000
Property transfer tax	3160	72,779	69,824	130,000	130,000	130,000
New construction tax	3170			500	40,000	12,500
TOTAL		3,357,531	3,297,145	3,414,126	3,571,497	3,608,358
LICENSES & PERMITS						
Landfill regulation fees	3210	194,005	214,883	270,000	270,000	270,000
Animal licenses	3220	7,047	7,969	7,000	7,000	7,000
Building permits	3230	480,497	722,611	700,000	1,000,000	1,200,000
Street permits	3240				100,000	100,000
TOTAL		681,549	945,463	977,000	1,377,000	1,577,000
INTERGOVERNMENTAL REVENUES						
Property Tax in lieu of Sales Tax - State	3308	309,620	301,499	295,567	311,706	321,750
Property Tax in lieu of VLF Fees - State	3309	602,824	622,162	644,009	663,329	683,329
Motor Vehicle License Fees (VLF)	3310	41,551				
COPS Grant (Policing)	3311	100,000	100,000	100,000	100,000	100,000
CLEEP Grant (Law Enf. Equipment)	3312					
Sale of CDBG Grants	3320	16,410	16,371	14,324		
Traffic Safety OTS State Grant	3322	679				
Highway Through Cities Grant	3324		400,000		100,000	
TOTAL		1,071,084	1,440,032	1,053,900	1,175,035	1,105,079
CHARGES FOR SERVICES						
Planning Fees	3410	256,132	250,763	175,000	225,000	225,000
GIS Fees	3420	5,100	6,000	6,000	6,000	6,000
City Celebration & Holiday Parade	3430	3,719	5,658	1,500	1,500	1,500
Recreation Fees	3440	34,723	32,371	29,276	25,000	25,000
TOTAL		299,674	294,792	211,776	257,500	257,500
FINES AND FORFEITURES						
Misc fines and forfeitures	3510	31,357	50,667	48,000	50,000	50,000
False alarm fines	3520	15,090	13,300	11,000	13,000	13,000
Business license penalties	3530	18,286	7,689	10,000	10,000	10,000
TOTAL		64,733	71,656	69,000	73,000	73,000
USE OF MONEY AND PROPERTY						
Interest income (Funds 01 & 02)	3610	14,176	4,717	5,000	3,500	3,500
Rents and concessions	3620	16,017	17,635	15,000	15,000	15,000
TOTAL		30,193	22,352	20,000	18,500	18,500
OTHER REVENUES						
State SB 1186	3705			50	50	50
Refunds/Rebates/Reimbursements	3710	77,108	58,074	57,000	55,000	55,000
SB 90 Reimb. of State Mandated Costs	3715					
AB 939/Infrastructure Fees	3720	178,088	179,149	187,000	187,000	187,000
Prior Year Adjustments	3725	(7,164)	25,689			
Miscellaneous revenues	3730	22,481	13,953	20,000	15,000	15,000
Cash Over/Short	3735					
Curbside Recycling/Oil	3740	5,500	8,684	5,000	5,000	5,000
Litter Abatement/Recycling	3750		10,000	5,000	5,000	5,000
TOTAL		276,013	295,549	274,050	267,050	267,050
TOTALS, GENERAL FUND	01	5,780,777	6,366,989	6,019,852	6,739,581	6,906,487

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

REVENUE SUMMARY		2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ESTIMATED	2013-14 ADOPTED	2014-15 PROPOSED
EXHIBIT A						
SPECIAL REVENUE FUNDS						
QUIMBY FEES						
Quimby Fees	3180	392,205	47,540			1,591,375
Interest income	3610	1,944	1,966	1,000	500	4,000
QUIMBY FEES	10	394,149	49,506	1,000	500	1,595,375
STATE GAS TAX FUND:						
Gas Tax 2103	3329	62,515	109,128	71,528	115,936	115,936
Gas Tax 2105	3330	45,459	37,657	34,883	38,264	38,264
Gas Tax 2106	3340	31,923	28,768	29,694	30,166	30,166
Gas Tax 2107	3350	60,452	55,608	54,971	56,970	56,970
Gas Tax 2107.5	3360	2,000	2,000	2,000	2,000	2,000
Traffic Congestion Relief Grant	3370					
Prior Year Adjustment	3725	35,845	(7,091)			
GAS TAXES SUBTOTAL		238,194	226,070	193,076	243,336	243,336
Interest income	3610	160	360	150	150	150
STATE GAS TAX FUND	11	238,354	226,430	193,226	243,486	243,486
LOCAL TRANSPORTATION FUND:						
TDA Article 3 Funds	3121	15,250	7,320	5,000	5,000	5,000
Interest income	3610	37	30	1		
LOCAL TRANS FUND	13	15,287	7,350	5,001	5,000	5,000
TRAFFIC SAFETY:						
Traffic safety fines	3540	38,524	51,642	42,000	42,000	42,000
Interest income	3610	32				
TRAFFIC SAFETY FUND	14	38,556	51,642	42,000	42,000	42,000
PEG FEES						
Cox PEG Fees	3760	12,825	26,018	24,000	25,600	25,600
Interest income	3610	4	58	100	100	100
PEG FUND	16	12,829	26,076	24,100	25,700	25,700
TRANSIT:						
PROP A - transit improvement	3121	110,213	119,198	110,000	110,000	110,000
Interest income	3610	203	149	400	100	100
TRANSIT FUND	18	110,416	119,347	110,400	110,100	110,100
PROP C:						
PROP C - transit tax	3122	100,605	99,097	108,000	100,000	100,000
Interest income	3610	813	816	100	100	100
PROP C FUND	19	101,418	99,913	108,100	100,100	100,100
AQMD:						
Air quality funds AB 2766	3390	8,836	10,151	9,100	9,100	9,100
Interest income	3610	328	47	50	50	50
AQMD FUND	20	9,164	10,198	9,150	9,150	9,150
STPL GRANT						
STPL Fund Exchange	3328				117,653	
Interest income	3610	28	21			
STPL GRANT	21	28	21		117,653	
PROP. 1B TRANSPORTATION						
Transportation Grant	3385					
Interest income	3610	287				
PROP. 1B TRANSPORTATION	22	287				
MEASURE R						
Residential Street Resurfacing	3371	71,333	73,674	80,000	80,000	80,000
Interest income	3610	313	98	50	50	50
MEASURE R	23	71,646	73,772	80,050	80,050	80,050
FEDERAL STIP						
PVDN Bike Lane Project	3327		231,064	660,000	1,803,000	
Interest income	3610					
FEDERAL STIP	24		231,064	660,000	1,803,000	
STATE SR2S						
PVDN Bike Lane Project	3372		20,818	165,000	396,495	328,700
Interest income	3610					
STATE SR2S	25		20,818	165,000	396,495	328,700

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

REVENUE SUMMARY		2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ESTIMATED	2013-14 ADOPTED	2014-15 PROPOSED
FEDERAL ARRA						
PVDN Resurfacing	3373	385,464				
Illuminated Street Signs LED	3374	65,472				
Traffic Signals	3375	15,989				
Interest income	3610	1				
FEDERAL ARRA	26	466,926				
ARRA EECBG						
City Hall Lights & HVAC	3386		43,580			
ARRA EECBG GRANT	27		43,580			
CALRECYCLE ASPHALT						
PVDN Bike Lane Project	3378				198,500	
Interest income	3610					
GRANT	28				198,500	
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		54,296			
Interest income	3610	148	154			
PROP. 12 PARKS GRANT FUND	31	25,698	54,450			
PROP A COUNTY PARKS:						
PROP A - maintenance/service	3392	30,950	17,453	14,000	14,000	
PROP A - specified	3394	128,298			1,488,482	
PROP A CNTY PARKS FUND	32	159,248	17,453	14,000	1,502,482	
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	46,198	41,546	44,000	44,000	44,000
Interest income	3610					
PEPPERTREE FUND	95	46,198	41,546	44,000	44,000	44,000
CHANDLER EQUESTRIAN						
Donations/Match	3780		100,000			
Interest income	3610		291			
CHANDLER EQUESTRIAN	97		100,291			
TOTALS, SPECIAL REVENUE FUNDS		1,931,664	1,204,237	1,536,027	5,702,216	2,583,661
EXHIBIT A						
ENTERPRISE FUNDS						
STABLES						
Stable rental	3450	565,824	252,758	50,000	88,000	88,000
Western trainer	3451	9,000	3,750			
English trainer	3452	10,500	7,500			
Non resident surcharge	3453	43,485	17,710			
Horse show fees	3454	25,857	23,788			
Pony Camp fees	3455	34,205	27,600			
Prior Year Adjustment	3725					
CHARGES FOR SERVICES		688,871	333,106	50,000	88,000	88,000
Interest income	3610					
STABLES FUND	50	688,871	333,106	50,000	88,000	88,000
TENNIS						
Tennis court fees	3460	43,250	50,646	43,000	43,000	43,000
Tennis membership dues	3461	12,918	10,203	11,000	11,000	11,000
CHARGES FOR SERVICES		56,168	60,849	54,000	54,000	54,000
Interest income	3610	477	310	700		
TENNIS FUND	51	56,645	61,159	54,700	54,000	54,000
TOTALS, ENTERPRISE FUNDS		745,516	394,265	104,700	142,000	142,000
GRAND TOTALS, ALL FUNDS		8,457,957	7,965,491	7,660,579	12,583,797	9,632,148



City of Rolling Hills Estates

Budget Expenditures 2013-2014 (All Funds)

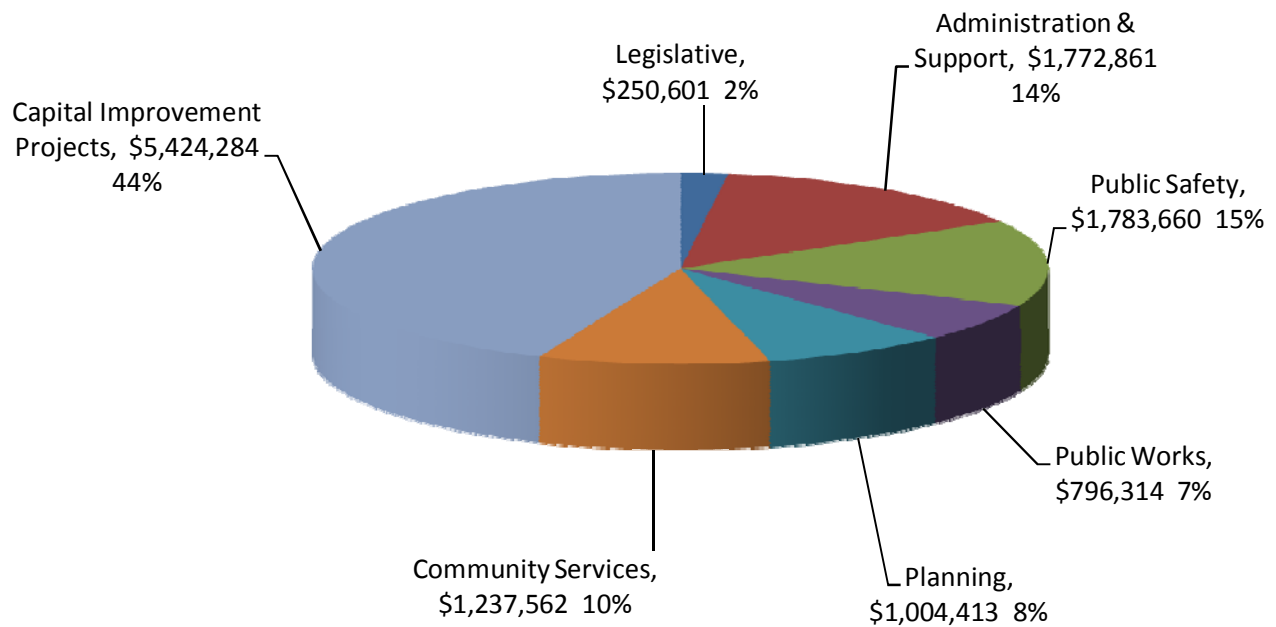


EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary
 (by fund within fund type)

EXPENDITURES/EXPENSES SUMMARY	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
GENERAL FUND OPERATING EXPENDITURES						
LEGISLATIVE						
CITY COUNCIL	4110	45,710	41,608	42,257	42,796	42,797
PLANNING COMMISSION	4120	28,098	48,494	46,319	46,585	46,589
P&A COMMISSION	4130	65,771	48,452	45,221	46,034	46,038
CITY ATTORNEY	4140	99,622	111,646	88,000	88,500	88,500
ELECTION	4150		751	1,139	20,000	500
TOTAL		239,201	250,951	222,937	243,915	224,424
ADMINISTRATION & SUPPORT						
CITY MANAGER	4210	706,877	654,971	651,057	639,900	636,156
CENTRAL SERVICES	4220	331,310	317,161	515,743	527,734	535,985
FINANCE	4230	423,813	490,158	448,516	471,590	456,633
ECONOMIC DEVELOPMENT	4235	89,651				
PERSONNEL	4240	75,049	87,170	88,670	93,624	93,624
PUBLIC INFORMATION	4250	34,863	27,523	27,174	27,282	27,283
EMPLOYEE BENEFITS	4260					
OVERHEAD	4270	(48,000)	(27,417)	(13,000)	(14,000)	(15,000)
EQUIPMENT	4279	68,246	48,399	49,996	48,774	48,774
TOTAL		1,681,809	1,597,965	1,768,156	1,794,904	1,783,454
PUBLIC SAFETY						
PATROL SERVICES	4310	1,753,856	1,523,374	1,697,776	1,733,520	1,768,130
ANIMAL CONTROL	4330	21,329	16,568	15,000	15,000	15,000
CROSSING GUARDS - GENERAL FUND	4343					
EMERGENCY MANAGEMENT	4350	2,289	10,289	225	1,140	1,200
TOTAL		1,777,474	1,550,231	1,713,001	1,749,660	1,784,330
PUBLIC WORKS						
SIGNALS	4451	40,919	20,688	20,000	109,000	109,000
NPDES	4460	186,747	214,988	187,232	287,408	287,387
SOLID WASTE (RECYCLING)	4625	24,764	19,650	18,924	19,032	19,033
TOTAL		252,430	255,326	226,156	415,440	415,421
PLANNING						
PLANNING ADMINISTRATION	4510	776,568	738,971	575,869	841,886	841,924
ADVANCED PLANNING	4520	60,048	53,479	50,809	76,150	51,155
CODE ADMINISTRATION	4530	98,959	173,466	150,334	86,373	86,376
SUBDIVISION REGULATION	4540	30,024				
TOTAL		965,599	965,916	777,013	1,004,409	979,455
COMMUNITY SERVICES						
PARKS MAINTENANCE	4610	443,095	789,637	836,193	800,197	789,012
TREE TRIMMING	4615	131,667	120,980	115,265	115,540	115,453
LANDSCAPE MAINTENANCE	4620	362,807				
BRIDLE TRAILS	4630	139,465	83,281	68,248	68,692	68,552
RECREATION PROGRAMS	4640	44,183	37,361	44,488	29,603	29,605
SPECIAL EVENTS	4670	72,241	62,614	69,404	66,153	66,155
PEPPERTREE	4674	8,774	8,787	8,227	8,276	8,277
NATURE CENTER	4676	19,783	19,724	16,980	21,600	21,600
TOTAL		1,222,015	1,122,384	1,158,805	1,110,062	1,098,654
TOTAL OPERATING EXPENDITURES						
		6,138,528	5,742,773	5,866,069	6,318,390	6,285,739

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

EXPENDITURES/EXPENSES SUMMARY	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
GENERAL FUND CAPITAL IMPROVEMENT EXPENDITURES					
STREETS:					
STREET RESURFACING & CURB IMPR. 5103	32,345	184,423	264,430	394,541	
CURB/GUTTER/SIDEWALK IMPR. 5140				100,000	
STORM DRAIN REPAIRS/IMPROVEMENTS 5145		9,151			
ARTERIAL STREETS MEDIAN IMPROVEME 5150					
TRAFFIC SIGNAL IMPROVEMENTS 5180					
ADV. STREET SIGNS REPAINTING 5186					
TOTAL STREETS	32,345	193,574	264,430	494,541	
PARKS & RECREATION:					
BRUSH CLEARANCE 5201	25,000	11,898	18,560		
THREE RAIL FENCING 5221	6,824	17,997		20,000	20,000
PARK DEVELOPMENT 5233					100,000
TOTAL PARKS & RECREATION	31,824	29,895	18,560	20,000	120,000
PUBLIC IMPROVEMENTS:					
GENERATOR AIR QUALITY FILTER 5305	2,095				
COMPUTER NETWORK UPGRADE 5307				5,000	
PHONE & VOICE MAIL SYSTEM 5326					
GIS 5345					
TOTAL PUBLIC IMPROVEMENTS	2,095			5,000	
<hr/>					
TOTAL CAPITAL PROJECTS	66,264	223,469	282,990	519,541	120,000
TOTAL GEN. FUND EXPEND.	6,204,792	5,966,242	6,149,059	6,837,931	6,405,739
FUND 02 DESIGNATION EXPENDITURES					
CITY HALL HVAC 5395		232			
TOTAL FUND 02 DESIGNATION		232			
TOTAL GENERAL FUNDS 01 & 02	6,204,792	5,966,474	6,149,059	6,837,931	6,405,739

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

EXPENDITURES/EXPENSES SUMMARY	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
SPECIAL REVENUE FUND TYPE EXPENDITURES					
<u>QUIMBY FEES FUND 10</u>					
PVDN BIKE LANE	5261			288,320	
PEPPERWOOD PARK/CIVIC CENTER	5262	4,201	26,159		
CHANDLER PARK RING FOOTING	5263	8,082			
HOWLETT PARK IMPROVEMENTS	5264	74,192	116,000	34,000	
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	315,159	322,320	
<u>STATE GAS TAX FUND 11</u>					
STREET REPAIR	4410	29,391	74,325	32,000	35,000
SIGNALS	4454	160,534	102,601	102,000	213,000
TOTAL		189,925	176,926	134,000	248,000
<u>TDA FUND 13</u>					
TRANSIT TDA ARTICLE 3	5113	4,000	16,816	5,000	16,320
<u>TRAFFIC SAFETY FUND 14</u>					
CROSSING GUARDS - TRAFFIC FINES	4340	73,871	55,305	32,000	34,000
<u>PEG FEES FUND 16</u>					
COX PEG FEES	5322		3,074		
<u>TRAFFIC SAFETY FUND 18</u>					
PV TRANSIT	4450	127,577	133,395	132,779	132,897
TOTAL		127,577	133,395	132,779	132,897
<u>TRANSIT PROP. C FUND 19</u>					
PVDN BIKE LANE PROJECT	5119		1,730	75,000	292,195
STREET RESURFACING	5120	34,180	78,198		
STORM DRAIN REPAIR & IMPR	5146				
TOTAL		34,180	79,928	75,000	292,195
<u>COG DUES AIR QUALITY FUND 20</u>					
MOTOR VEHICLES AIR QUALITY	4280	146,465			
COG DUES	4111	7,435	6,685	6,685	6,685
TOTAL		153,900	6,685	6,685	6,685
<u>STP-L FUND 21</u>					
PVDN BIKE LANE PROJECT	5115			117,653	
TOTAL				117,653	
<u>TRANSPORTATION PROP. 1B FUND 22</u>					
STREET RESURFACING & CURB IMPR.	5187	79,413			
STORM DRAIN REPAIRS/IMPROVEMENTS	5188				
TOTAL		79,413			
<u>MEASURE R FUND 23</u>					
RESIDENTIAL STREET RESURFACING	5170	128,167	7,620	10,000	95,000
TOTAL		128,167	7,620	10,000	95,000
<u>FEDERAL STIP FUND 24</u>					
PVDN BIKE LANE PROJECT	5117	3,309	268,921	660,000	1,803,000
TOTAL		3,309	268,921	660,000	1,803,000

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

EXPENDITURES/EXPENSES SUMMARY		2010-11	2011-12	2012-13	2013-14	2014-15
		Actual	Actual	Estimated	Adopted	Proposed
<u>STATE SR2S FUND 25</u>						
PVDN BIKE LANE PROJECT	5118		33,894	165,000	292,195	
SILVER SPUR PEDESTRAIN PROJECT	5125				104,300	328,700
TOTAL			33,894	165,000	396,495	328,700
<u>FEDERAL ARRA FUND 26</u>						
PRIOR YEAR ADJUSTMENT	5105		(6,316)			
PVDN RESURFACING	5121	387,869				
TRAFFIC SIGNALS	5178	19,865				
ILLUMINATED STREET SIGNS LED	5183	65,765				
TOTAL		473,499	(6,316)			
<u>ARRA EECBG GRANT FUND 27</u>						
CITY HALL LIGHTS & HVAC	5370		55,701			
TOTAL			55,701			
<u>CALRECYCLE ASPHALT GRANT 28</u>						
PVDN BIKE LANE PROJECT	5116				198,500	
TOTAL					198,500	
<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		54,296			
PROP. 12 ADA IMPROVEMENTS	5238					
TOTAL			54,296			
<u>PROP. A PARKS FUND 32</u>						
STABLES RENOVATION	5250	50,194	65,567	555,000	555,000	
NATURE CENTER	4680	17,453	17,453	19,000	19,000	19,000
TOTAL		67,647	83,020	574,000	574,000	19,000
<u>PROP. 40 PARKS GRANT FUND 33</u>						
HIGHRIDGE HOWLETT PARK IMP	5248	227,154				
HOWLETT PARK EQUESTRIAN CENTER IM	5292					
ROBERTI Z'BERG	5299	24,137				
TOTAL		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>TENNIS FUND 51</u>						
TENNIS COURT RESURFACING	5285				30,000	
BLEACHERS RETOFIT	5286				54,260	
TOTAL					84,260	
<u>PEPPERTREE FUND 95</u>						
PEPPERTREE FOUNDATION	4675	36,259	29,138	37,950	34,450	34,450
PICNIC TABLES REPLACEMENT	5245					
NATURE CENTER FACILITY	5289	18				
DAPLEGRAY RIDING ARENA FENCE	5295					
CITY COUNCIL RECOGNITION PLAQUE	5296	5,000	5,077			
HOWLETT PARK DRESSAGE ARENA	5297					
TOTAL		41,277	34,215	37,950	34,450	34,450
TOTAL OPERATIONS		598,985	418,902	362,414	475,032	364,034
TOTAL CAPITAL PROJECTS		1,029,071	747,080	1,865,159	4,904,743	328,700
TOTAL SPECIAL FUNDS		1,628,056	1,165,982	2,227,573	5,379,775	692,734

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

EXPENDITURES/EXPENSES SUMMARY	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
<u>ENTERPRISE FUND TYPE EXPENSES</u>					
<u>STABLES FUND</u>					
STABLES	4650	760,760	431,121	804	804
<u>TENNIS FUND</u>					
TENNIS	4660	75,133	79,372	72,931	74,351
TOTAL ENTERPRISE FUNDS	835,893	510,493	73,735	75,155	76,090
GRAND TOTAL, ALL FUNDS	8,668,741	7,642,949	8,450,367	12,292,861	7,174,563

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



EXHIBIT C				
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	981,195		2,421,227
CHARGES FOR SVCS	294,792		393,955	688,747
FINES/FORFEITURES	71,656	51,642		123,298
USE OF MONEY/PROPERTY	22,352	3,836	310	26,498
OTHER REVENUES	295,549	167,564		463,113
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
Transfer In (Other Sources)	7,079			
Fund Balance/RE - 7/1/11	2,392,970	727,066	(221,036)	2,899,000
Fund Balance/RE - 6/30/12	2,800,564	765,321	(337,264)	3,221,542
OPERATING RESULTS:				
Total Revenues	6,366,989	1,204,237	394,265	7,965,491
Less: Capital Grant Revenues	(400,000)	(454,464)		(854,464)
Less: Operations Expenditures	(5,742,773)	(418,902)	(510,493)	(6,672,168)
RESULTS	224,216	330,871	(116,228)	438,859
Add: Note Receivable	80,000			80,000
SUBTOTALS BEFORE SPECIALS	304,216	330,871	(116,228)	518,859
Add: Special Project Costs	35,100			
NET OPERATING RESULTS (\$)	339,316	330,871	(116,228)	518,859
Net Operating Results (%) as a % of Revenues	5%	27%	-29%	7%

EXHIBIT C		(Continued) Special Funds																									
City of Rolling Hills Estates		PROP A																			Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL			
SOURCES and USES		Quimby Fees	State GT	Local Trans	Traffic Safety	PEG Fees	Transit Imp	PROP C	AQMD AB 2766	STPL Grant	Measure R	Federal STIP	State SR2S Grant	Federal ARRA	ARRA EECBG Grant	PROP 12 Parks Grant	PROP A Parks Grant	PROP 40 Parks Grant	PROP A 4th District Grant	Pepper Tree					Chandler Equestrian		
ACTUAL BUDGET		10	11	13	14	16	18	19	20	21	23	24	25	26	27	31	32	33	34	95	97						
FY 2011-12																											
SOURCES																											
TAXES																											
LICENSES/PERMITS																											
REV FR OTH AGENCIES																											
CHARGES FOR SVCS																											
FINES/FORFEITURES																											
USE OF MONEY/PROPERTY																											
OTHER REVENUES																											
Total Revenues																											
USES																											
Legislative																											
Administration/Support																											
Public Safety																											
Public Works																											
Planning																											
Community Services																											
Operations Expenditures																											
Capital Projects																											
Total Expenditures																											
Net Change																											
Transfer In (Other Sources)																											
Fund Balance/RE - 7/1/11																											
Fund Balance/RE - 6/30/12																											

EXHIBIT D				
City of Rolling Hills Estates SOURCES and USES ESTIMATED BUDGET FY 2012-13	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,414,126			3,414,126
LICENSES/PERMITS	977,000			977,000
REV FR OTH AGENCIES	1,053,900	1,424,176		2,478,076
CHARGES FOR SVCS	211,776		104,000	315,776
FINES/FORFEITURES	69,000	42,000		111,000
USE OF MONEY/PROPERTY	20,000	1,851	700	22,551
OTHER REVENUES	274,000	68,000		342,000
Total Revenues	6,019,802	1,536,027	104,700	7,660,529
USES				
Legislative	222,937	6,685		229,622
Administration/Support	1,748,285			1,748,285
Public Safety	1,713,001	32,000		1,745,001
Public Works	226,156	266,779		492,935
Planning	777,013			777,013
Community Services	1,158,805	56,950	73,735	1,289,491
Operations Expenditures	5,846,197	362,414	73,735	6,282,346
Capital Projects	282,990	1,865,159		2,148,149
Total Expenditures	6,129,187	2,227,573	73,735	8,430,495
Net Change	(109,385)	(691,546)	30,965	(769,966)
Fund Balance/RE - 7/1/12	2,800,564	723,515	(337,264)	3,186,815
Fund Balance/RE - 6/30/13	2,691,179	31,969	(306,299)	2,416,849
OPERATING RESULTS:				
Total Revenues	6,019,802	1,536,027	104,700	7,660,529
Less: Capital Grant Revenues		(985,050)		(985,050)
Less: Operations Expenditures	(5,846,197)	(362,414)	(73,735)	(6,282,346)
Add: CLEEP Grant Usage	4,250			4,250
RESULTS AFTER ADD-BACKS	177,855	188,563	30,965	397,383
Add: Note Receivable				
Special Projects UUT	27,500			27,500
SUBTOTALS BEFORE SPECIALS	205,355	188,563	30,965	424,883
NET OPERATING RESULTS (\$)	205,355	188,563	30,965	424,883
Net Operating Results (%) as a % of Revenues	3%	12%	30%	6%

EXHIBIT D City of Rolling Hills Estates SOURCES and USES ESTIMATED 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	Measure R 23	Federal STIP 24	State SR25 25	State Parks Equestrian 30	PROP 12 Parks Grant 31	PROP A Parks Grant 32	PROP A 4th Dist. Grant 34	Pepper Tree 95	Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL
SOURCES																				
TAXES																				
LICENSES/PERMITS		193,076	5,000			110,000	108,000	9,100	80,000	660,000	165,000		14,000	80,000			1,424,176			
REV FR OTH AGENCIES																		50,000	54,000	104,000
CHARGES FOR SVCS				42,000													42,000			
FINES/FORFEITURES					100	400	100	50	50								1,851		700	700
USE OF MONEY/PROPERTY	1,000	150	1																	
OTHER REVENUES					24,000											44,000	68,000			
Total Revenues	1,000	193,226	5,001	42,000	24,100	110,400	108,100	9,150	80,050	660,000	165,000		14,000	80,000	44,000	1,536,027	50,000	54,700	104,700	
USES																				
Legislative								6,685									6,685			
Administration/Support																				
Public Safety				32,000													32,000			
Public Works		134,000				132,779											266,779			
Planning																				
Community Services														19,000		37,950	56,950	804	72,931	73,735
Operations Expenditures		134,000		32,000		132,779		6,685						19,000		37,950	362,414	804	72,931	73,735
Capital Projects	315,159		5,000				75,000		10,000	660,000	165,000			555,000	80,000		1,865,159			
Total Expenditures	315,159	134,000	5,000	32,000		132,779	75,000	6,685	10,000	660,000	165,000			574,000	80,000	37,950	2,227,573	804	72,931	73,735
Net Change	(314,159)	59,226	1	10,000	24,100	(22,379)	33,100	2,465	70,050					(560,000)		6,050	(691,546)	49,196	(18,231)	30,965
Fund Balance/RE - 7/1/12	613,980	125,156	2,029	(17,517)	35,831	57,917	265,001	23,620	61,713	(64,229)	(13,075)		62,071	(368,482)	(39,117)	(21,383)	723,515	(446,803)	109,539	(337,264)
Fund Balance/RE - 6/30/13	299,821	184,382	2,030	(7,517)	59,931	35,538	298,101	26,085	131,763	(64,229)	(13,075)		62,071	(928,482)	(39,117)	(15,333)	31,969	(397,607)	91,308	(306,299)

EXHIBIT E				
City of Rolling Hills Estates SOURCES and USES ADOPTED BUDGET FY 2013-14	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,571,497			3,571,497
LICENSES/PERMITS	1,377,000			1,377,000
REV FR OTH AGENCIES	1,175,035	5,589,566		6,764,601
CHARGES FOR SVCS	257,500		142,000	399,500
FINES/FORFEITURES	73,000	42,000		115,000
USE OF MONEY/PROPERTY	18,500	1,050		19,550
OTHER REVENUES	267,050	69,600		336,650
Total Revenues	6,739,581	5,702,216	142,000	12,583,797
USES				
Legislative	243,915	6,685		250,600
Administration/Support	1,794,904			1,794,904
Public Safety	1,749,660	34,000		1,783,660
Public Works	415,440	380,897		796,337
Planning	1,004,409			1,004,409
Community Services	1,110,062	53,450	75,155	1,238,666
Operations Expenditures	6,318,390	475,032	75,155	6,868,577
Capital Projects	519,541	4,820,483	84,260	5,424,284
Total Expenditures	6,837,931	5,295,515	159,415	12,292,861
Net Change	(98,350)	406,701	(17,415)	290,936
Fund Balance/RE - 7/1/13	2,671,357	31,969	(306,299)	2,397,027
Fund Balance/RE - 6/30/14	2,573,007	438,670	(323,714)	2,687,964
OPERATING RESULTS:				
Total Revenues	6,739,581	5,702,216	142,000	12,583,797
Less: Capital Grant Revenues	(100,000)	(3,303,545)		(3,403,545)
Less: Operations Expenditures	(6,318,390)	(475,032)	(75,155)	(6,868,577)
RESULTS	321,191	1,923,639	66,845	2,311,675
Add: Note Receivable				
SUBTOTALS BEFORE SPECIALS	321,191	1,923,639	66,845	2,311,675
Utilization of Fund Balance				
Add: Special Project Costs				
NET OPERATING RESULTS (\$)	321,191	1,923,639	66,845	2,311,675
Net Operating Results (%) as a % of Revenues	5%	34%	47%	18%

EXHIBIT E City of Rolling Hills Estates SOURCES and USES ADOPTED BUDGET FY 2013-14	(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	STP-L Exchange 21	Measure R Grant 23	Federal STIP Grant 24	State SR2S Grant 25	CalRecycle Asphalt Grant 28	State Parks Equestrian 30	PROP 12 Parks Grant 31	PROP A Parks Grant 32	PROP A 4th District Grant 34	Pepper Tree 95	Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL	
SOURCES																							
TAXES																							
LICENSES/PERMITS																							
REV FR OTH AGENCIES		243,336	5,000			110,000	100,000	9,100	117,653	80,000	1,803,000	396,495	198,500	1,024,000		1,502,482			5,589,566	88,000	54,000	142,000	
CHARGES FOR SVCS																							
FINES/FORFEITURES				42,000															42,000				
USE OF MONEY/PROPERTY	500	150			100	100	100	50		50									1,050				
OTHER REVENUES																							
Total Revenues	500	243,486	5,000	42,000	25,700	110,100	100,100	9,150	117,653	80,050	1,803,000	396,495	198,500	1,024,000		1,502,482		44,000	5,702,216	88,000	54,000	142,000	
USES																							
Legislative																							
Administration/Support																							
Public Safety																							
Public Works		248,000		34,000																			
Planning																							
Community Services																							
Operations Expenditures		248,000		34,000		132,897		6,685								19,000		34,450	53,450	804	74,351	75,155	
Capital Projects	322,320		16,320				292,195		117,653	95,000	1,803,000	396,495	198,500	1,024,000		555,000			4,820,483		84,260	84,260	
Total Expenditures	322,320	248,000	16,320	34,000		132,897	292,195	6,685	117,653	95,000	1,803,000	396,495	198,500	1,024,000		574,000		34,450	5,295,515	804	158,611	159,415	
Net Change	(321,820)	(4,514)	(11,320)	8,000	25,700	(22,797)	(192,095)	2,465		(14,950)						928,482		9,550	406,701	87,196	(104,611)	(17,415)	
Fund Balance/RE - 7/1/13	299,821	184,382	2,030	(7,517)	59,931	35,538	298,101	26,085		131,763	(64,229)	(13,075)				62,071	(928,482)	(39,117)	(15,333)	31,969	(397,607)	91,308	(306,299)
Fund Balance/RE - 6/30/14	(21,999)	179,868	(9,290)	483	85,631	12,741	106,006	28,550		116,813	(64,229)	(13,075)				62,071	(39,117)	(5,783)	438,670	(310,411)	(13,303)	(323,714)	

EXHIBIT F				
City of Rolling Hills Estates SOURCES and USES PROPOSED BUDGET FY 2014-15	General Fund	Special Revenue Funds	Enterprise Funds	Total
SOURCES				
TAXES	3,608,358			3,608,358
LICENSES/PERMITS	1,577,000			1,577,000
REV FR OTH AGENCIES	1,105,079	876,136		1,981,215
CHARGES FOR SVCS	257,500		142,000	399,500
FINES/FORFEITURES	73,000	42,000		115,000
USE OF MONEY/PROPERTY	18,500	4,550		23,050
OTHER REVENUES	267,050	1,660,975		1,928,025
Total Revenues	6,906,487	2,583,661	142,000	9,632,148
USES				
Legislative	224,424	6,685		231,109
Administration/Support	1,783,454			1,783,454
Public Safety	1,784,330	34,000		1,818,330
Public Works	415,421	269,899		685,320
Planning	979,455			979,455
Community Services	1,098,654	53,450	76,090	1,228,194
Operations Expenditures	6,285,739	364,034	76,090	6,725,863
Capital Projects	120,000	328,700		448,700
Total Expenditures	6,405,739	692,734	76,090	7,174,563
Net Change	500,748	1,890,927	65,910	2,457,585
Fund Balance/RE - 7/1/14	2,573,007	376,599	(323,714)	2,625,893
Fund Balance/RE - 6/30/15	3,073,756	2,267,526	(257,804)	5,083,478
OPERATING RESULTS:				
Total Revenues	6,906,487	2,583,661	142,000	9,632,148
Less: Capital Grant Revenues		(408,750)		(408,750)
Less: Operations Expenditures	(6,285,739)	(364,034)	(76,090)	(6,725,863)
Add: CLEEP Grant Usage				
RESULTS	620,748	1,810,877	65,910	2,497,535
SUBTOTALS BEFORE SPECIALS	620,748	1,810,877	65,910	2,497,535
Utilization of Fund Balance				
Add: Special Project Costs				
NET OPERATING RESULTS (\$)	620,748	1,810,877	65,910	2,497,535
Net Operating Results (%) as a % of Revenues	9%	70%	46%	26%

EXHIBIT F City of Rolling Hills Estates SOURCES and USES PROPOSED BUDGET FY 2014-15	(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	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	Special Revenue TOTAL	Stables 50	Tennis 51	Enterprise Funds TOTAL
SOURCES																			
TAXES																			
LICENSES/PERMITS																			
REV FR OTH AGENCIES		243,336	5,000			110,000	100,000	9,100	80,000		328,700					876,136			
CHARGES FOR SVCS				42,000												42,000	88,000	54,000	142,000
FINES/FORFEITURES																			
USE OF MONEY/PROPERTY	4,000	150			100	100	100	50	50							4,550			
OTHER REVENUES	1,591,375				25,600										44,000	1,660,975			
Total Revenues	1,595,375	243,486	5,000	42,000	25,700	110,100	100,100	9,150	80,050		328,700				44,000	2,583,661	88,000	54,000	142,000
USES																			
Legislative								6,685								6,685			
Administration/Support																			
Public Safety				34,000												34,000			
Public Works		137,000				132,899										269,899			
Planning																			
Community Services													19,000		34,450	53,450	804	75,286	76,090
Operations Expenditures		137,000		34,000		132,899		6,685					19,000		34,450	364,034	804	75,286	76,090
Capital Projects											328,700					328,700			
Total Expenditures		137,000		34,000		132,899		6,685			328,700		19,000		34,450	692,734	804	75,286	76,090
Net Change	1,595,375	106,486	5,000	8,000	25,700	(22,799)	100,100	2,465	80,050				(19,000)		9,550	1,890,927	87,196	(21,286)	65,910
Fund Balance/RE - 7/1/14	(21,999)	179,868	(9,290)	483	85,631	12,741	106,006	28,550	116,813	(64,229)	(13,075)			(39,117)	(5,783)	376,599	(310,411)	(13,303)	(323,714)
Fund Balance/RE - 6/30/15	1,573,376	286,354	(4,290)	8,483	111,331	(10,058)	206,106	31,015	196,863	(64,229)	(13,075)		(19,000)	(39,117)	3,767	2,267,526	(223,215)	(34,589)	(257,804)



CITY OF ROLLING HILLS ESTATES

EXHIBIT G

FUND BALANCE POLICY ANALYSIS
GENERAL FUND ONLY

	EXHIBIT C Actual Year Ending June 30, 2012	EXHIBIT D Estimated Year Ending June 30, 2013	EXHIBIT E Adopted Year Ending June 30, 2014	EXHIBIT F Proposed Year Ending June 30, 2015
FUND BALANCE (per Exhibit)	2,800,564	2,671,357	2,573,007	3,073,756
FUND BALANCE, RESERVED:				
Other Reserves				
CLEEP Grant	27,172	22,922	22,922	22,922
Traffic Congestion Grant				
Prepaid Costs				
Inventories	10,406	6,741	10,406	6,741
Maintenance of Hawthorne Canyon	10,000	10,000	10,000	10,000
Fund Balance, Total Reserved	47,578	39,663	43,328	39,663
FUND BALANCE, UNRESERVED:				
DESIGNATED:				
Future Operating Expenditures	650,000	477,004	500,000	650,000
<i>CIP Other than Streets</i>	39,046	37,120		
<i>CIP Streets</i>	184,423	264,430		400,000
PERS Rate Stabilization				
Insurance Claims	50,000	50,000	50,000	50,000
Equipment	100,000	60,000	100,000	100,000
Fund 02 Capital Projects	327,890	327,375	327,375	450,000
PVDN Bike Lane			350,000	
FUND BALANCE, DESIGNATED:	1,351,359	1,215,929	1,327,375	1,650,000
FUND BALANCE, UNRESERVED, UNDESIGNATED:	1,401,627	1,415,765	1,202,304	1,384,093

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, 2012	EXHIBIT D Estimated Year Ending June 30, 2013	EXHIBIT E Adopted Year Ending June 30, 2014	EXHIBIT F Proposed Year Ending June 30, 2015
Fund Balances:	2,800,564	2,671,357	2,573,007	3,073,756
Nonspendable:				
Note Receivable	-	-		
Inventories	10,406	6,741	10,406	6,741
Restricted for:				
CLEEP Grant	27,172	22,922	22,922	22,922
Maintenance of Hawthorne Canyon	10,000	10,000	10,000	10,000
Assigned to:				
Equipment	100,000	60,000	100,000	100,000
Capital Asset Replacement	327,890	327,375	327,375	450,000
Capital Projects	223,469	301,550	350,000	400,000
Insurance Claims	50,000	50,000	50,000	50,000
Unassigned:				
Future Operating Expenditures	650,000	477,004	500,000	650,000
Fund Balance Policy Reserve	1,401,627	1,415,765	1,202,304	1,384,093
Total Fund Balances	2,800,564	2,671,357	2,573,007	3,073,756

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 2013 – 2014

This Year's Limit: \$13,845,844
Amount under Limit: \$9,626,870

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 2013-2014 has been calculated to be \$13,845,844, which is \$9,626,870 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
TOTAL PERSONNEL	107,385	105,741	101,000	102,780	102,789
TOTAL MATERIALS & OPS	139,251	151,895	128,622	147,820	128,320
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	246,636	257,636	229,622	250,600	231,109

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	2010-11	2011-12	2012-13	2013-14	2014-15	
	Actual	Actual	Estimated	Adopted	Proposed	
PERSONNEL						
401 Wages -Full Time	9,874	10,558	10,706	11,467	11,467	
405 Wages - Overtime	-					
410 Benefits	9,665	2,135	2,288	2,229	2,230	
TOTAL PERSONNEL	19,539	12,693	12,994	13,696	13,697	
MATERIALS & OPERATIONS						
420 Materials & Supplies	2,197	1,568	2,163	1,500	1,500	
463 Mileage	1,522	1,459	500	1,000	1,000	
470 Travel & Meetings	11,796	14,810	15,000	15,000	15,000	
472 Dues & Memberships	10,656	11,078	11,600	11,600	11,600	
472 Dues COGFund 20	7,435	6,685	6,685	6,685	6,685	
TOTAL MATERIALS & OPS	33,606	35,600	35,948	35,785	35,785	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	53,145	48,293	48,942	49,481	49,482	
FUND SOURCE						
01 General Fund 4110	45,710	41,608	42,257	42,796	42,797	
20 Air Quality 4111	7,435	6,685	6,685	6,685	6,685	
TOTAL	53,145	48,293	48,942	49,481	49,482	

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
401 Wages -Full Time	16,010	34,127	34,792	35,466	35,466	
405 Wages - Overtime						
410 Benefits	6,613	11,237	8,527	8,119	8,123	
TOTAL PERSONNEL	22,623	45,364	43,319	43,585	43,589	
MATERIALS & OPERATIONS						
430 Contractual Services	5,475	3,130	3,000	3,000	3,000	
463 Mileage						
470 Travel & Meetings	0					
TOTAL MATERIALS & OPS	5,475	3,130	3,000	3,000	3,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	28,098	48,494	46,319	46,585	46,589	
FUND SOURCE						
01 General Fund	28,098	48,494	46,319	46,585	46,589	
TOTAL	28,098	48,494	46,319	46,585	46,589	

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	45,700	35,417	35,880	37,040	37,040
410 Benefits	19,523	12,267	8,806	8,459	8,463
TOTAL PERSONNEL	65,223	47,684	44,686	45,499	45,503
MATERIALS & OPERATIONS					
470 Travel & Meetings	213	463	200	200	200
472 Dues & Memberships	335	305	335	335	335
TOTAL MATERIALS & OPS	548	768	535	535	535
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	65,771	48,452	45,221	46,034	46,038
FUND SOURCE					
01 General Fund	65,771	48,452	45,221	46,034	46,038
TOTAL	65,771	48,452	45,221	46,034	46,038

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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services					
431 City Attorney Retainer	66,547	66,000	66,000	66,000	66,000
436 Special Counsel	14,287	33,760	10,000	10,000	10,000
470 Travel & Meetings				500	500
476 Advertising	18,788	11,886	12,000	12,000	12,000

TOTAL MATERIALS & OPS	99,622	111,646	88,000	88,500	88,500
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	99,622	111,646	88,000	88,500	88,500
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FUND SOURCE

01 General Fund	99,622	111,646	88,000	88,500	88,500
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TOTAL	99,622	111,646	88,000	88,500	88,500
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DEPARTMENT RESPONSIBLE
City Manager

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	Election	4150

Narrative

The 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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services		751	1,139	20,000	500
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TOTAL MATERIALS & OPS	0	751	1,139	20,000	500
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	0	751	1,139	20,000	500
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FUND SOURCE

01 General Fund		751	1,139	20,000	500
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TOTAL	0	751	1,139	20,000	500
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DEPARTMENT RESPONSIBLE
City Manager

**City of Rolling Hills Estates
Summary**

Function					
Administration & Support					
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
TOTAL PERSONNEL	1,233,559	1,128,756	1,089,198	1,109,381	1,109,481
TOTAL MATERIALS & OPS	445,615	463,688	673,959	679,523	667,974
TOTAL CAPITAL OUTLAY	149,100	5,521	5,000	6,000	6,000
TOTAL FUNCTION	1,828,274	1,597,965	1,768,156	1,794,904	1,783,454

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
401 Wages -Full Time	499,239	490,935	498,578	515,336	515,336	
410 Benefits	197,752	156,672	118,617	113,664	113,720	
TOTAL PERSONNEL	696,991	647,607	617,195	629,000	629,056	
MATERIALS & OPERATIONS						
420 Materials & Supplies	306	186	25	300	300	
430 Contractual Services	35		27,500			
438 Records Management Serv	6,789	3,890	3,705	7,500	3,700	
463 Mileage	25					
470 Travel & Meetings	1,196	1,065	1,087	1,100	1,100	
472 Dues & Memberships	1,535	2,223	1,545	2,000	2,000	
TOTAL MATERIALS & OPS	9,886	7,364	33,862	10,900	7,100	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	706,877	654,971	651,057	639,900	636,156	
FUND SOURCE						
01 General Fund	706,877	654,971	651,057	639,900	636,156	
TOTAL	706,877	654,971	651,057	639,900	636,156	

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.
- 443 PENSION OBLIGATION BOND
Covers the principle and interest for the POB.
- 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
402 Wages - Part Time			24		
410 Benefits			2		
TOTAL PERSONNEL	0	0	26	0	0
MATERIALS & OPERATIONS					
420 Materials & Supplies	25,895	24,700	25,000	25,000	25,000
430 Contractual Services	12,545	10,250	13,000	15,000	15,000
434 Repairs & Maint Services	18,102	20,952	15,000	20,000	20,000
435 Building Maint & Repair	19,574	17,412	17,000	20,000	20,000
439 Software & Training Serv	13,916	11,163	11,000	15,000	15,000
440 Property Insurance	21,517	22,862	23,550	23,550	23,550
441 Liability Insurance	155,586	139,539	137,633	115,467	116,437
443 Public Official Bonds	755	700	700	700	700
445 Pension Obligation Bond			206,335	213,517	220,798
450 Telephone Utility	20,868	20,931	20,000	29,000	29,000
451 Water Utility	4,780	7,856	8,500	8,500	8,500
452 Electric Utility	22,852	22,907	23,000	23,000	23,000
475 Postage	8,882	9,486	7,000	10,000	10,000
478 Equipment Rental	3,403	2,882	3,000	3,000	3,000
TOTAL MATERIALS & OPS	328,675	311,640	510,718	521,734	529,985
CAPITAL OUTLAY					
484 Furniture/Office Equipment		920		1,000	1,000
485 Machinery/Special Equip	2,635	4,601	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY	2,635	5,521	5,000	6,000	6,000
TOTAL ACTIVITY	331,310	317,161	515,743	527,734	535,985
FUND SOURCE					
01 General Fund	331,310	317,161	515,743	527,734	535,985
TOTAL	331,310	317,161	515,743	527,734	535,985

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, 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	231,595	268,695	275,284	280,616	280,616
402 Wages - Part Time					
405 Wages - Overtime	2,593	184	1,785	2,500	2,500
410 Benefits	113,841	106,525	88,114	85,409	85,452
TOTAL PERSONNEL	348,029	375,404	365,183	368,525	368,568
MATERIALS & OPERATIONS					
420 Materials & Supplies	83	227	460	500	500
430 Contractual Services	52,225	90,000	57,750	75,000	60,000
439 Software & Training Serv	22,012	22,561	22,571	25,000	25,000
463 Mileage	106	101	100	100	100
470 Travel & Meetings	208	635	1,187	1,200	1,200
472 Dues & Memberships	1,150	1,230	1,265	1,265	1,265
TOTAL MATERIALS & OPS	75,784	114,754	83,333	103,065	88,065
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	423,813	490,158	448,516	471,590	456,633
FUND SOURCE					
01 General Fund	423,813	490,158	448,516	471,590	456,633
TOTAL	423,813	490,158	448,516	471,590	456,633

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	

PERSONNEL

401 Wages -Full Time	61,627
410 Benefits	23,183

TOTAL PERSONNEL	84,810	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	
430 Contractual Services	1,841
470 Travel & Meetings	
472 Dues & Memberships	
474 Grants to Other Agencies	3,000

TOTAL MATERIALS & OPS	4,841	0	0	0	0
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	89,651	0	0	0	0
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FUND SOURCE

01 General Fund	89,651
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TOTAL	89,651	0	0	0	0
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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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	30,023	42,128	42,870	45,824	45,824
410 Benefits	43,527	43,967	45,000	47,000	47,000
TOTAL PERSONNEL	73,550	86,095	87,870	92,824	92,824
MATERIALS & OPERATIONS					
420 Materials & Supplies	210		300	300	300
430 Contractual Services	1,240	1,034	400	400	400
470 Travel & Meetings	49	41	100	100	100
471 Tuition Reimbursement					
472 Dues & Memberships					
476 Advertising					
TOTAL MATERIALS & OPS	1,499	1,075	800	800	800
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	75,049	87,170	88,670	93,624	93,624
FUND SOURCE					
01 General Fund	75,049	87,170	88,670	93,624	93,624
TOTAL	75,049	87,170	88,670	93,624	93,624

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 supplies as needed.

- 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	21,694	15,306	15,551	15,852	15,852
410 Benefits	8,485	4,344	3,373	3,180	3,181
TOTAL PERSONNEL	30,179	19,650	18,924	19,032	19,033
MATERIALS & OPERATIONS					
420 Materials & Supplies	100				
430 Contractual Services	4,399	7,683	8,000	8,000	8,000
475 Postage	185	190	250	250	250
TOTAL MATERIALS & OPS	4,684	7,873	8,250	8,250	8,250
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	34,863	27,523	27,174	27,282	27,283
FUND SOURCE					
01 General Fund	34,863	27,523	27,174	27,282	27,283
TOTAL	34,863	27,523	27,174	27,282	27,283

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
	2010-11	2011-12	2012-13	2013-14	2014-15
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed
PERSONNEL					
410 Benefits	(981,040)	(749,542)	(596,793)	(566,732)	(566,735)
411 Employee Share Retirement	142,433	5,118			
412 Employer Share Retirement	391,415	380,763	246,748	207,735	207,735
413 Worker's Compensation	64,366	46,749	37,440	44,997	45,000
414 Group Health Insurance	258,563	240,398	243,600	245,000	245,000
415 Life Insurance	11,540	8,486	10,000	10,000	10,000
416 Disability Insurance	18,324	15,880	15,000	15,000	15,000
417 Unemployment Insurance	3,746	6,772	4,305	4,300	4,300
418 Medicare	24,525	28,029	24,100	24,100	24,100
419 Auto Allowance	10,800	10,800	10,800	10,800	10,800
428 PARS Retirement	55,328	6,547	4,800	4,800	4,800
TOTAL PERSONNEL	0	0	0	0	0
MATERIALS & OPERATIONS					
TOTAL MATERIALS & OPS	0	0	0	0	0
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	0	0	0	0	0
FUND SOURCE					
01 General Fund					
TOTAL	0	0	0	0	0

DEPARTMENT RESPONSIBLE
Administrative Services Director

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Overhead	4270

Narrative

This program represents charges to other funds for general governmental administrative support. Such support includes the 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 Tennis Fund.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Overhead					4270
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

467 Overhead Assessment	(48,000)	(27,417)	(13,000)	(14,000)	(15,000)
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TOTAL MATERIALS & OPS	(48,000)	(27,417)	(13,000)	(14,000)	(15,000)
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	(48,000)	(27,417)	(13,000)	(14,000)	(15,000)
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FUND SOURCE

01 General Fund	(48,000)	(27,417)	(13,000)	(14,000)	(15,000)
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TOTAL	(48,000)	(27,417)	(13,000)	(14,000)	(15,000)
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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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	5,481	890	3,222	2,000	2,000
442 Auto Comp/Coll Insurance	1,108	1,817	1,774	1,774	1,774
461 Vehicle Maintenance	32,489	17,356	20,000	20,000	20,000
462 Gas and Oil	29,168	28,336	25,000	25,000	25,000

TOTAL MATERIALS & OPS	68,246	48,399	49,996	48,774	48,774
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CAPITAL OUTLAY

482 Motor Vehicles					
482 Motor Vehicles Fund 20	146,465				

TOTAL CAPITAL OUTLAY	146,465	0	0	0	0
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TOTAL ACTIVITY	214,711	48,399	49,996	48,774	48,774
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FUND SOURCE

01 General Fund (4279)	214,711	48,399	49,996	48,774	48,774
20 AQMD Fund (4281)	146,465				

TOTAL	146,465	48,399	49,996	48,774	48,774
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DEPARTMENT RESPONSIBLE
Administrative Services Director

**City of Rolling Hills Estates
Summary**

Function					
Public Safety					
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
TOTAL PERSONNEL	26,879	176	0	0	0
TOTAL MATERIALS & OPS	1,824,266	1,605,256	1,740,686	1,783,660	1,818,330
TOTAL CAPITAL OUTLAY	200	104	4,315	0	0
TOTAL FUNCTION	1,851,345	1,605,536	1,745,001	1,783,660	1,818,330

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.

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 approximately 30% 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.
- 485 SPECIAL EQUIPMENT
Public Safety computer and equipment technology upgrades constitute the expenditures from this account.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Safety	Patrol Services					4310
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	1,749,133	1,520,519	1,689,961	1,730,520	1,765,130
438 Records Management Serv	4,523	2,751	3,500	3,000	3,000

TOTAL MATERIALS & OPS	1,753,656	1,523,270	1,693,461	1,733,520	1,768,130
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CAPITAL OUTLAY

484 Furniture/Office Equipment					
485 Machinery/Special Equip	200	104	4,315		

TOTAL CAPITAL OUTLAY	200	104	4,315	0	0
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TOTAL ACTIVITY	1,753,856	1,523,374	1,697,776	1,733,520	1,768,130
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FUND SOURCE

01 General Fund	1,753,856	1,523,374	1,697,776	1,733,520	1,768,130
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TOTAL	1,753,856	1,523,374	1,697,776	1,733,520	1,768,130
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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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	21,329	16,568	15,000	15,000	15,000
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TOTAL MATERIALS & OPS	21,329	16,568	15,000	15,000	15,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	21,329	16,568	15,000	15,000	15,000
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FUND SOURCE

01 General Fund	21,329	16,568	15,000	15,000	15,000
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TOTAL	21,329	16,568	15,000	15,000	15,000
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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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
402 Wages - Part Time	21,143	134				
410 Benefits	5,736	42				
TOTAL PERSONNEL	26,879	176	0	0	0	
MATERIALS & OPERATIONS						
420 Materials & Supplies						
430 Contractual Services	46,992	55,129	32,000	34,000	34,000	
TOTAL MATERIALS & OPS	46,992	55,129	32,000	34,000	34,000	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	73,871	55,305	32,000	34,000	34,000	
FUND SOURCE						
01 General Fund (4343)						
14 Traffic Safety Fund (4340)	73,871	55,305	32,000	34,000	34,000	
TOTAL	73,871	55,305	32,000	34,000	34,000	

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.

- 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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies			109		
430 Contractual Services	2,289	10,289	116	1,140	1,200

TOTAL MATERIALS & OPS	2,289	10,289	225	1,140	1,200
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	2,289	10,289	225	1,140	1,200
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FUND SOURCE

01 General Fund	2,289	10,289	225	1,140	1,200
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TOTAL	2,289	10,289	225	1,140	1,200
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DEPARTMENT RESPONSIBLE
City Manager

**City of Rolling Hills Estates
Summary**

Function					
Public Works					
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
TOTAL PERSONNEL	94,616	70,551	66,973	67,375	67,358
TOTAL MATERIALS & OPS	475,316	495,096	425,962	728,962	617,962
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	569,932	565,647	492,935	796,337	685,320

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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

434 Repairs & Maint Services	29,391	74,325	32,000	35,000	35,000
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TOTAL MATERIALS & OPS	29,391	74,325	32,000	35,000	35,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	29,391	74,325	32,000	35,000	35,000
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FUND SOURCE

11 Gas Tax Fund	29,391	74,325	32,000	35,000	35,000
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TOTAL	29,391	74,325	32,000	35,000	35,000
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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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	12,468	16,741	17,106	17,437	17,437
410 Benefits	3,147	4,692	3,711	3,498	3,500
TOTAL PERSONNEL	15,615	21,433	20,817	20,935	20,937
MATERIALS & OPERATIONS					
430 Contractual Services	111,962	111,962	111,962	111,962	111,962
TOTAL MATERIALS & OPS	111,962	111,962	111,962	111,962	111,962
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	127,577	133,395	132,779	132,897	132,899
FUND SOURCE					
18 Transit Fund	127,577	133,395	132,779	132,897	132,899
TOTAL	127,577	133,395	132,779	132,897	132,899

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

- 430 ENGINEERING PLAN CHECKING & INSPECTION SERVICES
Professional engineering service for plan checking, permit issuance, and inspections services for public works projects in the right-of-way.
- 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 and private contractors. 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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services				85,000	85,000
432 Eng/Arch Design	69,170	48,700	50,000	90,000	50,000
434 Repairs & Maint Services	115,197	60,131	58,000	133,000	62,000
452 Electric Utility	17,086	14,458	14,000	14,000	14,000

TOTAL MATERIALS & OPS	201,453	123,289	122,000	322,000	211,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	201,453	123,289	122,000	322,000	211,000
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FUND SOURCE

01 General Fund (4451)	40,919	20,688	20,000	24,000	24,000
11 Gas Tax Fund (4454)	160,534	102,601	102,000	213,000	102,000

TOTAL	201,453	123,289	122,000	237,000	126,000
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DEPARTMENT RESPONSIBLE
Assistant City Manager

City of Rolling Hills Estates

Function	Activity	Code
Public Works	Compliance w/ NPDES	4460

Narrative

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

Description

- 401 SALARIES/WAGES FT
Salaries and wages of City personnel, including a portion of the salaries of the Assistant City Manager and 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	39,783	22,098	21,695	22,118	22,098
410 Benefits	14,454	7,370	5,537	5,290	5,289
TOTAL PERSONNEL	54,237	29,468	27,232	27,408	27,387
MATERIALS & OPERATIONS					
430 Contractual Services	132,510	185,520	160,000	260,000	260,000
TOTAL MATERIALS & OPS	132,510	185,520	160,000	260,000	260,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	186,747	214,988	187,232	287,408	287,387
FUND SOURCE					
01 General Fund	186,747	214,988	187,232	287,408	287,387
TOTAL	186,747	214,988	187,232	287,408	287,387

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	17,856	15,306	15,551	15,852	15,852
410 Benefits	6,908	4,344	3,373	3,180	3,181
TOTAL PERSONNEL	24,764	19,650	18,924	19,032	19,033
MATERIALS & OPERATIONS					
430 Contractual Services					
485 Machinery/Special Equip					
TOTAL MATERIALS & OPS	0	0	0	0	0
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	24,764	19,650	18,924	19,032	19,033
FUND SOURCE					
01 General Fund	24,764	19,650	18,924	19,032	19,033
TOTAL	24,764	19,650	18,924	19,032	19,033

DEPARTMENT RESPONSIBLE
Assistant City Manager

**City of Rolling Hills Estates
Summary**

Function Planning					
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
TOTAL PERSONNEL	597,278	599,002	565,940	467,909	467,955
TOTAL MATERIALS & OPS	368,321	366,914	211,073	536,500	511,500
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	965,599	965,916	777,013	1,004,409	979,455

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, 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
401 Wages -Full Time	318,563	298,724	303,291	309,290	309,290	
410 Benefits	138,184	107,502	79,505	76,096	76,134	
TOTAL PERSONNEL	456,747	406,226	382,796	385,386	385,424	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,491	684	1,001	2,000	2,000	
430 Contractual Services	103,781	118,309	40,000	200,000	200,000	
432 Eng/Arch Design						
437 Building Inspection Serv	207,105	209,939	150,000	250,000	250,000	
463 Mileage	1,099	830	600	1,000	1,000	
470 Travel & Meetings	4,895	1,583	262	2,000	2,000	
472 Dues & Memberships	1,450	1,400	1,210	1,500	1,500	
473 Publications/Subscriptions						
TOTAL MATERIALS & OPS	319,821	332,745	193,073	456,500	456,500	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	776,568	738,971	575,869	841,886	841,924	
FUND SOURCE						
01 General Fund	776,568	738,971	575,869	841,886	841,924	
TOTAL	776,568	738,971	575,869	841,886	841,924	

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	42,060	39,695	40,342	41,138	41,138
410 Benefits	17,988	13,784	10,467	10,012	10,017
TOTAL PERSONNEL	60,048	53,479	50,809	51,150	51,155
MATERIALS & OPERATIONS					
420 Materials & Supplies					
430 Contractual Services				25,000	
432 Eng/Arch Design					
477 Printing & Binding					
TOTAL MATERIALS & OPS	0	0	0	25,000	0
CAPITAL OUTLAY					
484 Furniture/Office Equipment					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	60,048	53,479	50,809	76,150	51,155
FUND SOURCE					
01 General Fund	60,048	53,479	50,809	76,150	51,155
TOTAL	60,048	53,479	50,809	76,150	51,155

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, City related surveying contractual work, and a part-time code administrator.

- 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	35,577	104,108	106,111	25,485	25,485
410 Benefits	14,882	35,189	26,223	5,888	5,891
TOTAL PERSONNEL	50,459	139,297	132,334	31,373	31,376
MATERIALS & OPERATIONS					
420 Materials & Supplies	137				
430 Contractual Services	48,171	34,066	18,000	55,000	55,000
463 Mileage	16	53			
470 Travel & Meetings	176	50			
TOTAL MATERIALS & OPS	48,500	34,169	18,000	55,000	55,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	98,959	173,466	150,334	86,373	86,376
FUND SOURCE					
01 General Fund	98,959	173,466	150,334	86,373	86,376
TOTAL	98,959	173,466	150,334	86,373	86,376

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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

401 Wages -Full Time	21,030
410 Benefits	8,994

TOTAL PERSONNEL	30,024	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies
432 Eng/Arch Design

TOTAL MATERIALS & OPS	0	0	0	0	0
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	30,024	0	0	0	0
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FUND SOURCE

01 General Fund	30,024
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TOTAL	30,024	0	0	0	0
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DEPARTMENT RESPONSIBLE
Planning Director

**City of Rolling Hills Estates
Summary**

Function					
Community Services					
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
TOTAL PERSONNEL	1,114,789	861,806	573,872	571,300	559,886
TOTAL MATERIALS & OPS	994,782	817,662	714,518	666,266	667,208
TOTAL CAPITAL OUTLAY	2,049	0	1,100	1,100	1,100
TOTAL FUNCTION	2,111,620	1,679,468	1,289,490	1,238,666	1,228,194

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	231,879	256,470	292,750	298,562	289,543
402 Wages - Part Time	1,417	6,768	1,878	1,878	1,878
405 Wages - Overtime	4,322	2,272	6,500	6,500	6,500
410 Benefits	109,854	112,798	86,153	83,107	80,941
TOTAL PERSONNEL	347,472	378,308	387,281	390,047	378,862
MATERIALS & OPERATIONS					
420 Materials & Supplies	28,788	28,464	30,000	30,000	30,000
430 Contractual Services	7,801	215,123	203,775	210,000	210,000
434 Repairs & Maint Services	5,748	6,151	7,200	7,200	7,200
450 Telephone Utility	418	564	550	550	550
451 Water Utility	46,264	153,991	196,787	150,000	150,000
452 Electric Utility	3,423	6,214	5,000	6,300	6,300
453 Refuse Removal	517	75	300	300	300
470 Travel & Meetings	785	329	500	1,000	1,000
478 Equipment Rental	1,731	418	4,000	4,000	4,000
TOTAL MATERIALS & OPS	95,475	411,329	448,112	409,350	409,350
CAPITAL OUTLAY					
485 Machinery/Special Equip	148		800	800	800
TOTAL CAPITAL OUTLAY	148	0	800	800	800
TOTAL ACTIVITY	443,095	789,637	836,193	800,197	789,012
FUND SOURCE					
01 General Fund	443,095	789,637	836,193	800,197	789,012
TOTAL	443,095	789,637	836,193	800,197	789,012

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	30,705	25,163	24,574	25,068	24,989
402 Wages - Part Time	864	255	535	535	535
405 Wages - Overtime	484	275	500	500	500
410 Benefits	13,901	11,491	8,656	8,437	8,429
TOTAL PERSONNEL	45,954	37,184	34,265	34,540	34,453
MATERIALS & OPERATIONS					
420 Materials & Supplies	460	2,566	2,500	2,500	2,500
427 Street Trees	2,949		3,500	3,500	3,500
430 Contractual Services	82,304	81,230	75,000	75,000	75,000
TOTAL MATERIALS & OPS	85,713	83,796	81,000	81,000	81,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	131,667	120,980	115,265	115,540	115,453
FUND SOURCE					
01 General Fund	131,667	120,980	115,265	115,540	115,453
TOTAL	131,667	120,980	115,265	115,540	115,453

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 parks.

- 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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
401 Wages -Full Time	47,971					
402 Wages - Part Time	825					
405 Wages - Overtime						
410 Benefits	21,791					
TOTAL PERSONNEL	70,587	0	0	0	0	0
MATERIALS & OPERATIONS						
420 Materials & Supplies	7,011					
430 Contractual Services	196,015					
434 Repairs & Maint Services	157					
451 Water Utility	85,650					
452 Electric Utility	3,239					
453 Refuse Removal						
474 Grants to Other Agencies						
TOTAL MATERIALS & OPS	292,072	0	0	0	0	0
CAPITAL OUTLAY						
485 Machinery/Special Equip	148					
TOTAL CAPITAL OUTLAY	148	0	0	0	0	0
TOTAL ACTIVITY	362,807	0	0	0	0	0
FUND SOURCE						
01 General Fund	362,807					
TOTAL	362,807	0	0	0	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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	86,693	50,484	39,933	40,733	40,606
402 Wages - Part Time		85			
410 Benefits	39,954	21,422	14,065	13,709	13,696
TOTAL PERSONNEL	126,647	71,991	53,998	54,442	54,302
MATERIALS & OPERATIONS					
420 Materials & Supplies	11,302	11,290	12,000	12,000	12,000
478 Equipment Rental	1,516		2,250	2,250	2,250
TOTAL MATERIALS & OPS	12,818	11,290	14,250	14,250	14,250
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	139,465	83,281	68,248	68,692	68,552
FUND SOURCE					
01 General Fund	139,465	83,281	68,248	68,692	68,552
TOTAL	139,465	83,281	68,248	68,692	68,552

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	2010-11	2011-12	2012-13	2013-14	2014-15
	Actual	Actual	Estimated	Adopted	Proposed
PERSONNEL					
401 Wages -Full Time	12,128	12,971	17,059	13,429	13,429
402 Wages - Part Time	1,463	136	1,000	500	500
410 Benefits	5,875	4,614	4,329	3,124	3,126
TOTAL PERSONNEL	19,466	17,721	22,388	17,053	17,055
MATERIALS & OPERATIONS					
420 Materials & Supplies	128		100	50	50
430 Contractual Services	24,589	19,640	21,000	12,000	12,000
477 Printing & Binding					
478 Equipment Rental			1,000	500	500
TOTAL MATERIALS & OPS	24,717	19,640	22,100	12,550	12,550
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	44,183	37,361	44,488	29,603	29,605
FUND SOURCE					
01 General Fund	44,183	37,361	44,488	29,603	29,605
TOTAL	44,183	37,361	44,488	29,603	29,605

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Stables					4650
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
401 Wages -Full Time	256,181	194,106				
402 Wages - Part Time	3,753	740				
405 Wages - Overtime	3,218	5,660				
410 Benefits	152,428	63,359				
TOTAL PERSONNEL	415,580	263,865	0	0	0	
MATERIALS & OPERATIONS						
420 Materials & Supplies	196,946	86,716				
430 Contractual Services	36,124	27,540	2	2	2	
441 Liability Insurance	18,476	17,082				
450 Telephone Utility	1,748	858				
451 Water Utility	3,181	2,050				
452 Electric Utility	4,923	2,612				
453 Refuse Removal	32,700	13,625				
461 Vehicle Maintenance	10,408					
462 Gas and Oil	2,345	554				
463 Mileage						
466 Depreciation Expense	802	802	802	802	802	
467 Overhead Assessment	37,000	15,417				
TOTAL MATERIALS & OPS	344,653	167,256	804	804	804	
CAPITAL OUTLAY						
485 Machinery/Special Equip	527					
TOTAL CAPITAL OUTLAY	527	0	0	0	0	
TOTAL ACTIVITY	760,760	431,121	804	804	804	
FUND SOURCE						
50 Equestrian Fund	760,760	431,121	804	804	804	
TOTAL	760,760	431,121	804	804	804	

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
401 Wages -Full Time	14,371	14,874	16,248	16,562	16,553	
402 Wages - Part Time	24,124	26,825	21,840	21,840	21,840	
405 Wages - Overtime	716	130	1,000	1,000	1,000	
410 Benefits	11,076	9,811	8,021	7,886	7,889	
TOTAL PERSONNEL	50,287	51,640	47,109	47,288	47,282	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,704	5,098	1,500	1,500	1,500	
423 Resale Supplies			200	200	200	
430 Contractual Services	4,500	4,782	5,000	5,000	5,000	
441 Liability Insurance	2,092	1,678	1,161	1,402	1,344	
450 Telephone Utility	1,264	1,114	1,601	1,600	1,600	
466 Depreciation Expense	3,060	3,060	3,060	3,060	3,060	
467 Overhead Assessment	11,000	12,000	13,000	14,000	15,000	
TOTAL MATERIALS & OPS	23,620	27,732	25,522	26,762	27,704	
CAPITAL OUTLAY						
485 Machinery/Special Equip	1,226		300	300	300	
TOTAL CAPITAL OUTLAY	1,226	0	300	300	300	
TOTAL ACTIVITY	75,133	79,372	72,931	74,351	75,286	
FUND SOURCE						
51 Tennis Fund	75,133	79,372	72,931	74,351	75,286	
TOTAL	75,133	79,372	72,931	74,351	75,286	

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
PERSONNEL					
401 Wages -Full Time	16,642	19,810	13,176	13,429	13,429
402 Wages - Part Time	72	0	150	100	100
405 Wages - Overtime	4,120	3,572	4,000	3,000	3,000
410 Benefits	9,188	8,928	3,278	3,124	3,126
TOTAL PERSONNEL	30,022	32,310	20,604	19,653	19,655
MATERIALS & OPERATIONS					
420 Materials & Supplies	3,794	2,749	3,800	2,500	2,500
430 Contractual Services	38,005	26,830	44,000	44,000	44,000
474 Grants to Other Agencies					
476 Advertising	420	725	1,000		
TOTAL MATERIALS & OPS	42,219	30,304	48,800	46,500	46,500
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	72,241	62,614	69,404	66,153	66,155
FUND SOURCE					
01 General Fund	72,241	62,614	69,404	66,153	66,155
TOTAL	72,241	62,614	69,404	66,153	66,155

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	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed	
PERSONNEL						
401 Wages -Full Time	6,064	6,486	6,588	6,714	6,714	
405 Wages - Overtime						
410 Benefits	2,710	2,301	1,639	1,562	1,563	
TOTAL PERSONNEL	8,774	8,787	8,227	8,276	8,277	
MATERIALS & OPERATIONS						
420 Materials & Supplies	10,154	12,223	12,500	12,500	12,500	
430 Contractual Services	25,650	16,813	23,500	20,000	20,000	
476 Advertising	455	102	1,950	1,950	1,950	
478 Equipment Rental						
TOTAL MATERIALS & OPS	36,259	29,138	37,950	34,450	34,450	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	45,033	37,925	46,177	42,726	42,727	
FUND SOURCE						
01 General Fund (4674)	8,774	8,787	8,227	8,276	8,277	
95 Peppertree Fund (4675)	36,259	29,138	37,950	34,450	34,450	
TOTAL	45,033	37,925	46,177	42,726	42,727	

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
	2010-11	2011-12	2012-13	2013-14	2014-15	
Expenditure Classification	Actual	Actual	Estimated	Adopted	Proposed	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	786	95	300	400	400
430 Contractual Services	31,840	31,964	31,000	32,000	32,000
434 Repairs & Maint Services	1,897	1,234	2,000	5,000	5,000
450 Telephone Utility	505	848	480	1,000	1,000
451 Water Utility	936	1,656	900	800	800
452 Electric Utility	1,272	1,380	1,300	1,400	1,400
470 Travel & Meetings					
476 Advertising					

TOTAL MATERIALS & OPS	37,236	37,177	35,980	40,600	40,600
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	37,236	37,177	35,980	40,600	40,600
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FUND SOURCE

01 General Fund (4676)	19,783	19,724	16,980	21,600	21,600
32 Prop A Fund (4680)	17,453	17,453	19,000	19,000	19,000

TOTAL	37,236	37,177	35,980	40,600	40,600
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DEPARTMENT RESPONSIBLE
Community Services Director

**City of Rolling Hills Estates
Summary**

Function					
Capital Improvements					
Expenditure Classification	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed

TOTAL PERSONNEL

TOTAL MATERIALS & OPS

TOTAL CAPITAL OUTLAY	1,095,335	977,097	2,148,149	5,340,024	448,700
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TOTAL FUNCTION	1,095,335	977,097	2,148,149	5,340,024	448,700
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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 2012-13 total \$2,148,149 and a total of \$5,424,284 for FY 2013-14, and the General Fund's portion is \$282,990 for FY 2012-13 and \$519,541 for FY 2013-14.

City of Rolling Hills Estates

Capital Improvements - Streets
(5100 Capital Projects)

Descriptions

This section contains Capital Improvements related to streets.

FY 2013-14 includes General Fund expenditures for maintenance of the escape lanes on Hawthorne Boulevard (5140) and miscellaneous road repairs and street/median trees on Palos Verdes Drive North. (5103).

The Palos Verdes Drive North Bike Lane project will be completed in FY 2013-14 with Traffic Impact Fees and General Funds (5103), TDA (5113), STP-L Fund Exchange (5115), CalRecycle Grant (5116), Federal STIP Call for Projects (5117), State SR2S (5118), and Prop. C (5119) funds.

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Streets				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
5103					
Street Resurfacing (General Fund)					
430 Contractual Services	32,345	184,423	264,430	394,541	
5113					
Street Resurfacing (TDA, Fund 13)					
430 Contractual Services	4,000	16,816	5,000	16,320	
5115					
PVDN Bike Lane Project (STP-L Fund 21)					
430 Contractual Services				117,653	
5116					
PVDN Bike Lane Project (CalRecycle Grant, Fund 28)					
430 Contractual Services				198,500	
5117					
PVDN Bike Lane Project (Federal STIP, Fund 24)					
430 Contractual Services	3,309	268,921	660,000	1,803,000	
5118					
PVDN Bike Lane Project (State SR2S, Fund 25)					
430 Contractual Services		33,894	165,000	292,195	
5119					
PVDN Bike Lane (Prop C, Fund 19)					
430 Contractual Services		1,730	75,000	292,195	
5120					
Street Resurfacing (Prop C, Fund 19)					
430 Contractual Services	34,180	78,198			
5121					
PVDN Resurfacing (Federal ARRA, Fund 26)					
430 Contractual Services	387,869				
5125					
Silver Spur Pedestrian Project (State SR2S, Fund 25)					
430 Contractual Services				104,300	328,700
PAGETOTAL	461,703	583,982	1,169,430	3,218,704	328,700

(Streets - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Streets (Continued)				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
5140					
Curb/Gutter/Sidewalk Improvements (General Fund)					
430 Contractual Services				100,000	
5145					
Storm Drain Repairs & Improvements (General Fund)					
430 Contractual Services		9,151			
5170					
Street Resurfacing (Measure R, Fund 23)					
430 Contractual Services	128,167	7,620	10,000	95,000	
5178					
Traffic Signals (Federal ARRA, Fund 26)					
430 Contractual Services	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		79,413			
5188					
Storm Drain Repairs/Improvements (Prop 1B, Fund 22)					
430 Contractual Services					

PAGETOTAL	293,210	16,771	10,000	195,000	0
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(Streets - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Streets (Continued)				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed

5186

Advanced Street Signs Repainting (General Fund)

430 Contractual Services

TOTAL FUNCTION	754,913	600,753	1,179,430	3,413,704	328,700
FUND SOURCE					
01 General Fund	32,345	193,574	264,430	494,541	
13 TDA	4,000	16,816	5,000	16,320	
19 Prop C Transit Fund	34,180	79,928	75,000	292,195	
21 STP-L				117,653	
22 Transportation Prop 1B	79,413				
23 Measure R	128,167	7,620	10,000	95,000	
24 Federal STIP	3,309	268,921	660,000	1,803,000	
25 State SR2S		33,894	165,000	396,495	328,700
26 Federal ARRA	473,499				
28 CalRecycle Asphalt				198,500	
TOTAL	754,913	600,753	1,179,430	3,413,704	328,700

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 2013-14 provides for replacement of three-rail fence along City's trails and parkways (\$20,000) (5221).

FY 2013-14 provides for \$555,000 in renovation costs for the Peter Weber Equestrian Center from 1996 Prop A specified grant funds (5250).

FY 2013-14 provides \$1,024,000 in renovation costs for the Peter Weber Equestrian Center from State Prop. 84 grant funds (5251).

FY 2013-14 provides for the improvements to the Howlett Park Equestrian Center arenas from Quimby fees (\$34,000)(5264).*

FY 2013-14 provides PVDN bike lane project from Quimby fees (\$288,320)(5265).

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
5201					
Brush Clearance (General Fund)					
430 Contractual Services	25,000	11,898	18,560		
5220					
3 Rail Fencing (Fund 34)					
430 Contractual Services		69,897	80,000		
5221					
Three Rail Fencing (General Fund)					
430 Contractual Services	6,824	17,997		20,000	20,000
5233					
Park Development (General Fund)					
430 Contractual Services					100,000
5236					
Riparian Grant - Nature Preserve (Fund 31)					
430 Contractual Services		54,296			
5248					
Highridge & Howlett Park Center Improvements (Prop 40, Fund 33)					
430 Contractual Services	227,154				
5250					
Stables Renovation (Fund 32)					
430 Contractual Services	50,194	65,567	555,000	555,000	
5251					
Peter Weber Equestrian Center (Fund 30)					
430 Contractual Services				1,024,000	
PAGETOTAL					
	309,172	219,655	653,560	1,599,000	120,000

(Parks & Recreation - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation (Continued)				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed

5261

PVDN Bike Lane (Quimby Fees, Fund 10)

430 Contractual Services 288,320

5262

Pepperwood Park / Civic Center Improvements (Quimby Fees, Fund 10)

430 Contractual Services 4,201 26,159

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 34,000

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

PAGETOTAL	0	92,605	315,159	322,320	0
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(Parks & Recreation - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation (Continued)				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
5285					
Tennis Court Resurfacing (Fund 51)					
430 Contractual Services				30,000	
5286					
Tennis Court Bleachers Retrofit (Fund 51)					
430 Contractual Services				54,260	
5289					
Nature Center Facility (Pepper Tree Fund 95)					
430 Contractual Services	18				
5296					
City Council Recognition Plaque (Pepper Tree Fund 95)					
430 Contractual Services	5,000	5,077			
5299					
Roberti Z' Berg (Prop 40, Fund 33)					
430 Contractual Services	24,137				
TOTAL FUNCTION					
	338,327	317,337	968,719	1,921,320	120,000
FUND SOURCE					
01 General Fund	31,824	29,895	18,560	20,000	120,000
10 Quimby Fees		92,605	315,159	322,320	
30 State Park Grant Equestrian				1,024,000	
31 Prop. 12 Parks Grant Fund		54,296			
32 Prop. A Parks Grant Fund	50,194	65,567	555,000	555,000	
33 Prop. 40 Parks Grant Fund	251,291				
34 Prop. A 4th District Grant		69,897	80,000		
51 Tennis Fund				84,260	
95 Peppertree Fund	5,018	5,077			
TOTAL					
	338,327	317,337	968,719	2,005,580	120,000

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, provide for City Hall capital improvements, and equipment.

FY 2013-14 provides for replacement of network equipment (\$5,000) (5307).

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Improvements				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed
5305					
Generator Air Quality Filter (General Fund)					
430 Contractual Services	2,095				
5307					
Computer Network Upgrades (General Fund)					
430 Contractual Services				5,000	
5322					
Cox PEG Fees (Fund 16)					
430 Contractual Services		3,074			
5370					
City Hall Lights & HVAC (Fund 27)					
430 Contractual Services		55,701			
5395					
City Hall Retro and Update (Fund 02)					
430 Contractual Services		232			

PAGETOTAL	2,095	59,007	0	5,000	0
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(Public Improvements - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Improvements (Continued)				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed

PAGETOTAL	0	0	0	0	0
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(Public Improvements - Continued on Next Page)

Function	Description				
Capital Improvements	Public Improvements (Continued)				
Activity Title	2010-11 Actual	2011-12 Actual	2012-13 Estimated	2013-14 Adopted	2014-15 Proposed

See Totals Below

TOTAL FUNCTION	2,095	59,007	0	5,000	0
FUND SOURCE					
01 General Fund	2,095			5,000	
02 Capital Projects Designation		232			
16 Cox PEG Fees		3,074			
27 ARRA City Hall Lights		55,701			
TOTAL	2,095	59,007	0	5,000	0

DEPARTMENT RESPONSIBLE
Various Department Managers