

City of Rolling Hills Estates

State of California



Actual Budget FY 2021-22

July 1, 2021 - June 30, 2022

Estimated Budget FY 2022-23

July 1, 2022 - June 30, 2023



Prepared by
Administrative Services Department

**City of
Rolling Hills Estates**
State of California



RHE.city

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**Prepared by
Administrative Services Department**



Ernie Howlett Park

TABLE OF CONTENTS

Transmittal Memorandum	I
Budget In Brief	SECTION INSERT
Fund Balance Policy	9
Investment Policy	11
Revenue Charts	15
Revenue Summary – Exhibit A	19
Expenditure Charts	23
Expenditure Summary – Exhibit B.....	27
Sources And Uses 2018-19 – Exhibit C	32
Sources And Uses 2019-20 – Exhibit D	34
Sources And Uses 2020-21 – Exhibit E	36
Sources And Uses 2021-22 – Exhibit F	38
Sources And Uses 2022-23 – Exhibit G.....	40
Fund Balance – Exhibit H.....	43
Gann Appropriations Limit.....	45
Legislative	47
Administration And Support	59
Public Safety	75
Public Works	87
Community Development.....	101
Community Services	113
Capital Improvement Projects	131



MEMORANDUM

DATE: JUNE 28, 2022

TO: MAYOR AND CITY COUNCIL

FROM: GREG GRAMMER, CITY MANAGER
MICHAEL C. WHITEHEAD, ADMINISTRATIVE SERVICES DIRECTOR

SUBJECT: PROPOSED BUDGET FISCAL YEAR 2022-23

APPROVED

OVERVIEW

This memorandum will serve to transmit the proposed budget for Fiscal Year 2022-23 at the June 28 City Council Meeting. The budget document incorporates direction from the City Council at the Budget Study Session held on June 14 and input from the Finance/Audit Committee, which met on May 26. Additionally, this document includes the estimated year end results for FY 2021-22

The proposed FY 2022-23 Budget reflects return-to-normal revenue in Building Permits, slight increases in Property Tax, and generally stable, yet increasing Sales Tax.

Expenditures include maintenance of essential programs and the use of special funds and the federal American Rescue Plan Act (ARPA) funds on capital improvement projects, including street resurfacing, storm drain infrastructure, and park improvements.

Highlights to note include:

General Fund Operating surplus of \$2,097,734 or 20% for FY20-21;
General Fund Operating surplus of \$2,047,347 or 19% for FY21-22;
General Fund Operating surplus of \$672,542 or 7% for FY22-23;

Building Permit Revenues of \$3,192,099 for FY20-21;
Building Permit Revenues of \$900,000 for FY21-22;
Building Permit Revenues of \$900,000 for FY22-23;

Streets Resurfacing Capital Expenditures of \$656,172 for FY20-21;
Streets Resurfacing Capital Expenditures of \$50,000 for FY21-22;
Streets Resurfacing Capital Expenditures of \$1,260,998 for FY22-23;

Storm Drains Capital Expenditures of \$225,521 for FY20-21;
Storm Drains Capital Expenditures of \$275,000 for FY21-22;

Storm Drains Capital Expenditures of \$1,000,000 for FY22-23;

Park Facilities Fees Fund Balance of \$1,849,524 at 6/30/21;

Park Facilities Fees Fund Balance of \$1,409,924 at 6/30/22;

Park Facilities Fees Fund Balance of \$1,111,924 at 6/30/23;

General Fund Balance of \$4,390,412 at 6/30/21;

General Fund Balance of \$5,482,758 at 6/30/22;

General Fund Balance of \$4,409,882 at 6/30/23;

Operating Reserves of \$2,118,111 for FY20-21

Operating Reserves of \$2,166,113 for FY21-22

Operating Reserves of \$2,123,237 for FY22-23

Staff believes we have proposed a budget that reflects existing City Council policy, provides realistic revenue assumptions, and plans for responsible expenditures that benefit the community.

OPERATING REVENUES

Total General Fund Operating Revenues and Expenditures for FY 2021-22 are projected to be \$10,688,813 and \$9,161,466 (less special projects), respectively, with an estimated net positive operating result of \$2,047,347 (19%). This is significantly higher than the projected 4% surplus estimated when the budget was adopted in June 2021, due primarily to higher-than-expected receipt of ARPA Funds (\$1,927,645). Despite the COVID-19 shutdowns and then the reopening of businesses, the City's sales tax revenue increased slightly from prior fiscal year to an estimated \$1,470,059. Total property tax revenue for FY 2021-22 is estimated at \$3,843,211, up approximately 4.2% from the previous fiscal year.

General Fund unassigned fund balance is expected to be \$2,166,113 at June 30, 2022, and \$2,123,237 at June 30, 2023, while other assigned reserves have been adjusted to reflect budget priorities for equipment replacement, building maintenance, and capital projects.

Major revenue assumptions are derived from conservative estimates based on actual revenues received to date. Sales tax is expected to increase over the next two fiscal years as projected by Avenu Insights & Analytics, the City's consultant. Property tax revenue continues to steadily increase each year based on assessed value calculations provided by the Los Angeles County Assessor's Office. The property tax rate, as provided for under California law, is limited to 1% of market value plus other increases approved by the voters. The City's share of property tax is 7% of the 1% or .00067. Property taxes are levied by the County Tax Assessor and shared among local taxing authorities.

Park Facilities Fees have an estimated ending Fund Balance of \$1,409,924 in FY 2021-22, providing for several citywide park improvement projects including new playground equipment at Rockbluff Park, the development of "Butcher Park" at the northeast corner

of Palos Verdes Drive North and Palos Verdes Drive East, and the preparation of plans and specifications for the proposed George F Canyon Nature Center. The projected Park Facilities Fees ending Fund Balance for FY 2022-23 is \$1,111,924.

Special fund revenues (Proposition C, Measure R, Measure M and SB 1/RMRA,) continue to remain strong, allowing the City to meet or exceed recommendations for annual street resurfacing as identified in the City's Pavement Management System report. Measure W funds also help offset costs associated with stormwater permit requirements and City Council's policy of chemical-free weed abatement.

Public Works Capital Improvements include \$1,260,998 in FY 2022-23 for street resurfacing work and \$1,000,000 for storm drain infrastructure. An additional \$480,000 has been assigned in FY 2022-23 to Capital Projects reserves, which can be used for streets, storm drains or any other capital project. In addition, Capital Improvements for maintenance and repairs of the City Hall and Council Chamber buildings has reserves of \$510,000 for FY 2022-23.

OPERATING EXPENDITURES

Expenditure assumptions include maintaining existing service levels in most major categories, but with a budget increase in annual tree trimming to \$175,500. This reflects the state's Prevailing Wage requirements for various categories of tree workers and allows the City to continue its tree pruning schedule. Landscape maintenance services are estimated at \$279,611; street sweeping services are estimated at \$83,000; and road repairs, restriping and sign maintenance services, provided by Los Angeles County Department of Public Works, are expected at \$155,000.

Aside from personnel costs, public safety in the amount of \$2,636,643 for FY 2022-23 represents the largest percentage (30%) of the City's operating budget, including \$2,513,668 for the City's regional share of patrol services provided by Lomita Sheriff's Station under an agreement with Los Angeles County. This amount includes the proposed 2% increase in the annual contract city rate for the coming year. The Liability Trust Fund surcharge remains at 11%. Also included under public safety is \$19,500 for the City's annual share of two School Resource Officers (SROs), which has been formalized in a Memorandum of Understanding (MOU) between the Palos Verdes Peninsula Unified School District and the four Peninsula cities. This amount has been offset by the City's portion of a California Department of Justice Tobacco Grant in the amount of \$4,631.25 over the next three fiscal years.

PERSONNEL

Employee salaries are estimated at \$2,223,959 for FY 2022-23, which includes a 4% Cost-of-Living Adjustment (COLA) increase for employees and up to a 2.5% merit increase to award employees based upon their respective performance evaluations. All personnel items are reflected in salary resolutions and MOUs, which the City Council will adopt separately. Last year's FY 2021-22 budget reflected a lump sum contribution to PERS in the amount of \$500,000 to reduce the City's Unfunded Accrued Liability (UAL)

balance. This represented the third \$500,000 payment in a three-year plan to pay down a large portion of the PERS UAL to reduce long-term pension costs. As a result of the City Council's action, along with CalPERS's 21.3% investment return for FY 2020-21 and a reduction of the CalPERS discount rate (assumed rate of return) to 6.8%, the City's CalPERS funded status is expected to be an impressive 93.3% as of June 30, 2022.

PERS FY 2021-22 rate for Tier 1 employees (those hired prior to July 1, 2011) will be 11.61%. Rates for Tier II employees (those hired after July 2011) will be 9.3%. Rates for Tier III employees (new to PERS after PEPRRA) will be 7.76%. It's worth noting that the City does not pay into Social Security for PERS benefitted employees, which is currently 6.2% for other employers. For a history of the City's personnel costs (FY 2006-07 – FY 2022-23) see page V. Note that employee wages and benefits have remained fairly stable. However, the Benefits line reflects the required annual PERS UAL payment, which will continue to ramp up over another year. Note that benefits as a percentage of wages and of total compensation are trending downward primarily due to the final payment of the Pension Obligation Bond in FY 2021-22.

Additional changes to personnel for FY 2022-23 include three new positions: Senior Accountant in the Administrative Services Department; Administrative Analyst in the Community Development and Public Works Department; and Lead Worker in the Maintenance Division of the Community Services Department. Adoption of these new positions provides opportunity for current employees to continue their development while achieving overarching succession goals and does not add to the overall employee count of the organization.

FUND BALANCES

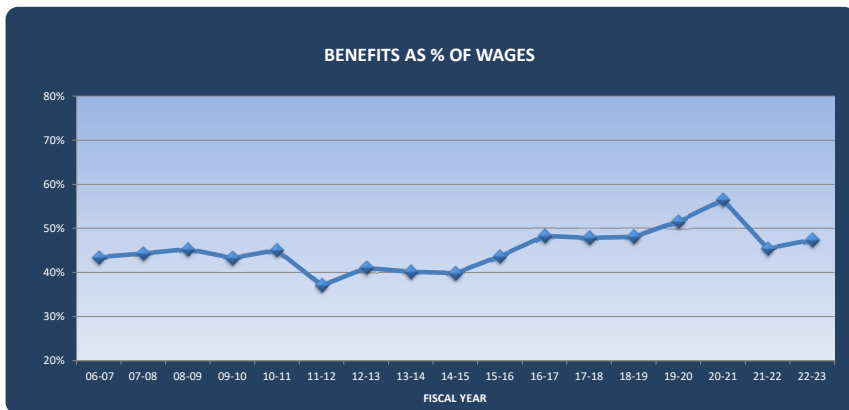
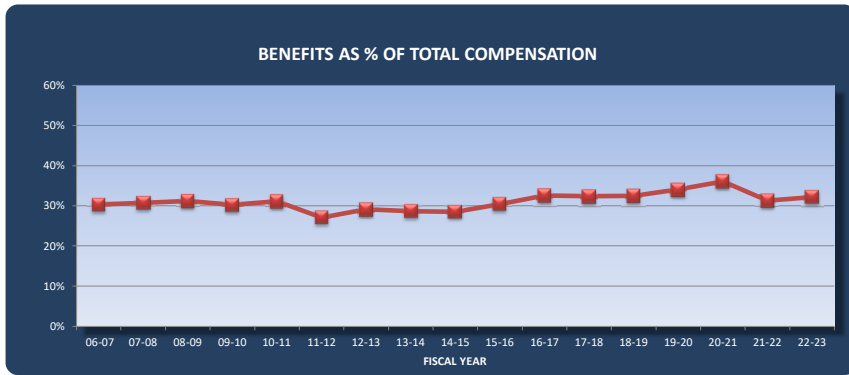
City Council Fund Balance Policy requires \$1.2 million to be allocated to an Emergency Reserve, with additional Unassigned Fund Balance allocated toward Contingency Reserve such that the combined total of the Emergency Reserve and the Contingency Reserve much represent at least 25% of operating expenditures. Any amount above the required 25% combined Emergency and Contingency Reserve is available for any use designated by City Council.



City of Rolling Hills Estates Personnel Costs 2006-07 to 2022-23

	Actual FY 06-07	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Estimated FY 21-22	Proposed FY 22-23
Benefits	922,781	963,501	1,038,759	956,967	981,040	749,542	560,162	531,040	532,420	653,120	725,825	717,887	819,472	831,847	874,079	956,119	1,054,620
Wages	2,121,761	2,175,156	2,293,032	2,211,127	2,174,844	2,021,238	1,867,004	1,856,167	1,891,221	2,018,467	1,995,167	2,011,062	2,234,658	2,106,650	2,015,088	2,104,559	2,223,959
PERS	23.1%	23.9%	24.7%	24.8%	24.5%	19.1%	12.5%	11.0%	11.6%	16.9%	18.8%	14.1%	16.9%	19.3%	22.1%	25.3%	27.7%
PARS	4.3%	4.3%	4.3%	2.3%	2.5%	0.3%	0.3%	0.3%	0.3%	0.4%	1.6%	2.1%	1.7%	0.8%	0.2%	0.2%	0.2%
Health	9.9%	10.7%	10.9%	11.0%	11.9%	11.9%	11.9%	11.8%	11.0%	10.6%	12.2%	13.3%	12.5%	14.0%	15.3%	14.0%	14.1%
POB							206,335	214,059	221,407	229,228	237,490	245,175	255,270	255,270	265,000		
Benefits/Wages	43.5%	44.3%	45.3%	43.3%	45.1%	37.1%	41.1%	40.1%	39.9%	43.7%	48.3%	47.9%	48.1%	51.6%	56.5%	45.4%	47.4%
Benefits/Total Compensation	30%	31%	31%	30%	31%	27%	29%	29%	28%	30%	33%	32%	32%	34%	36%	31%	32%
PERS Classic Rates	24.410%	24.922%	26.291%	26.094%	19.100%	20.502%	11.040%	11.603%	12.330%	9.353%	9.558%	9.599%	10.152%	10.868%	11.746%	11.600%	11.610%
PERS Second Tier Rates										7.510%	7.809%	7.850%	8.346%	8.668%	9.442%	9.300%	9.300%
PERS PEPRRA										6.930%	6.908%	6.908%	7.266%	7.072%	7.874%	7.730%	7.760%

Note 1: FY2015-16 - PERS began the Annual UAL payments
 Note 2: FY2011-12 - Employees Began Paying PERS Portion
 Note 3: FY2020-21 - POB Final Payment



BUDGET IN BRIEF

FISCAL YEAR
2022-23

*“As stewards of
taxpayer dollars,
the City of Rolling
Hills Estates
endeavors to
provide
transparency and
accountability in
its budget”*



CITY OF
ROLLING HILLS ESTATES
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Introduction

Adopted Fiscal Year 2022-23 Operating and Capital Budget

The City of Rolling Hills Estates' Budget in Brief is intended to provide you with information about your City's Budget. The annual budget is one of our most important policy documents. This simplified version of the comprehensive budget document includes highlights, an overview of major revenue sources and expenditures, and our capital program.

The City's budget is prepared much like a household spending plan. While a family might plan for such expenses as housing, food, clothing, transportation, or medical bills, the City's focus is for public safety, parks, recreation, storm drains, roads, building maintenance, and much more.

Mission Statement

To preserve and enhance the quality of life for residents, businesses and visitors through outstanding municipal governance and exemplary service to the community

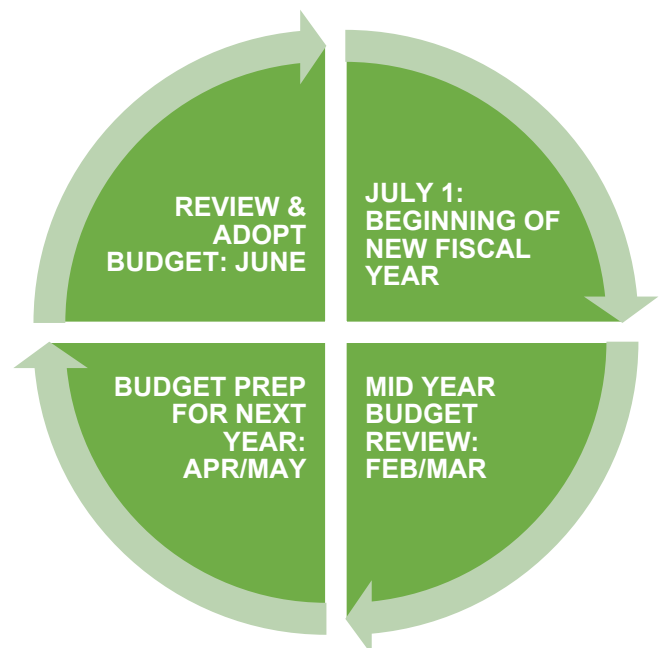
City Council Top Priorities

City Council has identified the top three priorities for Fiscal Year 2022-23:

- ❖ Balanced Budget
- ❖ Public Safety
- ❖ Infrastructure Maintenance

How is the budget developed?

City Council adopts the budget in June of each year for the following fiscal year, which runs from July 1 to June 30. The budget development process is continuous and includes public engagement throughout the year.



Rolling Hills Estates At A Glance

Incorporated: September 18, 1957

Form of Government: Council/Manager

City Employees: 20 Full Time

Area: 4.18 square miles

City Parks (total area): 52.5 acres

City Bridle Trails: 16 miles

City Streets: 28 miles

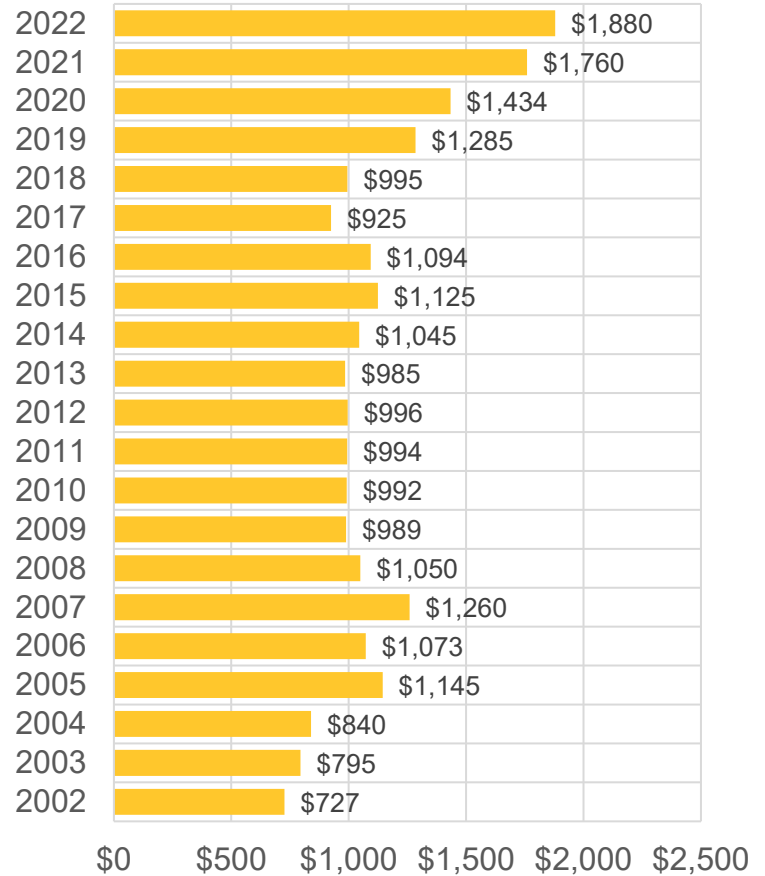
City Bike Paths: 10 miles

Population: 8,160 (2021)

Housing Units: 3,184 (2020)

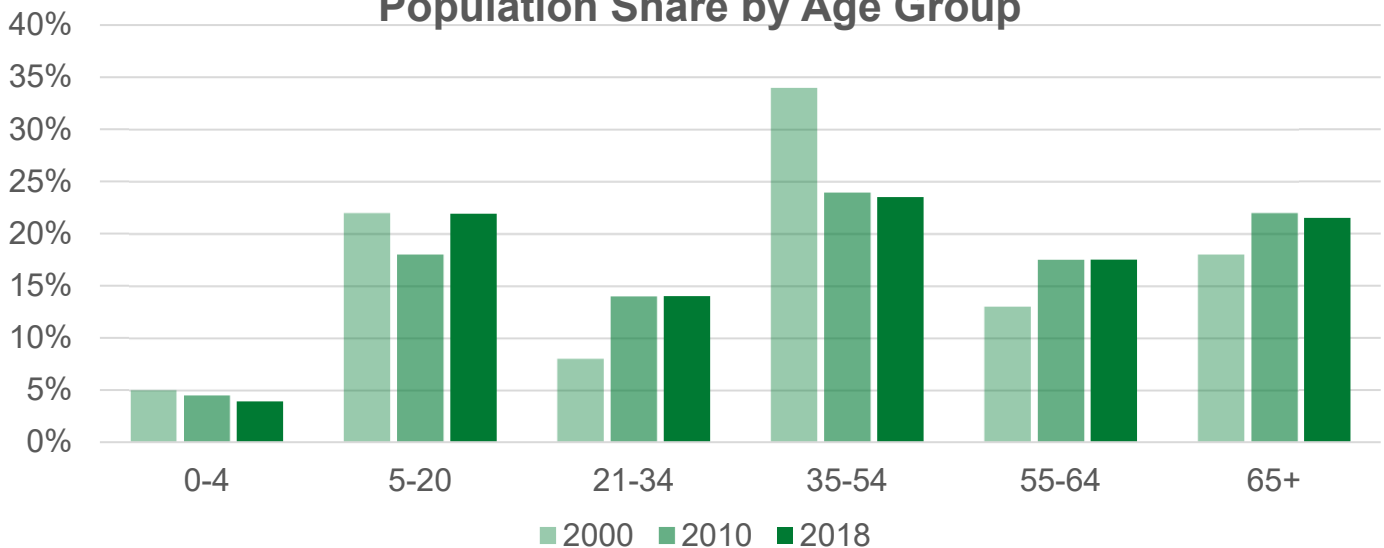
Median Household Income: \$149,632

Median Home Sales Price for Existing Home (\$ thousand)

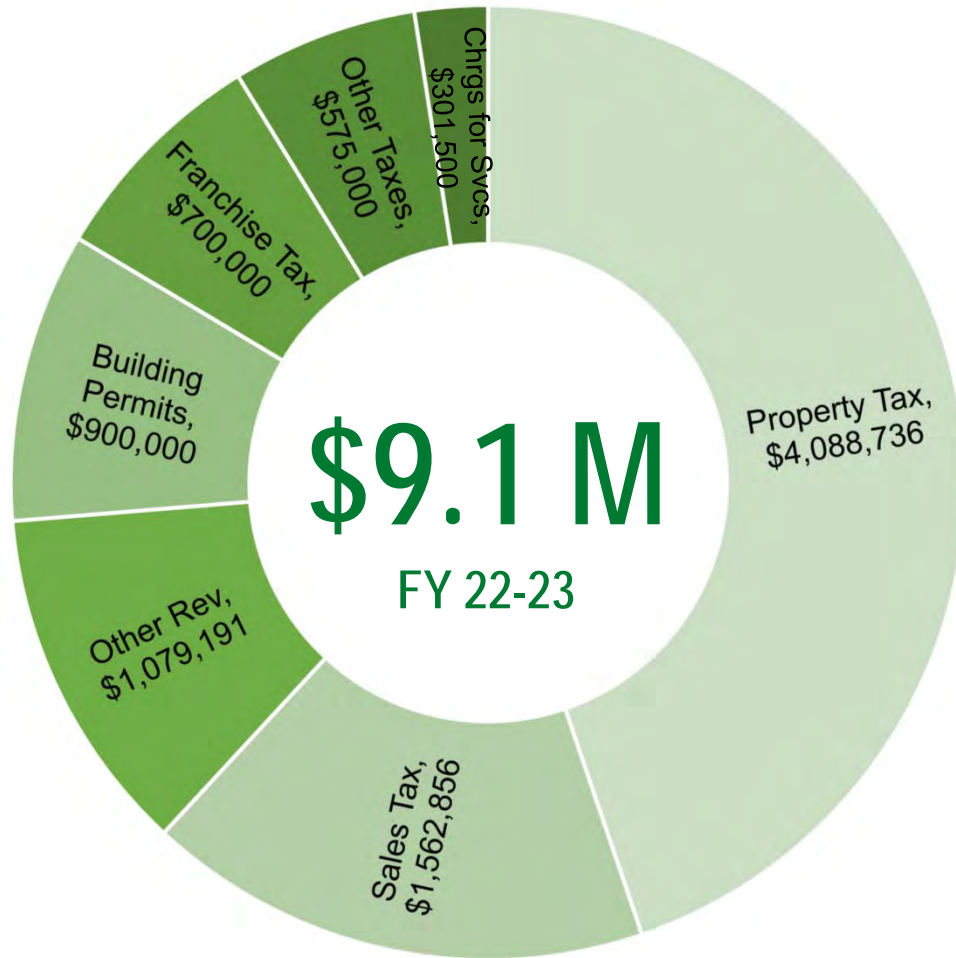


Source: CoreLogic/DataQuick, 2002-2022

Population Share by Age Group



General Fund Revenues



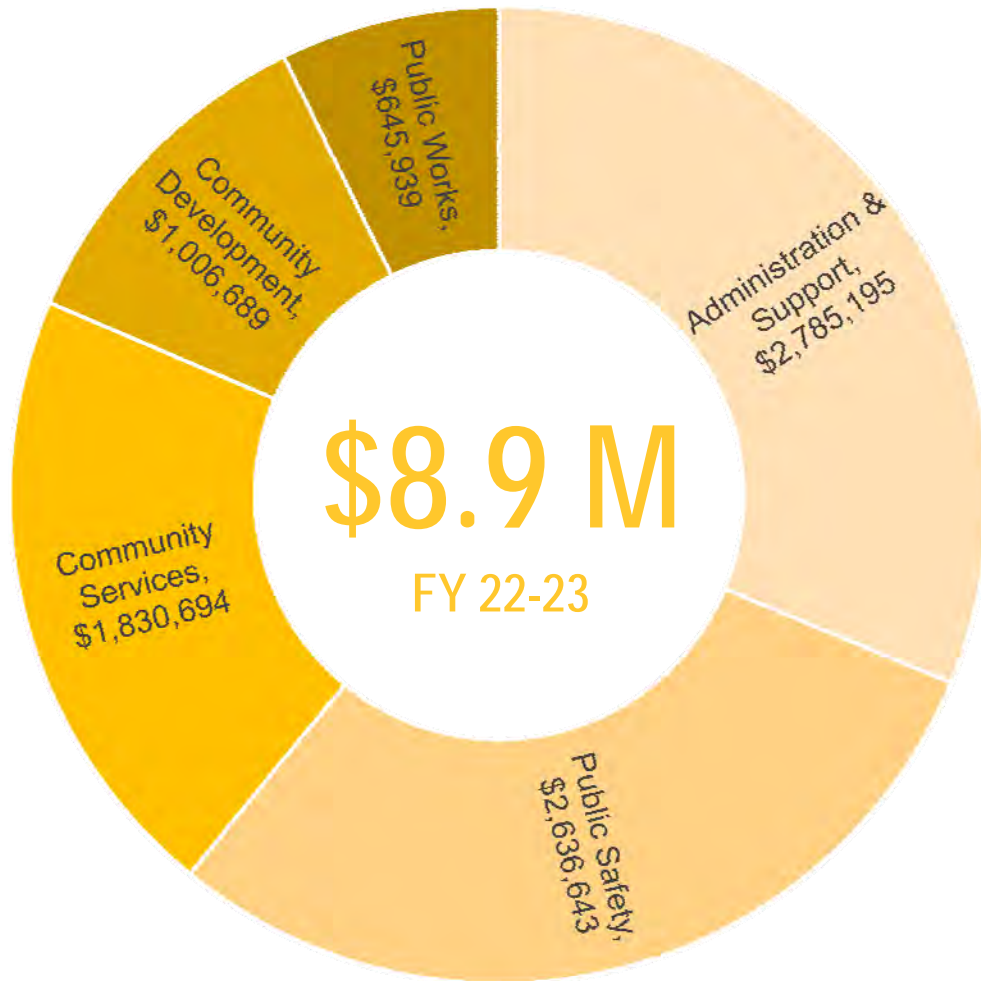
Property Tax (Every \$100 assessed)

K-12 Education	\$0.446358
LA County	\$0.238663
LA County Fire	\$0.179732
College District	\$0.076015
City of Rolling Hills Estates	\$0.066911
LA County Library	\$0.033231
Countywide Infrastructure	\$0.031673
Total Property Tax	\$1.072583

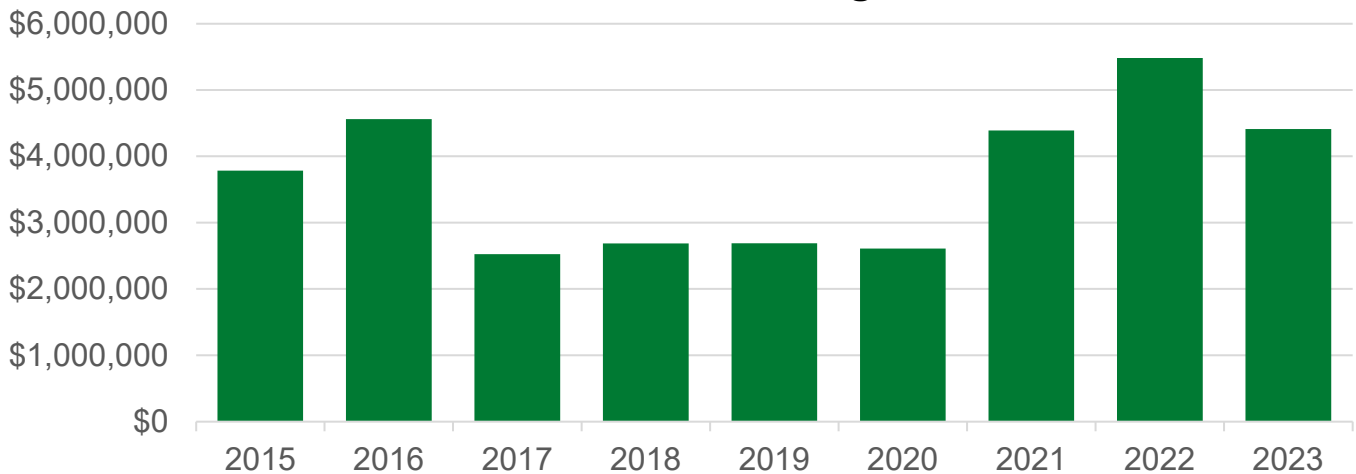
Sales Tax (Every \$100 purchased)

State General Fund	\$3.9375
State Public Safety (Prop 172)	\$0.50
State Mental & Social Services	\$0.50
State Local Revenue Fund	\$1.0625
County Transportation	\$0.25
LA County Measure H	\$0.25
City Bradley Burns 1% Local Tax	\$1.00
LA County Metropolitan Transportation Authority	\$2.00
Total Sales Tax	\$9.50

General Fund Expenditures

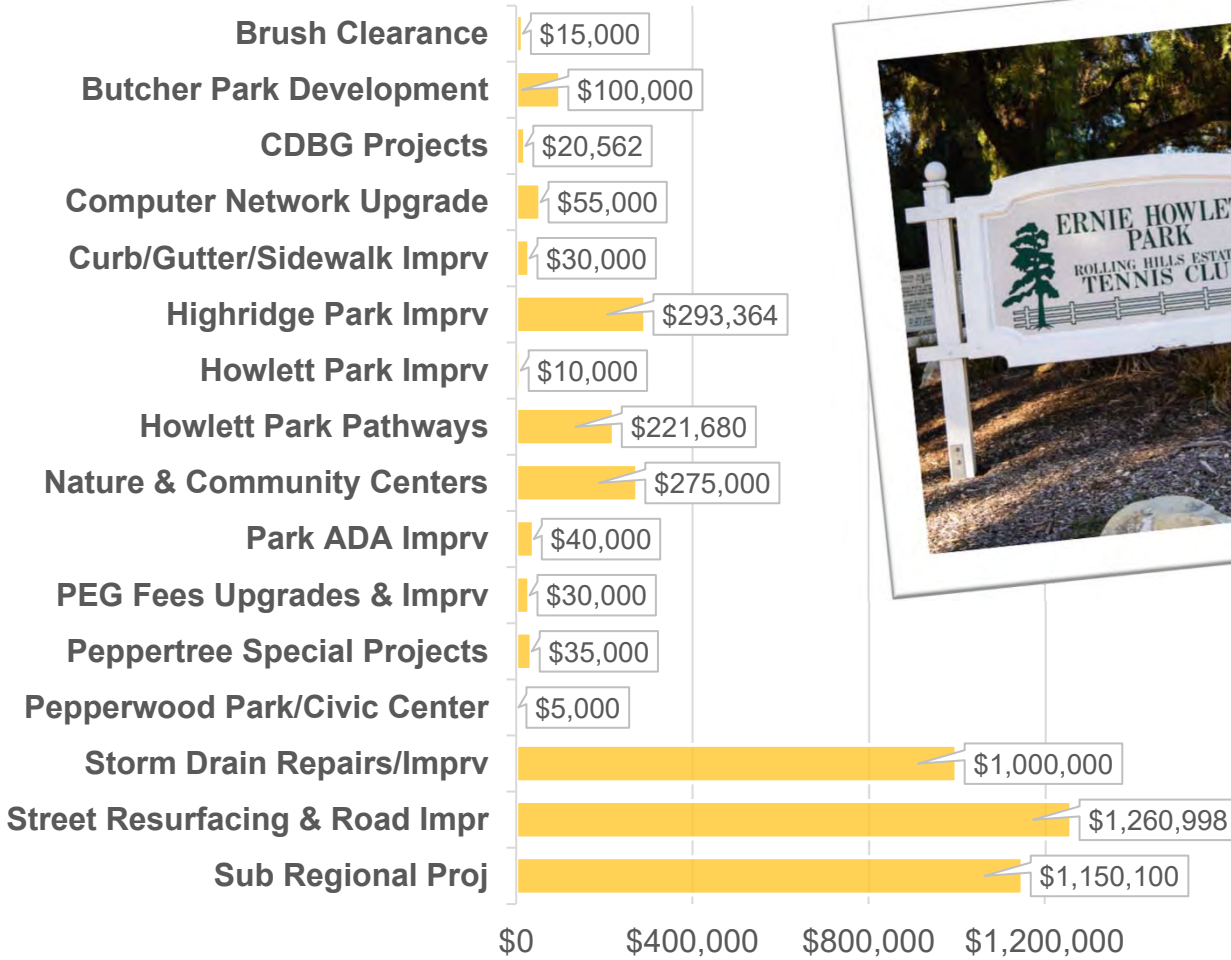


General Fund Fiscal Year Ending Fund Balance

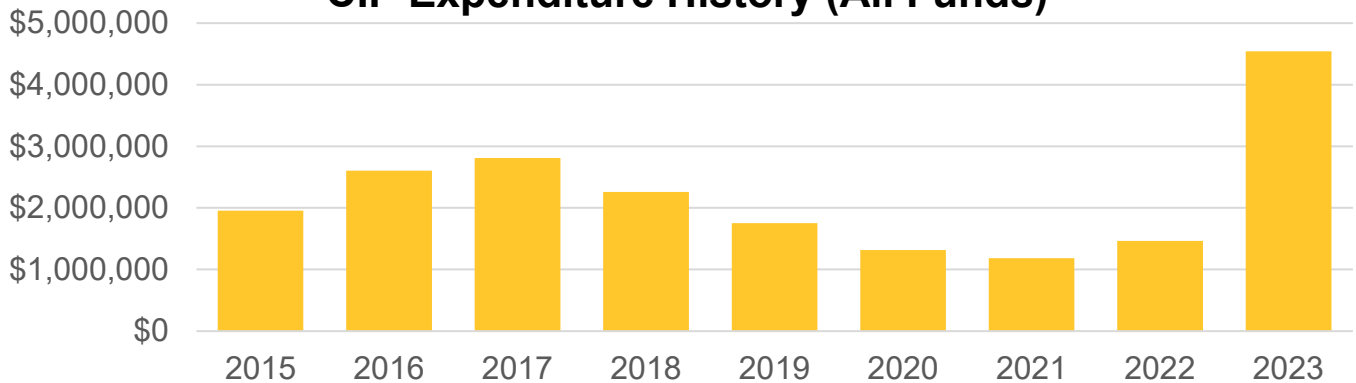


Capital Improvement Program

While the operating budget keeps Rolling Hills Estates safe and beautiful on a daily basis, the Capital Improvement Program identifies major projects to maintain, replace and improve the city's infrastructure, such as streets, parks, and facilities. The chart below shows the Fiscal Year 2022-23 Capital Improvement Program. The City has committed over \$19.9 million in capital improvements since Fiscal Year 2014-15 from all government funds, including grant funds.



CIP Expenditure History (All Funds)



CITY OF ROLLING HILLS ESTATES



FUND BALANCE POLICY

INTRODUCTION

The purpose of this document is to state the policy goals of the City of Rolling Hills Estates' General Fund reserves, and the budgeting practices that maintain such reserves. Although there is no formula that defines a completely adequate Fund Balance, a conservative approach should enable the City to finance its operations and meet unplanned expenditures without having to incur short-term debt or raise new revenues.

These policies are intended to provide guidelines for budget decisions as to the appropriate use of General Fund resources and the maintenance of adequate reserves for contingencies, emergencies, capital improvements, and other such uses as determined by the City Council. After amounts projected to be available from the year-end fund balance of the General Fund are allocated to Assigned categories, the remaining amount, referred to as the Unassigned Fund Balance, will be reserved for contingencies as further set forth below.

STATEMENT OF FINANCIAL POLICIES

1. BUDGET POLICIES

- a. The Adopted Budget will be balanced, so that current-year operating revenues will sufficiently fund current-year operating expenditures. Operating revenues are defined as both (a) current year revenues and (b) revenues generated in prior fiscal years, and if in excess of the amount required to fully fund Reserve targets, designated for specific operating or capital uses in future years. Operating deficits are normally contrary to City policy as well as reasonable financial prudence.
- b. Capital improvements will be funded by anticipated current-year operating surpluses and reserves available from prior years. The City will favor pay-as-you-go financing for capital project expenditures, minimizing its use of debt to only extraordinary circumstances.
- c. One-time revenue and fund balance will be used to finance one-time expenditures, except under the most extraordinary of circumstances.

- d. Specified grant revenues in Special Revenue Funds shall be used to minimize the cost to the General Fund of both qualifying operating and capital expenditures.
- e. The Enterprise Funds of the City shall be essentially self-supporting, without need of General Fund resources.

2. RESERVE POLICIES

- a. Available funding will be assigned for identified projects that are not appropriated in the current fiscal year, such as long-term street maintenance in accordance with the City's Pavement Management System, storm drain repairs, storm water management capital requirements, improvements to the City Hall complex and purchase of City fleet vehicles.
- b. No less than \$1.2 million will remain unassigned in the General Fund for an "Emergency Reserve" as a part of the annual budget.
- c. An additional amount will remain unassigned in the General Fund as a "Contingency Reserve" such that the sum of the "Emergency Reserve" and the "Contingency Reserve" will be no less than 25% of General Fund operating expenditures.
- d. All Fund Balance and reserve allocations are eligible for use at the discretion of the City Council at a time of unforeseen fiscal crisis. Such determinations will be made by the City Council on a case-by-case basis.
- e. In determining whether reserves meet the goals of this policy, they will be measured as a percent of General Fund operating expenditures. For this purpose, operating expenditures will exclude capital improvement projects as well as "Special Projects" that by their nature would not be considered ongoing operational expenditures in terms of either multi-year budget allocations, long-term value and/or useful life span. Examples of "Special Projects" would include but not be limited to such issues as General Plan update/revision costs, excessive insurance, judgment, settlement, mediation and other litigation costs, CEQA costs associated with large-scale projects outside the normal scope of expected Planning activity, and website and other information technology or social media design/upgrade costs.

Approval: June 28, 2022

CITY OF ROLLING HILLS ESTATES



INVESTMENT POLICY

INTRODUCTION

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

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

STATEMENT OF INVESTMENT POLICY

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

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

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

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

More detailed descriptions of these vehicles are in the Appendix.

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

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

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

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

Approval: June 28, 2022

CITY OF ROLLING HILLS ESTATES



APPENDIX OF DESCRIPTIONS OF INVESTMENT MECHANISMS

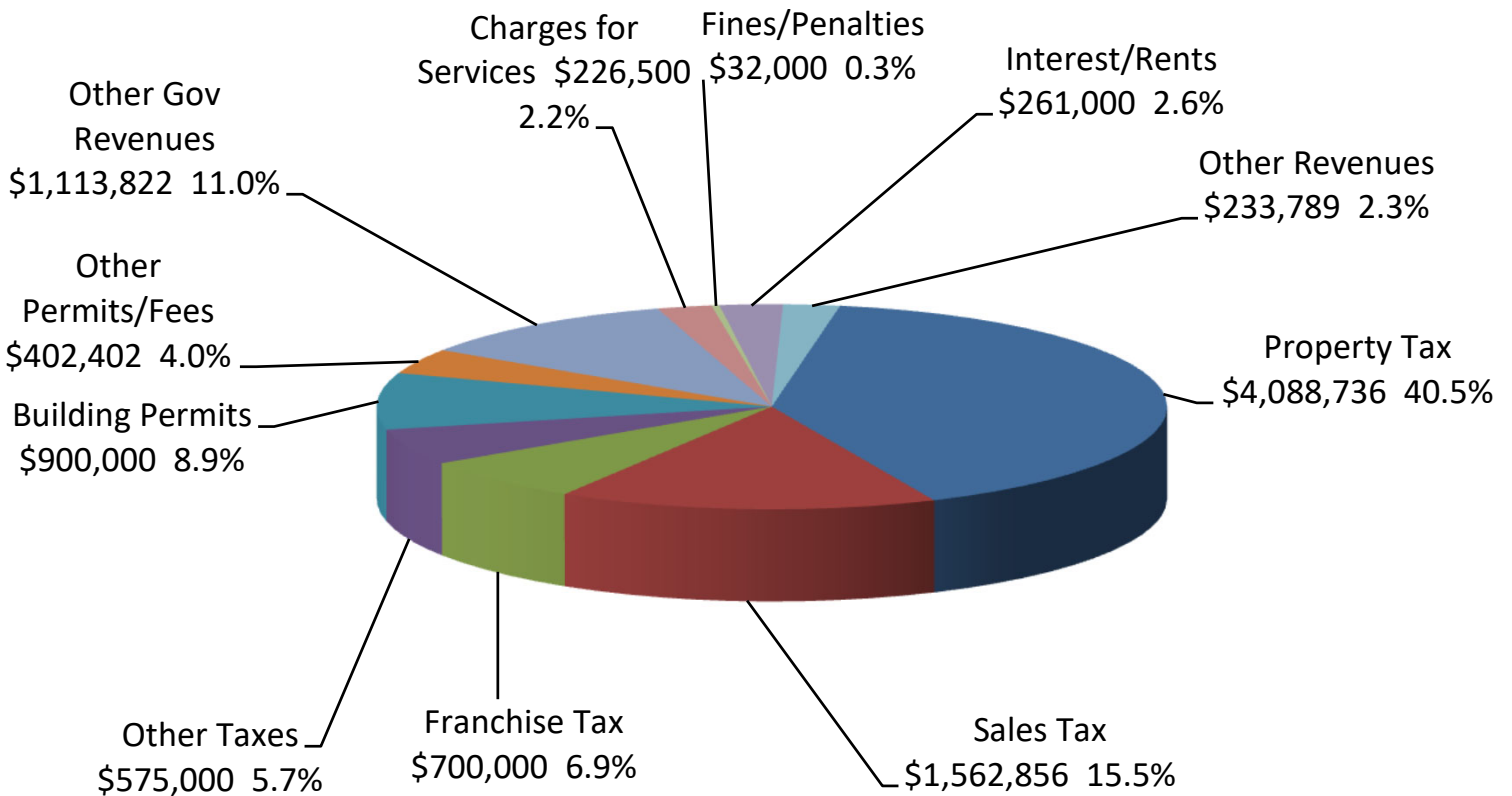
1. LOCAL AGENCY INVESTMENT FUND (LAIF) is a special fund of the State Treasury which local agencies may use to deposit excess funds. There is no minimum investment period and no minimum account balance requirement and the City may invest up to the maximum permitted by the State Treasurer. Funds are available on a same day basis with no loss of interest. Interest is distributed quarterly, based on the agency's proportionate share of deposits and length of deposit. (16429.1)

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

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

City of Rolling Hills Estates

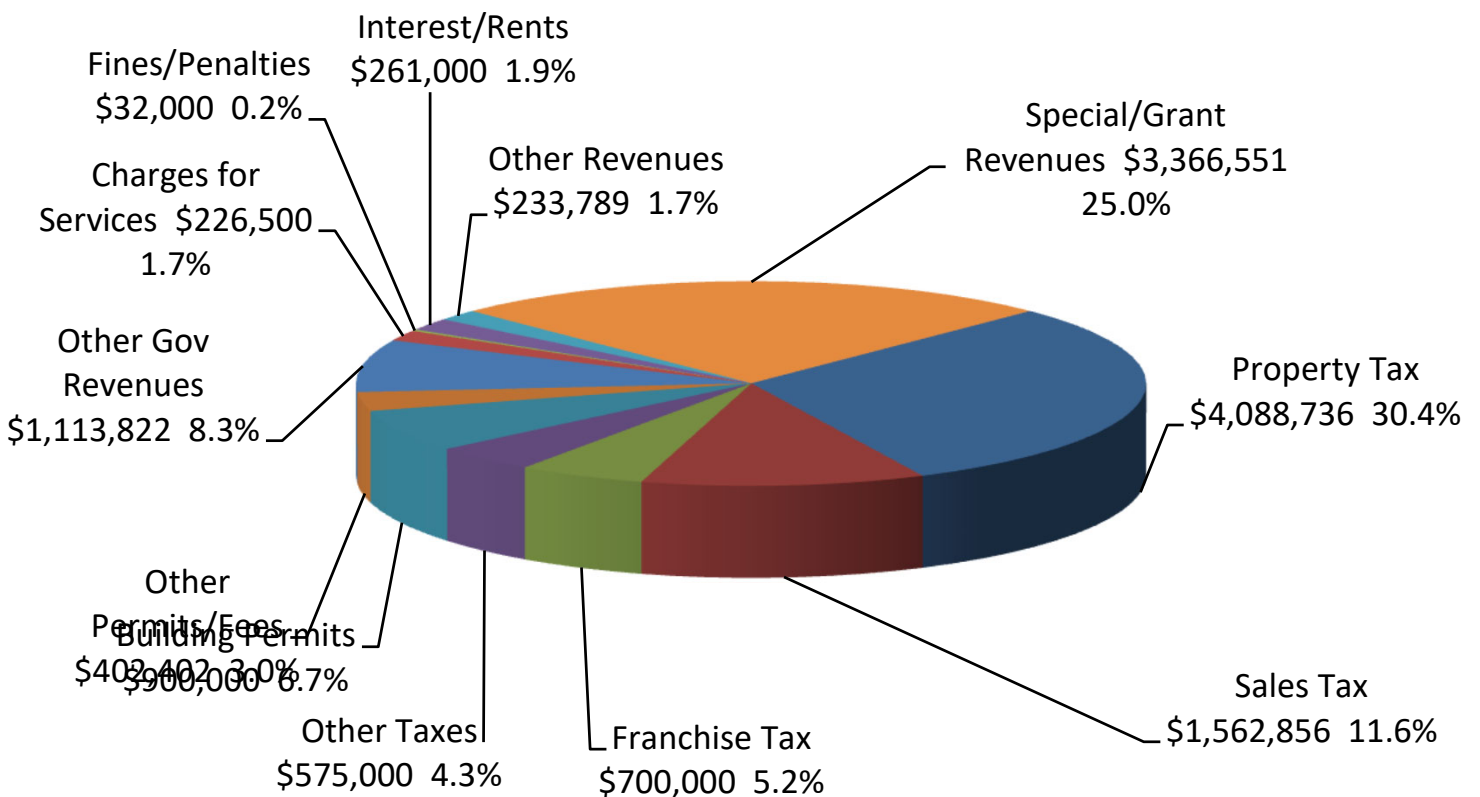
Budget Revenues 2022 - 2023 (General Fund)



Total General Fund Revenue \$10,096,105

City of Rolling Hills Estates

Budget Revenues 2022 - 2023 (All Funds)



Total All Revenue \$13,462,656

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

REVENUE SUMMARY		2018-19	2019-20	2020-21	2021-22	2022-23
		Actual	Actual	Actual	Actual	Estimated
GENERAL FUND						
LOCAL TAXES						
Property Tax	3110	2,384,253	2,472,308	2,697,629	2,840,428	2,988,743
Property Tax in lieu of VLF Fees	3115	871,201	928,535	991,848	1,049,993	1,099,993
Sales Tax	3120	1,257,782	1,132,919	1,229,031	1,546,267	1,562,856
Franchise Tax	3130	592,171	629,996	673,052	712,084	700,000
Business License Tax	3140	378,343	407,143	404,296	411,204	400,000
Property Transfer Tax	3160	101,611	161,310	210,190	239,922	170,000
New Construction Tax	3170	15,000	46,000	25,500		5,000
TOTAL		5,600,361	5,778,211	6,231,546	6,799,899	6,926,592
LICENSES & PERMITS						
Animal Licenses	3220	6,685	6,104	7,469	5,386	6,000
Building Permits	3230	3,131,803	2,398,272	3,192,099	1,010,749	900,000
Street Permits	3240	215,948	203,337	197,890	184,989	396,402
TOTAL		3,354,436	2,607,712	3,397,458	1,201,123	1,302,402
INTERGOVERNMENTAL REVENUES						
COPS Grant (Policing)	3311	148,747	155,948	156,190	161,285	150,000
Local Roadway Safety Plan	3315				58,810	900,000
American Rescue Plan Act	3384				963,822	963,822
TOTAL		148,747	155,948	156,190	1,183,917	1,113,822
CHARGES FOR SERVICES						
Planning Fees	3410	223,977	158,539	166,605	159,649	120,000
GIS Fees	3420	7,600	3,600	7,100	6,800	7,500
City Celebration & Holiday Parade	3430	825	183		2,481	
Recreation Fees	3440	27,646	21,914	43,979	104,700	40,000
Tennis Court Fees	3460	52,001	43,095	73,382	52,535	50,000
Tennis Membership Dues	3461	9,015	6,769	6,296	14,201	9,000
TOTAL		321,064	234,100	297,362	340,366	226,500
FINES & FORFEITURES						
Misc. Fines and Forfeitures	3510	21,876	14,085	14,895	29,934	14,000
False Alarm Fines	3520	11,925	8,825	7,500	5,584	5,000
Business License Penalties	3530	7,645	9,247	24,971	20,588	13,000
TOTAL		41,446	32,157	47,366	56,106	32,000
USE OF MONEY & PROPERTY						
Interest Income	3610	25,012	32,917	11,310	13,682	11,000
LAIF Fair Market Value Gain/Loss	3611				(90,657)	
Rents and Concessions	3620	36,249	36,181	19,536	36,577	35,000
PWEC Concessionaire's Fee	3630	163,457	170,931	181,750	212,201	215,000
TOTAL		224,718	240,029	212,596	171,802	261,000
OTHER REVENUES						
State CASp Fee	3705	523	355	284	231	500
Refunds/Rebates/Reimbursements	3710	26,129	31,745	11,322	24,040	30,000
SB 90 Reimb. of State Mandated Costs	3715					
AB 939/Infrastructure Fees	3720	223,074	182,875	187,300	191,214	191,289
Prior Year Adjustments	3725	1,784		560	580	
Miscellaneous Revenues	3730	19,626	7,124	6,577	7,326	7,000
CalRecycle Grant SB1383	3735				20,796	
Curbside Recycling/Oil	3740	5,000	5,000	5,000		
Litter Abatement/Recycling	3750	5,000	5,000	5,000	5,000	5,000
TOTAL		281,136	232,098	216,043	249,188	233,789
TOTALS, GENERAL FUND	01	9,971,908	9,280,255	10,558,560	10,002,400	10,096,105

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

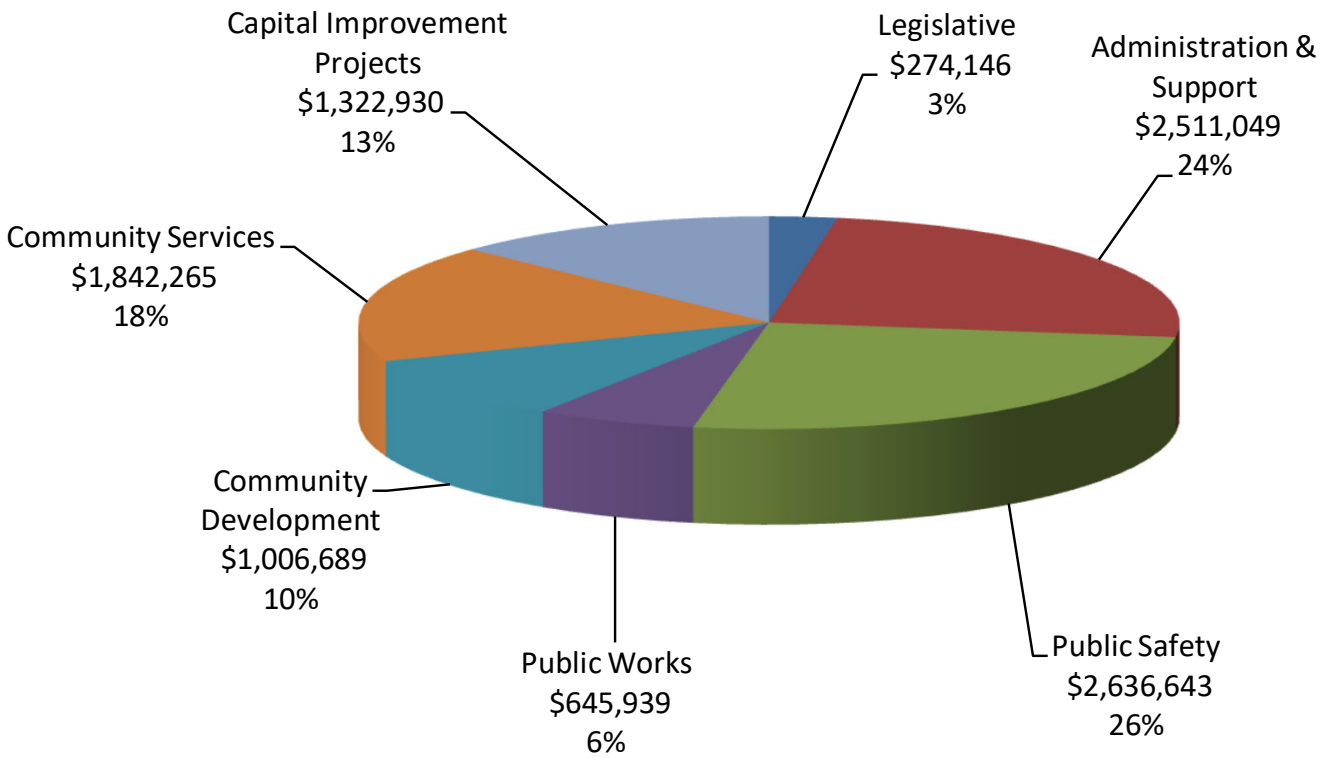
REVENUE SUMMARY		2018-19	2019-20	2020-21	2021-22	2022-23
		Actual	Actual	Actual	Actual	Estimated
EXHIBIT A						
SPECIAL REVENUE FUNDS						
PARK FACILITIES FEES						
Park Facilities Fees	3180	99,030	1,255,871	905,962		419,364
Interest Income	3610	1,103	12,258	7,018	5,700	6,000
TOTAL	10	100,133	1,268,129	912,980	5,700	425,364
HIGHWAY USERS TAX						
Section 2103 - HUTA	3329	27,097	56,866	53,821	64,102	72,789
Section 2105 - HUTA	3330	44,502	42,069	41,099	45,012	50,429
Section 2106 - HUTA	3340	31,339	28,659	27,838	30,492	32,847
Section 2107- HUTA	3350	55,966	53,120	55,613	53,832	68,827
Section 2107.5 - HUTA	3360	2,000	2,000	2,000	2,000	2,000
HUTA Loan Repayment for 3 years	3366	9,147	9,271			
HUT & RMRA SUBTOTAL		170,051	191,985	180,371	195,438	226,892
Interest Income	3610	259	411	248	311	220
TOTAL	11	170,310	192,396	180,620	195,749	227,112
SB1 HUTA RMRA FUND						
HUTA SB1 RMRA 2030	3365	146,223	143,911	148,404	162,909	179,323
Interest Income	3610	8	646	108	425	150
TOTAL	12	146,231	144,557	148,512	163,334	179,473
LOCAL TRANSPORTATION FUND						
TDA Article 3 Funds	3121			32,284		13,552
Interest Income	3610					
TOTAL	13			32,284		13,552
TRAFFIC SAFETY FUND						
Traffic Safety Fines	3540	19,675	22,217	9,987	11,980	20,000
Interest Income	3610					
TOTAL	14	19,675	22,217	9,987	11,980	20,000
PEG FEES						
Cox PEG Fees	3760	31,003	29,360	29,321	27,309	30,000
Interest Income	3610	969	1,510	470	302	250
TOTAL	16	31,972	30,870	29,791	27,611	30,250
COMMUNITY DEVELOPMENT BLOCK GRANT						
CDBG	3320	23,991	23,040	30,354	29,429	20,562
Interest Income	3610					
TOTAL	17	23,991	23,040	30,354	29,429	20,562
TRANSIT FUND						
PROP A - Transit Improvement	3121	161,793	157,418	165,931	203,691	197,565
Interest Income	3610	271	756	261	131	50
TOTAL	18	162,064	158,174	166,191	203,821	197,615
PROP C						
PROP C - Transit Tax	3122	199,203	130,579	194,679	168,957	163,875
Interest Income	3610	528	1,413	316	684	300
TOTAL	19	199,731	131,992	194,996	169,642	164,175
AQMD						
Air Quality Funds AB 2766	3390	10,520	10,304	10,532	10,166	19,100
Interest Income	3610	1,199	1,589	521	411	300
TOTAL	20	11,719	11,892	11,053	10,577	19,400
MEASURE R						
Residential Street Resurfacing	3371	100,681	97,794	103,368	126,698	122,906
Interest Income	3610	428	502	191	419	200
TOTAL	23	101,109	98,296	103,559	127,117	123,106
MEASURE W						
Safe Clean Water	3364			174,172	161,929	165,000
Interest Income	3610			69	419	100
TOTAL	24			174,241	162,348	165,100
MEASURE M						
Subregion Fund in 2020	3368				191,254	1,300,000
Street Resurfacing	3369	113,342	110,134	117,120	143,373	139,294
Interest Income	3610	442	41		65	
TOTAL	26	113,784	110,175	117,120	334,692	1,439,294

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

REVENUE SUMMARY		2018-19	2019-20	2020-21	2021-22	2022-23
		Actual	Actual	Actual	Actual	Estimated
CALRECYCLE GRANT						
Street Resurfacing Grant	3378					
Interest Income	3610					
TOTAL	28					
PROP A COUNTY PARKS						
PROP A - Maintenance/Service	3392	47,778				
PROP A - Howlett Park Pathways	3393					249,000
TOTAL	32	47,778				249,000
PROP A 4TH DISTRICT GRANT						
Equestrian Improvements	3399		146,000	89,933		
TOTAL	34		146,000	89,933		
JR. NATURALIST STATE GRANT						
Nature Center Youth Programs	3389	44,938	20,279	20,327		
TOTAL	35	44,938	20,279	20,327		
CARES ACT						
CARES Act	3770			99,592		
Interest Income	3610			155		
TOTAL	40			99,747		
CDBG-CV						
CDBG-CV	3765			3,006	6,967	8,173
Interest Income	3610					
TOTAL	41			3,006	6,967	8,173
SB 2 PLANNING GRANT						
SB 2	3312			47,236	106,312	
Interest Income	3610					
TOTAL	42			47,236	106,312	
PEPPER TREE FOUNDATION						
Donations	3440	32,995	65,414	18,534	95,987	30,000
Interest Income	3610	422	697	228	188	150
TOTAL	95	33,417	66,111	18,761	96,176	30,150
TRAFFIC MITIGATION MEASURES FUND						
Traffic Mitigation	3190		3,059	3,059		38,125
Interest Income	3610	2,564	4,721	2,795	1,985	1,500
TOTAL	98	2,564	7,780	5,854	1,985	39,625
GENERAL PLAN UPDATE FUND						
General Plan Update Fee	3195		12,510	165,164		14,600
Interest Income	3610		26	75		
TOTAL	99		12,536	165,239		14,600
TOTALS, SPECIAL REVENUE FUNDS		1,209,416	2,444,443	2,561,790	1,653,438	3,366,551
GRAND TOTALS, ALL FUNDS		11,181,324	11,724,698	13,120,351	11,655,838	13,462,656

City of Rolling Hills Estates

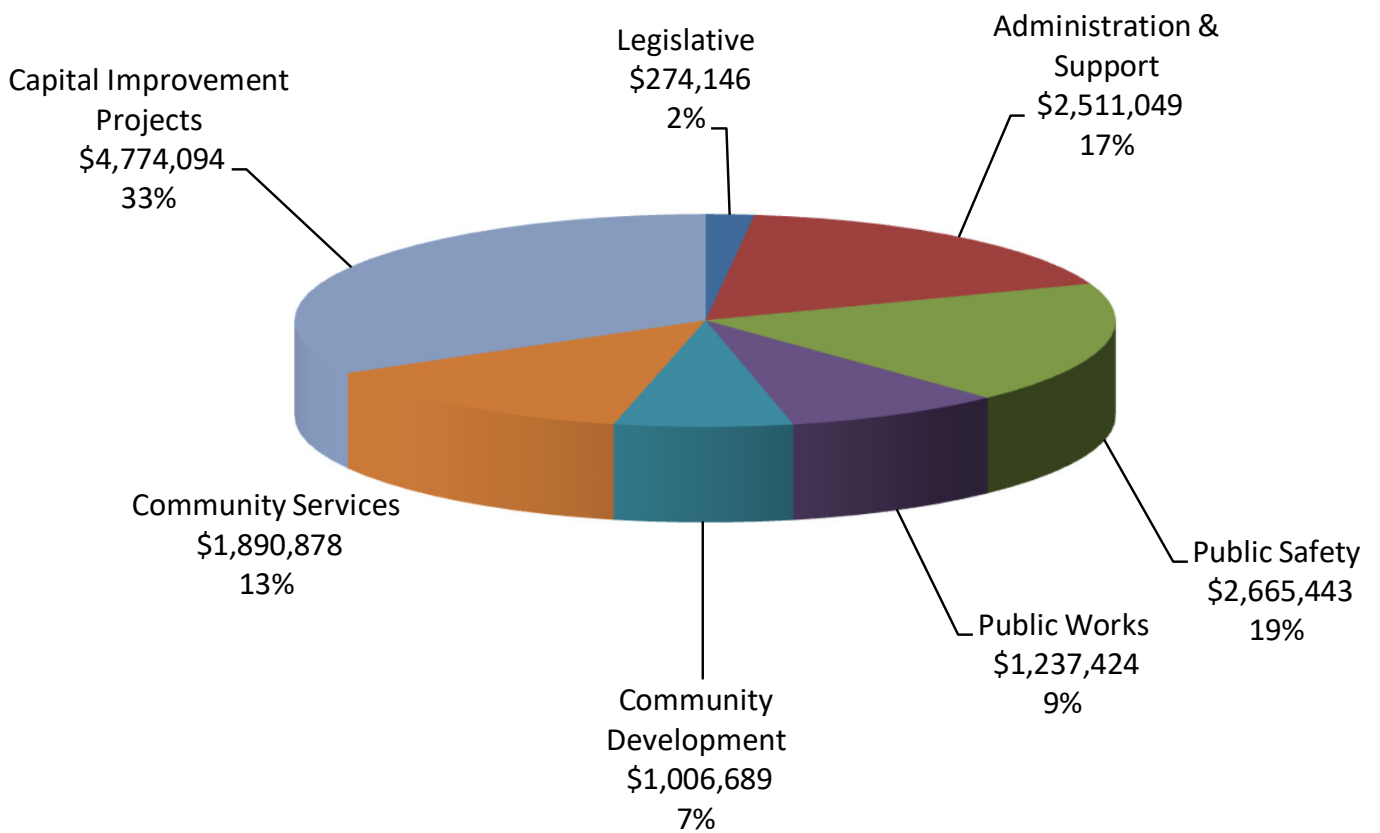
Budget Expenditures 2022-2023 (General Fund)



Total General Fund Expenditures \$10,239,661

City of Rolling Hills Estates

Budget Expenditures 2022-2023 (All Funds)



Total All Funds Expenditures \$14,359,723

EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary

EXPENDITURES/EXPENSES SUMMARY		2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated
GENERAL FUND OPERATING EXPENDITURES						
LEGISLATIVE						
CITY COUNCIL	4110	57,522	55,962	39,084	56,217	68,087
PLANNING COMMISSION	4120	49,919	33,663	32,256	35,952	35,310
P&A COMMISSION	4130	51,677	26,806	25,187	21,814	28,749
CITY ATTORNEY	4140	188,325	160,380	130,334	193,063	122,000
ELECTION	4150	242	1,434	17,772	193	20,000
TOTAL		347,685	278,245	244,633	307,239	274,146
ADMINISTRATION & SUPPORT						
CITY MANAGER	4210	822,575	711,832	633,298	678,727	709,426
CENTRAL SERVICES	4220	635,155	663,613	709,978	492,827	507,216
FINANCE	4230	602,280	559,424	553,272	575,591	634,440
PERSONNEL	4240	802,420	864,236	383,332	970,033	559,082
PUBLIC INFORMATION	4250	91,936	61,425	36,839	40,791	46,369
EQUIPMENT	4279	71,370	43,241	62,460	51,396	54,516
TOTAL		3,025,736	2,903,771	2,379,179	2,809,365	2,511,049
PUBLIC SAFETY						
PATROL SERVICES	4310	2,163,710	2,293,406	2,384,277	2,422,195	2,513,668
ANIMAL CONTROL	4330	23,703	16,430	23,905	52,928	50,000
CROSSING GUARDS - GENERAL FUND	4343	6,318	34,987	13,036	63,405	59,975
EMERGENCY MANAGEMENT	4350	7,200	15,974	10,125	6,769	13,000
TOTAL		2,200,931	2,360,796	2,431,343	2,545,298	2,636,643
PUBLIC WORKS						
LOCAL ROADWAY SAFETY PLAN	4415			29,755	36,503	
SIGNALS & STRIPING	4451	322,688	288,400	308,967	238,308	280,000
STORMWATER PERMIT	4460	389,380	300,473	317,145	307,012	316,555
SOLID WASTE/RECYCLING	4625	29,384	23,394	79,836	40,226	49,383
TOTAL		741,452	612,268	735,702	622,049	645,939
COMMUNITY DEVELOPMENT						
PLANNING ADMINISTRATION	4510	970,669	772,461	842,334	828,884	633,088
ADVANCED PLANNING	4520	109,965	257,971	169,148	185,971	204,426
CODE ADMINISTRATION	4530	119,147	146,749	139,840	154,638	169,174
TOTAL		1,199,781	1,177,181	1,151,322	1,169,493	1,006,689
COMMUNITY SERVICES						
PARKS MAINTENANCE	4610	995,788	847,952	912,993	1,074,918	1,085,906
TREE TRIMMING	4615	213,361	163,515	250,065	193,784	220,884
BRIDLE TRAILS	4630	81,690	79,804	67,205	76,232	79,489
RECREATION PROGRAMS	4640	38,421	61,468	79,503	142,920	93,472
TENNIS RECREATION	4645	93,940	96,239	106,371	118,849	123,126
SPECIAL EVENTS	4670	109,453	84,460	49,115	105,489	182,225
PEPPERTREE	4674	12,282	5,650	6,196	5,298	6,812
NATURE CENTER	4676	34,854	50,748	47,196	46,423	50,350
TOTAL		1,579,789	1,389,835	1,518,646	1,763,912	1,842,265
TOTAL OPERATING EXPENDITURES		9,095,374	8,722,095	8,460,826	9,217,356	8,916,731

EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary

EXPENDITURES/EXPENSES SUMMARY		2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated
GENERAL FUND CAPITAL IMPROVEMENT EXPENDITURES						
PUBLIC WORKS						
STREET RESURFACING & ROAD IMPR.	5103	340,727	121,049		52,092	200,000
CURB/GUTTER/SIDEWALK IMPR.	5140	25,840	19,905	1,440		30,000
STORM DRAIN REPAIRS/IMPROVEMENTS	5145	248,295	132,310	225,521	290,888	1,000,000
TRAFFIC SIGNAL IMPROVEMENTS	5180					
ADV. STREET SIGNS REPAINTING	5186					
TOTAL PUBLIC WORKS		614,862	273,264	226,961	342,980	1,230,000
PARKS & RECREATION						
BRUSH CLEARANCE	5201	10,839	9,720	11,500	3,000	15,000
THREE RAIL FENCING	5221					
TOTAL PARKS & RECREATION		10,839	9,720	11,500	3,000	15,000
PUBLIC IMPROVEMENTS						
SHERIFF'S ALPR	5302	53,654	77,448	6,148		
CITY HALL RENOVATION & DESIGN	5303	349,417	251,591			
COMPUTER NETWORK UPGRADE	5307	40,294	25,394	71,889	33,768	55,000
VEHICLE PURCHASE	5314					22,930
WEBSITE UPGRADE AND REDESIGN	5316					
TOTAL PUBLIC IMPROVEMENTS		443,365	354,433	78,037	33,768	77,930
<hr/>						
TOTAL CAPITAL PROJECTS		1,069,066	637,416	316,497	379,748	1,322,930
TOTAL GENERAL FUND EXPENDITURES		10,164,440	9,359,511	8,777,324	9,597,104	10,239,661

EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary

EXPENDITURES/EXPENSES SUMMARY	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated
<u>SPECIAL REVENUE FUND TYPE EXPENDITURES</u>					
<u>PARK FACILITIES FEES FUND 10</u>					
RESURFACING/PATHWAYS PROJECTS	5130		117,584		
PEPPERWOOD PARK/CIVIC CENTER	5262	7,571		68,100	5,000
CHANDLER PARK	5263	15,765		39,106	
HOWLETT PARK IMPROVEMENTS	5264	26,597	53,967	985	188,497
HIGHRIDGE PARK IMPROVEMENTS	5265		12,500		293,364
PARK ADA IMPROVEMENTS	5266	18,978			40,000
NATURE CENTER & TABER GROVE	5267	18,449	19,760	8,014	275,000
BUTCHER PARK DEVELOPMENT	5269	3,955			29,013
ROCKBLUFF PARK IMPROVEMENTS	5270				100,000
TOTAL		91,315	86,227	126,583	398,096
<u>HIGHWAY USERS TAX FUND 11</u>					
STREET REPAIR	4410	59,560	75,899	20,442	67,670
SIGNALS & STRIPING	4454	46,565	124,338	111,873	95,030
TOTAL		106,125	200,237	132,316	162,700
<u>SB1 HUTA RMRA FUND 12</u>					
ROAD MAINTENANCE AND REHABILITATION	5112	133,961	126,894	134,555	270,000
<u>TDA FUND 13</u>					
TRANSIT TDA ARTICLE 3	5113			33,339	13,632
<u>TRAFFIC SAFETY FUND 14</u>					
CROSSING GUARDS - TRAFFIC FINES	4340	41,203	10,376	8,000	20,000
<u>PEG FEES FUND 16</u>					
PEG FEES UPGRADES & IMPROVEMENTS	5322		27,786	15,781	46,716
<u>COMM. DEVELOPMENT BLOCK GRANT FUND 17</u>					
CDBG	5190	23,991	23,000	31,200	31,052
<u>TRAFFIC SAFETY FUND 18</u>					
PV TRANSIT	4450	160,267	153,739	170,412	168,509
TOTAL		160,267	153,739	170,412	168,509
<u>TRANSIT PROP C FUND 19</u>					
STREET RESURFACING	5120	100,000	205,609	154,694	298,987
TRAFFIC SIGNAL IMPROVEMENTS	5182				
TOTAL		100,000	205,609	154,694	298,987
<u>AIR QUALITY FUND 20</u>					
ALTERNATIVE FUELED VEHICLES	5318				10,000
TOTAL					10,000
<u>MEASURE R FUND 23</u>					
RESIDENTIAL STREET RESURFACING	5170	100,000	100,000	100,000	224,240
TRAFFIC SIGNAL IMPROVEMENTS	5171				
TOTAL		100,000	100,000	100,000	224,240

EXHIBIT B
City of Rolling Hills Estates
Expenditures/Expenses Budget Summary

EXPENDITURES/EXPENSES SUMMARY	2018-19	2019-20	2020-21	2021-22	2022-23
	Actual	Actual	Actual	Actual	Estimated
<u>MEASURE W, FUND 24</u>					
SAFE CLEAN WATER	4461		5,876	38,295	225,000
SAFE CLEAN WATER	4611	55,000	46,796	44,187	18,613
TOTAL		55,000	52,672	82,483	243,613
<u>MEASURE M, FUND 26</u>					
NEW SUB REGIONAL FUNDS	5148		139,070	68,398	1,150,100
STREET RESURFACING PROJECT	5117	233,644	95,868	116,000	254,139
TOTAL		233,644	255,070	68,398	1,404,239
<u>CALRECYCLE GRANT, FUND 28</u>					
STREET RESURFACING GRANT	5116				
TOTAL					
<u>PROP A PARKS FUND 32</u>					
HOWLETT PARK PATHWAYS	5232			6,357	242,643
STABLES RENOVATION	5250				
NATURE CENTER	4680	14,959			
TOTAL		14,959		6,357	242,643
<u>PROP A 4TH DISTRICT GRANT FUND 34</u>					
EQUESTRIAN IMPROVEMENTS	5220				
TOTAL					
<u>JR. NATURALIST STATE GRANT FUND 35</u>					
YOUTH PROGRAMS AT NATURE CENTER	4677	65,217	20,327		
TOTAL		65,217	20,327		
<u>CARES ACT COVID FUND 40</u>					
CARES ACT GRANT	4355	10,908	88,959	(120)	
TOTAL		10,908	88,959	(120)	
<u>CDBG-CV COVID FUND 41</u>					
COVID GRANT	4360		3,006	7,135	8,800
TOTAL			3,006	7,135	8,800
<u>SB 2 PLANNING GRANT FUND 42</u>					
PLANNING GRANT	4525		99,008	62,361	
TOTAL			99,008	62,361	
<u>PEPPERTREE FUND 95</u>					
PEPPERTREE FOUNDATION	4675	23,814	26,188	20,879	30,000
SPECIAL PROJECTS	5231		13,400	16,291	35,000
TOTAL		23,814	39,588	86,994	65,000
<u>TRAFFIC MITIGATION MEASURE FUND 98</u>					
Traffic Mitigation	5135				
TOTAL					
<u>GENERAL PLAN UPDATE FUND 99</u>					
General Plan Update	4545		307,111	326,653	
TOTAL			307,111	326,653	
TOTAL OPERATIONS		411,585	476,775	859,988	668,898
TOTAL CAPITAL PROJECTS		682,911	678,783	867,513	3,451,164
TOTAL SPECIAL FUNDS		1,094,496	1,155,559	1,727,501	4,120,062
GRAND TOTAL, ALL FUNDS		11,258,936	10,515,069	11,504,824	14,359,723

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



EXHIBIT C			
City of Rolling Hills Estates			
SOURCES and USES	General	Special	
FY 2018-19	Fund	Funds	Total
SOURCES			
TAXES	5,600,361		5,600,361
LICENSES/PERMITS	3,354,436		3,354,436
REV FR OTH AGENCIES	148,747	1,018,520	1,167,267
CHARGES FOR SVCS	321,064		321,064
FINES/FORFEITURES	41,446	19,675	61,121
USE OF MONEY/PROPERTY	224,718	8,193	232,911
OTHER REVENUES	281,136	163,028	444,164
Total Revenues	9,971,908	1,209,416	11,181,324
USES			
Legislative	347,685		347,685
Administration/Support	2,522,736		2,522,736
Public Safety	2,200,931	41,203	2,242,134
Public Works	741,452	266,392	1,007,844
Community Development	1,199,781		1,199,781
Community Services	1,579,789	103,990	1,683,779
Operations Expenditures	8,592,374	411,585	9,003,959
PERS UAL Payment	500,000		500,000
Capital Projects	1,069,066	682,911	1,751,977
Trailer Purchase	3,000		3,000
Total Expenditures	10,164,440	1,094,496	11,258,936
Net Change	(192,532)	114,921	(77,612)
Transfer In/(Out)	(59,980)	59,980	
Fund Balance/RE - 7/1/18	2,940,723	(35,726)	2,904,997
Fund Balance/RE - 6/30/19	2,688,211	139,175	2,827,385
OPERATING RESULTS:			
Total Revenues	9,971,908	1,209,416	11,181,324
Less: Special Operating Revenues			
Less: Operations Expenditures	(8,592,374)	(411,585)	(9,003,959)
RESULTS AFTER ADD-BACKS	1,379,534	797,832	2,177,365
SUBTOTALS BEFORE SPECIALS	1,379,534	797,832	2,177,365
Special Project			
General Plan Update	55,000		55,000
NET OPERATING RESULTS (\$)	1,434,534	797,832	2,232,365
Net Operating Results (%) as a % of Revenues	14%	66%	20%

EXHIBIT C		(Continued) Special Funds																		
City of Rolling Hills Estates		Park	State	State	PROP A		PEG	CDBG	Transit	PROP	AQMD	Measure	Measure	State	PROP A	PROP A	State	Pepper	Traffic	Special
SOURCES and USES		Facilities	GT	RMRA	Local	Traffic	Fees	Funds	Imp	C	AB 2766	R	M	Calrecycle	Parks	4th District	Naturalist	Tree	Measure	Revenue
FY 2018-19		10	11	12	13	14	16	17	18	19	20	23	26	28	32	34	35	95	98	TOTAL
SOURCES																				
TAXES																				
LICENSES/PERMITS																				
REV FR OTH AGENCIES			170,051	146,223				23,991	161,793	199,203	10,520	100,681	113,342		47,778		44,938			1,018,520
CHARGES FOR SVCS																				19,675
FINES/FORFEITURES						19,675														
USE OF MONEY/PROPERTY		1,103	259	8			969		271	528	1,199	428	442					422	2,564	8,193
OTHER REVENUES		99,030					31,003											32,995		163,028
Total Revenues		100,133	170,310	146,231		19,675	31,972	23,991	162,064	199,731	11,719	101,109	113,784		47,778		44,938	33,417	2,564	1,209,416
USES																				
Legislative																				
Administration/Support																				
Public Safety						41,203														41,203
Public Works			106,125						160,267											266,392
Community Development																				
Community Services															14,959		65,217	23,814		103,990
Operations Expenditures			106,125			41,203			160,267						14,959		65,217	23,814		411,585
PERS UAL Payment																				
Capital Projects		91,315		133,961				23,991		100,000		100,000	233,644							682,911
Trailer Purchase																				
Total Expenditures		91,315	106,125	133,961		41,203		23,991	160,267	100,000		100,000	233,644		14,959		65,217	23,814		1,094,496
Net Change		8,818	64,185	12,270		(21,528)	31,972		1,797	99,731	11,719	1,109	(119,860)		32,819		(20,279)	9,603	2,564	114,921
Transfer In/(Out)							17,177							42,803						59,980
Fund Balance/RE - 7/1/18		104,684	(56,465)	(9,326)		(8,591)	61,892		35,923	30,014	85,551	41,013	84,680	(42,803)	(265,097)	(280,462)		11,410	189,028	(35,726)
Fund Balance/RE - 6/30/19		113,502	7,720	2,944		(30,119)	93,864		37,720	129,745	97,270	42,122	(35,180)		(232,278)	(280,462)	(20,279)	21,013	191,592	139,175

EXHIBIT D			
City of Rolling Hills Estates			
SOURCES and USES			
FY 2019-20	General Fund	Special Revenue Funds	Total
SOURCES			
TAXES	5,778,211		5,778,211
LICENSES/PERMITS	2,607,712	15,569	2,623,281
REV FR OTH AGENCIES	155,948	1,031,443	1,187,391
CHARGES FOR SVCS	234,100		234,100
FINES/FORFEITURES	32,157	22,217	54,373
USE OF MONEY/PROPERTY	240,029	24,569	264,599
OTHER REVENUES	232,098	1,350,645	1,582,743
Total Revenues	9,280,255	2,444,443	11,724,698
USES			
Legislative	278,245		278,245
Administration/Support	2,403,771		2,403,771
Public Safety	2,360,796	21,284	2,382,080
Public Works	612,268	353,976	966,244
Community Development	1,177,181		1,177,181
Community Services	1,389,835	101,515	1,491,349
Operations Expenditures	8,222,095	476,775	8,698,870
PERS UAL Payment	500,000		500,000
Capital Projects	637,416	678,783	1,316,200
Vehicle Purchases/Reserves			
Total Expenditures	9,359,511	1,155,559	10,515,069
Net Change	(79,256)	1,288,885	1,209,629
Transfer In/(Out)	220	250	220
Fund Balance/RE - 7/1/19	2,688,211	139,628	2,827,839
Fund Balance/RE - 6/30/20	2,609,175	1,428,763	4,037,688
OPERATING RESULTS:			
Total Revenues	9,280,255	2,444,443	11,724,698
Less: Special Operating Revenues	(72,000)		(72,000)
Less: Operations Expenditures	(8,222,095)	(476,775)	(8,698,870)
RESULTS	986,161	1,967,668	2,953,829
SUBTOTALS BEFORE SPECIALS	986,161	1,967,668	2,953,829
Special Project			
General Plan Update	20,000		20,000
NET OPERATING RESULTS (\$)	1,006,161	1,967,668	2,973,829
Net Operating Results (%) as a % of Revenues	11%	80%	25%

EXHIBIT D (Continued) Special Funds																						
City of Rolling Hills Estates SOURCES and USES		Park Facilities	State Fees	State RMRA	PROP A		PEG Fees	CDBG Funds	Transit Imp	PROP C	AQMD AB 2766	Measure R	Measure W	Measure M	PROP A Parks Grant	PROP A 4th District Grant	State Naturalist Grant	CARES Act Grant	Pepper Tree	Traffic Measure	G.P. Update	Special Revenue TOTAL
FY 2019-20		10	11	12	13	14	16	17	18	19	20	23	24	26	32	34	35	40	95	98	99	
SOURCES																						
TAXES																						
LICENSES/PERMITS																						
REV FR OTH AGENCIES																						
CHARGES FOR SVCS																						
FINES/FORFEITURES																						
USE OF MONEY/PROPERTY																						
OTHER REVENUES																						
Total Revenues		1,268,129	192,396	144,557		22,217	30,870	23,040	158,174	131,992	11,892	98,296		110,175		146,000	20,279		66,111	7,780	12,536	2,444,443
USES																						
Legislative																						
Administration/Support																						
Public Safety																						
Public Works																						
Community Development																						
Community Services																						
Operations Expenditures																						
PERS UAL Payment																						
Capital Projects																						
Vehicle Purchases/Reserves																						
Total Expenditures		86,227	200,237	126,894		10,376	27,786	23,000	153,739	205,609	10,000	100,000	55,000	95,868			20,327	10,908	39,588			1,165,559
Net Change		1,181,902	(7,841)	17,663		11,840	3,085	40	4,435	(73,617)	1,892	(1,704)	(55,000)	14,307		146,000	(48)	(10,908)	26,523	7,780	12,536	1,278,885
Transfer In/(Out)		(232,278)													232,278				250			250
Fund Balance/RE - 7/1/19		113,503	7,721	2,943		(30,118)	93,864		37,720	129,745	97,721	42,122		(35,180)	(232,278)	(280,462)	(20,279)		21,014	191,592		139,628
Fund Balance/RE - 6/30/20		1,063,127	(120)	20,606		(18,278)	96,949	40	42,155	56,128	99,613	40,418	(55,000)	(20,873)		(134,462)	(20,327)	(10,908)	47,787	199,372	12,536	1,418,763

EXHIBIT E			
City of Rolling Hills Estates			
SOURCES and USES			
FY 2020-21	General Fund	Special Revenue Funds	Total
SOURCES			
TAXES	6,231,546		6,231,546
LICENSES/PERMITS	3,397,458	168,223	3,565,681
REV FR OTH AGENCIES	156,190	1,417,309	1,573,500
CHARGES FOR SVCS	297,362		297,362
FINES/FORFEITURES	47,366	9,987	57,352
USE OF MONEY/PROPERTY	212,596	12,454	225,050
OTHER REVENUES	216,043	953,817	1,169,860
Total Revenues	10,558,560	2,561,790	13,120,351
USES			
Legislative	244,633		244,633
Administration/Support	2,379,179		2,379,179
Public Safety	2,431,343	91,965	2,523,308
Public Works	735,702	308,603	1,044,305
Community Development	1,151,322	406,119	1,557,440
Community Services	1,518,646	53,302	1,571,948
Operations Expenditures	8,460,826	859,988	9,320,814
PERS UAL Payment			
Capital Projects	316,497	867,513	1,184,010
Total Expenditures	8,777,324	1,727,501	10,504,824
Net Change	1,781,237	834,290	2,615,526
Transfers In/(Out)			
Fund Balance/RE - 7/1/20	2,609,175	1,428,313	4,037,488
Fund Balance/RE - 6/30/21	4,390,412	2,262,603	6,653,014
OPERATING RESULTS:			
Total Revenues	10,558,560	2,561,790	13,120,351
Less: Special Operating Revenues			
Less: Operations Expenditures	(8,460,826)	(859,988)	(9,320,814)
RESULTS	2,097,734	1,701,803	3,799,536
SUBTOTALS BEFORE SPECIALS	2,097,734	1,701,803	3,799,536
Special Project			
NET OPERATING RESULTS (\$)	2,097,734	1,701,803	3,799,536
Net Operating Results (%) as a % of Revenues	20%	66%	29%

EXHIBIT E		(Continued) Special Funds																									
City of Rolling Hills Estates		Park	State	State	PROP A		PEG	CDBG	Transit	PROP	AQMD	Measure	Measure	Measure	State	PROP A	PROP A	State	CARES Act	CDBG-CV	SB2 PLAN	Pepper	Traffic	G.P.	Special		
SOURCES and USES		Facilities	GT	RMRA	Local	Traffic	Fees	Funds	Imp	C	AB 2766	R	W	M	Calrecycle	Parks	4th District	Naturalist	Grant	Grant	Grant	Tree	Measure	Update	Revenue		
FY 2020-21		10	11	12	13	14	16	17	18	19	20	23	24	26	28	32	34	35	40	41	42	95	98	99	TOTAL		
SOURCES																											
TAXES																											
LICENSES/PERMITS																											
REV FR OTH AGENCIES																											
CHARGES FOR SVCS																											
FINES/FORFEITURES																											
USE OF MONEY/PROPERTY																											
OTHER REVENUES																											
Total Revenues																											
USES																											
Legislative																											
Administration/Support																											
Public Safety																											
Public Works																											
Community Development																											
Community Services																											
Operations Expenditures																											
PERS UAL Payment																											
Capital Projects																											
Total Expenditures																											
Net Change																											
Transfers In/(Out)																											
Fund Balance/RE - 7/1/20																											
Fund Balance/RE - 6/30/21																											

EXHIBIT F			
City of Rolling Hills Estates			
SOURCES and USES			
FY 2021-22	General Fund	Special Revenue Funds	Total
SOURCES			
TAXES	6,799,899		6,799,899
LICENSES/PERMITS	1,201,123		1,201,123
REV FR OTH AGENCIES	1,183,917	1,507,122	2,691,039
CHARGES FOR SVCS	340,366		340,366
FINES/FORFEITURES	56,106	11,980	68,085
USE OF MONEY/PROPERTY	171,802	11,040	182,842
OTHER REVENUES	249,188	123,296	372,484
LAIF FMV GAIN/LOSS	90,657		
Total Revenues	10,093,057	1,653,438	11,655,838
USES			
Legislative	307,239		307,239
Administration/Support	2,309,365		2,309,365
Public Safety	2,545,298	15,015	2,560,313
Public Works	622,049	369,504	991,553
Community Development	1,169,493	389,015	1,558,507
Community Services	1,763,912	65,067	1,828,979
Operations Expenditures	8,717,356	838,601	9,555,957
PERS UAL Payment	500,000		500,000
Capital Projects	379,748	616,733	996,482
Total Expenditures	9,597,104	1,455,334	11,052,438
Net Change	495,953	198,104	603,400
Transfer In/(Out)			
Fund Balance/RE - 7/1/21	4,390,412	2,262,603	6,653,015
Fund Balance/RE - 6/30/22	4,886,365	2,460,707	7,256,415
OPERATING RESULTS:			
Total Revenues	10,093,057	1,653,438	11,655,838
Less: Special Operating Revenues	(943,822)		(943,822)
Less: Operations Expenditures	(8,717,356)	(838,601)	(9,555,957)
RESULTS	431,879	814,838	1,246,717
SUBTOTALS BEFORE SPECIALS			
Special Project	20,000		20,000
LAIF FMV	90,657		90,657
NET OPERATING RESULTS (\$)	542,537	814,838	1,357,374
Net Operating Results (%) as a % of Revenues	5%	49%	12%

EXHIBIT F		(Continued) Special Funds																						
City of Rolling Hills Estates SOURCES and USES		Park Facilities	State HUTA	State RMRA	PROP A Local Trans	Traffic Safety	PEG Fees	CDBG Funds	Transit Imp	PROP C	AQMD AB 2766	Measure R	Measure W	Measure M	State Calrecycle Grant	PROP A Parks Grant	PROP A 4th District Grant	CARES Act Grant	CDBG-CV Grant	SB2 PLAN Grant	Pepper Tree	Traffic Measure	General Plan	Special Revenue TOTAL
FY 2021-22		10	11	12	13	14	16	17	18	19	20	23	24	26	28	32	34	40	41	42	95	98	99	
SOURCES																								
TAXES																								
LICENSES/PERMITS																								
REV FR OTH AGENCIES																								
CHARGES FOR SVCS																								
FINES/FORFEITURES																								
USE OF MONEY/PROPERTY																								
OTHER REVENUES																								
LAIF FMV GAIN/LOSS																								
Total Revenues		5,700	195,749	163,334		11,980	27,611	29,429	203,691	168,957	10,166	126,698	161,929	334,627				6,967	106,312		96,176	1,985		1,653,438
USES																								
Legislative																								
Administration/Support																								
Public Safety																								
Public Works																								
Community Development																								
Community Services																								
Operations Expenditures																								
PERS UAL Payment																								
Capital Projects																								
Total Expenditures		398,096	162,700			8,000	46,716	31,052	168,509				82,483	68,398		6,357		(120)	7,135	62,361	20,879		326,653	1,455,334
Net Change		(392,396)	33,049	163,334		3,980	(19,105)	(1,623)	35,312	169,642	10,577	127,117	79,865	266,294		(6,357)		(120)	(168)	43,951	9,182	1,985	(326,653)	198,104
Transfer In/(Out)																		120						120
Fund Balance/RE - 7/1/21		1,849,524	48,183	34,564	(1,055)	(8,291)	110,959	(806)	37,935	96,430	120,217	43,977	66,569	(158,824)			(44,529)	(120)		(51,772)	43,752	205,226	(129,336)	2,262,603
Fund Balance/RE - 6/30/22		1,457,128	81,232	197,899	(1,055)	(4,311)	91,854	(2,429)	73,247	266,072	130,794	171,094	146,434	107,470		(6,357)	(44,529)	(120)	(168)	(7,821)	52,934	207,211	(455,989)	2,460,827

EXHIBIT G			
City of Rolling Hills Estates			
SOURCES and USES			
FY 2022-23	General Fund	Special Revenue Funds	Total
SOURCES			
TAXES	6,926,592		6,926,592
LICENSES/PERMITS	1,302,402	52,725	1,355,127
REV FR OTH AGENCIES	1,113,822	2,805,242	3,919,064
CHARGES FOR SVCS	226,500		226,500
FINES/FORFEITURES	32,000	20,000	52,000
USE OF MONEY/PROPERTY	261,000	9,220	270,220
OTHER REVENUES	233,789	479,364	713,153
LAIF FMV GAIN/LOSS			
Total Revenues	10,096,105	3,366,551	13,462,656
USES			
Legislative	274,146		274,146
Administration/Support	2,106,426		2,106,426
Public Safety	2,636,643	28,800	2,665,443
Public Works	645,939	591,485	1,237,424
Community Development	1,006,689		1,006,689
Community Services	1,842,265	48,613	1,890,878
Operations Expenditures	8,512,108	668,898	9,181,006
PERS UAL Payment	404,623		404,623
Capital Projects	1,322,930	3,451,164	4,774,094
Total Expenditures	10,239,661	4,120,062	14,359,723
Net Change	(143,555)	(753,511)	(897,067)
Transfers In/(Out)			
Fund Balance/RE - 7/1/22	4,886,365	2,460,587	7,346,952
Fund Balance/RE - 6/30/23	4,742,809	1,707,076	6,449,885
OPERATING RESULTS:			
Total Revenues	10,096,105	3,366,551	13,462,656
Less: Special Operating Revenues	(963,822)		(963,822)
Less: Operations Expenditures	(8,512,108)	(668,898)	(9,181,006)
RESULTS	620,176	2,697,653	3,317,828
SUBTOTALS BEFORE SPECIALS	620,176	2,697,653	3,317,828
Special Project	40,796		40,796
NET OPERATING RESULTS (\$)	660,972	2,697,653	3,358,624
Net Operating Results (%) as a % of Revenues	7%	80%	25%

EXHIBIT G		(Continued) Special Funds																							
City of Rolling Hills Estates SOURCES and USES		Park Facilities	State GT	State RMRA	PROP A		PEG Fees	CDBG Funds	Transit Imp	PROP C	AQMD AB 2766	Measure R	Measure W	Measure M	State Calrecycle Grant	PROP A Parks Grant	PROP A 4th District Grant	CARES Act Grant	CDBG-CV Grant	SB2 PLAN Grant	Pepper Tree	Traffic Measure	General Plan	Special Revenue TOTAL	
FY 2022-23		10	11	12	13	14	16	17	18	19	20	23	24	26	28	32	34	40	41	42	95	98	99		
SOURCES																									
TAXES																									
LICENSES/PERMITS																									
REV FR OTH AGENCIES																									
CHARGES FOR SVCS																									
FINES/FORFEITURES																									
USE OF MONEY/PROPERTY																									
OTHER REVENUES																									
LAIF FMV GAIN/LOSS																									
Total Revenues		425,364	227,112	179,473	13,552	20,000	30,250	20,562	197,615	164,175	19,400	123,106	165,100	1,439,294	249,000				8,173			30,150	39,625	14,600	3,366,551
USES																									
Legislative																									
Administration/Support																									
Public Safety																									
Public Works																									
Community Development																									
Community Services																									
Operations Expenditures																									
PERSONAL Payment																									
Capital Projects																									
Total Expenditures		901,861	200,000	270,000	13,632	20,000	30,000	20,562	166,485	298,987	10,000	224,240	243,613	1,404,239	242,643				8,800			65,000			4,120,062
Net Change		(476,497)	27,112	(90,527)	(80)	250			31,130	(134,812)	9,400	(101,134)	(78,513)	35,055		6,357			(627)			(34,850)	39,625	14,600	(753,511)
Transfers In/(Out)																									
Fund Balance/RE - 7/1/22		1,457,128	81,232	197,899	(1,055)	(4,311)	91,854	(2,429)	73,247	266,072	130,794	171,094	146,434	107,470		(6,357)	(44,529)	(120)	(168)	(7,821)	52,934	207,211	(455,989)		2,460,587
Fund Balance/RE - 6/30/23		980,631	108,344	107,372	(1,135)	(4,311)	92,104	(2,429)	104,377	131,260	140,194	69,960	67,921	142,525			(44,529)	(120)	(795)	(7,821)	18,084	246,836	(441,389)		1,265,687

CITY OF ROLLING HILLS ESTATES



EXHIBIT H

FUND BALANCE POLICY ANALYSIS
GENERAL FUND ONLY

	Exhibit D Actual Year Ending June 30, 2020	Exhibit E Actual Year Ending June 30, 2021	Exhibit F Actual Year Ending June 30, 2022	Exhibit G Adopted Year Ending June 30, 2023	
Fund Balances:	2,609,175	4,390,412	4,886,365	4,742,809	Fund Balances:
Nonspendable:					Nonspendable:
Advance to Other Funds					Advance to Other Funds
Inventories	7,861	7,301	10,298	9,000	Inventories
Restricted for:					Restricted for:
Maint. of Hawthorne Canyon	10,000	10,000	10,000	10,000	Maint. of Hawthorne Canyon
Assigned to:					Assigned to:
Equipment	45,000	240,000	190,000	150,000	Equipment
Capital Projects Replacement	240,000	590,000	800,000	390,000	Capital Projects Replacement
Capital Projects	250,000	875,000	600,000	100,000	Capital Projects
PERS UAL		500,000	100,000		PERS UAL
American Rescue Plan Act			943,822	1,907,644	American Rescue Plan Act
ALPR Replacement Fund		50,000	50,000	50,000	ALPR Replacement Fund
Unassigned:					Unassigned:
Contingency Reserve	856,314	918,111	982,245	926,165	Contingency Reserve
Emergency Reserve	1,200,000	1,200,000	1,200,000	1,200,000	Emergency Reserve
Total Unassigned	2,056,314	2,118,111	2,182,245	2,126,165	Total Unassigned
Total Fund Balances	2,609,175	4,390,412	4,886,365	4,742,809	Total Fund Balances
Operating Expenditures	8,222,095	8,460,826	8,717,356	8,512,108	Operating Expenditures
% of Operating Expenditures*	25.0%	25.0%	25.0%	25.0%	% of Operating Expenditures*

*NOTE: The Fund Balance Policy calls for \$1.2 million be allocated towards an Emergency Reserve, with the balance of Unassigned Fund Balance allocated towards a Contingency Reserve. Total Unassigned Fund Balance should represent at least 25% of operating expenditures.

City of Rolling Hills Estates



Gann Appropriations Limit 2022 – 2023

This Year's Limit: \$20,556,634
Amount under Limit: \$14,354,407

PURSUANT to Article XIII-B of Proposition 4, as amended by Proposition 111 and Senate Bill 88, the Appropriations Limit (known as the Gann Limit) for the City of Rolling Hills Estates for Fiscal Year 2022-2023 has been calculated to be \$20,556,634, which is \$14,354,407 under the limit.

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

Supporting documents are also available for viewing online at:

www.RHE.city



“DEPARTMENTS”



“Administrative Services”

**City of Rolling Hills Estates
Summary**

Function					
Legislative					
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
TOTAL PERSONNEL	112,407	70,755	69,135	65,431	73,646
TOTAL MATERIALS & OPS	235,278	207,490	175,498	241,808	200,500
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	347,685	278,245	244,633	307,239	274,146

LEGISLATIVE OVERVIEW

This function includes the activities of City Council, Planning Commission, Park and Activities Commission, City Attorney, and Elections.

City of Rolling Hills Estates

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Narrative

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

Description

- 401 SALARIES/WAGES FT
Includes a portion of the City Clerk's time for services as a Minutes Recorder for all City Council meetings.
- 405 OVERTIME
Provides for City staff to assist, if needed, with production and broadcast of City Council meetings or to act as a substitute Minutes Recorder.
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides for proclamations, awards, and other ceremonial items.
- 463 MILEAGE
Includes mileage reimbursement for use of personal vehicles while on City related business.
- 470 MEETINGS/CONFERENCES/TRAVEL
Includes attendance at various conferences and meetings including the League of California Cities Conference, California Contract Cities Association Conference, League sponsored Mayors and Council Members Executive Forum, Spring Council Policy Development Session, Legislative Briefings, South Bay Cities Council of Governments Meetings, and other miscellaneous meetings, conferences, and seminars. Funding for the annual Holiday party is also provided in this account.
- 472 MEMBERSHIPS
Provides for various City memberships (League of California Cities, California Contract Cities Association, Local Government Commission, Los Angeles County LAFCO, SBCCOG, and West Basin Water Association), along with other individual Council memberships/affiliations.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Legislative	City Council				4110
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	9,624	9,393	10,784	9,409	10,090
405 Wages - Overtime					
410 Benefits	2,234	1,717	1,313	1,136	997
TOTAL PERSONNEL	11,858	11,110	12,097	10,545	11,087
MATERIALS & OPERATIONS					
420 Materials & Supplies	1,010	1,522	3,414	1,824	2,000
463 Mileage	1,098	998	0	903	1,000
470 Travel & Meetings	23,041	20,855	2,118	17,089	25,000
472 Dues & Memberships	20,515	21,477	21,455	25,855	29,000
TOTAL MATERIALS & OPS	45,664	44,852	26,987	45,671	57,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	57,522	55,962	39,084	56,217	68,087
FUND SOURCE					
01 General Fund 4110	57,522	55,962	39,084	56,217	68,087
TOTAL	57,522	55,962	39,084	56,217	68,087

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	Planning Commission	4120

Narrative

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

Description

- 401 SALARIES/WAGES FT
Planning activity devoted to this activity is a portion of the Administrative Assistant’s salary and a portion of Community Services Director’s salary.

- 405 OVERTIME
Includes overtime for minutes and transcription of regular Planning Commission meetings.

- 410 BENEFITS
Allocation from employee benefit cost center.

- 430 GENERAL CONTRACTUAL
Provides contractual services for minutes and transcription of regular Planning Commission meetings.

- 463 MILEAGE
Includes mileage reimbursement for use of personal vehicles while on City related business.

- 470 MEETINGS/CONFERENCES/TRAVEL
Education and training of Commissioners is supported through this account to allow attendance at planning related meetings.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Legislative	Planning Commission				4120
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	38,051	25,330	24,410	25,797	27,158
405 Wages - Overtime				27	
410 Benefits	11,868	8,333	7,847	7,872	8,152
TOTAL PERSONNEL	49,919	33,663	32,256	33,696	35,310
MATERIALS & OPERATIONS					
430 Contractual Services				461	
463 Mileage				886	
470 Travel & Meetings				909	
TOTAL MATERIALS & OPS	0	0	0	2,256	0
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	49,919	33,663	32,256	35,952	35,310
FUND SOURCE					
01 General Fund	49,919	33,663	32,256	35,952	35,310
TOTAL	49,919	33,663	32,256	35,952	35,310

City of Rolling Hills Estates

Function	Activity	Code
Legislative	P&A Commission	4130

Narrative

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

Description

- 401 SALARIES/WAGES - FT
Includes a portion of Community Services Supervisor's salary.

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

- 470 MEETINGS/CONFERENCE FEES
Provides registration fees and related expenses for the Park and Activities Commission members and staff at off-site meetings and conferences.

- 472 MEMBERSHIPS
Provides membership in the California Park and Recreation Society and National Recreation and Park Association, and the City's membership in the United States Tennis Association.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Legislative	P&A Commission				4130
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	41,687	20,080	19,510	16,291	20,742
410 Benefits	8,943	5,902	5,272	4,898	6,507
TOTAL PERSONNEL	50,630	25,982	24,782	21,189	27,249
MATERIALS & OPERATIONS					
470 Travel & Meetings	284	460	50	455	500
472 Dues & Memberships	763	365	355	170	1,000
TOTAL MATERIALS & OPS	1,047	825	405	625	1,500
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	51,677	26,806	25,187	21,814	28,749
FUND SOURCE					
01 General Fund	51,677	26,806	25,187	21,814	28,749
TOTAL	51,677	26,806	25,187	21,814	28,749

City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	City Attorney	4140

Narrative

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

Description

- 431 CITY ATTORNEY GENERAL SERVICES
Covers costs associated with the monthly retainer fee for the City Attorney's services.
- 436 SPECIAL COUNSEL
Covers costs associated with litigation defense, CEQA compliance, settlement and real property transactions that are outside the scope of the above monthly retainer.
- 476 ADVERTISING
Provides for legal notices and publications as necessary to meet federal, state or local requirements.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Legislative	City Attorney					4140
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

431 General Services	127,887	107,528	87,859	166,534	90,000
436 Special Counsel	52,824	45,864	34,333	8,332	25,000
476 Advertising	7,614	6,987	8,142	18,196	7,000

TOTAL MATERIALS & OPS	188,325	160,380	130,334	193,063	122,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	188,325	160,380	130,334	193,063	122,000
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FUND SOURCE

01 General Fund	188,325	160,380	130,334	193,063	122,000
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TOTAL	188,325	160,380	130,334	193,063	122,000
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City of Rolling Hills Estates

Function	Activity Title	Activity
Legislative	Election	4150

Narrative

The general municipal elections are held in November of the even numbered years with the State-wide general and consolidated with the County’s other elections.

Description

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Legislative	Election				4150
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
TOTAL PERSONNEL					
	0	0	0	0	0
MATERIALS & OPERATIONS					
430 Contractual Services	242	1,434	17,772	193	20,000
TOTAL MATERIALS & OPS					
	242	1,434	17,772	193	20,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY					
	0	0	0	0	0
TOTAL ACTIVITY					
	242	1,434	17,772	193	20,000
FUND SOURCE					
01 General Fund	242	1,434	17,772	193	20,000
TOTAL					
	242	1,434	17,772	193	20,000

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**City of Rolling Hills Estates
Summary**

Function					
Administration & Support					
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
TOTAL PERSONNEL	2,064,201	1,994,806	1,446,519	2,088,844	1,724,667
TOTAL MATERIALS & OPS	956,821	904,228	927,921	716,040	779,882
TOTAL CAPITAL OUTLAY	4,714	4,736	4,740	4,482	6,500
TOTAL FUNCTION	3,025,736	2,903,771	2,379,179	2,809,365	2,511,049

ADMINISTRATION AND SUPPORT OVERVIEW

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

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	City Manager	4210

Narrative

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

Description

- 401 **SALARIES/WAGES FT**
Includes full time salaries for the City Manager, Assistant City Manager, City Clerk, and support staff to the City Manager.

- 402 **SALARIES/WAGES PT**
Provides wages for part-time front office staff.

- 405 **OVERTIME**

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

- 420 **MATERIALS & SUPPLIES**
Provides for miscellaneous office supplies.

- 430 **GENERAL CONTRACTUAL SERVICES**
Special services or projects, as needed.

- 438 **RECORDS MANAGEMENT SERVICES**
Provides for contracted file imaging services, and Municipal Code updates and online access.

- 463 **MILEAGE**
Includes mileage reimbursement for use of personal vehicles while on City related business.

- 470 **MEETINGS/CONFERENCES/TRAVEL**
Includes City Manager's, Assistant City Manager's, City Clerk's and support staff's Clerk's attendance at events as League of California Cities conferences and the California Contract Cities Association Annual Conference. Also allows for attendance at other seminars/meetings such as the League's City Managers' Department meeting, ongoing California Contract Cities Association, and South Bay City Managers' meetings and the annual International City Management Association Conference.

- 472 **MEMBERSHIPS**
Accounts for memberships and participation in organizations such as the City Clerk's Association, South Bay City Managers' Association, Municipal Management & Association of Southern California, International City Management Association, International Institute of Municipal Clerks, and PVP Coordinating Council.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Administration & Support	City Manager				4210
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	610,881	527,474	459,005	486,545	514,138
402 Wages - Part Time	24,906	54,039	48,259	52,928	55,000
405 Wages - Overtime		180	176	264	
410 Benefits	159,178	110,366	114,515	112,269	113,588
TOTAL PERSONNEL	794,965	692,059	621,955	652,006	682,726
MATERIALS & OPERATIONS					
420 Materials & Supplies	398	60		203	400
430 Contractual Services		1,117	310	1,761	300
438 Records Management Serv	9,439	8,346	8,443	11,773	11,000
463 Mileage	760	384		57	500
470 Travel & Meetings	14,043	7,851	700	8,423	10,000
472 Dues & Memberships	2,970	2,015	1,890	4,505	4,500
TOTAL MATERIALS & OPS	27,610	19,773	11,343	26,721	26,700
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	822,575	711,832	633,298	678,727	709,426
FUND SOURCE					
01 General Fund	822,575	711,832	633,298	678,727	709,426
TOTAL	822,575	711,832	633,298	678,727	709,426

City of Rolling Hills Estates

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

Narrative

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

Description

- 402 SALARIES/WAGES PT
Provides for a City Hall proctor during certain evening meetings in the Council Chambers.
- 420 MATERIALS & SUPPLIES
Provides for miscellaneous office supplies, custodial supplies and maintenance supplies used at Civic Center.
- 430 CONTRACTUAL SERVICE
Provides for voice, data, & IT support, website hosting, Domain registrations, Granicus, & related items.
- 434 REPAIRS AND MAINTENANCE SERVICES
Provides for janitorial services, landscape maintenance, copier lease, generator maintenance and AEDs.
- 435 BUILDING MAINTENANCE AND REPAIRS
Provides building repairs and maintenance such as carpet cleaning, HVAC, alarm system, and pest control. Landscaped median lighting in the Commercial District, and property tax for City's house.
- 439 SOFTWARE, LICENSING & MAINTENANCE
Software purchase, training, licensing and maintenance fees including Office365, Digital Imaging, GovInvest, GIS, Planning Database, and other applications.
- 440 PROPERTY INSURANCE
Property insurance costs, including earthquake coverage.
- 441 LIABILITY INSURANCE
General liability & pollution insurance costs paid to California JPIA.
- 443 GOVERNMENT CRIME INSURANCE POLICY
Provides coverage to the City for financial losses arising from employee theft, forgery, etc.
- 445 PENSION OBLIGATION BOND
Principal payment. Final payment was made in FY 2020-21.
- 446 PENSION OBLIGATION BOND INTEREST
Interest payment and annual administration fee. Final payment was made in FY 2020-21.
- 450 VOICE & DATA SERVICES
Cost for voice & Internet/data services at Civic Center.
- 451 WATER
Cost of water service for Civic Center and grounds.
- 452 ELECTRICITY
Cost of Edison's electric services for the Civic Center.
- 475 POSTAGE
Provides for all mailing costs (including FED-EX) except for the newsletters and calendars.
- 478 EQUIPMENT RENTAL
Provides for monthly rental of the postage meter on our postage machine.
- 484 OFFICE FURNITURE, ETC.
Includes cost of new or replacement office furniture.
- 485 IT & SPECIAL EQUIPMENT
Provides for IT hardware and special equipment costing less than \$10,000 per item.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Administration & Support	Central Services/Facilities Ops				4220
	2018-19	2019-20	2020-21	2021-22	2022-23
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted
PERSONNEL					
402 Wages - Part Time	655				
410 Benefits	67				
TOTAL PERSONNEL	722	0	0	0	0
MATERIALS & OPERATIONS					
420 Materials & Supplies	28,444	28,866	18,499	25,080	30,000
430 Contractual Services	46,525	37,228	45,421	51,150	55,000
434 Repairs & Maint. Services	31,115	33,255	32,659	32,179	35,000
435 Building Maint. & Repair	38,559	36,980	25,570	33,641	35,000
439 Software & Maintenance	26,309	33,897	46,466	44,968	50,000
440 Property Insurance	21,868	25,511	25,802	30,957	32,889
441 Liability Insurance	109,339	115,996	141,712	134,238	131,415
443 Gov. Crime Insurance	750	788	827	868	912
445 Pension Obligation Bond	230,000	246,000	265,000		
446 Pension Bond Interest	25,270	16,942	4,295		
450 Voice & Data Services	33,560	40,176	60,105	63,639	63,000
451 Water Utility	8,384	7,773	7,262	15,263	15,000
452 Electric Utility	20,470	24,183	24,000	49,472	45,500
475 Postage	7,439	8,330	3,044	483	1,000
478 Equipment Rental	4,687	2,952	4,575	6,407	6,000
TOTAL MATERIALS & OPS	632,719	658,876	705,239	488,345	500,716
CAPITAL OUTLAY					
484 Office Furniture, Etc.		214	1,719	543	1,500
485 IT & Special Equipment	1,714	4,522	3,020	3,939	5,000
TOTAL CAPITAL OUTLAY	1,714	4,736	4,740	4,482	6,500
TOTAL ACTIVITY	635,155	663,613	709,978	492,827	507,216
FUND SOURCE					
01 General Fund	635,155	663,613	709,978	492,827	507,216
TOTAL	635,155	663,613	709,978	492,827	507,216

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Administrative Services	4230

Narrative

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

Description

- 401 SALARIES/WAGES FT
Includes full-time salaries for Administrative Services Director, Accountant, and Account Clerk II.
- 402 SALARIES/WAGES PT
Provides wages for part-time Interns.
- 405 OVERTIME
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Small equipment and supplies for Administrative Services.
- 430 GENERAL CONTRACTUAL SERVICES
Provides for the annual external audit and accounting temporary services, for the purchase of materials and submission fees related to preparation of budget document, CAFR, and other agency reports.
- 439 COMPUTER SOFTWARE AND TRAINING
Provides for the annual maintenance, training and related services for the City's financial applications, and for related software.
- 463 MILEAGE
Includes mileage reimbursement for the Administrative Services Department staff's use of personal vehicles while on City-related business.
- 470 MEETINGS/CONFERENCES/TRAVEL
Provides for attendance at meetings, conferences, and associated travel.
- 472 MEMBERSHIPS
Accounts for staff's membership and subscriptions in related professional organizations.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Administration & Support	Administrative Services				4230
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	360,844	323,053	319,545	340,599	364,689
402 Wages - Part Time	906	684			
405 Wages - Overtime	1,867	419	223	1,192	500
410 Benefits	96,762	97,497	104,664	110,966	118,851
TOTAL PERSONNEL	460,379	421,653	424,433	452,757	484,040
MATERIALS & OPERATIONS					
420 Materials & Supplies	80	862	268	1,177	1,200
430 Contractual Services	106,321	99,696	88,893	76,043	100,000
439 Software & Maintenance	28,388	30,838	36,907	40,366	41,000
463 Mileage	89	464	133	534	600
470 Travel & Meetings	5,733	4,482	1,145	3,585	6,000
472 Dues & Memberships	1,290	1,430	1,494	1,129	1,600
TOTAL MATERIALS & OPS	141,901	137,771	128,840	122,834	150,400
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	602,280	559,424	553,272	575,591	634,440
FUND SOURCE					
01 General Fund	602,280	559,424	553,272	575,591	634,440
TOTAL	602,280	559,424	553,272	575,591	634,440

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Personnel Administration	4240

Narrative

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

Description

- 401 SALARIES AND WAGES FT
Wages for a portion of the Assistant City Manager’s and Administrative Aide’s time.

- 410 BENEFITS
Allocation of employee benefits from the benefits cost center. Employee benefits allocated to this division include all benefits not directly allocated to other City divisions. Includes payments to PERS to reduce the unfunded actuarial liability in FY2018-19 (\$500,000), FY2019-20 (\$500,000), and FY2021-22 (\$500,000).

- 420 MATERIALS & SUPPLIES
Purchase of recruitment materials, labor law posters, etc.

- 430 GENERAL CONTRACTUAL SERVICES
Pre-employment physical examinations, background checks, and recruitment.

- 470 TRAVEL AND MEETINGS
Funding is provided for training activities and interview support.

- 471 TUITION REIMBURSEMENT
Funding provided to support continuing education efforts by staff under City guidelines established for eligibility.

- 472 DUES AND MEMBERSHIPS
Provides for Memberships in various professional organizations such as Southern California Labor Relations Association.

- 476 ADVERTISING
Advertisement of career opportunity announcements in local newspapers, and State and National Municipal publications.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Administration & Support	Personnel Administration				4240
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	57,274	76,525	75,885	81,887	86,709
410 Benefits	734,710	782,635	302,753	879,450	447,323
TOTAL PERSONNEL	791,984	859,160	378,638	961,338	534,032
MATERIALS & OPERATIONS					
420 Materials & Supplies	944	149	517	514	500
430 Contractual Services	4,519	4,542	4,176	5,803	12,000
470 Travel & Meetings	508	131		178	6,000
471 Tuition Reimbursement				2,000	6,000
472 Dues & Memberships	225	225		200	300
476 Advertising	4,240	28			250
TOTAL MATERIALS & OPS	10,436	5,076	4,694	8,696	25,050
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	802,420	864,236	383,332	970,033	559,082
FUND SOURCE					
01 General Fund	802,420	864,236	383,332	970,033	559,082
TOTAL	802,420	864,236	383,332	970,033	559,082

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Public Information	4250

Narrative

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

Description

- 401 SALARIES AND WAGES FT
Wages for a portion of the Assistant City Manager's and Administrative Aide's time.
- 410 BENEFITS
Allocation of employee benefits from the Benefit Cost Center.
- 420 MATERIALS & SUPPLIES
Provides for supplies as needed and printing support for public outreach.
- 430 GENERAL CONTRACTUAL SERVICES
Provides contractual service as needed for Public Information, including video production of meetings, support for public engagement and outreach and emergency alert system.
- 475 POSTAGE

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Administration & Support	Public Information				4250
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	12,728	17,006	16,863	18,197	19,269
410 Benefits	3,423	4,929	4,630	4,545	4,600
TOTAL PERSONNEL	16,151	21,935	21,493	22,743	23,869
MATERIALS & OPERATIONS					
420 Materials & Supplies	1,261	1,357	166	553	1,000
430 Contractual Services	74,524	38,133	15,181	17,496	20,000
470 Travel & Meetings					1,000
472 Dues & Memberships					500
475 Postage					
TOTAL MATERIALS & OPS	75,785	39,490	15,346	18,048	22,500
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	91,936	61,425	36,839	40,791	46,369
FUND SOURCE					
01 General Fund	91,936	61,425	36,839	40,791	46,369
TOTAL	91,936	61,425	36,839	40,791	46,369

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Employee Benefits	4260

Narrative

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

Description

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

- 412 **RETIREMENT**
Retirement benefits are provided to employees through the Public Employees Retirement System (PERS).

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

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

- 415 **LIFE INSURANCE**
Coverage for employee life insurance.

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

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

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

- 419 **AUTO ALLOWANCE**
\$500 monthly auto allowance each to the Assistant City Manager, Administrative Services Director, and Community Development Director.

- 428 **PARS Retirement**
A deferred compensation program available to management employees designed to reward outstanding long term commitment.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Employee Benefits					4260
Expenditure Classification	2018-19	2019-20	2020-21	2021-22	2022-23	
	Actual	Actual	Actual	Estimated	Adopted	
PERSONNEL						
410 Benefits	(633,944)	(605,331)	(626,576)	(625,026)	(653,564)	
412 Employer Share Retirement	191,484	180,699	194,569	190,888	210,708	
413 Worker's Compensation	46,364	41,733	49,621	52,790	50,160	
414 Group Health Insurance	278,562	295,563	309,066	307,216	312,671	
415 Life Insurance	6,170	5,457	5,523	5,179	6,439	
416 Disability Insurance	13,889	11,994	12,435	12,027	14,803	
417 Unemployment Insurance	1,098	3,087	334	311	1,000	
418 Medicare	33,975	32,593	31,948	33,815	34,982	
419 Auto Allowance	24,000	17,500	18,000	18,000	18,000	
428 PARS Retirement	38,402	16,705	5,080	4,800	4,800	
TOTAL PERSONNEL	0	0	0	(0)	0	
MATERIALS & OPERATIONS						
TOTAL MATERIALS & OPS	0	0	0	0	0	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	0	0	0	(0)	0	
FUND SOURCE						
01 General Fund						
TOTAL	0	0	0	0	0	

City of Rolling Hills Estates

Function	Activity Title	Activity
Administration & Support	Equipment	4279

Narrative

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

Description

- 420 **MATERIALS & SUPPLIES**
Provides for purchase of materials and supplies related to vehicle repairs and related equipment repairs.

- 442 **AUTO COMPREHENSIVE/COLLISION INSURANCE**
Covers property insurance for vehicles and related equipment as charged by the California Joint Powers Insurance Authority (CJPIA).

- 461 **EQUIPMENT & VEHICLE MAINTENANCE**
All repair and maintenance costs for the City's fleet and related equipment are charged here, except for gas and oil expenses.

- 462 **GAS AND OIL**
Reflects costs for petroleum, propane, and fuel products for city-owned vehicles.

- 482 **VEHICLES & EQUIPMENT**
Provides for the purchase of City vehicles, trailers, and equipment.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Administration & Support	Equipment					4279
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	4,276	2,276	5,397	4,680	5,000
442 Auto Comp/Coll Insurance	1,704	1,648	1,512	1,564	1,516
461 Equipment Maintenance	45,673	23,898	40,170	27,274	30,000
462 Gas and Oil	16,717	15,419	15,380	17,878	18,000

TOTAL MATERIALS & OPS	68,370	43,241	62,460	51,396	54,516
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CAPITAL OUTLAY

482 Vehicles/Equipment	3,000				
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TOTAL CAPITAL OUTLAY	3,000	0	0	0	0
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TOTAL ACTIVITY	71,370	43,241	62,460	51,396	54,516
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FUND SOURCE

01 General Fund (4279)	71,370	43,241	62,460	51,396	54,516
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TOTAL	71,370	43,241	62,460	51,396	54,516
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**City of Rolling Hills Estates
Summary**

Function					
Public Safety					
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
TOTAL PERSONNEL	6,239	15,470	0	18,523	21,225
TOTAL MATERIALS & OPS	2,235,895	2,366,611	2,523,308	2,541,790	2,644,218
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	2,242,134	2,382,080	2,523,308	2,560,313	2,665,443

PUBLIC SAFETY OVERVIEW

This function consists of Police Services, Animal Control, Crossing Guards, Traffic Control Officer and Emergency Management. The Crossing Guards program is funded by Traffic Safety Special Revenue Fund revenues and supplemented by General Fund resources to the extent that the Fund does not cover all program costs.

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Safety	Patrol Services	4310

Narrative

This activity provides for police services under the Regional Policing Agreement between Los Angeles County and the cities of Rolling Hills Estates, Rancho Palos Verdes, and Rolling Hills. In addition to police patrol services provided by the Sheriff's Lomita Station, this activity provides for a commercial vehicle enforcement program; parking citation collection services; CORE Deputies; and special enforcement programs as identified.

Description

- 430 GENERAL CONTRACTUAL SERVICES
Under the regional policing arrangement, the City contributes approximately 28% of total Regional Service costs. Provides funding for the following: (1) M.C.A.D. operation costs; (2) City's share of a Community Services Officer; (3) City's share of CORE Deputies; (4) costs associated with special services such as Sobriety Check Point; and (5) City's share of two School Resource Officers (SROs) in the amount of \$19,500 per the MOU between PVPUSD and the four Peninsula cities. This amount has been offset by the City's portion of a state Tobacco Grant in the amount of \$4,631.25.
- 438 RECORDS MANAGEMENT SERVICES
Provides for computerized parking citation collection services and a citation-hearing officer.
- 450 VOICE & DATA SERVICES
Provides for the cost of the ALPRs' data connections and support.
- 474 GRANTS TO OTHER AGENCIES
Provides for neighborhood entryway grants to Rolling Hills Estates homeowners associations.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Safety	Patrol Services					4310
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	2,161,541	2,288,621	2,379,303	2,415,870	2,504,568
438 Records Management Serv	795	326	3,227	2,108	1,000
450 Voice & Data Services	1,374	1,359	247	2,718	3,600
474 Grants to Other Agencies		3,100	1,500	1,500	4,500

TOTAL MATERIALS & OPS	2,163,710	2,293,406	2,384,277	2,422,195	2,513,668
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	2,163,710	2,293,406	2,384,277	2,422,195	2,513,668
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FUND SOURCE

01 General Fund	2,163,710	2,293,406	2,384,277	2,422,195	2,513,668
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TOTAL	2,163,710	2,293,406	2,384,277	2,422,195	2,513,668
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City of Rolling Hills Estates

Function	Activity	Code
Public Safety	Animal Control	4330

Narrative

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

Description

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Public Safety	Animal Control				4330
	2018-19	2019-20	2020-21	2021-22	2022-23
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services	23,703	16,430	23,905	52,928	50,000
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TOTAL MATERIALS & OPS	23,703	16,430	23,905	52,928	50,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	23,703	16,430	23,905	52,928	50,000
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FUND SOURCE

01 General Fund	23,703	16,430	23,905	52,928	50,000
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TOTAL	23,703	16,430	23,905	52,928	50,000
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City of Rolling Hills Estates

Function	Activity Title	Activity
Public Safety	Crossing Guards/Traffic Control	4340/4343

Narrative

This activity provides for Crossing Guards to assist schoolchildren at various intersections.

Description

- 402 SALARIES/WAGES PT (4343 General Fund)
Wages for part-time Traffic Control Officer at PVDN and Rancho Vista School.

- 410 BENEFITS (4343 General Fund)
Allocation of employee benefits from the benefits cost center.

- 420 MATERIALS & SUPPLIES (4343 General Fund)
Purchase of miscellaneous safety equipment and supplies.

- 430 CONTRACTUAL SERVICES (01-4343 & 14-4340)
Payments for contractual Crossing Guards at various locations throughout the City.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Public Safety	Crossing Guards/Traffic Control				4340/4343
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
402 Wages - Part Time	5,677	14,056		16,832	19,600
410 Benefits	562	1,413		1,691	1,625
TOTAL PERSONNEL	6,239	15,470	0	18,523	21,225
MATERIALS & OPERATIONS					
<u>4343 General Fund</u>					
420 Materials & Supplies	79				
430 Contractual Services		19,517	13,036	44,882	38,750
<u>4340 Traffic Safety Fund</u>					
430 Contractual Services	41,203	10,376		8,000	20,000
TOTAL MATERIALS & OPS	41,282	29,893	13,036	52,882	58,750
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	47,521	45,363	13,036	71,405	79,975
FUND SOURCE					
01 General Fund (4343)	6,318	34,987	13,036	63,405	59,975
14 Traffic Safety Fund (4340)	41,203	10,376		8,000	20,000
TOTAL	47,521	45,363	13,036	71,405	79,975

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Safety	Emergency Management	4350

Narrative

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

Description

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

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Public Safety	Emergency Management				4350
	2018-19	2019-20	2020-21	2021-22	2022-23
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	5,655	5,050	750	5,223	4,500
430 Contractual Services	1,545	10,924	9,375	1,546	8,500

TOTAL MATERIALS & OPS	7,200	15,974	10,125	6,769	13,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	7,200	15,974	10,125	6,769	13,000
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FUND SOURCE

01 General Fund	7,200	15,974	10,125	6,769	13,000
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TOTAL	7,200	15,974	10,125	6,769	13,000
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City of Rolling Hills Estates

Function	Activity Title	Activity
Public Safety	CARES Act/CDBG-CV	4355/4360

Narrative

This activity provides for support of ongoing COVID-19 response in City operations and the Rolling Hills Estates community.

Description

4355 CARES Act Fund 40

420 MATERIALS & SUPPLIES
Supported ongoing COVID-19 response in city operations and greater residential and business communities.

4360 CDBG-CV Fund 41

420 MATERIALS & SUPPLIES
Provides for senior community support such as activities and emergency supplies.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Safety	CARES Act/CDBG-CV					4355/4360
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

4355 CARES Act

420 Materials & Supplies	-	10,908	88,959	(120)	-
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4360 CDBG-CV

420 Materials & Supplies	-	-	3,006	7,135	8,800
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TOTAL MATERIALS & OPS	0	10,908	91,965	7,015	8,800
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	0	10,908	91,965	7,015	8,800
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FUND SOURCE

40 CARES Act (4355)		10,908	88,959	(120)	
41 CDBG-CV (4360)			3,006	7,135	8,800

TOTAL	0	10,908	91,965	7,015	8,800
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**City of Rolling Hills Estates
Summary**

Function					
Public Works					
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
TOTAL PERSONNEL	70,326	54,907	65,678	66,164	73,175
TOTAL MATERIALS & OPS	937,018	911,337	978,627	925,389	1,164,249
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	1,007,344	966,244	1,044,305	991,553	1,237,424

PUBLIC WORKS OVERVIEW

This function contains operating activities of the City for Street Repair, Transit, Signs, Traffic Signals, Traffic Engineering, and Compliance with the National Pollutant Discharge Elimination System (NPDES). Also included in this function are Solid Waste and recycling programs.

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Street & Sidewalk Repair	4410

Narrative

This activity provides for routine road and sidewalk repairs and scheduled maintenance throughout the City.

Description

434 REPAIRS AND MAINTENANCE SERVICES
Routine road and sidewalk maintenance provided by Los Angeles County Public Works or private company crews as directed by City staff.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Public Works	Street & Sidewalk Repair				4410
	2018-19	2019-20	2020-21	2021-22	2022-23
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

434 Repairs & Maint. Services	59,560	75,899	20,442	67,670	75,000
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TOTAL MATERIALS & OPS	59,560	75,899	20,442	67,670	75,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	59,560	75,899	20,442	67,670	75,000
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FUND SOURCE

11 Highway Users Tax Fund	59,560	75,899	20,442	67,670	75,000
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TOTAL	59,560	75,899	20,442	67,670	75,000
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City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Local Roadway Safety Plan	4415

Narrative

This activity provides for preparation of Local Roadway Safety Plan.

Description

430 GENERAL CONTRACTUAL SERVICES

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Works	Local Roadway Safety Plan					4415
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services			29,755	36,503	
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TOTAL MATERIALS & OPS	0	0	29,755	36,503	0
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	0	0	29,755	36,503	0
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FUND SOURCE

01 General Fund			29,755	36,503	
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TOTAL	0	0	29,755	36,503	0
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City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Transit	4450

Narrative

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

Description

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Public Works	Transit				4450
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	12,555	5,700	15,148	13,812	11,534
410 Benefits	4,757	796	3,015	2,448	2,702
TOTAL PERSONNEL	17,312	6,496	18,163	16,260	14,236
MATERIALS & OPERATIONS					
430 Contractual Services	142,955	147,243	152,249	152,249	152,249
TOTAL MATERIALS & OPS	142,955	147,243	152,249	152,249	152,249
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	160,267	153,739	170,412	168,509	166,485
FUND SOURCE					
18 Transit Fund	160,267	153,739	170,412	168,509	166,485
TOTAL	160,267	153,739	170,412	168,509	166,485

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Signals & Striping	4451/4454

Narrative

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

Description

- 430 **ENGINEERING PLAN CHECKING & INSPECTION SERVICES**
Professional engineering service for plan checking, permit issuance, and inspections services for public works projects in the right-of-way.

- 432 **ENGINEERING SERVICES**
Professional traffic engineering service is provided by contractual service. Service includes review of existing facilities and proposed projects with reports and recommendations prepared for the City's management staff, Traffic and Safety Committee, and City Council.

- 434 **REPAIRS/MAINTENANCE SERVICES**
Maintenance and repair of street signs and street striping is provided by County crews and private contractors. Maintenance and repair of traffic signals and overhead safety lights at intersections is provided through a contract with a private contractor.

- 452 **ELECTRICITY**
Electricity for City operated overhead safety lights throughout the City and electricity for operation of signalized intersections.

Note:

HUT or HUTA is the State's "Highway Users Tax Account" which is the City's Fund 11.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Public Works	Signals & Striping					4451/4454
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

4451 General Fund

430 Contractual Services	209,271	128,897	169,242	154,201	145,000
432 Engineering Services	41,356	77,261	60,549	52,512	50,000
434 Repairs & Maint. Services	55,449	64,415	49,731	17,085	55,000
452 Electric Utility	16,612	17,826	29,445	14,511	30,000

4454 HUT Fund

432 Engineering Services	3,159	24,948	15,316		25,000
434 Repairs & Maint. Services	43,406	99,390	96,557	95,030	100,000

TOTAL MATERIALS & OPS	369,253	412,738	420,840	333,338	405,000
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	369,253	412,738	420,840	333,338	405,000
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FUND SOURCE

01 General Fund (4451)	322,688	288,400	308,967	238,308	280,000
11 HUT Fund (4454)	46,565	124,338	111,873	95,030	125,000

TOTAL	369,253	412,738	420,840	333,338	405,000
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City of Rolling Hills Estates

Function	Activity	Code
Public Works	Stormwater Permit Compliance	4460/4461

Narrative

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

Description

- 401 SALARIES/WAGES FT
Salaries and wages of City personnel, including a portion of the salaries of the Public Works Director and maintenance staff wages.
- 405 OVERTIME
- 410 BENEFITS
Allocation of employee benefits from the benefits cost center.
- 430 GENERAL CONTRACTUAL SERVICES
To provide contractual services for the implementation of NPDES¹/TMDL² and Measure W³ programs, including Program Management and Coordination, Water Quality Monitoring, Street Sweeping, Storm Drain Cleaning and Inspections, and Used Oil Recycling.

Definitions:

1. NPDES is National Pollutant Discharge Elimination System - permit program by the U.S. EPA
2. TMDL is Total Maximum Daily Load - U.S. Clean Water Act
3. Measure W is the Safe Clean Water Program

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Public Works	Stormwater Permit Compliance				4460/4461
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	22,327	20,326	20,043	20,981	26,035
405 Wages - Overtime	4	27	33	91	50
410 Benefits	6,257	6,030	5,946	6,090	8,470
TOTAL PERSONNEL	28,588	26,383	26,022	27,162	34,555
MATERIALS & OPERATIONS					
<u>4460 General Fund</u>					
430 Contractual Services	360,792	274,091	291,123	279,850	282,000
<u>4461 Measure W</u>					
430 Contractual Services			5,876	38,295	225,000
TOTAL MATERIALS & OPS	360,792	274,091	296,998	318,146	507,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	389,380	300,473	323,020	345,307	541,555
FUND SOURCE					
01 General Fund (4460)	389,380	300,473	317,145	307,012	316,555
24 Measure W (4461)			5,876	38,295	225,000
TOTAL	389,380	300,473	323,020	345,307	541,555

City of Rolling Hills Estates

Function	Activity Title	Activity
Public Works	Solid Waste/Recycling	4625

Narrative

This activity provides for AB 939 administration and promotion of recycling.

Description

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

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

- 430 **GENERAL CONTRACTUAL SERVICES**
Consulting services for solid waste franchise municipal code update and/or compliance audit with Cal Recycle Regulations (CalRecycle Beverage Container Recycling Grant).

- 485 **MACHINERY/SPECIAL EQUIPMENT**
Provides for materials to promote beverage container recycling (CalRecycle Beverage Container Recycling Grant).

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Public Works	Solid Waste/Recycling				4625
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	19,584	17,071	16,863	18,197	19,269
410 Benefits	5,342	4,957	4,630	4,545	5,114
TOTAL PERSONNEL	24,926	22,028	21,493	22,743	24,383
MATERIALS & OPERATIONS					
430 Contractual Services	2	1,341	46,441	12,500	22,500
485 IT & Special Equipment	4,456	25	11,902	4,984	2,500
TOTAL MATERIALS & OPS	4,458	1,366	58,343	17,484	25,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	29,384	23,394	79,836	40,226	49,383
FUND SOURCE					
01 General Fund	29,384	23,394	79,836	40,226	49,383
TOTAL	29,384	23,394	79,836	40,226	49,383

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**City of Rolling Hills Estates
Summary**

Function					
Community Development					
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
TOTAL PERSONNEL	593,725	632,685	625,905	663,004	671,339
TOTAL MATERIALS & OPS	606,056	544,496	931,535	895,504	335,350
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL FUNCTION	1,199,781	1,177,181	1,557,440	1,558,507	1,006,689

COMMUNITY DEVELOPMENT OVERVIEW

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

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Development	Planning Administration	4510

Narrative

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

Description

- 401 SALARIES/WAGES FT
Full-time wages for Planning Administration, Building Regulation, and Zoning have been combined into this activity. Portion of the Department's planning staff salaries are allocated here.
- 405 OVERTIME
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Provides funding for resources related to presentation materials, and office supplies including software and electronic tools.
- 430 GENERAL CONTRACTUAL SERVICES
Provides for professional services for special studies as directed by the City Council. Also provides for environmental consultants to perform CEQA related work, including legal counsel review. All such costs are subject to a 21% administrative overhead fee, all of which is paid by the applicant.
- 437 BUILDING PERMIT SERVICES
This provides for plan check and inspection services for both residential and commercial areas in the City. Services are provided by Los Angeles County Building and Safety for general commercial and residential construction and by Willdan Associates for projects related to The Promenade on the Peninsula, The Peninsula Shopping Center, and other projects as assigned. Charges are offset by revenues collected for plan check and building inspection fees.
- 463 MILEAGE
Includes mileage reimbursement for use of personal vehicles while on City related business.
- 470 MEETINGS/CONFERENCES/TRAVEL
Includes funding for attendance to meetings, conferences, and associated travel.
- 472 DUES AND MEMBERSHIPS
Accounts for staff's memberships and subscriptions in related professional organizations.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Development	Planning Administration				4510
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	334,244	263,061	255,661	276,756	262,794
405 Wages - Overtime				175	200
410 Benefits	88,222	69,240	68,899	56,991	64,844
TOTAL PERSONNEL	422,466	332,301	324,559	333,922	327,838
MATERIALS & OPERATIONS					
420 Materials & Supplies	221	206	574	310	500
430 Contractual Services	46,971	18,147	80,682	42,983	75,000
437 Building Inspection Serv	497,774	418,614	434,991	448,175	225,000
463 Mileage	396	550	137	677	750
470 Travel & Meetings	1,663	1,416	164	610	2,000
472 Dues & Memberships	1,178	1,227	1,227	2,208	2,000
TOTAL MATERIALS & OPS	548,203	440,160	517,774	494,962	305,250
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	970,669	772,461	842,334	828,884	633,088
FUND SOURCE					
01 General Fund	970,669	772,461	842,334	828,884	633,088
TOTAL	970,669	772,461	842,334	828,884	633,088

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Development	Advanced Planning	4520

Narrative

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

Description

- 401 SALARIES/WAGES FT
This account provides the funding necessary for all General Plan amendments and special studies. Allocations to this activity are a portion of planning staff salaries.

- 405 OVERTIME

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

- 420 MATERIALS & SUPPLIES
Provides funding for resources related to presentation materials, and office supplies including software and electronic tools.

- 430 GENERAL CONTRACTUAL SERVICES
Provides for consultant services related to the preparation of the General Plan revisions. Also includes other special studies as directed by the City Council. FY 2016-17 begins the General Plan Update.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Development	Advanced Planning				4520
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	44,121	131,837	132,664	143,348	145,062
405 Wages - Overtime				27	100
410 Benefits	11,839	36,120	36,484	36,697	39,264
TOTAL PERSONNEL	55,960	167,957	169,148	180,072	184,426
MATERIALS & OPERATIONS					
420 Materials & Supplies					
430 Contractual Services	54,005	90,014		5,899	20,000
TOTAL MATERIALS & OPS	54,005	90,014	0	5,899	20,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	109,965	257,971	169,148	185,971	204,426
FUND SOURCE					
01 General Fund	109,965	257,971	169,148	185,971	204,426
TOTAL	109,965	257,971	169,148	185,971	204,426

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Development	SB2 Planning Grant	4525

Narrative

This activity provides consultant support for General Plan Update and accessory dwelling unit program.

Description

430 GENERAL CONTRACTUAL SERVICES
Provides for grant to develop a focused plan in the commercial general zone as part of the General Plan Update, and to develop an accessory dwelling unit (ADU) program.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Development	SB2 Planning Grant					4525
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

430 Contractual Services			99,008	62,361	
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TOTAL MATERIALS & OPS	0	0	99,008	62,361	0
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	0	0	99,008	62,361	0
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FUND SOURCE

42 SB2 Planning Grant			99,008	62,361	
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TOTAL	0	0	99,008	62,361	0
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City of Rolling Hills Estates

Function	Activity	Code
Community Development	Code Administration	4530

Narrative

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

Description

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Community Development	Code Administration				4530
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	88,179	105,217	103,864	118,740	117,567
402 Wages - Part Time	2,786				
405 Wages - Overtime				40	100
410 Benefits	24,334	27,210	28,334	30,230	41,407
TOTAL PERSONNEL	115,299	132,427	132,198	149,010	159,074
MATERIALS & OPERATIONS					
420 Materials & Supplies		53	51	95	100
430 Contractual Services	3,788	14,174	7,591	5,533	10,000
463 Mileage	60				
470 Travel & Meetings		95			
TOTAL MATERIALS & OPS	3,848	14,322	7,642	5,628	10,100
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	119,147	146,749	139,840	154,638	169,174
FUND SOURCE					
01 General Fund	119,147	146,749	139,840	154,638	169,174
TOTAL	119,147	146,749	139,840	154,638	169,174

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Development	General Plan Update	4545

Narrative

This activity includes updating the City’s primary guide for development, housing, transportation, environmental quality, public services, and parks and open spaces (General Plan 2040).

Description

- 420 MATERIALS & SUPPLIES
Includes acquisition of photographic equipment and other related supplies.

- 430 GENERAL CONTRACTUAL SERVICES
Includes contracted services with the City’s General Plan Update consultant (Michael Baker International) and their sub-contractors. Activities include preparation of the General Plan, outreach, materials and staff time for the General Plan Advisory Committee, and related activities.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Development	General Plan Update					4545
	2018-19	2019-20	2020-21	2021-22	2022-23	
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted	

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies					
430 Contractual Services			307,111	326,653	

TOTAL MATERIALS & OPS	0	0	307,111	326,653	0
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	0	0	307,111	326,653	0
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FUND SOURCE

99 General Plan Update Fee			307,111	326,653	
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TOTAL	0	0	307,111	326,653	0
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**City of Rolling Hills Estates
Summary**

Function					
Community Services					
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
TOTAL PERSONNEL	713,988	670,943	686,985	733,970	764,317
TOTAL MATERIALS & OPS	968,040	820,191	883,660	1,094,432	1,124,061
TOTAL CAPITAL OUTLAY	1,751	216	1,302	577	2,500
TOTAL FUNCTION	1,683,779	1,491,349	1,571,948	1,828,979	1,890,878

COMMUNITY SERVICES OVERVIEW

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

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Parks & Landscape Maintenance	4610/4611

Narrative

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

Description

- 401 SALARIES/WAGES FT
Includes an allocation of the maintenance staff's wages, the Maintenance Superintendent's salary, and a portion of the Community Services Supervisor's salary.
- 402 SALARIES/WAGES PT
Includes an allocation for summer part-time staff.
- 405 OVERTIME
- 410 BENEFITS
Allocation of employee benefits from the benefit cost center.
- 420 MATERIALS & SUPPLIES
Includes cost of irrigation supplies, welding, safety equipment, decomposed granite, tree stakes and fence repair material. Also, provides for purchase of custodial supplies for park restrooms and materials needed to maintain sports fields at Highridge and Howlett Parks. Groups using these fields partially reimburse the City for maintenance.
- 430 GENERAL/CONTRACTUAL SERVICES
Provides contractual landscape services for City parks, landscaping maintenance and gopher management of parkways, medians, & HOA entryways, and flower changes on Silver Spur. Provides for portable restrooms in Highridge, Dapplegray, Taber Grove, Butcher Park, and Chandler Parks. Provides for annual brush clearance in George F. Canyon Nature Preserve.
- 434 REPAIRS/MAINTENANCE SERVICE
Includes repair contract for irrigation controllers and flow valves, insect control for the maintenance yard, irrigation controllers, backflow certifications, and weed abatement. Also, the cleaning of park restrooms.
- 450 VOICE & DATA SERVICES
Provides for the cost of the maintenance yard's voice, fax, Internet/data service and WiFi.
- 451 WATER
Provides for watering of City parks, horse arenas, medians, and parkways
- 452 ELECTRICITY
Provides electrical service to irrigation control valves in parks, medians, and parkways
- 470 MEETINGS/CONFERENCE FEES
Provides registration and related expenses for Maintenance staff to maintain Herbicide Applicator's Licenses, Certified Playground Safety Inspector Certification, and attend safety seminars.
- 474 GRANTS TO OTHER AGENCIES
Provides matching grants to Homeowners' Associations for entryway improvements.
- 478 EQUIPMENT RENTAL
Provides for the rental of miscellaneous equipment and vehicles such as trucks and concrete finishing tools. Also provides for equipment used to renovate sports fields at Highridge and Howlett Parks.
- 485 IT & SPECIAL EQUIPMENT
Budgeted capital outlay includes an irrigation controller (\$800) annually & parks' wireless equip.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Services	Parks & Landscape Maintenance				4610/4611
	2018-19	2019-20	2020-21	2021-22	2022-23
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted
PERSONNEL					
401 Wages - Full Time	319,593	275,656	273,082	292,306	316,405
402 Wages - Part Time	1,775				5,571
405 Wages - Overtime	1,637	1,696	1,271	6,144	8,000
410 Benefits	108,044	109,271	119,039	124,298	138,432
TOTAL PERSONNEL	431,049	386,623	393,393	422,749	468,408
MATERIALS & OPERATIONS					
4610 General Fund					
420 Materials & Supplies	22,972	21,060	23,956	20,757	25,000
430 Contractual Services	320,407	242,623	270,345	270,715	260,998
434 Repairs & Maint. Services	24,684	26,276	23,434	27,392	30,000
450 Voice & Data Services	5,514	4,397	4,408	4,114	4,500
451 Water Utility	180,109	156,234	189,992	316,897	280,000
452 Electric Utility	8,442	6,904	6,163	9,710	8,000
470 Travel & Meetings	273	855		536	2,000
474 Grants to Other Agencies		2,500		1,410	5,000
478 Equipment Rental	1,687	265		638	1,500
4611 Measure W					
430 Contractual Services		55,000	46,796	44,187	18,613
TOTAL MATERIALS & OPS	564,088	516,114	565,094	696,356	635,611
CAPITAL OUTLAY					
485 IT & Special Equipment	651	216	1,302		500
TOTAL CAPITAL OUTLAY	651	216	1,302	0	500
TOTAL ACTIVITY	995,788	902,952	959,789	1,119,105	1,104,519
FUND SOURCE					
01 General Fund (4610)	995,788	847,952	912,993	1,074,918	1,085,906
24 Measure W (4611)		55,000	46,796	44,187	18,613
TOTAL	995,788	902,952	959,789	1,119,105	1,104,519

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Tree Trimming	4615

Narrative

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

Description

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title					Activity
Community Services	Tree Trimming					4615
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted	
PERSONNEL						
401 Wages - Full Time	39,309	39,580	47,034	45,041	28,024	
402 Wages - Part Time						
405 Wages - Overtime	243	107	132	522	500	
410 Benefits	18,006	15,925	22,314	20,024	12,860	
TOTAL PERSONNEL	57,558	55,612	69,481	65,587	41,384	
MATERIALS & OPERATIONS						
420 Materials & Supplies	1,778	661	2,254	1,326	2,000	
427 Street Trees	15,605			1,365	2,000	
430 Contractual Services	138,420	107,242	178,331	125,505	175,500	
TOTAL MATERIALS & OPS	155,803	107,903	180,585	128,196	179,500	
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL ACTIVITY	213,361	163,515	250,065	193,784	220,884	
FUND SOURCE						
01 General Fund	213,361	163,515	250,065	193,784	220,884	
TOTAL	213,361	163,515	250,065	193,784	220,884	

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Bridle Trails	4630

Narrative

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

Description

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Services	Bridle Trails				4630
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	45,795	48,713	40,809	41,936	45,540
402 Wages - Part Time					
405 Wages - Overtime	24	174	215	592	50
410 Benefits	16,447	17,640	16,562	20,935	20,899
TOTAL PERSONNEL	62,266	66,527	57,586	63,463	66,489
MATERIALS & OPERATIONS					
420 Materials & Supplies	19,424	13,277	9,620	11,095	12,000
478 Equipment Rental				1,675	1,000
TOTAL MATERIALS & OPS	19,424	13,277	9,620	12,770	13,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	81,690	79,804	67,205	76,232	79,489
FUND SOURCE					
01 General Fund	81,690	79,804	67,205	76,232	79,489
TOTAL	81,690	79,804	67,205	76,232	79,489

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Recreation Programs	4640

Narrative

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

Description

- 401 SALARIES/WAGES FT
Includes a portion of the Community Services Supervisor's and Community Services Coordinator's salaries.

- 402 SALARIES/WAGES PT
Includes the cost of City Hall proctor. Wage costs are reimbursed by facility rental fees.

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

- 420 MATERIALS & SUPPLIES
Includes small equipment and supplies for parks and recreation class materials.

- 430 GENERAL CONTRACTUAL SERVICES
Provided for payment of independent contractors for recreation activities on a fee recovery basis, such as, sports camps, tennis lessons, and dog agility. Also includes State mandated fingerprinting of Recreation staff supervising youth.

- 463 MILEAGE
Includes mileage reimbursement for use of personal vehicles while on City related business.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Services	Recreation Programs				4640
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	23,160	35,891	37,082	41,179	40,596
402 Wages - Part Time					
410 Benefits	5,253	10,648	11,925	11,676	12,676
TOTAL PERSONNEL	28,413	46,540	49,007	52,855	53,272
MATERIALS & OPERATIONS					
420 Materials & Supplies				80	
430 Contractual Services	10,008	14,545	29,994	89,446	40,000
463 Mileage		383	503	539	200
TOTAL MATERIALS & OPS	10,008	14,928	30,497	90,065	40,200
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	38,421	61,468	79,503	142,920	93,472
FUND SOURCE					
01 General Fund	38,421	61,468	79,503	142,920	93,472
TOTAL	38,421	61,468	79,503	142,920	93,472

City of Rolling Hills Estates

Function	Activity	Code
Community Services	Tennis Recreation	4645

Narrative

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

Description

- 401 **SALARIES/WAGES FT**
Includes a portion of the Community Services Supervisor's and Community Services Coordinator's salaries.
- 402 **SALARIES/WAGES PT**
Recreation Staff for the Tennis Club Office and other related recreational activities.
- 405 **OVERTIME**
- 410 **BENEFITS**
Allocation of employee benefits from the benefit cost center.
- 420 **MATERIALS & SUPPLIES**
Includes tennis court nets, staff shirts, and office and court maintenance supplies.
- 423 **RESALE SUPPLIES**
Provides for the purchase of tennis balls that are sold to Tennis Center players.
- 430 **GENERAL CONTRACTUAL SERVICES**
Provides for promotional flyers to market Tennis Center facilities and services, contractual janitorial services for the Center's restrooms and replacement of cash register.
- 450 **VOICE & DATA SERVICES**
Provides voice, Internet/data service, and WiFi.
- 485 **IT & SPECIAL EQUIPMENT**
Provides for signage and office improvements.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Community Services	Tennis Recreation				4645
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	26,283	36,135	37,153	41,198	40,596
402 Wages - Part Time	47,116	36,203	43,875	50,462	48,038
405 Wages - Overtime	51				
410 Benefits	10,881	14,319	16,478	17,099	20,792
TOTAL PERSONNEL	84,331	86,656	97,506	108,759	109,426
MATERIALS & OPERATIONS					
420 Materials & Supplies	1,345	1,112	538	919	3,000
423 Resale Supplies					
430 Contractual Services	4,873	4,845	4,500	4,892	5,200
450 Voice & Data Services	2,291	3,626	3,827	3,702	3,500
TOTAL MATERIALS & OPS	8,509	9,583	8,865	9,513	11,700
CAPITAL OUTLAY					
485 IT & Special Equipment	1,100			577	2,000
TOTAL CAPITAL OUTLAY	1,100	0	0	577	2,000
TOTAL ACTIVITY	93,940	96,239	106,371	118,849	123,126
FUND SOURCE					
01 General Fund	93,940	96,239	106,371	118,849	123,126
TOTAL	93,940	96,239	106,371	118,849	123,126

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Special Events	4670

Narrative

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

Description

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

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Services	Special Events				4670
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	26,169	14,702	9,880	9,108	10,371
405 Wages - Overtime	4,528	1,818	738	3,399	4,500
410 Benefits	7,392	6,816	3,198	2,753	3,654
TOTAL PERSONNEL	38,089	23,335	13,817	15,260	18,525
MATERIALS & OPERATIONS					
420 Materials & Supplies	11,394	6,890	7,877	7,590	8,700
430 Contractual Services	57,644	52,825	27,051	66,803	75,000
474 Grants to Other Agencies				15,000	80,000
476 Advertising	2,326	1,409	371	836	
TOTAL MATERIALS & OPS	71,364	61,124	35,299	90,230	163,700
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	109,453	84,460	49,115	105,489	182,225
FUND SOURCE					
01 General Fund	109,453	84,460	49,115	105,489	182,225
TOTAL	109,453	84,460	49,115	105,489	182,225

City of Rolling Hills Estates

Function	Activity	Code
Community Services	Pepper Tree Foundation	4674/4675

Narrative

This activity provides for Pepper Tree Foundation expenses to (1) help support City owned parks, trails, open space, and facilities, and to (2) help support community arts, ceremonial, cultural, educational, entertainment, and recreational events and programs.

Description

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

- 405 **OVERTIME**
Includes the cost of overtime for maintenance workers for Foundation’s activities.

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

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

- 430 **GENERAL CONTRACTUAL SERVICES**
Includes costs for tennis pro and umpires associated with Tracy Austin Tennis Tournament, and costs of a consultant and other services related to activities. Additionally, the annual preparation of required tax returns.

- 476 **ADVERTISING**
Provides publicity flyers, advertising, and entry forms for the activities.

- 478 **EQUIPMENT RENTAL**
Includes the equipment as needed for activities.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity				Code
Community Services	Pepper Tree Foundation				4674/4675
Expenditure Classification	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
PERSONNEL					
401 Wages - Full Time	10,076	4,501	4,877	4,073	5,185
405 Wages - Overtime					
410 Benefits	2,206	1,149	1,318	1,225	1,627
TOTAL PERSONNEL	12,282	5,650	6,196	5,298	6,812
MATERIALS & OPERATIONS					
420 Materials & Supplies	16,139	7,858	3,273	10,836	12,000
430 Contractual Services	7,267	9,585	3,103	4,123	12,000
476 Advertising	408	777	130	919	1,000
478 Equipment Rental		7,968		5,000	5,000
TOTAL MATERIALS & OPS	23,814	26,188	6,506	20,879	30,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
TOTAL ACTIVITY	36,096	31,837	12,701	26,177	36,812
FUND SOURCE					
01 General Fund (4674)	12,282	5,650	6,196	5,298	6,812
95 Pepper Tree Fund (4675)	23,814	26,188	6,506	20,879	30,000
TOTAL	36,096	31,837	12,701	26,177	36,812

City of Rolling Hills Estates

Function	Activity Title	Activity
Community Services	Nature Center Ops/Prop A MTC	4676/4677/4680

Narrative

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

Description

- 420 **MATERIALS & SUPPLIES**
 Provided by PVPLC, except for minor City repair items.

- 430 **GENERAL CONTRACT SERVICES**
 The PVPLC is reimbursed a portion of the annual per year management fee. Contractual service costs of a Naturalist and an Assistant Naturalist, including administrative fees, was charged to the Special Revenue Fund 32 in account 4680-430. The Los Angeles County Parks and Open Space District provided a Proposition A – Parks grant to reimburse the City for the costs of these services at the Nature Center, however these Prop Funds have been depleted. All costs are charged to the General Fund, as well as other services needed at the Nature Center such as janitorial services and fingerprint check costs. As well as, burglar alarm services for building.

- 434 **REPAIRS/MAINTENANCE SERVICE**
 Includes pest-related damages, HVAC maintenance contract at the Nature Center.

- 450 **VOICE & DATA SERVICES**
 Provides for voice and Internet/data services at the Nature Center.

- 451 **WATER**
 Provides for water at the Nature Center.

- 452 **ELECTRICITY**
 Provides for electricity at the Nature Center.

- 474 **GRANTS TO OTHER AGENCIES**
 Fund 35, 4680-474, Jr. Naturalist State Grant is a 3-year pass-through grant to PVPLC.

**City of Rolling Hills Estates
Activity Detail**

Function	Activity Title				Activity
Community Services	Nature Center Ops/Prop A MTC				4676/4677/4680
	2018-19	2019-20	2020-21	2021-22	2022-23
Expenditure Classification	Actual	Actual	Actual	Estimated	Adopted

PERSONNEL

TOTAL PERSONNEL	0	0	0	0	0
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MATERIALS & OPERATIONS

420 Materials & Supplies	313	1,424	570	846	1,000
430 Contractual Services	40,049	40,002	39,765	38,570	40,250
434 Repairs & Maint. Services	4,678	5,759	3,077	606	3,000
450 Voice & Data Services	2,163	2,170	2,199	2,723	2,500
451 Water Utility	1,108	423	411	2,000	2,000
452 Electric Utility	1,502	970	1,174	1,679	1,600
474 Grants to Other Agencies	65,217	20,327			

TOTAL MATERIALS & OPS	115,030	71,075	47,196	46,423	50,350
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CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0	0	0	0
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TOTAL ACTIVITY	115,030	71,075	47,196	46,423	50,350
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FUND SOURCE

01 General Fund (4676)	34,854	50,748	47,196	46,423	50,350
32 Prop A Fund (4680)	14,959				
35 Jr. Naturalist State Grant (4677)	65,217	20,327			

TOTAL	115,030	71,075	47,196	46,423	50,350
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**City of Rolling Hills Estates
Summary**

Function					
Capital Improvements					
Expenditure Classification	2018-19	2019-20	2020-21	2021-22	2022-23
	Actual	Actual	Actual	Estimated	Adopted

TOTAL PERSONNEL

TOTAL MATERIALS & OPS

TOTAL CAPITAL OUTLAY 1,751,977 1,316,200 1,184,010 996,482 4,774,094

TOTAL FUNCTION 1,751,977 1,316,200 1,184,010 996,482 4,774,094

CAPITAL IMPROVEMENT PROJECTS OVERVIEW

Capital improvement projects are divided into various functions depending on the type of project. This budget includes capital improvement projects for Public Works, Parks and Recreation, and Public Improvements. Capital improvement projects projected for FY 2021-22 total \$1,462,809 and a total of \$4,541,704 for FY 2022-23, and the General Fund's portion is \$435,000 for FY 2021-22 and \$1,300,000 for FY 2022-23.

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City of Rolling Hills Estates

Capital Improvements – Public Works (5100 Capital Projects)

Descriptions

This section contains Capital Improvements related to Public Works.

FY 2021-22 and 2022-23 includes General Fund, SB1 (RMRA), Prop C, Measure R and Measure M expenditures for Major Street Maintenance (01-5103, 12-5112, 19-5120, 23-5170, & 26-5117).

FY 2021-22 and 2022-23 include General Fund expenditures for Storm Drain Inspection and Repairs (01-5145).

Community Development Block Grants (CDBG) and General Funds will be used for annual Sidewalk, Curb, Gutter and Access Ramp Repairs (17-5190 & 01-5140).

American Rescue Plan Act (ARPA) tentatively programmed for storm drain infrastructure, however, Federal and State guidelines have modified the allowable expenditures for the ARPA between CIP and Operating Expenditures (Fund 43).

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Works				
Activity Title	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
5103					
Street Resurfacing & Road Improvements (General Fund)					
430 Contractual Services	340,727	121,049		52,092	200,000
5112					
Street Resurfacing (SB1 RMRA, Fund 12)					
430 Contractual Services	133,961	126,894	134,555		270,000
5113					
Street Resurfacing (TDA, Fund 13)					
430 Contractual Services			33,339		13,632
5116					
Street Resurfacing Project (CalRecycle Grant, Fund 28)					
430 Contractual Services					
5117					
Street Resurfacing Project (Measure M, Fund 26)					
430 Contractual Services	233,644	95,868	116,000		254,139
5120					
Street Resurfacing (Prop C, Fund 19)					
430 Contractual Services	100,000	205,609	154,694		298,987
5130					
Resurfacing/Pathways Projects (Fund 10)					
430 Contractual Services			117,584		
5135					
Traffic Mitigation Measure (Fund 98)					
430 Contractual Services					
PAGE TOTAL					
	808,332	549,419	556,172	52,092	1,036,758

(Public Works - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Works (Continued)				
Activity Title	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
5140					
Curb/Gutter/Sidewalk Improvements (General Fund)					
430 Contractual Services	25,840	19,905	1,440		30,000
5145					
Storm Drain Repairs & Improvements (General Fund)					
430 Contractual Services	248,295	132,310	225,521	290,888	1,000,000
5148					
Sub Regional Funds (Measure M, Fund 26)					
430 Contractual Services			139,070	68,398	1,150,100
5170					
Street Resurfacing (Measure R, Fund 23)					
430 Contractual Services	100,000	100,000	100,000		224,240
5171					
Traffic Signal Improvements (Measure R, Fund 23)					
430 Contractual Services					
5180					
Traffic Signal Improvements (General Fund)					
430 Contractual Services					
5182					
Traffic Signal Improvements (Prop C, Fund 19)					
430 Contractual Services					
PAGE TOTAL					
	374,135	252,215	466,031	359,286	2,404,340

(Public Works - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Works (Continued)				
Activity Title	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
5190					
Community Development Block Grant (CDBG, Fund 17)					
430 Contractual Services	23,991	23,000	31,200	31,052	20,562

TOTAL FUNCTION	1,206,458	824,634	1,053,403	442,430	3,461,660
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FUND SOURCE					
01 General Fund	614,862	273,264	226,961	342,980	1,230,000
10 Park Facilities Fees			117,584		
12 SB1 RMRA	133,961	126,894	134,555		270,000
13 TDA			33,339		13,632
17 CDBG	23,991	23,000	31,200	31,052	20,562
19 Prop C Transit Fund	100,000	205,609	154,694		298,987
23 Measure R	100,000	100,000	100,000		224,240
26 Measure M	233,644	95,868	255,070	68,398	1,404,239
28 CalRecycle Asphalt					
98 Traffic Mitigation Measure					

TOTAL	1,206,458	824,634	1,053,403	442,430	3,461,660
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City of Rolling Hills Estates
Capital Improvements – Parks and Recreation
(5200 Capital Projects)

Descriptions

This section includes all Parks and Recreation Capital Improvement projects.

Provides for mandatory brush clearance on City parcels, including Linden Chandler and George F Canyon Nature Preserves and trails for wildfire mitigation in FY 2021-22 (\$15,000) & 2022-23 (\$15,000). (01-5201).

Provides for special projects from the Pepper Tree Foundation (95-5231), including a tennis ball machine, cost share of Tennis Court resurfacing/renovation, park and trail improvements and projects funded by donation (Taber Grove, Recognition Plaques etc.) for FY 2021-22 & 2022-23.

FY 2021-22 provides for pathway improvements in Howlett Park (\$249,000) from LA County Trail Grant Funds (32-5232).

FY 2021-22 & 2022-23 provides for Civic Center / Pepperwood Park landscaping improvements and signage from Park Facilities Fees Fund (10-5262).

Provides for renovation of Chandler Park Arena (\$50,000) in FY 2021-22 from Park Facilities Fees Fund (10-5263).

Provides for Howlett Park improvements from the Park Facilities Fees Fund (10-5264) for park restrooms, park signage, tennis court renovation, EV Charging Station FY 2021-22 (\$90,000). FY 2022-22 provides for continued improvements toward Ernie Howlett Park (\$10,000).

FY 2021-22 & 2022-23 provides for Highridge restroom flooring improvements, EV Charging Station and art mural project from Park Facilities Funds (10-5265).

FY 2021-22 & 2022-23 provides for anticipated JPIA ADA Compliance Study improvements from the Park Facilities Fund (10-5266) for City parks and rights-of-ways (\$80,000)

FY 2021-22 & 2022-23 provides for continuation of the Nature Center Project and City contribution toward Taber Grove through Park Facilities Fees (10-5267).

FY 2021-22 & FY 2022-23 provides funds through Park Facilities Fee (10-5269) for the new development of “Butcher” Park (\$150,000)

FY 2021-22 provides funds through Park Facilities Fee (10-5270) for the replacement of the Rock Bluff Park play Structure (\$100,000).

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation				
Activity Title	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
5201					
Brush Clearance (General Fund)					
430 Contractual Services	10,839	9,720	11,500	3,000	15,000
5220					
Equestrian Improvements (Prop. A Fund 34)					
430 Contractual Services					
5221					
Three Rail Fencing (General Fund)					
430 Contractual Services					
5231					
Special Projects (Pepper Tree Fund 95)					
430 Contractual Services		13,400	16,291	66,115	35,000
5232					
Howlett Park Pathways (Prop. A Fund 32)					
430 Contractual Services				6,357	242,643
5259					
Dapplegray Bridle Trail (Park Facilities Fees, Fund 10)					
430 Contractual Services					
5262					
Pepperwood Park / Civic Center Improvements (Park Facilities Fees, Fund 10)					
430 Contractual Services	7,571			68,100	5,000
5263					
Chandler Park (Park Facilities Fees, Fund 10)					
430 Contractual Services	15,765			39,106	
5264					
Howlett Park Improvements (Park Facilities Fees, Fund 10)					
430 Contractual Services	26,597	53,967	985	73,233	188,497
PAGE TOTAL					
	60,772	77,087	28,776	255,912	486,140

(Parks & Recreation - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation (Continued)				
Activity Title	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted

5265

Highridge Park Improvements (Park Facilities Fees, Fund 10)

430 Contractual Services	12,500			60,254	293,364
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5266

Park ADA Improvements (Park Facilities Fees, Fund 10)

430 Contractual Services	18,978				40,000
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5267

NatureCenter & Taber Grove (Park Facilities Fees, Fund 10)

430 Contractual Services	18,449	19,760	8,014	128,389	275,000
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5269

Butcher Park Development (Park Facilities Fees, Fund 10)

430 Contractual Services	3,955			29,013	100,000
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5270

Rockbluff Park (Park Facilities Fees, Fund 10)

430 Contractual Services					
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PAGE TOTAL	41,382	32,260	8,014	217,656	708,364
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(Parks & Recreation - Continued on Next Page)

**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Parks & Recreation (Continued)				
Activity Title	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted

TOTAL FUNCTION	102,154	109,347	36,790	473,568	1,194,504
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FUND SOURCE					
01 General Fund	10,839	9,720	11,500	3,000	15,000
10 Park Facilities Fees	91,315	86,227	8,999	398,096	901,861
32 Prop. A Parks Grant Fund				6,357	242,643
34 Prop. A 4th District Grant					
95 Pepper Tree Fund		13,400	16,291	66,115	35,000

TOTAL	102,154	109,347	36,790	473,568	1,194,504
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City of Rolling Hills Estates

Capital Improvements – Public Improvements (5300 Capital Projects)

Descriptions

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

Computer Network Upgrades (01-5307) provides for new, upgrading, and replacement for I.T. including, but not limited to: computer system replacements, network hardware and appliances, Wi-Fi equipment, security cameras, phone system, Commissioners' iPads and other related equipment.

FY 2021-22 provides to the purchase of a new City vehicle (01-5314). Vehicle purchases may include additional funding from AQMD (20-5318).

PEG Fess (16-5322) provides for upgrades and expansions for the audio and visual system for public broadcasts of meetings. Funding source is from the PEG fees revenue.

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**City of Rolling Hills Estates
Activity Detail**

Function	Description				
Capital Improvements	Public Improvements				
Activity Title	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Adopted
5302					
Sheriff's ALPR Unit (General Fund)					
430 Contractual Services	53,654	77,448	6,148		
5303					
City Hall Renovation & Design (General Fund)					
430 Contractual Services	349,417	251,591			
5307					
Computer Network Upgrades (General Fund)					
430 Contractual Services	40,294	25,394	71,889	33,768	55,000
5314					
Vehicle Purchase (General Fund)					
430 Contractual Services					22,930
5318					
Vehicle Purchase (AQMD, Fund 20)					
430 Contractual Services					10,000
5322					
PEG Fees (Fund 16)					
430 Contractual Services		27,786	15,781	46,716	30,000
TOTAL FUNCTION					
	443,365	382,218	93,818	80,484	117,930
FUND SOURCE					
01 General Fund	443,365	354,433	78,037	33,768	77,930
16 PEG Fees		27,786	15,781	46,716	30,000
20 AQMD					10,000
TOTAL					
	443,365	382,218	93,818	80,484	117,930

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