



# MEMORANDUM

## CITY OF ROLLING HILLS ESTATES

March 7, 2015

### MEMORANDUM

**TO:** MAYOR AND CITY COUNCIL  
**FROM:** DOUGLAS R. PRICHARD, CITY MANAGER  
**SUBJECT:** ANNUAL STATE OF THE CITY REPORT

### INTRODUCTION

As is customary in conjunction with our annual Policy Development Session, this report addresses the current "State of the City" by summarizing recent notable accomplishments, as well as raising issues for the future. The attached memoranda will provide details.

### PLANNING

The local development climate continues to improve, and we have had a number of high profile projects continue to proceed through various entitlement stages within the Planning Department, Building and Safety Department and on into early phases of construction. The major accomplishment of the first six months of this fiscal year has been LAFCO's approval of the boundary adjustment with Torrance in furtherance of the Chandler project. Additionally, residential permits continue to increase.

### ADMINISTRATIVE SERVICES

Less visible to the public, but nonetheless important to the success of the organization and delivery of services to the community has been maintenance of the City's financial position. We continue to maintain the City's fiscal health, finishing the last several fiscal years in the black. Improvements to forecasting our fiscal future have been approved by Council following the first quarter budget review and subsequent proposal submitted by MuniServices.

Our annual audit once again resulted in an unqualified opinion. We found this year's process much improved from the previous year thanks in part to the involvement of our audit committee and the auditor's managing partner in setting a calendar of tasks during a pre-audit meeting.

Substantial effort has been made in upgrading our financial software system, installing new computers though out City Hall and pursuing electronic agenda processing and management options.

## **PUBLIC SAFETY**

The region has continued to have a very low and continually dropping crime rate. Most activity continues to be in the area of home and vehicle burglary as well as identity theft. The CORE Team (currently consisting of two deputies) continues to do work in the areas of youth crime prevention, commercial district patrol, off-road duties and directed patrol activities. A new CORE sergeant was recently introduced following the retirement of Sergeant Dave Rozas.

The past year saw a change to the regional policing cost allocation formula to simplify administration. The City will now pay a flat 28% of the region's costs as opposed to a percentage that fluctuates annually.

We continue to maintain a Traffic Enforcement Index level of 20:1 (twenty hazardous cites to each injury accident) with reduced costs by shifting patrol services within the region.

Emergency preparedness continues to be handled through a combination of exercises, planning document updates, public outreach and coordination with our first responders.

## **COMMUNITY SERVICES**

Maintenance of our riding trails and rings continues to provide recreational opportunities for our avid equestrian community. Renovation of the rings at Howlett Park has been widely acclaimed by riders of all disciplines.

The tennis programs continue to be popular and successful as do our annual events such as the Tracy Austin Tournament, Cross Country Runs, City Celebration and Holiday Parade.

Transition to a concessionaire for the stables has gone very smoothly with revenues exceeding projections. After years of delay, the improvements to the Peter Weber Equestrian Center have finally gotten underway, albeit in fits and starts owing to DTSC oversight requirements.

## **PUBLIC WORKS**

We continue to implement our storm drain, street maintenance and other transportation related capital improvement projects as funding allows, with primary emphasis on utilizing grants and special revenue sources as they become available. Identifying a strategy to meet the on-going cost of maintaining our infrastructure will be necessary to long term health of the facilities on which the public relies.

A curb, gutter and sidewalk prioritization effort has been undertaken with the first phase of improvements scheduled for the spring of 2015. Storm drain mapping has been approved and is currently underway. Several substantial projects have been undertaken this year to address failed sections of pipe.

The PVDN Bike Path project won an award from the American Public Works Association's Southern California Chapter as the outstanding project of the year for a city our size.

The Hawthorne Boulevard escape lanes upgrades were completed and the PVDN underground utility project is currently underway.

Upcoming projects include the Silver Spur footpath renovation which is currently in the public comment phase of design.

## **TRANSPORTATION**

Dial-A-Ride and PV Transit continue to be highly successful and operate under the auspices of the Peninsula Transit Authority, with the fixed route system nearing capacity. Long-term financial solvency is under review by the PVPTA Board as grant funds continue to be subject to reduction or elimination.

## **PERSONNEL**

Safety training continues to be a high priority with both the Maintenance Crew and City Hall Staff. We continue to do more with less, as both the Maintenance Department and City Hall have reduced the number of full-time staff over the past several years due to unfilled vacancies.

The Zoning and Code Administrator has become a part-time position, which has resulted in some delays in responding to code enforcement requests for service.

With the retirement of the Human Resources Analyst, that position has been eliminated and the position of Assistant to the City Manager has been reauthorized and filled, with most of the Human Resources Analyst's duties incorporated into this position.

Our ability to continue to give Council the support it needs and provide residents the service they expect will depend on our ability to continue to recruit and retain highly motivated people with the ability to cross traditional lines of responsibility.

## **CONCLUSION**

Once again, the focus of this year's Policy Development Session will be the "big picture" issues which will result in policies that will then drive the programs undertaken during the coming year. With a history of conservative budgeting, and a near term fiscal future that appears very bright, we are in a position to prepare both operational and capital budgets for the coming year with a positive balance and enhanced resources to provide exceptional programs and services.

DRP:hn

Attachments



# MEMORANDUM

## CITY OF ROLLING HILLS ESTATES

February 23, 2015

**TO:** DOUGLAS R. PRICHARD, CITY MANAGER

**FROM:** GREG GRAMMER, ASSISTANT CITY MANAGER  
ALEXA DAVIS, ASSISTANT TO THE CITY MANAGER

**SUBJECT:** MID-YEAR REPORT

This report summarizes accomplishments at mid-year and items for consideration during the upcoming budget deliberations.

### I. MID-YEAR REVIEW OF PROJECTS

#### A. Grant Acquisition / Project Funding

- In conjunction with the City of Torrance, completed the installation of trash exclusion devices on City catch basins as required by the Machado Lake Trash TMDL utilizing a Proposition 84 Stormwater Grant in the amount of \$179,559
- Secured a Used Oil Recycling Grant (\$5,000) to promote efforts related to stormwater pollution prevention and the importance of recycling used oil and oil filters. The City also used these grant funds to publish ads in the Peninsula News and in the Palos Verdes Concours d'Elegance auto show program magazine

#### B. Public Works

- Developed an annual maintenance schedule for curbs, gutters, sidewalks, access ramps and driveway approaches based on the Program and Condition Assessment Report prepared by Willdan Engineering, utilizing Community Development Block Grant (CDBG) funds
- Completed the maintenance and refurbishment of the two escape lanes on Hawthorne Boulevard

- Commenced with the Underground Utility District project that will remove utility lines and 11 poles on Palos Verdes Drive North adjacent the intersection of Palos Verdes Drive East. The project is funded entirely with SCE Rule 20A funds and is scheduled to be completed in the spring
- Updated the Pavement Management System (PMS) Report, which assesses the condition of the City's street network and provides a plan for implementing maintenance and rehabilitation projects. The report found the City's overall average Pavement Condition Index (PCI) improved from 34.4 ("Poor") to 47.9 ("Fair"), and recommended an annual capital budget of \$550,000 for structural overlays
- Retained the services of Willdan Engineering to prepare at a comprehensive storm drain inventory and condition assessment prioritization plan
- Coordinated with Southern California Gas Company on the placement and installation of three data unit collection poles for the new advanced meter communication network
- Worked with the Peninsula Education Foundation on the installation of banners on the streetlights in the Commercial District
- Processed five cell site applications in various locations throughout the City
- Routinely deployed a mobile speed board throughout the City to discourage excessive vehicular speeding in residential streets and arterials
- Routinely submitted service requests to Los Angeles County for pothole and sidewalk repair, striping, and traffic sign repair and replacement
- Continued to maintain high waste diversion numbers exceeding the 50% diversion requirement of AB 939 with residents and businesses consistently keeping more than 60% of the trash out of the landfills
- Complied with all of the requirements of the National Pollutant Discharge Elimination System (NPDES) permit, completed and submitted the annual report by the due date, and continue to work closely with the Peninsula cities on the preparation of the Enhanced Watershed Management Plan (EWMP) and Coordinated Integrated Management Plan (CIMP)

### **C. Public Information**

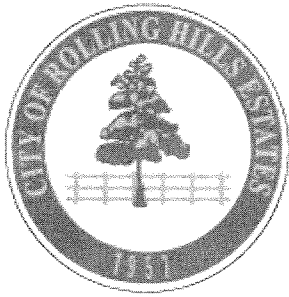
- Continued to promote news and events, post agendas, staff reports and public hearing notices through current means of media. These include the City website, NextDoor, online news resource (PV Patch) and print news media through Peninsula People, PV News and Daily Breeze
- Created and ordered new Certificate/Proclamation Folders. These folders are deep green with gold foil and provide a very professional look. The actual Certificate/Proclamation paper has been ordered. The certificates and proclamations are designed in a simple but elegant format with the City's logo and gold embossing

### **D. Personnel**

- Upon the impending retirement of longtime Human Resources Analyst, Ellen Shinkai, a new Assistant to the City Manager was hired in November. She has assumed all human resource functions, will be the primary liaison to the City's waste hauler, Waste Management, and cable franchise. She will also serve as the City's Public Information Officer and assist with the City's environmental programs, including serving as an additional staff liaison to the Environmental Advisory Committee
- Continue to provide training to staff, including annual safety programs required and suggested by the CJPIA. In addition general customer service training will be offered to all staff in the upcoming year, which is available through our CJPIA membership
- A safety committee meets regularly to review any potential liabilities within the city. Workers Compensation claims remain low. In March, the CJPIA will conduct its regular Loss Cap review, which is an independent risk management evaluation. The last review was conducted in 2011

## **II. UPCOMING PROJECTS**

- Receive public input and finalize the design for the Silver Spur Pedestrian Pathway Project, which includes the installation of a pedestrian walkway on both sides of Silver Spur Road from Palos Verdes Drive North to Kingspine Road. The project will be primarily funded with State Safe Routes to School grant funds in the amount of \$328,000
- Complete the plans and specifications for the next street overlay project as recommend in the 2014 Pavement Management System, which includes six residential streets (Marina, Marloma, Range Horse, Rollando, Rolling Meadows Drive, Rustler) and segments of Crenshaw Boulevard and Silver Spur Road
- Schedule street striping and markings in FY 2015-16



# Memorandum

City of Rolling Hills Estates  
*Planning Department*

DATE: FEBRUARY 18, 2015

TO: DOUGLAS R. PRICHARD, CITY MANAGER

FROM: DAVID WAHBA, PLANNING DIRECTOR

SUBJECT: PLANNING DEPARTMENT MID-YEAR ACCOMPLISHMENTS AND FORESEEABLE PROJECTS IN THE UPCOMING YEAR

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The purpose of this memorandum is to provide a summary of the Planning Department's activity and accomplishments in the past year, and to discuss what activities may likely be pursued during this year.

General planning administration activity remained at typical levels, with a slight increase in planning permits processed from 2013 to 2014. In total, 351 planning permits were processed in 2013, and 355 in 2014. There was an increase in "Over-the-Counter" permits processed from 2013 to 2014 (increase from 310 to 314). Other discretionary permits remained the same in both years (i.e., Neighborhood Compatibility and Minor Deviations) totaling 41 permits over each year.

While, the processing of mixed-use projects in the commercial district has slowed, staff still continues to process the Brickwalk mixed-use project, whereby Cotton Shires & Associates has conducted their peer review of the geotechnical studies prepared for the project. A final report should be out soon and the Council Subcommittee will meet and make a recommendation to the full Council soon. Staff also continues to work with Anastasi Development, owner of 627 Deep Valley Drive, who will be starting construction of the building in the near future (tiebacks installed), for the build-out of 58 condominium units with ground-floor retail space. Also, Anastasi will be constructing Mediterranean Village, located at 927 Deep Valley Drive, consisting of 75 condominiums and some ground floor retail space, starting some time towards the end of this year.

Other projects in the commercial district include the filing of an application for an assisted living use (operated by Merrill Gardens) by Continental Development, owner of the Village Shopping Center. Lastly, with the recent purchase of the Peninsula Center by Vestar, staff continues to process entitlements for a remodel and expansion of the Center, which should commence soon (Petco already relocated and open in the former Pier One Imports space).

Staff continues to review homes for the Butcher Ranch subdivision, which has three homes completed and several more in plan check that will be starting construction soon. Staff continues to work with the Kramer Club and the Butchers to effectuate a "lot swap", which was presented to City Council (and supported in concept) late last year.

The Chandler project was given Local Agency Formation Commission (LAFCO) approval for the jurisdictional boundary line modifications between the cities of RHE and Torrance, all of which

recorded in December of last year. Staff continues to work with Chuck Lande of Chadmar Homes, who will build the project. The final map for the project should be coming to Council in May for approval and grading for the project is expected to commence soon thereafter. Chandlers has announced that they will be closing their operations, including the concrete batch plant, at the same time the project commences, at which time Chandlers will have sold the property to Chadmar Homes. The Rolling Hills Country Club will be closing their golf course at this same time, as grading for the entire project will take place all at once and is expected to take about 18 months to complete. The 114 homes and new 60,000 sq.ft. country club building will commence construction immediately following the grading of the project (country club building and associated improvements may start prior to completion of the grading for home pads).

The Rolling Hills Covenant Church (south campus) 16,000 sq.ft. expansion was completed this past year and is operational.

Staff continues to work with ACT 1 Construction and Willdan Engineering to carry out the improvements to the Peter Weber Equestrian Center (PWEC). Construction of the new 24-stall barn and stockpile building should be commencing soon as well as the other approved utility and site improvements. The project should be completed by this summer.

As far as ordinances go, staff completed various updates to the Chandler project due to LAFCO changes. Staff also presented ordinances for Council approval for the Housing Element of the General Plan last year (farm worker employee housing and emergency shelter ordinances).

Code enforcement activity remains a high priority for the Department and activity remains at a steady pace as expected. To this end, the city continues to use the services of Fred Andree, retired Code Enforcement Officer, on a part-time basis (18 hours per week).

### **Other Activities**

Aside from day-to-day planning activity and the projects as discussed above, staff continues to pursue the following on-going projects and tasks:

- Conducted Environmental Advisory Committee meetings to discuss greenhouse gas reduction strategies in conjunction with the SBBCOG and their consultant, Atkins, who is developing the City's Energy Efficiency Climate Action Plan (EECAP).
- Complied and processed CMP Local Development Report and associated City Council resolution.
- Continued implementation measures for 2014 Housing Element including updating Agricultural zone to provide for Farmworker Housing and increasing maximum beds in emergency shelters from 6 to 15.
- Revised and amended all necessary documents to effectuate boundary modification between the Cities of Rolling Hills Estates and Torrance for the Chandler Ranch/Rolling Hills Country Club project which was approved by the Los Angeles County Local Agency Formation Commission in December of 2014.
- Prepared Senior Housing Ordinance in consultation with the Palos Verdes Library District, Peninsula Seniors development community for review and approval of the Planning Commission and City Council.
- Continued to monitor developments in adjacent jurisdictions and provide comments as appropriate.
- Continued to perform on-going GIS updates.
- Continued the Administrative Citation process and collections.



- Continued to process encroachment and public right-of-way (i.e., driveway aprons) permits.
- Provided lead staff as liaison for City “green” efforts including attendance at SBCCOG’s Livable Communities and Climate Action Plan Working Group meetings as well as green building seminars.
- Continued coordination with SCAG regarding City land use mapping for use in development of 2012-2035 RTP/SCS planning.
- Continued to work with residents on the City’s new view restoration ordinance.

**Potential/anticipated projects and on-going major tasks for the following year**

- Process a school expansion, involving new buildings and various site improvements at Rolling Hills United Methodist Church.
- Process approval of an assisted living project at The Village Shopping Center for Continental Development.
- Continue processing and coordinating with the Chandler Ranch, Brickwalk mixed-use, and Butcher projects.
- Oversee the Plan Check and build-out of the 627 and 927 Deep Valley Drive mixed-use projects by Anastasi Development.
- Assist with the MWD/Cal Water new pipeline project, including the CEQA process.
- Continue to add information on the City’s GIS system, including updated maps and permit history.
- Continue to add information, including posting of agendas and staff reports, environmental documents, etc. on the City’s Website.
- Continue to oversee the project improvements for the Peter Weber Equestrian Center.
- Process applications under the new View Restoration Ordinance.
- Continue processing Temporary Use Permits (TUPs), including filming permits, temporary sign permits in public right-of-way, tracking of environmental billing for consultants, Administrative Citation tracking and collections, and false alarm fine collections, including more in-house staff collections to refrain from use of City Prosecutor due to prosecutor’s costs.
- Continue to work with the other Peninsula cities and the FAA with respect to over-flight patterns.

**Planning Department Budget**

While the Planning Department continues to remain busy processing planning entitlements, responding to code enforcement complaints, and undertaking other tasks as summarized above, building permit and planning fee revenues are slightly lower than anticipated, as major projects (i.e., the two Anastasi projects and Butcher homes) have been delayed somewhat, but are still moving along. As has been typical in past years, staff is still optimistic that revenues will be on target this year as they tend to be stronger in the second half of the fiscal year.



# Memorandum

Administrative Services Department

**DATE:** March 7, 2015

**TO:** Doug Prichard  
City Manager

**FROM:** Mike Whitehead  
Administrative Services Director

**SUBJECT:** Mid-Year Accomplishments

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This report is to summarize some of my mid-year accomplishments and the activities for the Administrative Services Department. In addition to items listed below, I remain on the California Municipal Treasurers Association's Board of Directors as Secretary.

## I. Finance Division

- A. In the process of upgrading and training for the SunGard FinancePlus and CommunityPlus to an off-site ASP solution, commonly referred to as in the cloud.
- B. Reports:
  - 1. Peppertree Tax returns have been completed for fiscal year Nov. 1, 2013 to Oct. 31, 2014.
  - 2. LA County Possessory Report has been submitted to Assessor's office.
  - 3. AB 2766 Report is completed and sent.
  - 4. JPIA Underwriting Report is finished.
  - 5. CAFR completed for Fiscal Year ending June 30, 2014.
  - 6. State's Controller's Report is finished.
  - 7. Street's Report is finished.
  - 8. Annual CR52 Assessed Valuation and Tax Rate Forms are completed.
  - 9. MTA Audit has been completed.
- C. Rewriting the Fixed Assets fiscal policy with our Auditors (MGO).

- D. On going operation, MuniServices is actively canvassing businesses without valid business licenses, and preparing to work with MuniServices to evaluate the City's business license fees and Code structure.

## **II. Information Technology Division**

- A. Evaluate and continue to fortify the firewalls and software protections for the Internet connection and usage at City Hall.
- B. Installing new WiFi access points in City Hall and the Council Chambers.
- C. Working with Cox Communications to improve the Internet connectivity to the maintenance yard's office and the public WiFi at Ernie Howlett Park.
- D. In the process of renovation the media equipment for the City Council Chambers.
- E. Upgraded the City's EOC handheld radio for communications with the County and other agencies in the event of a disaster or when other forms of communication are not operable.
- F. In the final stage of moving the City's Email Exchange Server from hosting in-house to an off-site service provider.
- G. Attended the Municipal Information Systems Association of California's CIO Boot Camp covering innovation; CIO leadership; team leadership; CIO catalyst for change; change management; risk management and project management.

## **II. Facility Maintenance**

- A. Maintaining the City Hall's aging HVAC unit.
- B. Solving the sewer odors emitting from the plumbing in the Council Chambers.

## **III. Vehicle Maintenance**

- A. Installed lettering on some City maintenance vehicles and evaluating effectiveness for the public to easily identify city vehicles. Example; "Community Services Department" lettering under City's logo.



# Staff Report

City of Rolling Hills Estates

February 17, 2015

## **MEMORANDUM**

**TO: MAYOR AND CITY COUNCIL**

**FROM: ANDY CLARK, COMMUNITY SERVICES DIRECTOR**

**SUBJECT: FY 2014 - 2015 MID-YEAR ACCOMPLISHMENTS REPORT**

### **4660 – TENNIS OPERATION**

City Council took action at the Budget Study Session in June 2014 to incorporate the Tennis Fund into the General Fund rather than operating it as an Enterprise Fund. Tennis Club revenues and expenditures remain on target to meet budget projections for a balanced budget. Tennis Club membership fees and hourly court rates were increased this fiscal year (for the first time in 5 years). 176 memberships were issued during first 6 months, which is below membership sales (213) at this time last year, likely due to the increase in Tennis Club fees. Staff foresees two major activities during the remainder of this fiscal year at the Tennis Club: mailing the 2015 - 2016 membership information and planning the 37<sup>th</sup> Annual Tracy Austin Doubles Tennis Tournament.

### **4640 – RECREATION PROGRAMS**

Recreation Program fee income is on target to meet budgeted levels. Promotional methods include installing street banners quarterly, the Community Services Department Newsletter posted quarterly on the City's website, eNews sign-ups, program flyers at City facilities, and press releases being issued to promote upcoming class registration periods. Currently, 64% of the projected revenue has been generated with Spring 2014 Recreation Program revenues remaining to be collected. Corresponding contract instructor payments are on target to meet budgeted expenditures. The Park and Activities Commission will be considering new year-round classes and summer camps to be added the City's offerings in summer 2015. Summer recreation programs and camps flyers will be distributed again to all PVP Unified School District elementary and middle school students during the first week of May and at the Palos Verdes Street Fair & Music Festival on the weekend of June 6<sup>th</sup> and 7<sup>th</sup>.

### **4676 – NATURE CENTER**

Under a management agreement with the Palos Verdes Peninsula Land Conservancy (PVPLC), the George F Canyon Nature Center continues to maintain or increase program attendance with its offering of a variety of nature activities on Friday and weekends. The

Park and Activities Commissioners have been pleased with PVPLC's presentation of quarterly activities and attendance reports keeping them informed of this operation's viability. PVPLC was awarded a competitive grant in the amount of \$49,000 to expand youth program offerings at the Nature Center from the State Parks and Recreation Department.

The Nature Center operation is projected to complete the fiscal year within its budget allocation, with partial reimbursement for operational expenditures annually received from Los Angeles County Proposition "A" Maintenance and Servicing funds. Annual brush clearance measures were also completed during November 2014 in George F Canyon Nature Preserve funded by the City's General Fund capital improvement funding.

#### **4674, 4675 – PEPPER TREE FOUNDATION**

The Pepper Tree Foundation Advisory Board continues to closely monitor the Fund's balance and generates ideas for potential purchases and projects. The Hills Are Alive Race, Tracy Austin Doubles Tennis Tournament, Poker Ride, City Celebration, Parade, and Nature Center donations are the main sources of revenue and have already resulted in generating 82% of budgeted revenues for this fiscal year. The Race and Tennis Tournament events will continue to be a significant focus of staff time, with the assistance of the two Subcommittees during the remaining 5 months of this fiscal year. MPH Productions has been contracted again to assist in raising sponsorship funds, managing, and promoting the 2015 race. The Advisory Board will man a Pepper Tree Foundation booth at the PV Street Fair & Music Festival and City Celebration events. The Foundation has a current positive fund balance of approximately \$21,000, which has not been designated toward any specific project or purchases at this time.

#### **4670 – SPECIAL EVENTS**

The City Celebration, held for the 12th consecutive year at the Empty Saddle Club drew a larger crowd than in 2013 likely due to moderate weather conditions. The 16<sup>th</sup> Annual "Parade of Lights" theme drew one of the largest number of spectators in many years, most likely due to mild, dry weather conditions on the day of the parade. The annual Mayor's Breakfast Ride event will take place again on May 9, 2015 and the City will have a booth at the PV Street Fair & Music Festival on June 6-7, 2015. The Special Events expenditures account is projected to complete the fiscal year within its budget allocation.

#### **4650 – MUNICIPAL STABLE FUND / EQUESTRIAN CENTER IMPROVEMENT PROJECT**

PWEC Enterprises, Inc., who started operating the facility on December 1, 2011, has been submitting 10% of monthly gross revenues resulting in reducing the Equestrian Fund's negative cash balance from \$494,310 to a current negative cash balance of \$267,883. The Concession Operator has increased the number of stalls from 116 to 125 and has a Waiting List of interested boarders.

City Council recently entered into an agreement with ACT1 Construction, Inc. to complete the Peter Weber Equestrian Center improvement project. Funding for this project comes from Los Angeles County Proposition "A" Specified Grant Funds and State of California Proposition 84 Grant Funds. The City has received notification that its first reimbursement of approximately \$400,000 in Proposition 84 grant funds should be received in March 2015. Since the project is underway, a reimbursement of Proposition "A" funds is also being prepared on a 25% soft costs / 75% construction costs basis.

## **4610, 4615, and 4630 – PARK & LANDSCAPE MAINTENANCE, TREE TRIMMING, AND BRIDAL TRAILS**

The Maintenance Division's expenditures are on target to meet budget projections in all activity accounts (4610, 4615, and 4630). Staff is closely monitoring the Water Utility line-item account, which is meeting its goal to stay within its funding allocation this fiscal year.

This Division has six full-time employees and its daily work tasks are supplemented by the use of contract maintenance firms for City-wide public landscape maintenance, street tree maintenance, vehicle maintenance, electrical contractor, plumbing contractor, and a variety of other contractual trade services. The Maintenance Division also continues to coordinate an average of ten Eagle Scout and Girl Scout Gold Award projects each year.

## **5200 - CAPITAL IMPROVEMENT PROJECTS**

General Fund capital improvement projects completed during FY 2014-15 includes the installation of over 2,850 linear feet of vinyl 3-rail fencing along various arterial streets and adjacent to the Dave Pierson Trail along Crenshaw Boulevard in Rancho Palos Verdes. Three parcels within George F Canyon were also cleared of brush per the Los Angeles County Department of Agricultural Commissioner - Weights and Measures Department's specifications and were completed below the capital project budget allocation.

A project to make improvements to Ernie Howlett Park's perimeter pathway has been delayed until the City's cash balance improves from Proposition 84 and Proposition "A" reimbursements attributable to the Peter Weber Equestrian Center improvement project. The City was awarded \$249,500 in Los Angeles County Proposition "A" Excess Grant Funds to complete this project.

As noted previously, the Peter Weber Equestrian Center improvement project was awarded to ACT1 Construction, Inc. which will utilize 1996 Los Angeles County Proposition "A" Specified Grant Funds and State of California Proposition 84 Grant Funds. This project is proceeding carefully under the close supervision of Willdan Engineering and has been consuming a significant amount of staff time.