CITY OF RANCHO PALOS VERDES

JUNE 2, 2015

CITY COUNCIL AGENDA ITEM NO. 2

DRAFT FY15-16 BUDGET

This document may be viewed at City Hall, or by visiting the City's website at:
http://www.rpvca.gov/690/City-Budget

RANCHO PALOS VERDES

CITY BUDGET
FY15-16

CITY OFFICIALS

Jim Knight
Mayor

Susan Brooks
Mayor Pro Tem

Brian Campbell
Councilman

Jerry Duhovic
Councilman

Anthony M. Misetich
Councilman

CITY STAFF

Doug Willmore
City Manager

Carolynn Petru
Deputy City Manager

Michael Throne
Director of Public Works

Joel Rojas
Director of Community Development

Deborah Cullen
Director of Finance

Cory Linder
Director of Recreation & Parks

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CITY OF RANCHO PALOS VERDES

MEMORANDUM

TO: HONORABLE MAYOR & CITY COUNCIL MEMBERS

FROM: DOUG WILLMORE, CITY MANAGER

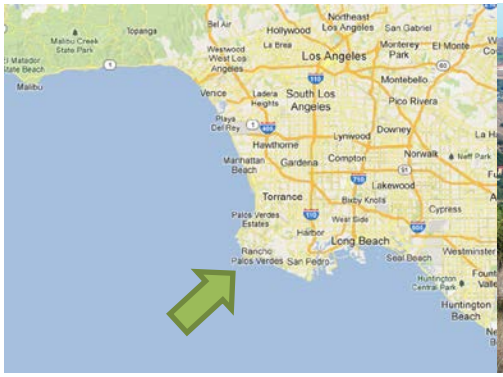
DATE: JULY 1, 2015

SUBJECT: FISCAL YEAR 2015-16 BUDGET TRANSMITTAL

PLACEHOLDER PAGE ONLY

PROFILE OF RANCHO PALOS VERDES

The City of Rancho Palos Verdes is located on a coastal peninsula overlooking the Pacific Ocean in Los Angeles County, California.



The City has a land area of 13.6 square miles, and about 42,000 residents. With 7.5 miles of Pacific coastline, a 1400-acre nature preserve, and hundreds more acres of open space, the City has maintained a semi-rural environment. Residents and visitors enjoy expansive views of the Pacific Ocean and ample opportunities for recreation including golfing, hiking, beach access, and whale watching. Notable landmarks and points of interest include the Wayfarer's Chapel designed by Lloyd Wright, the Point Vicente Lighthouse, Point Vicente Interpretive Center, Terranea Resort, Palos Verdes Nature Preserve, and Trump National Golf Club.

City Governance

Rancho Palos Verdes is a California General Law city, and has operated under a council-manager form of government since incorporation in 1973. Policy-making and legislative authority are vested in the City Council; which consists of five members elected at-large on a non-partisan basis, including the City Council designated Mayor and Mayor Pro-Tem. Council Members are elected to four-year staggered terms, with two or three Council Members elected every two years. The City Council is responsible for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing day-to-day operations, and appointing the heads of the City's departments.

Demographics

Based on the US Census conducted in 2010, the median age of the City's 42,358 residents is 47.6, and annual personal income per capita is about $60,537. There are about 16,000 households, and the median home value is near $1.2 million. The unemployment rate is about 2.5% and public school enrollment is about 11,900. The largest employers include the Palos Verdes Peninsula Unified School District, Terranea Resort, Trump National Golf Club, and Marymount California University.

Service Delivery

The City maintains a small staff of 62 full-time employees, and about 50 part-time employees working about 53,000 hours annually (about 29 full-time equivalents). Most services are provided by contracted outside agencies and vendors. Police and fire services are provided by Los Angeles County. Vendor contracts are awarded for public facility and right-of-way maintenance. The City Council contracts with an outside law firm for City Attorney services. The City issues franchise agreements to commercial providers for solid waste, electric, water, and gas. However, Community Development services such as planning, building & safety, and code enforcement are provided by in-house staff.

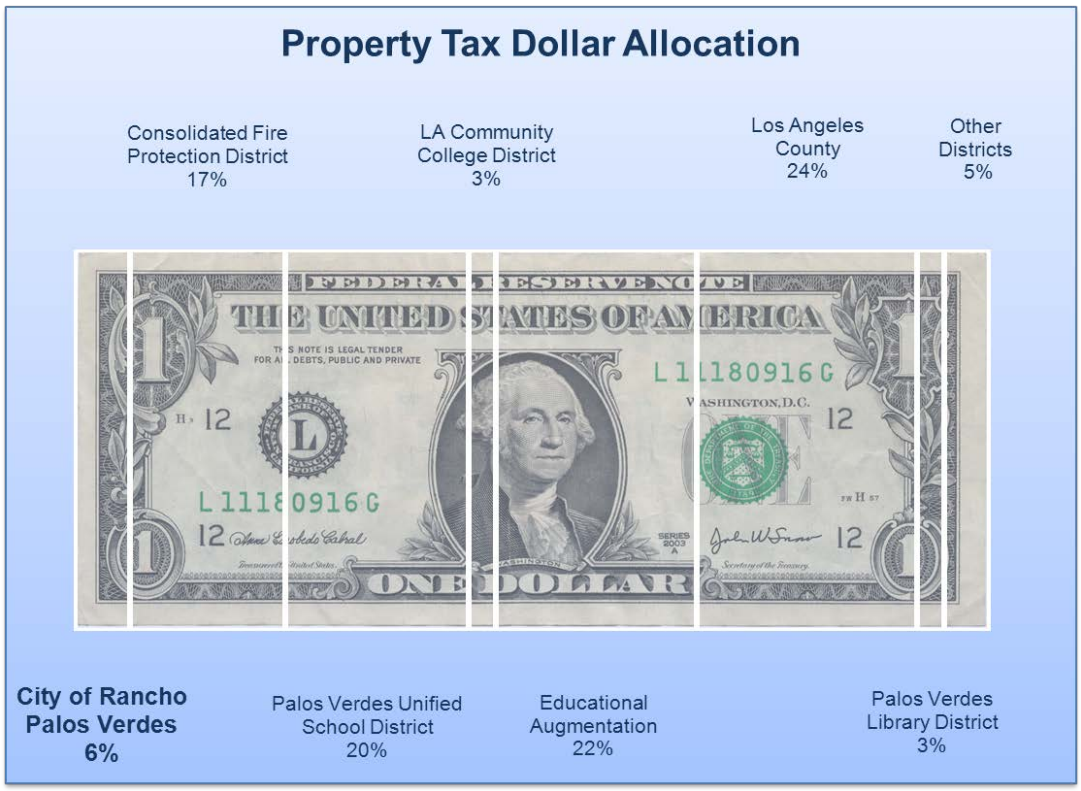
Reporting Entity

This budget document includes the funds of the City and its component unit, the Rancho Palos Verdes Joint Powers Improvement Authority.

In 1984, the Rancho Palos Verdes Redevelopment Agency was formed to finance long-term capital improvements designed to eliminate physical and economic blight in a project area through stabilization of hazardous active landslides. The Improvement Authority was formed in 1990, in accordance with a Reimbursement and Settlement Agreement between the City, Redevelopment Agency, and Los Angeles County in connection with the Horan Lawsuit concerning the landslides. In 2012, pursuant to newly adopted state law, the Redevelopment Agency was dissolved. The City serves as the Successor Agency to the former Redevelopment Agency, and is responsible for winding down the affairs of it. Successor Agency financial activity is accounted for in a private-purpose trust fund; which is not required to have an adopted budget, and is not presented in this document.

Financial Overview

The City's General Fund has annual revenue of about $27.9 million. About $11.8 million (or 42%) of General Fund revenue is property tax. For every dollar of the base property tax paid, the City receives about 6% as illustrated below.



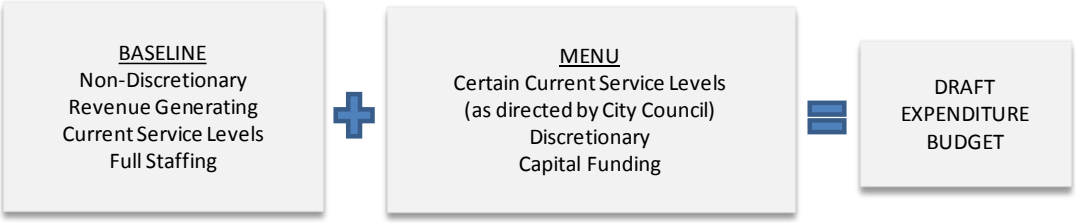
Property values in Rancho Palos Verdes are stable, as evidenced by the continued increase of property assessments throughout the Great Recession. Another $8.3 million (or 30%) of General Fund revenue is tax derived from commercial operations (i.e. transient occupancy tax, sales tax, business license tax, and golf tax). Although about $5.0 million of this revenue is transient occupancy tax, it is not used for the operating budget. The City Council has a formal policy directing that General Fund money equivalent to transient occupancy tax revenue be used for infrastructure improvements. The City Council has a history of conservative fiscal practices, including balanced annual operating budgets.

The City Council adopts budgets for 27 other funds (4 restricted by the City Council and 23 legally restricted) that are expected to account for annual revenue of about $6.4 million in FY15-16 (excluding inter-fund transactions). The Improvement Authority Board adopts budgets for 2 legally restricted funds that are primarily funded with General Fund transfers and interest earnings, and are expected to expend about $0.2 million in FY15-16.

At June 30, 2014, the City had total assets of $212.8 million, including $57.5 million of cash and $144.0 million of capital assets (net of depreciation). Total liabilities were $5.1 million. A more in-depth discussion of financial analysis and economic outlook is included in the Financial Analysis section of this document.

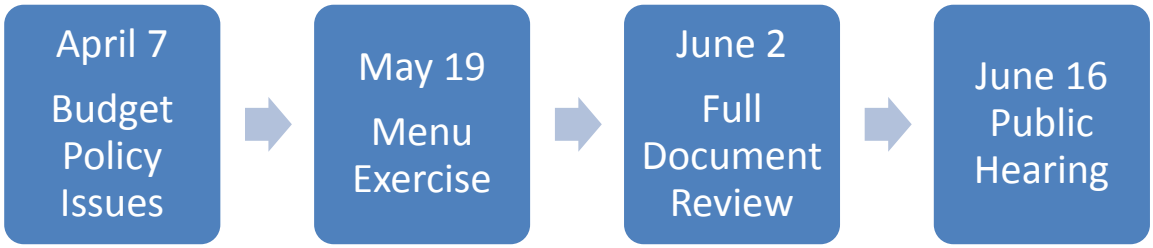
Budget Process

The adopted budget is the City Council's policy implementation and spending plan for the fiscal year. The City Council utilizes a Hybrid Zero-Based Budget approach. This approach starts with a baseline budget that includes non-discretionary expenditures, revenue-generating expenditures, full staffing, and many current service levels. The City Council builds the remainder of the draft budget by selecting expenditures from a Menu of options.



On April 7, 2015, the City Council provided direction regarding preparation of the draft FY15-16 budget. On May 19, 2015, the City Council began with a draft $18.8 million Baseline budget, and conducted its Menu Exercise to build the remainder of the draft General Fund budget. On June 2, 2015, the City Council conducted a review of the entire draft budget document and provided additional direction. On

June 16, 2014, the City Council held a public hearing and adopted the budget for FY15-16.



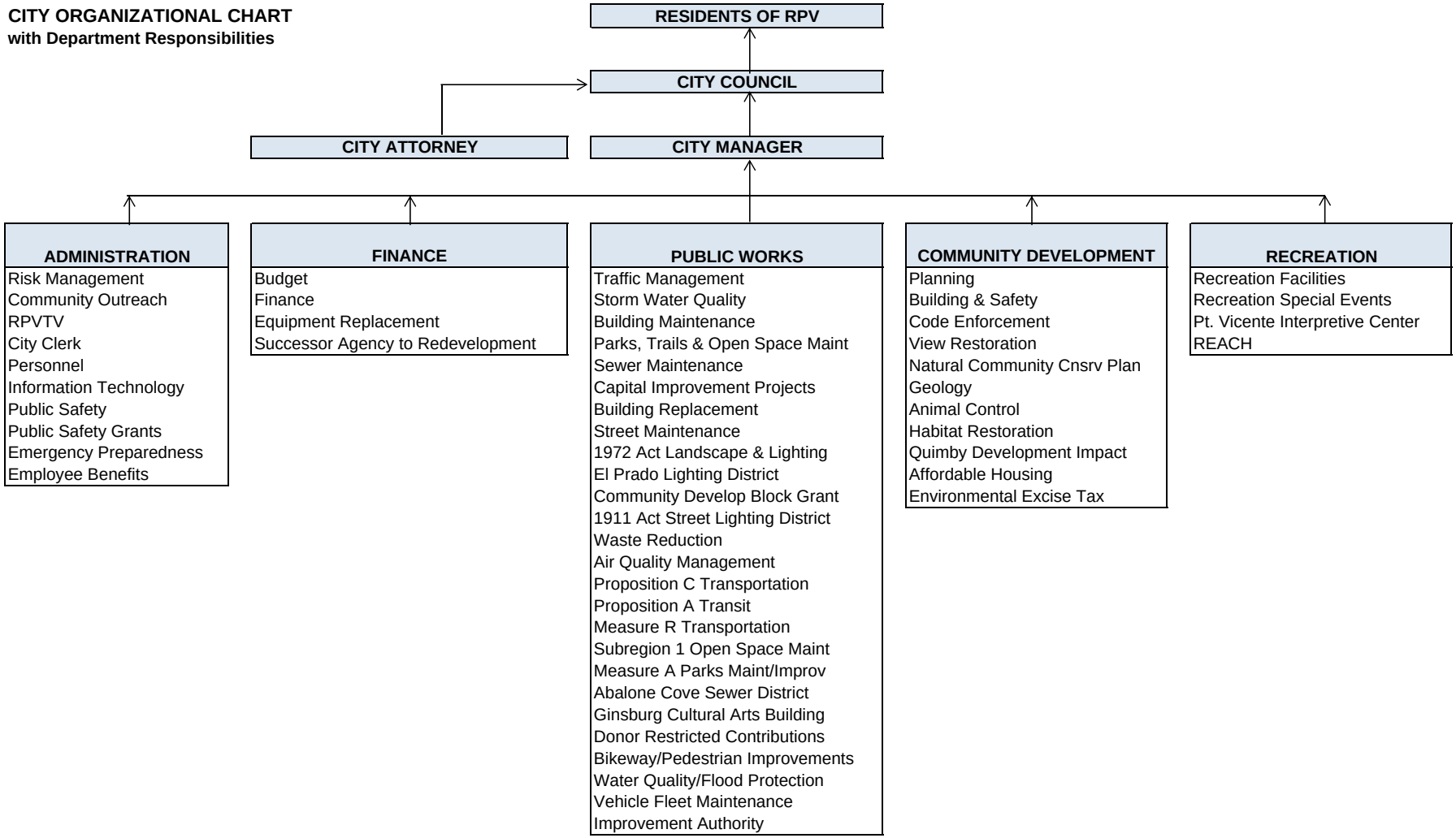
Legal Level of Budgetary Control

Per section 3.32.080 of the Municipal Code, all expenditures in excess of a fund and/or function budgeted allocations must be approved by supplemental appropriation of the City Council. The City Manager may approve transfers between any program's accounts, as long as the transfers are within the same budgetary function and the same fund. No full-time equivalent positions may be added to those specifically approved in the budget without authorization and supplemental appropriation of the City Council. All appropriations lapse at fiscal year-end; however, unspent appropriations may be carried forward to the next fiscal year by resolution of the City Council.

Organization of Budget Document

The Overview section of the document is intended to give the public an overview of the City and its adopted budget. While the remainder of the document is also for public consumption, it is a working document for City Staff to manage the budget throughout the fiscal year. Therefore, the document is arranged by department and includes detailed line item information. The 2015 Five-Year Capital Improvement Plan adopted by the City Council is included as an Appendix at the end of the document. To assist the public with navigation, the following exhibit is an overview of the programs and funds managed by each department.

CITY ORGANIZATIONAL CHART
with Department Responsibilities



GLOSSARY OF TERMS

The following is a glossary of terms used in the budget document, as well as other public documents regarding the City's finances.

Activity – a specific and distinguishable service within a budgetary program which is performed to accomplish a matter for which the City is responsible. Example: residential street rehabilitation is an Activity within the Street Improvements Program of the Capital Improvement Projects Fund.

Appropriation – City Council authorization to expend monies and/or to incur legal obligations for specific operational and capital outlay purposes. Example: The City Council adopts a resolution to budget for expenditures. Those budgeted expenditures in a given fiscal year are referred to as Appropriations.

Budget – the City Council adopted policy implementation plan for the fiscal year that includes revenues, expenditures and operating transfers.

Business Activity – function of the City that is intended to recover all or a significant portion of its costs through user fees and charges. Example: The Water Quality Flood Protection Fund is a business activity of the City.

Department – a designated organizational unit of City government. Example: Community Development is a Department of the City with responsibilities that include land use issues and permitting new construction.

Encumbrance – a reservation of an appropriation for a specific expenditure with a specific vendor. An Encumbrance is executed with an approved Purchase Order. Example: A City employee Encumbers an appropriation by opening a Purchase Order in the maintenance expenditure account to pay for an elevator inspection provided by XYZ Company. The appropriation is reserved until the invoice is paid, thereby controlling the expenditure of money.

Expenditure – City resources spent for goods or services within a governmental activity fund (e.g. General Fund).

Expense – City resources spent for goods or services within a business activity fund (e.g. Water Quality Flood Protection Fund).

Fiscal Year – the twelve-month period of time to which the budget applies. The City's Fiscal Year runs from July 1st to June 30th.

Function – a combination of programs and activities authorized by budget appropriations and are designed to achieve a major purpose. Example: Administration is a City Function with programs that include risk management, personnel, the City Clerk, and community outreach.

Fund – a separate fiscal and accounting structure which segregates accounting records for various budgetary functions. Example: The Capital Improvement Projects Fund provides for centralized accounting of infrastructure improvements.

Governmental Activity – function of the City that is principally supported by taxes and intergovernmental revenues.

Object – an expenditure account classification for types of items or services purchased. Examples: professional services, advertising, and operating supplies are all Objects.

Operating Transfers – monies transferred from one fund to another to finance the activities. Operating Transfers are contributions, not loans. Example: The Street Maintenance Fund provides for centralized accounting of street and right-of-way maintenance activities. Some of these activities are funded with restricted monies that are legally required to be accounted for in a separate fund. Operating Transfers are processed to move the restricted money from the source fund (e.g. 1911 Act Street Lighting Fund) to the Street Maintenance Fund to finance activities such as traffic signal maintenance and street landscape maintenance.

Program – an activity or group of activities designed to achieve a specific goal or objective associated with a budget function of the City. Example: Storm Water Quality is a Program within the General Fund with the specific goal of compliance with the federal Clean Water Act and other laws designed to reduce water pollution.

Restricted – a funding source is restricted when outside agencies or legal obligation places restrictions on the use of the money. Example: Highway Users Tax is a restricted funding source administered by the state, and must only be used for street maintenance activities.

CITY OF RANCHO PALOS VERDES FY15-16 FUND SUMMARY

Fund	Fund Balance 6/30/2015	FY15-16 Estimated Sources		FY15-16 Estimated Uses		Fund Balance 6/30/2016
		Revenues	Transfers In	Expenditures	Transfers Out	
Unrestricted						
GENERAL	12,732,216	27,882,209	208,000	(20,936,748)	(7,228,100)	12,657,577
Restricted by Council Action						
BEAUTIFICATION FUND	96,921	870	-	-	(97,791)	0
CIP	11,363,500	552,570	7,693,400	(2,595,300)	-	17,014,170
EQUIPMENT REPLACEMENT	1,852,612	349,400	-	(477,700)	-	1,724,312
EMPLOYEE BENEFITS	149,587	2,141,244	-	(2,289,694)	-	1,137
Subtotal	13,462,620	3,044,084	7,693,400	(5,362,694)	(97,791)	18,739,619
Restricted by Law or External Agencies						
STREET MAINTENANCE	978,378	961,607	1,035,791	(2,357,779)	-	617,997
1972 ACT	42,503	258,895	-	(78,200)	(200,000)	23,198
EL PRADO LIGHTING	22,120	2,200	-	(1,000)	-	23,320
CDBG	-	164,408	-	(164,408)	-	0
1911 ACT	1,722,059	565,500	-	(459,000)	(117,000)	1,711,559
WASTE REDUCTION	370,436	208,830	-	(167,683)	(98,000)	313,583
AIR QUALITY MANAGEMENT	86,487	50,780	-	(50,000)	-	87,267
PROPOSITION C	212,529	638,008	-	-	(526,000)	324,537
PROPOSITION A	31,429	767,149	-	(621,556)	-	177,022
PUBLIC SAFETY GRANTS	20,610	100,190	-	-	(100,000)	20,800
MEASURE R	146,530	478,399	-	-	-	624,929
HABITAT RESTORATION	1,445,462	13,010	125,000	(163,000)	-	1,420,472
SUBREGION 1 MAINTENANCE	802,168	7,200	40,000	(67,500)	-	781,868
MEASURE A	100	105,000	-	-	(105,000)	100
ABALONE COVE SEWER DISTRICT	8,395	55,160	80,700	(134,483)	-	9,772
GINSBURG CULTURAL ARTS BUILDING	101,421	910	-	-	-	102,331
DONOR RESTRICTED CONTRIBUTIONS	828,531	7,460	-	(5,000)	(455,000)	375,991
QUIMBY	2,114,107	19,030	-	-	(150,000)	1,983,137
LOW-MOD INCOME HOUSING	23,520	9,578	-	-	-	33,098
AFFORDABLE HOUSING IN LIEU	501,018	4,510	-	-	-	505,528
ENVIRONMENTAL EXCISE TAX	260,763	2,350	-	-	(200,000)	63,113
BIKEWAYS	72	-	-	-	-	72
WATER QUALITY/FLOOD PROTECTION	863,848	1,391,896	-	(1,566,116)	-	689,628
IMPROV AUTH - PORTUGUESE BEND	280,496	2,520	57,000	(113,200)	-	226,816
IMPROV AUTH - ABALONE COVE	1,048,548	9,400	37,000	(71,900)	-	1,023,048
Subtotal	11,911,530	5,823,990	1,375,491	(6,020,825)	(1,951,000)	11,139,186
GRAND TOTAL	**38,106,366**	**36,750,283**	**9,276,891**	**(32,320,267)**	**(9,276,891)**	**42,536,382**

INTERFUND TRANSACTION SUMMARY

Interfund Transfers From	General Fund	CIP Fund	Street Maintenance	Improvement Authority	Abalone Cove Sewer	Habitat Restoration	Subregion 1 Maintenance	Totals
General Fund		$ 6,888,400		$ 94,000	$ 80,700	$ 125,000	$ 40,000	**$ 7,228,100**
Proposition C			$ 526,000					**526,000**
Quimby		150,000						**150,000**
Environmental Excise Tax (EET)		200,000						**200,000**
Measure A Maintenance	$ 105,000							**105,000**
Public Safety Grants	100,000							**100,000**
Waste Reduction	3,000		95,000					**98,000**
Landscape/St Lighting (1972 Act)			200,000					**200,000**
Street Lighting (1911 Act)			117,000					**117,000**
Donor Restricted Contributions		455,000						**455,000**
Beautification			97,791					**97,791**
Totals	**$ 208,000**	**$ 7,693,400**	**$ 1,035,791**	**$ 94,000**	**$ 80,700**	**$ 125,000**	**$ 40,000**	**$ 9,276,891**

Interfund Charges To	Equipment Replacement Fund	Employee Benefits Fund	General Fund Overhead Charges
General Fund	$ 332,700	$ 2,105,353	
Waste Reduction		17,830	$ 8,600
Landscape/St Lighting (1972 Act)			66,100
Street Lighting (1911 Act)			81,100
Proposition A			
Abalone Cove Sewer District		2,052	
Water Quality Flood Protection		14,659	
Totals	**$ 332,700**	**$ 2,139,894**	**$ 155,800**

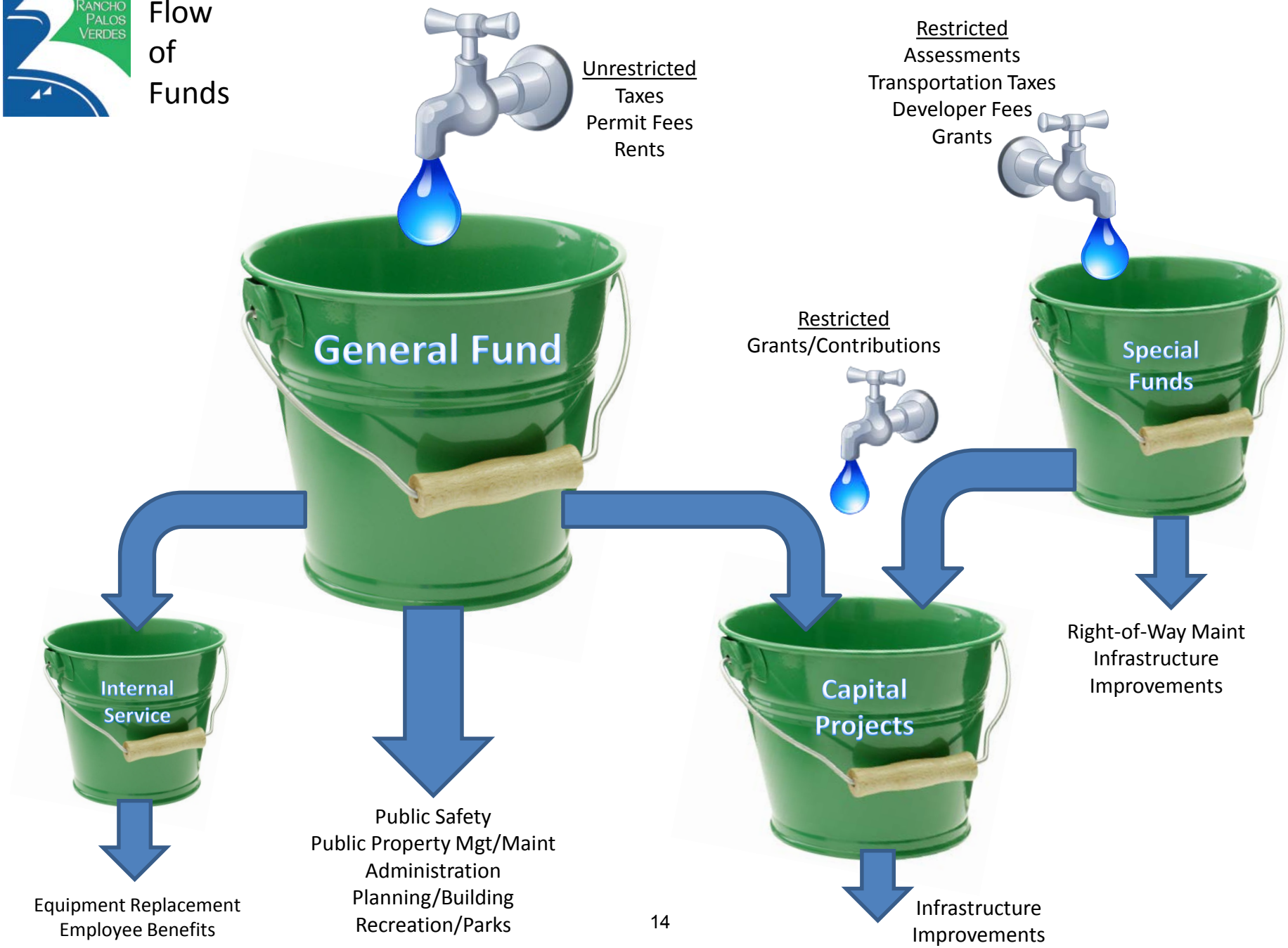
RANCHO PALOS VERDES FUND DESCRIPTIONS

Unrestricted	
GENERAL FUND	All City revenue and expenditures that are not required to be accounted for in another fund. Revenue includes property tax, transient occupancy tax, and other general taxes. Expenditures include police services, public facility maintenance, recreation, and administrative costs such as legal and risk management. The General Fund also accounts for both revenue and expenditures related to City permitting, as well as 97% of the City's employee salaries and benefits.
Restricted by City Council Action	
BEAUTIFICATION	The remaining fund balance of waste hauler fees previously received by the City will be used for median maintenance. Staff expects this fund will be closed in FY15-16.
CAPITAL IMPROVEMENT PROJECTS	Improvements to City-owned infrastructure, including streets, parks, sewers, and buildings. Funding comes from various sources; including transfers from the General Fund and restricted funds, and grants from other governmental agencies.
EQUIPMENT REPLACEMENT	Charges to the City's General Fund are used for the centralized accounting of maintenance and replacement of City-owned equipment.
EMPLOYEE BENEFITS	Charges to the City's General Fund are used for the centralized accounting of employee benefits, including pension and health insurance.
Restricted by Law or External Agencies	
STREET MAINTENANCE	The allocation of state tax on fuel is used to maintain the City's roadways. Right-of way maintenance is centralized in this fund, and restricted monies are transferred from other funds to supplement maintenance activities.
1972 ACT LANDSCAPE & LIGHTING	Property assessments are used to maintain street landscaping and lighting.
EL PRADO LIGHTING DISTRICT	El Prado property assessments are used to maintain and improve the common area of the El Prado neighborhood.
COMMUNITY DEVELOPMENT BLOCK GRANT	Federal funding is used for programs to assist low & moderate income households with home improvements, as well as projects to improve the City's compliance with the American's with Disabilities Act.
1911 ACT STREET LIGHTING DISTRICT	Property assessments are used to maintain street lights and traffic signals.
WASTE REDUCTION	Waste hauler fees and various grants are used for state-mandated waste reduction and recycling plans and programs.
AIR QUALITY MANAGEMENT	State shared revenue is used for programs that reduce air pollution from motor vehicles, including transit contributions and purchase of clean-air vehicles for the City's fleet.
PROPOSITION C TRANSPORTATION	The county-wide sales tax allocation is used to fund transportation improvements, including rehabilitation of arterial streets.
PROPOSITION A TRANSIT	The county-wide sales tax allocation is used to fund the City's contribution to local public transit.
PUBLIC SAFETY GRANTS	Grant income supplements local law enforcement services.
MEASURE R TRANSPORTATION	The county-wide sales tax allocation is used to fund transportation improvements, including rehabilitation of arterial streets.

RANCHO PALOS VERDES FUND DESCRIPTIONS

HABITAT RESTORATION	Developer and other mitigation fees are used for habitat restoration on City-owned property.
SUBREGION 1 OPEN SPACE MAINT	Interest earned from a developer endowment is used to maintain open space and trails dedicated to the City upon development of the Subregion 1 tract, known as Oceanfront Estates.
MEASURE A PARKS MAINT/IMPROV	The allocation of county bond money is used for acquisition and maintenance of open space and park improvements. Staff expects that allocations for maintenance will continue to be available through FY18-19, with the fund being closed by FY19-20.
ABALONE COVE SEWER DISTRICT	Property assessments are used to maintain the Abalone Cove sewer system in the City's landslide area.
GINSBURG CULTURAL ARTS BUILDING	The private donation will be used for either a building to be constructed at Upper Point Vicente to be used for dancing and other cultural activities, or for the purchase of open space within the City for habitat conservation and passive recreation.
DONOR RESTRICTED CONTRIBUTIONS	Donations are use to construct or acquire recreational facilities, as directed by the donor.
QUIMBY DEVELOPMENT IMPACT	Developer fees are used for construction or acquisition of park and recreation facilities.
LOW-MOD INCOME HOUSING	As part of redevelopment agency dissolution, the City elected to accept the housing function and assets of the former redevelopment agency. The City is required to account for the long-term housing receivables held by the former redevelopment agency in a separate fund to help facilitate compliance with redevelopment housing law that is still effective after the dissolution of redevelopment agencies. In addition, per redevelopment dissolution law, 20% of any repayment of the City's loan to the former redevelopment agency must be deposited into this fund. The assets of this fund must be used to provide affordable housing for low and moderate income households within the City.
AFFORDABLE HOUSING IN-LIEU	Developer fees are used to provide for affordable housing within the City.
ENVIRONMENTAL EXCISE TAX	Taxes received in connection with new construction are used to pay for City facilities.
BIKEWAY/PEDESTRIAN IMPROVEMENTS	The state apportionment of Transportation Development Act Article 3 revenue is used for construction of facilities to improve pedestrian and bicycle access.
WATER QUALITY/FLOOD PROTECTION	Storm drain user fees are used to maintain and improve City-owned storm drain facilities. The user fee sunsets in FY15-16.
IMPR AUTHORITY PORTUGUESE BEND	The General Fund transfers money to provide for maintenance of improvements in the Portuguese Bend section of the landslide area constructed with redevelopment tax increment prior to statewide redevelopment dissolution in 2012.
IMPR AUTHORITY ABALONE COVE	As part of a 1987 Reimbursement and Settlement Agreement resulting from a lawsuit related to the active landslide, the interest earned on a non-spendable $1 million deposit is used to maintain Abalone Cove landslide abatement improvements. The maintenance activities in this fund are also subsidized with operating transfers from the General Fund.

Flow of Funds



CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
Property Tax	General	$ 7,231,561	No	Ad valorem tax imposed by the state on real property (1% of assessed value), administered by the County, and allocated to various agencies including the City. City share was set with allocation formula based on local agencies' average property tax revenue for 1975-1977.	California Constitution Article XIII and XIIIA; Revenue and Tax Code §§95, 97.
Property Tax in lieu of Vehicle License Fees	General	$ 4,195,096	No	Replacement of state-shared Vehicle License Fees with additional shares of property tax.	California Constitution Article XIII and XIIIA; Revenue and Tax Code §§95, 97.
Property Tax in lieu of Sales Tax	General	$ 279,198	No	Replacement of 1/4 of the 1% Bradley-Burns sales tax with additional shares of property tax. The tax swap is scheduled to end January 1, 2016.	California Constitution Article XIII and XIIIA; Revenue and Tax Code §§95, 97.
Sales & Use Tax	General	$ 1,993,936	No	Tax imposed on total retail price of any tangible personal property and the use or storage of such property when sales tax is not paid. Tax is administered by the state. Prior to 2004, the City received the basic 1% Bradley-Burns rate. In 2004, the state reduced the City allocation by 1/4 and replaced it with additional shares of property tax. The tax swap is scheduled to end January 1, 2016	California Constitution Article XIII §§25.5(a)(2), 29; Revenue and Tax Code §7200.

CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
Business License Tax	General	$ 777,490	No	Locally levied tax imposed for the privilege of conducting business within the City. Rates vary by business type and include both flat tax amounts and tax amounts based upon business gross receipts.	Municipal Code Chapter 5.04 (1974). General purpose requires majority vote of voters, special purpose requires 2/3 vote.
Utility Users Tax	General	$ 1,862,000	No	Locally levied tax imposed on the consumption of utility services. The RPV tax is 3% of electricity, gas, and water charges.	Municipal Code Chapter 3.30 (1993). General purpose requires majority vote of voters, special purpose requires 2/3 vote.
Transient Occupancy Tax	General	$ 5,026,400	No	Locally levied tax imposed on occupants for privilege of occupying rooms in a hotel or similar for 30 days or less. The RPV tax is 10% of the room charge.	Municipal Code Chapter 3.16 (1973). General purpose requires majority vote of voters, special purpose requires 2/3 vote.
Documentary Transfer Tax	General	$ 395,000	No	Tax imposed on documents recorded in the transfer of ownership in real estate. Levied by the county at a rate of $1.10 per $1,000 of value transferred. City levy is 50% of the county rate, which is credited against the amount of the county tax due.	Authority to levy: Revenue and Tax Code §11911-11929. Municipal Code Chapter 3.12 (1973). General purpose requires majority vote of voters, special purpose requires 2/3 vote.
Golf Tax	General	$ 447,900	No	Tax imposed on the user of a golf course within the City. Tax is 10% of golf fee paid. Government owned golf courses are exempted (i.e. county owned Los Verdes Golf Course).	Municipal Code Chapter 3.40 (1993). General purpose requires majority vote of voters, special purpose requires 2/3 vote.

CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
Construction/Development Tax	EET	$ -	Yes	Excise tax imposed on the privilege or activity of development and/or the availability or use of municipal services. Rate for 2015 is $1,839 per bedroom with a maximum of $3,678 for residential buildings, and $1.12 per sq. ft. for commercial buildings.	Municipal Code Chapter 3.20 (1974). General purpose requires majority vote of voters, special purpose requires 2/3 vote.
Proposition C Sales Tax	Prop C	$ 636,098	Yes	Half-cent sales tax partially (20%) distributed to cities on a per-capita basis.	Los Angeles County voter approved measure of 1990.
Proposition A Sales Tax	Prop A	$ 766,869	Yes	Half-cent sales tax partially (25%) distributed to cities on a per-capita basis.	Los Angeles County voter approved measure of 1980.
Measure R Sales Tax	Measure R	$ 477,079	Yes	Half-cent sales tax partially (15%) distributed to cities.	Los Angeles County voter approved measure of 2008.
Benefit Assessments on Property	1972 Act, 1911 Act & El Prado	$ 810,515	Yes	A charge levied on real property for a local public improvement or service that specifically benefits the property.	Varies based upon type of assessment. Typically majority mail ballot vote of property owners. In 1992, the City established a benefit assessment district for street landscaping and lighting using 1972 Act procedures (Resolution No. 92-85). In 1995, the City approved the transfer of street lighting assessments from the County (Resolution No. 95-9), which were originally imposed using 1911 Act procedures (ad valorem tax).

CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
User and Enterprise Fees	General & Street Maintenance	$ 115,080	Both	Fee paid to a municipality by a person to receive a particular public service (e.g. utility services, photocopy fees, recreation events). The City's revenue includes the Abalone Cove Sewer District user fee.	User fees must be adopted by resolution of the governing board with majority vote. Utility fees must be adopted by ordinance of the governing board with 2/3 vote. Resolution No. 2010-77 for user fees and Municipal Code Chapter 13.06 (2001) for the Abalone Cove sewer user fee.
Property-Related Fees	WQFP	$ 1,384,096	Yes	A levy imposed on a parcel or upon a person as an incident of property ownership for property-related service.	Majority mail ballot vote of property owners, or by 2/3 vote of the registered voters. Municipal Code Chapter 3.44 (2005) for storm drain user fee.
Development Impact Fees, Dedications & Exactions	Quimby & Affordable Housing	$ -	Yes	Dedications of property or fees to compensate for new demands on public resources resulting from development of land, and imposed as a condition of development approval.	Municipal Code Chapters 16.20 (1975) for the Quimby Parkland Dedication Fee and 17.11 (1997) for the Affordable Housing In-Lieu Fee.
Regulatory Fees	General	$ 2,001,600	No	Charge imposed on a regulated action to pay for public services necessary to regulate the activity or mitigate the impacts of the fee payer on the community. Permit fees are included in this category.	Majority vote of governing body. Resolution No. 2010-77.

CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
Cable & Video Franchises	General	$ 740,600	No	Payment from a cable or video franchisee as "rent" or "toll" for the use of the municipality right of way. City's franchise agreement with Cox Cable expires October 2015. Upon expiration, City will continue to receive 3% franchise fee through the state franchise agreement.	Prior to 2008, majority vote of governing body. As of 2008, granted by state. City may request up to 1% add-on fee (in quarter-percent increments) to the cable user bill through the state franchise agreement. This fee can only be used for capital expenditures related to Public, Educational & Government Access (PEG).
Solid Waste Franchises	General & Waste Reduction	$ 770,900	Both	Payment from a solid waste management franchisee as "rent" or "toll" for the use of the municipality right of way. The City has also imposed recycling fees and AB939 fees on waste haulers.	Franchise fees are imposed by a majority vote of governing body. AB939 fees are authorized by the California Integrated Waste Management Act of 1989.
Electric, Gas, Water & Oil Franchises	General	$ 772,000	No	Payment from a franchisee as "rent" or "toll" for the use of the municipality right of way.	Majority vote of governing body.
Licenses & Permits	General	$ 179,500	No	Issued to regulate activities within a local jurisdiction.	Majority vote of governing body. Resolution No. 2010-77.
Fines, Forfeitures & Penalties	General	$ 120,000	No	Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.	Court fines are set by California Uniform Bail and Penalty Schedule. Majority vote of governing body for parking fines (Municipal Code Chapter 10.32) and false alarm fines (Municipal Code Chapter 9.04).
Rents, Royalties & Concessions	General	$ 734,500	No	Revenues from rental or use of city property and/or resources.	Majority vote of governing body.

CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
Investment Earnings	Various	$ 349,410	Both	Revenue earned from the investment of idle public funds.	Majority vote of governing body to approve annual investment policy, which must meet minimum requirements of Government Code §53601.
Gifts	General & Donor Restricted Contributions	$ 27,000	Both	Contributions to the City for a public purpose.	Government Code §37354.
Motor Vehicle License Fee	General	$ -	No	State imposed tax for the privilege of operating a vehicle on public streets. Prior to 2004, this revenue was shared with the City. In 2004, the state replaced roughly 2/3 of the revenue to the City with additional shares of property tax. Since 2004, the City's remaining allocation has been eliminated, as the distribution formula provides a baseline of revenue to other agencies leaving nothing to be distributed to the City. Current revenue is limited to prior year adjustments.	California Constitution article XI §15 and Revenue and Tax Code §§10751 & 11005.
Air Quality Assessment	AQMD	$ 50,000	Yes	An assessment on the state Motor Vehicle Fee for air quality related activities distributed to cities on the basis of population.	California Health & Safety Code §44220-44247.

CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
Motor Vehicle Fuel Tax	Street Maintenance	$ 924,797	Yes	An 18-cent per gallon tax on fuel used to propel a motor vehicle. City receives state subvention for about 3 cents of this tax.	Tax authorized by California Constitution article XIX §1; Revenue & Tax Code §§7301-8404, 8601-9355; and Streets & Highways Code §§2104-2107.5.
Citizens Option for Public Safety (COPS)	Public Safety Grants	$ 100,000	Yes	Revenue granted from the state General Fund for supplemental public safety services.	Government Code §30061-30065.
Proposition 172 Public Safety Sales Tax	General	$ 75,000	No	State voter approved half-cent sales and use tax as partial mitigation for Educational Revenue Augmentation Fund (ERAF) property tax shifts from cities and counties. Cities receive about 6% of the revenue.	California Constitution article XIII §35 and Government Code §30051.
Homeowners Property Tax Relief Reimbursement	General	$ 49,700	No	Revenue to offset city loss of property tax for state imposed homeowner exemption of $7,000 per dwelling.	California Constitution article XIII §3(k), Revenue and Tax Code §218, and Government Code §§16120-16123, 29100.6.
State Mandate Reimbursement	General	$ -	No	State reimbursement to cities and counties for the cost of programs and services mandated by the state.	California Constitution article XIIIB §6 and Revenue and Tax Code §2201.
Federal Grants & Aid	CIP, CDBG & Various	$ 742,678	Yes	Various annual and one-time awards from federal, state and county agencies vary from year to year.	Various for the granting agency.

CALIFORNIA MUNICIPAL REVENUE SOURCES

Revenue Source	Deposited to Fund	FY15-16 RPV Budget	RPV Restricted?	Description	Authority
Cost Recovery	General	$ 85,886	No	In general, cost recovery applies to user fees (recovering the cost of providing a service), regulatory fees (e.g. building permits), and fines/penalties; which have been discussed above. The City's revenue presented here represents the administrative allowance received by the City to manage redevelopment dissolution, repayments of the City's loan to the former RDA, as well as reimbursements from prior period activity.	California Health & Safety Code §34161.
Total Sources**		**$ 34,121,889**			

***Excludes interfund transactions*

CHART OF ACCOUNTS

Account Structure	**FFF-PPPP-AAA-EO-EO**
FFF	FUND
PPPP	PROGRAM
AAA	ACTIVITY
EO-EO	EXPENDITURE OBJECT

FUND #	FUND NAME
101	GENERAL FUND
202	STREET MAINTENANCE
203	1972 ACT LANDSCAPING & LIGHTING
209	EL PRADO LIGHTING DISTRICT
211	1911 ACT STREET LIGHTING
212	BEAUTIFICATION
213	WASTE REDUCTION
214	AIR QUALITY MANAGEMENT
215	PROPOSITION C
216	PROPOSITION A
217	PUBLIC SAFETY GRANTS
219	AFFORDABLE HOUSING COMMUNITY DEVELOPMENT LAW
220	MEASURE R
222	HABITAT RESTORATION
223	SUBREGION ONE MAINTENANCE
224	MEASURE A MAINTENANCE
225	ABALONE COVE SEWER DISTRICT
227	GINSBURG CULTURAL ART BLD
228	DONOR RESTRICTED CONTRIBUTIONS
285	IA PORTUGUESE BEND MAINTENANCE
310	CDBG
311	CDBG-R
330	INFRASTRUCTURE IMPROVEMENTS
334	QUIMBY PARK DEVELOPMENT
337	AFFORDABLE HOUSING PROJECTS
338	DEVELOP IMPACT MITIGATION (EET)
339	MEASURE A CAPITAL
340	BICYCLE & PEDESTRIAN ACCESS
501	WATER QUALITY/FLOOD PROTECTION
681	EQUIPMENT REPLACEMENT
685	EMPLOYEE BENEFITS
795	IA ABALONE COVE MAINTENANCE

PROGRAM #	PROGRAM NAME
1001	City Council
1002	City Manager
1003	City Attorney
1004	Administrative Services
1005	Community Outreach
1006	RPV TV Channel 33
1010	Risk Management
1011	Personnel
1015	Employee Benefits
1021	Sheriff
1023	Neighborhood Watch
1024	Special Programs
1025	Animal Control
1026	Emergency Preparedness
1027	Public Safety Grants
2020	Financial Services
2030	Information Technology - Data
2035	Information Technology - Voice
2082	Computer Equipment Replacement
3001	Public Works Administration
3002	Street Pavement Maintenance
3003	Street Landscape Maintenance
3004	Traffic Signal Maintenance
3005	Portuguese Bend Road Maintenance
3006	Traffic Management
3007	Storm Water Quality
3008	Building Maintenance
3009	Parks/Trails/Open Space Maintenance
3010	1972 Act Landscaping & Lighting
3011	1911 Act Street Lighting
3012	Beautification
3013	Waste Reduction
3014	Air Quality Management
3015	Proposition C
3016	Proposition A
3019	El Prado Lighting
3020	Measure R
3022	Habitat Restoration
3023	Subregion 1 Maintenance
3024	Measure A Maintenance
3025	Abalone Cove Sewer District Maintenance
3026	Sewer Maintenance
3027	Ginsburg Cultural Arts Building
3030	Infrastructure Improvements Administration
3031	Street Improvements
3032	Storm Drain Improvements
3033	Parks/Trails/Open Space Improvements
3034	Quimby Projects
3035	Sewer Improvements
3036	Building Improvements
3037	Storm Water Quality Improvements
3038	EET Projects
3039	Measure A Projects
3040	Bicycle/Pedestrian Access
3043	Landslide Management
3052	Water Quality/Flood Protection
3081	Vehicle Maintenance
3086	Building Replacement/Improvements
3088	IA Portuguese Bend Maintenance
3089	IA Abalone Cove Maintenance
309X	CDBG
4001	Planning
4002	Building & Safety
4003	Code Enforcement
4004	View Restoration
4005	NCCP
4006	Geology
4036	City Low-Mod Income Housing
4037	Affordable Housing Projects
5010	Recreation Administration
5028	Donor Restricted Contributions
5030	Recreational Facilities
5031	Fred Hesse Jr. Park
5032	Robert E. Ryan Park
5033	Ladera Linda Community Center
5034	Abalone Cove Shoreline Park
5040	Special Events
5060	Point Vicente Interpretive Center (PVIC)
5070	REACH
5080	Support Services
6000	Non-Departmental
6083	Furniture and Equipment Replacement

ACTIVITY #	ACTIVITY NAME
411	City Administration
421	Public Safety
431	Public Works
441	Community Development
451	Recreation & Parks
461	Capital Outlay
471	Debt Service
491	Interfund Activity
499	Internal Services

EXP OBJECT #	EXPENDITURE OBJECT NAME
11-00	SALARIES & WAGES - FULLTIME
12-00	SALARIES & WAGES - PARTTIME
13-00	SALARIES & WAGES - OVERTIME
21-00	HEALTH INSURANCE
22-00	FICA/MEDICARE
23-00	PERS RETIREMENT
24-00	TUITION REIMBURSEMENT
25-00	DEFERRED COMP MATCHING CONTRIBUTION
27-00	EMPLOYEE BONUSES
28-00	RETIREMENT HEALTHCARE
29-00	EMPLOYEE BENEFITS ALLOCATION
32-00	PROFESSIONAL SERVICES
33-00	LEGAL SERVICES
41-10	UTILITY SERVICE - WATER
41-20	UTILITY SERVICE - GAS
41-30	UTILITY SERVICE - ELECTRIC
41-40	UTILITY SERVICE - TELEPHONE
43-00	MAINTENANCE SERVICES
44-10	RENTALS - BUILDING
44-20	RENTALS - VEHICLES/EQUIPMENT
52-00	INSURANCE
53-00	POSTAGE
54-00	ADVERTISING
55-00	PRINTING & BINDING
56-00	TRAVEL
57-00	MEETINGS & CONFERENCES
59-10	EDUCATION - TRAINING
59-20	EDUCATION - MEMBERSHIPS & DUES
59-30	EDUCATION - PUBLICATIONS & JOURNALS
61-00	OP SUPPLIES/MINOR EQUIP
62-00	PURCHASES FOR RESALE
68-00	TRANSACTION FEES
69-00	MISCELLANEOUS EXPENSES
71-00	LAND
72-00	BUILDINGS
73-00	IMPROV OTHER THAN BLDGS
75-10	EQUIPMENT - FURNITURE & OTHER EQUIPMENT
75-20	EQUIPMENT - COMPUTERS
76-00	VEHICLES
81-00	PRINCIPAL
82-00	INTEREST
91-00	INTERFUND TRANSFERS OUT
92-00	PASS THRU TO OTHER AGENCIES
93-00	GRANTS TO OTHER ENTITIES
94-10	INTERFUND CHARGES - EQUIPMENT REPLACEMENT
94-20	INTERFUND CHARGES - PUBLIC WORKS OVERHEAD

FINANCIAL ANALYSIS & ECONOMIC OUTLOOK

Recognition of Revenues & Expenditures

Governmental Funds

The City recognizes revenue in governmental funds when the revenue is both measurable and available. Measurable means the amount can be determined. Available generally means received within 60 days of the fiscal year end of June 30th. Expenditures in governmental funds are recorded when the liability is incurred.

Enterprise Fund and Internal Service Funds

The City maintains 1 enterprise fund (Water Quality Flood Protection) and 2 internal service funds (Equipment Replacement and Employee Benefits). Revenues are recognized when they are earned (even if not available), and expenses are recorded when the liability is incurred.

Financial Policies

The City's financial policies are summarized below, and are available in full text on the City's website.

Reserve Policy

The requirements and status of City Council Policy No. 41 are summarized in the following chart:

Fund	Reserve Policy	Policy Amount	Estimated June 30, 2016	Excess/ (Deficiency)
General Fund	50% of budgeted annual expenditures.	10,468,374	12,657,577	2,189,203
Street Maintenance	One year of road maintenance in the landslide area of the City.	526,000	617,997	91,997
Habitat Restoration	Emergency projects of $50,000 and future maintenance endowment of $84,969; which grows each year by $10,000 plus accrued interest, as required by the City's Natural Communities Conservation Plan.	156,153	1,420,472	1,264,319
Subregion 1	Nonspendable developer endowment.	750,000	781,868	31,868
CIP	Emergency or future projects. Funded with General Fund money equivalent to annual transient occupancy tax and prior year favorable General Fund expenditure variance (if applicable).	3,000,000	17,014,170	14,014,170
Equipment Replacement	Estimated replacement cost of capitalized equipment held.	1,723,882	1,724,312	430

Balanced Operating Budget

City Council Policy No. 45 requires the City Council to adopt an annual operating budget where recurring expenditures do not exceed recurring revenues, and ongoing expenditures are not funded with one-time revenue sources. The operating budget is defined as the General Fund budget. To demonstrate compliance with this policy, a summary of the FY15-16 General Fund budget follows.

FY15-16 General Fund Budget	Recurring	One-Time	Total
Revenue	$ 27,882,209	$ -	$ 27,882,209
Transfers From Other Funds	208,000	-	208,000
Estimated Excess General Fund Reserve		2,263,842	2,263,842
Expenditures	(20,748,748)	(188,000)	(20,936,748)
Transfers to Other Funds	(7,228,100)		(7,228,100)
FY15-16 Net Activity	**$ 113,361**	**$ 2,075,842**	**$ 2,189,203**

Annual Investment Policy

California Government Code Section 53607 allows for the governing body of a local agency to delegate the authority to invest its funds for a one-year period to the treasurer of the local agency. The City Council and the Improvement Authority Board annually adopt investment policies that delegate investment authority to the treasurer of the City and Improvement Authority, and outline the types of investments the treasurer is authorized to make. The investment policy is in compliance with the local agency investment requirements set forth in California Government Code Section 53601.

Five-Year Financial Model

City Council Policy No. 18 requires analysis, update and review of a Five-Year Financial Model as part of the annual budget process. The Finance Advisory Committee (citizens committee appointed by the City Council) annually reviews the Model. The Model includes the funded projects from the Five-Year Capital Improvement Plan, and Year 1 of the Model is the proposed budget for the coming fiscal year.

Five-Year Capital Improvement Plan

Although not required by law or City Council policy, it is considered a best practice to produce a five-year capital improvement plan document as a guide for the efficient and effective provision of resources for improvement and maintaining public infrastructure and facilities. The Five-Year Capital Improvement Plan is updated annually during the budget process, and incorporated into the Five-Year Financial Model. The City's Planning Commission reviews the document annually

for consistency with the City's General Plan. The document is included as an Appendix at the end of this budget document.

Audit Committee

City Council Policy No. 44 established a subcommittee of the City Council to serve as the City's Audit Committee. Two members of the City Council, annually appointed by the Mayor, serve as the Audit Committee. The City's independent financial statement auditor(s) report directly to the Audit Committee.

Purchasing Ordinance

The City's purchasing policy is documented in Municipal Code Chapter 2.44, referred to as the Purchasing Ordinance. A summary of the policy follows.

- Purchases of supplies and services of more than $500 require a City issued purchase order.
- Purchase orders are not required for payments for utility service (e.g. electricity), leases, and credit card purchases and payments.
- Purchases of supplies and services of more than $5,000 require informal bids.
- Purchases of supplies and services of more than $25,000 require formal bids and a contract approved by the City Council.
- Licensed professionals such as attorneys, architects, engineers, and financial advisors are exempt from bid requirements.
- All work performed by vendors on private property, or work with increased liability requires a City contract for all amounts.
- The City Manager can approve contracts for amounts up to $25,000.
- Purchases for Public Projects, as defined by California Code Section 22002, are subject to bid and contract requirements set forth in the California Uniform Public Construction Cost Accounting Act.

Travel and Meetings

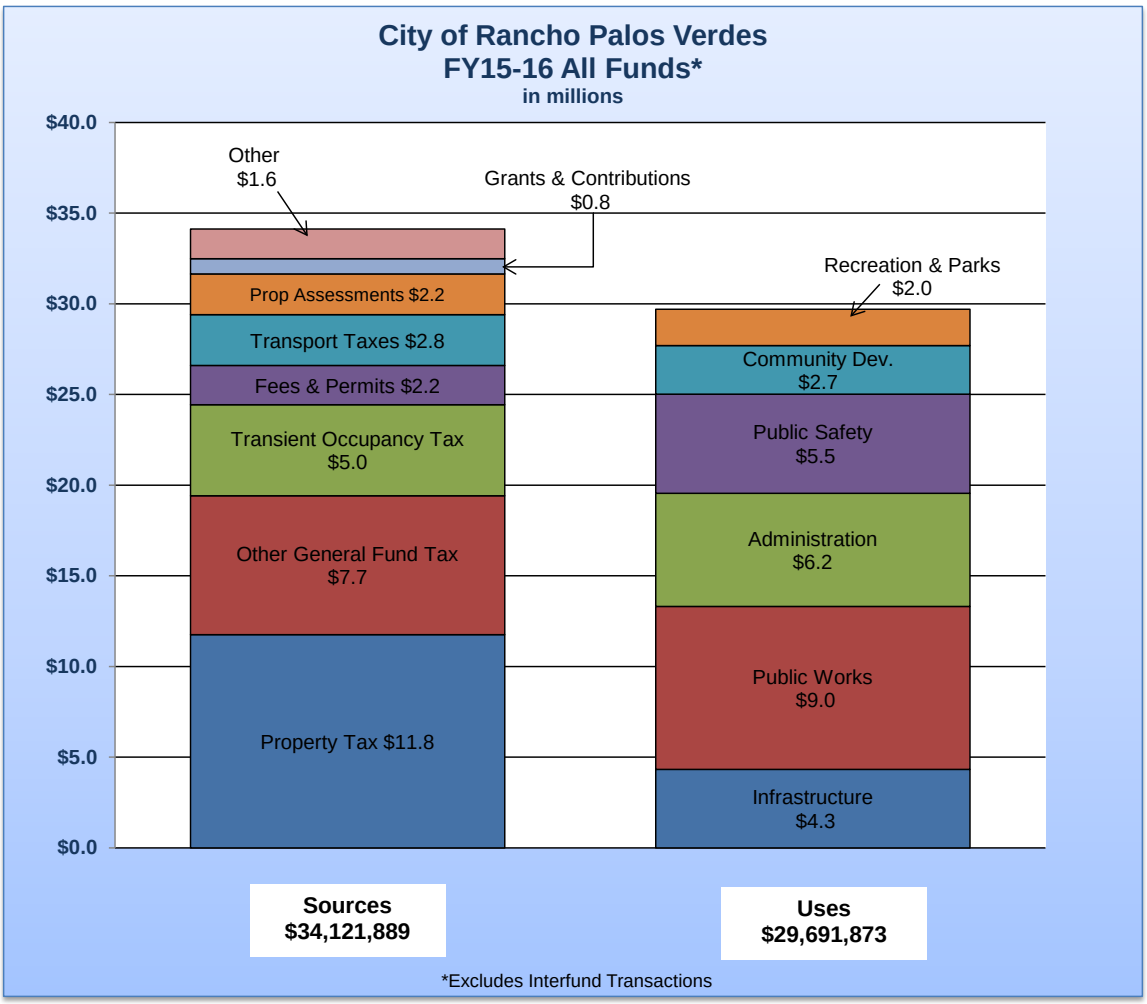
To assure the needs of the City are being met while limiting unnecessary expenditures, the City Council adopted Policy No. 16 outlining the procedures for travel and meeting expenses incurred by the City Council and its Committees/Commissions.

Midyear Budget Review

Per Municipal Code Section 3.32.130, the City Council is to be provided with a midyear status report on the budget and any Staff recommendations. The report is typically presented to City Council in February of each year.

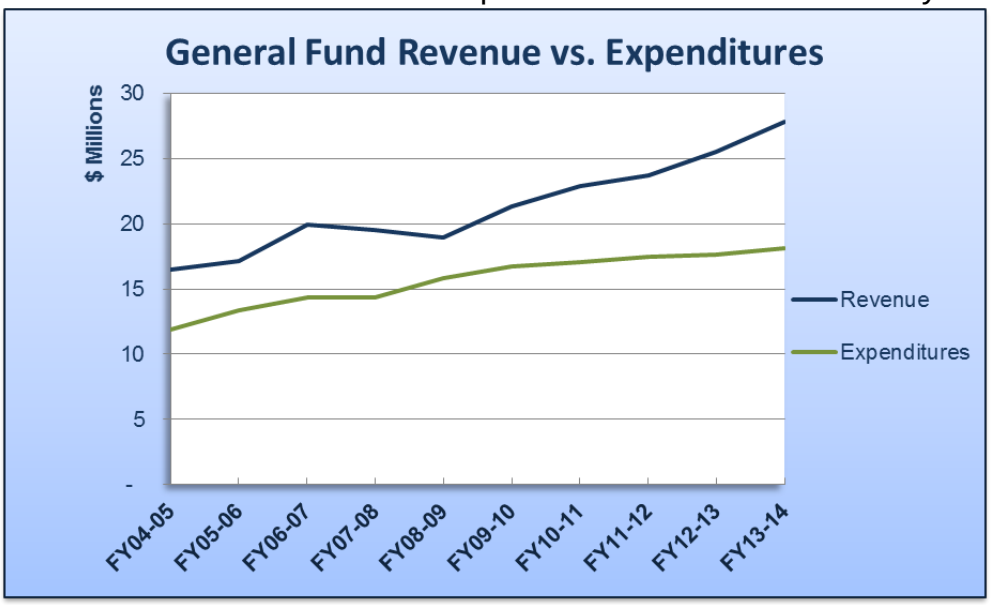
Overview of Sources & Uses

The Citywide budget includes all funds of the City and its component unit, the Improvement Authority.



The General Fund is the primary operating fund of the City and accounts for about three-quarters of the City-wide budget, with the remaining portion primarily accounting for restricted funding from outside sources. As such, the financial analysis presented herein will focus on the General Fund.

General Fund Revenue vs. Expenditures – A Ten-Year History



City Council and Staff have worked together to manage costs, balancing expenditures against revenue. Over the last ten years, General Fund revenue has increased an average of 6% annually, and expenditures have increased an average of 5% annually; enabling the City to fund infrastructure improvements with excess revenue.

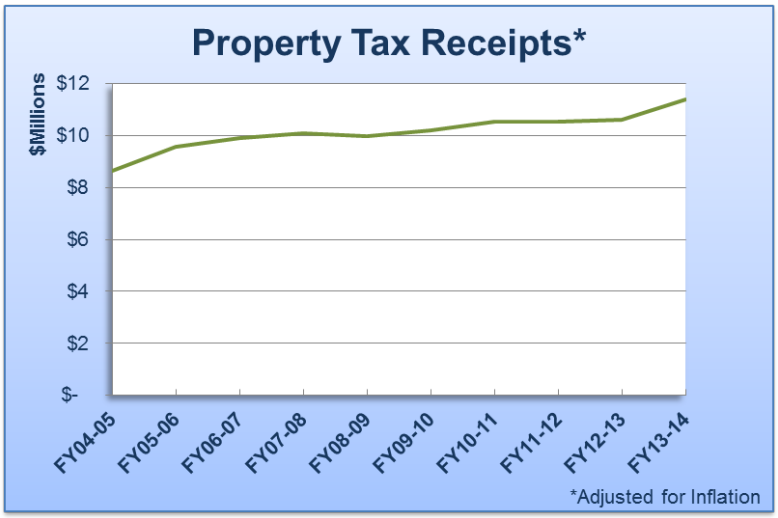
In FY06-07, the City's average investment earnings rate increased from 3.85% to 5.12%, Pt. Vicente Interpretive Center opened generating new rental and gift shop revenue, and the City completed a one-time exchange of Proposition A monies for $0.8 million of General Fund money. Interest earnings steadily decreased after FY06-07. However, in FY09-10 the Terranea Resort opened generating a significant amount of new tax revenue for the City.

For the discussion of individual revenues and expenditures below, 10-year historical data has been adjusted for inflation to provide a more accurate picture of growth or decline.

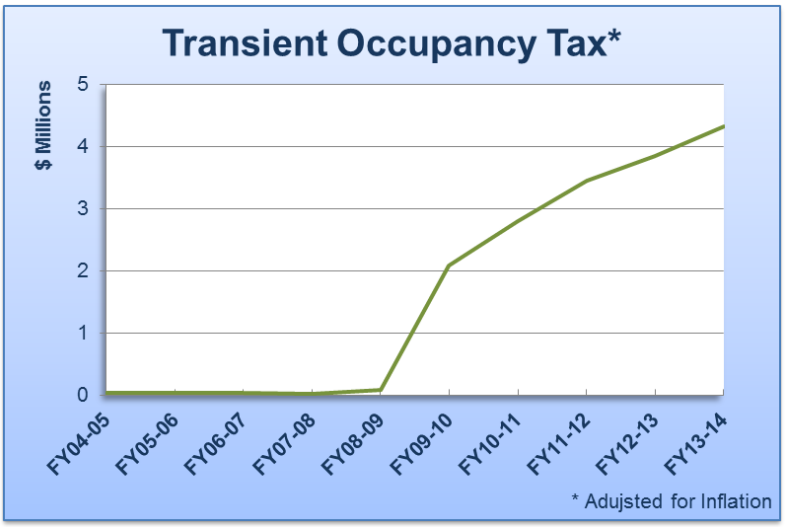
<u>Primary General Fund Revenues</u>

The revenue sources discussed herein are summarized below and account for 82% of total General Fund Revenue.

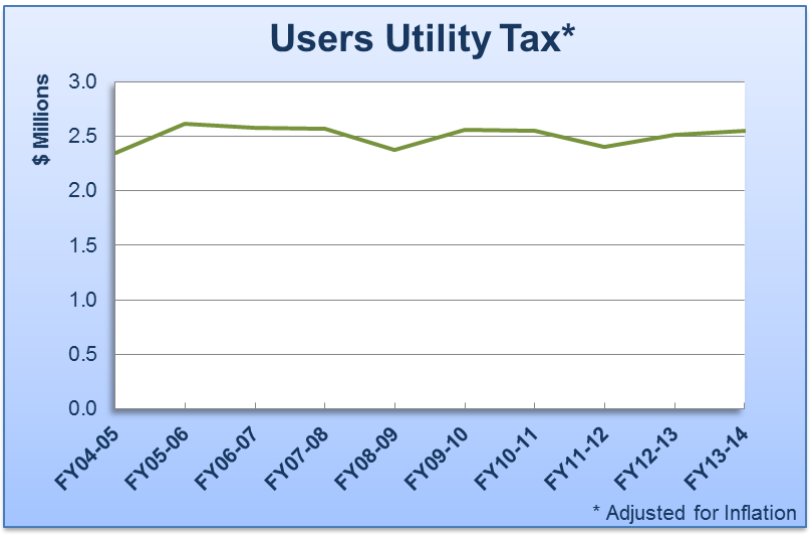
		FY15-16
Property Tax	42%	$11,755,556
Transient Occupancy Tax	18%	5,026,400
Utility Users Tax	7%	1,862,000
Franchise Tax	8%	2,101,000
Sales Tax	7%	2,068,936
Other Revenue	18%	5,068,317
Total General Fund Revenues	**100%**	**$27,882,209**



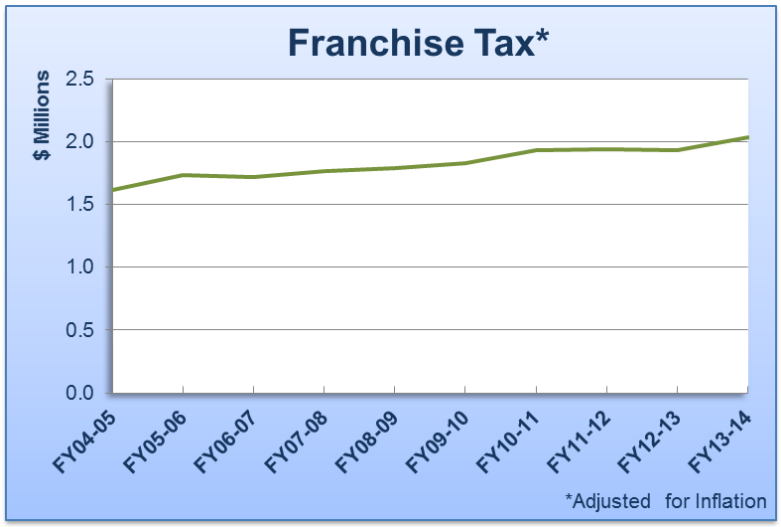
Property tax is the City's largest source of revenue. The City receives an approximate 6% share of the 1% property assessment. The base property tax revenue has grown an average of 5.6% annually over the last 10 years. On average, property assessments are much lower than property values in the City; and the City benefits greatly each time a property is sold and re-assessed. Property tax is expected to grow by another 3.29% for FY15-16.



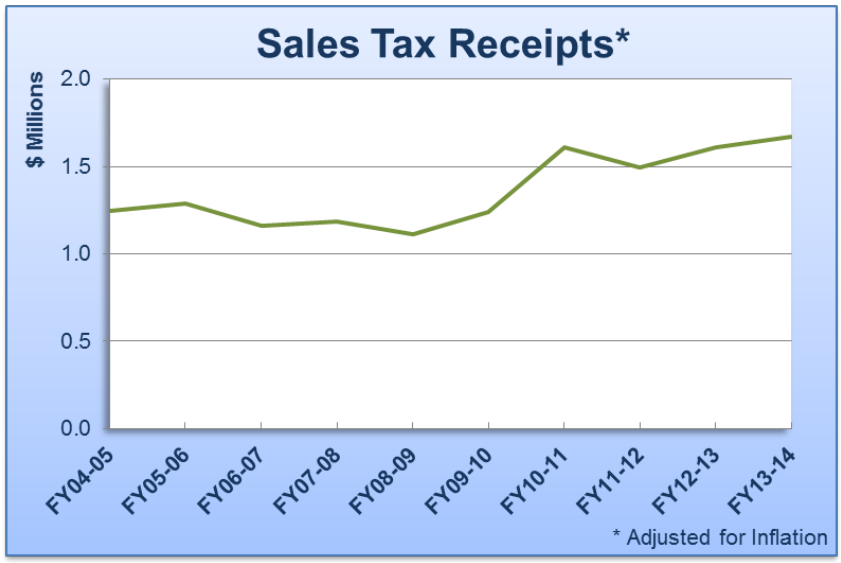
Terranea Resort, the primary source of Transient Occupancy Tax (TOT) revenue, opened in 2009. Instead of increasing the operating budget, the City Council directed that this General Fund revenue be used as a source of funding for repairs and improvements to the City's infrastructure. Now that the Resort has been open for 6 years, Staff has conservatively forecasted that the growth rate of TOT will slow. For example, TOT increased by 27% in FY11-12, 13% in FY12-13, and 12% in FY13-14. The FY15-16 budget includes a conservative assumption that TOT will increase by only 5%.



The 3% utility users' tax is levied on customers of water, electricity and gas utilities. Weather conditions and conservation efforts cause minor revenue fluctuations; but this source of General Fund money has remained fairly consistent over the last ten years. In 2014, in response to a legal claim, the City Council suspended collection of UUT for telecommunications services; and in 2015, the City Council removed collection of UUT for telecommunications services from the City's Municipal Code. An overall 3% increase from FY14-15 UUT revenue (which did not include telecommunication services) has been included in the FY15-16 budget based on a mixture of water conservation impacts, and rate increases.



Franchise tax is levied on the providers of utility, refuse and cable services in exchange for use of the City's right-of-way. The City's revenue has steadily increased over the last ten years due to increasing utility rates and the expansion of cable services. An overall 3% increase has been included in the FY15-16 budget.



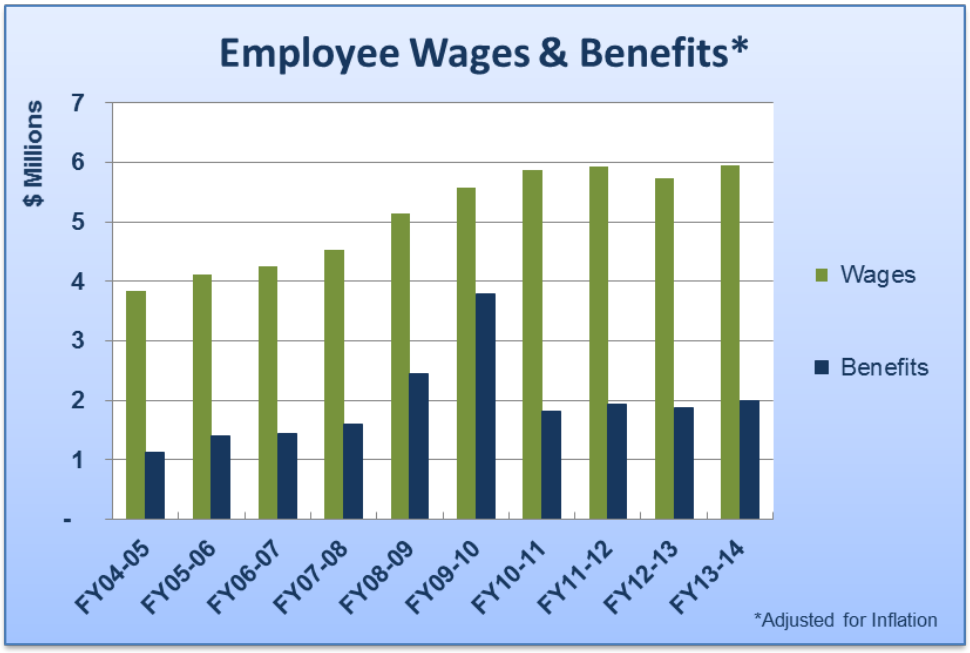
The City's primary sources of sales tax include restaurants, service stations and food markets. Unlike other cities that heavily rely on sales tax from big-box stores and auto malls, the City's sales tax was only minimally impacted during the recession that began in 2008. With the opening of the Terranea Resort in 2009, the City's sales tax grew significantly. In FY11-12, there were substantial decreases in sales of wholesale building materials, business to business heavy supplies, and used auto sales. Although these sectors comprised a small portion of the City's sales tax revenue, the impact was substantial enough to cause an overall 5% decrease in total sales tax revenue. A 4.8% increase has been included

in the FY15-16 budget based upon information received from a California economic research firm.

Primary General Fund Uses (Expenditures & Transfers Out)

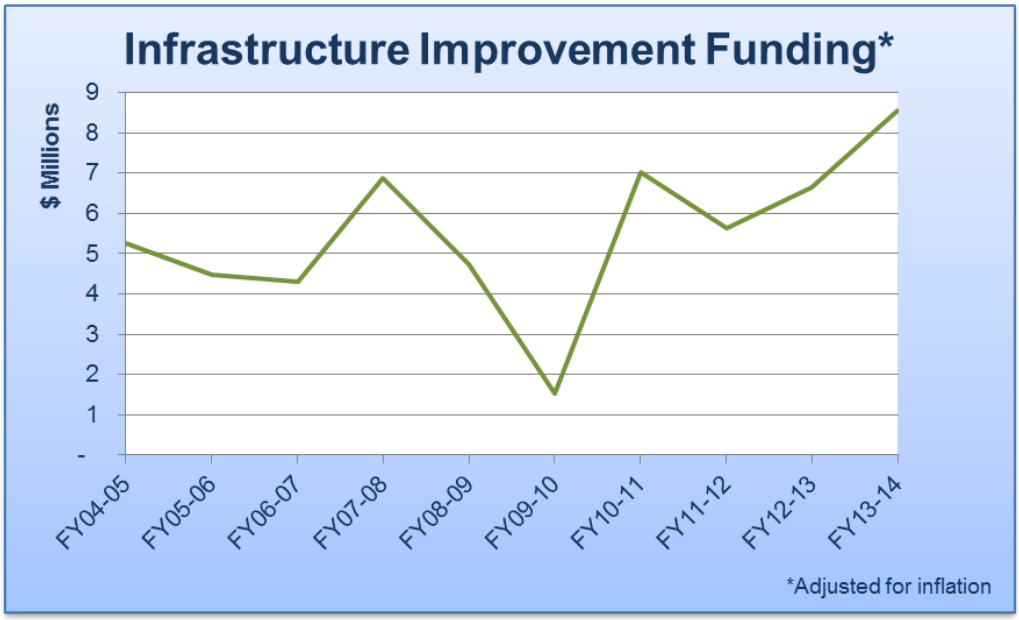
The expenditures discussed herein are summarized below and account for 81% of total General Fund Uses.

		FY15-16
Wages & Benefits	30%	$ 8,530,537
Infrastructure Improvements	24%	6,888,400
Sheriff Contract	18%	5,046,200
Park & Building Maintenance	5%	1,506,500
Legal Services	4%	1,030,000
Other Expenditures & Transfers	18%	5,163,211
Total General Fund Uses	**100%**	**$ 28,164,848**



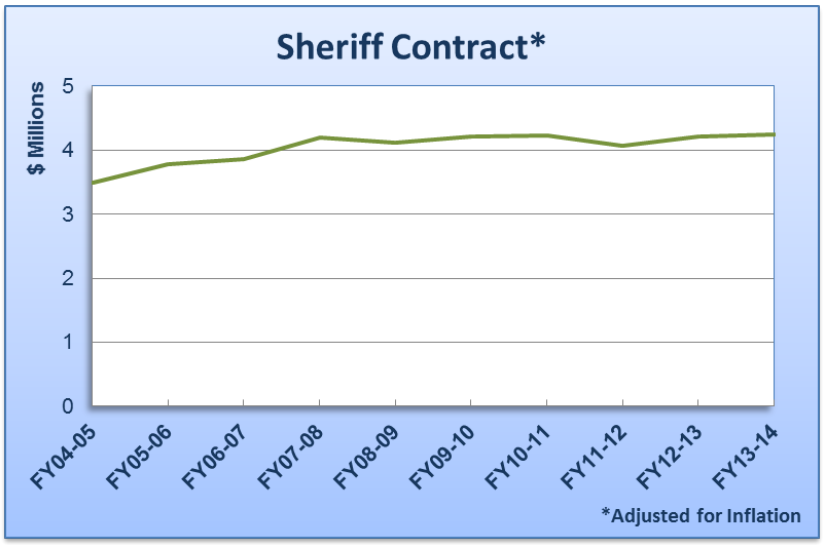
Between FY07-08 and FY08-09, the City Council authorized the addition of 9 full-time employees. Many of the additions were based on recommendations from an outside organizational assessment that concluded certain City functions were underserved. Other additions included providing building inspections in-house versus outside contracting. In FY08-09 and FY09-10, the City expended a total of about $2.4 million to pay off the pension side-fund liability (the City's unfunded pension liability upon entering an employer risk pool in 2003). For FY14-15, the City Council has authorized the funding of 5 additional positions. Two of these positions are within the Community Development Department in response to an upswing in permitting activity. One maintenance position was added in response to increased service requests. One Council Liaison position was added but

remained unfilled, and was reclassified as a Human Resources Analyst for FY15-16. And finally, one administrative position was added to the Recreation & Parks Department to replace a series of part-time employees who were serving that function. Wages have not increased since September 2011. Any subsequent fluctuation in wages is due to employee turnover.

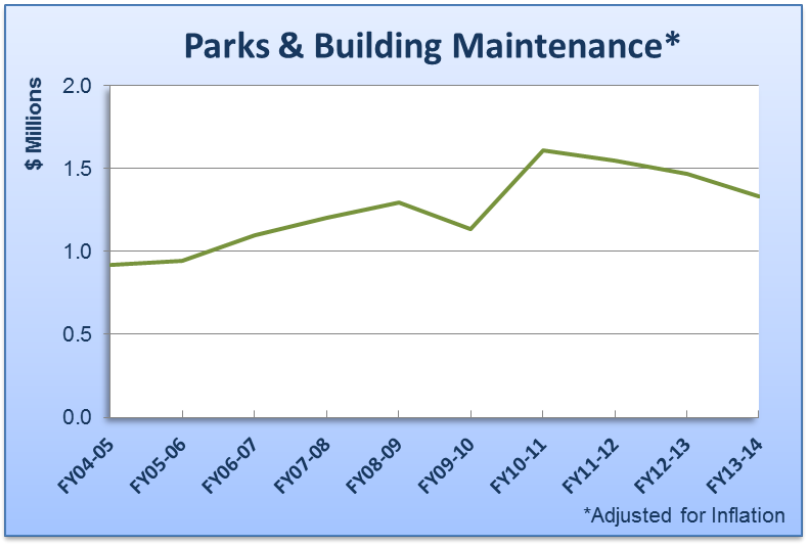


The General Fund has historically provided partial funding for infrastructure improvements; including storm drain projects, park projects, and residential street rehabilitation. Other infrastructure funding has come from grants, transportation taxes, and other restricted monies. Funding varies year to year based on the availability of General Fund money and project requirements. During the four years beginning with FY04-05, the General Fund transferred a total of $10.3 million to the Water Quality Flood Protection Fund to begin a program of storm drain rehabilitation. Since FY10-11, the General Fund has transferred all transient occupancy tax revenue (total of $16.1 million) to the Capital Improvement Projects (CIP) Reserve. Since the CIP Reserve was established in FY08-09, the General Fund has transferred a total of $11.2 million for residential street rehabilitation. Beginning with the FY15-16 budget, the City Council has designated that annual funding for residential street rehabilitation will be equivalent to the amount of UUT collected by the City. In 2004, the City's voters ratified the 3% UUT rate adopted by the City Council in 1993, based upon information provided by the City that funding was needed for residential street rehabilitation.

In FY12-13, the City Council established a policy to transfer prior year expenditure savings from the General Fund to the CIP Reserve for project funding. The first such transfer occurred in FY12-13 for $1.2 million.



The City provides police services through its contract with the Los Angeles County Sheriff Department. The City has made minor changes to service levels over the years. The FY15-16 budget includes 3 additional Sheriff units dedicated to the City (two patrol and one detective), a 2.5% rate increase, and an increase to the required Liability Trust Fund contribution (from 5% of services to 6%).



The City contracts with outside vendors to provide parks and building maintenance, which includes the maintenance of open space. Expenditure increases through FY10-11 are primarily attributable to the acquisition of additional open space, aging facilities, and increased efforts to reduce fire hazards. Expenditure decreases beginning in FY11-12 are primarily due to employee turnover, and the unavailability of staff to manage maintenance efforts. The FY15-16 budget is 14.9% more than actual FY13-14 expenditures, to provide for a realistic and desirable level of maintenance.

A large portion of the cost of legal services is driven by litigation, which is unpredictable. The City has a history of vigorously defending itself. General legal services (e.g. contract review, general advice, meeting attendance) have remained fairly steady for a number of years, typically about $0.6 million annually.

Financial Ratios

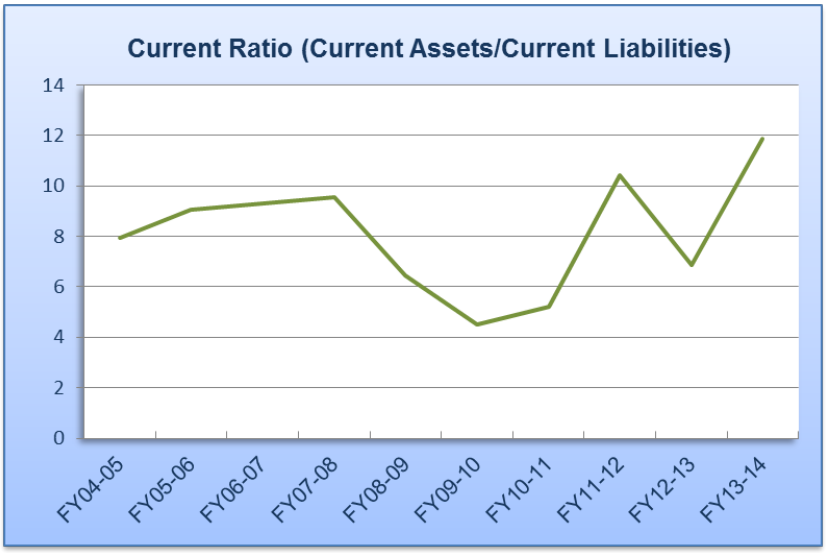
Net Operating Results per Capita

Net operating revenue and expense are calculated from the City's full-accrual government-wide financial statements, and exclude amounts for capital related transactions.

	FY12-13	FY13-14
Population	42,114	42,358
Net Operating Revenue	$30,886,006	$32,847,024
Net Operating Revenue per Capita	**$ 733**	**$ 775**
Net Operating Expense	$22,089,297	$21,049,615
Net Operating Expense per Capita	**$ 525**	**$ 497**

Current Ratio

The current ratio is calculated by dividing current assets by current liabilities, and measures the City's ability to pay short term obligations.



In FY08-09, the City used more than $6 million of cash to construct the McCarrell Canyon storm drain improvement. In FY12-13, the City used more than $4 million of cash to construct the San Ramon Canyon stabilization project. Most recently the City has accumulated General Fund money that was transferred to the CIP Reserve for future projects. During FY14-15, the City Council established an Infrastructure Management Advisory Committee (IMAC); which is expected to make recommendations for long-term infrastructure planning and project prioritization in spring 2016.

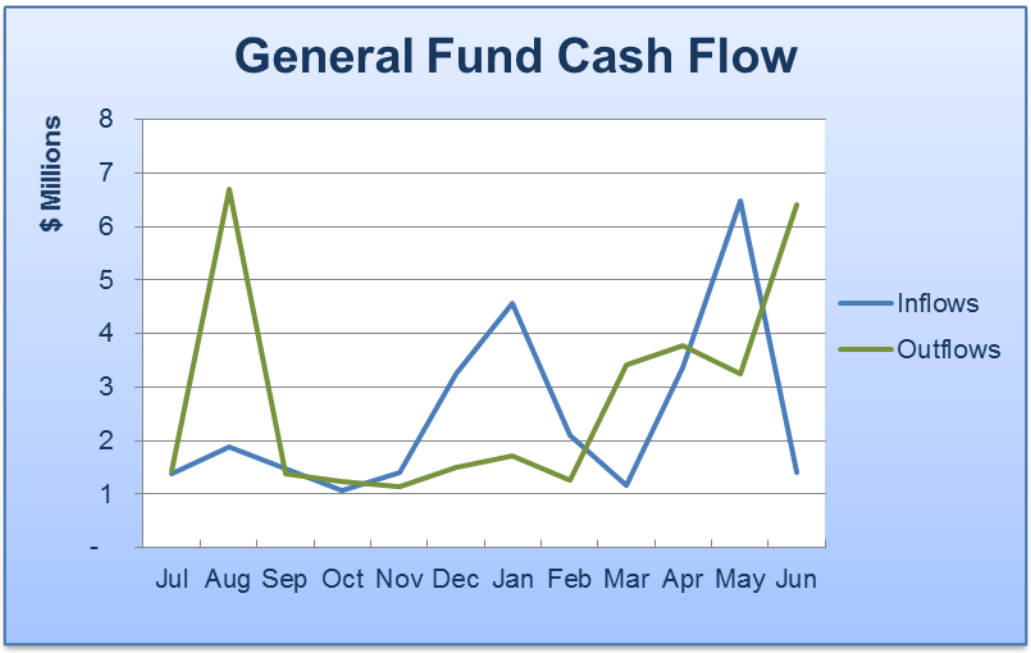
Quick Ratio

The quick ratio, or acid-test ratio, is calculated by dividing cash and investments by current liabilities, and is the most conservative measure of the City's liquidity.

The trend line for the quick ratio is very comparable to the trend line for the current ratio, as cash and investments typically accounts for about 95-97% of the City's current assets.

Cash Inflow/Outflow

The following graphic illustrates the General Fund cash inflow and outflow during the fiscal year. This example is based on FY13-14. The inflows line is representative of normal activity.



The City's largest revenue source, property tax, is primarily received in December and April each year. Peak outflows are unpredictable, usually based upon construction of infrastructure projects. The City's General Fund cash reserves are maintained at a minimum level equivalent to 50% of annual expenditures, due in part to the large biannual receipts of property tax.

Improvement Authority Summary

The Rancho Palos Verdes Improvement Authority maintains landslide mitigation facilities constructed by the former Rancho Palos Verdes Redevelopment Agency. Maintenance activities are segregated into 2 different geographical locations; and therefore, accounted for in 2 separate funds.

Maintenance within the Abalone Cove landslide area is funded in accordance with the 1987 Landslide Settlement Agreement between the City, the former Redevelopment Agency, and Los Angeles County. The agreement required that $1,000,000 of the original $10,000,000 bond proceeds from the County be set aside as a non-spendable deposit from which investment earnings are to be used for the aforementioned maintenance. Investment earnings in recent years have

not been sufficient to fund ongoing maintenance. The General Fund subsidy is expected to be $37,000 for FY15-16.

Unlike Abalone Cove, maintenance within the Portuguese Bend landslide area has no independent source of funding. Therefore, the General Fund provides for this maintenance. The expected General Fund subsidy for FY15-16 is $57,000.

Redevelopment Dissolution

Pursuant to state law, on January 31, 2012 all California redevelopment agencies were dissolved. The Rancho Palos Verdes Redevelopment Agency (RPVRDA) was originally formed in 1984 with the purpose to mitigate hazardous landslides. Property tax increment was primarily used to repay debt to Los Angeles County issued for the construction of landslide mitigation facilities. As required by redevelopment law, 20% of the tax increment revenue was set aside to provide housing for low and moderate income persons.

The former property tax revenue source is now distributed by the county twice annually from the Redevelopment Property Tax Trust Fund (RPTTF) to pay obligations of the RPVRDA, which include a $4.8 million debt to the county and a $12.1 million debt to the City at June 30, 2014. Recognized obligations must be approved by both an Oversight Board appointed to oversee dissolution activities, and the California Department of Finance.

The City serves as the Successor Agency to the RPVRDA, and its Staff administers dissolution activities. The Successor Agency received approval for the debt to the City, allowing it to be repaid from RPTTF. Repayments began in FY14-15, subject to a formula outlined in dissolution law. The FY15-16 repayment is expected to be $47,885; of which, 20% must be deposited into the City's low-moderate income housing fund.

Successor Agency activities are accounted for in a private-purpose trust fund, which is not required to have an adopted budget. Twice annually, the Successor Agency prepares a Recognized Obligation Payment Schedule (ROPS) for approval by the Oversight Board and California Department of Finance. Distributions from the RPTTF are made pursuant to approved ROPS.

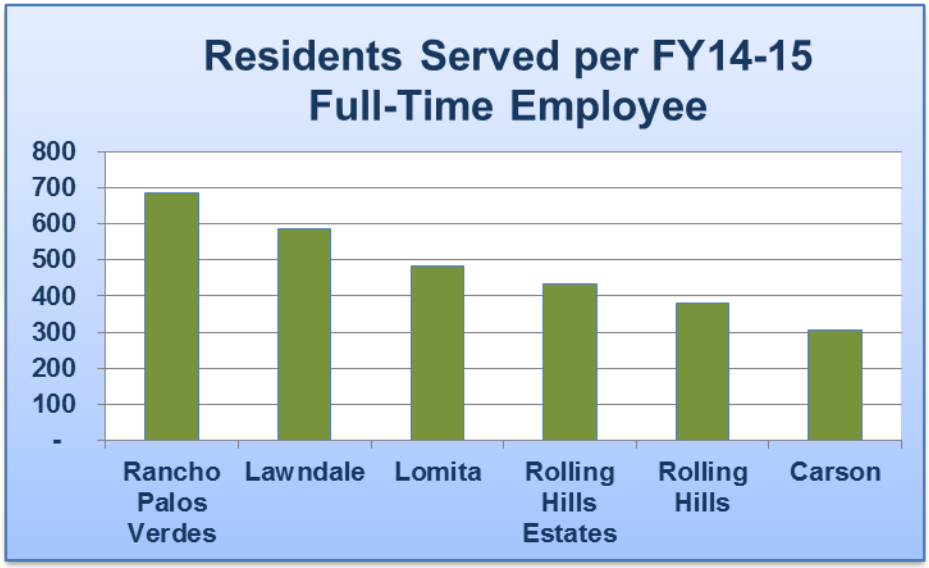
Additional detailed information about dissolution of the RPVRDA may be found in the Notes to the Financial Statements within the City's June 30, 2014 Comprehensive Annual Financial Report (CAFR). The City's CAFR may be viewed on the City's website at the following address.
http://www.rpvca.gov/DocumentCenter/View/5288

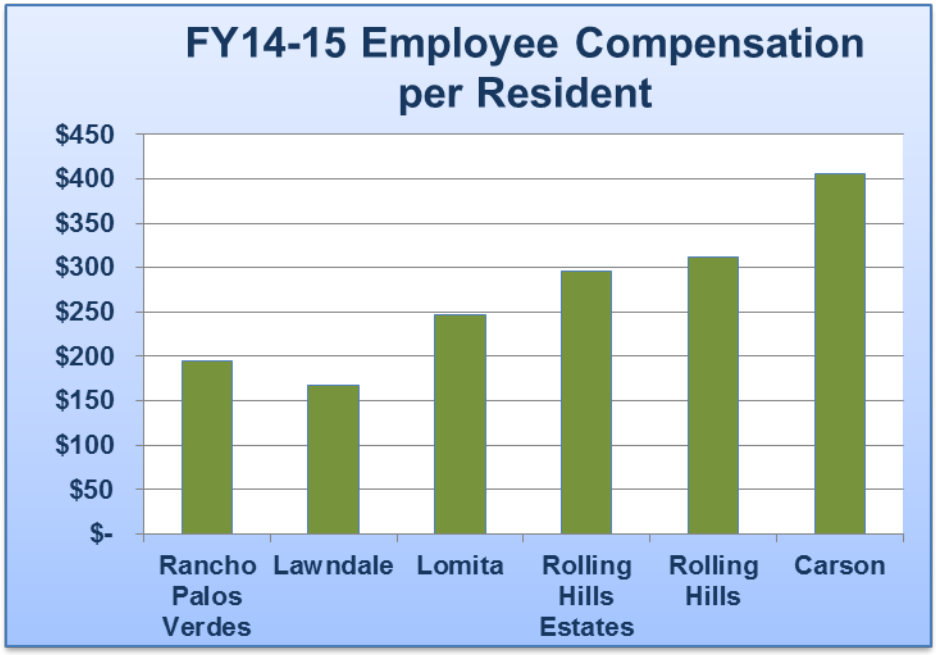
CITY PERSONNEL

The City of Rancho Palos Verdes is a contract city utilizing third party vendors for most of its major services, including public works, police and fire protection. The Community Development and Recreation departments provide the City's in-house operational services including building inspection, code enforcement, planning, and recreation programs. The City has a total staff of 62 authorized full-time employees and about 50 part-time employees who work about 53,000 hours annually (about 29 full-time equivalents), primarily in Recreation & Parks.

Many of the City's full-time employees have professional and technical qualifications. About two-thirds of the full-time positions require a college degree; and there are only 5 full-time administrative support positions. Many of the non-degreed positions have technical qualifications and specific experience requirements.

As the City maintains a small staff, employees wear many different hats; which helps to develop a big-picture perspective. Combined with the institutional knowledge that comes with longevity, the City is able to serve the community with relatively lean staffing levels. The following charts compare Rancho Palos Verdes employee compensation to other contract cities in the South Bay.





	FY15-16	Benefit Ratio
Full-Time Wages	$5,717,205	
Full-Time Overtime	$ 35,254	
Full-Time Benefits	2,084,891	36%
Subtotal Full-Time Compensation	**$7,837,350**	
Part-Time Wages	$ 737,346	
Part-Time Benefits	113,382	15%
Subtotal Part-Time Compensation	**$ 850,728**	
Elected & Appointed Official Stipends	35,340	
Elected & Appointed Official Benefits	88,617	
Subtotal Elected & Appointed Officials	**$ 123,957**	
Grand Total Employee Compensation	**$8,812,035**	

FULL-TIME EMPLOYEE POSITIONS	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16
ADMINISTRATION					
City Manager	1.0	1.0	1.0	1.0	1.0
Deputy City Manager	1.0	1.0	1.0	1.0	1.0
Information Technology Manager	-	-	-	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	1.5	1.5	2.5	2.0	2.0
City Council Liaison	-	-	-	1.0	-
Human Resources Analyst	-	-	-	-	1.0
Executive Staff Assistant	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0	1.0
Administrative Analyst II	1.0	1.0	1.0	1.0	1.0
Staff Assistant II	-	1.0	1.0	1.0	1.0
SUBTOTAL	**8.5**	**9.5**	**10.5**	**12.0**	**12.0**
FINANCE					
Director of Finance	1.0	1.0	1.0	1.0	1.0
Deputy Director of Finance	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	1.5	1.5	1.5	1.0	1.0
Information Technology Manager	1.0	1.0	1.0	-	-
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Senior Accounting Technician	1.0	1.0	1.0	1.0	1.0
Accounting Technician	1.0	1.0	1.0	-	-
Account Clerk	-	-	-	1.0	1.0
Staff Assistant II	1.0	-	-	-	-
SUBTOTAL	**9.5**	**8.5**	**8.5**	**7.0**	**7.0**
COMMUNITY DEVELOPMENT					
Community Development Director	1.0	1.0	1.0	1.0	1.0
Deputy Community Development Director	2.0	2.0	2.0	1.0	1.0
Senior Planner	2.0	2.0	2.0	3.0	3.0
Associate Planner	3.0	3.0	3.0	3.0	3.0
Assistant Planner	2.0	1.0	1.0	1.0	1.0
Planning Technician	1.0	-	-	1.0	1.0
Building Official	1.0	1.0	1.0	1.0	1.0
Building Inspector I	-	-	-	2.0	1.0
Building Inspector II	2.0	1.0	1.0	-	1.0
Permit Technician	2.0	2.0	2.0	2.0	2.0
Code Enforcement Officer	2.0	2.0	2.0	2.0	2.0
Staff Assistant II	-	1.0	1.0	1.0	1.0
Administrative Staff Assistant	1.0	1.0	1.0	1.0	1.0
SUBTOTAL	**19.0**	**17.0**	**17.0**	**19.0**	**19.0**
RECREATION					
Director of Recreation & Parks	1.0	1.0	1.0	1.0	1.0
Recreation Services Manager	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	-	-	-	1.0	1.0
Recreation Program Supervisor II	2.0	2.0	2.0	2.0	2.0
Administrative Analyst II	1.0	1.0	1.0	1.0	1.0
Administrative Staff Assistant	1.0	1.0	-	1.0	1.0
SUBTOTAL	**6.0**	**6.0**	**5.0**	**7.0**	**7.0**

FULL-TIME EMPLOYEE POSITIONS	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16
PUBLIC WORKS					
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Deputy Director of Public Works	-	-	1.0	1.0	1.0
Principal Engineer	-	-	-	1.0	1.0
Senior Engineer	3.0	3.0	3.0	2.0	2.0
Associate Engineer	3.0	3.0	3.0	3.0	3.0
Assistant Engineer	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	2.0	2.0	2.0	2.0	2.0
Administrative Staff Assistant	1.0	1.0	1.0	1.0	1.0
Permit Clerk	1.0	1.0	1.0	1.0	1.0
Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Lead Worker	1.0	1.0	1.0	1.0	1.0
Maintenance Worker II	1.0	1.0	1.0	1.0	1.0
Maintenance Worker I	-	-	-	1.0	1.0
SUBTOTAL	**15.0**	**15.0**	**16.0**	**17.0**	**17.0**
TOTAL FULL-TIME EMPLOYEES	**58.0**	**56.0**	**57.0**	**62.0**	**62.0**

GENERAL FUND SUMMARY

The General Fund is the primary operating fund of the City, and accounts for about three-quarters of the Citywide budget. Below is a summary of General Fund activity, and changes in the Reserve balance. The City Council's Reserve Policy requires the City to maintain a minimum General Fund balance of at least 50% of annual operating expenditures.

	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
Beginning Reserve	$11,385,759	$12,464,439	$13,968,268	$13,839,226	$12,732,216
Revenue	23,670,857	25,531,952	27,829,789	27,186,961	27,882,209
Expenditures	(17,460,898)	(17,600,916)	(18,139,185)	(21,296,898)	(20,936,748)
Transfers In	540,000	194,000	167,441	392,855	208,000
Transfers Out	(5,692,972)	(6,831,258)	(8,747,811)	(8,431,984)	(7,228,100)
Changes in Reserve, Restricted, Committed & Assigned Balances	21,693	210,051	(1,239,276)	1,042,056	-
Ending Reserve	**$12,464,439**	**$13,968,268**	**$13,839,226**	**$12,732,216**	**$12,657,577**
Policy Level (50% of Expenditures)	8,730,449	8,800,458	9,069,593	10,648,449	10,468,374
Excess Reserve	**$ 3,733,990**	**$ 5,167,810**	**$ 4,769,634**	**$ 2,083,767**	**$ 2,189,203**

The Citywide budget is arranged by department, and various General Fund programs are managed by each department. The purpose of this section is to provide a centralized presentation of all General Fund activity.

GENERAL FUND REVENUES

Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
Taxes						
101-2020-316-10-0	BUSINESS LICENSE TAX	700,156	737,481	764,494	728,700	777,490
101-6000-311-10-0	PROPERTY TAX	6,072,358	6,300,110	6,726,496	7,028,700	7,281,261
101-6000-312-20-0	PROP TAX IN LIEU OF SALES	541,717	453,908	536,579	544,300	279,198
101-6000-312-30-0	PROP TAX IN LIEU OF VLF	3,605,510	3,694,229	3,890,110	4,024,200	4,195,096
101-6000-312-40-0	REDEV PROP TAX TRUST	3,265	23,689	24,541	4,400	0
101-6000-313-10-0	SALES AND USE TAX	1,383,341	1,496,029	1,569,230	1,601,500	1,993,936
101-6000-313-30-0	SALES TAX - PW (PSAF)	65,167	69,385	73,151	70,000	75,000
101-6000-314-10-0	TRANSIENT OCC TAX	3,349,015	3,790,359	4,250,086	4,669,500	5,026,400
101-6000-315-XX-0	UTILITY USERS TAX	2,333,440	2,480,966	2,509,524	1,889,500	1,862,000
101-6000-317-XX-0	FRANCHISE TAXES	1,881,163	1,906,613	1,998,213	2,063,200	2,101,000
101-6000-318-10-0	PROPERTY TRANSFER TAX	272,802	371,373	385,600	416,900	395,000
101-6000-318-20-0	GOLF TAX	398,226	383,015	439,166	411,800	447,900
Taxes		20,606,160	21,707,158	23,167,189	23,452,700	24,434,281
License/Permits						
101-1002-325-10-0	FILM PERMITS	45,575	41,313	58,865	45,000	60,000
101-1025-326-10-0	ANIMAL CONTROL FEES	33,752	32,644	41,647	30,000	40,000
101-3001-324-10-0	RIGHT OF WAY PERMITS	60,058	78,192	75,787	70,000	78,000
101-3001-324-20-0	DUMPSTER PERMITS	2,744	980	1,470	1,000	1,000
101-3006-327-10-0	PARKING PERMITS	575	680	280	700	300
101-3006-327-20-0	PARKING DECALS	273	546	188	700	200
101-4001-322-10-0	PLAN & ZONE PERMIT	293,350	332,832	360,412	367,000	395,000
101-4001-322-20-0	PLAN - INVESTIGATION	25,402	1,340	6,219	4,100	13,000
101-4001-322-30-0	PLAN - MISC FEES	6,603	2,849	1,345	1,700	1,500
101-4001-322-40-0	PLAN - DATA PROCESS	7,141	7,311	7,741	7,500	7,600
101-4001-322-50-0	PLAN - HIST DATA FEE	8,299	7,614	7,470	7,200	7,500
101-4002-323-10-0	B&S PLAN CHECK	272,216	307,454	354,154	280,000	310,000
101-4002-323-20-0	B&S PERMITS	922,815	1,040,314	869,713	1,085,500	1,090,000
101-4002-323-40-0	GEOLOGY FEES	0	5,254	0	0	0
101-4002-323-50-0	B&S SMIP FEES	1,200	1,922	1,381	1,500	1,500

GENERAL FUND REVENUES

Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
101-4002-323-60-0	B&S STATE BLDG STD	108	715	78	500	500
101-4003-321-10-0	MASSAGE PERMITS	941	144	0	0	0
101-4004-322-60-0	VIEW RESTORATION FEES	13,990	2,064	8,882	10,000	4,000
101-4006-323-40-0	B&S GEOLOGY FEES	111,106	162,833	155,105	150,000	150,000
License/Permits		1,806,147	2,026,999	1,950,736	2,062,400	2,160,100
Fine/Forfeitures						
101-1021-351-10-0	MISC COURT FINES	147,684	105,186	118,185	107,000	107,000
101-1021-351-20-0	FALSE ALARM FINES	7,300	6,000	4,700	5,500	5,000
101-1021-351-30-0	TOW FEES	4,504	5,346	5,862	5,100	8,000
Fine/Forfeitures		159,488	116,532	128,747	117,600	120,000
Rents						
101-3001-364-10-1	RENT - CITY HALL	4,453	12,170	12,948	11,500	15,000
101-5030-364-XX-X	RENT - REC & PARKS	115,304	95,744	95,260	92,500	2,000
101-5031-364-10-2	RENT - HESSE PARK	0	0	0	0	56,000
101-5032-364-10-5	RENT - RYAN PARK	0	0	0	0	4,000
101-5033-364-10-4	RENT - LADERA LINDA	0	0	0	0	13,000
101-5034-347-70-0	SHORELINE PKNG LOT FEES	59,451	67,259	117,734	98,000	142,000
101-5040-347-90-0	PROGRAM FEES	8,424	7,953	6,886	8,700	8,000
101-5060-364-10-3	RENT - PVIC	209,049	194,406	223,502	227,300	225,000
101-5060-369-20-1	PVIC GIFT SHOP	98,449	100,806	111,986	136,600	120,000
101-6000-363-XX-X	RENT - CITYWIDE	151,837	169,354	197,127	154,400	157,500
101-6000-364-30-0	RENTAL INCOME OTHER	1,824	830	932	1,000	0
Rents		648,790	648,521	766,374	730,000	742,500
Interest						
101-6000-361-10-0	INTEREST EARNINGS	46,421	41,945	38,168	26,940	121,220
Interest		46,421	41,945	38,168	26,940	121,220
Charges for Services						
101-3001-344-10-0	ENGINEERING FEES	60,239	42,989	29,412	35,000	21,000
101-3001-381-10-0	SPECIAL FUND ADMIN	154,300	157,400	152,700	155,800	155,800

GENERAL FUND REVENUES

Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
101-3006-344-20-0	SALE OF SIGNS/SERVICES	5,901	10,925	3,535	8,000	4,000
101-5070-347-80-0	REC FEES - REACH	11,909	10,301	10,764	10,000	10,000
101-6000-381-40-0	SUCCESSOR AGY ADMIN	38,000	62,139	60,750	100,000	38,000
Charges for Services		270,349	283,754	257,161	308,800	228,800
From Other Agency						
101-1026-331-10-0	FEDERAL GRANT INCOME	5,175	0	0	0	0
101-3006-334-10-0	GRANT INCOME	0	21,485	1,987	0	0
101-4005-331-10-0	NCCP GRANT INCOME	1,190	640	11,630	0	0
101-6000-335-10-0	MOTOR VEHICLE IN-LIEU	0	22,312	18,466	0	0
From Other Agency		6,365	44,437	32,083	0	0
Other Revenue						
101-1005-369-10-0	MISC REVENUES	800	0	0	0	0
101-1026-369-10-0	MISC REVENUES	1,214	919	743	0	0
101-5030-365-XX-0	DONATIONS	100	158	0	0	0
101-5040-365-40-0	DONATIONS - JULY 4TH	2,549	3,050	5,275	3,000	3,000
101-5040-365-70-0	DONATIONS - SPEC EVENT	0	3,700	1,600	0	2,000
101-5040-369-10-0	MISC REVENUES	0	47,889	2,580	0	0
101-5060-365-20-0	DONATIONS - PVIC	12,381	11,916	12,096	12,000	12,000
101-5070-365-30-0	DONATIONS - REACH	17,286	3,737	12,295	10,000	10,000
101-6000-365-10-0	DONATIONS - GENERAL	53	108	116	0	0
101-6000-369-10-0	MISC REVENUES	89,861	586,508	1,448,382	390,606	10,000
101-6000-369-20-0	ST MANDATE COST REIMB	2,893	3,431	5,196	0	0
101-6000-369-50-0	RDA LOAN REPAYMENT	0	0	0	72,915	38,307
Other Revenue		127,136	661,416	1,488,284	488,521	75,307
General Fund Revenue Totals		**23,670,857**	**25,530,761**	**27,828,742**	**27,186,961**	**27,882,208**

GENERAL FUND EXPENDITURE SUMMARY BY PROGRAM

Program		Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	ProposedFY15-16
1001	City Council	133,697	137,801	137,169	129,800	129,590
1002	City Manager	995,276	1,008,681	973,378	884,900	894,417
1003	Legal Services	1,057,103	992,324	1,186,947	990,000	1,030,000
1004	City Clerk	503,876	403,467	643,145	485,750	734,176
1005	Community Outreach	102,701	93,586	80,017	131,849	79,640
1006	RPVtv	109,454	119,478	153,443	168,600	144,320
1010	Risk Management	660,899	685,845	467,248	400,000	475,000
1011	Personnel	294,298	216,035	314,837	484,167	434,579
2020	Finance	1,341,971	1,284,652	1,407,325	1,173,600	1,271,426
2030	Information Technology - Data	356,282	377,980	356,593	600,800	962,413
2035	Information Technology - Voice	69,218	80,834	72,238	96,000	80,000
6000	General Non-Program Expenditures	0	0	35,000	0	0
Subtotal for	*Administration*	5,624,775	5,400,684	5,827,339	5,545,466	6,235,561
1021	Sheriff	3,957,051	4,154,039	4,177,601	4,306,900	5,046,200
1024	Special Programs	24,514	54,610	61,839	96,700	145,300
1025	Animal Control	55,862	49,204	81,346	111,515	88,000
1026	Emergency Preparedness	140,500	89,920	171,526	326,383	186,814
Subtotal for	*Public Safety*	4,177,928	4,347,773	4,492,312	4,841,498	5,466,314
3001	Public Works Administration	1,974,635	1,940,468	1,966,202	2,095,900	2,236,463
3006	Traffic Management	139,713	218,999	76,611	412,000	311,000
3007	Storm Water Quality	92,945	110,200	212,053	656,495	487,000
3008	Building Maintenance	491,226	439,752	402,120	632,300	511,200
3009	Parks, Trails & Open Space Maintenance	1,012,061	1,005,288	904,917	1,801,248	995,300
3026	Sewer Maintenance	13,307	13,246	51,126	68,000	13,100
Subtotal for	*Public Works*	3,723,887	3,727,954	3,613,028	5,665,943	4,554,063
4001	Planning	1,302,439	1,337,345	1,311,995	1,584,811	1,256,515
4002	Building & Safety	574,611	540,934	626,386	841,977	773,471
4003	Code Enforcement	187,237	198,363	212,381	218,700	211,151
4004	View Restoration	324,520	366,350	335,870	388,700	294,642
4005	NCCP	2,380	9,280	15,260	75,053	0
4006	Geology	88,708	135,441	131,672	150,000	150,000
Subtotal for	*Community Development*	2,479,895	2,587,712	2,633,563	3,259,241	2,685,779
5010	Recreation Administration	555,663	529,154	653,202	830,550	938,322
5030	Other Recreational Facilities	448,980	469,493	463,195	524,500	53,934
5031	Fred Hesse Jr. Park	0	0	0	0	165,893
5032	Robert E. Ryan Park	0	0	0	0	92,609
5033	Ladera Linda Community Center	0	0	0	0	64,153
5034	Abalone Cove Shoreline Park	0	0	0	0	64,087
5040	Special Events and Programs	45,026	109,675	91,629	93,250	136,193
5060	Point Vicente Interpretive Center	356,709	385,059	330,967	434,750	370,805

GENERAL FUND EXPENDITURE SUMMARY BY PROGRAM

Program	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	ProposedFY15-16
5070 REACH	48,036	43,410	34,121	42,200	40,190
5080 Support Services	0	0	0	49,500	68,845
Subtotal for Recreation	1,454,415	1,536,790	1,573,113	1,974,750	1,995,031
General fund Expenditure Totals	**17,460,899**	**17,600,914**	**18,139,356**	**21,286,898**	**20,936,748**

GENERAL FUND TRANSFERS

Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
TRANSFERS IN					
Fr Emp Benefits	340,000	0	0	0	0
Fr Measure A Maintenance	100,000	82,000	67,441	289,855	105,000
Fr PS Grants	100,000	100,000	100,000	100,000	100,000
Fr Waste Reduction - Park Maint	0	12,000	0	3,000	3,000
TRANSFERS IN	540,000	194,000	167,441	392,855	208,000
TRANSFERS OUT					
To Abalone Cove Sewer Maint	-10,700	-10,700	-50,700	-50,700	-80,700
To Building Improvements	-15,000	0	0	0	0
To CDBG	0	-9,302	0	0	0
To Habitat Restoration	-90,000	-65,000	-150,000	-157,000	-125,000
To Improv Authority Ab Cove	0	0	-20,000	-35,000	-37,000
To Improv Authority Port Bend	-60,000	-106,000	-70,000	-40,000	-57,000
To Infrastructure Improv Admin	-3,396,731	-4,975,256	-6,522,697	-5,873,884	-5,026,400
To Parks Improv	-436,988	0	0	0	0
To Street Improvements	-1,623,553	-1,575,000	-1,873,414	-2,229,400	-1,862,000
To Subregion 1	-60,000	-90,000	-61,000	-46,000	-40,000
TRANSFERS OUT	-5,692,972	-6,831,258	-8,747,811	-8,431,984	-7,228,100
General Fund Net Transfer Totals	**-5,152,972**	**-6,637,258**	**-8,580,370**	**-8,039,129**	**-7,020,100**

Department:	General Fund
Budget Program:	General Non-Program Transfers

Account #	Account Description	Proposed FY15-16
	To Abalone Cove Sewer Maint	
	Transfer to the Abalone Cove Sewer District fund for the City's sewer system maintenance contribution.	**80,700**
	To Habitat Restoration	
	The General Fund subsidizes the Habitat Restoration fund for management of the NCCP open space preserve.	**125,000**
	To Improv Authority Ab Cove	
	The General Fund subsidizes the Abalone Cove fund of the Improvement Authority for annual maintenance of landslide mitigation facilities originally funded by the RDA.	**37,000**
	To Improv Authority Port Bend	
	The General Fund subsidizes the Portuguese Bend fund of the Improvement Authority for annual maintenance of landslide mitigation facilities originally funded by the RDA.	**57,000**
	To Infrastructure Improv Admin	
	Funding for the Reserve for future Capital Projects, equivalent to transient occupancy tax revenue.	**5,026,400**
	To Street Improvements	
	Funding for the annual residential street rehabilitation project.	**1,862,000**
	To Subregion 1	
	Interest earned on the Subregion 1 endowment is not adequate to fund maintenance activities. Therefore, the General fund must subsidize Subregion 1 landscape maintenance.	**40,000**

CITY COUNCIL

The City Council is the legislative body of the City and is comprised of five members elected at large to serve four-year terms, with a limit of two consecutive terms. City Council elections are conducted in November of odd numbered years. The City Council formulates policies in response to the needs, values and interests of the citizens. The City Council appoints the City Manager, as well as residents to serve on various volunteer boards, commissions, and committees. The City Council also negotiates employee compensation with the City's Employees Association; and takes actions on fees, assessments and other forms of revenue set forth by the government code. In addition, the Council approves the expenditure of City funds; establishes City ordinances and resolutions; and approves City contracts.

The City Council's budget includes a monthly part-time salary of $400 per Council Member, health insurance benefits, a travel allowance for City business, and memberships in various local organizations.

The City Council's 2015 Goals and Priorities document is included herein, as well as a summary of FY15-16 appropriations that support them.

2014 City Council Goals

Public Safety and Traffic Control

Priorities include:

1. **Continue with focus on crime prevention**
   Response by: Report to City Council on options to enhance crime prevention programs by April 15, 2014
   Assigned to: City Manager's Office

2. **Continue forging close City relationships with Sheriff's Department**
   Response by: On-going throughout 2014
   Assigned to: City Manager's Office

3. **Create joint powers agency for emergency management for the Peninsula**
   Response by: Report to City Council on process to form a JPA or alternative by May 31, 2014
   Assigned to: City Manager's Office

4. **Ambulance service on the south side of the City**
   Response by: Report to City Council on options to establish an ambulance "station" on the south side of the Peninsula by August 31, 2014
   Assigned to: City Manager's Office

INFRASTRUCTURE

Priorities include:

1. **Infrastructure Management Plan funding and alternatives**
   Response by: First infrastructure category by December 16, 2014
   Assigned to: Public Works and Finance/IT Departments

2. **Continue with programmed maintenance and dewatering wells for Portuguese Bend and Abalone Cove Landslide Areas**
   Response by: Quarterly updates and Public Works Staff to recommend landslide mitigation measures, including but not limited to dewatering wells, in accordance with approved and budgeted capital improvement plan
   Assigned to: Public Works Department

CITIZEN INVOLVEMENT AND PUBLIC OUTREACH

Priorities include:

1. **Continue citizen involvement in infrastructure goal-setting process**
   Response by: Present Infrastructure Management Plan to City Council by December 16, 2014
   Assigned to: Public Works Department and City Manager's Office

2. **Continue community workshops for issues such as safe school routes, cross-walks, Coast Vision Plan, park/preserve improvements, etc.**
   Response by: On-going throughout 2014
   Assigned to: All Departments (City Manager's Office to lead)

3. **Expand public outreach program to familiarize residents and businesses about City services, etc. (citizen survey, town hall meetings, leadership** academy, etc.)
   Response by: On-going throughout 2014
   Assigned to: All Departments (City Manager's Office to lead)

Government Efficiency, Accountability, Fiscal Control, Transparency and Oversight

Priorities include:

1. **Determine timing, format, job description, etc. for new City Manager search**
   Response by: Work with Subcommittee to present contract for executive search firm for City Council approval by April 1, 2014
   Assigned to: City Manager's Office/Human Resources

2. **Council to improve conduct and efficiencies (JPIA Guidelines, Matrix recommendations, etc.)**
   Response by: Present Matrix Report update to City Council on March 18, 2014, and conduct follow-up session with JPIA on April 29, 2014
   Assigned to: City Manager's Office/Human Resources

3. **Request recommendations from Human Resources Director on avoiding another period of high turnover in City staff**
   Response by: Report to City Council by May 31, 2014
   Assigned to: City Manager's Office/Human Resources

4. **Reinforce actions taken regarding full transparency of financial information (employee compensation/benefits, CAFR, etc.)**
   Response by: On-going throughout 2014
   Assigned to: Finance/IT Department

5. **Improve Organizational Efficiency (from Matrix Report, previous City Council goals, etc.)**
   - Rebidding of contracts (large – City Attorney, IT, etc.)

   Response by: August through December 2014
   Assigned to: City Manager's Office and Finance/IT Department
   - Public Works Actions
   - Transparency Enhancements
   - City Clerk
   - Human Resources
   - Community Development

Parks and Recreation Programs

Priorities include:

1. **City trail system enhancement**
   Response by: Complete Trails Network Plan Update by February 2015
   Assigned to: Community Development and Recreation & Parks Departments

2. **Implementation of on-line access to recreation programs and space rentals**
   Response by: Complete "go-live" for Active.Net by May 2014
   Assigned to: Recreation & Parks Department

3. **Continue with shared use of PVPUSD & City Facilities**
   Response by: City recreation programs to be available at Peninsula High pool and Miraleste Intermediate gym by May 2014
   Assigned to: Recreation & Parks Department

4. **Continue with evaluation of city recreation programs, sustainability of/demand for programs**
   Response by: Complete evaluation by August/September 2014
   Assigned to: Recreation & Parks Department

Intergovernmental Issues

Priorities include:

1. **State, County and Regional**
   Response by: On-going throughout 2014
   Assigned to: City Manager's Office

2. **Revisit Council policy on upcoming legislation**
   Response by: Present Policy No. 29 to City Council for review by April 2014
   Assigned to: City Manager's Office

3. **Aircraft Noise Impacts: Monitor FAA airspace proposal for Long Beach airport, monitor helicopter flight path revisions to/from Torrance airport & attend and participate in these workshops and the overall SoCal OAPM**

process to emphasize the importance of avoiding any increase in Peninsula overflights or reduction in altitudes that would adversely impact City residents.

Response by: On-going throughout 2014

Assigned to: Finance/IT Department (transition to Community Development Department in March 2014)

(Adopted by Rancho Palos Verdes City Council on February 18, 2014)

Goal	Priority	Budgeted Item	Amount
Public Safety & Traffic Control	Focus on Crime Prevention	Addition of 2 dedicated patrol units and 1 dedicated detective unit to the Sheriff contract. Purchase of 1 regional ALPR unit, and 1 dedicated ALPR unit.	$ 530,152
Public Safety & Traffic Control	Review Sheriff's Department's Allocation of Assets	Sheriff service level audit	$ 25,000
Public Safety & Traffic Control	Focus on Traffic Enforcement	Purchase and install 5 driver speed feedback units	$ 13,000
Public Safety & Traffic Control	Focus on Traffic Enforcement	Neighborhood Traffic Calming analyses and installation of measures	$ 90,000
Infrastructure	Infrastructure Plan funding and alternatives	Development of Infrastructure Management Plan tool. Grant administration for infrastructure projects.	$ 95,000
Infrastructure	Continue with programmed maintenance and dewatering wells	Strategic plan for Portuguese Bend Landslide. Five new dewatering wells, and one well rehabilitation.	$ 595,000
Government Efficiency, Accountability, Fiscal Control, Transparency and Oversight	Improve Organizational Efficiency	Performance Measurement Goal Design & Implementation	$ 25,000

Department: City Council

Budget Program: City Council

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1001-411-12-00	SALARY & WAGES - PT	-24,001	-24,001	-24,001	-24,000	-24,000
	101-1001-411-29-00	EMPLOYEE BENEFITS	-69,000	-76,000	-79,600	-82,300	-82,090
	101-1001-411-57-00	MEETINGS/CONFERENC	-13,000	-13,723	-8,408	-20,000	-20,000
	101-1001-411-59-20	MEMBERSHIPS & DUES	-21,357	-21,422	-22,189	0	0
	101-1001-411-61-00	OP SUPP/MINOR EQUIP	-6,339	-2,656	-2,971	-3,500	-3,500
Expenditure Subtotals			-133,697	-137,801	-137,169	-129,800	-129,590
Net (Uses)/Resources Program Totals			**-133,697**	**-137,801**	**-137,169**	**-129,800**	**-129,590**

Department: City Council

Budget Program: City Council

Account #	Account Description	Proposed FY15-16
101-1001-411-12-00	**SALARY & WAGES - PT** The City Council Members are each paid a part-time salary of $400 per month.	**24,000**
101-1001-411-29-00	**EMPLOYEE BENEFITS** The cost for the City Council's participation in the City's medical, dental, vision and life insurance programs. The City pays 100% of the health insurance premiums for City Council Members, and 50% of the premiums for their dependents. In addition, this appropriation provides for federal and state payroll taxes on the Council Members' part-time salaries as required by law.	**82,090**
101-1001-411-57-00	**MEETINGS/CONFERENCES** $4,000 is allocated for each member of City Council for travel, training, and conference expenses.	**20,000**
101-1001-411-61-00	**OP SUPP/MINOR EQUIP** Stationery items for City Council such as business cards, letterhead and binders.	**3,500**

RANCHO PALOS VERDES

LEGAL SERVICES

The City contracts with Richards, Watson & Gershon (RWG) for general legal services, with Carol W. Lynch serving as the City Attorney. Since incorporation, the City has chosen to contract with a law firm due to the variety of legal expertise that a firm can typically provide in comparison with a singular attorney. RWG also represents the City in litigation. About 32% of RWG fees were spent for litigation in fiscal year 2013-14, and about 10% has been spent year-to-date in fiscal year 2014-15. The City has also retained the services of Liebert, Cassidy & Whitmore for labor negotiations with the City's Employee Association. Periodically, the City retains the services of other legal firms when special expertise is required.

City Attorney

- Provides legal advice to City Officials and the City Manager.
- Attends all regular City Council meetings.
- Reviews ordinances, resolutions, contracts, and provides legal opinions.
- Represents the City in legal matters and court proceedings

Carol W. Lynch

RICHARDS | WATSON | GERSHON
ATTORNEYS AT LAW – A PROFESSIONAL CORPORATION

LCW LIEBERT CASSIDY WHITMORE

Department: Legal Services

Budget Program: Legal Services

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1003-411-32-00	PROF/TECH SERVICE	-70,528	-124,478	-302,231	-110,000	-150,000
	101-1003-411-33-00	LEGAL SERVICES	-986,574	-867,846	-884,716	-880,000	-880,000
Expenditure Subtotals			-1,057,103	-992,324	-1,186,947	-990,000	-1,030,000
Net (Uses)/Resources Program Totals			**-1,057,103**	**-992,324**	**-1,186,947**	**-990,000**	**-1,030,000**

Department: Legal Services

Budget Program: Legal Services

Account #	Account Description	Proposed FY15-16
101-1003-411-32-00	**PROF/TECH SERVICE** Specialized contractual services, with third party legal advisors, associated with litigation, prosecution, and labor negotiations. Expenditures in this account are for the services of law firms other than the City Attorney firm. The amount expended in prior years has varied due to fluctuations in the levels of special litigation and routine code enforcement prosecution activity. Labor negotiation was a new category added in FY12-13.	**150,000**
101-1003-411-33-00	**LEGAL SERVICES** Legal services, including general services and litigation provided by the City Attorney firm.	**880,000**

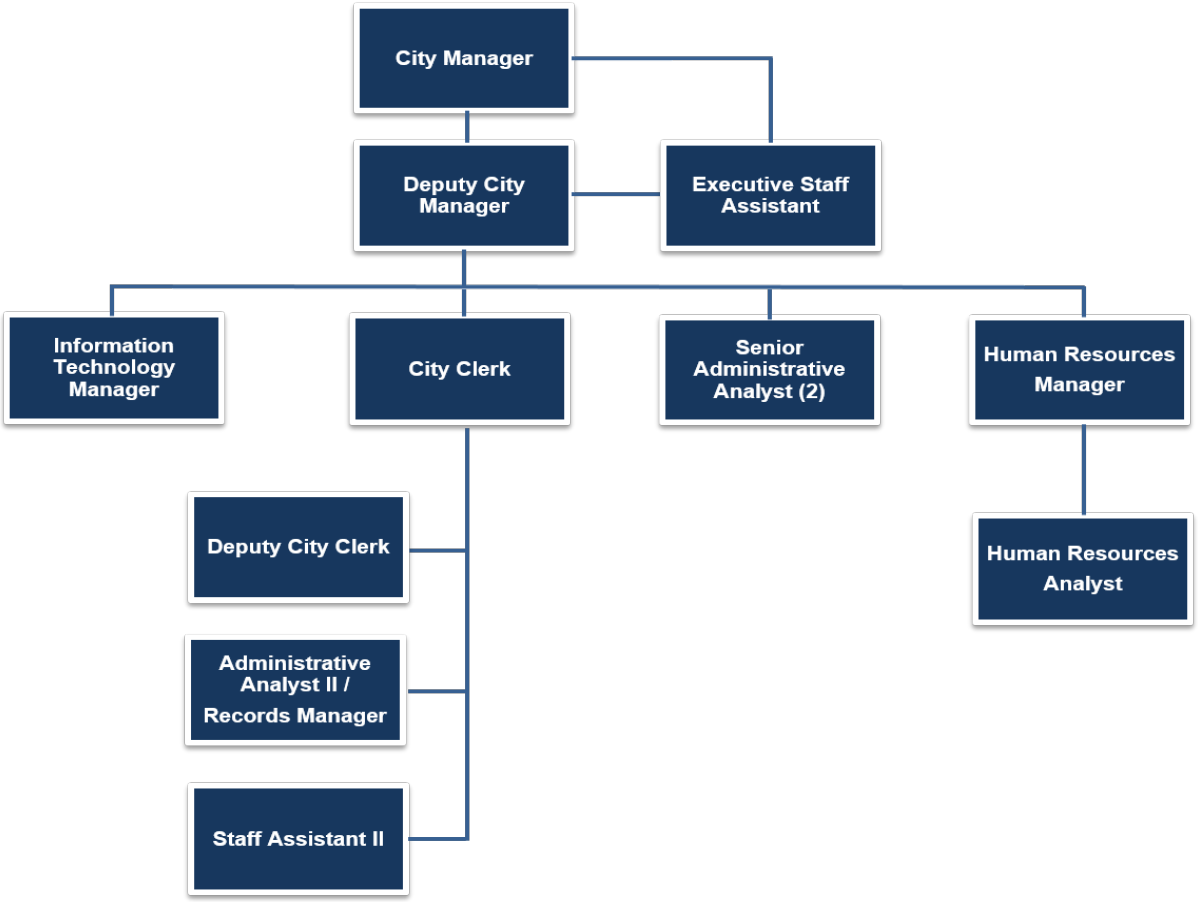
RANCHO PALOS VERDES

CITY ADMINISTRATION

The City Manager, as the administrative head of the City, ensures that the policies of the City Council are carried out. In addition to the City Manager providing day-to-day direction to the City's departments, the staff in the Administration Department are also responsible for the following:

- Public safety contract services
- Emergency preparedness
- Risk management
- Community outreach
- City newsletter & social media
- Personnel and Employee Benefits programs
- Intergovernmental matters
- Preparation of City Council meeting agendas and minutes
- Records management
- Elections
- Information Technology systems
- RPVtv cable television studio
- Leases and real property acquisition

ORGANIZATIONAL CHART



EMPLOYEE POSITIONS

City Manager
- Maintain regular communications with City Council members.
- Facilitate the setting of City Council goals & priorities.
- Monitor City activities and budget to insure consistency with City Council policy & direction.
- Oversee Human Resources and labor negotiations.
- Coordinate City participation in various governmental organizations.
- Prepare weekly status reports.

Deputy City Manager
- Liaison with Los Angeles County Sheriff's Department & Fire Department and oversee other public safety programs.
- Oversee activities and provide direction to the City Clerk's Office, Information Technology, Emergency Preparedness and RPVtv cable television studio.
- Coordinate Community Outreach functions, including quarterly City Newsletter.
- Respond to resident concerns that are not resolved at the department level.

Executive Staff Assistant
- Manage City Manager and Deputy City Manger's calendars.
- Administer benefits for City employees.
- Compile City Manager's weekly status report.
- Provide administrative support for City Manager's Office and City Council.

Human Resources Manager
- Manage negotiations with the Employee Association.

- Conduct personnel recruitments.
- Monitor performance reviews, promotions and disciplinary actions.
- Prepare and update job descriptions and classification & compensation studies.
- Administer the general liability, workers compensation and property insurance coverage programs.
- Monitor the City's risk prevention and safety programs.

Human Resources Analyst

- Assist with personnel recruitments.
- Coordinate employee training activities.
- Support the employee safety committee.
- Assist with preparing human resources documents, procedures & forms.

Information Technology Manager

- Manage operation of the City's information technology and geographic information systems & infrastructure.
- Develop long-term information systems strategies and innovations.
- Evaluate, select and implement City-wide enterprise systems, hardware and software programs.
- Provide administration, security & functionality support for infrastructure and business systems.
- Manage the City's various IT service and system support provider contracts.
- Coordinate IT system user training opportunities for employees.

Senior Administrative Analysts

- Monitor state and federal legislation affecting municipalities.
- Manage grant administration.
- Process film permits.
- Monitor City border issues.
- Update Administrative Instruction Manual and City Council Policy Manual.
- Manage leases agreements and real property acquisitions.
- Provide disaster planning and coordination of a comprehensive emergency action program in the event of a natural or human-made disaster.
- Update the City's emergency operations planning documents and agreements.
- Coordinate City Council and employee training in emergency operations.
- Provide staff support for the City's Emergency Preparedness Committee.

City Clerk

- Prepare agendas and ensure compliance with posting requirements for all City Council meetings.
- Prepare all permanent records of the City Council meetings and other proceedings.
- Oversee the City's records management program including archiving, storage, and compliance with records retention requirements.
- Maintain the City Municipal Code.
- Supervise staff in the performance of all assigned duties of the City Clerk's Office.
- Assist City departments in maintaining records retention compliance and responding to Public Records Act requests.
- Conduct recruitments for appointed City advisory board members.

- Serve as the City's Elections Official.
- Serve as Fair Political Practices Commission Filing Officer for campaign statements and other mandatory filings by designated personnel, such as Statement of Economic Interests.
- Receive claims and other legal filings (i.e., subpoenas, summons, etc.).

Administrative Analyst II/Records Manager
- Manage development of the Citywide Electronic Document Management System.
- Assist with records management/ retention and other administrative office functions.
- Assist with research of City records.

Deputy City Clerk
- Serve as City Clerk in his/her absence.
- Oversee contract management for selected service areas.
- Process resolutions and ordinances.
- Manage Public Records Act requests.
- Assist with risk management functions.
- Conduct bid openings for the Public Works Department.

Staff Assistant II
- Assist with agenda preparation, copying, imaging, posting to website, etc.
- Assist with input and proofing of documents in LaserFiche system.
- Proof City Municipal Code updates; prepare contract correspondence; maintain updates for multiple categories of files stored in Clerk's Office and Archives.
- Assist with special projects in the Clerk's Office and citywide.

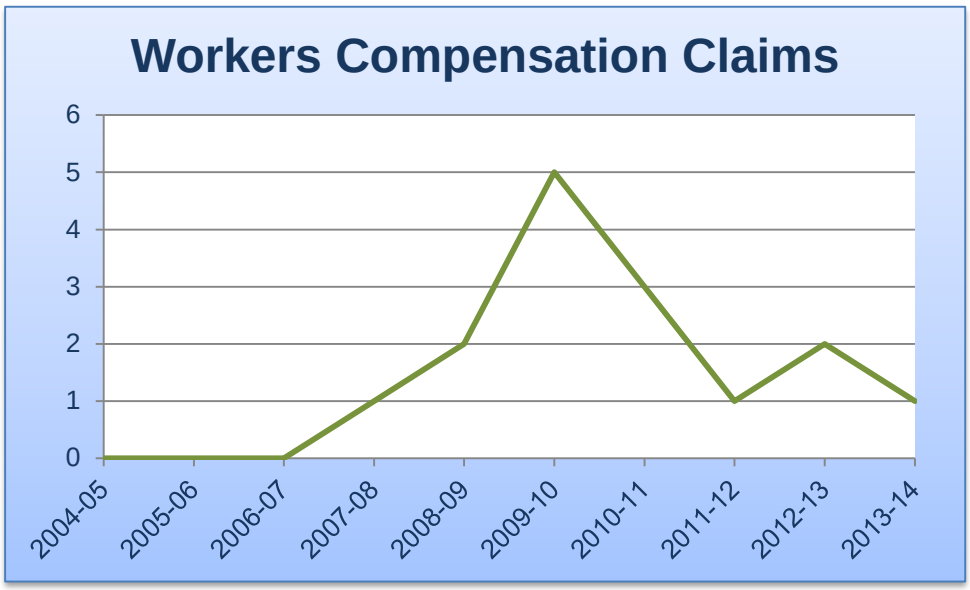
CITY ADMINISTRATION PERFORMANCE INDICATORS

Personnel

Over the last 10 years, employee separations have averaged 4.5 per year, or about 8% of the City's full-time staff.

Risk Management

The number of Workers Compensation claims (including part-time staff and volunteers) has remained low through the years. Rancho Palos Verdes is consistently among the leaders in low workers compensation losses among cities of our size and risk. The recent increase in claims reflects a change in the industry standards of what constitutes a claim.



The majority of liability claims filed against the City tend to be related to City trees, traffic accidents and trip-and-fall incidents at City facilities. The City's liability claims tend to average fewer than fifteen claims annually. However, the number of claims increased substantially in 2005-2006 as a result of the 2004/2005 disaster rainstorms. Our claim experience compared with other cities of our size and risk is about average. Since that time, claims have averaged approximately 10 per year.

City Council Minutes

As reflected in the following graph, there has been a marked decrease in turnaround time for the production of the minutes, in spite of increasing work demands in the City Clerk's Office. For comparison purposes, in 2008, there were 35 Council meetings with an average time between the meeting date and the date of approval of the minutes of approximately 103 days. In 2014, there were 40 Council meetings with an average turnaround time of approximately 29 days. The improved performance was the result of the City Council authorizing the City Clerk's Office in June 2009 to convert from preparing summary minutes to action minutes for televised City Council meetings. Since 2010, the average time between the meeting date and the date of approval of the minutes has been maintained at less than 30 days (27.4).

Department: City Administration

Budget Program: City Manager

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1002-411-11-00	SALARY & WAGES - FT	-641,570	-664,738	-651,604	-426,880	-560,697
	101-1002-411-12-00	SALARY & WAGES - PT	-201	-151	0	0	0
	101-1002-411-29-00	EMPLOYEE BENEFITS	-197,400	-197,600	-194,300	-133,920	-162,970
	101-1002-411-32-00	PROF/TECH SERVICE	-95,259	-72,917	-28,759	-125,000	-50,000
	101-1002-411-53-00	POSTAGE	0	0	-6	-100	-50
	101-1002-411-54-00	LEGAL NOTICES AND AD	0	-77	0	0	0
	101-1002-411-55-00	PRINTING & BINDING	-103	-636	-156	-600	-600
	101-1002-411-56-00	MILEAGE REIMBURSE	-463	-145	-462	-200	-500
	101-1002-411-57-00	MEETINGS/CONFERENC	-8,106	-5,899	-7,660	-8,500	-15,000
	101-1002-411-59-20	MEMBERSHIPS & DUES	-21,905	-24,921	-23,975	-4,000	-3,600
	101-1002-411-59-30	PUBLICATIONS	-280	-254	-335	-300	-300
	101-1002-411-61-00	OP SUPP/MINOR EQUIP	-3,888	-969	-1,756	-1,500	-1,500
	101-1002-411-71-00	LAND	-100	-7,474	-22,766	-115,000	-75,000
	101-1002-411-94-10	EQUIP REPLACE CHARG	-26,000	-32,900	-41,600	-68,900	-24,200
Expenditure Subtotals			-995,276	-1,008,681	-973,378	-884,900	-894,417
License/Permit	101-1002-325-10-00	FILM PERMITS	45,575	41,313	58,865	45,000	60,000
Revenue Subtotals			45,575	41,313	58,865	45,000	60,000
Net (Uses)/Resources Program Totals			**-949,702**	**-967,368**	**-914,514**	**-839,900**	**-834,417**

Department: City Administration

Budget Program: City Manager

Account #	Account Description	Proposed FY15-16
101-1002-411-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**560,697**
101-1002-411-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**162,970**
101-1002-411-32-00	**PROF/TECH SERVICE** Professional contract services for a grant writing consultant.	**50,000**
101-1002-411-53-00	**POSTAGE** Charges for express mail, messenger and delivery services.	**50**
101-1002-411-55-00	**PRINTING & BINDING** Charges for outside printing and/or binding for letterhead, business cards, forms, brochures and other published documents.	**600**
101-1002-411-56-00	**MILEAGE REIMBURSE** Reimbursement for use of employees' private automobiles for City business.	**500**
101-1002-411-57-00	**MEETINGS/CONFERENCES** Expenses related to travel by employees in the City Manager's Office to meetings and conferences sponsored by the League of California Cities, South Bay Cities Council of Governments, International City Managers Association, and California Contract Cities Association. Other travel may be included in this account, such as special lobbying trips to Sacramento and attendance at miscellaneous local and regional meetings.	**15,000**
101-1002-411-59-20	**MEMBERSHIPS & DUES** Funds membership in the following organizations: 1. International City Managers Association (ICMA) ($3,000) 2. American Planning Association (APA) ($600)	**3,600**
101-1002-411-59-30	**PUBLICATIONS** Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	**300**

Department: City Administration

Budget Program: City Manager

Account #	Account Description	Proposed FY15-16
101-1002-411-61-00	**OP SUPP/MINOR EQUIP** This budget provides for miscellaneous office supplies.	**1,500**
101-1002-411-71-00	**LAND** The City expects to purchase tax-defaulted real property at 37 Cherry Hill and 41 Cherry Hill during FY15-16.	**75,000**
101-1002-411-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**24,200**

Department: City Administration

Budget Program: City Clerk

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1004-411-11-00	SALARY & WAGES - FT	-254,911	-267,339	-293,450	-287,900	-301,140
	101-1004-411-12-00	SALARY & WAGES - PT	-2,166	0	-1,365	0	0
	101-1004-411-13-00	SALARY & WAGES - OT	0	0	0	0	-1,802
	101-1004-411-29-00	EMPLOYEE BENEFITS	-91,600	-94,800	-116,200	-123,200	-134,134
	101-1004-411-32-00	PROF/TECH SERVICE	-123,250	-6,094	-188,661	-8,500	-255,000
	101-1004-411-54-00	LEGAL NOTICES AND AD	-959	-1,072	-1,487	-3,000	-4,000
	101-1004-411-55-00	PRINTING & BINDING	-198	-778	0	0	0
	101-1004-411-56-00	MILEAGE REIMBURSE	-921	-175	-1,185	-750	-1,200
	101-1004-411-57-00	MEETINGS/CONFERENC	-1,545	-909	-1,263	-3,000	-3,000
	101-1004-411-59-10	TRAINING	-4,536	-4,050	-10,291	-10,000	-10,000
	101-1004-411-59-20	MEMBERSHIPS & DUES	-828	-759	-1,130	-1,200	-1,100
	101-1004-411-59-30	PUBLICATIONS	0	-64	0	0	-5,000
	101-1004-411-61-00	OP SUPP/MINOR EQUIP	-2,963	-1,728	-1,115	-3,200	-3,200
	101-1004-411-94-10	EQUIP REPLACE CHARG	-20,000	-25,700	-27,000	-45,000	-14,600
Expenditure Subtotals			-503,876	-403,467	-643,145	-485,750	-734,176
Net (Uses)/Resources Program Totals			**-503,876**	**-403,467**	**-643,145**	**-485,750**	**-734,176**

Department: City Administration

Budget Program: City Clerk

Account #	Account Description	Proposed FY15-16
101-1004-411-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**301,140**
101-1004-411-13-00	**SALARY & WAGES - OT** Overtime paid to full-time employees allocated to this program.	**1,802**
101-1004-411-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**134,134**
101-1004-411-32-00	**PROF/TECH SERVICE** 1. Election expenses include the cost of the election, which is consolidated with Los Angeles County; consulting services (Martin & Chapman), translation services (five foreign languages) and other election supplies. ($252,500) 2. Other Professional/Technical Services. ($2,500)	**255,000**
101-1004-411-54-00	**LEGAL NOTICES AND ADS** 1. Publication of legal notices and advertisements for advisory board recruitments ($1,500); and 2. Publication of legal notices for elections in the local newspaper and five foreign language newspapers ($2,500).	**4,000**
101-1004-411-56-00	**MILEAGE REIMBURSE** Reimbursement to staff for use of personal vehicles for attending training, conferences and seminars.	**1,200**
101-1004-411-57-00	**MEETINGS/CONFERENCES** Attendance at various City Clerks Association and Records Management Association meetings and conferences.	**3,000**
101-1004-411-59-10	**TRAINING** Training and continuing education focusing on City Clerk technical training, election laws, records management, management of claims (CJPIA training), and notary commission.	**10,000**
101-1004-411-59-20	**MEMBERSHIPS & DUES** Funds membership in the following organizations:	**1,100**

Account #	Account Description	Proposed FY15-16
	1. International Institute of Municipal Clerks 2. City Clerks Association of California 3. Association of Records Managers & Administrators (ARMA International) 4. National Notary Association	
101-1004-411-59-30	**PUBLICATIONS** Municipal Code, County Code, and Government Code updates and maintenance.	**5,000**
101-1004-411-61-00	**OP SUPP/MINOR EQUIP** This budget provides for miscellaneous office supplies.	**3,200**
101-1004-411-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**14,600**

Department: City Administration

Budget Program: Community Outreach

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1005-411-32-00	PROF/TECH SERVICE	-516	0	0	0	0
	101-1005-411-43-00	MAINTENANCE SERVICE	-855	-808	-1,053	-900	-900
	101-1005-411-53-00	POSTAGE	-6,354	-6,668	-7,457	-12,000	-8,000
	101-1005-411-55-00	PRINTING & BINDING	-8,983	-11,649	-12,305	-15,000	-15,000
	101-1005-411-56-00	MILEAGE REIMBURSE	-27	-16	-48	-100	-50
	101-1005-411-57-00	MEETINGS/CONFERENC	-21,009	-10,036	-9,495	-10,550	-7,000
	101-1005-411-59-20	MEMBERSHIPS & DUES	-1,595	-1,390	-1,415	-43,525	-44,690
	101-1005-411-61-00	OP SUPP/MINOR EQUIP	-2,863	-2,521	-3,470	-5,000	-4,000
	101-1005-411-93-00	CITY GRANTS	-60,500	-60,500	-44,774	-44,774	0
Expenditure Subtotals			-102,701	-93,586	-80,017	-131,849	-79,640
Other Revenue	101-1005-369-10-00	MISC REVENUES	800	0	0	0	0
Revenue Subtotals			800	0	0	0	0
Net (Uses)/Resources Program Totals			**-101,901**	**-93,586**	**-80,017**	**-131,849**	**-79,640**

Department: City Administration

Budget Program: Community Outreach

Account #	Account Description	Proposed FY15-16
101-1005-411-43-00	**MAINTENANCE SERVICES** The cost of the weekly cable television channel guide.	**900**
101-1005-411-53-00	**POSTAGE** Postage costs for mailing a quarterly City Newsletter and the cost of postage permits. The Waste Reduction fund pays one-third of this cost to promote recycling activities.	**8,000**
101-1005-411-55-00	**PRINTING & BINDING** Charges for outside printing and/or binding for letterhead, business cards, forms, brochures and other published documents ($1,000). This budget also reflects the cost of printing a quarterly City Newsletter ($14,000). The Waste Reduction fund pays for one-third of this cost to promote recycling activities.	**15,000**
101-1005-411-56-00	**MILEAGE REIMBURSE** The city reimburses staff for use of personal vehicles when conducting business on behalf of the city.	**50**
101-1005-411-57-00	**MEETINGS/CONFERENCES** Expenses are included for the following events: 1. Annual Holiday Reception. ($5,000) 2. Mayors Luncheons with mayors from the other three Peninsula cities and a member from the Palos Verdes Peninsula Unified School District Board. ($500) 3. Mayor/Committee Chair breakfasts, City Council meetings and workshops, as well as agenda preparation meetings. ($1,500)	**7,000**
101-1005-411-59-20	**MEMBERSHIPS & DUES** This item provides for City memberships in the following organizations: 1. Peninsula Chamber of Commerce ($700) 2. San Pedro Chamber of Commerce ($800) 3. Palos Verdes Peninsula Coordinating Council ($25) 4. California Coastal Coalition ($2,000) 5. California Contract Cities Association ($4,300) 6. South Bay Cities Council of Governments ($12,365) 7. West Basin Municipal Water District ($500) 8. Southern California Association of Governments ($4,200) 9. League of California Cities ($19,000) 10. Local Agency Formation Commission (LAFCO) participation	**44,690**

Department: City Administration

Budget Program: Community Outreach

Account #	Account Description	Proposed FY15-16
	fee ($800)	
101-1005-411-61-00	**OP SUPP/MINOR EQUIP** This item includes City tiles, lapel pins, engraving and proclamations.	**4,000**

Department: City Administration

Budget Program: RPVtv

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1006-411-12-00	SALARY & WAGES - PT	-1,648	-18,450	-18,617	-26,000	-25,750
	101-1006-411-29-00	EMPLOYEE BENEFITS	-2,600	-2,000	-500	-2,000	-1,970
	101-1006-411-32-00	PROF/TECH SERVICE	-96,726	-86,079	-100,345	-103,000	-79,000
	101-1006-411-59-20	MEMBERSHIPS & DUES	0	-80	-80	-100	-100
	101-1006-411-61-00	OP SUPP/MINOR EQUIP	-3,380	-6,669	-12,500	-14,000	-24,800
	101-1006-411-94-10	EQUIP REPLACE CHARG	-5,100	-6,200	-21,400	-23,500	-12,700
Expenditure Subtotals			-109,454	-119,478	-153,443	-168,600	-144,320
Net (Uses)/Resources Program Totals			**-109,454**	**-119,478**	**-153,443**	**-168,600**	**-144,320**

Department: City Administration

Budget Program: RPVtv

Account #	Account Description	Proposed FY15-16
101-1006-411-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees allocated to this program.	**25,750**
101-1006-411-29-00	**EMPLOYEE BENEFITS** The cost of employee benefits allocated to this program via the employee benefits charge.	**1,970**
101-1006-411-32-00	**PROF/TECH SERVICE** Professional services for Station Manager and Producers/Talent, as well as editing content and production labor. The increase in this line item is due to the expiration of the City's franchise agreement with the local cable provider, and its obligation to film City Council and Planning Commission meetings. Additional professional services will be necessary to continue providing the service to the public.	**79,000**
101-1006-411-59-20	**MEMBERSHIPS & DUES** Funds membership in governmental cable access professional organizations.	**100**
101-1006-411-61-00	**OP SUPP/MINOR EQUIP** 1. Miscellaneous operating supplies and minor equipment for production purposes, including camcorders, microphones, data cards, cables, monitors and tripods. ($20,000) 2. Replacement of studio chairs, control room equipment and production control desk. ($4,800)	**24,800**
101-1006-411-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**12,700**

Department: City Administration

Budget Program: Personnel

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1011-411-11-00	SALARY & WAGES - FT	-141,390	-83,156	-190,012	-152,900	-226,157
	101-1011-411-12-00	SALARY & WAGES - PT	0	-55,370	0	-26,000	0
	101-1011-411-29-00	EMPLOYEE BENEFITS	-47,200	-50,200	-38,800	-47,300	-69,072
	101-1011-411-32-00	PROF/TECH SERVICE	-60,464	-17,646	-46,547	-181,967	-63,750
	101-1011-411-54-00	LEGAL NOTICES AND AD	0	-439	-2,288	-5,000	-5,000
	101-1011-411-55-00	PRINTING & BINDING	-85	-493	0	-3,000	-5,000
	101-1011-411-56-00	MILEAGE REIMBURSE	-202	0	0	-200	-200
	101-1011-411-57-00	MEETINGS/CONFERENC	-2,532	-322	-2,639	-2,500	-3,000
	101-1011-411-59-10	TRAINING	-190	0	-699	-3,000	-5,000
	101-1011-411-59-20	MEMBERSHIPS & DUES	-180	-1,144	-2,998	-1,000	-1,000
	101-1011-411-59-30	PUBLICATIONS	-538	-729	-854	-1,000	-1,000
	101-1011-411-61-00	OP SUPP/MINOR EQUIP	-6,698	-1,958	-14,512	-15,000	-20,000
	101-1011-411-69-00	OTHER MISCELLANEOU	-30,619	722	-1,988	-30,000	-30,000
	101-1011-411-94-10	EQUIP REPLACE CHARG	-4,200	-5,300	-13,500	-15,300	-5,400
Expenditure Subtotals			-294,298	-216,035	-314,837	-484,167	-434,579
Net (Uses)/Resources Program Totals			**-294,298**	**-216,035**	**-314,837**	**-484,167**	**-434,579**

Department: City Administration

Budget Program: Personnel

Account #	Account Description	Proposed FY15-16
101-1011-411-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**226,157**
101-1011-411-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**69,072**
101-1011-411-32-00	**PROF/TECH SERVICE** This item provides funds for professional services related to special personnel and employee issues and employment services. 1. ADP (Human Resources/Benefits Management System) $17,000 2. Pre-employment physical exams $2,000 3. Background investigations with the California Department of Justice $1,500 4. Fingerprinting service $750 5. Fraud, Waste & Abuse Hotline service $7,500 6. Other professional services related to Personnel objectives $10,000 7. Performance Measurement Design and Implementation $25,000	**63,750**
101-1011-411-54-00	**LEGAL NOTICES AND ADS** Personnel recruitment advertisements in local newspapers, "Jobs Available" and other professional periodicals.	**5,000**
101-1011-411-55-00	**PRINTING & BINDING** Printing employment applications, handbooks and other personnel related materials.	**5,000**
101-1011-411-56-00	**MILEAGE REIMBURSE** The city reimburses staff for use of personal vehicles when conducting business on behalf of the city.	**200**
101-1011-411-57-00	**MEETINGS/CONFERENCES** Attendance at various human resource association meetings.	**3,000**
101-1011-411-59-10	**TRAINING** Training and continuing education focusing on personnel law, team building and benefits administration.	**5,000**

Account #	Account Description	Proposed FY15-16
	1. Liebert, Cassidy, Whitmore Consortium ($3,400) 2. Various webinars and other training session ($1,600)	
101-1011-411-59-20	**MEMBERSHIPS & DUES** Funds membership in human resources professional organizations.	**1,000**
101-1011-411-59-30	**PUBLICATIONS** Provides for subscriptions to periodicals, city directories and technical publications to assist City staff in the performance of their duties. Publications include those related to employment law, as well as the Top Health newsletter.	**1,000**
101-1011-411-61-00	**OP SUPP/MINOR EQUIP** Miscellaneous office supplies ($2,000), first aid kit supplies for staffed City facilities ($12,000), service pins ($4,000), employment law posters ($500), and CPR 1 ($1,500).	**20,000**
101-1011-411-69-00	**OTHER MISCELLANEOUS** Unemployment claims.	**30,000**
101-1011-411-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**5,400**

Department: City Administration

Budget Program: Risk Management

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1010-411-52-00	INSURANCE	-660,899	-685,845	-467,248	-400,000	-475,000
Expenditure Subtotals			-660,899	-685,845	-467,248	-400,000	-475,000
Net (Uses)/Resources Program Totals			**-660,899**	**-685,845**	**-467,248**	**-400,000**	**-475,000**

Department: City Administration

Budget Program: Risk Management

Account #	Account Description	Proposed FY15-16
101-1010-411-52-00	**INSURANCE** Cost for the City's general liability and property insurance coverage through the California Joint Powers Insurance Authority (CJPIA).	**475,000**

Department: City Administration

Budget Program: Employee Benefits

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	685-1015-499-21-00	INSURANCE-EMPLOYEE	-749,899	-770,497	-818,654	-995,100	-1,051,137
	685-1015-499-22-00	FICA/MEDICARE	-87,733	-71,785	-81,475	-99,650	-109,432
	685-1015-499-23-00	RETIREMENT (PERS)	-735,366	-712,488	-847,847	-815,100	-867,852
	685-1015-499-24-00	TUITION REIMBURSE	-500	-500	-1,000	-800	-800
	685-1015-499-25-00	DEFERRED COMP MATC	-15,000	-15,000	-15,000	0	0
	685-1015-499-27-00	BONUS POOL	-121,707	-87,550	0	0	0
	685-1015-499-28-00	RETIREMENT HEALTHC	-75,567	-73,083	-68,767	-88,300	-89,692
	685-1015-499-52-00	INSURANCE	-84,173	-116,617	-122,703	-152,500	-170,781
Expenditure Subtotals			-1,869,945	-1,847,521	-1,955,447	-2,151,450	-2,289,694
Chg for Svcs	685-1015-381-30-00	EMPLOYEE BENE CHAR	1,821,500	1,867,575	1,993,425	2,151,450	2,139,894
Interest	685-1015-361-10-00	INTEREST EARNINGS	219	573	0	240	1,350
Other Revenue	685-1015-369-10-00	MISC REVENUES	28,618	0	0	0	0
Revenue Subtotals			1,850,337	1,868,148	1,993,425	2,151,690	2,141,244
	685-1015-491-91-00	TRANSFERS OUT	-340,000	0	0	0	0
Transfers Out Subtotals			-340,000	0	0	0	0
Net (Uses)/Resources Program Totals			**-359,608**	**20,627**	**37,978**	**240**	**-148,450**

Department: City Administration

Budget Program: Employee Benefits

Account #	Account Description	Proposed FY15-16
685-1015-499-21-00	**INSURANCE-EMPLOYEE** The City's contribution for employee medical, dental, life, long-term disability and other insurance.	**1,051,137**
685-1015-499-22-00	**FICA/MEDICARE** The City is required to contribute 1.45% of an employee's salary to Medicare. This requirement applies to all employees hired after April 1, 1986. In addition, the City also pays 6.2% to Social Security for part-time employees that are not enrolled in the City's PERS pension plan.	**109,432**
685-1015-499-23-00	**RETIREMENT (PERS)** Based upon the June 30, 2013 Actuarial Valuation provided by CalPERS, the City's normal cost contributions for FY15-16 are expressed as a percentage of pensionable wages. Tier 1 – 9.671% Tier 2 – 6.709% Tier 3 – 6.237% In addition, the City is required to make a payment of $356,067 on its unfunded pension liability. The City will make a prepayment of $343,422 (vs. paying a portion each pay period), for a savings of $12,645 (or 3.6%). The City's employees make the following contributions, also expressed as a percentage of pensionable wages. The employee contributions are not an expense of the City. Tier 1 – 8.00% Tier 2 – 7.00% Tier 3 – 6.25%	**867,852**
685-1015-499-24-00	**TUITION REIMBURSE** Tuition reimbursement for employees in accordance with the City's educational incentive plan.	**800**
685-1015-499-28-00	**RETIREMENT HEALTHCARE** The budget amount represents contributions of $55.64 per pay period, per full-time employee for FY15-16; which has been increased by the Consumer Price Index increase for the twelve months ended March 2015 (an increase of 0.5%).	**89,692**
685-1015-499-52-00	**INSURANCE** This line item reflects the City's share of the annual deposit for Workers Compensation Insurance coverage. The City is a member of the California Joint Powers Insurance Authority	**170,781**

Department: City Administration

Budget Program: Employee Benefits

Account #	Account Description	Proposed FY15-16
	(CJPIA) which determines all participating agencies required deposits using a seven-year history of actual incurred losses and expenses.	

Department: City Administration

Budget Program: Information Technology - Data

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-2030-411-11-00	SALARY & WAGES - FT	0	0	-16,810	-105,000	-105,000
	101-2030-411-12-00	SALARY & WAGES - PT	0	0	0	-5,500	-67,800
	101-2030-411-29-00	EMPLOYEE BENEFITS	0	-17,700	-25,900	-33,500	-39,192
	101-2030-411-32-00	PROF/TECH SERVICE	-326,832	-324,032	-288,600	-381,000	-286,700
	101-2030-411-43-00	MAINTENANCE SERVICE	0	-55	0	0	-327,691
	101-2030-411-57-00	MEETINGS/CONFERENC	-93	-116	-214	-3,000	-3,000
	101-2030-411-59-10	TRAINING	0	-10,176	-84	-10,000	-10,000
	101-2030-411-59-20	MEMBERSHIPS & DUES	-200	-80	-1,054	-1,000	-1,000
	101-2030-411-59-30	PUBLICATIONS	0	0	-30	-1,500	-1,500
	101-2030-411-61-00	OP SUPP/MINOR EQUIP	-20,756	-15,121	-10,401	-45,000	-115,130
	101-2030-411-94-10	EQUIP REPLACE CHARG	-8,400	-10,700	-13,500	-15,300	-5,400
Expenditure Subtotals			-356,282	-377,980	-356,593	-600,800	-962,413
Net (Uses)/Resources Program Totals			**-356,282**	**-377,980**	**-356,593**	**-600,800**	**-962,413**

Department: City Administration

Budget Program: Information Technology - Data

Account #	Account Description	Proposed FY15-16
101-2030-411-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**105,000**
101-2030-411-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees allocated to this program.	**67,800**
101-2030-411-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**39,192**
101-2030-411-32-00	**PROF/TECH SERVICE** Consulting services for administration of the City's data network system, cabling and website services. 1. Information Technology Services Provider ($200,000) 2. Audio/Visual Services ($20,000) 3. Graphic Information System Maintenance ($36,700) 4. Other Incidental Services ($20,000) 5. One-Time Consulting Support, Strategic Plan Development ($10,000)	**286,700**
101-2030-411-43-00	**MAINTENANCE SERVICES** Licensing and support costs associated with hardware and software maintenance for the City's data network, business systems (permitting, accounting, etc.), website, Graphic Information System (GIS), document imaging, and copiers. This item includes Microsoft Enterprise licensing.	**327,691**
101-2030-411-57-00	**MEETINGS/CONFERENCES** Expenses related to attendance at meetings and conferences related to the City's Information Technology function.	**3,000**
101-2030-411-59-10	**TRAINING** This budget provides for employee training to support the Information Technology function, as well as user training for various software systems used by the City.	**10,000**
101-2030-411-59-20	**MEMBERSHIPS & DUES** This item is for membership dues in various Information Technology associations.	**1,000**

Department: City Administration

Budget Program: Information Technology - Data

Account #	Account Description	Proposed FY15-16
101-2030-411-59-30	**PUBLICATIONS** Provides for subscriptions to periodicals and technical publications which assist City employees with Information Technology maintenance and management.	**1,500**
101-2030-411-61-00	**OP SUPP/MINOR EQUIP** This budget item provides for purchasing minor new & replacement computer equipment with a cost less than the $5,000 capitalization threshold. Examples include workstations, laptops, printers, scanners, monitors, UPS devices, and software licenses.	**115,130**
101-2030-411-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**5,400**

Department: City Administration

Budget Program: Information Technology - Voice

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-2035-411-32-00	PROF/TECH SERVICE	-10,650	-10,200	-870	-12,000	0
	101-2035-411-41-40	TELEPHONE SERVICE	-58,336	-70,551	-71,368	-62,000	-70,000
	101-2035-411-43-00	MAINTENANCE SERVICE	-50	-50	0	-12,000	-5,000
	101-2035-411-61-00	OP SUPP/MINOR EQUIP	-182	-33	0	-10,000	-5,000
Expenditure Subtotals			-69,218	-80,834	-72,238	-96,000	-80,000
Net (Uses)/Resources Program Totals			**-69,218**	**-80,834**	**-72,238**	**-96,000**	**-80,000**

Department: City Administration

Budget Program: Information Technology - Voice

Account #	Account Description	Proposed FY15-16
101-2035-411-41-40	**TELEPHONE SERVICE** Local and long distance telephone services, as well as data bandwidth.	**70,000**
101-2035-411-43-00	**MAINTENANCE SERVICES** Costs associated with hardware and software maintenance and support of the City's phone and voice messaging system.	**5,000**
101-2035-411-61-00	**OP SUPP/MINOR EQUIP** Supplies, equipment, incidental software and minor repairs of the phone and voice messaging systems.	**5,000**

Department: City Administration

Budget Program: Equipment Replacement - Computers

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	681-2082-499-43-00	MAINTENANCE	-173,345	-176,190	-168,524	-353,385	0
	681-2082-499-61-00	OP SUPP/MINOR EQUIP	-49,553	-38,439	-41,054	-209,500	0
	681-2082-499-75-20	COMP/VOICE EQUIP - CA	-48,838	-141,690	-81,831	-1,218,950	-370,000
Expenditure Subtotals			-271,735	-356,319	-291,409	-1,781,835	-370,000
Chg for Svcs	681-2082-381-20-00	INTERFUND CHG CMPTR	342,800	458,600	573,700	796,000	225,000
Revenue Subtotals			342,800	458,600	573,700	796,000	225,000
Net (Uses)/Resources Program Totals			**71,065**	**102,281**	**282,291**	**-985,835**	**-145,000**

Department: City Administration

Budget Program: Equipment Replacement - Computers

Account #	Account Description	Proposed FY15-16
681-2082-499-75-20	**COMP/VOICE EQUIP - CAP**	**370,000**
	FY15-16 purchases and upgrades: Support for systems used in the City's operations ($120,000) New software ($20,000) Network infrastructure ($90,000) Public Works Color Copier ($25,000) Website technologies ($45,000) Systems and equipment for RPVtv ($70,000)	

PUBLIC SAFETY

The public safety program provides for the overall protection and preservation of the City, including its residents, business owners and visitors. Public safety programs, which are administered by the City Manager's Office, include Sheriff, Special Programs, and Emergency Preparedness. Fire protection beach lifeguard services and animal control services are provided by the Los Angeles County Fire Department through a Special Assessment District administered by the County.

SHERIFF

The City contracts with the Los Angeles County Sheriff's Department for general law enforcement services through a joint regional law enforcement agreement with the Cities of Rolling Hills and Rolling Hills Estates. The Deputy City Manager serves as the liaison to the Regional Law Enforcement Committee. Sheriff services include: patrol services, traffic and parking enforcement, general and specialized investigations, and various crime prevention services.

SPECIAL PROGRAMS

Special law enforcement programs include school crossing guard and traffic control services, the parking citation-processing contract, and sobriety checkpoint and focused traffic safety enforcement programs.

PUBLIC SAFETY GRANTS

The City receives $100,000 annually from the Citizens Option for Public Safety (COPS) program. This level of funding pays for close to half of the cost of a special policing team that focuses on juvenile crime and drug abuse prevention in the City.

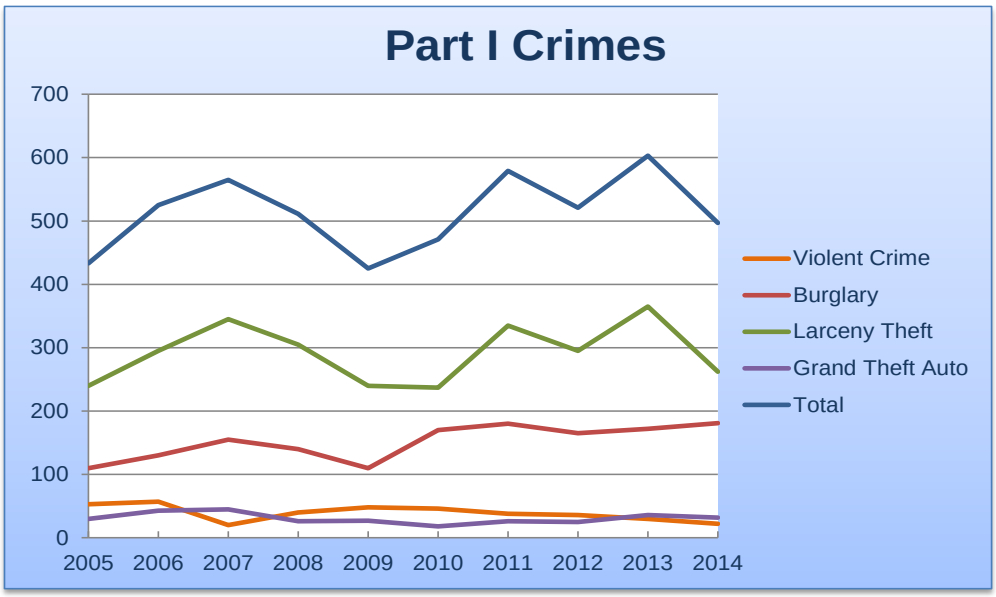
EMERGENCY PREPAREDNESS

Through the Emergency Preparedness program, the City provides for disaster planning and coordination of a comprehensive emergency action program in the event of a natural or man-made disaster. The City Manager's Office is responsible for maintaining the City's emergency supplies, training City staff, updating the City's Emergency Operations Plan, coordinating with the County and other local agencies, and providing staff support to the City's Emergency Preparedness Committee.

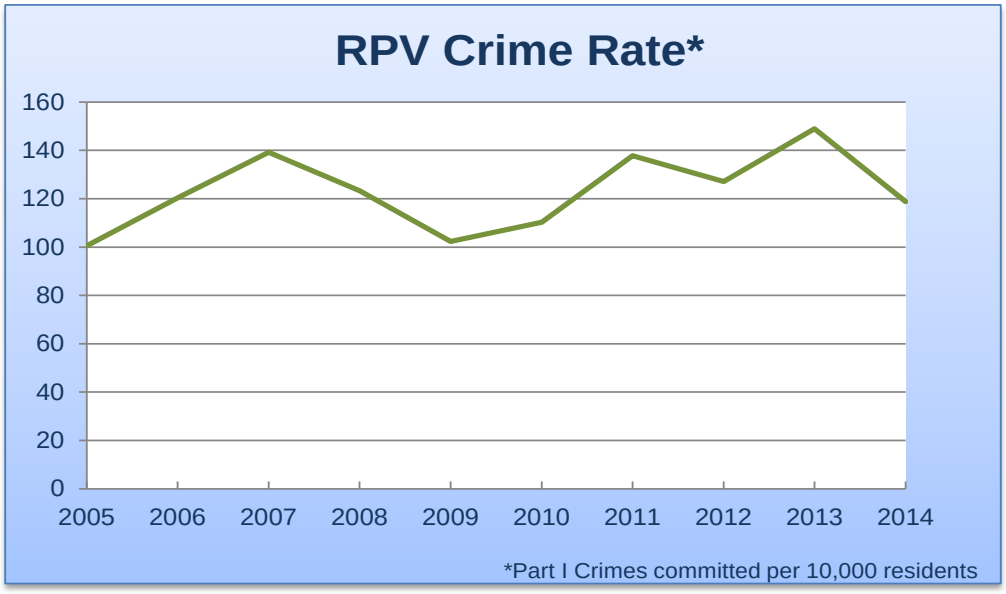
PUBLIC SAFETY PERFORMANCE INDICATORS

PART I CRIMES

Part I offenses are used by law enforcement agencies in the United States to reveal the extent of criminal activity and to identify trends. Part I crimes include criminal homicide, forcible rape, robbery, aggravated assault, burglary, larceny theft, grand theft auto and arson. The majority of the reported rape cases involved victims who knew their assailant, often associated with domestic violence incidents. Therefore, there was no indication of a serial rapist in the community.



Cities often use a formula based on the number of Part I Crimes committed each year per 10,000 in population as a way of expressing the overall crime rate in the community. The graph below compares the crime rate in Rancho Palos Verdes using this formula since 2005:



In 2014, about 119 people out of every 10,000 in Rancho Palos Verdes were victims of a Part I Crime, compared to 154 for the unincorporated areas served by the Lomita Sheriff's Station.

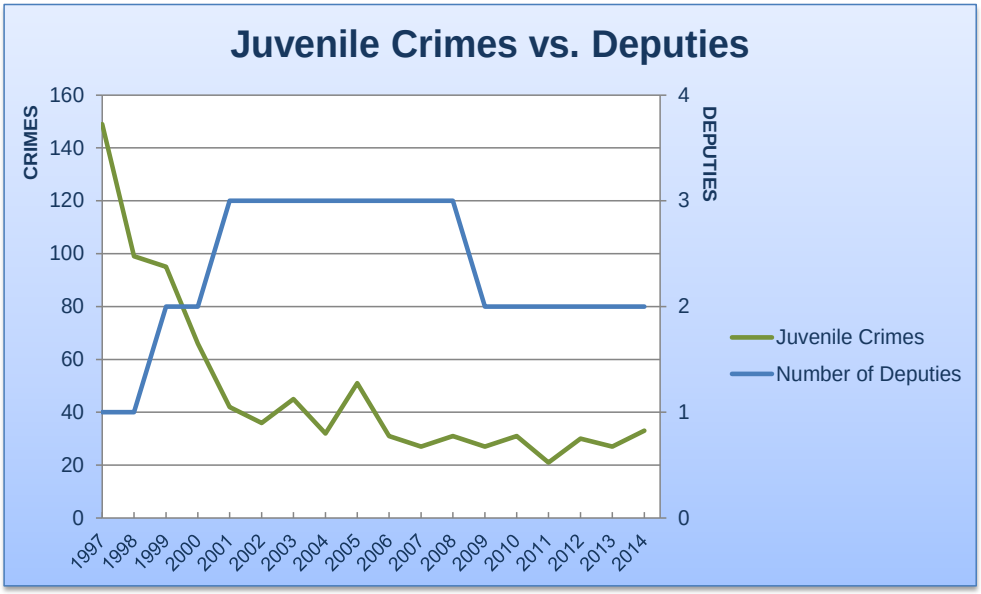
SHERIFF'S RESPONSE TIME

The Sheriff's goal is to respond to calls for assistance in a timely manner, especially with regard to immediate needs and emergency situations. The Lomita Sheriff Station's estimated average response times are as follows:

Sheriff's Response Time Performance		
Type of Calls	**Desired Response Time**	**Average**
Routine	Within 60 minutes	Most often 25 minutes or less
Immediate	Within 20 minutes	Most often 10 minutes or less
Emergency	Within 10 minutes	Most often 6 minutes or less

CORE DEPUTY TEAM

First established in FY96-97, the Community Resource (CORE) Team provides Sheriff Deputies assigned to address juvenile crime and delinquency issues, assist with emergency preparedness, coordinate with the City's volunteer Neighborhood Watch program, patrol open space areas, and resolve neighborhood disputes. One of the CORE Team's primary missions is to police the local high schools and intermediate schools and the adjacent shopping areas to detect and deter juvenile crime. Because of the variables involved in the reporting of data on juvenile crime, the exact effect the CORE team has had on juvenile crime in the City is uncertain. For the City of Rancho Palos Verdes, however, the Sheriff's Department has reported the following number of incidents involving youth, which indicates a declining trend during the first four years of the program and relative stability since that time, with only one discernible uptick in 2005:



According to the Sheriff's Department, the criteria consisted of all crime reports involving a subject between the ages of five and seventeen. This included both identified subjects and unidentified subjects with a description provided by a witness (based on information provided by the Los Angeles County Sheriff's Department, Lomita Station).

ANIMAL CONTROL

The City contracts with the County of Los Angeles, Department of Animal Care and Control (LAC DACC) for basic service. The County provides and charges for services tendered upon request or service call. The agency's target response times are identified below.

Animal Control
Target Response Times by Priority

LAC DACC Policy: OPF 130

Priority 1	One Hour	Bite/Attack in Progress Injured Animals Police Assist Other High Risk or Dangerous Call
Priority 2	Four Hours	Animals Confined by the Reporting Party
Priority 3	Twenty-Four (24) Hours	Dead Animals Patrol for Loose Dogs on Complaint
Priority 4	Seven (7) Days	Dogs Running from a Known Address Barking Dog Complaint

The LAC DACC's target response times fall in the high and medium level of *Response Time Standards* as outlined by the League of California Cities, *A "How To" Guide for Assessing Effective Service Levels in California Cities* (Sacramento: League of California Cities, 1994) pp 18-19 (see below).

League of California Cities'
Response Time Standards

	Agency Service Levels		
Incident	***High***	***Medium***	***Low***
Endangering Human Life/ Safety	Immediate Action		
Sick/Injured	Less than .25 hrs	.25 - 4 hrs	More than 4 hrs
Aggressive Animal	Less than .33 hrs	.33 - 1.33 hrs	More than 2 hrs
Neglect/Cruelty	Less than 1 hr	1 - 24 hrs	More than 24 hrs
Confined/Trapped	Less than 1.5 hrs	1.5 - 24 hrs	More than 24 hrs
Nuisance Animal	Less than 4 hrs	4 - 72 hrs	More than 72 hrs
Dead Animal Pick-up	Less than 4 hrs	4 - 36 hrs	More than 36 hrs

Emergency Preparedness

Goal	Status
Complete Mandatory Multi-jurisdictional All Hazards Mitigation Plan	The Plan is back from FEMA review and currently under City staff and consultant review. After this round of revisions is made, the Plan will go back to FEMA for a hopeful final approval. Estimated project completion date - August 2014.
Complete Emergency Response Plans for Park Facilities	The Project is underway. Estimated project completion date - August 2015.
Complete purchasing handheld and possible mobile radio units for the City's EOC and Public Works crews operations.	This project is underway. Now collecting estimates for radio equipment and supplies. Estimated project completion date – September 2014.
Produce Continuity of Operations Plans for City Departments	Funds allocated for consultant to produce plan. Estimated project completion date – July 2015.
Hire a consultant to negotiate several Memorandum of Understanding (MOU) between the City and vendors (local and distant) for equipment and supplies necessary during a disaster.	Funds allocated for consultant to negotiate MOU's. Estimated project completion date – June 2015.
Monitor Area G Disaster Management Area Coordinator (DMAC) Position and Annual Work Plan	Monthly meetings held by Area G City Manager Board to monitor the DMAC position and Annual Work Plan. All items on the Work Plan are currently on track for FY 2014-15.

Department: Public Safety

Budget Program: Sheriff

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1021-421-32-00	PROF/TECH SERVICE	-3,957,051	-4,154,039	-4,177,601	-4,306,900	-5,046,200
Expenditure Subtotals			-3,957,051	-4,154,039	-4,177,601	-4,306,900	-5,046,200
Fine/Forfeiture	101-1021-351-10-00	MISC COURT FINES	147,684	105,186	118,185	107,000	107,000
Fine/Forfeiture	101-1021-351-20-00	FALSE ALARM FINES	7,300	6,000	4,700	5,500	5,000
Fine/Forfeiture	101-1021-351-30-00	TOW FEES	4,504	5,346	5,862	5,100	8,000
Revenue Subtotals			159,488	116,532	128,747	117,600	120,000
Fr PS Grants	101-1021-391-10-00	TRANSFERS IN	100,000	100,000	100,000	100,000	100,000
Transfers In Subtotals			100,000	100,000	100,000	100,000	100,000
Net (Uses)/Resources Program Totals			**-3,697,563**	**-3,937,507**	**-3,948,854**	**-4,089,300**	**-4,826,200**

Department: Public Safety

Budget Program: Sheriff

Account #	Account Description	Proposed FY15-16
101-1021-421-32-00	**PROF/TECH SERVICE**	**5,046,200**

The FY15-16 allocation reflects a 2.5% increase from actual FY14-15 rates.

1. General Law Enforcement: Provides for basic law enforcement services by the Los Angeles County Sheriff's Department as part of the Peninsula Regional Law Enforcement Agreement. Operating from the Lomita Station, the Sheriff's Department provides law enforcement for the Cities of Rancho Palos Verdes, Rolling Hills and Rolling Hills Estates. Services include regular patrol units, traffic enforcement, and the Surveillance and Apprehension Team (SAT) undercover unit. Beginning in FY15-16, the City added two RPV-dedicated patrol units (cost of $159,469 each) and one RPV-dedicated SAT unit (cost of $173,281) to the Sheriff's contract at the "growth" rate, which will increase by about 50% to the standard rate in FY17-18. ($4,543,600)

2. Grant Deputy Program: Provides for the Community Resource (CORE) policing team that primarily focuses on juvenile crime and drug abuse prevention, neighborhood conflict resolution and other quality of life policing issues. The team also teaches Student & the Law classes at Peninsula High School and Rancho del Mar High School. First established in FY96-97 with one deputy, the Team was increased in size until it had three deputies beginning in FY99-00. Beginning in FY09-10, the regional contract CORE team was reduced to two deputies. ($216,900)

The total cost of the Sheriff's services includes a 6% contribution to the Liability Trust Fund that is administered by the County of Los Angeles. Oversight of this fund is conducted by the Liability Trust Fund Oversight Committee, which was established by the California Contract Cities Association. ($285,700)

Department: Public Safety

Budget Program: Special Programs

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1024-421-32-00	PROF/TECH SERVICE	-24,289	-54,351	-60,833	-92,700	-127,900
	101-1024-421-55-00	PRINTING & BINDING	-82	0	0	-2,500	-2,500
	101-1024-421-61-00	OP SUPP/MINOR EQUIP	-142	-259	-1,007	-1,500	-14,900
Expenditure Subtotals			-24,514	-54,610	-61,839	-96,700	-145,300
Net (Uses)/Resources Program Totals			**-24,514**	**-54,610**	**-61,839**	**-96,700**	**-145,300**

Account #	Account Description	Proposed FY15-16
101-1024-421-32-00	**PROF/TECH SERVICE**	**127,900**

This line item provides for the following professional and technical services:

1. Parking Citations: In cooperation with the other two regional cities, Rolling Hills and Rolling Hills Estates, the City contracts with an outside vendor for the processing and administration of parking citations. ($1,700)

2. Traffic Control at Rancho Vista Elementary School: This item pays for the City's share of the Sheriff's traffic control at Rancho Vista Elementary School. The three regional cities share the cost: RPV 68%, RHE 28% and RH 4%. ($14,000)

3. Explorer Scouts: This program allows Sheriff Explorer Scouts to provide traffic control at the City's annual Whale of a Day celebration and other special events. ($900)

4. School Crossing Guards: The City contracts with an outside vendor to provide school crossing guards at Silver Spur Elementary School and Miraleste Intermediate School. The City is fully reimbursed by the Palos Verdes Peninsula School District for the services at Miraleste Intermediate School. ($10,000)

5. Annual targeted enforcement and outreach programs recommended by the Sheriff. ($72,000 total)
   a. Coastal Area Patrol $39,000
   b. Western Avenue Patrol $8,000
   c. Summer Evening Patrol $10,000
   d. Supplemental Patrol $15,000

6. Los Angeles Regional Interoperable Communications System (LA-RICS) administration fee. ($4,300)

7. One-time audit of service level provided by the Sheriff. ($25,000)

101-1024-421-55-00	**PRINTING & BINDING**	**2,500**

This item covers the cost of printing parking citation books for the Regional Law Enforcement Area. The cost is shared on a 68% - 28% - 4% basis with the other contract cities.

101-1024-421-61-00	**OP SUPP/MINOR EQUIP**	**14,900**

This item covers the costs associated with ongoing maintenance and miscellaneous supplies for:
1. Peninsula Region's radar units. This cost is shared: RPV 68%, RHE 28% and RH 4%. ($1,000)
2. The City's speed trailer. ($500)
3. Uniforms and equipment for the Lomita Sheriff's Station

Department:	Public Safety	
Budget Program:	Special Programs	
Account #	**Account Description**	**Proposed FY15-16**
	Volunteers on Patrol (VOP) participants who are Rancho Palos Verdes residents. ($5,000) 4. Installation of ALPR systems, with costs to be spread over five years. One regional system, with RPV share at 68% ($3,400 annually), and one dedicated system ($5,000 annually). ($8,400)	

Department: Public Safety

Budget Program: Animal Control

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1025-421-32-00	PROF/TECH SERVICE	-55,862	-49,204	-81,346	-111,515	-88,000
Expenditure Subtotals			-55,862	-49,204	-81,346	-111,515	-88,000
License/Permit	101-1025-326-10-00	ANIMAL CONTROL FEES	33,752	32,644	41,647	30,000	40,000
Revenue Subtotals			33,752	32,644	41,647	30,000	40,000
Net (Uses)/Resources Program Totals			**-22,110**	**-16,560**	**-39,699**	**-81,515**	**-48,000**

Department: Public Safety

Budget Program: Animal Control

Account #	Account Description	Proposed FY15-16
101-1025-421-32-00	**PROF/TECH SERVICE**	**88,000**
	The City contracts with the Los Angeles County Department of Animal Care & Control for animal control services. Services include animal shelter care, dog license administration and field services. This expenditure is partially offset with fees collected by the County and remitted to the City.	

Department: Public Safety

Budget Program: Emergency Preparedness

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-1026-421-11-00	SALARY & WAGES - FT	-27,000	-25,247	-74,469	-77,600	-72,859
	101-1026-421-29-00	EMPLOYEE BENEFITS	-8,000	-8,400	-28,100	-30,500	-36,505
	101-1026-421-32-00	PROF/TECH SERVICE	-48,372	-10,419	-4,317	-118,983	-13,000
	101-1026-421-41-40	TELEPHONE SERVICE	-2,564	-2,380	-2,643	-3,000	-2,700
	101-1026-421-54-00	LEGAL NOTICES AND AD	-400	0	0	0	0
	101-1026-421-55-00	PRINTING & BINDING	-52	0	-1,097	-2,000	-1,000
	101-1026-421-56-00	MILEAGE REIMBURSE	-223	-378	-408	-500	-500
	101-1026-421-57-00	MEETINGS/CONFERENC	-126	-815	-1,966	-3,000	-3,000
	101-1026-421-59-10	TRAINING	0	0	-9	-600	-600
	101-1026-421-59-20	MEMBERSHIPS & DUES	-10,015	-809	-5,333	-11,400	-11,400
	101-1026-421-61-00	OP SUPP/MINOR EQUIP	-23,948	-14,972	-18,284	-18,500	-25,250
	101-1026-421-94-10	EQUIP REPLACE CHARG	-19,800	-26,500	-34,900	-60,300	-20,000
Expenditure Subtotals			-140,500	-89,920	-171,526	-326,383	-186,814
From Other Ag	101-1026-331-10-00	FEDERAL GRANT INCOM	5,175	0	0	0	0
Other Revenue	101-1026-369-10-00	MISC REVENUES	1,214	919	743	0	0
Revenue Subtotals			6,389	919	743	0	0
Net (Uses)/Resources Program Totals			**-134,111**	**-89,001**	**-170,783**	**-326,383**	**-186,814**

Department: Public Safety

Budget Program: Emergency Preparedness

Account #	Account Description	Proposed FY15-16
101-1026-421-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**72,859**
101-1026-421-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**36,505**
101-1026-421-32-00	**PROF/TECH SERVICE** This budget provides for professional services to support emergency preparedness. 1. Disaster related Memorandums of Understanding with vendors ($5,000) 2. Media training consultant ($6,000) 3. Emergency Communications Center antenna and San Pedro Hill repeater maintenance ($1,000) 4. Emergency Operations Center training ($1,000)	**13,000**
101-1026-421-41-40	**TELEPHONE SERVICE** This item provides emergency cellular (phones in emergency caches) and satellite telephone service for the City.	**2,700**
101-1026-421-55-00	**PRINTING & BINDING** This item is used for printing costs for emergency caches binder update.	**1,000**
101-1026-421-56-00	**MILEAGE REIMBURSE** Reimbursement to staff for use of personal vehicles for attending regional meetings related to emergency preparedness.	**500**
101-1026-421-57-00	**MEETINGS/CONFERENCES** Expenses related to attendance by Administration employees at educational meetings and conferences sponsored by the California Emergency Services Association (CESA), International Association of Emergency Managers (IAEM), and Emergency Management Magazine.	**3,000**
101-1026-421-59-10	**TRAINING** Provides funding for a California Emergency Manager (CEM) certification course.	**600**

Department: Public Safety

Budget Program: Emergency Preparedness

Account #	Account Description	Proposed FY15-16
101-1026-421-59-20	**MEMBERSHIPS & DUES** This item is for membership dues in the Los Angeles County Area G Disaster Council, California Emergency Services Association (CESA), and International Association of Emergency Managers (IAEM).	**11,400**
101-1026-421-61-00	**OP SUPP/MINOR EQUIP** This item provides for emergency preparedness supplies and equipment. Emergency Operations Center (EOC) handheld & mobile radios ($10,000) EOC laptop computers ($4,000) EOC and emergency cache supplies ($1,000) 3-Day personal preparedness kits for monthly City Council drawings, local presentations, and city vehicles ($2,750) Emergency Planning takeaways for special events ($5,000) Palos Verdes Amateur Network (PVAN) equipment & supplies ($1,500) Personal protection equipment for City Staff ($1,000)	**25,250**
101-1026-421-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**20,000**

Department: Public Safety

Budget Program: Public Safety Grants

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
From Oth Agen	217-1027-334-10-00	CA BRULTE (COPS)	100,000	100,000	100,000	100,000	100,000
Interest	217-1027-361-10-00	INTEREST EARNINGS	256	211	170	40	190
Revenue Subtotals			100,256	100,211	100,170	100,040	100,190
To Gen'l fund	217-1027-491-91-00	TRANSFERS OUT	-100,000	-100,000	-100,000	-100,000	-100,000
Transfers Out Subtotals			-100,000	-100,000	-100,000	-100,000	-100,000
Net (Uses)/Resources Program Totals			**256**	**211**	**170**	**40**	**190**

Department: Public Safety

Budget Program: Public Safety Grants

Account #	Account Description	Proposed FY15-16
To Gen'l fund		
217-1027-491-91-00	**TRANSFERS OUT**	**100,000**
	Transfer to the General Fund to supplement the Community Resource (CORE) deputy cost within the Sheriff program of the Public Safety section of the budget.	

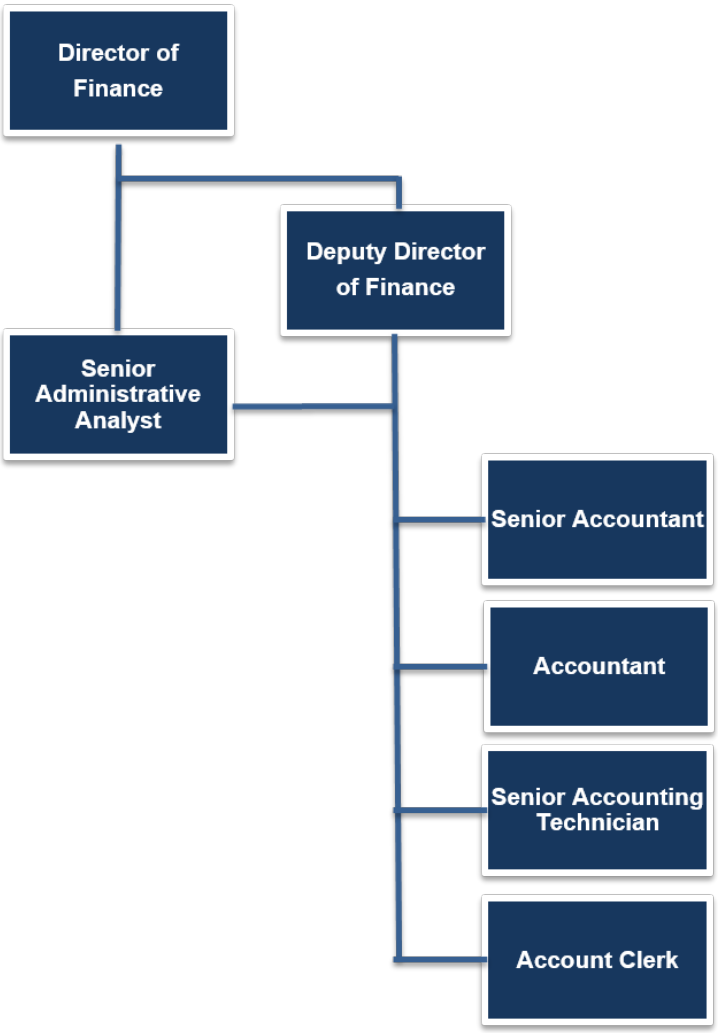
RANCHO PALOS VERDES

FINANCE

The City's Finance Department is responsible for managing all financial affairs of the City. Specific activities accounted for within the department's programs are listed below:

- Developing the City's Budget
- All City financial reporting
- Working with the outside auditors
- Managing the City's cash flow
- Managing the City's business processes
- Accounts Payable/Receivable function
- Managing the City's Investments
- Staffing the Finance Advisory Committee, Storm Drain Oversight Committee & Oversight Board for the Successor Agency
- Managing Payroll

ORGANIZATIONAL CHART



EMPLOYEE DESCRIPTIONS

Director of Finance

- Oversees the administration of the department.
- Serves as the City Treasurer.
- Responsible for all City investing activities.
- Staff liaison to Storm Drain Oversight Committee.
- Manages infrastructure financing initiatives.

Deputy Director of Finance

- Budget officer.
- Manager of accounting function.
- Responsible for financial reporting, including the Five-Year Financial Model.
- Staff liaison to Finance Advisory Committee.
- Staff liaison to Oversight Board to the Successor Agency.

Senior Administrative Analyst

- Assists in budget preparation.
- Project manager for department Requests for Proposals.
- Project manager for Five-Year Capital Improvement Plan.
- Assists in financial analysis.

Senior Accountant

- Prepares the City's Comprehensive Annual Financial Report.
- Audits daily accounting activities.

- Reconciles the general ledger.
- Staff liaison with outside auditors.
- Facilitates audits of City revenue sources.

Accountant

- Reconciles bank accounts and prepares cash balance reports.
- Monitor revenues and accounts receivable.
- Reconcile Community Development Block Grant grants and loans.
- Reconciles the general ledger.
- Keeps inventory of City's fixed assets.

Senior Accounting Technician

- Administers payroll.
- Processes accounts receivable, cash receipts and journal entries.
- General ledger reconciliation.

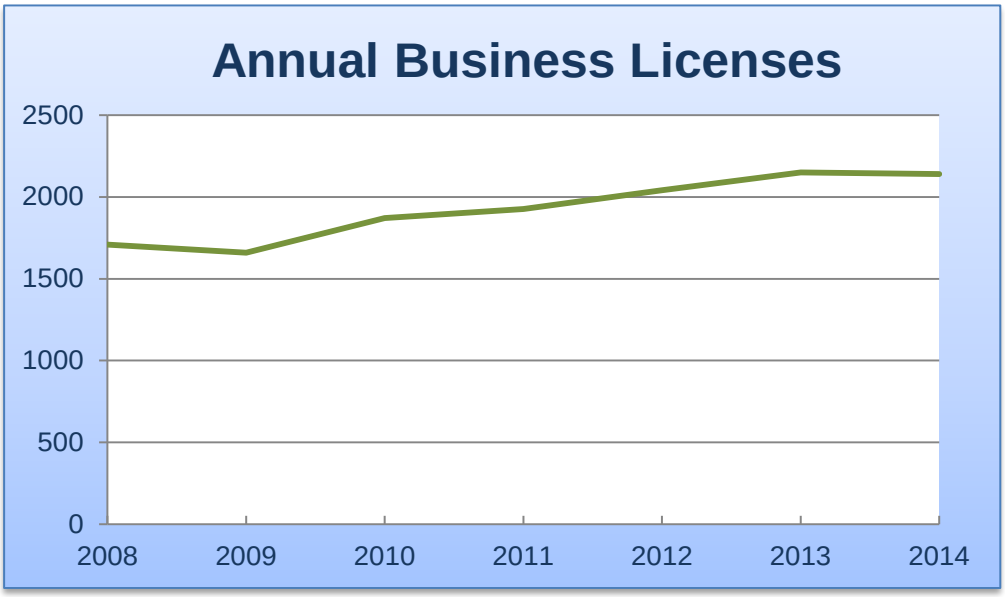
Account Clerk

- Manages purchasing function.
- Processes Accounts Payable.
- General ledger reconciliation.

FINANCE PERFORMANCE INDICATORS

- The City's Comprehensive Annual Financial Report has earned the prestigious Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the past 20 years, beginning with the June 30, 1993 report.

- The number of business licenses issued annually is presented below. The Senior Accountant hired towards the end of 2009 has been instrumental in collecting more business license tax, by using resources such as data from a State Board of Equalization canvassing program.



FINANCE GOALS

City Council Goal	Finance Goal	Completion
Governmental Efficiency, Accountability, Fiscal Control, Transparency & Oversight	Expand financial information on the City's website	FY14-15
Public Safety & Traffic Control	Update disaster recovery documents	FY14-15
Citizen Involvement & Public Outreach	Present financial information to the City's Leadership Academy	FY15-16
Governmental Efficiency, Accountability, Fiscal Control, Transparency & Oversight	Procure and initiate implementation of a replacement accounting system	FY15-16
Governmental Efficiency, Accountability, Fiscal Control, Transparency & Oversight	Expand electronic payments to City vendors with implementation of new system	FY15-16
Governmental Efficiency, Accountability, Fiscal Control, Transparency & Oversight	Expand online payment functionality with implementation of new systems	FY15-16
Governmental Efficiency, Accountability, Fiscal Control, Transparency & Oversight	Review departmental performance measures	FY15-16
City Council Policy - Banking Services Procurement	Conduct first periodic evaluation of banking services	FY15-16
Infrastructure	Assist with development of an Infrastructure Management Plan, including funding options	FY15-16
Governmental Efficiency, Accountability, Fiscal Control, Transparency & Oversight	Update the calculation of cost-based fees after the new systems are implemented, which will likely result in changes to existing business processes	FY16-17

Department: Finance

Budget Program: Finance

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-2020-411-11-00	SALARY & WAGES - FT	-734,613	-729,499	-759,227	-573,500	-697,825
	101-2020-411-12-00	SALARY & WAGES - PT	-30,254	-27,907	-32,301	-30,200	-37,796
	101-2020-411-13-00	SALARY & WAGES - OT	0	0	0	0	-12,121
	101-2020-411-29-00	EMPLOYEE BENEFITS	-242,000	-219,600	-271,400	-207,300	-228,284
	101-2020-411-32-00	PROF/TECH SERVICE	-227,229	-183,600	-199,410	-201,000	-197,500
	101-2020-411-44-10	BUILDING & LAND RENT	-3,340	-3,455	-2,584	-2,400	-2,500
	101-2020-411-54-00	LEGAL NOTICES AND AD	-159	-725	-646	-500	-600
	101-2020-411-55-00	PRINTING & BINDING	-4,189	-4,545	-4,150	-6,000	-5,000
	101-2020-411-56-00	MILEAGE REIMBURSE	-272	-430	-244	-500	-300
	101-2020-411-57-00	MEETINGS/CONFERENC	-3,282	-4,056	-3,963	-5,500	-5,000
	101-2020-411-59-10	TRAINING	-2,539	-995	-1,237	-3,000	-4,000
	101-2020-411-59-20	MEMBERSHIPS & DUES	-2,090	-3,316	-2,850	-3,500	-1,600
	101-2020-411-59-30	PUBLICATIONS	-170	-442	-578	-600	-500
	101-2020-411-61-00	OP SUPP/MINOR EQUIP	-4,899	-2,824	-3,889	-6,000	-5,000
	101-2020-411-69-00	OTHER MISCELLANEOU	-30,136	-30,557	-33,947	-35,000	-40,000
	101-2020-411-94-10	EQUIP REPLACE CHARG	-56,800	-72,700	-90,900	-98,600	-33,400
Expenditure Subtotals			-1,341,971	-1,284,652	-1,407,325	-1,173,600	-1,271,426
Taxes	101-2020-316-10-00	BUSINESS LICENSE TAX	700,156	737,481	764,494	728,700	777,490
Revenue Subtotals			700,156	737,481	764,494	728,700	777,490
Net (Uses)/Resources Program Totals			**-641,815**	**-547,172**	**-642,830**	**-444,900**	**-493,936**

Department: Finance

Budget Program: Finance

Account #	Account Description	Proposed FY15-16
101-2020-411-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**697,825**
101-2020-411-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees allocated to this program.	**37,796**
101-2020-411-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees allocated to this program.	**12,121**
101-2020-411-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**228,284**
101-2020-411-32-00	**PROF/TECH SERVICE** This budget provides for professional and technical services required to support Finance operations, and includes the following: 1. Property Tax administration fee paid to the County ($96,000). 2. Independent audit of the City's financial statements, and other audit procedures ($38,000). 3. Contracted services for payroll processing ($31,000). 4. City Financial Advisor ($15,000). 5. Actuarial report required for new financial reporting standard for employee pension in the financial statements ($2,500). 6. Other professional services including sales tax review, third-party audits of various revenue sources, statistical information for the Comprehensive Annual Financial Report, Dunn & Bradstreet reports, and state mandated cost reimbursement claims ($15,000).	**197,500**
101-2020-411-44-10	**BUILDING & LAND RENTAL** The department uses a mobile storage unit for non-active record retention.	**2,500**
101-2020-411-54-00	**LEGAL NOTICES AND ADS** Per state law, the City must annually publish a summary of financial transactions in the local newspaper. The City also	**600**

Department: Finance

Budget Program: Finance

Account #	Account Description	Proposed FY15-16
	publishes notices for public hearings for the budget process.	
101-2020-411-55-00	**PRINTING & BINDING** This budget item provides for financial document printing; including annual budget, budget-in-brief, Comprehensive Annual Financial Report, and letterhead.	**5,000**
101-2020-411-56-00	**MILEAGE REIMBURSE** The city reimburses staff for use of personal vehicles when conducting business on behalf of the city.	**300**
101-2020-411-57-00	**MEETINGS/CONFERENCES** This budget enables Finance Staff to attend local meetings and the annual conference of the California Society of Municipal Finance Officers (CSMFO). This item also provides for refreshments for Finance Advisory Committee meetings.	**5,000**
101-2020-411-59-10	**TRAINING** Training is offered to Finance Staff to maintain a current working knowledge of applicable financial laws and practices, and improve use of finance-related software. Continuing education is also necessary to maintain Certified Public Accountant licenses.	**4,000**
101-2020-411-59-20	**MEMBERSHIPS & DUES** Certain department employees are members of the Government Finance Officers Association (GFOA), the California Society of Municipal Finance Officers (CSMFO), and the American Institute of Certified Public Accountants (AICPA).	**1,600**
101-2020-411-59-30	**PUBLICATIONS** The department purchases annual financial publications (e.g. guides for Generally Accepted Accounting Principles, and municipal finance guides) for use within the department.	**500**
101-2020-411-61-00	**OP SUPP/MINOR EQUIP** This item provides for office supplies, minor equipment and miscellaneous items.	**5,000**
101-2020-411-69-00	**OTHER MISCELLANEOUS** This budget item provides for bank fees and merchant credit card processing fees.	**40,000**

Department: Finance

Budget Program: Finance

Account #	Account Description	Proposed FY15-16
101-2020-411-94-10	**EQUIP REPLACE CHARGE**	**33,400**
	Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	

Department: Finance

Budget Program: Equipment Replacement - Furn & Equip

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	681-6083-499-43-00	MAINTENANCE SERVICE	-39,035	-41,450	-41,044	-45,000	-33,000
	681-6083-499-53-00	POSTAGE	-24,532	-24,449	-23,690	-26,000	-35,000
	681-6083-499-61-00	OP SUPP/MINOR EQUIP	-10,676	-11,435	-17,900	-20,000	-17,500
	681-6083-499-75-10	FURNITURE AND EQUIP	0	-3,827	0	-28,751	0
Expenditure Subtotals			-74,244	-81,160	-82,634	-119,751	-85,500
Chg for Svcs	681-6083-381-20-00	INTERFUND CHG EQUIP	85,200	88,000	126,500	69,000	85,500
Interest	681-6000-361-10-00	INTEREST EARNINGS	8,244	7,773	5,712	4,200	16,700
Revenue Subtotals			93,444	95,773	132,212	73,200	102,200
Net (Uses)/Resources Program Totals			**19,201**	**14,613**	**49,578**	**-46,551**	**16,700**

Department: Finance

Budget Program: Equipment Replacement - Furn & Equip

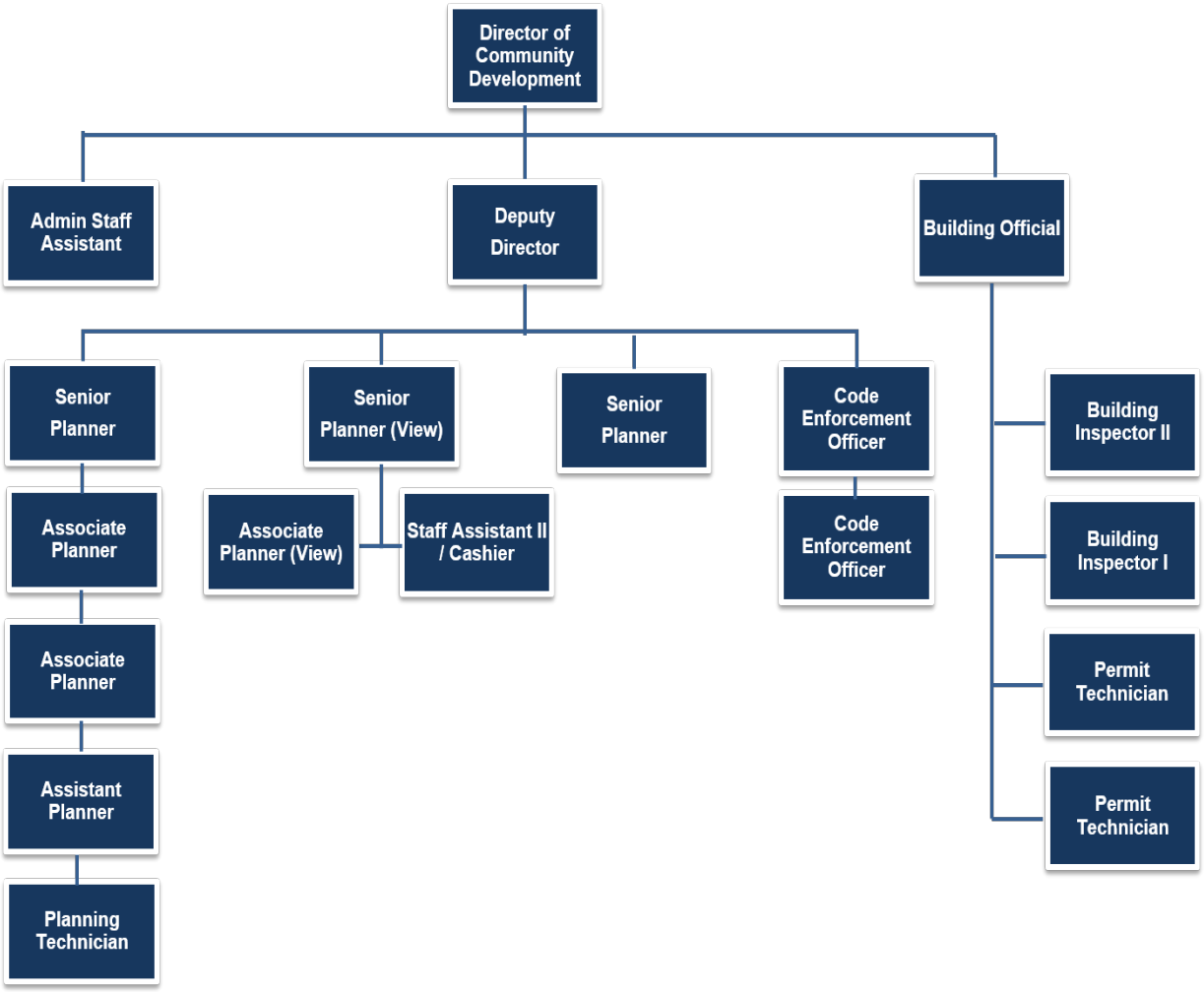
Account #	Account Description	Proposed FY15-16
681-6083-499-43-00	**MAINTENANCE SERVICES** This item provides for maintenance of office equipment (i.e. copiers, postage machine, etc.).	**33,000**
681-6083-499-53-00	**POSTAGE** Citywide postage needs.	**35,000**
681-6083-499-61-00	**OP SUPP/MINOR EQUIP** Supplies such as paper, toner, and ink cartridges are purchased with this account.	**17,500**

COMMUNITY DEVELOPMENT

The Community Development Department is responsible for managing the City's developed and open space environments and creating a livable community that balances the needs of residents, businesses, property owners and visitors. There are four divisions in the Department that assist in creating and implementing the community vision: Planning, Building & Safety, Code Enforcement and View Restoration. The Community Development Department manages the following capacities:

- Land use approvals
- Building and Safety permits
- Code Enforcement cases
- View Restoration permits
- Land use studies and master plans
- The City's General Plan
- The City's Nature Preserve Management
- Equestrian Uses and Animal Control

ORGANIZATIONAL CHART



EMPLOYEE DESCRIPTIONS

Community Development Director
- Responsible for executive oversight and administration of department
- Responsible for meeting goals and objectives of the City's programs
- Supervises and administers city codes related to planning, building codes, code compliance and view restoration.

Deputy Director
- Supervise all department Staff and administration of department
- Direct department operations in the Director's absence
- Responsible for managing complex projects
- Assist planners with their projects

Senior Planners
- Handle complex land use development applications
- Interpret, apply and explain complex City planning policies, ordinances and codes
- Assist with General Plan update

Associate Planners
- Handle land use development applications
- Interpret, apply and explain City planning policies, ordinances and codes
- Assist with General Plan update
- Manages City's Air Space issues

Assistant Planner
- Handles basic land use development applications
- Interprets, applies and explains basic City planning policies, ordinances and codes.
- Assists with General Plan update

Code Enforcement Officers
- Perform office and field work related to enforcement of the City's Municipal Code
- Provide information and assistance to residents for municipal code compliance
- Issue notice of violations and other actions to achieve compliance
- Maintain case files to support enforcement actions.
- Conduct public outreach and educational efforts.

Building Official
- Responsible for oversight and administration of the Division
- Ensures that all building permits issued are in accordance with adopted municipal codes and building codes.
- Oversees plan review and inspection work of staff.
- Resolves complex building code interpretation issues.

Building Inspectors
- Performs plan reviews for submitted building permit plans
- Conducts field inspections
- Participates, as required, in coordination of projects through development review process.
- Assists customers in understanding building codes and permit procedures

Permit Technicians
- Handle front counter activity for Division
- Responsible for processing of permits and plans
- Assist with routing and processing of plans.

PERFORMANCE INDICATORS

Noted below are performance indicators for the department. The indicators chosen give a general representation of the activity level of each division within the department. The purpose of the indicators is to demonstrate the department's activity level over time and draw a correlation with the corresponding budget year.

PLANNING

Planning decisions rendered over-the-counter typically involve a ministerial review of plans by counter Staff to ensure that the proposed improvements meet the City's development standards, with the possible necessity of a foliage analysis. Decisions on planning applications that are rendered by the Director, Planning Commission or City Council are discretionary decisions that usually involve a finding of neighborhood compatibility. The City's neighborhood compatibility review process can be lengthy and summarized as follows:

Decisions rendered by the Planning Commission take longer since they necessitate the scheduling of a public hearing before the Commission and often more than one public hearing is needed for the Planning Commission to render a decision. Decisions by the City Council typically occur as a result of an appeal. Processing time between application submittal and application completeness includes the time taken by applicants to respond to incomplete items, which can vary in duration and which City staff has no control over.

Planning Decisions Rendered	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Decisions rendered over the counter (cases)	492	431	342	308	337	403	417
Decisions rendered by the Director (cases)	81	84	95	48	52	37	52
Median processing time (days)	112	100	88	106	85	113	95
Decisions redered by Planning Commission and/or City Council (cases)	51	57	57	43	32	25	28
Median processing time (days)	313	213	228	253	198	286	223

BUILDING & SAFETY

Building permits issued over-the-counter typically involve minor improvements such plumbing, electrical or mechanical work, re-roofs and any other non-structural projects. Building permits that are taken in for plan check typically involve projects that require a structural engineering or geo-technical review such as building construction, pools, retaining walls and tenant improvements. The processing time noted is the median time between building permit submittal into plan check and when the permit is ready for issuance. Processing time includes the time taken by applicants to respond to plan check corrections, which can vary in duration and which City staff has no control over.

Building Permits Processed	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Permits issued over the counter (cases)	1305	1172	1108	1293	1247	1203	1291
Plan checked permits (cases)	383	245	142	154	155	268	250
Median processing time (days)	96	63	61	52	46	26	26

CODE ENFORCEMENT

Municipal Code enforcement cases typically involve violations such as property maintenance or trash can issues. These cases are typically resolved through a site visit, written notice and consultation with the offending party. Building Code enforcement cases typically involve violations such as non-permitted construction or grading. These cases are typically resolved after one or more site visits and multiple letters to the offending party. Furthermore, these cases

often require parties to go through the planning application and building permit process to resolve the issue while being monitored by code enforcement staff. Zoning Code enforcement cases typically involve building permit violations such as expired permits. These cases are typically resolved with a letter to the offending party. The processing time noted is the median time between the filing of a case and when the case is closed out or resolved. It should be noted that the processing time includes the time taken by offending parties to resolve the violation, which can vary in duration and which City staff has no control over.

Code Enforcement Complaints	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Municipal Code violations closed (cases)	110	145	145	194	172	200	230
Median processing time (days)	34	35	31	32	20	28	14
Building Code violations closed (cases)	10	16	8	7	12	6	4
Median processing time (days)	48	4	34	75	14	23	23
Zoning Code violations closed (cases)	91	159	135	107	109	104	117
Median processing time (days)	40	17	25	23	11	16	17

VIEW RESTORATION

View Restoration Permits are requests for the restoration of a view that has been impaired by foliage and no documentation of the view since November 1989 exists. The processing of these permits typically involves a pre-application meeting and depending on the success of the pre-application meeting, may require a hearing before the Planning Commission. View Preservation Permits are requests for the preservation of a view that has existed sometime since November 1989 (as documented in a photograph) and which now has been impaired by foliage. The processing of these permits typically involves staff site visits, a staff analysis and a determination by the Director. City Tree Review Permits are requests for the restoration of a view that has been impaired by City trees. The processing of these permits typically involves a site visit, the preparation of a staff report, input from the City arborist, notice of the decision and the trimming or removal of the City tree(s) by City work crews.

View Permits Processed	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
View Restoration permits processed (cases)	17	17	7	18	23	18	11
View Preservation permits processed (cases)	7	19	10	8	12	12	11
City Tree Review permits processed (cases)	9	20	4	10	8	4	7
View Maintenance requests processed (cases)	N/A	N/A	12	31	32	25	24

Department: Community Development

Budget Program: Planning

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-4001-441-11-00	SALARY & WAGES - FT	-874,652	-829,010	-833,739	-895,700	-822,537
	101-4001-441-12-00	SALARY & WAGES - PT	-7,410	-17,870	-14,717	-19,140	-11,340
	101-4001-441-13-00	SALARY & WAGES - OT	0	0	0	0	-4,566
	101-4001-441-29-00	EMPLOYEE BENEFITS	-261,000	-283,900	-291,500	-337,900	-297,972
	101-4001-441-32-00	PROF/TECH SERVICE	-33,616	-85,949	-37,367	-125,171	-12,000
	101-4001-441-41-40	TELEPHONE SERVICE	-1,159	-2,197	0	0	0
	101-4001-441-44-10	BUILDING & LAND RENT	-2,726	-3,375	-2,317	-2,800	-2,800
	101-4001-441-54-00	LEGAL NOTICES AND AD	-22,984	-17,652	-20,461	-25,000	-25,000
	101-4001-441-55-00	PRINTING & BINDING	-6,198	-6,155	-2,628	-21,000	-6,000
	101-4001-441-56-00	MILEAGE REIMBURSE	-2,843	-1,027	-731	-800	-800
	101-4001-441-57-00	MEETINGS/CONFERENC	-10,718	-9,609	-10,883	-7,800	-7,800
	101-4001-441-59-10	TRAINING	-1,614	-558	0	-5,000	-5,000
	101-4001-441-59-20	MEMBERSHIPS & DUES	-4,690	-4,285	-4,513	-4,800	-4,800
	101-4001-441-59-30	PUBLICATIONS	-468	-635	-984	-1,200	-1,200
	101-4001-441-61-00	OP SUPP/MINOR EQUIP	-4,487	-3,971	-5,855	-9,200	-6,200
	101-4001-441-69-00	OTHER MISCELLANEOU	-5,875	250	0	0	0
	101-4001-441-94-10	EQUIP REPLACE CHARG	-62,000	-71,400	-86,300	-129,300	-48,500
Expenditure Subtotals			-1,302,439	-1,337,345	-1,311,995	-1,584,811	-1,256,515
License/Permit	101-4001-322-10-00	PLAN & ZONE PERMIT	293,350	332,832	360,412	367,000	395,000
License/Permit	101-4001-322-20-00	PLAN - INVESTIGATION	25,402	1,340	6,219	4,100	13,000
License/Permit	101-4001-322-30-00	PLAN - MISC FEES	6,603	2,849	1,345	1,700	1,500
License/Permit	101-4001-322-40-00	PLAN - DATA PROCESS	7,141	7,311	7,741	7,500	7,600
License/Permit	101-4001-322-50-00	PLAN - HIST DATA FEE	8,299	7,614	7,470	7,200	7,500
Revenue Subtotals			340,794	351,946	383,186	387,500	424,600
Net (Uses)/Resources Program Totals			**-961,645**	**-985,399**	**-928,808**	**-1,197,311**	**-831,915**

Department: Community Development

Budget Program: Planning

Account #	Account Description	Proposed FY15-16
101-4001-441-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	822,537
101-4001-441-12-00	**SALARY & WAGES - PT** This account includes the Planning Commissioner stipend of $135 per month per Commissioner.	11,340
101-4001-441-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees allocated to this program.	4,566
101-4001-441-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	297,972
101-4001-441-32-00	**PROF/TECH SERVICE** 1. Temporary personnel, on an as-needed contractual basis, for coverage of front-line staff due to illness, vacations, or as otherwise required. $2,000 2. Ongoing Graphic Information System (GIS) updates. $10,000	12,000
101-4001-441-44-10	**BUILDING & LAND RENTAL** Rental of a mobile storage container for historical records.	2,800
101-4001-441-54-00	**LEGAL NOTICES AND ADS** This budget item covers the cost of publishing required legal notices for private development projects and City projects in the local newspaper and with County Departments.	25,000
101-4001-441-55-00	**PRINTING & BINDING** This budget item covers miscellaneous printing (informational brochures, reproduction of maps and various documents, business cards, public notice envelopes, etc.).	6,000
101-4001-441-56-00	**MILEAGE REIMBURSE** Reimbursement to Staff for use of personal vehicles.	800
101-4001-441-57-00	**MEETINGS/CONFERENCES**	7,800

Account #	Account Description	Proposed FY15-16
	Funds for expenses incurred by the department staff and Planning Commission to attend meetings and conferences. The meetings and conferences include: 1. Annual California American Planning Association Chapter Conference and National APA Conference. 2. League of California Cities Planners' Institute (attended by Staff and 4 members of the Planning Commission). 3. Annual State Association of Environmental Planners' Conference. 4. Monthly Southwest Area Planning Council meetings. 5. Miscellaneous regional and other professional meetings.	
101-4001-441-59-10	**TRAINING** Professional and continuing education seminars that focus on specific aspects of California planning laws and policies, California Environmental Quality Act (CEQA), Subdivision Map Act, personnel management, customer service, and local planning issues.	**5,000**
101-4001-441-59-20	**MEMBERSHIPS & DUES** Funds membership in the Planner's Advisory Service (a subscription library data base), American Planning Association, Association of Environmental Planners, American Institute of Certified Planners, and other appropriate professional planning and public administration associations.	**4,800**
101-4001-441-59-30	**PUBLICATIONS** Publications include California Planning and Redevelopment Report, Land Use Digest, Urban Land Institute, and California Coast and Ocean. Reference materials include California Land Use and Planning Law, the Subdivision Map Act manual, and CEQA compliance guidelines. Many of the reference materials require annual updating.	**1,200**
101-4001-441-61-00	**OP SUPP/MINOR EQUIP** This budget provides for miscellaneous office and operating supplies such as photo supplies, stationery, and office equipment ($5,000), as well as kitchen supplies ($1,200).	**6,200**
101-4001-441-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment	**48,500**

Department: Community Development

Budget Program: Planning

Account #	Account Description	Proposed FY15-16
	Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	

Department: Community Development

Budget Program: Building & Safety

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-4002-441-11-00	SALARY & WAGES - FT	-334,366	-318,950	-330,173	-397,700	-421,580
	101-4002-441-12-00	SALARY & WAGES - PT	-7,322	-5,894	-3,892	0	-7,000
	101-4002-441-13-00	SALARY & WAGES - OT	0	0	0	0	-1,965
	101-4002-441-29-00	EMPLOYEE BENEFITS	-117,000	-115,900	-135,600	-171,400	-185,626
	101-4002-441-32-00	PROF/TECH SERVICE	-67,791	-48,369	-81,122	-197,877	-120,000
	101-4002-441-41-40	TELEPHONE SERVICE	-3,019	-1,563	-1,996	-3,000	-4,000
	101-4002-441-44-10	RENTALS - BUILDINGS	0	-1,050	-2,122	-2,400	-1,800
	101-4002-441-55-00	PRINTING & BINDING	-125	-1,101	-2,512	-500	-500
	101-4002-441-56-00	MILEAGE REIMBURSE	-334	-775	-594	-500	-500
	101-4002-441-57-00	MEETINGS/CONFERENC	-10	-96	0	0	0
	101-4002-441-59-10	TRAINING	-3,069	-2,015	-2,112	-3,500	-3,500
	101-4002-441-59-20	MEMBERSHIPS & DUES	-530	-460	-340	-700	-700
	101-4002-441-59-30	PUBLICATIONS	-56	-629	-3,698	-1,500	-1,500
	101-4002-441-61-00	OP SUPP/MINOR EQUIP	-2,291	-2,831	-4,025	-3,000	-3,000
	101-4002-441-94-10	EQUIP REPLACE CHARG	-38,700	-41,300	-58,200	-59,900	-21,800
Expenditure Subtotals			-574,611	-540,934	-626,386	-841,977	-773,471
License/Permit	101-4002-323-10-00	B&S PLAN CHECK	272,216	307,454	354,154	280,000	310,000
License/Permit	101-4002-323-20-00	B&S PERMITS	922,815	1,040,314	869,713	1,085,500	1,090,000
License/Permit	101-4002-323-40-00	GEOLOGY FEES	0	5,254	0	0	0
License/Permit	101-4002-323-50-00	B&S SMIP FEES	1,200	1,922	1,381	1,500	1,500
License/Permit	101-4002-323-60-00	B&S STATE BLDG STD	108	715	78	500	500
Revenue Subtotals			1,196,339	1,355,658	1,225,326	1,367,500	1,402,000
Net (Uses)/Resources Program Totals			**621,728**	**814,724**	**598,940**	**525,523**	**628,529**

Department: Community Development

Budget Program: Building & Safety

Account #	Account Description	Proposed FY15-16
101-4002-441-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**421,580**
101-4002-441-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees allocated to this program.	**7,000**
101-4002-441-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees allocated to this program.	**1,965**
101-4002-441-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**185,626**
101-4002-441-32-00	**PROF/TECH SERVICE** This line item provides for the following professional and technical services: 1. Estimated consultant contract cost that provide Building and Safety engineering plan check and inspection services (structural and drainage). The costs are offset by the plan check and inspection fees that are charged to the applicants ($40,000). 2. Estimated consultant contract cost that provide Building and Safety ADA access compliance plan review, plan check, and inspection services on an as needed basis. The costs are offset by the plan check and inspection fees that are charged to the applicants ($40,000). 3. Geo-technical and other professional building and safety consultants to assist in the review of projects not otherwise funded by development project trust deposits and/or which may be initiated by the City. These may be projects in which the City desires an expert opinion, but may not be possible to recover these funds from a private party ($15,000). 4. As required by law, the Department must retain certain Building and Safety Division records, such as geology records. This budget item is needed to assess the Division's costs to convert geology records to electronic copies. This cost will likely increase in the coming years as the Division moves forward with digitizing many of its records to enhance public inquiries ($25,000).	**120,000**
101-4002-441-41-40	**TELEPHONE SERVICE**	**4,000**

Account #	Account Description	Proposed FY15-16
	Funding for the costs of cellular phones with data plans for 4 staff members in order to facilitate and increase mobile communication while out in the field.	
101-4002-441-44-10	**RENTALS - BUILDINGS** As required by law, the department must retain certain Building and Safety Division records, such as commercial, institutional and multi-family residential structures. This budget item is needed to cover the Division's costs related to storing those records at an on-site storage container.	**1,800**
101-4002-441-55-00	**PRINTING & BINDING** Outside printing of various forms and publications related to the Building & Safety function.	**500**
101-4002-441-56-00	**MILEAGE REIMBURSE** Monthly reimbursement to the Building Division Staff for use of personal cars on site visits and off-site training classes.	**500**
101-4002-441-59-10	**TRAINING** Professional and continuing education seminars that focus on specific aspects of California building and development, together with improving customer service and Division operations.	**3,500**
101-4002-441-59-20	**MEMBERSHIPS & DUES** Funds membership in the International Congress of Building Officials (ICBO). Through this membership, documents, bulletins and training sponsored by this organization can be purchased at a substantial discount, including revisions to the Uniform Building Code and its various components.	**700**
101-4002-441-59-30	**PUBLICATIONS** Publications are purchased annually to assist the Building Inspectors in their duties; including California code books, monthly publications and other needed journals.	**1,500**
101-4002-441-61-00	**OP SUPP/MINOR EQUIP** Miscellaneous office supplies and operating equipment.	**3,000**
101-4002-441-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other	**21,800**

Account #	Account Description	Proposed FY15-16
	office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	

Department: Community Development

Budget Program: Code Enforcement

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-4003-441-11-00	SALARY & WAGES - FT	-132,724	-135,439	-136,153	-136,200	-135,439
	101-4003-441-13-00	SALARY & WAGES - OT	0	0	0	0	-993
	101-4003-441-29-00	EMPLOYEE BENEFITS	-44,600	-46,000	-52,600	-55,800	-57,419
	101-4003-441-32-00	PROF/TECH SERVICE	-1,429	-4,887	-9,552	-10,000	-10,000
	101-4003-441-55-00	PRINTING & BINDING	0	-199	0	0	-500
	101-4003-441-56-00	TRAVEL	-9	-68	-11	0	0
	101-4003-441-57-00	MEETINGS/CONFERENC	0	-920	-414	-1,000	-1,000
	101-4003-441-59-20	MEMBERSHIPS & DUES	-75	-150	-150	-400	-400
	101-4003-441-94-10	EQUIP REPLACE CHARG	-8,400	-10,700	-13,500	-15,300	-5,400
Expenditure Subtotals			-187,237	-198,363	-212,381	-218,700	-211,151
License/Permit	101-4003-321-10-00	MASSAGE PERMITS	941	144	0	0	0
Revenue Subtotals			941	144	0	0	0
Net (Uses)/Resources Program Totals			**-186,296**	**-198,219**	**-212,381**	**-218,700**	**-211,151**

Department: Community Development

Budget Program: Code Enforcement

Account #	Account Description	Proposed FY15-16
101-4003-441-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**135,439**
101-4003-441-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees allocated to this program.	**993**
101-4003-441-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**57,419**
101-4003-441-32-00	**PROF/TECH SERVICE** 1. Costs of miscellaneous use of technical consultants, including noise consultants, antenna reception technicians, and geological consultants for code enforcement purposes. ($5,000) 2. Costs of code enforcement nuisance abatement activities, including those related to view restoration. These abatement costs will ultimately be recovered through placement of liens on real property subject to the abatement actions. ($5,000)	**10,000**
101-4003-441-55-00	**PRINTING & BINDING** Outside printing of various forms and publications related to Code Enforcement functions, such as handouts for the Peafowl Management Plan and Animal Control Services.	**500**
101-4003-441-57-00	**MEETINGS/CONFERENCES** Funds for expenses incurred by department staff attendance at meetings and conferences.	**1,000**
101-4003-441-59-20	**MEMBERSHIPS & DUES** Funds membership in the Southern California Association of Code Enforcement Officers and any other appropriate professional association.	**400**
101-4003-441-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment	**5,400**

Department:	Community Development
Budget Program:	Code Enforcement

Account #	Account Description	Proposed FY15-16
	Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	

Department: Community Development

Budget Program: View Restoration

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-4004-441-11-00	SALARY & WAGES - FT	-187,774	-193,022	-183,045	-193,400	-179,971
	101-4004-441-29-00	EMPLOYEE BENEFITS	-59,400	-60,900	-64,000	-68,300	-62,571
	101-4004-441-32-00	PROF/TECH SERVICE	-34,788	-40,218	-23,281	-44,000	-44,000
	101-4004-441-43-00	MAINTENANCE SERVICE	-34,158	-61,312	-45,308	-60,000	0
	101-4004-441-61-00	OP SUPP/MINOR EQUIP	0	-199	-35	0	0
	101-4004-441-94-10	EQUIP REPLACE CHARG	-8,400	-10,700	-20,200	-23,000	-8,100
Expenditure Subtotals			-324,520	-366,350	-335,870	-388,700	-294,642
License/Permit	101-4004-322-60-00	VIEW RESTORATION FE	13,990	2,064	8,882	10,000	4,000
Revenue Subtotals			13,990	2,064	8,882	10,000	4,000
Net (Uses)/Resources Program Totals			**-310,530**	**-364,286**	**-326,987**	**-378,700**	**-290,642**

Department: Community Development

Budget Program: View Restoration

Account #	Account Description	Proposed FY15-16
101-4004-441-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**179,971**
101-4004-441-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**62,571**
101-4004-441-32-00	**PROF/TECH SERVICE** Contract professional consultant services to assist in the mediation of View Restoration/Preservation cases ($40,000), and for an Arborist ($4,000). The view restoration fees associated with this program are collected when a case is not resolved through mediation.	**44,000**
101-4004-441-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**8,100**

Department: Community Development

Budget Program: NCCP

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-4005-441-32-00	PROF/TECH SERVICE	-2,380	-9,280	-15,260	-75,053	0
Habitat Restor	222-3022-431-32-00	PROF/TECH SERVICE	-112,000	-117,321	-116,280	-142,210	-145,000
Habitat Restor	222-3022-431-43-00	MAINTENANCE SERVICE	-20,585	-17,000	-17,340	-17,479	-18,000
Habitat Restor	222-3022-431-73-00	IMPROVEMENTS	-23,867	0	0	0	0
Expenditure Subtotals			-158,832	-143,601	-148,880	-234,742	-163,000
From Oth Agen	222-3022-334-10-00	STATE GRANT INCOME	23,683	184	10	0	0
From Other Ag	101-4005-331-10-00	NCCP GRANT INCOME	1,190	640	11,630	0	0
Interest	222-3022-361-10-00	INTEREST EARNINGS	753	658	820	4,690	13,010
Other Revenue	222-3022-369-10-00	MISC REVENUES	0	37,079	1,211,610	0	0
Revenue Subtotals			25,626	38,561	1,224,070	4,690	13,010
Fr Gen'l fund	222-3022-391-10-00	TRANSFERS IN	90,000	90,000	150,000	157,000	125,000
Transfers In Subtotals			90,000	90,000	150,000	157,000	125,000
Net (Uses)/Resources Program Totals			**-43,206**	**-15,041**	**1,225,190**	**-73,052**	**-24,990**

Department: Community Development

Budget Program: NCCP

Account #	Account Description	Proposed FY15-16
Habitat Restore		
222-3022-431-32-00	**PROF/TECH SERVICE** 1. The City's NCCP includes a City funding commitment to the Palos Verdes Peninsula Land Conservancy (PVPLC) for management of the NCCP Preserve in accordance with the City's approved NCCP Subarea Plan. In December 2005, the City entered into an agreement with the PVPLC to begin managing the Preserve for a cost of $100,000/year, adjusted annually for inflation. ($119,000) 2. Miscellaneous habitat restoration activities such as for geological investigation for habitat irrigation/planting, habitat restoration due to fires, etc. ($26,000)	**145,000**
222-3022-431-43-00	**MAINTENANCE SERVICES** In June 2007, an agreement was entered into between the City and the Palos Verdes Peninsula Land Conservancy to perform Habitat Maintenance activities at Subregion 1 - Oceanfront Estates for $15,000/year adjusted annually for inflation.	**18,000**

Department: Community Development

Budget Program: Geology

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-4006-441-32-00	PROF/TECH SERVICE	-88,708	-135,441	-131,672	-150,000	-150,000
Expenditure Subtotals			-88,708	-135,441	-131,672	-150,000	-150,000
License/Permit	101-4006-323-40-00	B&S GEOLOGY FEES	111,106	162,833	155,105	150,000	150,000
Revenue Subtotals			111,106	162,833	155,105	150,000	150,000
Net (Uses)/Resources Program Totals			**22,398**	**27,392**	**23,433**	**0**	**0**

Department: Community Development

Budget Program: Geology

Account #	Account Description	Proposed FY15-16
101-4006-441-32-00	**PROF/TECH SERVICE** Geotechnical consultant services to review and make recommendations regarding the need for, and/or adequacy of, privately initiated project geo-technical reports. The actual cost for geologic services will vary depending upon the level of activity that occurs during the year. The expenditure is offset directly by the geologic review fees collected.	**150,000**

Department: Community Development

Budget Program: City Low-Mod Income Housing

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	336-4036-312-40-00	REDEV PROP TAX TRUS	0	0	0	14,583	9,578
	336-4036-369-10-00	MISCELLANEOUS REVE	0	12,408	11,095	0	0
Interest	336-4036-361-10-00	INTEREST EARNINGS	0	3	14	0	0
Revenue Subtotals			0	12,411	11,109	14,583	9,578
Net (Uses)/Resources Program Totals			**0**	**12,411**	**11,109**	**14,583**	**9,578**

Department: Community Development

Budget Program: Affordable Housing Projects

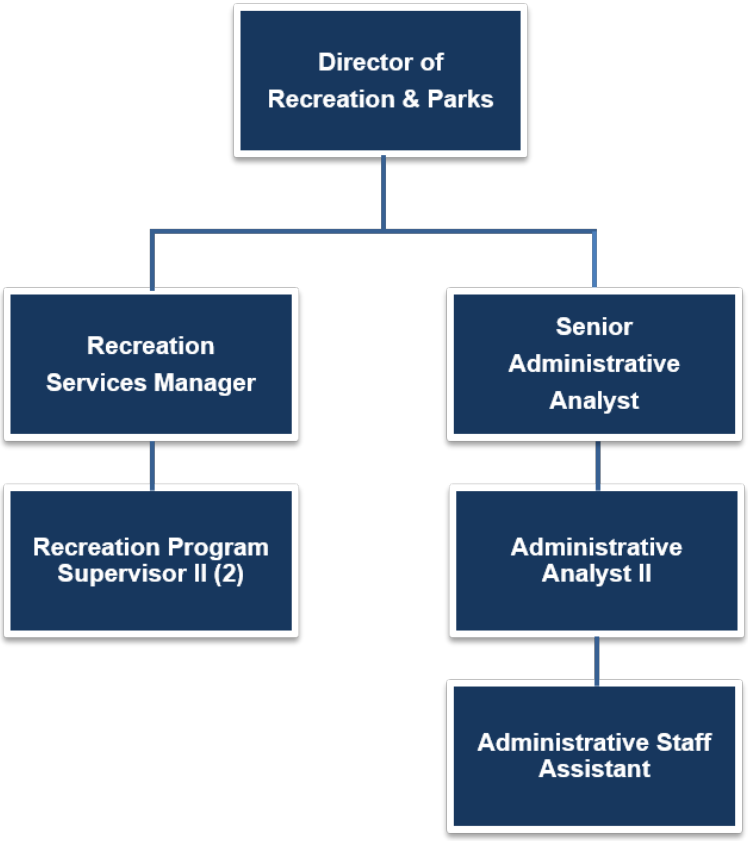
Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	337-4037-441-32-00	PROF/TECH SERVICE	-962	-71	-2,159	0	0
	337-4037-441-43-00	MAINTENANCE SERVICE	-2,697	-3,439	-3,939	0	0
Expenditure Subtotals			-3,659	-3,510	-6,098	0	0
Interest	337-4037-361-10-00	INTEREST EARNINGS	697	1,407	1,064	1,090	4,510
Other Revenue	337-4037-369-10-00	MISC REVENUES	1,723,632	3,102	2,774	0	0
Revenue Subtotals			1,724,329	4,509	3,838	1,090	4,510
Net (Uses)/Resources Program Totals			**1,720,670**	**999**	**-2,260**	**1,090**	**4,510**

RECREATION & PARKS DEPARTMENT

The Recreation and Parks Department is responsible for managing and operating a comprehensive park system, administering services in the Palos Verdes Nature Preserve, and coordinating numerous community activities. The Recreation and Parks Department manages the following programs:

- Departmental Administration (includes Ranger services)
- Recreational Facilities, Programs, and Classes
- Special Events (i.e. Whale of a Day, 4th of July Celebration)
- Point Vicente Interpretive Center (PVIC)
- REACH Program for developmentally disabled community
- Support Services (Reception Desk and Film Shoot Staffing)

DEPARTMENT ORGANIZATIONAL CHART



EMPLOYEE RESPONSIBILITIES

Director

- General oversight and administration of the Department.
- Responsible for development of both operating and capital budgets.
- Develops programs and manages departmental resources, such as staffing and funding levels.

Recreation Services Manager

- Responsible for operations at Point Vicente Interpretive Center.
- Assists Director with staffing and departmental policy matters.
- Administers various recreation programs.
- Oversees volunteer docents.
- Manages full and part-time staff and volunteers and docents.

Recreation Program Supervisors

- Oversee operations, programs and classes at city parks.
- Responsible for various city programs, special events and facility rentals.
- Manages a large number of part-time employees.
- Coordinates safety inspections and facility maintenance with the Public Works Department.

Senior Administrative Analyst

- Manages Special Departmental Projects.
- Assists with City-wide Newsletter.
- Assists with Departmental Budget.
- Oversees Administrative Section.

Administrative Analyst II

- Oversees Nature Preserve Ranger services and works closely with PVPLC in managing PV Nature Preserve resources.
- Responsible for Junior Ranger program and various special events.
- Assists with special projects for Department.

Administrative Staff Assistant

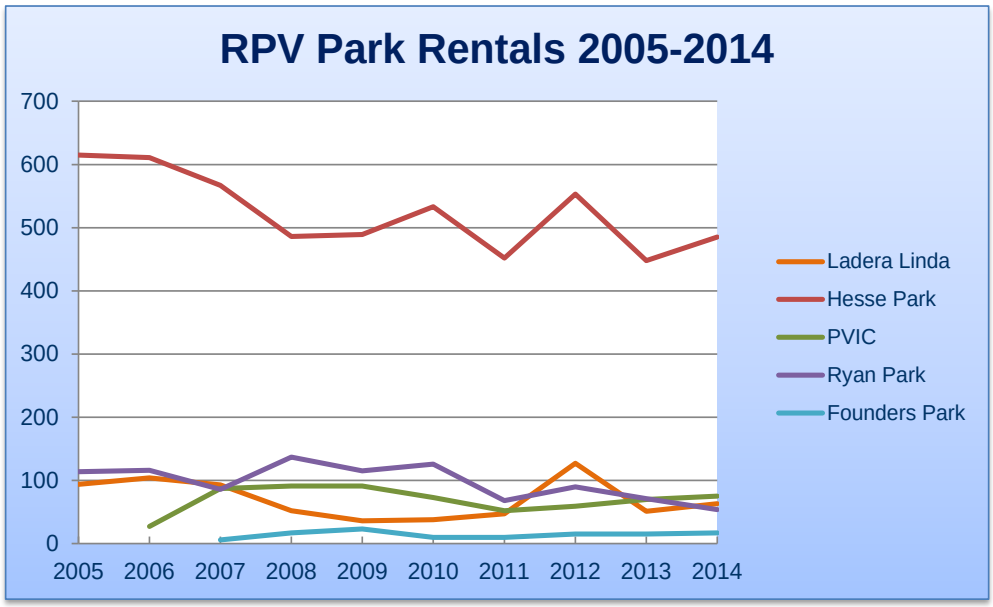
- Provides administrative support to the Department.
- Responds to requests from the public.
- Assists with the Department's public outreach.
- Maintains department website.
- Manages Volunteer Program.
- Manages Reception Desk.

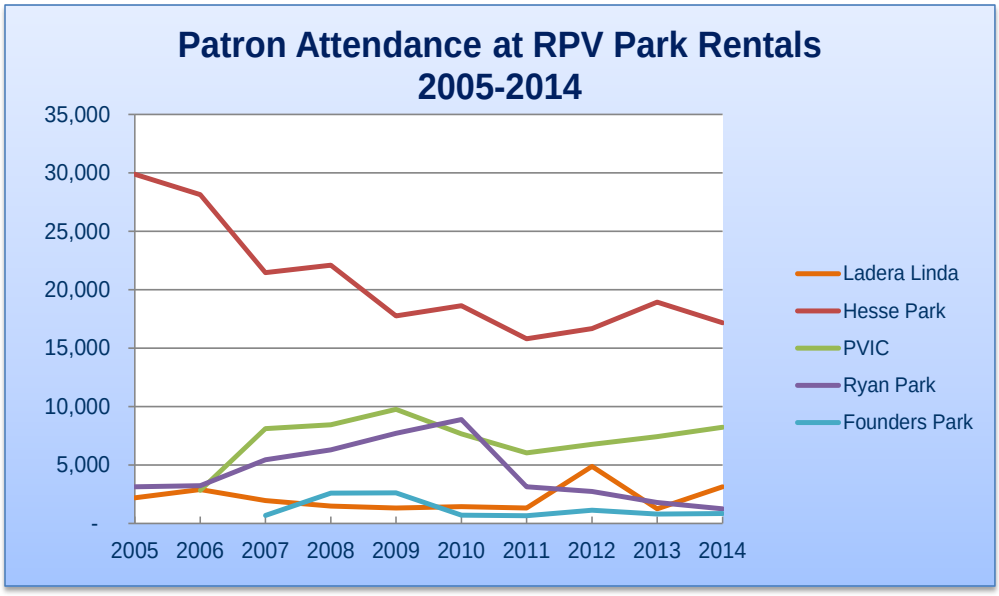
RECREATION & PARKS PERFORMANCE INDICATORS

The Recreation and Parks Department provides quality recreation services for park visitors in a number of ways. While many of these recreation options are difficult to quantify, (e.g. the number of children using City playgrounds), other recreation options such as private rentals, classes, docent-led hikes, and community organization meetings are scheduled through the department and are therefore more readily calculated and tracked. Attendance totals are derived from contract estimates and staff observations. However, the totals below do not reflect long-term leased facilities, and City meetings. The largest numbers of visitors use the parks for informal, non-contracted drop-in use. Due to the inherent difficulty of arriving at an accurate estimate, no numbers are included for drop-in use.

Park Rentals and Attendance

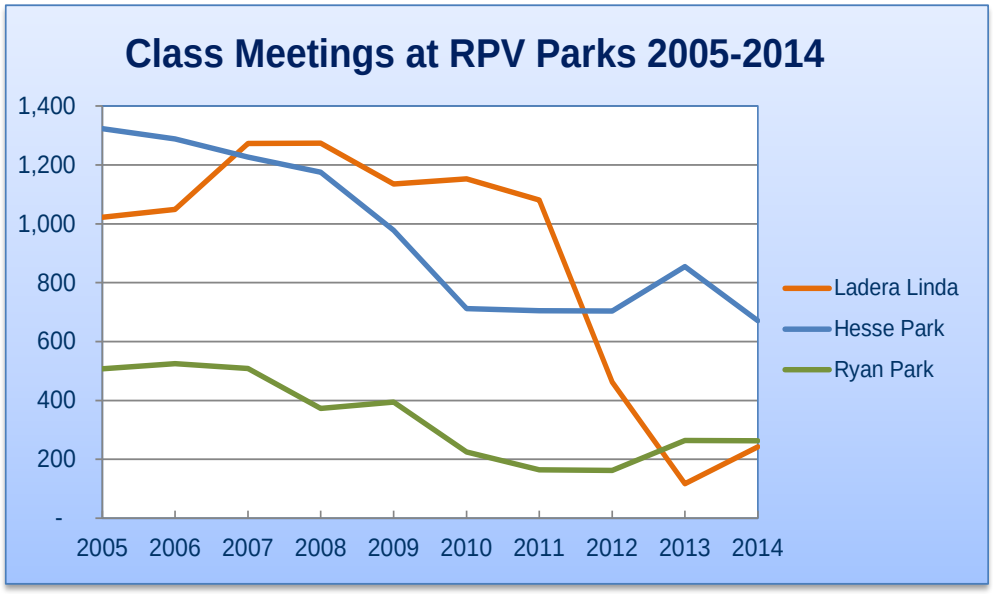
The following graphs show the total attendance and the number of events that took place at Rancho Palos Verdes parks from 2005-2014. These events include community group meetings, private party rentals, senior lectures and bridge, and youth sports leagues, just to name a few.





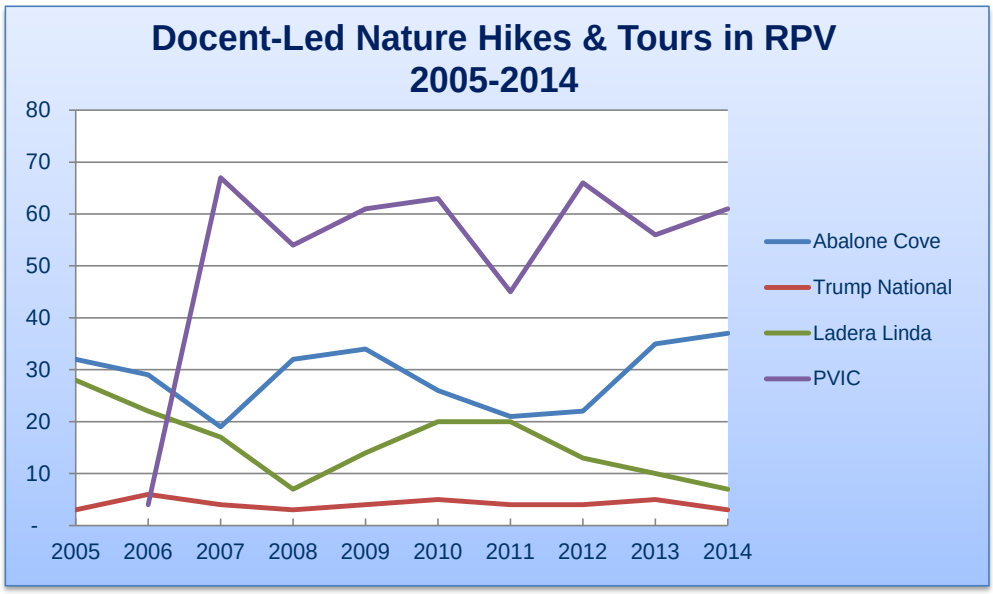
Privatized Recreation Classes

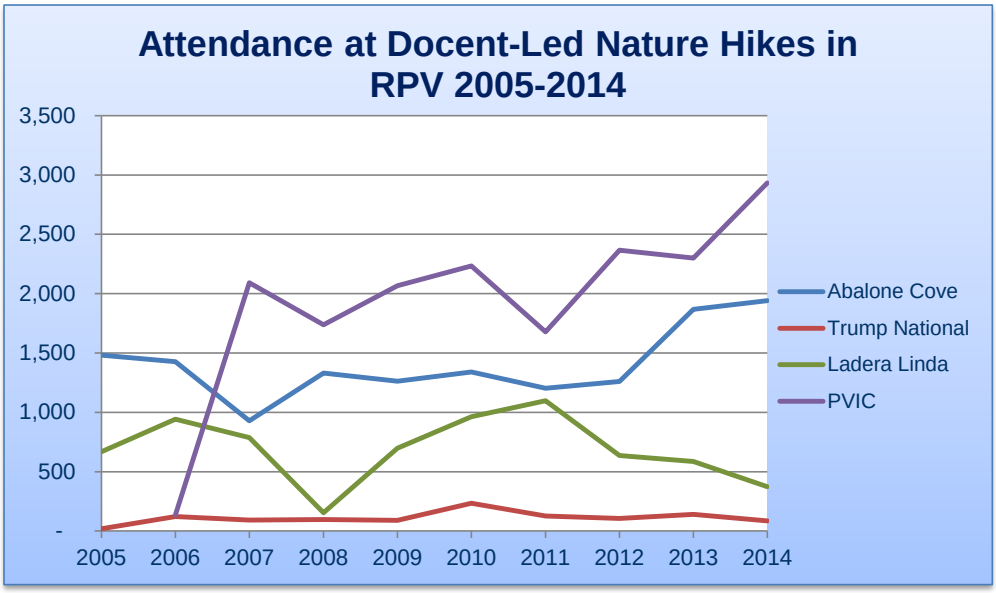
The following graph shows the number of privatized recreation classes offered by independent instructors at City park sites from 2005-2014. Classes include adult exercise and fitness, preschool and youth classes, duplicate bridge classes, summer sports camps, art and music classes, and amateur radio classes.



Docent-Led Educational Hikes and Tours

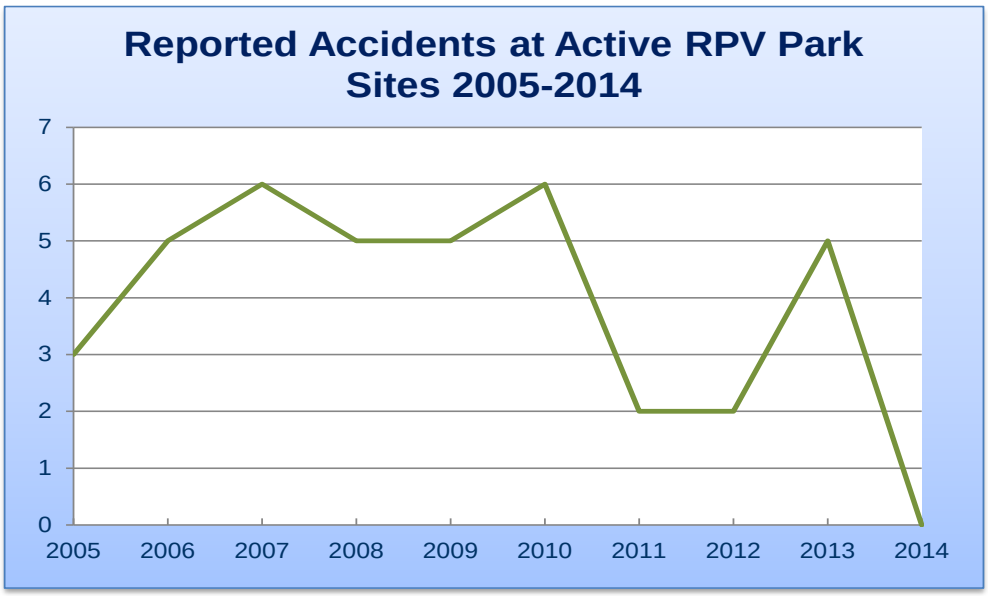
Another recreation option provided by the department is the docent-led educational hike and tour program offered at several RPV locations. These hikes and tours provide schools, scout groups, individuals, and organizations the opportunity to learn about local flora, fauna, and geology, as well as to the chance to experience the natural beauty of Rancho Palos Verdes. Below are graphs illustrating the number of hikes and tours and participant attendance at the tide pools at Abalone Cove, the public trails and beach at Trump National Golf Course, the Forrestal Nature Reserve, and the museum at the Point Vicente Interpretive Center from 2005-2014.





Reported Accidents at Active RPV Parks

The following chart presents the number of reported accidents that occurred in Rancho Palos Verdes parks: 2005-2014.



Department: Recreation & Parks

Budget Program: Recreation Administration

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5010-451-11-00	SALARY & WAGES - FT	-178,695	-146,637	-245,411	-369,700	-440,660
	101-5010-451-12-00	SALARY & WAGES - PT	-114,288	-80,747	-97,344	-60,600	-78,600
	101-5010-451-13-00	SALARY & WAGES - OT	0	0	0	0	-822
	101-5010-451-29-00	EMPLOYEE BENEFITS	-70,700	-96,925	-74,800	-111,300	-133,290
	101-5010-451-32-00	PROF/TECH SERVICE	-151,566	-157,513	-159,814	-197,850	-217,850
	101-5010-451-54-00	ADVERTISING	-878	0	0	0	-1,000
	101-5010-451-55-00	PRINTING & BINDING	-256	0	-156	-2,500	-3,500
	101-5010-451-56-00	MILEAGE REIMBURSE	-1,277	-1,724	-1,265	-2,000	-2,000
	101-5010-451-57-00	MEETINGS/CONFERENC	-638	-1,830	-3,900	-4,000	-8,000
	101-5010-451-59-10	TRAINING	-930	0	-110	-6,000	-1,000
	101-5010-451-59-20	MEMBERSHIPS & DUES	-1,110	-845	-675	-1,400	-1,400
	101-5010-451-59-30	PUBLICATIONS	-416	0	-229	-400	-400
	101-5010-451-61-00	OP SUPP/MINOR EQUIP	-4,710	-4,734	-18,292	-7,500	-14,000
	101-5010-451-68-00	TRANSACTION FEES	0	0	-1,505	-10,000	-14,000
	101-5010-451-94-10	EQUIP REPLACE CHARG	-30,200	-38,200	-49,700	-57,300	-21,800
Expenditure Subtotals			-555,663	-529,154	-653,202	-830,550	-938,322
Net (Uses)/Resources Program Totals			**-555,663**	**-529,154**	**-653,202**	**-830,550**	**-938,322**

Department: Recreation & Parks

Budget Program: Recreation Administration

Account #	Account Description	Proposed FY15-16
101-5010-451-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees are allocated to this program.	**440,660**
101-5010-451-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time employees are allocated to this program.	**78,600**
101-5010-451-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees allocated to this program.	**822**
101-5010-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**133,290**
101-5010-451-32-00	**PROF/TECH SERVICE** 1. Temporary assistance due to unforeseen employee absences, and the cost of maintaining a pool of Class B licensed drivers to operate the Department's passenger vehicles. ($3,000) 2. Mountains Recreation and Conservation Authority Ranger services for the Palos Verdes Nature Preserve. ($189,000) 3. Ranger Hotline Services for Palos Verdes Nature Preserve. ($1,200) 4. Music licensing services through ASCAP and BMI. ($650) 5. Staff scheduling software. ($1,000) 6. Professional services required for department projects and programs as needed. ($3,000) 7. Payment of $10,000 to Los Serenos de Point Vicente Docents and $10,000 to Peninsula Seniors for services provided to the City's residents that are not otherwise provided by the City. ($20,000 total)	**217,850**
101-5010-451-54-00	**ADVERTISING** Advertising in local publications to support Recreation programs.	**1,000**
101-5010-451-55-00	**PRINTING & BINDING** This item reflects printing costs associated with the Mountains	**3,500**

Account #	Account Description	Proposed FY15-16
	Recreation and Conservation Authority Rangers for public education efforts, as well as other Recreation public information handouts and trail maps ($2,500). An allocation is including for general Recreation Department printing needs, such as letterhead ($1,000).	
101-5010-451-56-00	**MILEAGE REIMBURSE**	**2,000**
	Reimbursement for use of full-time and part-time employees' private automobiles for City business.	
101-5010-451-57-00	**MEETINGS/CONFERENCES**	**8,000**
	Conferences attended annually by Recreation and Parks staff include National Recreation and Parks Association conferences, California Parks & Recreation Society conferences, California Joint Powers Insurance Authority conferences and additional conferences pertaining to recreation, parks, open space, and staff development.	
101-5010-451-59-10	**TRAINING**	**1,000**
	Provides for CPR/First Aid/AED classes, and supplies and equipment for the department's annual staff training program, and provides training for department volunteer programs.	
101-5010-451-59-20	**MEMBERSHIPS & DUES**	**1,400**
	Memberships in professional organizations including the National Recreation & Parks Association and California Parks and Recreation Society.	
101-5010-451-59-30	**PUBLICATIONS**	**400**
	Provides for subscriptions to Daily Breeze and Peninsula News newspapers to assist City staff in the performance of their duties.	
101-5010-451-61-00	**OP SUPP/MINOR EQUIP**	**14,000**
	This item provides for office supplies, minor equipment, and miscellaneous items.	
101-5010-451-68-00	**TRANSACTION FEES**	**14,000**
	Fees for the City's Recreation registration system for events and facility rentals.	
101-5010-451-94-10	**EQUIP REPLACE CHARGE**	**21,800**
	Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment	

Account #	Account Description	Proposed FY15-16
	items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	

Department: Recreation & Parks

Budget Program: Other Recreational Facilities

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5030-451-11-00	SALARY & WAGES - FT	-176,813	-164,891	-125,888	-126,900	-12,265
	101-5030-451-12-00	SALARY & WAGES - PT	-164,268	-192,664	-197,795	-263,300	-29,800
	101-5030-451-29-00	EMPLOYEE BENEFITS	-73,800	-71,100	-80,000	-82,000	-9,469
	101-5030-451-44-10	BUILDING & LAND RENT	-2,176	-2,241	-2,241	-2,400	-2,400
	101-5030-451-54-00	LEGAL NOTICES AND AD	0	0	0	-2,000	0
	101-5030-451-55-00	PRINTING & BINDING	-1,562	-4,508	-3,516	-5,500	0
	101-5030-451-61-00	OP SUPP/MINOR EQUIP	-8,561	-6,588	-18,855	-19,400	0
	101-5030-451-94-10	EQUIP REPLACE CHARG	-21,800	-27,500	-34,900	-23,000	0
Expenditure Subtotals			-448,980	-469,493	-463,195	-524,500	-53,934
Other Revenue	101-5030-365-XX-00	DONATIONS	100	158	0	0	0
Rents	101-5030-364-XX-X	RENT - REC & PARKS	115,304	95,744	95,260	92,500	2,000
Rents	101-5040-347-90-00	PROGRAM FEES	8,424	7,953	6,886	8,700	8,000
Revenue Subtotals			123,828	103,855	102,146	101,200	10,000
Net (Uses)/Resources Program Totals			**-325,153**	**-365,638**	**-361,049**	**-423,300**	**-43,934**

Department: Recreation & Parks

Budget Program: Other Recreational Facilities

Account #	Account Description	Proposed FY15-16
101-5030-451-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**12,265**
101-5030-451-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees who staff school and sports facilities for City programs.	**29,800**
101-5030-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**9,469**
101-5030-451-44-10	**BUILDING & LAND RENTAL** This item is payment for land leased from the Los Angeles County Sanitation Districts for Eastview Park.	**2,400**

Department: Recreation & Parks

Budget Program: Fred Hesse Jr. Park

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5031-451-11-00	SALARY & WAGES - FT	0	0	0	0	-28,933
	101-5031-451-12-00	SALARY & WAGES - PT	0	0	0	0	-98,700
	101-5031-451-29-00	EMPLOYEE BENEFITS	0	0	0	0	-26,360
	101-5031-451-61-00	OP SUPP/MINOR EQUIP	0	0	0	0	-6,500
	101-5031-451-94-10	EQUIP REPLACE CHARG	0	0	0	0	-5,400
Expenditure Subtotals			0	0	0	0	-165,893
Rents	101-5031-364-10-20	RENT - HESSE PARK	0	0	0	0	56,000
Revenue Subtotals			0	0	0	0	56,000
Net (Uses)/Resources Program Totals			**0**	**0**	**0**	**0**	**-109,893**

Department: Recreation & Parks

Budget Program: Fred Hesse Jr. Park

Account #	Account Description	Proposed FY15-16
101-5031-451-11-00	**SALARY & WAGES - FT** Wages paid to full-time City employees who support the park facility.	**28,933**
101-5031-451-12-00	**SALARY & WAGES - PT** Wages paid to part-time City employees who staff the park facility.	**98,700**
101-5031-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**26,360**
101-5031-451-61-00	**OP SUPP/MINOR EQUIP** The costs of park facility supplies, such as sports equipment and games.	**6,500**
101-5031-451-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**5,400**

Department: Recreation & Parks

Budget Program: Robert E. Ryan Park

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5032-451-11-00	SALARY & WAGES - FT	0	0	0	0	-16,533
	101-5032-451-12-00	SALARY & WAGES - PT	0	0	0	0	-59,300
	101-5032-451-29-00	EMPLOYEE BENEFITS	0	0	0	0	-15,526
	101-5032-451-61-00	OP SUPP/MINOR EQUIP	0	0	0	0	-1,250
Expenditure Subtotals			0	0	0	0	-92,609
Rents	101-5032-364-10-50	RENT - RYAN PARK	0	0	0	0	4,000
Revenue Subtotals			0	0	0	0	4,000
Net (Uses)/Resources Program Totals			**0**	**0**	**0**	**0**	**-88,609**

Department: Recreation & Parks

Budget Program: Robert E. Ryan Park

Account #	Account Description	Proposed FY15-16
101-5032-451-11-00	**SALARY & WAGES - FT** Wages paid to full-time City employees who support the park facility.	**16,533**
101-5032-451-12-00	**SALARY & WAGES - PT** Wages paid to part-time City employees who staff the park facility.	**59,300**
101-5032-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**15,526**
101-5032-451-61-00	**OP SUPP/MINOR EQUIP** The costs of park facility supplies, such as sports equipment and games.	**1,250**

Department: Recreation & Parks

Budget Program: Ladera Linda Community Center

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5033-451-11-00	SALARY & WAGES - FT	0	0	0	0	-20,441
	101-5033-451-12-00	SALARY & WAGES - PT	0	0	0	0	-27,900
	101-5033-451-29-00	EMPLOYEE BENEFITS	0	0	0	0	-12,312
	101-5033-451-61-00	OP SUPP/MINOR EQUIP	0	0	0	0	-3,500
Expenditure Subtotals			0	0	0	0	-64,153
Rents	101-5033-364-10-40	RENT - LADERA LINDA	0	0	0	0	13,000
Revenue Subtotals			0	0	0	0	13,000
Net (Uses)/Resources Program Totals			**0**	**0**	**0**	**0**	**-51,153**

Department: Recreation & Parks

Budget Program: Ladera Linda Community Center

Account #	Account Description	Proposed FY15-16
101-5033-451-11-00	**SALARY & WAGES - FT** Wages paid to full-time City employees who support the park facility.	**20,441**
101-5033-451-12-00	**SALARY & WAGES - PT** Wages paid to part-time City employees who staff the park facility.	**27,900**
101-5033-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**12,312**
101-5033-451-61-00	**OP SUPP/MINOR EQUIP** The costs of park facility supplies, such as sports equipment and games.	**3,500**

Department: Recreation & Parks

Budget Program: Abalone Cove Shoreline Park

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5034-451-12-00	SALARY & WAGES - PT	0	0	0	0	-52,300
	101-5034-451-29-00	EMPLOYEE BENEFITS	0	0	0	0	-8,337
	101-5034-451-61-00	OP SUPP/MINOR EQUIP	0	0	0	0	-750
	101-5034-451-94-10	EQUIP REPLACE CHARG	0	0	0	0	-2,700
Expenditure Subtotals			0	0	0	0	-64,087
Rents	101-5034-347-70-00	SHORELINE PKNG LOT F	59,451	67,259	117,734	98,000	142,000
Revenue Subtotals			59,451	67,259	117,734	98,000	142,000
Net (Uses)/Resources Program Totals			**59,451**	**67,259**	**117,734**	**98,000**	**77,913**

Department: Recreation & Parks

Budget Program: Abalone Cove Shoreline Park

Account #	Account Description	Proposed FY15-16
101-5034-451-12-00	**SALARY & WAGES - PT** Wages paid to part-time City employees who staff the park facility.	**52,300**
101-5034-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**8,337**
101-5034-451-61-00	**OP SUPP/MINOR EQUIP** The costs of park facility supplies, such as sports equipment and games.	**750**
101-5034-451-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**2,700**

Department: Recreation & Parks

Budget Program: Special Events and Programs

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5040-451-11-00	SALARY & WAGES - FT	0	0	-25,032	-25,300	-35,084
	101-5040-451-12-00	SALARY & WAGES - PT	-6,148	-6,937	-5,729	-7,700	-10,000
	101-5040-451-13-00	SALARY & WAGES - OT	0	0	0	0	-103
	101-5040-451-29-00	EMPLOYEE BENEFITS	-1,000	-1,100	-11,500	-10,200	-13,206
	101-5040-451-32-00	PROF/TECH SERVICE	-23,921	-35,730	-29,273	-36,950	-45,000
	101-5040-451-44-20	VEHICLE & EQUIP RENT	-485	-392	-3,525	-4,300	-4,300
	101-5040-451-54-00	LEGAL NOTICES AND AD	0	0	0	0	-5,000
	101-5040-451-55-00	PRINTING & BINDING	0	0	0	0	-7,500
	101-5040-451-61-00	OP SUPP/MINOR EQUIP	-13,471	-65,516	-16,570	-8,800	-16,000
Expenditure Subtotals			-45,026	-109,675	-91,629	-93,250	-136,193
Other Revenue	101-5040-365-40-00	DONATIONS - JULY 4TH	2,549	3,050	5,275	3,000	3,000
Other Revenue	101-5040-365-70-00	DONATIONS - SPEC EVE	0	3,700	1,600	0	2,000
Other Revenue	101-5040-369-10-00	MISC REVENUES	0	47,889	2,580	0	0
Revenue Subtotals			2,549	54,639	9,455	3,000	5,000
Net (Uses)/Resources Program Totals			**-42,477**	**-55,036**	**-82,174**	**-90,250**	**-131,193**

Department: Recreation & Parks

Budget Program: Special Events and Programs

Account #	Account Description	Proposed FY15-16
101-5040-451-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**35,084**
101-5040-451-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees allocated to this program.	**10,000**
101-5040-451-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees allocated to this program.	**103**
101-5040-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**13,206**
101-5040-451-32-00	**PROF/TECH SERVICE** Professional/technical services for special events including: City's annual Fourth of July Celebration contract ($25,000) July 4th - music performances ($900) Whale of a Day - parking services ($2,000) Whale of a Day - overnight security services ($300) Whale of a Day - Health Dept Fees ($350) Whale of a Day - music performances ($1,000) Whale of a Day - sound services ($700) Whale of a Day - ATM services ($100) Shakespeare by the Sea event - Drama production ($1,200) Shakespeare by the Sea event - sound/lighting services ($400) Coed Adult Softball League - Umpire Fees ($700) Breakfast with Santa - Entertainment ($350) Breakfast with Santa - Health Dept. Fees ($350) Breakfast with Santa - Catered Hot Food ($500) Outdoor Movie and other events ($2,500) Professional sound/lighting services for other various events ($600) Volunteer Program ($4,000) Junior Ranger Program ($4,050)	**45,000**
101-5040-451-44-20	**VEHICLE & EQUIP RENTAL** Rental of equipment for various special events, including: 1. Chemical toilets and hand washing stations for special events. ($1,000) 2. Stages, canopies, tables, and chairs for special events. ($2,300)	**4,300**

Account #	Account Description	Proposed FY15-16
	3. Radios for special events. ($1,000)	
101-5040-451-54-00	**LEGAL NOTICES AND ADS** Advertising in local newspapers for recreation events and activities.	**5,000**
101-5040-451-55-00	**PRINTING & BINDING** This item reflects printing costs for event banners and brochures.	**7,500**
101-5040-451-61-00	**OP SUPP/MINOR EQUIP** This budget item allows for replacement of special event equipment and miscellaneous event expenses.	**16,000**

Department: Recreation & Parks

Budget Program: Point Vicente Interpretive Center

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5060-451-11-00	SALARY & WAGES - FT	-94,507	-96,065	0	-89,000	-62,300
	101-5060-451-12-00	SALARY & WAGES - PT	-96,544	-124,713	-134,125	-126,800	-154,500
	101-5060-451-29-00	EMPLOYEE BENEFITS	-48,200	-46,700	-37,225	-44,100	-42,155
	101-5060-451-32-00	PROF/TECH SERVICE	0	-150	0	-5,100	-5,100
	101-5060-451-44-20	EQUIPMENT RENTAL	-743	0	0	-500	-500
	101-5060-451-54-00	ADVERTISING	-1,678	0	-1,220	-2,500	-1,000
	101-5060-451-55-00	PRINTING & BINDING	0	-1,134	-295	-2,000	-1,000
	101-5060-451-56-00	MILEAGE REIMBURSE	-182	-224	-32	-300	-300
	101-5060-451-57-00	MEETINGS/CONFERENC	-17	-24	-41	-800	0
	101-5060-451-59-10	TRAINING	-50	-50	0	-500	-500
	101-5060-451-59-20	MEMBERSHIPS & DUES	-101	0	0	-300	-300
	101-5060-451-59-30	PUBLICATIONS	0	-34	0	-150	-150
	101-5060-451-61-00	OP SUPP/MINOR EQUIP	-19,340	-15,271	-29,620	-41,500	-31,500
	101-5060-451-62-00	PURCHASES FOR RESA	-56,847	-51,893	-54,309	-60,000	-50,000
	101-5060-451-94-10	EQUIP REPLACE CHARG	-38,500	-48,800	-74,100	-61,200	-21,500
Expenditure Subtotals			-356,709	-385,059	-330,967	-434,750	-370,805
Other Revenue	101-5060-365-20-00	DONATIONS - PVIC	12,381	11,916	12,096	12,000	12,000
Rents	101-5060-364-10-30	RENT - PVIC	209,049	194,406	223,502	227,300	225,000
Rents	101-5060-369-20-10	PVIC GIFT SHOP	98,449	100,806	111,986	136,600	120,000
Revenue Subtotals			319,878	307,128	347,584	375,900	357,000
Net (Uses)/Resources Program Totals			**-36,831**	**-77,931**	**16,617**	**-58,850**	**-13,805**

Department: Recreation & Parks

Budget Program: Point Vicente Interpretive Center

Account #	Account Description	Proposed FY15-16
101-5060-451-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	62,300
101-5060-451-12-00	**SALARY & WAGES - PT** This item reflects part-time staffing expenses allocated to this program.	154,500
101-5060-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	42,155
101-5060-451-32-00	**PROF/TECH SERVICE** Professional services for outside consultant for cash register and museum curating program updates.	5,100
101-5060-451-44-20	**EQUIPMENT RENTAL** Miscellaneous equipment rental for various functions at the Point Vicente Interpretive Center (PVIC).	500
101-5060-451-54-00	**ADVERTISING** Advertising for PVIC rentals, gift shop, and recreational opportunities.	1,000
101-5060-451-55-00	**PRINTING & BINDING** Printing needs for PVIC programs and events.	1,000
101-5060-451-56-00	**MILEAGE REIMBURSE** Reimbursement for use of employees' private automobiles for City business.	300
101-5060-451-59-10	**TRAINING** Charges for training provided by vendors outside the City.	500
101-5060-451-59-20	**MEMBERSHIPS & DUES** Charges for memberships and dues in recognized professional organizations.	300
101-5060-451-59-30	**PUBLICATIONS**	150

Account #	Account Description	Proposed FY15-16
	Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	
101-5060-451-61-00	**OP SUPP/MINOR EQUIP**	**31,500**
	1. Anticipated operating needs of the facility including tables and chairs used for rentals, recreation programs and docent activities, miscellaneous equipment, office supplies and exhibits. ($28,300) 2. The annual Docent Appreciation Luncheon. ($3,200)	
101-5060-451-62-00	**PURCHASES FOR RESALE**	**50,000**
	Purchases of items for resale at the Interpretive Center gift shop, which is expected to generate revenue of about $120,000.	
101-5060-451-94-10	**EQUIP REPLACE CHARGE**	**21,500**
	Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	

Department: Recreation & Parks

Budget Program: REACH

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5070-451-11-00	SALARY & WAGES - FT	-4,445	-7,294	0	0	0
	101-5070-451-12-00	SALARY & WAGES - PT	-21,340	-20,248	-20,722	-24,400	-24,400
	101-5070-451-29-00	EMPLOYEE BENEFITS	-5,700	-5,200	-3,300	-3,400	-3,890
	101-5070-451-56-00	MILEAGE REIMBURSE	-143	-175	-138	-300	-300
	101-5070-451-57-00	MEETINGS/CONFERENC	0	0	0	-900	-900
	101-5070-451-61-00	OP SUPP/MINOR EQUIP	-6,908	-6,492	-7,261	-10,000	-10,000
	101-5070-451-94-10	EQUIP REPLACE CHARG	-9,500	-4,000	-2,700	-3,200	-700
Expenditure Subtotals			-48,036	-43,410	-34,121	-42,200	-40,190
Charges for Se	101-5070-347-80-00	REC FEES - REACH	11,909	10,301	10,764	10,000	10,000
Other Revenue	101-5070-365-30-00	DONATIONS - REACH	17,286	3,737	12,295	10,000	10,000
Revenue Subtotals			29,195	14,038	23,059	20,000	20,000
Net (Uses)/Resources Program Totals			**-18,842**	**-29,372**	**-11,061**	**-22,200**	**-20,190**

Department: Recreation & Parks

Budget Program: REACH

Account #	Account Description	Proposed FY15-16
101-5070-451-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees allocated to this program.	**24,400**
101-5070-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**3,890**
101-5070-451-56-00	**MILEAGE REIMBURSE** Reimbursement for use of employees' private automobiles for City business.	**300**
101-5070-451-57-00	**MEETINGS/CONFERENCES** This category increase will allow for professional growth of part-time personnel.	**900**
101-5070-451-61-00	**OP SUPP/MINOR EQUIP** Office supplies, consumable supplies, lodging and transportation associated with the operation of the REACH program.	**10,000**
101-5070-451-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**700**

Department: Recreation & Parks

Budget Program: Support Services

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-5080-451-11-00	SALARY & WAGES - FT	0	0	0	0	-13,920
	101-5080-451-12-00	SALARY & WAGES - PT	0	0	0	-43,500	-43,500
	101-5080-451-13-00	SALARY & WAGES - OT	0	0	0	0	-103
	101-5080-451-29-00	EMPLOYEE BENEFITS	0	0	0	-6,000	-11,322
Expenditure Subtotals			0	0	0	-49,500	-68,845
Net (Uses)/Resources Program Totals			**0**	**0**	**0**	**-49,500**	**-68,845**

Department: Recreation & Parks

Budget Program: Support Services

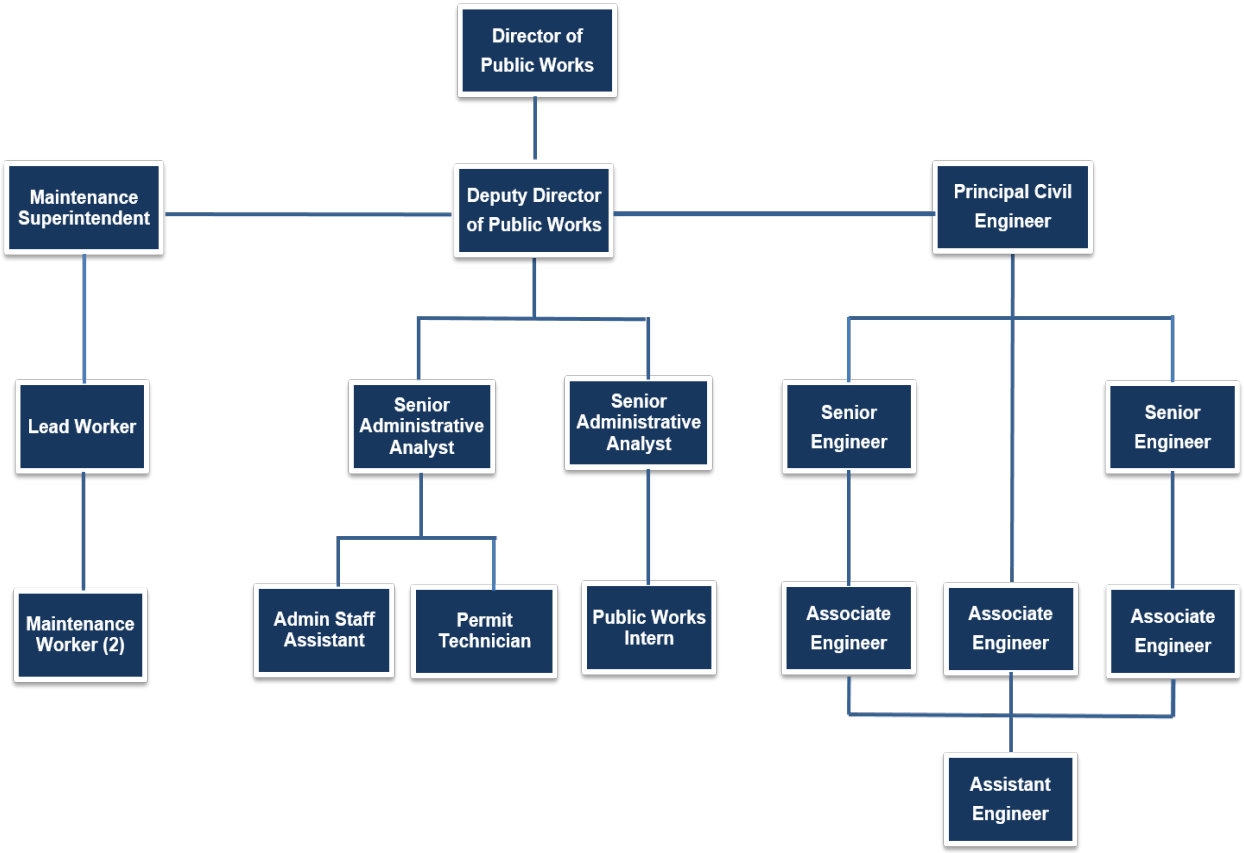
Account #	Account Description	Proposed FY15-16
101-5080-451-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees who supervise Support Services, such as staffing the City Hall reception desk and film shoots on City property (cost is partially recovered through film permit fees).	**13,920**
101-5080-451-12-00	**SALARY & WAGES - PT** Salaries and wages paid to part-time City employees allocated to Support Services, such as staffing the City Hall reception desk and film shoots on City property (cost is partially recovered through film permit fees).	**43,500**
101-5080-451-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees who supervise Support Services.	**103**
101-5080-451-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**11,322**

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for engineering, maintenance and construction activities throughout the city. Most activities occur on City owned property and the public right-of-way. Specific activities of Public Works Department include:

- Grant Management
- Traffic Management
- Storm Water Quality Management
- Facility Maintenance
- Building Improvements, Alterations, Repairs
- Parks, Trails & Open Space Maintenance
- Infrastructure Maintenance (i.e. roadways, storm drains, sewers)
- Street Maintenance
- Street Lighting Maintenance
- Waste reduction & recycling programs
- Managing City's transit contributions
- Improvement Authority Administration
- Fleet Maintenance
- Infrastructure Improvements

ORGANIZATIONAL CHART



EMPLOYEE DESCRIPTIONS

Public Works Director

- Oversees the administration of all aspects of the department.
- Communicates with City leadership on departmental matters.
- Oversees personnel and staff work.
- Manages various special projects.

Deputy Director of Public Works

- Responsible for the administration of training programs and civic engagement events, management of public counter staff and supervision of senior administrative analysis.
- Assists with implementation of city council goals and emergency preparedness activities.
- Manages various special projects.

Principal Civil Engineer

- Responsible for development and implementation of the capital improvement program, review of drainage and traffic components of private development projects and use of engineering standards and practices.
- Supervises and manages all engineering staff, contract inspectors and engineering consultants.
- Manages various Portuguese Bend landslide projects and others as assigned.

Senior Engineers

- Responsible for one of the three main engineering functions in the City:
    - Water Quality
    - Right of Way/Traffic Safety
    - City Facilities/Parks
- Management of capital improvement projects.

Associate Engineers

- Each Associate Engineer:
    - Supports one Senior Engineer and that particular discipline.
    - Manages capital improvement projects.
    - Fulfills City's various permitting requirements.

Assistant Engineer

- Processes and issues Encroachment Permits.
- Develops construction specific standards, including final drafting.
- Develops plans, specifications and estimates for Public Works projects.
- Assists Engineer's and Project Managers.

Senior Administrative Analysts

- Prepares Departmental budget.
- Grant management.
- Monitors purchase orders and adherence to City purchasing guidelines.
- Administers solid waste and recycling programs.
- Provides general department administration.

Administrative Staff Assistant & Permit Clerk

- Assists with processing service requests.
- Assists with public inquiries, public counter and permit requests.
- Assists with departmental, clerical, and administrative needs.

Maintenance Superintendent

- Oversees contracts for facility, street, fleet, and ground maintenance activities.
- Responsible for responding to service requests throughout the City's facilities and grounds.

Lead Worker

- Assists with contract and services oversight.
- Handles minor and routine repairs and maintenance of City's facilities.
- Responds to emergency situations.

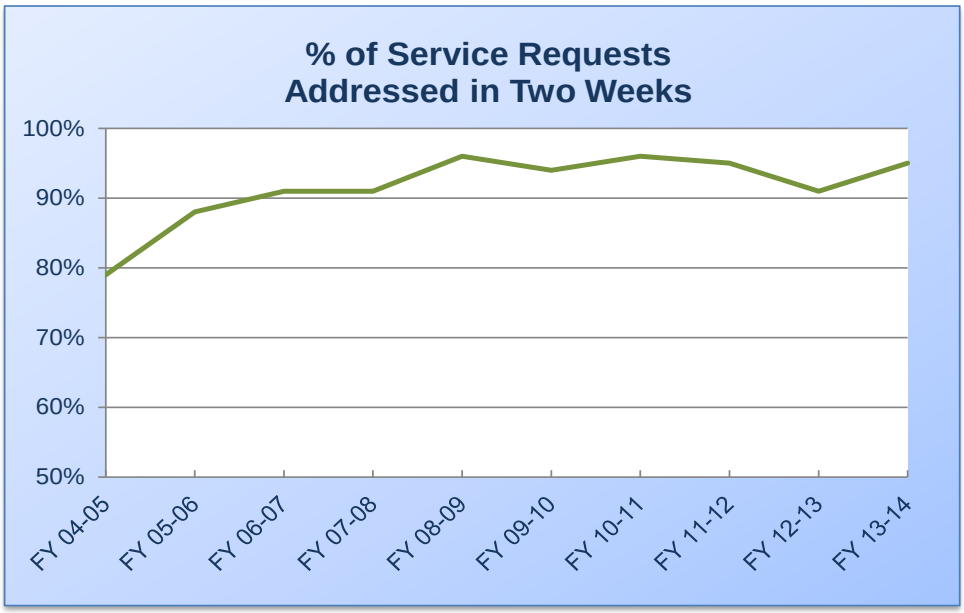
Maintenance Workers

- Handles minor and routine repairs and maintenance of City's facilities.
- Responds to emergency situations.

PUBLIC WORKS PERFORMANCE INDICATORS

Maintenance Program

A large part of the Public Works Department's activity is focused on responding to service requests from residents. The department strives to resolve requests promptly and efficiently, with the goal of addressing 85% of all service requests within two weeks. Based on the data collected over the past ten years, the percentage of service requests that were addressed within two weeks are as follows:



Recycling Program

California State law (AB 939) requires all cities in the State to divert from landfills a minimum of 50 percent of waste generated. In 2012, AB 341 was signed into law, which mandates all commercial businesses generating four cubic yards of waste or more, as well as multi-family complexes with five or more units, to implement a recycling program. Additionally, AB 341 established a State-wide diversion goal of 75 percent by the year 2020.

Rancho Palos Verdes has implemented an increasing number of programs over the past several years to promote recycling among residents and businesses in order to meet and surpass State requirements. Since 2007, the City has exceeded the 50 percent diversion mandate, with 2013 resulting in the City's highest diversion rate to-date (75 percent).

For AB 939 reporting purposes, the City is a member of the Los Angeles Regional Agency (LARA), which includes 18 cities throughout Los Angeles County. LARA's diversion rate includes all member cities' diversions, including RPV.

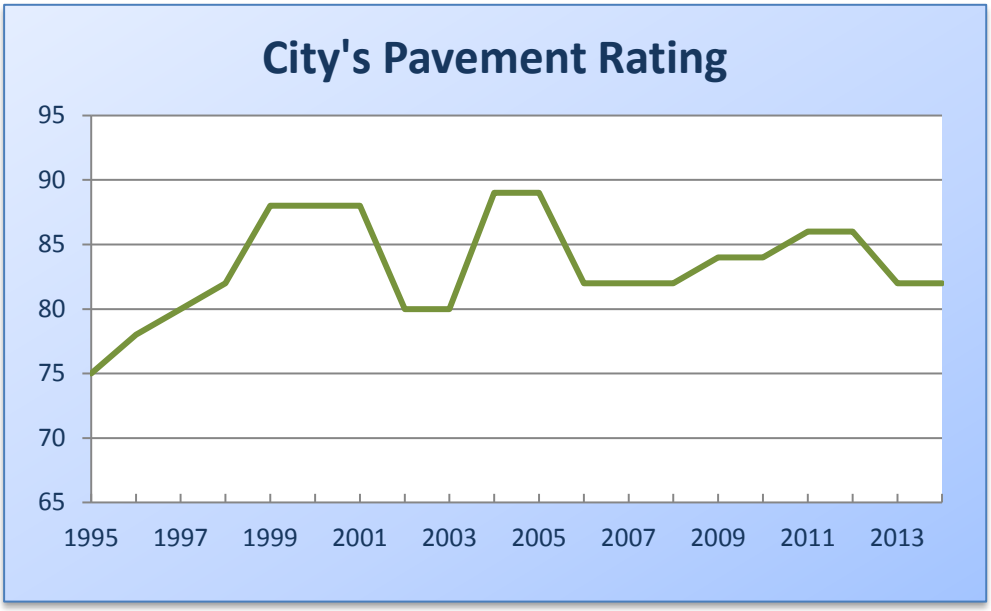
Reporting Year	2007	2008	2009	2010	2011	2012	2013
RPV's % Diversion*	59%	73%	62%	64%	68%	76%	75%
LARA's % Diversion	62%	66%	70%	70%	70%	70%	68%

* The percentages are based on the City's per capita disposal equivalent target of 4.5 and per capita generation of 9.1, which translates to the State required 50% diversion rate.

Note - The diversion rates for 2013 will be submitted for approval in August 2014.

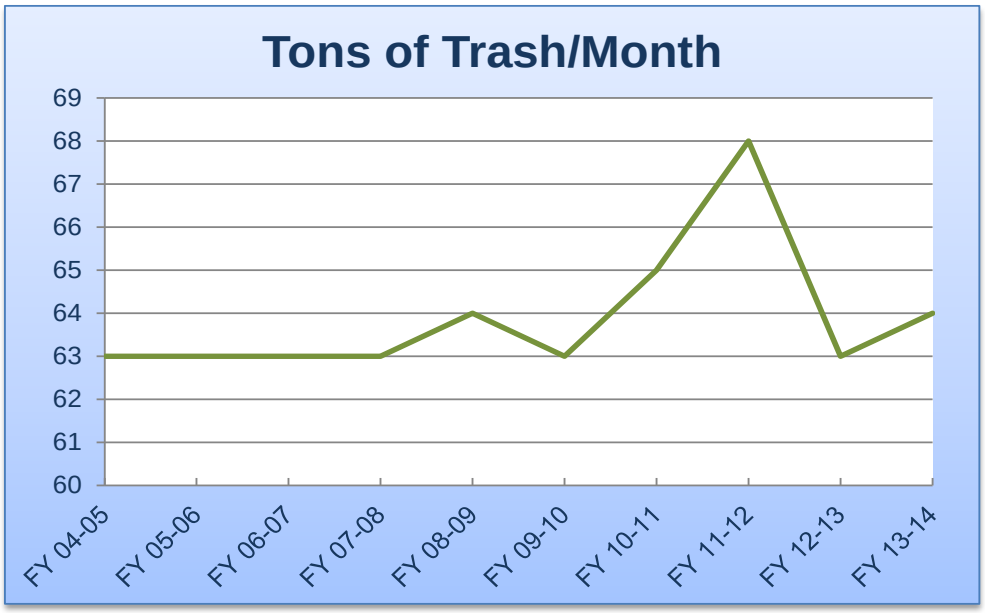
Roadway Maintenance Program

The City invests considerable resources to maintain the high quality of its roadways. A Pavement Management Report is updated every three years to determine the condition of the City's roadways by calculating a pavement rating. The pavement rating is a number between 0 and 100 that measures the quality of pavement. A new roadway has a pavement rating of 100. The average pavement rating for the City's roadways for the past eighteen years are shown in the graph below.



Street Sweeping Program

The City invests considerable resources on programs to reduce the amount of trash that enters the City's canyons, waterways, and the Pacific Ocean. The City's Street sweeping program is one such program. The following table displays the average amount of trash picked up each month to reduce the amount entering our surface water systems.



Traffic Enforcement

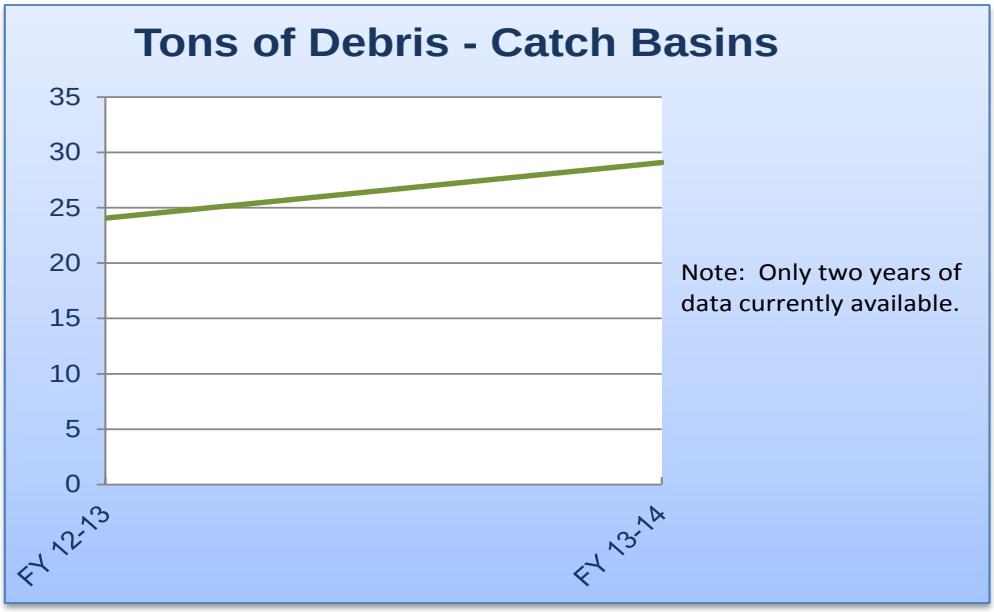
The Public Works Department works closely with the Los Angeles County Sheriff's Department on traffic safety matters. The City monitors and reports the monthly average number of traffic collisions, determines how many of those were injury collisions, and compares the number of injury collisions to the number of hazardous citations issued by the Sheriff. The following table shows traffic collision data for the past eight years.

	Monthly Average								
Index	**2006**	**2007**	**2008**	**2009**	**2010**	**2011**	**2012**	**2013**	**2014**
Total Collisions	20	21	20	21	24	23	26	17	15
Injury Collisions	87	7	6	8	7	8	8	5	6
Hazardous Citations Issued	492	526	460	448	406	423	229	205	242
Enforcement Index*	84	72	76	73	87	82	89	54	40

* Number of hazardous citations issued + DUI Arrests/number of injury collisions and fatal collisions

Catch Basin Debris Removal

As an owner of a storm drain system and permittee to the LA Regional Water Quality Board's MS4 Permit program, the City is responsible to prevent pollution from entering the receiving waters to which the pipes discharge. One practice that keeps both visible pollutants, like trash and sediment, and smaller chemicals from entering the storm drains is to clean the City's catch basins before and during the rainy season. The City keeps track of the tons of material removed throughout the season for reporting purposes.



Department: Public Works

Budget Program: Public Works Administration

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-3001-431-11-00	SALARY & WAGES - FT	-1,196,925	-1,158,969	-1,179,746	-1,306,850	-1,463,903
	101-3001-431-12-00	SALARY & WAGES - PT	-121,849	-61,836	-78,722	-20,000	-20,000
	101-3001-431-13-00	SALARY & WAGES - OT	0	0	0	0	-12,779
	101-3001-431-29-00	EMPLOYEE BENEFITS	-423,500	-413,750	-431,700	-422,150	-471,681
	101-3001-431-32-00	PROF/TECH SERVICE	-64,148	-84,908	-97,976	-111,000	-110,000
	101-3001-431-41-40	TELEPHONE SERVICE	0	0	0	-6,000	-6,000
	101-3001-431-44-10	BUILDING & LAND RENT	0	-5,778	-5,225	-7,300	-7,300
	101-3001-431-53-00	POSTAGE	0	0	-36	0	0
	101-3001-431-54-00	LEGAL NOTICES AND AD	-18,295	-18,859	-13,801	-17,000	-17,000
	101-3001-431-55-00	PRINTING & BINDING	-15,944	-14,794	-11,817	-25,000	-25,000
	101-3001-431-56-00	MILEAGE REIMBURSE	-758	-512	-709	-700	-1,000
	101-3001-431-57-00	MEETINGS/CONFERENC	-2,519	-400	-2,630	-4,000	-10,000
	101-3001-431-59-10	TRAINING	-1,728	-37	-1,006	-3,500	-10,000
	101-3001-431-59-20	MEMBERSHIPS & DUES	-1,456	-2,468	-3,911	-1,200	-4,000
	101-3001-431-59-30	PUBLICATIONS	-1,899	-1,201	-391	-500	-1,800
	101-3001-431-61-00	OP SUPP/MINOR EQUIP	-19,473	-10,614	-15,070	-12,000	-12,000
	101-3001-431-69-00	OTHER MISCELLANEOU	-1,740	-45,044	-162	0	0
	101-3001-431-94-10	EQUIP REPLACE CHARG	-104,400	-121,300	-123,300	-158,700	-64,000
Expenditure Subtotals			-1,974,635	-1,940,468	-1,966,202	-2,095,900	-2,236,463
Charges for Se	101-3001-344-10-00	ENGINEERING FEES	60,239	42,989	29,412	35,000	21,000
Charges for Se	101-3001-381-10-00	SPECIAL FUND ADMIN	154,300	157,400	152,700	155,800	155,800
License/Permit	101-3001-324-10-00	RIGHT OF WAY PERMITS	60,058	78,192	75,787	70,000	78,000
License/Permit	101-3001-324-20-00	DUMPSTER PERMITS	2,744	980	1,470	1,000	1,000
Rents	101-3001-364-10-10	RENT - CITY HALL	4,453	12,170	12,948	11,500	15,000
Revenue Subtotals			281,794	291,731	272,317	273,300	270,800
Net (Uses)/Resources Program Totals			**-1,692,840**	**-1,648,737**	**-1,693,884**	**-1,822,600**	**-1,965,663**

Department: Public Works

Budget Program: Public Works Administration

Account #	Account Description	Proposed FY15-16
101-3001-431-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**1,463,903**
101-3001-431-12-00	**SALARY & WAGES - PT** Part-time salaries provide for the Public Works Engineering Intern position that assists staff in routine permit issuance, construction project inspections, and special projects as assigned.	**20,000**
101-3001-431-13-00	**SALARY & WAGES - OT** Overtime paid to full-time City employees allocated to this program.	**12,779**
101-3001-431-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**471,681**
101-3001-431-32-00	**PROF/TECH SERVICE** 1. City Engineering Activity: Contract engineering services to review land maps and development plans that are not reimbursable by developers. ($15,000) 2. Engineering Studies: Contract engineering services for engineering investigations and surveys. ($11,000) 3. Inspection Services: Inspections for encroachment permits, traffic projects, and Right-of-Way (ROW) maintenance projects. Permit fees collected as General Fund revenue partially offset the cost of this program. ($75,000) 4. Temporary Clerical Assistance: Temporary office assistance for front office staff vacations, illnesses, or other absences, and for courier services. ($5,000) 5. Administration of Community Development Block Grant (CDBG) Program: The City's CDBG funding does not cover the entire cost of the consultant who administers the City's CDBG program; and, therefore, a portion of that cost is charged to this budget program. ($4,000)	**110,000**
101-3001-431-41-40	**TELEPHONE SERVICE** Cell service for City-owned phones used by field personnel.	**6,000**
101-3001-431-44-10	**BUILDING & LAND RENTAL**	**7,300**

Department: Public Works

Budget Program: Public Works Administration

Account #	Account Description	Proposed FY15-16
	Storage Pod Rental - Annual rental fees for three (3) on-site storage pods to house inactive Public Works plans, documents, and files.	
101-3001-431-54-00	**LEGAL NOTICES AND ADS**	**17,000**
	Legal notice advertising for Public Works projects that are out to bid, as well as noticing for public hearings and other public meetings.	
101-3001-431-55-00	**PRINTING & BINDING**	**25,000**
	Printing of permits, maintenance service request forms, materials for public meetings, bid documents, and blueprints for Public Works projects.	
101-3001-431-56-00	**MILEAGE REIMBURSE**	**1,000**
	Reimbursement of staff for use of personal vehicles to attend meetings, conferences, training, etc.	
101-3001-431-57-00	**MEETINGS/CONFERENCES**	**10,000**
	Charges for expenses incurred for authorized City meetings and conferences. Expenses include registration fees, lodging, meals, transportation, and other miscellaneous expenses.	
101-3001-431-59-10	**TRAINING**	**10,000**
	This item provides for training and professional development for staff.	
101-3001-431-59-20	**MEMBERSHIPS & DUES**	**4,000**
	Annual dues for professional organizations and licensing requirements to maintain professional status of department employees.	
101-3001-431-59-30	**PUBLICATIONS**	**1,800**
	Provides for subscriptions to periodicals, educational materials, and technical publications, which assist City staff in the performance of their duties by enhancing their technical knowledge and skills.	
101-3001-431-61-00	**OP SUPP/MINOR EQUIP**	**12,000**
	Office supplies, minor equipment, and miscellaneous items.	
101-3001-431-94-10	**EQUIP REPLACE CHARGE**	**64,000**

Department:	Public Works
Budget Program:	Public Works Administration

Account #	Account Description	Proposed FY15-16
	Equipment Replacement charges pay for maintenance, depreciation, and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a value of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	

Department: Public Works

Budget Program: Traffic Management

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-3006-431-32-00	PROF/TECH SERVICE	-72,314	-91,731	-73,010	-224,000	-190,000
	101-3006-431-43-00	MAINTENANCE SERVICE	-65,964	-80,549	-3,101	-186,000	-106,000
	101-3006-431-55-00	PRINTING & BINDING	-1,219	-1,100	-500	-2,000	-2,000
	101-3006-431-61-00	OP SUPP/MINOR EQUIP	-215	-496	0	0	-13,000
	101-3006-431-73-00	IMPROVEMENTS	0	-45,124	0	0	0
Traf Sig Maint	202-3004-431-41-30	LIGHT AND POWER	-21,266	-22,088	-41,357	-24,000	-42,000
Traf Sig Maint	202-3004-431-43-00	MAINTENANCE SERVICE	-52,501	-57,766	-58,915	-102,000	-85,000
Traf Sig Maint	202-3004-431-73-00	IMPROVEMENTS	0	0	0	-90,000	0
Expenditure Subtotals			-213,480	-298,853	-176,883	-628,000	-438,000
	202-3004-369-10-00	MISCELLANEOUS REVE	0	10,149	603	0	0
Charges for Se	101-3006-344-20-00	SALE OF SIGNS/SERVIC	5,901	10,925	3,535	8,000	4,000
From Other Ag	101-3006-334-10-00	GRANT INCOME	0	21,485	1,987	0	0
License/Permit	101-3006-327-10-00	PARKING PERMITS	575	680	280	700	300
License/Permit	101-3006-327-20-00	PARKING DECALS	273	546	188	700	200
Revenue Subtotals			6,749	43,785	6,592	9,400	4,500
Fr 1911 Act	202-3004-391-10-00	TRANSFERS IN	72,688	69,705	99,000	99,000	117,000
Transfers In Subtotals			72,688	69,705	99,000	99,000	117,000
Net (Uses)/Resources Program Totals			**-134,042**	**-185,364**	**-71,291**	**-519,600**	**-316,500**

Department: Public Works

Budget Program: Traffic Management

Account #	Account Description	Proposed FY15-16
101-3006-431-32-00	**PROF/TECH SERVICE**	**190,000**
	1. Traffic Engineering Services: Consulting support to respond to residents' concerns and requests regarding traffic issues. Services may include improving traffic processes, designing traffic projects, and pursuing traffic-related grants. The $30,000 increase from FY14-15 is due to requests from residents for traffic studies in various neighborhoods and roadways in the City. ($100,000) 2. Neighborhood Traffic Safety Program: Pursuant to the Neighborhood Traffic Calming program adopted by the City Council, neighborhoods may request traffic calming improvements from the City. This budget allocation provides for the initial analysis to determine the recommended traffic calming measures for a neighborhood, as well as the installation of small measures subject to review and approval by City Council. ($90,000)	
101-3006-431-43-00	**MAINTENANCE SERVICES**	**106,000**
	1. Radar Trailer Program: Radar trailers are set up at various locations throughout the City, on a contractual basis, in order to maintain an effective traffic enforcement program. ($6,000) 2. Annual Pavement Striping Program: Contractual services for pavement striping, marking, and roadway signage. This program includes annual enhancements to school zones and refreshing of roadway markers and legends. ($100,000)	
101-3006-431-55-00	**PRINTING & BINDING**	**2,000**
	The cost of printing parking program permits.	
101-3006-431-61-00	**OP SUPP/MINOR EQUIP**	**13,000**
	Purchase five driver feedback units to facilitate traffic calming.	
Traf Sig Maint		
202-3004-431-41-30	**LIGHT AND POWER**	**42,000**
	This is a reimbursement to Caltrans for supplying power to traffic signals along Western Avenue within the Caltrans Right-of-Way. Additionally, the City reimburses the City of Rolling Hills Estates for maintaining traffic signals at intersections where our jurisdictional boundries meet. This expenditure is funded with Street Lighting (1911 Act) assessments. The increase is required to adjust for actual billing experience for the last two (2) years from Caltrans for the traffic signals along Western Avenue.	
202-3004-431-43-00	**MAINTENANCE SERVICES**	**85,000**

Department: Public Works

Budget Program: Traffic Management

Account #	Account Description	Proposed FY15-16
	1. Traffic Signal Maintenance: Cost of regular maintenance of all traffic signals. Actual expenditures vary from year to year depending on the number of major repairs needed. This expenditure is funded with Street Lighting (1911 Act) assessments. ($75,000)	
	2. Traffic Signal Accident Repairs: The cost to repair damage to traffic signals caused by traffic accidents, which is reimbursable to the City by the parties involved. ($10,000)	

Department: Public Works

Budget Program: Storm Water Quality

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-3007-431-32-00	PROF/TECH SERVICE	-60,545	-65,645	-155,026	-552,495	-382,000
	101-3007-431-33-00	LEGAL SERVICES	-226	-5,672	0	0	0
	101-3007-431-43-00	MAINTENANCE SERVICE	-32,174	-38,784	-56,166	-99,000	-100,000
	101-3007-431-57-00	MEETINGS/CONFERENC	0	-100	0	0	0
	101-3007-431-59-10	TRAINING	0	0	-861	0	0
	101-3007-431-61-00	OP SUPP/MINOR EQUIP	0	0	0	-5,000	-5,000
Expenditure Subtotals			-92,945	-110,200	-212,053	-656,495	-487,000
Net (Uses)/Resources Program Totals			**-92,945**	**-110,200**	**-212,053**	**-656,495**	**-487,000**

Department: Public Works

Budget Program: Storm Water Quality

Account #	Account Description	Proposed FY15-16
101-3007-431-32-00	**PROF/TECH SERVICE**	**382,000**

1. National Pollutant Discharge Elimination System (NPDES) Program Administration: Contractual services for technical support for the City's Storm Water Quality Program to comply with the requirements of the Municipal Separate Storm Sewer System (MS4) Permit, as administered by the Los Angeles Regional Water Quality Board. The City has contracted for these services for over 20 years. FY15-16 is the final year of the current multi-year contract. ($70,000)

2. State Water Resources Control Board (SWRCB) Fees: Annual fees for waste discharge and the City's storm water permit. The State Water Code mandates these fees for the State's administration of the Clean Water Act/NPDES program. Fees are anticipated to increase nominally in FY15-16. ($22,000)

3. Urban Runoff and Storm Water Quality Monitoring: Contractual services and Memorandum of Understanding (MOU) participation costs to implement scheduled (dry weather) and rain event water quality monitoring, analysis, and reporting. Substantially increased levels of runoff monitoring are required by the 2012 MS4 permit. ($190,000)

4. Watershed Management Program Implementation: The City has been active with other agencies in developing the Enhanced Watershed Management Program (EWMP) to collectively manage storm water quality on the Peninsula. Costs to develop the program have been allocated in previous years and now funds to implement the plan are required. Actual costs to implement the EWMP will be confirmed after the Los Angeles Regional Water Quality Board approves the plan (expected sometime next year) and a contractor is hired. However, the City is still required to implement certain aspects of the old permit until that time. ($100,000)

101-3007-431-43-00	**MAINTENANCE SERVICES**	**100,000**

1. Catch Basin Cleaning and Storm Drain Maintenance: Contractual services to clean catch basins and storm drain facilities in the City, including debris removal and disposal and water quality message stenciling on catch basins ($55,000), and replacement of filtration media packs on certain retrofitted catch basins in the City. ($15,000) ($70,000 total)

2. Street/Parking Lot Sweeping and Bus Shelter Maintenance: Contractual services to sweep City-owned parking lots in order to reduce pollutants, clean and remove litter at the City's bus shelters, and provide an extra pre-rainy season sweep of the City's streets, as required by the NPDES program and permit. ($30,000)

Department: Public Works

Budget Program: Storm Water Quality

Account #	Account Description	Proposed FY15-16
101-3007-431-61-00	**OP SUPP/MINOR EQUIP** Citywide Overflow and Flood Clean-Up: Spill kits and other equipment are used by the City's Right-of-Way (ROW) maintenance crews to contain Sanitary Sewer Overflows (SSOs) and flooding that could potentially impact water quality.	**5,000**

Department: Public Works

Budget Program: Building Maintenance

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-3008-431-32-00	PROF/TECH SERVICE	0	0	-4,500	-4,000	-4,000
	101-3008-431-41-10	WATER UTILITY SERVIC	-36,668	-34,517	-36,459	-39,500	-39,500
	101-3008-431-41-20	GAS UTILITY SERVICE	-1,267	-1,355	-1,727	-2,000	-2,000
	101-3008-431-41-30	LIGHT AND POWER	-92,105	-100,719	-72,707	-105,800	-105,800
	101-3008-431-43-00	MAINTENANCE SERVICE	-301,935	-237,791	-223,627	-340,500	-275,900
	101-3008-431-44-20	VEHICLE & EQUIP RENT	0	0	0	0	-5,000
	101-3008-431-61-00	OP SUPP/MINOR EQUIP	-41,451	-50,670	-37,500	-108,000	-65,000
	101-3008-431-94-10	EQUIP REPLACE CHARG	-17,800	-14,700	-25,600	-32,500	-14,000
Expenditure Subtotals			-491,226	-439,752	-402,120	-632,300	-511,200
	101-3008-369-40-00	CASP FEES	0	1,363	1,046	0	0
Revenue Subtotals			0	1,363	1,046	0	0
Net (Uses)/Resources Program Totals			**-491,226**	**-438,389**	**-401,074**	**-632,300**	**-511,200**

Account #	Account Description	Proposed FY15-16
101-3008-431-32-00	**PROF/TECH SERVICE** 1. Information Technology (IT) costs associated with small projects. Costs are incurred for temporarily moving work stations and other computer equipment when maintenance projects are performed or for office reconfigurations when new staff is hired. ($2,500) 2. Certified Access Specialists (CASp) Services: Effective January 1, 2013, State law required the City to collect a $1 fee from business license applicants to fund CASp programs. Local agencies are allowed to retain 70% of the fees, which must be used for CASp services that will facilitate compliance with construction-related accessibility requirements. ($1,500)	**4,000**
101-3008-431-41-10	**WATER UTILITY SERVICE** Water utility service for all City buildings.	**39,500**
101-3008-431-41-20	**GAS UTILITY SERVICE** Gas utility service for all City buildings.	**2,000**
101-3008-431-41-30	**LIGHT AND POWER** Electricity service for all City buildings.	**105,800**
101-3008-431-43-00	**MAINTENANCE SERVICES** These services provide for the ongoing maintenance of all City and park buildings. The budget allocation varies from year to year, depending on the number of maintenance projects planned each year. The following are ongoing maintenance efforts: 1. Custodial Services: Contracted custodial services for all City buildings. ($85,000) 2. Graffiti Abatement: Removal of graffiti from public areas. ($4,500) 3. General Building Maintenance: Includes monthly maintenance services, miscellaneous repairs, and minor maintenance projects for all City facilities. ($36,900) 4. Utility Repairs: Plumbing, lighting, and electrical repairs. Also provides for any major utility failures that might occur. ($30,000) 5. Building Security: Electronic building security at all park buildings and at the Civic Center complex is provided by a	**275,900**

Account #	Account Description	Proposed FY15-16
	contract security company. ($25,000) 6. Pest Control: Monthly pest control in and around all City buildings. ($5,000) 7. Heating and Air Conditioning Maintenance: Servicing of HVAC systems at Hesse Park, Point Vicente Interpretive Center (PVIC), Ladera Linda Community Center, RPV TV Studio, Palos Verdes on the Net (PVNET), the Emergency Operations/Communications Center, and the Civic Center complex. ($15,000) 8. Elevator Maintenance: The annual maintenance contract provides for elevator inspection and license certification required by the State. ($4,000) 9. Fire Extinguisher Service: The Fire Code requires the City to annually inspect and certify all fire extinguishers located at City facilities. ($4,500) 10. Building Fire Systems: Annual inspection and maintenance of sprinkler systems at all City facilities. ($2,000) 11. Emergency Generator Maintenance: Annual maintenance and servicing of the emergency generators at the Civic Center complex, the Point Vicente Interpretive Center (PVIC), and Hesse Park. ($8,000) 12. Miscellaneous unanticipated one-time projects. ($7,500) 13. Annual Maintenance Projects: a) Painting Program: Funds are set aside for painting of City facilities that are requested as a result of deteriorating or damaged paint surfaces. Staff is currently developing a plan to address painting of all facilities on a scheduled basis. ($25,000) b) Flooring Replacement Program: Funds are set aside for replacement of carpeting, tile, and linoleum floor surfaces at City facilities that are requested as a result of deteriorating or damaged flooring. Staff is currently developing a plan to address flooring replacement of all facilities on a scheduled basis. ($10,000) c) Water and Backflow Valve Replacement Program: Water and backflow valves are replaced on an as-needed basis due to failure or damage. ($13,500)	
101-3008-431-44-20	**VEHICLE & EQUIP RENTAL**	**5,000**
	Rental of vehicles and equipment to support Building Maintenance activities.	
101-3008-431-61-00	**OP SUPP/MINOR EQUIP**	**65,000**

Department: Public Works

Budget Program: Building Maintenance

Account #	Account Description	Proposed FY15-16
	1. Building Supplies and Equipment: Includes building maintenance supplies, minor equipment, custodial and sanitary supplies, and kitchen supplies for City Council meetings, City Commission/Committee meetings, and at all City facilities. ($50,000) 2. Fuel for emergency generators located at the Civic Center complex, Point Vicente Interpretive Center (PVIC), and Hesse Park. ($15,000)	
101-3008-431-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**14,000**

Department: Public Works

Budget Program: Parks, Trails & Open Space Maintenance

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-3009-431-32-00	PROF/TECH SERVICE	-15,000	-21,335	-15,040	-34,960	-35,000
	101-3009-431-41-10	WATER UTILITY SERVIC	-186,655	-158,541	-196,345	-196,000	-175,100
	101-3009-431-41-20	GAS UTILITY SERVICE	0	0	-42	0	0
	101-3009-431-41-30	LIGHT AND POWER	-1,136	-1,158	-1,116	-1,500	-1,500
	101-3009-431-43-00	MAINTENANCE SERVICE	-683,595	-662,334	-548,574	-1,116,955	-578,000
	101-3009-431-59-20	MEMBERSHIPS & DUES	-80,838	-83,636	-84,929	-87,100	0
	101-3009-431-61-00	OP SUPP/MINOR EQUIP	-30,880	-64,303	-44,345	-102,133	-74,600
	101-3009-431-69-00	OTHER MISCELLANEOU	-13,956	-13,980	-14,526	-14,600	-131,100
	101-3009-431-73-00	IMPROVEMENTS	0	0	0	-232,000	0
	101-3009-431-94-10	EQUIP REPLACE CHARG	0	0	0	-16,000	0
Expenditure Subtotals			-1,012,061	-1,005,288	-904,917	-1,801,248	-995,300
From Oth Agen	224-3024-337-10-00	MEASURE A	160,641	100,000	67,441	289,855	105,000
Interest	224-3024-361-10-00	INTEREST EARNINGS	70	47	5	100	0
Revenue Subtotals			160,711	100,047	67,446	289,955	105,000
Fr Measure A	101-3009-391-10-00	TRANSFERS IN	100,000	82,000	67,441	289,855	105,000
Fr Waste Redu	101-3009-391-10-00	TRANSFERS IN	0	12,000	0	3,000	3,000
Transfers In Subtotals			100,000	94,000	67,441	292,855	108,000
To Gen'l Fund	224-3024-491-91-00	TRANSFERS OUT	-100,000	-82,000	-67,441	-289,855	-105,000
Transfers Out Subtotals			-100,000	-82,000	-67,441	-289,855	-105,000
Net (Uses)/Resources Program Totals			**-851,350**	**-893,241**	**-837,471**	**-1,508,293**	**-887,300**

Account #	Account Description	Proposed FY15-16
101-3009-431-32-00	**PROF/TECH SERVICE** 1. Ongoing Maintenance: Contract administration and inspection services for parks and trails. ($10,000) 2. Security services at City Parks and Open Space Locations: Services include security inspections of remote City areas, securing park entrance gates, and opening and closing restroom facilities. ($25,000)	**35,000**
101-3009-431-41-10	**WATER UTILITY SERVICE** Water for all park irrigation systems.	**175,100**
101-3009-431-41-30	**LIGHT AND POWER** Power for landscape irrigation control boxes at the parks.	**1,500**
101-3009-431-43-00	**MAINTENANCE SERVICES** Landscape maintenance services for parks, trails, and open space facilities. The budget allocation varies from year to year depending on the number of maintenance projects planned for each year. 1. Landscape Maintenance at Parks and City facilities: Services include turf and ground cover care on a weekly basis, fertilization, playground maintenance, shrub and tree care, ball field maintenance, litter patrol on a seasonal and as-needed basis, maintenance of park furniture and other park amenities, and plant material replacement. ($196,000) 2. Irrigation Repairs: Annual maintenance to repair irrigation systems at City facilities. ($15,000) 3. Trails Maintenance: Provides for erosion control, vegetation clearance, and weed abatement on trails that are designated for pedestrian access and use. ($40,000) 4. Maintenance Repairs and Special Events: Miscellaneous minor repairs for City facility parking lots, fences, signs, drainage, etc. that are not part of the regular maintenance effort ($20,000). This budget item also includes site preparation for special events such as the Fourth of July and Whale of a Day. ($10,000) ($30,000 total) 5. Fuel Modification/Weed Abatement - Brush clearance for the following areas: a) Open Space Areas: The Los Angeles (L.A.) County Weed Abatement Division of the L.A. County Agricultural Commission	**578,000**

Account #	Account Description	Proposed FY15-16

and the L.A. County Fire Department require the City to perform annual fuel modification on 36 City-owned parcels, as well as any additional locations identified by L.A. County. These costs will be partially funded with $105,000 of Measure A maintenance funds. ($160,000)

b) Parks and City-owned lots: Weed abatement activities at City park sites and semi-annual clearance of various fire roads and trails within City boundaries. ($15,000)

c) Annual County Discing Areas: The L.A. County Department of Agriculture performs annual discing of Grandview Park, Sunnyside Ridge, and west of Indian Peak Road. ($10,000)

d) Palos Verdes Peninsula Land Conservancy (PVPLC) Trail Maintenance: Maintenance service requests from PVPLC for trail maintenance that is not covered by its service agreement with the City. ($15,000)

6. Pest Control: Contract services to control pest infestation at City facilities. ($35,000)

7. Annual Backflow Testing: The California Water Service Company requires annual testing of backflow valves. ($6,000)

8. Electrical Repairs: Repair of landscape lighting in all parks. ($5,000)

9. Portable Toilets: Servicing of portable toilets located at Portuguese Bend Field, Abalone Cove Shoreline Park, Del Cerro Park, Subregion 1 (Oceanfront Estates Neighborhood), the permanent handicapped-accessible unit at Ryan Park, and at City-sponsored events. ($12,000)

10. Annual Maintenance Programs:

a) Ladera Linda Paddle Tennis Courts: Maintenance of two paddle tennis courts to ensure safe playing surfaces. ($4,000)

b) Annual Play Surface Maintenance Program: Play areas at the various park sites will be resurfaced as needed. ($15,000).

c) Water Efficient Sprinkler Head Replacement Program: Systematic replacement of existing sprinkler heads with water efficient models. The upgrade effort began in FY11-12 and is expected to be completed by the end of FY15-16. ($10,000)

d) View Impairing Non-Native Vegetation Maintenance: Over the years, a number of non-native shrubs have grown up on City Right-of-Way (ROW) locations and City-owned property that have degraded ocean views from the public roadway and public trails along the Palos Verdes Drive West (PVDW) and Palos Verdes Drive South (PVDS) vehicular view corridors. In order to

Account #	Account Description	Proposed FY15-16
	restore and protect these public views, as called for in the City's General Plan, Coastal Specific Plan, and Coast Vision Plan, annual maintenance will be performed to remove non-native foliage from these areas. Funds are budgeted in the Street Maintenance/Non-Pavement Program for City ROW areas, and in the Parks, Trails and Open Space Maintenance program for City-owned property. ($10,000)	
101-3009-431-61-00	**OP SUPP/MINOR EQUIP**	**74,600**
	1. Supplies and Equipment: Materials and equipment to maintain and repair City parks, trails, and open space areas. This appropriation includes funding for repairs identified in the Playground Safety Audit ($5,000) and is also used for replacing playground equipment that is installed by City maintenance staff ($45,000). ($50,000 total) 2. Trash/Recycling Receptacles: Replacement of receptacles as needed. Recycling bins are funded with $3,000 from Waste Reduction funds. ($5,000) 3. Recreation and Park Rules Sign Replacement: Updating of park rules signs at City facilities. ($10,000) 4. Security Cameras - Eight security cameras are used to deter vandalism and illegal dumping at City yards and facilities. The City contracts with a security company that owns, maintains, and monitors the security cameras. ($9,600)	
101-3009-431-69-00	**OTHER MISCELLANEOUS**	**131,100**
	1. Klondike Canyon Landslide Abatement District assessments for City-owned parcels. ($53,400) 2. Abalone Cove Landslide Abatement District (ACLAD) assessments for City-owned parcels. ($59,600) 3. Storm Drain User Fee and Abalone Cove Sewer District User Fee for City-owned parcels. ($18,100) The increases from FY14-15 are due to the transfer of governmental-use parcels from the former Redevelopment Agency to the City. Parcels transferred include Abalone Cove Shoreline Park, the Archery Range Open Space, and six lots on Cherry Hill Lane.	
To Gen'l Fund		
224-3024-491-91-00	**TRANSFERS OUT**	**105,000**
	Transfer from the Measure A Maintenance Fund to Parks, Trails & Open Space Maintenance within the General Fund for fuel modification in the Open Space areas.	

Department: Public Works

Budget Program: Street Maintenance - Pavement

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
City Roadways	202-3002-431-43-00	MAINTENANCE SERVICE	0	0	0	0	-245,000
Landslide Rd M	202-3005-431-32-00	PROF/TECH SERVICE	-8,508	-10,010	-10,373	-24,500	-24,500
Landslide Rd M	202-3005-431-43-00	MAINTENANCE SERVICE	-517,217	-448,373	-514,605	-575,000	-550,000
Expenditure Subtotals			-525,725	-458,383	-524,977	-599,500	-819,500
Fr Prop C	202-3005-391-10-00	TRANSFERS IN	516,400	227,658	522,000	526,000	526,000
Transfers In Subtotals			516,400	227,658	522,000	526,000	526,000
Net (Uses)/Resources Program Totals			**-9,325**	**-230,725**	**-2,977**	**-73,500**	**-293,500**

Department: Public Works

Budget Program: Street Maintenance - Pavement

Account #	Account Description	Proposed FY15-16
City Roadways		
202-3002-431-43-00	**MAINTENANCE SERVICES**	**245,000**
	Contract services for roadway maintenance and repairs, including roadway patching, crack-filling, pothole repairs, sidewalk grinding and patching, and root removal.	
Landslide Rd Mnt		
202-3005-431-32-00	**PROF/TECH SERVICE**	**24,500**
	1. Portuguese Bend Road Maintenance: Inspection services for the Palos Verdes Drive South (PVDS) road repairs. These services are paid for with Proposition C funds. ($16,000) 2. Annual update of aerial surveys of roadways in the Landslide Area. Flight costs are $5,400 and ground filming is $3,100. ($8,500 total)	
202-3005-431-43-00	**MAINTENANCE SERVICES**	**550,000**
	1. Portuguese Bend Road Maintenance: Street maintenance costs for ongoing repairs to Palos Verdes Drive South (PVDS) through the Landslide Area. These maintenance costs are paid for with Proposition C funds. ($510,000) 2. Drainage System Maintenance: The drainage system south of PVDS within the Landslide Area requires frequent realignment in order to remain functional. The system drains the roadway and requires realignment several times throughout the rainy season, which is specifically due to the frequent landslide movement in the area. ($40,000)	

Department: Public Works

Budget Program: Street Maintenance - Non Pavement

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
1972 Act	203-3010-431-32-00	PROF/TECH SERVICE	-13,042	-6,182	-13,382	-11,700	-11,600
1972 Act	203-3010-431-54-00	LEGAL NOTICES AND AD	0	0	0	-500	-500
1972 Act	203-3010-431-94-20	OVERHEAD CHARGES	-62,300	-63,500	-64,800	-66,100	-66,100
Medians	202-3003-431-32-00	PROF/TECH SERVICE	-14,990	-12,210	0	-16,000	-16,000
Medians	202-3003-431-41-10	WATER UTILITY SERVIC	-70,402	-85,727	-112,234	-113,000	-150,000
Medians	202-3003-431-41-30	LIGHT AND POWER	-7,163	-7,022	-5,609	-7,000	-7,000
Medians	202-3003-431-43-00	MAINTENANCE SERVICE	-155,674	-183,853	-125,598	-140,000	-172,279
Right-of-Way	202-3003-431-43-00	MAINTENANCE SERVICE	-234,678	-194,095	-172,487	-246,000	-284,000
Roadways	202-3003-431-43-00	MAINTENANCE SERVICE	-331,857	-421,445	-446,167	-430,000	0
Sidewalk/Ramp	202-3003-431-32-00	PROF/TECH SERVICE	-6,625	-9,020	-25,960	-5,000	-5,000
Sidewalk/Ramp	202-3003-431-43-00	MAINTENANCE SERVICE	-161,189	-17,849	-186,478	-192,279	-250,000
Street Signs	202-3003-431-61-00	OP SUPP/MINOR EQUIP	-45,916	-46,496	-47,073	-77,000	-97,000
Street Sweep	202-3003-431-43-00	MAINTENANCE SERVICE	-123,877	-127,152	-215,417	-395,000	-140,000
Tree Trim	202-3003-431-43-00	MAINTENANCE SERVICE	-224,201	-223,264	-127,262	-230,000	-290,000
Expenditure Subtotals			-1,451,913	-1,397,815	-1,542,468	-1,929,579	-1,489,479
Chg for Svcs	202-3003-344-30-00	SIDEWALK REPAIR	2,500	2,000	3,000	4,100	3,000
Chg for Svcs	202-3003-344-50-00	TREE TRIMMING FEES	400	0	0	0	0
From Oth Agen	202-3003-335-30-30	STATE GAS TAX 2103	585,289	341,944	600,900	454,998	197,150
From Oth Agen	202-3003-335-30-50	STATE GAS TAX 2105	198,039	188,321	293,345	259,099	248,668
From Oth Agen	202-3003-335-30-60	STATE GAS TAX 2106	133,043	135,560	138,880	167,528	133,003
From Oth Agen	202-3003-335-30-70	STATE GAS TAX 2107	284,254	308,590	313,802	351,927	339,976
From Oth Agen	202-3003-335-30-75	STATE GAS TAX 2107.5	6,000	6,000	6,000	6,000	6,000
Interest	202-3003-361-10-00	INTEREST EARNINGS	2,402	2,471	1,389	1,610	8,810
Interest	203-3010-361-10-00	INTEREST EARNINGS	570	414	330	140	380
Other Revenue	202-3003-369-10-00	ST MAINT MISC REVENU	13,460	22,575	25,342	25,000	25,000
Taxes	203-3010-311-10-00	ASSESSMENTS	258,813	260,329	260,452	258,000	258,515
Revenue Subtotals			1,484,769	1,268,204	1,643,440	1,528,402	1,220,502
Fr 1972 Act	202-3003-391-10-00	TRANSFERS IN	200,000	199,077	190,000	200,000	200,000

Department: Public Works

Budget Program: Street Maintenance - Non Pavement

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
Fr Beautificatio	202-3003-391-10-00	TRANSFERS IN	116,000	193,000	211,404	224,000	97,791
Fr Waste Red	202-3003-391-10-00	TRANSFERS IN	40,000	10,000	41,292	54,000	95,000
Transfers In Subtotals			356,000	402,077	442,696	478,000	392,791
1972 Act	203-3010-491-91-00	TRANSFERS OUT	-200,000	-199,077	-190,000	-200,000	-200,000
To Street Impr	202-3003-491-91-00	TRANSFERS OUT	-52,661	0	0	0	0
Transfers Out Subtotals			-252,661	-199,077	-190,000	-200,000	-200,000
Net (Uses)/Resources Program Totals			**136,195**	**73,389**	**353,668**	**-123,177**	**-76,186**

Department: Public Works

Budget Program: Street Maintenance - Non Pavement

Account #	Account Description	Proposed FY15-16
1972 Act		
203-3010-431-32-00	**PROF/TECH SERVICE** Provides for preparation of the annual Engineer's Report by a consulting engineer for the Citywide Landscaping & Lighting Maintenance District (LLMD)/1972 Act assessments ($7,500), and the Los Angeles County Auditor-Controller's Office's administration fee for collecting the assessment fee on the property tax roll and remitting assessments to the City ($4,100).	**11,600**
203-3010-431-54-00	**LEGAL NOTICES AND ADS** Notices for public hearings for the Citywide Landscaping & Lighting Maintenance District (LLMD)/1972 Act collection of assessments.	**500**
203-3010-431-94-20	**OVERHEAD CHARGES** The 1972 Act allows for the reimbursement of Public Works administrative overhead costs associated with establishing and administering the Citywide Landscaping & Lighting Maintenance District (LLMD).	**66,100**
203-3010-491-91-00	**TRANSFERS OUT** Transfer from the 1972 Act Landscaping & Lighting Maintenance District (LLMD) Fund to the Street Maintenance Fund for street landscape maintenance activities. Street landscape maintenance has been established in the Street Maintenance Fund and contains expenditures that are fully eligible for funding under the 1972 Act.	**200,000**
Medians		
202-3003-431-32-00	**PROF/TECH SERVICE** This line item provides for assistance in contract administration and to monitor and inspect contract maintenance activity on a regular basis.	**16,000**
202-3003-431-41-10	**WATER UTILITY SERVICE** Water service to all irrigated medians.	**150,000**
202-3003-431-41-30	**LIGHT AND POWER** Electrical power for medians which have electronic irrigation controllers and/or landscape lighting. This budget item includes power to Ocean Terrace, which is a special benefit median partially funded with $1,040 of Landscaping and Lighting Maintenance District (LLMD)/1972 Act assessments.	**7,000**
202-3003-431-43-00	**MAINTENANCE SERVICES**	**172,279**

Account #	Account Description	Proposed FY15-16
	1. Median Maintenance: Maintenance of landscaped center medians and street Right-Of-Ways (ROW's). This work includes turf areas, ground cover areas, irrigation systems, streets, shrubs, hardscapes, litter patrol, and weed abatement. ($164,000) 2. Backflow Inspections: To meet the requirements of the California Water Service Company and the Los Angeles County Health Department, all backflow prevention devices are certified annually by a private contractor. ($6,000) 3. Special Benefit Median Maintenance is partially funded with $2,279 of the 1972 Act Landscaping and Lighting Maintenance District (LLMD) assessments and includes: a. Rue Beaupre ($535) b. Alta Vista ($865) c. Ocean Terrace ($879)	
Right-of-Way		
202-3003-431-43-00	**MAINTENANCE SERVICES**	**284,000**
	1. Roadside Maintenance: Contract services for roadside maintenance includes litter pick-up, sign repair and installation, clean-up of illegal dumping, vegetation removal, weed abatement, and fence and guardrail repair/replacement. Beverage container recycling as part of the litter abatement program is partially funded with a state grant of $8,000 transferred from the Waste Reduction Fund. ($185,000) 2. Contract services for the two-man Right-of-Way (ROW) maintenance crew (twice weekly) for various roadside maintenance and repairs throughout the City. ($45,000) 3. Roadside Irrigation Maintenance. ($20,000) 4. Roadway Repairs Due to Accidents: Repairs that are not included in regular roadway or roadside maintenance. The City attempts to recover repair costs associated with accidents from the parties that cause the damage. ($30,000) 5. View-Impairing Non-Native Vegetation Maintenance: Over the years, a number of non-native shrubs have grown up on the City Right-Of-Way (ROW) and City-owned property that have degraded the ocean views from the public roadway and public trails along the Palos Verdes Drive West (PVDW) and Palos Verdes Drive South (PVDS) vehicular view corridors. In order to restore and protect these public views as called for in the City's General Plan, Coastal Specific Plan, and Coast Vision Plan, annual maintenance will be performed to remove non-native foliage from these areas. Funds will be budgeted in the Street Maintenance Non-Pavement Program for City ROW areas and in the Parks, Trails & Open Space Maintenance Program for City-owned property. ($4,000)	
Sidewalk/Ramp		

Account #	Account Description	Proposed FY15-16
202-3003-431-32-00	**PROF/TECH SERVICE**	**5,000**
	Annual Sidewalk Geographic Information System (GIS) Theme Layer: The GIS sidewalk data is updated each time a sidewalk project is completed.	
202-3003-431-43-00	**MAINTENANCE SERVICES**	**250,000**
	Sidewalk Repair Program: Appoximately 12,000 square feet of sidewalks are repaired and replaced on an annual basis. Repair methods include grinding, removing, and replacement.	
Street Signs		
202-3003-431-61-00	**OP SUPP/MINOR EQUIP**	**97,000**
	1. Street Signs: This is a multi-year program to replace the aging blue street signs that are rusting and difficult to read. In addition to replacing aging street signs, non-compliant signs are also replaced. ($35,000) 2. Roadway Supplies/Equipment: Traffic safety devices and materials required to perform street maintenance activities including signs, sign posts, guardrails, guardrail posts, paint, sandbags, concrete, and asphalt. ($40,000) 3. Roadway Reflective Markers: Reflective markers will be installed as an alternative to the mile-post replacement program. These markers serve as reference points on major arterials that do not have street addresses. Includes areas on Palos Verdes Drive West (PVDW), Palos Verdes Drive South (PVDS), and Palos Verdes Drive East (PVDE). ($5,000) 4. Cluster Bins for Trash/Recycling - Bus Shelters: Replacement of trash/recycling receptacles at bus shelters throughout the City. The cost of the bins is funded with Waste Reduction funds. ($17,000)	
Street Sweep		
202-3003-431-43-00	**MAINTENANCE SERVICES**	**140,000**
	Street Sweeping: Contract services for the mechanical sweeping of streets Citywide. Approximately $10,000 of this cost is reimbursed by Caltrans for sweeping Western Avenue twice per month. The sweeping schedule is as follows: Western Avenue: Weekly Hawthorne Boulevard: Twice Monthly All Remaining Streets: Monthly Additional Citywide Sweep: In The Fall Various Areas: As-Needed	
Tree Trim		
202-3003-431-43-00	**MAINTENANCE SERVICES**	**290,000**
	Street Tree Trimming: Includes costs for removing tree limbs to provide a 16-foot clearance over sidewalks and streets and for the	

Account #	Account Description	Proposed FY15-16
	removal of fallen trees, tree limbs, and trees that are causing significant infrastructure damage. This budget program also includes replacements for all removed trees. Maintenance costs are primarily funded with 1972 Act Landscaping and Lighting Maintenance District (LLMD) assessments. Mulching costs of $70,000 are included in this budget and are funded with Waste Reduction funds. ($230,000) View Restoration/Preservation: The cost of performing the trimming and/or removal of City trees by contract work crews. The costs include the trimming and/or removal of City trees that result from City Tree Review Permit decisions, as well as the ongoing annual maintenance of all trimmed trees. This expenditure was previously recorded in the View Restoration program in the Community Development section of the budget. ($60,000)	

Department: Public Works

Budget Program: Sewer Maintenance

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	101-3026-431-32-00	PROF/TECH SERVICE	-10,807	-13,246	-49,177	-58,000	0
	101-3026-431-43-00	MAINTENANCE SERVICE	-2,500	0	-1,950	-10,000	-10,000
	101-3026-431-94-10	EQUIP REPLACE CHARG	0	0	0	0	-3,100
Expenditure Subtotals			-13,307	-13,246	-51,126	-68,000	-13,100
Net (Uses)/Resources Program Totals			**-13,307**	**-13,246**	**-51,126**	**-68,000**	**-13,100**

Department: Public Works

Budget Program: Sewer Maintenance

Account #	Account Description	Proposed FY15-16
101-3026-431-43-00	**MAINTENANCE SERVICES** This budget provides for the repair of sewer pipelines as deficiencies are identified through Closed Circuit TV (CCTV) inspections.	**10,000**
101-3026-431-94-10	**EQUIP REPLACE CHARGE** Equipment Replacement charges pay for maintenance, depreciation, and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, and other office equipment with a cost of $5,000 or more. Purchases of replacement equipment occur on an as-needed basis and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	**3,100**

Department: Public Works

Budget Program: Special District Maintenance

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
El Prado	209-3019-431-32-00	PROF/TECH SERVICE	-29	-30	-30	0	0
El Prado	209-3019-431-41-30	LIGHT AND POWER	0	0	0	-300	-300
El Prado	209-3019-431-43-00	MAINTENANCE SERVICE	0	0	0	-700	-700
Subregion 1	223-3023-431-41-10	WATER UTILITY SERVIC	-23,496	-15,572	-15,864	-16,500	-31,500
Subregion 1	223-3023-431-41-30	LIGHT AND POWER	-571	-639	-494	-1,000	-1,000
Subregion 1	223-3023-431-43-00	MAINTENANCE SERVICE	-40,819	-32,908	-16,069	-50,000	-35,000
Expenditure Subtotals			-64,915	-49,148	-32,458	-68,500	-68,500
Interest	209-3019-361-10-00	INTEREST EARNINGS	49	49	43	40	200
Interest	223-3023-361-10-00	INTEREST EARNINGS	2,438	2,260	1,695	1,700	7,200
Taxes	209-3019-311-10-00	ASSESSMENTS	1,974	2,206	2,168	1,900	2,000
Revenue Subtotals			4,461	4,515	3,906	3,640	9,400
Fr General Fun	223-3023-391-10-00	TRANSFERS IN	60,000	65,000	61,000	46,000	40,000
Transfers In Subtotals			60,000	65,000	61,000	46,000	40,000
Net (Uses)/Resources Program Totals			**-454**	**20,367**	**32,448**	**-18,860**	**-19,100**

Department: Public Works

Budget Program: Special District Maintenance

Account #	Account Description	Proposed FY15-16
El Prado		
209-3019-431-41-30	**LIGHT AND POWER** This line item provides for utility expenses in the El Prado Area.	**300**
209-3019-431-43-00	**MAINTENANCE SERVICES** This line item provides for miscellaneous repairs, as needed, in the El Prado Area.	**700**
Subregion 1		
223-3023-431-41-10	**WATER UTILITY SERVICE** Water service to the Subregion 1 Maintenance Fund (Oceanfront Estates Neighborhood).	**31,500**
223-3023-431-41-30	**LIGHT AND POWER** Electrical power to the Subregion 1 Maintenance Fund (Oceanfront Estates Neighborhood).	**1,000**
223-3023-431-43-00	**MAINTENANCE SERVICES** In accordance with the terms of the development agreement for the Subregion 1 Maintenance Fund (Oceanfront Estates Neighborhood), the City maintains certain improvements constructed by the developer. The cost of this maintenance service is partially funded by interest earnings from a Special Fund established by the developer. The interest earnings from this Fund are not sufficient to cover all of the maintenance costs and therefore must be subsidized with an annual General Fund transfer.	**35,000**

Department: Public Works

Budget Program: Street Lighting - 1911 Act

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	211-3011-431-32-00	PROF/TECH SERVICE	-7,503	-11,068	-66,561	-23,000	-47,900
	211-3011-431-41-30	LIGHT AND POWER	-336,081	-331,548	-262,479	-360,000	-330,000
	211-3011-431-94-20	OVERHEAD CHARGES	-76,400	-77,900	-79,500	-81,100	-81,100
Expenditure Subtotals			-419,984	-420,517	-408,541	-464,100	-459,000
Interest	211-3011-361-10-00	INTEREST EARNINGS	5,419	4,774	3,795	3,500	15,500
Taxes	211-3011-311-10-00	ASSESSMENTS	504,991	524,670	550,800	525,000	550,000
Revenue Subtotals			510,410	529,444	554,595	528,500	565,500
To Traff Sig Mn	211-3011-491-91-00	TRANSFERS OUT	-72,688	-69,705	-99,000	-99,000	-117,000
Transfers Out Subtotals			-72,688	-69,705	-99,000	-99,000	-117,000
Net (Uses)/Resources Program Totals			**17,738**	**39,222**	**47,054**	**-34,600**	**-10,500**

Department: Public Works

Budget Program: Street Lighting - 1911 Act

Account #	Account Description	Proposed FY15-16
211-3011-431-32-00	**PROF/TECH SERVICE** 1. Upgrade 50 City-owned street lights to energy efficient luminaires. A pilot program to upgrade all City-owned lighting fixtures to Light Emitting Diode (LED) technology was approved by the City Council on March 3, 2015 for the purposes of reducing energy consumption and costs and to act as a process model for the potential future consideration of acquiring all 2,258 street lights currently owned by Southern California Edison. ($40,000) 2. Administrative fee paid to the Los Angeles County Auditor - Controller's Office to collect the street lighting assessment on the property tax bill. ($7,900)	**47,900**
211-3011-431-41-30	**LIGHT AND POWER** Electrical service for Citywide street lighting. This does not include the cost of electrical service for traffic signals along Western Avenue (Caltrans) and traffic signals shared with the City of Rolling Hills Estates, which are budgeted in the Traffic Management Program. This budget has been decreased from FY14-15 based on the results of a street lighting audit, which identified street lights that could be removed from the City's inventory.	**330,000**
211-3011-431-94-20	**OVERHEAD CHARGES** The 1911 Act allows for the reimbursement of Public Works administrative overhead costs associated with establishing and administering the street lighting district.	**81,100**
To Traff Sig Mnt		
211-3011-491-91-00	**TRANSFERS OUT** Funding transfer for traffic signal maintenance accounted for in the Street Maintenance Fund.	**117,000**

Department: Public Works

Budget Program: Beautification - Recycling

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	212-3012-431-11-00	SALARY & WAGES - FT	-11,223	-11,414	0	0	0
	212-3012-431-29-00	EMPLOYEE BENEFITS	-4,500	-4,600	0	0	0
	212-3012-431-94-20	OVERHEAD CHARGES	-4,500	-4,600	0	0	0
Expenditure Subtotals			-20,223	-20,614	0	0	0
Interest	212-3012-361-10-00	INTEREST EARNINGS	3,347	3,263	2,193	690	870
Other Revenue	212-3012-367-10-00	HAULER RECYCLE FEE	308,387	148,000	0	0	0
Revenue Subtotals			311,734	151,263	2,193	690	870
To Street Impr	212-3012-491-91-00	TRANSFERS OUT	-26,810	0	0	-473,690	0
To Street Maint	212-3012-491-91-00	TRANSFERS OUT	-116,000	-193,000	-211,404	-224,000	-97,791
Transfers Out Subtotals			-142,810	-193,000	-211,404	-697,690	-97,791
Net (Uses)/Resources Program Totals			**148,701**	**-62,351**	**-209,211**	**-697,000**	**-96,921**

Department: Public Works

Budget Program: Beautification - Recycling

Account #	Account Description	Proposed FY15-16
To Street Maint		
212-3012-491-91-00	**TRANSFERS OUT**	**97,791**
	Transfer to the Street Maintenance Program for median maintenance costs.	

Department: Public Works

Budget Program: Waste Reduction

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	213-3013-431-11-00	SALARY & WAGES - FT	-48,810	-52,155	-51,190	-52,900	-39,453
	213-3013-431-29-00	EMPLOYEE BENEFITS	-19,500	-19,700	-20,500	-21,800	-17,830
	213-3013-431-32-00	PROF/TECH SERVICE	-49,054	-47,791	-72,395	-67,512	-55,000
	213-3013-431-33-00	LEGAL SERVICES	-4,099	-1,403	-594	-1,000	0
	213-3013-431-43-00	MAINTENANCE SERVICE	-1,728	-375	0	-3,500	-1,500
	213-3013-431-53-00	POSTAGE	-759	-3,193	-3,574	-5,500	-5,500
	213-3013-431-54-00	LEGAL NOTICES AND AD	0	-1,034	0	-1,200	-4,500
	213-3013-431-55-00	PRINTING & BINDING	-13,796	-9,442	-8,791	-13,900	-14,000
	213-3013-431-56-00	MILEAGE REIMBURSE	-281	-317	-184	-350	-350
	213-3013-431-57-00	MEETINGS/CONFERENC	-72	0	-18	-400	-750
	213-3013-431-59-20	MEMBERSHIPS & DUES	0	-100	-100	-300	-500
	213-3013-431-61-00	OP SUPP/MINOR EQUIP	-743	-202	-4,072	-8,500	-5,000
	213-3013-431-93-00	CITY GRANTS	-14,239	-13,202	-11,780	-14,700	-14,700
	213-3013-431-94-20	OVERHEAD CHARGES	-8,000	-8,200	-8,400	-8,600	-8,600
Expenditure Subtotals			-161,081	-157,113	-181,598	-200,162	-167,683
Chg for Svcs	213-3013-368-10-00	AB 939 FEES	207,034	216,581	230,313	210,000	182,500
From Oth Agen	213-3013-334-10-00	USED OIL PAYMENT PG	13,161	22,552	23,347	19,000	23,000
From Oth Agen	213-3013-334-10-00	STATE GRANTS	10,372	36,276	0	0	0
Interest	213-3013-361-10-00	INTEREST EARNINGS	1,042	902	869	800	3,330
Revenue Subtotals			231,609	276,311	254,530	229,800	208,830
To Parks Maint	213-3013-491-91-00	TRANSFERS OUT	0	-12,000	0	-3,000	-3,000
To Street Impr	213-3013-491-91-00	TRANSFERS OUT	-70,000	0	0	0	0
To Street Maint	213-3013-491-91-00	TRANSFERS OUT	-40,000	-10,000	-41,292	-54,000	-95,000
Transfers Out Subtotals			-110,000	-22,000	-41,292	-57,000	-98,000
Net (Uses)/Resources Program Totals			**-39,472**	**97,198**	**31,640**	**-27,362**	**-56,853**

Department: Public Works

Budget Program: Waste Reduction

Account #	Account Description	Proposed FY15-16
213-3013-431-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**39,453**
213-3013-431-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**17,830**
213-3013-431-32-00	**PROF/TECH SERVICE** Consultant services to assist in implementing the following items: 1. Source Reduction and Recycling Element (SRRE) Program, including implementation of new State-mandated programs, such as AB 341 (Mandatory Commercial Recycling), the upcoming AB 1826 (Business Organics Recycling), and the Used Oil Opportunity Program. ($36,000) 2. Los Angeles Regional Agency (LARA): City's annual contribution for representation on the State Board and CalRecycle, as well as annual reporting on recycling and combined outreach efforts. ($4,000) 3. Public outreach activities for the City's Used Oil Recycling Program, in conjunction with National Pollutant Discharge Elimination System (NPDES) stormwater pollution prevention activities. ($5,000) 4. Professional services for negotiations for possible extensions of the Residential Solid Waste Agreements. ($10,000)	**55,000**
213-3013-431-43-00	**MAINTENANCE SERVICES** Contracted maintenance services for site preparation for City-sponsored events and traffic control plan implementation, including the Household Hazardous Waste Roundup Event and document shredding events.	**1,500**
213-3013-431-53-00	**POSTAGE** 1. Postage contribution for the City Newsletter. ($4,000) 2. Postage for public outreach/educational materials. ($1,500)	**5,500**
213-3013-431-54-00	**LEGAL NOTICES AND ADS** 1. Legal notice advertising for projects funded with Waste Reduction monies, such as rate adjustments, as well as various waste reduction and NPDES programs and events. ($1,500)	**4,500**

Account #	Account Description	Proposed FY15-16
	2. Cost for publishing advertisements in local newspapers promoting recycling and Used Oil Opportunity Program activities and public events. ($3,000)	
213-3013-431-55-00	**PRINTING & BINDING**	**14,000**
	The budget provides for the printing of materials related to the following activities: 1. Contribution for information published in the City Newsletter advertising City Recycling Programs. ($9,500) 2. Public outreach material for recycling education, as well as the Used Oil Opportunity and NPDES programs. ($2,000) 3. Recycler-of-the-Month cards. ($2,500)	
213-3013-431-56-00	**MILEAGE REIMBURSE**	**350**
	Reimbursement of staff for use of personal vehicles when conducting business on behalf of the City.	
213-3013-431-57-00	**MEETINGS/CONFERENCES**	**750**
	Charges for expenses incurred for authorized City meetings and conferences. Expenses include registration fees and other miscellaneous expenses. The increase is due to the fact that the Los Angeles Regional Agency (LARA) no longer pays the registration fees for these meetings.	
213-3013-431-59-20	**MEMBERSHIPS & DUES**	**500**
	Dues for City membership in various solid waste organizations. The increase is due to the fact that the Los Angeles Regional Agency (LARA) no longer pays for these memberships.	
213-3013-431-61-00	**OP SUPP/MINOR EQUIP**	**5,000**
	Funds are used for the purchase of promotional items for used oil and filter recycling, which are funded by the Used Oil Payment Program, as well as miscellaneous recycling items, such as recycling bins/clusters, signs, labels, etc.	
213-3013-431-93-00	**CITY GRANTS**	**14,700**
	Waste Reduction revenues fund the following grants, rebates, and incentive programs for City residents: 1. Composting Bins: Refunds are provided to eligible City residents for the purchase of composting bins. ($1,200)	

Account #	Account Description	Proposed FY15-16
	2. School Recycling Drive: This program pays for promotional recycling events at schools via assemblies or special programs. ($500) 3. Recycler-of-the-Month: This program encourages residential recycling by providing a monetary reward to eligible City residents. ($13,000)	
213-3013-431-94-20	**OVERHEAD CHARGES** The Waste Reduction Program is charged for a share of Public Works Department overhead costs. This overhead charge reflects the Program's use of City facilities and staff costs to manage the program.	**8,600**
To Parks Maint		
213-3013-491-91-00	**TRANSFERS OUT** Transfer to Parks Maintenance for replacement of trash/recycling receptacles at parks and other locations, as needed, throughout the City.	**3,000**
To Street Maint		
213-3013-491-91-00	**TRANSFERS OUT** Transfer to the Street Maintenance Program for replacement of trash/recycling receptacles in the City's Right-of-Way ($17,000), beverage container recycling funded with a CalRecycle grant, as part of Right-of-Way litter abatement ($8,000), and for mulching costs associated with the City's tree-trimming program ($70,000).	**95,000**

Department: Public Works

Budget Program: Transit

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
AQMD	214-3014-431-43-00	MAINTENANCE SERVICE	0	0	-50,000	-50,000	-50,000
Prop A	216-3016-431-43-00	MAINTENANCE SERVICE	-577,069	-575,417	-548,040	-574,823	-599,556
Prop A	216-3016-431-55-00	PRINTING & BINDING	-2,048	-2,027	-1,829	-2,000	-2,000
Prop A	216-3016-431-73-00	IMPROVEMENTS	0	-2,500	-35,085	-110,716	-20,000
Prop A	216-3016-431-94-20	OVERHEAD CHARGES	-3,100	-3,200	0	0	0
Expenditure Subtotals			-582,217	-583,144	-634,953	-737,539	-671,556
From Oth Agen	214-3014-338-30-00	AB 2766 REVENUES	52,388	50,807	38,612	50,000	50,000
From Oth Agen	216-3016-338-20-00	PROP A SALES TAX	626,794	662,802	714,750	737,443	766,869
Interest	214-3014-361-10-00	INTEREST EARNINGS	191	305	277	210	780
Interest	216-3016-361-10-00	INTEREST EARNINGS	242	912	737	0	280
Other Revenue	216-3016-369-10-00	MISC REVENUES	0	60,000	0	0	0
Revenue Subtotals			679,614	774,826	754,376	787,653	817,929
Prop A	216-3016-491-91-00	TRANSFERS OUT	0	0	0	-48,000	0
To Prop A	214-3014-491-91-00	TRANSFERS OUT	0	0	-54,910	0	0
Transfers Out Subtotals			0	0	-54,910	-48,000	0
Net (Uses)/Resources Program Totals			**97,397**	**191,682**	**64,513**	**2,114**	**146,373**

Department: Public Works

Budget Program: Transit

Account #	Account Description	Proposed FY15-16
AQMD		
214-3014-431-43-00	**MAINTENANCE SERVICES**	**50,000**
	The City's annual contribution to the Palos Verdes Peninsula Transit Authority/Dial-A-Ride-Lift programs will be $644,556 for FY15-16. A combination of $50,000 of AQMD funds and $594,556 of Proposition A funds will be used to fund this transit program.	
Prop A		
216-3016-431-43-00	**MAINTENANCE SERVICES**	**599,556**
	1. The City's annual contribution to the Palos Verdes Peninsula Transit Authority/Dial-A-Ride-Lift programs will be $644,556 for FY15-16. A combination of $594,556 of Proposition A funds and $50,000 of AQMD funds will be used to fund this transit program. 2. Proposition A funds are used to maintain the City's bus shelters. ($5,000).	
216-3016-431-55-00	**PRINTING & BINDING**	**2,000**
	Proposition A funds are used to subsidize a portion of the City Newsletter printing costs for advertising City transit programs.	
216-3016-431-73-00	**IMPROVEMENTS**	**20,000**
	Bus stop shelter improvements are funded with Proposition A funds.	

Department: Public Works

Budget Program: Abalone Cove Sewer Maintenance

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	225-3025-431-11-00	SALARY & WAGES - FT	-10,089	-10,570	-9,983	-10,300	-7,431
	225-3025-431-29-00	EMPLOYEE BENEFITS	-3,000	-3,000	-3,100	-3,100	-2,052
	225-3025-431-32-00	PROF/TECH SERVICE	-6,993	-6,162	-7,122	-5,800	-8,800
	225-3025-431-41-30	LIGHT AND POWER	-3,182	-2,664	-3,612	-4,000	-4,000
	225-3025-431-43-00	MAINTENANCE SERVICE	-99,296	-41,447	-60,354	-132,000	-111,700
	225-3025-431-54-00	LEGAL NOTICES AND AD	0	0	0	-500	-500
Expenditure Subtotals			-122,561	-63,842	-84,171	-155,700	-134,483
Charges for Se	225-3025-344-60-00	SEWER USER FEE	1,217	1,241	1,257	0	0
Interest	225-3025-361-10-00	INTEREST EARNINGS	289	121	92	80	80
Taxes	225-3025-311-10-00	ASSESSMENTS	52,948	48,415	54,450	55,080	55,080
Revenue Subtotals			54,454	49,777	55,800	55,160	55,160
Fr Gen'l Fund	225-3025-391-10-00	TRANSFERS IN	10,700	10,700	50,700	50,700	80,700
Transfers In Subtotals			10,700	10,700	50,700	50,700	80,700
Net (Uses)/Resources Program Totals			**-57,407**	**-3,365**	**22,329**	**-49,840**	**1,377**

Department: Public Works

Budget Program: Abalone Cove Sewer Maintenance

Account #	Account Description	Proposed FY15-16
225-3025-431-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**7,431**
225-3025-431-29-00	**EMPLOYEE BENEFITS** The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	**2,052**
225-3025-431-32-00	**PROF/TECH SERVICE** 1. Consultant services to prepare the annual Engineer's Report for the Abalone Cove Sewer Maintenance District fee. ($5,500) 2. 24-hour answering service for maintenance calls. ($1,200) 3. L.A. County Auditor - Controller's Office administrative fee for collecting and remitting property assessments. ($100) 4. Sewer System Management Plan (SSMP) Administrative Costs: Provides funds for consultant assistance to develop and update the annual SSMP Plan. ($2,000)	**8,800**
225-3025-431-41-30	**LIGHT AND POWER** Electricity costs to operate the pump station and the communication system.	**4,000**
225-3025-431-43-00	**MAINTENANCE SERVICES** Ongoing operating and maintenance of the sewer facilities, including maintenance, repair, and replacement costs for lift stations, gravity systems, and grinder pumps within the District.	**111,700**
225-3025-431-54-00	**LEGAL NOTICES AND ADS** Legal notice costs for publication of the annual public hearing on the Abalone Cove Sewer Maintenance District fee.	**500**

Department: Public Works

Budget Program: Ginsburg Cultural Arts Building

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	227-3027-431-69-00	OTHER MISCELLANEOU	-25,000	-20,000	-20,000	-18,000	0
Expenditure Subtotals			-25,000	-20,000	-20,000	-18,000	0
Interest	227-3027-361-10-00	INTEREST EARNINGS	534	410	271	260	910
Revenue Subtotals			534	410	271	260	910
Net (Uses)/Resources Program Totals			**-24,466**	**-19,590**	**-19,729**	**-17,740**	**910**

Department: Public Works

Budget Program: Donor Restricted Contributions

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	228-5028-451-32-00	PROF/TECH SERVICE	0	-6,444	-585	-24,000	0
	228-5028-451-43-00	MAINTENANCE SERVICE	0	0	0	-10,000	0
	228-5028-451-61-00	OP SUPP/MINOR EQUIP	0	-3,529	-4,457	-5,000	-5,000
Expenditure Subtotals			0	-9,973	-5,042	-39,000	-5,000
Interest	228-5028-361-10-00	INTEREST EARNINGS	1,290	1,144	1,775	1,850	7,460
Other Revenue	228-5028-365-90-00	DONATIONS - RESTRICT	0	445,468	25,500	0	0
Revenue Subtotals			1,290	446,612	27,275	1,850	7,460
To Pks Improv	228-5028-491-91-00	TRANSFERS OUT	0	0	0	0	-455,000
Transfers Out Subtotals			0	0	0	0	-455,000
Net (Uses)/Resources Program Totals			**1,290**	**436,639**	**22,233**	**-37,150**	**-452,540**

Department: Public Works

Budget Program: Donor Restricted Contributions

Account #	Account Description	Proposed FY15-16
228-5028-451-61-00	**OP SUPP/MINOR EQUIP**	**5,000**
	Fabrication of donor plaques at the Point Vicente Interpretive Center (PVIC).	
To Pks Improv		
228-5028-491-91-00	**TRANSFERS OUT**	**455,000**
	Transfer to the Park Improvements Program of the CIP Fund for PVIC Exhibits.	

Department: Public Works

Budget Program: Community Development Block Grant

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
ADA 1	310-3093-461-73-00	IMPROVEMENTS	-49,337	0	-54,243	-197,687	0
ADA 2	310-3097-461-73-00	IMPROVEMENTS	-26,847	0	-23,728	-68,190	0
ADA 3	310-3098-461-73-00	IMPROVEMENTS	0	0	0	0	-164,408
Admin	310-3091-461-32-00	PROF/TECH SERVICE	-11,865	0	0	0	0
Drainage	310-3095-461-73-00	IMPROVEMENTS	0	-66,006	0	0	0
HIP	310-3092-461-32-00	PROF/TECH SERVICE	-127,490	-143,002	-51,000	0	0
Expenditure Subtotals			-215,539	-209,008	-128,971	-265,877	-164,408
ADA 1	310-3093-331-10-00	GRANT INCOME	6,891	33,145	7,421	197,687	0
ADA 2	310-3097-331-10-00	GRANT INCOME	26,847	0	2,240	68,190	0
ADA 3	310-3098-331-10-00	GRANT INCOME	0	0	0	0	164,408
Admin	310-3091-331-10-00	GRANT INCOME	11,865	0	0	0	0
HIP	310-3092-331-10-00	GRANT INCOME	127,491	143,002	50,638	0	0
Other	310-3095-331-10-00	GRANT INCOME	0	66,006	0	0	0
Revenue Subtotals			173,094	242,153	60,299	265,877	164,408
Fr Gen'l Fund	310-3093-391-10-00	TRANSFERS IN	0	9,302	0	0	0
Transfers In Subtotals			0	9,302	0	0	0
Net (Uses)/Resources Program Totals			**-42,445**	**42,447**	**-68,672**	**0**	**0**

Department:	Public Works
Budget Program:	Community Development Block Grant

Account #	Account Description	Proposed FY15-16
ADA 3		
310-3098-461-73-00	**IMPROVEMENTS**	**164,408**
	FY15-16 Americans with Disabilities Act (ADA) Improvement Project: ADA access improvements at the Del Cerro Park/Burma Road entrance to the Palos Verdes Nature Preserve. The total ADA project budget is $364,408, with $200,000 spent in the CIP Fund (Building Improvements - ADA Transition Plan, funded with EET) and $164,408 spent in the Community Development Block Grant (CDBG) Fund. 20% of the CDBG appropriation ($32,882) will be used for contract management services to administer this project and the overall CDBG Program. Any administrative costs that are not covered by CDBG funding will be charged to the Public Works Administration budget program in the General Fund (up to a maximum of $4,000).	

Department: Public Works

Budget Program: Equipment Replacement - Vehicles

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	681-3081-499-43-00	MAINTENANCE SERVICE	-21,130	-16,433	-20,148	-22,200	-22,200
	681-3081-499-76-00	VEHICLES	-3,438	0	0	-50,000	0
Expenditure Subtotals			-24,567	-16,433	-20,148	-72,200	-22,200
	681-3081-392-10-00	PROCEED OF ASSET DI	0	0	14,655	0	0
Chg for Svcs	681-3081-381-20-00	INTERFUND CHG VEHIC	52,000	22,000	31,100	41,300	22,200
Revenue Subtotals			52,000	22,000	45,755	41,300	22,200
From AQMD	681-3081-391-10-00	TRANSFERS IN	0	0	54,910	0	0
Transfers In Subtotals			0	0	54,910	0	0
Net (Uses)/Resources Program Totals			**27,433**	**5,567**	**80,517**	**-30,900**	**0**

Department: Public Works

Budget Program: Equipment Replacement - Vehicles

Account #	Account Description	Proposed FY15-16
681-3081-499-43-00	**MAINTENANCE SERVICES** This line item represents the cost of vehicle repairs and fuel for all City vehicles.	**22,200**

Department: Public Works

Budget Program: Improv Authority - Portuguese Bend

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	285-3088-431-32-00	PROF/TECH SERVICE	-27,806	-27,272	-35,723	-32,800	-48,400
	285-3088-431-41-30	LIGHT AND POWER	-5,561	-5,594	-4,236	-6,500	-6,500
	285-3088-431-43-00	MAINTENANCE SERVICE	-19,239	-16,847	-33,596	-83,300	-58,300
Expenditure Subtotals			-52,606	-49,712	-73,556	-122,600	-113,200
Interest	285-3088-361-10-00	INTEREST EARNINGS	0	0	0	640	2,520
Revenue Subtotals			0	0	0	640	2,520
Fr Gen'l Fund	285-3088-391-10-00	TRANSFERS IN	60,000	106,000	70,000	40,000	57,000
Transfers In Subtotals			60,000	106,000	70,000	40,000	57,000
Net (Uses)/Resources Program Totals			**7,394**	**56,288**	**-3,556**	**-81,960**	**-53,680**

Department: Public Works

Budget Program: Improv Authority - Portuguese Bend

Account #	Account Description	Proposed FY15-16
285-3088-431-32-00	**PROF/TECH SERVICE** 1. Annual independent auditing services. ($2,900) 2. Contract services for GPS monitoring and surveying. ($45,500)	**48,400**
285-3088-431-41-30	**LIGHT AND POWER** Cost of electrical power for the dewatering wells in the Portuguese Bend Landslide Area.	**6,500**
285-3088-431-43-00	**MAINTENANCE SERVICES** 1. Contractual services to regularly monitor the dewatering wells in the Portuguese Bend Landslide Area. ($3,300) 2. Contractual services for storm and well water drainage facility maintenance, erosion control, debris/retention basin cleaning, and other maintenance activities. ($30,000) 3. Burma Road Annual Maintenance: Grading and repairs to damaged sections of the roadway are done to maintain safe access to this area for the Los Angeles County Fire Department and the utility companies. ($25,000)	**58,300**

Department: Public Works

Budget Program: Improv Authority - Abalone Cove

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	795-3089-431-32-00	PROF/TECH SERVICE	-12,043	-12,452	-30,675	-17,800	-22,400
	795-3089-431-41-30	LIGHT AND POWER	-16,481	-15,855	-11,337	-17,000	-17,000
	795-3089-431-43-00	MAINTENANCE SERVICE	-58,555	-63,081	-2,000	-32,500	-32,500
	795-3089-431-69-00	OTHER MISCELLANEOU	-2,890	-2,890	-2,987	-3,000	0
Expenditure Subtotals			-89,968	-94,277	-46,999	-70,300	-71,900
Interest	795-3089-361-10-00	INTEREST EARNINGS	5	6	4	2,300	9,400
Revenue Subtotals			5	6	4	2,300	9,400
	795-3089-391-10-00	TRANSFERS IN	0	0	20,000	35,000	37,000
Transfers In Subtotals			0	0	20,000	35,000	37,000
Net (Uses)/Resources Program Totals			**-89,963**	**-94,271**	**-26,994**	**-33,000**	**-25,500**

Department: Public Works

Budget Program: Improv Authority - Abalone Cove

Account #	Account Description	Proposed FY15-16
795-3089-431-32-00	**PROF/TECH SERVICE** 1. Annual independent auditing services. ($2,900) 2. Contract services for GPS monitoring and surveying. ($19,500)	**22,400**
795-3089-431-41-30	**LIGHT AND POWER** Cost of electric power for dewatering wells.	**17,000**
795-3089-431-43-00	**MAINTENANCE SERVICES** As the dewatering wells age, repairs to the equipment will likely increase. This budget allocation provides for the following services: 1. Contractual services to regularly monitor the dewatering wells in the Abalone Cove Landslide Area. ($2,500) 2. Repair of existing dewatering well drainage lines. ($30,000)	**32,500**

RANCHO PALOS VERDES

INFRASTRUCTURE IMPROVEMENTS

Infrastructure is defined as the City's roadways, sewer systems, storm drain systems, parks, buildings, and other City facilities. The Public Works Department manages the maintenance and improvement of the City's infrastructure.

The City uses its restricted funding sources first, before unrestricted sources such as the General Fund. The following is a summary of restricted funding typically available for the City's infrastructure.

- Grants and contributions – includes Community Development Block Grant (CDBG), highway safety grants, transportation improvement grants, coastal development grants, and restricted donations. The City uses its annual CDBG allocation primarily for projects to improve compliance with the Americans with Disabilities Act (ADA). Other grants are competitive, and may not be received each year. Grants typically come with very restrictive requirements and are awarded for a specific project. The City has been awarded grants for just about all types of infrastructure, but routinely wins grants for roadway safety improvements.
- Transportation sales tax – includes Proposition C and Measure R. These revenue sources total about $1.1 million annually and may be used for improvements to the City's arterial streets. However, more than $0.5 million each year is dedicated to maintenance of Palos Verdes Drive South in the landslide area of the City.
- Developer fees – includes Quimby and Environmental Excise Tax (EET). These fees are collected to mitigate the impact of development, when various building projects are permitted in the City. The revenue is unpredictable, and can range from small amounts annually (less than $100,000) to millions of dollars occasionally collected from a single large project. Quimby money must be used for park development, which can include acquisition of parkland or construction of park buildings and facilities. EET money can be used for any type of City facility.
- User fees – includes the Water Quality Flood Protection storm drain user fee. The City receives about $1.3 million annually for the maintenance and improvement of its storm drain systems. The user fee sunsets in 2016.

If restricted funding is not available, then infrastructure projects must compete for General Fund money. Based upon the City Council's Reserve Policy, each year the General Fund transfers amounts equivalent to Transient Occupancy Tax (TOT) revenue and prior year favorable expenditure variances into the Capital Improvement Projects Fund. The City's TOT revenue is expected to be about $5.0 million for FY15-16.

Public Works and Finance Staff work together each year to update the City's Five-Year Capital Improvement Plan. Funding and priorities are identified, and

projects are proposed. The Plan document, which only includes projects with cost estimates of $100,000 or more, is included as an Appendix to this section of the budget document.

The programs listed within this section of the budget document are components of the Capital Improvement Projects Fund and the Water Quality Flood Protection Fund, and are organized by type of infrastructure. A summary of total infrastructure project expenditures by fund follows.

Projects		**FY15-16**
Landslide Dewatering Well Program	$	520,000
Portuguese Bend Landslide Strategic Plan		75,000
Abalone Cove Sewer System Plan		25,000
Corporation Yard Resurfacing		90,000
Corporation Yard Safety & Security Improvements		75,000
Corporation Yard Utilization Study		30,000
Storage & Supply Depots		30,000
Civic Center Tennis Court		100,000
PVIC Exhibits		455,000
PVIC Exterior Lighting		50,000
PVIC Sunset Room Acoustical Improvements		80,000
Citywide ADA Transition Plan Implementation		200,000
Traffic Safety Improvements - PVDE at Bronco		500,300
Pavement Management Program Update		120,000
Regional Storm Water Quality Project		100,000
Infrastructure Management Planning Tool		25,000
Engineering & Grant Administration		120,000
Subtotal Capital Improvement Projects Fund	**$**	**2,595,300**
Storm Drain Lining	$	340,836
Storm Drain Point Repairs		900,000
Storm Drain Maintenance & Repairs		245,544
Contract & Staff Engineering		79,736
Subtotal Water Quality Flood Protection Fund	**$**	**1,566,116**
ADA Improvement Projects - Del Cerro Park/Burma Rd.	$	164,408
Subtotal Community Development Block Grant (CDBG) Fund	**$**	**164,408**
Total Capital Spending	**$**	**4,325,824**
Note: The Five-Year Capital Improvement Plan includes only projects with cost estimates of $100,000 or more.		
Summary of Resources Used for Funding Capital Spending		**FY15-16**
Use of CIP & General Fund resources	$	1,340,030
Use of restricted funds and revenue		2,985,794
Total Resources Used to fund Capital Spending	**$**	**4,325,824**

Department: Infrastructure Improvements

Budget Program: Infrastructure Improvements Administration

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	330-3030-461-32-00	PROF/TECH SERVICE	-25,437	-12,989	-77,240	-150,000	-200,000
	330-3030-461-61-00	OP SUPP/MINOR EQUIP	0	0	-38	0	0
	330-3030-461-69-00	OTHER MISCELLANEOU	0	-3,541	0	0	0
Art Overlay	330-3030-461-73-00	IMPROVEMENTS	0	0	-30	0	0
Expenditure Subtotals			-25,437	-16,530	-77,307	-150,000	-200,000
Interest	330-3030-361-10-00	INTEREST EARNINGS	36,780	43,646	25,415	16,700	102,300
Other Revenue	330-3030-369-10-00	MISC REVENUES	0	7	0	0	0
Revenue Subtotals			36,780	43,653	25,415	16,700	102,300
Fr Gen'l fund	330-3030-391-10-00	TRANSFERS IN	50,000	0	0	0	0
Fr Gen'l fund	330-3030-391-10-00	TRANSFERS IN	3,346,731	4,975,256	6,522,697	5,873,884	5,026,400
Transfers In Subtotals			3,396,731	4,975,256	6,522,697	5,873,884	5,026,400
Net (Uses)/Resources Program Totals			**3,408,074**	**5,002,379**	**6,470,804**	**5,740,584**	**4,928,700**

Department: Infrastructure Improvements

Budget Program: Infrastructure Improvements Administration

Account #	Account Description	Proposed FY15-16
330-3030-461-32-00	**PROF/TECH SERVICE**	**200,000**

The following administrative expenditures are funded from the Capital Improvement Projects (CIP) Reserve and interest earnings.

1. Plan engineering reviews, labor compliance, and engineering services for small-scale improvement projects. ($50,000)

2. One-Time Corporate Yard Space and Utilization Study. ($30,000)

3. Grant Administration for Improvement Projects: Consulting services to administer federally-funded capital projects. These services include all federal grant reporting (including quarterly reporting), audit compliance review, and preparation of reimbursement requests. ($70,000)

4. Infrastructure Management Plan: Development of a web-based, long-range infrastructure planning tool for use by the City Council, the Infrastructure Management Advisory Committee (IMAC), and the public. ($25,000)

5. Abalone Cove Sewer System Plan: Development of a long-term plan for ongoing funding and capital replacement. ($25,000)

Department: Infrastructure Improvements

Budget Program: Street Improvements

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
Arterial Rehabil	330-3031-461-32-00	PROF/TECH SERVICE	-262,674	-1,635	-6,320	-27,485	0
Arterial Rehabil	330-3031-461-73-00	IMPROVEMENTS	-1,939,662	-159,595	-1,669,337	-5,967,432	-500,300
Other Projects	330-3031-461-32-00	PROF/TECH SERVICE	0	-18,940	0	0	0
Other Projects	330-3031-461-73-00	IMPROVEMENTS	-322,273	-42,669	-350,184	-5,417,626	0
Pavement Mgt	330-3031-461-32-00	PROF/TECH SERVICE	0	-38,863	-27,388	-69,600	-120,000
Residential Re	330-3031-461-73-00	IMPROVEMENTS	-7,308	-1,571,692	-74,011	-4,241,855	0
Expenditure Subtotals			-2,531,918	-1,833,394	-2,127,240	-15,723,998	-620,300
Bikeways	340-3040-337-10-00	TDA ARTICLE 3	0	52,740	34,133	0	0
Bikeways	340-3040-369-10-00	MISC REVENUES	0	9,750	0	0	0
From Oth Agen	330-3031-331-10-00	FEDERAL GRANTS	139,339	138,676	57,000	2,733,870	450,270
Interest	215-3015-361-10-00	INTEREST EARNINGS	6,050	4,795	4,078	790	1,910
Interest	220-3020-361-10-00	INTEREST EARNINGS	2,597	1,885	2,156	1,500	1,320
Interest	340-3040-361-10-00	INTEREST EARNINGS	10	39	141	0	0
Measure R	220-3020-338-40-00	MEASURE R	387,409	411,838	442,452	458,773	477,079
Other Revenue	330-3031-369-10-00	MISC REVENUES	0	1,025	0	0	0
Prop C	215-3015-338-10-10	PROP C SALES TAX	521,486	551,623	593,536	611,689	636,098
Revenue Subtotals			1,056,891	1,172,372	1,133,496	3,806,622	1,566,677
Fr Beautificatio	330-3031-391-10-00	TRANSFERS IN	26,810	0	0	473,690	0
Fr Bikeways	330-3031-391-10-00	TRANSFERS IN	0	1,536	95,257	0	0
Fr General Fnd	330-3031-391-10-00	TRANSFERS IN	1,623,553	1,575,000	1,873,414	2,229,400	1,862,000
Fr Measure R	330-3031-391-10-00	TRANSFERS IN	628,212	0	0	1,564,000	0
Fr Prop A	330-3031-391-10-00	TRANSFERS IN	0	0	0	460,000	0
Fr Prop C	330-3031-391-10-00	TRANSFERS IN	240,000	78,208	350,184	1,191,743	0
Fr St Maint	330-3031-391-10-00	TRANSFERS IN	52,661	0	0	0	0
Fr Waste Redu	330-3031-391-10-00	TRANSFERS IN	70,000	0	0	0	0
Fr WQFP	330-3031-391-10-00	TRANSFERS IN	0	0	0	362,360	0
Transfers In Subtotals			2,641,236	1,654,744	2,318,855	6,281,193	1,862,000

Department: Infrastructure Improvements

Budget Program: Street Improvements

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
Bikeways	340-3040-491-91-00	TRANSFERS OUT	0	-1,536	-95,257	0	0
Measure R	220-3020-491-91-00	TRANSFERS OUT	-628,212	0	0	-1,564,000	0
Prop C	215-3015-491-91-00	TRANSFERS OUT	-516,400	-227,658	-522,000	-526,000	-526,000
Prop C	215-3015-491-91-00	TRANSFERS OUT	-240,000	-78,208	-350,184	-1,191,743	0
Rdwy Beaut	342-3042-491-91-00	TRANSFERS OUT	-102	0	0	0	0
To Gen'l Fund	341-3041-491-91-00	TRANSFERS OUT	-186	0	0	0	0
Transfers Out Subtotals			-1,384,900	-307,402	-967,441	-3,281,743	-526,000
Net (Uses)/Resources Program Totals			**-218,690**	**686,320**	**357,670**	**-8,917,926**	**2,282,377**

Department: Infrastructure Improvements

Budget Program: Street Improvements

Account #	Account Description	Proposed FY15-16
Arterial Rehabilitation		
330-3031-461-73-00	**IMPROVEMENTS**	**500,300**
	Traffic Safety Improvements on Palos Verdes Drive East (PVDE) at Bronco Drive: This federally-funded project will reconstruct guardrails, provide median delineation to prevent vehicle crossover maneuvers, enhance equestrian trails, and provide adequate warning devices. The grant is for 90% of the project costs ($450,270) and the City's matching requirement is 10% ($50,030) to be funded from the CIP Reserve.	
Pavement Mgt		
330-3031-461-32-00	**PROF/TECH SERVICE**	**120,000**
	Consultant assistance to update the City's Pavement Management Program (PMP), to be funded from the CIP Reserve.	
Prop C		
215-3015-491-91-00	**TRANSFERS OUT**	**526,000**
	Transfer to the Street Maintenance Fund for maintenance of Palos Verdes Drive South (PVDS) in the Portuguese Bend section of the Landslide Area.	

Department: Infrastructure Improvements

Budget Program: Storm Drain Improvements

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
To WQFP	330-3032-491-91-00	TRANSFERS OUT	0	-8,293,009	0	-820,000	0
Transfers Out Subtotals			0	-8,293,009	0	-820,000	0
Net (Uses)/Resources Program Totals			**0**	**-8,293,009**	**0**	**-820,000**	**0**

Department: Infrastructure Improvements

Budget Program: Parks, Trails & Open Space Improvements

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	330-3033-461-32-00	PROF/TECH SERVICE	-120,131	-39,681	-62,733	-166,859	0
	330-3033-461-71-00	LAND ACQUISITION	0	0	-1,115,880	0	0
	330-3033-461-73-00	IMPROVEMENTS	-109,416	-597,634	-696,842	-3,642,917	-715,000
EET	338-3038-461-73-00	IMPROVEMENTS	-38,245	0	-51,000	0	0
Quimby	334-3034-461-73-00	IMPROVEMENTS	0	0	-29,000	0	0
Expenditure Subtotals			-267,792	-637,315	-1,955,455	-3,809,776	-715,000
From Oth Agen	330-3033-331-10-00	FEDERAL GRANT INCOM	0	0	1,134,697	204,915	0
From Oth Agen	330-3033-334-10-00	STATE GRANT INCOME	0	0	500,000	0	0
From Oth Agen	330-3033-337-10-00	LOCAL GRANT INCOME	0	0	0	300,000	0
From Oth Agen	339-3039-337-10-00	MEASURE A CAPITAL	0	0	150,000	0	0
Interest	334-3034-361-10-00	INTEREST EARNINGS	92	84	81	20	19,030
Interest	338-3038-361-10-00	INTEREST EARNINGS	1,417	1,221	929	140	2,350
Other Revenue	334-3034-366-10-00	QUIMBY DEVELOPER FE	0	0	57,276	827,904	0
Other Revenue	338-3038-366-10-00	EET DEVELOPER FEES	35,954	33,105	14,404	297,439	0
Revenue Subtotals			37,464	34,410	1,857,387	1,630,418	21,380
Fr General Fun	330-3033-391-10-00	TRANSFERS IN	436,988	0	0	0	0
Fr Meas A Cap	330-3033-391-10-00	TRANSFERS IN	0	150,000	0	0	0
Fr Other	330-3033-391-10-00	TRANSFERS IN	0	0	0	50,000	605,000
Transfers In Subtotals			436,988	150,000	0	50,000	605,000
EET	338-3038-491-91-00	TRANSFERS OUT	0	0	0	-450,000	-200,000
Quimby	334-3034-491-91-00	TRANSFERS OUT	0	0	0	-50,000	-150,000
To CIP	339-3039-491-91-00	TRANSFERS OUT	0	-150,000	0	0	0
Transfers Out Subtotals			0	-150,000	0	-500,000	-350,000
Net (Uses)/Resources Program Totals			**206,660**	**-602,904**	**-98,068**	**-2,629,358**	**-438,620**

Department: Infrastructure Improvements

Budget Program: Parks, Trails & Open Space Improvements

Account #	Account Description	Proposed FY15-16
330-3033-461-73-00	**IMPROVEMENTS**	**715,000**
	1. Point Vicente Interpretive Center (PVIC) Exhibits: This project will provide enhancements to existing PVIC museum exhibits and is funded by private restricted donations. ($455,000) 2. PVIC Lighting: The walkway, parking lot, and exterior building lights at PVIC have been identified as being inconsistent with the City's general dark sky practices for public facilities along the Pacific Ocean bluff. Additionally, the walkway and parking lot lighting fixtures produce tremendous glare for both pedestrians and drivers and cannot be economically retrofitted to reduce glare, improve light casting and be energy efficient. It is proposed that all exterior lighting be replaced with fixtures that conform to dark sky practices and that are energy efficient and color correct. The project will be funded with Quimby fees. ($50,000) 3. Civic Center Tennis Court: Removal and replacement of the tennis court to a suitable location. The project will be funded with Quimby fees. ($100,000) 4. Storage and Supply Depots: Purchase, installation, and screening of small storage units at Lower Point Vicente Park, Abalone Cove Shoreline Park, Ladera Linda Community Center, and Eastview Park to house janitorial and maintenance supplies and equipment, as well as street maintenance supplies. The project will be funded from the CIP Reserve. ($30,000) 5. PVIC Acoustical Improvements: Correct deficient acoustics in the Sunset Room at PVIC. Work includes consulting services to design an acoustic solution (estimated $20,000 for engineering analysis and report, plans, specifications) and construction/fabrication of fireproof treatments (estimated $60,000). The project will be funded from the CIP Reserve. ($80,000 total)	
EET		
338-3038-491-91-00	**TRANSFERS OUT**	**200,000**
	Transfer to the CIP Fund for improvements to comply with the Americans with Disabilities Act (ADA).	
Quimby		
334-3034-491-91-00	**TRANSFERS OUT**	**150,000**
	Transfer to the CIP Fund for the PVIC Lighting and Civic Center Tennis Court projects.	

Department: Infrastructure Improvements

Budget Program: Sewer Improvements

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	330-3035-461-32-00	PROF/TECH SERVICE	0	0	-7,332	0	0
	330-3035-461-73-00	IMPROVEMENTS	-113,982	0	0	-64,943	0
Expenditure Subtotals			-113,982	0	-7,332	-64,943	0
Net (Uses)/Resources Program Totals			**-113,982**	**0**	**-7,332**	**-64,943**	**0**

Department: Infrastructure Improvements

Budget Program: Building Improvements

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	330-3036-461-32-00	PROF/TECH SERVICE	0	0	0	-260,000	0
	330-3036-461-73-00	IMPROVEMENTS	-38,548	-24,432	-25,692	-1,344,308	-365,000
Expenditure Subtotals			-38,548	-24,432	-25,692	-1,604,308	-365,000
Fr Bldg Replac	330-3036-391-10-00	TRANSFERS IN	30,517	0	0	0	0
Fr EET	330-3036-391-10-00	TRANSFERS IN	0	0	0	450,000	200,000
Fr Gen'l fund	330-3036-391-10-00	TRANSFERS IN	15,000	0	0	0	0
Transfers In Subtotals			45,517	0	0	450,000	200,000
Net (Uses)/Resources Program Totals			**6,969**	**-24,432**	**-25,692**	**-1,154,308**	**-165,000**

Department: Infrastructure Improvements

Budget Program: Building Improvements

Account #	Account Description	Proposed FY15-16
330-3036-461-73-00	**IMPROVEMENTS**	**365,000**

1. Citywide Americans with Disabilities Act (ADA) Transition Plan Implementation: The Citywide ADA Transition Plan, adopted by the City Council on June 4, 2013, identified $11.85 million in needed ADA improvements. This project is Year 2 in a multi-year implementation effort. The project will be funded with the Environmental Excise Tax (EET). ($200,000)

2. Corporation Yard Safety and Security Improvements: Installation of perimeter fencing, access-controlled gates, and removal of safety hazards to secure and protect City equipment, materials, and documents from theft and vandalism. The project will be funded from the CIP Reserve. ($75,000)

3. Corporation Yard Resurfacing: Resurfacing, replacement, and repairs of corporation yard surfacing to provide for an all-weather driving surface; and removal of use-obstructing former military features. The project will be funded from the CIP Reserve. ($90,000)

Department: Infrastructure Improvements

Budget Program: Storm Water Quality Improvements

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	330-3037-461-73-00	IMPROVEMENTS	0	0	0	-800,000	-100,000
Expenditure Subtotals			0	0	0	-800,000	-100,000
Net (Uses)/Resources Program Totals			**0**	**0**	**0**	**-800,000**	**-100,000**

Department: Infrastructure Improvements

Budget Program: Storm Water Quality Improvements

Account #	Account Description	Proposed FY15-16
330-3037-461-73-00	**IMPROVEMENTS**	**100,000**
	Storm Water Quality Improvement Project: In order to comply with the new Municipal Separate Storm Sewer System (MS4) permit requirements, the Peninsula cities are working together to address storm water quality issues by developing an Enhanced Watershed Management Plan (EWMP), including the development of a structural treatment project. This project will be funded from the CIP Reserve.	

Department: Infrastructure Improvements

Budget Program: Landslide Management

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	330-3043-461-32-00	PROF/TECH SERVICE	0	0	0	0	-75,000
	330-3043-461-73-00	IMPROVEMENTS	0	0	0	-530,000	-520,000
Expenditure Subtotals			0	0	0	-530,000	-595,000
Net (Uses)/Resources Program Totals			**0**	**0**	**0**	**-530,000**	**-595,000**

Department: Infrastructure Improvements

Budget Program: Landslide Management

Account #	Account Description	Proposed FY15-16
330-3043-461-32-00	**PROF/TECH SERVICE**	**75,000**
	Strategic Plan for the Portuguese Bend Landslide. While there have been many geological studies performed in the Landslide Area, there has not been a comprehensive master plan that articulates the City's short and long-term goals related to groundwater pumping, public safety, emergency response, and roadway maintenance/replacement. A strategic planning process will enable the City to establish an appropriate budget to address the management of the landslide over the short and long terms. The Plan will be funded from the CIP Reserve.	
330-3043-461-73-00	**IMPROVEMENTS**	**520,000**
	1. Landslide Dewatering Well Installation: As part of the Landslide Mitigation Measures that were adopted by the City Council in December 2012, five (5) new dewatering wells will be constructed to remove groundwater in the Landslide Area. This project will be funded from the CIP Reserve. ($450,000) 2. Landslide Dewatering Well Reconstruction: As part of the Landslide Mitigation Measures that were adopted by the City Council in December 2012, one (1) existing dewatering well in the Landslide Area will be rehabilitated each year over the next 19 years. This project will be funded from the CIP Reserve. ($70,000)	

Department: Infrastructure Improvements

Budget Program: Water Quality/Flood Protection

Sub-Program	Account #	Account Description	Actual FY11-12	Actual FY12-13	Actual FY13-14	Budget FY14-15	Proposed FY15-16
	501-3052-431-11-00	SALARY & WAGES - FT	-109,520	-114,731	-104,067	-110,400	-53,077
	501-3052-431-29-00	EMPLOYEE BENEFITS	-31,800	-32,500	-32,800	-33,500	-14,659
	501-3052-431-32-00	PROF/TECH SERVICE	-11,874	-48,479	-244,686	-1,251,916	-12,000
	501-3052-431-43-00	MAINTENANCE SERVICE	-86,359	-48,290	0	-725,286	-245,544
	501-3052-431-54-00	LEGAL NOTICES AND AD	-106	-110	-1,143	0	0
	501-3052-431-61-00	OP SUPP/MINOR EQUIP	0	-1,076	-12	0	0
	501-3052-431-73-00	IMPROVEMENTS	-86,472	-101,912	-23,603	-5,534,180	-1,240,836
Expenditure Subtotals			-326,131	-347,097	-406,310	-7,655,282	-1,566,116
Charges for Se	501-3052-344-50-00	STORM DRAIN USER FE	1,319,109	1,312,989	1,360,907	1,355,600	1,384,096
From Oth Agen	501-3052-334-10-00	STATE GRANT INCOME	0	2,136,775	6,114,956	1,387,967	0
Interest	501-3052-361-10-00	INTEREST EARNINGS	10,965	9,762	10,982	600	7,800
Revenue Subtotals			1,330,074	3,459,526	7,486,846	2,744,167	1,391,896
	501-3052-391-10-00	TRANSFERS IN	0	8,293,009	0	820,000	0
Transfers In Subtotals			0	8,293,009	0	820,000	0
To CIP	501-3052-491-91-00	TRANSFERS OUT	0	0	0	-362,360	0
Transfers Out Subtotals			0	0	0	-362,360	0
Net (Uses)/Resources Program Totals			**1,003,943**	**11,405,438**	**7,080,536**	**-4,453,475**	**-174,220**

Department: Infrastructure Improvements

Budget Program: Water Quality/Flood Protection

Account #	Account Description	Proposed FY15-16
501-3052-431-11-00	**SALARY & WAGES - FT** Salaries and wages paid to full-time City employees allocated to this program.	**53,077**
501-3052-431-29-00	**EMPLOYEE BENEFITS** The costs of employee insurance and other benefits are allocated to this program via the employee benefits charge.	**14,659**
501-3052-431-32-00	**PROF/TECH SERVICE** Annual Storm Drain User Fee Rate Analysis: In past years, the storm drain user fee rate analysis covered the work needed for the beginning of the year (i.e., collecting the fee) and the end of the year (i.e., determining the need for the following year). Since this is the last year for the storm drain user fee, there will be no need to determine the need for the following year. Therefore, the budget amount is reduced for FY15-16.	**12,000**
501-3052-431-43-00	**MAINTENANCE SERVICES** Storm drain/filtration maintenance, including cleaning and video inspection.	**245,544**
501-3052-431-73-00	**IMPROVEMENTS** 1. Storm Drain Lining Project: This multi-year storm drain lining project will rehabilitate several deteriorated Corrugated Metal Pipe (CMP) storm drain lines. ($340,836) 2. Point Repair Projects: These projects were identified during the 2012 Storm Drain Lining Project and potentially represent severe deficiencies in the condition of the storm drain system, which will require corrective action. ($900,000)	**1,240,836**