CITY OF PALOS VERDES ESTATES FISCAL HEALTH REPORT FY 2002-2012



INCORPORATED 1939

CALIFORNIA

January 22, 2013 Judy Smith, City Manager



January 22, 2013

Mayor and Members of City Council:

The Fiscal Health Report, with results of operations for fiscal year 2011-12, is presented in conjunction with the City's Comprehensive Annual Financial Report (CAFR). The report provides a graphic representation of the City's fiscal condition as a complement to the financial audit. It assists with viewing the financial performance over time as a means to ensure future fiscal health.

The Fiscal Health Report is a monitoring system that computes a number of financial factors and compares the results over time. Monitoring systems can give early warnings of trends before they become major problems. The report is based on systems developed by the ICMA and GFOA, using selected factors for our City. The Finance Department has prepared this report since 1995.

How the System Works

The financial factors are calculated and trends established and graphed from 2002 through the fiscal year ended June 30, 2012 however, data is maintained from 1989 to the present. Unless otherwise noted, the data presented is for the general fund only. Expenditures for public safety (police and fire) are adjusted for inflation and represent constant dollar comparisons. Since the personnel costs related to these services are so large and influenced by inflation, adjustment to constant dollar comparison provides a clearer picture of the cost over time.

Factors and their trends are generally judged as favorable (green), stable (yellow) or unfavorable (red) and color-coded for easy reference. Due to the unprecedented fiscal conditions represented by the several previous years, staff had applied a tan color as a "watch" designation to what otherwise might be characterized as "stable". The "watch" designation indicated the rating could tip to either a favorable or unfavorable position, but that a clear trend was not discernible. Like the City Council and its approach to budgeting during this time period, the staff was especially cautious about the City's financial assumptions and took a very conservative approach to factor ratings. While we have not seen dramatic recovery in the residential real estate market, which is a key component of the City's fiscal health, based on the stability reflected in the other factors, staff has eliminated the "watch" rating with this year's report.

Findings

The findings in the report can be divided into two sections with Factors 1 through 6 representing fiscal conditions and Factors 7 through 9 reflecting management performance. As highlighted in past reports, the City is in a period of stagnant revenues, slow increases in property values, the possible threat of negative state impacts and increasing pressure on the general fund caused by a variety of factors, including a drop in some special revenues, especially gas tax, and policy decisions that shift costs to the general fund. Performance of significance is highlighted for several factors below.

"Growth in Assessed Values" (AV) is rated as favorable after four years of a downward trend culminating in a negative "growth" in 2011. FY 2012 AV increased 2.37% and while one year does not make a trend, the favorable rating is appropriate for the year-to-year performance. It is likely AV changes will reflect a stable trend over the next several years and which was characterized in last year's report as the "new normal" with increases between 2% and 4% due to CPI increase and additional moderate increase from resale values. Because the City operates with a comfortable margin between revenues and expenditures (see Factor 4B), the lack of property tax growth has been coupled with a very conservative approach to budgeting and expenditures, which has helped maintain this operating margin. Factors other than assessed values (#2 - 7) are all rated as "stable". Although over the past several years, due to the extreme economic uncertainty we had several factors under "watch" rating, this classification is eliminated with the 2012 financial results.

Personnel costs are closely monitored, as they represent a significant portion of the City's budget. For the first time in two years, agreements with employee associations resulted in modest salary increases of 2.5% for 2012. The prior two years, 2010 and 2011, involved flat cash stipends that did not attach to salary. The 2012 agreements did establish a slower growth in the City's maximum contribution toward the medical insurance for the next three year period. Both personnel costs as a percentage of total general fund expenditures and benefits as a percentage of personnel costs are rated as stable. Recently enacted pension reform legislation introduces an element of uncertainty related to personnel costs since it may take several years for effects of revised benefit formulas and employee/employer cost-sharing provisions to be realized.

The management factors (# 8 & 9) related to budgeting and operating position are rated as favorable. The City has a proven track record of realistic budgeting. Factor #7, "General Fund Balance", reflects a "stable" rating due to the Council policy of maintaining the general fund balance at 50% of the next year's total operating budget. The fund balance performance for 2012 (61%) is due to the fact that the FY 2011-12 budget did not provide for a use of funds (transfer) in excess of the 50% balance, which in the past has been directed to capital project financing. For the past several years, the Council has decided to wait for the presentation of the annual audit report, before considering policy options on the use of these funds.

I hope the Council finds the information in the report useful and that it provides some insight as to specific factors that reflect the City's overall fiscal health. I look forward to discussing this report with you.

Judy Smith City Manager

FISCAL HEALTH REPORT

TABLE OF CONTENTS

		Page
Transr	mittal	1
Factor	Summary Sheets	4
Factor	rs:	
1.	Growth in Assessed Values	5
2.	Property Tax as Percent of General Fund Revenue	6
3.	General Fund Revenue Per Capita	7
4. 4.a. 4.b.	General Fund Expenditures Per Capita Public Safety Expenditures Per Capita (Police & Fire) Revenue/Expenditure Per Capita	8 9 10
5.	Personnel Costs as Percent of General Fund Expenditures	11
6.	Benefit Costs as Percent of Total Personnel Costs	12
7.	Fund Balance as Percent of Total Operating Expenditures	13
8.	Operating Position	14
9.	Revenue Shortfall & Expenditure Overruns	15

Appendix - Factor Calculations

FACTOR SUMMARY SHEET

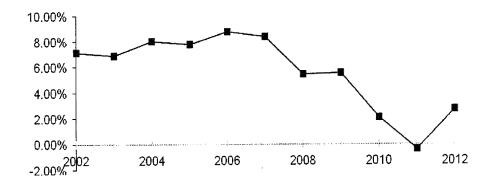
Assessed Values				
7.11				
Property Tax as % of General Fund Revenue				
General Fund Revenue Per Capita				
General Fund Expenditures Per Capita				
Personnel Costs as % of General Fund Expenditures				
Benefit Costs as % of Personnel Costs				
General Fund Balance as % of Total Operating Expenditures				
Operating Position				
Revenue Shortfall/ Budget Overruns				
	Property Tax as % of General Fund Revenue General Fund Revenue Per Capita General Fund Expenditures Per Capita Personnel Costs as % of General Fund Expenditures Benefit Costs as % of Personnel Costs General Fund Balance as % of Total Operating Expenditures Operating Position Revenue Shortfall/	Property Tax as % of General Fund Revenue General Fund Revenue Per Capita General Fund Expenditures Per Capita Personnel Costs as % of General Fund Expenditures Benefit Costs as % of Personnel Costs General Fund Balance as % of Total Operating Expenditures Operating Position Revenue Shortfall/	Property Tax as % of General Fund Revenue General Fund Revenue Per Capita General Fund Expenditures Per Capita Personnel Costs as % of General Fund Expenditures Benefit Costs as % of Personnel Costs General Fund Balance as % of Total Operating Expenditures Operating Position Revenue Shortfall/	Property Tax as % of General Fund Revenue General Fund Revenue Per Capita General Fund Expenditures Per Capita Personnel Costs as % of General Fund Expenditures Benefit Costs as % of Personnel Costs General Fund Balance as % of Total Operating Expenditures Operating Position Revenue Shortfall/

FACTOR 1 - GROWTH IN ASSESSED VALUES

DESCRIPTION – Assessed values (AV) are a key component of fiscal health since property taxes represent 54% of 2012 total general fund revenue. After four years of decline, 2012 assessed values increased 2.37%, aided by the maximum 2% CPI adjustment permitted under Proposition 13. During 2011, AV was negative when increase in values from property resale activity was insufficient to offset a negative CPI adjustment that was applied to all properties. While we know one year does not constitute a "trend", the 2012 rating must be viewed in context. It does represent a significant improvement compared to 2011 and exceeds the growth in 2010; however, it is likely we will not see improvement in home values until at least FY 2014-15 and years of recurring AV increases in excess of 6% are unlikely in the near term. General fund revenues continue to exceed expenditures by a comfortable margin. The City is in no danger of an immediate general fund operating deficit, and can endure several years of even modest growth (+2%) in assessed values.

FORMULA - <u>Current Year Assessed Value Minus Last Year's Value</u>
Last Year's Property Value

WARNING SIGN - DECREASING GROWTH OF ASSESSED VALUES



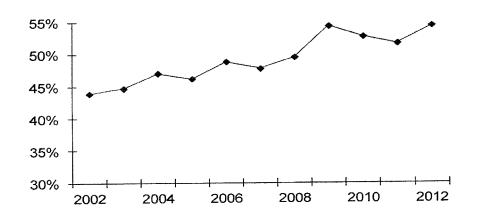


FACTOR 2 - PROPERTY TAX COLLECTIONS AS PERCENT OF GENERAL FUND REVENUE

DESCRIPTION – This factor focuses attention on property taxes, which are a key revenue source for this city. An increasing or decreasing percentage of property tax compared to total revenue could indicate a problem. An increasing percentage may indicate a lack of revenue diversification and an over-reliance on property tax, while a decreasing percentage may indicate lack of assessed value growth and/or an increasing delinquency rate. For FY 2012, property tax revenue (all sources) equaled 54% of general fund revenue compared to 52% in 2011. In the absence of an economic recovery, which would result in higher development revenue, sales taxes and other sources influenced by discretionary income (e.g. concession fees), the City by its residential nature will continue to show a heavy reliance on property taxes.

FORMULA - Property Tax Revenue
General Fund Operating Revenue

WARNING SIGN - <u>SIGNIFICANTLY</u> INCREASING OR DECREASING PERCENTAGE OF PROPERTY TAX REVENUE AS A PERCENTAGE OF GENERAL FUND OPERATING REVENUE



TREND Stable

FACTOR 3 - GENERAL FUND REVENUE PER CAPITA

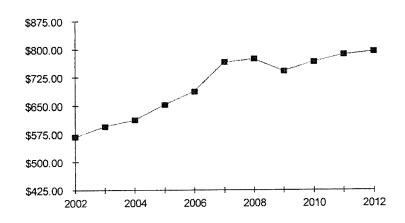
DESCRIPTION – This factor is designed to show whether revenues are keeping pace with growth in the community in order to gauge if there are resources to meet demands for service. While population growth is not a concern for Palos Verdes Estates, the per capita analysis does provide a useful approach to analyzing revenues and expenditures, once we account for the effects of population adjustments based on census results. As an example, the City's 2011 population "dropped" to 13,480 from 14,085 (-4.3%) in 2010, which assisted (boosted) the per capita revenue performance.

Per capita revenue for 2012 totaled \$795 compared to \$788 in 2011. General fund revenues increased 1% in 2012 compared to the prior year. We expect the revenue trend line to continue to remain flat for at least the next two years, given minimal growth in assessed values and the absence other factors pointing to strong economic performance.

Factor 4B (page 10) provides the graphic representation of both revenue and expenditures per capita, and it is important to view these factors in relation to each other.

FORMULA - General Fund Operating Revenue
Population

WARNING SIGN - DECREASING OPERATING REVENUE PER CAPITA



TREND Stable

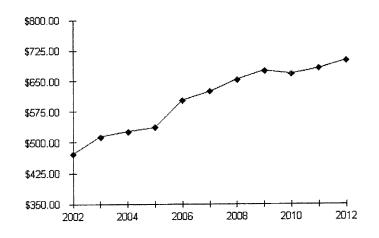
FACTOR 4 - GENERAL FUND EXPENDITURES PER CAPITA

DESCRIPTION - This factor is designed to show the cost-per-person of providing general fund City services. Increasing expenditures per capita can be troublesome if revenues per capita are stable or declining, which reflects our current situation. Per capita expenditures, excluding the safety side fund liability payment, totaled \$701 in 2012 compared to \$682 in 2011. Total general fund expenditures increased \$277,461 (3%) compared to FY 2011. Increases related to Police personnel costs (+\$414,540) were offset by savings in other areas, including general administration (-\$158,160) as a result of personnel consolidations. This factor is currently rated as stable.

As mentioned in previous reports, and displayed in Factor 4B (page 10), general fund revenues continue to perform in a manner which allows a comfortable margin above expenditures.

FORMULA - <u>Total Operating Expenditures</u> Population

WARNING SIGN - <u>SIGNIFICANTLY</u> INCREASING OPERATING EXPENDITURES PER CAPITA, ESPECIALLY WHEN COMBINED WITH A STABLE OR UNFAVORABLE TREND IN FACTOR 2 - REVENUES PER CAPITA.



TREND _____

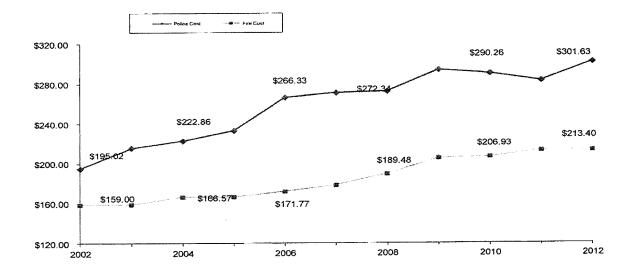
FACTOR 4.A. - PUBLIC SAFETY EXPENDITURES PER CAPITA

DESCRIPTION – Public Safety, police and fire costs, represented 69% of total operating expenditures in 2012. Personnel costs represent the vast majority of the costs for these departments – 86% in the Police Department and 78% within fire. The annual increase in the fire contract cost is capped at a maximum 4.2%. The Police Department costs are determined in large part by terms of the labor agreements, as well as employer PERS costs. In addition, since the analysis for the Police Department includes general fund costs only, the extent expenses are shifted to the general fund from restricted funds, as occurred beginning in 2006, affects the trending / per capita costs as well.

The cost per capita gap between police and fire hit a low of \$32 in 2000, which was one of our lowest PERS safety rates. In 2012, the per capita cost differential between police and fire was \$88, compared to \$70 in 2011. General fund costs for Police operations in 2012 increased a total of \$404,250 compared to 2011, all of which is attributable to salary and benefit costs. We realized full staffing within the Police department for a time during 2012. Due to the very small department, any vacancy, even temporary, can have a notable impact on the per capita cost.

FORMULA - Public Safety Expenditures
Population

WARNING SIGN - SIGNIFICANTLY INCREASING PER CAPITA EXPENDITURES



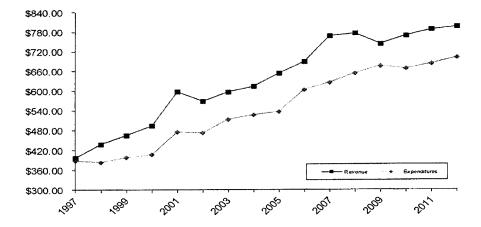
TREND		
	Stable	

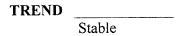
FACTOR 4.B. - REVENUES AND EXPENDITURES PER CAPITA

DESCRIPTION - This item shows Factors 3 and 4, Revenues and Expenditures per Capita, in tandem. Data from 1997 forward is shown to provide a longer historical perspective. Results in 2005, 2006 and 2009 reflect state property tax diversions that occurred in those years. FY 2007 represented the peak of fiscal performance with the widest margin of revenue in excess of expenditures (\$141), which coincides with the peak in median home values. The results for 2012 show general fund revenues per capita in excess of expenditures of \$93. The City continues to experience a healthy general fund surplus. The challenge continues to be relatively stagnant revenues coupled with increasing expenditure pressure on the general fund.

Per capita revenues have exceeded expenditures by the following margins:

1997	\$ 7.86	2003	\$ 82.99	2008	\$121.79
1998	\$ 53.62	2004	\$ 87.01	2009	\$ 66.69
1999	\$ 65.85	2005	\$116.79	2010	\$ 99.38
2000	\$ 86.36	2006	\$ 84.61	2011	\$105.80
2001	\$121.65	2007	\$141.35	2012	\$ 93.15
2002	\$ 95.60				





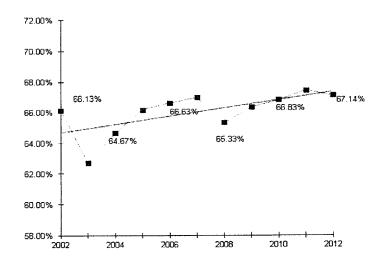
FACTOR 5 - PERSONNEL COSTS AS PERCENT OF TOTAL GENERAL FUND EXPENDITURES

DESCRIPTION - This factor is designed to show the percentage of general fund expenditures devoted to personnel costs. There is no ideal percentage or municipal standard for this factor and services provided by City personnel as opposed to contract affects the percentage. Building and planning contract service costs related to development activity, are deleted from total general fund costs in order to give a more consistent picture.

From 2005 – 2010, personnel costs remained relatively constant as a percentage of total general fund expenditures (66%). The trend line is slightly positive slope. In FY 2010 and 2011, the City provided a fixed stipend in-lieu of across the board salary increases. Although there was no wage increases during 2011, personnel costs represented a higher percentage of total general fund costs because expenditures were \$200,000 less in 2011 than in 2010. The results for FY 2012 were tempered by the reduction of 1.5 positions within administration, including the promotion of the incumbent to the City Manager's position and elimination of the Assistant City Manager's position. This consolidation helped offset the impacts of a 2.5% wage increase during 2012 granted to employees.

FORMULA -	Total Personnel Costs
	Total General Fund Expenditures-Cost for Development Services

WARNING SIGN - SIGNIFICANTLY INCREASING PERSONNEL COSTS COMPARED TO TOTAL EXPENDITURES ABSENT NEW EMPLOYEES OR BENEFITS



TREND	
	Stable

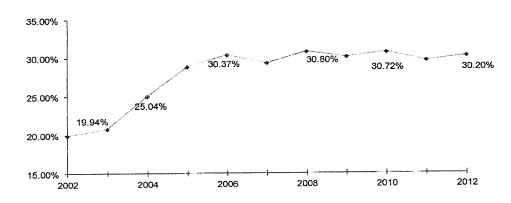
FACTOR 6 - BENEFIT COSTS AS PERCENT OF TOTAL PERSONNEL COSTS

DESCRIPTION - This factor is designed to demonstrate the impact of fringe benefit costs on a City's finances. Fringe benefits are sometimes viewed as low cost items compared to salaries, which may not always be the case. This factor was rate unfavorable from 2004-2006, when we experienced rapidly escalating retirement rates before PERS implemented rate smoothing and "pooled" plans for cities of less than 100 lives. From 2007-2011, a "watch" rating was applied to this factor, due to potential increased PERS costs related to the fund's investment performance. Medical insurance costs during this period moderated and the City's contribution is capped through agreements with the employee associations. Pension reforms will likely result in further stability of the City's benefits costs over time; however, this may take several years to be realized and there may be a short term increase in overall personnel costs to achieve savings in pension costs. This factor is now rated "stable" as the cost of benefits as percentage of total personnel costs has fluctuated within one-half (½) of 1% since 2006.

FORMULA - Benefit Cost

Total Personnel Costs

WARNING SIGN - INCREASING FRINGE BENEFIT COSTS COMPARED TO TOTAL SALARY AND WAGE COSTS



TREND _____Stable

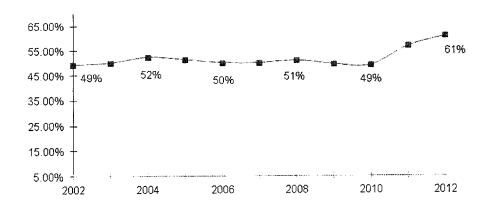
FACTOR 7 – GENERAL FUND BALANCE AS A PERCENT TO TOTAL OPERATING EXPENDITURES

DESCRIPTION - This factor is designed to show the undesignated portion of the general fund balance as a percentage of the next year's (FY 12-13) total operating expenditures, including the cost of fire service, which is financed outside the general fund. This provides a means to gauge a City's ability to respond to unforeseen emergencies, representing available funds expressed as a percentage of total expenditures. In 2011, the City implemented provisions of GASB 54 and adopted a formal fund balance policy. The Council approved a "committed" general fund balance of \$7.2 million to address economic uncertainties. In prior years, funds in excess of the targeted balance (50% of operating budget) were transferred to the capital fund, except during 2009 and 2010 when excess funds were used to reduce the PERS safety plan side fund liability. The PERS liability was eliminated during FY 11-12 and results of operations for 2012 reflect an excess general fund balance. Staff is preparing options for the City Council related to the excess balance, which will be presented at a January policy meeting. Once a use or uses (transfers) is determined, the 2012 fund balance will again reflect a stable trend.

FORMULA -

General Fund Undesignated Balance
Total Operating Expenditures

WARNING SIGN - DECREASING UNDESIGNATED GENERAL FUND BALANCE AS A PERCENT OF TOTAL OPERATING EXPENDITURES



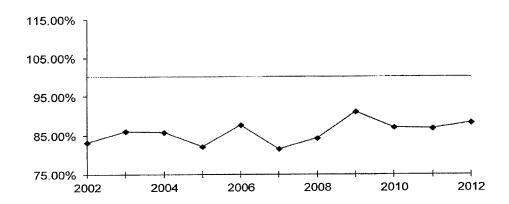
TREND	
	Stable

FACTOR 8 - OPERATING POSITION

DESCRIPTION - This factor is designed to demonstrate whether a municipality is operating at "break even" or is relying on its fund balance to finance current operations. In this calculation, a number more than 100% means the City was operating at a deficit; 100% means the City broke even; less than 100% means the City had an operating surplus and earned more than was spent. The City has realized a general fund surplus each year since 1994 and continues to realize a comfortable general fund surplus. The 2012 results below exclude the final payment to eliminate the PERS safety liability (\$758,809) since this was paid from designated fund balance and not current year operating revenue. Dedicated special financing for fire contract costs are a critical component of the City's fiscal picture and as stated in past reports, property tax revenues alone do not cover the cost of operations for the Police Department.

FORMULA - General Fund Operating Expenditures
General Fund Operating Revenues

WARNING SIGN - INCREASING AMOUNTS OF GENERAL FUND OPERATING DEFICITS AS A PERCENTAGE OF TOTAL OPERATING REVENUE





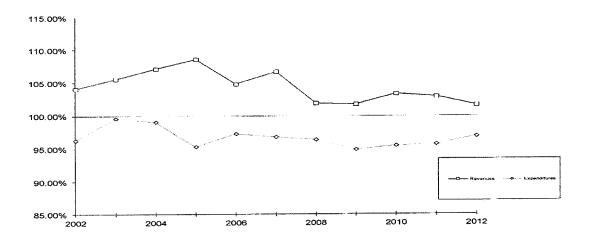
FACTOR 9 - REVENUE SHORTFALL AND EXPENDITURE OVERRUN

DESCRIPTION - This factor is helpful in determining fiscal condition and the performance of municipal officials in controlling budgets. While estimating revenues and expenditures is not an exact science, some municipalities routinely over-estimate revenues to make budgets balance. Likewise, there could also be a continuing pattern of expenditures exceeding budget. Combined with revenue shortfalls, this can lead to a serious problem in a very short time. A calculation of 100% means an exact budget to actual match.

Our historic conservative budgeting has achieved consistent performance of revenues slightly in excess of budget and expenditures slightly below, resulting in general fund operating surplus (see Factor 8). While our goal would be to have our revenue and expenditure budgets track as closely to 100% as possible, the scenario reflected below is an acceptable alternative.

FORMULA - Year-end Actual Revenues and Expenditures Budgeted Revenues and Expenditures

WARNING SIGN - INCREASING AND/OR CONSECUTIVE REVENUE SHORTFALLS OR BUDGET OVERRUNS





FISCAL HEALTH REPORT FACTOR CALCULATIONS

APPENDIX

		2002		2004		2006		2008		2010		2012
Factor 1	ASSESSED VALUE CHANGE	3121932723 7.13%	3336502029 6.87%	3603607956 8.01%	3910426647 8.51%	4224376707 8.03%	4578558396 8.38%	4828404612 5.46%	5095981371 5.54%	5202703875 2.09%	5183491000 -0.37%	5324234000 2.72%
	POPULATION	13757	13928	14086	14208	14041	14085	14046	14046	14085	13480	13516
Factor 2	PROPERTY TAX % GENERAL FD REV	43.92%	44.74%	47.04%	46.19%	48.80%	47.78%	49.52%	54.30%	52.68%	51.64%	54.38%
	CURRENT PROP TAX COLLECTION	3082388	3347066	3628027	3949536	4370726	4549980	4810980	5081257	5243610	5304265	5494212
	% OF CURRENT LEVY COLLECTED	97.44%	97.40%	97.79%	97.63%	97.41%	96.20%	94.98%	95.29%	96.55%	97.59%	97.90%
	TOTAL PROPERTY TAX COLLECTED	3433933	3714562	4066440	4287637	4715003	5157263	5389989	5661511	5694990	5490647	5841802
Factor 3	GF REV-UUT PER CAPITA	7818642 \$568.34	8302318 \$596.09	8644796 \$613.72	9282048 \$653.30	9661601 \$688.10	10794782 \$766.40	10884403 \$774.91	10426844 \$742.34	10809603 \$767.45	10632711 \$788.78	10743040 \$794.84
Factor 4	TOTAL GF EXPENDITURE PER CAPITA	6503508 \$472.74	7146525 \$513.10	7419267 \$526.71	7622745 \$536.51	8473658 \$603.49	8803882 \$625.05	9173673 \$653.12	9490201 \$675.65	9409784 \$668.07	9206520 \$682.98	9483981 \$701.69
Factor 4a	POLICE ADJUST INFLATION	3233326 0.82977499 2682933	3666111 0.819695012 3005093	3891139 0.80676673 3139241	4193324 0.7900847 3313081	4850963 0.77087992 3739510	5023036 0.75971 3816039	5180143 0.7385 3825333	5510809 0.7480 4121897	5486155 0.7452 4088354	5195354 0.7343 3814895	5599603 0.7281 4076868
	PER CAPITA	\$195.02	\$215.76	\$222.86	\$233.18	\$266.33	\$270.93	\$272.34	\$293.46	\$290.26	\$283.00	\$301.63
Factor 4b	FIRE ADJUST INFLATION	2636123 0.82977499 2187389	2704209 0.819695012 2216627	2908234 0.80676673 2346266	2997418 0.7900847 2368214	3128674 0.77087992 2411832	3303129 0.75971 2509413	0.7385	3855061 0.7480 2883454	3911087 0.7452 2914593	3912491 0.7343 2872902	3961582 0.7281 2884284
	PER CAPITA	\$159.00	\$159.15	\$166.57	\$166.68	\$171.77	\$178.16	\$189.48	\$205.29	\$206.93	\$213.12	\$213.40

FISCAL HEALTH REPORT FACTOR CALCULATIONS

		2002		2004		2006		2008		2010		2012
Factor 5	PERSONNEL	3918419	4072551	4341520	4614128	5188625	5449676	5553804	5914122	5885320	5817881	6005475
	GF EXP	5925005	6493625	6713316	6973136	7787484	8134671	8501284	8914253	8806607	8625582	8944083
	%	66.13%	62.72%	64.67%	66.17%	66.63%	66.99%	65.33%	66.34%	66.83%	67.45%	67.14%
Factor 6	BENEFIT	781491	847968	1087135	1329305	1575586	1596615	1710408	1780820	1808203	1721757	1729567
	PERSON	3918419	4072551	4341520	4614128	5188625	5449676	5553804	5914122	5885320	5817881	6005475
	%	19.94%	20.82%	25.04%	28.81%	30.37%	29.30%	30.80%	30.11%	30.72%	29.59%	28.80%
Factor 7	FUND BALANCE	49.29%	50.13%	52.44%	51.42%	50.12%	50.12%	51.08%	49.57%	49.26%	56.94%	61.07%
Factor 8	OPERATING POSITION	83.18%	86.08%	85.82%	82.12%	87.70%	81.56%	84.28%	91.02%	87.05%	86.59%	88.28%
Factor 9	REVENUE SHORT	7818642	8302318	8644796	9282048	9661601	10794782	10884403	10426844	10809603	10632711	10743040
	BUDGET	7510975	7863615	8070110	8547835	9219270	10117025	10681815	10246895	10447500	10305970	10572680
	PERCENT	104.10%	105.58%	107.12%	108.59%	104.80%	106.70%	101.90%	101.76%	103.47%	103.17%	101.61%
Factor 9	EXPEND OVER	6503508	7146525	7419267	7622745	8473658	8803882	9173673	9490201	9409784	10813495	10242790
	BUDGET	6753570	7174955	7488556	7995905	8710850	9094880	9516455	10000690	9853215	11295720	10568649
	PERCENT	96.30%	99.60%	99.07%	95.33%	97.28%	96.80%	96.40%	94.90%	95.50%	95.73%	96.92%