



# City of Palos Verdes Estates Adopted Budget & Capital Plan FY2017/18



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# City of Palos Verdes Estates



**Councilmember Kenneth J. Kao**



**Mayor James D. Vandever**



**Mayor Pro-Tem Betty Lin Peterson**



**Councilmember Jennifer L. King**



**Councilmember Sanford S. Davidson**



**City Treasurer Victoria A. Lozzi**

# Elected Officials & Executive Team

## ELECTED OFFICIALS

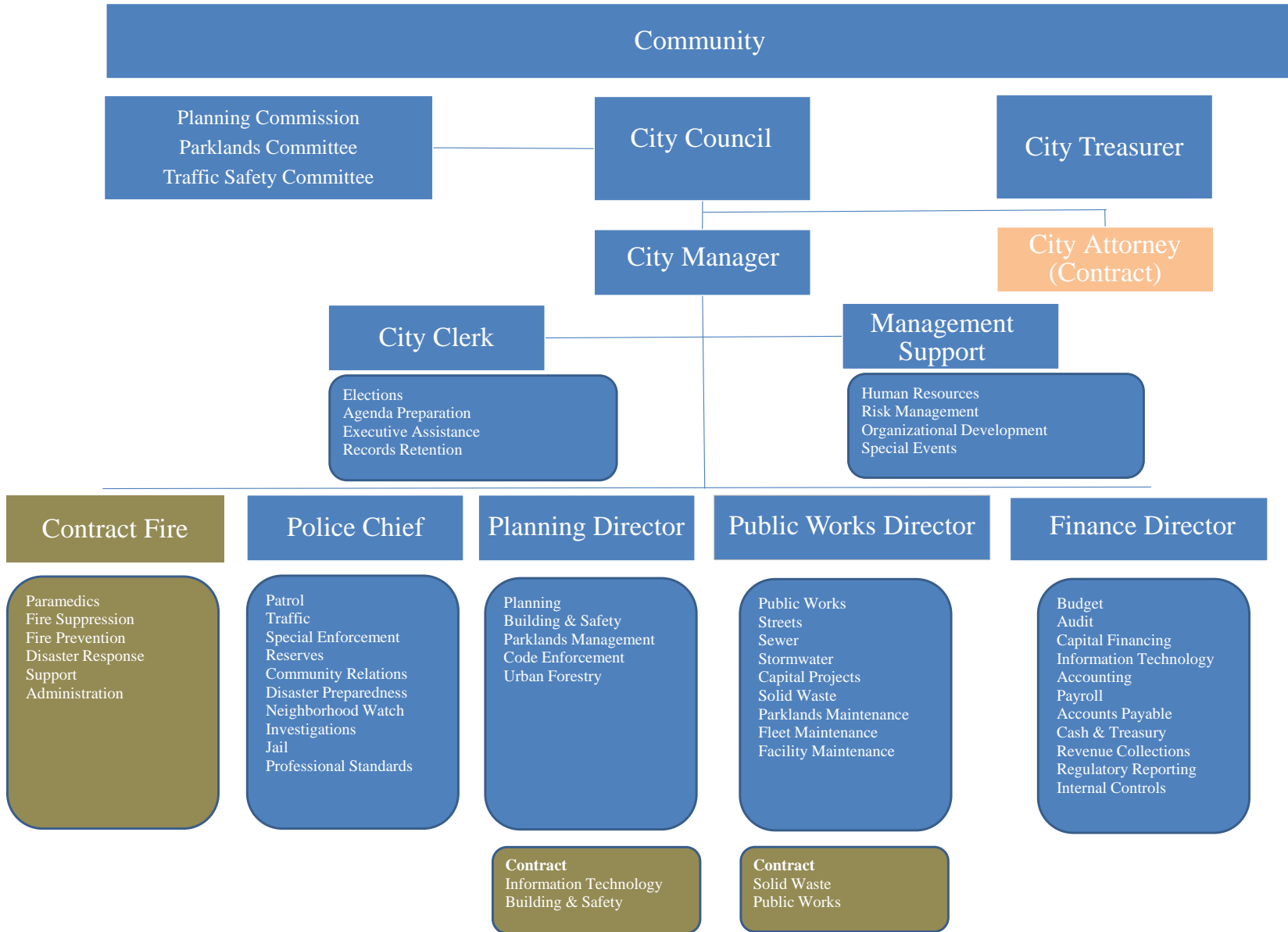
Mayor	James D. Vandever
Mayor Pro Tem	Betty Lin Peterson
Council Members	Kenneth J. Kao Sanford S. Davidson Jennifer L. King
City Treasurer	Victoria A. Lozzi

## EXECUTIVE TEAM

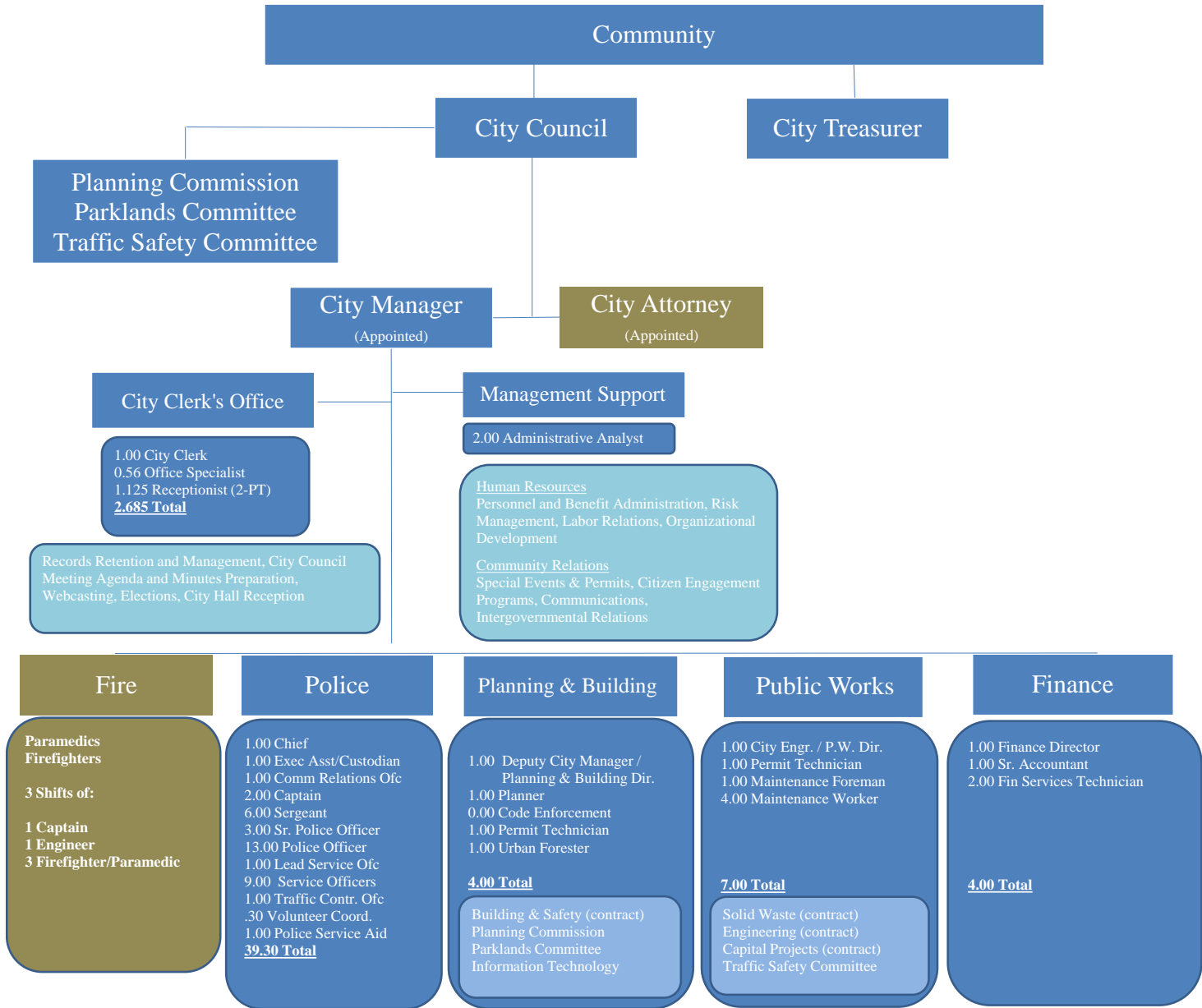
City Manager	Anton Dahlerbruch
City Attorney	Christi Hogin
Finance Director	John Downs
Chief of Police	(Interim) Mark Velez
City Clerk	(Interim) Lauren Pettit
Planning & Building Director/Deputy City Manager	Sheri Repp-Loadsman
Public Works Director	Ken Rukavina



# City of Palos Verdes Estates - Organizational Structure



# Palos Verdes Estates Organizational Staffing



# Budget Message



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# Thank You

*I would like to take this opportunity to express my sincere appreciation for the hard work, dedication and team-play that went into the creation of the FY 2017/18 budget and capital plan.*

*I want to thank the City elected officials for their leadership and support without which the directions being pursued herein could not be advanced. My deep gratitude is extended to the entire executive team including Karina Banales, Tony Best, John Downs, Mark Velez, Lauren Pettit, Sheri Repp-Loadsman and Ken Rukavina— a team that has been remarkably resilient, responsive and fast-moving in the creation of this foundational document. Also, a special shout out to the Finance team, Michelle French and Teresa Bowers for their time, energy and attention to detail in preparing this financial plan.*

*Finally, I want to thank all staff citywide for sharpening their pencils resulting in a sustainable and responsible fiscal plan.*

*Anton Dahlerbruch, City Manager*



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# Summaries



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# FY 17/18 Fiscal Plan Overview

## GENERAL FUND

Balanced

Services Maintained

\$4.3M for Fire & Paramedic  
Services

\$1.5M from CIP and Equip  
Replacement funds

Needs Evaluated

## PEOPLE

Updated Pension Rates Included

Increased Insurance Costs Included

Continued Pension Reform

Financial Services Manager  
reclassified to Senior Accountant

## CAPITAL

\$2.8M Capital Improvements  
(331K) Suspended from Equipment

Replacement Fund

Updated Formal Capital Plan

Focus: Safety - Technology –  
Infrastructure - City Beautification

## HIGHLIGHTS

Emphasizing: Commonality - Communication - Consistency - Creativity

Balanced Financial Plan & Multi-Year Forecast

Advances: Training- Organizational Continuity - Best Practices

Focus on Maintaining Services, Capital Improvements, and Community Enhancements

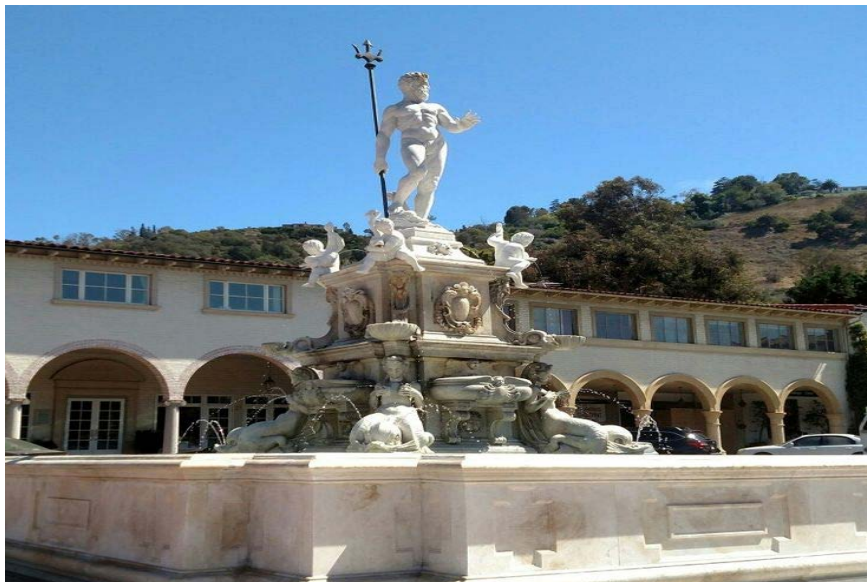
Investment in Equipment & Technology Priorities



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# What We Have

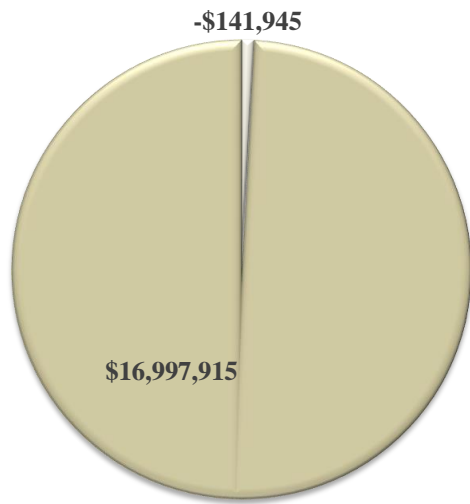


# FUND BALANCES 17/18

FUND	PLANNED -----							JUNE 30, 2018
	JUNE 30, 2017	REVENUE	OPERATIONS	REV / EXP	CAPITAL	TRANS - IN	TRANS- OUT	
<b>GENERAL FUND</b>								
UNRESERVED	527,926	13,843,481	12,497,947	1,345,535		1,529,246	4,385,156	(982,449)
FISCAL POLICY RESERVE	9,472,513					39,298		9,511,811
	<b>10,000,440</b>	<b>13,843,481</b>	<b>12,497,947</b>	<b>1,345,535</b>	-	<b>1,568,544</b>	<b>4,385,156</b>	<b>8,529,362</b>
<b>FIRE TAX FUND</b>								
FIRE PARCEL TAX	661,130	-	5,006,988	(5,006,988)		4,345,858		-
	<b>661,130</b>	-	<b>5,006,988</b>	<b>(5,006,988)</b>	-	<b>4,345,858</b>	-	-
<b>SPECIAL REVENUE FUNDS</b>								
GAS TAX	162,726	361,192	363,724	(2,532)				160,194
DRUG INTERVENTION	83,501	500	-	500				84,001
POLICE GRANTS (COPS)	173,238	100,500	-	100,500				273,738
SPECIAL PROJECTS	1,025,239	99,000	10,160	88,840			30,000	1,084,079
CORRECTIONS	6,693	6,000	4,700	1,300				7,993
	<b>1,451,397</b>	<b>567,192</b>	<b>378,584</b>	<b>188,608</b>	-	-	<b>30,000</b>	<b>1,610,005</b>
<b>TRANSIT TAX FUNDS</b>								
TRANSIT PROP A	671,332	260,096	931,428	(671,332)				0
MEASURE R	274,243	161,969	-	161,969			258,996	177,216
TRANSIT PROP C	143,199	215,090	208,667	6,423				149,622
	<b>1,088,774</b>	<b>637,155</b>	<b>1,140,095</b>	<b>(502,940)</b>	-	-	<b>258,996</b>	<b>326,838</b>
<b>CAPITAL FUNDS</b>								
CAPITAL IMPROVEMENT	3,581,529	-		-	1,970,775	258,996	1,029,246	840,504
PARKLANDS	100,000	-		-	100,000	-		-
STABLE	265,421	35,000	-	35,000				300,421
SEWER	3,121,015	30,000	7,500	22,500	763,995			2,379,520
	<b>7,067,965</b>	<b>65,000</b>	<b>7,500</b>	<b>57,500</b>	<b>2,834,770</b>	<b>258,996</b>	<b>1,029,246</b>	<b>3,520,445</b>
<b>SHARED SERVICE FUNDS</b>								
EQUIP REPLACEMENT	2,714,173	21,000	383,060	(362,060)		30,000	500,000	1,882,113
INSURANCE	984,207	981,498	978,498	3,000				987,207
	<b>3,698,380</b>	<b>1,002,498</b>	<b>1,361,558</b>	<b>(359,060)</b>	-	<b>30,000</b>	<b>500,000</b>	<b>2,869,320</b>
<b>TOTAL</b>	<b>23,968,086</b>	<b>16,115,326</b>	<b>20,392,672</b>	<b>(4,277,346)</b>	<b>2,834,770</b>	<b>6,203,398</b>	<b>6,203,398</b>	<b>16,855,970</b>

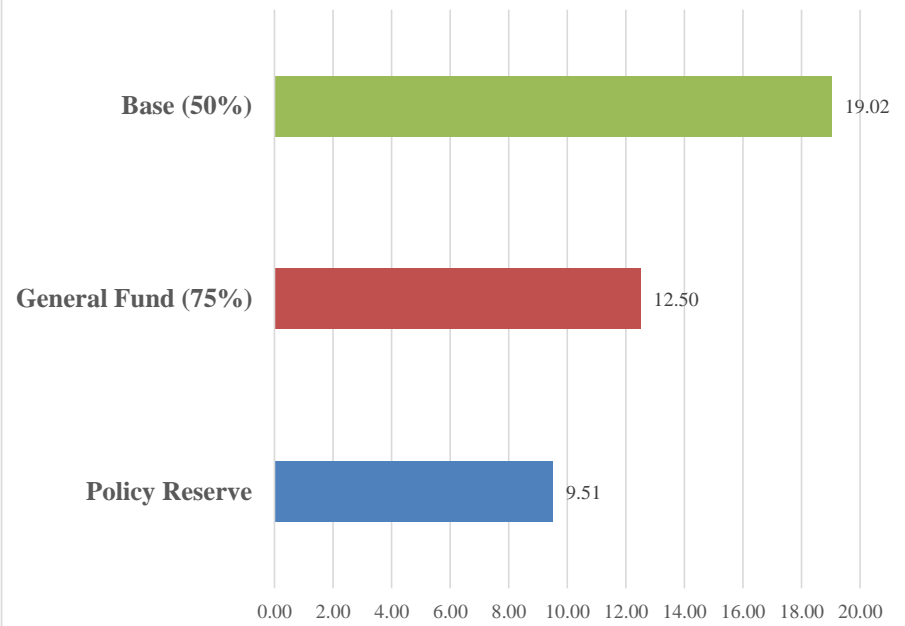


### Funds Availability 17/18



Available Restricted

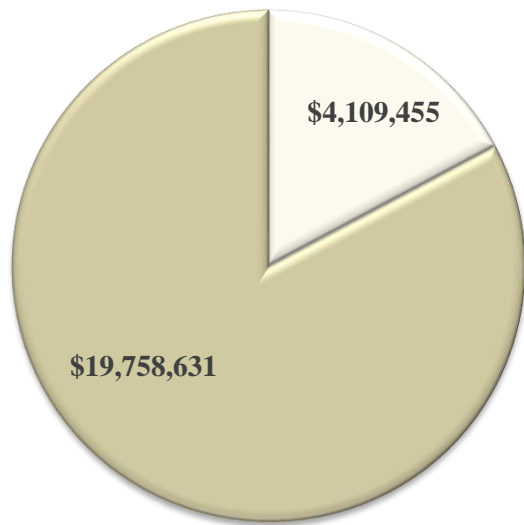
### Policy Reserves 17/18



# FUND BALANCES 16/17 REVISED

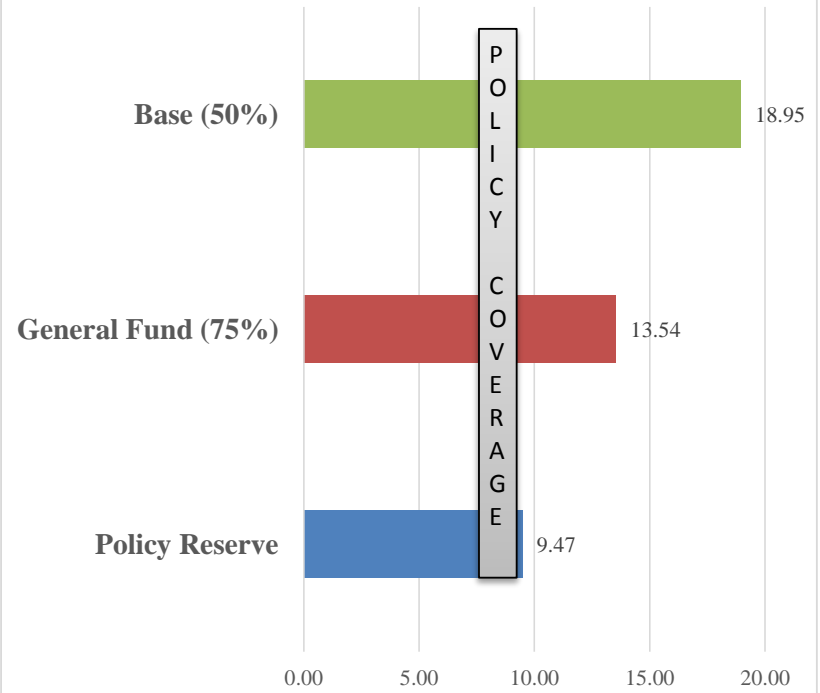
FUND	ADOPTED -----						JUNE 30, 2017
	JUNE 30, 2016	REVENUE	OPERATIONS	REV / EXP	CAPITAL	TRANSFERS	
<b>GENERAL FUND</b>							
UNRESERVED	2,496,414	12,968,042	13,542,448	(574,406)		(1,394,081)	527,926
FISCAL POLICY RESERVE	8,831,970					640,543	9,472,513
	<b>11,328,384</b>	<b>12,968,042</b>	<b>13,542,448</b>	<b>(574,406)</b>	-	<b>(753,538)</b>	<b>10,000,440</b>
<b>FIRE TAX FUND</b>							
FIRE PARCEL TAX	666,956	4,697,992	4,703,818	(5,826)		-	661,130
	<b>666,956</b>	<b>4,697,992</b>	<b>4,703,818</b>	<b>(5,826)</b>	-	-	<b>661,130</b>
<b>SPECIAL REVENUE FUNDS</b>							
GAS TAX	158,491	361,192	356,957	4,235		-	162,726
DRUG INTERVENTION	83,001	500	-	500		-	83,501
POLICE GRANTS (SLESF)	186,883	100,500	114,145	(13,645)		-	173,238
SPECIAL PROJECTS	943,192	371,567	8,000	363,567		(281,520)	1,025,239
CORRECTIONS	5,393	6,000	4,700	1,300		-	6,693
	<b>1,376,960</b>	<b>839,759</b>	<b>483,802</b>	<b>355,957</b>	-	<b>(281,520)</b>	<b>1,451,397</b>
<b>TRANSIT TAX FUNDS</b>							
TRANSIT PROP A	631,218	255,065	214,951	40,114			671,332
MEASURE R	274,243	158,812	-	158,812		(158,812)	274,243
TRANSIT PROP C	178,474	210,892	-	210,892		(246,167)	143,199
	<b>1,083,935</b>	<b>624,769</b>	<b>214,951</b>	<b>409,818</b>	-	<b>(404,979)</b>	<b>1,088,774</b>
<b>CAPITAL FUNDS</b>							
CAPITAL IMPROVEMENT	5,096,516	-	-	-	3,855,024	2,340,037	3,581,529
PARKLANDS	-	-	-	-	100,000	100,000	-
STABLE	266,421	35,000	1,000	34,000	35,000	-	265,421
SEWER	3,684,585	30,000	7,500	22,500	586,070	-	3,121,015
	<b>9,047,522</b>	<b>65,000</b>	<b>8,500</b>	<b>56,500</b>	<b>4,576,094</b>	<b>2,440,037</b>	<b>6,967,965</b>
<b>SHARED SERVICE FUNDS</b>							
EQUIP REPLACEMENT	3,850,781	381,575	518,183	(136,608)		(1,000,000)	2,714,173
INSURANCE	991,288	780,418	787,499	(7,081)		-	984,207
	<b>4,842,069</b>	<b>1,161,993</b>	<b>1,305,682</b>	<b>(143,689)</b>	-	<b>(1,000,000)</b>	<b>3,698,380</b>
<b>TOTAL</b>	<b>28,345,826</b>	<b>20,357,555</b>	<b>20,259,201</b>	<b>98,354</b>	<b>4,576,094</b>	<b>-</b>	<b>23,868,086</b>

**Funds Availability 16/17**



Available Restricted

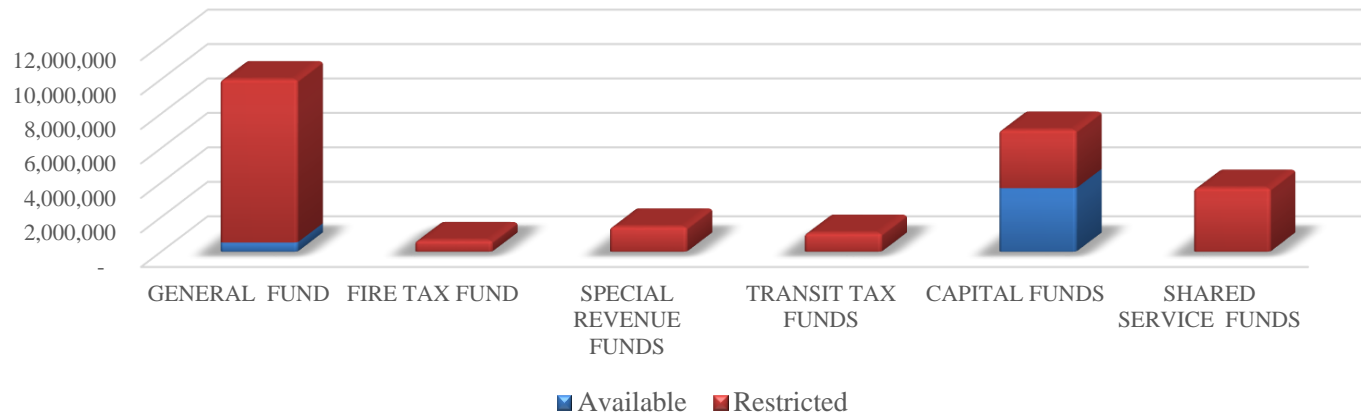
**Policy Reserves 16/17**



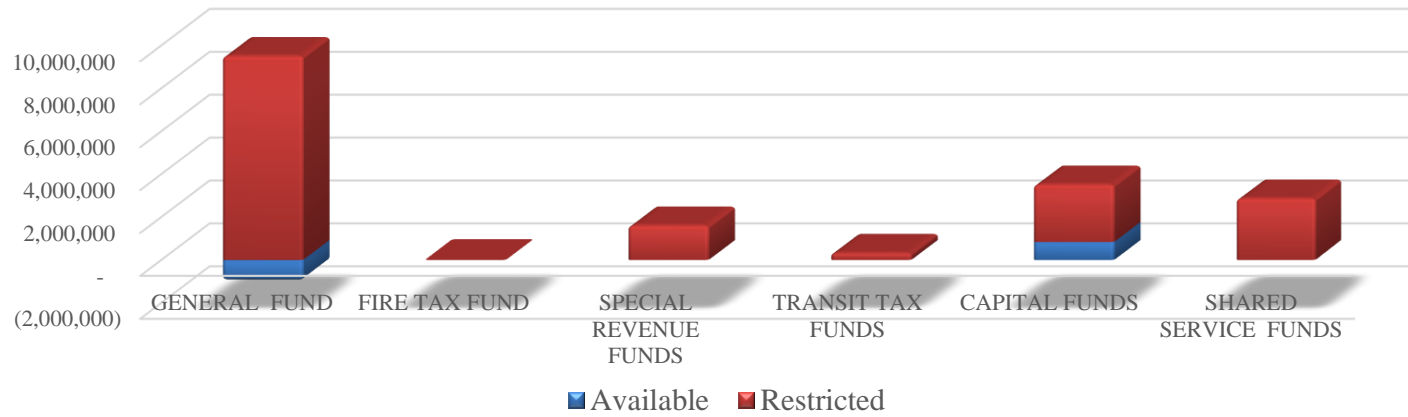
# FUND AVAILABILITIES

FUND	JUNE 30, 2017		JUNE 30, 2018	
	AVAILABLE	RESTRICTED	AVAILABLE	RESTRICTED
UNRESERVED	527,926	-	(982,449)	-
FISCAL POLICY RESERVE	-	9,472,513	-	9,511,811
<b>GENERAL FUND</b>	<b>527,926</b>	<b>9,472,513</b>	<b>(982,449)</b>	<b>9,511,811</b>
FIRE PARCEL TAX	-	661,130	-	-
<b>FIRE TAX FUND</b>	<b>-</b>	<b>661,130</b>	<b>-</b>	<b>-</b>
GAS TAX	-	162,726	-	160,194
DRUG INTERVENTION	-	83,501	-	84,001
POLICE GRANTS (SLESF)	-	173,238	-	273,738
SPECIAL PROJECTS	-	1,025,239	-	1,084,079
CORRECTIONS	-	6,693	-	7,993
<b>SPECIAL REVENUE FUNDS</b>	<b>-</b>	<b>1,451,397</b>	<b>-</b>	<b>1,610,005</b>
TRANSIT PROP A	-	671,332	-	0
MEASURE R	-	274,243	-	177,216
TRANSIT PROP C	-	143,199	-	149,622
<b>TRANSIT TAX FUNDS</b>	<b>-</b>	<b>1,088,774</b>	<b>-</b>	<b>326,838</b>
CAPITAL IMPROVEMENT	3,581,529	-	840,504	-
PARKLANDS	100,000	-	-	-
STABLE	-	265,421	-	300,421
SEWER	-	3,121,015	-	2,379,520
<b>CAPITAL FUNDS</b>	<b>3,681,529</b>	<b>3,386,436</b>	<b>840,504</b>	<b>2,679,941</b>
EQUIP REPLACEMENT	-	2,714,173	-	1,882,113
INSURANCE	-	984,207	-	987,207
<b>INTERNAL SERVICE FUNDS</b>	<b>-</b>	<b>3,698,380</b>	<b>-</b>	<b>2,869,320</b>
<b>TOTAL</b>	<b>4,209,455</b>	<b>19,758,631</b>	<b>(141,945)</b>	<b>16,997,915</b>

### FY 16 /17 Funds Availability



### FY 17 /18 Funds Availability



## ADOPTED FUND TRANSFERS 17/18

(FROM) / TO	<div style="display: flex; justify-content: space-around; font-size: small;"> <span>GEN FUND UNRESERVED</span> <span>GEN FUND FISCAL POLICY RESERVE</span> <span>FIRE AND PARAMEDIC</span> <span>GAS TAX</span> <span>SPECIAL PROJECTS</span> <span>MEASURE R</span> <span>CAPITAL IMPROVEMENT</span> <span>PARKLANDS</span> <span>EQUIPMENT REPLACEMENT</span> </div>									Purpose	
<b>GENERAL FUND</b>										-	
UNRESERVED	(39,298)	39,298								-	To maintain 50% reserve levels
UNRESERVED	1,529,246						(1,029,246)		(500,000)	-	To fund current year shortfall
FISCAL POLICY RESERVE										-	
<b>FIRE TAX FUND</b>										-	
FIRE PARCEL TAX	(4,345,858)		4,345,858							-	To fund fire and paramedic srves
<b>SPECIAL REVENUE FUNDS</b>										-	
GAS TAX										-	
DRUG INTERVENTION										-	
POLICE GRANTS (SLESF)										-	
SPECIAL PROJECTS										-	
CORRECTIONS										-	
<b>TRANSIT TAX FUNDS</b>										-	
TRANSIT PROP A										-	
MEASURE R						(258,996)	258,996			-	To apply to road reconstruction
TRANSIT PROP C										-	
<b>CAPITAL FUNDS</b>										-	
CAPITAL IMPROVEMENT										-	
PARKLANDS										-	
STABLE										-	
SEWER										-	
<b>INTERNAL SERVICE FUNDS</b>										-	
EQUIP REPLACEMENT					(30,000)				30,000	-	To fund purchase of Dective vehicle from AB 2766 monies
INSURANCE										-	
<b>TOTAL</b>	<b>(2,855,910)</b>	<b>39,298</b>	<b>4,345,858</b>	<b>-</b>	<b>(30,000)</b>	<b>(258,996)</b>	<b>(770,250)</b>	<b>-</b>	<b>(470,000)</b>	<b>-</b>	
<b>TOTAL TRANSFERS OUT</b>										<b>(6,203,398)</b>	
<b>TOTAL TRANSFERS IN</b>										<b>6,203,398</b>	
										<b>-</b>	

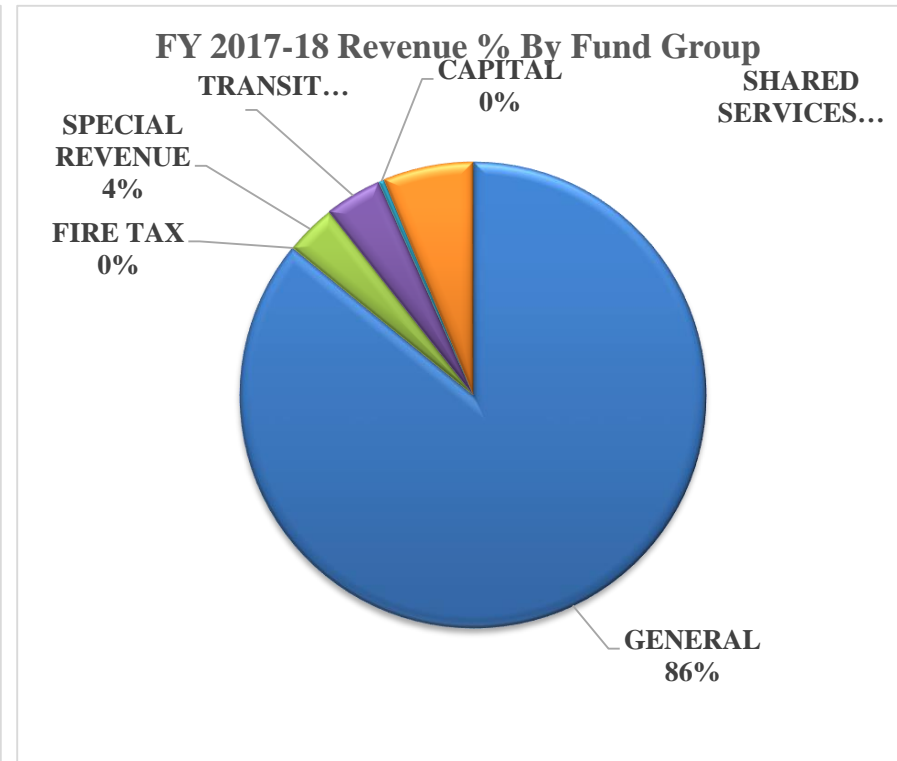
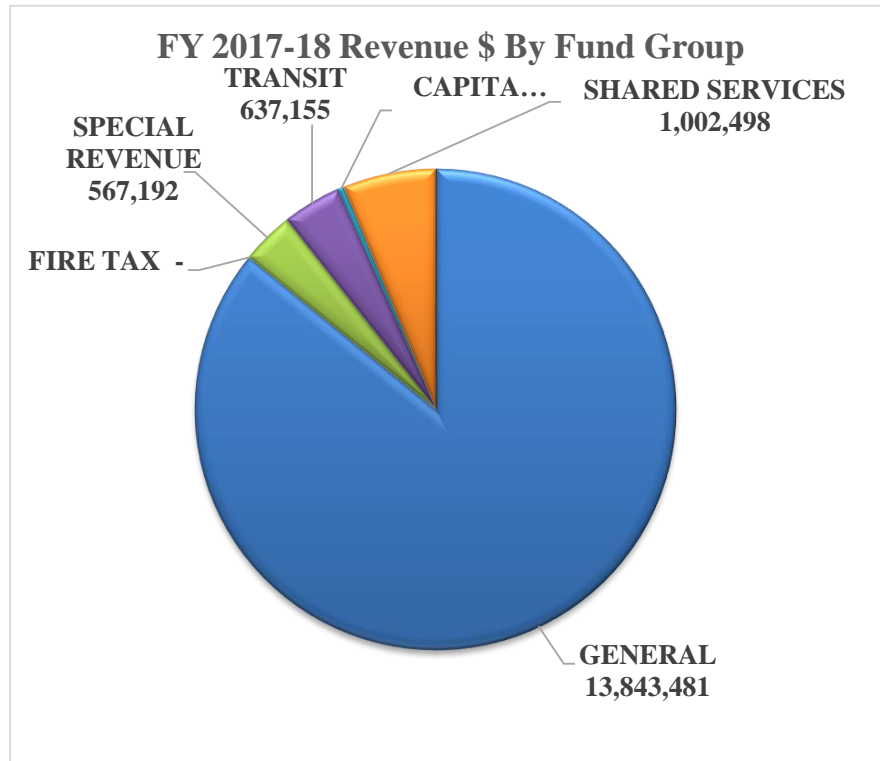


# What We Take In



# REVENUE BY CATEGORY

FUND GROUP	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	PROJECTED 2016/17	ADOPTED 2017/18
GENERAL	12,474,527	12,508,000	13,202,386	12,968,042	13,843,481
FIRE TAX	4,471,543	4,533,534	4,590,876	4,697,992	-
SPECIAL REVENUE	685,599	581,000	354,657	839,759	567,192
TRANSIT	597,768	514,900	613,807	624,769	637,155
CAPITAL	66,548	61,600	76,323	65,000	65,000
SHARED SERVICES	469,191	437,900	432,702	1,161,993	1,002,498
<b>TOTAL</b>	<b>18,765,176</b>	<b>18,636,934</b>	<b>19,270,752</b>	<b>20,357,555</b>	<b>16,115,326</b>

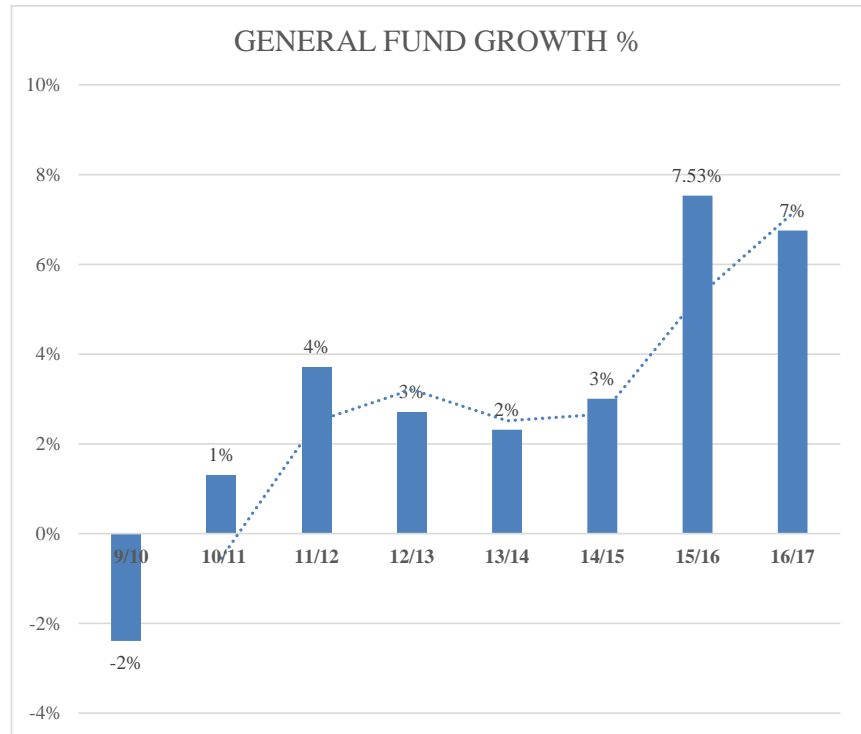
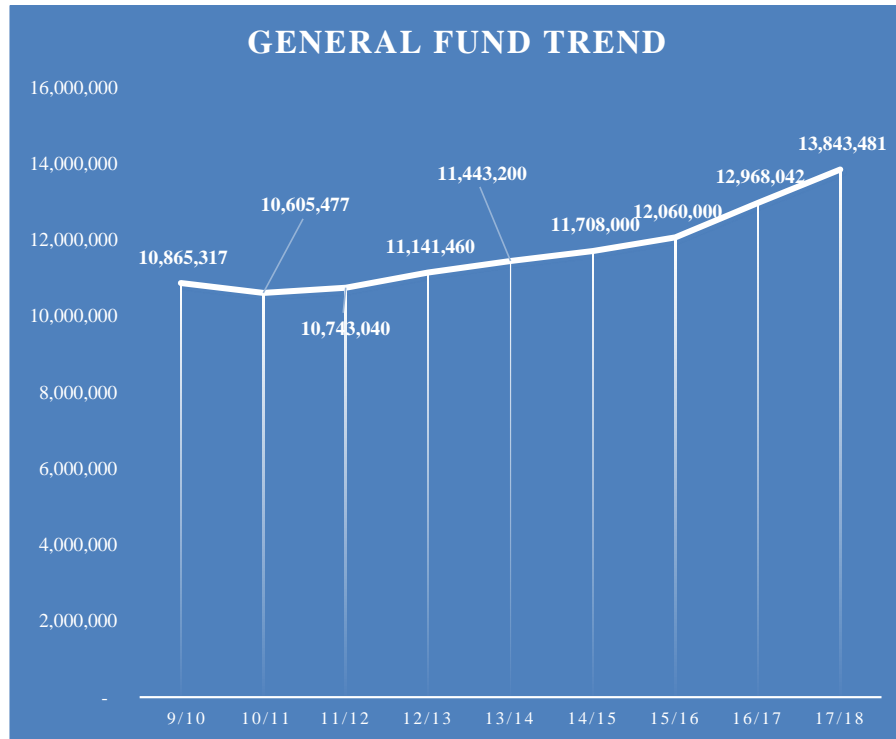




# REVENUE BY FUND

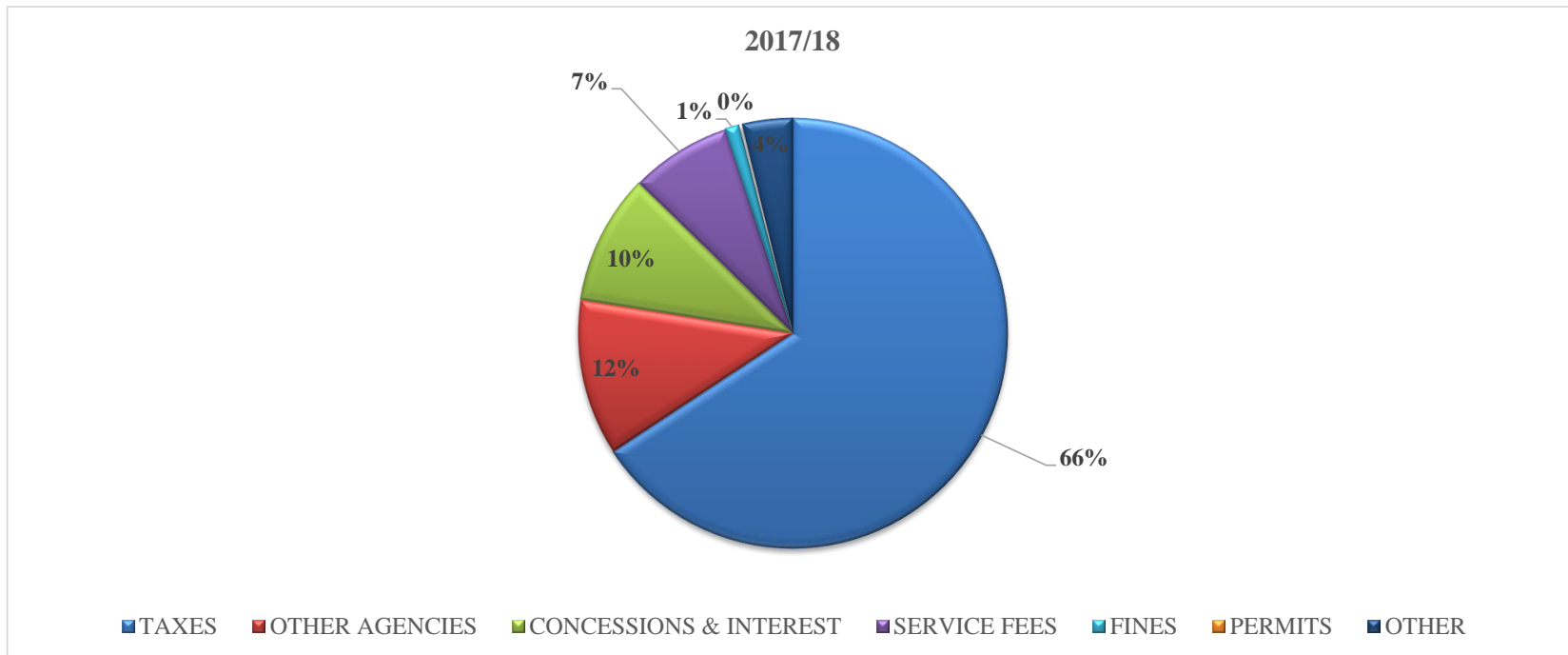
FUND NAME	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	PROJECTED 2016/17	ADOPTED 2017/18	
<b>GENERAL FUND</b>						
GENERAL	12,474,527	12,508,000	13,202,386	12,968,042	13,843,481	
	<b>12,474,527</b>	<b>12,508,000</b>	<b>13,202,386</b>	<b>12,968,042</b>	<b>13,843,481</b>	<b>64%</b>
<b>FIRE TAX FUND</b>						
FIRE PARCEL TAX	4,471,543	4,533,534	4,590,876	4,697,992	-	
	<b>4,471,543</b>	<b>4,533,534</b>	<b>4,590,876</b>	<b>4,697,992</b>	-	<b>23%</b>
<b>SPECIAL REVENUE FUNDS</b>						
GAS TAX	363,258	362,000	304,993	361,192	361,192	
DRUG INTERVENTION	728	500	731	500	500	
POLICE GRANTS (SLESF)	107,727	100,500	1,621	100,500	100,500	
SPECIAL PROJECTS	207,906	112,000	47,312	371,567	99,000	
CORRECTIONS	5,980	6,000	-	6,000	6,000	
	<b>685,599</b>	<b>581,000</b>	<b>354,657</b>	<b>839,759</b>	<b>567,192</b>	<b>4%</b>
<b>TRANSIT TAX FUNDS</b>						
TRANSIT PROP A	244,915	210,600	251,703	255,065	260,096	
MEASURE R	151,303	130,100	155,514	158,812	161,969	
TRANSIT PROP C	201,550	174,200	206,590	210,892	215,090	
	<b>597,768</b>	<b>514,900</b>	<b>613,807</b>	<b>624,769</b>	<b>637,155</b>	<b>3%</b>
<b>CAPITAL FUNDS</b>						
CAPITAL IMPROVEMENT	-	-	-	-	-	
STABLE	37,555	31,600	34,191	35,000	35,000	
SEWER	28,993	30,000	42,132	30,000	30,000	
	<b>66,548</b>	<b>61,600</b>	<b>76,323</b>	<b>65,000</b>	<b>65,000</b>	<b>0%</b>
<b>SHARED SERVICES</b>						
EQUIP REPLACEMENT	464,601	435,400	432,765	381,575	21,000	
INSURANCE	4,590	2,500	(62)	780,418	981,498	
	<b>469,191</b>	<b>437,900</b>	<b>432,702</b>	<b>1,161,993</b>	<b>1,002,498</b>	<b>6%</b>
<b>TOTAL</b>	<b>18,765,176</b>	<b>18,636,934</b>	<b>19,270,752</b>	<b>20,357,555</b>	<b>16,115,326</b>	<b>100%</b>

# REVENUE BY FUND



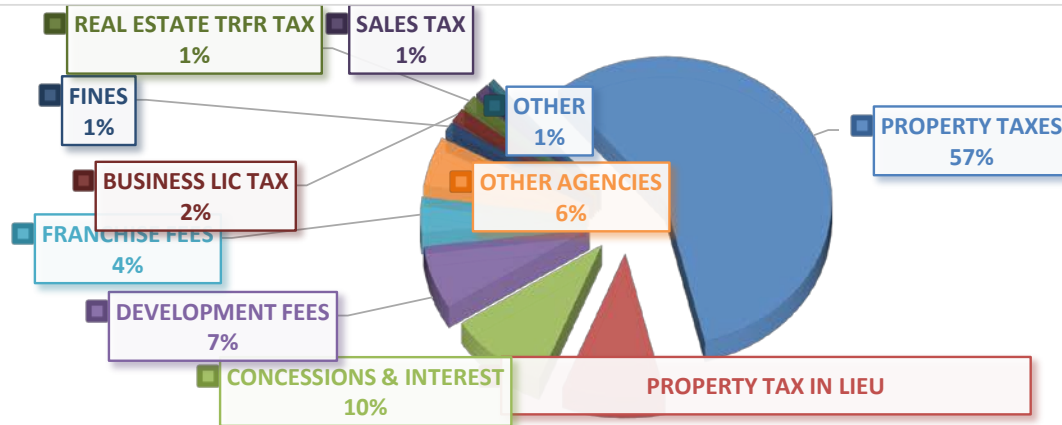
# GENERAL FUND REVENUE SOURCES

SOURCE	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	PROJECTED 2016/17	ADOPTED 2017/18
TAXES	8,062,222	8,149,000	8,400,374	8,809,968	9,103,895
OTHER AGENCIES	1,576,572	1,561,000	1,638,321	1,567,054	1,624,895
CONCESSIONS & INTEREST	1,288,989	1,237,000	1,463,853	1,333,100	1,358,100
SERVICE FEES	1,009,694	1,055,000	1,156,481	1,052,000	1,052,000
FINES	175,866	201,000	147,573	150,000	150,000
PERMITS	34,834	35,000	35,158	30,500	30,500
OTHER	326,350	270,000	360,627	25,420	524,091
<b>TOTAL</b>	<b>12,474,527</b>	<b>12,508,000</b>	<b>13,202,386</b>	<b>12,968,042</b>	<b>13,843,481</b>



# GENERAL FUND REVENUE BY TYPE

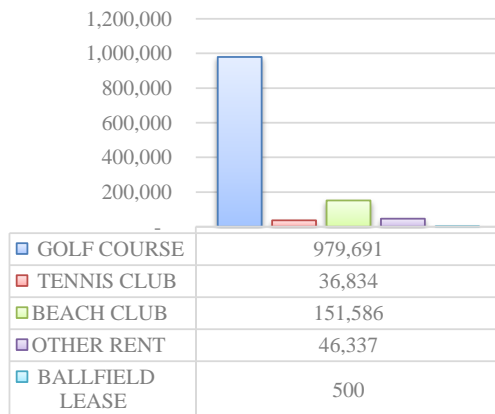
SOURCE	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	PROJECTED 2016/17	ADOPTED 2017/18
PROPERTY TAXES	6,810,561	6,986,000	7,199,159	7,648,833	7,932,689
PROPERTY TAX IN-LIEU-FEE	1,242,410	1,281,000	1,323,094	1,317,554	1,375,395
CONCESSIONS & INTEREST	1,288,989	1,237,000	1,463,853	1,333,100	1,358,100
PLANNING & BUILDING FEES	951,674	993,000	1,098,425	994,000	994,000
FRANCHISE FEES	590,429	587,000	566,762	561,135	569,206
OTHER AGENCIES	660,511	550,000	675,854	274,920	773,591
FINES	175,866	201,000	147,573	150,000	150,000
BUSINESS LICENSE TAX	210,524	213,000	211,125	208,000	208,000
REAL ESTATE TRANSFER TAX	241,485	205,000	231,116	200,000	200,000
SALES TAX	209,222	158,000	192,214	192,000	194,000
LICENSE & PERMITS	34,834	35,000	35,158	30,500	30,500
SERVICE CHARGES	58,020	62,000	58,055	58,000	58,000
<b>TOTAL</b>	<b>12,474,527</b>	<b>12,508,000</b>	<b>13,202,386</b>	<b>12,968,042</b>	<b>13,843,481</b>



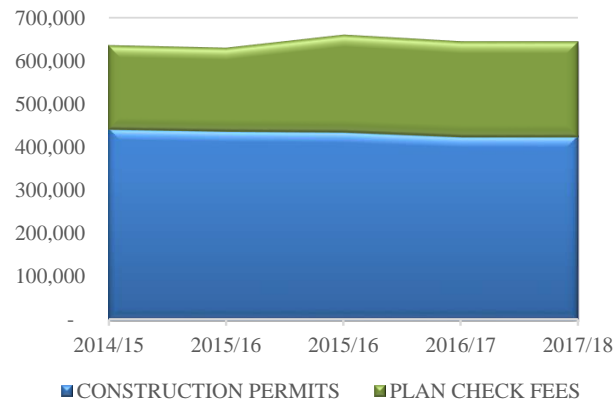
# OTHER KEY BREAKOUTS

SOURCE	ACTUAL	BUDGET	ACTUAL	PROJECTED	ADOPTED
	2014/15	2015/16	2015/16	2016/17	2017/18
CONCESSIONS & RENT	1,214,947	1,184,000	1,288,020	1,263,100	1,288,100
FRANCHISE TAX WATER	134,983	134,000	119,639	114,854	115,000
FRANCHISE TAX GAS	67,162	64,000	54,716	50,000	50,000
FRANCHISE TAX ELECTRIC	130,051	137,000	128,179	128,000	130,560
FRANCHISE TAX CABLE	258,233	252,000	264,227	268,281	273,646
CONSTRUCTION PERMITS	442,530	438,000	435,733	425,000	425,000
PLAN CHECK FEES	194,088	192,000	224,477	220,000	220,000
VEHICLE CODE FINES	43,138	55,000	59,241	50,000	50,000
PARKING FINES	127,976	140,000	88,317	100,000	100,000
<b>TOTAL</b>	<b>2,613,108</b>	<b>2,596,000</b>	<b>2,662,550</b>	<b>2,619,235</b>	<b>2,652,306</b>

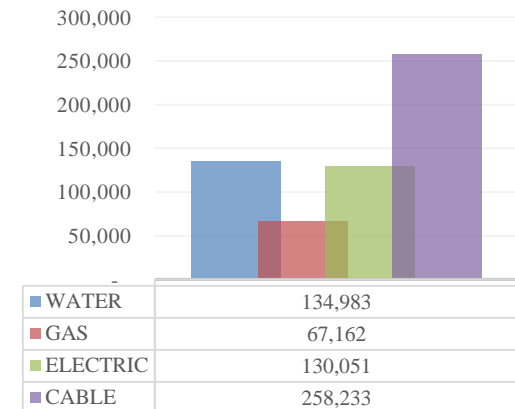
CONCESSIONS & RENT



Permits & Plan Check Fees



FRANCHISE FEES



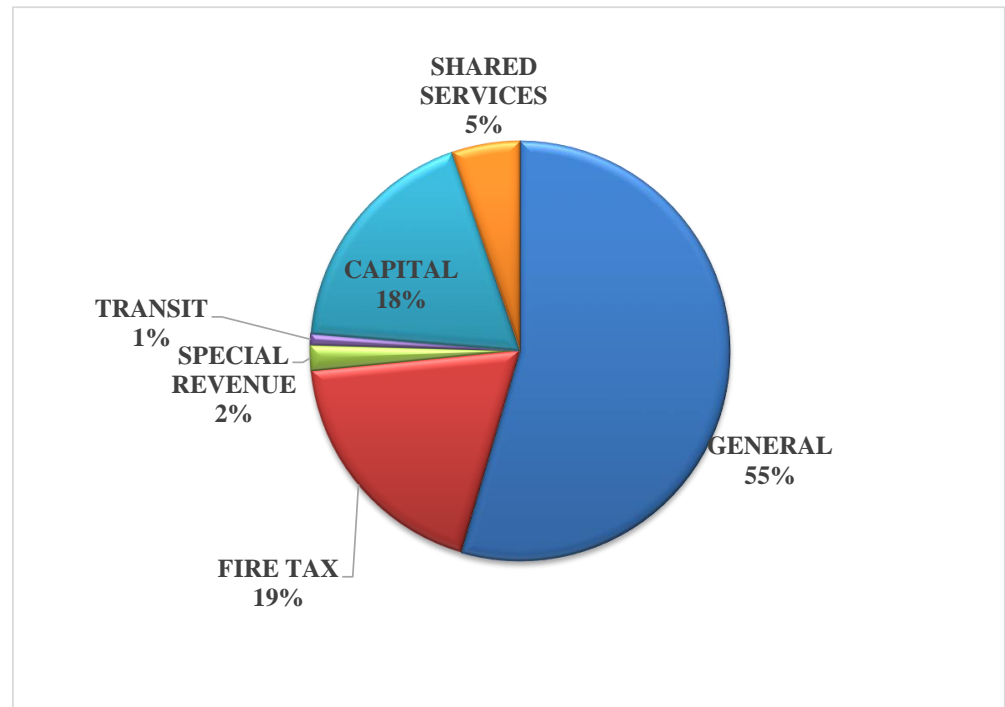
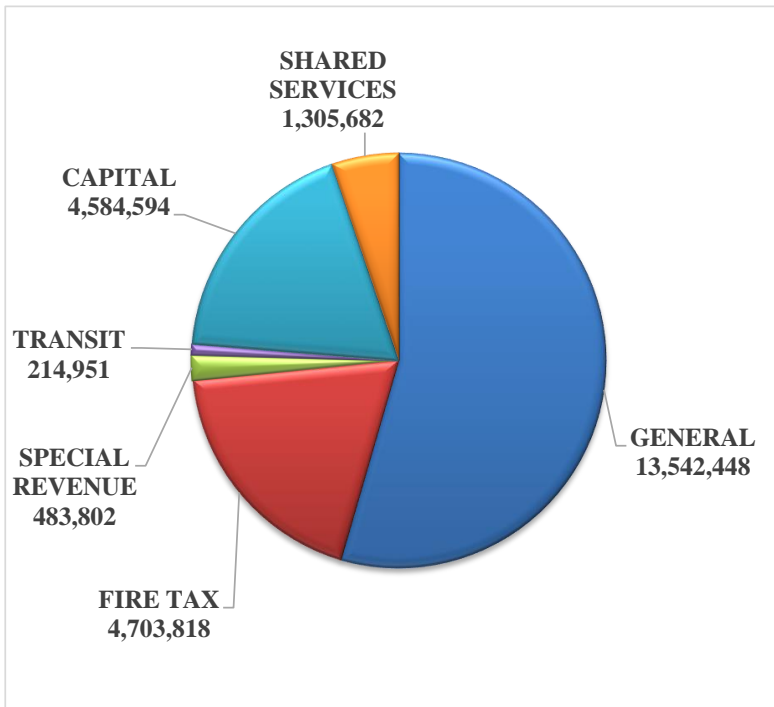


# What We Use



# EXPENDITURES BY CATEGORY

FUND GROUP	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
GENERAL	11,111,230	12,330,157	12,359,793	13,542,448	13,311,482	12,497,947
FIRE TAX	4,421,786	4,537,822	4,525,696	4,703,818	4,826,030	5,006,988
SPECIAL REVENUE	400,189	419,011	368,423	483,802	377,768	378,584
TRANSIT	402,152	406,250	410,028	214,951	470,573	1,140,095
CAPITAL	2,527,700	6,578,874	3,583,577	4,584,594	1,934,000	2,842,270
SHARED SERVICES	580,843	788,058	358,413	1,305,682	1,146,515	1,361,558
<b>TOTAL</b>	<b>19,443,901</b>	<b>25,060,172</b>	<b>21,605,929</b>	<b>24,835,295</b>	<b>22,066,368</b>	<b>23,227,443</b>



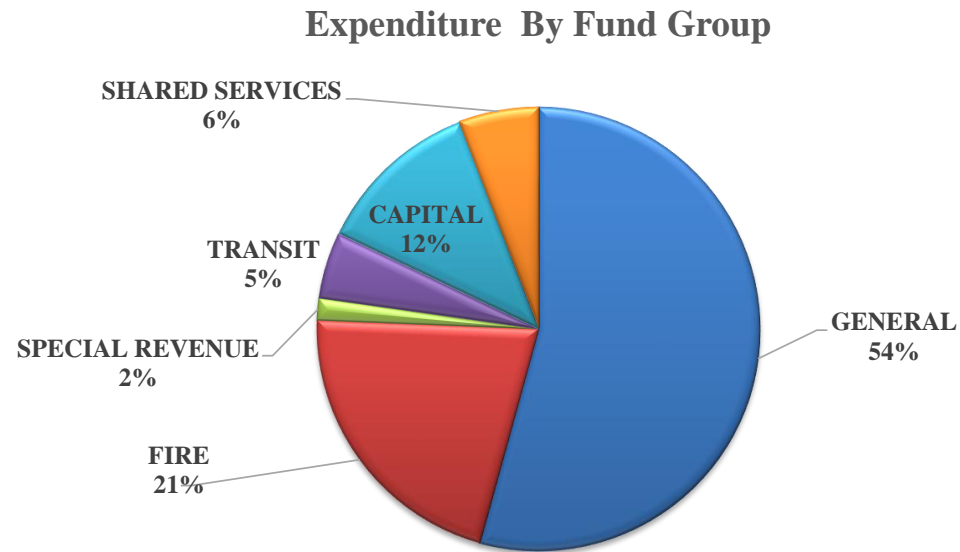


# EXPENDITURES BY FUND

FUND NAME	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
<b>GENERAL FUND</b>						
GENERAL	11,111,230	12,330,157	12,359,793	13,542,448	13,311,482	12,497,947
	<b>11,111,230</b>	<b>12,330,157</b>	<b>12,359,793</b>	<b>13,542,448</b>	<b>13,311,482</b>	<b>12,497,947</b>
<b>FIRE TAX FUND</b>						
FIRE	4,421,786	4,537,822	4,525,696	4,703,818	4,826,030	5,006,988
	<b>4,421,786</b>	<b>4,537,822</b>	<b>4,525,696</b>	<b>4,703,818</b>	<b>4,826,030</b>	<b>5,006,988</b>
<b>SPECIAL REVENUE FUNDS</b>						
GAS TAX	315,836	346,756	310,645	356,957	364,908	363,724
SPECIAL PROJECTS	13,164	19,050	3,907	8,000	8,160	10,160
POLICE GRANTS	69,468	48,505	49,485	114,145	-	-
CORRECTIONS	1,721	4,700	4,387	4,700	4,700	4,700
	<b>400,189</b>	<b>419,011</b>	<b>368,423</b>	<b>483,802</b>	<b>377,768</b>	<b>378,584</b>
<b>TRANSIT TAX FUNDS</b>						
PROP A	205,309	205,310	205,700	214,951	261,906	931,428
PROP C	196,843	200,940	204,328	-	208,667	208,667
	<b>402,152</b>	<b>406,250</b>	<b>410,028</b>	<b>214,951</b>	<b>470,573</b>	<b>1,140,095</b>
<b>CAPITAL FUNDS</b>						
CAPITAL IMPROVEMENT	2,307,769	4,138,994	2,087,590	3,855,024	1,742,600	1,970,775
PARKLANDS	-	-	-	100,000	-	100,000
STABLE	-	35,000	-	36,000	-	-
SEWER	219,931	2,404,881	1,495,987	593,570	191,400	771,495
	<b>2,527,700</b>	<b>6,578,874</b>	<b>3,583,577</b>	<b>4,584,594</b>	<b>1,934,000</b>	<b>2,842,270</b>
<b>SHARED SERVICES</b>						
EQUIP REPLACEMENT	285,268	226,300	108,745	518,183	327,200	383,060
INSURANCE	295,575	561,758	249,669	787,499	819,315	978,498
	<b>580,843</b>	<b>788,058</b>	<b>358,413</b>	<b>1,305,682</b>	<b>1,146,515</b>	<b>1,361,558</b>
<b>TOTAL</b>	<b>19,443,901</b>	<b>25,060,172</b>	<b>21,605,929</b>	<b>24,835,295</b>	<b>22,066,368</b>	<b>23,227,443</b>



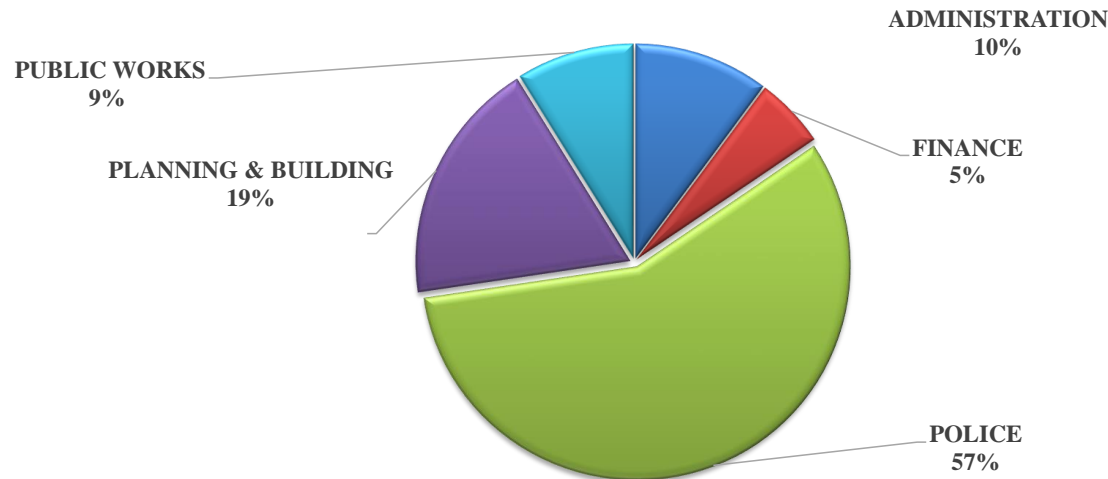
# EXPENDITURES BY FUND



# EXPENDITURES BY DEPT - FUNCTION

SERVICE AREA	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
ADMINISTRATION	1,106,523	1,249,585	1,133,071	1,542,590	1,285,175	1,274,466
FINANCE	677,247	823,863	748,567	738,706	737,463	664,517
POLICE	6,310,410	6,726,939	6,832,597	7,260,344	7,372,403	7,142,338
PLANNING & BUILDING	2,214,708	2,421,395	2,616,727	2,591,324	2,572,170	2,307,477
PUBLIC WORKS	802,343	1,108,375	1,028,830	1,409,483	1,344,271	1,109,149
<b>GENERAL FUND</b>	<b>11,111,230</b>	<b>12,330,157</b>	<b>12,359,793</b>	<b>13,542,448</b>	<b>13,311,482</b>	<b>12,497,947</b>
FIRE SERVICES	4,421,786	4,537,822	4,525,696	4,703,818	4,826,030	5,006,988
TRANSIT	402,152	406,250	410,028	214,951	470,573	1,140,095
CAPITAL PROJECTS	2,707,958	4,593,004	2,456,013	4,374,826	2,120,368	2,349,360
PARKLANDS	-	-	-	100,000	-	100,000
SEWER PROJECTS	219,931	2,404,881	1,495,987	593,570	191,400	771,495
EQUIPMENT	285,268	226,300	108,745	518,183	327,200	383,060
INSURANCE	295,575	561,758	249,669	787,499	819,315	978,498
<b>OTHER FUNDS</b>	<b>8,332,671</b>	<b>12,730,015</b>	<b>9,246,136</b>	<b>11,292,847</b>	<b>8,754,886</b>	<b>10,729,496</b>
<b>TOTAL</b>	<b>19,443,901</b>	<b>25,060,172</b>	<b>21,605,929</b>	<b>24,835,295</b>	<b>22,066,368</b>	<b>23,227,443</b>

FY 2017-18 General Fund By Department



# EXPENDITURES BY PROGRAM

PROGRAM	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	AMENDED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
CITY MANAGER	626,297	604,281	604,172	781,767	685,555	726,014
CITY ATTORNEY	199,672	227,000	235,729	279,000	222,000	177,000
CITY CLERK	158,706	192,114	183,756	258,497	228,483	203,919
NON-DEPARTMENTAL ADMINISTRATION	121,849	226,190	109,415	223,327	149,137	167,532
<b>FINANCE</b>	<b>1,106,523</b>	<b>1,249,585</b>	<b>1,133,071</b>	<b>1,542,590</b>	<b>1,285,175</b>	<b>1,274,466</b>
FINANCE	639,947	778,731	712,814	695,464	693,277	619,119
TREASURER	37,301	45,132	35,753	43,243	44,186	45,398
<b>FINANCE</b>	<b>677,247</b>	<b>823,863</b>	<b>748,567</b>	<b>738,706</b>	<b>737,463</b>	<b>664,517</b>
POLICE SERVICES	6,310,410	6,726,939	6,832,597	7,260,344	7,372,403	7,142,338
<b>POLICE</b>	<b>6,310,410</b>	<b>6,726,939</b>	<b>6,832,597</b>	<b>7,260,344</b>	<b>7,372,403</b>	<b>7,142,338</b>
BUILDING	568,674	701,837	864,237	753,466	763,529	738,671
PLANNING	456,125	426,447	531,602	472,893	428,523	367,021
PARKLANDS	1,189,909	1,293,111	1,220,888	1,364,966	1,380,118	1,201,785
<b>PLANNING &amp; BUILDING</b>	<b>2,214,708</b>	<b>2,421,395</b>	<b>2,616,727</b>	<b>2,591,324</b>	<b>2,572,170</b>	<b>2,307,477</b>
CITY PROPERTIES	280,275	270,360	277,150	253,675	234,492	177,501
PUBLIC WORKS	367,586	640,955	630,419	1,027,427	984,197	829,263
STREETS	154,482	197,060	121,260	128,381	125,582	102,385
<b>PUBLIC WORKS</b>	<b>802,343</b>	<b>1,108,375</b>	<b>1,028,830</b>	<b>1,409,483</b>	<b>1,344,271</b>	<b>1,109,149</b>
<b>TOTAL GENERAL FUND</b>	<b>11,111,230</b>	<b>12,330,157</b>	<b>12,359,793</b>	<b>13,542,448</b>	<b>13,311,482</b>	<b>12,497,947</b>
FIRE SERVICES	4,421,786	4,537,822	4,525,696	4,703,818	4,826,030	5,006,988
<b>FIRE</b>	<b>4,421,786</b>	<b>4,537,822</b>	<b>4,525,696</b>	<b>4,703,818</b>	<b>4,826,030</b>	<b>5,006,988</b>
STREETS	315,836	346,756	310,645	356,957	364,908	363,724
<b>GAS TAX FUND</b>	<b>315,836</b>	<b>346,756</b>	<b>310,645</b>	<b>356,957</b>	<b>364,908</b>	<b>363,724</b>
PARKLANDS	7,894	11,550	2,115	-	-	-
PUBLIC WORKS	5,269	7,500	1,792	8,000	8,160	10,160
<b>SPECIAL PROJECTS</b>	<b>13,164</b>	<b>19,050</b>	<b>3,907</b>	<b>8,000</b>	<b>8,160</b>	<b>10,160</b>
POLICE SERVICES	69,468	48,505	49,485	114,145	-	-
<b>POLICE GRANTS (SLES) FUND</b>	<b>69,468</b>	<b>48,505</b>	<b>49,485</b>	<b>114,145</b>	<b>-</b>	<b>-</b>
POLICE SERVICES	1,721	4,700	4,387	4,700	4,700	4,700
<b>CORRECTIONS FUND</b>	<b>1,721</b>	<b>4,700</b>	<b>4,387</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>
NON-DEPARTMENTAL	5,309	5,310	5,700	5,310	5,310	5,310

# EXPENDITURES BY PROGRAM

PROGRAM	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	AMENDED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
PROP A EXCHANGE	200,000	200,000	200,000	209,641	256,596	926,118
<b>PROP A</b>	<b>205,309</b>	<b>205,310</b>	<b>205,700</b>	<b>214,951</b>	<b>261,906</b>	<b>931,428</b>
PROP C TRANSIT	196,843	200,940	204,328	-	208,667	208,667
<b>PROP C</b>	<b>196,843</b>	<b>200,940</b>	<b>204,328</b>	<b>-</b>	<b>208,667</b>	<b>208,667</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>5,224,127</b>	<b>5,363,083</b>	<b>5,304,146</b>	<b>5,402,571</b>	<b>5,674,371</b>	<b>6,525,667</b>
CAPITAL IMPROVEMENTS	2,307,769	4,138,994	2,087,590	3,855,024	1,742,600	1,970,775
<b>CAPITAL IMPROVEMENTS FUND</b>	<b>2,307,769</b>	<b>4,138,994</b>	<b>2,087,590</b>	<b>3,855,024</b>	<b>1,742,600</b>	<b>1,970,775</b>
PARKLANDS	-	-	-	100,000	-	100,000
<b>PARKLANDS FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>
STABLE IMPROVEMENTS	-	35,000	-	36,000	-	-
<b>STABLE FUND</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>36,000</b>	<b>-</b>	<b>-</b>
EQUIPMENT	285,268	226,300	108,745	518,183	327,200	383,060
<b>EQUIP REPLACEMENT FUND</b>	<b>285,268</b>	<b>226,300</b>	<b>108,745</b>	<b>518,183</b>	<b>327,200</b>	<b>383,060</b>
<b>TOTAL CAPITAL FUNDS</b>	<b>2,593,037</b>	<b>4,400,294</b>	<b>2,196,334</b>	<b>4,509,207</b>	<b>2,069,800</b>	<b>2,453,835</b>
SEWER IMPROVEMENTS	219,931	2,404,881	1,495,987	593,570	191,400	771,495
<b>SEWER FUND</b>	<b>219,931</b>	<b>2,404,881</b>	<b>1,495,987</b>	<b>593,570</b>	<b>191,400</b>	<b>771,495</b>
CITY INSURANCE	295,575	561,758	249,669	787,499	819,315	978,498
<b>INSURANCE FUND</b>	<b>295,575</b>	<b>561,758</b>	<b>249,669</b>	<b>787,499</b>	<b>819,315</b>	<b>978,498</b>
<b>TOTAL CAPITAL FUNDS</b>	<b>515,506</b>	<b>2,966,639</b>	<b>1,745,656</b>	<b>1,381,069</b>	<b>1,010,715</b>	<b>1,749,993</b>
<b>TOTAL</b>	<b>19,443,901</b>	<b>25,060,172</b>	<b>21,605,929</b>	<b>24,835,295</b>	<b>22,066,368</b>	<b>23,227,443</b>
Less Capital Expenditures				(5,102,777)	(2,261,200)	(3,225,330)
<b>Operational Expenditures</b>				<b>19,732,518</b>		<b>20,002,112</b>

# Active, Approved & Adopted Capital Projects



PROJECTS	TYPE	FUNDING	ACTUAL 2015/16	ADJUSTED 2016/17	PROJECTED 2016/17	ESTIMATED BALANCE	ESTIMATED CARRYOVER	ESTIMATED RETURNED TO GF	FUNDING 2016/17	APPROVED 2017/18	ADOPTED 2017/18
<b>STREETS &amp; ROADWAYS</b>											
Street Construction Maintenance	Annual	CIP/Meas R	500,000	660,000	687,524	(27,524)	-	-	-	364,200	# -
Street Resurfacing	Annual	CIP/Meas R	-	175,000	-	175,000	175,000	-	175,000	179,400	354,400
Slurry Seal	Annual	CIP/Gas Tax	394,551	440,000	235,940	204,060	-	-	-	242,800	# -
Curb & Gutter	Annual	CIP	76,772	75,000	-	75,000	-	75,000	-	76,900	76,900
Cross Gutter	Annual	CIP	18,608	-	-	-	-	-	-	-	-
Pavement Management System	One Time	CIP	-	75,000	15,000	60,000	60,000	-	60,000	-	60,000
Paseo Del Mar/Paseo Lunado Curb & Gutter Improvements	One Time	CIP	-	-	-	-	-	-	-	330,000	# -
<b>TRAFFIC SAFETY</b>											
Paseo Del Sol Turnout	Annual	CIP	1,788	310,993	-	310,993	# -	-	-	-	-
Traffic Calming Projects	Annual	CIP	8,957	25,600	-	25,600	-	25,600	-	26,200	26,200
Citywide Guardrail Improvements (contingent on grant award)	One Time	HSIP Grant *	-	200,000	-	200,000	25,000	175,000	25,000	-	25,000
Reflective Roadway Regulatory Signs (FHWA Required by 2015)	Ongoing	CIP	-	50,000	-	50,000	50,000	-	50,000	50,000	100,000
Lighted Crosswalk Restoration (PVDW/Via Carrillo)	Ongoing	CIP	-	21,860	23,485	(1,625)	-	-	-	-	-
<b>FACILITY IMPROVEMENTS</b>											
ADA Upgrades - ADA Master Plan - citywide	Annual	CIP	-	100,000	-	100,000	100,000	-	100,000	102,500	202,500
City Hall Security Projects	One Time	CIP	62,337	113,261	8,805	104,456	# -	-	-	-	-
City Hall Seismic Retrofitting	One Time	CIP	15,721	-	-	-	-	-	-	-	-
City Hall ADA, Furniture, Electrical, Wiring	One Time	CIP	-	200,000	12,031	187,969	187,969	-	187,969	-	187,969
City Hall Phone System Upgrade	One Time	EQ Replace	-	116,000	56,995	59,005	-	-	-	-	-
PVStables Manure Loading Platform (post asset study)	One Time	STABLES	-	35,000	35,000	-	-	-	-	-	-
Green Waste Storage Area - Paseo Del Campo	One Time	CIP	-	15,000	-	15,000	-	15,000	-	-	-
Civic Center Infrastructure Assessment	One Time	CIP	-	75,000	-	75,000	-	-	-	-	-
<b>INFRASTRUCTURE</b>											
Repair Storm Drains	Annual	CIP	4,110	25,000	-	25,000	25,000	-	25,000	25,600	50,600
Catch Basin Replacements	Annual	CIP	-	25,000	23,185	1,815	1,815	-	1,815	-	1,815
Via Del Monte Monitoring	One Time	CIP	-	-	-	-	-	-	-	-	-
City Storm Drain #3 Outfall Repair (Christmas Tree Cove)	One Time	CIP	-	290,000	1,080	288,920	288,920	-	288,920	-	288,920
PVDW/Via Corta - engineering & design (contingent on grant)	One Time	CALTRANS *	-	-	-	-	-	-	-	-	-
PVDW (Triangle and Civic Center) Roadway Geometric Study	One Time	CALTRANS	-	125,000	22,529	102,471	102,471	-	102,471	-	102,471
Automobile License Plate Reader	One Time	CIP	-	30,000	6,000	24,000	24,000	-	24,000	-	24,000
Citywide Sewer Repairs	Annual	SEWER	-	179,400	1,665	177,735	177,735	-	177,735	183,900	361,635
Sewer Conditions Assessment	One Time	SEWER	-	60,000	1,580	58,420	58,420	-	58,420	-	58,420
Via Coronel / Via Zurita Upgrades	One Time	SEWER	435	346,670	2,730	343,940	343,940	-	343,940	-	343,940
Force Main Sewer Project (62)	Annual	SEWER	1,495,552	-	-	-	-	-	-	-	-
MS4: Full Capture Trash Devices: Santa Monica Bay	Annual	SEWER	-	120,000	20,000	100,000	100,000	-	100,000	110,000	210,000
<b>CITY BEAUTIFICATION</b>											
Citywide Parkland Enhancement	Active	CIP	-	-	-	-	-	-	-	-	-
Malaga Cove Beautification	One Time	CIP	-	6,330	5,340	990	(0)	990	-	-	-
Bluff Cove Property H	One Time	CIP	-	-	-	-	-	-	-	-	-
Bluff Cove Property Deconstruction	One Time	CIP	658,709	-	-	-	-	-	-	-	-
Plaza Enhancements (contingent upon grant awards)	One Time	HSIP Grant *	-	-	-	-	-	-	-	-	-
Enhanced Weed Abatement & Fire Safety	One Time	CIP	322,324	-	-	-	-	-	-	125,000	# -
Citywide Irrigation Upgrades	Annual	CIP	22,583	35,730	19,298	16,432	-	16,432	-	-	-
Farnham Martin Park Fountain Upgrades	One Time	CIP	-	24,250	-	24,250	# -	-	-	-	-
Rossler Fountain Upgrade	One Time	CIP	-	-	-	-	-	-	-	10,000	10,000
Malaga Cove Plaza Enhancements	One Time	CIP	-	150,000	-	150,000	150,000	-	150,000	-	-
Lunada Bay Plaza Enhancements	One Time	CIP	-	150,000	-	150,000	150,000	-	150,000	-	150,000
Triangle Landscape at PVDW and PVDN	One Time	CIP	-	121,000	4,776	116,224	-	116,224	-	-	-
Street Tree Inventory	One Time	CIP	-	50,000	-	50,000	50,000	-	50,000	-	50,000
Tree Management Plan	One Time	CIP	-	50,000	-	50,000	50,000	-	50,000	-	50,000
Parkland Improvements	One Time	CIP	-	-	-	-	-	-	-	100,000	-
Parkland Improvements	One Time	CIP	-	100,000	-	100,000	100,000	-	100,000	-	100,000
Malaga Cove Plaza Land Use Study - City Match	One Time	CIP	-	-	5,250	(5,250)	-	-	-	-	-
Citywide Parkland Enhancement	One Time	CIP	326	-	-	-	-	-	-	-	-
<b>TOTAL</b>			<b>3,582,772</b>	<b>4,576,094</b>	<b>1,188,214</b>	<b>3,387,880</b>	<b>2,220,270</b>	<b>424,246</b>	<b>2,220,270</b>	<b>1,926,500</b>	<b>2,834,770</b>

## Active, Approved & Adopted Capital Projects



PROJECTS	TYPE	FUNDING	ACTUAL 2015/16	ADJUSTED 2016/17	PROJECTED 2016/17	ESTIMATED BALANCE	ESTIMATED CARRYOVER	ESTIMATED RETURNED TO GF	FUNDING 2016/17	APPROVED 2017/18	ADOPTED 2017/18
<b>CIP</b>			2,086,785	3,855,024	1,147,239	2,707,785	1,540,175	424,246	1,540,175	1,742,600	1,970,775
Parklands			-	100,000	-	100,000	100,000	-	100,000	-	100,000
GRANTS			-	-	-	-	-	-	-	-	-
STABLES			-	35,000	35,000	-	-	-	-	-	-
SEWER			1,495,987	586,070	5,975	580,095	580,095	-	580,095	183,900	763,995
			<b>3,582,772</b>	<b>4,576,094</b>	<b>1,188,214</b>	<b>3,387,880</b>	<b>2,220,270</b>	<b>424,246</b>	<b>2,220,270</b>	<b>1,926,500</b>	<b>2,834,770</b>

\* GRANT - indicative of a grant to be applied for

1. Projects deferred with balances returned to CIP fund balance.
2. FY 2017-18 projects defunded.



# Department Budgets

**Administration**

**Finance**

**Police**

**Paramedic & Fire Services**

**Planning & Building**

**Public Works**



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# Administration

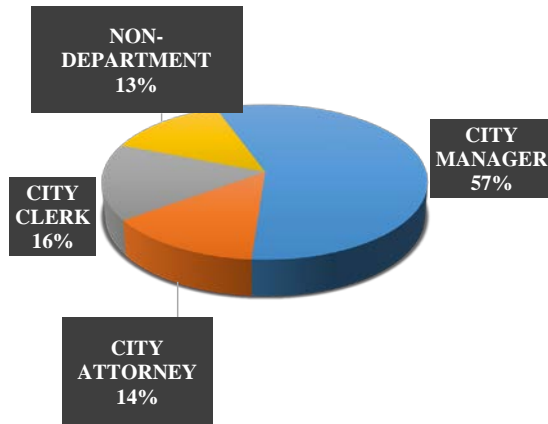
# ADMINISTRATION

Guided by the highest principles of public policy and law, our mission is to provide exemplary service to the Community, City Council and our fellow Employees with a commitment to integrity, efficiency, professionalism and

## RESOURCES

Service Area	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
CITY MANAGER	604,172	604,172	781,767	685,555	726,014
CITY ATTORNEY	235,729	227,000	279,000	222,000	177,000
CITY CLERK	183,756	192,114	258,497	228,483	203,919
NON-DEPARTMENTAL	109,415	226,190	223,327	149,137	167,532
NON-DEPARTMENTAL (26 Prop A)	5,700	5,310	5,310	5,310	5,310
<b>TOTAL FUND EXPENDITURES</b>	<b>1,138,771</b>	<b>1,254,786</b>	<b>1,547,900</b>	<b>1,290,485</b>	<b>1,279,776</b>

## PROGRAMS



### Key Budget Changes/Comments

In an effort to enhance the overall efficiency and effectiveness of the Administration department, the following are key budget savings:

- Professional development
- Streamlined purchase and use of office supplies
- Enhanced Human Resources services through ADP implementation
- Web-based Resident Handbook
- Innovative strategies to maintain in Citizen's Academy, Employee Morale events, and Subscriptions to publications

# City Manager

## RESOURCES

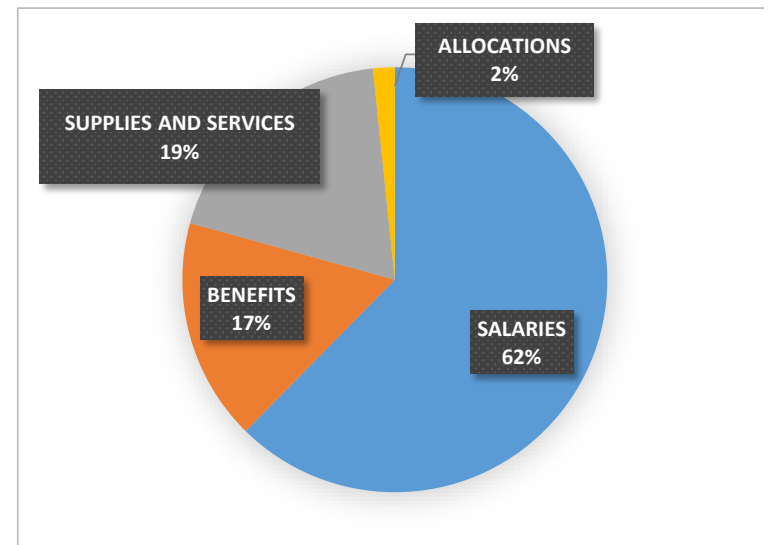
Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	348,406	441,734	441,734	441,734	459,308	452,952
BENEFITS	85,828	121,062	121,062	121,062	126,114	122,780
SUPPLIES AND SERVICES	161,896	149,950	209,287	209,287	90,105	138,302
ALLOCATIONS	8,042	9,684	9,684	9,684	10,029	11,981
<b>TOTAL</b>	<b>604,172</b>	<b>722,430</b>	<b>781,767</b>	<b>781,767</b>	<b>685,555</b>	<b>726,014</b>

POSITIONS	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
FULL TIME	3.000	2.500	2.500	2.500	3.500	3.500
PART TIME	1.126	1.126	1.126	1.126	0.000	0.000
<b>TOTAL</b>	<b>4.126</b>	<b>3.626</b>	<b>3.626</b>	<b>3.626</b>	<b>3.500</b>	<b>3.500</b>

### What We Do:

The City Manager is appointed by the City Council and serves as the City's Chief Administrative Officer, ensuring that the policies of the City Council are executed effectively and efficiently. Specific duties include, for example, implementing the City Council's priorities; providing policy recommendations to the City Council; meeting with the public, attending City Council meetings and representing the City; administrative oversight of the day-to-day operations of the City and all personnel, directly and through department heads; presenting, implementing and insuring a balanced budget and adherence to fiscal policies; and addressing any and all issues and projects.

The City Manager also maintains a close working relationship with other governmental agencies on topics facing the City and serves as the primary liaison between City administration, community groups and citizens. The City Manager's Department also oversees Personnel and Risk Management.



# The Sharper Pencil



<b>CITY MANAGER</b>						
<b>2000</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>Line Items</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
40005 Salaries	383,210	343,062	343,062	435,014	452,588	447,732
40007 Car Allowance	4,500	4,607	4,607	4,500	4,500	4,500
40008 Phone Allowance	720	737	737	720	720	720
41055 Overtime	3,498	-	-	1,500	1,500	-
<b>SALARIES</b>	<b>391,928</b>	<b>348,406</b>	<b>348,406</b>	<b>441,734</b>	<b>459,308</b>	<b>452,952</b>
50080 Retirement	42,910	35,366	35,366	41,687	45,022	45,022
50085 Workers' Compensation	1,642	1,596	1,596	2,488	2,357	2,828
50090 Health Insurance	51,192	42,448	42,448	68,337	69,839	66,129
50091 Disability Insur	1,399	1,233	1,233	2,243	2,334	2,309
50095 Medicare	5,596	5,185	5,185	6,308	6,563	6,492
50097 Unemployment Insurance	-	-	-	-	-	-
<b>BENEFITS</b>	<b>102,739</b>	<b>85,828</b>	<b>85,828</b>	<b>121,062</b>	<b>126,114</b>	<b>122,780</b>
61105 Dues & Memberships	2,269	3,612	3,612	5,175	5,325	3,725
61115 Mileage	-	-	-	-	-	-
61120 Training	42,752	42,529	42,529	34,000	31,500	27,500
61125 Subscriptions	-	-	-	225	225	225
61130 Travel & Meetings	5,309	3,732	3,732	5,350	3,575	3,575
62215 Printing & Binding	-	-	-	-	-	-
62290 General Service	1,265	1,990	1,990	1,500	1,530	1,377
64425 Professional Services	41,636	56,479	56,479	-	3,000	80,600
64430 Contract Services	-	-	-	85,000	-	-
62244 Legal Services	20,226	39,024	39,024	8,000	33,000	8,000
64599 Hiring	3,642	6,457	6,457	4,250	4,300	4,300
64680 Employee Recognition	6,506	8,073	8,073	6,450	7,650	9,000
<b>SUPPLIES &amp; SERVICES</b>	<b>123,605</b>	<b>161,896</b>	<b>161,896</b>	<b>149,950</b>	<b>90,105</b>	<b>138,302</b>
66602 Equipment Repl. Allocation	-	-	-	-	-	-
66605 Insurance Allocation	8,025	8,042	8,042	9,684	10,029	11,981
<b>ALLOCATIONS</b>	<b>8,025</b>	<b>8,042</b>	<b>8,042</b>	<b>9,684</b>	<b>10,029</b>	<b>11,981</b>
<b>TOTAL</b>	<b>626,297</b>	<b>604,172</b>	<b>604,172</b>	<b>722,430</b>	<b>685,555</b>	<b>726,014</b>

## What We Achieved:

- **Organization**
- **Completed Removal of unpermitted encroachment**
- **Program, policy and service enhancements**
- **Community Outreach and Relations**
  - Community Outreach for FY17-18 budget
  - Citizen Academy
  - City newsletters
  - Annual City Council/Planning Commission/Homes Association meeting
  - City Council/Parklands Committee meeting
  - Business Community meetings
  - Meetings with Concessionaires
  - Ad hoc meetings with Chairs and Vice-Chairs of the Planning Commission, Parklands Committee and Traffic Safety Committee
  - Participation in Homeowners Association meetings
  - Processed Special Event Applications and Film Permits.
- **Intergovernmental Relations**
  - Legislative advocacy
  - Participation in South Bay Cities Council of Governments
  - Participation in the Los Angeles Division of the League of California Cities
  - Participation in League of California Cities

## Goals

- Training and organizational development
- Labor negotiations
- ADA improvements
- Full functionality of website and social media for enhanced connectivity with community
- Community-wide satisfaction and priority survey

# City Attorney

## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	APPROVED 2017/18
SUPPLIES AND SERVICES	235,729	227,000	279,000	279,000	222,000	177,000
<b>TOTAL</b>	<b>235,729</b>	<b>227,000</b>	<b>279,000</b>	<b>279,000</b>	<b>222,000</b>	<b>177,000</b>

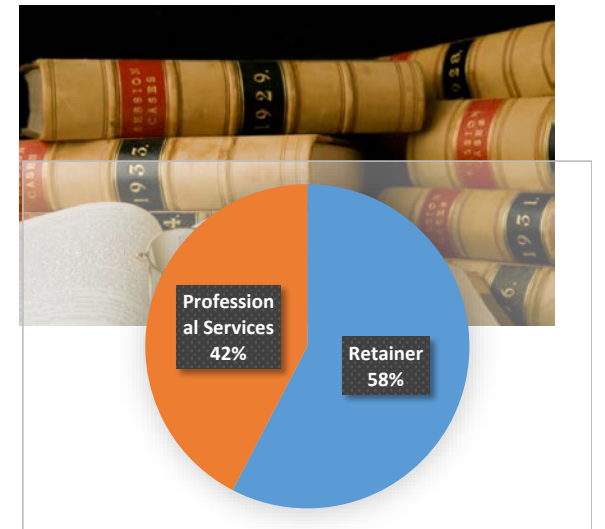
POSITIONS	2015/16	2015/16	2016/17	2016/17	2017/18	2017/18
FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### What We Do:

This function's objective is to practice “preventative law” in connection with advisory matters to minimize the potential for litigation.

The City Attorney is retained by the City Council on a part-time basis to advise the Council, City Manager, staff, boards, and commissions on matters of law as they relate to City activities. The City Attorney represents the City in litigation and drafts ordinances, resolutions, contracts, agreements, and other legal documents. Regular attendance at City Council, Planning Commission and other meetings as necessary.

Since April 2010, Christi Hogin of the law firm Jenkins & Hogin LLP has served as the City Attorney. The contract with Jenkins & Hogin provides a flat retainer for general legal services with no cap on hours. Hourly rates for other services, including litigation, depend upon the experience of the attorney. Professional Services reflects costs associated with the Municipal Code revisions and recodification, which involved extensive legal review.



# The Sharper Pencil

## CITY ATTORNEY

3040		ACTUAL	BUDGET	AMENDED	PROJECTED	APPROVED	ADOPTED
Line Items		2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
62244	Legal Services	6,605	-	-	-	-	-
64418	Retainer	110,500	102,000	102,000	102,000	102,000	102,000
64425	Professional Services	118,624	120,000	177,000	177,000	120,000	75,000
<b>SUPPLIES AND SERVICES</b>		<b>235,729</b>	<b>222,000</b>	<b>279,000</b>	<b>279,000</b>	<b>222,000</b>	<b>177,000</b>
<b>TOTAL</b>		<b>235,729</b>	<b>222,000</b>	<b>279,000</b>	<b>279,000</b>	<b>222,000</b>	<b>177,000</b>



### Goals:

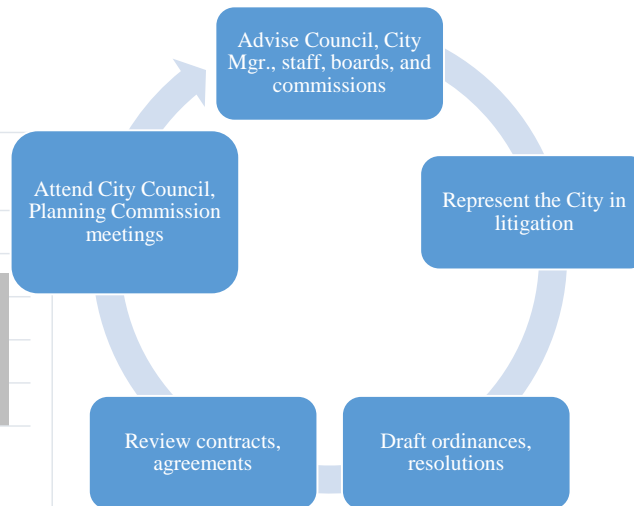
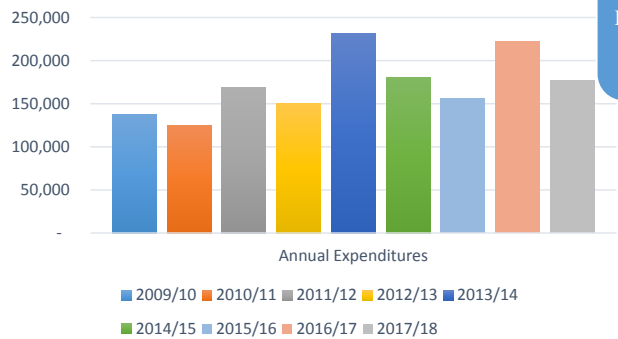
Serve in an advisory capacity to minimize the potential for litigation.

Represent and defend the City in litigation:

Provide legal and contractual guidance and direction in the following areas:

- General Counsel
- Election Law
- Brown Act;
- Conflict of Interest/Ethics
- CEQA
- Water Quality (NPDES)
- Coastal Act
- Land use
- Ordinance and resolution
- Litigation.
- Purchasing

### Legal Service Cost Trends



# City Clerk

## Resources

Cost Category	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	77,731	75,773	127,292	127,292	132,354	125,497
BENEFITS	16,734	17,871	24,357	24,357	26,204	26,396
SUPPLIES AND SERVICES	85,297	94,485	102,040	102,040	64,945	46,077
ALLOCATIONS	3,993	3,985	4,809	4,809	4,980	5,949
<b>TOTAL</b>	<b>183,756</b>	<b>192,114</b>	<b>258,497</b>	<b>258,497</b>	<b>228,483</b>	<b>203,919</b>

POSITIONS	2015/16	2015/16	2016/17	2016/17	2017/18	2017/18
FULL TIME	0.500	0.500	0.500	0.500	0.500	0.500
PART TIME	0.563	0.563	0.563	1.686	1.686	1.686
<b>TOTAL</b>	<b>1.063</b>	<b>1.063</b>	<b>1.063</b>	<b>2.186</b>	<b>2.186</b>	<b>2.186</b>

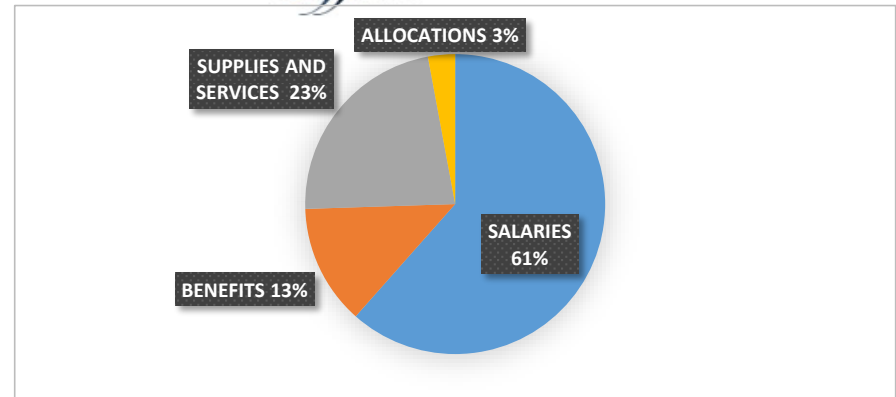
### What We Do:

This function works with the City Manager's office to ensure that legislative processes are open and accessible and serves as a link between citizens and government through the dissemination of information, and to ensure the preservation, access and integrity of records required to be stored for legal and business purposes.

The City Clerk's Department is responsible for the preparation and distribution of City Council agendas; maintains accurate minutes, records and legislative history of City Council actions; provides safe keeping and storage of the City's official records and archives; provides records retrieval and legislative research for City departments and the public.

This office performs centralized processing of all legal notices; maintains campaign and economic interest statement filings; administers municipal elections; updates and maintains the City's Municipal Code; maintains custody of the City Seal; administers the City's centralized Records Management Program and record keeping system.

## Welcome to the *City Clerk's Office*



# The Sharper Pencil



## CITY CLERK

3010		ACTUAL	BUDGET	AMENDED	PROJECTED	APPROVED	ADOPTED
Line Items		2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
40005	Salaries City	77,731	125,292	125,292	125,292	130,354	125,497
40010	Temporary Salaries / OT	-	-	-	-	-	-
41055	Regular Overtime	-	2,000	2,000	2,000	2,000	-
	<b>SALARIES</b>	77,731	127,292	127,292	127,292	132,354	125,497
50080	Retirement	9,438	13,281	13,281	13,281	14,343	14,343
50085	Workers' Compensation	588	929	929	929	880	1,058
50090	Health Insurance	5,350	8,095	8,095	8,095	8,419	8,528
50091	Disability Insur	193	235	235	235	672	647
50095	Medicare	1,165	1,817	1,817	1,817	1,890	1,820
50097	Unemployment	-	-	-	-	-	-
	<b>BENEFITS</b>	16,734	24,357	24,357	24,357	26,204	26,396
61105	Dues & Memberships	465	325	325	325	325	325
61115	Mileage	-	-	-	-	-	-
61120	Training	1,607	575	575	575	200	-
61130	Travel & Meetings	2,134	1,290	1,290	1,290	565	565
62225	Public Information	30,906	24,300	24,300	24,300	30,625	18,975
62245	Legal Publishing	3,111	2,000	2,000	2,000	2,000	2,000
62265	Elections	-	40,900	40,900	40,900	-	-
62290	General Service	7,874	9,000	9,000	9,000	9,180	8,262
63320	Misc. Equipment	14,679	-	-	-	-	-
64425	Professional Services	21,309	23,650	19,250	23,650	22,050	15,950
64430	Contract Supplies	3,212	-	4,400	-	-	-
	<b>SUPPLIES &amp; SERVICES</b>	85,297	102,040	102,040	102,040	64,945	46,077
66605	Insurance Allocation	3,993	4,809	4,809	4,809	4,980	5,949
	<b>ALLOCATIONS</b>	3,993	4,809	4,809	4,809	4,980	5,949
	<b>TOTAL CITY CLERK</b>	183,756	258,497	258,497	258,497	228,483	203,919

### What We Achieved:

- **Successful implementation of webstreaming of City Council and Planning Commission meetings.**
- **Paperless agendas for City Council and Planning Commission.**
- **Records management** – Implementation of the records management retention schedule.
- **Update to records retention policy** relating to technology and specifically email.
- **On-going Operations** - Maintained on-going department functions including agenda preparation, legal noticing, responses to public records requests, website updates, codified and posted Municipal Code updates, and coordination of annual financial disclosure filings of public officials.
- **Website enhancements**
- **Increase in notification subscribers**
- **Supervision of part-time receptionist positions**

### Goals:

- **Webstream Parklands Committee and Traffic Safety Committee meetings** – Utilize technology to enhance public services for live webstreaming of City Committee meetings.
- **Conflict of Interest Code** – Facilitate the review and update the City's Conflict of Interest Code to reflect all officers, employees, members or consultants for appropriate disclosure of economic interests in accordance with Government Code.
- **City website** – Participate and play an integral role in the update of the City's website to enhance the City's online presence to the public. Implement strategies to enhance website readership and subscriptions for e-notification. Facilitate web posting of all digitally recorded audio of City Committee meetings.



# Non-Departmental

## NON-DEPARTMENTAL

Cost Category	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	-	-	-	-	-	-
BENEFITS	23,809	39,900	39,700	39,700	43,000	43,000
SUPPLIES AND SERVICES	55,390	155,760	141,689	141,689	66,659	76,335
ALLOCATIONS	35,916	35,840	47,248	47,248	44,788	53,507
<b>TOTAL</b>	<b>115,115</b>	<b>231,500</b>	<b>228,637</b>	<b>228,637</b>	<b>154,447</b>	<b>172,842</b>

POSITIONS	2015/16	2015/16	2016/17	2016/17	2017/18	2017/18
FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

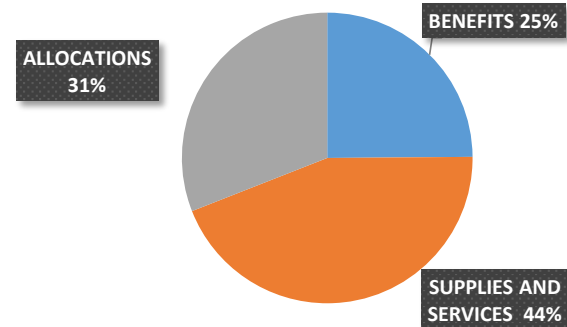
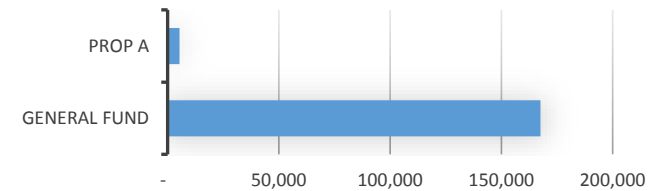
### What We Do:

The Non-Departmental budget contains funding for citywide obligations, which are not specifically attributable to any one department. Costs for City Council professional memberships and business meetings are provided for here.

This is often thought of as a "Shared Services" cost center that provides for a sundry of generic costs that are most efficiently managed on a centralized basis. Major dollars include:

- Employee COBRA - Insurance
- Dues / Memberships
- City Council Travel & Meetings
- General Contract Service Costs
- General Prof. Services
- General Fund Contingency

### FUNDING



# The Sharper Pencil

## NON-DEPARTMENTAL

3160		ACTUAL	BUDGET	AMENDED	PROJECTED	APPROVED	ADOPTED
Line Items		2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
50090	Health Insurance - Cobra	2,959	18,300	18,300	18,300	18,300	18,300
50092	Flexible Spending Accounts	1,050	600	600	600	600	600
50093	Employee Wellness	-	1,000	1,000	1,000	1,000	1,000
50096	Retiree Health Stipend	19,800	20,000	19,800	19,800	23,100	23,100
	<b>BENEFITS</b>	<b>23,809</b>	<b>39,900</b>	<b>39,700</b>	<b>39,700</b>	<b>43,000</b>	<b>43,000</b>
61105	Dues & Memberships	10,584	12,155	9,190	9,190	9,365	9,590
61105	Dues & Memberships (26)	5,700	5,310	5,310	5,310	5,310	5,310
61130	Travel & Meetings	9,395	4,000	3,550	3,550	4,000	3,500
61125	Subscriptions	917	695	695	695	695	435
62290	General Services	1,120	1,000	2,244	2,244	2,289	1,000
64425	Professional Service	270	-	-	-	-	-
64426	Professional Service-other	-	-	-	-	-	-
64430	Contractual Services	566	1,900	1,900	1,900	1,900	1,900
64520	SB Juv. Diversion	-	3,600	3,600	3,600	3,600	-
61132	PVE 75th Anniversary	-	-	-	-	-	-
65090	Lease Agreement	19,338	15,600	19,600	19,600	9,500	19,600
66601	Contingency Reserve	7,500	111,500	95,600	95,600	30,000	35,000
	<b>SUPPLIES AND SERVICES</b>	<b>55,390</b>	<b>155,760</b>	<b>141,689</b>	<b>141,689</b>	<b>66,659</b>	<b>76,335</b>
66605	Insurance Allocation	35,916	35,840	43,248	43,248	44,788	53,507
70740	Office Equipment	-	-	4,000	4,000	-	-
	<b>ALLOCATIONS</b>	<b>35,916</b>	<b>35,840</b>	<b>47,248</b>	<b>47,248</b>	<b>44,788</b>	<b>53,507</b>
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>115,115</b>	<b>231,500</b>	<b>228,637</b>	<b>228,637</b>	<b>154,447</b>	<b>172,842</b>



### Key Budget Changes/Comments

**Retiree health stipend** (50096) is provided to eligible retired employees per contract provisions. COBRA costs for retired and separated employees are shown here as an expense (50090).

**Dues and Membership** (61105) includes the cost of the City participation in the League of CA Cities; Southern California Association of Governments (SCAG); Local Agency Formation Commission for Los Angeles County (LAFCO); Palos Verdes Peninsula Chamber of Commerce and PVP Coordinating Council.

**Contingency Reserve** (66601) an administrative reserve for unanticipated budget obligations.

# Finance

# FINANCE

To safeguard the assets of the City, maintain regulatory compliance, promote long-term fiscal and technology strategic planning, provide exceptional customer service with timely, relevant and accessible information sharing.

## RESOURCES

Service Area	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
FINANCE	711,023	778,731	695,464	693,277	619,119
CITY TREASURER	35,753	45,132	43,243	44,186	45,398
<b>TOTAL EXPENDITURES</b>	<b>746,776</b>	<b>823,863</b>	<b>738,706</b>	<b>737,463</b>	<b>664,517</b>

Budgeting	Forecasting
Audit	Fiscal Policy
Banking	Payroll
Purchasing	Payments
Revenue Collection	Regulatory Compliance
Management Info Systems	Citywide Technology

### Key Budget Changes/Comments

FY 17/18 salaries and benefits reflect the partial funding of a newly created Senior Accountant position which replaces the Financial Services Manager position resulting in an overall savings of (\$70,000)

The City Treasurer budget reflects a full time accounting staffing FTE allocation of 20% of one Financial Services Technician

Professional services includes savings of \$25,000 from the completion of the new ADP payroll system.

Contract services reflect the implementation of a new ADP payroll system to maintain the City's compliance with FLSA reporting standards and increased IT support. This category also reflects enhanced business licensing audit/reporting and a trial-year for sales tax review/reporting - +\$27,600

# Finance

## RESOURCES

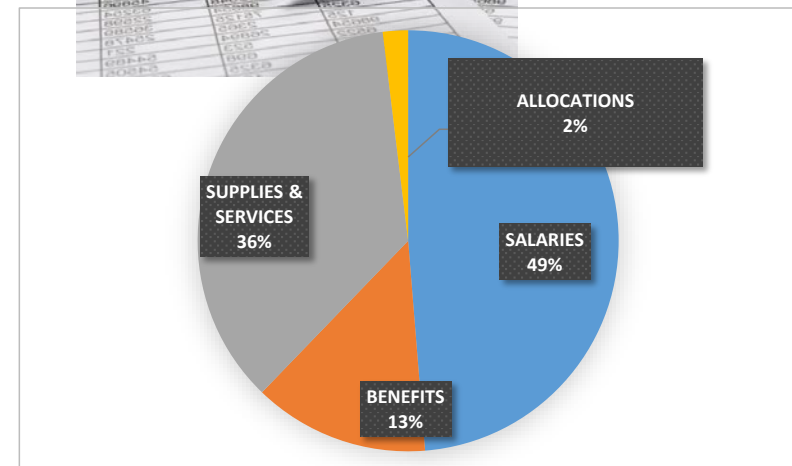
Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	388,709	345,122	345,122	345,122	355,612	301,620
BENEFITS	103,327	94,649	94,649	94,649	99,478	83,555
SUPPLIES & SERVICES	210,948	211,012	246,012	246,012	228,162	221,967
ALLOCATIONS	8,039	9,680	9,680	9,680	10,025	11,976
CAPITAL OUTLAY	-	-	-	-	-	-
<b>TOTAL</b>	<b>711,023</b>	<b>660,464</b>	<b>695,464</b>	<b>695,464</b>	<b>693,277</b>	<b>619,119</b>

POSITIONS	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
FULL TIME	3.80	4.80	3.80	3.80	3.80	3.80
PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>3.80</b>	<b>4.80</b>	<b>3.80</b>	<b>3.80</b>	<b>3.80</b>	<b>3.80</b>

### What We Do:

Finance is responsible for a broad range of core financial duties, operational and capital budgeting, long-term forecasting and planning, fiscal policy development, banking and investments support, financial system administration; maintaining internal controls; compliance with regulatory reporting, annual audits, State Controller's filings, Gas Tax reporting, state and federal grant tracking as well as numerous other county, state and federal government fiscal requirements. The department also handles general tax filings and debt administration and guides the City's Information Technology initiatives.

Core duties include: collection and recording of all revenue, posting expenditures to accounting records, preparation of interim financial reports to the City Council and staff; bank monitoring, reconciliation and treasury reporting; business licensing, animal licenses; preparing payroll; biweekly processing of all obligations and invoices for payment for review and approval by City administration and City Council; ensuring payment and filing of demands and compliance with City purchasing procedures; preparing and distributing monthly financial management reports to staff; and reviewing staff report fiscal impacts.



# The Sharper Pencil

## FINANCE

3000		ACTUAL	BUDGET	ACTUAL	ADOPTED	APPROVED	ADOPTED
Line Items	2014/15	2015/16	2015/16	2016/17	2017/18	2017/18	2017/18
40005 Salaries	348,059	416,921	384,625	333,902	347,392	293,900	
40007 Car Allowance	3,000	3,000	3,107	4,500	4,500	4,500	
40008 Phone Allowance	720	720	737	720	720	720	
41055 Regular Overtime	6,394	7,000	240	6,000	3,000	2,500	
<b>SALARIES</b>	<b>358,172</b>	<b>427,641</b>	<b>388,709</b>	<b>345,122</b>	<b>355,612</b>	<b>301,620</b>	
50080 Retirement	38,460	48,702	37,019	29,550	31,914	25,696	
50085 Workers' Compensation	864	980	984	1,526	1,446	1,741	
50090 Health Insurance	46,199	66,146	57,597	57,010	59,290	50,341	
50091 Disability Insur	1,382	2,169	1,590	1,722	1,791	1,515	
50094 Social Security	658	-	401	-	-	-	
50095 Medicare	5,072	6,099	5,736	4,842	5,037	4,262	
<b>BENEFITS</b>	<b>92,636</b>	<b>124,096</b>	<b>103,327</b>	<b>94,649</b>	<b>99,478</b>	<b>83,555</b>	
61105 Dues & Memberships	1,224	3,815	4,700	2,055	2,055	955	
61120 Training	14,243	14,220	5,260	10,140	8,290	5,055	
61125 Subscriptions	-	275	-	-	-	-	
61130 Travel & Meetings	161	420	92	400	400	400	
62215 Printing & Binding	3,776	4,090	2,510	1,050	500	3,100	
62290 General Service	3,641	4,590	4,230	4,750	4,850	4,365	
64425 Professional Services	78,958	88,362	89,652	61,809	86,834	80,459	
64430 Contractual Services	78,575	103,200	104,504	130,808	125,233	127,633	
<b>SUPPLIES &amp; SERVICES</b>	<b>180,577</b>	<b>218,972</b>	<b>210,948</b>	<b>211,012</b>	<b>228,162</b>	<b>221,967</b>	
66605 Insurance Allocation	8,022	8,022	8,039	9,680	10,025	11,976	
<b>ALLOCATIONS</b>	<b>8,022</b>	<b>8,022</b>	<b>8,039</b>	<b>9,680</b>	<b>10,025</b>	<b>11,976</b>	
<b>TOTAL FINANCE</b>	<b>639,407</b>	<b>778,731</b>	<b>711,023</b>	<b>660,464</b>	<b>693,277</b>	<b>619,119</b>	



### What We Achieved:

- Completed the FY 15/16 Comprehensive Annual Financial Report (CAFR)
- Received the GFOA national excellence award for the 2016 CAFR. The City has been recognized with this award each year since 1991.
- Arranged for audit of City's Beach Club and Palos Verdes Stables (6-30-16) and Tennis Club (12-31-16)
- Completed 7 various "Agreed Upon Procedures" with the City's previous auditors to ensure internal controls are functioning as intended.
- Completed implementation of a new ADP payroll system to ensure compliance with various labor rules and regulations.
- Developed an enhanced budget model strengthening the department's ability to respond quickly to various budget requests.
- Initiated recording encumbrances and contracts in the City's financial statements.

### Goals:

- Complete another clean fiscal audit in a timely basis and filed all state regulatory reports
- Support planning for upcoming capital improvements and funding strategies
- Upgrade existing financial systems to accepted industry standards.
- Implement paperless pay stubs, an employee payroll information portal
- Complete implementation of an integrated payroll timekeeping system
- Update the citywide purchasing and fiscal policy
- Implement an integrated cash register.
- Review and enhance performance measures
- Update the City investment policy in concert with the City Treasurer
- Complete a contract tracking mechanism so user departments can know the portion of their budget already committed to active contracts.
- Support City Management through FY17/18 labor negotiations.

# City Treasurer

## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	10,084	13,774	13,774	13,774	14,185	10,585
BENEFITS	4,108	4,695	4,695	4,695	4,914	4,463
SUPPLIES & SERVICES	17,458	19,835	19,833	19,833	19,971	24,238
ALLOCATIONS	4,104	4,941	4,941	4,941	5,117	6,114
CAPITAL OUTLAY	-	-	-	-	-	-
<b>TOTAL</b>	<b>35,753</b>	<b>43,245</b>	<b>43,243</b>	<b>43,243</b>	<b>44,186</b>	<b>45,398</b>

POSITIONS	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
ELECTED	1.00	1.00	1.00	1.00	1.00	1.00
FULL TIME	0.20	0.20	0.20	0.20	0.20	0.20
PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>

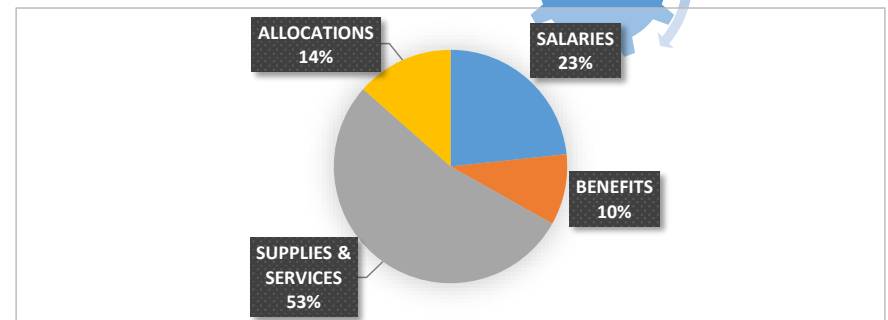
### What We Do:

The Treasury function is comprised of the City's elected treasurer position and allocated finance support staff. Its key role is to monitor banking relationships, cash balances and investment activities to ensure proper governing body reporting and oversight.

The City participates both in Statewide liquid investment pools and highly rated US government securities and bank securities of deposits.

The City Treasurer serves a four-year term and is voted upon at the City's General Municipal Election (March; odd-numbered years). The City Treasurer is responsible for investment of City funds and with assistance of staff, manages the City's daily cash flow needs.

The Treasurer is responsible for banking and custody service agreements and ensuring that investments conform to the City's adopted investment policy. Information on the City's investments can be found in the Notes to the City's Comprehensive Annual Financial Report.



# The Sharper Pencil



- What We Achieved:**
- Reported all warrants and payments for the year on a timely and complete basis
  - Provided quarterly interest earnings updates to Council
  - Updated the annual investment policies
  - Maintained a safe and diversified investment portfolio
  - Incurred no realized investment principal losses
  - Signed all City checks
  - Received daily banking reporting
  - Renewed the City's banking services contract through 2021

- Goals:**
- Maintain a reasonable investment yield benchmark
  - Continue to build and diversify the City's investment ladder
  - Maintain periodic reporting to City Council:
    - Monthly Warrants
    - Monthly reconciled bank balances
    - Quarterly investment reports
  - Continue to review City disbursements and check reviews
  - Coordinate bank balance activity with finance staff
  - Coordinate with independent auditors as needed
  - Develop effective performance measures

<b>CITY TREASURER</b>						
<b>3020</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>Line Items</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
40005 Salaries	16,211	16,030	10,077	13,774	14,185	10,585
41055 Regular Overtime	1,149	-	7	-	-	-
<b>SALARIES</b>	<b>17,360</b>	<b>16,030</b>	<b>10,084</b>	<b>13,774</b>	<b>14,185</b>	<b>10,585</b>
50080 Retirement	2,013	1,845	1,142	1,068	1,154	703
50085 Workers' Compensation	68	70	72	100	94	120
50090 Health Insurance	2,744	3,136	2,713	3,257	3,387	3,431
50091 Disability Insur	44	64	27	71	73	55
50095 Medicare	238	232	154	200	206	153
50097 Unemployment Insurance	-	-	-	-	-	-
<b>BENEFITS</b>	<b>5,108</b>	<b>5,347</b>	<b>4,108</b>	<b>4,695</b>	<b>4,914</b>	<b>4,463</b>
61105 Dues & Memberships	65	200	65	200	200	200
61120 Training	-	500	-	500	500	500
61125 Subscriptions	-	-	-	-	-	-
61130 Travel & Meetings	-	2,000	32	2,000	2,000	2,000
62215 Printing & Binding	-	-	-	-	-	-
62290 General Service	120	260	188	135	271	140
63320 Misc. Equip. Supplies	-	-	-	-	-	-
64480 Banking Services	10,553	16,700	17,172	17,000	17,000	21,398
<b>SUPPLIES &amp; SERVICE</b>	<b>10,738</b>	<b>19,660</b>	<b>17,458</b>	<b>19,835</b>	<b>19,971</b>	<b>24,238</b>
66605 Insurance Allocations	4,095	4,095	4,104	4,941	5,117	6,114
<b>ALLOCATIONS</b>	<b>4,095</b>	<b>4,095</b>	<b>4,104</b>	<b>4,941</b>	<b>5,117</b>	<b>6,114</b>
<b>TOTAL CITY TREASU</b>	<b>37,301</b>	<b>45,132</b>	<b>35,753</b>	<b>43,245</b>	<b>44,186</b>	<b>45,398</b>



# Police

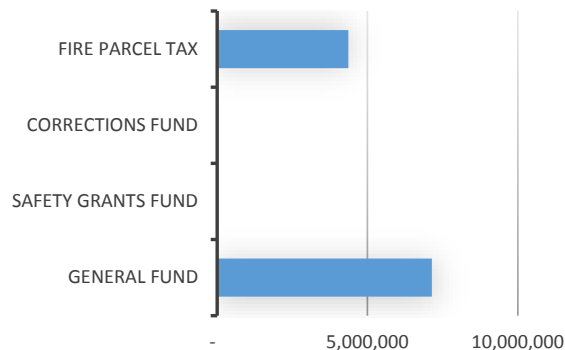
# Police

The mission of the Palos Verdes Estates Police Department is to provide an assurance of safety, comfort and tranquility to the community; while in this endeavor maintaining the utmost in professionalism, competence, integrity, and discipline.

## RESOURCES

Service Area	ACTUAL 2015/16	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
POLICE	6,885,824	7,379,189	7,379,189	7,377,103	7,147,038
TOTAL EXPENDITURES	\$ 6,885,824	\$ 7,379,189	\$ 7,379,189	\$ 7,377,103	\$ 7,147,038
POLICE - GENERAL FUND	6,831,953	7,260,344	7,260,344	7,372,403	7,142,338
- GRANT FUNDS	49,485	114,145	114,145	-	-
- CORRECTIONS FUND	4,387	4,700	4,700	4,700	4,700
	6,885,824	7,379,189	7,379,189	7,377,103	7,147,038

### SAFETY FUNDING



### Key Budget Changes/Comments

FY 2017/18 salaries and benefits include an assumed salary and benefits growth based upon known trends and factors to date. The drivers of this growth is primarily found in two places: Retirement and Worker's Compensation Insurance. Retirement (4.93 increase in FY 17/18). Worker's Compensation Insurance (13.2% increase in in FY17/18).

Funds for PVE CARES, DDP and other community programs were reduced by \$12,660.

Equipment Allocations of \$261,350 were suspended for FY 2017-18.

Professional development and training reduced by \$15,400.

Replacement of the Police K9 and one patrol vehicle was defunded in the amount of \$49,000.

# POLICE

## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	4,087,881	3,986,955	4,052,555	4,052,555	4,154,437	4,105,387
BENEFITS	1,790,929	2,106,867	2,117,167	2,117,167	2,186,395	2,260,837
SUPPLIES & SERVICES	631,446	679,427	679,427	679,427	628,777	604,914
ALLOCATIONS	374,589	406,000	415,895	415,895	407,494	175,900
CAPITAL OUTLAY	980	100,000	114,145	114,145	-	-
<b>TOTAL</b>	<b>6,885,824</b>	<b>7,279,249</b>	<b>7,379,189</b>	<b>7,379,189</b>	<b>7,377,103</b>	<b>7,147,038</b>

POSITIONS	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
FULL TIME - SWORN	25.00	25.00	25.00	25.00	25.00	25.00
FULL TIME - NON-SWORN	13.00	13.00	13.00	13.00	13.00	13.00
PART TIME	2.10	2.90	2.90	2.90	1.30	1.30
<b>TOTAL</b>	<b>40.10</b>	<b>40.90</b>	<b>40.90</b>	<b>40.90</b>	<b>39.30</b>	<b>39.30</b>

### What We Do:

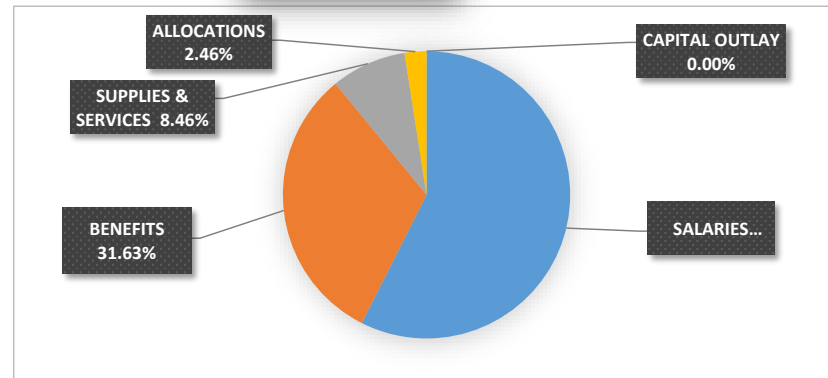
Police is responsible for a variety of services designed to keep the community safe and in a state of emergency readiness. These include:

## Support

- Community Relations
- Disaster Prep
- PVE CARES
- Neighborhood Watch
- Professional Standards
- Investigations
- Budget
- Parking
- Jail/Communications

## Operations

- Patrol
- Traffic
- Special Enforcement
- Volunteers
- Reserves



# The Sharper Pencil



<b>POLICE</b>							
<b>4000</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>APPROVED</b>	<b>ADOPTED</b>	
<b>Line Items</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	
40005	Salaries	3,141,527	3,578,311	3,642,777	3,635,555	3,789,837	3,789,837
40005	Salaries (05)	(60)	-	-	-	-	-
40008	Phone Allowance	720	720	737	720	720	720
40010	Temporary Salaries	15,705	45,600	23,061	36,400	45,600	24,250
40020	Shooting Pay	5,130	5,500	6,120	5,880	5,880	5,880
41055	Regular Overtime	175,835	141,000	182,403	142,000	146,000	146,000
41055	Regular Overtime (05)	-	-	-	-	-	-
41056	Special Enforcement OT	7,079	12,000	47,548	15,000	15,000	-
41057	Sick Leave Replacement	220,772	45,000	85,739	45,000	45,000	45,000
41058	Training Overtime	56,855	47,000	64,629	52,000	52,000	46,800
41060	Outside Overtime	5,381	8,000	3,064	5,000	5,000	5,000
41065	Call Back O/T	976	1,000	-	1,000	1,000	500
41070	Court Overtime	20,341	25,000	14,537	25,000	25,000	25,000
41059	Student & the Law	3,340	5,000	4,138	5,000	5,000	4,000
41090	Detective Pay	5,824	16,000	10,769	16,000	16,000	10,000
41095	K-9 Pay	2,200	2,400	2,359	2,400	2,400	2,400
	<b>SALARIES</b>	<b>3,661,626</b>	<b>3,932,531</b>	<b>4,087,881</b>	<b>3,986,955</b>	<b>4,154,437</b>	<b>4,105,387</b>
50075	Uniform Allowance	27,900	31,350	30,879	31,350	31,350	31,350
50080	Retirement	937,022	1,050,790	1,022,035	1,195,126	1,266,638	1,262,905
50085	Workers' Compensation	189,617	188,830	188,832	294,936	279,382	333,740
50090	Health Insurance	503,983	480,196	476,179	513,490	534,030	557,847
50091	Disability Insur(01)	14,206	17,946	14,232	18,709	19,503	19,503
50094	Social Security	1,133	1,100	1,465	-	-	-
50095	Medicare	51,192	51,326	57,308	53,255	55,492	55,492
	<b>BENEFITS</b>	<b>1,725,053</b>	<b>1,821,538</b>	<b>1,790,929</b>	<b>2,106,867</b>	<b>2,186,395</b>	<b>2,260,837</b>

## What We Achieved:

- Patrol had an average response time of under 3 minutes for Priority 1 calls and an overall average response time of under 4 minutes.
- The officers made a total of 562 arrests, including: 135 for outstanding warrants, 171 for driving with suspended license/unlicensed driver, 100 DUI drivers, 53 for possession of a controlled substances, 18 for burglary, 2 for robbery, and 7 for identity theft.
- The Training Officer continued to keep police personnel current by providing CJPIA training, CPR, perishable skills (Arrest and Control, Firearms, Emergency Vehicle Operation), field training officer, patrol rifle, active shooter, and leadership training; FBI National Academy, and Command College.
- The Community Relations Officer organized and participated in several community activities including National Night Out, Neighborhood Watch meetings, Santa's Sleigh in Malaga Cove Plaza and Lunada Bay, Law Enforcement Special Olympics Torch Run, and the Independence Day Celebration.
- PVE-CARES held several events for seniors, including a concert in Lunada Bay Park, a Physicians' forum at the Golf Club, and the eleventh Annual Senior Health.
- Volunteers in Police Services and Parklands Ranger Programs were expanded with new Volunteers.

# The Sharper Pencil



<b>POLICE</b>							
<b>4000</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>Line Items</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
61105	Dues & Memberships	2,719	2,450	2,533	2,765	2,815	2,315
61110	Uniform Supplies	8,797	8,000	6,567	10,000	8,000	5,500
61120	Training	47,318	41,000	31,062	52,000	43,000	34,000
61125	Subscriptions	3,525	3,050	1,656	1,300	1,300	1,300
61130	Travel & Meetings	1,044	1,000	3,263	3,075	3,075	1,200
61135	Reserve Officer	1,094	2,000	996	2,300	2,300	2,300
61140	Prisoner Expenses	14,344	12,000	11,738	12,000	12,000	11,800
62215	Printing & Binding	3,460	4,600	7,208	5,300	5,300	3,800
62220	Photography	-	1,500	539	1,000	500	500
62255	Utilities	36,320	32,000	43,962	40,862	40,862	55,094
62260	Canine Maintenance + K9	-	2,000	2,100	2,100	2,100	2,500
62290	General Service	31,894	31,150	31,879	31,150	31,150	29,380
62294	Community Support	-	15,000	5,587	15,000	15,000	12,000
63000	Cleaning Supplies	1,139	700	1,119	1,150	1,150	1,300
63305	Auto Supplies	95,169	151,950	102,418	151,950	151,950	123,550
63310	Safety Equipment	11,297	8,000	15,120	9,000	9,000	4,000
63310	Safety Equipment	56,615	48,505	48,505	-	-	-
63315	Computer Maintenance Contract	59,002	43,000	48,679	43,000	43,000	60,280
62292	PVE CARES	14,608	10,000	13,474	11,000	11,000	3,240
62293	Volunteer Program	6,760	3,500	14,222	7,200	3,500	1,600
63330	Radio Communications	12,888	12,600	10,627	18,600	12,600	-
63345	Comm. Services Officer Equip.	5,146	2,095	3,249	2,095	2,095	1,400
62244	Professional (Legal) Services	6,325	5,000	54,134	5,000	5,000	15,000
64425	Professional (Legal) Services	1,229	-	4,754	-	-	-
64430	Contractual Services	84,994	83,300	95,300	138,600	89,100	143,550
64500	Criminal Justice	30,074	35,000	20,370	35,000	35,000	30,000
64599	Hiring	12,965	20,300	8,994	20,300	20,300	15,300
64640	Animal Control	11,714	15,000	9,538	15,000	15,000	11,500
64641	Peafowl Management	4,740	6,000	4,892	6,000	6,000	6,000
64650	Jail & Correction (01)	-	100	237	250	250	250
64650	Jail & Correction (07)	1,721	4,700	4,387	4,700	4,700	4,700
64720	Police K-9	-	-	-	-	20,000	-
65090	Copier Lease	6,439	11,000	8,317	11,000	11,000	11,000
64750	Discretionary (01)	-	1,000	-	-	-	-
65000	Emergency Preparedness	14,554	16,730	13,998	16,730	16,730	8,055
65005	Emergency Backpacks	-	8,000	-	4,000	4,000	2,500
<b>SUPPLIES &amp; SERVICES</b>		<b>587,894</b>	<b>642,230</b>	<b>631,446</b>	<b>679,427</b>	<b>628,777</b>	<b>604,914</b>
66602	Equipment Repl. Allocation	273,730	266,025	256,520	263,828	260,258	-
66605	Insurance Allocation	117,820	117,820	118,069	142,172	147,236	175,900
<b>ALLOCATIONS</b>		<b>391,550</b>	<b>383,845</b>	<b>374,589</b>	<b>406,000</b>	<b>407,494</b>	<b>175,900</b>
70730	Furniture Fixtures (05)	314	-	980	-	-	-
70750	Automotive (05)	1,563	-	-	-	-	-
70765	CAD (05) / Furniture Fixtures	2,774	-	-	-	-	-
70770	Computer Equipment (05)	8,235	-	-	100,000	-	-
<b>CAPITAL OUTLAY</b>		<b>12,887</b>	<b>-</b>	<b>980</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE</b>		<b>6,379,009</b>	<b>6,780,144</b>	<b>6,885,824</b>	<b>7,279,249</b>	<b>7,377,103</b>	<b>7,147,038</b>

**Goals:**

- **To Provide strong leadership by:**
  - Continual mentoring of personnel
  - Maintaining a focus on the overall mission and goals
  - Modeling professional conduct and ethics
  - Encouraging teamwork and cooperation
- **To Provide for the safety of the community by:**
  - Maintaining response times within 3 minutes for priority 1 calls
  - Maintaining response times within 4 minutes for priority 2 calls
  - Being proactive through enforcement and education
  - Conducting drills and meetings for disaster preparedness
  - Deploying a motorcycle unit to assist with traffic enforcement
  - Hosting annual health fairs for senior citizens
  - Working interactively and in partnership with our schools
  - Improve Community outreach and communication through technology, street meets, and citizen's academies.
- **To Provide the community with a professional, ethical and competent Police Department by:**
  - Maintaining strict hiring and promotional standards
  - Providing employees with necessary safety equipment
  - Providing employees with contemporary training
  - Maintaining policies and regulations within industry standards



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# Paramedic & Fire

# PARAMEDIC & FIRE SERVICES

The mission of Palos Verdes Estates Fire Services is to provide timely, proficient, and cost-effective fire suppression and prevention, rescue, pre-hospital and hazardous materials response services to protect the lives and property in the City.

## RESOURCES

Service Program	ACTUAL 2015/16	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
FIRE	4,525,696	4,703,820	4,703,820	4,826,030	5,006,988
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,525,696</b>	<b>\$ 4,703,820</b>	<b>\$ 4,703,820</b>	<b>\$ 4,826,030</b>	<b>\$ 5,006,988</b>
- SPECIAL FIRE TAX	4,525,696	4,703,820	4,703,820	4,826,030	5,006,988
	<b>4,525,696</b>	<b>4,703,820</b>	<b>4,703,820</b>	<b>4,826,030</b>	<b>5,006,988</b>

Contract Paramedics & Firefighters  
3 Shifts of:

1 Captain  
1 Engineer  
3 Firefighter/Paramedics

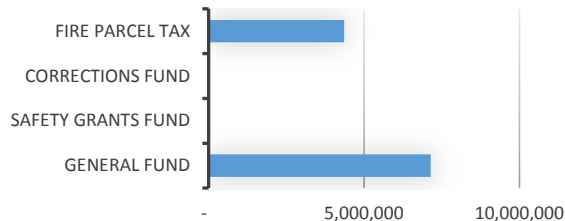


### Key Budget Changes/Comments

FY 17/18 budget reflects the new contract allocations presented by Los Angeles (LA) County in recent months. Components of the 17/18 contract year costing include:

- The County reached a 2% salary cost-of-living adjustment for Fire Safety positions effective July 2017 - and a 3.08% increase in employee health benefits.
- The overall increase amounted to 4.71% over the final adjusted County estimate and 1.63% over the prior City budget estimate.
- As a result of the loss of the Special Fire Tax, Measure D, the City is funding its fire protection services with residual Fire Parcel Tax fund balance of .6 million and transferring 4.3 million from the City's General Fund for FY 17-18.

### SAFETY FUNDING





# PARAMEDIC & FIRE SERVICES

## RESOURCES

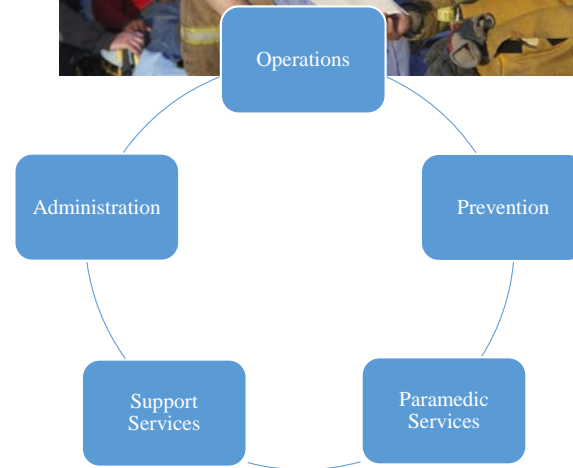
Cost Category	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	PROJECTED 2016/17	ADOPTED 2017/18
SUPPLIES & SERVICES	4,525,696	4,537,822	4,703,820	4,703,820	5,006,988
TOTAL	4,525,696	4,537,822	4,703,820	4,703,820	5,006,988

### What We Do:

Since 1986, the City has contracted with Los Angeles County Fire to provide fire protection, paramedic services and enforcement of the fire codes and other appropriate ordinances. The contract was necessitated by budget constraints which forced the closure of the City's department, which was consolidated with the County. The contract includes other support services such as supervision, dispatching, training, equipment maintenance and procurement. The City's current contract with the County covers a 10-year period and expires in 2016, however the contract contains an evergreen clause. The contract has been financed by a special parcel tax approved by City voters in the past, however the renewal of this tax through Measure D was unsuccessful and is therefore currently funded through transfers from the General Fund.

### Special Fire Parcel Tax

In the past, the City has funded the Los Angeles County Fire and Paramedic services through a voter approved Special Paramedic Fire Parcel Tax. This voter-approved 10-year special parcel tax expired on 6-30-17. The City included a new tax measure (Measure D) to renew the tax in it's March 2017 general election. The special tax required a two thirds majority (66.7%) to pass, but only received 60%. As a result, the City lost its funding for this core public safety program. The loss of this revenue source represents 27% of the City's general operating revenues. Therefore, the City is utilizing one

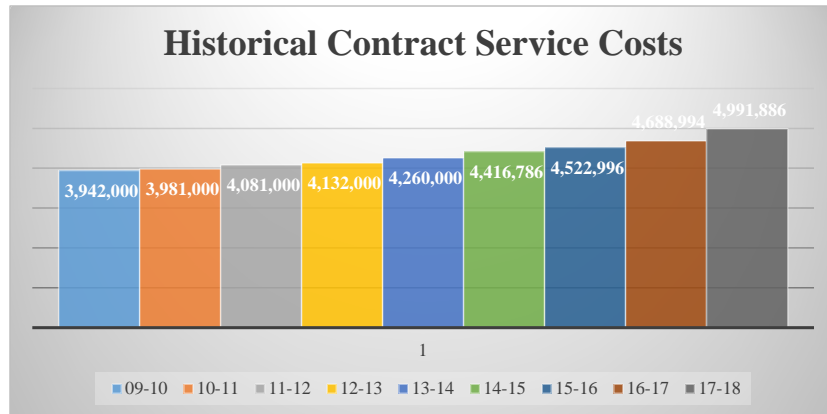


# The Sharper Pencil



## PARAMEDIC & FIRE SERVICES

4100	ACTUAL	BUDGET	ACTUAL	AMENDED	PROJECTED	APPROVED	ADOPTED
Line Items	2014/15	2015/16	2015/16	2016/17	2016/17	2017/18	2017/18
62255 Utilities	-	9,364	-	9,364	9,364	9,551	9,551
64425 Professional Services	5,000	5,462	5,037	5,462	5,462	5,571	5,571
64430 Contractual Services	4,416,786	4,522,996	4,520,658	4,688,994	4,688,994	4,810,908	4,991,866
<b>SUPPLIES &amp; SERVICES</b>	<b>4,421,786</b>	<b>4,537,822</b>	<b>4,525,696</b>	<b>4,703,820</b>	<b>4,703,820</b>	<b>4,826,030</b>	<b>5,006,988</b>
<b>TOTAL FIRE</b>	<b>4,421,786</b>	<b>4,537,822</b>	<b>4,525,696</b>	<b>4,703,820</b>	<b>4,703,820</b>	<b>4,826,030</b>	<b>5,006,988</b>



### Goals:

The Fire department is tasked with continuing to provide timely, proficient, and cost-effective fire suppression and prevention, rescue, pre-hospital and hazardous materials response services to protect the lives and property in the City.

# Building & Planning

# BUILDING & PLANNING

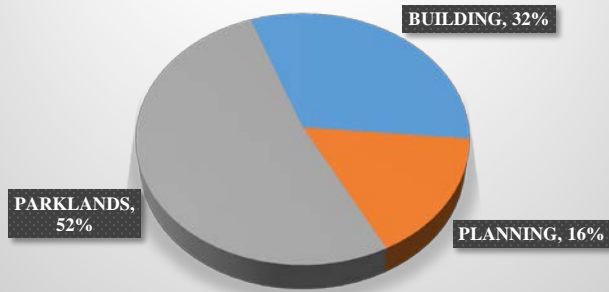
To serve the public by providing courteous, effective, efficient and accurate planning and development services to ensure a safe community that preserves and enhances the quality of life for all residents of the City of Palos Verdes Estates. The Department supports the Planning Commission, Parklands Committee and Traffic Safety Committee.

Service Area	FUND	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
BUILDING	Gen	864,237	701,837	753,466	763,529	738,671
PLANNING	Gen	531,073	426,447	472,893	428,523	367,021
PARKLANDS	*	1,221,747	1,304,661	1,364,966	1,380,118	1,201,785
<b>TOTAL EXPENDITURES</b>		<b>2,617,057</b>	<b>2,432,945</b>	<b>2,591,324</b>	<b>2,572,170</b>	<b>2,307,477</b>

### Funding Sources \*

Building	Gen	864,237	701,837	753,466	763,529	738,671
Planning	Gen	531,073	426,447	472,893	428,523	367,021
Parklands	Gen	1,219,632	1,293,111	1,364,966	1,380,118	1,201,785
	GEN	<b>2,614,942</b>	<b>2,421,395</b>	<b>2,591,324</b>	<b>2,572,170</b>	<b>2,307,477</b>
Parklands	SPEC	2,115	11,550	-	-	-
		<b>2,115</b>	<b>11,550</b>	<b>-</b>	<b>-</b>	<b>-</b>

### PROGRAMS



### Key Budget Changes/Comments

The Planning & Building budget utilizes FTE in-house positions and consultant services to effectively provide core functions. The FY 17/18 budgets does not fund the vacant Code Enforcement Officer position due to the need for cost saving measures.

The mission of the Planning & Building Department is to work collaboratively with other departments to provide reliable and predictable expectations in the review, permitting, and inspection of development projects. A primary objective is to respond to increased development activity while maintaining a high level of customer service for plan review, permit issuance, and building inspections.

The City's urban forest remains an important focus. The Parklands Division prioritizes the reservation, maintenance and establishment of trees and landscape to promote a safe and attractive environment.

# Building

## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	179,179	146,980	146,980	146,980	152,780	118,621
BENEFITS	46,524	40,024	40,024	40,024	42,193	40,053
SUPPLIES AND SERVICES	590,648	508,800	508,800	508,800	508,840	508,656
ALLOCATIONS	47,886	57,662	57,662	57,662	59,715	71,341
<b>TOTAL</b>	<b>864,237</b>	<b>753,466</b>	<b>753,466</b>	<b>753,466</b>	<b>763,529</b>	<b>738,671</b>

POSITIONS	12/13	13/14	14/15	15/16	16/17	17/18
FULL TIME	1.00	1.00	1.00	1.00	1.50	1.50
PART TIME	0.25	0.25	0.25	0.25		
<b>TOTAL</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.50</b>	<b>1.50</b>

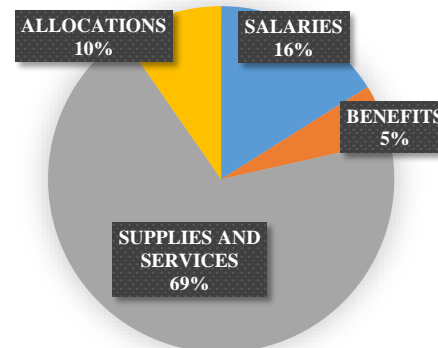
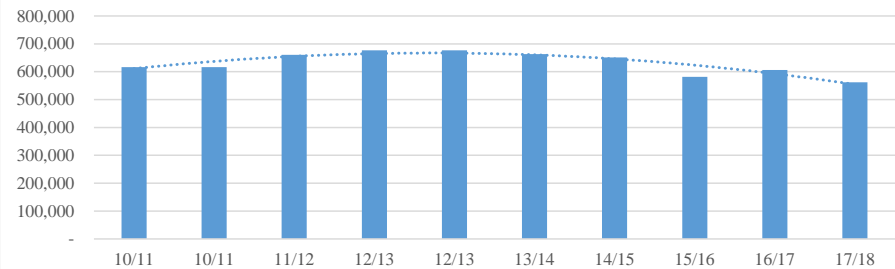
### What We Do:

To ensure that all construction projects within the City are designed and built to appropriate code standards. Construction activity is a key indicator of the economic vitality of the City. In conjunction with the number of permits issued, the value of the work is an important indicator of economic activity as well.

Enforcement is implemented through checking plans, issuing permits, and inspecting construction at all phases of a project for compliance with the California Building Code, the Municipal Code, and other safety standards related to material and structural soundness. The Building Division collects fees based on the cost of delivering services and processes and maintains records of permits, inspections, and plans.

At the public counter, the City provides permitting services and deliver on providing excellent customer service to our residents, business owners and construction community. The bulk of permitting activities is provided through contract professional services provided by HR Green.

### Building Permits Revenue



# The Sharper Pencil



<b>BUILDING</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>4200</b>	<b>Line Items</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
40005	Salaries	145,013	182,784	174,528	143,570	149,370	115,611
40007	Car Allowance	2,250	2,250	2,304	2,250	2,250	2,250
40008	Phone Allowance	360	360	369	360	360	360
41055	Regular Overtime	1,455	-	1,979	800	800	400
	<b>SALARIES</b>	<b>149,078</b>	<b>185,394</b>	<b>179,179</b>	<b>146,980</b>	<b>152,780</b>	<b>118,621</b>
50080	Retirement	16,262	16,812	18,143	14,941	16,136	13,893
50085	Workers' Compensation	204	205	204	332	314	375
50090	Health Insurance	19,113	22,825	24,942	22,400	23,296	23,513
50091	Disability Insur	530	748	595	740	770	596
50095	Medicare	2,102	2,318	2,641	1,611	1,676	1,676
50097	Unemployment	-	-	-	-	-	-
	<b>BENEFITS</b>	<b>38,211</b>	<b>42,908</b>	<b>46,524</b>	<b>40,024</b>	<b>42,193</b>	<b>40,053</b>
62215	Printing & Binding	-	-	-	-	-	-
62290	General Services	1,436	1,840	1,557	1,800	1,840	1,656
64423	Professional Services Fee Related	276,278	370,910	553,320	454,000	454,000	454,000
64425	Professional Services	13,057	-	-	-	-	-
64530	Geotechnical & Geological	39,525	50,000	35,770	50,000	50,000	50,000
64660	Strong Motion	435	2,000	-	2,000	2,000	2,000
64665	Strong Motion /SB 1473	235	1,000	-	1,000	1,000	1,000
	<b>SUPPLIES &amp; SERVICES</b>	<b>330,966</b>	<b>425,750</b>	<b>590,648</b>	<b>508,800</b>	<b>508,840</b>	<b>508,656</b>
66605	Insurance Allocations	47,785	47,785	47,886	57,662	59,715	71,341
	<b>ALLOCATIONS</b>	<b>47,785</b>	<b>47,785</b>	<b>47,886</b>	<b>57,662</b>	<b>59,715</b>	<b>71,341</b>
	<b>TOTAL BUILDING</b>	<b>566,040</b>	<b>701,837</b>	<b>864,237</b>	<b>753,466</b>	<b>763,529</b>	<b>738,671</b>

**What We Achieved:**

Adopted the 2016 California Building Code, California Fire Code and other related Codes addressing construction activities, sanitary sewer/industrial waste and fire and life safety building standards.

	Fiscal Year	Amount	Valuation
Plan Checks:	15/16	104	\$20,311,196
	16/17	123	\$23,080,923
Bldg Permits:	15/16	2,130	\$18,733,477
	16/17	2,030	\$515,957
New Homes:	15/16	12	
	16/17	11	
Inspections:	15/16	2,618	
	16/17	2,916	

**Goals:**

- Evaluate and update the fee schedule to ensure adequate cost recovery for delivery of services.
- Increase use of technology by implementing electronic plan submittal.
- Evaluate staffing levels from HR Green to address increased development activity while maintaining a high level of customer service for plan review, permit issuance and building inspections.
- Transition to new SmartGov permit tracking system to provide improved record keeping, faster processing and better reporting.
- Provide additional inspection services to address storm water prevention programs.

# Planning

## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	314,884	250,960	310,827	310,827	260,327	216,818
BENEFITS	78,368	65,498	65,498	65,498	69,111	59,027
SUPPLIES AND SERVICES	93,929	35,300	35,300	35,300	35,935	25,785
ALLOCATIONS	43,892	61,268	61,268	61,268	63,150	65,391
<b>TOTAL</b>	<b>531,073</b>	<b>413,026</b>	<b>472,893</b>	<b>472,893</b>	<b>428,523</b>	<b>367,021</b>

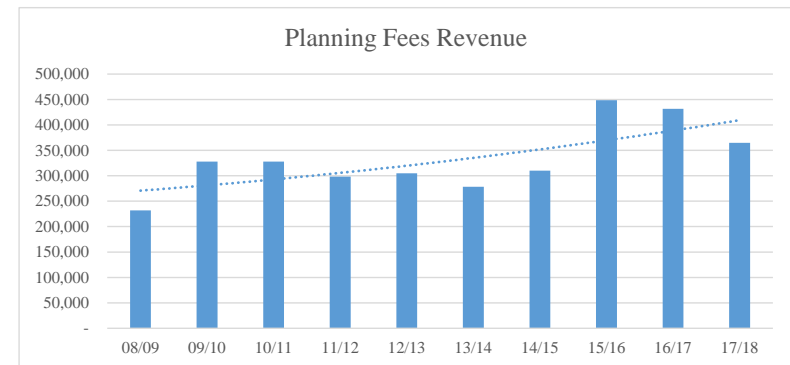
POSITIONS	14/15	15/16	15/16	PROJECTED	16/17	17/18
FULL TIME	1.00	1.00	1.50	1.50	2.50	2.50
PART TIME	0.25	0.25	0.25	0.25		
<b>TOTAL</b>	<b>1.25</b>	<b>1.25</b>	<b>1.75</b>	<b>1.75</b>	<b>2.50</b>	<b>2.50</b>

### What We Do:

The Planning Department is responsible for managing and implementing the land use and development policies of the City, administering the zoning and environmental regulations and managing the long range planning projects including all elements of the City General Plan.

The City Planning staff also provides public information, processes neighborhood compatibility applications, conditional use permits and grading permits, suggests zoning ordinance amendments and policy analysis, and studies a broad range of community issues. This department provides staff support to the Planning Commission and the City Council.

The Planning Department coordinates with the Palos Verdes Homes Association, a private corporation established in 1923 to enforce the Protective Restriction and provide architectural review through the Art Jury. The goal is to help property owners, businesses and their architects to understand and navigate the site planning, design and building process.



# The Sharper Pencil

PLANNING							
4800		ACTUAL	BUDGET	ACTUAL	ADOPTED	APPROVED	ADOPTED
Line Items		2014/15	2015/16	2015/16	2016/17	2017/18	2017/18
40005	Salaries	254,481	265,372	294,285	231,850	241,217	207,458
40007	Car Allowance	2,250	2,250	2,304	2,250	2,250	2,250
40008	Phone Allowance	360	360	369	360	360	360
41055	Regular Overtime	6,239	1,500	10,288	7,500	7,500	6,750
40045	Minutes	4,645	-	7,640	9,000	9,000	-
	<b>SALARIES</b>	<b>267,975</b>	<b>269,482</b>	<b>314,884</b>	<b>250,960</b>	<b>260,327</b>	<b>216,818</b>
50075	Uniform Allowance	-	-	-	500	500	500
50080	Retirement	28,443	24,668	31,674	26,839	28,986	24,929
50085	Workers' Compensation	377	425	420	664	629	750
50090	Health Insurance	34,098	38,507	40,852	34,689	36,077	30,102
50091	Disability Insurance	917	1,174	1,072	1,195	1,244	1,070
50095	Medicare	3,738	3,516	4,350	1,611	1,676	1,676
50097	Unemployment	-	-	-	-	-	-
	<b>BENEFITS</b>	<b>67,572</b>	<b>68,290</b>	<b>78,368</b>	<b>65,498</b>	<b>69,111</b>	<b>59,027</b>
61105	Dues and Memberships	44	-	2,462	-	-	-
61130	Travel & Meeting	688	4,000	2,161	7,500	8,000	1,250
62291	Code Enforcement Supplies	1,036	6,500	1,047	1,000	1,000	200
62215	Printing & Binding	821	500	-	800	800	200
62245	Legal Publishing/Public Info	1,829	5,000	1,348	5,000	5,000	5,000
62225	Legal Publishing	5,848	2,800	8,547	4,500	4,500	7,500
62290	General Services	6,212	7,575	7,190	12,500	12,635	7,635
64423	Professional Services Fee Related	46,723	-	1,226	-	-	-
64425	Professional Services & Green Prgm	4,605	10,000	69,949	-	-	-
64430	Contractual Services	2,166	8,500	-	4,000	4,000	4,000
	<b>SUPPLIES &amp; SERVICES</b>	<b>69,971</b>	<b>44,875</b>	<b>93,929</b>	<b>35,300</b>	<b>35,935</b>	<b>25,785</b>
66605	Insurance Allocation	43,800	43,800	43,892	52,853	54,735	65,391
66602	Equipment Allocation	-	-	-	8,415	8,415	-
	<b>ALLOCATIONS</b>	<b>43,800</b>	<b>43,800</b>	<b>43,892</b>	<b>61,268</b>	<b>63,150</b>	<b>65,391</b>
	<b>TOTAL PLANNING</b>	<b>449,318</b>	<b>426,447</b>	<b>531,073</b>	<b>413,026</b>	<b>428,523</b>	<b>367,021</b>



### What We Achieved:

- Updated the Zoning Ordinance to regulate wireless telecommunication facilities.
- Conducted the City's annual review of Conditional Use Permits.
- Conducted the City's annual joint meeting with the City Council, Planning Commission and Homes Association.
- Completed the annual Local Development Report and Self-Certification for the Congestion Management Program.
- Prepared a Climate Action Plan to serve as the City's roadmap for reducing greenhouse gas (GHG) emissions in City operations and the community at large.
- Conducted the Coastal Cleanup in Malaga Cove, Bluff Cove and Lunada Bay with Heal the Bay in September.
- Implemented a case tracking system for all code enforcement cases.
- Number of planning cases filed: 129 in FY 15/16 and 154 in FY 16/17 .

### Goals:

- Educate residents, architects, and contractors regarding planning and zoning policies; review procedures to determine if changes can be made to enhance efficiency and effectiveness and ensure that current information on processes and applications are accessible
- Assure that all proposed projects are designed to the City's planning and zoning code standards; assure compliance with all conditions of approval at the completion of construction and continually communicate with Building and Public Works to assure consistent and clear processing of projects.
- Perform a study of the Lunada Bay Plaza to identify revitalization opportunities.
- Update the City website to improve the understanding of the City's process and procedures.
- Implement a case tracking system for all planning related activities
- Prepare community newsletters and educational materials to facilitate the implementation of the updated policy for removal of unpermitted encroachments in the parklands and public pathways.
- Prevent fires and maintain safety in vacant lots and buildings that have dry weeds by enhancing the code enforcement for weed and nuisance abatement.
- Support code enforcement efforts by training other staff to assist until the City is able to budget for and fill the vacant Code Enforcement Officer position.



# PARKLANDS

## RESOURCES

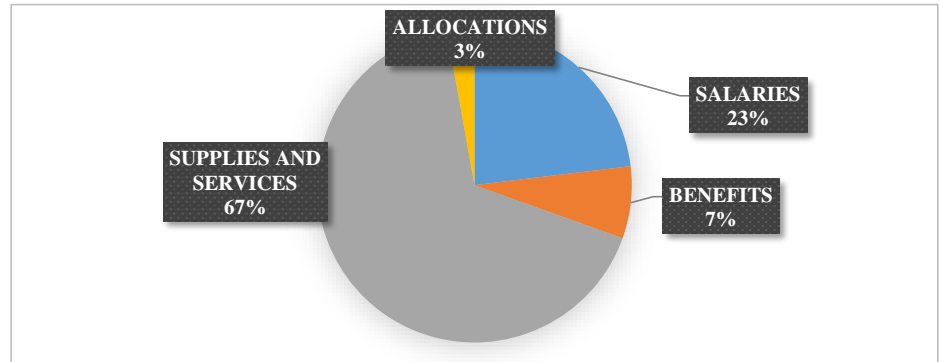
Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	262,040	276,940	276,940	276,940	287,319	277,319
BENEFITS	83,971	86,539	86,539	86,539	89,608	89,084
SUPPLIES AND SERVICES	832,020	933,745	953,056	953,056	957,560	801,522
ALLOCATIONS	41,758	48,431	48,431	48,431	45,632	33,860
CAPITAL OUTLAY	1,959	-	-	-	-	-
<b>TOTAL</b>	<b>1,221,747</b>	<b>1,345,655</b>	<b>1,364,966</b>	<b>1,364,966</b>	<b>1,380,118</b>	<b>1,201,785</b>

POSITIONS	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
FULL TIME	2.50	2.50	2.50	3.50	3.50	3.50
PART TIME	0.25	0.25	0.25	0.25	0.25	0.25
<b>TOTAL</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>

### What We Do:

The Parklands Division is responsible for the maintenance of the City's 500 acres of parklands and shoreline preserve, 4.5 miles of coastal frontage, approximately 10,700 trees and five City fountains. The Division is responsible for the landscaping and maintenance of street dividers and strips, tree trimming and maintenance in parklands and city rights-of-way, signing of coastal areas and weed abatement. The majority of work is performed by private firms under contract with other work performed by City staff.

The Parklands Division supports the Parklands Committee and implements various policies to protect, maintain and enhance the City's parklands, open space and street trees.



# The Sharper Pencil



<b>PARKLANDS</b>							
<b>6000</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>Line Items</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
40005	6000 Salaries	148,177	294,126	235,481	257,940	268,319	268,319
40010	6000 Temporary Salaries	25,608	16,000	8,166	16,000	16,000	8,000
41055	6000 Overtime	-	-	3,577	3,000	3,000	1,000
41065	6000 Call Back Overtime	145	-	14,816	-	-	-
<b>SALARIES</b>		<b>173,930</b>	<b>310,126</b>	<b>262,040</b>	<b>276,940</b>	<b>287,319</b>	<b>277,319</b>
50080	6000 Retirement	19,737	20,828	25,037	25,538	27,581	27,581
50085	6000 Workers' Compensation	9,475	9,770	9,768	15,261	14,456	17,256
50090	6000 Health Insurance	36,834	38,339	45,344	40,670	42,297	38,974
50091	6000 Disability	663	923	981	1,330	1,383	1,383
50094	6000 Social Security	1,593	-	573	-	-	-
50095	6000 Medicare	1,117	825	2,269	3,740	3,891	3,891
50097	6000 Unemployment	-	-	-	-	-	-
<b>BENEFITS</b>		<b>69,420</b>	<b>70,685</b>	<b>83,971</b>	<b>86,539</b>	<b>89,608</b>	<b>89,084</b>
61110	6000 Uniform Supplies	2,177	3,300	2,477	250	250	250
61130	6000 Travel & Meetings /Training	231	1,000	566	1,500	1,500	500
62255	6000 Utilities	193,048	160,000	192,438	178,500	182,000	182,000
62290	6000 General Services	612	765	649	750	765	689
63305	6000 Auto Supplies	17,112	17,490	16,443	-	-	-
63330	6000 Radio Communications	3,355	3,600	3,360	-	-	-
63353	6000 Paseo La Cresta	-	11,550	-	-	-	-
63353	6000 Paseo La Cresta (06)	7,894	11,550	2,115	-	-	-
64415	6000 Parklands Supplies/Maintenance	23,235	23,630	20,047	23,630	23,630	17,722
64425	6000 Professional Services	132,701	-	16,625	-	-	-
64435	6000 Weed Abatement	119,284	125,000	115,279	169,311	150,000	150,000
64436	6000 Parklands Maint Cont.	188,823	210,000	192,184	210,000	230,000	185,000
64440	6000 Tree Maintenance Contract	221,959	270,000	269,262	353,815	353,815	265,361
64430	6000 Contract Svcs - Irrigation	77	15,600	575	15,300	15,600	-
64443	6000 Prop A- Trees	-	-	-	-	-	-
<b>SUPPLIES &amp; SERVICES</b>		<b>910,508</b>	<b>853,485</b>	<b>832,020</b>	<b>953,056</b>	<b>957,560</b>	<b>801,522</b>
66602	6000 Equipment Repl. Allocation	20,285	47,685	20,989	21,063	17,289	-
66605	6000 Insurance Allocation	22,680	22,680	22,728	27,368	28,343	33,860
<b>ALLOCATIONS</b>		<b>42,965</b>	<b>70,365</b>	<b>43,716</b>	<b>48,431</b>	<b>45,632</b>	<b>33,860</b>
<b>TOTAL PARKLANDS</b>		<b>1,196,823</b>	<b>1,304,661</b>	<b>1,221,747</b>	<b>1,364,966</b>	<b>1,380,118</b>	<b>1,201,785</b>

- What We Achieved:**
- Administered tree-trimming contract providing necessary tree trimming for safety and health of the urban forest.
  - Administered the landscape maintenance contract and to maintain the appearance of city parks, medians, parklands and open space.
  - Implemented effective weed abatement and fire clearance process to clear designated areas.
  - Processed 33 applications in FY 16/17 for view enhancements; planted trees in parkways to promote neighborhood character; assisted property owners to install appropriate new or replacement trees.
  - Assisted Boy Scout Troup 783 implement an alternative mulch walking surface on PVDW in the Bluff Cove area.
  - Reviewed policies and requirements associated with non-standard street trees that are not the designated street tree to determine options for retention, maintenance and removal.
  - Participated in the review and consideration of encroachments within the parklands and public pathways (right-of-way) to ensure approvals are obtained or unauthorized encroachments are removed.

- Goals:**
- Assist in the preparation of community newsletters and educational materials to facilitate the implementation of the updated policy for removal of unpermitted encroachments in the parklands.
  - To develop a policy for addressing street trees planted without authorization to determine under what circumstances such trees are allowed to remain.
  - Encourage community sponsorship of projects to enhance the parklands and open space.
  - Ensure appropriate landscape installations for wireless telecommunication facilities.
  - Conduct a street tree inventory
  - Initiate a Tree Management Plan to identify best practices for designating type of street trees, maintenance standards and opportunities to enhance the

# Public Works

# PUBLIC WORKS

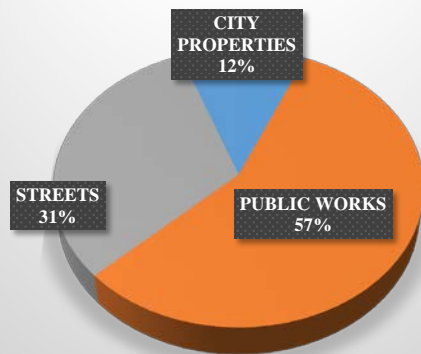
To serve the public by providing courteous, effective, efficient and accurate planning and development services to ensure a safe community that preserves and enhances the quality of life for all residents of the City of Palos Verdes Estates. The Department supports the Planning Commission, Parklands Committee and Traffic Safety Committee.

Service Area	FUND	ACTUAL 2015/16	BUDGET 2015/16	AMENDED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
CITY PROPERTIES	Gen	277,150	270,360	253,675	234,492	177,501
PUBLIC WORKS	*	632,211	648,455	1,035,427	992,357	839,423
STREETS	*	429,832	543,816	485,338	490,490	466,109
<b>TOTAL EXPENDITURES</b>		<b>1,339,193</b>	<b>1,462,631</b>	<b>1,774,440</b>	<b>1,717,338</b>	<b>1,483,033</b>

### Funding Sources \*

City Properties	Gen	277,150	270,360	253,675	234,492	177,501
Public Works	Gen	630,419	640,955	1,027,427	984,197	829,263
Streets	Gen	120,119	197,060	128,381	125,582	102,385
	GEN	<b>1,027,689</b>	<b>1,108,375</b>	<b>1,409,483</b>	<b>1,344,270</b>	<b>1,109,149</b>
Public Works	SPEC	1,792	7,500	8,000	8,160	10,160
		<b>1,792</b>	<b>7,500</b>	<b>8,000</b>	<b>8,160</b>	<b>10,160</b>
Streets	GAS TX	309,713	346,756	356,957	364,908	363,724
		<b>309,713</b>	<b>346,756</b>	<b>356,957</b>	<b>364,908</b>	<b>363,724</b>

### PROGRAMS



### Key Budget Changes/Comments

FY 2016/18 salaries and benefits reflects the Director of Public Works/City Engineer position for a full year - an amount that is offset by a reduction in hours charged by the City's engineering consultant for the City Engineer position. With the creation of a Department of Public Works, equipment, uniform, and communications and costs have been consolidated into this Department. The budget reflects additional funds to provide fountain maintenance for the City's five fountains and necessary funding for implementation of the Enhanced Watershed Management Plan and storm water monitoring. Costs for performing survey monitoring for Bluff Cove has been shifted from the CIP budget to operations until this effort concludes in FY 2017/18. Changes to the City Council chambers are proposed to allow for more flexible seating arrangements in support of the Emergency Operations Center and to serve as community meeting space.

Maintenance of our high standards for streets, buildings, parks, and the urban forest continues to be a challenge as costs for materials, utilities and contracted services continue to increase.

# City Properties

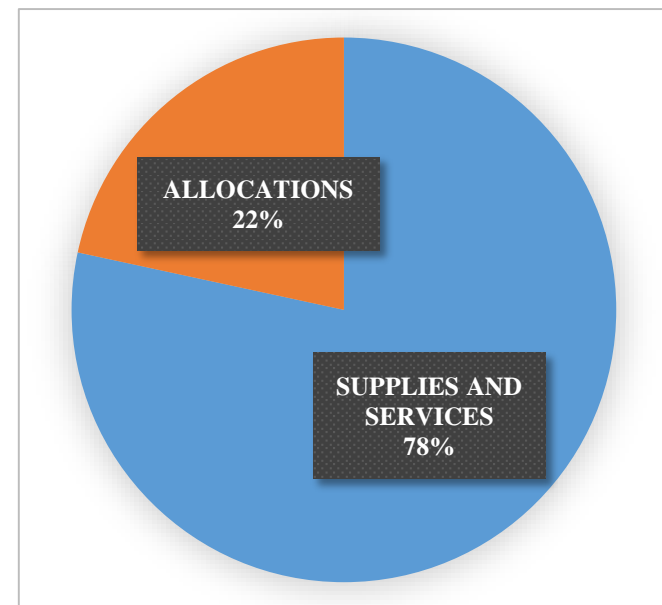
## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SUPPLIES AND SERVICES	146,786	176,457	176,457	174,835	139,132
ALLOCATIONS	130,364	77,218	77,218	59,657	38,369
<b>TOTAL</b>	<b>277,150</b>	<b>253,675</b>	<b>253,675</b>	<b>234,492</b>	<b>177,501</b>

POSITIONS	12/13	13/14	PROJECTED	14/15	15/16
FULL TIME	0.00	0.00	0.00	0.00	0.00
PART TIME	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### What We Do:

The City Properties function serves as a holding place for citywide shared support, supplies and service costs. It was created to simplify and consolidate the costing process and includes the following budget categories. The 17/18 budgets reflects an investment in equipment - some of which have been long deferred



# The Sharper Pencil

## CITY PROPERTIES

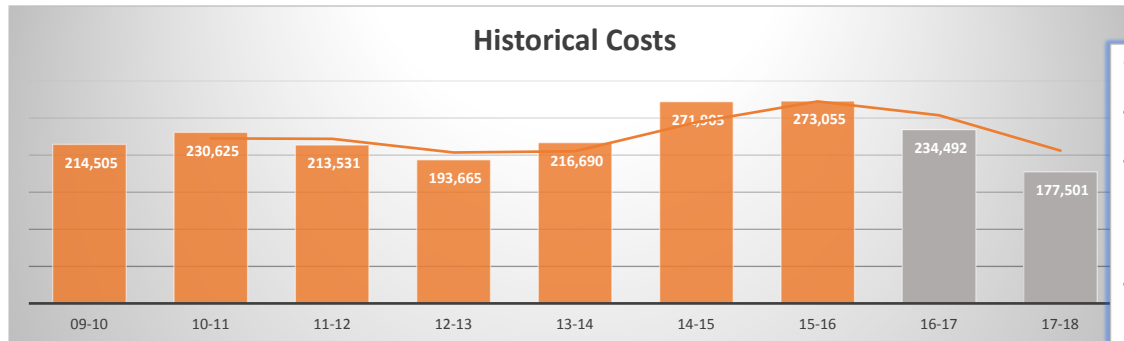
3080		ACTUAL	BUDGET	ACTUAL	ADOPTED	APPROVED	ADOPTED
Line Items		2014/15	2015/16	2015/16	2016/17	2017/18	2017/18
62255	Utilities City	73,235	67,360	71,503	71,096	74,650	70,000
63325	Building Supplies	29,857	29,730	41,609	58,500	48,500	28,500
64425	Professional Services	647	-	217	12,635	13,410	3,500
64430	Contractual Services	32,460	29,320	33,458	34,226	38,275	37,132
64437	Bluff Cove Properties	6,677	8,180	-	-	-	-
<b>SUPPLIES AND SERVICES</b>		<b>142,875</b>	<b>134,590</b>	<b>146,786</b>	<b>176,457</b>	<b>174,835</b>	<b>139,132</b>
66602	Equipment Repl. Allocation	111,700	110,070	104,610	46,206	27,540	-
66605	Insurance Allocation	25,700	25,700	25,754	31,012	32,117	38,369
<b>ALLOCATIONS</b>		<b>137,400</b>	<b>135,770</b>	<b>130,364</b>	<b>77,218</b>	<b>59,657</b>	<b>38,369</b>
<b>TOTAL CITY PROPERTIES</b>		<b>280,275</b>	<b>270,360</b>	<b>277,150</b>	<b>253,675</b>	<b>234,492</b>	<b>177,501</b>



### What We Achieved:

- Replaced an aging and deficient generator at City Hall .
- Replaced sections of rusted and failing sanitary sewer piping.
- Provided quick response to address any building or facility repairs.
- Completed radon remediation of detective bureau and painting of small conference room.

### Historical Costs



### Goals:

- To continue to maintain all buildings and facilities in a manner that is safe, efficient and provides for the delivery of city services.
- To address city hall seismic condition and remodel to determine how best to address seismic retrofit, energy efficiency, technology enhancements, delivery of services, ADA accessibility requirements, building, plumbing and fire code compliance and adequate meeting spaces for routine and emergency operations.
- Install updated City Hall telephone system.

# PUBLIC WORKS ADMINISTRATION

## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	20,715	218,681	218,681	218,681	227,305	227,305
BENEFITS	3,713	46,393	46,393	46,393	48,907	57,365
SUPPLIES AND SERVICES	543,933	625,807	693,469	693,469	636,523	459,630
ALLOCATIONS	63,849	76,884	76,884	76,884	79,623	95,123
<b>TOTAL</b>	<b>632,211</b>	<b>967,765</b>	<b>1,035,427</b>	<b>1,035,427</b>	<b>992,357</b>	<b>839,423</b>

POSITIONS	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
FULL TIME	0.00	0.00	0.00	2.00	2.00	2.00
PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

### What We Do:

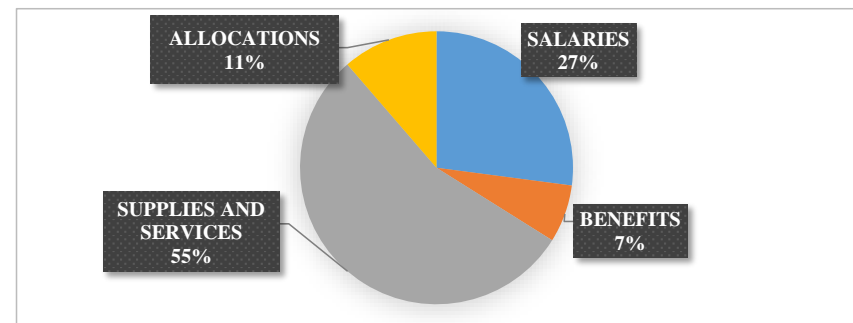
The primary role of the Public Works Division is improving and maintaining the physical environment of the City, which includes streets, alleys, storm drains, parklands, street trees, public parking lots, and coastal shoreline.

The Public Works Division oversees preparation and review of plans, specifications for all public improvements; surveying and inspection of construction; maintenance of streets, parklands, drainage and other improvements; and the provision of needed services and consultation with others interested in public improvements including engineering firms, utility companies, private developers and the general public.

The City Engineer also provides staff support for the Traffic Safety Committee.

Services in this area are fully provided on a contract basis.

The 17/18 Budgets reflects a reallocation of contract dollars between programs given anticipated work efforts and contract service levels.



# The Sharper Pencil

## PUBLIC WORKS ADMINISTRATION

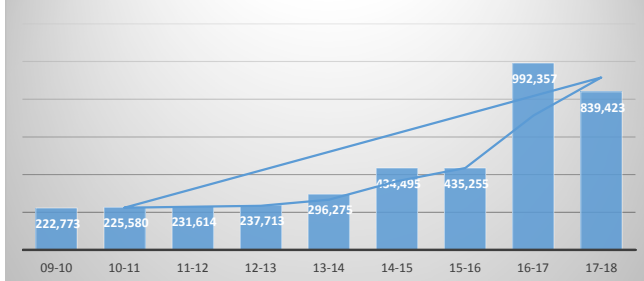
5000 Line Items	ACTUAL 2014/15	BUDGET 2015/16	ACTUAL 2015/16	ADOPTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
40005 Salaries	-	-	20,001	213,461	222,085	222,085
40007 Auto Allowance	-	-	616	4,500	4,500	4,500
40008 Phone Allowance	-	-	99	720	720	720
40045 Minutes	-	-	-	-	-	-
40006 Housing Allowance	-	-	-	-	-	-
<b>SALARIES</b>	-	-	20,715	218,681	227,305	227,305
50080 Retirement	-	-	1,247	17,027	18,389	18,389
50085 Workers' Compensation	-	-	-	265	251	300
50090 Health Insurance	-	-	2,040	24,905	25,901	34,310
50091 Disability Insurance	-	-	94	1,101	1,145	1,145
50094 Social Security	-	-	-	-	-	-
50095 Medicare	-	-	332	3,095	3,220	3,220
<b>BENEFITS</b>	-	-	3,713	46,393	48,907	57,365
70800 Refuse Containers (06)	-	-	-	-	-	-
61105 Dues and Memberships	-	-	-	374	604	604
61130 Travel/Meetings	-	-	-	6,285	7,035	3,795
62245 Legal Publications	-	-	1,430	-	-	916
63322 NPDES-MOU City Contribution	45,862	60,000	29,765	109,318	110,700	110,700
62290 General Services	1,436	3,040	1,672	3,000	3,040	2,856
64425 Profes Servs	202,295	478,200	436,794	397,180	405,334	253,349
64429 Prof Servs. NPDES	39,278	21,000	55,230	70,000	70,000	60,000
64430 Contractual Services GIS	15,000	15,000	17,250	31,650	31,650	17,250
64428 Recycling AB969 (06)	5,269	7,500	1,792	8,000	8,160	10,160
<b>SUPPLIES &amp; SERVICES</b>	<b>309,140</b>	<b>584,740</b>	<b>543,933</b>	<b>625,807</b>	<b>636,523</b>	<b>459,630</b>
66605 Insurance Allocation	63,715	63,715	63,849	76,884	79,623	95,123
<b>ALLOCATIONS</b>	<b>63,715</b>	<b>63,715</b>	<b>63,849</b>	<b>76,884</b>	<b>79,623</b>	<b>95,123</b>
<b>TOTAL PUBLIC WORKS ADMIN.</b>	<b>372,855</b>	<b>648,455</b>	<b>632,211</b>	<b>967,765</b>	<b>992,357</b>	<b>839,423</b>



### What We Achieved:

- Completed the following: annual overlay project utilizing asphalt rubber hot mix; annual slurry seal project using a new product, latex slurry seal; construction throughout the City to repair sections of damaged curb and gutter and pavement; annual catch basin cleaning; and initiated installation of catch basin inserts to collect trash and debris to comply with federally mandated stormwater programs.
- Completed construction of the sewer force mains to serve the Rocky Point and Paseo Del Mar sewage lift stations.
- Completed deconstruction of Bluff Cove Homes and converted area to open space.
- Worked with the Traffic Safety Committee and residents to address traffic issues on Granvia Altamira, Palos Verdes Drive and other areas of the City; Coordinated with the P.V. Unified School District and the Traffic Safety Committee for identifying improvements in pedestrian and vehicular safety near schools.
- Obtained a \$35,060 grant from CalRecycle towards the costs of constructing the annual street overlay.
- Performed the following: administration of the street sweeping and waste hauling contracts; plan check for right-of-way construction and associated traffic control and ongoing inspection of permitted right-of-way construction.

### Historical Costs



### Goals:

- To complete the annual slurry seal and overlay program.
- To implement Capital Improvement Program.
- To work with Peninsula Watershed Management Group to implement Coordinated Integrated Monitoring Plan for stormwater outflow into Machado Lake and Santa Monica Bay.
- To update sewer assessment and pavement management program.
- To implement new software to manage plan check, permit and inspection services.
- To cross train staff to enhance skills and service to community.
- To improve street identification signs and addressing on mailboxes/curbs to increase public safety.
- To revise and update public works standards.



# STREETS

## RESOURCES

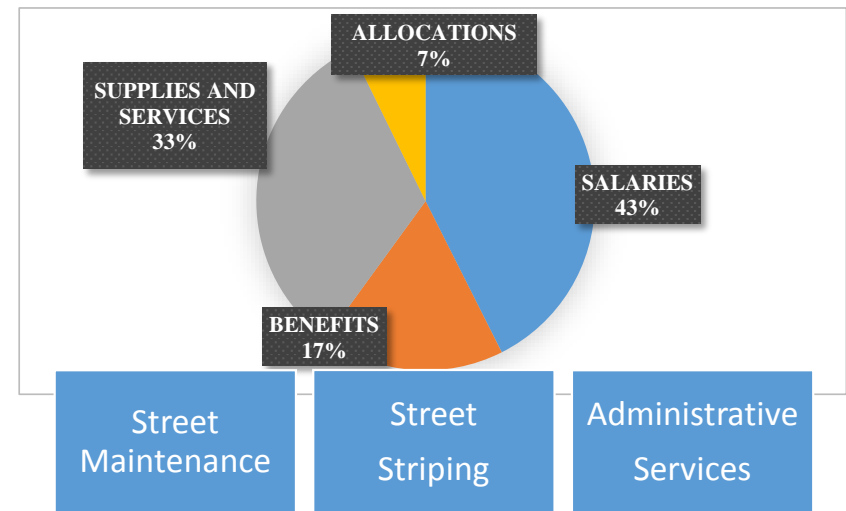
Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
SALARIES	196,233	199,408	199,408	199,408	206,784	198,424
BENEFITS	70,517	79,549	79,549	79,549	82,124	81,300
SUPPLIES AND SERVICES	121,324	157,950	157,950	157,950	155,950	152,525
ALLOCATIONS	41,758	48,431	48,431	48,431	45,632	33,860
<b>TOTAL</b>	<b>429,832</b>	<b>485,338</b>	<b>485,338</b>	<b>485,338</b>	<b>490,490</b>	<b>466,109</b>

POSITIONS	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
FULL TIME	2.50	2.50	2.50	2.50	2.50	2.50
PART TIME	0.25	0.25	0.25	0.25	0.25	0.25
<b>TOTAL</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>

### What We Do:

The Streets Division of the Public Works Department is charged with the responsibility for the maintenance and repair of the 78 miles of streets and alleys and 20 miles of storm drains within the City including curbs, sidewalks, bridges, guardrails, drainage structures, traffic and street signs and street markings. Activities include asphalt and concrete repairs, sealing and filling of potholes, slurry sealing, the replacement of worn or vandalized signs and the painting and striping of street lanes. Work is performed with City employees and through contract service with private firms through a competitive bidding process with the work performed under maintenance purchase orders.

Services in this area are fully provided both on a full time staffing and contract basis.



# The Sharper Pencil

<b>STREETS</b>						
<b>5100</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>Line Items</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
40005	-	-	20,001	-	-	-
40005	148,176	178,991	162,524	174,408	181,424	181,424
40008	-	-	-	-	360	-
41055	-	-	-	-	-	-
41055	-	-	-	-	-	-
41065	19,323	23,000	-	25,000	25,000	17,000
41065	71	-	13,708	-	-	-
41066	-	-	-	-	-	-
<b>SALARIES</b>	<b>167,570</b>	<b>201,991</b>	<b>196,233</b>	<b>199,408</b>	<b>206,784</b>	<b>198,424</b>
50075	1,500	750	-	-	-	-
50080	-	-	1,247	-	-	-
50080	19,736	20,690	20,631	20,189	21,805	21,805
50085	-	-	-	-	-	-
50085	9,475	9,770	9,768	15,261	14,456	16,956
50090	-	-	2,772	-	-	-
50090	36,831	38,340	34,605	40,670	42,297	38,974
50091	663	925	665	899	935	935
50095	745	630	829	2,529	2,631	2,631
50097	-	-	-	-	-	-
<b>BENEFITS</b>	<b>68,949</b>	<b>71,105</b>	<b>70,517</b>	<b>79,549</b>	<b>82,124</b>	<b>81,300</b>
61110	2,177	3,190	2,477	5,700	5,700	5,700
61130	29	220	191	1,000	1,000	500
62255	1,398	3,875	1,333	-	-	-
62290	718	1,680	779	1,000	1,000	900
63305	17,304	18,380	14,851	26,250	26,250	23,625
63310	1,392	23,000	17,632	3,000	3,000	3,000
63330	3,355	3,600	3,360	7,200	7,200	12,000
63350	24,995	19,000	11,634	20,000	20,000	20,000
63360	-	-	-	-	-	-
63360	21,769	30,000	27,431	30,000	30,000	30,000
64425	58,885	68,400	4,939	-	-	-
64425	3,000	3,000	3,000	3,000	3,000	3,000
64430	-	-	575	2,800	2,800	2,800
64432	29,089	25,000	-	25,000	25,000	25,000
64433	21,164	20,410	24,917	25,000	23,000	23,000
64434	-	-	-	-	-	-
64460	5,436	8,000	8,205	8,000	8,000	3,000
<b>SUPPLIES &amp; SERVICES</b>	<b>190,711</b>	<b>227,755</b>	<b>121,324</b>	<b>157,950</b>	<b>155,950</b>	<b>152,525</b>
66602	20,285	20,285	19,030	21,063	17,289	-
66605	22,680	22,680	22,728	27,368	28,343	33,860
<b>ALLOCATIONS</b>	<b>42,965</b>	<b>42,965</b>	<b>41,758</b>	<b>48,431</b>	<b>45,632</b>	<b>33,860</b>
<b>TOTAL STREETS</b>	<b>470,195</b>	<b>543,816</b>	<b>429,832</b>	<b>485,338</b>	<b>490,490</b>	<b>466,109</b>



## What We Achieved:

- Performed continuous maintenance and required support during and after rainstorms including: maintaining filled sandbags; inspecting and cleaning catch basins and storm drain grates; cleaning of asphalt drain swale on the Torrance boundary twice during the rainfall season; cleaning storm drain outfalls on the shoreline at the end of the rainfall season.
- Trapped and maintained peafowl until relocation under the supervision of the Police department and removed dead animals from the streets on a continuing basis.
- Supervised the annual Coast Cleanup Day at Malaga Cove beach; provided set-up and takedown for Independence Day celebration and Lunada Bay Harvest Festival; installed holiday lighting in Malaga Cove Plaza, Lunada Bay Park and adjacent median; provided traffic control and other special events as required.
- Removed graffiti on signs, sidewalks, stone boulders, trees, utility poles, or wherever else found within 24 hours and maintained all rights-of-way, parking areas, medians and shoreline free of litter and debris.

## Goals:

- To provide street right-of-way cleanup and litter control for safety and appearance
- To provide minor asphalt repair and patch potholes on a continuing basis and replace traffic and street name signs as required.
- To provide trash container and litter pick-up three times weekly.
- To inspect and clean catch basins to ensure proper functioning before the rainy season and to make sandbags available for use by residents to protect private property during periods of heavy rain.
- To provide a high level of emergency response for downed trees, traffic hazards, fires, accidents and natural disasters.

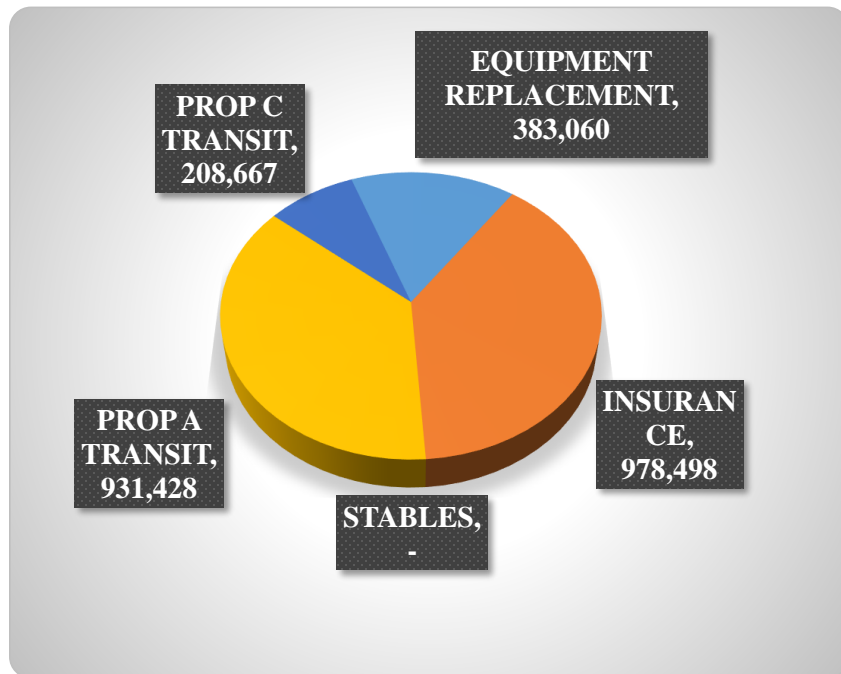
# Other Operations

# Other Funds

The funds below represent important internal service, facility or other agency funds that capture costs allocated to all operating departments

## RESOURCES

Service Area	FUND	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
EQUIPMENT REPLACEMENT	Equip	108,745	488,498	518,183	518,183	327,200	383,060
INSURANCE	Ins	249,669	780,418	787,499	787,499	819,515	978,498
STABLES	Stables	-	36,000	36,000	36,000	-	-
PROP A TRANSIT	Prop A	205,700	256,875	214,951	214,951	261,906	931,428
PROP C TRANSIT	Prop C	204,328	208,667	-	-	208,667	208,667
<b>TOTAL FUND EXPENDITURES</b>		<b>768,441</b>	<b>1,770,458</b>	<b>1,556,633</b>	<b>1,556,633</b>	<b>1,617,288</b>	<b>2,501,653</b>



### Key Budget Changes/Comments

The changes noted above relate to several key factors:

- Equipment Purchases are proposed for a variety of city operational needs for replacements and upgrades in the area of safety, maintenance and technology. They are itemized on the following detail page
- Insurance costs reflect a notable increase in worker's compensation and general liability premiums as reported by the joint Powers Authority for FY 2017-18 - these increases represent approximately \$166,000 of cost above FY 2016-17
- Prop A funds support the P.V. Transit system via the City's share of the allocation
- Prop C funds support street repairs, maintenance and Americans with Disability Act improvements

# Equip & Technology Requests

Description	Funding Source	ADOPTED FY 14-15	ADOPTED FY 15-16	APPROVED FY 16-17	ADOPTED FY 17-18
<b>EQUIPMENT REPLACEMENT FUND</b>					
Pentamation Personnel Module	Finance		EQPRPL	8,800	
HDL Sales Business License reporting & audit	Finance	60-7000-70770	EQPRPL	10,000	2,000
- UPS Systems	Technology	60-7000-70770	EQPRPL	2,500	-
- New Network Switches	Technology	60-7000-70770	EQPRPL	6,500	-
- Integrated Cash register	Technology	60-7000-70770	EQPRPL	15,000	-
- Web Site Upgrade and Refresh	Technology	60-7000-70770	EQPRPL	35,000	-
- Citywide Phone System	Technology	60-7000-70770	EQPRPL	40,000	-
- Server Upgrades	Technology	60-7000-70770	EQPRPL	35,000	-
- Citywide printers - replace & maintain	Technology	60-7000-70770	EQPRPL	15,000	7,500
- Server room clean-up and assessment	Technology	60-7000-70770	EQPRPL	15,000	-
- City Hall Wireless nodes	Technology	60-7000-70770	EQPRPL	1,000	-
- City Hall Phone System Upgrade	Technology	60-7000-70720	EQPRPL		
- City Hall Needs Assessment	Technology	60-7000-70720	EQPRPL		
PD Body Worn & In Car Cameras	Police	60-7000-70770	EQPRPL		59,000
Auto License Plate Recognition Project ALPR	Police	60-7000-70770	EQPRPL		75,000
Body Armor Replacement	Police	60-7000-70765	EQPRPL	50,000	50,000
Glock Handgun Replacement	Police	60-7000-70765	EQPRPL	159,298	-
Vehicle Replacement 2 Patrol Cars	Police	60-7000-70750	EQPRPL	10,200	10,200
Switch from Chargers to Explorers 2017 BA	Police	60-7000-70750	EQPRPL	-	10,200
Emergency Equipment for (2) Explorers 2017 BA	Police	60-7000-70750	EQPRPL	-	46,500
Vehicle Replacement 2 Patrol Cars	Police	60-7000-70750	EQPRPL	72,000	-
Emergency Equipment for (2) Explorers 2017 BA	Police	60-7000-70750	EQPRPL	-	59,000
Office Furniture & Fixtures	Police	60-7000-70730	EQPRPL	-	6,976
Tractor / Loader Replacement	Public Works	60-7000-70750	EQPRPL	-	22,709
Set up and Other Costs	Various	60-7000-70770	EQPRPL	-	-
Dispatcher Console	Police	60-7000-70720	EQPRPL	1,800	-
Enterprise Resource Planning (ERP) System	Finance	60-7000-70720	EQPRPL		60,000
Shelving & Workbenches	Public Works	60-7000-70730	EQPRPL	-	25,000
Vehicle Replacement - Utility Truck	Public Works	60-7000-70750	EQPRPL		54,500
Vehicle Replacement - Pool Car	Planning	60-7000-70750	EQPRPL	-	33,000
Vehicle Replacement - Motorcycle	Police	60-7000-70750	EQPRPL	-	37,500
Vehicle Replacement - Detective	Police	60-7000-70750	EQPRPL	-	30,000
<b>Total</b>				<b>\$ 401,000</b>	<b>\$ 140,000</b>
Police Hybrid Vehicle	Police	AQMD		29,000	
				<b>430,000</b>	<b>140,000</b>
				<b>518,183</b>	<b>383,060</b>



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# Capital Projects



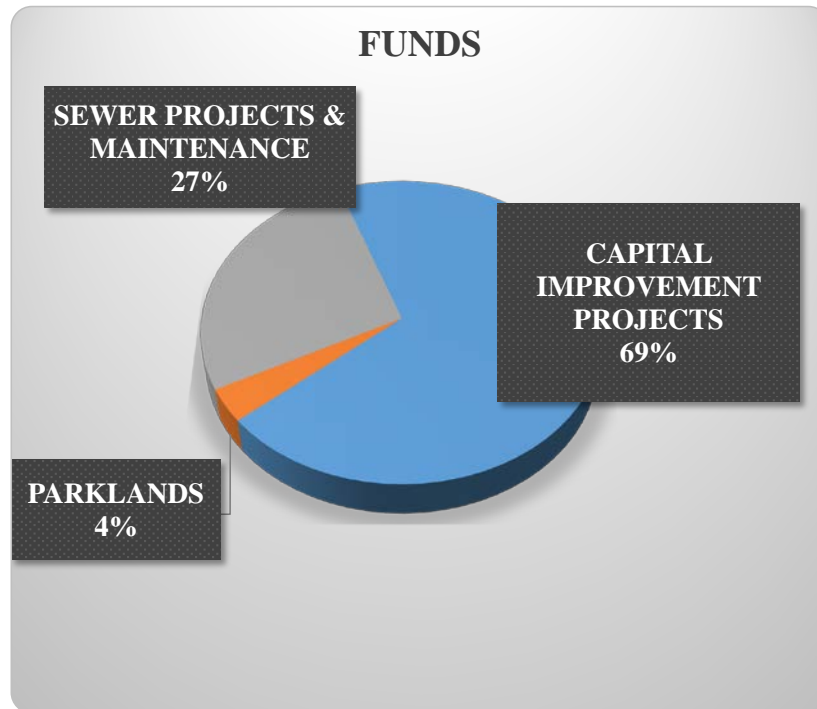


# Capital Improvement Program

To provide and account for the capital and infrastructure needs of the City in support of overall health & wellness , safety and quality of life standards.

## RESOURCES

Service Area	FUND	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
CAPITAL IMPROVEMENT PROJECTS	CIP	2,086,785	3,718,577	3,855,024	3,855,024	1,742,600	1,970,775
PARKLANDS	Parklands	-	-	100,000	100,000	-	100,000
SEWER PROJECTS & MAINTENANCE	Sewer	1,495,987	586,070	586,070	586,070	183,900	763,995
STABLES	Stables	-	35,000	35,000	35,000	-	-
<b>TOTAL FUND EXPENDITURES</b>		<b>3,582,772</b>	<b>4,339,647</b>	<b>4,576,094</b>	<b>4,576,094</b>	<b>1,926,500</b>	<b>2,834,770</b>



### Key Budget Changes/Comments

The FY 16/18 Biennial budget serves as a foundation for the City's 5-year Capital Improvement Program . This budget plants the seeds necessary in a long-term multi-year Capital Improvement program (CIP) commencing with a two-year duration this first year of launch.

The FY 16/18 Biennial budget continues to provide funding for basic and ongoing street, roadway and traffic calming projects. The FY 17/18 plan reflects cost saving measures due to the loss of revenues while still addressing community-wide safety related and mandated infrastructure projects. These include - storm water projects to comply with mandatory storm water programs, geometric study and analysis of PVDW from the Triangle to City Hall, guardrail replacements, storm drain improvements, ADA upgrades to City Hall and at Malaga Cove and Lunada Bay commercial centers, fire safety and weed abatement, and advancing sewer projects at Via Zurita & Via Coronel locations.



# Capital Improvement Fund

## RESOURCES

Cost Category	ACTUAL 2015/16	BUDGET 2016/17	AMENDED 2016/17	PROJECTED 2016/17	APPROVED 2017/18	ADOPTED 2017/18
CAPITAL OUTLAY	2,087,590	3,718,577	3,855,024	3,855,024	1,742,600	1,970,775
<b>TOTAL FUND EXPENDITURES</b>	<b>2,087,590</b>	<b>3,718,577</b>	<b>3,855,024</b>	<b>3,855,024</b>	<b>1,742,600</b>	<b>1,970,775</b>

POSITIONS	14-15	15-16	ACTUAL	PROJECTED	16-17	17-18
FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### What We Do:

The Capital Fund includes all non-sewer capital improvement projects. The City uses a Pavement Management System (PMS) to guide the program of rehabilitation and capital improvements for streets. The City continues its investment in infrastructure including street improvements, curb & gutter, pedestrian ADA improvements, parkland enhancements, City Hall Seismic upgrades/improvements as well as implementing storm drain improvements to comply with Federally mandated stormwater pollution compliance.

Funding for CIPs comes primarily from General Fund transfers, sewer proceeds and/or supporting grant proceeds in the absence of an on-going, dedicated revenue source for capital projects. Since the expiration of a 10% utility user tax in June 2003, funding is available only through various restricted funds (gas tax, Mesaure R, Prop C) and transfer of any monies available after maintaining the policy general fund reserves. In FY 17-18, funding is the CIP has been reduced in order to provide transfers to the General Fund.

Streets &  
Roadways

Storm  
Drain

Traffic  
Calming

Curb &  
Gutters

Parklands

Catch Basins

Facilities &  
Safety

Infrastructure

# Sewer Improvement Fund

## RESOURCES

Cost Category	ACTUAL 2015-16	BUDGET 2016-17	AMENDED 2016-17	PROJECTED 2016-17	APPROVED 2017-18	ADOPTED 2017-18
CAPITAL OUTLAY	1,495,987	586,070	586,070	586,070	183,900	763,995
<b>TOTAL FUND EXPENDITURES</b>	<b>1,495,987</b>	<b>586,070</b>	<b>586,070</b>	<b>586,070</b>	<b>183,900</b>	<b>763,995</b>

POSITIONS	2015-16	2016-17	2016-17	2016-17	2017-18	2017-18
FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### What We Do:

The City's sewer system consists of approximately 76 miles of pipe and 2,000 manholes and cleanouts. The majority of the gravity sewers are constructed of vitrified clay pipe with sizes ranging from 6 to 15 inches in diameter. The City is a member of the County of Los Angeles Consolidated Sewer Maintenance District (CSMD), which maintains approximately 74.17 miles of the City's sewer system. The remaining 1.83 miles of sewer are 6-inch pipes maintained by the City, and are generally located at the upstream ends of the sewer system.

The City has \$2.4 Million in reserves for capital improvements and capacity enhancing projects in the future. The funds were raised through collection of a sewer user fee from approximately 2004-2013. The fee expired in 2013 and left these reserve funds that can be used for capital improvements or to maintain and repair the portion of six-inch sewer lines that are not part of the CSMD.

Recent projects completed in the past fiscal year included two sewer force mains to serve the recently constructed sewer pump stations. As we look into 17-18, the Via Zurita and Via Coronel sewer upgrade projects will be completed and a sewer condition assessment will be performed to identify options to mitigate capacity constraints, install backflow devices and/or prioritize the upgrading of 6-inch lines to 8-inch mains for inclusion in the CSMD. Funds will also be used to maintain and repair the City's sewer system as needed. Projects are planned and managed on a contract service basis.

Sewer  
Maintenance

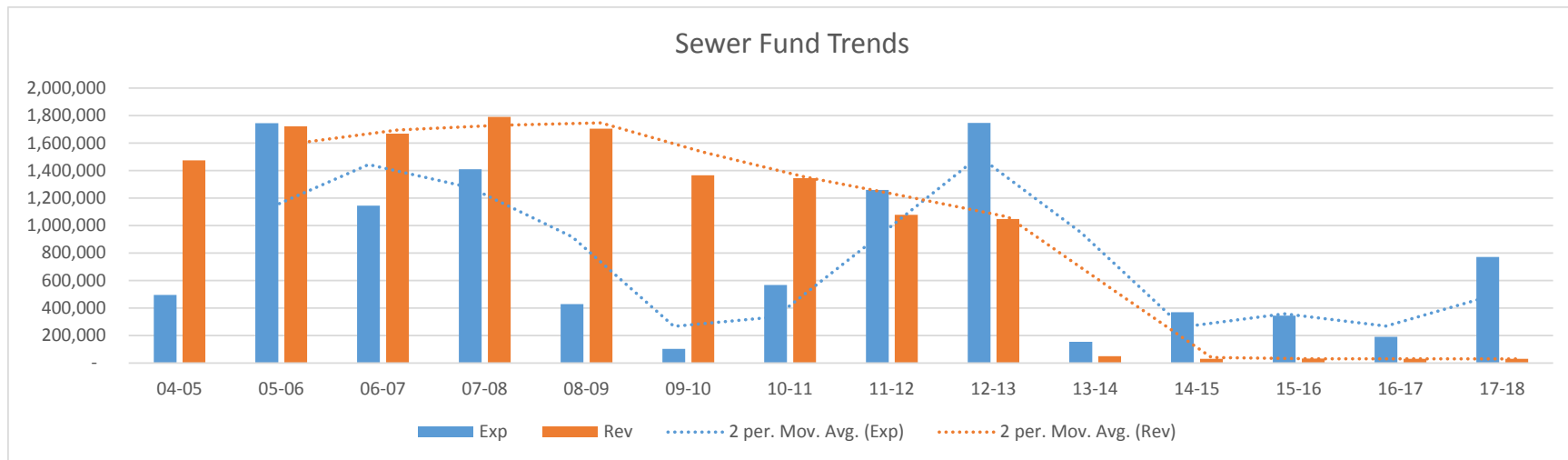
System  
Repairs

# The Sharper Pencil



## SEWER FUND

7200		ACTUAL	BUDGET	AMENDED	PROJECTED	APPROVED	ADOPTED
Line Items		2015-16	2016-17	2016-17	2016-17	2017-18	2017-18
64425	Prof Servs	-	7,500	7,500	7,500	7,500	7,500
64426	Sanitary Sewer Prof. Servs	-	-	-	-	-	-
<b>SUPPLIES &amp; SERVICES</b>		-	7,500	7,500	7,500	7,500	7,500
87000	Capital Projects/sewer repair	1,495,987	586,070	586,070	586,070	183,900	763,995
<b>CAPITAL PROJECTS</b>		1,495,987	586,070	586,070	586,070	183,900	763,995
<b>TOTAL SEWER</b>		1,495,987	593,570	593,570	593,570	191,400	771,495



# Active, Approved & Adopted Capital Projects



PROJECTS	TYPE	FUNDING	ACTUAL 2015/16	ADJUSTED 2016/17	PROJECTED 2016/17	ESTIMATED BALANCE	ESTIMATED CARRYOVER	ESTIMATED RETURNED TO GF	FUNDING 2016/17	APPROVED 2017/18	ADOPTED 2017/18
<b>STREETS &amp; ROADWAYS</b>											
Street Construction Maintenance	Annual	CIP/Meas R	500,000	660,000	687,524	(27,524)	-	-	-	364,200	# -
Street Resurfacing	Annual	CIP/Meas R	-	175,000	-	175,000	175,000	-	175,000	179,400	354,400
Slurry Seal	Annual	CIP/Gas Tax	394,551	440,000	235,940	204,060	-	-	-	242,800	# -
Curb & Gutter	Annual	CIP	76,772	75,000	-	75,000	-	75,000	-	76,900	76,900
Cross Gutter	Annual	CIP	18,608	-	-	-	-	-	-	-	-
Pavement Management System	One Time	CIP	-	75,000	15,000	60,000	60,000	-	60,000	-	60,000
Paseo Del Mar/Paseo Lunado Curb & Gutter Improvements	One Time	CIP	-	-	-	-	-	-	-	330,000	# -
<b>TRAFFIC SAFETY</b>											
Paseo Del Sol Turnout	Annual	CIP	1,788	310,993	-	310,993	# -	-	-	-	-
Traffic Calming Projects	Annual	CIP	8,957	25,600	-	25,600	-	25,600	-	26,200	26,200
Citywide Guardrail Improvements (contingent on grant award)	One Time	HSIP Grant *	-	200,000	-	200,000	25,000	175,000	25,000	-	25,000
Reflective Roadway Regulatory Signs (FHWA Required by 2015)	Ongoing	CIP	-	50,000	-	50,000	50,000	-	50,000	50,000	100,000
Lighted Crosswalk Restoration (PVDW/Via Carrillo)	Ongoing	CIP	-	21,860	23,485	(1,625)	-	-	-	-	-
<b>FACILITY IMPROVEMENTS</b>											
ADA Upgrades - ADA Master Plan - citywide	Annual	CIP	-	100,000	-	100,000	100,000	-	100,000	102,500	202,500
City Hall Security Projects	One Time	CIP	62,337	113,261	8,805	104,456	# -	-	-	-	-
City Hall Seismic Retrofitting	One Time	CIP	15,721	-	-	-	-	-	-	-	-
City Hall ADA, Furniture, Electrical, Wiring	One Time	CIP	-	200,000	12,031	187,969	187,969	-	187,969	-	187,969
City Hall Phone System Upgrade	One Time	EQ Replace	-	116,000	56,995	59,005	-	-	-	-	-
PVStables Manure Loading Platform (post asset study)	One Time	STABLES	-	35,000	35,000	-	-	-	-	-	-
Green Waste Storage Area - Paseo Del Campo	One Time	CIP	-	15,000	-	15,000	-	15,000	-	-	-
Civic Center Infrastructure Assessment	One Time	CIP	-	75,000	-	75,000	-	-	-	-	-
<b>INFRASTRUCTURE</b>											
Repair Storm Drains	Annual	CIP	4,110	25,000	-	25,000	25,000	-	25,000	25,600	50,600
Catch Basin Replacements	Annual	CIP	-	25,000	23,185	1,815	1,815	-	1,815	-	1,815
Via Del Monte Monitoring	One Time	CIP	-	-	-	-	-	-	-	-	-
City Storm Drain #3 Outfall Repair (Christmas Tree Cove)	One Time	CIP	-	290,000	1,080	288,920	288,920	-	288,920	-	288,920
PVDW/Via Corta - engineering & design (contingent on grant)	One Time	CALTRANS *	-	-	-	-	-	-	-	-	-
PVDW (Triangle and Civic Center) Roadway Geometric Study	One Time	CALTRANS	-	125,000	22,529	102,471	102,471	-	102,471	-	102,471
Automobile License Plate Reader	One Time	CIP	-	30,000	6,000	24,000	24,000	-	24,000	-	24,000
Citywide Sewer Repairs	Annual	SEWER	-	179,400	1,665	177,735	177,735	-	177,735	183,900	361,635
Sewer Conditions Assessment	One Time	SEWER	-	60,000	1,580	58,420	58,420	-	58,420	-	58,420
Via Coronel / Via Zurita Upgrades	One Time	SEWER	435	346,670	2,730	343,940	343,940	-	343,940	-	343,940
Force Main Sewer Project (62)	Annual	SEWER	1,495,552	-	-	-	-	-	-	-	-
MS4: Full Capture Trash Devices: Santa Monica Bay	Annual	SEWER	-	120,000	20,000	100,000	100,000	-	100,000	110,000	210,000
<b>CITY BEAUTIFICATION</b>											
Citywide Parkland Enhancement	Active	CIP	-	-	-	-	-	-	-	-	-
Malaga Cove Beautification	One Time	CIP	-	6,330	5,340	990	(0)	990	-	-	-
Bluff Cove Property H	One Time	CIP	-	-	-	-	-	-	-	-	-
Bluff Cove Property Deconstruction	One Time	CIP	658,709	-	-	-	-	-	-	-	-
Plaza Enhancements (contingent upon grant awards)	One Time	HSIP Grant *	-	-	-	-	-	-	-	-	-
Enhanced Weed Abatement & Fire Safety	One Time	CIP	322,324	-	-	-	-	-	-	125,000	# -
Citywide Irrigation Upgrades	Annual	CIP	22,583	35,730	19,298	16,432	-	16,432	-	-	-
Farnham Martin Park Fountain Upgrades	One Time	CIP	-	24,250	-	24,250	# -	-	-	-	-
Rossler Fountain Upgrade	One Time	CIP	-	-	-	-	-	-	-	10,000	10,000
Malaga Cove Plaza Enhancements	One Time	CIP	-	150,000	-	150,000	150,000	-	150,000	-	-
Lunada Bay Plaza Enhancements	One Time	CIP	-	150,000	-	150,000	150,000	-	150,000	-	150,000
Triangle Landscape at PVDW and PVDN	One Time	CIP	-	121,000	4,776	116,224	-	116,224	-	-	-
Street Tree Inventory	One Time	CIP	-	50,000	-	50,000	50,000	-	50,000	-	50,000
Tree Management Plan	One Time	CIP	-	50,000	-	50,000	50,000	-	50,000	-	50,000
Parkland Improvements	One Time	CIP	-	-	-	-	-	-	-	100,000	-
Parkland Improvements	One Time	CIP	-	100,000	-	100,000	100,000	-	100,000	-	100,000
Malaga Cove Plaza Land Use Study - City Match	One Time	CIP	-	-	5,250	(5,250)	-	-	-	-	-
Citywide Parkland Enhancement	One Time	CIP	326	-	-	-	-	-	-	-	-
<b>TOTAL</b>			<b>3,582,772</b>	<b>4,576,094</b>	<b>1,188,214</b>	<b>3,387,880</b>	<b>2,220,270</b>	<b>424,246</b>	<b>2,220,270</b>	<b>1,926,500</b>	<b>2,834,770</b>

## Active, Approved & Adopted Capital Projects

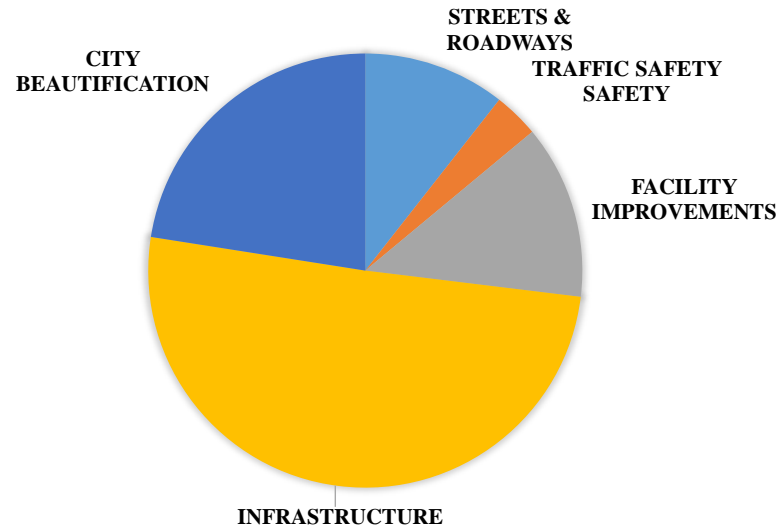


PROJECTS	TYPE	FUNDING	ACTUAL 2015/16	ADJUSTED 2016/17	PROJECTED 2016/17	ESTIMATED BALANCE	ESTIMATED CARRYOVER	ESTIMATED RETURNED TO GF	FUNDING 2016/17	APPROVED 2017/18	ADOPTED 2017/18
<b>CIP</b>			2,086,785	3,855,024	1,147,239	2,707,785	1,540,175	424,246	1,540,175	1,742,600	1,970,775
Parklands			-	100,000	-	100,000	100,000	-	100,000	-	100,000
GRANTS			-	-	-	-	-	-	-	-	-
STABLES			-	35,000	35,000	-	-	-	-	-	-
SEWER			1,495,987	586,070	5,975	580,095	580,095	-	580,095	183,900	763,995
			<b>3,582,772</b>	<b>4,576,094</b>	<b>1,188,214</b>	<b>3,387,880</b>	<b>2,220,270</b>	<b>424,246</b>	<b>2,220,270</b>	<b>1,926,500</b>	<b>2,834,770</b>

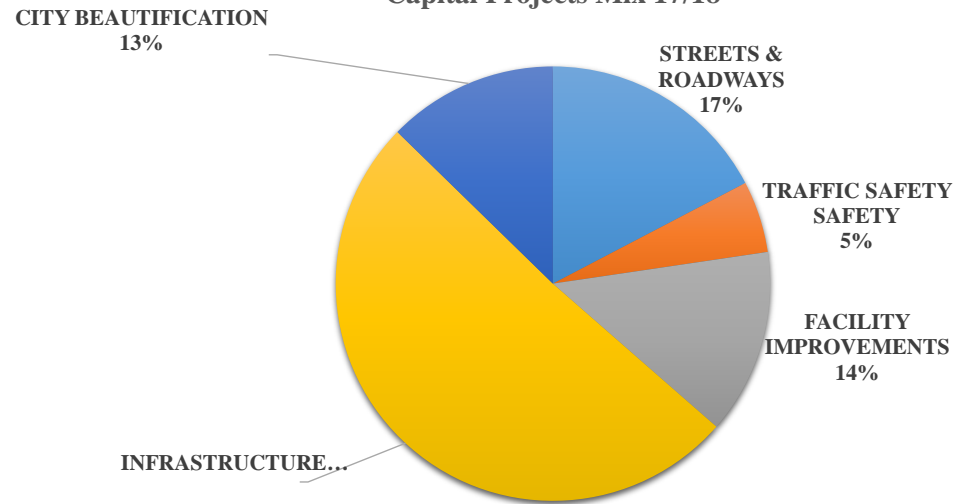
\* GRANT - indicative of a grant to be applied for

1. Projects deferred with balances returned to CIP fund balance.
2. FY 2017-18 projects defunded.

**Capital Projects Mix 16/17**



**Capital Projects Mix 17/18**



# Appendix

- ⇒ *Staffing*
- ⇒ *Assessed Value History*
- ⇒ *Core Assumptions*
- ⇒ *Glossary of Terms*

# ADOPTED STAFF POSITIONS

Function	2013/14	2014/15	2015/16	2016/17	2017/18
<b>City Manager</b>					
City Manager	1.000	1.000	1.000	1.000	1.000
Asst. to the City Manager	1.000	1.000	0.000	0.000	0.000
City Clerk/ Exec Asst. to CM	0.000	0.500	0.500	0.500	0.000
Deputy City Clerk/ Exec Asst.	0.500	0.000	0.000	0.000	0.500
Admin Analyst	0.500	0.500	1.000	2.000	2.000
Receptionist (Part-time)	0.000	0.563	0.563	0.000	0.000
Senior Receptionist (Part-time)	0.000	0.563	0.563	0.000	0.000
	<b>3.000</b>	<b>4.125</b>	<b>3.625</b>	<b>3.500</b>	<b>3.500</b>
<b>Finance &amp; Treasury</b>					
Finance Director	1.000	1.000	1.000	1.000	1.000
Financial Services Manager	1.000	1.000	1.000	1.000	0.000
Administrative Analyst - HR	0.000	0.000	1.000	0.000	0.000
Sr. Accountant	0.000	0.000	0.000	0.000	1.000
Financial Services Technician	2.000	2.000	2.000	2.000	2.000
	<b>4.000</b>	<b>4.000</b>	<b>5.000</b>	<b>4.000</b>	<b>4.000</b>
<b>City Clerk</b>					
City Clerk/ Exec Asst. to CM	0.000	0.500	0.500	0.500	0.000
Deputy City Clerk/ Exec Asst.	0.500	0.000	0.000	0.000	0.500
Office Specialist	0.500	0.563	0.563	0.560	0.500
Receptionist (Part-time)	0.563	0.000	0.000	0.563	0.563
Senior Receptionist (Part-time)	0.563	0.000	0.000	0.563	0.563
	<b>2.125</b>	<b>1.063</b>	<b>1.063</b>	<b>2.186</b>	<b>2.126</b>
<b>Police</b>					
Police Chief	1.000	1.000	1.000	1.000	1.000
Police Captain	2.000	2.000	2.000	2.000	2.000
Exec. Asst./Custodian of Records	1.000	1.000	1.000	1.000	1.000
Police Officer	13.000	13.000	13.000	13.000	13.000
Police Corporal	3.000	3.000	3.000	3.000	3.000
Police Sergeant	6.000	6.000	6.000	6.000	6.000
Records Supervisor	0.000	0.000	0.000	0.000	0.000



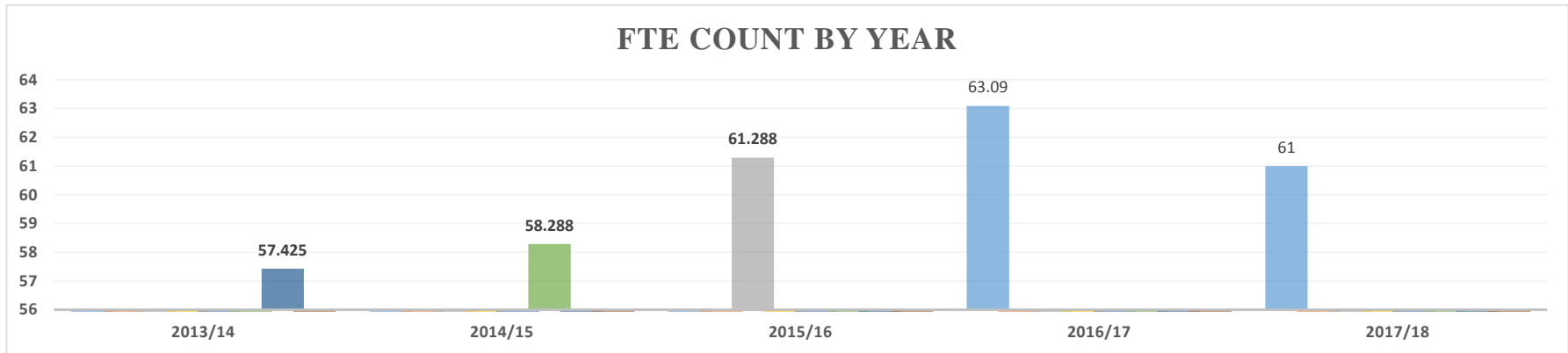
# ADOPTED STAFF POSITIONS

Function	2013/14	2014/15	2015/16	2016/17	2017/18
<b>POLICE (continued)</b>					
Services Officer	9.000	9.000	9.000	9.000	9.000
Lead Services Officer	1.000	1.000	1.000	1.000	1.000
Community Relations Officer	1.000	1.000	1.000	1.000	1.000
Traffic Control Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement	0.000	0.000	0.000	0.000	0.000
Crossing Guard	0.000	0.000	0.000	0.000	0.000
Data Entry Clerk	0.500	0.300	0.300	0.300	0.000
Police Services Aide (Part-time)	1.000	1.000	1.500	2.000	1.000
Police Volunteer Coordinator (Part-time)	0.300	0.300	0.300	0.600	0.300
	<b>39.800</b>	<b>39.600</b>	<b>40.100</b>	<b>40.900</b>	<b>39.300</b>
<b>Planning &amp; Building</b>					
Planning & Building Director	1.000	1.000	1.000	1.000	1.000
Planner	0.000	1.000	1.000	1.500	1.000
Code Enforcement Officer (Unfunded)	0.000	0.000	1.000	1.000	1.000
Permit Technician	1.500	1.500	2.000	1.000	1.000
Admin Analyst/Code Enf.	0.500	0.500	0.000	0.000	0.000
Maintenance Foreman	1.000	1.000	1.000	0.000	0.000
Equipment Mechanic	0.500	0.500	0.500	0.000	0.000
Maintenance Worker	4.000	4.000	4.000	0.000	0.000
	<b>8.500</b>	<b>9.500</b>	<b>10.500</b>	<b>4.500</b>	<b>4.000</b>
<b>Parklands</b>					
Forester	0.000	0.000	1.000	1.000	1.000
Maintenance Foreman	0.000	0.000	0.000	0.500	0.500
Equipment Mechanic	0.000	0.000	0.000	0.000	0.000
Maintenance Worker	0.000	0.000	0.000	2.000	2.000
	<b>0.000</b>	<b>0.000</b>	<b>1.000</b>	<b>3.500</b>	<b>3.500</b>
<b>Public Works, City Properties &amp; Streets</b>					
Public Works Director/City Engineer	0.000	0.000	0.000	1.000	1.000
Permit Technician	0.000	0.000	0.000	1.000	1.000
Maintenance Foreman	0.000	0.000	0.000	0.500	0.500

# ADOPTED STAFF POSITIONS

<b>Function</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
<b>Public Works, City Properties &amp; Streets (continued)</b>					
Equipment Mechanic	0.000	0.000	0.000	0.000	0.000
Maintenance Worker	0.000	0.000	0.000	2.000	2.000
	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>4.500</b>	<b>4.500</b>
<b>Citywide</b>	<b>57</b>	<b>58</b>	<b>61</b>	<b>63</b>	<b>61</b>

# ADOPTED STAFF POSITIONS

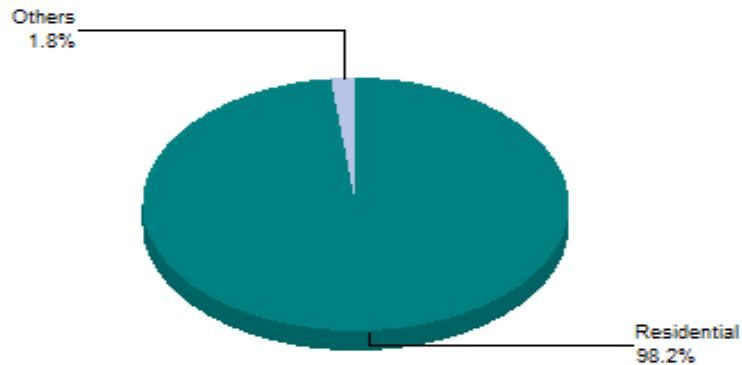


# THE CITY OF PALOS VERDES ESTATES 2016/17 USE CATEGORY SUMMERY

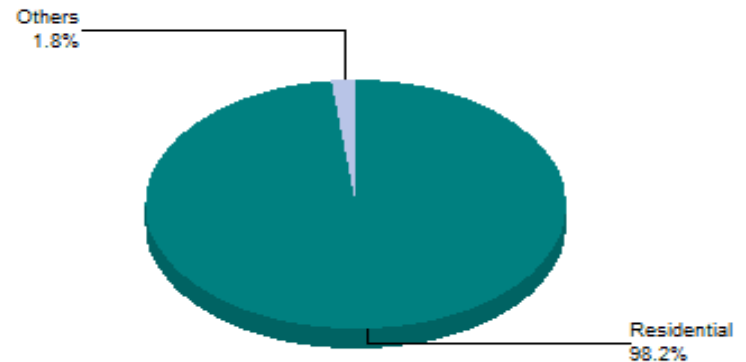
## BASIC PROPERTY VALUE TABLE

Category	Parcels	Net Taxable Value	Revenue
Residential	5,091	\$6,624,095,460 (98.2%)	\$7,352,586.40 (98.2%)
Commercial	28	\$35,318.521 (0.5%)	\$39,198.22 (0.5%)
Institutional	5	\$164,284 (0.0%)	\$182.33 (0.0%)
Miscellaneous	3	\$9,881 (0.0%)	\$10.97 (0.0%)
Vacant	97	\$63,997,254 (0.9%)	\$71,027.24 (0.9%)
Exempt	206	\$0 (0.0%)	\$0.00 (0.0%)
Cross Reference	(12)	\$18,797,402 (0.3%)	\$20,862.84 (0.3%)
Unsecured	(219)	\$5,764,559 (0.1%)	\$6,397.89 (0.1%)
<b>TOTALS</b>	<b>5,430</b>	<b>\$6,748,147,361</b>	<b>\$7,490,265.89</b>

**Net Taxable Value**



**Revenue**



# THE CITY OF PALOS VERDES ESTATES NET TAXABLE ASSESSED VALUE HISTORY

2007/08 - 2016/17 Taxable Property Values

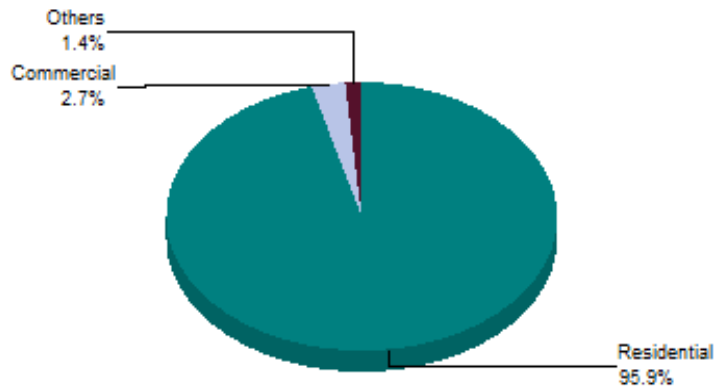
<b>Lien Year</b>	<b>Secured</b>	<b>Unsecured</b>	<b>SBE Nonunitary</b>	<b>Net Total AV</b>	<b>% Change</b>
<b>2007/08</b>	\$4,822,553,599	\$5,851,013	\$0	<b>4,828,404,612</b>	
<b>2008/09</b>	\$5,089,863,826	\$6,117,545	\$0	<b>5,095,981,371</b>	<b>5.54%</b>
<b>2009/10</b>	\$5,196,088,642	\$6,615,233	\$0	<b>5,202,703,875</b>	<b>2.09%</b>
<b>2010/11</b>	\$5,177,444,700	\$6,046,469	\$0	<b>5,183,491,169</b>	<b>-0.37%</b>
<b>2011/12</b>	\$5,318,089,948	\$6,144,415	\$0	<b>5,324,234,363</b>	<b>2.72%</b>
<b>2012/13</b>	\$5,459,340,107	\$5,683,705	\$0	<b>5,465,023,812</b>	<b>2.64%</b>
<b>2013/14</b>	\$5,745,707,104	\$6,176,596	\$0	<b>5,751,883,700</b>	<b>5.25%</b>
<b>2014/15</b>	\$6,059,750,797	\$7,021,633	\$0	<b>6,066,772,430</b>	<b>5.47%</b>
<b>2015/16</b>	\$6,426,743,210	\$6,965,669	\$0	<b>6,433,708,879</b>	<b>6.05%</b>
<b>2016/17</b>	\$6,742,382,802	\$5,764,559	\$0	<b>6,748,147,361</b>	<b>4.89%</b>

# THE CITY OF PALOS VERDES ESTATES 2016/17 PRE-1978 CATEGORY SUMMERY

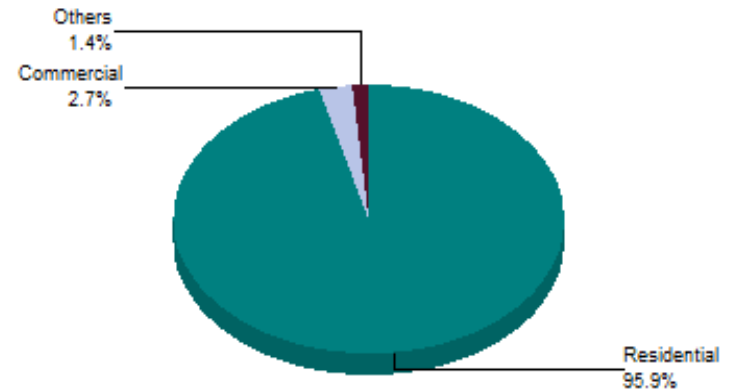
## BASIC PROPERTY VALUE TABLE

Category	Parcels	Net Taxable Value	Revenue
Residential	952	\$309,260,835 (95.9%)	\$343,273.97 (95.9%)
Commercial	11	\$8,766,148 (2.7%)	\$9,729.10 (2.7%)
Institutional	5	\$164,284 (0.1%)	\$182.33 (0.1%)
Miscellaneous	3	\$9,881 (0.0%)	\$10.97 (0.0%)
Vacant	41	\$4,348,447 (1.3%)	\$4,826.12 (1.3%)
Exempt	196	\$0 (0.0%)	\$0 (0.0%)
<b>TOTALS</b>	<b>1,208</b>	<b>\$322,549,595</b>	<b>\$358,022.49</b>

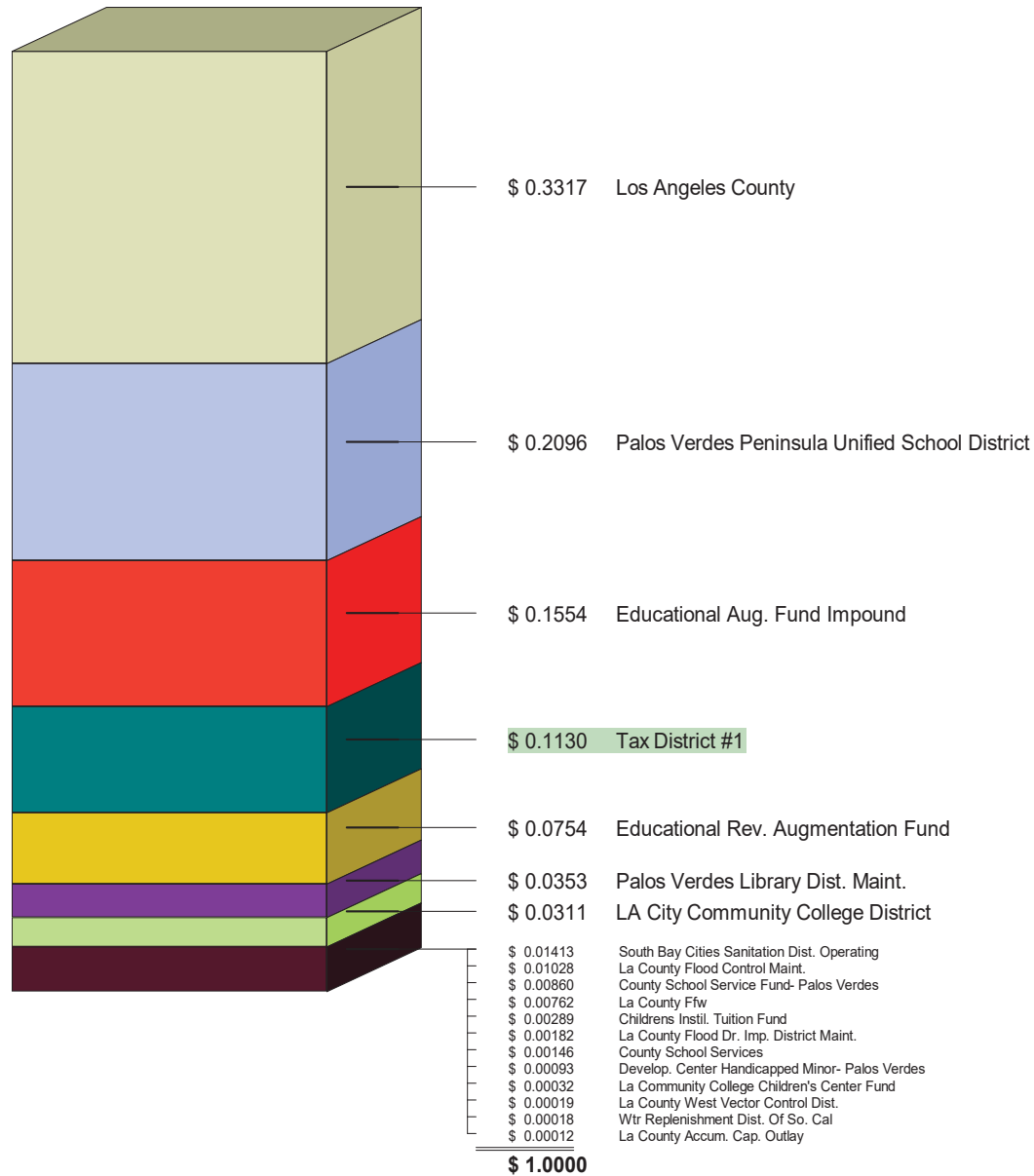
**Net Taxable Value**



**Revenue**



# THE CITY OF PALOS VERDES ESTATES PROPERTY TAX DOLLAR BREAKDOWN



**ATI (Annual Tax Increment) Ratios for Tax Rate Area 07112, Excluding Redevelopment Factors & Additional Debt Service**

Data Source: Los Angeles County Assessor 2017/18 Annual Tax Increment Tables

Prepared On 8/23/2017 By NEC

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

# *Core Assumptions*

- Labor & Benefits costs assume full staffing for a full-year
- Salary adjustments recorded at normalized & sustainable rates
- Pension rates increase (safety) at known & projected factors
- 10% health care cost increases, employer & employee, assumed
- Property tax to increase in the range of 2 to 4% each year
- Property Tax In Lieu of VLF consistent with property tax
- Sales Tax projecting 2% growth
- Development fees projected to remain at healthy trends
- No State takeaways projected
- Full year with CIP expenditure assumed
- Capital project costs assumed at preliminary estimates



# *Core Assumptions*

- Increased Workers' Compensation insurance costs of \$44,000 and General Liability insurance costs
- No extraordinary claim losses anticipated

## GLOSSARY OF TERMS

**Administrative Charge:** A transfer of monies to the General Fund to reimburse the General Fund for work performed in other funds by an employee whose salary is budgeted in the General Fund.

**Adopted Budget:** A plan of financial operations and capital improvements approved by the City Council for fiscal year. The Adopted Budget reflects estimates of revenues, expenditures, transfers, City's goals, objectives and performance data.

**Approved Budget:** The second year of a two year (Biennial) budget, where the City Council only adopts the upcoming fiscal year and approves the budget plan for the second fiscal year.

**Appropriation:** Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

**Appropriations Limit:** Article XIIB of the California Constitution was amended by Proposition 4, "The Gann Initiative," in 1979. This Article limits growth in government spending to changes in population and inflation, by multiplying the limit for the prior year, by the percentage change in the cost of living (or per capita personal income, whichever is lower); then multiplying the figure resulting from the first step, by the percentage change in population. The base year limit (FY1978-1979) amount consists of all tax proceeds appropriated in that year. The Appropriations Limit calculation worksheet can be found in the Appendix of the budget.

**Assessed Valuation:** The dollar value assigned to real estate or other property, by Los Angeles for the purpose of levying property taxes.

**Beginning Fund Balance:** The balance of a fund including restricted, assigned, committed and unassigned values carrying over into the following year.

**Bond:** A city may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

**Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

## GLOSSARY OF TERMS

**Budget Message:** A general outline of the budget which includes comments regarding the City's financial status at the time of the message and recommendations regarding the financial policies for the coming period.

**CalPERS:** A short name for the California Employee Public Retirement System.

**Capital Improvement Plan (CIP):** A financial plan of proposed capital improvement projects. CIP projects typically improve City-owned assets such as buildings, parks, streets and other infrastructure components. Capital projects often span more than one fiscal year.

**Capital Outlay:** A budget category which budgets major equipment purchases and capital improvement projects.

**Capital Improvement Projects:** Significant infrastructure improvements that have a useful life of one year or more and selected studies related to such activities that are expected to lead to a capital project. Examples include constructing a new park, street resurfacing, building remodels/repairs and construction of water mains.

**Debt Service:** Annual principal and interest payments owed on money the City has borrowed.

**Department:** An organizational unit comprised of divisions or programs. The City of Palos Verdes Estates has four departments: Administration, Finance, Police and Community Development. Fire Services are provided on a contract basis.

**Division/Program:** A common purpose combination of programs or activities within a department, which furthers the objectives of the City Council by providing services or a product.

**Encumbrances:** Financial commitments related to unperformed contracts for goods or services for which part of an appropriation is reserved. Encumbrances end when the obligations are paid or otherwise terminated.

**Enterprise Funds:** Funds established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are mainly self-supporting.

**Expenditure:** The cost of goods received or services rendered for the government unit.

## GLOSSARY OF TERMS

**Fiscal Year:** A 12-month period of time to which an annual operating budget applies. The City's fiscal year is July 1 through June 30.

**Fund:** A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances. The major types of funds include: General, Proprietary, Special Revenue, Capital, Debt Service, Permanent and Trust & Agency.

**Fund Balance/Reserve:** The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

### Funds Definitions:

**General Fund:** The primary fund of the City used to account for all revenues and expenditures of the City not legally required to be accounted for in another fund.

**Gas Tax Fund** - to account for state and county gas taxes, funds that may be used for street maintenance, right-of-way acquisition and street construction.

**Special Projects** - to account for funds received from other governmental agencies that are earmarked for specific projects.

**Police/Fire/Paramedic** - to account for funds received from City Proposition A for police and paramedic services.

**Drug Intervention** - to account for funds received from L.A. IMPACT, an association of local governmental agencies, related to drug enforcement activities. The funds are earmarked for the City's drug intervention programs.

**CLEEP** - California Law Enforcement Equipment Program (CLEEP) - to account for funds received from the State of California for law enforcement technology equipment.

## GLOSSARY OF TERMS

**SLESF** - Supplemental Law Enforcement Services Fund - to account for Community Oriented Policing Services (COPS) police U.S. Department of Justice grant funds received through the State of California.

**Corrections** - to account for funds received from the State Department of Corrections.

**Proposition A** - to account for the City's share of funds collected and distributed by the County of Los Angeles under Proposition A to finance transit projects within the City.

**Proposition C** - to account for the City's share of funds collected and distributed by the County of Los Angeles under Proposition C to finance transit projects within the City.

**Grants:** Contributions, or gifts of cash or other assets from another entity. Grants are typically to be used or expended for a specific purpose.

**Infrastructure:** The underlying foundation or basic framework of a system or organization, such as the roads, sewers and storm drains, etc.

**Internal Service Fund:** Internal Service Funds are used to account for the financing of equipment and services of the City on a cost-reimbursement basis. The City uses the following Internal Service Funds:

**Equipment Replacement** – to account for the purchase and maintenance of vehicular equipment on behalf of all City departments.

**Insurance** - to account for the City's insurance activities.

**Line-item:** Refers to any individual expenditure object or appropriation detailed in the department's budget.

**Materials & Services:** This budget category accounts for all non-personnel and non-capital expenses. Such expenditures include building maintenance, contract services, equipment maintenance, office supplies and utility costs.

## GLOSSARY OF TERMS

**Municipal Code:** The collection of City Council approved ordinances currently in effect. The Municipal Code defines City policy in various categories (i.e. building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

**Operating Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the estimated means of financing those expenditures.

**Ordinance:** A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

**Overhire:** An authorized position without monies budgeted for salary and fringe benefits. The overhire concept assumes that a department (particularly Public Safety) experiences several position vacancies during a fiscal year, and that the salary and fringe benefit savings from these vacancies will off-set the cost of the overhire personnel. The overhire personnel in-turn ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

**Program:** An activity or division, within a department, which furthers the objectives of the City Council, by providing services or a product.

**Reserve:** Used to earmark a portion of the fund balance as segregated for a specific use.

**Resolution:** A special order of the City Council, which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The Operating Budget is approved by resolution and requires a majority vote of the Council Members present.

**Restricted Funds:** As used in the budget presentation, restricted fund dollars are those that are qualified as to use by either a council set policy and or an external agency/contract requirement. A fund restriction can also apply to internal service funds that have accumulated dollars earmarked for future use i.e. – Equipment Replacement / Insurance Funds.

## GLOSSARY OF TERMS

**Salaries:** A budget category, which accounts for full-time and part-time employees, salary and benefits, overtime expenses, and fringe benefits.

**Special Revenue Funds:** Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Special Projects Fund:** See City fund definitions above

**Supplies & Services:** A budget category, which accounts for the materials, goods and contract services necessary to run a city program and function.

**Transfer:** Monies appropriated from one fund to another, in order to reimburse the fund for expenses or to finance the operation of the other fund. Transfers between a Proprietary Fund and a Governmental Fund are budgeted as revenues and expenditures in the various funds, to comply with governmental accounting principles.



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# Resolutions

RESOLUTION R17-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF PALOS VERDES ESTATES, CALIFORNIA  
ESTABLISHING THE FISCAL YEAR 2017-2018 APPROPRIATIONS  
LIMIT FOR THE CITY OF PALOS VERDES ESTATES

WHEREAS, the voters of California on November 6, 1979, added Article XIII B to the State Constitution placing various limitations on the appropriations of the state and local governments; and

WHEREAS, Article XIII B, as modified in June 1990, provides that the appropriations limit for fiscal year 2017-2018 is hereby amended by properly calculating the adjustment to the base year appropriations of fiscal year 1978-79 for changes in certain permitted factors; and

WHEREAS, to the best of the City's knowledge and belief, the State Department of Finance figures reflect the following statistics relevant to the calculation of the City's 2016-2017 Fiscal Year Appropriations Limit:

California per capita income, +3.69% (plus three and 69/100 percent).

Population Adjustment for the County of Los Angeles, +0.57% (plus 57/100 percent).

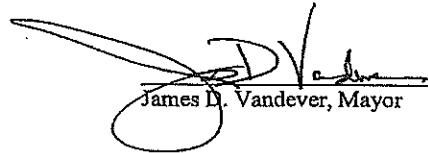
NOW THEREFORE, the City Council of the City of Palos Verdes Estates DOES RESOLVE AS FOLLOWS:

Section 1. That the following factors shown above shall be the basis of computing the 2017-2018 Fiscal Year Appropriations Limit and based on the foregoing figures (attached herein as EXHIBIT


A) and the provisions of Article XIII B of the Constitution of the State of California, that the City of Palos Verdes Estates appropriations subject to limitation for the 2017-18 Fiscal Year shall be \$22,355,235.

Section 2. The City Clerk shall certify to the passage and adoption of Resolution R17-

18. PASSED, APPROVED AND ADOPTED on this 21<sup>st</sup> day of June, 2017.

  
James D. Vandever, Mayor

ATTEST:

  
Lauren Pettit, Interim Deputy City Clerk

APPROVED AS TO FORM:

  
Christi Hogin, City Attorney

**RESOLUTION R17-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2017-2018 AND FIXING THE LIMITATION OF EXPENDITURES FOR THE SEVERAL PURPOSES, FUNCTIONS, FUNDS AND ACTIVITIES**

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA DOES RESOLVE AS FOLLOWS:

Section 1. Year one of the biennial budget of expenditures duly submitted and considered, is hereby approved, adopted and fixed as the annual budget of the City of Palos Verdes Estates for the fiscal year commencing July 1, 2017 and ending June 30, 2018 and in the amount, and for the purposes, functions, funds, transfers and activities set forth in Exhibits A, B, C and D, copies of which shall be permanently attached to this resolution.

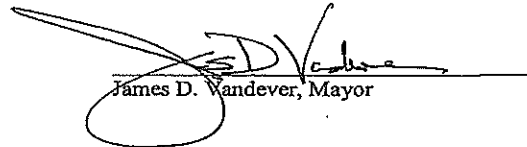
Section 2. The fund appropriations herein set forth shall constitute the maximum expenditures authorized for those funds. The City Manager is hereby authorized to make budgetary revisions between budget categories and departments within fund level appropriations if such a revision is necessary and proper. Council is to be updated of such revisions within the fiscal-year budget update and reporting process.

Section 3. The City Manager may transfer an amount not to exceed \$10,000 between budget categories and departments within fund level appropriations. Council is to be updated of such revisions within the fiscal-year budget update and reporting process.

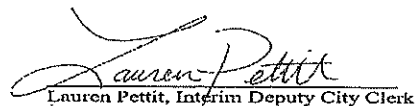
Section 4. The City Manager does hereby submit the number and classifications of employees in the respective functions, departments, and/or activities for the fiscal year 2017-2018 budget as set forth in Exhibit D.

Section 5. The City Clerk shall certify to the passage and adoption of Resolution R17-19.

PASSED, APPROVED AND ADOPTED on this 21<sup>st</sup> day of June, 2017.

  
James D. Vandever, Mayor

ATTEST:

  
Lauren Pettit, Interim Deputy City Clerk

APPROVED AS TO FORM:

  
Christi Hogin, City Attorney



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